

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF SPECIAL BOARD OF DIRECTORS MEETING - MAY 8, 1967

A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON MAY 8, 1967 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MR. GROHNE
MR. MILLER
MRS. RUSSELL
MR. SAPPINGTON
MR. SCHUERMAN
MR. TEBUSSEK

MEMBERS ABSENT:

MR. OLSEN
MR. WEST

OTHERS PRESENT:

MR. DUMAS
MISS SCHWEGMAN

THE MEETING WAS CALLED TO ORDER AT 4:40 P.M. BY MR. SAPPINGTON.

MR. MILLER OF THE PROPERTIES AND FINANCE COMMITTEE RECOMMENDED AND MOVED THAT LIBRARY STAFF SALARIES BE INCREASED BY 2% AS A COST OF LIVING INCREASE EFFECTIVE WITH THE PAY PERIOD WHICH ENDS MAY 12, 1967, IN ACCORDANCE WITH THE INCREASE GRANTED TO CITY EMPLOYEES AND INCLUDING PROFESSIONAL LIBRARIANS, BUT EXCLUDING THE CITY LIBRARIAN. THE MOTION CARRIED.

THE PROPERTIES AND FINANCE COMMITTEE FURTHER MOVED THAT THE CITY LIBRARIAN'S SALARY FOR FISCAL YEAR 1967/68 BE \$13,200. THE MOTION WAS APPROVED.

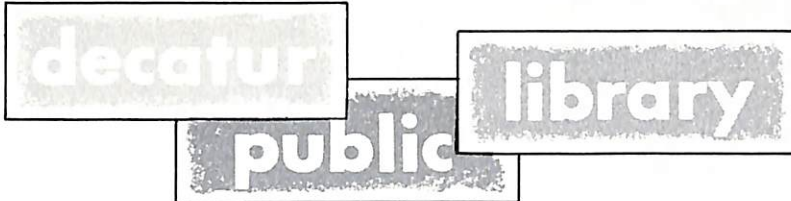
THE MEETING WAS ADJOURNED AT 5:10 P.M.



ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD

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ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

COMBINED ANNUAL MEETING FOR 1966/1967
AND MONTHLY MEETING FOR MAY, 1967

AGENDA

MAY 12, 1967

- I. CALL TO ORDER
W. A. SAPPINGTON, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING APRIL 21, 1967
 - B. SPECIAL BOARD MEETING APRIL 28, 1967
 - C. SPECIAL BOARD MEETING MAY 8, 1967
- III. COMMUNICATIONS
- IV. STATISTICAL REPORT
- V. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- VI. OLD BUSINESS
- VII. NEW BUSINESS

ANNUAL MEETING

- VIII. ANNUAL REPORT OF CITY LIBRARIAN
- IX. ANNUAL REPORT OF THE BOARD OF DIRECTORS
- X. ELECTION OF OFFICERS
- XI. ADJOURNMENT

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DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF COMBINED ANNUAL MEETING FOR 1966/1967
AND MONTHLY MEETING FOR MAY, 1967

THE REGULAR AND ANNUAL MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON MAY 12, 1967 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MR. GROHNE
MR. MILLER
MR. OLSEN
MRS. RUSSELL
MR. SAPPINGTON
MR. SCHUERMAN

MEMBERS ABSENT:

MR. TEBUSSEK
MR. WEST

OTHERS PRESENT:

MR. DUMAS
MISS SCHWEGMAN

THE MEETING WAS CALLED TO ORDER AT 4:40 P.M. BY MR. SAPPINGTON.

THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 21, 1967 AND OF THE SPECIAL BOARD MEETINGS OF APRIL 28, 1967 AND MAY 8, 1967 WERE APPROVED.

CITY LIBRARIAN ROBERT DUMAS PRESENTED THE MONTHLY STATISTICAL REPORT FOR THE LIBRARY. MR. MILLER SUGGESTED THAT IN THE FUTURE A LIST OF REQUISITIONS ISSUED, AND FILLED AND UNFILLED PURCHASE ORDERS BE INCLUDED IN THE REPORT. HE INDICATED THAT OUTSTANDING REQUISITIONS BY MONTH AND WHAT PERCENT OF THE TOTAL THEY REPRESENT SHOULD BE SHOWN. MR. DUMAS STATED THAT THESE FIGURES WOULD BE SHOWN IN THE NEXT STATISTICAL REPORT.

MR. OLSEN, CHAIRMAN OF THE PROPERTY AND FINANCE COMMITTEE, GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES AND BILLS APPROVED THROUGH THE MONTH ENDING APRIL 30, 1967. THE REPORT WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

MR. OLSEN FURTHER MOVED THAT THE BOARD APPROVE ALL PAYMENTS MADE DURING THE FISCAL YEAR 1966/1967. BY ROLL-CALL VOTE, THE MOTION WAS APPROVED.

CHAIRMAN OF THE BUILDING COMMITTEE, MR. BOB SCHUERMAN, REPORTED THAT THERE WAS A GOOD ATTENDANCE AT THE PUBLIC HEARING BEFORE THE CIVIC CULTURAL CENTER PLANNING COMMITTEE, ALTHOUGH NO CONCLUSIONS WERE REACHED.

MR. SAPPINGTON READ A LETTER FROM MR. ROBERT GROHNE WHICH CONTAINED HIS RESIGNATION FROM THE BOARD IN THE NEAR FUTURE DUE TO ILL HEALTH. MR. SAPPINGTON EXPRESSED THE REGRETS OF THE BOARD AND VOICED HIS APPRECIATION OF THE MANY SERVICES RENDERED BY MR. GROHNE.

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MR. SAPPINGTON DECLARED THAT THE REMAINDER OF THE MEETING WOULD BE DEVOTED TO THE ANNUAL MEETING FOR FISCAL YEAR 1966/1967.

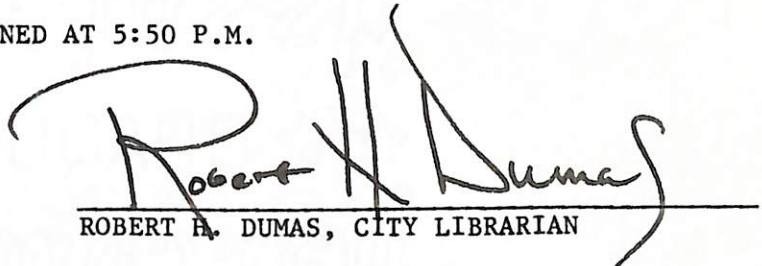
MR. DUMAS PRESENTED THE ANNUAL REPORT OF DECATUR PUBLIC LIBRARY, A COPY OF WHICH IS ATTACHED TO THESE MINUTES.

MR. SAPPINGTON PRESENTED THE BOARD'S ANNUAL REPORT TO THE CITY COUNCIL FOR APPROVAL. THE REPORT WAS APPROVED AS READ, AND A COPY IS ATTACHED HERETO.

MR. SAPPINGTON STATED THAT NOMINATIONS WERE IN ORDER FOR OFFICERS OF THE BOARD FOR THE COMING YEAR. MR. GROHNE NOMINATED THE FOLLOWING: WILLIAM L. OLSEN, PRESIDENT, ROBERT L. SCHUERMAN, VICE PRESIDENT, AND WILLIAM L. TEBUSSEK, SECRETARY. THERE BEING NO FURTHER NOMINATIONS, A UNANIMOUS BALLOT WAS CAST FOR THE ELECTION OF THESE OFFICERS.

MR. GROHNE READ A RESOLUTION PREPARED BY THE BOARD OF DIRECTORS EXPRESSING THE BOARD'S THANKS AND APPRECIATION TO MISS EDNA F. JONES FOR SERVING AS ACTING CITY LIBRARIAN FOR DECATUR PUBLIC LIBRARY FROM APRIL 29, 1966, TO NOVEMBER 28, 1966. THE RESOLUTION IS HEREBY INCORPORATED INTO THESE MINUTES OF THE ANNUAL MEETING OF THE BOARD OF DIRECTORS, AND A COPY PLACED IN MISS JONES' PERSONNEL FILE.

THE MEETING WAS ADJOURNED AT 5:50 P.M.


ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD

STATISTICAL REPORT

April, 1967

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books - 1967:	19,920	4,302	17,071	41,293	445,153
1966:	21,845	5,859	17,824	45,528	533,214

DATA PROCESSING

Packs Made:	1,131 - new
	<u>6,774</u> - replacement
	7,905 - Total

REGISTRATION

Resident	29,305	Non-Resident	6,980	
Added	<u>622</u>	Added	<u>69</u>	
	29,927		7,049	
Withdrawn	<u>693</u>	Withdrawn	<u>158</u>	
	29,234		6,891	<u>36,125</u>

TECHNICAL PROCESSING

Cataloging

New books added	944
New titles added	339
Microfilm added	17
Books withdrawn	683
Books recataloged	1
Books mended	164

Acquisitions

Books received	1124
Microfilm received	17
Records received	10
Lists processed	2

Bindery

Books from bindery	250
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CITY OF DECATUR
April 30, 1967
Statement of Cash and Investments

Name of Fund	All Funds Cash on Hands (Deficit)	Investments	Fund Balance
General Fund	\$ 100,994.83	\$ 300,000.00	\$ 400,994.83
<u>Water Fund</u>			
Bond & Interest	\$ 8,351.43	\$ 183,993.04	\$ 192,344.47
Bond & Interest Reserve	0.00	361,000.00	361,000.00
Maintenance & Operation	0.00	0.00	0.00
Surplus	87,723.80	302,093.76	389,817.56
Depreciation	23,683.16	583,200.00	606,883.16
Watermain Extension Escrow	<u>1,692.38</u>	<u>0.00</u>	<u>1,692.38</u>
<u>Total Water Fund</u>	\$ 121,450.77	\$ 1,430,286.80	\$ 1,551,737.57
<u>Motor Vehicle Parking System</u>			
<u>Fund of City of Decatur, Illinois</u>			
Bond & Interest	\$ 2,642.59	\$ 300,000.00	\$ 302,642.59
Bond Reserve	0.00	75,000.00	75,000.00
Maintenance & Operation	10,000.00	0.00	10,000.00
Surplus	121,341.38	58,289.75	179,631.13
Improvement & Extension	<u>0.00</u>	<u>25,000.00</u>	<u>25,000.00</u>
<u>Total Motor Veh.Park.Sys.Rev.</u>			
<u>of City of Decatur, Illinois</u>	\$ 133,983.97	\$ 458,289.75	\$ 592,273.72
Mtr.Veh.Park.Facilities			
Acquisition & Construction	\$ 171,075.87	\$ 2,450,000.00	\$ 2,621,075.87
<u>Other Agencies</u>			
Central Park	\$ 0.00	\$ 0.00	\$ 0.00
Civil Defense	1,825.91	2,000.00	3,825.91
Municipal Band	444.73	0.00	444.73
Playground & Recreation	273.53	0.00	273.53
Public Library	<u>78,443.63</u>	<u>0.00</u>	<u>78,443.63</u>
<u>Total Other Agencies</u>	\$ 80,987.80	\$ 2,000.00	\$ 82,987.80
Motor Fuel Tax	\$ 60,737.57	\$ 570,000.00	\$ 630,737.57
1961 Street Improvement Bond	\$ 0.00	\$ 0.00	\$ 0.00
1963 Street Improvement Bond	\$ 40,880.29	\$ 0.00	\$ 40,880.29
1966 Street Improvement Bond	\$ 146,251.76	\$ 2,480,000.00	\$ 2,626,251.76
1963 Traffic Signal Bond	\$ 40,441.70	\$ 75,000.00	\$ 115,441.70
1966 Traffic Control Signal	\$ 4,676.26	\$ 89,000.00	\$ 93,676.26
1966 Bridge Bond	\$ 2,943.29	\$ 95,000.00	\$ 97,943.29
Urban Renewal-Performance	\$ 43,861.50	\$ 0.00	\$ 43,861.50

SUMMARY OF INCOME AND EXPENDITURES
TWELFTH MONTH ENDING APRIL 30, 1967

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ACTIVITY: 940 DECATUR PUBLIC LIBRARY

<u>REVENUE</u>	<u>ESTIMATED REVENUE</u>	<u>RECEIVED TO-DATE</u>	<u>% OF EST.</u>
Surplus May 1st 1966	17,556.00	21,636.31	123.24
Tax Levy Receipts-Current	303,800.00	302,961.37	99.72
Tax Levy Receipts-Prior	4,600.00	4,775.50	103.82
Fines & Fees	13,000.00	13,271.77	102.09
Non-Resident Fees	676.00	428.30	63.36
Interest on Investments	600.00	4,154.47	692.41
Illinois State Library Reimbursement	400.00	0.00	0.00
Lost & Damaged Books	694.00	625.27	90.10
Reserves	108.00	55.00	50.93
Memorial Books	35.00	36.45	104.14
Prints Made on Copy Machine	317.00	355.40	112.11
Plastic Bags	90.00	6.77	7.50
Postage	366.00	225.10	61.50
Rolling Prairie Libraries	3,000.00	0.00	0.00
Miscellaneous	2,028.00	401.95	19.82
 TOTAL REVENUE	 347,270.00	 348,933.66	 100.48

1966 - 1967 BUDGET
ACTIVITY: 940 DECATUR PUBLIC
LIBRARY

<u>OBJECT CODE NO.</u>	<u>OBJECT OF EXPENDITURES</u>	<u>APPROPRIATION</u>	<u>EXPENDITURES TO-DATE</u>	<u>UNENCUMBERED BALANCES</u>
940.101	Regular Salaries	182,331.94	154,344.74	27,987.20
940.109	Temporary Salaries	20,209.00	14,710.23	5,498.77
940.107	Hospital/Life Ins	1,339.00	600.95	738.05
	<u>CONTRACTUAL SERVICES</u>			
940.201	Advertising	510.00	242.86	267.14
940.202	Printing & Binding	2,620.00	2,048.27	571.73
940.211	Service to Maintain Buildings	13,387.00	13,368.33	18.67
940.212	Service to Maintain Improvements Other Than Buildings	400.00	106.25	293.75
940.214	Service to Maintain Office Equipment	924.00	894.26	29.74
940.215	Service to Maintain Automotive Equipment	675.00	358.83	316.17
940.221	Auditing Services	1,000.00	1,000.00	0.00
940.229	Other Professional Services	2,000.00	552.00	1,448.00
940.231	Electricity	3,200.00	3,106.49	93.51
940.233	Telephone & Telegraph	2,496.36	2,466.80	29.56
940.241	Travel Expense	610.00	187.87	422.13
940.244	Freight & Cartage	200.00	49.00	151.00
940.245	Postage	1,600.00	1,600.00	0.00

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1966 - 1967 BUDGET
ACTIVITY: 940 DECATUR PUBLIC
LIBRARY

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OBJECT CODE NO.	OBJECT OF EXPENDITURES	APPROPRIATION	EXPENDITURES TO-DATE	UNENCUMBERED BALANCES
940.284	Professional & Technical Service Fees & Costs	342.50	260.00	82.50
940.288	Rentals	13,370.00	12,834.33	535.67
940.299	Contractual Services Not Otherwise Classified	150.00	139.53	10.47
<u>COMMODITIES</u>				
940.302	Books, Publications, and Maps	56,040.00	47,354.42	8,685.58
940.310	Gas, Oil, & Anti-Freeze	303.00	264.06	38.94
940.312	Janitorial Supplies	25.00	21.47	3.53
940.320	Materials to Maintain Buildings and Other Improvements	1,800.00	1,719.81	80.19
940.324	Materials to Maintain Automotive Equipment	600.00	302.33	297.67
940.330	Medical & Laboratory Supplies	15.00	0.00	15.00
940.345	Office Supplies	5,600.00	5,320.75	279.25
<u>OTHER CHARGES</u>				
940.402	Contingencies	2,600.00	1,092.30	1,507.70
940.423	Other Insurance	4,500.00	4,069.02	430.98
TOTAL - OPERATING EXPENDITURES		<u>318,847.80</u>	<u>269,014.90</u>	<u>49,832.90</u>
<u>CAPITAL OUTLAY</u>				
940.515	Office Machinery and Equipment	<u>2,916.50</u>	<u>1,625.13</u>	<u>1,291.37</u>
TOTAL - CAPITAL OUTLAY		<u>2,916.50</u>	<u>1,625.13</u>	<u>1,291.37</u>
GRAND TOTAL		<u>321,764.30</u>	<u>270,640.03</u>	<u>51,124.27</u>

SUMMARY OF INCOME AND EXPENDITURES
TWELFTH MONTH ENDING APRIL 30, 1967

ACTIVITY: 955 MUNICIPAL BAND FUND

REVENUE	ESTIMATED REVENUE	RECEIVED TO-DATE	% OF EST.
Surplus May 1st 1966	418.00	418.37	100.09
Tax Levy Receipts-Current	18,200.00	18,237.33	100.21
Tax Levy Receipts-Prior	300.00	287.47	95.82
TOTAL REVENUE	<u>18,918.00</u>	<u>18,943.17</u>	<u>100.13</u>

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CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

Bills to be approved for the period ending April 30, 1967:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
06675	Treasurer-City of Decatur	Payroll	295.80
06678	Treasurer-City of Decatur	Payroll	5,878.63
TOTAL LIBRARY VOUCHERS			<u>\$6,174.43</u>

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ANNUAL REPORT OF THE CITY LIBRARIAN
FOR 1966/1967

Library operations during the past year have been marked by turmoil and upheaval. The book shortage and virtual stoppage in acquisitions which began in the financial troubles of the previous year extended for reasons beyond the library's control - through the summer of 1966, as the Statistical Table I shows. A critical staff shortage has plagued the library, forcing curtailment of services during the past summer months. The library was without a chief librarian until the end of November. Many operations previously done in the library were contracted to the City offices and this transfer, although smoothly handled in most cases, required adjustment, both psychological and operational.

Public Service. Table I shows a regrettable decline in all departments of public service. Circulation has dropped 16-1/2%. The number of reference problems handled has lowered by 26%. Registration is off 8%. The circulation and reference service decline results principally from the shortened hours of service and the curtailed book receipts of the past summer. The slight registration decline is also probably indirectly related to these factors.

Book receipts took a sharp upward turn after the turn of the calendar year and by February the circulation reflected this strongly by climbing against the trend of previous years. (See circulation graph.) Since then the relative circulation decline has lessened. Regaining lost circulation is a difficult and slow process. Moreover there has been a recent national trend towards lower public library circulation. This trend has in the last two years been reflected in the Decatur Public Library. Nevertheless, a recovery of our past position by the end of fiscal 1967/68 is a realistic expectation.

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I do not expect a similar recovery in reference work statistics: a rethinking of what constitutes meaningful reference and reader's advisory service will undoubtedly lead to more rigorous definition with a consequent exclusion from this statistical category many questions currently included.

In the face of the considerable difficulties faced by the library during the past year, the positive accomplishments as shown on Table II are noteworthy. Attendance at class visits to the library exceeded 2,000 students. Attendance at films programs was more than 4,700. 388 youngsters attended 24 story hours. In addition to book circulation, the library circulated nearly 7,500 phono records, as well as 176 16mm films and 236 8mm films. The public borrowed 137 framed art prints and over 2,100 mounted pictures. Microfilmed periodicals and magazines were consulted by patrons nearly 1,800 times. The readers advisors helped 29,813 borrowers find material they desired.

Among the heartening signs appearing during the past year was a sharp drop in the number of books and other materials kept overdue: there were slightly more than 4,000 overdue notices for less than 6,500 books -- a reduction of 23% in notices and of 17% in overdue materials.

Technical Service. As the statistical table indicates, the work load in this division was chronologically inverted in comparison with the past year, due principally to delays in the processing of book requisitions by the City Purchasing Agent. The resulting inversion was accompanied by an exaggeration in the peaks and valleys of the processing load, especially in the order department. The inversion necessitated an arrearage in the Cataloging Department of approximately 3,000 volumes. During the coming year the arrearages will be dealt with by arranging for a part of the card production to be done by an outside firm utilizing Xerographic reproduction of Library of Congress card proof-sheets.

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Much time and work has been spent by the Serials Section of Technical Services in bringing into a system of control our periodical subscriptions and standing orders for annual publications. This has involved searching out lost subscription periods, sources, and costs, sometimes establishing a connection existing between subscriptions to journals and membership in organizations, and entering these data on proper serials records cards, so that library holdings can be entered and verified and so that invoices and payments can be indicated and controlled. This work, as it applies to periodicals, is the necessary groundwork for discussion with other libraries in the area of questions of a union listing of holdings and related possibilities of cooperation.

The Collections. There are three great existing needs pertaining to the library's collection in which corrective measures were initiated during the past year and to which major attention will continue to be paid. First there is the need to fill in gaps in the basic or core collection in accordance with established acquisition policy aiming at holding the best that has been thought and said in our historical context, together with the basic texts having local utilitarian application, as well as selected current materials useful and/or interesting to the people of Decatur in their varied concerns and walks of life. The second great need is to coordinate and relate the various indexes and book catalogs owned by the library with the collections of the library and its acquisitions program. And the third major need is the need for extensive duplication of material in the collection where subject demand or title popularity warrants it.

Staff. As a consequence of the financial problems in fiscal 1965/66, it was necessary to lay off a number of staff members in order to remain within the appropriation. Many of these staff members elected to remain with their new positions rather than return. Thus the library entered this fiscal year with a critical staff shortage which forced it to shorten service hours during the summer and which has continued to the present time. Mrs. Mary Howe resigned as City Librarian in May. Miss Edna Jones became Acting City Librarian until the appointment of the present City Librarian at the end of November. Miss Jones has been in the difficult position during the year of serving not only in her proper capacity as Supervisor of Adult Services, but has necessarily assumed the duties of Reference Librarian and Reader's Advisor, as well as acting as City Librarian for several months. Since the resignation of Miss Catherine Yamamoto, Mrs. Charlotte Williams has also done yeoman duty as acting Children's Supervisor while working to maintain standards of service.

I have mentioned but two staff members, but clearly the burden of the personnel shortage has fallen upon and has been borne by the whole staff. The library is under obligation to them for their loyalty and for their unremitting and cheerful efforts, and I want to express my appreciation to them.

In order to recruit professional staff more successfully, the Board voted during the year an increase in salary for librarians. Aggressive recruitment of good, professionally trained and competent staff has been undertaken through personal contacts, the National Registry for Librarians, library schools, and advertisements in professional journals and the New York Times. There has been limited success as of this writing, but successful recruitment is usually the result of continuing effort. Meanwhile we come to the end of the fiscal year with five professional vacancies out of an authorized eight positions.

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At the instruction of the Board, the City Librarian has undertaken a re-assessment of the personnel organization of the library. This is a continuing study aimed at clarifying the table of organization and lines of responsibility and at re-defining duties, routines, inter relationships, job descriptions, and position titles wherever improvements can be made. Preliminary steps have already been formulated and the beginning of fiscal 1967/68 will see the initiation of the first changes which will occur in the Circulation Department.

Financial Status. The Decatur Public Library ended the year with a balance of \$78,443.63 in its account, resulting principally from money saved because of staff shortage and shortened hours of service during the summer of 1966. A portion of this surplus in the salaries account was transferred to the books account allowing the library to buy more books than in previous years, although it was not possible to process them all for addition to the collections within the fiscal year. It should be emphasized that the surplus left in the library account is not a "saving". It represents instead lost opportunities for service to the people of Decatur and a serious overload on staff capabilities.

Looking forward to the coming year and the year thereafter, one can see a possibility of financial crisis for the library. Inasmuch as the appropriation for library operations is closely tied in to the library tax levy and the tax levy is limited to the previous year's appropriation, unless steps are taken during the coming year to adjust the levy it will be necessary during fiscal 1968/69 to cut severely the library appropriation. The consequence will be smaller budget in 1968/69 than in 1967/68. This would destroy completely the possibility of the library meeting national standards for acquisitions during the immediate future. During the coming year the Board should also consider the desirability for salary

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increases for selected staff positions to bring them in line with other City positions with similar education requirements or performing duties of comparable complexity. Finally there is the need to prepare for increases in the cost index of materials and for within-grade step increases for library personnel. On the basis of the original and tentative budget drafted by the Finance and Properties Committee for the next fiscal year, I would suggest that the operations of the library during fiscal 1968/69 will be in the neighborhood of \$437,000 and that the levy be sought at \$423,000 matching a 1967/68 budget of slightly more than \$423,000 including planning and consultant fees for a proposed new library building.

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TABLE I

TECHNICAL SERVICES

Activities by Month

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Total
New Books Cataloged, 1965/66	980	1503	1801	1363	556	1047	823	862	485	224	328	93	10,065
New Books Cataloged, 1966/67	27	176	402	1154	702	656	550	637	784	713	936	944	7,681
New Titles Cataloged, 1965/66	299	799	542	394	199	378	453	360	266	152	190	54	4,086
New Titles Cataloged, 1966/67	20	137	241	613	409	309	367	362	375	280	539	339	3,991
Microfilm Cataloged, 1965/66	6	10	6	39	6	4	15	8	35	16	7	4	156
Microfilm Cataloged, 1966/67	50	10	19	16	14	11	21	27	14	15	13	17	227
Books Withdrawn 1965/66	378	416	435	736	37	853	499	169	320	204	509	45	4,601
Books Withdrawn 1966/67	383	450	127	6	182	55	148	322	222	422	42	683	3,042
Books Recat. & Transferred 1965/66	145	165	175	198	82	91	72	222	121	75	37		1,383
Books Recat. & Transferred 1966/67	1	4	3	4	3	5	28	12	2	2	17	1	82
Books Mended, 1965/66	685	452	215	544	269	58	251	198	365	464	402	502	4,405
Books Mended, 1966/67	183	124	150	101	97	342	170	102			281	164	1,714
Volumes Bound, 1965/66	97	381		195		112	6						791
Volumes Bound, 1966/67								439			235	250	924
Books Received, 1965/66	1024	1849	1391	989	724	769	772	962	420	152	275	102	9,429
Books Received, 1966/67	87	205	947	1387	261	403	846	673	1428	1376	1967	1124	10,704
Microfilm Rec'd, 1965/66	6	8	6	36	5	5	16	6	33	13	7	4	145
Microfilm Rec'd, 1966/67	59	11	19	16	13	7	23	15	13	15	9	17	217
Phono Records Received, 1965/66		106	69	9			14	6	1		2		207
Phono Records Received, 1966/67						10					138	10	158

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TABLE II

218	Bibliographies	62
221	Class Visits	92
222	Book Talks	7
223	Instruction	36
224	Stories	35
225	Attendance	2199
226	Exhibits	271
227	Films Attendance	4783
228	Showings	167
229	16 MM	176
231	8 MM Film	236
232	Recordak	1799
235	Groups, Non Instructional	194
236	Attendance	3151
237	Home Service Visits	38
238	Home Service Patrons	50
239	Home Service, New Patrons	1
240	Inter Library Loans	44
241	Maps	33
242	Meetings in Building	65
243	Attendance	748
244	Mending	5132
245	Overdue Books	6477
246	Overdue Notices	4112
247	Pictures Framed	137
248	Pictures Mounted	2180
250	Radio	4
251	Records, Long Play	6008
252	Records, Standard	63
253	Records, Stereo	1405
255	Records, 45	1
256	Readers Advisor	29,813
257	Requests, Reserve	1878
258	School Visits	13
259	Story Hours	24
260	Attendance	388
261	Number of Stories	79
262	Telephone, Incoming Calls	18,719

Circulation Graph

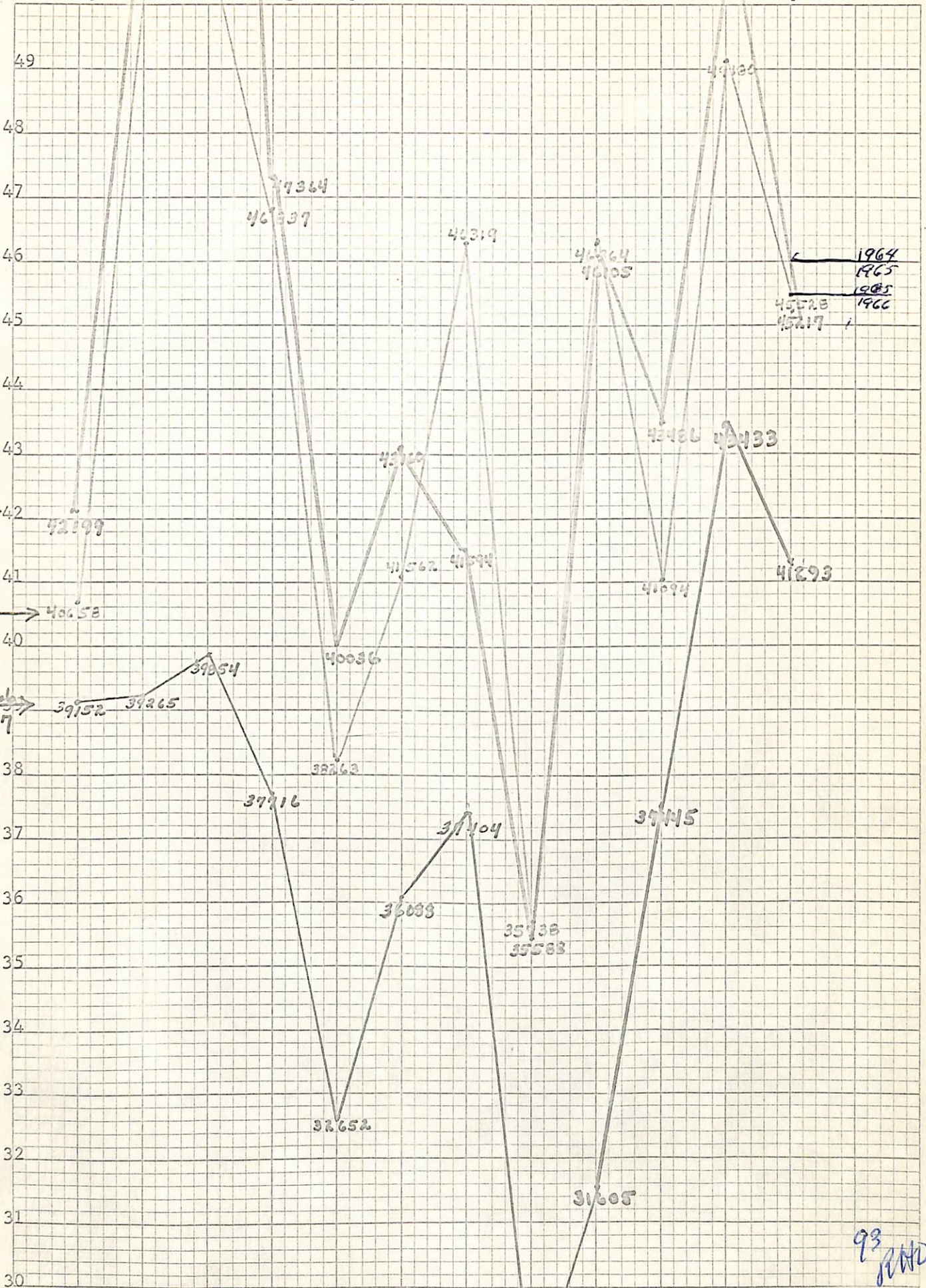
12-280

May June Jul. Aug. Sep. Oct. Nov. Dec. Jan. Feb. Mar. Apr.

1964
1965

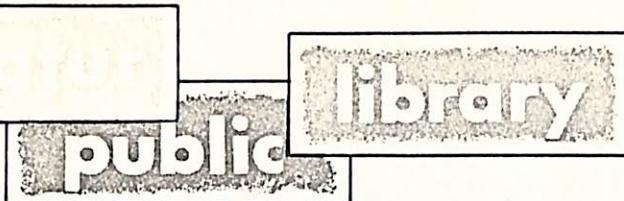
1965
1966

1966
1967



1964-1965

93
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ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

May 12, 1967

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

Gentlemen:

In accordance with Illinois Revised Statutes, 1965, Chapter 81, Section 4-10, the Annual Report of the Board of Directors of the Decatur Public Library for fiscal 1966/1967 is herewith presented:

a) Sources of Revenue, 1966/1967

Surplus, May 1, 1966	\$ 21,636.31
Tax Levy Receipts-Current	302,961.37
Tax Levy Receipts-Prior	4,775.50
Fines and Fees	13,271.77
Non-resident Fees	428.30
Interest on Investments	4,154.47
Lost and Damaged Books	625.27
Reserves	55.00
Memorial Books	36.45
Copy Machine Receipts	355.40
Plastic Bag Sales	6.77
Postage	225.10
Miscellaneous	<u>401.95</u>
TOTAL REVENUE	\$348,933.66

b) Expenditures, 1966/1967

Salaries, Regular	\$154,344.74
Salaries, Temporary	14,710.23
Hospital/Life Insurance	600.95
Advertising	242.86
Printing & Binding	2,048.27
Service to Maintain Buildings	13,368.33
Service to Maintain Other Improvements	106.25

94
RWD

b) Expenditures, 1966/1967 (Contd)

Service to Maintain Office Equipment	\$ 894.26
Service to Maintain Automotive Equipment	358.83
Auditing Services	1,000.00
Other Professional Services	552.00
Electricity	3,106.49
Telephone & Telegraph	2,466.80
Travel Expense	187.87
Freight & Cartage	49.00
Postage	1,600.00
Professional & Technical Service and Costs	260.00
Rentals	12,834.33
Contractual Services Not Otherwise Classified	139.53
Books, Publications & Maps	47,354.42
Gas, Oil and Antifreeze	264.06
Janitorial Supplies	21.47
Materials to Maintain Buildings and Other Improvements	1,719.81
Materials to Maintain Automotive Equipment	302.33
Office Supplies	5,320.75
Contingencies	1,092.30
Other Insurance	4,069.02
Office Machinery & Equipment	<u>1,625.13</u>

TOTAL EXPENDITURES \$270,640.03

c) Surplus, April 30, 1967 \$ 78,443.63

d) Book Stock, April 30, 1967 168,618 volumes
Circulation, 1966/67:

General Works	2,187
Philosophy and Psychology	5,638
Religion	4,969
Social Sciences	20,916
Language	1,422
Science	15,107
Useful Arts and Technology	23,418
Fine Arts and Recreation	21,201
Literature	13,486
History	14,901
Geography and Travel	8,760
Biography	15,879
Foreign Non-Fiction	229
Periodicals	10,162

95
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May 12, 1967

d) Circulation, 1966/67 (Contd):

Pamphlets	756 volumes
Paperbacks	140
Fiction	193,357
Foreign Fiction	270
Juvenile Picture Books	<u>92,355</u>

TOTAL BOOK CIRCULATION	445,153 volumes
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Films	412
Phono Records	7,477
Framed Art	137
Mounted Pictures	2,180
Maps	<u>33</u>

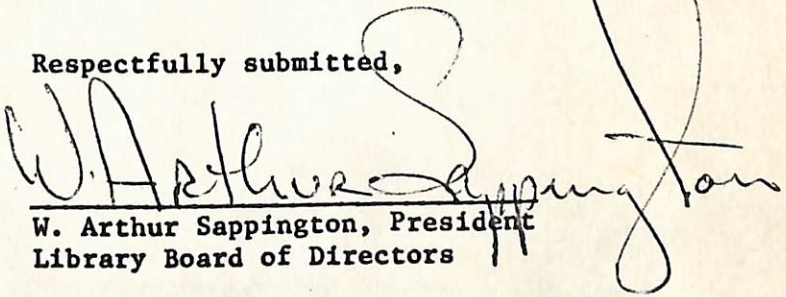
TOTAL CIRCULATION	455,392
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e) Financial Requirements for 1967/1968	\$423,204.00
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f) Annual Tax Levy:

In order to assure adequate funds for library operations in fiscal 1968/1969, it will be necessary, in the judgment of the Board of Directors, to levy \$423,000 for library purposes in the next annual tax levy ordinance.

Respectfully submitted,


W. Arthur Sappington, President
Library Board of Directors

Attest: 96
1967

R E S O L U T I O N

INASMUCH as Edna F. Jones accepted the position of Acting City Librarian of the Decatur Public Library from April 29, 1966 to November 28, 1966, it is the desire of the Members of the Board of Directors to formally express their appreciation to her for accepting that responsibility.

WHEREAS Edna F. Jones has manifested the ability to accept responsibility, and

WHEREAS Edna F. Jones is a knowledgeable librarian, and

WHEREAS Edna F. Jones has the quality of tact and the ability to work with others,

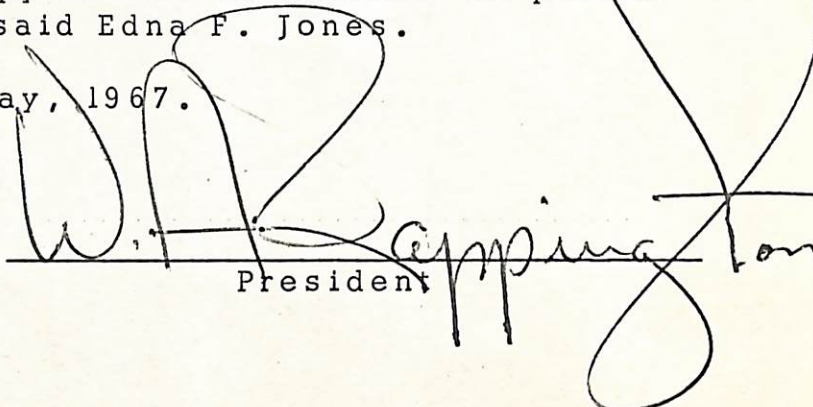
NOW THEREFORE, be it

RESOLVED, that we, the Board of Directors of the Decatur Public Library of the City of Decatur, County of Macon and State of Illinois, now hereby express our thanks and appreciation for these services rendered, and

BE IT FURTHER RESOLVED that this resolution be incorporated in the minutes of this Annual Meeting of the Board of Directors, and further

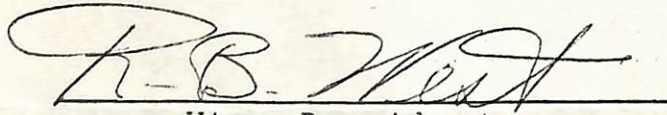
BE IT RESOLVED that a copy of this Resolution be placed in the personnel file of the said Edna F. Jones.

DATED this 12th day of May, 1967.



President

ATTEST:



Vice-President