

***Unofficial Director's Quarterly Report
June 2015***

Please note that the official director's report is available at the Royalton Hartland Community Library.

Preliminary Remarks

First off, a giant thank you to Board and Friends for the Open House on May 16th; I feel so welcomed and honored to be here at Middleport.

As a newcomer into this organization, I have talked to many people in the community in order to learn more, and I have heard a lot of differing opinions on what should be addressed first here at the library. After carefully watching and using existing systems for six weeks, I have begun making changes and setting priorities for the next 6-9 months.

1. Primary priorities
 - a. Finances, Budget and Organization of Files—April, May & June 2015
 - b. Programming—revamped in May 2015
 - c. Summer Reading Program—July & August 2015
 - d. Collection Development—June-December 2015
 - e. Memorial for Rose Bernard—September-November 2015
2. Secondary priorities
 - a. Safety, Upgrades and Efficiency Within Technology Network
 - b. Grant for Digitizing Local History Records
 - c. Outreach to Schools and Community Organizations
 - d. Partnerships with Area Businesses

Building and Grounds

The vents in the Community Room have been replaced and installed by volunteer Philip Miller. They now remain open independently. This summer, Mr. Miller will return to hang the wall clock for the Community Room.

In a bid to make our library more accessible to families, I would like to propose that the Library purchase and install a diaper changing station in the bathroom. Enclosed is a technical sheet for a wall-mounted Koala Kare station that costs between \$205-250. Packs of 500 disposable wipes are under \$40. I propose that a separate basket be raffled this summer in order to raise funds for this changing station, with an anticipated installation in the fall.

Budget and Finances

I have reviewed and organized all the office files pertaining to the Library's finances.

Key Bank is closing its Middleport location as of August 7th, so the Library transactions will be handled through the Medina branch. This does not alter any of the Library's existing accounts.

Circulation and Cataloging

| <i>Month</i> | <i>Total Number of Circulated Materials</i> |
|--------------|---|
| April 2015 | 2188 |
| May 2015 | 2275 |

Thanks to help from volunteer Kelsey Eldridge, the books in basement have been corrected in their location in the cataloging system.

Collection Development

After meeting with Maggie Stein at Nioga, I have consulted collection statistics and made some decisions about the collection that I would like to present to the Board and ask for your support. The average age of a book in our non-fiction collection is 1984. As an example, I have brought up 30 consecutive books from our health section. Of these 30, only 6 titles would remain on our shelves after weeding.

Continuing Education

| <i>Date</i> | <i>Workshop</i> | <i>Location</i> | <i>Attendees</i> | <i>Description</i> |
|----------------|--------------------------------------|---------------------------------------|--|--|
| April 30, 2015 | Baker and Taylor TS 360 | Nioga Headquarters, Lockport, NY | Sonora Miller | I attended a morning training session on using the new (to NYS) features of Baker and Taylor's book and A/V ordering system. |
| May 6, 2015 | Every (STEM) Hero Has a Story! | Nioga Headquarters, Lockport, NY | Sonora Miller | I, along with other children's librarians, learned about possible summer reading program activities using science and the natural world. |
| May 7, 2015 | Adult Reference and Services Meeting | Lockport Public Library, Lockport, NY | Sonora Miller | I attended a morning training session to meet area reference librarians and to learn about the websites maintained by other Nioga libraries. |
| May 20, 2015 | Annual Nioga Dinner | Batavia Downs, Batavia, NY | Ken Belfield Linda Belfield Melane | Nine members of the Middleport staff, Board and Friends attended this |

| | | | | |
|--|--|--|--|-----------------|
| | | | Shuttleworth Amy Monti Carole George Sue Ann Palmer Mary Collins Ila Schnackel Sonora Miller | dinner meeting. |
|--|--|--|--|-----------------|

Friends and Fundraising

As is typical, the Library will have baskets displayed throughout the summer. At the close of the Book Sale, these baskets will be raffled off. Please consult your enclosed handout to see if you have anything that you could donate for a basket and support the library. All items are due by June 15th.

Outreach

| <i>Date</i> | <i>Workshop</i> | <i>Location</i> | <i>Description</i> |
|----------------|---|--|--|
| April 28, 2015 | Nioga Board of Trustees Meeting | Nioga Headquarters, Lockport, NY | I attended a dinner meeting, where I met the members of the Board of Trustees and several staff members at Nioga. |
| May 13, 2015 | Royalton Hartland Business & Professional Association Breakfast Meeting | Darryl's Place, Middleport, NY | I introduced myself to the attendees, invited everyone to the Open House and welcomed their ideas and suggestions. |
| May 27, 2015 | Community Dinner | Middleport United Methodist Church, Middleport, NY | I was invited to attend by Keith Bond, and I met several members of the community and rallied some possible volunteer support for future children's programming. |

Programming for Adults

| <i>Date</i> | <i>Workshop</i> | <i>Attendees</i> |
|----------------|---------------------------|------------------|
| April 20, 2015 | Adult Book Club | 10 adults |
| May 11, 2015 | How to Grow and Use Herbs | 15 adults |
| May 16, 2015 | Open House | 45 adults |
| May 18, 2015 | Adult Book Club | 16 adults |

| | | |
|--------------|------------------|----------|
| May 30, 2015 | Gadgets and Gear | 5 adults |
|--------------|------------------|----------|

Programming for Children

| <i>Date</i> | <i>Workshop</i> | <i>Attendees</i> |
|----------------|---------------------|-----------------------|
| April 23, 2015 | Preschool Storyhour | 10 children, 7 adults |
| April 30, 2015 | Preschool Storyhour | 5 children, 3 adults |
| May 7, 2015 | Preschool Storyhour | 7 children, 5 adults |
| May 14, 2015 | Preschool Storyhour | 4 children, 2 adults |
| May 20, 2015 | Lego Club | 5 children, 4 adults |
| May 21, 2015 | Little Storytime | 5 children, 4 adults |
| May 27, 2015 | Lego Club | 12 children, 5 adults |
| May 28, 2015 | Little Storytime | 7 children, 5 adults |
| June 3, 2015 | Lego Club | 14 children, 5 adults |
| June 4, 2015 | Little Storytime | 6 children, 4 adults |

Publicity and Displays

I met with Patt Fagan to review the library’s website. She is currently updating it, after which we will re-evaluate it and make further changes.

Facebook is now connected to 207 members of the community. This is a place to publicize events, post pictures and alert the public of changes in hours.

The Showcase is currently housing a gardening collection belonging to Linda Hedley. Prior to that, we showcased a collection of treasure boxes belonging to Alissa Monti.

The Book Tree is currently decorated for Flag Day.

Staff

Sue Ann Palmer, Library Clerk and Local Historian
 Ellen Gagne, Library Clerk and Technology Specialist
 Mary Collins, Library Clerk
 Donna Scharlau, Cleaner
 George Tamlin, Volunteer Groundskeeper

Emily from Human Resources at Paychex would like to schedule a meeting to go over employee policies and any changes to our policies. Would board members like to be included in that meeting?

Thank you to our departing staff, both of whom are embarking on joyful adventures. Melane Shuttleworth is able to celebrate her re-retirement, and I thank her heartily for everything that she has done for the past half a year, when everything was so tumultuous and grief-filled. Alissa Monti is headed for a new life in Syracuse with her soon-to-be husband, and I am not alone in my sadness at seeing her go.

Technology

As with any technology, it requires constant maintenance and attention. At this point, there are several large technology purchases on our horizon.

| <i>Program/Equipment</i> | <i>Estimated Cost</i> | <i>Purpose</i> |
|---------------------------------|--|--------------------|
| DeepFreeze for public computers | \$172.80 for four computers for one year | Security |
| Receipt Printer | \$299 | Printing due dates |
| Bar Code Scanner | \$209 | Scanning books |

Volunteers

Thank you to our volunteers of the past several months. Many thanks to Ila Schnackel for all her dedicated volunteer hours. Now that Melane Shuttleworth is no longer interim director, she has already volunteered her time on several occasions.

Thanks in addition to the following community volunteers:

- a. Key Bank employees
- b. Philip Miller
- c. Kelsey and Andrea, National Honor Society

Respectfully submitted,

Sonora R. Miller
Library Director