

Director's Report March 2025

Deb Flint, Library Director

Building & Grounds:

- Building & Grounds Committee consulted with an electrician and researched options for the foyer lights. The conclusion is that the quote from Wolberg is reasonable; recommend option 1 for replacement.
- TBS replaced the faulty propane sensor in the mechanical room.
- Maintenance continues to touch up the paint on the walls and baseboards.
- Maintenance placed insulation in the attic in front of the building. Measured the heat difference in the soffit, and it is more consistent with the wall itself.
- Maintenance patched & repainted the front wall that was damaged from the water leak.
- Perfect Water came for their bi-monthly water system check.
- Renewed our generator contract with Stark.
- Took water sample for first quarter to lab. Water is fine.

Collection:

- Added 54 new books, 104 donations, and 25 DVDs in February.
- Researched new books to order and ordered new books for all ages.
- Ordered new DVDs.
- Shelf-reading/straightening of the Young Adult and Children's Non-Fiction section is underway by a volunteer.
- The Junior Fiction section is being weeded by the Senior Clerk and intern.

Continuing Education:

- Attended a discussion webinar on upcoming tech trends being seen in libraries.

Election:

- Posted Notice of Board Vacancy.
- Created petition for election candidates.
- Contacted election inspectors to confirm they can work the election.
- Wrote Election Proposition Resolution.

Financials:

- Bookkeeper submitted the notice of tax cap to NYS.
- Ran the sales tax report for bookkeeper to submit to NYS.
- Filed property tax exemption paperwork with Town of Galway.

Grants & Donations:

- Wrote thank you to Assemblywoman Walsh for the \$30,000 Grant-In-Aid.
- Ordered kid program materials from Hannaford & Golub monies.
- Received \$100 memorial donation to use for kid books.

Meetings:

- Met with the Foundation to discuss Galway Get Together sponsorships.
- Met with search committee & other SALS Directors to give input on a new SALS Director.

Programs:

Adult Program Attendance:

February Tech Assistance – 11
2/12 Valentine Candles – 8
2/12 Young Pros Book Discussion – 9
2/18 Online Safety & Fraud Prevention – 3
2/19 Astronomy – 5
2/20 Writers Group – 3
2/24 When Readers Meet – 5
2/26 Photography Club – 26
2/28 Cozy Corner Stitchers – 2
3/3 Mahjongg – 7
3/10 Mahjongg – 4
3/11 Identity Theft Prevention – 8

3/12 Young Pros Book Discussion – 7
TOTAL: 98

Children's Program Attendance:

2/18 Raising Readers Storytime – 5 K, 4 A
2/19 Deconstruction – 1 K, 4 A
2/24 Tech Club: Ice Experiments – 6 K, 6 A
2/25 Raising Readers Storytime – 16 K, 13 A
2/27 Makerspace – 9
3/3 Lego Club: Pirates – 7 K, 7 A
3/4 Raising Readers Storytime – 12 K, 10 A
3/8 Pokémon Club – 7 K, 3 A
3/10 Crafternoon: Crazy Art – 5 K, 5 A
3/11 Raising Readers Storytime – 12 K, 11 A
TOTAL: 140

Teen Program Attendance:

1/23 TAB: Meeting – 9
2/8 eSports Gaming Club – 3
TOTAL: 12

Family Program Attendance:

3/1 Painting with Mariska – 4
3/7 High School Art Show – 32
TOTAL: 36

Community Room Usage Attendance:
(2/12 – 3/12)

Tutoring - 10 sessions – 44
GPS Archives - 6 sessions – 31
Girl Scouts - 16
Odyssey of the Mind - 4 sessions – 29
Glenville Hills Garden Club – 3
PTSA – 2 sessions – 13
Galway Village - 3
TOTAL: 139

Volunteer Hours: (not BOT, committees, nor book processing) 2/12-3/12 – 15 individuals a combined 28 times for total of 29.5 hours.

Upcoming Program Schedule:

Adults:

3/14 - Tea & Talk: Author Talk
3/15 - A Journey to England

3/15, 3/19, 3/26, 4/2, 4/9, 4/16, 4/19, 4/23, 4/30 - Tech Assist
3/17, 3/24, 4/7, 4/14, 4/21, 4/28 - Mahjongg
3/19, 4/16, 5/21 - Astronomy Club
3/20, 4/20, 5/15 - Writers' Group
3/22 - Genre Book Sale
3/24, 4/28 - When Readers Meet
3/26, 4/30, 5/28 - Photography Club
3/28, 4/28, 5/23 - Cozy Corner Stitchers
4/1, 4/8, 4/15, 4/22 – Grown-Up Coloring Club
4/3 - Home Sellers Seminar
4/5 - Friends Taste of Chocolate Gal. Town Hall
4/9 - Ukrainian Egg Dying
4/9, 5/14 - Young Profs Book Discussion
4/25 - Open Mic Coffee House (Poetry Month)
5/3 - Songs of the American Revolution
5/22 - MADD: The Power of Parents
6/13 - Tea & Talk: Women of the Saratoga Campaign

Kids & Teens:

3/13 - TAB Event: Murder Mystery
3/17, 4/21, 5/19 - Nature Club
3/17, 3/24, 3/31, 4/1, 4/8, 4/15, 4/22, 4/29 – Raising Readers Storytime
3/19, 4/16, 5/21 - Deconstruction
3/20, 4/17, 5/15 - Chess & Checkers Club
3/20, 4/17, 5/15 - Makerspace
3/24, 4/28 - Tech & Science Club
3/27, 4/24, 5/22 - TAB Meeting
3/31 - Pop-In Games & Crafts
4/3, 5/1 - Family Storytime
4/5 - Family Craft: Make A Pot of Flowers
4/7, 5/5 - Lego Club
4/10 - Teen After Hours
4/12, 5/10 - Pokémon Club
4/12, 5/10 - Teen Esports
4/14, 5/12 - Crafternoon

Public Relations:

- Contacted the school about how to submit the yearbook ad and payment.
- Started working on the Annual Newsletter. It will be done in Canva this year. I am going to try to put in fewer

pages to make it more appealing & save money.

Staff:

- The intern is doing very well with her internship & is very helpful to staff.

Tasks:

- Revised & updated 6 policies per Board direction; updated on website.
- Updated Vision, Mission, & Values statements on website, in binder, Google Docs, & computer files.
- Memory Project Inc. contacted me regarding the PLS Award we received. They wanted information about what programming we did, etc.
- Ordered maintenance supplies.
- Organizing & deleting emails (they go back 10 years).

Technology:

- Two new staff computers were installed by JA. The Tech Assistant performed other updates. Microsoft changed the software included in Office, which means I need to convert certain files; this process will take a while.
- Tech Asst. & I attended a SALS webinar about Multi-Factor Authentication. Most of the accounts have been set up. Once all staff have set up their accounts, the use of MFA will be required.
- All staff completed their quarterly required cyber training.
- SALS updated all computers to Windows 11 except the Cassie computer & staff laptop.

GPL USAGE STATS

Record Counts	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-26	Feb-25
Total Items	35719	35835	36018	35797	36004	36212	36126	36184	36303	36395	36207	36262	36529
Withdrawn	437	2	33	331	12	1	239	85	198	95	329	11	31
Added Items	342	120	206	124	220	210	156	147	317	193	149	80	302
Total Patrons	2144	2167	2218	2229	2219	2236	2256	2256	2282	2295	2304	2317	2324
Added Patrons	29	22	59	18	19	30	34	15	30	16	12	14	17
Circulation	2550	2411	2476	2321	2544	3341	3200	2967	2674	2386	2106	2554	2521
Checkouts	2118	1964	2041	1961	2157	2849	2768	2435	2169	1963	1677	2238	2124
Renewals	432	447	435	360	387	492	432	532	505	423	429	316	397
Borrowers	378	381	366	349	384	463	454	413	400	365	351	371	377
Checked In	2055	1908	1944	1784	1920	2412	2549	2397	2210	1723	1737	1863	1925
Holds Placed	474	528	527	497	598	535	608	491	491	522	403	574	543
Holds Filled	465	489	460	514	546	527	573	518	432	521	367	564	484
E-Content Circ	596	580	544	551	536	513	514	485	487	461	517	577	533
Hoopla Borrowers	36	45	45	30	50	50	54	36	48	47	33	49	59
PAC Logins	538	605	608	523	646	631	622	593	608	522	482	652	627
Wireless Clients	126	166	145	139	180	210	157	148	158	163	162	160	149
Cassie Sessions	42	32	46	36	31	45	43	35	48	48	38	54	61
Door Count	1890	1976	1833	1734	1887	3024	2032	1727	2189	1802	1660	2121	1690

PHYSICAL MATERIALS CIRCULATION

Month	2019	2020	2021	2022	2023	2024	2025
January	1702	2365	1506	2243	2447	2798	2554
February	1375	2400	1768	2087	2407	2550	2521
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	
YEAR TOTAL	21197	21148	27484	30563	32537	31774	

ECONTENT CIRCULATION

	2019	2020	2021	2022	2023	2024	2025
January	206	154	264	314	392	634	577
February	150	165	297	287	347	596	533
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	
YEAR TOTAL	2337	3213	3732	3934	5698	6418	

HOOPLA CIRCULATION

	2022	2023	2024	2025
January		43	46	49
February		20	36	59
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	