

**City Librarian's Report**  
**September 1990**

**I. Statistics**

Borrowing limitations imposed during the computer upgrade (August 31 to September 14) resulted in a 12% circulation decline. Juvenile circulation had the largest drop (26%, or 4,039 items). The only increases for September were in audio-cassettes and video-cassettes. These collections have always had borrowing limitations, so they were not effected by the special restrictions.

While the borrowing limitations decreased circulation, they enabled the circulation staff to receive training on the new computer system and still keep up with their normal functions.

The Extension Department had a similar decline in circulation (14%), with the majority of the decrease in juvenile materials.

Patron usage declined 4% from September 1989; however, the Library was open one day less than last September. Average daily patron usage was 1092 this month; 1094 in September 1989.

**II. Budget**

The budget is 39% spent and 43% encumbered. This is exactly where we should be in order to spend the entire budget.

At the City Council study session in September, we were informed that the Council would not increase our current millage rate of .4349. Property values are expected to increase 1% (\$4,500,000) in 1990, which could generate an additional \$19,000. The City Finance Department has indicated that the minimum amount of property tax money we will receive for 1991/92 will be \$1,935,135, which is the amount received this fiscal year.

Revenue from the replacement tax continues to decline. The latest projections are \$137,000 for this fiscal year.

In view of our financial situation, I have taken several actions. On September 23, I implemented a hiring freeze. Two positions are currently vacant: a half-time Circulation Clerk and a 15-hour per week temporary Page. On October 24, Carol Voorhees is retiring, vacating a full-time Library Assistant position in Adult Services. (In addition, she will be paid for about 130 hours of vacation benefits.) I have instructed department heads to reduce their material ordering by 10% until the Board decides on a budget plan for 1991/92. Capital items are on hold, and only essential supplies and services are being purchased.

The Altos computer has been performing well. I have notified CLSI of two minor variances. At times, the fast printer skips one inch between each line. CLSI is sending us a new printer. The second variance concerns shutdown and startup procedures. A warning message is received

at shutdown. This message, according to CLSI, is a problem they have encountered on some Altos systems. A new shutdown and startup procedure has reduced the problem, but not completely eliminated it.

Installation of the Altos system allows for the input of MARC records. These records are now being entered into our system's database.

### III. Personnel

Two new staff members were hired in September before the freeze. Douglas Watts was hired as Bookmobile Clerk-Driver. Terri Garren, formerly a 15-hour per week temporary Page, filled the half-time Page vacancy in the Reference Department.

Ellen Durbin, Page in the Audio-visual Department, will be out for surgery for six weeks starting in mid-October. I plan to cover this unpaid leave by using current part-time and temporary pages.

### IV. Public Relations

The new book discussion course, "Masterpieces of Human Expression" started in September. "Women in the Director's Chair", a film program, was held on September 20. Cathy Ritchie, Young Adult Librarian, wrote an article about our updated play collection, which appeared in the Herald & Review on September 30.

One of our veteran volunteers, Mrs. Pearlean Thompson, received an outstanding achievement award from Dove, Inc.

Seventy-nine volunteers worked 239 hours in September. Eight volunteers have been assisting the Circulation Department in registering patrons, stamping date due cards, loading book trucks, checking materials in, and filing registration cards.

Story time registration was held on September 5. The Children's Department increased the number of two-year-old story times. During September, 23 programs were held, including 8 Baby TALK programs which were attended by 467 people.

The staff completed another successful summer of Books-Between-Bites programs. In September, Jerald Merrick, Reference Librarian, reviewed Strehekin, a Valley in Time, by Grant McConnell. In October, Mark Sorensen reviewed a book about former Illinois Governor William G. Stratton.

The League of Women Voters and the Decatur Public Library will sponsor two candidates meetings on October 18 and 25, featuring the Macon County offices and the local Illinois legislative candidates. The League also held a voter registration drive at the Library during the first week of October.

The Friends of the Library book sale will be Friday and Saturday, October 26 and 27.