

Library Director's Report

September 2022

NYS Construction Aid

This month, I submitted the Construction Aid application for an upgraded security camera system totaling \$25,222. We are eligible for a 75 percent match, meaning we are requesting funding in the amount of \$18,917.

The project will allow us to upgrade our existing security camera system, including replacing two older DVR/NVR devices, replacing 23 older cameras, and adding 13 new cameras to provide complete, high-quality coverage of the interior and exterior of the building. The system is fully transportable.

Jan Dekoff reviewed the application I submitted and said everything appeared to be in good order. She will be forwarding it to DLD soon for final approval.

Central Library Aid

In late July, Jan notified the central library directors about final CLA budget numbers from the state. CCLS received approximately \$6,000 more than anticipated this year. We are continuing with the same formula as in prior years, with one third of CLA coming to Olean, and two thirds going to Prendergast. In September, we received our full allotment of Central Library Aid for 2022. After \$7,000 was taken off the top of Central Book Aid for the Overdrive platform, and \$14,502.88 for the Ancestry database, Olean received \$15,325.17 in CBA, as well as \$33,739.20 in Central Library Development Aid. We had budgeted for \$14,793 in CBA and \$32,249 in CLDA.

Personnel Updates

We hired a second part-time temp for the Business Office on September 3rd. Her name is Diane Weatherell, and she is a retired business office administrator from the Cuba-Rushford School District; therefore, she is highly knowledgeable in governmental accounting, and makes a good addition to John Fidurko, who is also continuing to work part time. The three of us met along with Kathy Elser earlier this month to discuss a division of duties, so hopefully all of the Business Office tasks will be able to be completed.

John will focus his time on preparing the financials for the board meetings, bank reconciliations, preparing deposits, adding new employees into the payroll system, ERS reporting, reconciling payroll to quarterly taxes, tracking staff budgets, and doing the NYSED and AUD audits in first quarter 2023 (unless the position is filled by then). Diane will focus her time on accounts payable, checking packing slips against invoices, ordering and preparing P.O.s, preparing the warrants for the board meetings, W9s for presenters and other independent contractors, recording deposits in Sage and taking deposits to the bank, emptying the copier/printer vend units and verifying totals against the readouts, employee PTO timekeeping sheets, PFL/DBL and Workers Comp paperwork, overseeing accounting of the staff fund, and doing bank transfers online as necessary.

The full-time senior accountant position was posted on September 14th on WNYJobs.com and on our website. As of Sept. 18th, we have received one resume from a local accountant, and one call from a Senior Accountant who works for the County who is possibly interested in a transfer. The job will be posted until Oct. 15th, but interviewing may start before then.

Track Phone

In the Business Office, we are finding that quite a few of our accounts are tied in with the Account Clerk Typist's personal cell phone number. When we try to log in, the companies send verification codes to that number, which we obviously do not have access to. Because this form of security verification is becoming more and more common, and landlines cannot be used for that purpose, we think it would be worthwhile for the Library to purchase a track phone that is maintained in the Business Office. That phone number can be used whenever we need to enter a number where verification codes can be sent. I am not sure if this requires board approval, but it is a unique purchase, and I felt it would be a good idea to let the board know we are planning to purchase one and why.

Marion Coughlin Donation

In August, I reported that on July 29th, we received a call from Carol Royer, the daughter of a close friend of Marion Coughlin, Edna Royer (note: last month, her last name was incorrectly stated as Broyer). She stated that "a few years ago," she had spoken with someone at the Library about donating some paintings (it was likely Robert Taylor). She has inherited a collection of Coughlin's paintings. She said she would be traveling to Olean in September and would like to donate about 20 of them to the Library.

I received an email from her on Sept. 17th, asking if she could drop them off at the Library on Sunday, Sept. 18th. I would like to thank Kim for meeting with Carol on her day off and receiving the paintings from her. Carol informed us that the paintings are a donation from both her and her brother, Dave Royer.

The Library already has a collection of Coughlin paintings, although we have not had time to do an official count of them. There may be 15-20 on a shelf in the storage room. We put on an exhibit of them around 5 years ago, and it was very well received. With the addition of these newly donated paintings, we will now have a sufficient number to do another exhibit without having to ask the community to lend paintings. We are very thankful to Carol for this generous donation!

2023 Holiday Schedule [Action Item]

The 2023 holiday schedule is attached for the board's review and approval. Juneteenth is now a federal holiday. The Board needs to decide whether to observe the day by closing the Library. It has been the practice of the Board to observe federal holidays over the years, either by closing the Library or selecting an alternate day to close to the public, if it's deemed the Library would otherwise get a lot of use on the holiday. It may be viewed as a sign of respect to the African-American community to close that day, as the schools will also be closing.

WNYLRC, CCLS, and NYLA Annual Meetings

WNYLRC's 56th Annual Meeting will take place in person on Tuesday, September 27th, from 3:45PM – 7:15PM at Shea's Seneca in Buffalo. This is the first in-person meeting since 2019. The meeting will include the annual Business Meeting, announcements of this year's WNYLRC awards recipients, introduction of WNYLRC Committee Chairs, and dinner. The keynote speaker this year is CCLS' own Annie Greene, Executive Director of the Prendergast Library. She will be discussing the successes of the social work internship program JPL has hosted for the past several years.

The Annual CCLS Meeting will also be held in person this year. It will take place on Wednesday, October 12th from 1PM-@ 8PM. The first part of the meeting, 1-5:15PM, will be held at Prendergast Library, and will consist of workshops for staff and trustees. OPL programming staff will be taking part in the library table talks session. The evening part of the meeting will run from 5:30-@ 8PM at the Chautauqua Harbor Hotel in Celeron. It will consist of the annual business meeting, dinner, and the keynote address, which will be given by entertainers Nels Ross and Richie Derwald, who will present on FUNdamentals – how FUN supports wellness, mental health, and balance. If any trustees wish to attend, please let me know as soon as possible. I must rsvp by October 3rd.

The Annual NYLA Conference will also be fully in person this year. It will be held from November 2-5 in Saratoga Springs. This year's theme is "Back to the Future." I will not only be attending program sessions at the conference, I will also be running the Rural Libraries Round Table annual business meeting (my last as president). I will also attend the Public Libraries Section annual business meeting in my capacity as Third-Year Member at Large (my last year on the PLS board). I will also be presenting as a panelist in a session offered by the Leadership, Administration, and Management Section, on the New York State Minimum Standards for Libraries. One of the benefits of presenting is that it reduces the cost of conference registration by \$100. I also applied for a \$500 scholarship from CCLS to attend NYLA, which will help with travel and lodging costs.

Friends of the Library

The 4th annual "Read Between the Wines" fundraiser took place on Friday, September 9th. It was a huge success! It was the best-attended yet (over 140 came), and the Friends earned over \$4,000 which will all go to benefit the Library! They collected \$2,435 from ticket sales, \$1,610 from the basket raffle, and \$314 from the 50/50. People raved about what a wonderful event it was.

At their September board meeting, the Friends approved two requests from the Library: \$2,225 to purchase a second portable Zoom meeting station, which will include a large-screen monitor, a portable cart on which the screen will be mounted, and which has a storage cabinet and a tray for a laptop, a camera and microphone (the camera can zoom in to focus on who is speaking), and speakers. Our Zoom meeting set-ups are increasingly popular, used by staff, administration, and organizations booking our meeting rooms, so having set-ups for two separate locations at once is going to be very helpful. The Friends also approved \$425 for 500 library card holders, which will have the Friends logo on them. They are popular with our patrons; we recently ran out of them, and patrons have been requesting them.

The beer tasting fundraiser, FeBREWary, is scheduled for Friday, February 17th.

News from the Library

As part of the OPL requirement that all professional librarians visit 4 libraries per year, Sheryl Soborowski visited the recently built Irondequoit Public Library (see attachment). I thought the Board would enjoy seeing the photos and the write-up Sheryl did, as it points out some of the excellent features that an upgraded facility can provide, including many different sized meeting and tutoring rooms, a separate Friends' bookstore, and naming rights for rooms and even for entire floors!

On Wednesday, Sept. 21, I'll be attending a webinar sponsored by WNYLRC entitled "NY State's Budget and You: A Primer on Libraries and the State Budget Process." This is being

offered as a direct result of the LEAP Committee and the recognition that there are many aspects of the NYS budget, as it relates to libraries, that are not well understood by those in the library profession. Hopefully this webinar, which is being presented by someone with a lot of expertise on the subject, will clarify some areas of confusion, such as why NYS Construction Aid is not permanently funded at a set level, but is instead used as a political football every year in the budgeting process.