

Staff and Volunteers:

An **adult volunteer** has begun assisting **Local History Librarian Joe Barbieri** in the process of sorting the Library's yearbook collection and preparing it for digitization. The first completed was the 1938 Congers High School yearbook. It can be viewed on the New York Heritage website at:

<https://cdm16694.contentdm.oclc.org/digital/collection/larc/id/3705>

Several staff members received **service award** pins at our Quarterly Staff Meeting on January 24 to commemorate significant work anniversaries at the Library:

- Head of Adult Services Brian Jennings – 5 years
- Head of Community Relations Veronica Reynolds – 10 years
- Children's Librarian Amy Chesman – 10 years
- Page Karen Berkowitz – 15 years
- Library Assistant I Roopa Vasa – 20 years
- Teen Librarian Mary Phillips – 30 years

A representative from the U.S. Census Bureau came to the Quarterly Staff Meeting to discuss the upcoming **2020 census** with staff and to explain to them their critical role in helping patrons participate.

The **vacant full-time Library Assistant I** position was posted and enjoyed good response. Interviews occurred at the end of the month, and a decision should be made by early February.

Collections:

Nothing to report.

Programs:

This month's adult programming **broke attendance records** with 720 patrons. Last January's count was 544. The big draws were the Mitchell's Mellow Madness jazz concert, a lecture on Ancient Egypt, a play by the Maturely Motivated Players, and the perennially popular Defensive Driving class.

Adult Services Librarian Dana Munsch conducted a 4-week **iPad beginner class** that was challenging but enjoyed positive feedback.

Thirty-seven people attended Doc Bayne’s **iron mining in the Ramapos** lecture on January 8.

The **Cookbook Club** has gone into abeyance. Attendance was dwindling, and there was some feedback on the significant time involved and the costs incurred when recreating the recipes. But there certainly was a lot of good eatin’!

Building and Facilities:

A double-glass **windowpane** along the entrance ramp had a large crack and was replaced. Another window, a clerestory above staff offices, was also found to have a crack and will be replaced.

A Request for Proposal (RFP) for the **Design/Development phase** of the building renovation was completed and expected to be posted the first week in February.

Technology:

Twenty-five PCs were removed from **RCLS support**; most are the public internet stations in Children’s and Adult Services. This will result in an approximately \$11,000 annual savings. Support will be performed by our outside consultant, as well as by staff.

The **transition to new Windows 10 computers** for the public internet stations has been a bumpy one. There are a few software programs that must go on each station, and Windows 10 does not always cooperate with them. The additional programs include virus protection, a program that provides desktop security and restores the hard drive after every patron use, Chrome browser, Envisionware print and time management, and security software that locks down files, folders, and selected programs.

Staff is being trained on using the **new RFID pads for checkout**. This will be followed soon by training on the selfchecks.

Miscellaneous:

The Director and Finance Manager Shibu Abraham attended the annual **RCLS workshop for the NYS Annual Report**. Filing deadline is February 3.

The Library **closed early on Saturday, January 18**, at 3:30 p.m. due to inclement weather.

Respectfully submitted,
Marianne Gallagher, Director
NEW CITY LIBRARY
February 6, 2020

MG/kc