

City Librarian's Report
For the October 20, 1994 Meeting
Of The
Decatur Public Library Board of Trustees

Sunday October 2nd began regular Sunday hour service at the Library. The first two Sundays saw moderate usage with 706 items checked out on October 2nd and 796 items checked out on October 9th. An attendance count was not kept on October 2nd but 287 individuals were recorded using the library on October 9th.

During the month several staff attended workshops and continuing educational opportunities. Linda Humphreys attended a workshop in Peoria on "Basics for Windows". Staff from Adult Services and Circulation Division attended sessions of the annual GEAC Midwest Users' Group meeting in Springfield. There they saw new product demonstrations, had discussions on system service and operations and had opportunities to share with other librarians experiences with GEAC products and services. Karen Anderson attended the National Bookmobile Conference in Columbus, Ohio. While there she heard discussions on school-library cooperative projects, on the wide variety of media now being stocked in bookmobiles and was able to tour the Ohio Bus Sales factory and examine a wide variety of bookmobile styles. Joan Bauer attended a workshop on CD-ROMS. Several circulation staff members attended a workshop on Customer Service in Normal. The Library also hosted the September workshop for MIRAGe (Mid Illinois Readers Advisory Group). Cathy Ritchie, Information Specialist - Youth Services had prepared material for the group's workshop.

A major change during the month was the removal of our audio cassettes from locked cases into new shelving where they may be directly accessed by library users. This removes the need for Adult Services staff to unlock cases for each individual requesting a cassette. This new move should both free up Adult Services staff time for more direct public service and increase the circulation of the cassettes. Thanks go out to the many individuals throughout the library for their cooperative efforts in implementing this major project.

This month also saw the implementation of the SCORE volunteer program in the library's basement information area. Now SCORE volunteers are at the library on Monday - Friday from 11 a.m. - 1 p.m. to assist individuals desiring information on business

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There will be a Halloween story time at Park City Trailer Court on October 27th. This is a part of the Extension Division's efforts to reach children in areas where stops occur. The story time will be held in the activity room of the trailer court. If successful, additional story times will be scheduled at this and other locations. On September 30th a special bookmobile stop was held at Thomas Jefferson school and 16 classes toured the bookmobile. Based upon the interest shown by the school this stop may be added on a permanent basis in the future. The new Garfield school stop has been very successful. During the month 57 new registrations were issued to Garfield school students and most students at Garfield now possess a library card.

The local committee working on cooperative access to Internet continues its work. This month it heard from Dr. Greg Newby of the University of Illinois who was instrumental in establishing "Prairienet" the community oriented computing system established in Champaign-Urbana that now has over 4,000 registered users. The library currently has staff Internet access in Adult Services through Delphi, a commercial vendor. Joan Bauer and Bev Freeman have been exploring the Internet and learning how it may be applied to library information service provision.

The Children's Division spent considerable time this past month working with Jump Start a cooperative program with School District #61. This program is part of a national program sponsored jointly by the American Library Association and Prudential Insurance Company which encourages children in grades one through three to come to the public library and register for a library card.

During the month, 15 groups visited the Children's Department for group visits. The children's literature class from Richland Community College came for a program on sharing books with preschoolers, plus a tour of our pertinent resources. Two high school child care classes came for similar programs. In addition 8 preschool groups visited the library and 164 individuals attended 8 lap-sit programs. Attached to this report is a copy of the story time handout prepared by Mary Lou Dwyer announcing the fall story time program at the library.

Building maintenance worked on a variety of projects this past month. Included were constructing six cabinets for cassette display, replacing the heater core, installing heat pump relay, and replacing the breaker for the heat strips on bookmobile 547 starting up

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that reported in September of 1993 with year-to-date use being 62.7% above that of last year's.

During the month of September 66 volunteers gave 247 hours of service to the Library.

As indicated in the attached report sheets, there are more staff vacancies in several areas than is normally the case. In addition, several staff are on unpaid leave for medical and personal reasons. This has meant that staff in affected areas have had to work short handed and public service has not been able to be always given in the desired manner. I am working through the process of staff transfer and regular civil service procedures to fill these vacancies but that process takes time. I wish to express my appreciation to all staff for their extra efforts of recent weeks under less than ideal working conditions.