

City Librarian's Report

February 1990

I. Statistics

February circulation was up 10.6% (6,918 items) over February 1989. Twelve month circulation was up 4.6% (35,869 items) over the previous twelve month period. While all departments recorded gains, audio-visual increased 77% and videocassettes increased 19%. Extension department outreach programs increased 116%, due to new programs established at the Macon County jail (329 items) and stopping at St. Patrick's School (424 items).

Service statistics increased 6%. Reference had the greatest increase with a 32% increase in professional assists. Mrs. Gibson and I have frequently been called to help staff both reference and circulation desks because of the increased work loads.

Daily attendance at the library increased 16% with 4,210 more patrons than the previous year. The ice storm on February 14 caused only minor problems.

II. Budget

The library budget is 81% spent. The materials budget is 99.5% spent or encumbered. At the present rate of spending, the library will deplete 98% of its budget, for a possible savings of \$45,000. Please note that \$10,000 of this money is from the BIC grant which is included in the 1990/91 budget. However, the library is \$115,500 short in anticipated revenue for 1989/90.

I visited Data Research Associates on February 26. They are offering CLSI customers an option of upgrading to their software and hardware. This company has been selling library automation products for the past fourteen years. They use Digital computer equipment for all of their systems. A cost estimate for this system is expected in mid-March.

Dynix Automated Library Systems sent a proposal to convert the CLSI system to Dynix for \$254,957 including software, hardware, and the on-line catalog option. However, the cost of upgrading our bibliographic records to MARC is not included in the package price.

The letter of intent for the continuation of the BIC grant was encouraged for development into a full proposal which is due April 1, 1990.

III. Collection Development

At the February meeting, a question was asked concerning expenditures for library materials. Enclosure #1 is from the Annual Indexes for a sample of American public libraries for 1987-88. Expenditures for materials in these 53 libraries averaged 16% of their budgets. Decatur Public Library's average for 1989/90 is 12%.

IV. Personnel

Carol Voorhees, library assistant in the adult services department, is expected to return to work March 15 after a five-month leave of absence due to illness. Wendy Allen, reference department page, returned March 6 after her maternity leave of absence.

The library will be closed all day on Wednesday, March 21 for the annual staff institute day. The institute will be held in the city council chambers at the civic center this year. An employee handbook has been completed by the staff development committee and will be distributed at the institute. Copies will also be sent to the Board.

The pages have developed a page manual and orientation check list. Frequent turnover in this position requires simple but complete instructions for performing the tasks.

A workshop sponsored by the BIC and the Small Business Council entitled "Working Smarter, Not Longer or Harder" is scheduled for Friday, March 30 from 1:00 to 4:00 p.m. The featured speaker is Dr. Joseph Zaccaria of the University of Illinois.

A wage and benefit survey form (enclosure #2) was sent to all staff. Four question/answer sessions were held. Completed surveys are due Friday, March 9, and will be presented at the Board meeting.

V. Public Relations

Public acceptance of the new circulation loan periods has been positive, as indicated by the circulation records set in January and February. One internal problem has developed. We are now pinning up files for a

dollar or more. I also plan to track the amount of fines collected under the new loan periods.

The Library participated in the Black History Fair at Richland Community College on February 15. Numerous students and faculty members viewed the display.

The BIC will have a booth at the Small Business Expo on March 11 from 10:00 a.m. to 6:00 p.m. You are invited to attend the Expo and stop by the BIC booth. The BIC was featured in the February 1990 issue of the Decatur Development newsletter.

VI. Other

Lincoln Library began Sunday afternoon hours on March 4. The library board decided to use interest from its capital fund to pay the salaries of three additional staff members and overtime for the current employees. The materials budget has been increased by only \$750 over last year's amount.