

## Director's Report January 2022

Deb Flint, Library Director

### Building & Grounds:

- The float wagon and picnic tables were tarped. A volunteer built a new stand for the sand barrel.
- Creative Landcare weed whacked the retention pond area in front.

### Collection:

- Added 37 new books, 85 donations, and 15 DVDs in December.
- Ordered new books and DVDs.
- Book and audiovisual inventory is complete.
- Weeded more children's books to obtain shelf space. That weeding of children's books is complete. The Junior Fiction collection is being shifted to utilize the space more effectively.
- Relabeling of faded spine labels continues.
- Renewed Gazette subscription, as well as more magazine subscriptions.

### Continuing Ed:

- Attended Trustee Handbook webinar on Personnel.

### Financials:

- The audit is being reviewed by the CPA office and should be sent to the Library to review soon.
- Began working on a draft budget for FY 2022-2023.
- CFO spoke to BSNB about new fees being charged on accounts. Statements will now be electronic (no longer mailed) to reduce the charges.
- Bookkeeper submitted previous AUD owed.

### Grants & Donations:

- Purchased children's books with designated \$100 donation.
- Purchased program materials with some of the Hannaford program funds.
- The Youth Coordinator applied to the Stewart's Holiday Match for programming and book funding, primarily for Summer Reading. Requests have also been submitted to WGY and Price Chopper for funds to purchase children's books.
- Receipts for program supply purchases for the Gift Making Workshop were submitted to Saratoga County Youth Bureau for reimbursement.
- Received notification of a NY Humanities grant award for the book discussion series Place & Story. Filled out the additional required information.
- Heard back from DASNY – they found my email from August and confirmed that the project is complete. I sent the follow up information requested. Now it should go for financial review, then desk audit, and then final approval.

- We should receive additional funds for programming from Hannaford because January is another month for a portion of the purchase of reusable bags to be donated to our library.

#### **Meetings:**

- Discussed agenda items with Board President.
- Finance Committee met on 1/6/22.

#### **Programs:**

Programming suspended December 29, 2021 through at least January 17, 2022 because of the high percentage of positive cases of COVID in Saratoga County. This suspension will be reassessed on a week to week basis until the percentage decreases.

#### **Adult Program Attendance:**

December Tech Assistance – 10

12/14/21 Young Professionals Book Group – 5

12/16/21 Writers Group – 4

1/11/22 Young Professionals Book Group (virtual) - 5

TOTAL: 24

#### **Teen Program Attendance:**

12/9/21 Teen Hangout – 5

TOTAL: 5

#### **Children's Program Attendance:**

12/11/21 Holiday Gift Making Workshop – 62 kids, 33 adults

12/13/21 Crafternoon – 7 kids, 7 adults

12/14/21 Storytime – 6 kids, 4 adults

12/15/21 Deconstruction – 6 kids, 4 adults

12/21/21 Storytime – 4 kids, 4 adults

12/27/21 Tech Club – 6 kids, 4 adults

12/28/21 Storytime – 8 kids, 7 adults

TOTAL: 162

#### **Community Meetings Attendance:**

12/13/21 Odyssey of the Mind (OM) - 8

12/14/21 Boy Scouts - 10

12/15/21 GPS - 6

TOTAL: 24

#### **Upcoming Program Schedule:**

##### **Adults:**

1/19, 1/26 – Tech Assist

1/20 – Writers' Group

1/24 – When Readers Meet

1/25 – Adult Arts & Crafts

1/26 – Photography Club  
1/29 – Young Professionals Video Gaming  
2/2 – Stress Management  
2/8 – Young Professionals Book Discussion

**Kids & Teens:**

1/18, 1/25 – Raising Readers Storytime  
1/19 - Deconstruction  
1/20 – Makerspace  
1/22 – Build a Robot (7-week program)  
1/24 – Tech Club  
1/27 – Teen Advisory Board Startup Meeting  
2/5 – Star Stories (family event)  
2/19 – Teen Esports

Youth Coordinator and a volunteer are planning for the kickoff of a Teen Advisory Board. The response from teens, parents, and the school has been very positive.

Youth Coordinator and I have discussed Summer Reading for 2022. She has begun to plan programs and prepare.

Youth Coordinator met with PTSA chair to discuss collaboration on a joint event to be held here at the library, probably in May, which will promote the Scholastic Book Fair and the Summer Reading Program.

A new Story Walk was put up on the Library trails for the winter.

**Staff:**

- Posted sub-clerk opening. One candidate decided not to apply. Successfully interviewed Grace VanOmmeren, and she has begun training on Polaris. Printed off paperwork for her to complete.
- Two community service volunteers worked on prep for youth programs, particularly for the Gift Making Workshop. They also cleaned the toys and made sure kid puzzles had all their pieces, etc.

**Tasks:**

- Director continues to monitor COVID numbers in the County. Numbers still high.
- Ordered photocopier from Electronic Office Products.
- Organized more files in my office. Was able to unpack one box of files. Children's Coordinator also organized her files more.
- Read the Environmental Requirements for Archives report from GPS and sent summary page to Board.
- Began looking at election folder to prep.
- Filled out Property Tax Exemption paperwork and sent it to the Town Assessor.
- Renewed movie license with SALS.
- Slowly working on Google Docs for Trustee access to policies and other documents.

**Technology:**

- The Tech Assistant and I met with the Town website manager to discuss potential collaboration with the Town on the Galway Get Together Business Directory. She will discuss the opportunity with the Town Supervisor and let us know about going forward.
- The Tech Assistant is working on revamping the Galway Get Together website to make it more user friendly/searchable. The best scenario is that we will be able to partner with the Town of Galway to increase the reach and scope of the site, particularly the Business Directory, which will serve our community better.

## 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	2091
YEAR TOTAL	21500	23489	20911	21197	21148	27484

## 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	322
YEAR TOTAL	1800	1445	1965	2337	3213	3732

	2021-2022												FY Total
	July	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	34,387							
Withdrawn	173	454	320	139	324	786							
Added Items	300	318	522	223	421	265							
Total Patrons	1,871	1877	1874	1888	1890	1891							
Added Patrons	24	23	7	15	22	8							
Circulation	3,304	2870	2398	2282	2343	2091							
Checkouts	2757	2294	1903	1793	1914	1587							
Renewals	547	576	495	489	429	504							
Borrowers	385	387	337	331	355	308							
Checked In	2,332	2398	2974	3867	8286	10222							
Holds Placed	520	440	407	483	411	390							
Holds Filled	506	394	453	446	365	350							
E-Book Circ	328	372	291	310	296	322							
PAC Logins	393	453	365	374	377	375							
Wireless Clients	148	147	138	129	118	126							
Cassie Sessions	49	45	48	38	30	32							
Door Count	2,082	2159	1711	1862	1409	1182							