

**Staff and Volunteers:**

Book-a-Librarian sessions were conducted outdoors on the patio by Head of Adult Services **Brian Jennings** and Local History Librarian **Joe Barbieri**. The Book-a-Librarian service offers patrons the opportunity to enjoy one-on-one instruction for all things digital. The Library's Chromebooks or the patron's own device are used.

**Collections:**

Librarian staff are working on updating the **Collection Development Policy**; it is anticipated to be completed by the end of the year for review by the Board. The policy offers guidance in selecting and defending all materials that are added to our collections.

Games for the **new PlayStation 5** and **Xbox Series X platforms** have been ordered and should arrive early November.

**Hoopla**, the online database of streaming content for ebooks, movies, TV, and audiobooks, continues to surge in usage. October is the highest month thus far: 891 "checkouts" by 240 unique patrons.

The daily **print newspaper subscriptions** can still be enjoyed by patrons outside of the building on the patio. Some take them to their cars to read as the weather grows less cooperative.

**Programs:**

Teen Librarian Mary Phillips' **online painting programs** continue to max out in attendance. The perennial babysitter's course has had to move to an online, interactive format. Normally, there would be three evening, in-person sessions of instruction from a nurse, a fire department representative, and a police officer. Mrs. Phillips now uses licensed content from a third party to conduct the course.

A "**Makerspace at Home**" program was conducted online by Librarian Matthew Aull. Patrons may submit their designs to be printed and picked up at a later time.

A Zoom lecture on **local artist Mary-Mowbray Clarke**, who designed the Dutch Gardens near the county courthouse in the 1930s, was well attended by patrons and art enthusiasts.

Over 300 “**Surprise Bags**” have been distributed to patrons by the Children’s Librarians. Patrons fill out an online request form indicating their child’s reading and viewing interests; a selection of materials is then bagged (with a surprise toy) and ready for pickup.

**Travels in Jewish History Part II** was attended by 68 viewers; many requested the program be brought back. Another session has been scheduled for February.

A patron donated her time to conduct a program to discuss her **life as a Broadway actress**.

The **Chair Yoga** program is deeply appreciated by many during these stressful times.

### **Building and Facilities:**

Trane repaired a fan motor on one of the **HVAC rooftop** units.

Several **roof leaks** appeared during heavy rains. Precision Roofing has been contacted to assess and repair. The work will be under warranty.

### **Technology:**

The transition to the new **RFID self-checkouts** is complete. Patrons are pleased with their convenience, versatile payment options, and intuitive design. Library Assistant II Matthew Ciuccio was instrumental in their successful launch.

A **new server** was physically installed by RCLS on October 20. The transfer of files will be completed remotely.

Our **Quickbooks** accounting software was updated to the 2021 desktop version.

**Miscellaneous:**

The Library reverted to **curbside service only** for the week of October 12 in response to the total shutdown of Finkelstein Library in Spring Valley due to a COVID-19 cluster declared by the State. Both Haverstraw Kings Daughters Library in Garnerville and Suffern Library reverted to curbside immediately, and we were overwhelmed with patrons from outside our service area. We reopened on October 19 with tighter restrictions: 30-minute visits and only two members per household or group allowed in once per day. Attendance has been manageable since then with only an occasional complaint. Staff take turns monitoring the front entrance in one-hour shifts during busier periods.

The fieldwork necessary for the **annual audit** was completed early in the month.

Interviews were conducted with **two trustee applicants** this month. Petition candidates have until November 11 to submit.

Respectfully submitted,  
Marianne Gallagher, Director  
NEW CITY LIBRARY  
November 10, 2020

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