

Director's Report November 2024

Deb Flint, Library Director

Building & Grounds:

- The large, fenced in retention pond has been weed whacked (it took several hours over multiple days).
- Doyle replaced the faulty sensor again, and the alarm issues have stopped.
- The trailer was paid for and picked up.
- HVAC filters have been replaced.
- Leak in kitchen sink was repaired.
- The library building, sheds, and benches were power washed.
- Dome lights have been cleaned.
- I spoke with the architect about the humidity levels in the building and how the building was designed. The building is not designed to control humidity. The system heats or not. There is a drain in the humidifier in the history closet. He recommended a shelf to hold a dehumidifier or 2 units to drain through the wall. I have not heard anything further from the consultant looking at the plans.
- The annual inspection of the fire extinguishers was done. The 5 units were taken to recharge and will be returned soon. We currently have loaner units.
- Copier maintenance performed.

Collection:

- Added 74 new books, 219 donations, and 1 DVD in October.
- Researched new DVDs and books, and placed orders for them.
- The Senior Clerk finished weeding the Adult Non-Fiction section.

Community Outreach:

- The costume exchange in conjunction with the PTSA went really well, and everyone who came found a costume they liked. The plan is to hold the event again next October.
- The Youth Coordinator felt that the Trick or Treat Trail at Dockstader went well.
- Mrs. Luft, the Elementary School Principal, asked the Youth Coordinator to partner with the school to create cards to hand out at Saratoga Hospital in conjunction with the TAB Cookies & Cards event. Our Youth Coordinator will read to the classes while they are creating the cards.
- The entire 7th grade class visited on 10/18 over the course of the morning and early afternoon.
- I wrote a letter of recommendation for Ethan Dabrowski's Eagle Project (the trail kiosk, which is now completed) and submitted it to Troop 5 for review.

Continuing Education:

- Attended the Trustee Book Club webinar on 10/15/24 about Governance Structure.
- Attended NYLA Conference in Syracuse from 11/7-11/9. It was very interesting, and almost all of the classes were informative and worthwhile. I met the next President of ALA, Sam Helmick, and took their class on librarian self-care. Also heard the keynote speech by Amanda Jones and a speech by Aparna Nancheria. Other classes: Creating an Effective Report to the Community;

Friends Board Development & Management Strategies; Sustainably Grow Strong Community Alliances; Navigating America's Polarized Political Climate; Tween Swag Bags; Passive Programs to Actively Engage Patrons; and Marketing So Patrons Feel Like Heroes.

- Watched a recording of the library committee in the assembly as they had testimony from various libraries throughout NYS regarding concerns and requests – the state of libraries in NYS currently and goals for the future.

Financials:

- Hopefully the audit we are waiting for will be done soon. The CPA says he will schedule to be here in the next week or so.

Grants & Donations:

- Received the PLS NYLA Innovative Program of 2024 award at the NYLA Conference. I have not yet received the money to go with the award, which the Board has previously said will go toward programming.
- Ordered kid programming items using Stewart's Holiday Match, Saratoga County Youth, & BSNB funds.
- Received a donation to help fund the Swag Bag program for tweens and teens. The first bag offer was to teens. The next one will be geared toward tweens, to see where the most interest lies.
- The Youth Coordinator is researching applying for a grant to educate teens about misinformation.

Meetings:

- Led the Director's Council meeting on 10/15/24.
- As the Chair of the Director Council, I have been asked to attend the monthly SALS Board meetings to represent the SALS Directors. My first meeting will be on 11/19.

Programs:

Adult Program Attendance:

October Tech Assistance – 18

10/9/24 Young Professionals Book Discussion – 5

10/16/24 Astronomy – 4

10/17/24 Writers Group – 4

10/19/24 Author Talk: Farial English – 10

10/24/24 Acrylic Painting – 16

10/25/24 Cozy Corner Stitchers – 2

10/25/24 Open Mic Coffee House – 8

10/28/24 Mahjongg – 4

10/28/24 When Readers Meet – 8

10/30/24 Photography Club – 23

11/4/24 Mahjongg – 5

11/4/24 Cutout Patchwork – 6

11/13/24 Young Professionals Book Discussion – 4
TOTAL: 117

Children's Program Attendance:

10/12/24 Pokémon Club – 10 kids, 7 adults
10/15/24 Raising Readers Storytime – 8 kids, 9 adults
10/16/24 Deconstruction – 2 kids, 1 adult
10/18/24 7th Grade Class Visits – 57 kids, 1 adult
10/21/24 Nature Club: Clay Impressions – 8 kids, 8 adults
10/22/24 Raising Readers Storytime – 17 kids, 14 adults
10/28/24 Tech & Science Club: Egg Drop Engineering – 3 kids, 1 adult
10/28/24 Makerspace: Thanksgiving Cards - 16
10/29/24 Raising Readers Storytime – 10 kids, 11 adults
11/4/24 Lego Club: Thanksgiving Feast – 16 kids, 10 adults
11/5/24 Raising Readers Storytime – 12 kids, 9 adults
11/9/24 Pokémon Club – 11 kids, 7 adults
11/12/24 Raising Readers Storytime – 7 kids, 8 adults
TOTAL: 263

Teen Program Attendance:

10/10/24 TAB Movie Night – 20
10/12/24 eSports Gaming Club – 9
10/30/24 Swag Bags – 5
11/9/24 eSports Gaming Club – 7
TOTAL: 41

Family Program Attendance:

10/18/24 PTSA Costume Closet – 54
10/19/24 Faux Stained Glass – 16
10/26/24 Trick or Treat Trail – 300
10/30/24 October Storywalk – 29
11/2/24 Cutout Patchwork for Families – 10
TOTAL: 409

Community Room Usage Attendance (reserved): (between 10/9/24-11/13/24)

GPS - 5 sessions – 33
Tutoring - 6 sessions – 27
PTSA - 2 sessions – 23
Boy Scouts - 1 session – 11
Girl Scouts - 1 session – 21
Galway Women's Club - 1 session – 14
VA - 1 session – 6
Glenville Hills Garden Club - 1 session – 28
TOTAL: 163

Volunteer Hours: (does not include BOT, committees, or barcoding/book covering)
10/9/24 – 11/13/24 – 13 individuals volunteered a combined 23 times for a total of 38 hours.

Upcoming Program Schedule:

Adults:

11/16 - What's That Noise?
11/16, 11/20, 11/27, 12/4, 12/11, 12/18, 12/21 - Tech Assist
11/18, 11/25, 12/2, 12/9, 12/16, 12/23 - Mahjongg
11/19 - Friends Annual Meeting
11/20, 12/18 - Astronomy Club
11/21, 12/19 - Writers' Group
11/21 - Snow Globes
11/22, 12/27 - Cozy Corner Stitchers
11/23, 12/28 - Photography Club
11/24 - Friends Holiday Swag Making
11/25 - When Readers Meet
12/4 - Family Pet Holiday Photos (w/ backdrop all month)
12/6 - Pop Up Book Sale
12/11 - Holiday Candle Workshop
12/11 - Young Professionals Book Discussion
12/13 - Tea & Talk: Historic Holidays w/ Brookside Museum

Kids & Teens:

11/14 - TAB Presents: Manhunt
11/18, 12/16 - Nature Club
11/19, 11/26, 12/3, 12/10, 12/17 - Raising Readers Storytime
11/20, 12/18 - Deconstruction
11/21, 12/19 - Chess & Checkers Club
11/21, 12/19 - Makerspace
11/25, 12/23 - Tech & Science Club
12/2 - Lego Club
12/5 - Family Storytime
12/7 - Kids' Holiday Gift Workshop
12/9 - Crafternoon
12/12 - TAB Presents: Cookies & Cards in collaboration w/ school
12/14 - Pokémon Club
12/14 - Teen Esports

Public Relations:

- Updated the calendar on the website for the remainder of 2024, and added closed dates for 2025.
- Wrote thank you notes for all the donations received in the last month.
- Sent notices to Community Notes in papers for upcoming special programs.

Staff:

- Property Maintenance Helper started work on 10/21/24. He has been wonderful, getting a lot of items taken care of around the property.
- Wrote a job description for the Property Maintenance Helper position. Sent it to the Personnel Committee for input, and will have Board review and approve it.
- Completed paperwork necessary for the new maintenance position (internal and Civil Service).
- Spent several days completing the annual reviews for the staff. The library is very fortunate to have the staff we employ, which makes the task of writing and performing the reviews much easier! Met with all staff to discuss their reviews and anything else they wanted to discuss at the time. I felt the meetings were productive.
- Filled out application form to have Meghan Simone intern here from January to March 2025. I should hear soon whether this internship will be approved by her college.
- Sent link and quiz for the annual sexual harassment training. Received the quizzes/certificates back from everyone on staff and the Board for 2024.
- Have a new volunteer coming every week who wants to just shelf read and neaten. It has been very helpful.

Tasks:

- Completed the inventory list of furnishings and equipment. Have it on my task list to update it yearly going forward.
- Ordered plastic book covers from Demco.
- I contacted the potential art donor to let them know the Board is not accepting donations at this time.
- I worked on planning/scheduling upcoming adult programs for the rest of 2024.
- Spent a day determining the estimated value of our collection to send to Amsure so that the insurance floater reflects/covers the correct amount.
- Went through some files in my office when the internet was down during work hours one of the Fridays.
- Have been working on updating our history from 2016 to the current day, in order to update the document on the website.

Technology:

- Ordered two staff computers to replace the main circulation computer and the director computer. Have asked the Friends if they will consider paying for these purchases.
- Tech Clerk continues to work on website cleanup to lower the amount of data we are using/storing on the site.

GPL USAGE STATS

Record Counts	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	Oct-24
Total Items	35886	36143	35867	35903	35818	35719	35835	36018	35797	36004	36212	36126	36184	36303
Withdrawn	14	9	378	116	286	437	2	33	331	12	1	239	85	198
Added Items	226	278	108	154	203	342	120	206	124	220	210	156	147	317
Total Patrons	2074	2078	2085	2097	2122	2144	2167	2218	2229	2219	2236	2256	2256	2282
Added Patrons	16	8	13	19	30	29	22	59	18	19	30	34	15	30
Circulation	2739	2822	2630	2332	2798	2550	2411	2476	2321	2544	3341	3200	2967	2674
Checkouts	2263	2246	2211	1931	2369	2118	1964	2041	1961	2157	2849	2768	2435	2169
Renewals	476	576	419	401	429	432	447	435	360	387	492	432	532	505
Borrowers	401	370	349	331	376	378	381	366	349	384	463	454	413	400
Checked In	2126	2193	2293	2073	2037	2055	1908	1944	1784	1920	2412	2549	2397	2210
Holds Placed	642	446	508	447	590	474	528	527	497	598	535	608	491	491
Holds Filled	630	437	459	476	572	465	489	460	514	546	527	573	518	432
E-Content Circ	488	655	596	565	634	596	580	544	551	536	513	514	485	487
Hoopla Borrowers	29	27	10	37	46	36	45	45	30	50	50	54	36	48
PAC Logins	648	590	565	566	633	538	605	608	523	646	631	622	593	608
Wireless Clients	180	185	133	114	139	126	166	145	139	180	210	157	148	158
Cassie Sessions	43	33	39	43	38	42	32	46	36	31	45	43	35	48
Door Count	1842	2048	1614	1504	1685	1890	1976	1833	1734	1887	3024	2032	1727	2189

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	2674
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	487
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	48
November	23	10	
December	31	37	
YEAR TOTAL	113	341	