

City Librarian's Report
May 1990

I. Statistics

Circulation increased 4.2% (2,563 items) over May 1989. Twelve month circulation is up 4.2% (33,952 items) over the previous twelve months.

Equipment failure on Friday, May 25 resulted in the loss of all check-in and check-out records in the computer data from Thursday, May 24. May circulation was estimated by approximating the daily circulation average and comparing it to three previous Thursday circulations.

Several statistics are now professional assists only. This change meets Illinois State Library standards and will save our staff time. Professional assists for May were up 22% (702 reports). During the previous twelve months, 38,447 requests were answered, compared to 35,657 the year before.

Patron attendance increased 8% over May 1989 (up 2,214 patrons). During the month, 29,439 people visited the library.

II. Budget

Library revenue will be \$50,000 short from the 1990/91 projections. Mrs. Gibson and I have developed several different plans which have been sent to the staff. We will meet with the staff to discuss the options and listen to their suggestions. A recommendation will be forwarded to the Finance and Property Committee at their July 11 meeting.

A letter was sent to CLSI by our attorney, Edward Booth, informing them of our request to have the Altos computer installed in August or early September. Mr. Booth reviewed the lease purchase, maintenance, and installation agreements, and is working with CLSI to consolidate the agreements into one new document.

The circulation computer failed and lost all data recorded on Thursday, May 24. The library was able to maintain computer operations by using the backup drive to record information. However, the backup equipment broke down on May 30 and was repaired May 31. All check-outs recorded on paper were entered into the computer by the evening of May 31. The original drive that failed was repaired on Monday, June 4. I want to thank all of the staff who helped circulation enter the data so quickly.

The library received one bid of \$333.32 for the North Eastern Reporter from Mr. Thomas E. Little, a Decatur attorney. The bid was accepted and the volumes are being withdrawn from the reference collection.

III. Collection Development

The new laserdisc collection will be ready to circulate by late June, with a limit of one laserdisc per patron and a one week check-out period.

Two IBM-compatible computers have been installed in the Business Information Center for public use. Staff have been trained to help patrons, but patrons will get most of their training from the tutorials available. Word Perfect, a word processing program, is the only program currently available. Dbase IV, a database program, and Pagemaker, a desktop publishing system, will be available at a later date. Two spreadsheet programs were ordered through a grant offered by the United Way to non-profit organizations.

The library and the Herald & Review are reviewing an agreement to allow the newspaper to donate old clippings about Decatur and Macon County to our local history collection.

IV. Personnel

We have three temporary workers through the JTPA Summer Youth Employment and Training Program. The children's department has a 40 hour per week worker; two 20-hour workers are ~~are~~ helping in the Adult Services department.

The children's department has an intern from the University of Illinois Library and Information Services School.

The part-time page in the Processing and Mending Department resigned from the library. I have implemented a hiring freeze until the board makes a decision regarding how the library will balance revenue with expenditures.

At the May Board meeting, a question was asked concerning how many volunteers work in the library vs. outside the library. Forty volunteers work the hospital book carts and home delivery service, while 18 work at the library in the local history room, cataloging, reference, adult services, Business Information Center, and administration.

V. Public Relations

The fax service that the library has been offering since October 1989 has been slowly growing. Sixteen patrons used the library's fax machine to send or receive information in May. There is a charge for each page sent or received. The fax service was highlighted in a recent BIC newsletter.

Mrs. Gibson presented a paper on "Libraries and Literacy" at the Illinois Library Association conference on May 4 in Springfield. She gave a repeat performance at the Project READ annual banquet on May 17, which was attended by 150 people.

On May 31, a man from Freeport, IL came in to inquire about Baby TALK. He was in town on business and was reading The Read Aloud Handbook by Jim Trelease (because they were expecting a baby in two weeks). He saw the mention of Baby TALK in the book and drove to Decatur Public Library to find out more. The children's department gave him a copy of Babies and Books.

John Lynn's "A Walk Across Illinois" received excellent media coverage. Forty-five people attended the program.

Thirty-one classes visited the children's department during May, bringing in 721 people.

VI. Other

During the recent heavy rains, water seeped in the southeast fire exit and soaked the basement carpeting. Efforts by Mr. Richardson and the evening janitorial staff prevented serious damage. The leak was caused by the city removing part of the Franklin Street sidewalk. Mr. Richardson was able to seal the leak and the city has filled the area where the sidewalk was removed.

It was discovered last year that the magazine storage room was never connected to the library's ventilation system. A blower was installed to take conditioned air from the basement and distribute it in the magazine storage area.