

# Library Manager's Report for Jun Board meeting – Cancelled

## I. Financial

### A. Revenue

1) Fines, copies, and faxes 000.00

Total ----- **000.00**

### B. Expenditures

1) Edith Ashley (205-49.88, 400-185.74, 450-19.40) 255.02  
2) NCLS (440-124.68, 460-49.89) 174.57  
3) Coast to Coast 169.09  
4) Baker & Taylor 355.50  
5) Johnston's H2O 10.95  
6) Waddington True Value 2.06  
7) National Grid 00.00  
8) St. Lawrence Gas 144.66  
9) Verizon 71.21  
10) Amazon (400-17.68, 460-7095) 88.63  
11) The Library Store 113.97  
12) Lupini Construction (Haggett account) 19,564.00

Total ----- **1385.66**

## II. Library

- A. I sent an email to the SRP teachers letting them know the ice cream certificates have arrived. They met with Russ on the 7<sup>th</sup>. The flyer they created was handed out to the school on the 15<sup>th</sup>. We received a call from a Taco Bell rep on the 27<sup>th</sup>, regarding the leading by reading sheets. They will be sending some out to us in a week or two.
- B. A check for \$19,564 was cut from the Haggett account on the 8<sup>th</sup>. Kevin picked it up and mailed it.
- C. Mike O'Neil from Youth Services called on the 6<sup>th</sup> to ask if we would have any work for a HS grad from July 17<sup>th</sup> – August 17<sup>th</sup>. We had her do inventory for us 2016, so I told him we'd give it a try. We'll have her do inventory again and some extra things. He dropped off some paper work to fill out.
- D. I've been running fines reports for Renee to go through. If they are older than 2016 and have returned the books we have forgiven the fines. If they still have the books, etc we have left their accounts alone. We have had people come in and pay their overdue fines. Renee has also contacted other libraries to see if we can forgive our patrons fines for their materials. We also did weeding of Adult and Juvenile fiction.
- E. We started our summer hours on the 18<sup>th</sup>.
- F. We received a duplicate order from Coast to Coast. I had to call FedEx on the 25<sup>th</sup> of May to come and pick it up. I had to call them again on June 20<sup>th</sup>, they came on the 26<sup>th</sup>.

- G. I did the latest budget comparison (attached).
- H. Jerry Schell from NCLS emailed to let us know they will be swapping out our Meraki wireless access points for new ones when they come in. No charge to the library.
- I. I had to call NCLS for tech support, my sirsi (how we access the materials in the libraries) session was off, no internet on a pc (sent it to them) and how to access sirsi on the laptop. Two other pc's lost internet connection, I called Jerry and he walked me through the fix.
- J. The website and FB are continually being updated
- K. Jun Use
  - a. 1,017 people used the library
  - b. 224 people used computers
  - c. 14 people copied/faxed/lift
  - d. 478 adult reference
  - e. 222 child reference
  - f. 4 new adult cards
  - g. 1 new juvenile cards
  - h. 9/64 Programs Offered / Attended
  - i. 5 Community Room Uses
  - j. Circulation
    - i. 260 Adult Transactions
    - ii. 271 Juvenile Transactions
    - iii. 11 Other Item Type Transactions
    - iv. 161 ILL/ICICILL Transactions
    - v. 703 Total Transactions