

City Librarian's Report

December 1988

I. Statistics

Circulation decreased slightly during December, down 2% or 1,111 items from December 1987. The Library was open one day less during this December than in December 1987. Circulation for the past twelve months is up 1%, or 7,072 items over the previous twelve months. Audiovisual materials continue to show strong increases with audiocassettes up 88% (due especially to books on tape) and videocassettes increased 27% over December 1987. The extension department had its first gain with a 1% increase.

II. Budget

With eight months (66.7%) of the budget year completed, the library has spent 66.2% or \$6,300 below its projected spending level.

Work on the 1989-90 budget has begun. Requests from department heads for equipment, staff, and materials are being reviewed and prioritized. I am still waiting, however, for additional data from the city concerning projected costs for personnel, finance, and accounting services provided by the city. Tentative goals for the 1989/90 budget include:

- Evaluate methods and costs of upgrading library bibliographic records to MARC format.

- Survey periodical vendors to determine the most economical method of purchasing periodicals.

- Expand staff training program.

- Review and implement recommendations of the Long Range Plan.

III. Collection Development

The YA Connection grant has increased the young adult book budget by \$7,500. In December, \$1,226 was spent on new materials which will be available for circulation soon. Also planned are six young adult programs on topics of current interest for young adults.

In December, 147 books on tape and 481 compact discs were circulated. Both of these collections have been extremely active and have received many favorable comments from the public.

IV. Personnel

I want to thank the Board for providing me the opportunity to attend the University of Wisconsin-Milwaukee School of Management. The schooling was extremely interesting and has provided many new ideas and techniques in management. Two areas I plan to address during the next few months are performance evaluations and the art of effective listening.

Fifteen staff members attended a half-day tour of Lincoln Library in Springfield. This is the second tour of an area library offered to staff. This program encourages staff to develop new ideas and learn about other libraries.

The extension department half-time driver resigned in mid-December to take a job advancement at his full-time job. Lois Carter was hired on December 28. As of January 1, 1989, all authorized library positions are filled.

V. Public Relations

The staff did an excellent job of decorating the library and their departments. While I am sorry to have missed the Christmas party, I want to thank the staff for all their hard work in preparing for this annual event.

Cathy Ritchie, young adult librarian, had a feature article in the December 18 Herald & Review on YA books for Christmas. In addition, Cathy also developed two new YA booklists that will be sent to the high schools to help promote library use.

Mrs. Gibson's article on library benefactors has encouraged one person to inform me that she is changing her will to include the library.

VI. Buildings & Grounds

The rear elevator had new wire ropes installed and the main pulley regrooved. Otis Elevator recommended these changes in order to maintain efficient and safe operation of this elevator. The cost of the service was \$3,500.

VII. Miscellaneous

Rolling Prairie Library System wrote a \$40,000 grant proposal to hire a consultant to write a plan to convert Decatur Public Library, Lincoln Library, and Rolling Prairie's data bases to MARC.