

**CITY LIBRARIAN'S REPORT**  
**July 13, 2011**  
**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**CITY LIBRARIAN:** The 42 new computers arrived by semi-truck and are in the process of being installed and setup behind the scenes. I am shooting for rolling them (internet, databases, word processing, etc.) all out on one day sometime after the Celebration. We will be closed Saturday August 6<sup>th</sup> for the Celebration; we are already closed on Sunday because of summer hours. The Boy Scouts and the Friends will be using the library parking lot Saturday and Sunday for Celebration parking again. We hosted the state LSTA team here June 15<sup>th</sup>, they met with some of our partners, Project Read and Baby Talk, to show the Federal Institute of Museum and Library Services people how some of the grants were being utilized. I will be hosting a Sister Cities Japanese student August 1-9. I have been here 10 years as of July 2<sup>nd</sup>.

**FOUNDATION:** The Foundation met June 23<sup>rd</sup>. There next meeting will be August 25<sup>th</sup> @ 4:30, where the officer slate will be presented. Sherri Arnold, President appointed Teena and Darryl as the nominating committee since as Library Board Members they can't hold office. Jenny Leyden volunteered to temporarily assist as Treasurer until officers are elected in October. This is the first time in many years that the Foundation Board has been fully seated.

**PNG:** Project Next Generation was held June 6th-10th. There was an afternoon camp for about 10 teens ages 12-15. We hosted a regional PNG meeting on June 17th. The state was impressed with our hosting abilities and we worked out hosting a diversity workshop later in the year. This is a staff training that I wanted for our Adult Division. The new PNG contract for next year is \$14,000. This is one of the few grants that the state pays and pays in a timely manner.

**ROLLING PRAIRIE LIBRARY SYSTEM/ILLINOIS HEARTLAND LIBRARY SYSTEM:** This month marked our last month with RPLS system as we officially became a member of the Illinois Heartland System on July 1<sup>st</sup>. I attended a special called Governing Board meeting on June 29<sup>th</sup>, where it was announced that Jo McLean could not work part-time for IHLS after she retired from RPLS. The IRS said that basically she would be doing the same job for the same people, even if they did have a different FIEN number. IMRF had told her she could. Therefore her last day was June 30<sup>th</sup>. The job was quickly posted with the hopes of hiring someone from RPLS by the end of July to represent our interest with IHLS.

**STAFF:** No actions this month.

**ADMINISTRATION:** Worked with the Heritage Network to set up the first ever "Places to Go and Things to do in Decatur" exhibit. The group was very pleased with the turnout and would like to do it again next year. We finalized the exhibit for the "Many Faces of George Washington" for September. There were 45 total uses of the meeting rooms for June 2011; 28 were library related and 18 were outside groups. A Total of \$270 was collected for room fees during the month.

**ADULT DIVISION:** Usually during the summer we don't plan any adult programming, this year however because of a grant we presented 7 programs with 329 attendees. With a new Division Head came many new ideas and changes in the Adult Division this month. Procedures for the internet computers, database computers, and guest passes was revised were started July 1st. This is anticipation of doubling the number of Internet computers we have available for patrons, moving the database computers and adding them to CybraryN, closing the Lab and initiating a self-print station. Lots of changes coming with the computers, but we are getting ready. Library on the go has 171 patrons, 58 new ones this month, who checked out 609 items. Our patrons made 90 interlibrary loan request and 75 of those were filled. We loaned 163 items to other libraries. Our 1,101 online book club member accessed the 11 genre clubs 22,020 times. The Local history room had 48 guest, 9 of these were from out of town. Our home service had 6 patrons who borrowed 89 items and 20 volunteers donated 152.5 hours. Also our public fax machine was use 39 times earning \$11.80.

**BUILDING DIVISION:** We patched most of the larger holes in the parking lot and changed bulbs on the outside of the building in the annex and the front of the main library building. D. M. Mattson worked on the fire system and Ameren changed out a gas meter inside the TS area. In the next few years they will move the meter to an outside location. With the rain and the heat it has been a struggle to keep the grass looking good on a weekly bases. We are patching, priming and painting the long hallway in the lease area as we get time between other projects.

**CHILDREN'S DIVISION:** Wow! What a month! Children's circulation was the highest for June since we've been in this building. A record 1,499 children signed up for the summer reading program, beating last year's June record by 152 kids! 2,563 kids returned to the SRP desk for rewards, also a record, beating last June by 370. With this many participants circulation was 24,965 or 42.6% of the total DPL circulation. Children's had many volunteers that donated 212 hours of service to help with the SRC. Our 29 programs had 766 attendees, with 14 groups using the department and 3 groups using the auditorium. Staff assisted 1,782 patrons and 558 kids signed up to use the computers.

**CIRCULATION DIVISION:** June has brought the usual summer read mayhem. We show a +50% increase in material checked out, a +23% increase in requested material and a +84% increase in new cards issued from the previous month. All good news, however it is stressful for the staff trying to keep up with the increased demand. The Pages are doing a great job of getting the material back on the shelf, because whatever goes out, must come back (we hope). Total number of checkouts during the month of June is 58,596 items, up +50% as compared to the 38,925 items checked out in May. The gate count for the month of June is 30,571. There were 4,989 items checked out of the DPL by patrons from other libraries and DPL patrons checked out 2,694 items at other libraries. There were 3,256 items routed into the DPL from other libraries to fill requests for pick-up at the DPL and 2,839 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 June, the combined total is 61,435. We placed 5,933 requests in June, up +1% from last June. We resolved 8,127 requests and of these, 4,671 items were picked up at the DPL. Overall, request volume is up +1% from last year at this time. There were 393 new accounts opened in June, up +84% from last month and up +33% from June 2010. New library accounts are up +4% overall from 2010 at this time. We

recovered \$1,257.70 in cash for unpaid fines and fees and \$1,720.50 worth of returned material through Unique Management Services.

**GATES COMPUTER LAB:** Also in the summer we usually take a break from teaching computer classes, however this year because of the grant we are teaching several of the basic classes. Our 7 computer classes had 30 attendees, 4 of whom were from outside Decatur.

**SYSTEMS ADMINISTRATION:** Microsoft Office Pro 2010 was pushed out and installed on the 30<sup>th</sup>, to library staff so we can get familiar with it before the new computers are rolled out. We have ordered 8 new tables and 18 chairs from Hertz furniture, which should match what we currently are using for patron computers. DPL Wireless had 136 users connected 311 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. CybraryN had 1,126 patrons logged on 4,354 times and used a total of 3,164 hours, of these 952 were DPL card users and 174 guest passes were issued. People Counter (already divided by two) – 28,543 people came in the building 27,862 came into the library, a difference of 682.

**TECHNICAL DIVISION:** Acquisitions processed 115 invoices, 269 newspapers and 458 magazines. There were 63 mail packages and 292 RPLS bins received and delivered. We invoiced 830 items and imported 251 OCLC records. We catalogued 972 new materials and withdrew 1,466 items. There were 3,195 database changes, 26 agency transfers, 23 reclassifications and 29 reinstatements were made. There were 212 OCLC records imported into Horizon with item work completed on 1,027 volumes and 116 authorities corrected. We processed 156 transfers and reclassifications. There were 113 items that required new jackets or new backing. With 888 new books, 156 new AV and 405 periodicals were processed and we mended 389 materials.

Respectfully submitted,

*Lee Ann Fisher*

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City Librarian