

**City Librarian's Report**  
**March 30, 1999**  
**Page 2**

The library has been hard hit by flu during the month. Every department has suffered absences and several staff were out for more than a week. We are all looking forward to spring.

The technical services division is working on getting as much material withdrawn as possible prior to the April Friends of the Library booksale. During the month there were 937 changes to the database, 680 items mended, 324 book jackets replaced and 773 periodicals processed. Continuing projects include the upgrading of J records, cataloging of previously owned uncataloged paperbacks and the recataloging of several collection areas.

It is with regret that I report that Carolyn Jensen's last day as Assistant City Librarian/Head of Adult Division was Thursday, March 25. During her time here she added much to the Library and her calm, knowledgeable presence will be missed by all.

Charles Smith and his Millikin students continue to assist library users with the preparation of their taxes. Sue Hemp is continuing to create discard lists for government documents to be weeded. Allison Stith, a Millikin work-study student has been assisting Sue on this project. Sue has also developed quick FRED guides for patron use. Dayle Irwin and Bev Hackney represented the library at the Black History Fair at Richland Community College. Dayle gave two programs on local history, one to the Shriners and the other to the Early Bird Kiwanis. At the Shriners program a gentleman donated two turn of the century books about Decatur to the library.

Collection weeding continues. Bev Hackney is working in the periodical area and has sent list of weeded periodicals to Rolling Prairie Library System Libraries for giveaway. So far 1,640 issues have been sent to other libraries.

The circulation division reports that there were 1969 items checked out on the self-check machine or 4.2% of total circulation. Kathy Collett, Lisa Tokarz and Brenda Dickey have been working on a project to update our credit bureau account records. This will allow us to have a better record as to each account's current status. During the month an average of 4.45 boxes of materials were brought to the division from our out site book return locations and 509 video's were rewound.

The children's division's large bulletin board featured African-American biographies, the small desk African-American picture books, the boxes by the door African-American fiction and the small bulletin board ABC books. Staff produced an updated Newbery booklist. Mary Lou Dwyer and Linda Humphreys spent many hours working on a revision of the Preschool Concept Booklist.