

Pillsbury Free Library Director's Monthly Report for June 2013

Statistics

2013	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2013 YTD	2012 Y
Adult	1291	1246	1267	1277	1042								6123	14944
Ch/YA	1465	1215	1597	1566	1470								7313	19001
Mags	97	115	116	114	86								528	1187
e-audio	63	63	65	55	54								300	742
e-book	106	118	108	101	110								543	724
Total	3022	2757	3153	3113	2762								14807	36598
EBSCO	10	12	10	12	14								58	204

ILL	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	2012
In	84	79	67	79	56								365	807
Out	60	70	65	72	62								329	842
Total	144	149	132	151	118								694	1649
<i>docs</i>														
Ancestry	10	0	16	0	0								26	292
Heritage	111	65	63	26	13								278	1778
Mango Lan	19	21	7	15	5								67	161
Computer	230	201	222	269	228								1150	2784
Passes	4	19	9	7	6								45	83

Resource Name	Sessions	Searches	Docs/month	Docs/YTD
Ancestry	0	0	0	26
HeritageQuest	5	12	13	278
EbscoHost	5	15	14	58
	sessions	Languages	lessons	Lessons/yr
Mango languages	5	3	5	67

Overdrive audio/ ebook: New users 4/ month, 40 ytd; **Indiv. users** 40/ month, 82 ytd
Downloads 174: (110 ebook (69 kindle), 54 audio)

New Borrowers 10 month, 55 YTD **Borrowers moved, deleted +/- or died:** 8/ month = 27 YTD

Gifts, Donations and Volunteer thank you's:

General donations \$. Books and videos.

Many volunteers helping with barcoding project. (esp. Edie Rumrill, May Huber, Ann Morris, Pam Trostorff, Darleen Mimnaugh, Megan Wirth, and Laura Thurlow.)

Lynn P. is working on the windows.

News & Information

ILS progress:

- ❖ 14-digit barcodes are being applied and documented for transfer into new system. Pre-barcode weeding is being done concurrently. Hope to complete active collections by 7/15/13.
- ❖ Test data should be ready to troubleshoot week of June 17. A long "testing" checklist was provided.
- ❖ All staff and one volunteer attended training on June 10+11, Nancy attended administrators' session also. PFL Staff will meet June 17 to discuss questions and procedures learned in training.
- ❖ The "Group of Six" has developed a master list of material types and collection types for the consortium, and basic settings to be used by all including future NH libraries who join.
- ❖ Next step is to edit all reports and notices, and set up patron categories (including staff permissions), and material locations for our individual library. Also sending text, RSS feed of blog, and image for new OPAC (web catalog) start page.
- ❖ Have started letting the public know about changes, benefits, and any preparation they need to do.

Other Technology news:

- ❖ The recently purchased tablet is being used as a portable /laptop computer (with a barcode reader) to record changes in barcodes for the new ILS. Very handy when several people are working at once.
- ❖ A new barcode reader with stand has been purchased for use with the ILS (new style barcodes). Another may be needed, but an old one was reconfigured as a spare and for use in the project.
- ❖ Next project is to order and install the new computers and updated firewall equipment, re-deploy the ones being replaced as catalogs, and de-accession the oldest ones.

Meetings: KACC-Warner meetings 5/22, 5/29, 6/5, 6/13; Town Employees meeting, 5/23; (6/6 missed – attended WOTM meeting in Bradford); NHLA conference 5/31 in Hooksett; KOHA ILS training June 10, 11 & 12 in Hooksett (all staff June 10-11).

Children's Programs: Teddy Bear Tea Party June 6, rehearsals and performance of Charlie & the Chocolate Factory (June 15) with Book Nook group (students grades 4 – 7). Every class from Simonds School has visited and learned about the library and our summer programs. "Dig into Reading" summer theme T-Shirts may still be ordered, but some sizes may be out of stock.

Collections: Currently weeding Adult fiction (before barcodes are applied). Many new books this month.

Maintenance: Door lock part installed (no charge for part, and Nancy installed it). Spare part also received. The custodian caught a meadow vole in the small bathroom! (It may have come in with props for play?).

Tom Baye has a bid for repair and painting of the ceiling. LighTech came to evaluate energy savings.

Miscellaneous: Nancy has been asked to co-chair a records retention committee with the Town Clerk. We met with Jim Bingham to plan the project of identifying where records are stored and how they should be stored.

Calendar Past:

May 31 NHLA mini conference – Space planning 9:30 – 3 Hooksett PL
 June 6 WOTM coop meeting in Bradford 9 – 11:30 am / Town Hall meeting 9 am
 June 10 – 11 CLOSED for Training for new KOHA ILS – All for 1-2 days, Nancy for 3 days.
 June 15 **Book Nook Theater group:** Charlie and the chocolate factory 3 pm.

Future:**JUNE: BARCODES and Weeding, preparation and publicity**

June 17 Staff meeting/training 9 am
 June 17 or 18 KOHA preliminary ILS available for setting up and testing.
June 18 Trustees Meeting 7 pm

JULY: Summer program, Start using new KOHA ILS (July 15),

July 1 Capital improvements program submissions due (if any)
 July 4 & 6 **Closed for LONG weekend**
 July 9 Children's summer program starts (6 weeks)
 July 9, 10, 16, 17, **23**, 24, 30, 31
 July 15 KOHA ILS go-live date (?) – SET UP Sat-Sunday final data load
July 16 Trustees Meeting 7 pm

AUGUST: vacations (Nancy), summer program (Sue), ceiling painted, window repairs

Aug 6, 7, 13, 14 Programs (also Thursday story times) (Potluck family picnic Aug 14 at 5:30 pm)
 Aug 31 - Sept 2 Closed for Labor Day holiday

SEPT - OCTOBER: WFFF book sale, Staff evaluations, budget planning, conferences.

Respectfully submitted,
 Nancy Ladd, Library Director