

Library Manager's Report for Jun Board meeting – Cancelled

I. Financial

A. Revenue

1) Fines, copies, and faxes		75.00
2) Community Room (Laflesh)	✓	25.00
3) Adopt-A-Book (Babcock)	✓	20.00
Total -----		120.00

B. Expenditures

1) E.A.(7270-145.00/205-28.92/400-255.64/450-112.08/460-13.67)		555.31
2) Amazon (400-97.93/460-33.76)		131.69
3) Woman's Day		12.00
4) Johnston's H2O		5.00
5) National Grid		0.00
6) NCLS (Fiber Optic)		133.74
7) St. Lawrence Gas	✓	139.15
8) Verizon	✓	71.86
9) WB Mason		480.00
10) 1000bulbs.com (LED)		76.33
11) Sci-Tech		90.00
12) SkyLyfeADK		200.00
Total -----		1,895.08

II. Library

- A. Ray Hazel and I set up a day for him to come and do an author visit the Monday after Homecoming. He also asked for the town officials and historian to join him.
- B. I ordered 2 outdoor exploration kits and two nature scavenger hunt kits. They were sent to NCLS to be processed and then they will be returned to us.
- C. I emailed the new contact for the Ritchie Grant and this was the reply (Sorry for the delayed response but we're awaiting final state approval. Once we receive approval, DASNY will send Hepburn Library of Waddington a Grant Disbursement Agreement for execution.)
- D. I attended the SLC directors meeting in Ogdensburg on the 4th. I got some great ideas from the other directors.
- E. We received our first issue of National Geographic that was gifted to us.
- F. We started weeding on the 14th.
- G. I attended the JAB/DO meeting in Potsdam on the 11th.
- H. I went to the scholastic book fair in Liverpool for prizes for the SRP on the 12th.
- I. I contacted Tom Sullivan from W.B. Mason on the 13th regarding new chairs. He got us a great deal on 4 chairs, \$480 for all. They were delivered on the 28th, they are really nice!
- J. Heather and I attended the Library Showcase Showdown on the 18th, we got a lot of good ideas!

- K. NYPA came in on the 18th to start installing the LED lights downstairs. They came back on the 19th to finish. They weren't able to change the lights above the desks, they are a 4 pronged light bulb. So I started to research replacing them ourselves. I contacted 1000bulbs.com, they are sending us 6 bulbs for one of the lights to see if fit first.
- L. The town was here on the 26th to install screens, a/c's and cleaned the gutters (they were clogged)
- M. We hosted the Narcan training on the 26th. We received a kit with 2 nasal sprays.
- N. I received an email from DASNY on the 28th. There were 4 attachments with it, over 35 pages, I'll be working on them.
- O. The website and FB are continually being updated
- P. Jun Use
 - a. 887 people used the library
 - b. 195 people used computers
 - c. 48 people copied/faxed/lift
 - d. 458 adult reference
 - e. 193 child reference
 - f. 15/61 Programs Offered / Attended
 - g. 25 Community Room Uses
 - h. 2 new adult cards
 - i. 2 new juvenile cards
 - j. Circulation
 - i. 183 Adult Transactions
 - ii. 129 Juvenile Transactions
 - iii. 11 Other Item Type Transactions
 - iv. 185 ILL Transactions
 - v. 508 Total Transactions