

CITY LIBRARIAN'S REPORT
November 14, 2011
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: There have been several Management/Union meetings to resolve several outstanding grievances. I was at PLA Boot Camp in Nashville, TN October 17th to the 23rd, where I was one of only 63 librarians from the US and Canada participating in this intensive library management training program. Sandra Nelson and June Garcia are the people who write "the" books on managing today's libraries.

FOUNDATION: The Foundation met and were brought up to date on the status of the library and the long-range plan and survey. They also discussed some revisions to the bylaws that need to be updated. The officer slate will be presented at their next meeting. Their next meeting will be November 28th @ 4:30.

FRIENDS: Long time library supporter and Friend Marion Woyna passed away on the 11th. She was responsible for the Friends book sorting room for many, many years. Dawn Wendt has resigned from doing the Connections for personal reason

ILLINOIS HEARTLAND LIBRARY SYSTEM: Amanda, Robyn, Robert and myself attended the vendor demonstrations in Effingham on the 7th & the 8th and again the 15th & 16th. We will host a replay of the demos on the 29th & 30th for those libraries who did not get to attend the live vendor demos. The survey for selecting the new system is due December 6th.

STAFF: Barb Snell, half-time page in Circulation retired on October 16th, after 10 years of service. Siobhan Buckley, half-time page in Circulation transferred to Technical Services on October 17th. Both positions have been posted and are in process.

ADMINISTRATION: The exhibit "Many Faces of George Washington" was taken down. Our meeting rooms were used 72 times, with 51 that were library programs and 21 were outside groups. A total of \$330.00 was collected for room fees during the month.

ADULT DIVISION: October was the first month for Kindle in Library on the Go and we circulated 644 items with 62 new patrons signing up. Our Online Book club has 1,086 patrons who used the service 21,720 times. Our 12 databases were used 9,868 times. Our 19 programs had 513 attendees. We had 92 ILL request made and filled 89 of them, we loaned 145 items to other libraries. Our 9 home service patrons checked out 112 items. Local History had 69 guests with 8 of them being from out of town. Our 21 volunteers donated 151.75 hours of service. We had 27 people use the public fax. We worked on weeding the paperback collection and in January all the paperback genres will be merged into one alphabetic order. We will still be keeping the genre stickers to identify, western, mystery, etc. We will also be withdrawing the entire audio-cassette collection at the end of November.

BUILDING DIVISION: We spent the month getting ready for winter. The grass was mowed and raked. The near parking lot was restriped and repaired. The kerosene was delivered for the Library Annex and salt was ordered for the parking lot. The heat was turned on November 1st for the whole library. The former Extension area was emptied and repairs and painting should start soon.

CHILDREN'S DIVISION: We participated in DPS 61's HIP (Having Involved Parents) Rally in Central Park. Theresa Tozier from Pershing Early Learning Center offered to share author Jim Aylesworth with us in November. Their "Preschool For All" grant covered the cost of Aylesworth doing 3 programs, and

they only needed him to do 2. He is scheduled for the 15th. The staff assisted 1,121 patrons and signed 220 kids up to use the computers. We had 20 programs with 523 people attending and 4 groups used the department.

CIRCULATION DIVISION: Total Number of check-outs for the month of October is 39,292 items, down -2% as compared to the 38,291 items checked out in September and down 11% as compared to the 43,797 items checked out in October 2010. The gate count for the month of October is 23,154. There were 4,000 items checked out of the DPL by patrons from other libraries and DPL patrons checked out 2,195 items at other libraries. There were 3,104 items routed in from other libraries to fill requests for pick-up at the DPL and 2,889 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 October, the combined total is 42,181. We placed 5,427 requests in October, up +2% from September. We resolved 7,309 requests and of these 3,988 were picked up at the DPL. Overall, request volume is 0% changed from last year at this time. There were 251 new borrower accounts opened in October, up +2% from last month and up +2% from last October 2010. There were 314 expired accounts were deleted clerically from the system.

GATES COMPUTER LAB: Our 10 computer classes had 42 students.

SYSTEMS ADMINISTRATION: A lot of time this month was spent on installing and evaluating CASSIE, a replacement for CybraryN. CASSIE is easy to install and easier to configure. I think staff will like it once they start using it. Patron wireless stopped working on the September 20. The company website is no longer available. Part of CASSIE is SPOT a manageable replacement for our current wireless. CASSIE was ordered and received on October 28th. There were connectivity issues with CASSIE that caused the internet connection to go in and out and be somewhat unreliable, not unusual with new software installation, however Matt Wilkerson was on vacation and it was rather difficult to diagnose long distance. CybraryN had 1,331 patrons logged on 5,368 times and used a total of 3,991 hours, 1,127 DPL cards were used and 204 guest passes were issued. The People Counter (already divided by two) – 22,782 people came in the building 22,668 came into the library, a difference of 115.

TECHNICAL DIVISION: Acquisitions completed the very labor intensive Ebsco invoices last month invoicing over 300 items. They also processed 132 invoices, 299 newspaper, and 519 magazines. There were 126 mail packages received and delivered along with RPLS bins 266. We invoiced 1,672 items and made OCLC imports 501. We catalogued 853 new materials, 7,029 database changes, 76 agency transfers and 292 OCLC records imported into Horizon. There were 40 reinstatements, 21 items reclassified and 109 authorities corrected. Item work was completed on 1,118 volumes and 2,828 items were. The Processing area processed 365 and there were 40 items that required new jackets or new backing. Approximately 227 print and 79 AV items were delivered from other departments for mending. There were 244 mass market paperbacks, 75 books, 88 AV and 400 periodicals processed. We mend 629 books and 130 items were mended. 56 VHS items were repaired and returned to the collection.

Respectfully submitted,

Lee Ann Fisher

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City Librarian