Monroe Free Library
Executive Director's Report
February Stats for March 2025 MFL Board Meeting

Children's

The following programs were offered:

Preschool	
Beary Special Magnets	6
ST. Valentines Cards	4
Grades k-1	
Valentine Cooke Foam Magnet	10
Apple Marshmallow Igloo	7
Stars & Stripes Flag for President's Day	5
Grades K-5	
Read with Millie	3
Grades 2-5	
Alma Thomas Sponge Painting	11
Victorian Valentines	6
Design your own Library	5
Teens	
Nintendo switch Saturday	Snow day
Game Night	1
Teen Book Club	0
Be my Valentine Card Making	1
Family	
Walk in Story time	0
Walk in Play time x 2	5+6=11
Turtle Dance Music	23 kids 11
Special Saturday Special Guest story time	8 15

Total # of Children Program attendance comparison	
2025	2024
105	156

Take & makes: 16

Adult Services & Programs

Reference Stats	Usage
Computer Users	353
Computer Help	26
Printing (Remote & From Phones)	174
Copy Assistance	63
Scanning	40
Faxing	41
Reference Questions Answered	163
Walk in Tech Help x 4	4
Genealogy	
Book a Librarian	2
Public Computer Sessions	353

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

Adult Programs

The following programs were offered:

Program	Attendance
Writing Club x4	20
Soup-er Bowl Competition	6
Bingo	3
Paper Heart Wreaths	8
Computer Class - MFL Website	0
Friday Movie x2	2
Thriller Book Club	14
Cookbook Dinner Club	9
Depolarizing Ourselves workshop	0
Google Earth Movie Locations	6

Total # of Adults Program attendance comparison	
2025	2024
69	50

Circulation Statistics

Circulation Stats	2025 Usage	2024 Usage
New card holders	**66**	239 (MWCSD cards were created in this month)
Total # of Library Card Holders	**9,472**	**8,696**
Total Items Circulated	5,859	6,327
Overdrive Audio & ebooks	1,778	1,913
ILL Borrows	1,243	1,572
ILL Loans	924	1,041
Video Game Collection	68	90
Discovery Kits	2	7
Laptops	0	3
Launch Pads	0	4
MWSCD Active Users	33	352(went to HS this time last year)

Building & Grounds

Children's leak

Sometime between Feb. 16 & Feb. 17th the leak in the children's area expanded and caused a larger leak in the library. There was some water damage to 15ish books and the carpet squares. Chris, our Custodian, was able to swiftly replace the carpet squares. We were able to get a roofing company in fairly quickly and the assessment was there was a hole in the roof. They fixed the hole and also filled in any other voids in the roof. See attachment 1.

Siding project

While the roofing company was here, they also looked at our siding issue on the outside of the children's area. See attachment 2 for their quote. Just as a point of reference, we were quoted by another company last year, $19,500 dollars, so I am going to assume that this is just the going rate for a job like this.

Library Operations

2024 Annual Report & Statistics Summary

The 2024 Annual report has been submitted to New York State. See attachment 3 for the report and below for statistics summary highlights. NYS requires all boards to vote on and approve the annual report as submitted.

CIRCULATION	**2024**	**2023**
Physical	82,318	87,960
online	24,998	21,409
total	107,316	109,369

Books	**2024**	**2023**
Adult Fiction	23,583	23,159
Adult Non-Fiction	9,431	10,377
Adult Total	33,014	33,536
Children's fiction	25,536	26,130
Children's Non-Fiction	4,466	6,476
Children's total	30,002	32,606
Circ of Adult Other Materials	14,302	17,491
Cir of Children Other Materials	5,000	4,327
ILL Borrowed	17,817	20,618
ILL Loan	12,790	16,074
Programs	2024	2023

PROGRAMS	444 420(onsite)	429 410 (onsite)
PROGRAM ATTENDANCE	4,961 3,045(ONSITE)	3,269 2,756(onsite)
On site Programs	2024	2023
Adult Program	167	141
Adult Attendance	858	767
Babies & Children Programs	85	155
Babies & Children Attendance	483	N/A
Young Adult Programs	42	40
Young Adult Attendance	199	240
Summer reading program Registered	235	186
Summer reading programs	56	49
Children's Summer reading attendance	508	347
Young Adult Summer reading attendance	62	100
Summer reading attendance total	570	447

Other Service Stats		
Service	**2024**	**2023**
MEETING ROOMS	1,118	986
ONE ON ONES (tech help, take & makes, book a librarian, genealogy)	552	209
SCHOOL LIBRARY CARDS	740	N/A
MUSEUM PASSES	105	78
Reference Questions	2,080	2,598
How many libraries cards holders	9,446 aka 45% of Monroe Residents	

Retirement & Open positions

Melissa Quarles has submitted it in her letter of retirement. Her last day will be June 12. She will be here to help the new person's transition. The position has been posted, and we are hoping to have some in place by May so we can provide them with a smooth transition into the position

and summer reading.

Open Positions
We currently have three open positions**.**

- **PT Reference-** Ethan who held this position, is moving to Minnesota.
- **PT Children's assistant-** Jessica Gonzalez-Wu has found a full-time position at Slogan Kettering Hospital. Both positions are close to being filled. Final interviews should be wrapped up in a week.

Decades
March will launch our Decades Series. This is our annual series for 2025. It will run from March-August and will look back and the decades starting with the 1950s up until the present time. Each month will focus on a different decade. There will be programs, takes and makes, community projects and so many other small touches that will truly immerse our patrons in this experience. Stay tuned!

MFL Open House
On April 12th from 11am-2pm, we will be hosting an open house. The purpose of this open house is to encourage the community to come to the library and learn about what we have to offer. There will be open craft, drop-in story time, a scavenger hunt, brief info sessions, a chance to win MFL swag and I am hoping to have a meet the board member table. If you are available, please let me know and all you will need to do is "man" the table and talk with our patrons. It might be an opportunity to recruit new board members.

Sustainability Initiative
The sustainability Committee has completed and/or is working on the following tasks:

- Demonstrating we have flexible workspaces
- Watching sustainable webinars
- Purchasing indoor plants for the library
- We are considering ways to bring biophilic design into the library
- Developing a staff walking challenge
- Ensure that we are using cleaning products that are eco-friendly
- Ensuring that we replace all aerosol products with pumps

To date we have accomplished ***35 tasks*** from the ***required 174(20% of the certification process complete)***

Financials

- See attachments 4-6 for the February Financials
- Our taxpayer support check was received and deposited into their respective bank accounts. The new building fund amount ($33,000) as approved by the board via the 2025 budget was correctly deposited along with the remainder of the board restricted funds.

Long Range Plan

- The survey is live on our website and will be pushed out shortly on social media and in email blasts. As Monroe residents, please be sure to complete the survey as well.

PR, Outreach & Fundraising/ Grants

Grant Funds- 2024 2nd Payment of Orange County Grant funds was received in the amount of $3,620.27. These funds come from the Orange County Planning Commissioner's budget.

MWCSD Library Card Project
On Feb. 10, Melissa and I went to Pine Tree elementary school to distribute 124 library cards.

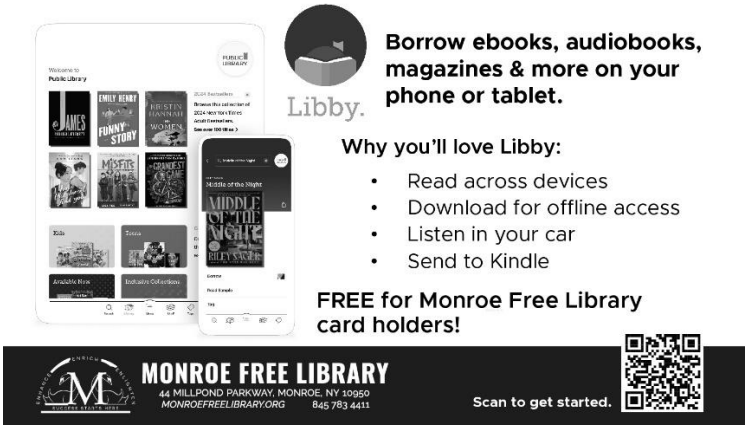
Tech Help Senior Center- On February 27, Mike Maggin and I went to the Senior Center to provide tech help and a brief presentation on email scamming. We helped 4 people with one on one tech support and presented the brief presentation to 25 seniors.

Wreath Craft Senior Center- Sue Johnson and I went to the senior center to facilitate a valentine's craft with 20 seniors.

Monroe Presbyterian- Melissa conducted a story time to 36 preschool children.

Library Podcast
The following episodes were released Last Month:
Episode 33: Decades Preview

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



Social Media & Email Blasts

Engagement	Facebook	Instagram
Page Reach	4,165	326
Page Visits	951	70
New Page Likes	11	11
Post Views	16,626	4,003
Content Interactions	208	192
Link Clicks	103	3

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
3	7,064	7,064	2,623	84

Misc.

Patron Comments and Google Reviews to be read at the meeting

Save the dates…

- National Library Week – April 6th – April 12
- April 12- MFL Open House
- May 17- Spring MFL Community Yard Sale