

Library Director's Report October 2022

NYS Construction Aid

On October 14, the state finally announced the Construction Aid awards for FY 2021-2022. As you may recall, I submitted the application to CCLS in July 2021, and it was approved by the System in August 2021. This award, in the amount of \$253,469, will cover 75 percent of the cost of replacing the two remaining 30-year-old HVAC rooftop units (the other two were replaced in 2020 with Construction Aid funds received in 2019).

The timing of the announcement was good, as I had recently heard from our clerk-of-the-works from the previous HVAC replacement project, Curt Wallace, about needing to get the next project out to bid soon. He said when he had reached out to the manufacturer of the units, Seasons4, earlier this year, their lead times were too long to complete the project this year. I wasn't too concerned when he first reached out to me, as we still hadn't received the announcement from the state. However, now that we have, we will want to get moving on it, as we have 180 days from the announcement to start the work.

Curt ran the bid notice in the paper on October 7. The Library will receive bids at 4 PM on Monday, Nov. 7, at the Library. There will also be a pre-bid meeting on Friday, Oct. 21 at 10 AM at the Library. Contractors can get the full plans and specifications by contacting Curt. He also reached out directly to Stormer Mechanical, Mazza, and Jamestown Heating, to let them know we will be taking bids.

Curt also said we might need to put a deposit down on the units. That was not the case last time.

Boundless Connections Donation

In late September, librarian Alijah Fox took a call from Christina Lopez, one of the owners of the Boundless Connections technology center in Olean. They are in process of closing their Olean location and asked if the Library would be interested in taking over a very popular teen tech club that has been meeting at BC for years. As part of that, they are donating quite a bit of high-end technology, including two 3D printers, a couple of desktops for gaming and design, and some laptops that come with a laptop cart. They are also donating a couple of desks for the desktop workstations, and they offered to sell four high-quality chairs for a total of \$500, which we would need, as we wouldn't have enough seating otherwise. That is a very good price for chairs, and Alijah went to see them, noting they are in good shape and very comfortable.

Alijah notified Chad and I of this offer, and of course we said yes. It wouldn't make sense to turn down such a generous donation of technology, including 3D printers which we have never had and will become an integral part of a future makerspace. We have made space for the donated equipment in the area outside of the teen room. We moved shelves, file cabinets, and paperback book spinners to make room for everything. There may need to be an additional electric drop added, which would be covered in part by E-Rate, and we will put in an additional wireless extender in the area.

The club is currently overseen by two tech mentors, who have been paid with grant funding in the past. My understanding is they are each paid \$25/hour, for the hour the club meets weekly, meaning the Library will have to come up with approximately \$200/month, until we can write the grants to continue the funding. Christina did say that they may have some leftover

funds that can be given to the Library as part of completing the grant requirements. She also forwarded over the three main funding sources they've been applying to over the years to pay for upgrading technology and to cover the costs of the mentors, so we will look into the requirements and plan to seek funding of our own soon.

I think it's important that we keep the mentors in place for now, as we can learn from them about the club's activities and what skills will be needed to run it. In the future, it's possible our own staff will be able to help run it, and/or we can reach out to Don Watkins for help as well.

Gifts and Grants

In late September, we received a card in the mail addressed to the Board of Trustees. Lanna asked me to open it. It was a card from James K. McGonnell, notifying the Board that his late brother, Christopher, left \$1,000 to the Library in his will. The check was included with the card. It is an unrestricted donation. The Board should send a thank you note to the family; their address is on the envelope.

Alijah and I both applied for NYLA conference scholarships from CCLS, both of which were approved. They are for \$500 each and help with conference registration costs, mileage, hotel, and other travel-related expenses. We also received the "early bird" conference registration discount, and I will receive an additional \$100 off my registration for being a speaker at a program. It's great to be able to attend these professional development opportunities while also taking advantage of cost-savings opportunities. The conference runs from November 2-5 in Saratoga Springs, so we will both be away from the Library during that time.

NYSLRS 2023 and 2024 Estimated/Projected Bills

The most recent estimated bill from the NYS Retirement System for 2023 is \$50,895, or \$50,532 if prepayment is made by December 15, 2022 (we always prepay). The estimate is calculated using 2021 reported salaries. The estimate we received last year was \$48,294, or \$47,949 if prepaid, so it ended up coming in slightly higher. We budgeted for \$65,000, based on the previous year's bill, so we are in good shape. We normally have an actual invoice by September, but this year it is still unavailable as of the writing of this report.

In September, we received a projected estimate of the 2024 bill in the amount of \$60,244 (\$59,814 if paid in December 2023). Actual 2022 salaries will be the basis for the 2024 bill. For perspective, the bill for 2022, which was prepaid in December 2021, was \$64,733 (it would have been \$65,308, if we hadn't prepaid).

Cyber-Insurance

Scott Brook contacted me recently regarding our annual cyber-insurance renewal, which happens on 10/27/22. Last year, when we purchased the policy, it cost \$1,823. This year it is looking to more than double, to \$4,033. What Scott needs from the Library, to reduce this cost, is a written procedure for MFA (multi-factor authentication, which is a method that requires the user to provide two or more verification factors to gain access to a resource such as an application, email accounts, online accounts, or a VPN). I am uncertain exactly which resources we have to prove that for, as many of the things we use are hosted by outside vendors, such as Sage, Community Bank, NYSLRS, etc. I will need clarification from Scott as to which resources the insurance company is looking at. Resources such as email and KOHA "live" on the CCLS server, not on OPL's, and they do not require MFA. I have an email out to Mike Jones asking

about this. With the spike in ransomware attacks over the past year, we don't want to be without cyber-insurance. I will try to get answers before the renewal date.

Personnel Updates

The Senior Accountant position, for which we only received one application after posting it on WNYJobs.com for approximately a month, was posted in the Olean Times Herald the weekend of 10/14-10/16. Hopefully we'll receive a few more applications. The new deadline to apply is 11/04.

The full-time children's page position was posted on the Library's website and social media last week. So far, we have not received any applications, but it is too soon to be concerned.

Part-time library assistant Stephanie Beneng has accepted a full-time job with benefits at another organization. She will be cutting back to one evening per week at the Library. Therefore, Kim has posted for another part-time Library Assistant to fill Steph's hours.

Website

The Library's website is being overhauled. Emric Taylor, at CCLS, is helping Chad with the re-do. It is a work in progress, but there are many new attractive features (see Chad's report). Check it out – if board members have suggestions, please forward them to me or Chad.

News from the Library

On September 27th, I attended WNYLRC's 56th Annual Meeting at Shea's Seneca in Buffalo. The meeting was comprised of the annual Business Meeting, announcements of this year's WNYLRC awards recipients, introduction of WNYLRC Committee Chairs, and dinner. The keynote speaker this year was Annie Greene, Executive Director of the Prendergast Library. She discussed the successes of the social work internship program JPL has hosted for the past several years.

On October 12th, I attended the CCLS Annual Meeting at Prendergast Library and the Chautauqua Harbor Hotel. The afternoon portion of the meeting consisted of workshops for staff and trustees. OPL programming staff Kathy O'Malley, Sheryl Soborowski, and Alijah Fox staffed tables at the library table talks session. Other member libraries staff were able to talk with programming staff for ideas and suggestions for running successful children, teen, adult, and family programs, as well as outreach programming. I attended workshops presented by CCLS Executive Director Jan Dekoff on the trustee-director relationship, which included discussions of policies, and another on finances. The evening portion of the meeting consisted of the annual business meeting and dinner.

This month, the League of Women Voters donated a copy of the children's book, "Amelia Bedelia's First Vote," to OPL. They have a display in the large display case throughout the month of October as well.