

Director's Report November 2025

Deb Flint, Library Director

Building & Grounds:

- Maintenance changed the HVAC filters.
- Maintenance moved picnic tables, etc., in prep for winter & purchased calcium for use on walkways.
- Per GPS request, Maintenance closed the vent in the archive closet, and neither the humidifier nor dehumidifier are being turned on at this time.
- Fire extinguisher inspection completed.
- Perfect Water did regular maintenance of water system.

Collection:

- Added 87 new books, 23 donations, and 3 DVDs in October.
- Have started the set up to order new books from Ingram Content. In the meantime, I ordered some books from Amazon that have been backordered with B&T for months. B&T will not be fulfilling any orders at this point. All orders were cancelled by me.
- Researched new DVDs to purchase.

Community Outreach:

- October "Great Give Back" partnerships were successful for the Galway Rotary (winter coats), Backpack Program (cans), & PTSA (costumes).
- Library staff represented the library at the Brookledge Trick or Treat Trail.
- School asked to use space for ongoing tutoring sessions every day until April.
- We will be hosting a gift-wrapping station with donated materials to assist families during the holidays.
- Youth Coordinator went to the school 2 days to read stories in collaboration with the County Office of Aging & Youth.

Continuing Education:

- Attended NYLA Conference in Saratoga. Held good conversations with Ingram, other library directors, & program presenters. Best workshop was on Services to Homebound Patrons. Also received positive feedback about my grant presentation.

Finance:

- Updated Finance Policy to amend Reserve Fund for approval at next meeting.
- Bank statements for September were reconciled.
- Received the solar credit check that was expected months ago. This is a reimbursement for credits we did not receive on our electric bill, but should have.

Grants & Donations:

- Ordered kid program supplies using Stewart's Holiday Match money.
- Sent Wish List to Friends to request funding. They asked me to attend next meeting to give an explanation of items & to prioritize items.
- Received donation from Hannaford of Amsterdam for kid programs.
- Ordered kid non-fiction books from Penworthy with WGY '25 grant.

Meetings:

- Met with the Foundation Board to discuss future funding options for operations, as well as applications for outgoing grants on the library's behalf.
- Discussed agenda with Board President.
- Met the new SALS Director, Kim Bolan.
- Finance Committee meeting on 11/13/25 to discuss check scanning, Visa limits, & Reserve Fund Policy.
- Met with the Long-Range Plan Chair to review progress on the plan. Also

attended LRP Committee meeting to review the plan.

- Led October's Director's Council meeting. Will meet with SALS Director & new Director's Chair in December to transition leadership.
- Attended Rural Round Table meeting with other directors of small libraries.

Programs:

Adult Program Attendance:

October Tech Assistance – 20
 10/8 Young Professionals Bk Disc – 9
 10/8 Virtual Author Visit: Mary Roach – 12
 10/15 Astronomy – 9
 10/16 Writers Group – 2
 10/17 Cyanotype Prints – 3
 10/20 Mahjongg – 4
 10/21 Coloring Club for Grown-Ups – 6
 10/22 Erie Canal at 200 – 9
 10/24 Cozy Stitchers – 2
 10/27 When Readers Meet – 9
 10/27 Mahjongg – 4
 10/29 Photography Club – 13
 11/3 Mahjongg – 6
 11/4 Coloring Club for Grown-Ups – 6
 11/6 Acrylic Painting – 14
 11/10 Mahjongg – 3
 11/12 Young Professionals Bk Disc - 5
 TOTAL: 136

Children's Program Attendance:

10/11 Pokémon Club – 5 K, 1 A
 10/14 Raising Readers Storytime – 15 K, 10 A
 10/20 Nature Club: Walk – 5 K, 7 A
 10/21 Raising Readers Storytime – 9 K, 5 A
 10/23 Makerspace: Erie Canal Legos – 36
 10/28 Raising Readers Storytime – 10 K, 6 A
 10/30 Mosaic Craft – 20
 10/30 Boo Bash Halloween Craft – 17 K, 12 A
 11/3 Lego Club: Thanksgiving Fest – 10 K, 6 A
 11/4 Raising Readers Storytime – 10 K, 6 A
 11/8 Pokémon Club – 8 K, 1 A
 TOTAL: 199

Teen Program Attendance:

10/9 TAB Halloween Movie – 23
 10/11 Esports – 2
 11/8 Esports – 9
 TOTAL: 34

Family Program Attendance:

10/16 Halloween Costume Closet – 28
 10/18 Holiday Light Up Frame – 12
 10/18 Volunteer Reception – 40
 10/23 3D Wall Hanging – 13
 10/25 Brookledge Trick or Treat – 250
 11/1 Audubon Bird Migration Game – 37
 11/10 Ornaments Craft for All – 18
 TOTAL: 398

Community Room Usage Attendance:

(10/8-11/12)
 Tutoring (23 sessions) – 49
 GPS Archives (6 sessions) – 31
 Girl Scouts (2 sessions) – 38
 GGC Holiday Basket – 8
 PTSA (2 sessions) – 13
 OM (4 sessions) – 55
 Tonko Staff Liasison – 3
 Garden Club – 24
 Business Meeting – 10
 TOTAL: 231

Volunteer Hours: (not BOT, committees, nor book processing) 10/8-11/12 – 17 individuals a combined 34 times for total of 44.5 hours.

Upcoming Program Schedule:

Adults:

11/15 - Decorated Wine Bottles
 11/15, 11/19, 11/26, 12/3, 12/10, 12/17 - Tech Assist
 11/17, 11/24, 12/1, 12/8, 12/15, 12/22, 12/29 - Mahjongg
 11/18 - Grown-Up Coloring Club
 11/19, 12/17 - Astronomy Club
 11/20, 12/18 - Writers' Group
 11/22 - Photography Club
 11/23 - Friends' Swag Workshops

11/24 - When Readers Meet
11/28 - Cozy Corner Stitchers
12/1-12/26 Wrapping Station
12/4 - Holiday Candle Class
12/10 - Young Pro's Book Disc.
12/20 - Journey Through England (Photography Club Event)

Kids & Teens:

11/13 - TAB Manhunt
11/18, 11/25, 12/2, 12/16, 12/30 - Raising Readers Storytime
11/20, 12/18 - Chess & Checkers Club
11/20 - Makerspace
11/17, 12/15 - Nature Club
11/24 - Tech & Science Club
12/1 - Lego Club
12/4 - Family Storytime
12/5, 12/19 - Amsterdam PreK Visit
12/6 - Family Holiday Trivia & Costume Contest
12/8 - Crafternoon
12/9 - ASL Storytime
12/11 - TAB Event: Family Cookies & Cards
12/13 - Pokémon Club
12/13 - Esports
12/19 - Homeschool Library Skills Class
12/29 - Family Holiday Movie

Staff:

- Completed staff annual evaluations.
- Sent out email reminding everyone to complete annual Anti-Harassment training by 11/19. Have received most of staff's and some of Board's.

Tasks:

- Reviewed current programming attendance numbers to determine which programs to continue & which to cancel for now (Deconstruction, Cozy Stitchers).
- Sent email reminder about trustee training requirements for 2025.
- Ordered office supplies.

- Planning an Adult Winter Reading Program for January & February.

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	2992
September	1172	2214	2398	2615	2739	2967	2525
October	2633	2214	2282	2811	2822	2674	2704
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	675
September	195	337	291	362	488	485	584
October	177	268	310	372	655	487	638
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	59
September	38	29	36	53
October	21	27	48	47
November	23	10	47	
December	31	37	33	
YEAR TOTAL	113	341	520	

GPL USAGE STATS

Record Counts	Oct-24	Nov-24	Dec-24	Jan-26	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25
Total Items	36303	36395	36207	36262	36529	36375	36615	36469	36109	36128	36381	36509	36521	
Withdrawn	198	95	329	11	31	194	7	298	430	118	99	8	7	
Added Items	317	193	149	80	302	76	248	160	70	143	365	133	125	
Total Patrons	2282	2295	2304	2317	2324	2285	2301	2324	2340	2370	2367	2382	2395	
Added Patrons	30	16	12	14	17	30	22	26	18	42	20	25	21	
Circulation	2674	2386	2106	2554	2521	2727	2348	2606	2559	3592	2992	2525	2704	
Checkouts	2169	1963	1677	2238	2124	2296	1959	2235	2127	3148	2558	2180	2165	
Renewals	505	423	429	316	397	431	389	371	432	444	434	345	539	
Borrowers	400	365	351	371	377	398	362	405	414	527	463	406	417	
Checked In	2210	1723	1737	1863	1925	2319	1852	2140	1788	2810	2455	2268	2045	
Holds Placed	491	522	403	574	543	658	487	588	569	412	538	480	465	
Holds Filled	432	521	367	564	484	631	513	566	464	416	533	402	505	
E-Content Circ	487	461	517	577	533	524	588	616	559	720	675	584	638	
Hoopla Borrowers	48	47	33	49	59	55	45	86	47	62	59	53	47	
PAC Logins	608	522	482	652	627	641	512	578	523	523	594	608	548	
Wireless Clients	158	163	162	160	149	182	156	147	153	243	210	155	187	
Cassie Sessions	48	48	38	54	61	49	40	49	46	53	38	44	52	
Door Count	2189	1802	1660	2121	1690	2027	1767	1873	1869	3452	2069	1844	2277	
Kid Prg Attendance													150	462
Adult Prg Attendance													128	271