

## City Librarian's Report

July 1989

### I. Statistics

Circulation increased .22% (161 items) over July 1988 and 3.66% (37,825 items) for the past twelve months. The "Hot Reads" program in the Young Adult department was successful with an 8% gain in circulation. By ending the summer reading program a few days earlier this year than last (in order to get the storyteller), both the Children's and the Extension departments had slight circulation declines. Audiocassette circulation (which includes books-on-tape) jumped a whopping 74% over July 1988. Several new display cases were purchased to house the materials.

Attendance continues to increase with a 2.3% (661 patrons) gain over July 1988. Service statistics increased 8% over last July. For the past several months, I have noted a higher usage of the library. I believe that all of our public relations and services provided are making a difference.

### II. Budget

After three months, 24.6% of the library budget is committed. The City has amended the budget (as we requested), raising the total budget from \$2,275,242 to include the \$78,535 grant, for a total of \$2,353,777.

### III. Collection Development

We were shocked by a recent letter from Ameritech informing us that we will have to pay for our out-of-state telephone directories beginning August 1, 1989. The cost of the directories we currently receive would be \$6,763. Libraries state-wide are protesting Ameritech's decision. We have been notified that the effective date has been changed to January 1990. We are reviewing our collection and making plans concerning possible alternatives. The telephone book collection is one of the most heavily used collections in the Reference Department.

Funds from the business information center grant have been used to purchase Infotrac and a collection of business periodicals on microfilm. Both of these sources will greatly enhance the library's ability to provide up-to-date information.

### IV. Personnel

The Staff Development Committee receive forty completed surveys from the staff noting training needs they perceive. A copy of the survey tool is

A leave of absence without pay has been granted to two staff members for medical reasons. Part-time staff have been working extra hours, and temporary staff will be used as needed.

Two staff members have applied and were accepted at the University of Illinois library school. Both are seeking grants from the Illinois State Library. This brings the number of staff working toward library degrees to three.

The library is using the services of an employment agency to fill a clerical vacancy in the circulation department until the City of Decatur Human Resources Department is able to establish a new civil service roster for this classification. Because of a recent change in the unemployment compensation law, the library will now use the services of employment agencies to fill temporary vacancies.

Sixty-two volunteers worked 167 hours in July.

#### V. Public Relations

A total of 2,120 children participated in the "Great Book Hunt." Five hundred sixty-five children and adults attended the Milbre Burch storytelling program. Thanks to all of the staff who worked so hard to make this summer reading program such an enjoyable event.

The library also sponsored the "Hot Reads" reading program for young adults, an adult discussion group entitled "The Paths of Life", Baby TALK programs, story times on the bookmobiles, visits by eighteen different groups to the library, Books-Between-Bites, and one bookmobile participated in the Decatur Celebration parade.

In September, the library will join several other groups in sponsoring a forum entitled "How well are we meeting the needs of the mentally ill in our community?".

#### VI. Building & Grounds

The library had to replace a second air compressor. Bids not to exceed the stated price were received from three companies.

Natkin (Peoria)	\$7,951
Pruitt (Springfield)	5,627
Decatur Refrigeration	5,130

Decatur Refrigeration will install the new compressor on Friday, August 11.