

**CITY LIBRARIAN'S REPORT**  
**February 17, 2011**  
**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**CITY LIBRARIAN:** We closed early for snow on February 1<sup>st</sup> and were closed all day on the 2<sup>nd</sup>. We had several nice articles in the newspapers and TV coverage this month. The tax people are here and will be here nearly every Tuesday, Thursday and Saturday till April 12<sup>th</sup>. There were a number of meetings with both library attorneys Ed Booth and Everett Nicholas this month. Ed and I attended a Civil Service hearing; we were able to get a tentative agreement concerning an employee. The final terms are still being worked out. Everett and I met with the union concerning the contract and grievances. All parties have now signed the contract, and the retro-pay has been authorized and sent to the city. Also several grievances were settled, and a new heater/fan policy adopted. Kathy Collett, Chapter Chair for the union and I agreed to meet at least once a month to discuss library issues. The Division Heads have turned in their long-range plans and I am in the process of reading them. I interviewed 3 high school students wishing to attend Vanderbilt University in my capacity as an Alumni interviewer for the Commodore Recruitment Programs.

**FRIENDS:** The double exit fire doors the Friends paid for have been installed. They still need to be varnished. Had a great Second Saturday sale in February, earning over \$1,000. I gave them permission to hold a special non-fiction sale in the upstairs hallway during their sale in April. Books just keep pouring in, and we already have more than enough for the big sale in September. Both Project Read and C3 are closed on Friday and Saturday, so the extra traffic will not interfere with their clients.

**FOUNDATION:** The Foundation still needs 2 new board members and a representative from the library board.

**ROLLING PRAIRIE LIBRARY SYSTEM:** The Horizon software upgrade and the moving the servers to Champaign will start March 15<sup>th</sup> and hopefully end on the 17<sup>th</sup>. *All of our automation system will be down*, including the online catalog and circulation. We will be using the backup system to check materials out during this time (this is the system used by the bookmobiles). However, Rolling Prairie Library System has said not to check anything in during this period. We will be storing the returned material in the former Extension space. Internet will be available for patrons.

**STAFF:** The part-time Page interviews were held in January and the Civil Service Board approve the list in February. We should be getting 2 new pages by the end of the month.

**ADMINISTRATION:** The gate count was 25,628 down -4% from 2010 and -4.9% down for the fiscal year. The meeting rooms were use 58 times with 15 outside bookings earning \$210.

**ADULT DIVISION:** Library On the Go (LOTG) has had 587 checkouts during the month of January, 226 more checkouts than in December. In January six new public libraries joined LOTG, these were Lincoln Library (Springfield), Maroa, West Sangamon, Forsyth, Argenta-Oreana, and Barclays. Our 3 programs had 89 attendees, not bad considering the weather. Our online book club has 1,144 members who accessed the 11 clubs 22,880 times. Home service delivered 96 books to the homebound. Our patrons requested 141 items and we filled 90 of those and we sent 100 items to other libraries. The Local History room had 54 guests, 13 of whom were out of town.

**BUILDING DIVISION:** Our guys did a great job keeping up with the snow removal, especially considering the amount we had. We had to buy a new salter when the old one wore out. The guys salted the whole lot by hand until the new one arrived. The cold weather has increased the amount of kerosene needed to

keep the Annex from freezing. The tank has really made it easier to keep up with demand. The Material Safety Data Sheets (MSDS) book has been updated, put in bright yellow binders with red lettering and placed at key locations throughout the library.

**CHILDREN'S DIVISION:** We have already ordered the summer reading materials for "A Midsummer Knight's Read" from the state. Molly Delaney came over from WILL in Champaign to talk to Katie about the possibility of having a "Ready to Read" corner that would promote their educational programming and would probably be a popular addition to the department. Our 24 programs had 737 attendees. Staff assisted 982 patrons and 207 kids signed up to use the computers.

**CIRCULATION DIVISION:** The total number of checkouts for January was 44,839 items, up +17% as compared to the 38,309 items checked out in December, and down -6% as compared to 47,557 items checked out in January 2010. There were 5,581 items checked out of the DPL by patrons from other libraries and DPL patrons checked out 2,589 items at other libraries. There were 3,346 items were routed into the DPL from other libraries to fill requests for pick-up at the DPL and 3,154 items were routed out of the DPL to fill requests at other RPLS libraries. This is one of the few times in the 10 years I have been here that we have received more items than we have sent out! When all items routed out of the DPL to fill requests at surrounding libraries are added to the total checkouts for the month of January, the combined total is 47,993. We placed 6,666 requests in January, up +3% from last January. We resolved 8,475 requests and of these, 4,682 items were picked up at the DPL. There were 289 new accounts opened in January, up +7% from January 2010. New library accounts are up 7% overall from 2010 at this time.

**GATES COMPUTER LAB:** Demand for downloadable books classes caused us to add 2 such classes for the month. Our 13 computer classes had 102 participants, and 16 who were not Decatur residents.

**SYSTEMS ADMINISTRATION:** The CybraryN upgrade arrived and installed on the 19<sup>th</sup>. CybraryN, Cybrary Print, Cybrary Net and Cybrary Queue were all updated. There were some minor problems, but they were all resolved quickly with the help of CybraryN technical support. We purchased and installed more memory for the laptops in the computer lab and 2 new thermal receipt printers for circulation. DPL Wireless had 67 users connected 114 times for 162 hours, downloading 4,151 megabytes while uploading 411 megabytes. We have 1,141 registered wireless users, 57 of which registered this month.

**TECHNICAL DIVISION:** Acquisitions processed 92 invoices, 272 newspapers; up +5 % and 120 mail packages were received and delivered up 5 %. We invoiced 560 items down -12 % and processed 361 magazines up +6%. We received 240 bins of materials from RPLS. The Catalogers catalogued 903 new materials down -1%. There were 5,945 database changes were made up +15 %, 417 agency transfers down -59 % and 450 OCLC records imported into Horizon up +33 %. There were 41 reinstatements down -32%, 23 items were reclassified down -70 %, and 207 bibliographic holdings updated in OCLC up +41 %. Item work completed on 599 volumes down -13 % and 1,013 items were withdrawn down -11%. The Processing area processed 652 transfers and 23 reclassifications. 49 holiday books (i.e. Valentines Day items, Black History items) were fast tracked. There were 260 items that required new jackets or new backing. All items coming from Extension going into the Main collection also require security strips.

Respectfully submitted,

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