

## Director's Report April 2025

Deb Flint, Library Director

### Building & Grounds:

- Doyle Security made a service call; will need to order batteries for the notification panel (low battery notification). Will return to replace those.
- Culligan came to change the water filter in the system (regular maintenance). There is a leak in the softener, and they will return with a new seal (lifetime warranty).
- Sound Solutions came to check the sound system because the mic wasn't working. Issue with mic fixed, but the screen in program room needs a new relay switch. They will order one and come back to replace it.
- Library sign by road has corrected hours on it. Need to contact sign company to ask about a better solution for future time changes.
- Clerk neatened admin closet.
- Got notification that water system reports will go to the County, not the State, as of April. No other changes.
- Maintenance ordered 7 foyer lights. They will arrive in a few weeks.
- Maintenance cut back brush along road at front of property & raked out ruts near driveway from snow plowing.
- Meetings are lined up for roofers to give us quotes on fixing the roof in the front of the building.
- Returned signed proposal to Gabriel's for lot paving.

### Collection:

- Added 49 new books, 21 donations, and 6 DVDs in March.
- Researched & ordered new books.
- Ordered new DVDs.

- Ordered a small order of new books from Amazon.
- Shelf-reading Young Adult/Children's Non-Fiction section is complete.
- The Junior Picture Book section was weeded.

### Continuing Education:

- Watched a refresher webinar on patron card registration from SALS. I asked all staff to watch it as well.
- Attended webinar Why & How To Complete Good Performance Reviews.

### Election:

- Got the election ballot box from the Village.
- Rewrote petition heading to reflect Sue's resignation.

### Financials:

- IRS notification that we are not a not-for-profit entity, and not tax exempt. We are tax exempt as a government entity, but there needs to be information on paperwork. Have tried to talk to CPA further regarding this issue, but no clear answers.
- National Grid has been shortchanging the library on the solar savings. We should be receiving a check to compensate for the difference. The bill should reflect the correct amount going forward.

### Grants & Donations:

- Wrote thank you notes for donations received in March.
- Received \$800 Stewart's Holiday Match donation, \$500 from Price Chopper Golub Foundation, & \$800 from BSNB for Summer Reading & other kid programs.
- Ordered kid program materials from Hannaford, Stewart's, & Golub monies.

- Used up the BSNS 24 & Stewart's 24 grant monies.
- Ordered kid books using monies from recent book sale.

#### Meetings:

- Met with Public Relations Committee and Maintenance to discuss our presence in the Memorial Day parade.
- Met with the Ad Hoc Committee to discuss proposals for the paving of the parking lot, and to make a recommendation to the Board.
- Special Board meeting to accept proposal for paving of the parking lot.
- Met with President to discuss agenda.
- Attended a meeting with other SALS Directors to talk about IMLS funding cuts & how it may affect NY libraries.

#### Programs:

##### Adult Program Attendance:

March Tech Assistance – 12  
 3/14 Tea & Talk: Author Talk – 26  
 3/15 Journey Through England – 17  
 3/17 Mahjongg – 4  
 3/19 Astronomy – 9  
 3/20 Writers Group – 8  
 3/24 When Readers Meet – 5  
 3/26 Photography Club – 20  
 3/28 Cozy Corner Stitchers – 3  
 3/31 Mahjongg – 4  
 4/1 Coloring Club for Grown-Ups – 8  
 4/3 Home Sellers Workshop – 15  
 4/7 Mahjongg – 3  
 4/8 Learn to Play Mahjongg – 3  
 4/8 Coloring Club for Grown-Ups – 10  
 4/9 Ukrainian Egg Decorating – 13  
 4/9 Young Pros Book Discussion – 3  
**TOTAL: 163**

##### Children's Program Attendance:

3/18 Raising Readers Storytime – 15 K, 12 A  
 3/19 Deconstruction – 2 K, 1 A  
 3/24 Tech Club: Stop Motion – 5 K, 4 A

3/25 Raising Readers Storytime – 10 K, 8 A  
 3/27 Makerspace: Marble Run – 12  
 3/31 Storytime with the Principal (Prek – 5<sup>th</sup>) – 405  
 3/31/25 Pop-In Crafts & Games – 7 K, 5 A  
 4/1 Raising Readers Storytime – 13 K, 11 A  
 4/3 Family Storytime – 3 K, 4 A  
 4/7 Lego Club: Monsters – 12 K, 10 A  
 4/8 Raising Readers Storytime – 12 K, 8 A  
**TOTAL: 559**

##### Teen Program Attendance:

3/13 Teen Murder Mystery – 18  
 3/27 TAB: Meeting – 3  
**TOTAL: 21**

##### Family Program Attendance:

3/22 Book Sale – 79  
**TOTAL: 79**

##### Community Room Usage Attendance:

(3/13 – 4/9)  
 Tutoring - 7 sessions – 22  
 GPS Archives - 5 sessions – 30  
 Girl Scouts - 11  
 Odyssey of the Mind - 2 sessions – 20  
 Glenville Hills Garden Club – 4  
 PTSA – 7  
 Galway Village – 12  
**TOTAL: 106**

**Volunteer Hours:** (not BOT, committees, nor book processing) 3/13 - 4/9 – 23 individuals a combined 47 times for total of 82 hours.

##### Upcoming Program Schedule:

###### Adults:

4/16, 4/19, 4/23, 4/30, 5/7, 5/14, 5/17, 5/21, 5/28 - Tech Assist  
 4/14, 4/21, 4/28, 5/5, 5/12, 5/19 - Mahjongg  
 4/15, 4/22 - Learn Mahjongg  
 4/16, 5/21, 6/18 - Astronomy Club  
 4/20, 5/15 - Writers' Group  
 4/25 - Open Mic Coffee House (Poetry Month)  
 4/28 - When Readers Meet



4/30, 5/28, 6/25 - Photography Club  
4/28, 5/23, 6/27 - Cozy Corner Stitchers  
4/15, 4/22 - Grown-Up Coloring Club  
5/3 - Songs of the American Revolution  
5/14, 6/11 - Young Profs Book Discussion  
5/22 - MADD: The Power of Parents  
6/4 - Budget Review Meeting  
6/11 - Library Election  
6/12 - Bug Repellent Candles  
6/13 - Tea & Talk: Women of the Saratoga Campaign

#### **Kids & Teens:**

4/10 - Teen After Hours  
4/12, 5/10, 6/14 - Pokémon Club  
4/12, 5/10, 6/14 - Teen Esports  
4/14, 5/12, 6/9 - Crafternoon  
4/15, 4/22, 4/29, 5/6, 5/13, 5/20, 5/27 – Raising Readers Storytime  
4/16, 5/21, 6/18 - Deconstruction  
4/17, 5/15 - Chess & Checkers Club  
4/17, 5/15 - Makerspace  
4/21, 5/19, 6/9 - Nature Club  
4/24, 5/22 - TAB Meeting  
4/28, 6/23 - Tech & Science Club  
5/1, 6/5 - Family Storytime  
5/3 - Family Craft: Make A Pot of Flowers  
5/5, 6/2 - Lego Club  
6/7 - Family Sign Language Class  
6/28 - Summer Reading Program begins

#### **Public Relations:**

- Worked on the Annual Newsletter. It will be 6 pages this year. Learning to use Canva makes the creation a slower process.
- Converted the monthly program trifold to creation in Canva. Took a bit to figure out conversion from Canva to Mailchimp for weekly emailing.
- Foundation requested verbiage added to Galway Get Together newsletter & website to request donations to support the publication of the newsletter.

#### **Staff:**

- The intern has completed half of her time with us.
- Sub-Clerk, Arietta Williams, resigned as of 4/4. I will advertise for a new sub-clerk in May.
- Completed Civil Service payroll report & sent it to Saratoga County.

#### **Tasks:**

- Renewed ALA membership.
- Sent info to SALS for Program/Trustee nominations.
- Fixed policies and posted to website. Posted computer use policy by public computers.
- Continued going through computer files to convert from Publisher.
- Prepped seed library to be available for patrons to borrow from.

#### **Technology:**

- Transition to Multi-Factor Authentication to sign on to SALS email has completed.
- Placed sign on new circ desk computer to say that Friends purchased it.
- Friends' website is now linked to library site so there will not be a separate domain.

# 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	Mar-25
Total Items	35719	35835	36018	35797	36004	36212	36126	36184	36303	36395	36207	36262	36529	36375
Withdrawn	437	2	33	331	12	1	239	85	198	95	329	11	31	194
Added Items	342	120	206	124	220	210	156	147	317	193	149	80	302	76
Total Patrons	2144	2167	2218	2229	2219	2236	2256	2256	2282	2295	2304	2317	2324	2285
Added Patrons	29	22	59	18	19	30	34	15	30	16	12	14	17	30
Circulation	2550	2411	2476	2321	2544	3341	3200	2967	2674	2386	2106	2554	2521	2727
Checkouts	2118	1964	2041	1961	2157	2849	2768	2435	2169	1963	1677	2238	2124	2296
Renewals	432	447	435	360	387	492	432	532	505	423	429	316	397	431
Borrowers	378	381	366	349	384	463	454	413	400	365	351	371	377	398
Checked In	2055	1908	1944	1784	1920	2412	2549	2397	2210	1723	1737	1863	1925	2319
Holds Placed	474	528	527	497	598	535	608	491	491	522	403	574	543	658
Holds Filled	465	489	460	514	546	527	573	518	432	521	367	564	484	631
E-Content Circ	596	580	544	551	536	513	514	485	487	461	517	577	533	524
Hoopla Borrowers	36	45	45	30	50	50	54	36	48	47	33	49	59	55
PAC Logins	538	605	608	523	646	631	622	593	608	522	482	652	627	641
Wireless Clients	126	166	145	139	180	210	157	148	158	163	162	160	149	182
Cassie Sessions	42	32	46	36	31	45	43	35	48	48	38	54	61	49
Door Count	1890	1976	1833	1734	1887	3024	2032	1727	2189	1802	1660	2121	1690	2027

# **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	2521
March	1656	2199	2172	2417	2768	2411	2727
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**

	<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	533
March	207	191	344	302	400	580	524
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**

	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
January		43	46	49
February		20	36	59
March		33	45	55
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	