

Director's Report November 2021

Deb Flint, Library Director

Building & Grounds:

- Staff and volunteers hung more artwork in the building.
- Still waiting for volunteer to take the gutters off the front of the building.
- Creative Landcare accidentally cut the rain garden in the driveway circle. Still waiting for them to weed whack the retention pond area within the fence.
- Volunteers took the tent down and put it in the shed.
- To increase humidity in the conference room, we should consider putting a vent in the bottom of the history closet door.
- The required boiler inspection is scheduled for 11/18.

Collection:

- Added 115 new books, 120 donations, and 40 DVDs in October.
- Ordered new books and DVDs.
- Book inventory continues. Hopefully this project will be completed by the end of the year.
- Worked with SALS to remove genre labeling and convert collections to Adult Fiction to make it easier to locate/shelve books. Also simplifies barcoding and inventory.
- Finished weeding Adult Fiction. Started weeding children's books. Board books weeded. Large Print collection weeded.
- Relabeling of faded spine labels continues.
- Renewed more magazines.

Continuing Ed:

- Attended Trustee Handbook webinar on Duties & Responsibilities.
- Attended webinar on weeding of collections.
- Had a tour of the Brookside Museum archive library.

Financials:

- Bookkeeper and I continue to answer auditor questions.
- Sent letter to Galway School requesting tax levy funding. Check received.
- Discussed with Jim and later Debbie about how grant expenses (versus regular expenses) appear on the P&L each month.

Grants & Donations:

- Notified that in 3 months we will receive \$83 for programming from Hannaford.
- Completed and submitted application for a NY Humanities Reading & Discussion grant, Place & Story.
- Ordered children's and YA books with funds designated for those purchases. Continue to look for and purchase local books.

- Updated SAM registration and submitted it.
- Completed and submitted DLD final report for the generator project. Notified of acceptance. Mailed the three required copies of signed paperwork to DLD. We should receive the check for the final 10% of the funding in the next month.
- We will be receiving a \$166 grant from Saratoga County Youth Bureau to use for the gift making program to be held in December. This event is also a collaboration with the PTSA and Home Economics classes in the high school.

Meetings:

- Met with Assemblywoman Walsh and received a free book.
- Spent a number of days gathering information and working on a report to show progress toward Long Range Plan goals. Met with Committee for review.

Programs:

Adult Program Attendance:

October Tech Assistance – 17
 10/21/21 Writers Group – 4
 10/25/21 Belly Dance – 5
 10/25/21 When Readers Meet – 9
 10/26/21 Adult Craft Class – 7
 10/27/21 Photography Club – 11
 10/28/21 Murder Mystery – 8
 11/1/21 Belly Dance – 6
 11/8/21 Belly Dance - 3
 11/9/21 Young Professionals Book Discussion - 4
 11/10/21 Social Security Workshop - 3

TOTAL: 77

Family Program Attendance:

October – Great Community Give Back – 68

TOTAL: 68

Children’s Program Attendance:

10/18/21 Nature Club – 2 kids, 2 adult
 10/18/21 PTSA Book Fair Scavenger Hunt – 19 kids
 10/19/21 Storytime – 5 kids, 3 adults
 10/25/21 Tech Club – 4 kids, 2 adults
 10/26/21 Storytime – 5 kids, 5 adults
 10/30/21 Trick or Treat Trail – 450 kids
 10/30/21 Story Walk (Oct) – 15
 11/1/21 Lego Club – 10 kids, 6 adults
 11/2/21 Storytime – 7 kids, 5 adults
 11/2/21 Holiday Craft – 10 kids, 5 adults
 11/4/21 Tween Night – 19 kids, 11 adults
 11/4/21 Afternoon Discovery Storytime – 1 kid, 1 adult
 11/8/21 Elephant Makerspace – 19 kids, 13 adults

11/8/21 Crafternoon – 9 kids, 6 adults

11/9/21 Storytime – 1 kid, 1 adult

TOTAL: 636

Community Meetings Attendance:

10/20/21 GPS - 6

10/21/21 Galway Village Forum - 4

10/25/21 Glenville Hills Garden Club - 13

10/27/21 GPS - 6

10/27/21 PTSA Dance – 7

11/3/21 GPS – 5

11/10/21 GPS - 4

TOTAL: 45

The Great Community Give Back was a success. We were able to provide 43 cards to Saratoga Hospital, 5 large grocery bags of food to the Food Pantry, and 6 bags of pet items to the Saratoga County Animal Shelter. We even received a picture of a patient with a large smile holding his card. In November, we are making cards for Veterans.

Children's Coordinator collaborated with the Town and area organizations to participate in the Town's Halloween Walk at Dockstader Park.

Upcoming Program Schedule:

Adults:

11/15 – Belly Dance Class

11/17, 11/20, 12/1, 12/8, 12/15, 12/18, 12/22, 12/29 – Tech Assist

11/18, 12/16 – Writers' Group

11/20 – Ebooks: Overdrive & Libby Basics

11/22 – When Readers Meet

11/27, 12/25 – Young Professionals Video Gaming

11/30, 12/28 – Adult Arts & Crafts

12/1 – Stress Management

12/13 – Young Professionals Board Games

12/14 – Young Professionals Book Discussion

12/29 – Photography Club

Kids & Teens:

11/15, 12/20 – Kids' Nature Club

11/16, 11/23, 11/30, 12/7, 12/14, 12/21, 12/28 – Raising Readers Storytime

11/18, 12/2, 12/16 – Afternoon Discovery Story Time

11/18, 12/16 - Makerspace

11/18, 12/9, 12/23 – Teen Hangout

11/22, 12/27 – Tech Club

11/29, 12/28 – Holiday Craft

12/6 - Lego Club

12/11 – Gift Making Day

12/13 – Crafternoon
12/30 – Teen Holiday Craft

Publicity:

- Volunteer began distributing Galway Get Together in community again. We are attaching monthly library events calendar brochures to the first Get Together of each month to increase notification of events in the community.
- I asked if we can put informational flyers at the Food Pantry, and a volunteer has agreed to deliver those for us.
- Reached out to the Town about collaborating on a business directory, but no response back so far.

Staff:

- All staff and board members completed anti-harassment training.

Tasks:

- COVID numbers for Saratoga County remain at a “high” level of transmission.
- Completed monthly Polaris record clean up. Followed up on ordered books not received and cancelled necessary items.
- Updated holidays in Polaris for 2022.
- Ordered tax forms for the coming season.
- Spoke with Electronic Office Products about copier options through NYS contract. She sent me information and pricing.
- Organized some email folders and computer files.
- Read information about new state requirement to post all board meeting documents to be discussed to the website 24 hours before a meeting.

Technology:

- SALS installed the latest round of new computers (4). They are minis, which mean they sit on the tabletop, not towers that sit on the floor. This leaves two units that will need to be replaced next year.
- Updated some items on the website.
- Researched 3D printers.

CIRCULATION

Month	2016	2017	2018	2019	2020	2021
January	1453	1933	1725	1702	2365	1506
February	1421	1824	1430	1375	2400	1768
March	1545	1789	1969	1656	2199	2172
April	1594	1629	1585	1555	239	2256
May	1446	1811	1572	1349	371	2064
June	1896	2207	1623	1719	852	2430
July	2323	2708	2493	2407	1664	3304
August	2265	2347	2274	1718	2509	2870
September	1784	1895	1931	1172	2214	2398
October	2039	1773	1553	2633	2214	2282
November	1900	1801	1424	2197	2049	
December	1834	1772	1332	1714	2072	
YEAR TOTAL	21500	23489	20911	21197	21148	

E-CONTENT CIRCULATION

	2016	2017	2018	2019	2020	2021
January	105	143	139	206	154	264
February	163	116	143	150	165	297
March	150	106	161	207	191	344
April	132	48	148	187	230	271
May	143	102	191	198	351	320
June	205	122	148	245	325	317
July	251	150	197	210	330	328
August	142	155	224	217	349	372
September	108	132	121	195	337	291
October	150	116	159	177	268	310
November	132	129	162	180	259	
December	119	126	172	165	254	
YEAR TOTAL	1800	1445	1965	2337	3213	