

Buildings & Grounds

- Front door handle has been replaced (1/17/19)
- Snow shovel & snow blowers has been replaced
- A Lockport electric company did an inspection of our fuse box as that was the suspected cause of the Barker fire. Ours is fine although close to being full, which we knew.
- Utica Insurance agent did a routine inspection (2/19/19)
- Able Electric came and did an estimate on 3/13/19. Their figures will be sent sometime this week. Electrical additions:
 - New outlets where the desk will be relocated (in front of basement door)
 - More outlets in basement
 - Automate side door for ramp
 - Outlet near new sink upstairs (possibly not necessary)
 - New bathroom ground fault interrupt circuit (currently trips randomly)
 - Missed grounded outlet on 1st floor
- We were closed on January 30, 31, and February 25 in compliance with our policy that we are closed when the school district closes due to weather.

Patron Count

| Date | Total | Avg/Day | Date | Total | Avg/Day |
|-----------|-------|---------|-----------|-------|---------|
| Jan 2018 | 1134 | 54 | Aug 2018 | 1427 | 65 |
| Feb 2018 | 1098 | 58 | Sept 2018 | 1473 | 74 |
| Mar 2018 | 1467 | 67 | Oct 2018 | 2021 | 91 |
| Apr 2018 | 1270 | 60 | Nov 2018 | 1306 | 73 |
| May 2018 | 1424 | 65 | Dec 2018 | 1246 | 59 |
| June 2018 | 1483 | 74 | Jan 2019 | 1059 | 56 |
| July 2018 | 1531 | 73 | Feb 2019 | 1131 | 63 |

Budget & Finances

- We are in the process of setting up a retirement fund for qualifying employees.
- The library's proposition to increase our budget was approved by the BOE for this year's school budget vote.
- The Jackling/White trust fund check arrived and was deposited into the savings account.

Circulation

| | <i>Phys Mat</i> | <i>Internet</i> | <i>Overdrive</i> | <i>Hoopla</i> | <i>Zinio</i> | <i>Ancestry</i> |
|-----------|---------------------|-----------------|------------------|---------------|--------------|---|
| Jan 2018 | 1597 | 153 | 37 | 92 | 6 | 3 |
| Feb 2018 | 1641 | 122 | 9 | 98 | 2 | 5 |
| Mar 2018 | 1672 | 138 | 21 | 69 | 2 | 0 |
| Apr 2018 | 1863 | 192 | 20 | 105 | 6 | 32 |
| May 2018 | 1592 | 147 | 22 | 112 | 5 | 144 |
| June 2018 | 1692 | 218 | 27 | 88 | 0 | 21 |
| July 2018 | 2130 | 359 | 56 | 92 | 4 | 198 |
| Aug 2018 | 2149 | 386 | 37 | 66 | 3 | 407 |
| Sept 2018 | 1885 | 256 | 57 | 86 | 8 | 130 |
| Oct 2018 | 1989 | 267 | 26 | 101 | 13 | 57 |
| Nov 2018 | 1448 | 193 | 25 | 113 | 22 | 86 |
| Dec 2018 | 1496 | 124 | 33 | 120 | 10 | 1 |
| Jan 2019 | 1614 | 116 | 27 | 130 | 17 | <i>Unknown (technical issue on website)</i> |
| Feb 2019 | 1568 | 130 | 36 | 113 | 8 | 475 |

Cataloging & Collection Development

| | <i>Items in Collection</i> | <i>Items Circulated</i> | <i>Items Removed</i> |
|-----------|----------------------------|-------------------------|----------------------|
| Jan 2018 | 20491 | 1597 | 160 |
| Feb 2018 | 20557 | 1641 | 3 |
| Mar 2018 | 20614 | 1672 | 60 |
| Apr 2018 | 20389 | 1863 | 254 |
| May 2018 | 20474 | 1592 | 96 |
| June 2018 | 20516 | 1692 | 44 |
| July 2018 | 20627 | 2130 | -- |
| Aug 2018 | 20674 | 2149 | 189 |
| Sept 2018 | 20700 | 1885 | 43 |
| Oct 2018 | 20804 | 1989 | 33 |
| Nov 2018 | 20752 | 1448 | 255 |
| Dec 2018 | 20784 | 1496 | 52 |
| Jan 2019 | 20725 | 1614 | 134 |
| Feb 2019 | 20485 | 1568 | 404 |

I am continuing weeding and am in the process of rearranging the collections in the children's & YA area, in the hopes of boosting circulation.

In anticipation of replacing the carpet, I am focusing my weeding efforts on the items housed in the free-standing shelves in order to cut down on the boxing and unboxing work.

Continuing Education and Professional Connections

| Date | Workshop | Location | Attendee(s) | Description |
|-------------|---|-----------------|---|---|
| Jan 9 & 16 | How to Conduct a Budget Vote Asking for an Increase | Nioga | Gretchen Schweigert, Margaret Allen, Regina Brown | Conducted by Patt Fagan, this workshop led libraries on the proper steps for asking for an increase in budget from funding sources. |
| Feb. 13 | Summer Reading Planning Meeting | Nioga | Gretchen Schweigert | System librarians met to discuss planning the 2019 Summer Reading Program |

Programming

| <i>Date</i> | <i>Program</i> | <i>Attendees</i> |
|---|----------------|--|
| Jan. 28 <i>The Obituary Writer,</i> Ann Hood Feb. 25 <i>Keeping Time,</i> Stacey McGlynn | Book Club | --/9 ad. <i>Canceled due to weather</i> |

| | | |
|----------------------|---------------------------------------|-------------------------------------|
| Jan | Stop In Storytime | |
| 8 | | 2 ch/1 ad |
| 15 | | 2 ch/1 ad |
| 22 | | 3 ch/2 ad |
| 29 | | 1 ch/1 ad |
| Feb | | |
| 5 | | 2 ch/1 ad |
| 12 | | --/-- |
| 19 | | 3 ch/1 ad |
| 26 | | 2 ch/1 ad |
| Jan 10 Feb 13 | Notary | --/1 ad --/-- |
| All Month (January) | DIY Board Games | 4ch/2ad |
| Jan. 15 | Crafternoon: Crochet for Beginners | --/-- |
| Jan. 31 | Make Some Art Storytime | Canceled (Closed due to weather) |
| All Month (February) | Story Sleuth Challenge | 10 ch/-- (18 total completed) |
| All Month (February) | Inventors' Day Display | 4 ch./-- |
| Feb. 6 | Read In | --/-- |
| Feb 19 | Crafternoon: Weaving | 2 ch/1 ad |
| Feb 20 | Author Talk with Peggy Thomas | --/3 ad. |

-See handout for upcoming programming-

Total: 31 children/ 24 adults

Publicity & Outreach

- Feb. 7 – WNYLRC hosted a meeting with Rep. Mike Norris to discuss the NYS budget concerning cuts to library funding and grants.
- Feb. 26 - Meeting with the RHCSD administrators to discuss future plans for collaboration with the library.

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- At February's Rotary meeting we discussed teaming up to do more outreach for both organizations. We are considering collaborating to create a permanent Little Free Library system and will brainstorm future projects.
- Feb. 27 - We were finally able to have a book sale at the Middleport United Methodist Church's Annual Dinner. Attendance was impacted by the weather but we plan on going again in March.
- We have decided that our ongoing book sale funds will go towards supporting the Barker Public Library after their tragic fire in January.

Current displays

- Book Tree: Decorated with Pi/Pie for Pi Day (3/14/19)

Social Media

We currently have 530 likes on Facebook, 186 followers on Twitter, 112 followers on Instagram, and 1,213 followers on Pinterest.

Staff & Volunteers

- We had a high school honor student here for 4 weeks in February to get community service hours. She was very helpful with daily tasks and collection development.
- Two Girl Scouts are using the library in order to complete their Gold Award Projects
- Vice President Regina Brown is a HUGE help in my weeding projects
- The Friends continue to be helpful with programming planning.

Respectfully submitted,
Gretchen Schweigert
Library Director