

CITY LIBRARIAN'S REPORT
February 10, 2009
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: The "Free Tax Assistance" program has gotten off to a booming start. People are lining up nearly 2 hours early, and they have had to turn people away. As part of the Whinnery Grant, we received and installed 4 new shelving units for the Large Print collection. We had to remove the Decatur Center in order to accomplish this. Parts of the Decatur Center were moved to Local History, Reference or placed in storage. The Biographies have also been moved to their new location on the empty shelves at the end of Non-Fiction. Starting in March, we will be shifting the Non-Fiction in order to try and get the collection off the bottom shelves.

FOUNDATION: Met on January 12th. Their next meeting will be February 23rd.

PNG: Resumed on January 26th, with 12 of our 16 young people returning for the short 8-week session. A student from Millikin, Bryant Morrison, will be participating to help with editing. March 23rd will be the "big" presentation of the finished products. This is scheduled for 7 p.m. in the auditorium.

STAFF: Interviewed for the Assistant Head of the Building Division, and selected Noah Tipton, who started February 9th. Eleanor Wood started January 5th, as a librarian in the Adult Division. Sally Woller started January 20th as a library assistant in Extension.

ADMINISTRATION: Our total number of checkouts in January was 46,339 items, plus 4,899 items routed out to other libraries in RPLS; that, when combined with extensions checkout of 1,476, brings the total checkouts for the month to 52,714. This brings our checkouts up by +6% from January of 2008, and up +3% for the fiscal year. The total gate count for January was at 28,658, which is +5% over January 2008 and +2% over for the fiscal year. As an indication of this increasing trend, one can notice the increase in the total number of professional assistance supplies during January, a total of 7,361 which is a +30% increase from last year and a +35% increase for the fiscal year. The meeting rooms were booked 17 times earning \$810.

ADULT DIVISION: Plans for our 3rd annual "Patriotic Celebration in Central Park" are underway. This year we will feature veterans from the Vietnam War as our speakers. As a rule we try not to repeat programs, but the positive response to this one is overwhelming. Our 6 programs had 367 attendees; we had 257 people use the online databases and patrons logged 165,214 minutes on the internet. We had 5,755 professional assists, and our 11 online book clubs were accessed 22,680 times by 1,134 patrons, a +3.7% increase respectively over January 2008. Our Local History Room had 96 guests and 15 of them were from out of town. Selectors ordered 38 carts of books.

BUILDING DIVISION: As of the first of January, we have used 2,000 pounds of salt and 15 gallons of ice melt, in addition to plowing the lot for snow removal. We had some leaks develop from the roof; luckily, we are still under warranty.

CHILDREN'S DIVISION: We are already making plans for the 09 summer reading club "Read On the Wild Side." The partnership with the 4H Art Club Party is working out well for both of us. We had 378 kids sign up to use the computers; our 23 programs had 422 attendees, 4 groups visited with 69 people, and 5 groups used the department.

CIRCULATION DIVISION: Total number of checkouts during the month of January is 46,399 items, up +19% as compared to the 38,988 items checked out in December 2008, and up +3% as compared to 44,974 items checked out in January 2008. The total gate count for the month of January is 28,658. There were 7,552 items checked out of the DPL by patrons from other libraries and DPL patrons checked out 3,221 items at other libraries. Of the 3,221 items checked out by our patrons at other libraries, 1,476 of those items were checked out on the bookmobiles. 2,976 items were routed into the DPL from other libraries to fill requests for pick-up at the DPL and 4,899 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 is added to the total checkouts for the month of January, the combined circulation total is 51,298. We placed 6,136 requests in January, up +20% from last January. We resolved 8,772 requests and of these, 4,356 items were picked up at the DPL. Overall, request volume is up +18% from last year at this time. There were 369 new accounts opened in January, up +66% from December, and up +17% from January 2008.

EXTENSION DIVISION: The weather played a major part of the story in January; extreme cold caused gelling of the diesel in the bookmobiles, so we were off the road for 2 days. On January 28th, 549 got stuck in an unplowed bus lane at Parson's School, and Chris had to go and dig them out. Our 16 volunteers this month donated 124.5 hours.

GATES COMPUTER LAB: The computer class schedule is now being prepared and printed earlier than in the past. They are now available to the public by the 3rd Monday of the month. Our 14 classes had 95 participants, 6 of whom were non-Decatur residents.

SYSTEMS ADMINISTRATION: Matt and Junie taught a workshop on PC maintenance. We are in the process of updating our website. Our 55 wireless users were connected for 73 hours and downloaded 1.5 gigabytes while uploading 435 megabytes.

TECHNICAL DIVISION: Acquisitions processed 630 invoices and 1,848 items were barcoded. 522 magazines, 285 newspapers, and 105 reference periodicals were processed, while 154 were deleted. We received 29 bins of mail and 303 bins of materials from RPLS. Of the 11 packages received, 1 went to another department in the library. Our patrons requested 213 items on ILL and OCLC requests to us were 663, of which we filled 308. We cataloged 2,197 titles/2,405 volumes, reclassified 21 items and reinstated approximately 8 titles into our collection. We made 78 titles/101 volumes agency changes, 133,162 database and 146 marc record changes. There were 424 new records imported into the Horizon database and item work done on 1,426/1,939 titles/volumes. We withdrew 2,160 titles from the database. We processed 2,071 items.

Respectfully submitted,

Lee Ann Fisher

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City Librarian