

# **Library Director's Report**

## **August 2024**

### **HVAC Unit Replacements**

Rob Warholic of Essential Constructs will present at the start of the meeting. He'll explain how public bidding works through the cooperative and what his company does for the customer. We have to become a TIPS member if we want to go through Essential Constructs and have them manage the upcoming replacement project. As trustees know, there is a contract that must be signed, and so this will be an opportunity to get clarification and ask questions. Mazza provided a new quote for replacing the 2 old HVACs, but Rob needs us to enter into the contract before providing the new figure to us.

The Library was awarded \$253,469 in Construction Aid for the project (75 percent of the quoted amount of \$337,959) in 2021. Prices for those units have nearly doubled since that time, and so we put the project on hold. However, Mazza provided a quote to us several months ago in the amount of \$369,980 for different units that would work just as well. Hopefully the updated quote will be close to the same amount.

### **Central Library Aid**

CCLS issued a check for \$50,671.05 to OPL on July 31<sup>st</sup>, which represents the majority of our Central Library Aid for 2024. The check included 100 percent of our Central Library Development Aid (\$35,139.80) and Central Book Aid (\$15,531.25). We received 90 percent of our Local Library Services Aid (LLSA) a little earlier this year (it was deposited on July 19<sup>th</sup>), which was in the amount of \$6,900.30, along with the annual \$250 CCLS Cash Grant.

Central Library Aid is used wherever funds are needed most, with the understanding that as a central library we are expected to maintain a richer collection than the smaller member libraries who depend on our larger ones, as well as contribute more towards shared e-resources and provide reference services and training to member libraries as requested.

### **July Gifts/Grants/Donations [Action Item]**

Per our Policy on Acceptance of Gifts, Grants and Bequests to the Library, the Board must formally accept the following: in July, we received \$1,000 from Merrill and Muriel Frable to purchase adult fiction titles and periodicals; \$50 from Carolyn and Randall Samuelson for the children's department; \$30 general donation from Jim Mahar; \$64.40 memorial donation for Shannon Debus; \$66.55 in anonymous donations.

### **Personnel Update [Action Item]**

Cherish Inman completed her MLS in May, and received her NYS Public Librarian Certificate in July, so we were able to promote her to the Librarian I position on July 21<sup>st</sup>. Due to being appointed to a different Civil Service title, she is once again provisional pending the results of the Librarian I Civil Service test, which is a test of education and experience, not an actual sit-down test. She will likely score high on it, so it is almost certain she will gain permanent status (though she still has to complete the mandatory one-year probationary period). There is a chance the state will waive the test requirement for this position, as some recent legislation is temporarily allowing Civil Service to relax testing requirements for certain hard-to-fill positions. In that case, Civil Service will notify us and we'll be able to make her permanent rather than provisional (again, she will still have to complete the probationary period before gaining Civil Service protections). The Board should vote to approve the promotion of Cherish Inman to the full-time librarian I position.

## **Staff Development Day**

The Library's annual staff development day will take place on Friday, Sept. 13<sup>th</sup>, from 8:30AM-4:30 PM. We close the Library for the full day and devote the time to staff training and meetings.

The tentative agenda is as follows:

- 8:30: Staff sign-in (all staff must sign in).
- 8:45-9:45: Full staff meeting
- 9:45-10:45: Fire drill and emergency procedures (Kim)
- 11:00-12:00: Sexual harassment prevention training (Heather Watson, EAP Clinical Account Manager, Center for Family Life & Recovery)
- 12:00-1:00: Lunch provided by the OPL Board of Trustees
- 1:15-1:45: Narcan training (Katie Burns and Earl Dearborn, Center for Family Life & Recovery)
- 1:50-2:50: Scavenger hunt team activity (Cherish and Chad)
- 2:50-4:30: Department meetings:
  - 2:50-4:30: Circulation Dept staff meeting followed by work tasks as assigned (cleaning, security, and teen room staff included)
  - 3:00-4:00: Information Desk/Programming/Social Media staff meeting
- 4:00: Clean up/other work tasks
- 4:30: Dismissal

## **Annual NYS Sexual Harassment Prevention Training**

Every year NYS requires employers to offer mandatory sexual harassment prevention training to all employees, board members and volunteers. If you are not receiving it as a part of your job, there should still be online options available; trustees are also able to attend the training offered at the Library on staff development day to fulfill the requirement. When you have completed your annual training, no matter where you do it, please submit an attestation form with proof of training to me by October 15, 2024. If you need a form, I can provide one to you.