

Buildings & Grounds

- Summer
 - July - Fire extinguishers replaced
 - July - Sculpture has been repainted to all white by Paul Facklam
 - July - Railing has been repainted by Gary Snyder
 - August - Construction Grant application submitted
- Fall
 - The fireproof safe was purchased through Amazon and was delivered 9/18. It is in the closet under the stairs.
 - Wilko fixed the gutters on 11/26. Gary Snyder cleared leaves from the front gutters to reduce rain falling from them.
- Winter
 - The first step in the Construction Grant project began on 11/6 with the 6 back windows (inc. the bathroom) being replaced by Mark A. Schwartz Home Improvement.
 - The second step was completed on 12/13 with Halstead Plumbing installing a sink upstairs.
 - Wilko Gutters fixed the front gutters on 11/26 so that they no longer overflow.
 - The basement smoke detector battery was replaced on 12/28 by Ellen Gagne.
 - The chairlift quit working 12/10 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 Since the original was installed in October of 2004, the model is out of date and a new one was installed on 1/10/2020 by Wesley Elevator.
 - The library was closed on 2/27 due to weather.
 - On 2/28 Able Electric installed new outlets to allow the desk to move to its new location, as well three new outlets in the basement. They also grounded the remaining outlet along the south wall, and replaced the faulty bathroom receptacle
- Spring
 - The library shut down due to the coronavirus pandemic on 3/16/2020. All programs were canceled and services were suspended. Only the director reported to work to answer phone calls during the day and process invoices and payroll (starting 3/23).
 - Curbside pickup services began on 6/8/2020. Patrons were not allowed in the building except for emergency computer use.

Patron Count

Date	Total	Avg/Day	Date	Total	Avg/Day
Mar 2019	1354	65	Nov 2019	1292	68
Apr 2019	1559	71	Dec 2019	1252	60
May 2019	1649	79	Jan 2020	1184	62
June 2019	1589	76	Feb 2020	1344	71

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July 2019	1796	82	March 2020	765	76 (10 days open)
Aug 2019	1672	76	April 2020	0	0
Sept 2019	1532	77	May 2020	0	0
Oct 2019	1695	74	June 2020	0	0

Budget & Finances

- Summer
 - 2019-2020 Budget approved. With it we lowered DVD fines to \$0.50 per day and all children's books are fine free.
 - (Aug) Assemblyman Mike Norris presented the library with a \$13,000 grant from the state.
 - (Aug) The Local Library Service Aid was received
- Winter
 - Retirement funds were established for employees who work 1,000+ hours a year
 - Carole George became the new Board Treasurer after Gail Kester retired due to health reasons.
 - The annual check from the school was deposited on 12/5/19.
 - Board Treasurer Carole George & Director Gretchen Schweigert met with accountant Holly Roush to clarify how monthly reports are calculated.
 - On 2/12/2020 the RHCS D Board of Education voted to add a proposition to this year's Budget Vote to increase the library's budget. The Library Board of Trustees then voted (6/1/2020) to have the budget increase removed from the vote due to the pandemic circumstances.
- Spring
 - Spring check from school received and deposited in April.
 - PPP loan applied for and received in June. The library received \$16,205.18 to cover 2.5 months of payroll while closed to the public.

Circulation

	<i>Phys Mat</i>	<i>Internet</i>	<i>Overdrive</i>	<i>Hoopla</i>	<i>RBDigital</i>	<i>Ancestry</i>
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

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Jan 2020	1527	120	28	104	9	80
Feb 2020	1596	210	21	143	5	190
Mar 2020	898	102	33	156	13	0
Apr 2020	0	0	66	193	7	0
May 2020	0	0	55	195	14	0
June 2020 (curbside only)	184	1	65	158	16	0

Cataloging and Collection Development

	<i>Items in Collection</i>	<i>Items Circulated</i>	<i>Items Removed</i>
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
Jan 2020	19545	1527	0
Feb 2020	19541	1596	106
March 2020	19439	898	218
April 2020	19390	0	0
May 2020	19439	0	0
June 2020	19512	184	0

- There was limited weeding over the summer. The only items removed from the collection were Juvenile Nonfiction books between Dewey numbers 300-800 that hadn't been checked out since 2012.
- The children's area reorganization was complete with relabeling of the sections in late July.
- The Mystery section was 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 were interfiled with the regular fiction. A total of 235 Mystery books were weeded due to lack of circulation.

- With the help of our teen volunteer, we continued weeding the 900s* in order to prepare for the carpet replacement. We began with the 900s in order to condense it enough to swap the audiobook collection with the biographies. *900s were as far as we got before the shut-down.
- The biographies and audiobooks were swapped during the shut-down. We now have an “A/V Section” and the biographies are at the end of the nonfiction section like the children’s area.

Continuing Education and Professional Development

- Fall
 - (Sept) Directors’ Meeting & ALMS Governing Council
 - (Sept) Summer Reading Program Wrap-Up
 - (Oct) ALMS Tech Services (clerks attended)
 - (Oct) 2020 Census Informational Workshop (West Seneca Library -- attended by director and clerks)
 - (Nov) Reference Librarian Meeting @ ALB
 - (Nov) NYLA Annual Conference & Floor Show (Saratoga Springs)
 - (Nov) Human Resources & the Law
- Winter
 - (Jan) Teen Services Workshop
 - (Jan) Summer Reading Planning Meeting

Programming

Multi-Seasonal

Book Club (7)	--ch/61 ad.
Storytime (4)	14ch./5ad.
Lego Club (10)	123ch./36ad.
Monthly Displays (9)	83ch./16ad.

Total: 220 ch. & 118 ad.

Summer Reading Challenges

Challenge	Registered	Completed
Reading Rocket Challenge (PreK-7th Grade)	50	8
Book Bingo (8th Grade and up)	23	2

Summer 2019 – A Universe of Stories

Grigg Lewis Storytellers	Star Storytime: 8ch/1ad Star Wars Stories: --/-- Build a Rocket: 11ch/5ad Build a Better Universe: 4ch/2ad
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	littleBits Challenge: 2ch/1ad
Hartland Rec Storytime (5 dates)	34ch/3ad
Royalton Rec Storytime (3 dates)	29ch/3ad
Village Rec Storytime (5 dates)	28ch/5ad
Read-In (6 dates)	3ch/2ad

July 2019

Make Your Own Moon Sand	16ch/4ad
Spider-Man Day	5ch/1ad
Spider-Man Movie	13ch/1ad
Escape Room: Alien Invasion	4ch/--

August 2019

Traveling Campfire	1ch/2ad
Wild Kritters of Niagara County	22ch/10ad
Adopt a Bead Alien	11ch/1ad
End of SRP Party	7ch/2ad
Video Game Day	13ch/4ad

Total Summer 2019: 261 children; 67 adults

Fall 2019

Date	Program	Attendees
Sept. 25	Crafternoon: Embroidery	--/--
Sept. 23 – Oct. 19	Book-in-a-Jar Contest (To Kill a Mockingbird)	15 total
Sept. 12 Oct. 17 Nov. 14	American Lung Association Q&A (via Middleport Family Health)	--/-- --/2ad CANCELED
Oct. 3	Cornell Cooperative Cooking Demo: Autumn Soups	--/5ad
Oct. 7	Adult Game Night (Harry Potter)	--ch./4ad.
Oct. 22	Lego Club: Lego Movie 2	21ch/5ad

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10/2 & 10/9: Sphero 10/24: Ozobots	Robots at the Library	8ch/-- 3ch/--
Oct. 10	Firetruck @ the Library	5ch/2ad
Oct. 16	Crafternoon: Code Your Name	13ch/3ad
Oct. 21 - 26	Late Fee Forgiveness Week	16 total
Oct. 30	Mischief Night Party	17ch/9ad
Nov. 5	Art Heist Breakout	5ch/1ad
Nov. 18	High Five a Librarian Day	12 total
Nov. 19 - 20	Friends of the Library Ornament Workshop	20ch/10ad
Nov. 20	BTOP: PowerPoint & Publisher	CANCELED
Nov. 21 Dec. 4	NYS Healthcare Sign Up	--ch/2ad --ch/2ad
Nov. 21	Frozen 2 Party	24ch/19ad
Nov. 23	BTOP: Gadgets & Gear	CANCELED
Nov. 25	Harry Potter Breakout @ the RHMS	10ch/--ad

Total Fall: 126 children/ 64 adults

Winter 2019/2020

<i>Date</i>	<i>Program</i>	<i>Attendees</i>
Dec. 4	Hedgehog Book Art Workshop	--ch/17ad
Dec. 5	Gingerbread Playdough	5ch/1ad
Dec. 10	Silk Scarf Dyeing	--ch/11ad
Dec. 16	Harry Potter Breakout @ the RHMS	8ch/--ad
Dec. 21 Jan. 9 Feb. 6	2020 Census Recruitment	--ch/1ad --/4ad --/--
Jan. 25	Downton Abbey Tea	--/13ad
Feb. 3, 11, 25 Mar. 4	Dungeons & Dragons	36tn/4ad

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Feb. 11 & 13	MS Breakout (Candy Crisis!)	13ch/--
Feb. 18-20	Gadget Petting Zoo	10ch/5ad
Feb. 18	Paint Your Own Llama w/ Brushstrokes Studios	17ch/9ad
Feb. 20	Video Game Day	5ch/3ad
Mar. 10	Mario Day	9ch/3ad.
Mar. 11	Chalk Art Night	2ch/8ad.

Total Winter: 69 children/36 teens/ 79 adults

Spring 2020

<i>Date</i>	<i>Program</i>	<i>Attendees</i>
April 20 - 24	National Library Week Library Card Challenge (Online Only)	--ch/10ad

Total Winter: 0 ch/ 10 adults

Total 2019-2020: 676 children/36 teens/338 adults

110 programs/ 1,093 program attendance (inc. Book-in-a-Jar, Late Fee Forgiveness Week, High Five a Librarian Day)

Publicity & Outreach

- Summer
 - 7/9 - RHCS D administrators visited the library on a tour of local sites
 - 7/19 - Congressman Chris Collins visited the library and donated several books that were formerly part of the collection at the Library of Congress in lieu of attending the anniversary party
 - 7/27 - The library celebrated its 90th Birthday. Approximately 60 people attended, including several local dignitaries
 - 8/20 - Director Gretchen Schweigert attended the new teacher orientation for Roy-Hart teachers.
 - 8/21 - Assemblyman Mike Norris visited the library and presented us with a sizeable grant check.
 - 8/27 - Library card sign-ups at the K-1 Open House (5ch/1ad)
- Fall
 - 9/8 - Friends of the Library Car Cruise Book Sale
 - 9/10 - MS Open House (library card sign-ups & event flyer handouts)
 - 9/11 - ES (2-4) Open House (library card sign-ups & event flyer handouts)
 - *Did not attend HS Open House, it was also scheduled on 9/11*
 - 9/19 - Meeting with Kelly Cousins (MS & HS Media Center Specialist)
 - Planned a HS breakout program for 10/17/19 but no one signed up
 - All October -- "Teentober": all YA book sale books were free
 - 10/4 - ES Trick or Trunk (treats & event flyer handouts)

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- 10/23 - Friends' Meet 'n' Greet (due to a mix-up the paper ran Oct. 19th as a date as well-- 3 people showed up and took Friends applications)
- 10/31 - Trick or Treating (treats & event flyer handouts)
- Winter
 - 11/ 25 & 12/ 16 - Breakout with Middle School students. Originally just one was scheduled but there was so much interest we broke it into two sessions.
 - 12/7 - 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 100 or so people attended.
 - 12/19 - 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.
 - 1/16 - WNYLRC hosted a meeting for library employees/volunteers to meet with Sentaor Robert Ortt & Assemblyman Angelo Morinello at the Lewiston Public Library. This was to discuss current library issues as pertaining to state funding.

Social Media

We currently have 625 likes on Facebook, 111 followers on Twitter, 154 followers on Instagram, and 1,256 followers on Pinterest.

Staff & Volunteers

Current Staff

Director - Gretchen Schweigert

Clerk & IT Specialist - Ellen Gagné

Clerk - Teresa Facklam

Custodial & Maintenance - Gary and Donna Snyder

A great big thank you to staff, Trustees, and volunteers for a wonderful yet strange year! Special thanks to the Friends for their events and all their hard work, as well as teen volunteer Emily Branch for her day-to-day library work and starting a Dungeons & Dragons club!

Respectfully submitted,

Gretchen Schweigert

Library Director