

Interim Manager's Report 9.20.2023

Facilities

- Our façade painting project is ready to go. We expect work to begin sometime this week. We may have to close the front door for a few days, and temporarily relax our rules regarding adults on the kids' computers for those who can't make it up the back stairs. Many thanks are due to Joan for lending her experience and knowledge to this project.
- The boiler is scheduled to be cleaned 9/20.

Staff

- I sat down with Beth and made a comprehensive list of duties she performs as Reference Librarian.
- This month I also touched base with Bathsheba to talk about trends and needs in Palenville. She reported that their biggest need is space. They could also use additional programming money in the next budget.
- As part of our staff development day on the 6th, staff attended a talk with Joan regarding the latest changes to the Employee Handbook, an introduction to the new nurse call service provided through our EAP, and a review of EAP services in general. Staff had the opportunity to have their questions answered and all benefited from the answers.
- Also on the 6th, Beth provided an introduction to the Library of Things and how these items would be packaged, labeled, cataloged, and checked in and out. Emily has selected a variety of toys and a couple storytime kits to start the collection off.
- In general, people really appreciated the opportunity to connect with their colleagues outside of the regular schedule, and especially getting people from both libraries together.
- Michelle is planning to return in early October.

Financial

- Joan continues to communicate with the school district regarding the PILOT. There is no definitive news as of 9/15.
- We consulted our accountant regarding how best to get the new Friends' group the money left by the old Friends' group. They will need it for incorporation and nonprofit fees. The new group will formally request the money and provide receipts.

Collection and Circulation

- Emily, Dale, Beth, Bathsheba and I have been discussing the importance of inclusivity in our collection.
- A trifold brochure of library services has been translated into Spanish, and is on display.
- Emily has also purchased materials for a new high/low collection.
- We are adding *Hispanic Life in America* as an online resource.
- Allie, Emily, and Dale worked together with the help of our energetic clerks to affect a rearrangement of some materials, furniture, and equipment in the main library. More space was created for Large Print. DVDS previously cataloged as "Teen" were moved into the media room, freeing up some space in the Teen section. In addition, Allie had a vision to move the copier and fax machine to the main area of the floor, by the windows. Joan arranged for the fax line to be moved in order to achieve this. This opened up the space, made faxing and copying more

convenient for patrons, and also resulted in the music CD cabinet being in a more noticeable and logical place, by the media room.

- Beth identified some items of special significance that should be noted in the Disaster Plan. I have added those to the draft.
- Joan devised a “Show Us Your Library Card” campaign for the month of September, which is Library Card Signup Month. It has been very successful. Some patrons have been happy to be photographed with their cards and we are featuring their smiles on social media.
- I noted that circ in Catskill was up from last August by approximately 200.

Programs and Services

- There are some fun adult programs in the works, and an ambitious youth fall lineup. Emily and Bathsheba are each planning Halloween events.
- Living Resources has asked for a weekly program similar to what ARC does. We are working on how staffing could make that possible.
- Dale is coordinating the Great Give Back collection of food and hygiene products. All Greene County libraries are cooperating in this effort.
- I’ve spoken to Community Action about the possibility of having one of their staff here in the library on a regular basis. Many of our regular patrons need extensive help with resumes and job searching, filing legal and other forms, and composing official letters. It is difficult for them to get to Community Action or CGCC for help. It would be challenging for Community Action to find the staffing to send someone here but we will continue to brainstorm together on solutions.

Friends

- The group met on 9/13. The MOU and incorporation process was discussed as well as some recruitment and fundraising ideas.

Misc

- We had a visit from a good-sized praying mantis last week. He came right in between the main doors. He was good enough to pose for a photo and will be featured on our Facebook page in the coming days.