

**Sidney-Richland County Library  
Library Board of Trustees  
Director Report  
February 15, 2017**

**Library Usage Statistics:**

- Patron Count, January: 4,913
- OverDrive Stats: As of February 14<sup>th</sup>, we had a total of 343 items on hold (134 audio books and 209 eBooks). In the last 30 days we have had 499 checkouts of 476 titles.
- Circulation Statistics:

	January
Adult	940
Easy	1,021
Juvenile	415
Young Adult	89
ILL	53
<b>Total</b>	<b>2,518</b>

- PC Usage, December:

PC Area	Total Uses	Total Time	Average Session
Kids Computers	21	11 hours 33 minutes	33 minutes
Public Computers	386	409 hours 4 minutes	64 minutes
Quick Workstation	1	8 minutes	8 minutes

**Team Member Updates:**

*Children's Programming ~ Heather Cotter:* Continue to plan and host Storytime and Tales-4-Tots weekly. Working on Daycare tubs weekly and delivering and picking up. Helping Jennifer learn day to day library stuff. Helped do a little processing. Doing day to day library duties.

*Children's Programming ~ Jennifer Long:* This has been a fantastic month as far as ideas go for our Teen program! Last Wednesday David and I had a blast hosting a Pokemon scavenger hunt. It was so much fun and ended on a happy note with giant popcorn prizes for the winners! Today is Valentine's Day as we celebrate with a painting craft in keeping with our theme. As far as my day to day activities as a librarian I couldn't get by without Heather, Laura, and Miranda helping me once more with learning our Workflows system. We are an awesome team! Happy Valentine's Day!

*Interlibrary Loan & Technical Services Assistant ~ Miranda Evenson:* I have been doing ILL and overdues, as well as fixing and repairing broken books. The state has been sending me reports on patrons that have e-mail address that are undeliverable, so I have been working on fixing those, or putting notes on the accounts that need to verify e-mail addresses.

So far for ILL we have 193 lending and 214 borrowing. I also gave Kelly a report from Google business about our google page. Our page has received more activity. Just in January 1,506 people googled us.

*Technical Service Manager ~ Laura Anderson:* Removed users from the system with expired cards of one year, and have not been in during the one year. Checking users with lost items and sending letters of the fines they have. While sending the letters, I decided to send them out in batches of 10 to make it easier to keep track. So far managed to send out 48 letters. Total of the fines for lost items and some overdue is \$2,545.66, which hopefully we can get some of the items back or paid for.

### **Outreach and Collaborative:**

- I have been in meetings throughout Richland County this month for the needs assessment.
- I am meeting with school staff throughout Richland County to coordinate resources and provide greater library support for students.

### **Technology:**

- I am working with our Envisionware system to customize the desktops of our workstation.
- We are getting ready to order work stations for the three desks behind the circulation desk.
- The laptops have been ordered. Once we receive them and IT helps us set them up, then Jennifer, Miranda and I will begin planning our programs at the senior center.

### **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.