

## Director's Report January 2023

Deb Flint, Library Director

### Building & Grounds:

- Notified Culligan and Perfect Water that we are not adding a small chlorination system at this time. Asked for service quote for every two months from Perfect Water, and I expect to receive it before the next Board meeting.
- The Program Room motion sensor has been going off periodically in the middle of the night for several weeks for no apparent reason. Doyle came to replace the sensor.
- A volunteer came and broke off the ice that was built up in the northeast corner of the roof on the front of the building (prior to the thaw).
- Volunteers moved the picnic tables and covered them and the wagon bed with a tarp.
- Volunteer reattached the wooden door stop for the swinging door into the admin area.
- Sent information to OGS regarding a propane contract with State pricing.
- Contacted TBS with questions about billing and received a reduction on the amount.

### Collection:

- Added 21 new books, 73 donations, and 61 DVDs in December.
- Staff completed the inventory/reorganization of the locked cabinet items, except for Dockstader items. The Dockstader books are being reorganized now.
- Ordered a few new books. Have a list of other books to order in the next week.
- Ordered book labels and stickers (book supplies).

### Financials:

- Completed a letter of service as requested by the CPA. Received final audit for FY 20-21 from the CPA.
- Have not yet received any quotes for performing our next audit.
- Worked on budget projections for FY 23-24. Will send a draft to the CFO for review with him, and then I will send the draft to the Finance Committee for discussion at their February meeting.
- As of January 10, orders from Amazon can no longer be purchased on our business line of credit. Unless Amazon established another line of credit, all Amazon purchases will have to be made with the credit card.
- Found charter documents in the files for lawyer to review in regards to 501c3 versus governmental entity status. Also created a list of grants that we apply to that require 501c3 status and sent that to the Finance Committee.
- In the last 5 years, it has become a trend in the library world to no longer charge overdue fines to patrons. This is in an effort to create a more equitable system while encouraging more use of the library by those who may be least able to afford paying fines. With this in mind, I obtained a list of fine free libraries in SALS/MVLS. Of the 60 libraries in the two systems, only 6 are currently still charging all fines, including Galway. Some of the fine-free libraries are partially fine-free, but most are completely fine free. Going fine free will be one of my requests when we are considering the budget. I ran reports to see what the annual overdue fine income

is for the library. Of the \$4059 total fines and fees for 2022, \$1990 was from overdue fines (approximately half). Replacement cost fees would still be owed if we were to go fine free.

- Filled out property tax exemption paperwork and sent it to the town tax assessor.

#### Grants & Donations:

- Ordered children's programming materials using Stewart's money.
- Received anonymous QCD donation of \$2000 to be used for books, robotic supplies, and other supplies as needed. Will use a small portion to purchase more bins for sorted books, per Sorting Committee request.
- Youth Coordinator completed and submitted applications to Stewart's Holiday Match (\$800 request) and BSNB (\$800 request) for Summer Reading and yearlong programming and materials and books. Also sent in applications to WGY Christmas Wish requesting \$700 and to Price Chopper Golub Foundation requesting \$800 for children's books.

#### Meetings:

- Attended Director Council meeting on 12/16/22.
- Finance Committee meeting on 1/5/23. They are recommending a transfer of funds. They are also researching the auditor's question about whether we are tax exempt as a government entity or a non-profit. They are also beginning to look at the purchasing policy and a collections policy.
- Attended JA Finance Committee meeting about fee projections for 2023 & 2024 (the JA Circulation Fees will be increasing 3% each year).
- Discussed agenda with Board President.

#### Programs:

##### Adult Program Attendance:

December Tech Assistance - 10

12/14/22 Young Professional Book Disc. - 7

12/28/22 Photography Club - 9

1/11/23 Young Professional Book Disc. - 4

TOTAL: 30

##### Children's Program Attendance:

12/19/22 Nature Club: Snowflake Salt Painting - 4 kids, 2 adults

12/20/22 Raising Readers Storytime - 16 kids, 13 adults

12/21/22 Deconstruction - 3 kids, 3 adults

12/27/22 Raising Readers Storytime - 8 kids, 6 adults

12/27/22 Makerspace: Keva Planks - 9

1/3/23 Raising Readers Storytime - 13 kids, 11 adults

1/5/23 Family Storytime - 1 kids, 2 adults

1/9/23 Crafternoon: Benham's Disc - 5 kids, 4 adults

1/10/23 Raising Readers Storytime - 22 kids, 18 adults

TOTAL: 140

**Teen Program Attendance:**

12/17/22 eSports Gaming Club - 6

TOTAL: 6

**Community Meetings Attendance: (between 12/10/22-1/11/23)**

Tutoring - 6 sessions - 17

GPS - 2 sessions - 10

Girl Scouts - 1 session - 6

TOTAL: 33

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

12/14/22-1/11/23 - 12 individuals volunteered 19 times for a total of 38.5 hours

**Upcoming Program Schedule:**

**Adults:**

1/18 - Viewing of movie "Uninvited: The Spread of Invasive Species"

1/18, 1/21, 1/25, 2/1, 2/8, 2/15, 2/22, 3/1, 3/8, 3/15, 3/22, 3/29 - Tech Assist

1/19, 2/16, 3/16 - Writers' Group

1/23, 2/27, 3/27 - When Readers Meet

1/25, 2/22, 3/29 - Photography Club

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

2/8, 3/8 - Young Professionals Book Discussion

2/25 - Schoharie Crossing: Strange History

3/11 - Trip to England w/ Sarah Best

Note: After consulting with the players, Mahjonn will be suspended until spring.

**Kids & Teens:**

1/12, 2/9, 3/9 - Teen Event

1/14, 2/11, 3/11 - Pokémon Club

1/17, 1/24, 1/31, 2/7, 2/14, 2/21, 2/28, 3/7, 3/14, 3/21, 3/28 - Raising Readers Storytime

1/18, 2/15, 3/15 - Deconstruction

1/19, 2/16, 3/16 - Makerspace

1/21, 2/18, 3/18 - Teen Esports

1/23, 2/27, 3/27 - Tech Club

1/26, 2/23, 3/23 - Teen Advisory Board

2/2, 3/2 - Family Storytime

2/4 - Antarctica Talk

2/6, 3/6 - Lego Club

2/13, 3/13 - Crafternoon

3/16 - Kids' Mental Health Workshop

3/20 - Nature Club

**Publicity:**

- Staff continues to deliver Galway Get Together around town while volunteer is unable to.

**Staff:**

- New staff schedule began at the beginning of January, and it is working smoothly.
- Updated the alarm & key holder list with current staff. Also updated Polaris access.
- Completed and mailed civil service sheets for Sarah Best and Grace VanOmmeren to the County as required.
- Completed and handed out updated pay rate paperwork to staff.

**Tasks:**

- Returned the vacuum cleaner we purchased because the plastic was cracked. Still need to purchase a new one.
- Working on scheduling additional adult programs for the next few months.
- Made a clean version of the By-Laws for final review and approval at January Board meeting.
- Confirmed status of current maintenance agreements with Doyle (alarm system) and Stark (generator).
- Completed Polaris record clean up.
- Revised the Personnel Policy to reflect the approved October review date and added the new evaluation forms. Updated the binder and the Google Docs.
- Added the review date to the cover of the Long-Range Plan. Put new copy on website, in Google Docs, and in binder.
- Ordered office supplies.
- Contacted latest potential art donor to notify him that the Board declined the offer. The paintings have been returned to the donor.

**Technology:**

- The Live Chat function is not working on the website. Tech Clerk has been trying to fix the issue with the host.
- Tech Clerk is still trying to set up a PayPal button on the website. PayPal has not been very helpful with this process.



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	2274
YEAR TOTAL	21500	23489	20911	21197	21148	27484	30563

E-CONTENT CIRCULATION

Month	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	320
YEAR TOTAL	1800	1445	1965	2337	3213	3732	3934