*Springfield Library*

Manager’s Report

March 2023

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

## Community Collaborations

Continuing to connect with Elizabeth and exchange materials to use in the Amish classroom. We have seen five new Amish visit the library and check out books.

I am continuing to collaborate with Colin Havener from Hyde Hall to provide a virtual storytime. Videos are available on Youtube under Hyde Hall NY. Their username on Youtube is: @hydehallcooperstownny1566.

## Four County Library System Meetings

**Directors Meeting March 2, 2022:** Directors discussed Advocacy Day cancelled because of weather, advocacy moved to completing a form online, which I have completed. Construction grant and Annual report updates. There is a new online member directory for libraries to contact specific roles within each other’s libraries. NYS updated their information into LibGuides, links are provided below:

* [Public Library District Toolkit: Strategies to Assure your Library’s Legal and Financial Stability](https://nyslibrary.libguides.com/pldtoolkit)
* [Handbook for Library Trustees of New York State; 2018 Edition](https://nyslibrary.libguides.com/Handbook-Library-Trustees)
* [Helpful Information for Meeting Minimum Public Library Standards; 2018 Edition](https://nyslibrary.libguides.com/publiclibrarystandards)

Upcoming training workshops discussed, and an opportunity for trustees to meet with one of the co-authors of the green trustee handbook coming up:

Tuesday, April 18, 5 PM - **Trustee Handbook Book Club: The Board-Director Relationship**

Join co-author of the Handbook For Library Trustees of New York State Rebekkah Smith Aldrich and friends for this fun and informative series! At each session, trustees will take a deeper dive on a topic relevant to their role and responsibilities as a library trustee.
Trustees are encouraged to review the Personnel chapter of the Handbook for the Library Trustees of New York State prior to this event.

[Register](https://us06web.zoom.us/webinar/register/WN_3Ox8gU1_QEqmpTFJAXl-kQ) for the Trustee Handbook Book Club by Clicking This Link.

## Fundraising and Grants

**Submitted:**

* *Stewart's Holiday Match* - Submitted for $2,000 for Summer Reading program. **Received $1,300.**
* *Community Foundation of South Central New York Small Grants*: Submitted for $2,000 for Adult Education Programming June-August. **Received $2,000**

## Statistics

### E-Book Circulation

|  |  |  |  |
| --- | --- | --- | --- |
| Month  | 2021 | 2022 | 2023 |
|  | Ebooks | Audiobooks | Ebooks | Audiobooks | Magazines | Ebooks | Audiobooks | Magazines |
| January  | 6 | 4 | 14 | 12 |  | 10 | 9 |  |
| February  | 9 | 6 | 7 | 18 |  | 5 | 10 | 5 |
| March  | 4 | 8 | 10 | 8 |  | 3 | 4 | 13 |
| 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 |  |  |  |  |

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### Visitors, Circulation, Reference Questions, Hours

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Visitors** | **Circulation** | **Reference Questions** | **Hours Open**  |
| **Month**  | 2021 | **2022** | **2023** | 2021 | **2022** | **2023** | 2021 | **2022** | 2023 | 2021 Open | 2021 Closed | **2022 Open** | **2022** **Closed** | **2023 Open** | **2023 Closed** |
| **January**  | 24 | 209 | 192 | 169 | 440 | 481 | 5 | 35 | 33 | 14 |  | 83 | 3- Holiday | **82** |  |
| **February**  | 46 | 277 | 200 | 354 | 645 | 517 | 9 | 37 | 29 | 16 |  | 81 |  | **80** |  |
| **March**  | 42 | 287 | 234 | 439 | 585 | 700 | 7 | 66 | 38 | 16 |  | 100 |  | **93** | **2 - weather** |
| **April**  | 52 | 197 |  | 500 | 379 |  | 3 | 52 |  | 18 |  | 83 |  |  |  |
| **May**  | 88 | 207 |  | 270 | 501 |  | 8 | 24 |  | 18 |  | 82 |  |  |  |
| **June**  | 188 | 250 |  | 297 | 512 |  | 34 | 52 |  | 96 |  | 95 |  |  |  |
| **July**  | 203 | 313 |  | 359 | 560 |  | 61 | 65 |  | 93 |  | 83 |  |  |  |
| **August**  | 134 | 301 |  | 402 | 645 |  | 27 | 42 |  | 82 |  | 92 |  |  |  |
| **September**  | 171 | 215 |  | 522 | 511 |  | 18 | 31 |  | 95 |  | 88 |  |  |  |
| **October**  | 195 | 274 |  | 535 | 532 |  | 14 | 23 |  | 83 |  | 84 |  |  |  |
| **November**  | 142 | 204 |  | 512 | 566 |  | 27 | 25 |  | 68 | 14 – Holiday | 83 | 7 - Holiday |  |  |
| **December**  | 219 | 265 |  | 496 | 534 |  | 20 | 26 |  | 92 | 3- Holiday | 84 | 6 - Holidays |  |  |

## New Library Card Registrations, Volunteers, Book Purchases, Grant Expenditures

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **New library cards registered:** | **Volunteers and Hours:**  | **Amount Purchased from Book Fund:**  | **Book Fund Remaining:**  | **Grant Money Spent:**  |
| January  | 4 | 3 Volunteers6 Hours | $127.38 | $1,372.62 | $43.41 – Community Foundation of Otsego County COVID Relief Fund  |
| February | 0 | 2 volunteers 3 hours | $156.82 | $1,215.80 |  |
| March | 4 | 2 volunteers 2 hours | $125.23 | $1,090.57 |  |

New Books Purchased with Book Funds:



Programming:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Program | Type of Program | Attendance Adults | Attendance Children 0-5 | Attendance Children 6-11 | Attendance Youth 12-18 |
| Wednesday March 1 | Storytime | Child 0-5 | 7 | 8 | 1 |  |
| Thursday March 2 | Maker Club  | Adult  | 3 |  |  |  |
| Saturday March 4 | Lego Club  | Child All Ages | 1 | 3 | 2 |  |
| Tuesday March 7 | Watership Down Movie | Adult  | 0 |  |  |  |
| Wednesday March 8 | Storytime  | Child 0-5 | 2 | 6 | 1 |  |
| Thursday March 9 | Family Genealogy | Adult | 5 |  |  |  |
| Saturday March 11 | Johnny Appleseed Craft | Child All Ages | 0 |  |  |  |
| Wednesday March 15 | Storytime | Child 0-5 | 0 |  |  |  |
| Thursday March 16 | Maker Club | Adult | 0 |  |  |  |
| Saturday March 18  | Tissue Paper Shamrock | Child All Ages | 0 | 0 | 1 |  |
| Tuesday March 21 | LAIR Mystery | Adult | 0 |  |  |  |
| Wednesday, March 22 | Homeschool Group | Child All Ages  | 5 | 3 | 6 |  |
| Thursday, March 23 | Book to Movie Club: Watership Down | Adult | 0 |  |  |  |
| Friday, March 24 | Book Club | Adult  | 8 |  |  |  |
| Saturday, March 25 | Tolkien Day Perler Beads | Child All Ages | 0 | 2 |  |  |
| Wednesday, March 29 | Storytime  | Child 0-5 | 5 | 6 | 4 |  |
| Friday, March 31 | Maker Club | Adult | 2 |  |  |  |
| March Totals |  16 Programs |  4 Child 0-55 Child All Ages 8 Adult |  38 Adults Attended | 28 Children 0-5 attended | 15 Children 6-11 attended |  Youth 12-18 attended |