

City Librarian's Report
For the December 15, 1994 Meeting
Of The
Decatur Public Library Board of Trustees

The week of December 4th through December 10th saw the beginning of training of Library staff on the LIBS 100+ system. Tuesday and Wednesday saw the City Librarian and selected Division Heads receive training in establishing the parameters for the new system. Thursday and Friday saw other library staff receive training in various aspects of system operation and maintenance. There will be another training session on Thursday, December 15th due to difficulties in setting up the Library's training module. From now until the new system is up and running in February, the training module located in the Library's computer room will be used by staff who have received training to train remaining staff on system operation and maintenance.

Much work in coming weeks will be spent in preparing for the upgrade which is scheduled to begin on January 23rd. Parameters have to be sent and shipped to GEAC before year's end and various programs have to be run on the current system to prepare for data migration to the new system. So far everything is being done on schedule.

The installation of the new information network in the lower level has taken longer than anticipated. Marshall Sperry and Jim Hollis from the city's management information service division have spent many hours working with the software to get various data bases up and running. Currently we have InfoTrac up on four terminals and are working to get the Health Reference Center data base networked. Once our current data bases are successfully networked, work will begin on installing the communications server so that off-site access may be possible through a personal computer with a modem. Additional data bases such as a nationwide phone directory are planned for early in the new year.

This month has been a busy one as far as library tours are concerned. The

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Katie Gross, Head of the Children's Division did a short program for the Decatur Association for the Education of Young Children and also participated in a Family Reading Night at Head Start. At that program she invited parents to visit the library, told how to get library cards, and emphasized the importance of reading in the development of the individual child.

On December 2nd the Library received the news that it had been selected to receive a \$1,000 prize from Prudential for its participation in the Jump Start program; a joint effort of Prudential and the American Library Association. The library saw the benefit of this program in that children's library card registration was 178 for the month of November. This compares to a previous monthly registration high of 120 in July.

Karen Anderson, Head of the Extension Division is busy working on developing a schedule for the new bookmobile and reports that there are twenty stops already being planned as the result of requests. It is anticipated that these stops will begin after the completion of the computer upgrade in February of 1995. She continues to work with School District #61 personnel on the possible establishment of a joint use facility.

During the month of November 1994, 66 volunteers donated 274 hours of time to the Library. A volunteer tea was held at the Library on Wednesday, December 7th to recognize the volunteers for their contributions to the Library. Marilyn Shroyer, the Library's Volunteer Coordinator is to be commended for the excellent job she did in organizing this important event.

On Friday, December 8, 1994 the Library had completed 61.5% of the fiscal year. Library expenditures and encumbrances were at 64.5% of the total budget.