

Called Meeting of the Library Board

April 11, 1941

Present: Messrs. Shilling, Knuth, Nash, Mrs. Evans, Mrs. Garman, Mrs. Buckner, and Miss Riggs.

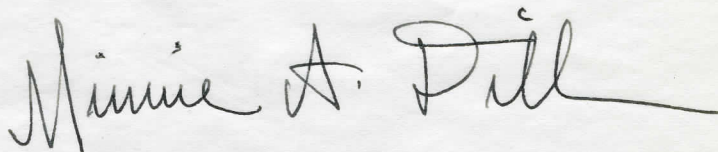
The meeting was called to consider much needed repairs on the main building, the most important being pointing up the stone work. There was a general discussion of the problem, the best method of making a start, the legal procedure, etc.

On motion, the secretary was instructed to telephone the City attorney as to the procedure the Board should follow in the matter of repairs to the building in excess of five hundred dollars, and to ask for written advice. Motion

On motion of Mr. Knuth, seconded by Miss Riggs, a committee of four was to be appointed to formulate a plan for needed outside repairs, not to exceed \$3,000, the plan to follow the legal advice of the City attorney, such a committee to have power to act. Motion carried.

The president appointed the following: Mr. Nash, Mr. Knuth, Mrs. Garman and Mrs. Buckner, and they were to select their own chairman and chose Mr. Knuth.

On motion, adjourned.

A handwritten signature in cursive script, reading "Minnie A. Dill". The signature is written in dark ink and is positioned above the typed name of the secretary.

Secretary.

Regular Meeting of the Library Board

April 25, 1941

Present: Messrs. Shilling, Knuth, Nash, Mrs. Evans, Mrs. Buckner and Mrs. Garman.

Minutes of the March meeting and of the called meeting April 11, were read and approved. The librarian's report was read, on motion approved and ordered placed on file.

The Committee on building repairs made a brief report and remained after the meeting closed for further discussion.

On motion of Mr. Knuth, seconded by Mrs. Evans, \$2,426.08 was to be placed in the special building account in the savings department before the end of the library year.

The financial statement from the Comptroller was read by Mr. Shilling, and the library budget for 1941-42 was submitted and discussed. On motion of Mr. Knuth, seconded by Mrs. Garman, the budget was adopted as presented, on roll call. On motion of Mrs. Evans, seconded by Mr. Nash, the City Council was to be requested to allow the maximum levy by law of ^{1 2/10} 12 mills, about \$39,500, for regular library operating expenses for 1941-42.

On motion of Mrs. Evans, seconded by Mr. Knuth, the library was to conform to the request of the auditor regarding a more adequate record of fines.

On motion of Mrs. Evans, seconded by Mr. Knuth, expenses not to exceed \$140.00 were to be allowed Miss Dill to attend the A.L.A. Conference in Boston, June 19-25.

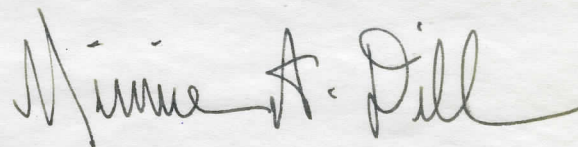
Mr. Shilling mentioned that the annual meeting would be some time before May 15 and that there is no regular meeting that month. As he plans to be out of town, he appointed Mrs. Evans to sign the checks, and Mrs. Buckner and Mrs. Garman to approve the bills for May. On motion of Mr. Knuth, seconded by Mr. Nash,

April 25, 1941

appointments were approved.

Bills to the amount of \$2,559.25 were approved by the Finance committee and ordered paid. Mrs. Buckner acted on the committee for this meeting.

On motion, adjourned.

A handwritten signature in cursive script that reads "Minnie A. Dill". The signature is written in dark ink and is centered on the page.

Secretary.

Librarian's Report for March, 1941

Book Account

	Adult	Juvenile	Total
Total vols. 28 Feb. '41	59364	17105	76469
New books added by purchase	235	33	268
New books added by gift	1	0	1
Magazines bound	1	0	1
Books replaced	5	0	5
Total additions	242	33	275
Books withdrawn	144	84	228
Total vols. 31 Mar. '41	59462	17054	76516

Registration

	Main lib.		Evans br.		Total
	Adult	Child	Adult	Child	
Cards in force 28 Feb. '41	12872	3815	796	913	18396
Borrowers registered	299	81	21	9	410
Borrowers cards cancelled	267	55	20	13	355
Cards in force 31 Mar. '41	12904	3841	797	909	18451

Circulation

	Main lib.		Evans br.		Schools	Total
	Adult	Child	Adult	Child		
Books issued	15071	4383	1802	1524	4287	27067
Largest daily circ. at Main library-			1279	At Evans branch-		209
Overdue notices sent - - - - -						464
Reserve postals sent - - - - -						199
Pictures loaned - - - - -						1429
Telephone calls - - - - -						516

Binding and Repair

Books sent to bindery - - - - -						3
Books repaired in library - - - - -						1508

Classified Report

Book Account

	Main lib.		Evans	E. End	Schools	Total
	Adult	Child	branch	branch		
Total vols. 28 Feb. '41	54687	9092	6994	2363	3333	76469
New books added:						
General works	6	0	0	0	0	6
Philosophy	6	0	1	0	0	7
Religion	7	0	0	0	0	7
Sociology	31	0	3	0	0	34
Language	1	0	0	0	0	1
Science	1	2	3	0	0	6
Useful arts	26	2	7	0	0	35
Fine arts	18	1	0	0	0	19
Literature	19	0	1	0	0	20
History	23	0	0	0	0	23
Travel	18	0	3	0	0	21
Biography	27	1	0	0	0	28
Fiction	38	1	29	0	0	68
Total added	221	7	47	0	0	275
Rent coll.- 21						
Books withdrawn	130	71	24	3	0	228
Total vols. 31 Mr. '41	54778	9028	7017	2360	3333	76516

Classified Report

Circulation

	Main lib.		Evans branch	Schools	Total
	Adult	Child			
General works	45	2	7	0	54
Philosophy	284	1	2	0	287
Religion	223	31	11	37	302
Sociology	621	72	38	185	916
Fairy tales		240	49	359	648
Language	23	2	1	0	26
Science	324	117	50	202	693
Useful arts	815	229	128	161	1333
Fine arts	895	80	45	68	1088
Literature	842	201	74	220	1337
History	569	101	58	290	1018
Travel	508	201	103	350	1162
Biography	597	98	56	156	907
Fiction	8374	2946	2429	2259	16008
Magazines	442	62	275	0	779
Foreign books	30	0	0	0	30
Rent coll.	479	0	0	0	479
Total	15071	4383	3326	4287	27067

Volumes used for reference Main adult dept. ----- 1725

Finance

RECEIPTS:

Bal. on hand 28 Feb. '41 -----	\$12268.98
Fines, damaged & lost bks. ---	169.77
Non-resident fees -----	11.00
Rent collection -----	23.95
Reserve postals -----	5.28

Total receipts ----- \$12478.98

DISBURSEMENTS:

Salaries -----	\$1824.70
Janitor service -----	235.00
Books -----	514.61
Periodicals -----	5.00
Binding -----	14.00
Supplies -----	5.99
Repairs & improvements -	35.14
Light -----	6.23
Heat -----	202.60
Furniture & fixtures ---	24.98
Telephone -----	14.00
Postage, drayage, etc --	3.47
Miscellaneous -----	12.48
Total disbursements ---	2898.20
Bal. on hand 27 Mr. '41 --	\$9580.78

Respectfully submitted,

Minnie A. Dill

Librarian.

CITY OF DECATUR

WALKER H. MILLS
CORPORATION COUNSEL

1151-1161 CITIZENS BUILDING
DECATUR, ILLINOIS

15 April, 1941

Franklin W. Shilling, Esq.,
Public Library,
Decatur, Illinois.

Dear Sir:

Miss Dill, the librarian, a day or two since requested from me an opinion as to whether or not the Library Board is bound, in making repairs to the library building, by the statute of the State of Illinois in reference to contracts of Commission Form cities involving an outlay of as much as \$500.00.

In my opinion it is, because the Library Board, according to our Supreme Court, is a quasi corporation, and is a part of the city. Thus it has been held that a Library Board may not be sued upon a contract. All that can be done is for the claimant in that case to bring a proceeding for mandamus to require the Library Board to draw upon the Library Fund of the city, and again it has been held that where the Civil Service Act for Cities is in force, that the Library Board is subject to such Act. This last decision was rendered only late in 1939.

In addition to that, in 1939 the State Legislature provided that whenever a Library Board should determine to erect a building or to repair, remodel or improve an existing building, the Board should cause a plan to be drawn up and an estimate to be made of the cost, and that it should then determine the term of years over which to spread the collection of the cost of such repairing, and make a record of such proceedings and transmit a copy to the City Council for its approval. The City Council might then determine to issue bonds. If not, then the Library Board may divide the cost into as many parts as it shall determine, and certify the amount of the parts to the Council each year, and in that case the Council shall include such sum in its Annual Appropriation Ordinance.

The statute as amended in 1939 further provides that when the directors shall determine to commence construction or repairing they may revise the plan or adopt a new plan and provide estimates of the cost, and "shall advertise for bids for the construction of said building or the remodeling, repairing or improving of an existing library building and shall let the contract or contracts for the same to the lowest and best responsible bidder or bidders, and may require from such bidders such security for the performance of the bids as the Board shall determine." The sections I have referred to are 13-15 inclusive of Chapter 81 of the Illinois Bar Statutes.

No
Requires
Council
approval

Franklin W. Shilling, Esq.

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15 April, 1941

You will note that the Library Act does not put any limits of amount at all. The act affecting directly cities does not require competitive bids for contracts where the outlay will be less than \$500.00. I think that the two statutes may be read together so that you should advertise for bids for any repairs of more than an estimated cost of \$500.00.

Yours very truly,

Walter H. Miles.

M:R