

## Director's Report November 2022

Deb Flint, Library Director

### Building & Grounds:

- A volunteer tried to weed whacked the septic mound. It cannot be done because the grass, etc. is too thick. A tractor with a brush hog is too heavy to drive on the mound. The area needs to be cut somehow; perhaps wait until spring and try to clean it up then. After that, it would need to be cut more than one time per year. Can the butterfly garden be put elsewhere?
- Volunteers disassembled the tent and stored it in the shed.
- Culligan should have come for quarterly maintenance at the beginning of October. They didn't. The iron in the water created a film that covered the sensor of the UV and caused the system to go into alarm. Culligan eventually was able to come fix it. Water has been tested and sent to lab. Culligan is scheduled to come for the quarterly maintenance on 11/28. Also asked a different company, Perfect Water, to look at the system. Perfect Water recommend adding a chlorination tank to the system, which is what Culligan techs have advocated for previously. I requested a quote for this from both companies. Any company can work on the UV part of the system, but the softener and current filter are proprietary to Culligan.
- Had to purchase salt for the water softener because the reservoir was empty.
- Have an order in to get HVAC filters so that TBS can come do their 6 month check/filter change. Some of the filters are special order sizes.
- The 6<sup>th</sup> graders are scheduled to come do yard work for us in May. I told them to expect weeding and mulching of the front gardens; trail maintenance (cutting back shrubs, etc.); and perhaps planting of annuals in flower boxes in the front of the building.

### Collection:

- Added 33 new books, 197 donations, and 32 DVDs in October.
- Ordered new books for all age groups.
- Staff finished weeding Adult Fiction.
- Staff continued inventorying and reorganizing the locked cabinet items.
- Received an invoice from SALS for an additional \$202.55 for e-content for this year to offset the shortfall from what was not received from Saratoga County. The amount was based upon usage numbers per library and split accordingly.

### Continuing Education:

- Attended NYLA. Several interesting talks and classes. Classes of note: First Amendment Audits; Rediscovering Why You're here (your purpose); Thinking Outside the Book (Teen Summer Reading ideas); Evaluating Self-Published Books; Library Services & Government Disinformation
- Attended a webinar on Navigating Personalities in Library Administration.
- Attended a webinar on Parliamentary Procedures.

### Financials:

- Finally received a draft of the audit from the CPA. CFO and bookkeeper are reviewing it.

**Grants & Donations:**

- Ordered children's fiction and non-fiction books to use the remainder of the \$500 WGY grant.
- Received a \$300 check from the Friends for refreshments at teen and kid programming.
- Ordered kid program materials using Stewart's money.

**Meetings:**

- Attended Director Council meeting on 10/21.
- Met with President and LRP Committee Chair on 11/7. A committee review of the Long-Range Plan is scheduled for 11/15.
- Had several meetings with the President to discuss various items.
- Met with Personnel Chair to discuss personnel matters. A committee meeting will be scheduled soon.

**Programs:**

**Adult Program Attendance:**

October Tech Assistance - 18  
10/17/22 Mahjongg - 3  
10/20/22 Writer's Group - 3  
10/22/22 Local Author Talk, Stephen Williams - 16  
10/24/22 Mahjongg - 2  
10/24/22 When Readers Meet - 10  
10/25/22 Social Security Info Session - 8  
10/26/22 Photography Club - 13  
10/31/22 Mahjongg - 2  
11/3/22 Impressions in Art/Drawing - 2  
11/5/22 Fall Foraging w/ Anne Best - 19  
11/9/22 Young Professionals Book Disc - 6

TOTAL: 102

**Children's Program Attendance:**

10/17/22 PTSA Bookfair Scavenger Hunt - 26 kids  
10/18/22 Raising Readers Storytime - 17 kids, 12 adults  
10/18/22 Creative Writing Workshop - 2 kids, 1 adult  
10/19/22 Deconstruction - 4 kids, 2 adults  
10/24/22 Tech Club - 8 kids, 5 adults  
10/25/22 Raising Readers Storytime - 19 kids, 15 adults  
10/25/22 Creative Writing Workshop - 2 kids, 1 adult  
10/28/22 Makerspace Rockets - 27 kids  
10/29/22 Galway Fall Festival - 300 kids  
10/31/22 Spooky Bats Art - 6 kids, 4 adults  
11/1/22 Raising Readers Storytime - 14 kids, 12 adults  
11/3/22 Family Storytime - 4 kids, 6 adults  
11/7/22 Lego Club - 10 kids, 6 adults

11/8/22 Raising Readers Storytime - 12 kids, 11 adults

TOTAL: 526

**Teen Program Attendance:**

10/13/22 Halloween Movie Night - 26

10/15/22 eSports Gaming Club - 16

10/27/22 Teen Advisory Board - 18

11/10/22 Teen Advisory Board - 6

TOTAL: 66

**Family Program Attendance:**

October – Community Give Back Card Program – 26

**Community Meetings Attendance:**

10/17/22 Tutoring - 3

10/18/22 Tutoring - 3

10/19/22 GPS - 5

10/19/22 Tutoring - 3

10/20/22 Tutoring - 3

10/21/22 Tutoring - 3

10/24/22 Garden Club - 26

10/25/22 Girl Scouts - 8

10/26/22 Tutoring - 6

10/26/22 GPS - 6

10/28/22 Tutoring - 3

11/2/22 GPS - 5

11/2/22 Tutoring - 7

11/7/22 GPS monthly meeting - 28

11/7/22 Tutoring - 3

11/8/22 GPS - 4

11/8/22 Tutoring - 2

11/9/22 GPS - 6

11/9/22 Tutoring - 3

11/10/22 Tutoring - 3

TOTAL: 130

**Upcoming Program Schedule:**

**Adults:**

11/12 - Local Artist Talk, Tari Lee Sykes

11/14, 11/21, 11/28, 12/5, 12/12, 12/19 - Mahjongg

11/16, 11/19, 11/23, 11/30, 11/7, 11/14, 11/21, 11/28 - Tech Assist

11/17, 12/15 - Writers' Group

11/28 - When Readers Meet

11/30, 12/28 - Photography Club

12/1 - Impressions in Drawing  
12/14 - Young Professionals Book Discussion  
12/3 - A Visit to England with Sarah Best

**Kids & Teens:**

11/12, 12/10 - Pokémon Club  
11/14, 12/12 - Crafternoon  
11/15, 11/22, 11/29, 12/6, 12/13, 12/20, 12/27 - Raising Readers Storytime  
11/16, 12/21 - Deconstruction  
11/17, 12/15 - Makerspace  
11/17 - Kids' Ice Cream Social  
11/19, 12/17 - Teen Esports  
11/21, 12/19 - Nature Club  
11/28 - Tech Club  
12/22 - Teen Advisory Board  
12/1 - Family Storytime  
12/3 - Family Ornament Making  
12/5 - Lego Club  
12/8 - Teen Cookies & Cards  
12/15 - Holiday Trivia/Craft  
12/29 - New Year's Craft

**Staff:**

- All staff and board members have completed Anti-Harassment training for 2022.

**Tasks:**

- Researched more information about By-Law requirements. The order of business does not have to be firm, as long as the basic items are covered during each meeting. Made Board suggested revisions and more to By-Laws in preparation for the upcoming board meeting.
- Ordered office supplies.
- Revised donation form and updated it on the website.
- Input 2023 closure dates in Polaris.
- Typed up the revised donation policy and added it to the end of the Finance Policy. Updated the copy on the website, in Trustee Google Drive, and in binder.

**Technology:**

- Tech Clerk and I discussed updates to the website. She has begun streamlining and updating the information.



## 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	2811
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	372
November	132	129	162	180	259	296	
December	119	126	172	165	254	322	
YEAR TOTAL	1800	1445	1965	2337	3213	3732	