

Interim Manager's Report – August 16, 2023

Facilities

- Our bid notice was posted on July 21 on the Empire State Purchasing Group website as well as in the Kingston Daily Freeman, Daily Mail, and Times Union newspapers. As of 8/11/23 Matt has distributed 8 RFPs. Three attended the site visit on 7/31. There have been no follow-up questions. Joan secured a building permit from the Village.

Staff

- We have hired two new clerks who onboarded with Joan and started training with Allie on the 9th. Both new clerks will cross train to work in Palenville.
- Two additional staff members are signed up to learn to place SEAL and ILL requests for patrons. These systems allow us to obtain books outside of the MHLS system.
- We've scheduled a staff development week for the end of August when there are no programs. It will give people some extra time to catch up on important online training and meet to discuss things such as programming, outreach, and collection development.

Financial

- GCLA decided to ask for a 6% increase in its allotment from the County. That would bring total support to \$36,000, divided among the 8 libraries. Increases are in the areas of e-resources, outreach, tax prep, and Book Page subscription.

Collection and Circulation

- NovelNY will be discontinued in June of next year due to lack of funds.
- We've created an account at Ingram Content Group as an alternative purchasing option.
- Vega, the new patron catalog tool replacing Encore, should be coming online in October.
- Notably, CPL physical circ was up by about 500 items in August. PBL's circ was doubled. In Palenville most of the increase was in juvenile materials. In Catskill the increase was more evenly distributed between adult and juvenile materials.
- We purchased a pass to the Thomas Cole house. We do have free access for our cardholders, but often folks come with cards from neighboring libraries looking for a pass.

Programs

- Joan ordered branded aprons so that staff at community events are easily identifiable.
- We've resumed posting on Instagram as a way of getting word out about library events.

Misc

- Rebekkah Smith Aldrich is offering to give in-person training to county trustees. It is likely this would take place at Cairo, a geographically central location for us. She would like to know if we are interested.
- The MHLS Board of Trustees reps from Greene would like to visit one of each library's board meetings. There is a form to submit an invitation on the MHLS Board website.

- The prospective Friends' group met again on the 9th. They worked on a mission statement and decided to pursue the idea of using NYLA's Administrative Support Services for Friends of Libraries program. They will meet again in September though the date is TBD.

Respectfully submitted by Dawn Jardine 8.16.2023