

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
3/21 – Nature Club
4/2 – Star Stories (family event)

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.
- 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.

CIRCULATION

Month	2016	2017	2018	2019	2020	2021	2022
January	1453	1933	1725	1702	2365	1506	2243
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	2022
January	105	143	139	206	154	264	314
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	

Record Counts	2021-2022												
	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun	FY Total
Total Items	34,677	34,539	34,736	34,820	34,912	34,387	34,480						
Withdrawn	173	454	320	139	324	786	77						
Added Items	300	318	522	223	421	265	177						
Total Patrons	1,871	1,877	1,874	1,888	1,890	1,891	1,883						
Added Patrons	24	23	7	15	22	8	5						
Circulation	3,304	2,870	2,398	2,282	2,343	2,091	2,243						
Checkouts	2,757	2,294	1,903	1,793	1,914	1,587	1,767						
Renewals	547	576	495	489	429	504	476						
Borrowers	385	387	337	331	355	308	299						
Checked In	2,332	2,398	2,974	3,867	8,286	10,222	15,355						
Holds Placed	520	440	407	483	411	390	449						
Holds Filled	506	394	453	446	365	350	476						
E-Book Circ	328	372	291	310	296	322	314						
PAC Logins	393	453	365	374	377	375	415						
Wireless Clients	148	147	138	129	118	126	103						
Cassie Sessions	49	45	48	38	30	32	52						
Door Count	2,082	2,159	1,711	1,862	1,409	1,182	1,003						