

**CITY LIBRARIAN'S REPORT**  
**June 14, 2011**  
**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**CITY LIBRARIAN:** May is always slow as we restart the year and gear up for summer reading club. We have been very successful with grants large and small lately, the largest being \$26,000 from "Eliminate the Digital Divide", which will go toward 42 new computers and software. We finally got the results from our tax program; total tax returns completed 1,072, value of federal returns \$ 1,563,818, value of state returns \$ 96,413. Think of this as money returned to Decatur to help the economy. I released some trust fund monies for material purchases, until the book budget is available. We experienced several days of extreme fluctuation in the mail delivery in May. Some days it arrived as late as 4:30 pm., with no valid excuse. This is one of the reasons we started picking up our mail several years ago, however it was one of the things cut with the budget crunch. I was on vacation from May 28 till June 13.

**FOUNDATION:** The next meeting is Thursday, June 23<sup>rd</sup> at 4:30 at which we will do trustee orientation for the 3 new board members, Mark Gibson, Jenny Leyden and Mary Kay Thompson. Preparing a slate of officers is also on the Agenda.

**ROLLING PRAIRIE LIBRARY SYSTEM/ILLINOIS HEARTLAND LIBRARY SYSTEM:** I did not get elected to the IHLS board, Joan Rhodes of Clinton did. However DPL will still participate in committees and have a say in how the new system evolves.

**STAFF:** Amanda Standerfer started as the Head of the Adult Division May 23<sup>rd</sup>.

**ADMINISTRATION:** In addition to the \$26,000 grant, we will receive \$3,000.00 from the Illinois Historical Society on the grant for the archivist in the Local History Room. Mark Sorenson has been contacted and will be arranging a time to meet with us. We were also awarded the Dollar General Literacy Foundation grant for \$2,800 for summer programs. There were 59 total uses of the meeting rooms for May of these 40 of the meetings were for library programs and 19 were outside groups, earning \$710.

**ADULT DIVISION:** *Library on the go* had 35 new registrations and 408 circulations. Our online book club has 1,117 members accessing the 11 clubs 22,340 times. 269 people used the Database computers, of these, 135 (50%) were doing job search related work. The total number of professional assists was 4,985, +17% increase since April. DPL patrons requested 83 interlibrary loans; we filled 63 of these and sent 63 items to other libraries. The Local History Room had 48 guests, 9 of these were from out of town. 9 Home Service patrons checked out 48 items. We had 20 volunteers donate 162.75 hours of service to the library. The public fax machine was used 43 times earning \$118.50.

**BUILDING DIVISION:** Summer yard work has started. We still have not heard from the city about helping with outside maintenance issues. Cameras were rearranged and installed in the 2<sup>nd</sup> floor lobby, in the main lobby facing east and west. The final camera was installed in circulation area to get a better view of people coming into library. Book donations have been pouring in, 6 different large donations yesterday alone. The division helped set up and take down several exhibits this month.

**CHILDREN'S DIVISION:** As of the end of Saturday, June 11, 1,166 kids have signed up for the summer reading program. At this point we are breaking the previous record in 2009! The biggest draw

for the month, courtesy of WILL and Molly Delaney, was the appearance of Curious George and Princess Presto May 25th; about 275 people turned out for the event, and can now view their photos on WILL's website. Staff assisted 956 patrons and 238 kids signed up to use the computers. Our 34 programs had 1,481 attendees. We gave 6 outreach programs with 407 attendees and 3 groups used the department.

**CIRCULATION DIVISION:** Total number of checkouts during the month of May is 38,925 items, down -5% as compared to the 40,727 items checked out in April, and down -8% as compared to 42,052 items checked out in May 2010. The gate count for the month of May is 21,473. There were 4,351 items checked out of the DPL by patrons from other libraries and DPL patrons checked out 2,056 items at other libraries. There were 2,814 items routed into the DPL from other libraries to fill requests for pick-up at the DPL and 2,642 items were routed out of the DPL to fill requests at other RPLS libraries. When all items routed out of the DPL to fill requests at surrounding libraries are added to the total checkouts for the month of May, the combined total is 43,541. We placed 5,228 requests in May, down -2% from last May. We resolved 6,979 requests and of these, 3,791 items were picked up at the DPL. Overall, request volume is down -1% from last year at this time. We opened 213 new accounts, down -3% from May 2010.

**GATES COMPUTER LAB:** Our 14 computer classes had 74 attendees, 9 of whom were from out of Decatur.

**SYSTEMS ADMINISTRATION:** We moved our website to a different server with extra security and it has been attack free since then. We ordered a computer-based certificate from Icewarp. This will allow us secure connections to our email server. DPL Wireless had 191 users connected 191 times, for 150 hours, downloading 3,606 megabytes, while uploading 393 megabytes. We have 1,371 registered wireless users, 50 of which registered this month. 1,206 patrons logged on to CybraryN computers 4,318 times and used a total of 3,148 hours, there were 1,036 DPL cards used and 170 guest passes were issued. The People Counter (already divided by two) showed 22,031 people came in the building 21,548 came into the library, a difference of 483.

**TECHNICAL DIVISION:** We completed the semi-annual library magazine retention policy upgrade, withdrawing 3,510 magazines from the Horizon system. Acquisitions processed 109 invoices, 278 newspapers, 477 magazines and invoiced 755 items. We received 32 mail packages and 232 RPLS bins for delivery. We catalogued 1,027 new materials, made 1,384 database changes and 24 agency transfers. We imported 364 OCLC records, updated 163 bibliographic holdings in OCLC, made 18 reinstatements and 17 items were reclassified. Item work completed on 893 volumes, and there were 3,722 withdrawn items. The Processing area processed 85 transfers and reclassifications. There were 23 items that required new jackets or new backing. Also there were 136 paperbacks, 577 new books, 74 new AV, and 355 periodicals processed. We mended 229 books and AV.

Respectfully submitted,

*Lee Ann Fisher*

Lee Ann Fisher  
City Librarian