

Personnel and Public Relations Committee

Meeting, May 3, 1984

Minutes

Present were Mr. Mueller, Mrs. Rossiter, Dr. Seidman, and Dr. Grieve, Chairman. Also present were Mrs. Alpi, ex officio and Mr. Dumas, City Librarian.

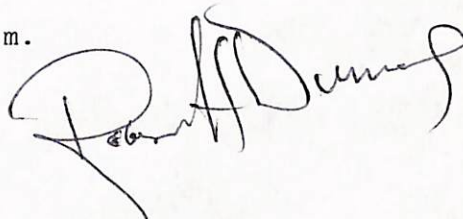
The meeting was called to order by Mr. Grieve at 7:05 p.m. in the Administrative Office. On the agenda were three matters relating to Library policy.

- (1) The Library policy currently provides for a free floating holiday and a personal leave day to be taken annually before May 1. There is no provision in policy establishing conditions of eligibility. As a result two employees hired in April each had to be scheduled for these two free days in their first weeks of work. In addition, these two staff had a holiday for Good Friday. The scheduling of three holidays in a three week period created problems. The simple fact of the holidays on short employment was not a cause of concern since the extra time compared with a normal term of employment is not a large amount. The scheduling problems are a concern however and Mr. Dumas suggested that some term of employment be established as an eligibility condition in the future for the floating holiday and the personal leave day.
- (2) Since deferral of the floating holiday to the last month of the year can also create scheduling problems if a significant number of staff so defer utilization of this holiday. Mr. Dumas requested authority to extend, at his discretion, the deadline for use of the floating holiday to May 30 in the following fiscal year. He indicated that he would authorize departments to schedule floating holidays not used on April 1 but if too many staff were involved he would need authority to continue this scheduling past the end of the fiscal year.
- (3) The Review source formerly used to acquire non-musical sound recordings has ceased publication. There is ample scope within the policy to continue acquisition of most material of this type with the exception of sound recordings in the fields of variety materials and humor.

After deliberating the problems posed by the items on the agenda and discussing the details of the problems and the policy changes recommended by Staff, the Committee directed Mr. Dumas to prepare motions for consideration by the Board to

- (1) Amend the policy on the free floating holiday by providing as a condition of eligibility for employees hired within the fiscal year that they be employed on official day of observance of Washington's Birthday, the holiday that was converted to the floating holiday;
- (2) To amend the policy on the free floating holiday to provide that the City Librarian could at his discretion extend the deadline for using this holiday to May 30 in the succeeding fiscal year;
- (3) Amend the policy on personal leave day to provide that an employee hired within the fiscal year be eligible for the personal leave day during that year if he had begun employment on November 1 of that fiscal year or before.
- (4) That the Materials Selection policy be amended to permit acquisition of sound recordings in the area of variety entertainment and humor on the basis that quality standards will be considered met if such works (a) were aired on the Public Radio or Television networks or were syndicated radio programs or concert hall presentations; (b) were recordings by artists who had received recognition in the appropriate field as indicated by being winners or nominees of such awards as the Emmy or Grammy Awards; and provided that (c) acquisitions shall not include material that achieves its appeal by sensational, erotic, scatological, or cheap exploitative means.

The meeting was adjourned at 8:00 p.m.

A handwritten signature in dark ink, appearing to read "Paul H. Dumas". The signature is fluid and cursive, with the first name "Paul" and last name "Dumas" clearly distinguishable.

Finance and Properties Committee

Meeting, May 22, 1984

Minutes

Present were Reba Jackson, Shirley Moore, Marshall Susler, and David Marshall, Chair. Also present were Sharon Alpi, ex officio, and Robert Dumas, City Librarian.

The meeting was called to order by Mr. Marshall at 4:30 p.m. in the Board Room. The proposed budget and levy request for fiscal 1985/1986 was the principal item on the agenda. Mr. Marshall remarked that the budget and appropriation for 1985/86 is dependent upon the tax levy ordinance passed in the fall of 1984, and that the Annual Report of the Board must contain moneys that will need to be raised by this levy. The City Librarian had made a rough estimate of budgetary requirements, as well as the amount of money that would be left in the Library fund balance at the end of this year and the amount of money the Library would generate from other sources in 1985/1986. From these calculations it was estimated that \$1,683,000 would have to be raised from the library tax and the library's share in the corporate property replacement tax in order to provide for a budget of \$1,848,400.

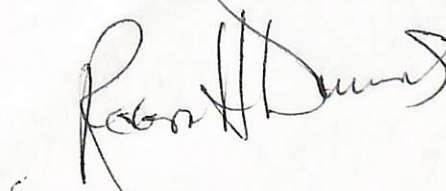
Mr. Marshall remarked that the anticipated budget showed an increase of 8.8% but that the tax levy increase was extremely large. He said this was the result of deficit spending in the current year which required further invasion of the fund balance. The proposed figure contemplates a fund balance of \$300,000 at the end of fiscal 1985/86.

After some discussion the proposed levy request was agreed upon as the recommendation to be carried to the Board.

Mr. Dumas distributed copies of specifications for a standalone computer to provide for circulation control and other functions. He noted that the Board was not bound by the acceptance of bids to make a purchase but that he had prepared the specifications and would advertise for bids within the week. The alternate proposal suggested by Rolling Prairie Library that would have eliminated the principal reasons for DPL acquiring its own computer apparently was not possible to work out since the Library has not heard from Mr. Plotzke on the matter. On the two occasions Mr. Dumas attempted to reach him, he was out of town.

Mr. Marshall suggested that a meeting of the Finance Committee with Mr. Plotzke and his assistant Mr. Johnson be set up to discuss whether a position can be negotiated for DPL to contract for the expansion of the data base and for maintaining authority control. Mr. Dumas said he would call Mr. Plotzke about setting up such a meeting.

The meeting adjourned at 5:20 p.m.



Finance and Properties Committee

Meeting, May 30, 1984

Minutes

The meeting was called to order at 4:30 p.m. in the Board Room of the Library. Present were Mrs. Jackson, Mrs. Moore, Mr. Susler, and Mr. Marshall, Chair. Also present were Mrs. Alpi, ex officio, Mrs. Rossiter, Mr. Dumas, City Librarian, and Mr. Plotzke, Executive Director of the Rolling Prairie Library System.

In his opening remarks Mr. Marshall explained that the Decatur Library was contemplating the acquisition of a standalone computer system, as Mr. Plotzke was aware, and that the purpose of the meeting was to make sure that all possibilities for accommodation within the present framework had been explored and that nothing had been overlooked in the negotiation. He asked Mr. Plotzke if there was in fact no possibility of a middle ground.

Mr. Plotzke replied that it had been his intention to solicit input from all parties concerned in the report issued by the Consultants, that this input had been received from most of the Libraries and that he was unsure of the position of the DPL with respect to the Consultants' report and to whether or not the Board was still going to meet with Hugh Atkinson. The other libraries in the cluster however had indicated a desire to get on with the expanded record and the public access catalog capability. Mr. Plotzke indicated that he felt personally that the problems anticipated by Decatur Public Library would turn out to be relatively unimportant. He is not a cataloger or a computer expert however and he felt that the questions the Board might have would be better answered by Hugh Atkinson.

Mr. Marshall asked of Mr. Dumas how important, that is how many titles would be affected by the question of authority control since ultimately it was the intention of DPL that all headings would conform to a national standard. Mr. Dumas stated that he could make no projection with respect to the number of discrepancies that would exist between the data base and the card catalog if, as had been proposed, a committee would oversee authority control of subject headings in the data base and DPL catalog staff controlled authority for the card catalogs. A problem of considerable magnitude could however be forecast with respect to the form of entry.

Mr. Marshall proposed as compromise to Mr. Plotzke the proposition that RPL defer action on the retroconversion of records in order to accommodate DPL's problems with form of entry, and that DPL experiment for one year with authority control for the data base being vested in a committee to determine the extent of discrepancy that developed between data base and catalog during that period. Mr. Plotzke again suggested the desirability of the Board discussing this question with Hugh Atkinson since he felt a mandate to move ahead on the matter and did not feel that problems existed. Mr. Marshall replied that he understood the Consultants' recommendation but that it was a process that needed to be agreed on and that he was trying to negotiate. To that end he was trying to find out whether Mr. Plotzke would defer action so that the extent of problems could be definitely established.

Mr. Dumas suggested that a measure might be had with respect to DPL acquisitions merely by establishing ratio of older headings retained due to work load to the number of headings changed. Mr. Plotzke offered to sample the data base to determine the rate of discrepancies.

Mr. Marshall excused Mr. Plotzke so that the Committee could discuss these matters and determine a course of action.

Mr. Marshall stated that he felt the future of the Library lay in cooperating with RPLS and that the Library should make every effort to maintain lines of cooperation. To that end he felt that the Library should agree for a period of one year to test the degree of problems occasioned by a discrepancy between disparate authority control in the data base and card catalog. Mrs. Moore stated that she too was for cooperation but that cooperation could exist without sharing a computer and that indeed cooperation could improve if the problem of a shared computer were eliminated. Mrs. Alpi agreed and said she thought there was a general distrust of DPL on the part of the RPLS board members. Mrs. Moore also said that there was a financial consideration to keep in mind in that the money was currently budgeted and that money to separate at the end of a trial period might not be available. Mrs. Rossiter agreed as did Mrs. Jackson who indicated that these were technical matters and that the Board must act not only with respect to this aspect but also with respect to its obligation to provide good service.

After considerable discussion, Mr. Marshall summed up the consensus of the Committee that the Library should move ahead with a standalone system.

The mechanics of the acquisition of a new system vis-a-vis the arrangement we have with RPLS was discussed. Mr. Susler expressed his opposition to acquiring the hardware at RPL. It was pointed out by others that at the price levels currently being discussed it was unlikely that RPL would elect to sell. Mr. Dumas noted that at such price level as 35% of equity he was not convinced that acquisition of the RPL hardware would be a bad thing.

It was decided that before the Board could let a contract to buy a new system, the question of disposition of Decatur's share in the present system must be settled. It was agreed that a special meeting of the Board be called as soon as possible to permit RPLS Board to make a response so that, if possible, the Decatur Board could move as soon as it wanted to act on the bid for a new system which is due June 15. It was agreed to offer RPLS the Library's share in the present system for 35% of its equity.

This decided, the Committee adjourned at 6:00 p.m.

Robert H. Dumas



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



COMBINED ANNUAL MEETING FOR 1983/1984 AND MONTHLY MEETING FOR MAY, 1983

AGENDA

MAY 24, 1984

- I. CALL TO ORDER
SHARON ALPI, PRESIDENT
- II. APPOINTMENT OF SECRETARY PRO TEM BY THE PRESIDENT
- III. APPROVAL OF MINUTES:
A. REGULAR BOARD MEETING APRIL 19, 1984
- IV. CITY LIBRARIAN'S REPORT
- V. REPORTS OF COMMITTEES:
A. FINANCE AND PROPERTIES
1. Approval of Bills
B. PERSONNEL AND PUBLIC RELATIONS
1. Amendments to Policy Code
- VI. OLD BUSINESS
- VII. NEW BUSINESS
- VIII. ADJOURNMENT

ANNUAL MEETING

- I. CALL TO ORDER
- II. ANNUAL REPORT OF CITY LIBRARIAN
- III. ANNUAL REPORT OF THE BOARD OF DIRECTORS
- IV. ANNUAL REPORT TO ILLINOIS STATE LIBRARY
- V. ELECTION OF OFFICERS
- VI. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Alpi
Mrs. Jackson
Mrs. Moore

Mr. Mueller
Mr. Seidman
Mr. Susler

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Regular and Annual Board of Directors Meeting

The regular meeting of the Board of Directors of the Decatur Public Library was held May 24, 1984 in the board room of the main library.

Members Present:

Mrs. Alpi
Mrs. Jackson
Mrs. Moore
Mr. Mueller
Mr. Seidman
Mr. Susler

Members Absent:

Mr. Grieve
Mr. Marshall
Mrs. Rössiter

Others Present:

Mrs. Brooks
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:35 p.m. by the President, Sharon Alpi.

As the first order of business, Mrs. Alpi appointed Shirley Moore to serve as Secretary Pro Tem for the regular May meeting and the Annual Meeting of the Board.

The Minutes of the regular meeting of April 19, 1984 were approved as printed and mailed.

In his remarks to the Board, Mr. Dumas reported in response to his instructions from the Finance Committee he had tried to set up a meeting with Mr. Plotzke and Mr. Johnson of Rolling Prairie relative to RPL contracting with this Library in order to do the retrospective expansion of the bibliographic data base and secondly for DPL to assume the responsibility for authority control of the data base for the system. Mr. Plotzke informed he had discussed these two issues with the smaller libraries in the system and their feelings were so negative that he had decided to abandon the plan. Therefore, Mr. Dumas concluded, it looks as if the reason for the meeting with RPL does not exist, and he pursued it no farther, feeling that the existing problems cannot be resolved in this manner; Plotzke agreed.

Continuing, Mr. Dumas reported the request for proposals for the standalone computer system for the central library have been mailed out to the vendors, one to CLSI and one to Geac, which is a company in Ontario about which he had heard good things. June 15 is the deadline for receipt of the bids which probably means they will come in too late for an evaluation and decision by the Finance Committee and Board prior to the June meeting; so, in all likelihood it will require a special meeting of the Board in June, Mr. Dumas stated, as CLSI indicated there would be a special consideration for getting the order in within their fiscal year. The Board has the right to accept or reject the bids, Mr. Dumas explained.

Further reporting, Mr. Dumas stated he would suggest there be a decision by the Board at the next meeting on the amount of compensation to be offered to the RPL system for their share of the computer, or the amount of compensation they will accept for our share in the computer system which they have. They have agreed to the buyer-seller proposal which I made that we make a bid for their equipment, or they make a bid for our equipment, that they or we have the right to accept or reject, but that RPL should be the party with the option of selling or buying. DPL has an equity in the computer equipment of \$66,340 which is 28% of the total cost of the machinery, as compared with RPL's equity of \$171,200, Mr. Dumas explained. Consequently if we would bid 35% of our equity they would allow us \$23,257. They could either accept this and agree to pay us this amount or they would then be obliged to sell us their equity for the same 35% which would be \$59,920. If they should elect to sell to us Peter Zelter of CLSI informs there would be a considerable cost of moving the machinery from the RPL premises to DPL, which would need to be considered. I would recommend, Mr. Dumas continued, that the Finance Committee be empowered to negotiate the exact amount with RPL in order to proceed on an expeditious basis. Mr. Seidman questioned the need for urgency in the matter and Mr. Dumas replied that the CLSI proposal for the microcomputer base system 23 is for \$105,000, and that the associated costs of splitting off the data base at a cost of approximately \$20,000 would be dismissed or cut back if we accept their bid before June 30. But since we still have the possible alternative of buying out RPL, which decision comes first, Mr. Seidman asked, and Mr. Dumas responded, the RPL decision. Mrs. Alpi stated she still felt the need for a meeting with Mr. Plotzke and Mr. Johnson of RPL to discuss the above decision and other pressing questions, and requested Mr. Dumas to set up such a meeting, stating "you just don't go out in 90 days and say I want to buy a computer"; Mr. Susler remarked that a deal to sell a computer to a library doesn't come along every day and that he felt there is a "heck of a lot" of negotiation to be done. I think we should discuss with RPL the computer matter and get that resolved one way or the other and then depending on that, continue from there, Mr. Susler stated. Mr. Dumas replied he would try to set up a meeting with RPL for the following Wednesday.

As a member of the Finance and Properties Committee, Mr. Susler moved the approval of library bills through April 30, 1984, Mrs. Jackson seconded the motion, and it was unanimously approved by a roll-call vote.

Mr. Seidman reported the Personnel and Public Relations Committee has met on May 3 and he had several motions to bring before the Board. Mr. Seidman moved that Article III, Personnel, of the Code of Library Policy be amended in the following manner:

That Paragraph F, Wages, Salaries, and Perquisites of Employment be amended in Section 2(b)ii (page 28) by adding the following: "Eligibility for the Free Floating Holiday is conditional upon employment in the Library on the preceding official day of observance of Washington's Birthday, the holiday that was converted to the Free Floating Holiday. The City Librarian is authorized at his discretion to extend an employee's use of this holiday through the first month of the succeeding fiscal year.",

and that Paragraph F be amended in Section 2(g) (page 32) by renumbering the present 2(g)i and ii to 2(g)ii and iii, respectively, and by adding the following 2(g)i: "Eligibility for the Personal Leave Day is conditional upon employment in the Library on or before November 1 of that fiscal year."

Mr. Mueller seconded the motion, and the motion carried.

Mr. Seidman further moved that Article V, Materials Selection and Collection Development, of the Code of Library Policy be amended in Paragraph D, Section 11 (b) by adding the following: 11(b)i. "In the area of variety entertainment and humor it is recognized that reviews of recordings are not generally available. Quality standards will therefore be considered met providing such works

- (1) were aired on the Public Radio or Public Television Networks or were syndicated for use on Public Radio or Public Television stations;
- (2) were recordings by artists who have received recognition in the appropriate field by being winners or nominees of such awards as the Emmy or Grammy Awards; and provided that
- (3) such works shall not include material that achieves its appeal by sensational, erotic, scatological or other cheap exploitative means."

Mrs. Jackson seconded the motion, and it was approved.

The regular meeting of the Board adjourned at 5:15 p.m.

ANNUAL MEETING

Mrs. Alpi called the Annual Meeting of the Library Board to order at 5:17 p.m.

The "Annual Report of the Board of Directors" as previously mailed, which contains the Board's levy request for 1985/1986, was presented at this time. Mr. Susler moved the Board approve and file this report with the City of Decatur, Mr. Seidman seconded the motion, and it was approved. Mr. Susler informed we are asking for a levy of \$1,683,000 as the actual money we are going to need in addition to our other revenue, which is a

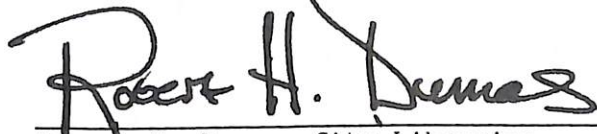
sizeable increase over last year's levy since partial funding of fiscal 1984/1985 operations was by reduction of the Library's fund balance; however the actual budget contemplated for that fiscal year is only 8.8% greater. A copy of this report becomes a part of these minutes.

Mrs. Jackson moved the "Annual Report of the Illinois State Library", previously mailed, be approved and filed with the Illinois State Library, Mr. Mueller seconded the motion and it was approved. A copy of this report becomes a part of these minutes.

Mrs. Moore moved the "Annual Report of the City Librarian" be accepted by the Board and placed on file, Mr. Seidman 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. Mueller presented the following slate of officers for the coming year: Sharon Alpi, President; Marshall Susler, Vice President; and Edith Rossiter, Secretary. Mr. Seidman moved a unanimous ballot for this slate of officers be cast, Mrs. Moore seconded the motion, and it was approved.

The Annual Meeting of the Library Board of Directors was adjourned at 5:45 p.m.

A handwritten signature in dark ink, reading "Robert H. Dumas". The signature is written in a cursive style with a large, sweeping initial "R".

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

April, 1984

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Months to Date</u>
Total Books, 1984 -	27,843	2,156	19,726	49,725	624,150
1983 -	31,854	2,764	21,412	56,029	613,821
A-V Materials, 1984 -	3,785	--	323	4,108	44,295
1983 -	3,376	--	352	3,728	33,020
Total Circulation, 1984 -	31,628	2,156	20,049	53,833	668,445
1983 -	35,230	2,764	21,764	59,757	646,841

TECHNICAL PROCESSING

Cataloging

New books added	1,061
New titles added	387
Books withdrawn	1,783
Books mended	630

Acquisitions

Books checked in	1,104
Telephone Directories	54
Pamphlets	229
Gifts	566

Materials in the State of Processing

Materials (physical items) -	913
Titles -	809

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1982/83</u>	<u>YTD Expended 1983/84</u>	<u>Unencumbered</u>
Personal Services	1,081,520	971,063	1,008,447	73,073
Operating	212,741	185,463	197,587	15,154
Capital and Books	221,400	201,162	212,186	9,214

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	6	--	1	7
Library Assistants	7 + 6 (480 hrs)	--	--	7 + 6 (480 hrs)
Clerical	20 + 19 (1410 hrs)	--	1	21 + 18 (1370 hrs)
Maintenance	3½	--	--	3½

Current Vacancies: 1 Supervisor, Technical Services, 1 Library Clerk I

Computer Downtime for Month: 7-3/4 hours

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

04/01/84 THRU 04/30/84

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
12833	HOUSE & GARDEN	BOOKS	129.00
12846	TREAS PAYROLL FUND	PAYROLL	32,918.05
12952	ILL POWER CO	UTILITIES	6,131.25
12995	TELEVISUAL	REPAIR SERVICE	22.00
12996	BETTER HOMES & GARDENS	BOOKS	174.75
12997	C L SYSTEMS INC	SOFTWARE	2,205.70
12998	CIRCUS ENTERPRISES CORP	BOOKS	38.00
12999	OFC OF STATE FIRE MARSHAL	BOILER CERTIFICATE	20.00
13000	DOWNTOWN DECATUR COUNCIL	PARKING	320.00
13001	FORDHAM EQUIPMENT	OFFICE SUPPLIES	727.91
13002	GEORGE GRIMMETT & CO	FLOOR TILE	332.00
13003	HERALD & REVIEW	BOOKS	70.10
13004	INC	BOOKS	70.00
13005	JAN SAN SUPPLY CO	JANITORIAL	113.75
13006	KOLBECK ELECTRIC CO	AUTO PARTS	23.40
13007	MALJACK PRODUCTIONS INC	BOOKS	136.97
13008	MIDWEST MICROFILM CO	LAMPS	29.04
13009	MONTGOMERY WARDS	PLANTER	7.49
13010	OTIS ELEVATOR CO	ELEVATOR MAINT	264.41
13011	SIMON & SCHUSTER INC	BOOKS	3.30
13012	SPORT MAGAZINE	BOOKS	12.00
13013	TREAS CENTRAL SERVICE FND	GASOLINE	140.43
13014	TARRANTS RADIATOR INC	AUTO PARTS	46.13
13015	WICKES LUMBER CO	LUMBER	97.80
13016	H W WILSON CO	BOOKS	40.00
13017	WOOD PRINTING SERVICE	PRINTED FORMS	97.00
13044	DECATUR TRIBUNE	BOOKS	20.00
13045	FAMILY HANDYMAN	BOOKS	99.80
13046	FOOD & WINE	BOOKS	15.00
13047	TREAS GNL OPERATING FUND	ADM SERVICES	1,362.00
13048	TREAS CENTRAL SERVICE FND	GASOLINE	200.21
13049	YALE UNIV PRESS	BOOKS	36.00

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
13062	POSTMASTER	POSTAGE	33.70
13066	TREAS %NON MED INS ES	INSURANCE	1,401.00
13070	TREAS PETTY CASH FUND	REIMBURSEMENT	91.79
13080	TREAS %MED INS ESCROW	INSURANCE	2,474.97
13086	TREAS GNL OPERATING FUND	SUPPLIES	159.30

TOTAL OF ALL VOUCHER CHECKS = 50,064.25

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

04/01/84 THRU 04/30/84

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
13103	TREAS PAYROLL FUND	PAYROLL	33,561.05
13293	AUDIO BUFF CO INC	AUDIO VISUAL	176.49
13294	BLACK & CO	HARDWARE	27.22
13295	ENGLEWOOD ELECTRIC CO	LIGHT HOLDERS	43.73
13296	FILMIC ARCHIVES	AUDIO VISUAL	1,056.85
13297	GALKA CUSTOM CABINET CO	COUNTER	85.00
13298	GAYLORD BROS	LABELS	44.95
13299	GRACE BRDS FLOOR COVERING	SMALL TOOLS	34.85
13300	HAINES & ESSICK CO	OFFICE SUPPLIES	21.72
13301	HERALD & REVIEW	BOOKS	101.40
13302	HELM INC	BOOKS	7.50
13303	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	1,064.05
13304	LAWYERS CO-OPERATIVE PUBL	BOOKS	23.35
13305	MALJACK PRODUCTIONS INC	AUDI VISUAL	47.06
13306	MEDCENTER OF DECATUR INC	PROF SERVICES	35.00
13307	MIDWEST MICROFILM CO	BOOKS	16.82
13308	MILLER-O'NEILL	CARPETING	5,398.95
13309	NEW YORK PUBLIC LIBRARY	BOOKS	11.00
13310	RAND MC NALLY & CO	BOOKS	253.18
13311	REGENT BOOK CO INC	BOOKS	133.53
13312	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	14.73
13313	CHAS THOMAS PUBL	BOOKS	13.72
13314	TREAS MASS TRANSIT FUNDS	DUE OTHER FUNDS	1,436.00
13315	H W WILSON CO	BOOKS	422.00
13343	ILL MUNI RETIREMENT FUND	RETIREMENT	9,235.88
TOTAL OF ALL VOUCHER CHECKS			= 53,266.03

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

04/01/84 THRU 04/30/84

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
13351	AUDIO BUFF CO INC	AUDIO VISUAL	895.08
13352	BAKER & TAYLOR CO	BOOKS	792.46
13353	BAKER & TAYLOR CO	BOOKS	8,054.63
13354	BOLAND ELECT SUPPLY CO	ELECT SUPPLIES	77.05
13355	DOUBLEDAY & CO INC	BOOKS	214.77
13356	GENERAL STORE OF BUS PROD	OFFICE SUPPLIES	189.67
13357	GESTETNER CORP	OFFICE SUPPLIES	262.50
13358	HAINES & ESSICK CO	OFFICE SUPPLIES	1.65
13359	HIGHSMITH CO INC	OFFICE SUPPLIES	12.93
13360	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	142.40
13361	MAC MILLAN PUBLISHING	BOOKS	44.95
13362	NATL UNIV CONT ED	BOOKS	7.20
13363	NEW YORK PUBLIC LIBRARY	BOOKS	4.00
13364	W W MORTON	BOOKS	8.31
13365	READER'S DIGEST	BOOKS	13.93
13366	SCRIBNER BOOK CO INC	BOOKS	35.74
13367	SUNSET	BOOKS	64.00
13368	TELEVISUAL	REPAIR SERVICE	22.00
13369	UNION COLLEGE PRESS	BOOKS	3.79
13370	WEIGHT WATCHERS ASSN	BOOKS	42.00
13371	WEST PUBL CO	BOOKS	474.00
13372	BLACK & CO	HARDWARE	6.28
13373	HUSTON PATTERSON CORP	PRINTED FORMS	243.66
13374	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	28.48
13375	K MART	OIL	122.36
13376	3 M OIL SENTRY	MAINT AGREEMENT	1,153.00
13377	MILLER-O'NEILL	DRAPERIES	1,541.37
13378	NATL GEOGRAPHIC SOCIETY	BOOKS	37.64
13379	SCIENTIFIC AMERICAN	BOOKS	60.00
13574	AMERICAN LIBRARY ASSN	REGISTRATION	60.00
13575	BLACK & CO	HARDWARE	4.06
13576	CITIZENS INFO SERVICE	BOOKS	5.25

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
13577	MEANS SERVICE CENTER	LAUNDRY SERVICE	6.35
13578	ROSSITER'S OFFICE MACHINE	REPAIR SERVICE	91.10
13595	TREAS PETTY CASH FUND	REIMBURSEMENT	102.76

TOTAL OF ALL VOUCHER CHECKS = 14,825.37

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1983 THRU APR 30, 1984

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1983	544,592.00	0.00	534,190.86	89,598.86-	
101 CURRENT YEAR TAXES	1,147,825.00	0.00	1,154,403.33	5,578.33-	
101A PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
106 REPLACEMENT TAX	0.00	18,865.92	60,202.44	60,202.44-	
524 INTEREST ON INVESTMENTS	45,000.00	8,315.87	78,306.13	33,306.13-	
728 LIBRARY FINES & FEES	25,000.00	2,578.50	31,294.49	6,294.49-	
728A NON-RESIDENT FEES	5,000.00	38.00	5,434.00	434.00-	
729 LOST & DAMAGED BOOKS	3,100.00	228.36	2,876.02	223.98	
730 PRINTS MADE ON COPY MACHINE	700.00	72.91	999.70	299.70-	
733 ILL ST PER CAPITA GRANT	47,000.00	0.00	49,477.20	2,477.20-	
799 MISCELLANEOUS INCOME	3,200.00	403.78	3,138.15	61.85	
TOTAL REVENUE	1,821,417.00	30,503.34	2,020,322.32	198,905.32-	110.22

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	903,180.00	0.00	64,373.96	829,304.69	73,875.31	
102 A	STRAIGHT OVERTIME	1,610.00	0.00	119.69	1,609.89	0.11	
103	RETIREMENT FUND	117,355.00	0.00	9,235.88	117,677.45	177.55	
105	WORKMEN'S COMPENSATION	4,522.00	0.00	709.00	4,522.00	0.00	
106	EMPLOYMENT COMPENSATION	4,209.00	0.00	0.00	2,672.19	1,536.81	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	27,006.00	0.00	2,474.97	27,005.97	0.03	
109	TEMPORARY SALARIES	25,656.00	0.00	1,792.95	25,655.23	0.77	
201	ADVERTISING	500.00	0.00	0.00	394.23	105.77	
202	PRINTING & BINDING	6,500.00	0.00	387.56	4,514.45	1,985.55	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	1,530.41	7,899.40	2,100.60	
212	SERVICE MAINTAIN IMPROV OTHER THAN BLDGS	600.00	0.00	20.00	343.95	256.05	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	19,600.00	0.00	1,267.00	18,475.57	1,124.43	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,500.00	0.00	25.88	1,486.61	13.39	
221	AUDITING SERVICES	550.00	0.00	0.00	500.00	150.00	
229	OTHER PROFESSIONAL SERVICES	4,261.00	0.00	25.00	4,260.15	0.85	
231	ELECTRICITY	70,975.00	0.00	6,131.25	67,826.64	3,148.36	
233	TELEPHONE	10,736.00	0.00	1,234.93	10,735.77	0.23	
234	WATER	500.00	0.00	0.00	499.72	0.28	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	5,088.00	0.00	84.20	3,614.83	1,473.17	
245	POSTAGE	5,800.00	0.00	112.83	5,703.61	96.39	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,380.00	0.00	0.00	1,285.00	95.00	
288	RENTALS	5,665.00	0.00	330.25	5,109.46	555.54	
310	GAS OIL & ANTIFREEZE	2,517.00	0.00	463.00	2,516.14	0.86	
312	JANITORIAL SUPPLIES	2,213.00	0.00	330.13	2,212.95	0.05	
320	MATERIALS TO MAINTAIN BLDGS & IMPROVMT	12,094.00	0.00	6,355.16	12,093.78	0.22	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,658.00	0.00	75.53	1,657.42	0.58	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	4.79	0.21	
345	OFFICE SUPPLIES	19,000.00	0.00	1,100.68	18,419.48	580.52	
402	CONTINGENCIES	308.00	0.00	0.00	0.00	308.00	
403	TRANS TO G F (ADMIN SERV)	16,335.00	0.00	1,362.00	16,335.00	0.00	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

PAGE 74

MAY 1, 1983 THRU APR 30, 1984

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
415	SERVICE RECOGNITION PAYROLL	1,675.00	0.00	192.50	1,465.00	210.00	
423	INSURANCE	8,323.00	0.00	712.00	8,323.00	0.00	
499	SMALL CAPITAL ITEMS	1,940.00	0.00	0.00	1,910.10	29.90	
	TOTAL OPERATING EXPENDITURES	1,293,861.00	0.00	100,456.86	1,206,034.47	87,826.53	93.21
510	AUTOMOTIVE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
515	OFFICE MACHINERY & EQUIPMENT	15,570.00	0.00	2,205.70	16,662.16	7.84	
520	OTHER MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
525	LIBRARY BOOKS RECORDS & EXHIBITS	160,000.00	0.00	11,480.08	151,893.60	8,106.40	
525 A	AUDIO VISUAL MATERIALS	45,130.00	0.00	2,312.45	43,630.22	1,499.78	
	TOTAL CAPITAL OUTLAY	221,800.00	0.00	15,998.23	212,185.98	9,614.02	95.67
	TOTAL EXPENDITURES	1,515,661.00	0.00	116,455.09	1,418,220.45	97,440.55	93.57

PRINTED IN U.S.A.

FORM 147-2G-J

ACTIVITY 941 DECATUR PUBLIC LIBRARY TRUST FUND(CANTONI)

PAGE 75

MAY 1, 1983 THRU APR 30, 1984

REVENUE ITEMS

ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
----------------------	---------------------------	--------------------------	------------------------	--------------

56	REVENUE	0.00	0.00	82,969.25	82,969.25-
524	INTEREST INCOME	0.00	238.19	4,537.12	4,537.12-
	TOTAL REVENUE	0.00	238.19	87,506.37	87,506.37-

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	

PRINTED IN U.S.A.

FORM 1411-30-0

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

PAGE 76

MAY 1, 1983 THRU APR 30, 1984

REVENUE ITEMS

ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
----------------------	---------------------------	--------------------------	------------------------	--------------

FUND BALANCE MAY 1, 1983

89,855.00

0.00

89,855.00

27.06-

INCOME

0.00

0.00

0.00

0.00

INTEREST ON INVESTMENTS

7,500.00

1,013.77

7,738.05

238.05-

MISC INCOME

0.00

0.00

0.00

0.00

TOTAL REVENUE

97,355.00

1,013.77

97,620.11

265.11-

100.27

ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

PAGE 77

MAY 1, 1983 THRU APR 30, 1984

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1983	21,080.00	0.00	22,169.43	1,089.43-	
518 SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	
526 INTEREST SAVINGS	1,000.00	40.74	2,203.37	1,203.37-	
731 TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00	
TOTAL REVENUE	22,080.00	40.74	24,372.80	2,292.80-	110.38

PRINTED IN U.S.A.

FORM 1411-20-0

ACTIVITY 944 DECATUR PUBLIC UTILITY FUND (BRIDGES)

PAGE 78

MAY 1, 1983 THRU APR 30, 1984

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
--	----------------------	---------------------------	--------------------------	------------------------	--------------

FUND BALANCE MAY 1, 1983

3,273.00

0.00

3,988.68

715.68-

REVENUE

0.00

0.00

0.00

0.00

INTEREST ON INVESTMENTS

400.00

16.20

1,264.56

864.56-

MISC INCOME

900.00

0.00

0.00

900.00

TOTAL REVENUE

4,573.00

16.20

5,253.24

680.24-

114.80

OBJECT CODE	OBJECT OF EXPENDITURE
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BUDGET AND APPROPRIATION

PURCHASE ORDERS OUTSTANDING

CURRENT MONTH EXPENDITURES

YEAR TO DATE EXPENDITURES

UNENCUMBERED BALANCE

% OF EST.

58

EXPENDITURES

3,000.00

0.00

0.00

1,585.93

1,414.07

52.86

TOTAL EXPENDITURES

3,000.00

0.00

0.00

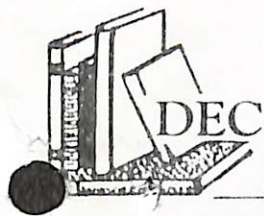
1,585.93

1,414.07

52.86

PRINTED IN U.S.A.

FORM 1411-20-0



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



May 24, 1984

Honorable Mayor and Council
City of Decatur
#1 Civic Center Plaza
Decatur, Illinois 62523

Ladies and Gentlemen:

Enclosed herewith is the Annual Report of the Board of Library Directors for fiscal 1983/1984.

As required by Statute, this Report contains a statement of the moneys which, in the judgement of the Board, will be required for operation of the Library in fiscal 1985/86. It is projected that Library needs for 1985/86 will be \$1,848,400 and that, of this amount, the sum of \$1,682,900 will need to be raised by a combination of the Library's tax levy and the corporate property replacement tax. This is a large increase over the previous levy since partial funding of fiscal 1984/1985 operations was by reduction of the Library's fund balance. The projection for operation in 1985/86 contemplates ending the year with a fund balance of \$300,000 for Library operation until the moneys are received in 1986.

Included with the Annual Report to the Council are the Annual Report to the Illinois State Library, used in their compilation of uniform public library statistics, and the Annual Report of the City Librarian which provides a narrative summary with tables showing library activities for the year.

The Board wishes to use this occasion to express its appreciation for the opportunity to serve the people of Decatur, and to thank the Council for its consideration and support during the past year.

Sincerely,


Sharon Taylor Alpi, President
Board of Library Directors

cc: City Manager
Finance Director

ANNUAL REPORT OF
THE BOARD OF LIBRARY DIRECTORS
OF THE CITY OF DECATUR
1983/1984

The Board of Library Directors of the City of Decatur makes this Annual Report to the Council of the City of Decatur under the terms and provisions of Section 4-10 of Chapter 81 of the Illinois Revised Statutes. This Annual Report covers the period for the fiscal year ending April 30, 1984, and is a report of the condition of the Board's trust on April 30, 1984.

STATEMENT OF MONEYS RECEIVED

Fund balance, May 1, 1984	\$ 634,190.86
Tax levy receipts	1,154,403.33
Replacement tax	60,202.44
Interest on investments	78,306.13
Library fines and fees	31,294.49
Non-resident fees	5,434.00
Lost and damaged books	2,876.02
Prints made on copy machines	999.80
Illinois State Per Capita Grant	49,477.20
Miscellaneous income	<u>3,138.15</u>
Total Receipts	\$2,020,322.32

STATEMENT OF EXPENDITURES

Regular Salaries	\$ 829,304.69
Overtime Salaries	1,609.89
Retirement Fund	117,677.45
Workman's Compensation	4,522.00
Unemployment Compensation	2,672.19
Hospitalization, Medical, & Life Insurance	27,005.97
Temporary Salaries	25,655.23
Advertising	394.23
Printing and Binding	4,514.45
Service to Maintain Buildings	7,899.40
Service to Maintain Other Improvements	343.95
Service to Maintain Office Equipment	18,475.57
Service to Maintain Automotive Equipment	1,486.61
Auditing Services	500.00
Other Professional Services	4,260.15
Electricity	67,826.64
Telephone	10,735.77
Water	499.72
Conference and Other Travel Expenses	3,614.83
Postage	5,703.61
Professional Association Membership Fees	1,285.00
Rentals	<u>5,109.46</u>

STATEMENT OF EXPENDITURES (CONTD)

Gas, Oil, & Anti-freeze	2,516.14
Janitorial Supplies	2,212.95
Materials to Maintain Buildings & Improve.	12,093.78
Materials to Maintain Automotive Equipment	1,657.42
Medical & Laboratory Supplies	4.79
Office Supplies	18,419.48
Administrative Services from the City	16,335.00
Service Recognition Payroll	1,465.00
Insurance	8,323.00
Small Capital Items	1,910.10
Office Equipment	16,662.16
Library Books and Other Print Material	151,893.60
Audio-Visual Materials	43,630.22
Total Expenditures	\$1,418,220.45

STATEMENT OF CONDITION OF TRUST FUNDS

Joseph H. Breckenridge Fund (est. 1972)	
Fund Balance, May 1, 1983	\$ 89,882.06
Interest on Investment	<u>7,738.05</u>
Balance, May 1, 1984	\$ 97,620.11
Maude E. Bridges Fund (est. 1977)	
Fund Balance, May 1, 1983	\$ 3,988.68
Income	911.66
Interest on Investment	<u>352.90</u>
Total Receipts	\$ 5,253.24
Expenditures	<u>- 1,585.93</u>
Balance, May 1, 1984	\$ 3,667.31
Ellen and Peter Cantoni Library Fund (est. 1983)	
Establishment Bequest	\$ 82,969.25
Interest on Investment	<u>4,537.12</u>
	\$ 87,506.37
Library Capital Fund	
Fund Balance, May 1, 1983	\$ 22,169.43
Interest on Investment	<u>2,203.37</u>
Balance, May 1, 1984	\$ 24,372.80

STATEMENT OF BOOKS AND OTHER MATERIALS AVAILABLE AND CIRCULATED

Book stock, Volumes	200,364
Periodicals, Number of Current Subscriptions	846
Periodicals and Newspapers, Reels of Microfilm	7,930
Microfiche, Sheets	9,672
Filmstrips, Number of Titles	74
Phonodiscs, Number of Albums	7,827
Audio Cassettes, Number of Items	1,034
Video Cassettes, Number of Items	644
Motion Pictures	192
Art Reproductions	236
Government Documents, Number of Items	43,765
Telephone Directories	824
College Catalogs	901
Pamphlets	<u>23,410</u>

Total Number of Items in Collections 297,719

The number and character of circulation of the above material and other material borrowed from other libraries is as follows:

	<u>Print</u>	<u>Audio Visual</u>
Adult Circulation	341,368	40,137
Young Adult Circulation	28,360	--
Children's Circulation	254,422	4,162
Renewals	12,913	

The division of this material by class of material is as follows:

I. Printed Material

Undefined circulation	11,171
Paperbound Non-Fiction Books	1,101
Renewals	12,913
General knowledge	6,353
Philosophy and Psychology	8,426
Religion	5,920
Social Sciences	35,801
Language	33,445
Pure Sciences and Mathematics	15,964
Practical Arts and Technology	61,757
Fine, Applied, and Performing Arts	45,025
Literature	11,344
History, Travel, and Biography	38,105
Periodicals	46,232
Government Documents	429
Pamphlets	<u>3,999</u>

Total Non Fiction 337,985

I. Printed Materials (Contd)

Fiction	199,390
Juvenile Picture Books	<u>92,659</u>
Total Fiction	297,049
Total Print Circulation	635,034

II. Audio-Visual Materials

Motion Pictures, 16mm	119
Motion Pictures, 8mm	293
Video Cassettes	11,982
Phonodiscs	25,683
Audio Cassettes	3,475
Art Reproductions, Frames	624
Pictures, Mounted	143
Sculpture Reproductions	<u>81</u>
Total Audio-Visual	42,400

III. Interlibrary Loans

Books and other Print	2,029
Motion Pictures, 16mm	1,858
Videofoms	<u>37</u>
Total ILL Materials	3,924
Total Circulation	681,358

STATEMENT OF PROPERTY ACQUIRED BY DEVISE, BEQUEST, OR GIFT

The Library received a further distribution of \$911.66 as its share in the proceeds of the Trust established by the Will of Maude E. Bridges. In addition, the Library received from the estate of Ellen C. Cantoni the sum of \$82,969.25 to establish the Ellen C. and Peter J. Cantoni Library Fund with instructions that use of this Fund is restricted to the income from it which is to be used for purchase of books. The Library also received from the Cantoni Estate 248 shares of stock in the Tobin Packing Co., Inc, currently without value.

The Library also received a number of donations of books and other materials to add to its collections from various people and organizations.

No real property was acquired during the year. No personal property was purchased except ordering items required in the normal operation of the Library.

LIABILITIES

The Library had no bonds or other obligations outstanding during the fiscal year.

STATEMENT OF MONEYS REQUIRED FOR LIBRARY OPERATION IN 1985/1986

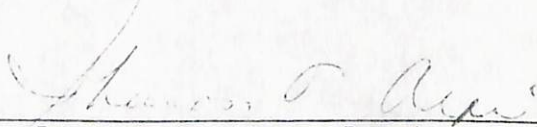
It is estimated by the Board of Library Directors that \$1,848,400 will be required to operate the Library in 1985/1986. Of this amount the Library will generate \$465,500 including the Illinois Per Capita Grant. Of this amount \$300,000 should be reserved for Library operation until taxes are received in 1986, leaving the sum of \$1,682,900 to be raised by the Library tax Levy and the Library's share in the proceeds of the corporate personal property replacement tax. The Board appreciates the need for conservative management of its resources. A budgetary line that has shown excessive growth in the past year is telephone service. This cost is expected to grow. It is the hope of the Board that it will be possible within the constraints of the requested levy to meet not only the growing demands of service by the community, but to avoid the heavy cost of telephone leasing by purchasing this equipment.

OTHER STATISTICS, INFORMATION AND SUGGESTIONS

Appended hereto are the "Illinois Public Library Annual Report, 1983/1984" which furnishes information for use of the Illinois State Library in the compilation of its annual statistics on public libraries in Illinois, and the "Annual Report of the City Librarian, 1983/1984" containing a narrative account with appropriate tables of Library activities during the year.

This Report was approved and adopted by the Board of Library Directors of the City of Decatur, Illinois, at the Annual Meeting of the Board on May 24, 1984.

DATED this 24th day of May, 1984



President, Library Board of Directors

ILLINOIS STATE LIBRARY, SPRINGFIELD, IL 62756
PUBLIC LIBRARY ANNUAL REPORT
1983-1984

Every public library in Illinois is required by law (Chapter 81, Sec. 4-10, and elsewhere in the Illinois Revised Statutes) to file this annual report with the State Library. The purpose of this report is to obtain and publish data on the resources and services of all Illinois public libraries for use by all concerned. Each library is asked to file this report with its system headquarters **AS SOON AS POSSIBLE UPON (AND BY NO LATER THAN 30 DAYS AFTER)** completion of its fiscal year ending between July 1, 1983, and June 30, 1984. Please complete and return this form promptly, even if a certified audit of library accounts has not been received. That document can be sent to the State Library later.

Please do not leave any item blank. Enter "0" if the appropriate entry for an item is zero or "none." Enter "N.A." if an item does not apply to your library. If an exact figure is not available for a particular item, but it is known that the amount is greater than zero, enter an estimate of the amount.

IDENTIFICATION

1. Location Decatur 1
Name of the municipality in which the central library is located.
2. Librarian Robert H. Dumas 2
Give the name of the librarian in the following order: first name, last name. Married women should use their own names, not their husband's first name (e.g., Mary Jones, NOT Mrs. John Jones).
3. Legal name of central library Decatur Public Library 3
A CENTRAL LIBRARY is the single unit library or the unit which is the administrative center, where the principal collections are kept and handled. Also called MAIN LIBRARY.
4. Mailing address (include street and zip code) 247 E. North Street, Decatur, IL 62523 4
5. Library telephone (include area code) (217) 428-6617 5
If your library has more than one telephone number, report the number you want listed in Illinois Libraries.
6. System Rolling Prairie 6
7. Population residing in tax base area 93,939 7
Use latest official federal census figure.

GENERAL INFORMATION (In order to secure answers which are comparable, report status as of October 1983)

8. Opening and closing hours of the central library for use by the public in a typical week last October (i.e., a week with no holidays and in which the library was open its regular hours): Monday 9 to 9; Tuesday 9 to 9; Wednesday 9 to 9; Thursday 9 to 9; Friday 9 to 9; Saturday 9 to 5:30; Sunday -- to -- 8
9. Total number of branches None 9
A branch is a library facility in separate quarters with a basic collection of books, its own staff, and open for use on a regular schedule.
10. Total number of bookmobiles 2 10

Registered Borrowers

11. Total number of resident borrower's cards in force as of October 1 50,971 11
Do NOT include nonresident borrowers here. If you do not have exact information as of the first of October, please estimate using the most accurate and recent information available.

Number of nonresident borrower's cards and the annual fee, if any, as of October 1, 1983 for each of the following types of cards:

Type of Nonresident Card	Number (a)	Fee (for library use) (b)	Fee (for system use) (c)	
12. Family	<u>143</u>	<u>\$38</u>		12
13. Individual				13
14. Student				14
15. Other (specify)				15

(a) For each type of nonresident card, report the number of cards on file as of October 1. Report the total of both system-wide and single library cards.

(b) Report the maximum amount charged for one year for each type of nonresident card for use of YOUR LIBRARY ONLY.

(c) Report the maximum amount charged for one year for each type of nonresident SYSTEM-WIDE card.

RESOURCES (Report for your entire fiscal year)

	Held at End of Last FY (a)	Withdrawn During FY (b)	Added During FY (c)	Held at End of This FY (d)	
16. Number of books	<u>198,890</u>	<u>11,668</u>	<u>12,420</u>	<u>199,642</u>	16

Report number of different physical volumes for which access is provided through the library's catalog. Include government documents arranged by Su Docs classification. Exclude periodicals and microforms.

TITLES (Lines 17-20): For reporting purposes a title is a publication which forms a separate bibliographic whole, whether issued in one or several volumes, reels, discs, slides, or parts. It applies equally to audiovisual materials as well as to periodicals.

	(a)	(b)	(c)	(d)	
17. Video recordings	<u>760</u>	<u>12</u>	<u>454</u>	<u>632 1202</u>	17

Report number of titles, of all sizes. Exclude duplicates. Include motion picture films, videotapes, videocassettes, and videodiscs. Do NOT include slides or filmstrips.

	(a)	(b)	(c)	(d)	
18. Audio recordings	<u>5,964</u>	<u>59</u>	<u>898</u>	<u>6,804</u>	18

Report number of titles, of all sizes. Include phonorecords, tapes, cassettes, etc. Exclude duplicates.

Periodicals (Magazines and newspapers only)

19. Number of titles currently received	<u>513</u>	19
---	------------	----

Exclude duplicates. Include periodicals received by gift subscriptions, in microform, or as government documents.

20. Number of titles for which back issues are held for more than one year	<u>698</u>	20
--	------------	----

Report the number of titles of back issues of bound AND unbound periodicals, including microforms. Exclude duplicates.

USE OF RESOURCES (Report for your entire fiscal year)

Direct Circulation of All Materials to Library Users

21. Number of adult materials loaned	<u>418,340</u>	21
Include circulation of young adult materials. DIRECT CIRCULATION is the charging of materials to patrons by staff in your library (including branches). Direct circulation includes the circulation of interlibrary loans received from other libraries, and the circulation of bulk loan materials from other libraries, reciprocal borrowing transactions, and the circulation of non-print media such as films, records, and art prints.		
22. Number of juvenile materials loaned	<u>263,018</u>	22
23. TOTAL loans (sum of lines 21 & 22)	<u>681,358</u>	23

FINANCIAL INFORMATION (Report whole dollars only. Report for your entire fiscal year. Report all funds received or spent, but do NOT include funds spent by others for the benefit of the library.)

NOTE: If a certified audit of library accounts is prepared, please submit a copy as a supplement to this report on or before October 1, 1984.

Library Receipts by Source (Do not include balance from previous year or income from tax anticipation warrants) **WHOLE DOLLARS ONLY**

24. Local government (Include capital income from sale of bonds and specify amount in footnote. Do not include income from tax anticipation warrants. Show revenue sharing funds in lines 26a-26b) (use whole dollars only) 1,154,404 24
25. State government (exclude federal funds distributed by the state)
- a. Per capita grants (use whole dollars only) 49,477 25a
- b. Equalization aid (use whole dollars only) 25b
- c. Corporate replacement tax (use whole dollars only) 60,202 25c
- d. Other (specify) (use whole dollars only) 25d
26. Federal government (include federal funds distributed by the state)
- a. Revenue Sharing received for operating expenditures (use whole dollars only) 26a
- b. Revenue Sharing received for capital expenditures (use whole dollars only) 26b
- c. Other federal funds received (use whole dollars only) 26c
- Include federal money received through the state, e.g., LSCA Title I special project grants, Project PLUS grants paid directly to your library, and shared staffing grants.*
27. All other receipts (use whole dollars only) 771,982 27
- Report all monetary receipts not reported above, e.g., endowment income, gifts and donations, fines, payments for contract services, interest income, and receipts from a library system or from a loan or mortgage.*
28. TOTAL receipts (sum of lines 24-27) (use whole dollars only) 2,036,065 28

Library Expenditures by Category

29. Salaries and wages for staff (other than building maintenance staff) including fringe benefits (use whole dollars only) 930,117 29
- Include salaries and wages before deductions, and fringe benefits paid by the library, such as insurance, IMRF, social security, etc. Report salaries and wages for maintenance staff on line 30.*
30. Salaries and wages for building maintenance staff, including fringe benefits (use whole dollars only) 76,720 30
- Include salaries and wages before deductions, and fringe benefits paid by the library, such as insurance, IMRF, social security, etc.*
31. Printed materials (use whole dollars only) 152,651 31
- Include expenditures for books, periodicals, microforms, pamphlets, government documents, etc.*
32. Nonprint materials (use whole dollars only) 43,630 32
- Include expenditures for all materials used by visual projection and/or sound reproduction (e.g., films, phonorecords, tape cassettes, filmstrips, slides, etc.), and for framed pictures, sculpture, etc.*
33. Rent (use whole dollars only) 33
34. Long-term debt retirement (e.g., mortgage payments) (use whole dollars only) 34
35. All other operating expenditures not entered above ... (use whole dollars only) 200,026 35
- Include expenditures for library and general office supplies, processing costs, commercial binding and rebinding, equipment, utilities, repairs, etc. Report purchase of fixed assets in line 36.*
36. Capital outlay for fixed assets (use whole dollars only) 16,659 36
- Fixed assets are those things which are not consumed in use, can be expected to last at least five years, and cost at least \$1000. Report all expenditures (regardless of the source of funds) for land and improvements to land, for buildings or additions to buildings, and for equipment costing over \$1000.*
37. TOTAL of all expenditures (sum of lines 29-36) (use whole dollars only) 1,419,804 37
- Lines 28 and 37 need not agree.*

PERSONNEL (Report status as of October 1, 1983)

38. Number of hours considered to be full-time employment per week in your library 40 38

39. Staff Data.

Group A: Professional librarians, media and audiovisual specialists, etc.

List each Group A employee on a separate line below, and give the information requested in columns I-VI. Attach another page if needed.

- I. Name of employee. Put "vacant" for any budgeted position not now filled.
- II. Title of position. Identify as "cataloger," "children's librarian" or "reference librarian" each person who regularly spends at least 75% of his/her work week in duties characteristic of or directly related to each of these three positions.
- III. Use the highest appropriate number in the following code to indicate the extent of formal education: (1) less than a bachelor's degree, (2) a bachelor's degree with or without graduate study in a subject field, (3) a bachelor's degree, with at least a minor (18 semester hours) in librarianship or educational media and with or without some graduate study in those fields, or (4) a master's degree in librarianship, information science, instructional technology or educational media, with or without further study.
- IV. Sex. Use F for female and M for male.
- V. Hours worked per week. If exact number is not known, supply your best estimate.

(I) Name of Employee	(II) Title of Position	(III) Education	(IV) Sex	(V) Hours Worked Per Week	(VI) Hourly Rate or Annual Salary
	Head Librarian				
	See attached listing.				

Group B: Technical and clerical employees (including full-time pages)

Total number of hours all Group B employees worked in a typical week 1,160
 Minimum hourly rate or annual salary \$ 8,788
 Maximum hourly rate or annual salary \$ 20,145

Group C: Part-time hourly paid pages or shelvees

Total number of hours all Group C employees worked in a typical week 60
 Minimum hourly rate \$ 4.225 per hour
 Maximum hourly rate \$ --

Group D: Building maintenance, security or plant operation employees

Total number of hours all Group D employees worked in a typical week 120
 Minimum hourly rate or annual salary \$ 12,985
 Maximum hourly rate or annual salary \$ 24,486

(For ISL Use Only)

1: / 2: / 3: / 4: / P: N: M:

REFERENDA

40. Was your library involved in a referendum during the last fiscal year? Yes _____ No ^x 40
 If No, go directly to Line 42. If Yes, please attach a copy of the ballot or a statement of the proposition as presented to the voters. If more than one referendum occurred, report each separately.

41. For each type of referendum presented to the voters, indicate the date of the vote, and whether it passed or failed. For an expansion referendum, report the result in outlying areas separately from that in the city.

	Date of Referendum	Passed	Failed	41
Tax Increase Referendum	_____	_____	_____	
Bond Issue Referendum	_____	_____	_____	
Establishment Referendum	_____	_____	_____	
Annexation Referendum	_____	_____	_____	
Conversion Referendum	_____	_____	_____	
Other (please specify)	_____	_____	_____	

LIBRARY BOARD AND OFFICIALS

NOTE: This information is used for directory purposes. REPORT THE MOST RECENT INFORMATION AVAILABLE. The officers and board listed here may be different from those who served during the past year and who sign on line 63 below.

42. President (a) Sharon Alpi (c) (217) 423-6555 42
 Name _____ (Area Code) Telephone _____
 (b) 511 W. Macon, Decatur, IL 62522 (d) June, 1984
 Complete Home Address _____ Mo. & Yr. When Present Term Ends _____
43. Vice-President (a) Marshall Susler (c) (217) 428-4385 43
 (b) 2431 Forest Ave, Decatur, IL 62522 (d) June, 1986
44. Treasurer (a) _____ (c) _____ 44
 (b) _____ (d) _____
45. Secretary (a) William Grieve (c) (217) 875-7200 45
 (b) #4 Circle Drive, Decatur, IL 62521 (d) June, 1986
46. Other Members (a) Reba Jackson (c) (217) 424-3245 46
 (b) 206 Dover Drive, Decatur, IL 62521 (d) June, 1986
47. (a) David Marshall (c) (217) 424-6288 47
 (b) 155 South Glencoe, Decatur, IL 62522 (d) June, 1985
48. (a) Shirley Moore (c) (217) 422-2565 48
 (b) 418 Woodhill Drive, Decatur, IL 62521 (d) June, 1985
49. (a) John Mueller (c) (217) 424-3196 49
 (b) 632 Karen Drive, Decatur, IL 62526 (d) June, 1985
50. (a) Edith Rossiter (c) (217) 429-2436 50
 (b) 18 Montez Drive, Decatur, IL 62526 (d) June, 1984
51. (a) Martin Seidman (c) (217) 423-4411 51
 (b) 346 West Macon, Decatur, IL 62522 (d) June, 1984
52. (a) _____ (c) _____ 52
 (b) _____ (d) _____
53. (a) _____ (c) _____ 53
 (b) _____ (d) _____
54. Name of library attorney Edward Booth 54
 Address 330 Millikin Ct, 132 S. Water, Decatur 62523 Telephone (217) 423-6076
55. Is the custodian of library funds a member of the board? Yes _____ No x 55
56. Surety company covering custodian of funds: Lumberman's Mutual 56
57. Amount of surety bond \$ 1,000,000 57

NOTE: Illinois Revised Statutes, Chapter 81, Paragraph 4-9, requires that the bond be "not less than 1/12 of the total annual library taxes collected" for municipalities of less than 50,000 population.

58. Name of certified public accountant employed by the library or your corporate authority:
Name: Peat, Marwick, Mitchell & Co. Address: 250 N. Water, Decatur, IL 58
Report the name and address of the certified public accountant preparing your annual audit. If the audit is done in conjunction with your corporate authority, obtain the name of the auditor from your corporate authority.
59. Person to contact (if necessary) concerning the information reported on this form:
Name: Robert H. Dumas Telephone: (217) 428-6617 59

CERTIFICATION

60. This annual report is filed by the undersigned public library pursuant to Chapter 81, Section 4-10, **Illinois Revised Statutes**, for the fiscal year commencing May 1 19 83 and ending April 30 19 84
Report the beginning and ending dates (month, day, and year) of your most recently completed fiscal year. 60
61. Legal name of library Decatur Public Library 61
62. Signature of the librarian Robert H. Dumas 62
- The board of directors during the reporting period herewith accepts the above report, certifies its essential accuracy and transmits it to the Illinois State Library in accordance with the above statute.
63. Shirley M. Moore Shirley M. Moore 63
Secretary (signature) Shirley M. Moore President (signature)
- Requires the signature of the secretary and president of the library board for the period covered by the report.*
64. May 24, 1984 64
Date signed by the president and secretary of the board.

Thank you for completing this report. Please send one copy to your local government and send one original signed copy to your library system headquarters. The system headquarters will return a photocopy to you, make another for itself, a third for the State Library, and send the original to the University of Illinois Library Research Center for processing and eventual deposit with the State Library.

You are invited to attach to this report comments or suggestions as to how we can improve this form, what questions were difficult for you to answer, on what other topics you would like to see information gathered and made available, etc.

<u>Position</u>	<u>Name</u>	<u>Edu- cation</u>	<u>Sex</u>	<u>Hrs per Week</u>	<u>Annual Salary</u>
Group (a)					
Head Librarian	Dumas, Robert	4	M	40	42,359
Supv, Tech Serv	Vacant	4		40	28,346
Lib. Assistant	Berbaum, Harriet	2	F	40	22,208
Lib. Assistant	Roelleke, Beverly	2	F	40	19,184
Children's Lib.	Nichols, Judy	4	F	40	23,322
Lib. Assistant	Johnson, Phyllis	2	F	40	22,208
Reference Lib.	Merrick, Jerald	4	M	40	23,322
Lib. Assistant	McGregor, Dixie	2	F	40	22,208
Lib. Assistant	Merideth, Dayle	2	F	40	22,208
Supv, Adult Serv	Seidl, James	4	M	40	29,764
Lib. Assistant	Voorhees, Carol	2	F	40	22,208
Head, Home Read.	Jacobs, Arlene	4	F	40	22,763
Lib. Assistant	Roberts, George	2	M	40	22,208
Extension Lib.	Hicks, Betty Lou	4	F	40	25,710
Cataloger (Head)	Hadley, Cornelia	4	F	40	26,997
Y-AV Librarian	Scholtz, James	4	M	40	20,145

Group (b)

Library Clk Supv	Anderson, Karen	2	F	40	18,271
Head Page	Durbin, Ellen	1	F	40	11,777
Catalog Clk I	Flynn, Jane	2	F	40	12,365
Tech Serv Clk II	Colebar, Kathy	1	F	40	15,785
Page	Collins, Donna	1	F	40	10,682
Page	Fouke, Marlene	1	F	40	10,682
Extension Clk	Crawford, Elizabeth	1	F	40	15,785
Bkmobile Clk Drv	Fetrow, Mary	1	F	40	15,785
Page	Gentry, Susan	1	F	40	11,777
Catalog Clk II	Brooks, Roberta	1	F	40	15,031
Lib Clk II	Edwards, Shirley	1	F	40	15,031
Catalog Clk I	Lewis, Florence	1	F	40	14,315
Bkmobile Clk Drv	Brown, Charles	1	M	40	12,985
Staff Artist	Burch, Leta	1	F	40	15,785
Admin Secretary	Schwegman, Helen	2	F	40	18,271
Tech Serv Clk I	Stanbery, Joann	1	F	40	13,635
Lib Clk I	Vacant			40	11,777
Admin Clerk	Wheeler, Margie	1	F	40	15,785
Tech Serv Clk III	Williams, Nancy	1	F	40	17,402
Page	Zerfowski, Janet	1	F	40	10,682

Group (c)

Part-time Page	Jerry Breeze	1	M	12	4.22 hr
Part-time Page	Carolyn Coombs	1	F	12	4.22 hr
Part-time Page	Pat Shriver	1	F	12	4.22 hr
Part-time Page	Cheryl Smith	1	F	12	4.22 hr
Part-time Page	Candy Tolliver	1	F	12	4.22 hr

Group (d)

Maintenance Man	Richardson, Owen	1	M	40	24,486
Head Bldg Custod	Kay, Jean	1	F	40	16,575
Bldg Custodian	Matthews, Curtis	1	M	40	15,031

Part-time Personnel:

<u>Position</u>	<u>Name</u>	<u>Edu- cation</u>	<u>Sex</u>	<u>Hrs per Week</u>	<u>Hourly Salary</u>
<u>Group (a)</u>					
Lib. Assistant	Arnold, Rebecca	2	F	20	9.22
Lib. Assistant	Dwyer, Mary	2	F	20	9.22
Lib. Assistant	Mills, Linda	2	F	20	8.78
Lib. Assistant	Law, Nancy	2	F	20	8.78
Lib. Assistant	Robinson, Joyce	2	F	20	9.22
Lib. Assistant	Shroyer, Marilyn	2	F	20	9.22
<u>Group (b)</u>					
Bkmobile Driver	Ryan, Charles	1	M	20	6.88
Catalog Clk I	Dorks, Karla	1	F	20	5.66
Tech Serv Clk I	Penne, Mary Lou	1	F	20	6.88
Lib Clk I	Kennedy, Belinda	1	F	20	5.66
Lib Clk I	Trebacz, Betty	1	F	20	6.88
Lib Clk I	Irons, Leta	1	F	20	6.55
Lib Clk I	Trusner, Glenda	1	F	20	5.94
Lib Clk I	Irvin, Georgia	1	F	20	6.88
Custodian	Kupish, James	1	M	20	6.88

ANNUAL REPORT
OF THE CITY LIBRARIAN
1983/1984

This year the Library continued its pattern of growth in circulation and service. Although the robust momentum of the summer of 1983 slowed in the autumn and weaknesses had begun to show in the winter months, the Library still managed to break previous records with a circulation gain of more than 3% while service contacts with the public increased by 4% to more than 131,000.

In the Children's Department Mrs. Nichols completed her first full year as department head. It was in the Children's Department that the most significant gain in circulation occurred - up 11% over the previous year. This gain, plus good growth in audio-visual circulation contributed measurably to preventing a decline in circulation since Home Reading circulation was almost flat and the Extension Department suffered a loss. (See Appendix I for detailed analysis and comparison of circulation and service contacts.)

The establishment of the video cassette collection in the Audio-Visual Department last year proved in the first full year of use to have been an important augmentation in library service. Circulation this year had grown to more than 12,000 with a collection just numbering 644 at year's end: a turnover rate greater than 1800%.

Use of the Library by patrons of libraries in surrounding communities and by other libraries using inter-library loan privileges amounted

to slightly more than 25,000 circulations. I estimate the figure for the previous year to have been approximately 35,000.

The unrestrained use of the Decatur Public Library by patrons of surrounding libraries is the result of Rolling Prairie Library System (RPLS) policy and ultimately derives from a directive of the State Library that member libraries of Systems must extend to patrons of other member libraries the same privileges and services extended to local patrons. To a certain extent this has resulted in Decatur taxpayers subsidizing libraries in other communities where library tax rates are much lower and in the Decatur Public Library taking on in some respects the character of a county library while financing continues on a local basis.

Previously the Library had agreed to "reciprocal" borrowing, as the practice is called, with the understanding that RPLS would underwrite the cost of excessive borrowing by out-of-town patrons. RPLS has now unilaterally reduced the compensation it pays to the Library and the Library has under consideration appropriate responses.

The Circulation Department reports that 15,885 late notices and bills for unreturned material were mailed in this fiscal year. This contrasts with 11,509 for fiscal 19~~88~~⁸⁷/~~89~~, the first full year with computerized control, a gain of 38%. This has added greatly to the workload of the department and will be monitored closely over the coming months to determine if current fines are effective.

The Library continued its services in the areas of public programming, increasing programs from a total of 501 last year to 673 in this fiscal year. Attendance grew from 11,641 to 13,311. To acquaint the public with the range of activities in the Library - art exhibits, story hours, lectures, book reviews, candidates nights, discussion groups, film programs - the Library prepared monthly calendars of events, and individual brochures and broad sheets. In addition, many annotated booklists were published. Altogether more than 53,800 copies of Library publications were distributed. Other devices to aid readers in finding their way in the Library and helping them to satisfy their needs included stimulating and attractively mounted displays, exhibits, and directional signs. (See Appendix II.)

Collections Management and Maintenance. The Library's classified collections grew by more than 1,900 items in fiscal 1983/84 to a total of 199,642 books, 7,938 reels of microfilm, and 3,627 fiche, and 10,081 items of audio-visual material. The collection of 8mm film is now dormant because of lack of availability: apparently 8mm film has been superseded by general video availability.

The Catalog Department reports a decline in book processing which is attributed to staff shortages during the year and to the additional work of cataloging audio-visual material, particularly video cassettes. Among the noteworthy developments in the Catalog Department during the year was the acquisition of a second memory typewriter: now all catalog cards are being printed in the department at the same time material is cataloged.

This has resulted not only in more timely availability of catalog cards but also in the elimination of previous order, mailing, and printing costs. The program was partially implemented last year with the purchase of the first memory typewriter. Estimated savings this year amount to \$1,000.

Library of Congress now publishes its Name Authority File and its National Union Catalog on microfiche. In February the Catalog Department acquired a 3M-800 Microfiche Reader Printer which allows direct reproduction of L.C. cataloging copy from fiche which can then be used in actual cataloging.

The Order Department instituted two changes during the year: purchase orders, rather than requisitions, are typed and the automatic withdrawal of some reference material as new issues are received. This latter move eliminates routing of these materials from the Reference Department to the Order Department to be handled a second time. The average cost of all materials except Reference books increased while in general the discount decreased. The result of course is fewer purchases for the money. The Library's materials budget has consistently been running behind inflation for a number of years. The problem of course is extreme inflation and limited tax resources with the resulting squeeze being focussed on materials budget because other costs such as utilities are not susceptible to internal control.

I am attaching to this report a number of addenda (Appendices III - VI) which provide a detailed statistical picture of the various

aspects of Technical Services during the year - workload, budgetary and expenditure analyses, etc. I particularly want to call your attention to the productivity of staff evidenced in these statistics and in the appendices relating to public service. The accomplishments of the Mending and Processing Unit during the past year might not be remarked for instance, if it were not known that this prodigious output was the work of the Unit Chief and 1½ pages.

Personnel. I wish to note the association with the Library of Mr. James Scholtz who began as Young Adult/Audio-Visual Librarian in April. Mr. Scholtz was formerly administrator of a community college library in Colorado. We welcome him to Decatur and to the Library. And I want also to note the retirement of Mrs. Mary Harper, Library Assistant in the Reference Department. Mrs. Harper was a long-time employee, knowledgeable in reference resources and in local history. The Library will miss her and we wish her a happy retirement.

Finally, I would call your attention to the retrospective comparison of the Decatur Public Library to American public libraries generally. The indexes upon which Appendix VII is based are developed by the Library Research Center of the University of Illinois. Every decade a new sample is drawn which forms the basis for recalculating the previous ten-year index. The favorable position that Decatur has maintained throughout the years is a fair commentary on the efforts of the Staff and the successful cooperation of the Board, administration, and Staff. I want to close this report by registering my thanks for the help and support I have received during the past year from the Board, my colleagues at City Hall, the Friends of the Library, and the Library Staff. It's been an enjoyable and productive year.

APPENDIX I

CIRCULATION AND SERVICE STATISTICS

	<u>Circulation (Print)</u>		<u>Service Contacts</u>					
	<u>1983/84</u>	<u>1982/83</u>	<u>Professional</u>		<u>Directional</u>		<u>Total</u>	
			<u>1983/84</u>	<u>1982/83</u>	<u>1983/84</u>	<u>1982/83</u>	<u>1983/84</u>	<u>1982/83</u>
<u>Central Library</u>								
Ref.	2,326	2,156	18,769	18,845	34,358	33,527	53,127	52,372
Home Reading	277,656	274,825	15,961	13,591	24,895	20,939	40,856	34,530
Young Adult	22,435	23,633	36*	79	63	77	99	156
Children's Dept.	155,683	140,615	7,970	5,862	13,814	14,123	21,784	19,985
Renewals	<u>12,913</u>	<u>6,803</u>						
Central Total	471,013	448,032	42,736	38,377	73,130	68,666	115,866	107,043
Bkmobile 547	83,615	81,992						
Bkmobile 548	71,749	79,350						
Outreach	<u>10,687</u>	<u>11,270</u>						
Extension Total	<u>166,050</u>	<u>172,612</u>	<u>6,150</u>	<u>7,372</u>	<u>9,632</u>	<u>11,942</u>	<u>15,782</u>	<u>19,314</u>
Total Cent. & Ext.	637,063	620,644	48,886	45,749	82,762	80,608	131,648	126,357
	<u>Circ. A-V.</u>							
	<u>1983/84</u>	<u>1982/83</u>						
<u>A-V Department</u>								
Film, 16mm	1,977	2,676						
Film, 8mm	293	381						
Video cassettes	12,019	2,067						
Phonodiscs	24,694	23,296						
Audio cassettes	3,475	2,894						
Framed Art	624	630						
Mounted Pictures	143	139						
Sculpture rep.	81	69						
Total A/V Dept	<u>43,306</u>	<u>32,152</u>						
Ext. A/V	<u>989</u>	<u>891</u>						
Total Audio/Visual	<u>44,295</u>	<u>33,043</u>						
<u>Total Library Circ</u>	<u>681,358</u>	<u>653,687</u>						

* Young Adult desk unmanned until last month of fiscal yr.

APPENDIX II

PROGRAMS AND ATTENDANCE

	<u>Number</u>	<u>Attendance</u>
Lectures and Book Reviews	125	1,546
Discussion Groups	61	896
Story Hours and Other Children's Programs	229	3,838
Staff Visits to School Classes	174	4,524 (est.)
Group Visits to Library	75	1,623
Film Programs (Adult)	<u>9</u>	<u>884</u>
Totals	673	13,311

READERS' AIDS AND DISPLAYS

	<u>Number</u>	<u>Copies Printed</u>
Displays	154	
Exhibits in Stairwell Minigallery	9	
Signage	45	
Calendars of Events	12)	
Booklists, Brochures, Informational Broadsheets	69)	53,886

APPENDIX III

COLLECTION MAINTENANCE

<u>Classed Material (Print)</u>	<u>Items Added</u>	<u>Items Withdrawn</u>	<u>Current Holdings</u>
General Knowledge	488	262	5,167
Philosophy and Psychology	223	399	4,509
Religion	243	183	4,341
Social Sciences	1,742	693	22,737
Language	355	285	4,130
Pure Sciences	536	783	6,739
Useful Arts and Technology	1,871	1,383	24,072
Fine, Applied, and Performing Arts	1,539	1,446	22,925
Literature	378	200	11,886
History, Travel, and Biography	942	1,098	28,566
Fiction	4,103	5,128	64,570

Unclassed Material (Print)

Pamphlets	2,164	730	23,410
Government Documents	3,718	427	43,765
Documents in Microfiche (sheets)	449	22	6,045
Other Microfiche (sheets)	0	0	3,627
Newspapers & Periodicals (Microfilm Reels)	94	43	7,938
College Catalogs	402	319	801
Telephone Directories	584	567	824

Classed Material (Audio-Visual)

Film, 16mm	0	0	46
Film, 8mm	0	0	140
Videocassettes	361	4	644
Phonodiscs	865	152	7,827
Audio Cassettes	164	23	1,034
Framed Art Reproductions	13	6	236
Sculpture Replicas	8	0	73

Additional Cataloging Statistics

Items transferred to other departments	209
Items recataloged	449
Cards filed or pulled from catalogs	104,973
Items re-instated	192
Subject Headings changed or added	3,174
Names changed to conform to new rules	357
Cards changed to conform to new rules	10,605

Additional Processing and Mending Statistics

Books mended	12,897
Jackets replaced	3,177
Books re-bound	57
Periodicals bound	19
Books processed	12,901
Periodicals processed	9,272
Paperback books bound and prepared for circulation	2,003
Mass Market paperbacks prepared for circulation	629
Phonodiscs processed	941
Audio Cassettes processed	164
Videocassettes processed	369
Other A-V processed	21
Items transferred, recataloged, or reinstated	534

APPENDIX IV
Order Department Statistics
1983/84

ORDERING PROCESS

Pre-catalog searching-----	8,482
Order cards filed-----	8,579
Purchase orders typed & filed-----	721
Vertical file orders processed-----	407

RECEIPT PROCESS

Order cards discharged-----	23,332
Order cards refiled-----	15,687
Purchase orders cleared-----	629
Invoices processed-----	1,870

MISCELLANEOUS

Multiple forms typed-----	478
Credit memos typed-----	188
Returns -- Books-----	402
Records-----	70
Cassettes-----	5
Videos-----	18
<u>Microfiche</u> -----	1
Claims for periodicals -- Form letters-----	77
Formal letters-----	12
Phone call-----	24
Claims supplied-----	68
Periodical volumes withdrawn-----	510

MATERIALS RECEIVED

Book volumes collated-----	13,507
Record -- Titles-----	866
Discs-----	1,295
Cassettes -- Titles-----	172
Tapes-----	188
Video -- Titles-----	384
Tapes-----	400
Filmstrip -- Titles-----	
Strips-----	
Art Prints-----	13
Sculpture-----	8
Map-----	1
Microfilm -- Titles-----	12
Reels-----	110
Vertical File Orders-----	1,236
Pamphlets-----	2,720
Telephone Directories-----	615
Newspapers-----	4,984
Magazines-----	13,475
Gifts -- Books-----	4,854
Cassettes-----	7
Records-----	30
Video Cassettes;Titles	5
~~Tapes~~ -----	6
Sheet Music	10
~~Books~~	7

UN-PROCESSED MATERIALS

Book -- Titles-----	
Volumes-----	
Records -- Titles-----	
Discs-----	
----- Titles-----	

APPENDIX V

COST OF MATERIALSAverage Cost and Discount for Books Received

		Average cost per book	Average discount per book
Adult	1983/84	\$11.83	24.0%
	1982/83	11.70	24.7
	1981/82	9.93	26.3
	1980/81	9.04	27.8
	1979/80	8.45	28.0
Youth	1983/84	7.60	36.1
	1982/83	7.31	28.7
	1981/82	6.34	30.8
	1980/81	5.63	29.2
	1979/80	5.27	31.0
Juvenile	1983/84	6.71	23.2
	1982/83	6.39	25.7
	1981/82	5.93	25.5
	1980/81	5.43	26.0
	1979/80	5.09	26.8
Extension	1983/84	7.94	31.1
	1982/83	7.60	32.4
	1981/82	6.89	31.6
	1980/81	6.25	33.2
	1979/80	5.86	34.4
Reference	1983/84	32.55	2.6
	1982/83	37.01	2.1
	1981/82	34.95	3.4
	1980/81	40.80	1.6
	1979/80	43.47	1.5
Adult (Home Reading)	1983/84	11.16	24.5
	1982/83	10.69	26.1
	1981/82	9.29	26.9
	1980/81	7.97	29.9
	1979/80	7.39	30.5

APPENDIX V

Page 2

Average Cost and Discount for Unclassed Books

		Average cost per book	Average discount per book
Adult	1983/84	\$ 2.83	26.9%
	1982/83	3.03	13.2
	1981/82	2.69	20.0
Youth	1983/84	2.23	28.7
	1982/83	1.79	26.5
	1981/82	2.02	24.9
Juvenile	1983/84	1.71	29.5
	1982/83	1.49	27.6
	1981/82	1.29	30.6
Extension	1983/84	2.02	31.5
	1982/83	1.50	32.3
	1981/82	1.41	31.9
Adult (Home Reading)	1983/84	2.83	26.9
	1982/83	3.07	12.9
	1981/82	2.42	19.0

APPENDIX V

Page 3

Average Cost and Discount for Audio-Visual Materials

	Average cost per	Average discount per
Records	Disc	Disc
1983/84	\$ 6.42	30.8%
1982/83	6.08	32.4
1981/82	5.64	32.6
1980/81	4.81	33.2
1979/80	4.43	36.2
Cassettes	Tape	Tape
1983/84	7.01	24.7
1982/83	6.41	21.5
1981/82	4.74	19.5
1980/81	6.12	20.3
1979/80	5.92	23.9
Video Cassettes	Tape	Tape
1983/84	97.14	4.0
1982/83	62.35	16.1
Art Prints	Print	Print
1983/84	63.99	55.0
1982/83	69.17	50.0
1981/82	34.79	----
1980/81	45.00	55.0
1979/80	-----	----
Sculptures	Piece	Piece
1983/84	49.22	25.0
1982/83	28.18	56.6
1981/82	33.00	40.0

TABLE SHOWING INCREASE OR DECREASE OF PERIODICALS AND NEWSPAPERS
SUBSCRIPTIONS 1983/84 over 1981/82 & 1982/83

	1981/82		1982/83		1983/84		Percentage Increase or Decrease	
	No. of Subscrip. Years	Ave. Cost per Subscrip Year	No. of Subscrip. Years	Ave. Cost per Subscrip Year	No. of Subscrip Years	Ave. Cost per Subscrip Year	81/82	82/83
MAGAZINES	611	19.78	671	23.46	773	26.10	32.0%	11.3%
NEWSPAPERS	28	80.24	30	95.61	30	84.46	5.3%	- 11.6%

APPENDIX VI

MATERIALS EXPENDITURES, 1983/1984

Printed Materials, Code 525	\$151,893.60
Audio-Visual Materials, Code 525A	43,630.22
Bridges Fund	1,281.61
Permanent Loan Funds (RPLS)	1,465.70
Memorials	1,092.02
Gifts	733.80

APPENDIX VII
Decatur Public Library

Comparison with National Public Library Indexes ¹

Circulation Index (1980 = 100)

	73	74	75	76	77	78	79	80	81	82
U.S. Libraries	88	89	98	99	99	99	97	100	104	107
Decatur P.L.	82	81	83	87	87	91	94	100	104	108

Ten year change = +22%

Ten year change = +32%

Expenditures Index (1980 = 100)

	73	74	75	76	77	78	79	80	81	82
U.S. Libraries	54	57	63	71	78	85	89	100	110	121
Decatur P.L.	58	54	58	72	82	88	98	100	114	120

Ten year change = 124%

Ten year change = 107%

Expenditures Index (1980 dollars)

	73	74	75	76	77	78	79	80	81	82
U.S. Libraries	100	95	96	103	105	107	101	100	100	104
Decatur P.L.	106	89	88	99	110	109	104	100	103	103

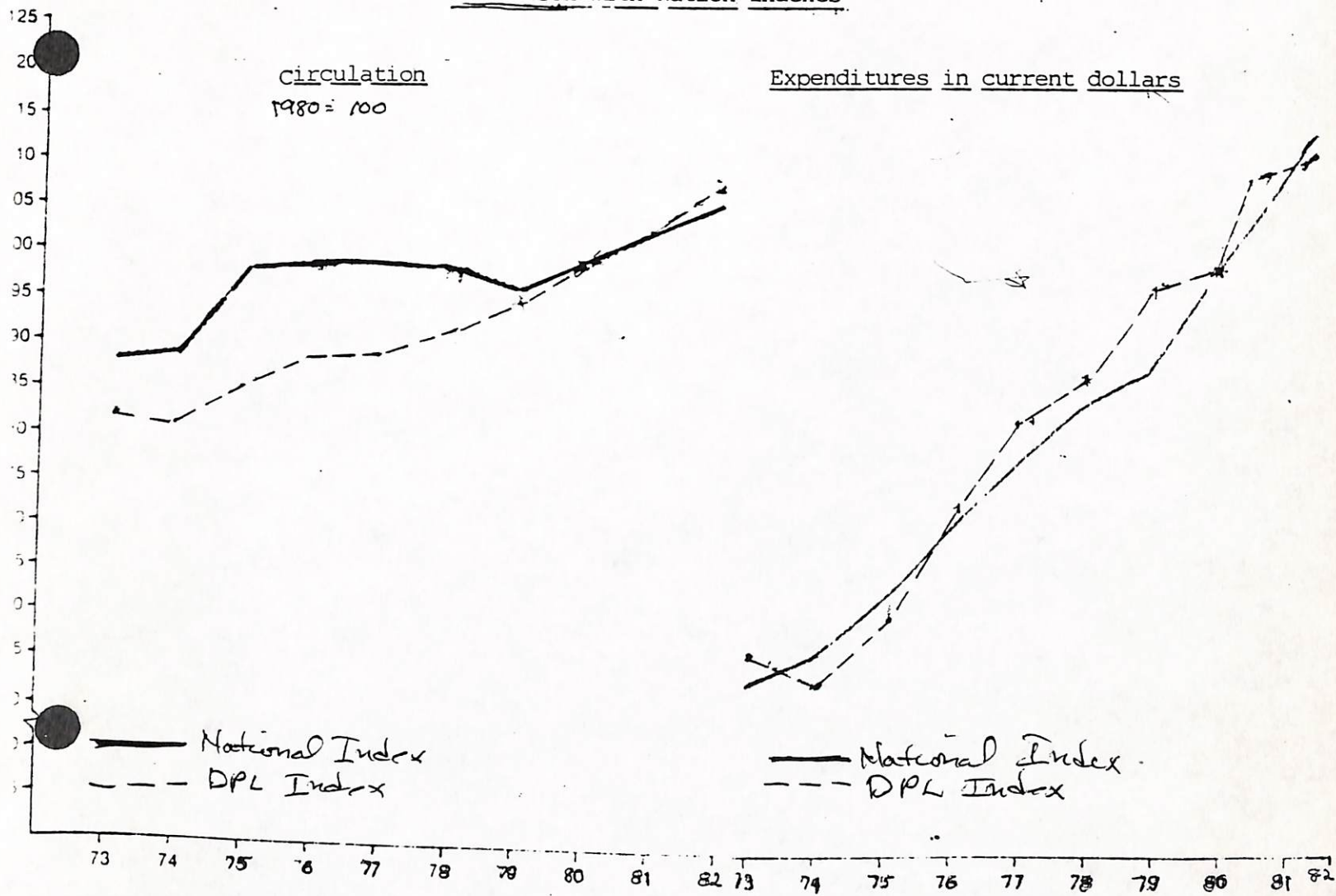
Circulation Percentages

	U.S. 1980	Decatur, 1980	U.S. 1982	Decatur, 1982
Adult	69	62	69	63
Juvenile	31	38	31	37

Total Circulation Juvenile Circulation Adult Circulation

1962/63	521,551	319,495 (61%)	202,056 (39%)
1966/67	445,153	183,789 (41%)	261,364 (59%)
1972/73	470,313	147,331 (31%)	322,982 (69%)
1982/83	653,927	244,259 (37%)	409,668 (63%)

¹ The Public Library Circulation Index was prepared at the Library Research Center of the University of Illinois and published in American Libraries, Vol. 14, No. 8 (Sept. '83)

Comparison with Nation Indexes

APPENDIX VIII

Decatur Public Library Staff Turnover

Fiscal 1983/1984

May, 1983

- 4 Sheryl Younger resigned as Catalog Clerk I, half-time in Technical Services
- 16 Jane Flynn began as half-time Catalog Clerk I in Technical Services.

June, 1983

None

July, 1983

None

Aug, 1983

None

Sep, 1983

- 7 Albina Sebern retired as Catalog Clerk II.
- 15 Roberta Brooks promoted to Catalog Clerk II from Catalog Clerk I, filling Mrs. Sebern's vacancy.

Oct, 1983

- 11 Sharon Tempel dismissed as Library Clerk I.
- 14 Mary Harper retired as Library Assistant in Reference.
- 20 Rita Willis transferred from half-time to full-time Library Clerk I.
- 27 Beverly Roelleke transferred from half-time to full-time Library Assistant in REference.
- 28 Rose Bockmann resigned as half-time Library Assistant in Home Reading.

Nov, 1983

- 5 Nancy Law began as half-time Library Assistant in Home Reading.
- 17 Jane Flynn transferred from half-time to full-time Catalog Clerk I.
- 22 Belinda Kennedy began as half-time Library Clerk I.

APPENDIX VIII

Page 2

Dec, 1983

- 12 Karla Dorks began as half-time Catalog Clerk I.
- 16 Linda Mills began as half-time Library Assistant in Reference.

Jan, 1984

- 8 Karen Nims began as half-time Page in Catalog Department.

Feb, 1984

None

Mar, 1984

- 6 Clarence Wheatley dismissed as Bookmobile Clerk Driver.
- 22 Georgia Irvin took voluntary demotion to Library Clerk I, half-time.
- 22 Shirley Edwards promoted to Library Clerk II, replacing Georgia Irvin.

Apr, 1984

- 9 James Scholtz began as Y-AV Librarian.
- 12 Charles Brown began as full-time permanent Bookmobile Clerk Driver.