

City Librarian's Report

November 1989

I. Statistics

A new circulation record was established in November with 802,386 items checked out for the past twelve months. November circulation increased 5.6% over November 1988 and 4.7% for the past twelve months. Over the past ten years, the library staff has grown 23% while circulation increased 49%.

Nearly all departments showed healthy increases in circulation, particularly young adult (25%) and extension (17%).

Service statistics increased 4.9% over November 1988 and are up 0.6% for the twelve month period.

Patron use of the main library increased 6% (1,672 people) over November 1988. Daily circulation for the main library was 2,144 items, or 1.8 items per person visiting the library.

II. Budget

The budget is 56% spent with an additional 3% of the money encumbered. We are ahead on spending the materials budget of \$278,300 with \$174,617 spent and \$56,473 of materials on order, leaving \$47,209.

Monday, November 20, the City Council approved the Library's tax levy request of \$1,935,135. This levy represents a \$116,500 increase in funds available over 1989/90. On December 4, the Council approved \$124,000 for the purchase of software, hardware, and conversion of the bibliographies for an on-line catalog. They also approved \$30,000 for the purchase of library materials. I want to thank the Board for lobbying the City Council for these funds.

I received notice that the Illinois State Library Per Capita Grant was funded at \$93,939. The 1990 Per Capita Grant is due in July instead of October to allow libraries to receive their funding earlier.

III. Collection Development

IV. Personnel

Eighteen department heads and supervisors attended the first management retreat on Friday, November 17. Sharon Pierce presented an interesting and challenging program. A summary of the manager's evaluations will be presented to the Board in January.

One of the ideas discussed at the retreat was Quality Circles. Mrs. Gibson will explain the idea at the December board meeting and how it could be applied at DPL. One of the new employees in the circulation department is a trained Quality Circle facilitator.

Library supervisors attended a three-part safety series sponsored by the City. The program included the roles and responsibilities of the supervisor in safety, accident investigation techniques, and ergonomic principles.

Cathy Ritchie attended the National Council of Teachers of English Conference which discussed literature for young adults. She also visited the young adult department at the Enoch Pratt Free Library in Baltimore, MD, and was please to find that our collection measures favorably in most areas except possibly science fiction/fantasy.

During November, 74 volunteers worked 195 hours.

V. Public Relations

November was a busy month for publicity. Three feature stories appeared in the Herald & Review - one about Baby TALK, one about the BIC opening, and one about children's books that make good gifts. In addition, a photograph about the Rock and Read program appeared on November 16. In that same paper on page 3, another photo showed a grandmother bringing her grandson to the library story time. Two articles about the library's levy request to the City Council were also printed.

WAND TV's Gail Simpson interviewed patrons and staff about the Day of the Young Reader on the November 14th 11:30 a.m. news.

The bookmobiles made two special school visits during November - to Franklin School on November 13 and to Baum School on November 20. At Franklin school, 112 library cards were issued. A special stop was also made at the Longview housing complex. Twelve library cards were issued. Steve Serber, extension librarian, is considering a summer stop at the complex for 1990. A bookmobile stop was located at Longview from 1978

Staff members produced three book lists in November. "American Historical Fiction" was compiled by Mary Lou Dwyer in the children's department. Two young adult book lists were compiled and illustrated by Cathy Ritchie: "Rhythm 'n Rhyme: New Poetry for Young Adults" and "A Helping Hand: New Books for Young Adults."

VI. Building & Grounds

At the end of the December Board meeting, I would like for the Board to spend twenty minutes touring the Library to assess the image of the Library, as recommended in Avenues to Excellence II.

VII. Other

Attached is a copy of a handout being given out beginning December 1 to every patron checking out materials to explain the new loan periods. As of December 15, I have received only one complaint about the new loan periods. A student at Richland Community College expressed concern that seven days is too short of a loan period for the magazines being used for reports. The circulation staff reports that people are positive about the changes. We will continue our publicity campaign in December by issuing news releases and posting signs at the circulation desk. I anticipate some problems from eliminating the grace period. We will continue to inform patrons about the change for as long as it takes to insure that they are aware of the new loan periods (probably for six months).

I want to wish all the Board members and their families a happy holiday season.