

Walworth-Seely Public Library
Director's Report for February 2020
Anne Brown
March 12, 2020

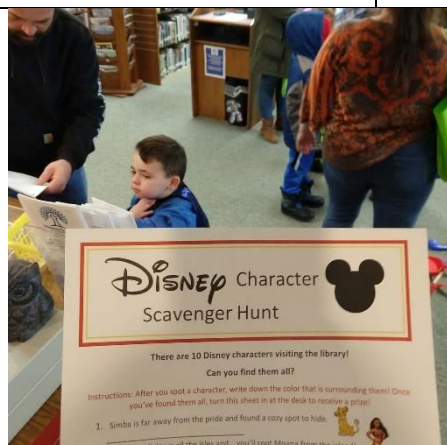
Programming: February

Weekly Programs	Date	Attendance
Toddler Story Time (ages 0-3)	Every Monday (4)	37 children, 31 adults
Tech Tutor	Every Monday (4)	10 adults
Preschool Story Time (ages 3-6)	Every Wednesday (4) With a Craft - 1 st Weds	37 children, 23 adults
Genealogy Workshop	Every Wednesday (4)	19 adults
Fun with Mother Goose (ages 0-36 months)	Every Thursday (4)	42 children, 37 adults
Music & Movement	Every Friday (3)	28 children, 21 adults



Monthly & Other Programs	Date	Attendance
Adult DIY Craft <i>Wire Wrapped Pendants</i>	February 4	1 teen, 7 adults
Craft at The Gardens (Outreach)	February 10	3 adults
Paper Craft Workshop <i>Tissue Paper Hearts</i>	February 11	1 child, 1 teen, 5 adults
Gananda Middle School Maker Club (Outreach)	February 12	8 teens, 2 adults
Genealogy & Family History Workshop	February 19	4 adults
Library Book Club <i>One Day in December</i> by Josie Silver	February 18	8 adults
Get Crafty with Jen <i>Tshirt Scarf</i>	February 20	1 adult

Coloring at the Gardens (Outreach)	February 24	4 adults
Snack & A Movie	February 27	10 children, 1 teen, 4 adults



February Break: Everyday is Something	February 15 - 22	Attendance
Escape Room Day	Saturday	3 children, 9 teens, 3 adults
Make a Craft Day	Monday	6 children, 3 adults
Classic Cartoon Day	Tuesday	0
Scavenger Hunt Day	Wednesday	32 children, 12 adults
Make a Snack Day	Thursday	25 children, 8 adults
Board Game Day	Friday	10 children, 8 adults
LEGO Day	Saturday	4 children, 2 adults

STATISTICS:

	January 2020	February 2020	February 2019
Door Count	2,729	2,611 *Closed for 1 snow day	3,044 *Closed 2 evenings due to weather
Circulation	4,531 Physical 723 Digital	4,741 Physical 686 Digital	4,140 Physical 519 Digital
ILLs to other Libraries	1,459	1,325	1,315
Wifi Users	165	134	128
Computer Sessions	46 Children, 490 Adults	69 Children, 447 Adults	-
Friends of WSPL Book Shelf Donations	\$7.50 9 books	\$8.00 9 books	-
Total Program Attendance	539	474	510

Staffing and Management:

Staff Schedule for March is complete and posted

Successfully submitted January and February 2020 NYSLRS reports

Created a new spreadsheet to track staff PTO requests

Completed January 2020 Payroll Certification for Wayne County Civil Service

Administrative Activities:

Completed weekly bank deposits and cash register summaries

Completed bi-weekly payrolls

Tracked monthly income and expenses in budget spreadsheet

Ordered newly released books for March from Baker & Taylor

Ordered the newly released DVDs for March from Amazon and Walmart

Completed program calendar for March

Ordered supplies for upcoming programs

Ordered office supplies

Sent out drafts of February Board Meeting minutes for review

Created samples to display for March Adult DIY and April Paper Craft workshops

Extended Winter Reading Challenge through the end of March due to low adult response. Children have been actively participating, so the incentives will be reevaluated for next year.

Submitted NYS Annual Report as approved by the Board

Submitted AUD to the NYS Comptroller's Office as approved by the Board

Library Improvement Project:

Presented updates to Town Board during Annual Joint Meeting

Trainings and Meetings Attended:

February 6 – Finance Committee Meeting

February 6 – Annual Joint Meeting with Town Board

February 13 – Library Board Meeting

February 21 – System Meeting – Census 2020 Training (PLSHQ)

February 25 – Annual Library Advocacy Day in Albany

IMPORTANT DATES:

- April Finance Committee meeting will be held *Monday, April 6* at 12:15 pm
- Spring into Spring! Week will be April 6-13. Programs will be held each day with various spring themed activities while kids are on break from school
- Director Brown will be out of the office from Monday, April 6 through Friday April 10
- The Friends of WSPL will be holding their Spring Book Sale April 23 – 25. Donation Drop off will be on April 21-22, and the Member's Only Preview Sale will be Wednesday April 22 from 5:30 – 7:30 pm

The next regular Board Meeting will be Thursday, April 9, 2020 at 6:30 pm