

## PALESTINE PUBLIC LIBRARY ANNUAL REPORT

To the Palestine Public Library Board of Trustees:

I respectfully submit this report for the fiscal year beginning July 1, 2005, and ending June 30, 2006. I have been a library employee for 19-1/2 years and I have been your director for 15 years. Following are the totals for the year with last fiscal year's totals in parentheses:

### **CIRCULATION:**

The library circulated 25,290 (26,586) items in 2005-06: 18,389 (20,578) adult materials and 6,901 (6,008) children's materials. Of these 14,515 were adult fiction; 2,554 adult nonfiction; 2,054 junior fiction; 1,036 junior nonfiction; 2,899 elementary; 377 magazines; 323 audio books; 1,511 videos; and 667 interlibrary loan. The daily average for the year was 101.6 (106.3). There were 2,352 (691) materials loaned on reciprocal borrowing (patrons from other libraries); and 100 large print books loaned out for the year to Newton and Robinson libraries, who in turn loaned the library 100 books each. The lowest daily average was 78 in May, 2006, and the highest daily average was 140.5 in June, 2006.

### **REGISTERED BORROWERS:**

There are 1,390 (1,254) registered borrower's cards active at this time. We purge unused and expired cards from the system yearly.

### **BOOK COLLECTION:**

The library holds 16,272 (15,210) books; 1,841 (1,853) periodicals back files; 580 (556) audio recordings; 609 (590) videos/DVDs; and 23 (27) print subscriptions. There are 5,884 children's cataloged items in the library.

### **AUTOMATION:**

The estimated number of in-house users of the computers, excluding staff, is 6,968 (5,460), taken from an actual count of one week in April and one week in October. The library has 10 Pentium computers all with Internet access—six of which are available to the public; and six printers--three laser and three color ink jet printers--four of these available to the public. The library also has two scanners, one available to the public.

### **ANNUAL ATTENDANCE AND HOURS OF OPERATION:**

The annual attendance for the year was 20,913 (22,960). The annual attendance is taken by an actual count of one week in April and one week in October times 26 weeks for a total of 17,940; Saturdays, 260; children's program attendance, 1,931; board meetings, 92; town meetings, 17; adult program attendance, 639; director's meeting, 3; and Great Start visit, 31. The library was open a total of 1,806 hours for the year.

### **PROGRAM ATTENDANCE:**

The library's program attendance for the year was 2,570 (4,070) with 68 programs held. The adult program attendance was 639 with 40 programs held during the year: adult reading program, 110; Yak & Yarn, 33; Weight Loss Competition, 411; Roads Scholar program, 35; computer classes, 50. The children's program attendance was 1,931 with 28 programs held: class visits, 1,160; summer reading program, 589; junior high summer reading program, 182. Last year's program attendance was entirely children's programs; we had no adult programs available. The large program count last year was a result of the junior high science program, which we did not continue this fiscal year.

**WEBSITE:**

The library's website count for 2005-06 was 9,977 (8,693). For this small library, that's pretty good!

**REFERENCE QUESTIONS:**

We were asked 3,458 reference questions by adults; 312 by young adults; and 234 by children for a total of 4,004 (1,534) questions. This is estimated by taking a count for one week in April and one week in October.

**NEWSLETTERS:**

The library continues to publish a newsletter for the public each quarter. We also started a weekly newsletter for the weight loss competition participants during the competitions.

**MATERIALS EXPENDITURES:**

The library spent \$12,264 (\$5,098) on printed materials, of which \$5,790 was for children's materials. This includes \$1,177.37 of children's books that the library purchased for the school through the Leo A. Herning Foundation grant.

**FRONT DESK RECEIPTS:**

The library took in \$5,609.27 (\$7,310.90) in the front desk for the past fiscal year. \$985.85 for photocopies; \$834.31 for fines; \$411.80 for computer printouts; \$670.72 for faxes; \$28.35 for posters; \$1 for a replacement card; \$2,127.16 for memorials and donations; \$550.08 for miscellaneous items (\$44.40 for laminating, \$6.50 for typing service).

**GRANTS:**

The library received \$17,061.25 (\$17,281.05) in grants this year: \$5,523 from the Leo A. Herning Foundation to implement an adult reading program and fund a bus trip to Springfield; \$3,244 from the Mary Heath Foundation to fund computer classes for the public, training for the staff and two new computers; \$795 from the Mary Heath Foundation through the Newton Public Library for three summer reading programs for preschool through fifth grade; \$3,012.25 for the per capita grant from Illinois State Library to purchase books and supplies; \$4,000 funded by the Illinois State Library with federal funds through the Library Services and Technology Act to purchase materials in the Dewey Decimal Classifications 000's and 600's; and \$487 from Toyota Motor Manufacturing Indiana, Inc. to fund two summer reading programs for preschool through fifth grade. The library was also awarded a Roads Scholar grant through Illinois Humanities Council for the program "Crossroads of the Nation: The Hidden History of Illinois Railroads" by Simon Cordery.

**TELECOMMUNICATIONS DISCOUNT:**

We received funding from the Universal Service Administration Company for year 8, 2005-06, for a 70% discount on our phone bills, which amounted to \$1,093.

**MEETINGS:**

The library staff and board received 36 (18) hours of staff development and training. The library spent \$495 on this training, which includes mileage. I received 24.5 hours training; the staff received 7.5 hours each; and Bob Taylor, board member, received 4 hours training. I also attended the Reaching Forward South conference in Springfield in September, 2005.

**EMPLOYEES:**

Jean Bailey left to work at Good Samaritan Hospital in April, 2005, and was replaced by Darla Correll in August, 2005. Laurel Adams left for a job at New Hebron Christian School in

August, 2006, and was replaced by Beth Ann Fritchie. We lost a lot but we gained a lot. Each person brings their own special talents to the job.

**ACCOMPLISHMENTS:**

It's hard sometimes to name our biggest accomplishment for the year but this year it's pretty easy. It's got to be implementing three adult programs—the adult reading program, the weight loss competition and Yak & Yarn. The programs were very much talked about in the community and benefited everyone that participated in them. I am continuing the adult reading program in 2006-07 and hopefully can get funding for another bus trip for the participants. Our last one to Springfield's Abraham Lincoln Museum was a lot of fun. We are having another weight loss competition this summer (2006). If there is still interest in this, we will start another one in the fall or after Christmas. Yak & Yarn is an informal get-together of people who are interested in knitting/crocheting and sharing patterns, taught by Nina McGraw and Patti Shaw. They meet once a month and this program doesn't involve much staff preparation, except for making the coffee. Our biggest challenge is finding the time for the staff to prepare for these programs. I look forward to the next fiscal year, seeing what needs there are in the community and trying to find ways to meet them.

Respectfully submitted,

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Susan Lockhart, Director