Monroe Free Library
Executive Director's Report
February 2024

Children's

The following programs were offered:

Babies & Walkers	
Program	**Attendance**
Share, Create & Play	5+4=9
Preschool	
Dot Art Painting	7
Duplos	7
K-1	
Marshmallow Polar Bears	Cancelled due to weather
Lego	1
K-5	
READING WITH MILLIE	0
2-5	
Unplugged Coding	3
Splatter painting Sign Language with Miss Dorie	6 8
Teens	
Teen Book Club	4
Mario Kart 8	2
Winter Drawing w/ Danielle	7
Snow Slime	6
Family/Community	
Walk in Play time	6
Turtle Dance Music	5
Walk-in Story Time	5
Family Lego The Artemis Launch Chess with Wes	7 11 3

Teen volunteer shifts- 50

Total # of Children Program attendance comparison.	
2024	2023
97	113

Adult Services & Programs

Reference Stats	Usage
Computer Users	383
Computer Help	41
Printing (Remote & From Phones)	271
Copy Assistance	65
Scanning	44
Faxing	39
Reference Questions Answered	167
Book a Librarian	
Walk in Genealogy	2
Walk in Tech Help	3
Tutor.com	1
Homebound	3
Museum Passes	Bethel Woods 1 Empire Pass 1

Community Room A was reserved **58(38) times.**
Community Room B was reserved **63(43) times.**

Trip Around the World
The kickoff event will be happening next Saturday, February 17 from 1pm-3pm. The event will include a library scavenger hunt, a photo op in front of a larger map, a puzzle, appetizers from around the world, a take and make and of course the opportunity to pick up a passport and learn about our international collections.

New types of programming coming up in Feb. & March

- Mikes thriller book club
- Amanda's Parenting book club
- Two Spanish programs- bilingual story time & Bilingual bingo,
- family game night during the break
- nighttime adult program in March

Adult Programs

The following programs were offered:

Program	Attendance
Bingo	N/A
Writing Club x 5	18
Orange County Dairy & Milk Bottles	9
Computer Class	3
Winter Time backyard birds	Instructor was sick
Friday Afternoon Movie x2	2
Fearless Hudson Valley: Human Trafficking	N/A
Retro Video Games for Grownups	2

Total # of Adults Program attendance comparison	
January 2024	January 2023
34	70

Circulation

Circulation Stats	**January 2024 Usage**	**January 2023 Usage**
New card holders	143	44
Total # of Library Card Holders	**8,454**	**8,639**
Total Items Circulated	6,609	7,213
ILL Borrows	1,572	1,682
ILL Loans	1,026	1,433
Video Game Collection	88	99
Launch Pads	4	3
MWCSD Active Users	41	11
Discovery Kits	4	1
Laptops	2	2

Library Operations

- **IT part time Technician replacement**
  Jerome has resigned from his part time position to pursue a full-time position at the Goshen Public Library. We wish him well in his new role. We have hired a new PT person, Jason Brewer, who will start Tuesday, 2/13.

- **MFL Inventory**
  As part of our migration process to the new ILS system, we are participating in an inventory. Melanie has been leading the charge to collaborate with RCLS staff to get the project on track and the goal is to have the entire collection inventoried by the end of May so that we are migrating with less inaccurate records when we move to Koha in August.
- **NYS Annual Report**
  I have started working on the annual report and will be finished up later in February. A few noteworthy highlights include:

Collection	2023	2022
Physical collection	87,960	86,037
Entire collection circulation	110,150	105,84
Overdrive collection	21,409	18,320
Comics plus	78	-

- **RCLS New App**
  RCLS is tentatively planning to roll out the new mobile app mid-February.
- **MFL Annual Survey**
  We are currently in the process of rolling out a brief survey to patrons to learn more about their available to participate in programming and their technological needs. This will get rolled out late February.

Tax Cap Override
Each year the Board must vote to override the tax cap. The following is the tax cap override. language:

Whereas the adoption of the 2025 budget for the Monroe Free Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal

Law Section 3-c adopted in 2011; and
Whereas General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members.

Now, therefore, be it Resolved, that the Board of Trustees of the Monroe Free Library voted and approved to exceed the tax levy limit for 2025 by at least the sixty percent of the board of trustees as required by state law on February 12, 2024.

Financials

- See Attachments1-3 for January Financials.
- The Town Board of Monroe voted and approved our Tax Collection Agreement at their Feb. 5th meeting. Once the agreement is signed by Casey and the Supervisor, we can expect our Taxpayer Support Check in late February. See attachment 4.

PR, Outreach & Fundraising/ Grants

Library Podcast

The following episodes were released in January:
Episode 8: interview with head of reference
https://open.spotify.com/episode/5UWeQE5zg4DInowEisu6bE?si=7V8Yyb8bSFWxf7buOrgVmg
Episode 9 collections discussion:
https://open.spotify.com/episode/3FLeUAjQRfiazEIe6ReA5q?si=_wVl70xPSJi-M0st3ivEYA
Episode 10: interview with Assistant Director
https://open.spotify.com/episode/7H9z4n1J32GW60lXhCdINm?si=9KPxRkWIRSiViKppkSfNFw

Fundraising

Stop & Shop has selected MFL to be they're not for profit of the month that will receive a portion of funds from each reusable bag sold during the month of March. Some simple marketing to encourage our patrons to participate will go out shortly.

MWCSD Library Cards

Library card distribution will be taking place at the high school the week of February 12-16. We are starting on the Middle school cards and will hopefully distribute those in March.

Social Media

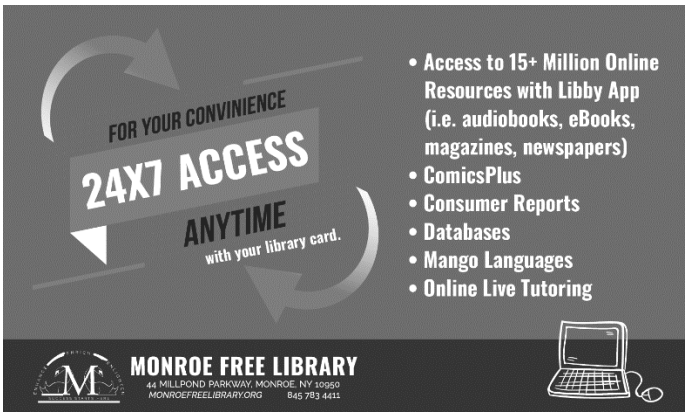
- Our Facebook page reached – **4,120 and – 1,270** page visits, and **11** new page likes.
- Our Instagram page reached – **384 and 105** -page visits, and **27** new page lik

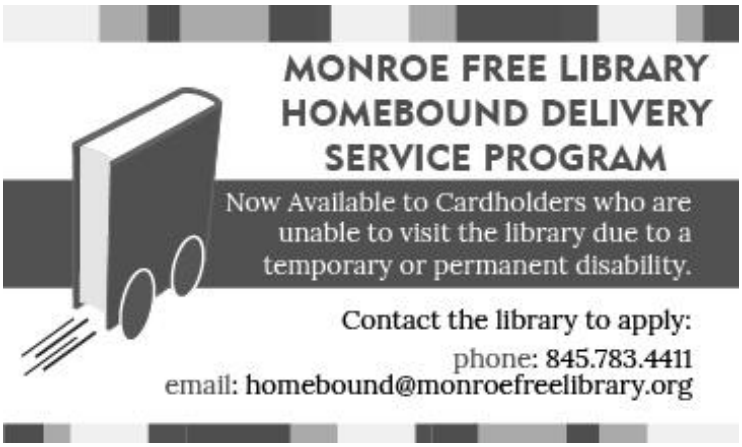
Email Blast Statistics (Open rates)

Emails in this month	How many emails sent	How many received emails	How many opened	How many clicked on the links
Adults Email blast	2	4600	1975	89
Childrens email blast	1	2292	991	33

Ads for photo news

These ads were published in the PhotoNews for January





MSC.

- We care what you think Cards & Google Reviews - To be read at the meeting.
- NYLA Developing Leaders Program- I participated in the kickoff event for the program at NYLA Headquarters. My group for our capstone project will be to develop a guide/training to support library staff on serving the public. It is tentatively called- The 21st Century Guide to Serving the Public.
- Mike & I along with Dr. Sherry Maggin, submitted a presentation proposal for the American Council for Teaching Foreign Languages Convention in November of 2024. It was focusing on how to replicate our collaborative efforts to execute a service-learning project.

RCLS Trustee Training:

- 2/13/24 @ 6:30pm Trustee Training Tuesday: "Fortifying Your Library: Essentials of Cybersecurity for Organizational Safety
- 2/22/24 @ 6:30pm Trustee Training Thursday: "1-1 New Trustee Handbook Q&A"