

## Director's Report 01/17/24

### Facilities

- We had an issue with our groundskeeper/snow shoveler during the storm of the weekend of January 6th/7th. Allie stepped in on Sunday to shovel and salt the steps herself (Bravo 🙌), ensuring we could open the 1st thing on Monday. We are currently looking for a new vendor.
- Overall, we had no loss of operating hours for any weather during the past 1.5 weeks.

### Staff

- Have all been incredibly warm and welcoming during my 1st full week. I've gotten to know everyone a bit and look forward to more in depth conversations in the coming weeks.
- Visited Palenville on Friday, January 12th from 9:30 am to Noon, getting the run down on this "Small but Mighty" library and understanding the secrets to their success.

### Financial

- Joan and I spent nearly ½ a day on Wednesday, January 10th going over the budget, operating funds and financial organization of the library. Time well spent and looking forward to more administration time with her.
- All bank documents relating to my position as Director have been signed by myself and the board, and have been returned to Greene County Bank.

### Collection and Circulation

- OverDrive saw an overall increase in digital circulation, readers and new users for the 2022 to 2023 comparison. Checkouts up 13.9%, new users up 29%, and readers up 18.3% 🙌
- Attached are physical circulation stats for Catskill and Palenville annually, including YoY comparison to 2022. Some notable mentions would be:
  - YoY increases in new users (10.46% Catskill; 8.51% Palenville).
  - YoY increases in total users (26.44% Catskill; 26.50% Palenville).
  - YoY decrease in physical items circulating (-5.25% Catskill; -24.57% Palenville).
  - Average Daily circulation for 2023 for Catskill is 107 and for Palenville is 42.

### Programs and Services

- Met with Ben from Village of Catskill Community Solar, who will be holding 'Office Hours' on Saturday, February 17th from 10 am to 2pm. Library will be fully marketing the program, and our goal is to get Ben the needed three sign-ups the village needs to receive a \$5k grant for climate initiatives from the state.

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- The TurboTax program has been released on the website and newsletter, and the library will be looking into full staff training and possibly scaling this offering further to include Saturdays for registration, walk-ins Monday/Thursday/Friday, as well as opening the program up to all Greene County residents.

### Policies

- Whether we discuss this month or next, two policies are near ready for approval:
  - Local Author Policy
  - Tutoring Policy
- Upcoming policy revisions Include:
  - Wireless Policy to include Hot Spots
  - Meeting Room and Gathering Policy

### Friends

- I met with the entire Friends Group at their monthly meeting on Wednesday, January 10th from 6:30 to 8:00 pm. Revisions of bylaws and coming membership categories were the prime discussion.
- Future monthly meetings will be held on the 1st Wednesday of each month.

### Miscellaneous

- Thank you all so much for the warm welcome and encouragement, currently looking for a place to live within the Catskill area and looking forward to the move.