



DIRECTOR'S REPORT – FEBRUARY 2016

Patron Service:

A monthly **Digital Drop-In** program is popular with patrons owning various electronic devices who need assistance with downloading our digital content.

Staff and Volunteers:

Work on the mural for the **1,000 Books Before Kindergarten** program was begun by high school student volunteer Stevi Greenberg. The mural is in the stairwell heading down to the Storytime Room.

Staff supervisors participated in a webinar training session on the **ADP payroll and time management system**.

Hudson Financial Services came to discuss the Library's 403b plan with its members.

Dorothy Ng, part-time Adult Services Librarian, is retiring after twenty years of service to the Library. **Andrew Nico**, part-time Adult Services Librarian, is leaving to work full-time at Suffern Library.

Job descriptions are being updated with input from staff and management.

Sheryl Sforza and **Theresa Dolch** from the Circulation Department are assisting Brian Jennings in the digitization of the Rockland Room's vertical files.

Programs:

The windows in the Children's Department were covered with valentines to the Library and the children's librarian staff. The theme was, "**I Love My Library Because...**" Photos are on the library website.

The Library had a **Bake-Off** which drew entries from the public as well as staff. It may become an annual event due to its popularity.

The first **3D Open Lab** and a **Photoshop Elements** class drew big attendance.

Building and Facilities:

The Library opened at noon on Friday, February 5, due to snow. Two circuit breakers within the Trane **rooftop units** were tripped due to a power outage. A service call was made to restore power.

A **podium** was purchased to house a PC, monitor, and microphone for use by patrons booking the Meeting Room for presentations. The electronic components were all re-purposed equipment the Library already owned. The A/V system for the room, while suitable for library-sponsored programs run by staff, was proving problematic when outside groups used it.

Technology:

Nothing to report.

Miscellaneous:

The **annual report** to NYS was successfully submitted to RCLS ahead of schedule.

Meetings Attended by Director:

- 02/16/16: -Personnel & Finance Committee Meeting
- 02/20/16: -Meet with Bob Axelrod and Jeff Greenberg to discuss Friends
- 02/23/16: -Attended NYS Joint Budget Hearing at Nanuet Library

Respectfully submitted,
Marianne Silver, Director
NEW CITY LIBRARY
March 10, 2016

MS/kc