DECATUR PUBLIC LIBRARY
247 EAST NORTH STREET DECATUR, ILLINOIS 62523
ROBERT H. DUMAS, City Librarian

RECONVENED ANNUAL MEETING

AGENDA

MAY 24, 1974

I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT

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. BRANDT
MR. BUTLER
MR. FARRELL
MRS. HEDRICK
MR. HOLCOMB
MR. LINDSAY
MR. PRINCE
MR. ROBINSON

DECATUR PUBLIC LIBRARY
247 EAST NORTH STREET DECATUR, ILLINOIS 62523
ROBERT H. DUMAS, City Librarian

COMBINED ANNUAL MEETING FOR 1973/1974
AND MONTHLY MEETING FOR MAY, 1974

AGENDA

MAY 17, 1974

I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING APRIL 12, 1974

III. STATISTICAL REPORT

IV. REPORTS OF COMMITTEES:

A. PROPERTIES AND FINANCE
B. POLICIES, PUBLIC RELATIONS AND PERSONNEL

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

ANNUAL MEETING

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DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF REGULAR AND ANNUAL BOARD OF DIRECTORS MEETING

MAY 17, 1974 and MAY 24, 1974

The regular meeting of the Board of Directors of the Decatur Public Library was held May 17, 1974 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mrs. Brandt	Mr. Whitacre	Ron Ingram (Herald & Review) (Regular Meeting)
Mr. Butler		Cheryl Peck (Herald & Review) (Annual Meeting)
Mr. Farrell		Mr. Booth
Mrs. Hedrick		Mr. Dumas
Mr. Holcomb		Miss Schwegman
Mr. Lindsay		
Mr. Prince		
Mr. Robinson		

The meeting was called to order at 5:10 P.M. by Mr. Farrell.

The minutes of the regular board meeting of April 12, 1974 were approved.

Mr. Dumas stated that there was not too much he wished to comment upon in his statistical report at this time because most of the year's activities will be covered in his annual report. He did state, however, that even though there is a slight decrease in circulation for the year, that the library is holding its own considering the reduced hours of service and the closing of the Evans Branch.

As a member of the Finance Committee, Mr. Lindsay gave an informational report on the summary of income and expenditures through April 30, 1974 and bills approved through April 30, 1974. The motion for the approval of the report by Mr. Lindsay was seconded by Mr. Robinson and was unanimously approved by a roll-call vote.

Mrs. Brandt, as Chairman of the Policies, Public Relations and Personnel Committee, moved that for the period June 3 through August 31, 1974, the central library schedule be modified to offer public service on Mondays and be closed on Saturdays. Mr. Butler seconded the motion. A short discussion followed with Mr. Prince expressing some concern about juggling closing days, fearing that public use of the library might be affected. Mr. Farrell pointed out that being open on Mondays will provide more hours of public service. It was also observed by Mr. Dumas that experience over the previous seven or eight years has indicated that Saturday is the lightest use day during the summer months. The motion was approved.

A letter from the Decatur Chapter of the American Association of University Women concerning recent resignations of personnel from the Children's Department was noted by Mr. Farrell and referred to the Policies, Public Relations and Personnel Committee for study.

The board discussed whether to approach the Decatur City Council about obtaining federal revenue sharing funds to aid library operations. Mr. Farrell asked the Finance Committee to look into the matter. Mr. Butler observed that the Breckenridge trust fund money is still in a library fund drawing interest and that perhaps the board should think of something to do with the money in recognition of Mr. Breckenridge.

The meeting was adjourned at 5:35 P.M.

ANNUAL MEETING

Mr. Farrell called the annual meeting of the library board to order at 5:36 P.M. Mr. Robinson moved that, due to the lateness of the hour, the annual meeting be recessed until Friday, May 24, 1974 at 4:30 P.M. Mrs. Brandt seconded the motion and it was approved.

RECONVENED ANNUAL MEETING

Mr. Farrell reconvened the annual meeting of the Library Board of Directors at 4:35 P.M., Friday, May 24, 1974.

The "Annual Report of the City Librarian" was presented to the board by Mr. Dumas. After listening to the report, Mr. Holcomb commented that he thought it amazing and very commendable that with reduced service and the closing of the Evans Branch that the library had maintained only a small loss in circulation for the year. A copy of this report becomes a part of these minutes.

The "Annual Report of the Board of Directors" was brought before the board. Mrs. Brandt moved that the report be approved, Mrs. Hedrick seconded the motion, and it was approved. A copy of this report is appended to these minutes.

A copy of the "Annual Report to the Illinois State Library" was perused by the board. It was moved by Mr. Butler that the report be accepted, Mrs. Brandt seconded the motion, and it was approved. A copy of this report also becomes a part of these minutes.

As Chairman of the Nominating Committee, Mr. Lindsay presented the following slate of officers: Mr. Farrell, President; Mrs. Brandt, Vice President; and Mr. Prince, Secretary. Mr. Lindsay moved that this slate of officers be approved, Mr. Butler seconded the motion, and it was unanimously approved.

The annual meeting was adjourned at 5:35 P.M.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

May, 1974

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1974 -	23,780	2,567	11,769	38,116	38,116
1973 -	23,984	2,430	11,339	37,753	37,753

REGISTRATION

Resident	28,568	Non-Resident	1,008	
Added	655	Added	23	
	29,223		1,031	
Withdrawn	869	Withdrawn	162	
	29,460		869	29,460

TECHNICAL PROCESSING

Cataloging

New books added	844
New titles added	425
Books withdrawn	669
Books mended	746

Acquisitions

Books checked in	460
Pamphlets checked in	414
Telephone Directories	77
Gifts	30

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending May 31, 1974

VOUCHER:	PAYMENTS MADE TO:	FOR:	AMOUNT:
35862	Treasurer, City of Decatur % Payroll Fund	Period Ending 5/1/74	$ 13,607.69
35863	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	593.20
35864	Illinois Power Co.	Electrical & Gas Service	1,173.61
35865	Treasurer, City of Decatur % Water Revenue Fund	Water Service	42.33
35866	Decatur Area Arts Council	Subscription	5.00
35867	William Gannon	Books	3.70
35868	Library of Congress	Books	495.00
35869	National Geographic Society	Books	4.75
35870	Public Documents Distribution Center	Books	11.70
35871	Treasurer, City of Decatur % Payroll Fund	Period Ending 5/8/74	429.99
35872	Treasurer, City of Decatur % Payroll Fund	Period Ending 5/15/74	14,239.18
35873	American Library Association	Advance Registration Fee	25.00
35874	Dorothy K. Delafield	Books	4.20
35875	William Morrow & Co.	Books	35.70
35876	Superintendent of Documents	Books	6.35
35877	Treasurer, City of Decatur % General Operating Fund	May Data Services	2,916.66
35878	Chan Glosser, Postmaster	Postage for Postage Machine	200.00
35879	Treasurer, City of Decatur % Payroll Fund	Period Ending 5/22 '74	328.79
35880	Stappenbeck Bookbindery Inc.	Book Binding	22.55
35881	Decatur Window Cleaning Co.	April Janitorial Service	1,488.38
35882	Orkin Exterminating Co.	Exterminating	15.20
35883	Otis Elevator Co.	Elevator Maintenance	144.96
35884	Dash Disposal	April Service	10.00

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
35885	Illini Office Equipment	Typewriter Repair	$ 20.00
35886	Striglos Office Equipment	Typewriter Repair	12.75
35[illegible]	Bob's Repair Service	Automotive Parts & Service	84.90
35888	Greanias, Booth & Greanias	March & April Service	151.75
35889	Illinois Bell Telephone Co.	Long Distance Calls & Service	469.48
35890	Downtown Decatur Council, Inc.	May Parking	270.00
35891	First National Bank of Decatur	Safety Deposit Box Rental	5.00
35892	Pitney Bowes	Postage Machine Rental	36.50
35893	Robert Barclay, Inc.	Air Filters	102.06
35894	The Englewood Companies	Light Bulbs	164.64
35895	Johnson Service Co.	Service Call on Valve	10.00
35896	Elkhart Tool & Die, Inc.	Mounting Brackets	5.93
35897	Bro-Dart, Inc.	Office Supplies	19.41
35898	Alfax Mfg. Corp.	Balance Due on Table	7.80
35899	Abingdon Press	Books	7.70
35900	Americana Annual Corp.	Books	9.65
35901	The Baker & Taylor Co.	Books	1,354.19
35902	R. R. Bowker Co.	Sbuscription Renewal & Books	92.15
35903	Bro-Dart, Inc.	Books	31.45
35904	Card Reproduction Revolving Fund	Master Cards	123.39
35905	Children's Book Council, Inc.	Membership Cards	17.50
35906	Department of Transportation	Maps	18.40
35907	Doubleday & Co., Inc.	Books	295.44
35908	Dramatic Publishing Co.	Books	4.77
35909	Ford's International Cruise Guide	Books	8.10
35910	Haines & Essick Co.	Books	24.75
35911	The Horn Book, Inc.	Subscription	8.50
35[illegible]2	Pendragon House, Inc.	Books	8.75
35913	Peter Eaton Library Supply Ltd.	Books	5.76
35914	Sotheby Parke Bernet Inc.	Subscription Renewals	65.00

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
35915	Soviet Life	Subscription Renewal	$ 3.95
35916	University of California Press	Books	6.44
359	West Publishing Co.	Books	111.00
35918	Xerox University Microfilms	Books	19.49
35919	Public Documents Distribution Center	Books	5.60
35920	University of Illinois Press	Books	3.45
35921	Chan Glosser, Postmaster	Postage For Postage Machine	200.00
35922	Treasurer, City of Decatur % Payroll Fund	Period Ending 5/29/74	13,311.51
		TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS	$ 52,901.10

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND PAGE

MAY 1, 1974 THRU MAY 31, 1974

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1974	113,704.00	142,421.31	142,421.31	28,717.31-	
1	TAX LEVY RECEIPTS-CURRENT	545,000.00	0.00	0.00	545,000.00	
2	TAX LEVY RECEIPTS-PRIOR	5,000.00	0.00	0.00	5,000.00	
3	FINES & FEES	16,000.00	1,836.21	1,836.21	14,163.79	
4	NON-RESIDENT FEES	300.00	0.00	0.00	300.00	
5	INTEREST ON INVESTMENTS	17,500.00	946.94	946.94	16,553.06	
7	LOST & DAMAGED BOOKS	700.00	44.55	44.55	655.45	
8	PRINTS MADE ON COPY MACHINE	360.00	39.72	39.72	320.28	
10	MISCELLANEOUS	4,285.00	483.97	483.97	3,801.03	
	TOTAL REVENUE	702,849.00	145,772.70	145,772.70	557,076.30	20.74

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	397,264.00	0.00	40,232.30	40,232.30	357,031.70	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	56,681.00	0.00	5,141.36	5,141.36	51,539.64	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	8,748.00	0.00	593.20	593.20	8,154.80	
109	TEMPORARY SALARIES	24,630.00	0.00	1,684.86	1,684.86	22,945.14	
201	ADVERTISING	200.00	0.00	0.00	0.00	200.00	
202	PRINTING & BINDING	3,240.00	0.00	22.55	22.55	3,217.45	
211	SERVICE TO MAINTAIN BUILDINGS	26,200.00	0.00	1,648.54	1,648.54	24,551.46	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	648.00	0.00	10.00	10.00	638.00	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	1,703.00	0.00	30.00	30.00	1,673.00	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,080.00	0.00	48.00	48.00	1,032.00	
221	AUDITING SERVICES	600.00	0.00	0.00	0.00	600.00	
229	OTHER PROFESSIONAL SERVICES	867.00	0.00	151.75	151.75	715.25	
230	DATA SERVICES	35,000.00	0.00	2,916.66	2,916.66	32,083.34	
231	ELECTRICITY	17,820.00	0.00	1,173.61	1,173.61	16,646.39	
233	TELEPHONE	6,000.00	0.00	469.48	469.48	5,530.52	
234	WATER	300.00	0.00	42.33	42.33	257.67	
241	CONFERENCE ATTENDANCE EXPENSE	1,535.00	0.00	25.00	25.00	1,510.00	
245	POSTAGE	3,000.00	0.00	400.00	400.00	2,600.00	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	783.00	0.00	0.00	0.00	783.00	
288	RENTALS	3,433.00	0.00	311.50	311.50	3,121.50	
310	GAS OIL & ANTIFREEZE	378.00	0.00	0.00	0.00	378.00	
312	JANITORIAL SUPPLIES	432.00	0.00	0.00	0.00	432.00	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	3,480.00	0.00	276.70	276.70	3,203.30	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	648.00	0.00	42.83	42.83	605.17	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	10,825.00	0.00	22.16	22.16	10,802.84	
402	CONTINGENCIES	62,385.00	0.00	0.00	0.00	62,385.00	
415	SERVICE RECOGNITION PAYROLL	855.00	0.00	0.00	0.00	855.00	
423	INSURANCE	5,500.00	0.00	0.00	0.00	5,500.00	
	TOTAL OPERATING EXPENDITURES	674,390.00	0.00	55,242.83	55,242.83	619,147.17	8.19
515	OFFICE MACHINERY & EQUIPMENT	1,140.00	0.00	7.80	7.80	1,132.20	

MAY 1, 1974 THRU MAY 31, 1974

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
525	LIBRARY BOOKS RECORDS & EXHIBITS	84,000.00	0.00	2,743.13	2,743.13	81,256.87	
	TOTAL CAPITAL OUTLAY	85,140.00	0.00	2,750.93	2,750.93	82,389.07	3.23
	TOTAL EXPENDITURES	759,530.00	0.00	57,993.76	57,993.76	701,536.24	7.64
	LESS RETIREMENT FUND CONTRIBUTION	56,681.00	0.00	5,141.36	5,141.36	51,539.64	9.07
	GRAND TOTAL	702,849.00	0.00	52,852.40	52,852.40	649,996.60	7.52

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1974	3,059.00	3,058.29	3,058.29	0.71	
1	TAX LEVY RECEIPTS-CURRENT	106,070.00	0.00	0.00	106,070.00	
56A	INTEREST ON INVESTMENTS	1,000.00	0.00	0.00	1,000.00	
	TOTAL REVENUE	110,129.00	3,058.29	3,058.29	107,070.71	2.78

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	90.00	0.00	0.00	0.00	90.00	0.00
410	PRINCIPAL & INTEREST	106,070.00	0.00	0.00	0.00	106,070.00	0.00
	TOTAL EXPENDITURES	106,160.00	0.00	0.00	0.00	106,160.00	0.00

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1974	36,732.00	36,734.27	36,734.27	2.27-	
56A	INVESTMENT INTEREST	2,000.00	0.00	0.00	2,000.00	
	TOTAL REVENUE	38,732.00	36,734.27	36,734.27	1,997.73	94.84

ILLINOIS PUBLIC LIBRARY
ANNUAL REPORT
1973-1974

City (1)* Decatur	County (3) Macon
Librarian (2) Robert H. Dumas	System (4) Rolling Prairie
Type of Library *(circle one)* (5) Dist. (1) Co. (2) Twp. (3) (City) (4) Town (5) Vil. (6) Assn. (7) End (8)	Population Served (6) 90,397
Name of Library Decatur Public Library	Library Telephone (217) 428-6617 (Area Code)
Address 247 East North Street, Decatur, Illinois 62523 (Street / City / Zip)	

A. GENERAL INFORMATION

1. **Population Served**
   a. Registered Borrowers
      1) Does your library register borrowers? If no, go to the next question. Do NOT estimate. — x Yes — No
      2) What is the length of registration? 3 yrs.
         Is the registration file weeded annually? — x Yes — No
      3) Resident Cards (Non-fee) 4) Non-Resident Cards(Fee) — TOTAL
         a) Family — a) Family 17 — 17
         b) Individual 28,631 — b) Individual 991 (non-fee: taxpayers) — 29,622 (7)
   b. Non-resident Fee
      1) Does your library have a fee for non-resident borrowers? — x Yes — No
      2) Amount of fee: family $ 17.00 (8)
2. **Hours Open**: Total hours central library is open per week during winter (or summer if those hours are longer) — 56-1/2 (9)
3. **Public Service Outlets**
   a. Branches
      List names of branches — Yes — x No
      _____ _____ _____ _____
      _____ _____ _____ _____ — Total
   b. Bookmobiles
      Give number operated by the library — 2 — Total
4. Date library built: 1970
   Latest improvement: _____

B. USE OF RESOURCES

5. Number of loan transactions of all library materials, by type of loan, during the fiscal year

TYPE OF LOAN (a)	LINE NO.	NUMBER OF TRANSACTIONS OF ALL LIBRARY MATERIALS: ADULT MATERIALS (b)	NUMBER OF TRANSACTIONS OF ALL LIBRARY MATERIALS: JUVENILE MATERIALS (c)	TOTAL NUMBER OF TRANSACTIONS (Sum of columns (b) and (c)) (d)
DIRECT CIRCULATION TO LIBRARY USERS	(1)	323,910	151,895	475,805
LOANS TO OTHER LIBRARIES	(2)			(10) 1,621
BULK LOANS	(3)			

* Numbers refer to data items in the statistical table of the October *Illinois Libraries*

477,426

C. STAFF

6. Number of employees in filled positions in the library (excluding maintenance) by salary range and highest degree held, and number of vacant positions in the library (excluding maintenance)

FULL-TIME AND PART-TIME POSITIONS *(excluding maintenance)* BY ANNUAL WAGES AND SALARIES RANGE	LINE NO.	EMPLOYEES IN FILLED POSITIONS IN THE LIBRARY *(excluding maintenance)*, BY HIGHEST DEGREE HELD					NUMBER OF BUDGETED VACANT POSITIONS *(excluding maintenance)*
		NUMBER WITH LESS THAN A BACHELOR'S DEGREE	NUMBER WITH A BACHELOR'S DEGREE	NUMBER WITH A FIFTH YEAR OR HIGHER DEGREE	TOTAL NUMBER OF EMPLOYEES IN FILLED POSITIONS *(sum of cols. (b) thru (d))*	NUMBER REPORTED IN COLUMN *(d)* THAT HOLD A FIFTH YEAR DEGREE IN LIBRARIANSHIP	
(a)		*(b)*	*(c)*	*(d)*	*(e)*	*(f)*	*(g)*
FULL-TIME POSITIONS PAYING LESS THAN $3,000	(1)						
$3,000 TO $6,999	(2)	8	3		11		3
$7,000 TO $8,999	(3)	12	1		13		
$9,000 TO $11,999	(4)		7	3	10	3	3
$12,000 TO $15,999	(5)			1	1	1	
$16,000 TO $19,999	(6)			2	2	2	
$20,000 TO $23,999	(7)			1	1	1	
$24,000 AND OVER	(8)						
TOTAL FULL-TIME POSITIONS (sum of lines (1) through (8))	(9)	20	11	7	38	7	6
PART-TIME POSITIONS FOR ALL SALARY RANGES: Actual number of employees in part-time positions	(10)	5	1				
Full-time equivalents of part-time employees reported in line (10)	(11)	2½	½		3		
TOTAL FULL-TIME AND PART-TIME POSITIONS IN FULL-TIME EQUIVALENTS (sum of lines (9) and (11))	(12)	22½	11½	7	41 *(11)*	7	6
Maintenance staff	(13)						

7. Number of hours in your full-time work week: 40

8. Does your library regularly use volunteers? ___ Yes x No

D. RESOURCES

9. Number of volumes added to collection during fiscal year and held at the end of the fiscal year

Type of Material (a)	LINE NO.	HELD AT END OF LAST FY (b)	ADDED DURING FY (c)	WITHDRAWN DURING FY (d)	HELD AT END OF THIS FY (e)
BOOK STOCK ADULT	(1)	165,621	13,922	5,136	174,407
JUVENILE	(2)	43,971	2,526	2,540	43,957
BOUND VOLUMES OF PERIODICALS *	(3)	7,419	53	0	7,472
TOTAL	(4)	217,011	16,501 (12)	7,676	225,836 (13)

10. Number of bibliographic volumes of periodicals added to the collection during the fiscal year and held at the end of the fiscal year

BIBLIOGRAPHIC VOLUMES OF PERIODICALS (a)	LINE NO.	HELD AT END OF LAST FY (b)	ADDED DURING FY (c)	WITHDRAWN DURING FY (d)	HELD AT END OF THIS FY (e)
UNBOUND VOLUMES	(1)	6,646	587	337	6,896
VOL. IN MICROFORM	(2)	3,710	948	0	4,658

11. Titles added to collection during the fiscal year and held at the end of the fiscal year

TYPE OF MATERIAL (a)	LINE NO.	HELD AT END OF LAST FY (b)	ADDED DURING FY (c)	WITHDRAWN DURING FY (d)	HELD AT END OF THIS FY (e)
BOOK STOCK ADULT	(1)	74,717	9,006	3,107	80,616
JUVENILE	(2)	14,943	1,296	1,759	14,480
MOTION PICTURES **	(3)	48	25	1	72
SOUND RECORDINGS ***	(4)	1,200	133	82	(14) 1,251

12. Periodical titles currently received (including titles received as gifts) (15) 827 (16)

* Physical volumes; in some instances a physical volume contains more than one publishers volume.

** Includes both 8 and 16mmfilms.

*** Includes both phonodiscs and cassettes.

E. FINANCIAL INFORMATION
REPORT WHOLE DOLLARS ONLY

Assessed Valuation	Do Not Complete	(17)
Tax rate	ISL Will Supply	(18)

Operating Balance at Beginning of Reporting Year 1)$ 193,025

13. **Operating Receipts**
   a. Local government
      1) Amount from tax levy 2) 457,112 (19)
      2) Other, specify _____
      _____ 3) _____
      TOTAL 4) 457,112
   b. Other government sources 5) _____
   c. Other sources 6) 43,368
   TOTAL OPERATING RECEIPTS 7) 500,480 (20)

14. **Operating Expenditures**
   a. Wages and salaries
      1) For all staff, excluding maintenance 8) 362,848
      2) Other related costs, such as fringe benefits 9) 7,115
      TOTAL 10) 370,003 (21)
   b. Library materials
      1) Printed materials 11) 59,769 (22)
      2) Audiovisual materials 12) 606 (23)
      3) All other library materials 13) 3,613
      TOTAL 14) 63,988
   c. For services provided by other libraries 15) _____
   d. All other operating expenditures 16) 116,790 (24)
   e. Transfers to capital fund 17) _____
   TOTAL OPERATING EXPENDITURES 18) 550,781 (25)

15. **Other expenditures, specify**
   Office equipment 19) 345
   _____ 20) _____
   TOTAL 21) 345
   TOTAL EXPENDITURES 22) 551,126

Operating Balance at End of Reporting Year 23) 142,379

Capital Balance at Beginning of Reporting Year 24) _____

16. Capital Income 25) _____
17. Capital Expenditures specify
   _____ 26) _____
   _____ 27) _____
   _____ 28) _____
   TOTAL 29) _____

Capital Balance at End of Reporting Year 30) _____

Outstanding liabilities, specify

Bonds outstanding, Principal	693,000
Bonds outstanding, Interest	148,860
Total	$741,860

F. PERSONNEL

18. List staff, giving name and position of each person on library staff, as of the last day of your reporting year. Attach another page if more space is needed.

Name	Position	Hours Worked Per Week
Anderson, Karen	Library Clerk I	40
Babicki, Joseph	Supvr, Technical Services	40
Bates, Charles	Reference Librarian	40
Berbaum, Harriet	Library Assistant I	40
Bumgardner, Barbara	Page	40
Cheever, Byron	Bkmobile Clerk Driver I	40
Colebar, Kathy	Technical Services Clerk I	40
Collins, Donna	Page	40
Cox, Ellen	Page	40
Crawford, Elizabeth	Library Clerk II	40
Disney, Billie	Library Clerk I	40
Dumas, Robert	City Librarian	40
Ensign, Eunice	Technical Services Clerk II	40
Fetrow, Mary	Bkmobile Clerk Driver I	40
Harper, Mary	Library Assistant I	40
Humphreys, Linda	Technical Services Clerk I	40
Johnson, Phyllis	Library Assistant I	40
Larrick, Bill	Staff Artist	40
Larson, Judith	Technical Services Clerk I	40
McGregor, Dixie	Library Assistant I	40
Meyer, Margaret	Supvr, Adult Services	40
Owrey, Carol	Library Assistant I	40
Preslan, Kristina	Children's Librarian	40
Puricelli, Wayne	Head, Home Reading	40
Redden, Ida	Library Clerk II	40
Rhodes, Luana	Library Clerk I	40
Roberts, George	Library Assistant I	40
Rusk, Ruth	Library Clerk III	40
Schwegman, Helen	Clerk Stenographer II	40
Smith, Judy	Library Assistant I	40
Tempel, Sharon	Library Clerk I	40
Turnbo, Dorthia	Technical Services Clerk III	40
Vogler, Ozella	Technical Services Clerk III	40
Wakefield, Hazel	Page	40
Wheeler, Margie	Library Clerk II	40
Wilderman, Barbara	Page	40
Williams, Nancy	Technical Services Clerk II	40
Yamashita, Kenneth	Extension Librarian	40
Hourly:		
Beard, Karen	Page	20
Kearney, P. E.	Bkmobile Clerk Driver	20
Kearney, P. F.	Page	20
Offutt, Mickey	Library Assistant I	20
Penne, Mary Lou	Technical Services Clerk I	20
Trebacz, Betty	Library Clerk I	20

G. REFERENDA

If your library was involved in a referendum during the reporting year, answer the following questions:

a. Date of referendum: _____

b. The proposition, as presented to the voters: _____

c. Type of election: _____ Special _____ General

d. Number of votes cast: _____ Yes _____ No

e. First effort? _____ Yes _____ No

If no, which? _____ 2d _____ 3d _____ 4th _____ 5th

H. LIBRARY BOARD

	Name	Home Address	Dates of Term
President	Mr. Edward J. Farrell	305 Bay Shore	1973-1976
V. Pres. ~~Treasurer~~	Mrs. James A. Brandt	345 Oak Lane	1972-1975
Secretary	Mr. William D. Whitacre	1854 W. Riverview Ave.	1971-1974
Other Members	Mr. Horace H. Butler	2025 Ramsey Drive	1973-1976
	Mrs. Gale C. Hedrick	136 Point Bluff	1973-1976
	Mr. Dean Holcomb	55 Southwood Drive	1973-1974
	Mr. Wilbur B. Lindsay	1527 W. Macon	1972-1975
	Mr. Roswell C. Prince	2096 W. William	1972-1975
	Mr. Jon Robinson	2060 Brownlow Court	1973-1974

Name of Library Attorney: Edward Booth (Greanias Booth & Greanias)

Address: 132 South Water, Decatur, Il 62523 Telephone 423-6076

Surety company covering Treasurer: Lumberman's Mutual Insurance Co.

Bond expires: May 1, 1975 Amount of surety bond: $1,000,000

Is the Treasurer a member of your Board _____ Yes x No

This Annual Report is filed by the undersigned Public Library pursuant to Chapter 81, Section 4-10, Illinois Revised Statutes.

Decatur Public Library — Legal Name of Library

Robert H. Nimes — Librarian (Signature)

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.

Wm. D. Whitacre — Secretary (signature)

Edward J. Farrell — President (signature)

May 24 1974 — Date

ANNUAL REPORT OF
THE BOARD OF LIBRARY DIRECTORS
OF THE CITY OF DECATUR

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 Illinois Revised Statutes, 1973. This Annual Report covers the period for the fiscal year ending April 30, 1974 and is a report of the condition of the Board's trust on April 30, 1974.

STATEMENT OF MONEY RECEIVED

Fund Balance, May 1, 1973	$193,025.49
Tax levy receipts, current	454,465.50
Tax levy receipts, prior	2,646.78
Fines and fees	17,555.93
Non-resident fees	374.00
Interest on Investments	19,899.85
Lost & Damaged Materials	667.24
Prints made on Copy Machine	308.58
Miscellaneous	4,561.92
Total	$693,505.29

STATEMENT OF PURPOSES FOR WHICH MONEY EXPENDED

Regular Salaries	$346,517.39
Temporary Salaries	23,363.04
Hospitalization, Medical & Life Insurance	7,155.03
Advertising	64.63
Printing and Binding	2,128.15
Service to Maintain Buildings	21,080.53
Service to Maintain Other Improvements	321.74
Service to Maintain Office Equipment	1,381.74
Service to Maintain Automotive Equipment	810.43
Auditing Services	600.00
Other Professional Services	732.37
Data Processing Services	35,000.00
Electricity & Gas	15,752.49
Telephone	5,297.71
Water	135.99

Conference Attendance	$ 1,162.31
Postage	2,560.29
Professional Association Fees	804.00
Rentals	3,006.52
Gasoline, Oil and Antifreeze	102.46
Janitorial Supplies	407.27
Materials to Maintain Buildings and Improvements	4,217.25
Materials to Maintain Automotive Equipment	428.33
Medical Supplies	3.26
Office Supplies	7,684.12
Service Recognition Payroll	745.00
Insurance	5,331.00
Office Equipment and Machinery	344.69
Library Books, Records and Other Materials	63,988.84
Total	$551,126.58

There was also expended for Retirement Fund Contribution $44,065.52 out of a total Retirement Fund Contribution of $49,352.00.

STATEMENT OF BOOKS AND PERIODICALS AVAILABLE AND CIRCULATED

The books and periodicals available for use were as follows:

Bookstock	218,364
Periodicals, bound vols.	7,472
Periodicals, unbound vols.	6,896
Periodicals, vols. in Microform	4,658
Motion Pictures	72
Sound Recordings	1,251
Government Documents	38,241
Telephone Directories	474
College Catalogs	478
Total	277,906

The number and character of circulation of the above material is as follows:

A. Books

General Works	3,507
Philosophy	8,792
Religion	5,051
Social Science	25,962
Language	862
Science	8,363
Useful Arts	33,504
Fine Arts	29,755
Literature	12,274
History	13,547
Travel	8,984
Biography	6,369
Foreign Non-Fiction	44
Periodicals (issues)	23,117
Pamphlets	4,680
Paperbacks	20
Fiction	208,528
Foreign Fiction	112
Juvenile Picture Books	70,377
Total	463,848

B. Audio Visual Materials

Motion Pictures (8mm & 16mm)	200
Cassette Recordings	241
Maps	7
Pictures, framed	915
Pictures, mounted	1,034
Phonodiscs	4,891
Total	7,288

C. Materials borrowed from other Libraries for Recirculation

Books	580
Motion Pictures	4,089
Total	4,669

D. Materials Loaned to Other Libraries	1,621
Total Circulation	477,426

STATEMENT OF PROPERTY ACQUIRED BY DEVISE, BEQUEST OR GIFT

The Library received a number of donations of books to add to its collection. Other than these donations, no real or personal property was acquired by devise, bequest, gift or otherwise during the past fiscal year.

In 1972 and 1973 the Library received from the Joseph Breckenridge Trust, administered by The First National Bank of Decatur, two bequests totalling $35,000. This money is held in a separate investment account and earned this past year $1,734.37.

No real property was purchased during the year. No personal property was purchased except ordinary items acquired in the regular operation of the Library.

STATEMENT OF EXTENSION OF SERVICE

The Decatur Public Library initiated during the past fiscal year a few small, but significant extensions of its services to the people of the community. The Library Board is pleased to report the initiation of a third station: a rotating collection of materials has been installed in the Concord Apartments for senior citizens. Other stations already established include Decatur Memorial Hospital and St. Mary's Hospital. A book deposit has also been placed in the County Jail. A revision of schedule has also permitted the Library to begin mobile library service to several private elementary schools and to Moundford Terrace neighborhood.

STATEMENT OF FINANCIAL REQUIREMENTS

It is the judgment of the Board of Library Directors that $873,834 is required for the Library for the ensuing fiscal year, 1974-1975, and that amount, $873,834 should be included in the City's appropriation for the Library.

The sum of $171,834 will be available from Library Fund balance and Library generated revenue. It is therefore the judgment of the Board of Library Directors that it will be necessary to levy for Library purposes in the next annual tax levy ordinance the sum of $702,000.

ACCUMULATIONS

There are no accumulations.

LIABILITIES

There are bonds outstanding in the amount of $693,000 in principal and $148,860 in interest. Payments on principal and interest during the year totalled $83,320.

OTHER STATISTICS INFORMATION AND SUGGESTIONS

Also appended hereto is the "Illinois Public Library Report, 1973/1974" which furnished other information for the use of the Illinois State Library in compilation of their uniform statistics on public libraries in Illinois, and the "Annual Report of the City Librarian, 1973/1974" which gives a narrative account, with tables and graphs, of library activities during the year.

This report was approved and adopted by the Board of Library Directors of the City of Decatur, at the Annual Meeting of the Board on May 24, 1974.

DATED this 24th day of May, 1974.

Edward J. Farrell
President, Board of Library Directors

Edward J. Farrell, being duly sworn on oath, deposes and states that he is the President of The Board of Library Directors of the City of Decatur, he has read the above Annual Report of The Board of Library Directors of the City of Decatur and the facts stated therein are true.

Edward J. Farrell
Edward J. Farrell

Subscribed and sworn to before me this 24th day of May, 1974.

Janice Shonkwiler
Notary Public

TECHNICAL SERVICES ACTIVITIES BY MONTHS FOR 1973-74

TABLE I

		May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	Total
New books cat.	1973-74	1943	1465	1664	1867	1952	1457	1396	936	1274	717	851	926	16,448
New books cat.	1972-73	1171	1311	1202	1213	1024	1280	1315	1012	1789	1322	1571	1506	15,716
New titles cat.	1973-74	960	856	1010	1273	1400	951	886	561	617	399	388	397	9,698
New titles cat.	1972-73	386	502	495	425	380	524	484	442	699	546	709	655	6,247
New record titles cat.	1973-74	9	0	81	0	0	0	0	0	1	0	0	39	130
New record titles cat.	1972-73	17	7	30	24	6	0	0	21	0	0	121	102	328
New cassette titles cat.	1973-74	0	0	0	0	0	0	3	0	0	0	0	0	3
New cassette titles cat.	1972-73	20	13	0	1	16	0	0	0	0	0	0	0	50
New microfilm reels added	1973-74	15	15	56	108	660	11	8	7	32	11	11	14	948
New microfilm reels added	1972-73	59	6	7	9	17	7	8	10	6	4	15	11	159
New microfiche sheets added	1973-74	----------			1884	360	399	248	231	340	366	201	352	4,381
New microfiche sheets added	1972-73	Commenced receiving as of Aug. 1973												
New 8mm film titles cat.	1973-74	0	0	8	9	0	3	0	0	0	0	0	0	20
New 8mm film titles cat.	1972-73	0	0	0	0	0	0	0	0	0	0	0	0	0
New 16mm film titles cat.	1973-74	0	1	0	0	2	0	0	0	0	0	0	0	3
New 16mm film titles cat.	1972-73	Commenced reporting as of May 1973												
New filmstrip titles cat.	1973-74	----------					2	0	10	0	0	0	0	12
New filmstrip titles cat.	1972-73	Commenced receiving as of Oct. 1973												
New framed print titles cat.	1973-74	0	74	0	0	0	0	12	0	0	17	1	0	104
New framed print titles cat.	1972-73	0	0	0	0	0	0	0	0	0	0	0	0	0
Original cataloging	1973-74	264	242	394	540	498	321	386	186	272	182	200	254	3,739
Original cataloging	1972-73	Commenced reporting as of Jan. 1973						----------		117	102	231	201	651
Catalog cards filed	1973-74	----------			10631	8569	9069	9530	6538	6300	8381	6056	5556	70,630
Catalog cards filed	1972-73	Commenced reporting as of Aug. 1973												
Rolling Prairie Books added	1973-74	22	11	27	30	67	33	61	62	48	65	78	94	598
Rolling Prairie Books added	1972-73	2	8	6	3	0	35	40	11	21	9	18	29	182
Rolling Prairie New Titles	1973-74	11	5	18	20	54	32	29	54	37	47	63	73	443
Rolling Prairie New Titles	1972-73	1	7	1	1	0	34	11	9	7	5	7		92

TABLE II

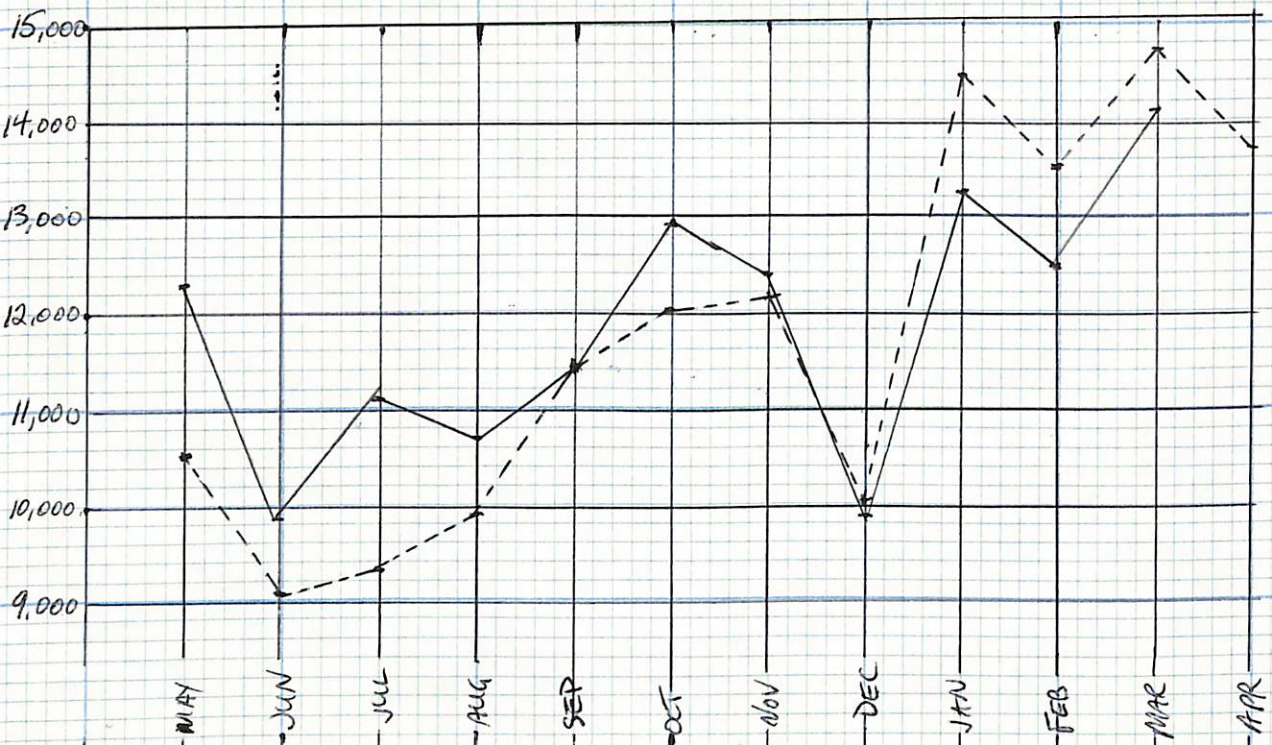
		May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	Total
Books transfered	1973-74	34	0	12	125	56	78	49	44	85	41	63	58	645
Books transfered	1972-73	106	78	153	50	5	12	5	0	32	8	25	15	489
Records transfered	1973-74	0	0	0	0	0	0	0	0	0	0	0	0	0
Records transfered	1972-73	0	0	0	0	0	0	0	0	0	0	0	0	0
Books recataloged	1973-74	216	60	35	83	8	97	94	107	134	149	112	109	1,204
Books recataloged	1972-73	101	215	238	571	347	181	169	112	177	98	131	138	2,478
Records recataloged	1973-74	0	0	0	0	0	0	1	0	0	0	0	0	1
Records recataloged	1972-73	3	8	0	0	2	0	0	0	0	0	0	1	14
Books withdrawn	1973-74	321	3059	224	419	189	51	300	296	294	764	1047	712	7,676
Books withdrawn	1972-73	693	775	351	203	590	538	379	283	216	590	1152	516	6,286
Records withdrawn	1973-74	0	0	0	21	39	16	2	1	0	0	3	0	82
Records withdrawn	1972-73	0	1	0	25	1	23	1	0	0	0	0	2	53
Cassettes withdrawn	1973-74	0	0	0	0	0	0	0	0	0	0	0	0	0
Cassettes withdrawn	1972-73	0	0	1	0	0	0	0	0	0	0	0	0	1
16mm films withdrawn	1973-74	0	0	0	1	0	0	0	0	0	0	0	0	1
16mm films withdrawn	1972-73	Commenced reporting as of May 1973----------												
Mending	1973-74	2077	1662	1005	1019	95	992	697	582	695	803	828	626	11,081
Mending	1972-73	3099	3146	5661	6756	5935	5682	3000	1816	4097	1705	2035	1764	44,696
Volumes bound	1973-74	7	0	2	0	0	130	0	0	118	0	0	0	257
Volumes bound	1972-73	25	159	202	0	2	0	0	233	252	0	105	223	1,201
Paperbacks bound	1973-74	185	97	158	181	281	183	164	151	111	114	180	103	1,908
Paperbacks bound	1972-73	0	190	35	80	45	78	0	110	70	76	106	106	896
Periodicals processed	1973-74	576	465	485	474	444	513	540	434	541	524	603	540	6,139
Periodicals processed	1972-73	390	287	262	369	309	368	363	302	387	408	469	474	4,388
Packs inserted	1973-74	2155	1198	1579	2042	770	2225	1649	726	1517	853	991	897	16,612
Packs inserted	1972-73	823	1340	1619	896	1364	1459	1179	1067	1917	1342	1347	1372	15,725

TABLE III

		May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	Total
Books received	1973-74	916	1086	958	848	724	869	1047	648	1189	619	678	729	10,311
Books received	1972-73	1737	1485	1375	1385	715	1724	1460	1422	1178	1109	1198	1659	16,447
Records received	1973-74	0	4	19	0	4	6	9	5	0	3	0	0	50
Records received	1972-73	8	18	0	34	0	1	0	30	9	0	17	26	143
Cassettes received	1973-74	0	2	0	0	0	0	8	18	3	2	0	0	33
Cassettes received	1972-73	0	0	10	0	0	13	0	1	1	0	0	1	26
Microfilm reels received	1973-74	8	15	7	10	10	11	8	7	66	12	13	15	182
Microfilm reels received	1972-73	484	7	5	11	5	7	8	7	110	3	59	845	1,551
Microfiche sheets received	1973-74	----------			1884	360	399	248	231	340	366	201	352	4,381
Microfiche sheets received	1972-73	Commenced receiving as of Aug. 1973----------												
8mm films received	1973-74	0	0	0	0	0	0	0	0	0	0	0	0	0
8mm films received	1972-73	0	0	0	0	0	0	0	0	0	0	0	0	0
16mm films received	1973-74	0	0	0	0	0	0	0	0	0	0	0	0	0
16mm films received	1972-73	Commenced reporting as of May 1973----------												
Filmstrips received	1973-74	----------					2	0	10	0	0	0	0	12
Filmstrips received	1972-73	Commenced receiving as of Oct. 1973 ----------												
Framed prints received	1973-74	0	74	0	0	0	0	12	0	17	1	0	0	104
Framed prints received	1972-73	0	0	0	0	0	0	0	0	0	0	0	0	0
Pamphlets received	1973-74	305	229	59	512	408	64	347	230	172	0	235	347	2,908
Pamphlets received	1972-73	10	255	375	172	140	0	412	534	264	266	274	352	3,054
Telephone books received	1973-74	27	12	19	0	0	0	0	90	54	60	123	34	419
Telephone books received	1972-73	25	1	24	4	0	19	40	102	25	34	28	26	328
Gifts received	1973-74	4	185	116	25	31	10	15	63	20	63	40	156	728
Gifts received	1972-73	6	5	4	7	8	10	0	0	5	31	120	4	200

GRAPH I

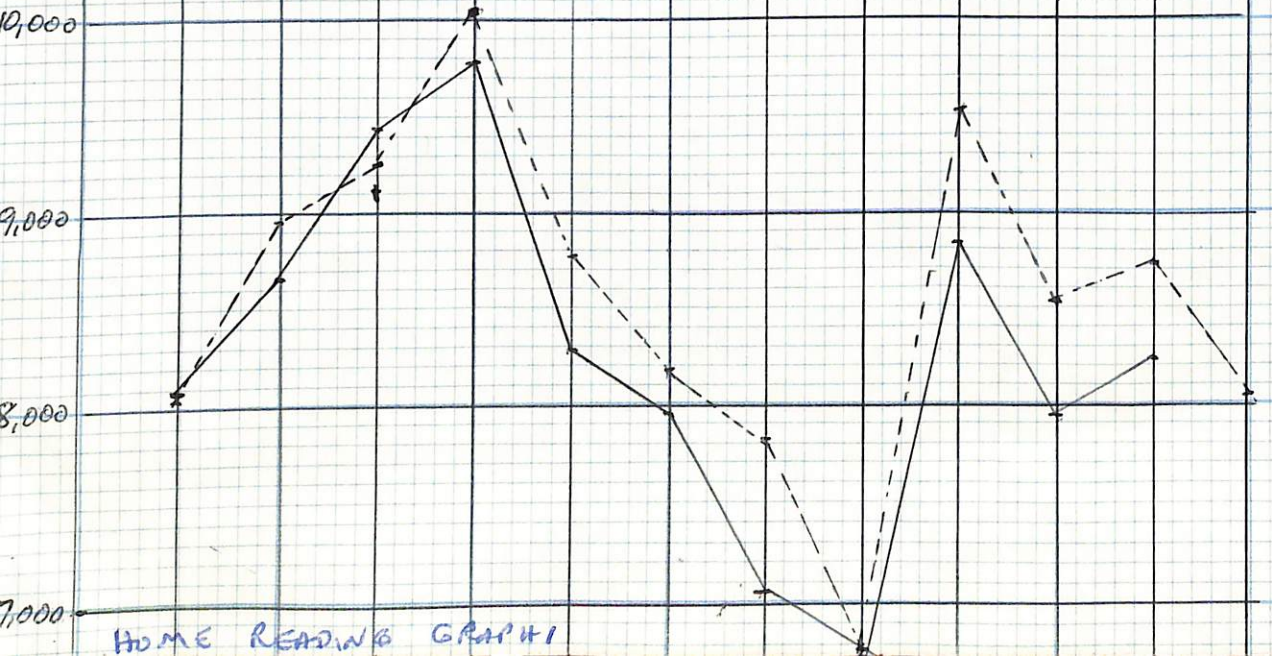
CIRCULATION in HOME READING DEPT



NON FICTION

'72/'73 - - - -

'73/'74 ——

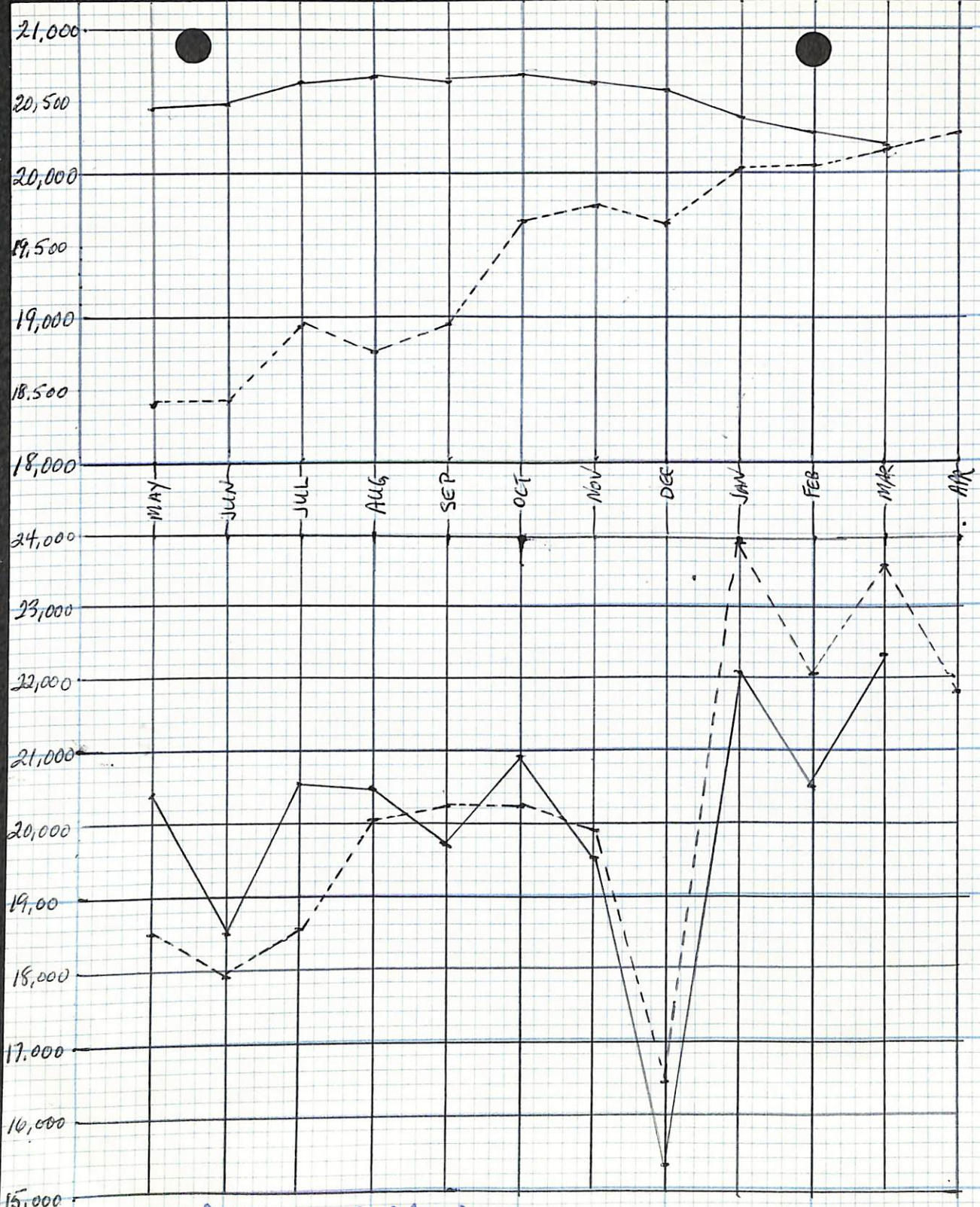


FICTION

'72/'73 - - - -

'73/'74 ——

HOME READING GRAPH I



GRAPH II

RUNNING MONTHLY AVERAGE

'72/'73 ----

'73/'74 ——

$\frac{\text{Previous 12 months}}{12}$ = monthly trendline

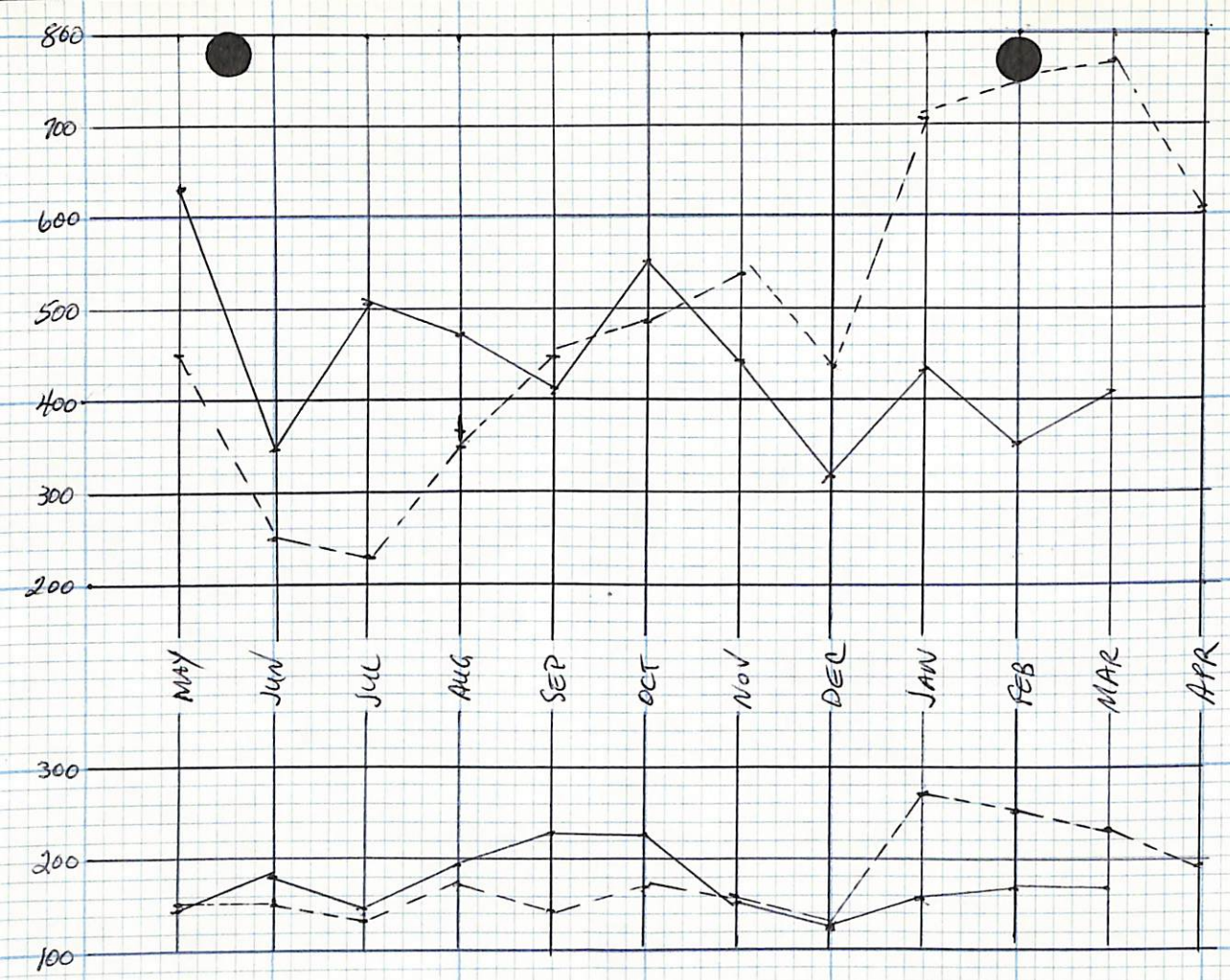
CIRCULATION
HOME READING DEPT

TOTAL CIRCULATION

'72/'73 ----

'73/'74 ——

HOME READING GRAPH 2

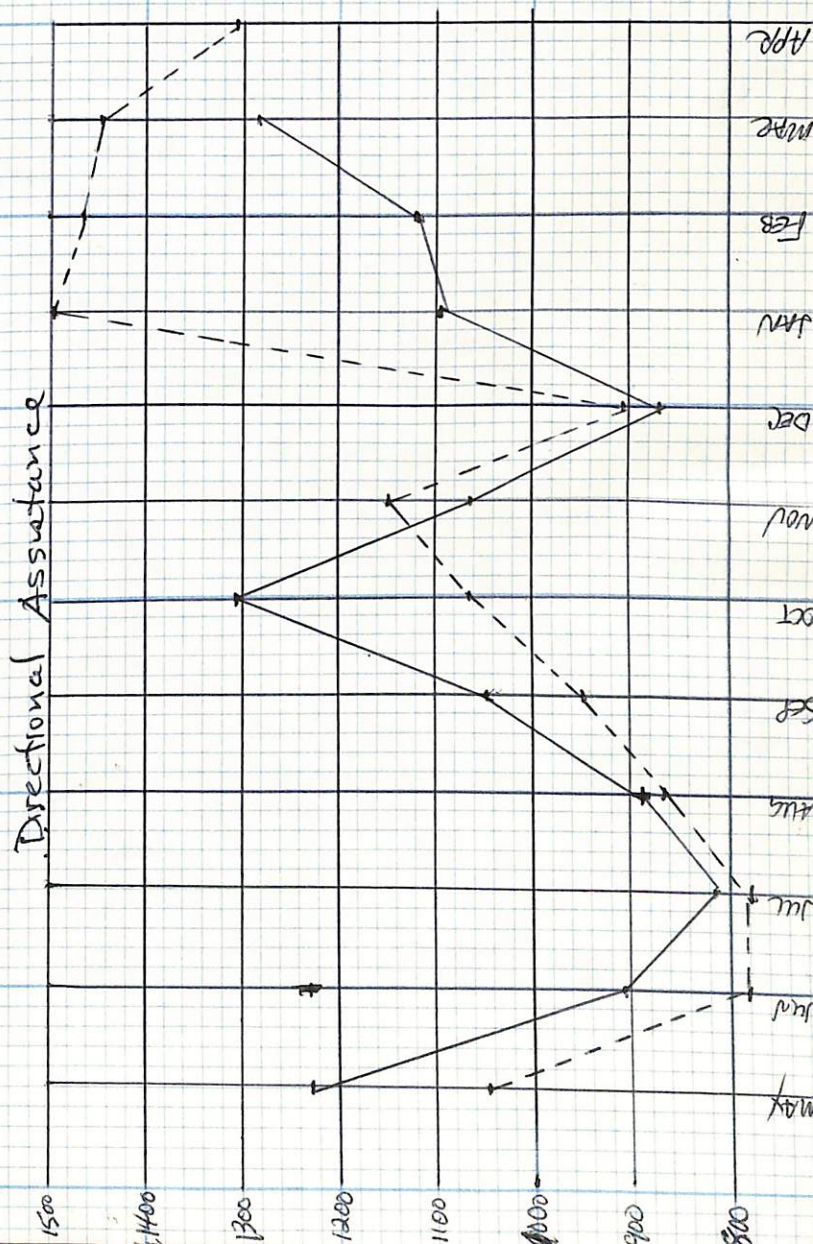


REQUESTS (RESERVED BOOKS)
'72/'23 ---
'73/'74 ——
(NON-PROF.)

GRAPH III

RA '72/'73 --- '73/'74 ——
(PROFESSIONAL ASSISTANCE)

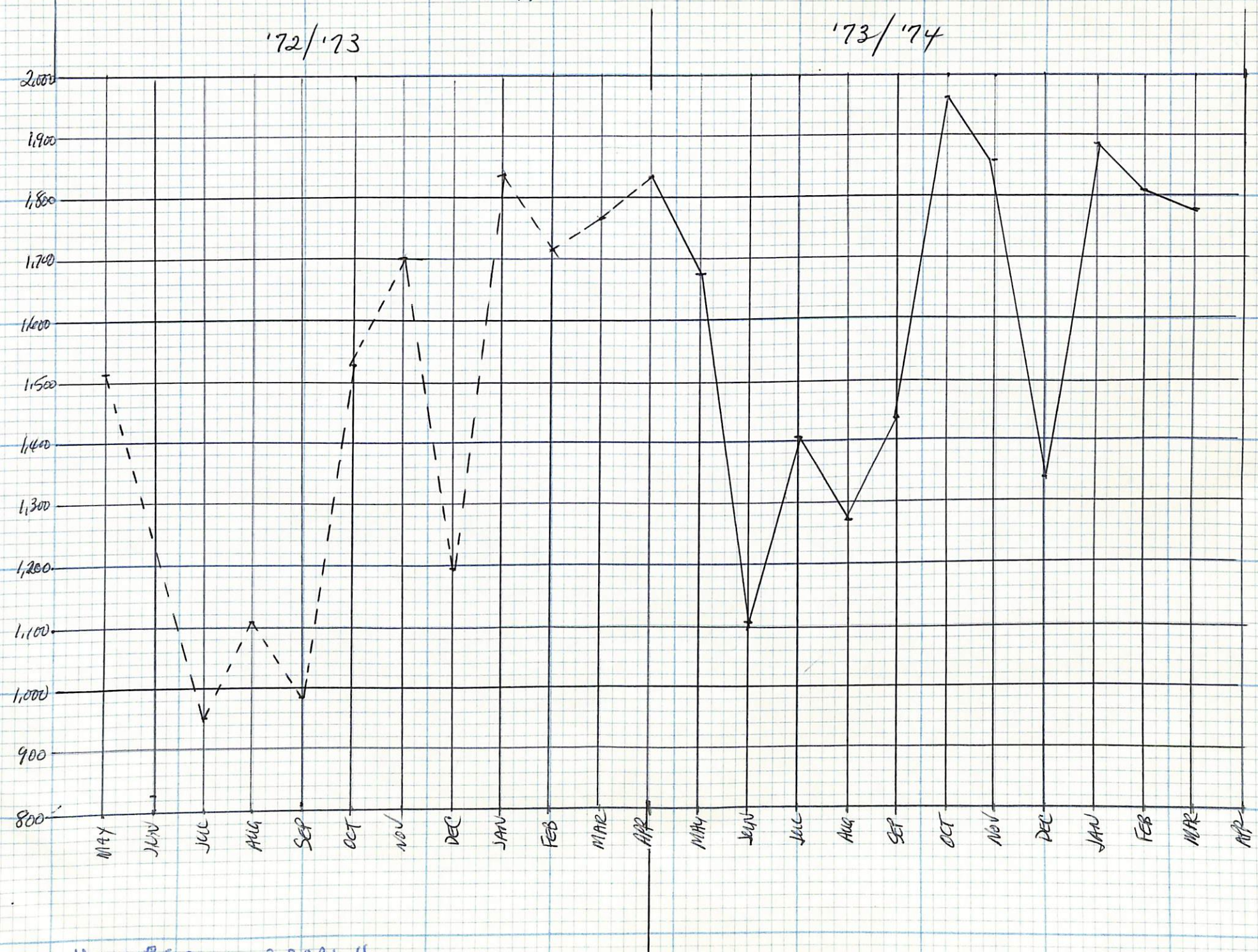
DI '72/'73 ---
'73/'74 —— (NON-PROF.)



HOME READING GRAPH 3

PERIODICAL CIRCULATION
HOME READING DEPARTMENT

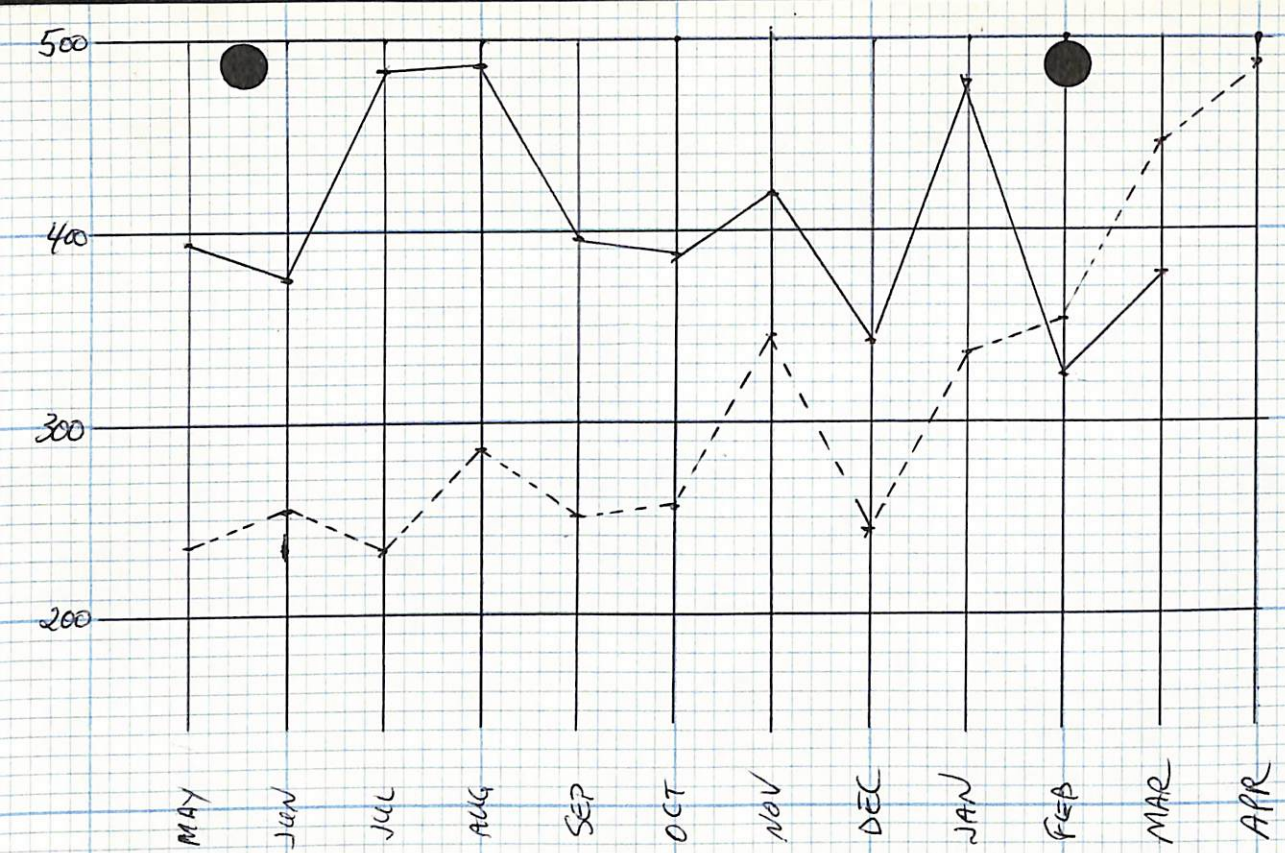
GRAPH IV



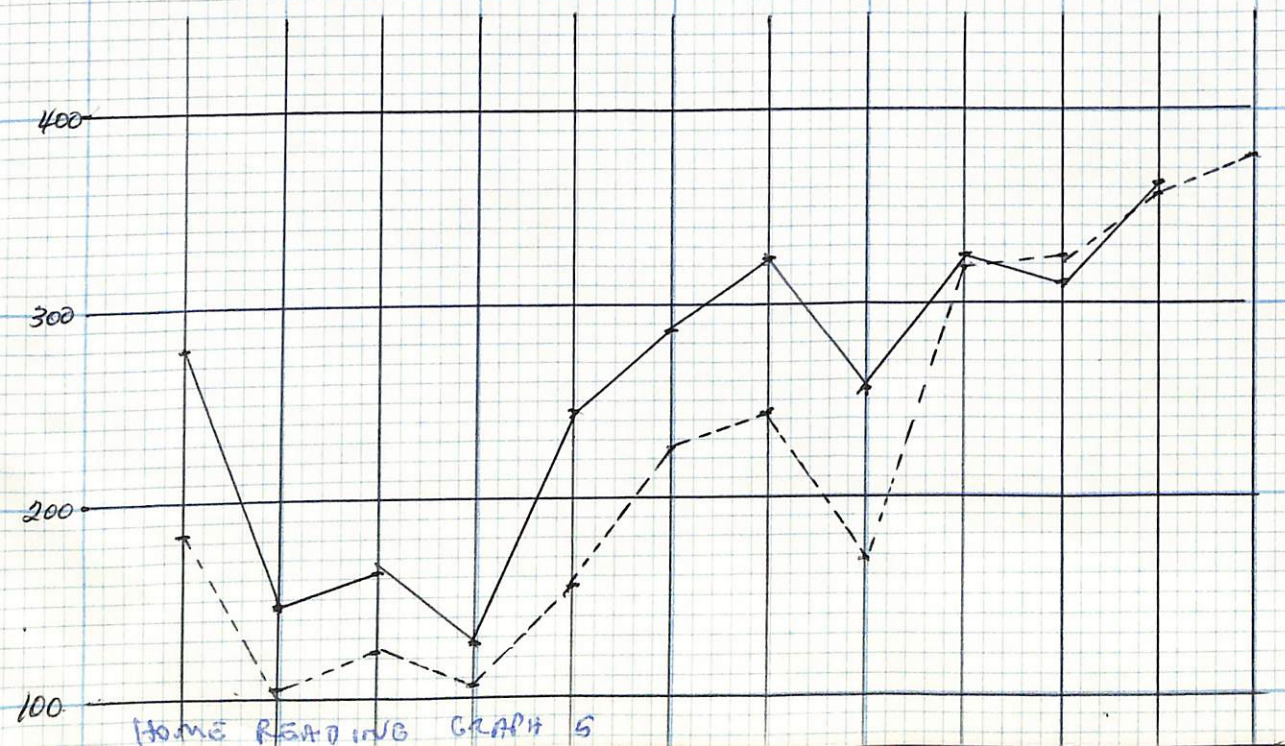
HOME READING GRAPH 4

GRAPH V

HOME READING DEPT.



RECORDS - CIRC
'72/'73 - - -
'73/'74 ——

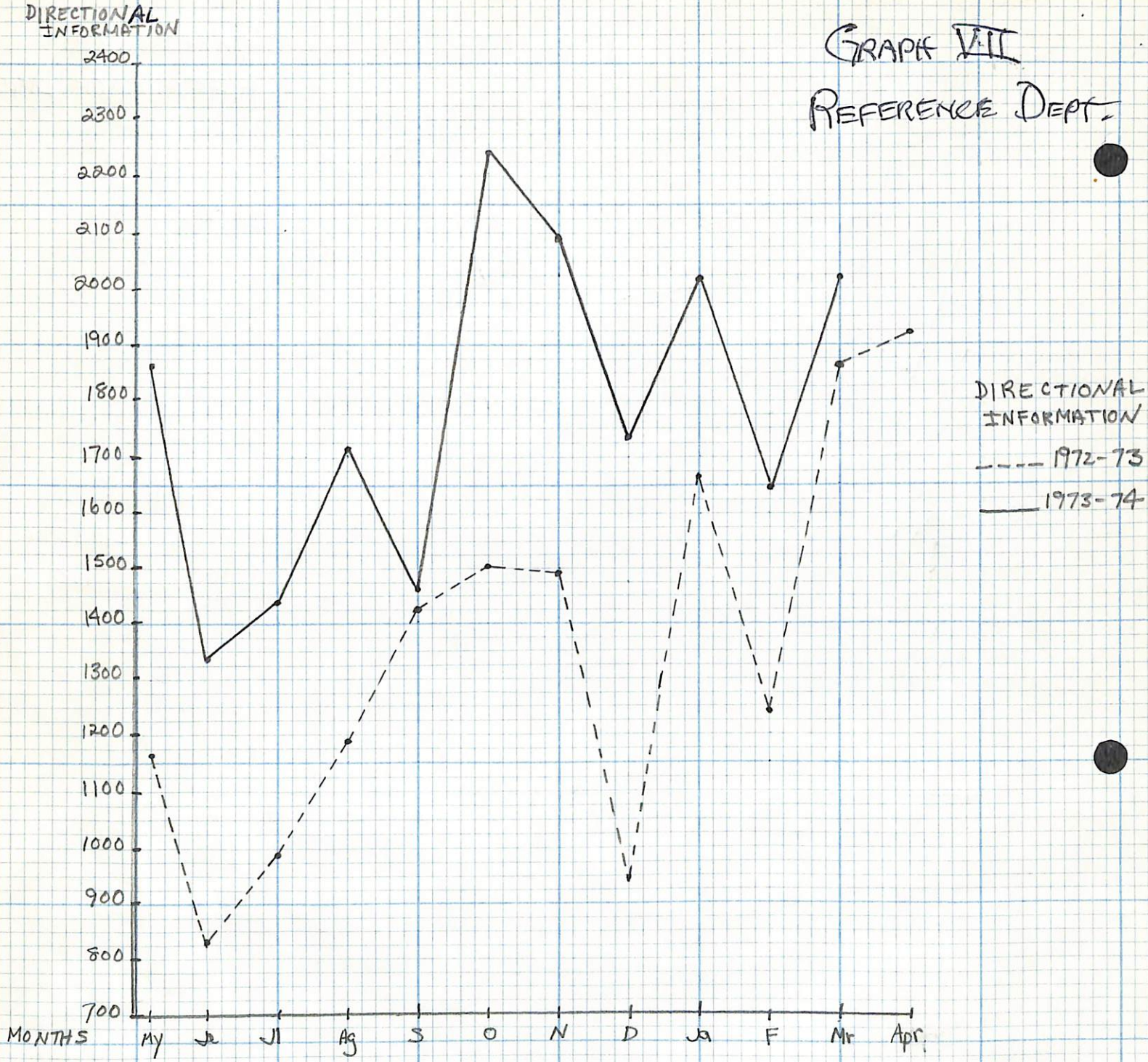


PAMPHLETS - CIRC
'72/'73 - - -
'73/'74 ——

HOME READING GRAPH 5

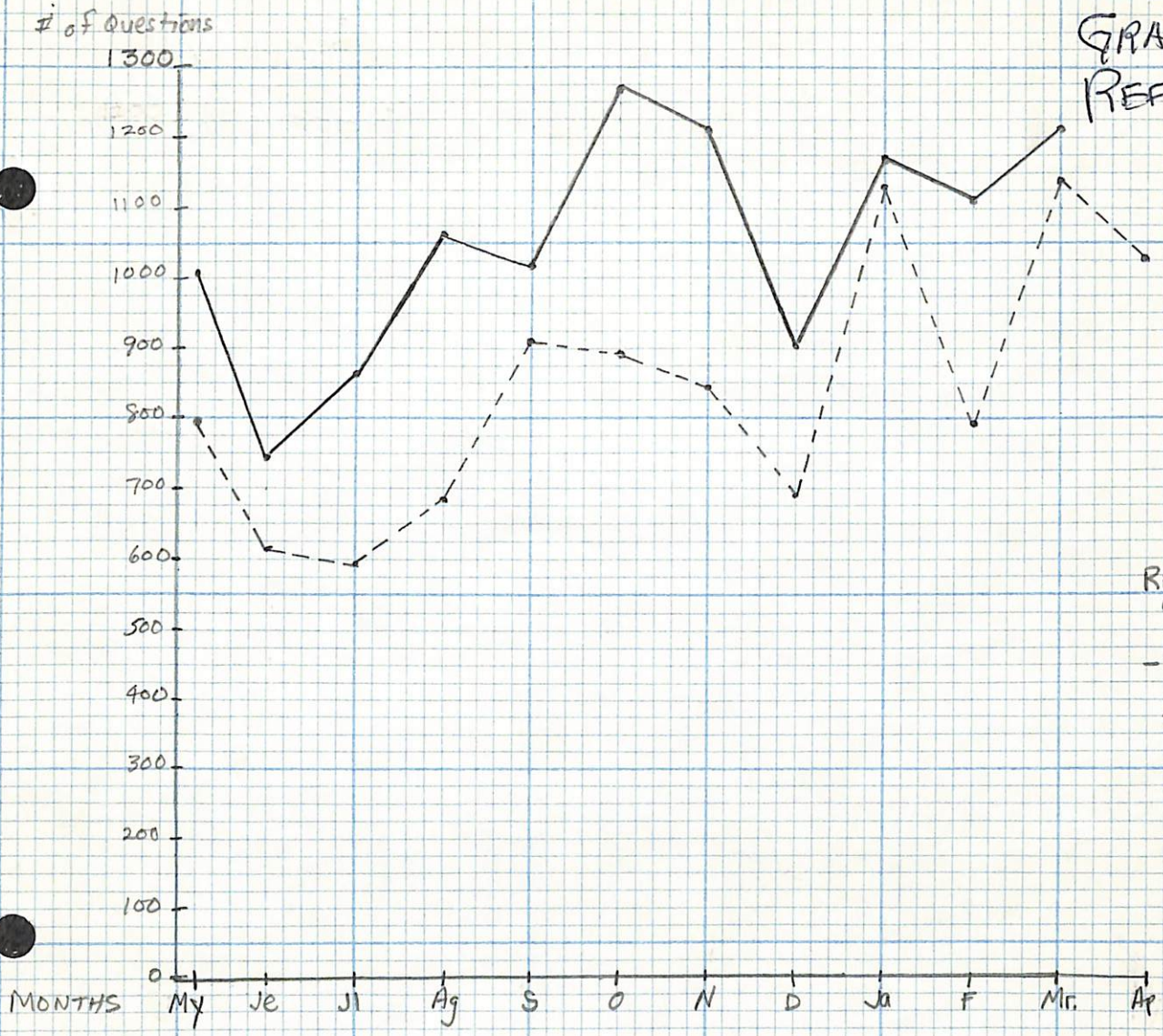
GRAPH VII

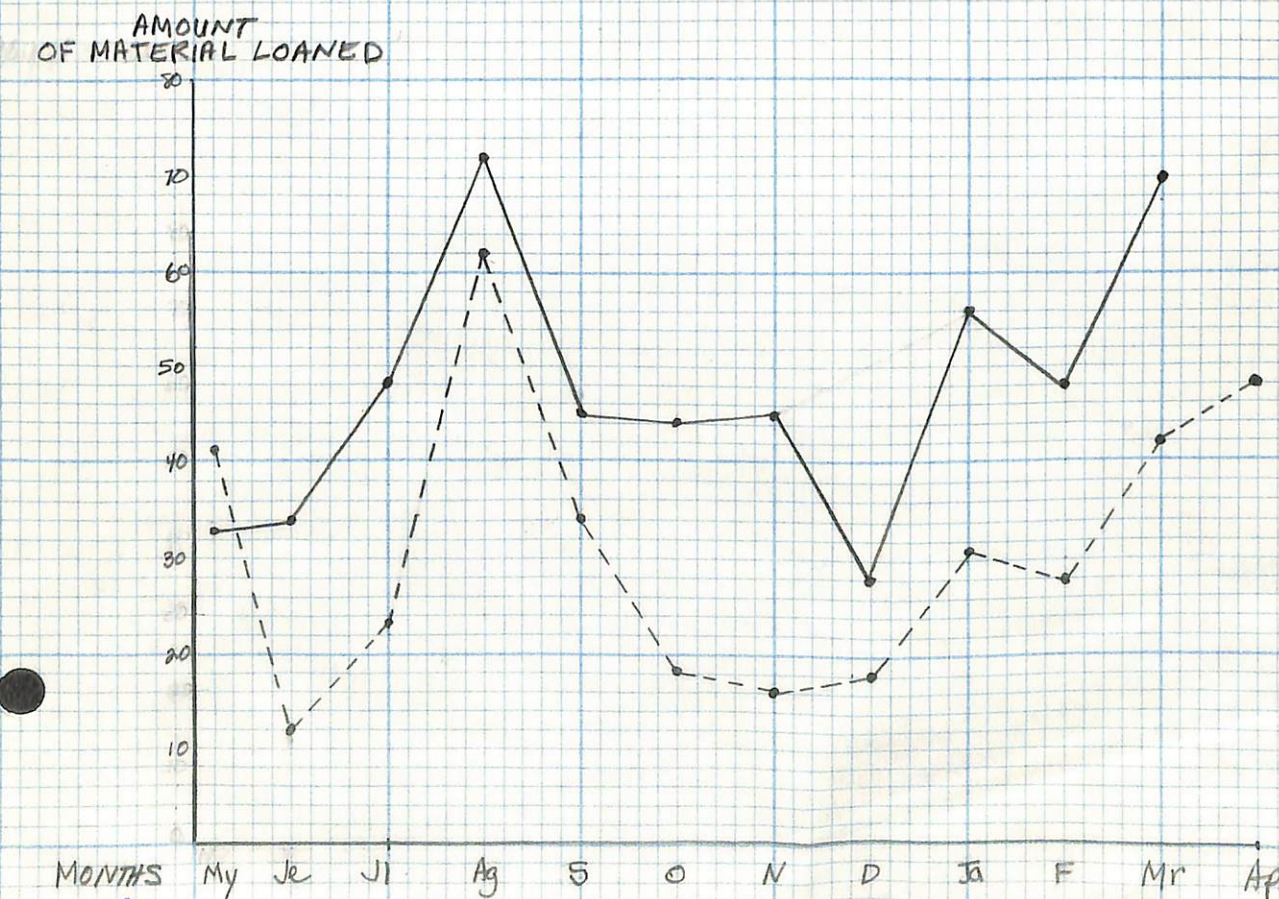
REFERENCE DEPT.



REFERENCE GRAPH 2

GRAPH VI
REFERENCE DEPT





REFERENCE GRAPH 1

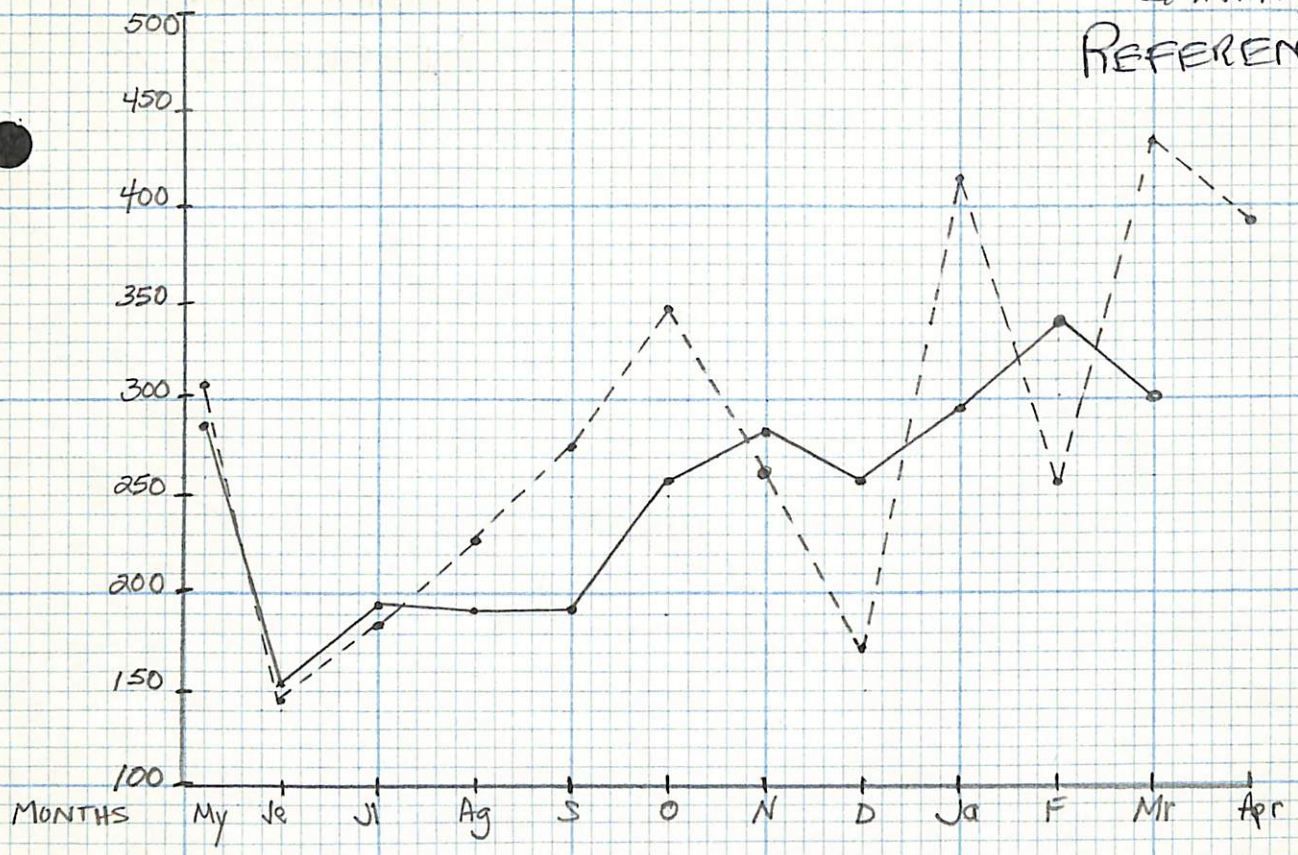
GRAPH IX
REFERENCE DEPT.



REFERENCE GRAPH 4

GRAPH VIII

REFERENCE DEPT



REFERENCE GRAPH 3

FICTION

M J J A S O N D J F M A

NONFICTION

M J J A S O N D J F M A

GRAPH X

YOUTH DEPT.

2700

2400

2100

1800

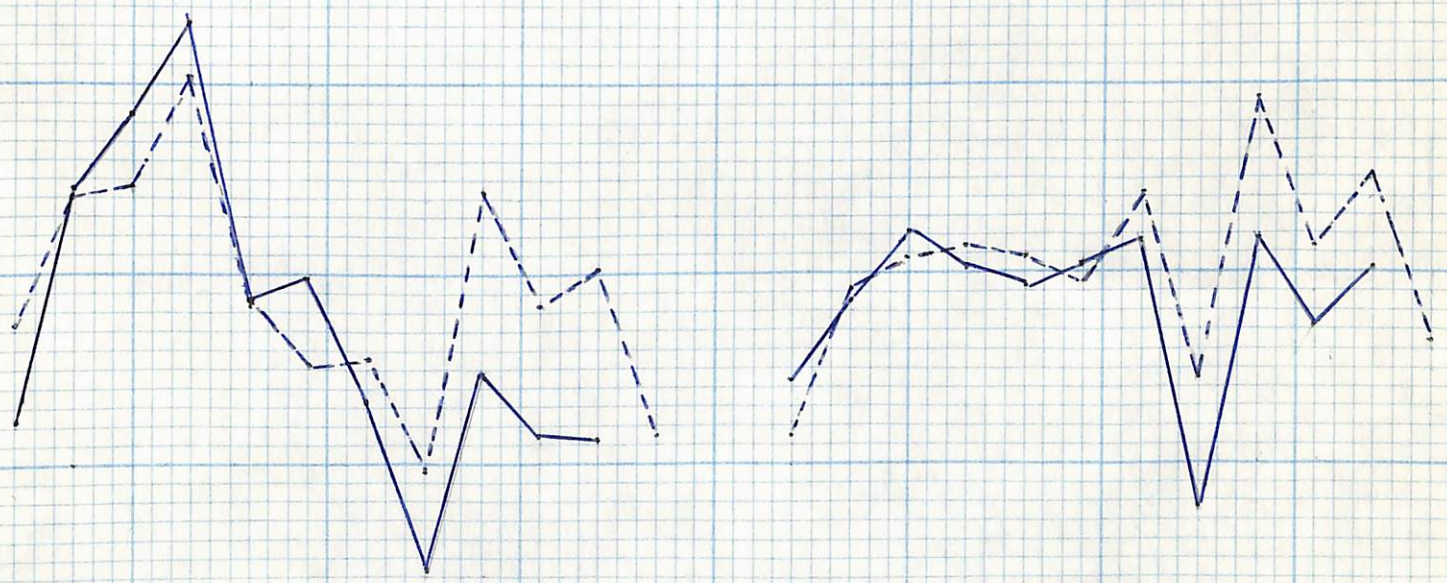
1500

1200

900

600

300



73-74 ——

72-73 - - - -

YOUTH DEPT. graph 1.

TOTAL BOOKS

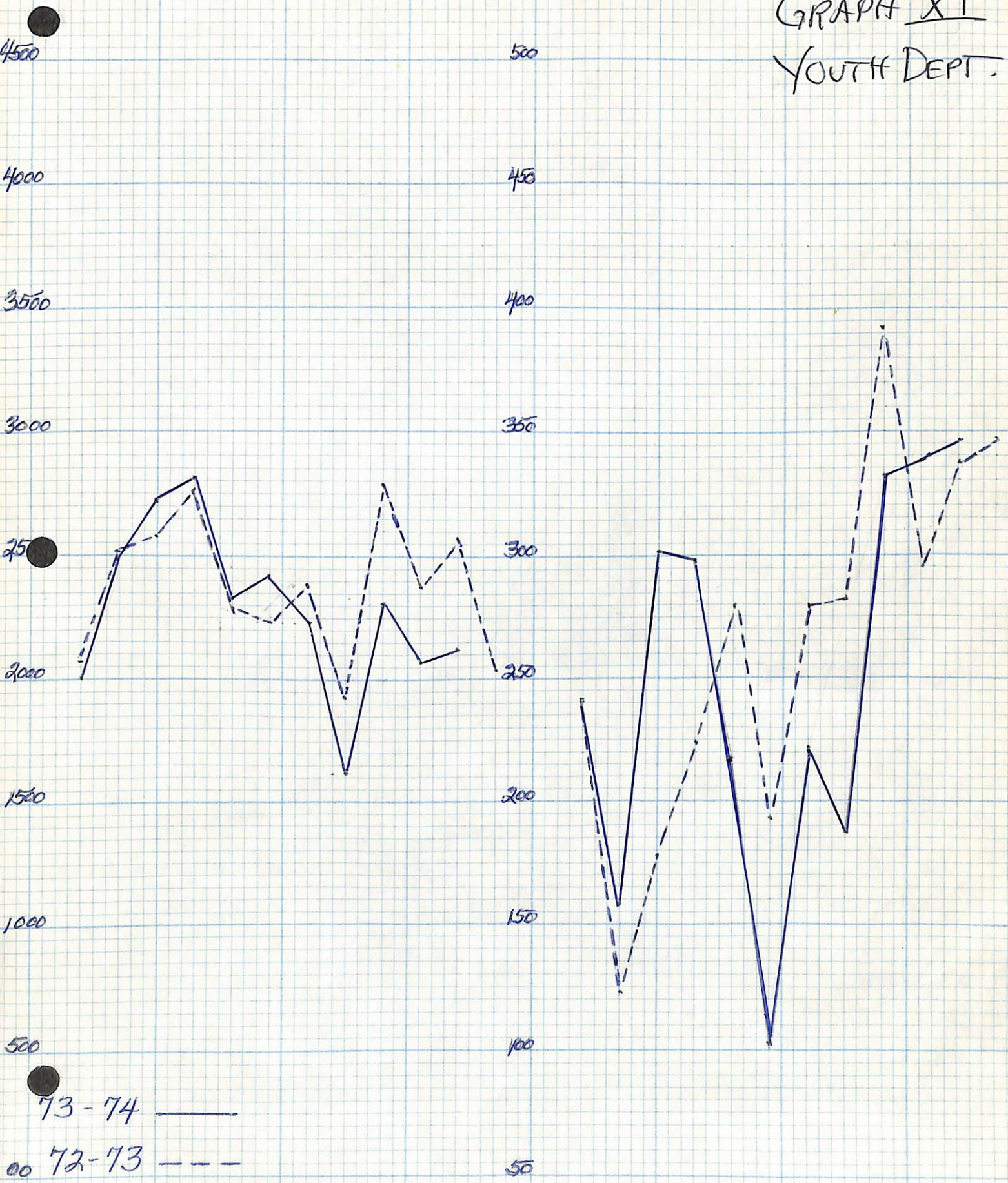
M J J A S O N D J F M A

READER ASSISTANCE

M J J A S O N D J F M A

GRAPH XI

YOUTH DEPT.



YOUTH DEPT GRAPH 2

DECATUR PUBLIC LIBRARY

CITY LIBRARIAN'S ANNUAL REPORT - FISCAL 1973/1974

The most prominent characteristic of the fiscal year just concluded has been the effort of the library to maintain an adequate level of service while contending with the problems attendant upon a severe financial problem. Adequate fiscal support and management, practically speaking, are anterior to all other considerations in the provision of library services. During the past year a shortage in budgeted funds combined with imperative need to provide, through underspending, for a carry-over balance for fiscal 1974/75, resulted in a critical situation calling for drastic action in the curtailment of services. The Evans Branch, which for the past decade had been declining in use was closed May 26. In mid January the Central Library reduced its hours of service by closing on Mondays. Although the book budget had been reduced by $50,000 from the previous year, stringent economies in acquisitions were practiced in order to save part of the allocation to be applied toward materials in fiscal 1974/75.

The decline in book purchases, hours of service, and staff inevitably had a considerable effect upon the extension of service to the people of Decatur. For the first time since 1966/67 I must report a decline in circulation. But, in light of difficulties besetting the library, it is with considerable satisfaction that I report that circulation loss for this year has been held to 6/10 of 1%. Total circulation for the year amounted to 477,426 items compared with 480,350 items the previous year. That circulation has virtually held steady under these conditions can be attributed in large measure to the staff of the library who out performed their previous records in their assiduity meeting the needs of the public. Patron contacts by the staff this year numbered 72,552, which represents an increase of 11,311 over the previous year. The distribution of these statistics will be dealt with in those sections that treat the various divisions of the library.

Adult Services

General projects carried out by this division of the library include public programming, preparation of booklists, scheduling of library facilities such as the auditorium, representing the adult services of the library to community groups, scheduling and giving book reviews, etc.

During the past year eleven groups availed themselves of the library's meeting facilities for regularly scheduled meetings held at monthly or more frequent intervals. In addition, eight other groups used meeting rooms for a specially prepared public program. In all, 2,243 people attended meetings in the library during the year.

Adult Services also initiated film programs on a regular schedule this year. During the fall a series of documentary films was exhibited. The series ran for 13 weeks and was attended by 595 people. In the spring a series of feature films was shown on a semi-monthly basis. Five movies based on well known books were shown to a total audience of 199 patrons. The series was co-sponsored by the Rolling Prairie Library and the rental expense was born by that library. Planning and publicity was undertaken by the Decatur Public Library.

Book reviews on Cable TV were given on a regular basis by staff of Adult Services until November when it was discontinued since we had then begun to cut back library staffing in anticipation of reduced hours of service.

Ten annotated reading lists were produced by adult staff as well as brochures to advertise special programs such as "Family Night at the Library" and National Library Week, at which times the Library invited exhibits and demonstrations of handicrafts, hobbies, collectables, and the like by a number of individuals and organizations in the community.

The Home Reading Department reports a marginal loss in circulation of printed materials: 241,033 vs. 243,338 in 1962/73. There has, however, been a general increase in the circulation of non-printed materials: 16 and 8mm films, cassettes, phonodiscs, framed prints and the like.

As an indication of the effect of the reduced book budget, an interesting statistic may be cited from the report of the Home Reading Department: during the fiscal year the department received 6,944 items into its collections while ordering only 3,294. The larger number received resulted from the processing of an arrearage in the Catalog Department, but it demonstrated dramatically the effect on acquisitions of the curtailed book budget. It also provides a partial clue to the maintenance of circulation on a near-par basis with last year despite the reduction in budgeted book funds and betokens a greater decline in 1974/75 when there will be no arrearages to provide a cushion to declining book purchases.

Reference Department services have registered an overall gain this year. For a comparison of the level of activity in the Reference Department, see graphs (VI to IX) appended to this report, which demonstrate drastically the increased levels of service in Reference questions answered, direction aids to readers, and total patron contact by members of the Reference Department.

One of the services provided by the Library and administered by the Reference Department is Inter-library Loan: when the library cannot supply requested material from its own collections, patrons have the option of requesting that the item be borrowed from another library. These Inter-library Loans have increased this year by 50%; from 373 items in 1972/1973 to 572.

Important elements in the collections of the Reference Department are the Government Document Depository and the Directory Collection, both of which

are heavily depended upon by local business and industry. The document depository collection increased this year from 37,228 pieces to 38,241 pieces. These items are supplied free of charge to the Library by the Government Printing Office and in return the library undertakes certain responsibilities for the maintenance of this partial depository for the use of people in the area. Our present goal for this collection is an inventory of 70,000 - 75,000 pieces.

One of the more heavily used reference collections is the directory bookstock and an important component in these resources is the telephone directory collection. This year the telephone directory collection has been expanded so that it now includes out-of-state cities of 75,000 as well as most communities in Illinois. The collection now numbers 344 out-of-state and 130 Illinois directories. The college catalog collection numbers 478 catalogs after withdrawing 398 and adding 353 during the year.

Circulation in the Youth Department amounted to 27,112, down by 7% from last year, a disturbing statistic inasmuch as Youth Department circulation was already low, given its mission and the intended popularity of its collections. During the year the Youth Assistant visited Lakeview High School where she gave nine half-hour talks to students and met with the school librarian to discuss areas of cooperation. She also provided teachers at other schools with some printed booklists compiled by Adult Services Division.

Other activities to draw teen-agers into the department included playing phono-records and showing 8mm films in the Department after school at various times of the year. Little interest was aroused by these efforts.

The following table summarizes briefly the total activities for the Home Reading, Reference and Youth Department in the Central Library:

	1973/74	1972/73	1971/72
Circulation			
Non fiction	157,499	155,398	135,156
Fiction	110,646	166,595	111,108
Professional Assistance	18,153	17,272	16,326
Directional Assistance	36,291	31,386	30,515
Books reserved	3,123	2,365	2,697
Microfilms used	3,058	3,411	5,035
Inter Library Loan requests	580	373	504

Monthly comparison of activities for the past two years for each department in Adult Services is also provided in Graphs I - XI appended to this report.

The Children's Department circulation which had been lagging slightly for most of the year, recovered during the last two months so that it demonstrated a marginal increase of approximately 100 books, an increase of about 1/10 of 1%. But much of the activity in the Children's Room was of a nature that did not reflect itself in circulation statistics, the nature of it being public programs designed to entertain children and to demonstrate that the library is a "fun place" to go. The emphasis was consequently on public programs which emphasized puppet shows, film programs, sing-a-longs and the like. In presenting these programs the Children's Librarian had the enthusiastic support of individual volunteers as well as organizations such as the American Association of University Women.

As the following comparative table indicates, the level of activity in the Children's Room shows a very considerable general increase over the previous years in public programming and attendance. At the same time there is a corresponding decline in reading guidance and service to the individual patron.

Children's Department
Comparative Statistics

	1973/74	1972/73
Story Hours	84	17
Attendance	2,303	311
Stories told	200	63
Film Showings	104	3
Attendance	2,229	108
Class visits to library	87	85
Attendance	1,820	1,898
Other group visits	53	16
Attendance	1,707	206
Staff visits to schools		
No. of Schools	3	0
No. of Classes	14	0
Readers Guidance	3,968	8,828
Directional Information	5,542	3,536

A very important development - one considered by good libraries to be as significant as reader guidance and story hour - was the initiation in March of school visits by the Children's Librarian. In the extension of public library service, it is of utmost value to go where potential patrons congregate: for children, the obvious place is school and school visits should represent the major extramural effort of the Children's and Youth services. It is hoped that this program can be pursued in coming years.

The Extension Department was affected by a number of changes during the year. Of principal importance is the fact that the department has come under immediate professional supervision for the first time in several years. As the new department head gains familiarity with the collections and institutes a program of in-service training, positive improvement in circulation and services may be expected. Although circulation in Extension was down 4% this year - from 97,822 items to 94,957 - there are encouraging signs to point to.

Circulation on both mobile libraries showed significant gains: 10% for Unit 547 and 34% for Unit 548. Service was extended in the fall to the Concord Apartments for senior citizens, and the mobile library schedules were modified to include service stops at St. John's Elementary School, Holy Family School, St. Thomas School, and Our Lady of Lourdes School, and the Moundford Terrace apartment complex.

The modest decline in Extension circulation can be more than accounted for by the closing of the Evans Branch at the end of May. Evans normally would account for 21% of Extension circulation. Excluding Evans circulation for the comparison, Extension showed a gain of 21%.

Extension Department operation was also hampered for more than seven months by vacancy and rapid turnover in the position of driver-clerk on Unit 548, caused by resignation of an experienced and well qualified driver in August. A temporary emergency replacement was hired who left after two weeks. Civil Service certified a replacement driver to us who worked less than one month before illness forced his absence which eventually led to his resignation. There was no driver-clerk from November until April 4 when Civil Service finally certified a new person for the vacancy. Class "D" licenses are necessary in order to operate the vehicles and recruitment for the position within the requirements of the Civil Service Commission is difficult. Both the Extension Department Head and the Library Maintenance man have qualified for "D" licenses in order to cover for emergencies, vacations, etc.

The Circulation Department probably articulates more closely with the public in more sensitive areas susceptible to adverse public reaction than any other department in the library. It is therefore to the considerable credit of the Circulation Department that the work has been performed unobtrusively.

Circulation Department reports that the per item increase in overdue fines resulted in some complaints, but that overall the increase to 10¢ per item has been well received by the public. During the year the Circulation Department issued notices for 19,983 overdue items: 70% was for Main Adult materials, 17% for Main Juvenile materials, and 13% for Extension materials. Other activities of the Circulation Department include processing of 10,989 patron registrations, searching and retrieving 3,517 items for which reserves had been left, and answering 28,898 phone calls to the library and directing them to the appropriate department or person. Since Central library circulation was approximately 367,000 books, it is evident that Circulation Department staff spent considerable time filing in the neighborhood of 81,500 IBM packs as well as discharging from the files and placing a similar number of IBM packs in the pockets of books.

Other information of interest relating to the Circulation Department would include the institution of a 7-day grace period for overdue materials, during which period no fine would be collected. New forms have been introduced for reporting lost or stolen borrowers cards. A new system for handling loans to the Rolling Prairie Library has been set up. A new method of searching reserves - which is hoped will prove more effective - has been put into operation. And another tub for IBM packs has been installed in the Circulation workroom. The space problem resulting from growing requirements for filing book circulation packs is critical and a change in circulation control system grows more imperative. Meantime, study of alternate means of circulation control, begun a year ago, continues: one possible option under serious consideration will involve the use of mini-computers, which will be discussed later in this report in a section on DPL relationships with Rolling Prairie Library system.

The Exhibits Program of the Staff Artist covers a range of multifarious activities ranging from design of booklists to working with individuals and groups in the community to provide a showplace for their activities and accomplishments. These displays are generally used to call attention to library services or to exemplify uses of various materials in library collections. Through the involvement of community groups or the resources of our patrons, the Staff Artist is enabled to provide a diversity of display material far beyond the capability of the library acting alone. In addition, the materials exhibited frequently are of value in their own right, while providing an opportunity for extra-mural cooperation and public relations.

Statistically the Staff Artist reports: 18 entry window displays; 25 table displays; 7 exhibits in the semi-permanent "bookstore" display; 13 showcase displays; 8 book displays at Books Between Bites; 14 dome table exhibits. In addition, the Staff Artist did general design or cover layout for 11 brochures, 14 bookmarks, and 18 booklists and lettered a total of 269 miscellaneous signs, directions, labels, etc. Other activities include making a puppet stage and 10 puppet heads for use in the Story Hour Room, conversion of old bookmobile steps to display unit, providing decorations for such activities as "Family Night at the Library", arranging an art exhibit for National Library Week and a children's art exhibit for National Children's Art Month.

This has been an outstandingly productive year in Technical Services as the comparative monthly Tables (I - III) appended to this report indicate. The Order Department reports only 10,311 books received this year compared with nearly 16,500 the previous year and there were also declines in receipts in other categories, but the enormous materials selection effort of the previous year had left a very considerable arrearage. The management of this arrearage

was the responsibility of the Order Department which also performs pre-cataloging searches on new material. The Order Department's Serials Unit also experienced an incremental workload of some significance resulting from an increase in periodical subscriptions.

The Order Department ordered and processed invoices in the amount of $49,703.97 for books during the past year. Expenditures for periodicals amounted to $8,147.63. Microfilmed material, primarily for periodical literature, cost an additional $1,171.60. Expenditures for audio-visual materials, which were ordered for the most part in fiscal 1972/73 but received during the past year, amounted to $606.34. The final category of materials expenditures is for Library of Congress publications utilized by the Catalog Department. These materials cost $3,613.76.

The Technical Services Division of the library is normally described as that division responsible for ordering, cataloging, classifying, assigning subject descriptors, and preparing for the shelf new library materials. It would be a more accurate description, however, to say that Technical Services is responsible for the acquisition and description of library materials, the organization and control of library collections, the development of access into these resources, and the preparation of materials for patron use. The latter definition includes all of the operations given in the prior definition, but places them in the perspective of a much more comprehensive and complex task involving as it does not only newly acquired material, but all resources of the library; involving not only specific items, but collections of materials; involving not merely the materials themselves, but also very importantly descriptions, indexes, and complex systems of references to these materials. Thus the processing of new materials is just the tip of the iceberg in describing

the work of this division and principally the work of the Catalog Department which is the largest unit in the division.

During the year the Catalog Department cataloged a record number of books - 16,448 as compared with 15,716 - and in so doing eliminated an arrearage of more than 6,000 items. Cataloging of selected other materials also increased significantly: new microfilm cataloged increased, for example, by nearly 600%; and 4,381 sheets of microfiche, a resource new to the library this year was cataloged. Particularly impressive from the professional point of view were the 3,739 items for which time-saving Library of Congress descriptive cataloging and subject assignment were unavailable and for which original cataloging was performed in house.

In addition to the cataloging, classification, and subject assignment for new books, the Catalog Department continued its on-going work on the established collections: work on the conversion to Library of Congress subject authority list continued; 1,204 books were recataloged; 645 books were transferred between library departments (largely as a result of closing Evans Branch); 7,676 books were withdrawn from the library collections. A good index of activity in the Catalog Department would be the amount of cards filed in the departmental and public catalogs in the year: in 1973/74 Catalog Department staff filed more than 70,000 catalog cards.

Since the Catalog Department has responsibility of inventory statistics, it is appropriate at this point to include data respecting the growth of the collections. Although expenditures for materials declined in fiscal 1973/74 while coincidentally activity in systematic materials retirement increased markedly, a substantial growth in collections occurred. The classified collections grew from 217,011 volumes to 225,836 volumes. Unbound periodicals grew from 6,646 to 6,896 bibliographic volumes. Microfilmed periodicals now number 4,658 bibliographic volumes. The library film collection numbers 72

films and the library record collection, in phonodisc and cassette format, numbers 1,251 items. The library currently subscribes for 827 periodicals.

In line with what has become a tradition, the Mendery and Processing Unit performed prodigiously in production while maintaining high standards of performance. With the completion of the systematic overhaul of our collections accomplished during the previous two years and the consequent departure of staff funded by the Emergency Employment Act, the Mending and Processing Unit has become essentially a one-person operation with perhaps three hours of part-time help daily. It is beyond my capacity therefore to explain the accomplishments of the year and I merely note without comment that the Unit has mended 11,081 books, bound 1,908 paperbacks, and processed for circulation 6,139 issues of periodicals in addition to preparing new books and packing them, preparing books for the bindery, maintaining bindery records - statistics for which are to be found on Table II appended to this report.

The library's relationship with Rolling Prairie Library with which it is affiliated continues to strengthen. During the past year through the reciprocal borrowing privileges extended by DPL to patrons of other libraries in the Rolling Prairie System, the Decatur Public Library loaned a total of 33,568 items. In addition, RPL borrowed for recirculation on Inter-Library Loan another 1,589 items.

For the past couple of years the Rolling Prairie Library and Decatur Public Library have had an arrangement for a cooperative acquisitions program: DPL has selected and processed materials in the fields of business and technology to a limit of $15,000 in expenditures. In return for the cost of selection and processing, Rolling Prairie has placed these materials on permanent loan to DPL. Additionally, RPL has undertaken part of the cost of processing by placing a cataloger on loan to this library. During the

past year the subject and material restrictions on this Permanent Loan Collection has been relaxed to include a substantial part of the Dewey Decimal schedule: Lincoln Library in Springfield is responsible for acquisition of a Permanent Loan Collection for another substantial part of the decimal schedule. Such joint projects point the way to more comprehensive subject coverage in central Illinois with consequent improvement in Inter Library Loan capabilities.

Another important area of cooperation is currently under investigation: the shortcomings of the circulation control system currently in use in the Library are well known, and change to a different system has been discussed for more than a year. One of the more interesting developments in recent years has been the use of mini-computers to accomplish various library routines. The use of mini computers by the Rolling Prairie Library, Lincoln Library in Springfield, and the Decatur Public Library, for circulation control purposes, if feasible, will at the same time open up a host of cooperative possibilities amongst the three libraries which would result in greatly improved library service for all patrons in the area. The mini computer system under consideration eliminates the need for specialized computer-trained staff, a specially air-conditioned environment for the machine, and the like, while providing not merely on-line circulation control but, in fact, total inventory control as well as immediate access to this information for all three libraries by any patron in any one of the three libraries.

Finally, I would be remiss if I did not conclude this report to the Board with a word of appreciation for the Staff with whom I have worked. It has been a difficult year for staff for a number of reasons, not least of which has been the high turnover, during which periods between loss of staff and employment of new personnel a reduced work force must contend with an

unreduced workload. A new Head Cataloger was engaged this year but her services were lost after a few months due to extended illness. During the year a new Reference Librarian and Children's Librarian were engaged but by year's end they had submitted resignations, the one to accept a position of Reference Consultant in Rolling Prairie Library, the other to accept the headship of a larger department in Pomona, California. As noted above, Extension Division was without one of its driver-clerks for the better part of the year. Other departments experienced, of course, normal turnover resulting from pregnancy and the like. The termination of personnel funded by the Emergency Employment Act occurred during the year. The Collection Maintenance Project was nearly completed at the time of loss, but other programs had to be carried on by regular staff. Fortunately the problem was alleviated somewhat by other programs such as the Neighborhood Youth Corp and the cooperative employment plan which is federally funded for student aid and administered by the Community College. Such programs allowed the library to extend the potential of its Temporary Salaries Account while at the same time cooperating in socially useful programs. A library is of course no better than its staff. The staff in the Decatur Public Library is very good; it is a committed staff, dedicated to the public service. This year, as it has been true for past years during my administration, I have received compliments from the public on no other aspect of the library as much as on the quality, helpfulness, and pleasant demeanor of the staff.

I wish to thank the Friends of the Decatur Public Library for their continuing interest and support of the Library's goals and programs. Most particularly I thank them for their gifts of useful furnishings and equipment and for the excellent programming that characterizes their on-going Books-Between-Bites reviews. My associations with the Friends are inevitably occasions of warm satisfaction.

Decatur Public Library is most fortunate in its Staff, in its Friends, and last but not least, in its Board of Library Directors. I wish to thank the Board for their labors, their understanding, the library standards they insist upon, and their spirit of resolution and commitment. These qualities have made my work easier and it has been a pleasure working with them to achieve a better library.

APPENDIX

Circulation in Home Reading Department:

- Graph I — Fiction & Non-fiction: 1973/74 compared with 1972/73
- Graph II
  - (a) Total circulation: monthly comparison of 1973/74 with 1972/73
  - (b) Total circulation: 12 month average compared monthly with previous year
- Graph III
  - (a) Monthly volume of professional assistance to patrons compared with previous year
  - (b) Monthly volume of materials reserved compared with previous year
- Graph IV — Periodical Circulation, 1972-1974
- Graph V — Monthly circulation of phonodiscs and pamphlets compared with previous year

Reference Department Activity:

- Graph VI
  - (a) Monthly volume of Reference questions compared with previous year
  - (b) Interlibrary Loan circulation figures: monthly comparison with previous year
- Graph VII — Monthly volume of directional assistances
- Graph VIII — Use of microfilm readers
- Graph IX — Total reference activity compared monthly with previous year

Youth Department:

- Graph X — Fiction and Non-fiction 1973/74 compared with 1972/73
- Graph XI
  - (a) Total circulation: monthly comparison of 1973/74 with previous year
  - (b) Professional assistance to readers: monthly comparison with previous year

Technical Services

- Table I — Comparative chart of materials cataloged on monthly basis
- Table II — Comparative chart of materials transferred, re-cataloged, withdrawn and processed on monthly basis
- Table III — Comparative chart of Order Department activities

DECATUR PUBLIC LIBRARY

Decatur, Illinois

REPORT of EXAMINATION

April 30, 1974

MURPHEY, JENNE & JONES
CERTIFIED PUBLIC ACCOUNTANTS

MURPHEY, JENNE & JONES
CERTIFIED PUBLIC ACCOUNTANTS

DECATUR, ILLINOIS 62525
240 NORTH CHURCH STREET

MATTOON, ILLINOIS 61938
1632 BROADWAY

TAYLORVILLE, ILLINOIS 62568
240 NORTH WASHINGTON STREET

EFFINGHAM, ILLINOIS 62401
202 NORTH BANKER STREET

CHAMPAIGN, ILLINOIS 61820
501 WEST CHURCH STREET

SPRINGFIELD, ILLINOIS 62701
531 E. WASHINGTON STREET

PEORIA, ILLINOIS 61602
1800 SAVINGS CENTER TOWER

MONMOUTH, ILLINOIS 61462
1025 EAST BROADWAY

Decatur, Illinois
May 23, 1974

The Board of Library Directors
Decatur Public Library

We have examined the balance sheet of the Decatur Public Library and Library Trust Fund as of April 30, 1974, 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 and Library Trust Fund at April 30, 1974, 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.

Murphey, Jenne & Jones
Certified Public Accountants

DECATUR PUBLIC LIBRARY

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April 30, 1974

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DECATUR PUBLIC LIBRARY

BALANCE SHEET
April 30, 1974

ASSETS	
Cash on hand	$ 100.00
Cash on deposit	7,326.62
Investments, certificates of deposit	135,094.69
Accrued interest receivable	793.48
Taxes receivable, current levy -	
Estimated collection, 94% of levy	531,712.13
Taxes receivable, prior levies -	
Estimated collection, 30% of delinquent taxes	983.24
TOTAL ASSETS	$ 676,010.16
LIABILITIES and FUND BALANCE	
Accrued payroll	$ 10,886.15
Accounts payable	2,813.74
Fund balance	662,310.27
TOTAL LIABILITIES and FUND BALANCE	$ 676,010.16

DECATUR PUBLIC LIBRARY

ANALYSIS of CHANGES in FUND BALANCE
For the fiscal year ended April 30, 1974

FUND BALANCE, May 1, 1973		$ 628,831.92
Add,		
Excess of revenue over expenditures -		
Revenue	$ 586,428.12	
Expenditures	552,949.77	33,478.35
FUND BALANCE, April 30, 1974		$ 662,310.27

DECATUR PUBLIC LIBRARY

STATEMENT of REVENUE - ESTIMATED and ACTUAL
For the fiscal year ended April 30, 1974

Source	Estimated revenue	Actual revenue	Actual over-under(-) estimated
roperty taxes	$ 450,000.00	$ 545,364.66	$ 95,364.66
ines and fees	16,170.00	17,929.93	1,759.93
nterest on investments	15,000.00	17,553.19	2,553.19
iscellaneous	1,572.00	5,580.34	4,008.34
TOTAL	$ 482,742.00	$ 586,428.12	$ 103,686.12

DECATUR PUBLIC LIBRARY

STATEMENT of EXPENDITURES and ENCUMBRANCES
COMPARED with AUTHORIZATIONS
For the fiscal year ended April 30, 1974

Classified by object	Authorizations	Expenditures	Unencumbered balances
ersonal services	$ 423,551.00	$ 379,004.47	$ 44,546.53
ontractual services	104,779.67	90,693.08	14,086.59
ommodities	16,796.33	12,842.69	3,953.64
ther charges	6,498.00	6,076.00	422.00
apital outlay	84,200.00	64,333.53	19,866.47
TOTAL	$ 635,825.00	$ 552,949.77	$ 82,875.23

DECATUR PUBLIC LIBRARY

SCHEDULE of AUTHORIZATIONS, EXPENDITURES and UNENCUMBERED BALANCES

For the fiscal year ended April 30, 1974

	Authorizations	Expenditures	Unencumbered balances
PERSONAL SERVICES			
Regular salaries	$ 390,821.00	$ 348,410.02	$ 42,410.98
Hospitalization, medical and life insurance	8,100.00	7,155.03	944.97
Temporary salaries	24,630.00	23,439.42	1,190.58
Total personal services	$ 423,551.00	$ 379,004.47	$ 44,546.53
CONTRACTUAL SERVICES			
Advertising	$ 200.00	$ 64.63	$ 135.37
Printing and binding	2,128.15	2,128.15	0
Service to maintain buildings	24,500.00	21,065.53	3,434.47
Service to maintain improvements other than buildings	500.00	321.74	178.26
Service to maintain office equipment	1,381.74	1,381.74	0
Service to maintain automotive equipment	810.43	810.43	0
Auditing	600.00	600.00	0
Other professional services	732.37	814.12	81.75-
Payment to City for data processing	43,946.49	35,000.00	8,946.49
Electricity	15,752.49	15,539.92	212.57
Water	300.00	135.99	164.01
Telephone	5,500.00	5,297.71	202.29
Travel, training and conferences	1,489.00	1,162.31	326.69
Postage	2,600.00	2,560.29	39.71
Professional association membership fees	808.00	804.00	4.00
Rentals	3,531.00	3,006.52	524.48
Total contractual services	$ 104,779.67	$ 90,693.08	$ 14,086.59
COMMODITIES			
Gas, oil and antifreeze	$ 350.00	$ 102.46	$ 247.54
Janitorial supplies	410.00	407.27	2.73
Materials to maintain buildings and improvements	5,000.00	4,217.25	782.75
Materials to maintain automotive equipment	428.33	428.33	0
Medical and laboratory supplies	5.00	3.26	1.74
Office supplies	10,603.00	7,684.12	2,918.88
Total commodities	$ 16,796.33	$ 12,842.69	$ 3,953.64
OTHER CHARGES			
Service recognition payroll	$ 755.00	$ 745.00	$ 10.00
Insurance	5,743.00	5,331.00	412.00
Total other charges	$ 6,498.00	$ 6,076.00	$ 422.00
CAPITAL OUTLAY			
Office machinery and equipment	$ 9,200.00	$ 344.69	$ 8,855.31
Books	75,000.00	63,988.84	11,011.16
Total capital outlay	$ 84,200.00	$ 64,333.53	$ 19,866.47

DECATUR PUBLIC LIBRARY

SCHEDULE of TAXES LEVIED and COLLECTED and SETTLEMENTS
Tax levy years 1968 through 1972

	1972	1971	1970	1969	1968
Property taxes, current year extensions (includes payment by Decatur Housing Authority)	$ 464,230	$ 461,220	$ 685,568	$ 643,393	$ 420,586
Back taxes collected, prior years	2,647	2,700	5,880	3,431	2,911
Total to be accounted for	$ 466,877	$ 463,920	$ 691,448	$ 646,824	$ 423,497
Deductions for Errors and abatements, collection and extension fees, and property taxes unpaid	9,765	33,545	28,589	41,467	25,365
Net tax collections	$ 457,112	$ 430,375	$ 662,859	$ 605,357	$ 398,132

DECATUR PUBLIC LIBRARY

DECATUR PUBLIC LIBRARY TRUST FUND
BALANCE SHEET
April 30, 1974

ASSETS	
Investments	$ 36,734.27
Accrued interest receivable	1,347.58
Total assets	$ 38,081.85
FUND BALANCE	$ 38,081.85

DECATUR PUBLIC LIBRARY TRUST FUND
ANALYSIS of CHANGES in FUND BALANCE
For the fiscal year ended April 30, 1974

FUND BALANCE, May 1, 1973	$ 35,461.85
Add,	
Interest received on investments	1,734.27
Increase in accrued interest receivable	885.73
FUND BALANCE, April 30, 1974	$ 38,081.85

Note: A bequest to the Decatur Public Library from the Breckenridge Estate in the amount of $35,000.00 was received last year. There are no restrictions on expenditures of this money.

DECATUR PUBLIC LIBRARY

NOTE to FINANCIAL STATEMENTS
April 30, 1974

MMARY of SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting -

The financial statements of the Decatur Public Library are presented on the accrual basis of accounting. This means that the changes in receivables and payables are reported as current items within the statement of revenues and expenditures. Estimated revenue and expenditure authorizations are based on the budget which is prepared on a receipts and disbursements basis.

Bonds outstanding -

1971 Decatur Public Library bonds in the amount of $695,000.00 were outstanding at April 30, 1974. The bonds were issued for acquisition of the present Library building and are general obligations of the City.

Taxes levied and received for payment of the principal and interest of these bonds are reflected in the Debt Service Funds of the City of Decatur.

Fixed assets -

Library building and other fixed assets are considered a part of the City's General Fixed Assets and are not reflected in these statements.

Expenditures -

The employer's share of contributions to the Illinois Municipal Retirement Fund of $44,065.52 for Library employees was paid from the tax levy for that purpose. In addition, salaries and fringe benefits of $3,355.36 for persons working through the Emergency Employment Act were paid from that fund. These amounts are not reflected in the Library's statement of expenditures.