

City Librarian's Report

February 1989

I. Statistics

February was a busy month for DPL. Circulation increased 2.63% (1,641 items) over February 1988. Circulation for the current twelve months is up 2.56% (19,365 items) over the previous twelve month period. The most notable change in circulation was a 22% increase in young adult materials and a 94% increase in audiocassettes. Non-print materials continue to show strong increases, up 34% (29,313 items) over the previous year, while print materials have remained steady, up only one half of one percent (2,181 items). The sharp increase in non-print materials is mainly because of videocassettes.

Increased circulation means increased usage of the library. Patron attendance increased 1.5%, for an average daily attendance of 1,152 patrons.

Professional assists (staff helping patrons find materials) for February 1989 increased 2%, while directional information assists declined 4%. Directional information assists have declined since the videocassette cases were opened. Previously, every time a staff member opened the videocassette case, it was counted as a directional assist.

II. Budget

The current budget is 81.4% spent.

The 1988/89 budget has \$17,400 in the Breckenridge fund for the purchase of software and equipment interface to send MARC records from the OCLC bibliographic database to our CLSI computer. I had planned to purchase the batch interface software and use our current OCLC computer to run the software. I was informed on March 9 that the batch software was dropped (since most libraries have purchased the online equipment and software). In order to send our MARC records, we must order from CLSI for \$7,995. This amount includes a computer that acts as an interface and the software. There is no other interface now available that allows this transfer. The Board is required by state law to approve the purchase of any item over \$5,000. I recommend that the Board approve the purchase of this item using the Breckenridge funds.

The new CLSI computer will be installed from May 8 to May 10. Delivery

visit; 2) The library will not accept or fill any reserves; 3) Only new patron registrations will be processed.

I also recommend that since the CLSI computer installation date is in early May (our new fiscal year), we should immediately purchase the new backup computer for circulation. My reasons are as follows:

- 1) The present backup system must be upgraded at a cost of \$300 to accept the new computer and it operates only one terminal.
- 2) The new backup system will allow the check-in and check-out of materials on four different terminals. This system would allow the library to maintain our check-ins and check-outs online.
3. Without the new backup system, we will have to use 3 x 5 cards to record check-outs. Staff from other departments will be required to file these cards and check in materials. The cost of hours lost will be around \$1,300 to \$1,850.

III. Collection Development

Our collection of twenty-five 16 mm films was withdrawn in February. Circulation on this collection had dropped to one or two films per month. The average age of the films in the collection was over 20 years.

The Extension Department has added a section of large print materials to each bookmobile. Bookmobile staff reports that the collections are quite popular.

An electronic magazine database of 200 titles will be available for public use during the month of March. Articles indexed are accompanied by a 100 word annotation. I encourage the Board to try this new system, since this is one of the major new developments in library technology.

IV. Personnel

The fourth annual staff institute day was held on February 27. The staff development committee did an excellent job preparing an interesting and informative day. Sharon Pierce spoke on the subject of customer relations and communications between staff members. The afternoon session covered services for disabled people and nutrition.

Mr. Chuck Brown, bookmobile driver, returned to work after an extended leave of absence because of an injury.

February was a very bad month for illness, with some public service staff members out for long periods of time. I want to thank the staff for filling in and working split shifts to insure adequate staffing.

Sixty volunteers worked 169 hours during February.

V. Public Relations

Even though February is the shortest month of the year, the library was very busy conducting many programs.

2/4	Income tax seminar
2/11, 2/18, 2/25	Fine Arts Film Series
2/16, 2/22	Young Adult Connection programs
2/25	Cities and Towns of Illinois
2/16	Black History Fair display at RCC
2/24 and 2/25	Education Fair at Hickory Point Mall
2/28	Tour of the Library reference dept. for AAUW
2/3 and 2/27	Library talks to service clubs
all month	Fourteen story times in the children's department

VI. Buildings & Grounds

To improve library security, a keypad lock will be installed on the rear entrance door located on State Street. Additionally, the basement door to the hallway leading to the freight elevator will be kept closed to prevent patrons from entering this area. A shoplifting seminar will be held on Wednesday, March 22 to alert staff to potential theft of library property and personal property.

VII. Miscellaneous

The Library received a request from the Mt. Zion Township Library for support in their efforts to convert to a library district. The new Mt. Zion Library District would include all territories within the Mt. Zion School District. I have enclosed a map showing the territory which they propose to include.

I have informed the parties that contacted me recently about library