

CITY LIBRARIAN'S REPORT
August 12, 2011
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: On August 1st the delegation from Sister Cities presented their book donations and received a tour of the library. I attended the City Council meeting with them later that evening as a Sister Cities parent. The library was closed for the Celebration on the 6th. We participated in the community day of service on the 20th, 20+ Millikin students came and helped us do several projects around the library. My Aunt passed away in TN and I was on funeral leave the 4th to the 9th.

FOUNDATION: Their next meeting will be August 25th at 4:30.

FRIENDS: The Mart Cart was delivered and installed; the company has not yet sent the bill to the Friends.

PNG: Received notice from the Illinois State Library that the PNG grant will be increased to pay for additional computers for patrons. That is an additional \$6,000, bringing the amount to \$20,000.

ILLINOIS HEARTLAND LIBRARY SYSTEM: The new Decatur LLSAP Manager is Joan Bauer and she will start Monday, August 15th. The RFI's went out for the new automation system and are due September 2nd. The new director will be announce August 23rd, there were 4 candidates interviewed. School delivery starts August 25th. An IHLS Cataloging meeting was held last month at the Decatur (RPLS) facility. The focus of the meeting was to discuss cataloging services and how the practices of the four IHLS systems; GateNet (Edwardsville), LINC (Champaign), LLSAP (Decatur) and SILNET (Carterville) may differ.

STAFF: No actions this month.

ADMINISTRATION: The Madden Auditorium had 10 meetings or programs, Staley 17, Children's 16 and the Board Room had 9. A total of \$180.00 was collected for room fees during the month. There were 52 total uses of the meeting rooms for July, of which 34 meetings were library programs and 18 were outside groups.

ADULT DIVISION: We finished up the summer reading program with the following participation; 16 teens returned 114 forms with 570 books read, 6 staff members returned 15 forms for 75 books and 53 adults returned a total of 140 forms for a total of 700 books read.

continues to have low usage, *A to Z Maps* and *Global Road Warrior* are also ones that will likely be discontinued when the renewals come up. Library On The Go had 639 in circulation and 37 new patrons. There were 12 programs with 327 attendees. Our Online Book Club has 1,090 members who accessed the 11 clubs 21,800 times. There were 78 ILL requests made and 62 filled. We sent 94 items to other libraries. The Local History Room had 50 guests, 8 of whom were from out of town. Home Service has 8 patrons who received 72 items. Our 20 volunteers donated 137 hours (This does not count those participating in the Community Day of Service). The patron fax machine was use 23 times.

BUILDING DIVISION: We spent about eight days working to put together tables and run wiring and materials for later installation of the computers in the reference department. We wanted it to look extra nice and we can only work in this area before 9am, after that it is full of patrons. We worked on the planting areas around the Library Annex and cleared out all the weeds and junk, layered the beds with heavy duty plastic and mulched them. Schindler elevator was out to work on the elevator in the Library Annex and it is now working. Preparation is underway for the Friends sale.

CHILDREN'S DIVISION: By the end of July, a grand total of 1,608 kids had signed up for the summer reading program, the best participation in 15 years! 403 kids completed the program by the end of July, choosing a reward book and mood pencil. Three performances of *Jack and the Gentle Giant* on Saturday, July 16 were a great success, with 200 attending the 10 a.m. program, 250 at the 1:30 show, and 150 at the 4 p.m. show. As usual, the adults seemed to enjoy it almost as much as the kids, and having it upstairs worked well. The very next Saturday was also a big day with about 150 eager Star Wars fans coming to mingle with the 501st Legion – storm troopers, Darth Vader, and our very own Princess Leia, otherwise known as Alissa, and Sith Librarian Eleanor. Overall our 30 programs had 1,208 attendees and we had 16 groups use the library. GSLIS student Kelli Trei did a 100 hour practicum in the Children's Department from late May through August. Including Kelli, volunteers gave us 226.5 hours of much needed assistance

CIRCULATION DIVISION: Total number of checkouts during the month of July is 50,040 items, down -15% as compared to the 58,596 items checked out in June, and down -12% as compared to 56,521 items checked out in June 2010. The gate count for the month of July is 27,508. There were 4,612 items checked out of the DPL by patrons from other libraries and DPL patrons checked out 2,275 items at other libraries. There were 3,174 items routed into the DPL from other libraries to fill requests for pick-up at the DPL and 2,894 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 the combined total is 52,934. We placed 5,909 requests in July, no change from last July. We resolved 7,417 requests and of these, 4,353

teach classes in the summer. This year we were obligated to do so, to meet the requirements of a grant.

SYSTEMS ADMINISTRATION: A lot of time was spent preparing the new patron computers for the floor. Once setup is done we will need to make some CybraryN changes and they will be ready for Patron use. We plan to install them second week of August. The 8 new tables and 18 chairs arrived and are being assembled for the new computers. Junie rebuilt 10 computer hard drives from scratch. Lee Ann, Karen and Amanda received new laptops. We upgraded our Symantec Backup and Endpoint Protection to the latest version. DPL Wireless had 111 users connected 281 times, for 176 hours, downloading 4,318 megabytes, while uploading 544 megabytes. We have 1,512 registered wireless users, 61 of which registered this month. CybraryN had 1,143 patrons logged on to CybraryN computers 4,404 times and used a total of 3,210 hours, of these 957 DPL cards were used and 186 guest passes were issued. The People Counter (already divided by two) – 26,820 people came in the building 26,228 came into the library, a difference of 592.

TECHNICAL DIVISION: Technical Services was extremely busy this month. In addition to procurement of approximately \$8,300.00 of materials there were approximately 2,900 items submitted for withdrawal. Acquisitions processed 109 invoices, 278 newspapers, 477 magazines, invoiced 755 items and made 207 OCLC imports. They received and delivered 32 mail packages and received 232 RPLS bins. We catalogued 992 titles last month, made 3,295 database changes, 27 agency transfers, imported 288 OCLC records into Horizon and did 22 reinstatements. Item work was completed on 1,101 volumes, there were 52 items reclassified and 163 bibliographic holdings were updated in OCLC. We withdrew 2,890 withdrawn items, corrected 612 authorities and created 1,016 labels for processing. We processed 49 transfers and reclassifications. There were 57 items that required new jackets or new backing. We added 1,527 new items and mended 272 books and 272 AV items.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher
City Librarian