

Board of Trustees

April 21, 1951

A special meeting to consider work done on renovations was called to order at 2 P.M.

Members present, Mr. Knuth presiding; Mrs. Gage, Mrs. Garman, Messrs. Hull, Owen and Stafford.

The Librarian reported that on April 11 Mr. Beale of Harris Associates, Mr. Blades, the electrical contractor, and Mr. Duncan had met with her to discuss installation of a bell in the Staff Room. Mr. Blades regarded this as an extra for which he expected to charge \$80.00. The Librarian contended that since there had been a signal in the Staff Room and we were to have a similar system run in conduit this was part of the work.

During the conversation, Mr. Blades had said that he had \$5,000.00 tied up in this project and that he wanted his money. The Librarian reported that that was impossible since all bills had been paid up to the retaining fee. Mr. Blades then told Mr. Duncan that the latter had continually told him the library was not paying any bills and hadn't since the first of the year.

The Librarian reported to the Board that Mr. Duncan owed his subcontractors at least \$9,569.00 and that the meeting had been called to make them aware of Mr. Duncan's financial standing.

A discussion took place regarding the Bond and protection of the library. Mr. Hull said that briefly any workman who has performed work on the building has a claim on the owner, even though the owner has paid the general contractor.

At 3 o'clock Mr. Beale joined the Board. He was told that one of the main things in the minds of the Trustees was the question - what is the status of our agreement with Duncan. Mr. Beale reported that that morning Mr. Duncan had given him his figures but had told him that in so short a time he couldn't get them in too good shape. Mr. Beale also produced the Bond. To Mr. Owen's question as to the Bond's expiration date, Mr. Beale answered that it was for as long as the contract ran. He said that he had found some errors in Mr. Duncan's accounts but would give the Board the following figures:

His total contract with the subcontractors was for \$59,484.29, of which he has paid \$48,631.63.

The balance due Mr. Perry (concrete)	\$ 2600.00
Mr. Songer (paint)	1169.36
Mr. Baker (ceiling)	979.50
Blades & Campbell (electrical contractors)	5013.14
Brinkoettters (flooring)	2929.25
(Mr. Brinkoetter has received no money from Mr. Duncan)	
Mr. Clodfelter (plumber)	Paid in full
Mr. Ballinger (plasterer)	Paid in full.

105

Mr. Beale agreed with the Trustees that the approximate balance due from Duncan to the subcontractors is \$12,691.25, while the balance due Duncan from the library is \$6,539.25.

Mr. Beale read two letters, one of which Mr. Duncan had written to the Reconstruction Finance Corporation, dated April 18th, requesting a loan of \$30,000.00; a second letter to Harris Associates saying that he would pay the subcontractors in full the first part of May, and that Mr. Eagan of the Housing Project across the lake would be glad to discuss the matter with the Board since he was considering refinancing Duncan's company.

Mr. Beale said that there were no receipts in the files of Harris Associates to show that subcontractors had received any specified amount. He is not greatly concerned at the moment, but will be by the end of this month. We are protected by the Bond but to take action with the Bonding Company would be considered drastic. Mr. Hull asked if the Board should not notify the Bonding Company since the Board knows at this time about Duncan's insolvency. Mr. Beale answered that it might be well to notify Orville Smith, their local representative, telling him what is transpiring and leave it up to him regarding further action. If the Bonding Company is notified they will immediately begin to "tear Duncan apart", whereas we all agree that we should like to see him regain solvency. Mr. Hull explained that the Board was not spending their own money and that it cannot be wreckless with the people's money. Mr. Hull made the motion that the Board leave the matter up to Harris Associates, although he thought Mr. Beale should acquaint the Corporation Counsel with the facts.

Regarding the list of items to be corrected before the building is accepted by the Board, the members agreed that the Librarian was to act as agent of the Board and work the problems out with Mr. Beale.

The meeting adjourned at 5:25 P.M.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

MEP/rs

Board of Trustees

April 27, 1951

The regular meeting of the Board was called to order at 3:30 P.M.

Members present, Mrs. Gage, Mrs. Garman, Mrs. Loewen, Messrs. Blackford, Owen, and Stafford. In the absence of Mr. Knuth, Mr. Stafford presided.

The minutes for the previous regular meeting, and the special meeting of April 21, were read and ordered filed.

The Librarian's report for March was examined.

Bills to the amount of \$5,028.68 for Maintenance, and \$326.47 for Renovations, were ordered paid.

The question of the contractor's, Mr. Duncan, solvency was discussed. Mr. Stafford gave a brief report on his bond. He said that there were three parties to it, the contractor, the owner, and the broker. Mr. Orville Smith, through whom the bond was negotiated, was simply the broker for the bonding company but could not be considered their agent. Mr. Stafford believed that the Board should notify the bonding company in writing regarding our doubts as to Mr. Duncan's solvency in order to free the Board of any responsibility in knowing the situation and neglecting to report it. He also felt that Byron Merris, Corporation Counsel, should be told of the situation. The motion was made by Mr. Owen, seconded by Mrs. Garman, and unanimously passed that Mr. Hull and Mr. Stafford should notify the proper parties (the bonding company, Byron Merris, and Harris Associates) of Mr. Duncan's insolvency. *

The Librarian reported that there were several items on her list of things to be corrected for which she did not wish to take the responsibility of accepting. Foremost of these was the retaining wall which has become cracked and pitted since it was erected. Second, the heating areas on the basement floor. Mr. Blackford suggested sending a specimen of concrete from the wall to the University of Illinois School of Engineering laboratory to see if the materials used were according to specifications. The Board agreed that the Librarian should talk with Mr. Perry, the concrete sub-contractor, and Mr. Spangler, regarding the quality of materials used in the wall. Concerning heat on the basement level, the Librarian reported that two large radiators had been removed, one from the newspaper room, one from the center hall, and a smaller one from the mending room. At the time, Mr. Spangler had been confident that the pipes running through the basement area were more than sufficient for heating. These pipes, however, were completely covered by the ceiling and during the winter it was found that the area was too cold for the Staff. The Librarian expressed concern that what had been a warm area previous to the renovations should become too uncomfortable for workers, in spite of the money expended. She said that Mr. Spangler had recommended the installation of an electrical blower system but that she regarded this as an unfortunate expenditure in view of the fact that previously the basement area was sufficiently warm. The Board requested her to talk again with Mr. Spangler concerning the situation and report back.

* Letters to Harris Associates & Orville Smith sent 4-30-51

A discussion of the outside exhibit cases took place and the Librarian was instructed to stand firm in seeing that they were corrected.

Mr. Owen gave a report on the specifications received for installing an oil burner in the present heater at Evans Branch. The Brownie Coal Company has submitted a bid for installing a Timken unit for \$462.50; Reidel Heating Company for installing a Delco (General Motors) unit for \$339.50; and Sears-Roebuck Company for installing an unknown unit for \$335.59. Mr. Owen had asked Charles Harris, of Harris Associates, about the different units. Mr. Harris said that the Timken was a heavier more complicated mechanism, excellent, but that probably for our purposes the Delco was the better of the two. Therefore, he was recommending that the Board install the Delco unit. A discussion took place of the advantages between the Delco and the Sears-Roebuck Company product. The Librarian suggested that the difference of about \$4.00 in the Reidel and Sears-Roebuck figures was because the latter company had specified placing the control at the Librarian's desk, whereas we had definitely stated that it should be placed in the Librarian's office. Several members questioned the grade of oil which would be required. They voted to leave the matter to Mr. Owen to investigate regarding the oil, and to select the burner he considered best.

The Librarian reported that Mr. Reeve, Second Janitor, was to leave April 28th; also that Miss Grace Barnwell, who had given the Library the Decatur Barnwell photograph of Abraham Lincoln, had died in Lincoln on March 27th.

It was agreed to have a meeting of the Financial Committee Monday, May 7, and the annual meeting to pass on the 1951-1952 budget, and the Librarian's report Friday, May 11.

that for 1952-1953

The meeting adjourned at 5:20 P.M.

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Librarian's Report
March, 1951

FINANCIAL STATEMENT

RECEIPTS:

Bal. on hand Mar. 1, 1951	12916.37
Appropriation	22428.10
Fines, L. & D. books	331.51
Non-resident fees	62.00
Other sources	2.88
Total	<u>35740.86</u>

DISBURSEMENTS:

Staff Salaries	3525.29
Janitor Salaries	416.66
Books	914.34
Periodicals	17.00
Visual Aids	789.88
Printing	14.00
Binding	902.73
Supplies	437.35
Repairs and Improvements	3.75
Heat	151.00
Furniture & Fixtures	1617.36
Telephone	38.77
Postage, Express, etc.	36.60
Insurance	1006.32
Bookmobile	31.20
Miscellaneous	35.79
Total	<u>9938.04</u>

Balance in checking account April 1, 1951 - \$25,802.82

CIRCULATION

	ADULT	Y	JUVENILE	1951	1950
Main Library	11438	504	5080	17022	16250 + 772
Evans Branch	1015	155	1955	3125	3337 - 212
Bookmobile	2242	430	4536	7208	6571 + 637
D. & M. C. Hospital	102	0	0	102	0 + 102
T. B. Sanitorium	177	0	27	204	317 - 113
Total	<u>14974</u>	<u>1089</u>	<u>11598</u>	<u>27661</u>	<u>26475 + 1186</u>

Largest daily circulation at Main (Evans 172, Bkm. 492)	1001	1002
Overdue notices mailed	414	471
Reserve postals mailed	50	132
Pictures loaned	426	1210
Telephone calls	692	801
Reference questions asked	397	452

BINDING AND MENDING

Books sent to bindery	1951	1950
Books mended in library	408	0
	0	225

NON-BOOK MATERIAL

	ON HAND	ADDED	TOTAL ON HAND
	Mar. 1, 1951		Mar. 31, 1951
Recordak films	803	118	921
Projector films	142	10	152
Records, etc.	45A 15J	OA OJ	45A 15J

Librarian's Report

March, 1951

-2-

BOOK STOCK

	<u>TOTAL VOLS.</u> Mar. 1, 1951	<u>BOOKS</u> <u>ADDED</u>	<u>BOOKS</u> <u>WITHDRAWN</u>	<u>TOTAL VOLS.</u> Mar. 31, 1951
<u>MAIN</u>				
Adult	63032	498	12	63518
Youth	548	3	0	551
Juvenile	10696	49	0	10745
Total	<u>74276</u>	<u>550</u>	<u>12</u>	<u>74814</u>
<u>EVANS BRANCH</u>				
Adult	5298	50	0	5348
Youth	201	0	0	201
Juvenile	4511	15	0	4526
Total	<u>10010</u>	<u>65</u>	<u>0</u>	<u>10075</u>
<u>EXTENSION</u>				
Adult	3136	50	0	3186
Youth	452	2	0	454
Juvenile	3487	29	0	3516
Total	<u>7075</u>	<u>81</u>	<u>0</u>	<u>7156</u>
<u>SCHOOL COLLECTION</u>				
Total	1273	0	13	1260
<u>EAST END BRANCH</u>				
Adult	535	0	0	535
Youth	0	0	0	0
Juvenile	523	0	0	523
Total	<u>1058</u>	<u>0</u>	<u>0</u>	<u>1058</u>
GRAND TOTAL	93692	696	25	94363

REGISTRATION

	<u>ADULT</u>	<u>JUVENILE</u>	<u>TOTAL</u>
<u>MAIN</u>			
Carried forward	9955 10390	3139	13529 13094
Additions	426 (180)	128 (91)	554 (271)
Cancellations	463	137	600
Total	9918 <u>10353</u>	<u>3130</u>	<u>13483</u> 13048
<u>EVANS BRANCH</u>			
Carried forward	398 418	865	1283 1263
Additions	6 (3)	41 (31)	47 (34)
Cancellations	8	26	34
Total	396 <u>416</u>	<u>880</u>	<u>1296</u> 1276
<u>BOOKMOBILE</u>			
Carried forward	744	1897	2641
Additions	18 (1)	58 (58)	76 (59)
Cancellations	0	3	3
Total	<u>762</u>	<u>1952</u>	<u>2714</u>
GRAND TOTAL	<u>11531 (184)</u> 11076	5962 (180)	<u>17493 (364)</u> 17038

() - New Registrations

Librarian's Report

March, 1951

-2-

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() - New Registrations

Librarian's Report
March, 1951

-3-

FINANCIAL STATEMENT

RENOVATION FUND

RECEIPTS:

Bal. on hand Mar. 1, 1951 12780.46

DISBURSEMENTS:

Lawrence M. Duncan 3269.63

Balance in checking account Apr. 1, 1951 - \$9,510.83

With the Open House celebrating completion of our renovations looming up next month, the contractors made an effort to actually finish their work. The ventilator over the balcony was installed, final floors laid and odd jobs finished by the carpenters.

Mrs. Garman, Chairman of the Trustees Committee, called a meeting which was held at Mrs. Loewen's home on the 16th to consider the program. Mrs. Gage, Mr. Duchac and the Librarian were present.

Mrs. Schoby did extra work in helping get the Extension Room in order and all Staff members helped in making the building neat.

Mr. Patterson of Huston-Patterson gave us 375 beautifully printed invitations for Dr. Pratt's Lincoln Address and the Open House, Miss Scheiderer of Decatur High School had her classes mimeograph 1400 copies of the contest rules for naming the Children's Room which began March 27th.

On March 4th the Herald-Review carried a full page spread of the interior showing the renovations and new arrangements.

Dr. Harry Pratt, Acting State Historian, spent two days appraising items in the Lincoln Collection and Otto Kyle of the Herald-Review also appraised and recommended methods of exhibiting.

On March 7th Mr. Duchac, with Mrs. Daut and Mrs. Willis gave a radio program The Decatur Public Library and Adult Education over WSOY. *and W.D.Z.*

Miss Leona Ringering of the State Library visited us and made a tour of the building.

Mrs. Florence Thorne finished a temporary appointment of six months as assistant Cataloger, leaving March 30th.

Circulation for the month showed a sharp turn upward with 772 increase in the main building and 637 on the Bookmobile. Miss Sloan reports unusual activity in the Children's Room where she is topping the circulation of 1949 the last year of Miss Vancil's appointment. Miss Austin reports the biggest circulation on the Bookmobile to date with 7000 books loaned. Although the pressure of work is serious in all departments, Miss Austin and Miss Sloan need assistance daily if they are to weather such pressure.

Librarian's Report
March, 1951

-4-

Miss Sloan held four Story Hours with a total attendance of 37, an average of nine children. Five school classes with a total attendance of 108 came for instruction and stories. The Librarian took one first grade group "for the fun of it."

In addition to many unscheduled classes from High School, three came for library instruction.

The Auditorium was used eight times by local groups: Great Books (3), Barn Colony, Macon County Historical Association, United World Federalists, D.A.R., and the Humane Society.

The Librarian spent March 3d in Chicago where she attended a meeting of the I.L.A. Planning Board. She was reappointed to the A. of C. Education Committee for 1951. Miss Poland substituted for her at one group meeting, Mr. Duchac at another. She was present at meetings of two other local groups.

Miss Sloan and the Librarian met with the Cabinet of Elementary School Principals on March 27th to ask their cooperation in the Children's Room Name Contest. Miss Sloan outlined objectives and procedures with skill and orderliness. Mr. Duchac and the Librarian spoke on The Public Library Role in Adult Education for the Council of Education. The Librarian spoke on our services and needs for The Exchange Club and Decatur Launderers and Cleaners Association; and on Leisure Activities for Delta Kappa Gamma.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Librarian

MEP/rs