

# LIBRARY QUARTERLY REPORT

*HANNAH OLSEN, TECHNICAL SERVICES LIBRARIAN*

*STEPHANIE LOTT, ADULT SERVICES LIBRARIAN*

*JULY 18, 2017*

***We are building a vibrant, inclusive community, driven by a commitment to democratic principles and service above self***



# *Staffing/Personnel*

## **Juanita Gonzalez**

Library Assistant (Circulation)

Promoted to full-time June 2017



## **Amy Sanchez**

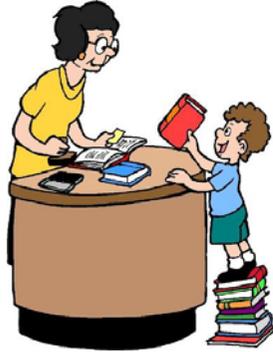
Library Assistant (Circulation)

Starts August 21



# *Departmental Accomplishments*

*(Non-Workplan)*



Updated Circulation policy  
July 17



Implemented email welcome  
packets for new patrons

Launched first ever Adult  
Summer Reading Club



# *Departmental Accomplishments*

*(Non-Workplan)*



Food for Fines  
May 22 - 27



Thriving without an official  
Director

# ***FY2016-2017 Work Plan Items***

**Objective 1.02: Conduct inventory and analysis of library collections, their use, and collection development processes**

Status: IN PROGRESS. Study of collections and usage conducted Fall 2016. Updated collection development plan approved by Library Board January 2017. 90% of collections inventoried as of July 1, 2017.

Expected completion: Q3 2017

**Objective 1.03: Implement local modifications to classification system**

Status: POSTPONED. Other items have taken higher priority.

Expected completion: Q1 2018



# ***FY2016-2017 Work Plan Items***

## **Objective 2.01: Coordinate and host a series of standardized test preparation classes**

Status: IN PROGRESS. Staff outlining course structure and looking for a volunteer math tutor.

## **Objective 2.02: Develop and implement "Librarian on the Loose" program**

Status: COMPLETE, ONGOING. Homebound delivery service available as of February 2017. Library staff regularly participate in selected community events such as Flavor of Duncannonville, Heart of Duncannonville, and National Night Out. Staff are considering participation in Christmas and 4<sup>th</sup> of July parades.

## **Objective 2.03: Develop and host events and exhibits celebrating various cultures, ethnicities, heritages**

Status: COMPLETE/ONGOING. 2017 programs include Manga Toshokan Anime Club, a Black History Month program, and Percussion Things Drums and Stories show featuring Jamaican folktales.



# ***FY2016-2017 Work Plan Items***

## **Objective 2.04: Implement circulation of Laptop computers and Wi-Fi hotspots**

Status: COMPLETE. Laptops entered circulation February 2017. Hotspots entered circulation May 2017.

## **Objective 2.05: Develop STEAM-related events and enrichment opportunities**

Status: COMPLETE/ONGOING. Virtual Reality Scavenger Hunt April 11<sup>th</sup>; LEGO Maniacs and KEVA Planks programs ongoing. Future programs in development for Fall 2017.



## ***FY2016-2017 Work Plan Items***

### **Objective 2.06: Develop gardening club and series of gardening classes**

Status: IN PROGRESS. Gardening club meetings have been offered.

Garden plot currently growing watermelons and rogue sunflower.

Expected completion: Q3 2017

### **Objective 2.09: Implement "People of Duncannonville" Project**

Status: COMPLETED, ONGOING. Several interviews conducted, posted on Library website.

### **Objective 2.10: Implement E-Reference using IM (instant messaging) technology**

Status: COMPLETED/IN PROGRESS. E-reference available through website March 2017; IM possibilities being explored.



# *Service Measures – FY17 To Date*

*(June 30, 2017)*

Library Visits	121,343
Local Circulation	60,576
Interlibrary Loans	Received 34
	Lent 148
New Members Added	1,563
New Materials Added	3,362
Events, Classes, Programs	Offered 292
	Attendance 9,287
Computer Use	Logins 22,652
	Hours 17478:19
Reference Transactions	7,495
Volunteer hours	1202:25



# *Upcoming Events – Q3 2017*

## July

- Tuesday 25<sup>th</sup> – Friends of the Library meeting
- Saturday 29<sup>th</sup> – Friends \$5 Bag of Books sale
- Monday 31<sup>st</sup> – Last day of SRC (& Harry Potter's birthday) – *Fantastic Beasts and Where to Find Them* showing

## August

- Monday 21<sup>st</sup> - New Circulation Assistant starts
- Thursday 24<sup>th</sup> – Book Club



# *Upcoming Events – Q3 2017*

## September

- 4<sup>th</sup> – CLOSED for Labor Day
- 7<sup>th</sup> – Library Advisory Board Meeting
- Week of 11<sup>th</sup> – Fall programs start
- 28<sup>th</sup> – Book Club

## Won't you join us?

- Book Club is held in Library's programming room.



Questions?

