Monroe Free Library
Executive Director's Report
March Stats for April 2026 MFL Board Meeting

Children's

The following programs were offered:

Babies & Walkers	
Baby sign x3	13
Bouncing Babies x 2	39
Preschoolers & Toddlers	
Romper Room x4	37
K-1	
Caterpillars	Snow day
Butterfly Clothespin Magnet	5
St. Patricks Day/Spring Celebration	Storm closure
Colorful Changes	7
Metamorphosis	12
2-5	
read with Max & Millie	3
ExSTREAM Fun!	33
Powerful Potions	9
Nintendo Switch	2
St Paddy's Day Rainbow Food	5
Sign Time(3grade-5th grade)	20
Teens	
Shamrock Shakes	6
Teen Anime club	2
SAT Study Sesh	3
Teen Advisory Board	5
Teen Book Club: House of Hollow	4
Nintendo Switch Saturday	3
Teens Play: Monster of the Week TTRPG	6
Community	
Chess w/Wes x5	25
Origami Club	7
40th Anniversary of the Legen of Zelda	cancelled
Mr. Kurt Sings Silly Songs	17

Total # of Children Program attendance comparison	
2026	2025
263	145

Teen Advisory Board Summary:

Teen Advisory Board Summary: We had 2 books reviews written and submitted by 2 volunteers.

TAB is working on planning their May Program, Cupcake Wars. It's a baking competition program for teens. They wrote the description that is on the calendar, and they are creating the flyer design. They are working on the logistics (supplies, etc).

At the start of every meeting, I take general requests from them. A recent request has been the book How to Win at Chess (which is on the shelf now!). A few program ideas have been outdoor art, ping pong, DND, and gaming tournaments.

Children's Reference Statistics

Stats/service/outreach	usage
Outreach MPP	none
Teen volunteer Shifts	30 vols 68 shifts
Take & Makes	24
Reference Questions	33
Program Questions & Registration	15
Phone Calls	36
Olympics Reading Challenge	12 given out 3 returned to get medal

Community Room reservations

Room A:48(48)
Room B: 55(66)

Adult Programs & Services

Reference Stats	Usage
Computer Users	495
Computer Help	45
Printing (Remote & From Phones)	426
Copy Assistance	95
Scanning	41
Faxing	39
Reference Questions Answered	148

Walk in Tech Help x 4	**1**
Genealogy	**1**
Book a Librarian	**2**
Take & makes	**20**
Public Computer Sessions	**495**

Museum Pass	**# Of Check Outs**
Bethel Woods	**NA (closed for season)**
Boscobel	
DIA Beacon	
Empire Pass	
Mohonk Preserve	
Museum of the Hudson Highlands	**1**
Museum Village	
Storm King Art Center	
9/11 Museum	**1**
Intrepid	**1**
Stonecrop	
Mid-Hudson Children's Museum	**1**
Hudson River Museum	

Program	**Attendance**
Linocuts	(in June)
Yoga w/Tammy x4	9 (x 4)
Legal Forms Made Easy(zoom)	1
Craft & Connect	8
Listen & Learn: Simon & Garfunkel's Greatest Hits	15
Tech Talk & Help	2
1976 Trivia	10

Google Earth	NA
Parenting Book Club: The Anxious Generation (Zoom)	0
Friday Afternoon Movie:12 Angry Men	1

Total # of Adults Program attendance comparison	
2026	2025
73	95

Circulation & Patrons Statistics

Circulation Stats	**2026 Usage**	**2025 Usage**
New card holders	61	55
Door Count	4,912	****only started counting on 2/13**
Total # of Library Card Holders	**9,201**	**9,496**
Total Items Circulated	6,271	6,468
Overdrive Audio & ebooks	1,836	1,915
ILL Borrows	1,294	1,411
ILL Loans	1,093	1,069
Video Game Collection	181	207
Discovery Kits	6	10
Laptops	0	0
MWCSD Active patrons	49	53
MWCSD Circulation	205	290
Tutor.com	1 session (5 accounts created)	-
O&R Home boost kits	3	-
CD's	184	122
DVD's	923	612
CD Audiobooks	24	64

Buildings and Grounds

Flagpole repair: We are currently in the process of getting our flagpole repaired. The last wind storm loosened the pole and its leaning.

Backyard Ramp Railing: the railing of the ramp deck needs to get replaced. Mary will start looking into quotes to have it removed and replaced.

Library Operations

Early Literacy Calendars: A simple way to continue promoting early literacy, we have purchased the ALA early literacy calendars. These calendars provide daily activities for parents to use to help develop their child's literacy skills. We have these in print in the library and on our website in English and Spanish.

Patron Purge
The annual patron purge will take place on April 13. This will delete a patrons library card from the system due to inactivity of 5 years. To help patrons avoid their record deletion, Elizabeth and I worked together to create an email blast to those patrons encouraging them to use their card before the 13th to "save" their card. Once the deadline has passed, I will try to see how many patrons opened our email and how many of them actually "saved" their card.

Open House
Our Open House will be happening on Saturday, May 16th. At our Open house we will have a Library Quest, information sessions, an adult activity, a children's activity, passive activities and hopefully board engagement. This event will take place between 11am-2pm. I think it would be a great opportunity for our board members to engage with the public and recruit a new board member.

Job Fair
As shared last month, we collaborated with the Department of Labor and hosted a mini-Job fair. There were over 70 members of the community in attendance. We are looking to collaborate with the DOL and offer another fair in September.

Proposed Dress Code Policy
The Management Team sent a draft Dress Code Policy to the Operating Committee. The management team reviewed the Committees recommendations and is in agreement and looks forward to seeing this policy move forward.

Long Range Plan
We continue to chip away at the Long-Range Plan goals. At the last staff meeting, the staff addressed LRP G1.O3C.Distribute MFL brochures, bookmarks that provide informative "how-tos" about the library and our services. At the meeting we created a list of how-to topics. They include Libby/RCLS go App, Databases, Discovery kits and even our website. Some of these how-to's will be a brochure and some will be bookmarks.

Financials

See Attachments 1-3 March financials

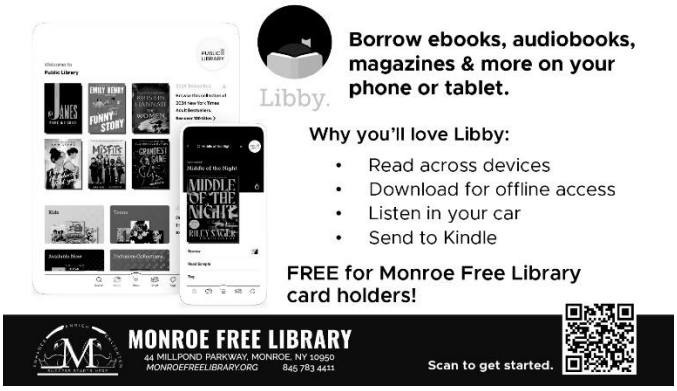
CPA Audit Engagement Letter
See attachment 4 for the Audit engagement letter from Loreli Pitt CPA to conduct our 2025 audit.
The cost is $17,295: This is a difference of $170 from last year's engagement costs.

PR, Outreach & Fundraising/ Grants

2024 Construction AID Grant
We received part of our 2024 Construction Aid Grant reimbursement. This was $ 33,187. The final ten percent will be disbursed when we close out the grant.

MFL distributed Library Cards to MWMS
Susan, Sara and I collaborated with the Woodbury Public Library and distributed library cards.

Print Ads & Press Releases
These ads were published for this month:



Social Media & Email Blasts

Engagement	Facebook	Instagram
Content Reach	19,126	9,849
Individual Viewers	4,191	898
Page Visits	944	89
New Page Likes	15	13
Content Interactions	307	249
Link Clicks	39	0

Email Blast Statistics (Open rates)

Emails this month	How many emails sent	How many received emails	How many opened	How many clicked on the links
4	7556	7556	2390	48

MISC.

Upcoming RCLS workshops

- 4/14 @6:30pm Trustee Education: Supporting Library Sustainability
    - 4/22 @ 10:30am Virtual RCLS Construction Aid Workshop - Review of Eligible Projects

Professional Development
Martha from RCLS came to MFL in March and provided our staff with a Koha Refresher(the system we use to check material in and out) It was very informative and we all came away with learning something. Those staff who could not attend in person were assigned the Koha training in Niche Academy.

Upcoming projects

- Spring Yard Sale April 18th/Rain date May 2
- MFL Open House May 16- Save the date!
- Welcome to the Library Email Campaign- Elizabeth and I will be working on an email campaign that will help our new patrons become further invested and active with the library as soon as they receive their card.

Comments from Patrons & Tutor.com