

## Director's Report December 2025

Deb Flint, Library Director

### Building & Grounds:

- Finally received the water filters from Culligan (ordered in April). Softener leak still to be addressed.
- Maintenance installed hooks on the back of the bathroom doors, a patron request.
- The fire alarm panel was faulted/in alarm. After talking to several people (and investing several hours of my time), Doyle Security came and fixed the issue. The radio transmitter needed a new battery.
- Maintenance used snow rake, etc., to remove snow/ice from front edge of building. The ice is building up already, so we will keep an eye on the situation.
- Staff decorated for the holidays.
- Took water samples & delivered them to the lab for the 4<sup>th</sup> quarter testing.

### Collection:

- Added 30 new books, 28 donations, and 0 DVDs in November. Less new books have been ordered, and the barcoder hasn't been in as much.
- Set up account for new books with Ingram. Made first order, which took a bit of time, but have not received the books yet. I primarily ordered books that were never sent by Baker & Taylor.
- Ordered some new books from Amazon.
- Ordered new DVDs.

### Community Outreach:

- We are hosting a gift-wrapping station for the month of December with donated materials to assist families during the holidays. We also have a backdrop set up for photography sessions.

- Organized program for homebound patrons. Have gotten responses from volunteers to deliver, but no one has signed up for delivery as yet.
- The Lions have requested that a representative from the library speak to them and give an update on our programs in the new year. Currently working on scheduling that. The Youth Coordinator & I plan to speak about how the money they have donated has helped kid programming.
- Youth Coordinator has scheduled numerous PreK visits from area schools.

### Continuing Education:

- Attended Trustee Handbook webinar "Next Level Trusteeship."
- Watched webinar "20 Essential Tips For Protecting the Right to Read."

### Finance:

- Updated Finance Policy on website, etc.
- Bank statements for October were reconciled.
- Attended Finance Committee meeting in November.
- Got application from Visa provider to apply to raise the Visa limit.
- Asked Treasurer to look into direct deposit for payroll.
- Asked other Directors in SALS about their investments and related policies.
- Bookkeeper is working on the AUD.

### Grants & Donations:

- Ordered kid program supplies using Stewart's Holiday Match money.
- Prioritized & reviewed Wish List with Friends at their November meeting. They will let me know potential funding at some point in the future.
- Friends agreed to sponsor the Adult Reading Challenge gift basket.
- Ordered kid books using WGY '25 grant.

- Ordered kid supplies from BSNB '25.

**Meetings:**

- Discussed agenda with Board President.
- Met with a representative of Cooperative Extension. They are starting a Seed Library initiative that we will be a part of this spring. They will supply seeds and signage for us to give to our patrons free of charge. We are also trying to schedule a gardening program in the spring in conjunction with the Seed Library.
- President & I met with the volunteer to present the Board response to the request.
- Attended the SALS Advocacy Committee meeting to talk about the best way to approach our legislators on Advocacy Day in February, as well as another time in the summer.
- Led my last Director's Council meeting. A new Chair is in place for the January meeting. I will be meeting with her and the SALS Director to talk about the transition and the structure of the Council in the future.

**Programs:**

**Adult Program Attendance:**

- November Tech Assistance – 8
- 11/15 Decorated Wine Bottles – 11
- 11/17 Mahjongg – 4
- 11/18 Coloring Club for Grown-Ups – 4
- 11/19 Astronomy – 7
- 11/20 Writers Group – 1
- 11/22 Photography Club – 6
- 11/24 Mahjongg – 4
- 11/24 When Readers Meet – 9
- 12/1 Mahjongg – 4
- 12/4 Holiday Candles – 10
- 12/8 Mahjongg – 4

TOTAL: 72

**Children's Program Attendance:**

- 11/17 Nature Club: Clay – 6 K, 4 A
  - 11/18 Raising Readers Storytime – 9 K, 8 A
  - 11/24 Tech & Science Club – 9 K, 4 A
  - 11/25 Raising Readers Storytime – 7 K, 6 A
  - 12/1 Lego Club: Thanksgiving Fest – 10 K, 6 A
  - 12/5 Amsterdam PreK Visit – 18 K, 5 A
  - 12/8 Crafternoon: Ornaments – 2 K
  - 12/9 Raising Readers Storytime – 11K, 9 A
- TOTAL: 114

**Teen Program Attendance:**

- 11/13 TAB: Manhunt - 16

**Family Program Attendance:**

- 11/30 Makerspace: Gnomevember - 27
  - 12/6 Holiday Trivia – 4
- TOTAL: 31

**Community Room Usage Attendance:**

- (11/13-12/9)
  - Tutoring (15 sessions) – 50
  - GPS Archives (3 sessions) – 13
  - Girl Scouts – 8
  - OM (3 sessions) – 37
  - Cemetery Assn – 6
  - Business Meeting – 4
- TOTAL: 118

**Volunteer Hours:** (not BOT, committees, nor book processing) 11/13-12/9 – 13 individuals a combined 18 times for total of 30.5 hours.

**Upcoming Program Schedule:**

**Adults:**

- 12/1-12/26 Wrapping Station
- 12/10, 12/17, 1/7, 1/14, 1/17, 1/21, 1/28 - Tech Assist
- 12/10, 1/14, 2/11 - Young Pro's Book Disc.
- 12/15, 12/22, 12/29, 1/5, 1/12, 1/26 - Mahjongg
- 12/20, 1/28, 2/25 - Photography Club
- 1/1-2/28 - Adult Winter Reading Challenge
- 1/6, 1/20, 2/3, 2/17 - Grown-Up Coloring Club
- 1/15, 2/19 - Writers' Group
- 1/17 - Bamboo Chinese Painting

1/21, 2/18 - Astronomy Club  
1/23 & 1/24 - Book Sale  
1/26, 2/23 - When Readers Meet

**Kids & Teens:**

12/15 - Nature Club  
12/11 - TAB: Family Cookies & Cards  
12/13, 1/10, 2/14 - Pokémon Club  
12/13, 1/10, 2/14 - Esports  
12/16, 12/30, 1/6, 1/13, 1/20, 1/27 - Raising Readers Storytime  
12/18, 1/15, 2/19 - Chess & Checkers Club  
12/19 - Homeschool Library Skills Class  
12/19 - Amsterdam PreK Visit  
12/29 - Family Holiday Movie  
1/3 - Wolf Moon Supermoon Illuminated Trail Walk for All Ages  
1/5, 2/2 - Lego Club  
1/8 - TAB: Trivia Night  
1/9, 1/16, 1/30, 2/6, 2/13 - Broadalbin PreK Visits  
1/12, 2/9 - Crafternoon  
1/15, 2/5, 2/19 - Moms Supporting Moms  
1/15, 2/19 - Makerspace  
1/22, 2/26 - TAB Planning Meeting  
1/26, 2/23 - Tech & Science Club  
1/29 - Stop Motion Animation Flip-Book  
1/31 - Local Author: Farial English Reading  
2/5 - Family Storytime  
2/12 - TAB: Book Page Roses  
2/17 - Erie Canal Game: Jr. Edition

**Staff:**

- Staff & Board completed annual Anti-Harassment training.
- Began figuring out staff budget needs for next fiscal year in preparation for meeting with the Personnel & Finance Committees.

**Tasks:**

- Wrote thank you notes for October & November donations.
- Looked through library policies to determine which need to be reviewed.

Sent Surplus Disposal Policy to Board for review. Updated the Policy per Board instructions for review at next meeting.

- Updated 2026 Holiday list on website.
- Ordered a new vacuum cleaner. The Foundation will consider reimbursement for the purchase.
- Attended training with Ingram representative to learn how to order books on their site.
- Posted the reviewed Long-Range Plan on the website.
- Talked to Adult Services at Clifton Park Library about their Homebound Delivery service and how it works.
- Ordered office & maintenance supplies.
- Sent email to County regarding collaboration with Meals on Wheels for Homebound Delivery. Have not heard back from them yet.
- Typed letter of response from Board for volunteer request.
- Investigating collaborating with Saratoga Art in Public Places. Not sure we need to/want to do it, but I want more information.
- Created a new kid's book wish list to add to the computer. We have received most of the books that we had listed previously.
- Working on scheduling adult programs for February & March.

**Technology:**

- Tech Assistant figured out why Instagram wasn't syncing for posts. Issue is resolved.
- I worked with SALS to figure out why book requests in the Polaris system were not being answered. There was a glitch in the system that is now corrected, hopefully.
- Looked over the website and sent changes for the Tech Assistant to make.

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  | 36623  |
| Withdrawn            | 198    | 95     | 329    | 11     | 31     | 194    | 7      | 298    | 430    | 118    | 99     | 8      | 7      | 7      |
| Added Items          | 317    | 193    | 149    | 80     | 302    | 76     | 248    | 160    | 70     | 143    | 365    | 133    | 125    | 114    |
| Total Patrons        | 2282   | 2295   | 2304   | 2317   | 2324   | 2285   | 2301   | 2324   | 2340   | 2370   | 2367   | 2382   | 2395   | 2401   |
| Added Patrons        | 30     | 16     | 12     | 14     | 17     | 30     | 22     | 26     | 18     | 42     | 20     | 25     | 21     | 18     |
| Circulation          | 2674   | 2386   | 2106   | 2554   | 2521   | 2727   | 2348   | 2606   | 2559   | 3592   | 2992   | 2525   | 2704   | 2333   |
| Checkouts            | 2169   | 1963   | 1677   | 2238   | 2124   | 2296   | 1959   | 2235   | 2127   | 3148   | 2558   | 2180   | 2165   | 1948   |
| Renewals             | 505    | 423    | 429    | 316    | 397    | 431    | 389    | 371    | 432    | 444    | 434    | 345    | 539    | 385    |
| Borrowers            | 400    | 365    | 351    | 371    | 377    | 398    | 362    | 405    | 414    | 527    | 463    | 406    | 417    | 376    |
| Checked In           | 2210   | 1723   | 1737   | 1863   | 1925   | 2319   | 1852   | 2140   | 1788   | 2810   | 2455   | 2268   | 2045   | 1982   |
| Holds Placed         | 491    | 522    | 403    | 574    | 543    | 658    | 487    | 588    | 569    | 412    | 538    | 480    | 465    | 547    |
| Holds Filled         | 432    | 521    | 367    | 564    | 484    | 631    | 513    | 566    | 464    | 416    | 533    | 402    | 505    | 419    |
| E-Content Circ       | 487    | 461    | 517    | 577    | 533    | 524    | 588    | 616    | 559    | 720    | 675    | 584    | 638    | 640    |
| Hoopla Borrowers     | 48     | 47     | 33     | 49     | 59     | 55     | 45     | 86     | 47     | 62     | 59     | 53     | 47     | 58     |
| PAC Logins           | 608    | 522    | 482    | 652    | 627    | 641    | 512    | 578    | 523    | 523    | 594    | 608    | 548    | 594    |
| Wireless Clients     | 158    | 163    | 162    | 160    | 149    | 182    | 156    | 147    | 153    | 243    | 210    | 155    | 187    | 124    |
| Cassie Sessions      | 48     | 48     | 38     | 54     | 61     | 49     | 40     | 49     | 46     | 53     | 38     | 44     | 52     | 64     |
| Door Count           | 2189   | 1802   | 1660   | 2121   | 1690   | 2027   | 1767   | 1873   | 1869   | 3452   | 2069   | 1844   | 2277   | 1790   |
| Kid Prg Attendance   |        |        |        |        |        |        |        |        |        |        |        | 150    | 462    | 145    |
| Adult Prg Attendance |        |        |        |        |        |        |        |        |        |        |        | 128    | 271    | 87     |

**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         | 2704        |
| November          | 2197         | 2049         | 2343         | 2820         | 2630         | 2386         | 2333        |
| 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         | 638         |
| November          | 180         | 259         | 296         | 361         | 596         | 461         | 640         |
| 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          | 47          |
| November          | 23          | 10          | 47          | 58          |
| December          | 31          | 37          | 33          |             |
| <b>YEAR TOTAL</b> | <b>113</b>  | <b>341</b>  | <b>520</b>  |             |