

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, 2010, and ending June 30, 2011. I have been a library employee for almost 25 years and I have been your director for 20 years. Following are the totals for the year with last fiscal year's totals in parentheses:

CIRCULATION:

The library circulated 22,151 (19,141) items in 2010-11: 17,337 (14,795) adult materials and 4,814 (4,346) children's materials. The daily average for the year was 90.1. There were 826 materials loaned on reciprocal borrowing (patrons from other libraries). The library supplied 68 books to other libraries through interlibrary loan; we in turn received 648 books through interlibrary loan.

REGISTERED BORROWERS:

There are 1,885 (1,900) registered borrower's cards active at this time. We purge unused and expired cards from the system every three years.

BOOK COLLECTION:

The library holds 19,024 (17,950) books; 1,636 periodicals back files; 486 audio recordings; 770 VHS/DVDs; and 19 print subscriptions. There are 6,607 children's cataloged items in the library.

AUTOMATION:

The estimated number of in-house users of the computers, excluding staff, is 7,124, taken from an actual count of one week in April and one week in October. The library has 11 computers all with Internet access—seven of which are available to the public; and four printers—two of these available to the public. The library also has wireless.

CENSUS:

The library's service area changed from 2,446 to 2,370 due to the 2010 census. This is a drop of 76 people in our service area.

ANNUAL ATTENDANCE AND HOURS OF OPERATION:

The annual attendance for the year was 22,882 (16,045). 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 19,916; Saturdays, 832; and program attendance, 2,134. The library was open a total of 1,801 hours for the year.

PROGRAM ATTENDANCE:

The library's program attendance for the year was 2,134 (1,563) with 146 programs held. The adult program attendance was 655 with 84 programs held; the children's program attendance was 792 with 27 programs held; the young adult programs attendance was 687 with 35 programs held.

REFERENCE QUESTIONS:

We were asked 7,332 reference questions by adults; 286 by children for a total of 7,618 (5,278) 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, as time allows.

MATERIALS EXPENDITURES:

The library spent \$7,727 on printed materials; \$150 on electronic materials for a total of \$7,877 (\$7,398). We spent \$1,268 on children's materials.

FRONT DESK RECEIPTS:

The library took in \$13,999.22 in the front desk for the past fiscal year: \$476.75 for photocopies; \$1,088.26 for fines; \$448.05 for computer; \$505.94 for faxes; \$4,512.63 for memorials/donations; \$1,298.65 for miscellaneous items; and \$5,668.94 for the building account.

GRANTS:

The library received \$14,354.07 in grants this year: \$2,503.07 for the per capita grant and \$11,851 from the Mary Heath Foundation to archive our old newspapers.

TELECOMMUNICATIONS DISCOUNT:

We received funding from the Universal Service Administration Company again for 2010-11 for a 60% discount on our phone bills, which amounted to \$701 credit on our phone bills. We have received this every year since it started.

MEETINGS:

I received 5 hours of training this year.

ACCOMPLISHMENTS:

We have accomplished so much the past two years—the new building and now the purchase of all the furnishings and equipment to fill it. By comparing the annual attendance, program attendance and the circulation count with the previous fiscal year, you can see how much the public loves the new building. Our public is also pleased with the little changes we've made since opening. We've been able to have more programs and have them in the new library. One of the most popular is the computer workshops. Our Facebook workshops in May had an attendance of 17 and we had the room and equipment to host it! It's always a challenge to fund everything but individuals, foundations and businesses have been so generous in helping us provide the programs that people are requesting. Our biggest challenge in this next fiscal year is to replace all the bookshelves and move all the books again. Can't say I'm looking forward to it, but I learned from the last move, one day at a time. Thanks to the board for your vision and help in accomplishing all we have done.

Respectfully submitted,

Susan Lockhart, Director