

Director's Report July 2024

Deb Flint, Library Director

Building & Grounds:

- Took quarterly water sample to the lab in Ballston Spa. The water is normal.
- The Youth Coordinator decorated the library for the Summer Reading Program.
- The septic alarm went off. I contacted DeJong Brothers to pump the tank. They found that the pump wasn't working – it was smoking and tripping the breaker. I had to then get a different person, Chris Murphy, to come and inspect the pump. He found a piece of plastic stuck inside the pump. Once he removed the plastic, the pump worked again. Notes have been posted in all of the bathrooms reminding people to not put anything other than toilet paper in the toilets.
- Have recruited a teenager to move the remaining mulch into the center rain garden.
- A volunteer had to reattach the tarp again – it will have to be replaced next season.
- Have been trying to research a fair price for the trailer, but have not had luck yet.
- Gary looked at the large sign that we are disposing of. It is made from aluminum, and he does not recommend saving the picture of the building from it because it will have sharp edges once it is cut. We would also need to purchase a tool to cut it.
- Updated the website and front door to reflect our additional hours on Fridays. I will need to purchase a stencil and paint to update the sign by the road.
- Perfect Water came to check the system. Salt was added to the softener.
- I asked a volunteer to cut the weeds/small trees in the rock bed of the back retention pond.

Collection:

- Added 9 new books, 107 donations, and 2 DVDs in June.
- Ordered new books and DVDs.
- Have started a set of rotating kits for patrons to check out. The kits will be themed. The first one is exploring astronomy for kids. There will also be a photography themed one. These will be available for a three-month period before being rotated out for a different theme.

Community Outreach:

- Several patrons & a Galway Seniors representative asked about holding chair yoga here this fall.

Election:

- Mailed the election results and trustee oaths to Saratoga County. Also sent letter to the school notifying them of the tax levy amount for this fiscal year, which will be due in October.
- Filed all the election materials.

Financials:

- Updated Financial Policy 1.12 (recurring bill payments). Gave a copy to the bookkeeper, and updated version on website, in Google Docs, my master file, and in the binder.
- Uploaded the approved budget to Google Docs for the Trustees.

Grants & Donations:

- Completed the required SAM renewal.
- Ordered SRP items using Hannaford & PC Golub funds.

Meetings:

- The SALS/JA Ad Hoc Committee to review SCPL complaints about Polaris and explore improvements to Polaris met, and recommendations have been submitted to JA Council.
- Led the bi-monthly Director Council meeting in June.
- Attended the Capital Funds Ad Hoc Committee meeting on 7/10/24.

Programs:

Adult Program Attendance:

June Tech Assistance – 19
6/14/24 Artist Jam – 2
6/17/24 Mahjongg – 4
6/20/24 Writers Group – 7
6/21/24 Tea & Talk: Here Comes the Bride – 10
6/24/24 Mahjongg – 6
6/24/24 When Readers Meet – 10
6/26/24 Photography Club – 21
6/28/24 Cozy Corner Stitchers – 4
7/1/24 Mahjongg – 8
7/8/24 Mahjongg – 6

TOTAL: 97

Children's Program Attendance:

6/17/24 Nature Club: Pollinators – 9 kids, 9 adults
6/18/24 Raising Readers Storytime – 6 kids, 5 adults
6/20/24 Chess & Checkers Club – 4 kids, 4 adults
6/24/24 Tech & Science Club: Dash & Dot Robots – 4 kids, 4 adults
6/25/24 Raising Readers Storytime – 11 kids, 7 adults
6/29/24 June Makerspace: Gears – 40
7/1/24 June Storywalk - 10
7/1/24 DIY Lip Balm & Sugar Scrub – 18 kids, 6 adults
7/1/24 Lego Club: Build Your Favorite Meal – 19 kids, 11 adults
7/2/24 Baby & PreK Storytimes – 9 kids, 10 adults
7/2/24 Kitchen Science – 28 kids, 17 adults
7/6/24 Ice Cream in a Bag – 22 kids, 9 adults
7/8/24 Galaxy Slime – 28 kids, 29 adults
7/8/24 Crafternoon: Black Glue Galaxy Painting – 9 kids, 7 adults
7/9/24 Baby & PreK Storytimes – 9 kids, 7 adults
7/9/24 Constellation Tubes – 11 kids, 9 adults

TOTAL: 371

Teen Program Attendance:

6/15/24 Seaperch Robotics – 4

6/22/24 Esports Gaming – 13

TOTAL: 17

Community Room Usage Attendance (reserved): (between 6/14/24-7/9/24)

GPS – 5

Tutoring - 4 sessions – 16

PTSA – 6

TOTAL: 27

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

6/14/24 – 7/9/24 – 20 individuals volunteered a combined 22 times for a total of 29.5 hours.

Upcoming Program Schedule:

Adults:

7/10, 7/17, 7/20, 7/24, 7/31, 8/7, 8/14, 8/17, 8/21, 8/28 - Tech Assist

7/10, 8/14, 9/11 - Young Professionals Book Discussion

7/12, 8/9 - Artist Jam

7/15, 7/22, 7/29, 8/5, 8/12, 8/19, 8/26 - Mahjongg

7/18, 8/15, 9/19 - Writers' Group

7/22, 8/26, 9/23 - When Readers Meet

7/31, 8/28, 9/25 - Photography Club

7/26, 8/23, 9/27 - Cozy Corner Stitchers

7/17, 8/21, 9/18 - Astronomy Club

7/26 - Poetry Open Mic

7/27 - Kilboy Was Here: Erie Canal Balladeer

9/12 – Social Security Info Workshop

9/20 - Tea & Talk

Kids & Teens:

7/11 - Silent Wings Live Raptors

7/13, 8/10 - Pokémon Club

7/13, 8/10 - Teen Esports

7/15 - Nature Club Creek Walk

7/15 - Nature Stones

7/16 - Solar Ovens

7/16, 7/23, 7/30, 8/6, 8/13, 8/20, 8/27 - Raising Readers Storytime

7/17, 8/21 - Deconstruction

7/18, 8/15 - Chess & Checkers Club

7/18, 8/15 - Makerspace

7/22, 8/26 - Tech & Science Club

7/22 - Human Battleship

7/23 - Ocean Art

7/25 - TAB Water Blasters
7/29 - Trivia
7/29 - International Food Taste Test
7/30 - Adventure Packs
8/1 - Family Storytime
8/3 - Haiku Workshop
8/5 - Lego Club
8/5 - DIY Papyrus & Hieroglyphs
8/6 - Library Olympics
8/8 - TAB Karaoke
8/12 - Crafternoon
8/15 - SRP Pizza Party
8/19 - Nature Club

Publicity:

- Put out a notice online and to the email list that the Galway Get Together is on vacation. Information is still being shared on Facebook and the website. We have had several people asking where the print copy is.

Staff:

- Figured out vacation and sick time for the staff for the new fiscal year, and gave that info to the employees and bookkeeper for tracking. I made the sheets for logging usage.
- The first summer intern we had from the County never showed up, so we have been assigned another intern instead.
- Updated the Personnel Policy appendix with the Senior Clerk I and II job descriptions. The updated version is in Google Docs and the binder.
- I met with Saratoga County Youth Coordinator to review requirements for having a youth intern on site for the summer.
- Created a job description for the GGT editor.
- Youth Coordinator is very busy with the SRP. She has indicated that she needs more extra time set aside for prep for summer programming.

Tasks:

- Wrote thank you notes for the donations received in the past month.
- Typed minutes for the 6/13/24 Capital Funds Ad Hoc Committee, and sent them out to the committee. I also followed up with people to invite to sit on the Committee.
- Updated sheet to record Trustee education hours that have been completed.
- Emailed Sara Dallas to ask her to visit in September, but she has not responded. I will follow up.
- Asked for invoice for snowplowing.
- Created a list of books for When Readers Meet; assigned books to each month for a year.
- Filed older folders in my office.
- Updated the contact sheet.
- Organizing the inventory list so that it easier to find items on the list.

Technology:

- Domains for the Lions & the Village were renewed, and reimbursements received from both organizations.

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	2321
June	1896	2207	1623	1719	852	2430	2554	2841	2544
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	551
June	205	122	148	245	325	317	326	416	536
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	30
June		22	50
July		30	
August		40	
September	38	29	
October	21	27	
November	23	10	
December	31	37	
YEAR TOTAL	113	341	

GPL USAGE STATS

Record Counts	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Total Items	35,167	35574	35686	35886	36143	35867	35903	35818	35719	35835	36018	35797	36004
Withdrawn	61	222	4	14	9	378	116	286	437	2	33	331	12
Added Items	50	597	118	226	278	108	154	203	342	120	206	124	220
Total Patrons	2049	2058	2070	2074	2078	2085	2097	2122	2144	2167	2218	2229	2219
Added Patrons	37	16	22	16	8	13	19	30	29	22	59	18	19
Circulation	2841	3131	3406	2739	2822	2630	2332	2798	2550	2411	2476	2321	2544
Checkouts	2454	2630	2911	2263	2246	2211	1931	2369	2118	1964	2041	1961	2157
Renewals	387	501	495	476	576	419	401	429	432	447	435	360	387
Borrowers	404	422	422	401	370	349	331	376	378	381	366	349	384
Checked In	1961	2601	2874	2126	2193	2293	2073	2037	2055	1908	1944	1784	1920
Holds Placed	457	582	624	642	446	508	447	590	474	528	527	497	598
Holds Filled	474	495	581	630	437	459	476	572	465	489	460	514	546
E-Content Circ	416	566	459	488	655	596	565	634	596	580	544	551	536
Hoopla Borrowers	22	30	40	29	27	10	37	46	36	45	45	30	50
PAC Logins	489	601	621	648	590	565	566	633	538	605	608	523	646
Wireless Clients	182	196	216	180	185	133	114	139	126	166	145	139	180
Cassie Sessions	43	31	28	43	33	39	43	38	42	32	46	36	31
Door Count	1895	2306	2001	1842	2048	1614	1504	1685	1890	1976	1833	1734	1887