

CITY LIBRARIAN'S REPORT
January 17, 2012
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: The Freegal installation has run into some problems, as we need an additional SIP2 connection for Freegal to access our patron data. RPLS Governing Board has a policy about 3rd party vendors having access to patron data. We got the Technology Committee to agree to our request, but now the contract has to be rewritten putting in IHLS where RPLS used to be and Leslie Bednar will have to sign the contract. So we are waiting for her signature. We already have had an H&R reporter do the story; he is just waiting for the go-ahead of when we are live. We have had several really good articles in the H&R with color pictures this month. Informational meetings on the new tiered insurance plan were held December 12-15. The new plan went into effect January 1. The entire audio-cassette collection has been withdrawn and removed from the circulating collection. Only 2 items were checked out to patrons. Amanda, Bev and I met with Mark Sorenson to map out a plan for the final part of the grant. He should have a recommendation report to us in February, as to what he sees our major issues being and his suggestions for moving forward with the Local History collection.

FOUNDATION: Their next meeting is March 5, 2012. The Board still needs a representative to replace Mr. Barbee.

FRIENDS: The Friends have their first copy of connections ready to be proofed. The Friends presented Children's with a new digital camera and they approved getting a wooden train set, rug, display unit and two benches to create a train play area near the puppet theatre.

ILLINOIS HEARTLAND LIBRARY SYSTEM: There was a meeting of all 4 former systems governing boards in Effingham on the 14th. The Decatur hub had the most representation of all the systems. We are working on what kind of structure we would like to see in the Heartland system. While it was a good meeting, nothing definite was decided, we will meet again in January or February. Robert has been asked to go on site visits for the 2 possible automation systems, as the cataloging expert.

STAFF: Leia Nelson started December 5, 2011, as part-time page. The additional page, Jill Dubicz will start January 3, 2012.

ADMINISTRATION: Gate count was 20,602 down by -14% from December 2010, and down for the fiscal year by -11%. There were a total of 192,782 patrons in the building in FY 2011 and 216,387 in FY 2010. There were 44 total uses of the meeting rooms with 29 that were library programs and 15 were outside groups, earning \$450.00.

and 9 were from out of town. Homeservice has 9 patrons who received 100 items and our 21 volunteers donated 139 hours of service.

BUILDING DIVISION: We continued with the work outside to get both the lot and the yard ready for winter, along with winterizing the vehicles and the building. Checked to be sure the truck, salter and plow were ready for bad weather. The 2 vans that were not running, and not worth repairing were sold for scrap and taken off the insurance. The leak in the Library Annex roof was repaired.

CHILDREN'S DIVISION: Alissa and Sue performed READICULOUS at Enterprise on December 2nd for 230 people, and at the library on the 30th for 100, including the city manager and two of his kids. Our other 19 programs had 394 attendees. The order for SRC supplies was sent, we barely finish up one, before we start on the new one. The theme will be "Reading is so Delicious."

CIRCULATION DIVISION: The total number of check-outs for the month is 35,652 items, down -7% as compared to the 38,289 items checked out in November and down -7% as compared to the 38,308 items checked out in December, 2010. There were 3,880 items checked out of the DPL by patrons from other libraries and DPL patrons checked out 1,842 items at other libraries. There were 2,782 items routed in from other libraries to fill requests for pick-up at the DPL and 2,680 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 December, the combined total is 38,332. We placed 4,899 requests in December, down -6% from November. We resolved 6,637 patron requests and of these 3,712 were picked up at the DPL. Overall, request volume is down -1% from last year at this time. There were 212 new borrower accounts opened in December, down -14% from last month and up +21% from last December 2010.

GATES COMPUTER LAB: We did not offer computer classes in December. After Christmas we will be scheduling one-on-one time for each specific devices; Nook, Kindle, etc.

SYSTEMS ADMINISTRATION: We received a warning from Central Management Services and NBC Universal and its affiliates ("NBC Universal") this month regarding a 3.4 gigabyte download of E.T. We are in violation of their downloading rules. In response we blocked all ports used by BitTorrent (a downloading program), and changed wireless session time from eight hours to two hours. We also notified CMS of these changes and have not heard back from them. There are now three display computers running in Circulation, Reference and Children's, each with different information for each department. People Counter (already divided by two) 20,328 people came in the building 17,033 came into the library, a difference of 3,295.

TECHNICAL DIVISION: There were 91 purchase orders submitted up +18% for ordering. We received and invoiced 1,199 items down -28%, cataloged 1,186 items up +28%, processed 1,048 new books up +4% and 186 AV up +3% and processed 341 magazines down -15%. There remains at least a 2 month average backlog on new books and 1 month on AV. We received and delivered 140 mail