

Director's Report June 2024

Deb Flint, Library Director

Building & Grounds:

- The owner of DLG Tree Care donated a load of mulch for us to use on the center rain garden and around trees.
- Galway School 6th graders and members of the Glenville Hills Garden Club came and put the mulch down in the center rain garden.
- Many of the items outside in the yard that were marked for disposal have been disposed of.
- Received filter and bulb sleeve from Culligan to have on hand (as DOH requires).
- The company that used to clean the carpet in the old library came to give me a quote to clean this rug. He recommended that I not do it right now because it really is not dirty.
- Perfect Water did the bi-monthly cleaning of the water system. They took the old bulbs to dispose.
- Volunteers set up the tent outside the back of the library.
- A volunteer donated flower pots for the front of the library. I purchased flowers to put in them.

Collection:

- Added 27 new books, 66 donations, and 2 DVDs in May.
- The current weeding of the children's collection has been completed.
- More games have been barcoded for borrowing.
- Researched new books and DVDs to order, and ordered them. Last order of the fiscal year.

Community Outreach:

- Youth Coordinator had an informational table at the Galway High School Wellness Fair and she was able to talk to hundreds of kids and hand out a lot of information about upcoming programs here at the library.
- Youth Coordinator had expected to have all the elementary students come to the library to hear about the Summer Reading Program. Instead, the school changed the plans and she went to the school gym and presented several times to all the elementary students.

Election:

- Received absentee voter and signature format voter lists from the school.
- Created the ballots.
- Mailed 70 permanent absentee ballots after creating excel sheet to be able to print labels for the envelopes.
- Election results: budget passed (69 to 22) and both candidates were elected.
- Oaths of Office were created.
- Cover letter to Saratoga County has been created to accompany the oaths and election results.
- Letter to Galway School Superintendent stating tax levy amount has been created and mailed.
- Created motion for Board to approve election results.
- Spent quite a bit of time on paperwork necessary to run the election.

Financials:

- Ad Hoc Capital Funds Committee met for the first time to discuss the use of capital funds on 6/13.
- The IRS sent a letter asking why we didn't submit our 990 for 2023. The bookkeeper thought the CPA had done it, but he didn't because he thought we are a government entity. CFO and I had a phone meeting with CPA and he told us to send the IRS form back saying that we believe we are a government entity and don't need to submit a 990. We will see what the IRS says.
- CPA says the audit will be completed soon.
- The treasurer reconciled the bank accounts. Everything looks good.

Grants & Donations:

- Received WGY Christmas Wish grant of \$600 to use to purchase kid books.
- A volunteer has offered to create Summer Reading Program décor for us – a camping theme. This décor will be up the third week of June.
- Assemblywoman Mary Beth Walsh's office contacted me to offer Bullet Aid grant money. After talking to the CFO and Board President, I accepted. How much money and timeframe are unknown. I indicated that we will probably use it toward paving of the parking lot, but it depends upon the amount received. Assemblywoman Walsh told me that she is fairly certain we will receive the money.
- The Anonymous donation for robotics from 2023 has been used up now, with the completion of the Seaperch Robotics class.
- Ordered Summer Reading materials from Stewarts '24.

Meetings:

- I volunteered to be on a SALS/JA Ad Hoc Committee to review SCPL complaints about Polaris and explore the feasibility/desire to propose improvements to the Polaris system for users going forward. So far, the committee has met twice, with a lot of good discussion of potential ways to improve the use of the system for both the library clerks as well as the public. It remains to be seen if any of the suggestions can or will be implemented. We will meet several more times over the next month.
- Several SALS directors met without any SALS staff to openly discuss our opinions and worries about the exit of SCPL from the consortium. No real answers, just a lot of questions about how this separation will work out in a practical manner.
- Met with the LRP chair to talk about tasks and ways to get more responses to the surveys.
- Attended the SALS Annual Dinner in Lake George with Kat.

Programs:

Adult Program Attendance:

May Tech Assistance – 15

5/15/24 Astronomy Club – 9

5/16/24 Writers Group – 3

5/16/24 Two-Fold Invasion – 23

5/20/24 Mahjongg - 3
5/24/24 Cozy Corner Stitchers – 3
5/29/24 Photography Club – 19
5/29/24 Budget Review – 2
6/3/24 Mahjongg – 4
6/5/24 Election – 66
6/6/24 Adirondack Fire Towers – 11
6/10/24 Mahjongg – 4
6/12/24 Astronomy Club – 4
6/12/24 Young Professionals Book Disc. – 6
TOTAL: 172

Children’s Program Attendance:

5/11/24 Pokémon Club – 6 kids, 4 adults
5/14/24 Raising Readers Storytime – 4 kids, 4 adults
5/15/24 Deconstruction – 3 kids, 2 adults
5/16/24 Chess & Checkers Club – 7 kids, 3 adults
5/20/24 Nature Club: Milk Jug Greenhouses – 6 kids, 4 adults
5/21/24 Raising Readers Storytime – 7 kids, 6 adults
5/28/24 Raising Readers Storytime – 8 kids, 8 adults
6/3/24 Lego Club – 12 kids, 7 adults
6/4/24 Raising Readers Storytime – 10 kids, 9 adults
6/6/24 Homeschool Meet & Greet – 2 kids, 1 adult
6/6/24 Family Storytime – 2 kids, 2 adults
6/8/24 Pokémon Club – 9 kids, 3 adults
6/10/24 Crafternoon: Monet Water Lilies – 4 kids, 4 adults
6/11/24 Raising Readers Storytime – 6 kids, 5 adults
6/11/24 Elementary School Visits – 405 kids
6/13/24 Makerspace: Kindness Tree – 55
TOTAL: 608

Teen Program Attendance:

5/9/24 TAB Terrarium – 9
5/11/24 Esports Gaming – 6
5/18/24 Seaperch Robotics – 6
5/23/24 TAB Meeting – 13
6/1/24 Seaperch Robotics – 4
6/12/24 Middle School Visits – 115
6/13/24 TAB Stress Relief Clinic – 6
TOTAL: 159

Family Program Attendance:

5/31/24 Memory Project Panels – 340
TOTAL: 340

Community Room Usage Attendance (reserved): (between 5/13/24-6/13/24)

GPS - 5 sessions – 30

Tutoring - 4 sessions – 12

PTSA – 6

Galway Youth Soccer - 3

TOTAL: 51

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

5/10/24 – 6/13/24 – 49 individuals volunteered a combined 87 times for a total of 111 hours.

Upcoming Program Schedule:

Adults:

6/14, 7/12 - Artist Jam

6/15, 6/26, 7/3, 7/10, 7/17, 7/20, 7/24, 7/31 - Tech Assist

6/17, 6/24, 7/1, 7/8, 7/15, 7/22, 7/29 - Mahjongg

6/20, 7/18 - Writers' Group

6/21, 9/20 - Tea & Talk

6/24, 7/22 - When Readers Meet

6/26, 7/31 - Photography Club

6/28, 7/26 - Cozy Corner Stitchers

7/10, 8/14 - Young Professionals Book Discussion

7/17, 8/21 - Astronomy Club

7/26 - Poetry Open Mic

7/27 - Kilboy Was Here: Erie Canal Balladeer

Kids & Teens:

6/13 - TAB: Stress Relief Clinic

6/15 - Sea Perch Underwater Robotics (Teens)

6/17, 7/15 - Nature Club

6/18, 6/25, 7/2, 7/9, 7/16, 7/23, 7/30 - Raising Readers Storytime

6/20, 7/18 - Chess & Checkers Club

6/20, 7/18 - Makerspace

6/22, 7/13 - Teen Esports

6/24, 7/22 - Tech & Science Club

6/29 - Summer Reading Program Start (through 8/15)

7/1, 8/5 - Lego Club

7/1 - DIY Lip Balm

7/2 - Kitchen Science

7/6 - Make Ice Cream in a Bag

7/8 - Make Galaxy Slime

7/8, 8/12 - Crafternoon

7/9 - Constellation Tubes

7/11 - Silent Wings Live Raptors

7/13, 8/10 - Pokémon Club
7/15 - Nature Stones
7/16 - Solar Ovens
7/17 - Deconstruction
7/22 - Human Battleship
7/23 - Ocean Art
7/25 - TAB Water Blasters
7/29 - Trivia
7/29 - International Food Taste Test
7/30 - Adventure Packs
8/1 - Family Storytime
8/3 - Haiku Workshop
8/5 - DIY Papyrus & Hieroglyphs
8/6 - Library Olympics
8/8 - TAB Karaoke
8/15 - SRP Pizza Party

Publicity:

- Annual newsletter was picked up, sorted, labeled, & mailed out. The new online format to mail bulk mail was somewhat intuitive, but it was very good to have a PO rep walk me through what to choose on the phone (it took an hour to do the paperwork).
- PR Chair and the committee did a great job prepping for the parade, and we had a good turnout of people to march in the Memorial Day parade. It was a lot of fun.
- Article submitted to Providence quarterly newsletter.
- There is a display about the Summer Reading Program at the PO because they bank had booked June. We can display information in August at the bank.
- I spent quite a bit of time printing flyers, surveys, handouts, vote reminders, etc, in preparation for Memorial Day, as well as locating items to use for decorating the truck.
- Summer Reading brochures have been handed out to all the elementary and middle school students and are available at the library.
- I have taken on a few more PR tasks after evaluating how the process is flowing since we divided the tasks up.
- I updated the website calendar for the scheduled summer events.

Staff:

- Staff met with the AFLAC rep on 5/23, but there was limited interest in pursuing signing on.
- We had a volunteer complete 20 hours of community service. She was very helpful with the gardens and parade prep. I wrote a letter for her to use as proof of the completion of time.
- Notified staff of what vacation and sick time they have left in this fiscal year, so that they can use it before the end of June, if they want to.
- Completed Senior Clerk II paperwork.
- Since the budget passed, we will now be open 2 more hours on Fridays, from 12-6. I have spoken to the staff about the new schedule that begins with the new fiscal year in July.

- Staff is completing the quarterly cyber training that SALS requires.
- Shared survey link to website and social media as directed by LRP Chair.

Tasks:

- Jim created a new stat sheet to reflect a year of stats as he wants to view them.
- Made a list of potential books for When Readers Meet to use going forward. The previous organizer of the group has stepped down, and so far, no one else has volunteered to take over the task.
- I asked the Friends to reschedule the book sale that they cancelled on Memorial Day because we have a lot of books in the shed, and we had so many people calling to ask when we would have a sale. The sale is now scheduled for Saturday, July 20th from 9-1. Staff created a flyer that we put out on social media and at the library.
- Ordered copier paper (we have used a lot in the last 2 months because of Summer Reading, election, and Memorial Day prep). Also ordered maintenance items.
- Wrote thank you notes for the donations received in the past month.
- Updated fiscal year acquisitions payments in Polaris as required by SALS.

Technology:

- Both extra RAM are reinstalled into the tech computer. There are no issues detected so far.
- Tech Clerk converted the voter list to a format that we could use for the signature booklet for the election.