

## Director's Report October 2022

Deb Flint, Library Director

### Building & Grounds:

- A volunteer is scheduled to mow the septic mound by the end of October.
- Different volunteers are scheduled to take down the tent during that time frame.
- Generator maintenance completed 10/4.

### Collection:

- Added 131 new books, 216 donations, and 68 DVDs in September.
- Ordered new books for adults and teens.
- Staff continued weeding Adult Fiction. The goal is to complete this task by the end of October.
- Staff continued inventorying and reorganizing the locked cabinet items.
- Renewed more magazines.
- Staff shifted the audiovisual items to create more DVD space.
- Received renewed MiSci pass.
- A display of phonics books was put out because October is Dyslexia Awareness month.

### Continuing Education:

- Attended a webinar called Navigating Personalities in Library Administration.

### Financials:

- Received the tax levy check from the School on October 11, and it is deposited in the bank.
- Asked other school district libraries about their CPA firms.

### Grants & Donations:

- Ordered children's books from Penworthy using some of the \$500 designated for that purpose from WGY.
- Youth Services Coordinator wrote a request to the Friends asking for \$300 in money to use for refreshments at teen and kid programming.
- Ordered kid program materials using Stewart's money.
- Renewed our federal SAM registration as required annually.

### Meetings:

- Sat on a panel with other "veteran" directors to provide insight and encouragement to new directors, particularly about managing staff.
- Attended Director Council meeting on 9/21.
- Finance Committee meeting on 10/6. Discussed PayPal requirements and non-monetary donation policy revision.

### Programs:

**Adult Program Attendance:**

September Tech Assistance - 9  
9/15/22 Writer's Group - 3  
9/19/22 Mahjongg - 4  
9/24/22 Wheels, Women, & Independence - 3  
9/26/22 Mahjongg - 4  
9/26/22 When Readers Meet - 9  
9/28/22 Photography Club - 11  
10/3/22 Mahjongg - 6  
10/6/22 Impressions in Art/Drawing - 2  
10/12/22 Community Quilt Day - 14  
10/12/22 Young Professionals Book Disc - 7

TOTAL: 72

**Children's Program Attendance:**

9/19/22 Nature Club - 4 kids, 4 adults  
9/20/22 Raising Readers Storytime - 19 kids, 13 adults  
9/21/22 Deconstruction - 3 kids, 1 adult  
9/26/22 Tech Club - 6 kids, 4 adults  
9/27/22 Raising Readers Storytime - 14 kids, 14 adults  
10/3/22 Lego Club - 12 kids, 6 adults  
10/4/22 Raising Readers Storytime - 18 kids, 11 adults  
10/8/22 Pokémon Club - 5 kids, 4 adults  
10/11/22 Raising Readers Storytime - 18 kids, 12 adults  
10/11/22 Creative Writing Workshop - 4 kids, 2 adults

TOTAL: 174

**Teen Program Attendance:**

9/17/22 eSports Gaming Club - 2  
9/22/22 Teen Advisory Board - 7

TOTAL: 9

**Community Meetings Attendance:**

9/21/22 GPS - 5  
9/29/22 Tutoring - 2  
10/3/22 Tutoring - 3  
10/5/22 GPS - 5  
10/6/22 Tutoring - 3  
10/7/22 Tutoring - 3  
10/11/22 Tutoring - 3  
10/11/22 GPS - 3  
10/12/22 GPS - 4  
10/12/22 Tutoring - 3

TOTAL: 34

## Upcoming Program Schedule:

### Adults:

10/15, 10/19, 10/26, 11/2, 11/9, 11/16, 11/19, 11/23, 11/30 - Tech Assist  
10/17, 10/24, 10/31, 11/7, 11/14, 11/21, 11/28 - Mahjongg  
10/20, 11/17, 12/15 - Writers' Group  
10/22 - Local Author, Stephen Williams *Off the Northway*  
10/24, 11/28 - When Readers Meet  
10/25 - Social Security Workshop  
10/26, 11/30, 12/28 - Photography Club  
11/3 - Impressions in Drawing  
11/5 - Foraging with Anne Best  
11/9, 12/14 - Young Professionals Book Discussion  
12/3 - A Visit to England with Sarah Best

### Kids & Teens:

10/13 - Teen Movie Night  
10/15, 11/19, 12/17 - Teen Esports  
10/17, 11/21, 12/19 - Nature Club  
10/18, 10/25, 11/1, 11/8, 11/15, 11/22, 11/29 - Raising Readers Storytime  
10/18, 10/25 - Kids' Creative Writing Workshop  
10/19, 11/16, 12/21 - Deconstruction  
10/20, 11/17, 12/15 - Makerspace  
10/24, 11/28 - Tech Club  
10/27, 11/10, 12/22 - Teen Advisory Board  
10/29 - Galway Fall Festival  
10/31 - Spooky Bat Art  
11/3 - Family Storytime  
11/7, 12/5 - Lego Club  
11/12, 12/10 - Pokémon Club  
11/17 - Kids' Ice Cream Social  
12/3 - Family Ornament Making  
12/15 - Holiday Trivia/Craft  
12/29 - New Year's Craft

For the month of October, we are participating in the Great Community Give Back again this year. The three events, reading to kitties, creating cards for soldiers, and the community quilt day, have garnered a lot of interest so far.

### Staff:

- Updated Anti-Harassment documentation to most current publication. Sent links to videos and information to staff and board members, and asked for the quiz to be returned by 10/31.
- Sarah Best informed me that starting on 10/17, she will be cutting her work hours at the library in half; she will work 8 hours instead of 16. This will continue until the end of December, at

which point she will be submitting her resignation. Other staff will cover the necessary 8 hours until the end of December. I have spoken with the rest of the staff; in January, the clerks are prepared to alter their schedules to increase the number of hours they work. This change will affect Meghan, Marina, and Grace. Grace will begin to work as a regularly scheduled clerk, rather than only as a substitute clerk. The increase in hours does not put any clerk over their allotted hours of 17-1/2 per week.

- Summer intern finished working the last week of September.

**Tasks:**

- Mailed Treasurer oath of office to County.
- Updated Meeting Room Policy. Added it to the website with new instruction verbiage, and updated registration form.
- Requested the addition of cyber insurance from Amsure.
- Registered for NYLA Conference at the beginning of November.
- Ordered ink for printers.
- Reviewed By-Laws in preparation for the upcoming board meeting.
- Gathered cost information about newsletter mailings and sent it to Foundation as asked.

**Technology:**

- Renewed our website domain.
- The catalog computer came back from SALS and is working better.



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	2554
July	2323	2708	2493	2407	1664	3304	3261
August	2265	2347	2274	1718	2509	2870	3118
September	1784	1895	1931	1172	2214	2398	2615
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	326
July	251	150	197	210	330	328	359
August	142	155	224	217	349	372	382
September	108	132	121	195	337	291	362
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	