



DIRECTOR'S REPORT – AUGUST 2016

Patron Service:

The **new website** is being reviewed and critiqued by the Library staff. We are hoping for rollout soon.

Homebound Service has increased to six patrons served on a regular basis. Patrons who can't get to the Library, whether temporarily or permanently, submit reading requests to Adult Services Librarian Nancy Moskowitz; she selects titles, and they are mailed to the patron's home. LARC continues to pay the postal fees for this important service.

The Director met with a representative from Community Services Society to provide "**navigator**" services for New York State of Health Marketplace. Every Tuesday in September, the Navigator will be available for drop-in visits or by appointment to assist people dealing with healthcare selection and coverage.

Materials **circulation for August** was 5.25% higher than August last year. This is exciting.

Staff and Volunteers:

Two new **high school pages** have started working and are learning the ropes quickly.

Many staff members from Adult Services and Circulation Services attended the **SEAL training workshop** to learn the new system for interlibrary loaning of books outside of the RCLS system, but located within libraries of the lower Hudson Valley.

Dana Munsch, our new Adult Services Librarian I, started on August 15 and jumped right in with both feet first.

A committee was formed of two supervisors and two staffers to produce a new **Employee Handbook**.

Programs:

Summer Reading for teens was more successful than we had anticipated due to the fact that one of the schools eliminated the summer reading requirement. We had 93 teens participate (95 last year).

The Banjo Rascals concert was such a hit that patrons had to be turned away due to the limited capacity of the Meeting Room. **Selling on E-Bay** also proved very popular and attracted a diverse crowd.

Brian Jennings took his show on the road and presented the **oral history program** to the RCC Senior Club. Ninety people were in attendance. It was a great success.

Building and Facilities:

The patio **Patio Paver Fundraiser Committee** met twice this month to discuss the administration of this project. Costs of engravings were determined for the various sized pavers. Anthony Minozzi of Travis Monuments in Nyack was available to answer questions.

Maintenance work was performed by Trane on the **HVAC system** in preparation for the fall and winter heating system.

Shibu Abraham, Facilities Manager, and the Director attended the mandatory NYS/DLD Construction Grant Workshop hosted by RCLS in Middletown for the **parking lot paving project** grant. The grant application was submitted a few days ahead of the deadline of September 1.

New **LED soffit lighting** was installed over the handicapped access ramp. We have received many compliments from patrons and staff who appreciate the brighter atmosphere the fixtures provide.

Shibu Abraham and the Director met with two representatives from the Tilcon Company to discuss the logistics and scheduling of the **parking lot paving** this fall.

Technology:

Shibu Abraham and the Director met with a representative from **Optimum cable** services to discuss using them for our telephone VOIP system instead of Cornerstone.

Miscellaneous:

The **annual audit process** has begun with a representative from PKF O'Connor Davies visiting us to gather preliminary data.

The Director attended a meeting with **Assemblyman Kenneth Zebrowski** in his New City office. David Zuckerberg, RCLS Board President; Robert Hubsher, RCLS Director; Grace Riario, RCLS Assistant Director; Roslyn Hurwitz, RCLS Board Member; and Martha Anderson, RCLS Board member, were in attendance, as well to advocate for public library support by our New York State representatives in the legislature.

The library's **insurance policies** were reviewed with Sheldon Horowitz of Safe Harbour Group. A new carrier was selected for general liability due to a significant rate hike proposed by our current insurance company.

Respectfully submitted,
Marianne Silver, Director
NEW CITY LIBRARY
September 8, 2016

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