

Director's Report August 2023

Deb Flint, Library Director

Building & Grounds:

- A few volunteers have kept the rain gardens weed free. A number of patrons have commented on how nice the gardens look.
- TBS came to work on part of the HVAC system, but we still need filters to complete the maintenance. Once the filters come in, I will schedule the remaining work to be done.

Collection:

- Added 137 new books, 254 donations, and 170 DVDs in July.
- Ordered new books & DVDs.
- Staff finished converting non-fiction items to two decimal places.
- Staff finished weeding audiovisual materials.
- Renewed Saratoga Children's Museum pass.

Financials:

- Bookkeeper continues to work on the AUD that is due. State notified us that there will be a different format replacing the AUD as of September.
- Wrote a draft of information to include in a brochure explaining the different entities of the Library, Foundation, and Friends.
- The donations in the donation box were counted and deposited in the Reserve Fund.

Grants & Donations:

- Continue to order Summer Reading Program materials with grants for that purpose.
- Organized grant folders.
- Ordered YA and kid books with grants designated for that purpose.

Meetings:

- Discussed agenda items with the Board President.
- Attended Director Council meeting.

Programs:

Adult Program Attendance:

July Tech Assistance - 7
7/17/23 Mahjongg - 6
7/20/23 Writers Group - 3
7/24/23 Mahjongg - 8
7/24/23 When Readers Meet - 13
7/26/23 Photography Club - 31
7/31/23 Mahjongg - 9
8/7/23 Mahjongg - 6
8/9/23 Poetry Sharing - 3

8/9/23 Young Professionals Book Discussion - 8
TOTAL: 94

Children's Program Attendance:

7/13/23 Stuffed Animal Sleepover - 19
7/17/23 Friendship Jewelry - 7 kids, 4 adults
7/17/23 Nature Club: Leaf Rubbing - 8 kids, 5 adults
7/18/23 Baby & PreK Storytimes - 23 kids, 16 adults
7/19/23 Deconstruction - 4 kids, 2 adults
7/19/23 Glowing Science w/ the Science Chef - 12 kids, 7 adults
7/24/23 Rube Goldberg Machines - 8 kids, 5 adults
7/24/23 Tech Club: Wearable Circuits - 6 kids, 4 adults
7/25/23 Baby & PreK Storytimes - 14 kids, 9 adults
7/25/23 Escape Room - 4 kids, 4 adults
7/27/23 Makerspace: Tegu Blocks - 55
7/31/23 Love Bug Clip Art - 4 kids, 3 adults
8/1/23 Kindness Stones - 4 kids, 4 adults
8/3/23 Family Storytime - 2
8/5/23 Donuts & Art - 13 kids, 8 adults
8/7/23 & 8/8/23 Makey Makey Piano - 14 kids, 5 adults
8/7/23 Lego Club: Build Your Family Challenge - 15 kids, 14 adults
8/8/23 Baby & PreK Storytimes - 16 kids, 12 adults
TOTAL: 330

Teen Program Attendance:

7/13/23 TAB Stuffed Animal Sleepover - 8
7/15/23 Esports Gaming Club - 4
TOTAL: 12

Community Usage Attendance (with room reservations): (between 7/13/23-8/9/23)

Tutoring - 5 sessions - 18
GPS - 5 sessions - 30
East Galway Cemetery Board - 9
TOTAL: 57

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

7/13/23-8/9/23 - 6 individuals volunteered a combined 16 times for a total of 24 hours.

Upcoming Program Schedule:

Adults:

8/14, 8/21, 8/28, 9/11, 9/18, 9/25 - Mahjongg
8/16, 8/19, 8/23, 8/30, 9/6, 9/13, 9/16, 9/20, 9/27 - Tech Assist
8/17, 9/21 - Writers' Group
8/28, 9/25 - When Readers Meet

8/30, 9/27 - Photography Club
9/13 - Young Professionals Book Discussion
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 Community Great Give Back Month.

Kids & Teens:

8/10 - TAB Tie Dye
8/12, 9/9 - Pokémon Club
8/12 - End Summer Reading Program
8/14, 9/11 - Crafternoon
8/15, 8/22, 8/29, 9/5, 9/12, 9/19, 9/26 - Baby & PreK Storytime
8/16, 9/20 - Deconstruction
8/17, 9/21 - Chess & Checkers Club
8/17, 9/31 - Makerspace
8/19, 9/16 - Teen Esports
8/28, 9/25 - Tech Club
8/31, 9/28 - TAB Meeting
9/7 - Family Storytime
9/14 - TAB CPR Class
9/18 - Nature Club

Publicity:

- We will have a display of opportunities for library youths at the post office in September.
- The summer display at the bank about Summer Reading has been taken down.

Staff:

- All staff have signed the annual Ethics & Confidentiality document.
- The Saratoga County youth intern will be here until 8/18. She has been a great help.

Tasks:

- Ordered office supplies.
- Posted Notice of Vacancy for BOT seat.
- Mailed Treasurer oath to County.
- Looked at NYLA Conference information. I will be helping with a short presentation at NYLA.
- Got updated contract from OMNI Renewables.
- Informed GPS about BOT's decision regarding a shelf for the dehumidifier.

Technology:

- The Tech Clerk has worked closely with the GPL Foundation on their website & PayPal button.

CIRCULATION		2016	2017	2018	2019	2020	2021	2022	2023
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	3131	
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	416	
July	251	150	197	210	330	328	359	566	
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		