

Director's Report February 2023

Deb Flint, Library Director

Building & Grounds:

- Sent signed contract to Perfect Water. They are scheduled to come at the end of the month.
- During the bitter cold on February 4, the water was not flowing to some of the sinks in the building. A plumber came and recommended opening the ceiling tiles in the mechanical room and hallway, and increasing heat with heater in mechanical room and portable electric heaters. This fixed the problem. There appears to be no lasting effects. This has never been an issue before.
- I took down the ripped US flag from outside. A volunteer donated a replacement. I will hang it after the snow melts.
- Have had to close early and open late several times in the past month for weather conditions.
- Have a community service person cleaning windows, etc. around the building.

Collection:

- Added 140 new books, 58 donations, and 1 DVD in January.
- Ordered new books and DVDs.
- Decided not to renew the Junior Library Guild book subscription because of the cost increase.
- Weeded Junior Fiction because of a lack of space.
- There are now emagazines available to all patrons in Overdrive thanks to the three large libraries in our system.
- Swapped out a number of classic literature copies for better, newer copies using donated books.

Community Outreach:

- Galway high school art students will be the artist of the month for March. They will have an opening reception at the library on March 3 from 4-6pm to show off their art to the community and answer questions. The plan is for this to be an annual event.
- Wrote thank you notes to the town supervisors in appreciation for econtent funding in the County budget for SALS libraries.

Continuing Education:

- Attended a webinar on Crisis Management.
- Began a series of webinars on Interlibrary Loans.

Financials:

- I contacted more CPAs to request an audit done with government standards. I am waiting on an actual quote.
- Worked on budget more; met with Finance Committee to discuss FY 23-24 budget.

Grants & Donations:

- Received kid programming monies from BSNB (\$500) and Price Chopper Golub (\$500).

Meetings:

- Attended Director Council meeting on 1/18/23. Sharing of econtent with MVLS (and perhaps other nearby library systems) should begin in the next few months.
- Discussed agenda with Board President.

Programs:

Adult Program Attendance:

January Tech Assistance - 9
1/18/23 Invasive Species Film - 12
1/23/23 When Readers Meet - 10
1/27/23 HAM Radio Workshop - 19
1/28/23 HAM Radio Workshop - 18
1/29/23 HAM Radio Workshop - 18
2/8/23 Young Professionals Book Discussion - 8
TOTAL: 94

Children's Program Attendance:

1/14/23 Pokémon – 24 kids, 26 adults
1/17/23 Raising Readers Storytime - 12 kids, 10 adults
1/18/23 Deconstruction - 5 kids, 4 adults
1/23/23 Tech Club: 3D Pens – 7 kids, 3 adults
1/24/23 Raising Readers Storytime - 11 kids, 9 adults
1/26/23 Makerspace: Bookmarks - 26
1/31/23 Raising Readers Storytime - 15 kids, 12 adults
2/2/23 Family Storytime - 1 kid, 2 adults
2/6/23 Lego Club - 7 kids, 6 adults
2/7/23 Raising Readers Storytime - 20 kids, 16 adults
TOTAL: 216

Teen Program Attendance:

1/12/23 Popcorn & Trivia - 28
1/21/23 eSports Gaming Club - 4
1/26/23 TAB Meeting - 3
TOTAL: 35

Community Usage Attendance: (between 1/12/23-2/8/23)

Tutoring - 11 sessions - 44
GPS - 3 sessions - 17
Girl Scouts - 1 session - 13
Women's Club - 1 session - 11
Glenville Hills Garden Club - 1 session - 7

Galway Milton Community Coalition - 1 session - 6
TOTAL: 98

Volunteer Hours: (does not include BOT, committees, barcoding/book covering, or other groups)
1/12/23-2/8/23 - 8 individuals volunteered a combined 16 times for a total of 29 hours

Upcoming Program Schedule:

Adults:

2/15, 2/22, 3/1, 3/8, 3/15, 3/22, 3/29 - Tech Assist
2/16, 3/16 - Writers' Group
2/22, 3/29 - Photography Club
2/25 - Schoharie Crossing: Strange History
2/27, 3/27 - When Readers Meet
3/2, 3/16, 3/30 - Using Watercolors
3/8 - Young Professionals Book Discussion
3/11 - Trip to England w/ Sarah Best

Kids & Teens:

2/9, 3/9 - Teen Event
2/11, 3/11 - Pokémon Club
2/13, 3/13 - Crafternoon
2/14, 2/21, 2/28, 3/7, 3/14, 3/21, 3/28 - Raising Readers Storytime
2/15, 3/15 - Deconstruction
2/16, 3/16 - Makerspace
2/18, 3/18 - Teen Esports
2/23, 3/23 - Teen Advisory Board
2/27, 3/27 - Tech Club
3/2 - Family Storytime
3/3 - Galway Central School Student Art Show Reception
3/4 - Antarctica Talk
3/6 - Lego Club
3/10 - TAB Kids Book Sale
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.
- Submitted an article for the Providence March newsletter.

Staff:

- SALS is implementing new required yearly Phishing/security training for anyone who has access to Polaris or SALS email. The staff has begun to complete the current round of training.

Tasks:

- Continued scheduling adult programs for the calendar year.
- Spent numerous hours working on the Annual Report for NYS. It is due to SALS by March 1.
- Sent signed copy of JA Agreement to SALS.
- Ordered office supplies.
- Finalized the By-Laws as approved by the Board at the last meeting. They are on the website, in the binder, and on Google Docs.
- Reviewed Purchasing Policy revisions to discuss at Finance Committee meeting.
- Typed Board requested revisions to the drafts of the Equipment, Exhibit & Bulletin Board, and Meeting Room/Programming policies in preparation for final review at the next Board meeting.
- Began reviewing Collection Development Policy.

Technology:

- I spent several hours on the phone with tech support at SALS to improve the functioning of the public computers – they were not printing in color when they were supposed to, they keep freezing up, and we repeatedly get an error message. Hopefully these matters are resolved now.
- Sent one keyboard back to SALS – 2 keys no longer functioning. We should get a replacement.

| | 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 | 36,258 | 36,239 | | | | | | |
| Withdrawn | 261 | 185 | 112 | 75 | 27 | 7 | 239 | | | | | | |
| Added Items | 82 | 203 | 500 | 426 | 172 | 219 | 222 | | | | | | |
| Total Patrons | 1971 | 1977 | 1986 | 1967 | 1988 | 1979 | 1997 | | | | | | |
| Added Patrons | 28 | 18 | 18 | 22 | 24 | 7 | 23 | | | | | | |
| Circulation | 3261 | 3118 | 2615 | 2811 | 2820 | 2274 | 2447 | | | | | | |
| Checkouts | 2735 | 2552 | 2000 | 2325 | 2292 | 1822 | 2129 | | | | | | |
| Renewals | 526 | 566 | 615 | 486 | 528 | 452 | 318 | | | | | | |
| Borrowers | 458 | 417 | 380 | 354 | 366 | 332 | 353 | | | | | | |
| Checked In | 2333 | 2648 | 2049 | 2244 | 2093 | 1974 | 1939 | | | | | | |
| Holds Placed | 476 | 542 | 361 | 389 | 398 | 383 | 529 | | | | | | |
| Holds Filled | 468 | 505 | 384 | 342 | 383 | 340 | 463 | | | | | | |
| E-Book Circ | 359 | 382 | 362 | 372 | 361 | 320 | 392 | | | | | | |
| Hoopla Borrowers | | | 38 | 21 | 23 | 31 | 43 | | | | | | |
| PAC Logins | 556 | 632 | 594 | 467 | 512 | 522 | 572 | | | | | | |
| Wireless Clients | 170 | 173 | 148 | 134 | 150 | 123 | 145 | | | | | | |
| Cassie Sessions | 37 | 68 | 48 | 40 | 39 | 32 | 53 | | | | | | |
| Door Count | 2192 | 1961 | 1686 | 1790 | 1806 | 1448 | 1660 | | | | | | |

CIRCULATION

| Month | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 |
|------------|-------|-------|-------|-------|-------|-------|-------|------|
| January | 1453 | 1933 | 1725 | 1702 | 2365 | 1506 | 2243 | 2447 |
| 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

| | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 |
|------------|------|------|------|------|------|------|------|------|
| January | 105 | 143 | 139 | 206 | 154 | 264 | 314 | 392 |
| 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 | |