Monthly statistics

Items circulated: 7,715
New library patrons: 47  (33 adults; 11 children; 3 non-resident)
New items added to collection: 315
Special Requests (items borrowed from other libraries): 13
Reference questions answered: 114
Computer sign-ins: 880
Meeting room usage: 53
Study room usage: 15
Downloads used: 462 checkouts, 20 new user registrations
Items repaired: 85
Bills for unreturned materials: 25  (13 adults; 12 children)
Volunteer hours logged (Adult/Teen Section): 37

What's going on?

Jen Leo joined the Windham Public Library staff as the new Library Director. In her first few weeks, Jen has been busy learning about the library and the Windham community. She has begun working to streamline the staff schedule and update job descriptions. She is working with the staff and IT department to begin looking at updating the circulation software to the most recent version, at this time the software is quite out of date, as well as looking at the public access time and print management software.

The staff will be making completion of the re-barcoding of the collection (~28,000 more items) a priority as well as replacing current library cards with 14-digit barcode numbered cards (~6,500). Both of these projects are requirements to join the Minerva consortium as well as beginning other new library services. As the library plans for its future these projects are important.

Weeding of out dated materials and items that no longer circulate is ongoing as well as reviewing and ordering new materials for the collection. Staff members attended the Annual New England Library Association Conference October 20-22 in Portland and met with many vendors. The staff is working to evaluate different vendors for ebook access and time and print management software.

Upcoming events:

* Friends of Windham PL Book and Bake Sale- Preview Friday, November 15th 6:30-8:30pm-$10 per person fee to enter. Sale Saturday, November 16th 9:30am-3:30pm.

* Carol Manchester, author of *Joseph K. Manchester: Northern Son in the South 1861-1863* will be at the library on Monday, December 2, from 6-7pm to sell and sign her book.

* Information about the Health Insurance Marketplace-Tuesday, November 12th at 1pm.

* November is Picture Book Month-We challenge you to read 20 picture books you haven’t read before.
Windham Public Library Book Group—Meeting November 26th at 6:15 to discuss The Burgess Boys by Elizabeth Strout.

Tea for you @the Library—Next meeting December 3rd 1:30-2:30.

Annual Budget—Mission/Success/Measurement

Mission
The mission of the Windham Public Library is to provide a well-rounded and up-to-date collection offering informational, educational and recreational services to every age group and to encourage a love of reading and learning for all.

Success
A basic definition of success is having a solid, current collection of materials that reflects the needs and wants of the community. Statistics should remain stable or see growth over time. Benchmarks and statistics from the American Library Journal and the Maine State Library Annual Report provide a basis for comparison with other libraries.

Measurement
The number of people using the library and the number of materials and resources checked out, accessed, requested, and program participation are all measures of the library’s success in accomplishing its mission.

1. The library offers a diverse range of books and other media to the community
   a. Library staff continuously reviews all materials in the collection. New materials are purchased and outdated materials are discarded to keep the collection up to date. The staff receives comments about the collection and takes suggestions from the community for future purchasing ideas.
   b. Library statistics are reviewed monthly and have remained fairly stable.
   c. Future success could be measured in three ways.
      i. Joining the Minerva statewide consortium—By joining, the Windham Library cardholders would have access to library materials from other member libraries throughout the state. Items requested would be delivered throughout the week by van delivery. This service would open new doors of accessibility to our community.
      ii. Purchasing an ebook platform—In order to bridge the digital divide and ensure appropriate access to ebooks for the community, additional resources for ebooks is necessary. Staff members are actively researching and testing services from different vendors to seek out an appropriate vendor.
      iii. Update time and print management software—New software is necessary due to operating system upgrades which have caused the current software to become obsolete. The software no longer works as it should to save staff time
and no longer allows efficient distribution of computer reservations. There are also daily issues with printing.

2. The library provides access to computers and information via the internet.
   a. Librarians show the community how to access current, accurate information online. A combination of search strategies and Maine State Library provided databases are utilized in training the community to find the information they seek.
   b. Librarians assist with job search and resume writing skills
   c. Librarians help set-up email accounts and apply for government benefits online
   d. Future success could be measured in two ways:
      i. Offer access to equipment and training on devices and emerging technologies on a more regular basis.
      ii. Provide assistance with registration and information on the Affordable Care Act.

On a personal note, I have been overwhelmed by the warm welcome I have received upon beginning my position here in Windham. The Town of Windham staff members and Town Council, library staff members, the Friends of WPL, Library Trustees and library patrons have made my first month on the job so pleasant. I truly look forward to many years to come of successful and exciting library services.

Respectfully submitted,

Jennifer Alvino Leo

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Library Director
Windham Public Library