

CITY LIBRARIAN'S REPORT
August 14, 2009
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: This summer we have been unusually busy, and with vacations and staff vacancies (most due to illness), we have been stretched to the limit on what we can get done in a work day. The staff has stepped up to the plate and helped us meet our patrons' needs so that we can continue to give them quality service. None of our long-term staff remembers us being this busy in a long time. Due to this, we have temporally suspended all special projects (things we work on when we are slow) and have been concentrating our efforts on providing good basic service. I am waiting to see if this was just an unusually busy summer or after school starts and things settle down, will the demand still be up. I tend to think we will still be busy, but will wait and see what the September statistics tell us. We worked with Daylyn and City Center for their Cruising Downtown event on July 11th. Everything went fine till they were locked themselves out of the building at 1am and I had to come down here and let them in. July 13th I made a one-day trip to ALA with RPLS to visit the exhibits and touch base with our vendors. It seemed to me that there were not as many different vendors as there has been in the past and that conference discounts were hard to come by. We opened the bids on the Library Annex project July 22nd. I was on vacation from July 23- August 7. I am not sure which is worse, trying to get things tied up to go on vacation, or trying to catch up when you get back.

FOUNDATION: Their next meeting will be August 24th.

FRIENDS: The August sale made nearly \$500, even with the move back to the main library. The big book sale will be September 6-7 at the Civic Center. The Boy Scouts Celebration parking brought in \$8,085 this year; the Boy Scouts receive 60% and Friends receive 40% of this amount.

PNG: Is on hold until we receive the funding from the state. However, I did receive notification from the state that this program will be fully funded.

RPLS: Bev sent this email notice; "On Wednesday, August 11th, RPLS and the other multitype library systems received notification of funding for FY 10. We learned that our funding would be reduced by 16.5% or just under \$130,000. The Management Team and I have met and discussed possible areas of the budget where reductions could be made. The Illinois State Library advised us that delivery and LLSAP services support must remain at the FY 09 level. I will be taking our list of budget line item reductions to the RPLS Finance Committee later this month. Once a decision of reductions has been made by the Board it will be conveyed

There is a target percentage reduction rate for these programs, but the situation is so fluid that I do not want to put out information that may change. This is an uncertain time. The mantra of do more with less is over. We now will do less with less or have less access to services with less. I am not being pessimistic but realistic. This is a time of change; my focus will be to guide the system through these changing times while finding ways to meet the information and service needs of you our membership." This confirms what I have heard also.

STAFF: Interviews are being set up for the Head of the Adult Division. Page Siobhan Buckley, Mark Mangold and Chris Wrigley, both from the Building Division, are out on extended medical leave. Jim Kupish, also from the Building Division, is suspended from the library. Page Jason Grandon resigned. The part-time Page and Custodian positions have been posted and are in process.

ADMINISTRATION: The gate count system is finally working correctly and we had 33,019 people in the building during the month of July. Looking at the actual figure and the estimates indicates that estimates for May and June may have been a little under the actual figure. Our total number of checkouts in July was 60,721 items from the main library; plus 4,677 items routed out to other libraries in RPLS; that when combined with extensions checkout of 3,558 brings the total checkouts for the month to 68,956 for an increase of +13% from last year. When all figures are in it gives us a total increase of +15% from May 2009 to July 2009. Library meeting rooms were used 74 times and booked 18 times earning \$800.

ADULT DIVISION: Our 7 programs had 127 attendees. Our new movie series starting with all 5 Harry Potter movies has been a great addition. So has the popcorn! Plans are underway for the fall programming season, most of which will center on our WWII exhibit. A total of 394 people used the Database computers, +41.7% increase since June 2009, +54.4% increases since July 2008. Of the 394 people, 194 (50%) were doing job search related work. Our book clubs were accessed 21,240 times in July by 1,062 members. Selectors order 46 carts of materials and weeded 2,025 items. The Local History Room had 125 guests, of which 17 were from out of town.

BUILDING DIVISION: The upkeep, maintenance and repair of a building the size of the DPL is a never ending job. It is not easy to do especially when a department of 7 is down 4 staff. Noah, Chad and Marilyn are to be commended on the job they are doing to keep us up and running and looking good.

CHILDREN'S DIVISION: Children's circulation alone was up +9% over last year. We had 1,456 kids had signed up for the summer reading program by the end of July, up 54 kids. So you can see it was a busy month. We had help from 15 volunteers who gave us 111.5 hours of

libraries. Of the 3,075 items checked out by our patrons at other libraries, 988 of those items were checked out on the bookmobiles. There were 3,398 items routed into the DPL from other libraries to fill requests for pick-up at the DPL and 4,677 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 June, the combined circulation total is 65,398. We placed 6,725 requests in July, up +26% from last July. We resolved 9,411 requests and of these, 5,208 items were picked up at the DPL. Overall, request volume is up +18% from last year at this time. We opened 297 new accounts in July, down -9% from July 2008. New library accounts are up +11% overall from 2008 at this time.

EXTENSION DIVISION: Both bookmobiles will be off the road August 17-21 for maintenance and restocking. The new fall schedule is being worked on and will start August 24th. The cool summer has helped keep the strain off the bookmobiles generators and keep them from overheating. We had 21 volunteers donate 170 hours of service.

GATES COMPUTER LAB: We did not offer classes in July. Patron sign-up for computer classes began on Monday July 20th for classes to be held in August. Several new introductory classes will be offered throughout the coming semester such as Basic Typing, Basic Computer Maintenance, How to use a Jump Drive, and Free Software.

SYSTEMS ADMINISTRATION: Our wireless system had 72 users who were connected for 192 hours and downloaded 3,452 megabytes while uploading 517 megabytes. We have converted old carols from storage and created 8 wireless docking stations for laptop user's convenience. We had 1,356 patrons logged on to CybraryN computers a total of 5,130 times and used a total of 2,911 hours.

TECHNICAL DIVISION: Acquisitions processed 261 invoices up +135% from June. We barcoded 2,335 items, up by +108% from June. Of these items 1,170 were new titles and 2,159 were new items. There were 467 magazines processed, 92 reference periodicals, and 253 newspapers processed while 22 periodicals were deleted. We received 28 bins of mail and 342 bins from RPLS. Of the 194 packages received, 61 went to other departments in the library. Our patrons requested 170 items on ILL, up by +2%, and OCLC requests to us were 796 up by +2%, and we were able to fill 398 of them. We cataloged 1,647 items, made 1,095 database changes, reinstated 36 items, did item work on 1,796 items and withdrew 2,400 items. Processing bound 518 paperbacks, processed 256 unclassified paperbacks, 509 periodicals, and mended 471 items. Special projects included working on 327 items.