

# DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



May 30, 1985

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

Ladies and Gentlemen:

Herewith is the Annual Report of the Board of  
Library Directors for fiscal 1984/1985.

As required by Statute, this Report contains  
a statement of the moneys which, in the judgement of  
the Board, will be required for operation of the  
Library in fiscal 1986/1987. It is projected that  
Library needs for 1986/1987 will be \$1,864,100 and  
that, of this amount, the sum of \$1,625,000 will need  
to be raised by a combination of the library tax levy  
and the corporate property replacement tax. The  
projection for operation in 1986/1987 contemplates  
ending the year with a fund balance of \$230,000 for  
Library operation until tax moneys are received in 1987.

Included with the Annual Report to the Council  
are the Annual Report to the Illinois State Library,  
used in the compilation of uniform public library sta-  
tistics, and the Annual Report of the City Librarian  
which provides a narrative summary with tables showing  
Library activities for the year.

The Board wishes to use this occasion to express  
its appreciation for the opportunity to serve the people  
of Decatur, and to thank the Council for its considera-  
tion and support during the last year.

Sincerely,

Sharon T. Alpi, President  
Board of Library Directors

STA/hs

cc. City Manager  
Finance Director



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Sharon T. Alpi, President  
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ANNUAL REPORT OF  
THE BOARD OF LIBRARY DIRECTORS  
OF THE CITY OF DECATUR  
1984/1985

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, 1985, and is a report of the condition of the Board's trust on April 30, 1985.

STATEMENT OF MONEYS RECEIVED

Fund Balance, May 1, 1985	\$ 602,101.87
Tax Levy Receipts	1,207,185.46
Replacement Tax	126,015.08
Interest on Investments	67,868.65
Library Fines and Fees	31,744.16
Non-resident Fees	6,620.00
Lost and Damaged Books	3,061.41
Photocopier	1,005.23
Illinois Per Capita Grant	50,193.96
Miscellaneous	<u>42,276.69</u>
Total Receipts	\$2,138,072.51

STATEMENT OF EXPENDITURES

Regular Salaries	\$ 935,303.84
Overtime Salaries	1,054.13
Retirement Fund	135,660.91
Workman's Compensation	5,112.00
Unemployment Compensation	10,382.00
Hospitalization, Medical & Life Insurance	31,963.00
Temporary Salaries	21,880.44
Advertising	440.79
Printing and Binding	4,521.98
Service to Maintain Buildings	9,549.77
Service to Maintain Other Improvements	332.75
Service to Maintain Office Equipment	16,896.05
Service to Maintain Automotive Equipment	1,619.14
Other Professional Services	1,595.00
Electricity	62,571.01
Telephone	17,086.06
Water	593.60
Conference and Other Travel Expenses	4,056.96
Postage	6,070.68
Professional Association Membership Fees	1,590.07

STATEMENT OF EXPENDITURES (CONTD)

Rentals	\$ 4,874.72
Gas, Oil, and Anti-Freeze	1,981.60
Janitorial Supplies	2,298.18
Material to Maintain Bldgs & Improvements	10,181.75
Materials to Maintain Automotive Equipment	1,570.67
Medical and Laboratory Supplies	9.63
Office Supplies	19,720.00
Administrative Services from City	20,216.00
Service Recognition Payroll	1,630.00
Insurance	10,147.00
Small Capital Items	3,047.80
Office Equipment	66,321.21
Library Books and Other Print Material	183,612.64
Audio-Visual Materials	44,128.71
	<hr/>
Total Expenditures	\$1,638,020.89

STATEMENT OF CONDITION OF TRUST FUNDS

Joseph H. Breckenridge Fund (est. 1972)	
Fund Balance, May 1, 1984	\$ 97,620.11
Interest on Investment	10,928.46
	<hr/>
Total Receipts	\$ 108,548.57
Expenditures	-19,706.00
Balance, April 30, 1985	\$ 88,842.57
	<hr/>
Maude Bridges Fund (est. 1977)	
Fund Balance, May 1, 1984	\$ 3,667.31
Income	954.79
Interest on Investment	361.53
	<hr/>
Total Receipts	\$ 4,983.63
Expenditures	-2,453.79
Balance, April 30, 1985	\$ 2,529.84
	<hr/>
Ellen and Peter Cantoni Fund (est. 1983)	
Fund Balance, May 1, 1984	\$ 88,969.00
Interest on Investments	11,062.00
	<hr/>
Total Receipts	\$ 100,031.00
Expenditures	-1,948.80
Balance, April 30, 1985	\$ 98,082.80
	<hr/>
Library Capital Fund	
Fund Balance, May 1, 1984	\$ 24,372.80
Interest on Investment	1,840.93
	<hr/>
Total Receipts	\$ 26,213.73
Expenditures	-24,000.00
Balance, April 30, 1985	\$ 2,213.73



STATEMENT OF BOOKS AND OTHER MATERIALS AVAILABLE AND CIRCULATED

Book Stock, Volumes	200,558
Periodicals, Number of Current Subscriptions	923
Periodicals and Newspapers, Reels of Microfilm	8,095
Microfiche, Sheets	9,832
Filmstrips, Number of Items	75
Phonodiscs, Number of Albums	8,422
Audio Cassettes, Number of Items	1,270
Motion Pictures	180
Art Reproductions	246
Government Documents, Number of Items	43,886
Telephone Directories	863
College Catalogs	807
Pamphlets	<u>24,520</u>
Total Number of Items in Collections	294,677

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

	<u>Print</u>	<u>Audio Visual</u>
Adult Circulation	337,849	50,154
Young Adult Circulation	26,451	--
Children's Circulation	265,224	3,385
Renewals	4,079	--

The division of this material by subject and media is as follows:

I. Printed Material

Undefined Circulation	8,089
Paperbound Non-fiction Books	2,949
Renewals	4,079
General Knowledge	6,514
Philosophy & Psychology	8,617
Religion	5,870
Social Sciences	37,143
Language	36,418
Pure Sciences & Mathematics	16,925
Practical Arts & Technology	61,932
Fine, Applied, and Performing Arts	45,168
Literature	11,534
History, Travel and Biography	39,409
Periodicals	47,471
Government Documents	384
Pamphlets	<u>2,979</u>

Total Non-Fiction 335,481

I.	Printed Materials (Contd)	
	Fiction (including paperbacks)	195,809
	Juvenile Picture Books	<u>100,643</u>
	Total Fiction	296,452
	Total Print Circulation	631,933
II.	Audio-Visual Materials	
	Motion Pictures, 16mm	134
	Motion Pictures, 8mm	247
	Video Cassettes	22,933
	Phonodiscs	23,163
	Audio Cassettes	3,718
	Art Reproductions	570
	Pictures, Mounted	110
	Sculpture Reproductions	149
	Undefined	<u>1,080</u>
	Total Audio-Visual	52,024
III.	Inter-Library Loans	
	Books and Other Print	1,670
	Audio-Visual	<u>1,515</u>
	Total ILL Materials	3,185
	Total Circulation	687,142

STATEMENT OF PROPERTY ACQUIRED BY DEVISE, BEQUEST, OR GIFT

The Library received a further distribution of \$954.79 as its share in the income from 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 for items required in the normal operation of the Library.

LIABILITIES

The Library had no bonds or other obligations outstanding during the fiscal year.



STATEMENT OF MONEYS REQUIRED FOR LIBRARY OPERATION IN 1986/1987

It is estimated by the Board of Library Directors that \$1,864,100 will be required to operate the Library in fiscal 1986/1987. Of this amount the Library will generate \$499,000 including the Illinois Per Capita Grant, leaving the sum of \$1,625,100 to be raised by the Library tax levy and the Library's share in the proceeds of the corporate personal property replacement tax.

OTHER STATISTICS, INFORMATION, AND SUGGESTIONS

Appended hereto are the "Illinois Public Library Annual Report, 1985/1986" which furnishes information to the Illinois State Library for use in compiling its annual statistics on public libraries in Illinois, and the "Annual Report of the City Librarian, 1984/1985" containing a narrative summary, 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, Illinois, at the Annual Meeting of the Board on May 30, 1985.

DATED this 30th day of May, 1985

  
\_\_\_\_\_  
President, Library Board of Directors

ILLINOIS STATE LIBRARY, SPRINGFIELD, IL 62756  
PUBLIC LIBRARY ANNUAL REPORT  
1984-1985

Every public library in Illinois is required by law (Chapter 81, Sec. 4-10, and elsewhere in the Illinois Revised Statutes) to file this annual report with the State Library. The purpose of this report is to obtain and publish data on the resources and services of all Illinois public libraries for use by all concerned. Each library is asked to file this report with its system headquarters **AS SOON AS POSSIBLE UPON (AND BY NO LATER THAN 30 DAYS AFTER)** completion of its fiscal year ending between July 1, 1984, and June 30, 1985. Please complete and return this form promptly, even if a certified audit of library accounts has not been received. That document can be sent to the State Library later. (By law, public library districts have until Oct. 1 to file this report, however it would be appreciated if the form is filed by Aug. 1.)

Please do not leave any item blank. Enter "0" if the appropriate entry for an item is zero or "none." Enter "N.A." if an item does not apply to your library. If an exact figure is not available for a particular item, but it is known that the amount is greater than zero, enter an estimate of the amount. To help prevent mistakes in assembling photocopies of several different libraries' reports, please write the name of your library in the line provided in the right hand margin of pages 2-6.

IDENTIFICATION

1. Location Decatur \_\_\_\_\_ 1  
*Name of the municipality in which the central library is located.*
2. Librarian Robert H. Dumas \_\_\_\_\_ 2  
*Give the name of the librarian in the following order: first name, last name. Married women should use their own names, not their husband's first name (e.g., Mary Jones, NOT Mrs. John Jones).*
3. Legal name of central library Decatur Public Library \_\_\_\_\_ 3  
*A CENTRAL LIBRARY is the single unit library or the unit which is the administrative center, where the principal collections are kept and handled. Also called MAIN LIBRARY.*
4. Mailing address (include street and zip code) 247 E. North St., Decatur, IL 62523 \_\_\_\_\_ 4
5. Library telephone (include area code) (217) 428-6617 \_\_\_\_\_ 5  
*If your library has more than one telephone number, report the number you want listed in Illinois Libraries.*
6. System Rolling Prairie Library System \_\_\_\_\_ 6
7. Population residing in tax base area 93,939 \_\_\_\_\_ 7  
*Use latest official federal census figure.*

GENERAL INFORMATION

8. Opening and closing hours of the central library for use by the public in a typical week last October (i.e., a week with no holidays and in which the library was open its regular hours): Monday 9 am to 9 pm ; Tuesday 9 am to 9 pm ; Wednesday 9 am to 9 pm ; Thursday 9 am to 9 pm ; Friday 9 am to 9 pm ; Saturday 9 am to 5:30 pm ; Sunday closed to \_\_\_\_\_ 8
9. Total number of branches ..... 0 \_\_\_\_\_ 9  
*A branch is a library facility in separate quarters with a basic collection of books, its own staff, and open for use on a regular schedule.*
10. Total number of bookmobiles ..... 2 \_\_\_\_\_ 10



**Registered Borrowers**

11. Total number of resident borrower's cards in force as of the last day of the fiscal year 31,300 (est.) 11  
Do NOT include nonresident borrowers here. If you do not have exact information as of the last day of the fiscal year, please estimate using the most accurate and recent information available.

Number of nonresident borrower's cards and the annual fee, if any, as of the last day of the fiscal year for each of the following types of cards:

Type of Nonresident Card	Number	Fee (for library use)	Fee (for system use)	
	(a)	(b)	(c)	
12. Family .....	<u>150</u>	<u>44</u>	<u>          </u>	12
13. Individual .....	<u>--</u>	<u>--</u>	<u>          </u>	13
14. Student .....	<u>--</u>	<u>--</u>	<u>          </u>	14
15. Other (specify) .....	<u>--</u>	<u>--</u>	<u>          </u>	15

(a) For each type of nonresident card, report the number of cards on file as of the last day of the fiscal year. Report the total of both system-wide and single library cards.  
(b) Report the maximum amount charged for one year for each type of nonresident card for use of YOUR LIBRARY ONLY.  
(c) Report the maximum amount charged for one year for each type of nonresident SYSTEM-WIDE card.

**RESOURCES (Report for your entire fiscal year)**

	Held at End of Last FY	Withdrawn During FY	Added During FY	Held at End of This FY	
	(a)	(b)	(c)	(d)	
16. Number of books	<u>199,642</u>	<u>15,494</u>	<u>16,410</u>	<u>200,558</u>	16

Report number of different physical volumes for which access is provided through the library's catalog. Include government documents arranged by Su Docs classification. Exclude periodicals and microforms.

TITLES (Lines 17-20): For reporting purposes a title is a publication which forms a separate bibliographic whole, whether issued in one or several volumes, reels, discs, slides, or parts. It applies equally to audiovisual materials as well as to periodicals.

	(a)	(b)	(c)	(d)	
17. Video recordings	<u><del>1892</del> 632</u>	<u>13,399</u>	<u>363</u>	<u>1,166,532</u>	17

Report number of titles, of all sizes. Exclude duplicates. Include motion picture films, videotapes, videocassettes, and videodiscs. Do NOT include slides or filmstrips.

	(a)	(b)	(c)	(d)	
18. Audio recordings	<u>6,804</u>	<u>292</u>	<u>609</u>	<u>7,121</u>	18

Report number of titles, of all sizes. Include phonorecords, tapes, cassettes, etc. Exclude duplicates.

**Periodicals (Magazines and newspapers only)**

19. Number of titles currently received .....	<u>611</u>	19
Exclude duplicates. Include periodicals received by gift subscriptions, in microform, or as government documents.		
20. Number of titles for which back issues are held for more than one year .....	<u>791</u>	20
Report the number of titles of back issues of bound AND unbound periodicals, including microforms. Exclude duplicates.		

**USE OF RESOURCES (Report for your entire fiscal year)**

**Direct Circulation of All Materials to Library Users**

21. Number of adult materials loaned .....	<u>418,533</u>	21
--	----------------	----

Include circulation of young adult materials. DIRECT CIRCULATION is the charging of materials to patrons by staff in your library (including branches). Direct circulation includes the circulation of interlibrary loans received from other libraries, and the circulation of bulk loan materials from other libraries, reciprocal borrowing transactions, and the circulation of non-print media such as films, records, and art prints.

22. Number of juvenile materials loaned .....	268,609	22
23. TOTAL loans (sum of lines 21 & 22) .....	687,142	23

**FINANCIAL INFORMATION** (Report whole dollars only. Report for your entire fiscal year. Report all funds received or spent, but do NOT include funds spent by others for the benefit of the library.)

NOTE: If a certified audit of library accounts is prepared, please submit a copy as a supplement to this report on or before October 1, 1985.

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

24. Local government (Include capital income from sale of bonds and specify amount in footnote. Do not include income from tax anticipation warrants. Show revenue sharing funds in lines 26a-26b) .....		
..... (use whole dollars only)	1,207,185	24
25. State government (exclude federal funds distributed by the state)		
a. Per capita grants .....	50,194	25a
b. Equalization aid .....	00	25b
c. Corporate replacement tax .....	126,105	25c
d. Other (specify) .....		25d
26. Federal government (include federal funds distributed by the state)		
a. Revenue Sharing received for operating expenditures .. (use whole dollars only)	00	26a
b. Revenue Sharing received for capital expenditures .... (use whole dollars only)	00	26b
c. Other federal funds received .....	00	26c
<i>Include federal money received through the state, e.g., LSCA Title I special project grants, Project PLUS grants paid directly to your library, and shared staffing grants.</i>		
27. All other receipts .....	827,589	27
<i>Report all monetary receipts not reported above, e.g., endowment income, gifts and donations, fines, payments for contract services, interest income, and receipts from a library system or from a loan or mortgage.</i>		
28. TOTAL receipts (sum of lines 24-27) .....	2,211,073	28

**Library Expenditures by Category**

29. Salaries and wages for staff (other than building maintenance staff) including fringe benefits .....		
..... (use whole dollars only)	1,065,999	29
<i>Include salaries and wages before deductions, and fringe benefits paid by the library, such as insurance, IMRF, social security, etc. Report salaries and wages for maintenance staff on line 30.</i>		
30. Salaries and wages for building maintenance staff, including fringe benefits .....		
..... (use whole dollars only)	75,357	30
<i>Include salaries and wages before deductions, and fringe benefits paid by the library, such as insurance, IMRF, social security, etc.</i>		
31. Printed materials .....	188,016	31
<i>Include expenditures for books, periodicals, microforms, pamphlets, government documents, etc.</i>		
32. Nonprint materials .....	44,129	32
<i>Include expenditures for all materials used by visual projection and/or sound reproduction (e.g., films, phonorecords, tape cassettes, filmstrips, slides, etc.), and for framed pictures, sculpture, etc.</i>		
33. Rent .....	00	33
34. Long-term debt retirement (e.g., mortgage payments) .....	00	34
35. All other operating expenditures not entered above .....	202,861	35
<i>Include expenditures for library and general office supplies, processing costs, commercial binding and rebinding, equipment, utilities, repairs, etc. Report purchase of fixed assets in line 36.</i>		



36. Capital outlay for fixed assets . . . . . (use whole dollars only) 109,768 36  
*Fixed assets are those things which are not consumed in use, can be expected to last at least five years, and cost at least \$1000. Report all expenditures (regardless of the source of funds) for land and improvements to land, for buildings or additions to buildings, and for equipment costing over \$1000.*
37. TOTAL of all expenditures (sum of lines 29-36) . . . . . (use whole dollars only) 1,686,130 37  
*Lines 28 and 37 need not agree.*

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

38. Number of hours considered to be full-time employment per week in your library . . . . . 40 38
39. Staff Data.

*Group A: Professional librarians, media and audiovisual specialists, etc.*

*List each Group A employee on a separate line below, and give the information requested in columns I-VI. Attach another page if needed.*

- I. Name of employee. Put "vacant" for any budgeted position not now filled.
- II. Identify as "cataloger," "children's librarian," or "reference librarian" each person who regularly spends at least 75% of his/her work week in duties characteristic of or directly related to each of these positions. For each other librarian, record the title of his/her position.
- III. Use the highest appropriate number in the following code to indicate the extent of formal education: (1) less than a bachelor's degree, (2) a bachelor's degree with or without graduate study in a subject field, (3) a bachelor's degree, with at least a minor (18 semester hours) in librarianship or educational media and with or without some graduate study in those fields, or (4) a master's degree in librarianship, information science, instructional technology or educational media, with or without further study.
- IV. Sex. Use F for female and M for male.
- V. Hours worked per week. If exact number is not known, supply your best estimate.

(I) Name of Employee	(II) Title of Position	(III) Education	(IV) Sex	(V) Hours Worked Per Week	(VI) Hourly Rate or Annual Salary
	Head Librarian				
	See attached listing.				

- Group B: Full-time or part-time technical and clerical employees (including full-time pages)*
- Total number of hours all Group B employees worked in a typical week . . . . . 1,020
- Minimum hourly rate (convert annual salary to hourly rate) . . . . . \$ 5.55
- Maximum hourly rate (convert annual salary to hourly rate) . . . . . \$ 9.97

- Group C: Part-time hourly paid pages or shelvers*
- Total number of hours all Group C employees worked in a typical week . . . . . 84
- Minimum hourly rate (convert annual salary to hourly rate) . . . . . \$ 4.57
- Maximum hourly rate (convert annual salary to hourly rate) . . . . . \$ 4.57

Group D: Full-time or part-time building maintenance, security or plant operation employees 140  
 Total number of hours all Group D employees worked in a typical week .....  
 Minimum hourly rate (convert annual salary to hourly rate) ..... \$ 8.20  
 Maximum hourly rate (convert annual salary to hourly rate) ..... \$ 12.73

(For ISL Use Only)

1: / 2: / 3: / 4: / P: N: M:

**REFERENDA**

40. Was your library involved in a referendum during the last fiscal year? ..... Yes \_\_\_\_\_ No X 40  
*If No, go directly to Line 42. If Yes, please attach a copy of the ballot or a statement of the proposition as presented to the voters. If more than one referendum occurred, report each separately.*

41. For each type of referendum presented to the voters, indicate the date of the vote, and whether it passed or failed. For an annexation referendum, report the result in outlying areas separately from that in the city.

	Date of Referendum	Passed	Failed	41
Tax Increase Referendum.....	_____	_____	_____	
Bond Issue Referendum .....	_____	_____	_____	
Establishment Referendum .....	_____	_____	_____	
Annexation Referendum.....	_____	_____	_____	
Conversion Referendum .....	_____	_____	_____	
Other (please specify) .....	_____	_____	_____	

**LIBRARY BOARD AND OFFICIALS**

NOTE: This information is used for directory purposes. REPORT THE MOST RECENT INFORMATION AVAILABLE. The officers and board listed here may be different from those who served during the past year and who sign on line 63 below.

42. President (a) Sharon T. Alpi (c) (217) 423-6555 42  
Name  
 (b) 511 West Macon, Decatur, IL 62522 (d) (Area Code) Telephone  
Complete Home Address July, 1987  
 Mo. & Yr. When Present Term Ends
43. Vice-President (a) Marshall Susler (c) (217) 428-4204 43  
 (b) 2431 Forest Ave., Decatur, IL 62522 (d) July, 1986
44. Treasurer (a) \_\_\_\_\_ (c) \_\_\_\_\_ 44  
 (b) \_\_\_\_\_ (d) \_\_\_\_\_
45. Secretary (a) Edith Rossiter (c) (217) 877-7082 45  
 (b) 18 Montez Dr., Decatur, IL 62526 (d) July, 1987
46. Other Members (a) William Grieve (c) (217) 428-6504 46  
 (b) #4 Circle Drive, Decatur, IL 62521 (d) July, 1986
47. (a) Reba Jackson (c) (217) 423-3970 47  
 (b) 206 Dover Drive, Decatur, IL 62521 (d) July, 1986
48. (a) David Marshall (c) (217) 422-0824 48  
 (b) 155 South Glencoe, Decatur, IL 62522 (d) July, 1985
49. (a) Shirley Moore (c) (217) 422-2565 49  
 (b) 418 Woodhill Drive (d) July, 1985
50. (a) John Mueller (c) (217) 877-2634 50  
 (b) 632 Karen Drive, Decatur, IL 62526 (d) July, 1985



- 51. (a) Martin Seidman (c) (217) 428-0644 51  
346 West Macon, Decatur, IL 62522 July, 1987  
 (b) \_\_\_\_\_ (d) \_\_\_\_\_
- 52. (a) \_\_\_\_\_ (c) \_\_\_\_\_ 52  
 (b) \_\_\_\_\_ (d) \_\_\_\_\_
- 53. (a) \_\_\_\_\_ (c) \_\_\_\_\_ 53  
 (b) \_\_\_\_\_ (d) \_\_\_\_\_
- 54. Name of library attorney Edward Booth 54  
 Address 132 S. Water, Decatur, IL 62523 Telephone (217 ) 423-6076
- 55. Is the custodian of library funds a member of the board? ..... Yes \_\_\_\_\_ No X 55
- 56. Surety company covering custodian of funds: Lumberman's Mutual 56
- 57. Amount of surety bond \$ 1,000,000 57  
*NOTE: Illinois Revised Statutes, Chapter 81, requires that the bond be "not less than 1/12 of the total annual library taxes collected" for municipalities of less than 50,000 population (Paragraph 4-9), and for public library districts (Paragraph 1004-10) that the bond be "a minimum of 50% of the total funds received in the last previous fiscal year."*
- 58. Name of certified public accountant employed by the library or your corporate authority:  
 Name: Peat, Marwick, Mitchell & Co. Address: 250 N. Water, Decatur, IL 58  
*Report the name and address of the certified public accountant preparing your annual audit. If the audit is done in conjunction with your corporate authority, obtain the name of the auditor from your corporate authority.*
- 59. Person to contact (if necessary) concerning the information reported on this form:  
 Name: Robert H. Dumas Telephone: (217 ) 428-6617 59

CERTIFICATION

- 60. 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 84 and ending April 30 19 85  
*Report the beginning and ending dates (month, day, and year) of your most recently completed fiscal year.* 60
- 61. Legal name of library Decatur Public Library 61
- 62. Signature of the librarian *Robert H. Dumas* 62  
 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.
- 63. *Edith G. Hunter* *Robert H. Dumas* 63  
 Secretary (signature) President (signature)  
*Requires the signature of the secretary and president of the library board for the period covered by the report.*
- 64. \_\_\_\_\_ 64  
May 30, 1985  
*Date signed by the president and secretary of the board.*

Thank you for completing this report. Please send one copy to your local government and send one original signed copy to your library system headquarters. The system headquarters will return a photocopy to you, make another for itself, a third for the State Library, and send the original to the University of Illinois Library Research Center for processing and eventual deposit with the State Library.

You are invited to attach to this report comments or suggestions as to how we can improve this form, what questions were difficult for you to answer, what other topics you would like to see information gathered and made available, etc.

(For System Use Only)  
Full name of system staff member who reviewed this form: \_\_\_\_\_

Decatur Public Library

<u>Position</u>	<u>Name</u>	<u>Edu- cation</u>	<u>Sex</u>	<u>Hrs per Week</u>	<u>Annual Salary</u>
Group (a)					
Head Librarian	Dumas, Robert	4	M	40	45,748
Supv, Tech Serv	Vacant	4		40	30,659
Home Reading Asst	Berbaum, Harriet	2	F	40	24,020
Ref Asst	Roelleke, Beverly	2	F	40	21,956
Children's Lib.	Vacant	4		40	25,225
Ref Asst	Johnson, Phyllis	2	F	40	24,020
Reference Lib.	Merrick, Jerald	4	M	40	27,808
Ext. Asst	McGregor, Dixie	2	F	40	24,020
Home Reading Asst	Merideth, Dayle	2	F	40	24,020
Supv, Adult Serv	Seidl, James	4	M	40	33,800
Home Reading Asst	Voorhees, Carol	2	F	40	24,020
Head, Home Reading	Vacant	4		40	25,225
Ext. Asst	Roberts, George	2	M	40	24,020
Extension Lib.	Vacant	4		40	25,225
Head Cataloger	Hadley, Cornelia	4	F	40	29,200
Cataloger	Inman, Harvey	4	M	40	26,484
Y-AV Librarian	Scholtz, James	4	M	40	22,879
Chil. Asst	Dwyer, Mary Lou	2	F	40	21,789
Chil. Asst	Arnold, Rebecca	2	F	20	9.97 hr
Ref. Asst	Mills, Linda	2	F	20	9.73 hr
Home Reading Asst	Law, Nancy	2	F	20	9.73 hr
Chil. Asst	Robinson, Joyce	2	F	20	9.97 hr
Ext. Asst	Shroyer, Marilyn	2	F	20	9.97 hr
Group (b)					
Library Clk Supv	Anderson, Karen	2	F	40	20,749
Head Page	Durbin, Ellen	1	F	40	12,738
Catalog Clk I	Turner, Bobanne	1	F	40	13,374
Tech Serv Clk II	Colebar, Kathy	1	F	40	17,073
Page	Fouke, Marlene	1	F	40	11,558
Extension Clk	Crawford, Elizabeth	1	F	40	17,073
Bkmobile Clk Drv	Fetrow, Mary	1	F	40	17,073
Page	Gentry, Susan	1	F	40	11,558
Catalog Clk II	Brooks, Roberta	1	F	40	17,073
Lib Clk II	Edwards, Shirley	1	F	40	17,073
Catalog Clk I	Flannell, Maureen	1	F	40	13,054
Bkmobile Clk Drv	Brown, Charles	1	M	40	14,747
Staff Artist	Burch, Leta	1	F	40	17,928
Admin Secretary	Schwegman, Helen	2	F	40	20,749
Tech Serv Clk I	Stanbery, Joann	1	F	40	15,484
Lib Clk I	Kirby, Kay	1	F	40	13,054
Admin Clerk	Wheeler, Margie	1	F	40	17,073
Tech Serv Clk III	Williams, Nancy	1	F	40	18,822
Page	Zerfowski, Janet	1	F	40	11,553
Lib Clk I	Willis, Rita	1	F	40	14,044
Bkmobile Driver	Van Praag, Roger	1	M	20	6.75 hr
Catalog Clk I	White, Virginia	1	F	20	6.12 hr
Tech Serv Clk I	Penne, Mary Lou	1	F	20	7.44 hr
Lib Clk I	Kennedy, Belinda	1	F	20	6.27 hr

(Contd next sheet)



Decatur Public Library

<u>Position</u>	<u>Name</u>	<u>Edu- cation</u>	<u>Sex</u>	<u>Hrs per Week</u>	<u>Annual Salary</u>
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Page	Gentry, Susan	1	F	40	11,558
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Catalog Clk I	Flannell, Maureen	1	F	40	13,054
Bkmobile Clk Drv	Brown, Charles	1	M	40	14,747
Staff Artist	Burch, Leta	1	F	40	17,928
Admin Secretary	Schwegman, Helen	2	F	40	20,749
Tech Serv Clk I	Stanbery, Joann	1	F	40	15,484
Lib Clk I	Kirby, Kay	1	F	40	13,054
Admin Clerk	Wheeler, Margie	1	F	40	17,073
Tech Serv Clk III	Williams, Nancy	1	F	40	18,822
Page	Zerfowski, Janet	1	F	40	11,553
Lib Clk I	Willis, Rita	1	F	40	14,044
Bkmobile Driver	Van Praag, Roger	1	M	20	6.75 hr
Catalog Clk I	White, Virginia	1	F	20	6.12 hr
Tech Serv Clk I	Penne, Mary Lou	1	F	20	7.44 hr
Lib Clk I	Kennedy, Belinda	1	F	20	6.27 hr

(Contd next sheet)



Decatur Public Library

<u>Position</u>	<u>Name</u>	<u>Edu- cation</u>	<u>Sex</u>	<u>Hrs per Week</u>	<u>Annual Salary</u>
Group (b) contd:					
Lib Clk I	Trebacz, Betty	1	F	20	7.44 hr
Lib Clk I	Irons, Leta	1	F	20	7.08 hr
Lib Clk I	Trusner, Glenda	1	F	20	6.75 hr
Lib Clk I	Irvin, Georgia	1	F	20	7.44 hr
Page	Nims, Karen	1	F	20	5.55 hr
Page	Collins, Donna	1	F	20	5.55 hr
Page	Parish, Rosemarie	1	F	20	5.03 hr

## Group (c)

Part-time Page	Breeze, Jerry	1	M	12	4.57 hr
Part-time Page	Aikman, Maria	1	F	12	4.57 hr
Part-time Page	Shriver, Pat	1	F	12	4.57 hr
Part-time Page	Smith, Cheryl	1	F	12	4.57 hr
Part-time Page	Klinger, Cathy	1	F	12	4.57 hr
Part-time Page	Sidney, Tammie	1	F	12	4.57 hr
Part-time Page	Heger, Linda	1	F	12	4.57 hr

## Group (d)

Maintenance Man	Richardson, Owen	1	M	40	26,484
Head Bldg Custod	Kay, Jean	1	F	40	17,928
Bldg Custodian	Matthews, Curtis	1	M	40	17,073
Custodian	Kupish, James	1	M	20	7.81 hr

ANNUAL REPORT  
OF THE CITY LIBRARIAN  
1984/1985

This was the year when the Library acquired its stand-alone computer system, began registration of its patrons and established new records of productivity in Technical Services.

The conversion from a computer and data base shared by other libraries to one dedicated to the needs of this library was completed on January 7 and the conversion period of about three weeks was so well planned that backlogs were kept to a controllable minimum and there was no disruption of public service.

Since coming on-line the system has been down only eleven hours during the four month period. None of these interruptions posed serious problems. The advantages that flow from the Library having its own computer capability are many, ranging from better control over problems that may arise, through more responsiveness to library needs (reports are completed before 8:00 a.m. and the machine is available to Catalog use at that time), to control over technical requirements for our bibliographical data base. Through the elimination of different objectives and standards for data base maintenance, a cause for tension in relations with the Rolling Prairie System has been removed. The Library will now begin on a prospective basis the expansion of

the bibliographical records in the data base to prepare the way for eventual conversion to an on-line electronic catalog. The plan calls for entry of the complete bibliographical record including subject headings for all new and recataloged items over the next several years. During this period the process of weeding will reduce the number of items with a brief record. Then when suitable software is available (and tested) which will permit both the circulation function and the catalog function to operate efficiently from the same data base, a concentrated effort will be made to expand the remaining brief records to complete records. A sizeable cost saving should result from this eventual conversion to an on-line catalog.

Another positive development resulting from the ownership of the CLSI System 23 computer has been the ability to create new agency records for each bookmobile. And finally, because certain statistical categories formerly utilized by RPLS are now vacant, it will be possible to allocate separate circulation categories to each of the audio-visual collections, allowing refinement of the circulation information for better administration of those collections.

Service to patrons in material loans increased by slightly more than 2% over the previous year. One hundred thirty-eight thousand, two hundred forty-four contacts by staff were made with patrons during the year, of which 44,365 were for reference,



guidance, or other professional services (Appendix I). In addition, there were 318 public programs in the Library or given by Staff extra-murally during the year. Attendance at these programs numbered more than 6,200. In support of these functions and programs, the Library generated 80 brochures, flyers, calendars and the like. One hundred fifty-nine displays were created and mounted by the Staff Artist. (See Appendix II for statistics on programs, displays and readers' aids.)

The Circulation Department reports that 14,460 items were kept overdue during the year and that nearly 3,400 reached the billing stage. One hundred twenty-seven accounts were turned over to the Credit Bureau for 906 items with a value of \$8,300 and with fines cumulating to \$2,880. The overdue rate since 1978/79 has increased by 50%. The last fine increase was in the late sixties: since then inflation has vitiated the force of the fine and the increase in the rate of overdues suggests that the current fine structure should be examined by the Board.

When the Library went on line in 1977, patrons were registered without expiration dates, following the advice given by the CLSI installation staff. Since then this has proved not to have been the best practice: as patrons move away or die, their registration remains active for three years inflating the registration count. More importantly, if patrons have fines or other delinquencies, the software excepts their registration from the

normal purging routines. Consequently, our registration census is grossly inflated. To correct this problem, the Library is currently re-registering patrons for a three year period as was the case prior to automation. In re-registration, separate counts are being kept by age level so that firm figures will be available for children, young adults, and adults.

Adult Services suffered a slight decline (2.3%) in circulation during the year as a result of early losses, reaching nearly 6% in December, because primarily of book selection and a diminution in acquisitions in the Home Reading Department. The problem is corrected and the final figure results from a strong recovery. One may expect a good growth in service during the coming year. A noteworthy increase in Adult Services is also reflected in the circulation growth in Audio-Visual materials with videocassette circulation growing by 90% over the previous year. This year the number of films borrowed from Rolling Prairies Library System declined by about 16%, an unsurprising loss perhaps given the growth in the videocassette collection. Less expected is the decrease in the number of circulations from Inter-Library Loans, which declined by nearly 18% to 1,670. Meanwhile, loans by the Library to other libraries or directly to patrons of other libraries (reciprocal borrowing) increased to 27,457 (+8%).

A major project in the Children's Department during the year involved coding of fiction books to reflect the grade level



of reading and to indicate the major genres - horse stories, science fiction, mysteries, etc. The augment of the Staff by a half-time assistant also permitted the department to remain open on Friday evening so that its schedule is now the same as the rest of the central departments. Finally, I must note the loss in February of the Children's Librarian, Mrs. Nichols, who resigned to join her husband in Texas where he had relocated with a new job. Mrs. Nichols made a substantial contribution to the Children's program and it is my understanding that she has a contract with ALA for a book covering service to pre-school children which is based in part on the services she developed in this Library.

In the Extension Department, as noted above, a data base was created for each of the bookmobiles. These data bases reflect only material actually carried on board each of the mobile units and permit a separate circulation report for each machine, allowing better control over collections. A major effort was also made to effect sizeable reductions in the Extension headquarters collections which currently are so large that only a tiny portion of the collections can be exposed to public use in any given year. There are presently 33,000 items in the Extension collections after retiring more than 4,500 volumes during the year. Continuing functions now established in the Extension Department are the Christmas tea for volunteers and the Awards tea in the Outreach program, both of which are designed to honor those

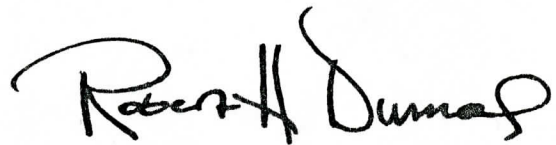
volunteers who share their love of books and commitment to library service by bringing the Library to the hospitals, nursing homes, and the homebound. Lastly I would note the resignation of Mrs. Hicks as Extension Librarian on November 15. Since that time Mrs. Shroyer, half-time assistant, has been working full-time to provide sufficient manpower to continue services at the expected level.

New records were established in a number of areas in Technical Services. More books were received, more materials cataloged and processed than ever before (Appendices III and IV). Order Department reports a slight slackening in the rate of increase in the cost of books and an actual decrease in the cost of audio-visual materials (Appendix V). As a result of continuing changes caused by the adoption of new cataloging conventions and from subject updating, the filing and discharging from various catalogs increased substantially: 98,550 (+18%) cards were filed or pulled. The Catalog Department also completed the conversion to in-house generation of catalog cards resulting in both a money saving and, more importantly, in making cards available in public catalogs on a more timely basis than was possible when cards were printed by a firm in St. Louis.

I would like to record my appreciation for a Staff that has continued to demonstrate its commitment to more and better quality service and to show ingenuity in devising better and more



efficient methods of getting the job done. I want also to thank my colleagues at the City and in the Rolling Prairie Library for their help and support during the past year. The Friends of the Library have continued their services to the Library, both in sponsorship of the Books Between Bites reviews and by undertaking the semi-annual book sale which permits the Library to dispose of retired items and gifts not needed while extending the useful life of these books.

A handwritten signature in black ink that reads "Robert H. Dumas". The signature is written in a cursive style with a large, looping initial "R".

Robert H. Dumas  
City Librarian





APPENDIX II

PROGRAMS AND ATTENDANCE

	<u>Number</u>	<u>Attendance</u>
Lectures and Book Reviews	23	1,131
Discussion Groups	92	2,263
Story Hours and Other Children's Programs	190	4,690
Staff Visits to School Classes (no. of classes)	116	3,020 (est)
Group Visits to Library	89	2,033
Film Programs (Adult)	<u>13</u>	<u>821</u>
Totals	523	13,959

READERS' AIDS AND DISPLAYS

	<u>Number</u>	<u>Copies Printed</u>
Displays	159	
Exhibits in Stairwell Minigallery	10	
Signage	50	
Calendars of Events	12 )	
Booklists, Brochures, Informational Broadsheets	68 )	50,405

APPENDIX III

COLLECTION MAINTENANCE

1984/1985

	<u>Items</u> <u>Added</u>	<u>Items</u> <u>Withdrawn</u>	<u>Current</u> <u>Holdings</u>
<u>Classed Material (Print)</u>			
General Knowledge	560	476	5,255
Philosophy and Psychology	415	153	4,782
Religion	281	92	4,543
Social Sciences	2,062	1,010	23,827
Language	443	299	4,393
Pure Sciences	493	210	7,031
Useful Arts and Technology	2,728	1,215	25,628
Fine, Applied, and Performing Arts	1,899	1,409	23,462
Literature	395	1,292	10,999
History Travel and Biography	1,520	2,449	27,619
Fiction	5,377	6,889	63,019

Unclassed Material (Print)

Pamphlets	1,899	789	24,520
Government Documents	4,200	4,079	43,886
Documents in Microfiche (sheets)	197	37	6,205
Other Microfiche (sheets)	--	2,339	3,627
Newspapers & Periodicals (Microfilm Reels)	158	1	8,095
College Catalogs	290	384	807
Telephone Directories	784	745	863

Classed Material (Audio-Visual)

Film, 16mm (reels)	--	--	44
Film, 8mm (reels)	--	--	136
Videocassettes	376	15	1,006
Phonodiscs	1,039	453	8,422
Audio Cassettes	332	99	1,270
Framed Art Reproductions	10	--	246
Sculpture Replicas	20	4	89

Additional Cataloging Statistics

Items transferred to other departments	330
Items recataloged	362
Cards filed or pulled from catalogs	143,550
Items reinstated	250
Subject headings added or cancelled	5,115
Names changed to conform to new rules	1,435
Cards changed to conform to new rules	61,832



APPENDIX III

Page 2

Additional Processing and Mendery Statistics

Books processed	17,573
Books mended	12,165
Jackets replaced	2,845
Books re-bound	70
Periodicals bound	18
Periodicals processed (issues)	10,065
Paperback books bound and prepared for circulation	2,587
Mass market paperbacks prepared for circulation	1,207
Phonodiscs processed	1,040
Audio cassettes processed	329
Video cassettes processed	297
Other A/V processed	30
Items transferred, recataloged, or reinstated	793

APPENDIX IV

Order Department Statistics

1984/1985

Ordering Process	
Pre-catalog searching	9,437
Order cards filed	9,476
Purchase Orders typed and filed	699
Vertical File orders processed	517
Receipt Process	
Order cards discharged	27,410
Order cards refiled (in process)	18,823
Purchase orders cleared	637
Invoices processed	1,761
Miscellaneous	
Multiple forms typed	514
Credit memos typed	206
Returns - Books	493
Records	25
Cassettes	7
Videoforms	59
Claims for periodicals - Form letters	91
Formal letters	8
Phone calls	32
Claims supplied	71
Periodical volumes withdrawn	828
Materials Received	
Book volumes collated	17,475
Phonodiscs - titles	569
- discs	1,133
Audio Cassettes - titles	234
- tapes	325
Videocassettes - titles	367
- tapes	393
Art prints	12
Sculpture replicas	20
Maps	1
Microfilm - titles	3
- reels	156
Vertical file orders	1,115
Pamphlets	2,604
Telephone directories	710
Newspapers	4,903
Magazines	13,967
Gifts - books	2,569
- phonodiscs	17
- videocassettes	3
- microfilm reels	20

## APPENDIX V

## Cost of Materials 1984/1985

## AVERAGE COST AND DISCOUNT FOR BOOKS RECEIVED

DURING FISCAL YEAR      1984/85  
    1983/84  
    1982/83  
    1981/82  
    1980/81

		Average cost per book	Average discount per book
Adult	1984/85	\$11.90	26.3%
	1983/84	11.83	24.0
	1982/83	11.70	24.7
	1981/82	9.93	26.3
	1980/81	9.04	27.8
Youth	1984/85	7.60	29.8
	1983/84	7.60	36.1
	1982/83	7.31	28.7
	1981/82	6.34	30.8
	1980/81	5.63	29.2
Juvenile	1984/85	7.19	23.8
	1983/84	6.71	23.2
	1982/83	6.39	25.7
	1981/82	5.93	25.5
	1980/81	5.43	26.0
Extension	1984/85	8.37	31.5
	1983/84	7.94	31.1
	1982/83	7.60	32.4
	1981/82	6.89	31.6
	1980/81	6.25	33.2
Reference	1984/85	43.74	3.5
	1983/84	32.55	2.6
	1982/83	37.01	2.1
	1981/82	34.95	3.4
	1980/81	40.80	1.6
Adult (Home Reading)	1984/85	11.09	26.9
	1983/84	11.16	24.5
	1982/83	10.69	26.1
	1981/82	9.29	26.9
	1980/81	7.97	29.9



APPENDIX V

- 2 -

AVERAGE COST AND DISCOUNT FOR UNCLASSIFIED BOOKS RECEIVED  
DURING FISCAL YEAR

1984/85  
1983/84  
1982/83  
1981/82

		Average cost per book	Average discount per book
Adult	1984/85	\$ 2.75	21.8%
	1983/84	2.83	26.9
	1982/83	3.03	13.2
	1981/82	2.69	20.0
Youth	1984/85	1.79	30.5
	1983/84	2.23	28.7
	1982/83	1.79	26.5
	1981/82	2.02	24.9
Juvenile	1984/85	1.57	34.8
	1983/84	1.71	29.5
	1982/83	1.49	27.6
	1981/82	1.29	30.6
Extension	1984/85	1.56	34.5
	1983/84	2.02	31.5
	1982/83	1.50	32.3
	1981/82	1.41	31.9
Adult (Home Reading)	1984/85	2.74	17.2
	1983/84	2.83	26.9
	1982/83	3.07	12.9
	1981/82	2.42	19.0

AVERAGE COST AND DISCOUNT FOR AUDIO-VISUAL  
MATERIALS IN

1984/85  
1983/84  
1982/83  
1981/82  
1980/81

	Average cost per	Average discount per
<b>Records</b>	Disc	Disc
1984/85	\$ 6.11	28.1%
1983/84	6.42	30.8
1982/83	6.08	32.4
1981/82	5.64	32.6
1980/81	4.81	33.2
<b>Cassettes</b>	Tape	Tape
1984/85	6.13	25.5
1983/84	7.01	24.7
1982/83	6.41	21.5
1981/82	4.74	19.5
1980/81	6.12	20.3
<b>Video Cassettes</b>	Tape	Tape
1984/85	90.98	3.8
1983/84	97.14	4.0
1982/83	62.35	16.1
<b>Art Prints</b>	Print	Print
1984/85	64.88	44.5
1983/84	63.99	55.0
1982/83	69.17	50.0
1981/82	34.79	----
1980/81	45.00	55.0
<b>Sculptures</b>	Piece	Piece
1984/85	19.91	----
1983/84	49.22	25.0
1982/83	28.18	56.6
1981/82	33.00	40.0





APPENDIX VI

Decatur Public Library Staff Turnover

Fiscal 1984/1985

May, 1984

- 18 Jane Flynn resigned as Catalog Clerk I
- 21 Bobanne Turner transferred from half-time Technical Services Clerk I to full-time Catalog Clerk I

June, 1984

- 4 Kay Kirby began as full-time Library Clerk I in Circulation Department
- 8 Susan Heidemann resigned as half-time Page in Mendery Department of Technical Services.
- 11 Margaret Kikolla began as half-time Technical Services Clerk I in Adult Services
- 18 Cindy Gregory began as half-time Page in Mendery Department of Technical Services

July, 1984

- 2 Harvey Inman began as Cataloger on DPL payroll
- 12 Maureen Flannell began as half-time Catalog Clerk I

Aug, 1984

- 23 Mary Lou Dwyer changed from half-time to full-time as Library Assistant in Children's Department
- 31 Florence Lewis retired as Catalog Clerk I

Sep, 1984

- 10 Maureen Flannell transferred from half-time Catalog Clerk I to full-time Catalog Clerk I
- 24 Virginia White began as half-time Catalog Clerk I

Oct, 1984

- 4 Donna Collins voluntary change from full-time to half-time Page
- 22 Rosemarie Parish began as half-time Page

APPENDIX VI

- 2 -

Staff Turnover (Contd)

Nov, 1984

14 Betty Lou Hicks resigned as Extension Librarian

Dec, 1984

None

Jan, 1985

15 Arlene Jacobs terminated as Head, Home Reading  
Department

Feb, 1985

20 Judith Nichols resigned as Children's Librarian

Mar, 1985

24 Violet Fuqua changed from half-time to full-time Page

Apr, 1985

None

APPENDIX VII

Decatur Public Library  
and the National Annual Indexes\*  
for Circulation and Expenditures

1974 - 1983

	<u>1974</u>	<u>1975</u>	<u>1976</u>	<u>1977</u>	<u>1978</u>	<u>1979</u>	<u>1980</u>	<u>1981</u>	<u>1982</u>	<u>1983</u>
(1980 = 100)										
<u>Circulation:</u>										
National Index	89	98	99	99	99	97	100	104	107	107
DPL Index	81	83	87	87	91	94	100	104	108	113

National Index - ten year change: +20%

DPL Index - ten year change: +39½%

	<u>1974</u>	<u>1975</u>	<u>1976</u>	<u>1977</u>	<u>1978</u>	<u>1979</u>	<u>1980</u>	<u>1981</u>	<u>1982</u>	<u>1983</u>
<u>Expenditures:</u>										
National Index	57	63	71	78	85	89	100	110	121	130
DPL Index	54	58	72	82	88	98	100	114	120	131

National Index - ten year change: +128%

DPL Index - ten year change: +142.6%

\* National indexes calculated by University of Illinois Library Research Center from a survey of a sample of American Libraries. See American Libraries, July/August, 1984, p. 526