

## Director's Report March 2024

Deb Flint, Library Director

### Building & Grounds:

- TBS came to fix the heat settings on the panel because it wasn't working properly and it was too cold in here.
- Perfect Water came and did the bi-monthly cleaning.
- Scheduled Culligan to come and change the water filter and check the softener.
- The 6<sup>th</sup> graders will probably be coming to do yardwork the morning of May 22.
- Have been in contact with the 4H group who would like to do trail cleanup for us in late April or early May.
- Took water sample and took it to the lab for 1<sup>st</sup> quarter required testing. No issues with the water.

### Collection:

- Added 26 new books, 154 donations, and 27 DVDs in February.
- Ordered new books and DVDs.
- The Seed Library is ready for use again this spring.

### Election:

- Reviewed election task list and figured out deadlines for submissions, etc.
- Wrote election proposition resolution.
- Contacted election inspectors. I will have to find a new person to do this this year.
- Created the petition and packet for election candidates.
- Posted notice of board vacancy as required.

### Financials:

- Continued to work on budget for FY 24-25. The budget reflects donations from private donors, as well as the Foundation. Presented the draft budget to the Board at the February meeting, and it was approved for presentation to the voters at the June election.
- Tax cap paperwork was submitted by bookkeeper.
- NYS sales tax report was submitted by bookkeeper.

### Grants & Donations:

- Ordered kid & teen program materials from Price Chopper Golub grant from 2023.
- Received \$500 checks from PC Golub & BSNB for 2024 SRP/kid programming and books. Posted thank you notice on our website & Facebook.
- The kid/media book sale run by the sorting committee made \$284 in donations toward new book purchases. Some of that money has already been spent.
- Ordered new books using donations designated for that purpose.
- I am working on the paperwork to submit to DASNY for reimbursement of electrical work on the building.

**Meetings:**

- Discussed agenda items with the Board President.
- Have a special Director's Council meeting scheduled for March 20<sup>th</sup> to discuss SCPL withdrawing from JA Project.
- Met with the Foundation to discuss the presentation to community groups.
- The assessor's office asked for building plans.

**Programs:**

**Adult Program Attendance:**

February Tech Assistance – 8  
2/14/24 Young Professionals Bk Disc – 5  
2/15/24 Writers Group – 3  
2/15/24 Intro to Drawing – 16  
2/17/24 Upcycling: Weaving Placemats – 14  
2/21/24 Astronomy Club – 3  
2/22/24 Intro to Drawing - 11  
2/23/24 Cozy Corner Stitchers – 7  
2/26/24 When Readers Meet – 11  
2/28/24 Photography Club – 15  
2/29/24 Intro to Drawing – 12  
3/4/24 Mahjongg – 3  
3/7/24 Intro to Drawing – 9  
3/7/24 Irish Stick Fighting – 17  
3/11/24 Mahjongg – 3  
3/13/24 Young Professionals Book Disc. – 7  
TOTAL: 144

**Children's Program Attendance:**

2/15/24 Chess & Checkers Club – 4 kids, 3 adults  
2/20/24 Raising Readers Storytime – 16 kids, 11 adults  
2/21/24 Deconstruction – 3 kids, 2 adults  
2/26/24 Makerspace (Feb) – 15  
2/16/24 Tech & Sci. Club: Marshmallow Tower – 5 kids, 3 adults  
2/27/24 Raising Readers Storytime – 9 kids, 9 adults  
2/29/24 Feb Storywalk – 10  
3/2/24 Make Your Own Comics – 3 kids, 4 adults  
3/4/24 Lego Club: Marble Maze – 15 kids, 9 adults  
3/5/24 Raising Readers Storytime – 5 kids, 5 adults  
3/7/24 Homeschool Meet & Greet – 6 kids, 3 adults  
3/7/24 Family Storytime – 3 kids, 5 adults  
3/9/24 Pokémon – 12 kids, 4 adults  
3/11/24 Crafternoon: Leprechaun Trap – 8 kids, 6 adults  
3/12/24 Raising Readers Storytime – 10 kids, 8 adults  
TOTAL: 196

**Teen Program Attendance:**

2/22/24 TAB Meeting – 11

2/29/24 eSports Gaming Club – 14

TOTAL: 25

**Family Program Attendance:**

2/16/24 Book Sale – 66

2/29/24 Family Bingo – 31

3/1/24 GCSD High School Art Show – 33

TOTAL: 130

**Community Room Usage Attendance (reserved): (between 2/14/24-3/13/24)**

GPS - 6 sessions – 48

Tutoring - 2 sessions – 4

Odyssey of the Mind - 4 sessions – 41

Girl Scouts – 10

Milton Galway Coalition – 3

Village of Galway – 3

Galway Baseball & Softball League – 27

PTSA – 9

TOTAL: 145

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

2/14/24 – 3/14/24 – 18 individuals volunteered a combined 39 times for a total of 110 hours.

**Upcoming Program Schedule:**

**Adults:**

3/15, 6/21 - Tea & Talk

3/16 - Adirondack Live Turtles (w/ Audubon Society)

3/16, 3/20, 3/27, 4/3, 4/10, 4/17, 4/20, 4/24 - Tech Assist

3/18, 3/25, 4/1, 4/8, 4/15, 4/22, 4/29 - Mahjongg

3/20, 4/17, 5/15 - Astronomy Club

3/21, 4/18, 5/16 - Writers' Group

3/21, 3/28, 4/4, 4/11 – Intro to Basic Drawing

3/22, 4/26, 5/24 - Cozy Corner Stitchers

3/23, 3/30 - Writing Workshop

3/25, 4/22, 6/24 - When Readers Meet

3/27, 4/24, 5/29 - Photography Club

4/6 - Colorful Creations Painting

4/6 - National Poetry Month Celebration

4/10, 5/8 - Young Professionals Book Discussion

4/12, 5/10 - Artist Jam

4/13 - The Story Behind the Pictures

4/18 - Beginning Birding w/ Audubon Society



4/26, 7/26 - Poetry Open Mic  
5/4 - Memory Project Opening  
5/16 - Memory Project Talk w/ Someone Who Remembers  
5/29 - Community Budget Review  
6/5 - Library Election 2-8  
6/6 - Adirondack Fire Towers 115<sup>th</sup> Anniversary Talk  
7/27 - Kilboy Was Here: Erie Canal Balladeer

**Kids & Teens:**

3/14 - Tween & Teen Lip Balm/Sugar Scrub  
3/19, 3/26, 4/2, 4/9, 4/16, 4/23, 4/30 - Raising Readers Storytime  
3/20, 4/17, 5/15 - Deconstruction  
3/21, 4/18, 5/16 - Chess & Checkers Club  
3/21, 4/18, 5/16 - Makerspace  
3/25, 4/29, 6/24 - Tech & Science Club  
3/28, 4/11, 5/23 - TAB Meeting  
4/1, 5/6, 6/3 - Lego Club  
4/4, 5/2, 6/6 - Homeschool Meetup  
4/4, 5/2, 6/6 - Family Storytime  
4/8 - Eclipse Viewing (all ages)  
4/13, 5/11, 6/8 - Pokémon Club  
4/13, 5/11, 6/8 - Teen Esports  
4/15, 5/13, 6/10 - Crafternoon  
3/18, 4/22, 5/20, 6/17 - Nature Club  
4/20, 4/27, 5/18, 6/15, 6/22, 6/29 - Sea Perch Underwater Robotics (Teens)  
4/25 - TAB Manhunt  
5/4 - Family Stories: Preserving History  
5/9 - Make Your Own Terrarium  
6/29 - Summer Reading Program Start (through 8/15)

**Publicity:**

- April flyers & website notices have been published. Website calendar is up to date with all scheduled programs.
- I continue to notify the newspapers of every special program we hold.
- Started gathering information for annual newsletter.

**Staff:**

- Staff will all be trained on the new POS/timeclock system on 3/25/24.
- I submitted the application to Saratoga County for an intern to help out for the summer. If we get an intern, they will only be here for 6 weeks this year (beginning of July to mid-August).
- Scheduled 2 genre book sales for the fall & winter.
- Completed Payroll Summary report and submitted it to Civil Service as required.
- I spoke with Civil Service about taking exams for Director II & III.

**Tasks:**

- Youth Coordinator has attended workshops about the Summer Reading Program. She has developed a schedule of programs that looks fun. The theme this summer is Adventure at Your Library, and she is going to have a “theme” for each week’s adventure.
- Continued going through book & DVD donations.
- Worked on prep/scheduling for upcoming programs.
- Worked on cleaning up and rewriting Circulation & Usage Policy as Board requested. Sent copy to the Board for review at the next meeting.
- Posted updated version of Story Quilt Policy on website, binder, Google Docs.
- Ordered office supplies.
- Organized more files.
- Wrote presentation to give to community groups, and staff created a handout to go with it.
- A staff member organized the Mechanical Room so that we can store and access items stored in there.
- Solar credit still isn’t appearing on the electric bill – I reached out to salesman again, but haven’t heard an expected timeline yet.
- Worked on writing draft letter for Board.

**Technology:**

- The Tech Clerk continues to consolidate the website and revamp the Friends’ site.
- SALS continues to narrow down what the possible issue is with one of the new computers. They have been here several times to swap out RAM, and so far, the system is working well.
- Tech Clerk & I met to go over info on our website, to make sure the information is up to date.
- Setup of the new POS/timeclock continued. Had to order a cash drawer because the ports on the receipt printer are not compatible with the old drawer we have.
- Galway Get Together domain was renewed.

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	35719					
Withdrawn	222	4	14	9	378	116	286	437					
Added Items	597	118	226	278	108	154	203	342					
Total Patrons	2058	2070	2074	2078	2085	2097	2122	2144					
Added Patrons	16	22	16	8	13	19	30	29					
Circulation	3131	3406	2739	2822	2630	2332	2798	2550					
Checkouts	2630	2911	2263	2246	2211	1931	2369	2118					
Renewals	501	495	476	576	419	401	429	432					
Borrowers	422	422	401	370	349	331	376	378					
Checked In	2601	2874	2126	2193	2293	2073	2037	2055					
Holds Placed	582	624	642	446	508	447	590	474					
Holds Filled	495	581	630	437	459	476	572	465					
E-Content Circ	566	459	488	655	596	565	634	596					
Hoopla Borrowers	30	40	29	27	10	37	46	36					
PAC Logins	601	621	648	590	565	566	633	538					
Wireless Clients	196	216	180	185	133	114	139	126					
Cassie Sessions	31	28	43	33	39	43	38	42					
Door Count	2306	2001	1842	2048	1614	1504	1685	1890					

## 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	2550
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	<b>2323</b>	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

Month	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	596
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	<b>251</b>	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	46
February		20	36
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	