**Librarian’s Report**

**Nov. 28, 2023**

1. **Statistics: OCT 2023 (+/- % Changes From Last Year)**

Circulation: 1981(+12%) Digital Circulation: 515 (+48%)

Computer Use: 223 (-15%) WIFI Use: 2934

Interlibrary Loan Loans: 614 (+73%) ILL Borrows: 340(-32%)

Children Programs: 219 YA Programs: 0 Adult Programs:216

One on one: 25 Community Organization Use: 0

1. **Program Report**

**Children (PK – Grade 4)**

All sessions of afterschool Bookworm Club wrapped up the week of Nov. 13-16. Laura did a great job with the kids! A new session of preschool story time started on Weds. Nov 15 and will run through Dec. 13th. Upcoming afterschool programs will include “Gift Making” and “Cocoa and Coloring”. We will have a Winter reading challenge for kids running from December 18th through the end of January.

**Teen (Grades 5 – 12)**

Teens have been actively volunteering for our afterschool bookworm club assisting with the crafts, clean-up and helping younger children pick out their books to check out.

**Adult**

All regular weekly and monthly programming continue with steady attendance. 21 people attended our latest Senior Coffee Club session with Liberty Police Chief, Steve D’Agata and got to see the deployment of their new technology, the BolaWrap, a non-lethal de-escalation tool. Chair yoga classes have been very popular and we were able to expand it to 20 participants per class. The Holiday Decluttering Challenge had 19 Liberty area registrants on Zoom. (53 combined attendance with Palisades) The November is National Novel Writing month (NaNoWriMo) kick-off event had 7 participants in attendance. Two people attended the NaNoWriMo “Write in” Session on Nov. 16th led by Tracy and Rebecca and found it very beneficial. Movie Matinee attendance is highly variable depending on the type of movie with funny, light movies tending to get better attendance (15-20) than dramas (0-5).

1. **Upcoming Programs**

See Dec. Calendar for more details about upcoming programs.

1. **ILS Migration to Koha**

At the last Director’s Association Meeting, Grace Riario reported that she is still in negotiations with Koha but expects to have the contract signed with them by mid-December. RCLS is purchasing every library a handheld scanner to be used in conjunction with the mobile Circ app on our tablet to inventory collections**. Tentative timeline of migration activities:**

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| Month | Activity |
| January 2024 | • Set up data stream.  • Perform data cleanup.  • Libraries perform inventory (JanuaryJune 30). |
| February/  March 2024 | • Discuss item types, shelf locations, collection codes, statuses, lost item handling, data subfields.  • Investigate robocall vendors (FebruaryApril).  • Investigate app products (MarchMay). |
| April 2024 | • Test instance available for firstliners.  • Discuss circulation rules, hold policies. |
| May 2024 | • “Train the Trainer” comprehensive training for firstliners (full day sessions at RCLS).  • Discuss overdue notices, serials, acquisitions, technical services processing.  • Libraries provide SIP connection vendor list. |
| June 2024 | • Comprehensive training for circulation staff (part day sessions/multiple locations/hybrid).  • Discuss reports, SIP connections, acquisitions |

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| --- | --- |
| August 5, 2024 | • GO LIVE! |

1. **Weeding of Fiction Collection**

We have begun weeding the Adult Fiction collection which has not been done since our 2018 relocation to Ferndale. In order to facilitate the disbursement of these weeded materials we have brought some to the Literacy Volunteers of Sullivan County and have instituted a $3 bag sale in the lobby with proceeds going to FOLL.

1. **New Language Learning Software**

The RCLS contract with Rosetta Stone ended on Nov. 1st and has been replaced by Mango languages. The website links have all been updated appropriately.

1. **Microsoft Email Update**

RCLS announced that all Microsoft email accounts will be required to have multifactor authentication set up for them by June 2024. Once in effect, Library staff and trustees will need to use a cell phone for SMS text codes or can opt to download an authenticator app to a smart phone or tablet device. (Phone calls or email address authentication is not acceptable.) There will be a charge to the library of 60 cents per month per email address. In addition, several of our more part-time and substitute employees and teen pages do not have RCLS email addresses. Since Koha doesn’t allow shared logins like we use now at the circulation desk with Symphony Workflows, all staff will need to have individual email addresses before the migration happens.