Monroe Free Library
Executive Director's Report
September Stats for October 2024 MFL Board Meeting

Children's

The following programs were offered:

Babies & Walkers	
Program	**Attendance**
Share Create & Play	**1**
Preschool	
Tissue Paper School Bus Craft	**3**
Editable Apple Bagel Craft	**6**
K-1	
Edible Apple Bagel Craft & Fresh Apple Juice	**7**
2-5	
Apple Pie Parfaits	**2**
Max & Millie	**2**
Sign Language	**0**
Teens	
Teen Book Club	**4**
Nintendo Switch Saturday	**4**
Caramel Apples	**7**
Family/Community	
Turtle Dance Music	**3**
Walk in Story Time	**7**
Walk in Play time x 2	**2+1**
Special Saturday: Autumnal Craft	**9**
Movie on the Lawn: Kung Fu Panda	**35**
Chess with Wes	**1**
Around the World End Party	**55**

Total # of Children Program attendance comparison.	
2024	2023
149	81

Teen Volunteers-44
Take & makes -24

Adult Services & Programs

Community Room A was reserved 45 (**41) times.**
Community Room B was reserved 45**(34) times.**

Reference Stats	Usage
Computer Users	**452**
Computer Help	**61**
Printing (Remote & From Phones)	**212**
Copy Assistance	**58**
Scanning	**39**
Faxing	**27**
Reference Questions Answered	**141**
Walk in Tech Help x 4	**1**
Genealogy	**1**
Book a Librarian	**1**

Museum Pass	# Of Check Outs
Bethel Woods	**0**
Boscobel	**1**
DIA Beacon	**0**
Empire Pass	**1**
Mohonk Preserve	**1**
Museum of the Hudson Highlands	**0**
Museum Village	**0**
Storm King Art Center	**4**
Intrepid	**2**

Adult Programs

The following programs were offered:

Program	Attendance
Writing Club (for 4 weeks)	12
Garden Club: The Secret Language of Flowers	5
Illuminated Letters	8
Computer Class: Phone Shortcuts	NA
Crafternoon	5
Friday Afternoon Movie x 2	5
Crafter-Eve	4
Bingo: Night Edition	11
Basic Crochet	7
Estate Planning Made Simple	NA
North America Trivia (rescheduled from August)	7
Listen & Learn: Carol King Tapestries	7

Total # of Adults Program attendance comparison	
September 2024	September 2023
71	74

Around the World

September 7th, we had our Around the World End Party. We had over 55 people in attendance. The party included: games from around the world, live music from different countries, and food from local restaurants representing different cultures. We drew the winners of the raffle, and it was an all-around great day. Below are some additional stats from the series:

Age Group	Participation total in read watch listen	# of people who participated	Participation in programs	# of people who participated
Children's	**75**	**14**	**155**	**78**
Teen's	**54**	**2**	**46**	**23**
Adults	**161**	**12**	**157**	**57**

Circulation Statistics

Circulation Stats	September 2024 Usage	September 2023 Usage
New card holders	57	51
Total # of Library Card Holders	**8,508**	**8,066**
Total Items Circulated	6,726	7,184
Overdrive Audio & ebooks	1,677	1,726
ILL Borrows	1,481	1,750
ILL Loans	1,265	1,362
Video Game Collection	77	91
Discovery Kits	1	0

Buildings & Grounds

Siding
We are currently looking for someone to fix the siding that has once again become lose off the building. We have made a few calls but have not had any luck getting someone down to fix it.

Front of the building
The ivy has successfully been removed from the front of the building and has been power washed. The power washing caused some discoloration to parts of the brick, so we are now looking into hiring someone to paint the brick. Once that happens, the landscaping company will come in and replant some additional plants to the front.

Lighting
The lighting project will occur the week of November 17th. The library will be closed Monday, November 18th & 19th and then reopen on Wednesday, Wednesday-Friday the Teen & Children's area will be closed to the public.

Camera system upgrade
N.A.S has received our deposit and order the necessary parts. They said it will take 6-8 weeks to receive the parts and then we will have to see when they have an opening on their schedule to schedule the work. I am assuming that it will be someone late December early January.

Library Operations

Vacancies

IT & Maintenance
We are currently interviewing for both positions. We have not had any luck with maintenance but have had an abundance of IT applications. We are hoping to have someone in place with the month.

Maintenance position recommendation
Since we have had such a challenging time finding someone to fill this role, it is my recommendation that we consider the following:

Increase the position to 30 hours a week and end our contract with our cleaning company. There are many

benefits to this. We could have someone work 4-5 days a week and this person would be able to focus more on the maintenance and repair issues that we have been unable to get to. We would also have cleaner bathrooms, maintenance repairs completed quicker and someone who would be able to clean more on a regular basis.

Here is the monetary breakdown:

	Maintenance	Annual	Cleaning Company	Annual
What we currently pay	$24.81 x 20 hours biweekly: $496.20	$ 12,901.20	$730 a month	$8, 760
New position	$18 x 60 hours Biweekly: $1,080	$28,080	-	
Increase in budget		$6,419 +		

September is National Library Card Sign Up Month

September was national library card sign up month. This month we had an ad in the PhotoNews and we raffled off two tickets to the Museum Village upcoming play. Anyone that signed up for a library card in the month of September was entered into the raffle.

Parking meter complaints

We have been collecting complaints from patrons regarding the three parking spots now being paid meters in front of the library's property. Since 9/16 we have received **59 complaints** from patrons about the meters. To alleviate some frustration, we have put a sign on the front door that says, "did you pay the meters?" It has helped alleviate patrons getting tickets, but they are still coming in and complaining about it. I have briefly addressed it with Mayor Dwyer, but he did not indicate they would be willing to make those spots into not meters spots. He is scheduled to attend our meeting to discus this matter further.

Website

The website is in its final stages of being completed. We are now reviewing it for final approval, and we are looking forward to a November 1st launch.

Proposition 2 on sample ballot

Sample ballot is now out and available online. We have had a larger scale version of the proposition printed out and hung above the circulation department. We are also going to pass out smaller versions of it so our patrons can read it.

RCLS updates

RCLS ILS budget vote

See attachments 1 for the 2025 RCLS annual Budget. This budget includes our annual fee as well as the Integrated Library System (ILS) budget. Included in the attachments are explanations of what the budget covers and how it is calculated for each library.

This year's budget for MFL is as follows:

- Annual fee: $ 2,901(no change from last year)
- ILS budget: $ 14,750 (1% increase/ $180 increase from last year)

The board needs to vote on this budget, and it must be sent back to RCLS by November 22

Professional development
RCLS will be offering the following PD in October & November:

- 10/23 Intermediate Trustee Training
- 11/14 Trustee Education: Library Financial Reports
- 11/20 Advocacy Workshop: How to talk to Elected Officials

Financials

- See Attachments 2-4 for September Financials

PR, Outreach & Fundraising/ Grants

Construction Aid Grant
The Construction Aid Grant for our Lights, HVAC & Security Cameras has been reviewed by RCLS and has moved on to the DLD for review. As per Stephens feedback, we should hear back in May 2025 if our application was approved to move on to DASNY.

Accessibility grant
We applied for an accessibility grant through RCLS. If approved, this grant would provide us with a device that has the Translate Live software on it. This would allow us to have a new way to communicate with our patrons who cannot speak English. This device is basically two tablets with visual and audio two-way communication. We should hear back soon if we will receive the device.

Books for the Burgh & Friends Event 11/14 from 4pm-11pm
MFL is participating with 5 other libraries in the Books for the Bergh and Friends event. It's an adult book fair/fundraiser where people can purchase books and donate them to local libraries. We are slated to receive a total of 60 children's books. See attachment 5 for the event flyer.

Voter registration table
On September 17, several staff members supported our Voter registration table in the lobby. It was our opportunity to encourage our patrons to register to vote and assist them with being aware of their polling stations.

Presentation at RCLS Lightning talks
MFL was invited to give a Lightning Talk at the RCLS Lightning Talk sessions in November. Mike and Amanda will be presenting a short 10-minute presentation on their experiences with Year of the Arts and Adult programming.

Postcard to new Homeowners in Monroe
Using our Data Axle Database, we were able to identify new residents who have moved into Monroe in the last year. A post card was created welcoming them to the community and letting them know we are here for them. Included in this post card was a QR code to sign up for a library card. Post card will be shared at meeting.

Library Podcast
The following episodes were released in September
Episode 23: The Birthday Special
Episode 24: Interview with IT Technician

Social Media

Engagement	Facebook	Instagram
Page reach	3,678	530
Page visits	866	64
New page likes	10	10
Content interaction	435	191
Link clicks	21	4

Print Ads & Press Releases
This ad was published for this month:

Press Releases:

- Library card sign up month: https://www.thephoto-news.com/opinion/letters-to-the-editor/discover-your-local-library-MA3651961
- Long Rang Plan focus Groups: https://www.thephoto-news.com/opinion/letters-to-the-editor/discover-your-local-library-MA3651961

Misc.

PLA conference planning committee
Amanda was invited to join the Public Library Association conference planning committee.

Joined the Directors Association System Service Committee
I joined the director's association system service committee which evaluate current cooperative services and recommend service policies and guidelines which meet the needs of RCLS members.

Orange County Economic Summit
I attended the Orange County Economic Summit where I learned a lot about upcoming trends in the workforce development in Orange County. There was a also a lot of great conversation about resources that the county has to offer job seekers. I took away a lot of great tips and have some ideas for reaching out to the county for potential collaborations. I also learned a lot of about what skills our community needs to thrive in the work force that we at the library can be supporting.