

Buildings & Grounds

- The first step in the Construction Grant project began on 11/6/19 with the 6 back windows (inc. the bathroom) being replaced by Mark A. Schwartz Home Improvement.
- The second step was completed on 12/13/19 with Halstead Plumbing installing a sink upstairs.
- Wilko Gutters fixed the front gutters on 11/26/19 so that they no longer overflow.
- The basement smoke detector battery was replaced on 12/28/19 by Ellen Gagne.
- The chairlift quit working 12/10/19 after using it for carrying supplies up and down the stairs for a program. Since the original was installed in October of 2004, the model is out of date and a new one was installed on 1/10/2020 by Wesley Elevator.

Patron Count

Date	Total	Avg/Day	Date	Total	Avg/Day
Nov 2018	1306	73	June 2019	1589	76
Dec 2018	1246	59	July 2019	1796	82
Jan 2019	1059	56	Aug 2019	1672	76
Feb 2019	1131	63	Sept 2019	1532	77
Mar 2019	1354	65	Oct 2019	1695	74
Apr 2019	1559	71	Nov 2019	1292	68
May 2019	1649	79	Dec 2019	1252	60
			TOTAL 2019: 16,924		Avg/Day Total 2019: 72

2019 Library card registrations

Adult (13+)	Juvenile (4-12)	Resident	Non-Resident	Total
2953	581	3179	355	3534

Budget & Finances

- The annual check from the school was deposited on 12/5/19.

Royalton Hartland Community Library • 9 Vernon St, Middleport NY 14105
 (716) 735-3281 • royhartcommunitylibrary.com

Circulation

	<i>Phys Mat</i>	<i>Internet</i>	<i>Overdrive</i>	<i>Hoopla</i>	<i>Zinio</i>	<i>Ancestry</i>
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
Mar 2019	1956	135	35	125	10	168
Apr 2019	2072	186	30	91	10	190
May 2019	1850	141	25	113	10	<i>Unknown (technical issue on website)</i>
June 2019	1811	136	27	121	10	1
July 2019	2150	138	27	113	8	23
Aug 2019	1957	198	32	123	6	78
Sept 2019	1681	158	12	107	11	24
Oct 2019	1728	195	16	110	9	49
Nov 2019	1602	80	23	116	11	56
Dec 2019	1394	92	28	143	7	19
TOTAL 2019	21383	1705	318	1405	117	1083

2019 Inter-Library Loans

Materials borrowed from other libraries	2427
Materials loaned to other libraries	2614

Cataloging & Collection Development

	<i>Items in Collection</i>	<i>Items Circulated</i>	<i>Items Removed</i>
Nov 2018	20752	1448	255
Dec 2018	20784	1496	52
Jan 2019	20725	1614	134
Feb 2019	20485	1568	404
March 2019	19860	1956	144
April 2019	19659	2072	338
May 2019	19291	1850	512
June 2019	19333	1811	64
July 2019	19430	2150	3
Aug 2019	19335	1957	226
Sept 2019	19397	1681	47
Oct 2019	19515	1728	28
Nov 2019	19545	1602	107
Dec 2019	19444	1394	188
TOTAL 2019	X	21383	2195

The Mystery section is being eliminated to create a “Wall of Fame” where these shelves will house prolific writers like Tom Clancy, James Patterson, Danielle Steel, etc. The remaining Mystery books will be interfiled with the regular fiction. A total of 235 Mystery books were weeded due to lack of circulation.

Continuing Education & Professional Connections

Date	Workshop	Location	Attendee(s)	Description
11/7/19	Adult Reference Librarian Bi-Annual Meeting	Hoag Memorial Library, ALB	Gretchen Schweigert	Adult Reference Librarian meets bi-annually (May & November) to discuss current library issues. This meeting covered database subscriptions, outreach/programming, and mandated training, among other topics.

Royalton Hartland Community Library • 9 Vernon St, Middleport NY 14105
 (716) 735-3281 • royhartcommunitylibrary.com

11/14-16/19	New York Library Association (NYLA) Annual Conference & Floor Show	Saratoga Springs, NY	Gretchen Schweigert	Annual convention for NYS librarians, library employees, Board members, and Friends consisting of educational programs and vendor show. This year I attended topics pertaining to dealing with controversial topics & programming in the library, using library data for decision-making, library sustainability, tech for maximizing efficiency, and others.
11/20/19	Human Resources & the Law	Nioga	Gretchen Schweigert	Workshop run by Attorney Stephanie Adams, Esq, discussing Human Resource legalities including: Personnel policies, procedures, benefits, payroll, contracts, etc.

Programming

<i>Date</i>	<i>Program</i>	<i>Attendees</i>
Tuesdays	Lego Club	51ch/20ad
All Month	Dinosaur/Craft Display	7ch/1ad
11/5/19	Art Heist Breakout	5ch/1ad
11/14/19	American Lung Association Info Session	CANCELED
11/18/19	High Five a Librarian Day	12 total
11/19-20/19	Friends of the Library Ornament Workshop	20ch/10ad
11/20/19	BTOP: PowerPoint & Publisher	CANCELED
11/21/19	NYS Healthcare Sign Up Pt. 1	--ch/2ad
11/21/19	Frozen 2 Party	24ch/19ad
11/23/19	BTOP: Gadgets & Gear	CANCELED
11/25/19	Harry Potter Breakout @ the Middle School	10ch/--ad
All Month	Holiday Craft Display	4ch/2ad
12/4/19	NYS Healthcare Sign Up Pt. 2	--ch/2ad

12/4/19	Hedgehog Book Art Workshop	--ch/17ad
12/5/19	Gingerbread Playdough	5ch/1ad
12/10/19	Silk Scarf Dyeing	--ch/11ad
12/16/19	Harry Potter Breakout @ the Middle School	8ch/--ad
12/21/19	2020 Census Recruitment	--ch/1ad
November 2019 Totals: 100ch/70ad	December 2019 Totals: 17ch/37ad	2019 Totals: 946ch/527ad.

Publicity & Outreach

- Nov. 25 & Dec. 16: Breakout with Middle School students. Originally just one was scheduled but there was so much interest we broke it into two sessions.
- December 7: 12th Annual Village Tree Lighting with reception held at the library. Santa & Mrs. Claus read stories and gave out presents to the children while the Community Choir sang carols upstairs. Approximately 90 or so people attended.
- December 19: Digital library presentation with high school students, focusing on Hoopla with a small mention of Libby and Overdrive. Several new library card sign-ups and several more card updates.

Displays

- The desk display has the raffle basket prizes for Checkout Bingo and will have a different interactive display each week for Makerspace Month.
- The book tree is decorated in “Tea and Treasures” featuring tea accessories in honor of the Downton Abbey Tea & Film on January 25 and tiny books that might otherwise be overlooked on the shelves.

Social Media

We have 594 likes on Facebook, 98 followers on Twitter, 135 on Instagram, and 1.2k on Pinterest.

Volunteers & Staff

What a wonderful year we have had and it could not have been possible without all the helping hands! A great big “Thank You” to the Friends of the Library and all their help, as well as our student volunteers for doing all the smaller tasks that get frequently overlooked. Thank you to the staff for keeping this library running smoothly, from checking out books to keeping it clean! Thank you to the Board for overseeing all the necessary operations in order to continue our important work!

Current staff

Director Gretchen Schweigert
 Clerk & IT Specialist Ellen Gagne Clerk Teresa Facklam
 Custodian Donna Snyder
 Maintenance Gary Snyder

Respectfully submitted,
 Gretchen Schweigert
 Library Director