**Springfield Library**

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**Manager’s Report**

**November 2023**

* Nov. 4 – The library board approved the hiring of JoAnn Fralick as Youth Services Librarian at a special meeting. The Board also approved the 2024 budget as proposed by Treasurer Debra Miller.
* Nov. 6 – NYSED requested the updated Budget to include with the Charter documents.
* Nov. 7 – The “First Tuesday Speaker Series” featuring Jim Loudon; author was attended by 21 patrons and received very positive reviews.
* Nov. 8 – Springfield Fire Dept. provided a “Fire Safety Program” for library patrons that was very well received by the participants who expressed much gratitude for their excellent presentation.
* Nov. 15 was JoAnn Fralick’s first day as Springfield Library’s new Youth Services Librarian.
* Nov. 22 – The invoice for the new computer, receipt printer, Label Writer, and two barcode scanners was received and payment submitted.

**Manager’s Report**

**December 2023**

Dec. 2 -Thanks to the Cherry Valley - Springfield Central School Teacher's Association for donating books for the library to hand out at the Santa's Workshop at East Springfield Fire Dept. on Dec. 2 and to Suzanne Hysack for sitting at the table and distributing them.96 books were distributed. We also gave out book marks with our hours.

Dec.5 -First Tuesday's speaker program had 18 adults and 4 children attending. Though well attended the audience review of the speaker were not favorable.

Dec.7-Arlene Lewis presented the “Candy Cane Wreath” workshop with 4 attendees who expressed the desire to attend more craft presentations.

The 4cls IT tech came to work with the library manager on the website. Many issues were found in need of correcting.

Dec. 8-27-JoAnn Fralick has had well attended and engaging Story Hours throughout the month. She has also learned the basics of Checkout, Renewals, Discharge and Holds in the “Work Flows” library program and is progressing into user registration, item searches, maintenance and cataloging.

Dec. 13 -Contract forms for a new phone line through Spectrum were filled out and submitted. A technician will contact the library to arrange installation.

Dec. 16- A “Little Free Library”, comprised of used books that were in storage, was set up in the hallway outside of the library. The opening of this coincided with the Community Center’s December Dinner and the Historical Society’s Bazaar. Members of the community are able to help themselves to free books outside of the library’s normal hours.

Dec. 21 – A 4cls IT Technician delivered and installed the new Circulation Desk computer, receipt printer, LabelWriter and two barcode scanners. The LabelWriter set up is pending a template which another technician from 4cls who will contact the library in January.

Dec. 28 – The IRS TFOP Dept. (Tax Form Ordering Program) has set up and account for Springfield Library and the order form for obtaining tax forms for library patrons has been submitted.

Statistics:

*Daily* *attendance*: 192 *Program attendance*: 183 (includes Santa’s Workshop book giveaway).

