

DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



COMBINED ANNUAL MEETING FOR 1985/1986
AND MONTHLY MEETING FOR MAY, 1986

AGENDA

MAY 22, 1986

- I. CALL TO ORDER
MARSHALL SUSLER, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING APRIL 17, 1986
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 1. Approval of Bills
 - B. PERSONNEL AND PUBLIC RELATIONS
 1. Amendments to Policy Code
 - C. SEARCH COMMITTEE
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

ANNUAL MEETING

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

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Alpi	Mrs. Rossiter (Tentative)
Mrs. Jackson	Mr. Sorensen
Mr. Mueller	Mr. Susler
Mrs. Murphy (until 5:00)	

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Regular and Annual Board of Trustees Meeting

May 22, 1986

The regular meeting of the Board of Trustees of the Decatur Public Library was held May 22, 1986 in the board room of the main library.

Members Present:

Mrs. Alpi
Mrs. Jackson
Mr. Mueller
Mrs. Rossiter
Mr. Sorensen
Mr. Susler

Members Absent:

Mrs. Lutovsky
Mrs. Murphy
Mr. Seidman

Others Present:

Owen Balding
Mr. Scholtz
Miss Schwegman
Mr. Seidl
Dick Zaker, H&R

The meeting was called to order at 4:40 p.m. by the President, Marshall Susler.

The minutes of the regular meeting of April 17, 1986 were approved as printed and mailed.

Mr. Susler stated we are going to deviate from the agenda and our first order of business is to hear a proposal from Mr. Owen Balding present here today. Mr. Susler asked Mr. Balding to limit his remarks as much as possible as "we have a long meeting ahead of us." Mr. Balding talked at length regarding his request to use a library meeting room for the purpose of discussing property tax reform in Decatur. After the presentation Mr. Susler informed Mr. Balding he would be notified of the Board's decision and noted that the library meeting room policy is currently under review.

Returning to the order of the agenda, Mr. Susler requested the monthly report from the Assistant City Librarian. Mr. Seidl noted that circulation this month is up 11.6% over April of last year - a very good month for us. The Children's Department circ increased 22%; Extension, 20%; and AV, 25%. For the twelve month period ending this fiscal year the Library's circulation showed a gain of 6.5% or 44,538 items.

Further reporting, Mr. Seidl stated the Friends of the Library Book Sale in April netted \$1,530, with 6,122 books being sold. Some 1,392 Project Read items are now ready for circulation.

Tours of the Library are being given with advance notice by groups being required. A tea for Extension volunteers drew an attendance of 22 participants. The General Services Librarian position has been filled by Ms. Catherine Ritchie of Minneapolis, Minnesota, and she will begin on June 9th, Mr. Seidl concluded.

As Chairman of the Finance and Properties Committee, Mrs. Rossiter moved the approval of library bills through April 30, 1986, Mr. Mueller seconded the motion, and it was approved by roll-call vote. Mrs. Rossiter informed that Invoice No. 32938 to Inacomp Computer Center for \$89.95, which was excepted at the April meeting, had been checked and found to be in order. In conclusion, Mrs. Rossiter suggested the Library should have a five-year budget plan, citing the need for hiring more employees for a staff already stretched too thin, and significant building repairs which will be necessary in the near future.

Mrs. Jackson, Chairman of the Personnel and Public Relations Committee, moved that sub-section (x) be added to Article III, Personnel, Section 2(c) of the Code of Library Policy, as follows:

In the case of sick leave for pregnancy, five weeks after childbirth, if an employee is not physically capable of returning to work, she must provide a doctor's statement thus indicating. If additional time is needed, extension will be approved in no more than two week allotments.

Mrs. Alpi seconded the motion. Mr. Seidl informed that present library policy does not address the use of sick leave for pregnancy and subject motion follows City Personnel's policy on the matter. After discussing the difference between maternity leave which is granted leave without pay, and the usage of sick leave during this period, the motion was accepted by voice vote.

Mrs. Jackson's Committee also recommended the following motion: That Article III, Personnel, Section 2(c)(viii) of the Code of Library Policy be amended to read:

Upon retirement from the library, an employee shall be paid \$5.00 for each day of his unused accumulated sick leave up to 135 days, or unused sick days can be applied toward IMRF pension service credit.

However, Mrs. Jackson moved that the above motion be tabled until such time as the Committee could obtain advice from the Library's legal counsel on the language of said motion. Mrs. Alpi seconded the motion to table, and it was approved by voice vote.

The request for the use of a library meeting room by Mr. Owen Balding to discuss property tax reform had been considered by her Committee, Mrs. Jackson reported, and it is the recommendation of the Committee that the request be denied inasmuch as it did not meet the guidelines set forth in library policy which require a sponsoring organization. She so moved that the request be denied. Mr. Mueller seconded the motion and the motion carried by voice vote. Mr. Susler instructed the Secretary of the Board to write a letter to Mr. Balding informing him of the Board's decision.

In the absence of Mrs. Lutovsky, Chairman of the Search Committee, Mr. Susler reported that the Committee had received some 30 applications for the position of City Librarian. This number had been first narrowed to eight applicants and then to the top four, with the four having been interviewed by the Committee. Finalists will be brought back for further interview, and the Committee hopes to have a definite proposal some time in June.

Under Old Business, Mr. Mueller, Secretary of the Board, passed around thank-you letters to the Board of Trustees from retiring City Librarian Robert Dumas.

There being no New Business to come before the Board, the President declared the regular May meeting of the Board adjourned at 5:20 p.m.

*Committed
June 19,
1986
Minutes
L*

ANNUAL MEETING

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

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

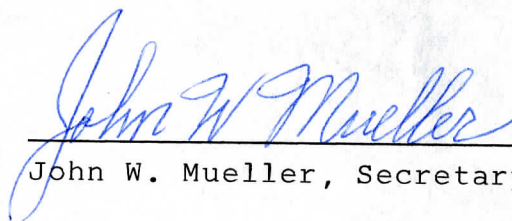
The "Annual Report of the City Librarian", previously mailed, was accepted by the Board and placed on file. Commenting on his report, Mr. Seidl stated the changes in the professional staff during this last year will greatly affect the

future of DPL, and since the entire staff did more ordering, cataloging, processing, and circulating of materials this year than ever before, that the Staff should be commended for the work accomplished. Mrs. Jackson agreed that with fewer staff than most libraries of our size, we offer more service, and this was the general consensus of those present. Mr. Susler asked the Secretary of the Board to write a letter to the Staff so commending them for an outstanding year.

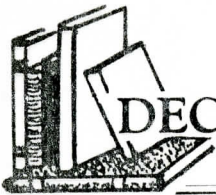
As Chairman of the Nominating Committee, Mrs. Alpi proposed the following slate of officers for the coming year: Mr. Susler, President; Mr. Mueller, Vice President; and Mrs. Lutovsky, Secretary. There being no nominations from the floor, Mrs. Jackson moved a unanimous ballot for this slate of officers be cast, Mr. Sorensen seconded the motion, and it was approved.

Mr. Susler adjourned the Annual Meeting at 5:50 p.m. and asked the Board to convene in Executive Session to discuss personnel matters at this time.

*Corrected
June 19, 1951
minutes
h*



John W. Mueller, Secretary of Board



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



May 28, 1986

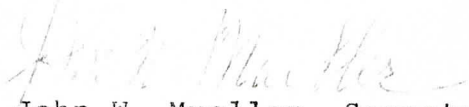
Mr. Owen F. Balding
566 Carolina Avenue
Decatur, Illinois 62522

Dear Mr. Balding:

This letter is to inform you that at the Board of Library Trustees' meeting on May 22, 1986, a motion was approved to deny your request for the use of a library meeting room for the purpose of discussing property tax reform in Decatur inasmuch as your request does not meet guidelines set forth in the Library's meeting room policy, which require a sponsoring organization.

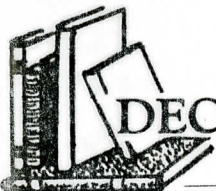
Thank you for your interest in the matter.

Yours truly,


John W. Mueller, Secretary
Board of Trustees

JWM/hs

cc: Mr. Susler, President
Board of Trustees



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



May 28, 1986

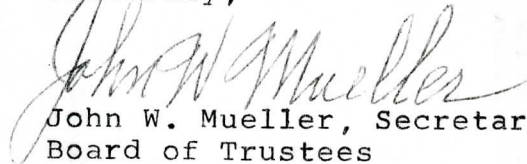
Staff
Decatur Public Library
247 East North Street
Decatur, Illinois 62523

Dear Library Staff:

At the Annual Meeting of the Library Board of Trustees on May 22, 1986, it was the consensus of those present that the past fiscal year has been a most productive year for the Decatur Public Library, for which the Board is very appreciative. All Staff are hereby commended for their outstanding work.

The above commendation was written at the direction of the Board's President, Marshall Susler.

Sincerely,


John W. Mueller, Secretary
Board of Trustees

JWM/hs

cc: Mr. Susler

STATISTICAL REPORT

April, 1986

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Months to Date</u>
Total Books, 1986 -	29,176	2,148	25,004	56,328	652,505
1985 -	29,270	2,162	19,642	51,074	628,508
A-V Materials, 1986 -	6,038	--	618	6,656	74,077
1985 -	4,958	--	361	5,319	53,536
Total Circulation, 1986 -	35,214	2,148	25,622	62,984	726,582
1985 -	34,228	2,162	20,003	56,393	682,044

TECHNICAL PROCESSING

Cataloging

New books added	1,282
New titles added	446
Books withdrawn	1,177
Books mended	1,547

Acquisitions

Books checked in	1,735
Telephone directories	216
Pamphlets	1,612
Gifts	104

Materials in the State of Processing

Materials (physical items) -	689
Titles -	490

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1984/85</u>	<u>YTD Expended 1985/86</u>	<u>Unencumbered</u>
Personal Services	1,324,470	1,141,357	1,255,423	69,047
Operating	215,194	202,602	201,072	14,122
Capital and Books	270,800	294,062	276,649	-5,849

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	8	--	--	8
Library Assistants	8 + 5 (440 hrs)	--	--	8 + 5 (400 hrs)
Clerical	24 + 22 (1848 hrs)	--	--	24 + 22 (1740 hrs)
Maintenance	3½	--	--	3½

Current Vacancies: General Services Librarian

Computer Down-time for Month: 35 Minutes

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1985 THRU APR 30, 1986

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1985	500,300.00	0.00	500,051.62	248.38	
CURRENT YEAR TAXES	1,400,000.00	0.00	1,396,874.07	3,125.93	
REPLACEMENT TAXES	90,000.00	35,129.52	1,121,832.37	31,832.37	
INTEREST ON INVESTMENTS	55,000.00	11,116.14	167,993.26	12,993.26	
LIBRARY FINES & FEES	31,000.00	4,580.08	34,987.56	3,987.56	
NON-RESIDUAL FEES	5,500.00	828.00	7,404.50	1,904.50	
LOST & DAMAGED BOOKS	3,000.00	357.65	3,035.85	35.85	
PRINTS MADE ON COPY MACHINE	900.00	0.00	1,156.28	256.28	
ILLUST PER CAPITA GRANT	93,900.00	0.00	93,939.00	39.00	
MISCELLANEOUS INCOME	3,000.00	342.11	19,284.97	16,284.97	
TOTAL REVENUE	2,182,600.00	52,353.50	2,246,559.28	63,959.28	102.93

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101 A	REGULAR SALARIES	1,067,953.00	0.00	88,830.11	1,007,401.05	60,551.95	95
102	STRAIGHT OVERTIME	2,000.00	0.00	26.35	878.71	1,121.29	29
103	RETIREMENT FUND	162,115.00	0.00	12,874.81	152,089.85	10,025.15	15
105	WORKMEN'S COMPENSATION	18,560.00	0.00	1,530.00	18,560.00	0.00	0.00
106	EMPLOYMENT COMPENSATION	11,140.00	0.00	2,851.66	11,140.00	0.00	0.00
107 A	HOSPITALIZATION MEDICAL & LIFE INSURANCE	34,220.00	0.00	94.50	1,134.00	0.00	0.00
109	GROUP LIFE INSURANCE	27,548.00	0.00	3,803.28	1,198.58	2,650.58	54
201	TEMPORARY SALARIES	4,500.00	0.00	363.89	1,024.75	1,475.25	25
202	ADVERTISING & BINDING	4,500.00	0.00	1,801.11	7,805.43	4,194.57	57
211	PRINTING TO MAINTAIN BUILDINGS	12,500.00	0.00	286.50	326.00	1,174.00	0.00
212	SERVICE TO MAINTAIN IMPROV OTHER	18,000.00	0.00	1,552.20	19,651.43	1,651.43	43
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	2,500.00	0.00	0.00	2,413.30	413.30	30
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	2,500.00	0.00	0.00	0.00	500.00	0.00
221	AUDITING SERVICES	2,000.00	0.00	1,193.37	1,561.37	438.63	63
229	OTHER PROPERTY	76,000.00	0.00	5,538.57	19,237.77	438.63	23
231	ELECTRICITY	12,950.00	0.00	1,236.36	14,756.92	1,806.92	50
234	TELEPHONE	950.00	0.00	623.80	2,011.50	68.50	57
241	CONFERENCE AND OTHER TRAVEL EXPENSE	3,780.00	0.00	581.11	3,244.03	535.97	37
243	POSTAGE PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,300.00	0.00	0.00	7,103.67	196.33	33
284	PROFESSORIAL	1,465.00	0.00	469.44	1,616.00	151.00	0.00
288	GAS OIL & ANTI FREEZE	6,000.00	0.00	121.42	4,577.06	1,422.94	54
310	JANITORIAL SUPPLIES	2,300.00	0.00	155.80	2,056.64	443.36	36
312	MATERIALS TO MAINTAIN BLDNGS & IMPROVMT	11,500.00	0.00	1,955.06	10,032.15	26.95	35
320	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	5.00	0.00	708.95	2,984.11	1,484.11	11
324	MEDICAL & LABS	20,000.00	0.00	0.00	22,951.62	2,951.62	62
330	OFFICE SUPPLIES	20,052.00	0.00	0.00	20,176.00	2,052.00	0.00
343	CONTINGENCIES (ADMIN SERV)	20,176.00	0.00	1,681.34	20,176.00	0.00	0.00
403	TRANS TO G						

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1985 THRU APR 30, 1986

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
415	SERVICE RECOGNITION PAYROLL	1,848.00	0.00	175.00	1,830.00	18.00	
423	INSURANCE	9,637.00	0.00	192.58	9,637.00	0.00	
499	SMALL CAPITAL ITEMS	2,031.00	0.00	721.52	1,909.17	121.83	
	TOTAL OPERATING EXPENDITURES	1,539,664.00	0.00	131,206.01	1,456,494.70	83,169.30	94.60
515	OFFICE MACHINERY & EQUIPMENT	25,800.00	0.00	25,397.86	38,600.30	12,800.30	
525	LIBRARY BOOKS, RECORDS & EXHIBITS	200,000.00	0.00	19,869.41	195,823.82	4,176.18	
525 A	AUDIO VISUAL MATERIALS	45,000.00	0.00	3,586.39	42,224.55	2,775.45	
	TOTAL CAPITAL OUTLAY	270,800.00	0.00	48,853.66	276,648.67	5,848.67	102.16
	TOTAL EXPENDITURES	1,810,464.00	0.00	180,059.67	1,733,143.37	77,320.63	95.73

ACTIVITY 941 DECATUR PUBLIC LIBRARY TRUST FUND(CANTONI)

MAY 1, 1985 THRU APR 30, 1986

% OF EST.

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1985	98,969.00	0.00	96,619.57	2,349.43	
REVENUE	0.00	0.00	0.00	0.00	
INTEREST INCOME	10,000.00	1,956.66	8,751.51	1,248.49	
TOTAL REVENUE	108,969.00	1,956.66	105,371.08	3,597.92	96.70

BUDGET AND PURCHASE ORDERS APPROPRIATION OUTSTANDING

OBJECT CODE	OBJECT OF EXPENDITURE	PURCHASE ORDERS APPROPRIATION OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	10,000.00	0.00	190.87	3,741.48	6,258.52 37.41
	TOTAL EXPENDITURES	10,000.00	0.00	190.87	3,741.48	6,258.52 37.41

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND
MAY 1, 1985 THRU APR 30, 1986

REVENUE ITEMS

524	FUND BALANCE MAY 1, 1985 INTEREST ON INVESTMENTS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
		89,714.00	0.00	88,842.57	871.43	
		10,500.00	1,861.79	8,229.46	2,270.54	
	TOTAL REVENUE	100,214.00	1,861.79	97,072.03	3,141.97	96.86

OBJECT OF EXPENDITURE

58	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
	EXPENDITURES	0.00	0.00	250.20	9,749.80	2.50
	TOTAL EXPENDITURES	10,000.00	0.00	250.20	9,749.80	2.50

ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

MAY 1, 1985 THRU APR 30, 1986

% OF EST.

REVENUE ITEMS

524	FUND BALANCE MAY 1, 1985 INTEREST SAVINGS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
		3,773.00	0.00	2,213.73	1,559.27	
		0.00	46.52	205.47	205.47	
	TOTAL REVENUE	3,773.00	46.52	2,419.20	1,353.80	64.12

58	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
	EXPENDITURES	3,773.00	0.00	0.00	0.00	3,773.00	0.00
	TOTAL EXPENDITURES	3,773.00	0.00	0.00	0.00	3,773.00	0.00

ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

MAY 1, 1985 THRU APR 30, 1986

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.	
FUND BALANCE MAY 1, 1985	2,472.00	0.00	2,529.84	57.84-		
INTEREST ON INVESTMENTS	300.00	40.39	221.96	78.04		
MISC. INCOME	900.00	0.00	946.80	46.80-		
TOTAL REVENUE	3,672.00	40.39	3,698.60	26.60-	100.72	
OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58 EXPENDITURES	3,500.00	0.00	286.40	1,786.91	1,713.09	51.05
TOTAL EXPENDITURES	3,500.00	0.00	286.40	1,786.91	1,713.09	51.05

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

04/01/86 THRU 04/30/86

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
33365	TREAS PAYROLL FUND	PAYROLL	49,351.19
33382	TERRY JONES	SECURITY DUTY	30.00
33496	HERALD & REVIEW	ADVERTISING	5.28
33570	HERALD & REVIEW	BOOKS	252.20
33571	AT&T	TELEPHONE SERVICE	438.41
33572	AMMANN PLUMBING CO	REPAIR SERVICE	75.00
33573	ARATEX DERVICES, INC.	LAUNDRY SERVICE	10.60
33574	DAVID W BAUMBERGER MD	PROF SERVICES	44.00
33575	BECK'S ENGRAVING	RUBBER STAMP	3.74
33576	BOLAND ELECTRIC SUPPLY	ELECT SUPPLIES	20.38
33577	R R BOWKER	BOOKS	75.00
33578	R R BOWKER	ADVERTISING	147.60
33579	J E BURKE CO	BIKE RACK PARTS	18.64
33580	DANCEY BRASS INC	PLUMBING SUPPLIES	92.07
33581	DECATUR SCHOOL DISTRICT	AUDITORIUM RENTAL	84.37
33582	DUKE'S OFFICE SUPPLIES	OFFICE SUPPLIES	41.82
33583	ENGLEWOOD ELECTRIC CO	WIRING	17.78
33584	GOOD HOUSEKEEPING	BOOKS	39.97
33585	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	563.55
33586	INACOMP COMPUTER CTR	COMPUTER	6,637.95
33587	J&H ELECTRONICS	REPAIR TV	10.00
33588	K& G TRAILER MART	AUTO PARTS	24.95
33589	LIBRARY OF CONGRESS	BOOKS	170.00
33590	JACK LOGUE	SECURITY DUTY	35.00
33591	MIDWEST MICROFILM CO	OFFICE SUPPLIES	23.57
33592	MILLER INDUSTRIAL SUPPLY	CARBIDE BIT	27.94
33593	MULTIGRAPHICS	OFFICE SUPPLIES	7.15
33594	NEW YORK TIMES	BOOKS	276.50
33595	OTIS ELEVATOR CO	ELEVATOR MAINT	276.11
33596	POSTMASTER	POSTAGE	500.00
33597	RADIO SHACK 01-6485	EXTENSION CORD	4.99
33598	RESEARCH TECHNOLOGY INTL	TAPECHECK	3,295.00

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
33599	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	90.40
33600	DEAN SEVERE PLUMBING	REPAIR SERVICE	1,360.00
33601	SMILEY'S WELDING	REPAIR SERVICE	10.00
33602	TREAS GNL OPERATING FUND	ADM, SUPPLIES	1,695.61
33603	TREAS %MED INS ESCROW	INSURANCE	2,946.16
33604	TREAS %NON MED INS ES	WORKERS COMP, LIAB	2,322.58
33605	TREAS-%UNEMPLOYMENT FD	UNEMPLOYMENT	928.33
33606	TREAS CENTRAL SERVICE FND	VEHICLE EXPENSE	107.47
33607	WASTE HAULING	DISPOSAL SERVICE	16.50
33646	ILL POWER CO	POWER FOR MONTH	5,538.57
	TOTAL OF ALL VOUCHER CHECKS	=	77,616.38

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

04/01/86 THRU 04/30/86

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
33658	POSTMASTER	POSTAGE	15.10
33666	TREAS PAYROLL FUND	PAYROLL	43,493.55
33680	AMERICAN BINDERY	BOOK BINDING	363.49
33681	AMERICAN LIBRARY ASSN	BOOKS	50.00
33682	ACOUSTICAL CLEANING SERV	SERVICES RENDERED	80.00
33683	AUDIO BUFF CO INC	AUDIO VISUAL	534.22
33684	BILYEU'S PAINT & GLASS	PLEXIGLASS	21.38
33685	CNUITHIA S BLIETZ	REIMB FOR EXPENSE	37.50
33686	DICK BLICK	ART SUPPLIES	276.52
33687	NICK J CALAMELLO	JANITORIAL	11.25
33688	DECATUR PAINT & VARNISH	PAINT	8.00
33689	DECATUR TRAILER	REPAIR SERVICE	1,829.84
33690	DEMCO EDUCATIONAL CORP	LETTER BOARDS	236.32
33691	A B DICK PRODUCTS CO	MAINTENANCE	273.00
33692	DOWNTOWN DECATUR COUNCIL	PARKING	320.00
33693	ECONOMIC BUSINESS REVIEW	BOOKS	24.00
33694	FIELD & SHORB CO	REPAIR KITS	562.56
33695	CATHERINE GROSS	REIMB FOR EXPENSE	51.75
33696	HORIZON	BOOKS	49.95
33697	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	180.65
33698	ILLINI SUPPLY	SAFE, CHAIR	485.20
33699	IN BUSINESS	BOOKS	31.00
33700	INGRAM BOOK CO	AUDIO VISUAL	25.00
33701	LIBRARIAN'S VIDEO SERV	AUDIO VISUAL	83.00
33702	MCCORD TIRE & AUTO	TIRES	219.88
33703	MILLER-O'NEILL	CARPET	28.75
33704	MODERN BUSINESS SYSTEMS	OFFICE SUPPLIES	46.27
33705	NATL AERONAUTICS	BOOKS	20.00
33706	NATL GEOGRAPHIC SOCIETY	BOOKS	25.95
33707	NEW YORK PUBLIC LIBRARY	BOOKS	11.00
33708	NORTH AMER STUDENTS	BOOKS	5.75
33709	OFFICIAL RAILROAD GUIDE	BOOKS	44.00

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
33710	PARENTS MAGAZINE	BOOKS	95.60
33711	PARIS REVIEW INC	BOOKS	16.00
33712	PUBLISHER'S CENTRAL BUR	AUDIO VISUAL	15.84
33713	SECRETARY OF STATE OF ILL	BOOKS	38.00
33714	SINGLEJACK BOOKS	BOOKS	2.50
33715	SPIN SHOP	OFFICE SUPPLIES	28.70
33716	TECHNOLOGY REVIEW	BOOKS	63.00
33717	SUPT OF DOCUMENTS	BOOKS	6.50
33718	UAW EDUCATION DEPT	BOOKS	6.75
33719	UNIVERSITY OF CALIF	BOOKS	6.00
33720	DECATUR PAPER HOUSE	PAPER SUPPLIES	99.73
33725	TREAS ILL MUNI RETIREMENT	RETIREMENT	12,874.81

TOTAL OF ALL VOUCHER CHECKS = 62,698.31

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

04/01/86 THRU 04/30/86

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
33922	APPLEBY MYER & CLARK	BOOKS	82.18
33923	ARCHITECTURAL DIGEST	BOOKS	149.80
33924	AUDIO BUFF CO INC	AUDIO VISUAL	128.09
33925	AUSTIN PRODUCTIONS	AUDIO VISUAL	192.30
33926	BAKER & TAYLOR CO	BOOKS	916.78
33927	BAKER & TAYLOR CO	BOOKS	15,539.01
33928	BLACK & CO	HARDWARE	37.07
33929	DICK BLICK	OFFICE SUPPLIES	13.50
33930	BOLAND ELECTRIC SUPPLY	ELECT SUPPLIES	29.79
33931	CHILDREN'S RECORDINGS	AUDIO VISUAL	37.42
33932	CLARIUS MUSIC LTD	AUDIO VISUAL	37.00
33933	COMMERCE CLEARING HOUSE	BOOKS	13.00
33934	DELL PUBL COS	AIRFARE	290.00
33935	ESQUIRE	BOOKS	68.00
33936	FOOD & WINE	BOOKS	20.00
33937	GALE RESEARCH	BOOKS	157.35
33938	GUIDANCE ASSOCIATES	AUDIO VISUAL	101.94
33939	INC	BOOKS	18.00
33940	ILLINET/OCLA SERV	WORKSTATION	3,640.00
33941	INGRAM BOOK CO	AUDIO VISUAL	48.59
33942	KODAK	AUDIO VISUAL	289.20
33943	LIBRARIAN'S VIDEO SERV	AUDIO VISUAL	832.00
33944	LUGARI'S	REPAIR SERVICE	435.20
33945	MACARTHUR HIGH SCHOOL	AUDIO VISUAL	14.00
33946	MAGNUM DIST LTD	BOOKS	112.00
33947	MALJACK PRODUCTIONS INC	AUDIO VISUAL	31.55
33948	MEANS SERVICE CENTER	LAUNDRY SERVICE	5.30
33949	NATL RECORD PLAN	AUDIO VISUAL	26.33
33950	RICHARD PECK	APPERANCE FEE	1,000.00
33951	POPULAR SCIENCE	BOOKS	88.00
33952	PSYCHOLOGY TODAY	BOOKS	72.00
33953	NEW WOMAN	BOOKS	15.00

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
33954	READER'S DIGEST	BOOKS	15.41
33955	REGENT BOOK CO INC	BOOKS	51.38
33956	CATHERINE J RITCHIE	REIMB FOR EXPENSE	207.55
33957	ROLLING STONE	BOOKS	150.00
33958	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	48.31
33959	ROGER SCHULER	AUDIO VISUAL	30.00
33960	SCHUER-TEL COMMUNICATIONS	TELEPHONE SYSTEM	11,874.86
33961	SCIENCE DIGEST	BOOKS	47.94
33962	SEVENTEEN	BOOKS	153.45
33963	SPECIALTIES, INC.	REPAIR KIT	5.59
33964	TWYMAN FILMS INC	FILMS	146.50
33965	VIKING CHEMICALS	BOILER TREATMENT	174.90
33966	WALT DISNEY	AUDIO VISUAL	1,203.91
33967	WEIGHT WATCHERS	BOOKS	96.00
33968	WEST PUBL CO	BOOKS	446.75
33969	WESTON WOODS	BOOKS	420.80
33970	H W WILSON CO	BOOKS	492.00
34151	T S COMMUNICATIONS	TELEPHONE SERVICE	53.75
34163	TREAS GNL OPERATING FUND	SUPPLIES	140.39
34170	TREAS PETTY CASH FUND	REIMBURSEMENT	151.26
34186	XEROX CORP	MACHINE RENTAL	2.94

TOTAL OF ALL VOUCHER CHECKS = 40,354.09

33954	READER'S DIGEST	BOOKS	15.41
33955	REGENT BOOK CO INC	BOOKS	51.38
33956	CATHERINE J RITCHIE	REIMB FOR EXPENSE	207.55
33957	ROLLING STONE	BOOKS	150.00
33958	SATLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	48.31
33959	ROGER SCHULER	AUDIO VISUAL	30.00
33960	SCHUER-TEL COMMUNICATIONS	TELEPHONE SYSTEM	11,874.86
33961	SCIENCE DIGEST	BOOKS	47.94
33962	SEVENTEEN	BOOKS	153.45
33963	SPECIALTIES, INC.	REPAIR KIT	5.59
33964	TWYMAN FILMS INC	FILMS	146.50
33965	VIKING CHEMICALS	BOILER TREATMENT	174.90
33966	WALT DISNEY	AUDIO VISUAL	1,203.91
33967	WEIGHT WATCHERS	BOOKS	96.00
33968	WEST PUBL CO	BOOKS	446.75
33969	WESTON WOODS	BOOKS	420.80
33970	H W WILSON CO	BOOKS	492.00
34151	T S COMMUNICATIONS	TELEPHONE SERVICE	53.75
34163	TREAS GNL OPERATING FUND	SUPPLIES	140.39
34170	TREAS PETTY CASH FUND	REIMBURSEMENT	151.26
34186	XEROX CORP	MACHINE RENTAL	2.94
TOTAL OF ALL VOUCHER CHECKS =			40,354.09

ILLINOIS STATE LIBRARY, SPRINGFIELD, IL 62756
PUBLIC LIBRARY ANNUAL REPORT
1985-1986

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, 1985, and June 30, 1986. 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. (By law, public library districts have until Oct. 1 to file this report, however it would be appreciated if the form is filed by Aug. 1.)

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. To help prevent mistakes in assembling photocopies of several different libraries' reports, please write the name of your library in the line provided in the right hand margin of pages 2-6.

IDENTIFICATION

1. Location Decatur _____ 1
Name of the municipality in which the central library is located.
2. Librarian James C. Seidl _____ / (title) Assistant City Librarian _____ 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 E. North Street, Decatur, Illinois 62523 _____ 4
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 Library System _____ 6
7. Population residing in tax base area 93,939 _____ 7
Use latest official federal census figure.

GENERAL INFORMATION

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 9 pm ; Tuesday 9am to 9 pm ; 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 (supply names and addresses on a separate sheet) 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.
- Total number of bookmobiles 2 _____ 10

Registered Borrowers

11. Total number of resident borrower's cards in force as of the last day of the fiscal year 29,473 11
Do NOT include nonresident borrowers here. If you do not have exact information as of the last day of the fiscal year, please estimate using the most accurate and recent information available.

Number of nonresident borrower's cards and the annual fee, if any, as of the last day of the fiscal year 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>157</u>	<u>\$46.00</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 the last day of the fiscal year. 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

	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>200,558</u>	<u>10,170</u>	<u>16,940</u>	<u>207,328</u>	16
<i>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.</i>					
17. Video recordings	<u>1,142</u>	<u>41</u>	<u>626</u>	<u>1,727</u>	17
<i>Report number of copies, of all sizes. Include motion picture films, videotapes, videocassettes, and videodiscs. Do NOT include slides or filmstrips.</i>					
18. Audio recordings	<u>9,692</u>	<u>393</u>	<u>1,470</u>	<u>10,769</u>	18
<i>Report number of copies, of all sizes. Include phonorecords, tapes, cassettes, etc.</i>					

Periodicals (Magazines and newspapers only)

19. Number of titles currently received	<u>606</u>	19
<i>Exclude duplicates. Include periodicals received by gift subscriptions, in microform, or as government documents.</i>		
20. Number of titles for which back issues are held for more than one year	<u>791</u>	20
<i>Report the number of titles of back issues of bound AND unbound periodicals, including microforms. Exclude duplicates.</i>		

USE OF RESOURCES (Report for your entire fiscal year)

21. Number of adult materials loaned	<u>434,077</u>	21
<i>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.</i>		
22. Number of juvenile materials loaned	<u>292,505</u>	22
23. TOTAL loans (sum of lines 21 & 22)	<u>726,582</u>	23
24.* Number of reference (as opposed to directional) questions by phone or in person in any one week of October and in any one week of April, asked by adults <u>273</u> ; asked by children <u>40</u>		
TOTAL reference questions in the two weeks	<u>626</u>	24
<i>A reference question is a question which requires the use of books, periodicals or other resources such as index tools, the library catalog, online data bases or people outside the library.</i>		

*(If you can still count the number of reference questions asked by patrons in any one week in April 1986, please do so and indicate above that the figures are for only one week. In any case, plan to collect such data for one week in October and for one week in April, for each report year hereafter, as specified in Avenues to Excellence.)

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, 1986.

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

25. 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 27a-27b) (use whole dollars only) 1,396,874 25
26. State government (exclude federal funds distributed by the state)
- a. Per capita grants (use whole dollars only) 93,939 26a
 - b. Equalization aid (use whole dollars only) 00 26b
 - c. Corporate replacement tax (use whole dollars only) 121,832 26c
 - d. Other (specify) (use whole dollars only) 00 26d
27. Federal government (include federal funds distributed by the state)
- a. Revenue Sharing received for operating expenditures (use whole dollars only) 00 27a
 - b. Revenue Sharing received for capital expenditures .. (use whole dollars only) 00 27b
 - c. Other federal funds received (use whole dollars only) 00 27c
- 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.*
28. All other receipts (use whole dollars only) 633,914 28
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.
29. TOTAL receipts (sum of lines 25-28) (use whole dollars only) 2,246,559 29

Library Expenditures by Category

30. Salaries and wages for staff (other than building maintenance staff) including fringe benefits (use whole dollars only) 1,180,550 30
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 31.
31. Salaries and wages for building maintenance staff, including fringe benefits (use whole dollars only) 74,872 31
Include salaries and wages before deductions, and fringe benefits paid by the library, such as insurance, IMRF, social security, etc.
32. Printed materials (use whole dollars only) 195,824 32
Include expenditures for books, periodicals, microforms, pamphlets, government documents, etc.
33. Nonprint materials (use whole dollars only) 42,225 33
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.
34. Rent (use whole dollars only) 00 34
00
35. Long-term debt retirement (e.g., mortgage payments) (use whole dollars only) _____ 35
36. All other operating expenditures not entered above (use whole dollars only) 203,183 36
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 37.
37. Capital outlay for fixed assets (use whole dollars only) 36,489 37
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.
38. TOTAL of all expenditures (sum of lines 30-37) (use whole dollars only) 1,733,143 38
Lines 29 and 38 need not agree.

PERSONNEL (Report status as of the last day of the fiscal year)

39. Number of hours considered to be full-time employment per week in your library . 40 39

40. Staff Data.

Group A: Professional librarians, media and audiovisual specialists, etc.

List each Group A employee on a separate line below, and give the information requested in columns I-VI. Attach another page if needed.

- I. Name of employee. Put "vacant" for any budgeted position not now filled.
- II. 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 positions. For each other librarian, record the title of his/her position.
- III. Use the highest appropriate number in the following code to indicate the extent of formal education: (1) less than a bachelor's degree, (2) a bachelor's degree with or without graduate study in a subject field, (3) a bachelor's degree, with at least a minor (18 semester hours) in librarianship or educational media and with or without some graduate study in those fields, or (4) a master's degree in librarianship, information science, instructional technology or educational media, with or without further study.
- IV. Sex. Use F for female and M for male.
- V. Hours worked per week. If exact number is not known, supply your best estimate.

(I) Name of Employee	(II) Title of Position	(III) Education	(IV) Sex	(V) Hours Worked Per Week	(VI) Hourly Rate or Annual Salary
	See attached listing.				

Group B: Full-time or part-time technical and clerical employees (including full-time pages)
 Total number of hours all Group B employees worked in a typical week 1,040
 Minimum hourly rate actually paid (convert annual salary to hourly rate) \$ 5.28
 Maximum hourly rate actually paid (convert annual salary to hourly rate) \$ 10.99

Group C: Part-time hourly paid pages or shelvers
 Total number of hours all Group C employees worked in a typical week 145
 Minimum hourly rate actually paid (convert annual salary to hourly rate) \$ 4.79
 Maximum hourly rate actually paid (convert annual salary to hourly rate) \$ 5.83

Group D: Full-time or part-time building maintenance, security or plant operation employees
 Total number of hours all Group D employees worked in a typical week 140
 Minimum hourly rate actually paid (convert annual salary to hourly rate) \$ 8.20
 Maximum hourly rate actually paid (convert annual salary to hourly rate) \$ 13.36

(For ISL Use Only)
 1: / 2: / 3: / 4: / P: N: M:

REFERENDA

41. Was your library involved in a referendum during the last fiscal year? Yes _____ No X 41
 If No, go directly to Line 43. 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.

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

	Date of Referendum	Passed	Failed	42
Tax Increase Referendum	_____	_____	_____	
Bond Issue Referendum	_____	_____	_____	
Establishment Referendum	_____	_____	_____	
Annexation Referendum	_____	_____	_____	
Conversion Referendum	_____	_____	_____	
Other (please specify)	_____	_____	_____	

CURRENT 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 64 below.

43. President (a) Marshall Susler (c) (217) 428-4204 43
Name (Area Code) Telephone
 (b) 2431 Forest Ave., Decatur, IL 62522 (d) July, 1986
Complete Home Address Mo. & Yr. When Present Term Ends
44. Vice-President (a) Martin Seidman (c) (217) 428-0644 44
 (b) 346 West Macon, Decatur, IL 62522 (d) July, 1987
45. Treasurer (a) _____ (c) _____ 45
 (b) _____ (d) _____
46. Secretary (a) John Mueller (c) (217) 877-2634 46
 (b) 632 Karen Drive, Decatur, IL 62526 (d) July, 1988
47. Other Members (a) Sharon Alpi (c) (217) 423-6555 47
 (b) 511 West Macon, Decatur, IL 62522 (d) July, 1987
48. (a) Lucy Murphy (c) (217) 429-0593 48
 (b) 715 South Monroe, Decatur, IL 62522 (d) July, 1986
49. (a) Reba Jackson (c) (217) 423-3970 49
 (b) 206 Dover Drive, Decatur, IL 62521 (d) July, 1986
50. (a) Janna Lutovsky (c) (217) 429-9773 50
 (b) 690 Cove Court, Decatur, IL 62521 (d) July, 1988
51. (a) Edith Rossiter (c) (217) 877-7082 51
 (b) 18 Montez Drive, Decatur, IL 62526 (d) July, 1987
52. (a) Mark Sorensen (c) (217) 428-6850 52
 (b) 289 South Westlawn, Decatur, IL 62522 (d) July, 1988
53. (a) _____ (c) _____ 53
 (b) _____ (d) _____
54. (a) _____ (c) _____ 54
 (b) _____ (d) _____
55. Name of library attorney Edward Booth 55
 Address 132 South Water, Decatur, IL 62523 Telephone (217) 423-6076
56. Is the custodian of library funds a member of the board? Yes _____ No x 56
57. Surety company covering custodian of funds: Lumberman's Mutual 57
58. Amount of surety bond \$ 1,000,000 58

NOTE: **Illinois Revised Statutes**, Chapter 81, requires that the bond be "not less than 1/12 of the total annual library taxes collected" for municipalities of less than 50,000 population (Paragraph 4-9), and for public library districts (Paragraph 1004-10) that the bond be "a minimum of 50% of the total funds received in the last previous fiscal year."

59. Name of certified public accountant employed by the library or your corporate authority:
 Name: Peat, Marwick, Mitchell & Co. Address: 250 North Water, Decatur, IL 59
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.
60. Person to contact (if necessary) concerning the information reported on this form:
 Name: James C. Seidl Telephone: (217) 428.6617 60

CERTIFICATION

61. 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 _____ 19 _____ and ending _____ 19 _____
Report the beginning and ending dates (month, day, and year) of your most recently completed fiscal year. 61
62. Legal name of library Decatur Public Library 62
63. Signature of the librarian James C. Seidl 63
- 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.
64. John W. Mueller Secretary (signature) 64
Marshall A. Susler President (signature)
- Requires the signature of the secretary and president of the library board for the period covered by the report.
65. May 22, 1986 65
 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 a third for the University of Illinois Library Research Center, 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, what other topics you would like to see information gathered and made available, etc.

(For System Use Only)

Full name of system staff member who reviewed this form: _____

Decatur Public Library

<u>Position</u>	<u>Name</u>	<u>Edu- cation</u>	<u>Sex</u>	<u>Hrs per Week</u>	<u>Annual Salary</u>
Group (a)					
City Librarian	Vacant				
Asst. City Librarian	Seidl, James C.	4	M	40	37,269
Home Reading Asst.	Berbaum, Harriet	2	F	40	25,221
Reference Asst.	Roelleke, Beverly	2	F	40	24,023
Children's Lib.	Gross, Catherine	4	F	40	25,852
Reference Asst.	Johnson, Phyllis	2	F	40	25,221
Reference Lib	Merrick, Jerald	4	M	40	29,198
Ext. Asst.	McGregor, Dixie	2	F	40	25,221
Home Reading Asst.	Merideth, Dayle	2	F	40	25,221
Home Reading Asst.	Voorhees, Carol	2	F	40	25,221
Head, Home Reading	Apley, Shirley	4	F	40	25,852
Ext. Asst.	Roberts, George	2	M	40	25,221
Extension Lib.	Serber, Steve	4	M	40	25,852
Head Cataloger	Hadley, Cornelia	4	F	40	30,660
Cataloger	Inman, Harvey	4	M	40	27,808
Y-AV Librarian	Scholtz, James	4	M	40	25,221
Children's Asst.	Dwyer, Mary Lou	2	F	40	24,023
Gen. Services Lib.	Vacant	4		40	22,878
Reference Asst.	Mills, Linda	2	F	20	10.47 hr
Children's Asst.	Arnold, Rebecca	2	F	20	10.99 hr
Home Reading Asst.	Law, Nancy	2	F	20	10.47 hr
Children's Asst.	Robinson, Joyce	2	F	20	10.99 hr
Extension Asst.	Shroyer, Marilyn	2	F	20	10.99 hr

ANNUAL REPORT
OF THE CITY LIBRARIAN
1985/1986

Personnel changes during the past year will play a major role in the library's future. Mr. Robert H. Dumas, City Librarian, resigned after twenty years of outstanding service. During his tenure, Mr. Dumas reorganized the staff, instituted new circulation and book acquisition routines, established a work catalog for the catalog department, and initiated new material collections (including video and audio cassettes, 8mm films, sculpture, and records). A new central library building, in 1970, replaced the sixty-year-old Carnegie building. Two branches were closed due to poor circulation. Bookmobile service was improved with two custom-designed tractor-trailer bookmobiles. A computerized circulation system was installed in 1978, with the library purchasing its own system in 1984. Public service was built upon the idea that "service delayed is service denied."

Development of library collections by Mr. Dumas resulted in a 59% increase in circulation in twenty years. Circulation increases reflect the belief that duplication of popular items combined with a wide range of subjects and materials on each subject provides the best library service to the public.

Mr. Dumas was always on the watch for ways to improve services. He knew what he wanted and how to get there. His belief in the library and its services has made it one of the most productive and efficient libraries in the state.

Mr. Dumas' steadfastness and presence will be greatly missed by the staff and the public.

New department heads were hired to fill vacancies in the Children's, Extension, and Home Reading Departments. These departments account for ninety percent of the library's circulation. Personnel filling these vacancies will have an important effect on buying patterns and collection development.

Mrs. Catherine Gross joined the library staff as Children's Librarian June 24, 1985. During the past year, children's circulation increased 18,000 items over 1984/1985. Programming for pre-school children has increased, and as a direct correlation, children's picture book circulation had the largest growth.

Mr. Steve Serber joined the staff as Extension Librarian July 9, 1985. Over the past year he has eliminated bookmobile stops with poor circulation and expanded hours on productive stops.

The bookmobile routes were revised to decrease mileage and staff time. Outreach services have also been streamlined and new procedures established which provide increased control of library materials outside the library.

The newest member of the professional staff is Miss Shirley Apley, who joined the staff February 6. She was previously Head Librarian for two small libraries in Oklahoma. She brings to the Home Reading Department new ideas and methods for providing service and material selection to the library.

The position of Assistant City Librarian was created to combine all of the departments generating circulation under one supervisor. Mr. James C. Seidl assumed the position June 27, 1985.

Money from the State Per Capita Grant funded the creation of two new professional library positions. A General Services Librarian will coordinate public relations, supervise the adult vertical file, and help staff different departments when the department head is on vacation or at a meeting. The Assistant to the Home Reading department will help in the selection of materials, retrospective collection development, and weeding. Staff members filling these positions will be considered for possible promotion when a department head leaves.

The impact of filling all of these professional positions with new personnel, especially the City Librarian's position, will greatly affect the goals, administration, staffing, and collection development of the library. While changes may not be noticed immediately, the long-term effect will definitely change DPL from what it has been.

Public relations has been an important aspect of the library program in 1985/1986. A two-month program, "The Importance of Reading," was implemented to promote public awareness of reading. Richard Peck and Jim Trelease were engaged by the library to speak about reading. Six-hundred-thirty people attended the programs. Posters, public service announcements, news releases, and brochures were produced to promote the programs. The library passed a milestone when the twenty-nine millionth book was checked out on April 9, 1986.

1876	Library was founded
1895	1,000,000 books checked out
1942	10,000,000 books checked out
1969	20,000,000 books checked out

Public relations included 498 public programs in and out of the library attended by 10,461 people. Seventy-four brochures, flyers, and calendars were produced by the staff. Thirty-seven-thousand sheets of paper were used to print brochures, schedules, and booklists. A new offset press and print wheel for our typewriter has improved the quality of printing. Mrs. Burch, staff artist, produced two-hundred displays and presented a half-day workshop for an inservice workshop for the public school system. See Appendix I.

A major decision affecting the library is the affiliation with the OCLC bibliographic utility. Use of OCLC bibliographic data will allow the eventual replacement of the present card catalog access to library collections by electronic on-line catalog. The on-line catalog will improve efficiency in the Technical Services department and result in the reduction of cataloging staff. Access to the OCLC data base should virtually eliminate the need for original cataloging at DPL.

While we are converting our present electronic data base records, OCLC will supply printed catalog cards at a much lower cost than we can presently produce them ourselves. OCLC catalog cards are shipped in alphabetical order, eliminating time-consuming sorting at DPL. An interface with the OCLC and the CLSI circulation system will allow automatic transfer of bibliographic records, thus eliminating the need for the present double processing of the information: once into the catalog card, a second time for the CLSI data base. When records have been entered into the CLSI computer, the catalogers will be able to electronically change subject headings and entries of all records owned.

Through the Per Capita Grant an IBM-PC was purchased to record collection strengths and new acquisitions. Only the ten major breakdowns of the Dewey Decimal system are currently recorded. The computer will enable Technical Services to break down the collection into the two hundred statistical categories presently being used in the circulation system. The circulation statistics will also be entered into the computer. Hours of staff time will be saved and the information will be used to compare collections with circulation statistics.

Circulation of materials to patrons increased by 44,535 items (6.5%) with 726,582 items circulated. Video cassette circulation surpassed phonodisc circulation to become the highest circulating audio visual category. Audio cassettes circulation increased by 79%. Funding for audio cassettes was increased in 1985, and part of the increase was due to the growth of this collection. See appendix II.

Service contacts with patrons declined 8% to 126,173. We are no longer recording the contacts made when handing out the keys to the restrooms or opening the locked audio and video cases, and this accounts for the decline. While the statistical count is down, staff time in providing the service for these contacts continues to grow and results in less time to perform library tasks or help patrons. Filling the staff vacancies and adding the new professional positions will help solve this problem.

The Circulation Department reports 18,309 items were kept overdue, a 25% increase, and that 3,665 items reached the bill stage, an 8% increase. The number of overdues has been increasing since 1978, but the last fine increase was in the late sixties. A study of the current fine structure with recommendations will be made during the next fiscal year for Board consideration. Two-hundred-ninety-four credit letters were sent for a total of 1501 items. Books and fines totalled \$20,810.49. Money collected by the Decatur Credit Bureau and returned to DPL (less their share) was zero. Fourteen-thousand-six-hundred-thirty-two patrons were registered and added to the data base. The library is reregistering patrons every three years to update the data base and maintain an accurate count of active patrons.

Computer downtime totalled 57 hours and 24 minutes. However, 39 hours of this total was due to an air conditioning problem in the computer room in mid-December. The 18 remaining hours and 24 minutes represent a downtime of 00.4%.

To improve service the Extension Department has increased the rotation of materials by removing items with poor circulation. They are also broadening the number of subjects onboard each bookmobile and stocking a rotating collection of the classic titles. A new bookmobile schedule in September (to improve stop locations and hours) caused a loss of some circulation. Emphasis on adult materials and the selection of materials is helping to reverse the decline. Bookmobile 547 had a slight increase for the year. Mr. Serber closed two nursing home collections due to lack of patronage and established a new collection at McKinley Manor. The volunteers who help deliver the books to home service patrons and at the hospitals deserve a special thanks for their outstanding service to the community and the library.

Home Reading was without a supervisor for nine months. Staffing the two service desks created problems, frequently resulting in only one desk being staffed (the main floor desk). Circulation increased 2%. Retrospective ordering was increased over previous years by checking Public Library Catalog with the library's holdings, updating old editions, weeding and replacing worn and

out-of-date materials, and adding additional copies of high circulating materials. The library received a \$4,000 grant for the purchase of new adult reading materials. One-thousand-three-hundred-ninety-two items were purchased and are now available for checkout. Materials range in grade levels from one to six.

Reference Department worked on eliminating the backlog of local history materials that had been stored in the Assistant City Librarian's office. Interlibrary loans increased 10%. Fifty percent of the materials requested are available within 10 days and seventy percent are available within 30 days. The Abraham Lincoln lithograph was sent to SIU/Carbondale for restoration and is now hanging in the local history room.

The Young Adult department sponsored its first YA summer reading program with 37 participants. Weeding of the non-fiction collection and selective purchasing of titles helped increase circulation by 2%.

The Audio-visual Department consumed most of Mr. Scholtz's time. Increases in VCR and audio cassette circulation required most of his time and numerous hours of Home Reading to open the locked cases. A large reduction in the cost of VCRs resulted from careful selection, checking sales catalogs, and comparing different vendors' prices. Mr. Scholtz is reviewing video cassettes for ALA's Booklist three times per year. Each review contains over one-hundred annotations. See Appendix III. Audio cassettes had an 80% circulation gain. Expansion of this collection during the year and future expansion will add even more staff time in retrieving this material. The procedures to inspect VCR tapes were changed to improve the turnabout time and detection of damage. A high speed cleaner and evaluator was purchased with Per Capita Grant funds. Changeover to VCRs by the public has reduced the demand for Rolling Prairie Library System's 16mm films. Circulation declined 38%.

Circulation in the Juvenile Department increased 12.4% with the largest gain in juvenile picture books. Collection development in picture books was emphasized during the year due to the high circulation last year. Juvenile programs dropped 26%, while attendance for the programs increased slightly, indicating a greater patron interest in programs offered. The summer reading program attracted 902 children. A party at Scovill Zoo for the children reading over 25 books was attended by 453 children with 613 parents and siblings. Mrs. Gross was appointed to the Illinois Library Association down state at large youth service.

Technical Services received, cataloged, and processed more books and AV items than in any previous year. Order Department processed 910 additional books at a cost of \$179,899.00, a \$12,456.76 gain over last year. See Appendix IV. Cost of materials

was reduced in several areas by prudent selection of materials, waiting for sales, and our major book jobber increased their discount on paperback books. Memorials and gifts worth \$870 for seventy books and two magazines were received. See Appendix V. Ms. Hadley and Mr. Inman completed work on the profile of DPL catalog cards which will enable OCLC to produce cards for the library. A five year project of entering the bar code number on the shelf list cards in Technical Services was completed in April 1986. Bar code numbers for all volumes are required in order to account for the items owned, weeding, determining which items were lost, and inventory. The Evans Branch collection was inventoried for the first time since it was closed in 1970. This collection will be used to help stock a new branch in the future. See Appendix VI.

I would like to express my appreciation for the staff. They have repeatedly shown their strong commitment to quality service and hard work. Staff have changed hours, worked extra hours, worked on their day off, and changed schedules and vacations to meet the library's needs. Hard work by the staff produced record increases in circulation, materials processed and service provided. People usually think of libraries as a place where books are housed. But a library first of all, is people--people who select, order, process, circulate, administrate, maintain the library and its resources, and serve the public.

The Board should be commended for the time and effort given. They have dealt with such tasks as searching for a new director, setting policies, reviewing the Avenues to Excellence, and approving library expenditures.

APPENDIX I

PROGRAMS AND ATTENDANCE

	<u>Number</u>	<u>Attendance</u>
Lectures and Book Reviews	36	2,381
Discussion Groups	61	1,575
Story Hours and Other Children's Programs	175	3,267
Staff Visits to School Classes (no. of classes)	214	2,800
Film Programs (Adult)	<u>9</u>	<u>438</u>
Totals	499	10,461

READERS' AIDS AND DISPLAYS

	<u>Number</u>	<u>Copies Printed</u>
Displays	200	
Exhibits in Stairwell Minigallery	11	
Signage	48	
Calendars of Events	12	
Booklists, Brochures, Informational Broadsheets	62	37,210

APPENDIX II

Decatur Public Library Circulation

April, 1986

	<u>Adult</u>		<u>Youth</u>		<u>Juvenile</u>		<u>Total</u>	<u>12 Months to Date</u>
	<u>Month</u>	<u>YTD</u>	<u>Month</u>	<u>YTD</u>	<u>Month</u>	<u>YTD</u>		
Print, 1986	29,176	339,165	2,148	26,062	25,004	287,278	56,328	652,505
Print, 1985	29,270	336,833	2,162	26,451	19,642	265,224	51,074	628,508
A-V, 1986	6,038	68,850	--	--	618	5,227	6,656	74,077
A-V, 1985	4,958	48,217	--	--	361	3,385	5,319	53,536
					%	1986	1985	
					Change	12 Months to Date	12 Months to Date	% Change
Central Library, Print								
Ref		233		183	+27.3	2,139	2,054	+ 4.1
HR		24,263		24,409	- 0.59	279,185	273,275	+ 2.1
YA		1,711		1,742	- 1.7	20,729	20,179	+ 2.7
Central Adult		26,207		26,334	- 0.48	302,053	295,508	+ 2.2
Children's Dept.		14,485		11,809	+22.6	178,679	158,894	+12.4
<u>Total Central</u>		<u>40,692</u>		<u>38,143</u>	<u>+ 6.6</u>	<u>480,732</u>	<u>454,402</u>	<u>+ 5.7</u>
Extension Print								
BKM 547		7,913		5,982	+32.2	87,382	85,197	+ 2.5
BKM 548		7,205		6,020	+19.6	74,735	77,581	- 3.6
Outreach		518		929	-44.2	9,656	11,328	-14.7
Total Extension		15,636		12,931	+20.9	171,773	174,106	- 1.3
<u>Total Print</u>		<u>56,328</u>		<u>51,074</u>	<u>+10.2</u>	<u>652,505</u>	<u>628,508</u>	<u>+ 3.9</u>
A-V Department								
Film 16mm		56		132	-57.5	1,019	1,646	-38.0
Film 8mm		2		10	-80.	112	249	-55.0
VCR		3,495		2,357	+48.2	36,823	22,952	+60.4
Cassettes		611		392	+55.8	6,664	3,717	+79.2
Phonodiscs		2,288		2,187	+ 4.6	27,355	23,163	+18.0
Other		127		145	-12.4	1,171	812	+44.2
Total AV Dept.		6,579		5,223	+25.9	73,144	52,539	+39.2
Extension AV		77		96	-19.7	933	997	- 6.4

New "How To" Videocassette Releases

THE ANTIQUE SHOP

- thirteen 30-minute programs

YOU CAN FIX-IT

- thirteen 30-minute programs

FOOD PRESERVATION

- seven 30-minute programs

HOW TO BUILD A KNIFE

- six 30-minute programs

CALL OR WRITE:

MPT

Maryland Public Television
Program Sales/J. Braga
Owings Mills, MD 21117
(301) 356-5600



Take a Poetry Break!

Making Poetry Come Alive for Children

A new color videocassette program
featuring Caroline Feller Bauer

ALA's best-selling author-educator takes
on the challenge of making poetry a fun
activity in the early formative years.

Ideas... ideas... ideas. There's a
fistfull of them in this information-packed
half-hour presented in the inimitable
Caroline Bauer style.

30-minute ¾" U-Matic or ½" VHS
videocassette. Color. Purchase: \$175.
One-week rental: \$55.

Produced by the American Library
Association

Order from PBS Video, 475 L'Enfant
Plaza, S.W., Washington, DC 20024

kids have to concern themselves with the bomb. Teamed with *In the Nuclear Shadow*, this new production will make an unsettling and thought-provoking program for adults at college, public library, and school parent-group screenings. Children in schools and public libraries will also be moved by this new release's dynamic style and accessible format. Ages 10-adult. BAH.

1355 0217 Atomic warfare and society | Students and war 85 702501(F) 85 702502(V)

Home Video for Libraries

Compiled by James C. Scholtz, YA/AV Librarian, Decatur (Illinois) Public Library, and editor of *Video Vue* magazine.

Ever since Karl Video took a chance on the *Jane Fonda Workout*, nonfiction videocassettes have established themselves as viable, lasting market items. In the past, libraries acquiring nonfiction videos had to rely solely on relatively high-priced, institutional-use cassettes. And while librarians should certainly not turn their backs on the informational, instructional, and documentary productions traditionally available for the library and school market, a wide spectrum of quality, low-price home-use videos also exists to supplement customary media collections. With this plethora of resources, however, comes the difficulty of determining content and quality, many times without the aid of reviews. Problems are compounded because various distributors may market the same video under different titles and/or widely varying prices. Librarians would be wise to practice comparison shopping by pricing titles through a variety of producer, distributor, and jobber catalogs before purchasing.

Following is a selective subject listing of a wide variety of home videos suitable for building a good, general collection. Librarians should check the use rights of each title pertaining to public or private performance. Specific age recommendations are only offered when a program is thought to be especially suitable for a particular age range or group of viewers. An *n.d.* indicates copyright date is not available. All programs are available in VHS and Beta formats and are color, unless otherwise indicated. Prices are those quoted in current catalogs of the distributors and jobbers given at the conclusion of the list. Most of the videos can also be purchased through jobbers, such as Ingrams, at substantial discounts.

Fairy Tales/Folktales

Golden tales and legends, v.1. MPI Prod., dist. by Maljack. n.d. 60min., \$69.95.

"The Fir Tree," "Billy Goats Bluff," and "Great Fish of Maui" are the three tales that make up this enchanting, live-action volume, whose production and tape quality are excellent. Other volumes to follow. All ages.

Princess and the pea. (Faeiric tale theater series) CBS/Fox. 1983. 60min., \$39.95.

Representative of the 23 well-produced drama-

tizations starring well-known entertainers, this tape is characteristic of the light and satirical tales using imaginative scripts and produced by Shelly Duvall. Best for adults and older children.

Stories and fables, v.1. Walt Disney. 1981. 50min., \$49.95.

Superbly crafted dramatized versions of two tales, "Simpleton Peter" and "Well at the World's End" are seen on this technically excellent tape. Other volumes to follow. All ages.

Language

Living language Spanish. Crown Video. 1984. 60min., \$49.95.

Survival Spanish. Language Plus. n.d. 60min., \$39.95.

These two courses teach basic conversational Spanish utilizing dramatized situations with English/Spanish subtitles. Instruction, pacing, and audiovisual quality are excellent. European Spanish is emphasized. The first tape has a chapter-like approach, while the second title has a sometimes humorous format. Content goes from simple to complex quickly, but repeated viewings are suggested. Useful for all adult collections.

Sign language for all ages. Sign Pak. 1984. 10v. 58min. each, \$39.95 each.

Using American Sign Language, the narrator comprehensively covers signing, from the manual alphabet to full sentences. Picture is very grainy throughout, but content and demonstrations outweigh this problem. Volumes can be used and purchased separately. All ages.

Aeronautics

All NASA programs are available free.

A day in space. NASA. n.d. 16min.

The *Skylab* astronauts show what it's like to live under zero gravity. Photography is somewhat fuzzy—but still out of this world. Upper grade school to adult.

Flight of Apollo 11. NASA. 1969. 29min.

Time of Apollo. NASA. 1975. 28min.

Following the flights of *Apollo 8* and *11*, as they made history, these two tapes combine original ground and space photography with excellent narration. Junior high school to adult.

Jupiter Odyssey. (Journey through the solar system series) NASA. n.d. 30min.

A comprehensive, up-to-date view of Jupiter through satellite photos and telescope graphics and pictures is seen in this ninth program in a series of 13. Junior high school to adult.

Man's reach should exceed his grasp. NASA. n.d. 24min.

The history of flight in America, from Kitty Hawk to the moon walk, is narrated by Burgess Meredith in this extremely well-produced film.

Threshold—Blue Angels experience. Aero/Space Visuals. 1974. 89min., \$85.

Capturing the speed and top-notch synchronization within the spectacular formations of the

APPENDIX IV

Order Department Statistics

1985/1986

	<u>85/86</u>	<u>84/85</u>
Ordering Process		
Pre-catalog searching	10,053	9,437
Order cards filed	10,190	9,476
Purchase Orders typed and filed	744	699
Vertical File orders processed	298	517
Receipt Process		
Order cards discharged	28,943	27,410
Order cards refiled (in process)	19,143	18,822
Purchase orders cleared	661	637
Invoices processed	1,957	1,761
Miscellaneous		
Multiple forms typed	479	514
Credit memos typed	174	206
Returns - Books	337	493
Records	21	25
Cassettes	3	7
Videoforms	20	59
Claims for periodicals - Form letters	76	91
Formal letters	8	8
Phone calls	62	32
Claims supplied	59	71
Periodical volumes withdrawn	294	828
Materials Received		
Book volumes collated	18,385	17,475
Phonodiscs - titles	676	569
discs	1,333	1,133
Audio Cassettes - titles	280	234
tapes	340	325
Videocassettes - titles	656	367
tapes	679	393
Art prints	15	12
Sculpture replicas	8	20
Maps	1	1
Microfilm - titles	1	3
reels	109	156
Vertical file orders	1,171	1,115
Pamphlets	3,940	2,604
Telephone directories	560	710
Newspapers	4,719	4,903
Magazines	14,042	13,967
Gifts - books	3,003	2,569
phonodiscs	98	17
videocassettes	1	3
microfilm reels	0	20

APPENDIX IV (CONTD)

FOUR YEAR SPENDING COMPARISON OF ALL FUNDS

	1985/86	1984/85	1983/84	1982/83
Printed Code (940-525)	\$196,042.10	\$183,612.64	\$151,819.90	\$148,753.95
Audiovisual Code (940-525A)	42,246.55	44,128.71	43,630.22	31,061.02
Cantoni Code (941-58)	3,669.04	1,948.80	-----	-----
Breckenridge Code (942-58)	250.20	-----	-----	-----
Bridges Code (944-58)	1,399.28	2,198.76	1,281.61	757.36
Permanent Loan Fund (RPL)	3,501.63	2,785.45	1,465.70	2,459.93
Memorials	730.77	900.04	1,092.02	897.57
Gifts	870.09	780.19	733.80	1,419.00
Total	<u>\$248,709.66</u>	<u>\$236,354.59</u>	<u>\$200,023.25</u>	<u>\$185,348.83</u>

APPENDIX V

AVERAGE COST AND DISCOUNT FOR CLASSED BOOKS RECEIVED
DURING FISCAL YEARS 1981/82 THROUGH 1985/86

	Years	Average cost per book	Average discount per book
Adult	1985/86	\$12.42	26.6%
	1984/85	11.90	26.3%
	1983/84	11.83	24.0%
	1982/83	11.70	24.7%
	1981/82	9.93	26.3%
Youth	1985/86	8.58	30.3%
	1984/85	7.60	29.8%
	1983/84	7.60	36.1%
	1982/83	7.31	28.7%
	1981/82	6.34	30.8%
Juvenile	1985/86	7.11	28.7%
	1984/85	7.19	23.8%
	1983/84	6.71	23.2%
	1982/83	6.39	25.7%
	1981/82	5.93	25.5%
Extension	1985/86	8.37	31.7%
	1984/85	8.37	31.5%
	1983/84	7.94	31.1%
	1982/83	7.60	32.4%
	1981/82	6.89	31.6%
Reference	1985/86	39.43	2.6%
	1984/85	43.74	3.5%
	1983/84	32.55	2.6%
	1982/83	37.01	2.1%
	1981/82	34.95	3.4%
Adult (Home Reading)	1985/86	11.36	28.0%
	1984/85	11.09	26.9%
	1983/84	11.16	24.5%
	1982/83	10.69	26.1%
	1981/82	9.29	26.9%

APPENDIX V (CONTD)

AVERAGE COST OF PERIODICALS AND NEWSPAPERS
PER SUBSCRIPTION YEAR
AND
PERCENTAGE OF INCREASE OR DECREASE OF THE
CURRENT YEAR OVER THE PREVIOUS YEARS

	MAGAZINES	NEWSPAPERS
Year :	1982/83	
No. of Subscription Years	671	30
Average Cost per Subscription Year	\$ 23.46	\$ 95.61
Percentage of Increase or Decrease from this to the Current Year	16.4%	- 8.9%
Year	1983/84	
No. of Subscription Years	773	30
Average Cost per Subscription Year	\$ 26.10	\$ 84.46
Percentage of Increase or Decrease from this to the Current Year	7.0%	3.8%
Year	1984/85	
No. of Subscription Years	643	28
Average Cost per Subscription Year	\$ 27.99	\$102.49
Percentage of Increase or Decrease from this to the Current Year	.3%	- 14.4%
Year	1985/86	
No. of Subscription Years	684	29
Average Cost per Subscription Year	\$ 28.07	\$ 87.78

APPENDIX V (CONTD)

AVERAGE COST AND DISCOUNT FOR AUDIO-VISUAL MATERIALS
RECEIVED DURING FISCAL YEARS 1981/82 THROUGH 1985/86

	Years	Average cost per	Average discount per
Records		Disc	Disc
	1985/86	\$6.04	28.8%
	1984/85	6.11	28.1%
	1983/84	6.42	30.8%
	1982/83	6.08	32.4%
	1981/82	5.64	32.6%
Cassettes		Tape	Tape
	1985/86	6.88	22.8%
	1984/85	6.13	25.5%
	1983/84	7.01	24.7%
	1982/83	6.41	21.5%
	1981/82	4.74	19.5%
Video Cassettes		Tape	Tape
	1985/86	47.45	11.7%
	1984/85	90.98	3.8%
	1983/84	97.14	4.0%
	1982/83	62.35	16.1%
Art Prints		Print	Print
	1985/86	46.23	40.5%
	1984/85	64.88	44.5%
	1983/84	63.99	55.0%
	1982/83	69.17	50.0%
	1981/82	34.79	-----
Sculptures		Piece	Piece
	1985/86	25.09	4.2%
	1984/85	19.91	-----
	1983/84	49.22	25.0%
	1982/83	28.18	56.6%
	1981/82	33.00	40.0%

APPENDIX VI

COLLECTION MAINTENANCE

1985/1986

<u>Classed Material (Print)</u>	<u>Items Added</u>	<u>Items Withdrawn</u>	<u>Current Holdings</u>
General Knowledge	342	207	5,390
Philosophy and Psychology	347	146	4,983
Religion	221	90	4,674
Social Sciences	2,336	1,006	25,157
Language	784	233	4,949
Pure Sciences	660	340	7,351
Useful Arts and Technology	2,847	1,600	26,875
Fine, Applied, and Performing Arts	1,799	1,542	23,719
Literature	472	835	10,636
History Travel and Biography	1,614	1,172	28,061
Fiction	6,565	4,051	65,533
	17,992	11,222	207,328

Unclassed Material (Print)

Pamphlets	3,940	1,024	26,873
Government Documents	3,916	5,725	42,077
Documents in Microfiche (sheets)	241	1,999	4,447
Other Microfiche (sheets)	0	0	3,627
Newspapers & Periodicals (Micro Reels)	109	0	8,204
College Catalogs	364	483	688
Telephone Directories	586	587	758

Classed Material (Audio-Visual)

Film, 16mm (reels)	0	1	43
Film, 8mm (reels)	0	4	132
Videocassettes	629	37	1,595
Phonodiscs	1,169	333	9,258
Audio Cassettes	301	60	1,511
Framed Art Reproductions	11	31	226
Sculpture Replicas	8	3	94

Additional Cataloging Statistics

Items transferred to other departments	1986	1985
Items recataloged	193	330
Cards filed or pulled from catalogs	878	362
Items reinstated	115,925	143,550
Subject headings added or cancelled	270	250
Names changed to conform to new rules	4,797	5,115
Cards changed to conform to new rules	1,806	1,435
	71,560	61,832

Additional Processing and Mending Statistics

Books processed	18,023	17,573
Books mended	14,601	12,165
Jackets replaced	4,637	2,845
Books re-bound	52	70
Periodicals bound	18	18
Periodicals processed (issues)	9,771	9,658
Paperback books bound & prepared for circulation	2,406	2,003
Mass market paperbacks prepared for circulation	749	1,207
Phonodiscs processed	1,137	1,040
Audio cassettes processed	305	309
Video cassettes processed	605	397
Other A/V processed	16	30
Items transferred, recataloged, or reinstated	978	793