

Director's Report

November 2016

Although this reporting period was shorter due to the rescheduling of the October meeting, there have been some noteworthy items.

- 1) At the October meeting, Trustee Dwyer was appointed and sworn in to fill the vacancy created by Mr. Greenberg's resignation. There was some question as to the length of her term. After consulting our by-laws and discussion with counsel, it was confirmed that the appointment is until the next election in May 2017. If Ms. Dwyer chooses to run at that time and is elected; it will be for the remainder of Mr. Greenberg's term ending in 2018.
- 2) I have contacted Andrea Snyder, the coordinator of Outreach Services at Nassau Library System to help us develop protocols and procedures for assisting patrons that may be grappling with dementia.
- 3) We had a brief interruption of service on October 28, when the smell of something burning was noticed in the auditorium during a childrens' program. We moved all the children to safety and called the LBFD who were able to pinpoint the issue to an overhead light fixture at the very back of the stage area. We called an electrician and were fully operational in less than 3 hours.
- 4) Jill and I have been reviewing and revising bid specifications for cleaning services. We are hopeful that the process will be completed by mid-January.
- 5) Jill, Dana, and I have been entertaining proposals for time-tracking and payroll services that would go a long way towards increasing efficiency and streamlining the administrative workload.
- 6) Circulation staff has been stretched to the limits - primarily because of seasonal illness, and a number of people trying to use their "annual leave time" before the end of the year. To compound these factors one of our part time clerks has been sidelined, indefinitely, by medical problems. We are also anticipating the retirement of one of our part time clerks at the beginning of the year. We have interviewed and hired a part time clerk pending Board approval. This person can fill in for the injured clerk now and will step into the retiree's spot in a few months.
- 7) Adult and Youth Services have also been having a difficult time covering desk schedules because of vacations and illness.
- 8) At the suggestion of Trustee Parr, I developed an organizational "flow chart" that shows the restructuring of staff into 4 units each with a "captain" that reports to me. I have included a copy of this chart and will be happy to entertain comments and/or questions.
- 9) I attended a follow up meeting of the Community Impact Round Table at City Hall. This is a group of community organizations brought together by Shari James, Director of LB Community Development, to share, pool, and promote resources as well as seek funding for community projects.

- 10) The Little Free Libraries have been taken down for the winter. They will be repaired and stored until springtime. The book give-away kiosk at the LIRR station will be used during the winter months.
- 11) We received our annual invoice from the NYS Retirement System for 2017 in the amount of \$273,746. We had budgeted 292,000 for this item.
- 12) All Trustees are invited to the Nassau Library System's Annual Meeting on Monday evening, Dec. 5 at NLS in Uniondale. There is an invitation in your Board packet. Please let me know your intentions as soon as possible as I have to respond by Tues. 11/22.

Before I go on to staff reports, I wanted to mention that over the past few months I have seen a real effort by some of our professional staff to not only overcome scheduling and staff shortage problems but also to step out of their "comfort zones" to expand and promote programming. Two Youth Services librarians approached me looking to do a presentation on "Robotics" at the Long Island Library Conference. An Adult librarian designed and put together promotional materials for Flipster. We will also be taking part in "South Shore Reads" an offshoot of the popular Long Island Reads program. I am encouraging their efforts and their enthusiasm and hope to see even more in the future.

Staff Reports

Ms. DiPietro received certification as a Level II Designation Consumer Health Information Specialist. She was able to register us with the National Libraries of Medicine for a two year period.

She has also been working with part time librarian Drax on the monumental task of weeding our CD collection.

Mr. Boccia has been out on annual leave. His "Ask the Tech Guy" program continues to be extremely popular. We will be sending him "on the road" for appearances at both branches in the very near future.

Ms. Buss has been in contact with the IRS regarding bulk ordering of tax forms for the Library. We have not received any forms as yet.

She points out that tight schedules because of being shorthanded along with illness and scheduled vacations have been tough to sustain.

Lenora Ashford reports helping a number of patrons with Overdrive issues – primarily because of a slight change to the interface.

She has been weeding non-fiction books.

Ms. Ashford began her term as "Captain" of the adult librarians by posting an "ongoing agenda item" list in the librarians office.

Ms. Drax has been working with Ms. DiPietro on weeding the CD collection. She has also sorted and processed a large donation of TV shows on DVD.

She notes that she has completed her LB Civil Service exam for Librarian 1 which may qualify her for a full time position here.

Ms. Pollis has been researching and comparison pricing the cost digitizing our local newspapers. She has been working on establishing links on our website to digitized historical photos. There are currently 21 links live. You can see them at:

<http://longbeachlibrary.org/gallery/>

Ms. Yonish held her first book discussion of the fall on Oct. 28. Eight attendees found the book, ***The Unlikely Pilgrimage of Harold Fry*** to be uplifting and refreshing.

Ms. Yonish also compiled a bibliography of Large Print titles that are owned by the Library. Copies of these are available in the Large Type Books section.

Youth Services

A 3D-Printer club was started under the direction of Ms. Suarez-Matos and led by Ian, our teen volunteer. Eight people attended the first meeting. An acrylic cover was purchased and installed on the Printer to insure safety in a public space. The department is in the process of developing a 3D-Printer policy.

Class visits to the LB School District have begun and library cards are offered to every child in the pre-K thru 5th grade.

West School has asked the Library to be a stop on their PARP (Parents as Reading Partners) program. All three branches are participating by handing out a project sheet that we stamp when completed. Children then return the stamped sheet to their teachers for extra credit.

The DVD collection has been weeded and they are now weeding the reference collection.