



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



COMBINED ANNUAL MEETING FOR 1982/1983 AND MONTHLY MEETING FOR MAY, 1983

AGENDA

MAY 26, 1983

- I. CALL TO ORDER
SHIRLEY MOORE, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING APRIL 21, 1983
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 - 1. Approval of Bills
 - B. PERSONNEL AND PUBLIC RELATIONS
- V. OLD BUSINESS
 - A. RESOLUTION RE SB 409 (COMLOS)
- VI. NEW BUSINESS
 - A. CONSIDERATION OF LIBRARY COUNSEL
- VII. ADJOURNMENT

ANNUAL MEETING

- I. CALL TO ORDER
- II. ANNUAL REPORT OF CITY LIBRARIAN
- III. ANNUAL REPORT OF THE BOARD OF DIRECTORS
- IV. ANNUAL REPORT TO ILLINOIS STATE LIBRARY
- V. ELECTION OF OFFICERS
- VI. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Alpi
 Mrs. Jackson
 Mr. Marshall
 Mrs. Moore

Mr. Mueller
 Mrs. Rossiter
 Mr. Seidman
 Mr. Susler

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Regular and Annual Board of Directors Meeting

May 26, 1983

The regular meeting of the Board of Directors of the Decatur Public Library was held May 26, 1983 in the board room of the main library.

Members Present:

Mrs. Alpi
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Mueller
Mrs. Rossiter
Mr. Seidman
Mr. Susler

Members Absent:

Mr. Grieve

Others Present:

Ms. Burch
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:30 p.m. by the President, Shirley Moore.

As the first order of business, Mrs. Moore appointed Reba Jackson to serve as Secretary Pro Tem for the regular May meeting and the Annual meeting of the Board.

The Minutes of the regular meeting of April 21, 1983 were approved as printed and mailed.

Presenting his monthly report, Mr. Dumas stated he had received a letter several weeks ago from the Executor of the Will of the Elbert Smith estate advising that Mr. Smith had left the Library a document, namely, an 1860 Lincoln campaign poster. Very likely, because of the age of the document, it will be in very tender condition and we probably will have to send it to a lab and have the paper treated and restored, Mr. Dumas commented.

Further reporting, Mr. Dumas stated a copy of the computer contract was received from RPL several weeks ago. The contract is to be signed by all of the libraries in the system participating in the shared data base of Rolling Prairie. There are a number of things about this contract I do not care for, Mr. Dumas explained, foremost among them being the assignment of all property rights of our data base to RPL. It would be my recommendation, therefore, Mr. Dumas stated, that the Library seek counsel and work out its own contract with RPL. The contract in question was not sent to Ed Booth, the library attorney, since Mr. Booth is a partner in the same law firm which represents RPL. When this question comes up for discussion under New Business, Marshall Susler has been asked to give his advice on the matter.

Finally, Mr. Dumas reported, a member of the City Planning Office called, at the request of the City Manager, to advise a Job Stimulus Bill has passed the Congress and it was the Manager's desire, especially in these trying times, that we get as much federal aid as possible. I was requested to look into the matter, Mr. Dumas stated. A call was placed to Washington, D.C. and a man in the Library Services Bureau informed that "x" number of million dollars was appropriated and is to be dispensed under Title II of the Library Services Construction Act in accordance with the economic need of the community and the unemployment rate. He also informed that the administration of the money from the LSCA would be through the State Library agency, and that the guidelines and the amount of money appropriated for Illinois would be received by the State agency shortly. Continuing, Mr. Dumas stated he had called Stanley Adams at the State Library who told him they had not as yet received guidelines from the federal government, but that the amount allotted to Illinois was to be 2½ million dollars. The federal auditors were on their back because they hadn't spent some previous moneys allotted to them under a Title III program. After this matter is taken care of, the Library Advisory Council will take up the guidelines for the dispensing of grants under the Job Stimulus Bill. Mr. Adams estimated this would probably be done some time in July, and yet the man in Washington had said the money would have to be committed by September. He said also that under the federal guidelines, 58% of any project that is funded would have to be done with local money. I was advised, Mr. Dumas continued, to write a letter to Bridget Lamont, Acting Director of the State Library, indicating our interest in the grants, and that an early inquiry would receive some kind of priority consideration. The 58% local money, of course, presents some problems, Mr. Dumas noted.

There are two projects which can be funded under such a project: one, you probably won't be surprised to hear from me, is a branch library, Mr. Dumas continued. If the City can get a branch library for 58% of the cost, it seems to me it would be well advised to take advantage of it, as we are the only library of our size in the state without a branch library, and I don't see how we can continue to advance our services if we don't have penetration into residential neighborhoods.

Continuing, Mr. Dumas stated another project which needs to be done is the remodeling of the central library in order to move the audio-visual department to the second floor where Technical Services is at the present time and move Technical Services into the unassigned area, which is presently a storage area and a workshop for our maintenance man. The Library's architect was called and asked to give some kind of a ball-park figure for the construction of a storage area and workshop on the roof, that is making a partial third story and to raise the elevator to that area. These are the two projects I would recommend, Mr. Dumas concluded, if the Board and the City Council decide they want to pursue funding under the LSCA Title II program,

which is a construction fund. Bridget Lamont has indicated the application forms and guidelines will be available and distributed by late June. Mr. Seidman noted that with the 2½ million dollars from the federal government, and roughly 50% to come from local funds, would be a total of 5 million dollars, and wondered how much building can be done with this amount of money throughout the whole state. Mr. Dumas commented if the funds are allotted on a rate of unemployment basis, Decatur should stand a good chance.

Mrs. Moore assigned to the Finance and Properties Committee the further investigation of obtaining such grant money and the possibility of the two construction projects outlined above. Mrs. Moore also requested Mr. Susler's Ad Hoc Committee to meet in order to discuss the computer contract with RPL.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved on behalf of his Committee the approval of bills through April 30, 1983, Mrs. Rossiter seconded the motion, and it was unanimously approved by a roll-call vote.

Mr. Marshall noted on the final financial statement of this fiscal year, no line items are in the red; that is because there were some re-arrangements made as City Accounting does every year. In effect, about \$18,000 was taken out of the salary line and spread across a half dozen other lines that had been overspent. Our two largest over-expenditures of the budget were for electricity and insurance. Further, Mr. Marshall commented, on the income side our actual receipts were \$1,991,000 and we had budgeted for the year about \$1,959,000, so we ended up with an additional \$32,000 of revenue and all of that was from interest on investments. Our tax receipts were a little bit less than we forecast. On the expenditure side, we forecast having expenditures of \$1,414,000 and actually spent \$1,357,000. About one-half of this under-expenditure was in salaries where continuing vacancies and not filling positions caused that to be less than we had budgeted. Our carryover fund balance at this point is going to be \$634,000 compared to our estimate in the budget of \$544,000, but this \$634,000 figure could come down about \$20,000 to reflect pay-roll adjustments, Mr. Marshall explained.

Mrs. Jackson advised her committee, Personnel and Public Relations, did not meet during the month.

Under Old Business, a Resolution on the COMLOS legislation that is now before the Illinois legislature, was presented, stating reasons for the Decatur Public Library's opposition to the law. This bill provides, among other things, for the governance of public library systems boards into multi-type library boards with membership drawn from public, school, academic and special libraries, Mr. Dumas explained. Mrs. Moore noted there are several head librarians of major libraries in the state that are also opposed to the bill. After discussion, Mr. Susler requested the following objection be added

to the Resolution: "That the proposed legislation may lead to the diversion of public funds to libraries in the private sector." Mr. Marshall moved the Resolution be adopted, Mrs. Alpi seconded the motion, and it was approved. A copy of this Resolution becomes a part of these minutes. Mr. Dumas stated he would send letters to members of the Legislature expressing the Board's opposition to the bill.

Under New Business, the consideration of library counsel was discussed. Mr. Susler felt that since most of the Library's legal problems do not involve a conflict with RPL as the computer contract does, action to change counsel should be postponed at this time. Mr. Marshall asked if perhaps the City's attorney might be helpful in this instance and Mr. Dumas advised Mr. Landholt is usually kept busy with Council problems. Mr. Marshall stated since the Finance Committee is going to meet within the next week or so to discuss the grant issue, at that time they could also talk about the RPL computer contract, which should make it easier for the Ad Hoc Committee to come up with some answers when they meet. Mrs. Moore was agreeable to this suggestion.

The regular meeting of the Board was adjourned at 5:30 p.m.

ANNUAL MEETING

Mrs. Moore called the Annual Meeting of the Library Board to order at 5:30 p.m.

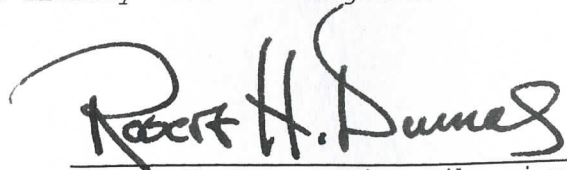
The "Annual Report of the Board of Directors", as previously mailed, which contains the Board's levy request for 1984/85, was presented at this time. Mr. Marshall moved the Board approve and file this report with the City of Decatur, Mr. Seidman seconded the motion, and it was approved. A copy of this report becomes a part of these minutes.

Mr. Mueller moved the "Annual Report to the Illinois State Library", previously mailed, be approved and filed with the Illinois State Library, Mrs. Jackson seconded the motion, and the motion carried. A copy of this report becomes a part of these minutes.

Mrs. Alpi moved the "Annual Report of the City Librarian" be accepted by the Board and placed on file, Mr. Seidman seconded the motion and it was approved. A copy of this report becomes a part of these minutes.

As Chairman of the Nominating Committee, Mrs. Rossiter presented the following slate of officers for the coming year: Sharon Taylor Alpi, President; Marshall Susler, Vice President; and Bill Grieve, Secretary. Mr. Marshall moved that a unanimous ballot for this slate of officers be cast, Mr. Mueller seconded the motion, and it was approved.

The Annual Meeting of the Library Board was adjourned at 5:45 p.m.
by the President.

A handwritten signature in black ink that reads "Robert H. Dumas". The signature is written in a cursive style with a large, looping initial "R".

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

April, 1983

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1983 -	31,854	2,763	21,412	56,029	613,841
1982 -	31,555	2,502	19,655	53,712	585,498
A-V Materials, 1983 -	3,376	--	352	3,728	33,283
1982 -	2,513	--	316	2,829	30,829
Total Circulation, 1983 -	35,230	2,763	21,764	59,757	647,124
1982 -	34,068	2,502	19,971	56,541	616,327

TECHNICAL PROCESSING

Cataloging

New books added	1,113
New titles added	392
Books withdrawn	2,207
Books mended	1,070

Acquisitions

Books checked in	1,347
Telephone Directories	67
Pamphlets	165
Gifts	241

Materials in the State of Processing

Materials (physical items) -	726
Titles -	657

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended</u> <u>1981/82</u>	<u>YTD Expended</u> <u>1982/83</u>	<u>P.O.s</u> <u>Out</u>	<u>Unencumbered</u>
Personal Services	1,037,535	892,283	971,063	--	66,472
Operating	196,737	163,546	185,463	--	11,274
Capital and Books	225,965	190,033	201,162	--	24,803

STAFF STRENGTH

	<u>Strength</u> <u>Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present</u> <u>Strength</u>
Professional	6	--	--	6
Library Assistants	7 + 6 (480 hrs)	--	--	7 + 6 (480 hrs)
Clerical	22 + 17 (980)	--	--	22 + 17 (1160 hrs)
Maintenance	3½	--	--	3½

Current Vacancies: 1 Technical Services Clerk I, 1 Supervisor, Technical Services

Computer Downtime for Month: 3 hours

R E S O L U T I O N

The Board of Directors of the Decatur Public Library, Decatur, Illinois, takes notice that Senate Bill No. 409 has been introduced into the Illinois Legislature and that this bill provides, among other things, for the conversion of public library systems boards into multi-type library boards with membership drawn from public, school, academic, and special libraries.

IT IS RESOLVED THAT the Board of Directors opposes such action and directs its officers and the City Librarian to represent to its legislators and appropriate committees of the Legislature the reasons for its opposition, namely,

THAT non-public libraries represent special constituencies and interests that may be in conflict with the common interests represented by public libraries;

THAT there has been no expression of dissatisfaction of the present means of governance by non-public libraries;

THAT non-public libraries would generally be represented by their librarians which would violate traditional lay control of publicly funded libraries and that these librarians would constitute a psychologically overwhelming presence on system boards;

THAT the directors representing special interests might attempt, especially in times of economic stringency, to protect their constituencies by diverting a greater share of system resources to their needs to the detriment of the general interest, and that the resulting conflict would be counter productive to the goal of inter-library cooperation.

THAT the proposed legislation may lead to the diversion of public funds to libraries in the private sector.

ADOPTED BY THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY
ON THE 26th DAY OF May, 1983.

Shirley M. Moore
President

ATTEST:

Reba J. Jackson
Secretary Pro Tem

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND (RIDGES)

MAY 1, 1982 THRU APR 30, 1983

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1982	383,118.00	0.00	520,174.94	137,056.94	
CURRENT YEAR TAXES	1,310,300.00	0.00	1,299,764.06	10,535.94	
INTEREST ON INVESTMENTS	40,000.00	0.00	86,241.21	46,241.21	
LIBRARY FINES & FEES	25,500.00	11,167.42	25,653.50	153.50	
NON-RESIDENT FEES	2,500.00	2,603.77	2,871.50	348.93	
LOST & DAMAGED BOOKS	2,500.00	306.00	2,748.93	27.16	
PRINTS MADE ON COPY MACHINE	800.00	142.99	837.16	37.16	
ILLUST PER CAPITA GRANT	45,000.00	0.00	47,485.38	2,485.38	
MISCELLANEOUS INCOME	4,000.00	272.57	3,602.78	397.22	
TOTAL REVENUE	1,813,618.00	14,816.45	1,991,879.46	178,261.46	109.83

UNENCUMBERED BALANCE

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	869,911.00	0.00	64,118.94	817,460.71	52,350.29	
102	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	123,920.00	0.00	9,104.96	114,652.68	9,267.32	
105	WORKMENS COMPENSATION	3,201.00	0.00	0.00	1,535.00	1,666.00	
106	EMPLOYMENT COMPENSATION	4,088.00	0.00	1,976.28	4,087.62	0.38	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	18,520.00	0.00	0.00	18,520.00	0.00	
109	ADVERTISING SALARIES	18,421.00	0.00	2,368.90	18,806.78	1,614.22	
202	PRINTING & BINDING	6,528.00	0.00	1,309.58	5,227.80	0.20	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	4,996.52	7,238.40	2,761.60	
212	SERVICE TO MAINTAIN IMPROV OTHER BLDGS	750.00	0.00	21.50	257.55	492.45	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	16,345.00	0.00	1,205.40	13,308.19	3,036.81	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	12,500.00	0.00	1,282.00	1,650.00	1,177.95	
221	AUDITING PROFESSIONAL SERVICES	1,000.00	0.00	0.00	0.00	1,000.00	
229	OTHER PROFIT	1,000.00	0.00	140.00	537.56	442.44	
231	ELECTRICITY	28,032.00	0.00	1,339.46	58,935.14	1,644.66	
233	TELEPHONE	10,000.00	0.00	0.00	381.24	1,118.76	
234	CONFERENCE AND OTHER TRAVEL EXPENSE	500.00	0.00	0.00	3,364.98	1,128.79	
241	POSTAGE	4,896.00	0.00	697.87	1,270.00	1,170.00	
245	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	5,400.00	0.00	50.00	1,965.65	51.41	
288	PRINTALS	1,380.00	0.00	689.82	2,475.32	581.68	
310	GAS OIL & ANTIFREEZE	2,500.00	0.00	561.89	1,478.36	1,021.64	
312	JANITORIAL SUPPLIES	2,500.00	0.00	2,488.44	5.00	10.00	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMT	3,000.00	0.00	112.03	16,664.00	0.80	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	13,476.00	0.00	1,353.00	16,335.00	0.00	
330	MEDICAL & LAB SUPPLIES	1,500.00	0.00	0.00	1,480.00	0.00	
345	OFFICE SUPPLIES	5.00	0.00	2.35	13,898.97	70.00	
403	TRANS TO G F ADMIN SERV	16,664.00	0.00	1,353.00	16,664.00	0.00	
415	SERVICE RECOGNITION PAYROLL	16,335.00	0.00	0.00	16,335.00	0.00	
423	INSURANCE	15,699.00	0.00	0.00	15,699.00	0.00	



ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1982 THRU APR 30, 1983

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
499	SMALL CAPITAL ITEMS	3,005.00	0.00	453.93	3,004.75	0.25	
	TOTAL OPERATING EXPENDITURES	1,234,272.00	0.00	95,324.81	1,156,526.53	77,745.47	93.70
510	AUTOMOTIVE EQUIPMENT	9,350.00	0.00	0.00	7,976.00	1,374.00	
515	OFFICE MACHINERY & EQUIPMENT	24,715.00	0.00	1,818.50	12,620.40	12,094.60	
520	OTHER MACHINERY & EQUIPMENT	1,500.00	0.00	0.00	811.40	688.60	
525	LIBRARY BOOKS RECORDS & EXHIBITS	150,000.00	0.00	16,123.72	154,683.68	5,316.32	
525 A	AUDIO VISUAL MATERIALS	30,400.00	0.00	4,552.39	25,070.59	5,329.41	
	TOTAL CAPITAL OUTLAY	225,965.00	0.00	22,494.61	201,162.07	24,802.93	89.02
	TOTAL EXPENDITURES	1,460,237.00	0.00	117,819.42	1,357,688.60	102,548.40	92.98

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REVENUE ITEMS

ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND
MAY 1, 1982 THRU APR 30, 1983

% OF EST.

FUND BALANCE MAY 1, 1982
SALE OF CITY PROPERTY
INTEREST SAVINGS
TRANS FROM CITY OF DECATUR

ESTIMATED REVENUE

CURRENT MONTH RECEIPTS

YEAR TO DATE RECEIPTS

UNCOLLECTED REVENUE

20,000.00
0.00
1,000.00
0.00

0.00
0.00
121.66
0.00

20,080.87
0.00
2,088.56
0.00

80.87-
0.00
1,088.56-
0.00

TOTAL REVENUE

21,000.00

121.66

22,169.43

105.57

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CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

04/01/83 THRU 04/29/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
3701	TREAS PAYROLL FUND	PD ENDING 4-6-83	33,144.90
3716	POSTMASTER	POSTAGE	2.70

15

TOTAL OF ALL VOUCHER CHECKS = 33,147.60

VR-1412

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

04/01/83 THRU 04/29/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
3765	ILL BELL TELEPHONE CO	TELEPHONE EXPENSE	5.28
3768	DIRECTOR OF LABOR	UNEMPLOYMENT COMP	1,976.28
3778	TREAS PETTY CASH FUND	DUE OTHER FUNDS	38.00
15 3825	ILL POWER CO	POWER FOR MONTH	6,137.24
3828	INTL MED ASSOC OF DECATUR	PROF SERVICES-	35.00
3878	AMERICAN LIBRARY ASSN	ADVERTISING	88.60
3879	APPLEBY MYER & CLARK	BOOKS	18.60
3881	DASH DISPOSAL	MONTHLY SERVICE	16.50
3882	DAY'S PAINT	PAINT	160.85
3883	DECATUR TIRE CO	TIRES	388.88
3884	DOWNTOWN DECATUR COUNCIL	PARKING	400.00
3885	GENTLEMEN'S QUARTERLY	BOOKS	25.00
3886	HAINES & ESSICK CO	BOOKS	23.70
3887	ILL STATE GENEALOGICAL SO	BOOKS	4.00
3888	KLANSWATCH-S POVERTY LAW	BOOKS	3.00
3889	MAINSTREET COMPUTER	COMPUTER	1,795.50
3890	MERRY RANDOLPH MOTOR SUPP	AUTO PARTS	13.79
3891	MILLER-O'NEILL	DRAPES, CARPETING	1,873.26
3892	OTIS ELEVATOR CO	ELEVATOR MAINT	286.02
3893	POSTMASTER	POSTAGE	300.00
3894	PRECISION DATA PRODUCTS	CABLE	23.00
3895	REGENT BOOK CO INC	BOOKS	131.66
3896	SCRIBNER BOOK CO INC	BOOKS	90.35
3897	SEARS ROEBUCK & CO	REFRIGERATOR	399.95
3898	SOUND/VIDEO UNLTD	AUDIO VISUAL	2,627.96
3899	STANDARD & POOR CORP	BOOKS	146.84
3900	STERLING PUBLISHING CO IN	BOOKS	8.20
3901	U S NEWS & WORLD REPORT	BOOKS	104.00
3902	BYTE	BOOKS	55.00
3903	HERALD & REVIEW	BOOKS	182.00
3948	POSTMASTER	POSTAGE	17.30

TOTAL OF ALL VOUCHER CHECKS = 17,375.76

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

04/01/83 THRU 04/29/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
3969	TREAS PAYROLL FUND	PD ENDING 4-20-83	33,390.38
3981	BERNAN ASSOCIATES	BOOKS	21.59
3982	BOLAND ELECT SUPPLY CO	ELECT SUPPLIES	64.18
15 3983	R R BOWKER CO	BOOKS	30.69
3984	CONGRESSIONAL DIGEST	BOOKS	9.45
3985	DUKE'S OFFICE SUPPLIES	OFFICE SUPPLIES	11.65
3986	GREANIAS AND BOOTH	LEGAL SERVICES	105.00
3987	HAINES & ESSICK CO	OFFICE SUPPLIES	14.56
3988	INC	BOOKS	36.00
3989	JAN MASTER SUPPLY	JANITORIAL	45.08
3990	JAN SAN SUPPLY CO	JANITORIAL	512.13
3991	RICHARDS ROSEN PRESS INC	BOOKS	8.97
3992	ROLLING PRAIRIE LIBRARIES	BOOKS	25.90
3993	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	23.62
3994	SCRIBNER BOOK CO INC	BOOKS	70.64
3995	SCRIBNER BOOK CO INC	BOOKS	154.77
3996	SIERRA CLUB	BOOKS	8.00
3997	SOUND/VIDEO UNLTD	BOOKS	995.17
3998	SPIN SHOP	VAC D REC	53.98
3999	WEST PUBL CO	BOOKS	187.00
4000	H W WILSON CO	BOOKS	380.00
4093	GAYLORD BROS	OFFICE SUPPLIES	11.99
4094	LUGARI'S	TRACTOR REPAIR	242.49
4095	MODERN BUSINESS SYSTEMS	EQUIP RENTAL	59.50
4096	ROLLING PRAIRIE LIBRARIES	AUDIO VISUAL	106.72
4097	SATURDAY REVIEW	BOOKS	28.00
4098	SCHOOL OF FOREIGN SERVICE	BOOKS	10.45
4099	SCRIBNER BOOK CO INC	BOOKS	93.73
4100	SOUND/VIDEO UNLTD	AUDIO VISUAL	74.92
4180	TREAS GNL OPERATING FUND	ADM EXPENSE	1,363.00
4197	TREAS ILL MUNI RETIREMENT	RETIREMENT	9,104.96

TOTAL OF ALL VOUCHER CHECKS = 47,244.52

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

04/01/83 THRU 04/29/83

VOUCHER #	PAYMENTS MADE TO:	FDR:	AMOUNT
4217	POSTMASTER	POSTAGE	300.00
4218	AMERICAN BINDERY	BOOK BINDINGS	105.00
4219	AUDIO BUFF CO INC	AUDIO VISUAL	747.62
15 4220	BAKER & TAYLOR CO	BOOKS	471.69
4221	BAKER & TAYLOR CO	BOOKS	9,043.87
4222	BLACK & CO	HARDWARE	117.82
4223	DEC SHEET METAL & SUPPLY	COMPRESSOR	215.50
4224	DOUBLEDAY & CO INC	BOOKS	256.58
4225	GAYLORD BROS	OFFICE SUPPLIES	48.54
4226	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	498.60
4227	ILL LIBRARY ASSN	DUES	50.00
4228	LIBRARY CARDS LTD	CATALOG CARDS	195.22
4229	MGM/UA ENTERTAINMENT CO	FILM RENTAL	226.00
4230	MIDWEST MICROFILM CO	BOOKS	15.75
4231	MOORE BUSINESS FORMS	PURCH ORDER FORMS	994.42
4232	NATL GEOGRAPHIC SOCIETY	BOOKS	41.00
4233	BAKER & TAYLOR CO	BOOKS	1,437.19
4234	NU-AIR FILTER CO	FILTERS	382.30
4235	PBS PUBLIC BROAD SERV	BOOKS	3,298.00
4236	PASSIVE SOLAR INSTITUTE	BOOKS	23.90
4237	TICA INC	COMPRESSOR REPAIR	108.00
4238	ROLLING PRAIRIE LIBRARIES	CIRCULATION SYSTEM	1,323.15
4239	SCRIBNER BOOK CO INC	BOOKS	111.21
4247	TREAS CENTRAL SERVICE FND	GASOLINE	69.82
4255	TREAS PETTY CASH FUND	REIMBURSEMENT	84.04
4270	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	865.24
4354	POSTMASTER	POSTAGE	1.30
TOTAL OF ALL VOUCHER CHECKS =			21,031.76



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



May 26, 1983

Honorable Mayor and Council
City of Decatur
#1 Civic Center Plaza
Decatur, Illinois 62523

Ladies and Gentlemen:

Enclosed herewith is the Annual Report of the Board of Library Directors for fiscal 1982/1983.

As required by Statute, this Report contains a statement of the moneys which, in the judgement of the Board, will be required for operation of the Library in fiscal 1984/1985. It is projected that Library needs for 1984/85 will be \$1,606,800 and that, of this amount, the sum of \$1,467,800 will need to be raised by the tax levy. This is a large increase over the September, 1982 levy which contemplated partial funding of Library operations in 1983/1984 by a reduction of the fund balance in the Library account. It was understood at that time that the 1983 levy would therefore require a substantial increase over the previous year's levy.

Included with the Annual Report to the Council are the Annual Report to the Illinois State Library, used in their compilation of uniform public library statistics, and the Annual Report of the City Librarian which provides a narrative summary with tables showing library activities in the past year.

The Board wishes to use this occasion to express its appreciation for the opportunity of serving Decatur, and to thank the Council for its consideration and support during the past year.

Sincerely,

Shirley M. Moore

Shirley Moore, President
Board of Library Directors

cc: City Manager
Finance Director

SM/hs

ANNUAL REPORT OF
THE BOARD OF LIBRARY DIRECTORS
OF THE CITY OF DECATUR
1982/1983

The Board of Library Directors of the City of Decatur makes this Annual Report to the Council of the City of Decatur under the terms and provisions of Section 4-10 of Chapter 81 of the Illinois Revised Statutes. This Annual Report covers the period for the fiscal year ending April 30, 1983, and is a report of the condition of the Board's trust on April 30, 1983.

STATEMENT OF MONEYS RECEIVED

Fund Balance, May 1, 1982	\$ 520,174.94
Tax Levy Receipts	1,299,764.06
Interest on Investments	86,241.21
Library Fines and Fees	25,653.50
Non-Resident Fees	5,371.50
Lost and Damaged Materials	2,748.93
Prints Made on Copy Machines	837.16
Illinois State Per Capita Grant	47,485.38
Miscellaneous Income	<u>3,602.78</u>
Total Receipts	\$1,991,879.46

STATEMENT FOR WHICH MONEY SPENT

Regular Salaries	\$ 817,460.71
Retirement Fund	114,652.68
Workman's Compensation	1,535.00
Unemployment Compensation	4,087.62
Hospitalization, Medical & Life Insurance	18,520.00
Temporary Salaries	14,806.78
Advertising	540.30
Printing and Binding	6,527.80
Service for Building Maintenance	7,238.40
Service to Maintain Other Improvements	257.55
Service to Maintain Office Equipment	13,308.19
Service to Maintain Automotive Equipment	1,322.05
Auditing Services	650.00
Other Professional Services	557.56
Electricity	58,031.16
Telephone	8,355.34
Water	381.24
Conference and Other Travel Expenses	3,364.98
Postage	5,271.21
Professional Association Membership Dues	1,270.00
Rentals	5,653.59

STATEMENT FOR WHICH MONEY SPENT (CONTD)

Gas, Oil, and Antifreeze	1,965.65
Janitorial Supplies	2,418.12
Materials to Maintain Buildings and Improv.	13,475.32
Materials to Maintain Automotive Equipment	1,488.36
Medical Supplies	5.00
Office Supplies	16,663.20
Administrative Services from City	16,335.00
Service Recognition Payroll	1,480.00
Insurance	15,898.97
Small Capital Items	3,004.75
Automotive Equipment	7,976.00
Office Equipment	12,620.40
Other Machinery and Equipment	811.40
Library Books and Other Print Materials	154,683.68
Audio-Visual Materials	25,070.59
	<hr/>
Total Expenditures	\$1,357,688.60

STATEMENT OF CONDITION OF TRUST FUNDS

Joseph H. Breckenridge Fund	
Fund Balance, May 1, 1982	\$ 78,154.61
Interest on Investment	<u>11,727.45</u>
Balance, April 30, 1983	\$ 89,882.06
Maude E. Bridges Fund	
Fund Balance, May 1, 1982	\$ 3,472.55
Income	922.87
Interest on Investment	<u>411.32</u>
Total	\$ 4,806.74
Expenditures	<u>- 818.06</u>
Balance, April 30, 1983	\$ 3,988.68
Library Capital Fund	
Fund Balance, May 1, 1982	\$ 20,080.87
Interest on Investment	<u>2,088.56</u>
Balance, April 30, 1983	\$ 22,169.43

STATEMENT OF BOOKS AND OTHER MATERIALS AVAILABLE AND CIRCULATED

Book stock, volumes	198,890
Periodicals, Number of Current Subscriptions	508
Periodicals and Newspapers, Reels of Microfilm	7,880
Microfiche, Sheets	9,255
Filmstrips, number of titles	85
Phonodiscs, number of discs	8,703
Cassette, audio, number of tapes	977
Motion Pictures, reels of	241
Video cassettes, number of items	285
Art Reproductions	228
Sculpture Reproductions	65
Government Documents	43,903
Telephone Directories	805
College Catalogs	818
Pamphlets	<u>22,311</u>

Total Number of Items in Collections 294,948

The number and character of circulation of the above material and other material borrowed from other libraries is as follows:

	<u>Print</u>	<u>Audio Visual</u>
Adult Circulation	342,609	30,306
Young Adult Circulation	29,950	
Children's Circulation	241,282	2,977

The division of this material by class of material is as follows:

I. Printed Material

Undefined circulation	19,670
Paperbound Non Fiction Books	1,252
Renewals	6,803
General Knowledge	4,937
Philosophy and Psychology	8,863
Religion	5,396
Social Sciences	32,750
Language	25,592
Pure Sciences and Mathematics	14,666
Practical Arts and Technology	59,585
Fine, Applied, and Performing Arts	47,296
Literature	10,452
History, Travel, and Biography	34,840
Periodicals	44,521
Pamphlets	<u>4,434</u>

Total Non Fiction 321,057

I. Printed Materials (Contd)

Fiction	211,506
Juvenile Picture Books	<u>86,423</u>
Total Fiction	297,929
Total Print Circulation	618,986

II. Audio-Visual Materials

Motion Pictures, 16mm	192
Motion Pictures, 8mm	383
Video Cassettes	1,910
Phonodiscs	24,434
Audio Cassettes	2,905
Art Reproductions, Framed	677
Pictures, Mounted	142
Sculpture Reproductions	<u>68</u>
Total Audio-Visual	30,711

III. Inter-Library Loans

Books, and other Print	1,658
Motion Pictures, 16mm	2,444
Videoforms	<u>128</u>
Total ILL Materials	4,230
Total Circulation	653,927

STATEMENT OF PROPERTY ACQUIRED BY DEVISE, BEQUEST, OR GIFT

The Library received a further distribution of \$922.87 as its share in the proceeds from the Trust established by the Will of Maude E. Bridges. In addition, the Library received advice that the late Ellen C. Cantoni had bequeathed the residuum of her estate to the Library to establish the Ellen C. and Peter J. Cantoni Library Fund with instructions that the income from this fund be used to purchase Library Books. Distribution of the estate has not been made as of April 30.

The Library also received a number of donations of books and other materials to add to its collections from various people and organizations.

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

LIABILITIES

The Library had no bonds or other obligations outstanding during this fiscal year.

STATEMENT OF MONEYS REQUIRED FOR LIBRARY OPERATION IN 1984/1985

It is estimated by the Board of Library Directors that \$1,606,800 will be required to operate the Library in 1984/85. Of this amount the Library will generate \$139,000 leaving the sum of \$1,467,800 to be raised by the Library tax levy. The Board recognizes that this is a considerable increase over the previous tax levy, but it should be noted that the September, 1982 levy was substantially reduced from the 1981 levy so that the City could better accommodate its need for increased funds within a reasonable tax structure. The Library consequently made up the difference by a reduction in its cash balance with the understanding that the tax levy would be restored in the 1983 levy. The levy being requested by the Board is \$157,500 greater than the 1981 levy, a difference of less than 6% per year.

OTHER STATISTICS, INFORMATION AND SUGGESTIONS

Appended hereto are the "Illinois Public Library Annual Report, 1982/1983" which furnishes information for use of the Illinois State Library in the completion of its annual statistics on public libraries in Illinois, and the "Annual Report of the City Librarian, 1982/1983", containing a narrative account with appropriate tables of Library activities during the year.

This Report was approved and adopted by the Board of Library Directors of the City of Decatur, Illinois, at the Annual Meeting of the Board on May 26, 1983.

DATED this 26th day of May, 1983

Shirley M. Moore
President, Library Board of Directors

ILLINOIS STATE LIBRARY, SPRINGFIELD, IL 62756
PUBLIC LIBRARY ANNUAL REPORT
1982-1983

Every public library in Illinois is required by law (Chapter 81, Sec. 4-10, and elsewhere in the Illinois Revised Statutes) to file this annual report with the State Library. The purpose of this report is to obtain and publish data on the resources and services of all Illinois public libraries for use by all concerned. Each library is asked to file this report with its system headquarters as soon as possible upon (and by no later than 30 days after) completion of its fiscal year ending between July 1, 1982, and June 30, 1983. Please complete and return this form promptly, even if a certified audit of library accounts has not been received. That document can be sent to the State Library later.

Please do not leave any item blank. Enter "0" if the appropriate entry for an item is zero or "none." Enter "N.A." if an item does not apply to your library. If an exact figure is not available for a particular item, but it is known that the amount is greater than zero, enter an estimate of the amount.

IDENTIFICATION

1. Location Decatur 1
Name of the municipality in which the central library is located.
2. Librarian Robert H. Dumas 2
Give the name of the librarian in the following order: first name, last name. Married women should use their own names, not their husband's first name (e.g., Mary Jones, NOT Mrs. John Jones).
3. Legal name of central library Decatur Public Library 3
A CENTRAL LIBRARY is the single unit library or the unit which is the administrative center, where the principal collections are kept and handled. Also called MAIN LIBRARY.
4. Mailing address (include street and zip code) 247 East North Street 4
Decatur, Illinois 62523
5. Library telephone (include area code) (217) 428-6617 5
If your library has more than one telephone number, report the number you want listed in Illinois Libraries.
6. System Rolling Prairie Libraries 6
7. Population residing in tax base area 94,081 7
Use latest official federal census figure.

GENERAL INFORMATION (In order to secure answers which are comparable, report status as of October 1982)

8. Opening and closing hours of the central library for use by the public in a typical week last October (i.e., a week with no holidays and in which the library was open its regular hours): Monday 9am to 9pm; Tuesday 9am to 9pm; Wednesday 9am to 9pm; Thursday 9am to 9pm; Friday 9am to 9pm; Saturday 9am to 5:30pm; Sunday closed to _____ 8
 9. Total number of branches 0 9
A branch is a library facility in separate quarters with a basic collection of books, its own staff, and open for use on a regular schedule.
 10. Total number of bookmobiles 2 10
- Registered Borrowers**
11. Total number of resident borrower's cards in force as of October 1 46,914 11
Do NOT include nonresident borrowers here. If you do not have exact information as of the first of October, please estimate using the most accurate and recent information available.

Number of nonresident borrower's cards and the annual fee, if any, as of October 1, 1982 for each of the following types of cards:

Type of Nonresident Card	Number (a)	Fee (for library use) (b)	Fee (for system use) (c)	
12. Family	<u>141</u>	<u>\$38</u>	<u>--</u>	12
13. Individual	_____	_____	_____	13
14. Student	_____	_____	_____	14
15. Other (specify)	_____	_____	_____	15

(a) For each type of nonresident card, report the number of cards on file as of October 1. Report the total of both system-wide and single library cards.
 (b) Report the maximum amount charged for one year for each type of nonresident card for use of YOUR LIBRARY ONLY.
 (c) Report the maximum amount charged for one year for each type of nonresident SYSTEM-WIDE card.

RESOURCES (Report for your entire fiscal year)

	Held at End of Last FY (a)	Withdrawn During FY (b)	Added During FY (c)	Held at End of This FY (d)	
16. Number of books	<u>197,955</u>	<u>12,108</u>	<u>13,043</u>	<u>198,890</u>	16

Report number of different physical volumes for which access is provided through the library's catalog. **Include** government documents arranged by Su Docs classification. **Exclude** periodicals and microforms.

TITLES (Lines 17-20): For reporting purposes a title is a publication which forms a separate **bibliographic whole**, whether issued in one or several volumes, reels, discs, slides, or parts. It applies equally to audiovisual materials as well as to periodicals.

	(a)	(b)	(c)	(d)	
17. Video recordings	<u>449</u>	<u>14</u>	<u>325</u>	<u>760</u>	17

Report number of titles, of all sizes. **Exclude** duplicates. **Include** motion picture films, videotapes, videocassettes, and videodiscs. Do NOT include slides or filmstrips.

	(a)	(b)	(c)	(d)	
18. Audio recordings	<u>5259</u>	<u>43</u>	<u>748</u>	<u>5964</u>	18

Report number of titles, of all sizes. **Include** phonorecords, tapes, cassettes, etc. **Exclude** duplicates.

Periodicals (Magazines and newspapers only)

19. Number of titles currently received	<u>502</u>	19
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Exclude duplicates. **Include** periodicals received by gift subscriptions, in microform, or as government documents.

20. Number of titles for which back issues are held for more than one year	<u>698</u>	20
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Report the number of **titles** of back issues of bound AND unbound periodicals, including microforms. **Exclude** duplicates.

USE OF RESOURCES (Report for your entire fiscal year)

Direct Circulation of All Materials to Library Users

21. Number of adult materials loaned	<u>409,668</u>	21
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Include circulation of young adult materials. **DIRECT CIRCULATION** is the charging of materials to patrons by staff in your library (including branches). Direct circulation includes the circulation of interlibrary loans received from other libraries, and the circulation of bulk loan materials from other libraries, reciprocal borrowing transactions, and the circulation of non-print media such as films, records, and art prints.

22. Number of juvenile materials loaned	<u>244,259</u>	22
23. TOTAL loans (sum of lines 21 & 22)	<u>653,927</u>	23

FINANCIAL INFORMATION (Report whole dollars only. Report for your entire fiscal year. Report all funds received or spent, but do NOT include funds spent by others for the benefit of the library.)
 NOTE: If a certified audit of library accounts is prepared, please submit a copy as a supplement to this report on or before October 1, 1983.

Library Receipts by Source (Do not include balance from previous year or income from tax anticipation warrants) **WHOLE DOLLARS ONLY**

24.	Local government (Include capital income from sale of bonds and specify amount in footnote. Do not include income from tax anticipation warrants. Show revenue sharing funds in lines 26a-26b)	1,299,764	24
25.	State government (exclude federal funds distributed by the state)		
	a. Per capita grants	47,485	25a
	b. Equalization aid		25b
	c. Corporate replacement tax		25c
	d. Other (specify)		25d
26.	Federal government (include federal funds distributed by the state)		
	a. Revenue Sharing received for operating expenditures		26a
	b. Revenue Sharing received for capital expenditures		26b
	c. Other federal funds received		26c
	<i>Include federal money received through the state, e.g., LSCA Title I special project grants, Project PLUS grants paid directly to your library, and shared staffing grants.</i>		
27.	All other receipts	658,857	27
	<i>Report all monetary receipts not reported above, e.g., endowment income, gifts and donations, fines, payments for contract services, interest income, and receipts from a library system or from a loan or mortgage.</i>		
28.	TOTAL receipts (sum of lines 24-27)	2,006,106	28

Library Expenditures by Category

29.	Salaries and wages for staff (other than building maintenance staff) including fringe benefits	881,000	29
	<i>Include salaries and wages before deductions, and fringe benefits paid by the library, such as insurance, IMRF, social security, etc. Report salaries and wages for maintenance staff on line 30.</i>		
30.	Salaries and wages for building maintenance staff, including fringe benefits	75,256	30
	<i>Include salaries and wages before deductions, and fringe benefits paid by the library, such as insurance, IMRF, social security, etc.</i>		
31.	Printed materials	155,501	31
	<i>Include expenditures for books, periodicals, microforms, pamphlets, government documents, etc.</i>		
32.	Nonprint materials	25,070	32
	<i>Include expenditures for all materials used by visual projection and/or sound reproduction (e.g., films, phonorecords, tape cassettes, filmstrips, slides, etc.), and for framed pictures, sculpture, etc.</i>		
33.	Rent		33
34.	Long-term debt retirement (e.g., mortgage payments)		34
35.	All other operating expenditures not entered above	201,083	35
	<i>Include expenditures for library and general office supplies, processing costs, commercial binding and rebinding, equipment, utilities, repairs, etc. Report purchase of fixed assets in line 36.</i>		
36.	Capital outlay for fixed assets	20,596	36
	<i>Fixed assets are those things which are not consumed in use, can be expected to last at least five years, and cost at least \$1000. Report all expenditures (regardless of the source of funds) for land and improvements to land, for buildings or additions to buildings, and for equipment costing over \$1000.</i>		
37.	TOTAL of all expenditures (sum of lines 29-36)	\$1,358,506	37
	<i>Lines 28 and 37 need not agree.</i>		

PERSONNEL (Report status as of October 1, 1982)

40

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

39. Staff List. PLEASE ATTACH ANOTHER PAGE IF NEEDED.

List the name, position, classification, educational level, sex, number of hours worked per week (on the average), and the hourly rate or annual salary paid by the library for each employee on your staff as of October 1, 1982. Exclude persons not paid by the library. For vacant positions requiring at least a bachelor's degree, please put VACANT in the "name" column. Report only vacant positions requiring a bachelor's degree or more, but report vacant head librarian position even if a bachelor's degree is not required.

- I. Report name of employee. Omit names of part-time hourly-paid pages or shelvers.
- II. Report title of position. Identify as "cataloger," "children's librarian" or "reference librarian" each person who regularly spends at least 75% of his/her work week in duties characteristic of or directly related to each of these three positions.
- III. Divide the list into three classifications and label: (a) librarians, media and audiovisual specialists, etc.; (b) technical, clerical, and other staff; and (c) building maintenance staff.
- IV. Use the following code for education: (1) less than a bachelor's degree; (2) a bachelor's degree; (3) a graduate degree; (4) a graduate degree in librarianship, information science, instructional technology or educational media.
- V. Use F for female and M for male.
- VI. If exact number of hours worked per week is not known, please enter an estimate rather than "varies." For part-time, hourly-paid pages or shelvers, show total number of hours they worked in a week.
- VII. Enter either hourly rate or annual salary.

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

(For ISL Use Only)

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

REFERENDA

40. Was your library involved in a referendum during the last fiscal year? Yes _____ No X 40
If No, go directly to Line 42. If Yes, please attach a copy of the ballot or a statement of the proposition as presented to the voters. If more than one referendum occurred, report each separately.

41. For each type of referendum presented to the voters, indicate the date of the vote, and whether it passed or failed. For an expansion referendum, report the result in outlying areas separately from that in the city.

	Date of Referendum	Passed	Failed	41
Tax Increase Referendum	_____	_____	_____	
Bond Issue Referendum	_____	_____	_____	
Establishment Referendum	_____	_____	_____	
Annexation Referendum	_____	_____	_____	
Conversion Referendum	_____	_____	_____	
Other (please specify)	_____	_____	_____	

LIBRARY BOARD AND OFFICIALS

NOTE: This information is used for directory purposes. REPORT THE MOST RECENT INFORMATION AVAILABLE. The officers and board listed here may be different from those who served during the past year and who sign on line 63 below.

42. President (a) Shirley Moore (c) (217) 422-2565 42
Name
 (b) 418 Woodhill Drive, Decatur, IL 62521 (d) (Area Code) Telephone
Complete Home Address (d) June, 1985
Mo. & Yr. When Present Term Ends
43. Vice-President (a) David H. Marshall (c) (217) 424-6288 43
 (b) 155 South Glencoe, Decatur, IL 62522 (d) June, 1985
44. Treasurer (a) _____ (c) _____ 44
 (b) _____ (d) _____
45. Secretary (a) William Grieve (c) (217) 875-7200 45
 (b) #4 Circle Drive, Decatur, IL 62521 (d) June, 1983
46. Other Members (a) Reba Jackson (c) (217) 424-3245 46
 (b) 206 Dover Drive, Decatur, IL 62521 (d) June, 1983
47. (a) John Mueller (c) (217) 424-3196 47
 (b) 632 Karen Drive, Decatur, IL 62526 (d) June, 1985
48. (a) Edith Rossiter (c) (217) 429-2436 48
 (b) 18 Montez Drive, Decatur, IL 62526 (d) June, 1984
49. (a) Martin Seidman (c) (217) 423-4411 49
 (b) 346 West Macon, Decatur, IL 62522 (d) June, 1984
50. (a) Marshall Susler (c) (217) 428-4385 50
 (b) 2431 Forest Ave., Decatur, IL 62522 (d) June, 1983
51. (a) Sharon Taylor (c) (217) 423-8423 51
 (b) 511 West Macon, Decatur, IL 62522 (d) June, 1984
52. (a) _____ (c) _____ 52
 (b) _____ (d) _____
53. (a) _____ (c) _____ 53
 (b) _____ (d) _____
54. Name of library attorney Edward Booth 54
 Address 330 Millikin Court, 132 S. Water, Decatur 62523 Telephone (217) 423-6076
55. Is the custodian of library funds a member of the board? Yes _____ No X 55
56. Surety company covering custodian of funds: Lumberman Mutual 56
57. Amount of surety bond \$ 1,000,000 57
- NOTE: Illinois Revised Statutes, Chapter 81, Paragraph 4-9, requires that the bond be no less than \$1,000 nor more than \$10,000. Public Act 79-413 amended the Local Library Act to require a bond of "not less than 1/12 of the total annual library taxes collected" for municipalities of less than 50,000 population.*
58. Name of certified public accountant employed by the library or your corporate authority:
 Name: Peat, Marwick, Mitchell & Co. Address: 250 N. Water, Decatur, IL 58
Report the name and address of the certified public accountant preparing your annual audit. If the audit is done in conjunction with your corporate authority, obtain the name of the auditor from your corporate authority.
59. Person to contact (if necessary) concerning the information reported on this form:
 Name: Robert H. Dumas Telephone: (217) 428-6617 59

CERTIFICATION

60. This annual report is filed by the undersigned public library pursuant to Chapter 81, Section 4-10, *Illinois Revised Statutes*, for the fiscal year commencing May 1 19 82 and ending Apr 30 19 83
Report the beginning and ending dates (month, day, and year) of your most recently completed fiscal year. 60

61. Legal name of library Decatur Public Library 61

62. Signature of the librarian Rose Hoff Dumas 62

The board of directors during the reporting period herewith accepts the above report, certifies its essential accuracy and transmits it to the Illinois State Library in accordance with the above statute.

63. Leba J. Jackson Shirley M. Moore 63
Secretary (signature) Pro-tem President (signature)

Requires the signature of the secretary and president of the library board for the period covered by the report.

64. May 26, 1983 64
Date signed by the president and secretary of the board.

Thank you for completing this report. Please send one copy to your local government and send one original signed copy to your library system headquarters. The system headquarters will return a photocopy to you, make another for itself, and send the original to the State Library.

You are invited to attach to this report comments or suggestions as to how we can improve this form, what questions were difficult for you to answer, on what other topics you would like to see information gathered and made available, etc.

<u>Position</u>	<u>Name</u>	<u>Edu- cation</u>	<u>Sex</u>	<u>Hrs per Week</u>	<u>Annual Salary</u>
Group (a)					
Head Librarian	Dumas, Robert	4	M	40	42,359
Supv, Tech Serv	Vacant	4		40	28,346
Lib. Assistant	Berbaum, Harriet	2	F	40	22,208
Lib. Assistant	Harper, Mary	2	F	40	22,208
Children's Lib.	Nichols, Judy	4	F	40	22,763
Lib. Assistant	Johnson, Phyllis	2	F	40	22,208
Reference Lib.	Merrick, Jerald	4	M	40	22,763
Lib. Assistant	McGregor, Dixie	2	F	40	22,208
Lib. Assistant	Merideth, Dayle	2	F	40	22,208
Supv, Adult Serv.	Seidl, James	4	M	40	28,346
Lib. Assistant	Voorhees, Carol	2	F	40	22,208
Head, Home Read.	Jacobs, Arlene	4	F	40	22,763
Lib. Assistant	Roberts, George	2	M	40	22,208
Extension Lib.	Hicks, Betty Lou	4	F	40	24,686
Cataloger (Head)	Hadley, Cornelia	4	F	40	26,997
Group (b)					
Library Clk III	Anderson, Karen	2	F	40	17,402
Head Page	Durbin, Ellen	1	F	40	11,777
Tech Serv Clk I	Brooks, Roberta	1	F	40	14,315
Tech Serv Clk II	Colebar, Kathy	1	F	40	15,785
Page	Collins, Donna	1	F	40	10,682
Page	Fouke, Marlene	1	F	40	10,682
Lib Clk II	Crawford, Elizabeth	1	F	40	15,785
Bkmobile Clk Drv	Fetrow, Mary	1	F	40	15,785
Page	Gentry, Susan	1	F	40	11,777
Tech Serv Clk II	Sebern, Albina	1	F	40	15,785
Lib Clk II	Irvin, Georgia	1	F	40	15,785
Tech Serv Clk I	Lewis, Florence	1	F	40	14,315
Bkmobile Clk Drv	Wheatley, Clarence	1	M	40	14,315
Staff Artist	Burch, Leta	1	F	40	15,785
Secretary	Schwegman, Helen	2	F	40	17,402
Tech Serv Clk I	Stanbery, Joan	1	F	40	13,635
Lib Clk I	Tempel, Sharon	1	F	40	14,315
Lib Clk II	Wheeler, Margie	1	F	40	15,785
Tech Serv Clk III	Williams, Nancy	1	F	40	17,402
Page	Zerfowski, Janet	1	F	40	10,682
Group (c)					
Maintenance Man	Richardson, Owen	1	M	40	24,486
Head Bldg Custod	Kay, Jean	1	F	40	16,575
Bldg Custodian	Matthews, Curtis	1	M	40	15,031

Part-time Personnel:

<u>Position</u>	<u>Name</u>	<u>Edu- cation</u>	<u>Sex</u>	<u>Hrs per Week</u>	<u>Hourly Salary</u>
Lib. Assistant I	Arnold, Rebecca	2	F	20	9.00
Lib. Assistant I	Dwyer, Mary	2	F	20	9.00
Lib. Assistant I	Roelleke, Beverly	2	F	20	9.00
Lib. Assistant I	Bockmann, Rosalie	2	F	20	9.22
Lib. Assistant I	Robinson, Joyce	2	F	20	9.00
Lib. Assistant I	Shroyer, Marilyn	2	F	20	9.00
Bkmobile Clk Drv	Ryan, Charles	1	M	20	6.55
Tech Serv Clk I	Werr, Marie	1	F	20	5.80
Tech Serv Clk I	Penne, Mary Lou	1	F	20	6.88
Lib Clk I	Willis, Rita	1	F	20	5.80
Lib Clk I	Trebacz, Betty	1	F	20	6.88
Lib Clk I	Irons, Leta	1	F	20	6.24
Lib Clk I	Trusner, Glenda	1	F	20	5.94
Custodian	Kupish, James	1	M	20	6.88

ANNUAL REPORT
OF THE CITY LIBRARIAN
1982/1983

The Library enjoyed a successful year - circulation broke previous records, service to patrons was at an all-time high, a new dimension was added to collections, program attendance increased, and progress was made in conforming public catalogs to new rules for entry.

Circulation advanced to approximately seven books per capita despite the vacancy through the summer months in the headship of the Home Reading Department, which retarded book selection and receipts. Following this problem, the computer (which had just been upgraded) had a series of head crashes and failure through the fall and early winter. This continued the retardation in book selection and adversely affected circulation and library operations in other ways: creating huge backlogs of returned material in the Circulation Department; requiring cancellation of library fines because the returned materials could not be discharged in timely fashion; preventing Catalog Department from entering new books in data base so that materials could be sent to public departments, etc. The most obvious result of these problems was nearly a one per cent decline in circulation at the end of November. The final 5% overall gain for the year is therefore quite remarkable. Appendix I summarizes circulation for each department and compares it with the previous year. The reduced circulation in Reference Department seems accented when contrasted with the general gains registered and reflects diminished use of Inter Library Loan by the Library's patrons. This year ILL accounted for 4230 items including audio-visual material (print = 1658) or

only 0.6% of circulation, a decline of more than 20% compared with the 0.8% of circulation interlibrary loans accounted for in 1981/82.

Major growth in adult circulation again this year was in the field of practical arts and technology. Reflecting current concerns in the community, turnover was particularly strong in the area of diet, exercise, and health. Major circulation gains in children's circulation occurred in picture books and easy-to-read or "primer" type books.

Services. The Library is of a size in which complexity of content and hence of organization tends to aggravate problems of usage for many patrons. In addition to continuous work on the catalog by the Catalog Department to improve access, the Library's program of staff assistance and reference work is designed to help overcome these problems. During the past year the number of staff contacts - as exhibited in Appendix II - increased to more than 121,000 overall, a gain of over 5%, with professional help to patrons on nearly 46,000 occasions, a figure comparable to last year.

A significant augmentation in the audio-visual collections and services was initiated in late December with the acquisition of seventy-nine works in video cassette recording. The titles acquired ranged in content from Academy Award winning feature films through Shakespearean drama to how-to-do-it and informational tapes. By the end of April the collection had grown to 285 works and had circulation of 1910 - a turnover of more than 670% in just over four months.

The Library continued and extended its services in the areas of public programming, production of reader aids, and preparation of exhibits to highlight aspects of the collections or to bring similar material together from several classifications (Appendix III). Story hours, summer reading club, film programs, lectures, discussion groups, puppet shows, and civic debates were among programs held in the Library.

In planning many programs, it was a distinct satisfaction and pleasure for staff to work with many organizations in Decatur: Decatur Area Arts Council, League of Women Voters, Richland Community College, Decatur School District 61, A. G. Edwards Co., Foster Financial Services, etc.

Adult Services held Candidates Nights, a series on financial planning, a very well received film series on musicals of the 1930's, and continued through the summer the Friends of the Library's popular Books Between Bites. Among the highlights of the Children's program was a lecture by William Taylor, an authority on Laura Ingall Wilder, and a tremendously successful puppet show during National Library Week which drew an audience of 240. The Children's Department also participated in the public schools' Ride and Read program which used buses to bring to the Library children who needed to improve reading skills.

Extra mural activities of Library Staff include class visits in schools, book reviews and other talks before community groups, radio interview programs, etc. During National Library Week Mrs. Hicks and Mrs. Nichols

represented the Library at "Info-to-go" a kind of book fair sponsored by Rolling Prairie Library in the Hickory Point Mall.

Collections Management and Maintenance. The Library's classified collections grew by over 2,260 items in fiscal 1982/83 to a total of 198,890 volumes of books, 7,880 reels of microfilm, and 10,440 items of audio-visual material.

The Catalog Department reports, despite the frustrating problems with the computer, an increase in cataloging output during the year, while making continued progress in ongoing projects to improve the quality of catalogs. Original cataloging increased by 15% to 1,348 items, primarily because of acquisition in videocassettes for which Library of Congress cataloging has not been generally available. And while the number of printed works cataloged increased by nearly 400, the number of volumes decreased by more than 1300, a result of less duplication this year than last. There were generally fewer withdrawals, transfers between departments, reinstatements of books, etc. Appendix IV records the activity in these areas.

In the mending and processing unit modest declines in most areas of work related to the materials acquisition program and mending have been matched by new work routines imposed by the security system adopted by the Library in the fall of 1981 and by processing requirements of the new video-cassette materials. A summary of the collection preparation and maintenance activities appears in Appendix IV.

The Library closed the year with \$10,646 left unexpended in its materials budget and with \$17,273 in outstanding orders for materials. There were

108 purchase orders carried over into the new year. The Order Department records average book prices for various departments ranging from a low of \$6.39 for the Children's Department to a high \$37.01 for Reference (see Appendix VI). Increases in departmental material costs over last year ranged from 5.9% for Reference to 15.3% for Young Adult. Overall book costs exclusion of Reference averaged \$8.90, a gain of 13.8%. Appendix V surveys other activities in the Order Department and Appendix VII exhibits expenditures for materials from various funds: Order Department notes that again this year more money bought fewer materials.

Personnel changes are recapitulated in Appendix VIII, but particular mention should be made of the resignation of Craighton Hippenhammer early in the year and employment of Mrs. Judith Nichols as his successor as Head of the Children's Department. We were sorry to lose Mr. Hippenhammer, who resigned for personal reasons and is now assistant director of children's services in the Ciyahoga County Public Library in Ohio; we are happy to welcome Mrs. Nichols to the Library. Mrs. Nichols joins us from the Wichita Public Library.

We also engaged during the year Miss Arlene Jacobs as Head of Home Reading, the department with the largest collection and circulation. Miss Jacobs joined the staff after completing the course work toward her doctoral degree in Library Science at the University of Pittsburgh. Miss Jacobs has served in Baltimore's Pratt Library, Baltimore County Public Library and Brookline (Mass.) Public Library, and brings broad experience to the position. We look forward to an extended association.

Overall, then, the Library has experienced a good growth in service over the year as it has over the past several years and has achieved this growth within a tightly controlled budgetary structure. Since 1972, for example, the Library has had a circulation growth of 43%; expenditures for the same period have had a real growth of less than 4%. See Appendix IX. A debt of gratitude has been incurred in the achievement of the Library's success in the past year and I would like to register my own appreciation for the help extended me by the Board, by colleagues in City government who have been as always most helpful, and to staff who have continued to show in concrete terms their commitment to a high level of library service.

APPENDIX I

Decatur Public Library Circulation

1982/1983

	<u>YTD 1983</u>	<u>YTD 1982</u>	<u>% Change</u>
Central Library Print			
Ref	2,156	2,256	- 4.4
HR	274,825	264,999	+ 3.7
YA	<u>23,633</u>	<u>23,274</u>	<u>+ 1.5</u>
Central Adult	300,614	290,529	+ 3.5
Children's Department	<u>140,615</u>	<u>134,114</u>	<u>+ 4.8</u>
Total Central	441,229	424,643	+ 3.9
Extension Print			
BKM 547	81,992	79,464	+ 3.2
BKM 548	79,350	70,980	+11.8
Outreach	<u>11,270</u>	<u>10,411</u>	<u>+ 8.3</u>
Total Extension	<u>172,612</u>	<u>160,855</u>	<u>+ 7.3</u>
<u>Total Print</u>	<u>613,841</u>	<u>585,498</u>	<u>+ 4.8</u>
A-V Department			
Film, 16mm	2,636	3,011	-12.5
Film, 8mm	381	491	-22.4
Video	2,038	67	+2941.8
Cassettes	2,895	2,255	+28.4
Phonodiscs	23,606	23,277	+ 1.4
Other	<u>838</u>	<u>1,008</u>	<u>-16.9</u>
Total AV Dept.	32,394	30,109	+ 7.6
Extension AV	<u>889</u>	<u>720</u>	<u>+23.5</u>
Total AV	<u>33,283</u>	<u>30,829</u>	<u>+ 8.</u>
<u>Total Circulation</u>	<u>647,124</u>	<u>616,327</u>	<u>+ 5.</u>

APPENDIX II

Patron Contacts

	<u>Professional</u>	<u>Directional</u>	<u>Total</u>
Central Library			
Reference	18,845	33,125	52,020
Home Reading	13,652	16,177	29,829
Young Adult	79	77	156
Children	<u>5,862</u>	<u>14,123</u>	<u>19,985</u>
Total Central	38,438	63,552	101,990
Extension	<u>7,372</u>	<u>11,942</u>	<u>19,314</u>
Total	45,810	75,494	121,304

APPENDIX III

Programs and Attendance

	<u>Number</u>	<u>Attendance</u>
Lectures and Book Reviews	33	600 (est)
Discussion Groups	42	625 (est)
Story Hours and other Children's Programs	209	6,572 4,718
Staff Visits to School Classes	100	2,600 (est)
Class Visits to Library	108	2,487
Film Programs	<u>9</u>	<u>611</u>
	501	11,041 11,641

Readers' Aids, Displays

Displays	127
Exhibits in stairwell mini gallery	11
Signage	58
Calendar of Events	12
Booklists	19
Other Brochures and Informational Broadsheets	29

APPENDIX IV

Collection Maintenance

	<u>Added</u>	<u>Withdrawn</u>	<u>Current Holdings</u>
General knowledge	345	115	4,938 vols.
Philosophy & psychology	241	146	4,673
Religion	174	67	4,272
Social Sciences	1,476	1,681	21,653
Language	649	71	3,980
Pure Sciences	523	244	6,981
Useful Arts and Technology	2,417	2,611	23,544
Fine, Applied, & Performing Arts	1,522	820	22,789
Literature	340	491	11,694
History, Travel & Biography	915	466	28,818
Fiction	4,411	4,883	65,618
Pamphlets	1,633	887	22,311
Government Documents	3,187	3,210	43,903
Documents in Microfiche	1,336	86	5,628
Other Microfiche, Sheets		17,898	3,627
Newspapers & Periodical, Microfilm, Reels	102	0	7,880
College Catalogs	109	178	818
Telephone Directories	601	583	805

Additional Catalog Statistics:

Items transferred to other departments	246
Items Recataloged	802
Cards filed or pulled from catalogs	91,600
Items Re-instated	185
Subject headings changed	3,179
Name changed to conform to new rules	704
Cards changed to conform to new rules	41,517

APPENDIX IV

(Page 2)

Additional Processing and Mendery Statistics:

Books Mended	12,462
Jackets Replaced	3,765
Books Re-bound	112
Periodicals Bound	29
Books Processed	13,501
Periodicals Processed	8,967
Paperback books bound and prepared for circulation	1,693
Mass market paperbacks prepared for Circulation	1,669
Phonodiscs processed	1,000
Audio cassettes processed	178
Video cassettes processed	328
Other A-V processed	38
Materials targeted for Security, Hours Spent	36

MATERIALS RECEIVED

Book volumes collated -----	15,041
Records - Titles -----	791
Discs -----	1,198
Cassettes - Titles -----	162
Tapes -----	173
Microfilm - Titles -----	1
Reels -----	108
Video - Titles -----	296
Tapes -----	337
16mm Films - Titles -----	
Reels -----	
Filmstrip - Titles -----	16
Strips -----	16
Sculpture -----	17
Art Prints -----	9
Pamphlets -----	4,055
Telephone Directories -----	617
Vertical File Orders -----	1,193
Gift - Books -----	4,007
Records -----	229

Newspapers -----	4,697
Magazines -----	13,068

UN-PROCESSED MATERIALS

Book - Titles -----	
Volumes -----	
Record - Titles -----	
Discs -----	

APPENDIX VI

AVERAGE COST AND DISCOUNT FOR BOOKS RECEIVED
DURING FISCAL YEAR

		1982/83	1981/82	1980/81	1979/80	1978/79
		Average cost per book	Average discount per book			
Adult	1982/83	\$11.70	24.7%			
	1981/82	9.93	26.3			
	1980/81	9.04	27.8			
	1979/80	8.45	28.0			
	1978/79	8.22	27.2			
Youth	1982/83	7.31	28.7			
	1981/82	6.34	30.8			
	1980/81	5.63	29.2			
	1979/80	5.27	31.0			
	1978/79	5.14	32.7			
Juvenile	1982/83	6.39	25.7			
	1981/82	5.93	25.5			
	1980/81	5.43	26.0			
	1979/80	5.09	26.8			
	1978/79	4.81	27.3			
Extension	1982/83	7.60	32.4			
	1981/82	6.89	31.6			
	1980/81	6.25	33.2			
	1979/80	5.86	34.4			
	1978/79	5.59	32.8			
Reference	1982/83	37.01	2.1			
	1981/82	34.95	3.4			
	1980/81	40.80	1.6			
	1979/80	43.47	1.5			
	1978/79	31.49	1.2			
Adult (Home Reading)	1982/83	10.69	26.1			
	1981/82	9.29	26.9			
	1980/81	7.97	29.9			
	1979/80	7.39	30.5			
	1978/79	7.18	31.1			

APPENDIX VI

(Page 2)

AVERAGE COST AND DISCOUNT FOR AUDIO-VISUAL
MATERIALS in 1982/83
1981/82
1980/81
1979/80

		Average cost per	Average discount per
Records		Disc	Disc
	1982/83	\$ 6.08	32.4%
	1981/82	5.64	32.6
	1980/81	4.81	33.2
	1979/80	4.43	36.2
Cassettes		Tape	Tape
	1982/83	6.41	21.5
	1981/82	4.74	19.5
	1980/81	6.12	20.3
	1979/80	5.92	23.9
Video Cassettes		Tape	Tape
	1982/83	62.35	16.1
Art Prints		Print	Print
	1982/83	69.17	50.0
	1981/82	34.79	----
	1980/81	45.00	55.0
	1979/80	-----	----
Sculptures		Piece	Piece
	1982/83	28.18	56.6
	1981/82	33.00	40.0

APPENDIX VII

Materials Expenditures, 1982/1983

Printed Materials, Code 525	148,753.95
Audio-Visual Materials, Code 525A	31,061.02
Bridges Fund	757.36
Permanent Loan Funds (RPL)	2,459.93
Memorials	897.57
Gifts	<u>1,419.00</u>
Total	\$185,348.83

APPENDIX VIII

Decatur Public Library Staff Turnover

Fiscal 1982/1983

May, 1982

17 Jerald Merrick began as Reference Librarian.

June, 1982

10 James Kupish began as half-time Building Custodian.

July, 1982

31 Dale Poertner resigned as Supervisor, Adult Services.

Aug., 1982

2 James Seidl promoted to Supervisor, Adult Services.

Sept., 1982

None

Oct., 1982

None

Nov., 1982

5 Maria Werr resigned as half-time Technical Services Clerk I.
26 Craighton Hippenhammer resigned as Children's Librarian.

Dec., 1982

None

Jan., 1983

3 Sheryl Younger began as half-time Technical Services Clerk I, T.S.
6 Arlene Jacobs began as Head, Home Reading Department.
17 Judith Nichols began as Head of the Children's Department.

Feb., 1983

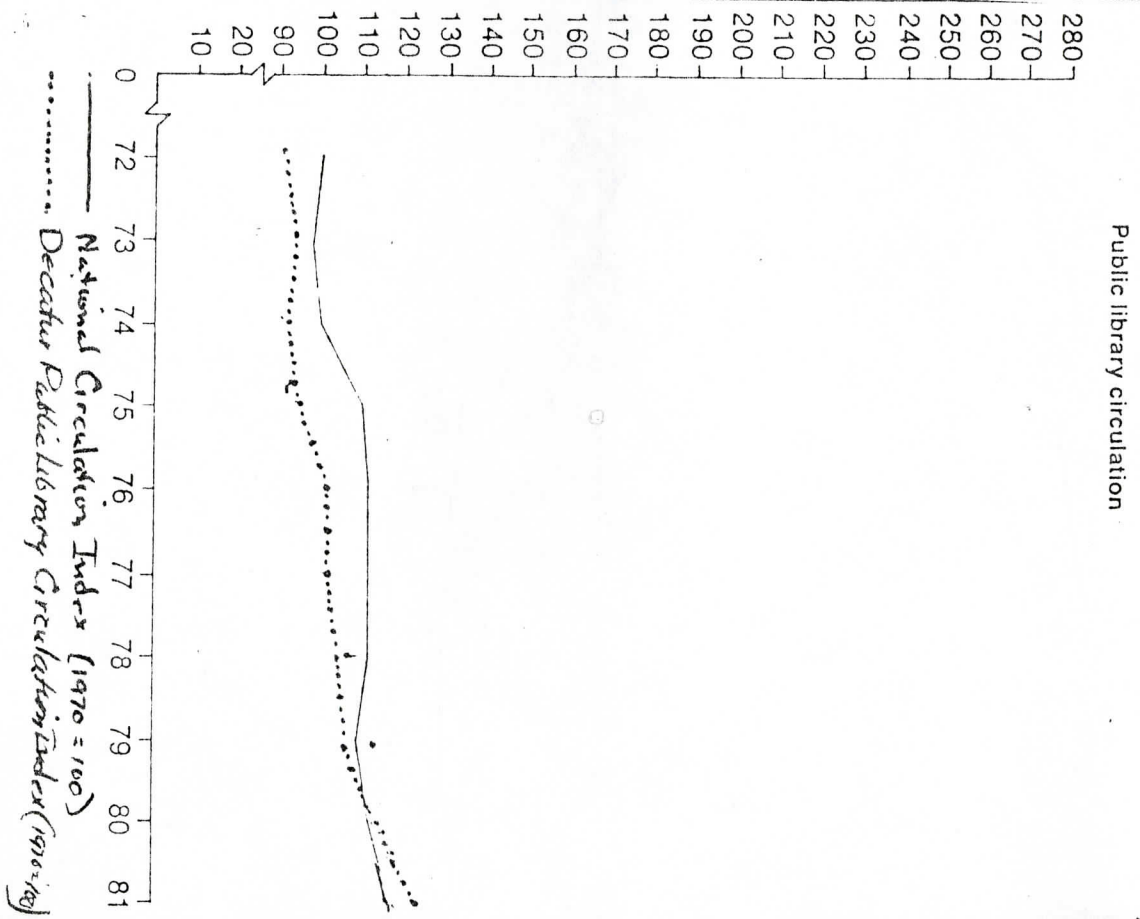
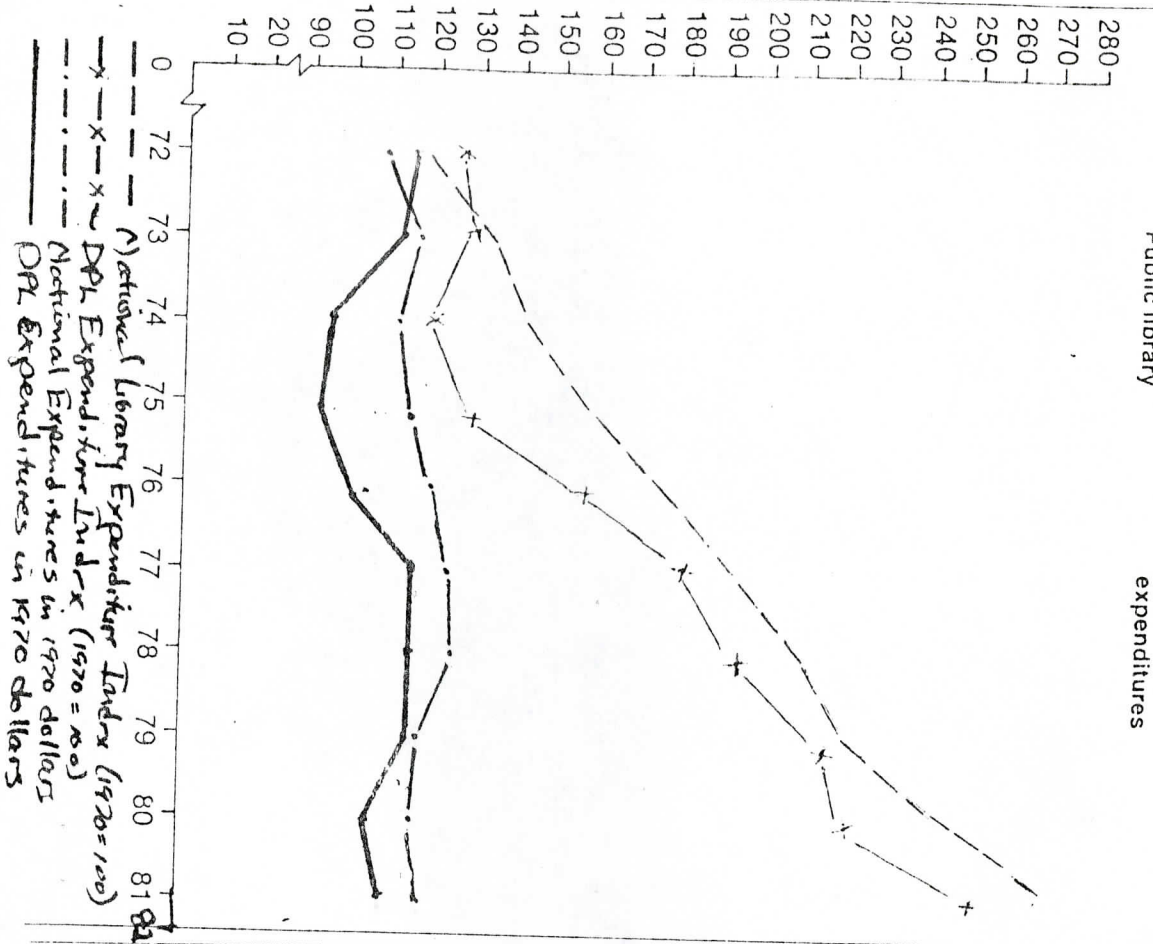
10 Bobanne Turner began as half-time Technical Services Clk I
in Adult Services.

Mar., 1983

24 Deborah Fuqua transferred from Temporary Page to Library Page,
half-time, in Circulation Department.

Apr., 1983

None



U.S. DPL

Year	U.S.	DPL
1972	112	115
1973	146	113
1974	111	95
1975	113	93
1976	140	106
1977	143	116
1978	124	116
1979	118	116
1980	117	108
1981	118	116
1982	119	119

In 1970 dollars

* Assumes no increase in inflation since 12/82.

U.S. DPL

Year	U.S.	DPL
1972	100	91
1973	98	94
1974	100	93
1975	110	95
1976	111	100
1977	111	105
1978	111	105
1979	109	108
1980	112	115
1981	116	119
1982	123	130

* In 1972 DPL closed Evans Branch

