

CITY LIBRARIAN'S REPORT
September 15, 2011
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: The new computers are up and running and we are still working out the bugs. Once they are figured out, we will do a big press release. It has been a little frustrating for patrons and staff, but when you roll out that many computers at one time you can't expect everything to be perfect. We did as much as we could before we put them on the floor, but you can't really tell there are problems until people start using them. There were unique issues that had to be handled on a computer by computer bases, mostly printing and getting different internet sites to work. Most issues seem to be resolved now. We had Byers & Company do their radio show live at the library on September 8th in conjunction with the National Day of Literacy, That was also the day of the ADM donation, which was 1,300 books and 4 Dell computers, which will be used for our special project with WILL-PBS in the Children's department. Sunday September 11th was our first Sunday to be open. Our Sunday hours (1-5) will run through May. I volunteered at Farm Progress 2 afternoons, the Friends book sale 1 afternoon and attended the "Do Something Good luncheon on the 31st. I also met with my long range planning committee, the survey committee and division heads.

FOUNDATION: Their meeting in August was cancelled due to lack of agenda items. Their next meeting will be October 24th @ 4:30.

FRIENDS: The Friends big book sale, September 4th and 5th was extra big this year. They took 66 pallets of books to be sold, this helped clear out the backlog that even with the Second Saturday sale, was piling up. The final numbers are not in yet, but they earned over \$18,000 in book sales alone. There are still some bills to pay and the revenue from the recycling of the leftover books has not come in. This is their largest sale to date.

ILLINOIS HEARTLAND LIBRARY SYSTEM: Leslie Bednar has been appointed Executive Director of the Illinois Heartland Library System. Leslie is from the Lewis and Clark Library System where she was the Executive Director. This appointment is effective Wednesday, August 24th. We will be hosting the RPLS User's Group and Governing Board on October 12th. One of the things on the agenda will be temporarily renaming the LLSAP to eLCAT (referring to Electronic Catalog), until we have a shared computer system.

STAFF: No actions this month.

ADMINISTRATION: We received an \$800.00 programming grant from Wal-Mart. We worked with Mary Pritchard from ADM on the training sessions they scheduled here using the Madden and the computer lab. We have not yet received the equipment from the Business Grant, and therefore have not implemented that grant yet. The Madden Auditorium had 12 meetings or programs. The Staley 14, Children's 20 and the Board Room had 12 meetings. A total of \$555.00 was collected for room fees during the month. There were 58 total uses of the meeting rooms for August, with 13 that were library programs and 45 were outside groups.

ADULT DIVISION: The "Many Faces of George Washington" our latest exhibit will be opening September 21st @ 10am. The highlight of the month was the Jackie Spinner programs. Jackie presented at a women's dinner at Millikin University on August 8th to about 30 women as our partner, then her program here the next night attracted 110 people. We had 12 programs that attracted 238 attendees. Our 10 databases were used 7,369 times and staff assisted 4,439 patrons. *Library on the Go* had 645 circulations and 39 new patrons register. Our 11 online book clubs have 1,099 members who accessed them 21,980 times. We had 113 ILL requests from our patrons and filled 100 of them. We sent 123 items to other libraries. The Local History Room had 70 guests, 13 of them from out of town. Home Service delivered 107 items to 8 patrons. 21 volunteers donated 175.75 hours of service to the library.

BUILDING DIVISION: We decided to take the bull by the horns and fix the south steps ourselves. We rented a jackhammer and removed the broken steps; next we will set up the forms and pour the concrete. We have all the materials; we are just waiting for a nice uninterrupted day to do the job. While we had the jackhammer we remove several hazards from the parking lot and around the buildings. We patched those holes with hot patch and the parking lot will be a lot easier to plow when the snow comes. It took 2 days and 3 guys to get all of the Friends stuff to the Civic Center and another day after the sale to bring back everything they wanted to reuse next year.

CHILDREN'S DIVISION: As of Friday, Sept. 2, a total of 662 children had completed the summer reading program, beating last year by one person! We responded to an email sent out by the Illinois Dept. of Natural Resources, offering libraries a field trip pack for exploring nature. It's really a neat bag, with binoculars, and field guides, and all kinds of things to encourage teachers and families to explore the outdoors and has a waiting list. Our 18 programs had 542 attendees and 9 groups used the library.

CIRCULATION DIVISION: Total number of checkouts during the month of August is 43,459 items, down -14% as compared to the 50,040 items checked out in July, and down -8% as compared to 46,988 items checked out in August 2010. The gate count for the month of August is 24,802. There were 4,324 items checked out of the DPL by patrons from other libraries and DPL patrons checked out 2,366 items at other libraries. There were 3,453 items routed into the DPL from other libraries to fill requests for pick-up at the DPL and 3,002 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, the combined total is 46,461. We placed 5,876 requests in August, down -7% from last August. We resolved 8,442 requests and of these, 4,622 items were picked up at the DPL. Overall, request volume is down -3% from last year at this time. There were 273 new accounts opened in August, down -4% from last month and up 3% from August 2010. There were 353 expired accounts deleted by the clerical staff in our ongoing pursuit to clear the database of extraneous data. New library accounts are up +3% overall from 2010 at this time.

GATES COMPUTER LAB: With the new computers being added to reference, we have closed the lab to daily patron use and are solely using it for computer classes. We will monitor demand and see if it needs to be reopened in the future. However, this helps us keep the computers set up for our specific classes and not general use, which eliminates problems. Our 8 classes this month had 34 students.

SYSTEMS ADMINISTRATION: There were 24 patrons, 4 databases, 6 word processing and an 1 expressmail computer replaced this month. The current patrons 1-11 were moved to the lab and the lab laptops will be distributed later. The new computers use Windows 7 Professional 64-bit, which caused us some problems, most of which seem to be fixed now. We rebuilt 15 computer hard drives from scratch, part of the 15 are the old Gates computers that are becoming easy search terminals. DPL Wireless - 138 users connected 362 times, for 477 hours, downloading 11,447 megabytes, while uploading 1,214 megabytes. We have 1,599 registered wireless users, 88 of which registered this month. CybraryN had 1,203 patrons logged on to CybraryN computers 4,900 times and used a total of 3,564 hours, of these 1,011 DPL cards were used and 192 guest passes were issued. People Counter (already divided by two) – 32,021 people came in the building 31,229 came into the library, a difference of 793.

TECHNICAL DIVISION: Acquisitions processed 198 invoices, 265 newspapers, 518 magazines and invoiced 1,111 items. They received and delivered 127 mail packages and 413 RPLS bins. There were 207 OCLC imports. We catalogued 1,174 titles, made 4,245 database changes, 38 agency transfers and 217 OCLC records were imported into Horizon. There 10 reinstatements, with item work completed on 1,100 volumes, while 27 items were reclassified and 130 authorities corrected. We withdrew 2,828 items. We processed 78 transfers and reclassifications. There were 121 items that required new jackets or new backing. We processed 1,522 new items and mended 321 books and 241 AV items,

Respectfully submitted,

Lee Ann Fisher

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