

# Library Director's Report for December 2019

## Staff

- I met with Michael Baker from North Fayette Township. He is impressed by all that we do here on the hill. He plans to present the 3% increase to the supervisors and suspects it will pass without comment.
- I attended Oakdale's December Council Meeting, introduced myself, thanked them for their increase this year and presented them with their LYL patron postcards. I spent time with them afterwards and will continue to develop those relationships.
- Joetta Adams, our new Development Director, started on December 9th. She's already begun to dive in - learning about the library and looking into grants. She also attend the ACLA info session on Grants for Capital Campaigns (as did Terri).
- Amelia Dickson accepted the position of YS Programming Specialist. She began 12/10 and in addition to learning the ropes, has begun planning her upcoming programs.
- Anjali Ajmani accepted the position for Circulation Clerk, filling Preethy's position. She began the week of Thanksgiving and is doing great.
- The third week in December I will be meeting with all staff in prep for an amazing 2020. They'll also be given their bonuses at that time. This year, we're paying out \$1350, in recognition of their commitment and hard work; this year has been exceptionally challenging.

## Services & Programming

- Special thanks to Pam for covering another Play-K session during November.
- All programs for the Winter/Spring session have been determined, advertised and registration is now open.
- Programs are limited during December, as its reserved as a planning month for staff.
- The annual Gingerbread House program was once again a huge success with over 100 attendees.
- Thursday, December 12th we hosted First Shield as they presented a program on situational awareness, drawing the attention of over 30 patrons.
- Saturday, December 12th we will be hosting our annual Blood Drive.

## Updates, B&G & Announcements.

- We've submitted a deposit to Michael Fink for the desk and suspect to hear from him by the end of the month to schedule the install.
- The Lock Box has arrived and will hopefully be installed in early 2020.
- Stephen has mounted all fire extinguishers, repaired all bowed endcaps on the adult stacks (they presented a safety hazard), repaired the barrel planters at the main entrance (jagged edges presented a safety hazard), fixed the toilet in the women's room, painted and repaired the walls in the YS department and the men's bathroom and continued to work on ongoing projects.

## **ACLA, eiNetwork & LAC**

- As a reminder, ACLA has schedule another Legislative meeting. This one will be with Representative Jason Ortity on Thursday, January 9th from 2:30-3:30. The address is 300 Old Pond Rd, Suite 205A, Bridgeville, PA. The only other libraries that may be present are South Fayette and Bridgeville. It would be great if we could have Board representation there.
- Wireless Access Points are set to be installed on December 13th. Heather and Stephen will be on hand to help with that.
- Collection Development is continuing to being routed through Shared Services. We've had some hiccups as far as efficiency and turnaround. I've met with the contacts from CLP to finalize the process for 2020 and we are working on a way to make the process more efficient. As it stands, Becky will be selecting materials for Youth Services. CLP will be selecting materials for Adult books and eBooks. CLP will be purchasing and pre cataloguing for both departments prior to sending them to WACL to be finished cataloguing and processed. We will be invoiced monthly. Per this agreement, most of our purchasing will be done through Ingram, as opposed to Baker & Taylor, who we've typically used in the past.

# MONTHLY STATISTICS REPORT: NOVEMBER 2019

## CIRCULATION

Materials (with BB)	5790
ILL's	6
Renewals	3022
<b>TOTAL:</b>	<b>8812</b>

## PAGING LIST ITEMS

Items Lent	2696
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Items Borrowed	2802
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## CIRCULATION USAGE BY MUNICIPALITY

Findlay	21.9%
North Fayette	50.6%
Oakdale	7.2%
All other areas	20.3%

## E-RESOURCES

Overdrive Circulation

e-book

e-audio

e-video

e-magazines

Flipster

Hoopla

Total E-Circ

## COMPUTER USAGE

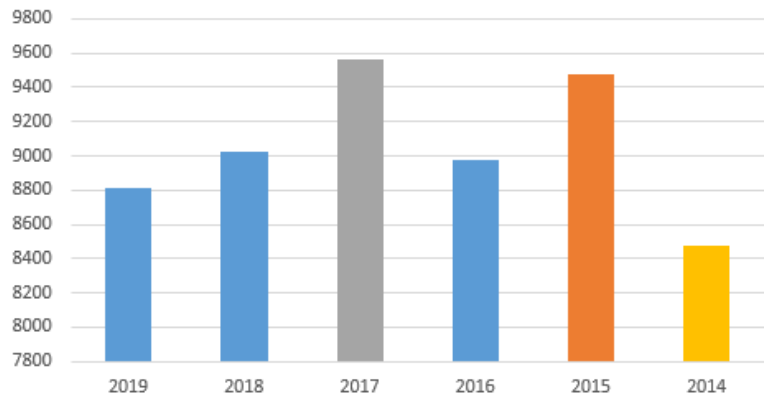
PC (sessions)	454
Laptops (sessions)	24
WiFi Login (sessions)	350
WiFi Minutes	48603
Hotspot (gigabytes)	-

November Circulation by Municipality

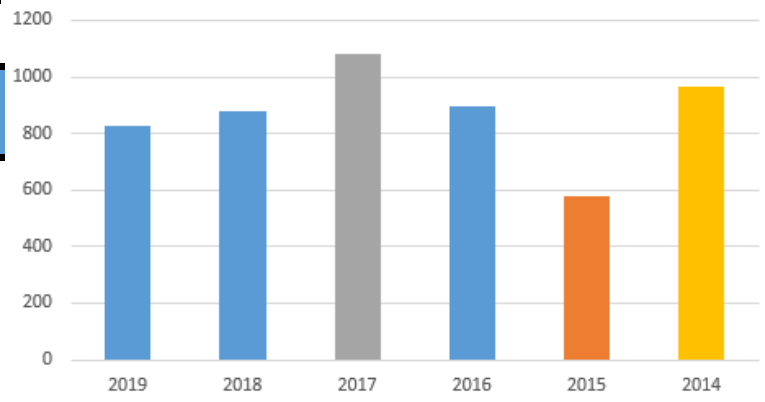


■ Findlay ■ North Fayette ■ Oakdale ■ All other areas

November Circulation



November Wifi & PC Usage



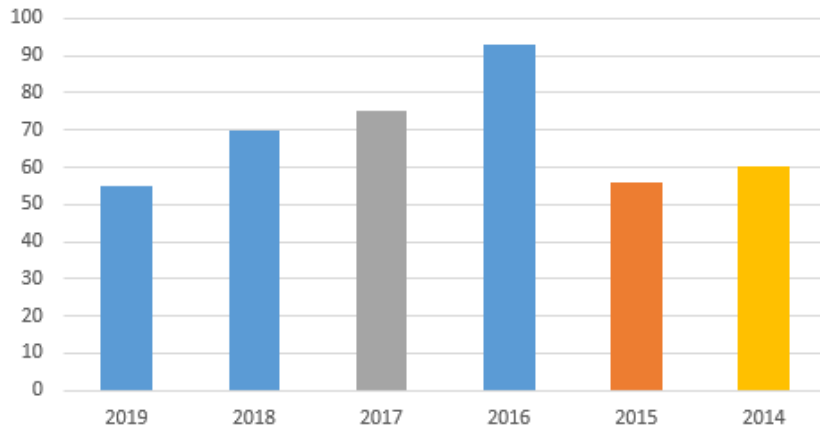
## MATERIALS ADDED TO COLLECTION

	BOOKS	CD BKS	CD MUS	DVD'S	MAG	ELEC	MISC.	
Adult	82	3	0	21	28	3	0	
YA/MG	52	0	0	0	0	10	0	
JUV	99	0	1	2	1	0	0	
Book Bus	0	0	0	0	0	0	0	
<b>Sub-total</b>	<b>233</b>	<b>3</b>	<b>1</b>	<b>23</b>	<b>29</b>	<b>13</b>	<b>0</b>	<b>302</b>

## PARTON REGISTRATIONS

Findlay	16
North Fayette	25
Oakdale	5
<b>Resident Total:</b>	<b>46</b>
Non-residents	9
<b>New Registration Total:</b>	<b>55</b>
Previous Month Total*:	10770
<b>Current Registration Total:</b>	<b>10825</b>

November Library Card Registration



## STATISTICS

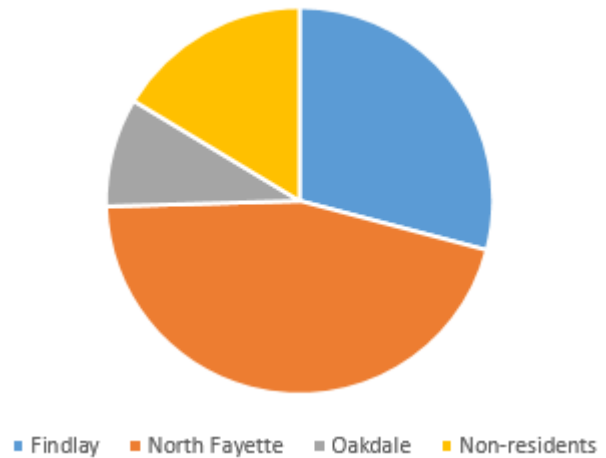
Customers 4964

Reference Questions 322

## ROOM USAGE

	Attendance
Community Room	0 (not avail)
Conference Room	143
Tutor Room	32
Garage	57
<b>Totals</b>	<b>232</b>

Patron Registration by Municipality



## LIBRARY PROGRAMS

	# of Programs	Attendance
Children	41	540
Middle Grade/		
Teen	0	0
Adult	13	57
Book Bus	16	428
<b>Total</b>	<b>70</b>	<b>1025</b>

November Programming

