

DIRECTOR'S REPORT

APRIL 2024

Personnel

The Library accepted the resignation of Circulation Clerk Art Tornasol and is currently recruiting for a replacement.

The Library is currently recruiting for a part-time Business Manager Assistant.

Outreach

Nanor Pogosian and Mike Grella worked to expand Library services at the Nyack Senior Center. Nanor brought the Library's trivia program and Mike brought tech help.

Aldona Pilmanis and Morgan Strand have scheduled visits to Nyack Schools and met with school librarians to finalize plans for school visits to promote the Library's Summer Reading program.

Programs

The programming department initiated a new series of virtual online author talk series. The interactive online talks are brought to the Library in partnership with the Library Speakers Consortium. The first program was *A Literary Examination of Power, Love, and Art* with Xochitl Gonzalez on April 17. The next event is May 21 an *Asian American Representation in Literature: An Author Talk* with Rebecca F. Kuang. The Events section of our website has further details.

Technology

The Library will be migrating to new ILS (Integrated Library System) software to manage our catalog. The program is called Koha and staff is planning on adopting new procedures. Our current ILS will go offline on Thursday August 1 at 4pm and RCLS will go live with Koha on Monday August 5. Several area libraries will close over this weekend and it is something this Board might consider. However, we are working on how best to manage not having any software to check books in and out, including using an offline circulation module, storing returns that cannot be discharged, and perhaps limiting checkouts. The online catalog will be functional but limited to displaying item records, with the caveat item statuses will be "frozen" on August 1 until any offline transactions can be processed on August 5. Patrons will not be able to log into their accounts to place holds, renew items, or use the app but services that use patron accounts, including Libby, Hoopla, Kanopy, etc. will be accessible. The Library is still working on a communication plan to make sure that patron expectations are in place during this reduction in online service.

RCLS is rolling out onsite and virtual software training for all Nyack Library staff. Mike Grella, Maria Bohan, and Amanda Thurston have been identified as Koha first-liners. They will receive additional software training above what is being offered to all staff. It will be their roles as superusers to help troubleshoot any issues in their departments (Adult Reference, Children's, and Circulation) and identify any additional needed training.

Collections

Library staff have completed a full inventory of the collection. A huge accomplishment and will help our migration to new software and provide

Facilities

There has been an ongoing observation that it is difficult to monitor all Library entrances in the evening. There is typically a small staff in the evening and monitoring all entrances at closing can create confusion at closing. During a staff meeting, it was suggested that we lock the Carnegie Room entrance at 6pm to funnel patrons into the Bridge and parking lot entrances that have staffed desks nearby.