

Rapides Parish Library 2012 Annual Report

DIRECTOR'S OVERVIEW

TAX ELECTION

The big library story of 2012 was the tax election. Our successful outcome (a 71% "yes" vote) was due to several factors: 1) the tax was a renewal; 2) the staff continues to provide excellent customer service; 3) Friends and the Staff Association made significant monetary contributions to enable the basics of advertising; and, 4) many staffers made a great effort to explain the tax to the public.

STATISTICS

The trend of increased interest in new technologies continued in 2012. Although we checked out 6% fewer print books, our overall usage was up. People were reading many more e-books, as well as using the Library as their access point for online storytelling, blu-ray videos and the wealth of information and entertainment available on the Internet. Overall transactions numbered 1,666,464, which was up 3.1% over 2011. As a part of that total, reference questions rose 23.7% and Internet use went up 8.1%.

TURNOVER

Our faithful Library Board member Alice Story retired and was replaced by Le'Anza Jordan. Staff changes included Tammy DiBartolo replacing Kelly Kingrey-Edwards. A shifting of job descriptions brought Tammy into the new position of Outreach Services Coordinator. Human Resources Manager Beverlee Lueder resigned, and the redesign of HR brought new duties to Carolyn Colwell as HR Administrator, and to Stacy Dubrock as Payroll & Insurance Specialist. I now supervise them and am assisted in HR matters by Assistant Director for Direct Services Laura-Ellen Ayres and Business Manager Jimmy Holsomback. Leslie Guidry was promoted to Facilities Manager after the retirement of Bob Orris. Jana Fryday now functions in two capacities, as Administrative and Public Relations Specialist.

GRANTS AND GIFTS

We continued to enjoy the generosity of several corporate bodies and foundations: 1) the Huie-Dellmon Trust (\$30,990 for property maintenance and upkeep); 2) the Martin Foundation (\$14,675 for facilities improvements); and, 3) lesser amounts from the Alexandria Lions Club, Entergy, and Louisiana Charities Trust. We continue to be most grateful for the federal program that causes us to receive huge discounts from companies providing telecommunications and related services. It amounted to \$148,385 last year.

PROGRAMMING

The Library offered new editions of various popular programs. Prime Time Family Time, aimed at increasing reading in at-risk families, was presented at the Westside Regional Library. The Big Read was again a multi-faceted set of programs centering around the common reading of the same book, this time The Things They Carried, a Vietnam War novel, by Tim O'Brien. Two ReLiC programs took place, offering guided discussions on books on the American West and the Civil War.

FRIENDS

The Friends of the Rapides Library are always open to helping the Library in any way possible. They donated a total of \$8,000 to the Library's tax campaign from their last two annual budgets. Friends programming included a reading by Louisiana Poet Laureate Julie Kane, and a musical presentation by Judy Ginsburgh and David Marler that tied in with this year's Big Read.

SUMMARY

The common thread that runs through much of the activity of 2012 is the commitment to provide the best possible Library service to the people of Rapides Parish. This commitment is shared by the staff, the Board of Control, other volunteers, donors and our supportive voters. We will start 2013 with our new ten year mandate to serve and with a reasonably strong operating budget. We will continue to try to live up to our campaign slogan: Tradition and Technology. We will preserve what's worthwhile about traditional library services while innovating to provide the best of emerging technologies to perform our mission of providing education, information and entertainment.

Steve Rogge

ADMINISTRATIVE STAFF

Steve Rogge, MLS, MA	Director
Laura-Ellen Ayres, MLS	Assistant Director, Direct Services
Wesley Saunders, MLS	Assistant Director, Support Services
Tammy DiBartolo, AA	Outreach Services Coordinator
Jimmy Holsomback, BS	Business Manager
Carolyn Colwell	Human Resources Administrator
Janie Primeaux, BS	Systems Librarian
Jana Fryday, BA	Administrative and Public Relations Specialist
Stacy Dubrock, Assoc. Applied Technology	Payroll and Insurance Specialist

HUMAN RESOURCES

This year our Standard Plan for health insurance had a 15% increase, and the Managed Care Option had a 17% increase. Salary increases for calendar year 2012 went from 3% to 2%.

Thirty-three positions were filled throughout the library this past year. This included promotions and transfers within departments and new hires. We have continued to take advantage of attrition to control the library's headcount. We have combined positions where possible and have left some positions unfilled when we could.

Carolyn Colwell

BUSINESS OFFICE

2012 was another year with minimal growth in revenues. Overall operating revenue increased by just 0.7% and ad valorem taxes increased by 1.7%. This was reflective of our local economy's situation. New construction, both commercial and residential, has been stalled the past three years; therefore, the increase in assessed values on homes and businesses has remained flat. Total operating revenue in 2012, excluding the fund balance was \$5,056,022, which is still the highest ever for the Library.

As a result of the anticipated revenue being flat, the management and staff of the Rapides Parish Library have taken measures to contain operating cost. As a result of our actions, total operating cost decreased by \$25,934 in 2012 when compared to 2011. Several factors contributed to this. When vacancies occurred with our staff, we chose to consolidate those positions with current personnel. Even with awarding our staff 2% increases in 2012, we still spent less on salaries in 2012 as opposed to the amount we spent in 2011. Credit should be given to those staff members who stepped up and took on more responsibility when asked to do so. Other cost areas such as telephone, benefits related to payroll, building supplies and building maintenance also had decreases when compared to 2011.

The Library continued to spend capital dollars to keep our customers up to date with cutting edge technology and services. To do this we spent approximately \$42,000 for new computers and monitors, \$50,000 for an upgrade to the system that handles our collections, \$48,000 for a new telephone system that included all buildings throughout the parish, \$20,000 for a pool van, \$13,000 for a new microfilm machine at Main and \$14,000 for air conditioning and heating upgrades at the Martin Branch.

We also continued to add money to the set-aside accounts for future anticipated cost of automation equipment, vehicles, heating and air conditioning systems, and the bookmobile fund. As of December 31, 2012, the accounts for these totaled \$531,000.

The best news that I can report about 2012 is the following:

- a. In November 2012 the citizens of Rapides Parish approved the continuation of the 7.2 mill tax that will extend the funding for our Library for another ten years.
- b. Estimates for tax revenue in 2013 and beyond will reflect more substantial increases than we have experienced in the past three to four years.
- c. The Fund Balance account as of December 31, 2012 is \$494,291, the largest in the history of the Rapides Parish Library.

Jimmy Holsomback

**RAPIDES PARISH LIBRARY
FINANCIAL STATEMENT - Year Ending December 31, 2012**

Acct.		Budget	Actual 2012	Budget Vs. Actual
	<u>REVENUE</u>			
3000	Ad Valorem Taxes	4,340,000	4,457,398	117,398
3005	Redemptions & Interest	14,000	64,553	50,553
3010	State Revenue Sharing	200,525	195,258	-5,267
3015	State Aid	14,000	11,505	-2,495
3020	Interest Earned - Bank	28,000	22,353	-5,647
3025	Copy Machine	23,750	23,181	-569
3030	Fines & Forfeitures	47,050	44,258	-2,792
3035	Refunds & Reimbursemts.	6,850	6,031	-819
3036	Faxes	6,750	7,751	1,001
3040	Discounts Earned	450	343	-107
3045	Trusts & Memorials	1,000	2,365	1,365
3048	Donations	200	525	325
3050	Endowments - Interest	1,300	853	-447
3053	Endowment - Income	500	500	0
3055	Friends	1,000	0	-1,000
3060	Huie-Dellmon House	100	440	340
3060	Huie-Dellmon Grant	31,000	30,990	-10
3065	Programs	14,100	9,067	-5,033
3070	Miscellaneous	1,360	5,272	3,912
3074	Martin Foundation Grant	0	14,675	14,675

Acct.		Budget	Actual 2012	Budget Vs. Actual
3075	E-Rate Income	134,400	148,385	13,985
3078	Big Read	2,500	1,250	-1,250
3080	La. Charities Trust	0	5,000	5,000
3083	Cookbook Sales	0	3,069	3,069
3090	Entergy Grant	1,000	1,000	0
3092	Adams & Deegan Bequest	13,320	0	-13,320
xxx	Sierra Funding	10,362	0	-10,362
xxx	Fund Balance	150,000	150,000	0
	Total Revenue	5,043,517	5,206,022	162,505
	OPERATING EXP.			
4000	Salaries	2,190,280	2,115,466	74,814
4005	Employer SS & Medicare	51,125	42,369	8,756
4010	Employer Retirement	300,982	290,319	10,663
4015	Employer Health Ins.	440,000	403,558	36,442
4020	Worker's Comp/Unemply.	22,000	18,155	3,845
4025	Ad Valorem Refund	2,000	4,781	-2,781
4100	Advertising	2,500	815	1,685
4105	Utilities	130,000	101,859	28,141
4120	Telephone	202,500	161,659	40,841
4110	Cable	900	887	13
4121	Cellular Phone	4,200	3,389	811
4125	Building Rent	15,000	15,000	0
4130	Postage	20,000	19,985	15
4135	Copier Lease Expense	10,580	4,136	6,444
4150	Bank Charges	100	0	100
4155	Professional Fees	21,000	15,500	5,500
4156	Election Expense	0	5,415	-5,415
4159	Principal on Loan	372,000	372,000	0
4158	Interest Expense	37,611	37,765	-154
4160	Insurance	23,500	26,317	-2,817
4164	Regional Association Fee	900	831	69
4165	Miscellaneous	3,000	2,239	761
4170	Grounds Maintenance	15,340	14,235	1,105
4180	Vehicle Maintenance	10,000	7,092	2,908
4183	Vehicle Reserve	20,000	20,900	-900
4185	HVAC Maintenance	16,500	5,802	10,698
4187	HVAC Reserve	0	0	0
4190	Office Equip. Maint.	1,000	1,423	-423

Acct.		Budget	Actual 2012	Budget Vs. Actual
4195	Pest Control	3,650	2,791	859
4196	Janitorial	30,000	25,720	4,280
4197	Security Monitoring	4,340	7,578	-3,238
4198	Security Equipment	0	1,585	-1,585
4200	Office Supplies	35,000	30,553	4,447
4205	Education Supplies	32,000	25,266	6,734
4210	Bldg. Supplies	27,000	19,062	7,938
4211	Bldg. Maintenance	40,000	19,597	20,403
4215	Vehicle Supplies	20,000	16,621	3,379
4221	Computer Software	1,100	6,832	-5,732
4230	Toner - I. T. Department	16,000	11,479	4,521
4240	Automation - Maint.	90,000	87,631	2,369
4241	Automation Repair	10,000	8,996	1,004
4245	USB Drives	1,900	420	1,480
xxx	Automation Reserve	20,000	20,000	0
4255	Automation Equipment	40,000	41,921	-1,921
4242	Collection Agency Fees	7,200	7,026	174
4257	Office Equipment	1,500	0	1,500
4259	Sierra - Innovative	46,748	48,957	-2,209
4260	Travel	6,000	2,365	3,635
4261	Employment Screening	500	251	249
4262	E.A.P. Expense	500	0	500
4265	Continuing Education	10,000	3,890	6,110
4266	Contin. Educ. - Travel	0	2,672	-2,672
4267	Dues & Subscriptions	2,000	2,816	-816
4275	Big Read Program	2,500	702	1,798
4276	Programs - Teens/TABS	3,860	1,680	2,180
4277	Programs - Teen SRP	4,250	2,624	1,626
4278	Programs - Tales/Bayou	5,075	3,043	2,032
4279	Programs - Academic Progr.	675	506	169
4280	Retirement Sys. Stat. Fee	148,000	142,848	5,152
4281	Programs - Spring Progr.	5,700	2,554	3,146
4282	Programs - Fall Programs	1,475	1,261	214
4283	Programs - Adult Programs	3,800	4,811	-1,011
4284	Programs - Misc. Programs	4,150	3,585	565
4285	Programs - SRP	29,775	26,830	2,945
4291	Playaway Contest	0	0	0
4293	Cook Book	0	1,942	-1,942
4294	Movie Licensing	0	1,887	-1,887
4310	HDH - Grounds Maint.	5,880	5,880	0

Acct.		Budget	Actual 2012	Budget Vs. Actual
4320	HDH - Telephone, Utilities	18,000	15,346	2,654
4330	HDH - Projects	7,500	2,578	4,922
5010	Library Materials- Local	375,000	366,226	8,774
5011	Children's Books	6,750	6,710	40
5012	Entergy Grant	1,000	994	6
5050	Walmart Grant - POP	0	0	0
5028	State Aid - I.T.	14,000	11,505	2,495
5045	Martin Foundation Grant	0	14,311	-14,311
5210	Trusts & Memorials	1,000	6,023	-5,023
5212	Donation Purchases	0	0	0
5045	Martin Foundation Grant	0	0	0
xxx	Endowments	1,300	0	1,300
5560	Friends	1,000	0	1,000
5570	La. Charities Trust	0	1,091	-1,091
5660	Regional - Chairs	0	868	-868
xxx	Contingency - balance	31,051		31,051
xxx	King Roofing Reserve	13,320	0	13,320
	TOTAL OPER. EXP	5,043,517	4,711,731	331,786
	NET INCOME	0	494,291	0

RAPIDES PARISH LIBRARY
BALANCE SHEET
December 312, 2012

Assets

Current Assets

Checking Account – Sabine	1,470,763.67
Evangeline CD #30001495	20,000.00
Evangeline CD #30001291	31,157.32
Evangeline CD #30001347	107,646.03
Evangeline CD #30001276	168,636.51
Evangeline CD #30001277	96,926.33
Sabine CD #630096147	106,837.35
Ad Valorem Taxes	3,966,131.00
State Revenue Sharing	130,344.00
Endowments	69,193.68
Telephone System	47,880.80
Micro-Film and Printer	12,630.00
Petty Cash	<u>610.29</u>

Total Assets

6,228,756.98

Current Liabilities

Accounts Payable	64,044.84
King Roof Reserve	13,288.48
Huie-Dellmon Grant	8,100.00
Accrued Payables	<u>124,204.88</u>

209,368.20

Fund Balances

Fund Balance	5,191,236.90
Endowments	66,298.86
Special Revenue	14,558.34
Retained Earnings–Prior Yr.	382,733.08
Retained Earnings–Current Yr.	<u>364,291.60</u>

6,019,118.78

Total Liabilities & Fund Balances

6,228,756.98

CAPITAL EXPENDITURES - 2012

AUTOMATION - COMPUTERS, MONITORS, ETC.	41,921
SIERRA UPGRADE	48,957
TELEPHONE SYSTEM	47,880
OVERDRIVE - DOWNLOADABLE BOOKS	11,505
DODGE VAN	20,900
MICRO FILM - MAIN	12,630
A/C & HEATING SYSTEM - MARTIN	14,311
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	198,104

INVESTED CASH - 12/31/12

AUTOMATION	292,206
VEHICLES	82,218
BOOKMOBILE	110,745
HVAC	46,035
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	531,204

RAPIDES PARISH LIBRARY

YEAR ENDING - 12-31-12

MAJOR OPERATING EXPENSES	2012	2011	CHANGE
Salaries and Wages	2,115,466	2,124,939	(9,473)
Retirement Contributions	290,319	291,914	(1,595)
Employee Health Insurance	403,558	390,404	13,154
Debt Retirement/Interest	409,765	407,552	2,213
Books & Materials	391,332	386,190	5,142
Telephone, Rent & Utilities	282,764	317,840	(35,076)
Bldg & Equipment Maintenance	98,417	112,074	(13,657)
Bldg, Office and Tech Service Supplies	91,502	72,851	18,651
Retirement System Statutory Fee	142,848	137,606	5,242
Automation	213,262	181,412	31,850
All other Operating Expenses	272,498	314,883	(42,385)
TOTAL OPERATING EXPENSES	4,711,731	4,737,665	(25,934)

COMPARISON – 2011 vs. 2012
RAPIDES PARISH LIBRARY

Acct.		Actual 2011	Actual 2012	Change	
				\$	%
	REVENUE				
3000	Ad Valorem Taxes	4,384,096	4,457,398	73,302	1.7%
3005	Redemptions & Interest	26,850	64,553	37,703	140.4%
3010	State Revenue Sharing	198,855	195,258	-3,597	-1.8%
3015	State Aid	13,656	11,505	-2,151	-15.8%
3020	Interest Earned - Bank	32,186	22,353	-9,833	-30.6%
3060	Huie-Dellmon Grant	38,765	30,990	-7,775	-20.1%
3065	Programs	15,042	9,067	-5,975	-39.7%
3074	Martin Foundation Grant	13,000	14,675	1,675	0.0%
3075	Telephone Exp. Refunds	129,075	148,385	19,310	15.0%
3078	Big Read	6,100	1,250	-4,850	-79.5%
3080	La. Charities Trust	3,500	5,000	1,500	42.9%
3083	Cookbook Sales	0	3,069	3,069	0.0%
	Fund Balance	150,000	150,000	0	0.0%
	Total Revenue	5,168,687	5,206,022	37,335	0.7%
	OPERATING EXP.				
4000	Salaries	2,124,939	2,115,466	-9,473	-0.4%
4005	Employer SS & Medicare	42,786	42,369	-417	-1.0%
4010	Employer Retirement	291,914	290,319	-1,595	-0.5%
4015	Employer Health Ins.	390,404	403,558	13,154	3.4%
4020	Worker's Comp/Unemploy.	17,480	18,155	675	3.9%
4105	Utilities	109,865	101,859	-8,006	-7.3%
4120	Telephone	188,535	161,659	-26,876	-14.3%
4158	Interest Exp & Principal	407,552	409,765	2,213	0.0%
4160	Insurance	19,379	26,317	6,938	35.8%
4221	Computer Software	13,281	6,832	-6,449	-48.6%
4230	Toner - I. T. Department	15,490	11,479	-4,011	-25.9%
4240	Automation - Maint.	83,051	87,631	4,580	5.5%
4241	Automation Repair	10,651	8,996	-1,655	-15.5%
4255	Automation Equipment	49,501	41,921	-7,580	-15.3%
4259	Sierra Upgrade	41,638	48,957	7,319	0.0%
4280	Retirement Sys. Stat. Fee	137,606	142,848	5,242	3.8%
4281	Programs - Spring Progr.	4,717	2,554	-2,163	-45.9%
4282	Programs - Fall Programs	1,209	1,261	52	4.3%
4283	Programs - Adult Progr.	3,240	4,811	1,571	48.5%
4284	Programs - Misc. Progr.	2,510	3,585	1,075	42.8%
4285	Programs - SRP	26,720	26,830	110	0.4%
5010	Library Materials- Local	373,099	366,226	-6,873	-1.8%
5011	Children's Books	7,957	6,710	-1,247	-15.7%
5045	Martin Grant	12,966	14,311	1,345	10.4%
xxx	Automation Reserve	20,000	20,000	0	0.0%
5210	Trusts & Memorials	2,176	6,023	3,847	176.8%
	TOTAL OPER. EXP.	4,757,665	4,711,731	-45,934	-1.0%
	NET INCOME	411,022	494,291	83,269	20.3%

RAPIDES PARISH LIBRARY

FUND BALANCE - 12/31/12 **494,291**

Major Items Affecting Fund Balance

Ad Valorem tax revenue	117,398
Prior year Ad Valorem revenue	50,553
Salary expense	74,814
Benefits associated with salaries	55,861
Building supplies and maintenance	39,522
All Other	6,143
Fund balance from 2011	150,000
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	494,291

FRIENDS OF RAPIDES LIBRARY

Friends continued to grow in 2012. Membership dues stayed fairly steady when compared to 2011, and the annual book sale revenue increased by 13% over the previous year. We sponsored some good programs, too.

Planning the Soiree this year was a little more difficult than usual. The Big Read project was focused on The Things They Carried, a historical fiction novel on the Vietnam War. Since the theatrical treatment was too expensive for both City Park Players and Friends, we instead decided to ask Judy Kaplan Ginsburgh and David Marler to perform a musical presentation of songs from the Vietnam Era on November 2nd. The dinner menu included traditional American fare with a gourmet twist. Earlier in the year, on February 7th, Friends also asked Dr. Julie Kane, Louisiana's Poet Laureate, to do a poetry reading and speak about the writing process. Her presentation was enjoyed by all who attended.

Used books sold well as usual. In July, the price of most items was reduced to \$0.25 each to help clear out inventory just prior to the annual book sale. On August 2nd through 4th, Friends made just over \$6,000 at its annual book sale at Westside Regional. The Friends Board looks forward to many more successful book sales at this venue.

The Boyce Friends group held their annual Library Fair and Book Sale on April 26th through 28th, and their theme was Louisiana's Bicentennial, since it coincided with that anniversary. The activities associated with this event included wood carving and soap making demonstrations, a presentation by Pineville author Paul Hogan, and a genealogy workshop by David Manning. They made \$300 at the book sale. Their Friends group continues to sponsor many Library events.

The Cloak and Book Room, run by the Friends of the Johnson Branch Library, continued to do well, especially in the sale of children's books. Friends of the Johnson Library raised a total of \$750.00 from membership dues, donations, and book sales. These proceeds will be saved for a new circulation desk for their branch.

The Glenmora Friends held several book, bake, and toy sales throughout the year. The \$600.00 they made allowed them to finally complete their privacy fence project. This group also helped fund the McDonald Branch's new Library Babies program that began this year.

Jana Fryday

PUBLIC RELATIONS

With Assistant Director for Outreach Services Kelly Kingrey-Edwards' pending departure and the upcoming tax election, I was promoted to Administrative and Public Relations Specialist. This meant that I would coordinate all library public relations efforts including flyers, press releases, and other forms of media contact.

As we reached out for media support during the tax election campaign, we were able to continue our positive relationship with local media agencies. The Town Talk printed four sizeable articles that specifically focused on the tax renewal. They also published an editorial that encouraged readers to "Say Yes to Rapides Parish Library and All It Represents." KLAX aired a series of three-minute interviews that focused on Library programs and services. KALB continued to experience staff turnover, but were supportive both by posting articles about Library programs and services on their website and by featuring some Library activities during their newscasts. Since the tax election, we continue to receive media support in print, online, and across the airwaves.

Jana Fryday

STATISTICS

Statistical Summary

	2011		2012		% OF CHANGE
Total Circulation	780,809		778,533		-0.29%
Items Added	25,365		27,869		9.87%
Items Withdrawn	22,648		19,392		-14.38%
Total Holdings	343,232		344,262		0.30%
Turnover rate	2.03		2.18		7.39%
Reference questions	215,474		266,464		23.66%
Registration	51,333		51,439		0.21%

Turnover Rate

	2012 Holdings	2012 Circulation	2011 Turnover	2012 Turnover
Boyce*	16,649	24,223	1.45	1.45
Gunter	33,127	98,870	3.13	2.98
Hineston	19,453	33,876	1.89	1.74
Johnson	14,043	20,322	1.74	1.45
King	13,049	16,715	1.35	1.28
Main	82,832	103,022	1.35	1.24
McDonald	21,421	17,505	3.00	0.82
Martin	28,230	53,600	1.35	1.90
Outreach	11,954	23,697	2.45	1.98
Preschool Outreach	23,413	139,005	0.99	5.94
Robertson	36,309	84,159	2.19	2.32
Westside Regional**	42,118	130,452	3.43	3.10
Headquarters	1,664	n/a	n/a	n/a
TOTALS	344,262	745,446	2.03	2.18

* Boyce Branch increased its hours of operation in October 2010.

** Johnson Branch increased its hours of operation in April 2012.

*** Bookmobile and Red Carpet services were combined to form a new category, Outreach.

**** Fuhrer Branch was replaced by Westside Regional in April 2009.

Annual Circulation 2003-2012

	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Bookmobile****	11,767	13,780	12,262	13,072	15,715	15,833	17,572	17,306	31,883	23,697
Boyce**	25,718	24,699	38,246	37,613	41,237	32,163	27,196	24,831	23,644	24,223
Gunter	98,122	109,297	114,428	114,219	111,706	111,815	108,327	112,043	106,471	98,870
Hineston	38,190	39,437	39,842	39,370	39,425	45,725	44,178	38,239	37,800	33,876
Johnson*****	19,576	22,186	19,661	19,841	21,522	22,561	24,052	25,667	25,088	20,322
King	12,834	16,304	14,978	16,631	17,028	17,805	18,972	18,758	17,505	16,715
Main	154,874	160,870	156,616	146,998	145,786	143,751	137,127	126,142	113,973	103,022
McDonald	21,621	25,370	30,308	30,885	32,600	35,654	39,048	33,288	33,958	17,505
Martin	58,952	64,161	60,835	62,890	65,462	63,282	62,108	59,069	60,863	53,600
Preschool Outreach	50,950	55,740	65,786	73,225	78,104	82,998	86,714	93,807	89,355	139,005
Red Carpet****	10,267	13,045	15,609	13,146	12,612	12,757	13,941	12,634		
Robertson	100,943	104,377	98,606	99,683	98,979	97,681	106,833	94,770	83,271	84,159
Westside Regional***	103,344	116,763	124,692	126,077	130,063	127,638	145,013	141,331	139,005	130,452
Online Resources*						1,434	5,116	12,422	17,993	33,087
TOTALS	707,158	766,029	791,869	793,650	810,239	811,097	836,197	810,307	780,809	778,533

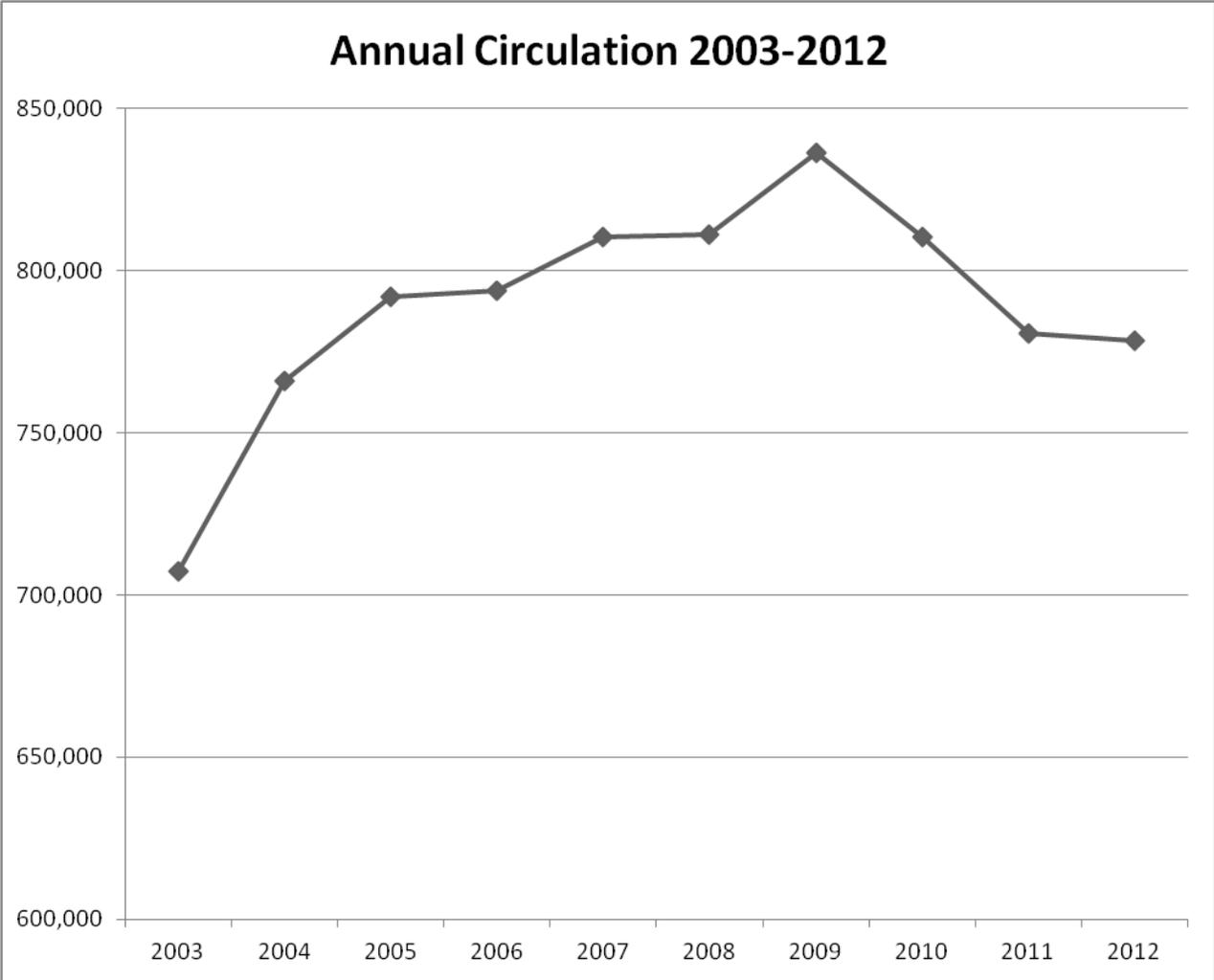
* Electronic circulation was added July 2008.

** Boyce Branch increased its hours of operation in October 2010.

*** Fuhrer Branch was replaced by Westside Regional in April 2009.

**** Bookmobile and Red Carpet services were combined to form a new category, Outreach.

***** Johnson Branch increased its hours of operation in April 2012.



Transactions By Branch

	2011	2012	% Change
Boyce	64,936	65,911	1.5%
Gunter	164,345	159,341	-3.0%
Hineston	61,453	55,772	-9.2%
Johnson	69,047	61,518	-10.9%
King	59,866	75,987	26.9%
Main	322,987	341,268	5.7%
McDonald	82,546	73,263	-11.2%
Martin	115,603	113,284	-2.0%
Outreach	38938	40,343	3.6%
Preschool Outreach	89,355	91,709	2.6%
Robertson	164,251	174,553	6.3%
Westside Regional	278,313	291,154	4.6%
Online Resources	104,226	122,364	17.4%
TOTALS	1,615,866	1,666,467	3.1%

BRANCHES

MAIN LIBRARY

Brenda Harvey, Co-Manager
Linda Green, Co-Manager
411 Washington Street
Alexandria, LA 71301
Phone: 445-2411
Monday – Saturday 9:00 – 6:00
Sunday 1:00 – 4:00

WESTSIDE REGIONAL LIBRARY

Karen Gipson, Manager
Donna Mangham, Asst. Manager
5416 Provine Place
Alexandria, LA 71303
Phone: 442-2483
Fax: 442-7678
Monday – Saturday 9:00 – 6:00

ROBERTSON BRANCH

Mariann Strange, Manager
Shannon Gibson, Asst. Mgr.
809 Tioga High School Road
Ball, LA 71405
Phone: 640-3098
Fax: 640-8713
Monday-Saturday 9:00-6:00

GUNTER BRANCH

Pam Martin, Manager
Monique Richmond, Asst. Manager
5630 Holloway Road (Hwy 28 East)
Pineville, LA 71360
Phone: 443-7259
Fax: 443-1293
Monday-Saturday 9:00-6:00

MARTIN BRANCH

Donna LeBlanc, Manager
801 Shamrock Street
Pineville, LA 71360
Phone: 442-7575
Fax: 449-4946
Monday-Saturday 9:00-6:00

MCDONALD BRANCH

Gail Goldberg, Manager
1075 Highway 497
Glenmora, LA 71433
Phone: 748-4848
Fax: 748-4851
Monday, Friday 1:00-6:00
Tuesday 10:00-6:00, Wednesday 1:00-5:00
Thursday 9:00-6:00
Saturday 9:00-1:00

JOHNSON BRANCH

Mary Murry, Manager
PO Box 1207
1610 Veterans Drive
Lecompte, LA 71346
Phone: 776-5153
Fax: 776-6743
Tuesday, Thursday 9:00-5:00
Wednesday, Friday 1:00-5:00
Saturday 9:00-1:00

BOYCE BRANCH

Margie Mealer, Manager
PO Box 792
500A Ulster
Boyce, LA 71409
Phone: 793-2182
Fax: 793-2736
Tuesday 9:00 – 12 noon; 1:00 – 6:00
Wednesday, Friday 1:00 – 6:00
Thursday, Saturday 9:00 – 1:00

HINESTON BRANCH

Donna Crawford, Manager
PO Box 63
1810 Hwy 121
Hineston, LA 1438
Phone: 793-8461
Fax: 793-0691
Monday, Saturday 9:00-1:00
Tuesday 1:30-5:00
Wednesday, Friday 9-1, 2:00-6:00

KING BRANCH

Starla Jones, Manager
LaKeisha Henton, Asst. Manager
3311 Third Street
Alexandria, LA 71302
Phone: 445-3912
Fax: 445-8953
Monday-Thursday 1:30-7:00
Friday 1:30-6:00
Saturday 9:00-2:00

DIRECT SERVICES

In 2012, we continued the training program for Assistant Branch Managers. At King, when Assistant Manager Trina Kirk was hired to become the ILS Clerk, we promoted library clerk LaKeisha Henton. In April, we rotated the assistant managers of Gunter, Robertson and Westside to new locations for new opportunities to learn and grow. Shannon Gibson moved from Westside to Robertson, Monique Richmond moved from Robertson to Gunter and Donna Mangham moved from Gunter to Westside Regional.

We have held two New Employee Training weeks in May and September, mostly to train new circulation substitutes, as well as new employees hired for other positions.

Throughout 2012, I headed the Employee Workload Committee, which continued its work to create a meaningful report for the public services outlets (except Reference) on the busyness of each location. This includes surveys of staff tasks and job satisfaction, as well as a customer service survey. This is our first full year of using this report.

This year I have had the honor to serve on two outside boards or committees:

- Secretary of the Louisiana Library Association Executive Board.
- United Way Allocations Committee.

And I was elected the Chair Elect for the Public Section of the Louisiana Library Association.

I deeply appreciate the work of the various library locations throughout the parish. Each is distinct, and their staffs work very hard to serve their unique communities. I am honored to get to hear all their stories.

Integrated Library System (ILS) Department

In late 2011, with IT Manager Janie Primeaux, I negotiated and purchased the new Sierra upgrade to our ILS software. In October 2012, we migrated to the new system. This included two entirely new servers: one for ILS and one for our Encore public catalog. This required a complete overhaul of all logins and numerous issues to hammer out one at a time. Thankfully, little training was needed, as Sierra seems to be very easy to use.

Laura-Elle Ayres

MAIN CIRCULATION

Main Circulation had an eventful year. We started by wondering what we could do for a fundraiser. We thought about compiling a cookbook since Jean LaCour's church had just completed a very successful one. We thought we could get recipes from the whole system and customers. Recipes were collected, compiled and sent off. It arrived in perfect time to be a Mother's Day gift. Sales have been great, but we still have a few more books to sell. We had a great year for the Summer Reading Program. This year, each branch got to host a kick-off celebration. Ours was fun. The children enjoyed it, and we were excited to host our own.

The security gate was out of commission for a while but was finally repaired. Since we house a large reference collection, I was afraid that reference and other items were leaving the building without being detected.

I made fewer school visits this year. I attended Julius Patrick Elementary Reading Night along with the Bookmobile. With a display showing our many services, I represented the Library at a Rapides Parish School Board forum at the Best Western Hotel. I visited the Alexandria Mall with Faith Johnson for "Mommy and Me" storytime. I attended Alexandria Middle Magnet School with Tammy DiBartolo.

We had two authors come for book signings. Unfortunately, attendance was low. Both authors, Paul E. Hogan, who wrote Hawk's Conquest, and Cassandra S. Johnson, who wrote Through Those Eyes, had already gone to other branches where they had larger audiences. I enjoyed talking to each one about the background that went into their books while we waited for the audience to arrive.

Brenda F. Harvey

MAIN REFERENCE

We continue to meet the needs of the public by providing answers to a large quantity of basic and advanced reference questions on a monthly basis. The collection of reference documents is being maintained as they are utilized, added to, or deleted from the Rapides Parish Library Database. During the year Reference receives governmental documents which are also categorized and shelved for public use.

A new state-of-the-art microfilm scanner was purchased to be used in the Reference Department. The new microfilm machine is connected to a PC. This provides customers with the capability to save images to a thumb drive or send images via email. Customers have commented how much they are enjoying using the machine.

The Reference Department continues to make an effort to impact our community by not limiting services behind the Reference Desk, but also by branching out. We achieved this goal through several programs. We started a program called "As Young as You Feel Day." Adults age 50 and up come together to play games of the past and present. Participants enjoy this day so much that in December two participants brought prizes to give everyone as they won games. Many participants have also gotten library cards, signed up for computer classes, and started using various services offered by RPL. They continually say they have to tell their friends about the fun they have at the library.

The department continues to provide Reference Information Sessions in public schools. These sessions enable students, teachers, and parents to learn about all the services RPL offers. We also started a LEGO Club this year, and it has been very popular with children and parents. The club has a theme building challenge each month. We hosted a book signing for local author Forest Hammond-Martin. He spoke with guests about the life experiences that inspired his autobiography, With Edwards in the Governor's Mansion: From Angola to Free Man.

The Reference Department remains in charge of storytime at Main Library. The children enjoy coming to hear stories, create crafts, and sing songs. We also enjoy providing this service to them. Our Tween Advisory Group (TAG), children ages 10 -13, is still doing a tremendous job of reaching out to the community. This year members of TAG hosted game events for participants at Friendship House, an adult daycare center in Alexandria. They volunteered at the Food Bank of Central Louisiana and at Manna House. TAG members collected and mailed out coupons to the organization Coups for Troops. This is only a few of TAG's endeavors. In the latter part of the year a Teen Advisory Board (TAB), teens ages 14 -18, was formed. These teens provide structure and direction for

the Tween Advisory Group by being its officers and meeting planners. Our department is very proud of our TAG and TAB members.

The year of 2012 has been very productive. We experienced growth in various transactions and programs offered by our department. Statistical data is provided in the chart below:

Reference Statistics

Category	Annual Count 2011	Annual Count 2012
Reference Questions	53,151	52,495
E-Reference	335	296
Directional Questions	9,115	9,158
Books	8,446	7,406
Adult Seminars/Programs	78	279
Tours	212	45
Storytime	1,383	1,163
Children's Workshops	379	925
TAG Activities	358	
TAG & TAB Activities		384
Reference Information Sessions	653	675
TOTAL	74,110	72,826

Linda Green

WESTSIDE REGIONAL LIBRARY

Westside Regional Library had some employee changes in 2012. As part of the Assistant Manager swap in April, Shannon Gibson went to Robertson Branch Library and Donna Mangham took her place as Assistant Manager at Westside. In July, Saconda Baty became the Westside Administrative Associate. Latressa Barton-Petty resigned from Westside in December. Amanda Patterson and Joy Luttrell are still a part of the Westside team, and Karen Gipson is still the manager.

Our meeting rooms were very busy in 2012. We had 465 meeting and 5,937 people in attendance. In August, we hosted the Friends of the Rapides Library Annual Book Sale. The Friends did a great job of setting up and running this sale and the sale was a big success. The summer reading program went very well this year. We had forty-five medal winners and many others who participated in the program.

At the beginning of the year, we were off to a slow start with our self check numbers. By the end of 2012, we were able to increase the number of customers using the self check to around 20% of the total checkouts. In May, Donna Mangham and Joy Luttrell attended the BTOP Assistive Technology JAWS workshop to learn how to use our new computer designed for visually impaired individuals. In other technology news, Westside has seen a large increase in the number of customers needing instruction on using their Kindles and e-readers.

Westside continues to have some fantastic volunteers. They help us with calling customers to notify them that their requested books have been received and also by shelving items.

Assistant Manager Donna Mangham

ROBERTSON BRANCH

We feel that 2012 has been a year of accomplishment for the customers and staff at Robertson branch. The accomplishment with the most impact and which generates compliments is the new circulation desk. Maintenance staff members Bob, Les, and James drafted a design, built the components and installed the new desk in May.

The staff took the library “on the road” in 2012. We attended five open house events at local schools. This is a great opportunity to promote library services. Staff issued library cards and handed out promotional information at these open houses. Jo Ellen Barton re-established storytime visits to three local daycare centers where she reads library books to the children.

A craft club has been established this year, and meets on the second Thursday night of the month. Storytime continues to grow, with the majority of

attendees being home schooled children. Each session has a theme and a craft based on that theme. The “Teddy Bear Slumber Party” theme during the Summer Reading Program was exciting for the children. They arrived wearing their pajamas and carrying their favorite teddy bears. The theme that was most exciting for the parents was “Etiquette and Manners,” with a real tea party where participants practiced the manners they had learned from the stories.

Mariann Strange and Monique Richmond, then Assistant Manager, attended the ALA Conference in Shreveport in March. Mariann and Shannon Gibson, new Assistant Manager, attended the LaSSAL Conference in Alexandria in September. Mariann, Monique and Technical Services staff member Charlotte Morris attended the Louisiana Book Festival in Baton Rouge in October.

Mariann Strange

GUNTER BRANCH

Gunter Branch Library saw many changes in 2012. Donna Mangham went to Westside Regional, and Monique Richmond took her turn as the Assistant Manager here. Marianne Orzech made the decision to leave, and Substitute Chloe Daniel stepped into that position. Heather White and Darlene Paul are still part of the team. Pam Martin is still the manager.

After much discussion, the annex was turned into a meeting room. Several groups have made use of the building and have enjoyed the convenience of the location. Due to the doubling in attendance of both storytimes, they are now held in this meeting room.

Programming was a focus again in 2012. For the adults we had Scrapbooking, “One Libuse, Many Stories,” and The Big Read. A great time was had by all. Both Ladies and Classic book clubs were in full swing with dedicated readers and lively discussions. In October we implemented our “Got a Minute” programs. One day each month, we show customers a quick, cute, easy craft project they can do at home. During the third week of the month we pull the community together to do a jigsaw puzzle.

Children's programming is still going strong. We kicked off the Summer Reading Program with a party! Over fifty children and thirty adults showed up to have their faces painted, gyrate with hula hoops, create crafts and, of course, read. Clifford the Big Red Dog joined us for the end of summer celebration, where over fifty children earned medals.

Another great year for Gunter where the community comes first!

Pam Martin

MARTIN BRANCH LIBRARY

Martin Library has enjoyed another very successful and busy year. Our summer reading statistics were very good. The adult summer reading program registered twenty participants. The teens were certainly excited about the prizes they won.

Lessie Moore's kindergarten class visited in February for their annual story time and library instruction day. We continue to offer storytime for First Baptist Day School. Santa's visit in December truly was exciting with fourteen children shouting their wishes and receiving gift bags from Santa!

This year we hosted Peabody Magnet's Special Ed. class for two storytimes. This visit was enjoyed by all participants. A variety of community organizations utilize Martin Library for their meetings.

Branch Swaps with Pre-School Outreach and Johnson and visits from Managers and Assistant Managers allowed us to gain knowledge of ways in which we could improve our service to library customers. Martin staff shared the Customer Service Award with McDonald staff in September. We are proud of this award.

A very important highlight of this year is the 71% passage of the library renewal tax in November. I was surprised and pleased to learn that 83.2% of voters at the Pineville Elementary School Precinct voted "yes" on our library tax. This percentage is the highest precinct approval out of 113 precincts in the parish.

We received a grant from the Martin Foundation for the installation of new carpet next spring. We extend appreciation to all subs for their help this year. Thanks go to Pam and JoAnne for their continued support.

Donna LeBlanc

McDONALD BRANCH

The year of 2012 was a year of new programming and interesting topics. We started “Library Babies,” which is an exciting and challenging program for small babies. I was interviewed by KLAX about “Library Babies” and storytime. I am pleased with the interest that our community has shown in educating our parents and children. This program is done in such a way that no one knows they are learning because they’re all having fun.

We have continued several of our popular programs. Our storytime is every Thursday, and we spend about thirty to forty-five minutes reading and working on a craft that relates to the storytime topic of the day. Mary Ellen Kenyon produced another successful AARP safe driving program for our adults. This helps our community by reducing the vehicle insurance rates of participants.

Some of our new programs this year were author Cassandra Carr Johnson, a beautiful Alaska Wildlife slide show, and how to make tutus. For our teens, we had a great Dance Connect contest.

Our Car Seat Safety program is so popular that Dr. Claudia Glascock came again in November and then installed about thirty free car seats for children in our community on the following Saturday. This program is funded by the Hispanic Committee of the South and Highway Safety of Louisiana.

Glenmora Friends of the Library have completed our fence that enhances the beauty of the McDonald Branch property. My staff and I plan on making 2013 a productive and fun year.

Gail Goldberg

JOHNSON BRANCH

Another wonderful year at the Johnson Branch has come and gone. In January, Mabel Foster, our storytime leader, captivated the Mother Goose Day Care children with puppets and stories of policemen, firemen, and other community leaders. My assistant, Teri Augustine, our volunteers, and I completed the Ethics Training for the State of Louisiana. I visited the McDonald Branch for the Manager Swap Program. I served on the committee for the revision of the Materials Circulation Policy.

Irish eyes smiled on the “Luck of the Irish” Adult Read Off. Yvonne Van Mol won the prize. Mother Goose and Tick Tock Day Care children scrambled for candy-filled eggs at the Annual Easter Egg Hunt. April brought showers of seniors from the Lecompte Senior Center to join our computer classes. We received ten0 new computers.

The Summer Reading Program opened with our exciting party of fun, games, and pizza. Famous pirates, Mexican dancers, and storytellers mesmerized the children throughout the Summer Reading Program. We bid farewell to Teri Augustine at the end of the summer.

We welcomed Dixie O’Quinn as our new employee. I donated magazines to the Hurricane Isaac evacuees at the LSU State Emergency Shelter. The “Y’all Come” Book Club featured The Guernsey Literary and Potato Peel Pie Society and The Help. The Ouachita Parish Librarians introduced “Quickie Programs.”

I received my Ten Year Service Certificate. I also attended my first LaSSAL Conference. In the library tax renewal election, Lecompte was the 2nd highest precinct with 82.7% voter approval for the library tax renewal. Our Christmas Book and Bake Sale was a tremendous success!

Mary Murry

BOYCE BRANCH

In 2012, the Boyce Branch enjoyed a year of celebration. We learned about various cultures, encouraged reading, and celebrated who we are. Valentine’s Day was celebrated with chocolate for those who craved sweets, and pencils

and bookmarks for those who did not. We celebrated Mardi Gras by initiating our successful “Read for Beads” program. We learned more about our community with our “One Town, Many Stories” program. The “Leap into Reading” frog races allowed children to read one page in a book out loud to obtain a plastic flipping frog. We then had races every half hour.

Our Easter celebration featured teens hiding the eggs for the tweens (ages 9-12), and the tweens hid the ones for the teens. Our tweens took great satisfaction in knowing that it took the teens longer than the tweens to find the eggs! During April, we had our three-day library fair and book sale, and leaned about many of the crafting talents and hobbies of our community members.

May, June and July brought another really fun summer reading program. Since our themes all had to do with night, we often had things glowing in the dark. We celebrated our red, white and blue on Memorial Day and July 4th, and in August, we celebrated National Lefties Day.

In October, we said “Boo!” with some “punked out” pumpkins, and in November, we said “thank you” on placemats made for wonderful family meals. As December brought our year to a close, we celebrated more than ever! We explored the customs of several different cultures, through our Hanukkah, Christmas and Kwanzaa celebrations. As we look forward to another year of celebrating in 2013 in Boyce, we are truly grateful to be a part of such a wonderful community.

Margie Mealer

HINESTON BRANCH

Our year has been a rewarding one. Regardless of our focus, whether we were creating book displays, offering programming, or just needing to keep our upcoming tax renewal in the forefront of our customers’ awareness, our efforts were embraced by our community wholeheartedly.

Our meeting room is such an asset. It was the perfect venue for twenty bookings. AARP used it for nine tax preparation sessions, helping 128 individuals. It was the perfect site for our four Summer Reading Programs with 214 folks attending. The Oak Hill Volunteer Fire Department and Water Works were able to meet new federal meeting requirements in regards to handicap

use, by the availability of this part of our facility. Daily it was used by many people connecting to our Wi-Fi.

We were delighted to offer two new adventures this year, our Summer Reading Program Kick-off event, and our teen fiction writing contest. Both of these were presented in a passive format, which was well received with over 122 participants.

Our free computer classes continue to enhance the services we offer. Our nine sessions helped forty-six individuals, some of whom were first time computer users. Whether we were on the road with our story times, which we present at Hicks School, or handing out the forty-nine medals and eighty-one reading certificates earned by our readers, we feel we truly have blended our services well in regard to offering tradition and technology.

Donna Crawford

KING BRANCH

Change can be a good thing! In 2012 the King Branch underwent staff changes. Trina Kirk left as Assistant Manager for a position in the ILS Department. Lakeisha Henton moved into the position and made King her home. She hit the ground running, taking over the youth programming and King's Friends of the Library Group. Shirley Hawkins, King's longest employed staff member, returned after a several month absence for health reasons. Our Summer Reading Program continued to grow and we saw more participation from our tweens and teens than in previous years. King celebrated the SRP success with our first "Fun Day" where our customers enjoyed carnival games, prizes, face-painting, hotdogs and "angry birds." Everyone had a great time.

Some of our other accomplishments: more community organizations and reunion committees used the branch's meeting room; we returned to number one in computer usage for most of the year; our second Friends Book Sale was very successful; implementation of Impromptu Storytime and Karaoke Night; and an exciting event- the book signing by author Forest Hammond-Martin Sr. of his first book, With Edwards in the Governor's Mansion: From Angola to Free Man.

We are very proud that 2012 saw the fruition of a dream for our library: the beginning of two book clubs, the *Queens of King Book Club* for women and the *Dreams of King Book Club* for teens and tweens. We are excited about the future of both of these reading clubs and the future of King Branch.

Starla Jones

INFORMATION TECHNOLOGY

Janie Primeaux	Department head, planning, budgeting, staff training public training
Bill Huffman	Network systems administrator
Chester Mealer	Web master and trainer
Roland Rodrigue	Hardware and software installation, troubleshooting
Trina Kirk	Trainer

Education

Chester, Trina, Roland and Janie attended several of the BTOP classes. These classes included Networking Fundamentals, Train the Trainer, and Adobe Photoshop. Bill and Roland attended a Microsoft World Wide event on “What’s Next in IT”. Bill and Chester attended a workshop on Windows 8.

Problems and Installations

We replaced and upgraded all the public computers to Windows 7. This took most of the year to complete. We replaced the kids’ PC at Boyce.

Web Enhancements

The IT staff worked with Innovative to implement our new online catalog, Encore. Chester updated the meeting room management system to address staff concerns. He also added videos of several RPL programs to the website.

Telecommunications

Janie purchased two AT&T Air Cards, one to use on the Bookmobile and one to use as a backup for Human Resources.

Projects Completed

The IT staff helped with implementing Sierra. We also worked with the election committee. Janie served on the election committee and spearheaded the election postcard mailing. Chester worked with the election committee on yard signs and electronic billboards.

Training

Chester created and presented “Online Media on a Budget” session at the 2012 LaSSAL conference. Janie created and taught a keyboarding workshop to the members of the Tween Advisory Group. The IT staff was responsible for the setup of the public lab for all of the BTOP classes. IT staff also trained many of our customers on using their devices to download material from Overdrive.

Below is a breakdown of computer classes we taught throughout the year.

Staff Training	Number of Sessions	Number of Attendees							
Introduction to RPL	2	13							
RPL Basic Computer	2	10							
Circulation Training	2	10							
Sub Totals	6	33							
Public Training		MN	MC	HN	WR	BC	KG	JN	RB
Beginning Microsoft Windows	15	88		4	5			5	
Beginning Microsoft Excel	15	52	11			2		17	1
Beginning Internet Searching	12	77		6					
Beginning Microsoft Word	15	59	2		8	6	5		3
Intermediate Microsoft Word	2		7		5				
Intermediate Microsoft Excel	1				2				
Beginning Microsoft PowerPoint	4	7		7	5				4
How to use Email	3			5		3		9	
Uploading Digital Pictures	5		4	7	3	5			6
Files and Folders	11		8	12	2	4	2	10	8
Using the Online Databases	6		5	7	4	2		7	4
Keyboarding	1	10							
Into to Overdrive	1				11				
Special Bolton Word/Internet	1	8							
Basic Photo Editing Demo	1					7			
Sub-Totals	93	301	37	48	45	29	7	48	26
Total number of sessions	99								
Total number attending	574								

Janie Primeaux

SUPPORT SERVICES

Acquisitions and Technical Services

Jennifer Earnest-King took over the Acquisitions Specialist position in early April. The position's hours increased from twenty to thirty, so the duties of the position increased accordingly to include taking on a greater role with regard to selections.

Overdrive expenditures in 2012 were \$15,495*, an increase of 8% over the previous year. The Library purchased 317 eBooks, 94 audio books, three music and twelve video downloads. eBooks were by far the most popular. The turnover rate for eBooks purchased in 2012 was 7.6; for audio books, 4.8. The turnover rate for all Overdrive titles purchased in 2012 was 6.8.

RPL migrated from the Millennium operating system to Sierra in October. We experienced an initial learning curve and a general slowness of the system for the first two or three weeks after implementation. Since that time, however, the speed of operations has increased to pre-Sierra levels.

In collection development, special emphasis was given to the following subject areas: personal finance, life skills for new grads, travel: Britain and the Olympics, folk remedies and historical true crime.

Rhonda King and Judy Skluzacek both reached significant milestones in library service; Rhonda with thirty years and Judy with thirty-six years. 1,582 gift items were added to the collection this year, an increase of 52%. Overall, 27,869 items were added.

Fifty-nine exams were proctored during 2012. Lisa Salard & I judged the Tioga Elementary science fair in February, the Tioga Elementary social studies fair in March and Buckeye High School senior projects in April. We also attended LLA in March. The annual Friends of the Library book sale was held in August at Westside Regional.

*Includes \$7500.00 credit applied.

Wesley Saunders

Loans

We are looking forward to another busy year. Louisiana State Library informed us that all parish libraries will be able to create their own requests in OCLC beginning in spring 2013. In October Sierra was implemented. This system saves ILL time when creating Bibliographic records and placing holds. Prior to the Sierra installation, we had to use both Anzio and Millennium when doing these two procedures. We still have Amanda Huffman as our ILL clerk and Richard Moriarty as our mail clerk. I continue to train new employees for Loanshark.

Angela Lee

	2011	2012	difference	% change
Total Requests Received				
Requests Received	22,296	21,997	-299	-1.34%
Successful	21,019	20,383	-636	-3.03%
Unsuccessful	1,277	1,614	337	26.39%
Types Of Materials Requested From RPL				
Books	15,927	15,400	-527	-3.31%
Subject	1	2	1	100.00%
Videos	405	266	-139	-34.32%
Periodicals	10	13	3	30.00%
Audio	131	95	-36	-27.48%
Microfilms	1	7	6	600.00%
DVD's	4,549	4,560	11	0.24%
CD's	1,240	1,547	307	24.76%
Kits, Playways, E-Books	32	107	75	234.38%
Totals	22,296	21,997	-299	-1.34%
Requests From Rapides To Other Libraries (Out of Parish and other States)				
Requests	12,175	13,466	1291	10.60%
Materials Received	10,883	12,134	1251	11.49%
Requests From Outside Of RPL (To be filled from the RPL collection)				
Requests	7,809	6,050	4944	63.31%
Materials Sent	5,101	4,987	-114	-2.23%

OUTREACH SERVICES

“Senior Road Show” programs at area nursing care facilities began in 2010 and have continued through 2012. Presently, there are five monthly programs with a total attendance of over 100 participants.

The Bookmobile continues to visit those who are unable to get to a Library location. The Bookmobile has also been a part of library events like the Big Read Kick-off. Tours of the vehicle were given, and library cards were issued.

Rapides Parish Library once again participated in the Big Read, the community-wide reading initiative. This year’s selection was made by the Louisiana Endowment for the Humanities, our partner agency. The book choice was *The Things They Carried* by Tim O’Brien. Programs focused on veteran’s issues, the history of the war and issues that veterans of war face when returning home.

The popular Readings in Literature and Culture (ReLiC) program was held twice in 2012. The first series consisted of books and readings associated with the Civil War. The second series’ theme was the American West. There were twenty-five participants both times. The program always receives positive reviews.

2012 saw an increase of staff members who went out into their respective communities to promote the library and its services. Staff members attended Parent-Teacher events, Literacy Nights and other functions where they promoted the library and issued library cards.

Youth Services

Preschool Outreach Plus continues to visit sixty-three daycare, preschool, and Head Start locations in a three week rotation. In addition to this service, we provide free early childhood literacy training to those who work in early childhood settings at no cost to them. These sessions are very popular, and total attendance for these trainings in 2012 was over 300 participants.

Youth Services staff gave presentations at various events during the year. Presentations were given at the Louisiana Library Conference, The Title One Parent Congress, The Teenage Librarians Conference and the Head Start Teacher in-service.

Programs such as the Easter Basket Read-Off, Eggstravaganza, Bookmark Contest, Tales Along the Bayou and Summer Reading Program continue to be successful and are well attended. In 2012, the Summer Reading Program Kick-Off was expanded to allow each branch to have its own opening event.

The Tween Advisory Group (TAG), under the direction of Faith Johnson, continues to grow. Faith has also begun a very successful LEGO building block club at Main Library. As TAG members grow older, they are encouraged to move up to the Teen Advisory Board (TAB).

As a result of our outreach, several special needs groups have begun using the library regularly. They come for programs and to check out materials. Currently, we have eight groups from local schools and centers who attend regular programs at the library.

At the end of 2012, Youth Services got a twenty hour clerk, Keisha White. Karla Kirby continues to work on her MLIS and Yolanda Skinner is pursuing an undergraduate degree.

In May of 2012, Kelly Kingrey Edwards left the library and Tammy DiBartolo took on the duties of Outreach/Youth Services Coordinator.

Tammy DiBartolo

BUILDINGS, GROUNDS AND VEHICLES REPORT

The Library purchased a new Dodge Caravan, now numbered 113, which is being used as a shared utility vehicle. We retired the older POP van. We had a series of minor issues that kept the bookmobile off the road for short periods. We replaced three of the four HVAC units at the Martin Branch, using a grant from the Martin Foundation. Other work farmed out to contractors included septic tank/sump pump work at Gunter Branch, replacement of broken roof slates at HDH, installation of heat/vent lights in the two King Branch restrooms, roof repair at King Branch, six new computer circuits at Main Library, AC repair at Main Library, and the repair of an underground water line at HDH.

Purchases included two replacement water-filled traffic barriers at King Branch and a pressure washer.

New Facilities Manager Les Guidry and his staff monitored the contractors listed above and did a myriad of smaller projects for the library.

Steve Rogge