

Director's Report July 2023

Deb Flint, Library Director

Building & Grounds:

- The large rain garden bed has slowly been weeded by a small, but diligent group of volunteers. Creative Landcare mulched the bed July 10.
- A volunteer tried to weed whack the large front retention pond within the fence. It was too difficult for the equipment he had available. I have reached out to Creative Landcare for a quote to do the job.
- I ordered HVAC filters at the beginning of June, but they have not arrived yet. Once they are here, TBS can perform the filter/maintenance check of the system.
- I got a refresher review of how to access security video from Doyle.
- A volunteer weed whacked weeds along the road to allow a better view of the Library sign.
- The second quarter water sample was delivered to the lab for analysis in June.
- Perfect Water came at the end of June and did their bi-monthly check of the water system.
- Received the Joseph Henry document donated to the library by Jim Boykin.
- The outsides of all the windows were washed by the intern and staff cleaner.

Collection:

- Added 4 new books, 23 donations, and 8 DVDs in June.
- Ordered new books & DVDs and renewed a few magazines.
- Staff worked more on converting non-fiction items to only two decimal places. Adult Non-Fiction is completed, and Junior Non-Fiction is ongoing.
- Staff is weeding audiovisual materials.
- We swapped a large number of regular print books for large text copies that were donated. Staff had to shift the Adult Fiction to create space for this conversion.

Election:

- Submitted election results and Santina's Oath of Office to the County.

Financials:

- Alternative POS options were researched by the Tech Clerk in preparation to replace Intuit POS before October. Documentation of the results were sent to the BOT and Finance Committee for review.
- Finance Chair sent an email in response to further inquiries about the budget and the Foundation from a district constituent.
- Bookkeeper continues to work on the AUD that is due.

Grants & Donations:

- Continue to order Summer Reading Program materials with grants for that purpose.
- Used part of the \$2k anonymous donation designated for books and robotic programming to purchase adult books.

- Got notification that we will receive \$152 from Hannaford for kid programming.
- Asked for check for \$199 for Science Chef program at the end of July. The money will come from Stewart's Holiday Match Grant.

Meetings:

- Discussed agenda items with the Board President.
- Attended an informational meeting about the Memory Project. This Holocaust remembrance traveling exhibit is being funded by a grant to SALS. Our library will be one of the hosts of the exhibit next year.
- Attended Finance Committee meeting on 7/6.

Programs:

Adult Program Attendance:

June Tech Assistance -7
6/15/23 Writers Group -7
6/16/23 Tea & Talk - 8
6/17/23 D&D Crafting - 4
6/26/23 Mahjongg - 4
6/26/23 When Readers Meet - 13
6/28/23 Photography Club - 13
7/3/23 Mahjongg - 6
7/5/23 History of the Conservation Civilian Corp (CCC) – 37
7/10/23 Mahjongg - 6
7/12/23 Poetry Sharing - 2
7/12/23 Young Professionals Book Discussion - 5
TOTAL: 112

Children's Program Attendance:

6/15/23 Kids' Night - 9 kids, 7 adults
6/20/23 Raising Readers Storytime - 11 kids, 8 adults
6/21/23 Deconstruction - 7 kids, 2 adults
6/26/23 Mission Possible - 12 kids, 7 adults
6/26/23 Tech Club: Laser Puzzle Boxes - 7 kids, 4 adults
6/27/23 Storytime - 13 kids, 9 adults
6/27/23 Tween Positive Self Talk - 9 kids, 7 adults
6/29/23 DIY Music Makers - 6 kids, 5 adults
7/1/23 Sidewalk Chalk Challenge - 5 kids, 3 adults
7/3/23 Doodles & Dots Puzzle Art - 17 kids, 11 adults
7/3/23 Lego Club: Friendship Challenge - 22 kids, 15 adults
7/8/23 Pokémon Club - 7 kids, 5 adults
7/10/23 Steps W/ Pets Food Drive & Blanket Making - 7 kids, 4 adults
7/10/23 Crafternoon: Origami Puzzle Cubes - 10 kids, 12 adults
7/11/23 Storytime - 12 kids, 9 adults
7/11/23 Amazing Honeybees - 25 kids, 11 adults

TOTAL: 298

Teen Program Attendance:

5/11/23 TAB Meeting - 8

TOTAL: 8

Community Usage Attendance: (between 6/15/23-7/12/23)

Tutoring - 2 sessions - 7

GPS - 4 sessions - 21

PTSA - 1 session - 11

Girl Scouts - 1 session - 6

TOTAL: 45

Volunteer Hours: (does not include BOT, committees, barcoding/book covering, or other groups)

6/15/23-7/12/23 - 11 individuals volunteered a combined 23 times for a total of 40.5 hours.

Upcoming Program Schedule:

Adults:

7/15, 7/19, 7/26, 8/2, 8/9, 8/16, 8/19, 8/23, 8/30 - Tech Assist

7/20, 8/17, 9/21 - Writers' Group

7/17, 7/24, 7/31, 8/7, 8/14, 8/21, 8/28 - Mahjongg

7/24, 8/28, 9/25 - When Readers Meet

7/26, 8/30, 9/27 - Photography Club (7/26 is a presenter talk about how to photograph nature)

8/9, 9/13 - Young Professionals Book Discussion

8/9, 9/13 - Sharing Poems We Love

9/15 - Tea & Talk (Brookside Museum History of Quilts talk)

9/28, 10/5, 10/12 - Painting Fast & Loose (Oils/Acrylics)

9/30 - Author Talk - Empire of the Void by Andrew Valenza

10/4 - Kay Dockstader Presentation by Sue Dufel

October is Great Give Back Month.

Kids & Teens:

7/13 - Stuffed Animal Sleepover

7/15, 8/19 - Teen Esports

7/17 - Friendship Jewelry

7/17 - Nature Club

7/18, 7/25, 8/1, 8/8, 8/15, 8/22, 8/29 - Baby & PreK Storytime

7/18 - Movie & Literature Trivia

7/19, 8/16 - Deconstruction

7/20 - Glowing Science w/ the Science Chef

7/20, 8/17 - Makerspace

7/24 - Rube Goldberg Machine

7/24, 8/28 - Tech Club

7/25 - Escape the Cage: Get the Gnome Home Escape Room

7/27 - Teen Advisory Board (TAB) Meeting
7/31 - Love Bug Clips Craft
8/1 - Kindness Stones
8/3 - Family Storytime
8/5 - Family Donut Art
8/7 & 8/8 - Makey Makey Piano
8/7 - Lego Club
8/10 - TAB Tie Dye
8/12 - Pokémon Club
8/12 - End Summer Reading Program
8/14 - Crafternoon

Publicity:

- Staff created a flyer to inform patrons about the new fine free status of returns. We have received a lot of positive feedback about the change.
- Youth Coordinator and I discussed upcoming Town festivals. She will not participate in the Blueberry Festival this year because last year there were very few kids that came. She does plan to participate in the Halloween Festival however.

Staff:

- Youth Coordinator and Tech Clerk are now scheduled to each work 1 more hour per week beginning with the new fiscal year.
- Staff has begun to sign the annually required Ethics & Confidentiality documents.
- I met with Saratoga County Youth - we have the same intern as last summer, Arietta Williams. She started 6/28 and will be here through the end of August.
- I figured out vacation/sick time for the new fiscal year, and gave the info to bookkeeper/staff.

Tasks:

- Ordered office and maintenance supplies.
- Set up Polaris to be able to order new books and DVDs for this fiscal year.
- We continue to receive a lot of book and DVD donations.
- Intern organized old photos and placed them in photo albums for safe keeping.
- Worked on scheduling future adult programming.
- Ordered more blank library cards because we have gone through so many by issuing new cards to patrons.
- A new Storywalk is up on the trail in back of the library.

Technology:

- We have received the bookkeeper's new computer from SALS, but will wait until mid-August to install it because the bookkeeper wants to make sure the old fiscal year is wrapped up and the new one established before we make the change.

2022-2023

	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	35,596	35,219	35,167	
Withdrawn	261	185	112	75	27	7	239	270	188	581	551	61	
Added Items	82	203	500	426	172	219	222	89	206	108	175	50	
Total Patrons	1971	1977	1986	1967	1988	1979	1997	1999	2007	2012	2021	2049	
Added Patrons	28	18	18	22	24	7	23	12	17	11	18	37	
Circulation	3261	3118	2615	2811	2820	2274	2447	2407	2768	2527	2487	2841	
Checkouts	2735	2552	2000	2325	2292	1822	2129	2046	2298	2046	2115	2454	
Renewals	526	566	615	486	528	452	318	361	470	481	372	387	
Borrowers	458	417	380	354	366	332	353	353	361	334	338	404	
Checked In	2333	2648	2049	2244	2093	1974	1939	1918	2085	2046	2046	1961	
Holds Placed	476	542	361	389	398	383	529	411	429	399	407	457	
Holds Filled	468	505	384	342	383	340	463	371	503	405	359	474	
E-Content Circ	359	382	362	372	361	320	392	347	400	424	365	416	
Hoopla Borrowers			38	21	23	31	43	20	33	25	25	22	
PAC Logins	556	632	594	467	512	522	572	559	574	527	477	489	
Wireless Clients	170	173	148	134	150	123	145	136	157	154	177	182	
Cassie Sessions	37	68	48	40	39	32	53	60	41	43	24	43	
Door Count	2192	1961	1686	1790	1806	1448	1660	1565	1737	1956	1798	1895	

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	2841
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

Month	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	416
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	