

Director's Report January 2025

Deb Flint, Library Director

Building & Grounds:

- Maintenance has asked for a quote for fixing/replacement of the hallway lighting.
- Maintenance is hanging picture rail in the conference room.
- The generator contractor (Stark) came again to replace a different part (plug). They performed the major maintenance while on site.
- Have scheduled TBS to come perform maintenance on the boiler system.
- The humidifier wasn't working, but Maintenance fixed it.

Collection:

- Added 39 new books, 44 donations, and 31 DVDs in December.
- Ordered new books at the end of the month.
- Ordered new DVDs.
- The Graphic Novel and Young Adult sections have been weeded.
- A volunteer is shelf-reading/straightening the Young Adult and Adult Non-Fiction sections.
- A Photography Kit has been added to circulation for patrons to borrow.

Financials:

- The CPA is scheduled to come again on 1/8/25.
- Working on payroll projections and draft budget for FY 25-26.
- Signed up for a free Amazon Business, which should save us money.

Grants & Donations:

- Received the PLS/NYLA check for \$600.
- Completed initial paperwork SALS needed to apply for a system wide federal grant, the NEA Big Read. If SALS is awarded the grant, member library patrons will read the same book and attend coordinated programming.
- The Friends gave us a check to pay for the purchase of 2 new staff computers and associated hardware (\$2,347).
- Applications have been submitted to WGY Christmas Wish and Stewart's Holiday Match for 2025.

Meetings:

- Led Director's Council meeting in December.

Programs:

Adult Program Attendance:

November Tech Assistance – 12

12/13 Tea & Talk: Holidays by Brookside Museum – 15

12/18 Astronomy – 8

12/19 Writers Group – 3

12/21 Author Talk: Dave Waite – 7
12/27 Cozy Corner Stitchers – 1
12/28 Photography Club – 10

TOTAL: 56

Children's Program Attendance:

12/14 Pokémon Club – 2 kids, 1 adult
12/16 Nature Club: DIY Bird Feeders – 4 kids, 1 adult
12/17 Raising Readers Storytime – 8 kids, 7 adults
12/18 Deconstruction – 2 kids, 1 adult
12/19 Chess & Checkers Club – 5 kids, 2 adults
12/30 New Year's Luminary Craft – 10 kids, 8 adults
12/30 Makerspace: Snowflake Keva Planks – 9
1/6 Lego Club: Self Portraits – 8 kids, 8 adults
1/7 Raising Readers Storytime – 12 kids, 10 adults

TOTAL: 98

Teen Program Attendance:

12/12 TAB Cookies & Cards – 29
12/14 eSports Gaming Club – 5

TOTAL: 34

Community Room Usage Attendance: (between 12/12 - 1/7)

Tutoring - 3 sessions – 13
Girl Scouts - 1 session – 10

TOTAL: 23

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

12/12 – 1/7 – 7 individuals volunteered a combined 12 times for a total of 23.5 hours.

Upcoming Program Schedule:

Adults:

1/8, 2/12, 3/12 - Young Professionals Book Discussion
1/13, 1/27, 2/3, 2/10, 2/24, 3/3, 3/10, 3/17, 3/24 - Mahjongg
1/15, 2/19, 3/19 - Astronomy Club
1/15, 1/18, 1/22, 1/29, 2/5, 2/12, 2/15, 2/19, 2/26 - Tech Assist
1/16, 2/20, 3/20 - Writers' Group
1/24, 2/28, 3/28 - Cozy Corner Stitchers
1/24 - Open Mic
1/27, 2/24, 3/24 - When Readers Meet
1/29, 2/26, 3/26 - Photography Club
2/6 - Valentine Candles
2/18 - Online Safety & Fraud Prevention for Older Adults
3/7 - High School Art Show Reception

3/11 - Identity Theft Prevention for All Ages
3/14 - Tea & Talk: Author Talk
3/22 - Pop-Up Book Sale

Kids & Teens:

1/9 - TAB: Paint & Trivia
1/11, 2/8, 3/8 - Pokémon Club
1/11, 2/8, 3/8 - Teen Esports
1/13, 2/10, 3/10 - Crafternoon
1/14, 1/21, 1/28, 2/4, 2/11, 2/18, 2/25 - Raising Readers Storytime
1/15, 2/19, 3/19 - Deconstruction
1/16, 2/20, 3/20 - Chess & Checkers Club
1/16, 2/20, 3/20 - Makerspace
1/23, 2/27, 3/27 - TAB Meeting
1/27, 2/24, 3/24 - Tech & Science Club
2/1 - Writing the Revolution
2/3, 3/3 - Lego Club
2/6, 3/6 - Family Storytime
2/13 - Credit Management for Teens/Young Adults
3/17 - Nature Club

Public Relations:

- Wrote thank you notes/letters for all December donations.

Staff:

- New pay rates are in effect as of the new year pay period for minimum wage increases. The required paperwork to inform the staff of their new rates of pay has been completed.

Tasks:

- The new Long-Range Plan has been added to the website, binder, and Google Docs.
- Sent follow up email declining the offer of a County map from Brookside.
- I am reaching out to presenters regarding adult programming for the first quarter of the year. Have been able to schedule some programs.

Technology:

- Tech Clerk continued to work on website cleanup.

GPL USAGE STATS

Record Counts	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	Dec-24
Total Items	35867	35903	35818	35719	35835	36018	35797	36004	36212	36126	36184	36303	36395	36207
Withdrawn	378	116	286	437	2	33	331	12	1	239	85	198	95	329
Added Items	108	154	203	342	120	206	124	220	210	156	147	317	193	149
Total Patrons	2085	2097	2122	2144	2167	2218	2229	2219	2236	2256	2256	2282	2295	2304
Added Patrons	13	19	30	29	22	59	18	19	30	34	15	30	16	12
Circulation	2630	2332	2798	2550	2411	2476	2321	2544	3341	3200	2967	2674	2386	2106
Checkouts	2211	1931	2369	2118	1964	2041	1961	2157	2849	2768	2435	2169	1963	1677
Renewals	419	401	429	432	447	435	360	387	492	432	532	505	423	429
Borrowers	349	331	376	378	381	366	349	384	463	454	413	400	365	351
Checked In	2293	2073	2037	2055	1908	1944	1784	1920	2412	2549	2397	2210	1723	1737
Holds Placed	508	447	590	474	528	527	497	598	535	608	491	491	522	403
Holds Filled	459	476	572	465	489	460	514	546	527	573	518	432	521	367
E-Content Circ	596	565	634	596	580	544	551	536	513	514	485	487	461	517
Hoopla Borrowers	10	37	46	36	45	45	30	50	50	54	36	48	47	33
PAC Logins	565	566	633	538	605	608	523	646	631	622	593	608	522	482
Wireless Clients	133	114	139	126	166	145	139	180	210	157	148	158	163	162
Cassie Sessions	39	43	38	42	32	46	36	31	45	43	35	48	48	38
Door Count	1614	1504	1685	1890	1976	1833	1734	1887	3024	2032	1727	2189	1802	1660

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	2106
YEAR TOTAL	23489	20911	21197	21148	27484	30563	32537	31774

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	517
YEAR TOTAL	1445	1965	2337	3213	3732	3934	5698	6418

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	33
YEAR TOTAL	113	341	520