

## City Librarian's Report

November 1989

### I. Statistics

The library should reach a milestone in circulation during November or December, with 800,000 items checked out during a twelve month period. The Library reached the 700,000 mark in August 1985 and the 600,000 mark during April 1982.

Ten years ago in October, the library circulated 47,112 items. This month we circulated 69,454 items, or a 47% increase. Circulation for October 1989 is up 6.9% over October 1988, and up 4.7% for the twelve month period. Most departments saw increases in circulation, including 12% in extension, 11% youth, and 14% audio-visual.

Service statistics dropped 4.3% over October 1988. Directional assists were down, however, professional assists increased 3%. Patron attendance decreased 1.8%. This is the first time since I have been director that circulation increased substantially without a corresponding increase in attendance.

### II. Budget

The budget is 48% spent and an additional 2.5% is encumbered for a total of 50.5%. The material budget is 54.4% spent and 17.2% encumbered.

We received a 6.2% discount on the \$24,419 spent on periodicals and newspapers ordered from Popular Subscription Service.

I want to encourage all Board members to attend the City Council study session on Monday, November 13, at 7:30 p.m. in the Council Conference to present the levy request.

### III. Collection Development

The library will place a rotating collection of thirty children's books in the Decatur Memorial Hospital pediatric unit.

Two additional NOVANET terminals have been installed for patron usage. Project READ and the University of Illinois are working on a five year literacy grant. The programs available on the NOVANET terminal include

The grand opening of the Business Information Center (BIC) is scheduled for November 30 from 5:00 to 6:30 p.m. We hope to have a ribbon-cutting ceremony with Secretary of State/State Librarian Jim Edgar. The center was promoted recently at the Small Business Council breakfast and at a luncheon for community leaders in economic development. The reference desk is getting an increasing number of telephone calls for the BIC services.

#### **IV. Personnel**

Twenty-five staff members attended microcomputer classes given by the City of Decatur during October. Leta Burch, Mrs. Gibson, and I attended a desktop publishing course at Richland Community College.

Our "Management Retreat" is scheduled for Friday, November 17 at the Rock Springs Center. Sharon Pierce will present a program on teamwork. Six Rolling Prairie Library staff members have volunteered to work at Decatur Public Library during the day to help staff the library.

Kristin Sager is working through Manpower as a library assistant while Carol Voorhees is on a medical leave of absence.

Linda Buckley is doing clerical work through JTPA.

#### **V. Public Relations**

The American Institute of Discussion group entitled "Designs for Living" began on Thursday, October 19, and is being lead by Mrs. Gibson. Eleven participants are meeting weekly to discuss pre-selected readings.

The League of Women Voters and the Decatur Public Library sponsored a District 61 school board candidates meeting. WSOY broadcast the meeting which was attended by 63 people. A questionnaire was sent to each of the candidates and their responses were compiled prior to the meeting. The Library and the League distributed 200 copies of the responses.

Baby TALK lap-sit program attendance in October was great with 45 and 64 for the second program. In addition, 45 Baby TALK contacts were made during the month.

A question was posed at the last Board meeting concerning the library's ability to contact patrons with overdue materials who claim the materials have been returned. The library sent out over 29,000 notices

such claims that items are returned three times and for a total of six items.

**VI. Other**

Annexation petitions were received by the Library from Friends Creek Public Library District and the Mount Zion District Library. The petitions informed us of annexation hearings to be held in early December and of the placement of annexation proposals on the March 20, 1990 ballot.

Harristown Township Library and Long Creek Township recently asked me about the possibility of providing library service to their areas. Harristown formed a library in 1969 to get bookmobile service from Rolling Prairie Library System. In 1982 when RPLS dropped their bookmobile program, Harristown discontinued their library tax levy. Rolling Prairie Library System has recommended that Harristown annex into the Barclay Library District.

Mt. Zion District Library plans to annex Long Creek Township if their annexation attempt is successful in March.