

## CITY LIBRARIAN REPORT

October, 1987

### I. Statistics

Circulation showed a slight decrease during the month of October - down 1.3%, or 827 items, compared to October of 1986. A computer breakdown on October 8, 9 and 10 resulted in check-ins and check-outs being lost. Therefore, October circulation is based upon actual circulation plus three days of estimated circulation. Whenever the library experiences computer downtime, a backlog of materials accumulate, resulting in a decrease in circulation. Repair parts for the computer are still on back order. However, the computer is running with the backup hard drive. The staff should be commended for their ability to cope with the backlog of materials.

### II. Budget and Building

The front door modifications for handicapped accessibility were completed and the doors are operational. A media event is planned for 11/20/87 to inform the general public of the change.

The main air handler motor burned out on October 20, filling the building with smoke. Within 24 hours, the motor was repaired and installed. Since our new sprinkler system alarm is capable of handling smoke detectors, I am investigating this as a possible future purchase. The cost of repairing the motor is estimated at \$2,000 to \$5,000.

The library budget is 53.3% spent after six months. Personnel (regular salaries) is at 49.8%. However, the electricity line item is 65% spent due to the huge Illinois Power rate increase during the summer months which corresponds to our greatest electric usage. At the present rate of spending, I estimate we will spend 99% of the library budget. Funding for books and audio-visual materials is 67% depleted. These line items must be spent by March 1, 1988, to ensure that these materials are received and invoiced before the April 25 deadline for bills.

### III. Staff Development

All of the staff completed position description questionnaires for their jobs. The City Personnel Department will study the information and make recommendations concerning the job descriptions and salaries based upon duties performed.

Several staff members attended conferences. Sharon Bakula went to a conference on how to manage conflict, criticism and anger. Ms. Bakula and Grace Veach attended OCLC catalog training. Katie Gross attended an ILA-YSS workshop.

#### IV. Public Relations

The fall film series was attended by 145 people. We are reviewing the possibility of working with the Decatur Arts Council and the Friends of the Library to help sponsor the Foreign Film Series which was previously sponsored by the Unitarian Church.

The children's department held fourteen preschool story hours, including eight for two-year-olds. A Halloween story hour on October 26 drew twenty-four listeners.

Other displays during October included Black Poetry Day, Take Care of Your Car, and an exhibit of the works of the Barn Colony Artists in the stairway gallery. A forum on Macon County government (sponsored by the library and the League of Women Voters) on October 24 attracted about 50 people. Additionally, five media releases were sent out during October. Mrs. Gross spoke to the WDW Breakfast Club, I spoke to the Noon Sertoma Club, and the library had a booth at the Decatur Leadership Program on October 7.