

Director's Report

June 12, 2017

Clinton Community Library

Collection/Circulation:

Year to date we have circulated 6,137 items. It is less than last year at this time. Last May 2016, we circulated 1579 items. May of 2017 we circulated 1,280 items. The staff and I just finished a weeding project and continue to work with our collection and our records. We are continuing to work on displays, and have moved the books off the bottom shelves to hopefully improve circulation. Our summer reading program will also include adults this year so hopefully that will also help our circulation numbers.

In June I made a larger than usual purchase of materials. They have gone out as fast as they have come in. I hope to see an increase in circulation with this increase in available materials. I will also be making changes to the online resources available to our patrons.

Our e-book circulation is at 838 to date. In 2016 patrons borrowed 1778 e-books. In 2016 patrons borrowed 416 audio books. So far our patrons have borrowed 244 books. We have had 10 new users in Overdrive since January. Each month we average 41 unique users and have a total of 146 different patrons who use our online books.

We have been having the Northern Dutchess News delivered to the Book Booth to be available in the library.

New patron cards are in the process of being ordered.

Programs:

Our programs are still going very well over all and holding steady. Yoga attendance was up 7 from last month. Mia will be away the first three weeks of June. We have replaced her June 17th class with a mediation walk. Our lecture "Herbs of the Mediterranean" had 12 participants. Open Mic continues to surprise us. We have had few signups the last two months yet on the night of the event we have had 6 and 7 performers. The word is spreading, there has been several new people each month. Chess will continue for the summer. He has had 2 or 3 participants each week. Battle of the Books is also going well. They have been reading the books and are starting to meet regularly. The "Battle" is in September at Dutchess Community College.

Newsletter:

The newsletter went out June 6th to all Clinton residents. The mailing was prepared in record time by several volunteers including staff assistants from Ramapo for Children. Thank you for all the help!

Grants:

We have received \$1500 to support the summer reading program from the Elizabeth C. Davis Memorial Fund. We also received an installment of \$341 of \$800 for the Early Literacy Cohort that Carol has been participating in. This money will be used to purchase materials for our preschool children's program. Didi Barrett's 2016 Summer Reading Program support also arrived last week. (Over \$900)

The Berkshire Taconic Foundation should be announcing the awards for the Northeast Dutchess Fund in June. Keep your fingers crossed! This is the money used for Optimistic Aging.

The Nine Partners Lion's Club is going to sponsor a concert this summer. It will also be a night to recognize the Lion's. I would also like to do this with the fire departments.

Barbara is submitting a grant to Birchez foundation to help support and extend the Optimistic Aging Program.

The Dutchess Libraries are receiving a grant to improve services to residents with disabilities. This summer an inventory and site assessment will be made to see how we can better serve this population. Staff training will be offered at some point and recommendations will be made to improving our programming for these patrons.

Staff:

A staff meeting was held on May 27th to begin training the staff for the 414 initiative. They were receptive and had good questions.

C.B. will be leaving in August. I am currently considering our staffing needs for that time.

MHLS/Director's Schedule:

Dutchess County Director's met May 24th. We heard a presentation by representatives from Dutchess Community College and the resources they have to offer to all county residents.

On May 30th, I held a pizza party for the staff assistants from Ramapo for Children to thank them for all their help with our downstairs projects.

The Director's Association met on June 8th. There are several changes taking place in the near future with the online resources. There are several other pieces of information I am still processing and will report next month.

There are several staff training opportunities scheduled this summer. I am encouraging the entire staff to participate.

Respectfully submitted,

Teresa McGuirk
Director

CLINTON COMMUNITY LIBRARY

FINANCE COMMITTEE MEETING – June 6, 2017 (2 pm)

AGENDA

- 1) May Financial Statements
- 2) Status of Audit
- 3) Date of Next Meeting

MINUTES

Present: Z. Snow, B. Burns, T. McGuirk, D. Biery.

1) Financial Statements for May 2017 (attached).

The Committee received and approved the financial statements for May 2017 (attached), and recommends their approval by the Board. The Committee noted that the P&L now includes bank activity through month-end.

2) Status of Audit

Mr. Snow reported that Rebecca Jacobini of RBT had contacted him to conduct trustee due diligence. She indicated that the draft audit report should be available by the end of the week, so it can be approved at the June meeting of the Board. She indicated that the report would include two management recommendations intended to improve internal controls: the Library Director should sign off on time sheets, and a member of the Board should review the bank statements. The Committee agreed that Mr. Snow should conduct that review.

3) Date of Next Meeting

The next meeting of the Committee is scheduled for Tuesday, August 8, at 2 pm.

Minutes prepared by Z. Snow

June 7, 2017