

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

COMBINED ANNUAL MEETING FOR 1969/1970
AND MONTHLY MEETING FOR MAY, 1970

AGENDA

May 15, 1970

- I. CALL TO ORDER
ROBERT L. SCHUERMAN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING APRIL 17, 1970
- III. COMMUNICATIONS
- IV. STATISTICAL REPORT
- V. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 - C. NEW CENTRAL LIBRARY BUILDING
- VI. OLD BUSINESS
- VII. NEW BUSINESS
- VIII. ADJOURNMENT

ANNUAL MEETING

- I. ANNUAL REPORT OF CITY LIBRARIAN
- II. ANNUAL REPORT OF THE BOARD OF DIRECTORS
- III. ELECTION OF OFFICERS
- IV. ADJOURNMENT

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF MONTHLY MEETING FOR MAY, 1970
AND ANNUAL MEETING FOR 1969/1970

The regular meeting of the Board of Directors of the Decatur Public Library was held May 15, 1970 in the Board Room of the main library.

MEMBERS PRESENT:

Mrs. Bralley
Mrs. Brandt
Mr. Butler
Mr. Dick
Mr. Olsen
Mr. Sappington
Mr. Schuerman

MEMBERS ABSENT:

Mr. Miller

OTHERS PRESENT:

Karen Lobeck (Herald)
Larry Paine (Review)
Al Rowe (WDZ)
George Albers, Architect
Mr. Dumas
Miss Schwegman

The meeting was called to order at 3:05 P.M. by Mr. Schuerman.

The minutes of the regular board meeting of April 17, 1970 were approved.

City Librarian Robert Dumas reported that registration is up slightly over the same month of last year and that circulation is up over 5,000 this month.

Chairman of the Properties and Finance Committee, Mr. Butler, gave an informational report on the summary of income and expenditures through April 30, 1970 and bills approved through April 30, 1970. The motion for approval of the report by Mr. Butler was seconded by Mr. Sappington and was unanimously approved by a roll-call vote.

Mr. Sappington, as Chairman of the Policies, Public Relations and Personnel Committee, moved:

That the schedule entitled "City of Decatur Pay Grades" adopted by reference in the Wages and Salary Policy of the Decatur Public Library, passed July 12, 1968 and amended May 16, 1969, be replaced by the current schedule entitled "City of Decatur Pay Grades, May 1, 1970", and that this adoption become effective May 1, 1970.

The Committee further moves that this schedule be amended by an augmentation in each grade and step of 2%, and that the augmented schedule be adopted as of the official pay grade schedule effective November 1, 1970.

The Committee further moves the amendment of Salaries and Wages Policy of the Decatur Public Library, as passed July 12, 1968 and as subsequently amended by the addition of the following articles:

11. That full-time, permanent library staff will receive annually as of each employee's anniversary date of employment, a Service Recognition Pay amounting to \$5.00 for each year of service completed from 5 years through 20 years;
12. That each staff member, upon retirement, will receive \$2.00 compensation for each day of accumulated sick leave, and that the sick leave policy of the library be brought into line with that of the city;
13. That the Decatur Public Library will assume the cost of \$2,000 life insurance for each full-time staff member;
14. That full-time permanent staff members below the rank of Supervisor will at the discretion of the Library Director be compensated for authorized overtime at a straight time rate instead of receiving compensatory time off.

Mr. Olsen seconded the motion and it was approved.

Mr. Sappington announced that the meeting of his committee with patrons of the Dill Branch area had been postponed to a later date.

A letter of resignation from Mr. Ed Freyfogle dated May 4, 1970 was read by Mr. Schuerman. It was suggested that Mr. Schuerman forward the resignation to the mayor so that a replacement member of the board may be appointed. Mr. Schuerman announced that Mr. Dick has been appointed to the New Central Library Building Committee in Mr. Freyfogle's place and will act as chairman of the committee. Mr. Schuerman also stated that Mr. Dick will serve on the Board of Directors of the DPL Corporation as Vice President, with the other officers of the corporation remaining the same. Mr. Schuerman requested that a letter of appreciation and commendation to Mr. Freyfogle be prepared by the Secretary of the Board.

Mr. Dick moved that the following change orders affecting the construction of the new building be approved:

1. That the sewer line in the southeast corner of the project be relocated at a cost of \$923.89;
2. That the ceilings be lowered in the employee's lounge and that stainless steel toilet partition grab rails, in lieu of chromium plated brass, be installed in the two main restrooms at a cost of \$613.00;
3. That infra-red heating units be installed at the North Street entrance of the building at a cost of \$1,093.

Mr. Sappington seconded the motion and it was approved.

Mr. Dick announced that the bids on the furnishing for the interior of the new library had been received, but because of the large number of alternates included in the bids, the architect has not yet been able to evaluate them.

As the Board Representative to the Friends of the Library, Mrs. Brandt reported that the Friends would like to give a preview party prior to the opening of the new library facility for board members and other interested parties. The Friends would assume the cost of the party and in this way express their appreciation to the board. Mr. Dick suggested that an open house sponsored by the Friends for the general public and Board members might be more suitable. Mr. Schuerman referred the matter to the Policies, Public Relations and Personnel Committee and asked that they report at the next board meeting.

The meeting was adjourned at 3:35 P.M.

ANNUAL MEETING

The Annual Meeting of the Board of Directors was called to order by the President at 3:36 P.M.

Mr. Dumas presented the opening remarks of his annual report to the Board of Library Directors and asked that the members read the remainder of the report carefully at their leisure. A copy of this report becomes a part of these minutes.

Mr. Schuerman presented to the Board copies of the Annual Report of the Board of Directors to be forwarded to the Mayor and City Council. Mr. Sappington moved that the President be authorized to sign the report and forward it as addressed. Mr. Olsen seconded the motion and it was approved. A copy of this report becomes a part of these minutes.

As Chairman of the Nominating Committee, Mr. Olsen presented the following slate of officers:

Robert L. Schuerman - President
Albert L. Miller - Vice President
Rosemary K. Bralley - Secretary

Mr. Sappington moved that a unanimous ballot for this slate of officers be cast. Mr. Dick seconded the motion and it was unanimously approved by a roll-call vote.

Mr. Schuerman announced that Mr. Albers would conduct a tour of the new library facility immediately following the meeting for all board members and press media personnel who were interested.

The Annual Meeting was adjourned at 3:50 P.M.


Robert H. Dumas, City Librarian

For Secretary of the Board

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

May 14, 1970

The Honorable Mayor and City Council
City of Decatur
707 East Wood Street
Decatur, Illinois 62521

Gentlemen:

In accordance with Illinois Revised Statutes, 1967, Chapter 81, Section 4-10, the Annual Report of the Board of Directors of the Decatur Public Library for fiscal 1969/1970 is herewith presented:

a) Sources of Revenue, 1969/1970

Fund Balance May 1, 1969	\$ 75,088.05
Tax Levy Receipts - Current	395,221.30
Tax Levy Receipts - Prior	2,911.22
Fines and Fees	11,723.13
Non-Resident Fees	307.16
Interest on Investments	8,904.43
Lost and Damaged Books	748.73
Memorial Books	25.00
Prints Made on Copy Machine	488.46
Miscellaneous	<u>1,366.98</u>
 TOTAL REVENUE	 \$496,784.46

b) Expenditures, 1969/1970

Salaries, Regular	\$242,372.16
Salaries, Temporary	22,484.84
Hospitalization, Medical, and Life Insurance	3,383.97
Advertising	123.40
Printing and Binding	4,000.00
Service to Maintain Buildings	14,500.00
Service to Maintain Other Improvements	267.35
Service to Maintain Office Equipment	625.00

May 14, 1970

b) Expenditures, 1969/1970 (Contd)

Service to Maintain Automotive Equipment	\$ 830.24
Auditing Service	600.00
Other Professional Services	9,562.62
Electricity	4,603.42
Telephone & Telegraph	2,444.01
Travel Expense	605.54
Postage	1,374.60
Professional & Technical Service Fees	490.00
Rentals	84,831.01
Gasoline, Oil & Anti-freeze	250.00
Janitorial Supplies	134.16
Materials to Maintain Buildings and Other Improvements	3,048.99
Materials to Maintain Automotive Equipment	794.78
Medical and Laboratory Supplies	9.86
Office Supplies	6,393.58
Other Insurance	6,659.00
Office Machinery and Equipment	750.00
Library Books	45,373.72
Buildings	<u>2,127.27</u>

TOTAL EXPENDITURES

\$458,639.52

c) Surplus April 30, 1970

\$ 38,144.94

d) Book Stock, April 30, 1970

191,283 volumes

e) Circulation, 1969/1970

General Works	2,505
Philosophy & Psychology	9,122
Religion	4,824
Social Sciences	27,217
Languages	1,309
Sciences	17,165
Useful Arts & Technology	28,370
Fine Arts & Recreation	27,841
Literature	13,585
History	15,712
Travel	8,943
Biography	13,809
Foreign Non-Fiction	205
Periodicals	15,890
Pamphlets	2,439
Paperbacks	46

May 14, 1970

e) Circulation, 1969/1970 (Contd)

Fiction	215,737
Foreign Fiction	180
Juvenile Picture Books	<u>93,974</u>
Total Circulation - Printed Materials	498,873 volumes
Films	48
Phono Records	2,877
Framed Pictures	86
Mounted Pictures	1,198
Maps	<u>17</u>
Total Audio-Visual Circulation	4,226 items
TOTAL CIRCULATION	503,099 items

f) Financial Requirements for 1970/1971 \$1,660,147

g) Annual Tax Levy

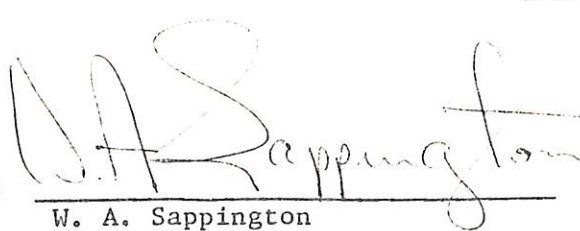
In order to assure adequate funds for library operation in fiscal 1971/1972, it will be necessary, in the judgement of the Board of Directors, to levy for \$691.607 for library purposes in the next annual tax levy ordinance.

Respectfully submitted,



Robert L. Schuerman, President
Library Board of Directors

Attest:


W. A. Sappington

Decatur Public Library
Decatur, Illinois

MINUTES OF SPECIAL BOARD OF DIRECTORS MEETING - MAY 28, 1970

A special meeting of the Board of Directors of the Decatur Public Library was held on May 28, 1970 in the Board Room of the main library.

MEMBERS PRESENT:

Mrs. Bralley
Mr. Butler
Mr. Dick
Mr. Miller
Mr. Olsen
Mr. Sappington
Mr. Schuerman

MEMBERS ABSENT:

Mrs. Brandt

OTHERS PRESENT:

Dana Ewell (Herald)
Larry Paine (Review)
George Albers, Architect
Fred Salogga, Architect
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:35 P.M. by Mr. Schuerman.

Mr. Schuerman turned the meeting over to Mr. Dick, Chairman of the New Central Library Building Committee. Mr. Dick stated that bids for furnishings of the new central library building were received on May 14, 1970 and had since been computed by the architect in the amount of \$259,600.19. The City Council was advised of the monies to be expended to make sure that we were within the budgeted amount. Mr. Dick further stated that we are some \$20,000 within the budget; therefore the City Council approved the expenditure.

Mr. Dick moved that the Library Board approve the total expenditure of \$259,600.19 to be used for the furnishings of the new central library building as follows:

<u>Base Proposal</u>	<u>Low Bidder</u>	<u>Amount of Bid</u>
1	Machula Bus. Interiors, Champaign	\$ 86,932.00
	add 4 - item pp @ \$273.50	1,094.00
	add 2 - item 1 @ \$135.75	271.50
2	Holscher-Wernig, Inc., St. Louis	15,968.81
3	Linxweiler, Inc., Decatur	944.70
4	Lincoln Office Supply, Lincoln	2,018.10
5	Linxweiler, Inc., Decatur	679.40
6	Lincoln Office Supply, Lincoln	135.08
7	Linxweiler, Inc., Decatur	232.00
8	no bid received	
9	Linxweiler, Inc., Decatur	1,155.00
10 (use Alt.3)	Library Bureau, Remington Rand, River Forest, Illinois	58,726.00
11	Estey Corporation, Red Bank, N.J.	42,831.00
12	Linxweiler, Inc., Decatur	1,117.40
13	Linxweiler, Inc., Decatur	276.40
14	Venetian Blind & Service Co., Decatur	1,080.00
Chair Mats	Lincoln Office Supply, Lincoln	1,018.80
	Total amount of bids	\$214,480.19

In addition, we attach herewith a list of library equipment -
audio visual, typewriters, microfilm readers, etc.,
prepared by Mr. Dumas

\$ 21,520.00

Total	\$236,000.19
*Add 10% Contingency	<u>23,600.00</u>
TOTAL	<u>\$259,600.19</u>

*The contingency amount is suggested for those items that are impossible to bid, e.g. wall paintings, sculpture items, etc. These items would be as selected by the Architect and approved by the Building Committee.

Mr. Miller seconded the motion and it was unanimously approved by a roll-call vote.

The meeting was adjourned at 5:05 P.M.



Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

May, 1970

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1970 -	21,230	2,540	13,270	37,040	37,040
1969 -	20,564	3,274	16,584	40,422	40,422

REGISTRATION

Resident	25,935	Non-Resident	2,170	
Added	<u>340</u>	Added	<u>17</u>	
	26,275		2,187	
Withdrawn	<u>527</u>	Withdrawn	<u>164</u>	
	25,748		2,023	<u>27,771</u>

TECHNICAL PROCESSING

Cataloging

New books added	660
New titles added	278
Books withdrawn	226
Books mended	645

Acquisitions

Books checked in	590
Pamphlets	126
Telephone books	19
Microfilm reels	27

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

PERIOD MAY 1, 1970 THRU May 31, 1970

<u>REVENUE ITEMS</u>	<u>ESTIMATED REVENUE</u>	<u>CURRENT MONTH</u>	<u>TOTAL RECEIPTS</u>	<u>UNCOLLECTED ESTIMATED REVENUE</u>	<u>% of ESTIMATE</u>
Fund Balance, May, 1970	18,000.00	*	38,131.75*	(20,131.75)	
Tax Levy Receipts - Current	604,686.00		0	604,686.00	
Tax Levy Receipts - Prior	4,450.00		0	4,450.00	
Fines & Fees	11,000.00		791.88	10,208.12	
Non-Resident Fees	275.00		17.00	258.00	
Interest on Investments	5,000.00		0	5,000.00	
Lost & Damaged Books	600.00		72.28	527.72	
Memorial Books	40.00		0	40.00	
Prints made on Copy Machine	385.00		30.90	354.10	
Miscellaneous	273,800.00*		31.78	273,768.22	
D.P.L Corp (Constr. Loan Proceeds)	741,911.00		93,926.40	647,984.60	
Total Revenue	<u>1,660,147.00</u>		<u>133,001.99</u>	<u>1,527,145.01</u>	8.01

* Includes progress Payments
from State Building Grant

<u>OBJECT CODE NO.</u>	<u>OBJECT OF EXPENDITURES</u>	<u>1970-1971 BUDGET AND APPROPRIATION</u>	<u>PURCHASE ORDERS OUTSTANDING</u>	<u>EXPENDITURES CURRENT MONTH</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>UNENCUMBER BALANCES</u>
101	Regular Salaries	273,188.00		*	18,310.70*	254,877.30
107	Hospitalization, Medical & Life Insurance	4,056.00			302.65	3,753.35
109	Temporary Salaries	24,118.00			1,920.57	22,197.43
201	Advertising	200.00			21.20	178.80
202	Printing & Binding	3,000.00			177.62	2,822.38
211	Service to Maintain Buildings	21,900.00			1,022.28	20,877.72
212	Service to Maintain Improvement Other Than Buildings	225.00			6.69	218.31
214	Service to Maintain Office Equipment	650.00			0	650.00
215	Service to Maintain Automotive Equipment	1,000.00			33.10	966.90
221	Auditing	600.00			0	600.00

* Figures are same for month of May

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

PERIOD MAY 1, 1970 THRU May 31, 1970

<u>OBJECT CODE NO.</u>	<u>OBJECT OF EXPENDITURES</u>	<u>1970-1971 BUDGET AND APPROPRIATION</u>	<u>PURCHASE ORDERS OUTSTANDING</u>	<u>EXPENDITURES CURRENT MONTH</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>UNENCUMBERED BALANCES</u>
229	Other Professional Services	36,000.00			345.00	35,655.00
231	Electricity	19,000.00			290.44	18,709.56
233	Telephone & Telegraph	5,800.00			203.16	5,596.84
241	Training & Travel & Conferences	998.00			0	998.00
245	Postage	1,900.00			14.95	1,885.05
284	Professional Association Membership Fees	686.00			0	686.00
288	Rentals	164,299.00			106.90	164,192.10
310	Gas, Oil & Anti-freeze	275.00			0	275.00
312	Janitorial Supplies	200.00			9.25	190.75
320	Materials to Maintain Buildings & Improvements	4,000.00			0	4,000.00
324	Materials to Maintain Automotive Equipment	800.00			0	800.00
330	Medical & Laboratory Supplies	10.00			0	10.00
345	Office Supplies	6,485.00			147.49	6,337.51
402	Contingencies	15,000.00			0	15,000.00
423	Insurance	1,400.00			0	1,400.00
TOTAL OPERATING EXPENDITURES		<u>585,790.00</u>			<u>22,912.00</u>	<u>562,878.00</u>
<u>CAPITAL OUTLAY:</u>						
502	Buildings	275,200.00			0	275,200.00
502A	D.P.L.Corp.	741,911.00			93,926.40	647,984.60
515	Office Machinery	1,000.00			0	1,000.00
525	Books	<u>56,246.00</u>	<u>35,192.92</u>		<u>3,997.90</u>	<u>17,055.18</u>
TOTAL CAPITAL OUTLAY		<u>1,074,357.00</u>	<u>35,192.92</u>		<u>97,924.30</u>	<u>941,239.78</u>
GRAND TOTAL		<u>1,660,147.00</u>	<u>35,192.92</u>		<u>120,836.30</u>	<u>1,504,117.78</u>

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending May 31, 1970

<u>U NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
17230	Treasurer, City of Decatur %Petty Cash Fund	Reimburse Petty Cash	\$ 85.80
17231	Treasurer, City of Decatur %Payroll Fund	Per End 4/29/70	334.79
17232	Chan Glosser, Postmaster	Postage Reimbursement	.72
17233	Aetna Life Insurance Co.	Employees Hospitalization & Life Insurance	259.25
17234	Treasurer, City of Decatur %Petty Cash Fund	Reimburse Petty Cash	22.20
17235	Treasurer, City of Decatur %Payroll Fund	Per End 5/8/70	9,550.35
17236	Illinois Power Co.	April Service	290.44
17237	Treasurer, City of Decatur %Payroll Fund	Per End 5/22/70	9,929.86
17238	Treasurer, City of Decatur %Payroll Fund	Per End 5/13/70	381.34
17239	Aetna Life Insurance Co.	Employees Hospitalization & Life Insurance	302.65
17241	Decatur Herald & Review	Adv. for Bids	21.20
17242	Industrial Printing	Book Plates & Stationary	42.50
17243	Stappenbeck Bookbindery, Inc.	Bookbinding	135.12
17244	Decatur Window Cleaning Co.	April Service - Janitorial	1,022.28
17245	Bud's Disposal	May Service	5.00
17246	Normans Launderers	April Account	1.69
17247	General Tire Service	Tire Repair	7.00
17248	Thornton Welding Service	Bumper Repair-Bookmobile	26.10
17249	Greanias, Booth & Lieberman	April Service	345.00
17250	Illinois Bell Telephone Co.	May Service	203.16
17251	IBM Corp.	Equipment Rental	101.90
17151	First National Bank of Decatur	Safety Box Rental	5.00
17252	Decatur Industrial Towel Service	April Service	9.25

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
17253	Eastman Kodak Company	Recordak Machine Cover	\$ 6.00
17254	Gaylord Bros., Inc.	Office Supplies	31.80
17255	Haines & Essick Co.	Office Supplies	29.84
17256	Jefferson Stationers	Office Supplies	28.60
17257	Linxweiler	Office Supplies	1.35
17258	Paxton's Service Press	Rubber Stamps	7.60
17259	3M Business Products Sales	Office Supplies	42.30
17260	Americana Annual Corp.	Books	8.65
17261	American Soybean Assoc.	Books	9.75
17262	The Baker & Taylor Co.	Books	2,302.08 3,207.08
17263	Billboard Publishing Co.	Subscription	15.00
17264	Book Buyer's Guide Inc.	Books	18.00
17265	Books for Libraries, Inc.	Books	758.50
17266	R. R. Bowker Company	Books	12.25
17267	British Information Services	Books	7.00
17268	Center for Study of Responsive Law	Books	30.00
17269	Crime Study Center	Books	10.50
17270	General Microfilm Co.	Books	285.33
17271	A. C. McClurg & Co.	Books	7.51
17272	Manufacturer's News, Inc.	Books	44.50
17273	Marquis-Who's Who, Inc.	Books	29.30
17274	The Municipal Yearbook	Books	13.50
17275	Michael J. Peterson	Books	12.50
17276	Quigley Publications	Books	13.00
17277	Rand McNally & Co.	Books	87.32
17278	Regent Book Company	Books	105.46
17279	Science Research Associates	Books	8.50
17280	Simon & Schuster, Inc.	Books	13.12
17281	Smithsonian Institute Freer Gallery of Art	Books	10.00

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
17282	The Spotlight Newspaper	Subscription	\$ 5.00
17283	VOID		
17284	Thomas Publishing Company	Books	39.75
17285	University of Illinois Press	Subscription	8.00
17286	University Microfilms <i>Void</i>	Books	138.75
17287	VOID		
17288	University of Minnesota Press	Books	9.74
17289	Columbia University Press	Books	3.79
17290	U.S. Gov't Printing Office	Books	12.60
17291	Whitaker & Sons, Ltd.	Subscription	13.50
17292	Chan Glosser, Postmaster	Reimburse Postage Permit #73	14.95
17293	Treasurer, City of Decatur %Payroll Fund	Per End 5/27/70	369.72

TOTAL LIBRARY VOUCHERS

\$ 28,552.66

17294 University Microfilms

98.75

28,512.66

22,612.66

COPY OF ADVERTISEMENT

ADVERTISEMENT FOR BIDS

The Board of Library Directors for the City of Decatur, Illinois, will receive sealed proposals for Furnishings for the Decatur Public Library, Decatur, Illinois, as shown on drawings and as called for in specifications prepared by Spangler, Beall, Saloga, Bradley & Albers, Architects, 420 Standard Office Building, Decatur, Illinois.

Proposals will be received until 4:00 p.m. Central Daylight Time, on Thursday, May 14, 1970, at the Decatur Public Library, 457 North Main Street, Decatur, Illinois, at which time they shall be publicly opened and read.

The proposed contract documents, including plans and specifications, instructions to bidders, proposal form, and performance and payment bond, are on file and open to inspection at the office of Spangler, Beall, Saloga, Bradley & Albers, Architects, 420 Standard Office Building, Decatur, Illinois.

Prospective bidders may obtain copies of the documents from the Architects, at their office. A deposit of \$50.00 is required for the documents. This deposit will be returned in full, on return of complete drawings and specifications in good usable condition, to the Architects.

Each proposal shall be accompanied by a certified check or cashier's check, or bid bond, made payable to the Board of Library Directors, Decatur, Public Library, in the amount of 5 per cent of the bid.

The successful bidder will be required to furnish a satisfactory performance and payment bond as stated in the contract documents.

The Owner reserves the right to reject any or all proposals, and to waive informalities.

No proposals may be withdrawn for a period of thirty (30) days after the scheduled closing time for receiving proposals.

Dated this 1st day of May 1970.

Board of Library Directors
R. L. Schuerman, President
(Mrs.) Rosemary Bradley, Secretary

#5201

Certificate of Publication

STATE OF ILLINOIS

County

ss.

LINDSAY-SCHAUB NEWSPAPERS, Inc. a corporation, does hereby certify that it is the publisher of the Decatur Herald & Decatur Daily Review, daily secular newspapers of general circulation in said County, printed and published in the City of Decatur, in Macon County and State of Illinois, and that said newspapers are newspapers as defined in "An Act to revise the law in relation to notices," approved February 13, 1874, as amended, and that the advertisement or notice hereunto annexed and made a part of this certificate has been published in said newspapers at least once each week for two times successive weeks in each and every copy and impression of the final edition thereof, and that the first publication thereof was in the final edition of said newspapers on Saturday, the 2nd day of May, A.D. 19 70, and said publication was continued at least once each week in said final edition of said newspapers, and in each copy thereof until the 9th day of May, A.D. 19 70, which was the last day of the publication of said notice; and that said newspapers and said final edition thereof have been regularly and continuously published for more than one year last past; and that Loretta White by resolution of the Board of Directors, has authority to make this certificate.

IN TESTIMONY WHEREOF, the said Loretta White has hereunto affixed the name of said Company, this 9th day of May, A.D. 19 70.

Fee . . \$ 21.20

Received \$ 21.20

June 3 19 70
By Loretta White

LINDSAY-SCHAUB NEWSPAPERS, Inc.

By Loretta White

DECATUR PUBLIC LIBRARY

CITY LIBRARIAN'S ANNUAL REPORT - 1969/1970

Perhaps the best perspective on the year's operations is afforded by the statistical picture. Gross figures show an increase of 11,392 in book circulation or an increase of approximately 2-1/2% over circulation in 1968/69. The percentage gain is modest by any standards, but is gratifying when interpreted in the light of reduced service outlets since August. It is especially encouraging when compared to the national public library picture which continued recent trends toward lower circulation:

	<u>1960</u>	<u>1966/67</u>	<u>1967/68</u>	<u>1968/69</u>	<u>1969/70</u>
Decatur P.L.	100	92	94	101	105
U.S. Index	100	114	112	107	103

Based on 1960/61 circulation of books, the Decatur Public Library has improved its position so that it surpasses national circulation figures.

Each year the Library Research Center of the University of Illinois publishes in addition to the national circulation index a percentile analysis of circulation and expenditures of a national public library sample. The following table compares the analyzed circulation of the Decatur Public Library with the national breakdown.

	<u>Circulation Percentages</u>			<u>1969/70</u>
	<u>1966/67</u>	<u>1967/68</u>	<u>1968/69</u>	
Adult Fiction				
Decatur P.L.	32.5	31	30	31
U.S. Sample	23	23	23	24
Adult Non-Fiction				
Decatur P.L.	27.5	29	31	30
U.S. Sample	27	27	28	28
Juvenile				
Decatur P.L.	40	40	39	39
U.S. Sample	50	50	49	48

In the table below a comparative breakdown of expenditures is given:

	<u>1966/67</u>	<u>1967/68</u>	<u>1968/69</u>	<u>1969/70</u>
Salaries				
Decatur P. L.	62.5	63.0	65.5	58.0
U.S. Sample	70.0	70.0	68.0	71.0
Materials				
Decatur P.L.	17.5	19.0	14.0	10.0
U.S. Sample	15.0	15.0	15.0	14.0
Other				
Decatur P.L.	20.0	18.0	20.0	32.0
U.S. Sample	15.0	15.0	17.0	15.0

The analysis above reflects a disproportionate expenditure in "Other Operating Expenses" compared with both the national figure and Decatur Public Library's previous record. This is accounted for by expenses in connection with the new central library. A conservative estimate of these expenses, based only on those expenditures reflected in the final financial statement for the fiscal year, is \$87,900. A revised analysis discounting this sum shows 72% for salaries, 12% for books, and 16% for other expenses, which is more in line with national figures.

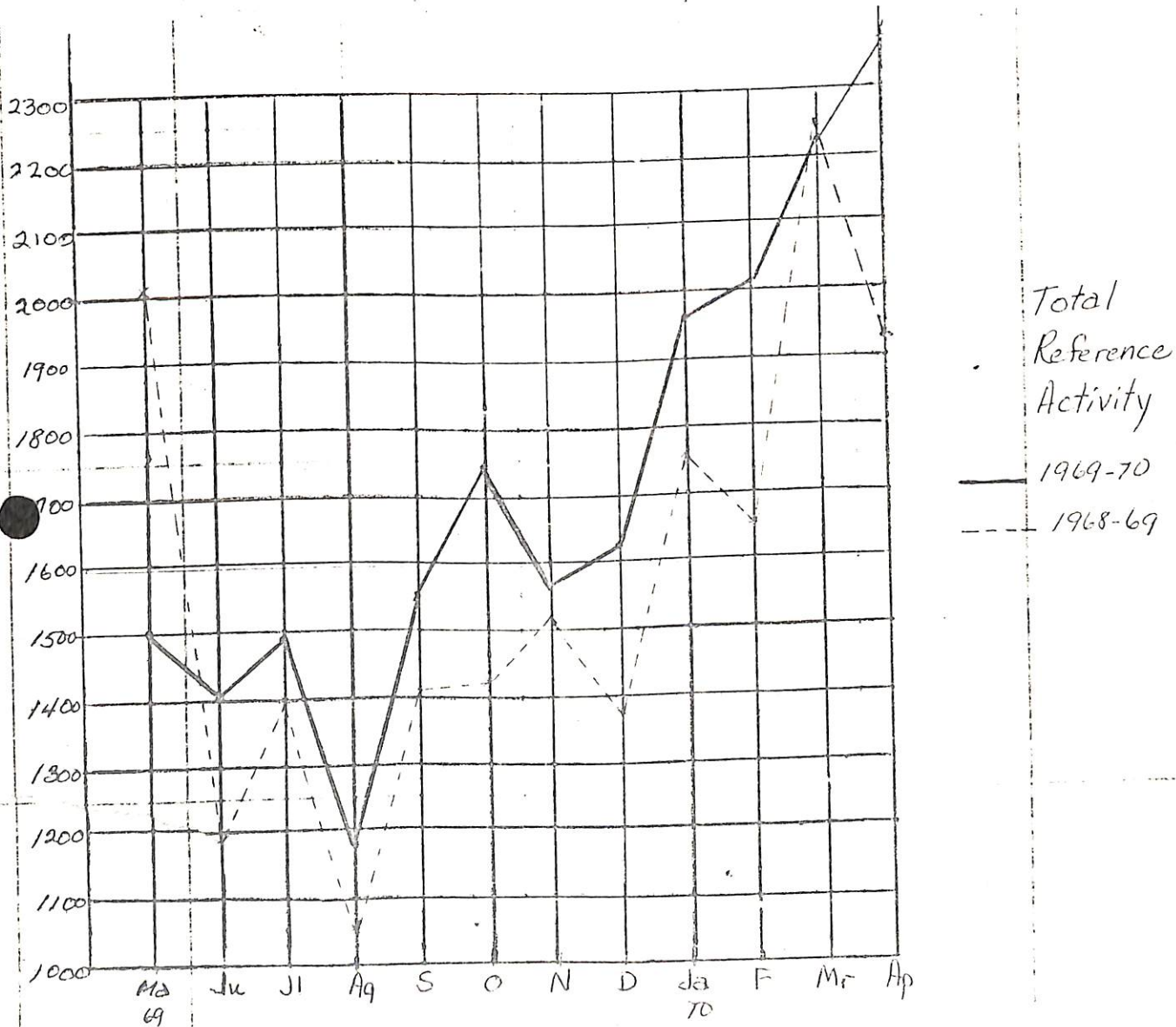
As in past years there has been a continuing effort to project the library extramurally into the community. These efforts have taken the form of booklist production and distribution, radio appearances by members of the staff, and book reviews and talks to various community groups. This kind of activity does not bulk large in library operations, but it is an extremely important aspect of modern library service and is deserving of considerable amplification as part of the library's own informational program.

Of considerable importance to library operations was the decision of the Board to contract with the City for data processing services with subsequent conversion of the punched card operation to a computerized operation. The conversion became effective on March 1 after a number of months of preparation by the library's data processing personnel, the City Computer Center staff, and representatives of IBM corporation.

This was also the year in which architectural plans were finalized and contracts let for the development of a new central library, a culmination of more than twenty-five years of various library boards and a succession of administrations. There is much crowding in all areas of the library and the move to more spacious quarters is eagerly anticipated by staff and public alike.

Central Public Services

In the Reference Department, Miss Meyer reports a year marked by increased service and continued work on the Reference collection and its organization for greater patron use and convenience. The accompanying graph demonstrates dramatically the increase in service.



The periodical collection has been drastically weeded in selected titles. Periodical binding practice has been codified on an item by item basis and a binding list prepared. Indexes are continuing to be marked for library holdings; and four volumes of the Short Story Index and four of the Essay and General Literature Index

have been completed to date. As our holdings in these bibliographies are marked and verified, the bibliographies are in turn examined for potential acquisitions. Formal control over these indexed holdings is being gained by a system of internal references, which was initiated this year, involving the marking of the index, stamping the book, and marking the inventory record in Technical Services. In maintaining the U.S. Government Document Depository, the library has withdrawn 119 boxes of outdated depository materials which were shipped to Springfield where they will subsequently be added to Sangamon State University library. The most recent shipment contained over 5000 items.

Circulation for Adult Home Reading was 165,494 in 1969/70, compared with 150,514 for the previous fiscal year. The larger part of the increase was accounted for by fiction circulation which showed a 15% increment over 1968/69. According to Mr. Betty's calculation, 19.8% of the titles purchased in calendar 1969 were fiction as compared with 15.7% during the first four months of 1970. Non-fiction circulation increased 5% over the previous fiscal year. There was a slight drop in periodical circulation which was off-set by a corresponding increase in the circulation of pamphlet material. The circulating collections were strengthened somewhat this year through the acquisition of a number of titles indexed in various editions of the Essay and General Literature Index, but much remains to be done by way of augmenting the library's core collections. Although the book allotment was not as tight as had been anticipated, there was still comparatively little money available for retrospective buying. Mr. Betty has already prepared for order a substantial number of desired titles listed in standard bibliographies against the day when funds will be made available. It is recognized that at the same time provisions will have to be made in Technical Services to handle an increased acquisition program.

More than any other public service department, the activities in the Youth Department have been marked by preparations for the move into new quarters. Mrs. Berbaum, the Youth Library Assistant, has remarked that the year has been one of "continued, continuous, and continual weeding... in order (1) to make gains toward ... converting the collection into one of recreational reading and (2) to have those weeded books (transferred) before the cards are duplicated for the catalog in the new library". As the older books are removed, a portion have been replaced with more suitable, appealing ones. Despite the removal of approximately 1500 volumes from the Youth Department, a comparison of circulation during 1969/70 with that of the previous year shows that the department is holding its own or "a little bit better". Mrs. Berbaum has also been delegated responsibilities for adult book selection and service in Magic Carpet.

Magic Carpet is still without a permanent librarian in charge. The lack has been met by scheduling other staff members in the department by the assignment of a half-time library assistant there. The half-time assistant who has been helping in Magic Carpet for a number of years was forced to resign when her husband removed to another city. Last summer we were fortunate to have an experienced children's librarian, who left in the fall to pursue her professional education. However, despite the continuing staff crisis in the children's room, circulation increased by 17%. Service activity showed an even more pronounced increase. Reader advisory help improved from 1683 service contacts last year to 3217 contacts this year. Other staff help increased from 1905 service units in 1968/69 to 3970 this year. These figures speak extraordinarily well for the staff serving children.

The Circulation Department, which occupies a critical position in the library, has had for the greater part of the year a routine operation marked mainly by a growing volume of work. Overdue notices mailed increased from less than 6,400 in 1968/69 to slightly more than 8,500 this year - a jump of nearly 33% compared to a jump of 14-1/2% during the previous year. The modest increase in circulation can

not justify this kind of increase: the only explanation ready to hand is that patrons are becoming inured to the five cent per day fine. The greatest number of delinquencies occurred among adult and young adult borrowers, who accounted for 74% of all overdue books. Reserve requests have tripled compared with fiscal 1968/69, increasing considerably the burden on both circulation staff and book service staff, who have been enlisted for some time in helping to search for these reserved books.

Mrs. Veach reports new efficiencies in the department including a new system for circulating books on inter-agency loans - a system which allows great control over book stock. She also reports the precision standards for book circulation and overdues control which have been obtained in recent years have been nearly cancelled in the last months. This reflects, of course, the difficulties in the transition of our data processing to computerized methods. The staff of the City Computer Center are working to iron out the problems and there should be improvements as library staff continue to work with the Computer Center in the solutions to these problems. The Circulation Department is a critically sensitive point of interaction with library patrons, inasmuch as contacts beyond casual charging and discharging of materials are usually resultant from allegations of delinquencies. The Circulation staff have demonstrated time and again such confidence in their procedures and tact in administering these procedures that it is literally true that as good a relationship with patrons exists in this department as in those public service areas where staff-patron contact is always one of staff assistance. I hope and expect to see this relationship restored soon.

Circulation in the Extension Division declined by 21,162 this year compared with last. Evans Branch and Bookmobile I roughly held their own with a minimal gain and loss respectively. Bookmobile II showed a substantial gain of 10,671, an increase of 15%. Mr. Kidd, who is in charge of Bookmobile II, is the most experienced library assistant in the Extension Division and his bookmobile has been making consistent gains in circulation for nearly three years.

Extension Services. The major changes in the Extension Division was the closing of Dill Branch on June 28 and the retirement of Mrs. Leonard as Supervisor of Extension at the end of August.

The closing of Dill had a somewhat depressing effect upon circulation. Many former Dill borrowers transferred their patronage to the Brettwood bookmobile stop which was established co-incidentally with the branch closing. Others have made greater use of the Central Library. But studies have shown the degree of public library use to be a function of convenience to an extent not generally realized, and it seems probable that the drop in the circulation growth rate was principally due to closing of Dill.

It may be observed at this point, however, that the Brettwood stop is well patronized, considering that it has had less than one year to develop its patronage.

The retirement of Mrs. Leonard was a loss to the library and one which occurred, as frequently happens, at a particularly inopportune time, coinciding approximately with the closing of Dill. Mrs. Leonard had served in the Extension Division both as professional assistant and supervisor for a number of years and her knowledge of the collections and her professional insight into the various communities of Decatur was invaluable.

The Evans Branch and particularly the area assigned to Bookmobile Headquarters was particularly overcrowded and deficient in shelving accommodations. Large numbers of books from Dill were placed in storage pending the opening of the new central library, but a considerable part of the Dill collections were either current or popular older titles and a decision was made to incorporate these volumes into the bookmobiles collection. Due to a lack of catalog of holdings in the Extension collection, a system of title cards had been devised to control inventory. Because of desire to express the greatest use from the book stock in order to overcome the limited circulation potential of the fixed branches, a cumbersome system of cross-filing was used to control books loans among various extension agencies. The complexity

of the system made it highly susceptible to error and the staff in Extension was inadequate to maintain the system. Preparations of Technical Services required treatment of Extension books simultaneously with Central books and in the processing of recalling titles the chaotic condition of Extension records was thrown into relief. The need to accommodate the influx from Dill made conditions worse. It was evident that a collapse had been prevented hitherto only by the greatest efforts and personal knowledge of the collections by Mrs. Leonard and her staff.

The record keeping has now been simplified. Old shelving has been found in a variety of styles and the book collection has either been accommodated on shelves or placed in controlled storage. Approximately a year's backlog in filing has been eliminated at Evans. The Bookmobile Headquarters collection has been inventoried and a start has been made on the Bookmobiles. As inventory has progressed, records have been corrected.

Collections are maintained in Decatur Memorial and St. Mary's Hospitals. These collections have been inventoried and completely changed for the first time since they were established.

The accomplishments of the Extension staff, particularly the supporting staff, in dealing with the problems enumerated above, are prodigious and deserving of high commendation. It is hoped that with the establishment of resources control, that the Extension Services possesses the tools to project its growth in circulation and service in the future.

Technical Services. This division of the library is charged with ordering, organization, preparation, and internal control of library materials. Its primary interface with the public as well as the staff is through the public catalogue of library holdings which seeks to denominate, organize, and provide entry into the library's resources.

The division's operations were marked by three major departures from the status prevailing in the recent past. First, Mr. Gaylord McDowell assumed supervision of the division in August, replacing Mrs. Muriel Traver, who recognizing our need had come out of retirement on a half-time basis to help the library. Mrs. Traver had formerly served as City Librarian. Mr. McDowell had previously served as cataloger at Carroll College. Secondly, in preparation for the new library where the collections will be divided between two floors with the principal collections in the basement, a departmental catalog was recognized as a desirable and less expensive alternate to provision and maintenance of a complete catalog on each floor. The building of a catalog to the first floor collections has been a job of major proportions, and one which is still in process. Thirdly, coincidentally with the development of the new catalog, it has been necessary to undertake a vast program of inter-departmental transfer to bring the collections into line with the projected size and scope of the collections in the new building. The amount of necessary transferrals was radically increased by transfers incidental to closing Dill Branch. The transfers could have been deferred, of course, within the central library, but the result would have been the expenditure of several thousands of dollars in card preparation, filing, and later, discharging from two files and refiling in another catalog.

The building of a new catalog, with the attendant discovery and correction of discrepancies, and the coincidental transfers have, of course, imposed an enormous work burden upon the staff. There has necessarily developed a not inconsiderable backlog, but, through the expedience of assigning priorities in processing of materials, inconvenience to public service has been kept to a minimum.

There have also been a number of technical innovations in the division. A work catalog was initiated and fused with the entry and personal name authority

TECHNICAL SERVICES

Activities by Month

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Total
New Books Cataloged 1969/70	615	430	813	790	545	711	717	427	484	693	692	678	7,595
New Books Cataloged 1968/69	936	1676	2013	1514	1582	748	1223	735	867	836	760	739	13,629
New Titles Cataloged 1969/70	223	185	301	207	188	241	294	188	193	279	271	288	2,858
New Titles Cataloged 1968/69	442	635	565	376	574	261	242	185	247	98	127	115	3,867
Microfilm Cataloged 1969/70	0	8	6	10	333	9	7	6	6	6	9	9	409
Microfilm Cataloged 1968/69	5	7	51	19	5	0	0	8	8	4	4	0	111
Books Withdrawn 1969/70	480	1010	1220	394	758	516	244	943	228	170	341	209	6,513
Books Withdrawn 1968/69	141	429	1	1051	523	291	724	534	1057	1122	537	1222	7,652
Books Recat 1969/70	14	5	4	48	214	146	230	186	146	132	72	84	1,281
Books Transferred 1969/70	99	33	334	137	461	111	95	74	42	69	57	140	1,657
Books Recat & Transferred 1968/69	34	49	58	188	41	21	37	227	106	35	18	324	1,138
Books mended 1969/70	444	212	264	410	420	375	234	527	278	470	526	785	4,945
Books mended 1968/69	490	603	640	514	209	204	246	126	395	345	515	652	4,939
Volumes Bound 1969/70	83	91	0	0	46	0	72	79	13	0	135	0	519
Volumes Bound 1968/69	227	0	41	77	0	76	0	61	113	83	83	0	761
Books Received 1969/70	408	278	650	477	420	924	649	478	583	744	615	568	6,994
Books Received 1968/69	939	1112	887	1227	861	798	582	506	969	509	824	250	9,464
Microfilm Rec'd 1969/70	348	8	7	9	5	8	7	6	6	6	9	9	428
Microfilm Rec'd 1968/69	5	7	51	19	5	14	8	8	8	4	4	12	145
Phono Records Rec'd 1969/70	0	0	0	0	0	0	0	0	0	0	0	0	0
Phono Records Rec'd 1968/69	0	0	0	0	0	0	0	0	26	46	0	0	72
Pamphlets Rec'd 1969/70	81	81	101	160	301	89	144	82	102	84	234	254	1,713
Pamphlets Rec'd 1968/69	18	16	43	31	79	34	12	6	32	61	75	32	439
Gifts Rec'd 1969/70	2	0	34	0	2	13	2	6	182	0	23	14	278

file, which it will eventually replace. A decision to change authority for subjects was made but placed in temporary abeyance pending completion of the new catalog. This decision will mean additional work in the immediate future, but the long-run efficiencies in modifying Library of Congress subject work for our use make the change very desirable.

The removal of data processing to the City has occasioned a small increase in work since files previously maintained by the Data Processing Department have been transferred to the Order Department. The extra work has been absorbed by the transfer of the half-time page formerly assigned to Data Processing.

The Order Department is now keeping records of pricing of materials and is undertaking periodic review of magazine and book jobber performance which in a few years should furnish a very useful data base in evaluating bid proposals.

The Book Preparation and Binding Section has moved into the space vacated by Data Processing, thereby relieving a very congested situation. Staff from this section, in addition to the work appropriate to the section, has undertaken to assist generally in the division, while at the same time developing records on periodical binding costs, and undertaking, without direction, a check on some innovative binding experiments designed to effect economy in the area of library operations.

Mr. McDowell is also projecting for the future a "selective but systematic recataloging", a very necessary and desirable project inasmuch as many inconsistencies in classification have infiltrated the public catalog and book stock with the result that the library's resources are not easily accessible, because the same type of book and in some cases a different edition of the same title are found in several different places and because too many different types of books are lumped together in the same class number without differentiation. Another pressing change deferred into the more distant future is a refileing of our public catalogs to make

to make them more nearly alphabetical and less complex. Because of the complexity of filing rules, they have in the past frequently been misunderstood; occasionally rules were instituted but not recorded; and there are times when our present filing rules operate to separate similar names rather than bring them together.

The library as a whole has been involved during fiscal 1969/70 in much change and development. I have been much heartened personally by the events of the past year and I want to acknowledge the work of the Board, and the Building Committee, who have spent long hours in planning the new central library and attending to other library business. I wish to express the appreciation of the library to its many fine supporters who have for years worked and pressed the need for a new central building. In this connection, I want particularly to mention the Friends of the Decatur Public Library, who have been active in many other ways including public programming for library patrons. Many people have during this year, as in previous years, contributed gifts to the library. These gifts frequently are very useful to our collections and are much appreciated. Among the gifts received this year were a number of specialized volumes in the field of special education which accompanied a monetary gift of \$500. These books and the money were a gift from the Decatur Council for Exceptional Children to be used to establish the Leonard Dobson Memorial Collection in the Decatur Public Library. It is the Council's intention to keep the collection current by continuing gifts. The library is especially happy to acknowledge this memorial gift and I would like to use this occasion to remark that a growing number of organizations, as well as private persons, have undertaken to memorialize departed members or friends by book memorials in the public library, among which are the Decatur Women's Club, the Garden Club and The Republican Study Club.

Finally, I want to pay my respects and offer my thanks to the library staff. The growth, change, and improvements cited in the foregoing report give ample

testimony to their dedication and industry. What remains to be said is that the growth in service and circulation and public confidence can be directly attributed to them, and that their zest and good spirit have made it a pleasure for me to be associated with them.

Decatur Public Library
Decatur, Illinois

Estimated Revenue, 1970/71

Fund balance May 1, 1970	18,000
Tax levy receipts - current	604,686
Tax levy receipts - prior	4,450
Fines and fees	11,000
Non-resident fees	275
Interest on investments	5,000
Lost & Damaged books	600
Memorial books	40
Prints on copy machines	385
Miscellaneous*	<u>273,800</u>
Grand total	\$918,236

* Includes \$273,000 progress payments from state building grant.

CITY OF DECATUR, ILLINOIS
BUDGET FORM #1

Department: Library

Submitted By:

Activity:

Activity No: 940

Comparative Five Year Summary - 1966 - 1971

NOTE: Please fill out a separate form for each activity of your department

OBJECT OF EXPENDITURE	1966-1967 (Actual) From 4/30/67 Monthly Report	1967-1968 (Actual) From 4/30/63 Monthly Report	1968-1969 (Actual) From 4/30/69 Monthly Report	1969-1970 (Estimated) From Column 5 Budget Form 2	1970-1971 (Projected) From Column 6 Budget Form 2
(1) Total Personal Services	169,655.92	213,750.98	253,988.19	263,925	301,362
(2) Total Other Expenditures	99,358.98	57,885.05	60,777.23	158,104	284,428
(3) Total Capital Outlay	1,625.13	66,720.53	68,145.78	52,950	332,446
GRAND TOTAL	270,640.03	338,356.56	382,911.20	474,979	918,236

NOTE:

- (1) Includes all expenditures for regular and temporary salaries and wages (Code Accounts in 100 series.)
- (2) Includes all expenditures for contractual services, commodities, and other charges (Code Accounts in 200, 300 and 400 series.)
- (3) Includes all expenditures for Capital Outlay (Code Accounts in 500 series).

CITY OF DECATUR, ILLINOIS
BUDGET FORM #2

Department: Library
Activity:

Submitted by:
Activity No: 940

Summary of Operating Budget
Request for 1970-1971

Date: February 26, 1970

NOTE: Please fill out separate form for each activity of your department. Do not show Capital Outlay requests on this form. Enter only totals by Objects of Expenditures.

(1) Object Code	(2) Object of Expenditures	(3) Actual Expend. 4/30/69 Finance Report	(4) 1969-1970 Appropriation (12/31/69 Finance Report	(5) 1969-1970 Expend to 1/1/70(12/31/69 Finance Report	(6) 1969-1970 Total Expend. for entire Yr (Estimated)	(7) 1970-1971 Appropriation Request for entire Year	(8) For Budget Staff Use
101	Regular Salaries	227,238.20	285,329	156,017.37	240,500	273,188	
107	Health Insurance	3,320.00	4,160	2,087.72	3,200	4,056	
109	Temporary Salaries	23,429.99	31,302	15,854.90	20,225	24,118	
	Total					301,362	
201	Advertising	590.04	200	123.40	200	200	
202	Prtg & Binding	2,231.56	4,000	1,389.80	3,500	3,000	
211	Service to main- tain Bldgs	13,803.60	14,500	9,652.63	14,500	21,900	
212	Service for other improvements	150.00	225	220.53	225	225	
214	Serv/office equip	801.66	625	337.50	625	650	
215	Serv/auto equip	1,100.00	900	404.00	900	1,000	
221	Auditing	460.00	600	600.00	600	600	

TOTALS

CITY OF DECATUR, ILLINOIS
BUDGET FORM #2

Department: Library
Activity:

Submitted by:
Activity No: 940

Summary of Operating Budget
Request for 1970-1971

Date: February 26, 1970

NOTE: Please fill out separate form for each activity of your department. Do not show Capital Outlay requests on this form. Enter only totals by Objects of Expenditures.

(1) Object Code	(2) Object of Expenditures	(3) Actual Expend. 4/30/69 Finance Report	(4) 1969-1970 Appropriation (12/31/69 Finance Report	(5) 1969-1970 Expend to 1/1/70(12/31/69 Finance Report	(6) 1969-1970 Total Expend. for entire Yr (Estimated)	(7) 1970-1971 Appropriation Request for entire Year	(8) For Budget Staff Use
229	Other Prof Serv	11,967.34	25,500	5,985.81	25,500	36,000	
231	Electricity	3,200.00	6,000	2,458.93	5,000	19,000	
233	Tel & Tel	2,441.92	3,000	1,645.35	2,500	5,800	
241	Travel	455.96	1,179	473.76	600	998	
244	Freight & Cartage	.00	100	.00	00	00	
245	Postage	1,529.74	1,400	1,079.50	1,400	1,900	
284	Prof & Tech Serv	462.00	477	80.00	420	686	
288	Rentals	10,979.00	67,629	30,091.26	85,400	164,299	
	Sub Total: Services					256,258	
307	Fuel for heat		2,200	00	00	00	
310	Gas, Oil, etc	300.00	250	208.69	250	275	

TOTALS

CITY OF DECATUR, ILLINOIS
BUDGET FORM #2

Department: Library
Activity:

Submitted by:
Activity No: 940

Summary of Operating Budget
Request for 1970-1971

Date: February 26, 1970

NOTE: Please fill out separate form for each activity of your department. Do not show Capital Outlay requests on this form. Enter only totals by Objects of Expenditures.

(1) Object Code	(2) Object of Expenditures	(3) Actual Expend. 4/30/69 Finance Report	(4) 1969-1970 Appropriation (12/31/69 Finance Report	(5) 1969-1970 Expend to 1/1/70(12/31/69 Finance Report	(6) 1969-1970 Total Expend. for entire Yr (Estimated)	(7) 1970-1971 Appropriation Request for entire Year	(8) For Budget Staff Use
312	Janitorial Suppl	173.70	200	96.73	125	200	
320	Matls for Maint	1,539.60	3,500	2,724.45	4,000	4,000	
324	Matls/auto equip	1,001.48	900	491.31	800	800	
330	Medical Supplies	10.00	10	00	10	10	
345	Office Supplies	6,440.43	7,767	3,434.12	5,500	6,485	
402	Contingencies		12,400			15,000	
423	Other Insurance	1,139.20	5,650	5,739.00	6,049	1,400	
	Total: Other operating expenses					284,428	
502	Buildings	16,887.77	77,247	244.27	2,200	275,200	
515	Office Equip	180.00	750	100.00	750	1,000	
525	Library Books	51,028.01	54,000	30,659.77	50,000	56,246	
						332,446	

Total: Capital Outlay

TOTALS

Grand Total

918,213

CITY OF DECATUR, ILLINOIS
BUDGET FORM #4

SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST

Department: Library

Submitted by:

Activity:

Activity No: 940

Date: February 26, 1970

Fill out one of these forms for each activity in your department. Show overtime pay for regular employees as a separate item. In the case of departments needing extra or summer help, please estimate the number of positions and amount of money required. (Group and total regular employees separately). Only the totals from this form would be shown on Budget Form #1.

Position Title (Official Job Classification)	Name (Write Vacancy if position not yet filled).	Pay Range and step	Annual Salary Rate as of May 1, 1970	Total Salary 1970-1971	If total salary is different than salary on 5/1/70, explain why.
1 City Librarian	Robert H. Dumas		16,500	16,500	
2 Library Clk II	Clara E. Hunk	11-F	6,189	6,189	
3 Clerk-Steno II	Helen Schwegman	13-E	6,498	6,498	
4 Library Asst I	Harriet Berbaum	18-E	8,295	8,295	
5 Reader's Advisor	Samuel Betty	22-D	9,602	9,602	
6 Page	Donna Collins	3-F	4,189	4,189	
7 Page	Gloria Guthrie	3-D	3,800	3,902	Step increase effective 10/11/70
8 Library Asst I	Mary Harper	18-C	7,524	7,524	
9 Ref Librarian	Margaret Meyer	22-E	10,083	10,083	
10 Library Asst I	Mickey Offutt	18-D	7,900	7,900	

CITY OF DECATUR, ILLINOIS
BUDGET FORM #4

Department: Library

Submitted by:

Activity:

Activity No: 940

SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST

Date: February 26, 1970

Fill out one of these forms for each activity in your department. Show overtime pay for regular employees as a separate item. In the case of departments needing extra or summer help, please estimate the number of positions and amount of money required. (Group and total regular employees separately). Only the totals from this form would be shown on Budget Form #1.

Position Title (Official Job Classification)	Name (Write Vacancy if position not yet filled).	Pay Range and step	Annual Salary Rate as of May 1, 1970	Total Salary 1970-1971	If total salary is dif- ferent than salary on 5/1/70, explain why.
1 Adult Serv Supr	Vacant	27-A	11,160	11,275	Step increase effective 10/1/70
2 Library Asst I	Barbara Paine	18-D	7,900	7,900	
3 Staff Artist	Helen Spittler	12-F	6,498	6,498	
4 Circ Clk I	Elizabeth Crawford	9-E	5,347	5,347	
5 Circ Clk I	Lyda Grimes	9-D	5,092	5,092	
6 Circ Clk I	Sharon McVey	9-F	5,614	5,614	
7 Circ Clk II	Ruth Rusk	11-C	5,347	5,460	Step increase effective 11/25/70
8 Circ Clk I	Mary Tucker	9-B	4,734	4,831	Step increase effective 6/30/70
9 Circ Clk III	Marjorie Veach	13-E	6,498	6,498	
10 Circ Clk I	Margie Wheeler	9-C	4,849	4,933	Step increase effective 1/6/71

CITY OF DECATUR, ILLINOIS
BUDGET FORM #4

Department: Library

Submitted by:

Activity:

Activity No: 940

SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST

Date: February 26, 1970

Fill out one of these forms for each activity in your department. Show overtime pay for regular employees as a separate item. In the case of departments needing extra or summer help, please estimate the number of positions and amount of money required. (Group and total regular employees separately). Only the totals from this form would be shown on Budget Form #1.

Position Title (Official Job Classification)	Name (Write Vacancy if position not yet filled).	Pay Range and step	Annual Salary Rate as of May 1, 1970	Total Salary 1970-1971	If total salary is dif- ferent than salary on 5/1/70, explain why.
1 Circ Clk I	Vacant	9-A	4,619	4,676	Step increase effective 11/1/70
2 Bookmobile Drv	Russell Atchison	11-F	6,189	6,189	
3 Bookmobile Drv	Byron Cheever	11-F	6,189	6,189	
4 Library Asst I	George Kidd	18-F	8,710	8,710	
5 Library Clk III	Frances Mitchell	13-F	6,824	6,824	
6 Library Clk II	Ida Redden	11-E	5,895	5,895	
7 Library Asst I	Mary Snelson	18-B	7,344	7,433	Step increase effective 11/3/70
8 Extension Supvr	Vacant	27-A	11,160	11,275	Step increase effective 11/1/70
9 Library Asst II	Vacant	20-A	7,900	7,999	Step increase effective 11/1/70
10 Children's Supvr	Vacant	27-A	11,160	11,275	Step increase effective 11/1/70

CITY OF DECATUR, ILLINOIS
BUDGET FORM #4

Department: Library

Submitted by:

Activity:

Activity No: 940

SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST

Date: February 26, 1970

Fill out one of these forms for each activity in your department. Show overtime pay for regular employees as a separate item. In the case of departments needing extra or summer help, please estimate the number of positions and amount of money required. (Group and total regular employees separately). Only the totals from this form would be shown on Budget Form #1.

Position Title (Official Job Classification)	Name (Write Vacancy if position not yet filled).	Pay Range and step	Annual Salary Rate as of May 1, 1970	Total Salary 1970-1971	If total salary is dif- ferent than salary on 5/1/70, explain why.
1 Tech Serv Clk I	Deva Clendenen	9-C	4,849	4,877	Step increase effective 3/10/71
2 Tech Serv Clk I	Kathy Colebar	9-B	4,734	4,805	Step increase effective 9/16/70
3 Tech Serv Clk II	Eunice Ensign	11-F	6,189	6,189	
4 Tech Serv Supvr	Gaylord McDowell	27-B	11,393	11,597	Step increase effective 8/1/70
5 Tech Serv Clk III	Dorthia Turnbo	13-E	6,498	6,498	
6 Tech Serv Clk II	Ozella Vogler	11-F	6,189	6,189	
7 Tech Serv Clk III	Carola White	13-F	6,824	6,824	
8 Tech Serv Clk I	Nancy Williams	9-F	5,614	5,614	
9					
10				273,188	

CITY OF DECATUR, ILLINOIS
BUDGET FORM #4

SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST

Department: Library

Submitted by:

Activity:

Activity No: 940

Date: February 26, 1970

Fill out one of these forms for each activity in your department. Show overtime pay for regular employees as a separate item. In the case of departments needing extra or summer help, please estimate the number of positions and amount of money required. (Group and total regular employees separately). Only the totals from this form would be shown on Budget Form #1.

Position Title (Official Job Classification)	Name (Write Vacancy if position not yet filled).	Pay Range and step	Annual Salary Rate as of May 1, 1970	Total Salary 1970-1971	If total salary is dif- ferent than salary on 5/1/70, explain why.
1 Pages (part-time)	9,360 hours	1.66 hr	15,538	15,538	
2 Bookmobile Clerk Driver	Samuel Risby	2.45 hr	2,185	2,185	
3 Library Asst II	Ruth Philleo	20-E	4,572	4,572	
4 Library Asst II	Berniece Stevens	20-A	1,823	1,823	
5					
6					
7					
8					
9					
10					
				24,118	

CITY OF DECATUR, ILLINOIS
BUDGET FORM #5

Department: Library

Submitted by:

Activity:

Activity No: 940

SUPPLEMENTARY DETAIL ON BUDGET
REQUEST FOR TRAVEL EXPENSES

(Include and list all travel and conferences)

Destination and Conference Name or Purpose	Name and position	Estimated Costs					Reason For Travel
		Travel	Hotel & Meals	Registration	Other	Total	
American Library Assoc	City Librarian	86	165	12	35	298	
	President	86	165	12	35	298	
Illinois Library Assoc	City Librarian	38	75	6	15	134	
	President	38	75	6	15	134	
	Staff Representative	38	75	6	15	134	
TOTAL		286	555	42	105	998	

CITY OF DECATUR, ILLINOIS
BUDGET FORM #6

Department: Library

Submitted by:

Activity:

Activity No: 940

SUPPLEMENTARY DETAIL ON BUDGET
REQUEST FOR PROFESSIONAL ASSOCIATION
MEMBERSHIP FEES (Account 284)

[illegible]

MOTOR VEHICLE EXPENSE REQUEST

Activity:

Activity No: 940

Date: February 26, 1970

Use this form to fully justify all operating and maintenance expenses for all motor vehicles and equipment. Totals by object of expenditure should be summarized on Form #1. Any increase in anticipated use must be fully explained.

No.	Make and Year	1967 - 1968 Miles or Hours	1968 - 1969 Miles or Hours	(6 Mos.) 1969 - 1970 Miles or Hours	Anticipated Use Miles or Hours 1970 - 1971	Appropriation Request 1970 - 1971
B-1	GMC 1958	2,597	2,659	1,081	2,200	
B-2	Available 1956	2,606	2,412	1,258	2,400	
B-3	Ford 1948	29	133	23	50	
Sta Wag	Ford 1958	4,103	3,747	1,424	3,000	
				TOTAL	7,650	\$2.075

DECATUR PUBLIC LIBRARY

Accountants' Report

Financial Statements and Schedules
April 30, 1970

PEAT, MARWICK, MITCHELL & CO.

CERTIFIED PUBLIC ACCOUNTANTS

PEAT MARWICK MITCHELL & CO.
DECATUR PUBLIC LIBRARY

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April 30, 1970

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Peat Marwick Mitchell & Co.

PEAT, MARWICK, MITCHELL & Co.

CERTIFIED PUBLIC ACCOUNTANTS

500 CITIZENS BUILDING

DECATUR, ILLINOIS 62525

The Board of Library Directors
Decatur Public Library:

We have examined the balance sheet of the Decatur Public Library as of April 30, 1970, and the related statements of revenue and expenditures and changes in fund balance for the year then ended. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion the accompanying balance sheet and statements of revenue and expenditures and changes in fund balance present fairly the financial position of the Decatur Public Library at April 30, 1970, and the results of its operations for the year then ended in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year. The current year's supplementary data included in Schedules 1 and 2 have been subjected to the same auditing procedures and, in our opinion, are stated fairly in all material respects when considered in conjunction with the basic financial statements taken as a whole.

Peat, Marwick, Mitchell & Co.

August 4, 1970

DECATUR PUBLIC LIBRARY

Balance Sheet

April 30, 1970

(note 1)

Assets

Cash on hand	\$	100.00
Cash on deposit		38,131.75
Investments		13.19
Taxes receivable - current levy: Estimated collection - 94% of levy		604,117.05
Taxes receivable - 1968 and prior	\$	11,533.32
Less estimated uncollectible delinquent taxes		<u>8,073.32</u>
		<u>3,460.00</u>
	\$	<u>645,821.99</u>

Liabilities, Reserves, and Fund Balance

Accrued payroll		1,012.55
		<u>644,809.44</u>
Fund balance	\$	<u>645,821.99</u>

See accompanying notes to financial statements.

DECATUR PUBLIC LIBRARY

Statement of Changes in Fund Balance

Year ended April 30, 1970

Fund balance, April 30, 1970		\$ 465,444.00
Add:		
Increase in current year taxes receivable		217,606.44
Decrease in accrued payroll		<u>2,465.80</u>
Total balance and additions		685,516.24
Deduct:		
Excess of expenditures over revenues:	\$ 458,669.77	
Expenditures	<u>421,696.41</u>	
Revenue	36,973.36	
Decrease in prior year's taxes receivable	2,951.56	
Decrease in accrued interest receivable	<u>781.88</u>	
Total deductions		<u>40,706.80</u>
Fund balance, April 30, 1970		\$ <u>644,809.44</u>

See accompanying notes to financial statements.

DECATUR PUBLIC LIBRARY

Statement of Revenue and Expenditures

Year ended April 30, 1970

Revenue:

Property taxes	\$ 398,132.52
Fines	11,723.13
Nonresident fees	307.16
Interest on investments	8,904.43
Miscellaneous fees	<u>2,629.17</u>

Total revenue	421,696.41
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Expenditures:

Personal services	\$ 268,240.97
Other operating expenditures	142,177.81
Capital outlay (note 2)	<u>48,250.99</u>

Total expenditures	<u>458,669.77</u>
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Excess of expenditures over revenue	\$ <u>36,973.36</u>
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See accompanying notes to financial statements.

DECATUR PUBLIC LIBRARY

Notes to Financial Statements

April 30, 1970

(1) Basis of Statements

The records of the Decatur Public Library are kept on the basis of cash receipts and disbursements. The statement of revenue reports only cash transactions, while the statement of expenditures reports items on an accrual basis. The balance sheet reports major items which would be recognized on an accrual basis.

Accounts have not been maintained which record the fixed assets of Decatur Public Library.

(2) Lease for Library Premises

Effective February 15, 1970, the City of Decatur entered into an agreement with the D.P.L. Corporation for the lease of the building located at the southwest corner of Franklin and North Streets for a period of ten years. The lease agreement provides for a total rent of \$1,052,000 to be payable in semi-annual installments of \$52,600 plus interest at 6% per annum on the unpaid balance of the lease contract. The lease also provides that the City may purchase the property at any time during the term of the lease by paying the D.P.L. Corporation the then unpaid balance due on the contract. The City has agreed that upon exercise of this option to purchase it will immediately transfer title to the property to the Board of Library Directors. A lease agreement with the same rent and interest provisions also exists between the City of Decatur and the Board of Library Directors.

The balance of the contract at April 30, 1970, was \$999,400. Expenditures of the Decatur Public Library during the year ended April 30, 1970, included payments of \$52,600.00 on this contract and a payment of \$23,550.00 on a previous similar lease canceled upon execution of the present contract.

The D.P.L. Corporation is a not-for-profit corporation organized for the purpose of purchasing the existing building, making the improvements necessary for its use as a library, acquiring funds for the financing of the acquisition and improvement, and leasing it ultimately to the Board of Library Directors in a manner that will make possible their eventual ownership of the property.

DECATUR PUBLIC LIBRARY
 Schedule of Authorizations, Expenditures,
 and Unencumbered Balances
 Year ended April 30, 1970

	<u>Author- izations</u>	<u>Expend- itures</u>	<u>Un- encumbered balances</u>
Personal services:			
Regular salaries	\$ 285,329.00	242,372.16	42,956.84
Hospitalization, medical, and life insurance	4,160.00	3,383.97	776.03
Temporary salaries	<u>31,302.00</u>	<u>22,484.84</u>	<u>8,817.16</u>
Total personal services	<u>320,791.00</u>	<u>268,240.97</u>	<u>52,550.03</u>
Other operating expenditures:			
Advertising	200.00	123.40	76.60
Printing and binding	4,000.00	4,000.00	-
Service to maintain buildings	14,500.00	14,500.00	-
Improvements other than buildings	275.00	267.35	7.65
Service to maintain office equipment	625.00	625.00	-
Service to maintain auto- motive equipment	900.00	830.24	69.76
Auditing	600.00	600.00	-
Other professional services	25,500.00	9,562.62	15,937.38
Electricity	6,000.00	4,603.42	1,396.58
Telephone and telegraph	3,000.00	2,444.01	555.99
Training, travel, and conferences	1,179.00	605.54	573.46
Freight and cartage	100.00	-	100.00
Postage	1,400.00	1,374.60	25.40
Professional association membership fees	515.00	490.00	25.00
Rentals	87,629.00	84,831.01	2,797.99
Fuel for heating	2,200.00	-	2,200.00
Gas, oil, and anti-freeze	250.00	250.00	-
Janitorial supplies	200.00	134.16	65.84
Materials to maintain buildings and other improvements	3,500.00	3,048.99	451.01
Materials to maintain automotive equipment	900.00	794.78	105.22
Medical and laboratory supplies	10.00	9.86	.14
Office supplies	7,767.00	6,423.83	1,343.17
Contingencies	11,286.00	-	11,286.00
Insurance	<u>6,676.00</u>	<u>6,659.00</u>	<u>17.00</u>
Total other operating expenditures	<u>179,212.00</u>	<u>142,177.81</u>	<u>37,034.19</u>
Capital outlay:			
Office machinery	750.00	750.00	-
Buildings	57,247.00	2,127.27	55,119.73
Books	<u>54,000.00</u>	<u>45,373.72</u>	<u>8,626.28</u>
Total capital outlay	<u>111,997.00</u>	<u>48,250.99</u>	<u>63,746.01</u>
Total	\$ <u>612,000.00</u>	<u>458,669.77</u>	<u>153,330.23</u>

DECATUR PUBLIC LIBRARY

Schedule of Taxes Levied and Collected and Settlements

Tax levy years 1964 through 1968

	<u>1968</u>	<u>1967</u>	<u>1966</u>	<u>1965</u>	<u>1964</u>
Property taxes, current year levy (includes payment by Decatur Housing Authority)	\$ 420,586.08	378,125.22	338,366.91	322,663.08	301,123.39
Back taxes collected, prior years	<u>2,911.22</u>	<u>2,921.84</u>	<u>2,584.11</u>	<u>4,775.50</u>	<u>4,282.23</u>
Total to be accounted for	<u>423,497.30</u>	<u>381,047.06</u>	<u>340,951.02</u>	<u>327,438.58</u>	<u>305,405.62</u>
Deductions:					
Errors and abatements	426.26	789.43	721.05	645.11	682.77
Real estate tax objections pending	1,054.08	2,077.46	1,490.46	2,235.39	1,759.96
Collection and extension fees	13,405.16	12,178.76	10,964.13	10,415.85	9,795.50
Personal property taxes unpaid	<u>10,479.28</u>	<u>8,192.05</u>	<u>8,159.80</u>	<u>6,405.36</u>	<u>5,942.03</u>
Total deductions	<u>25,364.78</u>	<u>23,237.70</u>	<u>21,335.44</u>	<u>19,701.71</u>	<u>18,180.26</u>
Net tax collections	\$ <u>398,132.52</u>	<u>357,809.36</u>	<u>319,615.58</u>	<u>307,736.87</u>	<u>287,225.36</u>