

Board of Trustees

September 7, 1949

A special meeting of the Board to open bids for a new roof on the main building was called to order at 4:05 o'clock.

Members present: Mr. Knuth, presiding, Mrs. Garman, Mrs. Loewen, Mr. Blackford. Mr. Spangler of Charles Harris Associates was also present with Mr. Gates of Gates & Johnson Co. and Mr. Longbons of the Longbons Roofing and Sheet Metal Co., the only companies submitting bids.

Mr. Knuth read the two estimates, that of Mr. Longbons being \$13,561.00 for the roofing and sheet metal and \$75.00 for the framework for the ventilating fan and that of Mr. Gates being \$9660.00 for roofing and sheet metal and \$96.00 for the framework for the ventilating fan.

After the bidders had left the meeting, Mr. Spangler explained that after the estimates had been made, certain circumstances had arisen due to strikes that threw all roofing firms into a tailspin. He said that his firm had called four companies on the telephone and had asked them to bid on the project. The Dennis Roofing Co. and the King-Lar Co. had refused, and Mr. Longbons' was a complimentary bid. The Board could refuse both bids or accept Mr. Gates'.

Mr. Gates said that if the contract were given to him, he could not begin work within forty-five days.

Since there was no quorum, no action was taken. Another meeting was called for Monday, September 12th at 4:00 p.m.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Board of Trustees

September 12, 1949

A special meeting of the Board to consider the bids for the new roof was called to order at 4:10 o'clock.

Members present: Mr. Knuth, presiding, Mrs. Evans, Mrs. Garman, Mrs. Loewen, Messrs. Blackford, Hull and Stafford.

Mr. Spangler of Harris Associates was also present.

Mr. Spangler was asked if it would be wise to reject Mr. Gates' bid and advertise for others at a later date in the hopes of having a number to chose from. It was his opinion that we might not have others because of the building project now going on at Staley's and that of the School Department which will begin shortly.

The Librarian reported that although the framework for the ventilation fan was included in the roof bid, the installation of the fan itself had been omitted. She said she regarded the fan as part of the actual roof and requested that the Board seriously consider having it installed when the roof was laid. The members discussed this and finally decided that there were not enough funds for it but that it would be considered as soon as more money was available.

In describing the work to be done, Mr. Spangler said that the Library would have a bonded twenty-year guarantee that the roof would be satisfactory.

The motion was made by Mr. Stafford and seconded by Mr. Hull that the contract for the roof be given to Gates and Johnson Company for the sum of \$9,756.00.

Roll call: all voted "aye".

Regarding the basic work to be done on the electrical system, Mr. Spangler said that Mr. Nicholson, the Library's adviser on insurance, had talked with Mr. Harris regarding the advisability of having the Fire Underwriter come to Decatur to examine the building and to decide if what the Trustees contemplated having done as basic repairs to the electrical system would jeopardize our insurance.

Mr. Hull was asked concerning the status of the request of a mortgage from the banks. He said that while Mr. Owen had been handling this, he believed that the National Bank had turned it down again. Asked if Mr. Vail, the attorney for the Citizens Bank, had been approached concerning it, Mr. Hull replied he thought not, but he would investigate and report back.

The meeting adjourned at 5:05 p.m.

Respectfully submitted,

Muriel E. Perry

Muriel E. Perry
Secretary

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THE STANDARD FORM OF AGREEMENT BETWEEN CONTRACTOR
AND OWNER FOR CONSTRUCTION OF BUILDINGS

ISSUED BY THE AMERICAN INSTITUTE OF ARCHITECTS FOR USE
WHEN A STIPULATED SUM FORMS THE BASIS OF PAYMENT

THIS FORM OF AGREEMENT, FIFTH EDITION, HAS RECEIVED THE APPROVAL OF THE ASSOCIATED GENERAL CONTRACTORS OF AMERICA; THE CONTRACTING PLASTERERS' INTERNATIONAL ASSOCIATION; THE HEATING, PIPING AND AIR CONDITIONING CONTRACTORS NATIONAL ASSOCIATION; THE NATIONAL BUILDING GRANITE QUARRIES ASSOCIATION, INC.; THE NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION; THE PAINTING AND DECORATING CONTRACTORS OF AMERICA, AND THE PRODUCERS' COUNCIL, INC.

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THIS FORM IS TO BE USED ONLY WITH THE STANDARD GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION OF BUILDINGS.

THIS AGREEMENT made the twelfth

day of September in the year Nineteen Hundred and Forty-nine

by and between Gates & Johnson Company, a corporation of the State of Illinois, with principal place of business in Decatur, Illinois, J. I. Gates, President and Harry A. Johnson, Secretary hereinafter called the Contractor, and The Board of Trustees for the Decatur Public Library, Decatur, Illinois

hereinafter called the Owner,

WITNESSETH, that the Contractor and the Owner for the considerations hereinafter named agree as follows:

Article 1. Scope of the Work—The Contractor shall furnish all of the materials and perform all of the work ~~shown on the Drawings and described in the Specifications entitled~~ required for Roofing and Sheet Metal as shown on the Drawings and described in the Specifications entitled "Remodeling of Free Public Library Decatur, Illinois" with additions as hereinafter noted in **Article 6.**

(Here insert the caption descriptive of the work as used on the Drawings and in the other Contract Documents)

prepared by Charles Harris & Associates, Architects, 420 Standard Office Bldg., Decatur, Illinois

acting as and in these Contract Documents entitled the Architect; and shall do everything required by this Agreement, the General Conditions of the Contract, the Specifications and the Drawings.

FORM A1

Agreement Between Contractor and Owner.
Fifth Edition — Five Pages — Page 1.

Article 2. Time of Completion—The work to be performed under this Contract shall be commenced..... **at once**.....

and shall be substantially completed..... **on or before November 12, 1949**.....
(Here insert stipulation as to liquidated damages, if any.)

Article 3. The Contract Sum—The Owner shall pay the Contractor for the performance of the Contract, subject to additions and deductions provided therein, in

current funds as follows:..... ~~Nine Thousand Seven Hundred Fifty Six Dollars (\$9,756.00)~~.....
(State here the lump sum amount, unit prices, or both, as desired in individual cases.)

This amount is determined from the base bid of - - - - - \$ 9,660.00

With addition for installing framing for and scuttle door over the opening for the ventilating fan as described in 1 (b) of the Proposal, in the amount of - - - - - 96.00

Net Amount of Contract - - - - - \$ 9,756.00

Where the quantities originally contemplated are so changed that application of the agreed unit price to the quantity of work performed is shown to create a hardship to the Owner or the Contractor, there shall be an equitable adjustment of the Contract to prevent such hardship.

Article 4. Progress Payments—The Owner shall make payments on account of the Contract as provided therein, as follows:

On or about the tenth day of each month 85 per cent of the value, based on the Contract prices, of labor and materials incorporated in the work and of materials suitably stored at the site thereof up to the first day of that month, as estimated by the Architect, less the aggregate of previous payments; and upon substantial completion of the entire work, a sum sufficient to increase the total payments to 90 per cent of the Contract price.

(Insert here any provision made for limiting or reducing the amount retained after the work reaches a certain stage of completion.)

Article 5. Acceptance and Final Payment—Final payment shall be due 30 days after substantial completion of the work provided the work be then fully completed and the Contract fully performed.

Upon receipt of written notice that the work is ready for final inspection and acceptance, the Architect shall promptly make such inspection, and when he finds the work acceptable under the Contract and the Contract fully performed he shall promptly issue a final certificate, over his own signature, stating that the work provided for in this Contract has been completed and is accepted by him under the terms and conditions thereof, and that the entire balance found to be due the Contractor, and noted in said final certificate, is due and payable.

Before issuance of final certificate the Contractor shall submit evidence satisfactory to the Architect that all payrolls, material bills, and other indebtedness connected with the work have been paid.

If after the work has been substantially completed, full completion thereof is materially delayed through no fault of the Contractor, and the Architect so certifies, the Owner shall, upon certificate of the Architect, and without terminating the Contract, make payment of the balance due for that portion of the work fully completed and accepted. Such payment shall be made under the terms and conditions governing final payment, except that it shall not constitute a waiver of claims.

Article 6. The Contract Documents—The General Conditions of the Contract, the Specifications and the Drawings, together with this Agreement, form the Contract, and they are as fully a part of the Contract as if hereto attached or herein repeated. The following is an enumeration of the Specifications and Drawings:

Specifications - pages 1 to 15 inclusive and pages 36 to 49 inclusive.
Drawings - Sheets numbered 1 to 4 inclusive.

Also section 1 (b) of the Proposal wherein the framing shall be installed for the ventilating fan as required in Article 62, page 38 of the Specifications to receive the composition roofing and flashing and a scuttle door provided to cover the opening and extend over the curbs. The door to be constructed with copper cover, hardware, etc., similar to that required in Article 65, page 41 of the specifications, except with 16 oz. copper cover.

The Security or Performance Bond and the Surety Bond guaranteeing the roofing shall be furnished and Workmen's compensation and occupational disease and Public Liability and Property Damage insurance furnished and maintained as required by the specifications and General Conditions of the Specifications.

IN WITNESS WHEREOF the parties hereto have executed this Agreement, the day and year first above written.

CHARLES HARRIS & ASSOCIATES
Architects

By Charles Harris

Dated Sept 23 1949

Agreement between Contractor and Owner.
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GATES & JOHNSON COMPANY
Contractor

By Joe A. Gates
President

By Harry C. Johnson
Secretary

BOARD OF TRUSTEES FOR THE
DECATUR PUBLIC LIBRARY
Owner

By Edmund Knuth
President

By Muriel E. Perry
Secretary

Board of Trustees

September 30, 1949

The regular meeting of the Board was called to order at 4:06 p.m.

Members present: Mr. Knuth presiding, Mrs. Garman, Mrs. Loewen, Mr. Blackford and Mr. Hull.

The Minutes of the previous meeting were read and approved.

The Librarian's report for August was examined and ordered filed.

The motion was made by Mrs. Loewen, seconded by Mr. Hull and unanimously passed that bills to the amount of \$1,772.78 be paid.

Mr. Hull reported that he had asked the Citizens Bank to resubmit the Board's request for a mortgage to Mr. Vail. He had received no answer regarding this but he believes that they are considering it.

The estimate for the ventilating fan for the roof was given as \$1,353.00. The Board decided that lack of finances prevented the fan's installation at this time.

A report from Montgomery Nicholson, dated September 26th, was given the Board. Mr. Nicholson said that an insurance inspector had surveyed the building and had reported that while the new plan for remedying the electric wiring is bad from the safety angle, it is all right from the insurance angle and there would be no risk of losing our insurance.

The Librarian described the interest of two classes at Roosevelt Junior High School in the possibility of raising money for a young adult room here. These classes are working together in English and Sociology and a recent visit to the Library had given them the idea of using this as their years project. The Board was asked to express an opinion as to their approval of having the school children try to collect enough funds to furnish and equip the teen-age room we so badly need. The members voted unanimously that the young people might try it provided that it is made clear to the public that such funds are not for the renovations.

It was reported that locks were needed for all the basement windows. The Librarian was instructed to take care of this.

The Librarian informed the Board that a Great Books Discussion group had been formed with capacity registration and that the meetings would fall on the first and third Thursday evenings of each month.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

Librarian's Report
August 1949

Financial Statement

Receipts

Bal. on hand 1 Ag. '49	\$ 31788.46
Fines, lost & dam. bks.	203.07
Non-resident fees	28.50
Other sources	2.04
	\$ 32022.07

Disbursements

Staff salaries	\$ 3162.16
Janitor salaries	361.66
Books	94.04
Visual aids	18.92
Printing	21.51
Supplies	62.77
Repairs & improvements	34.10
Furniture & fixtures	6.16
Telephone	35.20
Postage, drayage & express	2.24
Bookmobile	30.83
Miscellaneous	24.48
	\$ 3854.07

Balance in checking account September 1, 1949 - - - \$ 28,168.00

Circulation

	<u>Adult</u>	<u>Juvenile</u>	<u>1949</u>	<u>1948</u>
Main Library	8568	3511	12079	12062
Evans Branch	947	1064	2011	1415
Bookmobile	2075	2890	4965	2875
Decatur & M.C. Hospital	160	0	160	130
T.B. Sanitorium	322	0	322	202
Longview			0	687
Camp Kiwanis		114	114	239
Schools (not serviced in 1949)		0	0	31931
Total	12072	7579	19651	49541
			<u>1949</u>	<u>1948</u>
Largest daily circulation at Main - - (Evans - 131; Bkmo. - 253)			-557	602
Overdue notices mailed - - - - -			- 485	423
Reserve postals mailed - - - - -			- 119	83
Pictures loaned - - - - -			- 35	13
Telephone calls - - - - -			- 558	540
Reference questions asked - - - - -			- 250	*

Binding, Mending, and Typing

	<u>1949</u>	<u>1948</u>
Books sent to bindery - - - - -	0	0
Books mended in library - - - - -	212	411
Cards typed for catalogs		
Library of Congress cards - - - - -	290	*
Typed cards - - - - -	780	*

* No record kept

Librarian's Report
August 1949

	<u>Book Stock</u>			
	<u>Total vols.</u>	<u>Books</u>	<u>Books</u>	<u>Total vols.</u>
	<u>Aug. 1, 1949</u>	<u>Added</u>	<u>Withdrawn</u>	<u>Aug. 31, 1949</u>
<u>Main</u>				
Adult	62381	54	26	62409
Youth	169	73	0	242
Juvenile	9980	68	21	10027
Total	<u>72530</u>	<u>195</u>	<u>47</u>	<u>72678</u>
<u>Evans Branch</u>				
Adult	4893	26	20	4899
Youth	83	0	0	83
Juvenile	4064	35	0	4099
Total	<u>9040</u>	<u>61</u>	<u>20</u>	<u>9081</u>
<u>Extension</u>				
Adult	2232	39	0	2271
Youth	238	38	0	276
Juvenile	1303	880	1	2182
Total	<u>3773</u>	<u>957</u>	<u>1</u>	<u>4729</u>
<u>School collection</u>				
Total	3563	0	1814	1749
<u>East End Branch</u>				
Adult	553	0	1	551 *
Youth	0	0	0	0
Juvenile	569	0	0	570 *
Total	<u>1122</u>	<u>0</u>	<u>1</u>	<u>1121</u>
Grand Total	90028	1213	1883	89358

	<u>Registration</u>		
	<u>Adult</u>	<u>Juvenile</u>	<u>Total</u>
<u>Main</u>			
Carried forward	10024	2861	12885
Additions	209 (93)	43 (26)	252 (119)
Cancellations	50	43	93
Total	<u>10183</u>	<u>2861</u>	<u>13044</u>
<u>Evans Branch</u>			
Carried forward	385	740	1125
Additions	11 (1)	4 (3)	15 (4)
Cancellations	0	9	9
Total	<u>396</u>	<u>735</u>	<u>1131</u>
<u>Bookmobile</u>			
Carried forward	416	1123	1539
Additions	25 (7)	49 (45)	74 (52)
Cancellations	0	2	2
Total	<u>441</u>	<u>1170</u>	<u>1611</u>
Grand Total	11020 (101)	4766 (74)	15786 (175)

* Error corrected in April 1951
+1 Adult -1 J East End Branch

Librarian's Report
August 1949

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August was an exceedingly busy month with people continuing to borrow books with an enthusiasm not normally considered seasonal. In addition to desk activity staff vacations made it necessary for those on duty to work most diligently in spite of the intense heat. The way the staff members carried on would have made any Board of Trustees and Librarian proud.

Mr Cohen re-arranged all the periodicals in the basement so that they are quickly accessible. The staff assembled an exhibit of methods used in this Library for A.L.A. to use in the regional conventions. Miss Garrett and Miss Vancil cooperated in preparing a Parent's Corner of books for and about children. This has been set up on the main floor to help parents when the Boys and Girls Room is closed. Miss Vancil with only the help of one page, collected, mounted, and assigned subject headings to 1,006 pictures for the juvenile picture file. The Librarian withdrew 1814 volumes from the former Schools Dept., recataloging them for the present Extension Department. In this she received an immense amount of help from Miss Larmon and Irma Doner.

The annual summer reading game for children closed August first. 133 children were enrolled in Main, 40 at Evans Branch and 200 on the Bookmobile. A total of 130 children came to the two parties at Main and the one at Evans for those who had read four or more books. Fifty-five children received certificates for reading six or more books.

Two group meetings were held in the meeting room. Mr Cohen spoke on Library service to business for a men's group at the Masonic Temple on August 12th and was present at a meeting of the Clean Up Committee at City Hall.

The Librarian lectured on the theory of book selection for Dr. Lyle's class at the University of Illinois on August 6th. She was present at one group meeting.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Librarian