

Director's Report
January 2012

DIRECTOR

The statistics for January will be included in the February report.

Meetings Attended:

- 1/4 MCLS Directors Council
- 1/5 Planning committee
- 1/9 Clerical meeting
- 1/10 Librarians meeting
Budget meeting
- 1/11 Brown Bag Book Review
Facilities and Services
- 1/12 Board meeting
- 1/18 Budget meeting
- 1/19 Town Library Directors Retreat
- 1/20 MCLS System Services Operations Committee
- 1/21 Community Planning Committee
- 1/24 NYLA Webinar – Tax Cap Implication
- 1/25 Staff Planning

We continued helping people use downloadable books with their new ereaders. Kristin held several classes to give people more opportunities to learn how to use these devices.

ASSISTANT DIRECTOR FOR REFERENCE SERVICES

- Coordinated annual inspections for the Fire Alarm System and Fire Extinguishers on January 4th.
- Attended the Long Range Plan meeting on January 5th.
- Librarians meeting on January 10th.
- Attended Library Board meeting on January 12th.
- Placed a Reference Order on January 24th.
- Participated in the staff Long Range Planning meeting on January 25th.
- Email reference – 5.
- Coordinated the following Jobseeker programs in January.
1/13 Taking Your Talents to Work 7

ADULT SERVICES

Margaret Pilaroscia, Adult Services Librarian

Display

Teddy Bears
Bicentennial

Press Releases

February board
Jobs-January & February
Jobs-Rita Carey
Knitting

Make a Valentine card
Meditation
Selling on eBay
Sister City
Travelogue
Unfinished Objects
Valentine card

Programs

AARP	16
AARP	16
Bridge	25
Bridge	10
Coupon Queen	60
Meditation	20
Selling on eBay	
Sister City	
Travelogue	20
Underground Rail	110
TOTAL 8 programs	278 attendance

Meetings

Librarian
Gazebo planning

Other

A letter was sent to the Village Board requesting permission to hold concerts in the Vincent G. Kennelley Park.

Margaret attended an eBooks 101 presentation.

Holly Wolf, Adult Services Librarian

- Facilitated an afternoon discussion of *The Immortal Life of Henrietta Lacks*
- Presented a display of 2011's foreign titles in translation
- Helped Brenda with weeding the fiction shelves
- Placed orders for large print titles

Brenda Deever, Adult Services Librarian

Book Discussions

- Book discussion for January 23rd on [The Thirteenth Tale](#) by Diane Setterfield.

Collection Development

- Sorted through mending and discarded books that could not be mended
- Sent order for January
- Continued weeding dusty books that have not circulated in a year to make more room on shelves.

Staff Development

- Attended librarians meeting

Kristin Gallagher, Electronic Services Librarian

Professional

- Attended Energize Your Teaching Class 1/9
- Attended Librarians Meeting 1/10
- Attended Workshop given by TLC Staff @ Webster Library 1/19
- Presented at Emerging Technologies Tech Camp for MCLS Staff @ the Webster Library 1/20
- Attended Strategic Planning Meeting 1/25
- Attended the eBook Webinar (WebJunction) 1/31

Collection Management

- Sent a Computer Book order in
- Began weeding older periodicals
- Renewed 86 magazine/newspaper subscriptions

Programming

- Taught Overdrive Class for Patrons 1/5
- Taught Overdrive eBook Class for Patrons 1/10
- Moderated Brown Bag Book Review 1/11
- Taught Overdrive eBook Class for Patrons 1/17
- Taught Overdrive eBook Class for Patrons 1/19

Other

- Met with Kevin for Network Maintenance 1/5
- Updated Public Computers with Adobe Reader and Adobe Flash
- Ordered Microsoft Office 2010 Professional for the Public Computers
- Purchased a CCD Scanner to test with Circulation Desk and scanning library items as well as patron library cards on their smartphones (current scanners will not scan smartphone screens).
- Purchased a Kindle and set it up for staff to get familiar with and so that I can demonstrate eBook use with patron training.
- Troubleshoot problems with 2 staff computers and re-imaged them
- Updated the Kids Room Staff Computer
- Created a post card for Sharon to send to library patrons

YOUNG ADULT/TEEN SERVICES

Professional:

1. Stephanie attended the FPL Librarians Meeting on January 10th.
2. Stephanie attended the ALA Midwinter Conference (January 20-24). She is on the YALSA Board of Directors and is completing the third year in her three-year term.

Collection Management:

1. Stephanie placed a YA book order on January 16th.
2. Stephanie began work on the new TBF Display.

Programming:

1. Stephanie scheduled Kaplan SAT and ACT practice tests and prep workshops. She also sent letters to each FHS Guidance Counselor and included a supply of the schedule.

2. Stephanie planned programs for February break, including Chess, Babysitting, Fun Fruit Arrangements, and Friends and Family Bingo with Robin.
3. Stephanie booked chess programs with the Rochester Chess Center for July and August.
4. Stephanie booked babysitting, Social Networking Safety, and Home Alone classes for June, July, and August.
5. There was a Teen Cooking Program, Chocolate Making, on January 16th with 19 participants.
6. Stephanie booked four programs for summer: DIY Pillowcases; Glow in the Dark Light Switch Covers, Dream Journals, and Glow in the Dark Bangle Bracelets...all to go with the Own the Night summer reading theme!

CHILDREN'S SERVICES

- A. Early Literacy
 - Birth-3: *(Total: 14 programs Attendance:)*
 1. Toddler Dance Party – 1 session – attendance: 41
 2. Toddler Lapsit – 6 programs – attendance: 120
 3. Babies Love Books – 6 programs – attendance: 144
 4. Baby's Morning Out – 1 program – attendance:
 - Ages 4-5: *(Total: 10 programs Attendance:)*
 1. Preschool Story Time – 3 sessions – attendance: 40
 2. Daycare visits – 7 classes – attendance:
- B. Programs inside the library *(Total: 3 programs Attendance:129)*
 1. Stone Soup – attendance: 10
 2. Amerks Reading Power Play – 119 entries
 3. After-School Club – attendance:
- C. Community Contacts and Public Relations
 1. 5 Pennysaver ads were submitted.
 2. FPL programs were posted on the Kids Out and About web site.
 3. The Kids' Room blog was updated.
 4. 8 new fliers were made for up-coming programs and as bibliographies.
 5. Amy and Robin read books to 5 Northside classes as part of their "Rock and Read" program. Attendance: 116
 6. Robin and Amy met with an AAUW rep to help them select a book for this year's "Story Walk" at Center Park.
- D. Staff Development
 1. Amy attended a meeting for the YSS Spring 2013 Workshop.
 2. Robin, Amy and Aides Laurie Arnold Matt Krueger attended FPL Strategic Planning meetings.
 3. Robin and Amy met to begin planning Summer Reading Club.
- E. Collection Development
 1. Three book orders were placed.
 2. Two AV orders were placed.
 3. Easy Readers were weeded.
- F. MCLS
 1. Robin and Amy attended the Children's Librarians meeting.
 2. Robin is finishing up coordinating the Amerks Reading Power Play program for MCLS by compiling all of the reading entries.

G. Displays

1. Hockey
2. Snow
3. All-Star Reading
4. Star Wars
5. New Books on CD
6. New Picture Books
7. Valentine's Day
8. Martin Luther King

CIRCULATION SERVICES

1. Held a Clerical meeting on Monday, January 9.
2. Attended the Perinton Bicentennial Committee meeting on Tuesday, January 10.
3. Did a mid-year high school evaluation on Tuesday, January 17.
4. Met with Theresa and Shari on January 12 and 19.
5. Will attend the Strategic Planning meeting on Friday January 27.