Director’s Report January 2023

December 2022 Statistics

- New users: 8
- Computer users: 61
- Wireless: 54
- Website Page Views: 1191
- Online Renewal: 19
- Circulation: 703
- Sent in for Holds: 270
- Overdrive E-Audio Circ.: 96
- Overdrive magazines: 6
- Overdrive E-Books: 187
- Hoopla: 75 $160.07
- Monthly circulation: 1337
- Holds entered: 129
- Holds received: 118
- Items added: 82
- Items discarded: 334
- Print/non-electronic collection: 19,467
- Stories in the Cloud: 18 calls

What happened here?

<table>
<thead>
<tr>
<th>Date</th>
<th>Program</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/14</td>
<td>Craft Night Gumdrop Tree</td>
<td>9</td>
</tr>
<tr>
<td>12/15</td>
<td>Make a Solstice Lantern</td>
<td>11</td>
</tr>
<tr>
<td>12/16-17</td>
<td>Grab N’ Go</td>
<td>60</td>
</tr>
<tr>
<td>12/19</td>
<td>Senior Gift Assembly</td>
<td>4</td>
</tr>
<tr>
<td>12/20</td>
<td>Senior gift delivery</td>
<td>9</td>
</tr>
<tr>
<td>12/21</td>
<td>Solstice</td>
<td>15</td>
</tr>
<tr>
<td>12/29</td>
<td>Staff Meeting</td>
<td>6</td>
</tr>
<tr>
<td>1/2</td>
<td>Book Group</td>
<td>6</td>
</tr>
<tr>
<td>1/3</td>
<td>Friends Meet</td>
<td>7</td>
</tr>
<tr>
<td>1/7</td>
<td>Creator Day (Poetry &amp; Art workshops)</td>
<td>15</td>
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</tbody>
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Upcoming

<table>
<thead>
<tr>
<th>Date</th>
<th>Program</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Fri &amp; Sat 1/13&amp;14</td>
<td>MLK Grab N’ Go</td>
<td>60 bags</td>
</tr>
<tr>
<td>Sat 1/14</td>
<td>SAD Seminar</td>
<td>10 am</td>
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<tr>
<td>Mon 1/16</td>
<td>CLOSED MLK Day</td>
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<tr>
<td>Fri 1/20</td>
<td>Story Time/Toddler Time</td>
<td>10:15 am</td>
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<tr>
<td>Wed 1/25</td>
<td>Craft: Quilling a Tree</td>
<td>5 pm</td>
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<tr>
<td>Thurs 1/26</td>
<td>Staff Meeting</td>
<td>3 pm</td>
</tr>
<tr>
<td>Fri 1/27</td>
<td>Story Time/Toddler Time</td>
<td>10:15 am</td>
</tr>
<tr>
<td>Sat 1/28</td>
<td>Poetry &amp; Art Dealine</td>
<td></td>
</tr>
<tr>
<td>Mon 1/30</td>
<td>Book Group</td>
<td>6:30 pm</td>
</tr>
</tbody>
</table>
Wed 2/1  Craft: Felt Ball Flowers  5 pm  
Thurs 2/2  Linking Lives  2:15 pm  
Fri 2/3  Story Time/Toddler Time  10:15 am  
Tues 2/7  Friends Meeting  10 am  
Wed 2/8  Craft: Heart String Art  5 pm  
Thurs 2/9  Linking Lives  2:15 pm  
Thurs 2/9  Board Meets again – Annual Meeting?  5:30 pm  

**Exhibits**

- March-April – Poetry & Art (Theme: Seasons)

**What got done/What we’ve been doing:**

- **Wishlist** winding down  
- **Mystery weeding complete** – children’s books ongoing. Adult fiction ongoing.  
- **Maintenance:** Jon Paul Duguay hired as maintenance person. Much serious maintenance begun!  
- **Linda attended legislative breakfast for Library advocacy at Utica college 1/6/23.**
- **Scheduling Spring & Summer Programs. Spring Bookmark by last week of April.**  
- **Friends update:**  
  - Undecorated library for holiday  
  - Stuffing Grab N’ Go Bags  
  - Hosting Poetry and Art Reception & Sweetheart Bake-off.  
  - Interested in buying library electric vehicle signage – proposal by early spring  
- **Building and Grounds**  
  - Weekly checklist being performed again  
  - All fire extinguishers up to date now, and additional fire extinguishers added  
  - Lights and outlets being updated  
  - New painting donated and hung in apartment  
  - Heaters serviced filters changed  
  - Apartment sink water line insulated against refreezing  

**To do and to discuss:**

- **Linda probably travelling mid-February** 4-8. Return in time for Annual Meeting 2/9.  
- **Preparing to tackle Annual Report.** Waiting for materials from Mid York.  
- **Building/Grounds Activity:**  
• Have quote for handicapped door for entry to library from Stanley Company. Seeking quote from electrician, so that both pieces can be added to next round of construction grant.
• Seeking architect and quotes for back porch to be converted to cover the basement door, and for additional shed storage.
• Contemplating moving front desk, first for floor installation, to be sure new floor goes underneath, and then to possibly move in 2023 or 2024.
• Discussion about a groundskeeper stemming from maintenance interviews.
• Discussion about cleaning services; contracted verses staff.
• Need to schedule installation of new security system by TAS Electronics.

• **Grant/Funding Update:**
  • Many congratulations for NYSCA funding! $40,000 a year for 2 years. Very good press coverage.
  • NYSCA capital project grant due 1/12 by 4 pm. Had not considered applying until Monday 1/9. May submit depending on our capacity to meet guidelines with the existing garden project.