

YLN LIBRARY NETWORK MANAGER'S MONTHLY REPORT

June 2012

LIBRARY NETWORK MANAGER'S LOWDOWN

I am very pleased to announce that James Lowman has been placed on the YLN support team. James has years of experience not only with IT but also with supporting IT in a library environment. He is a welcome and much needed addition. His primary duties will be onsite support of the YCFLD libraries as well as the YLN RFID system. Welcome to the team James!

We are finally at a point where we can address data retention concerns. We have come up with a policy that should maximize flexibility while maintaining standards where needed.

- 1) The assumption will be made that financial transactions are stored locally by each library. This information should be stored in the governing authorities accounting software or other such system.
- 2) YLN staff will offload a copy of all transactions over two years old monthly in XML format to a location that is regularly backed up. This file will be used secondarily to the agency's accounting system.
- 3) Public Libraries will agree on a standard time to retain data. The YLN recommends two years. However, we can change our backup process to match whatever patron purge timeframe the Circulation Committee and the Management Committee agree to. The purge timeframe for the public libraries needs to be consistent to avoid getting charged too much in YLN fees or receiving too much in YCFLD monetary contributions.
- 4) Academic and K-12 Libraries will come up with their own purge guidelines.

A final draft of the YLN agreement was distributed at the last Management Committee Meeting. Next the library directors will review the document. Concerns will be addressed and modifications will be made if necessary within this review time. It will then be approved at the Management Meeting in August. It should be fully in place before January 1, 2013 giving everyone ample time to present it to their governing authorities.

Respectfully Submitted,



Corey Christians

Library Network Manager



PRIORITIZATION

PRIORITY: RESOLVE CURRENT HELPDESK REQUESTS

PROGRESS: ONGOING

CURRENT STATUS:

Total Requests opened in June: 40

Total Requests closed in June: 28

Total Requests reopened in June: 10

Total Unresolved Requests opened in June: 7 (unanswered)/4 (answered or awaiting customer response)

Total Requests still open and unanswered: 46

Total Requests still open and awaiting customer response or replied to: 57

Oldest request: 10/19/2010

PRIORITY: REWRITE AND REVISE IGA

PROGRESS: VERSION 10B OF THE DOCUMENT HAS BEEN COMPLETED

CURRENT STATUS:

The latest version of the document has been submitted to the Management for their review. If there are any suggestions they will be considered. The final document will be voted on at the Management Meeting in August.

PRIORITY: RFID INSTALLATIONS

PROGRESS: WAITING FOR INSTALLATION REQUESTS

CURRENT STATUS:

All current RFID requests have been fulfilled. James Lowman is now responsible for all RFID requests.

PRIORITY: DISCARDS/OCLC DELETIONS/OCLC UPDATES

PROGRESS: DISCARD PROCESS HAS BEEN FINALIZED

CURRENT STATUS:

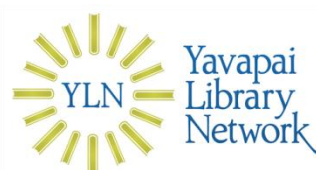
A three month retention window for DISCARD items will be implemented. Several reports have to be created to implement the new procedure. In the end DISCARD items will be automatically deleted after 90 days. This should give everyone adequate time to undelete any items if needed. It will also give YLN staff adequate time to compile statistics of DISCARD items and resolve any issues should they arrive.

PRIORITY: VUFIND IMPLEMENTATION

PROGRESS: ONGOING

CURRENT STATUS:

Chanel is working on fixing the inconsistencies between the test system and the production system. She has also change the primary key field to the SIRSIDYNIX bib key.



PRIORITY: CREATE A NEW PORTAL AND TRANSFER PERTINENT EXISTING INFORMATION

PROGRESS: ALPHA VERSION IS AVAILABLE

UPGRADE DATE: JULY 2012

CURRENT STATUS:

A navigational reformatting has delayed this project. Chanel is working on making the navigation more intuitive.

PRIORITY: EXPAND TELEMESAGE ACCESS

PROGRESS: NO PROGRESS

CURRENT STATUS:

Discussions with Talking Tech will be forthcoming after we see if this can be fit into the budget.

PRIORITY: SIF UPLOADS

PROGRESS: TESTING

CURRENT STATUS:

All of the card printing equipment has arrived. Test cards have been printed. Now the process just has to be refined.

PRIORITY: MISSION/VISION/STRATEGIC PLAN

PROGRESS: NONE

CURRENT STATUS:

An initial set of questions to ask the Network Membership needs to be drafted.

PRIORITY: RFID INVENTORY SCANNER

PROGRESS: STALLED

I am waiting for final word from TechLogic on how they are going to address our problem with the scanners.



STATISTICS FOR JUNE 2012

HOLDS

Holds - June 2012				
Pickup Library	All	CANCELLED	FILLED	EXP_ONSHELF
All	29404	3323	24379	1702
ASH	175	6	163	6
BAG	125	13	105	7
BCC	418	19	385	14
BMHS	4	4		
CLA	160	32	126	2
CON	359	25	327	7
COR	413	17	363	33
CRK	5	1	4	
CTW	2698	312	2255	131
CVPL	1876	149	1641	86
DHL	337	38	290	9
ERU	166	21	131	14
JER	75	3	63	9
MAY	334	12	300	22
ORME	2	2		
PCL	160	20	125	15
PCT	3	1	1	1
PHS	1	1		
PPL	10382	1345	8405	632
PPLA	306	26	279	1
PVPL	5551	565	4555	431
SED	2144	240	1760	144
SEL	344	12	308	24
VBC	392	71	298	23
VER	823	100	712	11
VOC	1218	178	1015	25
WIL	166	22	137	7
WTS	3	3		
YAR	450	35	400	15
YCP	292	43	217	32
YCV	8	4	4	
YFL	14	3	10	1

TRANSITS

Items Transited by Library for June 2012													
Item Library	All	ASH	BAG	BCC	CLA	CON	COR	CRK	CTW	CVHS	CVPL	DHL	ERU
All		167	109	388	112	309	357	4	1972	0	1518	291	139
ASH	243		1	7	1	5	5		20		20	5	2
BAG	329	4		8	4	5	8		30		27	7	5
BCC	378	7	1		1	8	12		43		30	2	5
CLA	316	5	2	5		6	6		27		38	3	4
CON	231	2		10	3		2		18		23	4	2
COR	234	3	1	2	3	6			23		24	4	
CRK	161	1				2	7		17		15	2	1
CTW	1834	11	12	26	9	18	52				151	34	7
CVHS	1												
CVPL	859	10	4	30	7	18	21		92			18	3
CVUSD	1								1				
DHL	319	4	2	6	2	6	6		24		33		4
ERU	231	2		16	1	2	4		23		9	3	
JER	259	6		4		2	9		30		16	6	1
MAY	309	1	2	11	1	7	9		26		27	4	2
ORME	1								1				
PCL	313			5	2	1			32		16	6	1
PCT	2	1							1				
PHS	1												
PPL	3866	33	29	99	29	72	75	2	590		373	62	46
PPLX	7								1		1		
PVPL	2709	36	29	52	15	63	44	1	327		274	53	25
SED	3389	21	9	52	16	36	29		297		221	25	15
SEL	385	6	4	9	2	7	14	1	35		33	2	2
THS	0												
UNDEFINED	5								0		0		
VBC	195	2	4	3	4	1	3		21		8	3	2
VER	719	4	4	15	3	16	17		89		65	15	2
WIL	206	4	0	6	2	7	3		22		15	5	
WTS	0												
YAR	413	2	1	4	2	6	15		34		35	9	4
YCP	1209	2	4	18	5	14	16		147		64	19	6
YCV	2								1				
YFL	7					1							
YLN	1												

TRANSITS – CONT.

Items Transited by Library for June 2012											
Item Library	All	JER	MAY	ORME	PCL	PCT	PPL	PPLA	PVPL	SED	SEL
All		75	291	1	102	1	4702	284	3322	1203	190
ASH	243	1	5		2		71	6	42	10	3
BAG	329	1	3		2		88	5	63	12	
BCC	378		6		1		99	11	62	20	4
CLA	316	2	6				74	5	58	20	3
CON	231	1	2				51	2	51	13	2
COR	234	1	8		1		55	3	39	16	2
CRK	161	1	2		1		50	2	28	11	1
CTW	1834	3	27		5		612	26	407	131	25
CVHS	1										
CVPL	859	1	31		6		250	9	180	44	12
CVUSD	1										
DHL	319	1	6				94	7	50	15	6
ERU	231	1	1		1		68	3	28	23	
JER	259		4				67	2	40	28	5
MAY	309				1		88	7	72	9	4
ORME	1										
PCL	313	1					121	4	36	45	2
PCT	2										
PHS	1									1	
PPL	3866	18	60	1	25			117	1085	384	55
PPLX	7						4		1		
PVPL	2709	14	41		7		1098	26		200	27
SED	3389	13	35		18		870	20	482		15
SEL	385	3	11		3		97	2	87	29	
THS	0										
UNDEFINED	5			0					0	5	0
VBC	195		4				55	5	48	8	2
VER	719	4	20		3		171	10	151	39	9
WIL	206	2	3				63		37	11	2
WTS	0								0		
YAR	413		6		2		136	2	84	25	7
YCP	1209	7	9		24	1	420	10	188	102	3
YCV	2										
YFL	7		1						3	2	
YLN	1										1

TRANSITS – CONT.

Items Transited by Library for June 2012										
Item Library	All	THS	VBC	VER	VOC	WIL	YAR	YCP	YCV	YFL
All		0	370	724	1741	148	398	186	6	25
ASH	243		6	10	13	1	5	2		0
BAG	329		4	13	27	2	8	3		0
BCC	378		12	14	26	3	6	5		0
CLA	316		7	13	20	3	6			3
CON	231		7	14	10	1	6	1		6
COR	234		8	6	19	3	1	5	1	0
CRK	161		3	4	7	3	3			0
CTW	1834		30	82	105	18	28	12	1	2
CVHS	1						1			
CVPL	859		16	17	42	7	33	8		
CVUSD	1									
DHL	319		9	13	16	11	2	2		
ERU	231		7	15	16	1	4	2		1
JER	259		16	8	11		2	2		0
MAY	309			12	8	2	12	1		3
ORME	1									
PCL	313		3	9	18	2	5	4		
PCT	2									
PHS	1									
PPL	3866		86	182	242	32	119	48		2
PPLX	7									
PVPL	2709		57	121	96	26	39	35	1	2
SED	3389		39	106	982	14	30	40	2	2
SEL	385		6	20	3	2	4	3		
THS	0									
UNDEFINED	5									
VBC	195			10	4	1	3	3		1
VER	719		24		20	13	19	6		
WIL	206		6	9	4		4			1
WTS	0									
YAR	413		13	11	10	1		4		
YCP	1209		10	35	42	2	58		1	2
YCV	2		1							
YFL	7									0
YLN	1									

DISCARDS (DELETED ITEMS)

Discard Items June 2012	
Library	Items
All	6773
ASH	885
BAG	5
BCC	87
CLA	69
CON	3
COR	17
CRK	53
CTW	291
CVPL	83
DHL	4
ERU	1451
JER	63
MAY	339
PCL	617
PPL	620
PVPL	288
SED	1519
SEL	5
VBC	2
VER	19
WIL	120
YAR	12
YCP	217
YFL	4

ADDITIONS

Items Added June 2012	
Library	Copies
All	9313
ASH	51
BAG	153
BCC	86
CLA	72
CON	17
COR	60
CRK	14
CTW	328
CVHS	307
CVPL	181
DHL	94
ERU	90
JER	20
MAY	10
ORME	58
PCL	91
PPL	1708
PPLX	2
PVPL	689
SED	745
SEL	73
SHM	17
VBC	67
VER	37
WIL	25
YAR	65
YAV	274
YCP	273
YCV	119
YFL	3
YLN	3584

NEW PATRONS (USERS)

New Users June 2012	
Library	Patrons
All	1643
ASH	11
BAG	20
BCC	27
CLA	12
CON	14
COR	14
CRK	2
CTW	196
CVHS	46
CVPL	99
DHL	7
ERU	4
JER	3
MAY	17
ORME	0
PCL	5
PMH	0
PPL	486
PVPL	427
SED	143
SEL	7
VBC	31
VER	26
VOC	9
WIL	4
YAR	13
YCP	20
YCV	0

PATRON BILLS

Patron Bills by Library for June 2012										
Bill Library	Number of Bills	Total Amount Billed	Payment Amounts	Patrons with Bills	Delinquent Patrons with Bills	Blocked Patrons with Bills	Barred Patrons with Bills			
All	9491	29491.69	28885.06	2690	648	123	32			
AJS	2	26.89	26.89	1	0	1	0			
ASH	30	160.45	160.45	6	0	0	0			
BAG	86	910.11	910.11	16	1	2	0			
BCC	9	89.25	89.25	6	0	1	0			
BMHS	16	482.26	482.26	4	2	1	0			
CLA	5	16.85	16.85	4	0	0	0			
CON	55	368.39	368.39	13	4	3	0			
COR	15	111.44	111.44	7	2	0	0			
CRK	1	1.25	1.25	1	1	0	0			
CTW	1599	2580.04	2520.12	500	122	18	6			
CVHS	92	5211.04	5211.04	9	1	3	0			
CVPL	402	583.7	539.2	132	30	4	1			
CVUSD	2	8.5	8.5	1	0	0	0			
DHL	8	32.55	32.55	2	1	0	0			
ERU	61	307.39	307.39	33	3	1	0			
JER	130	1325.78	1325.78	18	3	2	0			
MAY	22	202.2	202.2	9	1	0	0			
ORME	19	222.75	222.75	3	0	0	0			
PCL	19	140.37	140.37	7	0	0	0			
PCT	4	90.42	90.42	1	0	0	0			
PHS	2	42	42	1	0	0	0			
PPL	2197	6854.76	6538.22	697	186	45	8			
PPLA	15	15.5	15.5	6	0	0	0			
PPLG	9	15.75	9	4	1	2	0			
PVPL	1897	5110.14	5023.04	421	104	24	11			
SED	1858	2567.84	2507.08	605	155	12	3			
SEL	12	52.05	52.05	8	3	0	0			
VBC	41	47.85	47.85	17	3	0	0			
VER	531	785.15	775.65	141	37	3	0			
VOC	69	55.9	55.75	41	3	0	0			
WIL	26	186.45	186.45	10	3	2	0			
YAR	19	179	179	5	2	0	2			
YCP	182	345.75	325.04	62	23	2	1			
YCV	33	57.62	56.92	14	4	0	0			
YFL	9	207.3	207.3	1	0	0	0			
YLN	14	97	97	8	0	1	0			

CIRCULATION*

*Total does not include Library Use Transactions

Circulation by Library for June 2012						
Library	Checkouts	Staff Renewals	Patron Renewals	Use Item	Library Use Transactions	Total Circulation
All	154474	9447	17883	3843	12158	185670
ASH	753	41	20		903	814
BAG	849	80	35		8	964
BCC	2399	132	64		94	2595
CLA	848	41	95		318	984
CON	1056	78	37		18	1171
COR	2243	111	19		81	2373
CRK	382	38	1		67	421
CTW	17200	1415	1650	531	780	20796
CVHS	24				95	24
CVPL	8537	614	912		233	10063
DHL	1321	75	116		35	1512
ERU	410	107	49	15	1497	592
JER	592	63	37		84	692
MAY	1780	47	72		384	1899
ORME	18	1	1		8	20
PCL	323	97	180	49	664	649
PCT	4				0	4
PPL	50384	3291	8207		1764	61882
PPLA	284		19		0	303
PVPL	36736	959	3859	2321	1412	43875
SED	16846	482	1187	610	2785	19125
SEL	1715	34	10		29	1759
THS	26				0	26
VBC	816	53	43		5	912
VER	3649	243	550		138	4442
VOC	1741	25	94		22	1860
WIL	726	29	33		136	788
WTS		28	23		0	51
YAR	1779	216	47		38	2042
YAV			6		0	6
YCP	1002	154	453	317	504	1938
YCV	6	8	14		0	28
YFL	25	1			11	26
YLN		984	50		45	1034



CHECKINS

Checkins by Library for June 2012		
Library	Total	Change Vs. Previous Year FY July June
All	154834	-0.67%
AJS	4	
ASH	756	-21.90%
BAG	816	-20.55%
BCC	2366	-13.08%
BMHS	40	60.00%
CLA	1103	27.81%
CON	1076	8.36%
COR	2319	49.52%
CRK	394	-34.22%
CTW	16903	-8.42%
CVHS	920	10122.22%
CVPL	8593	-2.11%
CVUSD		-100.00%
DHL	1212	53.42%
ERU	487	-16.32%
JER	576	-27.46%
LES		-100.00%
MAY	1941	5.72%
ORME	18	-45.45%
PCL	397	-16.95%
PCT	11	-52.17%
PHS		-100.00%
PPL	49345	7.93%
PPLG		-100.00%
PVPL	35011	-7.29%
SED	17786	6.57%
SEL	1651	-5.06%
VBC	759	54.27%
VER	3821	-11.20%
VOC	2713	11.19%
WIL	678	-4.91%
YAR	1738	19.37%
YCP	1356	-37.43%
YCV	15	-97.83%
YFL	29	-83.89%
YLN		-100.00%



OPAC SEARCHES

OPAC Searches by Library for June 2012							
Library	Number of Searches	Number of Hits	Average Hits Per Search	Sessions with Searches	% of total searches	Add'l Extrap. Searches	Est. Tot. Searches
All	97227	32857838	337.94973	36258			
(Blank)	4	2	0.5	1	0.007%	3	7
ASH	212	32632	153.92453	33	0.386%	164	376
BAG	170	133706	786.50588	38	0.310%	131	301
BCC	369	70244	190.36314	103	0.673%	285	654
BMHS	8	229	28.625	3	0.015%	6	14
CLA	503	168028	334.05169	140	0.917%	389	892
CON	440	53107	120.69773	99	0.802%	340	780
COR	255	13107	51.4	78	0.465%	197	452
CRK	13	13460	1035.3846	5	0.024%	10	23
CTW	5192	917418	176.69838	1546	9.465%	4011	9203
CVHS	1	19	19	1	0.002%	1	2
CVPL	4165	1490144	357.77767	1045	7.593%	3217	7382
CVUSD	34	3516	103.41176	4	0.062%	26	60
DHL	372	46813	125.8414	104	0.678%	287	659
ERU	221	40619	183.79638	61	0.403%	171	392
JER	166	8543	51.463855	60	0.303%	128	294
MAY	244	19627	80.438525	77	0.445%	188	432
ORME	20	10051	502.55	5	0.036%	15	35
PCL	86	4529	52.662791	31	0.157%	66	152
PHS	4	3	0.75	2	0.007%	3	7
PPL	19299	5296973	274.46878	5739	35.183%	14908	34207
PPLA	49	608	12.408163	27	0.089%	38	87
PVPL	11109	3633988	327.12107	3269	20.252%	8582	19691
SED	6380	2563953	401.87351	2164	11.631%	4929	11309
SEL	133	20784	156.27068	37	0.242%	103	236
VBC	268	94350	352.05224	60	0.489%	207	475
VER	2007	440959	219.71051	577	3.659%	1550	3557
VER2	5	14	2.8	2	0.009%	4	9
VOC	1182	167925	142.06853	366	2.155%	913	2095
WIL	90	12331	137.01111	18	0.164%	70	160
WTS	64	2451	38.296875	12	0.117%	49	113
YAR	364	16236	44.604396	76	0.664%	281	645
YAV	7	344	49.142857	1	0.013%	5	12
YCP	1155	487326	421.92727	304	2.106%	892	2047
YCV	262	18450	70.419847	84	0.478%	202	464
YLN	42374	17075349	402.9676	20213			97227
Total-YLN	54853						
Total	97227						

EBRARY SEARCHES

Month of: **06/2012**

Detailed by: **Entire Period**

For: **Yavapai Free Library District (yln)**

Category: **All Categories**

Usage Type: **All Documents Selected**

Date	Category	Pages Viewed	Pages Copied	Pages Printed	Unique Documents	User Sessions	Wait Queue	Online Turnaways	Chapter/Range Downloads	Full Title Downloads
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Entire Period	All Categories	10,230	69	200	431	650	0	-	115	150
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TOTAL		10,230	69	200	431	650	0	-	115	150
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