

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

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

Building and Grounds

Thanks to the fundraising campaign, the **Koala Kare diaper changing table** has been completely funded and was installed in the bathroom in August. It is now filled with changing table liners.

A large **clock** in the Community Room was hung in June, weather-resistant **signs to label the book drop** were installed in August and a **hook** to hang the empty bags for Nioga deliveries was installed in the front close in August. All of these amendments address issues that were brought up by patrons and staff.

In addition, the following regular building activities have been completed:

- **service check** of the furnace in June – Drum Oil
- **furnace/AC filters** changed in mid-August -- Sonora
- **handicapped ramp** stained – Ken
- **lights** replaced – Ken

Circulation and Cataloging

<i>Month</i>	<i>Circulated Physical Materials</i>	<i>Circulated Digital Materials (OverDrive)</i>	<i>(Zinio)</i>
June 2015	2,099	35	0
July 2015	2,416	30	0
August 2015	2,252	26	0

Collection Development

Initial weeding of the non-fiction collection is underway using professional weeding criteria.

We are currently hosting lending collections from Nioga in adult large print, juvenile easy readers, juvenile fiction and young adult fiction.

Continuing Education

<i>Date</i>	<i>Workshop</i>	<i>Location</i>	<i>Attendees</i>	<i>Description</i>
June 10, 2015	Circulation Meeting	Nioga Headquarters, Lockport, NY	Sonora Miller	This morning workshop updated all member libraries on current policies and discussions.
July 20, 2015	Orientation and	Nioga	Sonora Miller	I and another new

	Tour of Nioga	Headquarters, Lockport, NY		director received a tour of the building, discussions of library roles and met with all Nioga staff.
July 23, 2015	Focus Group on WNYLRC	Nioga Headquarters, Lockport, NY	Sonora Miller	This morning focus group was about increasing awareness of WNYLRC's services to libraries in the area.
September 9, 2015	Directors' Meeting	Lockport Public Library, Lockport, NY	Sonora Miller	This morning meeting focused on new ideas and brainstorming with fellow Nioga directors.
September 17, 2015	It's the Law: Law Reference Resources	Nioga Headquarters, Lockport, NY	Sonora Miller	This 2-hour workshop on New York State and federal law resources for patrons was taught by Angela Patti, Senior Law Librarian at the NYS Supreme Court Library.
August – October 2015	Emerging Leaders	Nioga Headquarters, Lockport, NY	Sonora Miller	I am currently attending a rigorous 21-hour workshop on leadership, library law and good policies presented by Jerry Nichols.

Friends and Fundraising

The Friends have been generously supporting the library with the refreshments provided during the Summer Reading Program. Preteens enjoyed pizza for every meeting of the Mythology Madness Book Club.

The Annual Book Sale was held the first two weekends in September, and the Friends are still wrapping up the final details of getting baskets picked up and removing remaining books.

Programming for Adults

<i>Date</i>	<i>Workshop</i>	<i>Attendees</i>
June 29, 2015	Book Club	17 adults
July 7, 2015	Nature Journaling for Teens and Adults	2 adults
July 10, 2015	Friends of the Library Meeting	12 adults
July 25, 2015	Board Game Enthusiasts	6 adults

July 27, 2015	Book Club	16 adults
August 8, 2015	Board Game Enthusiasts	6 adults
August 15, 2015	Board Game Enthusiasts	6 adults
August 24, 2015	Climbing Your Family Tree	23 adults
August 31, 2015	Book Club	8 adults

Programming for Children

<i>Date</i>	<i>Workshop</i>	<i>Attendees</i>
June 11, 2015	Little Storytime	5 children, 3 adults
June 17, 2015	LEGO Club	11 children, 3 adults
June 18, 2015	Little Storytime	3 children, 2 adults
June 24, 2015	LEGO Club	11 children, 5 adults
June 25, 2015	Little Storytime	5 children, 3 adults
July 7, 2015	Hartland Heroes	10 children for storytime 25 free-time readers
July 7, 2015	Royalton Rescuers	15 children for storytime 35 free-time readers
July 8, 2015	Fantastic Family Movie	4 children, 3 adults
July 8, 2015	LEGO Club	14 children, 10 adults
July 9, 2015	Super Storytellers	3 children
July 9, 2015	Hero Academy	39 children, 12 adults
July 11, 2015	Little Storytime	4 children, 2 adults
July 11, 2015	Mythology Madness Book Club	6 children
July 14, 2015	Hartland Heroes	15 children for storytime 25 free-time readers
July 14, 2015	Royalton Rescuers	15 children for storytime 35 free-time readers
July 15, 2015	Fantastic Family Movie	9 children, 4 adults
July 15, 2015	LEGO Club	17 children, 10 adults
July 16, 2015	Super Storytellers	5 children, 1 adult
July 16, 2015	Hero Academy	34 children, 13 adults

July 18, 2015	Little Storytime	0
July 21, 2015	Hartland Heroes	15 children for storytime 25 free-time readers
July 21, 2015	Royalton Rescuers	15 children for storytime 35 free-time readers
July 22, 2015	Fantastic Family Movie	5 children, 3 adults
July 22, 2015	LEGO Club	3 children, 4 adults
July 23, 2015	Super Storytellers	5 children
July 23, 2015	Hero Academy	16 children, 6 adults
July 25, 2015	Little Storytime	0
July 25, 2015	Mythology Madness Book Club	6 children
July 28, 2015	Hartland Heroes	10 children for storytime 25 free-time readers
July 28, 2015	Royalton Rescuers	15 children for storytime 35 free-time readers
July 29, 2015	Fantastic Family Movie	4 children, 3 adults
July 29, 2015	LEGO Club	4 children, 3 adults
July 30, 2015	Super Storytellers	3 children
July 30, 2015	Hero Academy	16 children, 3 adults
August 1, 2015	Little Storytime	1 child, 1 adults
August 4, 2015	Hartland Heroes	10 children for storytime 25 free-time readers
August 4, 2015	Royalton Rescuers	15 children for storytime 35 free-time readers
August 5, 2015	Fantastic Family Movie	6 children, 1 adults
August 5, 2015	LEGO Club	5 children, 6 adults
August 6, 2016	Super Storytellers	4 children
August 6, 2015	Hero Academy	9 children, 2 adults
August 8, 2015	Little Storytime	0
August 8, 2015	Mythology Madness Book Club	5 children
August 11, 2015	Hartland Heroes	10 children for storytime 25 free-time readers
August 12, 2015	Fantastic Family Movie	4 children, 1 adult

August 12, 2015	LEGO Club	6 children, 4 adults
August 13, 2014	Super Storytellers	4 children
August 13, 2015	Hero Academy	8 children, 2 adults
August 19, 2015	LEGO Club	6 children, 3 adults
August 26, 2015	LEGO Club	6 children, 3 adults

Publicity and Displays

Facebook is now connected to 236 members of the community, a 14% increase since the June board meeting. This is a place to publicize events, post pictures and alert the public of changes in hours.

Over the summer, I installed acrylic sign holders, wire easels and acrylic shelf labels (shelftalkers) to better showcase the library's displays of pamphlets and new books.

The Book Tree is currently decorated to promote the upcoming Chess Club. Prior to that, it showcased a tribute to local heroes who were veterans.

The Showcase displayed the Summer Reading Challenge prizes all summer, and it will soon be decorated with specialty chess sets belonging to Ellen Gagne to promote the upcoming Chess Club.

The library had two website addresses that are prominently displayed on publicity and library cards; however, they are no longer active. After an evaluation of our older website addresses with Patt Fagan, the library has purchased www.royhartcomlibrary.org and redirected its traffic to our current url.

Staff

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

Thank you to our departing staff member, Mary Collins. She is celebrating a move out of the area, and I thank her heartily for her service to the library as a staff member and as the president of the Friends of the Library.

Technology

At this point, we have been putting in a lot of attention and funding into the library's technology to bring it up to date:

- DeepFreeze and security updates have been installed to protect the computers.

Royalton Hartland Community Library 9 Vernon Street, Middleport, NY 14105
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- Limited access MobileCirc program has been installed on the director's laptop to allow for mobile access to the circulation system for collection development and outreach.
- A barcode scanner was installed to replace a 15 year old model that was failing.
- Two thermal receipt printers were installed to replace a single 15 year old model.
- Eight UPS (Uninterruptible Power Supply) devices and three surge protectors are currently being installed to provide battery backup power to computers and surge protection for all the library's electronic devices.

Volunteers

Thank you to our volunteers of the past several months. Many thanks to Ila Schnackel for all her dedicated volunteer hours at the Circulation Desk, as well as to Melane Shuttleworth, Amy Monti, Alissa Monti and all the Friends of the Library who have done so much both in and outside the building in the past few months.

Thanks in addition to the following community volunteers:

- a. Philip Miller, Faith Koch and Caitlin Miller
- b. Gasport Cub Scouts and Boy Scouts

Respectfully submitted,

Sonora R. Miller
Library Director