

Albert Wisner Public Library
Director's Report
Lisa Laico
April 23, 2024

Building & Grounds:

- Butler, Rowland, Mays is finalizing all the required drawings and documents required to submit to the NYS Dept. of Education (SED) for a building permit for the DIRTT study rooms and the Wisner Room. There is a resolution on the meeting agenda related to this.
- Diner booths are expected to be installed in mid-late June. We need the electrician to remove and relocate two regular electrical outlets to the short walls in that area, and then we will re-paint the area before the booths are installed.
- On Friday, April 19, I will be meeting with Stephen Hoefer, business manager of RCLS, regarding our current and possible future plans for the building. I would like to learn from him how to maximize NYS Construction Aid, CREST and SAM grants. I will update you further at the Board meeting.
- A friendly reminder about the Friday, April 26, 11am native dogwood tree planting and dedication, courtesy of the Warwick Valley Gardeners. It would be great to have as many Trustees there as possible.

RCLS:

- RCLS is partnering with several other organizations to present a half-day Banned Books Symposium at Dutchess County Conference Center, on Saturday, May 4, 2024. There will be several sessions of presentations and lectures, including by a couple of RCLS library directors. I will attend.
- Work begins soon on training "frontline" staff on the new ILS, Koha. AWPL will have three "frontliners": Jody DeGroat (Access Services/Circulation); Michele Meek (Children's); Billie Gallo (Reference.) Frontliners are meant to be the in-house experts and support team for their colleagues, although all staff will participate in formal training conducted by Koha's vendor, ByWater Solutions. Jody, Emily and Teresa have already arranged coverage for their respective public service desks to ensure that each staff member - including part-time staff members, who will be compensated for travel and training time - may attend the relevant training sessions at RCLS in Middletown. Sessions will be held in June and July.

- Be aware that from 4pm on Thursday, August 1 through Sunday, August 4, the ILS system migration will be underway. SirsiDynix's "Symphony" system that we use now will be discontinued, and Koha will be in the process of being configured to go "live" on Monday, August 5. Hence, during that period, we will be unable to check the catalog or place holds; patrons will not have access to their library accounts, including on the RCLS Go app; we will not be able to check items in upon their return. (Fines throughout RCLS will be suspended for these few days.) To be clear: during this period, we will continue programs; patrons will have access to public computers, to the public copiers and will continue to be able to use the Library for work, study and meetings. They will be able to check out physical items and will have continued access to Overdrive (Libby) e-content and all online databases. But our ability to provide full service will be significantly curtailed. Some libraries are choosing to close for part/all of these few days. I do not feel that's necessary or appropriate for AWPL, but we will have to work hard to make patrons aware of the changes well in advance. RCLS is preparing informational material for use by libraries to inform their patrons of this "down time."

Annual Tax Levy & Trustee Vote:

- A friendly reminder that the public information session for the vote is scheduled on Tuesday, 4/23 at **6:30pm**, right before the Board meeting. *This is an official Board meeting, and we do need a quorum.* Public documents about the vote are in your meeting materials. You will find a link to the Vote page on our website on the home page, under Announcements.

Personnel:

- Apart from 11 staff members each being out sick with norovirus for 3 days at various times over the past month, personnel matters are stable.

AWPL Website

- Emily, Billie and I had a "kickoff" Zoom meeting with our Web developer, Joe Nammour of Nammour Designs, on April 11. We discussed initial tasks to accomplish in order to prepare for updates to our website and for its migration from Drupal to Word Press in late November. Currently, we are doing some clean-up of the administrative side (or back end) of our website to remove obsolete/unused content. Joe, meanwhile, drafted a calendar of deliverables and due dates for both himself and us, in order to keep ourselves on track. Billie and Emily will be creating a short list for Joe of library websites that either have a

dynamic home page (something we wish to improve) or excellent navigation (which we hope to streamline), so that Joe has clear direction from us. It was a productive initial meeting. We will meet again on May 2 to review what's been accomplished and chart next steps.

Sustainable Libraries Initiative

- We have not made as much progress on this program, a year from when we committed to it, as I had hoped. We've been a little busy! But Teresa, Emily and I met recently to chart a course to complete the first group of tasks by May 31. Top of my to-do list is to arrange an independent energy audit of the library building. I may be able to get this accomplished free of charge via the Clean Energy Communities program that both the Town and the Village of Warwick are enrolled in. If not, I should be able to get a reduced-rate audit under the Green Jobs/Green New York program that NYSERDA sponsors. I will update you further in June.