



# NEW CITY LIBRARY

SERVING THE COMMUNITIES OF NEW CITY, CONGERS AND BARDONIA

## DIRECTOR'S REPORT – January 2017

### Staff and Volunteers:

In order to remain current with children's and teen literature, two librarians on staff participate annually in system-wide discussions of the merits of titles up for prestigious literary awards. Mary Phillips, teen librarian, takes part in **Mock Printz** exercises, wherein teen librarians from RCLS read shortlisted titles, debate their worthiness, and select their own choice for literature that exemplifies excellence in writing for teens. Janet Makoujy does the same for the **Mock Newbery** (best children's literature) and **Mock Caldecott** (best artwork for children's literature) awards.

**Susan Ball**, full-time Library Assistant II in the Technical Services department, retired as of January 31. There have been some scheduling rearrangements at the circulation desk as well as reassignment of her materials-processing tasks to accommodate her leaving.

A **full-staff quarterly meeting** was held on January 20. Service pin awards were distributed to the following staff members for significant milestones in their careers at New City Library:

- Five Years:
  - Janet Makoujy
- Ten Years:
  - Jodi Hink
  - Susan Kessell
  - Richard Wrobel
- Fifteen Years:
  - Francis Bueno
  - Darcey Green
- Twenty Years:
  - Alyse Alper
- Twenty-five Years:
  - Marie Klimek
  - Nancy Moskowitz
  - Craig Price
  - Gail Seidenfrau

- Thirty Years:
  - Claire Abbamonte
  - Holly Furman

After the Service Pins were awarded, the dress code portion of the staff handbook was then discussed in its entirety.

The Staff Handbook was completed for review by the Policy & Planning Committee. This was a joint effort of both staff and management. Members of the handbook committee were Gail Seidenfrau, Veronica Reynolds, Karen Vetrano, and Brian Jennings. The full staff had an opportunity to review the document and provide input at the quarterly meeting.

Veronica Reynolds presented at the Library Association of Rockland County's (LARC) Adult Services meeting to discuss what she learned at a recent library **marketing conference**. We will be employing some of these techniques this year as we look to promote our services in a new way as well as drive up membership. Fourteen adult volunteers attended an organization meeting for the **book sale** in April. They will be put on a schedule to help us select, categorize, and organize book donations and library discards.

Shibu Abraham and the director attended the **annual RCLS Annual Report workshop** to learn of changes in the report and to get a refresher on procedures. With the assistance of various staff members, the report was ready for submission ahead of the February 6 deadline.

### Programs:

The first program of our "**Social Qs**" series, *Meet Twitter*, was held on January 18. Dana Munsch will be leading these programs to highlight and explain current digital trends to interested patrons. Twenty-four were in attendance.

**Miscellaneous Movie Month** drew 185 people in total attendance. This is considerable as now many of our attendees are "snowbirds" who winter in warmer climates. Harriet Wollenberg notes that foreign films remain a popular draw.

Janet Makoujy, head of the children's department, performed a **storytime with puppets and guitar for Clarkstown Pre-K** students at the former Congers Elementary.

**Sensory Storytime**, led by children's librarian Amy Chesman, is a growing program that addresses the developmental needs of children on the autism spectrum. Patrons are very pleased with Nancy Doherty, the instructor for our ongoing **yoga programs**.

### **Building and Facilities:**

Two **actuators on the rooftop units** (RTUs) for our heating and cooling were replaced. Regular quarterly maintenance was also performed by Trane.

Eastern DataComm resolved an issue with the **inoperable telephone in one of the elevators**.

The **paver fundraiser** for the new patio is still attracting donations but there has been an unforeseen problem with the engraving. Travis Monuments, the contractor providing the engraving, is working on a solution. Current weather conditions are impeding installation as well.

The **library closed** early on Saturday, January 7, due to snow that commenced at 10am. There were early closings on the evenings of January 23 (Monday) and 24 (Tuesday) due to inclement weather with hazardous driving conditions.

### **Technology:**

The **iPads** in the Children's room are being replaced with **Launchpads** that we already own. These are pre-loaded tablets with curated content specifically for different children's age groups. The iPads have been an administrative headache to maintain and lock down securely. Using the Launchpads will give both parents and children more mobility throughout the library. Many Launchpads are available for checkout, too.

Respectfully submitted,  
Marianne Silver, Director  
NEW CITY LIBRARY  
February 10, 2017

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