

City Librarian's Report

For the July 24, 1995 Meeting

Of The

Decatur Public Library Board of Trustees

Our aging air conditioning system caught up with us this month. We started out on Monday, June 19th with no air conditioning working. With outside temperatures in the upper 90's during the day, the building became a difficult place to work. Temperatures in the 90 degree range were recorded in public service and staff work areas. When it became clear that the problem would not be solved in time for evening hours, I closed the library for the day. Then within the next week, two air conditioning compressors ceased working and had to be replaced. In searching for the source of the problem, other problems with the system were found and repairs made. At present, all units are working and our service company feels that the cause of our compressor problem has been identified and repairs are being made accordingly.

We have also had problems with the technical division network and the interface computer. An upgrade to the interface software was ordered and received from GEAC and that has been working well. In working with the technical division network problem, it was discovered that the network had reached the capacity of its current memory level and an additional 16 MB of memory has been ordered.

The replacement of the library roof has gone from planning to project finalization stage this month. At the June 19, 1995 meeting of the Decatur City Council, approval was given for BLDD Architects to coordinate the project and authorization was given to let bids on the roof replacement. Bids were received on July 11, 1995. At the July 17, 1995 meeting of the Decatur City Council, the bid for the roof replacement was given to Craftmasters, Inc. of Decatur in the amount of \$96,665.00. This figure is within the budget allocated for the project and work should be completed by October 31, 1995.

Much time has also been spent this month working on the upcoming meeting with Decatur City Council on July 24, 1995 when the library's plans for main library renovation will be discussed with Council. I have met individually

City Librarian's Report

July 24, 1995

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with Board members and with the Library Foundation and have received considerable input in the preparation of the informational material for this meeting. BLDD Architects indicate that the final report dealing with asbestos in the library should be completed in time for this meeting.

June marked the first month of the Extension Division's new service program with one small and one large bookmobile. The staff has been working on reassigning material from bookmobile 547 (which was discontinued) to the regular extension collection. Collection weeding of the total extension collection is in process and will be a continuing project for the coming months. The generator on the small bookmobile is being replaced as it stopped working earlier this month.

Karen Anderson reports that almost 400 children have signed up for the summer reading program on the bookmobiles. She has targeted fringe areas of the city with the small unit and has recruited 41 summer reading program participants from these areas. She is providing a story time at the health department stop on a regular basis. This is a new experience for most of these children, as they rarely have an opportunity to attend library story hours or get read to in their homes.

The Children's Division reports that by the end of June 1,592 children had signed up for the summer reading program at the main library. This figure is 162 fewer than last summer's sign-up. During the month 29 groups with 420 individuals in attendance visited the department. There were 20 Baby TALK contacts, including 11 photos, 5 birthday books, and 4 babies signed up. Eight lapsits were attended by 161 toddlers and parents. Story times started on June 20 and have been well attended. Katie Gross appeared on WAND TV on June 16th to promote the summer reading program.

Summer is a busy time in the Children's Division and thanks go to the following ten volunteers who gave the department 100 hours of extra special help during June: Marion Woyna, Lou Snellson, Martha Clark, Louise Bradbury, Jeanette Baer, Linda Duncan, Lois Durlinger, Kathy Pepper, Paula Cordts and Pat Williams.

City Librarian's Report

July 24, 1995

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The maintenance division has been working with our service company on the air conditioning problems. In addition they assisted the Friends of the Library in the closing of their gift shop, removed items from bookmobile 547 and began the preparation of renovating it to serve as our permanent large bookmobile, and repaired 69 videos.

During the month 37 volunteers provided 345 hours of service to various library divisions.

Use reports are mixed. Materials circulation is down compared to June of 1994. Professional assists remain at the same level as last year and local history room usage is up by 41%.

As of July 18, 1995 we had completed 21.64% of the fiscal year and 22.4% of our budget had been either expended or encumbered.

This month I received notification from Illinois Libraries that my article: "Knowledge of the American Library Association's Code of Ethics Among Illinois Public Library Directors: A Study " will be included in the summer 1995 issue.

JUNE

WOODCREST APARTEMENTS

A GREAT BIG WELCOME

To the following residents:

| | |
|------------------------------|------------------|
| White | Jill Rice |
| Francis | Lori Hartnett |
| Smith | Beverly Williams |
| Held | Michael Bartoloc |
| Jarud | Bruce Ellsworth |
| Thomas Klopenstien | |
| andon Timian & Tina Merriman | |

welcome you to Woodcrest.

dition, Mr. Rod Burris is the member of our maintenance adds a lot of "animation" to We're real glad to have him board! Welcome Rod!

A BIG THANKS

you who renewed your leases. We sed you gave us the opportunity to serve you another year!

IS THE BEST TIP IN TOWN...

tips a week do you leave for good Do you ever ask the question, "my tip?" after making extra efforts. st would like to tip you for a job Refer a future resident to us and y sign their lease we will tip you ou rent! It's our way of showing tion for your recommendations.

Residents Are Special People

In that appreciation, we want you to calendars for JUNE 21st. This day has been designated as **RESIDENT APPRECIATION DAY** Woodcrest Staff will be serving donuts, to all residents. Starting at 6:30am, self to the office parking lot and drive we will be there to meet you for Our residents are truly appreciated we just want you to know it!

t to wish a fast recovery . Portee, Mr. Tiggis & Mr. Wrigley.



SUMMER FUN Located at Woodcrest...

TENNIS ANYONE?

Good exercise, lots of fun, tennis courts are located between buildings 3940 & 3950 (north west end of the property). We have just put up new nets, so the courts are ready for summer fun.

BOOKMOBILE

The Bookmobile, of the Decatur Library, has included Woodcrest as a stop on their Summer schedule. You may find some flyers located at your mailbox with times and information. The director, Karen Anderson, has informed us that videos, books on tape, more current materials will be added and a Summer Reading Program will be available for the kids! The Bookmobile comes every other Thursday from 6:30 to 8:30pm. Check your Woodcrest calendars for the dates.

COOL AT THE POOL

The Woodcrest Pool officially opens **May 29th, Memorial Day** at 10am, weather permitting. Attached to your newsletter are the Woodcrest Pool Rules. Please have each member of your family read the rules. If you have not yet picked up your pool pass you need to stop by the office during office hours, to acquire them. Guest passes may be purchased for \$1.00 per person on the day you bring your guest. Erin & Candi will be returning as pool attendants and are **not lifeguards**, they are at the pool to enforce rules, keep rough housing down and check pool passes, they also work hard at keeping water in chemical balance and pool area clean for you!

Happy Father's Day

The first Father's Day, a local celebration in Spokane, WA, took place June 19, 1916. It was initiated by Sonora Smart Dood to commemorate her father. In 1972, President Richard Nixon established Father's Day as a national holiday, which we honor on the third Sunday of June. Remember the man you first fell in love with... your Father!

CONGRATULATIONS

Go to Dan Jansen & Wendy, David Pruitt & Kristina and Victor Dias & Bride on their recent marriages!

MYSTERY RESIDENT

We have a special treat this month for three of our younger residents. About three weeks ago I had a visit from 3 frantic young boys. "There is water everywhere!", they shouted as they rushed into the office. They proceeded to inform me of water spouting from one of the laundry rooms and bubbles were quickly over taking the entire area! They were sure that the whole building would go under unless we acted fast! I quickly called emergency maintenance, as I waited for them to return my call these brave young boys continued to monitor the disaster area. Finally, help arrived and the crisis was brought to a halt. We want to reward these boys, Cory Shaw, Kyle Waters and Curtis Flag, for their quickness to act, their bravery against the forces of laundry water spouts, and concern for the ever-mounting bubbles. We have arranged to treat them to a pizza lunch this month. Thanks guys!

PARENTS & CHILDREN

We want all of you to enjoy the upcoming summer months, but parents please remember YOU must supervise your children. Small children must be attended at all times! They are not allowed to run the hallways or grounds unsupervised. Parents of older children, please be aware of your child's activities. Children need to be supervised for their own safety. We do not want to see any hurt on the property due to lack of supervision. Teach your children to have respect for the property and their neighbors. The ownership spend a lot of money to make this a good community to live in, please help the management keep it nice for you. Thank you for your support in this matter.





Thank You!
Thank You!

Many of you have added nice touches to your balconies/patios and front door areas. By putting out summer flowers and plants or door wreaths, the splashes of color adds a lot to our community.

PETS

Please remember that you must have permission from management to keep a pet in your apartment. In order to have a pet your apartment must have older carpet & be inspected and approved by management. The deposit of \$150.00 is due at the time the pet moves in & additional \$10 per month is added to your rent. The pet is required to be under 20lbs. When you are given permission, you are required to sign an addendum stating the important rules and regulations to be followed.

June 1995

| S | M | T | W | T | F | S |
|---|--|---|---|---|--|---|
| | | | | 1 Rent is Due! Book mobile | 2 Steel Magnolias 8pm, shows thru the 4th Decatur Civic Center | 3 Gus Macker Basketball Dodge our De-mo-ble wins 8:00 |
| 4 Decatur Lady Pride Fastpitch Borg-Warner Field | 5  | 6 Rent is now late! | 7 AVON ORDERS MAILED | 8 ETHNIC FESTIVAL & CRAFT SHOW Central Park thru the 11th | 9  | 10 Life Beer Twin 50's late model stock car race Macon County Speedway |
| 11 JAZZ in JUNE Mueller Lodge 6pm | 12  | 13 | 14 | 15 Book mobile | 16 All American Cowboy Fest Hickory Point Mall | 17 Forsyth Park Celebration Hickory Point Mall Family Fun Night |
| 18 Father's Day H&R Shootout '95 Borg-Warner | 19 Macon County Fair thru the 25th | 20  | 21 Resident Appreciation Day 6:30am | 22 | 23 | 24 Computerama / Electronics Expo Decatur Civic Center 10am - 4pm |
| 25 Decatur Municipal Band Fairview Park Pavilion | 26 | 27 | 28 | 29 Book mobile | 30 | |
| | | | | | | |



JUNE



WOODCREST APARTEMENTS

A GREAT BIG WELCOME

To the following residents:

| | |
|---------------------|------------------|
| Faith White | Jill Rice |
| Heather Francis | Lori Hartnett |
| Rae Ann Smith | Beverly Williams |
| Stephen Held | Michael Bartoloc |
| John Barud | Bruce Ellsworth |
| Thomas Klophenstien | |

Brandon Timian & Tina Merriman

We welcome you to Woodcrest.

In addition, Mr. Rod Burris is the newest member of our maintenance crew & adds a lot of "animation" to the staff! We're real glad to have him aboard! Welcome Rod!

A BIG THANKS

To all of you who renewed your leases. We are pleased you gave us the opportunity to serve you another year!

HERE IS THE BEST TIP IN TOWN. . .

How many tips a week do you leave for good service? Do you ever ask the question, "where is my tip?" after making extra efforts. Woodcrest would like to tip you for a job well done. Refer a future resident to us and when they sign their lease we will tip you \$50 off you rent! It's our way of showing appreciation for your recommendations.

Residents Are Special People

To continue in that appreciation, we want you to mark your calendars for **JUNE 21st**. This day has been designated as **RESIDENT APPRECIATION DAY**. The Woodcrest Staff will be serving donuts, juice, coffee to all residents. Starting at 6:30am, direct yourself to the office parking lot and drive through, we will be there to meet you for breakfast!! Our residents are truly appreciated and we just want you to know it!

We want to wish a fast recovery to Mrs. Portee, Mr. Tiggis & Mr. Wrigley.



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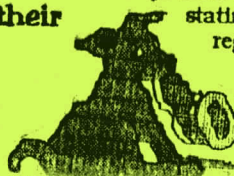


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PARENTS & CHILDREN

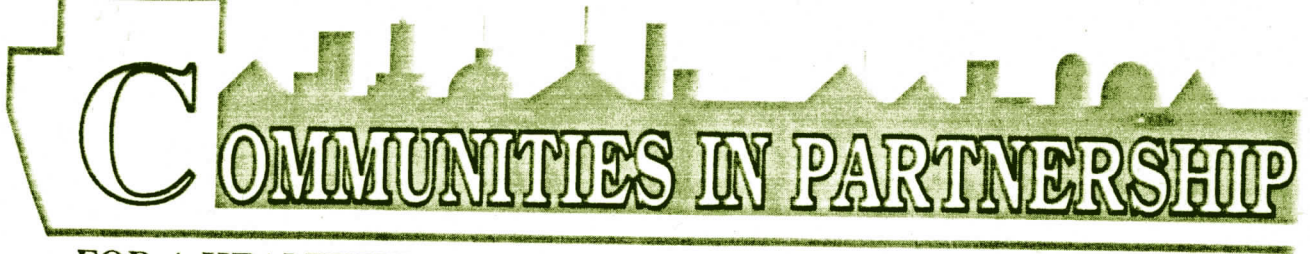
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FOR A HEALTHIER MACON COUNTY

June 28, 1995

Mr. John Stengel, President
Decatur Public Library Board of Directors
431 Shoreline Drive
Decatur, IL 62521

Dear Mr. Stengel,

On many occasions during the past few years, the Library Board Room and Auditorium have been made available to Communities In Partnership for various community meetings, press conferences, and testing exercises. The Grant Center is housed on the lower level of the Library as well. Mr. Moorman and his staff have always been very cordial and accommodating. We at Communities In Partnership have grown to depend on their friendly, helpful attitude to support our projects.

I want you and the Board to be aware of the many times we have received professional and gracious attention at the Decatur Public Library. Giving credit to those for a "job well done" is always a pleasure. Hats off to Mr. Moorman and his staff!!

Yours truly,

Linda Kehart

Linda Kehart
Project Director

c:\wpdocs\linda\library

Richland Community College



July 11, 1995

Mr. John Moorman
Decatur Public Library
247 E. North
Decatur, IL 62523

Dear Mr. ^{John}Moorman:

As the current fiscal year draws to a close, I would like to thank you and your organization for your support of adult education. The use of your facility allows many area residents to attend class at a location that is both accessible and comfortable. The Richland staff appreciates your ongoing commitment to our program.

In the next few weeks, I will be calling you about our FY96 program. The staff and I are currently preparing the fall schedule, and we would like to meet with you to discuss it. Also at that time, I would like to review your FY95 site report (see attachment) and discuss renewing the affiliation agreement between our two agencies.

Once again thank you for all your assistance this year, and I look forward to meeting with you in the near future.

Sincerely,

Janna Lutovsky
Janna Lutovsky
Associate Dean
College Preparatory

Attachment

6/26/95
Dear Mr. Moorman,
A big THANK YOU to you and your staff for space and assistance before, during, and after the press conference on Wednesday!! As usual, everything was ready and waiting for us!
Thanks again,
CIP Staff
Aileen

**STATISTICAL REPORT
FOR
DECATUR PUBLIC LIBRARY/RCC ABE READING PROGRAM
JUNE 27, 1995**

This report gives information regarding classes held at the Decatur Public Library during the Fall 1994, Spring 1995, and Summer 1995 semesters.

SUMMER 1995

Number of classes held: 1

Total enrollment: 15

SPRING 1995

Number of classes held: 1

Total enrollment: 17

Retention Rate: 100%

Average Beginning Reading Level: 3.56

FALL 1994

Number of classes held: 1

Total enrollment: 24

Retention Rate: 100%

Average Beginning Reading Level: 4.1

YEARLY FIGURES:

TOTAL NUMBER OF STUDENTS ENROLLED: 56

PERCENTAGE OF PUBLIC ASSISTANCE CLIENTS SERVED: 61%

NUMBER OF VOLUNTEERS USED: 12

DECATUR PUBLIC LIBRARY
Monthly Circulation Statistics

June 1995

| Location | June 1995 | June 1994 | % Change |
|-------------------------------|---------------|---------------|-------------|
| CENTRAL LIBRARY, PRINT | | | |
| Adult | 23,948 | 24,837 | -3.6 |
| Young Adult | 2,072 | 2,452 | -15.5 |
| Children's | 23,680 | 26,216 | -9.7 |
| TOTAL | 49,700 | 53,505 | -7.1 |
| EXTENSION PRINT | | | |
| Bookmobile 547 | 0 | 5,619 | |
| Bookmobile 548 | 6,643 | 3,930 | 69.0 |
| Bookmobile 549 | 2,103 | 0 | |
| Outreach | 302 | 1,776 | -83.0 |
| TOTAL | 9,048 | 11,325 | -20.1 |
| TOTAL PRINT | 58,748 | 64,830 | -9.4 |
| NON-PRINT | | | |
| Videocassettes | 6,371 | 6,369 | 0.0 |
| Audiocassettes | 2,787 | 2,248 | 24.0 |
| Recordings | 1,638 | 1,771 | -7.5 |
| TOTAL | 10,796 | 10,388 | 3.9 |
| Extension Non-print | 1,150 | 1,183 | -2.8 |
| TOTAL NON-PRINT | 11,946 | 11,571 | 3.2 |
| Renewals | 580 | 258 | 124.8 |
| TOTAL CIRCULATION | 71,274 | 76,659 | -7.0 |

DECATUR PUBLIC LIBRARY
 12 Month Circulation Statistics
 June 1995

| Location | Current Year | Last Year | % Change |
|-------------------------------|-----------------|----------------|-------------|
| CENTRAL LIBRARY, PRINT | | | |
| Adult | 295,848 | 314,166 | -5.8 |
| Young Adult | 18,530 | 20,710 | -10.5 |
| Children's | 175,548 | 195,263 | -10.1 |
| TOTAL | 489,926 | 530,139 | -7.6 |
| EXTENSION PRINT | | | |
| Bookmobile 547 | 66,160 | 63,934 | 3.5 |
| Bookmobile 548 | 66,413 | 60,544 | 9.7 |
| Bookmobile 549 | 12,853 | 0 | ?? |
| Outreach | 14,951 | 16,578 | -9.8 |
| TOTAL | 160,377 | 141,056 | 13.7 |
| TOTAL PRINT | 650,303 | 671,195 | -3.1 |
| NON-PRINT | | | |
| Videocassettes | 75,646 | 90,445 | -16.4 |
| Audiocassettes | 32,662 | 26,219 | 24.6 |
| Recordings | 21,631 | 16,730 | 29.3 |
| TOTAL | 129,939 | 133,394 | -2.6 |
| Extension Non-print | 12,543 | 790 | 1,487.7 |
| TOTAL NON-PRINT | 142,482 | 134,184 | 6.2 |
| Renewals | 8,036 | 5,847 | 37.4 |
| TOTAL CIRCULATION | 800,821 | 811,226 | -1.3 |

STATISTICAL REPORT

June 1995

TECHNICAL SERVICES

New book volumes added: 983
New book titles added: 477
AV titles added: 69
Volumes withdrawn: 928
Books mended: 1,402

PERSONNEL ACTIVITY:

6/29 Joan Price hired as Library Page (1/2 time)
7/5 Candy Tyus hired as Library Clerk I (1/2 time)
7/15 Brenda Koehler resigned as Library Page (1/2 time)

CURRENT VACANCIES: Telephone Page (half-time); Library Page (half-time) (2 positions);

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 379 main + 84 extension = 463 total

PROFESSIONAL ASSISTS: this 12 months to date: 70,650
last 12 months to date: 70,136

PATRONS IN THE BUILDING: this 12 months to date: 323,471
last 12 months to date: 346,141

VOLUMES PURCHASED: this 12 months to date: 16,420
last 12 months to date: 17,776

VOLUNTEERS: 345 volunteers worked 37 hours

Personnel, Policy, and Public Relations Committee
July 10, 1995

Mr. Pritts called the meeting to order at 4:00 p.m. Members present: Mr. Pritts, Shirley Moore, Stan Sitton, Ellen Spycher, and John Stengel. Staff present: John Moorman and Linda Humphreys.

Shirley Moore was introduced to everyone.

Proposed change to clerical job description: Mr. Moorman reported that he would like to reclassify a clerical position in the Technical Division to include all interlibrary loan duties. Some of those are already performed in the Technical Division, but others are currently handled by public service staff. This would free the public service staff from clerical duties and provide continuity to the interlibrary loan process. The annual cost of upgrading the position from clerk I to clerk II would be \$1,137. The consensus was to recommend the proposal for approval.

Pre-employment drug screening: Mr. Moorman reported that the city is requiring pre-employment drug testing. After discussion, several questions were unanswered. Mr. Moorman will contact city officials for more information and report back.

Policy Review--Board of Trustee bylaws: The bylaws were reviewed. It was agreed that "he" should be made non-sexist. Also, in Article 6, #3, "performance" should be added to "salary or continued employment." The bylaws will be presented to the Board as modified. It was also noted that the section of the bylaws describing the duties of the trustees should be reviewed by all trustees. This will be highlighted and mailed out with the Board packets.

There will be no committee meeting in August.

There was no other business. The meeting was adjourned at 4:50 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

CATALOGUE CLERK I

DECATUR PUBLIC LIBRARY

NATURE OF WORK

This is beginning level specialized clerical work performed in the Technical Services Department of the public library.

Work involves varied basic clerical tasks related to the cataloging, classifying and subject assignment of all books and materials added to the library collection. Initial work assignments are performed under detailed supervision but as experience is gained in particular procedures, the variety of assignments increase and work is carried out with some independence.

SUPERVISION RECEIVED

Work is performed under the direct supervision of the Catalogue Librarian and is reviewed while in progress and upon completion and through the observation of results obtained.

EXAMPLES OF WORK (Typical work examples, but not limited to the following)

Types master catalog cards with identification numbers, subject heads and author headings which are sent to printer for reproduction for various files and catalogs.

Prepares for mailing, the weekly order for reproduction of new or additional cards needed; lists and totals the number and cost on the order sheet and keeps records of cards sent and returned.

Performs various computer entry processes on new books and materials; retrieves various cards from the catalogs for revisions and changes; types revisions or added entries to cards and enters items on computer.

Files in card catalogs; separates, alphabetizes and files cards in Shelflist Catalogue.

Withdraws damaged books or materials and removes cards from files and computer; types last copy notice if necessary; maintains file on items to be replaced.

Performs related work and other duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of business English, spelling and arithmetic.

Knowledge of standard office practices and procedures.

Some knowledge of computer entry work.

Ability to make elementary arithmetic computations and ability to write legibly.

Ability to understand and follow oral and written instructions.

Ability to type 45 w.p.m.

DESIRED TRAINING AND EXPERIENCE

Graduation from high school or equivalent, including or supplemented by courses in typing and commercial practices; some experience in computer entry and standard office work involving typing; or any equivalent combination of training and experience.

Pay Grade 9

Adopted CSC - 3-1-83