

City Librarian's Report

December 1989

I. Statistics

December circulation is down 2.5% (1,289 items) over December 1988. The twelve month circulation, however, is up 4.7%. Extremely cold temperatures just before Christmas kept many of our younger patrons at home. Circulation was down for juvenile, young adult, and extension materials.

The number of patrons using the library declined 4%. While the two weeks before Christmas were slow, the week between Christmas and New Year's Day was extremely busy. The busiest day in December was Friday, December 29, when 2,591 items were checked out.

II. Budget

With eight months of the budget completed, the Library has spent 63% of its budget and has an additional 3.3% encumbered. The Library is within .5% of its projected expenditures. The material portion of the budget is ahead of projections, with 70% spent and an additional 18% encumbered. Account number 320, materials to maintain the building, is over-spent by 17% (\$2,275) because of replacing the two air conditioning compressors. Personnel expenditures have \$8,000 from money saved by using Manpower personnel.

I met with the representatives of CLSI (circulation computer vendor) and expressed our concern over the unresolved problems with the Altos computer. Paul Johnson and Bob Plotzke from Rolling Prairie Library System met with the president of CLSI on January 9. While CLSI admits to having problems with the Altos computer, they continue to maintain that the problems are being addressed and will be resolved soon. I have requested information from several computer vendors concerning their products. An article about the state of library automation and the systems available is included with this report.

III. Collection Development

Jeff Dick, Audio-visual Librarian, is investigating the possibility of developing a laserdisc collection. Laserdiscs provide a sharper image than videotape and give viewers a full-width original theatrical image instead of the cropped videotape picture.

tion department investigate the possibility of establishing a RIF (Reading Is Fundamental) program.

The changeover to the new loan periods went extremely well. I want to congratulate the staff on their effort in informing the public. I have received only one complaint regarding the new loan periods.

IV. Personnel

Belinda Kennedy, half-time circulation clerk, resigned effective January 11 to accept a library position in Bloomington, IL.

I would like to create a full-time Library Clerk II (pay grade 11) position in the circulation department from this vacancy and one other half-time position. The reason for creating this full-time position is to reduce the possibility of another injury for Mr. Charles Brown. Mr. Brown was injured on 1/85, 2/87, 8/87, 9/88, and 7/89 while performing his Bookmobile Clerk/Driver duties. Transferring Mr. Brown to the main library circulation department should reduce the possibility of another injury.

Nine supervisors completed a three-part safety training program sponsored by the City Risk Management Division. Training included: (1) basic goals of a safety program; (2) proper procedures for accident investigation and prevention; and, (3) ergonomic principles with special emphasis on back sprain and strain prevention.

V. Public Relations

December was a busy month for publicity. Eight articles appeared in the Herald & Review covering the extended loan periods, Infotrac, Novanet, circulation of library materials over the past ten years, and new young adult books available at the Library.

Mrs. Gibson spoke three times on WSOY and I was interviewed by WSOY news.

The BIC is seeing good use, both when Mrs. Mandernach is here and when she is not. (A tape recording device records all incoming calls to the BIC when she is out.) Mr. Merrick notes that he has had several comments along the lines of "I knew we had a library, but I had no idea so many things were going on here."