# Director's Report March 2023
## Deb Flint, Library Director

**Building & Grounds:**
- Perfect Water came and performed the first maintenance visit on the water system. They are scheduled to come every two months.
- Bi-annual maintenance check of the generator was completed.

**Collection:**
- Added 6 new books, 52 donations, and 12 DVDs in February.
- Ordered new books.
- Clerks shifted Adult Non-Fiction books to create more space.
- Magazines were weeded. Staff is working on organizing the magazine racks more clearly.

**Community Outreach:**
- The Galway High School student art show reception on March 3 was a success. We had a least 50 people who attended to view the art. The students and their teacher were very pleased with how everything was organized. They asked to reserve March for a show and artist of the month for the next several years.

**Continuing Education:**
- Attended webinars on Interlibrary Loans.
- Attended the Trustee Handbook webinar on 2/21/23 on Open Meeting Law.

**Election:**
- Reviewed election tasks. Created timeline of deadlines for different aspects of the process.
- Created a Notice of Vacancy for the one seat up for election this year. Posted the notice as required.
- Created the trustee petition and packet for prospective candidates for the Board.
- Created Election Proposition Resolution for the Board meeting.

**Financials:**
- The new CPA, Scott Preusser, was on site for two days gathering information to conduct the audit for FY 21-22. He does not think it will take long to complete overall. He will contact us with some questions and if he needs any further information.
- Bookkeeper filed the tax cap paperwork before March 1 as required.
- Bookkeeper will be filing the sales tax report and payment in the next week, as required.

**Grants & Donations:**
- Received $700 for kid programming from Stewart's Holiday Match.
- Ordered more wire hangers and acrylic boxes to hold more art displays. Used some of the money from the Friends.

- Used the last of the Friends pledged monies to purchase a garden-themed Stay Sharp memory aid kit for use by anyone who struggles with memory issues.
- Ordered some kid books using donations designated for that purpose.
- Received a monetary donation from the HAM Radio Club.
- Ordered kid programming supplies from Amazon using Stewart's & BSNB monies.
- Received a donation of a new 14 cup coffeemaker.

**Meetings:**
- Attended Director Council meeting on 2/17/23.
- Went over the agenda with the Board President.

**Programs:**
**Adult Program Attendance:**
February Tech Assistance - 9
2/16/23 Writers Group - 5
2/22/23 Photography Club - 16
2/25/23 Schoharie Crossing History Talk - 15
2/27/23 When Readers Meet - 11
3/2/23 Watercolors - 14
3/8/23 Young Professionals Book Discussion - 4
TOTAL: 74

**Family Program Attendance:**
3/4/23 High School Artist Reception – 50

**Children's Program Attendance:**
2/11/23 Pokémon - 27 kids, 27 adults
2/13/23 Crafternoon - 14 kids, 8 adults
2/14/23 Raising Readers Storytime - 15 kids, 12 adults
2/15/23 Deconstruction - 7 kids, 2 adults
2/21/23 Raising Readers Storytime - 19 kids, 12 adults
2/24/23 Makerspace: Magnatiles - 17
2/27/23 Tech Club: Snap Circuits - 3 kids, 3 adults
3/2/23 Family Storytime - 1 kid, 2 adults
3/6/23 Lego Club - 19 kids, 12 adults
3/7/23 Raising Readers Storytime - 9 kids, 7 adults
TOTAL: 216

**Teen Program Attendance:**
2/9/23 Teen Book Page Roses - 5
2/18/23 eSports Gaming Club - 6
2/23/23 TAB Meeting - 9
TOTAL: 20

**Community Usage Attendance: (between 2/9/23-3/8/23)**
Tutoring - 8 sessions - 34
GPS - 4 sessions - 15
Girl Scouts - 1 session - 11
Galway Milton Community Coalition - 1 session - 4
TOTAL: 64

**Volunteer Hours: (does not include BOT, committees, barcoding/book covering, or other groups)**
2/9/23-3/8/23 - 12 individuals volunteered a combined 18 times for a total of 33.5 hours

**Upcoming Program Schedule:**
**Adults:**
3/15, 3/18, 3/22, 3/29, 4/5, 4/12, 4/15, 4/19, 4/26 - Tech Assist
3/16, 4/20, 5/18 - Writers' Group
3/29, 4/26, 5/31 - Photography Club
3/27, 4/24, 5/22 - When Readers Meet
3/16, 3/30, 4/13, 4/27 - Using Watercolors
4/1, 4/5 - Ukrainian Egg Decorating
4/12, 5/10 - Young Professionals Book Discussion
4/12, 5/10 - Poetry Reading
4/20 - Parents' Mental Health Tips
4/21 - Tea at 3
5/3 - Social Security Workshop
5/31 - Community Budget Review

**Kids & Teens:**
3/9 - Teen Book Sale Set Up
3/10 - TAB Kids Book Sale
3/11, 4/8, 5/13 - Pokémon Club
3/13, 4/10, 5/8 – Crafternoon
3/14, 3/21, 3/28, 4/4, 4/11, 4/18, 4/25 - Raising Readers Storytime
3/15, 4/19, 5/17 - Deconstruction
3/16, 4/20, 5/18 - Makerspace
3/16 - Kids' Mental Health Workshop
3/18, 4/15, 5/20 - Teen Esports
3/20, 4/17, 5/15 - Nature Club
3/23, 4/27, 5/25 - Teen Advisory Board Meeting
3/27, 4/24, 5/22 - Tech Club
3/30 - Kid Science: Lava Lamp
4/1 - "Pranks"
4/3 - Lego Club
4/6, 5/4 - Family Storytime
4/13 - TAB Mini Golf

5/11 - TAB Murder Mystery

The Youth Coordinator is working hard and making good progress on planning the Summer Reading Program for 2023. The theme is All Together Now, and she has some fun ideas for programming.

**Publicity:**
- Staff continues to deliver Galway Get Together around town.
- Have been discussing participation in the Memorial Day parade with the Youth Coordinator. The idea is to march with kids in wagons, if we can find families who are willing to participate.

**Staff:**
- Staff completed the latest technology security training required by SALS.
- Completed the required Civil Service payroll request and submitted it.

**Tasks:**
- Continued scheduling adult programs for the calendar year.
- Completed and submitted the Annual Report to NYS.
- Ordered office and maintenance supplies.
- Cleaned up the newly approved Exhibit, Equipment, and Programming & Meeting Room policies. Uploaded them to the website.
- Cleaned up the Patron Behavior policy for review at the Board meeting.

**Technology:**
- The Galway Get Together website was hit with malware recently. The Tech Clerk was not able to access the site for a period of time. While the malware did not do any lasting known damage, it did require a number of hours to restore to a previous version. The recommendation is to add Site Lock to that site as well, as we have on our main library website; this should not be expensive.
- Patrons who are grateful for Storytime have asked if there are children's picture books that we would like that they can purchase to donate to the library. We created a children's book wish list in a Google Doc that is linked to our website for patrons to view.
- Quarterly backup of the staff computers has been completed.

| Record Counts | July | Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May | Jun | FY Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Total Items | 35,168 | 35,184 | 35,565 | 35,912 | 36,051 | 36,258 | 36,239 | 36,056 | | | | | |
| Withdrawn | 261 | 185 | 112 | 75 | 27 | 7 | 239 | 270 | | | | | |
| Added Items | 82 | 203 | 500 | 426 | 172 | 219 | 222 | 89 | | | | | |
| Total Patrons | 1971 | 1977 | 1986 | 1967 | 1988 | 1979 | 1997 | 1999 | | | | | |
| Added Patrons | 28 | 18 | 18 | 22 | 24 | 7 | 23 | 12 | | | | | |
| Circulation | 3261 | 3118 | 2615 | 2811 | 2820 | 2274 | 2447 | 2407 | | | | | |
| Checkouts | 2735 | 2552 | 2000 | 2325 | 2292 | 1822 | 2129 | 2046 | | | | | |
| Renewals | 526 | 566 | 615 | 486 | 528 | 452 | 318 | 361 | | | | | |
| Borrowers | 458 | 417 | 380 | 354 | 366 | 332 | 353 | 353 | | | | | |
| Checked In | 2333 | 2648 | 2049 | 2244 | 2093 | 1974 | 1939 | 1918 | | | | | |
| Holds Placed | 476 | 542 | 361 | 389 | 398 | 383 | 529 | 411 | | | | | |
| Holds Filled | 468 | 505 | 384 | 342 | 383 | 340 | 463 | 371 | | | | | |
| E-Content Circ | 359 | 382 | 362 | 372 | 361 | 320 | 392 | 347 | | | | | |
| Hoopla Borrows | | | 38 | 21 | 23 | 31 | 43 | 20 | | | | | |
| PAC Logins | 556 | 632 | 594 | 467 | 512 | 522 | 572 | 559 | | | | | |
| Wireless Clients | 170 | 173 | 148 | 134 | 150 | 123 | 145 | 136 | | | | | |
| Cassie Sessions | 37 | 68 | 48 | 40 | 39 | 32 | 53 | 60 | | | | | |
| Door Count | 2192 | 1961 | 1686 | 1790 | 1806 | 1448 | 1660 | 1565 | | | | | |

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 | 2407 |
| 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 | 347 |
| 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 | |