

SUMMARY OF DIRECTOR'S REPORT

Given to Board of Trustees November 16, 2017

DIRECTOR'S REPORT

Mrs. Brenner gave her report.

Policy Regarding Revocation of Borrowing Privileges. Mrs. Brenner explained to the Board that the Policy Regarding Revocation of Borrowing Privileges is a schedule of fines for overdue items to induce the timely return of library materials. Mrs. Brenner recommended keeping the policies as two separate entities as they address two distinct and separate issues.

Book Sale. This year's Book Sale was a huge success. Community members enjoyed browsing through the various items offered for sale as well as assistance with eBooks, smart devices, etc.

NYS Paid Family Leave. New York State Paid Family Leave program provides wage replacement to employees to help them bond with a child, care for a close relative with a serious health condition, or help relieve family pressures when someone is called to active military service. Information on this program continues to trickle in. Mrs. Brenner recommended that the Board "opt out" of the program and take a "wait and see" approach until next calendar year. Hopefully then there will be significant information to make an enlightened decision.

Teen Area. Staff has begun moving shelving and shifting books in the new Teen Area behind the Reference Desk. The target date for the new Teen Area is the week after Thanksgiving. This quick and inexpensive solution will remove teens to an out-of-the-way space thereby alleviating the disruption of our adult patrons by energetic teens.

OPAC Station. The OPAC (catalog) station in the Reference Area has been dismantled and the monitors moved to the end of the shelving units. This has created an open area in front of the Reference Desk for much needed additional tables and seating.

Budget 2018/2019. The budget process for fiscal year 2018/2019 has begun. Letters were mailed to Library vendors inquiring if they anticipate and increase/decrease in the pricing of cost or services provided to the Library.

Student Art Show. In November an art exhibit from talented youngsters of Jericho Elementary School students is on display in the Meeting Room. This is a coordinated effort between the Library staff and the Jericho Elementary Schools.

Meeting Room/Study Hall. On Friday, 11/24, Saturday, 11/25 and Sunday, 11/26, the Meeting Room will transform into a Study Room for students to study individually or in a group while home on break.

Holiday Food Drive. This year the Jericho Public Library has partnered with Island Harvest to collect “food and more” for the holidays during November and December. A collection box is conveniently located in the Circulation Area of the Library. We collected over 480 pounds of food and supplies for people effected by the damaging hurricanes in Florida, Texas and Puerto Rico.

Local History Display Case. The Local History Display theme for November/December is “Digging Up Jericho’s Family Trees and How to Dig Up Your Own”. On display will be information on local cemeteries and sources for doing your own genealogical research.

Disaster Recovery Plan. As recommended by our auditor, Jill Sanders of Cullen & Danowski, there is now more detailed information regarding our networking equipment and designation of duties. Also, there is now a summary page to quickly reference executing the plan during an emergency situation.

WI-FI. Our Wi-Fi connection was down on Thursday, 11/2. Carlos temporarily repaired the problem until Cablevision technicians could be assigned to assess the situation. Monday, 11/6, Cablevision repairmen replaced the Wi-Fi modem.

SAM Grant. The application for a State and Municipal Facilities Program grant (SAM) to replace two aging HVAC units and install an automatic temperature control system for our 7 HVAC units has been approved. We have scheduled the work at the end of November before the cold weather begins.

NYS Construction Aid. We have been approved for 50% of the cost of our exterior automatic doors. The doors have been ordered and as soon as they arrive we will schedule their installation.

Jericho Wellness Coalition. On Thursday, 11/9, Mrs. Brenner attended the Jericho Wellness Coalition meeting at the high school. The mission of this focus group is “balancing academics and social learning” and is attended by school and community leaders. One of the topics discussed was a vaping presentation by LICADD (Long Island Council on Alcoholism and Drug Dependence). The presenter discussed how drug addiction progresses from smoking and alcohol to stronger drugs. Vaping, the act of inhaling vapor from e-liquid through a personal vaporizer, has become popular with teens. People can substitute marijuana oil for nicotine into a vaporizer which is designed to resemble a “flash drive”. Because there is no smoke or smell, teens can easily disguise their drug use. Mrs. Brenner will inform staff to be aware of this situation.

Self-Checkout Units. Mrs. Brenner told the Board that the current self-checkout units are at the end of their useful life. The units are breaking down on a regular basis; patrons are complaining about being inconvenienced.

Art Donation. Mr. Alfonso Gallow has contacted Betsey Murphy, local history librarian, with a donation of 3 historical drawings of the Underhill Farm. Mr. Gallow is a talented local artist who has donated his art work to the Library in the past. One of his paintings beautifies the wall outside of the Administration Office.