

**CITY LIBRARIAN'S REPORT**  
**April, 13 2012**  
**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

CITY LIBRARIAN: We dedicated the book sorting room to Marian Woyna on March 16<sup>th</sup>. We had a really good turnout and the family was very pleased. I have been working with Susan Kruml from Millikin on developing workshops for the Division Heads preparing them for the long-range plan and moving us toward staff development day in August. The meetings with the Union started April 1<sup>st</sup> where they presented their proposal; we will present them with our response on April 24<sup>th</sup>. Robert and I attended the Decatur Legacy Spring Luncheon on April 13<sup>th</sup>.

FOUNDATION: The Foundation met on March 26<sup>th</sup>, for an update on the long-range plan, community survey and other library issues. They will meet again July 9<sup>th</sup> at 4:30. The Library Board still needs to appoint another member to the Foundation Board.

FRIENDS: The Friends provided the refreshments for Marian's dedication. Their special non-fiction book sale will be April 14<sup>th</sup>.

elCat & ILLINOIS HEARTLAND LIBRARY SYSTEM: I attended a video conference on April 10<sup>th</sup>, to work on the bylaws for SHARE, which will be the name of users group for IHLS. On April 25<sup>th</sup>, we will host what will probably be the last meeting of elCat and RPLS, as we will be voting to dissolve the users group. This step is necessary for IHLS to move forward toward acquiring Polaris for the whole system

STAFF: Karen Bjorkman, Assistant City Librarian, announced her retirement; her last day will be April 20<sup>th</sup>. Robert Edwards, Technical Services Supervisor, has been made Interim Assistant City Librarian. Richard Stokes, Assistant Head of Circulation, has been made Interim Head of Technical Services. This will give them both times to shadow the outgoing person before a final decision is made. Jill Dubicz resigned as part-time Page in Circulation. Jennifer Wolf part-time Page in Circulation is still on maternity leave. Junie Longbons was transferred from Systems Administration to the Adult Division, where she will still be teaching computer classes, helping patrons, instead of staff with computer problems. The Librarian/Archivist position was posted and will close April 27<sup>th</sup>.

ADMINISTRATION: Gate count was 25,093 down by -14.8% from March 2011, and down for the fiscal year by -9.5%. There were a total of 268,441 patrons in the building in FY 2011/12 and 296,579 in FY 2010/11. There were 83 total uses of the meeting rooms for March 2012, with 56 that were library programs and 27 were outside groups, earning \$340. Taxes done in February totaled 508, bringing the total to 604.

ADULT DIVISION: Our 17 programs had 195 attendees and the "White House Gardens" exhibit is getting lots of attention. *LibraryOnTheGo* had 81 new users and checked out 1,399 eMaterials and *Freegal* patrons downloaded 517 eMusic. Our Online Book club has 1,068 members who accessed the 11 book clubs 21,360 times. Other statistics are incomplete as Amanda was on vacation at the end of the month. 4 databases were use 7,549 times. Local History had 94 guests, 12 from out of town. Our patrons made 120 ILL requests and 70 were filled, we sent 184 items to other libraries. Amanda attended training on the Thomas Cole: Wild Lands exhibit, which will be at DPL in the fall of 2013. The training was in Ohio from March 15-17. Eleanor attended the ISLMA Abraham Lincoln High School Book Award Reader Panel's annual meeting to learn about the list for next year.

BUILDING DIVISION: It was very hot in the building for several days while we waited on the chiller to be repaired. Normally this would not have been a problem, except for the unusual 80 degree temperatures in

March. We had another leak of domestic hot water in the Large Print area. Once again we were lucky and a staff member caught it right away. Ben was able to make the repair on his own. We did the first yard clean up and mowing for the season.

CHILDREN'S DIVISION: Usually the BabyTALK lullaby concert happens in March, but this year it was April 2, and had to be moved to Central Christian, because we were afraid it would be too hot with no air-conditioning and 200+ bodies. Our 20 programs had 559 attendees, we had 217 kids use the computers and staff assisted 1,095 patrons. Alissa and Sue participated in the summer reading kick-off for area librarians, held in the Madden on March 9. They performed part of their Readiculous SRP food related show. John attended the On the Front Lines conference "Engaging Our Communities" March 12-14, presented by the Illinois State Library in cooperation with the Institute of Museum and Library Services.

CIRCULATION DIVISION: Total number of check-outs for the month of March was 40,382 items, slightly up, as compared to the 40,027 items checked out in February and down -12% as compared to the 45,471 items checked out in March 2011. The gate count for the month of March was 25,093. There were 4,418 items checked out of the DPL by patrons from other libraries and DPL patrons checked out 2,229 items at other libraries. There were 3,113 items routed in from other libraries to fill requests for pick-up at the DPL and 3,419 DPL items were routed out to other libraries for pick-up. When all items routed out of the DPL to fill requests at surrounding libraries are added to the total check-outs for the month of January, the combined total is 43,801. We placed 6,054 requests in March, up +2% from February. We resolved 7,877 requests and of these 4,378 were picked up at DPL. Overall, request volume is unchanged from last year at this time. There were 272 new borrower accounts opened in March down -3% from last month and up +20% from March 2011. Overall, new borrowers are up +11% from this time last year. Through the Unique Management Collection System we recovered \$2,523.29 in cash and material this month.

GATES COMPUTER LAB: We offered 19 computer classes with 93 students, 13 of them non-Decatur residents.

SYSTEMS ADMINISTRATION: By splitting the patron internet use, from the staff use, we are better able to monitor internet use. Patron bandwidth was maxed out each day, so we upped it to 1500K. Matt built a backup proxy server to our Patron proxy server. The current server is having some fan issues. We disposed of quite a few bad CRT monitors and computer parts. They were given to Sol Tick. We now have only four CRT in use and those will be replaced when we have the funds. People Counter 24,773 people came into the library, 26,306 came into the building, a difference of 1,536.

TECHNICAL DIVISION: In Acquisitions 46 purchase orders and 99 Edifact orders were applied to close out POs in Horizon. There are 29 carts in the queue in Baker & Taylor and 19 in BWI that are frozen. We processed 85 invoices and 1,739 items invoiced. There were 261 newspapers and 425 magazines processed. 144 mail packages received and delivered and 271 eCat bins received. We catalogued 1,385 titles, made 5,087 database changes, 116 agency transfers, 234 authorities corrected and 574 OCLC records were imported into Horizon. Item work completed on 1698 volumes, 46 items were reinstated, 12 items reclassified and 2,762 items withdrawn. We Processed 276 mass market paperbacks, 1,013 books, 127 AV and 387 periodicals. 122 books and 101 AV materials were mended and 61 items required new jackets or new backing.

Respectfully submitted,

*Lee Ann Fisher*

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City Librarian