

**ILLINOIS PUBLIC LIBRARY
ANNUAL REPORT
1974-1975**

IDENTIFICATION

Location
 1 City (a) Decatur County (b) Macon 1
 2 Librarian (a) Robert H. Dumas System (b) Rolling Prairie Libraries 2
 Type of Library District (a) _____ County (b) _____ Township (c) _____ City (d) x _____
 3 Town (e) _____ Village (f) _____ Association (g) _____ Endowed (h) _____ 3
 4 Population Served (1970 Census or approved special Federal census) 90,397 4
 5 Name of Library Decatur Public Library 5
 6 Library telephone (include area code) (217) 428-6617 6
 7 Address of Library (include street & zip code) 247 East North Street, Decatur, Ill 62523 7
 8 Mailing address, if different than line 7 above _____ 8

GENERAL INFORMATION (Report for the month of October, 1974)**Public Service Outlets**

Library Buildings
 9 Number of central library buildings open to the public 1 9
 10 Number of branch library buildings open to the public 0 10
 Other Public Service Outlets
 11 Number of stops served by bookmobile and other mobile units (places that receive service periodically) 15 11
 12 Number of other public service outlets (specify type) Stations 4 12
 13 Total number of public service outlets (sum of lines 9 through 12) 20 13

Library Physical Facilities

Gross area, in square feet (Inside dimensions)
 14 Central library (a) 59,500 Branch libraries (b) 0 Total (c) 59,500 14
 Net area, in square feet, of space assigned for library purposes (exclude custodial, mechanical, and general access areas)
 15 Central library (a) 48,000 Branch libraries (b) 0 Total (c) 48,000 15
 16 Total length, in feet, of shelving available for library materials (shelving capacity)
 Central library (a) 50,500 Branch libraries (b) 0 Total (c) 50,500 16
 Number of seats available for library users
 17 Central library (a) 345 Branch libraries (b) 0 Total (c) 345 17

Library Hours and Days Open Per Week (Report for the Central Library Only)

18 Total number of hours open per typical week in October (whole hours only, omit fractions) 57 18
 19 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) 5 19

Registered Borrowers

20 Does your library register borrowers Yes (a) x No (b) _____ 20
 If no, go directly to line 23. Do NOT estimate.
 21 What is the length of registration 3 years 21
 Number of resident cards at end of October (Specify type) Adult - 16,156; Youth - 4,557;
 22 Juvenile - 7,033 Total - 27,746 22
 23 Does your library have a fee for non-resident borrowers Yes (a) x No (b) _____ 23
 If no, go directly to line 26.
 If yes, what is the annual fee charged for each of the following types of cards
 24 Family (a) \$ 17 Individual (b) \$ N.App. Student (c) \$ _____ Other (specify) (d) \$ _____ 24
 Number of non-resident cards at end of October (Specify type) 195 Adult; 182 Youth; 501 Juvenile 25

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, 1975.

Library Receipts by Source

26 Local Government DO NOT REPORT REVENUE SHARING FUNDS HERE \$ 573,407 26
 27 State Government (exclude Federal moneys distributed by the state) \$ 0 27
 Federal Government (include Federal moneys distributed by the state)
 Revenue Sharing
 28 Revenue Sharing received for operating expenditures \$ 0 28
 29 Revenue Sharing received for capital expenditures \$ 0 29

FINANCIAL INFORMATION—Continued

30	Total (sum of lines 28 and 29)	\$	0	30
31	Other Federal	\$	0	31
32	Total Federal moneys received (sum of lines 30 and 31)	\$	0	32
33	Monetary Gifts and Donations	\$	0	33
34	Other Receipts (include endowment income and fines here)	\$	50,409	34
35	TOTAL Receipts (sum of lines 26, 27, 32, 33, 34)	\$		35

Library Expenditures by Category

<i>Salaries and Wages for Staff (exclude plant operation and maintenance staff and fringe benefits. Report fringe benefits on line 46 below)</i>				
36	Library Materials	\$	396,624	36
37	Books (exclude microforms and periodicals)	\$	47,474	37
38	Periodicals (exclude microforms)	\$	9,597	38
39	Microforms	\$	1,368	39
40	Audiovisual	\$	97	40
<i>Library Supplies</i>				
41	Library supplies and materials not reported above (report pre-processing costs here)	\$	8,550	41
42	Binding and Rebinding	\$	1,730	42
<i>Library Equipment (Do not report fixed assets here; see definitions and instructions for examples)</i>				
43	Audiovisual Equipment (include microform equipment)	\$	0	43
44	All Other Library Equipment	\$	20	44
<i>Plant Operation and Maintenance (include salaries and wages, custodial supplies, utilities [heat, water, gas] etc.)</i>				
45	All other operating expenditures not entered above (Report all fringe benefits here)	\$	68,925	45
46	Total operating expenditures (sum of lines 36 through 46)	\$	60,286	46
47	Capital outlay for sites, buildings, remodeling of old buildings, purchase of initial bookstock for new or expanded buildings, purchase of new vehicles, etc.	\$	594,671	47
48	TOTAL of all expenditures (Sum of lines 47 and 48)	\$	594,671	48
49		\$		49

RESOURCES (Report for your entire fiscal year)

	Held at End of Last FY (a)	Added During FY (b)	Withdrawn During FY (c)	Held at End of this FY (d)		
Bookstock (include Government documents; exclude periodicals and microforms)						
50	Number of Volumes	(248,364)	10,135	5,881	(222,618)	50
51	Number of Titles (exclude duplicate copies)	(108,103)	5,043	2,943	(110,203)	51
Periodicals						
Current Subscriptions						
52	Number of titles received					52
Back Issues						
53	Number of volumes	(14,368)	151	256	(14,263)	53
54	Number of titles	861	33	13	881	54
Microforms						
55	Number of book titles represented by all types of microforms (a)	3	0	0	3	55
56	Number of periodical titles represented by all types of microforms	135	61	0	196	56
57	Number of Physical Units of all types of Microforms NOT reported on lines 55 and 56	4,520	9,845	0	14,368	57
Audiovisual Materials						
Films						
58	Number of titles (exclude duplicates)	72	1	0	73	58
Recordings						
59	Number of titles (exclude duplicates)	1,211	83	27	1,267	59
Other						
60	Number of titles of all other AV materials not reported above	0	29	0	29	60
61	Framed art and sculpture Number of titles (exclude duplicates)	121	50	0	171	61
62	Number of titles of all other library materials not reported above (i.e., flat pictures, charts, games, etc., exclude duplicates)	0	0	0	0	62

USE OF RESOURCES (Report for your entire fiscal year)

Direct circulation of all materials to library users		
63	Number of Transactions	482,912 63
Interlibrary Loans		
64	Received from Other Libraries	476 64
65	Sent to Other Libraries	2,007 65
Bulk Loans		
66	Received from Other Libraries	0 66
67	Sent to Other Libraries or Outlets	0 67

PERSONNEL (Report for the month of October, 1974)

68	Does your library regularly use volunteers	Yes (a) _____ No (b) <input checked="" type="checkbox"/>	68
69	Number of hours in your full time work week	40	69

List the information requested below for each person (including pages) on your library staff as of the last day of October. For vacant positions requiring at least a bachelor's degree, please put VACANT in the "name" column. DO NOT REPORT VACANT POSITIONS REQUIRING LESS THAN A BACHELOR'S DEGREE.

Please divide the list into three groups: (1) librarians, media and audiovisual specialists, etc., (2) technical, clerical and other staff, and (3) plant operation and maintenance staff.

Please use the following code for education: 1 = less than a bachelor's degree; 2 = a bachelor's degree; 3 = a graduate degree; 4 = a graduate degree in librarianship, information science, instructional technology, or educational media. Please use the following code for sex: F = female; M = male.

NOTE: Salary information will be analyzed and published by category only. Individual salaries will not be published. PLEASE ATTACH ANOTHER PAGE IF NEEDED.

70	Position	Name	Education	Sex	Hrs. Worked Per Week	Hourly Annual Rate or Salary	70
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Please see attached listing.

REFERENDA

71	Was your library involved in a referendum during the last fiscal year	Yes (a) _____ No (b) <input checked="" type="checkbox"/>	71	
If NO, go directly to Line 78				
72	What was the date of the referendum	_____	72	
The Proposition as Presented to the Voters _____				
73	_____			73
74	Type of Election	General primary (a) _____ General election (b) _____ Special election (c) _____	74	
75	Number of Votes Cast	Yes (a) _____ No (b) _____	75	
76	Was this referendum a first effort to pass the proposition	Yes (a) _____ No (b) _____	76	
77	If NO, which effort	2nd (a) _____ 3rd (b) _____ 4th (c) _____ 5th (d) _____	77	

LIBRARY BOARD AND OTHER OFFICIALS

78	President	(a) <u>Edward J. Farrell</u> Name (c) <u>(217) 422-3296</u> Area Code Telephone	(b) <u>305 Bay Shore, Decatur Il 62521</u> Home Address (d) <u>1973-1976</u> Dates of Term	78
79	Treasurer	(a) <u>N. App.</u> (c) _____	(b) _____ (d) _____	79
80	Secretary	(a) <u>Roswell Prince</u> (c) <u>(217) 429-4453</u>	(b) <u>2096 W. William, Decatur, Il 62522</u> (d) <u>1972-1975</u>	80
81	Other Members	(a) <u>Mrs. Carol Brandt</u> (c) <u>(217) 877-2007</u>	(b) <u>345 Oak Lane, Decatur, Il 62526</u> (d) <u>1972-1975</u>	81
82		(a) <u>H. Hugh Butler</u> (c) <u>(217) 428-2138</u>	(b) <u>2025 Ramsey Dr., Decatur, Il 62526</u> (d) <u>1973-1976</u>	82
83		(a) <u>Mrs. Lois Hedrick</u> (c) <u>(217) 429-4216</u>	(b) <u>136 Point Bluff, Decatur, Il 62521</u> (d) <u>1973-1976</u>	83
84		(a) <u>Dean Holcomb</u> (c) <u>(217) 429-4755</u>	(b) <u>55 Southwood Dr., Decatur, Il 62521</u> (d) <u>1974-1977</u>	84
85		(a) <u>Wilbur B. Lindsay</u> (c) <u>(217) 877-9510</u>	(b) <u>1527 W. Macon, Decatur, Il 62522</u> (d) <u>1972-1975</u>	85
86		(a) <u>Jon Robinson</u> (c) <u>(217) 429-4296</u>	(b) <u>2060 Brownlow Ct., Decatur, Il 62521</u> (d) <u>1974-1977</u>	86
87		(a) <u>Robley Johnson</u> (c) <u>(217) 429-2528</u>	(b) <u>2031 N. Monroe, Decatur, Il 62526</u> (d) <u>1975-1977</u>	87
88		(a) _____ (c) _____	(b) _____ (d) _____	88
89		(a) _____ (c) _____	(b) _____ (d) _____	89

90	Name of Library Attorney (a) <u>Edward Booth</u>	90
91	Address (b) <u>132 S. Water, Decatur, Il 62523</u> Telephone (c) <u>(217) 423-6076</u>	91
92	Surety Company Covering Treasurer <u>N. App.</u>	92
93	Bond Expires <u>N. App.</u>	93
94	Amount of Surety Bond (See Illinois Revised Statutes, Chapter 81, para. 4-9)\$ <u>N. App.</u>	94
95	Is the Treasurer a Member of the Board Yes (a) _____ No (b) _____	95
96	Name of Certified Public Accountant Employed by the Library or Your Corporate Authority	96
97	Name (a) <u>Murphy Jenne & Jones</u> Address (b) <u>240 N. Church, Decatur, Il</u>	97

CERTIFICATION:

96	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 <u>May 1</u> 19 <u>74</u> and ending <u>April 30</u> 19 <u>75</u> .		96
97	(a) <u>Decatur Public Library</u> Legal Name of Library	(b) <u>Robert H. Dumas</u> Librarian (signature)	97
98	The person to contact (if necessary) concerning the information reported on this form Name (a) <u>Robert H. Dumas</u> Telephone (b) <u>(217) 428-6617</u>		98
99	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		99
100	(a) <u>Roswell Prince</u> Secretary (signature)	(b) <u>Edward J. Farrell</u> President (signature) (a) <u>May 15, 1975</u> Date	100

<u>Position</u>	<u>Name</u>	<u>Edu- cation</u>	<u>Sex</u>	<u>Hrs Per Week</u>	<u>Hourly Annual Rate or Sal</u>
Group (1)					
Supv, Tech Serv	Babicki, Joseph	4	M	40	\$ 9.03
Lib. Assistant	Berbaum, Harriet	2	F	40	5.82
City Librarian	Dumas, Robert	4	M	40	11.11
Lib. Assistant	Harper, Mary	2	F	40	5.82
Children's Lib.	Hippenhammer, C.	4	M	40	5.82
Lib. Assistant	Johnson, Phyllis	2	F	40	5.82
Lib. Assistant	McGregor, Dixie	2	F	40	5.28
Supv, Adult Serv.	Meyer, Margaret	4	F	40	9.03
Lib. Assistant	Owrey, Carol	2	F	40	4.91
Head, Home Reading	Puricelli, Wayne	4	M	40	6.42
Lib. Assistant	Roberts, George	2	M	40	5.03
Lib. Assistant	Smith, Judith	2	F	40	5.55
Reference Lib.	Uhles, Edward	4	M	40	5.82
Extension Lib.	Yamashita, Kenneth	4	M	40	6.11
Head Cataloger	Zydek, Joan	4	F	40	5.82
Lib. Assistant	Vacant	2		40	4.79
Group (2)					
Lib. Clerk I	Anderson, Karen	2	F	40	3.40
Lib. Clerk I	Brooks, Roberta	1	F	40	3.16
Page	Bumgardner, Barbara	1	F	40	2.80
Driver Clerk	Cheever, Byron	1	M	40	4.14
Tech Serv Clk I	Colebar, Kathie	1	F	40	3.75
Page	Collins, Donna	1	F	40	2.80
Page	Cox, Ellen	2	F	40	2.80
Lib. Clerk II	Crawford, Elizabeth	1	F	40	4.14
Tech Serv Clk II	Ensign, Eunice	1	F	40	4.14
Driver Clerk	Fetrow, Mary	1	F	40	3.49
Tech Serv Clk I	Humphreys, Linda	1	F	40	3.24
Staff Artist	Larrick, William	1	M	40	4.14
Tech Serv Clk I	Larson, Judith	2	F	40	3.40
Lib Clk I	O'Dell, Pauline	1	F	40	3.16
Lib Clk II	Redden, Ida	1	F	40	4.14
Lib Clk III	Rusk, Ruth	1	F	40	4.56
Clk Steno II	Schwegman, Helen	2	F	40	4.56
Lib Clk I	Tempel, Sharon	1	F	40	3.75
Tech Serv Clk III	Turnbo, Dorthia	1	F	40	4.56
Tech Serv Clk III	Vogler, Ozella	1	F	40	4.56
Lib Clk II	Wheeler, Margie	1	F	40	4.14
Page	Wilderman, Barbara	1	F	40	2.80
Tech Serv Clk II	Williams, Nancy	1	F	40	4.14
Group (3)					
Maintenance Man	Kratzner, Gilbert	1	M	40	5.03

ANNUAL REPORT OF
THE BOARD OF LIBRARY DIRECTORS
OF THE CITY OF DECATUR

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, 1973. This Annual Report covers the period for the fiscal year ending April 30, 1975 and is a report of the condition of the Board's trust on April 30, 1975.

STATEMENT OF MONEY RECEIVED

Fund Balance, May 1, 1974	\$142,421.31
Tax levy receipts, current	569,178.49
Tax levy receipts, prior	4,228.84
Fines and fees	18,235.34
Non-resident fees	493.00
Interest on Investments	21,553.56
Lost & Damaged Materials	1,003.56
Prints made on Copy Machine	183.53
Miscellaneous	<u>8,939.80</u>
Total	\$766,237.43

STATEMENT OF PURPOSES FOR WHICH MONEY EXPENDED

Regular Salaries	\$390,279.80
Temporary Salaries	17,387.31
Hospitalization, Medical & Life Insurance	7,791.46
Advertising	117.79
Printing and Binding	1,748.92
Service to Maintain Buildings	27,343.60
Service to Maintain Other Improvements	203.95
Service to Maintain Office Equipment	1,534.85
Service to Maintain Automotive Equipment	861.84
Auditing Services	600.00
Other Professional Services	1,305.79
Electricity & Gas	14,708.31
Data Processing Services	35,000.00
Telephone	5,446.98
Water	151.75

Conference Attendance	\$ 905.03
Postage	2,906.56
Professional Association Fees	905.50
Rentals	4,074.30
Gasoline, Oil and Antifreeze	75.46
Janitorial Supplies	357.06
Materials to Maintain Buildings and Improvements	5,954.49
Materials to Maintain Automotive Equipment	1,319.93
Medical Supplies	5.00
Office Supplies	8,550.38
Service Recognition Payroll	845.00
Insurance	5,734.56
Office Equipment and Machinery	19.73
Library Books, Records and Other Materials	<u>58,535.72</u>
Total	\$594,671.07

There was also expended for Retirement Fund Contribution \$51,769.85 out of a total Retirement Fund Contribution of \$56,681.00.

STATEMENT OF BOOKS AND PERIODICALS AVAILABLE AND CIRCULATED

The books and periodicals available for use were as follows:

Bookstock	222,618
Periodicals, bound vols.	7,513
Periodicals, unbound vols.	6,750
Periodicals, and newspapers, reels of Microfilm	5,078
Microfiche, sheets of	14,368
Motion Pictures	73
Sound Recordings	1,307
Government Documents	41,193
Telephone Directories	557
College Catalogs	600
Pamphlets	<u>16,375</u>
Total	316,432

The number and character of circulation of the above material is as follows:

A. Books

General Works	3,197
Philosophy	7,582
Religions	4,466
Social Science	24,930
Language	896
Science	9,155
Useful Arts	32,506
Fine Arts	28,769
Literature	10,201
History	12,811
Travel	8,431
Biography	6,369
Foreign Non-Fiction	94
Periodicals (issues)	26,248
Pamphlets	6,222
Fiction	219,728
Foreign Fiction	237
Juvenile Picture Books	<u>72,091</u>
Total	473,933

B. Audio Visual Materials

Motion Pictures (imm & 16mm)	182
Cassette Recordings	119
Maps	5
Pictures, framed	1,140
Pictures, mounted	974
Phonodiscs	<u>3,840</u>
Total	6,260

C. Materials borrowed from other Libraries

Books	470
Motion Pictures	<u>4,250</u>
Total	4,726
Total Circulation	484,919

STATEMENT OF PROPERTY ACQUIRED BY DEVISE, BEQUEST OR GIFT

The Library received a number of donations of books to add to its collection. Other than these donations, no real or personal property was acquired by devise, bequest, gift or otherwise during the past fiscal year.

In addition to sums received in previous year, the Library in fiscal 1974/75 received from the Joseph Breckenridge Trust administered by The First National Bank of Decatur, a bequest of \$1,400.00. The Library also received a donation of \$150.00 from Merrill Lindsay in memory of Mr. Breckenridge. This money is held in a separate investment account and earned this past year \$4,789.26.

No real property was purchased during the year. No personal property was purchased except ordinary items acquired in the regular operation of the Library.

STATEMENT OF EXTENSION OF SERVICE

The Decatur Public Library initiated during the past fiscal year a few small, but significant extensions of its services to the people of the community. The Library Board is pleased to report the initiation of a new station: a rotating collection of materials has been installed in the Hartford Apartments for senior citizens. Other stations already established include Concord Apartments, Decatur Memorial Hospital and St. Mary's Hospital.

A revision of schedule has also permitted the Library to begin mobile library service at St. Paul's Lutheran Middle School in addition to its stops at other schools and neighborhood locations.

STATEMENT OF FINANCIAL REQUIREMENTS

It is the judgment of the Board of Library Directors that \$959,969 is required for the Library for the ensuing fiscal year, 1975-1976, and that amount, \$959,969 should be included in the City's appropriation for the Library.

The sum of \$220,469 will be available from Library Fund balance and Library generated revenue. It is therefore the judgment of the Board of Library Directors that it will be necessary to levy for Library purposes in the next annual tax levy ordinance the sum of \$739,500.

ACCUMULATIONS

There are no accumulations except that stated above under property acquired by devise, bequest or gift.

LIABILITIES

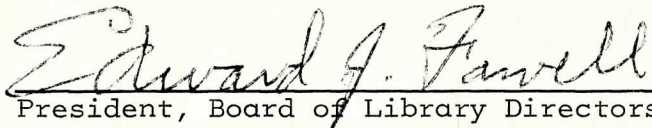
There are bonds outstanding in the amount of \$620,000.00 in principal and \$117,790.00 in interest. Payments on principal and interest during the year totalled \$106,070.00.

OTHER STATISTICS INFORMATION AND SUGGESTIONS

Also appended hereto is the "Illinois Public Library Report, 1974/1975" which furnishes other information for the use of the Illinois State Library in compilation of their uniform statistics on public libraries in Illinois, and the "Annual Report of the City Librarian, 1974/1975" which gives a narrative account, with tables and graphs, of library activities during the year.

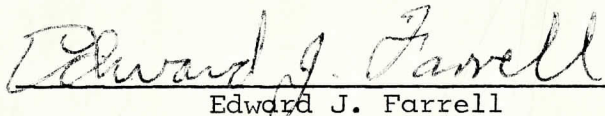
This report was approved and adopted by the Board of Library Directors of the City of Decatur, at the Annual Meeting of the Board on May 15, 1975.

DATED this 15th day of May, 1975.



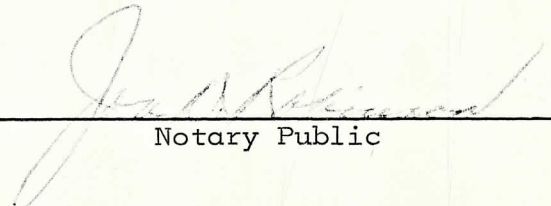
President, Board of Library Directors

Edward J. Farrell, being duly sworn on oath, deposes and states that he is the President of The Board of Library Directors of the City of Decatur, he has read the above Annual Report of The Board of Library Directors of the City of Decatur and the facts and matters stated therein are true.



Edward J. Farrell

Subscribed and sworn to before me this 15th day of May, 1975.



Notary Public

ANNUAL REPORT
OF THE CITY LIBRARIAN
DECATUR PUBLIC LIBRARY
1974/1975

Summary of Activities and Services

This fiscal year the library operated on a 5-day week for the entire year continuing the public service schedule initiated at the end of January, 1974. The result, in terms of circulation and services provided, indicates in a basic and dramatic manner, the importance and necessity of the library in the life of the community. With an 18% cut in the public service hours observed by the central library during the first nine months of fiscal 1973/74, services measured in terms of circulation not only were maintained, but showed an increase of 1 $\frac{1}{2}$ % while service measured in terms of staff services showed a positive gain of 14.8%. This gain in despite of a reduced staff was of course accomplished at some cost to routines less immediately related to public service: Staff time was not available fully to expend the book allocation, collection maintenance suffered, small backlogs developed in processing of government documents, work on conversion of subject authority slowed, retirement of dated and worn out materials suffered, etc. But a temporary set-back in these areas will not have a permanent effect on library service.

A question frequently asked of library staff and, I'm sure, of library board members is "What does the library staff do?" It's a common misconception that library staff have few duties other than "keeping

up with books" and charging materials out to patrons. The principal operations of this library have not, to the best of my knowledge, previously been listed and quantified and some board members, especially those recently appointed may be surprised by the following list of work performed by staff in the past year.

Staffing strength for 1974/1975 has been maintained at 41½ f.t.e. (full-time equivalents), exclusive of maintenance staff. This number has been effectively reduced by staff vacation, sick leave, work breaks, and vacancies resulting from turnover to 35 f.t.e. From surveys undertaken this year, it is estimated that it takes 3/4 f.t.e. to service telephone reference work and approximately 4 staff are required to tender help to patrons in the library using its services and collections. The remaining 30-1/4 f.t.e. have accomplished the following operations:

- 180,000 Book reviews and annotations read
- 7,777 Order consideration cards prepared
- 7,777 Titles checked in catalog for holdings, entry and subject coverage information
- 7,677 Titles checked against shelf for need
- 6,544 Order forms typed
- 6,544 Departmental on-order cards filed
- 7,667 Departmental order cards discharged
- 20,125 Items processed into departmental collections
- 6,667 Cards for "orders received" filed
- 729 Pamphlets ordered
- 1,534 Pamphlets assigned subject headings
- 479 Requisitions prepared (incl. supplies)
- 3,975 Order cards filed in Order Department
- 9,584 IBM order cards filed
- 479 Purchase orders filed
- 10,828 Order cards discharged
- 6,491 IBM order cards discharged
- 416 Invoices checked
- 416 Purchase orders cleared
- 464 Claims for materials not received
- 9,649 Books collated

4,113 Titles searched for pre-catalog
2,480 Government documents checked in
2,480 Documents referenced
185,580 Library of Congress proof sheets sorted
65,485 L.C. proof sheets filed
15,841 Items cataloged, classified and assigned subject headings
496 Items transferred
2,070 Items re-cataloged
72,107 Cards filed in catalogs
5,908 Catalog items withdrawn
26,000 Cards discharged from catalogs
12,391 Items inventoried
193 Audio visual items processed for circulation
1,071 Paperback books provided with in-house binding
10,196 Books processed for circulation
18,467 Magazines and newspapers checked in (issues)
4,880 Magazines retired (issues)
12,956 Magazines and newspapers replaced in holders
6,823 Magazines processed for circulation (issues)
9,203 Books mended
18 Framed art reproductions repaired
534 Books and magazines (volumes) processed for bindery
480,487 Items charged into circulation
478,180 Items discharged from circulation
125,100 IBM circulation packs filed
130,200 IBM circulation packs discharged and placed in books
22,408 Overdue notices processed
4,640 Second overdue search list checked against shelves
4,640 Second overdue notices checked against returns list
7,673 Bills processed and filed
10,642 New registrations processed and filed
10,027 Expired registrations withdrawn
3,730 Reserves searched
478,180 Items shelved
3,807 Titles (in 7 indexes) checked for holdings
46,000 Copies of 53 booklists, brochures, flyers, etc. produced
2,971 Phonodiscs cleaned
96 Exhibits and displays prepared
186 Posters designed and produced
69 Phonodisc and framed print carriers lettered
13 Permanent signs made and placed
26,307 Phone calls received and routed
19,508 Items rotated to and from mobile units and stations
19,508 Extension location control slips filed

In addition, the following work not susceptible to itemized quantification or for which no estimate is available was performed:

Supervisory oversight of above routines
Basic training of new staff
Examination of materials for bindery, mending, withdrawal decision
Examination of shelves for material retirement, replacement, duplication, etc.
Checking bibliographies for retrospective ordering
Checking bibliographies and reviews to evaluate gift materials
Marking indexes for holdings
Marking books to reflect index representation
Preparation for library programs and talks to community groups
Staff meetings and in-service training sessions (15-25 man-hours weekly)
Report writing: monthly and annual reports; incidental memoranda; logs of requested, but unavailable material; etc.
Magazines and newspapers retrieved from storage (3-5 man hours daily)
Instructing public in use of reader printers, record-players, etc.
Inter-library loan processing
Intra-library loan processing
Daily closing routines (last fifteen minutes of each day: 1-1½ man hours daily)
Time enroute to mobile unit locations
Record-keeping for budget control
Decoration of library for National Library Week and Children's Book Week, etc.

As a result of all this staff activity, our collections of print and non print items, case bound, unbound, pamphlet and microfilm materials grew to a total of approximately 311,617 items. Circulation rose to 484,919.

Professional help to patrons increased to an all time high: staff help was extended on 20,990 occasions - an increase of 40% over the previous year. Guidance, directions and other help to patrons not requiring bibliographic or other special knowledge was extended on 49,817 occasions - an increase of 6½% over the previous year. Public use of microfilmed resources increased by 55.9% to a high of 4,830 films consulted.

Other services of the library were measured by a special survey undertaken on April 8, 9, and 10 with the help of the Friends of the Library. The survey was undertaken by the University of Illinois Library Research Institute and involved a number of libraries in Illinois. The comparative results of the survey are not yet available, but the tabulations for this library yielded much interesting and significant information.

For the first time we now have reliable estimates on the number of people using the library daily, how long they remain in the library and the extent to which they use library materials in the building, the extent to which they request help from staff and the degree of satisfaction they experience in finding what they want in the Library. Regardless of what the comparative data from the statewide survey may indicate, the Board of Directors and Library Staff can, I think, look with pride and satisfaction upon the following statistics for the Central Library.

Between 1,000 and 1,100 people use the Central Library daily.

The likelihood of any book being on the shelf when a patron wants it is 73%.

In-library use of materials amounts to nearly 40% of those circulated for home use. For fiscal 1974/75 this would amount to approximately 160,000 items consulted in the library.

43% of the people who use the library receive assistance from the staff.

73% of those surveyed indicated complete satisfaction in terms of receiving what they came to the library for; only 5% indicated a lack of satisfaction. The rate of dissatisfaction for those who received staff help is only 1/2 of the rate of those who did not.

39% of public service staff time is used in direct assistance to patrons in the library.

44% of questions directed to staff members are substantive, requiring use of library materials in order to reply.

Of substantive help rendered by staff, 28% require 5 minutes or more and/or two or more sources to provide help.

It is commonly thought that most library patrons are either women or students. Not so, at least in Decatur. Here ratio of men to women and non-students to students is nearly 50-50.

Other findings of the survey, the significant interpretation of which must await comparative data from other libraries, are as follows: the likelihood a patron finding any book published in the last five years available when he wants it is 14.9%; the probability of a patron being able to obtain any periodical listed in seven commonly held indexes is 22.5%; the distribution of book stock by Dewey classifications (which range from 4% for language to 26% for fiction); the median date of publication for all books in the Library's collections is 1962. There are a number of tabulations from the survey which were not asked for nor made. If time is available for further analysis of data gathered, other interesting statistics may result and be reported in the future.

Public Service - Central Library

Although at first sight it appears from statistics that there has been a slight, if inconsequential, decline in Central Library's service as measured by circulation, there has in actuality been a substantial

increase in the relative circulation from the Central Library: the absolute loss in circulation amounts only to 4,500 or 1.2% less than fiscal 1973-1974; but the library was open 38 fewer days this year, which translates in a 12.4% decline in service potential. Daily circulation for Central Library increased this year by 13.2%.

Remarkable as this increase may be, service statistics are more dramatic. Staff aid to patrons increased absolutely by 7.9% - a relative or daily increase of 23.6%. Substantive professional aid to patrons increased 28% on a daily accounting. Assistance to patrons increased relatively by 55% in the Youth collection, 38% in the Children's Department, 23% in the Reference Department, and 11% in Home Reading Department.

This year as in previous years programs and activities ranged from the production of booklists to art exhibits to craft fairs to book reviews and story hours. The showing of famous feature films, which was initiated last year with the cooperation of the Rolling Prairie Libraries was continued with good and increased attendance this year. Under the direction of Mr. Hippenhammer, the new Children's Librarian, children's programming was resumed: film showings, story hours, visits to school class rooms, and the like, sandwiched competently into a busy schedule, while he simultaneously acquainted himself with his collections and the modus operandi of the Library. During the summer prior to his arrival, the library was fortunate in having an elementary and a nursery school teacher, Mrs. Whobrey and Mrs. Kotal, who kept vital programming including the summer reading program and

numerous film-slide story-times going. Of great help during this period was the volunteer services performed by members of the Junior Welfare Association.

Adult Services again sponsored a craft fair in the library. In this project, Miss Meyer had full cooperation of the Park District and numerous craft organizations in the city. Miss Meyer was also actively involved in a project of recording notable architecture in the city. This project was undertaken by Zonta at Miss Meyer's instance, and was energetically pursued by Miss Charlotte Meyer. A comprehensive scrap book with illustrations resulted from the project which has been placed in the Local History Room. Miss Meyer is also serving on the Macon County Bicentennial Commission and with the approval of the Board is undertaking a bicentennial project of generating a new much needed history of Decatur.

Public Service - Extension

Under the supervision of the recent department head, Mr. Yamashita, the Extension Department has had what can only be called a Renaissance - a rebirth and regeneration of its services. Prior to Mr. Yamashita's tenure, the department was without professional guidance for a number of years - and had suffered correspondingly a continuous and grievous decline in circulation and service potential. This past year saw a heartening and much needed, as well as hoped for and expected, rejuvenation and upgrading of its services. Circulation from the mobile libraries for the second year showed excellent increases. This year the circulation

gain was a healthy 17%. In addition, the Department extended its resources for the second year by opening a second station for the elderly: the new station is in the Hartford Apartments in a similar situation to the station opened last year in the Concord Apartments. Both stations are manned by Red Cross volunteers.

I am including as addenda to this report a number of charts which graphically illustrate the service patterns for this and previous years.

Technical Services

Although approximately \$5,000 less was expended for library materials this year compared with fiscal 1973-1974 and despite inflationary pressures in the market, the quantity of materials handled the past year by the Technical Services Division of the Library remained remarkably constant when compared with the previous year. The number of books, for example, purchased was only 680 volumes less than last year (9,631 vs. 10,311 in 1973-1974). This has been made possible primarily by purchasing a greater number of paperbacks than in previous years (1,908 volumes vs. 1,071 volumes in 1973-1974) and by greater emphasis upon book-club editions of case bound books.

Even with such conservative practice it has not been possible, of course, to counteract the loss in purchasing power. The Order Department reports the following increases in the average cost per book for each department:

Home Reading)	\$.17
Reference)	
Young Adult	.06
Children	.16
Extension	(-) .08

As the price of books increases the discount rate decreases as the graph of "Average Cost and Discount for Books Ordered" appended to this report indicates. Moreover, during the year it has become necessary for jobbers to add the cost of cartage to the cost of books: this adds about 2% to the cost of materials.

The worst inflationary erosion of the materials purchasing dollar lies in the realm of periodical publication: magazine costs are up 16.7% and the cost of newspapers has increased by a very substantial 25.6%. A principle element in these price increases has been the increase in postal rates for editorial material, which in past years was carried at purely nominal rates.

Appended to this report are tabulations from the Order Department which record on a monthly basis its receipts for 1974-1975 and 1973-74 for comparative purposes (Form C-1) and its summary sheet of yearly statistics (C-2) which quantify operations and receipts.

Preparatory to a systematic reclassification of the book collection, the Supervisor of Technical Services, Mr. Babicki, in consultation with public service staff, has undertaken a line by line examination of the Dewey Decimal Classification for the purpose of defining the scope of each number and of defining classification practice for this

this library where various legitimate options exist. The staff has been meeting on a weekly basis for one hour to discuss and resolve the problems incidental to this examination. The 400, 700, and 800 classes have now been discussed and theoretical decisions arrived at. Future discussions, for the immediate year ahead, will concentrate on practical problems arising from actual reclassification. Many patrons, once they have established the area of their interests, do not consult the public catalogs, and the long-term effect of this project will be the elimination of inconsistencies in classification so that patrons can more effectively (and staff more efficiently) utilize library resources.

The Board will note from the table "Technical Services Activities for Months" (A-1) a reduction in the amount of books cataloged this year compared with 1973-1974. Acquisitions, as mentioned above, have remained fairly constant and the large number of books processed last year represents the considerable backlog that had carried over from the previous year. On the other hand, the number of items re-cataloged this year has nearly doubled. While production still is somewhat below the previous year for the Catalog Department, on per man-hour basis the Department has still maintained a high performance level. It should, for example, be noted that the Department was without a head cataloger for most of the year.

Finally, mention should be made again of the outstanding performance of the Book Processing and Mendery Unit. This is essentially a

one-man operation with part-time assistance. Among the duties performed in the unit is processing new books, lettering the spine, typing and pasting of pockets, packing the materials with circulation packs, fitting books with plastic jackets - , in-house binding of paperback books, preparing magazines for circulation - typing pockets, tipping-in fly leaves, reinforcing spines - , preparing books for bindery, and processing audio-visual materials for circulation. Mrs. Ensign, the Unit Head, reports this year 10,196 new books processed, 1,071 paperbacks bound; 2,902 items processed after recataloging, reinstatement, etc., 10,487 packs inserted in books, 7,475 books mended, 1,404 plastic jackets replaced, 324 dust-wrappers made for old books and nearly 500 books prepared for, sent to, and checked in from the bindery. A prodigious output!

Mrs. Ensign will be retiring in June, 1976 and it is difficult to conceive that her replacement will be able to maintain her workload.

Gifts

As in past years the library has received many gifts in kind. This year the library added 671 gifts to its collections. A number of these were memorial books given by individuals and organizations to honor the memory of the deceased. A few deserve special mention. Mrs. Mary Harper, a member of our staff, gave the library \$1,000 in memory of her father, Dr. Mullen. Mrs. Janet Farrell Canham provided for the acquisition of a special collection of books on Black culture in memory of Anna Waters. The Volunteer Action Force initiated a program of honoring

outstanding volunteers in the community by donating annually to the Library five books in their names.

Community Articulation

The Library has received active support in the past year from a number of community groups. Foremost must be mentioned the Friends of the Library who have continued their excellent and popular Books Between Bites Programs in the Library. The Rolling Prairie Libraries, under the leadership of Mr. Ray Ewick, have been a source of great strength in the provision of materials and services. As mentioned above, the Library has been actively involved in worthy projects of the Zonta Club and the Macon County Bicentennial Commission and has received a much-needed helping hand (when it was most needed) from Junior Welfare Association. A great many organizations, institutions, and individuals have contributed to the success of our exhibits program.

Library facilities have contributed to the programs of a number of organizations in the community including the League of Women Voters, National Organization of Women, and a number of avocational groups. Library meeting rooms were used by 18 groups on 127 occasions with an attendance of 2,252.

Finally, I wish to thank all those who have so materially contributed to the success of the Library's program this year. I am again indebted to the Board for their help, their judgement and their support.

I wish to register my thanks and acknowledge my appreciation to a dedicated and hard-working staff. The activities and labors recorded in this report are a testament to their devotion to the Library.