

# Library Director's Report for November 2019

## Staff

- Tim was able to attend the Office Hours with Valerie Gaydos (thanks Tim).
- Becky Proie, our new YS Department Head began working on 10/28. She has begun adjusting to the position, the programs and the patrons.
- Becky attended the CLP Teen Quarterly Meeting on 11.15.
- Gee Bolland, our WACL POP (WACL Preschool Outreach Program) staff member will be attending a CLP STEM Training on December 10th.
- Nicole Battaglia, the YS Programming staff member, has resigned. We are currently looking to fill her position. As of now, we have not received any resumes (ACLA finally just posted it on the 13th).
- Preethy Nalluri, one of our circ desk employees, has resigned as her family is moving to Atlanta. Her last day will be November 20th. We are currently conducting interviews for that position.
- The position of Development Manager is still open, interviews have begun and we hope to make an offer by the middle of the week.
- Stephen has finished putting up the Braille exit signs throughout the building and I'm waiting to see the balance of the Maintenance Budget before we order carbon monoxide/smoke detectors.
- I met with Chris Caruso last week and have plans to meet with Mike Baker this week.

## Services & Programming

- YS programming will be ending on November 27th and resuming in January for the new quarter.
- Heather is working to create some new adult programs. She just purchased an air fryer - so be on the lookout for an air fryer program.
- We have a Dine to Donate scheduled for Thursday, November 21st from 4-10 at Celebration.
- Our Take 5 Campaign is getting one more, end of year push. It looks like we'll be cutting it close to reaching our goal of 150,000 items circulated.
- The Winter Appeal has been sent to the printers and is set to hit mailboxes the week of November 14th.

## Updates, B&G & Announcements.

- We had another torrential downpour on Halloween which caused some water to come into the back staff entrance as well as up through the floor in the storage room. Tim came out to assess it. Since it wasn't as large an area as in the past, we treated it with anti-mold spray from Home Depot. Tim and Stephen both set up contraptions to temporarily reroute water away from the back door and then placed a barrier that would prevent water from entering.
- We called back the Fire Extinguisher company to inspect the remaining three extinguishers that had been lost in the move. We are officially up to date on all inspections.

- The insurance company has sent their final check, to include full payment of the circulation desk. Michael Fink, the architect, has sent over the complete contract/scope of work. I've signed and returned the contract. He also needs an \$8000 deposit which will be included in the next round of checks. Shop fabrication will be approximately 5-6 weeks from the start date which is expected to be the first week of December.
- We have locked in with Champion Energy (our current supplier) at a rate of \$0.58 a kw which is a 25% decrease from our last contract with them. This new contract will begin 9/2020 and run through 9/2024.
- All old codes have been removed and new codes have been input into both the building and the security system, which we are now using nightly. If you'd like a code, please get that to me.

### **ACLA, eiNetwork & LAC**

- ACLA has reported out the Love Your Library statistics. At \$0.21 on the dollar, we should expect approximately \$10,300.
- In addition to the match, the Jack Buncher Foundation has, again this year, made a year end gift to each member library in the amount of \$4000. It is due to hit individual accounts by 11.18. I encourage you to send thanks (and perhaps an idea of how these funds will help our library) to Ms. Anita, Buncher, Jack Buncher Foundation, 1300 Penn Avenue, Suite 300 in Pittsburgh, PA 15222.
- On December 11th from 1-3, ACLA will be hosting a workshop for Directors and Board Members that focuses on Capital Improvement Funding programs. It will be held at the Green Tree Library. Please save the date, I will send more info along as it becomes available.
- ACLA is continuing to schedule Legislative meetings for member libraries. They're currently working with Representatives and hope to schedule meetings with Senators too.
- District services was present at the latest LAC meeting. They are currently looking to purchase a new sorter for the district. CLP is dedicated to funding this project.
- eResources is asking for support in the #ebooksforall campaign, which is a nationwide movement in response to Macmillian's restriction on library access to ebooks. The publisher is only allowing systems to order 1 copy of an ebook for the first two months of its release. As a rule of thumb, we try to have a 1:5 ratio for book to library patron holds. Take James Patterson for example, that correlates to our system ordering roughly 100 copies. This new rule will cause significant waits and encourage other publishers to follow suit.
- At LAC, Libraries voted to move forward with automatic renewals on existing loan rules, with most libraries settling on 6 renewals. This is expected to roll out late January/early February 2020.
- The "Plan for State Aid" Report is due to the state 11.21. I have completed it, Marie attested to it's accuracy and it was sent to ACLA last week.
- Keystone Letters of intent are due 12.20 and must be signed by a System Representative (Marilyn Jenkins) so if that is something we want to pursue, we need to do so soon.

# MONTHLY STATISTICS REPORT OCTOBER 2019

## CIRCULATION

Materials (with BB)	6137
ILL's	11
Renewals	3622
<b>TOTAL:</b>	<b>9759</b>

## PAGING LIST ITEMS

Items Lent	2922
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Items Borrowed	3211
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## CIRCULATION USAGE BY MUNICIPALITY

Findlay	22.3%
North Fayette	51.3%
Oakdale	6.4%
All other areas	20.2%

## E-RESOURCES

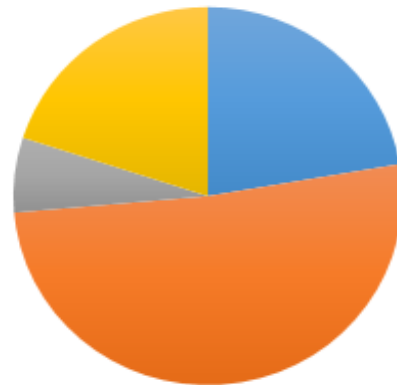
### Overdrive Circulation

e-book	1986
e-audio	952
e-video	0
e-magazines	51
Flipster	10
Hoopla	329
<b>Total E-Circ</b>	<b>3328</b>

## COMPUTER USAGE

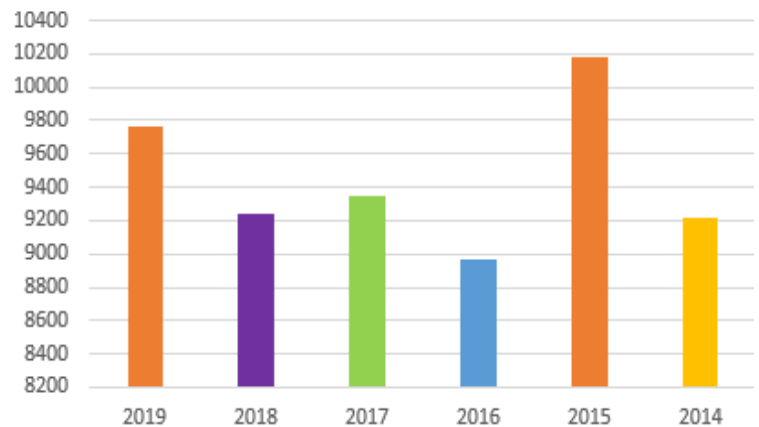
PC (sessions)	597
Laptops (sessions)	38
WiFi Login (sessions)	396
WiFi Minutes	52849
Hotspot (gigabytes)	-

## October Circulation by Municipality

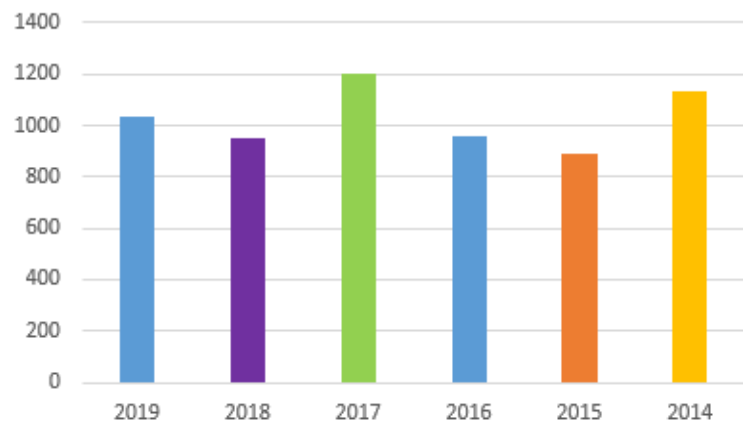


■ Findlay ■ North Fayette ■ Oakdale ■ All other areas

## October Circulation



## October Wifi and PC Usage



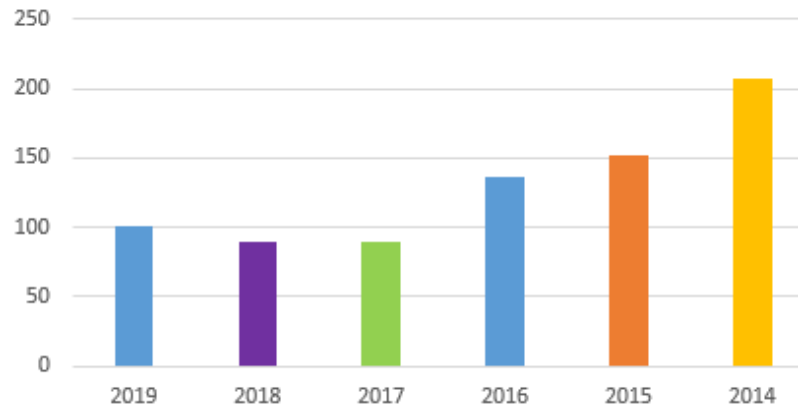
## MATERIALS ADDED TO COLLECTION

	BOOKS	CD BKS	CD MUS	DVD'S	MAG	ELEC	MISC.	
Adult	138	14	1	18	23	0	2	
YA/MG	1	0	0	0	0	0	0	
JUV	112	0	0	7	1	0	0	
Book Bus	1	0	0	0	0	0	0	
<b>Sub-total</b>	<b>252</b>	<b>14</b>	<b>1</b>	<b>25</b>	<b>24</b>	<b>0</b>	<b>2</b>	<b>318</b>

## PARTON REGISTRATIONS

Findlay	18
North Fayette	43
Oakdale	10
<b>Resident Total:</b>	<b>71</b>
Non-residents	30
<b>New Registration Total:</b>	<b>101</b>
Previous Month Total*:	10669
<b>Current Registration Total:</b>	<b>10770</b>

### October Library Card Registration



## STATISTICS

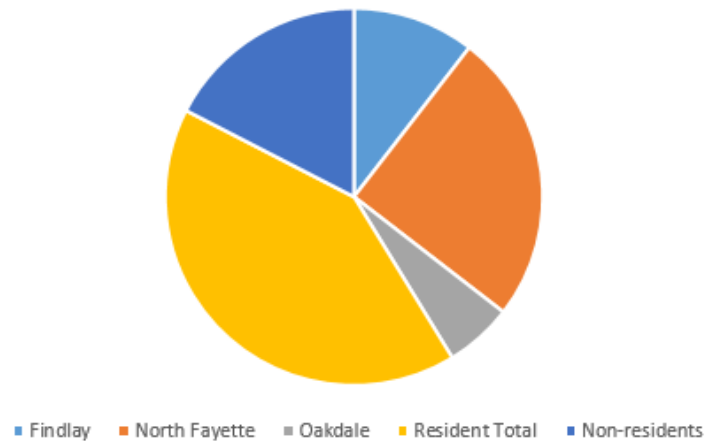
Customers 5550

Reference Questions 366

## ROOM USAGE

	Attendance
Community Room	0
Conference Room	179
Tutor Room	38
Garage	41
<b>Totals</b>	<b>258</b>

### September Patron Registration by Municipality



## LIBRARY PROGRAMS

	# of Programs	Attendance
Children	46	517
Middle Grade/		
Teen	5	24
Adult	21	177
Book Bus	14	412
<b>Total</b>	<b>86</b>	<b>1130</b>

### October Programming

