

City Librarian's Report
November 1990

I. Statistics

November circulation was up one-half of one percent (378 items) over November 1989. Circulation for the past 12 months is up 1.4% (11,523 items) over the previous 12 months. Children's circulation over the past several months has declined 2% (4,000 items). Increases in the adult (3%, or 8,700 items) and young adult circulation (8%, or 1,300 items) have offset the decline in children's circulation.

Bookmobile circulation is down 2.5% (3,761 items). Circulation on each bookmobile is almost identical, at 67,000 items per unit.

Audiovisual materials continue to show strong increases. Videocassettes are up 15% (12,200 items) over the previous 12 months. Audiocassettes are up 3% (6,680 items), partially because of books-on-tape. Over the past five years, audiovisual circulation has increased from 10% of the library's circulation to over 17% in 1990. Turnover rate (circulation divided by materials owned) is 3.2 times per item for library materials, compared to 8.4 times per item for audiovisual materials. Audiovisual circulation will continue to increase if we can provide the materials the patrons are seeking.

II. Budget

The budget is 55% spent seven months into the fiscal year with an additional 3.2% encumbered. Personnel costs saved to date are \$9,000. Effective January 1, 1991, our retirement benefit costs will increase 1%. This will cost the library an additional \$5,000 for the remainder of this fiscal year and \$14,000 in 1991/92.

The materials budget is 60% spent and 77 percent encumbered. At the present rate of ordering, all of the materials budget should be encumbered by the end of February.

Three important budget items are currently being considered:

- a. Local elevator companies are being evaluated to determine which one can provide the required level of elevator service at the most competitive price.
- b. Guidelines are being developed for the purchase of an uninterruptible power supply (UPS) to protect the new

computer system from power surges, sags, or other interruptions. The estimated cost is \$5,000 to \$7,000.

- c. Reader printer microfilm machines for the reference department are being examined. The estimated cost is \$4,000 to \$7,000.

Both items b and c are in the current budget.

III. Collection Development

Over 24,000 music uniform title changes were made in a two year project recently finished in the Catalog Department. Grace Veach, cataloger, and Ann Seidman, volunteer, worked extensively on this project, with nearly the entire department being involved at one point or another.

Moving the service areas in the basement has proved successful. The relocated service area is much more visible from both the stairway and the elevator entrances to the basement. In addition, staff can now answer either telephone without running half-way across the room. Professional assists (staff assisting patrons in finding information) increased by 20%.

IV. Personnel

The following positions are vacant as of 12/20/90:

- 2 - half-time circulation clerks
- 2 - 15 hour per week temporary pages
- 1 - full-time library assistant

In addition, a full-time Catalog Clerk is on a medical leave of absence without pay.

The normal December circulation decline has enabled the circulation and page staffs to complete most of their duties. However, this will not be the case in January, which is traditionally the busiest month of the year.

Seventy-seven volunteers worked 262 hours in November. The Extension Department held their semiannual volunteer appreciation tea on December 5. Thanks to the extension staff for planning and hosting the party (especially Mrs. Shroyer and Mrs. Edwards) and to the Friends of the Library for funding the event.

V. Public Relations

"Give a Gift to the Library" was launched on Monday, December 10. This program was designed to seek additional funds to purchase materials for the library collections. Over \$1,500 was donated during the first four days.

Twenty-five people attended the "Among Friends--Illinois Authors Talk About Their Works" program featuring Dr. Dan Guillory.

The Baby TALK Babies and Books booklet will be reprinted. Libraries from Arlington Heights; Sandusky, Ohio; Tiffin, Ohio; and the Norweld Library District in Northwest Indiana are printing at least 1,000 copies each. The Minneapolis-St. Paul libraries are looking into printing 50,000 copies.

Mrs. Gibson was asked by the Illinois State Library to present two programs in November on the National Issues Forums. The state library is encouraging more libraries to hold these programs.

**SEASONS GREETINGS
TO THE
BOARD AND STAFF**