

Revisions for the annual appropriation ordinance have been submitted to the city (copy attached).

Direct access to the city's purchase order program is now available to the library. Previously, the library submitted requisition forms and the city entered our purchase orders. Library staff now enter the data directly into the city's computer system for improved efficiency. City staff will continue to assist the library in locating vendors when requested by the library.

Installation of the CLSI Altos computer system is scheduled for September 4 to 21. This long installation period is required to convert our present software from version 26.81 to 27.5 and to install the new computer and wiring. The library will use its backup PC computer to record check-outs, check-ins, and renewals. Bookmobile circulation will be handled manually. During the downtime, reserves and fine information will not be available. Pre-installation materials from CLSI have been sent to various library departments.

On July 1, the telephone company initiated a new billing system. The library has 25 telephone lines; 8 are located in the main library and 17 are at bookmobile stops. Line charges for the bookmobile stops should decrease slightly; however, these savings may be offset by increased costs for the six primary lines into the main library. Comparison costs for these lines have not been received as of this date. The last two telephone lines are for the bookmobiles to call the computer room.

A \$7,000 microfilm reader printer is scheduled for purchase this year. I am preparing the specifications and will seek bids before the August board meeting. Purchases over \$5,000 require Board authorization.

III. Collection Development

The Fraternal Order of the Eagles donated \$200 to the library for the purchase of large print materials. The Eagles have been doing this for several years now. Large print titles by western author Louis L'Amour were purchased.

IV. Personnel

Ellen Durbin, audio-visual page, is on extended sick leave because of surgery. Our temporary pages are working extra hours to help cover the department.

The library has been thankful for three summer JTPA workers. They have been straightening and filing the adult periodicals, working on the pamphlet files, and performing numerous activities in the children's department.

Jennifer Hall, our intern from the University of Illinois, is responsible for the Wednesday afternoon story hours and is helping with the children's summer reading program.

Seven staff members attended the annual American Library Association conference in Chicago. Mrs. Gibson attended a one day pre-conference on networking using CD-ROM technology. I won a lighted globe from Avon Books for the reference department.

Four staff members attended the BIC program "Take This Job ... And Love It." I have received numerous favorable comments about this program from both the staff who attended and other attendees.

The city sponsored a program on June 21 entitled "How to be a Better Support Person." The half-day program covered skills that make for extraordinary performance, solving problems and conflicts, gaining respect as a support person, and improving communication skills. Fifteen staff members attended one of the two sessions offered.

Seventy-five volunteers worked 206 hours.

V. Public Relations

The number of children participating in the summer reading program (1,438) is down 10% from last year. This year's program is going much smoother by displaying awards on the bulletin board and limiting the prizes distributed. The Decatur Tribune gave the program a front page feature on June 27 (copy attached).

In addition to the summer reading program, the children's department had sixteen group visits, held weekly story times, and made 45 Baby TALK contacts.

Following past tradition, library staff members continue to present the summer Books-Between-Bites programs for the Friends of the Library. In June, Shirley Apley, adult services librarian, presented a review. Mrs. Gibson is scheduled for the July presentation, and Leta Burch, staff artist, will present a program in August. I encourage all Board members to attend these programs on the first Wednesday of the month at noon in the auditorium.

Upcoming programs include a series of candidates meetings before the election in October and an author series featuring four Illinois authors.