Director's Report June 2023
Deb Flint, Library Director

Building & Grounds:
- A group of 6th graders came and put down mulch in the two smaller rain gardens and around some of the trees that were planted several years ago. They also weeded a portion of the large rain garden.
- The large rain garden bed is slowly being weeded by a small number of volunteers. A request for more volunteers has been sent out. Creative Landcare will mulch that bed after July 5.
- Wildflower seeds have been strewn on a portion of the septic mound, and grass seed was put down near the generator.
- I had Creative Landcare hold off mowing because the lawn was so dry. Now that it has rained, mowing will resume.
- A volunteer cut the brush in the rock retention pond behind the library.
- Doyle finally fixed the beeping fire alarm by replacing one radio receiver in the ceiling. There have been no issues since the replacement.
- I am trying to recruit volunteers to weed whack the large retention pond in front within the fence. Otherwise Creative Landcare will need to be hired to do it again.
- A volunteer set up the tent in the backyard in preparation for summer programming.
- Contacted TBS to order filters and set up an appointment for the 6-month filter/maintenance check of the HVAC system.
- An anonymous volunteer cleaned up the trails and placed another bench.
- A new vacuum was purchased.
- The library has been decorated for the Summer Reading Program with puzzle pieces that patrons have creatively decorated.

Collection:
- Added 99 new books, 35 donations, and 15 DVDs in May.
- Ordered new books & DVDs.
- Adult Fiction section was weeded, including Large Type.
- Staff put up a book display celebrating holidays in June.

Continuing Education:
- Attended webinar on Preparing for Challenges at Your Library & censorship at libraries.
- Attended webinar on leaves & employer responsibilities.

Election:
- Printed and mailed absentee ballot envelopes.
- Posted vote information on the website.
- Obtained the Voter Registration List.
- The election was held on 6/7. There were 82 voters. The budget was passed, and Santina was re-elected for another 5-year term.

- Prepared Santina's Oath of Office.
- Sent letter to the School Superintendent informing them of the vote and the tax levy amount for the upcoming year.

Financials:
- There was one attendee at the Budget Review Meeting. I created a list of grant and donation amounts for the voter, as requested.
- There was a request for a budget comparison over the past few years. I emailed the data to the requestor.
- CPA informed us the 990 was submitted.
- We have received notification from Intuit that they are discontinuing POS in October. This is the system we use to track monies taken in at the desk, as well as staff timesheets. The Tech Clerk has been investigating alternative options and that will be presented to the Board for consideration by the August board meeting.

Grants & Donations:
- Continue to order Summer Reading Program materials with grants for that purpose.
- Received $850 check from WGY Christmas Wish List to purchase kid books. This is more than the requested amount of $700.

Meetings:
- Discussed agenda items with the Board President.
- Attended the Director's Council meeting in May.
- Attended SALS Annual Meeting with Cate & Kat.

Programs:
Adult Program Attendance:
May Tech Assistance - 10
5/18/23 Writers Group - 4
5/22/23 When Readers Meet - 11
5/24/23 Artist Robert Timberlake - 13
5/31/23 Photography Club - 7
5/31/23 Budget Review Meeting - 1
6/3/23 D&D Crafting - 5
6/5/23 Mahjongg - 5
6/10/23 D&D Crafting - 5
6/12/23 Mahjongg - 2
6/14/23 Sharing Poems - 2
6/14/23 Young Professionals Book Discussion - 5
<div align="center">TOTAL: 70</div>

Children's Program Attendance:
5/13/23 Pokémon Club - 7 kids, 4 adults

5/15/23 Nature Club - 4 kids, 3 adults
5/16/23 Raising Readers Storytime - 15 kids, 14 adults
5/17/23 Deconstruction - 7 kids, 4 adults
5/18/23 Pendulum Painting - 6 kids, 3 adults
5/22/23 Tech Club - 5 kids, 2 adults
5/22/23 Makerspace - 19
5/23/23 Raising Readers Storytime - 9 kids, 7 adults
5/30/23 Raising Readers Storytime -11 kids, 10 adults
6/1/23 Family Storytime - 1 kid, 1 adult
6/5/23 Lego Club - 15 kids, 11 adults
6/6/23 Raising Readers Storytime - 10 kids, 8 adults
6/10/23 Pokémon Club - 12 kids, 8 adults
6/12/23 Crafternoon: Butterfly Suncatcher - 11 kids, 5 adults
6/13/23 Raising Readers Storytime - 13 kids, 9 adults
                              TOTAL: 234

Teen Program Attendance:
5/11/23 TAB Murder Mystery - 13
5/20/23 eSports Gaming Club - 10
6/8/23 TAB Meeting - 3
                              TOTAL: 26

Community Usage Attendance: (between 5/11/23-6/14/23)
Tutoring - 8 sessions - 26
GPS - 6 sessions - 31
PTSA - 1 session - 7
East Galway Cemetery Board - 1 session - 3
Galway-Milton Community Coalition - 1 session - 5
                              TOTAL: 72

Volunteer Hours: (does not include BOT, committees, barcoding/book covering, or other groups)
5/11/23-6/14/23 - 11 individuals volunteered a combined 19 times for a total of 30.5 hours.

Upcoming Program Schedule:
   Adults:
      6/15, 7/20 - Writers' Group
      6/16 - Tea at 3
      6/17 - D&D Crafting
      6/17, 7/12, 7/15, 7/19, 7/26 - Tech Assist
      6/26, 7/24 - When Readers Meet
      6/26, 7/3, 7/10, 7/17, 7/24, 7/31 - Mahjongg
      6/28, 7/26 - Photography Club (7/26 is a presenter talk about how to photograph nature)
      7/5 - Adirondack CCC Camps Informational Talk
      7/12, 8/9 - Young Professionals Book Discussion

7/12, 8/9 - Sharing Poems We Love

Kids & Teens:
    6/15, 7/20 - Makerspace
    6/20, 6/27, 7/11, 7/18, 7/25 - Raising Readers Storytime
    6/21, 7/19 - Deconstruction
    6/22, 7/27 - Teen Advisory Board (TAB) Meeting
    6/24 - Summer Reading Program begins
    6/26 - Mission Possible
    6/26, 7/24 - Tech Club
    6/27 - Tween Positive Self-Talk
    6/29 - DIY Music Makers
    7/1 - Family Chalk Art
    7/3 - Doodles & Dots
    7/3, 8/7 - Lego Club
    7/6, 8/3 - Family Storytime
    7/8, 8/12 - Pokémon Club
    7/10 - Shelter Pet Drive
    7/10, 8/14 - Crafternoon
    7/11 - Amazing Honeybees
    7/13 - Stuffed Animal Sleepover
    7/15, 8/19 - Teen Esports
    7/17 - Friendship Jewelry
    7/17 - Nature Club
    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:
- The PR Committee did a very nice job decorating a wagon for the Memorial Day parade.
- A volunteer labeled the newsletters in preparation for mailing. Newsletters were mailed to everyone in the district on 5/17.
- Posted the 2023 newsletter on the website as our annual report to the community.
- Display promoting the Summer Reading Program is up in the bank lobby for the month of June.

Tasks:
- Ordered office supplies.
- Renewed bulk mail permit.
- Closed out Polaris annual acquisition reports for the end of the year as SALS requested.
- We have received a large number of book donations since the beginning of June.

- Informed SALS that we will be fine free as of July 1. They will take care of changing the computer system to reflect the change. I notified staff of the change and the procedures going forward.

Technology:
- Added SiteLock (extra security) to the Galway Get Together website to protect it more effectively. This was recommended by BlueHost. We already have SiteLock on the library website. The cost is minimal per year.

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	36,073	35,596	35,219		
Withdrawn	261	185	112	75	27	7	239	270	188	581	551		
Added Items	82	203	500	426	172	219	222	89	206	108	175		
Total Patrons	1971	1977	1986	1967	1988	1979	1997	1999	2007	2012	2021		
Added Patrons	28	18	18	22	24	7	23	12	17	11	18		
Circulation	3261	3118	2615	2811	2820	2274	2447	2407	2768	2527	2487		
Checkouts	2735	2552	2000	2325	2292	1822	2129	2046	2298	2046	2115		
Renewals	526	566	615	486	528	452	318	361	470	481	372		
Borrowers	458	417	380	354	366	332	353	353	361	334	338		
Checked In	2333	2648	2049	2244	2093	1974	1939	1918	2085	2046	2046		
Holds Placed	476	542	361	389	398	383	529	411	429	399	407		
Holds Filled	468	505	384	342	383	340	463	371	503	405	359		
E-Content Circ	359	382	362	372	361	320	392	347	400	424	365		
Hoopla Borrows			38	21	23	31	43	20	33	25	25		
PAC Logins	556	632	594	467	512	522	572	559	574	527	477		
Wireless Clients	170	173	148	134	150	123	145	136	157	154	177		
Cassie Sessions	37	68	48	40	39	32	53	60	41	43	24		
Door Count	2192	1961	1686	1790	1806	1448	1660	1565	1737	1956	1798		

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	2487
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	390
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	