

**Sidney-Richland County Library  
Library Board of Trustees  
Director Report  
April 19, 2018**

**Library Usage Statistics:**

- Patron Count, March: 5,588
- OverDrive Stats: As of April 19<sup>th</sup>, we had a total of 344 items on hold (126 audio books and 218 eBooks). In the last 30 days we have had 598 checkouts of 540 titles.
- Circulation Statistics:

	March
Adult	1,080
Easy	1,228
Juvenile	550
Young Adult	142
ILL	53
<b>Total</b>	<b>3,053</b>

- PC Usage, March:

PC Area	Total Uses	Total Time	Average Session
Kids Computers	15	9 hours 48 minutes	39 minutes
Public Computers	671	708 hours 9 minutes	63 minutes
Quick Workstation	10	3 hours 10 minutes	19 minutes

**Team Member Updates:**

*Children's Programming ~ Heather Cotter:* "Work on planning and hosting Storytime and Tales-4-Tots weekly. Working on Daycare tubs weekly and delivering and picking up. Starting to look Summer Reading Program and getting it planned. Doing day to day library duties."

*Children's Programming ~ Jennifer Long:* "First week of our themed month of 'Geek Weeks' was a blast as we painted mason jars with our favorite super hero symbol. Painting pretty much anything seems to be a success! Since last week was missed for MLA we made up for it with perler beads of the same theme. Putting together a live Pac Man game is our goal for next week.

I would also like to say that MLA was an awesome experience! So many fantastic workshops and positive librarians that made such an impact on me within such a short amount of time. A special shout out to the Bozeman Library for being an extra joy to network with and grab some ideas from as far as our future teen area."

*Interlibrary Loan & Technical Services Assistant ~ Miranda Evenson:* "I have been working on Ill, Jennifer brought me back a cool slide show and handouts from Bozeman about ILL and USPS, so I have been going through that. I have been fixing books as they come in. As a group we are looking at making a new Library logo. We are also excited about the basement renovation and thinking up new ideas that will work better for our library and community."

*Technical Service Manager ~ Laura Anderson:* "Had a lot of donations to look at. Helped process DVD's that were donated. Bring up books from the basement that were part of the bookmobile and seeing if

better condition the what we have, or part of a series that we are missing a book from. If not going into the collection then places on Better World Books shelf for David to work on.”

### **Outreach and Collaborative:**

- The Montana Library Association Conference was awesome. Jennifer and I had the chance to connect with a wide variety of libraries and library professionals. We came away with lots of new ideas.
- The annual Summer Reading donation appeal letter will be sent by the end of this week.

### **Technology:**

- We have started to install new workstations for Heather, Miranda and Jennifer. Both Heather and Miranda will have new computers with dual monitors/arms. Jennifer opted for a different single monitor for her new computer.
- I have been working with Brian on the library renovation ideas and options.

### **Administration:**

- During a recent visit with Dottie Susag, Native Voices Advocate, I asked her to review our collection as it pertains to First Nations People history and culture. She pulled several books for me to review. It gave me a chance to learn more about that area of the collection. I also created a shared resource in which all of our team can contribute research or vetted resources for collection development.
- I am still waiting for the necessary papers from the county to complete the FY19 budget.
- We are nearing the final quarter for FY18 so we will be reviewing remaining totals to be expended so that we can leverage our money the best. You may receive emails from me regarding any questions going forward on this.

**Sidney-Richland County Library  
Library Board of Trustees  
Director Report  
March 15, 2018**

**Library Usage Statistics:**

- Patron Count, February: 4,243
- OverDrive Stats: As of March 12<sup>th</sup>, we had a total of 357 items on hold (138 audio books and 219 eBooks). In the last 30 days we have had 558 checkouts of 520 titles.
- Circulation Statistics:

	February
Adult	978
Easy	1,064
Juvenile	442
Young Adult	105
ILL	38
<b>Total</b>	<b>2,627</b>

- PC Usage, February:

PC Area	Total Uses	Total Time	Average Session
Kids Computers	14	12 hours 1 minute	63 minutes
Public Computers	376	396 hours 34 minutes	63 minutes
Quick Workstation	0	0 minutes	0 minutes

**Team Member Updates:**

*Children's Programming ~ Heather Cotter:* Work on planning and hosting Storytime and Tales-4-Tots weekly. Working on Daycare tubs weekly and delivering and picking up. Starting to look Summer Reading Program and getting it planned. Doing day to day library duties.

*Children's Programming ~ Jennifer Long:* Pottermore 2018 (month of Harry Potter) has been super fun! A bit slow of a start with wand making but with potions class we had such a blast and ended with more numbers as far as attendance.

Next week will be our chance to make both charms and 'butter-beer,' the last of the month will continue with taking old Easter eggs and turning them into Dragon eggs! (Yay!)

*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. ILL has been pretty busy, and I have been fighting USPS with packages that take 2 months to get delivered. Jennifer and I plan on going to MLA, one of the workshops I am looking forward to is how to get ILL and USPS to work together better, to try to avoid mailing delays and other mishaps.

*Technical Service Manager ~ Laura Anderson:* Still working on letters to patrons with lost items. We did get three people to return the books, which one also paid the fines. We had another person who did pay the fines. And we have one who called claiming left Sidney before the fines happen on the account plus would never had checked out children books.

At least we are getting some feedback, but also have several where the address is wrong, or they elected not to have mail delivered to that address, and are using a PO Box which is impossible to find.

Processed donated movies and checked donations to see if going to put in collection, or Better World Books

### **Outreach and Collaborative:**

- I have been busy with Leadership Montana. As one of four local alumni it has been fantastic to welcome 50 professionals from all over the state to spend some time and get to know eastern Montana.
- I have continued to meet with people around the county to distribute our needs assessment. Through this process over 200 surveys were submitted already prior to the public rollout via mail, online and in the library.
- I am beginning to work on the annual Summer Reading letter that will be sent to all area businesses asking for donations for the program.
- In partnership with the Hometown Humanities grant and the MonDak Museum we will be hosting two events in April:

*Wednesday, April 4<sup>th</sup>*

*Dotty Susag will present a discussion on the acclaimed book,*

*The Round House by Louise Eldrich*

*6:30pm Social, 6:45pm-8pm Presentation & Discussion*

*Wednesday, April 11<sup>th</sup>*

*Poetry Workshop*

*6:30pm-8:30pm*

### **Technology:**

- Our new laptops have arrived and IT has finished readying them for use.
- Supplies for the new workstations for Heather, Miranda and Jennifer have started to arrive. As soon as the micros get here we will be getting those workstations updated.

### **Administration:**

- I have started attending the Local Emergency Planning Services Committee. As a member I can keep the library updated on our role in the overall plan during crisis, emergency and disaster.
- Jennifer, Miranda and I plan to attend the Montana Library Association Conference in Bozeman in April.
- You will be receiving an email about your availability for the first Lifelong Learning Committee meeting next week. We over 20 interested individuals for this committee.