

Albert Wisner Public Library
Director's Report
Lisa Laico
December 17, 2024

Building & Grounds

- The tables for the new study rooms, which were delayed in production because of an industry-wide shortage of laminate, will be delivered and installed on Wednesday, December 18. Once the rooms are in their final version, I plan on sending a photo and email to both of the Library's State representatives thanking them for their support of NYS Construction Aid, which is covering 50% of the cost of these rooms. They are already very popular and in constant use!
- Interviews with two prospective construction management firms will be held on Tuesday, December 17, with full Board discussion and a selection to take place at the Board meeting.
- As of this writing, we are still waiting for estimates from Kode Electric on two options (one basic, one more decorative) to replace the parking lot lamps. Siobhan has been reminding Kode regularly.
- WVT Fiber: As of this writing, no further updates from WVT Fiber regarding installation of fiber on McFarland Drive. The original target date was December 11, but obviously that has passed.

Policies

- AWPL's attorney, Ben Gailey, has asked us to adopt a Data Breach Notification Policy, and has provided a draft of the language. Ben advises adopting the policy as is. I will bring the draft to the Board meeting, and we will discuss it then. (In the interest of sustainability, I didn't make multiple copies for everyone. You will understand.)
- On Thursday, 12/12, I received a second draft of the revised personnel manual, which I have been working on with attorney Stephanie Adams. Colleen and Mary have drafts for review. This draft is not ready for the full Board to consider; conceivably, it will be ready in January for initial review by the full Board.

Bibliotheca Self-Checkout Machines

- The self-checkout machines are still backordered. I spoke with the Customer Service agent who has been tracking them, and she says that while their status was updated in Bibliotheca's

system on 12/12, the units themselves are still in Europe. They must first ship to Bibliotheca's warehouse in the USA (Minnesota?) then to AWPL. It is unlikely that we will receive them before early January.

AWPL New Website & Migration to Word Press

- Ta da! The new website went "live" on Friday morning, December 6. Overall the migration from Drupal to Word Press went very smoothly. But no migration is perfect, and several of us have spent this week tweaking various pages, re-setting hyperlinks that broke, etc. Plus, now that the platform is Word Press, there's a learning curve for some staff members, myself included. Fortunately, several staff members have solid experience with Word Press, and our Web developer Joe Nammour is very responsive when we get stuck. We'll become more proficient with Work Press over the next few months. I hope you will take a few moments to have a look at the new website, which has been streamlined and updated. Kudos to Billie Gallo and Emily Wilson for brainstorming the revised organizational structure and navigation.

Employee Vision Insurance Plan

- The United Healthcare Vision Insurance Plan for full-time employees renews on February 1, 2025. The renewal coverage is the same as this year, and there is no increase in premium for the coming year. A motion is on the agenda to approve the renewal.

FY 2025-2026 Operating Budget Planning

- Planning for next fiscal year's budget is underway. An initial salary budget has been drafted, but has a couple of unknowns to be determined – most notably the replacement of Emily Wilson in her Adult Services capacity at the Help Desk. (Jeff Straub will be taking over the YA portion of Emily's responsibilities and has embraced the opportunity enthusiastically.) I'll continue to work on this portion of the budget while also preparing an initial draft of the entire operating budget for review with the Finance Committee on Friday, December 20. *Friendly reminder: the FY '25-'26 operating budget must be approved at the January 28, 2025 meeting.* The budget will yield the tax levy percentage increase, which in turn triggers the process of planning for the tax levy/Trustee vote. Motions are on the agenda to establish both the vote date and the date for the public information session (aka public hearing.) Thank you all in advance for your guidance and input in shaping next year's operating budget.

Board Meeting dates for 2025

- Assuming the Board would like to continue meeting on the 4th Tuesday of the month, next year's meeting dates will be as below. We will discuss at the meeting:

1/28, 2/18**, 3/25, 4/22, 5/27, 6/24, 7/22, 8/26, 9/23, 10/28, 11/18**, 12/16**.

** 2/18: special request from me to move the date 1 week earlier because of vacation plans.

** 11/18: suggest to move 1 week earlier because of Thanksgiving.

** 12/16: suggest to move 1 week earlier because of Christmas.

Independent Financial Audit – FY 2023-2024

- Nugent & Haeussler has completed the audit of the Library's FY 2023-2024 finances. The audit went smoothly. I will bring copies of the completed audit to the Board meeting. Two copies are on file as well.