

## Director's Report May 2023

Deb Flint, Library Director

### Building & Grounds:

- Some of the 6<sup>th</sup> graders from the Galway School will be at the library for 1.5 hours to mulch the two small rain gardens, and weed the big center rain garden. Mulch has been ordered for this, as well as to put around the bases of the trees we have planted in the past. The mulch should be delivered this week or next. Volunteers on the Building & Grounds Committee have weeded the small rain gardens in preparation.
- Once the large center rain garden is weeded, Creative Landcare will blow in mulch to help prevent weeds growing back.
- A volunteer mowed the septic mound. A different volunteer broadcasted some wildflower seed on part of the mound, and more will be strewn in the near future.
- Doyle has been out to the library multiple times to try to fix the periodic beep of the fire alarm. After trying several fixes, they are next going to try to replace one of the radio receivers because it does not seem to be retaining the signal. The radio is scheduled to be replaced on 5/12. 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.
- Had to change the toner in the Toshiba copier for the first time since we purchased it. Also had the annual maintenance checkup and software update performed on the copier.
- Perfect Water performed their bi-monthly checkup of the water system. I purchased salt and added it to the softener holding tank.
- Moved the community information spinner in preparation for the arrival of the grandfather clock. The clock has been installed and is working well. It is located by the children's room. The donor says he will be available to work on it if there are any issues.
- Volunteers put out the picnic tables behind the building.
- Ordered maintenance supplies.

### Collection:

- Added 5 new books, 74 donations, and 17 DVDs in April.
- Ordered new books & DVDs.
- Senior Clerk & I finished weeding adult non-fiction books. Adult Fiction is the next section that will be weeded.
- Using designated program funds, we have purchased a limited number of vegetable seeds to create a Seed Library. Patrons can take seeds home to plant. When it is time to harvest, the hope is that the patrons will dry seeds and return them to the library for others to borrow next year. The reasoning is to encourage people to be outside, learn how to grow their own food, and to be sustainable. The Seed Library is nearly ready for patrons to begin using.

### Community Outreach:

- I met with Galway Get Together editor (Sara Torrey), Tech Clerk, and Santina Florio to discuss how things are progressing with the publication.

**Continuing Education:**

- Attended the Trustee Handbook webinar on the Relationship Between the Board & Director.
- Attended a webinar on the Library of Things: Alternative Collections. FYI – Seed Libraries are currently a popular addition to libraries.

**Election:**

- Wrote and submitted the legal ad for the election to the Daily Gazette.
- Requested the voter and absentee voter lists from the Galway School. Created spreadsheet of absentee voter names and addresses to create labels in preparation for mailing absentee ballots out in the next week. I am in the process of printing the envelopes for the absentee mailings, and I requested a check to purchase stamps for the mailing.
- Received petition from Santana. She is the only official candidate for the ballot.
- Created the ballots for the election and printed them out.
- Absentee applications are ready if voters request them.

**Financials:**

- Finance Committee met to discuss PayPal buttons on website.
- The current CPA will be completing the 990 for FY 20-21.

**Grants & Donations:**

- Continue to order Summer Reading Program supplies with grants for that purpose.
- Received a few donated children's books from the Wish List on our website.
- Received a check from Hannaford Community Bag Program for \$92 for youth programming supplies.

**Meetings:**

- Discussed agenda items with the Board President.
- The Building & Grounds Committee met to discuss what to have the 6<sup>th</sup> graders do on Clean Up Day, and to talk about other tasks that need to be completed.
- Attended the Director's Council meeting in April.

**Programs:**

**Adult Program Attendance:**

April Tech Assistance - 30

4/13/23 Watercolors - 11

4/20/23 Writers Group - 5

4/20/23 Watercolors - 9

4/20/23 Kids' Mental Health Parent Seminar - 3

4/21/23 Tea at Three - 11

4/24/23 When Readers Meet - 12

4/25/23 Photography Club - 7

4/27/23 Watercolors - 9

4/29/23 Story Quilt Celebration - 39

5/3/23 Social Security - 10  
5/4/23 Home Seller Workshop - 11  
5/10/23 Sharing Poems We Love - 6  
5/10/23 Young Professionals Book Discussion - 4  
TOTAL: 167

**Children's Program Attendance:**

4/17/23 Nature Club: Fibonacci Spiral - 5 kids, 8 adults  
4/18/23 Raising Readers Storytime - 10 kids, 9 adults  
4/19/23 Deconstruction - 12 kids, 3 adults  
4/24/23 Tech Club: Ozobots - 7 kids, 7 adults  
4/25/23 Raising Readers Storytime - 13 kids, 10 adults  
4/27/23 Makerspace: Marble Run - 45  
5/1/23 April Youth Month Drawing - 24  
5/1/23 Lego Club: Animal Charades - 16 kids, 9 adults  
5/2/23 Raising Readers Storytime - 11 kids, 9 adults  
5/8/23 Crafternoon: Index Card Castles - 6 kids, 4 adults  
5/9/23 Raising Readers Storytime - 16 kids, 11 adults  
TOTAL: 235

**Teen Program Attendance:**

4/13/23 TAB Mini-Golf Aid - 8  
4/15/23 eSports Gaming Club - 3  
4/27/23 TAB Meeting - 2  
TOTAL: 13

**Family Program Attendance:**

4/13/23 Mini-Golf - 24  
4/30/23 Storywalk: Gruffalo - 30  
TOTAL: 54

**Community Usage Attendance: (between 4/12/23-5/10/23)**

Tutoring - 7 sessions - 22  
GPS - 5 sessions - 28  
PTSA - 1 session - 9  
Odyssey of the Mind (OM) - 1 session - 36  
TOTAL: 95

**Volunteer Hours: (does not include BOT, committees, barcoding/book covering, or other groups)**  
4/12/23-5/10/23 - 17 individuals volunteered a combined 21 times for a total of 45 hours

**Upcoming Program Schedule:**

**Adults:**

5/15, 5/22, 6/5, 6/12, 6/26 - Mahjongg

5/17, 5/20, 5/24, 5/31, 6/7, 6/14, 6/17 - Tech Assist  
5/18, 6/15, 7/20 - Writers' Group  
5/22, 6/26, 7/24 - When Readers Meet  
5/24 - Robert Timberlake, Realist Artist  
5/29 - Memorial Day Parade (10)  
5/31 - Community Budget Review  
5/31, 6/28, 7/26 - Photography Club  
6/3, 6/10, 6/17 - D&D Crafting  
6/7 - Election (2-8)  
6/14, 7/12 - Young Professionals Book Discussion  
6/14, 7/12 - Sharing Poems We Love  
6/16 - Tea at 3  
7/5 - Adirondack CCC Camps

**Kids & Teens:**

5/11 - TAB Murder Mystery  
5/13, 6/10, 7/8 - Pokémon Club  
5/15, 7/17 - Nature Club  
5/16, 5/23, 5/30, 6/6, 6/13, 6/20, 6/27 - Raising Readers Storytime  
5/17, 6/21, 7/19 - Deconstruction  
5/18, 6/15, 7/20 - Makerspace  
5/18 - Pendulum Painting  
5/20, 6/17, 7/15 - Teen Esports  
5/22, 6/26, 7/24 - Tech Club  
6/1, 7/6 - Family Storytime  
6/3 - Decorate Puzzle Pieces with Family  
6/5, 7/3 - Lego Club  
6/8 - Teen Origami  
6/12, 7/10 - Crafternoon  
6/22, 7/27 - Teen Advisory Board (TAB) Meeting  
6/24 - Summer Reading Program begins  
6/26 - Mission Possible  
6/27 - Tween Positive Self-Talk  
6/29 - DIY Music Makers  
7/1 - Family Chalk Art  
7/3 - Doodles & Dots  
7/10 - Shelter Pet Drive  
7/11 - Amazing Honeybees  
7/13 - Stuffed Animal Sleepover  
7/17 - Friendship Jewelry  
7/18 - Movie & Literature Trivia  
7/20 - Glowing Science w/ the Science Chef  
7/24 - Rube Goldberg Machine  
7/25 - Escape the Cage: Get the Gnome Home Escape Room

## 7/31 - Love Bug Clips Craft

### Publicity:

- Revised the Annual Newsletter and sent it to the printer. The printer did give us a small discount off the price of the color copies. The copies are back and being labeled for mailing. They will be mailed by 5/23.
- The PR Committee met to create a plan for decorating a truck and small trailer for the Memorial Day parade. The theme will be to Kick Back, Relax, and Read This Summer. The truck and trailer are being provided by two volunteers, and one of the volunteers will drive the truck in the parade.

### Staff:

- Performed Grace VanOmmeren's 90-Day review (as a regularly scheduled clerk).
- Reminded staff to use their vacation and sick time before the end of June.

### Tasks:

- Notified SALS that 3 of us will attend the annual dinner.
- Met with Sam Doubleday of Omni Renewables about joining a community solar program. He sent over information that I forwarded to the Board in preparation for the June meeting.

### Technology:

- The Tech Clerk worked diligently with BlueHost and the community sites we host; BlueHost was finally able to correct the access issue with the Galway Get Together website. The recommendation is to pay to add SiteLock to that site, like we have on our library website.
- The Tech Clerk has spent a lot of hours working with presenters on tech preparation for upcoming programs here at the library.

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun	FY Total
<b>Record Counts</b>													
Total Items	35,168	35,184	35,565	35,912	36,051	36,258	36,239	36,056	36,073	35,596			
Withdrawn	261	185	112	75	27	7	239	270	188	581			
Added Items	82	203	500	426	172	219	222	89	206	108			
Total Patrons	1971	1977	1986	1967	1988	1979	1997	1999	2007	2012			
Added Patrons	28	18	18	22	24	7	23	12	17	11			
Circulation	3261	3118	2615	2811	2820	2274	2447	2407	2768	2527			
Checkouts	2735	2552	2000	2325	2292	1822	2129	2046	2298	2046			
Renewals	526	566	615	486	528	452	318	361	470	481			
Borrowers	458	417	380	354	366	332	353	353	361	334			
Checked In	2333	2648	2049	2244	2093	1974	1939	1918	2085	2046			
Holds Placed	476	542	361	389	398	383	529	411	429	399			
Holds Filled	468	505	384	342	383	340	463	371	503	405			
E-Content Circ	359	382	362	372	361	320	392	347	400	424			
Hoopla Borrowers			38	21	23	31	43	20	33	25			
PAC Logins	556	632	594	467	512	522	572	559	574	527			
Wireless Clients	170	173	148	134	150	123	145	136	157	154			
Cassie Sessions	37	68	48	40	39	32	53	60	41	43			
Door Count	2192	1961	1686	1790	1806	1448	1660	1565	1737	1956			

		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	2527				
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	424				
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					