

## Director's Report February 2025

Deb Flint, Library Director

### Building & Grounds:

- Maintenance has asked for a quote for fixing/replacement of the hallway lighting. The quote is high – all seven lights need replacement. I met with the Building & Grounds Committee to discuss options. They will investigate further and we will talk about it again.
- The picture rail is hung in the conference room.
- TBS performed annual maintenance on the boiler system. However, they need to replace a sensor that was faulty, and I am waiting for them to come install that.
- Maintenance is touching up the paint on the walls and baseboards.
- Maintenance removed the rust from the fixtures in the bathrooms.
- Perfect Water came for their bi-monthly water system check. The system would not clear properly after the cleaning, and a solenoid needed to be replaced.
- There is an issue with the auto door opener hardware. I may need to call Stanley to have them come service the door.
- On 2/10/25, maintenance knocked down some of the icicles that have built up on the front of the building since 2/6/25. On 2/11/25, staff noticed that the paint at the ceiling on the front inside wall is bubbling like it did several years ago. A solution needs to be found. Maintenance is looking into solutions and will make a recommendation.
- The Youth Coordinator spent several hours organizing the craft closet, an annual task.

### Collection:

- Added 45 new books, 51 donations, and 8 DVDs in January.
- Researched new books to order and ordered new books using donation funds for new books.
- Shelf-reading/straightening of the Young Adult and Adult Non-Fiction sections is completed.
- A volunteer is shelf-reading/straightening the Children/Young Adult Non-Fiction section.
- Senior Clerk created a book to movie display that has been popular with patrons.

### Continuing Education:

- Attended Trustee Handbook webinar on Advocacy.
- Watched a webinar about new laws in NYS, some of which we need to comply with. In particular, we now have to provide a form regarding employment when an employee leaves our employ and create contracts with self-employed presenters.

### Election:

- Figured out election date and other election/newsletter calendar due dates. Will continue to look at those each week and complete the tasks necessary.

### Financials:

- CPA continues to work on the audits for the three FYs.

- Finished payroll projections and worked on draft budget for FY 25-26 for several weeks. Reviewed the draft with the Finance Chair, and will review for recommendation at the Finance Committee meeting on 2/13/25. The Personnel Committee reviewed the payroll projections.

**Grants & Donations:**

- Worked on NEA grant for the SALS system-wide Big Read application more. The grant has been submitted by SALS. Started to plan programming around the book that we can do whether we receive the grant or not.
- Received \$30,000 check through SALS from Assemblywoman Mary Beth Walsh.
- Requests for Summer Reading/program funding have been mailed to Ballston Spa National Bank (BSNB) and Price Chopper Golub for \$800 each. The Youth Coordinator is also working on a letter to request donations to use for Summer Reading prizes and presenters for 2025.
- Ordered kid program materials and Summer Reading Program supplies using grants and donations.
- I went through the register for the small grants/designated donations account, and tracked to make sure we have spent the correct amounts and to see what is unspent. After that, I ordered items that use some of the funds: purchased new books; robotic equipment for the next class; programming supplies. Used up funds from the Lions, Saratoga County Youth, PC Golub 23, anonymous donations for books from December 24, and anonymous robotics donation.

**Meetings:**

- Met with the Board President to discuss the agenda, policies, and other topics.

**Programs:**

**Adult Program Attendance:**

January Tech Assistance – 10  
1/8 Young Professionals Book Discussion – 3  
1/15 Astronomy – 10  
1/16 Writers Group – 3  
1/24 Cozy Corner Stitchers – 11  
1/24 Open Mic – 8  
1/27 Mahjongg – 3  
1/27 When Readers Meet – 8  
1/29 Photography Club – 11  
2/1 Basic HAM Radio – 6  
2/3 Mahjongg – 3  
2/10 Mahjongg – 5

TOTAL: 81

**Children's Program Attendance:**

1/11 Pokémon Club – 6 kids, 4 adults  
1/13 Crafternoon: Handprint Penguins – 4 kids, 2 adults  
1/14 Raising Readers Storytime – 8 kids, 6 adults

1/15 Deconstruction – 2 kids, 1 adult  
1/16 Chess & Checkers Club – 5 kids, 2 adults  
1/21 Raising Readers Storytime – 16 kids, 11 adults  
1/27 Tech Club: LED Wristbands – 4 kids, 3 adults  
1/28 Raising Readers Storytime – 14 kids, 11 adults  
2/1 Penguin Scavenger Hunt – 20  
2/3 Lego Club: Disaster Island – 11 kids, 7 adults  
2/4 Raising Readers Storytime – 10 kids, 8 adults  
2/8 Pokémon Club – 6 kids, 2 adults  
2/10 Crafternoon: Pointillism – 3 kids, 3 adults  
2/11 Raising Readers Storytime – 15 kids, 12 adults  
TOTAL: 196

**Teen Program Attendance:**

1/9 TAB: Trivia – 12  
1/11 eSports Gaming Club – 12  
1/23 TAB: Meeting – 6  
2/8 eSports Gaming Club – 8  
TOTAL: 38

**Family Program Attendance:**

2/1/25 Writing the Revolution - 22

**Community Room Usage Attendance: (between 1/8 – 2/11)**

Tutoring - 13 sessions – 54  
GPS Archives - 5 sessions – 29  
Girl Scouts - 2 session – 33  
Book Club – 1 session – 8  
Study Group – 2  
Glenville Hills Garden Club – 34  
Art Class – 3  
Camp Colby Info Meeting – 6  
PTSA – 1 session – 6  
Boy Scouts – 1 session – 6  
TOTAL: 181

**Volunteer Hours:** (does not include BOT, committees, or barcoding/book covering)  
1/8 - 2/11 – 14 individuals volunteered a combined 23 times for a total of 45 hours.

**Upcoming Program Schedule:**

**Adults:**

2/12, 2/15, 2/19, 2/26, 3/5, 3/12, 3/15, 3/19, 3/26 - Tech Assist  
2/12, 3/12, 4/9 - Young Professionals Book Discussion  
2/18 - Online Safety & Fraud Prevention for Older Adults



2/19, 3/19, 4/16 - Astronomy Club  
2/20, 3/20, 4/20 - Writers' Group  
2/24, 3/3, 3/10, 3/17, 3/24, 4/7, 4/14, 4/21, 4/28 - Mahjongg  
2/24, 3/24, 4/28 - When Readers Meet  
2/26, 3/26, 4/30 - Photography Club  
2/28, 3/28, 4/28 - Cozy Corner Stitchers  
3/7 - High School Art Show Reception  
3/11 - Identity Theft Prevention for All Ages  
3/14 - Tea & Talk: Author Talk  
3/15 - A Journey to England  
3/22 - Genre Book Sale  
4/1, 4/8, 4/15, 4/22 - Adult Coloring  
4/5 - Friends Taste of Chocolate at Galway Town Hall  
4/9 - Ukrainian Egg Dying  
4/25 - Open Mic Coffee House (Poetry Month)

**Kids & Teens:**

2/13 - Credit Management for Teens/Young Adults  
2/18, 2/25, 3/4, 3/10, 3/17, 3/24, 3/31 - Raising Readers Storytime  
2/19, 3/19, 4/16 - Deconstruction  
2/20, 3/20, 4/17 - Chess & Checkers Club  
2/20, 3/20, 4/17 - Makerspace  
2/24, 3/24, 4/28 - Tech & Science Club  
2/27, 3/27, 4/24 - TAB Meeting  
3/3, 4/7 - Lego Club  
3/6, 4/3 - Family Storytime  
3/1 - Family Painting With Mariska  
3/8, 4/12 - Pokémon Club  
3/8, 4/12 - Teen Esports  
3/10, 4/14 - Crafternoon  
3/13 - TAB Event: Murder Mystery  
3/17, 4/21 - Nature Club  
3/31 - Pop-In Games & Crafts

**Public Relations:**

- Completed the usual PR postings to the newspaper and Facebook. Flyers were created and posted for February and March programming.

**Staff:**

- Wrote up 90-Day probationary review for Joe and went over it with him.
- The Albany University Masters of Library & Information Services intern started her volunteer work here at the beginning of February. She works primarily with the Senior Clerk, and she has been a helpful addition to our team. The intern will be here until mid-May.
- W-2's were distributed to staff mid-January.

**Tasks:**

- Spent weeks working on the Annual Report to the State.
- Completed SALS Use and Satisfaction Survey.
- Reviewed the Summer Reading program calendar with the Youth Coordinator (what is planned so far).
- Reviewed 6 policies that need their review dates updated. Made notes on a few changes (not many) and sent them to the Board.
- Ordered office and book supplies.
- Worked on scheduling adult programs for the spring and summer.

**Technology:**

- The two new staff computers that the Friends paid for will be installed on 2/26/25 by JA staff from SALS.
- SALS has informed all SALS libraries that we will be required to use Multi-Factor Authentication starting April 15, 2025. The Tech Clerk and I will attend a meeting about this to decide the best method to handle it for all staff on 2/26/25.
- All staff are working on performing their quarterly required cyber training.

**PHYSICAL MATERIALS CIRCULATION**

| <b>Month</b>      | <b>2019</b>  | <b>2020</b>  | <b>2021</b>  | <b>2022</b>  | <b>2023</b>  | <b>2024</b>  | <b>2025</b> |
|-------------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------|
| January           | 1702         | 2365         | 1506         | 2243         | 2447         | 2798         | 2554        |
| February          | 1375         | 2400         | 1768         | 2087         | 2407         | 2550         |             |
| March             | 1656         | 2199         | 2172         | 2417         | 2768         | 2411         |             |
| April             | 1555         | 239          | 2256         | 2198         | 2527         | 2476         |             |
| May               | 1349         | 371          | 2064         | 2165         | 2487         | 2321         |             |
| June              | 1719         | 852          | 2430         | 2554         | 2841         | 2544         |             |
| July              | 2407         | 1664         | 3304         | 3261         | 3131         | 3341         |             |
| August            | 1718         | 2509         | 2870         | 3118         | 3406         | 3200         |             |
| September         | 1172         | 2214         | 2398         | 2615         | 2739         | 2967         |             |
| October           | 2633         | 2214         | 2282         | 2811         | 2822         | 2674         |             |
| November          | 2197         | 2049         | 2343         | 2820         | 2630         | 2386         |             |
| December          | 1714         | 2072         | 2091         | 2274         | 2332         | 2106         |             |
| <b>YEAR TOTAL</b> | <b>21197</b> | <b>21148</b> | <b>27484</b> | <b>30563</b> | <b>32537</b> | <b>31774</b> |             |

**ECONTENT CIRCULATION**

|                   | <b>2019</b> | <b>2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> |
|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| January           | 206         | 154         | 264         | 314         | 392         | 634         | 577         |
| February          | 150         | 165         | 297         | 287         | 347         | 596         |             |
| March             | 207         | 191         | 344         | 302         | 400         | 580         |             |
| April             | 187         | 230         | 271         | 238         | 424         | 544         |             |
| May               | 198         | 351         | 320         | 311         | 390         | 551         |             |
| June              | 245         | 325         | 317         | 326         | 416         | 536         |             |
| July              | 210         | 330         | 328         | 359         | 566         | 513         |             |
| August            | 217         | 349         | 372         | 382         | 459         | 514         |             |
| September         | 195         | 337         | 291         | 362         | 488         | 485         |             |
| October           | 177         | 268         | 310         | 372         | 655         | 487         |             |
| November          | 180         | 259         | 296         | 361         | 596         | 461         |             |
| December          | 165         | 254         | 322         | 320         | 565         | 517         |             |
| <b>YEAR TOTAL</b> | <b>2337</b> | <b>3213</b> | <b>3732</b> | <b>3934</b> | <b>5698</b> | <b>6418</b> |             |

**HOOPLA CIRCULATION**

|                   | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> |
|-------------------|-------------|-------------|-------------|-------------|
| January           |             | 43          | 46          | 49          |
| 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          |             |
| <b>YEAR TOTAL</b> | <b>113</b>  | <b>341</b>  | <b>520</b>  |             |



GPL USAGE STATS

| Record Counts    | 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 | Jan-26 |
|------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Total Items      | 35903  | 35818  | 35719  | 35835  | 36018  | 35797  | 36004  | 36212  | 36126  | 36184  | 36303  | 36395  | 36207  | 36262  |
| Withdrawn        | 116    | 286    | 437    | 2      | 33     | 331    | 12     | 1      | 239    | 85     | 198    | 95     | 329    | 11     |
| Added Items      | 154    | 203    | 342    | 120    | 206    | 124    | 220    | 210    | 156    | 147    | 317    | 193    | 149    | 80     |
| Total Patrons    | 2097   | 2122   | 2144   | 2167   | 2218   | 2229   | 2219   | 2236   | 2256   | 2256   | 2282   | 2295   | 2304   | 2317   |
| Added Patrons    | 19     | 30     | 29     | 22     | 59     | 18     | 19     | 30     | 34     | 15     | 30     | 16     | 12     | 14     |
| Circulation      | 2332   | 2798   | 2550   | 2411   | 2476   | 2321   | 2544   | 3341   | 3200   | 2967   | 2674   | 2386   | 2106   | 2554   |
| Checkouts        | 1931   | 2369   | 2118   | 1964   | 2041   | 1961   | 2157   | 2849   | 2768   | 2435   | 2169   | 1963   | 1677   | 2238   |
| Renewals         | 401    | 429    | 432    | 447    | 435    | 360    | 387    | 492    | 432    | 532    | 505    | 423    | 429    | 316    |
| Borrowers        | 331    | 376    | 378    | 381    | 366    | 349    | 384    | 463    | 454    | 413    | 400    | 365    | 351    | 371    |
| Checked In       | 2073   | 2037   | 2055   | 1908   | 1944   | 1784   | 1920   | 2412   | 2549   | 2397   | 2210   | 1723   | 1737   | 1863   |
| Holds Placed     | 447    | 590    | 474    | 528    | 527    | 497    | 598    | 535    | 608    | 491    | 491    | 522    | 403    | 574    |
| Holds Filled     | 476    | 572    | 465    | 489    | 460    | 514    | 546    | 527    | 573    | 518    | 432    | 521    | 367    | 564    |
| E-Content Circ   | 565    | 634    | 596    | 580    | 544    | 551    | 536    | 513    | 514    | 485    | 487    | 461    | 517    | 577    |
| Hoopla Borrowers | 37     | 46     | 36     | 45     | 45     | 30     | 50     | 50     | 54     | 36     | 48     | 47     | 33     | 49     |
| PAC Logins       | 566    | 633    | 538    | 605    | 608    | 523    | 646    | 631    | 622    | 593    | 608    | 522    | 482    | 652    |
| Wireless Clients | 114    | 139    | 126    | 166    | 145    | 139    | 180    | 210    | 157    | 148    | 158    | 163    | 162    | 160    |
| Cassie Sessions  | 43     | 38     | 42     | 32     | 46     | 36     | 31     | 45     | 43     | 35     | 48     | 48     | 38     | 54     |
| Door Count       | 1504   | 1685   | 1890   | 1976   | 1833   | 1734   | 1887   | 3024   | 2032   | 1727   | 2189   | 1802   | 1660   | 2121   |