

## Director's Report April 2026

Deb Flint, Library Director

### Building & Grounds:

- Culligan came to repair softener panel.
- Maintenance changed the HVAC filters.
- Maintenance began repainting ceiling tiles & wall damaged by roof leaks.
- Maintenance installed a faucet under kitchen sink to use to fill water jugs.
- New people counter installed in foyer.
- Sent water test results for first quarter to County because lab didn't send them.
- Maintenance cleaned bulbs in the large chandeliers in main portion of library.

### Collection:

- Added 70 new books, 63 donations, and 24 DVDs in March.
- Weeding continued on Adult Non-Fiction section.
- Researched new books to purchase.

### Community Outreach:

- Youth Coordinator continues to have good visits with PreK & K classes.
- Youth Coordinator & I prepped for presentation to the Lions on 4/13.
- Talked to Arlene about inviting Galway Town Supervisor to tour the library.

### Continuing Education:

- Attended webinar on challenges rural libraries face.
- Listened to recording of webinar introducing the new Handbook for Public Library Directors in NYS.
- Attended class on the new VEGA Discover Catalog that patrons will use to search for items in SALS. The update is necessary to make the catalog ADA accessible. Told staff to watch the recording, in case there are any questions from patrons.

### Election:

- Confirmed election workers for the day of the election & created motion to approve at next meeting.
- Wrote election legal ad to submit to paper on 4/15.
- Asked to borrow the voting box from the Village.

### Finance:

- Bank statements for February were reconciled.
- Received approval of Visa limit increase to \$3000.
- Process of setting up direct deposit continues: staff will receive form to fill out with necessary information.

### Grants & Donations:

- Ordered kid programming materials from BSNB '25, Hannaford, & Price Chopper Golub.
- Received \$800 from BSNB for Summer Reading/kid programs.
- Manager of local Stewart's came to take PR photo with a large check for their recent donation to the Foundation.
- Received \$82 from Amsterdam Hannaford (September Bags) for kid program materials.
- Sue Wemple donated a new flag because ours needed to be replaced.

### Meetings:

- Discussed agenda with Board President.
- Capital Ad Hoc Committee met to discuss the pavilion.
- Met with Friend's Chair to discuss upcoming sponsorship of programming.
- Met with new coordinator of Writer's Group. The format of the program is being revamped to try to elicit more participation.

- Finance Committee met for annual review of policies. I made potential changes to the policies to present to the BOT at the next meeting.

### Programs:

#### Adult Program Attendance:

March Tech Assistance - 8  
 3/10 Learn to Play Mahjongg - 3  
 3/11 Young Pro's Bk Disc - 5  
 3/16 Beginner Yoga - 9  
 3/17 Coloring Club for Grown-Ups - 4  
 3/18 Astronomy Club - 7  
 3/19 Moms Supporting Moms - 1  
 3/19 Ukrainian Egg Decorating - 20  
 3/19 Writer's Group - 1  
 3/23 Mahjongg - 4  
 3/23 Yoga - 5  
 3/23 When Readers Meet - 7  
 3/25 Photography Club - 19  
 3/30 Mahjongg - 8  
 3/30 Yoga - 3  
 4/2 Moms Supporting Moms - 2  
 4/4 Book Bling - 7  
 4/6 Mahjongg - 6  
 4/6 Yoga - 4  
 4/7 Coloring Club for Grown-Ups - 8

TOTAL: 131

#### Children's Program Attendance:

3/10 Raising Readers Storytime – 7 K, 6 A  
 3/14 Pokémon- 10 K, 5 A  
 3/16 Nature Club: Birdhouses – 7 K, 8 A  
 3/17 Raising Readers Storytime – 13 K, 9 A  
 3/18 Chess & Checkers Club – 2 K, 1 A  
 3/20 Galway PreK Visit – 53 K, 8 A  
 3/23 Tech & Science Club: Ozobots – 9 K, 6 A  
 3/24 Raising Readers Storytime – 16 K, 9 A  
 3/30 Makerspace: Magnatiles – 11  
 3/30 Seed Sprouting – 5 K, 2 A  
 3/31 Raising Readers Storytime – 13 K, 9 A  
 4/6 Lego Club: Marble Maze – 5 K, 4 A  
 4/7 Raising Readers Storytime – 11 K, 11 A

TOTAL: 240

#### Teen Program Attendance:

3/21 Esports – 3  
 3/26 TAB Meeting – 2

TOTAL: 5

#### Community Room Usage Attendance:

(3/10-4/7)  
 Tutoring (32 sessions) – 71  
 GPS Archives (5 sessions) – 21  
 OM (2 sessions) – 12  
 Garden Club – 8  
 PTSA (2 sessions) – 10  
 Girl Scouts – 14  
 Medical Meeting (2 sessions) – 7  
 5<sup>th</sup> Grade Science Team – 4

TOTAL: 147

**Volunteer Hours:** (not BOT, committees, nor book processing) 3/10-4/7 – 12 individuals a combined 20 times for total of 39.5 hours.

#### Upcoming Program Schedule:

##### Adults:

4/8, 4/15, 4/18, 4/22, 4/29, 5/6, 5/13, 5/16, 5/20, 5/27 - Tech Assist  
 4/13, 4/20, 4/27, 5/4, 5/11, 5/18 - Mahjongg  
 4/13, 4/20, 4/27, 5/4, 5/11, 5/18 - Yoga  
 4/15, 5/20 - Astronomy Club  
 4/16 - Moms Supporting Moms  
 4/21, 5/5, 5/19 - Grown-Up Coloring  
 4/25, 4/30, 5/14 - Trash to Treasure: Junk Journaling  
 4/27 - When Readers Meet  
 4/29, 5/27 - Photography Club  
 5/9 - Friend's Book Sale  
 5/13, 6/10 - Young Pro's Book Disc.  
 5/21, 6/18 - Creative Writing Workshop  
 5/25 - Memorial Day Parade  
 5/27 - Budget Review Meeting  
 5/30 - Share Your American Story  
 5/30 - Galway 20<sup>th</sup> Reunion Tour  
 6/3 - Election

##### Kids & Teens:

4/9 - Teen Murder Mystery

4/11, 5/9 - Pokémon Club  
 4/13, 5/11 - Crafternoon  
 4/14, 4/21, 4/28, 5/5, 5/12, 5/19, 5/26 –  
 Raising Readers Storytime  
 4/16, 5/21 - Chess & Checkers Club  
 4/17, 4/24 - Amsterdam PreK Visit  
 4/18, 5/9 - Esports  
 4/20, 5/18 - Nature Club  
 4/23, 5/21 - Makerspace  
 4/23, 5/28 - TAB Planning Meeting  
 4/27 - Tech & Science Club  
 5/1 - Baseball Opening Day Craft  
 5/4, 6/1 - Lego Club  
 5/7 - Teen: Manhunt  
 5/14 - Galway School Wellness Fair

#### Publicity:

- PR Clerk & I continued work on newsletter. This is what took a large portion of my time this month.
- SALS created a statistical infographic for our library to use to hand out to community as a snapshot of last year.
- Parade float “display” stand is reassembled.

#### Staff:

- Form handed out to staff to fill out for direct deposit information.
- Another staff member asked to enroll to receive retirement benefits. The paperwork & enrollment has been processed. There are currently 3 staff in the retirement system.

#### Tasks:

- Portal for Annual Report finally opened. Spent several days entering & confirming data. The due date was pushed back two more times to 4/14.
- Continued planning & scheduling programs for 250<sup>th</sup> Anniversary of USA.
- Continued deleting old emails when I had a few minutes.

- Updated tax information with Grainger to reactivate our account to purchase maintenance materials.
- Seasonal donations of used books have increased, as usual. Went through those. Sorters have come several times.
- Finally received renewal invoice for Bookmarks magazine after contacting them multiple times.
- Began updating staff procedures binder.
- Updated the trustee orientation sheet to reflect the current pages in the Trustee’s Handbook.
- Ordered maintenance supplies.

#### Technology:

- Having issues posting flyers from Canva to Facebook & Instagram for PR. Have found workarounds for now.
- Tech Clerk fixed Director camera & sound issue.
- Adobe software renewed.
- Tech Clerk created list of events/museums for the 250<sup>th</sup> observance & put it on the website.
- Time was spent by myself & Tech Clerk to update website information, including the events calendar.
- Received order form from SALS for purchase of new computers & monitors. Prices have increased. Reviewed what we need with Tech Clerk. Order is due by 5/1.

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	Mar-26
Total Items	36529	36375	36615	36469	36109	36128	36381	36509	36521	36623	36726	36975	37170	37224
Withdrawn	31	194	7	298	430	118	99	8	7	7	3	7	14	392
Added Items	302	76	248	160	70	143	365	133	125	114	120	322	142	149
Total Patrons	2324	2285	2301	2324	2340	2370	2367	2382	2395	2401	2400	2421	2441	2478
Added Patrons	17	30	22	26	18	42	20	25	21	18	9	23	30	16
Circulation	2521	2727	2348	2606	2559	3592	2992	2525	2704	2333	2312	2662	2256	2452
Checkouts	2124	2296	1959	2235	2127	3148	2558	2180	2165	1948	1906	2293	1854	2082
Renewals	397	431	389	371	432	444	434	345	539	385	406	369	402	370
Borrowers	377	398	362	405	414	527	463	406	417	376	343	390	387	415
Checked In	1925	2319	1852	2140	1788	2810	2455	2268	2045	1982	1874	1911	1771	1895
Holds Placed	543	658	487	588	569	412	538	480	465	547	553	547	453	511
Holds Filled	484	631	513	566	464	416	533	402	505	419	560	559	449	481
E-Content Circ	533	524	588	616	559	720	675	584	638	640	668	659	582	644
Hoopla Borrowers	59	55	45	86	47	62	59	53	47	58	50	47	55	61
PAC Logins	627	641	512	578	523	523	594	608	548	594	542	493	477	530
Wireless Clients	149	182	156	147	153	243	210	155	187	124	127	153	127	168
Cassie Sessions	61	49	40	49	46	53	38	44	52	64	46	69	51	53
Door Count	1690	2027	1767	1873	1869	3452	2069	1844	2277	1790	1525	2351	1719	2154
Kid Prg Attendance								150	462	145	238	261	220	245
Adult Prg Attendance								128	271	87	137	256	139	131

**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	2452
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>	

**ECCONTENT 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	644
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	61
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>	