

Director's Report February 2024

Deb Flint, Library Director

Building & Grounds:

- TBS came to change the filters on 1/18/24. They need to come again to look at the computer settings for the heat.
- Received the new generator contract from Emergency Power Systems/Stark Tech. Signed it and returned it. A technician came on 2/13/24 to check the system and make sure it is working correctly. They had to reset the system and tighten a loose wire. Other than that, it looked good.

Collection:

- Added 27 new books, 60 donations, and 104 DVDs in January.
- Audiovisual collection needed to be weeded to make room for new acquisitions. This took several weeks, but it has been completed. The audiovisual shelves have been neatened and relabeled.
- We now have enough donated snowshoes to begin lending them out. The procedure for allowing them to be borrowed has been completed, including a waiver for borrowers to fill out. Publicity has been sent out to notify the public.
- Ordered a portable CD player – a number of patrons have complained that they like to use audio CDs when they drive, but are unable to because cars no longer come with CD players. The portable player was barcoded and went out almost immediately.
- Preparing a list of new books and DVDs to order.

Continuing Education:

- Attended Adult Program Swap – the topic was food programming.

Financials:

- Continued to work on budget for FY 24-25. The numbers have been updated with the financial information that is currently available. The proposal reflects donations and the addition of a staff member for maintenance, as well as an additional two open hours per week. Discussed the proposal with the CFO and Finance Committee. They are recommending it to the Board for review.

Grants & Donations:

- Bookkeeper is nearly done making copies of invoices and bank statements to submit to DASNY, for reimbursement of \$100,000 of the electrical building expenses.
- Ordered kid & teen program materials from Price Chopper Golub grant from 2023.
- Received notification that PC Golub will give us a grant of \$500 for 2024 SRP/kid programming and books.
- Tech Clerk & I are working on a grant application to ALA for monies to use to expand our gaming programming, particularly for adults and teens.
- Received notification that BSNB will give us \$500 for kid programming for 2024.

- Received a check from Hannaford for \$26 toward kid programming.

Meetings:

- Discussed agenda items with the Board President.
- Met with a number of people to plan for future programs.
- Met with the CFO, and then had meeting with the Finance Committee about the proposed budget for FY 24-25.
- Attended Library Advocacy Day with other SALS members to meet with Assemblywoman Mary Beth Walsh via Zoom.
- Attended SALS meeting about Annual Report, to review changes and ask questions.

Programs:

Adult Program Attendance:

January Tech Assistance – 12
1/10/24 Young Professionals Bk Disc – 5
1/18/24 Writers Group – 3
1/22/24 When Readers Meet – 7
1/24/24 Astronomy Club – 7
1/26/24 Cozy Corner Stitchers – 6
1/27/24 Tax Prep Assistance – 3
1/29/24 Mahjongg – 3
1/31/24 Photography Club – 15
2/12/24 Mahjongg – 5

TOTAL: 66

Children's Program Attendance:

1/13/24 Pokémon – 11 kids, 12 adults
1/16/24 Raising Readers Storytime – 9 kids, 9 adults
1/17/24 Deconstruction – 4 kids, 2 adults
1/18/24 Checkers & Chess Club – 6 kids, 3 adults
1/22/24 Tech Club: Robot Hand – 4 kids, 2 adults
1/23/24 Raising Readers Storytime – 10 kids, 10 adults
1/23/24 Broadalbin-Perth PreK Visit – 16 kids, 2 adults
1/25/24 Broadalbin-Perth PreK Visits – 50 kids, 7 adults
1/29/24 Kid's Movie – 4 kids, 3 adults
1/30/24 Raising Readers Storytime – 10 kids, 10 adults
1/31/24 Makerspace: Snowflakes – 15
1/31/24 Broadalbin-Perth PreK Visit – 17 kids, 2 adults
2/1/24 Homeschool Meet & Greet – 7 kids, 5 adults
2/1/24 Family Storytime – 5 kids, 2 adults
2/3/24 Bring Your Child to the Library Day Bookmarks – 8
2/3/24 Bring Your Child to the Library Day Reading – 3 kids, 3 adults
2/5/24 Lego Club – 10 kids, 4 adults

2/6/24 Raising Readers Storytime – 5 kids, 5 adults
2/10/24 Pokémon – 18 kids, 12 adults
2/13/24 Raising Readers Storytime – 9 kids, 8 adults
TOTAL: 322

Teen Program Attendance:

1/11/24 TAB Popcorn & Trivia – 15
1/13/24 eSports Gaming Club – 11
1/25/24 TAB Meeting – 11
2/8/24 High School Class Visit – 15
2/8/24 Teen Murder Mystery – 27
2/10/24 eSports Gaming Club – 10
TOTAL: 89

Community Room Usage Attendance (reserved): (between 1/11/24-2/13/24)

GPS - 3 sessions – 17
Tutoring - 2 sessions – 4
Odyssey of the Mind - 3 sessions – 25
Girl Scouts - 1 session – 11
Glenville Hills Garden Club - 1 session – 1
Milton Galway Coalition - 1 session – 5
TOTAL: 63

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

1/11/24 – 2/13/24 – 16 individuals volunteered a combined 33 times for a total of 63.5 hours.

Program Notes:

We have had multiple people provide really positive excitement about the upcoming programming schedule.

The visits with the Broadalbin-Perth PreK and the Galway High School class were very positive. The teachers all expressed that they plan to continue to visit in the future because we were so accommodating. They also plan to share our program schedules.

The Artist of the Month is a quilter, and the feedback about her work has been extremely positive, with some people coming in just to view the display.

Upcoming Program Schedule:

Adults:

2/14, 2/17, 2/21, 2/28, 3/13, 3/16, 3/20, 3/27 - Tech Assist
2/14, 3/13, 4/10 - Young Professionals Book Discussion
2/15, 3/21, 4/18 - Writers' Group
2/15, 2/22, 2/29, 3/7, 3/14, 3/21, 3/28, 4/4, 4/11 – Intro to Basic Drawing
2/16 - Media & Kids' Book Sale 1:30-5:30
2/17 - Saratoga County Fair: Upcycling Handmade Woven Placemats
2/21, 3/20, 4/17 - Astronomy Club

2/23, 3/22, 4/26 - Cozy Corner Stitchers
2/26, 3/4, 3/11, 3/18, 3/25 - Mahjongg
2/26, 3/25, 4/22 - When Readers Meet
2/28, 3/27, 4/24 - Photography Club
3/1 - GCSD Student Art Reception
3/7 - Irish Martial Arts w/ Shillelaghs
3/8, 4/12 - Artist Jam
3/15 - Tea & Talk
3/16 - Adirondack Live Turtles (w/ Audubon Society)
3/23, 3/30 - Writing Workshop
4/6 - Community Painting Session
4/6 - Poetry Celebration
4/18 - Beginning Birding w/ Audubon Society
4/26 - Open Mic
5/4 - Memory Project Opening Program
5/16 - Memory Project Talk w/ Someone Who Remembers
5/29 - Community Budget Review
6/5 - Library Election 2-8

Kids & Teens:

2/15, 3/21, 4/18 - Chess & Checkers Club
2/15, 3/21, 4/18 - Makerspace
2/20, 2/27, 3/5, 3/12, 3/19, 3/26 - Raising Readers Storytime
2/21, 3/20, 4/17 - Deconstruction
2/22, 3/28, 4/11 - TAB Meeting
2/26, 3/25, 4/22 - Tech Club
2/29 - Family Bingo
3/2 - Make Your Own Comic Book
3/4, 4/1- Lego Club
3/7, 4/4 - Homeschool Meetup
3/7, 4/4 - Family Storytime
3/9, 4/13 - Pokémon Club
3/9, 4/13 - Teen Esports
3/11, 4/8 - Crafternoon
3/14 - Teen Lip Balm & Sugar Scrub
3/18, 4/15 - Nature Club
4/20, 4/27, 5/18, 6/15, 6/22, 6/29 - Sea Perch Underwater Robotics (Teens)
4/25 - TAB Manhunt

Publicity:

- Flyers and posts for February have been completed. March publicity is being worked on and posted as completed.
- Took down the library kid display that has been at the PO since September.

Staff:

- Staff completed required security training for the quarter for SALS access to Polaris.
- A number of National Honor Society members have been putting in community service hours by helping the Youth Coordinator prep for and hold programs.

Tasks:

- Made approved changes to Story Quilt policy and emailed to the Board.
- Ordered book supplies & office supplies.
- Thank you notes were written and mailed.
- Continued going through book & DVD donations. We are still receiving a large number of donations.
- Returned signed JA Agreement to SALS.
- Worked on Annual Report – the turn around time was 2 weeks less than last year. There have been some updates to the form, in particular autofill makes some of the form easier to complete. I spent at least 38 hours on this task. It was submitted to SALS for review on 2/14/24.
- Worked on prep for upcoming programs.
- Renewed the PO box for a year.
- The sorting committee asked to hold a media & kid book sale, so we figured out a date to do that (Feb 16th). Volunteers will run the sale.
- Worked on review of Collection Development Policy more.
- Reviewed Circulation & Usage Policy, and made recommended changes. Sent that to the Board for review at the next meeting.
- Youth Coordinator neatened the craft closet.
- Completed the property tax exemption paperwork and mailed it to the Town.
- Filled out LRP vision for the discussion at the Board meeting.

Technology:

- The Tech Clerk continues to consolidate the website.
- The Tech Clerk has been working on setting up the software for Shopify, and it is nearly ready for the staff to use. The conversion to this new system has taken longer than anticipated.
- The two new PCs that were purchased last year were delivered and installed by SALS at the end of January. We are having an issue with the tech computer staying on. SALS has run diagnostics and tried a few fixes. If that doesn't fix the issue, they will come back out and swap out the RAM we purchased to supplement the memory on that PC.
- Got notification that we can continue to use QuickBooks as a download because we already have that capability. However, within the next few years, we will probably have to begin using the cloud to utilize QuickBooks.
- Ordered a new monitor and webcam for Youth Coordinator's computer. We need to begin slowly replacing the monitors because they are older and do not have connective cables that will work with new computers.

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	35818						
Withdrawn	222	4	14	9	378	116	286						
Added Items	597	118	226	278	108	154	203						
Total Patrons	2058	2070	2074	2078	2085	2097	2122						
Added Patrons	16	22	16	8	13	19	30						
Circulation	3131	3406	2739	2822	2630	2332	2798						
Checkouts	2630	2911	2263	2246	2211	1931	2369						
Renewals	501	495	476	576	419	401	429						
Borrowers	422	422	401	370	349	331	376						
Checked In	2601	2874	2126	2193	2293	2073	2037						
Holds Placed	582	624	642	446	508	447	590						
Holds Filled	495	581	630	437	459	476	572						
E-Content Circ	566	459	488	655	596	565	634						
Hoopla Borrowers	30	40	29	27	10	37	46						
PAC Logins	601	621	648	590	565	566	633						
Wireless Clients	196	216	180	185	133	114	139						
Cassie Sessions	31	28	43	33	39	43	38						
Door Count	2306	2001	1842	2048	1614	1504	1685						

CIRCULATION

Month	2016	2017	2018	2019	2020	2021	2022	2023	2024
January	1453	1933	1725	1702	2365	1506	2243	2447	2798
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	2024
January	105	143	139	206	154	264	314	392	634
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	2024
January		43	
February		20	46
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	