

Director's Report November 2023

Deb Flint, Library Director

Building & Grounds:

- The NaloxBox has been installed in the foyer. A presentation about opioids and the use of Narcan will be held at the library on Thursday, November 30 at 6. The Board and staff are requested to attend, if possible.
- TBS came to check on several items with the heat system. They will have to return at a later date to complete the work.
- A volunteer fixed the laminate on the front of the bench in the kids' room (again); hung the NaloxBox; emptied the water out of the hoses; and moved the picnic tables to cover for the winter (with help from another volunteer).
- A volunteer was going to mow the mound, but it rained, so he couldn't do it.
- Perfect Water did the routine maintenance on the water system. They replaced the UV bulb.

Collection:

- Added 15 new books, 81 donations, and 46 DVDs in October.
- Senior Clerk continues to catalog and barcode board games for patrons to borrow.
- Researched and purchased new books and DVDs.
- Staff began weeding the Adult Fiction section.

Continuing Education:

- Attended NYLA Conference in Saratoga from Nov. 1-4. I presented during a portion of a grant writing workshop, and talked about the grants we have received from Humanities NY. I took classes on: Sustainability; grant writing; weeding; book repair; recovering the joy of being a librarian; constructive confrontation skills; outreach; legal compliance; censorship; and preserving oral stories.

Financials:

- Bank statements were reconciled by the Treasurer, and they are up to date and look good.
- As the Board approved, funds were transferred from capital to operating to pay for the mulch used over the summer on the grounds.
- Followed up with Omni Renewables about how and when the credit will appear on our electric bill for joining the community solar project. He will get back to me about when, but he gave me an example of how it will look on the bill.

Grants & Donations:

- Ordered program materials using BSNS & Stewart's Holiday Match monies.
- Received notice from DASNY that we should get a check at the beginning of November, and that new signatures were needed on paperwork. That was completed. I have not heard anything further, nor have I received a check.
- Ordered some new books using donated funds for that purpose.

Meetings:

- Discussed agenda items with the Board President.
- Met with Personnel Committee to discuss personnel and projections for next year's payroll.
- Met twice with the Long Range Plan Chair to discuss progress on the plan. Also met with the LRP Committee to review the progress since last year.

Programs:

Adult Program Attendance:

October Tech Assistance – 11
10/12/23 Painting Fast & Loose – 6
10/16/23 Mahjongg – 3
10/19/23 Writers Group – 5
10/19/23 CPR Training – 9
10/21/23 Great Give Back/25th Anniversary – 150
10/23/23 When Readers Meet – 7
10/23/23 Mahjongg – 2
10/25/23 Photography Club – 14
10/28/23 Savings, Health, & Comfort: Climate Reality – 15
10/30/23 Mahjongg – 4
10/30/23 Sewing Walker Caddys – 8
11/1/23 Social Security Information – 9
11/6/23 Mahjongg – 3
11/8/23 Young Professionals Book Club – 5
TOTAL: 251

Children's Program Attendance:

10/14/23 Pokémon Club – 6 kids, 4 adults
10/16/23 Nature Club: Owl Pellet Dissection – 4 kids, 3 adults
10/17/23 Raising Readers Storytime – 14 kids, 12 adults
10/18/23 Deconstruction – 9 kids, 3 adults
10/19/23 Checkers & Chess Club – 8 kids, 6 adults
10/23/23 PTSA Bookfair Scavenger Hunt – 31
10/23/23 Tech Club: Pumpkin Clock – 9 kids, 7 adults
10/24/23 Raising Readers Storytime – 11 kids, 9 adults
10/26/23 Makerspace: Bookmarks – 40
10/2/23 Lego Club: Zipline – 11 kids, 8 adults
10/31/23 Raising Readers Storytime – 12 kids, 11 adults
11/2/23 Homeschool Meet & Greet – 10 kids, 7 adults
11/6/23 Lego Club – 16 kids, 9 adults
11/7/23 Raising Readers Storytime – 5 kids, 6 adults
TOTAL: 271

Teen Program Attendance:

10/12/23 TAB Meeting – 7

10/14/23 eSports Gaming Club – 8
10/26/23 TAB Halloween Movie Night - 20
TOTAL: 35

Family Program Attendance:

10/31/23 Trick or Treat Trail w/ Town/PTSA – 700
11/2/23 Family Storytime – 3
TOTAL: 703

Community Usage Attendance (with room reservations): (between 10/12/23-11/9/23)

GPS - 4 sessions – 23
PTSA - 1 session – 8
Odyssey of the Mind - 1 session – 29
GMCC - 2 sessions – 6
Boy Scouts - 1 session – 9
Glenville Hills Garden Club - 1 session – 35
TOTAL: 110

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

10/12/23-11/9/23 – 20 individuals volunteered a combined 30 times for a total of 55 hours.

Upcoming Program Schedule:

Adults:

11/13, 11/20, 11/27, 12/4, 12/11, 12/18 - Mahjongg
11/15, 11/18, 11/22, 11/29, 12/6, 12/13, 12/16, 12/20, 12/27 - Tech Assist
11/16, 12/21 - Writers' Group
11/16 - Nostalgic Book Frame Craft
11/27 - When Readers Meet
11/29, 12/27 - Photography Club
11/30 - Narcan Training Presentation
12/3 - Tea & Talk: Christmas Ornaments
12/6 - Family Christmas Trivia
12/13 - Young Professionals Book Discussion

Kids & Teens:

11/9, 12/28 - TAB Meeting
11/14, 11/21, 11/28, 12/5, 12/12, 12/19, 12/26 - Raising Readers Storytime
11/15, 12/13 - Deconstruction
11/16, 12/21 - Chess & Checkers Club
11/16, 12/21 - Makerspace
11/20, 12/18 - Nature Club
11/27 - Tech Club
12/2 - Holiday Gift Making Workshop
12/4 - Lego Club

12/7 - Homeschool Meetup
12/7 - Family Storytime
12/9 - Pokémon Club
12/9 - Teen Esports
12/11 - Crafternoon
12/14 - TAB Cookies & Cards

Publicity:

- Working on an article for the next Galway Town newsletter.
- We have received positive comments about the changes in our flyers and posts. The staff has really stepped up and seem to be enjoying learning new tasks, using new technology, and being creative.
- The Library-Friends-Foundation brochure is available for patrons to read. I am also including a copy in my donation thank you notes.
- The book sale/25th Anniversary went well! We had 150 people. They really appreciated the beautiful baskets that Santina made, as well as the cookies – they were gone by the end of the day. We made \$1030.39 for new books.

Staff:

- Met with all staff and completed their annual reviews. The new format was much easier for both myself and the staff, and it generated more conversation about goals for the future.
- All staff & Board members have completed the required sexual harassment prevention training for this year. We used a new assessment form provided by NYS.
- Sent paperwork to Civil Service about PR Clerk resignation.
- Created and posted a search for a sub-clerk to fill that vacant position. Have had some interest, but have not received any applications so far.

Tasks:

- Ordered a few office and maintenance supplies.
- Entered the 2024 holidays in Polaris and on the website calendar.
- Updated contact sheets again.
- There is a potential request to host a program in January using Story Quilt money. I reread the policy in preparation for this request. They are supposed to get me the application before the December Board meeting.

Technology:

- The Tech Clerk has continued to work on the POS conversion to Shopify. After consulting with Shopify, it became apparent that we do not need a new register after all. The register was returned and the receipt printer was ordered. Once we receive the printer, the Tech Clerk can complete the final set up and staff can be trained on using the new system. Since Friends declined reimbursing for the purchase, I have talked to a different donor about covering the cost.

- The upgrade for the domains and website required by BlueHost was completed with only a few glitches (the site was unavailable without notification for a few days). This also affected the Galway Get Together site, which required extra time from the Tech Clerk to figure out and get back up.
- Tech Clerk started working on cleaning up the website for maximum efficiency of the site.
- All the staff is learning Canva in order to complete PR tasks assigned to them.

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	2822
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	655
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	27
November	23	
December	31	
YEAR TOTAL	113	