

Director's Report

November 19 – December 11, 2015

It has been a very busy, productive month of addressing some immediate small changes and formulating ideas for future changes to improve the user experience.

- Please take note of our Book Sale area. Shelving that wasn't being used was repurposed, so we could alleviate the need for carts. The overall effect is a more appealing and streamlined Book Sale area. Patrons are responding favorably to the change.
- As discussed, a Wi-Fi Hotspot sign was ordered for the bench area and will be up shortly.
- Two issues were addressed involving the public restrooms: The baby changing tables were moved from a precarious position beneath the hand dryers to the larger stall in each of the restrooms. I ascertained the ADA compliance before requesting that they be moved. Also, paper towel dispensers are being ordered for the two public restrooms. We have had complaints on both these issues and felt that they were justifiable.
- The cartons will be removed shortly from behind the Reference Desk. This has been the staging area for donated books that support the Little Free Libraries, Better World Books and the Book Sale. This function will now take place in the back corner of the Adult Librarian Office. A book cart was ordered for this purpose.

I enjoyed meeting Superintendent David Weiss over lunch and discussing current and future School/Library collaboration. Several ideas were sparked and useful contacts were obtained.

Met with Robin Lynch, who was very generous with her time getting me up to speed on Long Beach Civil Service hiring procedures. She has been so responsive to any questions I have had.

Mandated Sprinkler/Standpipe Five Year Functionality Test:

I am happy to report that the Library was tested on November 20th and passed inspection.

Meeting Room Requests:

There are two meeting room requests as follows:

- The Eastholme Civic Association of Long Beach requests use monthly for their General Meeting for a group of around 20.
- Troop leader Kim Robertson would like to have the Island Beach Daisy Troop meeting here once a month. The Island Beach Troop is comprised of Island Park and Long Beach children. The Island Park Library cannot accommodate their request at this time. The expected attendance is 11 children and 9 adults.

Bequest to the Long Beach Public Library

We have been notified of the bequest of \$5,000 to the Long Beach Public Library by the attorneys for the Estate of Richard Spier. This bequest was conditioned upon George Trepp being Director at the time of Mr. Spier's death. Mr. Spier passed away on October 18, 2014.

Bench area signage

Please see attached proof and price quote for a sign, as discussed, for above the bench for Board approval. How would the Board like to proceed?

Old Business:

Flood Barrier System

I finally have good news to report on the Flood barrier system. Presray was here and installed new bolts where needed and treated existing bolts so they can be removed easily if needed. The stanchions were removed and stored in the shed.

Strategic Planning Process

We are firming up dates for two informational sessions; one day and one evening to be held in mid-January. As soon as Caroline Ashby, Assistant Director at NLS and facilitator of the strategic planning meetings confirms the dates, I will notify the participants.

Payroll reporting for Affordable Care Act:

There will be no need for us to pay for additional services from our payroll company at this time. I am happy to report that our very competent administrative staff, Jill and Dana, will be filing the forms to meet the new Affordable Care Act reporting requirement. The information required to be completed by small employers (under 50 FTEs) the category we fall under, is manageable, concurs Jan Heinlein, Business Manager at NLS. Down the road if and when there are additional reporting requirements from the government regarding the Affordable Care Act, it may be necessary to engage the services of our payroll company.

Follow-up

Winter Hours as follows started at West End started on November 23rd:

Mon.	4- 8 p.m.
Tues.	Closed
Wed.	3- 7 p.m.
Thurs, Fri.	2-6 p.m.
Sat.	10-2 p.m.
Sun.	Closed

One of the most enjoyable parts of my job is visiting the branches. Each branch feels energized by, and a reflection of, its community. George Ramos reports consistent foot traffic at the West End branch in November. There is now a table set up to encourage a place for homework and parent/child activities. On my recent visit, the table was in use, two computers were occupied there were several people browsing. There was a warm and welcoming vibe. A Card and Board Game Day has been scheduled for Thursday, January 28th from 2:30-4:30 p.m. The branch has four programs for children: Chess Club, Preschool Storytime, Baby Sign Language and Fun Fit Yoga. Interest is growing. We started with two children at Preschool Storytime and last week we had seven attend.

Point is running smoothly with some interesting programs. Each time I visit, patrons rave about their experience there. I commend Ingrid Stillwagon, Carol Condon and America Muratori for their excellent customer service.

Personnel

There are three personnel actions as follows:

As you have been informed in recent months, full-time library clerk Gloria Moskowitz is retiring on December 30th after 25 years at the Library. She will be missed as will her extensive knowledge in Technical Services. The Library Clerk eligible list has just arrived from Civil Service and canvassing will begin shortly for her position and the other full-time library clerk position vacated by Tara Scully back in May 2015.

Full-time Youth Services librarian Jennifer Pohl will be retiring effective December 19th. Ms. Pohl is sorry to leave the position she has held since 2001 but recent health issues led to her decision. Many children in the community have enjoyed her Storytime and craft programs. Jennifer Firth and I will be evaluating staffing options and will make recommendations for the Board's consideration shortly.

Maria Mignano, part-time evening and weekend Reference librarian will be resigning effective December 19th. Ms. Mignano accepted a full time position at Manhasset Public Library. Although she was a fairly recent hire, her excellent customer service and research skills and warm personality will be missed.

I wish to thank the Long Beach Friends of the Library for the welcome reception they will be holding at the Library on December 17th from 2- 4 PM. I am very much looking forward to it.

Wishing everyone a wonderful holiday season!