



# LIBRARY QUARTERLY REPORT

JULIO VELASQUEZ, LIBRARY DIRECTOR

OCTOBER 17, 2017

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



# ***Departmental Accomplishments***

***(Non-Work Plan)***

Summer Reading Club: June 2 - July 31, 2017

- 716 Completed Reading Logs – 4 Grand Prizes Awarded
- Kindle Fire Tablets Provided by The Friends of the Duncannonville Public Library
- 72 Programs presented including storytimes, crafts and performers with a total of 3391 attendees.
- 12 teen volunteers assisted for a total of 223 hours.

\*Adding notary services for the public beginning Nov. 1. Librarian Stephanie Lott will be an on-site notary.



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

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

Status: COMPLETED. Study of collections and usage conducted Fall 2016. Updated collection development plan approved by Library Board January 2017. 100% of collections inventoried as of September 2017. Out of 100,000 items only .0025% verified as missing.

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

Status: IN PROGRESS. Other items have taken higher priority.  
Expected completion: Q1 2018



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

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

Status: COMPLETE. Homebound delivery service available as of February 2017. Library staff regularly participate in selected community events such as National Night Out.

## **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 2.15: Replace PC Reservation/Printing Software**

Status: IN PROGRESS. Selected a software package that will improve public PC management and printing services to include WIFI printing.

## **Objective 2.16: Add Credit Card processing software to circulation desk.**

Status: IN PROGRESS. Selected software for improved point of sale service and credit/debit card processing at the circulation desk.



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

## **Objective 2.19: Replace and update library furniture**

Status: IN PROGRESS. Staff are selecting ideal replacement furniture for the public areas of the library, including computer chairs and study room furniture.



# *Service Measures – FY17 To Date*

*(Oct 17, 2017)*

Library Visits		166,648
Local Circulation		101,969
Interlibrary Loans	Received	49
	Lent	208
New Borrowers Added		2,170
New Materials Added		4,547
Events, Classes, Programs	Offered	374
	Attendance	11,394
Computer Use	Logins	31,865
	Hours	24,685:54
Reference Transactions		11,358
Volunteer hours		1641:00



# ***Upcoming Events – Q1 2018***

**Oct 20:           Library closed for maintenance**

- Day to be used for staff training

**Oct 24:           Library Card Contest**

- Friends of the Library Meeting will be voting on winner of library card contest.

**Oct 27:           3<sup>rd</sup> Annual Boo Bash**

- Partnering Recreation Center.



Questions?

