

Interim Manager's Report 12.20.2023

Facilities

- Tino was in on 12/5 and completed the following work:
 - Smooth opening and closing of windows in my office.
 - Knobs on the reference cabinets in 3rd floor conference area.
 - Fixed the box lights over the front desk.
 - Windows that were stuck open were closed.
 - Bugs removed from high lights.
 - Front desk altered so staff can sit on one side.
 - Assessment of tangled wires on north side of building – one inactive wire was trimmed.
- We've had some trouble with the furnace on Franklin St. but it finally seems to be fixed now.
- We also had trouble with wifi and computers on the main floor in Catskill. Those have also been improved though the internet still runs slowly on the eastern main desk computer.

Staff

- Staff have all completed their state-required tech training for 2023. Most used Niche Academy but some also went to in-person or online training offered by MHLS, NYLA, or other organizations.
- We have again lost a PT clerk and hired a new one. We also hired a clerk to replace most of Simone's hours in Palenville. Our promising new clerks are Hinde and Kristen.

Financial

- The Palenville lease was signed on 11/24.
- Mike and Joan and I met at length to discuss staffing structure and payroll changes for 2024. These will be presented at the meeting.
- Joan set us up with accounts at Ingram and we made our first small purchase. Ingram honors state contract pricing and offers some helpful collection development tools.

Collection and Circulation

- We've removed the requirement for patrons to enter a PIN to use the public computers. This makes life easier for desk staff and also removes a barrier for patrons who don't have a PIN or can't remember what it is. It will still be necessary to enter a library card number or guest pass number to log on.
- We ordered 3 hotspots, two for Catskill and one for Palenville. The devices (\$15 each) are purchased through non-profit distributor TechSoup, with data contracts (\$120 each) through Mobile Beacon. The data contracts will have to be renewed yearly. If the hotspots are not returned, the data service to them can be shut off. So this is a very low risk/high value addition to our collection and a worthy beginning of an adult Library of Things.
- Notably, physical circulation is up in both libraries compared to last November. Overdrive circulation for 2023 has already exceeded that of 2022.

Friends

- Joy and I met with the Steering Committee on 12/13. They passed resolutions to submit incorporation papers and apply for non-profit status. They also ratified their officer positions. We submitted the incorporation paperwork to the State.

Misc

- There was a problem with the Annual Report in which Palenville's stats were left out of the totals. I resubmitted the correct numbers to MHLS, who submitted them to the DLD. They in turn sent a pdf of the revised Annual Report 2022. This does mean we will have to revise a short part of the Long Range Plan of Service that addresses existing conditions (on the agenda.)

Respectfully Submitted by Dawn Jardine