

**CITY LIBRARIAN'S REPORT**  
**November 16, 2009**  
**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**CITY LIBRARIAN:** Our annual fall musical production was well received Saturday night as nearly 90 people listened to the all female cappella ensemble Seraphim. The asbestos in the library annex has been abated. The library and annex roofs have been repaired and we are waiting to see if the patches hold. One of our bookdrops was vandalized and brought in for repair; we are considering a new location where it may get more use. On October 9-10, I attended *Library Journal's* Directors' Summit on "Successful Fundraising in a Tough Economy." I am being locked up for Muscular Dystrophy on December 9<sup>th</sup>.

**FOUNDATION:** The Foundation met Monday November 2<sup>nd</sup>. They were brought up to date on the status of the Library Annex and the future of the Cultural Center project. It was decided to invest most of the money in CDs until it is needed. The Library Board also needs to appoint another member to the Foundation Board. The end-of-the-year donation letter needs to be sent before Thanksgiving, also the donors of the Cultural Center need a letter to update them on the status of the project. They did not set another meeting, but will meet when necessary as things come up.

**FRIENDS:** The Friends made \$1,061 this past Saturday at their first sale in their new area. They were very pleased with the space. However, we would still like to paint the floor and maybe add a second exit door. In their last meeting, they agreed to purchase a new microfilm reader/printer for the library. Ours are getting old and are heavily used by genealogists.

**PNG:** Started the fall session October 3<sup>rd</sup>. Participation is down from what it has been in the past.

**STAFF:** Tim Wrigley has been selected as the Assistant Head of the Building Division.

**ADMINISTRATION:** The gate count for the month of October is 28,986, an increase of +9.5% over last year. We secured an additional \$1,000 to match a \$1,000 Target grant for a special program in the spring. Library meeting rooms were used 101 times and booked 28 times earning \$1,180.

**ADULT DIVISION:** It is time to think about taxes again. The forms have been ordered and the free tax assistance programs have been scheduled. The WWII exhibit and programs were well attended. Overall our 13 programs had 547 attendees, 388 patrons used the database computers, +56.5% increase since last October. Staff assisted patrons 5,269 times. Our Local History room had 98 visitors, 11 from out of town.

**BUILDING DIVISION:** The holes in the parking lot were patched. The lights in the parking lot were inspected and new light bulbs added, 3 were found to need additional electrical work. The leaks in the library and annex roof were patched and we are waiting to see if they hold. We mudded, primed and painted the new temporary Friends book sale area. We added additional shelving to the paperback area and a new unit to the "New Books" area.

**CHILDREN'S DIVISION:** It is time to place the orders for next year's summer reading club. Our 18 programs had 378 attendees, 2 groups visited the library, with 19 people and 1 group who used the library. There were 423 kids who used the computers and 1,027 staff assists.

**CIRCULATION DIVISION:** Checkouts during the month of October are 48,701 items, up +4% as compared to the 46,607 items checked out in September 2009, and up +7% as compared to 45,513 items

checked out in October 2008. There were 6,879 items checked out of the DPL by patrons from other libraries and DPL patrons checked out 4,415 items at other libraries. Of the 4,415 items checked out by our patrons at other libraries, 2,006 of those items were checked out on our bookmobiles. There were 2,822 items routed into the DPL from other libraries to fill requests for pick-up at the DPL and 4,601 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 is added to the total checkouts for the month of September, the combined circulation total is 53,302. We placed 6,070 requests in October, up +8% from last October. We resolved 8,661 requests and of these, 4,468 items were picked up at the DPL. Overall, request volume is up +18% from last year at this time. There were 267 new accounts opened in October, new library accounts are up +8% overall from 2008 at this time.

EXTENSION DIVISION: Primrose Retirement Village asked to be dropped as a deposit collection because they are now a bookmobile stop. We had 21 volunteers donate 137 hours of service.

GATES COMPUTER LAB: Our 16 computer classes had 107 students, 91 of which were Decatur residents.

SYSTEMS ADMINISTRATION: A problem emailing notices has arisen. When notices are processed it, appears the emails are sent, but we never get a copy back. RPLS changed our email to come from their server and the address of [yourlibrary@rpls.lib.il.us](mailto:yourlibrary@rpls.lib.il.us) and a copy emails to [notices@decaturlib.il.us](mailto:notices@decaturlib.il.us). We are currently monitoring this problem. DPL Wireless had 62 users connected for 240 hours and who downloaded 6,346 megabytes while uploading 709 megabytes. We had 1,234 patrons logged on to CybraryN computers a total of 5,331 times and used a total of 3,331 hours.

TECHNICAL DIVISION: Total items barcoded was 1,822 up by +4% from September. 602 magazines and 241 newspapers were processed. We received 28 bins of mail and 318 bins from RPLS. Of the 232 packages received, 74 went to other departments in the library. Our patrons requested 171 items on ILL, up by +5%. OCLC requests to us were 860, up by +39% September, and we were able to fill 339. We catalogued 1,181 new materials, including 24 original items, made 120 database changes, imported 396 OCLC records into Horizon, up +22%, and worked to resolve authority problems, correcting authorities on 200 items, up +18%. We processed 1,698 items.

Respectfully submitted,

*Lee Ann Fisher*

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City Librarian