



JOHN A. MOORMAN · CITY LIBRARIAN

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, 1995 and is a report of the condition of the board's trust on April 30, 1995.

STATEMENT OF MONIES RECEIVED--LIBRARY OPERATING FUND

Honorable Mayor and City Council  
City of Decatur  
#1 Gary K. Anderson Plaza  
Decatur, IL 62523

Dear Mayor and Council:

Attached is the Annual Report of the Library Board of Trustees for fiscal year 1994/95.

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

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

Sincerely,

John F. Stengel, President  
Library Board of Trustees

JFS:lh

cc: City Manager  
Finance Director

**ANNUAL REPORT OF THE LIBRARY BOARD OF TRUSTEES  
1994/95**

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**STATEMENT OF MONIES RECEIVED--LIBRARY OPERATING FUND**

Fund balance, May 1, 1994	286,152.98
Property tax	2,134,449.08
Replacement tax	173,650.31
State grants	104,875.00
Fines & fees	73,806.69
Non-resident fees	1,953.50
Lost and damaged books	3,155.49
Photocopier	2,295.65
Reserves and misc.	9,479.83
Investment interest	28,421.06
Contributions and donations	2,256.50
Miscellaneous income	33,303.70
<b>TOTAL RECEIPTS</b>	<b>2,853,799.79</b>

**STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND**

Regular salaries and wages	1,278,600.68
Overtime	7,534.54
Temporary salaries	19,526.22
Retirement-IMRF	239,215.54
Group life insurance	916.32
Hospital & medical insurance	98,951.88
Worker's compensation	12,889.16
Service recognition	2,627.50
Advertising	245.52
Printing & binding	13,767.89
Service to maintain buildings	10,087.62
Service to maintain auto equipment	3,946.74
Service to maintain office equipment	8,650.69
MIS services	33,431.00
Electricity	58,380.96
Gas	6,532.71
Telephone	15,231.62
Water	925.40
Auditing services	1,500.00
Training school	1,977.72
Conferences & other travel	4,176.28
Postage	12,062.21
Computer software expense	3,674.95
Temporary personnel services	36,817.55
Tuition reimbursement	2,118.90

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Travel expense for interviews	0
Other professional services	42,040.81
Professional membership fee	1,373.00
Rental - data processing equipment	53,539.57
Rental - equipment	27,927.88
Gasoline	2,398.03
Janitorial supplies	3,561.19
Materials to maintain buildings	10,504.91
Material to maintain auto equipment	3,554.82
Office supplies	29,668.07
Employee recognition supplies	44.62
Contingencies	0
Transfer to general fund	1,200.00
Motor vehicle insurance	2,277.00
Boiler insurance	403.08
Property insurance	10,214.00
General liability insurance	5,256.00
Transfer to capital improvements fund	112,000.00
Small capital items	2,395.17
Office machinery & equipment	22,713.00
Books	271,150.03
Audiovisual materials	30,568.86
Magazines & newspapers	36,820.94
<b>TOTAL EXPENDITURES</b>	<b>2,543,400.58</b>

**LIBRARY OPERATING FUND BALANCE**

Fund balance 4/30/95	310,399.21
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**STATEMENT OF MONIES RECEIVED AND EXPENDED--LIBRARY CAPITAL FUND**

Fund balance 5/1/94	296,784.02
Transfer from Library operating fund	112,000.00
Interest	12,470.46
Expenditures	112,099.00
Fund balance 4/30/95	309,155.48

**STATEMENT OF CONDITION OF TRUST FUNDS**

<b>Joseph H. Breckenridge Fund (est. 1972)*</b>	
Fund balance 5/1/94	90,786.74
Interest on investment	2,932.59
Expenditures	92,902.55
Balance 4/30/95	816.78
<b>Maude Bridges Fund (est. 1977)**</b>	
Fund balance 5/1/94	645.73
Interest on investment	28.31
Income	693.74
Expenditures	750.00
Balance 4/30/95	617.78

Ellen and Peter Cantoni Fund (est. 1983)**		
Fund balance 5/1/94		109,082.58
Interest on investment		4,739.03
Expenditures		1,223.04
Balance 4/30/95		112,598.57

- \* 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>1993/94</u>	<u>1994/95</u>
Book stock, volumes	239,092	240,243
Microfiche, sheets	3,629	3,629
Filmstrips, number of items	88	88
Phonodiscs and compact discs	8,802	9,232
Audiocassettes, number of items	4,159	4,396
Videocassettes	6,017	5,963
Government documents	47,739	48,761
Telephone directories	496	499
College catalogs	808	765
<b>Total number of items in collections</b>	<b>310,830</b>	<b>313,576</b>

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

	<u>1993/94</u>	<u>1994/95</u>
Adult circulation	371,132	356,689
Young adult circulation	22,782	22,267
Children's circulation	266,074	282,715
Audiovisual	136,549	140,109
<b>Total</b>	<b>796,537</b>	<b>801,780</b>

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

	<u>1993/94</u>	<u>1994/95</u>
Adult	306,822	295,738
Young Adult	20,111	19,020
Children's	182,578	177,182
Extension	145,303	162,358
Videocassettes	87,445	75,278
Audiocassettes	26,303	30,990
Recordings and other	16,066	21,409
Extension audiovisual	6,735	12,432
Renewals	5,174	7,373
<b>TOTAL CIRCULATION</b>	<b>796,537</b>	<b>801,780</b>

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

The Library received a distribution of \$693.78 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 had a note with First National Bank of Decatur for the upgrade of the CLSI Altos computer system. This note was paid in full during the year.

**STATEMENT OF MONIES REQUIRED FOR LIBRARY OPERATION IN 1996/97**

The Library Board will provide the City Council with an estimate of funds required to operate the Library for fiscal year 1996/97 by November 30, 1995.

**OTHER STATISTICS, INFORMATION, AND SUGGESTIONS**

Attached are the 1994/95 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 1994/95 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 25, 1995.

Dated this 25th day of May, 1995.

*John F. Stengel*

John F. Stengel, President  
Decatur Public Library Board of Trustees

LIBRARY MATERIALS REPORT - 1994/95

	PREVIOUS BALANCE	ITEMS ADDED	ITEMS WITHDRAWN	NEW NET BALANCE
<b>BOOK MATERIALS</b>				
Volumes	239,092	15,141	13,990	240,243
Titles	137,869	7,602	3,552	141,919
<b>RECORDS</b>				
Albums	7,351	9	44	7,316
Titles	5,780	7	22	5,765
<b>AUDIOCASSETTES</b>				
Cassettes	4,159	537	300	4,396
Titles	3,439	379	95	3,723
<b>MICROFILM</b>				
Reels	9,006	72	580	8,498
Titles	229	0	63	166
<b>VIDEOCASSETTES</b>				
Tapes	6,017	659	713	5,963
Titles	5,346	514	413	5,447
<b>COMPACT DISCS</b>				
Discs	1,451	539	74	1,916
Titles	1,389	494	36	1,847
<b>BOOKS ON TAPE</b>				
Tapes	482	151	46	587
Titles	445	145	35	555
<b>FILMSTRIPS</b>				
Films	88	0	0	88
Titles	87	0	0	87
<b>MICROFICHE</b>				
Fiches	3,629	0	0	3,629
Titles	2	0	0	2
<b>16mm FILMS</b>				
Films	3	0	0	3
Titles	3	0	0	3
<b>LASER DISCS</b>				
Discs	24	0	1	23
Titles	24	0	1	23
<b>OVERALL</b>				
Items	271,302	17,108	15,748	272,662
Titles	154,613	9,141	4,217	159,537