

# Director's Monthly Report

February 2025



February was a month of cold and ice, but still plenty of activity at the library. The weather forced one day of closing and likely kept people away on other days, but those who braved the weather enjoyed a variety of programs this month. Parents and grandparents particularly appreciated our winter break programs—with several school children joining our homeschoolers for a visit to the Copake Fire Department and to learn some circus skills. Online programs, including a couple of Tech Labs and a program on the Roosevelts, Race, and Civil Rights, allowed patrons to enjoy some learning at home. E-books and other digital media also allowed many to enjoy library resources without venturing out. Interestingly, February evening visits were up from January, while daytime visits were down.

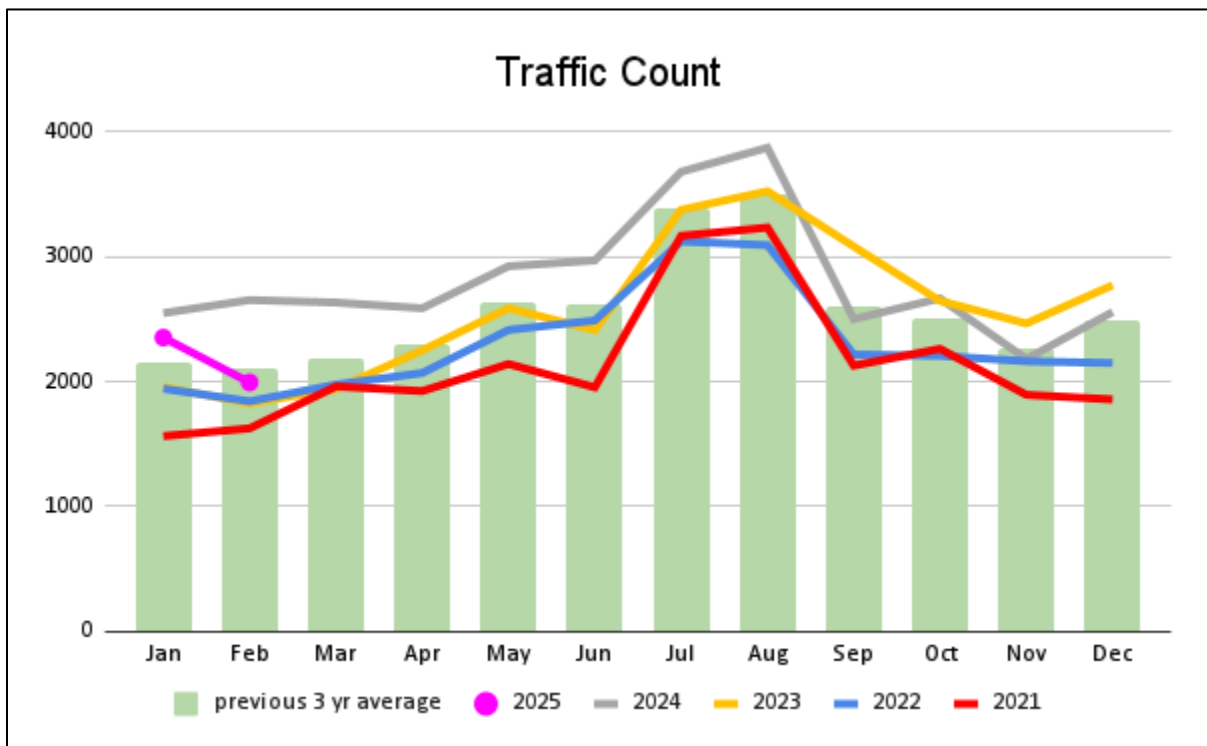
## Programs:

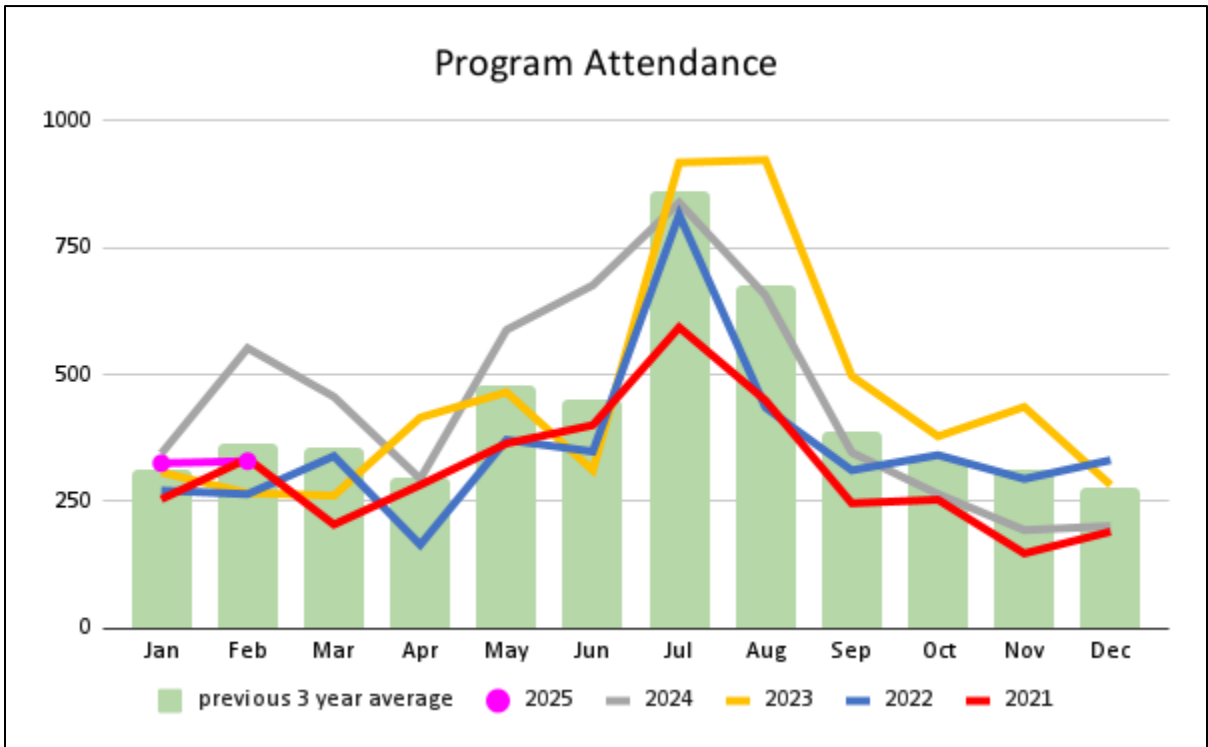
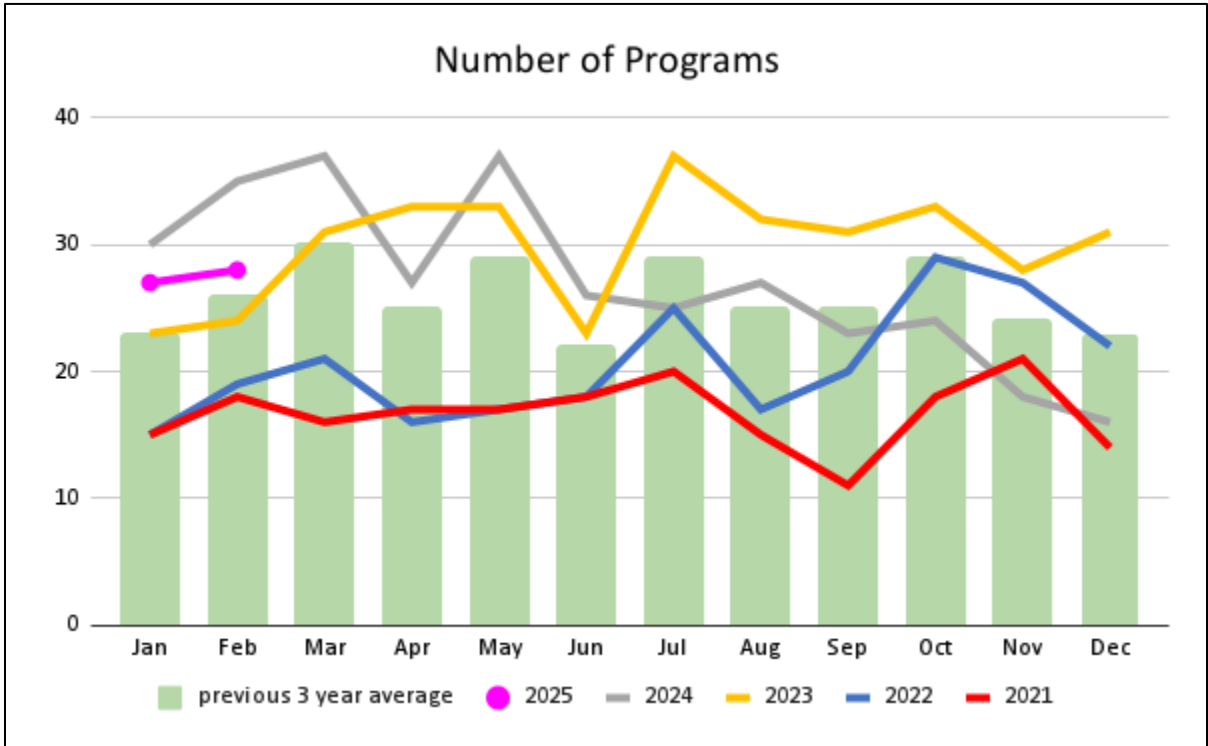
- Tai Chi—average 10 per class
- English Language Learning—average 6 per class
- Saturday Story Time—average 7 kids and 9 adults
- Playtime Wednesdays—average 5 kids and 4 adults
- February 18—Berkcirque—15 kids, 10 adults
- February 19: Adventure Wednesday: Copake Fire Department—18 kids, 10 adults
- February 19: Read On Fiction Book Club—6 attended
- February 20: Bookmarks! Nonfiction Book Club—12 attended
- February 20: Film Screening: Ice Age double feature—2 kids, 1 adult
- February 26: Tech Lab: Google Search and Google Calendar—18 attended
- February 27: Tea Time at the Library—9 attended
- March 5: Tech Lab: Security and Scams (with CCLA)—23 attended
- March 8: Amphibian Workshop, with Taconic State Park

- March 10: History Webinar: Eleanor Roosevelt: Tireless Advocate for Change (with CCLA)—34 attended
- March 12: Adventure Wednesday: at Full Circus Farm—8 kids, 3 adults
- March 15: Cook Book Club

**Upcoming Events:**

- March 19—Read On Fiction Book Club
- March 20—Bookmarks! Nonfiction Book Club
- March 23—Tech Lab: AI and ChatGPT
- March 24—Zoom Around the World Book Club (with CCLA)
- March 26—First session of Reading and Discussion Program: Sustainability
- March 27—Tea Time at the Library
- March 29—Community Read: Braiding Bookmarks--for Kids!
- March 30—Roe Jan Writers: Cameron Russell: How to Make Herself Agreeable to Everyone
- April 1—Community Read: Indigenous Historian Heather Bruegl: Science vs. Tradition (with CCLA)
- April 2—Tech Lab: Photos and Art (with CCLA)
- April 5—Introduction to the Canine Good Citizen, a way to train skills to ensure a polite and well-behaved dog
- April 6—Film Screening: *Free for All: The Public Library*
- April 11—Community Read: Tour of the Forge Project
- April 13—Tech Lab: Walk-In Tech Clinic Q&A





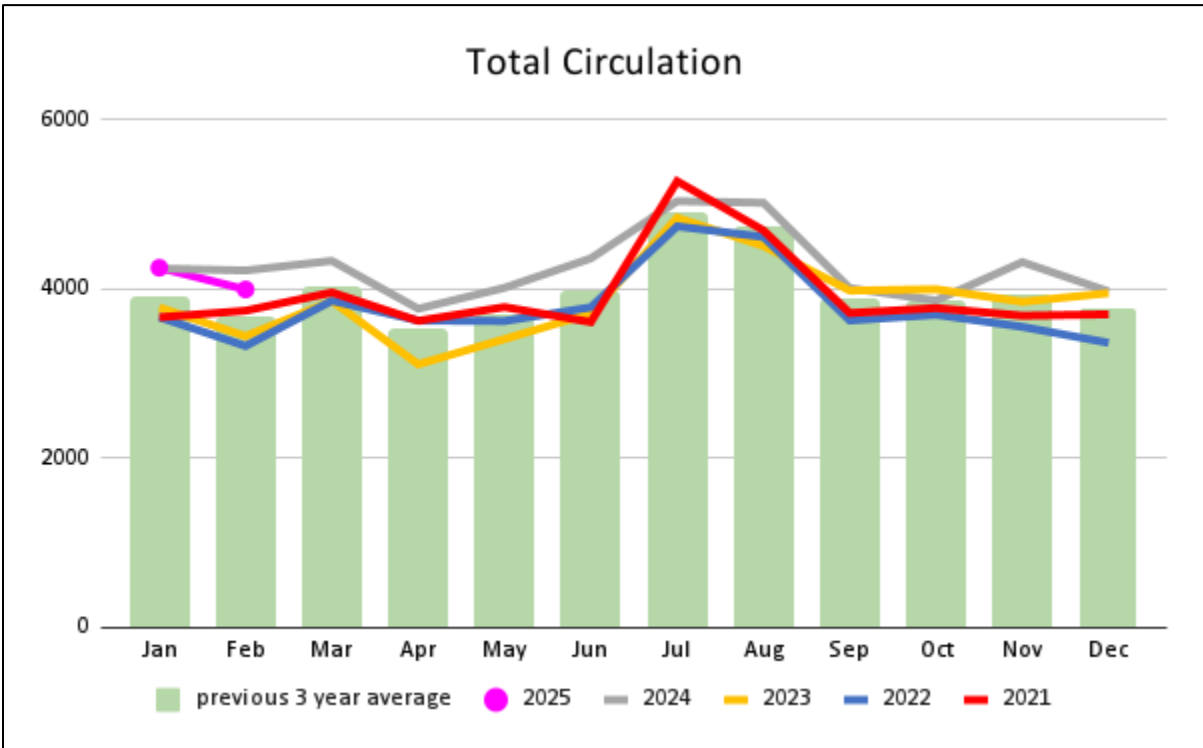
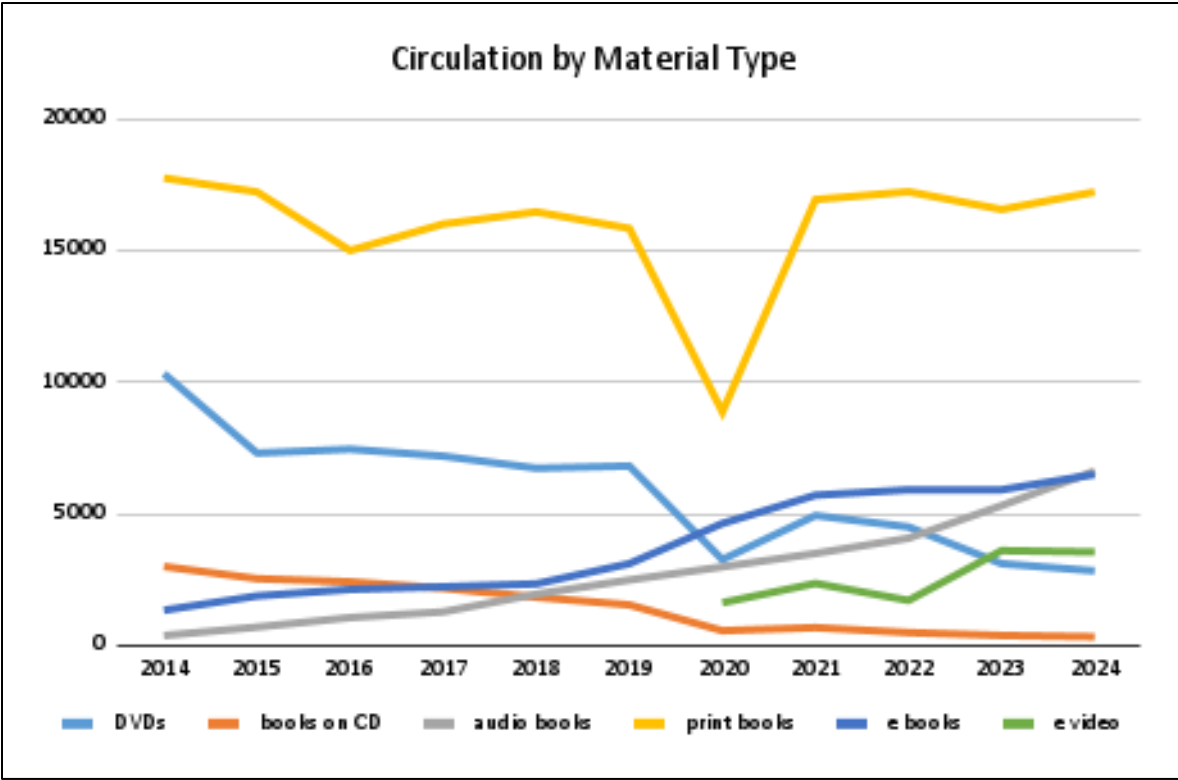
### Library Usage:

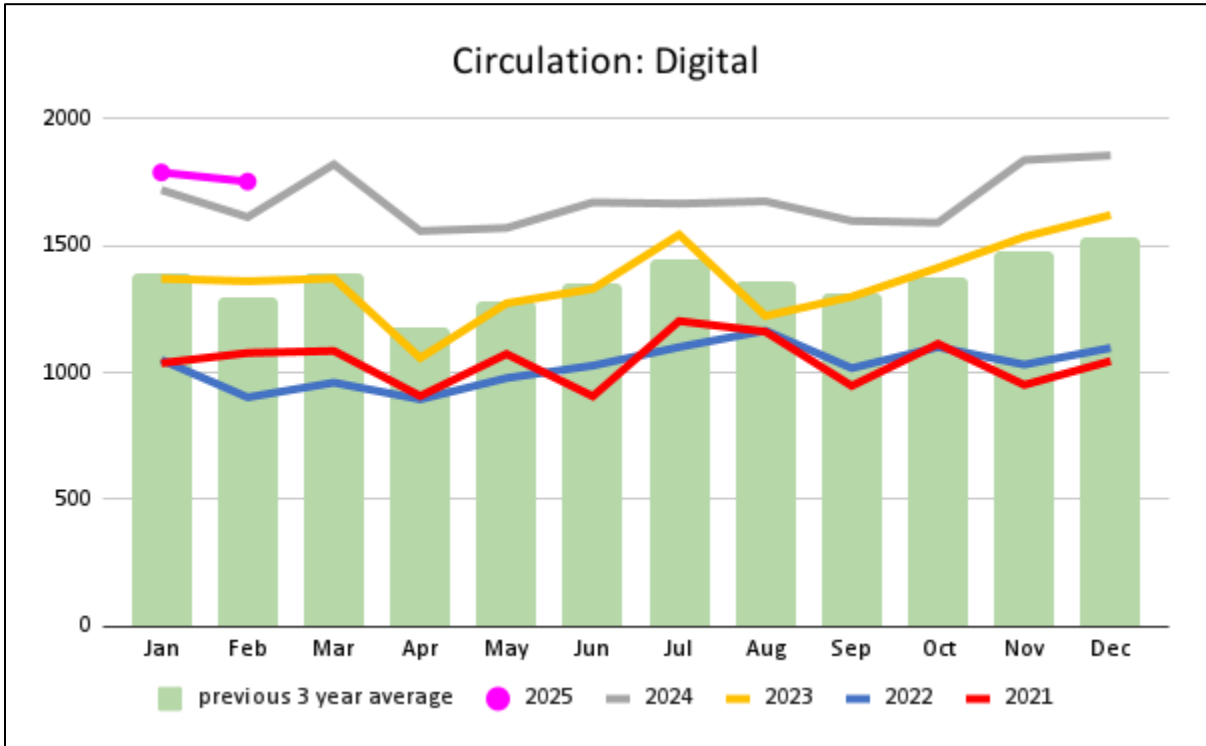
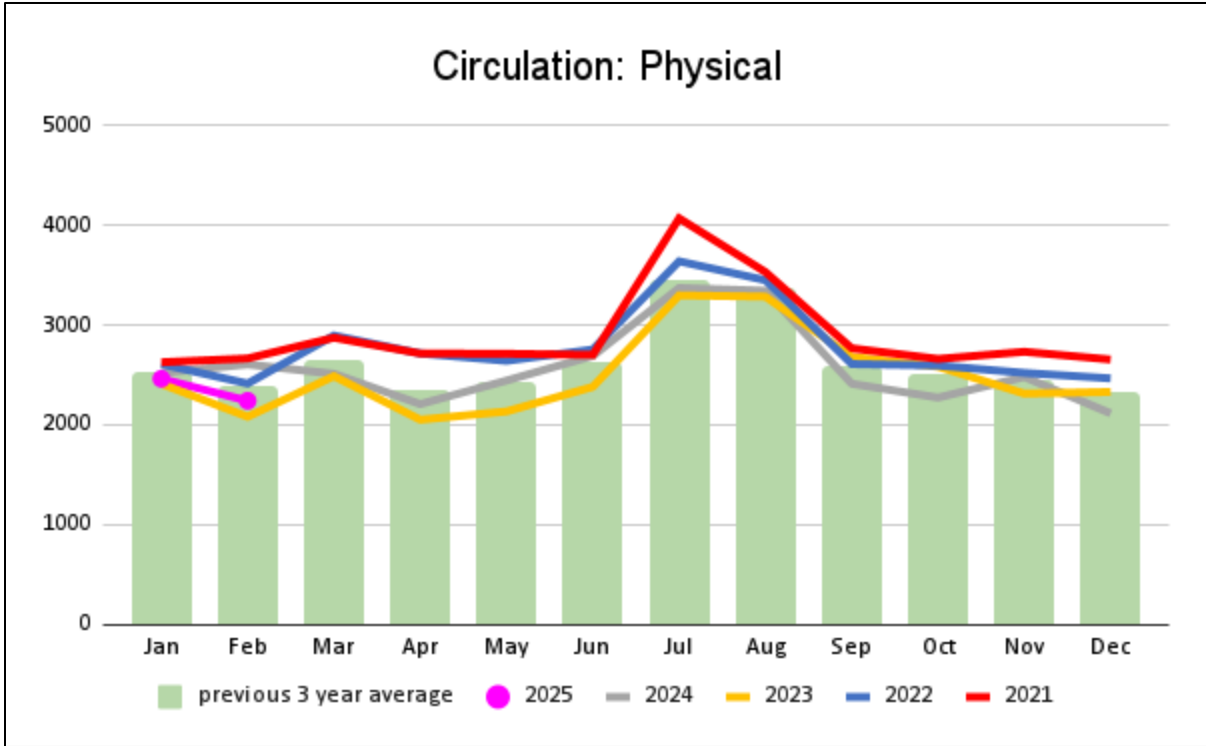
Circulation of library materials was down slightly from January, as is typical of February, a shorter month, but was still higher than in any February except 2024. As usual, circulation of physical items was down since last year, while digital circulation was up. We had fewer programs than last year, in part due to the switch from weekly to monthly homeschool programs and the mid-month resumption of Wednesday story times.

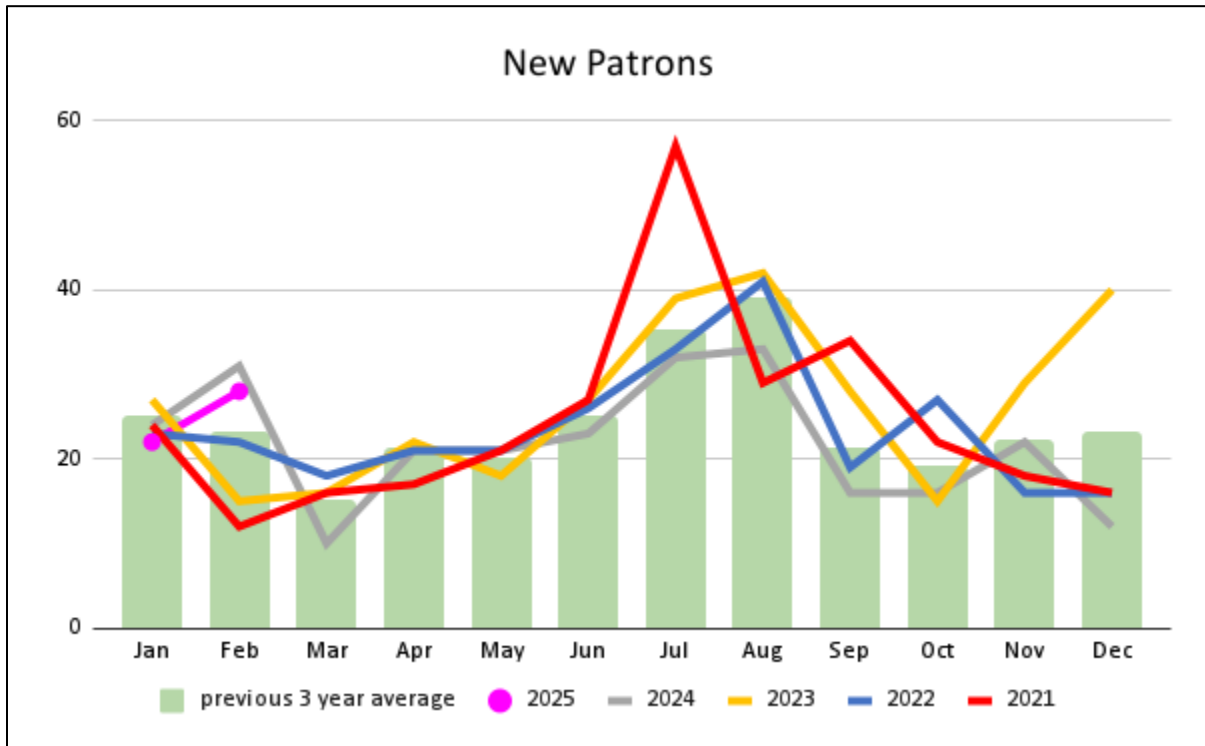
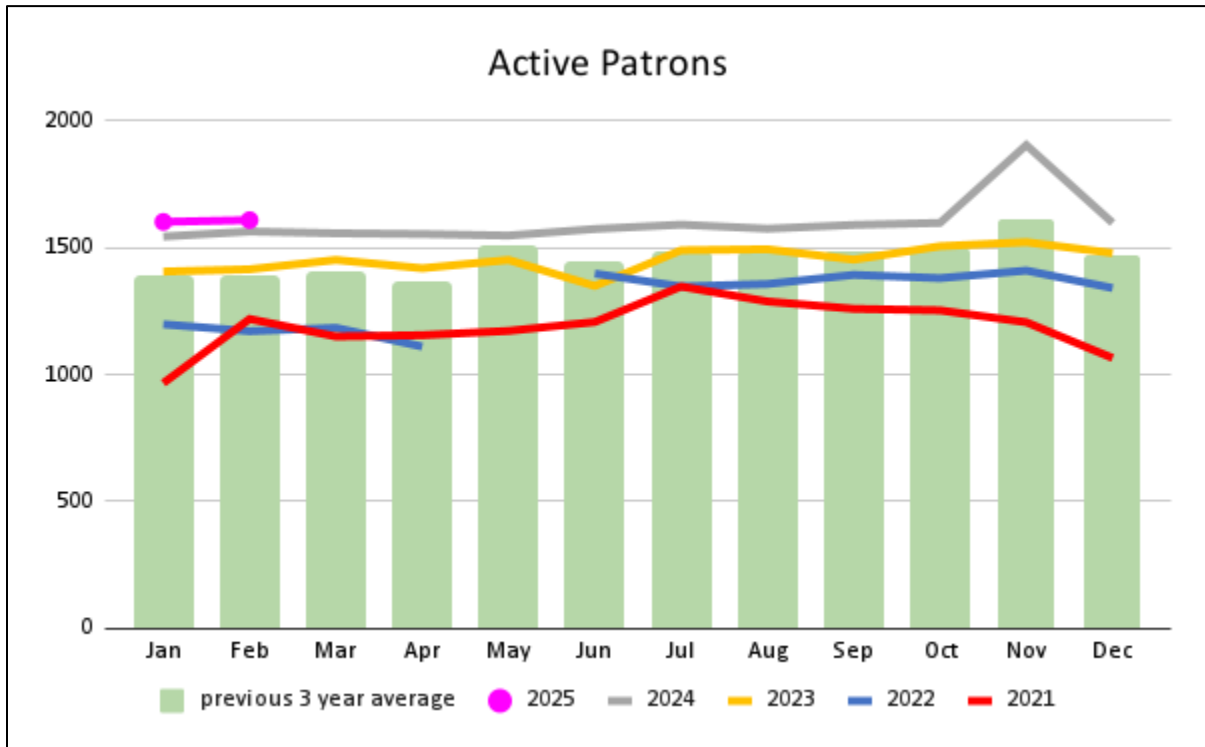
	Feb-24	Jan-25	Feb-25	YTD	Previous 3 yr avg	% of previous 3 yr avg
Active patrons (past yr)	1564	1602	1609	ave. 1606	ave. 1383	116%
Patrons (unexpired)	1929	1967	1980	ave. 1974	ave. 1804	109%
New Patrons	31	22	28	50	47	106%
Traffic Count	2653	2352	1992	4,344	4,255	102%
Computer Use	66	42	44	86	155	55%
Circulation (physical)	2606	2462	2241	4,703	4,881	96%
Circulation (digital)	1613	1789	1753	3,542	2,672	133%
Museum Passes	11	9	19	28	28	100%
Wireless access	492	399	369	768	912	84%
Website sessions	1880	2138	1756	3,894	3,826	102%
Number of programs	35	27	28	55	49	112%
Program attendance	552	325	329	654	668	98%
YouTube views	251	269	152	421	277	152%
Notary	13	15	9	24	23	104%
Homebound delivery	0	2	0	2	2	100%
Digital Navigator appts		1	0	1	N/A	

### Circulation by Material Type

	Feb-24	Jan-25	Feb-25	Dec-25	Total	change from previous year	% change
DVDs	232	208	206		414	-113	-21%
videos	296	227	229		456	-34	-7%
books on CD	50	21	19		40	-23	-37%
audiobooks	543	634	542		1176	39	3%
print books	1476	1422	1265		2687	-153	-5%
e books	449	562	561		1123	104	10%
museum passes	11	11	19		30	-3	-9%
hotspots	11	2	5		7	-16	-70%
camping equipment	0	0	0		0	0	0%







**Staffing and Professional Development:**

- Staff began completing their required sexual harassment prevention training
- Kate is taking course on administration of information agencies for her MLS
- Robin, Fran, and Tammy all took some vacation time
- Tammy, Fran, Robin, and Kate took CPR training

**Building and Grounds**

- Larkin says will install our event sign soon—when warms up a bit.
- Roof repairs ongoing. Leaks have continued. Hoping that repairs will be completed by the end of the month.
- Warren Smith has presented designs for the pavilion and is preparing to submit plans to Copake planning board before sending out RFQs.

**Grants/Fundraising:**

- Tammy submitted grant proposal to New York State Office of Cultural Education, Conservation/Preservation, to microfilm remaining hardcopy of the *Columbia Paper*
- Tammy sent in CREST application to Sen. Michelle Hinchey's office for funding for generator, now in hand of Senate Finance Committee. Total funding request \$98,000, which would also pay for the tank and pad for the tank.
- Received grant for \$900 from Stewarts Foundation for children's digital materials. Grant written by Kate.

**Staff Also**

- Tammy pulled together material for the annual report to the community—working with Jeanine Dunn on design.
- Staff planned a number of programs for the countywide community read
- Xondra began planning summer reading programs and contact the camps
- Kate created the CCLA Community Read webpage and has promoted the program with press releases and more.
- Fran is working on organizing a Volunteer Day, in conjunction with the community read.
- Robin has begun weeding the books on CD collection, hoping to free up space for other materials.

**Columbia County Libraries Association**

- Tammy completed 990 and CHAR500 forms for 2024
- Launched community read; will run through March
- Holding countywide history webinar series with FDR museum and Tech Lab series

**MHLS**

- MHLS has negotiated with Visions Human Resource Service to offer HR services at a discounted rate: 33% for having their staff on retainer or a 20% discount on fee-for service activities such



as reviewing your personnel handbook and auditing your personnel files. Webinar scheduled for March 26 to learn more.

- MHLS is planning at two in-person Trustee training workshops in Columbia County. The current plan is to have one on multi-year financial planning on Wednesday, Aug. 13, at 5:30 at the Roe Jan Library and a second training on the 7 Habits of Highly Effective Boards at Philmont on an evening in October.
- MHLS updated on the NYS budget: The One-House Budget included proposed increases for both operating and construction aid from both houses, significantly above what the Governor has proposed but they do not go far enough, particularly on the operating aid side of things. Both houses neglected to add in the language the Governor proposed to allow all types of libraries to access capital bonding through the Dormitory Authority of New York State - this needs to get added in to the final budget so we need to make some noise about that in addition to the push for more aid for operations and construction. MHLS is calling for a final push to get these increases passed—calls especially are important at this time:
  - **Please [call your State Senator & Assemblyperson](#)** to drive home the urgency behind increasing both operating aid and construction aid, MHLS cannot live on love alone. Check out [this chart](#), if you haven't already to see the absolutely untenable gap between the funding levels they are talking about and reality of what it costs to operate library organizations.
  - **Please use the [NYLA Call to Action](#)** pre-drafted email message and make it your own - please edit at least the subject line and first line of the message to be your own, this greatly increases the likelihood of getting the legislative staff's attention.