

2018 Complete Director Report

January 2018 Directors Report from Dec 6, 2017-Jan 15, 2018

Gabe S hosted this year's cookie decorating which was a last minute program with only a few participants but a collaborative effort with all three libraries definitely worth doing again needs more planning.

Dec 14th, We had a F.O.I.L request from a patron it was handled the bill for that was paid upon delivery.

Dec 19th was the town board meeting they understand our contract is very old and we need to bring it up to date, both the town and library need to have a better understanding of what items mean.

The first children's reading program is in place for the year. I made a list of the supplies for the summer reading program if anyone wants anything else added also I messaged the dj, I haven't heard anything back yet.

Gabe S has been also volunteering with the Library he has been explained the duties of a volunteer under a program like job track. Things are just getting set up.

I have put in extra hours to get the building back in order and the processing room up and ready for the new incoming books.

*I went and got training at Bolivar on processing books I have made a list of the purchases needed this was one of the things we need to get purchased yet still haven't decided what account the money would come out of. This was the change stls gave us. This list still does not include the nonfiction books.

All the work from Griffin Construction has been completed and the town has inspected their portion.

I purchased the 2 computer chairs for the Manley grant limit to spend was \$180.00 the chairs were 79.99 also purchases 3 year protection plan for them at 9.99 the total came to 179.96.

*I made a phone call to Teresa H after making the purchase.

I can now submit everything for the Manley grant and we can see what they want to do about the remaining \$600.00.

This week I start the LEAD program 1/19 I have a few webinars coming up and training for items like the annual report to go to. For the annual report training it consists of a lot of our financial numbers I would like Gabe S to attend as well to have a second person trained will be valuable.

I am still working on organization in the processing room gathering materials to send to Brain from STLS that is our Bi-laws for the 501c3 information.

The community room has been booked for 1/21/18 for a baby shower.

I made a purchase for a few items heat tape for the frozen pipes in the bathroom, paper for the copiers, a mail organizer, a paperback book, forks, storage boxes for the old files, files to organize things, the wireless usb adapters for the computers to be on the wireless networks.

Bolivar fire hall craft vendor show is March 24 they run \$20 a table when would be like to do fundraiser for the year.

Stats for Dec

Circulation- 79 Registered Patrons- 2 adult 1 child Holds filled 24 Holds in star cat 2

Updated: 1/23-24/2018

Children are responding to the new reading program

Contact back from Ron Sutton from Manley fund- Return for unused portion of grant- way over estimated of electrical work.

Lead class I learned we can not ask about the purpose of why a patron want to book Wainman Hall, needed to add no alcohol, drug or tobacco rule, and learned about the not for profit for profit use banning it's already been past practice so we must allow anyone to use the building, so we are not sued.

We had a donation dropped of on the back door most items are not salvageable

We have had another FOIL request Via email this time. It will be filled after the meeting and this report is accepted.

Directors Report for February 2018

The Internal Revenue Service (IRS) has [issued](#) the 2018 optional standard mileage rates and beginning on January 1, 2018, the standard mileage rates for the use of a car, van, pickup or panel truck will be:54.5 cents per mile for business miles driven (up from 53.5 cents in 2017)

For a breakdown of the budget adopted I have figured out what I can spend monthly

Collection Development: \$291.67 on books , \$25 on audio, \$87.50 on DVD's, \$8.33 on other

Programs/Supplies: \$125 Programs, \$41.66 on supplies, \$16.66 on advertising, \$208 on Technology, \$41.66 on supplies for the library

For January we had 138 patrons which is 42 more than we had last year in January we held 2 sponsored events and 5 unsponsored events. A great start to our year. 3 patrons completed the reading trade program this month so far 5 have completed the program.

February has had a great start purchased the tv, DVD player, along with a wall mount, letter was sent with board presidents signature waiting to hear back from the town on when we can hang it. So far, we have had 24 patrons for movie nights

Our painting night with Shelby was a success as well: 19 people present during the event and 14 participants.

The rest of this month I would like to focus movie nights and getting ready for march and April. Getting ahead of the game each month. March I would like to focus digital literacy, starting the early childhood programs here at the library. Along with setting up one on one classes for patrons to learn about the digital worlds of the library.

We are being given a worker from Jobtrack starting later this month if they show that will be a great blessing.

March 8th is a Thursday I would like to attend an all-day training 9am to 3pm at stls headquarters they are starting to teach us about summer reading. I will need someone here at 1pm that day to do the best they can. I can help teach them before I go or teach the possible new person quickly before I go if approved. Or this person might be able to go with me and learn more as well to help lead the summer reading as I take the director roll. This is something I will have to clear with job track. In that case someone may just have to be here for movie night.

March 2018 Director Report

For January we had 126 patrons plus 46 from the unsponsored events, 65 more than we had last year in February we held 11 sponsored events and 4 unsponsored events. 7 patrons completed the reading trade program in February. Computer use this month was at 11.

We purchased the new kitchen equipment a stove, refrigerator and microwave, arrival date is March 6th. I purchased from a local store. I felt keep since it was local tax dollars it should be kept local, so the appliances were purchased from Brand Names Appliance in Wellsville. Free delivery and removal of the old appliances was also provided. Delivery was successful.

New Touch Screen monitor was purchased to help patrons with e-signature documents since we had to purchase a new monitor anyways. Also, this enlarges text well for visual impaired patrons.

I also refinished the chalk board and we had a few artist drawing for us now.

March calendars were made and disturbed around town I'm working on April

Processed items so far are working out great- we are at 123 as of 3/14/18

The new updates to the website are working out I have uploaded all our open meeting documents along with statistical reports, so we can show the public what we are doing. It's also visually appealing. Social media is working well we are gaining more speed.

Our volunteer is helping process books and has done some great cleaning on the building lately. I'm very thankful.

We had two local community members donate shelves. The community is starting to know us again. It's wonderful. Kids are coming in to play air hockey as well.

Last month we did 101 loans plus 35 inter-loans that's 136 transactions. I'm so proud.

As of 3/14/18 I have purchased 53 books and 17 DVDs

April 2018 Director Report

March monthly- Library sponsored events held 11, unsponsored events 5.

March circulation totals- 176 and holds filled 61. This great 237 items were circulated in March. 115 Patrons came in last year 2017 we had 119 for the library plus unsponsored events 60 so 59 additional people joined us in March 2018.

First quarter budget total are-

Books \$1094.54 spent 94 purchased books total books added to collection 174 books total \$72.12 left for the quarter.

DVD's \$436.06 spent 31 purchased dvds total DVDs added to collection 42 DVDs \$86.06 over budget for the quarter.

Technology budget \$1422.17 spent \$1,077.83 left for year.

Library Supplies \$191.33 spent \$308.67 left for year.

Advertising \$5.00 spent \$195.00 left for year.

Programs + Program supplies \$624.51 spent \$1375.49 left for year.

Audio books \$0.00 spent \$300.00 left for year 11 added to collection.

I think we are doing rather well purchases should slow down as we are now looking at new release items and not looking at filling in the past as much.

Patrons are enjoying the new books and DVD's as the number can show there has been an increase in usage.

The programs being held are picking up pace and doing great.

I'm starting to put together the information for the Community Celebration this summer. I was thinking a pig pickin' would be a great idea need to find someone with a cooker.

Made the purchase of an additional Movie license to show different films from the other libraries a year long for \$135.00. Something different can be shown here move diversity for our community.

Director Report May 2018

April monthly- library sponsored events 14 (44) patrons came on average 3 people came to each event held unsponsored events 6 (87) patrons from unsponsored events.

April circulation totals- 108 and holds filled 65 that's 173. We had patrons come in 93 and 87 unsponsored persons a total of 180 people came in. Last year 2017 we had 147.

Library seems slower since the weather has gotten nicer.

Purchased the Dymo machine and paper for processing the nonfiction items in the library. Price was \$125.53. We have already processed 19 books with this. We now have enough on hand to print over 1000 book labels.

Memorial Day flags so far are going well 21 flags have been purchased. We need a few more to reach our goal. Spread the word.

The painting pot program went well, want to host this again.

Working with the Girls Scouts has also been wonderful sharing our knowledge and giving back to the community is wonderful.

I'm still searching for a band for the community picnic.

Trainings in future would like to go to:

First System field trip to the Belmont library on Monday May 21st trip is from 10 am to 12 pm ish. I may need coverage for 1 hour

Spring CE- This a big all-day thing lots of learning and vendors Last year was amazing I learned so much and would like to go back it's in Corning at the community college library Friday. June 8th from 9 am to 3 pm

June 2nd – We are open for the community wide yard sale looking for volunteers that day to work it I will be there as well.. we have posted online that we are accepting donations for the sale at this time also.

Summer Reading, I would like to hire someone for 6-8 weeks this summer. This will allow the library to host more events and engage more with the community. We have also signed up for SYEP summer youth employment program to gain an additional worker we would not have to pay for this however this person will most likely be shared with the other libraries in the area. An additional employee will allow for me to go on vacation and not have a board member cover my shifts.

BRCS school budget vote: Congratulations we passed 2019 school amount will be for \$21,850.00. Everything passed on the budget as well. The community has once again stood behind all three libraries. Our vote numbers consisted of 211 voted yes 51 voted no.

Director Report June 2018

May monthly- library sponsored events 11 (34) patrons attended on average 3 patrons came. One event was cancelled from the artist. Unsponsored events 6 events (94) participated.

May Circulation Totals- 91 holds filled and 95 check outs that's 186 items loaned. We had 115 patrons in the library plus sponsored event and unsponsored we had 243 patrons came to the library. Last year we had 146. 97 more people came in this year vs last year.

Memorial Day flag fundraiser was successful we sold 34 flags and were able to purchase all three libraries new flags.

I'm still searching for a band for the community picnic. I have a call in for Tim for the tent rental.

The system wide fieldtrips have been great, and the continuing education spring CE event was amazing.

We have **started the interview process** for summer help and the calendars for both months will be finished this weekend. I would like to make my decision at the latest of July first to notify the new employee.

For the Summer Reading program, I have rewards for the kids done through a scratch off ticket system for every 4 days they read they can earn one scratch off and the scratch off will be for a toy or candy from the treasure chest. Also, we will have a drawing for 4 Darien lake tickets that were donated. To be added into the drawing for that children must read for 8 days in a row then they can get added to the drawing. Extra chances when they attend events such as the kick off, craft event, movie event. They must read for 8 days in a row to start the Darien lake program. A child that reads 15 or more days in a row can earn water bottles and other gifts. If children read 30 days, they will be invited to the pizza party August 22nd.

For July we have 24 events scheduled. August, we have 20 events planned so far.

June 26th, I have a meeting at the Wellsville library to talk about the job fair being hosted by the libraries I need coverage from 10-11:30. **July 5th** is a Thursday and my birthday I will be away camping I will need coverage this is before the new employee starts. I am so submitting for my mileage to and from the trainings I have participated in. Gabe has the voucher.

Almost 6 months in to our budget here is the assessment. Time to re-evaluate if needed.

Books 154 added 1485.36 spent 2014.64 left

DVD's 75 added 934.58 spent 115.42 left I would like to roll other and audio into DVD. Audio is not going out.

Technology 1349.83 spent 1150.17 left

Advertising 10.00 spent 190.00 left

Library supplies 296.62 spent 203.38 left

Library program 472.44 spent 31.53 left

Program budget 1368.73 spent 131.27 left this will be after august.

Director Report July 2018

June Monthly- the library sponsored 10 programs 93 people came that's an average of 9 people per program. We had 7 unsponsored programs with attendance at 125.

June circulation- total 89 holds were filled and 112 check outs' that 201 items loaned. We had 136 patrons in the library plus sponsored and unsponsored our total count was 354 for June. Last year we had 157 so we had 197 more people this year.

Our employees were hired for the summer and have been doing well. It has been fun to train them as we go and get the help that is needed so I have time to do things as the director.

Summer reading programs are under way and we are still getting people to sign up we have a children's program with 15 kids, teen we have 9 and adult program has 8 readers

As of 7/17- we have processed in house 526 items

We have two patrons wanting tables and chairs for the dates of August 4th, 18th.

I have called trappers chicken waiting to hear back for 150 chicken quarters as a fundraiser

Also, have called Tredway's on west state street in Olean.

We were able to get a tent 20x30ft for \$150.00

Mid*America has sent us some books to check out they are graphic novels. A post was made to see if there is interest in them before purchasing.

July 31st is a Tuesday I have the next system connection in the Wellsville library that day I will be out of the building from 10 to 1 at the latest. I may look at taking Nicky with me, so she can see another library. I put a phone call in with STLS and SYEP to make sure its ok

My vacation days will be from August 2nd to August 9th. Our assistant director has been made aware and fine with coverage for that time period.

August 2nd is the coco party for the libraries and the new employees are ok with working it while I'm gone.

So August 2nd will be 11-12 and 6-8pm.

Director Reput August 2018

July Monthly- the library sponsored 25 programs 106 people came that's an average of 4 people per program. We had 4 unsponsored programs with attendance at 66.

July circulation- total 83 holds were filled and 197 check outs' that 280 items loaned. We had Sponsored and unsponsored our total count was 329 for July. Last year we had 147 so we had 132 more people this year.

Our largest event for July was the Chocolate Games at 27 participants.

Overall this month has done well we still have several people reading for the summer reading program.

The SYEP worker received her extension to stay on till 8/16. She has done well throughout her time here and I'm excited that she wants to come back next year or even as an after school employee.

Our hired employee has also done very well this summer she is finishing her last week August 30th.

Having both employees has helped so much with reorganization of the library, daily tasks, planning for different events, barcoding and inputting new materials into the library. This has freed me up on time to plan and look at the libraries future.

Now we are putting the final touches on the Community picnic

The library also received a grant from the Manley Trust to work on STEM maker spaces for the library.

Director Report September 2018

August Monthly- the library sponsored 22 programs 206 people came that's an average of 9 people per program. We had 5 unsponsored programs with attendance at 81.

August circulation- total 84 holds were filled holds received 9 and 250 check outs' that items loaned. We had Sponsored and unsponsored our total count was 433 for August. Last year we had 208 so we had 225 more people this year.

Our largest event for August was the Community Picnic at roughly 76 participants.

Summer Reading Program ended. What a great first summer to build off from. 14 Children read for 60 hours, 6 teens read for 47 hours and 9 adults read for 102 hours. Grand total 209 hours read.

Having both employees helped so much with everything in the building, they were amazing.

Community Picnic overview- Total invested		\$499.72
Donation for chicken	\$57.75	
Donation for event	\$41.00	
Cash	\$314.75	TOTAL \$413.50
		Total -\$86.22

Not bad for our first year out Next year suggestions: 2-hour event, move tent to the back of driveway.

The grant from the Manley Trust to work on STEM maker spaces for the library is almost spent and implemented in the library for future activities with patrons. I will have it complete by the end of this month and sent out for report with the Trust Fund.

What would we like to do with Halloween being on a Wednesday? It's unlikely that we will have any patrons that night what should we do.

Director Report October 2018

*State has mandated an updated sexual harassment policy: Because this is a state mandated policy we need a vote of confirmation to accept it; this policy does not need an additional month to vote on.

- This month has been slow with patrons coming in, I believe this is due to back to school and sports activities. Things should pick up in November and December.
- A new card catalog was purchased for easier/faster access to patrons. Also, this gives us an additional laptop to use for trainings and state reports.
- I have gone to multiple trainings: this month I'm headed to a training for story time practices and tool and I have signed up for a web training 5 sessions with Lorie Brown as well.
- There has only been one bid submitted for plowing we still need three more.
- I would like to start a cookbook club. In this club we can sponsor one cookbook and a member can pick a recipe from that book they can make it and we can all share our meal here in the library community room one night a month. What night sounds good and time. Does anyone think there will be an interest in this idea?

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Director Report November 2018

- Thank you to Terisa Grover, Teresa Hopkins and Gabe Steinwandt for one year of service. This has been a great year.

- I've started gathering our data for the annual report and getting files ready for the end of 2018 and the start of 2019
- I've been working on cleaning up the past filing cabinets from 1909 till 2012 is complete
- This month I have also worked on weeding more of the older Juvenile books to make room for newer books
- Calendar for the rest of this year is complete
- 2019 Planner has been purchased starting to work on next year's calendar
- I have one L.E.A.D class left, and two classes/four weeks left in Supercharged Storytime
- Next year I'm not enrolling in a large amount of classes/trainings I would like to use what I have learned.
- I would like to see us put a free printing policy in place for school/ college students: this will help students that need to print papers where they may not have money to pay for printing. This only will apply to school related materials. This may also increase people coming into the building.
- We sold 9 pies for a total of \$90 supplies were a total profit is \$41.00
- The Library is teaming up with the Genesee Quilters for a \$50 raffle Drawing December 13. \$1.00 a chance the gift card is for Walmart
- **Director Report December 2018**
- Another year ends I have 8 hours of comp time I would like to close the library December 26 and 27th to use that time, so it won't have to be paid out before the end of the year.
- I have worked on putting the details in on the 2019 calendar and think I have a great idea for the whole year such as partnering with the school groups for some fundraisers
- On December 11th the Genesee Library hosted to quarterly meeting for the Allegany county Directors Association and it was

wonderful to hear how many directors NEVER have visited our library and were so pleased to be invited here. The feed back from members of STLS that came was positive as they saw where we were at the beginning of 2017 and where we are now.

- I have finished both of my classes for L.E.A.D. and Super Charged story times I have learned so much this and wish to thank you for the opportunity to continue my growth as a library director
- The raffle the library partnered with the Little Genesee Quilters for the holiday season was purchased and our contribution was \$25.00, They contributed \$25.00. We sold 119 \$1.00 Tickets and our profit was \$56.00. After what we spent our profit was \$24.00
- The cookie decorating event served 21 patrons and the movie/ decorating event served 11 patrons.
- Merry Christmas thank you for a great year see you all in 2019.