

May 31, 2009

Balance in Checking Accounts 4-30-09 30,028.55**Income:**

Fines & Fees	6,660.65
Copy Machines	476.30
FAX	142.00
County Option Tax	70,169.42
Interest from savings account	3.50
Matured Investments and Interest	1,386,531.61
Group Insurance Dependent Prem.	545.00
Other income	6,115.94
PLAC Fund	210.00
Gift Fund--Kohl's	500.00
Gift Fund--Sons of the American Legion	50.00
Gift Fund	54.33

TOTAL 1,501,487.30**Expenditures:**

Library Operating (per attached)	150,626.25	
Less: Payroll Deduction	4,764.38	145,861.87
Gift Fund		646.19
State Technology Grant Fund		747.77
Dependent Insurance Prem. Fund		545.00
Medical Insurance		368.00
Franklin Templeton Fund		295.00
Health Savings Account		1,400.50
AFLAC		448.98
United Way		44.00
Investment in CD - TAF		493,000.00
Investment in CD - LIRF		238,000.00
Investment in CD - BIRF		212,000.00
Investment in CD - LCP		281,000.00
Investment in CD - Rainy Day		77,000.00

TOTAL 1,451,357.31**Balance in Checking Accounts 5-31-09 50,129.99****TOTAL OF ALL MONIES:**

Regular Checking Account	49,329.99
Payroll Checking Account	800.00
Pass Book Savings Account - Total all Funds	60,096.07
Investment in CD - TAF	493,000.00
Investment in CD - LIRF	238,000.00
Investment in CD - BIRF	212,000.00
Investment in CD - LCP	281,000.00
Investment in CD - Rainy Day	77,000.00
Petty Cash & Change Drawers	240.00

Total all Money 5-31-09 1,411,466.06**BREAKDOWN OF ABOVE FUNDS:**

Library Operating Fund	565,750.87
Library Improvement Reserve Fund	238,524.50
Bond & Interest Redemption Fund	212,053.17
Library Capital Projects Fund	281,390.50
Gift Fund	25,348.05
PLAC Fund	390.00
State Technology Grant Fund	5,234.40
Community Calendar Fund	0.30
Rainy Day Fund	77,517.17
Payroll Deductions	5,257.10

Total all Funds 5-31-09 1,411,466.06**As Compared to Balance 5-31-08**

Library Operating Fund	524,812.80
Library Improvement Reserve Fund	218,593.87
Bond & Interest Redemption Fund	213,958.98
Library Capital Projects Fund	166,395.86
Gift Fund	25,957.92
PLAC Fund	210.00
State Technology Grant Fund	2,820.00
Community Calendar Fund	150.00
Rainy Day Fund	63,677.43
Payroll Deductions	4,575.00

Total all Funds 5-31-08 1,221,151.86

MONTHLY FINANCIAL STATEMENT
For the Month Ended May, 2009

	Total Budgeted	Expended During Current Mo.	Expended Year to Date	Unexpended Budget Balance
1. PERSONAL SERVICES:				
Salary of Librarian	80,829.00	6,735.74	33,678.70	47,150.30
Salary of Assistants	964,550.00	77,403.56	392,928.68	571,621.32
Wages of Janitors	72,956.00	6,089.87	30,437.23	42,518.77
Employee Benefits	398,900.00	17,338.23	113,540.03	285,359.97
Other Personal Services	0.00	0.00	0.00	0.00
Total	1,517,235.00	107,567.40	570,584.64	946,650.36
2. SUPPLIES:				
Office Supplies	18,800.00	125.13	2,764.05	16,035.95
Operating Supplies	8,300.00	726.48	2,211.37	6,088.63
Repair & Maint. Supplies	7,600.00	234.70	1,885.69	5,714.31
Other Supplies	47,660.00	1,575.76	4,535.03	43,124.97
Total	82,360.00	2,662.07	11,396.14	70,963.86
3. OTHER SERVICES & CHARGES:				
Professional Services	50,700.00	3,244.03	21,551.59	29,148.41
Communication & Transp	79,100.00	1,811.02	10,218.98	68,881.02
Printing & Advertising	18,400.00	12.11	193.85	18,206.15
Insurance	33,519.00	0.00	24,611.00	8,908.00
Utility Services	78,500.00	4,410.66	28,297.68	50,202.32
Repairs & Maintenance	73,000.00	1,904.40	11,713.37	61,286.63
Rentals	2,505.00	111.00	468.92	2,036.08
Debt Service	5.00	0.00	0.00	5.00
Dues & Lease	4,410.00	41.85	714.35	3,695.65
Transfer to LIRF	30,000.00	0.00	0.00	30,000.00
Other Miscellaneous	28,200.00	1,557.86	10,696.49	17,503.51
Total	398,339.00	13,092.93	108,466.23	289,872.77
4. Capital Outlays				
Land, Building, & Impr.	15.00	0.00	0.00	15.00
Furniture & Equipment	24,500.00	179.70	4,341.29	20,158.71
Books	286,786.00	12,407.02	62,363.25	224,422.75
Periodicals & Newspaper	95,700.00	7,622.78	61,538.80	34,161.20
Nonprinted Materials	105,065.00	6,690.37	26,215.24	78,849.76
Total	512,066.00	26,899.87	154,458.58	357,607.42
SUB-TOTAL	2,510,000.00	150,222.27	844,905.59	1,665,094.41
2008 Budget Encumbered				
1. Personal Services	24,779.00	0.00	24,777.01	1.99
2. Supplies	27,778.00	115.20	27,150.40	627.60
3. Other Services	1,488.00	0.00	1,473.26	14.74
4. Capital Outlays	134,095.00	288.78	101,768.17	32,326.83
SUB-TOTAL	188,140.00	403.98	155,168.84	32,971.16
GRAND TOTALS	2,698,140.00	150,626.25	1,000,074.43	1,698,065.57

May 2009 Director's Report

May 1-9: This month Renee Sweeny and I met with numerous supervisors and individual employees in the process of updating job descriptions, exploring staff policy updates, and restructuring staff positions within existing funding resources. This week I worked on preparations for Staff Development Day including arranging for local librarian Lissa Krull, the founder of Nonprofit Wise, to come and share with our staff her recent presentation on grassroots library marketing that she did at the spring ILF District 1 conference. Lissa contacted the State Library to get written approval for our staff needing LEU's to receive two general library education units for participating in her two-hour program. ADAMM meeting was held on the 5th.

May 10-16: The monthly board meeting was held on May 11th. Kathy Stutzman and I attended an enlightening "Light the Night Kick-off" held at the Boathouse on Tuesday morning. The Facility Development Task Force met on Tuesday afternoon. The Library closed on Thursday, May 14, 2009 for Staff Development Day. Those of our staff needing LEU's for state certification requirements did earn 2 LEU's at the end of the Lissa Krull's morning program titled, "Get the Hive Humming: the Power of WOMM (Word of Mouth Marketing)". I honored Margaret Fritzel with a special recognition "Busy Bee" lapel pin for her years of excellent service promoting the Warsaw Community Public Library and its many services and programs. All staff had the opportunity to receive computer training in Open Office in the afternoon. That evening I attended the County Council Meeting for the Warsaw Community Public Library's Capital Projects Hearing at 7:00 p.m. The County Council approved \$172,035 for the Library, the same amount the County Council approved last year, but almost \$22,000 less than requested. Councilman Larry Tegtmeyer made the motion because he was concerned with the way the economy is and felt the need to flat line the dollars this year and maybe next year. I helped at the Tom Sawyer Days finale for this year's Big Read at Lucerne Park on Saturday. Although the rainy weather forced planned activities such as the whitewashing picket fence competition (library sponsored), frog leaping game, watermelon eating contest, and crafts inside the cabins, participants were able to enjoy a live band outdoors at the event's closing.

May 17-31: I met with Lissa Krull on Monday, May 18, to review staff evaluations of her program—the comments were positive. The library was closed Monday, May 25, in observance of the Memorial Day holiday. I facilitated the ADAMM meeting on May 26th. Fortunately, during a rainstorm this week I discovered why water was seeping into the outside wall of Computer Services during recent rains--the roof's gutter system over the window was clogged with organic matter. Rick Ellsworth quickly resolved the problem.

Staff Update by Renee Sweeny: We wish our best to *Margaret Orr*, Circulation Technical Assistant, who on May 1st retired from the library after 19 years of service. A reception was held in her honor that afternoon for staff, friends and patrons to wish her well. On May 4th, *Jill Chalk* was welcomed back to the library as a Circulation Clerk. On May 22nd, *Eric Kimes*, Children Services Graphic Design Technical Assistant, transferred to Information Technology Department (IT) formerly known as the Network Department. Eric also had a job title change to Creative Designer, which reflects his growth into creating newer and fresher online formats and other artist avenues. May 26th we had two in-house promotions: *Susan Bolland*, Children Services shelving page went from 15 hours to 20 hours and *Duane Herendeen*, Children Services shelving page moved into the Children Services Clerk position. Our congratulations to all!!!

Asst. Director/PR Monthly Report May 2009



Assistant Director

(Joni Brookins)

Meetings:

- May 14: WCPL Staff Development Day: Lissa Krull's presentation was very interesting and one of the breakout groups provided some good ideas for us to use as we proceed with developing our virtual services
- May 15: Indiana Online Users Group (IOLUG) conference, Indianapolis: Dana & I attended this conference for the first time this year

TLC:

- Emailed some completed setup forms to Sherry Banks
- TLC has some problems analyzing the initial data pull done by Alpha-G : turns out they need the item records to be attached to the bibliographic records and not delivered to them in separate files – as a result Alpha-G will need to redo the data pull in early June – hopefully this will not result in our "go live" date being changed
- I also worked with Alpha-G to get a quote from them to create an acquisitions database with all our old data for us to use after the move to TLC (for some reason most acquisitions data will not be able to be moved to the new system – this is true pretty much of all ILS systems) – we received the quote at the end of May – before the project is approved, a phone conference between Alpha-G and our acquisitions staff (Dana & Renee) will be held to make sure all areas have been covered

SRP 2009:

- I worked with Patricia Schroader to set up the 2009 summer reading programs on the Evanced software

In May we collected through Horizon \$6309.56; \$5686.35 of which were fines.

Community Relations

(Kathy Stutzman)

Meetings/Workshops:

- Meeting with Lissa Krull about marketing workshop on staff dev. day
- Breakfast meeting for Light the Night event in Sept.
- Staff Development Day- **Delivered short session about "thinking out of the box" in tandem with Lissa's workshop.**
- KLA planning session
- Rotary Club speaking engagement
- Marketing webinar with Freedom Academy
- Girl Scout organizational meeting

Marketing/Promotions:

- Press Releases/PSA's- worked on Summer Reading Program press releases and PSAs- contacted various performers for info and photos
- Columns-Mom-umental Tales, Jumpstart Garden, SRP (2)
- Web site-photos of Tom Sawyer Day uploaded to flickr and site
- Newsletter- completed, printed out, and distributed Summer 09 newsletter.
- Research-walking trays to promote events/programs at the library-similar to those used for idol night. Person walks around at times during the busiest times of the day of event with tray filled with items relating to a certain event/program.
- Called businesses to put SRP and Food drive on outdoor message boards
- Requested flyer for food drive-sent info to Eric
- Set up and confirmed food drive/SRP interviews with radio and papers.
- Arranged for KABS signs to be flipped over for SRP promotion
- Displayed Read posters in activity hall promoting Big Read.
- Began a fundraising excel sheet with potential donors for future fundraising
- Contacted TLC people for help with pr. They said they are willing and would get back to me before the end of May.
- Arranged for SRP to be in Chamber's weekly email newsletter for several weeks.

Miscellaneous:

- Worked at Tom Sawyer Day for Big Read as Library rep.
- Asked to be on KLA executive board as public information person.
- Researched new sources for promotion-Chamber of Commerce newsletter inserts (\$125) and email newsletter insert.

Information Technology Services

Monthly Report

May 2009

Network Services

Computer Services will be changing its name to Information Technology as part of a library wide restructuring. It will still be a section of Technical Services.

Staff were trained on OpenOffice at the May inservice. Approximately half the day was filled with multiple training sessions for all staff members.

Computer Help

Almost all of the last half of the month was taken up by assisting other departments in moving furniture, or coordinating assistance with events, programs, or system deployments. As Harper was on vacation during much of the first half, Josh was fairly busy with near constant tech requests.

Software

Software ordered in May

1.None

Free Software adopted in May

1.None

Projects

Major projects that are starting to become my focus include:

- 1.Storage Area Network (in progress/ordered)
- 2.Summer Reading Program event support (started)
- 3.Xen server deployment
 - a. TLC server setup (starting)
 - b. Virtual Machines created (in progress)
 - c. Network services migrated (in progress)

Personnel

Harper went to Butte, MT for vacation in May. It was a great trip. IT has added additional staff. Eric Kimes has moved from Youth and will be a valuable addition to the department. His responsibilities have been slightly expanded to include assisting IT with projects as needed, but otherwise remain the same.. Approximately two weeks of May was spent coordinating and moving furniture and staff among several departments, while moving much of IT around in order to accommodate desk space for Eric.

Statistics:

Help Desk Calls:

Patron	117	
Staff	270	
Total		387
New/Old Computer Setup		4
Computer Repair		6
Patron Computer Abuse Investigations		2
Public Wireless Access Usage for Month		422
Internet Computer Usage for Month		3656
WCPL Website Total Hits for Month		2544 (1386 Unique visitors)

Warsaw Community Public Library

Overall Web Traffic

The graph below shows the average bandwidth utilization for the available 10000.0kb/sec of capacity. Incoming traffic is green, and outgoing traffic is blue. All times are in the site's local time.

Bits in:

Avg: 1518.0kb/sec

Peak: 10080.5kb/sec

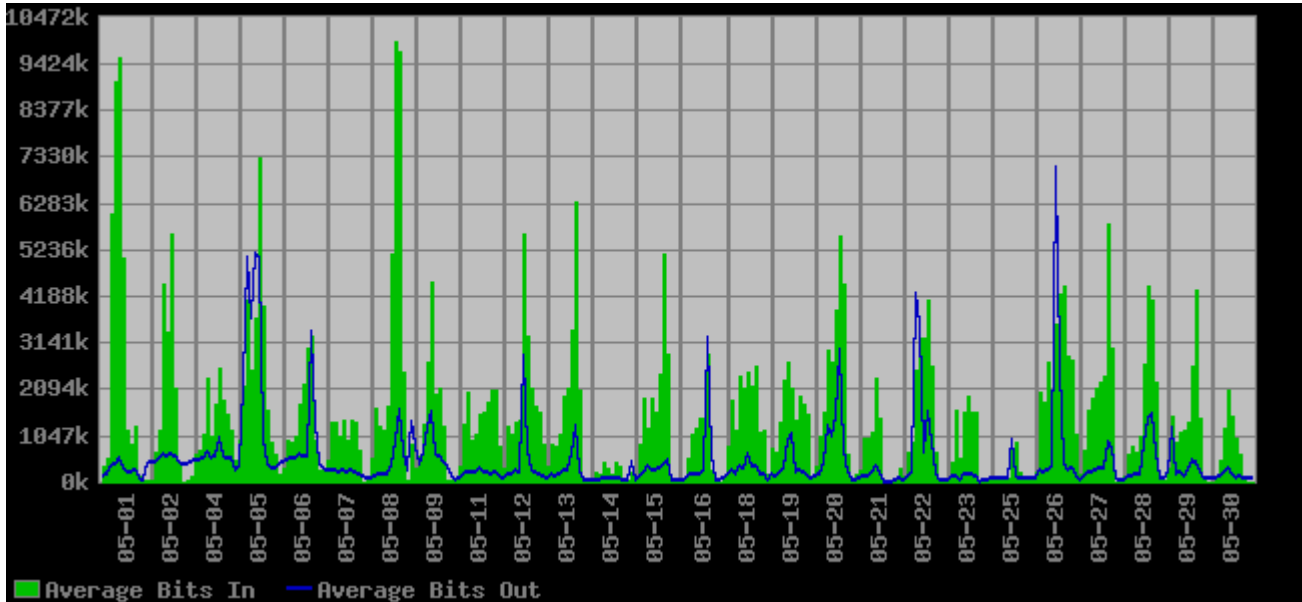
95th Percentile: 5227.1kb/sec

Bits out:

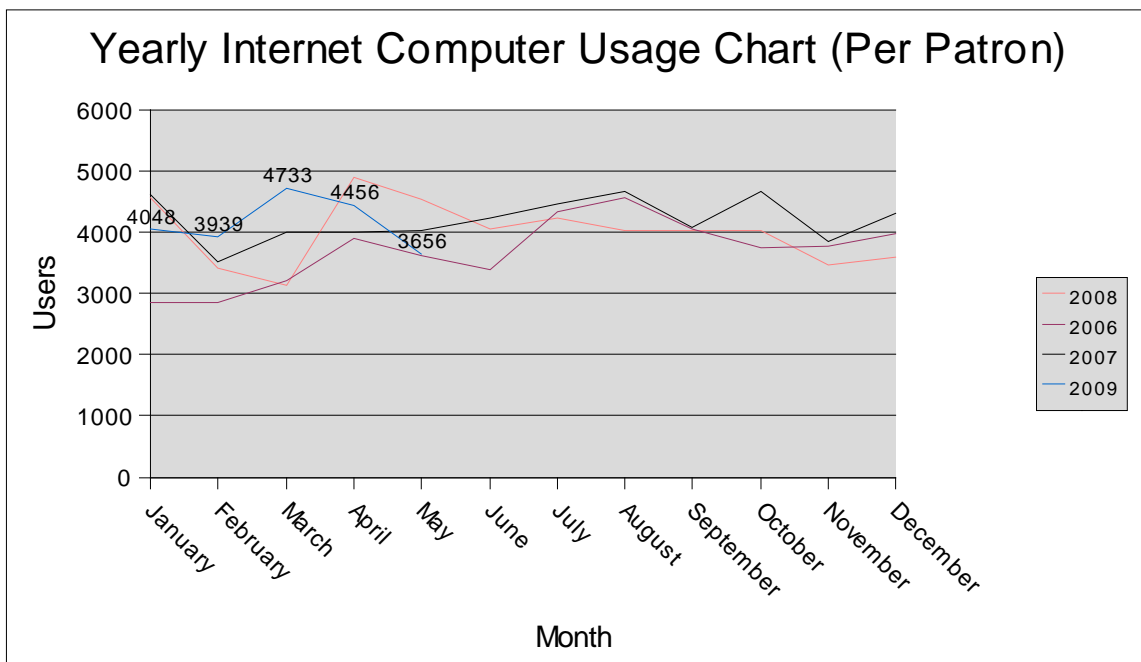
Avg: 488.1kb/sec

Peak: 10089.3kb/sec

95th Percentile: 1836.7kb/sec



Yearly Internet Computer Usage Chart (Patron Usage)



Technical Services / Cataloging & Circulation

Monthly Report

May 2009



Cataloging

(Missy Kelley)

The old saying goes that April showers brings May flowers, however this was not true for the month of May this year. Rain, rain and more rain seemed to hit us full force. By the end of the month we had managed to receive, catalog and process a total of 1182 items.

Our volunteer stats were once again about the same as last month with 5 volunteers working 12 hours. Lately we've had quite a few new people inquire about volunteering. This could be a big help during the Summer Reading Program.

I've been concentrating more on our blog and we are having more staff write reviews. It was suggested that those who have a book they'd like to share and recommend to others but do not wish to write a review can give me a form with a short synopsis and I will write up a short review for the book. Hopefully by the end of June I will have created a form to be used by a staff member who wishes to share a thumbs up or down on a particular book, movie, or CD without having to write a review.

Due to plumbing problems at home I was able to take some time off toward the end of the month close to my birthday. Despite some stress filled days I managed to get some much needed rest. Also I am happy to report that my dog Jack has made a full recovery from his accidental run in with a car back in March. A big thanks to everyone for helping me cope during his rehabilitation!

As we look toward the summer months we are hoping a steady stream of materials keep arriving to keep us busy!

Circulation

(Laurie Voss)

It's been a rather slow month for us in circulation, but I'm sure it will pick up soon enough!

Margaret Orr's last day was Friday, May 1st, and she is now enjoying retirement. We had a very nice open house for her, and she enjoyed it very much. Special thanks to Stephanie, Renee, and Teresa for helping me set up, tear down, or supply items. I hope I didn't forget anyone!

Staff development day was interesting, and I really enjoyed the presentation on Word-of-Mouth-Marketing. With a little thought and ingeniousness, I know we can all come up with some inexpensive and free ways to plug our library.

I want to welcome Jill Chalk back to the library after a 3 year absence. She was hired to replace Margaret, and we are glad to have her back. I will soon be filling the other vacant part-time position, and hopefully by the time you read this, we will have someone in place.

We've had a slow month for new library registrations, only registering about 175 new patrons. Most months are 225-250. With summer reading program we know it will pick up.

During the month of May we also had 13 uses of the downstairs meeting room.

Summer reading program is on the horizon, so next month the hustle and bustle begins anew. We look forward to the activities and the busyness that is sure to come along!

Children's Services Monthly Report
May 2009



If nothing ever changed,
there'd be no butterflies.

Changes

- All adult programming moved to the Information Services Department under Dana Owen, so beginning this month we plan programs just for youth, with one exception. Dana said, "Margaret, you may continue to be the hostess for the monthly Writer's Club." Both of us are happy. ☺
- Dana obviously took over one of my jobs ... recording the adult stats.
- Homebound also moved to Information Services.
- Eric Kimes moved downstairs to be under Harper Apted.

In June more changes are coming for current staff members, Erin Reifsnider and Duane Herendeen, with new job descriptions and more hours for Erin.

Programs

"I love my mommy" was a fun story hour. At the end of the story time, mommies were dismissed to the hallway while their children made gifts for them. I was so glad that several fathers attended and stayed to help with the flower crafts...that required glue! Wish they would have stayed for the clean-up!

Kindergarteners from Madison and first graders from Harrison came to the library for stories and tours. Third graders from Washington and Pierceton came for tours. These programs gave us a wonderful chance to advertise the summer reading program.

Stephanie Hershberger and I, along with two other staff members, worked at the Kosciusko Literacy Services Tom Sawyer Day at Lucerne Park. KLS staff put a lot of effort into planning the fun events, but rain kept many people at home. Executive Director, Cindy Cates, donated several boxes of books to the library's next book sale.

Book Buddies concluded the 2008-2009 year. Parents joined their children at the centers rather than have a separate adult time. **Rainbow Fish** was the featured story, so all had fun with sea creatures, seashells, fishing, creating fish, making a fish number book, etc.

Eric Kimes held two teen Drop In Zones. Equipment included five TVs, two PS2s, Wii, GameCube and a DVD player...quite a set-up. Games, movies, snacks and friends are a winning combination for teens!

Statistics

Volunteers	5 Adults 3 Junior 0 Senior High	12 Hours 10 ½ Hours
Tours	14	
Story Line	66 Calls	
Meeting Rooms Use	9 Times	

When you are through
changing, you are through.
Bruce Barton

Programming
Margaret Fritzel



Children's Services Monthly Report May 2009

April's Report: I was unable to finish my April report in time to be included in last months packet since I was out sick the first week of May. I sent a copy to Susie later in the month and I believe she was going to include it in this packet.

Speaking of my time out, I'd like to commend my department staff for pulling together and covering the Children's Ref Desk and taking on additional projects while I was gone. It was wonderful to be able to rest and heal knowing everyone here was doing a great job. Thanks to Beth Anne, Erin, Margaret, Stephanie, Duane and Susie for taking care of stuff while I was gone.

More Children's Services Department changes: Since I wrote the April Report, there has been changes in how we filled Nancy's position. Instead of hiring a new person to work 20 hours creating and presenting programs, Erin has been promoted to a 40 hour position. She will spend 20 hours programming and 20 hours covering the desk. Also, Duane has been promoted to the clerk position. This seemed to be the best solution monetarily without cutting efficiency, especially as related to book selection and ordering.

Supervisory Skills class: On May 19, I attend the my last Supervisory Skills class. This class focast on conflict resolution. Again, it gave me many great ideas and provided insight into my supervising style. I learned I may need to be modify my style to deal successfully with individual staff member.

SRP meeting: There was no SRP meeting in May. However I took part in 2 Webinars on Evanced Summer Reader program, and everyone in the department has been working on individual projects including but not limited to: Stephanie -ordering, sorting and counting prizes; Margaret -completing text for the SRP booklet, registration sheets, and instruction sheet; Erin and Beth Anne-creating and assembling SRP prize displays.

Early online rself-registration became available for patrons on May 26th. Available online for patron is Family Registration, where one member of a family or group can manage and log books for several people under one Username and Password.

Teen Advisory board: A Teen Advisory Board meeting was held April 9th. The teens discussed changing the TAB format to a Blog or Facebook type of experience. TAB will not meet through the summer and will return in September.

Book Buddies: Session nine, final session of 2009 of Book Buddies was held on May 15. The theme was Book Buddies Celebration, and I read Rainbow Fish by Marcus Pfister. For this session, the children and parents played at various learning station. Everyone had fun and were somewhat sad to see Book Buddies come to an end.

"1,000 Book Club" Program: A total of 9 levels were recorded as completed this month, with one child completing the 1000 level. There were 7 new registrations this month.

Reference: The approximate number of total of reference questions (including informational and directional questions) recorded as answered in may was 2387. Of those questions, 304 of them were sign-ups for the games computers.

Collection Development: In the Children's Materials budget, 40% of book line has been encumbered or spent, 54.5% of the sound recording line, 49.3% of the video line with the overall 41.1% of the Children's budget having been spent/encumbered, up from as 31.1% last month.

Environment: Beth Anne and Erin hung some of our underused posters on the J Fiction and J Non-Fiction bookshelves. Posters hanging up now relate to specific book series and the Dewey Decimal classifications.

Displays: The "bug" bookcase displayed of Mother's Day books the first part of the month and J Fiction "books that your mother/grandmother or father/grandfather might have read." This collection has been very popular with the parents and children.

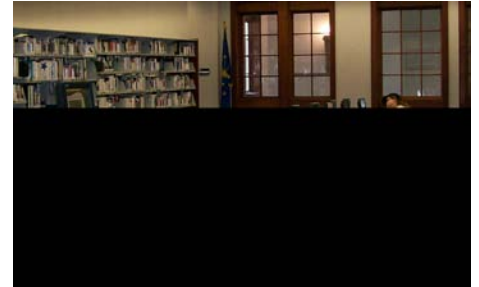
- The bulletin board theme was our SRP "Be Creative@ the Library:"
- The display case theme was games.

Information Services Monthly Report

May 2009

Projects, Meetings, Misc:

- I proctored one exam in May and Sheila proctored one exam.
- I finished inventorying the youth fiction DVDs on the 2nd, finally completing all sections of the collection that we had planned to inventory.
- I attended an Indiana Online Users Group conference with Joni on the 15th.
- Anne, Sheila, and Priti all finished their advanced searching class. They each earned 10 LEUs.
- I started a Spanish for Libraries online class at the beginning of the month. Fortunately, it is a work-at-your-own-pace class, because I haven't had a lot of time for it. I finally started working on it at home when I couldn't fit it into my schedule here. I will earn 12 LEUs for the class.
- I snapped this picture on a quiet Saturday in May. At one point in the afternoon, I glanced over and noticed that there was only one person using the Internet stations. That just never happens. By the time I took the picture, there were already 2 other patrons approaching the stations. For a brief moment, even the Internet couldn't compete with a warm, sunny day.



Programs:

- 20 adult programs were offered in May, with a total attendance of 110.
- I spent May trying to figure out what we were doing, working on Summer Reading Program forms, and rather frantically scheduling events and updating the calendar and the website for both departments. As a result, I spent a lot of time pestering Margaret Fritzel with questions. We are in the process of trying to hire someone for the 20-hour adult programming position.
- Janet and I attended the Vera Bradley outlet sale, where we were able to find some very nice, very cheap, prizes for the Summer Reading Program.

Reference: An estimated total of 5,145 reference questions were recorded as answered at the Adult Ref Desk.

Collection Development: As of the end of May, we have spent or encumbered 31.2% of the adult book line, 44.1% of the adult sound recording budget, and 49.0% of the adult video budget. Overall, 35.0% of the Information Services collection budget has been spent or encumbered, up from 22.3% in April.

- I met with no material reps this month.
- The public display case housed a rabbit collection.
- The bulletin board showcased fiction titles.
- The Teen bulletin board offered congrats to the class of 2009.
- The Indiana display case promoted our online Auto Repair Reference Center and print auto repair titles.
- The staircase display continued with the resume and job search titles.



Interlibrary Loan: Janet received 128 requests for items and 91 items were received, 303 were loaned and 1175 transactions were completed. We received 647 requests from other libraries to borrow our materials and, as of the end of May; we had 1335 different libraries registered as borrowers. Janet thought it would be interesting this year to track to how many different states we send ILL materials. We added two new states in May. So far this year, we have sent ILLs to 41 different states, plus Washington, DC. We also sent a book to a military base in Germany this month.

Submitted by:

Dana L. Owen

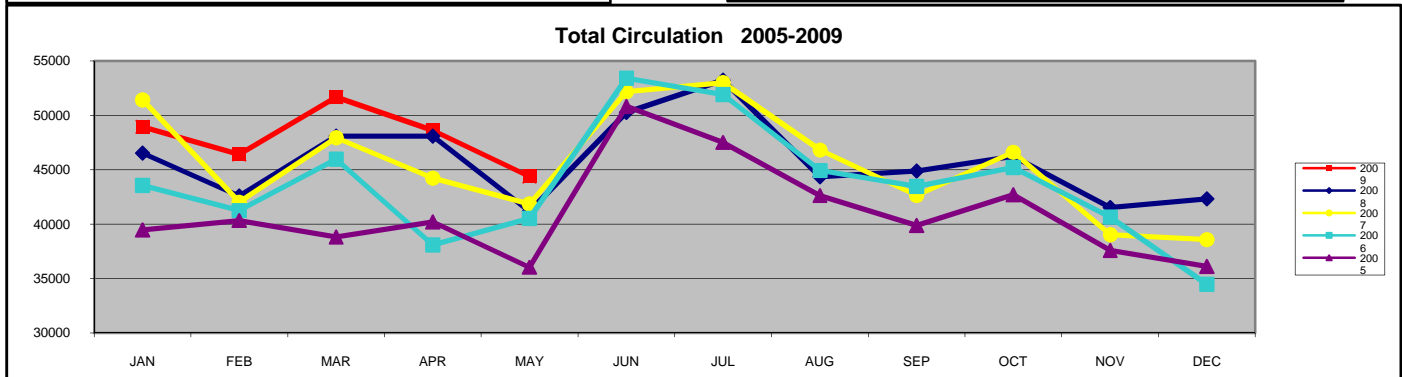
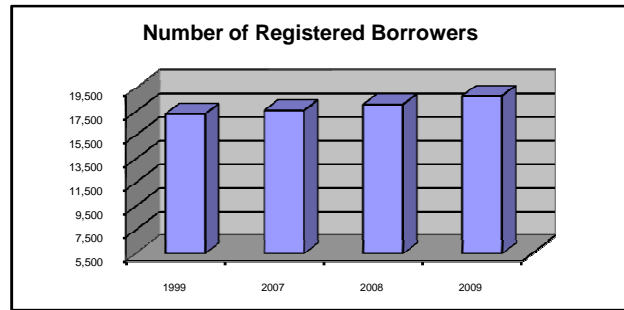
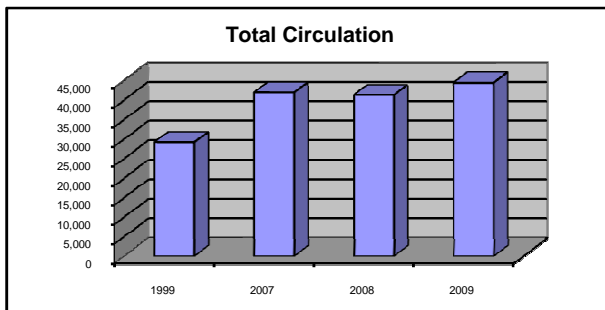
Head of Information Services

Comparative Statistics May 2009

	1999	2007	2008	2009	YTD
<u>REGISTRATION</u>					
Total Number of Borrowers	17,297	17,603	18,098	18,819	
Resident	16,205	15,736	15,957	16,487	
Agency	142	74	75	70	
Non-resident part-year	120	98	92	83	
Non-resident full-year	324	200	194	184	
Non-resident WCS student	384	372	455	491	
PLAC	122	170	177	169	
InterLibrary Loan	NA	953	1,148	1,335	

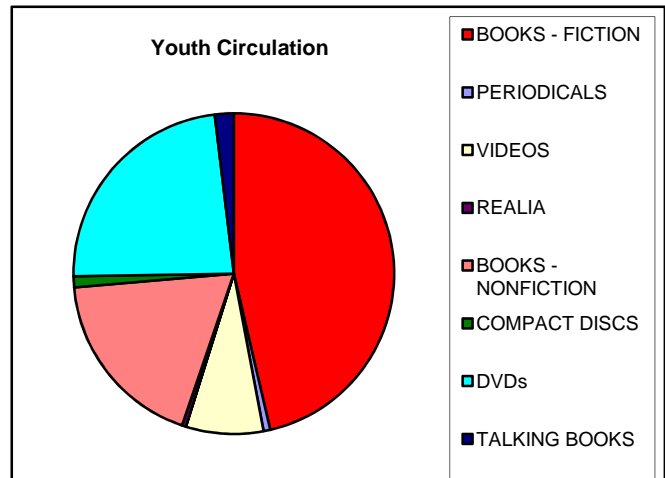
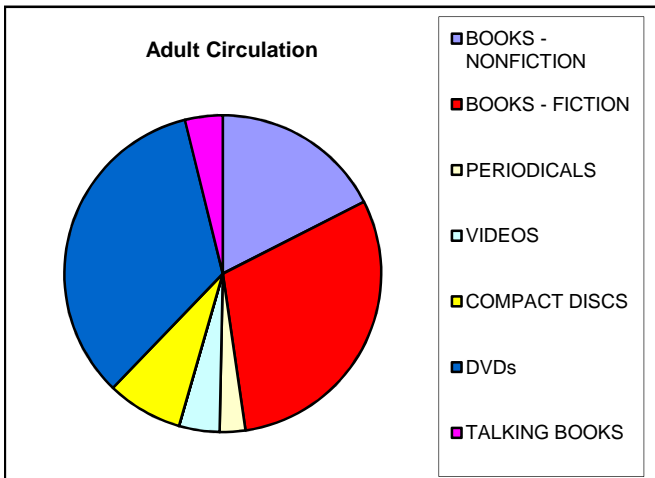
	1999	2007	2008	2009	YTD
<u>CIRCULATION</u>					
Books	17,659	22,506	22,387	23,256	126,709
Netbook Computers / Realia	177	228	96	63	378
Periodicals	880	809	769	836	4,608
Sound Recordings	2,347	4,255	3,996	3,708	19,718
Videotapes	7,865	13,143	12,949	15,444	82,978
PC Software / Video Games	193	900	980	1,074	5,548
Skill Kits	0	10	12	5	54
Total Circulation	29,121	41,851	41,189	44,386	239,993

	1999	2007	2008	2009	YTD
<u>INTERLIBRARY LOAN</u>					
# Requested by WCPL patrons	59	91	93	128	525
# Received	54	75	73	91	465
# Requested by other libraries	1	343	407	647	3,879
# Loaned to other libraries	1	202	208	303	1,813
# Unfilled requests	14	8	8	6	57
Total # Transactions	129	719	789	1,175	6,739



Monthly Statistics May 2009

	ADULT CIRC	YOUTH CIRC
BOOKS - FICTION	8,474	7,065
BOOKS - NONFICTION	4,889	2,804
E-BOOKS	24	0
PERIODICALS	735	101
VHS	1,160	1,193
DVDS - FICTION	8,930	3,385
DVDS - NONFICTION	601	175
COMPACT DISCS	2,172	166
TALKING BOOKS	983	282
E-AUDIOBOOKS	96	9
VIDEO GAMES	645	129
SOFTWARE	114	186
SKILL KITS	0	5
NETBOOKS / REALIA	2	61
TOTAL	28,825	15,561



MONTHLY REPORT FOR OPERATIONS AND MAINTENANCE

May 2009

Rick Ellsworth, Facility Manager

Projects 2009

I am pleased to report that the desktop operations for the ControlKeeper lighting system have been restored. The difficulty was an internal equipment problem that was corrected with Harper Apted's assistance with no fees to an outside provider.

Building and Building Equipment

These are the highlights of activity with regard to our equipment.

- ❑ WISSCO arrived during the month to inspect and correct any maintenance issues with our lawn irrigation system. In the process, we discovered that the controller had faulty circuitry. Ann has authorized the repair of the controller.
- ❑ Our HVAC system operated without interruption and required no service.
- ❑ Specialty Entrance Technologies responded to a call for service on the east bi-fold door and replaced a sensor controlling door operation inside the building.
- ❑ Otis Elevator responded to a call for service. Service to the building was interrupted only for a short time during maintenance work.
- ❑ Michiana Lift was called to respond to a problem with the LULA elevator accordion door. They arrived the same day and made the repair.
- ❑ On May 15, an inspector arrived from the Division of Boilers for Indiana. We passed the inspection with no difficulty.

General Maintenance Activities

- On May 6, we began our landscaping and general groundskeeping in earnest. A significant amount of time during the month was spent on the grounds. This will be a busy spring as we are repairing and trimming landscape with new trees and shrubbery. Annual and perennial flowers have been and will be planted. Much of what we planned was planted in time for Memorial Day.
- We assisted the CAPS office and the new IT office by dismantling a workstation and reassembling two workstations, one station in each office.
- The piano was tuned.
- First aid supplies were check and restocked.
- Outdoor facility needs have been assessed and work begun on lawn and landscaping. We thank Town and Country Garden Club for their contributions.

Respectfully submitted,

Rick Ellsworth