

State of the Library
ANNUAL REPORT
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
May 2008 – April 2009

INTRODUCTION: As the old saying goes “Time flies, when you’re having fun.” I don’t know that it was all fun, but this last year has certainly flown by. This report is just a brief synopsis of the past year.

LIBRARY OVERVIEW

CITY LIBRARIAN: The library budget was cut for the first time in my 8 years as City Librarian. We have experienced an unusual amount of vandalism this year; two main instances involved the bookmobiles. First, we had 2 new laptops, air cards and cell phones taken, and then a group of teenagers broke into the vehicles and did a lot of damage. On top of that we had a water pipe break in the computer lab, doing \$21,607.15 in damage. It wasn’t all bad, as you can see from the department synopsis below, each of our departments had a lot to be proud of this year. In addition to my many standing committees, I served as Chairman for the United Way Community Basics fund distribution panel and on the Education Coalition Task Force and Treasurer of ABWA to name a few. I attended lots of meetings including, the Central Regional Hospitality luncheon, the Educational Entrepreneurship Summit, a reception for Ryan McCrady, the new City Manager, Freedom of Information Act and the Open Meetings Act workshop, and PLA. I also spent a lot of time with patrons, staff, vendors, attorneys, architects, and many others in person, on the phone or by email. I even found time to present a program for “Selling on eBay” that had over 150 people attend. As you can see, no two days are alike and there is something always going on here at the Decatur Public Library.

PERSONNEL: We had 2 retirements: Ethel Mitchell and George Roberts (after 35years!), 5 resignations: Brenda Dickey, Brian Looker, Elissa Lowe, Wilbur Reed, and Heather Taapken. There was also 1 termination, Bill Terrell. One new position was created, Assistant Head of Circulation, filled by Richard Stokes. Several staff were promoted; Lohri Cerny, Susan Johnson, Chris Wrigley, and Karen Williams. We also had new staff join the DPL; Jennifer Wolf, Elissa Lowe, Karen McDonald, Eleanor Wood, Sally Jo Woller, and Noah Tipton. Several staff sustained injuries at work and we have had a larger than usual number of Workers Comp claims. Two were accidents and one was carpal tunnel.

PARTNERSHIPS

FOUNDATION: We moved ahead with the plans to relocate the “cultural system” to the Library Annex. Plans have been approved by the Board and submitted to the City for review. Current cost for the project is estimated at \$1,073,500. We are hoping that bids will come in under that estimate

event, and the Classic Car Show, earning \$580. The Second Saturday Sale continues to do well in their new location in the Library Annex. In addition to purchasing new shelving in Children's, they also replaced one of our oldest 3M book check machines in Circulation.

GATES COMPUTER LAB: We had 800 people take one of the 123 classes we offered. Of this number, 647 were from Decatur and 153 were from Argenta to Warrensburg. Of the 647 Decatur citizens, 523 had a DPL card. Due to public demand we added 2 new classes, Online Selling and Resume and Interviewing. In addition to regular internet and class use, the lab was used 40 times for special sessions.

PROJECT NEXT GENERATION: The PNG grant amount was \$12,500, and will be continued next year for the same amount. We revised the program and no longer work with Webster-Cantrell exclusively. By opening the program up we were able to reach more kids. Interested teens had to apply and commit to attending all session. Each session had at least 15 participants. Their final project were public service commercials for the library, which were then put on YouTube.

RPLS & SIRSIDYNIX: Rene Corcoran served as our rep to the RPLS board. Horizon was upgraded to version 7.4.2 and Hip to 3.10 in April with no major problems. The automation system is currently stable and the Users Group is saving money for a new system down the road. I am currently serving as President of the Governing Board and the Users Group. Karen is serving as the DPL voting member.

TAX ASSISTANCE: We work with Dove, Millikin University and the Center for Economic Progress to off free tax assistance for lower income individuals. This year they did 1,547 returns netting a whopping \$2,023,781 in refunds! As a side benefit of this program, all staff are able to get their taxes done for free.

DIVISION REPORTS

ADMINISTRATION: Annual circulation during the year was 664,280, up from last year by +8%. The annual gate count was 331,605, up +2.7%. Last year's annual gate count was 322,958. If the gate had not malfunctioned in April, this total would have probably been slightly higher. Our annual professional assists totaled 86,520, up by +27%, over 68,463. The meeting rooms were used 1,286 times, of this number 249 were booked earning \$8,110.00. The library made the final payment on the loan to the city and the formerly village mall is now being converted into the Library Annex and the majority of the space will be used for the Local History Room and the Cultural Center. Karen Bjorkman worked on many grants, receiving several small ones in addition to a Whinnery grant for \$14,845.96 and a *We the People* grant that was a little over \$6,000.

ADULT DIVISION: We held our first Adult Summer Reading Club to go along with our Teen

BUILDING DIVISION: Since Chris Wrigley is still out on extended medical leave, there was no annual report prepared. I will however note some of the happenings from the monthly reports. We had no major building issues and the bookmobiles only needed general maintenance. We took over doing our own snow removal and mowing this year. The results have been much better as we know what our needs are and can do what needs to be done when it needs to be done. Even though Noah Tipton is new, he has stepped up and kept the Building Division running smoothly in Chris's absence.

CHILDREN'S DIVISION: Katie Gross and her creative staff also had a busy year, but they had more than 24 volunteers contributing 681 hours to assist them. "Get in the Game, READ!" our summer reading club theme, had 1,384 participants, and 510 who completed the program. A Target grant of \$2,500 helped underwrite the SRC. Our partnership with Baby TALK continues to be a success with 198 programs and 3,276 attendees. Other partnerships include District 61, Decatur Area Education Coalition-Kindergarten Readiness, Home Schoolers, 4H Club, WILL-PBS, Big Brothers/Big Sisters, and Millkin to name a few. We had 253 programs with 5,238 attendees, and did 10 outreach programs for 405. We had 68 groups visit for story times or tours with 1,317 visitors, and 76 groups use the library. Kids signed up to use the computer 5,046 times. Sue Bishop and John Schirle became published authors. Sue wrote an article for *Public Libraries*, and John wrote a book called *Tent Camping in Illinois*. Also, Amanda Young completed her MLS at the U of I.

CIRCULATION DIVISION: Robyn Hendricks and her clerks checked out 553,182 items a +2.9 increase this year, and averaged 11,739 checked outs per month. We registered 3,577 new borrowers with the average cost for a family to use the library being \$94.26 per year, 57% of the population of the city of Decatur currently has a library card. We borrowed 29,091 items from other libraries to fill requests and 57,259 DPL items were sent to other libraries. We send slightly less than 50% more ILLs out than we bring in from other libraries.

EXTENSION DIVISION: Going "live" with wireless connections on our laptops was a big improvement for our bookmobile patrons. Now their accounts are up-to-the-minute, just as if they were at the main circulation counter. Despite an increase of circulation over last year in the summer, overall circulation on the bookmobiles is down -19% from last year. Most of the decrease seems to be from our public school stops; although we are heavily used by a few of the schools, as more and more stress is placed on standardized testing, fewer and fewer children came out to the bookmobiles this year. Public school stops have always been the linchpin of our schedules; next year, however, I think we need to adjust our strategy and reach out harder to some of the private schools, as the bookmobiles continue to be well used at the private school stops we currently have. John Wylder's gang of volunteers donated 2,105 hours of assistance to various departments within the library.

SYSTEMS ADMINISTRATION: We added wireless patron access for those who wanted to use their laptops in the library. After the vandalism we installed 2 more outside cameras in addition to the 2 we already had. Matt Wilkerson and Junie Longbons have been busy replacing many pieces of

increase, with a fill rate of 79%. Requests to DPK from OCLC were 8,690, with a fill rate of 41%. Robert Edwards and the Cataloging staff made 1,377 agency changes, 2,851 OCLC imports, 233 reinstatements and 685 recats. We cataloged 15,849 items, made 180,456 database changes, and did work on 15,522 items. There were 14,821 withdrawals. In addition they worked on several special projects. Kathy Colebar and the Processing staff processed 28,946 items, of which 6,086 were books. In addition they processed a total of 7,037 periodicals.

CLOSING: This is a just a short summary of the division heads' annual and monthly reports. If you wish to see the full reports, they are on file in the Administrative Office. If you have any questions, suggestions, concerns or comments, please don't hesitate to contact me. I am always available.

Respectfully submitted,

Lee Ann Fisher

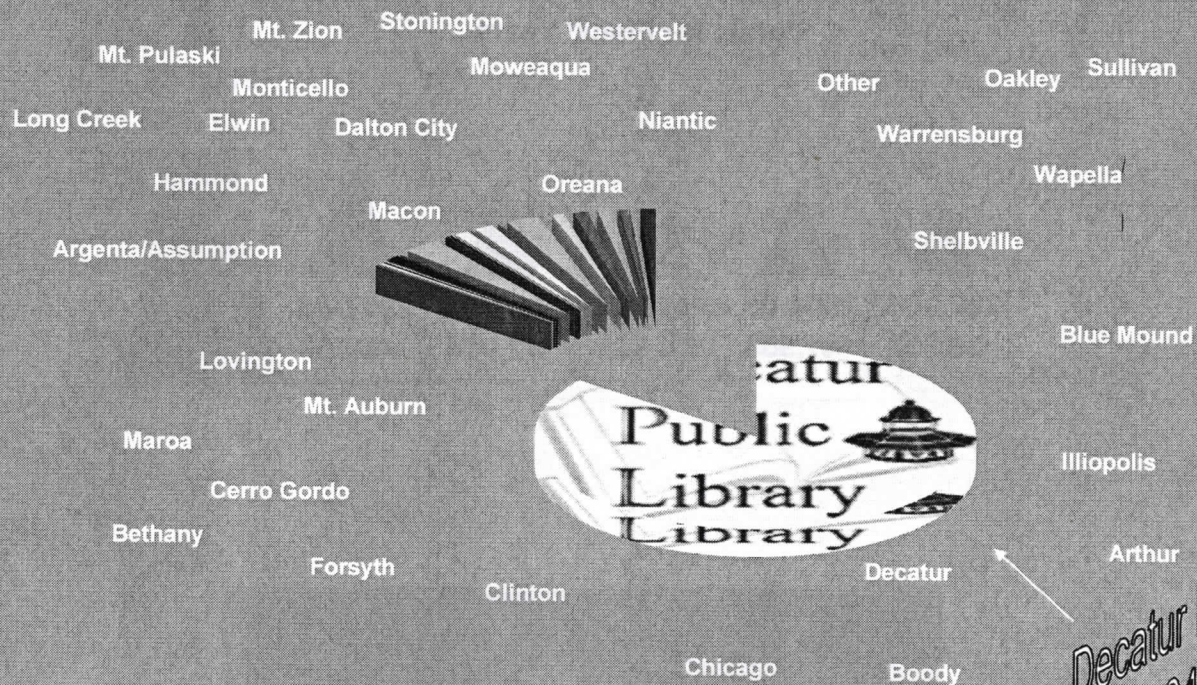
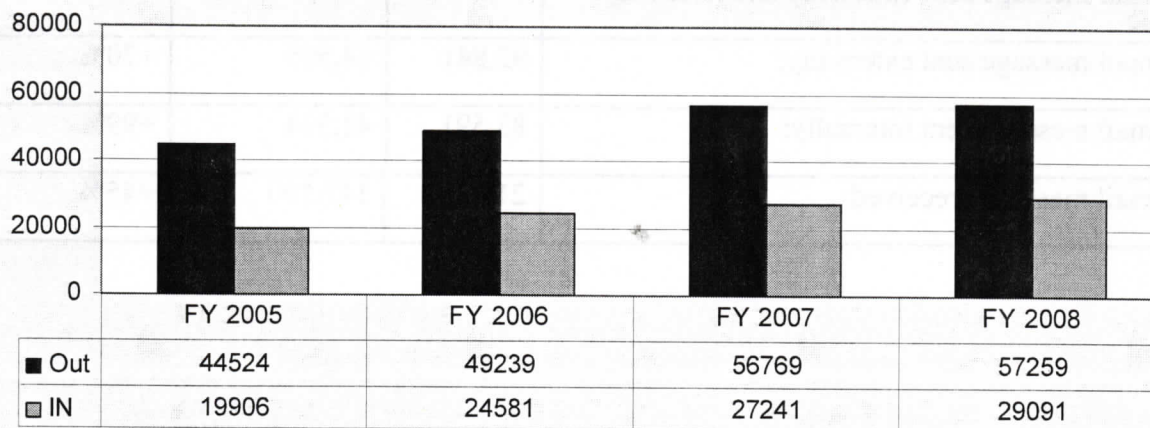
Lee Ann Fisher
 City Librarian
 May 21, 2009

APPENDIX: The Division Heads work very hard on their annual reports (most run around 15 pages), so I thought I would attach some of their better creative efforts.

BKM 549: Average Circulations Per Hour (by schedule period)

	Circulation	Service hrs	Circs/Hr
May-08	1968	93.5 hrs	21
Summer-08	6409	253 hrs	25.3
Fall-08	9261	445 hrs	20.7
Winter/Spring-09	9553	390 hrs	24.4
Totals:	27,191	1,182.75 hrs	22.9

Incoming and Outgoing ILLs 2005-2009



*Decatur Patrons
647*

Cities DPL Reaches 08-09 Fiscal Year

Work Orders received from staff for month:	14,445	5,515	+162%
Staff email message sent externally and internally:	176,432	96,439	+83%
Staff email message sent externally:	92,841	54,505	+70%
Staff email message sent internally:	83,591	41,934	+99%
Staff email messages received:	212,752	147,190	+45%

