

Director's Report December 2022

Deb Flint, Library Director

Building & Grounds:

- I received a quote from Perfect Water for adding a small chlorination system. I am waiting on a quote from Culligan.
- A Culligan technician performed the quarterly maintenance. Was informed that maintenance costs have increased.
- TBS came to change the filters and complete the 6-month maintenance. Finding the special-order sized filters has been difficult, but there are some on order for future use.
- The annual inspection of the fire extinguishers was completed.
- Took the quarterly water samples to the lab for analysis. Was notified that there will now be an additional \$25 fee for every sample analyzed.
- A volunteer hung the No Smoking signs outside the front door and on the shed. These signs are required by law.

Collection:

- Added 148 new books, 84 donations, and 4 DVDs in November.
- Ordered DVDs.
- Staff continued inventorying and reorganizing the locked cabinet items.
- Contacted the Southern Adirondack Audubon Society about partnering with us to provide a birding backpack we can loan to our patrons. Within two weeks, they provided a backpack with 2 sets of binoculars, a birding guide, and children's activities in it. It is ready to be borrowed by our community. It contributes to our long-range goal of loaning "things" (as opposed to books, etc.). It is perfect for our location and community.
- Looked at the breakdown of the diversity of our picture books.
- Renewed the newspaper subscription.

Continuing Education:

- Attended a webinar on library safety.

Financials:

- Waiting for a final version of the audit to present to the Board for approval.
- Contacted several CPA firms to ask them if they are accepting new clients. Wrote a letter to potential CPA firms requesting a proposal to perform our next audit.
- Reviewed the salary projection numbers for the rest of this fiscal year. Even with the unexpected increase in minimum wage, we will be within our budget line for salary because a senior clerk position will not be completed (see the attached spreadsheet).
- Began planning for next year's personnel costs to present with the budget for FY 23-24.

Grants & Donations:

- Ordered children's programming materials using Stewart's/Saratoga County money.

- Received \$100 to purchase children's books; spent it on picture and chapter books.
- Received a \$250 donation to purchase YA collection materials or programming. Spent a portion of it on YA non-fiction books.

Meetings:

- Attended Director Council meeting on 11/16. The cost for ebooks and JA fees will be increasing next year. For ebooks, a more equitable formula for paying per usage will be used, as well as an increase in the asking amount because of the unsustainability of paying for this service primarily with grants (as SALS has been doing to date).
- The Long-Range Plan Committee met to review the Plan and offer suggestions.
- Personnel Committee met to discuss a new evaluation format and time period. Also went over salary projections for next year.
- Finance Committee meeting was held on 12/1.

Programs:

Adult Program Attendance:

November Tech Assistance - 4

11/12/22 Local Artist Talk - 28

11/17/22 Writer's Group - 4

11/28/22 When Readers Meet - 10

11/30/22 Photography Club - 9

TOTAL: 55

Children's Program Attendance:

November – Return of Read or Treat (Halloween) book coupons - 32

11/12/22 Pokémon Club - 11 kids, 8 adults

11/14/22 Crafternoon: fidget spinner - 6 kids, 3 adults

11/15/22 Raising Readers Storytime - 8 kids, 6 adults

11/16/22 Deconstruction - 6 kids, 3 adults

11/17/22 Kids' Ice Cream Social - 13 kids, 7 adults

11/21/22 Nature Club: Turkey Leaf - 4 kids, 3 adults

11/22/22 Raising Readers Storytime - 4 kids, 3 adults

11/28/22 Makerspace Flip Books - 9

11/28/22 Tech Club: Pixicade - 10 kids, 4 adults

11/29/22 Raising Readers Storytime - 10 kids, 9 adults

12/1/22 Family Storytime - 1 kids, 2 adults

12/5/22 Lego Club - 6 kids, 3 adults

12/10/22 Pokémon Club - 7 kids, 5 adults

12/12/22 Crafternoon: Christmas suncatchers - 5 kids, 2 adults

12/13/22 Raising Readers Storytime - 11 kids, 10 adults

TOTAL: 211

Teen Program Attendance:

11/19/22 eSports Gaming Club - 14

TOTAL: 14

Family Program Attendance:

12/3/22 Family Holiday Workshop - 70 kids, 69 adults

12/8/22 Family Cookies & Cards sponsored by TAB – 21 kids, 2 adults

TOTAL: 162

Community Meetings Attendance:

11/10/22 Tutoring - 3

11/15/22 Tutoring - 3

11/16/22 Tutoring - 2

11/16/22 GPS - 7

11/21/22 Tutoring - 3

11/21/22 GPS Research - 1

11/22/22 Tutoring - 3

11/28/22 Tutoring - 3

11/29/22 Girl Scouts - 13

11/30/22 GPS - 6

11/30/22 Tutoring - 3

12/5/22 GPS Research - 3

12/5/22 Tutoring - 3

12/7/22 GPS - 5

12/7/22 Tutoring - 3

12/9/22 Alzheimer's Assoc. - 3

TOTAL: 64

Volunteer Hours: (does not include BOT, committees, barcoding/book covering, or other groups)

25 individuals came to help a total of 20 times for a total of 92 hours between 11/15/22 and 12/13/22.

Upcoming Program Schedule:

Adults:

12/14, 1/11 - Young Professionals Book Discussion

12/14, 12/17, 12/21, 12/28, 1/4, 1/11, 1/18, 1/21, 1/25 - Tech Assist

12/15, 1/19 - Writers' Group

12/28, 1/25 - Photography Club

1/23 - When Readers Meet

1/23, 1/30 - Mahjongg

1/27-1/29 - HAM Radio Technical Course

Kids & Teens:

12/15 - Holiday Trivia/Craft

12/15, 1/19 - Makerspace
12/17, 1/21 - Teen Esports
12/19 - Nature Club
12/20, 12/27, 1/3, 1/10, 1/17, 1/24, 1/31 - Raising Readers Storytime
12/21, 1/18 - Deconstruction
12/22, 1/26 - Teen Advisory Board
1/5 - Family Storytime
1/7 - Family Storytelling Card Game
1/9 - Crafternoon
1/12 - TAB Event: Popcorn & Trivia
1/14 - Pokémon Club
1/23 - Tech Club

Publicity:

- Quarterly submission was made to the Galway Reader.

Staff:

- Received Sarah Best's letter of resignation.
- Created proposal for promoting Grace VanOmmeren from sub-clerk to clerk.
- Assigned tasks that Sarah has been doing to other staff members to ensure that programs, etc., continue smoothly. These tasks include Artist of the Month, Young Professionals Book Discussion, and posting flyers, among many other tasks.
- Revised a new evaluation form to present to the Board for approval.

Tasks:

- Ordered maintenance supplies, including a new vacuum cleaner.
- Ordered book covers.
- Spent time organizing/scheduling adult programming for December and the beginning of the new year.
- Reviewed NYS minimum standards for libraries to make sure that we are following all the rules. We are in compliance.
- Revised By-Laws per Board instructions at last meeting. Sent them to Board for review. After the next meeting, I will make a clean copy for final approval in January.
- Organized some files.
- Spent several days working on reviewing and updating the Protocol and Building Use policies. Broke each section out into its own policy. These will be presented to the Board for their review and input at the January meeting (as there was too much on the agenda for December).
- Renewed NYLA membership for the coming year.

FY 2022-2023

Employee Name	Position	Hrs/Wk	Rate/Hr 22	1st 26 Wks	Hrs/Wk	Rate/Hr 23	2nd 26 Wks	FY Total	Rounded
Best, Sarah	Sr. Clerk	16.5	\$13.70	\$5,877.30	0	\$0.00	\$0.00	\$5,877.30	\$5,877
Center, Meghan	Sr. Clerk	10.5	\$13.70	\$3,740.10	16.5	\$14.43	\$6,190.47	\$9,930.57	\$9,931
Goldsmith, Maria	Tech Services	6	\$16.76	\$2,614.56	6	\$17.65	\$2,753.40	\$5,367.96	\$5,368
Hanna, Evelyn	Public Relations	4	\$13.20	\$1,372.80	4	\$14.20	\$1,476.80	\$2,849.60	\$2,850
Richards-Flint, Debra	Library Director	35	\$28.29	\$25,743.90	35	\$30.41	\$27,673.10	\$53,417.00	\$53,417
Agresta, Debbie	Bookkeeper	7	\$18.00	\$3,276.00	7	\$18.95	\$3,448.90	\$6,724.90	\$6,725
Pasiaka, Julie	Youth Coordinator	13	\$16.00	\$5,408.00	13	\$17.00	\$5,746.00	\$11,154.00	\$11,154
Shlomovich, Marina	Clerk	10.5	\$13.20	\$3,603.60	16.5	\$14.20	\$6,091.80	\$9,695.40	\$9,695
Shlomovich, Marina	Cleaner	6	\$13.70	\$2,137.20	6	\$14.43	\$2,251.08	\$4,388.28	\$4,388
VanOmmeren, Grace	Clerk	1	\$13.20	\$343.20	4	\$14.20	\$1,476.80	\$1,820.00	\$1,820
								FY TOTAL	\$111,225

5.3% across positions except clerks.

6%

min - 5.3%

6%

min - 5.3%

Projects -

Julie - 20 hrs SRP prep - \$340

Projected TOTAL \$111,565

My notes/thoughts:

Actual minimum wage \$14.20 as of Jan 2023

Dir salary \$1064.25/wk gross).

Keep hours the same. In July 2023 restore hours cut for Julie & Maria?

This projection is based on equity.

Subs make min. Clerks should make more than min., but they currently will not.

Everyone is receiving an increase in this scenario.

ON TARGET FOR THE APPROVED BUDGET AMOUNT

drf 113022

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	2615
October	2039	1773	1553	2633	2214	2282	2811
November	1900	1801	1424	2197	2049	2343	2820
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	362
October	150	116	159	177	268	310	372
November	132	129	162	180	259	296	361
December	119	126	172	165	254	322	
YEAR TOTAL	1800	1445	1965	2337	3213	3732	

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun	FY Total
Record Counts													
Total Items	35,168	35,184	35,565	35,912	36,051								
Withdrawn	261	185	112	75	27								
Added Items	82	203	500	426	172								
Total Patrons	1971	1977	1986	1967	1988								
Added Patrons	28	18	18	22	24								
Circulation	3261	3118	2615	2811	2820								
Checkouts	2735	2552	2000	2325	2292								
Renewals	526	566	615	486	528								
Borrowers	458	417	380	354	366								
Checked In	2333	2648	2049	2244	2093								
Holds Placed	476	542	361	389	398								
Holds Filled	468	505	384	342	383								
E-Book Circ	359	382	362	372	361								
Hoopla Borrowers			38	21	23								
PAC Logins	556	632	594	467	512								
Wireless Clients	170	173	148	134	150								
Cassie Sessions	37	68	48	40	39								
Door Count	2192	1961	1686	1790	1806								