

## Director's Report July 2022

Deb Flint, Library Director

### Building & Grounds:

- We have one volunteer who is willing to assist with weeding/mulching the rain gardens. No one has had availability to work on the gardens since the last report.
- The birdfeeder was hung in the front of the building after a donation of bird seed.
- National Grid cannot answer why we are using more energy (the usual answer is to get LED lights, but we have them). They directed my inquiry to NYSEDA, which has a fee associated with it.
- A new flag was donated and has been hung.
- Had second quarter Coliform test done – no issues.
- Culligan came and performed the annual service check of the water system.
- We have received many compliments about the Summer Reading Program decorations.
- There is a family of ground hogs living under the sheds.
- A volunteer weed whacked the tall weeds by the road that were blocking the library sign.
- The new trees appear to be doing well. They are being watered on a regular basis.

### Collection:

- Added 100 new books, 138 donations, and 41 DVDs in June.
- Ordered new books and DVDs.
- Staff is weeding the YA section.

### Community Outreach:

- Sara Torrey agreed to become the new editor of the Galway Get Together print edition. She met with Evelyn for several hours to discuss the procedures, etc. Sara became the editor as of the July 1 issue.

### Continuing Ed:

- Attended Trustee Book Club webinar on PR.

### Election:

- Sent letter to Galway Central School with notification of the approved tax levy amount for this year.
- Oaths were administered to Kat McCleneghen and Jane Behrens on July 1, and mailed to Saratoga County.

### Financials:

- Bookkeeper completed and submitted AUD 19-20.
- Revised Donation Form to be able to note if a donation should go to "Reserve Fund."
- Provided FY 2022-23 budget information to bookkeeper.

**Grants & Donations:**

- Continued purchasing new books with money from Friends.
- Received a grant of Magic the Gathering game cards and materials to start a game club in the fall.
- Received \$500 grant for kid books from WGY (Christmas Wish).
- Have been ordering summer reading program materials using Stewarts and BSNB grants.

**Meetings:**

- Discussed agenda items with Board President on July 12.
- Finance Committee meeting on July 7.
- Director's Council meeting on June 15.
- Board President and Director met with Kat McCleneghen on 7/6/22 to conduct the New Trustee Orientation.

**Programs:****Adult Program Attendance:**

May Tech Assistance - 10

6/9/22 Beginning Sewing - 3

6/13/22 Mahjongg - 4

6/14/22 Young Professionals Book Group - 5

6/16/22 Beginning Sewing - 5

6/16/22 Writer's Group - 2

6/18/22 Intro to Libby - 2

6/27/22 Mahjongg - 4

6/27/22 When Readers Meet - 12

6/29/22 Photography Club - 10

7/6/22 Cooperative Extension Food Preservation - 12

7/7/22 Impressions in Art/Drawing - 7

7/10/22 Photography Club Photo Walk - 5

7/11/22 Mahjongg - 4

7/12/22 Young Professionals Book Group - 7

TOTAL: 92

**Children's Program Attendance:**

6/13/22 Crafternoon: Pastel Butterfly - 4 kids, 2 adults

6/14/22 Raising Readers Storytime - 12 kids, 9 adults

6/15/22 Deconstruction - 2 kids

6/21/22 Raising Readers Storytime - 20 kids, 13 adults

6/23/22 Makerspace: Treasure Hunt - 9 kids

6/27/22 Message in a Bottle - 20 kids, 12 adults

6/27/22 Tech Club: Wonderbot Ocean Explorers - 16 kids, 8 adults

6/28/22 Baby Storytime - 4 kids, 4 adults

6/28/22 Preschool Storytime - 14 kids, 7 adults

6/28/22 Mermaid Eggs - 13 kids, 6 adults

7/5/22 Baby Storytime - 4 kids, 4 adults  
7/5/22 Preschool Storytime - 13 kids, 7 adults  
7/5/22 Ocean Trivia - 9 kids, 4 adults  
7/11/22 Water Safety - 9 kids, 4 adults  
7/11/22 Crafternoon: Glitter Notebook - 12 kids, 7 adults  
7/12/22 Baby Storytime - 7 kids, 7 adults  
7/12/22 Preschool Storytime - 10 kids, 6 adults  
7/12/22 Yoga with Nyrelle - 5 kids, 3 adults  
7/14/22 Mad Science - 28 kids, 14 adults

TOTAL: 328

**Teen Program Attendance:**

6/9/22 Manhunt - 29  
6/18/22 eSports Gaming Club - 2  
6/23/22 Teen Advisory Board (TAB) - 7  
6/25/22 Build a Robot - 3

TOTAL: 41

**Family Program Attendance:**

6/11/22 Encouraging Rock Painting - 15  
7/2/22 Here Be Monsters Mapmaking - 15

TOTAL: 30

**Community Meetings Attendance:**

6/8/22 GPS - 6  
6/13/22 Galway Get Together - 3  
6/14/22 GPS - 2  
6/15/22 GPS - 5  
6/16/22 Tutoring - 2  
6/22/22 GPS - 5  
6/23/22 Tutoring - 2  
6/29/22 GPS - 5  
7/6/22 Tutoring - 5  
7/12/22 GPS - 6  
7/13/22 GPS - 5  
7/13/22 Tutoring - 7  
7/14/22 Alzheimer's Assoc. - 7

TOTAL: 60

The Summer Reading Program began on 6/25/22 and goes until 8/13/22. To date, registration is up 20% over last year! Over 10,000 minutes were recorded as read in the first week of the program! We have been extremely busy since school finished for the summer.

The Artists for the Month of July are Galway Central Elementary students.

## **Upcoming Program Schedule:**

### **Adults:**

7/16, 7/20, 7/27, 8/3, 8/10, 8/17, 8/20, 8/24, 8/31 - Tech Assist  
7/18, 7/25, 8/1, 8/8, 8/15, 8/22, 8/29 - Mahjongg  
7/21, 8/18 - Writers' Group  
7/25, 8/22 - When Readers Meet  
7/26 - Adult Arts & Crafts  
7/27, 8/31 - Photography Club  
7/28 - Local Author John White  
7/30 - Foraging with Anne Best  
8/4 - Impressions in Art/Drawing  
8/9 - Young Professionals Book Discussion  
8/10 - Young Professionals Board Gaming  
9/10 - Volunteer Appreciation Reception  
9/24 - Anne Rockwood Talk About Women Pioneers  
10/25 - Social Security Workshop

### **Kids & Teens:**

7/18, 7/25, 8/2, 8/9, 8/16, 8/23, 8/30 – Baby & PreK Storytime  
7/20, 8/17 - Deconstruction  
7/21, 8/18 – Makerspace  
7/16, 8/20 – Teen Esports  
7/28 – Teen Advisory Board  
7/30, 8/27 - Build a Robot  
7/18 – Clay Octopuses  
7/18 – Nature Club Nature Walk at Glowegee  
7/19 – Lighthouse STEAM Challenge  
7/21 – Ocean Escape Room  
7/25 – Sea Pearl Jewel Craft  
7/25 – Light-Up Angler Fish  
7/26 – Water Science  
7/30 – Blueberry Storytime at Dockstader Field, Galway Town Festival  
8/1 – Lego Club  
8/4 – Storytime at the Pantry  
8/4 – Teen Movie & Craft Night  
8/8 – Crafternoon

### **Publicity:**

- The Summer Reading display at the bank was taken down. We received a lot of positive comments about it.

### **Staff:**

- The interns are doing a good job. The NABA intern will work until 8/3. The County intern will be here until the end of August.

- Youth Coordinator had highest score on Civil Service exam. She now has permanent employee status with Civil Service. Completed and submitted required paperwork for Civil Service.
- Figured out vacation and sick time for staff for the new fiscal year.
- Wrote my self-evaluation and sent it to the Personnel Chair.

#### Tasks:

- Created a spreadsheet of kwh usage as requested by the Board.
- Updated and revamped Board and staff contact list. Sent it to the Board and posted for staff.
- Ordered office supplies.
- Finally finished adding policies and other pertinent documentation to a Trustee Doc on Google to send to the Board. This will be updated as necessary, and takes the place of the Trustee Binder that used to be provided to new trustees when they joined the Board.
- Updated the monthly task list.
- Spent a day filing documents.
- Reviewed and updated the Trustee Orientation agenda to reflect the current Trustee Handbook and information.
- Began writing a draft of a meeting room policy to add to our policies.
- SALS recommends adding Cyber coverage to our insurance to cover a cyber event. We currently do not have this coverage. I requested a quote from Utica National of the cost to add cyber coverage to our current policy.
- Have one of the interns scanning the timeline that used to hang in the old library. Once it is scanned, we will put the pictures in an album for safekeeping.

#### Technology:

- Tech Clerk and I met with Hoopla reps to discuss adding streaming movies to the library collection. The application has been submitted, and I am waiting for a Hoopla coordinator to contact me to proceed. The \$1000 start fee is in the previous year's budget (DVD line item).
- New black and white printer installed by SALS.
- Had to send one staff computer tower to SALS to be diagnosed because it continues to go to blank screen and hang up. SALS is going to reimage it and return it next week.

2021-2022

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun	FY Total
<b>Record Counts</b>													
Total Items	34,677	34,539	34,736	34,820	34,912	34,387	34,480	34,629	34,861	35,104	35,092	35,352	
Withdrawn	173	454	320	139	324	786	77	6	26	36	164	9	2514
Added Items	300	318	522	223	421	265	177	158	258	281	157	276	3356
Total Patrons	1,871	1877	1874	1888	1890	1891	1883	1891	1907	1925	1937	1960	
Added Patrons	24	23	7	15	22	8	5	10	26	17	16	27	200
Circulation	3,304	2870	2398	2282	2343	2091	2243	2087	2417	2198	2165	2554	28,952
Checkouts	2757	2294	1903	1793	1914	1587	1767	1600	1908	1837	1704	2184	23248
Renewals	547	576	495	489	429	504	476	487	509	361	461	370	5,704
Borrowers	385	387	337	331	355	308	299	286	345	317	335	365	4050
Checked In	2,332	2398	2974	3867	8286	10222	1535	1458	1719	1744	1711	1841	40,087
Holds Placed	520	440	407	483	411	390	449	400	456	374	368	496	5194
Holds Filled	506	394	453	446	365	350	476	361	461	369	329	444	4,954
E-Book Circ	328	372	291	310	296	322	314	287	302	238	311	326	3697
PAC Logins	393	453	365	374	377	375	415	404	500	408	441	442	4,947
Wireless Clients	148	147	138	129	118	126	103	126	128	153	168	169	1653
Cassie Sessions	49	45	48	38	30	32	52	35	34	31	33	48	475
Door Count	2,082	2159	1711	1862	1409	1182	1003	1082	1453	1537	1517	1718	18,715

## 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	2417
April	1594	1629	1585	1555	239	2256	2198
May	1446	1811	1572	1349	371	2064	2165
June	1896	2207	1623	1719	852	2430	2554
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	302
April	132	48	148	187	230	271	238
May	143	102	191	198	351	320	311
June	205	122	148	245	325	317	326
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	