

Dundee Township Library
Librarian's Annual Report
1980-1981

The past fiscal year, which started the Library's second centenary as a tax supported public library, can best be described as one of steadily increasing use. The year ended with the Library receiving the largest gift in its history - a large home on four lots located in East Dundee.

The Library's increased usage over the past few years can be clearly shown through the Library statistics. The total circulation of library materials which increased five per cent over last year, shows only a portion of the services being used.

New or renewed library patron cards issued last year totaled 4838, an increase of 50 over last year. Of this number, 19 were non-resident cards even after the non-resident fee was increased from \$20.00 to \$30.00 in November, 1980.

Requests for books through the interlibrary loan service increased by more than 200 for a total of 1,271. Books loaned through the service increased by more than a hundred for a total of 414.

The use of other NSLS services have also increased. Requests for recordings increased 43 for a total of 58 for the year. Film requests were up 46 and requests for magazine articles increased 228 from a year ago. These are the kind of services that require more paperwork and record keeping than those offered within the Library.

Some specialized services not normally included in our statistics are the 279 requests for materials for the blind and physically handicapped. We also referred over 60 questions to the System Reference Service, and 92 requests for census microfilms were processed.

Our best gauge of in house use of the Library is reflected through the tally of questions handled either in person or on the phone. Total questions handled was 25,920, an increase of 4,319, with the largest increase being the general questions asked by people within the Library.

To help at circulation an extra person was added on Monday and Tuesday evenings and on Saturdays starting in December, 1980. In the coming fiscal year an extra clerk will be added to the adult department to help with the increasing paper work. More help will be needed if we expect to arrange programs for the meeting room completed during the year. The circulation desk may also require additional help.

As the use of the Library increases and the building continues to expand which increases maintenance costs, the level of funding will need to be increased. This past year the Library's taxing rate for the general fund was .1263. The maximum allowed by law is .15 which could have resulted in \$43,000.00 more for the past fiscal year. If we hope to keep pace with inflation and to meet the demands the public is expecting, a greater effort will be needed to convince the corporate authorities of the Library's need to levy at the maximum rate.

Just a month before the fiscal year ended, the Library became the owners of the Bosworth home and property. Charlotte Bosworth, who died in December, 1980, gave her residence to the Library with the hope that it could be used as a new library. She had executed her will in 1973 before the new building was constructed in 1975, and her will had never been changed. On February 5, 1981 her residence and three adjoining lots were turned over to the Library. It was soon decided that the best action would be to sell the property and use the money to complete the lower level of the Library. Speculation on the value of the property ranged between \$200,000 and \$300,000. Even the lesser amount would be adequate to complete the children's department in the lower level. We are hopeful the property can be sold quickly in order to cut down on maintenance expenses.

The timing to receive such a large sum is almost perfect. The need to expand the Library, especially the Children's Department, while not crucial is becoming urgent. With the coming expansion, a great many other changes will need to be made as a result. These changes should be looked at carefully so that we can have a smooth transition into a two level operation. We will have much to look forward to in the coming fiscal year.

A statistical summary is appended. Additional figures are available in the annual report to the Illinois State Library and in the year-end financial report.

Paul Mechtenberg
Head Librarian

DUNDEE TOWNSHIP LIBRARY
Library Statistics - 1980-81
With comparisons from previous fiscal year

	<u>1979-80</u>	<u>1980-81</u>
1. Registered borrowers	17,083	17,375
2. Materials Collection		
a. Total books	69,974	72,554
b. New books added	6,145	5,338
c. Periodical titles	299	301
d. Pamphlets	8,052	9,627
e. Pictures	124	
f. Records	3,590	3,692
g. Films, 8mm	15	15
3. Circulation		
a. Books	191,018	199,233
b. Periodicals	8,655	10,161
c. Pamphlets	2,252	3,284
d. Pictures	205	255
e. Records	<u>11,473</u>	<u>11,690</u>
Total	213,603	224,623
4. Other Services		
a. Reference Questions	3,793	5,219
b. General Questions	17,808	20,701
c. Reciprocal Borrowing Program	4,856	4,594
5. Programs		
a. Events, children	293	257
b. Attendance, children	5,514	4,343
6. NSLS Services		
a. CSS	325	613
b. Record Requests	15	58
c. Film Requests	1,065	1,111
d. Projector Use	278	278
7. Financial Matters		
a. Receipts		
Taxes	274,006.85	267,083.62
Other Income	35,448.14	39,078.88
Balance from previous yr.	<u>40,069.68</u>	<u>20,957.24</u>
	349,524.67	327,119.74
b. Expenditures		
Wages	174,506.33	193,402.46
Library materials		
Books	44,178.94	40,270.62
Periodicals	5,347.10	4,469.13
Records	2,452.56	2,016.57
Other	416.16 =	377.85 =
Operating expenses	<u>81,456.55</u>	<u>82,617.60</u>
Total	308,357.64	323,154.23
Balance	19,989.31	9,579.26

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Historical Perspective

<u>Year</u>	<u>Collections</u>				<u>Circulation</u>		
	<u>Patrons</u>	<u>Books</u>	<u>Records</u>	<u>Questions</u>	<u>Total</u>	<u>Records</u>	<u>Pamphlets</u>
1953	1,000	6,998	-	260	16,733	-	21
1954	1,134	7,557	-	340	14,452	-	7
1955	1,225	8,945	-	432	18,677	-	4
1956	1,493	8,601	-	659	23,289	-	26
1957	2,389	10,197	-	907	40,480	-	192
1958	3,484	12,023	-	1,867	61,615	-	411
1959	4,582	14,260	-	4,876	86,658	-	456
1960	6,251	22,360	-	5,477	117,282	46	1,192
1961	7,448	25,025	-	7,160	155,914	7	833
1962	7,971	27,995	-	8,444	177,002	16	1,107
1963	8,196	30,684	-	9,618	181,692	29	1,408
1964	10,287	34,055	-	9,921	212,129	46	1,111
1965	12,262	38,273	-	10,190	214,577	32	1,217
1966	14,182	41,771	53	11,198	219,472	89	1,223
1967	16,139	42,609	214	12,096	229,004	1,291	1,902
1968	18,034	48,259	275	14,215	235,150	2,913	3,156
1969	9,891	51,175	396	14,364	223,964	2,687	3,162
1970	11,234	51,766	934	11,534	179,213	3,306	1,660
1971	13,459	48,690	1,700	11,539	173,296	6,860	931
1972	14,900	50,291	2,015	11,035	175,348	6,749	1,345
1973	15,834	51,433	2,230	10,253	173,354	6,566	1,177
1974	15,808	54,127	2,441	14,657	163,087	6,919	1,539
1975	15,110	56,703	2,643	14,324	161,289	6,321	1,641
1976	16,611	58,481	2,736	14,268	176,657	6,803	1,641
1977	16,546	60,500	2,898	16,776	213,061	7,988	1,274
1978	16,672	63,447	3,059	15,688	196,283	8,013	1,654
1979	16,412	66,479	3,308	16,294	198,559	8,268	1,564
1980	17,083	69,974	3,590	21,601	213,603	11,473	2,252
1981	17,375	72,554	3,692	25,920	224,623	11,690	3,284

- Library Materials** 40,591.00 31
31. Books and other printed materials 40,591.00 31
Exclude expenditures for periodicals, microforms and book processing. Include expenditures for government documents, pamphlets, and paperbacks.
32. Periodicals 4,265.00 32
Report the amount spent for current periodical subscriptions during the last fiscal year. Exclude expenditures for microforms, and for binding of periodicals.
33. Microforms 204.00 33
Report the amount spent for all microforms during the last fiscal year.
34. Audiovisual materials 2,074.00 34
Exclude expenditures for microforms and for audiovisual equipment. AUDIOVISUAL MATERIALS include motion picture films, records, tape cassettes, filmstrips, slides, multimedia kits and other materials displayed by visual projection and/or sound reproduction.
35. All other library materials 1,506.00 35
Report the amount spent for all other library materials.
36. All other operating expenditures not entered above 65,281.00 36
Include here expenditures for library and general office supplies, processing costs, commercial binding and rebinding, equipment, utilities, repairs, etc. Report fixed assets in line 37.
37. Capital outlay for fixed assets 79,441.00 37
Report all expenditures during the last fiscal year which resulted in the acquisition of fixed assets or additions to fixed assets, e.g., vehicles, building sites, new buildings, additions to existing buildings, major structural changes, architect's fees, furnishings, equipment, and the initial bookstock for new or expanded quarters. Do NOT include items reported on line 36 above.
38. TOTAL of all expenditures (sum of lines 29-37) 402,595.00 38
Lines 28 and 38 need not agree.

PERSONNEL (Report status as of October 1, 1980)

39. Number of hours considered to be full-time employment per week in your library 40 39
40. Staff List. PLEASE ATTACH ANOTHER PAGE IF NEEDED.
List the position, name, classification, educational level, sex, number of hours worked per week (on the average), and the hourly rate or annual salary paid by the library for each employee on your staff as of October 1, 1980. Exclude persons not paid by the library. For vacant positions requiring at least a bachelor's degree, please put VACANT in the "name" column. Report only vacant positions requiring a bachelor's degree or more, but report vacant head librarian position even if a bachelor's degree is not required.

- I. Report title of position.
- II. Report name of employee.
- III. Divide the list into three classifications and label: (a) librarians, media and audiovisual specialists, etc.; (b) technical, clerical, and other staff; and (c) plant operation and maintenance staff.
- IV. 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.
- V. Use F for female and M for male.
- VI. If exact number of hours worked per week is not known, please enter an estimate rather than "varies."
- VII. Enter either hourly rate or annual salary.

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

1:
2:
3:
4:

P:
N:
M:

	(a)	(b)	(c)	(d)	
19. Audio recordings: number of titles; all sizes	3,590	369	267	3,692	19
<i>Include phonorecords, tapes, cassettes, etc. Exclude duplicates.</i>					

USE OF RESOURCES (Report for your entire fiscal year)

Direct Circulation of All Materials to Library Users

20. Number of adult materials loaned	137,737	20
<i>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.</i>		
21. Number of juvenile materials loaned	90,353	21
22. TOTAL loans (sum of lines 20 & 21)	228,090	22

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, 1981.

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

23. 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 25a-25b)	252,200.00	23
24. State government (exclude federal funds distributed by the state)		
a. Per capita grants	7,615.00	24a
b. Equalization aid	0.00	24b
c. Corporate replacement tax	14,884.00	24c
d. Other (specify)	0.00	24d
25. Federal government (include funds distributed by the state)		
a. Revenue Sharing received for operating expenditures	0.00	25a
b. Revenue Sharing received for capital expenditures	79,441.00	25b
c. Other federal funds received	0.00	25c
<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>		
26. Gifts	95.00	26
27. All other receipts	31,369.00	27
<i>Report all monetary receipts not reported above, e.g., endowment income, donations, fines, payments for contract service, receipts from a library system, and interest income.</i>		
28. TOTAL receipts (sum of lines 23-27)	385,604.00	28

Library Expenditures by Category

29. Salaries and wages for staff (other than plant operation and maintenance staff) including fringe benefits	198,253.00	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 plant operation and maintenance staff, including fringe benefits	10,980.00	30
<i>Include salaries and wages before deductions, and fringe benefits paid by the library, such as insurance, IMRF, social security, etc.</i>		

Registered Borrowers

8. Total number of resident borrower's cards in force as of October 1 17,375 8
 Do NOT include nonresident borrowers here. If you do not have exact information as of the first of October, please estimate using the most accurate and recent information available.

Number of nonresident borrower's cards and the annual fee, if any, as of October 1, 1980 for each of the following types of cards:

Type of Nonresident Card	Number (a)	Fee (for library use) (b)	Fee (for system use) (c)	
9. Family	<u>19</u>	<u>30.00</u>	<u>30.00</u>	9
10. Individual	<u>N.A.</u>	<u>N.A.</u>	<u>N.A.</u>	10
11. Student	<u>N.A.</u>	<u>N.A.</u>	<u>N.A.</u>	11
12. Other (specify)	<u>N.A.</u>	<u>N.A.</u>	<u>N.A.</u>	12

(a) For each type of nonresident card report the number of cards on file as of October 1. 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. Include only those books for which access is provided through the card catalog.)

	Held at End of Last FY (a)	Withdrawn During FY (b)	Added During FY (c)	Held at End of This FY (d)	
Book Stock (exclude periodicals and microforms)					
13. Number of volumes	<u>69,974</u>	<u>2,758</u>	<u>5,338</u>	<u>72,554</u>	13

TITLES (Lines 14-19): 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 printed materials, such as books and periodicals, as well as to audiovisual materials and microforms.

	(a)	(b)	(c)	(d)	
14. Number of titles (exclude duplicate copies of books)	<u>61,126</u>	<u>1,778</u>	<u>4,228</u>	<u>63,576</u>	14

Periodicals (Magazines and newspapers only)

15. Number of titles currently received				<u>301</u>	15
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Exclude duplicates and microforms. **Include** gift subscriptions.

	(a)	(b)	(c)	(d)	
16. Number of titles for which back issues are held for more than one year	<u>333</u>	<u>14</u>	<u>9</u>	<u>328</u>	16

Report the number of titles of back issues of bound AND unbound periodicals. **Exclude** duplicates and microforms. Report microforms on line 17 below.

Microforms

	(a)	(b)	(c)	(d)	
17. Number of titles	<u>16</u>	<u>2</u>	<u>0</u>	<u>14</u>	17

Report the number of book titles and periodical titles represented by all types of microforms. MICROFORMS are materials that have been photographically reduced in size and which must be read with the help of enlarging instruments, e.g., microfilm, microcard, and microfiche.

Audiovisual Materials

	(a)	(b)	(c)	(d)	
18. Motion picture films: number of titles; all sizes	<u>15</u>	<u>0</u>	<u>0</u>	<u>15</u>	18

Exclude duplicates. Do NOT report slides or filmstrips.

<u>Position</u>	<u>Name</u>	<u>Class</u>	<u>Ed.</u>	<u>Sex</u>	<u>Hrs.</u>	<u>Salary</u>
Head Librarian	Paul Mechtenberg	a	4	M	40	22,248.00
Tech. Services	Carol Arnsmeier	a	4	F	40	12,444.00
Children's Librarian	Jean Cockrum	a	4	F	40	13,392.00
Adult Services	Patricia Meloy	a	4	F	40	13,200.00
Circulation Head	Patricia Perry	b	2	F	40	9,876.00
Administrative Asst.	Ruth Kamphoefner	b	1	F	40	11,400.00
Reference Asst.	Abbey La Vell	b	1	F	40	9,960.00
Children's Asst.	Mary Jo Wagner	b	3	F	40	9,876.00
Tech. Services Asst.	Pamela Sayers	b	1	F	40	8,700.00
Circulation	Dorothy Kort	b	1	F	40	9,684.00
Circulation	Patricia Dobler	b	1	F	24	5.00
Circulation	Mary Ann Hoban	b	3	F	25	4.00
Children's Asst.	Dorothy Kraebber	b	2	F	20	3.75
Circulation	Elaine Ruple	b	2	F	16	4.00
Tech. Services Asst.	Katherine Sommers	b	1	F	20	3.50
Page	Ann Barber	b	1	F	10	3.10
Page	Deanne Frese	b	1	F	10	2.45
Page	Julie Hoff	b	1	F	10	2.45
Page	Karen Koehlert	b	1	F	10	2.45
Page	Laura Mayer	b	1	F	10	2.45
Page	Meri Oldenburg	b	1	F	10	2.55
Page	Carolyn Thiede	b	1	F	10	2.45
Page	Darla Zierer	b	1	F	10	2.45
Custodian	Richard Fink	c	1	M	40	10,920.00

1981? at least