*Springfield Library*

Manager’s Report

December 2022

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

## Community Collaborations

I continued to work on communicating with Elizabeth towards the Amish outreach. I sent a flier through the school to promote our holiday break programming. I am also continuing to work with Colin Havener at Hyde Hall in collaboration on the virtual YouTube story time.

On December 3, I attended the annual Santa’s Workshop at the Springfield Firehouse to hand out books and fliers. I handed out 35 fliers to the families who attended, and books to the children.

## Four County Library System Meetings

**Directors Meeting December 1, 2022:** Directors discussed the Challenged Book Group, trustee training policies, the Statewide financial system, changes to the director calls, and cookbook clubs at libraries.

## Fundraising and Grants

Total received 2022: **$3,750.00**

**Submitted:**

* *Stewart's Holiday Match* - Submitted for $2,000. $1,500 was written for purchasing materials for a math and science tutoring center/makerspace area in the library. $500 was written for the Summer Reading program. **Received $1,250**
* *Community Foundation of Otsego County, NY Advocates for Springfield Fund*: Submitted for $500, to coordinate programming between local institutions at the library during the early Fall 2022. **Received $500**.
* *NYS Construction Aid Grant*: Submitted Intent form for $18,300 to purchase new blinds, new flooring, and ceiling tiles. Received an acceptance from 4CLS to make the full application, due September 9. *(Decided not to pursue due to limitations with the grant for all of the upgrades we need to make.)*
* *FCLS Outreach Grant*- Submitted for $2,000 for outreach materials for Amish community, in connection with and coordination with Elizabeth Stutzman, local Amish schoolteacher. The funds will purchase materials to be checked out and used with the schoolchildren, if awarded. **Received $2,000**.

## Statistics

### Visitor, Circulation, Reference Questions, Hours

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Visitors** | | **Circulation** | | **Reference Questions** | | **Hours Open** | | | |
| **Month** | **2021** | **2022** | **2021** | **2022** | **2021** | **2022** | **2021 Open** | **2021 Closed** | **2022 Open** | **2022 Closed** |
| **January** | 24 | 209 | 501 | 1,321 | 5 | 35 | 14 |  | 83 | 3- Holiday |
| **February** | 46 | 277 | 1,311 | 1,674 | 9 | 37 | 16 |  | 81 |  |
| **March** | 42 | 287 | 1,711 | 1,793 | 7 | 66 | 16 |  | 100 |  |
| **April** | 52 | 197 | 1,535 | 1,252 | 3 | 52 | 18 |  | 83 |  |
| **May** | 88 | 207 | 1,180 | 1,374 | 8 | 24 | 18 |  | 82 |  |
| **June** | 188 | 250 | 1,211 | 1,664 | 34 | 52 | 96 |  | 95 |  |
| **July** | 203 | 313 | 1,219 | 1,405 | 61 | 65 | 93 |  | 83 |  |
| **August** | 134 | 301 | 1,363 | 1,727 | 27 | 42 | 82 |  | 92 |  |
| **September** | 171 | 215 | 1,576 | 1,428 | 18 | 31 | 95 |  | 88 |  |
| **October** | 195 | 274 | 1,731 | 1,455 | 14 | 23 | 83 |  | 84 |  |
| **November** | 142 | 204 | 1,513 | 1,344 | 27 | 25 | 68 | 14 – Holiday | 83 | 7 - Holiday |
| **December** | 219 | 270 | 1,498 | 1,310 | 20 | 26 | 92 | 3- Holiday | 84 | 6 - Holidays |
| **Year Total** | **1,504** | 3,004 | **16,349** | **17,747** | 233 | 478 | 691 | 17 | 1,038 | 13 |

### 

### Programming

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Program | Adult/Child/  Youth | Attendance Adults | Attendance Children 0-5 | Attendance Children 6-11 | Attendance Youth 12-18 |
| Thu. 12/1 | Art Club | Adult | 3 |  |  |  |
| Sat. 12/3 | Lego Club | All Ages |  |  |  |  |
| Wed. 12/7 | Storytime | Child 0-5 | 4 | 12 | 4 |  |
| Tue. 12/13 | Writers Group | Adult | 3 |  |  |  |
| Wed. Dec. 14 | Storytime/Springfield Reads | All Ages | 9 | 15 | 5 |  |
| Thu. Dec. 15 | Art Club | Adult |  |  |  |  |
| Wed. Dec. 21 | Storytime | Child 0-5 | 3 | 9 | 2 |  |
| Wed. Dec. 28 | Snowman Storytime | Child 0-5 | 2 | 6 | 3 |  |
| Thu. Dec. 29 | Christmas Science | All Ages | 4 | 1 | 5 | 2 |
| December Totals | 9 Programs | 3 Child 0-5  3 Child All Ages  3 Adult | 28 Adults Attended | 43 Children 0-5 attended | 19 Children 6-11 attended | 2 Youth 12-18 attended |
| **2022 Year Totals** | **209 programs** | **85 Adult Programs**  **124 Children Programs** | **606 Adults Attended** | **488 Children 0-5 Attended** | **356 Children 6-11 Attended** | **26 Teens Attended** |

### E-Book Circulation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Month | 2021 | | 2022 | | |
|  | Ebooks | Audiobooks | Ebooks | Audiobooks | Magazines |
| January | 6 | 4 | 14 | 12 |  |
| February | 9 | 6 | 7 | 18 |  |
| March | 4 | 8 | 10 | 8 |  |
| April | 5 | 6 | 6 | 10 |  |
| May | 7 | 8 | 4 | 3 |  |
| June | 13 | 4 | 11 | 2 |  |
| July | 13 | 3 | 13 | 11 |  |
| August | 3 | 1 | 5 | 11 |  |
| September | 5 | 0 | 11 | 11 | 1 |
| October | 10 | 0 | 8 | 18 | 1 |
| November | 16 | 11 | 14 | 12 | 3 |
| December | 13 | 11 | 1 | 11 |  |
| **Totals** | **104** | **62** | **104** | **127** | **5** |

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## New Library Card Registrations

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **2022** | **2021** | **2020** | **2019** | **2018** |
| **Number of new library cards** | 35 | 43 | 7 | 7 | 14 |