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## Monthly Director's Report March 2026

### Patron & Circulation Updates

During the month of March:

- We had total of 413 patrons visit the library
  - 300 adult patrons
  - 82 children patrons
  - 11 teen patrons
  - 16 computers were used
- 791 items were checked out
  - Adult books was checked out 229 times
  - Adult video was checked out 44 times
  - Children's books were checked out 235 times
  - Econtent was checked out 160 times
  - Kits were checked out twice
- We registered 7 new patrons.
- 142 items were received to fill holds between MVLS & SALS
- 235 items were transferred to fill holds between MVLS & SALS
- 157 holds were placed
- 222 people used the wifi, for an average of 25 people per day

### Collection Updates

The Collection Committee emailed to review purchases for the month. For March 2026, 38 items were ordered, and all items ordered have been received, and processed. The Collection Committee has received the collection list for April, and it will be approved via email.

### Friends of the Library Updates

The Friends presented us with a check for \$5,410 to help with our various programming and activities costs for the beginning of the year and planning for summer programs. A thank you note has been sent to the Friends for this generous award, and for future marketing of these programs, and marketing of our museum passes, the Friends will be mentioned and thanked. The next Friends meetings are April 14 and June 9 at 1:30pm at the library.

### Annual Report

The DLD (Division of Library Development) had delays in setting up the new platform for libraries to record their Annual Report information. The platform was not available in March, but was opened to libraries April 1. We will need to submit our information to SALS by April 7, and SALS will check it and submit on our behalf to the DLD by April 15. Board members should note that for next year, there will be additional policies that will be required in the Annual Report. I've listed them below.

- Library materials selection policy including reconsideration
- Public use policies including meeting room use
- Library code of conduct
- Confidentiality of library records
- Personnel policies
- Disaster preparedness policy
- Financial control policies



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SALS will work to create a draft of these policies for all libraries, and send to us for review and adoption as available.

### **Building Updates**

We have hired a cleaner, Jenise Dutcher, who is a frequent library patron and often attends programs here with her children. She is excited to begin. We're just waiting for her liability insurance to be confirmed ahead of her start date in early April.

I attended the Town Board meeting on March 16, regarding our ALA grant and the installation of new automatic doors. Also in attendance from the library board were Pam Pooler, Donna Benkovich, and Laura Wilt. The Town Building Committee did not recommend this project to the Town Board. Luckily, after discussion, the Building Committee majority voted in favor of the project. There will be new door frames installed ahead of the automatic door installation in order to manage concerns the Building Committee had. We currently have two electrical bids for this project; I'm working on getting a third. It was decided that we will accept the bid from Robert Lee and Commercial Door Specialties, Inc. in Ballston Spa. I will keep the board apprised of more details and developments on this project as they become available.

Building projects that are ongoing include:

- Window washing - interior and exterior
- Hanging the 2024 Quack-a-Palooza plaque
- Replace ceiling tiles that have water damage
- Install last memorial brick
- Research for continued memorial items for patrons (benches, rocks?)

Tanisha and Roxy continue to do our annual weeding, and small, organizational projects are being done around the library at the same time. I still would like assistance cleaning, throwing out, and organizing the files in the attic.

### **Outreach Updates**

As we're working on updating our policies, and including an outreach policy, I have been in touch with several local individuals and organizations to see what possibilities there are as far as delivering materials to the homebound, and incarcerated individuals. In May I plan to do a presentation at the Senior Center in Speculator, and I've been in touch with Jessi Ostrander, who manages food delivery in Wells and Lake Pleasant. I'm also speaking with Hamilton County Public Health for their input, and hope to have contact with Dee Park at Warren/Hamilton Counties Office for the Aging.

Our Teen Advisory Board (TAB) had a successful launch of their Monthly Supply Collection. They made a goal of collecting 20 items to donate to Loaves and Fishes, and they ended up donating 31 items. The group will meet again in April to decide on the focus for the collection in April, and it will be publicized accordingly.

### **Programming Updates**

We have several programs coming up in April, which are listed below. Our summer programming schedule is almost complete as well. Our Summer Reading Program for kids and teens will run for 4 weeks in July (previously it has been 6 weeks). I've begun ordering prizes and marketing materials, and plan on visiting local schools in May and June to encourage sign ups.

In March, we hosted the following library sponsored programs/events:

- Tuesday, March 3, 11:30-12:00 - Weekly Story Time for kids in PreK
- Thursday, March 5, 10-10:45a - Tech Time
- Thursday, March 5, 11a - OATS (Older Adult Technology Services) Class for Seniors
- Friday, March 6, 5:30p - Jane Austen Fashion Show
- Tuesday, March 10, 11:30-12:00 - Weekly Story Time for kids in PreK
- Thursday, March 12, 6:00pm - Armchair Travel
- Friday, March 13, 3:00p - Friday Foodie Fun
- Monday, March 16, 6:00p - Wild Women! Celebrating Women Naturalists
- Tuesday, March 17, 11:30-12:00 - Weekly Story Time for kids in PreK
- Wednesday, March 18, 12:45p - A special story time with the LP Volunteer Fire Dept
- Thursday, March 19, 5:00p - Mountain Valley Hospice & Palliative Care Volunteer Info Session
- Saturday, March 21, 11:00a - Aloha at the Library!
- Monday, March 23, 3:15p - Cr'After School: Watercolor Flowers
- Tuesday, March 24, 11:30-12:00 - Weekly Story Time for kids in PreK
- Tuesday, March 24, 5:30p - Novel Brews
- Thursday, March 26, 10-10:45a - Tech Time
- Thursday, March 26, 11a - OATS (Older Adult Technology Services) Class for Seniors
- ~~Thursday, March 26, 6:00pm - Trivia Bingo~~
- Tuesday, March 31, 11:30-12:00 - Weekly Story Time for kids in PreK

The following (nonlibrary) meetings used the library space in March:

- Music Circle - March 1
- Dance Classes - March 4, 11, 16, 23
- Cornell CE - March 10
- March 21 - DRAG
- March 26 - Book Club

In April, we're planning on hosting the following programs:

Thursday, April 2, 10-10:45am - Tech Time

Thursday, April 2, 11am - OATS (Older Adult Technology Services) Class for Seniors

Monday, April 6, 6pm - Armchair Travel

Tuesday, April 7, 11:30-12:00 - Weekly Story Time

Wednesday, April 8, 6:00pm - All About Libby

Wednesday, April 8 - Saturday April 11: Spring Book Sale

Thursday, April 9 4:00p - Teen Snack Around the World

Monday, April 13, 6pm - Resume Refresh for Adults & Teens

Tuesday, April 14, 11:30-12:00pm - Weekly Story Time

Thursday, April 16, 6:00pm - Trivia Bingo.

Friday, April 17, 3:00pm - Friday Foodie Fun

Friday, April 17, 4:00pm - Cereal Party

Saturday, April 18, 1:00pm - Irish Dance Lesson & Performance

Tuesday, March 17, 11:30-12:00 - Weekly Story Time

Monday, April 20, 3:15p - Cr'After School

Tuesday, April 21, 11:30-12:00 - Weekly Story Time

Thursday, April 23, 10-10:45am - Tech Time

Thursday, April 23, 11am - OATS (Older Adult Technology Services) Class for Seniors

Saturday, April 25, 11am - DIY Prom Flowers

Tuesday, April 28, 11:30-12:00 - Weekly Story Time



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Marty Podskoch plans to return for a summer program relating to the Adirondacks and the U.S. 250<sup>th</sup>. He has requested an honorarium for payment. I'd like the board to advise on what we can allocate for this, so I can report back to Marty.

You'll notice we're offering a program on April 8 on Libby, which is the public library app that many patrons use. This is partially to meet patron requests, and partially to explain new changes that MVLS is putting into effect starting April 1. In discussions with Libby support, SALS learned we can use the patron statistical class field in Polaris's patron registration to authenticate patrons using Libby rather than authenticating by registered branch. This will allow libraries with Libby Advantage accounts to better limit the use of their purchased eContent to resident borrowers. This may mean that some of our patrons who do not live locally will not have the same access to Libby materials that they previously had, but if a patron is unhappy with this, there is a workaround we can use on a case-by-case basis.

Additionally, SALS has put into motion some modifications to the Vega Discover eContent due to the pending 4/26/2026 deadline for WCUG (Web Content Accessibility Guidelines) compliance. The modifications are live, and will continued to be update through June.

### **Grant Updates**

There are no updates at this time regarding the grant for our digital sign. The ALCA grant we usually apply for is now open, and I will be completing our application before the due date of April 29. I plan on requesting summer reading program costs for this grant.

Respectfully Submitted,

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