

## Director's Report June 2022

Deb Flint, Library Director

### Building & Grounds:

- No response to request for volunteers to do weeding and rain garden maintenance.
- Ordered 5 yards of mulch from Village Home & Garden. It was delivered free of charge. A few Building & Grounds Committee members weeded and mulched the 2 smaller rain gardens. Work on the rain gardens is still ongoing.
- Creative Landcare sent an estimate for garden maintenance work – Use mulch blower at \$150/hr. Weeding is \$65/man hour. Mulch is \$38/yd plus \$150 trucking.
- Crabapple tree ordered from Bob's Trees. Planting of all 5 trees was completed June 8.
- Per Rich (architect), the gas line location is deep enough and encased in a cover so that planting by hand in the area behind the dedication bricks is not an issue.
- Volunteers put up the tent for outdoor summer programming. Picnic tables are out for use as well.
- Requested energy audit from National Grid. It has been scheduled for 6/15.
- A donor has indicated that they are going to donate a new flag.
- The dehumidifier has been turned on in the conference room.
- Culligan was scheduled to come do the annual service check of the system, but they have not received parts they need. The tentative schedule of the service is now early July.
- Decorating of the library for Summer Reading has begun. The PTSA donated many items for us to use. The theme for the Summer is Oceans of Possibilities.

### Collection:

- Added 36 new books, 71 donations, and 1 DVD in May.
- Ordered new books and DVDs.
- Weeded a portion of the Adult Fiction collection.

### Community Outreach:

- The volunteer who has been writing the Galway Get Together bi-weekly newsletter does not want to do it anymore. A request for a new editor was published, and there is tentatively a new person willing to take on the task. A meeting to discuss the requirements, etc. has been scheduled for 6/13.

### Continuing Ed:

- Attended a webinar on the use of Canva for publishing flyers, etc.

### Election:

- Prepared documents necessary for certification and acceptance of election results.
- Labeled and mailed permanent absentee ballots to voters.
- Received Master Voter List and a volunteer put them in binder.

- No one attended the Budget Review meeting.
- Asked Friends to send a mass email to their members to remind them about the election on 6/8/22. Also gave them reminder slips to hand out at the book sale on Memorial Day.

#### **Financials:**

- Bookkeeper completed and submitted AUD 19-20.

#### **Grants & Donations:**

- Continued purchasing new books with money from Friends.
- Ordered ocean themed books and other new kid books for Summer Reading with Price Chopper \$500 designated for kid books.
- Ordered kid program materials for upcoming programs using BSNB donation.
- Youth Coordinator applied to Dollar General for a grant for \$800 to purchase kid books (\$600) and buy program materials (\$200). We will not hear if we are awarded the grant until the fall.
- The Humanities NY Book Discussion series was completed in May. The final report has been completed and submitted to Humanities NY, and the books have been shipped back.
- We received a donation of a manuscript binder to use for library publications and programming.
- Received another Hannaford donation of \$81.57 for kids' programming.

#### **Meetings:**

- Discussed agenda items with Board President.
- Finance Committee meeting about best use of capital funds.
- Attended SALS Annual Meeting (virtually).

#### **Programs:**

##### **Adult Program Attendance:**

May Tech Assistance - 20  
 5/19/22 Writers' Group - 2  
 5/19/22 Beginning Sewing - 3  
 5/21/22 Photography Club Photo Walk - 5  
 5/23/22 When Readers Meet - 8  
 5/25/22 Photography Club - 12  
 5/26/22 Beginning Sewing - 7  
 5/28/22 Local Author Book Talk - 7  
 6/2/22 Impressions in Art/Drawing - 7

TOTAL: 71

##### **Children's Program Attendance:**

5/17/22 Preschool Visit - 16 kids, 11 adults  
 5/17/22 Raising Readers Storytime - 12 kids, 10 adults  
 5/18/22 Deconstruction - 4 kid, 2 adults  
 5/19/22 Coping Cupcakes - 12 kids, 7 adults

5/23/22 Nature Club: Planting Wildflowers - 4 kids, 2 adults  
5/23/22 Tech Club: Snap Circuits - 4 kids, 2 adults  
5/24/22 Raising Readers Storytime - 11 kids, 8 adults  
5/26/22 Makerspace: Swinging Monkey - 5 kids  
5/31/22 Raising Readers Storytime - 4 kids, 3 adults  
6/6/22 Lego Club – 7 kids, 4 adults  
6/7/22 Raising Readers Storytime – 8 kids, 6 adults  
TOTAL: 142

**Teen Program Attendance:**

5/12/22 Teen Art Night - 2  
5/21/22 eSports Gaming Club - 11  
5/28/22 Build a Robot - 6  
TOTAL: 19

**Community Meetings Attendance:**

5/11/22 GPS - 6  
5/12/22 Garden Club - 6  
5/16/22 GPS Record Search - 3  
5/18/22 GPS - 6  
5/24/22 GPS Record Search - 3  
5/25/22 GPS - 6  
6/1/22 GPS - 4  
TOTAL: 34

The Artist for the Month for June is a collection of photography submitted by the Library Photography Club.

**Upcoming Program Schedule:**

**Adults:**

6/8, 6/15, 6/18, 6/22, 6/29, 7/6, 7/13, 7/16, 7/20, 7/27 – Tech Assist  
6/8, 7/6 – 20-30's Board Gaming  
6/9, 6/16 – Beginning Sewing  
6/13, 6/27, 7/11, 7/18, 7/25 - Mahjongg  
6/14, 7/12 – Young Professionals Book Discussion  
6/16, 7/21 – Writers' Group  
6/18 – Intro to eBook Downloading/Libby App  
6/27, 7/25 – When Readers Meet  
6/28, 7/26 – Adult Arts & Crafts  
6/29, 7/27 – Photography Club  
7/6 – Food Preservation Methods  
7/7, 8/4 – Impressions in Art/Drawing  
7/10 – Photography Club Photo Walk at Brookledge

**Kids & Teens:**

6/9 – Teen Manhunt

6/11 – Family Rock Painting for Saratoga Co Fair  
6/13 – Crafternoon  
6/14, 6/21, 6/28, 7/5, 7/12, 7/18, 7/25 – Raising Readers Storytime  
6/15, 7/20 - Deconstruction  
6/16, 7/21 – Makerspace  
6/18, 7/16 – Teen Esports  
6/23, 7/28 – Teen Advisory Board  
6/25, 7/23 - Build a Robot  
6/25 – Summer Reading Program Begins  
6/27 – Ocean Exploration w/ Wonder Workshop  
6/27 – Message in a Bottle  
6/28 – Mermaid Eggs Craft  
6/30 – Teen 7 Wonders of the 7 Seas  
7/2 – Here Be Monsters Family Mapmaking  
7/5 – Ocean Trivia  
7/7 – Storytime at the Pantry  
7/7 – Teen Movie & Craft Night  
7/11 – Water Safety for Kids w/ Sean Craig Memorial Foundation  
7/11 – Glitter Notebook Craft  
7/12 – Ocean Poses Kid’s Yoga  
7/14 – Life in the Sea with Mad Science  
7/18 – Clay Octopuses  
7/18 – Nature Club Nature Walk at Glowegee  
7/19 – Lighthouse STEAM Challenge  
7/21 – Ocean Escape Room  
7/25 – Sea Pearl Jewel Craft  
7/25 – Light-Up Angler Fish  
7/26 – Water Science

The Youth Coordinator will be hosting a story time at the Galway Blueberry Festival on 7/30.

**Publicity:**

- Annual newsletter labels were affixed by staff and volunteers. The newsletter was mailed on 5/23.
- Youth Coordinator visited the school to promote the Summer Reading Program.
- Brochures with Summer Reading information and programs are available and patrons are starting to register for programs already.
- Promotion of the Summer Reading Program has been set up at the bank for the month of June, thanks to the PR Committee Chair and Youth Coordinator.
- Article submitted to Providence newsletter for the summer issue.

**Staff:**

- The annual staff reviews are completed for this year.
- The NABA intern begins working for the summer on 6/28. The Saratoga County intern will begin on 6/27.
- Met with Personnel Chair to discuss Employee Handbooks and Personnel Policy.

**Tasks:**

- Ordered office supplies and cords necessary for computer hookups.
- Paid for bulk permit renewal at the PO.
- Renewed ALA annual membership.
- Ironed out some details of scheduling for several current and future adult programs.
- Updated volunteer reception invitation list. Looked over the names and determined that the number of summer residents who have been volunteering is very low, so holding the reception in the fall should not be an issue.
- Created a spreadsheet of kwh usage as requested by the Board.

**Technology:**

- SALS techs came to install the black & white printer, but they will have to return next week to finish the installation because the printer drivers weren't working with the Cassie system that controls patron access on the public computers.
- Tech Clerk and I are meeting with Hoopla reps to discuss how to proceed with adding streaming movies to the library collection.

**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	2165
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	311
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	

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	35,104	35,092		
Withdrawn	173	454	320	139	324	786	77	6	26	36	164		
Added Items	300	318	522	223	421	265	177	158	258	281	157		
Total Patrons	1,871	1,877	1,874	1,888	1,890	1,891	1,883	1,891	1,907	1,925	1,937		
Added Patrons	24	23	7	15	22	8	5	10	26	17	16		
Circulation	3,304	2,870	2,398	2,282	2,343	2,091	2,243	2,087	2,417	2,198	2,165		
Checkouts	2,757	2,294	1,903	1,793	1,914	1,587	1,767	1,600	1,908	1,837	1,704		
Renewals	547	576	495	489	429	504	476	487	509	361	461		
Borrowers	385	387	337	331	355	308	299	286	345	317	335		
Checked In	2,332	2,398	2,974	3,867	8,286	10,222	15,355	14,587	17,191	17,444	17,111		
Holds Placed	520	440	407	483	411	390	449	400	456	374	368		
Holds Filled	506	394	453	446	365	350	476	361	461	369	329		
E-Book Circ	328	372	291	310	296	322	314	287	302	238	311		
PAC Logins	393	453	365	374	377	375	415	404	500	408	441		
Wireless Clients	148	147	138	129	118	126	103	126	128	153	168		
Cassie Sessions	49	45	48	38	30	32	52	35	34	31	33		
Door Count	2,082	2,159	1,711	1,862	1,409	1,182	1,003	1,082	1,453	1,537	1,517		