

**Director's Quarterly Report**  
**December 2015**

*The mission of the Royalton Hartland Community Library is to provide an opportunity for learning, recreation and personal growth for the residents of the community through the resources and personnel of the library.*

*To achieve our mission statement, the Royalton Hartland Community Library will:*

- *Service the broad-based needs of the community by providing those materials and services most wanted and needed for education, recreation and personal growth.*
  - a. Collection Development
    - i. June-December 2015 --20% of adult non-fiction collection removed
    - ii. January-June 2016 –removing & updating juvenile non-fiction
  - b. Programming
    - i. Adult programming is adding new options Sept.-Feb. 2016
      - 1. Ancestry workshops, NaNoWriMo workshops, Paint and Sip programs
  - c. Outreach to Community Organizations
    - i. Working with Senior Citizens of Middleport, Royalton Hartland Business and Professional Association, American Legion
- *Place special emphasis on stimulating young children's interests and appreciation for reading and learning.*
  - a. Collection development underway for all sections of juvenile and young adult materials
  - b. Programming
    - i. Juvenile programming tripled between May 2015-Nov. 2015
  - c. Outreach to schools and community organizations
    - i. Working with RHCS Superintendent, Girl Scouts, Boy Scouts
- *Combine traditional expertise with changing technology for equal and easy access to library services, materials and facilities.*
  - a. Safety, upgrades and efficiency within technology network
    - i. Increased Internet bandwidth—Sept. 2015
    - ii. Needed upgrades to electrical system
  - b. Ancestry interactive workshop using Nioga laptop computers—Sept. 2015
  - c. New database--Hoopla
    - i. Movies, television shows, audiobooks, e-books & comicbooks

***Building and Grounds***

In early November, the entire Library carpet was deep-cleaned by Darren Rosselli from the Carpet Doctor.

Thanks to the American Legion, the Library was able to fly a new American flag in time for the Veterans Day holiday and 70<sup>th</sup> dedication of the Library Building as a living memorial to World War II.

In preparation for the Rose Bernard Memorial Area, the existing shelving was removed and donated. The project is well underway, with only a few more pieces to be set in place before the dedication ceremony is planned.

The Friends of the Library have begun a Beautification Committee whose purpose is to decorate the exterior of the Library for the upcoming holidays. Many thanks to Ila Schnackel, Susie Spicer and Charlene Richey, who have done a beautiful job decorating for Halloween, Thanksgiving and Christmas.

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

- **furnace/AC filters** changed in mid-November – Sonora
- **snow shovel** purchased for winter—Ken Belfield

***Circulation and Cataloging***

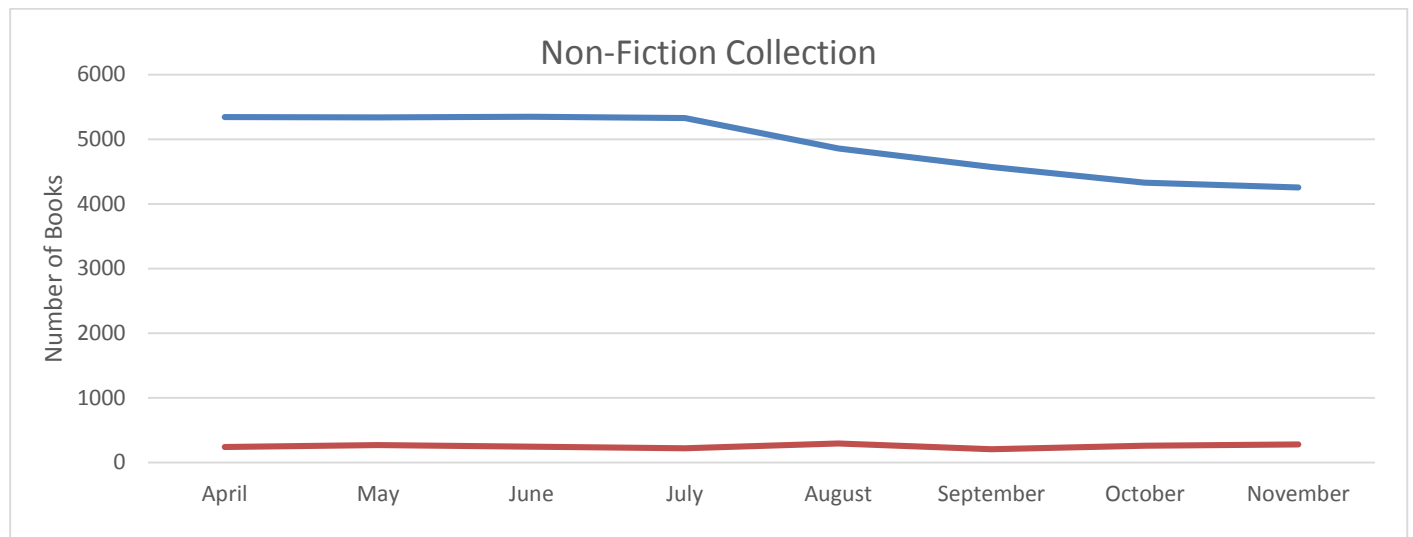
<i>Month</i>	<i>Circulated Physical Materials</i>	<i>Circulated Digital Materials</i>		
		<i>(OverDrive)</i>	<i>(Zinio)</i>	<i>(Ancestry)</i>
September 2015	1786	20	0	953
October 2015	1983	21	0	319
November 2015	1920	16	0	92

The Ancestry Library Edition database is up for renewal in February. I recommend renewing this database for the coming year.

**Collection Development**

Initial weeding of the non-fiction collection has now been completed using professional weeding criteria; this removed 20% of the non-fiction collection between June and November.

	April	May	June	July	August	September	October	November
Non-fiction books in collection	5343	5338	5348	5328	4859	4572	4330	4254
# Non-fiction books checked out	238	271	247	220	292	207	259	281
Percentage of total checkouts	10.88%	11.91%	11.04%	8.69%	12.15%	10.58%	12.09%	12.96%



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

**Continuing Education**

Date	Workshop	Location	Attendees	Description
August – October 2015	Emerging Leaders	Nioga Headquarters, Lockport, NY	Sonora Miller	I recently completed a rigorous 21-hour workshop on leadership, library law and good policies presented by Jerry Nichols.

September 30, 2015	Directors' Meeting	Nioga Headquarters, Lockport, NY	Sonora Miller	This biannual meeting was a chance to review current digital resources, explore new options and conduct regular Nioga business.
October 9, 2015	Financial Controls for Your Library	Nioga Headquarters, Lockport, NY	Sonora Miller	Presented by Rebekkah Smith Aldrich, Coordinator for Library Sustainability at the Mid-Hudson Library System, this workshop was an opportunity to learn best practices in "the basics of internal financial controls, including guiding principles, what board approved policies should be in place, the role of the treasurer, [and the] top five common mistakes identified in OSC audits of public libraries."
October 21, 2015	Balancing the Books	Lake Placid, NY		This six-hour continuing education program was presented by the PLS section of NYLA, and it was conducted by Tom Lawrence and Lauren Moore.
October 21-24, 2015	NYLA Annual Meeting	Lake Placid, NY	Sonora Miller	I attended 3 days of workshops and networking events with all other librarians at the New York State Library Association Annual Meeting.
November 4, 2015	Digitization: a Primer	Nioga Library System, Lockport, NY	Sonora Miller	This workshop was a chance to learn more about the digitization grants and programs available in NYS to libraries who are interested in digitizing their local history or newspaper originals.

### ***Friends and Fundraising***

The Friends have been generously supporting the library with the refreshments provided during the Chess Club, Come Write In and all holiday events.

The Friends coordinated with the Library staff to prepare ornaments and decorate a Christmas tree on the Village Green this season. I attended the Tree Lighting on Saturday, December 5<sup>th</sup>.

The Friends held a Nearly New Book Sale on December 5<sup>th</sup> and 10<sup>th</sup> in conjunction with Library programming.

### ***Programming for Adults***

<i>Date</i>	<i>Workshop</i>	<i>Attendees</i>
September 28, 2015	Book Club: <i>Go Set a Watchman</i>	10 adults
September 28, 2015	Gadgets and Gear Workshop	6 adults
September 29, 2015	Climbing Your Family Tree: Ancestry	11 adults
October 14, 2015	Organic Gardening & Composting	8 adults
October 26, 2015	Book Club: <i>The Wife, the Maid &amp; the Mistress</i>	13 adults
November 5, 2015	Come Write In!: a NaNoWriMo workshop	3 adults 5 children
November 12, 2015	Book Art!: a NaNoWriMo workshop	9 adults 7 children
November 16, 2015	Red Cross Disaster Preparedness Workshop*	12 adults 1 child
November 19, 2015	Come Write In!: a NaNoWriMo workshop	3 adults
November 30, 2015	Book Club: <i>A Walk in the Woods</i>	10 adults

Thank you to the programmers who provided their talent and time free of charge for programs this quarter: Karen Cavanaugh and Gretchen Schweigert. The breadth of our programs is largely due to the generosity of our community members.

### ***Programming for Children and Families***

<i>Date</i>	<i>Workshop</i>	<i>Attendees</i>
October 6, 2015	Chess Club	13 children 5 adults
October 7, 2015	LEGO Club	11 children 6 adults
October 8, 2015	Little Storytime	2 children 1 adult

October 13, 2015	Chess Club	16 children 3 adults
October 14, 2015	LEGO Club	17 children 4 adults
October 15, 2015	Little Storytime	2 children 1 adult
October 20, 2015	Chess Club	17 children 3 adults
October 21, 2015	LEGO Club	23 children 5 adults
October 24, 2015	Spiders!	4 children 3 adults
October 27, 2015	Chess Club	12 children 3 adults
October 28, 2015	LEGO Club	19 children 3 adults
November 3, 2015	Chess Club	10 children 1 adult
November 3, 2015	Boy Scouts: a local history workshop*	6 children 7 adults
November 4, 2015	LEGO Club	17 children 2 adults
November 5, 2015	Little Storytime	2 children 1 adult
November 10, 2015	Chess Club	5 children 2 adults
November 12, 2015	Little Storytime	2 children 1 adult
November 17, 2015	Chess Club	7 children 1 adult
November 17, 2015	Girl Scouts: a NaNoWriMo workshop*	14 children 10 adults
November 18, 2015	LEGO Club	19 children 5 adults
November 19, 2015	Little Storytime	2 children 1 adult
November 24, 2015	Chess Club	14 children 6 adults
November 25, 2015	LEGO Club	15 children 6 adults
December 1, 2015	Chess Club	10 children 1 adult
December 2, 2015	LEGO Club	14 children 5 adults
December 3, 2015	Little Storytime	2 children 1 adult
December 5, 2015	Holiday Concert for Families	10 children 20 adults

December 8, 2015	Chess Club	7 children 1 adult
December 9, 2015	LEGO Club	9 children 5 adults
December 10, 2015	Little Storytime	3 children 2 adults
December 10, 2015	Santa Visits the Library!	23 children 18 adults

Thank you to the programmers who provided their talent and time free or at a reduced charge for programs this quarter: Kelly Murphy, John Reith, members of the Future Teachers of America, and Ken McPherson. Thank you also to Melane Shuttleworth for covering LEGO Club while I was at a conference in October. The breadth of our programs is largely due to the generosity of our community members.

### ***Publicity and Displays***

Facebook is now connected to 251 members of the community. This is a place to publicize events, post pictures and alert the public of changes in hours.

The Book Tree is currently decorated to celebrate the Christmas season. Prior to that, it showcased a tribute to local heroes who were veterans.

The Showcase now displays Sue Ann Palmer's beautiful Santa Claus figurine collection. Prior to that, it was decorated with specialty chess sets belonging to Ellen Gagne to promote Chess Club, and then a local history display celebrating the Library building's 70<sup>th</sup> anniversary of being dedicated as a living memorial to World War II.

### ***Staff***

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

### ***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. However, our electrical system needs to be further updated in order to protect the equipment from surges and damage, as well as to properly install the eight UPS (Uninterruptible Power Supply) devices to provide battery backup power to computers.

### ***Volunteers***

*Royalton Hartland Community Library* 9 S. Vernon Street, Middleport, NY 14105  
716-735-3281 <http://royhartcommunitylibrary.com/>

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 Rebecca Schweigert and all the Friends of the Library who have done so much in the past few months.

Thanks in addition to the following community volunteers:

- a. Faith George and all teen volunteers
- b. Future Teachers of America and Mr. John Reith
- c. Karen Cavanaugh
- d. Gretchen and Bridget Schweigert
- e. All Friends of the Library

*Respectfully submitted,*

*Sonora R. Miller*  
*Library Director*