

DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



COMBINED ANNUAL MEETING FOR 1980/1981 AND MONTHLY MEETING FOR MAY, 1981

AGENDA

MAY 28, 1981

- I. CALL TO ORDER
SHIRLEY MOORE, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING APRIL 16, 1981
- III. LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 1. Approval of Bills
 - B. PERSONNEL AND PUBLIC RELATIONS
 1. Amendment to Policy Code
- V. OLD BUSINESS
- VI. NEW BUSINESS
- 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. Batterham
Mrs. Jackson
Mr. Marshall

Mrs. Moore
Mr. Mueller
Ms. Taylor

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Regular and Annual Board of Directors Meeting

May 28, 1981

The regular meeting of the Board of Directors of the Decatur Public Library was held May 28, 1981 in the board room of the main library.

Members Present:

Mrs. Batterham
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Mueller
Ms. Taylor

Members Absent:

Mr. Grieve
Mr. Seidman
Mr. Susler

Others Present:

Mr. Dumas
Mrs. Hicks
Miss Schwegman

The meeting was called to order at 4:30 by the President, Shirley Moore, who then asked the Board to meet in Executive Session. The meeting reconvened at 4:40 p.m.

The minutes of the regular board meeting of April 16, 1981 were approved as mailed.

In his monthly report to the Board, Mr. Dumas noted books are stacking up in the Circulation Department and in the Technical Services Division of the Library; as you probably surmise, Mr. Dumas continued, this is the result of shutting down the computer last Friday in order to reformat the data base. The reformatting went exceptionally well. It took them longer to get the program into the CPU than planned Friday night, but then they began the reformatting of the collections on Saturday morning. They proceeded very well. They finished last night and then immediately began reading the program in for the key convert program which is what we will use in order to access the collection by subject, call number, and those sort of things. This is where they have had the major problem. All day long they have had problems and have been in touch with CLSI by telephone almost continually. But they are on the verge of getting it completed now, and then we will begin to work on the backlog, Mr. Dumas concluded.

Continuing, Mr. Dumas stated a meeting was held at Rolling Prairie of those libraries who will be a part of the CLSI circulation program. RPL received the grant to expand their capabilities for the purpose of unifying libraries in the system in order to utilize the CLSI circulation data and also for inter-library loan purposes. A problem came up with respect to the subject headings that were going to be accessed. We have spent a large amount of money in the last several years trying to bring some kind of consistency and order into our subject work and to establish controls over the subject authorities. It was the feeling of RPL that

they wanted to divide the nine lines available by giving five fields for Library of Congress headings and four fields for Sears headings. The Library of Congress issues one large volume and on a quarterly basis they issue supplements with thousands of changes to the headings. Once these supplements come out, it was the feeling of RPL that they were no longer Library of Congress subject headings and should be expunged for use of the more current term. Once this happens, we begin to lose control. Therefore, in ironing out the problems, it was finally decided that there will be no expunging by anyone of any terms used by any library in these fields. In addition, Mr. Dumas continued, we have allocated seven of the nine fields to Library of Congress in order to provide ample room, and two fields for Sears. It looks as if now there will be no problems, Mr. Dumas stated.

We have advertised for bids for the sale of the old bookmobile trailer, and the deadline for receiving bids is tomorrow, Mr. Dumas informed. Almost certainly what we will do is sell the trailer to the City of Decatur. They have the first rights on it in any case. We went ahead with the bids, Mr. Dumas explained, as the City did not know what to pay for it; however, we have only received one bid so far.

Mr. Marshall asked if anything had been heard from DMCOG as to their rental of the Evans Branch, and Mr. Dumas stated that evidently they plan to move in July, but will give them a call to verify this. Mr. Dumas further stated he has heard nothing from Mr. Landholt about the transfer of title on the building, and will be in contact on this also.

A call was made to Les Allen regarding a deferred compensation plan being offered by the City to ascertain if library employees could participate in the plan, Mr. Dumas informed. Mr. Allen said he could see no problems as to why the Library could not be included. This will be brought up at the Personnel and Public Relations Committee next month for possible board action.

As Chairman of the Finance and Properties Committee, Mr. Marshall gave an informational report on the summary of income and expenditures through April 30, 1981 and bills approved through that date. The motion for approval of the report by Mr. Marshall was seconded by Mrs. Jackson and was unanimously approved by a roll-call vote.

In the absence of the Chairman of the Personnel and Public Relations Committee, Mrs. Batterham moved that Article III "Personnel" of the Code of Library Policy be amended in Paragraph F by the substitution for the present pay plan a revised pay plan titled "City of Decatur Pay Plan effective as of May 1, 1981" and that this new salary scale be implemented retroactively to May 1, 1981. Mr. Marshall seconded the motion, and it was unanimously approved.

Mrs. Batterham further moved that the salary of the City Librarian be increased by 8%, retroactive to May 1, 1981. Mr. Marshall seconded and this motion was also unanimously approved.

The regular meeting of the Board was adjourned at 5:10 p.m.

ANNUAL MEETING

Mrs. Moore called the Annual Meeting of the Board to order at 5:11 p.m.

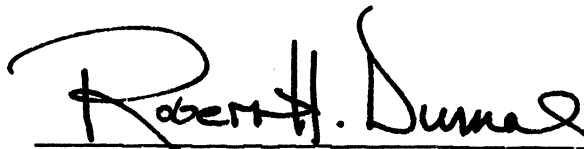
In presenting his "Annual Report of the City Librarian", Mr. Dumas stated he would not read the report as it had been previously mailed, but would be glad to answer any questions members of the Board might wish to ask. Mr. Dumas expressed his "sincere appreciation and gratitude to the Board for its unfailing courtesy and guidance." Mrs. Batterham moved that the Board accept and file the report, Ms. Taylor seconded the motion and it was approved. A copy of this report becomes a part of these minutes.

The "Annual Report of the Board of Directors" also previously mailed was discussed at this time. Mr. Marshall stated it is estimated that \$1,421,300 will be required to operate the Library in fiscal 1982/1983. Of this amount the Library will generate \$76,000 (including the Illinois per capita grant), leaving the sum of \$1,345,300 to be raised by the library tax levy, which is an increase of 7.3% over the current budget. Mr. Marshall explained we will no longer have CETA personnel, and this is where most of our cushion for the fund balance has come in the past. Mr. Marshall moved approval of the report, Ms. Taylor seconded, and the motion carried. A copy of this report becomes a part of these minutes.

The "Annual Report to the Illinois State Library", previously mailed, was presented to the Board. Ms. Taylor moved that the Board accept and file this report, Mr. Marshall, seconded, and the motion carried. A copy of this report becomes a part of these minutes.

As Chairman of the Nominating Committee, Mrs. Jackson presented the following slate of officers for the fiscal year 1981/1982: Shirley Moore, President; David Marshall, Vice President; and Reba Jackson, Secretary. Mrs. Batterham moved that a unanimous ballot for this slate of officers be cast, Mr. Mueller seconded the motion, and it was approved.

The Annual Meeting adjourned at 5:30 p.m.



Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

April, 1981

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1981 -	29,764	2,537	20,706	53,007	569,572
1980 -	27,979	2,312	18,360	48,656	551,764
A-V Materials, 1981 -	2,320	--	254	2,574	21,770
1980 -	1,750	--	121	1,871	19,660
Total Circulation, 1981 -	32,084	2,537	20,960	55,581	591,342
1980 -	29,729	2,312	18,481	50,527	571,424

TECHNICAL PROCESSING

Cataloging

New books added	1,098
New titles added	423
Books withdrawn	423
Books mended	1,071

Acquisitions

Books checked in	1,572
Telephone Directories	108
Pamphlets	514
Gifts	276

Materials in the State of Processing

Materials (physical items) - 458
Titles - 347

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended</u> <u>1979/80</u>	<u>YTD Expended</u> <u>1980/81</u>	<u>P.O.'s</u> <u>Out</u>	<u>Unencumbered</u>
Personal Services	863,341	739,353	819,937	00	43,404
Operating	164,360	135,753	155,104	00	9,256
Capital and Books	193,780	137,458	188,800	00	4,980

STAFF STRENGTH

	<u>Strength</u> <u>Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present</u> <u>Strength</u>
Professional	7	--	--	7
Library Assistants	8 + 2 (160 hrs)	--	--	8 + 2 (160 hrs)
Clerical	20 + 12 (950 hrs)	--	1	21 + 12 (972 hrs)
CETA	2	1	--	1
Maintenance	3	--	--	3

Current Vacancies: 3 Technical Services Clerks I, ½ Library Asst. I

Computer Down-time for Month - None

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1980 THRU APR 30, 1981

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
101 FUND BALANCE MAY 1, 1980	240,825.00	0.00	266,372.05	25,547.05	
101A CURRENT YEAR TAXES	1,115,000.00	0.00	1,113,119.85	1,880.15	
224 PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
728 INTEREST ON INVESTMENTS	20,000.00	18,822.86	47,155.82	27,155.82	
728A LIBRARY FINES & FEES	23,000.00	2,628.10	25,422.02	2,422.02	
729 NON-RESIDENT FEES	850.00	108.00	1,215.10	365.10	
730 LOST & DAMAGED BOOKS	2,100.00	153.85	2,307.85	207.85	
733 PRINTS MADE ON COPY MACHINE	800.00	0.00	557.93	242.07	
799 ILL ST PER CAPITA GRANT	25,000.00	0.00	19,087.46	5,912.54	
MISCELLANEOUS INCOME	8,000.00	838.46	11,442.96	3,442.96	
TOTAL REVENUE	1,435,575.00	22,551.27	1,486,680.84	51,105.84	103.56

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	716,755.00	0.00	51,798.31	685,817.50	30,977.50	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	109,040.00	0.00	7,122.94	98,546.62	10,493.38	
106	EMPLOYMENT COMPENSATION	3,658.00	0.00	1,857.29	3,647.18	10.82	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	14,913.00	0.00	1,204.88	13,148.18	1,764.82	
201	TEMPORARY SALARIES	16,785.00	0.00	1,957.25	16,777.18	7.82	
202	ADVERTISING	650.00	0.00	28.80	349.58	300.42	
211	PRINTING & BINDING	3,000.00	0.00	1,373.81	4,594.32	405.68	
212	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	268.11	9,288.13	711.27	
214	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	1,000.00	0.00	21.50	885.98	114.02	
215	SERVICE TO MAINTAIN OFFICE EQUIPMENT	13,000.00	0.00	1,557.25	8,701.47	4,298.53	
221	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	3,300.00	0.00	204.10	1,741.71	1,558.29	
222	AUDITING SERVICES	3,650.00	0.00	0.00	0.00	0.00	
229	OTHER PROFESSIONAL SERVICES	1,167.00	0.00	0.00	1,166.00	1.00	
231	ELECTRICITY	42,200.00	0.00	4,227.85	42,104.47	95.53	
233	TELEPHONE	12,900.00	0.00	942.26	12,861.70	38.30	
237	WATER	441.00	0.00	0.00	440.24	0.76	
241	CONFERENCE ATTENDANCE EXPENSE	3,883.00	0.00	69.96	3,881.52	1.48	
243	POSTAGE	4,023.00	0.00	258.53	4,022.62	0.38	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,185.00	0.00	0.00	1,181.00	0.00	
288	RENTALS	5,070.00	0.00	400.00	3,011.83	58.17	
310	GAS OIL & ANTIFREEZE	1,906.00	0.00	189.85	1,905.54	0.46	
312	JANITORIAL SUPPLIES	2,163.00	0.00	58.44	2,162.64	2.36	
320	MATERIALS TO MAINTAIN BLDGS & IMPROVMT	8,135.00	0.00	963.61	8,133.44	1.56	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	2,500.00	0.00	505.12	2,358.22	141.78	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	4.85	4.85	0.15	
343	OFFICE SUPPLIES	16,392.00	0.00	1,906.38	16,390.98	1.02	
402	CONTINGENCIES	1,500.00	0.00	0.00	0.00	1,463.70	
403	TRANS TO G F (ADMIN SERV)	13,738.00	0.00	1,144.85	13,738.00	0.00	
415	SERVICE RECOGNITION PAYROLL	1,288.00	0.00	130.00	1,227.50	60.50	
423	INSURANCE	12,262.00	0.00	0.00	12,261.75	0.25	
TOTAL OPERATING EXPENDITURES	1,027,701.00	0.00	78,197.92	975,041.55	52,659.45	94.88	

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
510	AUTOMOTIVE EQUIPMENT	35,000.00	0.00	0.00	30,280.48	4,719.52	
515	OFFICE MACHINERY & EQUIPMENT	27,490.00	0.00	875.00	27,484.19	5.81	
520	OTHER MACHINERY & EQUIPMENT	3,290.00	0.00	247.50	3,289.60	0.40	
525	LIBRARY BOOKS RECORDS & EXHIBITS	120,000.00	0.00	7,525.08	119,830.63	169.37	
525 A	AUDIO VISUAL MATERIALS	8,000.00	0.00	5.70	7,915.22	84.78	
TOTAL CAPITAL OUTLAY	193,780.00	0.00	8,653.28	188,800.12	4,979.88	97.43	
TOTAL EXPENDITURES	1,221,481.00	0.00	86,851.20	1,163,841.67	57,639.33	95.28	

ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

MAY 1, 1980 THRU APR 30, 1981

REVENUE ITEMS

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
101	FUND BALANCE MAY 1, 1980	51,079.00	0.00	50,437.60	641.40	
101A	CURRENT YEAR TAXES	96,901.00	0.00	97,917.60	1,016.60-	
106	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
524	REPLACEMENT TAX	10,144.00	0.00	11,259.19	1,115.19-	
	INTEREST ON INVESTMENTS	3,500.00	1,180.19	8,507.32	5,007.32-	
	TOTAL REVENUE	161,624.00	1,180.19	168,121.71	6,497.71-	104.02

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	UNALLOCATED EXPENSES	100.00	0.00	0.00	0.00	100.00	0.00
410	PRINCIPAL & INTEREST	108,970.00	0.00	0.00	108,970.00	0.00	100.00
	TOTAL EXPENDITURES	109,070.00	0.00	0.00	108,970.00	100.00	99.91

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

MAY 1, 1980 THRU APR 30, 1981

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56 FUND BALANCE MAY 1, 1980	60,272.00	0.00	62,689.37	2,417.37-	
524 INCOME	0.00	0.00	0.00	0.00	
INTEREST ON INVESTMENTS	4,500.00	65.74	6,119.98	1,619.98-	
TOTAL REVENUE	64,772.00	65.74	68,809.35	4,037.35-	106.23

MAY 1, 1980 THRU APR 30, 1981

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
731 FUND BALANCE MAY 1, 1980 TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00	
TOTAL REVENUE	16,650.00	0.00	12,451.91	4,198.09	74.79

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	4,807.00	0.00	0.00	1,188.52	3,618.48	
103	RETIREMENT FUND	700.00	0.00	0.00	648.83	51.17	
107	HOSPITALIZATION & MEDICAL INSURANCE	700.00	0.00	0.00	377.57	322.43	
107 A	GROUP LIFE INSURANCE	250.00	0.00	0.00	44.71	205.29	
109	TEMP SALARIES	10,193.00	0.00	0.00	10,192.28	0.72	
	TOTAL OPERATING EXPENDITURES	16,650.00	0.00	0.00	12,451.91	4,198.09	74.79
	TOTAL EXPENDITURES	16,650.00	0.00	0.00	12,451.91	4,198.09	74.79

ACTIVITY 944 DECATUR PUBLIC TR. FUND (BRIDGES)

MAY 1, 1980 THRU APR 30, 1981

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56	FUND BALANCE MAY 1, 1980	2,300.00	0.00	3,186.07	886.07-	
524	REVENUE	0.00	0.00	0.00	0.00	
799	INTEREST ON INVESTMENTS	200.00	68.54	1,287.51	1,087.51-	
	MISC INCOME	900.00	0.00	0.00	900.00	
	TOTAL REVENUE	3,400.00	68.54	4,473.58	1,073.58-	131.58

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	1,000.00	0.00	695.76	695.76	304.24	69.58
	TOTAL EXPENDITURES	1,000.00	0.00	695.76	695.76	304.24	69.58

CITY OF DECATUR, ILLINOIS

Decatur Public Library

April, 1981

<u>YOU,NO.</u>	<u>PAYMENT MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
2544	Postmaster	Postage	5.60
2554	"	"	200.00
2561	Treas-% Payroll Fund	Pd ending 4-1-81	1,462.87
2577	Treas-% DPL Fund (First)	Bank transfer	408.45
2585	Treas-% Employee's Ins Fund	Life & hosp ins	1,204.86
2592	Black & Co.	Hardware	13.85
2594	Brodart, Inc.	Office supplies	24.47
2595	Ceramics Monthly	Books	35.00
2596	Joe Cleary Intl.	Automotive parts	20.24
2597	George Day Sons	Paint	227.53
2598	Demco Educational Corp.	Office supplies	17.94
2599	Fox Photo	Photo developing	51.75
2600	Gaylord Brothers, Inc.	Office supplies	1,476.20
2601	Illini Supply, Inc.	Automotive parts	150.32
2602	K's Merchandise Mart, Inc.	Office supplies	6.94
2603	3 M Business Products Sales, Inc.	Reader printer parts	37.34
2604	Mavis Pogue Lumber Co.	Lumber	146.53
2605	Sangamo Auto Supply	Automotive parts	90.55
2606	Spin Shop	Record cleaner	35.95
2609	Treas-% Central Service Fund	Gasoline	189.85
2616	Black & Co.	Hardware	69.63
2617	Ill Bell Telephone Co.	Telephone charges	525.40
2618	Jan San Supply Co.	Janitorial supplies	51.43
2736	Ill Power Co.	Power for month	2,077.43

<u>NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
32771	Treas-% Payroll Fund	Pd ending 4-8-81	25,119.52
32894	Citizens Information Service	Books	4.15
32895	Cooperative Extension Service	"	4.00
32896	Stephen Decatur High School	"	11.00
32897	Dewitt County Farm Bureau	"	5.80
32898	Downtown Decatur Council	Parking for month	400.00
32899	Englewood Electrical Corp.	Bulbs	294.91
32900	Moultrie County Farm Bureau	Books	6.50
32901	Piatt County Farm Bureau	"	5.00
32902	Public Documents Dist Center	"	30.35
32903	Sangamon County Farm Bureau	"	6.50
32904	Shelby County Farm Bureau	"	7.00
3030	Treas-% Payroll Fund	Pd ending 4-15-81	1,636.83
3035	Postmaster	Postage	21.80
3038	American Library Assn.	Registration for conference	40.00
3039	" Public Health Assn.	Books	42.00
3040	Black & Co.	Hardware supplies	6.48
3041	Choice	Books	2.00
3042	Dash Disposal	Service for month	16.50
3043	Peter Eaton	Books	45.63
3044	Everybody's Money	"	2.50
3045	French & Spanish Book Corp.	"	26.61
3046	Ill Bell Telephone Co.	Telephone service	304.96
3047	Journal's Dept.	Books	45.00
3048	Merideth Corp.	"	160.00
3049	Musical Heritage Society	Audio visual materials	5.70
3050	Natl Geographic Society	Books	29.90
3051	Otis Elevator Co.	Service for month	268.11
3052	Scholastic Magazines	Books	30.00

<u>COU. NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
3053	Transitour, Inc.	Books	5.75
3055	C L S I	Tab cards	55.18
3056	Robert H Dumas	Travel reimbursement	27.96
3057	Fox Photo	Office supplies	13.70
3058	Haines & Essick	Office supplies	25.70
3059	Ill Power Co.	Power for month	2,150.42
3060	Rolling Prairie Library Systems	Printed forms	45.80
3061	"	Maintenance fees	1,557.25
3139	Treas-% Payroll Fund	Service recog pay for April	130.00
3179	American Book Prices	Books	62.37
3221	Field & Shorb	Repair kits	17.82
3222	Ill Bell Telephone Co.	Telephone charges	111.90
3223	In Business	Books	14.00
3224	Viking Chemicals	Boiler treatment supplies	192.75
3225	John Curley & Associates	Books	48.45
3226	Merrimack Book Service	"	6.61
3227	Seabury Press	"	27.95
3228	Solar Usage Now, Inc.	"	10.00
3229	Time & Life	"	127.40
3230	West Publ Co.	"	214.25
3262	Treas-% Payroll Fund	Pd ending 4-22-81	25,536.54
3284	Treas-% General Operating Fund	April adm costs	1,144.85
3299	Postmaster	Postage	25.00
3300	Badorek's Garage	Station wagon repair	131.17
3301	Baker & Taylor - New York	Books	477.86
3302	" Chicago	"	6,218.67
3303	Bob's Repair Service	Repair service	308.96
3304	Doubleday & Co.	Books	424.44

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
33305	Haines & Essick	Office supplies	186.82
33306	Jan San Supply Co.	Carpet shampooer	247.50
33307	Library Cards Ltd.	Catalog cards	384.16
33308	Miami Herald	Books	66.70
33309	Rolling Prairie Libraries	Computerized control system pmt	875.00
33310	Seventeen	Books	9.95
33311	Wood Printing Co.	Printed forms	890.00
33344	Decatur Herald & Review	Advertising expense	28.80
33442	Treas-% Petty Cash Fund	Reimbursement	64.82
33455	Treas-% IMR Fund	April retirement	7,122.94
33458	Director of Labor	Quarterly unemployment comp	1,857.29
		TOTAL	<u>\$87,955.41</u>



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



May 28, 1981

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

Lady and Gentlemen:

Enclosed herewith is the Annual Report of the Board of Library Directors of the City of Decatur. As required by statute, this Report contains a statement of the money which, in the opinion of the Board, will be required for operation of the Library in fiscal 1982/1983. It is projected that the Library needs for 1982/1983 will be \$1,421,300, an increase of 7.3% over the current budget, and of this estimated need the Library will generate \$76,000 including the Illinois per capita grant, leaving the sum of \$1,345,300 to be raised by the tax levy.

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

The Board wishes to take this opportunity to thank the Council for its consideration and cooperation during the past year.

Sincerely yours,

Shirley Moore, President
Library Board of Directors

cc: City Manager
Finance Director

ANNUAL REPORT OF
THE BOARD OF LIBRARY DIRECTORS
OF THE CITY OF DECATUR
1980/1981

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, 1981 and is a report of the condition of the Board's trust on April 30, 1981.

STATEMENT OF MONEY RECEIVED

Fund balance May 1, 1980	\$ 266,372.05
Tax levy receipts	1,113,119.85
Fines and fees	25,422.02
Non-resident fees	1,215.10
Interest on Investments	47,155.62
Lost and damaged materials	2,307.85
Prints made on copy machines	557.93
Miscellaneous income	11,442.96
Illinois State Per Capita Grant	<u>19,087.46</u>
Total	\$1,486,680.84
Comprehensive Employment and Training Act	12,451.91

STATEMENT FOR WHICH MONEY EXPENDED

Regular salaries	\$ 685,817.50
Temporary salaries	16,777.18
Retirement Fund	98,546.62
Unemployment compensation	3,647.18
Hospitalization, medical and life insurance	15,148.68
Advertising	349.58
Printing and binding	4,594.32
Service to maintain buildings	9,288.73
Service to maintain other improvements	885.98
Service to maintain office equipment	8,701.47
Service to maintain automotive equipment	1,741.71
Auditing services	650.00
Other professional services	1,166.00
Electricity	42,104.47
Telephone	12,861.70
Water	440.24
Conference attendance expense	3,881.52

STATEMENT OF PURPOSES FOR WHICH MONEY EXPENDED (CONTD)

Postage	\$ 4,022.62
Professional association membership fees	1,185.00
Rentals	5,011.83
Gas, oil, and anti-freeze	1,905.54
Janitorial supplies	2,162.64
Materials to maintain buildings and improvements	8,133.44
Materials to maintain automotive equipment	2,358.22
Medical and laboratory supplies	4.85
Office supplies	16,390.98
Transfer to general fund (Admin. Service)	13,738.00
Service recognition payroll	1,227.50
Insurance	12,261.75
Office machinery and equipment	27,484.19
Automotive equipment	30,280.48
Other machinery and equipment	3,289.60
Library print materials	119,830.63
Library audio-visual materials	<u>7,915.22</u>
Total	\$1,163,841.67

CETA EXPENDITURES

Salaries	\$ 1,188.52
Retirement	648.83
Hospitalization and medical insurance	377.57
Group life insurance	44.71
Temporary salaries	<u>10,192.28</u>
Total	\$ 12,451.91
Total: All Expenditures	\$1,176,293.58

STATEMENT OF CONDITION OF TRUST FUNDS

Joseph H. Breckenridge Fund	
Fund Balance, May 1, 1980	\$ 62,689.37
Interest on Investment	<u>6,119.98</u>
Balance, April 30, 1981	\$ 68,809.35
Maude E. Bridges Fund	
Fund Balance, May 1, 1980	\$ 3,186.07
Interest on Investment	411.85
Income	<u>875.66</u>
Total	\$ 4,473.58
Expendit.	<u>695.76</u>
Balance, April 30, 1981	\$ 3,777.82

STATEMENT OF BOOKS AND OTHER MATERIALS AVAILABLE AND CIRCULATED

Book stock, volumes	192,892
Periodicals, number of titles	786
Periodicals & newspapers, reels of microfilm	7,651
Film strips	220
Motion pictures, reels of	198
Phonodiscs	6,039
Cassette recordings	669
Art reproductions	222
Sculpture reproductions	28
Government documents	42,517
Telephone directories	749
College catalogs	842
Pamphlets	17,036

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

A. Books and other print material

Undefined	17,082
General works	4,281
Philosophy and psychology	9,099
Religion	4,797
Social science	32,677
Language	16,860
Natural sciences and mathematics	15,924
Useful arts and technology	53,350
Fine decorative and performing arts	50,639
Literature	9,694
History	21,844
Travel and biography	13,153
Periodicals	41,089
Pamphlets, documents, etc.	4,727
Fiction	177,723
Paperbound books	15,497
Juvenile picture books	<u>81,026</u>

Total 569,462

STATEMENT OF BOOKS AND OTHER MATERIALS AVAILABLE AND CIRCULATED (CONTD)

B. Audio-Visual Materials

Motion pictures, 16mm	294
Motion pictures, 8mm	356
Cassette recordings	1,992
Phonodiscs	15,255
Art reproductions, framed	834
Pictures, mounted	225
Sculpture	<u>12</u>
Total	18,968

C. Materials Borrowed from Other Libraries

Books	110
Motion pictures	<u>2,802</u>
Total	2,912

Total Circulation 591,342

STATEMENT OF PROPERTY ACQUIRED BY DEVISE, BEQUEST, OR GIFT

The Library received \$875.66 as its share in the proceeds of 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 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 regular operation of the Library.

LIABILITIES

There are bonds outstanding in the amount of \$95,000.00 in principal and \$4,370.00 in interest. Payments on principal and interest and other expenses during the year totaled \$109,070.00.

STATEMENT OF MONEYS REQUIRED FOR LIBRARY OPERATION IN 1982/1983

It is estimated by the Board of Library Directors that \$1,421,300 will be required to operate the Library in fiscal 1982/1983. Of this amount the Library will generate \$76,000, leaving the sum of \$1,345,300 to be raised by the Library tax levy.

OTHER STATISTICS, INFORMATION, AND SUGGESTIONS

Appended hereto are the "Illinois Public Library Annual Report, 1980/1981", which furnishes information for the use of the Illinois State Library in the compilation of its annual statistics on public libraries in Illinois, and the "Annual Report of the City Librarian, 1980/1981", containing a narrative account with appropriate tables and graphs 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 28, 1981.

DATED this 28th day of May, 1981

William J. [unclear]
President, Board of Library Directors

ILLINOIS STATE LIBRARY, SPRINGFIELD, IL 62756
PUBLIC LIBRARY ANNUAL REPORT
1980-1981

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, 1980, and June 30, 1981. 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.

Need for Estimates: 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

Location

1. City (a) Decatur 1a

Name of the municipality in which the central library is located.

County (b) Macon 1b

Name of the county in which the central library is located. If your library service area includes more than one county, please list all counties served or partially served.

Township (c) Decatur, Hickory Point, Long Creek, Oakley, S. Wheatland, Whitmore 1c

Name of the township in which the central library is located. If your library service area includes more than one township, please list all townships served or partially served.

2. Librarian (a) Mr. Robert H. Dumas 2a

Give the name of the librarian in the following order: title (i.e., Miss, Mrs., Ms., or Mr.), first name, last name. Married women should use their own names, not their husband's first name (e.g., Mrs. Mary Jones, NOT Mrs. John Jones).

System (b) Rolling Prairie Libraries 2b

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. Library telephone (include area code) (217) 428-6617 4

If your library has more than one telephone number, report the number you want listed in Illinois Libraries.

5. Mailing address (include street and zip code) 247 East North Street 5

Decatur, Illinois 62523

GENERAL INFORMATION (In order to secure answers which are comparable, report status as of October 1980)

Library Hours and Days Open Per Week (Report for the central library only)

6. Total number of hours open per typical week in October (whole hours only, omit fractions) 68 6

Add the number of hours the library is open to users for each day of a typical week (containing no holidays) in which the library is open its regular hours.

7. Total number of days open two hours or more per typical week in October (count each day open for 2 hours or more as a whole day, omit fractions) 6 7

Registered Borrowers

8. Total number of resident borrower's cards in force as of October 1 33,409 8
 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, 1980 for each of the following types of cards:

Type of Nonresident Card	Number	Fee (for library use)	Fee (for system use)	
	(a)	(b)	(c)	
9. Family	<u>45</u>	<u>27</u>		9
10. Individual	<u> </u>	<u> </u>		10
11. Student	<u> </u>	<u> </u>		11
12. Other (specify)	<u> </u>	<u> </u>		12

(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. Include only those books for which access is provided through the card catalog.)

	Held at End of Last FY (a)	Withdrawn During FY (b)	Added During FY (c)	Held at End of This FY (d)	
Book Stock (exclude periodicals and microforms)					
13. Number of volumes	<u>187,564</u>	<u>8,040</u>	<u>13,368</u>	<u>192,892</u>	13

TITLES (Lines 14-19): 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 printed materials, such as books and periodicals, as well as to audiovisual materials and microforms.

	(a)	(b)	(c)	(d)	
14. Number of titles (exclude duplicate copies of books)	<u>90,791</u>	<u>1,930</u>	<u>4,368</u>	<u>93,229</u>	14

Periodicals (Magazines and newspapers only)

15. Number of titles currently received				<u>516</u>	15
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Exclude duplicates and microforms. **Include** gift subscriptions.

	(a)	(b)	(c)	(d)	
16. Number of titles for which back issues are held for more than one year	<u>643</u>	<u>94</u>	<u>1</u>	<u>550</u>	16

Report the number of titles of back issues of bound AND unbound periodicals. **Exclude** duplicates and microforms. Report microforms on line 17 below.

Microforms

	(a)	(b)	(c)	(d)	
17. Number of titles	<u>230</u>	<u>0</u>	<u>0</u>	<u>230</u>	17

Report the number of book titles and periodical titles represented by all types of microforms. MICROFORMS are materials that have been photographically reduced in size and which must be read with the help of enlarging instruments, e.g., microfilm, microcard, and microfiche.

Audiovisual Materials

	(a)	(b)	(c)	(d)	
18. Motion picture films: number of titles; all sizes	<u>184</u>	<u>2</u>	<u>6</u>	<u>188</u>	18

Exclude duplicates. Do NOT report slides or filmstrips.

	(a)	(b)	(c)	(d)	
19. Audio recordings: number of titles; all sizes	4,279	1,124	1,118	4,273	19
<i>Include phonorecords, tapes, cassettes, etc. Exclude duplicates.</i>					

USE OF RESOURCES (Report for your entire fiscal year)

Direct Circulation of All Materials to Library Users

20. Number of adult materials loaned	364,158	20
<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>		
21. Number of juvenile materials loaned	227,520	21
22. TOTAL loans (sum of lines 20 & 21)	591,678	22

FINANCIAL INFORMATION (Report whole dollars only—report for your entire fiscal year)

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, 1981.

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

23. 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 25a-25b)	1,113,119	23
24. State government (exclude federal funds distributed by the state)		
a. Per capita grants	19,087	24a
b. Equalization aid		24b
c. Corporate replacement tax		24c
d. Other (specify)		24d
25. Federal government (include funds distributed by the state)		
a. Revenue Sharing received for operating expenditures		25a
b. Revenue Sharing received for capital expenditures		25b
c. Other federal funds received	12,452	25c
<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>		
26. Gifts	696	26
27. All other receipts	354,474	27
<i>Report all monetary receipts not reported above, e.g., endowment income, donations, fines, payments for contract service, receipts from a library system, and interest income.</i>		
28. TOTAL receipts (sum of lines 23-27)	1,499,829	28

Library Expenditures by Category

29. Salaries and wages for staff (other than plant operation and maintenance staff) including fringe benefits.	774,700	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 plant operation and maintenance staff, including fringe benefits	57,690	30
<i>Include salaries and wages before deductions, and fringe benefits paid by the library, such as insurance, IMRF, social security, etc.</i>		

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

REFERENDA

- 41. Was your library involved in a referendum during the last fiscal year? Yes _____ No x 41
If No, go directly to Line 44. 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. What was the date of the referendum? 42
- 43. For each type of referendum presented to the voters, give the number of votes for and against it, and indicate by a check whether each passed or failed. For an expansion referendum, report the vote in outlying areas separately from that in the city.

	Number of Votes		Passed	Failed	43
	For	Against			
Tax Increase Referendum	_____	_____	_____	_____	
Bond Issue Referendum	_____	_____	_____	_____	
Establishment Referendum	_____	_____	_____	_____	
Annexation Referendum	_____	_____	_____	_____	
Conversion Referendum	_____	_____	_____	_____	
Other (please specify)	_____	_____	_____	_____	

- 44. LIBRARY BOARD AND OFFICIALS
 - President (a) Mrs. Shirley Moore (c) (217) 422-2565 44
Name (Area Code) Telephone
 - (b) 418 Woodhill Drive, Decatur 62521 (d) June, 1982
Home Address Mo. & Yr. When Present Term Ends
- 45. Vice-President (a) Mr. David Marshall (c) (217) 422-0824 45
(b) 155 South Glencoe, Decatur 62522 (d) June, 1982
- 46. Treasurer (a) _____ (c) _____ 46
(b) _____ (d) _____
- 47. Secretary (a) Mrs. Reba Jackson (c) (217) 423-3970 47
(b) 206 Dover Drive, Decatur 62521 (d) June, 1983
- 48. Other Members (a) Mrs. Carol Batterham (c) (217) 429-4960 48
(b) 101 Westdale, Decatur 62522 (d) June, 1981
- 49. (a) Mr. William Grieve (c) (217) 422-8830 49
(b) 1411 South 31st Street, Decatur 62521 (d) June, 1983
- 50. (a) Mr. John Mueller (c) (217) 877-2634 50
(b) 632 Karen Drive, Decatur 62526 (d) June, 1982
- 51. (a) Mr. Marshall Susler (c) (217) 428-4204 51
(b) 2431 Forest Avenue, Decatur 62522 (d) June, 1983

- 52. (a) Dr. Martin Seidman (c) (217) 428-0644 52
 (b) 346 West Macon, Decatur 62522 (d) June, 1981
- 53. (a) Ms. Sharon Taylor (c) (217) 423-8423 53
 (b) 868 West William, Decatur 62522 (d) June, 1981
- 54. (a) _____ (c) _____ 54
 (b) _____ (d) _____
- 55. (a) _____ (c) _____ 55
 (b) _____ (d) _____

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 65 below.

- 56. Name of library attorney Edwin Booth 56
 Address Room 330, Millikin Court, 132 S. Water 62523 Telephone (217) 423-6076
- 57. Is the custodian of library funds a member of the board? Yes _____ No x 57
- 58. Surety company covering custodian of funds: Lumberman's Mutual 58
- 59. Amount of surety bond \$ 1,000,000 59

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.

- 60. Name of certified public accountant employed by the library or your corporate authority:
 Name: Peat Marwick Mitchell & Co. Address: 250 N. Water, Decatur 62523 60
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.
- 61. Person to contact (if necessary) concerning the information reported on this form:
 Name: Mr. Robert H. Dumas Telephone: (217) 428-6617 61

CERTIFICATION

- 62. 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 80 and ending April 30 19 81
Report the beginning and ending dates (month, day, and year) of your most recently completed fiscal year. 62
 - 63. Legal name of library Decatur Public Library 63
 - 64. Signature of the librarian Robert H. Dumas 64
- 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.
- 65. Reba Jackson Wilcox M. Moore 65
 Secretary (signature) President (signature)
Requires the signature of the secretary and president of the library board for the period covered by the report.
 - 66. May 28, 1981 66
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.

<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	36,317
Supv, Tech Serv	Babicki, Joseph	4	M	40	29,538
Lib. Assistant	Berbaum, Harriet	2	F	40	19,040
Lib. Assistant	Harper, Mary	2	F	40	19,040
Children's Lib.	Grove, Marsha	4	F	40	19,516
Lib. Assistant	Johnson, Phyllis	2	F	40	19,040
Reference Lib.	Paine, Barbara	4	F	40	19,994
Lib. Assistant	McGregor, Dixie	2	F	40	19,040
Lib. Assistant	Merideth, Dayle	2	F	40	19,040
Supv, Adult Serv	Poertner, Dale	4	M	40	24,910
Lib. Assistant	Voorhees, Carol	2	F	40	19,040
Head, Home Reading	Seidl, James	4	M	40	23,145
Lib. Assistant	Roberts, George	2	M	40	19,040
Extension Lib.	Hicks, Betty Lou	4	F	40	19,516
Cataloger (Head)	Hadley, Cornelia	4	F	40	23,145

Group (b)

Lib Clerk III	Anderson, Karen	2	F	40	14,919
Head Page	Jones, Susan	1	F	40	9,615
Tech Serv Clerk I	Brooks, Roberta	1	F	40	11,690
Tech Serv Clerk II	Colebar, Kathy	1	F	40	13,533
Page	Collins, Donna	1	F	40	9,158
Page	Fouke, Marlene	1	F	40	8,306
Lib Clerk II	Crawford, Elizabeth	1	F	40	13,533
Bkmobile Clk Driver	Fetrow, Mary	1	F	40	13,533
Page	Gentry, Susan	1	F	40	9,158
Tech Serv Clerk II	Sebern, Albina	1	F	40	12,887
Lib Clerk II	Irvin, Georgia	1	F	40	12,887
Tech Serv Clerk I	Lewis, Florence	1	F	40	12,273
Bkmobile Clk Driver	Wheatley, Clarence	1	M	40	11,690
Staff Artist	Burch, Leta	1	F	40	12,273
Secretary	Schwegman, Helen	2	F	40	14,919
Tech Serv Clk I	Stanbery, Joan	1	F	40	10,601
Lib Clerk I	Tempel, Sharon	1	F	40	12,273
Lib Clerk II	Wheeler, Margie	1	F	40	13,533
Tech Serv Clerk III	Williams, Nancy	1	F	40	14,919
Page	Zerfowski, Janet	1	F	40	8,306

Group (c)

Maintenance Man	Richardson, Owen	1	M	40	16,447
Head Bldg Custodian	Kay, Jean	1	F	40	12,887
Bldg. Custodian	Matthews, Curtis	1	M	40	12,273

<u>Position</u>	<u>Name</u>	<u>Edu- cation</u>	<u>Sex</u>	<u>Hrs per Week</u>	<u>Hourly Salary</u>
<u>Part-time Personnel:</u>					
Library Asst. I	Mills, Linda	2	F	20	8.30
Library Asst. I	Bockmann, Rosalie	2	F	20	7.72
Library Asst. I	Robinson, Joyce	2	F	20	7.53
Library Asst. I	Swanson, Connie	2	F	20	7.53
Library Asst. I	Adkesson, Ann	2	F	20	7.91
Bookmobile Clerk Drv	Ryan, Charles	1	M	20	5.35
Tech Serv Clk I	Penne, Mary Lou	1	F	20	5.90
Library Clerk I	Werr, Maria	1	F	20	4.97
Library Clerk I	Trebacz, Betty	1	F	20	5.90
Library Clerk I	Irons, Leta	1	F	20	5.09
Library Clerk I	Trusner, Glenda	1	F	20	4.85
Page	Heidemann, Susan	1	F	20	3.99
Page	Hight, Diane	1	F	12	3.62
Page	Martin, Rosetta	1	F	12	3.62
Page	Moeller, Susan	1	F	12	3.62
Page	Troxel, Anne	1	F	12	3.62

ANNUAL REPORT
OF THE CITY LIBRARIAN
1980/1981 .

1980/1981 was a year of continuing change and growth. Staff answered more reference requests and helped more people who borrowed more books than ever before in the history of the library. Planning for important changes in organization and control of collections was undertaken and implementation in some areas was initiated.

Circulation increased by 3½% overall, including nearly 3% in juvenile circulation achieved in the face of a declining school population. Decatur population figures for the 1980 census became available and while Decatur had a good gain in population, the per capita circulation of the library did not vary significantly from last year which means that the increase in per capita circulation registered since 1970 represents a firm gain. The increased traffic indicated by the circulation also resulted in a gain in patron contacts by staff. Appendixes I and II exhibit the details of these gains in circulation and service contacts.

Special programming included investment counselling seminars, musical programs, film programs and book reviews in Adult Services. The Children's Department in addition to regularly scheduled story hours for pre-school and school-aged children devised special programs for school holidays and teacher in-service training days: these special programs included a pet show, cartooning, sign language, gymnastics, film shows, pet care and singalongs. The Library, in offering

some of these programs, appreciates the help extended by community organizations and businesses including A. G. Edwards, Inc., YMCA, Scovill Gardens Zoo, Conservation District, and the Decatur Area Arts Council. The Friends of the Library continued their excellent and popular noontime book review series as well as their successful book sale of Library discards and gifts in kind not used. Total attendance at Library programs was more than 5,900. Other services included displays to highlight special areas of the collection and booklists, program brochures, monthly calendars and the like. More than 90,000 copies of 85 publications were produced and 104 displays created as well as necessary signs, posters, and other graphics.

There were a number of significant changes implemented during the year. In July the bookmobiles converted to on-line circulation control similar to that in use at the Central Library. A particular advantage in this system for the bookmobiles - in addition to the advantage shared by the Central Library - is the access provided to bookmobile staff to the holdings in the central building. The Extension Department also received during the year a replacement for the remaining older trailer library. Both trailers are now of substantial construction and replacement is not contemplated for a minimum of twenty years.

A far reaching - and expensive - program in collections organization and control in this Library was precipitated by the adoption by Library of Congress on January 2nd of the new cataloging rules set forth in the Anglo American Cataloging Rules, 2nd edition. The changes embodied in that work are so extensive that they constitute an entirely

new work erected on new principles rather than a revision of the 1st edition. As new works by authors currently in the collection are added, older entries will require modification to conform to the new rules. This will require substantial recataloging, especially in the next three years, in order to maintain consistency of entry and, consequently, shelving of materials.

Another important change for which planning has been done and implementation will be undertaken in the next several years is the conversion of the computer data base from an abbreviated cataloging record to a longer more complete record which has been made possible by a new computer program that permits variable field. The present fixed field format of the data record has required that certain data, e.g., the title of a book, be frequently truncated in order to be accommodated within its restricted field: this will no longer be necessary. In addition, the new expanded format provides fields for subject headings. This will, as subject descriptors are entered, allow staff to query for holdings by subject - an especially important feature for the bookmobiles which do not have catalogs. More significantly, the expanded format prepares the way in the future for an electronic public catalog as a replacement for the card catalogs, a development that would permit a great savings by eliminating the very time-consuming filing and discharging of cards in catalog maintenance. This cannot be implemented immediately of course because of the initial cost, but in five years or so enough materials with expanded records will perhaps have been added and enough materials with short records

will have been retired to make retrospective conversion of old records feasible. By that time there may also be considerable improvement in cost and capability of hardware. The long-range savings of such a conversion even at today's cost would be considerable.

The classified collections grew in 1980/1981 by more than 5,000 items with over 14,700 being added and more than 9,000 being retired or withdrawn from inventory. The ten-year inventory of the Library's holdings and the attendant correction of catalogs was completed in February, 1981. This was the first inventory since the mid-1930's and over the 10 year period more than 12,000 items listed in our catalogs, but not held, were stricken from our records.

All books received during the year both classified and unclassified amounted to nearly 17,700 items, more than 3,000 items than last year. A comparative itemized list of receipts is in Appendix III. The average cost of books and audio-visual items, as exhibited in Appendixes IV and V for the past five and three years, respectively, shows the continuing and excessive effect of inflation on the cost of library materials: the figures shown are after discount. In the five years the average department cost for books has increased from \$9.47 to \$12.52, a gain of 32% and in audio-visual the increase for various categories has been 32% in just three years.

The Book Processing and Mending Unit successfully contended with the increased acquisition program this year (see Appendix VI). Particular strain will be put upon this small unit of only two f.t.e. workers in the coming years during which it will have to contend with

on-going routines while at the same time managing additional processing attendant upon the recataloging required by adoption of the new cataloging rules. That it will manage, within constraints, is without doubt but some backlogging will result and temporary augmentation of the personnel may be required.

Personnel. Staffing remained relatively stable during the past year with turnover at approximately 10% (see Appendix VII). Important changes in department heads did occur, however: Mr. Seidl transferred to Home Reading Department and Mrs. Betty Hicks joined the staff as head of the Extension Department. In June Mr. Hippenhammer left for one year leave of absence while his wife undertook her first year of medical school; Mrs. Kathryn Habley, formerly a children's librarian in the Bloomington Public Library, accepted the position as Interim Children's Librarian, but left after several months because of, among other reasons, the tiring commute between here and Bloomington. Mrs. Grove, the children's assistant, who had recently completed her work for a Masters Degree was then appointed to the temporary headship and has demonstrated capability and strength in the position.

As always, I am indebted to many people for courtesies and help in discharging my duties during the year. The staff deserves and has my appreciation for their own efforts as well as their contributions in helping me. I thank my friends and colleagues in city government for their advice and consideration, particularly Charles Phillips and Joe DeMichiel. My thanks for their cooperation also goes to my co-workers in the Rolling Prairie Libraries and to the Friends of the Library for

their continuing labors on behalf of the Decatur Public Library.
Finally, permit me to express my sincere appreciation and gratitude
to the Board for its unfailing courtesy and guidance.

APPENDIX I

Circulation

	<u>1980/81</u>	<u>1979/80</u>	<u>% Change</u>	
<u>Adult</u>				
Reference Dept. (ILL)	2,474	2,478	- 0.2	
Home Reading Dept.	255,090	246,029	+ 3.7	
Extension	<u>59,993</u>	<u>58,184</u>	<u>+ 3.1</u>	
Total	317,557	306,691	+ 3.5	
<u>Young Adult</u>				
Young Adult Dept.	23,957	22,198	+ 7.9	
Extension	<u>4,472</u>	<u>5,861</u>	<u>-23.7</u>	
Total	28,429	28,059	+ 1.3	
<u>Juvenile</u>				
Children's Dept.	134,011	125,881	+ 6.5	
Extension	<u>91,347</u>	<u>93,056</u>	<u>- 1.8</u>	
Total	225,358	218,937	+ 2.9	
<u>Extension Outreach</u>	Total	9,441	9,844	- 4.1
<u>Audio-Visual</u>				
A-V Dept.	21,481	19,660	+ 9.3	
Extension	<u>289</u>	<u>--</u>	<u>--</u>	
Total	21,770	19,660	+10.7	

APPENDIX II

Patron Service Contacts

	<u>1980/81</u>	<u>1979/80</u>	<u>% Change</u>
<u>Adult Services</u>			
Reference Department			
Professional contacts	15,378	15,156	+ 1.5
Informational	30,380	29,632	+ 2.5
Home Reading Department			
Professional contacts	15,961	13,278	+20.2
Informational	18,299	17,267	+ 5.9
Young Adult Services			
Professional contacts	302	280	+ 7.8
Informational	<u>291</u>	<u>247</u>	<u>+17.8</u>
Total	80,611	75,860	+ 6.3
 <u>Children's Department</u>			
Professional contacts	6,038	5,278	+14.4
Informational	<u>9,590</u>	<u>6,808</u>	<u>+40.9</u>
Total	15,628	12,086	+29.3
 <u>Extension Department</u>			
Professional contacts	3,745	6,129	-38.9
Informational	<u>3,762</u>	<u>6,396</u>	<u>-41.2</u>
Total	7,507	12,525	-40.1
Total All Departments	103,746	100,471	+ 3.25

APPENDIX III

ORDER DEPARTMENT RECEIPT STATISTICS
COMPARISON FOR
FISCAL YEARS 1979/80-1980/81

	1979/80	1980/81
Books Received-----	13,510	16,697
Record Titles-----	1,098	929
Record Discs-----	1,661	1,232
Cassette Titles-----	122	116
Cassette Tapes-----	129	116
Microfilm Titles-----	0	0
Microfilm Reels-----	113	102
8mm film Titles-----	1	5
8mm film Reels-----	1	5
16 mm film Titles-----	1	0
16mm film Reels-----	1	0
Filmstrip Titles-----	13	7
Filmstrip Strips-----	13	7
Framed Prints-----	0	10
Sculpture-----	0	0
Pamphlets-----	4,498	3,213
Telephone Directories-----	697	642
Gift Books-----	823	623
Gift Records-----	123	9
Gift Cassettes-----	1	1
Magazines-----	13,213	13,655
Newspapers-----	5,812	6,383

APPENDIX V

AVERAGE COST AND DISCOUNT FOR AUDIO-VISUAL
MATERIAL in 1980/81
1979/80
1978/79

		Average cost per	Average discount per
Records		Disc	Disc
	1980/81	\$ 4.81	33.2%
	1979/80	4.43	36.2%
	1978/79	4.74	34.0%
Cassettes		Tape	Tape
	1980/81	\$ 6.12	20.3%
	1979/80	5.92	23.9%
	1978/79	7.61	27.9%
8 mm Films		Reel	Reel
	1980/81	\$40.37	----
	1979/80	---	----
	1978/79	14.17	----
Framed Art Prints		Print	Print
	1980/81	\$45.00	55.0%
	1979/80	----	----
	1978/79	47.20	----
Filmstrips		Films	Films
	1980/81	\$15.54	5.4%
	1979/80	11.08	----

APPENDIX VI

Book Processing and Mendery Unit

Activity

	<u>1980/81</u>	<u>1979/80</u>
Mended books	11,846	12,269
Jackets	10,899	10,911
Spines labeled	15,486	13,055
Pockets	16,816	14,257
Paperbacks bound	1,947	1,638
Paperbacks reinforced	2,755	1,202
Periodicals processed	8,076	7,655
Phonodiscs processed	1,118	1,491
Cassettes processed	125	155
Framed prints	10	1
Film processed	5	2
Books prepared for bindery	39	51
Periodicals prepared for bindery	25	35

No attempt has been made to distinguish component elements; thus, "periodicals processed" includes re-inforcement, preparation of pockets, tipping-in a page to hold the pocket if necessary, etc.

Staff Turnover - 1980/1981

May, 1980

28 Terry Bledsoe resigned as Sr. Building Custodian

June, 1980

9 Katherine Habley began as Interim Children's Librarian.
9 Marlene Fouke began as Full-time Page in Technical Services.
10 Mr. Hippenhammer began one year leave of absence.

July, 1980

1 Bessie Lewis resigned as CETA clerk.
3 Jean Kay began as Sr. Building Custodian.
29 Betty Lou Hicks began as Extension Librarian.

August, 1980

13 Barbara Bumgardner retired as Head Page.
30 Margaret Rora resigned as full-time Page.

September, 1980

8 Janet Zerfowski began as full-time Page.
15 Susan Jones began as Head Page.
24 Polly Ann Kirby resigned as Library Clerk I.

October, 1980

6 Shirley Edwards began as Library Clerk I
27 Mary Miller began as CETA clerk.

November, 1980

6 Glenda Trusner began as half-time Library Clerk I.
13 Katherine Habley resigned as Interim Children's Librarian
13 Marsha Grove began as Interim Children's Librarian.
17 Connie Swanson started as half-time temporary Librarian

3
29 Jean Kay began as Sr. Building Custodian.
Betty Lou Hicks began as Extension Librarian.

August, 1980

13 Barbara Bumgardner retired as Head Page.
30 Margaret Rora resigned as full-time Page.

September, 1980

8 Janet Zerfowski began as full-time Page.
15 Susan Jones began as Head Page.
24 Polly Ann Kirby resigned as Library Clerk I.

October, 1980

6 Shirley Edwards began as Library Clerk I
27 Mary Miller began as CETA clerk.

November, 1980

6 Glenda Trusner began as half-time Library Clerk I.
13 Katherine Habley resigned as Interim Children's Librarian
13 Marsha Grove began as Interim Children's Librarian.
17 Connie Swanson started as half-time temporary Lib. Asst. I
in Children's Department.

December, 1980

4 Joyce Robinson began as half-time temporary Library Asst. I
in Children's Department.

January, 1981

8 Ann Adkesson requested leave of absence from classified
service as Lib. Asst. I, half-time, in Extension.
22 Ellen L. Strasma began as half-time Library Asst. I (Ext.)
22 Bessie Lewis began as CETA clerk.

February, 1981

27 Debra Jelks, CETA Library Clerk, position ended.

March, 1981

18 Bessie Lewis terminated as a CETA clerk (unsatisfactory).
24 Susan Kropla, CETA Clerk, position ended.
25 Susan Jones resigned as Head Page.
25 Ellen Strasma resigned as half-time Lib. Asst. I (Ext.)

April, 1981

10 Dorothy Sanner began as Head Page.
17 Shirley Campbell, CETA Maintenance, position ended.