

DIRECTOR'S REPORT

DECEMBER 2023

Personnel

Art Tornsal has accepted a position as a part-time Circulation Clerk.

Leslie Yodushima has resigned from her position as a part-time Circulation Clerk.

Rachel Harris has accepted a position as a part-time Adult Services Librarian.

Myra Starr has announced her retirement from the Business Office. Myra has agreed to stay on in her position until we are able to replace her.

Keryn Waltzer has negotiated with our payroll vendor, Paychex, to upgrade our software without any additional cost. An on-call HR professional, a resource library of trainings, document management with e-signature and compliance tracking, analytics and surveys, the option of all benefits administration in one place, performance reviews, and an employee accessible HR portal are some of the features.

Tracy Dunstan has been selected for The New York Library Association's Developing Leaders program. The six month program begins in January. The core mission is to empower individuals in the library profession to cultivate their interpersonal and technical skills and capacities in personal and organizational leadership.

Outreach

Morgan Strand and Tracy Dunstan were invited to speak to the Southeastern New York Library Resources Council for the Equity, Diversity, and Inclusion initiative on gaslighting in the workplace. The Library is fortunate to have on staff two well-respected library thought leaders that are repeatedly asked to present on DEI subjects.

Tracy Dunstan worked with Circulation Clerk Maritza de la Vega to create a Spanish language version of the Library newsletter. We are working to expand all our communications for our Spanish speaking patrons.

Collections

Library staff has been working to complete a Library wide inventory. In preparation for the RCLS migration to a new Library catalog, it is important for all libraries in the system to eliminate bad data and orphan records to keep migration costs down.

Budget and Trustee Vote

Budget information postcards were created in collaboration with Valley Cottage ahead of the Library's budget vote on February 13. A budget information evening has been scheduled for