

Library Director's Report for January, 2019

Staff

- We welcomed two new circulation clerks on December 13, Nila Sen and Samantha Lacey. They will each be working two evenings a week and one afternoon a month. The leadership team had recently created an orientation for new staff members and these two were the first to go through it.
- The library has a new graduate student intern, Bree Balsalmo. Rachel will be working with her on several projects.
- I continue to work on the Director's handbook. The leadership team is reviewing and updating current policies and procedures to include. Several new procedures are being created.

Services & Programming

- Heather is overseeing an overhaul of our website. The library last update was done in 2016 and best practices recommend reviewing every 2-3 years. The new website will integrate more smoothly with our donor database system, allow for improved event registration and more secure donations online. This new platform will also have better technical support, something that is lacking with our current set-up. The goal is to launch by March 1st.
- The library needs to update our Wireless Access Points (WAPs) throughout the library. I have attached a spreadsheet that breaks down the cost for replacement. We can apply for an eRate reimbursement that will cover close to half of the cost. Our current WAPs will not be supported by EIN starting in 2020.
- Carrie is working closely with the Middle and High School librarians to conduct outreach visits. We are hoping that this will become a weekly event.
- I have included two draft policies for review and approval. The first is about test proctoring at the library and the second is on patron privacy.
- 2018 marked our largest programming numbers ever. This is thanks in part to the programs from community partners that Amy has brought in and the reorganization that Rachel and her team have done in Youth Services.

Updates & Announcements.

- North Fayette Township informed us at the end of December that they would not be able to give us the increase we were expecting for 2019. Due to the late notice, we will be sticking with the budget that was approved in October, but will increase the amount of fundraising that goes towards operating expenses. The board will need to determine what path we will take for future years if municipal funding will remain flat.
- The Oakdale council meeting was postponed. I am in the process of scheduling meetings with North Fayette and Findlay.
- The library received many donations from the giving tree in December. These included several large items such as the new display case for the Historical Society.
- The board needs to vote on a bid for the sewer line project.

ACLA, EINetwork & LAC

- The county is in the process of looking at updating the self-registration process. This would allow patrons to have instant access to their card after registering online.
- A county taskforce is working on creating new material types for the patron catalog. This will make searching items by material easier. Three new material types were approved at the last LAC meeting with the hope of rolling out more throughout the year.
- ACLA received a legislative grant for Civic Literacy. They will be using the funds to fund a community responsiveness project. Ten libraries will be selected to have a comprehensive community needs assessment and action plan, I have applied for our library.
- The LAC is putting together a county-wide eResources Philosophy that will help shape the collective spending we do on downloadable books and databases.
- In February the LAC will be discussing how as a county we define and measure quality library service. This is in preparation for the RAD process that will be examining this county-wide.

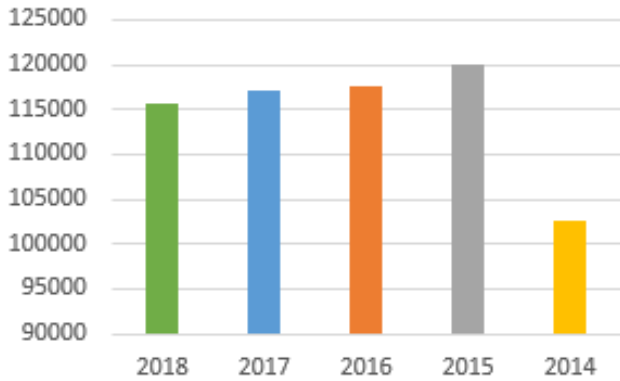
Development & Partnerships

- The tax mailing was sent out in early January. Anyone who donated more than \$250 throughout 2018 will receive a letter. Laura organizes this mailing and it is done in-house. In addition to being a record of donations, it is also used as another opportunity to thank our donors
- To date the end of year appeal has raised \$5101.
- Amy and Terri met with Helicon Brewery about a spring fundraiser, she will discuss this at the meeting.
- We have finalized our fundraising goals for 2019 and Amy will present that on Monday.

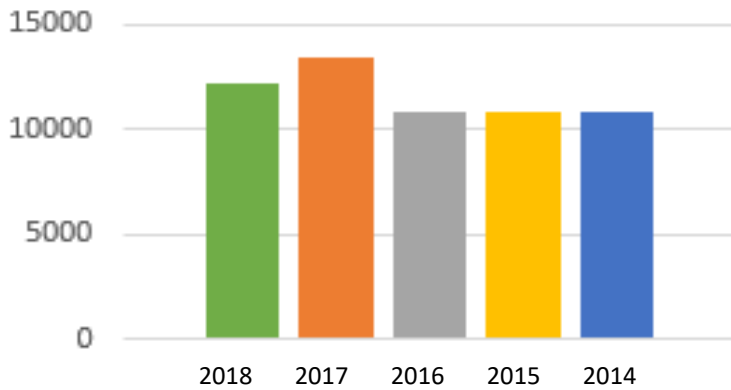
2018 Statistics

23% increase in E-Circulation

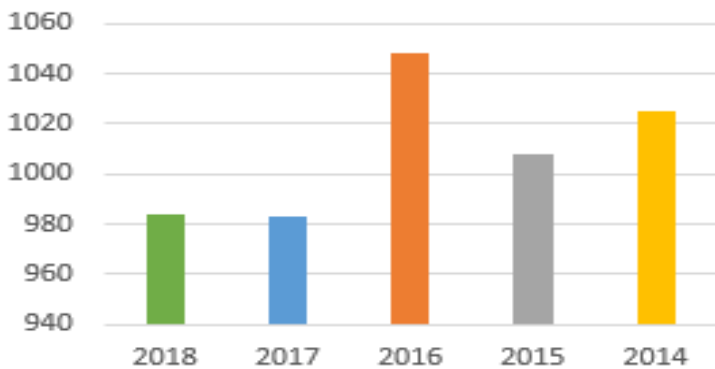
Circulation



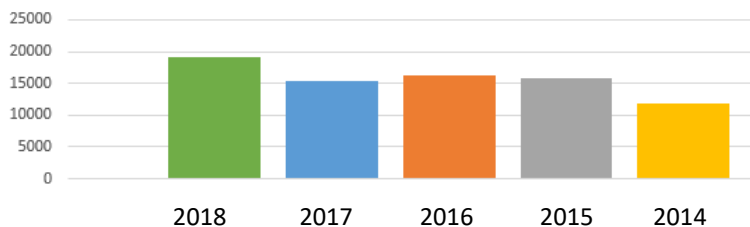
Wifi & PC Usage



New Registration



Programming



2018 Circulation

Physical Materials	79,035
ILL's	225
Renewals	36,702
Total	115,737

2018 E-RESOURCES

Overdrive Circulation

e-book	18371
e-audio	5632
e-video	32
One Click	140
E-Magazines	888
Hoopla	2967
Flipster	283
TOTAL	28313

COMPUTER USAGE

PC	7258
Laptops	536
WiFi Login	4455
WiFi Minutes	505,882

PARTON REGISTRATIONS

Findlay	207
North Fayette	354
Oakdale	151
Resident Total:	712
Non-residents	272
New Registration Total:	984

2018 STATISTICS & PROGRAMS

Customers	72911
Programs	19076