

CITY LIBRARIAN'S REPORT
February 16, 2012
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: Freegal was up and running February 1st, and as of this morning has had 256 downloads. The library is participating in *Money Smart Week* April 21 – 28 sponsored by the Federal Reserve Bank. Talked with Susan Kruml of Human Capital Connection, to develop a workshop for division heads, continuing the process we had started earlier. Amanda, Robert and I met with Rick Bibb's class on the 1st to discuss the survey project. Dr. Mike Brown from Millikin University has taken the lead on the tax preparation that is being done at the library for low income patrons. In addition to these meetings there were several others related to the long-range plan, local history and digitation requirements, litigation matters and contract negotiation. I will be on vacation from February 25th till March 5th.

FOUNDATION: Their new meeting date is March 26, 2012. The Board still needs a representative to replace Mr. Barbee.

FRIENDS: They have recently redesigned their webpage and are now selling the rare books on eBay. They are planning on doing an all-day non-fiction sale on April 14th.

ElCat & ILLINOIS HEARTLAND LIBRARY SYSTEM: Robert traveled with Joan Bauer (elCat) and Pat Boze (LINC) to East Peoria and Rock Island evaluate the Symphony and Polaris systems, respectively. I attended Medium Pubs on the 31st and Governing Board on the 2nd. Along with Joan Rhodes, director of the Clinton public library and I took Leslie Bednar Executive Director of IHLS to lunch at Lock Stock to discuss some of our issues. Polaris was the new automation system selected for the new system. There is no implementation timetable at this time. The contract is still being worked out.

STAFF: Jill Dubicz started as a ½ time page January 3, 2012. Interviews for the ½ time custodial position were conducted at the city.

ADMINISTRATION: There were 55 total uses of the meeting rooms, with 41 that were library programs and 14 were outside groups, earning \$490.00. We had 10 requests for Notary services.

ADULT DIVISION: The individual tutoring sessions for patron's eReaders has been a huge success, with every opening taken. *Library on the Go* had 1,618 checkouts and 208 new patrons. *Freegal* had 88 checkouts in just 6 days, with very little advertising. *Our Online Book*

BUILDING DIVISION: The air-conditioning may need to be turned on earlier than normal if the mild weather continues, if so there were several problems found with the chiller when we shut it down for the season. While the winter has been mild we have had to salt on occasion. Did a lot of minor repairs around the building and relocated some wiring.

CHILDREN'S DIVISION: Children's had a nice article in the H&R. The Friends new train area is a big hit. We had 21 programs with 686 attendees and 1 outreach presentation to 250. Staff assisted 795 patrons and 221 kids signed up to use the computers.

CIRCULATION DIVISION: Total number of check-outs for the month of January is 40,553 items, up +13% as compared to the 35,652 items checked out in December and down -10% as compared to the 44,839 items checked out in January 2011. The gate count for the month of January is 23,990. There were 4,459 items checked out of the DPL by patrons from other libraries and DPL patrons checked out 2,065 items at other libraries. There were 3,133 items routed in from other libraries to fill requests for pick-up at the DPL and 3,228 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 43,781. We placed 6,118 requests in January, up +24% from November. We resolved 8,238 requests and of these 4,387 were picked up at the DPL. Overall, request volume is down -7% from last year at this time. There were 318 new borrower accounts opened in January, up+50% from last month and up +10% from January 2011.

GATES COMPUTER LAB: There were 9 computer classes offered this month with 48 students, of which 11 were non-Decatur residents.

SYSTEMS ADMINISTRATION: A SIP2 license was purchased and SirsiDynix installed it on the 26th. After some assistance from Cisco, Freegal was able to connect to Horizon and successfully authenticate. A link was put on our home page. Twenty LCD monitors were purchased for Staff. The only CRT monitors in use are on the easy search computers and in the computer room. The lab computers all have LCD monitors now

TECHNICAL DIVISION: The book budget has been frozen and only "must haves" and standing orders are being processed. There were 61 purchase orders and 119 invoices processed. We also processed 278 newspapers, 492 magazines, and 2,178 items invoiced. We received and delivered 181 mail packages and 258 elCat bins. We catalogued 1,423 titles last month, made 1,806 database changes, 25 agency transfers and completed item work on 1,698 volumes. There were 1,234 OCLC records were imported into Horizon and 192 authorities corrected, with 6 items reinstated and 3 items reclassified. There were 1,361 items physical withdrawn. We processes 390 new mass market paperbacks, 979 books, 145 AV and 413 periodicals. We mended 316 books and 19 AV items