

# Director's Monthly Report

February 2025



February was a challenging month, due to the weather, with more leaks (in the entryway) due to ice and rain and more program rescheduling. Remarkably, we did not have any snow day closings (storms tended to be on Mondays). But our patrons (and staff) were not daunted by the cold and snow, and visitation to the library and program attendance was similar to last year (2024 program attendance was unusual because of one very large countywide program in February). Even on snowy and cold days—perhaps because there were so many such days—they came to draw, to discuss books, to exercise, and to check out new materials to get them through the month. They also attended a number of online programs, learning new tech and gardening skills—perhaps looking forward to spring. Winter break brought in many school kids and their caregivers, for crafts, a movie, and even a special musical story time. Homeschool students had an amazing tour of all the activities at Copake's Camphill Village. And in February we said good-bye to Xonda and wished her luck on her musical career.

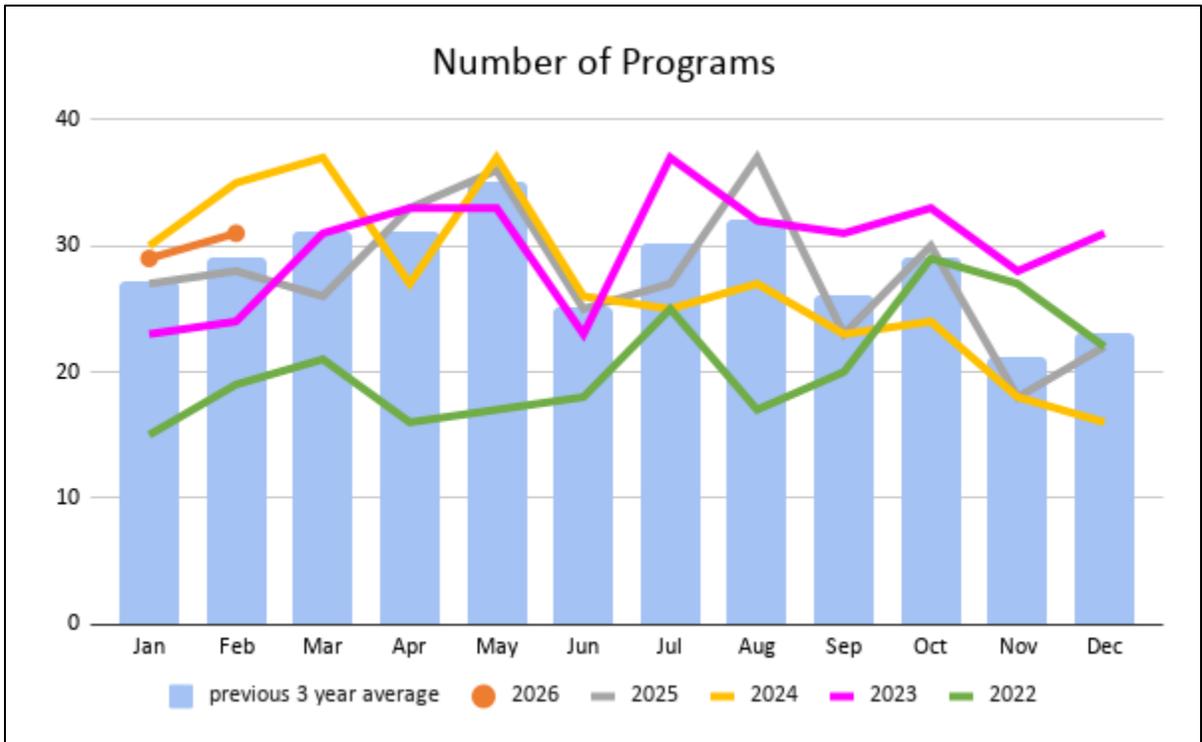
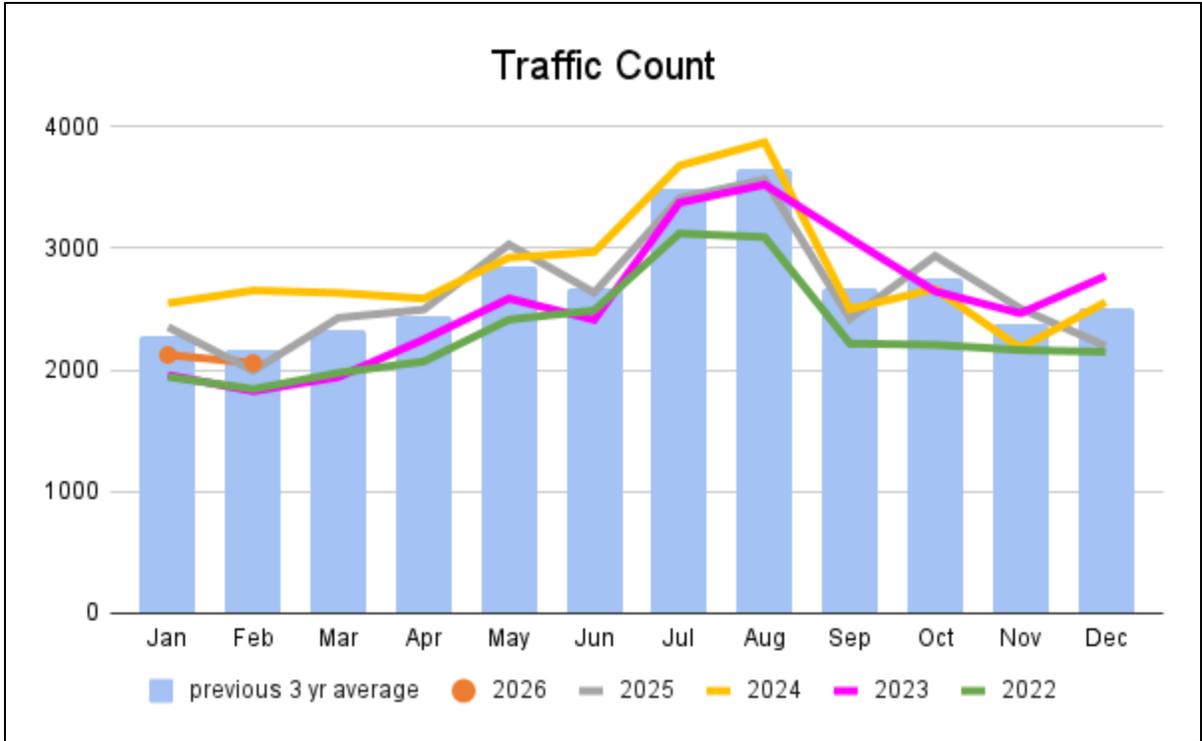
## Programs:

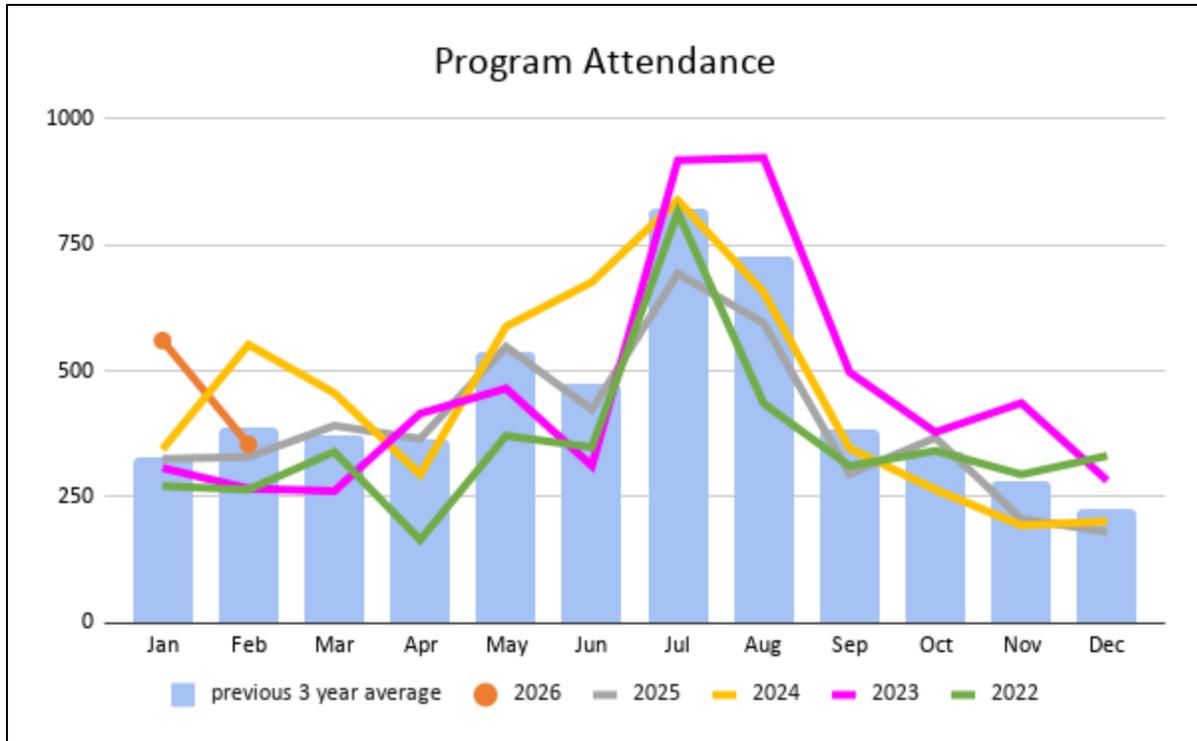
- Tai Chi—average 15 per class
- English Language Learning—average 3 per class
- Community Still Life—average 8 per session
- Saturday Story Time—average 2 adults, 3 kids
- Drop-in Fly Tying—average 5 per session
- February 18—Do You Want to Build a Snow Man?—15 kids, 9 adults
- February 18—Read On Fiction Book Club—4 attended
- February 19—Book Marks! Nonfiction Book Club—12 attended
- February 19—Page Turners YA Book Club—4 attended
- February 20—Film: Paddington in Peru—3 kids, 3 adults attended
- February 21—Musical Story Time: The Story of Country—9 kids, 11 adults
- February 21—Cookbook Club—3 attended

- February 25—Adventure Wednesday (Camphill Village)—11 kids, 7 adults
- February 25—Tech Lab: Google Drive (with CCLA)—17 attended
- February 26—Tea Time at the Library—6 attended
- March 7—Nick Nickerson art opening—30 attended
- March 9—Webinar: Identifying and Managing Invasive Plants—39 attended (with CCLA)
- March 11—Tech Lab: Computer Security and Internet Scams (with CCLA)
- March 14—Amphibian Workshop (with Taconic State Park)
- March 16—History Webinar: The Roosevelts, Race, and Civil Rights (with CCLA)

### **Upcoming Events:**

- March 18—Read On Fiction Book Club
- March 19—Book Marks! Nonfiction Book Club
- March 19—Page Turners YA Book Club
- March 21—Cookbook Club
- March 21—History Webinar: Frances Perkins (with CCLA)
- March 25—Adventure Wednesday (Full Circus Farm)
- March 25—Tech Lab: Internet Security
- March 26—Tea Time at the Library
- March 30—Webinar: Don't Get Ticked, Columbia County (with CCLA)
- April 8—Spring Break: Books and Dance with Beth Jacobs
- April 11—Spring Break: Make Your Own Terrarium (for kids)
- April 13—History Webinar: FDR and the Four Freedoms (with CCLA)
- April 15—Read On Fiction Book Club
- April 15—Tech Lab: Google Search
- April 16—Book Marks! Nonfiction Book Club
- April 16—Page Turners YA Book Club
- April 18—Cookbook Club
- April 19—NLW: Film Screening of *The Librarians*





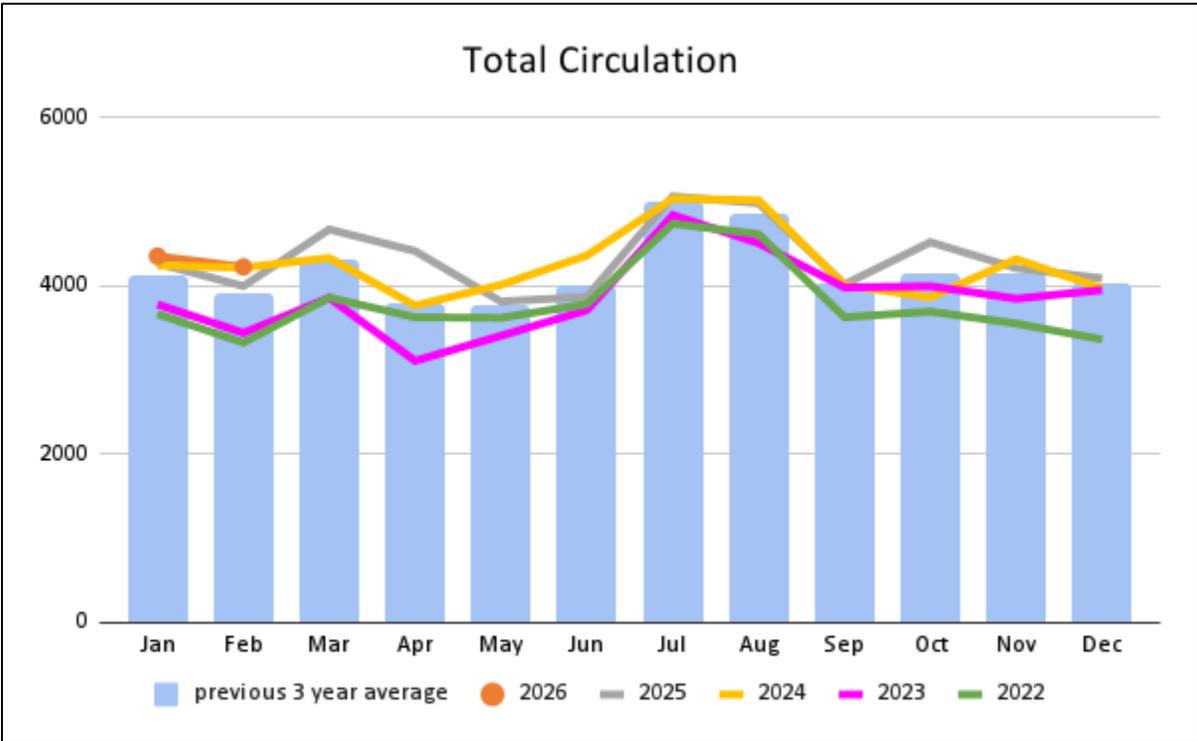
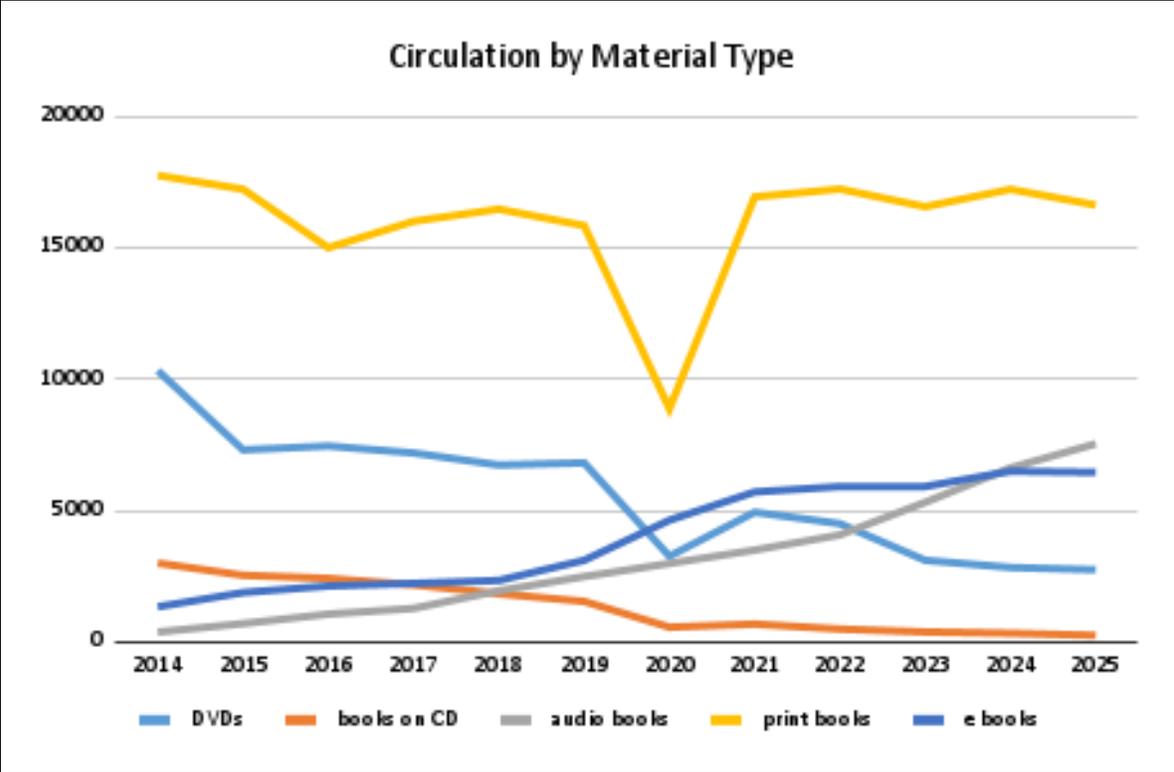
**Library Usage:**

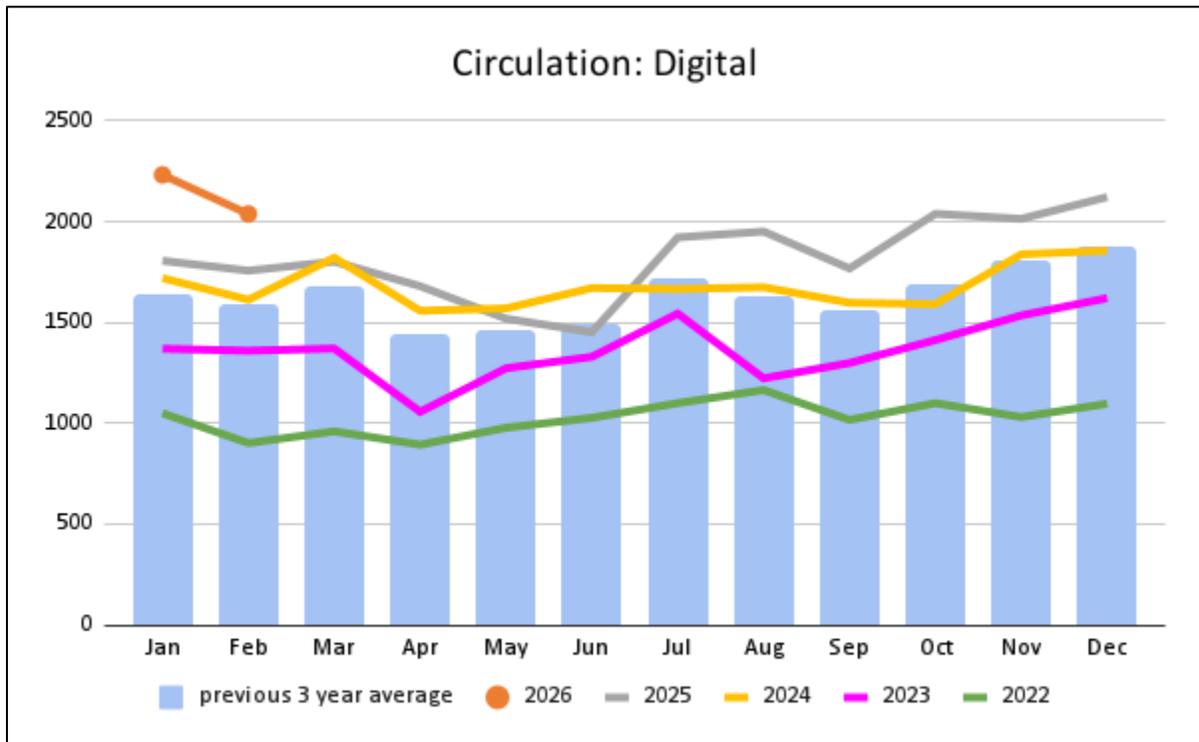
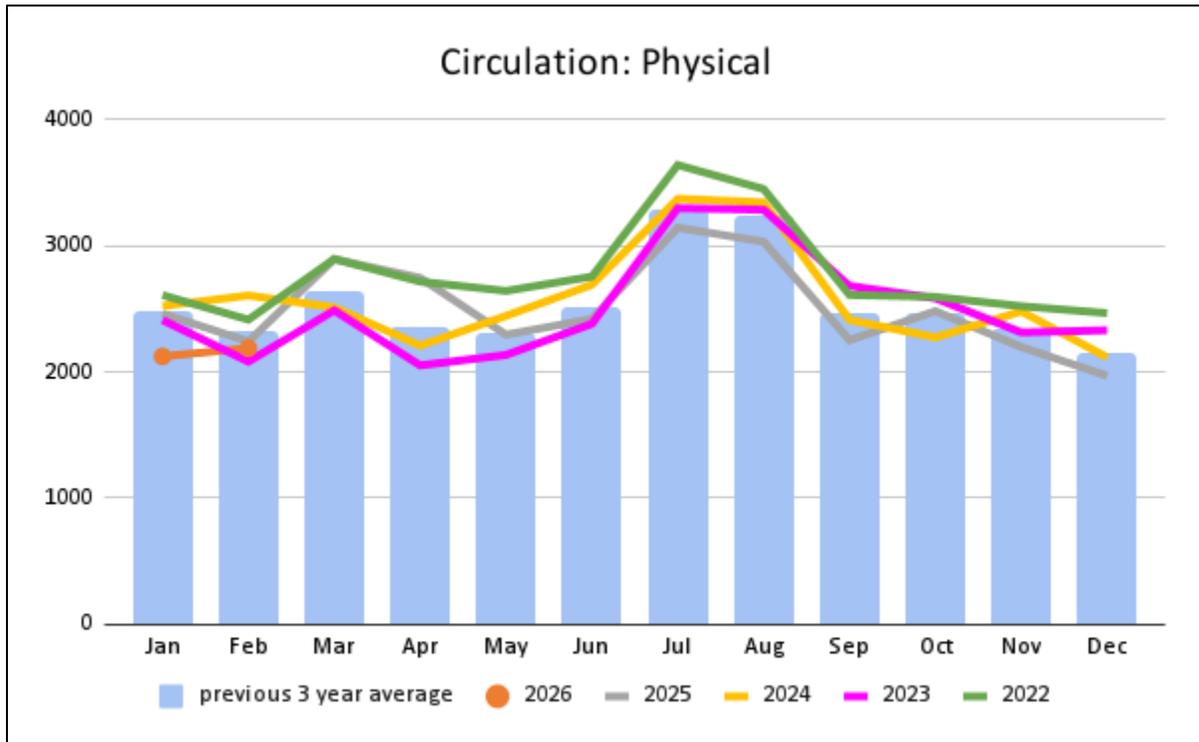
The library hosted more programs than in a typical February, some in collaboration with the Columbia County Libraries Association. Attendance at individual programs was lower than in some years and months—fewer people attending ESL classes, Tai Chi, book clubs—than in some years and in other months, and weather and politics likely account for some of that dip. Still, because there were more programs, there were more people in the library than usual, maybe due to cabin fever. Circulation of library materials was as high as it has ever been for a February, a short month, and in a change from recent patterns, circulation of traditional materials actually rose from January, which digital circulation, which still high, dipped. People watched a lot of DVDs and streamed a lot of videos in February 2026. They also listened to more audiobooks than last year, and a few fewer books—print or electronic. They did not visit many museums, probably because traveling was difficult. And they did not check out camping equipment.

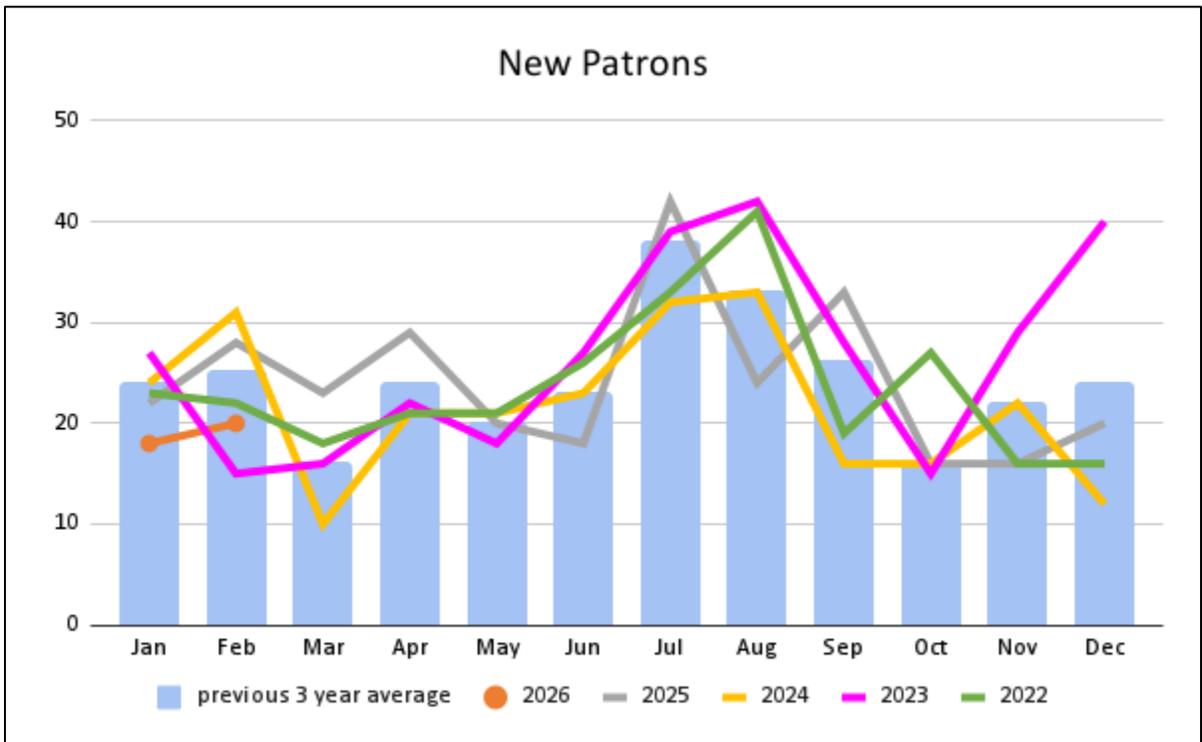
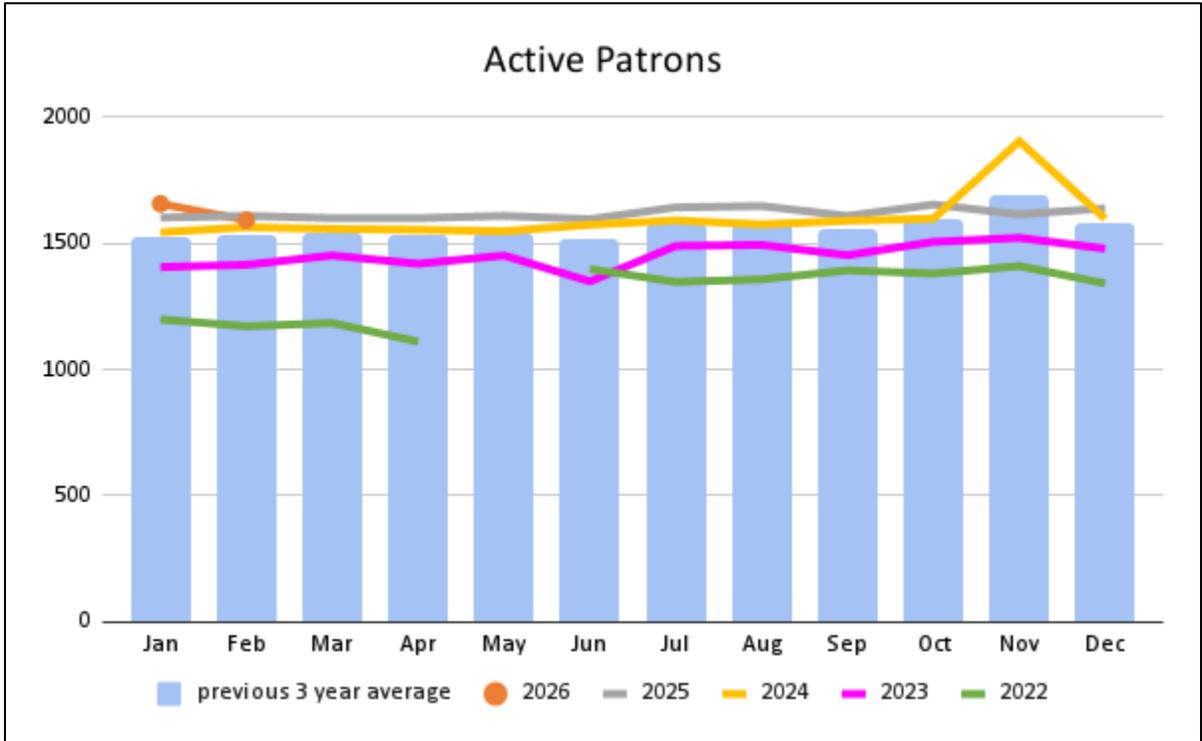
	Feb-25	Jan-26	Feb-26	YTD	Previous 3 yr avg	% of previous 3 yr avg
Active patrons (past yr)	1609	1657	1592	ave. 1624	1524	107%
Patrons (unexpired)	1980	1967	1982	ave. 1975	1888	105%
New Patrons	28	18	20	38	49	78%
Traffic Count	1992	2122	2056	4,178	4,442	94%
Computer Use	44	62	92	154	125	123%
Circulation (physical)	2241	2122	2188	4,310	4,774	90%
Circulation (digital)	1757	2232	2038	4,270	3,209	133%
Museum Passes	19	8	10	18	30	60%
Wireless access	369	447	457	904	878	103%
Website sessions	1756	2618	1977	4,595	3,852	119%
Number of programs	28	29	31	60	56	107%
Program attendance	329	560	354	914	708	129%
YouTube views	152	106	96	202	357	57%
Notary	9	24	15	39	26	150%
Homebound delivery	0	1	0	1	1	100%
Digital Navigator appts	0	0	0	0	n/a	n/a
Meeting room reservations	n/a	6	11	17	n/a	n/a

### Circulation by Material Type

	Feb-25	Jan-26	Feb-26	Total	change from previous year	% change
DVDs	206	240	209	449	35	8%
videos	229	327	338	665	159	31%
books on CD	19	31	14	45	5	13%
audiobooks	546	743	613	1356	159	13%
print books	1265	1159	1206	2365	-322	-12%
e books	561	625	544	1169	46	4%
museum passes	19	8	10	18	-12	-40%
hotspots	5	1	1	2	-5	-7%
camping equipment	0	1	0	1	1	







### **Staffing and Professional Development:**

- Hired new bookkeeper, Kelly Grimme, who began work on March 8. She is working with Leah for a few weeks of training as Leah finishes up some projects.
- Xondra's last day was February 28.
- Staff has begun completing annual sexual harassment prevention training
- Tammy took a webinar on Leadership Transitions of Key Employees and is beginning to implement some of the suggested strategies
- Tammy took a webinar that introduced the new Directors Handbook—part of the Directors Handbook Book Club series
- Robin attended a webinar, *Intergen at the Library: Programming and Engagement Across Ages*
- We have posted the youth services job announcement with NYLA, NELA, Indeed, and MHLS and have received a handful of applications already. Posted for 22-26 hours per week.

### **Building and Grounds**

- More roof leaks—in the main entrance, staff kitchen, and network room—with melting snow and rain. No RFPs yet for repair work. Will be contacting a few roofers directly to provide assessment of the situation.
- Tufano says they will do needed HVAC work in the next few weeks.
- SunCommon has installed solar panels but not functioning/connected yet.
- We have ordered folding chairs, chair carts, and two round, accessible picnic tables for the pavilion, all of which should arrive in the next two weeks. We need someone to assemble the tables and carts ASAP.

### **Other Activities**

- Received by microfilm of the *Columbia Paper*, 1996-2025. Still need to be checked and cataloged. Masters will be sent to the NYS Archives. Seeking funding for digitization. The database has been rebranded for the Columbia County Libraries Association and is available through the CCLA site and other library websites: <https://ccla.historyarchives.online/home>
- Tammy has been working to reorganize and rebox records to be stored long-term, in plastic bins

### **Grants/Fundraising:**

- Submitted grant requests to Didi Barrett and Michelle Hinchey for funds to help with roof repairs and upgraded blinds for the community room.

### **Columbia County Libraries Association**

- Hosting several webinars, including a new Tech Labs, an FDR history webinar series, and a gardening series. Have had some postponements due to weather and other conflicts.
- Applied to Didi Barrett and Michelle Hinchey for funds to digitize the *Columbia Paper* microfilm.

- Will be submitting grant request to Ackerman Foundation to continue funding ReciteMe website accessibility software for all county libraries.
- Libraries have all received funds thanks to Hover Foundation grant to support Kanopy.
- Historical newspaper database now on CCLA website and other CC library sites.
- Tammy completed 990 form, which was approved and will be submitted, as well as the CHAR500
- CCLA will attend the Hudson Children's Book Festival on Saturday, May 3, 10-3, and we are looking for volunteers to help staff our table.

## **MHLS**

- Annual report to the state is still delayed, with new deadline April 3.
- Revising Free Direct Access Plan (Tammy is on the committee).
- Last week the Board of Regents approved an amendment to section 90.2 of the Regulations of the Commissioner of Education relating to New York Public and Association Library Minimum Standard #4: Board-approved written policies. The standard now includes specific policies which must be reviewed and updated at least once every five years or earlier if required by law:
  - The selection of library materials and reconsideration of such selection
  - Public usage of library space and meeting rooms
  - Codes of conduct
  - Confidentiality of library records
  - Internal library policies related to:
    - Personnel policies that ensure consistent staff management and fair employment practices
    - Disaster preparedness
    - Financial control policies that fulfill the legal and fiduciary responsibilities of the governing body and promote fiscal oversight, accountability, and sustainable management