

Director's Report May 2025

Deb Flint, Library Director

Building & Grounds:

- Doyle Security replaced the notification panel batteries.
- Need to call Culligan again to find out when they plan to return to replace the softener seal.
- Still waiting for part to come in for Sound Solutions to replace the screen relay switch in the program room.
- Had to have Sound Solutions fix the connections to the screen in the Conference Room because it stopped receiving input.
- Maintenance is cutting back brush on the trails. A volunteer created signage to post stating the rules of the trails.
- The mowing season has begun.
- Perfect Water came for their bi-monthly water system maintenance.
- Maintenance installed new foyers lights.
- Purchased clippers and a flat shovel for property maintenance.
- Maintenance & I met with several roofers to get quotes/proposals for fixing the roof issue. Have one quote; waiting on others. I spoke with our insurance agent, and we may be able to submit to insurance for this.
- Maintenance assessed the handicapped door and figured out what parts were necessary to fix it. He has since fixed the door.
- We have volunteers scheduled to work on the rain gardens, weeding & mulching, on May 17 (BSNB) and May 21 (6th Graders).
- DLG Tree Care is donating mulch for the rain gardens again this year.
- Emailed NYSERDA about collaborating on showing our heat pump system. Met with the representative, and he is not

sure if our system is exactly what they are looking for because of the backup propane boiler. He will let me know.

- Grandfather clock donor took the inner workings to fix/maintain them.
- Created a task list for Maintenance and went over it with him.

Collection:

- Added 99 new books, 55 donations, and 49 DVDs in April.
- Researched & ordered new books & DVDs.
- Weeding Adult Fiction section. Next, the Easy Reader section will be weeded.

Continuing Education:

- Attended webinar of Trustee Handbook Book Club on Board Development.

Election:

- Wrote & submitted legal ad to the Gazette for election notification requirements.
- Created ballots.
- Prepped envelopes to mail permanent absentee ballots.
- Received voter & absentee voter lists from County. Printed them to get ready for the election binders.
- One person submitted a petition to be on the ballot for the election.
- Created budget breakdown comparison for the budget review meeting.

Financials:

- CFO met with bookkeeper and myself to discuss financial items and transitioning of tasks after the election.
- CFO contacted the IRS regarding what we should do as a government entity and filing of paperwork & EIN.
- Treasurer reconciled the Jan-Mar bank statements, and everything looks fine.

- Reviewed Financial Policy and noted that one section needs updating to reflect the Reserve Fund being used for operating expenses.

Grants & Donations:

- Wrote thank you notes for donations received in April.
- Ordered Summer Reading Program materials from PC Golub Foundation.
- Ordered adult & kid books and music using designated funds.
- Requested monies from the Friends for kid program snacks and the end of the summer party. Also requested monies to pay for the purchase of Memorial Day parade materials.
- Requested continuing funding from the Foundation for Galway Get Together. Received check for \$1200.
- Received \$19 from Hannaford for use on kid programs.

Meetings:

- Special Board meeting to approve the Annual Newsletter.
- Met with the President several times to discuss agenda and other items.
- Led the Director's Council meeting and attended the Rural Roundtable meeting in April.
- Met with other directors as part of an Advocacy Committee to try to better support libraries.
- Attended the Friends' April meeting.
- Attended Congressman Tonko's Town Hall meeting in Saratoga in support of libraries and funding.

Programs:

Adult Program Attendance:

April Tech Assistance – 16
 4/14 Mahjongg – 3
 4/15 Learn to Play Mahjongg – 3
 4/15 Coloring Club for Grown-Ups – 9

4/16 Astronomy – 9
 4/17 Writers Group – 4
 4/21 Mahjongg – 4
 4/22 Learn to Play Mahjongg – 4
 4/22 Coloring Club for Grown-Ups – 9
 4/25 Cozy Corner Stitchers – 3
 4/25 Poetry Open Mic - 6
 4/28 Mahjongg – 4
 4/28 When Readers Meet – 11
 4/29 Coloring Club for Grown-Ups – 9
 4/30 Photography Club – 16
 5/3 Songs of American Revolution – 24
 5/6 Learn to Play Mahjongg – 4
 5/6 Coloring Club for Grown-Ups – 7
 5/12 Mahjongg – 7
 5/14 Young Pros Book Discussion – 7

TOTAL: 159

Children's Program Attendance:

4/12 Pokémon Club – 9 K, 4 A
 4/14 Crafternoon: Scrape Art – 3 K, 2 A
 4/15 Raising Readers Storytime – 13 K, 10 A
 4/16 Deconstruction – 1 K, 1 A
 4/21 Nature Club – 3 K, 3 A
 4/22 Raising Readers Storytime – 7 K, 7 A
 4/28 Tech Club: 3D Pens – 4 K, 2 A
 4/28 Makerspace: Magnatiles - 18
 4/29 Raising Readers Storytime – 11 K, 11 A
 5/5 Lego Club: Favorite Animals – 6 K, 3 A
 5/6 Raising Readers Storytime – 7 K, 9 A
 5/10 Pokémon Club – 1 K, 2 A
 5/13 Raising Readers Storytime – 12 K, 11 A

TOTAL: 160

Teen Program Attendance:

4/11 Teen After Hours – 20
 4/12 Esports – 6
 4/24 TAB: Meeting – 4
 5/10 Esports – 3

TOTAL: 33

Family Program Attendance:

5/3 Daffodil Craft – 7

Community Room Usage Attendance:

(4/10 – 5/14)

Tutoring - 5 sessions – 18

GPS Archives - 4 sessions – 22

Girl Scouts - 10

Glenville Hills Garden Club – 2 sessions – 12

Interview – 2

TOTAL: 64

Volunteer Hours: (not BOT, committees, nor book processing) 4/10 – 5/14 – 17 individuals a combined 31 times for total of 58 hours.

Upcoming Program Schedule:

Adults:

5/15, 7/17 - Writers' Group
5/17, 5/21, 5/28, 6/4, 6/11, 6/18 - Tech Assist
5/19, 6/2, 6/9, 6/16, 6/23, 6/30 - Mahjongg
5/20, 6/3, 6/17 - Grown-Up Coloring Club
5/21, 6/18, 7/16 - Astronomy Club
5/22 - MADD: Power of Parents
5/23, 6/27, 7/25 - Cozy Corner Stitchers
5/28, 6/25, 7/30 - Photography Club
6/4 - Budget Review Meeting
6/11 - Library Election
6/11, 7/9 - Young Profs Book Discussion
6/12 - Bug Repellent Candles
6/13 - Tea & Talk: Women Saratoga Campaign
6/23, 7/28 - When Readers Meet
7/26, 8/2 - Learn Felting
7/26 – Friends' Book Sale

Kids & Teens:

5/15, 7/17 - Chess & Checkers Club
5/15 - Makerspace
5/19, 6/9, 7/21 - Nature Club
5/20, 5/27, 6/10, 6/17, 6/24 – Raising Readers
Storytime
5/21, 6/18, 7/16 - Deconstruction
5/22 - TAB Meeting
6/2, 7/7 - Lego Club
6/5, 7/3 - Family Storytime
6/7 - Family Sign Language Class
6/9, 7/14 – Crafternoon
6/12 TAB: Capture the Flag
6/14, 7/12 - Pokémon Club

6/14, 7/12 - Teen Esports

6/23, 7/28 - Tech & Science Club

6/25 - Kids At Heart: Bees (Saratoga Co Youth)

6/28 - Summer Reading Program begins

6/30 - Intro to Drama

7/1, 7/8, 7/15, 7/22, 7/29 - Baby & PreK

Storytime

7/1 - Songs w/ Dr. Thomas

7/7 - Art w/ Tang Museum

7/8, 7/15, 7/22, 7/29 - Art Adventures

7/10 - TAB Tie Dye

7/14 - Crazy Pasta Sculptures

7/19 - REPCO Live Reptile Show

7/21 - Science of Light

7/28 - Doodles & Dots Art

Public Relations:

- Finished the Annual Newsletter and sent it to the printer. Picked them up, and staff sorted & labeled them in preparation for mailing.
- Completed the online mailing form required for bulk mail in order to mail the Newsletter on May 23.
- Maintenance built a frame to use in the parade this year and going forward. Materials for the parade have been purchased.
- Youth Coordinator represented the library at two school functions in May: Festival of Nations & Wellness Fair.
- Youth Coordinator will promote the Summer Reading Program at the school on 6/9 & 6/10.
- Updated the website calendar with all of the Summer Reading Program events.
- SALS informed me that Galway Public Library won the Program of the Year (2024) Award, as well as Trustee of the Year to Jim Hodsoll!
- Amended the Foundation brochure to reflect correct Friends' email.
- Found a volunteer to drive a truck in the parade.

Staff:

- Posted job posting for sub-clerk. Hired the intern, Meghan Simone. She was the only one who applied.
- Completed paperwork necessary for hiring of new sub-clerk, and discussed it with new hire.
- Several staff members, including myself, met with the intern to go over our main tasks. She wants the information for learning purposes and her class final submission.
- Have Civil Service paperwork to complete for position of Director II.
- Marina is learning the additional tasks of a Senior Clerk in preparation for promotion in August.
- Wrote a recommendation for a scholarship for a volunteer.

Tasks:

- Renewed NYLA membership.
- Continued going through computer files to convert from Publisher.
- Organized the most of the equipment manuals.
- Ordered additional library cards because we are almost out.
- Did various tasks necessary for programs to run smoothly.
- Ordered office & maintenance supplies.
- Renewed bulk mail permit at PO.

Technology:

- Informed by SALS that Microsoft will no longer support Office 2019, so we will have to upgrade one staff computer, the staff laptop, and four public computers. This will cost \$125 per staff computer and \$40 per public computer. Some other staff computers will have to be done by October 2026.

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	2727
April	1555	239	2256	2198	2527	2476	2348
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	524
April	187	230	271	238	424	544	588
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	55
April		25	45	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	

GPL USAGE STATS

Record Counts	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	Apr-25
Total Items	35835	36018	35797	36004	36212	36126	36184	36303	36395	36207	36262	36529	36375	36615
Withdrawn	2	33	331	12	1	239	85	198	95	329	11	31	194	7
Added Items	120	206	124	220	210	156	147	317	193	149	80	302	76	248
Total Patrons	2167	2218	2229	2219	2236	2256	2256	2282	2295	2304	2317	2324	2285	2301
Added Patrons	22	59	18	19	30	34	15	30	16	12	14	17	30	22
Circulation	2411	2476	2321	2544	3341	3200	2967	2674	2386	2106	2554	2521	2727	2348
Checkouts	1964	2041	1961	2157	2849	2768	2435	2169	1963	1677	2238	2124	2296	1959
Renewals	447	435	360	387	492	432	532	505	423	429	316	397	431	389
Borrowers	381	366	349	384	463	454	413	400	365	351	371	377	398	362
Checked In	1908	1944	1784	1920	2412	2549	2397	2210	1723	1737	1863	1925	2319	1852
Holds Placed	528	527	497	598	535	608	491	491	522	403	574	543	658	487
Holds Filled	489	460	514	546	527	573	518	432	521	367	564	484	631	513
E-Content Circ	580	544	551	536	513	514	485	487	461	517	577	533	524	588
Hoopla Borrowers	45	45	30	50	50	54	36	48	47	33	49	59	55	45
PAC Logins	605	608	523	646	631	622	593	608	522	482	652	627	641	512
Wireless Clients	166	145	139	180	210	157	148	158	163	162	160	149	182	156
Cassie Sessions	32	46	36	31	45	43	35	48	48	38	54	61	49	40
Door Count	1976	1833	1734	1887	3024	2032	1727	2189	1802	1660	2121	1690	2027	1767