

Director's Report March 2022

Deb Flint, Library Director

Building & Grounds:

- Quarterly water sample taken and submitted to the lab. The quality of the water is fine.
- Still waiting for an updated quote for trees from Bob's Trees.
- Spoke to Culligan several times about pricing. They are supposed to be sending a new contract for quarterly maintenance service on the water system.
- Because of the change in CDC metrics, Saratoga County is now considered a low risk area of transmission; as of 2/26, we are no longer requiring masks in the building. Patrons were visibly and vocally enthusiastic about the change.
- A volunteer added shelving in the craft closet off the children's room.
- EPS performed the bi-annual maintenance check of the generator.
- Had to reset the humidifier in the Archives closet. Got the name of a firm that may be able to service the unit in the future, if necessary.

Collection:

- Added 14 new books, 34 donations, and 7 DVDs in February.
- Ordered new books and DVDs.
- Relabeling of faded spine labels continues.
- Collection signage hung.

Continuing Ed:

- Attended Trustee Handbook webinar on Facilities.
- Attend a series of workshops through SALS about hosting Inclusive Conversations.

Election:

- Contacted election inspectors to work during the election.
- Prepared petition packet for open Board seats in upcoming election.
- Confirmed that 25 signatures will be needed on petitions this election cycle.

Financials:

- Edited budget per Board instructions.
- Prepared Budget Resolution for Board approval.
- Bookkeeper and I met with CFO Hodsoll to discuss revisions to the P&L report provided to the Board each month. Also discussed AUDs and bank statements.
- Tax cap paperwork submitted to the State.
- State required sales tax report filed with NYS.

Grants & Donations:

- Received \$500 for Summer Reading Program from BSNB.
- Provided a response to DASNY from the School District regarding the status of the BAN.

- Youth Coordinator applied to the Times Union Hope Fund for a grant to hold a youth wellness workshop series in the fall of 2022.
- I am writing a request to the Friends for monies to pay for new books. I am also working on a request to the Lions specifically for large print books.
- Received final 10% payment (\$5,0001) from NYS for DLD grant for generator.

Meetings:

- Discussed agenda items with Board President.
- Met with PR Chair to discuss PR output for the library and Galway Get Together.
- Senior Clerk and I met with an art teacher from the school who wants to partner with the library to hold an art show for students in the spring of 2023. The work would be displayed for a month, and would open with a reception for the community. The mutual goal is to encourage more community involvement and exposure.
- I met with the President of the Food Pantry to discuss ways that the Library can assist the Pantry. We are hoping to soon begin hosting a periodic Storytime at the Pantry, as well as to provide materials to homebound patrons that the Pantry services.

Programs:

Adult Program Attendance:

February Tech Assistance – 7
 2/17/22 Writers' Group - 4
 2/23/22 Photography Club – 12
 2/28/22 When Readers Meet – 10
 3/2/22 Stress Reduction - 2
 3/8/22 Young Professionals Book Group - 7

TOTAL: 42

Children's Program Attendance:

2/14/22 Crafternoon – 9 kids, 9 adults
 2/15/22 Raising Readers Storytime – 8 kids, 5 adults
 2/16/22 Deconstruction – 7 kids, 2 adults
 2/17/22 Afternoon Discovery Storytime – 2 kids, 1 adult
 2/22/22 Raising Readers Storytime – 5 kids, 4 adults
 2/22/22 Northern Lights Chalk Painting – 13 kids, 9 adults
 2/24/22 Makerspace – 17
 2/28/22 Tech Club – 7 kids, 5 adults
 3/1/22 Raising Readers Storytime – 5 kids, 5 adults
 3/3/22 Iguana Craft – 3 kids, 1 adult
 3/5/22 Haiku Workshop – 1 kid, 1 adult
 3/7/22 Lego Club – 12 kids, 8 adults
 3/8/22 Raising Readers Storytime – 7 kids, 7 adults

TOTAL: 153

Teen Program Attendance:

2/19/22 eSports Gaming Club – 3
 2/24/22 Teen Advisory Board - 13
 2/26/22 Build a Robot – 9

TOTAL: 25

Community Meetings Attendance:

2/14/22 Odyssey of the Mind (OM) – 7
2/24/22 Garden Club - 6
2/28/22 OM – 9
3/2/22 GPS – 5
3/5/22 Village Voter Registration – 2
3/6/22 OM – 23
3/7/22 OM – 14
3/8/22 GPS – 5
3/8/22 OM – 7
3/9/22 GPS – 4
3/9/22 Tutoring - 2

TOTAL: 84

Upcoming Program Schedule:

Adults:

3/16, 3/23, 3/30, 4/6, 4/13, 4/16, 4/20, 4/27 – Tech Assist
3/17, 4/21 – Writers' Group
3/23, 4/27 – Photography Club
3/28, 4/25 – When Readers Meet
3/29, 4/26 – Adult Arts & Crafts
4/6 – Stress Management
4/12 – Young Professionals Book Discussion
4/13 – 20-30's Board Gaming
4/30 – Foraging Class with Anne Best

Kids & Teens:

3/14, 4/11 - Crafternoon
3/15, 3/22, 3/29, 4/5, 4/12, 4/19, 4/26 – Raising Readers Storytime
3/16, 4/20 – Deconstruction
3/17, 4/21 – Afternoon Discovery Storytime
3/17, 4/21 – Makerspace
3/19, 4/16 – Teen Esports
3/21, 4/18 – Nature Club
3/24, 4/28 – Teen Advisory Board
3/26, 4/23 - Build a Robot (7-week program)
3/28, 4/25 – Tech Club
4/2 – Star Stories (family event)
4/4 – Lego Club
4/9 – Kids' Emotional Support (2 classes)
4/14 – Teen Movie Night

Publicity:

- Began working on Annual Newsletter.

Staff:

- Completed and submitted the annual Civil Service payroll certification.
- Youth Coordinator took the Civil Service exam for retention of her position.

Tasks:

- Spent 3 weeks completing the Annual Report to the State.
- After research of ways to transcribe meetings easily/cheaply, it was decided that a staff member will transcribe for posting on the website until no longer required by the State.
- Spoke to MiSci about renewal of museum pass.
- Emailed for more information about Ampion application.
- Ordered maintenance supplies.
- Staff and I watched an informational class from SALS about how to process patrons who can now self-register but who will need physical cards after 60 days.
- Staff moved some bookkeeping files to different file cabinets.
- Started collecting snowshoes to loan in partnership with Saratoga Plan. Contacted Saratoga Plan about ownership of the snowshoes as well as a waiver of responsibility.

Technology:

- The revamped Galway Get Together Business Directory website is accessible. We continue to discuss collaboration with the Town of Galway.
- The black and white printer dead and will need to be replaced.
- The new photocopier has been delivered and set up.
- Added an Amazon Smile icon/link to the website to encourage people to use it to “give” to the Library.
- Purchased a more powerful speaker and a wide lens camera for the laptop to use during Zoom meetings.

2021-2022

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun	FY Total
Record Counts													
Total Items	34,677	34,539	34,736	34,820	34,912	34,387	34,480	34,629					
Withdrawn	173	454	320	139	324	786	77	6					
Added Items	300	318	522	223	421	265	177	158					
Total Patrons	1,871	1,877	1,874	1,888	1,890	1,891	1,883	1,891					
Added Patrons	24	23	7	15	22	8	5	10					
Circulation	3,304	2,870	2,398	2,282	2,343	2,091	2,243	2,087					
Checkouts	2,757	2,294	1,903	1,793	1,914	1,587	1,767	1,600					
Renewals	547	576	495	489	429	504	476	487					
Borrowers	385	387	337	331	355	308	299	286					
Checked In	2,332	2,398	2,974	3,867	8,286	10,222	15,35	14,58					
Holds Placed	520	440	407	483	411	390	449	400					
Holds Filled	506	394	453	446	365	350	476	361					
E-Book Circ	328	372	291	310	296	322	314	287					
PAC Logins	393	453	365	374	377	375	415	404					
Wireless Clients	148	147	138	129	118	126	103	126					
Cassie Sessions	49	45	48	38	30	32	52	35					
Door Count	2,082	2,159	1,711	1,862	1,409	1,182	1,003	1,082					

CIRCULATION

Month	2016	2017	2018	2019	2020	2021	2022
January	1453	1933	1725	1702	2365	1506	2243
February	1421	1824	1430	1375	2400	1768	2087
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	287
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	