Director's Report January 2026

Deb Flint, Library Director

Building & Grounds:

- Perfect Water came for regular maintenance. The small filters have been clogging and slowing the water flow; those were cleaned. Maintenance was a big help with this issue.
- Maintenance fixed a leak in the utility room sink, as well as the facia on the front of the bench in the children's room.
- Maintenance continues to periodically remove ice from the front edge of the building.
- Creating a maintenance task list.
- Nalox box supplies were swapped by County because supplies were nearing expiration.
- Clerk went through toys & puzzles in kid's room; threw out any items that were missing pieces, etc.

Collection:

- Added 35 new books, 69 donations, and 0 DVDs in December.
- Finally received first order from Ingram (took 6 weeks); most of these have been barcoded and are in processing.
- Researched new books & made a new order of books from Ingram; ordered some new books from Amazon.
- Ordered new DVDs.
- Added a telescope to the Library of Things for patrons to borrow.

Community Outreach:

- Youth Coordinator continues to have good visits with PreK classes.

Election:

- Looked at election task list to see what needs to be done & when for this year.
- No Trustee terms expire this year.

Finance:

- Bank statements for November were reconciled.
- Filled out Visa application to raise the limit on the card.
- All staff would prefer direct deposit.
- Bookkeeper is working on the AUD.
- Created payroll projection drafts (for next fiscal year) to send to the Personnel Committee to review & recommend. The amount of minimum wage increase for next year is not yet set, so it is difficult to plan ahead.
- Working on creating budget for fiscal year 26-27 in preparation for meeting with the CFO & Treasurer, as well as Finance Committee.

Grants & Donations:

- Ordered kid programming materials from BSNB '25.
- Purchased items for the Adult Reading Challenge baskets with money from the Friends. The Challenge has been well received, with 41 people signed up so far!
- Asked the Foundation for the promised $2500 for this fiscal year budget to use for additional staffing hours as well as new vacuum. Also requested $1200 to cover Get Together hours for the next 6-7 months.
- Youth Coordinator got a large donation of new toys from FYE to use for the upcoming Summer Reading Program.
- Youth Coordinator has submitted a request to BSNB for funding for the Summer Reading Program and kid programming.
- Youth Coordinator submitted grant funding request to PC Golub for the Foundation. She is also working on requests from the Foundation to

Stewart's Holiday Match & WGY Christmas Wish. We are unsure how the change in requestor will affect what funding we receive.

- Used up remainder of WGY '25 grant to purchase kid books. Created a list of other kid books to purchase with other designated funding for that purpose.
- Worked with Friends' Chair on a grant request for kid books. Created a list of what books we would like to receive.

Meetings:

- Discussed agenda & Get Together guidelines with Board President.
- Met with the Personnel Chair to present payroll options for the next fiscal year.
- Have met with the Youth Coordinator several times to discuss plans for this summer's reading program. The theme is Unearth a Story. She has some great theme ideas and program ideas in the works.
- Attended Director's Council meeting, as well as a separate meeting for transition of chair seat, with discussion of new documentation of the Council's purpose.

Programs:

Adult Program Attendance:

December Tech Assistance – 10
12/15 Mahjongg – 3
12/19 Young Professionals Discussion – 5
12/20 Photography Club – 9
12/22 Mahjongg – 4
1/5 Mahjongg – 4
1/12 Mahjongg – 4
1/14 Young Professionals Discussion - 8
TOTAL: 47

Children's Program Attendance:

12/13 Pokémon Club – 4 K, 1 A
12/16 Raising Readers Storytime – 12 K, 10 A
12/18 Chess & Checkers – 1 K, 1 A
12/19 Amsterdam PreK – 17 K, 5 A
12/19 Homeschool Tour – 19 K, 4 A
12/30 Raising Readers Storytime – 10 K, 4 A
1/5 Lego Club – 5 K, 3 A
1/9 Broadalbin PreK Visit – 17 K, 3 A
1/10 Pokémon Club – 7 K, 2 A
1/12 Crafternoon: Marble Run – 7 K, 5 A
1/13 Raising Readers Storytime – 13K, 14 A
TOTAL: 164

Teen Program Attendance:

12/13 Esports – 5
12/18 TAB: Cookies & Cards – 38
1/8 TAB: Trivia – 13
1/10 Esports – 18
TOTAL: 74

Family Program Attendance:

12/31 Makerspace: Gift Wrap – 23
12/31 Holiday Photo Station – 20
1/5 Wolf Moon Trail Walk – 47
TOTAL: 90

Community Room Usage Attendance:
(12/10-1/14)

Tutoring (27 sessions) – 59
GPS Archives (2 sessions) – 9
Girl Scouts – 6
OM (1 session) – 14
Consult – 4
Garden Club – 9
PTSA – 9
TOTAL: 110

Volunteer Hours: (not BOT, committees, nor book processing) 12/10-1/14 – 12 individuals a combined 23 times for total of 43.5 hours.

Upcoming Program Schedule:

Adults:

1/1-2/28 - Adult Winter Reading Challenge
1/15, 2/5, 2/19 - Moms Supporting Moms
1/15, 2/19, 3/19 - Writers' Group
1/17, 1/21, 1/28, 2/4, 2/11, 2/18, 2/21, 2/25 - Tech Assist

1/17 - Bamboo Chinese Painting
1/20, 2/3, 2/17, 3/3, 3/17 - Grown-Up Coloring
1/21, 2/18, 3/18 - Astronomy Club
1/23 & 1/24 - Book Sale
1/26, 2/23, 3/23 - When Readers Meet
1/26, 2/2, 2/9, 2/23, 3/2, 3/9, 3/16, 3/23 - Mahjongg
1/28, 2/25, 3/25 - Photography Club
2/3, 2/10, 2/24 - Learn Mahjongg
2/5 - Valentine's Day Candles
2/11, 3/11, 4/8 - Young Pro's Book Disc.
2/19, 2/21 - Preparing for Death with Love
2/28 - Cherry Blossom Chinese Painting
3/5 - Starting Your Garden

Kids & Teens:

1/15, 2/19, 3/19 - Makerspace
1/15, 2/19, 3/19 - Chess & Checkers Club
1/16, 1/30, 2/6, 2/13 - Broadalbin PreK Visit
1/20, 1/27, 2/3, 2/10, 2/17, 2/24 - Raising Readers Storytime
1/22, 2/26, 3/26 - TAB Planning Meeting
1/23, 2/27 - Amsterdam PreK Visit
1/26, 2/23, 3/23 - Tech & Science Club
1/27, 1/29, 1/30, 2/6 – McNaulty Elem Visit
1/29 - Stop Motion Animation Flip-Book
1/31 - Local Author: Farial English Reading
2/2, 3/2, 4/6 - Lego Club
2/5, 3/5, 4/2 - Family Storytime
2/9, 3/9, 4/13 - Crafternoon
2/12 - TAB: Book Page Roses
2/14, 3/14, 4/11 - Pokémon Club
2/14, 3/14, 4/11 - Esports
2/17 - Erie Canal Game: Jr. Edition
3/16 - Nature Club

Publicity:

- Sent information about upcoming winter programs at the library to a local blogger, in response to inquiry.

Staff:

- Bookkeeper spoke with NYS Retirement to enroll a staff member, as well as get guidance on the new software system reporting.
- Looked at job description write-ups for Senior Clerks and Public Relations Clerk. Made minor revisions in duties to present to the BOT at the next meeting.
- Filled out new payrate paperwork as required; gave to staff.
- Updated the monthly task list.

Tasks:

- Wrote thank you notes for December donations.
- Wrote guidelines for Galway Get Together.
- Amended the Disposal policy as approved & posted to website, etc.
- Requested invoices to renew 2 museum passes.
- The deadline for the Annual Reports to the State has been pushed back a month to April 1. Starting to work on gathering information, but still no word on what the format will look like.

GPL USAGE STATS

Record Counts	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	Dec-25
Total Items	36395	36207	36262	36529	36375	36615	36469	36109	36128	36381	36509	36521	36623	36726
Withdrawn	95	329	11	31	194	7	298	430	118	99	8	7	7	3
Added Items	193	149	80	302	76	248	160	70	143	365	133	125	114	120
Total Patrons	2295	2304	2317	2324	2285	2301	2324	2340	2370	2367	2382	2395	2401	2400
Added Patrons	16	12	14	17	30	22	26	18	42	20	25	21	18	9
Circulation	2386	2106	2554	2521	2727	2348	2606	2559	3592	2992	2525	2704	2333	2312
Checkouts	1963	1677	2238	2124	2296	1959	2235	2127	3148	2558	2180	2165	1948	1906
Renewals	423	429	316	397	431	389	371	432	444	434	345	539	385	406
Borrowers	365	351	371	377	398	362	405	414	527	463	406	417	376	343
Checked In	1723	1737	1863	1925	2319	1852	2140	1788	2810	2455	2268	2045	1982	1874
Holds Placed	522	403	574	543	658	487	588	569	412	538	480	465	547	553
Holds Filled	521	367	564	484	631	513	566	464	416	533	402	505	419	560
E-Content Circ	461	517	577	533	524	588	616	559	720	675	584	638	640	668
Hoopla Borrows	47	33	49	59	55	45	86	47	62	59	53	47	58	50
PAC Logins	522	482	652	627	641	512	578	523	523	594	608	548	594	542
Wireless Clients	163	162	160	149	182	156	147	153	243	210	155	187	124	127
Cassie Sessions	48	38	54	61	49	40	49	46	53	38	44	52	64	46
Door Count	1802	1660	2121	1690	2027	1767	1873	1869	3452	2069	1844	2277	1790	1525
Kid Prg Attendance											150	462	145	238
Adult Prg Attendance											128	271	87	137

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	2333
December	1714	2072	2091	2274	2332	2106	2312
YEAR TOTAL	21197	21148	27484	30563	32537	31774	31773

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	640
December	165	254	322	320	565	517	668
YEAR TOTAL	2337	3213	3732	3934	5698	6418	7322

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	58
December	31	37	33	50
YEAR TOTAL	113	341	520	670