Director's Report August 2025

Deb Flint, Library Director

Building & Grounds:

- Sound Solutions fixed the screen relay switch in the program room.
- Culligan is still waiting to receive the part to fix our softener seal.
- Perfect Water came for their regularly scheduled cleaning in July. I had to call them in August to come again because the waterflow kept stopping. They cleaned the system again.
- Maintenance power washed the exterior of the building.
- The recycling box outside was emptied.
- I neatened the storage shed.

Collection:

- Added 74 new books, 66 donations, and 0 DVDs in July.
- Finished weeding Adult Fiction & books shifted for spacing.
- Rearranged Junior Fiction to create more space for shelving books. Plan to move series picture books to create more Junior Picture Book shelf space too.
- Researched/ordered new books & DVDs.

Continuing Ed:

- Attended Trustee Handbook Book Club webinar, "Recruiting & Retaining Quality Staff."

Election:

- Updated election procedure notes for use next year.

Financials:

- Typed draft of signatory and reserve fund finance policies for board meeting.
- Updated the donation receipts to reflect that we are tax-deductible, but not a 501c3 organization.

Grants & Donations:

- Ordered books & office supplies using designated grant money.
- Used more Stewart's Holiday Match money to purchase SRP program materials.
- SALS received the Big Read grant that we will participate in. Patrons will be encouraged to read *Fuzz* by Mary Roach. We will have several programs & a book discussion in September & October in partnership with other libraries in SALS. Mary Roach will also do a Zoom Q&A that can be viewed in the library on 10/8.
- Received $200 from Lions for Summer Reading Program.

Meetings:

- Led Director's Council meeting in July & prepped for meeting in August.
- The new trustee orientation is scheduled for 8/20.
- Youth coordinator & I met with the new high school principal and vice principal to discuss what ways we have collaborated with the school so far, and to brainstorm ideas of ways we can partner with them further. The school has a lot of new staff who seem eager to partner with the library, including the new school librarian. Some topics that were discussed were busing, clubs, book groups, promotion of our events at the school.
- Attended a meeting with other SALS Directors to coordinate/discuss the Big Read grant.
- I will attend Sara Dallas' retirement gathering on 8/21.

Programs:

Adult Program Attendance:
July Tech Assistance – 6
7/9 Young Pro's Book Discussion – 5
7/14 Mahjongg – 7
7/15 Coloring Club for Grown-Ups – 4
7/16 Astronomy – 5
7/27 Writers Group – 3
7/21 Mahjongg – 6
7/25 Cozy Stitchers – 4
7/26 Needle Felting – 3
7/28 Mahjongg - 7
7/28 When Reader's Meet – 10
7/30 Photography Club - 15
8/1 Mahjongg – 4
8/2 Needle Felting – 3
8/4 Mahjongg – 6
8/5 Coloring Club for Grown-Ups – 3
8/11 Mahjongg – 7
8/13 Young Pro's Book Discussion – 4
TOTAL: 102

Children's Program Attendance:
7/14 Crazy Pasta Sculptures – 3 K, 2 A
7/14 Crafternoon: Woven Turtles – 16 K, 9 A
7/15 Color Wheel Storytime – 20 K, 15 A
7/15 Art Adventures Passport – 11 K, 7 A
7/16 Deconstruction – 4 K, 1 A
7/17 Chess & Checkers Club – 4 K, 1 A
7/21 Science of Light – 11 K, 7 A
7/21 Nature Club: Sun Print Art – 15 K, 9 A
7/22 Color Wheel Storytimes – 25 K, 13 A
7/22 Art Adventures Passport – 12 K, 6 A
7/28 Doodles & Dots Art – 9 K, 6 A
7/28 Tech Club: Fruit Bongos – 11 K, 8 A
7/29 Color Wheel Storytime – 20 K, 14 A
7/29 Art Adventures Passport – 10 K, 3 A
7/31 Wood Round Bird Craft – 11 K, 7 A
8/4 Tiny Painting Party – 7 K, 5 A
8/4 Lego Club: Boat Challenge – 12 K, 7 A
8/5 Color Wheel Storytime – 17 K, 13 A
8/5 Art Adventures Passport – 11 K, 3 A
8/9 Pokémon Club – 9 K, 3 A
8/11 Creative Number Drawing – 3 K, 2 A
8/11 Crafternoon: Fabric Bowls – 4 K, 1 A
8/12 Color Wheel Storytime – 14 K, 11 A
8/12 Art Adventures Passport – 10 K, 1 A
TOTAL: 423

Total Registrations for Summer Reading:
166 (ages 0-11) & 15 (ages 12-17) = 181

Teen Program Attendance:
7/10 TAB Tie Dye – 10
7/12 Esports – 3
8/9 Esports – 7
TOTAL: 20

Family Program Attendance:
7/19 Reptiles w/ REPCO – 33
8/11 Overhearing History – 4
TOTAL: 37

Community Room Usage Attendance:
(7/9-8/13)
Tutoring (17 sessions) – 120
GPS Archives (5 sessions) – 24
Interview – 2
Cemetery Assn – 15
TOTAL: 161

Volunteer Hours: (not BOT, committees, nor book processing) 7/9-8/13 – 21 individuals a combined 41 times for total of 51 hours.

Upcoming Program Schedule:

Adults:
8/16, 8/20, 8/27, 9/3, 9/10, 9/17, 9/20, 9/24 - Tech Assist
8/18, 8/25, 9/8, 9/15, 9/22, 9/29 - Mahjongg
8/19, 9/2, 9/16, 10/7, 10/21 - Grown-Up Coloring Club
8/20, 9/15, 10/15, 11/19 - Astronomy Club
8/21, 9/18, 10/16, 11/20 - Writers' Group
8/22, 9/26, 10/24 - Cozy Corner Stitchers
8/25, 9/22, 10/27, 11/24 - When Readers Meet
8/27, 9/24, 10/29, 11/22 - Photography Club
9/10 - Deer Presentation
9/10, 10/8, 11/12 - Young Pro's Book Disc.

9/12, 12/12 - Tea & Talk
9/18 - Adult Game Night
9/20 - Faux Stained Glass
9/27 - Chinese Painting
10/2 - Fall Candle Class
10/2 - Social Security Session
10/8 - Zoom Q&A w/ Author Mary Roach
10/17 - Nature Art Prog for Big Read: *Fuzz*
10/18 - Lighted Picture Frame
10/18 - Volunteer Recognition Reception
10/22 - Erie Canal at 200 w/ Schoharie Crossing
11/6 - Winter Scene Acrylic Painting
11/15 - Decorated Wine Bottles

Kids & Teens:

8/14 - TAB Presents: DIY Locker Lamps
8/16 - SRP Wrap-Up Party
8/18, 9/15, 10/20, 11/17 - Nature Club
8/19, 8/26, 9/2, 9/9, 9/16, 9/23, 9/30 – Raising Readers Storytime
8/20, 9/17, 10/15, 11/19 - Deconstruction
8/21, 9/18, 10/16 - Chess & Checkers Club
8/21, 9/18, 10/16, 11/20 - Makerspace
8/25, 9/22, 10/27, 11/24 - Tech & Science Club
9/4, 10/2, 11/6, 12/4 - Family Storytime
9/6 - Cutting Out the Junk
9/8, 11/10, 12/8 – Crafternoon
9/11 - BTS Ice Cream Social
9/13, 10/11, 11/8, 12/13 - Pokémon Club
9/13, 10/11, 11/8, 12/13 - Esports
9/25 - TAB Organizational Meeting
9/29 - DIY Kaleidoscopes
10/4 - Family Program
10/6, 11/3, 12/1 - Lego Club
10/9 - TAB Halloween Movie
10/23 - 3D Wall Hangings
10/30 - Halloween Craft
11/1 - Author Farial English Book Reading
11/13 - TAB Manhunt

Staff:

- All staff completed their required quarterly cyber training.
- We have new volunteers, one per day, for the summer, to assist the clerks with shelving.
- Vacation & Sick Time for the new fiscal year was figured out and staff notified.
- Wrote 90-day probationary reviews for the new senior clerk and the sub-clerk. Went over the review with the senior clerk. Will review with the sub-clerk the next time she works.

Tasks:

- Created new acquisitions fund in Polaris for the current fiscal year.
- Created mailboxes for new trustees & created access for them to Google Docs trustee documents.
- Created a reading list for When Readers Meet for the next year.
- Updated committee and board lists for this year on the website & with SALS.
- Spent quite a bit of time on scheduling a number of adult programs for the fall.
- Went through a lot of book & DVD donations before the Friends' book sale in July.
- Wrote thank you notes for July donations.
- Ordered maintenance & office supplies.
- Shared Memory Project photos from our programs with the creator of the Project for her to use in a presentation at NYLA.
- Followed up with the NYLA presenters that I will be joining again this year.
- Went through NYLA programs to decide which I might attend.

Technology:

- Went through computer files to find more Publisher files to convert.
- SALS updated the Office software on the public computers & a staff computer. All computers have also been updated to Windows 11.

- Got notification from SALS that next year, the 4 public PCs, catalog computer, & 1 staff computer should be replaced.
- The cost for renewal of the QuickBooks software continues to increase. The bookkeeper & tech assistant are going to research possible cheaper alternatives/options.

GPL USAGE STATS

Record Counts	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-26	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
Total Items	36004	36212	36126	36184	36303	36395	36207	36262	36529	36375	36615	36469	36109	36128
Withdrawn	12	1	239	85	198	95	329	11	31	194	7	298	430	118
Added Items	220	210	156	147	317	193	149	80	302	76	248	160	70	143
Total Patrons	2219	2236	2256	2256	2282	2295	2304	2317	2324	2285	2301	2324	2340	2370
Added Patrons	19	30	34	15	30	16	12	14	17	30	22	26	18	42
Circulation	2544	3341	3200	2967	2674	2386	2106	2554	2521	2727	2348	2606	2559	3592
Checkouts	2157	2849	2768	2435	2169	1963	1677	2238	2124	2296	1959	2235	2127	3148
Renewals	387	492	432	532	505	423	429	316	397	431	389	371	432	444
Borrowers	384	463	454	413	400	365	351	371	377	398	362	405	414	527
Checked In	1920	2412	2549	2397	2210	1723	1737	1863	1925	2319	1852	2140	1788	2810
Holds Placed	598	535	608	491	491	522	403	574	543	658	487	588	569	412
Holds Filled	546	527	573	518	432	521	367	564	484	631	513	566	464	416
E-Content Circ	536	513	514	485	487	461	517	577	533	524	588	616	559	720
Hoopla Borrows	50	50	54	36	48	47	33	49	59	55	45	86	47	62
PAC Logins	646	631	622	593	608	522	482	652	627	641	512	578	523	523
Wireless Clients	180	210	157	148	158	163	162	160	149	182	156	147	153	243
Cassie Sessions	31	45	43	35	48	48	38	54	61	49	40	49	46	53
Door Count	1887	3024	2032	1727	2189	1802	1660	2121	1690	2027	1767	1873	1869	3452

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	2606
June	1719	852	2430	2554	2841	2544	2559
July	2407	1664	3304	3261	3131	3341	3592
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	616
June	245	325	317	326	416	536	559
July	210	330	328	359	566	513	720
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	86
June		22	50	47
July		30	50	62
August		40	54	
September	38	29	36	
October	21	27	48	
November	23	10	47	
December	31	37	33	
YEAR TOTAL	113	341	520	