

Library Manager's Report for Oct Board meeting – 11/05/19

I. Financial

A. Revenue

1) Fines, copies, and faxes		56.00
2) Donation (Hammond)	✓	100.00
3) Donation (Helenek)	✓	75.00
4) Donation (Miller)	✓	55.00
5) Donation (Dumas)	✓	20.00
6) Donation (Sinkeldam)	✓	10.00
7) T-Shirts	✓	200.00
8) Book Sale	✓	80.00
9) Adopt-A-Book	✓	31.00
Total -----		627.00

B. Expenditures

1) Edith Ashley (205-20.39/460-7.40)		27.79
2) Baker & Taylor		425.24
3) Johnston's H2O		10.95
4) National Grid		00.00
5) St. Lawrence Gas	✓	25.25
6) Verizon	✓	70.56
7) Oriental Trading		133.93
Total -----		693.72

II. Library

- A. NCLS sent out a survey for all libraries to vote on OverDrive budget. 47 out of 65 Libraries voted 23.4% to stay the same, 27.7% for a 7% increase and 48.9% voted for a 13%. So they averaged the votes for an 8% increase in the budget, \$50,392.
- B. I checked out the boiler on the 4th and noticed the line is full of sediment. I texted Dave to let him know. I checked on it again on the 31st and it was still full so I worked it through the line.
- C. I sent a report and pictures to Mark for the next recorder.
- D. I started working on the book sale books, scanning to see which ones will go to Better World Books, etc. There is a group that has been coming to the library on Thursdays, we offered the books to the group, they snagged a bunch!!
- E. I asked the friends if they would like to supply refreshments for the Halloween Party. We still had ingredients to make punch, Barbara Evans dropped off clementine's, apples and donuts. We had 3 honor society volunteers and a couple citizens that helped out. Everything went smoothly, 42 people came to the party.
- F. We hung Roy's painting that was raffled off during the book sale.
- G. Kevin Kitzman emailed to give us a heads up for the ACTION grant next year. Renee and I thought carpet cleaning and shelf repair would be a good start.

H. The website and FB are continually being updated

I. Oct Use

- a. 746 people used the library
- b. 145 people used computers
- c. 106 people copied/faxed/lift
- d. 524 adult reference
- e. 116 child reference
- f. 15/55 Programs Offered / Attended
- g. 9 Community Room Uses
- h. 1 new adult cards
- i. 0 new juvenile cards
- j. Circulation
 - i. 315 Adult Transactions
 - ii. 162 Juvenile Transactions
 - iii. 20 Other Item Type Transactions
 - iv. 199 ILL/ICICILL Transactions
 - v. 696 Total Transactions