

Director's Report September 2022

Deb Flint, Library Director

Building & Grounds:

- I am still waiting on an estimate from Creative Landcare for of how much mulch is needed to cover the center rain garden. I also asked if it is too late to put it down this year, and if we should wait until spring.
- Magazine rack shelf was fixed by volunteer.
- Bee's nest on the back of the building was sprayed by a volunteer.
- Took third quarter water sample to the lab. Was informed that we can no longer be billed for sample analysis; I will have to pay at time of drop off.

Collection:

- Added 37 new books, 123 donations, and 30 DVDs in August.
- Ordered new DVDs. Am ready to order new books, but had to hold off for several weeks because our main supplier, Baker & Taylor, had a ransomware attack and was down for a while. Plan to order new books this week.
- Staff continued weeding the Adult Fiction section.
- Staff is inventorying the locked cabinet items, and reorganizing them for easier use.
- Renewed some magazines, and cancelled a few others to save money because subscription costs have increased.
- Staff put up a display of books about Queen Elizabeth II and England. They also have another display of books about women pioneers in anticipation of Anne Rockwood's talk about women and their experiences with early car travel and use.

Financials:

- Discussed potential budget shortfalls with CFO. He planned to discuss this and other items at the monthly Finance meeting.
- We still have not received last year's audit from the CPA. I think we should look for a different firm to perform this year's audit.
- Wrote letter to School Superintendent requesting that we receive this year's tax levy check by October 15.

Grants & Donations:

- Received another Hannaford donation for children's programs. Made several purchases for kid programming materials from Hannaford donations.
- Have been receiving a lot of book donations the last 2 months.
- Deposited 2 donation checks from Blackbaud/GE with Reserve Fund designation.
- Received a \$100 donation for programming.

Meetings:

- Met with Board President to discuss agenda for this month's meeting.

- Met with quilting instructor to discuss October's Give Back community quilt project.
- Met with other "veteran" directors in preparation for a panel discussion at the end of the month to answer questions from new directors and to provide encouragement to them.

Programs:

Adult Program Attendance:

August Tech Assistance - 18
8/15/22 Mahjongg - 7
8/18/22 Writer's Group - 3
8/22/22 Mahjongg - 4
8/22/22 When Readers Meet - 9
8/29/22 Mahjongg - 4
8/31/22 Photography Club - 8
9/1/22 Bunco - 4
9/1/22 Impressions in Art/Drawing - 5
9/12/22 Mahjongg - 2
9/13/22 Young Professionals Book Disc - 7

TOTAL: 71

Children's Program Attendance:

8/16/22 Baby Storytime - 4 kids, 4 adults
8/16/22 PreK Storytime - 9 kids, 5 adults
8/17/22 Deconstruction - 8 kids, 4 adults
8/30/22 Raising Readers Storytime - 19 kids, 13 adults
9/3/22 Pokémon Get Together - 4 kids, 5 adults
9/6/22 Raising Readers Storytime - 15 kids, 9 adults
9/12/22 Make Your Own Bubble Wands - 4 kids, 3 adults
9/13/22 Raising Readers Storytime - 12 kids, 9 adults

TOTAL: 127

Teen Program Attendance:

8/20/22 eSports Gaming Club - 2
8/27/22 Build a Robot - 5
9/8/22 Ice Cream Social - 28

TOTAL: 35

Family Program Attendance:

9/10/22 Volunteer Reception - 50

TOTAL: 50

Community Meetings Attendance:

8/15/22 Tutoring - 3
8/16/22 Tutoring - 3
8/17/22 Tutoring - 10

8/17/22 GPS - 5
8/24/22 GPS - 5
8/31/22 GPS - 5
9/7/22 GPS - 6
9/13/22 GPS - 2
9/14/22 GPS - 5
9/14/22 OM - 8

TOTAL: 52

Unfortunately, there has been no interest from Pantry users in participating in storytime at their site. There have been no attendees in 3 months. Perhaps we can try again in the future.

Upcoming Program Schedule:

Adults:

9/15, 10/20 - Writers' Group
9/17, 9/21, 9/28, 10/5, 10/12, 10/15, 10/19, 10/26 - Tech Assist
9/19, 9/26, 10/3, 10/17, 10/24, 10/31 - Mahjongg
9/24 - Anne Rockwood Talk: Wheels: Women & Independence
9/26, 10/24 - When Readers Meet
9/28, 10/26 - Photography Club
10/6, 11/3 - Impressions in Drawing
10/11, 11/8 - Young Professionals Book Discussion
10/12 - Community Quilt Project
10/22 - Local Author, Stephen Williams *Off the Northway*
10/25 - Social Security Workshop

Kids & Teens:

9/15 - Kid Board Games
9/17, 10/15 - Teen Esports
9/19, 10/17 - Nature Club
9/20, 9/27, 10/4, 10/11, 10/18, 10/25 - Raising Readers Storytime
9/21, 10/19 - Deconstruction
9/22, 10/20 - Makerspace
9/22, 10/27 - Teen Advisory Board
9/26, 10/24 - Tech Club
10/3 - Lego Club
10/6 - Cards for Soldiers
10/8 - Pokémon Club
10/11, 10/18, 10/25 - Kids' Creative Writing Workshop
10/13 - Teen Movie Night
10/24 - Tech Club
10/29 - Galway Fall Festival
10/31 - Spooky Bat Art

For the month of October, we will be participating in the Great Community Give Back again this year. We have three events planned: the first is to encourage kids to read to the kittens at the County Animal Shelter during the month. Any who tell us they read will receive a free book. The second event is to make blank cards for soldiers to use to send to their loved ones. There is a specific program day to come to the library to make cards, but patrons can also make cards all month long at a table that will be set up. An organization named Operation Gratitude will be delivering the finished cards to military members. The third event is a community quilt project on October 12 from 2:30 to 7 to sew and complete lap quilts to give to veterans and hospice patients. The quilt project is being done in collaboration with the Quilt North Guild who will supply the instruction and materials, and will deliver the quilts to the recipients.

Publicity:

- Postcards for the volunteer reception were mailed, and we had 50 attendees at the event on 9/10/22. The participants seemed pleased with the effort. The decorations were very festive and it was a lovely day. The pictures of volunteers/staff and the photo albums of past events were enjoyed by all. We will keep the pictures up for a few weeks for more people to enjoy.
- I spoke to the Galway Supervisor about collaboration on our Galway Get Together business directory. He reiterated his interest in working together, and that he will talk to his PR person about it again.
- Senior staff revamped the quarterly welcome letter to email/hand to new patrons. The latest version reflects fall programming.

Staff:

- Updated the required labor posters in the breakroom.
- Staff has begun to do the required yearly security document review for Polaris/SALS. This is required in order to be granted access to Polaris.

Tasks:

- Ordered maintenance and office supplies. Ordered item barcodes from SALS.
- Revised a draft Meeting Room policy per Board directions.
- Spent time scheduling and coordinating some fall programming.
- Asked for cyber insurance clarification from Amsure, as well as inquired about costs and group rates from other library directors/SALS. Requested a quote through NY Council of Non-Profits (we are members), but have not received any information back yet. Other libraries have said that they are finding it difficult to get/keep cyber coverage because of all the requirements the insurance company puts in place before they will provide coverage.
- Scheduled Dave Meager from Amsure to come review our insurance policy at November Board meeting.
- Wrote a letter to SALS in support of requesting econtent funding from Saratoga County for 2023. I also wrote a letter to the Galway, Providence, and Charlton Town Supervisors to express disappointment that funding for econtent was not included in the current budget as it has been in years past. The Galway Supervisor called me to say that he had spoken to the

County Supervisor, and the funding was not cut intentionally, but rather it was an “oversight.” A \$15,000 grant was issued to SALS by the County to cover some of the shortfall for this year.

- Looked at slate of classes at NYLA Conference in early November, and I would like to attend.

Technology:

- Hoopla is now live for use by our patrons. The feedback so far is that people like the service, and that it is easy to use.
- We are sending the new catalog computer back to SALS to look at because it is not working properly.

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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	3261
August	2265	2347	2274	1718	2509	2870	3118
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	359
August	142	155	224	217	349	372	382
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	