

Interim Manager's Report – July 19, 2023

Facilities

- Matt Alexander has created a draft RFP for the painting project that is being finalized. A bid notice has also been written and is waiting for his approval. I have deadlines and procedures for advertising in local (and Albany and Kingston) papers. We are almost ready to go to bid.
- I've reached out to the engineer who did our last architectural study in 1999, Marilyn Kaplan. If the Board desires, she is interested in working to update it. It would include options for adding ADA access. There is a Preserve NY grant that we can apply to in order to offset the cost of the study. The application for it opens in August. On a related note, I talked with Emily about the lack of a teen room. Perhaps this is something Marilyn could think about while updating the aspirational part of the report.
- Joan and I are working on an updated Facilities Plan using MHLS's template.
- I began working on a Disaster Plan but this is a large undertaking that is likely to last beyond my time here. A good goal would be to complete it for approval at the January board meeting as it's an item on the Annual Report.
- All carpeting will be cleaned by Valley Carpet Cleaning on 7/22 after hours. The cost is \$1300.

Staff

- The updated Handbook was distributed and signature verifications collected from all but one staff member who is on leave.
- All staff have been signed up for MHLS list notices including the general notices, alerts, Sierra, and the MHLS Bulletin. Staff will check their email early in each shift to get important information regarding issues in the system such as transportation delays or problems with resource sharing, as well as routine notices such as book club pulls and the System's weekly Bulletin.
- One of our PT clerks will be leaving their regular hours as of 8/11 but will stay on for occasional Saturday fill-ins. We have begun advertising for the position on Facebook and our website.

Financial

- Joan and I discussed the half-year budget reports and all is as expected.
- We purchased a lock box into which drawer envelopes will be placed at the end of each day. Tino will be securing it to the wall. It's in full view of a camera.

Collection

- In response to an inquiry from Dale, the System has assured us that we are meeting expectations for Overdrive spending based on our patrons' usage.

- Physical circulation was up 12% this June compared to last.
- Allie and Dale are working on rearranging the main floor to allow for more room for biography, which is very crowded.
- MHLS tech support is remotely helping us to install offline Sierra onto desk computers. (It is difficult to install on Mac.) When the internet is out clerks will be able to check out books and the information saved on the local computer. Then when the internet is restored the information is uploaded. It saves them from having to enter each transaction into Sierra manually. Offline Sierra can't be used to create new patron records or process check-ins.

Misc

- I am meeting with a group of people interested in starting a Friends' group on 7/19 right before the Board meeting.

Respectfully submitted by Dawn Jardine 7.19.2023