

Springfield Library Manager's Report

April 20, 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	42
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		267
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	4	8
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

Future programming will include:

June: 125th Anniversary Celebration Activities (4-5 events)

July-August: Summer Reading Program

August-September: Series of 3 Job Skill Programs in Resume Writing, Cover Letters, Interviews.

October: Community Conversation on Internet in Coordination with Town of Springfield

Fundraising and Grants

Submitted:

- *Community Foundation of South Central New York*: Submitted for \$1,500, for a series of 4 programs in connection with the Springfield Historical Society for June to celebrate the library's 125th anniversary.
- *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 for Summer Reading, to tutor children in reading in order to increase their reading skills. s

Accepted Grants:

The Springfield Library was awarded the following:

- *Stewart's Holiday Match Grant*: **\$1,250**
- *Association of Rural and Small Libraries LTC Grant*: **\$3,000**
- *Community Foundation of Otsego County COVID-19 Relief Fund*: **\$2,600**
- *Community Foundation of South Central New York*: **\$1,500**

Total Fundraising Through Grants 2021: \$8,350

Fundraiser activities:

I am organizing a book sale for our open house event in June to celebrate the 125th anniversary.

Marilyn is coordinating the Annual Appeal by May 15th.

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. Cheryl helped me start the Adult books and I completed them, along with the Juvenile Nonfiction section. The Collection Inventory is now done with the books on the shelves. I will be working in the future on running reports of missing books to clean up the catalog further.

DVD Project: DVD inventory is complete, Marilyn is continuing to work on the problem DVD's. I put all the DVD's back into cases with covers, so that the process of checking out and sending through ILL is streamlined.

Four County Library System Meetings:

Directors Call March 25, 2021: We no longer have to quarantine materials through Interlibrary Loan, 4CLS may be starting an additional delivery on Wednesdays in May. Summer Programming should still be outside large performances, masks inside, social distancing. Discussed various small 4CLS business such as no book pockets for processed books, new

delivery driver, more money anticipated in the NYS budget than originally planned, Hoopla services and costs. Most directors are waiting until May or June to begin in-person programming again.

Directors Call April 15, 2021: State Budget kept libraries the same as 2020, so 4CLS will be re-instating the Wednesday interlibrary loan delivery. COVID-19 update includes lessened stringency on quarantining materials, due to the new studies of environmental transmission factors that surface transmission is not the main route by which COVID-19 spreads. Some libraries are starting to slowly reopen more (putting chairs back, outside programming, etc). Masks should still be worn for outside programming. 4CLS Cares Act application was approved, 4CLS is updating the application and will get more information to libraries in the future. They are working on a webinar about the Census 2020 redistricting process.

There is a strategic planning workshop planned for April 21, 2021 at 3PM. Here is the link:

<https://intranet.4cls.org/?event=strategic-planning-refresher-launch>