

Director's Report April 2023

Deb Flint, Library Director

Building & Grounds:

- Culligan came and replaced the water filter (Culligan has to do this part because it is their filter equipment)
- Met with Dave Knapp of Creative Landcare to get estimate for blowing mulch into center rain garden. I hope to schedule this within the next few weeks. The garden will have to be weeded/cleaned up before the company can lay mulch.
- A volunteer will try to mow the septic mound in the near future.
- Took water sample for first quarter to the lab – the water is fine.
- A volunteer fixed the laminate on the front of the bench in the kid's room. He also built 2 shelves in the table closet in the program room to provide more storage. And, he added a small slope to the back of the inside book drop to make it easier for books to slide into the drop and not catch on the small lip edge of the drop.
- The fire alarm continues to periodically beep. Doyle Security has determined that the issue is a low signal from the radio, and they are scheduled to fix the issue in a few weeks. Doyle is still able to adequately monitor the alarm; it is a noisy issue when it goes off, but not an actual problem for the building.
- A volunteer began smoothing out the ruts on the edges of the driveway in preparation for lawn mowing.

Collection:

- Added 92 new books, 83 donations, and 3 DVDs in March.
- Ordered new books & DVDs.
- Senior Clerk weeded junior picture books and easy readers. Now she is weeding adult non-fiction books.
- Magazines racks have been labeled and organized more clearly.
- The Interlibrary Loan system through CDLC changed format recently. We have been getting more requests for materials through libraries outside SALS/MVLS.

Community Outreach:

- The Youth Coordinator spoke to the Saratoga County Youth representative about hosting seniors/children interaction boxes here at the library. The County rep is coordinating with the Town, so it would be up to the Town who they want to partner with, if anyone. We will reach out if we do not hear from them in the next few weeks.

Election:

- Confirmed availability of election inspectors for this year's election.

Financials:

- Sent a copy of the BOT approved budget for FY 23-24 to the Board.

Grants & Donations:

- Continue to order Summer Reading Program supplies with grants for that purpose. The 2022 BSNB, 2022 Stewart's Holiday Match, and Hannaford funds have been expended.
- The teen book sale received \$375 in donations to use for youth programming. Part of this will be spent on teens and kids this summer during the Stuffed Animal Sleepover program.
- Purchased some children's books with 2023 Price Chopper grant.

Meetings:

- Discussed agenda items with the Board President.
- Discussed having a Building & Grounds meeting with the chair of that committee in preparation for 6th Grade Clean Up Day, and to discuss benches.
- Met with Personnel Committee Chair to discuss a new annual review format for the Director.

Programs:

Adult Program Attendance:

March Tech Assistance - 11
3/16/23 Watercolors - 11
3/16/23 Writers Group - 4
3/23/23 Watercolors - 16
3/27/23 When Readers Meet - 5
3/29/23 Photography Club - 11
3/30/23 Watercolors - 10
4/1/23 Ukrainian Egg Decorating - 24
4/5/23 Ukrainian Egg Decorating - 6
4/6/23 Watercolors - 11
4/12/23 Sharing Poems We Love - 6
4/12/23 Young Professionals Book Discussion - 4

TOTAL: 119

Children's Program Attendance:

3/11/23 Pokémon - 19 kids, 20 adults
3/13/23 Crafternoon: Styrofoam Printmaking - 9 kids, 8 adults
3/15/23 Deconstruction - 11 kids, 4 adults
3/16/23 Emotional Wellness - 5 kids, 2 adults
3/20/23 Nature Club - 5 kids, 5 adults
3/21/23 Raising Readers Storytime - 20 kids, 15 adults
3/23/23 Makerspace: Paper Airplanes - 19
3/27/23 Tech Club: Stop Motion Animation - 6 kids, 6 adults
3/28/23 Raising Readers Storytime - 12 kids, 8 adults
3/30/23 Lava Lamp Science - 10 kids, 8 adults
4/1/23 Playdough Party - 2 kids, 3 adults
4/3/23 Lego Club - 17 kids, 13 adults
4/4/23 Raising Readers Storytime - 18 kids, 13 adults

4/8/23 Pokémon - 20 kids, 10 adults
4/10/23 Crafternoon: Hovercraft - 8 kids, 7 adults
4/11/23 Raising Readers Storytime - 15 kids, 8 adults
TOTAL: 326

Teen Program Attendance:

3/18/23 eSports Gaming Club - 2
3/23/23 TAB Meeting - 9
TOTAL: 11

Community Usage Attendance: (between 3/9/23-4/11/23)

Tutoring - 15 sessions - 53
GPS - 6 sessions - 26
Girl Scouts - 1 session - 13
Galway Milton Community Coalition - 1 session - 6
Odyssey of the Mind (OM) - 1 session - 8
Village Election - 2 sessions - 18
Glenville Hills Garden Club - 1 session - 26
TOTAL: 150

Volunteer Hours: (does not include BOT, committees, barcoding/book covering, or other groups)
3/9/23-4/11/23 - 27 individuals volunteered a combined 30 times for a total of 96.5 hours

Upcoming Program Schedule:

Adults:

4/13, 4/27 - Using Watercolors
4/15, 4/19, 4/26, 5/3, 5/10, 5/17, 5/20, 5/24, 5/31 - Tech Assist
4/20 - Parents' Mental Health Tips
4/20, 5/18 - Writers' Group
4/21, 5/19 - Tea at 3
4/24, 5/22 - When Readers Meet
4/26, 5/31 - Photography Club
4/29 - Story Quilt Celebration
5/1, 5/8, 5/15, 5/22 - Mahjongg
5/3 - Social Security Workshop
5/4 - Home Sellers Workshop
5/10, 6/14 - Young Professionals Book Discussion
5/10, 6/14 - Sharing Poetry
5/24 - Robert Timberlake, Realist Artist
5/31 - Community Budget Review
6/3, 6/10, 6/17 - D&D Crafting
6/7 - Election (2-8)
7/5 - Adirondack CCC Camps

Kids & Teens:

- 4/13 - TAB Mini Golf
- 4/15, 5/20 - Teen Esports
- 4/17, 5/15 - Nature Club
- 4/18, 4/25, 5/2, 5/9, 5/16, 5/23, 5/30 - Raising Readers Storytime
- 4/19, 5/17 - Deconstruction
- 4/20, 5/18 - Makerspace
- 4/24, 5/22 - Tech Club
- 4/27, 6/22 - Teen Advisory Board (TAB) Meeting
- 5/1, 6/5 - Lego Club
- 5/6 - Family Board Games
- 5/8, 6/12 - Crafternoon
- 5/11 - TAB Murder Mystery
- 5/13, 6/10 - Pokémon Club
- 6/1 - Family Storytime

Publicity:

- Spent a large portion of my work hours during this last month working on the Annual Newsletter.
- Staff continues to deliver Galway Get Together around town.
- We would like to have a presence in the Memorial Day parade, but it has been difficult to find kids who are willing to march for the library because they want to watch or are marching with other organizations.
- Got quotes for printing of the annual newsletter in black & white, as well as color. Color would cost more, but it would look more appealing and be more professional.

Staff:

- Filled out Saratoga County Youth intern application and submitted it.

Tasks:

- Continued scheduling adult programs for the calendar year.
- Sent the count of documents notarized in 2022 to SALS as requested – 74. Created a newly required notary journal as required by the State.
- Discussed the final version of the programming for the Summer Reading Program with the Youth Coordinator. It is a good variety of fun programs for all ages that fits with the theme of “All Together Now” – a lot of team building, etc. Crafts, activities, presenters.
- Fixed the Patron Behavior Policy as approved, and put it on the website and in the binder.

Technology:

- The Tech Clerk continues to try to recover from the malware incident that affected access to the Galway Get Together website. After much investigation and effort, the Get Together site has been restored. However, the community sites that we host have issues, and will need to be corrected. The Tech Clerk continues to work on the issue.

- Ordered a PC to replace the Bookkeeper's (it will no longer be supported after this year). I will order 2 more later in the year so that they are purchased in the next fiscal year budget.

	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	36,056	36,073				
Withdrawn	261	185	112	75	27	7	239	270	188				
Added Items	82	203	500	426	172	219	222	89	206				
Total Patrons	1971	1977	1986	1967	1988	1979	1997	1999	2007				
Added Patrons	28	18	18	22	24	7	23	12	17				
Circulation	3261	3118	2615	2811	2820	2274	2447	2407	2768				
Checkouts	2735	2552	2000	2325	2292	1822	2129	2046	2298				
Renewals	526	566	615	486	528	452	318	361	470				
Borrowers	458	417	380	354	366	332	353	353	361				
Checked In	2333	2648	2049	2244	2093	1974	1939	1918	2085				
Hold's Placed	476	542	361	389	398	383	529	411	429				
Hold's Filled	468	505	384	342	383	340	463	371	503				
E-Content Circ	359	382	362	372	361	320	392	347	400				
Hoopla Borrow's			38	21	23	31	43	20	33				
PAC Logins	556	632	594	467	512	522	572	559	574				
Wireless Clients	170	173	148	134	150	123	145	136	157				
Cassie Sessions	37	68	48	40	39	32	53	60	41				
Door Count	2192	1961	1686	1790	1806	1448	1660	1565	1737				

		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	2768				
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	400				
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					