

There is quite a bit of paperwork to go through tonight!

Starting with the fun stuff:

We've updated our hours – effective September 20th – first up is a copy of our main info sheet for both buildings, which will be posted to our website and Facebook page.

I'm attaching the prototype flyer of our Meals on Wheels program – which is slated to begin early October. We're hammering out the final details – bag sizes, telephone requirement, etc. The Library was awarded a \$1200 grant toward expenses from MHLS ☺ As a side note, next in line is the BookMail program, which enables us to use the post office to deliver materials to homebound (medical documentation required) patrons.

Also attached are CPL brochures – just as an FYI.

On August 25th Ronnie Travers did her Employee Handbook training – a great refresher for the oldies and learning experience for the newbies! All staff were able to attend.

Next up will be our sexual harassment training, all staff will have completed this by the end of September.

Along with this, staff is slated to attend multiple webinars with MHLS for training on Sierra, the system we use to check out items, create lists and manage data. There is something for everyone, we're pretty excited for the opportunity to expand our knowledge.

NYLA's annual meeting is just around the corner! This year they are offering 2 days of online and 3 days in person in Syracuse. We've opted to have Emily attend the in-person, Gabe to do the online, next year we'll flip flop the attendance.

We survived 2021 Summer Reading ☺ Kudos to the hard work by all! Emily and Bathsheba will give you the numbers.

Still ongoing – outreach. Emily and Gabe to report on progress made, and their game plan going forward.

Also ongoing – Patron database and weeding. Beth is working with Staff to update our patron database, which will enable us to better target Patrons via Mailchimps. Beth is also coordinating the weeding of materials and setting up a book sale area.

We're working with Centurion Business to provide more services in the printing department. As you are aware, we are the only print/copy source here in Catskill. To that end, we've purchased a document folder – which folds brochures or booklets with ease. It's quite a sight to watch! It costs us nothing to run, we'll be offering this as a free service. And, we're upgrading our printers- this will enable us to print a better quality item for ourselves (11x17 posters, brochures and flyers) as well as for our patrons. Our machines are leased through Centurion, the machines we have are rotating around, one machine's lease was up about 3 years ago, we'll be trading that one in for the new model.

Beth and I are working on gathering the current approved library policies and putting together the list of policies to be completed. Stay tuned.

Beth and I wanted to talk about the following schedule for the upcoming holidays:

Wednesday, November 24th – Thanksgiving Eve: 11-4 (as per handbook)

Thursday, November 25th – Thanksgiving Day: Closed (as per handbook)

Reopen Friday & Saturday November 26 & 27 - regular schedule

Friday, December 24th – Christmas Eve: open 9am-12 noon **NEEDS APPROVAL**

Saturday, December 25th – Christmas Day: Closed (as per handbook)

Reopen Monday December 27th – regular schedule

Friday December 31st – New Year's Eve: Open 9-4 **NEEDS APPROVAL**

Saturday, January 1st – Closed (as per handbook)

Reopen Monday, January 3rd – regular schedule

Finally, as you know, we've been working with Public Sector to develop job descriptions and update our employee handbook. All but the Vaccination Policy are ready for your vote. The vaccination policy will need a bit of discussion – see note within the policy for details.

Finalized Job Descriptions from Public Sector:

Librarian I

Senior Library Clerk

Library Program Support Clerk

Updates to Employee Handbook from Public Sector:

Meal and Rest Breaks

COVID 19 Vaccination Policy – **see attached, final discussion needed**

Brochures attached:

Main Information Sheet “Check Out Our New Hours”

Meals on Wheels (prototype)

Catskill for Adults Brochure

Catskill for Children Brochure

Respectfully Submitted,

Joan Miller