*Springfield Library*

Manager’s Report

November 2022

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

**Visitor Statistics**  **Circulation Statistics**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Month  | 2019 | 2020 | 2021 | 2022 |
| January  | 515 | 296 | 24 | 209 |
| February  | 284 | 126 | 46 | 277 |
| March  | 332 | 119 | 42 | 287 |
| April  | 394 | 0 | 52 | 197 |
| May  | 334 | 0 | 88 | 207 |
| June  | 398 | 0 | 188 | 250 |
| July  | 606 | 0 | 203 | 313 |
| August  | 397 | 27 | 134 | 301 |
| September  | 284 | 14 | 171 | 215 |
| October  | 326 | 18 | 195 | 274 |
| November  | 293 | 10 | 142 | 204 |
| December  | ? | 11 | 219 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Month  | 2018 | 2019 | 2020 | 2021 | 2022 |
| January  | 1,405 | 971 | 659 | 169 | 440 |
| February  | 1,244 | 690 | 583 | 354 | 645 |
| March  | 1,138 | 640 | 333 | 439 | 585 |
| April  | 1,324 | 758 | 3 | 500 | 379 |
| May  | 1,202 | 820 | 7 | 270 | 501 |
| June  | 1,255 | 720 | 58 | 297 | 512 |
| July  | 1,331 | 690 | 50 | 359 | 560 |
| August  | 1,461 | 431 | 241 | 402 | 645 |
| September  | 1,267 | 687 | 164 | 522 | 511 |
| October  | 1,245 | 523 | 314 | 535 | 532 |
| November  | 842 | 882 | 232 | 512 | 566 |
| December  | 717 | 444 | 197 | 496 |  |

### **A note about the circulation statistics:** I received a visit from Nancy, the librarian at Oxford Library in our system. She told me about getting statistics from BlueCloud Analytics instead of Workflows. This is due to the inaccuracy of Workflows, and the way that BlueCloud aligns with the numbers that 4CLS gives us for our annual report. Thus, I re-ran each month’s statistics through BlueCloud, and found that our numbers were vastly higher. Also as a result, I was able to run 2018 and 2019 circulation numbers for comparisons. Of interest to note is the comparison in 2019 between visitors and circulation numbers. While our visitor statistics are lower than in 2019, our circulation statistics are double.

## 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**.

### **E-Book Circulation Statistics**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Month  | 2019 | 2020 | 2021 | 2022 |
|  | Ebooks | Audiobooks | Ebooks | Audiobooks | Ebooks | Audiobooks | Ebooks | Audiobooks | Magazines |
| January  | 14 | 7 | 2 | 16 | 6 | 4 | 14 | 12 |  |
| February  | 35 | 14 | 2 | 15 | 9 | 6 | 7 | 18 |  |
| March  | 21 | 13 | 12 | 17 | 4 | 8 | 10 | 8 |  |
| April  | 21 | 19 | 10 | 11 | 5 | 6 | 6 | 10 |  |
| May  | 15 | 5 | 10 | 7 | 7 | 8 | 4 | 3 |  |
| June  | 10 | 8 | 8 | 14 | 13 | 4 | 11 | 2 |  |
| July  | 9 | 3 | 10 | 14 | 13 | 3 | 13 | 11 |  |
| August  | 16 | 5 | 15 | 12 | 3 | 1 | 5 | 11 |  |
| September  | 9 | 10 | 5 | 6 | 5 | 0 | 11 | 11 | 1 |
| October  | 6 | 6 | 17 | 10 | 10 | 0 | 8 | 18 | 1 |
| November  | 8 | 10 | 8 | 26 | 16 | 11 | 14 | 12 | 3 |
| December  | 3 | 9 | 8 | 22 | 13 | 11 |  |  |  |

## Programming

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Program | Adult/Child/Youth | Attendance Adults | Attendance Children 0-5 | Attendance Children 6-11 | Attendance Youth 12-18 |
| Wednesday, November 2 | Storytime  | Child 0-5 | 3 | 7 | 4 |  |
| Thursday, November 3 | Art Club  | Adult  | 3 |  |  |  |
| Saturday, November 5 | Lego Club  | 0 |  |  |  |  |
| Wednesday November 9 | Storytime | Child 0-5 | 1 | 3 | 4 |  |
| Tuesday November 15 | Writers Group  | Adult  | 3 |  |  |  |
| Wednesday, November 16 | Storytime | Child 0-5 | 2 | 5 | 3 |  |
| Thursday, November 17 | Art Club  | Adult | 0 |  |  |  |
| Friday, November 19 | Book Club  | Adult  | 8 |  |  |  |
| Wednesday, November 23 | Storytime  | Child 0-5 | 3 | 7 | 2 |  |
| Saturday, November 26 | Thanksgiving Celebration  | Child All Ages | 0 |  |  |  |
| Wednesday, November 30 | Homeschool Group Storytime | Child All Ages | 6 | 11 | 3 |  |
| Totals | 11 Programs | 4 Child 0-52 Child All Ages4 Adult0 Young Adult  |  29 Adults Attended | 33 Children 0-5 attended |  16 Children 6-11 attended |  Youth 12-18 attended |

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## Community Collaborations

I continued to collaborate with Colin Havener with Hyde Hall for the YouTube Springfield Reads program. I hosted a Thanksgiving program for school break and put a flier through the local school. I purchased and organized the Outreach Grant materials for the Amish, and will be contacting Elizabeth soon to organize drop off of these materials.

## Four County Library System Meetings:

 Directors Meeting November 10, 2022: Directors discussed SORA, which is Libby (Overdrive ebooks) for schools. Intranet is being phased out and all information will be on libguides instead. We are required to attend Sexual Harrassment Prevention Training.