

Director's Report May 2024

Deb Flint, Library Director

Building & Grounds:

- 4H group, Animals Around, did a trail cleanup on April 26 (14 people!). The spring story walk is now up.
- Karl Parker donated 3 loads of mulch. 2 volunteers came and weeded the two smaller rain gardens, and put down all the mulch. The weeders plan to come again soon.
- Another company has agreed to provide free mulch for us as we need it. I will ask for several loads soon (to use for the larger rain garden).
- The 6th graders are scheduled to come work on weeding/mulching the larger rain garden the morning of May 22.
- The septic mound was mowed by volunteers. Now this will be taken care of by Creative Landcare.
- Volunteer fixed the light by the driveway sign that the snowplow knocked askew.
- Picnic tables are out. The old one needs to be discarded of.
- Creative Landcare has begun mowing the lawn for the season.
- GPS has some HVAC techs coming to look at our system to talk about the humidity in the building.

Collection:

- Added 117 new books, 34 donations, and 10 DVDs in April.
- Staff and I are weeding the children's collection because the space is too tight for shelving.
- More games have been barcoded for borrowing.
- Ordered new books and DVDs.

Community Outreach:

- Youth Coordinator will have an informational table at the upcoming Wellness Fair at the school.
- All the Galway School second graders visited the library for a tour, story, and craft.
- Because of the water damage at the school, Julie will not be able to visit the school this spring to talk about the Summer Reading Program. The plan is for the classes to visit here instead, probably at the end of May or beginning of June.
- Memories from Survivors panels are up at the high school as well as here at the library, and English classes will receive extra credit for viewing the panels.

Election:

- Wrote & submitted legal ad for the election.
- Received the petitions back from the candidates and chose placement on the ballot.
- Still waiting for voter lists from the school.
- Have begun to create the ballots.

Financials:

- Finance Committee met to discuss revisions to Policy 1.12.

Grants & Donations:

- Received the check from DASNY for reimbursement of electrical work on the building.
- May is a month to purchase bags at Hannaford on Trieble Ave & have a portion of the purchase go toward our children's programming.
- Ordered kid program supplies from Hannaford monies & Summer Reading materials with Stewart's monies. Used up Stewart's '23 monies and started using Stewart's '24.
- Ordered books using anonymous donations for new book purchases. All those funds are used now.
- Using a donation designated for programming to pay presenter about fire towers in the Adirondacks. That money is used now.

Meetings:

- Discussed agenda items with the Board President.
- Led Director's Council meeting on April 16th. No new information regarding withdrawal of SCPL from the JA Project.
- Spoke with the LRP Chair several times. Attended LRP Committee meeting about survey.
- Met with the Personnel Committee.
- Had special BOT meeting to approve the annual newsletter.

Programs:

Adult Program Attendance:

April Tech Assistance – 18
4/13/24 Artist Jam – 4
4/15/24 Mahjongg – 4
4/17/24 Astronomy Club – 10
4/18/24 Beginning Birding – 16
4/18/24 Writers Group – 6
4/22/24 When Readers Meet – 9
4/24/24 Photography Club – 14
4/25/24 Intro to Drawing – 6
4/26/24 Cozy Corner Stitchers – 7
4/26/24 Poetry Open Mic - 8
4/29/24 Mahjongg – 4
5/2/24 Intro to Drawing – 4
5/4/24 Memories from Survivors Reception – 30
5/4/24 Dance: A Morale Booster – 19
5/8/24 Young Professionals Book Disc. – 4

TOTAL: 163

Children's Program Attendance:

4/13/24 Pokémon Club – 8 kids, 6 adults
4/15/24 Crafternoon: Straw Weaving – 9 kids, 8 adults
4/16/24 Raising Readers Storytime – 10 kids, 10 adults
4/17/24 Deconstruction – 2 kids, 2 adults
4/18/24 Chess & Checkers Club – 9 kids, 7 adults
4/22/24 Nature Club: Earth Day – 15 kids, 7 adults
4/23/24 Raising Readers Storytime – 7 kids, 7 adults
4/25/24 2nd Grade Class Visits – 63 kids, 7 adults
4/30/24 Raising Readers Storytime – 6 kids, 5 adults
4/30/24 Makerspace: Magnatiles – 4
5/2/24 Homeschool Meet & Greet – 1
5/6/24 Lego Club – 9 kids, 6 adults
5/6/24 PTSA Bookfair Scavenger Hunt – 15 kids
5/7/24 Raising Readers Storytime – 10 kids, 9 adults
TOTAL: 242

Teen Program Attendance:

4/13/24 Esports – 4
4/13/24 Seaperch Robotics – 4
4/20/24 Seaperch Robotics - 7
4/25/24 Manhunt – 36
TOTAL: 51

Family Program Attendance:

5/4/24 Family Stories: Preserving History – 2
TOTAL: 2

Community Room Usage Attendance (reserved): (between 3/14/24-4/11/24)

GPS - 4 sessions – 26
Tutoring - 2 sessions – 5
Animal Sanctuary – 3
Milton Galway Coalition – 3
Girl Scouts – 14
PTSA – 9
TOTAL: 60

Volunteer Hours: (does not include BOT, committees, or barcoding/book covering)

4/12/24 – 5/9/24 – 44 individuals volunteered a combined 49 times for a total of 95 hours.

Upcoming Program Schedule:

Adults:

5/10, 6/14 - Artist Jam
5/13, 5/20, 6/3, 6/10, 6/17, 6/24- Mahjongg

5/15, 5/18, 5/22, 5/29, 6/5, 6/12, 6/15, 6/26 - Tech Assist
5/15 - Astronomy Club
5/16, 6/20 - Writers' Group
5/16 - Memory Project Talk: Two-Fold Invasion w/ Geza Ginzery
5/24, 6/28 - Cozy Corner Stitchers
5/29, 6/26 - Photography Club
5/29 - Community Budget Review
6/5 - Library Election 2-8
6/6 - Adirondack Fire Towers 115th Anniversary Talk
6/12, 7/10 - Young Professionals Book Discussion
6/21, 9/20 - Tea & Talk
6/24 - When Readers Meet
7/26 - Poetry Open Mic
7/27 - Kilboy Was Here: Erie Canal Balladeer

Kids & Teens:

5/9 - Make Your Own Terrarium
5/11, 6/8 - Pokémon Club
5/11, 6/8 - Teen Esports
5/13, 6/10 - Crafternoon
5/14, 5/21, 5/28, 6/4, 6/11, 6/18, 6/25 - Raising Readers Storytime
5/15 - Deconstruction
5/16, 6/20 - Chess & Checkers Club
5/16, 6/20 - Makerspace
5/18, 6/1, 6/15 - Sea Perch Underwater Robotics (Teens)
5/20, 6/17 - Nature Club
5/23 - TAB Meeting
6/3, 7/1 - Lego Club
6/6 - Homeschool Meetup
6/6 - Family Storytime
6/13 - TAB: Stress Relief Clinic
6/24 - Tech & Science Club
6/29 - Summer Reading Program Start (through 8/15)

Publicity:

- Finished the annual newsletter. Sent it to the printer, and it was picked up. Labels created in preparation for mailing.
- Sr. Clerk & I are working on article for Providence newsletter for the summer.
- PR Chair and committee continue to plan our Memorial Day Parade presence. We have a truck, driver, and about 12 people who will walk.
- Publicity takes up a lot of time per week – I do not know how previous PR Clerk did the work in 4 hours per week!

Staff:

- Staff met with the LRP Chair on 4/30 to discuss the LRP.
- The volunteer editor of the Galway Get Together is going to resign at the end of June. I have put out a notice looking for a new volunteer, but so far haven't had any interest. We should consider adding this task for paid staff.
- Haven't had any interest in the ad for a maintenance worker yet.
- Talked to Civil Service about potential additions/changes to staffing.
- Staff is scheduled to meet with the AFLAC rep on 5/23.
- I wrote draft Senior Clerk I & II job descriptions.

Tasks:

- Purchased office & maintenance supplies.
- Renewed bulk mail permit at the PO.
- Renewed organizational membership in NYLA. Does Board want to do a separate membership for Trustees? The price has increased overall.

Technology:

- The new POS/timeclock is in use, and overall it has been easy to use. The timesheets are harder to use, but we are working through that.
- Tech Clerk created a PowerPoint about Eastern European culture before, during, and after the Nazis took over other countries. She did a great job with it and assisting with the prep for the Memory Project exhibit.

2023-2024 Record Counts

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun	FY Total
Total Items	35574	35686	35886	36143	35867	35903	35818	35719	35835	36018			
Withdrawn	222	4	14	9	378	116	286	437	2	33			
Added Items	597	118	226	278	108	154	203	342	120	206			
Total Patrons	2058	2070	2074	2078	2085	2097	2122	2144	2167	2218			
Added Patrons	16	22	16	8	13	19	30	29	22	59			
Circulation	3131	3406	2739	2822	2630	2332	2798	2550	2411	2476			
Checkouts	2630	2911	2263	2246	2211	1931	2369	2118	1964	2041			
Renewals	501	495	476	576	419	401	429	432	447	435			
Borrowers	422	422	401	370	349	331	376	378	381	366			
Checked In	2601	2874	2126	2193	2293	2073	2037	2055	1908	1944			
Holds Placed	582	624	642	446	508	447	590	474	528	527			
Holds Filled	495	581	630	437	459	476	572	465	489	460			
E-Content Circ	566	459	488	655	596	565	634	596	580	544			
Hoopla Borrowers	30	40	29	27	10	37	46	36	45	45			
PAC Logins	601	621	648	590	565	566	633	538	605	608			
Wireless Clients	196	216	180	185	133	114	139	126	166	145			
Cassie Sessions	31	28	43	33	39	43	38	42	32	46			
Door Count	2306	2001	1842	2048	1614	1504	1685	1890	1976	1833			

CIRCULATION

Month	2016	2017	2018	2019	2020	2021	2022	2023	2024
January	1453	1933	1725	1702	2365	1506	2243	2447	2798
February	1421	1824	1430	1375	2400	1768	2087	2407	2550
March	1545	1789	1969	1656	2199	2172	2417	2768	2411
April	1594	1629	1585	1555	239	2256	2198	2527	2476
May	1446	1811	1572	1349	371	2064	2165	2487	
June	1896	2207	1623	1719	852	2430	2554	2841	
July	2323	2708	2493	2407	1664	3304	3261	3131	
August	2265	2347	2274	1718	2509	2870	3118	3406	
September	1784	1895	1931	1172	2214	2398	2615	2739	
October	2039	1773	1553	2633	2214	2282	2811	2822	
November	1900	1801	1424	2197	2049	2343	2820	2630	
December	1834	1772	1332	1714	2072	2091	2274	2332	
YEAR TOTAL	21500	23489	20911	21197	21148	27484	30563	32537	

E-CONTENT CIRCULATION

Month	2016	2017	2018	2019	2020	2021	2022	2023	2024
January	105	143	139	206	154	264	314	392	634
February	163	116	143	150	165	297	287	347	596
March	150	106	161	207	191	344	302	400	580
April	132	48	148	187	230	271	238	424	544
May	143	102	191	198	351	320	311	390	
June	205	122	148	245	325	317	326	416	
July	251	150	197	210	330	328	359	566	
August	142	155	224	217	349	372	382	459	
September	108	132	121	195	337	291	362	488	
October	150	116	159	177	268	310	372	655	
November	132	129	162	180	259	296	361	596	
December	119	126	172	165	254	322	320	565	
YEAR TOTAL	1800	1445	1965	2337	3213	3732	3934	5698	

HOOPLA USAGE

	2022	2023	2024
January		43	46
February		20	36
March		33	45
April		25	45
May		25	
June		22	
July		30	
August		40	
September	38	29	
October	21	27	
November	23	10	
December	31	37	
YEAR TOTAL	113	341	