

## Director's Report October 2024

Deb Flint, Library Director

### Building & Grounds:

- A portion of the branch in the retention pond has been cut and removed. More will be done once the area is weed whacked.
- Issues with the security alarm going off continue. Doyle has been out to replace the sensors, and the issue continued. They will return again to replace one of the sensors again.
- Advertised price for the sale of the trailer was reduced. Still not interest.
- Neatened the Mechanical Room with assistance from staff and volunteers.
- Checked the air filter supply in prep for changing the filters; ordered what we need.
- Had asked Creative Landcare to weed whack retention pond, but then asked them to hold off in case I can have a maintenance person do the task (it would entail purchasing a weed whacker).

### Collection:

- Added 75 new books, 22 donations, and 14 DVDs in September.
- Ordered new books.
- The Senior Clerk continues to weed the Adult Non-Fiction section. She weeded the Board Books because we have added a number of new titles, and there is not enough space for them all.

### Community Outreach:

- The Foundation and I gave a short presentation to the Lions Club in September, to let them know we are here to assist them, and to give them information about the Foundation.
- A voter registration table was in the foyer on 9/18 to provide information and register potential voters.
- The Saratoga Springs Public Library staff came and toured our building. They were very impressed with the facility and the number of programs we hold. They had a lot of questions and suggestions.

### Continuing Education:

- Registered to attend the next Trustee Book Club webinar on 10/15/24.

### Financials:

- We received the tax levy check from the school.

### Grants & Donations:

- Ordered more kid programming items using Stewart's Holiday Match funds.
- Assemblywoman Walsh's office does not know when we will receive the \$30,000 in Bullet Aid. It is hoped later in the fall, but it is up to NYS when the funds are released.
- Used the Love Your Library Funds (LYLF) from SALS to pay for a portion of the SRP materials. That grant is all spent.

- The Friends agreed to sponsor the Halloween baskets, and they are up in the library until October 31. Any monies received will go to the Friends.
- The Youth Coordinator wrote a request for funding from the Solomon Trust for trail cams to erect on the trails/Storywalk in the back of the library property.
- Ordered kid books using WGY grant.
- Ordered teen subscription box books and items. These will be paid for by donations or grants.

**Meetings:**

- Attended a meeting between SALS Directors, SALS staff, and CDLC staff about the impact of increased SCPL requests via outside ILL requests. Since CDLC spoke with SCPL about the usage protocols, the number of requests has fallen.
- Prepped for the Director's Council meeting on 10/15/24.
- Attended LRP meeting on 10/8 to finalize format to present to BOT in November.

**Programs:**

**Adult Program Attendance:**

September Tech Assistance – 7  
9/12/24 Social Security Workshop – 4  
9/16/24 Mahjongg – 3  
9/18/24 Astronomy – 2  
9/19/24 Writers Group – 3  
9/20/24 Tea & Talk – 12  
9/23/24 When Readers Meet – 8  
9/25/24 Photography Club – 12  
9/27/24 Cozy Corner Stitchers – 5  
9/30/24 Mahjongg – 4  
10/3/24 Using Natural Resources – 4  
10/7/24 Mahjongg – 4

TOTAL: 68

**Children's Program Attendance:**

9/14/24 Pokémon Club – 10 kids, 1 adult  
9/16/24 Nature Club: Bookmarks – 2 kids, 1 adult  
9/17/24 Raising Readers Storytime – 6 kids, 7 adults  
9/18/24 Deconstruction – 2 kids, 1 adult  
9/23/24 Tech Club: Snap Circuits – 3 kids, 1 adult  
9/24/24 Raising Readers Storytime – 11 kids, 10 adults  
9/30/24 Makerspace: How to Tell A Story - 5  
9/30/24 September Story Walk – 12  
9/30/24 Holiday Art: Snowflakes – 2 kids, 1 adult  
10/1/24 Raising Readers Storytime – 10 kids, 9 adults  
10/3/24 Family Storytime – 2 kids, 2 adults  
10/7/24 Lego Club: Birdhouses – 11 kids, 7 adults

10/8/24 Raising Readers Storytime – 16 kids, 15 adults  
TOTAL: 147

**Teen Program Attendance:**

9/14/24 eSports Gaming Club – 9  
9/30/24 TAB Meeting – 13  
TOTAL: 22

**Community Room Usage Attendance (reserved): (between 9/12/24-10/8/24)**

GPS - 4 sessions – 23  
Tutoring - 5 sessions – 14  
TOTAL: 37

**Volunteer Hours:** (does not include BOT, committees, or barcoding/book covering)  
9/12/24 – 10/8/24 – 13 individuals volunteered a combined 18 times for a total of 34 hours.

**Upcoming Program Schedule:**

**Adults:**

October – Great Community Give Back (for kids & adults)– Pet Food Drive & Card Creation  
10/9, 10/16, 10/19, 10/23, 10/30, 11/6, 11/13, 11/16, 11/20, 11/27 - Tech Assist  
10/9, 11/13, 12/11 - Young Professionals Book Discussion  
10/16, 11/20, 12/18 - Astronomy Club  
10/17, 11/21, 12/19 - Writers' Group  
10/19 - Easy Holiday Faux Stained Glass  
10/19 - Local Author: Farial English  
10/21, 10/28, 11/4, 11/18, 11/25 - Mahjongg  
10/24 - Acrylic Winter Painting  
10/25, 11/22, 12/27 - Cozy Corner Stitchers  
10/25 - Open Mic Coffee House  
10/28, 11/25 - When Readers Meet  
10/30, 11/23, 12/28 - Photography Club  
11/4 - Holiday Patchwork Art  
11/16 - What's That Noise?  
11/19 - Friends Annual Meeting  
11/21 - Snow Globes  
11/24 - Friends Holiday Swag Making  
12/16 - Pop Up Book Sale  
12/13 - Tea & Talk: Historic Holidays w/ Brookside Museum

**Kids & Teens:**

October – first promotion of the teen subscription mystery bags  
10/10, 10/24, 11/14, 12/12 - TAB Meeting  
10/11 - Halloween Costume Swap in collaboration w/ PTSA  
10/12, 11/9, 12/14 - Pokémon Club

10/12, 11/19, 12/14 - Teen Esports  
10/15, 10/22, 10/29, 11/5, 11/12, 11/19, 11/26 - Raising Readers Storytime  
10/16, 11/20, 12/18 - Deconstruction  
10/17, 11/21, 12/19 - Chess & Checkers Club  
10/17, 11/21, 12/19 - Makerspace  
10/18 - 7<sup>th</sup> Grade Class Visits  
10/21, 11/18, 12/16 - Nature Club  
10/26 - Trick or Treat Trail at Dockstader Field in collaboration w/ PTSA  
10/28, 11/25, 12/23 - Tech & Science Club  
11/2 - Family Cutout Artwork  
11/4, 12/2 - Lego Club  
11/7, 12/5- Family Storytime  
12/7 - Kids' Holiday Workshop  
12/9 - Crafternoon

**Public Relations:**

- Updated all upcoming programs on the website calendar, as well as for staff information.
- The October trifold publication took a while to complete because of the number of programs going on in October.
- New edition of GGT was issued on October 1. We have had several people comment that it looks good and they are glad it is back.

**Staff:**

- Have received several applications for the maintenance position. Hope to hire someone before the end of October. Have spoken to several of the applicants at length.
- Gave annual self-evaluation forms to the staff. I began writing the staff reviews to discuss with them before the end of October.
- Met with Meghan Simone, who will be a college intern here for the early part of 2025.
- Submitted Civil Service paperwork for the PR Clerk position and hire.

**Tasks:**

- Continued organizing/updating the inventory list of furnishings and equipment. Spent numerous hours on this. The task is nearing completion.
- Made Board approved changes to the Personnel Policy; sent copies to the Board and placed them in binder.
- Ordered tax forms/booklets for patrons to use as necessary.
- Ordered office and maintenance supplies.
- Reviewed and rewrote my presentation to Lions Club.
- I spoke with a donor about the potential offer of a work of art.
- Located HVAC info and gave it to the Building & Grounds Chair to assist technician in determining how the system works & affects humidity.
- Went through piles of donated books to decide what to keep at the library.
- Figured out closed dates to propose for 2025.

- Have had to contact a few companies about billing issues in the last month (monies not applied properly, or incorrect billings).
- The hotel I booked for the NYLA Conference in early November was abruptly cancelled, so I booked a different hotel.

**Technology:**

- All computers not already upgraded will have to be upgraded to Windows 11 by next October. SALS JA will take care of that for us.
- Getting ready to replace two computers that SALS will not support after the end of the new year. These will be ordered in the next few weeks.
- Tech Clerk is working on website calendar and technical issues in the background.

GPL USAGE STATS

Record Counts	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24
Total Items	35686	35886	36143	35867	35903	35818	35719	35835	36018	35797	36004	36212	36126	36184
Withdrawn	4	14	9	378	116	286	437	2	33	331	12	1	239	85
Added Items	118	226	278	108	154	203	342	120	206	124	220	210	156	147
Total Patrons	2070	2074	2078	2085	2097	2122	2144	2167	2218	2229	2219	2236	2256	2256
Added Patrons	22	16	8	13	19	30	29	22	59	18	19	30	34	15
Circulation	3406	2739	2822	2630	2332	2798	2550	2411	2476	2321	2544	3341	3200	2967
Checkouts	2911	2263	2246	2211	1931	2369	2118	1964	2041	1961	2157	2849	2768	2435
Renewals	495	476	576	419	401	429	432	447	435	360	387	492	432	532
Borrowers	422	401	370	349	331	376	378	381	366	349	384	463	454	413
Checked In	2874	2126	2193	2293	2073	2037	2055	1908	1944	1784	1920	2412	2549	2397
Holds Placed	624	642	446	508	447	590	474	528	527	497	598	535	608	491
Holds Filled	581	630	437	459	476	572	465	489	460	514	546	527	573	518
E-Content Circ	459	488	655	596	565	634	596	580	544	551	536	513	514	485
Hoopla Borrowers	40	29	27	10	37	46	36	45	45	30	50	50	54	36
PAC Logins	621	648	590	565	566	633	538	605	608	523	646	631	622	593
Wireless Clients	216	180	185	133	114	139	126	166	145	139	180	210	157	148
Cassie Sessions	28	43	33	39	43	38	42	32	46	36	31	45	43	35
Door Count	2001	1842	2048	1614	1504	1685	1890	1976	1833	1734	1887	3024	2032	1727

## CIRCULATION

Month	2017	2018	2019	2020	2021	2022	2023	2024
January	1933	1725	1702	2365	1506	2243	2447	2798
February	1824	1430	1375	2400	1768	2087	2407	2550
March	1789	1969	1656	2199	2172	2417	2768	2411
April	1629	1585	1555	239	2256	2198	2527	2476
May	1811	1572	1349	371	2064	2165	2487	2321
June	2207	1623	1719	852	2430	2554	2841	2544
July	2708	2493	2407	1664	3304	3261	3131	3341
August	2347	2274	1718	2509	2870	3118	3406	3200
September	1895	1931	1172	2214	2398	2615	2739	2967
October	1773	1553	2633	2214	2282	2811	2822	
November	1801	1424	2197	2049	2343	2820	2630	
December	1772	1332	1714	2072	2091	2274	2332	
YEAR TOTAL	23489	20911	21197	21148	27484	30563	32537	

## E-CONTENT CIRCULATION

	2017	2018	2019	2020	2021	2022	2023	2024
January	143	139	206	154	264	314	392	634
February	116	143	150	165	297	287	347	596
March	106	161	207	191	344	302	400	580
April	48	148	187	230	271	238	424	544
May	102	191	198	351	320	311	390	551
June	122	148	245	325	317	326	416	536
July	150	197	210	330	328	359	566	513
August	155	224	217	349	372	382	459	514
September	132	121	195	337	291	362	488	485
October	116	159	177	268	310	372	655	
November	129	162	180	259	296	361	596	
December	126	172	165	254	322	320	565	
YEAR TOTAL	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	50
August		40	54
September	38	29	36
October	21	27	
November	23	10	
December	31	37	
YEAR TOTAL	113	341	