

# Livingston Manor Free Library

## Director's Report

Peggy McGuire

January 9, 2023

### News

- Nigel Cronk accepted the offer to serve in the position of Communications Specialist.
- Jess Davis has the new title of Library Clerk and Programs Coordinator.
- Two new public computers were installed and networked by the RCLS IT Dept.
- Dan Porter ran a new computer cable from the circ desk through the basement to the new computers.
- Martha Sullivan, from the RCLS Electronic Resources Dept., conducted an in-person staff training on the WorkFlows integrated library software for all of our staff members.
- The new library hours went into effect on January 1<sup>st</sup>.
- A new staff schedule has been implemented in accordance with the new hours.
- The library closed early on three days and closed entirely on one day in December due to inclement weather. Unfortunately, this forced a cancellation of the library's Holiday Gathering.
- The library has adopted a new logo based on Carolyn Bivins' design for the tagline "The World on Main Street."

### Director's Recent Activities

- Presented a training on the library's digital resources app, Libby. Will plan to do this monthly.
- Applied for a grant from Random House for Juneteenth programming in conjunction with Liberty Library.
- Submitted an application to DVAA to fund the Sullivan County Poet Laureate Project for 2023.
- Met with Sally Wright about possible collaborations with CAS.
- Met with Maria Bivins about the Livingston Manor Farmers Market, the Food Pantry and the work of the Chamber. Signed the library up for a spot at the weekly Farmers Market. Volunteers will be sought to staff a table to promote the library and share stories with children visiting the market.
- Attended two live remote seminars at Rural Libraries Conference on teen programming and community collaborations.

## One-Time Programs

- November-Medicare 101 via Zoom with James Farnham...2 participants
- December-Libby Workshop with Peggy...3 participants
- December-Saturday Holiday Storytime...3 kids
- December- Movie for kids during winter break...6 kids

## Trustees

Upcoming webinars listed below. Registration required.

Trustees are required take the NYS anti-harassment training annually. A minimum of two hours of additional training is required annually starting in 2023. For information on this requirement, visit <https://www.nysl.nysed.gov/libdev/trustees/education.htm>.

# RAMAPO CATSKILL LIBRARY SYSTEM

## TRUSTEE TRAINING

*Click on the links below to register*

Tuesday, January 10, 2023, Time: 6:00pm - 7:00pm

[Trustee Training Tuesdays: Board Governance](#)

Tuesday, February 7, 2023, Time: 6:00pm - 7:00pm

[Trustee Training Tuesdays: Open Meeting Law](#)

2022	July	August	September	October	November	December
Library Patron Visits	666	554	470	428	354	369
Saturday Patrons	67	39	39	42	57	42
Tuesday Storytime kids	84	40	9	8	18	5
LEGO Club kids	N/A	N/A	6	10	7	15
Chess Club	N/A	N/A	0	5	0	N/A
Book Club	7	6	7	7 ?		11
Craft Kits distributed	80	100	29	30	28	27
Scheduled Tech Assistance	N/A	N/A	N/A	0	2	0
	(7/28 only)	9 mentors	14 mentors			
Manor Ink	3 mentors	15 students	34 students			
	5 students		3 guests			

Previous Month's Circulation

	2021	2022	2023
January	418	356	
February	392	423	
March	494	380	
April	401	402	
May	351	468	
June	521	604	
July	678	605	
August	671	797	
September	512	450	
October	415	397	
November	361	377	
December	386	340	
<b>TOTAL</b>	<b>5600</b>	<b>5599</b>	

New User Registration

	2021	2022	2023
Jan-Adults	2	3	
Kids	0	0	
Feb-Adults	2	2	
Kids	0	2	
Mar-Adults	1	2	
Kids	0	0	
Apr-Adults	4	5	
Kids	0	0	
May-Adults	3	6	
Kids	0	0	
Jun-Adults	12	9	
Kids	3	3	
July-Adults	20	7	
Kids	2	3	
Aug-Adults	6	19	
Kids	1	3	
Sept-Adults	10	11	
Kids	0	12	
Oct-Adults	8	13	
Kids	0	2	
Nov-Adults	11	6	
Kids	1	0	
Dec-Adults	13	7	
Kids	0	3	
<b>TOTAL</b>	<b>99</b>	<b>118</b>	

eBooks and eAudiobooks/Our Patrons

	2021	2022	2023
January	176	120	
February	146	111	
March	115	123	
April	127	118	
May	128	136	
June	136	139	
July	80	124	
August	114	156	
September	109	143	
October	111	136	
November	94	118	
December	77	149	
<b>TOTAL</b>	<b>1413</b>	<b>1573</b>	