

## Director's Report March 2026

Deb Flint, Library Director

### Building & Grounds:

- Culligan came to change the filter & fix the seal on the softener. The panel on the softener is not cycling through as it should, and therefore needs to be replaced.
- Perfect Water performed their regular water system cleaning.
- Maintenance looked at the roof situation with Revere Roofing to get recommendations of how to potentially proceed with the ice buildups in the future. The leaks are now on both sides of the front of the building & the far side of the back.
- Pendleton says they can adjust the sign/times, but have not indicated a price nor exactly how it would be done.
- Copier maintenance completed.
- Took water sample for first quarter to the lab – the water is fine.

### Collection:

- Added 34 new books, 86 donations, and 29 DVDs in February.
- Ordered new books from Ingram, Penworthy, MidAmerica, & Amazon.
- Ordered new DVDs.
- The Adult Non-Fiction section needs space to shelve books; the clerks have begun to weed that collection.

### Community Outreach:

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

### Continuing Education:

- Attended webinar on Ingram ordering.

### Election:

- Created Election Resolution.

### Finance:

- Bank statements for January were reconciled.
- Need to resubmit Visa limit application.
- Bookkeeper recommends paying for Utica National bills online, to avoid late fees (there is not enough turn around time to pay the invoices).
- Tax cap paperwork submitted by bookkeeper.
- Bookkeeper has online access to view bank accounts.
- Treasurer is in process of setting up direct deposit.
- Bookkeeper filed sales tax report with NYS.

### Grants & Donations:

- Ordered kid programming materials from BSNB '25.
- Received PC Golub \$800 from the GPL Foundation for the library to use for kid books & programs.
- Received \$1200 from GPL Foundation for continued support of Galway Get Together.
- Ordered kid program materials from Stewart's Match '25. The fund is used up now.
- Received a donation of a Wii game system & games with a tv to play it on.
- Purchased new books with some of the book sale donation money.
- Received 2 donated book carts from Mechanicville Library.
- The seed library donated by Cornell Cooperative Extension has been labeled & set up for patrons to use to start their gardens.

### Meetings:

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

- Met with Building & Grounds Chair to discuss roof situation. She scheduled Revere Roofing to come assess the situation.
- Capital Ad Hoc Committee met to discuss the pavilion.
- Attended the Director's Council meeting.
- Attended Advocacy Committee (SALS) meeting.

### Programs:

#### Adult Program Attendance:

February Tech Assistance – 9  
 2/17 Coloring Club for Grown-Ups – 9  
 2/18 Astronomy Club – 5  
 2/21 Preparing for Death – 9  
 2/23 Mahjongg – 3  
 2/23 When Readers Meet – 9  
 2/24 Learn to Play Mahjongg – 5  
 2/25 Photography Club – 12  
 2/28 Chinese Painting – 15  
 3/5 Getting Your Garden Started – 11  
 3/5 Moms Supporting Moms – 2  
 3/9 Mahjongg - 5

TOTAL: 94

#### Children's Program Attendance:

2/13 Broadalbin PreK Visit – 17 K, 2 A  
 2/13 Makerspace: Valentines – 62  
 2/14 Pokémon- 5 K, 3 A  
 2/17 Raising Readers Storytime – 9 K, 6 A  
 2/17 Immigration Game – 4 K, 2 A  
 2/23 Tech & Science Club: 3D Pens – 3 K, 3 A  
 2/24 Raising Readers Storytime – 17 K, 10 A  
 3/2 Lego Club: Zoo – 7 K, 6 A  
 3/3 Raising Readers Storytime – 14 K, 11 A  
 3/9 Crafternoon: Leprechauns – 10 K, 9 A

TOTAL: 200

#### Teen Program Attendance:

2/12 TAB: Book Page Roses – 6  
 2/14 Esports – 4  
 2/26 TAB Meeting – 10

TOTAL: 20

#### Family Program Attendance:

3/6 High School Art Show – 45

#### Community Room Usage Attendance:

(2/12-3/9)

Tutoring (19 sessions) – 38  
 GPS Archives (3 sessions) – 14  
 OM (12 sessions) – 110  
 Garden Club Camp Colby – 4  
 PTSA Bk Fair Meeting – 2

TOTAL: 168

**Volunteer Hours:** (not BOT, committees, nor book processing) 2/12-3/9 – 9 individuals a combined 17 times for total of 31.5 hours.

#### Upcoming Program Schedule:

##### Adults:

3/10, 3/17, 3/24, 3/31, 4/7, 4/14, 4/21, 4/28 – Learn Mahjongg  
 3/11, 3/18, 3/31, 3/25, 4/1, 4/8, 4/15, 4/18, 4/22, 4/29 - Tech Assist  
 3/11, 4/8, 5/13 - Young Pro's Book Disc.  
 3/16, 3/23, 3/30, 4/6, 4/13, 4/20, 4/27 – Mahjongg  
 3/16, 3/23, 3/30, 4/6, 4/13, 4/20, 4/27 – Beginner Yoga  
 3/17, 4/7, 4/21, 5/5, 5/19 - Grown-Up Coloring  
 3/18, 4/15, 5/20 - Astronomy Club  
 3/19, 4/2, 4/16, 5/7 - Moms Supporting Moms  
 3/19, 4/16, 5/21 - Writers' Group  
 3/19 - Ukrainian Egg Decorating  
 3/23, 4/27 - When Readers Meet  
 3/25, 4/29, 5/27 - Photography Club

##### Kids & Teens:

3/10, 3/17, 3/24, 3/31, 4/7, 4/14, 4/21, 4/28 – Raising Readers Storytime  
 3/14, 4/11, 5/9 - Pokémon Club  
 3/16, 4/20, 5/18 - Nature Club  
 3/19, 4/23, 5/21 - Makerspace  
 3/19, 4/16, 4/21 - Chess & Checkers Club  
 3/20 - Galway PreK Visit (all classes)  
 3/21, 4/18, 5/9 - Esports

3/23, 4/27 - Tech & Science Club  
 3/26, 4/23, 5/28 - TAB Planning Meeting  
 3/30 - Seed Sprouting for Kids  
 4/4 - Book Bedazzle (family program)  
 4/6, 5/4 - Lego Club  
 4/9 - TAB: Murder Mystery  
 4/13, 5/11 - Crafternoon  
 4/17, 4/24 - Amsterdam PreK Visit

plan to do a smaller version for adults during the summer.

#### **Technology:**

- Posted reviewed policies to website.
- Ordered new door counter; new cable for my computer camera; a document reader for programs; & a clicker to use during programs with the white board.

#### **Publicity:**

- Continued work on newsletter.
- PR Clerk updating some of our older program flyers to try to attract new participants.
- PR Clerk created logo for us to use during SRP.

#### **Staff:**

- Filled out paperwork on Senior Clerk position, as requested by Civil Service.

#### **Tasks:**

- Wrote thank you notes for February donations.
- Gathered & compiled answers for the Annual Report to the State (as long as the questions are similar to last year's version). This is what took most of my time this month. The portal is still not open; due date pushed back to 3/31.
- Continued planning & scheduling programs for 250<sup>th</sup> Anniversary of USA.
- Ordered office & book supplies.
- Started organizing the files in the program room closet. Checked Retention Schedule to see what paperwork needs to be retained & what can be shredded.
- Requested clarification from SALS on the new required policies; they are asking the State for clarity.
- The Adult Reading Challenge was a great success, with a lot of positive feedback & enthusiasm. Patrons hope we will do it again next winter. I also

GPL USAGE STATS

Record Counts	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26
Total Items	36529	36375	36615	36469	36109	36128	36381	36509	36521	36623	36726	36975	37170
Withdrawn	31	194	7	298	430	118	99	8	7	7	3	7	14
Added Items	302	76	248	160	70	143	365	133	125	114	120	322	142
Total Patrons	2324	2285	2301	2324	2340	2370	2367	2382	2395	2401	2400	2421	2441
Added Patrons	17	30	22	26	18	42	20	25	21	18	9	23	30
Circulation	2521	2727	2348	2606	2559	3592	2992	2525	2704	2333	2312	2662	2256
Checkouts	2124	2296	1959	2235	2127	3148	2558	2180	2165	1948	1906	2293	1854
Renewals	397	431	389	371	432	444	434	345	539	385	406	369	402
Borrowers	377	398	362	405	414	527	463	406	417	376	343	390	387
Checked In	1925	2319	1852	2140	1788	2810	2455	2268	2045	1982	1874	1911	1771
Holds Placed	543	658	487	588	569	412	538	480	465	547	553	547	453
Holds Filled	484	631	513	566	464	416	533	402	505	419	560	559	449
E-Content Circ	533	524	588	616	559	720	675	584	638	640	668	659	582
Hoopla Borrowers	59	55	45	86	47	62	59	53	47	58	50	47	55
PAC Logins	627	641	512	578	523	523	594	608	548	594	542	493	477
Wireless Clients	149	182	156	147	153	243	210	155	187	124	127	153	127
Cassie Sessions	61	49	40	49	46	53	38	44	52	64	46	69	51
Door Count	1690	2027	1767	1873	1869	3452	2069	1844	2277	1790	1525	2351	1719
Kid Prg Attendance								150	462	145	238	261	220
Adult Prg Attendance								128	271	87	137	256	139

**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>	<b>2026</b>
January	1702	2365	1506	2243	2447	2798	2554	2662
February	1375	2400	1768	2087	2407	2550	2521	2256
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	
<b>YEAR TOTAL</b>	<b>21197</b>	<b>21148</b>	<b>27484</b>	<b>30563</b>	<b>32537</b>	<b>31774</b>	<b>31773</b>	

**ECONTENT CIRCULATION**

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
January	206	154	264	314	392	634	577	659
February	150	165	297	287	347	596	533	582
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	
<b>YEAR TOTAL</b>	<b>2337</b>	<b>3213</b>	<b>3732</b>	<b>3934</b>	<b>5698</b>	<b>6418</b>	<b>7322</b>	

**HOOPLA CIRCULATION**

	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
January		43	46	49	47
February		20	36	59	55
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	
<b>YEAR TOTAL</b>	<b>113</b>	<b>341</b>	<b>520</b>	<b>670</b>	