

## JANUARY 2024 DIRECTOR'S REPORT

### **LIBRARY & RESOURCE USE**

#### **Programs**

In December there were 23 programs: 6 for children, 16 for adults and 1 family program. The total attendance was 55 kids, no teens and 129 adults. As in prior months, the majority of the program attendance comes in Zoom yoga classes for adults. Lisa is working on the 2023 Program numbers.

The number of programs is increasing sharply for January; Lisa will be printing out a month-at-a-glance calendar for patrons. There is an additional weekly program for preschoolers (Petit Picasso), a new weekly program after school for 9-14 year olds (Art Afterschool), and a new monthly program for upper elementary to middle school aged youth. The last will also function as a passive program that anyone can do for the following month; it's called Where in the World?

The two new Book Clubs for adults, Cooking the Books and Kindling Romance will continue; the people who attend those meetings are very enthusiastic about the groups. The collaboration with the Senior Rec Program will be a crafting program and a book/movie discussion for the month of January, with other programs in the works for 2024. The collaboration with the Family Opportunity Center is finally cleared to start mid-January, so I'll be teaching an adult ESL class over there once a week.

Lisa's Storytime and GetLit Facebook Book Group will continue; as well as the monthly sessions for kids to read to Joker the therapy dog. We're relaunching both InStitches and Joe's Magic/Chess Club to attract fresh participants in a new year.

#### **Physical Circulation**

December total circulation 1452, compared to November when the total circulation was 1905 items. Year to Date for Dover was 18,171 (11,399 checkouts and 6772 renewals) or 0.6% of the MHLS total circulation.

#### **E Circulation**

The most recent data on e-circulation via Libby is from November. DPL's overall circulation held steady October to November. However in November there were more unique users - meaning more individuals with Dover library cards used Libby. I'm hopeful the number for Dec and Jan will increase with our social media videos.

#### **Grants**

There are two grants I will definitely apply for that both relate to programming and one to consider depending on how the Board wants to plan for the next Long-Range Plan:

- Stewart's Holiday Match (video gaming and escape room stuff for middle school and high school programs)
- Berkshire Taconics Northeast Dutchess Program Grant (Bookmobile staffing)
- Berkshire Taconic Planning and Technical Assistance Grant (a possibility for help with the Long-Range Plan)

## **STAFF**

I gave everyone letters to tell them their pay rate for 2024.

Rose Mancuso agreed to become a regular member of staff so when you see them next, please say thanks. DPL is very lucky to have a clerk as experienced and knowledgeable about Sierra and Resource Sharing Rules as Rose.

Two teen employees start this month: Shannon Hade and Isabel Melahn. Shannon is a DHS senior and comes to us through NECC's student intern program. NECC will be paying their wages. Isabel is a DHS junior and will be working 3 hours a week. Their schedule will expand in the summer months when we anticipate needing her help during programs for youth.

Michelle, Lisa and I have been working together to create a series of short how-to videos about using Libby. Michelle and I are talking about making a page on the library website where people can access those videos so that they're available in a more permanent way. Just Saturday, I had two people come in asking for help with Libby after seeing the videos.

I've switched the staff to using Google Drive for timesheets; this will make it much easier for both me and Karin Litt, the new bookkeeper. The move from Paychex to ADP has begun. The first pay period of 2024 will be via ADP.

Currently the Library is paying three people as contractors; so I have been updating their insurance records in consultation with Emery Webb about the Library's workers' comp insurance responsibilities. I'm also working to get all of DPL's documentation with MHLS up-to-date as it's time for the annual need to attest that the library is meeting NYS' minimum standards to qualify for a certificate to receive tax funds.

## **BOOKMOBILE**

We received our final reimbursement from Dutchess County via the APG: \$21,154.04 was deposited into the Operating Funds Account at M&T.

## **BUILDING**

The fluorescent bulbs continue to go out. I sent a follow up email to the Town Rec in December about the lighting. Since it has almost been two months since I originally contacted them on Nov 7, I believe the Library should purchase lightbulbs and deduct the cost from the rent. We cannot continue to have poorly lit public areas nor offices.

The doors between the lobby and the main library room don't have an automatic opener switch; so, for ADA compliance, we need to have one of them open. I understand concerns about heating and cooling costs. In the morning, the lobby is the warmest part of the library.

I'm looking into getting automation for that door. The type of push-button that powers a door to open that you see on lots of public buildings. Until then, propping one open is the easiest solution. If we cannot get an automated opener, then I'll try to figure out what type of signage will be ADA compliant, yet allow us to have the doors closed during very hot or very cold weather.