

Regular Meeting of the Library Board

March 29, 1940

Present: Messrs. Shilling and Knuth. Consent was had from three absent members to pass the regular bills.

Mrs. Garman came Monday April 1 to approve and sign vouchers.

Minutes of the meeting were read and approved.

The librarian's report was omitted.

The report of L. H. Foltz on the physical condition of the library was read and discussed.

Mention was made of the Township lot for sale, and other lots in that vicinity for a branch building.

Regional library institutes are now being held,- four of the staff will go to Belleville and four others to Clinton.

Bills to the amount of \$2,743.09 were passed, and ordered paid. Mr. Knuth acted on the Finance committee for this meeting.

On motion, adjourned.

Minnie A. Dill

Secretary.

Librarian's Report for February, 1940

Book Report

	Adult	Juvenile	Total
Total vols. 31 Jan.'40	57122	16456	73578
New books added by purchase	265	6	271
New books added by gift	25	1	26
Magazines bound	1	0	1
Books replaced	2	0	2
Total additions	293	7	300
Books withdrawn	181	98	279
Total vols. 29 Feb.'40	57234	16365	73599

Registration

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 31 Jan.'40	12250	3792	731	923	17696
Borrowers registered	374	83	20	17	494
Borrowers cards cancelled	269	74	22	23	388
Cards in force 29 Feb.'40	12355	3801	729	917	17802

Circulation

	Main Lib.		Evans br.		Schools	Total
	Adult	Child	Adult	Child		
Books issued	14904	3700	1551	1599	4535	26289
Largest daily circ. at Main Library-			1263			208
Overdue notices sent	-	-	-	-	-	318
Reserve postals sent	-	-	-	-	-	282
Pictures loaned	-	-	-	-	-	800
Telephone calls	-	-	-	-	-	466

Binding and Repair

Books sent to Bindery	-	-	-	-	-	-	219
Books repaired in library	-	-	-	-	-	-	1296

Classified Report

Book Account

	Main Lib.		Evans branch	E. End branch	Schools	Total
	Adult	Child				
Total vols. 31 Jan.'40	52595	8772	6639	2379	3193	73578
New books added:						
General works	9	0	0	0	0	9
Philosophy	3	0	1	0	0	4
Religion	19	0	0	0	0	19
Sociology	37	0	3	0	0	40
Science	11	0	0	0	0	11
Useful arts	31	0	4	0	0	35
Fine arts	23	0	2	0	0	25
Literature	19	1	0	0	0	20
History	22	0	0	0	0	22
Biography	(15)-34	0	1	0	0	35
Fiction	47	0	15	0	0	62
Total added	270	1	29	0	0	300
Rent coll.- 25						
Books withdrawn	152	72	50	5	0	279
Total vols. 29 Feb.'40	52713	8701	6618	2374	3193	73599

Classified Report
Circulation

	Main Lib.		Evans	Schools	Total
	Adult	Child	branch		
General works	55	6	2	0	63
Philosophy	288	6	4	0	298
Religion	202	19	13	45	279
Sociology	517	90	33	189	829
Fairy tales		220	67	343	630
Language	20	0	2	0	22
Science	300	118	48	215	681
Useful arts	748	194	102	169	1213
Fine arts	715	70	39	40	864
Literature	799	142	70	209	1220
History	598	60	39	283	980
Travel	590	101	128	329	1148
Biography	643	104	76	136	959
Fiction	8562	2533	2349	2577	16021
Magazines	444	37	178	0	659
Foreign books	38	0	0	0	38
Rent coll.	385	0	0	0	385
Total	14904	3700	3150	4535	26289

Volumes used for reference in library - - - - - 1001

Finance

RECEIPTS:

Bal. on hand 26 Jan. '40 ----	\$14831.14
Fines, lost & damaged bks -	130.81
Non-resident fees -----	20.00
Rent collection -----	19.25
Reserve postals -----	4.94

Total receipts ----- \$15006.14

DISBURSEMENTS:

Salaries -----	\$1747.80
Janitor service -----	200.00
Books -----	849.79
Binding -----	12.70
Supplies -----	124.45
Repairs & improvements ---	17.54
Light -----	6.97
Heat -----	236.56
Furniture & fixtures -----	4.74
Postage, drayage, etc ----	6.79
Insurance -----	5.38
Miscellaneous -----	19.44
Total disbursements -----	\$3232.16
Bal. on hand 23 Feb. '40 -	\$11773.98

Respectfully submitted,

Minnie A. Dill

Librarian.

ROY W. CHRISTY

General Contractor

No. 6 Ridge Court

DECATUR, ILLINOIS,

PHYSICAL SURVEY OF DECATUR PUBLIC LIBRARY BUILDING

March 29, 1940

Exterior: Generally, the exterior stone work and mortar joints are in good condition. The only part of the building that shows actual need of repair is the gable on the west elevation above the sky light over the book stacks. The mortar joints in the stone ^{in this} portion of the building are weathered out and may contribute to leaks in the sky light area. There is also a wood louvre into the attic in this wall area that needs repair. Some of the slats being loose and others out of place. During a heavy or blowing rain, water undoubtedly comes into this louvre and will, in time, damage the plaster on the ceiling below. The stone joints mentioned above should be raked and tuck-pointed by a capable brick or stone mason.

Iron Window Guards - Basement: In the old portion of the building there are twenty ornamental iron window guards that are entirely rusted out. These guards were originally intended as burglar protection and if this protection is still desired, should be replaced. Also, they should be of such design for convenience in window cleaning. There are four window lights in the basement which are cracked and can be replaced at small expense.

Plumbing: The men's toilet in the basement has new fixtures of the latest type but do not operate properly for a public toilet room. There are three water closets and two urinals operating on a meter type system. That is, the water is metered directly from the main rather than from a reservoir above the fixtures. There is a 1" supply into the building from the main, this supply is reduced to 3/4" to said toilet room and from this 3/4" supply there is a 1" pipe to a thirty gallon tank at the ceiling and also to the water closets and urinals. It is my opinion that this is the wrong type of fixtures for this toilet room since the supply from the city main is only 1" and should be at least 1 1/2" to have satisfactory operation but since this is impossible, the changing of the 3/4" pipe to a 1" size which comes through the meter would be an improvement. The next thing to improve the operation of these fixtures would be a larger tank on the first or second floors since the tank, as installed at the present time, is only a gravity supply to the fixtures. The ladies toilet on the first floor has one water closet of antiquated design and should be replaced at some early date as it is a potential trouble-maker and might at any time damage the property far above its value.

ROY W. CHRISTY

General Contractor

No. 6 Ridge Court

DECATUR, ILLINOIS,

PAGE TWO

Scagliola Columns and Bases: Several of the column bases in the main portion of the Library are badly in need of repair and inspection shows that in the past the repairing has been done by someone who did not understand marble work. Altho Scagliola is a synthetic marble, it has sufficient hardness that it can be drilled and anchored with brass wire and molding plaster so it is almost indestructible. However, many of the sections of these bases are broken and it might be advisable to have them replaced with either genuine marble or a wood base. But if they are to be repaired only, the work should be done by a marble setter.

Lighting: Generally, the lighting of the interior of the building is old type but fairly good. There are two places that with small expense could be greatly improved. First, the work room in the northeast corner of the basement has drop cords from the ceiling with plain lamps and no reflectors. Although the wattage of these lamps is of sufficient size, the light from these lamps is absorbed in the upper part of the room which is non-reflective. It is suggested that these old drop cords be replaced and porcelain reflectors installed. This will deliver the light to the correct points and make working conditions more satisfactory. Second, the catalog room on the second floor is also poorly lighted. It is suggested that the same thing be done with the four drop lights in this room, as the center fixture is of almost no benefit. It would greatly improve working conditions if a flourescent tube light three feet long be installed on top of the catalog files. This new type of lighting gives much greater candle power at a lower cost.

Plaster and Painting: Generally, the plaster is in good condition. Plaster in the children's room at the north end of the second floor is in worse condition than any other part of the building. In the northeast corner of this room the paint and plaster has broken loose as if there is an alkali condition present but, due to the age of the building, this does not seem possible. It is my opinion that this is a moisture condition and can probably only be overcome by the removal of the plaster and some water proofing applied to the exterior walls before the plaster is replaced. This condition is also apparent in the Librarian's office. The ceiling in the children's room has cracked where the ceiling construction has sagged and in the corners of the room there are settling cracks. It would be necessary to remove the plaster to overcome this condition but once it was replaced, these cracks should not reappear since both the ceiling and the building itself should have had its final set.

ROY W. CHRISTY

General Contractor

No. 6 Ridge Court

DECATUR, ILLINOIS,

PAGE THREE

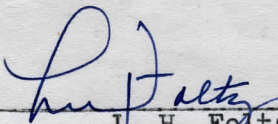
Windows and Doors: Windows and doors throughout the building are in good condition. They are loose from age and leak some air from shrinking but it does not appear that any replacements are warranted since they do not leak rain and the radiation in the building is ample to offset this leakage. The finish on the window stools, in many cases, is damaged or gone and can be replaced by anyone by simply sanding and brushing on some varnish or hard finish floor oil.

Roof: Inspection of the roof shows that composition roofing on the upper part is in fairly good condition and the metal roofing forming the gutter at the parapet walls is also in good repair. There is a leak near the front wall in the catalog room on the second floor but the flashing and metal roof directly over this leak appears to be in good condition. However, it is entirely possible there are pin holes in this metal roof and when heavy rains or snows causes water to stand at this point, a leak would develop. It would be a fairly expensive proposition to have this metal roof and flashing renewed but is probably the only way to correct the trouble. The flashing over the offices in the northwest corner of the old building are almost entirely gone and should be replaced at the earliest possible moment. This may be the cause of the paint failure in the ceiling of the Librarian's office. There appears to be a leak at the west edge of the sky light over the book stacks although the sky light has been flashed and plastered with asphalt plastics until it would seem impossible for a leak to occur. The same thing is true of this sky light as of the metal roof. If this condition is sufficient to warrant repair, it is the opinion of the writer that all flashings and asphalt should be removed and new flashing installed.

There is an old fire screen rolled above the opening by the book stacks and the passage to the Librarian's office. This screen is not in condition to be used and is only 5'8" from the floor. It is suggested that this screen, since it is out of use, be removed so the passage will have proper head room.

In conclusion, I wish to mention that the building as a whole is in exceptionally good condition for its age and that the new addition, which was built under rather adverse conditions, is of good sound construction.

LHF:N



L. H. Foltz