DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - April 15, 1982

The regular meeting of the Board of Directors of the Decatur Public Library was held April 15, 1982 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mr. Grieve	Ms. Taylor	Ms. Burch
Mrs. Jackson		Mr. Dumas
Mr. Marshall		Lori Miller (Herald & Review)
Mrs. Moore		Miss Schwegman
Mr. Mueller		
Mrs. Rossiter		
Mr. Seidman		
Mr. Susler		

The meeting was called to order at 4:30 p.m. by the President, Shirley Moore, who stated she would like to change the order of the agenda and request a motion for an executive session of the Board. Mr. Grieve moved that the Board of Directors convene in executive session to consider information regarding appointment, employment, or dismissal of an employee; Mr. Seidman seconded the motion and it was approved unanimously by a roll-call vote.

The regular meeting reconvened at 4:55 at which time the minutes of the regular meeting of March 18, 1982 were approved as printed.

In his monthly report to the Board, Mr. Dumas stated circulation is up a little this month - approximately 4½%. National Library Week will be celebrated next week with a program "Moments of Music Magic" co-sponsored by the Area Arts Council, many programs and films in the Children's Department, and the Friends of the Library book sale chaired by Martin Seidman will conclude the week next Saturday.

Continuing, Mr. Dumas stated the computer was down only a day and a half during the RPL move rather than the three days as anticipated. However, there were short periods of downtime throughout the month. A very capable service person from CLSI impressed Ms. Anderson, and Mrs. Moore couldn't help but interject this service person was a woman.

During the month we had a visit from trustees of Niantic Township Board inquiring into our services, Mr. Dumas informed. They want to use non-resident cards by subsidizing part of the payment. I expressed to the trustees the hope that over the term of the next two or three years they would be able to subsidize fully cards for their residents, Mr. Dumas stated.

RPL will be eliminating the regional super card used for reciprocal borrowing and consequently a new mechanism will be required for this purpose. I met with representatives from RPL and two or three other libraries, including the Lincoln Library in Springfield, to discuss what this mechanism might be. We arrived at a tentative plan for both the short term and the long term, Mr. Dumas stated.

Mr. Dumas stated several years ago the vendors of our coin-operated copiers downstairs approached us as to whether we would like to buy the machines. The Finance Committee decided it was not a good idea. Recently the 3M Company has come up with a similar proposal. We have not budgeted for this, but the Friends of the Library do have money with which they might buy the machines on a lease-purchase basis, giving us our usual 10%, and keeping the remainder of the proceeds for the eventual benefit of the Library. I am suggesting this for the Board's consideration, Mr. Dumas concluded. Mr. Marshall asked if the maintenance of the machines would be paid by the Friends and Mr. Dumas answered affirmatively. Mr. Seidman commented that the Friends are a very loosely knit organization and only meet once a year. My experience with the Xerox machine at Staley's is that maintenance is required at least twice a month, Mr. Seidman stated. We make that much (approximately $1500 a year) in one day at a book sale and you do not have to suffer 365 days with maintenance. Mr. Marshall stated his general feeling with respect to copiers is not to own them. We are not in the copy machine business; it is just a convenience. I have no objection to making the proposal to the Friends, but I would not recommend that they take it, Mr. Marshall concluded.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved on behalf of his Committee the approval of bills through March 31, 1982, Mrs. Rossiter seconded the motion and it was approved by a roll-call vote.

Continuing, Mr. Marshall explained his Committee had met with the City Council for a study session on the budget. The City Manager had proposed budget cuts of $37,400 to bring the percentage of increase for the Library down closer to what the percentage increase was for the City. It was clarified that the City Council approves a total budget; they do not approve a line item budget. One of the proposed cuts of approximately $20,000 was in the audio visual area - the collection of video materials. We pointed out this material is to be paid for by the Illinois Per Capita Grant money and we have to use the funds for this purpose in order to justify our request for the funds. The Manager and Council acknowledged this, and in the final analysis our budget was cut $17,000, but when we go to them in the Fall to get our tax levy the Council made it very clear we are not likely to get what we ask. I tried to submit because our tax is different from other departments in the City, some years we would be higher than the City and other years we would be lower than the City, Mr. Marshall concluded.

As Chairman of the Personnel and Public Relations Committee, Mr. Grieve moved that Article III "Personnel" of the Code of Library Policy be amended in paragraph F by the substitution for the present pay plan a revised pay plan titled "City of Decatur Pay Plan Effective on May 1, 1982" to become effective on May 1, 1982. Mrs. Rossiter seconded the motion and it was approved.

Mr. Grieve further moved that the salary of the Chief Librarian be increased by 8% effective May 1, 1982. Mrs. Rossiter seconded the motion and the motion carried.

As the Board's representative to the Rolling Prairie Library System, Mr. Susler stated he has been appointed as a member of a committee to study the feasibility of providing reciprocal borrowing privileges for non-resident patrons of the RPL system. Mr. Susler stated one problem is the question of a great variance of non-resident card charges among libraries and also great differences in financing. Maroa only charges 35¢, Decatur approximately $35, and Pana $5 for the cards. Mr. Mueller stated he did not really see a problem with these libraries charging different fees as theoretically it should be based on the amount their own patrons have to pay according to each library's method of financing. Mr. Susler stated RPL is proposing a two-tiered system of non-resident fees: on one level a library would issue non-resident borrower's cards for that library only after payment of that library's non-resident fee; in the second level a library could issue a non-resident borrower's card granting reciprocal borrowing privileges to all system affiliate libraries after payment of a higher non-resident fee to be established by the Rolling Prairie Library Board. In the Committee Mr. Susler questioned the power of the RPL Board to set such fees legally; therefore, RPL will seek a legal opinion on this matter. Mr. Susler stated there seems to be a trend toward a state-wide library system administered by the State Library, thus weakening the autonomy of local boards. Mr. Susler asked for comments and guidance from the Board. A lengthy discussion followed concerning the RPL proposed plan. Mr. Dumas questioned how another library can sell non-resident access to all libraries. They are not giving us the money; they are selling it at their own libraries. Continuing, Mr. Dumas stated he felt the State's thrust to "serve the unserved" is laudable, but how do we get around the problem of who pays who and how much - how can it be done equitably when there is such a vast variance of tax levying among libraries in the system. Mr. Seidman stated some communities feel they are charging what they consider an equitable price; I don't think it has to be equitable; we don't pay the same state taxes, but all have the same privileges. Mr. Marshall stated he preferred the State keep its hands out. If someone in Pana wants to use our Library, let them come and pay the fee. We have to justify our budget to our citizens. Mr. Mueller agreed with Mr. Marshall that people who use our library should pay roughly what our patrons pay. After further discussion, Mrs. Moore stated she hoped the comments of the Board would be helpful to Mr. Susler when he returns to the Committee.

Under Old Business, Mr. Marshall noted that a letter has gone out to Roger Peterson, President of the South Wheatland Township Board, which essentially summarizes the conditions we talked about last month. If the conditions set forth in the letter satisfy South Wheatland, I will come back to this Board for final approval, Mr. Marshall stated.

Under New Business, Mrs. Moore appointed the following Nominating Committee to prepare a slate of officers for the May annual meeting on the fourth Thursday of the month: Sharon Taylor, Chairman, Mrs. Rossiter and Mr. Seidman.

There being no further business to come before the Board, the meeting was adjourned at 6:15 p.m.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

04/16/82 THRU 04/30/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
94292	POSTMASTER	POSTAGE	150.00
94358	CRAIGHTON HIPPENHAMMER	REIMB FOR EXPENSE	18.17
94369	NATL ELECTRIC SUPPLY	LAMPS	99.36
94388	AMER BINDERY	BOOK BINDINGS	90.35
94389	THE BAKER & TAYLOR CO	BOOKS	127.55
94390	BAKER & TAYLOR	BOOKS	8,788.52
94391	BARCLAY ROBERT INC	AIR FILTERS	220.80
94392	BLACK AND COMPANY	BLDG SUPPLIES	38.17
94393	CALLAGHAN & CO	BOOKS	65.25
94394	CRAFTMASTERS	ROOFING MATERIAL	122.10
94395	DECATUR HERALD & REVIEW	BOOKS	54.47
94396	DOUBLEDAY & CO INC	BOOKS	236.36
94397	PETER EATON	BOOKS	4.05
94398	FIXMASTERS	SWEEPER BAGS	22.00
94399	ILLINOIS BELL TELEPHONE	TELEPHONE CHARGES	37.30
94400	LIBRARY CARDS LTD	CATALOG CARDS	220.64
94401	MERRIMACK BOOK SERVICE	BOOKS	10.92
94402	PAMPHLEY PUBLICATIONS	BOOKS	36.40
94403	PENDRAGON HOUSE INC	BOOKS	34.99
94404	PUB DOCUMENTS DIST CENTER	BOOKS	2.25
94405	REGENT BOOK CO INC	BOOKS	73.62
94406	WEST PUB CO	BOOKS	338.00
94407	WILSON H W CO	BOOKS	70.00
94408	WRIGHT'S CARPET SERVICE	SHAMPOO CARPETING	1,400.00
94447	TREAS PETTY CASH FUND	REIMBURSEMENT	42.22

TOTAL OF ALL VOUCHER CHECKS = 12,303.49

C I T Y   O F   D E C A T U R,   I L L I N O I S

DECATUR PUBLIC LIBRARY

04/16/82 THRU 04/30/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
94482	TREAS PAYROLL FUND	PD ENDING 2-28-82	2,225.39
94484	TREAS ILL MUN RET FUND	APRIL RETIREMENT	8,266.61

TOTAL OF ALL VOUCHER CHECKS = 10,492.00

C I T Y O F D E C A T U R, I L L I N O I S

DECATUR PUBLIC LIBRARY

04/16/82 THRU 04/30/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
94033	CITIZENS NATL BANK	INVESTMENT	342,748.91
94039	AMER BINDERY	BOOK BINDINGS	193.75
94040	AUDIO BUFF CO INC	AUDIO VISUAL	206.16
94041	BROOKLYN BOTANIC GARDEN	BOOKS	8.50
94042	GESTETNER CORP	OFFICE SUPPLIES	52.99
94043	HARVARD MEDICAL SCHOOL	BOOKS	2.50
94044	KOLBECK ELECTRIC CO	HEATER SEAL	8.38
94045	MARTY'S TIRE CENTER	TIRE	54.40
94046	MINNESCO DIV-3M CO	MAINT AGREEMENT	1,065.00
94047	JERALD A MERRICK	TRAVEL EXPENSE	118.50
94048	MIDSTATE OFC MACHINES	TYPEWRITER REPAIR	71.50
94049	NATL GEOGRAPHIC SOCIETY	BOOK	22.95
94050	OLD HOUSE JOURNAL	BOOKS	32.00
94051	GEORGE PARK SEED CO.	BOOKS	10.73
94052	PRECISION DATA PRODUCTS	TERMINALS	1,255.00
94053	READERS DIGEST	BOOKS	12.93
94054	SANGAMO AUTO SUPPLY CO	AUTOMOTIVE PARTS	120.58
94055	SCHUERMAN KEY SHOP	LOCKS	83.90
94056	SOY CITY ELECT SUPPLY	ELECT SUPPLIES	260.92
94057	THOMSON MAGAZINES LTD	BOOKS	74.00
94058	TIMES NEWSPAPERS OF GREAT	BOOKS	138.00
94059	VIKING CHEMICALS	BOILER TREATMENT	358.92
94060	WILSON H W CO	BOOKS	54.00
94061	ZIFF-DAVIS	BOOKS	27.96
94133	POSTMASTER	POSTAGE	18.50
94139	TREAS PETTY CASH FUND	REIMBURSEMENT	73.78
94207	GAYLORD BROS INC	OFFICE SUPPLIES	17.78
94208	HAINES & ESSICK CO	OFFICE SUPPLIES	43.20
94209	ROLLING PRAIRIE LIBRARIES	MAINTENANCE	880.25
94210	TICA INC	COMPRESSOR	78.00
94266	TREAS PAYROLL FUND	SERVICE RECOG PAY	145.00
94271	TREAS GENERAL OPER FUND	ADM EXPENSE	2,684.00

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
94277	TREAS CENTRAL SERV FUND	GASOLINE	194.04
94283	TREAS PAYROLL FUND	PD ENDED 4-21-82	26,713.11

TOTAL OF ALL VOUCHER CHECKS = 377,830.14

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

04/01/82 THRU 04/15/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
93757	ILLINOIS POWER CO	POWER FOR MONTH	4,676.92
93869	DICK BLICK CO	OFFICE SUPPLIES	63.64
93870	DASH DISPOSAL	DISPOSAL SERVICE	16.50
93871	DOWNTOWN DECATUR COUNCIL	APRIL PARKING	400.00
93872	PETER EATON	BOOKS	21.49
93873	MICHAEL ENYART	TRAVEL EXPENSE	104.70
93874	THE FRANKLIN INSTITUTE PR	BOOKS	7.00
93875	GAYLORD BROS INC	OFFICE SUPPLIES	30.69
93876	SUPERTEND OF DOCUMENTS	BOOKS	21.75
93877	HAINES & ESSICK CO	OFFICE SUPPLIS	7.44
93878	HAZELDEN FOUNDATION	BOOKS	4.15
93879	BETTY LOU HICKS	REIMB FOR EXPENSE	21.66
93880	ILLINOIS BELL TELEPHONE	TELEPHONE CHARGES	611.49
93881	MILLER PRODUCTS CO	VACUUM	650.00
93882	PRAIRIE PAPER & PACKAGING	PAPER SUPPLIES	712.30
93883	RAINTREE GARDENS	PLANT MATERIAL	140.26
93884	STRYKER POST PUBLICATIONS	BOOKS	3.25
93885	SUPERTEND OF DOCUMENTS	BOOKS	55.50
93886	UNIVERSITY PRODUCTS INC	OFFICE SUPPLIES	27.22
94019	TREAS PAYROLL FUND	PD END 4-14-82	2,333.41

TOTAL OF ALL VOUCHER CHECKS = 9,909.37

C I T Y   O F   D E C A T U R ,   I L L I N O I S

DECATUR PUBLIC LIBRARY

04/01/82 THRU 04/15/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
93607	POSTMASTER	POSTAGE	8.00
93615	TREAS PAYROLL FUND	PD ENDING 3-31-82	2,311.38

TOTAL OF ALL VOUCHER CHECKS = 2,319.38

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

04/01/82 THRU 04/15/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
93581	TREAS PETTY CASH FUND	REIMBURSEMENT	135.98
93582	POSTMASTER	POSTAGE	300.00
93588	TREAS EMPLOYEES INS FUND	LIFE & HOSP INS	1,498.49
93623	DIRECTOR OF LABOR	UNEMPLOYMENT COMP	1,732.79
93647	TREAS PAYROLL FUND	PD ENDING 4-7-82	26,412.86
		TOTAL OF ALL VOUCHER CHECKS =	30,080.12

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1981 THRU APR 30, 1982

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	312,662.00	0.00	322,839.17	10,177.17-	
101	CURRENT YEAR TAXES	1,211,500.00	0.00	1,212,663.86	1,163.86-	
101A	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	24,000.00	32,991.86	77,334.31	53,334.31-	
728	LIBRARY FINES & FEES	22,500.00	2,776.86	27,572.59	5,072.59-	
728A	NON-RESIDENT FEES	1,200.00	170.00	2,787.20	1,587.20-	
729	LOST & DAMAGED BOOKS	2,400.00	300.53	2,785.77	385.77-	
730	PRINTS MADE ON COPY MACHINE	800.00	0.00	805.75	5.75-	
733	ILL ST PER CAPITA GRANT	20,000.00	0.00	45,260.76	25,260.76-	
799	MISCELLANEOUS INCOME	7,500.00	3,491.61	73,987.50	66,487.50-	
	TOTAL REVENUE	1,602,562.00	37,690.86	1,766,036.91	163,474.91-	110.20

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	753,439.00	0.00	58,991.27	753,438.39	0.61	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	103,223.00	0.00	8,266.61	103,141.91	81.09	
106	UNEMPLOYMENT COMPENSATION	3,435.00	0.00	1,732.79	3,391.95	43.05	
197	HOSPITALIZATION MEDICAL & LIFE INSURANCE	18,097.00	0.00	1,498.49	18,095.50	1.50	
199	TEMPORARY SALARIES	15,795.00	0.00	1,004.88	14,216.52	1,578.48	
201	ADVERTISING	650.00	0.00	0.00	419.64	230.36	
202	PRINTING & BINDING	6,150.00	0.00	513.99	6,142.03	7.97	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	1,467.50	9,001.50	998.50	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	1,000.00	0.00	16.50	417.82	582.18	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	12,375.00	0.00	1,136.50	12,372.80	2.20	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,200.00	0.00	91.05	950.24	249.76	
221	AUDITING SERVICES	900.00	0.00	0.00	900.00	0.00	
229	OTHER PROFESSIONAL SERVICES	1,250.00	0.00	0.00	1,249.40	0.60	
231	ELECTRICITY	48,204.00	0.00	4,676.92	48,203.19	0.81	
233	TELEPHONE	13,000.00	0.00	648.79	8,528.63	4,471.37	
234	WATER	500.00	0.00	0.00	410.80	89.20	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	4,476.00	0.00	266.16	3,220.49	1,255.51	
245	POSTAGE	4,961.00	0.00	559.49	4,960.89	0.11	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,400.00	0.00	0.00	1,400.00	0.00	
288	RENTALS	5,199.00	0.00	400.00	5,199.00	0.00	
310	GAS OIL & ANTIFREEZE	2,024.00	0.00	194.04	2,023.89	0.11	
312	JANITORIAL SUPPLIES	2,500.00	0.00	745.70	2,317.06	182.94	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	9,015.00	0.00	1,284.96	9,014.68	0.32	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	207.61	1,496.99	3.01	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	4.70	4.70	0.30	
345	OFFICE SUPPLIES	16,000.00	0.00	300.09	15,601.94	398.06	
402	CONTINGENCIES	68,246.00	0.00	0.00	0.00	68,246.00	
403	TRANS TO G F (ADMIN SERV)	16,104.00	0.00	2,684.00	16,104.00	0.00	
415	SERVICE RECOGNITION PAYROLL	1,460.00	0.00	145.00	1,385.00	75.00	
423	INSURANCE	12,221.00	0.00	0.00	12,220.08	0.92	
	TOTAL OPERATING EXPENDITURES	1,134,479.00	0.00	86,837.04	1,055,829.04	78,649.96	93.07

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
515	OFFICE MACHINERY & EQUIPMENT	40,928.00	0.00	1,575.00	38,270.33	2,657.67	
520	OTHER MACHINERY & EQUIPMENT	500.00	0.00	0.00	476.70	23.30	
525	LIBRARY BOOKS RECORDS & EXHIBITS	141,560.00	0.00	11,421.72	141,557.76	2.24	
525 A	AUDIO VISUAL MATERIALS	10,000.00	0.00	206.16	9,728.14	271.86	
	TOTAL CAPITAL OUTLAY	192,988.00	0.00	13,152.08	190,032.93	2,955.07	98.47
	TOTAL EXPENDITURES	1,327,467.00	0.00	99,989.12	1,245,861.97	81,605.03	93.85

MAY 1, 1981 THRU APR 30, 1982

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	59,481.00	0.00	59,151.71	329.29	
101	CURRENT YEAR TAXES	88,365.00	0.00	89,152.37	787.37-	
101A	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
106	REPLACEMENT TAX	11,698.00	0.00	5,909.00	5,789.00	
524	INTEREST ON INVESTMENTS	5,000.00	0.00	11,162.78	6,162.78-	
	TOTAL REVENUE	164,544.00	0.00	165,375.86	831.86-	100.51

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	UNALLOCATED EXPENSES	100.00	0.00	1,301.28	67,962.86	67,862.86-	962.86
410	PRINCIPAL & INTEREST	99,370.00	0.00	0.00	99,370.00	0.00	100.00
	TOTAL EXPENDITURES	99,470.00	0.00	1,301.28	167,332.86	67,862.86-	168.22

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

MAY 1, 1981 THRU APR 30, 1982

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	68,689.00	0.00	68,809.35	120.35-	
56	INCOME	0.00	0.00	200.00	200.00-	
524	INTEREST ON INVESTMENTS	8,000.00	1,601.27	9,145.26	1,145.26-	
799	MISC INCOME	0.00	0.00	0.00	0.00	
	TOTAL REVENUE	76,689.00	1,601.27	78,154.61	1,465.61-	101.91

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	76,689.00	0.00	0.00	0.00	76,689.00	0.00
	TOTAL EXPENDITURES	76,689.00	0.00	0.00	0.00	76,689.00	0.00

MAY 1, 1981 THRU APR 30, 1982

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	0.00	0.00	0.00	0.00	
524	INTEREST INCOME	0.00	4.93	80.87	80.87-	
779	DPL CAPITAL	0.00	0.00	20,000.00	20,000.00-	
	TOTAL REVENUE	0.00	4.93	20,080.87	20,080.87-	

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

MAY 1, 1981 THRU APR 30, 1982

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	3,461.00	0.00	3,777.82	316.82-	
56	REVENUE	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	400.00	180.21	452.65	52.65-	
799	MISC INCOME	900.00	0.00	930.22	30.22-	
	TOTAL REVENUE	4,761.00	180.21	5,160.69	399.69-	108.40

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	2,000.00	0.00	157.87	1,688.14	311.86	84.41
	TOTAL EXPENDITURES	2,000.00	0.00	157.87	1,688.14	311.86	84.41

ANNUAL REPORT OF THE BOARD OF LIBRARY DIRECTORS OF THE CITY OF DECATUR 1981/1982

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, 1982, and is a report of the condition of the Board's trust on April 30, 1982.

STATEMENT OF MONEY RECEIVED

Fund Balance, May 1, 1981	$ 322,639.17
Tax Levy Receipts	1,212,663.86
Interest on Investments	77,334.31
Library Fines and Fees	27,572.59
Non-Resident Fees	2,787.20
Lost and Damaged Materials	2,785.77
Prints Made on Copy Machines	805.75
Illinois State Per Capita Grant	45,260.76
Miscellaneous Income	73,987.50
Total Receipts	$ 1,766,036.91

STATEMENT FOR WHICH MONEY EXPENDED

Regular Salaries	$ 753,438.39
Temporary Salaries	14,216.52
Retirement Fund	103,141.91
Unemployment Compensation	3,391.93
Hospitalization, Medical & Life Insurance	18,095.50
Advertising	419.64
Printing & Binding	6,142.03
Service to Maintain Buildings	9,001.50
Service to Maintain Other Improvements	417.82
Service to Maintain Office Equipment	12,372.80
Service to Maintain Automotive Equipment	950.24
Auditing Service	900.00
Other Professional Services	1,249.40
Electricity & Gas	48,203.19
Telephone	8,528.63
Water	410.80
Conference and Travel Expenses	3,220.49
Postage	4,960.89
Professional Association Membership Fees	1,400.00
Rentals	5,199.00

STATEMENT FOR WHICH MONEY EXPENDED (CONTD)

Gas, Oil & Anti-freeze	2,023.89
Janitorial Supplies	2,317.06
Materials to Maintain Buildings & Improvements	9,014.68
Materials for Automotive Maintenance	1,496.99
Medical and Laboratory Supplies	4.70
Office Supplies	15,601.94
Transfer to General Fund (Admin. Serv.)	16,104.00
Service Recognition Payroll	1,385.00
Insurance	12,220.08
Office Machinery and Equipment	38,270.33
Other Machinery and Equipment	476.70
Library Books and Print Materials	141,557.76
Audio-Visual Materials	9,728.14
Total Expenditures	$ 1,245,861.97

STATEMENT OF CONDITION OF TRUST FUNDS

Joseph H. Breckenridge Fund	
Fund balance, May 1, 1981	$ 68,809.35
Income	200.00
Interest on Investment	9,145.26
Balance, April 30, 1982	$ 78,154.61
Maude E. Bridges Fund	
Fund balance, May 1, 1981	$ 3,777.82
Income	930.22
Interest on Investment	452.65
Total	$ 5,160.69
Expenditures	-1,688.14
Balance, April 30, 1982	$ 3,472.55

STATEMENT OF OTHER MONEYS RECEIVED

The Library sold its property at 1429 North Jasper Street, formerly the Alice Evans Branch Library, at a public sale for the sum of $20,000. This money was deposited in a Capital Fund created by City Council to be used for capital improvement in the Library.

I. Printed Materials A. Adult Circulation (Contd)

Performing arts	3,741
Games and sports	6,326
English and American poetry	1,141
English and American drama	758
English and American humor	1,683
English and American miscellany	442
Other literary materials	2,951
Universal and world history	362
Description and travel	6,231
Biography	9,214
Ancient history	380
European history	5,131
Asian and African history	1,190
North American history	4,782
South American and other history	147
Fiction	118,054
Total Adult	327,480

B. Young Adult Circulation

Periodicals	2,591
General works	226
Philosophy, psychology and occult sciences	370
Religion	113
Social sciences	1,158
Language and linguistics	31
Science	471
Technology and useful arts	1,505
Performing Arts	635
Sports and games	1,143
Other fine and applied arts	816
Literature	461
World War I & II, history	204
American history	109
Other history and biography	957
Fiction	18,169
Undefined	194
Total Young Adult	29,153

C. Children's Circulation

Undefined	194
Periodicals	2,919
Pamphlets	616
General works	2,117
Philosophy and psychology	562

I. Printed Materials C. Children's Circulation (Contd)

Religion	583
Customs	3,687
Folklore and fairy tales	793
Social science	1,875
Primers and readers	14,699
Other language materials	2,081
Physical sciences	3,375
Paleontology, botany and invertebrates	3,006
Vertebrate biology	4,489
Sex education	385
Medicine and health	1,222
Technology	4,305
Farms, gardening and pets	2,764
Other useful arts and domestic science	1,312
Arts and crafts	9,981
Painting and graphic arts	177
Performing arts	4,560
Games	4,352
Sports	5,597
Literature	2,933
Description and travel	928
Biography	4,428
Ancient and Eastern Hemisphere history	1,144
Western hemisphere history	1,235
Fiction and paperbacks (unclassed)	61,535
Picture books	79,093
Total Children's Circulation	226,787
Total - Printed Materials	585,498

II. Audio-Visual Materials

Motion pictures, 16mm	359
Motion pictures, 8mm	491
Cassette recordings	2,255
Phonodiscs	23,997
Art reproductions, framed	779
Pictures, mounted	145
Sculpture	84
Total, Audio-Visual Materials	28,110

III. Materials Borrowed from Other Libraries

Books	2,078
Motion pictures	2,652
Video materials	67
Total, Inter Library Loans	4,797
Total Circulation	616,327

STATEMENT OF PROPERTY ACQUIRED BY DEVISE, BEQUEST, OR GIFT

The Library received $200 as a further distribution from the estate of Joseph H. Breckenridge. The Library received $930.22 as its share in the proceeds of the Trust established by the Will of Maude E. Bridges. 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 ordinary items required in the regular operation of the Library.

LIABILITIES

The Library has no bonds or other obligations outstanding at the close of this fiscal year. Final payments on principal and interest of the Library bond program during the year totaled $99,370. After payment of these and other expenses, the remaining funds in the Library's Bond and Interest account were transferred to the Library general account to be used for capital expenditures.

STATEMENT OF MONEYS REQUIRED FOR LIBRARY OPERATION IN 1983/1984

It is estimated by the Board of Library Directors that $1,565,000 will be required to operate the Library in fiscal 1983/1984. Of this amount the Library has currently available or will generate $215,000 leaving the sum of $1,350,000 to be raised by the Library tax levy.

OTHER STATISTICS, INFORMATION, AND SUGGESTIONS

Appended hereto are the "Illinois Public Library Annual Report, 1981/1982" which furnishes information for the use of the Illinois State Library in the completion of its annual statistics on public libraries in Illinois, and the "Annual Report of the City Librarian, 1981/1982", containing a narrative account with appropriate tables of statistics 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 27, 1982.

DATED this 27th day of May, 1982

David H. Marshall

President, Pro tem, Board of Library Directors

ID # ______________
(For ISL Use Only)

ILLINOIS STATE LIBRARY, SPRINGFIELD, IL 62756
PUBLIC LIBRARY ANNUAL REPORT
1981-1982

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, 1981, and June 30, 1982. 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 East North Street, Decatur, Illinois 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 Library System 6
7. Population residing in tax base area 94,081 7
   Use latest official federal census figure.

GENERAL INFORMATION (*In order to secure answers which are comparable, report status as of October 1981*)

8. Hours during which the central library was open 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 am-9 pm; Tuesday 9 am-9 pm; Wednesday 9 am-9pm; Thursday 9 am-9 pm; Friday 9 am-9 pm; Saturday 9am-5:30pm; Sunday closed 8
9. Total number of branches 0 9
   By a branch is meant 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* 43,457 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, 1981 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	est. 39	$34.00		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	192,892	9,317	14,380	197,955	16

Report number of different physical volumes for which access is provided through the library's catalog. 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.	Motion picture films	188	24	22	190	17

Report number of titles, of all sizes. Exclude duplicates. Do NOT include slides or filmstrips.

		(a)	(b)	(c)	(d)	
18.	Audio recordings	4,273	100	1,086	5,259	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 535 19

***Exclude** duplicates. **Include** gift subscriptions and microforms.*

20. Number of *titles* for which back issues are held for more than one year 777 20

USE OF RESOURCES (Report for your entire fiscal year)

Direct Circulation of All Materials to Library Users

21. Number of adult materials loaned 386,643 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 229,684 22

23. TOTAL loans (sum of lines 21 & 22) 616,327 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, 1982.

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) 1,301,816* 24
25. State government (exclude federal funds distributed by the state)
    a. Per capita grants 45,261 25a
    b. Equalization aid 0 25b
    c. Corporate replacement tax 0 25c
    d. Other (specify) 0 25d
26. Federal government (include funds distributed by the state)
    a. Revenue Sharing received for operating expenditures 0 26a
    b. Revenue Sharing received for capital expenditures 0 26b
    c. Other federal funds received 0 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 288,969 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) 1,636,046 28

Library Expenditures by Category

29. Salaries and wages for staff (other than plant operation and maintenance staff) including fringe benefits 834,548 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 plant operation and maintenance staff, including fringe benefits 57,736 30

    Include salaries and wages before deductions, and fringe benefits paid by the library, such as insurance, IMRF, social security, etc.
31. Printed materials 141,558 31

    Include expenditures for books, periodicals, microforms, pamphlets, government documents, etc.
32. Nonprint materials 9,728 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 0 33
34. Long-term debt retirement (e.g., mortgage payments) 99,370 34
35. All other operating expenditures not entered above 163,545 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 38,747 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) 1,345,232 37

    Lines 28 and 37 need not agree.

* Includes $89,152 receipt from bond program.

PERSONNEL (Report status as of *October 1, 1981*)

38. Number of hours considered to be full-time employment per week in your library ____40____ 38

39. Staff List. PLEASE ATTACH ANOTHER PAGE IF NEEDED.
List the position, name, classification, educational level, sex, number of hours worked per week (on the average), and the hourly rate or annual salary paid by the library for each employee on your staff as of October 1, 1981. Exclude persons not paid by the library. For vacant positions requiring at least a bachelor's degree, please put VACANT in the "name" column. Report only vacant positions requiring a bachelor's degree or more, but report vacant head librarian position even if a bachelor's degree is not required.

I. Report title of position.
II. Report name of employee. Omit names of part-time hourly-paid pages or shelvers.
III. Divide the list into three classifications and label: (a) librarians, media and audiovisual specialists, etc.; (b) technical, clerical, and other staff; and (c) plant operation and maintenance staff.
IV. Use the following code for education: (1) less than a bachelor's degree; (2) a bachelor's degree; (3) a graduate degree; (4) a graduate degree in librarianship, information science, instructional technology or educational media.
V. Use F for female and M for male.
VI. If exact number of hours worked per week is not known, please enter an estimate rather than "varies." For part-time, hourly-paid pages or shelvers, show total number of hours they worked in a week.
VII. Enter either hourly rate *or* annual salary.

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

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

REFERENDA

40. Was your library involved in a referendum during the last fiscal year? .... Yes ______ No __xx__ 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) Shirley Moore (Name) (c) (217) 422-2565 ((Area Code) Telephone) 42
(b) 418 Woodhill Drive, Decatur, IL 62521 (Home Address) (d) June, 1982 (Mo. & Yr. When Present Term Ends)

43. Vice-President (a) David H. Marshall (c) (217) 424-6288 43
(b) 155 S. Glencoe, Decatur, IL 62522 (d) June, 1982

44. Treasurer (a) ______ (c) ______ 44
(b) ______ (d) ______

45. Secretary (a) Reba Jackson (c) (217) 424-3251 45
(b) 206 Dover Drive, Decatur, IL 62521 (d) June, 1983

46. Other Members (a) William Grieve (c) (217) 875-7200 46
(b) 1411 South 31st Street, Decatur, IL 62521 (d) June, 1983

47. (a) John Mueller (c) (217) 424-3196 47
(b) 632 Karen Drive, Decatur, IL 62526 (d) June, 1982

48. (a) Edith Rossiter (c) (217) 429-2436 48
(b) 18 Montez Drive, Decatur, IL 62526 (d) June, 1984

49. (a) Martin Seidman (c) (217) 423-4411 49
(b) 346 West Macon, Decatur, IL 62522 (d) June, 1984

50. (a) Marshall Susler (c) (217) 428-4385 50
(b) 2431 Forest Ave., Decatur, IL 62522 (d) June, 1983

51. (a) Sharon Taylor (c) (217) 423-8423 51
(b) 511 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 Court, 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 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 no less than $1,000 nor more than $10,000. Public Act 79-413 amended the Local Library Act to require a bond of "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 81 and ending Apr 30 19 82
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. Reba J. Jackson David H. Marshall 63
Secretary (signature) VICE President (signature)
Requires the signature of the secretary and president of the library board for the period covered by the report.

64. May 27, 1982 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, and send the original to 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.

Position	Name	Education	Sex	Hrs per Week	Annual Salary
Group (a)					
Head Librarian	Dumas, Robert	4	M	40	39,222
Supv, Tech Serv	Vacant	4	M	40	26,246
Lib. Assistant	Berbaum, Harriet	2	F	40	20,563
Lib. Assistant	Harper, Mary	2	F	40	20,563
Children's Lib.	Hippenhammer, C.	4	M	40	24,997
Lib. Assistant	Grove, Marsha	2	F	40	29,563
Lib. Assistant	Johnson, Phyllis	2	F	40	20,563
Reference Lib.	Paine, Barbara	4	F	40	22,672
Lib. Assistant	McGregor, Dixie	2	F	40	20,563
Lib. Assistant	Merideth, Dayle	2	F	40	20,563
Supv, Adult Serv	Poertner, Dale	4	M	40	26,903
Lib. Assistant	Voorhees, Carol	2	F	40	20,563
Head, Home Read.	Seidl, James	4	M	40	24,997
Lib. Assistant	Roberts, George	2	M	40	20,563
Extension Lib.	Hicks, Betty Lou	4	F	40	21,594
Cataloger (Head)	Hadley, Cornelia	4	F	40	24,997
Group (b)					
Lib Clk III	Anderson, Karen	2	F	40	16,113
Head Page	Durbin, Ellen	1	F	40	10,384
Tech Serv Clk I	Brooks, Roberta	1	F	40	13,255
Tech Serv Clk II	Colebar, Kathy	1	F	40	14,616
Page	Collins, Donna	1	F	40	9,891
Page	Fouke, Marlene	1	F	40	9,419
Lib Clk II	Crawford, Elizabeth	1	F	40	14,616
Bkmobile Clk Drv	Fetrow, Mary	1	F	40	14,616
Page	Gentry, Susan	1	F	40	9,891
Tech Serv Clk II	Sebern, Albina	1	F	40	14,616
Lib Clk II	Irvin, Georgia	1	F	40	14,616
Tech Serv Clk I	Lewis, Florence	1	F	40	13,255
Bkmobile Clk Drv	Wheatley, Clarence	1	M	40	13,255
Staff Artist	Burch, Leta	1	F	40	13,918
Secretary	Schwegman, Helen	2	F	40	16,113
Tech Serv Clk I	Stanbery, Joan	1	F	40	12,023
Lib Clk I	Tempel, Sharon	1	F	40	13,255
Lib Clk II	Wheeler, Margie	1	F	40	14,616
Tech Serv Clk III	Williams, Nancy	1	F	40	16,113
Page	Zerfowski, Janet	1	F	40	9,419
Group (c)					
Maintenance Man	Richardson, Owen	1	M	40	18,653
Head Bldg Custod	Kay, Jean	1	F	40	14,616
Bldg Custodian	Matthews, Curtis	1	M	40	13,255

Position	Name	Education	Sex	Hrs per Week	Hourly Salary
Part-time Personnel:					
Lib. Assistant I	Mills, Linda	2	F	20	8.96
Lib. Assistant I	Bockmann, Rosalie	2	F	20	8.53
Lib. Assistant I	Robinson, Joyce	2	F	20	8.13
Lib. Assistant I	Shroyer, Marilyn	2	F	20	8.13
Bkmobile Clk Drv	Ryan, Charles	1	M	20	6.07
Tech Serv Clk I	Werr, Marie	1	F	20	5.24
Tech Serv Clk I	Penne, Mary Lou	1	F	20	6.37
Lib Clk I	Willis, Rita	1	F	20	5.24
Lib Clk I	Trebacz, Betty	1	F	20	6.37
Lib Clk I	Irons, Leta	1	F	20	5.78
Lib Clk I	Trusner, Glenda	1	F	20	5.37
Page	Heidemann, Susan	1	F	20	4.52
Page	Hight, Diane	1	F	12	3.91
Page	Fuqua, Deborah	1	F	12	3.91
Page	O'Dell, Barbara	1	F	12	3.91
Page	Troxel, Anne	1	F	12	3.91

ANNUAL REPORT

OF THE CITY LIBRARIAN

1981/1982

Despite the unusually harsh winter which caused a reduction in the service hours of the Central Library and frequently kept bookmobiles from operating, 1981/82 finished with a respectable improvement in library service over the previous year. The Library broke its previous circulation record by nearly 25,000 and increased its professional contacts with patrons by more than 11 per cent.

Certain categories of circulation reflect the changes that are taking place in the interests and concerns of library patrons as well as the continuing efforts of the Library to be responsive to the needs of the community. The class of materials that includes computer operations and use increased in circulation by 38%; strong increases also occurred in those classes containing materials on insulation, energy conservation and alternative forms of energy, as did classes relating to health, diet, and pregnancy. Circulation gains of more than 15% also occurred in the classes containing gardening and pet care, the latter subject area being one in which the Library has had material help and donations from the Sandemac Kennel Club. Circulation of Business and Investment materials, which had increased 27% last year, increased another 12½% this year. Overall, the proportion of non-fiction circulation to total circulation, an important index, increased from 51% to 52%; for the central adult circulation the proportion increased to 67½%.

Among the significant changes during the year was the installation of a materials security system to detect and prevent removal of books and other materials which have not been properly charged to a patron. Installed in late August, the security system has decreased losses by 26% and presumably most materials registered as missing in stock were lost prior to installation of the system but were identified as missing after installation. The security system has increased the workload in the Circulation Department where the staff had been reduced following computerization of its routines. The work incidental to activating and de-activating security targets at time of circulation and return plus the growing telephone load will require reallocation of limited staff resources during the coming year to relieve the pressure of this workload.

The Library continued its services of public programming and production of reader aids during the year. Film programs, investment seminars, music recitals, book reviews, story hours, school visits, summer reading club, etc., were as in previous years all part of the Library's programming. The Library produced more than 50 brochures, booklists, program calendars, etc. this year. More than 130 displays were made drawing together from various Dewey classes books reflecting different aspects of the same subject. In addition to these displays, the Staff Artist arranged for monthly exhibits in the staircase mini-gallery, prepared 44 large signs, did necessary artwork for library publications and performed a variety of other tasks for the improved operation of the Library.

The Library's classified collections grew by more than 5,000 items in 1981/82 to a total of 197,955 volumes of printed books, 7,779 reels of microfilm, and 9,234 items of audio-visual materials.

The Catalog Department had a highly successful year in terms of the long-term task of implementing cataloging changes required by the new cataloging rules and of progress in regularizing and conforming subject headings to Library of Congress practice, while at the same time handling an increased volume of cataloging. The Order Department reports a general increase again this year in the cost of materials, with the exception of Reference books. Thus, while expenditures for books increased this year by 18%, book acquisitions increased only by about 3%. In audio-visual materials, expenditures for records and cassettes were $432 more than 1980/81, but 43 fewer record titles and 12 fewer cassette titles were acquired. The price per disc increased by $1.12 and the discount decreased by about 1%. The Mendery and Process Unit in addition to the increased workload occasioned by increased acquisition also assimilated without additional staff the considerable new work of targeting new books - as well as selected areas of the general inventory - for the new materials security system.

In summation, 1981/82 has been a year of measurable progress, growth in service and growth in productivity. For this I thank the Staff who have accomplished so much. I wish also to thank the Board of Directors for their guidance, help and encouragement. I am also indebted for help received from my colleagues in the City administration, and in the Rolling Prairie Libraries, as well as from the Friends of the

Library who in addition to their book review program and continuing help for the Library have this year donated a textile wall-hanging for the auditorium hand woven by the Hand Weavers Guild of Decatur.

APPENDIX I

Circulation

	1981/82	1980/81	% Change
Adult Services			
Reference (ILL & Govt. Publs.)	2,256	2,474	- 8.8
Home Reading Department	264,999	255,090	+ 3.9
Young Adult	23,274	21,198	+ 9.8
Children's Department	134,114	134,011	+ 0.1
Extension Department			
Bookmobiles	150,444	147,358	+ 2.1
Outreach	10,411	9,441	+10.3
Total Print	585,498	569,572	+ 2.8
Audio-Visual			
A-V Department	30,109	21,528	+39.9
Extension Department	720	289	+149.1
Total A-V	30,829	21,817	+41.3
Total Circulation	616,327	591,389	+ 4.2

Circulation Index
(1970 = 100)

	1972	1973	1974	1975	1976	1977	1978	1979	1980	1981	1982
Natl Pub Lib Index*	100	98	100	110	111	111	111	109	112	--	--
Decatur Pub Lib Index	91**	94	93	95	100	100	105	108	115	119	124

* From American Libraries, September, 1981. National Circulation Index figures compiled by University of Illinois Library Research Center.

** In 1972 Library had closed Evans Branch

APPENDIX II

Patron Service Contacts

	1981/82	1980/81	% Change
Adult Services			
Reference Department			
Professional Contacts	16,679	15,378	+ 8.5
Informational	31,213	30,380	+ 2.7
Home Reading Department			
Professional Contacts	14,248	15,961	-10.7
Informational	17,288	18,299	- 5.5
Young Adult Department			
Professional Contacts	403	302	+33.4
Informational	289	291	- 0.6
Total	80,120	80,611	- 0.6
Children's Department			
Professional Contacts	7,933	6,038	+31.4
Informational	10,216	9,590	+ 6.5
Total	18,149	15,628	+16.1
Extension Department			
Professional Contacts	6,928	3,745	+84.9
Informational	9,744	3,762	+159.
Total	16,672	7,507	+122.1
Total All Departments	114,941	103,746	+ 10.8

APPENDIX III

ORDER DEPARTMENT RECEIPT STATISTICS COMPARISON FOR

FISCAL YEARS	1980/81		1981/82
Books Received	16,697		17,222
Maps	-----		12
Record Titles	929		586
Record Discs	1,232		1,231
Cassette Titles	116		104
Cassette Tapes	116		224
Microfilm Titles	0		0
Microfilm Reels	102		132
8mm film Titles	5		29
8mm film Reels	5		31
16 mm film Titles	0		0
16mm film Reels	0		0
Filmstrip Titles	7		0
Filmstrip Strips	7		0
Framed Prints	10		12
Sculpture	0		14
Pamphlets	3,213		7,898
Telephone Directories	642		659
Gift Books	623		1,682
Gift Records	9		120
Gift Cassettes	1		0
Magazines	13,655		13,261
Newspapers	6,383		5,341

APPENDIX IV

AVERAGE COST AND DISCOUNT FOR BOOKS RECEIVED
DURING FISCAL YEAR 1981/82
1980/81
1979/80
1978/79
1977/78

		Average cost per book	Average discount per book
Adult	1981/82	9.93	26.3
	1980/81	9.04	27.8
	1979/80	8.45	28.0
	1978/79	8.22	27.2
	1977/78	8.36	27.2
Youth	1981/82	6.34	30.8
	1980/81	5.63	29.2
	1979/80	5.27	31.0
	1978/79	5.14	32.7
	1977/78	4.64	32.5
Juvenile	1981/82	5.93	25.5
	1980/81	5.43	26.0
	1979/80	5.09	26.8
	1978/79	4.81	27.3
	1977/78	3.77	37.7
Extension	1981/82	6.89	31.6
	1980/81	6.25	33.2
	1979/80	5.86	34.4
	1978/79	5.59	32.8
	1977/78	5.04	33.2
Reference	1981/82	34.95	3.4
	1980/81	40.80	1.6
	1979/80	43.47	1.5
	1978/79	31.49	1.2
	1977/78	29.13	1.7
Adult (Home Reading)	1981/82	9.29	26.9
	1980/81	7.97	29.9
	1979/80	7.39	30.5
	1978/79	7.18	31.1
	1977/78	6.98	29.3

APPENDIX V

AVERAGE COST AND DISCOUNT FOR AUDIO-VISUAL MATERIALS in 1981/82 1980/81 1979/80 1978/79

		Average cost per	Average discount per
Records		Disc	Disc
	1981/82	$ 5.64	32.6%
	1980/81	4.81	33.2
	1979/80	4.43	36.2
	1978/79	4.74	34.0
Cassettes		Tape	Tape
	1981/82	$ 4.74	19.5%
	1980/81	6.12	20.3
	1979/80	5.92	23.9
	1978/79	7.61	27.9
8 mm Films		Reel	Reel
	1981/82	$24.20*	3.0%
	1980/81	40.37	----
	1979/80	-----	----
	1978/79	14.17	----
Framed Art Prints		Print	Print
	1981/82	$34.79	----%
	1980/81	45.00	55.0
	1979/80	----	----
	1978/79	47.20	----
Filmstrips		Films	Films
	1981/82	$----	----%
	1980/81	15.54	5.4
	1979/80	11.08	----
Sculptures		Piece	Piece
	1981/82	$33.00	40.0%

* A number of 8mm films were purchased at special sale prices or discount. Normally all films are purchased at list with no discount.

APPENDIX VI

Book Processing & Mendery Unit

Activity

	1981/82	1980/81
Mended Books	14,340	11,846
Jackets	12,641	10,899
Spines Labelled	16,140	15,486
Pockets	15,755	15,113
Paperbacks Bound	2,059	1,947
Paperbacks Reinforced	2,107	2,755
Periodicals Processed	8,663	8,076
Phonodiscs Processed	1,151	1,118
Cassettes Processed	173	125
Framed Prints	14	10
Films Processed	29	5
Books Prepared for Bindery	100	39
Periodicals Prepared for Bindery	24	25

The above list includes major routines and no attempt has been made to distinguish component elements in these operations, e.g. cutting record boxes to fit folders. Thus, "Periodicals Processed" includes reinforcement, preparation of pockets, tipping-in a page to hold the pocket, etc.

APPENDIX VII

Decatur Public Library Staff Turnover

Fiscal 1981/1982

May, 1981
6 Dorothy Sanner resigned as Head Page.
29 Mary Miller, CETA Clerk, position ended.

June, 1981
4 Rita Willis began as half-time Library Clerk I.
8 Marilyn Cook began as half-time Tech. Services Clerk I.
8 Ellen Durbin began as Head Page.
8 Maria Werr transferred to half-time Tech. Services Clerk I in Tech. Services from Library Clerk I (half-time) in Circ.

July, 1981
21 Marilyn Shroyer began as half-time Library Asst. I in Ext.
27 Mr. Babicki retired as Supervisor, Technical Services.

Aug., 1981
6 Joyce Robinson began as half-time Library Asst. I in Children's Department.

Sept., 1981
None

Oct., 1981
None

Nov., 1981
7 Marsha Grove resigned as Library Asst. I in Children's Dept.

Dec., 1981
14 Mary Dwyer began as half-time Library Asst. I in Children's Dept.
17 Rebecca Arnold began as half-time Library Asst. I in Children's Dept.

Jan., 1982
4 Barbara Paine resigned as Reference Librarian.
16 Linda Mills resigned as half-time Library Asst. I in Reference.

Feb., 1982
22 Beverly Roelleke began as half-time Library Asst. I in Reference.

Mar., 1982
None

Apr., 1982
None