

## City Librarian's Report

August 1989

### I. Statistics

Circulation continues to show a steady increase with a 4.29% (2,641 items) increase over August 1988 and a 3.6% (27,259 items) increase for the past twelve months. Circulation increased in almost every area, most notably in young adult materials (15%), children's materials (9%), outreach services (49%), and audiocassettes (102%). This was the first month since December 1983 (when videocassettes were first introduced in the library) that circulation of videocassettes did not increase. It is expected that the demand will return with the winter season.

Service statistics experienced a 2% gain over August 1988, but show a 1% decrease for the past twelve months.

### II. Budget

With one third of the fiscal year completed, 34.4% of the budget is spent or encumbered. Personnel costs are right in line, with a savings of less than \$2,000. The cost of replacing the two air conditioning units has reduced line item 320 (materials to maintain the building) from \$14,000 to \$316. I will use the money in line item 210 (\$6,300 - services to maintain the building) to try to complete the year. If this is not enough money, there will be some savings in line item 286 (rental of data processing equipment). The library budgeted \$2,500 per month for the lease/purchase of the new circulation computer. Since the software problem has prevented installation of the system, the library is paying only the cost of maintenance on the old equipment. This has resulted in a savings of \$3,600 to date.

### III. Collection Development

Letters were written to Penny Severns, Mike Tate, and John Dunn asking their support in reversing Ameritech's decision to discontinue free out-of-state telephone directories for libraries. All three have presented our case to Ameritech. In addition, television channels 3 and 17 filmed segments for their evening news broadcast.

1000 titles. These resources were funded by the Business Information Center grant.

A fax machine has been installed (423-5741) with help from the Rolling Prairie Library System and a grant from the state. Rolling Prairie is paying for the fax line.

The government documents collection was shifted to allow space for the business information center. Reference materials relating to business will be moved to this area and new materials have been and will continue to be ordered. To help patrons locate the business materials, the technical services department will stamp all the catalog cards with the letters "BIC."

#### IV. Personnel

The Staff Advisory Committee recommended at their August meeting that the library not implement at this time a staff recognition program or a suggestion award program. Both of these programs were recommended by the Board/Staff Relations Task Force.

Jan Mandernach was chosen as the project coordinator for the Business Information Center. We are waiting for Mr. Booth to complete the contract.

Sue Kropla was hired to fill the vacant half-time page position. She was working as a temporary page. The first person who accepted the vacancy worked one day and then resigned.

A day-long retreat has been scheduled for all library department heads on November 17. Sharon Pierce, who presented the customer relations program at the spring staff institute, will speak on "teamwork." This program was developed because of a recommendation from the Board/Staff Relations Task Force to help develop teamwork in the management staff.

Beverly Roelleke and Kellie Flynn are congratulated for receiving two of ten Illinois State Library scholarships.

Sixty-five regular volunteers, two Boy Scouts, and sixteen volunteers who worked during the Decatur Celebration gave 239 1/2 hours to the library in August.

#### V. Public Relations

people visited the library to either cool off or use the rest rooms. Based upon problems in previous years with power surges and the problems encountered this year, I recommend that the Board consider closing at 6 p.m. on Friday evening during the celebration next year.

In late August, the library received and displayed an exhibit about Australia and New South Wales. We received only a one week advance notice - and that came only because the library sending the display called. This resulted in only two press releases being sent out.

We received a letter from New Zealand requesting a copy of the Baby TALK publication Babies and Books (see enclosure #1). Babies and Books was also mentioned in The New Read Aloud Handbook by Jim Trelease (see enclosure #2).

September is National Library Card Sign-up Month. We have been very active in the media trying to encourage 1200 new patrons to register for library cards.