

City Librarian's Report

For the November 17, 1994 Meeting

Of The

Decatur Public Library Board of Trustees

This month has been a month of planning for change. Considerable work has gone into planning for the LIBS 100+ upgrade which the Board approved at last month's meeting. After discussions between GEAC and our attorney Ed Booth, a contract for the software part of the upgrade was approved and signed during the week of November 6th. The hardware has been ordered from IBM. In coming weeks we will receive a training module from GEAC and begin staff training on the new system. The anticipated switch over to the new system is scheduled to occur during the first part of January 1995.

The Library received a donation of \$10,000 from the Macon County Medical Society and a contribution of \$5,000 from Communities in Partnership to assist with the provision of a CD-ROM computer network for the basement information area. As this is being written the network is being installed and should be up and running in a few days. When complete it will have 11 terminals with access to a variety of databases including phone directories from throughout the United States, InfoTrac, and the Health Reference Center which includes indexing to over 150 health and medical journals with most references containing an abstract or full text. Article references are integrated with the full text of over 500 medical education pamphlets. In addition the center includes health references from over 3,000 general-interest journals. This Health Reference Center is made possible by the gift of the Macon County Medical Society. A special ceremony honoring the Macon County Medical Society is planned when the network is operational.

On Friday, November 4, 1994 Karen Anderson and I drove to Milford, Ohio to pick up the bookmobile from the Claremont County Public Library. The bookmobile is in good condition and is currently at the paint shop being prepared for use. Karen has contacted several community agencies who have expressed an interest in having stops with the new bookmobile. Current plans are to gradually integrate the bookmobile into service during the winter and spring months and by summer have a new Extension outreach plan which integrates all three units into a viable service plan.

The first month with the cassettes out in open display saw a 21.6% increase in their circulation. This new service has met with many positive comments although the shelves have yet to be labeled to better enable users to find desired materials. As soon as new shelf labels have been selected labeling will proceed.

Staffing shortages were felt during the month. Due to several staff on various types of leave, staff vacations, and vacancies in the process of being filled, it was difficult at times

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to keep up with required work. Every effort is being made to fill vacancies as soon as possible and to acquire adequate trained manpower assistance to fill in when needed.

During the month the library had over 15 group visits. The Adult Services Division had a tour for 36 7th and 8th graders from Holy Family who were in working on a history fair project. The group utilized many items from the Shilling Local History Room. The Children's Division had tours from 6 classes from Washington, 2 from Garfield, 2 from Head Start, 2 from French, and one each from Oak Grove and Harris. Overall 310 individuals were served by these tours. Lap-sits had an attendance of 108 individuals and storytimes included another 212 people. SPARK had two all-city meetings in the Library auditorium on October 27th which brought in 62 parents, 28 children, and 15 educators and child care providers to the library.

The Extension Division has placed new signs using the rainbow motif at our most public bookmobile stops and has placed rainbow decals on the bookdrops. On October 27th, Dixie McGregor - Extension Library Assistant and Karen Anderson read Halloween stories at the Park City Mobile Home Park. The program drew ten children and five adults. On October 31st, Karen Anderson read Halloween stories to two first grade classes on the bookmobile. In the future, more storytelling will likely be a part of the services provided through the Extension Division.

During the month 63 volunteers provided 265 hours of service to the Library.

As of Monday, November 14, 1994 54% of the fiscal year had been completed and 58.2% of the budget had been either expended or encumbered.