

Pillsbury Free Library Director's Monthly Report for July 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	1198							7321	14944
Ch/YA	1465	1215	1597	1566	1470	1243							8556	19001
Mags	97	115	116	114	86	82							610	1187
e-audio	63	63	65	55	54	53							353	742
e-book	<u>106</u>	<u>118</u>	<u>108</u>	<u>101</u>	<u>110</u>	<u>88</u>							631	<u>724</u>
Total	3022	2757	3153	3113	2762	2664							17471	36598
EBSCO	10	12	10	12	14	13							58	204

ILL	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	2012
In	84	79	67	79	56	61							426	807
Out	60	<u>70</u>	<u>65</u>	<u>72</u>	<u>62</u>	<u>71</u>							400	842
Total	144	149	132	151	118	132							826	1649
<i>docs</i>														
Ancestry	10	0	16	0	0	0							26	292
Heritage	111	65	63	26	13	16							294	1778
Mango Lan	19	21	7	15	5	4							71	161
Computer	230	201	222	269	228	240							1390	2784
Passes	4	19	9	7	6	12							57	83

Resource Name	Sessions	Searches	Docs/month	Docs/YTD
Ancestry	1	17	0	26
HeritageQuest	8	16	16	294
EbscoHost	2	9	13	71
	sessions	Languages	lessons	Lessons/yr
Mango languages	4	3	4	71

Overdrive audio/ ebook: **New users** 6/ month, 46 ytd; **Indiv. users** 40/ month, 82 ytd
Downloads 141: (88 ebook (38 kindle), 53 audio)

New Borrowers 4 month, 59 YTD

Borrowers moved, deleted +/- or died: ?/ month = 27=? YTD

Gifts, Donations and Volunteer thank you's:

New volunteers helping with barcoding project include Paige and Alex Doherty, Nan Cogswell, and Anastasia Glavas (in addition to Edie Rumrill, May Huber, Ann Morris, Pam Trostorff, Darleen Mimnaugh, Megan Wirth, Robert Aarons and Laura Thurlow.)

News & Information

ILS (KOHA Catalog) progress:

- ❖ 14-digit barcodes have been applied to almost all materials and scanned for transfer into new system.
- ❖ PFL Staff met June 17 and July 15 for additional preparatory training. (also to learn Windows 8)
- ❖ A system "testing" checklist was provided and has been completed. Three of the "Group of Six" went live July 15. We were scheduled for July 22 (NOTE: postponed to Aug 5)

Other Technology news:

- ❖ A second new barcode reader with stand has been purchased for use with the ILS (new style barcodes).
- ❖ Four new computers were purchased (Dell 660 desktops with i5 processors and Windows 8) at \$150 off each one. Two have been set up and are almost ready for public use. We may purchase Win 8 Pro upgrades and use contracted help to network the staff machines with a new firewall and faster switches.

Children's Programs: "Dig into Reading" summer theme T-Shirts may still be ordered, but some sizes may be out of stock. Over fifty children have signed up and up to 36 come to each activity. There is a performer on Tuesday July 23 at 7 PM in the park or Town Hall.

Collections: Currently weeding and barcoding non-fiction, adult and children's. Almost done with the barcoding.

Maintenance: Mold smell in upper reading room – probably either chimney or air conditioner drain pan/filter – need to investigate.

Miscellaneous: Sue Matott is away this week due to a family illness so volunteers are assisting with programs. Many thanks especially to Elizabeth and Natalie Dill and Betty Johnson, our Foster Grandparent volunteer.

AUGUST: vacations (Nancy), summer program (Sue), ceiling paint?, 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.

Building & Grounds

- ❖ Battery for Safety lights has been purchased and will be installed in office closet soon.
- ❖ Top bolt of RH door opener on doors into children's room was replaced by New England Door Opener (top of bolt sheared off.)
- ❖ Waiting for LighTech's energy-saving Lighting recommendations
- ❖ Quotes rec'd for removing low ceiling in upper level and repainting etc came to over \$9000. Not sure if they will paint the open area this yr or wait for the whole project
- ❖ Lynn Perkins sliced the top of his Left thumb so will be delayed in restoring the old windows.
- ❖ No update from Chimney man – RAIN DELAY?

Personnel

Vacations: Nancy: Aug 10 & after Aug. 20 meeting. Paul: Sept.
Sue will be making a short trip to a family funeral soon.
Holiday closing: Labor Day weekend, Aug 31 and Sept 2

Barcodes progress: sections done (add to incoming items): Adult Fiction, video, audio (almost), GRA, Xmas, Large Print and Biography. Teen/YA/GRA collections except paperbacks and Manga magazines.
Children's Picture books, Easy readers, GRA.

TO BE DONE: Adult nonfiction, music CD, Reference. Teen paperbacks.
Children's TINY, Audio, chapter books, nonfiction, and all magazines

Respectfully submitted,
Nancy Ladd, Library Director