

## Director's Report April 2022

Deb Flint, Library Director

### Building & Grounds:

- Received updated quote for trees from Bob's Trees. We are on their list for planting of 5 trees, probably in May. A soil test will be completed.
- Received new pricing for quarterly maintenance from Culligan.
- TBS came for the 6-month filter change and checked the outside unit to ensure it is clear of debris. They also replaced a leaking sensor in the boiler.

### Collection:

- Added 118 new books, 132 donations, and 39 DVDs in March.
- Ordered new books and DVDs.
- Relabeling of faded spine labels continues.

### Continuing Ed:

- Attended Trustee Handbook webinar on Policies.
- Attended Calm, Cool, & Collected (SALS) webinar.
- Continued Inclusive Conversations classes.

### Election:

- Wrote election legal ad for publication in the newspaper.
- Requested absentee voter list from school. Have to ask for signature format lists in May.

### Financials:

- AUD 18-19 accepted by NYS. Bookkeeper working on AUD 19-20.

### Grants & Donations:

- Received \$2500 from Friends to purchase new books.
- Absolute Charter framed, to be reimbursed for by the Friends.
- Ordered some ocean/water themed books for Summer Reading Program using Price Chopper funds.
- Ordered Summer Reading Program supplies with BSNB funds and Saratoga County Youth funds.
- Received \$750 from Stewart's Foundation for Summer Reading Program (presenters, materials, and books).
- Got a copy of bond paperwork from the school and forwarded it to DASNY. They also required that one initial document be updated and signed online.

### Meetings:

- Discussed agenda items with Board President.

- Met with PR Committee Chair and PR Clerk to discuss updating Galway Get Together PR.
- Met with CFO and Bookkeeper to update AUD 18-19 numbers per State requirement.

**Programs:**

**Adult Program Attendance:**

March Tech Assistance - 3  
 3/17/22 Writers' Group - 4  
 3/22/22 Adult Craft - 3  
 3/28/22 When Readers Meet - 11  
 3/30/22 Photography Club - 12  
 4/6/22 Stress Reduction - 6  
 4/7/22 Ukrainian Egg Decorating, session 1 - 17  
 4/7/22 Social Security Info Session - 2  
 4/12/22 Young Professionals Book Group - 6

TOTAL: 64

**Children's Program Attendance:**

3/14/22 Crafternoon - 6 kids, 6 adults  
 3/15/22 Raising Readers Storytime - 7 kids, 7 adults  
 3/16/22 Deconstruction - 4 kids, 1 adult  
 3/17/22 St. Patrick's Day Scavenger Hunt - 26 kids  
 3/21/22 Nature Club: Cloud Science - 4 kids, 2 adults  
 3/22/22 Raising Readers Storytime - 11 kids, 11 adults  
 3/28/22 Tech Club: 3D Pens - 8 kids, 3 adults  
 3/29/22 Raising Readers Storytime - 10 kids, 7 adults  
 3/31/22 Makerspace: I Spy Case - 24 kids  
 4/4/22 Lego Club - 17 kids, 9 adults  
 4/5/22 Raising Readers Storytime - 7 kids, 5 adults  
 4/9/22 Emotional Support (2 sessions) - 8 kids, 4 adults  
 4/11/22 Crafternoon - 9 kids, 6 adults  
 4/12/22 Raising Readers Storytime - 7 kids, 6 adults

TOTAL: 215

**Teen Program Attendance:**

3/19/22 eSports Gaming Club - 6  
 3/24/22 Teen Advisory Board - 8  
 3/26/22 Build a Robot - 7

TOTAL: 21

**Family Program Attendance:**

4/2/22 Planetarium Sky Stories - 23

TOTAL: 23

**Community Meetings Attendance:**

3/11/22 Odyssey of the Mind (OM) - 15  
 3/11/22 OM - 8  
 3/15/22 Village Vote - 15

3/15/22 Friends of Library - 8  
3/22/22 OM - 11  
3/24/22 OM - 8  
3/30/22 GPS - 6  
4/1/22 OM - 18  
4/4/22 GPS Intro to Archives - 26  
4/6/22 GPS - 3  
4/11/22 Tutoring - 2  
4/12/22 GPS - 4  
4/12/22 Tutoring - 2

TOTAL: 126

### **Upcoming Program Schedule:**

#### **Adults:**

4/13, 4/16, 4/20, 4/27, 5/4, 5/11. 5/18, 5/21, 5/24 – Tech Assist  
4/13, 5/11 – 20-30's Board Gaming  
4/13 – Ukrainian Egg Decorating, session 2  
4/21, 5/19 – Writers' Group  
4/25, 5/23 – When Readers Meet  
4/26, 5/24 – Adult Arts & Crafts  
4/27, 5/25 – Photography Club  
4/30 – Foraging Class with Anne Best  
5/4 – Stress Management  
5/10 – Young Professionals Book Discussion

#### **Kids & Teens:**

4/11, 5/9 - Crafternoon  
4/14 – Teen Movie Night  
4/16, 5/21 – Teen Esports  
4/18, 4/16 – Nature Club  
4/19, 4/26, 5/3, 5/10, 5/17, 5/24, 5/31 – Raising Readers Storytime  
4/21, 5/19 – Afternoon Discovery Storytime  
4/21, 5/19 – Makerspace  
4/23, 5/28 - Build a Robot (7-week program)  
4/25, 5/23 – Tech Club  
4/28, 5/26 – Teen Advisory Board  
5/2 – Lego Club  
5/5 – Scholastic Family Fun Night in Collaboration with PTSA  
5/7 – Visit with Nimbus the Llama  
6/2 – Storytime at the Pantry

#### **Publicity:**

- Spent a lot of the month creating the Annual Newsletter.
- PR Clerk and I worked on Galway Reader submission.
- PR Clerk updated the Galway Get Together online and print publications.

**Staff:**

- Completed Census Payroll Survey we were required to do.
- Completed Grace's 90-day review.

**Tasks:**

- Completed and submitted Ampion application.
- Purchased maintenance and office supplies.
- Updated Long Range Plan document and sent copy to Board.
- Staff has been issuing an increased number of new library cards, as well as updating ones for patrons who have not visited in a while.
- Renewed the Library NYLA membership through SALS (for discount).

**Technology:**

- Ordered 2 new public computers to replace ones SALS is no longer going to support.
- Ordered a new black & white printer.
- The new photocopier works well, and the fax machine in it works much more reliably than the old fax machine.
- Technician from Sound Solutions came and gave a refresher on the use of the mic and hearing loops in the program room.
- Worked with SALS to get all the staff computers printing to the copier so that staff has more flexibility for printing, particularly for documents that need numerous copies.

2021-2022

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun	FY Total
<b>Record Counts</b>													
Total Items	34,677	34,539	34,736	34,820	34,912	34,387	34,480	34,629	34,861				
Withdrawn	173	454	320	139	324	786	77	6	26				
Added Items	300	318	522	223	421	265	177	158	258				
Total Patrons	1,871	1,877	1,874	1,888	1,890	1,891	1,883	1,891	1,907				
Added Patrons	24	23	7	15	22	8	5	10	26				
Circulation	3,304	2,870	2,398	2,282	2,343	2,091	2,243	2,087	2,417				
Checkouts	2,757	2,294	1,903	1,793	1,914	1,587	1,767	1,600	1,908				
Renewals	547	576	495	489	429	504	476	487	509				
Borrowers	385	387	337	331	355	308	299	286	345				
Checked In	2,332	2,398	2,974	3,867	8,286	10,222	15,35	14,58	17,19				
Holds Placed	520	440	407	483	411	390	449	400	456				
Holds Filled	506	394	453	446	365	350	476	361	461				
E-Book Circ	328	372	291	310	296	322	314	287	302				
PAC Logins	393	453	365	374	377	375	415	404	500				
Wireless Clients	148	147	138	129	118	126	103	126	128				
Cassie Sessions	49	45	48	38	30	32	52	35	34				
Door Count	2,082	2,159	1,711	1,862	1,409	1,182	1,003	1,082	1,453				

## CIRCULATION

Month	2016	2017	2018	2019	2020	2021	2022
January	1453	1933	1725	1702	2365	1506	2243
February	1421	1824	1430	1375	2400	1768	2087
March	1545	1789	1969	1656	2199	2172	2417
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	2343	
December	1834	1772	1332	1714	2072	2091	
YEAR TOTAL	21500	23489	20911	21197	21148	27484	

## E-CONTENT CIRCULATION

	2016	2017	2018	2019	2020	2021	2022
January	105	143	139	206	154	264	314
February	163	116	143	150	165	297	287
March	150	106	161	207	191	344	302
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	296	
December	119	126	172	165	254	322	
YEAR TOTAL	1800	1445	1965	2337	3213	3732	