

Director's Report September 2023

Deb Flint, Library Director

Building & Grounds:

- Saratoga County is partnering with SALS and area libraries to put a NaloxBox in library buildings. The box holds a supply of Narcan for anyone to take. This project does not require much effort from library staff, other than periodically checking to ensure that the Narcan is still available and requesting more when necessary. I have also spoken with the County about providing an informational training class for staff and the public in the near future.
- A volunteer stored the tent tarp after a windstorm that unhooked part of the tarp.
- Creative Landcare weed whacked the retention pond. They indicated that it would be better to do the cutting yearly (easier to maintain), but they did not say whether it would be cheaper to do it yearly.
- Perfect Water came and performed the bi-monthly maintenance of the water system
- I took a water sample to the lab on 9/10 for the third quarter testing.
- I was reminded that this year is the 25th anniversary of the library.

Collection:

- Added 46 new books, 33 donations, and 24 DVDs in August.
- Ordered new books & DVDs.
- Senior Clerk has begun cataloging and barcoding board games for patrons to borrow. This will be a lengthy project, so the process will take a while. We will rotate games that are being offered, to maintain enough space on the shelves. The games are part of our "Things Library" offerings.
- Staff shifted Junior/Young Adult Non-Fiction books to create more space at the beginning of the section.

Continuing Education:

- Attended the Defending the Freedom to Read webinar by NYLA and SALS on 8/28.

Financials:

- Bookkeeper completed AUD 20-21 & 21-22 and submitted it to the State. The State approved 20-21, but has not yet approved 21-22. She cannot do the next AUD for 22-23 (or whatever new report the State requires) until the audit is received from the CPA.
- National Grid and Spectrum accounts have been set up for epay.
- Sent a letter to the School Superintendent requesting that the library receive the annual tax levy payment by October 15.

Grants & Donations:

- Reviewed deposits and balance register in comparison to designated grants in Small Grants account. Confirmed that grants were/are being spent. Corrections to two incorrect deposits were made.

- Ordered kid books from Penworthy using WGY Christmas Wish monies designated for that purpose.
- Ordered program materials using Stewart's Holiday Match monies.
- Received a reimbursement check for the Brookside History of Saratoga County Quilts talk on 9/15.
- Renewed SAM registration (yearly requirement) with the federal government.

Meetings:

- Discussed agenda items with the Board President.
- Met with a number of people regarding potential fall & spring programming.
- Met with representatives of GPS in regards to humidity levels and monitoring of the levels. They have installed humidity sensors that they can check via Wi-Fi to give GPS more information to decide the best resolution to their concerns about humidity levels in the archive area.

Programs:

Adult Program Attendance:

August Tech Assistance - 13
8/14/23 Mahjongg - 6
8/17/23 Writers Group - 8
8/21/23 Mahjongg - 6
8/28/23 Mahjongg - 5
8/28/23 When Readers Meet - 13
8/30/23 Photography Club - 23
9/11/23 Mahjongg - 9
9/13/23 Young Professionals Book Club - 4
9/13/23 Poetry Sharing - 4

TOTAL: 91

Children's Program Attendance:

8/12/23 Pokémon Club - 9 kids, 3 adults
8/14/23 Crafternoon - 2 kids, 2 adults
8/15/23 Baby & PreK Storytimes - 20 kids, 11 adults
8/16/23 Deconstruction - 6 kids, 4 adults
8/17/23 Checkers & Chess Club - 4 kids, 7 adults
8/28/23 Tech Club: Dash & Dot Robots - 2 kids, 2 adults
8/29/23 Baby & PreK Storytimes - 12 kids, 9 adults
9/5/23 Raising Readers Storytime - 12 kids, 7 adults
9/7/23 Family Storytime - 5
9/9/23 Pokémon Club - 10 kids, 7 adults
9/11/23 Crafternoon: Popsicle Stick Lantern - 6 kids, 7 adults
9/12/23 Raising Readers Storytime - 16 kids, 12 adults

TOTAL: 175

Teen Program Attendance:

8/10/23 TAB Tie Dye - 13
8/19/23 Esports Gaming Club - 3
8/31/23 TAB Meeting - 9

TOTAL: 25

Family Program Attendance:

9/2/23 Rainbow Scavenger Hunt Storywalk - 9

Community Usage Attendance (with room reservations): (between 8/10/23-9/13/23)

Tutoring - 5 sessions - 20
GPS - 6 sessions - 34
PTSA - 3
Glenville Hills Garden Club - 15
Galway Milton Comm. Coalition - 2

TOTAL: 74

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

8/10/23-9/13/23 - 14 individuals volunteered a combined 23 times for a total of 38 hours.

Final numbers for the Summer Reading Program – A total of 141 children and teens participated during this summer – 131 children and 10 teens. The number of minutes read and recorded by the participants was a total of 120,133 minutes! We held 43 total programs with a total attendance of 688 people. The number of participants is equivalent to the previous summer (135 in 2022), but the number of minutes read increased quite a lot (89,897 minutes in 2022). Attendance at programs was also steady, with 5 more total attendees this year over last year.

The Great Community Give Back in October will entail 4 programs for adults and children to allow the library and our community to give back/pay it forward – sewing walker caddys for use by people in our area (hosted by Quilt North); a book sale to support the library and get books into people's hands (volunteers will set up and run the sale); a trail clean up behind the library by volunteers; make a bookmark to give to someone else during the Makerspace program in October.

Upcoming Program Schedule:

Adults:

9/15 - Tea & Talk (Brookside Museum History of Quilts talk)
9/16, 9/20, 9/27, 10/4, 10/11, 10/18, 10/21, 10/25 - Tech Assist
9/18, 9/25, 10/2, 10/16, 10/23, 10/30 - Mahjongg
9/21, 10/19 - Writers' Group
9/25, 10/23 - When Readers Meet
9/27, 10/25 - Photography Club
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
10/7 - Trail Clean Up
10/11 - Young Professionals Book Discussion
10/11 - Sharing Poems We Love
10/19 - Adult CPR Course
10/21 - Book Sale 10-1
10/30 - Sewing Walker Caddys
11/1 - Social Security Workshop

Kids & Teens:

9/14 - TAB CPR Class
9/9, 10/14 - Pokémon Club
9/11 - Crafternoon
9/16, 10/14 - Teen Esports
9/18, 10/16 - Nature Club
9/19, 9/26, 10/3, 10/10, 10/17, 10/25, 10/31 - Raising Readers Storytime
9/20, 10/18 - Deconstruction
9/21, 10/19 - Chess & Checkers Club
9/25, 10/23 - Tech Club
9/28, 10/12 - TAB Meeting
9/31, 10/19 - Makerspace
10/2 - Lego Club
10/5 - Family Storytime
10/7 - Planting with Castings
10/26 - TAB Halloween Movie
10/28 - Town Fall Festival w/ Trick or Treating

Publicity:

- The display opportunities for library youths is at the post office for the month of September.
- Sent articles to the Galway Reader and the Providence newsletter for their fall issues.
- Asked PR Clerk to promote museum passes once a quarter with information about offerings at the museums.
- News Channel 10 came here and filmed a short video of our shelves in relation to the School Board meeting to decide about book complaints.
- A search request was sent out for Friends members and board members.

Staff:

- Completed and submitted online business 'registration' with the Bureau of Labor Statistics as required every three years.
- Completed intern's review and submitted it to the County.
- The new Director evaluation form was added to our Personnel Policy, and is on Google Docs.
- Staff has begun to complete the annually required SALS Security Policy reading and acceptance to retain access to Polaris.

- Kat and I are in the process of scheduling a staff paint & “sip” to be held in early October.

Tasks:

- I registered to attend the NYLA Conference. I was able to obtain a 25% discount for assisting with a presentation at one of the classes. The Conference is Nov. 1 to Nov. 4 in Saratoga Springs.
- Sent signed contract for community solar participation to OMNI Renewables.
- Contacted Dave Meager about meeting with the Board at the October meeting to discuss the insurance policy.
- Ordered book and office supplies, and also maintenance supplies.
- Compiling a list of board terms over the years.
- Followed up on the request for use of parking during the hayride across the street on Oct. 20 & 21. They only want to use our parking lot for parking, and they are having people register for time slots to ride.
- Moved some files to create more space in my office.
- Wrote the annual letter to SALS to support the request that the County Board of Supervisors fund ebook purchases for 2024.
- Ordered 1040 tax forms for next year.
- Youth Coordinator completed the final report to SALS/State regarding Summer Reading Program numbers.

Technology:

- The Bookkeeper’s was successfully replaced with a new model mid-August. Tech Clerk had SALS assist with the task because both the old and new computer needed to be on the network in order to convert QuickBooks from the old to the new system.
- It is time to order two new replacement computers for staff. SALS will no longer support them after December 2023. We also need to replace a monitor to be compatible with the new computer.
- I received notification from SALS that two other staff computers will not be supported after 2024, so I will build that cost into next year’s budget.
- The Tech Clerk has been working on the POS conversion to Shopify. An iPad has been ordered, and we are in the process of ordering a new cash box as well. I intend to request that Friends consider reimbursing us for the iPad and other costs because the overall amount was not included in our budget for this year.

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	3131
August	2265	2347	2274	1718	2509	2870	3118	3406
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	566
August	142	155	224	217	349	372	382	459
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	

HOOPLA USAGE

	2021	2022
January		43
February		20
March		33
April		25
May		25
June		22
July		30
August		40
September	38	
October	21	
November	23	
December	31	
YEAR TOTAL	113	