

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

COMBINED ANNUAL MEETING FOR 1971/1972
AND MONTHLY MEETING FOR MAY, 1972

AGENDA

MAY 19, 1972

- I. CALL TO ORDER
ALBERT L. MILLER, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING APRIL 14, 1972
 - B. SPECIAL BOARD MEETING APRIL 21, 1972
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 - C. NEW CENTRAL LIBRARY BUILDING
- 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. APPOINTMENT OF ROLLING PRAIRIE REPRESENTATIVE BY NEW PRESIDENT
- V. ADJOURNMENT

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF REGULAR AND ANNUAL BOARD OF DIRECTORS MEETING - MAY 19, 1972

The regular meeting of the Board of Directors of the Decatur Public Library was held May 19, 1972 in the board room of the main library.

Members Present:

Mrs. Brandt
Mr. Butler
Mr. Dick
Mr. Farrell
Mrs. Hedrick
Mr. Miller
Mr. Whitacre

Members Absent:

Mr. Brechnitz
Mr. Schuerman

Others Present:

Russell Peterson
(Herald & Review)
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:35 P.M. by Mr. Miller.

The minutes of the regular board meeting of April 14, 1972 and of the special board meeting of April 21, 1972 were approved.

Mr. Dumas stated that he would like to get into the record that the change in date of this board meeting from April 12, 1972 to April 19, 1972 was properly advertised and posted according to the law.

Chairman of the Properties and Finance Committee, Mr. Farrell, gave an informational report on the summary of income and expenditures through April 30, 1972 and bills approved through April 30, 1972. The motion for approval of the report by Mr. Farrell was seconded by Mr. Butler and was unanimously approved by a roll-call vote. Mr. Farrell called to the board's attention that \$94,000 was spent for books this past year, which is the best year we have had in the history of the library.

Mr. Farrell reported that there were some accounts which needed to be balanced at the end of the fiscal year. He therefore moved that the following transfers be approved from Object Code 288, Rentals:

\$28,868 to Object Code 410, Automotive Capital Expenditures
580 to Object Code 107, Hospitalization, Medical and Life Insurance
1,200 to Object Code 202, Printing and Binding
150 to Object Code 245, Postage
210 to Object Code 320, Materials to Maintain Buildings & Improvements
260 to Object Code 515, Office Machinery and Equipment

Mr. Whitacre seconded the motion and it was approved.

It was reported by Mr. Miller that the public accounting firm doing the audit for the State of Illinois on expenditures for the new building has just about been wrapped up and the report should be forwarded by the end of this week.

Mr. Miller requested that Mr. Dick comment on his trip to Tulsa, Oklahoma to view the operation of Mobile International, a mobile trailer manufacturing firm. Mr. Dick stated that he arrived in Tulsa Sunday night and went out to the plant early the next morning. He spent the better part of an hour with the chief engineer of the firm going over the plans and specifications of the trailers, and seeing some of their finished products. Mr. Dick stated that he was impressed with their workmanship, and the quality of trailer that they put out. They produce a good piece of equipment which is structurally sound, Mr. Dick reported. Mr. Dick contacted Mr. Dumas and Mr. Miller to give his approval of what he saw in Tulsa. Mr. Miller thanked Mr. Dick for making the sacrifice to go on this trip on such short notice.

The meeting was adjourned at 4:50 P.M.

ANNUAL MEETING

The board was reconvened at 4:52 P.M. to proceed with the Annual Meeting of the Board of Directors for fiscal 1971/1972.

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. A copy of this report becomes a part of these minutes. Mr. Dick moved that the City Librarian's Report be accepted by the board; Mrs. Brandt seconded the motion and it was approved.

The Annual Report of the Board of Directors, as accomplished by Mr. Dumas, was submitted to the board for their review. Mrs. Hedrick moved that the report be accepted, Mr. Dick seconded the motion, and it was approved. A copy of this report becomes a part of these minutes.

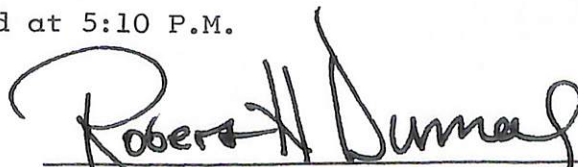
As Chairman of the Nominating Committee, Mr. Farrell presented the following slate of officers for the coming year:

Mr. Butler, President
Mr. Dick, Vice President
Mrs. Hedrick, Secretary

Mr. Whitacre moved that the board cast a unanimous ballot for this slate of officers as presented. Mrs. Brandt seconded the motion and it was approved. The new president stated that he would make the appointment of a representative of the Board to the Rolling Prairie System at the next regular meeting. Mr. Miller advised that the new officers would take over their duties at the July board meeting.

Mrs. Hedrick moved that the library staff be commended for the good work they have done in the past year. Mrs. Brandt seconded the motion and it was approved.

The Annual Meeting was adjourned at 5:10 P.M.


Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

May, 1972

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1972 -	22,694	2,626	10,890	36,210	36,210
1971 -	20,637	2,539	11,578	34,754	34,754

REGISTRATION

Resident	27,884	Non-Resident	1,390	
Added	<u>903</u>	Added	<u>45</u>	
	28,787		1,435	
Withdrawn	<u>771</u>	Withdrawn	<u>193</u>	
	28,016		1,242	<u>29,258</u>

TECHNICAL PROCESSING

Cataloging

New books added	1171
New titles added	386
Books withdrawn	693
Books mended	3099

Acquisitions

Books checked in	1737
Records checked in	15
Pamphlets	10
Microfilm reels	484
Gifts	6

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending May 31, 1972

<u>VOO NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
28269	Treasurer, City of Decatur % Payroll Fund	Period Ending 5/3/72	\$ 12,595.50
28270	Treasurer, City of Decatur % Water Revenue Fund	Water Service: Main	66.45
28271	American Youth Hostel Office	Books	5.00
28272	American Library Association	Advance Registration Fee	50.00
28273	Superintendent of Documents	Books	108.50
28274	Treasurer, City of Decatur % Homewood Place Sewer Fund	Investment Purchase	1,303.25
28275	Treasurer, City of Decatur % Illinois Municipal Retirement Fund	Investment Purchase	5,039.13
28276	Treasurer, City of Decatur % Water Surplus Fund	Investment Purchase	29,391.50
28277	Illinois Power Co.	Gas & Electrical Service	1,198.61
28278	Treasurer, City of Decatur % Payroll Fund	Period Ending 5/17/62	12,190.52
28279	Treasurer, City of Decatur % Payroll Fund	Period Ending 5/10/72	421.48
28281	Do-It Now Foundation	Books	6.00
28282	Pillsbury Publications	Books	10.42
28283	Public Documents Distribution Center	Books	68.75
28284	Urban Institute	Books	1.95
28285	Trans-Illinois Express, Inc.	Freight Bill	9.15
28286	Robert H. Dumas	Advance Travel Expense	251.00
28287	Treasurer, City of Decatur % Payroll Fund	Period Ending 5/24/72	504.68
28288	Treasurer, City of Decatur % General Operating Fund	May Data Processing Charges	2,916.66
28291	VOID		
28292	Kelly Services	Part Time Help	301.60
28293	Manpower	Part Time Help	235.20
28294	Stappenbeck Bookbindery, Inc.	Book Binding	25.81

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
28295	Industrial Printing, Inc.	Book Plates	\$ 13.50
28296	T. A. Brinkoetter & Sons, Inc.	Service Call	23.60
28297	Decatur Window Cleaning Co.	April Janitorial Service	1,503.38
28298	Otis Elevator Co.	May Elevator Maintenance	130.15
28299	Schwartz Glass Co.	Door Repair	33.00
28300	C C Fire Equipment Co.	Fire Extinguisher Check	79.00
28301	Bodine Electric Co.	Motor on Blower Fan	79.88
28302	R. E. Gadberry Disposal	April & May Service: Evans	8.00
28303	Allied Office Service	Office Machinery Repair	14.00
28304	Illini Office Equipment Co.	Cash Register Repair	12.00
28305	Bob's Repair Service	Bookmobile Repair	10.40
28306	Greanias, Booth & Lieberman	April Services	100.00
28307	Illinois Bell Telephone Co.	May Service	441.96
28308	Mr. Carl Dick	Travel Reimbursement (Board)	131.98
28309	Chan Glosser, Postmaster	Postage for Postage Meter	200.00
28310	Downtown Decatur Council, Inc.	May Parking	180.00
28311	The First National Bank of Decatur	Safety Deposit Box Rental	5.00
28312	Pitney Bowes	Postage Machine Rental	30.00
28313	Robert Barclay, Inc.	Air Filters	71.28
28314	Black & Company	Extension Ladder	74.88
28315	Machula Business Interiors	Mounting Kits etc.	24.08
28316	Dick Blick	Office Supplies	20.62
28317	Bro-Dart, Inc.	Office Supplies	29.85
28318	Decatur Paper House	Office Supplies	15.47
28319	Gaylord Bros., Inc.	Office Supplies	211.70
28320	Service Transportation Lines, Inc.	Freight Bill	8.00
28321	Air Travel Bargains	Books	2.00
28322	Americana Annual Corporation	Books	8.65
28323	American Library Association	Books	48.65
28324	American Youth Hostel Office	Books	1.15

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
28325	The Baker & Taylor Co.	Books	\$ 5,700.51
28326	Books for Libraries	Books	16.00
28327	R. R. Bowker Co.	Books	27.50
28328	Congressional Quarterly, Inc.	Books	15.00
28329	BOID		
28330	Doubleday & Company	Books	432.88
28331	Editor & Publisher	Books	17.00
28332	Educational Record Sales, Inc.	Books	75.65
28333	Encyclopedia Britannica	Books	19.99
28334	Harper & Row	Books	11.90
28335	The Indian Historian Press	New Subscription	6.50
28336	Insurors Press Inc.	Books	12.78
28337	Light Impressions	Books	8.91
28338	J. B. Lippincott Co.	Books	8.95
28339	Marquis Who's Who Inc.	Books	52.43
28340	McGraw-Hill Book Co.	Books	21.78
28341	Mid-West Library Service	Books	130.04
28342	William Morrow & Co.	Books	262.00
28343	Mrs. Raymond Mulronney	Books	4.50
28344	National Geographic Society	Books	19.60
28345	National Record Plan	Books (Records)	3.59
28346	Nevada Publications	Books	18.08
28347	Partisan Review	New Subscription	5.50
28348	Peter Eaton	Books	20.14
28349	Random House, Inc.	Books	1.60
28350	Regent Book Co.	Books	50.73
28351	Rodale Books, Inc.	Books	22.90
28352	Runner's World	Books	5.10
28353	Sportshelf	Books	20.35
28354	Superintendent of Documents	Books	48.60

VOU NO: PAYMENTS MADE TO:

FOR:

AMOUNT:

28355 Teachers College Press

Books

\$ 9.75

26356 Ten Speed Press

Books

13.00

28357 Third World Press

Books

4.60

28358 Unipub, Inc.

Books

15.97

28359 U.S. News & World Report

Books

5.00

28360 University of Illinois Press

Subscription Renewal

8.00

28361 University Microfilms

Books

23.25

TOTAL DECATUR PUBLIC
LIBRARY FUND VOUCHERS

\$ 77,333.42

PERIOD MAY 1, 1972 THRU May 31, 1972

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
und Balance, May 1, 1972	299,392	279,941.65	279,941.65	19,450.35	
ax Levy Receipts-Current	338,681	-0-	-0-	338,681.00	
ax Levy Receipts-Prior	5,000	-0-	-0-	5,000.00	
ines & Fees	16,000	980.84	980.84	15,019.16	
on-Resident Fees	170	-0-	-0-	170.00	
nterest on Investments	15,000	296.08	296.08	14,703.92	
ost & Damaged Books	900	90.80	90.80	809.20	
rints Made on Copy Machine	550	32.40	32.40	517.60	
iscellaneous	43,570	107.38	107.38	43,462.62	
TOTAL REVENUE	<u>719,263</u>	<u>281,449.15</u>	<u>281,449.15</u>	<u>437,813.85</u>	39.13

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	352,857		23,813.81	23,813.81	329,043.19
102	Overtime	150		6.82	6.82	143.18
107	Hospitalization, Medical and Life Insurance	7,822		0	0	7,822.00
109	Temporary Salaries	23,994		2,224.66	2,224.66	21,769.34
201	Advertising	300		0	0	300.00
202	Printing & Binding	6,000	1,974.19	39.31	39.31	3,986.50
211	Service to Maintain Buildings	26,000		1,797.23	1,797.23	24,202.77
212	Service to Maintain Improvements Other Than Buildings	900		8.00	8.00	892.00
214	Service to Maintain Office Equipment	1,300		26.00	26.00	1,274.00
215	Service to Maintain Automotive Equipment	500		16.00	16.00	484.00
221	Auditing	600		0	0	600.00

PERIOD MAY 1, 1972 THRU May 31, 1972

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		100.00	100.00	470.00
230	Payment to City for Data Processing	35,000		2,916.66	2,916.66	32,083.34
231	Electricity	24,000		1,198.61	1,198.61	22,801.39
233	Telephone & Telegraph	5,500		441.96	441.96	5,058.04
234	Water	420		66.45	66.45	353.55
241	Travel, Training and Conferences	1,214		432.98	432.98	781.02
245	Postage	2,300		200.00	200.00	2,100.00
284	Professional Association Membership Fees	800		0	0	800.00
288	Rentals	3,122		215.00	215.00	2,907.00
310	Gas, Oil & Anti-Freeze	350		0	0	350.00
312	Janitorial Supplies	200		0	0	200.00
320	Materials to Maintain Buildings & Improvements	2,800		215.02	215.02	2,584.98
324	Materials to Maintain Automotive Equipment	200		1.40	1.40	198.60
330	Medical & Laboratory Supplies	5		0	0	5.00
345	Office Supplies	8,323		294.79	294.79	8,028.21
402	Contingencies	4,250		0	0	4,250.00
415	Service Recognition Payroll	885		0	0	885.00
423	Insurance	7,258		0	0	7,258.00
TOTAL OPERATING EXPENDITURES		<u>517,628</u>	<u>1,974.19</u>	<u>34,014.70</u>	<u>34,014.70</u>	<u>481,638.39</u>
<u>CAPITAL OUTLAY</u>						
502	Buildings	14,500		0	0	14,500.00
510	Automotive Equipment	14,600		0	0	14,600.00
515	Office Machinery & Equipment	1,685		0	0	1,685.00
525	Books	125,000		7,381.15	7,381.15	117,618.85
TOTAL CAPITAL OUTLAY		<u>155,785</u>		<u>7,381.15</u>	<u>7,381.15</u>	<u>148,403.85</u>
GRAND TOTAL		<u>673,413</u>	<u>1,974.19</u>	<u>41,395.85</u>	<u>41,395.85</u>	<u>630,042.24</u>

PERIOD MAY 1, 1972 THRU May 31, 1972

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
Sale of Bonds	20,740	17,428.29	17,428.29	3,311.71	
Miscellaneous	250	-0-	-0-	250.00	
TOTAL REVENUE	<u>20,990</u>	<u>17,428.29</u>	<u>17,428.29</u>	<u>3,561.71</u>	83.03

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
58	Loan					
58A	Other Expenses	20,990		0	0	20,990.00
	GRAND TOTAL	<u>20,990</u>		<u>0</u>	<u>0</u>	<u>20,990.00</u>

DECATUR PUBLIC LIBRARY

CITY LIBRARIAN'S ANNUAL REPORT - FISCAL 1971/1972

By far the most significant activities in the library during the past year are related directly to a book fund which more closely approaches adequacy than at any other time in the history of the library. With \$118,000 available in the budget including transferred funds, it was possible to certify for payment during the year more than \$90,000 in invoices for materials received. In addition, the library ordered nearly \$4,000 worth of materials to be paid for by the Rolling Prairie System as in-kind compensation for excessive borrowing by non-residents within the system. An additional \$4,500 in federal funds also was made available during the year for purchase of books to be on permanent loan from the Rolling Prairie System. As in past years, a sizeable number of books ordered were not received before the end of the fiscal year and will need to be carried over to fiscal 1972. In all, the staff selected over \$100,000 worth of materials during the year as compared with approximately \$55,000 worth in the preceding year. The effects of this effort are far reaching and will be referred to several times during this report as I discuss collections, services and staff of the library.

The second item of potential great significance was the replacement order by the Board near the end of the year for two trailer-type mobile libraries.

But first I would like to present the basic statistical situation as a framework in which other aspects of this report can be developed.

First, the circulation. During the year the library circulated 458,124 items from its collections. In 1970/1971 circulation totaled

489,269 items. In both years, of course, book circulation accounted preponderantly for loans, but some of the less talked about and numerically less important items showed a circulation gain out of proportion to their numbers and point the way to an unsatisfied demand. Framed prints, for example, increased in circulation by about 100%; phono disc circulation increased by nearly 20%. Circulation divided into that generated by the Central Library and by the Extension Division continues to show the same woeful trend of the recent past. The Central Library shows a modest increase and the Extension Division a very sizeable decline. The decline in the Extension Division reflects an adverse staffing situation which I will discuss in the appropriate section of this report, and which I hope will be partially improved, at the least, when the new mobile libraries are placed into service. Normally, I think, a more substantial gain in circulation might have been expected in the Central Library. But circulation gains, as recent history demonstrates, is to a large extent a function of staff attention to the matter, specifically staff service to the public and staff attention to the need for duplication, and under the burden of the expanded acquisitions program attention to both of these facets of service suffered. Children's Department circulation, where the acquisitions program was relatively in line with past years, consequently experienced an 11% increase.

Registration of borrowers showed a marginal gain compared with a year ago. This gain contrasts with the slight loss in circulation, but calls to mind a similar but reverse registration picture for the four year period 1966-1970 when dramatic circulation gains were being made. One is led to the conclusion that the relationship of registration to circulation is complex and does not admit to a one-to-one correlation. Statistics from

the Circulation Department continue to show the trend commented on in annual reports in the recent past. The rate of overdue materials for which notices have been required increased by more than 20%. The rate per ten thousand *overdue* *percentile* ~~circulations~~ for this fiscal was .034. In absolute numbers of items, the figure was 15,395.

In Technical Services the main characteristic of fiscal 1971/1972 was the significant increase in both the number and kinds of material ordered and handled. The number of books received was almost double that received in the previous year. In addition, the acquisition of cassettes, 8 mm films and framed prints posed unusual problems in terms of cataloging and processing which involved both staff orientation to these problems and finding acceptable inexpensive solutions to these problems. A step forward in a decades-old problem was made possible by the Library's participation in the High Impact Experiment of the Emergency Employment Act. Under this funding, the library has initiated a systematic review of the physical condition of its collections with the objective of upgrading the physical maintenance of library materials to a level consistent with the desired quality of library service.

The Order Department reports a substantial increase in average cost of books for all public service division and departments of the library ranging from a low of \$.19 increase per book for Central Young Adult Books to a high of \$1.74 increase per book for Central Adult departments. At the same time one notes a drop in the average discount in the Children's, Home Reading and Reference departments, reflecting a greater number of acquisitions of technical and reference books, both categories of material which generally carry a low discount or none at all. Alternatively, the library's cost per subscription/year for periodicals has declined marginally, although the national index shows a substantial increase in magazine prices. This

apparent anomaly can be explained by the number of additional subscriptions for "shelter" and general interest magazines: these magazines, while showing as a group marked increase in price, nonetheless are priced a good deal lower than technical, scholarly and specialized journals, and the additional subscriptions to general interest periodicals has had the effect of depressing the overall average cost of these materials.

The Book Preparation Binding and Mending Unit began a program in July, 1971, of binding paperback material intramurally rather than sending this material to the Library Binder. Since that time it has bound 547 paperbacks at a considerable saving to the library. It costs \$1.50 for special binding by our commercial binder, whereas it costs about .35¢, excluding labor to bind our own. I find, moreover, the intra-mural work more aesthetically pleasing.

The Book Preparation Unit also manufactures for its own use binders to hold cassettes. The cost of production is modest and the binder replaces a commercially prepared one that retails for \$1.75 each.

The Preparation Unit has also increased the number of periodicals processed for circulation from 1,829 issues in 1970/1971 to 3,681 issues during the past fiscal year.

I am attaching herewith a tabular reduction of monthly activities in Technical Services.

As noted above, the most significant aspect of central adult services occurred in connection with the development of the library's collections. The book allocation for central adult collections for this fiscal year was \$84,000 compared with \$38,000 in the previous year. Of this sum, \$74,000 was expended or encumbered for these particular collections compared with \$37,000 the previous year. This infusion of additional funds in collection development has enabled the library to initiate major new emphases in our

acquisitions program. Some of these new emphases deserve particular mention. For several years the library has been attempting to develop collections of material value to people seeking commercial, vocational and other economic advancement. To this end, the Library has pursued a modest program of acquisition in the fields of security investments, real estate, salesmanship, accounting, trades education, foremanship, etc. This small program has become considerably enlarged under the impetus of a greater book budget and we are able to buy both more inclusively and in greater depth in the above mentioned. In addition, the Library has begun updating its collections in the building, metals, and mechanical trades. A substantial start has also been made in developing collections geared to the needs of engineering, sales, packaging, and administrative needs of the major types of industries located in Decatur. These needs and the materials meeting these requirements are constantly in flux; consequently, in addressing these needs, the Library is making a long-term commitment to acquisitions and service in relatively expensive areas. Whether this commitment can be justified is a question which will be answered only after some experience is gained. The prospect, however, based on business and industrial use of our meager resources in the past, is positive and encouraging, and because of its potential economic importance the effort should be made to extend service in this direction.

During the past several years, as noted in prior reports, the Library has been engaged in a systematic and continuing effort to meet its obligation as the major cultural institution of the community of building collections that would suffice for the great task of transmitting that cultural heritage to succeeding generations. A considerable step in this direction was taken several years ago with the purchase of the Loeb Library

of classical literature. To this we have added, as funds were available, materials of sufficient importance to be listed in certain standard indexes. During the past year substantial progress was made in acquiring materials listed in the Essay Index, the Short Story Index and other bibliographic sources. At the same time these materials were marked, as were the bibliographies, in order to assert control over them in a manner relatively inexpensive compared with independent analytic indexing by library staff for inclusion in the public catalog. Other significant purchases during the year include the Annotated Illinois Statutes, Illinois Practice and Procedures, and the Northeastern Reporter which in conjunction with previously owned materials now provides the Decatur layman with the basic materials in the field of statutory law.

The enlarged acquisitions program, however, with its attendant increase in staff time devoted to book selection, searching bibliographies, checking current holdings, typing order cards, marking indexes, etc., was not an unmixed blessing, regarded in short perspective. Less time could be devoted to public service, to analysis of current circulation and new book duplication. In the latter weeks and months of the fiscal year there was the additional strain of systematic screening the collection for the maintenance program funded under the Emergency Employment Act. These exigencies undoubtedly had a markedly depressing effect upon the year's circulation and service statistics. Thus while central adult circulation shows a small increase, it is less than I would have anticipated, had more staff time been available to service current public service needs: Reader Service statistics actually show a decline from last year.

Among other Adult Services for the past year I would also cite three poetry readings co-sponsored by Theatre 7, four annotated booklists were

prepared, the Young Adult Assistant made herself available as a staff speaker in the high schools and also served as library sponsor of Students Against Narcotic Drugs (STAND). Use of the Library Auditorium by community groups amounted to 167 meetings attended by 4,090 persons. An Art Show was sponsored by the library during National Library Week: the exhibition of paintings and sculpture by Preston Jackson, residence artist at Millikin University, was well attended and received much favorable comment. Although nominally an activity of Adult Services, the planning, layout and publicity for this exhibition was carried out by Mr. Larrick, Staff Artist. The Friends of the Library provided hostesses for the exhibition.

The Children's Department during the year initiated and continued a number of activities designed to amplify its service to the youth of Decatur and to enrich their library experience. Among the continuing programs were readers advisory service, class visits, the Summer Reading Club and new booklists. New or rather newly re-instituted programs included story hours and film programs. New for the first time in the Decatur Public Library - and the first such program I know of anywhere - was a story-telling course for interested adults.

During the year more than 15,000 readers guidance and other reader service requests were handled. 129 classes involving 2,944 students visited the library to hear short stories, and jacket talks, and were helped in the selection of materials. 18 non-school groups, mostly Girl Scouts, with a total attendance of 240 visited the Children's Department.

Children's collections were improved by the special allotment of extra funds to develop better reference resources for junior high school students.

The Extension Division continues as the sick member of the Library system with circulation declining again this year. This pattern of declining use in the Extension Division is not, I believe, a necessary pattern. There is good reason for attributing to bad staffing and bad supervisory situation. For approximately the past eight years - since the retirement of the Extension Supervisor who built the Division (with the exception of Evans Branch) - all Extension agencies with one exception have been in a situation of continual decline.

Extension Division staff declined from a Supervisor, two professional librarians, two and one-half library assistants and four and a half clerks to a Supervisor, two library assistants and four clerks. Services declined, circulation fell. Convalescent service ceased. Hospital stations were no longer staffed. Dill Branch closed. Staff turnover increased. Management of reserve collections for the bookmobiles became more difficult as circulation dropped and these reserves grew. The trend became confirmed as cyclical elements predominated.

The one exception to this trend was the circulation of Bookmobile II in the period 1967-69. And it is this exception that I turn for substantiation that the pattern can be changed. During this period the staff for this unit was stable and there was sufficient supervisory time available on the part of the City Librarian to take advantage of this stability to direct and train the assistant in charge of this machine. The result was a reversal of circulation decline on this unit to such an extent that increases on this machine alone offset the losses sustained by all other Extension agencies combined.

With the resignation of this staff member, the situation reverted and with the retirement of the Extension Supervisor, the deterioration accelerated. Attempts to recruit a new supervisor were fruitless and eventually abandoned pending the formulation of long-term plans for the future of Extension work.

The decision to replace the current self-contained bookmobiles with two trailer-type mobile libraries has tended to clarify the future direction of extension service and a major effort in shoring up the staff resources can be instituted during the coming year. Ultimate success will depend immediately upon finding a competent and aggressive librarian to serve as Extension supervisor and in the long run will depend upon re-building authorized staff levels to their mid-1960's strength.

Exhibits in the Library were marked by novelty and flair and a high degree of professionalism and were well received and remarked by library patrons. In addition to numerous posters, signs, directives, bulletins and the like, the Staff Artist composed 31 entry window displays, 13 in-building circulating book displays, a semi-permanent display permitting rotating emphasis for the Franklin Street window, 7 booklist covers, and other special material displays. He also arranged the Jackson art exhibition, as noted above. In addition to the foregoing, he has arranged a number of fine displays on the Landmark Mall in a display case rented by Rolling Prairie Libraries.

Gifts. Among the notable gifts received by the library this year, special attention should be called to a \$300 collection of phonograph records donated by the Friends of the Library. Three dome-top display tables were given the Library on the occasion of the 1st anniversary in the new central building - one each by the Friends, by the Women's Auxiliary of the Macon County Medical Society, and by the Zonta Club of Decatur. A purchase award painting by John Rogers was donated to the Library by the Decatur Area Arts Council.

Finally I would like to acknowledge with gratitude and pleasure the dedication and loyalty of the staff who have marked this year, as they have in previous years of my association with them, by cheerful acceptance of a strenuous workload. The staff constitutes a major resource of this Library and more than any other resource has been the occasion of compliment from the Library's public.

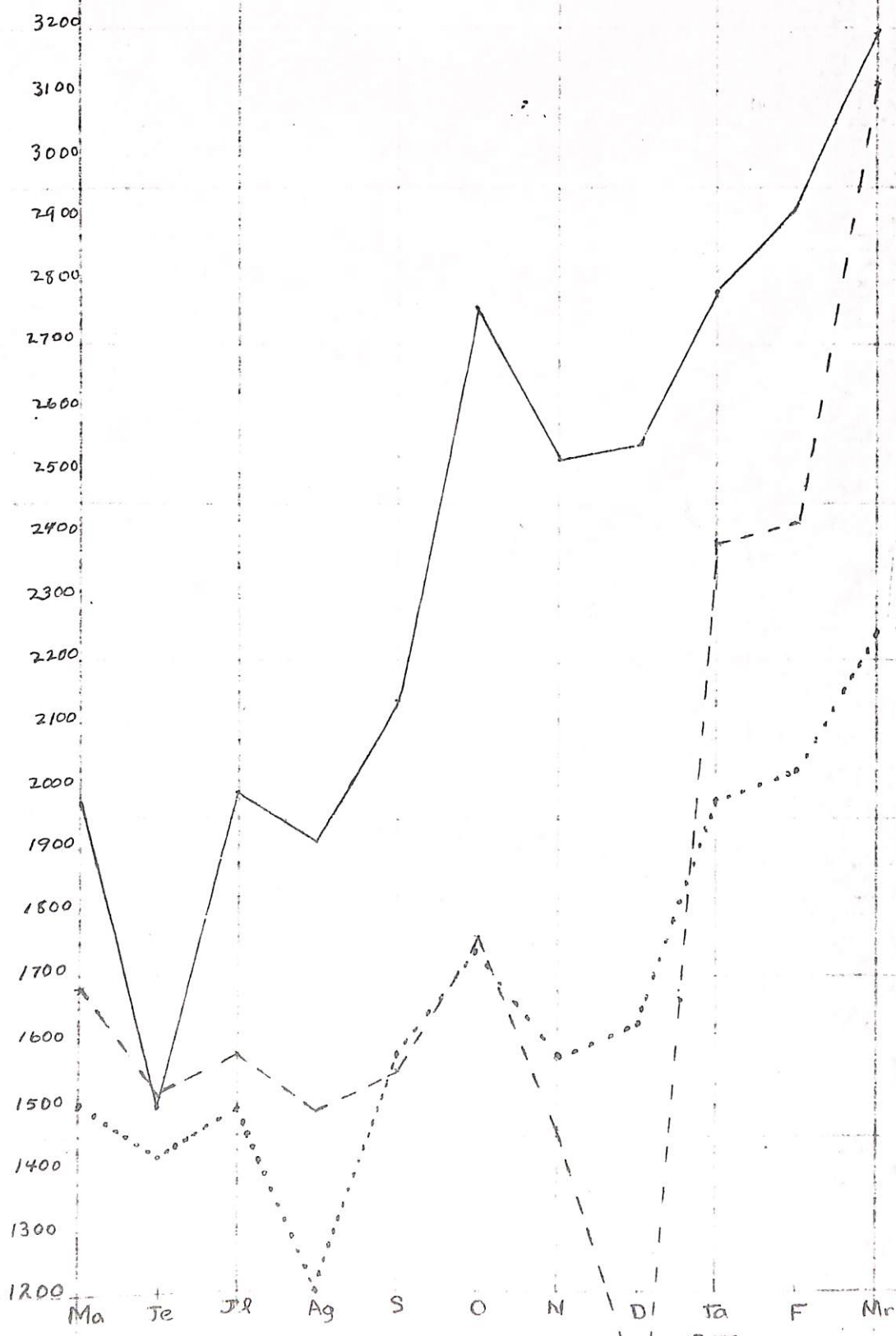
TECHNICAL SERVICES ACTIVITIES BY MONTHS

	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	Total
New books cat. 71-72	546	907	1024	847	1230	1615	993	908	875	1346	1375	1142	12808
New books cat. 70-71	660	860	863	860	641	500	399	125	567	689	968	1020	8152
New titles cat. 71-72	170	385	278	327	414	706	392	286	319	512	475	376	4640
New titles cat. 70-71	278	401	465	468	313	202	180	62	310	406	478	382	3945
Microfilm cat. 71-72	4	7	367	5	8	7	19	5	5	5	24	7	463
Microfilm cat. 70-71	7	30	6	5	9	9	7	0	18	14	10	11	126
Phonodiscs cat. 71-72	2	0	13	47	27	0	29	25	14	17	4	30	208
Phonodiscs cat. 70-71	0	0	1	0	0	0	0	0	0	1	3	1	6
Cassettes cat. 71-72	0	0	0	0	0	0	0	0	13	9	2	0	24
Cassettes cat. 70-71	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
Framed prints cat. 70-71	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
Films (8mm) cat. 70-71	0	0	0	0	0	0	0	0	0	0	0	0	0
Books withdrawn 71-72	355	48	77	290	1285	1756	67	1287	503	476	698	1731	8573
Books withdrawn 70-71	226	162	803	415	120	466	785	136	128	37	12	218	3508
Phonodiscs wd. 71-72	0	1	0	5	4	0	0	1	0	0	0	0	11
Phonodiscs wd. 70-71	0	0	0	0	0	3	322	0	0	0	0	0	325
Cassettes wd. 71-72	0	0	0	0	0	0	0	0	0	0	0	1	1
Cassettes wd. 70-71	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
Framed prints wd. 70-71	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
Films (8mm) wd. 70-71	0	0	0	0	0	0	0	0	0	0	0	0	0
Books recat. 71-72	318	116	86	162	227	167	45	133	363	213	157	164	2151
Books recat. 70-71	121	67	26	20	221	64	115	17	36	44	122	135	988
Phonodiscs recat. 71-72	94	180	0	8	2	1	1	0	2	6	44	2	340
Phonodiscs recat. 70-71	0	11	0	0	0	0	0	0	0	35	0	0	46

TECHNICAL SERVICES ACTIVITIES BY MONTHS

		May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	Total
Books trans.	71-72	253	7	4	59	57	33	121	65	27	83	53	87	849
Books trans.	70-71	189	206	313	230	330	362	313	86	266	44	488	712	3539
Phonodiscs trans.		44	68	0	4	1	0	0	0	0	0	0	0	117
Phonodiscs trans.		0	2	0	0	0	0	0	0	0	18	0	0	20
Cassettes trans.														
Cassettes trans.														
Mending	71-72	452	483	321	249	241	341	822	382	1164	1223	1708	2629	10015
Mending	70-71	645	467	298	459	376	362	362	40	164	314	417	671	4575
Vols. bound	71-72	0	0	0	0	88	17	30	18	125	138	323	157	896
Vols. bound	70-71	117	0	0	215	0	0	123	0	0	214	26	639	1334
Paperbacks bd.	71-72	0	0	0	0	0	0	43	59	79	55	20	52	308
Paperbacks bd.	70-71	**	-	-	-	-	-	-	-	-	-	-	-	0
Books received	71-72	754	767	1274	1845	1149	1124	1260	998	723	1191	1365	1730	14180
Books received	70-71	590	440	612	451	542	538	441	249	525	307	2085	978	7758
Microfilm rec'd	71-72	4	7	367	5	8	7	19	5	5	5	24	168	624
Microfilm rec'd	70-71	27	10	6	5	9	9	7	0	18	14	10	11	126
Phonodiscs rec'd	71-72	0	0	27	10	8	15	7	10	27	50	17	3	174
Phonodiscs rec'd	70-71	0	0	0	0	0	0	0	0	0	2	3	0	5
Cassettes rec'd	71-72	0	0	0	0	0	8	11	0	17	19	6	12	73
Cassettes rec'd	70-71	0	0	0	0	0	0	0	0	0	0	0	0	0
Framed prints rec'd		0	0	0	0	0	0	0	0	17	0	0	0	17
Framed prints rec'd		0	0	0	0	0	0	0	0	0	0	0	0	0
Films (8mm) rec'd		0	0	0	0	0	0	0	0	0	0	34	1	35
Films (8mm) rec'd		0	0	0	0	0	0	0	0	0	0	0	0	0
Pamphlets rec'd	71-72	184	121	144	46	71	31	0	114	0	208	198	78	1195
Pamphlets rec'd	70-71	126	50	66	70	169	30	62	23	78	184	96	114	1068
Gifts rec'd	71-72	4	4	38	81	0	11	6	4	17	6	9	2	182
Gifts rec'd	70-71	2	6	6	1	5	6	3	6	4	7	3	5	64

Reference



TOTAL
REFERENCE
ACTIVITY

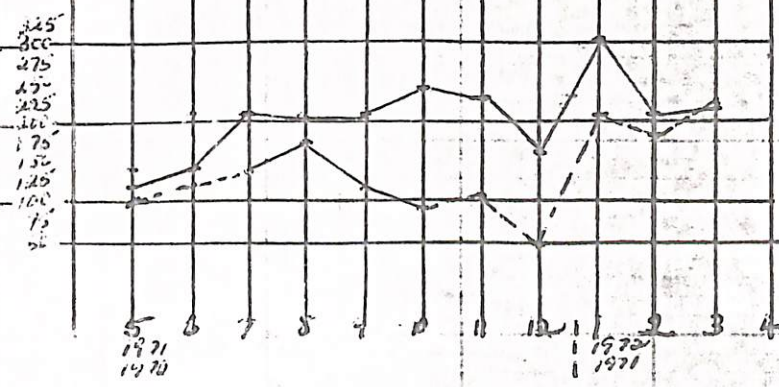
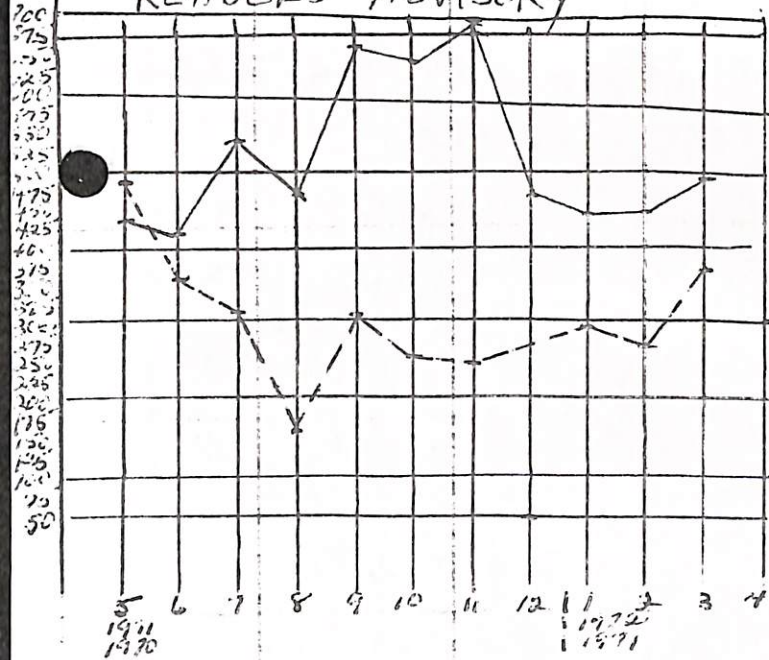
— 1971-72
- - - 1970-71
... 1969-70

1972
1509 D 511

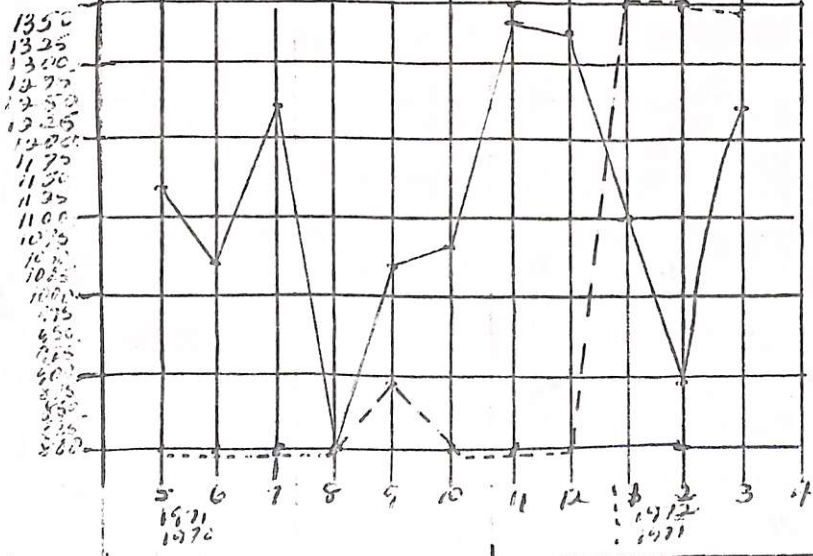
READERS' ADVISORY

RESERVES

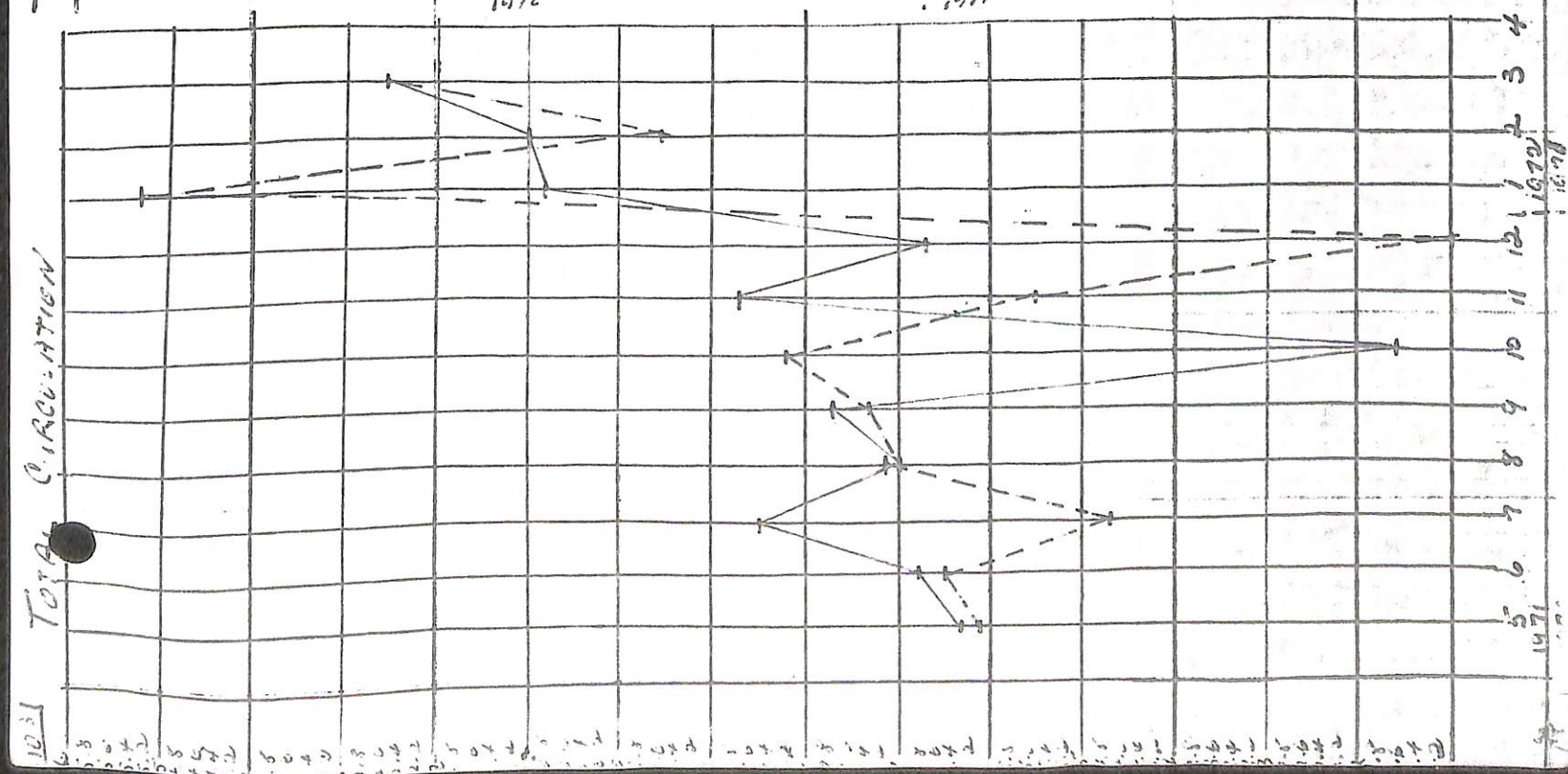
HOME READING



DIRECTIONAL INFORMATION



TOTAL CIRCULATION

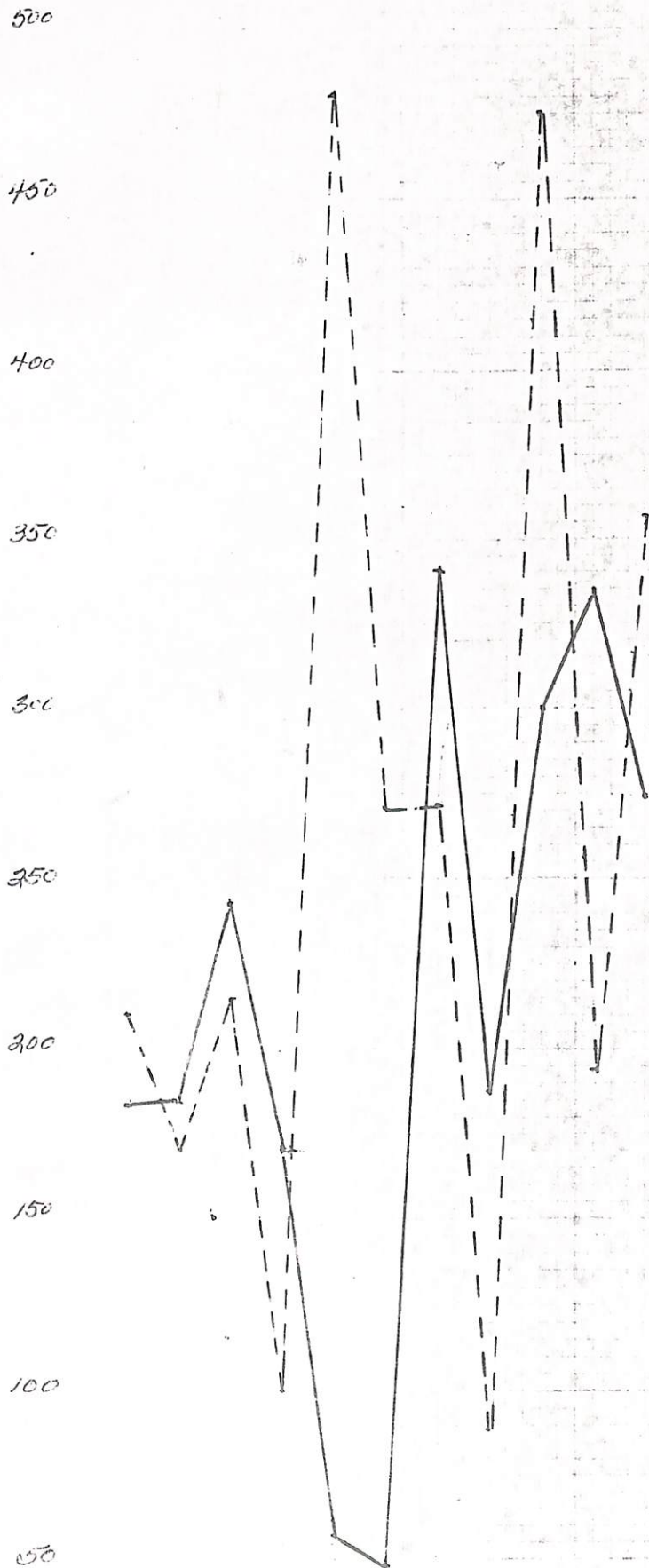
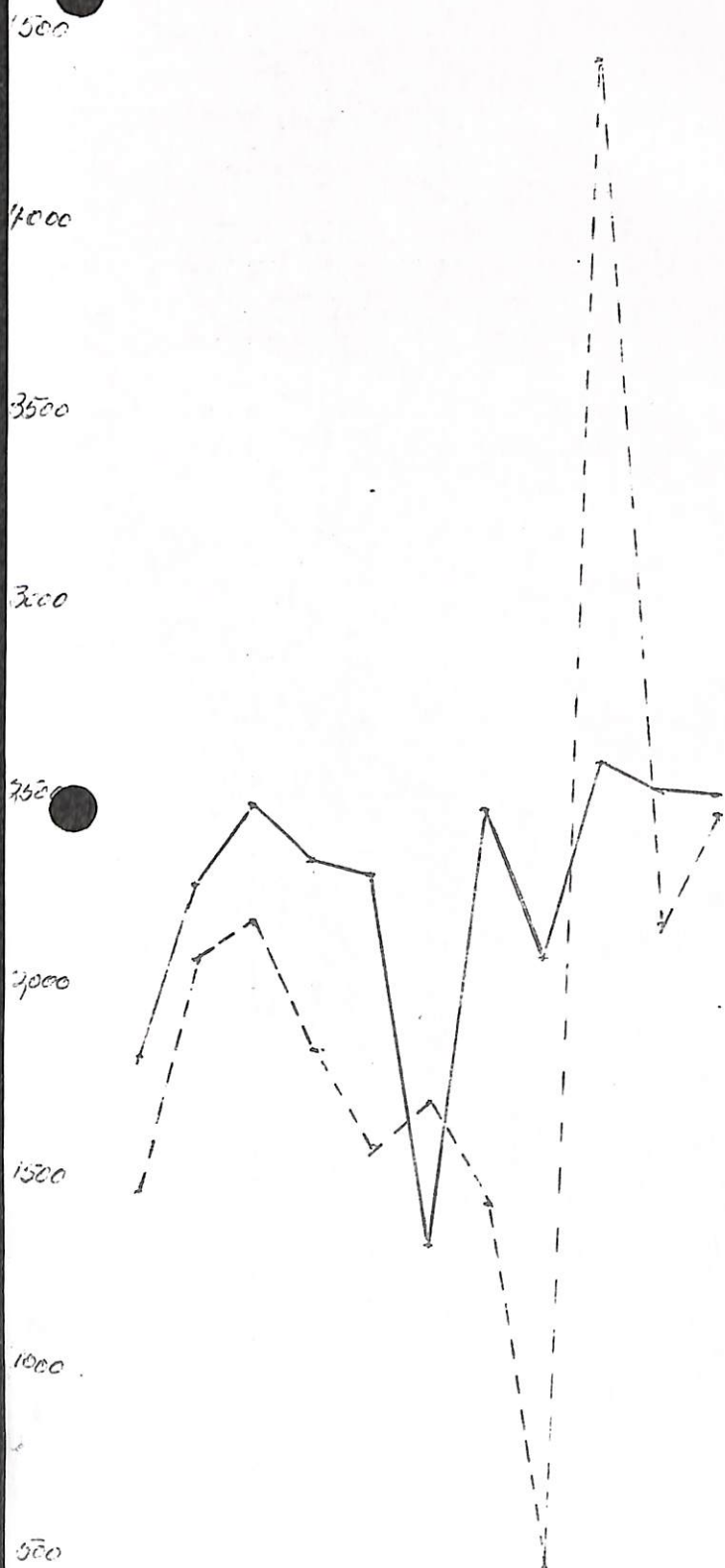


TOTAL BOOKS

READER ASSISTANCE

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

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



70-71---
71-72—

YOUTH MAIN

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON, D.C. 20202

O.M.B. NO. 51-R0918
APPROVAL EXPIRES: 12/31/72

**SURVEY OF PUBLIC LIBRARIES AND
NONCONSOLIDATED PUBLIC LIBRARY SYSTEMS SERVING AREAS
WITH AT LEAST 25,000 INHABITANTS - FISCAL YEAR 1971**

DATE DUE
Not later than
April 28, 1972

1. CITY Decatur	2. STATE Illinois	3. ZIP CODE 62523	U.S. OFFICE OF EDUCATION USE ONLY
4. NAME OF REPORTING UNIT Decatur Public Library			7A. POPULATION SERVED
5. STREET ADDRESS 247 East North Street			7B. ADP CODE
6. MAILING ADDRESS, IF DIFFERENT FROM ABOVE			7C. SYSTEM AFFILIATION

The purpose of this survey is to collect data for all public libraries and all nonconsolidated public library systems that serve areas with at least 25,000 inhabitants. (See page i of the "Instructions and Definitions" for definitions of a public library and a nonconsolidated public library system.)

This OE Form 2310 is to be filled out by the following:

1. All public libraries that serve areas with at least 25,000 inhabitants.
2. All small public libraries (i.e., those serving areas with fewer than 25,000 inhabitants) that are members of a non-consolidated public library system.
3. The nonconsolidated public library system headquarters that operates separately from (or that can be accounted for

separately from) the member public libraries. This system headquarters will fill out a form in the same manner as a library, reporting in terms of its public service outlets, if it has any; additions to and holdings in its collections; interlibrary loans and other loan transactions; operating receipts; operating and capital expenditures; and staff. This report should be clearly marked "SYSTEM HEAD-QUARTERS REPORT" in the upper left-hand corner of the first page.

Each of the reporting units, as specified above, should include in its report, data for the branches and other public service outlets that it operates and data for services that it provides to other libraries and to all areas by contract or formal arrangement. PLEASE READ "INSTRUCTIONS AND DEFINITIONS" CAREFULLY BEFORE FILLING OUT ANY OF THIS FORM.

8a. NUMBER OF PUBLIC SERVICE OUTLETS AS OF FEBRUARY 1, 1972

TYPE OF PUBLIC SERVICE OUTLET (a)		NUMBER (b)
CENTRAL LIBRARY AND BRANCHES	(1)	2
DEPOSIT STATIONS AND OTHER STATIONARY PUBLIC SERVICE OUTLETS, EXCLUDING CLASSROOM COLLECTIONS IN PUBLIC AND PRIVATE SCHOOLS	(2)	2
CLASSROOM COLLECTIONS IN PUBLIC AND PRIVATE SCHOOLS	(3)	
BOOKMOBILE AND OTHER MOBILE UNIT STOPS (PLACES which receive public service periodically)	(4)	12
TOTAL PUBLIC SERVICE OUTLETS. (Sum of lines (1) through (4))	(5)	16

8b. NUMBER OF BOOKMOBILES AND OTHER MOBILE UNITS FROM WHICH PUBLIC SERVICE IS GIVEN  NUMBER 2

9. NUMBER OF VOLUMES ADDED TO SELECTED PERMANENT COLLECTIONS DURING THE FISCAL YEAR AND HELD IN SELECTED PERMANENT COLLECTIONS AT THE END OF THE FISCAL YEAR

SELECTED PERMANENT COLLECTIONS (a)		NUMBER ADDED DURING FISCAL YEAR (b)	NUMBER HELD AT END OF FISCAL YEAR (c)
VOLUMES OF BOOK STOCK, EXCLUDING MICROFORMS ADULT	(1)	9,873	157,380
JUVENILE	(2)	2,935	42,782
BOUND VOLUMES IN PERIODICALS COLLECTION(S), EXCLUDING MICROFORMS	(3)	103	7,397
TOTAL VOLUMES IN BOOK STOCK AND PERIODICALS COLLECTION(S) (Sum of lines (1) through (3))	(4)	12,911	207,559
UNBOUND BIBLIOGRAPHIC VOLUMES IN PERIODICALS COLLECTION(S)	(5)	685	5,419
BIBLIOGRAPHIC VOLUMES OF MAGAZINES, NEWSPAPERS, AND OTHER SERIAL PUBLICATIONS IN MICROFORM	(6)	255	3,551

Please read "Instructions and Definitions" carefully before filling out ANY of this form.

10. NUMBER OF TITLES ADDED TO SELECTED PERMANENT COLLECTIONS DURING THE FISCAL YEAR AND HELD IN SELECTED PERMANENT COLLECTIONS AT THE END OF THE FISCAL YEAR

SELECTED PERMANENT COLLECTIONS (a)		NUMBER ADDED DURING FISCAL YEAR (b)	NUMBER HELD AT END OF FISCAL YEAR (c)
BOOK STOCK COLLECTION(S), INCLUDING BOOKS IN MICROFORM ADULT BOOK TITLES	(1)	2,887	71,656
JUVENILE BOOK TITLES	(2)	578	14,051
MOTION PICTURE FILM TITLES (all millimeters)	(3)	0	48
SOUND RECORDING TITLES (disks and tapes)	(4)	232	876

11. NUMBER OF TITLES, EXCLUDING DUPLICATES, CURRENTLY RECEIVED FOR THE PERIODICALS COLLECTION(S) (for definition of "Periodicals Collection(s)" see item 9)

NUMBER 468

12. NUMBER OF LOAN TRANSACTIONS OF ALL LIBRARY MATERIALS, BY TYPE OF LOAN, DURING THE FISCAL YEAR

TYPE OF LOAN (a)		NUMBER OF TRANSACTIONS OF ALL LIBRARY MATERIALS		TOTAL NUMBER OF TRANSACTIONS (Sum of columns (b) and (c)) (d)
		ADULT MATERIALS (b)	JUVENILE MATERIALS (c)	
DIRECT CIRCULATION TO LIBRARY USERS	(1)	309,835	148,382	458,217
OTHER LOAN TRANSACTIONS INTERLIBRARY LOANS	(2)	2,369		2,369
BULK LOANS	(3)			

13. OPERATING RECEIPTS, BY SOURCE, DURING THE FISCAL YEAR (Exclude contributed services, gifts that are not in money, and capital receipts. Round to the nearest dollar.)

SOURCE (a)	AMOUNT (b)
LOCAL GOVERNMENT	(1) \$ 662,859
OTHER GOVERNMENT SOURCES	(2)
FINES AND FEES	(3) 14,863
ENDOWMENTS AND GIFTS	(4)
FROM OTHER LIBRARIES	(5)
OTHER SOURCES (Specify) Investments, fund bal (1971) lost & damaged bks, non-resident fees, etc.	(6) 172,779
TOTAL OPERATING RECEIPTS (Sum of lines (1) through (6))	(7) \$ 850,502

15. OPERATING EXPENDITURES FROM ALL SOURCES, INCLUDING FEDERAL SOURCES, DURING THE FISCAL YEAR (Round to the nearest dollar.)

PURPOSE (a)	AMOUNT (b)
WAGES AND SALARIES FOR ALL STAFF, EXCLUDING MAINTENANCE	(1) \$ 310,460
OTHER WAGE AND SALARY RELATED COSTS	(2) 6,062
LIBRARY MATERIALS (Include rental fees for library materials)	
PRINTED MATERIALS, INCLUDING MICROFORMS	(3) 93,974
AUDIOVISUAL MATERIALS	(4) See (3) above
ALL OTHER LIBRARY MATERIALS	(5) See (3) above
FOR SERVICES PROVIDED BY OTHER LIBRARIES	(6) 130,339
ALL OTHER OPERATING EXPENDITURES	(7)
TOTAL OPERATING EXPENDITURES FOR ALL PURPOSES (Sum of lines (1) through (7))	(8) \$ 540,835

14. CASH TRANSMITTED TO OTHER LIBRARIES OR LIBRARY AGENCIES, BY SOURCE, DURING THE FISCAL YEAR

SOURCE (a)	AMOUNT (b)
LOCAL GOVERNMENT (These monies are also to be included in item 13, line (1))	(1) \$
OTHER GOVERNMENT SOURCES (These monies are also to be included in item 13, line (2))	(2) \$

Each item on this form should show: (a) an appropriate figure, or (b) "0" when the quantity to be reported is zero or when the item is not applicable to your library. Please provide an estimate if exact data are not available, and indicate by "*" (an asterisk) to the right of the amount reported that the figure given is an estimate. DO NOT LEAVE ANY ITEM BLANK.

16. CAPITAL EXPENDITURES DURING THE FISCAL YEAR, BY SOURCE
(Round to the nearest dollar)

SOURCE (a)	AMOUNT (b)
LOCAL GOVERNMENT FUNDS (1)	29,625
STATE FUNDS (2)	0
FEDERAL FUNDS LSCA TITLE II (3)	0
OTHER FEDERAL FUNDS (on a separate piece of paper, provide a listing of each source) (4)	0
ALL OTHER FUNDS (on a separate piece of paper, provide a listing of each source) (5)	0
TOTAL CAPITAL EXPENDITURES (SUM OF LINES (1) THRU (5)) (6)	29,625

Please read "Instructions and Definitions" carefully before filling out any of this form.

Each item on this form should show; (a) an appropriate figure, or (b) "0" when the quantity to be reported is zero or when the item is not applicable to your library. Please provide an estimate if exact data are not available, and indicate by "*" (an asterisk) to the right of the amount reported that the figure given is an estimate.
DO NOT LEAVE ANY ITEM BLANK.

17. WAS ANY SPECIAL STUDY OF LIBRARY USE (or a library user study) MADE OF YOUR LIBRARY DURING THE FISCAL YEAR?

☐ YES ☒ NO

18. IF YOU MAINTAIN CURRENT FILES OF REGISTERED BORROWERS, REPORT THE NUMBER OF REGISTERED BORROWERS AS OF FEBRUARY 1, 1972

29,105

19a. NUMBER OF EMPLOYEES IN FILLED POSITIONS IN THE LIBRARY (excluding maintenance) AS OF FEBRUARY 1, 1972, BY SALARY RANGE AND HIGHEST DEGREE HELD, AND NUMBER OF VACANT POSITIONS IN THE LIBRARY (excluding maintenance) AS OF FEBRUARY 1, 1972.

FULL-TIME AND PART-TIME POSITIONS (excluding maintenance) BY ANNUAL WAGES AND SALARIES RANGE (a)		EMPLOYEES IN FILLED POSITIONS IN THE LIBRARY (excluding maintenance), BY HIGHEST DEGREE HELD AS OF FEBRUARY 1, 1972					NUMBER OF BUDGETED VACANT POSITIONS (excluding maintenance) AS OF FEB. 1, 1972 (g)
		NUMBER WITH LESS THAN A BACHELOR'S DEGREE (b)	NUMBER WITH A BACHELOR'S DEGREE (c)	NUMBER WITH A FIFTH YEAR OR HIGHER DEGREE (d)	TOTAL NUMBER OF EMPLOYEES IN FILLED POSITIONS (sum of cols. (b) thru (d)) (e)	NUMBER REPORTED IN COLUMN (d) THAT HOLD A FIFTH YEAR DEGREE IN LIBRARIANSHIP (f)	
FULL-TIME POSITIONS PAYING LESS THAN \$5,000	(1)	4			4		1
\$5,000 TO \$6,999	(2)	12			12		
\$7,000 TO \$8,999	(3)	10	6		16		
\$9,000 TO \$11,999	(4)		2	3	5	3	
\$12,000 TO \$15,999	(5)			2	2	2	1
\$16,000 TO \$19,999	(6)			1	1	1	
\$20,000 TO \$23,999	(7)						
\$24,000 AND OVER	(8)						
PART-TIME POSITIONS (in full-time equivalents) FOR ALL SALARY RANGES	(9)	2	1/2		2-1/2		1
TOTAL FULL-TIME AND PART-TIME POSITIONS (sum of lines (1) through (9))	(10)	28	8-1/2	6	42-1/2	6	3

19b. NUMBER OF HOURS IN YOUR FULL-TIME WORK WEEK

NUMBER
40

PERSON
FURNISHING
INFORMATION

FIRST NAME, MIDDLE INITIAL, LAST NAME

Robert H. Dumas

TITLE

City Librarian

TELEPHONE (Area code, Number, and Extension)

(217) 428-0529

DATE (Month, Day, Year)

72/5/18

ILLINOIS PUBLIC LIBRARY
ANNUAL REPORT
1971-1972

I. GENERAL INFORMATION

1. Type of Library

a. Dist. Co. Twp. ☒ City Town Vill.

2. Library System

Rolling Prairies Libraries

3. Public Service Outlets

a. Number of branches 1

b. Give names of branches:

1) Alice Evans Branch 3) 5)
2) 4) 6)

4. Population Served

a. Population served, according to 1970 Census (Illinois State Library will supply)

b. Has your municipality had a Special U.S. Census during the reporting year?
 Yes ☒ No

c. Number of registered borrowers

1) Does your library register borrowers? ☒ Yes No

If no, go to next question.

2) Date of last complete re-registration continuous

3) Resident cards (non-fee)	4) Nonresident cards (fee)	105	TOTAL
a) Families	a) Families		105
b) Individuals	b) Individuals		
Children	Children		7,880
Adults	Adults		20,027
Total individuals	Total individuals		28,012

d. Nonresident fee

1) Does your library have a fee for nonresident borrowers? ☒ Yes No

If no, go to next question

2) Frequency of charge

 Monthly Quarterly ☒ Annually
 Bimonthly Semi-annually Other, specify

3) Is the fee charged for the family? ☒ Yes No

4) Is the fee charged for each individual to whom a card is issued? Yes ☒ No

5) Do you give free cards to special categories of users? ☒ Yes No

6) Amount of nonresident fee(s) \$ 17.00 \$ \$ \$

5. Total number of hours main library is open per week 68-1/2 hrs

6. Does your library have the following: a card catalog ☒ Yes No
a shelf list ☒ Yes No

II. RESOURCES

9. NUMBER OF VOLUMES ADDED TO SELECTED PERMANENT COLLECTIONS DURING THE FISCAL YEAR AND HELD IN SELECTED PERMANENT COLLECTIONS AT THE END OF THE FISCAL YEAR

SELECTED PERMANENT COLLECTIONS (a)		Held at end of last FY (b)	Added during FY (c)	Withdrawn during FY (d)	Held at end of this FY (e)
VOLUMES OF BOOK STOCK, EXCLUDING MICROFORMS ADULT	(1)	153,840	9,873	6,333	157,380
JUVENILE	(2)	42,087	2,935	2,240	42,782
BOUND VOLUMES IN PERIODICALS COLLECTION(S), EXCLUDING MICROFORMS	(3)	7,294	103	0	7,397
TOTAL VOLUMES IN BOOK STOCK AND PERIODICALS COLLECTION(S) (Sum of lines (1) through (3))	(4)	203,221	12,911	8,573	207,559
UNBOUND BIBLIOGRAPHIC VOLUMES IN PERIODICALS COLLECTION(S)	(5)	4,853	685	119*	5,419
BIBLIOGRAPHIC VOLUMES OF MAGAZINES, NEWSPAPERS, AND OTHER SERIAL PUBLICATIONS IN MICROFORM	(6)	3,296	255	0	3,551

10. NUMBER OF TITLES ADDED TO SELECTED PERMANENT COLLECTIONS DURING THE FISCAL YEAR AND HELD IN SELECTED PERMANENT COLLECTIONS AT THE END OF THE FISCAL YEAR *bound to be subtracted from unbound.

SELECTED PERMANENT COLLECTIONS (a)		Held at end of last FY (b)	Added during FY (c)	Withdrawn during FY (d)	Held at end of this FY (e)
BOOK STOCK COLLECTION(S), INCLUDING BOOKS IN MICROFORM ADULT BOOK TITLES	(1)	70,234	2,887	1,465	71,656
JUVENILE BOOK TITLES	(2)	13,770	578	297	14,051
MOTION PICTURE FILM TITLES (all millimeters)	(3)	48	0	0	48
SOUND RECORDING TITLES (disks and tapes)	(4)				876

III. FINANCIAL INFORMATION

A. Sources of Tax Income (Illinois State Library will supply data)	
1. Assessed valuation of property (in thousands of dollars)	\$ _____
2. Tax rate	_____ %

Operating Balance at Beginning of Reporting Year \$ _____

B. Operating Receipts

1. Local government		
a. Amount from tax levy	\$ 662,859	
b. Other	_____	
TOTAL local government		\$ 662,859
2. Other government sources,		
specify _____	0	
TOTAL other government sources		0
3. Other sources		
a. Fines and fees	14,863	
b. Endowments & gifts	_____	
c. From other libraries	_____	
d. Other, specify Fund balance,	_____	
(1971) Investments, etc	172,779	
TOTAL other sources		187,642

TOTAL OPERATING RECEIPTS

850,502

C. Operating Expenditures

1. Wages and salaries

a. For all staff, excluding maintenance

\$ 310,460

b. Other wage & salary related costs

6,062

TOTAL wages, salaries & related costs

\$ 316,522

2. Library materials (include rental fees for library materials)

a. Printed materials, including microforms

1) Book stock

2) Periodicals

3) Other printed materials

TOTAL printed materials

N/A

b. Audiovisual materials

1) Motion picture films

2) Sound recordings (disk & tape)

3) Other AV materials

TOTAL audiovisual materials

N/A

c. All other library materials

N/A

TOTAL LIBRARY MATERIALS

93,974

3. For services provided by other libraries

0

4. For all other operating expenditures

a. Maintenance of plant, including wages & salaries for staff

40,830

b. Utilities

26,400

c. Interest on loans

d. Supplies

6,203

e. Binding & rebinding

5,137

f. Rental of equipment

3,839

g. Other

47,430

TOTAL other operating expenditures

130,339

5. Transfers to capital fund

0

TOTAL OPERATING EXPENDITURES

\$ 540,835

D. Other Expenditures

1. All other expenditures

29,625

TOTAL

29,625

570,460

Operating Balance at End of Reporting Year

280,042

Capital Balance at Beginning of Reporting Year

\$ 0

E. Capital Income

84,797

F. Capital Expenditures (by source of funds)

1. Local government funds

\$ 68,581

2. Federal funds

a. LSCA, Title II

\$ 0

b. Other federal funds,
identify each source

0

TOTAL federal funds

0

3. Transfers from Operating Receipts,
specify

TOTAL

0

TOTAL CAPITAL EXPENDITURES

68,581

Capital Balance at End of Reporting Year

16,217

Outstanding liabilities, specify

IV. PERSONNEL

List staff, giving name and position of each person on library staff, as of the last day of your reporting year.

Name	Position	Hours Worked Per Week
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Please see attached list.

V. 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

VI. LIBRARY BOARD

President	<u>Albert L. Miller</u>	<u>51 Delwood Court</u>	<u>1969-1972</u>
	Name	Home Address	Dates of Term
Treasurer	_____	_____	_____
Secretary	<u>Mrs James A. Brandt</u>	<u>345 Oak Lane</u>	<u>1969-1972</u>
Other Members	_____	_____	_____
	<u>Horace H. Butler</u>	<u>2025 Ramsey Drive</u>	<u>1970-1973</u>
	<u>Carl Dick, Jr.</u>	<u>26 South Shore Drive</u>	<u>1971-1974</u>
	<u>Edward J. Farrell</u>	<u>305 Bay Shore</u>	<u>1970-1973</u>
	<u>Mrs. Gale C. Hedrick</u>	<u>136 Point Bluff</u>	<u>1970-1973</u>
	<u>Robert L. Schuerman</u>	<u>8 Allen Bend Place</u>	<u>1969-1972</u>
	<u>William D. Whitacre</u>	<u>1854 W. Riverview Ave</u>	<u>1971-1974</u>
	<u>Erik C. Brechnitz</u>	<u>472 Timber Drive</u>	<u>1971-1974</u>

Name of Library Attorney: Ed Booth

Address: 132 South Water Street Telephone 423-6076

Surety Company covering Treasurer: _____

Bond expires: _____ Amount of surety bond: \$ _____

Is the Treasurer a member of your Board? Yes 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. Puma
Librarian (signature)

The Board of Directors herewith approves the above report

Carol A. Brandt
Secretary (signature)

Albert L. Miller
President (signature)

IV. PERSONNEL

<u>Name</u>	<u>Position</u>	<u>Hours Worked Per Week</u>
Anderson, Patricia	Children's Librarian	40
Atchison, Russell M.	Bookmobile Clerk Driver	40
Berbaum, Harriet	Library Assistant I	40
Bumgardner, Barbara	Page	40
Cheever, Byron	Bookmobile Clerk Driver	40
Clendenen, Deva	Technical Services Clerk I	40
Colebar, Kathie	Technical Services Clerk I	40
Collins, Donna	Page	40
Cox, Ellen	Page	40
Crawford, Elizabeth	Circulation Clerk I	40
Dumas, Robert	City Librarian	40
Ensign, Eunice	Technical Services Clerk II	40
Ferguson, Alan	Library Assistant I	40
Hanks, Charlotte	Circulation Clerk I	40
Harper, Mary	Library Assistant I	40
Hunk, Clara	Library Clerk II	40
Irons, Leta	Circulation Clerk I	40
Johnson, Phyllis	Library Assistant I	40
LaMar, Nancy	Technical Services Clerk I	40
Larrick, Bil	Staff Artist	40
LeCates, Francis	Maintenance Man	40
Martindale, Peggy	Technical Services Clerk I	40
McDowell, Gaylord	Supervisor, Technical Services	40
Meyer, Margaret	Supervisor, Adult Services	40
Mitchell, Frances	Circulation Clerk III	40
Peach, Janis	Reference Librarian	40
Puricelli, Wayne	Home Reading Librarian	40
Redden, Ida May	Circulation Clerk II	40
Rusk, Ruth	Circulation Clerk II	40
Schultz, Jeanette	Library Assistant I	40
Schwegman, Helen	Clerk Steno II	40
Smith, Judy	Library Assistant I	40
Tempel, Sharon	Circulation Clerk I	40
Turnbo, Dorthia	Technical Services Clerk III	40
Veach, Marjorie	Circulation Clerk III	40
Vogler, Ozella	Technical Services Clerk III	40
Wertz, Ruth	Page	40
Wheeler, Margie	Circulation Clerk I	40
Wilderman, Barbara	Page	40
Williams, Nancy	Technical Services Clerk II	40
Yenser, Pamela	Library Assistant I	40

Part-time Staff:

Beard, Karen	Page	10
Bomball, Janet	Circulation Clerk I	20
Claytor, Tim	Page	20
Offutt, Mickey	Library Assistant I	20
Penne, Mary Lou	Technical Services Clerk I	20
Scribner, Rae Ann	Page	10