

Director's Report December 2023

Deb Flint, Library Director

Building & Grounds:

- TBS came to fill glycol in the heating/cooling pipes and put plastic tubing on a relief nozzle to mitigate the glycol/water leak from the overhead pipes in the mechanical room. TBS still needs to come back and change the filters, but we did finally receive the filters I ordered in June.
- A volunteer fixed the laminate on the front of the bench in the kids' room (again).
- The volunteer planning to mow the mound in back has not been able to do it yet.
- I took 2 water samples for the 4th quarter to the lab. They will test for Nitrate and Coliform, as required by the State.
- The fire extinguishers were inspected (annual requirement). They notified me that next year, the 5 units will need to be refilled/reserviced, so that will be an additional cost (it is something that needs to be done every 5 years).
- GA Bove replaced the monitors for the propane tanks.
- The building has been decorated for the holidays. We also put up a holiday backdrop for people to use for their holiday photos, if they would like to.
- A local 4H group has volunteered to do the trail clean up in the spring.

Collection:

- Added 82 new books, 71 donations, and 35 DVDs in November.
- Senior Clerk continues to catalog and barcode board games for patrons to borrow.
- Researched new books to order.
- Staff finished weeding the Adult Fiction section.
- Renewed MiSci & Hyde Museum passes.

Financials:

- Worked on budget projections for next year more.

Grants & Donations:

- Engaged the lawyer needed to complete the grant agreement with DASNY. Sent the documents about the grant that the lawyer requested. The Board President and lawyer signatures were submitted and I have gotten notice from DASNY that we can submit for reimbursement.
- Purchased children's and YA books with some of the funds donated for new books.
- Robotics equipment purchased with anonymous grant from '22 that was partially designated for that equipment.
- Ordered program materials using Stewarts' Holiday Match and Price Chopper funds.
- Gretchen Jewell donated a Mahjongg set for the library to have for the Mahjongg play on Mondays, as well as a new felt cover for the table.
- Discussed the upcoming Stewart's Holiday Match request with the Youth Coordinator.

- Received a \$1500 check from an anonymous donor to be used to pay for the Shopify hardware and new books.
- Received a \$283.88 check from SALS to be used for Summer Reading '24 (Love Your Library Funds – LYLF).

Meetings:

- The Tech Clerk and I met with the Friends to discuss changes to their website hosting.
- Met with the Foundation and revamped our donation form to make it clearer that donations can be made to the Foundation instead of directly to the library.
- Attended the Director's Council meeting. I volunteered to Chair the Council for 2024. I will be meeting with the current Chair on 12/19 to discuss transition and duties.
- Met with a Boy Scout, his advisor, and the Youth Coordinator to discuss the potential of an Eagle Project that builds a kiosk at the head of the trails behind the library, as well as creates a map of the trails.
- Attended special board meeting to discuss hiring a lawyer to represent us for the DASNY grant agreement, as required by DASNY.
- Discussed agenda items with the Board President.
- Met with Personnel Committee Chair to discuss my evaluation.

Programs:

Adult Program Attendance:

November Tech Assistance – 6
11/16/23 Writers Group – 4
11/16/23 Book Frame Craft – 7
11/20/23 Mahjongg – 3
11/27/23 Mahjongg – 1
11/27/23 When Readers Meet – 7
11/29/23 Photography Club – 16
11/30/23 County Narcan Training Program – 14
12/1/23 Tea & Talk: Holiday Memories – 7
12/4/23 Mahjongg – 3
12/9/23 Pokémon Crash Course for Parents – 4
12/11/23 Mahjongg – 3

TOTAL: 75

Children's Program Attendance:

11/13/23 Crafternoon: Picasso Turkeys – 9 kids, 6 adults
11/14/23 Raising Readers Storytime – 8 kids, 9 adults
11/15/23 Deconstruction – 4 kids, 2 adults
11/16/23 Checkers & Chess Club – 7 kids, 6 adults
11/20/23 Nature Club: Tic Tac Toe Painted Rocks – 6 kids, 8 adults
11/21/23 Raising Readers Storytime – 8 kids, 9 adults
11/27/23 Tech Club – 6 kids, 3 adults

11/28/23 Raising Readers Storytime – 9 kids, 10 adults
11/30/23 Makerspace: Animal Masks – 9
12/2/23 Holiday Gift Making Workshop – 55 kids, 39 adults
12/4/23 Lego Club: Santa’s Workshop – 18 kids, 9 adults
12/5/23 Raising Readers Storytime – 9 kids, 7 adults
12/7/23 Homeschool Meet & Greet – 10 kids, 6 adults
12/7/23 Family Storytime – 2 kids, 5 adults
12/9/23 Pokémon Club – 8 kids, 3 adults
12/11/23 Crafternoon: Shaving Cream Cards – 14 kids, 11 adults
12/12/23 Raising Readers Storytime – 10 kids, 9 adults
TOTAL: 334

Teen Program Attendance:

11/9 TAB Meeting – 2
12/9/23 eSports Gaming Club – 13
TOTAL: 15

Family Program Attendance:

11/30/23 November Storywalk Usage - 20
12/6/23 Holiday Trivia – 13
TOTAL: 33

Community Usage Attendance (with room reservations): (between 11/10/23-12/13/23)

GPS - 6 sessions – 32
TOTAL: 32

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

11/10/23-12/13/23 – 26 individuals volunteered a combined 45 times for a total of 127.5 hours.

Upcoming Program Schedule:

Adults:

12/16, 12/20, 12/27, 1/3, 1/10, 1/17, 1/20, 1/24, 1/31 - Tech Assist
12/18, 1/8, 1/22, 1/29, 2/5, 2/12, 2/26 - Mahjongg
12/21, 1/18, 2/15 - Writers’ Group
12/27, 1/31, 2/28 - Photography Club
1/10, 2/14 - Young Professionals Book Discussion
1/20, 1/27 - Writing Workshop
1/22, 2/26 - When Readers Meet
1/27 - Ballston Community Tax Prep
2/17 - Intro to Knitting & Crochet
3/1 - GCSD Student Art Reception
3/15 - Tea & Talk

Kids & Teens:

- 12/14 - TAB Cookies & Cards
- 12/18 - Nature Club
- 12/19, 12/26, 1/2, 1/9, 1/16, 1/23, 1/30 - Raising Readers Storytime
- 12/20, 1/17, 2/21 - Deconstruction
- 12/21, 1/18, 2/15 - Chess & Checkers Club
- 12/21, 1/18, 2/15 - Makerspace
- 12/28, 1/25, 2/22 - TAB Meeting
- 1/4, 2/1 - Homeschool Meetup
- 1/4, 2/1 - Family Storytime
- 1/6 - Tea Rex Party
- 1/8, 2/12 - Crafternoon
- 1/11- Teen Trivia & Popcorn
- 1/13, 2/10 - Pokémon Club
- 1/13, 2/10 - Teen Esports
- 1/22, 2/26 - Tech Club
- 1/29 - Kids' Popcorn & Movie
- 2/5 - Lego Club
- 2/8 - Teen Murder Mystery

Publicity:

- Created a PR task spreadsheet with due dates and responsibilities per staff member. This should help us all make sure to meet deadlines as necessary.
- Submitted article for the December Galway Town newsletter.
- Worked with all staff at various times on publications that have gone out about programming.
- Updated all upcoming programs on the website calendar.

Staff:

- Hired a new sub-clerk, Arietta Williams. She has been here to fill out paperwork and take required Polaris/SALS training for access to the system.
- Mailed the retirement payment check so that it would be in before the due date.

Tasks:

- Received the Story Quilt grant request for a writing workshop to be held in January. I asked follow up questions to try to make sure I understand what they are asking.
- Reviewed and made potential updates to the Story Quilt policy. Sent those to the Board for review.
- In January, bulk mail mailing paperwork must be done online. I worked with a representative from the PO to figure out what needs to be done and to register the library (which needed to be done before we can use the online system). It means that mailings will cost more money, but "will be easier."
- Went through the whole property and created a list of what equipment and furnishings we have. I still need to finish the spreadsheet and find pricing.

- Updated contact list.
- Reviewed the LRP in preparation for the review at the BOT meeting.
- Wrote up a procedure for ILL outside of SALS/MVLS.

Technology:

- Received the receipt printer. Maria still needs to set up the system so that staff can be trained in Shopify.
- The Tech Clerk continues to revamp and consolidate the website.

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	2630
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	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	565
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	10
December	31	
YEAR TOTAL	113	