

Report for November 2021

Our main vendor, Ingram, is catching up on fulfilling orders, which is why we had lower bills in September and October and have a higher bill for November. We are still getting some best sellers after, instead of before or on, the release date.

The COVID-19 pandemic numbers are increasing and the hospitals are filling up. There is no need for us to change any of our procedures since we have, all along, kept in place the practices of everyone masking and distancing and sanitizing workstations.

Mihee is out indefinitely as of Monday, November 29. Most days I am covering her shifts: Monday – Friday 3-5 pm and Friday 11:15 am – 4:15 pm. Susan is covering when I cannot. We are trying to avoid it, but it may be necessary to close for a few hours if none of us can cover her shift on a particular day.

Old business:

- We still need 2 more trustees to have a full board. Judy Morgan has expressed a willingness to serve. Please see her note. I recommend that you recommend her to the Village Mayor and Trustees for her to begin next month, January 1, 2021. ** Agenda item **
- Review of new public library minimum standards and getting into compliance (e.g. long term plan.) – This needs to be done by the end of December 2021. Please see the draft Long Range Plan that I put together from the Manual and input received over the past 3 years. I highly recommend that you approve it (can be approved with changes if you wish to make them) so that we are in compliance with New York State minimum standards. ** Agenda item **
- We need a lock on the front door that is not dependent on an Allen wrench.

November 2021 Statistics: the library was open for 19 weekdays and 4 Saturdays.

Circulation: AV (CDs, DVDs):122 BOOKS: 648 MAGAZINES: 17 Total: 787	Circulation: UTICA-CITY:256 NYMLS-WHIT:117 NYMLS-NHAR: 46 NHARTF-TN: 87 YORKVLE-VL:102 WHTSBR-VL: 47 Other: 132	Public computer use: Total logins:113 Unique: 47 Guest: 19 PC usage: 37 Chrome usage: 77	Meeting room activity: none
Overdrive: ebook checkouts: 128 audiobook checkouts: 92 magazine checkouts: 0 patrons:29			Wireless usage: 25 sessions Website 284 sessions,364 page views

Respectfully submitted,
 Diane Berry

Cumulative statistics 2021

month	circulation	Public computer usage	Overdrive ebook / audiobook / magazines	wireless usage	website sessions/ page views
Jan	726	85	128 / 92	20	294 / 407
Feb	813	115	144 / 75 / 4	23	301 / 396
Mar	830	154	147 / 98 / 8	41	351 / 415
Apr	766	161	118 / 82 / 12	31	352 / 428
May	822	122	113 / 76 / 4	48	333 / 425
Jun	880	108	125 / 50 / 0	66	319 / 457
Jul	973	151	119 / 77 / 0	47	363 / 532
Aug	919	120	144 / 95 / 64	34	328 / 442
Sep	813	136	99 / 70 / 4	34	321 / 433
Oct	811	106	106 / 73 / 2	27	352 / 430
Nov	787	113	128/92/0	25	284 / 364
Dec					

Notes:

Before the pandemic circulation was consistently just over 1,000.