

# **SUMMARY OF DIRECTOR'S REPORT**

## **Given to Board of Trustees February 12, 2018**

### **DIRECTOR'S REPORT**

Mrs. Brenner gave her report.

**Interior Renovation.** On Thursday, 1/11, Carlos Munozospina, Angela Cinquemani and Mrs. Brenner met with Jim Lothrop to discuss the revised renovation plans. Our suggestions were incorporated into the updated drawings. After lengthy evaluation and discussion of the proposed plans, we had additional revision requests that would improve staff work flow.

**Budget 2018/2019.** A revised 2018/2019 operating budget has been prepared. The operating expenses will be reviewed and discussed with the Board.

**Self-checkout Units.** The self-checkout unit has been installed on the second floor. All three units are now operational; 2 in the Circulation area and 1 in the Adult area. Patrons now have the ability to return select items, clear them from their records and place the items in a return bin attached to the self-checkout unit.

**Automatic Doors.** The doors were installed on Wednesday, 1/10, Thursday, 1/11, Friday, 1/12, and Saturday, 1/13. These handicapped-accessible doors will aid patrons as they enter the front lobby. We have received numerous positive comments regarding the doors. We have also installed an attractive decal on the interior door to cover what would have been a drab brown brick wall.

**Art Work For Sale.** If an artist is interested in selling their art work that is on display in the Meeting Room and in the lobby display cases, they inform Phyllis. Phyllis then lists the artist's contact information on the art catalogue provided by the artist. If the Board approves we can add verbiage on the art catalogue stating to purchase items, contact the artist at...

**Budget Line Transfers.** As a result of unforeseen building maintenance (HVAC and duct cleaning) and unexpected equipment purchases (replace nonfunctioning heater in front lobby) the Miscellaneous Equipment budget line and Property Improvement budget line are overspent. The Board of Trustees may transfer funds from other budget lines to cover the unexpected costs. Mrs. Brenner recommended transferring \$5,000 from the Retirement budget line to the Miscellaneous Equipment line and \$5,000 from the Retirement budget line to the Property Improvement budget line. In anticipation of the architect's fees, Mrs. Brenner also recommended transferring \$18,000 from the Retirement budget line to the Professional Services budget line.

**Advocacy Letter.** David Diamond submitted a letter to the Syosset-Jericho Tribune and the Jericho News Journal in support of libraries. This year Governor Cuomo has proposed budget cuts from

New York State Library Systems. Mrs. Brenner thanked Mr. Diamond for his advocacy for public libraries.

Museum Pass Policy. Our recently implemented Print-On-Demand Museum Pass system is working smoothly. Since the pass is valid for 1 day, there has been an increase in the circulation of these passes. Our Museum Pass Policy needs to be updated to reflect the addition of our Print-On-Demand system.

Kanopy. We are offering our patrons an exciting new video streaming service. Enjoy over 30,000 free indie, world cinema and educational videos from home or on your tablet.

Jericho High School Community Fair. On Thursday, 1/25, the Jericho Public Library was represented by Roseann Lewandowski, Children's librarian; Gina Patronaggio, Teen librarian; Maria Heinz, Assistant Head of Circulation Services; and Carlos Munozospina, Head of Technology Services. We attend this popular school event as an outreach to the community. Staff members engaged with parents and students by distributing program pamphlets and brochures describing the various services the library provides.

Situational Awareness. On Thursday, 1/18, Carlos Munozospina, Angela Cinquemani and Tina Brenner attended a Situational Awareness workshop at NLS. Sergeant Connolly from the Nassau County Police Department Bureau of Special Operations-Homeland Security, was the speaker. This two-and-one-half hour informative workshop is designed to prepare library staff in rapidly escalating incidents. The program reviewed everyday emergencies and how to respond to critical situations such as an active attacker. Mrs. Brenner contacted Sergeant Connolly to present this beneficial and lifesaving presentation to our library staff on Wednesday, 3/21. The library opens at 10:00 a.m. to the public on Wednesdays, and Mrs. Brenner asked the Board to open at 11:00 a.m. so that the staff has the opportunity to participate in this valuable workshop.

TD Grant Programs. We are the recipient of a \$5,000 program grant from TD Bank. Sunday, 2/11, we will co-sponsor a Chinese New Year Children's program with TD Bank and on Sunday, 3/4, Hound of Baskerville's, an Adult program. Representatives from TD Bank will be in the Meeting Room after the programs to answer any banking questions the public may have.

Teen Librarian. The teens are utilizing the enlarged Teen Scene Area but we have encountered a problem with the behavior of the enthusiastic youngsters. Mrs. Brenner recommended that the Board hire a librarian trainee that would be stationed in the Teen area. Responsibilities of the librarian trainee would include: assistance with all aspects of Teen programming, assist teens in the use of library resources and technology, preparing Reader's Advisory resources, manage large groups of teens and assuming non-desk tasks normally performed by our reference librarians so that they can devote their attention to essential reference duties.

Transformative Trends In Libraries Workshop. Trustees are invited to a "Transformative Trends in Libraries" workshop held at NLS on Wednesday, 3/14.

3D Printer Policy. The current 3D Printer Policy contains time restraints, 4 hours per day, that limits the quality of items that the public can create. By increasing the reservation time allowed to “until 15 minutes before Library closing” patrons have the option of booking longer periods of time. Also, the cost of 3D printing is \$2.00 per 1 hour of printing. Mrs. Brenner recommended reducing the hourly fee to \$1.00 per hour thereby creating “good will” to our patrons who can complete objects more affordably.