

ILLINOIS STATE LIBRARY, SPRINGFIELD, IL 62756
PUBLIC LIBRARY ANNUAL REPORT
1989-1990

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, 1989, and June 30, 1990. Please complete and return this form promptly. (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.) Every public library district should send the State Library a copy of the certified audit of its accounts within 6 months of the close of the fiscal year. That document can be sent to the State Library later.

Please do **not** leave any item blank. Enter "0" if the appropriate entry for an item is zero or "none." Enter "N.A." if an item does not apply to your library. If an exact figure is not available for a particular item, but it is known that the amount is greater than zero, enter an estimate of the amount. Type your responses or print in black ink. 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 1-6.

IDENTIFICATION

1. Location Decatur _____ 1
Name of the municipality in which the central library is located.
 2. Librarian James C. Seidl /Title 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 library Decatur Public Library _____ 3
 4. Mailing address (include street and zip code plus four digit extension, if available) _____ 4
247 East North Street, Decatur, IL 62523-1128
 5. Library telephone (include area code) (217) 428-6617 _____ 5
 6. Library facsimile telephone number (include area code) (217) 423-5741 _____ 6
 7. Library system Rolling Prairie Library System _____ 7
 8. Population residing in tax base area 93,939 _____ 8
Use latest official federal census figure.
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GENERAL INFORMATION

9. 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 9 am to 9 pm ;

Registered Borrowers

12. Total number of resident borrower's cards in force as of *the last day of the fiscal year* 57,171 12
 Do NOT include nonresident borrowers here. This figure should not be greater than the figure on line 8.
 Number of nonresident fees paid in the last fiscal year and the amount of the annual fee as the last day of the fiscal year for each of the following types of nonresidents:

	Type of Nonresident	No. of Fees Paid		Fee (for use of this library)	
		(a)	(b)	(a)	(b)
13.	Family	<u>149</u>	<u>52.00</u>	<u>13</u>	
14.	Student	<u> </u>	<u> </u>	<u>14</u>	

(a) For each type of nonresident, report the number of fees paid in the last fiscal year, both for system-wide use and for use of this library only.
 (b) Report the amount charged for one year for each type of nonresident for use of YOUR LIBRARY ONLY.

RESOURCES OWNED

	Held at End of Last FY (a)	Withdrawn During FY (b)	Added During FY (c)	Held at End of This FY (d)	
15. Number of books	<u>224,938</u>	<u>11,206</u>	<u>14,790</u>	<u>228,522</u>	15
<i>Report number of different physical volumes in your library for which you provide at least minimal access through the library's catalog (on cards, in book form, on microfiche, online, etc.). Include government documents arranged by Su Docs classification. Exclude periodicals and microforms.</i>					
16. Video recordings and films	<u>3,266</u>	<u>235</u>	<u>914</u>	<u>3,945</u>	16
<i>Report number of copies, of all formats. Include motion picture films, videotapes, videocassettes, and videodiscs. Exclude slides or filmstrips.</i>					
17. Audio recordings	<u>11,546</u>	<u>917</u>	<u>1,228</u>	<u>11,857</u>	17
<i>Report number of copies, of all formats. Include phonorecords, tapes, cassettes, compact disks, etc.</i>					
18. Number of periodical titles (magazines and newspapers only) currently received				<u>951</u>	18
<i>Exclude duplicates. Include periodicals received by gift subscriptions, in microform, or as government documents.</i>					

USE OF RESOURCES (Report for your entire fiscal year)

19. Number of adult materials loaned	<u>522,329</u>	19
<i>Count all adult and young adult materials borrowed by patrons from your library (and any branches, bookmobiles or other agency), including interlibrary loans received from other libraries, bulk loan materials, reciprocal borrowing transactions, and all print and non-print media such as films, records and art prints.</i>		
20. Number of juvenile materials loaned	<u>295,368</u>	20
21. TOTAL loans (sum of lines 19 & 20)	<u>817,697</u>	21

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, 1990.

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

- | | | | |
|-----|---|-----------|-----|
| 23. | Local government (Include capital income from sale of bonds and specify amount in footnote. Do not include income from tax anticipation warrants.) | 1,855,000 | 23 |
| 24. | State government (exclude federal funds distributed by the state) | | |
| | a. Per capita grants | 93,939 | 24a |
| | b. Equalization aid | | 24b |
| | c. Corporate replacement tax | 150,696 | 24c |
| | d. Other (specify) _____ | | 24d |
| 25. | Federal government (include federal money received through the state, e.g., LSCA grants, paid directly , to your library) | | |
| | a. LSCA funds received | 51,891 | 25a |
| | b. Other federal funds received | | 25b |
| 26. | All other receipts | 309,836 | 26 |
| | <i>Report all monetary receipts not reported above, e.g., endowment income, gifts and donations, fines, payments for contract services, interest income, and receipts from a library system or from a loan or mortgage.</i> | | |
| 27. | TOTAL receipts (sum of lines 23-26) | 2,461,362 | 27 |

Library Expenditures by Category (regardless of the source of funds)

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|-----|---|-----------|----|
| 28. | Salaries and wages for staff (other than building maintenance staff) including fringe benefits | 1,556,336 | 28 |
| | <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 29.</i> | | |
| 29. | Salaries and wages for building maintenance staff, including fringe benefits | 105,400 | 29 |
| | <i>Include salaries and wages before deductions, and fringe benefits paid by the library, such as insurance, IMRF, social security, etc.</i> | | |
| 30. | Printed materials | 237,682 | 30 |
| | <i>Include expenditures for books, periodicals, microforms, pamphlets, government documents, etc.</i> | | |
| 31. | Nonprint materials | 41,094 | 31 |
| | <i>Include expenditures for all materials used by visual projection and/or sound reproduction (e.g., films, phonorecords, tape cassettes, filmstrips, slides, etc.), and for framed pictures, sculpture, etc.</i> | | |
| 32. | All other operating expenditures not entered above | 325,745 | 32 |
| | <i>Include expenditures for library and general office supplies, processing costs, commercial binding and rebinding, equipment, rent, utilities, repairs, etc. Report purchase of fixed assets on line 34.</i> | | |
| 33. | Capital outlay for building construction | | 33 |
| | <i>Show here the amount spent this year on construction of a new building or of an addition to or remodeling of an existing building, which cost at least \$1000.</i> | | |

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

36. Staff Data (only for people paid by the library).

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. Do not include persons employed as short-term substitutes. Count in Group B a business manager or other person not a librarian.

- I. Name of employee. Do not include any vacant position other than head librarian.
- 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 less than a minor in library science and 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.

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(I) Name of Employee	(II) Title of Position	(III) Education	(IV) Sex	(V) Hours Worked Per Week	(VI) Hourly Rate or Annual Salary
Seidl	City Librarian	4	M	40	45,217
Gibson	Assistant City Librarian	4	F	40	39,364
Bakula	Catalog Librn.	4	F	40	31,963
C. Gross	Children's Lib.	4	F	32	27,589
Serber	Extension Lib.	4	M	40	34,423
Apley	Adult Serv. Lib	4	F	40	33,415
Merrick	Reference Lib.	4	M	40	34,738
Dick	AV Librarian	4	M	40	27,616
Veach	Cataloger	4	F	40	28,545
Ritchie	YA Librarian	4	F	40	29,901
A. Gross	Assistant Adult Serv. Lib.	4	M	40	28,338

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	1,560
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ 6.12
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ 13.77

Group C: Part-time hourly paid pages or shelvers

Total number of hours all Group C employees worked in a typical week	185
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REFERENDA

37. Was your library involved in a referendum during the last fiscal year? Yes _____ No X 37
 If No, go directly to Line 39. 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.

38. For each type of referendum presented to the voters, indicate the date of the vote, and whether it passed or failed. 38

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

39. For district libraries only: If in the last year, or in the period before filing this report, you took action to convert to public library district status by approval of your corporate authority (under PA 84-1461), or annexed additional territory in an unincorporated area by backdoor referendum (under Chapter 81, sec. 1002-8, of the ILLINOIS REVISED STATUTES), indicate the effective date of either action. 39

	Effective Date
Conversion	_____
Annexation	_____

40. Name of library attorney Edward Booth 40
 Address 132 S. Water St. Decatur, IL 62528 Telephone (217) 423-6076

41. Is the custodian of library funds a member of the board? Yes _____ No X 41

42. Surety company covering custodian of funds: _____ 42

43. Amount of surety bond \$ _____ 43

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

44. Name of certified public accountant employed by the library or your corporate authority: _____ 44

Name: Peat, Marwick, Main Address: 240 N. Church St. Decatur, IL

45. Person to contact (if necessary) concerning the information reported on this form:
 Name: James C. Seidl Telephone: (217) 428-6617, ext. 333 45

CERTIFICATION

