

## Director's Report October 2025

Deb Flint, Library Director

### Building & Grounds:

- Stark Tech performed 6 month maintenance on the generator. Battery needed to be replaced.
- Took quarterly water sample to the lab.
- Maintenance cleaned the ceiling lights throughout the building.
- Got new HVAC filters for upcoming filter changes.

### Collection:

- Added 29 new books, 66 donations, and 34 DVDs in September.
- Ordered new books for adults from Baker & Taylor. However, I received notification that in January Baker & Taylor will be closing; this means I need to set up an account with Ingram for future book orders. I do not know if I will receive the books that are currently on order with B&T (148 books); I may need to reorder them from another vendor.

### Community Outreach:

- In October (Great Give Back month) we are partnering with: Galway Backpack Program to collect bottles to raise money to purchase items to go into the backpacks; Galway Rotary as a drop-off site for winter coats; & PTSA as a drop-off and distribution site for Halloween costumes.

### Finance:

- Updated Finance Policy to post.
- Bank statements for August were reconciled.
- Staff continued researching options for potential new bookkeeping software.
- Wrote & mailed tax levy request to the school. Received check on 10/8.

### Grants & Donations:

- Used Stewart's Holiday Match money to purchase children's program materials.
- Used designated program monies to request check for Erie Canal program in October.
- Ordered adult & kid books from Amazon with designated monies.

### Meetings:

- Building & Grounds Committee meeting with representatives of GPS regarding humidity levels in the archive closet.
- Discussed the agenda and items with the Board President.
- Met with CFO & Bookkeeper to discuss Reserve funds.
- Attended SALS Advocacy Committee meeting.
- Met with volunteer presenter about upcoming craft program.
- Scheduled a date for the new SALS Director to visit the library (10/16/25).

### Programs:

#### Adult Program Attendance:

September Tech Assistance – 15  
 9/15 Mahjongg – 6  
 9/16 Coloring Club for Grown-Ups – 5  
 9/17 Astronomy – 11  
 9/18 Game Night – 5  
 9/18 Writers Group – 2  
 9/20 Faux Stained Glass – 11  
 9/22 Mahjongg – 3  
 9/22 When Readers Meet – 11  
 9/24 Photography Club – 19  
 9/26 Cozy Stitchers – 1  
 9/27 Intro to Chinese Brush Painting – 12  
 9/29 Mahjongg – 4  
 10/2 Fall Candle Class – 13  
 10/2 Social Security Program – 2  
 10/6 Mahjongg – 5  
 10/7 Coloring Club for Grown-Ups – 3

TOTAL: 128

**Children's Program Attendance:**

9/13 Pokémon Club – 6 K, 2 A  
9/15 Nature Club: Walk – 5 K, 2 A  
9/16 Raising Readers Storytime – 16 K, 13 A  
9/17 Deconstruction – 3 K, 2 A  
9/18 Makerspace: Heiroglyphs – 6  
9/22 Tech Club: Snap Circuits – 4 K, 4 A  
9/23 Raising Readers Storytime – 8 K, 7 A  
9/29 DIY Kaleidoscope – 5 K, 3 A  
9/30 Raising Readers Storytime – 10 K, 6 A  
10/6 Lego Club – 7 K, 6 A  
10/7 Raising Readers Storytime – 8 K, 8 A  
TOTAL: 131

**Teen Program Attendance:**

9/13 Esports – 6  
9/25 TAB Planning Meeting – 13  
TOTAL: 19

**Community Room Usage Attendance:**

(9/13-10/7)  
Tutoring (2 sessions) – 5  
GPS Archives (3 sessions) – 16  
Girl Scouts – 8  
GGC Holiday Basket – 7  
TOTAL: 36

**Volunteer Hours:** (not BOT, committees, nor book processing) 9/13-8/7 – 15 individuals a combined 25 times for total of 41.5 hours.

**Upcoming Program Schedule:**

**Adults:**

10/8, 11/12 - Young Pro's Book Disc.  
10/8 - Zoom Q&A w/ Author Mary Roach  
10/8, 10/15, 10/18, 10/22, 10/29 - Tech Assist  
10/15, 11/19 - Astronomy Club  
10/16, 11/20 - Writers' Group  
10/17 - Nature Art Prog for Big Read: *Fuzz*  
10/18 - Lighted Picture Frame  
10/18 - Volunteer Recognition Reception  
10/20, 10/27, 11/3, 11/10, 11/17, 11/24 – Mahjongg  
10/21, 11/4, 11/18 - Grown-Up Coloring Club

10/21 - Staff Mobile Office Hours by the Office of US Congressman Paul D. Tonko  
10/22 - Erie Canal at 200 w/ Schoharie Crossing  
10/24, 11/28 - Cozy Corner Stitchers  
10/27, 11/24 - When Readers Meet  
10/29, 11/22 - Photography Club  
11/6 - Winter Scene Acrylic Painting  
11/15 - Decorated Wine Bottles

**Kids & Teens:**

10/9 - TAB Halloween Movie  
10/11, 11/8, 12/13 - Pokémon Club  
10/11, 11/8, 12/13 - Esports  
10/14, 10/21, 10/28, 11/4, 11/18, 11/25 – Raising Readers Storytime  
10/15, 11/19 - Deconstruction  
10/16, 11/20 - Chess & Checkers Club  
10/16, 11/20 - Makerspace  
10/20, 11/17 - Nature Club  
10/23 - 3D Wall Hangings  
10/27, 11/24 - Tech & Science Club  
10/30 - Halloween Craft  
11/1 – Leaf Bookpage Garland Decoration  
11/3, 12/1 - Lego Club  
11/6, 12/4 - Family Storytime  
11/10, 12/8 – Crafternoon  
11/13 - TAB Manhunt

**Publicity:**

- There are a lot of programs & events happening in October; the PR for this took quite a lot of time, with several revisions.

**Staff:**

- We have a community service person temporarily coming in a few times per week.
- Sent paperwork to Civil Service for Senior Clerk promotion.
- Started staff annual evaluations. Gave them their self-evaluation forms to fill out.

**Tasks:**

- Continued working on Wish List to ask Friends to fund.
- Ordered maintenance & office supplies.
- Printed and sent emails & postcard invitations for Volunteer Reception. This took multiple days.
- Went through book donation piles in my office to determine what to put into our catalog or not.
- Created a volunteer task list as requested and sent it to President.
- Followed up on solar credit we have not received yet.

**Technology:**

- Tech Assistant created PowerPoint of photos of volunteers & staff to display during the Volunteer Reception.



**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	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	2992
September	1172	2214	2398	2615	2739	2967	2525
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	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	675
September	195	337	291	362	488	485	584
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	59
March		33	45	55
April		25	45	45
May		25	30	86
June		22	50	47
July		30	50	62
August		40	54	59
September	38	29	36	53
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>	