

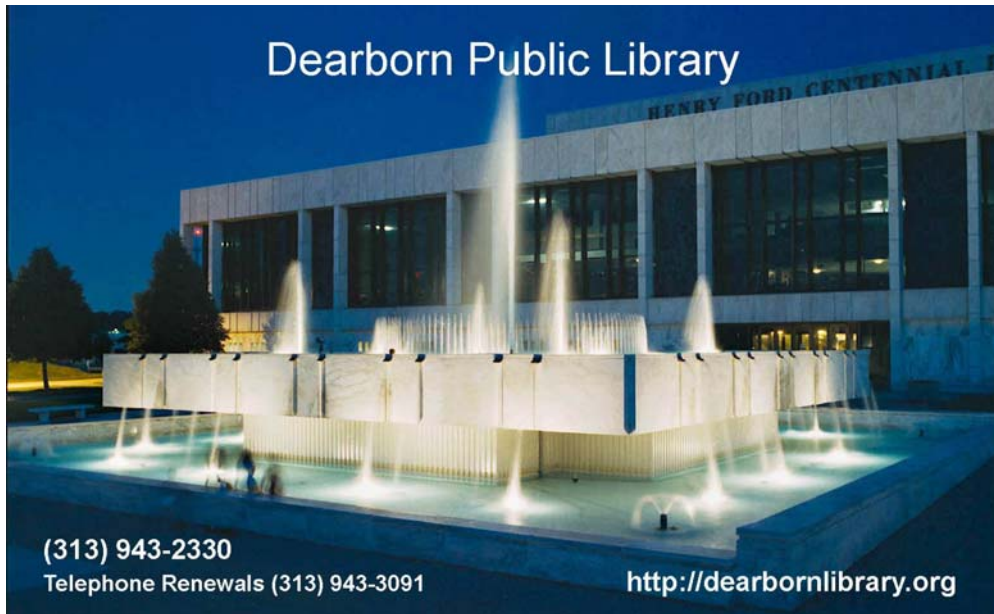
**CITY OF DEARBORN
DEPARTMENT OF LIBRARIES**

**ANNUAL REPORT
September 01, 2007**

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DEARBORN LIBRARY COMMISSION**

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VISION STATEMENT

The Dearborn Public Library fosters the spirit of exploration, the joy of reading, and the pursuit of knowledge for all ages and cultures starting with the very young.

Approved by the Dearborn Library Commission

September 9, 2005

MISSION STATEMENT

The Dearborn Public Library provides a broad range of effective, courteous, quality services and a balanced collection of materials for the educational, informational and recreational needs of the Dearborn community.

Approved by the Library Commission

September 9, 2005

VALUE STATEMENTS

In order to provide effective management with ethical standards, we will:

- Respond to community needs
- Be good stewards of community resources
- Protect privacy rights of patrons and staff
- Promote teamwork
- Encourage use by all
- Collaborate with community groups
- Provide a user friendly environment

Approved by the Library Commission

September 9, 2005

LIBRARY ROLES STATEMENT

POPULAR MATERIALS:

The library is committed to providing materials that reflect popular culture and trends and which fulfill the community's desire for a satisfying recreational experience.

REFERENCE RESOURCES:

The library is committed to providing materials that fulfill the community's need for information and answers to questions on a broad array of topics related to work, school, and personal life.

INDEPENDENT LEARNING:

The library is committed to providing materials that help address the community's desire for self-directed personal growth and development opportunities.

Approved by the Library Commission

December 12, 2000

INTRODUCTION TO THE DEARBORN PUBLIC LIBRARY SYSTEM

The Dearborn Public Library system operates a main library and three branch libraries which are connected by a wide-area network. The staff consists of 38 full-time and approximately 53 part-time employees for a total of 65.01 full-time equivalents (FTEs). The library's total operating budget is approximately \$4.84 million. Our primary service is lending materials for home use. This year we lent over 918,886 items to patrons. This is significantly lower than our circulation totals from previous fiscal years. We attribute a major portion of this decrease to two factors: 1) our change from the Dynix

computer system to the Horizon computer system and 2) our extension of DVD and video circulation from two days to seven days and music CDs from seven days to 14 days. Our next largest service is assisting patrons with reference or other questions either face-to-face, by telephone or by email. On average staff address more than 100,000 patron inquiries each year. Our third major service is programming. During FY 2006-2007, library staff coordinated 656 programs with a total attendance of 26,705 citizens. In addition, we provide an outreach service to the homebound and deposit collections at eight senior citizen housing units. We delivered 1,720 items to seniors and the homebound.

A nine member Library Commission, whose members are appointed by the Mayor, govern the system. (See page 44 for a list of Library Commissioners). Each commissioner serves a three-year term and may be reappointed. The Library Commission deals with policy, general oversight, long-range planning, and budgeting.

During the past year, the Library Commission:

- Continued to work with the newly formed Dearborn Library Foundation
- Established an annual \$10 charge for an Internet User Card for those patrons who are not eligible for a library card or who are eligible, but choose not to get one
- Updated the Library Code of Conduct
- Changed the loan period of DVDs and music CDs
- Authorized the installation of word processing, spreadsheet and power point software on public computers

- Authorized the library to charge \$10 per person for advanced computer classes sponsored by the library
- Approved a change to the circulation policy allowing staff to ask library card applicants for two pieces of identification if necessary and removed language which allowed applicants to use a self-address postcard as identification
- Updated the Library Commission by-laws
- Approved the library's participation in the MLC Digital Libraries cooperative

In July 2006, Commissioner Sylvia Pressman, after serving on the Library Commission for 40 years, resigned her position. Sylvia was our longest serving Commissioner and all were sad to see her leave. Also, the Commission, with dismay, accepted the resignations of Ron Watters in March 2007 and Diane Pepper in May 2007. To date, these three Commission positions have not been replaced.

In October 2006, former Library Commissioner Margaret (Peg) Watson passed away. Her support of the Dearborn Public Library will be missed. In March 2007, former Library Commissioner Joan Potter Elwart passed away. Several hundreds of dollars in donations in her memory were forwarded to the Friends of the Library, Dearborn.

Highlights of the Year

Mayor Michael A. Guido

It was with much sadness that the library ushered in 2007 without our beloved Mayor, Michael A. Guido. Mayor Guido was a strong supporter of our library system and he will be greatly missed.

QSAC Certification

The Dearborn Public Library received Essential Level QSAC certification from the Library of Michigan. This certification demonstrates to the community that the Dearborn Public Library has achieved essential benchmarks in seven categories including human resources, governance/administration, services, collection development, technology; facilities/equipment and public relations/marketing.

Library Foundation

Fiscal Year 2006-2007 was a very busy year for the Dearborn Library Foundation. Unfortunately, the year started out with the resignation of President Ann Knoop. Not missing a beat, Steve Roberts accepted the nomination to serve as President. An election was held and the officers for FY 2006-2007 are Steve Roberts, President, Marge Bryer, Secretary and Mike Nowlan, Treasurer. The remaining board members are Janine Brycz, Maria Dwyer, Allison Fishwick, Judy Patrick and Nancy Auffenberg. The Foundation put the finishing touches on their By-laws and Business Plan. These were submitted to the City's Legal Department and, through the diligence of Library Commissioner Marcel Pultorak, a service agreement was reached and signed by the City and the Dearborn Public Library Foundation. The terms of this agreement, signed on October 23, 2006, include initial payments from the Owens Trust fund (J fund) of \$150,000 and a final payment, in one year, of the balance of the Trust fund, including interest. Other accomplishments of the Foundation include:

- Initial work on an investment, as well as marketing plan
- Initial work on the grant application / fund distribution process
- Work on preliminary designs for a Foundation logo
- Initial work on the development of a web page

- Acceptance of the draft design from Library Design Associates for the Children's area at the Henry Ford Centennial Library, with instructions to further develop the design

On June 4, 2007, the Dearborn Public Library Foundation was officially recognized as a 501(c)(3) organization by the Internal Revenue Service.

Building Upgrades / Capital Projects

- Marble panels on HFCL fountain re-set. (Summer 2006)
- Curb cuts made to various locations of HFCL south entrance; additional walks added to east and west sides of the parking lot (July 2006)
- Completed upgrade of the electrical and data lines throughout all library buildings (September 2006)
- Completed work on drinking fountain replacement project at all libraries (September 2006)
- Completed phase one installation of security cameras at HFCL, Bryant and Snow Branches (November 2006)
- Completed terrazzo floor refurbishing (December 2006)
- Completed work, by Department of Public Works, at Henry Ford Centennial Library, to repair wood railing on mezzanine (Winter 2006-2007)
- HFCL Auditorium seats re-bolted and cleaned as well as lighting upgraded in preparation for the State of the City address (February 2007)
- Completed replacement of Henry Ford Centennial Library carpeting (March 2007)

- Completed installation (DPW) of roof top air conditioning unit at Bryant Branch Library (April 2007)
- New blinds installed on windows on the east, south and west side of Bryant (April 2007)
- Completed fire enclosure for mezzanine staircases at HFCL; began work to upgrade emergency exit signage and to rearrange mezzanine area for better access to staircases (May 2007)
- Completed replacement of windows and doors at Bryant Branch Library (May 2007)
- Began work on the restoration of the Henry Ford statue on the northwest lawn of Henry Ford Centennial Library. Funds for restoration donated by the Henry Ford II Fund (May 2007)
- Patches made to HFCL roof where sealant was deteriorating, under warranty (May 2007)
- Awarded contract for HFCL exterior marble cleaning (June 2007)
- Replaced batteries on all emergency light fixtures at HFCL (June 2007)
- New, comfortable chairs placed at Bryant, Adult alcove and Children's area (June 2007)
- New dollhouse cover, with doors, installed at Snow (June 2007)

Customer Service

- Due to record high temperatures, all Dearborn Public Libraries are designated Temporary Cooling Centers (July 2006)

- New loan periods effective on VHS/DVDs (two days to seven days except items with holds) and music compact discs (seven days to 14 days except items with holds) (December 2006)
- Security Committee adds Safety/Security link on the Home Page for patrons to be able to access Library Code of Conduct, Unattended Children Policy and link to library's accessibility page (February 2007)
- Installed Microsoft products (Word, Excel and PowerPoint) on public computers at HFCL (March 2007)
- Purchased a fully automated DVD/CD repair machine which cleans and refurbishes DVDs and music CDs (April 2007)
- Purchased access to MLC Overdrive collection of downloadable books, audiobooks and educational films (June 2007)
- Reorganized west side of mezzanine at HFCL creating more usable space, greater accessibility to reference material and safer egress to emergency staircase (June 2007)

Cost Savings or Revenue Producing

- Implemented a program where all public computers are set to shut down each night and staff can activate all computers remotely each morning (September 2006)
- Increased charge for annual Internet User Card from \$1 to \$10 (September 2006)

Physical Arrangement of the Building

- Preliminary discussion regarding creation, through a partnership with the Dearborn Chamber of Commerce, of a Welcome Center at Bryant Branch Library (August 2006)
- CDTV relocates to HFCL and shares space with the Health Department in the northwest corridor of the Henry Ford Centennial Library (December 2006)
- Entertainment DVD and VHS collections are inter-shelved to facilitate re-shelving and create more room (April 2007)

Programs

Besides regular programming activities such as story time, lectures, movies and craft workshops, the library participated in a few exceptional events.

- Second Annual Reading Wrap-Up Party with Mayor Michael A. Guido presenting prizes to adults, teens and children (August 2006)
- State of the City Address, delivered by Mayor Pro Tem O'Reilly, at the HFCL Auditorium (February 2007)

Staff Efficiencies/Training/Communication Initiatives

- Began review and update of Information Services Guidelines manual (Fall 2006)
- Consolidated the supervision and distribution of work of the Children's and Adult pages at HFCL under one supervisor (February 2007)
- Developed new scheduling program for all staff members which makes tracking staffing hours much easier and more productive (February 2007)
- Provided links on the library staffnet for staff to critique new database offerings (April 2007)

- Staff attended a variety of workshops, including: *Advanced SQL, Narrowcasting, LSTA grant writing and administration, Disability Awareness, Generational Differences, Instant Messaging, Podcast Primer, and X-refer database training*

Technology

- One additional HIP (Horizon Information Portal) and four public internet stations installed at Henry Ford Centennial Library; two additional public internet stations installed at Esper Branch Library (July 2006)
- Informational kiosks installed at Esper, Bryant and Snow Branch libraries (September 2006)
- Installed upgrade of Envisionware software (October 2006)
- New 3M security gates installed at Esper Branch Library with better range of detection than the old gates (December 2006)
- Upgraded Horizon software to version 7.3.4 and HIP to 3.08. System is now fully ISBN-13 compatible (January 2007)
- Installed a segregated T-1 for library traffic only; received Council approval for an additional T-1 line for the libraries (February 2007; June 2007)
- Began collection inventory, phase one: non-fiction (February 2007)
- Notified by SirsiDynix regarding recent changes to the company and their products, including the future of software called *Rome* (May 2007)
- Set Summer Read Public Service announcement videos on library home page (June 2007)
- Began work on e-Commerce and credit card acceptance (June 2007)

- Networked copiers so they are able to work as scanner and can save to a network shared folder (June 2007)
- Assisted Children's staff at HFCL to run podcasts on the Children's Summer Reading blog site (June 2007)

Volunteers

- Volunteers processed 8,942 paperback books
- Friends of the Library (FOLD) raised over \$26,210 for the library through their monthly used book sale.

Other Significant Activities

- Promotion of Julie Schaefer, Administrator, to Deputy Library Director
- Paid parking activated in lot behind Bryant Branch Library (September 2006)
- Esper and Bryant Branch libraries received Dearborn City Beautiful "Business Citation" award for 2006 (October 2006)

MAJOR DEPARTMENTAL FUNCTIONS

The Dearborn library system, in order to accomplish its mission, operates through four major functions: lending, information, outreach, and public programming. All citizens have access to a wide range of materials. These materials help people to live more rewarding and productive lives. Additionally, the computer revolution has allowed library services to take on new dimensions. Patrons visit the library and easily access the Internet as well as a variety of online databases. Many of these online databases are also available to our cardholders from their home or office computers.

Library Staff Duties

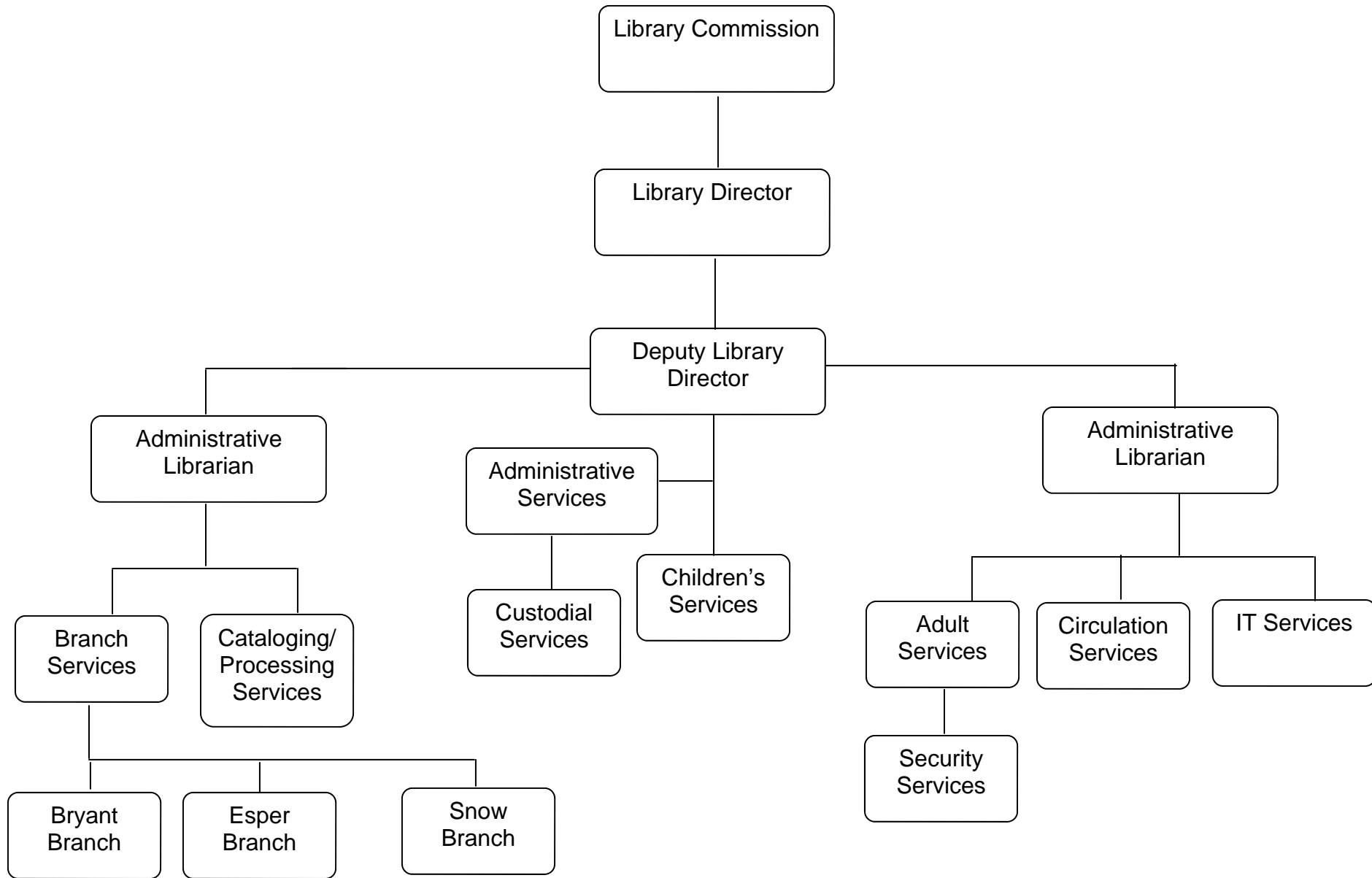
- Select and purchase library materials for use by the public in various formats:

books, magazines, compact discs, DVDs, audio books, and online resources

- Process and catalog materials giving specific shelf locations and subject codes so that patrons can easily find items in the libraries' collections
- Provide space and materials for the use of special collections such as the Ford Collection, vocational information, and international language materials
- Maintain the collection through selective deletion of materials, annual inventories and customer feedback
- Lend materials of all types to the public for use at home, including delivery to the homebound and drop off collections in the senior centers
- Regulate borrowing by producing overdue notices and collecting overdue fines
- Provide information to the public in the library and on the telephone by using up-to-date information in all formats, including print as well as online databases and the Internet
- Provide programs for adults and children in the library and the community
- Publicize library events
- Establish and maintain contracts with vendors for all aspects of library operation
- Manage a computer network consisting of multiple servers as well as email
- Manage automated systems to keep track of library materials and borrowers
- Manage a library web page for the public as well as a staff intranet
- Manage public computers and public printing which includes access to the Internet, online databases as well as a variety of software programs, such as MS Word, MS Excel and MS PowerPoint
- Create self-service opportunities for our patrons via computer services

- Manage the library buildings through the Capital Improvement Plan, maintenance contracts and coordination of work using DPW personnel

Organizational Chart



PRIORITIZED SERVICES AND RELATED CUSTOMER PROFILES

Lending Materials Service

Full-time and part-time staff participate in Lending Material Service, which is provided at all libraries. Primary components are:

- Selection of adult and juvenile material for circulation. *Librarians and Assistant Librarians*
- Ordering, cataloging, processing and data entry of material. *Librarians, Assistant Librarians, Department Associates, Part-time staff*
- Check-out material. *Departments Assistants, Part-time staff; Also Librarians and Assistant Librarians at branch libraries*
- Collection maintenance and shelving. *Librarians, Assistant Librarians, Department Assistants, Part-time staff*

Customer Profile: Based on circulation statistics, 24% of users are under 18 years, 65% of users are between 18 and 64 years, 6% of users are 65 years or older. We do not have data on approximately 5% of our users.

Information Service

Full-time and part-time staff participate in Information Service, which is provided at all libraries. Primary components are:

- Selection of adult and juvenile material for the reference collection. *Librarians and Assistant Librarians*
- Ordering, cataloging, processing and data entry of materials. *Librarians, Assistant librarians, Department Associates, Part-time staff*

- Provision of accurate information in response to patron questions received in person, by phone, by e-mail. *Librarians and Assistant Librarians*
- Collection maintenance, inventory and shelving. *Librarians, Assistant Librarians, Part-time staff*

Customer Profile: We do not gather demographics for information service but believe the customer profile is similar to our circulation demographics: 24% of users are under 18 years, 65% of users are between 18 and 64 years, 6% of users are 65 years or older. We do not have data on approximately 5% of our users.

Outreach Service

Full-time and part-time staff participate in Outreach Service, which provides service to individuals, organizations, and senior citizen housing units outside the library. Primary components are:

- Selection of materials to service book collections located in senior citizen housing units. *Librarians*
- Provision of materials for the homebound, book clubs, and organizations. *Librarians, Assistant Librarians, Department Assistants*
- Packaging, delivery, and pick-up of materials. *Part-time staff*

Customer Profile: A majority of the users of Outreach Service are over 60 years of age.

Public Program Service

Full-time and part-time staff participate in the system-wide provision of creative programs for adults, young adults and children. Primary components are:

- Planning and conducting regularly scheduled story hour programs for pre-kindergarten children. *Librarians, Assistant Librarians*

- Planning and designing reading programs for children to encourage cooperative efforts between the library and the schools. *Librarians, Assistant Librarians*
- Planning, conducting, and organizing materials for special craft workshops, puppet shows, tours, movies and story programs for children of all ages. *Librarians, Assistant Librarians, Department Assistants, Part-time staff*
- Planning lectures, tours, book talks and special programs for teens and adults. *Librarians, Assistant Librarians*

Customer Profile: A majority of users of Public Program Service are under 18 years of age, and usually accompanied by a parent. Adults over 18 years of age attending programs specifically for adults make up approximately 15% of our total program attendance.

MAJOR FUNDING SOURCES

General Fund

The library system receives over 90% of its funding from the general operating fund. The fund monies are from local property taxes from residents and businesses that operate within the city limits of Dearborn, Michigan.

Penal Fines

The Michigan Constitution states that libraries will receive revenues from the court system on a continuing basis.

Library Aid

The library receives per capita monies set each year by the State. Under P.A. 89 of 1977, the General Appropriations Bill, we will receive revenues in the spring of the year.

In order to qualify for library aid money, the library must complete the State report and be open to the public for a minimum of 55 hours per week.

Fines and Fees

The library receives fine payments for overdue, damaged and lost material from library users. Fees are paid for non-resident cards, Internet user cards, daily internet passes and room rentals.

Please see Attachment 2006-2007 Monies Received on page 43.

MAJOR EXPENDITURE CATEGORIES

Personnel Services: 79% of the budget

The library staff time devoted to:

- Lending Service: 70%
- Information Service: 20%
- Outreach Service: 2%
- Programming Service: 8%

Operating Expenses: 5%

Equipment maintenance of the personal computers and Horizon automated system.

Supplies: 2%

All materials used in each of the four service areas for system printing, expendable supplies for processing, and the purchases by the branch staff to do their work. Also includes equipment and furnishings under \$2,500.

Capital Outlay (Materials and Equipment): 14%

Purchase of lending materials and equipment over \$2,500.

GOALS AND PLANS FOR THE REPORT YEAR

2006-2007

1. Complete window and door replacement project at Bryant Branch Library.
2. Complete replacement carpet project at Henry Ford Centennial Library.
3. Complete upgrade of the library drinking fountains to meet ADA standards.
4. Provide central air conditioning at Bryant Branch Library.
5. Adapt our service mix to reduce staffing and funding.
6. Complete fire enclosures surrounding two staircases on the mezzanine at Henry Ford Centennial Library.
7. Complete the reorganization of the physical space and signage of the library system.
8. Implement word processing and other software on public access computers.
9. Refinish terrazzo floors and stairs at Henry Ford Centennial Library.
10. Install new 3M security gates at Henry Ford Centennial Library and Esper Branch Library.
11. Reorganize custodial staff to further enhance building maintenance.
12. Restore the Henry Ford statue on the grounds of Henry Ford Centennial Library.
13. Facilitate further development of the Dearborn Library Foundation.
14. Schedule basic computer classes for the public.
15. Complete Essential Level, Quality Services Audit (QSAC) through the Library of Michigan.

ACCOMPLISHMENTS AND PROGRESS MADE TOWARD ACCOMPLISHING GOALS

Goal 1: Complete window and door replacement project at Bryant Branch Library.

This goal is complete. In addition, new vertical blinds were purchased for the 12 windows in the reading room.

Goal 2: Complete replacement carpet project at Henry Ford Centennial Library.

This goal is complete.

Goal 3: Complete upgrade of the library drinking fountains to meet ADA standards.

This goal is complete.

Goal 4: Provide central air conditioning at Bryant Branch Library.

This goal is complete. The entire project was made possible by the hard work of the Building Services staff, Department of Public Works.

Goal 5: Adapt our service mix to reduced staffing and funding.

As we continually face reduced staffing, this is an ongoing goal. Early in the year, we hired several part-time departmental specialists who are able to do higher order work and whose work hours allow greater flexibility for weekly and desk scheduling. Additionally, we consolidated the supervision and distribution of work of the Children's and Adult pages at HFCL under one supervisor. At the end of the year, we began looking at our cataloging practices and procedures, looking for ways to make the process more efficient without sacrificing our database records.

Goal 6: Complete the fire enclosures surrounding two staircases on the mezzanine at Henry Ford Centennial Library.

This goal is 98% complete. One item on the punch list remains and we must order appropriate signage.

Goal 7: Complete the reorganization of the physical space and signage of the library system.

New signage has been installed, but we will begin Phase Two of our signage project in FY2008. At FY end, the east side mezzanine area at Henry Ford Centennial Library was completely reorganized, allowing for more public table space, better access to reference and genealogy collections and a clearer path to the emergency staircase.

Goal 8: Implement word processing and other software on public access computers.

MS Word, MS Excel and MS PowerPoint have been installed on public computers at Henry Ford Centennial Library. Library patrons are very appreciative of this additional service. In FY2008, the same software will be installed on the public computers at branch libraries.

Goal 9: Refinish terrazzo floors and stairs at the Henry Ford Centennial Library.

This project is complete.

Goal 10: Install new 3M security gates at Henry Ford Centennial Library and Esper Branch Library.

This goal is complete.

Goal 11: Reorganize custodial staff to further enhance building maintenance.

With the creation of a custodian supervisor position, we have more consistent supervision and accountability of our part-time custodial staff.

Goal 12: Restore the Henry Ford statue on the grounds of the Henry Ford Centennial Library.

This goal is 50% complete. The marble base has been repaired and re-caulked. Work will begin on the statue in July 2007.

Goal 13: Facilitate further development of the Dearborn Library Foundation.

The Foundation has made great strides in their development, including the creation of by-laws, a business plan, and a marketing plan, as well as work on a logo design and web page. With the payment of part of the Owen Trust monies, the Foundation has begun funding of an upgrade project to the Children's area at Henry Ford Centennial Library.

Goal 14: Schedule basic computer classes for the public.

Henry Ford Centennial Library has hosted many free and paid computer classes during the past fiscal year. The public has responded enthusiastically to the classes and continues to ask for more.

Goal 15: Complete Essential Level, Quality Services Audit (QSAC) through the Library of Michigan.

The Dearborn Public Library received Essential Level QSAC certification from the Library of Michigan. This certification demonstrates to the community that the Dearborn Public Library has achieved essential benchmarks in seven categories including human resources, governance/administration, services, collection development; technology; facilities /equipment and public relations/marketing.

OTHER SIGNIFICANT EFFORTS DURING THE YEAR

Library Collection Maintenance and Development

As always, the library's collection of materials continues to be the primary focus for the majority of our staff and the various agencies. The Processing agency orders the material the selecting librarians have chosen and then receives, invoices, and processes these new materials into the system. On average, there were approximately 2,580 new items processed each month. Approximately 34,593 items were processed in the system including new material, material being transferred and material being repackaged. The average length of time from receipt of material to dispatch to agencies is 59 days. On average, there are approximately 90 items each month that require original cataloging, a decrease over last fiscal year. Original cataloging, which includes the translation of Arabic language material, has been difficult because of our inability to retain staff capable of this task. We have switched to OCLC which completely translates and processes the titles, reducing our cataloging time tremendously. In addition, to assist us with the backlog of Arabic materials, we contracted with a cataloger who is fluent in Arabic. We were successful in expediting materials of this nature.

During FY 2006-2007, 38,019, items were deleted. The collection totaled 308,988 items at the end of the fiscal year. Total value of the collection is \$5,760,805.38.

The library online databases continue to grow in popularity. The library subscribes to a total of 44 databases (seven are paid subscriptions and 37 are without charge subscriptions provided through the Michigan Electronic Library).

Circulation Services

Check out of material by patrons decreased by 11% this fiscal year and traffic decreased 6%. The decrease in circulation and traffic was expected due to our recent change in DVD/video and music CD loan periods as well as our computer system changeover from Dynix to Horizon. While total checkout has decreased, there is a slight increase in first time check out. The library has 41,003 active borrowers (used their library card during the last three years), fairly level as compared to last FY.

Patrons continue to use the library's "hold" service (requesting to be put on a list for checked-out material). E-mail notification of holds and overdues service continues in popularity, with over 6,097 signed up for this service.

Unique Management, our collection agency, is still doing a tremendous job in contacting our delinquent patrons, encouraging them to return material and pay on delinquent accounts. During FY 2006-2007, Unique generated \$10,808.78 more cash than they billed in fees. In addition, they recovered \$16,364.25 in materials. This translates into over a \$3.50 return for each \$1.00 we invest.

Programming Services

The library continues to offer a wide range of activities for people of all ages. For families and children, our Children's staff provides a variety of story hours, craft workshops, and contests, as well as contracting with professional entertainers for special events throughout the year. During summer months, reading programs are offered for people of all ages. The Children's staff offers a Summer Reading Program and Read-to-Me program for children ages 3-12. Participation in the 2006 Children's Summer Reading Program was high with 1,274 children registered. These children

read a combined total of 6,283 books over the summer months, translating into a whole lot of pages!

The Annual Children's Bookmark Contest elicited over 1,000 entries. Ten winners were chosen and a reception was held in February 2007. Our honorary guest, Kari Guido, presented each winner with a certificate and a supply of their winning bookmarks to share with family and friends. All of the entries for the bookmark contest were displayed in the HFCL Rotunda Art Gallery and the winning bookmarks were printed on colorful cardstock with recommended book titles appropriate for that age level.

Programs for teens included the 2006 Teen Read Summer Program where 176 teens signed up to participate. Additionally, to keep teens informed about new young adult titles and programs, they can sign up to receive BookLetter™ emails from the library. We have 181 teens subscribing to the two teen BookLetters™ service. Additionally, we currently have 146 teens subscribing to Chapter-A-Day Teen e-mails which allows them to read a few chapters of a young adult title in order to decide if they would be interested in checking the book out.

The 2006 Adult Summer Reading Program attracted 463 adult readers. Adult programming also included the ever-popular Blockbuster Movie Series which is sponsored by the Friends of the Library-Dearborn (FOLD). Forty-four films were shown during the 2006-07 season with total attendance of 2,464.

In August 2006, the library held its Second Annual Reading Wrap-Up Party. All participants from all Summer Reading programs were invited and 350 of them came out to enjoy the festivities and to celebrate the community's joy in reading over the summer months. Mayor Guido was in attendance and presented the prizes to the children's,

teen and adult grand prize winners. Everyone enjoyed light refreshments while listening to music performed by the Dearborn High School Pep Band and watching as the Dearborn Police demonstrated the talents of its canine unit.

In addition to programming done at the various libraries, library staff is often invited to other locations to participate in an existing program or to conduct a program themselves. Examples of this type of off-site programming include book talks given to a club or group, visiting a school and participating in a literacy fair or a “read-a-thon”, and meeting with a group of parents to present information to parents about the library and its resources.

Adult Services

Shut-In Services - HFCL Adult Services provides shut-in service for Dearborn residents. During 2006-2007, 300 items were delivered to ten residents. Thirty-three deliveries were made.

Senior Citizen Housing - The library delivers a rotating collection of paperback books to eight different Dearborn senior housing facilities. Residents of these facilities are able to enjoy a wide variety of book titles without having to travel to the library. Residents are asked to mark each book they read for tracking purposes and to determine which genres are the most popular. We spend \$2,000 annually on new paperbacks for the extension collection and also accept public donations. This is a popular collection that provides a valuable service to the senior members of our community. For FY 2006-2007, we delivered 1,720 books and 1,068 books were marked as being “read”. Once a book has been circulated to each housing facility, it is donated to Friends of the Library Dearborn, for re-sale at their monthly book sale.

Book Clubs - Adult Services currently serves 30 book groups from all corners of the City. During 2006-2007, 142 book club kits were scheduled for distribution. Given the average of ten books per kit, approximately 1,420 books were shared and discussed by our book club groups. Currently, clubs can choose from 171 kits. We spend just over \$2,000 annually on new kits for this collection so that our long-standing clubs will have fresh titles to choose from and we solicit suggestions for purchases from these groups, as well.

Our "Chapter-a-Day" program continues to grow in popularity. Patrons register for the club online and then receive, via e-mail, a five-minute excerpt of a book each day for a week. Patrons can choose to sign up for Fiction, Mystery, Science Fiction, Romance and Teen Book Clubs. At the end of the week, the patron can come into the library and check out the book if they wish to finish reading it. There is an online forum for the discussion of the titles. The enrollment statistics for FY 2006-2007 are as follows: Fiction-312, Mystery-244, Science Fiction-79, Romance-140 and Teen-146 for a grand total of 921 subscribers, a 42% increase over last fiscal year.

Interlibrary Loan - During FY 2006-2007, 23 requests were submitted.

Other developments in Adult Services include:

- The appointment of James Knapp as Adult Services supervisor in December
- Completed clean-up work on the Mezzanine to allow for improved appearance and safety
- Offered Adult computer classes in November. Total attendance for these classes was 286, with an average of eight students per class (maximum capacity of classes is 10). All classes were sponsored by FOLD and classes with fees

attached resulted in over \$700 in income, which will be used to sponsor more classes

Automation Services

The major activity for FY 2006-2007 was the roll out of Microsoft Word, Excel, and PowerPoint on all public computers. After a tentative launch in March, these products were quietly released on all HFCL public machines in April. Public feedback has been very positive. The building rewiring project was completed in September. This fiscal year was also a major one for staff changes in Automation, with the promotion of Steve Smith from Systems Administrator to Administrative Librarian in October 2007 and the addition of Automation's first part-time staff member, Ben Connors, in May 2007.

Another major development was the installation of security cameras throughout the building in September. While the camera installation was successful, the resolution from the camera images has been disappointing. Improved and additional cameras are being pursued.

In addition to the above, Automation staff:

- Set up a kid-friendly version of the library catalog computers (September 2006)
- Completed the setup of kiosk computers at the branches (September 2006)
- Attended several training classes, ranging from advanced SQL training in August, Webex training and writing LSTA grants training (September 2006), and a Horizon User's group (May 2007)
- Worked with MIS and Berbee to switch over to new T1 lines, set up a backup Cable modem for Internet access, and to set up VLANS. (February 2007)
- Worked with Dell representatives to replace defective hard drives on 24 Optiplex

computers (March 2007)

- Worked with MIS to setup up a Windows patch management server, allowing Automation staff to manage Windows security updates on staff machines (June 2007)
- Performed routine activities revolving around troubleshooting, repairing, requisitioning, and replacing equipment

Library Volunteers

We continue to recruit and train volunteers from the community to contribute their talents to the library. The volunteer program proves to be a valuable asset to the library. Volunteer accomplishments include:

- Assisting with collection maintenance
- Shelving materials
- Labeling materials
- Assisting with children's programs

This year we used the services of 108 library volunteers. They volunteered a total of 2,412 hours. In addition, the volunteers at Bryant helped to process 8,942 new paperback books into the system. When added to the hours donated by the Friends of the Library (FOLD) the total number of hours volunteered to the Dearborn Public Library was 7,042 in 2006-2007.

This year, eight volunteers received service awards for additional years of service. The contributions of all the library volunteers were recognized at an annual luncheon, held in June 2007 at the Dearborn Hills Golf Course Banquet Room. As a token of our

appreciation, this year volunteers were able to choose a library book and library staff plated the book in honor of that volunteer.

Friends of the Library Dearborn (FOLD)

The Friends of the Library Dearborn (FOLD) is a vital group that helps to encourage the community's support of the library. They hold monthly meetings featuring local authors and speakers and mail out a newsletter to members.

As a dedicated group of volunteers, the Friends of the Library Dearborn has a major fundraising activity, the ever-popular book sale held at the Henry Ford Centennial Library. During the past year it has been held on the first Wednesday of the month, except for September and January. Book sale hours are 9:30 a.m. to 6 p.m.

Among the programs that FOLD subsidizes with proceeds from the book sale are: the Blockbuster film series, the Book Page publication, patron plastic book bags distributed at checkout, the Summer Reading Club programs, staff training workshops and the canvas bags for book club kits. Beginning this year, FOLD has also contracted with a computer instructor. The library is able to offer free classes to the public in basic computer skills and basic Internet skills and the teacher's fee is paid for from FOLD proceeds. Without this support, the library would not be able to offer these kinds of special services and programs and they are greatly appreciated by the staff and patrons alike.

This fiscal year, FOLD volunteers contributed approximately 4,630 hours of volunteer time to the library.

Library Committees

Acquisitions Committee

The purpose of the Acquisitions Committee is to create and maintain documented, up-to-date procedures for selection, ordering, weeding and maintenance of library materials for selectors as well as other staff involved in the acquisition of library materials.

With the upgrade to the Horizon system, complete in April 2006, the new Acquisitions Committee has focused its energies on:

- Set-up and trained staff on the use of grid ordering
- Arranged systems for ordering and purchasing of duplicate materials
- Further fine-tuned the Acquisitions process within Horizon

ADA Committee

The ADA Committee ensures that the library complies with the American with Disabilities Act. In addition, the Committee strives to ensure that the best possible service, materials, and equipment are offered by the library and staff to the disabled community while balancing the needs of the entire community along with budgetary concerns. The Committee reviews request, comments, and ideas for changes that would improve services. In FY 2006-2007, the Committee:

- Made available a rolling task chair for adaptive technology computer, making it easy to move out of the way for wheelchair users
- Worked with Automation Staff toward the implementation of ZoomText, a text reading and magnification program, for the adaptive technology computer
- Continued to review ADA recommendations for library buildings and submitted budget requests for assistive computer enhancements

- Implemented at trial Large Print children's collection
- Attended disability workshops at MLA and shared information garnered with other members of the committee

Bookletters Committee

The Bookletters Committee is responsible for managing the Bookletters™ Service. This is a service that allows patrons to sign up for regular e-mail newsletters with comments and reading recommendations in a variety of categories, such as fiction, mystery, biography, history, current events, health, home improvement, teen scene, children's books. Additionally, these newsletters keep patrons posted on library resources as well as the many activities scheduled at the Dearborn Public Library. This service was launched in October 2004. At fiscal year end, the service boasted 1,768 subscribers, an 8% increase over last fiscal year.

Children's Committee

The purpose of the Children's Committee is to promote reading through programs, collections, and service to children and their families. The Committee actively pursues methods of marketing the library and its resources to the community. In addition, the Committee reviews all requests for changes in service and shares information in ways to improve service, programming, and library collections. In FY 2006-2007, the Committee:

- Offered numerous Children's programs throughout the year at all locations including an author visit at Bryant Library and a very popular Mother Goose Storytime series for babies six months-24 months old
- Conducted two summer reading programs at all locations

- Conducted the Annual Bookmark Contest with the newer format which now features 10 winners total for the system (two from each grade 1-5) and the production of recommended reading lists for each grade level printed on the back of the winning bookmarks
- Planned and held the Second Annual Bookmark Winners Reception in the Rotunda at HFCL in February 2007
- Attended several workshops and conferences centering around programming and service to children
- Continued to improve and streamline the Summer Reading program

Circulation Committee

The purpose of the Circulation Committee is to solve patron and staff problems concerning the Dynix/Horizon Circulation system. The circulation process has many possibilities for customizing service. Each year many improvements in customer service are developed through the efforts of this committee. The main tool of the Committee is the Circulation Manual, which incorporates Library Commission policy, system procedures, and sample statements for staff to use in talking to library patrons.

In FY 2006-2007, the Committee:

- Reviewed and developed solutions for circulation issues
- Recommended changes to the Library Commission with regard to checkout periods of DVDs, Videos, and Compact Discs. All changes were approved and implemented December 1, 2006
- Reviewed and approved changes to the Circulation Manual to incorporate new Horizon procedures

- Investigated anti-theft devices for improved security of the library's audio-visual collection

Collection Development Committee

The Collection Development Committee is composed of all librarians in the system and focuses on common issues involving format of materials, ordering and the library's overall collection. In FY 2006-2007, the Committee:

- Experimented ordering from new vendors for various materials
- Discussed and recommended changes to the Suggestion Portal system
- Investigated newer formats of audio-visual materials
- Revised the weeding plan to work with the new Horizon system

Disaster Preparedness Committee

The Disaster Preparedness Committee had its inaugural meeting on April 11, 2007. The goals of the Committee are to develop and evaluate procedures for emergencies and disasters that could occur in the Dearborn Public Library system. A draft manual is being reviewed by the Committee, and they hope to meet with other city officials to get information and to coordinate efforts.

Marketing Committee

The purpose of the Marketing Committee is to market the library. The current Marketing Plan is focused on marketing the library to the community. This Committee also has responsibility for creating and updating general brochures with information about the library system. In FY 2006-2007, the Committee:

- Explored methods of marketing the library to new Dearborn residents through the services of the Assessor's Office and Welcome Wagon.

- Began a monthly column for the Dearborn newspapers called “Your Library Matters” which will promote library services
- Assisted in researching the possibilities of creating an identity package and logo for the library
- Reviewed printed material
- Assisted in planning the 2007 Adult Summer Reading Program

New Technology Committee

The purpose of the New Technology Committee is to draft technology plans, policies and procedures and submit these to the Administrative Panel and the Library Commission as part of the library’s strategic plan. In FY 2006-2007, the Committee:

- Assisted in the development of procedures and in the installation of Microsoft Word, Excel, and PowerPoint on all public computers
- Continued to prepare for implementation credit card payment acceptance
- Began work on a Five Year Technology Plan for submission to the CDI Technology Committee.
- Developed plans to upgrade the library website and investigated Reference by Instant Message.

Reference Committee

The Reference Committee’s purpose is to coordinate reference service throughout the system. The Committee has a major responsibility to continually review reference services and recommend purchase of materials. The Committee must rank the value of each service and decide which formats are best for the community’s needs. In FY 2006-2007, the Committee:

- Added free trials link to staff intranet for staff to be able to easily access and examine new databases as they are offered for evaluation
- Arranged for and facilitated training for new database product for all reference staff
- Worked extensively on the revision of the Information Services Guidelines Manual
- Began process of re-evaluation of Reference Continuation services
- Began process of re-designing the public interface of the database page on the library's website

Security Committee

The Security Committee has been created to help develop policy and procedures to ensure the safety of library patrons and staff members. During the 2006-2007, the Security Committee addressed the following issues:

- Designed a poster and flyer about "Unattended Children" ordinance
- Reviewed the Code of Conduct and had it translated into Arabic and Spanish
- Created a "Safety and Security" link on the library homepage
- Established patron behavior guidelines for library staff members to use when working with difficult patrons
- Reviewed guidelines for security staff members

Serials Committee

The purpose of the Serials Committee is to manage the serials module through coordination, training, creation of procedures and problem solving. Serials are materials that are updated periodically, such as magazines, yearbooks and directories. With the

upgrade to the Horizon system complete, the new Serials Committee focused its energies on:

- Finessed methods of working with the serials module on Horizon
- Conducted a clean-up of the serials database by consolidating records
- Continued more in-depth serials training of staff in the Horizon module

StaffNet Committee

A major development for the StaffNet was the implementation of a staff shared scheduling database, which automatically calculates the correct hours given paid time off, split days, holidays, ½ hour lunches, and other situations for both part-time and full-time staff. The schedule database also totals part-time hours, and days can be scheduled as far into the future as could be needed.

Another development was the addition of a Free Trials page, allowing staff to more easily test online databases and to submit results to the Reference Committee.

Video Committee

The purpose of the Video Committee is to produce videos, which will market the library and assist in the training of staff. This Committee works closely with the staff at CDTV in developing scripts and in assisting in video production. In FY 2006-2007, the Committee:

- Created eight segments on library programs, activities, collections, buildings and services for CDTV
- Met with CDTV staff members to add video streaming to the library homepage

Volunteer Committee

The purpose of the Volunteer Committee is to recruit and retain high quality volunteers.

In addition, the Committee is developing ways for volunteers to assume jobs of increasing responsibility through training incentives and to reduce barriers that volunteers face in working for the library. In FY 2006-2007, the Committee:

- Recognized 108 volunteers with annual service awards
- Organized the annual volunteer recognition luncheon
- Recognized volunteers by placing bookplates in new library books in their honor

Young Adult Committee

The purpose of the Young Adult Committee is to promote reading through programs and marketing to young adults. One of the Committee's major initiatives is the annual Teen Read summer reading program. Each year the Committee attempts to strengthen program participation as one of its primary objectives. In FY 2006-2007, the

Committee:

- Planned and collaborated, with Marketing Committee, the 2006 Summer Read Program
- Held the Second Annual Reading Wrap Up event in August 6, 2006 complete with marching band performances, activities for various ages and demonstrations from the Police Department's canine unit (Bruno and Melissa Krot)
- Worked extensively on Reading Wrap up event to be held in August 2007 based on experience and feedback from previous year's event.

DEARBORN PUBLIC LIBRARY - STATISTICAL INFORMATION

	2006-2007	2005-2006	Percent Change
Circulation (Transactions)	918,886	1,034,882	-11%
Traffic (Individual Visits)	489,984	520,973	-6%
Collection (Items)	308,988	302,154	+2%
Collection (Titles)	166,429	164,517	+1%
Registration (Borrowers)*	41,003**	41,362**	-1%

**Patrons who have renewed their card within the last three years

Detailed Collection Statistics

Items	2006-2007	2005-2006	Percent Change
Books, Adult	124,629	125,418	-1%
Books, Juvenile	102,163	99,308	+3%
Periodicals	21,007	20,773	+1%
Videocassettes	18,068	18,565	-3%
DVD's	15,922	11,740	+36%
Compact Discs, Music	12,970	12,040	+8%
Books on Audiocassette	4,789	5,287	-9%
Books on CD	3,181	2,786	+14%
CD-ROM (Ref & Circ)	49	35	+40%
Media Kits	425	644	-34%
Books, Reference	5,118	5,056	+1%

Programs

Agency	2006-2007 Number of Programs	2006-2007 Attendance	2005-2006 Number of Programs	2005-2006 Attendance	Percent Change	
					Programs	Attendance
HFCL	252	11,699	213	9,015	+18%	+30%
Bryant	182	6,573	83	1,923	+119%	+242%
Esper	89	3,256	105	1,565	-15%	+108%
Snow	133	5,177	105	2,751	+27%	+88%
TOTAL	656	26,705	506	15,254	+30%	+75%

Contests

Agency	2006-2007 Contests	2006-2007 Number of Contest Participants	2005-2006 Contests	2005-2006 Number of Contest Participants	Percent Change	
					Contests	Participants
HFCL	14	5,918	13	6,389	+8%	-7%
Bryant	20	2,292	22	2,078	-9%	+9%
Esper	14	3,051	31	5,510	-55%	-45%
Snow	16	1,162	12	2,679	+33%	-57%
TOTAL	64	12,423	108	16,656	-41%	-25%



Guitar Hero Program



Summer Reading Craft Fun

GOALS AND PLANS FOR THE NEXT FISCAL YEAR

2007-2008

1. Complete Phase One (Esper Branch Library) of surveillance camera project and begin Phase Two.
2. Complete credit card payment project for library fines and fees.
3. Complete restoration of the Marshall Fredericks' statue of Henry Ford on the grounds of the Henry Ford Centennial Library.
4. With contribution from the Dearborn Library Foundation, begin renovation of children's space at the Henry Ford Centennial Library.
5. Begin Phase Two of the signage project.
6. Upgrade equipment in the Henry Ford Centennial Library auditorium.
7. Clean and protect exterior of the Henry Ford Centennial Library.
8. Purchase early literacy computers and software for children.
9. Purchase ADA equipment for the public.
10. Develop Library logo.
11. Restore cornices at Bryant Branch Library.
12. Continue working with the Dearborn Library Foundation to develop a donation / grant program for library enhancements.
13. Clean and re-hang tapestry at the Henry Ford Centennial Library.
14. Adapt our service mix to reduce staffing and funding.

CITY OF DEARBORN DEPARTMENT OF LIBRARIES

BUDGET

	2006-2007	2005-2006	Percent Change
PERSONNEL SERVICES	\$3,801,360	\$3,648,970	4.2%
OPERATING EXPENSE	\$ 253,547	\$ 255,156	-.6%
SUPPLIES	\$ 106,350	\$ 112,839	-5.8%
OTHER SERVICES & CHARGES	\$ 325	\$ 1,425	-77%
CAPITAL OUTLAY	\$ 693,500	\$ 693,500	0%
TOTAL LIBRARIES	\$4,846,582	\$4,711,890	2.9%

Source: City of Dearborn
Adopted Budget for year ending June 30, 2007, page 185

**MONIES RECEIVED
2006-2007**

Library Aid Grant	\$38,797.12	
Penal Fines	\$118, 633.54	
		\$157,430.66
Gifts		
Henry Ford II Fund	\$28,500.00	
Janice Shaw	\$500.00	
Isgro Family	\$460.00	
American Association of University Women	\$150.00	
Daughters of Penelope Dares	\$50.00	
Willam and Marilyn Nizinski	\$25.00	
Michael Halasz	\$10.00	
Mary Lou Smith	\$5.00	
Joseph Murnane	\$5.00	
Pamela Byberg	\$5.00	
	\$29,710.00	\$29,710.00
Copier, Printer, Microfilm receipts	\$24,510.73	
Library Fines	\$94,081.18	
Internet User Cards	\$14,807.00	
Lost Books and Films	\$4,894.24	
Non-Resident Fee's	\$4,320.00	
Miscellaneous	\$675.00	
	\$143,288.15	\$143,288.15
Friends of the Library-Dearborn		
Used Book Sales	\$22,079.09	
Donations	\$3,621.00	
Other Revenue(USB and floppy disk drive sales, computer classes)	\$859.56	
	\$26,559.65	\$26,559.65
GRAND TOTAL		<u>\$356,988.46</u>

DEARBORN LIBRARY COMMISSION

Nancy Zakar, Chairperson

Term of Office: 10/2/1998 - 06/30/2007

Marcel Pultorak, Vice-Chairperson

Term of Office: 09/01/02- 06/30/2008

Dr. Alex Shami, Secretary Treasurer

Term of Office: 10/3/1994 - 06/30/2009

Candyce Abbatt

Term of Office: 11/19/1997 - 06/30/2009

Diane Pepper

Resigned: May 2007

Sylvia Pressman

Resigned: July 2006

David Schlaff

Term of Office: 04/23/1996 - 06/30/2007

Robert Taub

Term of Office: 12/18/1968 - 06/30/2009

Ronald Watters

Resigned: March 2007

DEARBORN DEPARTMENT OF LIBRARIES

DIRECTORY

HENRY FORD CENTENNIAL LIBRARY

16301 Michigan Avenue
Dearborn, Mi 48126
943-2330

BRYANT BRANCH LIBRARY

22100 Michigan Avenue
Dearborn, Mi 48124
943-4091

ESPER BRANCH LIBRARY

12929 W. Warren
Dearborn, Mi 48126
943-4096

SNOW BRANCH LIBRARY

23950 Princeton
Dearborn, Mi 48124
943-4093

LIBRARY HOURS

HENRY FORD CENTENNIAL LIBRARY

Monday-Thursday 9:30 a.m. - 8:30 p.m.

Friday-Saturday 9:30 a.m. - 5:30 p.m.

Closed Saturdays (Memorial Weekend - Labor Day Weekend)

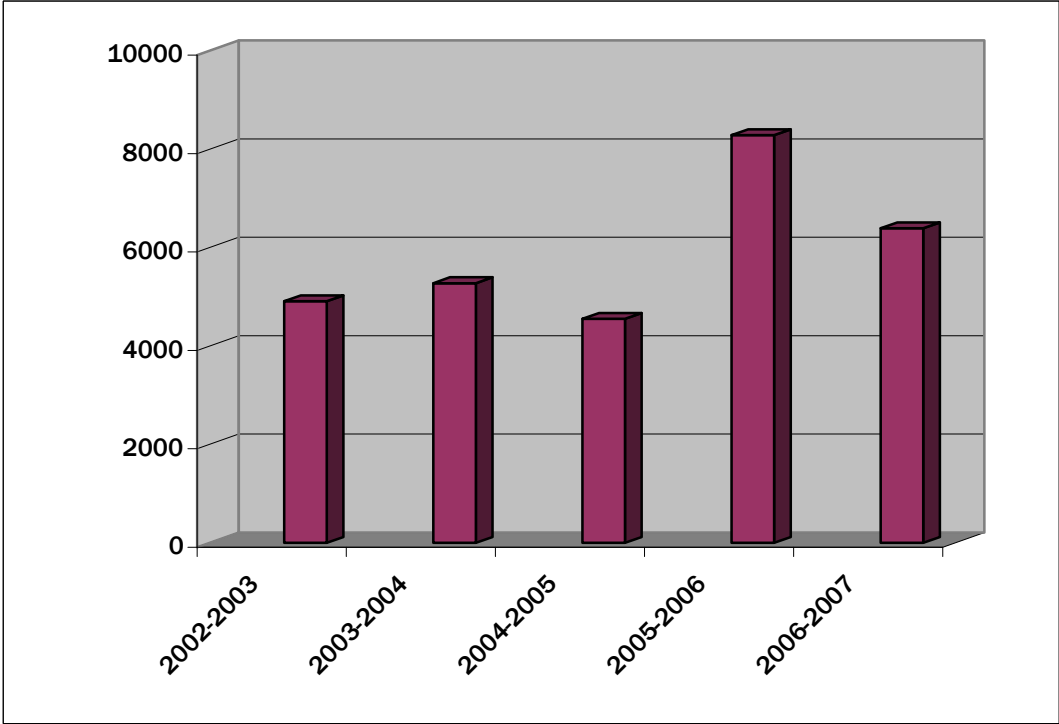
Sunday 1:00 p.m. - 5:00 p.m. (September through May)

BRANCH LIBRARIES

Monday – Tuesday	12:30 p.m.- 8:30 p.m.
Wednesday	10:30 a.m. – 5:30 p.m.
Thursday	12:30 p.m. - 5:30 p.m.
Friday	12:30 p.m. – 5:30 p.m. (June – August)
Saturday	12:30 p.m. – 5:30 p.m. (Sept – May)

Patrons Added to System for First Time

	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
First Time Registrants	4,908	5,278	4,551	8,284	6,392

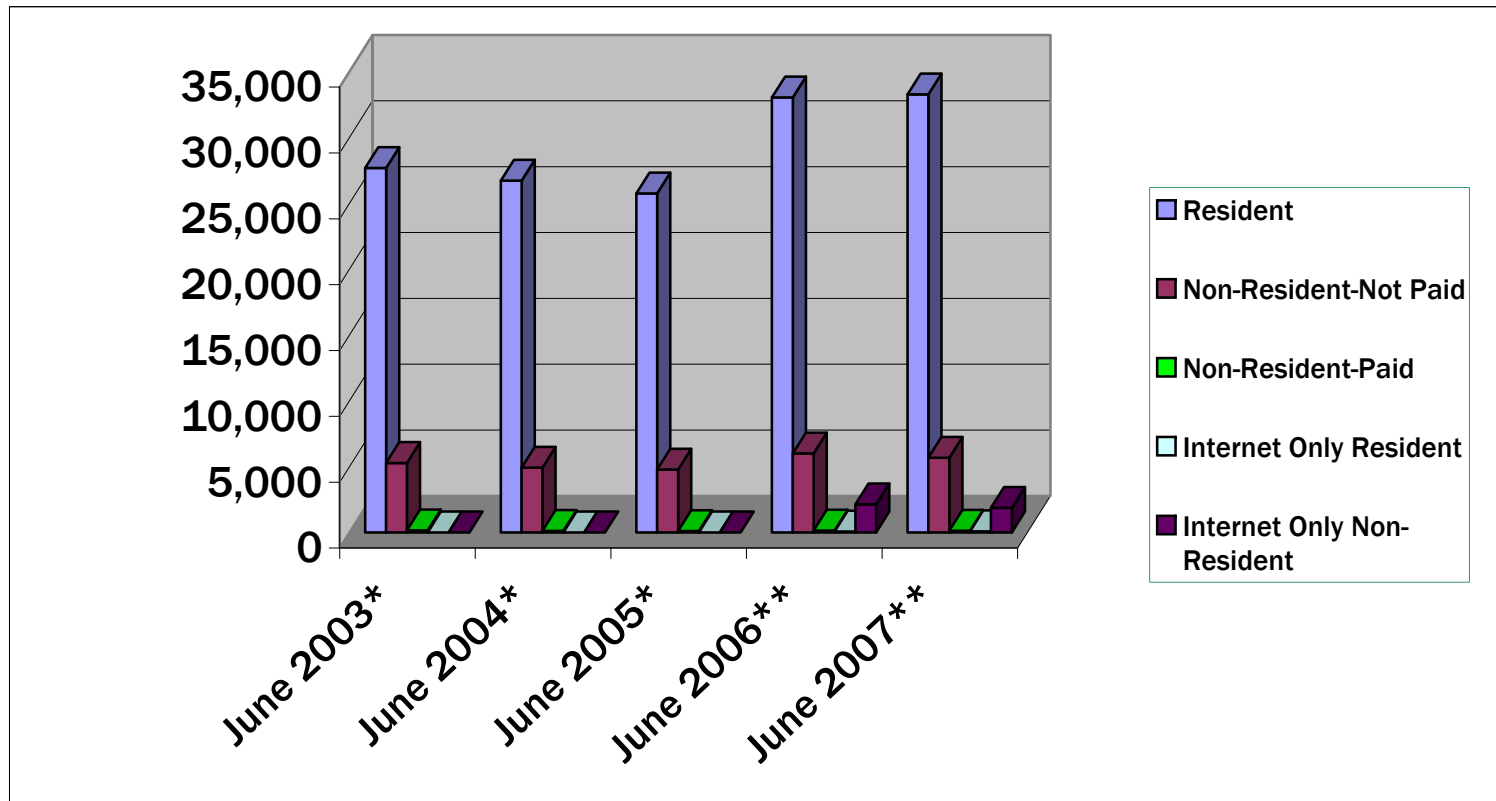


Active Library Card Holders* End of Each Fiscal Year 2003-2007

	June 2003*	June 2004*	June 2005*	June 2006**	June 2007**
Resident	27,666	26,710	25,735	33,023	33,259
Non-Resident-Not Paid	5,272	4,916	4,772	5,998	5,666
Non-Resident-Paid	152	119	103	138	132
Internet Only Resident	0	0	0	71	84
Internet Only Non-Resident	0	0	0	2,132	1,862
TOTAL	33,090	31,745	30,610	41,362	41,003

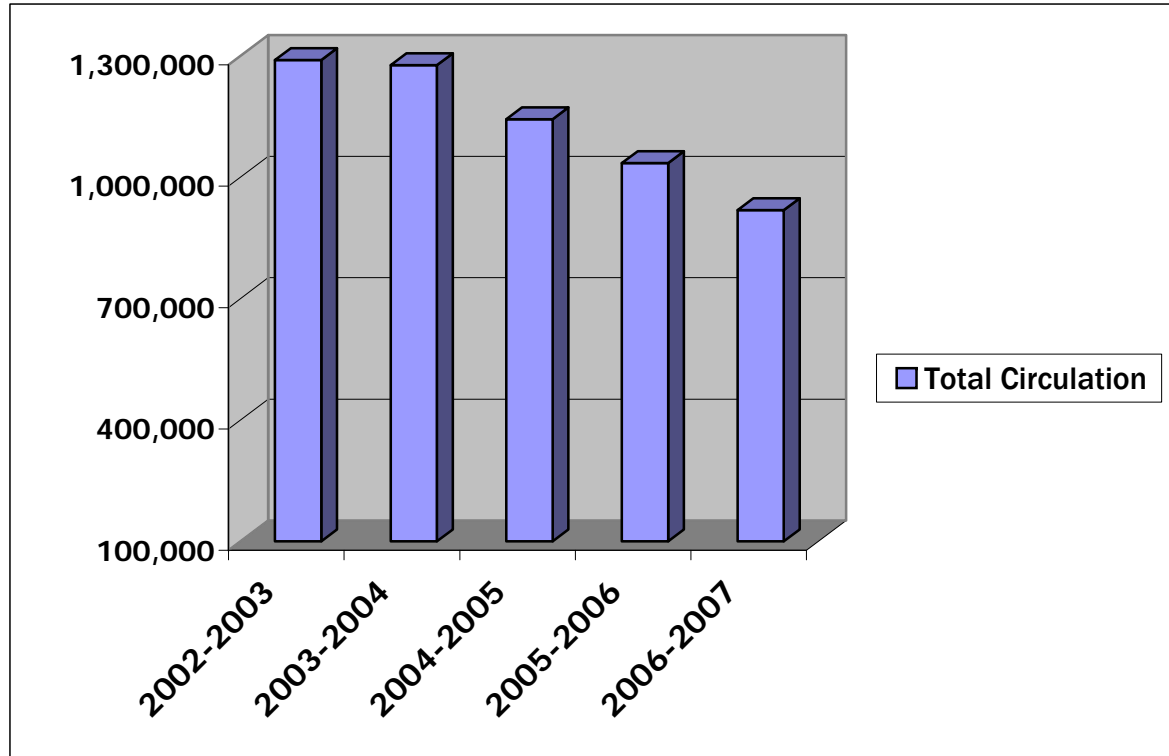
*Active Library Card Holder is defined as a patron who has renewed their card within the last two years

**Active Library Card Holder is defined as a patron who has renewed their card within the last three years.



Total Circulation

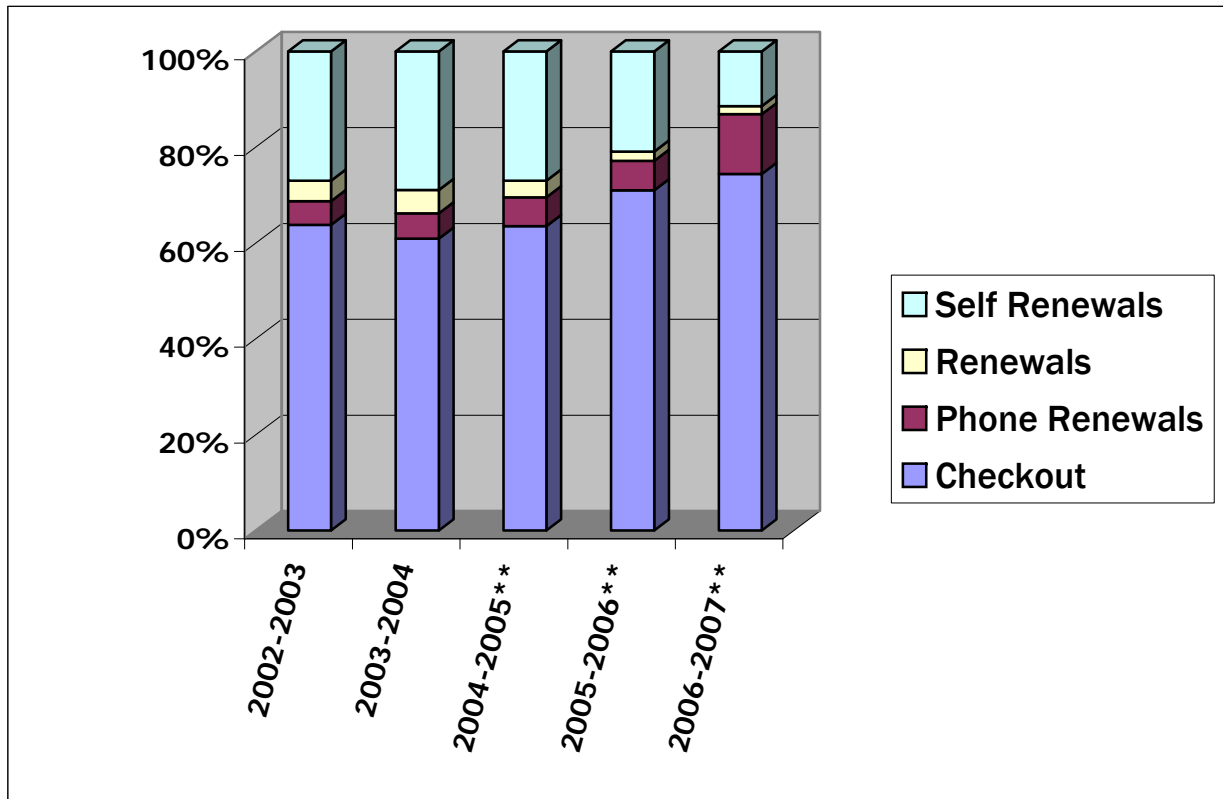
	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Total Circulation	1,289,748	1,277,048	1,143,446	1,034,882	918,886



Components of Circulation Checkout - Renewal

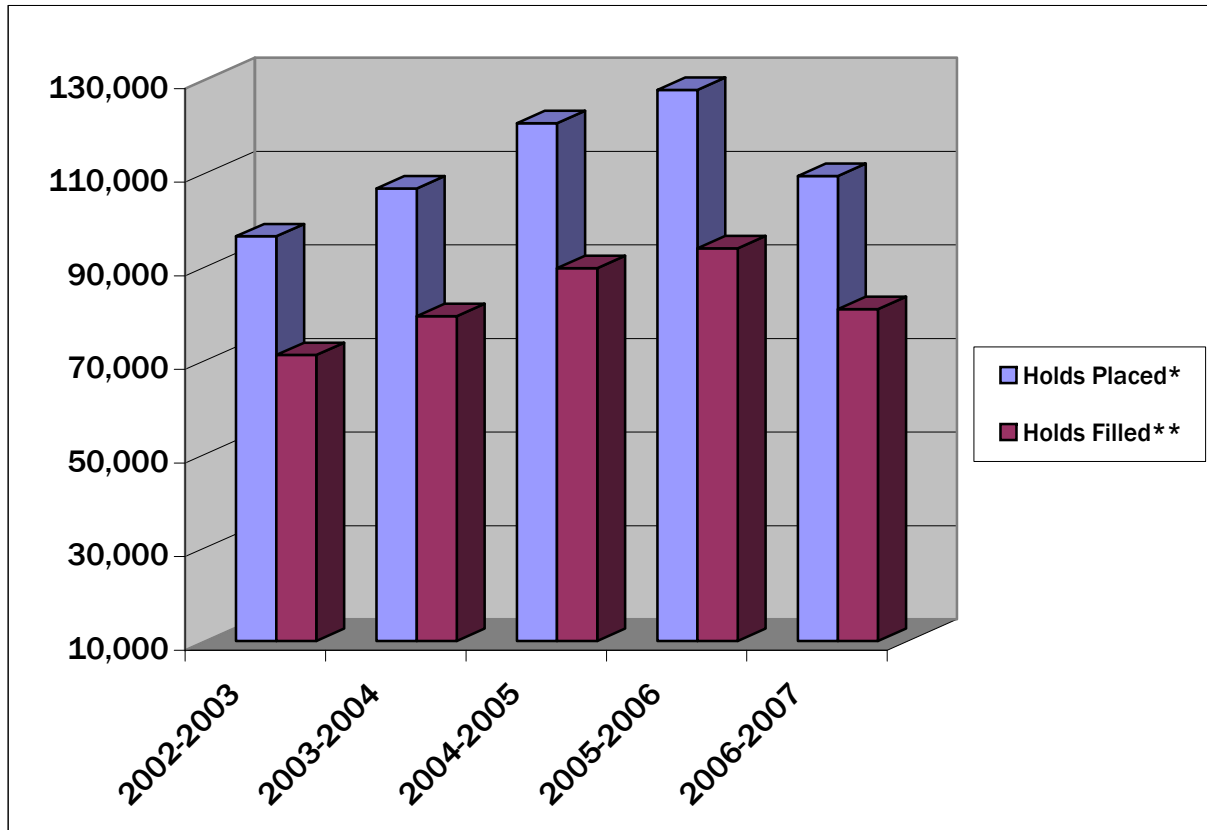
	2002-2003	2003-2004	2004-2005**	2005-2006**	2006-2007**
Checkout	815,092	777,823	726,282	734,797	683,626
Phone Renewals	63,442	67,484	68,687	63,703	114,711
Renewals	54,179	62,612	40,211	19,893	15,732
Self Renewals	344,954	369,129	308,266	216,489	104,917
TOTAL CIRCULATION	1,277,667	1,277,048	1,143,446	1,034,882	918,886

** March 2005 Renewal Limit changed from 6 to 2



Holds Placed/Filled

	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Holds Placed*	96,454	106,703	120,615	127,720	109,325
Holds Filled**	71,103	79,378	89,669	93,875	80,900
Percent Filled	74%	74%	74%	74%	74%



*"Holds Placed" are patron request to be notified when a checked out item is returned.

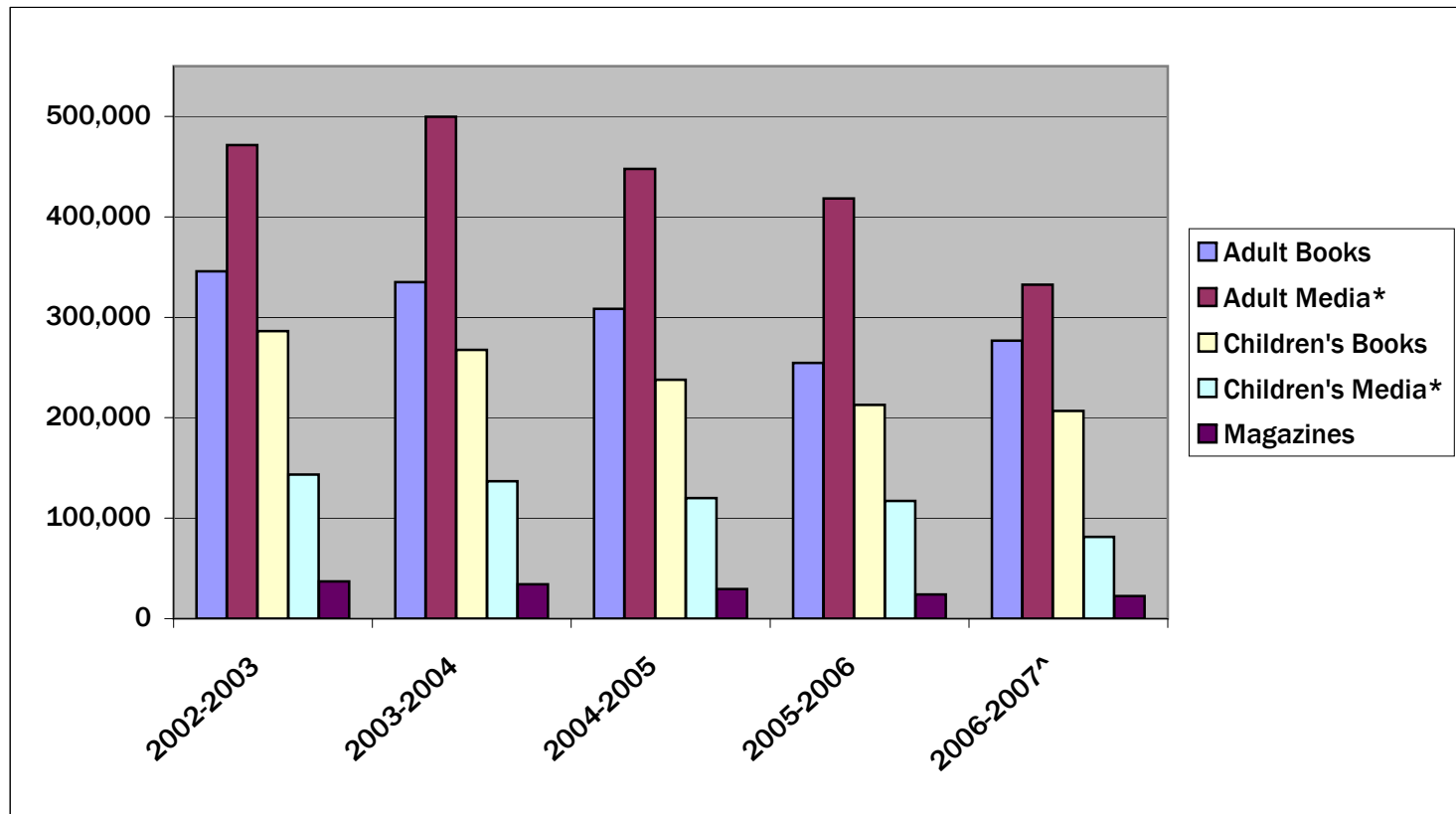
**"Holds Filled" are held items that have been picked up by the patron.

Circulation by Format

	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007 ^
Adult Books	345,836	334,857	308,249	254,679	276,588
Adult Media*	471,481	499,695	447,583	418,386	332,351
Children's Books	286,266	267,637	237,815	212,901	206,626
Children's Media*	143,415	136,746	120,159	117,055	81,470
Magazines	37,181	34,107	29,570	24,013	22,358

* Media = Audio (CD, cassette, kits), Video/DVD, CD-Rom

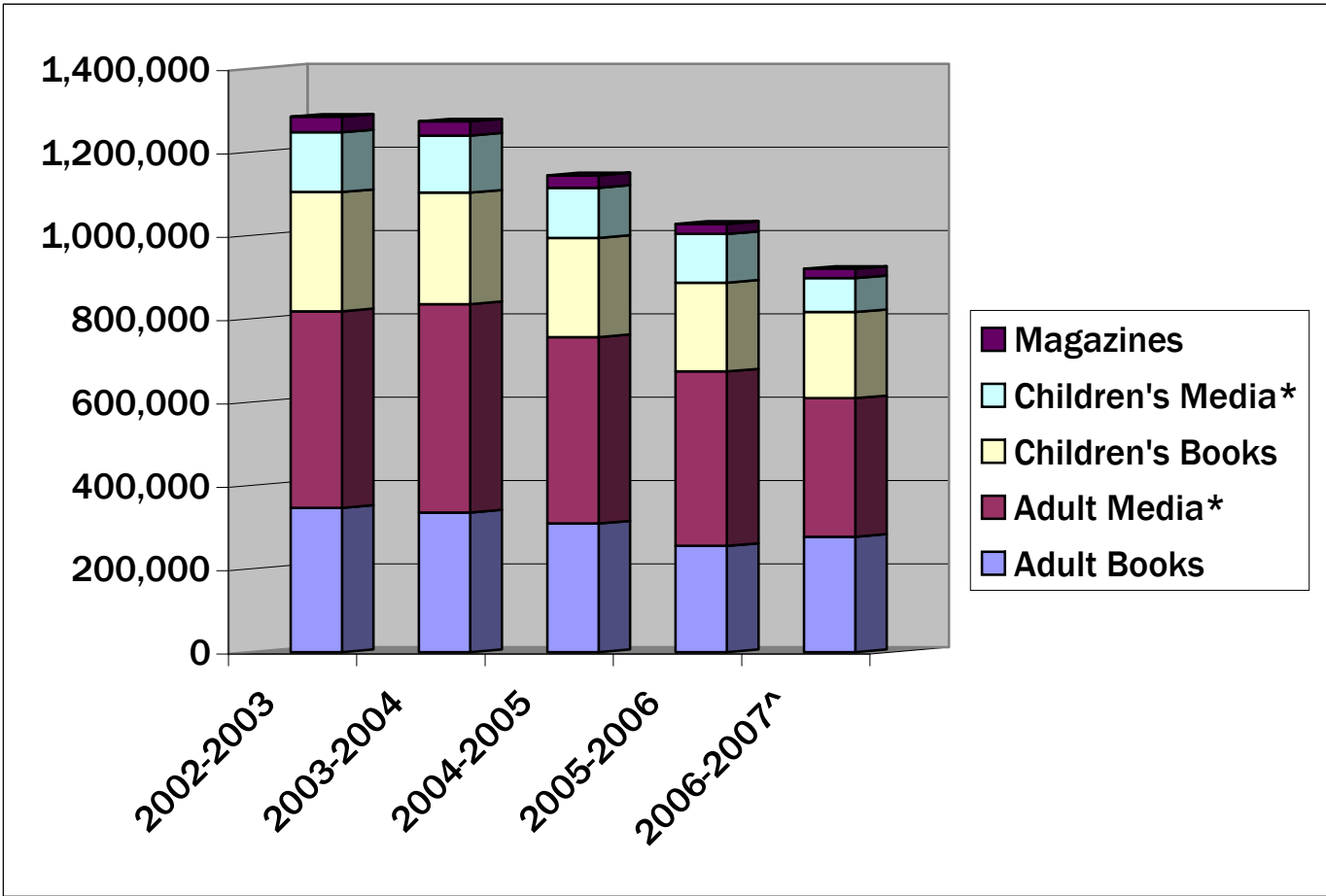
^Loan period for video/DVD and CD increased



Components of Circulation by Format

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 ^Loan period for video/DVD and CD increased



Computers

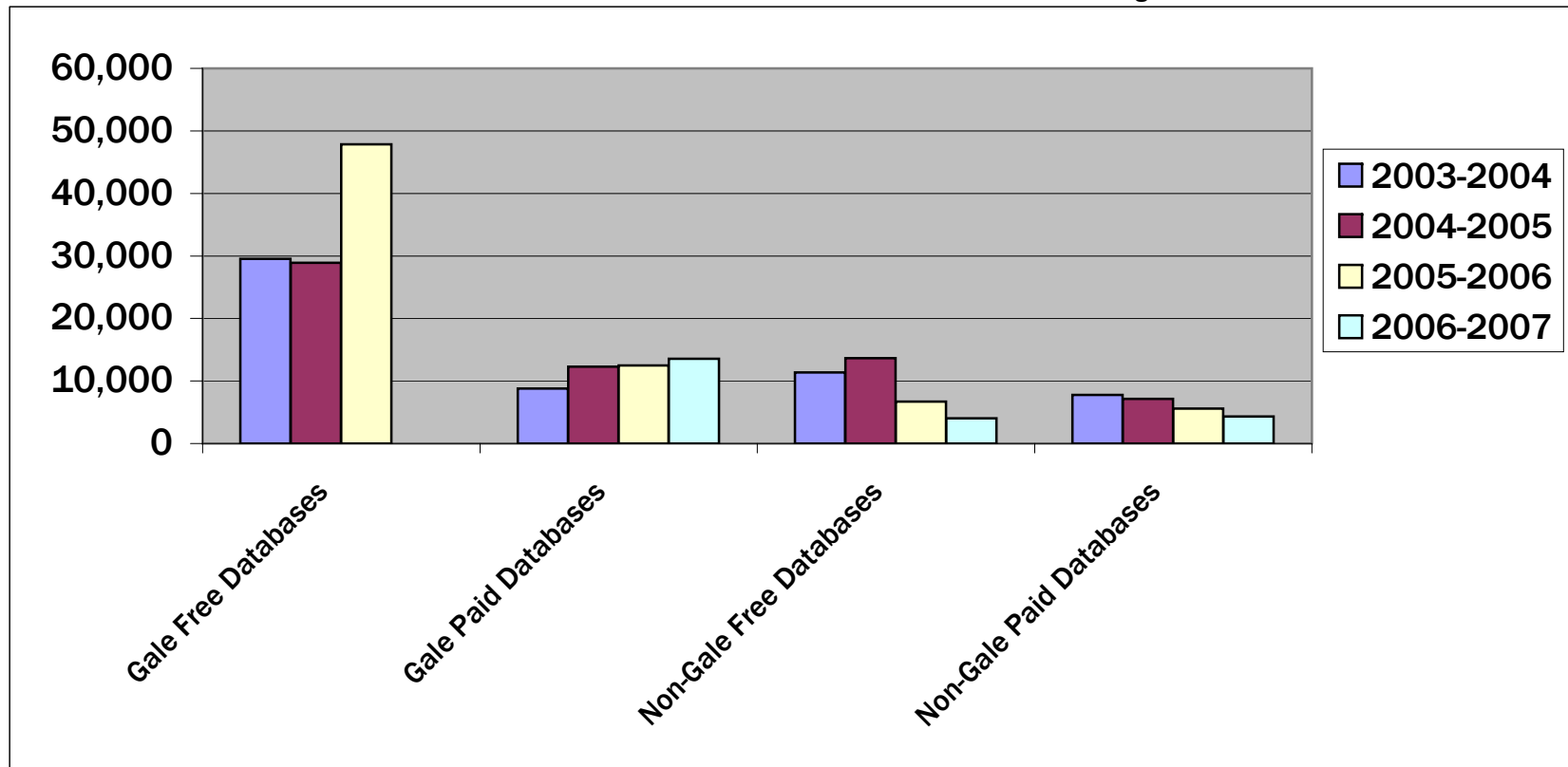
	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Public Internet PCs*	84	84	90	104	104
Public PCs**	59	57	46	49	54
Service Desk PCs	19	23	21	21	21
Staff PCs	63	65	62	54	56
Servers/Imagers	17	11	13	19	18

*Public Internet PCs are able to access the library catalog and library databases

**Public PCs do not access the Internet; These include library catalog PCs, database PCs, Self-Check, Print Servers, and Training PCs

	2003-2004	2004-2005	2005-2006	2006-2007
Gale Free Databases	29,544	28,885	47,848	12,430*
Gale Paid Databases	8,810	12,307	12,498	13,536
Non-Gale Free Databases	11,373	13,642	6,724	4,042
Non-Gale Paid Databases	7,758	7,119	5,587	4,302

*Gale Corporation has changed their counting mechanism



	2004-2005	2005-2006	2006-2007*
External Library Home Page Hits	143,831	151,490	362,707
External Library Catalog Searches	481,276	506,894	1,015,895

*Purchased new software that we think provides more accurate statistics.

Library Visits

	1998-1999	1999-2000^	2000-2001	2001-2002	2002-2003	2003-2004*	2004-2005+	2005-2006	2006-2007
Library Visits	580,208	559,738	556,928	613,942	594,716	594,316	538,527	520,973	489,984

