

Director's Report February 2026

Deb Flint, Library Director

Building & Grounds:

- Scheduled Culligan to come later in February to change the water filter & fix the seal on the softener.
- Maintenance continues to try to clear ice on the front edge of the building. Installed heat cable on one side to see if it helps with the issue. There is water up there that is leaking down the wall since the weather has warmed.
- Stark performed half-year generator maintenance.
- Contacted Pendleton Signs regarding how to change the open times listed on the sign by the road. They have not gotten back to me yet.
- Boiler inspection occurred on 2/12. No issues. It's required every two years.

Collection:

- Added 172 new books, 88 donations, and 32 DVDs in January.
- Orders from Ingram are coming in a timelier manner.
- Barcoding & processing of materials is nearly caught up.
- Researched new books & DVDs to order before end of February.
- Went through magazine subscriptions to determine which to not renew because of poor usage numbers.

Community Outreach:

- Youth Coordinator continues to have good visits with PreK & K classes.
- I am scheduled to speak to the Galway Seniors about the library in September.
- Youth Coordinator & I are scheduled to speak to the Lions about the library on 4/13.

- The elementary school, Galway Seniors, & library collaborated to make Valentine's Day cards for the 7 local fire departments & EMS.

Continuing Education:

- Attended webinar on programming with little or no money.
- Attended webinar about trustees being advocates for the library.

Election:

- Mapped out election task due dates.

Finance:

- Bank statements for December were reconciled.
- Have been told verbally that the Visa limit has been raised, but haven't yet received word on the new limit.
- CFO got a letter from CPA for last 3 audits. Waiting on the final paperwork to be delivered.
- Bookkeeper is working on the AUD.
- Worked more (multiple days) on creation of budget for fiscal year 26-27; met with CFO & Treasurer to discuss, as well as Finance Committee.
- Got notification that GPL Foundation will increase their pledge for the upcoming budget so that the library does not have to exceed the tax cap.

Grants & Donations:

- Ordered kid programming materials from BSNB '25.
- Received notice that BSNB will give us \$800 for Summer Reading & kid programming this year.
- Received word that PC Golub will give \$800 to the Foundation for the library to use for kid books & Summer Reading.
- The book sale in January run by the Sorting Committee was successful. 100 people came over the 2 days, and the

donations were \$906.75 to be used to purchase new books.

- Reviewed small grant register; fixed discrepancies in accounts with bookkeeper.
- Received \$2500 check from GPL Foundation for pledged amount to cover purchase of vacuum & increases in personnel costs.

Meetings:

- Discussed agenda with Board President.
- Youth Coordinator attended virtual Summer Reading workshop.

Programs:

Adult Program Attendance:

January Tech Assistance – 9
 1/15 Mom Support Group – 2
 1/15 Writers' Group – 2
 1/17 Chinese Bamboo Painting – 8
 1/20 Coloring Club for Grown-Ups – 5
 1/21 Astronomy Club – 7
 1/26 When Readers Meet – 9
 1/28 Photography Club – 16
 2/3 Learn to Play Mahjongg – 7
 2/3 Coloring Club for Grown-Ups – 6
 2/5 Mom Support Group – 3
 2/5 Valentine Candle Class – 8
 2/9 Mahjongg – 4
 2/10 Learn to Play Mahjongg – 5
 2/11 Young Professionals Discussion – 8
 2/11 Adult Winter Reading Challenge – 50
 TOTAL: 149

Children's Program Attendance:

1/16 Broadalbin PreK Visit – 16 K, 2 A
 1/20 Raising Readers Storytime – 13 K, 11 A
 1/23 Amsterdam PreK Visit – 15 K, 5 A
 1/27 Raising Readers Storytime – 10 K, 5 A
 1/27 Amsterdam K Visit – 9 K, 2 A
 1/29 Amsterdam K Visit – 12 K, 4 A
 1/30 Broadalbin PreK Visit – 16 K, 2 A
 1/30 Amsterdam K Visit – 14 K, 7 A
 1/31 Makerspace: I Spy – 35

2/3 Raising Readers Storytime – 10K, 8 A
 2/6 Broadalbin PreK Visit – 17 K, 2 A
 2/6 Amsterdam K Visit – 12 K, 3 A
 2/9 Crafternoon: Salt Snowflakes – 1 K, 1 A
 2/10 Raising Readers Storytime – 10K, 8 A
 TOTAL: 250

Teen Program Attendance:

1/22 TAB Meeting – 8

Family Program Attendance:

1/23 & 1/24 Book Sale – 100
 1/31 Local Author Story Hour – 10
 TOTAL: 110

Community Room Usage Attendance:

(1/15-2/11)
 Tutoring (20 sessions) – 46
 GPS Archives (5 sessions) – 22
 Girl Scouts – 6
 OM (8 sessions) – 72
 Garden Club Meeting (2 sessions) – 11
 Garden Club Program – 28
 PTSA Bk Fair Meeting – 3
 TOTAL: 188

Volunteer Hours: (not BOT, committees, nor book processing) 1/15-2/11 – 16 individuals a combined 32 times for total of 42.5 hours.

Upcoming Program Schedule:

Adults:

1/1-2/28 - Adult Winter Reading Challenge
 2/17, 3/3, 3/17 - Grown-Up Coloring
 2/18, 2/21, 2/25, 3/4, 3/11, 3/18, 3/31, 3/25 -
 Tech Assist
 2/18, 3/18 - Astronomy Club
 2/19, 3/5, 3/19 - Moms Supporting Moms
 2/19, 3/19 - Writers' Group
 2/19, 2/21 - Preparing for Death with Love
 2/23, 3/23 - When Readers Meet
 2/23, 3/2, 3/9, 3/16, 3/23 - Mahjongg
 2/24 - Learn Mahjongg
 2/25, 3/25 - Photography Club
 2/28 - Cherry Blossom Chinese Painting

3/5 - Starting Your Garden with CCE
 3/6 - High School Art Show Reception
 3/11, 4/8 - Young Pro's Book Disc.
 3/19 - Ukrainian Egg Decorating

Kids & Teens:

2/12 - TAB: Book Page Roses
 2/13 - Broadalbin PreK Visit
 2/14, 3/14, 4/11 - Pokémon Club
 2/14, 3/14, 4/11 - Esports
 2/17 - Erie Canal Game: Jr. Edition
 2/17, 2/24, 3/3, 3/10, 3/17, 3/24, 3/31 - Raising Readers Storytime
 2/19, 3/19 - Makerspace
 2/19, 3/19 - Chess & Checkers Club
 2/23, 3/23 - Tech & Science Club
 2/26, 3/26 - TAB Planning Meeting
 2/27 - Amsterdam PreK Visit
 3/2, 4/6 - Lego Club
 3/5, 4/2 - Family Storytime
 3/9, 4/13 - Crafternoon
 3/12 - TAB: Murder Mystery
 3/16 - Nature Club

Publicity:

- Began brainstorming for the annual newsletter to the community. Can it be decreased from 6 to 4 pages?

Staff:

- All staff completed required cyber training for this quarter.
- W2s were given out to staff.
- Obtained the key from the volunteer that left.
- Completed required paperwork of January payroll for Civil Service.

Tasks:

- Wrote thank you notes for January donations.
- The portal for the Annual Report to the State is still not open, but SALS says it is due by 3/16. Did more preparation work for when the portal is open.

- Ordered maintenance, office, & book supplies. Also ordered program supplies.
- Started planning & scheduling programs for the 250th Anniversary of the USA.
- Paid annual fee for PO box.
- Updated job descriptions for final review at next meeting.
- Continued deleting old emails.
- Updated contact information with County DOH for water system, as required.
- Researched getting/using a postage meter for mail. It is not worth it for the small volume of mail that the library sends.
- Completed the SALS annual survey regarding their current services & what may be needed in the future.
- Went through all policies to determine which are due for five-year review. There are six of them. None need many updates.
- Completed & submitted property tax exemption paperwork to the Town of Galway.

PHYSICAL MATERIALS CIRCULATION

Month	2019	2020	2021	2022	2023	2024	2025	2026
January	1702	2365	1506	2243	2447	2798	2554	2662
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	2026
January	206	154	264	314	392	634	577	659
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	2026
January		43	46	49	47
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	

GPL USAGE STATS

Record Counts	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	Jan-26
Total Items	36207	36262	36529	36375	36615	36469	36109	36128	36381	36509	36521	36623	36726	36975
Withdrawn	329	11	31	194	7	298	430	118	99	8	7	7	3	7
Added Items	149	80	302	76	248	160	70	143	365	133	125	114	120	322
Total Patrons	2304	2317	2324	2285	2301	2324	2340	2370	2367	2382	2395	2401	2400	2421
Added Patrons	12	14	17	30	22	26	18	42	20	25	21	18	9	23
Circulation	2106	2554	2521	2727	2348	2606	2559	3592	2992	2525	2704	2333	2312	2662
Checkouts	1677	2238	2124	2296	1959	2235	2127	3148	2558	2180	2165	1948	1906	2293
Renewals	429	316	397	431	389	371	432	444	434	345	539	385	406	369
Borrowers	351	371	377	398	362	405	414	527	463	406	417	376	343	390
Checked In	1737	1863	1925	2319	1852	2140	1788	2810	2455	2268	2045	1982	1874	1911
Holds Placed	403	574	543	658	487	588	569	412	538	480	465	547	553	547
Holds Filled	367	564	484	631	513	566	464	416	533	402	505	419	560	559
E-Content Circ	517	577	533	524	588	616	559	720	675	584	638	640	668	659
Hoopla Borrowers	33	49	59	55	45	86	47	62	59	53	47	58	50	47
PAC Logins	482	652	627	641	512	578	523	523	594	608	548	594	542	493
Wireless Clients	162	160	149	182	156	147	153	243	210	155	187	124	127	153
Cassie Sessions	38	54	61	49	40	49	46	53	38	44	52	64	46	69
Door Count	1660	2121	1690	2027	1767	1873	1869	3452	2069	1844	2277	1790	1525	2351
Kid Prg Attendance										150	462	145	238	261
Adult Prg Attendance										128	271	87	137	256