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

COMBINED ANNUAL MEETING FOR 1972/1973
AND MONTHLY MEETING FOR MAY, 1973

AGENDA

MAY 11, 1973

I. CALL TO ORDER
HUGH BUTLER, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING APRIL 13, 1973

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

I. ANNUAL REPORT OF CITY LIBRARIAN

II. ANNUAL REPORT OF THE BOARD OF DIRECTORS

III. ELECTION OF OFFICERS

IV. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT
MR. BUTLER
MR. FARRELL
MRS. HEDRICK
MR. PRINCE
MR. WHITACRE

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF REGULAR AND ANNUAL BOARD OF DIRECTORS MEETING - MAY 11, 1973

The regular meeting of the Board of Directors of the Decatur Public Library was held May 11, 1973 in the board room of the main library.

| Members Present: | Members Absent: | Others Present: |
|---|---|---|
| Mrs. Brandt | Mrs. Hedrick | Cheryl Peck (Herald & Review) |
| Mr. Butler | Mr. Lindsay | Jean P. Tertocha (WDZ) |
| Mr. Farrell | Mr. Robinson | Mr. Dumas |
| Mr. Holcomb | | Miss Schwegman |
| Mr. Prince | | |
| Mr. Whitacre | | |

The meeting was called to order at 4:30 P.M. by Mr. Butler.

The minutes of the regular board meeting of April 13, 1973 were approved.

Mr. Dumas stated that there was not too much to say about the statistical report for the month as it follows pretty much in the same pattern of the last few months, and that he would like to defer most of his remarks to the annual report for the year. Mr. Dumas commented that one of the measures we have of the success of the library is the ratio of fiction to non-fiction. The more non-fiction you circulate, the more you are meeting the goals of the library, and there have been very positive gains shown in the circulation of non-fiction materials for the last several months. Books dealing with psychology and sociology, social sciences, useful arts such as cookery, sewing and home decorating, and periodicals are growing in circulation.

It was reported by Mr. Dumas that the Evans Branch Library will close May 26, 1973. We will still have personnel in the building for two weeks after this date weeding the collection, making transfers, etc. Some inventory work will be necessary to maintain the integrity of the catalog against the day when these remaining collections can form the basis of another branch operation. Mr. Dumas further reported that during the month negotiations were finalized for the employment of a Children's Librarian and the Head of the Reference Department. The Children's Librarian will begin June 5, and the Head of the Reference Department will begin June 18. Mr. Dumas stated he would like to call the board members' attention to an exhibit being prepared by Mr. Larrick based upon specimens of the flora of Macon County. The specimens are being provided by Dr. Paul Shildneck, who is very much an authority in the field of botany in this area.

Chairman of the Properties and Finance Committee, Mr. Whitacre, gave an informational report on the summary of income and expenditures through April 30, 1973 and bills approved through April 30, 1973. The motion for approval of the report by Mr. Whitacre was seconded by Mrs. Brandt and was unanimously approved by a roll-call vote.

Mrs. Brandt, as Chairman of the Policies, Public Relations and Personnel Committee, stated that her committee had met and had discussed the Affirmative Action Program proposed by the City of Decatur. Mrs. Brandt moved that the Board go on record as having read the report and having no objections to it. Mr. Holcomb seconded the motion and it was approved.

It was further moved by Mrs. Brandt that library fines be increased on overdue library materials from 5 cents a day to 10 cents a day, and that the maximum fine payable be doubled. Mr. Prince seconded the motion and it was approved. The Committee felt justified in making these recommendations because of the library's new policy of not applying fines to overdue library materials, providing the materials are returned within seven days of the due date.

The meeting was adjourned at 5:15 P.M.

## ANNUAL MEETING

The Board was reconvened at 5:17 P.M. to proceed with the annual meeting of the Board of Directors for fiscal 1972/1973.

Mr. Dumas stated that since his annual report to the Board was rather extensive, he would just touch on a few highlights, and asked that the board members read through the entire report at their leisure, paying special attention to the charts and graphs attached. A copy of this report becomes a part of these minutes.

The Annual Report of the Board of Directors required by statute, as accomplished by Mr. Dumas, was submitted to the board for their review. Mr. Whitacre moved the adoption of the report by the board, Mr. Farrell seconded the motion, and it was approved. This report carries with it financial requirements of the library for fiscal 1974-75 and states that it is the Board's judgement that it will be necessary to levy $700,000 for library purposes in the next annual tax levy ordinance. A copy of this report becomes a part of these minutes.

As a member of the Nominating Committee, Mr. Holcomb presented the following slate of officers for the coming year:

Mr. Farrell, President
Mrs. Brandt, Vice President
Mr. Whitacre, Secretary

Mr. Holcomb moved that the above slate of officers be accepted by the Board, Mr. Prince seconded the motion, and it was approved. Mr. Dumas advised the new officers that they would take over their duties at the July board meeting.

The Annual Meeting was adjourned at 5:30 P.M.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

# STATISTICAL REPORT

April, 1973

## CIRCULATION

| | Adult | Youth | Juvenile | Total | Y-Date |
|---|---|---|---|---|---|
| Total Books 1973 - | 25,407 | 2,431 | 12,690 | 40,528 | 470,313 |
| 1972 - | 25,090 | 2,904 | 13,295 | 41,297 | 452,789 |

## REGISTRATION

| | | | | |
|---|---|---|---|---|
| Resident | 28,733 | Non-Resident | 1,120 | |
| Added | 733 | Added | 29 | |
| | 29,466 | | 1,149 | |
| Withdrawn | 725 | Withdrawn | 44 | |
| | 28,741 | | 1,105 | 29,846 |

## TECHNICAL PROCESSING

### Cataloging

| | |
|---|---|
| New books added | 1,506 |
| New titles added | 655 |
| Books withdrawn | 516 |
| Books mended | 1,746 |

### Acquisitions

| | |
|---|---|
| Books checked in | 1,659 |
| Pamphlets checked in | 352 |
| Telephone Directories | 26 |
| Microfilm reels | 845 |
| Gifts | 4 |

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending April 30, 1973

| V[illegible] NO: | PAYMENTS MADE TO: | FOR: | AMOUNT: |
|---|---|---|---|
| 29295 | Illini Office Equipment Co. | Typewriter Repair | $ 12.00 |
| 29298 | Chan Glosser, Postmaster | March Postage - Meter | 4.60 |
| 29299 | Treasurer, City of Decatur<br>% Petty Cash Fund | Petty Cash Reimbursement | 72.13 |
| 29301 | Treasurer, City of Decatur<br>% Payroll Fund | Period Ending 4/4/73 | 12,530.69 |
| 29302 | Illinois Power Co. | Gas & Electric Service | 1,421.83 |
| 29303 | Treasurer, City of Decatur<br>% Payroll Fund | Period Ending 4/11/73 | 373.03 |
| 29304 | Alfred Publishers | Books | 13.90 |
| 29305 | Heritage Publications | Books | 4.95 |
| 29306 | Lancer Books | Books | 5.85 |
| 29307 | Pinnacle Books | Books | 6.25 |
| 2[illegible]8 | Southern Illinois University Press | Books | 12.50 |
| 29309 | Ten Speed Press | Books | 12.60 |
| 29310 | The Fertilizer Institute | Books | 4.00 |
| 29311 | VOID | | |
| 29312 | First National Bank of Decatur | Investment Purchase | 12,000.00 |
| 29313 | Treasurer, City of Decatur<br>% Payroll Fund | Period Ending 4/18/73 | 12,520.01 |
| 29314 | Standard Oil Div of American Oil Co. | Gasoline for Bookmobiles | 17.00 |
| 29315 | Chan Glosser, Postmaster | April Postage - Meter | 1.90 |
| 29316 | VOID | | |
| 29317 | Treasurer, City of Decatur<br>% Petty Cash Fund | Petty Cash Reimbursement | 118.47 |
| 29318 | Treasurer, City of Decatur<br>% General Operating Fund | April Data Processing Charges | 2,916.74 |
| [illegible] | Treasurer, City of Decatur<br>% Payroll Fund | Period Ending 4/25/73 | 370.62 |

| VOU NO: | PAYMENTS MADE TO: | FOR: | AMOUNT: |
|---|---|---|---|
| 29320 | R. R. Bowker Co. | Classified Advertising | $ 38.40 |
| 29321 | The H. W. Wilson Co. | Classified Advertising | 6.00 |
| 29322 | Industrial Printing, Inc. | Printing Expense | 22.00 |
| 29323 | Stappenbeck Bookbindery Inc. | Rebinding Books | 571.60 |
| 29324 | Wood Printing Service | Book Order Forms | 518.25 |
| 29325 | Decatur Window Cleaning Co. | March Janitorial Service | 1,503.38 |
| 29326 | Otis Elevator Co. | Elevator Maintenance | 131.62 |
| 29327 | CC Fire Equipment Co. | Fire Extinguisher Service | 69.00 |
| 29328 | Barnett Sign Service | Painting Emblems on Trucks | 30.00 |
| 29329 | Barnett Sign Service | No Parking Sign | 28.00 |
| 29330 | Schuerman Key Shop | Lock Installation | 12.45 |
| 29331 | Illini Office Equipment Co. | Typewriters, Ribbon & Service | 910.35 |
| 29332 | Greanias & Booth | March Service | 25.00 |
| 29333 | Illinois Bell Telephone Co. | Phone Service& Long Distance Calls | 444.69 |
| 29334 | Treasurer, City of Decatur % Water Revenue Fund | Water Service | 42.33 |
| 29335 | American Library Association | Registration Fee | 30.00 |
| 29336 | Downtown Decatur Council, Inc. | April Parking | 180.00 |
| 29337 | Smith-Scharff Paper Co. | Paper Towels & Cups | 94.69 |
| 29338 | Robert Barclay, Inc. | Air Filters | 71.28 |
| 29339 | George E. Day & Sons | Tile Adhesive | 16.03 |
| 29340 | Brookstone Co. | Freight on Previous Order | 1.15 |
| 29341 | The Englewood Companies | Light Bulbs | 90.24 |
| 29342 | C. E. "Ted" Poland & Sons | Glass | 18.37 |
| 29343 | Karl F. Burgstahler & Co. | Office Supplies | 9.00 |
| 29344 | Fordham Equipment Co. | Office Supplies | 398.51 |
| 29345 | Gaylord Bros.,Inc. | Office Supplies | 409.50 |
| 29346 | Haines & Essick Co. | Office Supplies | .99 |
| 29347 | Eichenauer Electric Service | Bookmobile Plumbing Service | 45.25 |
| 29348 | Linxweiler | File Cabinet | 279.00 |

| VOU NO: | PAYMENTS MADE TO: | FOR: | AMOUNT: |
|---|---|---|---|
| 29349 | Monogram Industries, Inc. | Monovolt Converter for Bookmobile | $ 31.95 |
| 29350 | H. A. Kuhle Co. | State Trailer Inspection | 14.50 |
| 29351 | A & A Distributors, Inc. | Books | 39.70 |
| 29352 | Americana Annual Corporation | Books | 8.65 |
| 29353 | American Heritage Publishing Co. | Books | 3.80 |
| 29354 | American Map Co. | Books | 66.15 |
| 29355 | Art in America | New Subscription | 33.00 |
| 29356 | Ayer Press | Books | 85.44 |
| 29357 | The Baker & Taylor Co. | Books | 7,195.04 |
| 29358 | Walter H. Baker Co. | Books | 115.75 |
| 29359 | Bond Parkhurst Publications | Books | 20.36 |
| 29360 | R. R. Bowker Co. | Books | 53.00 |
| 29361 | Bro-Dart, Inc. | Books | 372.54 |
| 29362 | Chilton Book Co. | Books | 37.23 |
| 29363 | Crane, Russak & Co. | Books | 11.48 |
| 29364 | Doubleday & Company | Books | 669.65 |
| 29365 | Drama Book Specialists | Books | 11.56 |
| 29366 | Europa Publications Ltd. | Books | 46.30 |
| 29367 | Ford's Freighter Travel Guide | Books | 7.00 |
| 29368 | VOID | | |
| 29369 | Samuel French | Books | 103.99 |
| 29370 | Gale Research Co. | Books | 122.00 |
| 29371 | Goodheart-Willcox Co., Inc. | Books | 10.44 |
| 29372 | Indian Historian Press, Inc. | Subscription Renewal | 6.50 |
| 29373 | MacMillan Publishing Co. | Books | 88.71 |
| 29374 | Microfilming Corporation of America | Microfilming of New York Times | 6,338.96 |
| 29375 | Mid-West Library Service | Microfilming of Books | 223.89 |
| 29376 | National Association of Investment Clubs | New Subscription | 4.00 |
| 29377 | National Geographic Society | Books | 39.20 |

| VOU NO: | PAYMENTS MADE TO: | FOR: | AMOUNT: |
|---|---|---|---|
| 29378 | Ohio State University Press | Books | $ 14.35 |
| 29379 | Pacific Press Publishing Assoc. | Subscription Renewal | 3.25 |
| 29380 | Rand McNally & Co. | Books | 30.56 |
| 29381 | Simon & Schuster, Inc. | Books | 2.57 |
| 29382 | Sotheby, Parke, Bernet | New Subscriptions | 60.00 |
| 29383 | University of Illinois Press | Subscription Renewal | 8.00 |
| 29384 | University Microfilms | Books | 56.60 |
| 29385 | West Publishing Co. | Books | 89.50 |
| 29386 | Wire Service Supply Co. | Books | 35.00 |
| | | TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS | $ 64,476.77 |

DECATUR PUBLIC LIBRARY EEA FUND

| | | | |
|---|---|---|---|
| 31812 | Treasurer, City of Decatur<br>% Payroll Fund | Period Ending 4/4/73 | $ 663.04 |
| 32018 | Treasurer, City of Decatur<br>% Payroll Fund | Period Ending 4/18/73 | 663.04 |
| 32112 | Treasurer City of Decatur<br>% Illinois Muncipal Retirement Fund | March Charges | 163.37 |
| | | TOTAL DECATUR PUBLIC LIBRARY EEA FUND VOUCHERS | $ 1,489.45 |

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1972 THRU April 30, 1973

| REVENUE ITEMS: | ESTIMATED REVENUE | CURRENT MONTH | TOTAL RECEIPTS | UNCOLLECTED ESTIMATED REVENUE | % OF ESTIMATE |
|---|---|---|---|---|---|
| Fund Balance, May 1, 1972 | 299,392 | 0 | 279,941.65 | 19,450.35 | |
| Tax Levy Receipts-Current | 338,681 | 0 | 427,669.70 | (88,988.70) | |
| Tax Levy Receipts-Prior | 5,000 | 0 | 2,705.51 | 2,294.49 | |
| Fines & Fees | 16,000 | 982.76 | 13,561.94 | 2,438.06 | |
| Non-Resident Fees | 170 | 34.00 | 204.00 | (34.00) | |
| Interest on Investments | 15,000 | 565.97 | 13,673.25 | 1,326.75 | |
| Lost & Damaged Books | 900 | 80.50 | 1,203.75 | (303.75 | |
| Prints Made on Copy Machine | 550 | 41.19 | 299.82 | 250.18 | |
| Miscellaneous | 43,570 | 50.61 | 46,728.01 | (3,158.01) | |
| TOTAL REVENUE | 719,263 | 1,755.03 | 785,987.63 | (66,724.63) | 109.28 |

| OBJECT CODE NO. | OBJECT OF EXPENDITURES | 1972-1973 BUDGET AND APPROPRIATION | PURCHASE ORDERS OUTSTANDING | EXPENDITURES CURRENT MONTH | EXPENDITURES YEAR TO DATE | UNENCUMBERED BALANCES |
|---|---|---|---|---|---|---|
| 101 | Regular Salaries | 346,920 | 0 | 24,351.84 | 327,638.34 | 19,281.66 |
| 102 | Overtime | 150 | 0 | 0 | 38.04 | 111.96 |
| 107 | Hospitalization, Medical and Life Insurance | 7,822 | 0 | 0 | 7,260.00 | 562.00 |
| 109 | Temporary Salaries | 23,994 | 0 | 1,442.51 | 18,783.51 | 5,210.49 |
| 201 | Advertising | 300 | 0 | 44.40 | 225.60 | 74.40 |
| 202 | Printint & Binding | 6,000 | 0 | 1,113.83 | 5,263.22 | 736.78 |
| 211 | Service to Maintain Buildings | 26,000 | 0 | 1,698.00 | 23,407.46 | 2,592.54 |
| 212 | Service to Maintain Improvements Other Than Buildings | 900 | 0 | 71.63 | 400.54 | 499.46 |
| 214 | Service to Maintain Office Equipment | 1,300 | 0 | 26.50 | 932.05 | 367.95 |
| 215 | Service to Maintain Automotive Equipment | 1,150 | 0 | 6.36 | 1,069.93 | 80.07 |
| 221 | Auditing | 600 | 0 | 0 | 600.00 | 0 |

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1972 THRU April 30, 1973

| OBJECT CODE NO. | OBJECT OF EXPENDITURES | 1972-1973 BUDGET AND APPROPRIATION | PURCHASE ORDERS OUTSTANDING | EXPENDITURES CURRENT MONTH | EXPENDITURES YEAR TO DATE | UNENCUMBERED BALANCES |
|---|---|---|---|---|---|---|
| 229 | Other Professional Services | 570 | 0 | 25.00 | 799.60 | 120.40 |
| 230 | Payment to City for Data Processing | 35,000 | 0 | 2,916.74 | 35,000.00 | 0 |
| 231 | Electricity | 24,000 | 0 | 1,421.83 | 15,587.32 | 8,412.68 |
| 233 | Telephone & Telegraph | 5,500 | 0 | 444.69 | 5,316.41 | 183.59 |
| 234 | Water | 420 | 0 | 42.33 | 270.61 | 149.39 |
| 241 | Travel, Training and Conferences | 1,214 | 0 | 56.25 | 1,084.41 | 129.59 |
| 245 | Postage | 2,600 | 0 | 10.32 | 2,596.47 | 3.53 |
| 284 | Professional Association Membership Fees | 808 | 0 | 0 | 752.00 | 56.00 |
| 288 | Rentals | 3,122 | 0 | 187.50 | 2,894.58 | 227.42 |
| 310 | Gas, Oil & Anti-Freeze | 350 | 0 | 17.00 | 263.34 | 86.66 |
| 312 | Janitorial Supplies | 400 | 0 | 94.69 | 390.60 | 9.40 |
| 320 | Materials to Maintain Buildings & Improvements | 4,200 | 0 | 211.00 | 4,174.49 | 25.51 |
| 324 | Materials to Maintain Automotive Equipment | 800 | 0 | 1.11 | 733.80 | 66.20 |
| 330 | Medical & Laboratory Supplies | 5 | 0 | 3.78 | 5.00 | 0 |
| 345 | Office Supplies | 10,323 | 0 | 923.66 | 10,023.26 | 299.74 |
| 402 | Contingencies | 4,687 | 0 | 0 | 4,686.12 | .88 |
| 415 | Service Recognition Payroll | 885 | 0 | 0 | 770.00 | 115.00 |
| 423 | Insurance | 7,258 | 0 | 0 | 5,963.60 | 1,294.40 |
| | TOTAL OPERATING EXPENDITURES | 517,628 | 0 | 35,110.97 | 476,930.30 | 40,697.70 |
| | CAPITAL OUTLAY | | | | | |
| 502 | Buildings | 14,500 | 0 | 0 | 2,718.85 | 11,781.15 |
| 510 | Automotive Equipment | 14,600 | 0 | 97.70 | 8,362.98 | 6,237.02 |
| 515 | Office Machinery & Equipment | 1,685 | 0 | 1,125.00 | 1,671.82 | 13.18 |
| 525 | Books | 125,000 | 0 | 16,216.90 | 103,125.07 | 21,874.93 |
| | TOTAL CAPITAL OUTLAY | 155,785 | 0 | 17,439.60 | 115,878.72 | 39,906.28 |
| | GRAND TOTAL | 673,413 | 0 | 52,550.57 | 592,809.02 | 80,603.98 |

ACTIVITY: 941 DECATUR PUBLIC LIBRARY BOND FUND

PERIOD MAY 1, 1972 THRU April 30, 1973

| EVENUE ITEMS: | ESTIMATED REVENUE | CURRENT MONTH | TOTAL RECEIPTS | UNCOLLECTED ESTIMATED REVENUE | % OF ESTIMATE |
|---|---|---|---|---|---|
| 'und Balance | 20,740 | 0 | 17,428.29 | 3,311.71 | |
| liscellaneous | 250 | 0 | 0 | 250.00 | |
| nterest on Investments | 0 | 0 | 213.16 | (213.16) | |
| TOTAL REVENUE | 20,990 | 0 | 17,641.45 | 3,348.55 | 84.05 |

| JECT DE NO. | OBJECT OF EXPENDITURES | 1972-1973 BUDGET AND APPROPRIATION | PURCHASE ORDERS OUTSTANDING | EXPENDITURES CURRENT MONTH | EXPENDITURES YEAR TO DATE | UNENCUMBERED BALANCES |
|---|---|---|---|---|---|---|
| 8 | Loan | | | | | |
| 8A | Other Expenses | 20,990 | 0 | 0 | 17,641.45 | 3,348.55 |
| | GRAND TOTAL | 20,990 | 0 | 0 | 17,641.45 | 3,348.55 |

ACTIVITY: 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

PERIOD MAY 1, 1972 THRU April 30, 1973

| REVENUE ITEMS: | ESTIMATED REVENUE | CURRENT MONTH | TOTAL RECEIPTS | UNCOLLECTED ESTIMATED REVENUE | % OF ESTIMA |
|---|---|---|---|---|---|
| Transfer from Library Fund | --- | 0 | 4,686.12 | (4,686.12) | |
| Tax Levy Receipts-Current | 106,319 | 0 | 101,045.11 | 5,273.89 | |
| TOTAL REVENUE | 106,319 | 0 | 106,319.33 | (.33) | 100 |

| OBJECT CODE NO. | OBJECT OF EXPENDITURES | 1972-1973 BUDGET AND APPROPRIATION | PURCHASE ORDERS OUTSTANDING | EXPENDITURES CURRENT MONTH | EXPENDITURES YEAR TO DATE | UNENCUMBER BALANCES |
|---|---|---|---|---|---|---|
| | DEBT SERVICE: | | | | | |
| 410 | Principal & Interest | 106,319 | 0 | 0 | 106,319.33 | (0.33) |
| | GRAND TOTAL | 106,319 | 0 | 0 | 106,319.33 | (0.33) |

ACTIVITY: 942 DECATUR PUBLIC LIBRARY TRUST FUND

PERIOD MAY 1, 1972 THRU April 30, 1973

| NUE ITEMS: | ESTIMATED REVENUE | CURRENT MONTH | TOTAL RECEIPTS | UNCOLLECTED ESTIMATED REVENUE | % OF ESTD |
|---|---|---|---|---|---|
| ts | 35,000 | 12,000.00 | 35,000.00 | 0 | |
| Total | 35,000 | 12,000.00 | 35,000.00 | 0 | 100. |

| CT NO. | OBJECT OF EXPENDITURES | 1972-1973 BUDGET AND APPROPRIATION | PURCHASE ORDERS OUTSTANDING | EXPENDITURES CURRENT MONTH | EXPENDITURES YEAR TO DATE | UNENCUMB BALANCES |
|---|---|---|---|---|---|---|
| 8 | Expenditures | 0 | 0 | 0 | 0 | 0 |

# DECATUR PUBLIC LIBRARY

Decatur, Illinois

## REPORT of EXAMINATION

April 30, 1973

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 24, 1973

The Board of Library Directors
Decatur Public Library

We have examined the balance sheet of the Decatur Public Library as of April 30, 1973, 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.

As explained in the Note to Financial Statements the method of presentation of revenue and expenditures has been changed, which we approve, from the cash basis to the accrual basis. This does not, however, materially affect the results of operations for the current year.

In our opinion, the accompanying balance sheet and statements of revenue and expenditures and changes in fund balance present fairly the financial position of the Decatur Public Library at April 30, 1973, 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 after giving effect to the change in accounting described in the preceding paragraph. The current year's supplementary data included on pages 4 and 5 have been subjected to the same auditing procedures and, in our opinion, are stated fairly in all material respects when considered in conjunction with the basic financial statements taken as a whole.

Murphey, Jenne + Jones
Certified Public Accountants

DECATUR PUBLIC LIBRARY

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April 30, 1973


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# DECATUR PUBLIC LIBRARY

## BALANCE SHEET
April 30, 1973

| | | |
|---|---|---|
| ASSETS | | |
| Cash on hand | | $ 100.00 |
| Cash on deposit | | 13,025.49 |
| Investments, certificates of deposit | | 180,000.00 |
| Accrued interest receivable | | 3,140.14 |
| Taxes receivable, current levy - | | |
| Estimated collection 94% of levy | | 435,946.66 |
| Taxes receivable, 1971 levy | $ 28,321.10 | |
| Less, estimated uncollectible delinquent taxes | 19,824.77 | 8,496.33 |
| TOTAL ASSETS | | $ 640,708.62 |
| LIABILITIES and FUND BALANCE | | |
| Accrued payroll | | $ 8,917.14 |
| Accounts payable | | 2,959.56 |
| Fund balance | | 628,831.92 |
| TOTAL LIABILITIES and FUND BALANCE | | $ 640,708.62 |

DECATUR PUBLIC LIBRARY

ANALYSIS of CHANGES in FUND BALANCE
For the fiscal year ended April 30, 1973

| | | |
|---|---|---|
| FUND BALANCE, May 1, 1972 | | $ 711,054.71 |
| Deduct - | | |
| Accounts payable at April 30, 1972 as a result of changing to the full accrual method of accounting | | 2,933.97 |
| BALANCE, as adjusted | | $ 708,120.74 |
| Deduct - | | |
| Excess of expenditures over revenues, | | |
| Expenditures | $ 595,555.85 | |
| Revenues | 516,267.03 | 79,288.82 |
| FUND BALANCE, April 30, 1973 | | $ 628,831.92 |

## DECATUR PUBLIC LIBRARY

STATEMENT of REVENUE - ESTIMATED and ACTUAL
For the fiscal year ended April 30, 1973

| Source | Estimated revenue | Actual revenue | Actual over-under(-) estimated |
|---|---|---|---|
| Current year's taxes | $ 338,681.00 | $ 430,069.89 | $ 91,388.89 |
| Prior year's taxes | 5,000.00 | 9,024.45 | 4,024.45 |
| Fines and fees | 16,000.00 | 13,561.94 | 2,438.06- |
| Interest on investments | 15,000.00 | 15,175.17 | 175.17 |
| Federal grant for library construction | 36,410.00 | 36,410.00 | 0 |
| Miscellaneous | 8,780.00 | 12,025.58 | 3,245.58 |
| TOTAL | $ 419,871.00 | $ 516,267.03 | $ 96,396.03 |

## DECATUR PUBLIC LIBRARY

STATEMENT of EXPENDITURES and ENCUMBRANCES
COMPARED with AUTHORIZATIONS
For the fiscal year ended April 30, 1973

| Classified by object | Authorizations | Expenditures | Unencumbered balances |
|---|---|---|---|
| Personal services | $ 378,886.00 | $ 356,441.13 | $ 22,444.87 |
| Contractual services | 109,834.00 | 96,225.79 | 13,608.21 |
| Commodities | 16,078.00 | 15,590.49 | 487.51 |
| Other charges | 12,830.00 | 11,419.72 | 1,410.28 |
| Capital outlay | 155,785.00 | 115,878.72 | 39,906.28 |
| TOTAL | $ 673,413.00 | $ 595,555.85 | $ 77,857.15 |

# DECATUR PUBLIC LIBRARY

## SCHEDULE of AUTHORIZATIONS, EXPENDITURES and UNENCUMBERED BALANCES

For the fiscal year ended April 30, 1973

| | Authorizations | Expenditures | Unencumbered balances |
|---|---|---|---|
| **PERSONAL SERVICES** | | | |
| Regular salaries | $ 347,070.00 | $ 330,371.52 | $ 16,698.48 |
| Hospitalization, medical and life insurance | 7,822.00 | 7,260.00 | 562.00 |
| Temporary salaries | 23,994.00 | 18,809.61 | 5,184.39 |
| Total personal services | $ 378,886.00 | $ 356,441.13 | $ 22,444.87 |
| **CONTRACTUAL SERVICES** | | | |
| Advertising | $ 300.00 | $ 225.60 | $ 74.40 |
| Printing and binding | 6,000.00 | 5,263.22 | 736.78 |
| Service to maintain buildings | 26,000.00 | 23,407.46 | 2,592.54 |
| Service to maintain improvements other than buildings | 900.00 | 400.54 | 499.46 |
| Service to maintain office equipment | 1,300.00 | 932.05 | 367.95 |
| Service to maintain automotive equipment | 1,150.00 | 1,069.93 | 80.07 |
| Auditing | 600.00 | 600.00 | 0 |
| Other professional services | 920.00 | 769.60 | 150.40 |
| Payment to City for data processing | 35,000.00 | 35,000.00 | 0 |
| Electricity | 24,000.00 | 15,774.89 | 8,225.11 |
| Water | 420.00 | 270.61 | 149.39 |
| Telephone | 5,500.00 | 5,316.41 | 183.59 |
| Travel, training and conferences | 1,214.00 | 952.43 | 261.57 |
| Postage | 2,600.00 | 2,596.47 | 3.53 |
| Professional association membership fees | 808.00 | 752.00 | 56.00 |
| Rentals | 3,122.00 | 2,894.58 | 227.42 |
| Total contractual services | $ 109,834.00 | $ 96,225.79 | $ 13,608.21 |
| **COMMODITIES** | | | |
| Gas, oil and antifreeze | $ 350.00 | $ 263.34 | $ 86.66 |
| Janitorial supplies | 400.00 | 390.60 | 9.40 |
| Materials to maintain buildings and improvements | 4,200.00 | 4,174.49 | 25.51 |
| Materials to maintain automotive equipment | 800.00 | 733.80 | 66.20 |
| Medical and laboratory supplies | 5.00 | 5.00 | 0 |
| Office supplies | 10,323.00 | 10,023.26 | 299.74 |
| Total commodities | $ 16,078.00 | $ 15,590.49 | $ 487.51 |
| **OTHER CHARGES** | | | |
| Contingencies - transfer to Decatur Public Library Bond and Interest Fund | $ 4,687.00 | $ 4,686.12 | $ .88 |
| Service recognition | 885.00 | 770.00 | 115.00 |
| Insurance | 7,258.00 | 5,963.60 | 1,294.40 |
| Total other charges | $ 12,830.00 | $ 11,419.72 | $ 1,410.28 |
| **CAPITAL OUTLAY** | | | |
| Buildings | $ 14,500.00 | $ 2,718.85 | $ 11,781.15 |
| Automotive equipment | 14,600.00 | 8,362.98 | 6,237.02 |
| Office machinery and equipment | 1,685.00 | 1,671.82 | 13.18 |
| Books | 125,000.00 | 103,125.07 | 21,874.93 |
| Total capital outlay | $ 155,785.00 | $ 115,878.72 | $ 39,906.28 |

## DECATUR PUBLIC LIBRARY

### SCHEDULE of TAXES LEVIED and COLLECTED and SETTLEMENTS
### Tax levy years 1967 through 1971

| | 1971 | 1970 | 1969 | 1968 | 1967 |
|---|---|---|---|---|---|
| Property taxes, current year extensions (includes payment by Decatur Housing Authority) | $ 461,220 | $ 685,568 | $ 643,393 | $ 420,586 | $ 378,125 |
| Back taxes collected, prior years | 2,700 | 5,880 | 3,431 | 2,911 | 2,922 |
| Total to be accounted for | $ 463,920 | $ 691,448 | $ 646,824 | $ 423,497 | $ 381,047 |
| Deductions for Errors and abatements, collection and extension fees, and property taxes unpaid | 33,545 | 28,589 | 41,467 | 25,365 | 23,237 |
| Net tax collections | $ 430,375 | $ 662,859 | $ 605,357 | $ 398,132 | $ 357,810 |

DECATUR PUBLIC LIBRARY

DECATUR PUBLIC LIBRARY TRUST FUND
BALANCE SHEET
April 30, 1973

| | |
|---|---|
| ASSETS | |
| Investments | $ 35,000.00 |
| Accrued interest receivable | 461.85 |
| Total assets | $ 35,461.85 |
| FUND BALANCE | $ 35,461.85 |

DECATUR PUBLIC LIBRARY TRUST FUND
ANALYSIS of CHANGES in FUND BALANCE
For the fiscal year ended April 30, 1973

| | |
|---|---|
| FUND BALANCE, May 1, 1972 | $ 0 |
| Add - | |
| Bequest (note) | 35,000.00 |
| Increase in accrued interest receivable | 461.85 |
| FUND BALANCE, April 30, 1973 | $ 35,461.85 |

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

DECATUR PUBLIC LIBRARY

NOTE to FINANCIAL STATEMENTS
April 30, 1973

SUMMARY of SIGNIFICANT ACCOUNTING POLICIES

In prior years the records of the Decatur Public Library were kept on the cash basis and, accordingly, the statements of revenue and expenditures reported the cash transactions for the Library for those years. The balance sheets, however, were prepared on the accrual basis, reflecting receivables and payables at the end of each year. The statements of changes in fund balance included, in addition to the net difference between revenue and expenditures, the increases and decreases in receivables and payables reflected in the balance sheets at the beginning and end of each of the fiscal years.

For the year ended April 30, 1973 the financial statements of the City of Decatur and consequently those of the Decatur Public Library have been changed from the modified accrual basis described above to the full 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.

1971 Decatur Public Library bonds in the amount of $745,000.00 were outstanding at April 30, 1973. 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.

The cost of the present Library building of $1,458,187.89 is reflected in the City's statement of General Fixed Assets.

ANNUAL REPORT OF
THE BOARD OF LIBRARY DIRECTORS
TO THE MAYOR AND CITY COUNCIL
OF THE CITY OF DECATUR
1972-1973

In accordance with statutory requirements, the Board of Library Directors is pleased to present its annual report on the condition of its trust, an accounting of its activities in providing better library service to the people of Decatur, and a statement of the financial requirements of the library for fiscal 1974-1975.

The financial requirements of the Library for the fiscal year 1974-1975 have been projected at $748,000, which amount should be included in the appropriation of the City of Decatur for that fiscal year. Of this amount, $48,000 will be generated by the library from revenue from fines, photocopy machine income, etc. It will therefore in the judgement of the Board of Library Directors be necessary to levy $700,000 for library purposes in the next annual tax levy ordinance.

Attached hereto is the financial statement for April 30, 1973, which furnishes an itemized listing of the various sums of money received from the library fund and other sources and an itemized accounting of the objects and purposes for which those sums of money have been expended. During the year the Library received the sum of $35,000 as a bequest from the estate of Joseph H. Breckenridge and this sum is being held in trust. Bonds outstanding at the end of this fiscal year amount to $745,000 in principal and $182,180 in interest.

Also attached hereto is the "Illinois Public Library Report, 1972-1973" which furnishes other information relating to the circulation of materials, number of registered borrowers, etc., and the Report of the City Librarian, 1972-1973, which gives a narrative account, with tables, graphs and charts, of library activities during the year.

Lois J. Hedrick
Secretary, Board of Library Directors

5/15/73
(Date)

Hugh A. Butler
President, Board of Library Directors

5/11/73
(Date)

# ILLINOIS PUBLIC LIBRARY
# ANNUAL REPORT
# 1972 - 1973

| | | | |
|---|---|---|---|
| City (1)* | Decatur, Illinois | 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 |
| Address | 247 East North Street / Street | Decatur, Illinois / City | (Area Code) 62523 / 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 years
         Is the registration file weeded annually? — x Yes ___ No
      3) Resident Cards (Non-fee) 4) Non-Resident Cards(Fee) — TOTAL
         a) Family ___ a) Family 11 — 11
         b) Individual 28,741 b) Individual 1,105 (non fee) — 29,846 (7)
   b. Non-resident Fee
      1) Does your library have a fee for non-resident borrowers? — x Yes ___ No
      2) Amount of fee: — $ 17.00 (8)
2. **Hours Open**: Total hours central library is open per week during winter (or summer if those hours are longer) — 68½ (9)
3. **Public Service Outlets**
   a. Branches
      List names of branches: Alice Evans Branch — x Yes ___ No
      1 Total
   b. Bookmobiles
      Give number operated by the library — 2 Total
4. Date library built: 1971
   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) | 332,399 | 146,133 | 478,532 |
| LOANS TO OTHER LIBRARIES | (2) | 1,818 | | (10) 1,818 |
| BULK LOANS | (3) | | | |

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

480,350

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) | 13 | 4 | | 17 | | |
| $7,000 TO $8,999 | (3) | 10 | 4 | | 14 | | |
| $9,000 TO $11,999 | (4) | | 5 | 3 | 8 | 2 | 4 |
| $12,000 TO $15,999 | (5) | | | 1 | 1 | 1 | |
| $16,000 TO $19,999 | (6) | | | 2 | 2 | 2 | |
| $20,000 TO $23,999 | (7) | | | | | | |
| $24,000 AND OVER | (8) | | | | | | |
| TOTAL FULL-TIME POSITIONS (sum of lines (1) through (8)) | (9) | 23 | 13 | 6 | 42 | 5 | 4 |
| PART-TIME POSITIONS FOR ALL SALARY RANGES: Actual number of employees in part-time positions | (10) | 7 | | | | | |
| Full-time equivalents of part-time employees reported in line (10) | (11) | 3 | | | 3 | | |
| TOTAL FULL-TIME AND PART-TIME POSITIONS IN FULL-TIME (sum of lines (9) and (11)) EQUIVALENTS | (12) | 26 | 13 | 6 | 45 *(11)* | 5 | 4 |
| 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) | 157,380 | 12,703 | 4,462 | 165,621 |
| JUVENILE | (2) | 42,782 | 3,013 | 1,824 | 43,971 |
| BOUND VOLUMES OF PERIODICALS | (3) | 7,397 | 22* | 0 | 7,419 |
| TOTAL | (4) | 207,559 | 15,738 (12) | 6,286 | 217,011 (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) | 5,419 | 1,249 | 69 | 6,646 |
| VOL. IN MICROFORM | (2) | 3,551 | 159 | 0 | 3,710 |

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) | 71,724 | 5,326 | 2,333 | 74,717 |
| JUVENILE | (2) | 14,186 | 1,401 | 644 | 14,943 |
| MOTION PICTURES | (3) | 48 | 0 | 0 | 48 |
| SOUND RECORDINGS | (4) | 876 | 378** | 54** | (14) 1,200 |

12. Periodical titles currently received (including titles received as gifts) (15) 882 (16)

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

** Includes both phonodiscs and cassettes.

E. FINANCIAL INFORMATION
REPORT WHOLE DOLLARS ONLY

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

Operating Balance at Beginning of Reporting Year 1) $ 279,941

13. **Operating Receipts**

a. Local government

1) Amount from tax levy 2) 430,375 (19)

2) Other, specify fines, Interest on investments sale of equip, etc. 3) 39,260

TOTAL 4) 469,635

b. Other government sources 5) 36,410

c. Other sources 6)

TOTAL OPERATING RECEIPTS 7) 506,045 (20)

14. **Operating Expenditures**

a. Wages and salaries

1) For all staff, excluding maintenance 8) 337,618

2) Other related costs, such as fringe benefits 9) 8,030

TOTAL 10) 345,648 (21)

b. Library materials

1) Printed materials 11) N/A

2) Audiovisual materials 12) N/A (22)

3) All other library materials 13) N/A (23)

TOTAL 14) 103,125

c. For services provided by other libraries 15)

d. All other operating expenditures 16) 144,036 (24)

e. Transfers to capital fund 17)

TOTAL OPERATING EXPENDITURES 18) 592,809 (25)

15. **Other expenditures, specify**

19)

20)

TOTAL 21)

TOTAL EXPENDITURES 22) 592,809

Operating Balance at End of Reporting Year 23) 193,177

Capital Balance at Beginning of Reporting Year 24)

16. Capital Income (Incl. Bond tax levy) 25) 106,319

17. Capital Expenditures specify

26)

Bond retirement & interest 27) 106,319

28)

TOTAL 29)

Capital Balance at End of Reporting Year 30)

Outstanding liabilities, specify

Bond Principal $745,000

Bond Interest 182,180

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 | Circulation Clerk | 40 |
| Babicki, Joseph | Supervisor, Technical Services | 40 |
| Berbaum, Harriet | Youth Assistant | 40 |
| Brown, Robert | Bookmobile Clerk Driver | 40 |
| Bumgardner, Barbara | Page | 40 |
| Cheever, Byron | Bookmobile Clerk Driver | 40 |
| Clendenen, Deva | Technical Services Clerk | 40 |
| Colebar, Kathy | Technical Services Clerk | 40 |
| Collins, Donna | Page | 40 |
| Cox, Ellen | Page | 40 |
| Crawford, Elizabeth | Circulation Clerk | 40 |
| Disney, Billie | Circulation Clerk | 40 |
| Dumas, Robert | City Librarian | 40 |
| Ensign, Eunice | Chief, Processing Unit | 40 |
| Ferguson, Alan | Home Reading Assistant | 40 |
| Flaxman, Marsha | Technical Services Clerk | 40 |
| Harper, Mary | Reference Assistant | 40 |
| Irons, Leta | Circulation Clerk | 40 |
| Jobe, Linda | Adult Services Clerk | 40 |
| Johnson, Phyllis | Reference Assistant | 40 |
| LaMar, Nancy | Technical Services Clerk | 40 |
| Larrick, William | Staff Artist | 40 |
| Larson, Judith | Technical Services Clerk | 40 |
| McGregor, Dixie | Library Assistant, Bookmobile | 40 |
| Meyer, Margaret | Supervisor, Adult Services | 40 |
| Miller, Margaret | Library Assistant, Evans Branch | 40 |
| Puricelli, Wayne | Head, Home Reading Dept. | 40 |
| Redden, Ida Mae | Extension Clerk | 40 |
| Roberts, George | Library Assistant, Bookmobile | 40 |
| Rusk, Ruth | Head, Circulation Department | 40 |
| Schwegman, Helen | Secretary to City Librarian | 40 |
| Sherman, Richard | Assistant Cataloger | 37½ |
| Smith, Judy | Home Reading Assistant | 40 |
| Tempel, Sharon | Circulation Clerk | 40 |
| Trebacz, Betty | Circulation Clerk | 40 |
| Turnbo, Dorthia | Chief Order Clerk | 40 |
| Vogler, Ozella | Chief Catalog Clerk | 40 |
| Wakefield, Hazel | Page | 40 |
| Wheeler, Margie | Clerk, Admin. Office | 40 |
| Wilderman, Barbara | Page | 40 |
| Williams, Nancy | Senior Catalog Clerk | 40 |
| Yenser, Pamela | Home Reading Assistant | 40 |
| Hourly: | | |
| Beard, Karen | Page | 10 |
| Bomball, Janet | Circulation Clerk | 20 |
| Burcham, Jacqueline | Circulation Clerk | 10 |
| Kearney, Patrick | Bookmobile Driver | 20 |
| Moffutt, Mickey | Library Assistant | 20 |
| Penne, Mary Lou | Technical Services Clerk | 20 |
| Scribner, Rae Ann | Page | 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 | Horace H. Butler | 2025 Ramsey Drive | 1970-1973 |
| Treasurer | | | |
| Secretary | Mrs. Gale C. Hedrick | 136 Point Bluff | 1970-1973 |
| Other Members | Mrs. James A. Brandt | 345 Oak Lane | 1972-1975 |
| | Mr. Edward J. Farrell | 305 Bay Shore | 1970-1973 |
| | Mr. Dean Holcomb | 55 Southwood Drive | 1973-1974 |
| | Mr. Wilbur B. Lindsay | 1527 West Macon | 1972-1975 |
| | Mr. Roswell C. Prince | 2096 West William | 1972-1975 |
| | Mr. Jon Robinson | 2060 Brownlow Court | 1973-1974 |
| | Mr. William D. Whitacre | 1854 W. Riverview Ave | 1971-1974 |
| | | | |
| | | | |

Name of Library Attorney: Ed Booth

Address: 132 South Water, Decatur, Illinois Telephone 423-6076

Surety company covering Treasurer: Lumberman's Mutual

Bond expires: May 1, 1975 Amount of surety bond: $ 1,000,000 (one million)

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. Duma
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.

Gale J. Hedrick
Secretary (signature)

Hugh Butler
President (signature)

5/11/73
Date

DECATUR PUBLIC LIBRARY

CITY LIBRARIAN'S ANNUAL REPORT - FISCAL 1972/1973

In any overview of the Library and its services during the past year as compared with the recent past, two or three things will be evident to the most casual observer of library statistics: circulation generally shows an improvement; the Extension Division continues to show a circulation decline; service statistics are continuing to grow; the collection is growing. This double growth in collections and in service-to-patron statistics ranks in first importance - equal to circulation of materials - in assessing the degree to which the Library is meeting its community goals. This has become increasingly evident during the past two years in which the Library has been operating out of new central facilities which have stimulated a heavier in-building use of collections and services.

The collections have grown from 216,529 items to 227,367 items exclusive of pamphlets and U. S. Government documents. Circulation for FY 1972/1973 was 480,350 items, an increase of 22,226 over the previous year. Service to patrons has increased from 60,661 to 61,241.

The book budget for the library in FY 1972/1973 amounted to $130,000. In addition, the Library received an allocation from the Rolling Prairie Library in the amount of $15,000 with which to purchase permanent loan materials in some depth in the field of business and technology. The budget for materials therefore in this past year came closer than ever before to meeting national standards which call for the annual acquisition of one book for each five persons in the community. Because staff levels in public service personnel were not increased, the burden of book selection of this magnitude

was overwhelming and in fact it was not possible to select wisely enough materials to expend the book fund and still meet in any significant way the staff responsibility to serve patrons seeking to utilize the library's existing resources. This fact, plus the budgetary bind facing the library in fiscal 1973/74, led to the decision to buy only such materials as could be well selected, while still maintaining a minimum level of daily floor service to patrons.

Still, significant acquisitions were made for Central Adult Collections. The Home Reading Department increased its strength in the fields of literature, applied sciences and the arts. Across the board purchases of of basic texts in the Sciences and Social Sciences were made. The Reference Department, using in part the funds from the Rolling Prairie Library, made some important acquisitions in business services and in periodicals relating to business and industry. This year the Reference Department also completed its run of the New York Times on microfilm, a heavily used and significant resource of the Library. The government depository collection has grown and increased in usefulness by a net gain after withdrawals of 1,888 items. 3939 pamphlets were received and assigned vertical file subject headings; 2893 pamphlets were withdrawn. The Reference Department solicited and received during the year as gifts 80 local high school and 64 Millikin University yearbooks. These constitute a useful resource in Local History and have been placed in restricted use in the Local History Room. Finally, mention should be made of the addition of microfiche reading capabilities in the Reference Department which have made possible the expansion of scope of materials in the library. Initial microfiche resources were in the field of governmental technical reports.

Cable television (Channel 4) has provided the library with an opportunity to extend library services to the community. Book reviews in an interview format have been aired weekly by the library for a number of months. The program is directed by the Supervisor of Adult Services and is now involving all staff in the Home Reading Department. It should be emphasized here and the credit given for the fact that these programs are one of several that would not be possible if work incidental to preparing for the program were not done gratis by staff members on their own time.

A weekly staff training session has been set up for Adult Services staff. The format makes this a useful supplement to other training given staff in that it involves a group situation which permits a multifaceted interplay of personalities and insights in discussing materials and service techniques.

I am appending a number of graphs prepared by the Supervisor of Adult Services. These exhibit useful information in addition to showing level of services in various areas. I would like in particular to remark the "Peak-and-Valley" characteristics of library service. There is frequently an annual conformation in these characteristics, but in a growth situation, the growth is as likely to change the conformation as it is either to distribute itself equally or to enhance existing extremes.

Of particular interest are those graphs which chart circulation and some other services of the library over a number of years. Since 1967 there has been a 54% increase in Readers' Assistance in the Reference Department; since 1968 there has been a 121% increase in patron assistance in the Home Reading Department and a 116% increase in the Youth Section.

The Children's Room reports a circulation for FY 1972/73 of 100,077 items. This is comparable to a circulation of 100,275 for the previous year. Readers assistance in the Children's Room declined from 15,991 to 13,159. The decline in service statistics is directly attributable to the loss of the Children's Librarian during the year so that the department was without professional guidance for the last three months of the year - months which rank among the highest in library use. In January, the last full month we had professional direction in the Children's Room, circulation and service statistics showed a sizeable increase over the previous year-to-date.

A vigorous recruitment program to find a suitable replacement was initiated prior to termination of Mrs. Anderson. A new Children's Librarian was engaged in April and will begin work in June.

The Extension Division continued during the year to show a decline in circulation. This was somewhat exacerbated by the fact that one of the two bookmobiles was necessarily taken out of service in August of 1972. New mobile units were on order at the time and it was not, for this reason, economical to repair the old unit. The new mobile units were placed in service in January of this year on an alter schedule. Experience with these new units would seem to indicate that had they arrived more quickly, and been put into service, the bookmobile circulation would have shown an increase for the year - indeed an increase of sufficient magnitude to offset the continued decline in Evans Branch circulation.

The Evans Branch is scheduled to close early in fiscal 1973/74 due to budget restrictions and the decline in use of the facility.

The Circulation Department has undergone a considerable staff turnover this year - more than any other department in the Main Library - while contending with continually increasing workload resulting from heavier circulation. The overdues rate remains fairly constant compared to last year, levelling off at just over 400 overdues per 10,000 circulations. This is a welcome statistic and one which I hope shows a flattening trend although it is premature to make any judgement: last year the rate of overdues showed a 20% increase.

The practice of turning over sizeable delinquent accounts to the Credit Bureau for collection is now more than a year old. The Head of the Circulation Department informs me that the Decatur Credit Bureau report for the year listed $1,363 for collection. $369 worth of books have been returned to the library under this program. The library has received $186 as its share of the collections. Especially effective have been the pre-collection letters mailed by the library to delinquent patrons before notifying the Credit Bureau: the Head of the Circulation Department reports these letters have resulted in the return of at least 50 items a month.

Among policies adopted by the Board affecting circulation work in the library have been the requirement for parents or guardians to sign registration forms for Young Adult Patrons under age 16, and a policy to provide a 7-day grace period on fines for overdue materials returned during this period. It has not yet been possible to implement the policy with respect to registration of Young Adults, inasmuch as the City Computer Center has not yet received the new forms from their suppliers.

The Library has received many compliments during the past year on the quality of exhibits. The Staff Artist, in addition to arranging rotating book displays in established areas of the library, also found time to create and build a new display area - the "Corner Book Store" - to design a special Millikin Bank display for Children's Book Week, to stimulate and coordinate community participation in National Library Week, to design a logotype for the Library to use on letterheads, bookmobiles, etc. The Staff Artist has been particularly successful in locating interesting private collections to use in conjunction with his displays.

The Technical Services Division operated for a substantial part of the year without the benefit of professional supervision. Such supervision as it had was given by the City Librarian, generally in response to questions relating to pressing problems. Our new supervisor assumed his duties in October and was immediately confronted with organizational and work-flow problems resulting from the period without supervision, and the professional understaffing which had existed for a long period. He was able to recruit successfully to fill professional vacancies and a new Head Cataloger was engaged to begin work on the first day of the upcoming fiscal year.

In addition to moving immediately to contend with the problems noted above, the Technical Services Supervisor initiated a program to deal with the backlog in books, phonodiscs, etc., which had existed for some time and which was growing.

During the past year, therefore, it was possible for the Order Department to eliminate the backlog of phonorecords in its department and forward

them to the Catalog Department. The book backlog was reshelved in a single alphabetic sequence to facilitate access to the arrearage. New forms were designed and prepared to expedite communication with suppliers in the handling of claims and returns. A new procedure for handling gifts to the library was implemented which will result in the integration of gift material with other material and hence lead to greater bibliographic control of uncataloged material.

A sampling of cost figures in the Order Department indicates that in general costs of circulating material has not risen appreciably during the year. To a certain extent this is a spurious conclusion since like materials were not compared: during the past year it was possible because of a number of factors to alter buying patterns to include more paper bound books and more reprint editions; but however spurious, the conclusion is sufficiently valid to enable us to plan for the forthcoming year inasmuch as the same buying pattern is anticipated.

The sampling did, however, show a sizeable increase in costs during the year for reference books - an average of $3.26 per title. As an indication of cost increases for newspapers, it should be noted the library subscriptions for this material increased 24%. Periodical subscriptions increased only 4%. We can anticipate, however, much more sizeable increases than we have experienced hitherto, unless the Congress acts to prevent scheduled increases in postal rates. Postal increases in themselves will have a marked increase on the costs of periodicals and to this will have to be added the 12% inflationary figure that has characterized magazine prices for the past few years.

Since the appointment of Mr. Babicki to head the Technical Services Division, the Catalog Department has reported a sizeable increase in catalog output. There has been a real breakthrough in cataloging of phonodiscs: during the entire fiscal 1971/1972 only 208 phonodiscs were cataloged, whereas in the period December-April of this fiscal, 244 units were processed. Comparing new books cataloged in the period December-April of last year with the same period for this year, the catalog record shows an increase of 1,554 volumes, an excellent and praiseworthy gain of nearly 28%.

The Book Processing and Mendery Unit set a number of record achievements during the year: 38,081 books mended vs. 10,015 in 1971; 985 paperbound books were rebound by library staff in the attractive plastic and paper board format, compared with 547 home bound items in the previous year; 15,725 "packs" of IBM circulation cards were handled vs. 13,091 in 1971/72; and 547 phonodiscs were processed vs. 326 in the previous year. (It may be noted here that preparation of phonodiscs requires about triple the time as processing a book.) 4,388 periodicals were processed for circulation in 1972/73 compared with 3,681 in 1971/72 and the Processing and Mendery Unit prepared 1,426 volumes for the bindery. Among other operations of this Unit may be mentioned replacement of book jackets (10,527) and preparing cloth bags for circulation of phonodiscs and framed prints.

The accompanying charts and tabulations present in succinct form an accounting of divisional output, procedures, and cost analyses for the year.

Finally, I should not like to close this report without noting appreciatively and giving thanks for the support I have received through the year from

the Board and the Staff of the Library. For me such associations have smoothed the rough spots and have enhanced the pleasures of administering the library during the year.

# DECATUR PUBLIC LIBRARY

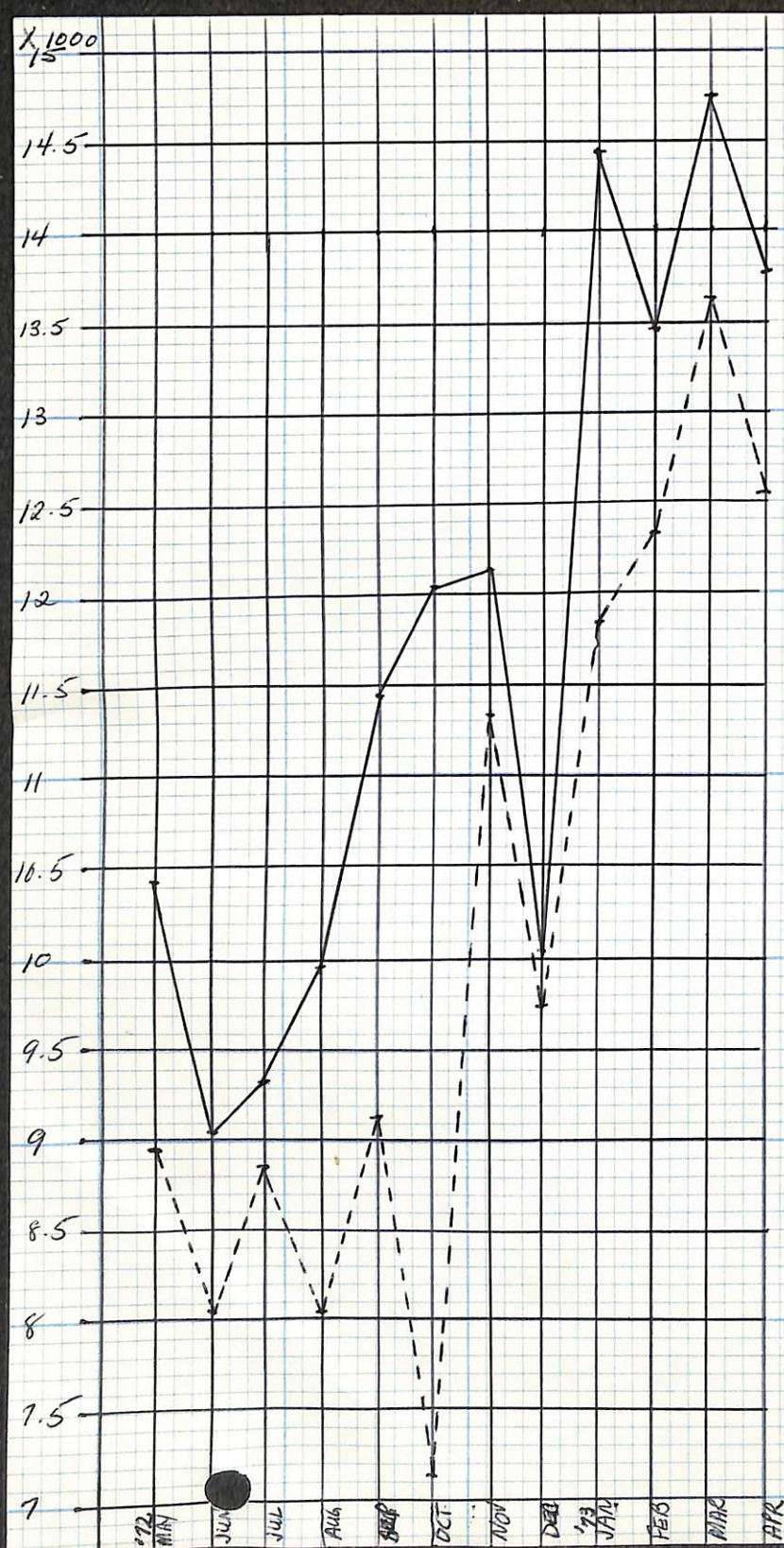
## CIRCULATION GRAPHS (1)

### ADULT DEPT. MAIN LIBRARY

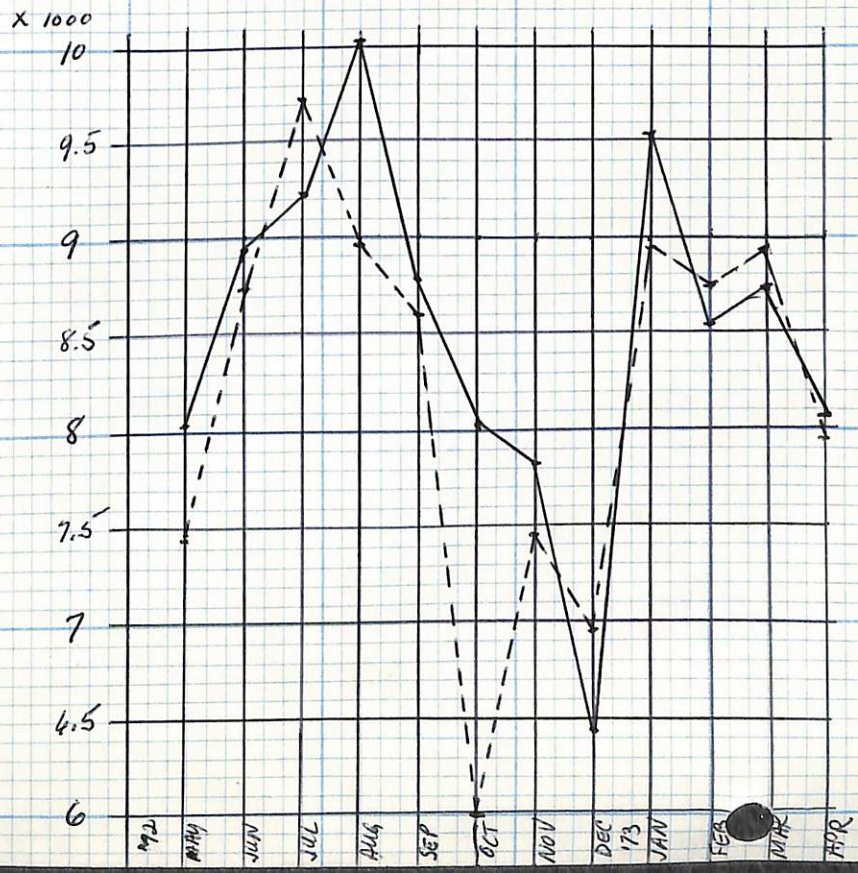
KEY: FISCAL MAY '72 - APR '73

FISCAL MAY '71 - APR. '72 - - - - - - - -

## NON-FICTION



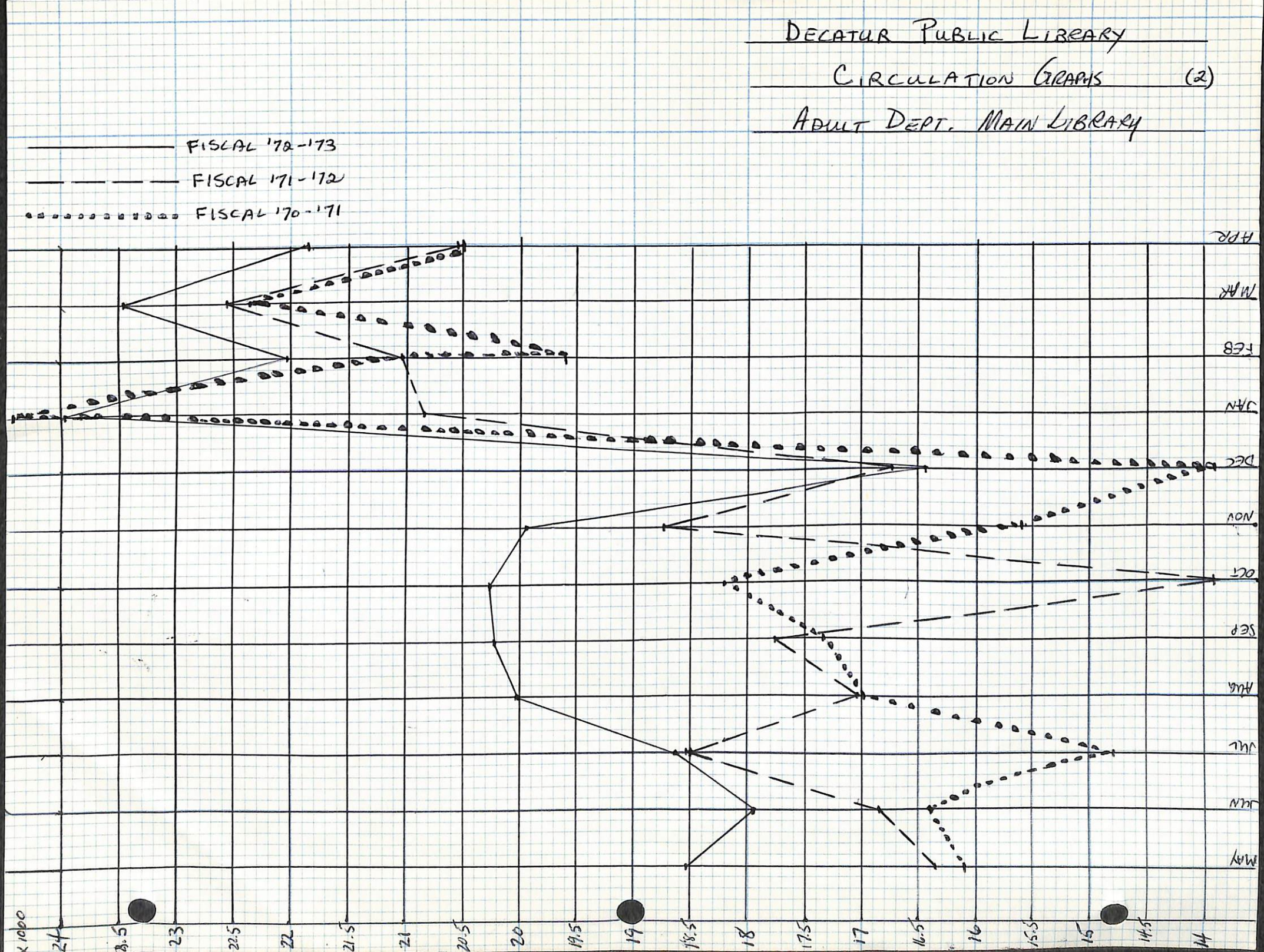

## FICTION



# DECATUR PUBLIC LIBRARY

## CIRCULATION GRAPHS (2)

## ADULT DEPT. MAIN LIBRARY



DECATUR PUBLIC LIBRARY

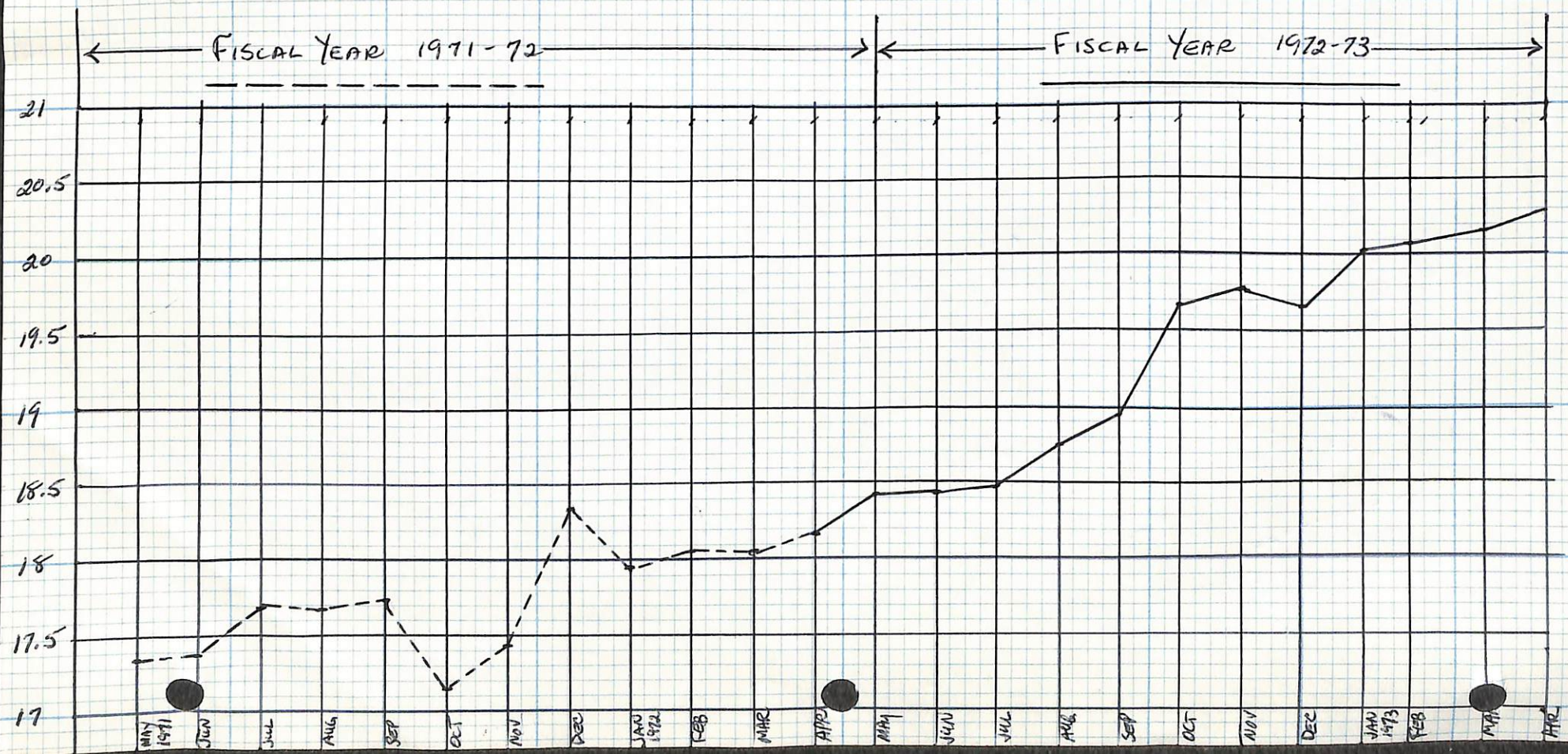
CIRCULATION GRAPHS (3)

ADULT DEPT. MAIN LIBRARY

COMPARISON OF '72-'73 WITH '71-'72

RUNNING MONTHLY AVERAGE

"FLAT CURVE"



# DECATUR PUBLIC LIBRARY

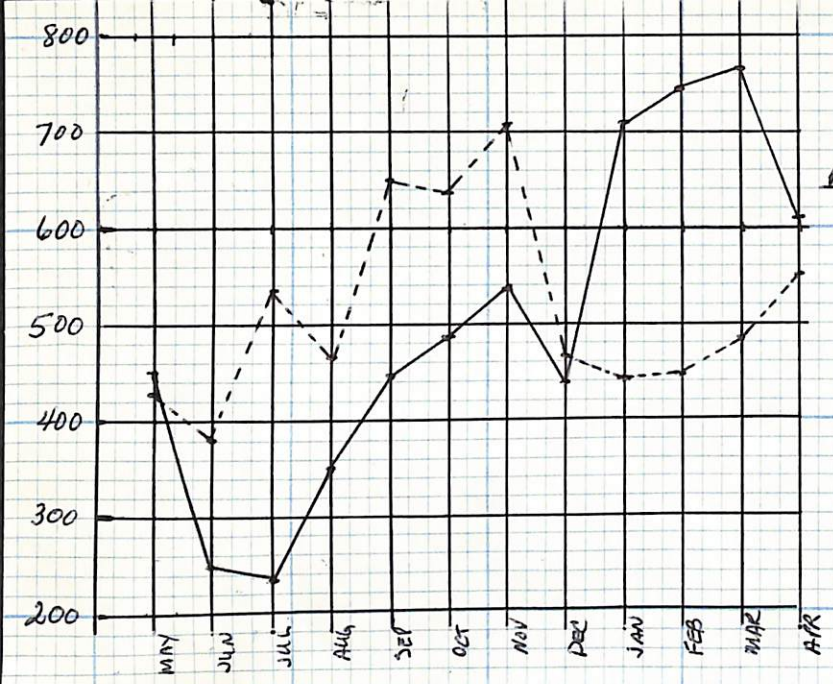
## SERVICE GRAPHS (1)

### ADULT DEPT. MAIN LIBRARY

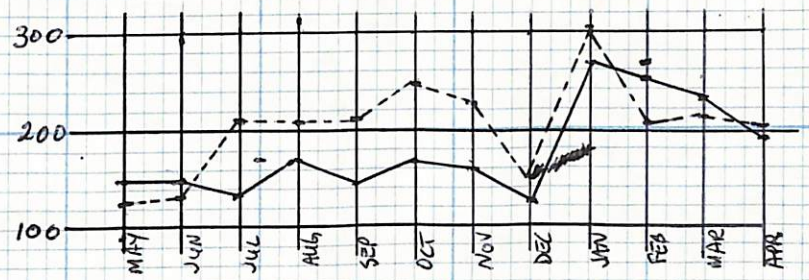
--- FISCAL 71-72

—— FISCAL 72-73

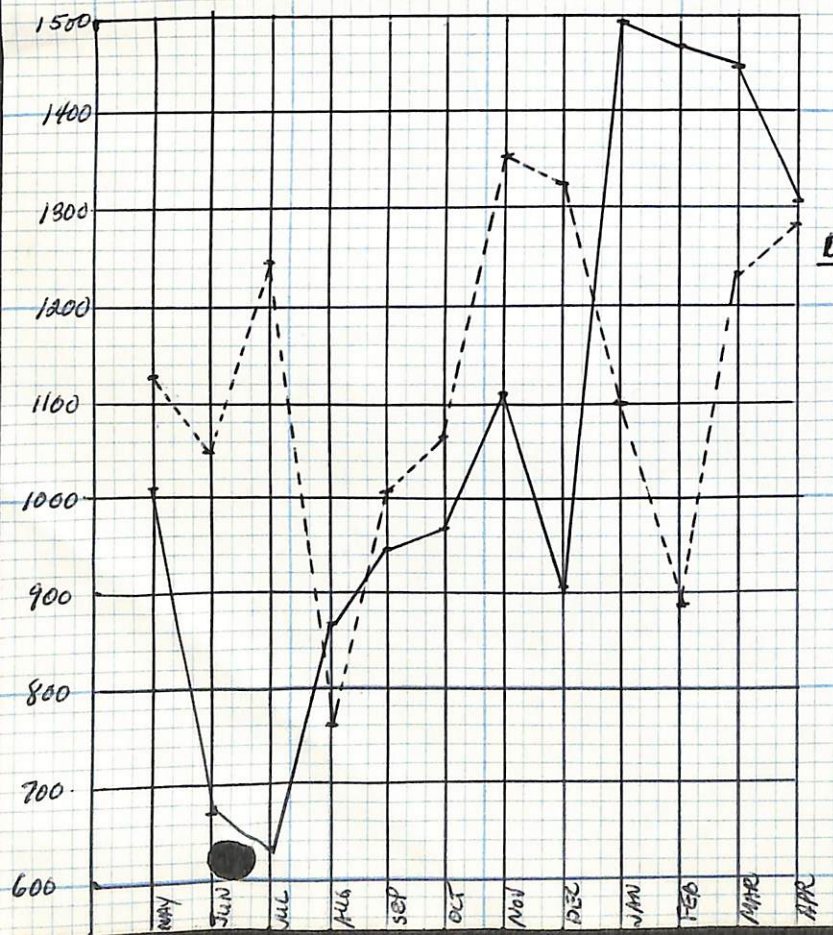
READERS' ADVISORY




RESERVES




DIRECTIONAL INFORMATION



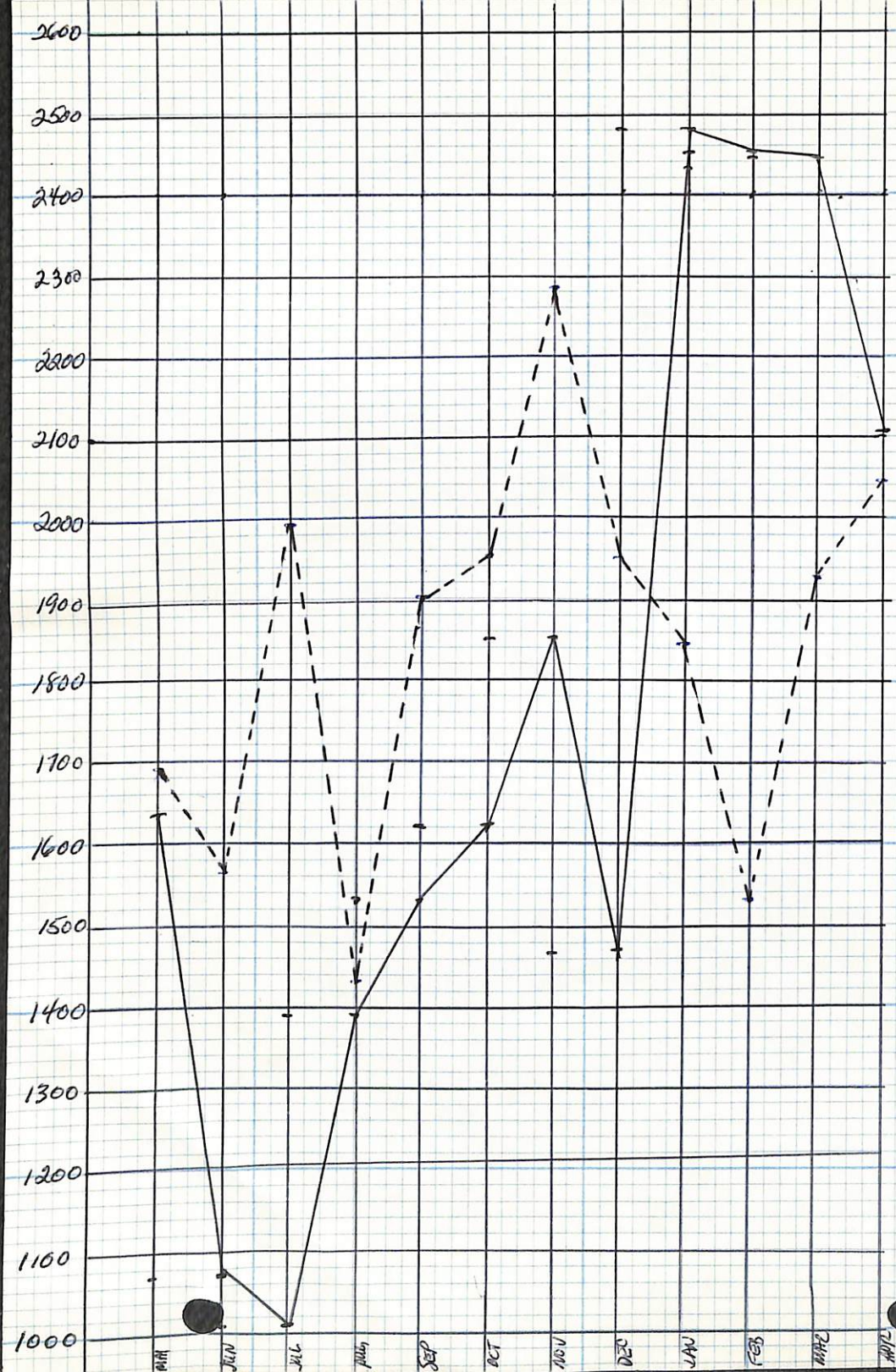
# DECATUR PUBLIC LIBRARY

## SERVICE GRAPH (TOTAL) (2)

ADULT DEPT. MAIN LIBRARY

--- FISCAL 71-72

——— FISCAL 72-73

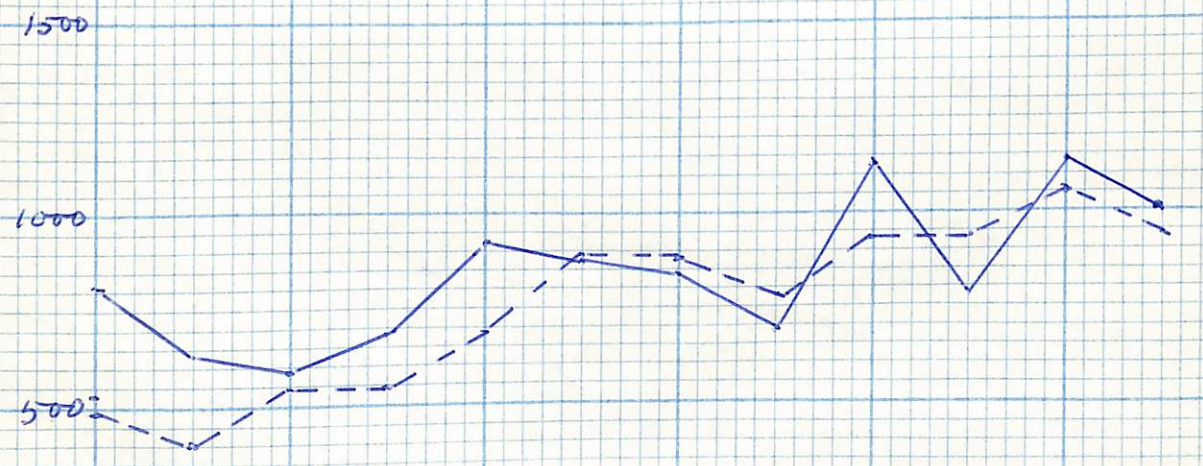



TOTAL SERVICE

(RA + RESERVES + DI)

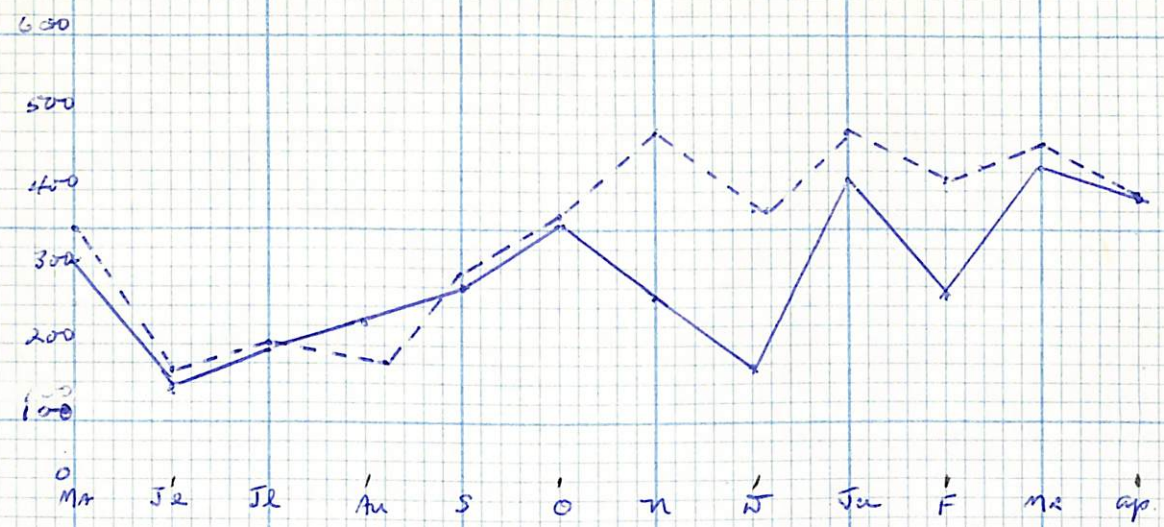



DIRECTIONAL INFORMATIONAL --- 1971-72 ——— 1972-73




REFERENCE QUESTIONS --- 1971-72 ——— 1972-73

REFERENCE DEPT.




~~RECORDAK~~ --- 1971-72
—— 1972-73

Microfilm Reader Use
Expressed as Reels of Microfilm Requested




TOTAL REFERENCE ACTIVITY --- 1971-72 —— 1972-73

REFERENCE DEPT.

over

FICTION

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

NON-FICTION

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

3700

3400

3100

1800

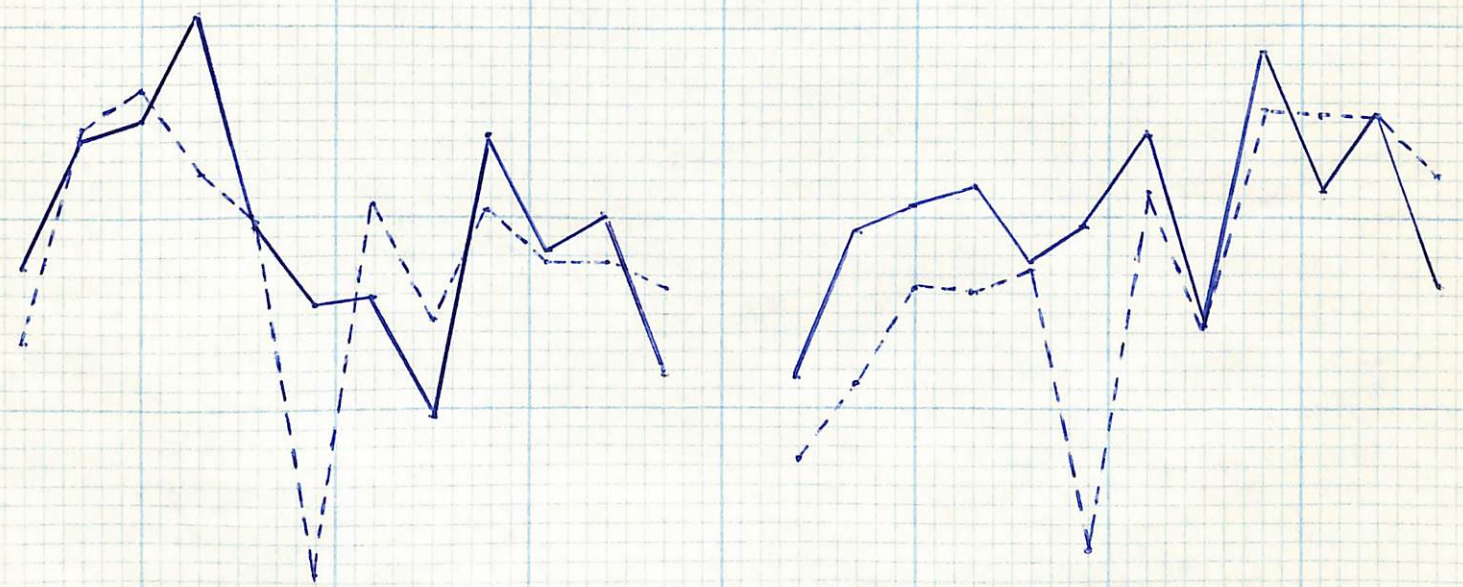
1520

1200

900

600

300



YOUNG ADULT
- MAIN

71-72 - - -

72-73 ——

TOTAL BOOKS

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

1500
4000
3500
3000
2500
2000
1500
1000
500
00

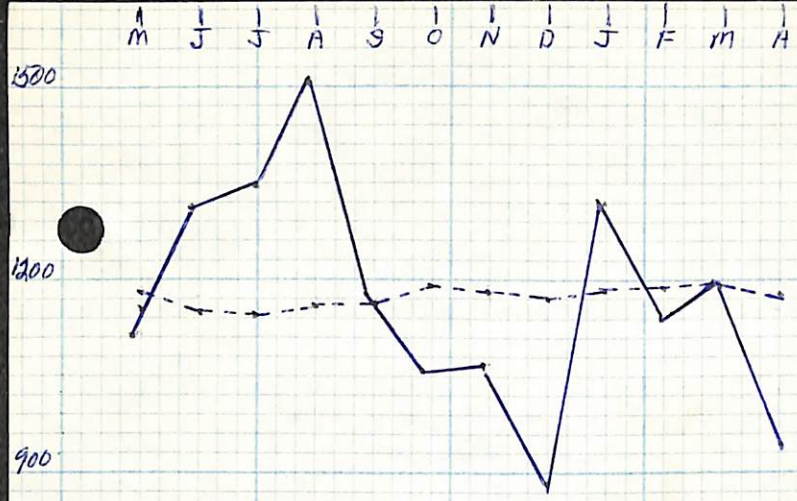
71-72 – – –
72-73 ———

READER ASSISTANCE

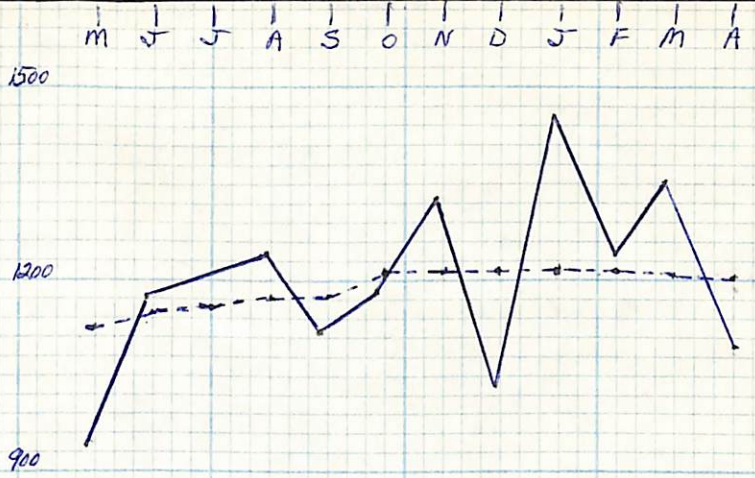
M J J A S O N D J F M A

500
450
400
350
300
250
200
150
100
50

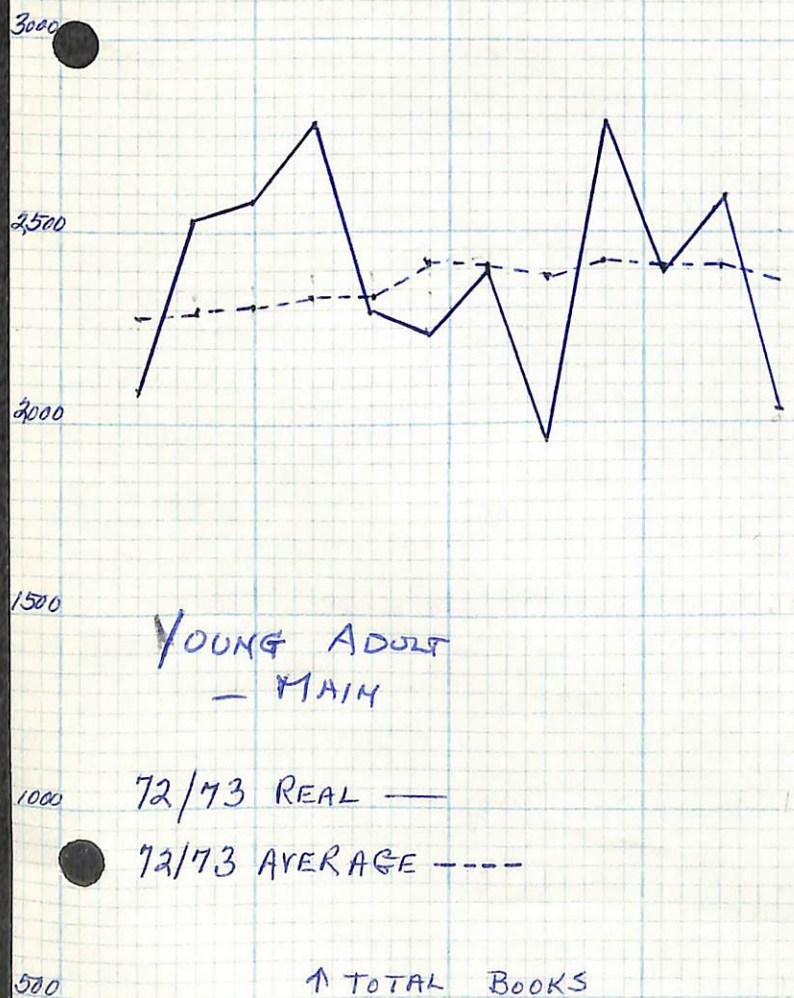
YOUNG ADULT
MAIN




↑ FICTION




↑ NONFICTION

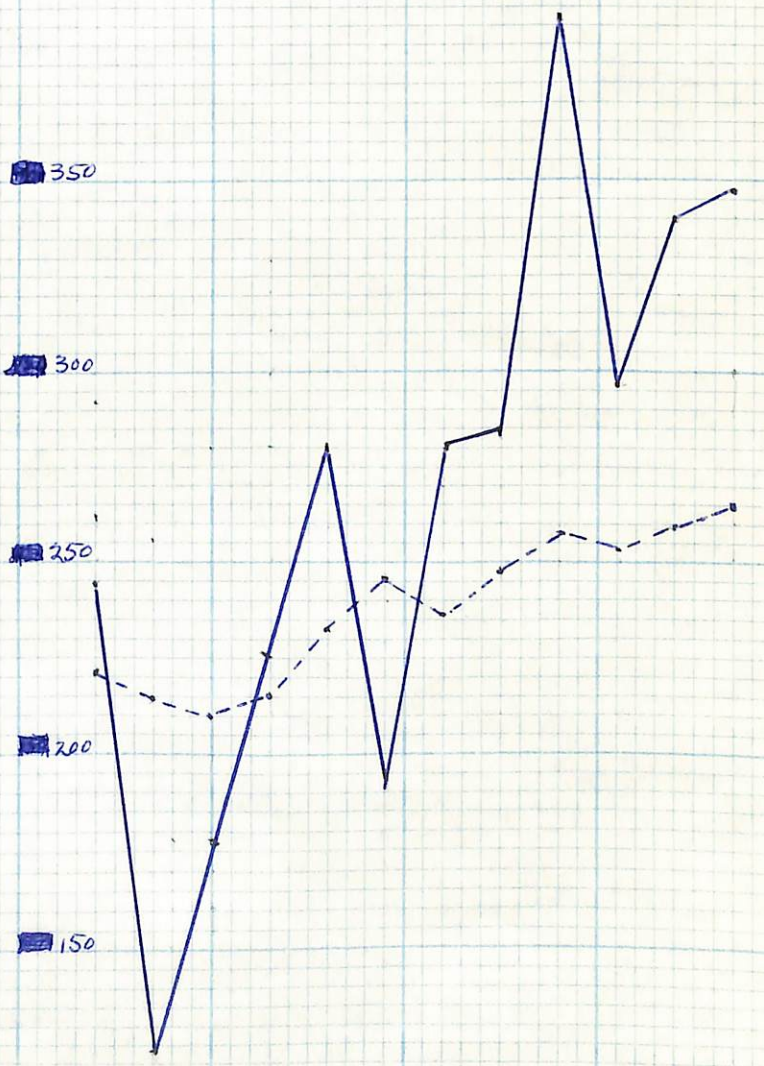



YOUNG ADULT
— MAIN

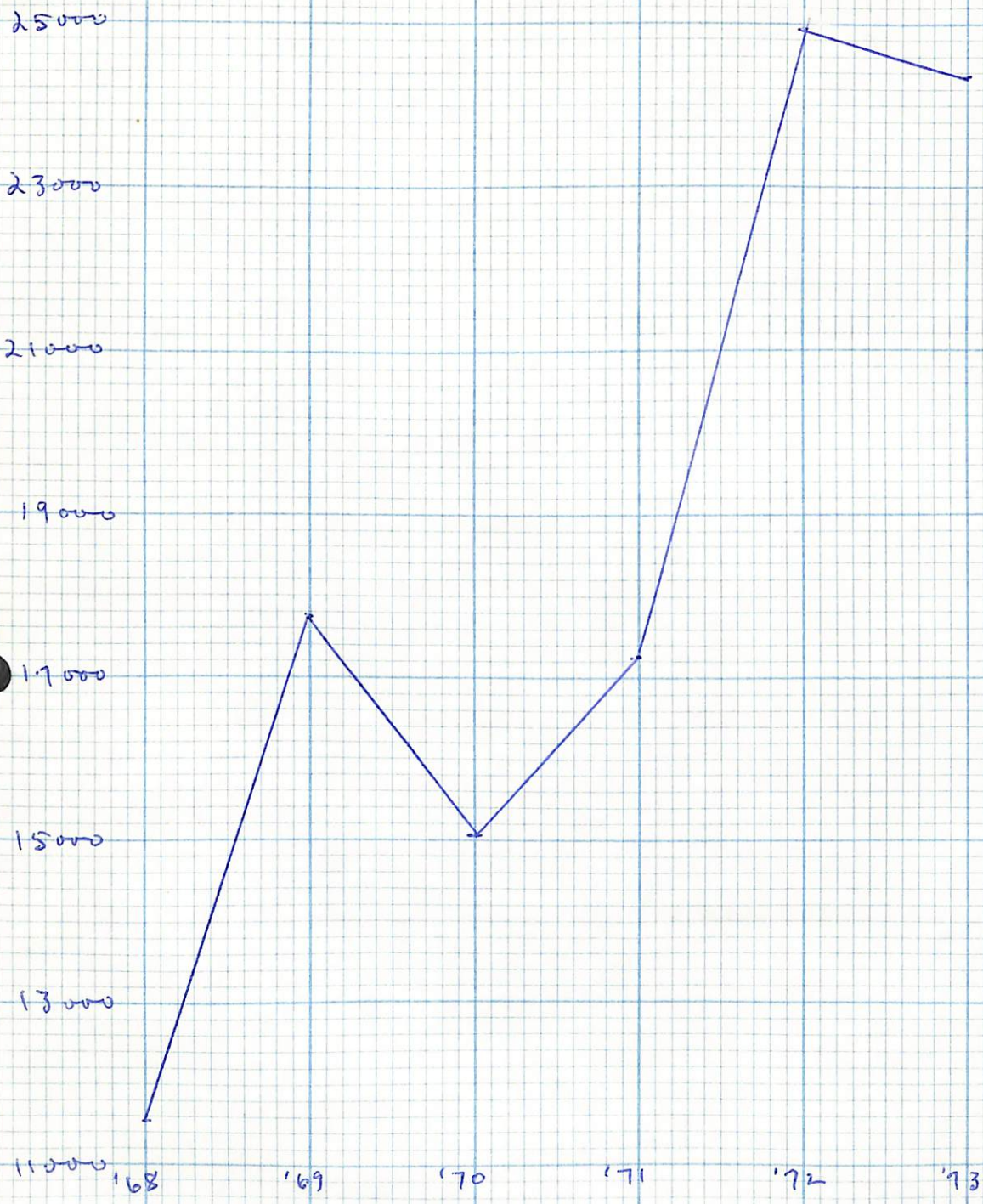
72/73 REAL ——

72/73 AVERAGE ----

↑ TOTAL BOOKS




↑ READER ASSISTANCE




READER ASSISTANCE TOTAL CUMULATIVE TO APRIL EACH YEAR
ADULT PLUS YOUTH, CENTRAL LIBRARY




CIRCULATION CUMULATIVE TO APRIL EACH YEAR
ADULT PLUS YOUTH, CENTRAL LIBRARY

over

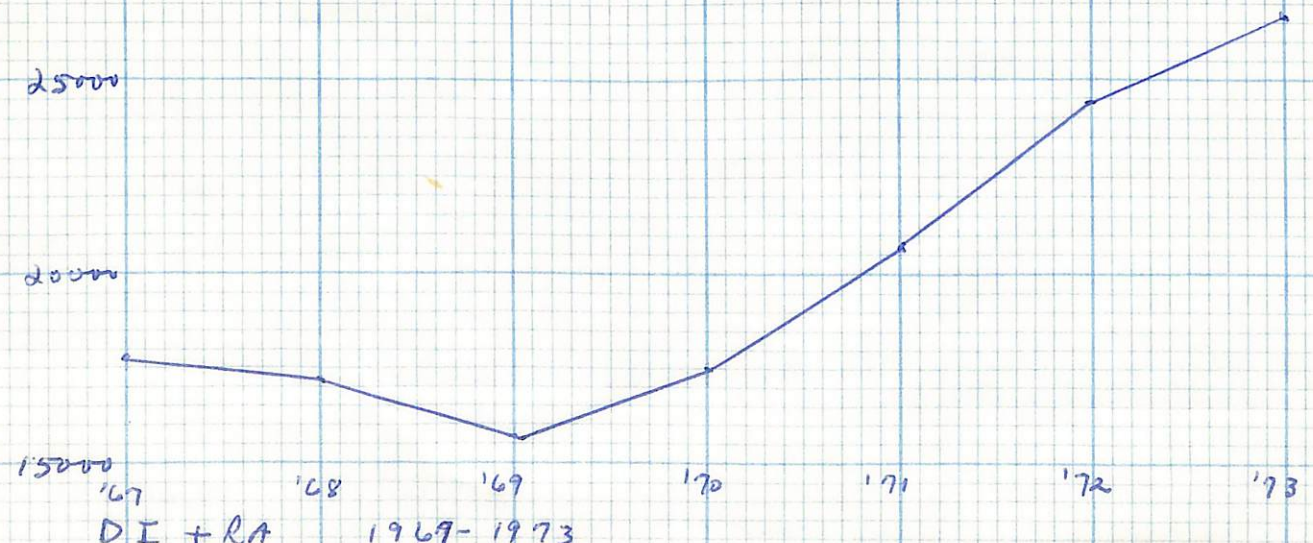
REFERENCE DEPARTMENT




TOTAL REFERENCE SERVICES 1967-1973




MICROFILM USE 1967-1973




DI + RA 1969-1973

(over)

REFERENCE DEPARTMENT




INTERLIBRARY LOAN 1967-1973

TECHNICAL SERVICES ACTIVITIES BY MONTHS for 1972-1973

| | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | April | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| New books cat. 72-73 | 1171 | 1311 | 1202 | 1213 | 1024 | 1280 | 1315 | 1012 | 1789 | 1322 | 1571 | 1506 | 15,716 |
| New books cat. 71-72 | 546 | 907 | 1024 | 847 | 1230 | 1615 | 993 | 908 | 875 | 1346 | 1375 | 1142 | 12,808 |
| New titles cat. 72-73 | 386 | 502 | 495 | 425 | 380 | 524 | 484 | 442 | 699 | 546 | 709 | 655 | 6,247 |
| New titles cat. 71-72 | 170 | 385 | 278 | 327 | 414 | 706 | 392 | 286 | 319 | 512 | 475 | 376 | 4,640 |
| Microfilm cat. 72-73 | 7 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 |
| Microfilm cat. 71-72 | 4 | 7 | 367 | 5 | 8 | 7 | 19 | 5 | 5 | 5 | 24 | 7 | 463 |
| Phonodiscs cat. 72-73 | 17 | 7 | 30 | 24 | 6 | 0 | 0 | 21 | 0 | 0 | 121 | 102 | 328 |
| Phonodiscs cat. 71-72 | 2 | 0 | 13 | 47 | 27 | 0 | 29 | 25 | 14 | 17 | 4 | 30 | 208 |
| Cassettes cat. 72-73 | 20 | 13 | 0 | 1 | 16 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50 |
| Cassettes cat. 71-72 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 13 | 9 | 2 | 0 | 24 |
| Framed prints cat. 72-73 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Framed prints cat. 71-72 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 17 | 0 | 0 | 17 |
| Films (8mm) cat. 72-73 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Films (8mm) cat. 71-72 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Books withdrawn 72-73 | 693 | 775 | 351 | 203 | 590 | 538 | 379 | 283 | 216 | 590 | 1152 | 516 | 6,286 |
| Books withdrawn 71-72 | 355 | 48 | 77 | 290 | 1285 | 1756 | 67 | 1287 | 503 | 476 | 698 | 1731 | 8,573 |
| Phonodiscs wd. 72-73 | 0 | 1 | 0 | 25 | 1 | 23 | 1 | 0 | 0 | 0 | 0 | 2 | 53 |
| Phonodiscs wd. 71-72 | 0 | 1 | 0 | 5 | 4 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 11 |
| Cassettes wd. 72-73 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Cassettes wd. 71-72 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Framed prints wd. 72-73 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Framed prints wd. 71-72 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Films (8mm) wd. 72-73 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Films (8mm) wd. 71-72 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Books recat. 72-73 | 101 | 215 | 238 | 571 | 347 | 181 | 169 | 112 | 177 | 98 | 131 | 138 | 2,478 |
| Books recat. 71-72 | 318 | 116 | 86 | 162 | 227 | 167 | 45 | 133 | 363 | 213 | 157 | 164 | 2,151 |
| Phonodiscs recat. 72-73 | 3 | 8 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 14 |
| Phonodiscs recat. 71-72 | 94 | 180 | 0 | 8 | 2 | 1 | 1 | 0 | 2 | 6 | 44 | 2 | 340 |

# TECHNICAL SERVICES ACTIVITIES BY MONTHS for 1972-1973

| | May | June | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | April | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Books trans. 72-73 | 106 | 78 | 153 | 50 | 5 | 12 | 5 | 0 | 32 | 8 | 25 | 15 | 489 |
| Books trans. 71-72 | 253 | 7 | 4 | 59 | 57 | 33 | 121 | 65 | 27 | 83 | 53 | 87 | 849 |
| Phonodiscs trans. 72-73 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Phonodiscs trans. 71-72 | 44 | 68 | 0 | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 117 |
| Cassettes trans. 72-73 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Cassettes trans. 71-72 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Mending 72-73 | 3099 | 3146 | 5661 | 6756 | 5935 | 5682 | 3000 | 1816 | 4097 | 1705 | 2035 | 1764 | 44,696 |
| Mending 71-72 | 452 | 483 | 321 | 249 | 241 | 341 | 822 | 382 | 1164 | 1223 | 1708 | 2629 | 10,015 |
| Vols. bound 72-73 | 25 | 159 | 202 | 0 | 2 | 0 | 0 | 233 | 252 | 0 | 105 | 223 | 1,201 |
| Vols. bound 71-72 | 0 | 0 | 0 | 0 | 88 | 17 | 30 | 18 | 125 | 138 | 323 | 157 | 896 |
| Paperbacks bd. 72-73 | 0 | 190 | 35 | 80 | 45 | 78 | 0 | 110 | 70 | 76 | 106 | 106 | 896 |
| Paperbacks bd. 71-72 | 0 | 0 | 0 | 0 | 0 | 0 | 43 | 59 | 79 | 55 | 20 | 52 | 308 |
| Books received 72-73 | 1737 | 1485 | 1375 | 1385 | 715 | 1724 | 1460 | 1422 | 1178 | 1109 | 1198 | 1659 | 16,447 |
| Books received 71-72 | 754 | 767 | 1274 | 1845 | 1149 | 1124 | 1260 | 998 | 723 | 1191 | 1365 | 1730 | 14,180 |
| Microfilm rec'd 72-73 | 484 | 7 | 5 | 11 | 5 | 7 | 8 | 7 | 110 | 3 | 59 | 845 | 1,551 |
| Microfilm rec'd 71-72 | 4 | 7 | 367 | 5 | 8 | 7 | 19 | 5 | 5 | 5 | 24 | 168 | 624 |
| Phonodiscs rec'd 72-73 | 8 | 18 | 0 | 34 | 0 | 1 | 0 | 30 | 9 | 0 | 17 | 26 | 143 |
| Phonodiscs rec'd 71-72 | 0 | 0 | 27 | 10 | 8 | 15 | 7 | 10 | 27 | 50 | 17 | 3 | 174 |
| Cassettes rec'd 72-73 | 0 | 0 | 10 | 0 | 0 | 13 | 0 | 1 | 1 | 0 | 0 | 1 | 26 |
| Cassettes rec'd 71-72 | 0 | 0 | 0 | 0 | 0 | 8 | 11 | 0 | 17 | 19 | 6 | 12 | 73 |
| Framed prints rec'd 72-73 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Framed prints rec'd 71-72 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 17 | 0 | 0 | 0 | 17 |
| Films (8mm) rec'd 72-73 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Films (8mm) rec'd 71-72 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 34 | 1 | 35 |
| Pamphlets rec'd 72-73 | 10 | 255 | 375 | 172 | 140 | 0 | 412 | 534 | 264 | 266 | 274 | 352 | 3,054 |
| Pamphlets rec'd 71-72 | 184 | 121 | 144 | 46 | 71 | 31 | 0 | 114 | 0 | 208 | 198 | 78 | 1,195 |
| Gifts rec'd 72-73 | 6 | 5 | 4 | 7 | 8 | 10 | 0 | 0 | 5 | 31 | 120 | 4 | 200 |
| Gifts rec'd 71-72 | 4 | 4 | 38 | 81 | 0 | 11 | 6 | 4 | 17 | 6 | 9 | 2 | 182 |

TABLE SHOWING INCREASE IN COST OF PERIODICAL
AND NEWSPAPER SUBSCRIPTIONS 1972/73 OVER 1971/72

| | 1971/72 | | 1972/73 | | |
|---|---|---|---|---|---|
| | Number Subscription Years | Average Cost Per Subscription | Number Subscription Years | Average Cost Per Subscription | Percentage Increase |
| BID LIST | 444 | $ 6.62 | 424 | 8.88 | 35.6 % |
| DIRECTS | 125 | 28.65 | 114 | 28.70 | .17% |
| Overall | 569 | 11.46 | 538 | 13.09 | 14. % |
| NEWSPAPERS | 33 | 31.06 | 36 | 38.57 | 35.6 |

AVERAGE COST AND DISCOUNT FOR BOOKS ORDERED
DURING FISCAL YEAR 1972-73
1971-72
1970-71

| | | Average cost per book | Average discount per book |
|---|---|---|---|
| Adult | 72-73 | 5.63 | 28.2 % |
| | 71-72 | 5.50 | 28.1 % |
| | 70-71 | 3.76 | 30.0 % |
| Youth | 72-73 | 3.93 | 32.5 % |
| | 71-72 | 3.94 | 33.8 % |
| | 70-71 | 3.75 | 33.0 % |
| Juvenile | 72-73 | 3.18 | 29.5 % |
| | 71-72 | 3.57 | 28.0 % |
| | 70-71 | 3.00 | 33.0 % |
| Extension | 72-73 | 4.30 | 34.0 % |
| | 71-72 | 4.37 | 33.5 % |
| | 70-71 | 3.98 | 30.0 % |
| Evans | 72-73 | 4.52 | 33.0 % |
| | 71-72 | 4.28 | 32.7 % |
| | 70-71 | 3.87 | 33.0 % |