

COMBINED ANNUAL MEETING FOR 1979/1980
AND MONTHLY MEETING FOR MAY, 1980

AGENDA

MAY 22, 1980

- I. CALL TO ORDER
DEAN HOLCOMB, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING APRIL 17, 1980
- III. LIBRARIAN'S REPORT
 - A. RETURN VISIT OF CLSI REPRESENTATIVES
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 1. Approval of Bills
 2. Awarding of Bookmobile Trailer Bid
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- 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	Mr. Marshall
Mr. Borchers	Mrs. Moore
Mr. Grieve	Mr. Stewart
Mr. Holcomb	Ms. Taylor
Mrs. Jackson	

Decatur Public Library
Decatur, Illinois

Minutes of Regular and Annual Board of Directors Meeting

May 22, 1980

The regular meeting of the Board of Directors of the Decatur Public Library was held May 22, 1980 in the board room of the main library.

Members Present:

Mrs. Batterham
Mr. Borchers
Mr. Grieve
Mr. Holcomb
Mr. Marshall
Mrs. Moore
Mr. Stewart
Ms. Taylor

Members Absent:

Mrs. Jackson

Others Present:

Mr. Dumas
Mr. Johnson, RPL
Mr. Keating, CLSI
Mr. Poertner
Mr. Swedberg, CLSI
Miss Schwegman

The meeting was called to order at 4:35 p.m. by Mr. Holcomb.

Mrs. Moore moved that the minutes of the regular meeting of April 17, 1980 be approved, Mrs. Batterham seconded, and they were approved unanimously.

In his monthly report to the Board, Mr. Dumas stated that circulation for the month is up considerably - 5 or 6%, which is gratifying. Mr. Poertner has completed the gathering of statistics relative to the use of library facilities on Friday evenings, Mr. Dumas stated. A count of patrons using the library at a given hour, circulation, and assistance rendered to patrons on Friday evenings were compared to a slow Monday evening. It was found that an average Friday is about one-third as busy as a slow Monday. Mr. Dumas pointed out that perhaps better utilization of staff time could be accomplished if the Library were closed on Friday evenings, noting that the Lincoln Library in Springfield does this. Mrs. Batterham remarked that the Millikin Library closes at 6:00 p.m. on Friday for these reasons. However, after a brief discussion, the matter was tabled.

Further reporting, Mr. Dumas stated he has mentioned from time to time the problem in the basement of the Library with respect to the heat build-up which results from improper re-circulation of air. Our maintenance man, Mr. Richardson, requested engineers of the King-Lar Company to do a survey of library ventilation at no charge to the Library. The

engineers determined that the present ventilation system does not have any means to recycle or circulate the air within the building. They propose to install two 36" diameter wall fans in the exhaust air duct shaft to create a vacuum to draw the air which would complement the fan that forces the input air. Mr. Dumas stated this made sense to him and would result in some saving in the spring and fall by cutting the use of the heating system and the air conditioning.

It was reported by Mr. Dumas that security measures in the building are now complete, with panic hardware and alarms having been installed on all exits, and there is now a cut-off key on the second floor passenger elevator.

Noting that Mr. Keating and Mr. Swedberg of CLSI had arrived to pay their return visit and to field questions from the floor, Mr. Dumas stated we were told that the upgrading of the computer's capacity would cause no problems and could be accomplished with four or five hours of downtime; however, many problems followed. In the beginning the service men did not bring the correct parts to fit our configuration. Instead of getting the right equipment, they called somebody and they were given instructions on how to work around it. These instructions must not have been ample because all hell broke loose. The board blew up the processor. They had to have three different boards and a processor sent in and all of them required work when they were received. Mr. Keating stated that a processor does not explode unless there are incorrect instructions given. He further stated that a major upgrade of a system such as we went through could cause problems lasting from three to seven to nine days. The four to five hours of downtime promised was not too realistic. Mr. Keating noted that a diagnostic mistake at the trouble desk was made which added two days to the downtime. Mr. Marshall asked if downtime could be programmed and Mr. Keating answered affirmatively. Mr. Grieve stated it would seem that the company has quality control problems and information control problems from within. Mr. Keating replied that great strides have been made by CLSI the last two or three months, but he has been unable to get his programs implemented as quickly as he would like. Local inventory of parts will be in place as of July 1. New plug-in wands are now available. When one wand doesn't work, just plug in a new one. Mr. Holcomb asked if these wands would fit our machines and Mr. Keating replied that when trouble occurs with the input device, they will be retrofitted with the new wands. Newly designed portable terminals are now available and they work, Mr. Keating stated. He further remarked that he did not expect any further problems with the upgrading at RPL. Mr. Holcomb asked if CLSI is economically sound, and Mr. Keating answered that the company is in far better shape now than it was in February.

As Chairman of the Properties and Finance Committee, Mr. Marshall gave an informational report on the summary of income and expenditures through April 30, 1980 and bills approved through that date. The motion

for approval of the report by Mr. Marshall was seconded by Mr. Borchers and was unanimously approved by a roll-call vote. Mr. Marshall queried as to the procedure used when small checks made payable to the Library bounced. Mr. Dumas stated he would have to check on this. Mr. Marshall asked where the smoke alarms would be installed in the building, and Mr. Dumas replied they would be installed in the rest rooms in the basement due to vandalism there.

Mr. Marshall moved that the bid for the bookmobile trailer submitted by Brooks Brothers Trailers, Inc., Wentzville, Missouri, in the amount of \$28,760 be accepted and the contract for construction be awarded that firm. Mrs. Batterham seconded the motion. In discussion, Mr. Grieve and Mr. Marshall requested that some kind of a time-frame for the completion of the construction of the trailer be confirmed with the company in our letter of acceptance of the bid. Mr. Marshall stated he felt better about the bid now knowing that Brooks Brothers had worked on the previous trailer. The motion carried by a roll-call vote, Mr. Borchers abstaining.

At 5:50 p.m. Mr. Holcomb requested a brief Executive Session of the Board. The meeting reconvened at 5:55 and the Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Moore, moved that the salary of the City Librarian be increased 9% retroactive to May 1, 1980. Mr. Grieve seconded the motion and it was unanimously approved.

Under Old Business, Mr. Marshall suggested in regard to the security issue that people from various universities can conduct programs in employee awareness to help staff understand how to better deal with problems that may arise. Mr. Grieve stated that Western Illinois University has a fine law-enforcement program and might be a possibility.

The regular meeting was adjourned at 6:00 p.m.

ANNUAL MEETING

Mr. Holcomb called the Annual Meeting of the Library Board to order at 6:02 p.m.

The "Annual Report of the City Librarian", copies of which were mailed to all board members, was summarized by Mr. Dumas, who concluded that "the progress in the past year has been as always the result of a joint effort by many people. I want to thank the Board and Staff for the help, advice, and encouragement extended to me." 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.

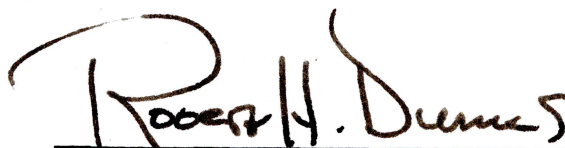
The "Annual Report of the Board of Directors" also previously mailed was discussed at this time. Mr. Marshall stated it is projected that the Library needs for 1981/1982 will be \$1,268,000, an increase of 5.5% over the current budget, and that of this estimated need the Library will generate about \$56,000, leaving \$1,211,400 to be raised from the library tax. Mr. Marshall stated his Committee was comfortable with this amount, but stressed the fact that the future budget would be "tight." Mrs. Batterham moved that the Board accept and file this report with the City of Decatur, Mrs. Moore seconded the motion 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. Mr. Grieve moved that the Board accept and file this report with the Illinois State Library, Mr. Marshall seconded the motion and it was approved. A copy of this report becomes a part of these minutes.

As Chairman of the Nominating Committee, Mr. Grieve presented the following slate of officers for the fiscal year 1980/1981: Norman Stewart, President, Shirley Moore, Vice President, and Reba Jackson, Secretary. Mrs. Batterham moved that a unanimous ballot for this slate of officers be cast, Mr. Marshall seconded the motion, and it was approved.

Mr. Grieve moved that the Board officially thank the library staff for a job well done this past year, Ms. Taylor seconded the motion, and it was adopted.

The Annual Meeting was adjourned at 6:30 p.m.

A handwritten signature in dark ink, reading "Robert H. Dumas". The signature is written in a cursive style with a large initial "R".

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

April, 1980

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1980 -	27,979	2,312	18,360	48,656	551,764
1979 -	26,176	2,315	17,666	46,157	523,530
A-V Materials, 1980 -	1,750	--	121	1,871	19,660
1979 -	1,508	--	107	1,615	15,928
Total Circulation 1980 -	29,729	2,312	18,481	50,527	571,424
1979 -	26,684	2,315	17,773	47,772	539,458

TECHNICAL PROCESSING

Cataloging

New books added	1,223
New titles added	564
Books withdrawn	857
Books mended	465

Acquisitions

Books checked in	903
Telephone Directories	41
Pamphlets	115
Gifts	18

Materials in the State of Processing

Materials (physical items) -	544
Titles	395

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended</u> <u>1978/79</u>	<u>YTD Expended</u> <u>1979/80</u>	<u>P.O.'s</u> <u>Out</u>	<u>Unencumbered</u>
Personal Services	780,436	709,572	739,353	00	41,083
Operating	175,886	119,931	135,753	00	40,133
Capital and Books	155,756	160,163	137,458	00	18,298

STAFF STRENGTH

	<u>Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present</u> <u>Strength</u>
Professional	6	--	--	6
Library Assistants	8 + 3 (240 hours)	--	--	8 + 3 (240 hrs)
Clerical	21 + 12 (764 hrs)	1	--	20 + 12 (776 hrs)
CETA	5	1	--	4
Maintenance	3	--	--	3

Current Vacancies: 3 Technical Services Clerks I
1 Head, Home Reading Department

Computer Down-time for Month - 4 days

MAY 1, 1979 THRU APR 30, 1980

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
101 FUND BALANCE MAY 1, 1979	117,205.00	0.00	186,623.67	69,418.67-	
101A CURRENT YEAR TAXES	991,230.00	0.00	991,212.40	17.60	
524 PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
728 INTEREST ON INVESTMENTS	10,000.00	6,275.37	20,957.93	10,657.93-	
728A LIBRARY FINES & FEES	16,000.00	2,257.30	22,336.15	6,336.15-	
729 NON-RESIDENT FEES	700.00	54.00	745.50	5.50-	
730 LOST & DAMAGED BOOKS	2,300.00	264.62	2,101.28	198.72-	
733 PRINTS MADE ON COPY MACHINE	700.00	162.32	900.00	200.00-	
739 ILL ST PER CAPITA GRANT	0.00	0.00	43,728.38	43,728.38-	
739 MISCELLANEOUS INCOME	5,700.00	898.00	10,470.79	4,770.79-	
TOTAL REVENUE	1,143,835.00	9,911.61	1,278,936.18	135,101.18-	111.81

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	643,804.00	0.00	48,052.37	617,037.69	26,766.31	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	97,826.00	0.00	7,196.33	89,663.86	7,862.14	
106	EMPLOYMENT COMPENSATION	3,209.00	0.00	1,643.53	3,208.29	0.71	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	16,357.00	0.00	1,280.76	15,161.42	1,195.58	
109	TEMPORARY SALARIES	19,119.00	0.00	637.44	13,983.00	5,136.00	
201	ADVERTISING	552.00	0.00	0.00	551.91	0.09	
202	PRINTING & BINDING	5,000.00	0.00	356.94	4,880.01	119.99	
211	SERVICE TO MAINTAIN BUILDINGS	10,248.00	0.00	495.02	10,247.21	0.79	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	650.00	0.00	15.00	223.73	426.27	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	11,715.00	0.00	195.24	10,211.99	1,503.01	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	4,150.00	0.00	146.65	2,987.48	1,162.52	
221	AUDITING SERVICES	650.00	0.00	0.00	650.00	0.00	
229	OTHER PROFESSIONAL SERVICES	1,557.00	0.00	400.00	1,556.05	0.95	
231	ELECTRICITY	33,000.00	0.00	4,255.40	32,921.82	78.98	
233	TELEPHONE	7,000.00	0.00	522.81	6,455.94	544.06	
234	WATER	400.00	0.00	0.00	347.25	52.75	
241	CONFERENCE ATTENDANCE EXPENSE	3,151.00	0.00	14.85	1,820.27	1,330.73	
245	POSTAGE	4,000.00	0.00	349.44	3,698.54	301.46	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,185.00	0.00	135.00	1,155.00	30.00	
288	RENTALS	5,275.00	0.00	402.50	4,199.00	1,076.00	
310	GAS OIL & ANTIFREEZE	1,272.00	0.00	173.42	1,271.48	0.52	
312	JANITORIAL SUPPLIES	1,844.00	0.00	187.93	1,843.18	0.82	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMT	9,326.00	0.00	2,301.44	9,325.68	0.32	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	2,553.00	0.00	28.30	2,552.58	0.42	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	4.61	0.39	
345	OFFICE SUPPLIES	15,600.00	0.00	252.69	15,344.57	255.43	
402	CONTINGENCIES	32,067.00	0.00	0.00	23.00	32,042.00	
403	TRANS TO G F (ADMIN SERV)	12,415.00	0.00	1,034.60	12,415.00	0.00	
415	SERVICE RECOGNITION PAYROLL	1,172.00	0.00	103.75	1,171.25	0.75	
423	INSURANCE	10,000.00	0.00	0.00	9,892.83	107.17	
TOTAL OPERATING EXPENDITURES		955,252.00	0.00	70,221.41	875,105.84	80,146.16	91.61
515	OFFICE MACHINERY & EQUIPMENT	24,500.00	0.00	875.00	11,080.38	13,419.62	
520	OTHER MACHINERY & EQUIPMENT	24,256.00	0.00	0.00	23,682.65	573.35	

MAY 1, 1979 THRU APR 30, 1980

SUBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
525 525 A	LIBRARY BOOKS RECORDS & EXHIBITS AUDIO VISUAL MATERIALS	100,000.00 8,070.00	0.00 0.00	6,207.77 219.39	94,625.54 8,069.72	5,374.46 0.28	
	TOTAL CAPITAL OUTLAY	156,826.00	0.00	7,302.16	137,458.29	19,367.71	87.65
	TOTAL EXPENDITURES	1,112,078.00	0.00	77,523.57	1,012,564.13	99,513.87	91.05

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MAY 1, 1979 THRU APR 30, 1980

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1979	36,863.00	0.00	40,419.94	3,556.94-	
CURRENT YEAR TAXES	113,470.00	0.00	114,560.17	1,090.17-	
PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
REPLACEMENT TAX	0.00	0.00	3,624.81	3,624.81-	
INTEREST ON INVESTMENTS	2,000.00	1,454.02	5,344.36	3,344.38-	
TOTAL REVENUE	152,333.00	1,454.02	163,949.30	11,616.30-	107.63

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	41.70	58.30	41.70
410	PRINCIPAL & INTEREST	113,470.00	0.00	0.00	113,470.00	0.00	100.00
	TOTAL EXPENDITURES	113,570.00	0.00	0.00	113,511.70	58.30	99.95

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MAY 1, 1979 THRU APR 30, 1980

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56 FUND BALANCE MAY 1, 1979	55,743.00	0.00	56,271.99	528.99-	
524 INCOME	0.00	0.00	0.00	0.00	
INTEREST ON INVESTMENTS	3,500.00	3,756.94	6,417.38	2,917.38-	
TOTAL REVENUE	59,243.00	3,756.94	62,689.37	3,446.37-	105.82

MAY 1, 1979 THRU APR 30, 1980

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1979	0.00	0.00	0.00	0.00	
731 TRANS FROM CITY OF DECATUR	24,963.00	4,831.60	22,951.83	2,011.17	
TOTAL REVENUE	24,963.00	4,831.60	22,951.83	2,011.17	91.94

SUBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	11,505.17	0.00	0.00	10,671.05	634.12	
103	RETIREMENT FUND	3,170.00	0.00	168.99	2,115.38	1,054.62	
105	WORKMENS COMPENSATION	0.00	0.00	0.00	0.00	0.00	
107	HOSPITALIZATION & MEDICAL INSURANCE	700.00	0.00	44.42	377.57	322.43	
107 A	GROUP LIFE INSURANCE	44.01	0.00	5.26	44.01	0.00	
109	TEMP SALARIES	9,543.82	0.00	2,721.28	9,543.82	0.00	
	TOTAL OPERATING EXPENDITURES	24,963.00	0.00	2,939.95	22,951.83	2,011.17	91.94
	TOTAL EXPENDITURES	24,963.00	0.00	2,939.95	22,951.83	2,011.17	91.94

MAY 1, 1979 THRU APR 30, 1980

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56 FUND BALANCE MAY 1, 1979	1,255.00	0.00	2,001.36	746.36-	
REVENUE	0.00	0.00	0.00	0.00	
624 INTEREST ON INVESTMENTS	60.00	136.38	274.29	214.29-	
789 MISC INCOME	900.00	0.00	910.42	10.42-	
TOTAL REVENUE	2,215.00	136.38	3,186.07	971.07-	143.84

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	800.00	0.00	0.00	0.00	800.00	0.00
	TOTAL EXPENDITURES	800.00	0.00	0.00	0.00	800.00	0.00

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CITY OF DECATUR, ILLINOIS

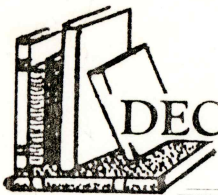
Decatur Public Library

April, 1980

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
66115	Treas-% Payroll Fund	Pd ending 2-2-80	1,882.20
66127	G Derovin	Security duty	25.00
66128	Steve Lipe	"	125.00
66140	Director of Labor	Unemployment comp ins	1,643.53
66149	Treas-% Employee's Ins Fund	Life & hosp ins	1,330.44
66156	Postmaster	Postage	300.00
66159	Treas-% Petty Cash Fund	Reimbursement	3.00
66168	Ill Power Co.	Power for month	4,255.40
66274	Treas-% Payroll Fund	Pd ending 4-9-80	24,058.09
66283	Treas-% General Operating Fund	Adm charges	1,034.60
66566	Treas- % Payroll Fund	Pd ending 4-16-80	2,011.80
66591	Audio Brandon Films	Film	57.50
66592	Audio Buff Co.	Audio visual materials	150.08
66593	Beckley Carcy	Office supplies	12.35
66594	Black & Co.	Hardware supplies	16.38
66595	Bowers & Ruddy Galleries	Books	14.95
66596	R R Bowker	"	8.56
66597	Brodart, Inc.	"	18.26
66598	Callaghan & Co.	"	120.00
66599	Center Magazine	"	18.00
66600	Ceramics Monthly	"	12.00
66601	DashDisposal	Service for month	15.00
66602	George Day Sons	Paint	38.40
66603	Decatur Tribune	Books	7.00
66604	Downtown Decatur Council	Parking for month	300.00
66605	Peter Eaton	Books	54.94
66606	Field & Shorb	Valve	12.87

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
66607	K's Merchandise Mart	Smoke alarms	41.91
66608	Firestone Stores	Tire repair	6.75
66609	Forest Press	Books	3.17
66610	Free Lance	"	9.43
66611	Gale Research Co.	"	30.40
66612	Gaylord Brothers, Inc.	Office supplies	47.38
66613	Government Printing Office	Books	24.00
66614	Greanias, Booth, Greanias & Burton	Legal services	150.00
66615	Haines & Essick Co.	Office supplies	39.50
66616	Herb's Audio Service	Repair service	42.50
66617	Ill Bell Telephone Co.	Telephone service	522.81
66618	Industrial Printing, Inc.	Printed sheets	12.00
66619	Jan San Supply Co.	Janitorial supplies	149.44
66620	Natl Geographic Society	Books	11.95
66621	Otis Elevator Co.	Elevator service	246.02
66622	Pitney Bowes	Postage machine rental	45.00
66623	Rolling Prairie Libraries	Computerized Circulation system	875.00
66624	Rossiter's Office Machines	Repair service	152.74
66625	Sattley's Office Machines	Office supplies	52.65
66626	Scholastic Books	Books	5.00
66627	Schuerman Key Shop	Serviced door closers	154.00
66628	Smith-Scharff Paper Co.	Janitorial supplies	28.75
66629	Smith Tire Co.	Repair service	14.00
66630	Supt of Documents	Books	16.50
66631	Audio Buff Co., Inc.	Audio visual supplies	69.31
66632	Brodart, Inc.	Office supplies	94.60
66633	Johnson Publ Co.	Books	11.03
66634	Tica, Inc.	Installed thermostat	78.00
66635	Vanila Press	Books	9.95
66637	West Publ Co.	"	62.50

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
66771	Treas-% Central Service Fund	Gasoline for bookmobile	173.42
66780	Automated Fire Protection Co.	Repair service	95.00
66781	Baker & Taylor Company - New York	Books	720.87
66782	" Chicago	"	4,086.60
66783	Doubleday	"	75.27
66784	Englewood Electric Supply	Automotive parts	14.89
66815	Postmaster	Postage	17.60
66908	Arab Customs	Books	6.95
66909	Baker & Taylor - Chicago	"	725.13
66910	George Day & Sons	Paint	37.98
66911	Doubleday & Co.	Books	105.84
66912	Ill Library Assn.	Dues	135.00
66913	Manpower	Wash bookmobile	21.40
66930	Treas-% Payroll Fund	Pd ending 4-23-80	23,459.00
66956	Treas-% Payroll Fund	Service recog pay	103.75
66993	Black & Co.	Hardware supplies	28.23
66994	Englewood Electrical Supply	Electrical supplies	2,128.75
66995	Fideler	Books	42.57
66996	Haines & Essick Co.	Office supplies	35.82
66997	Library Cards Ltd.	Catalog cards	344.94
66998	D L Raver	Security duty	50.00
66999	Frank Shultz	"	50.00
66700	Treas-% I M R Fund	April retirement charges	7,365.32
67035	Treas-% Petty Cash Fund	Reimbursement	117.95
67054	First National Bank of Decatur	Investment	1,593.75
67055	"	"	3,893.32
			<u>\$85,960.99</u>



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



May 22, 1980

Honorable Mayor and Council
City of Decatur
707 East Wood Street
Decatur, Illinois 62523

Lady and Gentlemen:

Enclosed herewith is the Annual Report of the Board of Library Directors of the City of Decatur for the fiscal year 1979/1980. As required by statute, this report contains a statement of the money which, in the opinion of the Board, will be required for the operation of the Library in fiscal 1981/1982. It is projected that the Library needs for 1981/1982 will be \$1,268,000, an increase of 5.5% over the current budget, and that of this estimated need the Library will generate about \$56,600, leaving \$1,211,400 to be raised from the library tax.

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 graphs and tables, of Library activity in the past year.

Sincerely yours,

Dean Holcomb, President
Board of Library Directors

DH/hs

cc: City Manager

ANNUAL REPORT OF
THE BOARD OF LIBRARY DIRECTORS
OF THE CITY OF DECATUR
1979/1980

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, 1980, and is a report of the condition of the Board's trust on April 30, 1980.

STATEMENT OF MONEY RECEIVED

Fund balance, May 1, 1979	\$ 186,623.67
Tax levy receipts	991,212.40
Fines and fees	22,336.15
Non-resident fees	705.50
Interest on Investments	20,857.93
Lost and damaged materials	2,101.28
Prints made on copy machines	900.08
Miscellaneous income	10,470.79
Illinois State Per Capita Grant	<u>43,728.38</u>
Total	\$1,278,936.18
Comprehensive Employment and Training Act	22,951.83

STATEMENT OF PURPOSES FOR WHICH MONEY EXPENDED

Regular Salaries	\$ 617,037.69
Temporary Salaries	13,983.00
Retirement Fund	89,963.86
Unemployment Compensation	3,208.29
Hospitalization, Medical & Life Insurance	15,161.42
Advertising	551.91
Printing and Binding	4,880.01
Service to Maintain Buildings	10,247.21
Service to Maintain Other Improvements	223.73
Service to Maintain Office Equipment	10,211.99
Service to Maintain Automotive Equipment	2,987.48
Auditing Services	650.00
Other Professional Services	1,556.05
Electricity	32,921.02
Telephone	6,455.94
Water	347.25
Conference Attendance Expense	1,820.27

STATEMENT OF PURPOSES FOR WHICH MONEY EXPENDED (CONTD)

Postage	3,698.54
Professional Association Membership Fees	1,155.00
Rentals	4,199.00
Gas, Oil, Anti-freeze	1,271.48
Janitorial Supplies	1,843.18
Materials to Mainting Buildings & Improvements	9,325.68
Materials to Maintain Automotive Equipment	2,552.58
Medical and Laboratory Supplies	4.61
Office Supplies	15,344.57
Transfer to General Fund (Admin. Service)	12,415.00
Service Recognition Payroll	1,171.25
Insurance	9,892.83
Office Machinery and Equipment	11,080.28
Other Machinery and Equipment	23,682.65
Library Print Materials	94,625.54
Library Audio-Visual Materials	<u>8,069.72</u>
Total	\$1,012,564.13

CETA EXPENDITURES

Salaries	\$ 10,871.05
Retirement	2,115.38
Hospitalization and Medical Insurance	377.57
Group Life Insurance	44.01
Temporary Salaries	<u>9,543.82</u>
Total	\$ 22,951.83
Total: All Expenditures	\$1,035,515.96

STATEMENT OF CONDITION OF TRUST FUNDS

Joseph H. Breckenridge Fund	
Fund Balance, May 1, 1979	\$ 56,271.99
Interest on Investment	6,417.38
Income	<u>0.00</u>
Balance, April 30, 1980	\$ 62,689.37
Maude E. Bridges Fund	
Fund Balance, May 1, 1979	\$ 2,001.36
Interest on Investment	274.29
Income	<u>910.42</u>
Balance, April 30, 1980	\$ 3,186.07

STATEMENT OF BOOKS AND OTHER MATERIALS AVAILABLE AND CIRCULATED

Book Stock, Volumes	187,564
Periodicals, Number of Titles	786
Periodicals & Newspapers, reels of microfilm	7,553
Microfiche, sheets of	21,523
Film strips	213
Motion pictures, reels of	217
Phonodiscs	6,011
Cassette recordings	624
Art reproductions	240
Government documents	39,259
Telephone directories	749
College catalogs	668
Pamphlets	15,573

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	22,787
General works	4,489
Philosophy and psychology	8,399
Religion	5,005
Social Science	29,689
Language	13,456
Science	14,381
Useful arts and technology	47,969
Fine, decorative and performing arts	52,144
Literature	9,226
History	13,271
Travel and biography	16,974
Periodicals	38,064
Pamphlets, documents, etc.	4,729
Fiction	184,431
Paperbound books	10,593
Juvenile picture books	<u>74,104</u>
Total	549,711

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

B. Audio-Visual Materials

Motion pictures, 16mm	371
Motion pictures, 8mm	513
Cassette recordings	1,754
Phonodiscs	13,253
Art reproductions, framed	860
Pictures, mounted	<u>191</u>
Total	16,942

C. Materials Borrowed from Other Libraries

Books	1,877
Motion pictures	<u>2,894</u>
Total	4,771

Total Circulation 571,424

STATEMENT OF PROPERTY ACQUIRED BY DEVISE, BEQUEST OR GIFT

The Library received \$910.42 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 \$195,000 in principal and \$13,340 in interest. Payments on principal and interest and other expenses during the year totaled \$113,511.70.

STATEMENT OF MONEYS REQUIRED FOR LIBRARY OPERATION IN 1981/1982

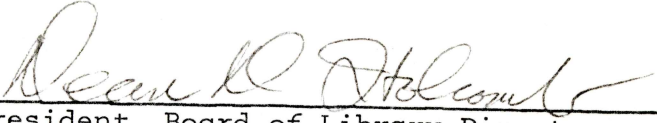
It is estimated by the Board of Library Directors that \$1,268,080 will be required to operate the Library in 1980/1981. Of this amount the Library will generate \$56,600 leaving the sum of \$1,211,480 to be raised by the Library tax levy.

OTHER STATISTICS, INFORMATION, AND SUGGESTIONS

Appended hereto are the "Illinois Public Library Annual Report, 1979/1980", 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, 1979/1980", 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 22, 1980.

DATED this 22nd day of May, 1980



President, Board of Library Directors

ILLINOIS PUBLIC LIBRARY
ANNUAL REPORT
1979 - 1980

(Please read the instructions and definitions accompanying this form)

IDENTIFICATION

- Location
1. City (a) Decatur County (b) Macon 1
 2. Librarian (a) Robert H Dumas System (b) Rolling Prairie Lib. 2
 3. Type of library (Circle correct number) 3

District (1)	Township (3)	Town (5)
County (2)	City (4)	Village (6)
 4. Population served (Population of tax base area according to 1970 Federal Census or approved special federal census) 90,397 4
 5. Legal name of central library Decatur Public Library 5
 6. Library telephone (include area code) (217) 428-6617 6
 7. Mailing address (include street and zip code) 247 E. North St., Decatur, Ill 62523 7
 8. Names of branch libraries (list) _____ 8

GENERAL INFORMATION (Report status as of October 1, 1979)

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

9. Total number of hours open per typical week in October (whole hours only, omit fractions) 68 9
10. 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 10

Registered Borrowers

11. Total number of resident borrower's cards in force as of October 1 33,409 11
- Number of nonresident borrower's cards and their fee each, if any, as of October 1, 1979 for the following types of cards:

	Number (a)	Fee (each) (b)	
12. Family	<u>25</u>	<u>27.00</u>	12
13. Individual			13
14. Student	<u>950</u>	<u>none</u>	14
15. Other (specify)			15

RESOURCES (Report for your entire fiscal year)

	Held at End of Last FY (a)	Withdrawn During FY (b)	Added During FY (c)	Held at End of this FY (d)	
<u>Book Stock</u> (exclude periodicals and microforms)					
16. Number of volumes	<u>190,416</u>	<u>15,354</u>	<u>12,502</u>	<u>187,564</u>	16
17. Number of titles (exclude duplicate copies)	<u>91,549</u>	<u>5,444</u>	<u>4,686</u>	<u>90,791</u>	17

18. Number of <u>titles</u> currently received				598	18
19. Number of <u>titles</u> for which back issues are held	843	82	25	786	19
<u>Microforms</u>					
20. Number of <u>titles</u>	227	0	0	227	20
<u>Audiovisual Materials</u>					
21. Motion pictures films: number of <u>titles</u> ; all sizes	182	0	2	184	21
22. Audio recordings: number of <u>titles</u> ; cassettes, discs, etc.	3,334	115	1,060	4,279	22

USE OF RESOURCES (Report for your entire fiscal year)

Direct Circulation of all Materials to Library Users

23. Adult materials transactions	352,487	23
24. Juvenile materials transactions	218,937	24
25. TOTAL transactions (sum of lines 23 & 24)	571,424	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, 1980.

Library Receipts by Source

Whole Dollars Only

26. Local Government (DO NOT REPORT REVENUE SHARING FUNDS HERE) ...	991,212	26
27. State government (exclude federal funds distributed by the state)	43,728	27
Federal Government (include federal funds distributed by the state)		
28. Revenue Sharing received for operating expenditures	0	28
29. Revenue Sharing received for capital expenditures	0	29
30. Other federal funds received	22,952	30
31. All other receipts	243,995	31
32. TOTAL receipts (sum of lines 26-31)	1,301,888	32

Library Expenditures by Category

33. Salaries and wages for staff (exclude plant operation and maintenance staff and fringe benefits. Report fringe benefits on line 34 below)	615,673	33
34. Fringe benefits for staff (include fringe benefits for plant operation and maintenance staff)	110,871	34
<u>Library materials</u>		
35. Books and other printed materials (exclude microforms and periodicals)	80,664	35
36. Periodicals (exclude microforms)	13,031	36
37. Microforms	781	37

38. Audiovisual materials	8,219	38
39. All other operating expenditures not entered above	171,514	39
40. Capital outlay for sites, buildings, remodeling of old buildings, purchase of initial bookstock for new or expanded buildings, purchase of new vehicles, etc.	34,763	40
41. TOTAL of all expenditures (sum of lines 33-40)	1,035,516	41

PERSONNEL (Report status of October 1, 1979)

List the information requested below for each person (including pages) on your library staff as of the first day of October. For vacant positions requiring at least a bachelor's degree, please put VACANT in the "name" column. REPORT ONLY VACANT POSITIONS REQUIRING A BACHELOR'S DEGREE OR MORE. Report vacant head librarian position even if a Bachelor's degree is not required. Please divide the list into three groups and label: (a) librarians, media and audiovisual specialists, etc., (b) technical, clerical, and other staff, (c) 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.

Position	Name	Education	Sex	Hrs. Worked Per Week	Hourly Rate	Annual or Salary
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42. Head Librarian

Please see attached list.	42

REFERENDA

43. Was your library involved in a referendum during the last fiscal year?Yes _____, No XX 43
If No, go directly to Line 47. If YES, please attach a copy of the ballot or a statement of the proposition as presented to the voters.

44. What was the date of the referendum? 44

45. Indicate by a check what types of referenda were presented to the voters, and whether each passed or failed.

	Passed	Failed	
Tax Increase Referendum			45
Bond Issue Referendum			
Establishment Referendum			
Annexation Referendum			

Conversion Referendum
Other

46. Number of votes cast? For _____, Against _____ 46

LIBRARY BOARD AND OTHER OFFICIALS

47. President (a) Dean Holcomb (b) 2635 Forrest Green Dr 47
Name _____ Home Address _____
(c) (217) 428-2798 (d) 1977-1980
(Area Code) Telephone _____ Dates of Term _____
48. Vice-President (a) Carol Batterham (b) 664 South Crea 48
(c) (217) 429-4960 (d) 1978-1981
49. Treasurer (a) _____ (b) _____ 49
(c) _____ (d) _____
50. Secretary (a) Norman Stewart (b) 142 North Taylor 50
(c) (217) 428-6168 (d) 1979-1982
51. Other Members (a) Robert Borchers (b) 132 South Water 51
(c) (217) 422-0047 (d) 1978-1981
52. (a) William Grieve (b) 1411 South 31st 52
(c) (217) 422-8830 (d) 1978-1980
53. (a) Reba Jackson (b) 206 Dover Drive 53
(c) (217) 423-3970 (d) 1978-1980
54. (a) David Marshall (b) 155 South Glencoe 54
(c) (217) 422-0824 (d) 1979-1982
55. (a) Shirley Moore (b) 418 Woodhill Drive 55
(c) (217) 422-2565 (d) 1979-1982
56. (a) Sharon Taylor (b) 868 West William 56
(c) (217) 423-8423 (d) 1979-1981
57. (a) _____ (b) _____ 57
(c) _____ (d) _____
58. (a) _____ (b) _____ 58
(c) _____ (d) _____

59. Name of library attorney (a) Edward Booth 59
Address (b) 132 S Water Decatur Telephone (c) (217) 423-6076

60. Is the custodian of library funds a member of the board? Yes _____, No x 60

61. Surety company covering custodian of funds: Lumberman's Mutual 61

62. Amount of Surety Bond (See Illinois Revised Statutes, Chapter 81, para. 4-9 and P.A. 79-413): \$ 1,000,000 62

63. Name of certified public accountant employed by the library or your corporate authority:
Name Graves and Graves Address 132 S. Water, Decatur 63 62523

64. Person to contact (if necessary) concerning the information reported on this form:
Name Robert H. Dumas Telephone (217) 428-6617 64

CERTIFICATION

65. 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 1979 and ending April 30 1980 65

66. Legal name of library Decatur Public Library 66

67. Signature of the librarian Robert H. Dumas 67

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.

68. (a) Norman L. Stewart (b) Dean Holcomb 68
Secretary (signature) _____ President (signature) _____

69. (a) May 22, 1980 69
Date _____

<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	33,362
Supv, Tech Serv	Babicki, Joseph	4	M	40	27,099
Lib. Assistant	Berbaum, Harriet	2	F	40	17,468
Lib. Assistant	Grove, Marsha	2	F	40	16,638
Lib. Assistant	Harper, Mary	2	F	40	17,468
Children's Lib.	Hippenhammer, C.	4	M	40	21,234
Lib. Assistant	Johnson, Phyllis	2	F	40	17,468
Reference Lib.	Paine, Barbara	4	F	40	17,905
Lib. Assistant	McGregor, Dixie	2	F	40	17,468
Lib. Assistant	Merideth, Dayle	2	F	40	17,468
Supv, Adult Serv	Vacant	4		40	22,295
Lib. Assistant	Voorhees, Carol	2	F	40	17,468
Head, Home Reading	Poertner, Dale	4	M	40	20,223
Lib. Assistant	Roberts, George	2	M	40	17,468
Extension Lib.	Seidl, James	4	M	40	21,234
Cataloger (Head)	Hadley, Cornelia	4	F	40	21,234

Group (b)

Lib. Clerk III	Anderson, Karen	2	F	40	13,037
Head Page	Bumgardner, Barbara	1	F	40	9,263
Tech Serv Clerk I	Brooks, Roberta	1	F	40	10,213
Tech Serv Clerk II	Colebar, Kathy	1	F	40	12,416
Page	Collins, Donna	1	F	40	8,402
Page	Cox, Ellen	2	F	40	8,402
Lib Clerk II	Crawford, Elizabeth	1	F	40	12,416
Bkmobile Clk Driver	Fetrow, Mary	1	F	40	12,416
Page	Gentry, Susan	1	F	40	8,402
Tech Serv Clerk II	Sebern, Albina	1	F	40	11,260
Lib Clerk II	Irvin, Georgia	1	F	40	11,260
Tech Serv Clerk I	Lewis, Florence	1	F	40	10,725
Bkmobile Clk Driver	Wheatley, Clarence	1	M	40	11,260
Staff Artist	Burch, Leta	1	F	40	10,725
Clerk-Steno II	Schwegman, Helen	2	F	40	13,687
Tech Serv Clk I	Stanbery, Joan	1	F	40	9,263
Lib Clerk I	Tempel, Sharon	1	F	40	11,260
Lib. Clerk II	Wheeler, Margie	1	F	40	12,416
Tech Serv Clerk III	Williams, Nancy	1	F	40	13,687
Page	Rora, Margaret	1	F	40	7,620

Group (c)

Maintenance Man	Richardson, Owen	1	M	40	14,372
Head Bldg Custodian	Bledsoe, Terry	1	M	40	10,725
Bldg. Custodian	Matthews, Curtis	1	M	40	10,467

<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>					
Page	Mills, Georgia	1	F	12	3.32
Page	Heideman, Susan	1	F	20	3.66
Bkmobile Clerk Drv	England, James	2	M	20	4.91
Library Asst. I	Mills, Linda	2	F	20	6.91
Page	Zerfowski, Janet	1	F	12	3.32
Tech Serv Clk I	Penne, Mary Lou	1	F	20	5.16
Library Clerk I	Pierce, Alma	1	F	20	4.68
Page,	Campbell, Jane	1	F	12	3.32
Library Clerk I	Trebacz, Betty	1	F	20	4.56
Library Clerk I	Irons, Leta	1	F	20	4.56
Page	Topps, Annette	1	F	12	3.32
Library Clerk I	Kirby, Ann	1	F	20	4.23

ANNUAL REPORT OF
THE CITY LIBRARIAN
1979/1980

In reporting on the final year of the seventies, it is not inappropriate to glance back briefly over the decade to see where we have come from and what distance we have covered. In January, 1971, the Central Library moved to its present location and a building roughly three times the size of the Carnegie building it had vacated, and where it had served Decatur since 1903. It is not too much to say that the additional room, the disposition and configuration of space, and the overall attractiveness and comfort of the furnishings in the new quarters have made all the difference in the world, and have permitted the development of service levels that were previously impossible. Shortly after the relocation of the Central Library the decision to retire old self-contained bookmobiles and to purchase trailer units that would house adequate book resources made modern extension service a reality. An audio-visual collection that had languished in a more or less dormant state for a number of years was revived and revitalized. The introduction of modern computerized circulation control has not only introduced new efficiencies in that operation but promises use in the future for electronic bibliographic control and access to collections. Circulation during the decade has grown by more than 75,500, nearly 15%, while reference and other professional assistance have grown from 21,796 in 1969/70 to 40,121 this

year. Registered patrons have increased by more than 25% to a current 35,862. These increases are the more remarkable given the erosion in a considerable segment of the population the Library serves: The public schools have reported a 23% decline in enrollment - from 20,899 in 1970 to 16,079 in 1980.

Good weather, increased registration, and higher levels of service have combined in the past year to yield an overall gain in circulation of nearly 6%. Particular growth occurred in Audio-Visual circulation (+23%) and in the Extension Department (12.6%).

The Circulation Department reports a higher level of activity with more than 7,000 registrations processed. Of the 7,000 plus patrons who were mailed overdue notices, approximately 2,000 had not returned materials by the time bills were due to be mailed six weeks later. More than 5,000 reserved book notices were sent by Circulation Department - a large increase over the previous year which reflects both growth in patronage and a greater expectation that reserves will turn over more quickly - a result, most likely, of greater duplication of popular materials. The computerized circulation system was the source of much frustration in the Circulation Department: Various components were down for a total of 344 hours - and this does not include a two month period without a light pen during the summer of 1979 nor a four-week period in Technical Services without a CRT. The vice president for support systems of the supplier visited the Library in February to discuss initiatives which he was undertaking to improve service. Since then there has been an improvement in line

with his commitment, but much improvement is still needed and expected as the company continues to implement its new procedures.

The Library and Rolling Prairie Libraries have jointly applied and been awarded a matching grant to upgrade the central processing unit with a greater storage capacity to permit expanded bibliographic records including subject analysis. The State Library's interest is in the improvement of interlibrary cooperation in Illinois. Decatur Public Library's share of the matching grant is the cost of terminals already scheduled for bookmobile use.

Adult Services experienced a radical shift in supervision during the year with the resignation of Mr. Puricelli and the appointment of Mr. Poertner as Supervisor. The Library also regrets the loss of Miss Loe, Head of Reference, who took a consulting position in a regional library in the Chicago area. Miss Loe's successor, Mrs. Barbara Paine, formerly was associated with the Decatur Public Library as reference assistant and her return as Department Head is warmly welcomed. The Audio-Visual/Young Adult Librarian position vacated in 1978/79 was not filled and a half-time assistant has been added to the Home Reading Department to help absorb the work of overseeing these services. In the Home Reading Department substantial work was done in retrospective acquisition including replacement and updating of materials in psychology, social sciences, technology (particularly in such areas of timely concern as solar building/heating and other energy related matters), handicrafts and poetry. A major effort also was made in the development of a standard repertoire on disc and tape in the Audio-Visual collection. The graphs

in Appendix I reflect the greatly increased service level overall, with the large decrease in Young Adult/Audio-Visual area resulting from the unfilled professional position. Among programs of the past year some of the most popular were the Books-Between-Bites reviews sponsored by the Friends of the Library during the Fall through Spring and by the Library Staff in the summer; a musical series featuring Ms. Elizabeth Travis, cosponsored by the Decatur Area Arts Council, and a public lecture series planned in cooperation with Richland Community College. A brief home-made movie of a celebration of the Macon County Centennial celebration shown during the Sesquicentennial was a surprise, drawing more than 196 people to eleven showings. In all, attendance at all programs and meetings in the library numbered more than 1900 people.

The Children's Department continued to enlarge upon its program, increasing its circulation to more than 125,000 (a gain of 5%) while offering a full range of public programming, school visits, booklists, and other reader aids and stimuli. Particular emphasis in the past several years has been put on service to the very young patron, including the pre-schooler. Clearly this has been a step in the right direction both as a useful service in its own right and as the first step in reconstructing the services and collections in the Children's Department generally. This particular emphasis is reflected in the circulation this year of 44,472 picture books from the Children's Department (74,104 for the Library as a whole). Cooperation with other community groups or businesses - the schools, WDZ, Downtown Council, MacDonald's Restaurants, etc. - has been a source of strength in programming.

The Extension Department, as noted above, had a banner year, continuing the trend of the past charted in Appendix II. The new bookmobile trailer, designed with the help of Dean Klingaman of Caterpillar, was placed in service and is appreciated by both the staff and the public. Requests for bids to construct a second trailer of the same design were advertised near the end of the fiscal year. Orders for additional terminals and telephone lines were also placed near the end of the year. Implementation of on-line circulation control for bookmobiles is expected early in 1980/1981 and will provide bookmobiles with the same circulation capability and statistics as the Central Library.

Although receipts of materials in the Order Department were greater than in the previous year, reflecting larger expenditures, the Library collections again declined in overall size. Costs of materials again increased, in some cases considerably - reference works, for example, suffered almost a 40% increase in cost - although the Library is buying a larger part of its materials in paperback. The growing cost of books is reflected in Appendix III. A number of changes in procedures were instituted in the Order Department to improve efficiency: searching of the National Union Catalog for current books without cataloging information in the book was discontinued since the number of entries found did not justify the time; a new statistical form combining both work and receipt figures was devised; and a new procedure for ordering and receiving materials on permanent loan from Rolling Prairie Libraries was effected, eliminating the need for both libraries handling the orders and invoices. Projected for 1980/1981 is a project to set up master control cards for

periodicals so that all periodical holdings will be properly inventoried. Because of the problems - which seem to be growing - in lapsation in continuity in subscriptions, an experiment in direct order of all periodicals will be tried in 1980/81. Expenditures for materials received included, in addition to regularly budgeted funds, approximately \$13,000 in special funds or gifts in kind. Of this, the largest amount was \$11,700 from Rolling Prairie Libraries for books to be held on permanent loan; other donors included the Decatur Council for Exceptional Children, the Decatur Audubon Society, the Sandemac Kennel Club, and Mary Mullen Harper.

The Catalog Department showed increased productivity (about 8%) compared with the previous year with respect to total material cataloged (See Appendix IV), and while the collections declined in size, the rate of erosion slacked off considerably. The work flow on new books in Technical Services tends to follow the seasonal peaks and valleys of the publishing industry and during the slower periods the Catalog Department is able to devote more time to its on-going projects: converting from obsolete subject headings to current terms - the public catalogs are being systematically, alphabetically overhauled; recataloging and reclassification to bring the collections into consistency with present practice; reinstatements of lost materials that have been recovered; transfer of materials between departments to increase utilization; and withdrawals. In the past year 1,966 new subjects were established in library catalogs and 1,128 terms were cancelled; 610 items were recataloged; 351 books were transferred; 5,444 titles plus unneeded duplicates were withdrawn. The total activity of the department required the filing of more than 74,000 cards in catalogs and pulling of another

53,400 cards. Among the special projects completed this year was the recataloging and reclassification of the sound recordings, the consolidation of the first floor adult catalog, and the expansion of the Audio-Visual catalog. During the next year the Department will be confronted with addition of subject analysis in the computerized holdings file and the enormously complex problems that will result from the formal adoption of the Anglo-American Cataloging Rules, 2nd edition, parts of which have already been adapted by the Library of Congress and by this Library. The major problems will stem from certain changes in the rules of entry and form of entry and the difficulties that arise in trying to articulate present practice with the new rules. Since the best solution over the long run is also the most expensive, the question of expediency cannot be eliminated on purely short run economic considerations.

As the circulation gains put increasing strains on the bookstock, as greater numbers of paperbound books are added to the collections, and as the Library's subscriptions to periodicals grow, there results a heavier material flow through the Processing and Mending Unit of Technical Services, which is responsible for preparing materials for the commercial binder, for in-house mending of materials, for processing new and recataloged books - lettering spines, placing pockets and plastic jackets on books - for placing in-house covers and reinforcements on paperbacks, for reinforcing and pocketing magazines, and for similar tasks related to audio-visual materials. As the circulation gains put added strain upon the book stock, as greater numbers of paperbound books are added to the collections and the Library's subscriptions to periodicals continue to grow, a heavier material flow through this unit results. As Appendix V shows, the workload for the staff of one-and-a-half persons is extremely large and reflects great credit upon

them. To alleviate some of the workload, a simplification of marking on book pockets is under consideration, but as acquisitions increase to the level needed to maintain balance or allow a modest growth in the collections and as certain reclassification projects are gotten under way, it will be necessary to augment staffing in this area.

The Staff Artist, Ms. Burch, replaced Mrs. Portz half-way through the fiscal year, but quickly acclimated herself to the routines of the work and the display and illustrative needs of public service. At the same time, she has been developing community resources to facilitate extramural groups to articulate in a meaningful way in the Library's exhibit program.

The Maintenance Department gained a new head in July, 1979, replacing Mr. Davis who resigned to accept a position elsewhere. Mr. Richardson has quickly taken charge and has quietly and efficiently set about gaining control over all aspects of the work: a major plastering touch-up and painting program in several areas of the Library has been completed, sixteen steam traps in the heating system were rebuilt, joints in the roof cap were sealed and caulked, all emergency lights were checked and had routine maintenance (those needing repairs were returned to the maker), storm windows were installed in Technical Services, all book returns were painted, two record bins were built, etc.: all this in addition to routine preventive maintenance and arranging for contractors to do work - a major roofing job, installation of a new water heater, work on the air conditioners, installation of security alarms on exits, etc. The addition of a CETA worker to the custodial force has allowed a better job of cleaning and upkeep

in the building and permitted the shampooing of carpets on the lower two levels by our staff rather than contracting for the work as in the past.

The progress in the past year has been as always the result of a joint effort by many people. I want to thank the Board and Staff for the help, advice, and encouragement extended to me and colleagues in the Rolling Prairie Libraries, the City of Decatur, the Friends of the Library for the many instances of cooperation and support I have received.

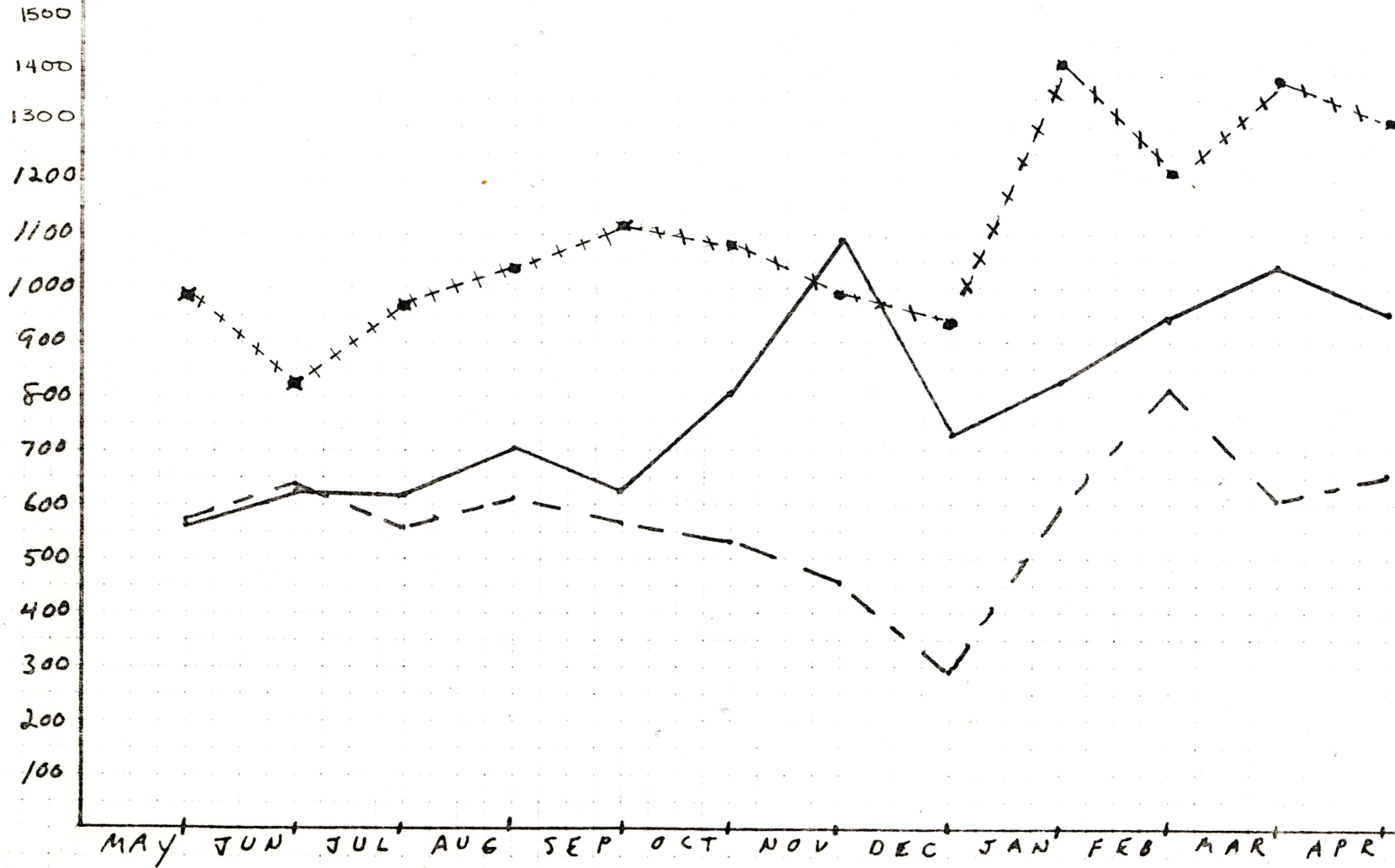
Professional Assists - HOME READING DEPT

1977/8 -----

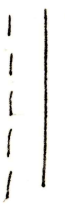
1978/9 _____

1979/80 + + + + + +

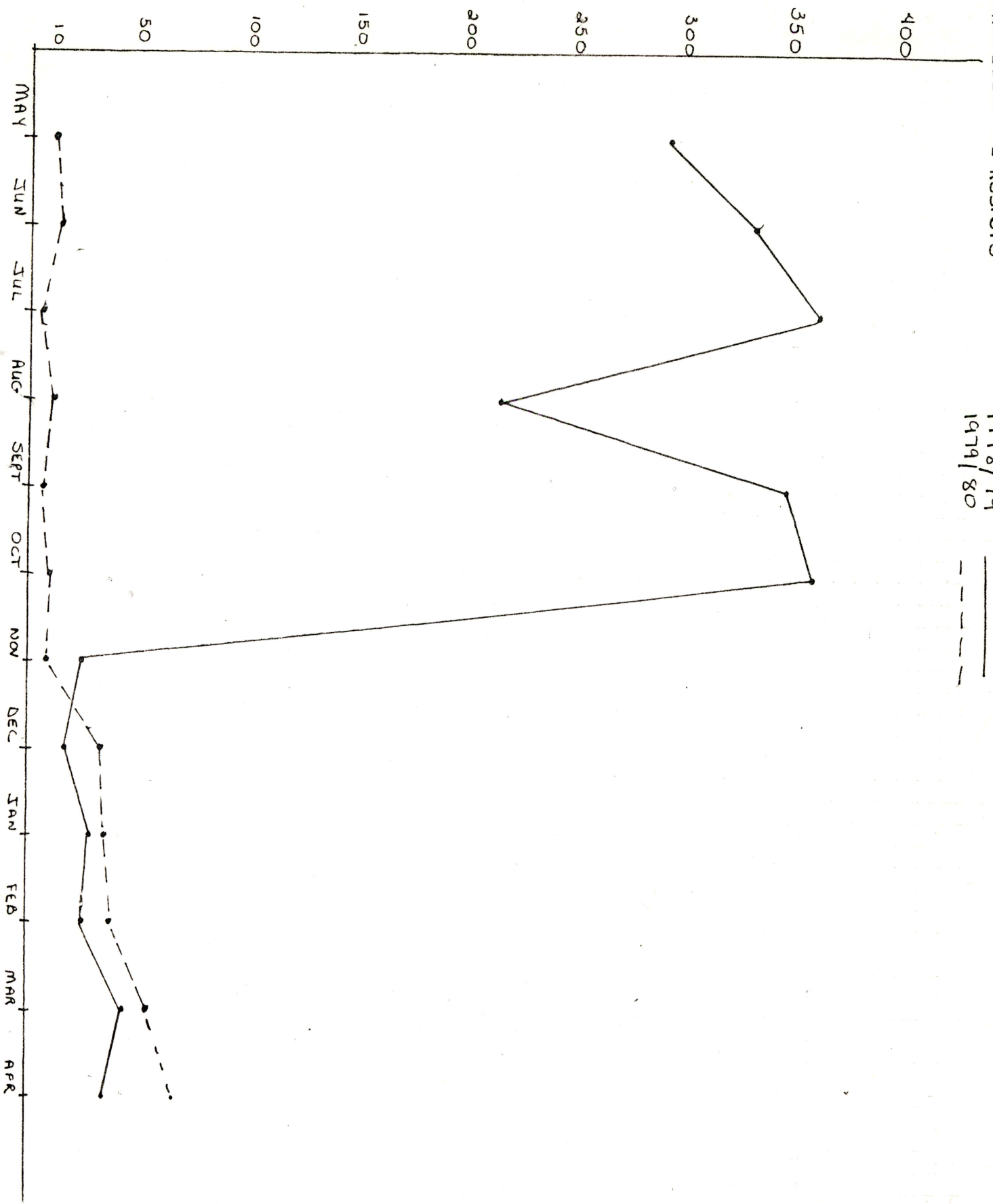
Appendix I
Chart A



1978/79
1979/80



Appendix I
Chart B



APPENDIX II

Bookmobile Circulation

	<u>Total</u>	<u>BKM 547</u>	<u>BKM 548</u>
1977/78	119,270	60,192	59,078
1978/79	125,237	62,262	62,975
1979/80	140,312	68,316	71,996

Outreach Circulation

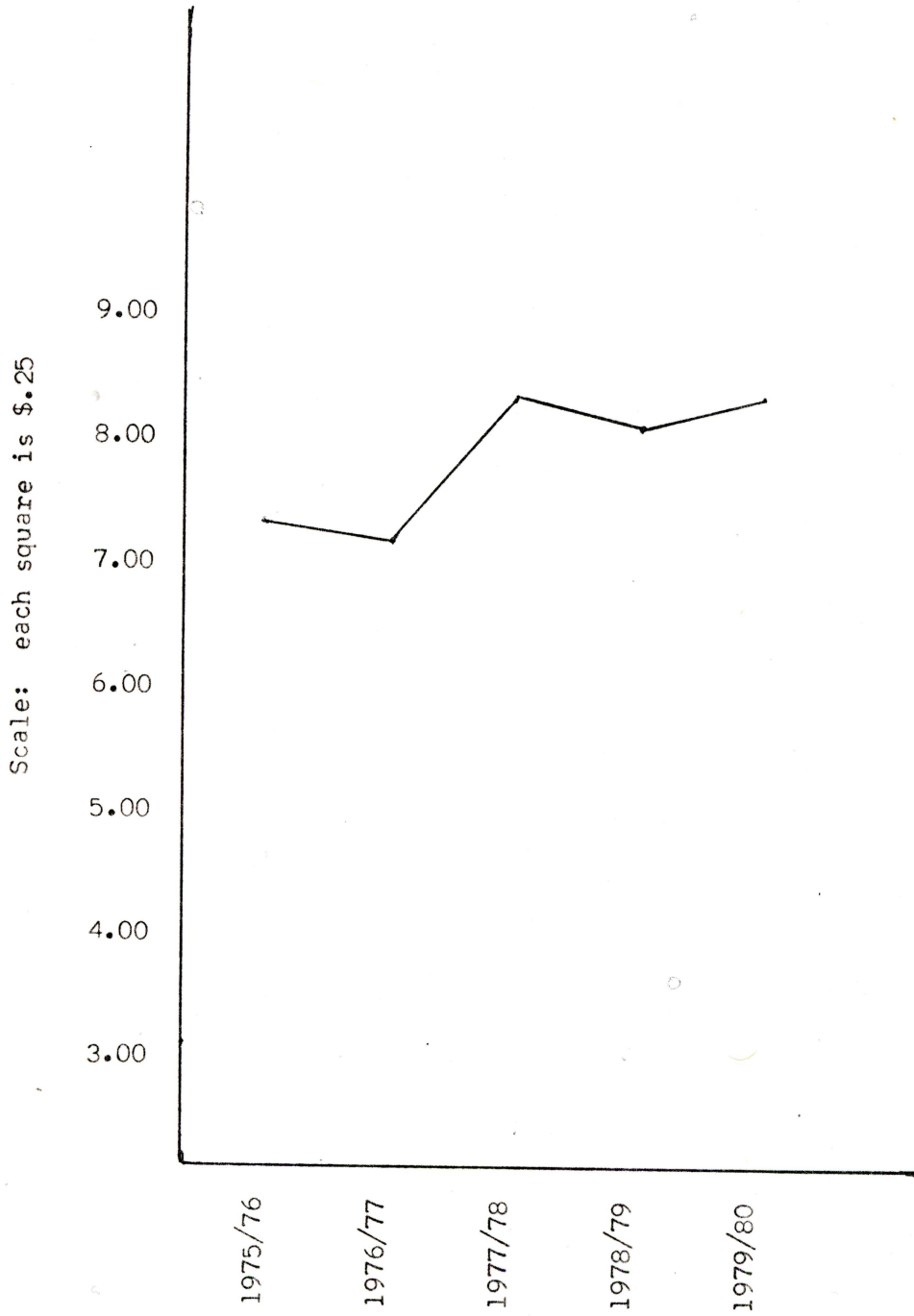
1977/78	5,581
1978/79	8,296
1979/80	9,844

APPENDIX III A

ADULT

Increase in Average cost per
Book for each Fiscal year

1975/76 - 1979/80

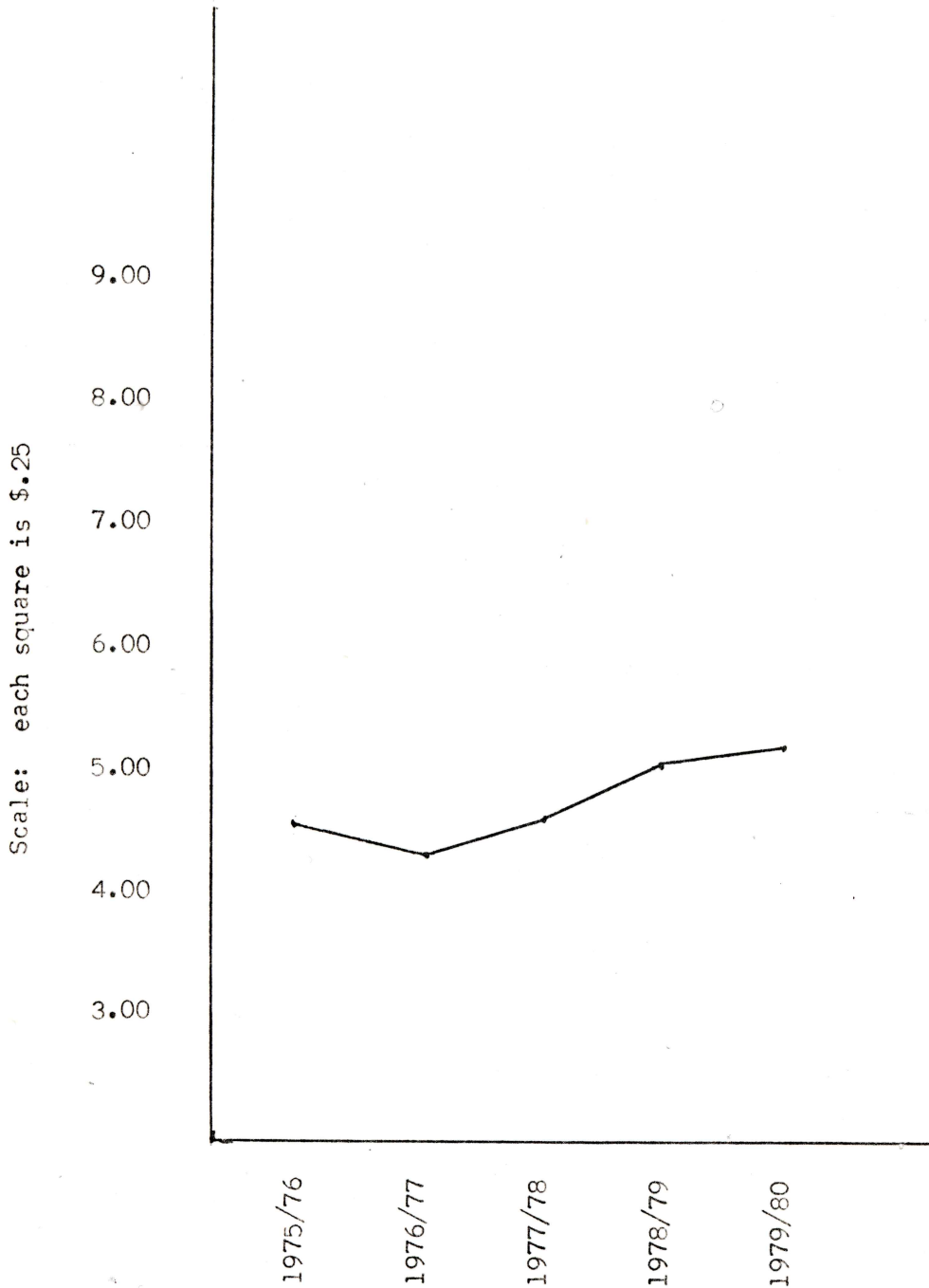


APPENDIX III B

YOUTH

Increase in Average cost per
Book for each Fiscal year

1975/76 - 1979/80

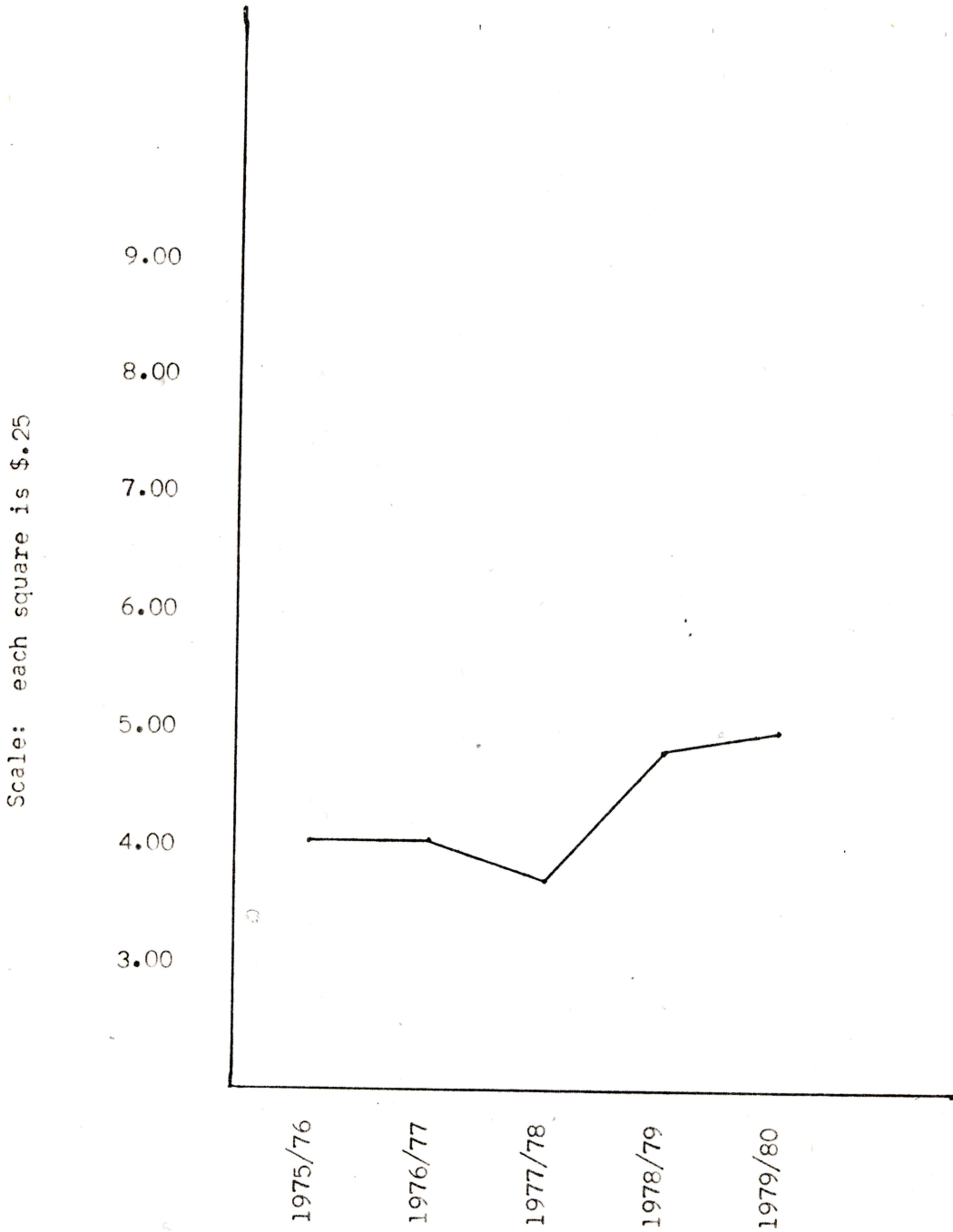


APPENDIX III C

JUVENILE

Increase in Average cost per
Book for each Fiscal year

1975/76 - 1979/80

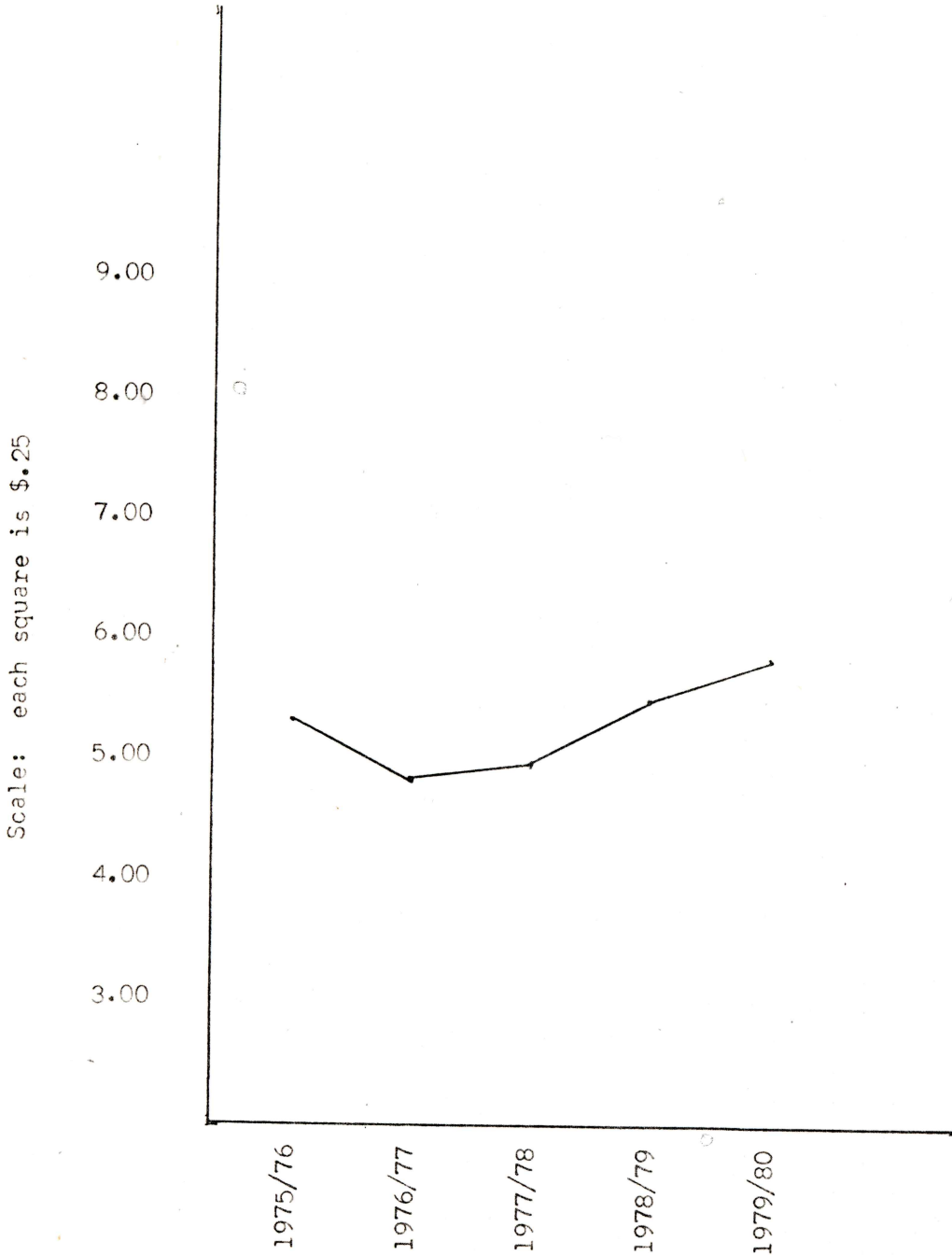


APPENDIX III D

EXTENSION

Increase in Average cost per
Book for each Fiscal year

1975/76 - 1979/80



Following 1978-1979 City Librarian's Annual Report, listed below are most essential statistics (figures in parentheses indicate those of the 1978-79 fiscal year)

Collection growth, organization and maintenance

Books

Titles added	4,686	(4,310)
Volumes added	12,502	(10,344)
Titles withdrawn	5,444	(4,599)
Volumes withdrawn	15,354	(14,607)
<u>Lost in circulation:</u>		
Titles	179 (109)	
Volumes	929 (564)	
<u>Lost in stock:</u>		
Titles	478 (867)	
Volumes	2,652 (2,322)	
<u>Physically withdrawn:</u>		
Titles	4,787 (3,623)	
Volumes	11,773 (11,721)	
For the year: Titles, net loss 758 (Titles, net loss:289)		
Volumes, net loss 2,852 (Volumes, net loss: 4,363)		

Audio-Visual materials

<u>Phonodiscs</u>		
Titles added	928	(1,414)
Titles withdrawn	97	(498)
Items added	1,801	(2,145)
Items withdrawn	393	(923)
<u>Cassettes</u>		
Titles Added	132	(194)
Titles withdrawn	18	(18)
Items added	155	(216)
Items withdrawn	26	(25)
<u>Microfilm</u>		
Titles added	0	(8)
Titles withdrawn	0	(0)
Items added	113	(143)
Items withdrawn	1	(3)

Following 1978-1979 City Librarian's Annual Report, listed below are most essential statistics (figures in parentheses indicate those of the 1978-79 fiscal year)

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Books

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Titles	4,787	(3,623)
Volumes	11,773	(11,721)
For the year:		
Titles, net loss	758	(Titles, net loss: 289)
Volumes, net loss	2,852	(Volumes, net loss: 4,363)

Audio-Visual materials

Phonodiscs

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Titles withdrawn	18	(194)
		(18)
Items added	155	
Items withdrawn	26	(216)
		(25)

Microfilm

Titles added	0	
Titles withdrawn	0	(8)
		(0)
Items added	113	
Items withdrawn	1	(143)
		(3)

<u>Films, 8mm standard</u>		
Titles added	0	(2)
Titles withdrawn	0	(0)
Items added	0	(0)
Items withdrawn	0	(2)
	2	(0)
<u>Films, Super 8mm</u>		
Titles added	1	
Titles withdrawn	0	(28)
Items added	1	(0)
Items withdrawn	1	(48)
	0	(0)
<u>Filmstrips</u>		
Titles added	4	
Titles withdrawn	0	(26)
Items added	0	(0)
Items withdrawn	13	(90)
	0	(0)

Collection growth, organization and maintenance, 1979-1980

(Page 2)

<u>Framed art reproductions</u>		
Titles added	1	
Titles withdrawn	2	(44)
		(0)
Items added	1	
Items withdrawn	2	(44)
		(0)
<u>Sculptures</u>		
Titles added	28	
Titles withdrawn	0	(0)
		(0)
Items added	28	
Items withdrawn	0	(0)
		(0)
<u>Materials recataloged</u>		
<u>Books</u>		
Titles	348	
Volumes	553	(229)
		(654)
<u>Phonodiscs</u>		
Titles	192	
Discs	462	(68)
		(85)
<u>Cassettes</u>		
Titles	70	
Cassettes	72	(60)
		(84)

APPENDIX V

Processing and Mendery Unit

	<u>1979/80</u>	<u>1978/79</u>
Mended books	12,629	12,108
Jackets	10,911	9,525
Spines labelled	13,055	10,700
Pockets	14,257	11,754
Paperbacks bound	1,638	1,205
Paperbacks reinforced	1,202	1,054
Periodicals processed	7,655	7,066
Phonodiscs processed	1,491	1,701
Cassettes processed	155	174
Framed prints	1	42
Film processed	2	21
Books prepared for bindery	51	51
Periodicals prepared for bindery	35	23

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