

Director's Report

August 2023

Personnel:

- Met with Department heads to finalize new performance appraisal forms.
- Working on updating job descriptions.
- Andrew is on Grand Jury Duty. Should return 8/28/23.
- Page Lillian Tuohy graduated high school and her last day was Aug 26.
- Page Alexandra Gusciora graduated high school and her last day was August 24.
- A patron has been banned from the library for 30 days for using profanity towards the staff.
- Hired the following pages: Layla Cesar, Ashlin Klev and Claudia Czygier.

Building:

- Bibliotecha update: New gates were installed and old removed August 16.
- 2023/2024 RCLS grant was submitted (quotes are all estimates)
 - Camera system – \$34,768 12 new cameras, updating 26 current cameras, new CAT 6 cable, 2 separate NVR for outdoors and indoors
 - Building permit for cameras - \$460.00
 - Mechanical Engineer for A/C - \$48,500
 - Building permit for A/C units - \$7,550
 - Mechanical Contractor - \$750,000
 - Total submitted to RCLS - \$841,278 with \$420,639 of matching funds.
 - Work with OLA must commence immediately to put together RFQ for Mechanical Contractors
- Camera RFQ was sent out on 8/15 to prospective bidders
- Utica Insurance (Worker's Comp carrier), sent us a Code 59 letter stating we are required to perform a safety evaluation through a third-party vendor. Our vendor of choice was Gotham Safety, Bellmore, NY., finding we are in compliance with DOL.
- Fusion software has been received and installed on visually impaired workstation. We will begin advertising our computer workstation for the visually impaired.

Programs:

- I conducted my first Mango Language class on Hawaiian on 5/23/23, French on 7/13/23 and Japanese on 8/10/23. All three programs went very well. Talk like a Pirate Mango will be held on 9/26 at 5pm
- End of summer petting zoo was a huge success, had over 130 people attend.
- Our library is among 44 nationwide that was chosen to receive a NASA@My Library Bilingual Solar Science Kit. I have attached a pdf to explain the program.

Committee Meetings:

- Forwarded samples of patron banning and the emergency plan to the Policy Committee to review.
- Forwarded updates to approved 2023/2024 budget for Finance Committee to review

Future

- RCLS Annual Meeting is being held on September 8. Suffern is presenting on our projects completed with visual board.
- Author/Paper Engineer Matthew Reinhart will be conducting a zoom program on November 14 at 6pm. He is not charging for this event.
- Author Dan Gutman will be conducting a children's zoom program on October 9 at 2pm.
- Working on additional in person author events.

Respectfully submitted,

Darlene Alessi
08/18/23