



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



COMBINED ANNUAL MEETING FOR 1977/1978 AND MONTHLY MEETING FOR MAY, 1978

AGENDA

MAY 18, 1978

- I. CALL TO ORDER
JON ROBINSON, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING APRIL 20, 1978
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 1. Presentation of Bills
 2. Purchase of Computer Terminal
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
 - A. TABLED MOTION, FRI. NIGHT SUMMER CLOSING
- 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. APPOINTMENT OF RPL REPRESENTATIVE
- VI. ELECTION OF OFFICERS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Batterham	Mrs. Moore
Mr. Holcomb	Mr. Prince
Mr. Johnson	Mr. Robinson
Mr. Lindsay	Mr. Stewart
Mr. Marshall	



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



COMBINED ANNUAL MEETING FOR 1977/1978 AND MONTHLY MEETING FOR MAY, 1978

AGENDA

MAY 18, 1978

- I. CALL TO ORDER
JON ROBINSON, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING APRIL 20, 1978
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 1. Presentation of Bills
 2. Purchase of Computer Terminal
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
 - A. TABLED MOTION, FRI. NIGHT SUMMER CLOSING
- 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. APPOINTMENT OF RPL REPRESENTATIVE
- VI. ELECTION OF OFFICERS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Batterham	Mrs. Moore
Mr. Holcomb	Mr. Prince
Mr. Johnson	Mr. Robinson
Mr. Lindsay	Mr. Stewart
Mr. Marshall	

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Regular and Annual Board of Directors Meeting

May 18, 1978

The regular meeting of the Board of Directors of the Decatur Public Library was held May 18, 1978 in the board room of the main library.

Members Present:

Mrs. Batterham
Mr. Holcomb
Mr. Johnson
Mr. Lindsay
Mr. Marshall
Mrs. Moore
Mr. Prince
Mr. Robinson
Mr. Stewart

Members Absent:

None

Others Present:

Mr. Dumas
Mr. Poertner
Mrs. Dausman
Mrs. Miller
Mrs. Greenawalt
Miss Schwegman

The meeting was called to order at 4:30 p.m. by Mr. Robinson.

The minutes of the regular meeting of April 20, 1978 were approved.

Asked for a monthly statistical report, Mr. Dumas stated he would make no comments on the statistics at this time, but would wrap it all up in his annual report to the board later in the meeting; however, any questions on the statistics were invited.

As Chairman of the Properties and Finance Committee, Mr. Johnson gave an informational report on the summary of income and expenditures through April 30, 1978 and bills approved through that date. The motion for approval of the report by Mr. Johnson was seconded by Mr. Lindsay and was unanimously approved by a roll-call vote.

Mr. Johnson further moved that the portable computer terminal, authorized for purchase in April out of the fiscal 1977/78 budget be authorized for purchase out of the current budget. Mr. Holcomb seconded the motion. Mr. Dumas explained that Joe DeMichiel, Finance Director of the City, had requested that pre-payment out of the 1977/1978 budget not be made as this practice might be questioned by the auditors. Instead Mr. DeMichiel suggested that the terminal be paid for out of this year's budget to which an additional \$7,000 would be added to the appropriation for coverage. In accordance with instructions from the Finance and Properties Committee, Mr. Dumas stated he had written a letter to Mr. DeMichiel with copies to the City Manager and Mayor, confirming this action. After further discussion, the motion was approved.

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Batterham stated that her Committee had not met this month due to a mixup in dates; therefore, her Committee had no recommendation on the following previously tabled motion which she proposed as follows: That the City Librarian is authorized and directed to amend Article IV of the Code of Library Policy, Paragraph K, Section 1(a) by addition of the phrase "and of the central library on Friday evenings, during the summer from May 15 to August 31." Mr. Johnson seconded the motion. Mrs. Batterham commented that she had queried members of the community regarding the Friday night closing of the Library and had found they were not in favor of any curtailment of library hours. Mrs. Moore suggested that the May 15 closing date was too early since schools would be in session through June 2. After further discussion, the motion failed by a unanimous vote.

At this point in the meeting, Mr. Robinson acknowledged the presence of Mrs. Donna Dausman, Mrs. Barbara Miller, and Mrs. Kathleen Greenawalt, representatives of the Right to Life movement. Speaking for the group, Mrs. Dausman stated that it was their feeling that DPL's collection was unbalanced toward pro-abortion, and that the only copy they were able to obtain of the book Abortion and Social Justice by Thomas W. Hilgers, M.D. representing their views was through inter-library loan from another library. Mr. Dumas stated that DPL owns at least one copy of the book and that perhaps the book was in circulation at the time it was requested. Mr. Robinson advised the three ladies that their views and statements would be studied and a response made to them by telephone or letter in the near future.

The meeting was adjourned at 5:10 p.m.

ANNUAL MEETING

Mr. Robinson called the Annual Meeting of the Library Board to order at 5:11 p.m.

The "Annual Report of the City Librarian", copies of which had been mailed to all members, was briefly summarized by Mr. Dumas, who stated that overall the Library had a very good year. Mr. Robinson commented that the increase in year-to-date circulation was indeed heartening. Mr. Dumas thanked the Board for their cordial, frank and helpful encouragement during the year. A motion was made by Mrs. Batterham to accept and file the report, Mr. Holcomb 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. Dumas noted that Page 5 of this report as mailed had been re-written and two paragraphs added under the

heading "Statement of Moneys Required for Library Operation - 1979/1980", a copy of which had been distributed this date. Mr. Prince and Mr. Robinson explained that this section represented the position of the Finance and Properties Committee regarding the request for the establishment of an additional tax levy for maintenance and repair of library property and the request for \$20,000 as a Working Cash Fund. Mr. Marshall questioned the strategy of a Working Cash Fund of \$20,000 which would cover only ten days of library expenses. Mr. Robinson stated Mr. Dumas had requested a larger sum, but this amount had been deliberated and decided upon by the Finance Committee. Mr. Lindsay stated he could see no need for the additional moneys requested. After further discussion, Mr. Prince moved that the Board accept and file this report with the City of Decatur, and authorize the President of the Board to sign said report. Mr. Holcomb seconded the motion and it was approved, with Mr. Lindsay voting no. A copy of this report becomes a part of these minutes.

The "Annual Report to the Illinois State Library", as previously mailed, was presented to the Board for approval. Mrs. Batterham suggested that perhaps part-time staff should be included in the listing of staff accompanying the report and Mr. Dumas responded he would check the instructions again. Mr. Stewart moved that the Board accept and file this report with the Illinois State Library. Mrs. Moore 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. Lindsay presented the following slate of officers for fiscal year 1978/1979: Dean Holcomb, President, Carol Batterham, Vice President, and Norman Stewart, Secretary. Mr. Prince moved that this slate of officers be accepted, Mr. Johnson seconded the motion and it was unanimously approved.

The appointment of Mrs. Moore as the Board's representative to the Rolling Prairie Libraries for the next year was announced by Mr. Robinson.

Mr. Robinson thanked members of the Board and Mr. Dumas for their good service during the past year, stating he had enjoyed the experience of being president these two terms. Mr. Robinson noted that Mr. Prince and Mr. Lindsay would be completing their two terms on the board as of July 1, and announced that he too would be leaving the Board come July 1, as time would not permit him to serve another year. Mr. Robinson congratulated Mr. Marshall upon his appointment to the Board and wished him well.

The Annual Meeting of the Board was adjourned at 5:50 p.m.



Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

April, 1978

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1978 -	28,396	2,720	18,654	49,770	411,653
1977 -	25,441	2,645	15,470	43,556	481,423

TECHNICAL PROCESSING

Cataloging

New books added
New titles added
Books withdrawn
Books mended

958
330
421
928

Acquisitions

Books checked in 1,147
Telephone directories 35
Pamphlets 314
Gifts 40

Materials in the State of Processing

Materials (physical items) - 1,724
Titles - 1,168

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1976/77</u>	<u>YTD Expended 1977/78</u>	<u>Unencumbered</u>
Personal Services	670,544	617,081	665,378	5,166
Operating	178,330	129,620	125,219	53,111
Capital & Books	119,135	86,796	101,758	17,377

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	8	--	--	8
Library Assistants	8 + 1 (80 hrs)	--	--	8 + 1 (80 hrs)
Clerical	22 + 12 (1195 hrs)	1	--	21 + 12 (1080)
CETA	4	--	--	4
Maintenance	2	--	--	2

Current Vacancies: 3 Technical Services Clerks I, 1 Library Clerk I,
1 Sr. Bldg. Custodian, 1 Staff Artist

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. This Annual Report covers the period for the fiscal year ending April 30, 1978, and is a report of the condition of the Board's trust on April 30, 1978.

STATEMENT OF MONEY RECEIVED

Fund Balance, May 1, 1977	\$ 235,454.87
Tax Levy Receipts, Current	816,781.65
Tax Levy Receipts, Prior	5,165.97
Fines and Fees	23,873.42
Non-resident Fees	1,026.00
Interest on Investments	17,822.25
Lost and Damaged Materials	2,357.68
Prints Made on Copy Machines	512.97
Miscellaneous	<u>8,019.64</u>
Total	\$1,111,014.45
Comprehensive Employment & Training Act	37,643.35

STATEMENT OF PURPOSES FOR WHICH MONEY EXPENDED

Regular Salaries	\$ 546,210.27
Temporary Salaries	25,772.88
Retirement Fund	80,538.51
Hospitalization, Medical & Life Insur.	12,858.87
Advertising	317.76
Printing and Binding	5,240.49
Service to Maintain Buildings	4,446.45
Service to Maintain Other Improvements	376.88
Service to Maintain Office Equipment	5,683.46
Service to Maintain Automotive Equipment	2,240.21
Auditing Services	600.00
Other Professional Services	1,782.32
Data Services	24,325.00
Electricity	24,543.57
Telephone	6,697.13
Water	345.28
Conference Attendance Expense	1,654.53

STATEMENT OF PURPOSES FOR WHICH MONEY EXPENDED (CONTD)

Postage	4,512.94
Professional Association Membership Fees	1,034.00
Rentals	6,222.57
Gas, oil, and Antifreeze	39.20
Janitorial Supplies	1,029.65
Materials to Maintain Buildings and Improvements	4,589.65
Materials to Maintain Automotive Equipment	1,292.24
Medical and Laboratory Supplies	3.65
Office Supplies	18,246.84
Service Recognition Payroll	840.00
Insurance	9,152.29
Office Machinery and Equipment	11,480.41
Other Machinery and Equipment	1,154.00
Library Books, Records, and Other Materials	<u>89,123.38</u>
Total	\$ 892,354.43

STATEMENT OF PURPOSES FOR WHICH CETA MONEY EXPENDED

Regular Salaries	\$ 31,976.72
Retirement Fund	4,664.53
Hospitalization and Medical Insurance	888.40
Group Life Insurance	<u>113.70</u>
Total	\$ 37,643.35

STATEMENT OF CONDITION OF TRUST FUNDS

Joseph H. Breckenridge Fund	
Fund Balance, May 1, 1977	\$ 48,804.14
Investment Interest	<u>3,139.31</u>
Balance April 30, 1978	\$ 51,943.45
Maude E. Bridges Fund	
Fund Balance, May 1, 1977	\$ 477.59
Income	936.98
Investment Interest	<u>34.06</u>
Total	\$ 1,448.63
Expenditures (Books)	<u>366.63</u>
Balance, April 30, 1978	\$ 1,082.00

STATEMENT OF BOOKS AND OTHER MATERIALS AVAILABLE AND CIRCULATED

The books and other materials available for use were as follows:

Book stock	194,521
Periodicals, number of volumes	15,701
Periodicals and newspapers, reels of microfilm	7,301
Microfiche, sheets of	21,523
Film strips	110
Motion pictures	167
Phonodiscs	3,381
Cassette recordings	304
Art reproductions	198
Government documents	40,243
Telephone directories	700
College catalogs	703
Pamphlets	<u>11,013</u>
Total	295,865

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

A. Books	
General works	4,881
Philosophy and psychology	9,570
Religion	5,411
Social Science	30,704
Language	8,636
Science	14,578
Useful Arts	45,556
Fine Arts	53,580
Literature	10,340
History, Travel & Description	31,457
Foreign Language Non Fiction	15
Fiction	183,726
Foreign Fiction	58
Juvenile Picture Books	69,599
Periodicals	35,090
Pamphlets, documents, etc.	<u>7,003</u>
Total	510,204

B. Audio-Visual Materials	
Motion pictures	1,141
Cassette Recordings	831
Phonodiscs	6,697
Pictures, Framed	1,122
Pictures, Mounted	<u>174</u>
Total	9,965
C. Materials Borrowed from Other Libraries	
Books	1,449
Motion Pictures	<u>3,091</u>
Total	4,540
Total Circulation	524,709

STATEMENT OF PROPERTY ACQUIRED BY DEVISE, BEQUEST, OR GIFT

The Library received \$936.98 as its share in the proceeds of the Trust established by Will of Maude E. Bridges. The Library also received a number of donations of books 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.

STATEMENT OF EXTENSION OF SERVICE

The Decatur Public Library initiated and augmented during the year several modest but significant extensions to its service. With the help of volunteers from the Friends of the Library, book service to patients in the Decatur Memorial Hospital was inaugurated on a semi-weekly basis. Book discussion groups were formed in several nursing homes and film programs are now provided to four of these nursing and shelter care homes and to the Anna B. Millikin Home. An innovative story time for toddlers, aged 2 - 3½ years, was begun to complement story programs for older children. Summer book review programs by library staff extended the Books Between Bites sponsored by Friends of the Library into a year-round program.

LIABILITIES

There are bonds outstanding in amount of \$395,000 in principal and \$44,680 in interest. Payments on principal and interest during the year totaled \$96,095.

STATEMENT OF MONEYS REQUIRED FOR LIBRARY OPERATION IN 1979/1980

In the opinion of the Board of Library Directors, \$1,128,285 will be required to operate the Library in fiscal 1979/1980. Of this amount, the Library will generate \$48,000 leaving \$1,080,285 to be raised by tax levy. Approximately \$99,000 will be required for the Illinois Municipal Retirement Fund. If this Fund is paid out of the special levy for that purpose, the amount remaining to be raised through the Library tax is \$981,285. Since this amount probably cannot be raised within the \$.0023 rate permitted by Statute, the Board requests that the Council, under the authority granted by P.A. 80-1152, Section 3-4, provide for an additional tax levy for maintenance and repair of library property which is estimated at \$56,230 for salaries, services, and commodities. This would leave \$925,055 to be raised by the regular library tax.

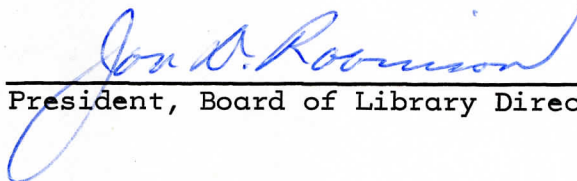
Since the unappropriated balance in the Library Fund is expected to be significantly reduced by fiscal 1979/1980, the Library Board would like to establish a Working Cash Fund to provide for its financial needs during the period preceding receipt of taxes. The Board therefore requests the City Council, under authority granted by P.A. 80-1153, section 3-9, to levy for \$20,000 to be used by the Library in establishing a Working Cash Fund.

OTHER STATISTICS, INFORMATION, AND SUGGESTIONS

Appended hereto are the "Illinois Public Library Annual Report, 1977/1978", which furnishes other 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, 1977/1978" which gives a narrative account, with appropriate tables, 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 18, 1978.

DATED this 18th day of May, 1978



President, Board of Library Directors

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Annual Report of the City Librarian

1977/1978

Circulation and Services

Despite excessively cold winter weather which caused closing the Central Library twice and forced cancellation of scheduled book-mobile stops a number of times, the Library's programs and services for fiscal 1977/1978 showed considerable strength and registered important gains. The Library circulated 524,709 items, an increase of 5-3/4% over the previous year (Appendix I). Service contacts by staff with patrons gained by 6% for a total of 96,898 (Appendix II). The significance of these numbers is not merely statistical. Behind each unit of these figures there is a human story of the Library's helpfulness to people engaged in raising families, furthering their education, making a living, trying to understand the world they live in or relaxing from the rigors and pressures of living.

As in previous years the Library has sought to augment its programs and services and to extend them to a wider segment of the community. Among such attempts this past year has been the initiation of an innovative story time for toddlers, aged 2 - 3½ years, to complement the ongoing story times for older preschoolers. During the past year the Children's Department has also started and maintained on a continuing basis a regular story hour for elementary school students on Saturdays which mixes traditional story telling with short motion picture films. Story time in the parks, planned by the Children's Department and the

series: for the 79 showings, there was a total audience of 1,570. Other programs included a series on planning personal investments, offered through the good offices of Bill Modlin of A. G. Edwards; a "writers in residence" program on creative writing co-sponsored by the Decatur Area Arts Council; several theatrical presentations; the annual Christmas Bazaar Preview; a number of art exhibits; a program on income taxes;, etc. In all, more than 3,500 people attended adult programs in the Library this year.

Collections

During the year the Library added to its classified collections 12,230 books and 830 items of audio-visual material and microfilm (Appendix III). Other unclassified material acquired included nearly 2,700 pamphlets, 3,610 government documents, 576 telephone directories, 234 college catalogs, and over 200 unclassified paperback books. Racks of un-cataloged paperback books were introduced on an experimental basis in the Children's Department two years ago and the practice was extended to the Young Adult Department this year. The unclassified books are all recreational reading and are predominantly duplicates of materials in the classified collections.

The increased systematic weeding begun two years ago is progressing well and the weeding program in the Children's Department has been completed. A total of 14,100 volumes was withdrawn during the year. Inventory of the central book collections continued with completion of the 900 class, the reference collections, adult fiction, large print books, and juvenile non-fiction. Inventory of juvenile fiction was

started. During the inventory, much necessary work is discovered as unlisted books are found, errors in book markings are noted, withdrawn copies are located and need to be reinstated, etc.

Although the acquisition of paperback books increased this year, it did not affect the over-all increase in book costs which increased for adult books by 14.5% and for young adult books by 5.6%. Juvenile book costs declined by 9.4%.

Personnel

A good deal of concern and anxiety on the staff was aroused by the decision of the Board that salary increases would not be retroactive this year, but subsequent reconsideration and action by the Board effectively allayed these concerns and restored morale.

The resignation of Mrs. Zydek left the Catalog Department without a chief cataloger for seven months. Miss Hadley assumed many of these responsibilities and in March was appointed to the position. At that time Mr. Inman joined the staff in the position funded by Rolling Prairie Libraries. In spite of the staff turnover and the long-term vacancy, the work was maintained and production actually improved. This was made possible by elimination of or improvements in routines and better utilization of staff. During this period Mr. Babicki and I participated in the work of the Catalog Department, and it is expected that this participation will continue.

The Extension Department also lost Mr. Ryan, Clerk Driver, who resigned to accept a job as a railroad engineer. The Library was

fortunate in having as his replacement Mr. England who has had previous experience in another library as a bookmobile driver. A crippling blow to our public information and exhibits program was sustained by the resignation near the end of the year of Mr. Larrick, the Staff Artist. Recruitment for this position is currently being accomplished.

Staff turnover in 1977/1978 amounted to 22%. (For full information on appointments and resignations, see Appendix VI.)

Property and Equipment

Perhaps the most significant change in the Library during the past year was the dismantling of a cumbersome and very expensive circulation system and its replacement by a mini-computer expressly designed and programmed for library circulation management. The new installation was made economically possible through arrangement with the Rolling Prairie Libraries for sharing the cost and owning jointly the central processing unit. The system became operational in February and the data has now been input for 78,500 items and 15,500 patrons.

Excessive heat buildup in the basement has in the past year resulted in extreme discomfort for staff and patrons. Upon consultation with a heating contractor, a large fan was installed to aid in air circulation with the objective being increased efficiency of the exhaust system. All heat supply lines to the basement have been shut off. Some of the lighting has been reduced. These measures have provided some improvement, but the situation is still undesirable. According to one consultant, the problem may rest with the disposition of air supply and exhaust vents which result in a "short-circuiting" of airflow so that air turnover is

incomplete. If this diagnosis is correct, the problem may not be remedied without extensive and expensive installation of new air ducts. A suggestion from this consultant that some alleviation could result from re-balancing of the ventilation system is being pursued.

The discovery that the bookmobile trailers have severe structural damage has led the Board to authorize replacement of them. One is scheduled for replacement in fiscal 1978/1979. Interim repairs have been made to permit the bookmobiles to continue in operation until new trailers can be purchased. Repairs to bookmobiles for this and other reasons, including weather and street construction work, have resulted in the loss of approximately one bookmobile service month.

Acknowledgements

That the Library has had a successful program reflects credit on many people both within and outside the Library. I want to express my thanks to City Manager Leslie Allen and to Don Wood, Director of Data Services, for their help and encouragement in the resolution of the problem of circulation control and their advice in selecting a new computerized system. The Friends of the Library have aggressively expanded their contributions to the Library by undertaking responsibility for sale of Library discards and unneeded gifts and for staffing the newly instituted book service at Decatur Memorial Hospital. Other volunteers from Retired Senior Volunteer Programs and the Red Cross have by their cheerful efforts permitted the Library to continue service to the homebound and to maintain stations at the Hartford and Concord Apartments.

We are deeply in debt to these public spirited groups and greatly appreciate the work of the volunteers. Ray Ewick and his staff at Rolling Prairie Libraries have been unfailingly helpful in many ways. In sharing the new circulation system, our relationship has become even closer than in the past and it is with regret that I note the resignation of Mr. Ewick from his current post. The staff and I wish him godspeed and good luck in his new assignment in Indiana. As usual I have a great debt to the staff of the Decatur Public Library for their dedication, industry, and creativity, and staff of the Circulation Department deserve particular mention for their work in connection with the introduction of the new circulation system. I thank the Board of Directors for their cordial, frank, and helpful encouragement, admonitions, and advice during the year. The pleasures afforded by my many vocational associations have been enriching and satisfying.

APPENDIX I

Circulation 1977/1978

	<u>1977/1978</u>	<u>1976/1977</u>
<u>Central Library</u>		
Reference	1,065	1,007
Home Reading	243,977	238,088
Young Adult	<u>26,056</u>	<u>25,613</u>
Central Adult	271,098	264,708
Juvenile	<u>109,843</u>	<u>96,509</u>
Total Central	380,941	361,217
<u>Extension</u>		
Bkm #547	62,925	61,363
Bkm #548	62,217	57,525
Outreach	<u>5,570</u>	<u>7,318</u> *
Total Extension	130,712	126,206
<u>Total Print</u>	511,653	487,423
<u>Audio-Visual</u>		
Film 16mm	3,507	1,021
Film 8mm	725	535
Cassettes	831	273
Phonodiscs	6,697	5,550
Other	<u>1,296</u>	<u>1,372</u>
Total A-V	13,056	8,751
<u>Total Circulation</u>	524,709	496,174

* Includes St. Mary's Hospital;
service discontinued 1977/78.

APPENDIX II

Service Contacts

	<u>Professional, 1978</u>	<u>Professional, 1977</u>	<u>Directional, 1978</u>	<u>Directional 1977</u>	<u>Total, 1978</u>	<u>Total, 1977</u>
Reference	17,145	15,732	28,664	28,771	45,809	44,503
Home Reading	6,884	6,007	15,727	15,753	22,611	21,760
YA/AV	<u>2,556</u>	<u>1,545</u>	<u>3,983</u>	<u>3,093</u>	<u>6,539</u>	<u>4,638</u>
Total Central Adult	26,585	23,284	48,374	47,617	74,959	70,901
Juvenile	<u>5,092</u>	<u>4,506</u>	<u>5,422</u>	<u>5,548</u>	<u>10,514</u>	<u>10,054</u>
Total Central	31,677	27,790	53,796	53,165	85,473	80,955
Extension	<u>5,701</u>	<u>4,865</u>	<u>5,724</u>	<u>5,492</u>	<u>11,425</u>	<u>10,357</u>
Total	37,378	32,655	59,520	58,657	96,898	91,312

APPENDIX III

Catalog Department

Summary Statistics 1977/1978

Books		
Titles Added		4,502
Volumes Added		12,484
(Includes 678 volumes of 339 titles on permanent loan from RPL and 249 reinstatements and 5 transfers from uninventoried special collection)		
Titles withdrawn		4,318
Items withdrawn		14,100
Titles, net gain		184
Volumes, net loss		1,616
Titles in total collection		91,838
Volumes in total collection		194,521
Audio Visual Materials		
Phonodiscs:	titles added	398
	items added	622
	titles withdrawn	56
	items withdrawn	101
	titles in collection	1,972
	items in collection	3,381
Cassettes:	Titles added	69
	items added	73
	titles withdrawn	0
	items withdrawn	2
	titles in collection	270
	items in collection	304
Films, 16mm:	Titles in collection	55
	items in collection	55
Films, 8mm:	Titles added	41
	items added	55
	titles in collection	97
	items in collection	112
Microfilm:	Reels added	85
	titles in collection	219
	reels in collection	7,301
Other (Filmstrips, Art Prints, etc.)	Titles in collection	230
	items in collection	307
Total Classified Non Book Collection		
	Titles:	2,843
	Items:	11,460
Total Classified Collections		
	Titles:	94,681
	Items:	205,981

APPENDIX IV

Order Department

Summary Statistics 1977/1978

ORDERING

Requisitions typed	429
Purchase orders filed	424
Order slips filed	6,342
Pre-catalog searching	5,936
Vertical file material ordered	872

RECEIPTS

Invoices processed	1,545
Books collated	12,808
Vertical file material checked in	1,586
Purchase orders cleared	405
Order slips discharged	18,372
Order slips re-filed	13,117
LC slips sorted	83,413
LC slips filed	70,895
Multiple forms typed	441
Credit memos	70
Books returned	255
Records returned	5

PERIODICALS & NEWSPAPERS

Magazines checked in	12,829
Newspapers checked in	6,018
Magazines withdrawn	4,082
Claims made	174
Claims supplied	129

APPENDIX V

Book Processing and Mending Unit

Summary Statistics, 1977/1978

Books Mended	9,084
Books Rebound	93
Periodicals Bound	25
Book Processing	
Classed paperbacks	1,450
Unclassed paperbacks	1,575
Casebound books for circulation with jackets	8,637
without jackets	1,294
Reference Books	637
Books re-jacketed	1,610
IBM packs processed	10,461
Recataloged & transferred items	1,628
Cassettes processed	66
Phonodiscs Processed	524
Films Processed	42
Magazines Processed	7,029

APPENDIX VI

PERSONNEL CHANGES

Fiscal Year 1977/1978

APPOINTMENTS

Professional and Paraprofessional

Jun 1 - Marian Lukasik, Youth/AV Librarian
Mar 20 - Cornelia Hadley, Head Cataloger

Clerical

Sep 1 - Carolyn Roby, Library Clerk I, CETA
Sep 8 - Kristin Fallstrom, Library Clerk I, half-time
Sep 22 - Roberta Brooks, Tech Services Clerk I
Nov 7 - Vivian Neal, Tech Services Clerk I, CETA
Nov 14 - Alma Pierce, Library Clerk I, half-time
Dec 8 - Barbara French, Tech Services Clerk I
Jan 28 - James England, Bookmobile Clk Driver I
Mar 9 - Ethel Mitchell, Library Clerk I, CETA
Apr 20 - Leta Irons, Library Clerk I, half-time

Maintenance and Janitorial

Oct 10 - Joseph Kennedy, Sr. Bldg. Custodian

PROMOTIONS

Professional and Paraprofessional

None

Clerical

Jul 25 - Karen Anderson, Library Clerk III
Jul 25 - Georgia Irvin, Library Clerk II
Aug 18 - Albina Sebern, Tech Services Clerk II

PERSONNEL CHANGES (CONTD)

RESIGNATIONS

Professional and Paraprofessional

Aug 31 - Joan Zydek, Head Cataloger

Clerical

Jul 29 - Linda Humphreys, Tech Serv Clerk II
Aug 23 - Nancy Lamport, Library Clerk I, half-time
Aug 26 - Barbara Fryman, Tech Services Clerk I
Sep 16 - Connie Carter, Tech Services Clerk I
Oct 28 - Kristin Fallstrom, Library Clerk I, half-time
Nov 23 - Paula Logan, Technical Services Clerk I
Dec 1 - Charles Ryan, Bookmobile Clerk Driver I
Dec 29 - Carolyn Roby, Library Clerk I, CETA
Mar 24 - Susan Mills, Library Clerk I
Apr 26 - Bil Larrick, Staff Artist

Maintenance and Janitorial

Sep 10 - Jack Bradley, Sr. Bldg. Custodian
Feb 3 - Joseph Kennedy, Sr. Bldg. Custodian

RETIREMENTS

Professional and Paraprofessional

None

Clerical

Jul 2 - Ruth Rusk, Library Clerk III

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT 1977-1978

(Please read the instructions and definitions accompanying this form)

LINE
NO.FOR
ISL
USE

IDENTIFICATION

Location

1 City (a) Decatur County (b) Macon 5-7
 2 Librarian (a) Mr. Robert H. Dumas System (b) Rolling Prairie Libraries 8-9
 3 Type of library (Circle correct number)
 District (1) Township (3) Town (5) Association (7)
 County (2) City (4) Village (6) Endowed (8) 10-11
 4 Population Served (1970 Census or approved special federal census) 90,397 12-18
 5 Name of library Decatur Public Library
 6 Library telephone (include area code) (217) 428-6617
 7 Address of library (include street & zip code) 247 East North St., Decatur Illinois 62523
 8 Mailing address, if different than line 7 above

GENERAL INFORMATION (Report status as of October 1977)

Public Service Outlets

Library buildings

9 Number of central buildings open to the public 1
 10 Number of branch library buildings open to the public 0 19-20
 Other public service outlets
 11 Number of stops served by bookmobile and other mobile units (places that receive service periodically) 17 21-23
 12 Number of other public service outlets (specify type) 13 stations, in hospitals, nursing homes 24-26
 13 Total number of public service outlets (sum of lines 9 through 12) 31

Library Physical Facilities

	Central Library	Branch Libraries	Total	
14 Gross area, in square feet (inside dimensions)	59,500	0	59,500	27-33
15 Net area, in square feet, of space assigned for library purposes (exclude custodial, mechanical, and general access areas)	48,000	0	48,000	34-40
16 Total length, in feet, of shelving available for library materials (shelving capacity)	50,500		50,500	41-46
17 Number of seats available for library users	345	0	345	47-50

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) 68 51-52
 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) 6 53

Registered Borrowers

20 Does your library register borrowers? Yes , No
 If NO, go directly to line 23.
 21 What is the length of registration? Indefinite
 22 Total number of resident cards in force at end of October (specify type) 17,817 adult; 4,065 YA; 7,119J Total 28,701
 23 Does your library have a fee for nonresident borrowers? Yes , No
 If NO, go directly to line 26.
 24 If YES, what is the annual fee charged for each of the following types of cards?
 Family ... \$27.00
 Individual 54-58
 Student
 Other
 25 Total, number of nonresident cards in force at the end of October (specify type) 1,059 including courtesy and ca. 31 fee paid family cards 59-62

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, 1978.

Library Receipts by Source

26	Local Government (DO NOT REPORT REVENUE SHARING FUNDS HERE)	\$ 821,948	63-70
27	State Government (exclude federal funds distributed by the state)	\$ 0	71-77
	Federal Government (include federal funds distributed by the state)		
	Revenue Sharing		1-4: DUP
28	Revenue Sharing received for operating expenditures	\$ 0	5-10
29	Revenue Sharing received for capital expenditures	\$ 0	11-17
30	Total Revenue Sharing funds received (sum of lines 28 and 29)		
31	Other federal funds received	\$ 37,673	18-24
32	Total federal funds received (sum of lines 30 and 31)		
33	Monetary gifts and donations	\$	25-29
34	All other receipts	\$ 289,066	30-35
35	TOTAL receipts (sum of lines 26, 27, 32, 33, 34)	\$1,148,667	

Library Expenditures by Category

36	Salaries and wages for staff (exclude plant operation and maintenance staff and fringe benefits. Report fringe benefits on line 46 below)	\$ 572,520	36-43
	Library materials		
37	Books (exclude microforms and periodicals)	\$ 73,120	44-49
38	Periodicals (exclude microforms)	\$ 9,368	50-55
39	Microforms	\$ 1,058	56-61
40	Audiovisual	\$ 4,347	62-67
	Library supplies		
41	Library supplies and materials not reported above (report pre-processing costs here)	\$ 18,697	68-72
42	Binding and rebinding	\$ 5,240	73-78
	Library equipment (do not report fixed assets here; see definitions and instructions for examples)		80:2
			1-4: DUP
43	Audiovisual equipment (include microform equipment)	\$ 0	5-10
44	All other library equipment	\$ 12,634	11-16
45	Plant operation and maintenance (include salaries and wages, custodial supplies, utilities [heat, water, gas], etc.)	\$ 51,138	17-23
46	All other operating expenditures not entered above (report all fringe benefits here)	\$ 181,876	24-30
47	Total operating expenditures (sum of lines 36 through 46)	\$929,998	
48	Capital outlay for sites, buildings, remodeling of old buildings, purchase of initial bookstock for new or expanded buildings, purchase of new vehicles, etc.	\$ 0	31-38
49	TOTAL of all expenditures (sum of lines 47 and 48)	\$929,998	

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)	
Bookstock (include government documents: exclude periodicals and microforms)					
50	Number of volumes	196,137	14,100	12,484	194,521 39/45
51	Number of titles (exclude duplicate copies)	91,379	4,318	4,777	91,838 52/58
Periodicals					
Current Subscriptions					
52	Number of titles received				553 64-67
Back Issues					
53	Number of volumes	15,402	481	780	15,701 68-73
54	Number of titles	843	55	29	817 74-79
Microforms					
55	Number of book titles represented by all types of microforms	3	0	0	3 5-9
56	Number of periodical titles represented by all types of microforms	219	0	0	219 10-14
57	Number of physical units of all types of microforms NOT reported on lines 55 & 56	21,523	0	0	21,523 15-20

RESOURCES—Continued

	Held at end of last FY	Withdrawn	Added	Held at end of this FY		
Audiovisual Materials						
58	Films: number of titles (exclude duplicates)	111	0	41	152	21/25
59	Recordings: number of titles (exclude duplicates)	1,831	56	467	2,240	29/34
60	Other: number of titles of all other AV materials not reported above	32	0	0	32	39/43
61	Number of titles of all other library materials not reported above (i.e., framed art and sculpture, flat pictures, charts, games; exclude duplicates)	198	0	0	198	48/53

USE OF RESOURCES (Report for your entire fiscal year)

Direct Circulation of all Materials to Library Users						
62	Reciprocal borrowing			21,030		60-65
63	Total transactions			524,709		66-73
Interlibrary Loans						
64	Received from other libraries			1,449		74-77 80:4 1-4: DUP
65	Sent to other libraries			2,568		5-8
Bulk Loans and Rotating Collections						
66	Received from other libraries			--		9-11
67	Sent to other libraries or outlets			--		12-14
				<i>526,424</i>		

PERSONNEL (Report status as of October 1977)

68 Number of hours in your full-time work week: _____

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 and label the list into three groups: (a) librarians, media and audiovisual specialists, etc., (b) technical, clerical, and other staff, and (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.

15

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

16-20

Please see attached list.

70 Average number of volunteer hours per week: _____

21-25
26-31
32-37

LINE NO

REFERENDA

- 71 Was your library involved in a referendum during the last fiscal year? Yes _____, No
 If NO, go directly to Line 78.
- 72 What was the date of the referendum? _____
- 73 Indicate by a check what type of referendum was presented to the voters, and whether it passed or failed.

	Passed	Failed	
Tax Increase Referendum	_____	_____	38-39
Bond Issue Referendum	_____	_____	
Establishment Referendum	_____	_____	
Annexation Referendum	_____	_____	
Conversion Referendum	_____	_____	
Other	_____	_____	
- 74 Type of election? Primary _____, General election _____, Special election _____
- 75 Number of votes cast? For _____, Against _____
- 76 Was this referendum a first effort to pass the proposition? Yes _____, No _____
- 77 If NO, which effort? 2nd _____, 3rd _____, 4th _____, 5th _____

LIBRARY BOARD AND OTHER OFFICIALS

- 78 President (a) Mr. Jon Robinson (b) 485 Bay Shore Dr, Decatur 62522
 (c) (217) 429-4296 (d) 1977-1980
Name Home Address
Area Code Telephone
- 79 Vice-president (a) Mr. Wilbur B. Lindsay (b) 1527 W. Macon, Decatur 62522
 (c) (217) 877-9510 (d) 1975-1978
Dates of Term
- 80 Treasurer (a) _____ (b) _____
 (c) _____ (d) _____
- 81 Secretary (a) Mrs. Carole Batterham (b) 664 S. Crea, Decatur 62522
 (c) (217) 429-4960 (d) 1975-1978
- 82 Other Members (a) Mr. David Marshall (b) 155 S. Glencoe, Decatur 62522
 (c) (217) 424-6288 (d) 1978-1979
- 83 (a) Mr. Dean Holcomb (b) 55 Southwood Dr, Decatur 62521
 (c) (217) 424-4755 (d) 1977-1980
- 84 (a) Mr. Robley Johnson (b) 2031 N. Monroe, Decatur 62526
 (c) (217) 429-2528 (d) 1977-1980
- 85 (a) Mr. Roswell Prince (b) 2096 W. William Decatur 62522
 (c) (217) 429-4453 (d) 1975-1978
- 86 (a) Mr. Norman Stewart (b) 142 N. Taylor, Decatur 62522
 (c) (217) 424-3156 (d) 1976-1979
- 87 (a) Mrs. Shirley Moore (b) 418 Woodhill Dr., Decatur 62521
 (c) (217) 422-2565 (d) 1977-1979
- 88 (a) _____ (b) _____
 (c) _____ (d) _____
- 89 (a) _____ (b) _____
 (c) _____ (d) _____
- 90 Name of library attorney (a) Edward Booth
 Address (b) 132 S. Water Telephone (c) (217) 423-6076
- 91 Is the custodian of library funds a member of the board? Yes _____, No
- 92 Surety company covering custodian of funds: Lumberman's Mutual
- 93 Amount of Surety Bond (See Illinois Revised Statutes, Chapter 81, para. 4-9 and P.A. 79-413): \$ 1,000,000
- 94 Name of certified public accountant employed by the library or your corporate authority:
 Name Graves Moody & Co. Address 132 S. Water, Decatur, Ill.
- 95 The person to contact (if necessary) concerning the information reported on this form:
 Name Robert H. Dumas Telephone (217) 428-6617

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 May 1 19 77 and ending April 30 19 78 40-41
- 97 Legal name of library Decatur Public Library
- 98 Signature of the librarian Robert H. Dumas
- 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 (a) Carole A. Batterham (b) Jon Robinson
 Secretary (signature) President (signature)
- 100 (a) MAY 18, 1978
 Date 42-49
 50-52
 80:5

<u>Position</u>	<u>Name</u>	<u>Ed- cation</u>	<u>Sex</u>	<u>Hrs per Week</u>	<u>Annual Salary</u>
Group (a)					
Head Librarian	Dumas, Robert	4	M	40	28,872
Supv, Tech Serv	Babicki, Joseph	4	M	40	23,483
Lib. Assistant	Berbaum, Harriet	2	F	40	15,137
Lib. Assistant	Grove, Marsha	2	F	40	13,076
Lib. Assistant	Harper, Mary	2	F	40	15,137
Children's Lib.	Hippenhammer, C.	4	M	40	17,524
Lib. Assistant	Johnson, Phyllis	2	F	40	15,137
Reference Lib.	Loe, Sharon	4	F	40	16,690
Lib. Assistant	McGregor, Dixie	2	F	40	15,137
Lib. Assistant	Merideth, Dayle	2	F	40	13,731
Supv, Adult Serv	Puricelli, Wayne	4	M	40	20,287
Lib. Assistant	Voorhees, Carol	2	F	40	15,137
Youth-AV Lib	Lukasik, Marian	4	F	40	15,516
Head, Home Reading	Poertner, Dale	4	M	40	15,895
Lib. Assistant	Roberts, George	2	M	40	15,137
Extension Lib.	Seidl, James	4	M	40	16,690
Cataloger (Head)	Vacant	4		40	15,137

Group (b)

Lib. Clerk III	Anderson, Karen	2	F	40	10,000
Lib. Clerk I	Shaw, Karen	1	F	40	8,226
Lib. Clerk I	Belcher, Susan	1	F	40	8,428
Head Page	Bumgardner, Barbara	1	F	40	7,644
Tech Serv Clerk I	Brooks, Roberta	1	F	40	8,027
Tech Serv Clerk II	Colebar, Kathy	1	F	40	10,759
Page	Collins, Donna	1	F	40	7,280
Page	Cox, Ellen	2	F	40	7,280
Lib. Clerk II	Crawford, Elizabeth	1	F	40	10,759
Bkmobile Clk Driver	Fetrow, Mary	1	F	40	10,245
Page	Gentry, Susan	1	F	40	6,603
Tech Serv Clerk II	Sebern Albina	1	F	40	8,850
Lib. Clerk II	Irvin, Georgia	1	F	40	9,070
Staff Artist	Larrick, William	1	M	40	11,297
Tech Serv Clerk I	Lewis, Florence	1	F	40	8,428
Tech Serv Clerk I	Logan, Paula	2	F	40	8,428
Lib. Clerk I	Mills, Susan	1	F	40	8,428
Bkmobile Clk Driver	Ryan, Charles	1	M	40	9,293
Clerk-Steno II	Schwegman, Helen	2	F	40	11,861
Page	Stanbery, Joan	1	F	40	6,934
Lib. Clerk I	Tempel, Sharon	1	F	40	9,757
Lib. Clerk II	Wheeler, Margie	1	F	40	10,759
Tech Serv Clerk III	Williams, Nancy	1	F	40	11,861

Group (c)

Senior Bldg. Custodian	Kennedy, Joseph	1	M	40	9,293
Maintenance Man	Davis, Carl	1	M	40	13,076
Bldg. Custodian	Gollan, David	2	M	40	9,293

<u>Position</u>	<u>Name</u>	<u>Edu- cation</u>	<u>Sex</u>	<u>Hrs per Week</u>	<u>Annual Salary</u>
<u>CETA Personnel:</u>					
Library Asst. I	Adkesson, Ann	2	F	40	13,731
Tech Services Clk I	Pride, Carol	1	F	40	8,428
Tech Services Clk I	Smith, Janis	1	F	40	8,027
Tech Services Clk I	Neal, Vivian	1	F	40	8,027

Part-time Personnel:

<u>Position</u>	<u>Name</u>	<u>Edu- cation</u>	<u>Sex</u>	<u>Hrs per Week</u>	<u>Hourly Salary</u>
Page	Fitzgerral, Robert	1	M	15	2.88
Page	Harmon, Marilyn	1	F	20	2.88
Bkmobile Clk Drv	Kearney, Patrick	1	M	20	4.25
Library Asst I	Mills, Linda	2	F	20	5.99
Page	Patton, Rebecca	1	F	15	2.88
Tech Services Clk I	Penne, Mary Lou	1	F	20	3.86
Library Clerk I	Pierce, Alma	1	F	20	3.86
Page	Theobold, Becky	1	F	15	2.88
Library Clerk I	Trebacz, Betty	1	F	20	3.86

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1977 THRU APR 30, 1978

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1977	221,833.00	0.00	235,454.87	13,621.87	
TAX LEVY RECEIPTS-CURRENT	799,000.00	0.00	816,781.65	17,781.65	
TAX LEVY RECEIPTS-PRIOR	4,000.00	0.00	5,165.97	1,165.97	
FINES & FEES	20,000.00	2,719.11	23,873.42	3,873.42	
NON-RESIDENT FEES	1,000.00	54.00	1,026.00	26.00	
INTEREST ON INVESTMENTS	15,000.00	3,818.17	17,822.25	2,822.25	
LOSSES & DAMAGED BOOKS	1,500.00	235.72	1,735.72	285.72	
PRINTS MADE ON COPY MACHINE	450.00	57.99	512.97	62.97	
MISCELLANEOUS	5,000.00	2,098.69	8,019.64	3,019.64	
TOTAL REVENUE	1,067,783.00	8,983.68	1,111,014.45	43,231.45	104.05

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	563,413.00	0.00	46,005.59	546,210.27	17,202.73	
102	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	85,680.00	0.00	6,170.00	80,538.51	5,141.49	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	12,859.00	0.00	1,016.39	12,858.87	0.13	
109	TEMPORARY SALARIES	30,442.00	0.00	2,220.69	25,772.88	4,669.12	
201	ADVERTISING	800.00	0.00	344.71	317.76	482.24	
202	PRINTING & BINDING	5,600.00	0.00	237.48	5,240.49	359.51	
211	SERVICE TO MAINTAIN BUILDINGS & IMPROV OTHER THAN BLDGS	17,056.00	0.00	235.49	4,316.88	12,603.12	
212	SERVICE TO MAINTAIN OFFICE EQUIPMENT	7,650.00	0.00	24.00	5,683.46	1,966.54	
214	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	2,500.00	0.00	54.24	2,240.21	259.79	
215	AUDITING SERVICES	600.00	0.00	0.00	600.00	0.00	
220	OTHER PROFESSIONAL SERVICES	2,750.00	0.00	50.00	1,782.32	967.68	
230	DATA SERVICES	2,325.00	0.00	0.00	24,325.00	1,000.00	
231	ELECTRICITY	2,600.00	0.00	2,730.33	24,543.57	56.43	
233	TELEPHONE	8,000.00	0.00	538.28	6,697.13	1,302.87	
234	WATER	350.00	0.00	0.00	345.28	4.72	
241	CONFERENCE ATTENDANCE EXPENSE	2,798.00	0.00	22.44	1,654.53	1,143.47	
245	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	5,500.00	0.00	63.18	4,512.94	987.06	
288	RENTALS	7,140.00	0.00	977.37	1,034.90	253.00	
310	GAS OIL & ANTI-FREEZE	800.00	0.00	2.00	6,222.57	917.43	
312	JANITORIAL SUPPLIES	1,050.00	0.00	32.49	39.20	760.80	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMT	6,000.00	0.00	466.69	1,029.65	20.35	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,400.00	0.00	359.30	4,589.65	1,410.35	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	1,292.24	1,017.76	
345	OFFICE SUPPLIES	23,730.00	0.00	1,353.14	18,246.84	5,483.16	
402	CONTRIBUTIONS	895.00	0.00	0.00	782.71	102.29	
415	SERVICE RECOGNITION PAYROLL	9,312.29	0.00	0.00	9,152.29	160.00	
423	INSURANCE	848,769.00	0.00	63,849.89	790,596.64	58,172.36	93.15
515	TOTAL OPERATING EXPENDITURES	18,085.00	0.00	797.95	11,480.41	6,604.59	
520	OTHER MACHINERY & EQUIPMENT	1,155.00	0.00	0.00	1,154.00	1.00	
525	LIBRARY BOOKS RECORDS & EXHIBITS	100,000.00	0.00	7,749.91	85,123.58	10,876.62	
	TOTAL CAPITAL OUTLAY	115,240.00	0.00	8,547.86	101,757.79	17,482.21	85.34
	TOTAL EXPENDITURES	968,009.00	0.00	72,397.75	892,354.43	75,654.57	92.18

ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND
 MAY 1, 1977 THRU APR 30, 1978

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1977	27,089.00	0.00	26,407.21	681.79	
TAX LEVY RECEIPTS-CURRENT	96,095.00	0.00	98,407.41	2,312.41	
TAX LEVY - PRIOR YEARS	0.00	0.00	622.41	622.41	
INTEREST ON INVESTMENTS	0.00	0.00	2,082.62	2,082.62	
TOTAL REVENUE	123,184.00	0.00	127,519.65	4,335.65	103.52

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	ORDERS OUTSTANDING	PURCHASE ORDERS	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	100.00	0.00	0.00	0.00	36.80	63.20	36.80
410	PRINCIPAL & INTEREST	96,095.00	0.00	0.00	0.00	96,095.00	0.00	100.00
	TOTAL EXPENDITURES	96,195.00	0.00	0.00	0.00	96,131.80	63.20	99.93

ACTIVITY 943 DECATUR PUBLIC LIBRARY - C E T A

MAY 1, 1977 THRU APR 30, 1978

% OF
EST.

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
1 FUND BALANCE MAY 1, 1977	0.00	0.00	0.00	0.00	
2 CITY OF DECATUR	37,644.00	9,876.93	37,643.35	0.65	
DECATUR PUBLIC LIBRARY	0.00	0.00	0.00	0.00	
TOTAL REVENUE	37,644.00	9,876.93	37,643.35	0.65	100.00

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	31,977.00	0.00	3,556.90	31,976.72	0.28	
102	RETIREMENT FUND	4,665.00	0.00	516.10	4,664.53	0.47	
103	WORKMENS COMPENSATION	0.00	0.00	0.00	0.00	0.00	
105	HOSPITALIZATION & MEDICAL INSURANCE	889.00	0.00	11.05	888.40	0.60	
107 A	GROUP LIFE INSURANCE	114.00	0.00	12.90	113.70	0.30	
	TOTAL OPERATING EXPENDITURES	37,645.00	0.00	4,196.95	37,643.35	1.65	100.00
	TOTAL EXPENDITURES	37,645.00	0.00	4,196.95	37,643.35	1.65	100.00

CITY OF DECATUR, ILLINOIS

Decatur Public Library

Month of April, 1978

<u>Voucher No.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR</u>	<u>AMOUNT</u>
39661	Postmaster	Postage	18.70
39669	Treas-% Employee's Ins Fund	Life & hosp ins	1,140.34
39676	Treas-% Petty Cash Fund	Reimbursement	72.75
39920	Treas-% Payroll Fund	Pd ending 4-5-78	1,171.90
39964	American Academy of Arts	Books	12.00
39965	" Enterprise Institute	"	4.75
39966	" Library Assn	"	4.45
39967	Architectural Digest	"	24.95
39968	Audio Brandon Films, Inc.	Film rental	97.80
39969	Bob's Repair Service	Repair to Bookmobile	221.72
39970	R R Bowker	Books	22.50
39971	BroDart, Inc.	"	8.19
39972	Champaign Audio Visual	Repair to projector	24.00
39973	Congressional Digest Corp.	Books	VOID 2.00
39974	Council of State Governments	"	2.00
39975	Cupola Productions	"	6.95
39976	Dash Disposal	Service for month	13.00
39977	Dolson Outdoor Advertising Co.	Outdoor poster	35.00
39978	Downtown Decatur Council, Inc.	Parking for month	300.00
39979	Editorial Research Reports	Books	2.00
39980	Eurail Guide	"	9.20
39981	Fordham Equipment Co.	Office supplies (book jackets)	560.53
39982	Gaylord Bros., Inc.	Machine rental	374.82
39983	Government Printing Office	Books	2.75
39984	Homestead Press	"	1.50
39985	Ill Bell Telephone Co.	Telephone service	558.28
39986	Ill Power Co.	Gas bill	1,262.13
39987	JanSan Supply	Janitorial supplies	26.63

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
39988	K & G Trailer Mart	Repair to Bookmobile	644.30
39989	McCalls	Books	8.95
39990	Natl Consumer Finance Assn	"	1.25
39991	Normans Cleaners	Laundry service	2.49
39992	Otis Elevator Co.	Service for month	207.48
39993	Pendragon House, Inc.	Books	18.60
39994	Pitney Bowes	Postage meter rental	40.50
40004	Regent Book Co., Inc.	Books	28.44
40005	Smith Tire Co.	Repaired tire	7.44
40006	Southern Living	Books	2.00
40007	Sport	"	5.94
40008	Striglos Office Equipment	Stapler (electric)	47.95
40009	Superintendent of Documents	Books	1.15
40010	Union Country Film Service	Film rental	70.95
40011	United National Publications	Books	1.50
40012	U of Chicago Press	"	14.21
40013	Viking Chemicals	Chemicals	190.28
40014	The Voice	Classified ad	25.00
40015	Wood Printing Co.	Statements	155.50
40016	Women's Equity Action League	Books	3.00
40099	Treas-% Payroll Fund	Pd ending 4-12-78	22,730.49
40139	Postmaster	Postage	600.00
40144	Treas-% CETA Fund	Due other funds	3,501.20
40241	Ill Power Co.	Power for month	1,468.20
40247	Decatur Herald & Review	Advertising expense	42.08
40400	Dr. Herbert J. Bavor	Professional service	25.00
40547	Treas-% Payroll Fund	Pd ending 4-19-78	1,153.23
40509	George Allen & Unwin Publ.	Books	9.33
40610	American Hotel Register	"	13.06
40611	" Library Assn	"	42.00

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
40612	Archaeological Institute	Books	15.00
40613	Astor-Honor, Inc.	"	24.60
40614	Ayer Press	"	113.96
40615	Baker & Taylor	Books-DPL Trust Fund	22.89
40616	Banner Rubber Stamp Co.	Office supplies	27.45
40617	R R Bowker	Books	29.95
40618	British History Illustrated	"	7.50
40619	Brodart, Inc.	Office supplies	2.80
40620	"	Books	103.52
40621	Child's World	"	5.45
40622	Colonial "Out of Print" Books	"	35.39
40623	Demco Educational Corp.	Office supplies	57.90
40624	Flower & Garden	Books	5.00
40625	Ford's Intl Cruise Guide	"	20.00
40626	Haines & Essick	Office supplies	9.20
40627	L-W Promotions	Books	39.60
40628	Laureate Records	"	26.30
40629	MacMillian Information	"	3.20
40630	Modern Business Systems, Inc.	Meter charges	91.00
40631	Multi Dimens Comm.	Books	36.95
40632	Musical Heritage Society	"	5.00
40633	Natl Record Plan	"	636.70
40634	Pacific Books Publ.	"	10.86
40635	R L Polk & Co.	"	214.00
40636	State Industrial Directories	"	178.00
40637	Superior Rubber Supply Corp.	Mats	230.40
40638	Thomas Publ. Co.	Books	75.00
40639	Ulverscroft Large Print Books	"	8.50
40640	Utopia Enterprises	Library roof repaired	61.50
40641	Visions	Cassettes	18.00

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
40642	Washington Dist Section	Books	1.25
40643	West Publ Co.	"	109.00
40644	The Writer, Inc.	"	6.51
40646	Acme Visible Records	Office supplies	65.00
40647	Bancroft Press	Books	60.79
40648	R R Bowker	"	15.00
40649	Council of Comm Services	"	2.77
40650	Hyperion Press, Inc.	"	5.19
40651	Intl City Mgt Assn.	"	24.00
40652	J B Lippincott	"	9.18
40653	Musicanza Corp.	"	4.85
40654	Readers Digest Assn.	"	7.81
40753	First National Bank	Investment	25,000.00
40754	"	" (942 Fund)	632.20
40755	Void		
40779	American Book Prices Current	Books	52.00
40780	Decatur Paper House	Office supplies	41.88
40781	Ford's Freighter Travel Guide	Books	8.00
40782	Gestetner Corp.	Office supplies (label & duplicating paper)	432.70
40783	Jon Gindick	Books	8.30
40784	H N H Distributors	"	12.84
40785	Haines & Essick	Office supplies	90.94
40786	"	Books	18.00
40787	Hearst Books	"	51.22
40788	Les Femmes Publ.	"	5.18
40789	Reed Publ Co.	"	6.40
40790	Rolling Prairie Libraries	Computerized circulation	750.00
40791	Standing Orders, Inc.	Books	5.90

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
40846	Baker & Taylor Companies	Books from Trust Fund	330.97
40847	"	Books	4,951.91
40840	Treasurer-% Petty Cash Fund	Reimbursement	91.97
40848	Demco Educational Corp.	Office supplies	13.75
40849	Doubleday & Co.	Books	490.27
40850	Energy-Saver Homes Co.	"	10.42
40851	Library Cards Ltd.	Card duplications	189.21
40852	Natl Fire Protection Assn.	Books	20.63
40853	Worldwatch Institute	"	2.00
40901	Treas-% Payroll Fund	Pd ending 4-26-78	23,226.36
40908	Treas-% I M R Fund	April retirement	6,686.10
TOTAL DPL VOUCHERS			<u>\$102,569.48</u>