

Ballston Community Public Library Director's Report

February 2023

Circulation Statistics

January 2023

Circulation Statistics	Current Month	2023 to Date	2022 Total
Items Added to Collection	163	163	4,719
Number of Physical Items Circulated	8,398	8,398	98,808
Overdrive/Libby Circulation	1,152	1,152	12,343
Hoopla Circulation	483	483	5,868
New Patron Registrations	25	25	537
Curbside Appointments	2	2	100
Patrons in the Building	3,099	3,099	42,564

Programs & Events

January 2023

Programs	Number Offered Current Month	Participants Current Month	Number Offered 2023 Total	Participants 2023 Total	Number Offered 2022 Total	Participants 2022 Total
Preschool	15	306	15	306	176	3,324
Elementary	5	61	5	61	68	1,125
Teen	2	6	2	6	24	303
Adult	3	16	3	16	56	477
Family	2	145	2	145	38	2,612
Outreach	0	0	0	0	66	2,960
TOTALS	27	534	27	534	428	10,801

Youth Services Programming: We introduced a new Teen Book Club in February called "Teen Book Boxes." Every other month we have 10 themed boxes available for registration. In each box is a free paperback book, stickers, a bookmark, and a surprise item. So far it has been a hit and seems to be attracting teens to other programs we've offered this month. We are excited to try it again in April. In addition to the new book club we also had 6 other book clubs, 4 weekly story times, a Saturday story time, a Grab 'N Go craft, 2 afterschool craft programs, a STEM program, 2 Teen craft programs, 2 Read to Seamus the therapy dog sessions, and a Bookmark Design Contest. Youth Services staff has contacted most of the performers for the upcoming Summer Reading Program. We are currently working on finalizing the last few events of the summer calendar.

Adult Programming: March is going to be a busy month with the Small Towns, Big Read programs, along with Memoir Writing with Mary Sanders Shartle starting back up as well. An educator from the Schoharie Crossing Historic Site will be here at the end of March to do a program about the Erie Canal. In April there will be 2 programs about the Hillside Cemetery, one a tour onsite, the other an educational program here at the Library. Planning for Summer Reading is still underway.

Organizational Goals

- Representatives from the Library and the Town met with the Southern Adirondack Library System, NYS Library Development, Assemblywoman Carrie Woerner, Senator Iwen Chu, representatives from Assemblywoman Marybeth Walsh's Office and from Senator Jim Tedisco's office. Draft legislation was discussed and everyone agreed to pursue changes to allow the charter update to move forward.

Financials

Account Balances Chart

Account Name	Status	Balance
Fund Balance Account	(xxx1567)	\$110,632
Operating Account	(xxx1164)	\$62,452
Trustees Account	(xxx1596)	\$11,610
Capital Account	(xxx1643)	\$45,081
Petty Cash On Hand	Lock Box	\$58
Circulation Tray	Tray	\$75

Summary of Library Funds and Accounts Holding those Funds as 31 January 2023. All Library funds are held in Library held accounts as of 16 June 2022.

Staff & Volunteers

-  We are working with Saratoga County Civil Service to fill the open Library Assistant Position.

Facility Update

- Sage Engineering and Roland J. Down each came to look at the heating issue in the Local History Room. It has been determined that Unit 6 is not operating properly in heat mode. A new thermostat and wiring are the first step to rectifying the issue.

Technology

January 2023

Technology Statistics	Current Month	2023 to Date	2022 to Date
Public Computer Sessions	122	122	1,527
WiFi Sessions (unique users)	691	691	7,081

Policy Review

- Reopening Plan (Safety Plan)

Library Action	Date	Positivity Rate*
Building Closed to Public	3/16/2020	2.6%
Staff Begin Working Remotely	3/23/2020	7.3%
Staff Begin to Return to Building	6/15/2020	0.3%
Curbside Services Start	6/29/2020	0.3%
Open for Pop-in	9/14/2020	1.0%
Return to Curbside Only	12/21/2020	7.1%

Reopening for Pop-In	3/1/2021	2.4%
Drop Capacity Restrictions/expand services	6/21/2021	0.8%
Masks Optional for Vaccinated Individuals	7/6/2021	0.3%
Masks for All per CDC	7/30/2021	4.6%
Masks Optional per CDC	2/26/2022	3.5%
Return of Indoor Programming	4/1/2022	3.3%
Masks Optional per Trustee Vote	5/4/2022	12.0%
Current Level	2/16/2023	7.1%

*Saratoga County Percent Positive 7 Day Results per NYS

Meetings & Professional Development

- **Mary Jane Baumbach, Youth Services Clerk:** KnowBe4 New User and Annual Training 2023 2/6, Youth Services Staff Meeting 2/13
- **Charity Canfield, Page:** KnowBe4 New User and Annual Training 2023 2/6
- **Carol Chaisson, Clerk:** KnowBe4 New User and Annual Training 2023 2/7
- **Rong-Jane Chen, Library Assistant:** KnowBe4 New User and Annual Training 2023 2/6, Youth Services Staff Meeting 2/13
- **Alyssa Harvey, Head of Youth Services:** Exploring Race and Representation in Picture Books Webinar (1/26), NYLA YSS Board Meeting (1/27), NYLA YSS Conference Committee Meeting (1/31), KnowBe4 New User and Annual Training 2023 2/10, Library Youth Staff Meeting (2/13), Children's Summer Reading Workshop (2/15)
- **Mary Hayden, Page:** KnowBe4 New User and Annual Training 2023 2/10
- **Erin Knight, Clerk:** KnowBe4 New User and Annual Training 2023 2/3
- **Lindsay Kosnick, Page:** KnowBe4 New User and Annual Training 2023 2/15
- **Elizabeth Lafergola, Clerk:** KnowBe4 New User and Annual Training 2023 2/3
- **Hannah Moore, Clerk:** KnowBe4 New User and Annual Training 2023 2/16
- **Amelia Grace Morrow, Page:** KnowBe4 New User and Annual Training 2023 2/17
- **William Newsom, Substitute:** KnowBe4 New User and Annual Training 2023 2/1
- **Jenn Richard, Head of Adult Services:** Board of Trustees 2/1, Friends of the Library 2/7, OATS Training 2/10, Town of Charlton 2/13, OATS Training 2/14, OATS 2/21
- **Terry Riley, Account Clerk:** KnowBe4 New User and Annual Training 2023 2/9, UHY Accounting Meeting 2/16
- **Kyrsten Rodrigues, Clerk:** KnowBe4 New User and Annual Training 2023 2/7
- **Rebecca Verhayden, Director:** Board of Trustees 2/1, KnowBe4 New User and Annual Training 2023 2/4, Friends of the Library 2/7, SALS Annual Report Party 2/9, Legal Meeting 2/10, Personnel 2/13, BH Forward 2/13, Town of Charlton 2/13, Town of Ballston 2/14, UHY Accounting Meeting 2/16, Ballston Legislative Launch Meeting 2/16, SALS Directors Council 2/17

Rebecca Verhayden, Director 2/17/2023