

Director's Report October 2023

Deb Flint, Library Director

Building & Grounds:

- I have been in further contact with Saratoga County Dept. of Health to arrange installation of the NaloxBox, as well as to hold an informational meeting about the opioid crisis and how to help. The program will hopefully be at the end of November.
- Doyle Security came and demonstrated more features of the DVR system (cameras).

Collection:

- Added 129 new books, 78 donations, and 4 DVDs in September.
- Senior Clerk continued cataloging and barcoding board games for patrons to borrow. Some games have been put out to borrow.
- Renewed Daily Gazette subscription.
- Researched new books to purchase.

Continuing Education:

- Attended webinar about adult programming ideas. Implementing a few that have worked at other libraries.
- Attended a Friends of the Library Membership Engagement program. It discussed ideas that have worked at other libraries to increase Friends' membership and participation. I will share some ideas with our Friends.

Financials:

- The State approved AUD 21-22. We are still waiting to hear from the CPA about the audit.
- There was an issue with the epay not going through for Spectrum last month, but the issue has been corrected.
- Received the annual tax levy check from the school, and it has been deposited in the bank: \$243,530.
- Began looking at figures for FY 24-25 budget projections. Have mostly worked on payroll drafts so far.
- Bank statements were reconciled by the Treasurer, and they are up to date and look good. He is impressed with the Bookkeeper's organization skills.

Grants & Donations:

- Received check from Hannaford for \$152. Also received a check from SALS for FY 23 Saratoga County Youth Grant for \$152.42 9/15. Both are designated for kid programming.
- Renewed SAM registration (yearly requirement) with the federal government.
- Ordered program materials using Stewart's Holiday Match monies.

Meetings:

- Discussed agenda items with the Board President.

- Met with Personnel Chair to discuss personnel and projections for next year's payroll. I will meet with the Personnel Committee soon to discuss and make recommendations.
- Board President and I met with Stephanie Todd Payton, new Board member, for her orientation.

Programs:

Adult Program Attendance:

September Tech Assistance – 9
9/15/23 Tea & Talk: History of Quilts in Saratoga Co. – 16
9/18/23 Mahjongg – 3
9/21/23 Writers Group – 4
9/25/23 Mahjongg – 4
9/25/23 When Readers Meet – 10
9/27/23 Photography Club – 18
9/28/23 Painting Fast & Loose – 7
9/30/23 Author Talk: Andrew Valenza – 5
10/2/23 Mahjongg – 4
10/4/23 Kay Dockstader Presentation – 26
10/5/23 Painting Fast & Loose – 8
10/11/23 Young Professionals Book Club – 6
10/11/23 Poetry Sharing – 2

TOTAL: 122

Children's Program Attendance:

9/18/23 Nature Club: Nature Tree Art – 7 kids, 5 adults
9/19/23 Raising Readers Storytime – 17 kids, 15 adults
9/20/23 Deconstruction – 8 kids, 5 adults
9/21/23 Checkers & Chess Club – 15 kids, 12 adults
9/25/23 Tech Club: Pixicade – 6 kids, 4 adults
9/26/23 Raising Readers Storytime – 10 kids, 7 adults
10/2/23 Makerspace: Tanagram – 10
10/2/23 Lego Club: Zipline – 11 kids, 8 adults
10/3/23 Raising Readers Storytime – 12 kids, 11 adults
10/10/23 Raising Readers Storytime – 13 kids, 9 adults

TOTAL: 185

Teen Program Attendance:

9/14/23 TAB CPR Class – 19
9/16/23 eSports Gaming Club – 4

TOTAL: 23

Family Program Attendance:

10/7/23 Worm Farming – 7
10/11/23 Eclipse Glasses – 30

TOTAL: 37

Community Usage Attendance (with room reservations): (between 9/14/23-10/11/23)

GPS - 5 sessions – 25

PTSA - 1 session – 6

Odyssey of the Mind - 1 session – 10

TOTAL: 41

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

9/14/23-10/11/23 - 12 individuals volunteered a combined 19 times for a total of 35 hours.

Upcoming Program Schedule:

Adults:

10/12 - Painting Fast & Loose (Oils/Acrylics)
10/16, 10/23, 10/30, 11/6, 11/13, 11/20, 11/27 - Mahjongg
10/18, 10/21, 10/25, 11/1, 11/8, 11/15, 11/18, 11/22, 11/29 - Tech Assist
10/19, 11/16 - Writers' Group
10/19 - Adult CPR Course
10/21 - Book Sale 10-1
10/23, 11/27 - When Readers Meet
10/25, 11/29, 12/27 - Photography Club
10/28 - Climate Reality Workshop: Savings, Health, & Comfort
10/30 - Sewing Walker Caddys
11/1 - Social Security Workshop
11/2 - Nostalgic Book Frames Craft
11/8, 12/13 - Young Professionals Book Discussion
11/30 - Narcan Training Class
12/3 - Tea & Talk: Christmas Ornaments
12/6 - Family Christmas Trivia

Kids & Teens:

10/12, 11/9, 12/28 - TAB Meeting
10/14, 12/9 - Pokémon Club
10/14, 12/9 - Teen Esports
10/16, 11/20, 12/18 - Nature Club
10/17, 10/25, 10/31, 11/7, 11/14, 11/21, 11/28 - Raising Readers Storytime
10/18, 11/15, 12/13 - Deconstruction
10/19, 11/16, 12/21 - Chess & Checkers Club
10/19, 11/16, 12/21 - Makerspace
10/23, 11/27 - Tech Club
10/26 - TAB Halloween Movie
10/28 - Town Fall Festival w/ Trick or Treating
11/2, 12/7 - Homeschool Meetup
11/2, 12/7 - Family Storytime

11/6, 12/4 - Lego Club
11/13, 12/11 - Crafternoon
12/2 - Holiday Gift Making Workshop
12/14 - TAB Cookies & Cards

Publicity:

- Four staff members and myself are splitting the PR tasks, starting the week of 10/16. This has meant training time to learn software platforms that are new to some of us.

Staff:

- Kat generously hosted a lovely paint & sip for the staff to bond and have fun together at Kat's studio.
- The PR Clerk resigned, effective 10/13/23. After much thought about the position, I have decided that rather than hire a new PR Clerk, we will split the PR duties between four staff members and myself. I have spoken to all of the staff members, and they have all agreed to take on the extra tasks. If they need extra time to complete the tasks, we have the money in the budget that will not be paid to the current PR Clerk. We will try this approach for at least 3 months and see how it works. I am viewing this as an opportunity to get a fresh take on what the library puts out to promote ourselves. It is also a chance for staff to learn more technology and be more creative. The PR Clerk is willing to continue to volunteer her time to update the Galway Get Together Facebook.
- Created a job description for a potential property maintenance position. Spoke to Civil Service about requirements, and adding the position is not an issue.
- Bookkeeper attended training about the NYS Retirement System and upcoming changes. She learned a lot.

Tasks:

- Ordered copier paper.
- Completed a list of BOT members through the 25 years.
- Added new BOT member, Stephanie, to Google Docs. Sent her signed oath with supporting documents to Saratoga County. Updated the website, SALS, contact list, and Google Docs in regards to the current board and current documents. Created her mailbox in admin area.
- Signed MOU and followed up with the County and SALS to request installation of NaloxBox. I also scheduled a presentation for staff and the community.
- Figured out list of proposed closed dates for 2024.

Technology:

- Ordered two new replacement computers for staff, the youth & tech computers. Worked with SALS to figure out what upgraded system the tech computer needs to run more efficiently. SALS will add 8 gig of RAM to that computer before delivery to us.
- The Tech Clerk has been working on the POS conversion to Shopify, which has taken quite a bit of her time at work the last few weeks. Most of the hardware required was purchased, and I requested reimbursement for that hardware from the Friends. We have since learned we also

need to order a receipt printer (our current printers do not accept Bluetooth as necessary for the software), so I will add that to the request to Friends, once the printer is purchased.

- Received notification from BlueHost, our website host and support, that we need to upgrade because we are using too much bandwidth and have too many domains. Tech Clerk is working to figure out if we can move library related domains to sub-domains to have fewer. We may need to charge community groups more for hosting their domains. The end result for now is that we need to spend more to continue our services with them.
- There was an issue with access to Galway Get Together Facebook that has since been resolved.
- There was an issue with access to QuickBooks which has been resolved, but we need to follow up concerning which software installation they gave us.

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	2739
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	488
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	29
October	21	
November	23	
December	31	
YEAR TOTAL	113	