

City Librarian's Report
For the March 16, 2000 Meeting

of the
Decatur Public Library Board of Trustees

Larry Harris indicates that all repairs to the under carriage of bookmobile 548 have been complete. The under panels were reattached, the electrical storage door was replaced, and the toilet vent was re-routed to the other side. The only repairs left to the unit are to replace the tires that were damaged when the trailer springs broke. He and his staff are making headway on cleaning up the lease area and should have that project finished by March 20. Access panels have been placed in all three air handlers and drains to aid in maintenance on these units. Larry has located all valve units in the ceiling and inspected each and checked for filter sizes and ordered all filters. Current plans are to change filters on a semiannual basis. The extension division outside door has had a window installed in it. Upon installation of a flag pole light, the library's American flag will be on display at the corner of Franklin and Prairie.

The extension division organized and obtained gift donations for prizes for the library's first adult winter reading program which ran from January through February. More than 100 adults participated in the program. The grand prize, a dinner for two at Central Park Restaurant, was won by Karen Reed.

Karen Anderson has been obtaining information on alternate forms of communications for charging out materials on our bookmobiles. She has been talking to the police department about their method of communication with their patrol cars as well as collecting information on cellular digital packet data. At present, our current procedure of using phone lines for charging out materials is the most reliable and cost-effective means of communication.

The extension division has prepared a summer bookmobile schedule. This schedule leaves Friday mornings open for preventive maintenance on both units. George Roberts was featured in the "People in Your Neighborhood" section of the Herald and Review's Welcome Neighbor publication.

The CD bin shelving has been replaced with standard shelves. This should provide better access to the CDS. Labeling of the area is in process to further aid users in finding desired materials. Recent additions to the audiovisual collection include jazz tapes and CDS by artists J.J. Johnson, Milt Jackson, Illinois Jacquet, Ahmmed Jamal, and Louis Jordan.

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The Local History room has acquired two new volunteers--Rhonda Glidewell and Ellen Colbeck-Taylor. They are working on the negative collection and will eventually do data entry. Dayle Irwin has been ordering Local History material by means of E-Bay, the Internet auction site. This is proving to be an excellent source for Decatur items, including postcards and other flat items for the vertical file. During February there were 134 visits to the Local History Room.

New databases added to our electronic resources during February included the Novelist and Wilson Biographies Plus. Bev Hackney is compiling documentation for the Children's Division on these databases as they have sections that are tailored for this age level. She is also arranging for access to the AP Photo Archives database.

The February 26 program featuring Kathryn Harris, director of the Illinois State Historical Library, in a one-women portrayal of Harriet Tubman was both a celebration of Black History Month and a highlight of the awards presentation for Teen Read Week winners. It was attended by a standing room only crowd. The Teen Read Week program, under the leadership of Amy Fuller, resulted in 131 entrants with 74 completing the program. There were 159,364 pages read by program participants.

During February, 1,314 users used 2,381 Internet use periods. Word processing usage resulted in 188 patrons occupying 367 time slots. Brenda McClain, Tammy Bledsaw and Robert Foster are Richland Community College interns working in the adult division providing sign-up and other assistance to patrons using the Internet or word processing.

Sue Hemp's recent grant proposals enabled the library to receive two grants during the month. These grants are from the Illinois State Library. The first grant will enable the library to purchase a Reading Edge machine, which translates written matter into spoken words and will be used by visually impaired patrons. The second grant of \$1,000 will allow the library to add fiction and nonfiction materials to the New Adult Reader Collection. Len Walter will be working on this project. Sue has had discussions with Wayne Lovern, project manager for the Central Illinois Chapter of the American Society for Training and Development, about the possibility of adding a focused collection of training and development titles to the library. She has also arranged for the Heart of America Blood Region of the American Red Cross to sponsor a blood drive at the library on June 21.

As of March 8, 2000, 85.52% of the fiscal year had been completed. Budgeted expenditures and encumbrances stood at 84.5% of budget. During February, 32 volunteers provided 280 hours of service to the library.

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The technical division encountered some difficulties as adjustments were made to their network. The network is working better now. A major change was the closing of the shelf list on February 16. During February there were 1,737 changes to the database. There were 279 interlibrary loan requests from other libraries of which 152 were filled. Library patrons made 278 requests for materials and 181 were filled. There were 838 items mended, 782 periodicals processed and 330 book jackets replaced.

The circulation division inaugurated a trial period of supplying borrowers with a printout of their checkouts rather than hand stamped date due cards. Christine Stern indicates that the customers' response has been mainly positive with comments on how bringing home a list of what one has borrowed helps to avoid overdue fines. Negative responses mainly bemoan of no longer having such cards to use as bookmarks. With this change more hours can now be spent by the person who spent hours hand stamping date due cards in helping with public service by shelving books or by checking in directly from book drops.

The children's material circulation was up 19.7% over February of 1999 and approached the level of February 1996. Assisting in this increase was the staff's provision of 27 programs during the month, up from eight in February of 1999. There were 645 individuals in attendance at these programs. Katie Gross indicates that periodicals are circulating better due to a more attractive display area. Lenore Snyder completed organizing the division's large collection of posters. Part of this project included making a 22-page descriptive list of the collection and where each item is located. The division benefited from new volunteer assistance. Amy Trostle, a high school senior from Eisenhower in the Excel gave 26 hours of volunteer assistance to the division during February. Part of her time was spent labeling most of the African-American JE's, fiction and nonfiction.

Children's division displays reflected that February is African-American History month. Two of the big bulletin boards were decorated with African-American famous people posters, and featured biographies and nonfiction. The table under the ADM room sign held African-American poetry with a Brian Pickney Poster.

During February, thirty groups visited the children's division with 26 groups having tours and/or storytimes. Groups visiting included, RCC Child Care, Brownies, Weblos, Baby TALK training session, Y after-school care from Muffley, Fans Field neighborhood group, Northwest Christian, Harris School, Lutheran School Association, Head Start, Adams, South Shores and Decatur Christian.

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Programs presented by library staff during February included Katie Gross giving a program on books for preschoolers to a meeting of the Decatur Area Educators of Young Children, George Roberts reading to students at Brush College School, Karen Anderson reading to two classes at Macon Resources and Dayle Irwin gave a library program to a P.E.O. group. Amy Fuller gave a library tour with bibliographic instruction for a class of 40 students from Warrensburg-Latham High School and Sue Hemp gave a library tour to several elderly residents of Fair Havens Christian Home along with aides from the home.

Workshops attended by various staff during the month included: "Stop Stressing About Stress" by the HSAC and the Millikin Institute, a workshop by the Library Book Selection Service, a workshop on young adult services, and "The Other Revolution: Creating User-Focused Libraries."