

Director's Report September 2026

Deb Flint, Library Director

Building & Grounds:

- Maintenance continued installing heat tape to the front edges of the roof in preparation for the winter.
- Crane Paving came and seal coated/ relined the parking lot quickly & efficiently over a weekend. This will be paid for from capital funds (DASNY monies) as a continuation of the paving last year.
- Maintenance fixed the light switch in the conference room.
- The parade Summer Reading sign was taken apart & stored for winter.
- Volunteer dismantled & removed the dog house from the lobby.
- There are several trees along the property line that had their leaves die early. It is reportedly a fungus, and the trees should be fine next year.
- Recycling bin outside was emptied.
- Wasp's nest was cleaned out of the flagpole.
- Spoke with Stark about needed work on generator. They will complete the work the next time they come for regular maintenance to reduce the labor/travel costs.
- The Lions bench has been removed – do not know if it is being refurbished or if removal is permanent.

Collection:

- Added 69 new books, 76 donations, and 26 DVDs in August.
- Researched & purchased new books in early September.
- Adult Fiction weeding was completed. The next sections to weed are children's/teen's & audiovisual.

- Wrote annual letter of support to SALS for continued funding of ebooks by Saratoga County Supervisors.
- Researched new DVDs to purchase.
- Got EDI processing of book purchases set up in Polaris through Ingram. Completed the first order of new books successfully.

Community Outreach:

- BOT President & I are scheduled to present to the Galway Seniors on 9/17. I wrote a speech & President developed an activity to do.
- There is a tentative meeting scheduled on 9/30 with the archival committee of the Methodist Church to discuss assisting them with their preservation of books & documents.

Continuing Education:

- Watched facilities best practices training webinar from SALS. They are encouraging libraries to be more proactive with their maintenance & upkeep of facilities.

Finance:

- Bank statements for July were reconciled & are in order.
- Followed up with Lions again regarding reimbursement for hosting their website.

Grants & Donations:

- Friends reimbursed payment of the new computer order, as well as paid for the Saratoga Children's Museum pass.
- Continued working on potential DLD construction grant for the pavilion. Unfortunately, I was not able to ultimately apply this year, even with an extension from SALS, because we did not receive the necessary quote figures and specifications of work from the

contractor. There was also a delay in information needed from NYS. We can apply next year, if we do not start to build before the application is submitted at the end of August.

- Wrote thank you's for July. There are none to do for August.
- Spent a number of hours starting to register for the State Financial System (SFS). Required to use the system to receive grant payments from NYS. It is not an intuitive system at all, and the process isn't completed yet. I still need to watch training videos to figure out how to sign up for direct deposit.
- Met with a patron who knows how to write grants about applying for a United Way Digital Equity grant. His idea is to increase technology instruction, as well as get tech devices such as laptops & recording equipment to video interviews of local residents talking about history. These recordings would be used to create a virtual museum hosted on our website. It's a great idea. He wants to ask for \$75k. The grant is due 9/18. He will get the information to me to present to the Board at the next meeting, and he will write and submit the grant for us.
- Received word from SALS that the system did receive funding through United Way for the digital equipment we requested in the spring. There will be a meeting in a few weeks to discuss implementation of the parameters of the funding.
- Received notification that we likely will be granted the LSTA funds (\$9945) that we applied for in the spring for additional digital equipment for

upgrading the whiteboard & hosting additional robotics programming. I had to complete revised paperwork & resubmit those via mail to NYS.

- Used up the Lions '25 grant funds on kid supplies. Purchased other kid program supplies with Hannaford '25 & Stewart's '26 funds.
- Received a \$23 donation from Hannaford for Bloomin' for Good. It is to be used for kid programs.
- Received LLSA funds for FY 26-27 from NYS. Put in reserve funds.

Meetings:

- Met with Board President to discuss agenda, upcoming programs, and our talk with the Galway Seniors.
- Met with CFO & community member who is a civil engineer about pavilion. Community member wants to join the Ad Hoc Committee.
- Attended Director's Council meeting.

Programs:

Adult Program Attendance:

August Tech Assistance - 12
 8/13 Celebrations & Commemorations - 6
 8/17 Mahjongg - 7
 8/18 Coloring Club - 3
 8/19 Astronomy Club - 3
 8/20 Writers Group - 5
 8/24 Mahjongg - 10
 8/24 Yoga - 2
 8/24 When Readers Meet - 9
 8/25 Stories Behind the Pictures - 6
 8/26 Photography Club - 16
 8/27 Junk Journal Club - 4
 8/31 Mahjongg - 4
 8/31 Yoga - 1
 9/1 Coloring Club - 3
 9/8 Young Professionals - 6

TOTAL: 97

Children's Program Attendance:

8/18 Raising Readers Storytime – 13 K, 7 A
 8/20 Chess & Checkers Club – 5 K, 2 A
 8/20 Summer Wrap-Up Party – 9 K, 3 A
 8/24 Tech & Science Club – 1 K, 2 A
 8/25 Raising Readers Storytime – 17 K, 10 A
 8/31 Makerspace: Bookmarks – 66
 9/1 Raising Readers Storytime – 8 K, 7 A
 9/8 Raising Readers Storytime – 10 K, 8 A
TOTAL: 168

NOTE: This summer was our best year on record for registration of & reading logged by kids & teens for Summer Reading – 222 participants read 3096 hours. We handed out 150 big prizes, and held 46 youth programs in 7 weeks.

Teen Program Attendance:

8/27 TAB Meeting – 3

Community Room Usage Attendance:

(8/12-9/8)

Tutoring (26 sessions) – 60
 GPS Archives (4 sessions) – 15
 Meeting – 3
 Glenville Hills Committee (2 sessions) – 12
TOTAL: 90

Volunteer Hours: (not BOT, committees, nor book processing) 8/12-9/8 – 16 individuals a combined 24 times for total of 40 hours.

Upcoming Program Schedule:**Adults:**

9/14, 9/21, 9/28, 10/5, 10/19, 10/26 - Mahjongg
 9/14, 9/21, 9/28, 10/5, 10/19, 10/26 - Yoga
 9/15, 10/6, 10/20 - Grown-Up Coloring
 9/16, 10/28, 11/18, 12/16 - Astronomy Club
 9/17, 10/15, 11/19 - Creative Writing
 9/17 - Dungeon Crawler Carl Fan Meet & Disc
 9/23, 9/30, 1/7, 10/14, 10/21, 10/28 - Tech Assist

9/24 - Autumn Acrylic Painting
 9/26 - Autumn Faux Stained Glass
 9/28, 10/26, 11/23 - When Readers Meet
 9/30, 10/28, 11/21, 12/19 - Photography Club
 10/13, 11/10, 12/8 - Young Pro's Book Disc
 10/15 - Navigating Grief During the Holidays
 10/17 - Decorating Fall Wine Bottles
 10/18, 11/5, 12/3 - Junk Journaling Club
 10/24 - Facing the Wind
 10/29 - Pinecone Wreaths & Centerpieces
 10/29 - Retirement Workshop
 11/19 - Christmas Ornaments

Kids & Teens:

9/21, 10/19, 11/16, 12/21 - Nature Club
 9/15, 9/22, 9/29, 10/6, 10/13, 10/20, 10/27 – Storytime
 9/10 - TAB Back to School Ice Cream Social
 9/12, 10/10, 11/14, 12/12 - Pokémon Club
 9/12, 10/10, 11/14, 12/12 - Esports
 9/14, 11/9, 12/14 - Crafternoon
 9/17, 10/15, 11/19, 12/17 - Makerspace
 9/17, 10/15, 11/19, 12/17 - Chess & Checkers
 9/21, 10/19, 11/16, 12/21 - Nature Club
 9/28, 10/26, 11/23, 12/28 - Tech & Science Club
 9/24, 10/22 - TAB Planning Meeting
 10/1, 11/5, 12/3 - Therapy Dog, Moonbeam
 10/5, 11/2, 12/7 - Lego Club
 10/25 - Halloween at Brookledge w/ PTSA

Note: In October, we will have Community Give Back programs again.

Tasks:

- Registered for NYLA Conference.
- Worked on scheduling more adult programs for the fall.
- Updated School Closing Network information for this season.
- Created a new expense form for staff to use when requesting reimbursement. It includes general requests as well as mileage, since we did not have a mileage reimbursement form.

- Talked to insurance agent about this year's policy. There are no changes to the coverage. He sent an explanation email that I forwarded to the BOT.
- Purchased maintenance supplies.
- Reviewed what new minimum standards the State is requiring to be in place by the end of 2026. We need 2 new policies: disaster preparedness & confidentiality of records. Wrote a draft confidentiality of records policy for Board review at the next meeting.
- Reviewed current policies to see which need review this year. The Ethics Policy & Records Retention Resolution need review. Will ask Board to review the former at the September meeting.
- Shredded some old documents that are no longer needed. Followed up on older tasks on my "to do" list. This included updating library designation to Galway for a list of patrons in Polaris.
- Ordered tax forms from IRS.
- Read through Friends draft of MOU.
- Reviewed inventory of building contents & updated new purchases.

Technology:

- Annual copier maintenance performed.

GPL USAGE STATS

Record Counts	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26
Total Items	36381	36509	36521	36623	36726	36975	37170	37224	36771	36905	37014	37113	37169
Withdrawn	99	8	7	7	3	7	14	392	338	2	5	18	108
Added Items	365	133	125	114	120	322	142	149	191	138	116	122	165
Total Patrons	2367	2382	2395	2401	2400	2421	2441	2478	2486	2499	2505	2515	2526
Added Patrons	20	25	21	18	9	23	30	16	18	24	15	23	26
Circulation	2992	2525	2704	2333	2312	2662	2256	2452	2131	2262	2619	3178	2788
Checkouts	2558	2180	2165	1948	1906	2293	1854	2082	1697	1960	2297	2822	2436
Renewals	434	345	539	385	406	369	402	370	434	302	322	356	352
Borrowers	463	406	417	376	343	390	387	415	376	399	431	474	451
Checked In	2455	2268	2045	1982	1874	1911	1771	1895	1708	1700	1971	2676	2291
Holds Placed	538	480	465	547	553	547	453	511	441	526	514	492	575
Holds Filled	533	402	505	419	560	559	449	481	425	510	465	481	519
E-Content Circ	675	584	638	640	668	659	582	644	565	671	658	714	710
Hoopla Borrowers	59	53	47	58	50	47	55	61	55	53	51	78	80
PAC Logins	594	608	548	594	542	493	477	530	457	462	472	449	450
Wireless Clients	210	155	187	124	127	153	127	168	155	146	195	206	176
Cassie Sessions	38	44	52	64	46	69	51	53	57	63	51	71	87
Door Count	2069	1844	2277	1790	1525	2351	1719	2154	1866	1839	2162	2778	2037
Kid Prg Attendance		150	462	145	238	261	220	245	734	657	263	399	171
Adult Prg Attendance		128	271	87	137	256	139	131	133	373	161	218	97

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	2256
March	1656	2199	2172	2417	2768	2411	2727	2452
April	1555	239	2256	2198	2527	2476	2348	2131
May	1349	371	2064	2165	2487	2321	2606	2262
June	1719	852	2430	2554	2841	2544	2559	2619
July	2407	1664	3304	3261	3131	3341	3592	3178
August	1718	2509	2870	3118	3406	3200	2992	2788
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	582
March	207	191	344	302	400	580	524	644
April	187	230	271	238	424	544	588	565
May	198	351	320	311	390	551	616	671
June	245	325	317	326	416	536	559	658
July	210	330	328	359	566	513	720	714
August	217	349	372	382	459	514	675	710
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	55
March		33	45	55	61
April		25	45	45	57
May		25	30	86	53
June		22	50	47	51
July		30	50	62	78
August		40	54	59	80
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	