

Director's Report May 2022

Deb Flint, Library Director

Building & Grounds:

- Revised tree request with Bob's Trees. They are still waiting for one tree, and awaiting a decision of a new tree to plant in reading area. Soil test completed.
- Need mulch in the rain gardens. Mulch pricing researched.
- Requested information via email from Rich regarding gas line location and digging in preparation for planting on right front side of the building.
- Culligan came to reset water system, and water tests were performed.
- TBS came for boiler maintenance. The unit looks good.
- Volunteer came and fixed a broken magazine shelf.
- Received an email from solar community farm organization that we are using too much energy to qualify for the terms we signed up for.

Collection:

- Added 93 new books, 153 donations, and 16 DVDs in April.
- Ordered new books and DVDs.
- Staff shifted Adult Fiction collection and DVD collection.

Continuing Ed:

- Attended Trustee Handbook webinar on Ethics & Intellectual Freedom.
- Attended Trustee Handbook webinar on Long Range Planning.

Election:

- Submitted election legal ad for publication in Daily Gazette.
- Received completed petitions from two candidates.
- Wrote and printed ballots in preparation for the election and for mailing absentee ballots to permanent absentee voters. Preparing envelopes for this mailing, which will go out by 5/20.

Financials:

- CPA finished tax filing (990). Then he can complete the audit.

Grants & Donations:

- Purchasing new books with \$2500 from Friends. Staff affixed bookplates into these books.
- Ordered more ocean/water themed books for Summer Reading Program using Price Chopper funds.
- DASNY notification that the \$100,000 is pending approval.
- Ordered kid program materials for upcoming programs using Hannaford donations.

Meetings:

- Discussed agenda items with Board President.
- Short Finance Committee meeting about status of securities account with bank.

Programs:**Adult Program Attendance:**

April Tech Assistance - 7
4/13/22 Ukrainian Egg Decorating, session 2 - 14
4/21/22 Writers' Group - 2
4/25/22 When Readers Meet - 8
4/27/22 Photography Club - 18
4/30/22 Exploring Foraging - 38
5/4/22 Stress Reduction - 4
5/10/22 Young Professionals Book Group - 7

TOTAL: 98

Children's Program Attendance:

4/18/22 Nature Club: Strawberry DNA - 5 kids, 3 adults
4/19/22 Raising Readers Storytime - 1 kids, 1 adult
4/19/22 Earth Day Mosaic - 6 kids, 2 adults
4/25/22 Tech Club: Banana Bongos - 5 kids, 2 adults
4/26/22 Raising Readers Storytime - 2 kids, 2 adults
4/28/22 Makerspace: Keva Planks - 15 kids
5/2/22 Lego Club - 11 kids, 6 adults
5/3/22 Raising Readers Storytime - 12 kids, 9 adults
5/5/22 PTSA Family Fun Night - 38 kids, 16 adults
5/9/22 Crafternoon - 4 kids, 3 adults
5/10/22 Raising Readers Storytime - 10 kids, 9 adults

TOTAL: 162

Teen Program Attendance:

4/14/22 Teen Movie Night - 23
4/16/22 eSports Gaming Club - 7
4/23/22 Build a Robot - 6
4/28/22 Teen Advisory Board - 7

TOTAL: 43

Family Program Attendance:

5/7/22 Llama Visit - 44

TOTAL: 44

Community Meetings Attendance:

4/13/22 GPS - 7
4/20/22 GPS - 7
4/20/22 Boy Scout Leaders - 5
4/22/22 Ainsley's Angels - 62

4/27/22 GPS - 6
5/4/22 GPS - 6
5/10/22 GPS - 5
5/11/22 GPS - 6

TOTAL: 104

The Artist for the Month of May is a collection of artworks created by Galway High School students.

Upcoming Program Schedule:

Adults:

5/18, 5/21, 5/25, 6/1, 6/8, 6/15, 6/18, 6/22, 6/29 – Tech Assist
5/19, 6/16 – Writers' Group
5/19, 5/26, 6/9, 6/16 – Beginning Sewing
5/21, 5/25, 6/29 – Photography Club
5/23, 6/27 – When Readers Meet
5/24, 6/28 – Adult Arts & Crafts
5/28 – Book Talk - Local Author, Shirley Andrews
6/1 – Budget Review
6/2, 7/7 – Beginning & Intermediate Drawing
6/8 – 20-30's Board Gaming
6/14, 7/12 – Young Professionals Book Discussion
6/18 – Intro to eBook Downloading/Libby App
7/6 – Food Preservation Methods

Kids & Teens:

5/12 – Teen Art Night
5/16 – Nature Club
5/17 – Preschool visit to Library
5/17, 5/24, 5/31, 6/7, 6/14, 6/21, 6/28 – Raising Readers Storytime
5/18, 6/15 - Deconstruction
5/19, 6/16 – Makerspace
5/19 – Coping Cupcakes
5/21, 6/18 – Teen Esports
5/23, 6/27 – Tech Club
5/26, 6/23 – Teen Advisory Board
5/28, 6/25 - Build a Robot
6/2 – Storytime at the Pantry
6/4 – Basic Bike Repair
6/6 – Lego Club
6/9 – Teen Manhunt
6/13 – Crafternoon
6/25 – Summer Reading Program Begins
6/27 – Message In a Bottle
6/28 – Mermaid Egg Craft
6/30 – Teen 7 Wonders of the 7 Seas

Publicity:

- Annual Newsletter printed. Cost increase due to rise in cost of paper. Labels have been printed and newsletters are being prepared for mailing on 5/23.
- The Youth Coordinator has scheduled school visits in late May/early June to promote the Summer Reading Program.

Staff:

- Began writing and performing annual staff reviews.
- Talked to NABA about an intern again for the summer. Intern will begin at the end of June and be here 12-16 hours/week for 6 weeks.
- Researching employee handbooks and looking at examples from other organizations.

Tasks:

- Purchased maintenance and office supplies.
- Organized some files in office.
- Talked to Amy David about painting the rocking horse donation for use by a local non-profit.
- Reviewed documents on website to ensure that we are in compliance with minimum standards.
- Created a meeting room use request form for use in the library, and updated the online request form to gather pertinent information.

Technology:

- Renewed Friends' web domain.
- Staff computers were updated by our Tech Clerk after a Polaris upgrade by SALS.

2021-2022

Record Counts	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun	FY Total
Total Items	34,677	34,539	34,736	34,820	34,912	34,387	34,480	34,629	34,861	35,104			
Withdrawn	173	454	320	139	324	786	77	6	26	36			
Added Items	300	318	522	223	421	265	177	158	258	281			
Total Patrons	1,871	1,877	1,874	1,888	1,890	1,891	1,883	1,891	1,907	1,925			
Added Patrons	24	23	7	15	22	8	5	10	26	17			
Circulation	3,304	2,870	2,398	2,282	2,343	2,091	2,243	2,087	2,417	2,198			
Checkouts	2,757	2,294	1,903	1,793	1,914	1,587	1,767	1,600	1,908	1,837			
Renewals	547	576	495	489	429	504	476	487	509	361			
Borrowers	385	387	337	331	355	308	299	286	345	317			
Checked In	2,332	2,398	2,974	3,867	8,286	10,222	15,35	14,58	17,19	17,44			
Holds Placed	520	440	407	483	411	390	449	400	456	374			
Holds Filled	506	394	453	446	365	350	476	361	461	369			
E-Book Circ	328	372	291	310	296	322	314	287	302	238			
PAC Logins	393	453	365	374	377	375	415	404	500	408			
Wireless Clients	148	147	138	129	118	126	103	126	128	153			
Cassie Sessions	49	45	48	38	30	32	52	35	34	31			
Door Count	2,082	2,159	1,711	1,862	1,409	1,182	1,003	1,082	1,453	1,537			

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	2198
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

Month	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	238
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	