

Director's Report January 2024

Deb Flint, Library Director

Building & Grounds:

- I called to schedule TBS to come change the filters on 1/18/24.
- Sent an email to Emergency Power Systems/Stark Tech to ask why we have not received a renewal for the generator maintenance contract. I have not heard back yet.
- Boiler inspection was performed on 1/3/24. This is a requirement by our insurance company every two years.
- A secondary alarm was periodically going off after a recent power outage. I spoke to the phone company, Doyle Security, and SALS, and the issue was able to be resolved without a technician coming out to look at the system.

Collection:

- Added 90 new books, 37 donations, and 0 DVDs in December.
- Ordered new DVDs & books.

Financials:

- Continued to work on budget for next year. Got updated numbers from bookkeeper and discussed some projections with her to make the numbers as accurate as possible. Nearly ready to discuss with CFO and Finance Committee.

Grants & Donations:

- Read through the DASNY agreement to determine what needs to be done. Checked with DASNY, and we do not need a separate bank account to put the money into. Have asked the bookkeeper for copies of the invoices and bank statements to submit to DASNY for reimbursement of the electrical expenses.
- Spring programming has been scheduled to use the robotics equipment purchased with grant monies.
- Ordered kid program materials using BSNB funds.
- Grant applications for Summer Reading and other children's programming have been submitted by the Youth Coordinator to Stewart's Holiday Match, WGY, BSNB, & Golub Foundation.
- The anonymous \$1500 donation has been used to pay for the Shopify hardware and new books added to the collection.
- Used Flint donation toward a portion of the book supplies that were purchased.
- Purchased more new books with anonymous donation for that purpose.
- Wrote letter and sent documents to Suzanne Rancourt for the Story Quilt Writing Workshop. The program is scheduled for 2 Saturdays in March.

Meetings:

- Met with the previous Chair of the Director's Council to discuss duties.
- Discussed agenda items with the Board President.

- Tech Clerk and I met with Bill Hathaway, a local resident, regarding the start of an Astronomy Club. We were able to schedule the first meeting to see how much interest there is in the community.
- Met with patron who had questions about ALA.

Programs:

Adult Program Attendance:

December Tech Assistance – 8
12/21/23 Writers Group – 3
12/27/23 Photography Club – 11
1/8/24 Mahjongg – 4

TOTAL: 26

Children's Program Attendance:

12/18/23 Nature Club: Birdfeeders – 8 kids, 5 adults
12/19/23 Raising Readers Storytime – 9 kids, 12 adults
12/20/23 Deconstruction – 5 kids, 2 adults
12/21/23 Checkers & Chess Club – 5 kids, 2 adults
12/26/23 Raising Readers Storytime – 1 kid, 2 adults
12/31/23 Makerspace: Ugly Sweater - 15
1/4/24 Homeschool Meet & Greet – 9 kids, 5 adults
1/4/24 Family Storytime – 8 kids, 4 adults
1/6/24 Tea Rex Party – 32 kids, 25 adults
1/8/24 Crafternoon – 5 kids, 3 adults
1/9/24 Raising Readers Storytime – 14 kids, 9 adults

TOTAL: 180

Teen Program Attendance:

12/21/23 7th Grade Visit – 19

Family Program Attendance:

12/14/23 TAB Cookies & Cards – 25
12/31/23 December Storywalk – 20
12/31/23 Holiday Photobooth – 40

TOTAL: 85

Community Room Usage Attendance (with room reservations): (between 12/14/23-1/10/24)

GPS - 2 sessions – 7
Dockstader Trust - 4

TOTAL: 11

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

12/14/23-1/10/24 – 14 individuals volunteered a combined 20 times for a total of 34 hours.

Upcoming Program Schedule:

Adults:

1/10, 1/17, 1/20, 1/24, 1/31, 2/7, 2/14, 2/17, 2/21, 2/28 - Tech Assist
1/10, 2/14 - Young Professionals Book Discussion
1/18, 2/15 - Writers' Group
1/22, 2/26 - When Readers Meet
1/24, 2/21 - Astronomy Club
1/26, 2/23 - Cozy Corner Stitchers
1/27 - Ballston Community Tax Prep
1/29, 2/5, 2/12, 2/26 - Mahjongg
1/31, 2/28 - Photography Club
2/17 - Saratoga County Fair: Upcycling Handmade Woven Placemats
3/1 - GCSD Student Art Reception
3/15 - Tea & Talk
3/23, 3/30 - Writing Workshop

Kids & Teens:

1/16, 1/23, 1/30, 2/6, 2/13, 2/20, 2/27 - Raising Readers Storytime
1/11- Teen Trivia & Popcorn
1/13, 2/10 - Pokémon Club
1/13, 2/10 - Teen Esports
1/17, 2/21 - Deconstruction
1/18, 2/15 - Chess & Checkers Club
1/18, 2/15 - Makerspace
1/22, 2/26 - Tech Club
1/25, 2/22 - TAB Meeting
1/29 - Kids' Popcorn & Movie
1/30 - High School class visit
2/1, 3/7 - Homeschool Meetup
2/1, 3/7 - Family Storytime
2/3 - Take Your Child to the Library Day
2/5, 3/4 - Lego Club
2/8 - Teen Murder Mystery
2/12, 3/11 - Crafternoon
2/29 - Family Bingo
3/14 - Teen Lip Balm & Sugar Scrub

Publicity:

- January flyers, newsletters, and submissions to newspapers have been completed. Calendar on website was updated. Staff is keeping posts fresh on Facebook.

Staff:

- I wrote my self-evaluation and the Board performed my annual review at the last meeting.
- Gave bookkeeper and the staff the new pay rate figures for 2024.

Tasks:

- Made more updates to Story Quilt application form and sent back to the Board for discussion at the meeting.
- Ordered book supplies & office supplies.
- Spent time scheduling adult programs every month through June. This includes brainstorming ideas for programs to supplement our May display of the Memory Project.
- Thank you notes were written and mailed.
- Went through book & DVD donations. We are receiving a large number of them since the beginning of the new year.
- Updated cover of Long-Range Plan and posted it to website and Trustee Google Docs.
- Looked over SALS JA agreement to ascertain whether there are any changes (there aren't). Sent the documents to the Board in preparation for the meeting next week.

Technology:

- The Tech Clerk continues to revamp and consolidate the website. Reflections of Galway & Friends will now be sub-domains of the library's website.
- Tech Clerk looked at computer UPC boxes to make sure they are working properly. She also got one of the public computer monitors to work.

2023-2024 Record Counts

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun	FY Total
Total Items	35574	35686	35886	36143	35867	35903							
Withdrawn	222	4	14	9	378	116							
Added Items	597	118	226	278	108	154							
Total Patrons	2058	2070	2074	2078	2085	2097							
Added Patrons	16	22	16	8	13	19							
Circulation	3131	3406	2739	2822	2630	2332							
Checkouts	2630	2911	2263	2246	2211	1931							
Renewals	501	495	476	576	419	401							
Borrowers	422	422	401	370	349	331							
Checked In	2601	2874	2126	2193	2293	2073							
Holds Placed	582	624	642	446	508	447							
Holds Filled	495	581	630	437	459	476							
E-Content Circ	566	459	488	655	596	565							
Hoopla Borrowers	30	40	29	27	10	37							
PAC Logins	601	621	648	590	565	566							
Wireless Clients	196	216	180	185	133	114							
Cassie Sessions	31	28	43	33	39	43							
Door Count	2306	2001	1842	2048	1614	1504							

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	2332
YEAR TOTAL	21500	23489	20911	21197	21148	27484	30563	32537

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	596
December	119	126	172	165	254	322	320	565
YEAR TOTAL	1800	1445	1965	2337	3213	3732	3934	5698

HOOPLA USAGE

	2022	2023
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	37
YEAR TOTAL	113	341