

City Librarian's Report
January 21, 1999
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the Library has spent over \$3,000 in keeping the bookmobile tractor operating. Bookmobile 549 was off one day due to mechanical problems. Both bookmobiles are old and we need to begin planning for their replacement.

There have been several staff training sessions during the past month. Cindy Reynolds of School District #61 held a Windows 95 class attended by eight adult services division staff, Sue Hemp and Margie Woolitz attended a RPLS session on searching RPLS on-line and First Search and Arthur Gross, Dayle Irwin, and Kathy Kline attended a session of basic Internet Resources for Reference. Karen Anderson attended a grant writing workshop at Millikin Institute. Mary Lou Dwyer attended two Claris workshops at Washington School. Bev Hackney represented the Library at the "Dancing with Change" teleconference at Rolling Prairie Library System and Sue Hemp and Len Walters went to the "On the Front Lines" conference held at the University of Illinois at Springfield. Carolyn Rokke from Rolling Prairie Library System presented a class on "Government Resources on the Internet" which was attended by eight adult services division staff. Sue Hemp, Jerald Merrick and Sherry Mallory attended a reference forum at Rolling Prairie Library System. Jerald Merrick was selected co-chair of the forum which hopes to meet every three or four months to discuss issues of importance to reference librarians.

During December 25 volunteers gave 200 hours of service to the Library.

As of January 14, 1999 the Library had completed 70.9% of the fiscal year. Expenditures and encumbrances stood at 68.3% of budget.

The circulation division reports that 84 books were assessed for damages during December. Of this number 24 items were withdrawn and 37 letters sent to individuals with a total assessed damage cost of \$339.52. The month saw 82 boxes delivered to the division from off-site material return boxes. Library staff rewound 431 videos during the month. It is suggested that the Library consider charging users for this service as video stores do. With the installation of a printer at one circulation terminal it is now possible for staff to give a printout to users of material checked out on their cards. During the month the 3M Self-Check accounted for 3.3% of main library circulation. This was in spite of mechanical difficulties due to printer problems.

In December eleven groups with 169 individuals visited the children's division. Preschool groups included Kid Connections, Wee Folk, and Central Christian. There were special education group visits from Harris and Pathways to Independence. Other groups included elementary classes from Brush College, South Shores and Garfield after-school care. There were eight lap-sit groups with 141 people in attendance. The month saw 14 Baby TALK contacts and 4 child care bags circulated.

The technical services division is hard at work with the library collection weeding project. As this month's statistics indicate over 1,300 volumes were withdrawn. In addition 2,246 volumes