

Pillsbury Free Library Director's Monthly Report for November 2013

Statistics *After August 5, all statistics are generated by the new KOHA system.

2013	Jan	Feb	Mar	Apr	May	June	July*	Aug*	Sept	Oct	Nov	Dec	2013 YTD	2012 Y
Adult	1291	1246	1267	1277	1042	1198	1460	1100	1146	1225			12252	14944
Ch/YA	1465	1215	1597	1566	1470	1243	2167	1123	1515	1754			15115	19001
Mags	97	115	116	114	86	82	87	57	85	98			937	1187
e-audio	63	63	65	55	54	53	54	62	56	54			579	742
e-book	106	118	108	101	110	88	88	69	88	46			922	724
Total	3022	2757	3153	3113	2762	2664	3856	2411	2890	3177			29805	36598
EBSCO	10	12	10	12	14	13	21	1	22	?			115?	204

ILL	Jan	Feb	Mar	Apr	May	June	July*	Aug	Sept	Oct	Nov	Dec	YTD	2012
In	84	79	67	79	56	61	65	46	47	51			635	807
Out	60	70	65	72	62	71	89	61	85	56			691	842
Total	144	149	132	151	118	132	154	107	132	97			1316	1649
<i>docs</i>														
Ancestry	10	0	16	0	0	17	17	17	32	123			215	292
Heritage	111	65	63	26	13	16	59	96	40	6			495	1778
Mango Lan	19	21	7	15	5	4	4	2	0	0			77	161
Computer	230	201	222	269	228	240	280	220	223	244			2357	2784
Passes	4	19	9	7	6	12	13	13	5	6			94	83

Resource Name	Sessions	Searches	Docs/month	Docs/YTD
Ancestry	3	217	123	215
HeritageQuest	3	12	6	495
EbscoHost	7	63	?	115?
	sessions	Languages	lessons	Lessons/yr
Mango languages	DISCONT	1	2	77

Overdrive audio/ ebook: **New users** 11/ month, 95 ytd; **Indiv. users** 36 month, 117 ytd
Downloads 100: (46 ebook (11 kindle), 54 audio)

New Borrowers 11 month, 134 YTD left/died 5

Gifts, Donations and Volunteer thank you's:

Assistance with furniture moving: Ken Hazen, Jordan Lamm, Pam Trostorff, selected Trustees and staff.
Hooksett Public Library: Study carrel (to replace wobbly table at computer #6) – needs to be transported.
Volunteer appreciation “Thanksgiving” cards and foods are being distributed this week.

News & Information

Technology:

ILS (KOHA Catalog) progress: Starting to see benefits in staff efficiency (ILL and Magazines) and timely return of materials due to email reminders and other reminder procedures used by Sue and Nancy. Procedures manual is in 1st draft form for most tasks. Some settings that were not working have been fixed by support company, others are pending, some new ones sent.

More interest is being sparked in downloadable books as we update new card numbers and demonstrate how they are now listed in the new catalog. People are also using their online access to accounts for placing reserves.

Equipment upgrades: Two donated Window XP computers from Sugar River Bank are now being used as catalogs, and other computers need to be reconfigured/ cleaned prior to distribution to other places. Some older technology was items were taken to GoodWill for recycling, along with book sale leftovers.

Now that the upper workspace is less cluttered, the budgeted improvements in switches and firewall with dual wireless option can be scheduled.

Public programs and activities:

Sue held a Fall Costume party for gr 4-7 Book Nook group (book characters.)

The staff dressed up in costumes and distributed bookmarks and treats to the Simonds Halloween parade, then hosted trick-or-treaters in the evening.

Nancy organized the annual International Games at the Library day Nov. 16 – received some new game sets for the collection. Not much publicity was sent out this time, and attendance was low.

Future Activities:

Nancy and volunteers led by Sue will decorate a tree at the Town Hall again: theme is “Dig into reading”.

Sue will hold a Story Time Dec 14 at 10:30 am during the holiday retail event.

Nancy is organizing a “chataqua” style (actress) NHHC program on Margaret Bourke-White, photographer, for Wed. May 21, to be cosponsored by the Warner Historical Society and the Mountain View Senior Center. Suggestion from staff: sponsor TWO presentations of it, one at 1:30 and one at 7 pm – may only cost an extra \$45 as a whole, split by 3 groups -or get a local library to host her at the other time.

Nancy is also looking into affordable documentary movies to show in the winter months.

Meetings attended:

JLMC Joint loss management committee (Oct), and one Town depts. meeting.

KACC Warner: attended 2 meetings, and skipped one. (December Holiday event and tourism discussed).

Leader's lunch 11/13/13: discussed coordination of support with all town groups for those in need of life skills, education and financial assistance. To be continued with more participants in January.

NHLA Fall business meeting (Concord): Dover MA library discussed their use of tablets, Apps and other technology as an integrated part of the collection, and its reorganization replacing Dewey Decimal; workshop on how personality types deal with conflict; NHLTA gave a presentation about their activities and goals.

Sue Matott attended the Fall CHILIS meeting and the Keene Literature Festival, and a New London Rotary Club Literacy Committee breakfast meeting.

Staff Meetings/ training, October and November. (mostly ILS procedures)

Future meetings: November JLMC meeting was postponed to 11/21 but it will start at the library.

KACC Warner group Wed Nov 20.

Selectboard meeting (with Trustee Chair) November 26 to update them on progress and funding options for library building project planning.

WOTM (West of the Merrimack) library coop Dec 6 in Hillsboro. Cooperative deals for museum passes being discussed, budgets, etc.

Staff Xmas brunch/training Dec. 16.

Administrative: All staff evaluations have been completed. All were satisfactory or superior level. Goals include more attention to detail, organization and filing, and more involvement in technology services such as downloadable books or website updates. The Children's Librarian position job description needs some minor updates. Nancy has drafted a suggested version for Board approval.

Staff hours and total personnel budget have been estimated to end of year, and appear to be within budget in spite of extra training hours for the ILS transition.

Application for the Preservation Alliance grant was edited and resubmitted with updated architects' scope document. No additional architectural firms have been contacted.

All safety inspections/ maintenance checks are complete except the Generator maintenance which has been rescheduled 3 times.

Carpets were cleaned on both levels: thank you to those who helped move furniture etc. back.

Office space and upper workroom de-cluttering and file sorting has made great progress, and will continue in November and December now that the ILS is in place and training needs are reduced.

Respectfully submitted,
Nancy Ladd, Library Director