*Springfield Library*

Manager’s Report

February 2021

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

### Patron Statistics: Number of people who visited the library.

|  |  |  |  |
| --- | --- | --- | --- |
| Month  | 2019 | 2020 | 2021 |
| January  | 515 | 296 | 24 |
| February  | 284 | 126 | 46 |
| March  | 332 | 119 |  |
| April  | 394 | 0 |  |
| May  | 334 | 0 |  |
| June  | 398 | 0 |  |
| July  | 606 | 0 |  |
| August  | 397 | 27 |  |
| September  | 284 | 14 |  |
| October  | 326 | 18 |  |
| November  | 293 | 10 |  |
| December  | ? | 11 |  |

### Circulation Statistics

|  |  |  |
| --- | --- | --- |
| Month  | 2020 | 2021 |
| January  |  | 102 |
| February  |  | 255 |
| March  |  |  |
| April  |  |  |
| May  |  |  |
| June  |  |  |
| July  |  |  |
| August  |  |  |
| September  |  |  |
| October  | 60 |  |
| November  | 23 |  |
| December  | 20 |  |

### E-book Circulation Statistics

|  |  |  |  |
| --- | --- | --- | --- |
| Month  | 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 |  |  |
| April  | 21 | 19 | 10 | 11 |  |  |
| May  | 15 | 5 | 10 | 7 |  |  |
| June  | 10 | 8 | 8 | 14 |  |  |
| July  | 9 | 3 | 10 | 14 |  |  |
| August  | 16 | 5 | 15 | 12 |  |  |
| September  | 9 | 10 | 5 | 6 |  |  |
| October  | 6 | 6 | 17 | 10 |  |  |
| November  | 8 | 10 | 8 | 26 |  |  |
| December  | 3 | 9 | 8 | 22 |  |  |

## Programming

Began: One-on-one technology workshops, posted fliers in the post office and corner gas station.

I am beginning a Storytime this month and have started word of mouth with patrons. This will be on Thursdays at 10AM.

## Community Outreach and Collaborations

I emailed and called Ashley Sikkema, no word yet on planning for Summer Reading. **Meeting in a week**

I am working on fliers to go to the school - one on Volunteering at the library for high schoolers who need to complete their volunteer hours, and another for students in the K, 1st, PK grades about Storytime to see if parents who have more than one child may want to come.

## Fundraising and Grants

### Submitted and Pending:

*Association of Rural and Small Libraries LTC Grant -* $3,000 to host a conversation in our Town about updating our internet service or bringing in a Fiber company to accelerate internet speeds for residences and businesses.

*Community Foundation of Otsego County COVID-19 Relief Fund -* $2,549 for two new laptops for the public to use and a Zoom subscription.

*Stewart's Holiday Match* - Submitted for $2,000. $1,000 was written for new children’s books to support the Amish outreach (and for all community families). $1,000 was written for the Summer Reading program.

*WGY Christmas Wish* - Submitted for $2,000, half of which was for the Summer Reading program and half of which was for educational library programs in the future.

*Dollar General Summer Reading* - $1,473. A copy of this grant is attached.

### Looking Ahead:

-Community Foundation of South Central New York - writing for historical displays and programming this Summer for our 125th Anniversary celebration. This just started accepting applications on March 4, and I hope to complete the application this month.

## Other Projects

### Organization:

*Collection Organization* - I completed the following sections of the library, working book by book to edit records: Young Adult, Juvenile Fiction, Easy Readers, Picture Books, Large Print. Cheryl completed the Board Books section. Marilyn is beginning a DVD inventory.

*Circuits* - I reached out to Laura Henry from 4CLS and found out how to barcode our circuits, tested the system, and Cheryl worked hard to get all our circuit materials into the system. This will increase our statistics because items can be officially checked out, instead of written in a book.

## Four County Library System Meetings:

*Governing Council Meeting: February 19, 2021:* On-line patron registration is available, Mobile Circ is available, Remote VPN Access available, e-rates difference between 2020 and 2021, and cybersecurity issues discussed. I was unable to attend this time, and will make it a priority to attend the next meeting.

*Blue Cloud Analytics with Brian Lee: February 25, 2021:* Brian Lee from 4CLS met with me to train me in how to use Blue Cloud Analytics. This will be instrumental in cleaning up patron records, book records, and weeding in the future.