

Director's Report December 2021

Deb Flint, Library Director

Building & Grounds:

- Additional artwork has been hung in the building.
- Gutters were removed from the front of the building by a volunteer.
- A volunteer measured for shelving in the craft closet and table storage closet. Materials were purchased and paid for by the Friends.
- Bi-annual required boiler inspection was completed 11/18/21. We should have maintenance done on it once a year.
- Quarterly water test will be completed before 12/15/21.
- Float was taken apart by a volunteer. A tarp has been purchased to cover it.
- A patron loaned us her Peanuts holiday decorations for the season.

Collection:

- Added 140 new books, 207 donations, and 29 DVDs in November.
- Ordered new books and DVDs.
- Book inventory should be completed by the end of the year.
- Continued weeding children's books. Also weeded magazines.
- Relabeling of faded spine labels continues.
- Renewed more magazines.
- Staff and volunteers shifted Adult Fiction and Non-Fiction.

Continuing Ed:

- Attended Trustee Handbook webinar on Board meetings.
- Attended a Grant Writing 101 webinar through SALS.
- Attended a webinar on book challenges.

Financials:

- Auditor still unclear about the ownership of bonds. Financial officer talked to the school superintendent who will speak with the auditor.

Grants & Donations:

- Received an anonymous \$1500 donation toward a color copier or 3D printer.
- Received a donation of \$100 for children's books.
- Spent several days writing the final report for the SALS Challenge Seed Tech Grant. Ordered several technology items this month, and the funds are now spent/earmarked to be spent by the end of December. It is heartening to see the increase in STEAM programming since the beginning of 2020 when we received the funds.
- Spent several days writing final report for the Saratoga Arts Community Arts Grant that funded the Color Your Summer art program held this summer and fall.

- Discussed usage of Hannaford and Stewart's Holiday Match fund with Youth Coordinator.

Meetings:

- Met with Board President to discuss agenda items.
- Met with Pat Sanders, Co-Chair of Galway Preservation Society, to discuss archives and future dates for programs.

Programs:

Adult Program Attendance:

November Tech Assistance – 14

11/15/21 Belly Dance – 6

11/18/21 Writers Group – 6

11/22/21 When Readers Meet – 12

11/30/21 Adult Craft Class – 6

12/1/21 Stress Management - 9

TOTAL: 53

Family Program Attendance:

November – Cards for Veterans – 14

TOTAL: 14

Children's Program Attendance:

11/15/21 Nature Club – 8 kids, 6 adults

11/16/21 Storytime – 8 kids, 6 adults

11/17/21 Deconstruction – 3 kids, 3 adults

11/22/21 Tech Club – 9 kids, 7 adults

11/23/21 Storytime – 4 kids, 3 adults

11/29/21 Good Deeds Chain – 16 kids, 11 adults

11/30/21 Storytime – 4 kids, 4 adults

11/30/21 Redeemed Halloween book coupons - 74

12/6/21 Lego Club – 13 kids, 10 adults

12/7/21 Storytime – 7 kids, 5 adults

TOTAL: 201

Community Meetings Attendance:

11/17/21 GPS - 6

11/27/21 Glenville Hills Camp Colby – 2

11/29/21 Odyssey of the Mind (OM) - 9

12/1/21 GPS - 6

12/6/21 OM – 9

12/8/21 GPS - 4

TOTAL: 36

Upcoming Program Schedule:

Adults:

12/16, 1/20 – Writers' Group
12/13, 1/10 – Young Professionals Board Games
12/14, 1/11 – Young Professionals Book Discussion
12/15, 12/22, 12/29, 1/5, 1/12, 1/15, 1/19, 1/26 – Tech Assist
12/25, 1/29 – Young Professionals Video Gaming
12/28, 1/25 – Adult Arts & Crafts
12/29, 1/26 – Photography Club
1/5 – Stress Management
1/15 – Basics of Overdrive/Libby

Kids & Teens:

12/9, 12/23, 1/13, 1/27 – Teen Hangout
12/11 – Gift Making Day
12/13, 1/10 – Crafternoon
12/14, 12/21, 12/28, 1/4, 1/11, 1/18, 1/25 – Raising Readers Storytime
12/15, 1/19 – Deconstruction
12/16, 1/20 – Makerspace
12/20 – Kids' Nature Club
12/27, 1/24 – Tech Club
12/28 – Holiday Craft
1/3 – Lego Club
1/6, 1/20 – Afternoon Discovery Story Time
1/15 – Teen Esports

Publicity:

- Submitted information to Galway Reader for the next quarter publication.
- Sent statistics and a story about the Great Community Give Back to SALS and to the state level organizers.

Staff:

- Would like to post for and hire a sub-clerk.
- Received notice of the upcoming Civil Service exam for the Youth Coordinator position.
- Gathered information and submitted required Occupational Employment & Wage Statistics (OEWS) report to Labor Department.

Tasks:

- Director continues to monitor COVID numbers in the County. Numbers still high. We continue to limit program attendance numbers.
- Spoke with Electronic Office Products again about copier options.
- Ordered maintenance & office supplies.
- Completed and submitted PLA 2021 Public Library Staff & Diversity survey.

Technology:

- Replaced the older PAC computer with one of the recently replaced public computer towers.

	July	2021-2022												FY Total
		Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun		
Record Counts														
Total Items	34,677	34,539	34,736	34,820	34,912									
Withdrawn	173	454	320	139	324									
Added Items	300	318	522	223	421									
Total Patrons	1,871	1,877	1,874	1,888	1,890									
Added Patrons	24	23	7	15	22									
Circulation	3,304	2,870	2,398	2,282	2,343									
Checkouts	2,757	2,294	1,903	1,793	1,914									
Renewals	547	576	495	489	429									
Borrowers	385	387	337	331	355									
Checked In	2,332	2,398	2,974	3,867	8,286									
Holds Placed	520	440	407	483	411									
Holds Filled	506	394	453	446	365									
E-Book Circ	328	372	291	310	296									
PAC Logins	393	453	365	374	377									
Wireless Clients	148	147	138	129	118									
Cassie Sessions	49	45	48	38	30									
Door Count	2,082	2,159	1,711	1,862	1,409									

CIRCULATION

Month	2016	2017	2018	2019	2020	2021
January	1453	1933	1725	1702	2365	1506
February	1421	1824	1430	1375	2400	1768
March	1545	1789	1969	1656	2199	2172
April	1594	1629	1585	1555	239	2256
May	1446	1811	1572	1349	371	2064
June	1896	2207	1623	1719	852	2430
July	2323	2708	2493	2407	1664	3304
August	2265	2347	2274	1718	2509	2870
September	1784	1895	1931	1172	2214	2398
October	2039	1773	1553	2633	2214	2282
November	1900	1801	1424	2197	2049	2343
December	1834	1772	1332	1714	2072	
YEAR TOTAL	21500	23489	20911	21197	21148	

E-CONTENT CIRCULATION

	2016	2017	2018	2019	2020	2021
January	105	143	139	206	154	264
February	163	116	143	150	165	297
March	150	106	161	207	191	344
April	132	48	148	187	230	271
May	143	102	191	198	351	320
June	205	122	148	245	325	317
July	251	150	197	210	330	328
August	142	155	224	217	349	372
September	108	132	121	195	337	291
October	150	116	159	177	268	310
November	132	129	162	180	259	296
December	119	126	172	165	254	
YEAR TOTAL	1800	1445	1965	2337	3213	