

Library Manager's Report for May

Board meeting – Cancelled

I. Financial

A. Revenue

1) Fines, copies, and faxes		93.50
2) Community Room (Backus)		25.00
3) Donation		25.00
4) Russ Strait (8mm tapes)	<input checked="" type="checkbox"/>	243.93
Total	-----	387.43

B. Expenditures

1) Alison Charles		243.93
2) NCLS Fiber Optic		249.36
3) Edith Ashley (205)		47.88
4) Baker & Taylor (Bks)		14.86
5) Baker & Taylor (dvd)		91.58
6) Johnston's H2O		5.95
7) Coast to Coast		169.09
8) Seaway Valley Lawn Care		20.00
9) BookPage		324.00
10) Waddington True Value		8.58
11) National Grid		0.00
12) St. Lawrence Gas	<input checked="" type="checkbox"/>	346.26
13) Verizon	<input checked="" type="checkbox"/>	71.45
14) Kevin Kitzman		664.00
Total	-----	2,256.94

II. Library

- A. Chris White from Lupini worked the first week of the month. He said he would return in 2-3 weeks to finish. Jeff stopped in on the 22nd to let us know they would be doing the final part the rest of the week. They applied at least two coats and finished on Saturday.
- B. Grace Danbois from Red Cross called to set up an August 29th blood drive. She will be trying to get another student to host it.
- C. I stopped by the hardware store for some decorative duct tape. She gave me a box full!
- D. The community room usage seems to be on the rise. Birthday parties, community events.
- E. Russ Strait sent payment for the 8mm tapes, I created an invoice to repay Alison.
- F. I received an email from a fellow director about a SRP presenter, mama pajamas. She was doing a promo for all libraries (\$150). After figuring out the mileage it would be around \$260 for a musical presentation. After talking with her and her asking for surrounding libraries names, she will get back to me.
- G. I started to look at the VCR to DVD program.

- H. Would you want to consider the Library being sprayed for flies in August/September? I could get a quote from Lincoln's Pest Control. Also, what would you think about getting an AED (Automated External Defibrillator)? I received a letter from ZOLL asking if we would be interested, just send in the response card for more info, demo, etc.
- I. I called Dave Putney on the 18th about the screens, a/c's, and cleaning out the eaves. He didn't know about having to do any of it but put us on his list. They showed up on the 30th.
- J. The sidewalk was started the 16th. They came back on the 31st to clean the drop box.
- K. We held a tick program on the 17th.
- L. Arconic did an amazing job on the landscaping!!
- M. We received our deposit of \$ 5.02 from Amazon Smile on the 23rd.
- N. I had to return a duplicate order to Coast to Coast.
- O. We had an irate patron on the 30th, but it was taken care of.
- P. We received a letter from Community Bank about their CD policy regulations.
- Q. We also received a letter from US Yellow Pages.
- R. Janet has been working on waxing the shelves.
- S. I emailed DASNY asking about our Ritchie grant status. Her response was as follows, "Your file is currently in desk audit awaiting SEQR approval. Once we receive that, we can continue on with a couple more audits and then it will go up for State approval."
- T. The website and FB are continually being updated
- U. May Use
 - a. 878 people used the library
 - b. 172 people used computers
 - c. 59 people copied/faxed/lift
 - d. 385 adult reference
 - e. 66 child reference
 - f. 0 new adult cards
 - g. 0 new juvenile cards
 - h. 18/85 Programs Offered / Attended
 - i. 10 Community Room Uses
 - j. Circulation
 - i. 223 Adult Transactions
 - ii. 219 Juvenile Transactions
 - iii. 20 Other Item Type Transactions
 - iv. 166 ILL/ICICILL Transactions
 - v. 638 Total Transactions