

Director's Report December 2024

Deb Flint, Library Director

Building & Grounds:

- Maintenance needs to replace a light in the hallway, as well as get new bulbs for the swivel lights. After several tries, I finally heard from the manufacturer and they are supposed to be sending me information on where I can purchase these items.
- Maintenance replaced the cracked tiles on the floor in the far bathroom.
- I called the generator contractor (Emergency Power Systems/Stark) to come and perform the minor maintenance allowed in our contract. They discovered that the generator needed a part replaced, so that was done while they were here.
- I took water samples to the lab for the fourth quarter testing for coliform and nitrate. I filed the water system reports in the binder.

Collection:

- Added 58 new books, 62 donations, and 42 DVDs in November.
- Ordered new books. Started creating a list of new books to purchase at the end of December.
- The Senior Clerk organized the Local section, and moved some books out of Local and into regular Adult Non-Fiction. This provided more space for Local, as the shelves were too full to shelve more books on.
- The Senior Clerk is weeding the Graphic Novel collection. After she is done with that, she will weed the Young Adult section.

Community Outreach:

- The Youth Coordinator went to the Elementary School to read to each class in a partnership to have the kids make cards for patients in the hospital. This event was very well received by students and school staff, and they have requested that a similar event happen in the spring.

Continuing Education:

- Attended a refresher class on LiNX, the CDLC ILL sharing of materials between libraries.

Financials:

- The CPA came and went over the financials for 22-23 and 23-24. He indicated that he would like to complete three audits before the end of 2024.

Grants & Donations:

- Followed up with PLS regarding the \$600 to accompany the Innovative Program of 2024 award. They needed paperwork, which I sent. Hopefully a check will be mailed soon.
- Ordered kid programming items using grants.
- The Friends are hosting another holiday drawing for 3 baskets in December.
- Used up the WGY 24 grant to purchase kid books.
- I'm researching music to buy with a designated donation.
- Received \$60 from Hannaford for children's programming.

Meetings:

- I attended my first SALS Board meeting, introduced myself, and gave them an update on what the Director's Council does when we meet.
- Attended annual meeting of the Friends. Afterwards, I followed up on answers to several questions that they ask, and I sent them the information.
- I attended the JA Fees meeting for projected fees into 2026. The fees will increase, but not much because the increases will mostly be absorbed by the system.
- Attended Zoom meeting to discuss applying for a system wide federal grant, the NEA Big Read. If SALS is awarded the grant, at least 13 libraries will have their patrons read the same book and attend coordinating programming.

Programs:

Adult Program Attendance:

November Tech Assistance – 8
11/16 What's That Noise? – 33
11/20 Astronomy – 6
11/21 Writers Group – 3
11/22 Cozy Corner Stitchers – 3
11/23 Photography Club – 28
11/24 Friends Swag Event - 20
11/25 Mahjongg – 4
11/25 When Readers Meet – 8
12/2 Mahjongg – 3
12/6 Sorters Book Sale – 69
12/7 Photography Club Outing – 9
12/11 Candle Workshop – 14
12/11 Young Professionals Book Discussion – 6
TOTAL: 214

Children's Program Attendance:

11/18 Nature Club: Tree Age – 6 kids, 4 adults
11/19 Raising Readers Storytime – 9 kids, 9 adults
11/20 Deconstruction – 3 kids, 2 adults
11/21 Chess & Checkers Club – 6 kids, 4 adults
11/25 Tech & Science Club: Dash & Dot Robots – 2 kids, 2 adults
11/26 Raising Readers Storytime – 9 kids, 8 adults
11/27 Makerspace: Manipulative Game – 8
12/2 Lego Club: Santa's Workshop – 12 kids, 7 adults
12/3 Raising Readers Storytime – 11 kids, 10 adults
12/7 Holiday Workshop – 32 kids, 20 adults
TOTAL: 164

Teen Program Attendance:

11/14 Manhunt – 28

Family Program Attendance:

11/21 Snow Globes - 20
11/30 November Storywalk – 14
12/4 Pet Pictures – 2

TOTAL: 36

Community Room Usage Attendance (reserved): (between 11/14 - 12/11)

GPS - 3 sessions – 19
Tutoring - 16 sessions – 52
Galway Baseball - 1 session – 5

TOTAL: 76

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

11/14 – 12/11 – 16 individuals volunteered a combined 36 times for a total of 89.5 hours.

Upcoming Program Schedule:

Adults:

12/13 - Tea & Talk: Historic Holidays w/ Brookside Museum
12/16, 12/23, 1/6, 1/13, 1/27 - Mahjonn
12/18, 1/15 - Astronomy Club
12/18, 12/21, 1/8, 1/15, 1/18, 1/22, 1/29 - Tech Assist
12/19, 1/16 - Writers' Group
12/27, 1/24 - Cozy Corner Stitchers
12/28, 1/29 - Photography Club
1/8 - Young Professionals Book Discussion
1/24 - Open Mic
1/27 - When Readers Meet

Kids & Teens:

12/12 - TAB Presents: Cookies & Cards in collaboration w/ school
12/14, 1/11 - Pokémon Club
12/14, 1/11 - Teen Esports
12/16 - Nature Club
12/17, 1/7, 1/14, 1/21, 1/28 - Raising Readers Storytime
12/18, 1/15 - Deconstruction
12/19, 1/16 - Chess & Checkers Club
12/19, 1/16 - Makerspace
12/23, 1/27 - Tech & Science Club
1/2 - Family Storytime
1/6 - Lego Club
1/13 - Crafternoon

Public Relations:

- Wrote thank you notes for all the donations received in the last month.

- Posted staff photo with PLS Award on website and social media.

Staff:

- Submitted paperwork to Civil Service for the new maintenance position.
- Added the Maintenance Helper job description to the Personnel Policy.
- Completed the OEWS paperwork required by NYS for the Board of Labor (positions and wages).
- I completed my self-evaluation. I also met with Personnel Chair and President to review my evaluation from the Board.

Tasks:

- Finished updating the history of the library and it has been added to the website.
- Completed program prep as needed.
- Purchased office and book supplies.
- Updated Holiday closed list with SALS.

Technology:

- The Friends notified me that they will pay for the two new staff computers when they come in.
- Tech Clerk continues to work on website cleanup to lower the amount of data we are using/storing on the site.
- We figured out how to post to the community calendar on the websites.
- QuickBooks and Zoom are renewed for another year.

GPL USAGE STATS

Record Counts	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	Nov-24
Total Items	36143	35867	35903	35818	35719	35835	36018	35797	36004	36212	36126	36184	36303	36395
Withdrawn	9	378	116	286	437	2	33	331	12	1	239	85	198	95
Added Items	278	108	154	203	342	120	206	124	220	210	156	147	317	193
Total Patrons	2078	2085	2097	2122	2144	2167	2218	2229	2219	2236	2256	2256	2282	2295
Added Patrons	8	13	19	30	29	22	59	18	19	30	34	15	30	16
Circulation	2822	2630	2332	2798	2550	2411	2476	2321	2544	3341	3200	2967	2674	2386
Checkouts	2246	2211	1931	2369	2118	1964	2041	1961	2157	2849	2768	2435	2169	1963
Renewals	576	419	401	429	432	447	435	360	387	492	432	532	505	423
Borrowers	370	349	331	376	378	381	366	349	384	463	454	413	400	365
Checked In	2193	2293	2073	2037	2055	1908	1944	1784	1920	2412	2549	2397	2210	1723
Holds Placed	446	508	447	590	474	528	527	497	598	535	608	491	491	522
Holds Filled	437	459	476	572	465	489	460	514	546	527	573	518	432	521
E-Content Circ	655	596	565	634	596	580	544	551	536	513	514	485	487	461
Hoopla Borrowers	27	10	37	46	36	45	45	30	50	50	54	36	48	47
PAC Logins	590	565	566	633	538	605	608	523	646	631	622	593	608	522
Wireless Clients	185	133	114	139	126	166	145	139	180	210	157	148	158	163
Cassie Sessions	33	39	43	38	42	32	46	36	31	45	43	35	48	48
Door Count	2048	1614	1504	1685	1890	1976	1833	1734	1887	3024	2032	1727	2189	1802

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	2386
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	461
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	47
December	31	37	
YEAR TOTAL	113	341	