

## Director's Report for January 5, 2016 Library Board Meeting

Submitted by Amy Raff

1. **Zinio for Libraries:** This is a new system-wide service for 2016 – access to digital magazines. Read magazines on any tablet, device or computer – for free. There is a 90 title subscription list at this time. Zinio offers full-color, digital magazines for immediate checkout, with no holds, no due dates and no limits.
2. **Food for Fines: The Library will be running a “food for fines” program from January 2 to February 14.** “Library patrons can erase or reduce their library fines and help their neighbors in need at the same time. Between January 2nd and February 14th, the library will be running the popular Food for Fines program to benefit local food pantries. Donations of non-perishables, such as peanut butter, canned tuna and bags of rice, will be accepted in payment of fines owed on Howland Public Library books, CDs, DVDs and other items. The food will be donated to St. Andrews Food Pantry with the help of I Am Beacon. Donated items must be non-perishable, labeled, undamaged, and un-expired. Food for Fines does not apply to fees for items that are lost or damaged, long overdue or from other libraries. Donations may not be applied to future fines.”
3. **New phone system:** The system was installed before Christmas. We have a new voicemail system and everyone still has the same extension. We added a phone to the adult program room, Beacon Reads and an additional phone at the circulation desk.
4. **ADA Compliance Project Construction Update:** The project is on schedule. We are still not sure of the additional closed dates. They are likely to occur between now and the next board meeting. As soon as the closed days are scheduled, we will inform the public.
5. **Façade grant:** The Library finally received \$24,000 toward the façade project. I'll schedule a photo op with the Mayor, City Administrator, and Tom and Karen in February.
6. **Policy Updates:** See attached **Personnel Policy** for discussion. The proposed additions are highlighted in yellow and “strike-outs” are also shown. These suggested changes are for the sake of clarity, consistency and to ensure that the policy and procedure match. After reading “Improving the Effectiveness of Your Claims Auditing Process” from Office of the State Comptroller at <http://www.osc.state.ny.us/localgov/pubs/lgmq/claimsauditing.pdf>, I would like to propose the following attached policy, “Claims Audit Process.”
7. **Statistics 5 year & year to date:** See attached.
8. **Other**