*Springfield Library*

Board of Trustees

January 12, 2022 Quarterly Meeting

12/31/21 Year-End Manager’s Report

Presented to the Board of Directors by Hanna Conbeer, Library Manager

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# Programming

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Program** | **Day** | **Date** | **Children Attendance** | **Adult Attendance** | **Total Attendance** |
| Book Club | FRI | 01/22/21 |  | 6 | 6 |
| Book Club | FRI | 02/19/21 |  | 8 | 8 |
| Book Club | FRI | 03/19/21 |  | 8 | 8 |
| Book Club | FRI | 04/16/21 |  | 7 | 7 |
| Book Club | FRI | 05/14/21 |  | 6 | 6 |
| Open House | SAT | 06/05/21 |  | 26 | 26 |
| Local Author Program | FRI | 06/11/21 |  | 7 | 7 |
| Civil War Presentation | WED | 06/16/21 |  | 13 | 13 |
| Book Club | FRI | 06/18/21 |  | 9 | 9 |
| Storytime | THU | 06/24/21 | 5 | 2 | 7 |
| Hyde Hall Presentation | WED | 06/30/21 |  | 11 | 11 |
| Summer Reading | WED | 07/07/21 | 25 |  | 25 |
| Summer Reading | THU | 07/08/21 | 35 | 8 | 43 |
| Writers Group | FRI | 07/09/21 |  | 7 | 7 |
| Summer Reading | WED | 07/14/21 | 15 | 4 | 19 |
| Book Club | FRI | 07/16/21 |  | 12 | 12 |
| S.T.E.A.M. Puffy Paint | SAT | 07/17/21 | 7 | 3 | 10 |
| Summer Reading | WED | 07/21/21 | 25 | 4 | 29 |
| Summer Reading | WED | 07/28/21 | 7 | 2 | 9 |
| Summer Reading | THU | 07/29/21 | 33 | 6 | 39 |
| Writers Group | FRI | 08/06/21 |  | 5 | 5 |
| Storytime | WED | 08/11/21 | 1 | 1 | 2 |
| Sea Turtle Painting | SAT | 08/14/21 | 11 | 5 | 16 |
| Book Club | FRI | 08/20/21 |  | 9 | 9 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Program** | | **Day** | | **Date** | **Children Attendance** | | **Adult Attendance** | **Total Attendance** |
| Storytime | WED | | 09/01/21 | | 1 | 2 | | 3 |
| Writers Group | FRI | | 09/03/21 | |  | 4 | | 4 |
| Storytime | WED | | 09/08/21 | | 1 | 1 | | 2 |
| Lego Club | SAT | | 09/11/21 | | 4 | 3 | | 7 |
| Terry Berkson Reading | SAT | | 09/18/21 | |  | 16 | | 16 |
| Book Club | FRI | | 09/24/21 | |  | 7 | | 7 |
| Cooking Program for Kids | SAT | | 09/25/21 | | 4 | 3 | | 7 |
| Writers Group | TUE | | 10/05/21 | |  | 4 | | 4 |
| Patrick O'Brian Book Club | WED | | 10/06/21 | |  | 2 | | 2 |
| Storytime | WED | | 10/13/21 | | 3 | 1 | | 4 |
| Storytime | WED | | 10/20/21 | | 5 | 4 | | 9 |
| Art Group | WED | | 10/20/21 | |  | 3 | | 3 |
| Springfield Reads | WED | | 10/20/21 | |  | 2 | | 2 |
| Book Club | FRI | | 10/22/21 | |  | 9 | | 9 |
| Cooking Program for Kids | SAT | | 10/23/21 | | 11 | 4 | | 15 |
| Storytime | WED | | 10/27/21 | | 4 | 1 | | 5 |
| Lego Club | SAT | | 11/06/21 | | 2 | 1 | | 3 |
| Writers Group | TUE | | 11/16/21 | |  | 5 | | 5 |
| Storytime | WED | | 11/17/21 | | 4 | 5 | | 9 |
| Book club | WED | | 11/17/21 | |  | 4 | | 4 |
| Art Group | THU | | 11/18/21 | |  | 4 | | 4 |
| Cooking Program for Kids | SAT | | 11/20/21 | | 2 | 1 | | 3 |
| Storytime | WED | | 11/24/21 | | 2 | 1 | | 3 |
| Springfield Reads | SAT | | 11/27/21 | | 3 | 2 | | 5 |
| Storytime | WED | | 12/01/21 | | 2 | 1 | | 3 |
| Art Group | THU | | 12/02/21 | |  | 5 | | 5 |
| Storytime | WED | | 12/08/21 | | 2 | 1 | | 3 |
| Storytime | WED | | 12/15/21 | | 2 | 2 | | 4 |
| Art Group | THU | | 12/16/21 | |  | 3 | | 3 |
| Homeschool Hangout | THU | | 12/16/21 | | 4 | 2 | | 6 |
| Book Club | FRI | | 12/17/21 | |  | 8 | | 8 |
| Cooking Program for Kids | SAT | | 12/18/21 | | 9 | 5 | | 14 |
| Storytime | WED | | 12/22/21 | | 4 | 2 | | 6 |
| Homeschool Hangout | THU | | 12/23/21 | | 6 | 2 | | 8 |
| Family Literacy Night | TUE | | 12/28/21 | | 4 | 2 | | 6 |
| Stuffed Animal Sleepover | WED | | 12/29/21 | | 7 | 3 | | 10 |
| Gingerbread Flat Decoration | THU | | 12/30/21 | | 7 | 4 | | 12 |
| **TOTAL: 61 Programs** |  | |  | | **257** | **298** | | **556** |

# Hours Open

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Hours Open** | **Holiday Closure** | **Other Closure (Snow, etc.)** |
| January | 80 | 0 | 0 |
| February | 80 | 0 | 0 |
| March | 90 | 0 | 0 |
| April | 83 | 0 | 0 |
| May | 83 | 0 | 0 |
| June | 90 | 0 | 0 |
| July | 83 | 0 | 0 |
| August | 82 | 0 | 0 |
| September | 95 | 0 | 0 |
| October | 83 | 0 | 0 |
| November | 68 | 14 | 0 |
| December | 92 | 3 | 0 |
| **TOTAL** | **1,009** | **17** | **0** |

# Patron Visits

|  |  |
| --- | --- |
| **Month** | **# People** |
| January | 24 |
| February | 46 |
| March | 42 |
| April | 52 |
| May | 88 |
| June | 188 |
| July | 203 |
| August | 134 |
| September | 171 |
| October | 195 |
| November | 142 |
| December | 218 |
| **TOTAL** | **1,503** |

# New Library Card Registrations per Year

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **2021** | **2020** | **2019** | **2018** | **2017** |
| Number of New Cards Issued | 42 | 7 | 12 | 25 | 34 |

# Circulation Statistics

|  |  |
| --- | --- |
| **Month** | **2021** |
| January | 102 |
| February | 255 |
| March | 267 |
| April | 288 |
| May | 203 |
| June | 205 |
| July | 304 |
| August | 337 |
| September | 358 |
| October | 386 |
| November | 444 |
| December | 365 |
| **TOTAL** | **3,514** |

# E-Book Circulation Statistics

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **2019** | | **2020** | | **2021** | |
|  | **Ebooks** | **Audiobooks** | **Ebooks** | **Audiobooks** | **Ebooks** | **Audiobooks** |
| January | 14 | 7 | 2 | 16 | 6 | 4 |
| February | 35 | 14 | 2 | 15 | 9 | 6 |
| March | 21 | 13 | 12 | 17 | 4 | 8 |
| April | 21 | 19 | 10 | 11 | 5 | 6 |
| May | 15 | 5 | 10 | 7 | 7 | 8 |
| June | 10 | 8 | 8 | 14 | 13 | 4 |
| July | 9 | 3 | 10 | 14 | 13 | 3 |
| August | 16 | 5 | 15 | 12 | 3 | 1 |
| September | 9 | 10 | 5 | 6 | 5 | 0 |
| October | 6 | 6 | 17 | 10 | 10 | 0 |
| November | 8 | 10 | 8 | 26 | 16 | 11 |
| December | 3 | 9 | 8 | 22 | 13 | 11 |
| **Total** | **167** | **109** | **107** | **170** | **104** | **62** |

# Fundraising and Grants

|  |  |
| --- | --- |
| **Grants** | **Amount** |
| Stewart’s Holiday Match Grant | $1,250.00 |
| Association of Rural and Small Libraries LTC Grant | $3,000.00 |
| Community Foundation of Otsego County COVID-19 Relief Fund | $2,600.00 |
| Community Foundation of South Central New York | $1,500.00 |
| Early Literacy Grant through 4CLS | $1,400.00 |
| **Total Raised in Grants** | **$9,750.00** |
|  |  |
| **Fundraising** | **Amount** |
| 2020 Annual Appeal | $245.00 |
| 2021 Annual Appeal | $5,345.00 |
| Book Sale | $269.70 |
| Recycling Project | $2,391.76 |
| **Total Raised in Fundraising** | **$8,251.46** |

# Community Partners

|  |  |
| --- | --- |
| **Community Partner** | **Description** |
| Town of Springfield | Partnered in utilizing the gymnasium for the Community Discussion on Internet in Springfield NY. Put the Town meeting minutes on library website. Board President attended Town meetings and advocated for library. |
| Town of Springfield Fire Department | Librarian attended and handed out books at the annual Holiday Giveaway hosted by the Fire Department. |
| Springfield Historical Society | Jointly held two programs: June Open House and September 11 Community Day. |
| Cherry Valley Springfield Central School District | Librarian attended September Elementary Assembly as the Community Member and did a presentation on library programs. Sent library card applications home to all children PK-6th Grade. Sent two rounds of marketing fliers home to all children PK-6th grade on library programming. |
| Hyde Hall | Hosted John Aborn for a presentation on Hyde Hall History. Collaborated with Colin Havener on Springfield Reads program Oct-present. |
| Cornell Cooperative Extension | Collaborated with Kimberly Ferstler on Adult cooking classes. |
| Amish Community | Invited Amish Schoolteacher Elizabeth Stutzman to obtain books on a monthly basis; continue to collaborate with her to get them books. |
| Local Authors and Terry Berkson | Began a monthly writing group for authors to present their works. Held a reading by Terry Berkson, attended by 16, in which he read from his book. |
| Town of Springfield Public Landing | Joined Ashley Sikkema, director, to hand out fliers at their 4th of July boat launch event. |