

Interim Manager's Report 10.18.2023

Facilities

- The façade projects are almost done. We will make final payments upon Matt's approval of the work.
- We are investigating the prospect of installing a sign on the corner of Bridge and Franklin.
- It's time to have Tino come in and do some handyman jobs.

Staff

- Due to Beth's retirement and Dale taking over most of her work, some upcoming medical-related absences, a drop in hours for one of Palenville's clerks, and Michelle's resignation, we are hiring again. So far we've hired one new clerk, Ashling, who will likely take hours at both sites. We'll be hiring one more clerk as well.
- Staff have been asked to complete one hour of tech training via the system's Niche Academy or other webinars to fulfill the new library standards.
- Trustees are due for sexual harassment prevention training. I updated my own training last week.
- Allie went to a live training on Vega and brought back some important points to share.
- Allie and Dale are going to NYLA in early November.

Financial

- Joan, Mike and I met to discuss and make recommendations regarding fall budget adjustments.
- Bathsheba and I have an appointment with the Palenville landlord to sign the yearly lease.

Collection and Circulation

- Recite Me accessibility software is live.
- There are some changes we would like to make to the website to bring some resources forward and make them easier for patrons to find. We just need to find the time to map it all out.
- The registration form and related policies have been translated to Spanish.

Programs and Services

- Having completed our 4th traffic count sample of the year, we can estimate that visits are up 39% this year compared to last. Last year our samplings resulted in an estimated 14,516 visits, and this year to 20,241.
- I watched a webinar on understanding homelessness in the library setting. It was helpful towards understanding the perspective of someone who has likely experienced trauma and is surviving day to day. We are seeing more unhoused folks in the library, at least since I arrived in June. Dale and Allie often help out with helpful resources.
- Visits to the senior center are happening on a regular basis again.
- The "Show Us Your Library Card" was a great success. Winners were thrilled. Joan reports that there were 211 entries in Palenville and 263 in Catskill. There were 51 new signups to the newsletter in both buildings combined.
- The newsletter will be changed starting next week. Both weekly and monthly will be shorter and concentrate on highlighting new or underused resources. The goal is to get information out in an easily consumable way with minimal strain on staff time. I intend to keep it simple as your permanent director may have ideas of their own.
- We are collecting surveys for the Plan of Service.

Friends

- The group met on 10/11 and discussed by-laws and officers.

Misc

- Today I spent 20 minutes assisting an older gentleman on the public computer as he was applying for a job. Later, I spent 20 minutes enjoying a young patron's "restaurant" in the children's room. These activities are typical of staff on a daily basis and are not accurately reflected with numbers alone. But they make an important impact on the lives of our patrons.
- We have begun collecting surveys for the Plan of Service. Bathsheba and I will also be talking in person to several patrons in more depth.