



Monthly Report May 2024

The Collection Committee met on May 7 to review purchases for the month. 17 items were ordered, and all the items ordered have been received, and processed. We're beginning to increase our collections (while still staying within budget) for the next few months in order to prepare for summer. The Collection Committee will meet again on June 4.

The Friends of the Library had their first book sale of the summer season on May 24 and 25. There was a meeting on May 29, which I attended, along with several board members. Karen McComb presented information from the Trustee Handbook about how the Friends and the library can work together to improve community support, as well as financial support.

The Friends awarded the library \$674.00 for the Graphic Novel program, which will happen at the end of August. They also moved their July book sale date to accommodate the memorial for Marion Wilbur on July 19. After the meeting, I made several social media posts to help spread the word about some current Friends needs, such as assistance cleaning out their book shed, needing new outdoor tents and tarps, and their upcoming book sale dates, and the Tricky Tray. I also put this information up on our website, and will have flyers and information available at the circulation desk. At the Friends' request, I created a sign to put over the outdoor book donation drop box, stating that donations have been temporarily paused while they work to clean out their book shed. For the time being, the library will not accept any donations on behalf of the Friends.

Director's Report

During the month of May:

- We had total of 436 patrons visit the library.
 - 365 adult patrons
 - 33 children patrons
 - 10 teen patrons
 - 27 computers used
- 670 items were checked out
 - 153 children's books
 - 199 adult books
 - 75 adult and children's videos
 - 157 econtent
 - Adult fiction, adult video, children's fiction, and econtent were the collections circulated most during the month
- There were 134 PAC logins, with 112 holds placed
- We registered 11 new patrons
- 144 items were received to fill holds between MVLS & SALS
- 129 holds were placed, and filled
- There were 281 total unique clients who used the wifi, for an average of 29 people per day



Lake Pleasant Public Library
Katrena Cohea, Director
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Programs

In May, we had the following events:

- PreK - First Grade Dance, Story & Music Class (May 3)
- Town Board Meeting (May 6)
- PreK Story Time (May 7, 14, 21, 28)
- Dance Classes (May 1, 6, 8, 13, 15, 20)
- Cornell Cooperative Extension Meeting (May 14)
- WIC Workshop (May 15)
- Town Board Meeting (May 20)
- Historical Society Meeting (May 21)
- FOTL Book Sale (May 24 and 25)
- FOTL Meeting (May 29)
- Book Club (May 30)
- Identity Theft Prevention Program (May 31)

In June we have the following events planned:

- Town of Lake Pleasant Board Meeting (June 3, 17)
- Musical Bingo for Seniors (June 5)
- Cr'After School (June 7)
- Understanding Alzheimer's and Dementia Program (June 10)
- Cr'After School (June 14)
- LPSA Meeting (June 17)
- Speculator Lake Pleasant Historical Society Meeting (June 18)
- Southern Adirondack Audubon Program (June 20)
- FOTL Book Sale (June 21 and 22)
- Shadow Puppetry Workshop (June 24-28)
- Energy Savings Program (June 26)

Other Updates

May has been a month of preparing for our busy summer season ahead. Tanisha, Roxy, our volunteer Caitlin, and I have all continued working to re-organize the children's room, in order to have more materials visible and easily available. We'll continue to update displays in the main library next, and hope these changes will help increase circulation over the summer months (especially circulation of typically less popular books). We also added four new teens to our Teen Book Box Subscription in May. For the month of June, we'll have seven participants!

Early in the month, a contractor Randy sent to the library inspected our electrical, and fire systems. He found, and completed some updates that needed to be made, including resetting our breakers in the basement.



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I asked Randy for a written report of what was done, but the contractor didn't leave Randy with any paperwork. I would like to talk to Randy more, and ask the Town about putting up hooks for the holiday lights, which we'll want to have in place before our second year of Light up the Library.

Also early in May, we had new memorial bricks delivered. This is the first order of bricks since we changed companies last fall. The bricks look good, except their color is different from the bricks that are already in place. However, I don't think this will be a problem, as all the new bricks will need to be grouped, and placed together. Kathy will install the bricks at her earliest convenience.

On May 24, Vogel Construction began the work to complete our wheelchair accessible walkway from the south to the north parking lots. The Town has not hired a janitor to replace Anita yet, so myself, and staff have been taking out trash and cleaning the library as needed. Hopefully the position will be filled before the busy summer months begin.

We've received all the marketing materials and prizes that were purchased for this year's summer reading programs. There are many ways kids, teens, and adults can participate in summer reading this year:

- In collaboration with LPCS. Students who participate will be bussed to the library after summer school to participate in reading, and reading activities. This will be held for 6 weeks: July 8 - Aug 16.
- Students not in summer school, but who want to attend the summer reading program, activities are welcome to participate with the summer school participants. There will be a younger age group session, middle age group session, and teen group session - all held during the week between July 8 - Aug 16.
- Reading Bingo & Reading. Treasure Map. This is similar to what we did last year, but this year, there's Bingo cards for kids, teens, adults, and families. This option is designed for those who may just be visiting the area, or will be out of town, and unable to come to the weekly sessions happening from July 8 - Aug 16. Prizes from The Creamery and Firetower Pizza will be awarded when a Bingo is completed. The Bingo cards will be available starting June 10.

All of our programs for the summer are set and scheduled. In July and August we have nine outside programs scheduled. This does not include internal library programs like Family Reading Fort Nights, our summer reading program sessions, or Blind Date with a Book. I hope to confirm those library programs once I know how many LPCS summer school kids will be participating in summer reading program, and confirm the days and times they'll be coming to the library.



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I've been in touch with Tim O'Neil about getting a Boater Safety Program scheduled at the library. It will likely have to be a two day program, as the course is 8 hours long.

We have been able to secure a few more volunteers, and it looks like we won't need to have Tanisha add any extra hours to her summer schedule. Gary will be returning to volunteer on Tuesday mornings, which is when I needed the most help. I'm continuing to recruit volunteers through June. I hope to add 1-2 more volunteers to the schedule, and get them trained in Polaris before July.

I received an email about the library participating in Family Fun Day on August 9. I'm not sure how we could participate, but I think it would be nice to have a presence there. It might also be a good opportunity for the Friends of the Library to recruit new members, and have materials on hand to share with the public.

Sara Dallas would like to visit us in October. I've told her I would check with the Board, and if that works for everyone, I'll confirm her visit to our October meeting on October 1.

Roxy also let me know that she is hoping, and planning, to retire in October.

After filling out my application to take the Library Worker's Examination, I was contacted by Hamilton County Personnel Assistant Amy VanDerwerker, who let me know I don't actually need to take the test. The paperwork she received from the State, and passed along to me, is included with this report.

Looking ahead to fall and winter, I would like to bring the Memory Project / Messages From Survivors exhibit that SALS is offering to its partner libraries, to our library. I proposed the month of November to SALS, and they have large retractable banners, or a table exhibit available for us to use. We will have to sign an agreement, and return it to SALS in order to move forward and participate. I'd like the Board's feedback on this, and if November is a good time to host the exhibit.

Thank you for your continued support,
Katrena Cohea

Carole A. Ruiz
Personnel Officer



Amy L. VanDerwerker
Personnel Assistant

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May 31, 2024

Katrena Cohea
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Speculator, NY 12164

NOTIFICATION OF TEST RESULTS:
Library Manager – Exam #88709, dated June 2024

(X) You were successful in the above exam:

Exam Score: 70
Your position on the eligible list: 1st
Life of eligible list: 1 year

() You did not qualify in the exam for the above position for the reason indicated:

You did not appear for the written exam
You withdrew from the examination
You received a rating of 60 on the written exam, which is below the required minimum score of 70

All candidates are entitled to a computational review of the prior-approved key when the written request is received by the Personnel Office within ten days after the postmark date of this notice.

Sincerely,

A handwritten signature in cursive script, appearing to read "Carole Ruiz", is written over a horizontal line.

Carole Ruiz
Personnel Officer



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Lake Pleasant Public Library Board of Trustees

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Donna Benkovich, Vice President 201-527-8744

Nancy Seifts, Treasurer 518-548-2749

Toni Morrison, Secretary 518-548-4081

Pam Pooler, Trustee 518-548-7511

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Susan Hartmann, Trustee 631-241-4047