



DIRECTOR'S REPORT – February 2017

Staff and Volunteers:

Adult volunteers have begun the task of sorting donations for the **book sale**. Four scheduled time slots in March and April will allow patrons to drop off books that are in good condition.

Veronica Reynolds taught a **Tech Touch-up class** to staff members with a focus on e-mail and browser security.

Circulation staff is busy with inventorying the shelves, searching for lost items, and pulling “dusty” books that have not circulated in a certain length of time.

A committee of staff association members and management was formed to update and revise the **LINC (Librarian-in-Charge) manual**. The LINC policy and procedure guides any necessary decisions or actions of the senior-most staff member in the building in the event of the director's absence.

Three interviews, one via Skype, were conducted for the 20-hour Librarian I position in the Children's Department.

Collections:

The Congers Civic Association donated copies of the **1945 and 1950 Congers High School yearbooks** to fill gaps in our local yearbook collection.

Patron Leonard Dutcher allowed us to scan glass plate negatives and real photo postcards from his family collection depicting the **1906 Haverstraw landslide**. These images will be uploaded to our digital collections on the Hudson River Valley Heritage (HRVH) website.

Patron Service:

Library card applications were distributed through the school system. New students in Kindergarten and first grade, as well as K-12 students new to the district, were targeted.

The library **card application process** was streamlined by conforming to the ANSER policy requesting only one photo ID with address. Previously, two forms were required, and this presented a delay and inconvenience to the patron.

Form letters **expressing support of the library** were provided to patrons to be signed and were delivered to Senator Carlucci and Assemblyman Ken Zebrowski in time for consideration ahead of NY state budget negotiations. Over one hundred letters were submitted and comments were quite favorable toward library staff.

Programs:

Three **sewing machines** were purchased for children’s programming in an effort to expand the makerspace concept that began with the 3D printer.

Janet Makoujy attended the **RCLS Performer’s Showcase** to preview and select entertainers for summer reading club programs.

Our second annual February **baking competition** attracted ten bakers of all ages.

Children’s Librarian Kathy Bachor and Veronica Reynolds teamed up to lead a **3D printing session with tweens**. Designs are submitted to Veronica for printing and collected later by the children. There is always a look of delight on their faces when they see their digital creation expressed in 3D that they can hold in their hands.

Building and Facilities:

A new **newspaper stand** has replaced the broken one purchased approximately ten years ago. The **new book display** in Adult Services, rotated every two weeks with a different theme, is catching attention and promoting circulation.

Technology:

The problematic **iPads** were removed from the Children’s room and replaced with Launchpads from Findaway. The iPads will be repurposed for other uses in the library.

A **graphic design firm** was selected to assist in designing a new website for the library. The blog format of the current site will be replaced with a focus on programming and digital collections.

Miscellaneous:

The **Library closed** Thursday, February 9, due to a snowstorm that dropped 6 to 8 inches. Staff reported at 10:30 a.m. the following day due to icy road conditions, but the library opened at its scheduled 11am time.

The Library closed Sunday, February 12, due to icy road conditions after snow had changed to freezing rain. The concert performers canceled before the closing decision was made.

Respectfully submitted,
Marianne Silver, Director
NEW CITY LIBRARY
March 9, 2017

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