

Interim Manager's Report 11.15.2023

Facilities

- We have been researching the possibility of a sign on the corner of Franklin and Bridge. To date we've contacted 3 suppliers and secured one set of estimates. Please see attached.
- It's come to my attention that the front desk is uncomfortable for staff. Because it has shelves and drawers underneath, if staff want to sit, they have to twist their bodies towards the computers. To stand at the desk, most of us find it too low. Staff often work 8-hour shifts, mostly at the front desk, so this issue is worthy of our attention. It is possible we could get a carpenter to remove the shelves and drawers.
- Our cleaner will be steam cleaning the upholstered chairs every three months.

Staff

- Allie and Dale have reported back from NYLA. In addition to bringing me back a document to help with the Long Range Plan, Allie said:
*It's hard to provide just a few sentences about my experience at NYLA; I feel like I could talk about it for hours. Some of the keywords/key phrases that come to mind are **encouraging, inspiring, connection, informative, new ideas, instilling hope...** There are many (pages) of notes full of resources and ideas I am excited to share with my coworkers that will help in areas of programming, data collection for use in the budget proposal presentation, and other areas, down to how items are displayed and particular phrasing staff can use when working with disgruntled patrons. Not only did I get to take away from my experience at NYLA, but I was able to give as well. I had information that greatly interested a staff member of the Northern Country Library System (in regards to data collection!) That's what the conference boiled down to at its core: libraries helping libraries.*
Dale's comments are in her board report.
- A new clerk has been hired. Kate began training on 11/3 and will work 24-28 hours per week. With Simone leaving in January, we still need an additional person for Palenville.

Financial

- The Palenville lease is ready to be signed as soon as I can meet Dan so we can have it notarized.

Collection and Circulation

- Both libraries are doing well with circulation. Catskill in particular this month saw a significant increase in physical circulation compared to 10/2022. There were also twice as many new library cards issued and a 35% increase in patrons using their cards.
- Overdrive use is also dramatically up this month. Catskill use was up 30% from last month and 45% from last October. Palenville was up 45% from last month and 53% from last October.

Programs and Services

- Halloween proved to be a big success in both buildings with a party on Saturday in Palenville, and trick-or-treating and games on Tuesday evening in Catskill. I was at the party in Palenville and can attest to how much fun kids had! Some families stayed the entire two hours.
- Meanwhile in Catskill, programming is picking up since the long Covid hiatus. Currently, teen and adult writing programs are well attended. Emily's Silly Scientists is, in the words of Joan, "stinkin' cute." The young scholars (whom Emily calls by the honorific "doctor") wear labcoats and safety

goggles while conducting real experiments. I also had the privilege of watching the desk during the teen writing program. It was heartening to see not only the amount of thought that went into the planning but the enthusiastic participation of 6 teens.

Friends

- The group met on 11/9 and is moving steadily towards incorporation. Joy is tireless in her dedication!

Misc

- The new director recruitment letter has been sent to the MHLS Bulletin, posted on the website, and sent to CT library jobs site. The video has been posted to Youtube and, thanks to Emily, embedded into our own website. This involved creating a Youtube channel that might become useful in the future.