

ANNUAL REPORT OF THE LIBRARY BOARD OF TRUSTEES  
1993/94

The Library Board of Trustees of the City of Decatur makes this Annual Report to the City Council of the City of Decatur under the terms and provisions of Act 5, Article 4, Section 10 of Chapter 75 of the Illinois Compiled Statutes. This Annual Report covers the period for the fiscal year ending April 30, 1994, and is a report of the condition of the Board's trust on April 30, 1994.

STATEMENT OF MONIES RECEIVED--LIBRARY OPERATING FUND

Fund balance, May 1, 1993	264,864.08
Property tax	2,017,617.00
Replacement tax	164,041.82
Federal grants	23,068.96
State grants	99,841.00
Fines & fees	71,115.44
Non-resident fees	1,963.95
Lost and damaged books	4,444.01
Photocopier	2,336.95
Reserves and misc.	8,695.43
Investment interest	21,387.36
Contributions and donations	2,552.45
Miscellaneous income	8,937.86
 TOTAL RECEIPTS	 2,690,866.31

STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND

Regular salaries and wages	1,258,921.37
Overtime	1,790.37
Temporary salaries	27,920.10
Retirement-IMRF	235,483.40
Group life insurance	874.08
Hospital & medical insurance	82,354.09
Worker's compensation	17,818.34
Service recognition	2,587.50
Advertising	410.45
Printing & binding	13,124.82
Serv. to maintain buildings	7,526.09
Serv. to maintain improvements	0
Serv. to maintain auto equipment	2,664.54
Serv. to maintain office equipment	10,864.92
Electricity	62,287.80
Gas	14,486.67
Telephone	20,100.45
Water	678.00
Auditing services	0

Training school	2,718.67
Conferences & other travel	3,844.86
Postage	10,495.96
Computer software expense	773.00
Temporary personnel services	32,111.73
Tuition reimbursement	1,817.00
Travel expense for interviews	0
Other professional services	34,924.08
Professional membership fee	1,837.00
Rental - data processing equip.	28,351.88
Rental - equipment	19,932.75
Gasoline	2,182.23
Janitorial supplies	2,041.83
Materials to maintain buildings	9,622.31
Material to maintain auto equipment	2,795.20
Office supplies	28,155.49
Employee recognition supplies	11.57
Contingencies	5,936.00
Transfer to general fund	33,480.00
Motor vehicle insurance	2,148.00
Boiler insurance	403.00
Property insurance	10,195.00
General liability insurance	4,899.00
Transfer to capital improvements fund	81,050.92
Small capital items	2,746.15
Office machinery & equipment	19,905.36
Books	238,359.86
Audio-visual materials	31,596.87
Magazines/newspapers	32,484.62
TOTAL EXPENDITURES	2,404,713.33

LIBRARY OPERATING FUND BALANCE

Fund balance 4/30/94	286,152.98
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STATEMENT OF MONIES RECEIVED AND EXPENDED--LIBRARY CAPITAL FUND

Fund balance 5/1/93	238,171.16
Transfer from Library operating fund	81,050.92
Interest	7,699.99
Expenditures	30,138.05
Fund balance 4/30/94	296,784.02

STATEMENT OF CONDITION OF TRUST FUNDS

Joseph H. Breckenridge Fund (est. 1972)*	
Fund balance 5/1/93	121,967.48
Interest on investment	3,336.26
Expenditures	34,517.00
Balance 4/30/94	90,786.74
Maude Bridges Fund (est. 1977)**	
Fund balance 5/1/93	713.06
Interest on investment	30.96
Income	776.11
Expenditures	814.39
Balance 4/30/94	705.74
Ellen and Peter Cantoni Fund (est. 1983)**	
Fund balance 5/1/93	106,285.47
Interest on investment	3,728.34
Expenditures	991.24
Balance 4/30/94	109,022.57

- \* Fund restricted to purchase equipment for online catalog  
 \*\* Fund restricted to book purchases

STATEMENT OF BOOKS AND OTHER MATERIALS AVAILABLE AND CIRCULATED

<u>Materials available:</u>	<u>1992/93</u>	<u>1993/94</u>
Book stock, volumes	235,893	239,092
Microfiche, sheets	3,629	3,629
Filmstrips, number of items	88	88
Phonodiscs and compact discs	8,555	8,802
Audio cassettes, number of items	3,561	4,159
Motion pictures	0	0
Videocassettes	5,313	6,017
Art reproductions	225	0
Government documents	42,228	47,739
Telephone directories	493	496
College catalogs	735	808
Total # of items in collections	300,720	310,830

Circulation of the above material and other material borrowed from other libraries is as follows:

	<u>1992/93</u>	<u>1993/94</u>
Adult circulation	381,531	371,132
Young adult circulation	24,079	22,782
Children's circulation	280,245	266,074
Audio-visual	133,725	136,549
Total	819,580	796,537

The division of this material by department and media is as follows:

	<u>1992/93</u>	<u>1993/94</u>
Reference	1,913	1,573
Adult Services	316,411	305,249
Young Adult	21,138	20,111
Children's	197,857	182,578
Extension	142,536	145,303
16 mm films	108	0
Videocassettes	90,464	87,445
Audio cassettes	25,820	26,303
Phonodiscs	15,791	15,405
Other	1,085	661
Extension AV	457	6,735
Renewals	6,000	5,174
TOTAL CIRCULATION	819,580	796,537

#### STATEMENT OF PROPERTY ACQUIRED BY DEVISE, BEQUEST, GIFT OR GRANT

The Library received a distribution of \$776.11 as its share in the income from the trust established by the will of Maude E. Bridges.

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

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

#### LIABILITIES

The Library has a note with First National Bank of Decatur for the upgrade of the CLSI Altos computer system. The note matures on November 16, 1996 and as of April 30, 1994 had a balance due of \$35,584.51.

#### STATEMENT OF MONIES REQUIRED FOR LIBRARY OPERATION IN 1993/94

The Library Board will provide the City Council with an estimate of funds required to operate the library for fiscal year 1994/95 by November 30, 1994.

OTHER STATISTICS, INFORMATION, AND SUGGESTIONS

Attached are the 1993/94 Illinois Public Library Annual Report (which furnishes information to the Illinois State Library for use in compiling its annual statistics on public libraries in Illinois), and the 1993/94 Annual Report of the City Librarian, which contains a narrative summary and appropriate graphs of Library activities during the year.

This report was approved and adopted by the Library Board of Trustees of the City of Decatur, Illinois, at the regular Board meeting on May 26, 1994.

Dated this 26th day of May, 1994.

*Stanley L. Sitton*

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Stanley L. Sitton, President  
Decatur Public Library Board of Trustees

## LIBRARY MATERIALS REPORT - 1993/94

	PREVIOUS BALANCE	ITEMS ADDED	ITEMS WITHDRAWN	NEW NET BALANCE
BOOK MATERIALS				
Volumes	235,893	15,119	11,920	239,092
Titles	132,544	8,127	2,802	137,869
RECORDS				
Albums	7,419	8	76	7,351
Titles	5,816	0	36	5,780
CASSETTES				
Cassettes	3,561	904	306	4,159
Titles	3,046	497	104	3,439
MICROFILM				
Reels	8,919	87	0	9,006
Titles	229	0	0	229
VIDEOCASSETTES				
Tapes	5,313	1,117	413	6,017
Titles	4,746	808	208	5,346
COMPACT DISCS				
Discs	1,136	365	50	1,451
Titles	1,075	337	23	1,389
BOOKS ON TAPE				
Tapes	426	144	88	482
Titles	378	102	35	445
FILMSTRIPS				
Films	88	0	0	88
Titles	87	0	0	87
ART PRINTS				
Prints	225	0	225	0
Titles	222	0	222	0
MICROFICHE				
Fiches	3,629	0	0	3,629
Titles	2	0	0	2
16mm FILMS				
Films	3	0	0	3
Titles	3	0	0	3
LASER DISCS				
Discs	24	0	0	24
Titles	24	0	0	24
OVERALL				
ITEMS	266,636	17,744	13,078	271,302
TITLES	148,172	9,871	3,430	154,613