

Poplar Bluff Public Library
Director's Annual Report
2000-2001 in REVIEW
Jackie Thomas

It's been a **very, very, very** busy year.

- The library budget had little growth, but because a staff position was not filled that money was used to supplement other parts of the budget.
- Thanks to **private donations**, new library chairs were purchased for the genealogy and conference room at a cost of **\$2000**.
- The **Friends of the Library** bought new reference shelving, **\$4000**; computer tables, **\$3000**; and copier for the library, **\$2000**. Furniture and equipment are not items included in the library's annual budget.
- The library received a **LSTA** grant for **\$13,579** to add computers and a color laser printer for public use.
- A security gate is being installed to protect the genealogy and local history materials. This money became available when a staff position was left unfilled. These additional funds will not be available next year since staff have been hired.
- Security, filtering and management software was added to the public stations at a cost of **\$3800** from the **library budget**. These funds were not budgeted but federal law requires they be implemented. Monies were moved from building maintenance, equipment maintenance, and subscriptions to pay for the software. The software will provide the following:
 - Internet filtering required by new federal guidelines
 - Statistical data to track what databases are being used
 - Statistical data to track who is using the computers and when
 - Automatic time management for computer users
 - Print screens, which inform the user how much, his copier will cost
 - Security which prevents the downloading of programs
- New furnaces have been installed in the north wing at a cost of **\$7000** from **capital improvements**.
- The retaining wall on Main and Oak Streets has been repaired and grouted.

- The old steps on the west side have been removed and replaced by a flowerbed, which is being cared for by the **garden club**.
- **The Friends** have renewed the “**Lit and Lunch Programs**.” Four programs were scheduled. (See attachments for description of programs.)
- One of the most successful children’s programs we have produced was the READ WITH FRANKLIN during February and March 2001. The **Rotary Club, Black River Coliseum, and the Parks Department** helped with the cost of the program. 200 children received free tickets to the Black River Coliseum production of **FRANKLIN’S BIG ADVENTURE**. Circulation in the children’s department more than tripled during those two months.
- **Circulation continues to grow**. At the time of this report circulation was approximately 13% more than last year. See attached circulation report.
- Friends of the Library had one of the best “annual book sales” ever. They raised almost \$3000. Membership is up in the organization and the membership drive has raised almost \$4000.
- The library has established an **email server for the city**. Staff and departments now have access to the email and have been invited to training to use the new email site. (Unfortunately the library can not provide internet access.)
- Shannon Lane and I attended the Computers in Libraries conference this year and the results were quickly felt in the library. Shannon was able to apply what she learned about web databases and the library now offers 17 different electronic databases. Most of these are available for patrons using their computers at home. (Please see attached for description of databases.)
- Twin Towers was dropped as a branch of the library for the following reasons:
 1. The state library would not fund requests for computers and other necessary equipment to circulate materials at the site
 2. Twin Towers is not arranged or staffed to allow the public to use the materials or computers, which is a requirement from the state library.
- A deposit collection is provided at Twin Towers and audiotapes have been given to the site with the tape players for residents to use.
- Staff training has been offered to all staff members. Staff attended training for cataloging from the Missouri Library Network Consortium. The children’s librarian attended a program in Jackson. Shannon Lane has attended computer and database conferences. All staff will be attending the August workshops on government, customer service, reference, and internet. The library has also extended an invitation to other area libraries to attend these workshops.

- **City Utilities** assisted the library by installing a halogen light on the utility pole close to the flagpole. The library had received some complaints about the flags not being properly displayed.
- **City Street Department** came to the library's rescue by placing concrete barriers around the magnolia tree located on the southeast corner of the library lot. This prevents vehicles from parking under the tree. The library continues to receive complaints about lack of parking spaces.
- The library received a **book grant** from the State Library for approximately **\$2700**. This bought new children's audio books, videos, and reference materials. The future of this grant money is uncertain at this time.
- We began delivering materials to homebound patrons during the summer. The loss of a staff member put the project on hold for two months, but it is now up and moving again. **RSVP assists** with delivering the materials to the patrons.
- The first inventory has been completed of the entire book collection. **Over 900 books were found missing.**
- New procedures were implemented to retrieve overdue materials. A letter was drafted to send to patrons with books and materials not returned with the help of John Scott, attorney and Board member. The letter made the patron aware that it is against the law to not return these materials and they can be prosecuted. The letter works as good "intimidator," and about half of the books are being returned. As of this date we have not prosecuted anyone for overdue, damaged or lost books. However, we do have some **patrons who have fines and lost books in excess of \$300.**
- The roof on the north wing was replaced. Leaks from the roof did damage to one of the new chandeliers.
- Kay Keeney's computer was upgraded and a staff computer was added to the children's office.
- There are several maintenance and security issues to be resolved. However, there are currently no funds to make the repairs. They include:
 1. **New carpeting** is needed in several areas of the library. Stains and heavy traffic are beginning to show dirt and deep wear patterns
 2. Two **exterior lights** on the north wing, which are original to the building, need attention. The north wing is on the National Historic Register and will impact how these lights are restored or replaced.

3. The existing **fire and smoke alarm system** is not practical and needs replaced.
4. **Video security** should be installed in the library.
5. Additional landscaping is needed to stop the **erosion of dirt** on the southeast side of the library.
6. An **entrance to the community rooms** from the parking lot is needed. Patrons ask on a regular basis for this to be done

The following goals were projected and achieved for 2000-2001:

- Replacement of the gable roof and furnace in the north wing.
- Addition of one staff computer and upgrade one staff computer.
- Development of procedures to scan the D.A.R. microfilm using the state basic equipment grant approved in June.
- Additional public computer station and printer for the children's department
- Completion of an evaluation of services to TWIN TOWERS and develop new procedures to provide materials and services.
- Additional security was added for the internet stations.

Current issues and concerns



Plans need to be made to address needed **maintenance** and establish maintenance schedules. One of the most difficult maintenance issues is the replacement of light bulbs and ballasts in the library. This is costly and the labor is more than our maintenance person can provide.

The configuration of the library makes it difficult to staff efficiently. Because of the multi floor plan it requires staffing on both floors at all times. A video **security system** would provide a much-needed view of the lower level and behind tall book stacks, which the staff can not see.

Theft is still a major concern in the library. A magnetic gate system that protects **the entire materials collection** is needed.

The information and reference world is exploding and **staff need to be trained** to address these new worlds. The current staff structure and floor plan do not take into consideration that many people come to the library for information and not to check out materials. This creates lines at the circulation desk when patrons are simply working with a staff member to get needed reference questions answered. Patrons who wish only to check out materials are held in a line

until the reference question is answered. A different floor plan is needed to accommodate these patron needs.

The **children's library** is in the beginning stages of growth and has already outgrown the existing location. The story time room has been moved to the large community room that is not appropriate for the activity.

As the library director, I have concerns about the professional growth of the staff. At this time there are not monetary incentives for any staff member to take on more responsibility or attend classes. The current **salary schedule** tops out at two years and does not acknowledge formal education or experience. Although annual evaluations may encourage a staff member, the evaluation can only go so far each year. Job descriptions have been written to "grandfather" the staff, which has not been required to have any formal education for their positions. The first steps in developing a more fully trained staff to address the technology and information challenges and changes of the future must be taken.

In setting goals for next year, I quickly realized that I could not resolve all of the concerns and issues identified. I have selected those, which I can realistically reach and hope that the others will "hang on" until money and time become available.

The library does not have a budget to buy new equipment and replace old equipment. The equipment maintenance budget is consumed with maintenance agreements on existing equipment and software. Any additional programs or services which are added or needed require LSTA grant money, fund raising, gifts from the Friends or reducing other line item amounts. **LSTA grant money WILL NOT REPLACE old equipment.** The library budget needs a line item for equipment purchases.

GOALS for 2001-2002

- Provide more adult and children's programs
- Establish a salary schedule
- Attend more professional meetings
- Provide more training for staff
- Establish long term fund raising goals
- Work with the Historical Commission to restore or replace exterior lights
- Provide a plan for the replacement of carpet over the next three years
- Develop a staff structure to separate circulation and reference needs

Attachments



Home



What's New



Search Catalog



Events



Kids & Teens



About Us



Book Club

Events at the Poplar Bluff Public Library

For a complete listing of all events, please see the [Community Calendar](#).



**Lit
'N
Lunch**

overstressed schedule.

Lit 'N Lunch is a series of special programs whose purpose is to expose those individuals with busy schedules to the vast world of literature all over their lunch break. If you find it hard to make time to enjoy literature, stop by your library and attend a Lit 'N Lunch special. Also, try subscribing to the library's [online book club](#) to fit reading into your

Lit 'N Lunch is a cooperative effort of the Friends of the Library and the Butler County Historical Society. Drinks and desserts will be provided at every Lit 'N Lunch program. Attendees should bring their own brown bag lunch.

All Lit 'N Lunch programs will be held in the Large Community Room @ your library. Follow the links below for information on dates, speakers and topics for the Lit 'N Lunch programs: [March 23-May 8-](#)
[September 12-November 14](#)



March 23 at 12 p.m.

If I Wanted to Cook, Why Would I Have a Wife?: Antique and Collectible Kitchenware

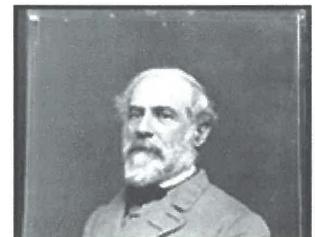
Rick Ulman a folklorist, ethnomusicologist, painter and author with the [Missouri Humanities Council](#), will be presenting a special program on antique and collectible kitchenware.

The program will identify the idea that most kitchenware was invented by men, but used by women! Learn and explore how the tools of cooking reflect the evolution of technology, design, and the roles of men and women in the preparation of food. Stop by and bring your old kitchen stuff for identification and discussion.

May 8 at 12 p.m.

Whatever Happened to Alf Bolin's Head?: Bushwhackers, Guerrillas, and the Civil War in the Ozarks: 1860-1900

Fred R. Pfister, a freelance writer, former Professor of English, and editor



with The Ozark Mountaineer, will be presenting a special program on the Civil War in the Ozarks.

The program centers on the no-man's land of the Ozarks of the Civil War and its aftermath, which was a fertile breeding ground for guerrillas and bushwhackers who terrorized the surrounding countryside. Fred Pfister gives a dramatic account of life in those perilous days and puts the era in its historical perspective.



September 12 at 12 p.m.

Meet Me at the Fair!

Dr. Carol Diaz-Granados, a research associate and lecturer with the Department of Anthropology at Washington University will be presenting a special program on the 1904 St. Louis World's Fair

For many, the 1904 St. Louis World's Fair was a highpoint, if not THE highpoint in the city's history. St. Louis really put on a show and people from all over the

world came to witness and delight in this spectacular event just after the turn of the last century. Carol Diaz-Granados reviews its planning and construction, highlights many of the amazing exhibits, rides, and the cultures that were represented. She also discusses the lasting effect the Fair has had on St. Louis.

November 14 at 12 p.m.

Over Here: The World War II Home Front

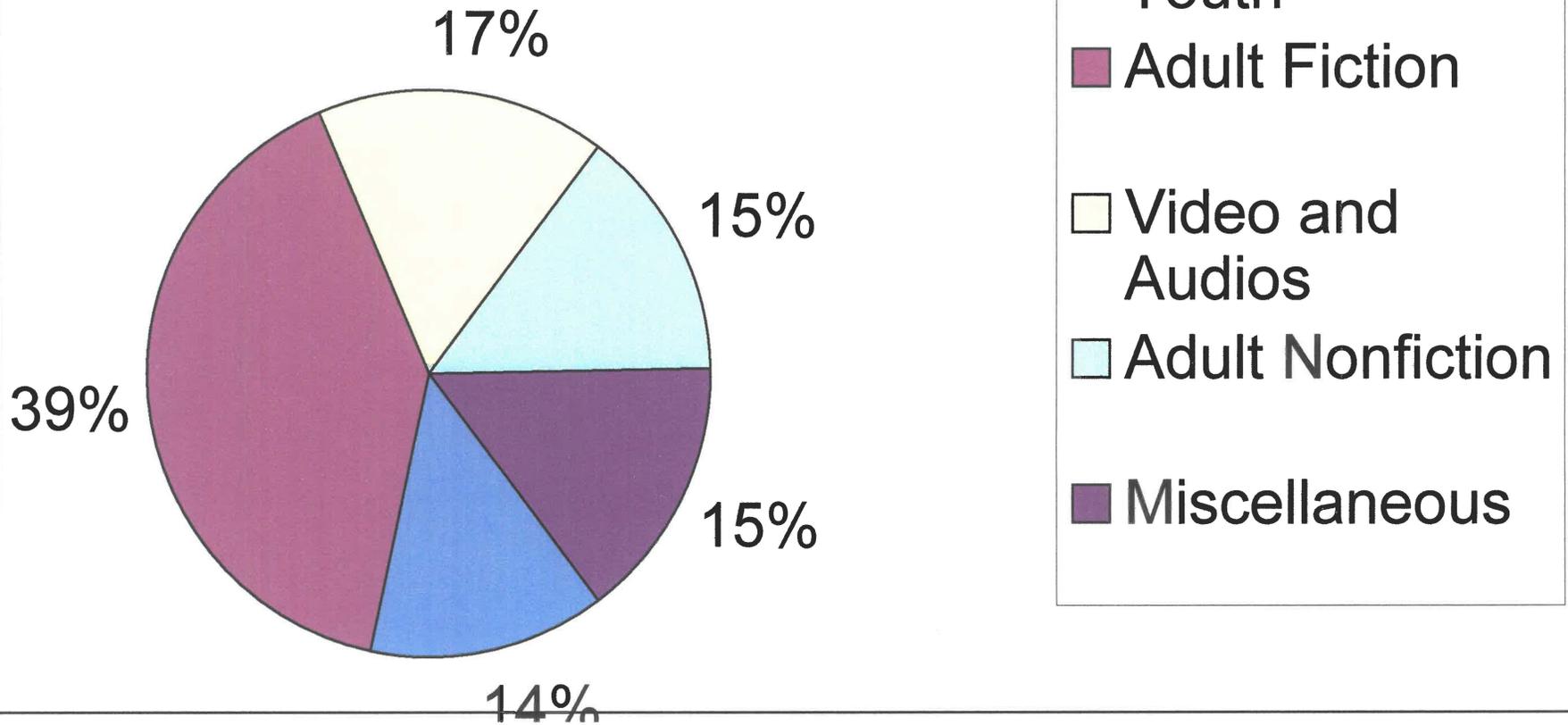
William O. Stevens, an educator with the [Missouri Humanities Council](#), will present a program on World War II.

The program centers on World War II as an extraordinary time with "greetings" from the President, scrap-metal drives, rationing, wartime romances, and poignant farewells. Unified by a sense of duty, Americans prevailed at home and abroad. Audience members will be drawn to WWII musical selections and authentic visuals from the Nation's twentieth-century struggle against the forces of tyranny.



2000-2001 Circulation

134,950





Home



What's New



Search Catalog



Events



Kids & Teens



About Us



Book Club

About the Poplar Bluff Public Library

Reference Services

Library Databases

[Library Databases](#)

[Ask A Reference Question](#)

[Library Reference Links](#)

Online databases are the new face of reference and your library strives to bring the cutting edge of technology to the community of Poplar Bluff. These full-text reference tools can be accessed @ your library or, in some instances, from the convenience of your home. Below you will find a listing of the full-text databases available @ your library. To receive an explanation of the content contained and indexed in each database, click on the  symbol beside the database's title. Click on the title to directly connect to the database.

HELP	DATABASE	IN LIBRARY	HOME
	Business & Company Resource Center	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Current Biography Illustrated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	DIScovering Authors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	DIScovering Science	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	DIScovering U.S. History	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	EBSCOhost	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Encyclopedia Britannica	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	ERIC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Facts On File - Career Guidance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Grolier Multimedia Encyclopedia Online	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Information for Patients and Health Consumers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Information Please Almanac	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	NewsBank	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	OCLC FirstSearch	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Switchboard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Thomas Register Online	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	xrefer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>