

**Sidney-Richland County Library
Library Board of Trustees
Director Report
October 19, 2017**

Library Usage Statistics:

- Patron Count, September: 4,910
- OverDrive Stats: As of October 13th, we had a total of 267 items on hold (106 audio books and 161 eBooks). In the last 30 days we have had 482 checkouts of 510 titles.
- Circulation Statistics:

	September
Adult	1,247
Easy	1,180
Juvenile	680
Young Adult	201
ILL	41
Total	3,349

- PC Usage, September:

PC Area	Total Uses	Total Time	Average Session
Kids Computers	20	12 hours 49 minutes	38 minutes
Public Computers	540	605 hours 54 minutes	67 minutes

Team Member Updates:

Children's Programming ~ Heather Cotter: October is busy with pumpkin decorating contest and Tale-4-Tots and Storytime. Both children's programs are going great and teen program is a small group but its a good group of kids. Working on Daycare tubs weekly and delivering and picking up and doing day to day duties.

Interlibrary Loan & Technical Services Assistant ~ Miranda Evenson: I have been working on ILL. I have been helping a little bit with processing, we got that big box of lookout books for YA so I will be working on them. I have been helping Kelly with some of the procedures she is working on, making sure everything is correct and phrased correctly. I have been working on Patron records, finding addresses and emails that need corrected, as well as fixing any duplicate card numbers and previous patron ids. We have several patrons that don't have cards ion the box, but they are in the system.

Technical Service Manager ~ Laura Anderson: I am working on cleaning up the Workflow database of our (2500 +) patrons, making sure all the information required is entered and putting notes on accounts that need information. Several patron accounts have multiple library card numbers attached to their account because of replacement cards for the ones they lost. Workflows has made a change so this will not happen again; however, the extra library card numbers have to be manually removed since the State Library cannot run a batch file to clean this up.

I am also working on donations and deciding if the items are going to be put in our system, placed in paperback, or replaced with books we have since they are in better condition or packed to go to Better World Books. I finished processing the selected donations for our collection to get them in the system.

Outreach and Collaborative:

- I am working with Jodi Berry to distribute a survey to the Richland County Senior Centers. The survey will assess the center attendees in regards to technology training. We plan to do pop-up programming events around their noon meals based upon the results of the survey.

Technology:

- We have our new “Quick Works Station” and one of the Circulation Desk computers has been replaced. Tyler will replace the second one next week.

Administration:

- I have been working on updates to policies and procedures as well as the Disaster and Emergency Plan for the library.
- I am working to create a working space for our new Library Aide and AmeriCorps worker.
- We are now in the process of hiring a new Teen/Adult Services Librarian and Library Aide.
- The library is a member of a statewide pilot project group for the Montana Shared Catalog. Our group is working on a system similar to Wyoming that leverages our consortium for collection purchases. If successful, this would give our library a leg up in better pricing and benefits such as pre-processing of materials while at the same time keeping our ability to choose items that reflect the unique needs of the patrons in Richland County.

**Sidney-Richland County Library
Library Board of Trustees
Director Report
November 16, 2017**

Library Usage Statistics:

- Patron Count, October: 6,162
- OverDrive Stats: As of November 13th, we had a total of 308 items on hold (133 audio books and 175 eBooks). In the last 30 days we have had 535 checkouts of 496 titles.
- Circulation Statistics:

	October
Adult	1,066
Easy	1,334
Juvenile	538
Young Adult	97
ILL	50
Total	3,085

- PC Usage, October:

PC Area	Total Uses	Total Time	Average Session
Kids Computers	5	2 hours 23 minutes	29 minutes
Public Computers	295	367 hours 18 minutes	75 minutes
Quick Workstation	1	32 minutes	32 minutes

Team Member Updates:

Children's Programming ~ Heather Cotter: I am working on and hosting Storytime and Tales-4-Tots weekly. I am also working on Daycare tubs weekly and delivering and picking up, and doing day to day duties. We also have been working together to keep teen programming going & we will be getting the Gingerbread House Contest information out for next month. It has been great having David back as he is a big help with everything.

Interlibrary Loan & Technical Services Assistant ~ Miranda Evenson: I have been working on ILL, Overdues, and processing the YA Lookout books. Heather and I have been helping David with planning a Manga/Anime Club. We put together a scavenger hunt and trivia contest. The winner will win one of the "book turkeys" we have.

Technical Service Manager ~ Laura Anderson: I am finishing the process of reviewing each patron account we have in the system to make sure that the data was: a) Typed in all capital letters, b) only one library card number for the patron (additional card numbers were removed), c) checked the address on the account, and d) updated notes so they were current.

Processed items and sorted the donations to either: Put in the system, replace current book with newer looking book, put in paperback, or send to Better World Books

Outreach and Collaborative:

- I am reaching out to organizations throughout Richland County to begin the risk assessment of our Emergency and Disaster Plan.
- I presented to Kiwanis on November 16th.
- I am working with Mid-Rivers and our IT Department on the idea of installing a phone booth to be wired and equipped as a stand-alone skype station. Patrons, particularly older adults, can connect with their family and friends who no longer live here.

Technology:

- We have received a grant award from MidRivers for the purchase of laptops, projector, and screen to use for technology pop-up programming. The target audience for this program will be older adults throughout Richland County. A check was presented to the library on November 13th.

Administration:

- I am continuing to work with county department heads, as well as the state department of revenue, to assess and clear out all of the items that have been stored over time in the basement.

**Sidney-Richland County Library
Library Board of Trustees
Director Report
January 18, 2017**

Library Usage Statistics:

- Patron Count, December: 4,268
- OverDrive Stats: As of January 18th, we had a total of 333 items on hold (139 audio books and 194 eBooks). In the last 30 days we have had 510 checkouts of 474 titles.
- Circulation Statistics:

	December
Adult	940
Easy	1,021
Juvenile	415
Young Adult	89
ILL	53
Total	2,518

- PC Usage, December:

PC Area	Total Uses	Total Time	Average Session
Kids Computers	13	6 hours 30 minutes	30 minutes
Public Computers	216	237 hours 21 minutes	65 minutes
Quick Workstation	1	8 minutes	8 minutes

Team Member Updates:

Children's Programming ~ Heather Cotter: Working on and hosting Storytime and Tales-4-Tots weekly. Working on Daycare tubs weekly and delivering and picking up. Helping Jennifer learn day to day library stuff. Worked on book orders with everyone. Doing day to day library duties.

Children's Programming ~ Jennifer Long: As the new Teen and Adult services librarian, I'm proud to say that our Teen Craft days have been a super success. Yesterday was an awesome day for our Star Wars event with a total of ten kids that came for both David's project of perler beads after Anime Club. Last week's Star Wars event ended with seven kids with both a trivia game and a paper craft project.

Heather, Miranda, and Laura have been my go-to with helping me understand our work flows system as well as many of the procedures around our library. I'm super happy to be part of this team and hope to grow better as a librarian!

Interlibrary Loan & Technical Services Assistant ~ Miranda Evenson: I have been working on ILL and overdues. I had a few books that needed repaired this month, and we found a few classic books that needed to be replaced, which we were able to put in our orders Heather has been placing. We placed our book orders, and have received a few of them, which new books are always exciting.

Technical Service Manager ~ Laura Anderson: Working on cleaning up the patron cards, looking at all patron card to see if any mistakes and to remove users who cards have been expired for one year; also which have no fines.

Sorting through the books downstairs from the book mobile and seeing if going to put into our collection.

Outreach and Collaborative:

- I presented to Lions during their monthly meeting.
- I am scheduling multiple meetings throughout this month in all areas of the county. The purpose of the presentation is to update everyone on the library and distribute the needs assessment.

Technology:

- I am continuing to work on the December IT initiatives.

Administration:

- Our book orders are complete and many have already arrived and processed.
- We purchased 14 movies from Video Hot Spot to add to the collection. They gave us a 25% discount and we paid \$102.61.