

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

CITY LIBRARIAN: Our Holiday Open House on the 6th was one of the best ever. We had them singing and dancing to the Lee Pondelick Trio. Library insurance will change as of January 1st. Our carrier will still be Blue Cross, but the plan will change to a 3 tier program, the same as the city's. Also on the 1st, we will start a trial run of *Freegal*, downloadable e-music, until April 30th. At that time, we will decide if there is enough interest to keep it. Music audio-cassettes have been withdrawn from the collection. I will be on vacation December 22- January 2.

FOUNDATION: The Foundation met on November 28th and elected Sally Krigbaum as President, Ronda England as Vice President and Jenny Leyden as Secretary/Treasurer. Their next meeting is March 5, 2012.

FRIENDS: Once again the Friends help pay for our Holiday Open House and the staff Christmas party. With the resignation of Dawn Wendt, the Friends will take over doing the *Connections* in-house. Amanda completed the Nov/Dec Connections for the Friends, in order to get it out, but it is too time intensive for us to do on a regular bases.

ILLINOIS HEARTLAND LIBRARY SYSTEM: Leslie Bednar and Troy Brown of IHLS visited DPL November 17th, to view possible lease space for the Decatur hub (formerly RPLS). Troy came back on the 29th to take more pictures of areas in question (bathrooms, staff room, etc.) that they hadn't looked at while they were here. Robert Edwards and I will be attending a Special called Board meeting of IHLS December 14th. All 4 governing boards of the former systems have been invited to meet and greet each other as we work toward becoming one. We hosted a rerun of the vendor demos the 29th and 30th, reducing 4 days into 2. It was well attended by many of our smaller libraries that could not make it to Effingham. The eCat Board (formerly RPLS Governing Board) conducted its own survey to see how our peers felt about the two systems up for consideration. The IHLS survey was due December 6th. Hopefully the meeting on the 14th will clarify some of these issues.

STAFF: Jennifer Wolf, part-time page, left on medical leave November 16th. A ½ time page position and a ½ time custodial position were posted and in process.

ADMINISTRATION: Received a \$10,614.47 check from AT&T for the e-rate. There were 68 total uses of the meeting rooms in November, with 40 that were library programs and 28 were outside groups, earning \$450.

ADULT DIVISION: Hungrytown was a huge hit, with 119 attendees. Our other 10 programs had 284 attendees. Our 13 databases were used 7,078 times. This excludes Westlaw, which we are having trouble getting monthly statistic from. Our patrons made 83 ILL requests and we were able to fill 72 of them, we loaned 241 items to other libraries. Library on the go has 83 new users bringing our total to 225, who circulated 789 ematerials. Our Online Book Club has 1,068 users who accessed the club 21,360 times. The Local History Room had 46 guests, 5 of theses from out of town. We have 6 homebound patrons who checked out 58 items, and our 20 volunteers donated 158 hours of service.

BUILDING DIVISION: There was another domestic hot water leak in the staff hallway outside of TS. We were lucky and caught it as staff was leaving for the night. Within 30 minutes Noah and Ben had the leak plugged and were already in the process of drying the carpet. Schlinder continues to work on the problem with

the freight elevator. We continued to prepare the building and grounds for winter, had the vehicles winterized, attached the snowplow to the truck and ordered salt.

CHILDREN'S DIVISION: Alissa Henkel and Sue Bishop, aka Readiculous, took their new readers' theatre style show on the road to Dennis school on November 18th, where they did two programs for about 300 kids, kindergarten – 6th grade. We're all very excited about the program, and have decided to offer an in-house performance on Friday afternoon December 30th during the holiday break! Our 22 programs had 761 in attendance, including the Readiculous program and 2 groups used the library. Staff assisted 821 patrons and 259 kids signed up to use the computers.

CIRCULATION DIVISION: Total number of check-outs for the month of November is 38,285 items, down -3% as compared to the 39,292 items checked out in October and down -10% as compared to the 42,507 items checked out in November 2010. The gate count for the month of November is 21,941. There were 4,173 items checked out of the DPL by patrons from other libraries and DPL patrons checked out 2,031 items at other libraries. There were 2,873 items routed in from other libraries to fill requests for pick-up at the DPL and 2,741 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 November, the combined total is 41,046. We placed 5,200 requests in November, down -5% from October. We resolved 7,237 requests and of these 3,817 were picked up at the DPL. Overall, request volume is down 1% from last year at this time. We had 244 new borrower accounts opened in November, down -3% from last month and up 0% from last November 2010. 490 expired accounts were deleted clerically from the system.

GATES COMPUTER LAB: Our 11 classes had 44 students, 10 of them non-Decatur residents. We now have the new Kindle Fire to complete our ereader collection. We will hold classes in January on how to use them.

SYSTEMS ADMINISTRATION: CASSIE was purchased and installed on the 16th. There were no unexpected problems after installation and after first use; however, Smartshield was installed on all of the Easy Search terminals since we dropped CybraryN. CASSIE had 856 patrons logged on to CASSIE computers 2,448 times and used a total of 1,784 hours, 678 DPL cards were used and 178 guest passes were issued. Statistics are from 11/14 - 11/30. SPOT Wireless, which replaces DPL wireless, had 23 users connected 247 times, for 163 hours, Statistics are from 11/14 - 11/30. The People Counter (already divided by two) had 21,879 people came in the building 21,543 came into the library, a difference of 336.

TECHNICAL DIVISION: There is at least a 2 month backlog on new books that are waiting to be cataloged and about a month backlog on items waiting for item work. The AV backlog is approximately 1-2 weeks depending on the format. Items that have requests are still being fast-tracked for immediate processing. Acquisitions processed 132 invoices, 299 newspapers and 519 magazines. There were 126 mail packages and 266 RPLS bins received and delivered. We invoiced 1672 items and made 501 OCLC imports. We cataloged 1,078 new materials, made 7,029 database changes and 203 items were transferred to a different agency. There were 984 OCLC records were imported into Horizon, 31 volumes were reinstatements and 21 items were reclassified. Item work was completed on 772 volumes and 2,595 items were physically withdrawn. Processing had 131 print and 31 AV items were delivered from other departments for mending. 124 mass market paperbacks, 881 books, 76 AV and 349 periodicals were processed. 190 books and 85 AV materials were mended. 75 VHS items were repaired and returned to the collection.

Respectfully submitted,

Lee Ann Fisher

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City Librarian