2/9/22

Director's Report February 2022

Deb Flint, Library Director

Building & Grounds:

- Culligan came to service the water system, and to add salt. DOH required 2 tests of water, which was fine.
- Waiting for an updated quote for trees from Bob's Trees.

Collection:

- Added 137 new books, 76 donations, and 47 DVDs in January.
- Ordered new books and DVDs.
- Relabeling of faded spine labels continues.
- A clerk began to create collection signage to assist patrons in locating books.

Continuing Ed:

- Attended Trustee Handbook webinar on Budgets.
- Registered to attend a series of workshops through SALS about hosting Inclusive Conversations.

Election:

- Charted out election tasks and dates for this election cycle.
- Prepared Tax Cap Resolution for Board meeting.

Financials:

- We finally received invoices for the mowing & plowing for last year, as well as for the retention pond mowing this past fall.
- The CPA has decided that our audit should be performed under government accounting standards because we are a government entity, rather than as a non-profit. This should not change much, but is a further delay in the audit being completed. Further information was sought and supplied.
- Worked for several weeks on a budget draft for FY 2022-2023. Sent it to the Finance Committee for review, and after discussion, a new version was created and sent for further review.
- State Comptroller indicated that AUD 18-19 should be approved by next week. Then the bookkeeper can move on to completing the next AUD.
- Bookkeeper completed and submitted required insurance audit of our employees for this year.

Grants & Donations:

- Received \$500 from Price Chopper Golub Foundation for the purchase of children's books/programming materials.
- Ordered local history books using grants designated for that purpose.

- Youth Coordinator applied for an \$800 Summer Reading Program grant from BSNB.
- Attended a required webinar for Humanities NY book discussion. Received the books and created spreadsheet to track attendance/borrowing.
- Used designated program funds to purchase program materials.
- Received email from DASNY asking for updated information again.
- Received check for \$146.90 from SALS for Saratoga County Youth Bureau grant to reimburse for materials purchased for the Gift Making children's program in December.

Meetings:

- Personnel Committee meeting on 1/25/22 to discuss payroll recommendation for the budget for FY 22-23.
- Discussed agenda items with Board President.
- Finance Committee met on 2/3/22 to review budget proposal for FY 22-23.

Programs:

Programming suspension was extended through January 31. Programs resumed on February 1st because the percentage of positive cases of COVID in Saratoga County decreased.

Adult Program Attendance:

January Tech Assistance – 9 1/24/22 When Readers Meet (virtual) – 11 1/29/22 Young Professionals Online Gaming – 4 2/2/22 Stress Reduction - 2 2/8/22 Young Professionals Book Group - 6

TOTAL: 32

Children's Program Attendance:

2/1/22 Storytime – 4 kids, 3 adults 2/3/22 Valentine Card craft – 5 kids 2/5/22 Create Your Own Board Game – 5 kids, 3 adults 2/7/22 Lego Club – 13 kids, 10 adults 2/8/22 Storytime – 5 kids, 4 adults

TOTAL: 52

Community Meetings Attendance:

2/3/22 Garden Club Meeting - 6 2/7/22 Odyssey of the Mind (OM) - 7

TOTAL: 13

Upcoming Program Schedule:

Adults:

2/16, 2/19, 2/23, 3/2, 3/9, 3/16, 3/23, 3/30 – Tech Assist 2/17, 3/17 – Writers' Group 2/22, 3/29 – Adult Arts & Crafts 2/23, 3/23 – Photography Club 2/26, 3/26 – Young Professionals Video Gaming

2/28, 3/28 – When Readers Meet 3/2 – Stress Management 3/8 – Young Professionals Book Discussion

Kids & Teens:

2/14, 3/14 - Crafternoon
2/15, 2/22, 3/1, 3/8, 3/15, 3/22. 3/29 - Raising Readers Storytime
2/16, 3/16 - Deconstruction
2/17 - Afternoon Discovery Storytime
2/17, 3/17 - Makerspace
2/19, 3/19 - Teen Esports
2/24, 3/24 - Teen Advisory Board
2/26, 3/26 - Build a Robot (7-week program)
2/28, 3/28 - Tech Club
3/7 - Lego Club

Publicity:

- Sent article to Providence Town newsletter for March issue.
- Got updated mailing lists from the school to use when mailing annual newsletter.

Staff:

Filed Grace VanOmmeren's application with Civil Service.

Tasks:

Sent signed JA document to SALS.

3/21 - Nature Club

4/2 - Star Stories (family event)

- Continued working on Google Docs for Trustee access to policies and other documents.
- Renewed the post office box for a year. Updated the name of the library on the box.
- Completed SALS System Use survey.
- Talked to several vendors this month about price increases and missing invoices.
- Followed up with PlayStation about tax charged to us for purchase. The company would not accept our tax exemption letter as proof. The tax has been paid for separately.
- Sent question about community solar participation to other directors in SALS, but no one responded saying that they had considered it or used it.
- Began the process of completing the Annual Report to the State.

Technology:

- The Town is interested in collaborating on the Galway Get Together Business Directory. We are scheduling another meeting to discuss moving forward.
- Tech assistant has put in over 200 hours of volunteer time to revamp the Galway Get Together website to make it more user friendly/searchable. The new site will be ready to go live soon.
- Sent one public computer to SALS to be reimaged because it was not working properly.
 It is still loading very slowly. It will be replaced during the next group order from SALS.
 That is the last "older" computer left.

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