

Monroe Free Library
Executive Director's Report
April Stats for May 2026 MFL Board Meeting

Children's

The following programs were offered:

Babies & Toddlers	
Baby sign	0
Bouncing Babies x 4	35 children /38 Adults
Toddlers & Preschoolers	
Romper Room x4	17 Children /18 Adults
Pre K-1	
Color Full Winged Butterflies	4
Recycled Gardening	8
Spring Flower Wreath	6
2-5	
read with Max & Millie	Cancelled sick
Silly Stories	3
Painted Planet	9
Super Mario Galaxy Party w/Yoshi Egg Hunt	77
Teens	
ASL x4	10
Teens Play: Monster of the Week	6
Teen Craft Circle: w/Sewing Machine	3
Teen Anime Club	
Teen Advisory Board	6
Nintendo Switch Saturday	4
Teen Book Club: The Great Cool Ranch Dorito in the Sky	3
Community/Family	
Chess w/Wes x3	7
Origami Club	12
Magic Lantern Show	30
Hop Into Spring	47

Total # of Children's & Community Program attendance comparison	
2026	2025
343	245

Teen Advisory Board Summary:

- One volunteer wrote a book review.
- We had six volunteers at our April TAB meeting. They continued working on their Cupcake Wars Event. A poster is in progress. They decided on recipes, and they're planning out what supplies to buy.
- Sara received feedback from teens at each TAB meeting. Amanda will share feedback at Board meeting.

Children's Reference Statistics

Stats/service/outreach	Usage
Outreach MPP	27
Teen volunteer Shifts	26/63
Take & makes	24
Reference Questions	18
Program Questions & Registration	26
Phone Calls	23
Butterfly scavenger hunt	60

Community Room reservations

Room A: 49(59)

Room B: 40(60)

Adult Programs & Services

Reference Stats	Usage
Computer Users	467
Computer Help	49
Printing (Remote & From Phones)	377
Copy Assistance	97
Scanning	47
Faxing	35
Reference Questions Answered	148
Walk in Tech Help x 4	2
Genealogy	
Book a Librarian	1
Take & Makes	na
Public Computer Sessions	467

Museum Pass	# Of Check Outs
Bethel Woods	1
Boscobel	
DIA Beacon	
Empire Pass	
Mohonk Preserve	1
Museum of the Hudson Highlands	1
Museum Village	
Storm King Art Center	2
9/11 Museum	1
Intrepid	2
Stonecrop	
Mid-Hudson Children's Museum	2
Hudson River Museum	2

<u>Program</u>	<u>Attendance</u>
Intro to Genealogy	Cancelled
Bingo	4
Hiking in the Hudson Valley	16
Thriller Book Club: The woman Outside my Door	12
Craft & connect	8
Garden Club Kickoff	5
Friday Afternoon Movie	3
Google Earth: Eastern South Central	14
Painting Miniature Pictures	6

Circulation & Patrons Statistics

Circulation Stats	2026 Usage	2025 Usage
New card holders	249(MWCSD Library card creation included in this number)	55
Door Count	5,040	**only started counting on 2/13/26
Total # of Library Card Holders	8,995	8,334
Total Items Circulated	5,907	6,495
Overdrive Audio & ebooks	1,746	1,695
ILL Borrows	1,337	1,142
ILL Loans	1,050	1,113
Video Game Collection	169	157
Discovery Kits	9	3
Laptops	4	0
MWCSD Active patrons	54	53
MWCSD Circulation	214	301
O&R Home boost kits	2	-
CD's	143	117
DVD's	728	658
CD Audiobooks	21	40
Home Bound	2	2

Buildings and Grounds

Flagpole removal: We are in the process of removing the flagpole. We received two quotes for removal/replacement. Both quotes were over \$4,000. At this time, I am recommending that we hold off on replacement. [See Attachment 1 & 2.](#)

Backyard Ramp Railing: We are moving forward with a replacement from Fesco Fencing for \$1,150.

Library Operations

2025 Annual Report & Statistics Summary

The 2025 Annual report has been submitted to New York State. [See attachment 3](#) for the report and below for statistics summary highlights. NYS requires all boards to vote on and approve the annual report as submitted.

CIRCULATION	2025	2024	2023
Physical	77,387	82,318	87,960
online	26,150	24,998	21,409
total	103,537	107,316	109,369

Books	2025	2024	2023
Adult Fiction	22,852	23,583	23,159
Adult non-fiction	8,330	9,431	10,377
Adult Total	31,182	33,014	33,536
Children's fiction	25,213	25,536	26,130
Children's non-fiction	3,279	4,466	6,476
Children's total	28,492	30,002	32,606
Circ of Adult Other Materials	13,641	14,302	17,491
Circ of Children Other Materials	4,072	5,000	4,327
ILL Borrowed	16,126	17,817	20,618
ILL Loan	12,999	12,790	16,074
Overdrive			
E Audiobooks	10,579	10,514	
Programs	2025	2024	2023
PROGRAMS	525 507(onsite)	444 420(onsite)	429 410 (onsite)
PROGRAM ATTENDANCE	6,940 3,881(Onsite)	4,961 3,045(ONSITE)	3,269 2,756(onsite)
On site Programs	2025	2024	2023
Adult Program	166	167	141
Adult Attendance	863	858	767
Babies & Children Programs	181	85	155
Babies & Children Attendance	1,262	483	N/A
Young Adult Programs	62	42	40
Young Adult Attendance	226	199	240
Summer reading program Registered	250	235	186
Summer reading programs	66	56	49
Children's Summer reading attendance	740	508	347
Young Adult Summer reading attendance	77	62	100

Summer reading attendance total	817	570	447
Other Service Stats			
Service	2025	2024	2023
MEETING ROOMS	1,366	1,118	986
ONE ON ONES (tech help, take & make, book a librarian, genealogy)	595	552	209
SCHOOL LIBRARY CARDS		740	N/A
MUSEUM PASSES	86	105	78
Reference Questions	1,831	2,080	2,598
How many libraries cards holders	9,075	9,446 aka 45% of Monroe Residents	

Open House

Our Open House will be happening on Saturday, May 16th. At our Open house we will have a Library Quest, information sessions, an adult activity, a children's activity, passive activities and board engagement. This event will take place between 11am-2pm. Thank you to those board members who have signed up to support. Those who are not signed up for tabling, please do still try to stop in and join in the festivities and mingle with our patrons.

Proposed Dress Code Policy

The Management Team sent a draft Dress Code Policy to the Operating Committee. The management team reviewed the Committees recommendations and is in agreement and looks forward to seeing this policy move forward. [See Attachment 4](#)

RCLS 2027 Menu of IT Options

[See attachment 5](#) for the 2027 RCLS IT Contract. There is a slight increase in price \$21,977 (\$21,072) This approval can wait until the June board meeting since I don't have to submit the confirmation until June 30th. It was noted that this is the last year we can remain a hybrid library. Keith and I are currently investigating the cost/benefit analysis of becoming independent vs fully supported by RCLS.

Long Range Plan

See [Attachment 6](#) to learn more about our current progress with our 2022-2026 LRP. This presentation provides a summary of what we have accomplished, what is still in progress and what was put on hold or determined not feasible.

Financials

See **Attachments 7-9** March Financials and **Attachments 10-12** for April financials

CPA Audit Engagement Letter

See **attachment 11** for the Audit engagement letter from Loreli Pitt CPA to conduct our 2025 audit. The cost is \$17,295: This is a difference of \$170 from last year's engagement costs.

PR, Outreach & Fundraising/ Grants

New Patron Welcome Email Campaign

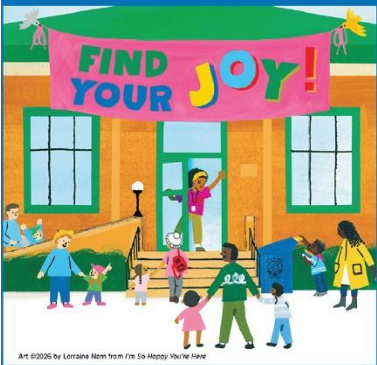
As part of my annual goal along with Elizabeth Walraven, we have developed a 3-part welcome email series. The purpose of this email series is to make our patron feel welcomed, explain our services and ensure that they actually use their card. Elizabeth and I can only provide these emails to patrons who opt into our email blasts. Starting with April card sign-ups, we will be sending select patrons to our welcome email. Part of that email is a welcome video. You can view it here:

<https://youtube.com/shorts/tiotrlvVBeU?si=XecUcR1qHT9Pc2YK>

The other two videos will cover programs and services. We are aiming to launch this end of March and will share a progress report next month.

Print Ads & Press Releases

These ads were published for this month:



**FIND YOUR JOY AT
MONROE FREE LIBRARY!**

- 13.8 Million Books, DVDs & Magazines
- Book-a-Librarian
- Curbside Pickup
- Discovery Kits
- Homebound Delivery
- Laptop Borrowing
- Mango Languages
- Meeting Rooms
- Museum Passes
- Movie & Music Bags
- Pop-up Studio
- Programs for All Ages
- Online Live Tutoring
- Tech Help

MONROE FREE LIBRARY
44 MILLPOND PARKWAY, MONROE, NY 10950
MONROEFREELIBRARY.ORG 845 783 4411

National Library Week
April 19-26, 2026

YOU'RE INVITED!

**JOIN US FOR AN
OPEN HOUSE!**

- Activities for Children & Adults
- Digital Resource Demos
- Information Sessions
- Light Refreshments
- Meet & Greet with Library Staff & Board
- Raffle Drawing

Date: Saturday, May 16

Time: 11:00 a.m. until 2:00 p.m.

Location: 44 Millpond Parkway, Monroe, N.Y.



MONROE FREE LIBRARY
44 MILLPOND PARKWAY, MONROE, NY 10950
MONROEFREELIBRARY.ORG 845.783.4411

Social Media & Email Blasts

Engagement	Facebook	Instagram
Content Reach	29,736	10,780
Individual Viewers	8,148	1,335
Page Visits	1,376	132
New Page Likes	43	18
Content Interactions	706	423
Link Clicks	51	3

Email Blast Statistics (Open rates)

Emails this month	How many emails sent	How many received emails	How many opened	How many clicked on the links
4	9,715	9,715	2,840	37

MISC.

Upcoming RCLS workshops

2026 Trustee Handbook Book Club Series – Upcoming Sessions:

- [June 17](#): **Laws and Regulations** presented by Trustee Handbook Co-author Rebekkah Smith Aldrich
- [October 29](#): **Duties and Responsibilities of Key Officer Roles**, Panel Discussion moderated by Trustee Handbook Co-author Rebekkah Smith Aldrich

SENYCON 2026 Conference

Amanda, Mike & Sara presented at the SENYCON conference. Their presentation was about the Disco we hosted last year. You can view the presentation here:

https://www.youtube.com/watch?v=o_RkokD9jLs

Some of the feedback we received on our presentation:

- “Great energy, I can definitely tell your patrons enjoyed themselves”
- “Such a thorough and engaging presentation! I want to go to the disco at your library and inspired to do one at our library as well.”
- “Lots of fun! Your team did a wonderful job of breaking down the process and making it seem attainable. Keep groovin!”

Upcoming projects & Events

- Lobby to be painted
- MFL Open House May 16- Save the date!
- Movies on the Lawn to return
- Saturday, June 27th- Summer reading Kick-off
- Fall Events- Reading Festival

Comments from Patrons & Tutor.com