

Jan. 2, 1934

Estimate for materials to be let
at meeting on Jan. 9, 1934

Wood sash & frames	300.00
17, 000 gray face brick	512.00
38,000 common brick	570.00
100 cu. yds. Building gravel	175.00
60 cu. yds. sand	90.00
150 bbls. portland cement	360.00

S. A. Clausen
Archit.

S. A. Clausen

Before the letting

Special Meeting of the Library Board

Tuesday, January 9, 1934

Present: Messrs. Allen, Borchers, Shilling, Mrs. Gastman, Mrs. Vincent, Mrs. Evans and Mrs. Miller.

A brief meeting was held in the librarian's office. The president appointed his committees.

On motion, a bill from Bennett & Shade, for a Contractor's public liability insurance policy for \$42.40, was passed. Two other public liability policies were presented but decision about taking these out was postponed until the regular meeting, January 26.

The meeting place was transferred to the catalog room, where there was a public letting of contracts with Mr. Clausen, architect, and representatives of firms submitting bids present. Mr. Clausen read the legal notice for bids, as printed in each paper twice.

LEGAL NOTICES

NOTICE FOR BIDS
Contractors are hereby notified that plans and specifications for an addition to the Decatur Public Library can be secured at the office of S. A. Clausen, Archt., 408 Standard Life Bldg., Decatur, Ill. Sealed bids will be received at the office of the Librarian at the Decatur Public Library on and until 4:30 o'clock p. m. Tuesday, Jan. 9, 1934, at which time the bids will be opened.
Bids will be received on the following:
1. Structural Steel—as per plans and specifications.
2. Reinforcing rods—as per plans and specifications.
3. Wood sash and frames as per plans and specifications.
4. 17,000 gray face brick to match gray limestone. Samples to be submitted with bid.
5. 33,000 hard burned common brick—uniform in color and texture—with samples.
6. 100 cu. yards building gravel—clean, washed, graded.
7. 150 bbls. Portland cement of approved make.
8. 60 cu. yds. clean, sharp, coarse sand.
Bids shall be for materials delivered at library site as required.
The Board reserves the right to accept or reject any or all bids.
Dated at Decatur, Ill., this 29 day of December A. D. 1934.
THE BOARD OF LIBRARY
DIRECTORS OF DECATUR, ILL.
By EDGAR H. ALLEN,
Pres. Pro. Tem.
S. A. CLAUSEN,
Archit.

Bids were opened by the secretary and read by Mr. Clausen. Each bid was considered and the lowest and best, accepted. On motion the contract for mill work, sash cord and weights was let to the Decatur Lumber Company for \$395.67

January 9, 1934 ----- 2

On motion, the cement contract was let to the Decatur Brick Mfg. Co., in paper bags at \$2.35 per barrel, as required.

On motion, the contract for sand and gravel was let to the Decatur Hydraulic Sand & Gravel Co., at \$1.75 per cubic yard.

Samples of face brick were displayed and examined by Board members. On motion, face brick at \$26.50 per thousand or less, was to be selected by Miss Dill in consultation with Mr. Clausen, and the hearing was to be continued ^{until} the next day for this and common brick which had been overlooked.

On January 10, authority was given by Board members who were at the meeting the day before to let the contract for the common brick needed, to the lowest bidder. The Decatur Brick Mfg. Co. was given the contract for common brick no. 240 at \$14.00 per thousand, also for Alton face brick no. 2605, at \$26.50.

On motion the partial plans were accepted as far as finished.

On motion, adjourned.

Minnie A. Dill

Secretary

Regular Meeting of the Library Board

Monday, January 29, 1934

Regular meeting of the Board was postponed from the last Friday of the month, January 26, in order to allow the required ten days for bids on material after the legal notice was published.

Present: Messrs. Allen, Borchers, Shilling, Mrs. Gastman Mrs. Vincent and Mrs. Evans.

By agreement, reading of the minutes of the last regular meeting and of one special meeting, also of the librarian's report, were dispensed with in order to dispose of other regular business and put through the special business of letting contracts for material.

Action was rescinded on paying the abstracter, passed at last meeting, as this was deducted by the bank from the amount borrowed.

Unfinished business: Public liability insurance policies on Main library and Evans branch, held over for consideration from the last meeting, were discussed. On motion, it was decided to take out public liability insurance on the Main building, for one year only. On motion, the chairman of the Finance committee and Miss Dill were to act in regard to this one policy, and also to consider a change in distributing insurance among the various local agencies.

On motion, the purchase of common and face brick, Jan. 10, was ratified by the Board.

Mr. Clausen requested the purchase of the light fixture, designed specially for the stack lighting by the Fairies Mfg. Co. This sample is \$15.00. Bids will be submitted for this work and if the contract is let to this company the price paid for the sample will be deducted from the total bid. It was the consensus of opinion that this should be purchased and tried out.

January 29, 1934 --- 2

Report was made of the closing of the transaction of the loan from the Millikin Bank by the signing of the mortgage and notes by the president and secretary of the Board, and that the insurance policies on the Main building, with mortgage clause attached, had been deposited in the bank for the period of the loan. It was reported that \$8,422.58 was the amount of the loan placed to the credit of the building fund. This is the balance from the \$9.000 borrowed after deducting the following:

Commission	\$135.00
Discounted interest	430.42
Abstracter	12.00
Total	<u>\$577.42</u>

Bills to the amount of \$2,335.82 were approved by the Finance committee and ordered paid.

The meeting was transferred from the librarian's office to the catalog room for the letting of contracts for materials, and representatives of the various firms submitting bids were present.

The plans, as finished, submitted by Mr. Clausen, were approved subject to Miss Dill's acceptance.

The secretary opened the bids, and Mr. Clausen read the legal notice

LEGAL NOTICES

NOTICE FOR BIDS ON MATERIALS FOR THE DECATUR PUBLIC LIBRARY.

Notice is hereby given that sealed bids will be received and opened by The Board of Library Directors at the office of the Librarian in the Public Library in Decatur, Illinois, on and until 4 o'clock p. m. January 29, 1934. Plans and Specifications can be obtained at the office of S. A. Clausen Archt., 408 Standard Life Bldg.

Sealed bids will be received for the following materials:

1. Electric materials.
2. Roofing.

Paint.

Plaster.

5. Roof insulation.

6. Gypsum block—alternate—Haydite.

Only such bids will be considered as are made strictly in accordance with the plans and specifications.

The Board reserves the right to accept or reject any or all bids.

Dated at Decatur, Ill., this 17th day of

January A. D. 1934.

The Board of Library Directors of De-

catuur, Illinois.

EDGAR H. ALLEN.

President.

S. A. CLAUSEN.

Architect.

17 Jan. 1934

Bills to the amount of \$203.16, for the stack room project were also passed by the Finance committee and ordered paid from the special building fund.

Electric materials Five bids were submitted:

Ralph A. Mahon- \$332.75; Electric Supply & Fixture House- \$205.40; L.D. Berry- \$219.72; Krigbaum Electric Co.- \$276.94; Morehouse & Wells Co.-\$215.56. It was not clear that all bids covered the same things. On motion, these bids were to be tabulated by a committee consisting of Mr. Allen, Mr. Clausen and Miss Dill, and the contract given to the lowest covering the same.

Roofing Three bids were submitted:

Industrial Roofing Co.- \$160; King-Lar Asbestos & Roofing Co.-\$160 ; B. M. Dennis & Son- \$183.70. The Industrial Roofing Co. charged \$5.00 per day for use of their equipment, the King-Lar did not. On motion, the bid of the King-Lar Co. for \$160.00 was accepted.

Paint Four bids were submitted:

Roy M. Black- \$61.70; Sherwin-Williams Co.- \$50.60; Roy R. Wilson- \$49.04; Morehouse & Wells Co.- \$48.54. On motion, these to be tabulated and let to the lowest bidder, by the committee.

Plaster - Lime - Wood fiber Five bids were submitted:

E.E. Lilly & Son; W. G. Traver Supply Co.; Morehouse & Wells Co.; Decatur Builders' Supply Co.; Parke & Son. As the prices on the different materials included were ~~practically~~ the same, by consent of those bidding the contracts were let by drawing the names from a hat, held by Mrs. Evans and drawn by Mrs. ^{Vincent} ~~Miller~~ of the Library Board. The first name drawn- Decatur Builders' Supply Co.- got the finishing lime at 65 cents a sack; the second name drawn- E.E. Lilly & Son- got the gauging plaster at \$1.65 a sack; and the third name drawn- W. G. Traver Supply Co.- got the wood fiber at \$1.10 a sack. These to be delivered as needed.

January 29, 1934 --- 4

Roof Insulation

Three bids were submitted:

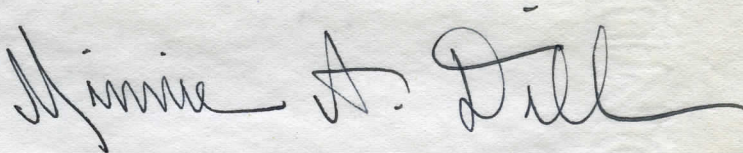
Decatur Lumber & Mfg. Co.- \$150.00; Hunter-Pogue Lumber Co.- \$112.50; G.S. Lyon & Sons Lumber & Mfg. Co.- \$105.00. On motion, this was left to the committee to be decided.

Wall Insulation

Gypsum wall board or Haydite block.

Five bidders: three eliminated. Decatur Builders' Supply Co. withdrew in favor of Morehouse & Wells Co. on gypsum. Drawing from hat resulted in haydite held for W.G. Traver Supply Co. On motion, decision between gypsum and haydite left to the committee.

On motion, adjourned.



Secretary.

Note: - ~~No~~-No books were ordered, as both new titles and replacements had been taken care of between Board meetings.

Librarian's Report for December, 1933

Book Account

	Adult	Juvenile	Total
Total vols. 30 Nov. '33	50978	14897	65875
New books added by purchase	129	34	163
New books added by gift	0	1	1
Books replaced	1	0	1
Total additions	130	35	165
Total vols. 31 Dec. '33	51108	14932	66040

Registration

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 30 Nov. 1933	13820	4944	985	1199	20948
Borrowers registered	257	107	31	17	412
Borrowers cards cancelled	246	62	18	15	341
Cards in force 31 Dec. 1933	13831	4989	998	1201	21019

Circulation

	Main lib.		Evans br.		Schools	Total
	Adult	Child	Adult	Child		
Books issued	19419	6104	2511	2078	2871	32983
Largest daily circ. at Main library-			1822		At Evans br.-	290
Smallest " " " " " "			605		" " "	78
Average " " " " " "			1021		" " "	183
Overdue notices sent	-	-	-	-	-	515
Reserve postals sent	-	-	-	-	-	198
Pictures loaned	-	-	-	-	-	532

Binding and Repair

Books sent to bindery	-	-	-	-	-	2
Books repaired in library	-	-	-	-	-	3225

Classified Report
Book Report

	Main lib.		Evans	E. End	Schools	Total
	Adult	Child	branch	branch		
Total vols. 30 Nov. '33	46638	8089	5553	2767	2828	65875
New books added:						
General works	6	0	0	0	0	6
Philosophy	3	0	0	0	0	3
Religion	3	0	0	0	0	3
Sociology	11	2	0	0	0	13
Philology	2	0	0	0	0	2
Science	1	3	0	0	0	4
Useful arts	2	3	1	0	0	6
Fine arts	5	4	0	0	0	9
Literature	20	3	0	0	0	23
History	6	0	0	0	0	6
Travel	5	2	1	0	0	8
Biography	10	1	0	0	0	11
Fiction	55	10	6	0	0	71
Total added	129	28	8	0	0	165
Rental coll. 19						
Total vols. 31 Dec. '33	46767	8117	5561	2767	2828	66040

	<u>Classified Report</u>				Total
	<u>Circulation</u>				
	Main lib.		Evans	Schools	
	Adult	Child	branch		
General works	57	7	0	0	64
Philosophy	249	2	2	0	253
Religion	266	38	25	41	370
Sociology	438	532	164	386	1520
Philology	14	0	2	0	16
Science	273	169	59	137	638
Useful arts	565	190	80	61	896
Fine arts	444	150	71	14	679
Literature	754	479	131	179	1543
History	417	116	80	253	866
Travel	530	211	61	214	1016
Biography	674	89	59	75	897
Fiction	14216	4058	3604	1511	23389
Magazines	342	63	250	0	655
Foreign books	23	0	1	0	24
Rental coll.	157	0	0	0	157
Total	19419	6104	4589	2871	32983

Finance

Receipts:

Balance on hand 24 Nov. '33-	\$145.43
Fees from non-residents ---	17.00
Fines, damaged & lost bks.-	133.10
Rental collection -----	15.70
Reserve postals sold -----	4.20
Amount placed to account --	\$3000.00

Expenditures:

Salaries -----	\$1479.20
Janitor service -----	200.00
Books -----	473.77
Periodicals -----	4.50
Binding -----	57.95
Supplies -----	45.02
Light -----	1.50
Heat -----	91.70
Furniture & fixtures ----	3.18
Telephone -----	6.35
Postage, drayage, etc ---	3.52
Insurance -----	35.72
Paving & interest -----	367.18
Miscellaneous -----	6.53
Total expenditure-----	\$2776.12
Balance on hand Dec.29, '33-	\$539.31
Total receipts -----	\$3315.43

December 29, 1933-	balance due from 1933-1934 tax levy -----	\$19,000.00
December 29, 1933-	balance due from 1932-1933 tax levy -----	\$12,600.00

Respectfully submitted,

Minnie A. Dill

Librarian

SPECIAL BUILDING FUND

Report for January, 1934

Total amount borrowed from Millikin National Bank - - - - -	\$9,000.00
Deducted by Bank:	
Bank commission - - - - -	\$135.00
Discounted interest	430.42
Abstracter - - - - -	12.00
	\$577.42
Amount placed to Library credit January 9, 1934 - - - - -	\$8,422.58

Expenditures during January

✓ Bennett & Shade Co.	Insurance	\$42.40
✓ Decatur Tent & Awning Co.	Tarpaulin	20.00
✓ Decatur Lumber & Mfg. Co.	Lumber & materials	71.18
✓ B. M. Dennis & Son	Materials	22.77
✓ Decatur Newspapers, Inc.	Notices for bids	17.81
✓ Roy R. Wilson	Tools	8.18
✓ Morehouse & Wells Co.	Materials	20.82
		\$203.16

Balance in bank January 29, 1934 - - - - -	\$8,219.42
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G. W. A. Pay Roll - January, 1934

January 14 -----	\$417.60
January 11 -----	528.00
January 18 -----	550.50
January 25 -----	397.07
	\$1893.17