

Canajoharie Library & Arkell Museum
Board Meeting: 2-9-22
Library Director Report
Maria Cancro

Statistics:

Month	December 2021	January 2022
Building Traffic	915*	772 *
Overdrive	284 Circs	307 Circs
Wifi	98 Unique Clients	77 Unique Clients
Computer Use	50 Sessions	50 Sessions
Program Attendance	40 Attended/Taken	108 Attended/Taken
Circulation	1237 Circs	1424 Circs
Reference	56 Questions	61 Questions
Social Media	1524 FB & 139 Insta impressions	1765 FB & 136 Insta impressions

*This is half the total door count for the month; as door tally counts in and out.

Review of Statistics:

January statistics were similar to December. With the holidays over and COVID cases peaking it was another slow month, however with Omicron cases capping at the time of this writing, hopefully, we will start seeing more traffic soon.

Staff Updates:

We have fielded a fair number of applicants and they have been narrowed down by myself and Katherine for interview. We started interviews this week; at the time of this writing, and have a handful more scheduled for this coming week. I am hopeful we will fill the front desk position by the time the Museum opens in March.

New Business:

New York States Library Minimum Standards and Developing a Long Range Plan.

A special thank you to Wally for helping us get the board meeting minutes up on the website as required. I have included a link to the NYSED minimum standards for everyone to take a look at/re-familiarize themselves with.

<https://www.nysl.nysed.gov/libdev/compchart.htm>

I have been continuously working on getting us up to standard, several boxes were easy to check for example getting the by-laws up onto the website (it was a one-time upload). Thanks to Mary

for helping me out with this. I have a couple of things to finalize in the next month or so but we are on track for almost all categories. Except for a Long Range Plan, this is not something we have and so we need to develop and approve one within a timely fashion. A Long Range Plan is a mailable set of goals and instructional timelines to act as a guide for implementing the improvement of a library within its values and mission. I have attached the NYSED long range plan guidelines and recommendations page here, please look it over.

<https://www.nysl.nysed.gov/libdev/helpful/standard02.htm>

A big thanks to Sue for helping brainstorm a set of goals for the entire institution. Some of these goals are more long term than others, but we feel these six are the most forthcoming for our Library & Museum and how we serve the public.

We would like to focus on the following aspects in a long range plan:

1. Developing a sustainable staff model
2. Expanding Library collections budget
3. Developing a plan and timeline to achieve a community library vote
4. Maximizing our recognition by standardizing and unifying our “brand” as a Library, Museum, and Organization
5. Developing a new mission statement that better reflects our Library, Museum, and Organization
6. Developing a plan to regularly reassess our policies every five years or sooner as required by NYS minimum standards

Below are some examples of other NYS public library long range/strategic planning initiatives. They range in length and exhaustiveness but they all operate under a similar template.

<https://www.skanlibrary.org/app/uploads/2019/09/Skaneateles-Library-Long-Range-Plan-2020-2025.pdf>

<https://redhooklibrary.org/files/2020/12/Long-Range-Plan-2020-Final.pdf>

<https://www.nopl.org/wp-content/uploads/2019/06/Strategic-Plan-HO.pdf>

<http://www.irondequoitlibrary.org/wp-content/uploads/2017/03/Draft-IPL-LRP-2.28.17.pdf>