

Renovation Update

The lights are being installed, the carpet is expected to be installed next week and we are scheduled to receive the furniture on Monday, October 27. The installation of the furniture will be finished on Friday, October 31 to allow us to move the books back in the space beginning Saturday, November 1. The tentative date to reopen the library in the renovated space is Monday, November 3. Below is a list of the expenditures-to-date for the renovation project:

Accrual Basis		January 1 through October 17, 2014	
Date	Name	Memo	Amount
7410.2 · Equipment & Capital Outlay			
7410.2A · Renovation of Library Space			
07/03/2014	Creative Library Concepts	Furniture and instal...	39,866.87
07/03/2014	Creative Library Concepts	Deposit for furniture...	20,000.00
08/12/2014	East Greenbush Window Coverings	Window shades an...	690.00
08/12/2014	East Greenbush Window Coverings	deposit Window Sh...	690.00
08/26/2014	De/Mar Wholesale Floor Covering		2,000.00
09/02/2014	PODS	Storage unit	186.77
09/04/2014	Wolberg Lighting	Lighting fixtures	2,763.00
▶ 09/10/2014		Deposit	-2,515.63 ◀
09/11/2014	U-Haul Moving and Storage	Storage Boxes	137.25
09/11/2014	F. Palladino		3,175.00
09/12/2014	U-Haul Moving and Storage	Boxes	105.80
09/13/2014	U-Haul Moving and Storage	Boxes and rope	95.56
09/15/2014		Sell back unused bo...	-133.33
09/26/2014	PODS	Storage	159.99
09/29/2014	De/Mar Wholesale Floor Covering		2,004.20
09/30/2014	UHLS	Networking	31.95
10/01/2014	The Hartford	Insurance for library...	67.32
10/02/2014	F. Palladino		12,000.00
10/15/2014	F. Palladino		<u>12,000.00</u>
Total 7410.2A · Renovation of Library Space			<u>93,324.75</u>
Total 7410.2 · Equipment & Capital Outlay			<u>93,324.75</u>
TOTAL			<u>93,324.75</u>

Remaining expenses and reimbursements include:

1. \$4,575 to F. Palladino
2. -\$2,763 reimbursement from the Village of Castleton-on-Hudson for the lighting fixtures

Total expense = \$95,136.75

News and Updates

- Non-Profit Re-vitalization Act of 2013 was signed into law by the Governor and became effective as of July 1, 2014. The law is designed to improve non-profit oversight and prevent fraud to build public trust. The library community, including NYLA and DLD, are still looking at the legislation to fully understand the impact on libraries and library systems. The law requires that all public library boards have in place or adopt a "Conflict of Interest Policy." The law also requires that some public larger libraries, depending on the size of their staff and operating budget, have in place or adopt a "Whistleblower Policy."

Director's Report: October 20, 2014

- Workplace Violence Prevention Program and Policy: The Village of Castleton-on-Hudson approved a Workplace Violence Prevention Program and Policy on March 6, 2013. The manual is available online through the Village website: (http://www.castleton-on-hudson.org/Forms/Workplace_Violence_Prevention_Program_&_Manual.pdf) It is mandatory for all department heads to ensure employees are informed of the requirements of law and the location of the Program. Review of the law by department heads with the employees is required at the time of job assignment and annually.
- ILS Migration, III Sierra Update: UHLS is working with all UHLAN users (library staff at all UHLS member libraries) to create groups of individuals that will receive training from III trainers and will then be able to train staff at UHLS member libraries. Train-the-trainer model trainings will take place during October and November. We expect to go live with the new system in February, 2015.
- NYS Construction Grant 2014: UHLS reported there were 16 applications with funding requests totaling \$689,729. The UHLS allotment is \$444,453. The UHLS Board approved a recommendation from the Services Committee for the construction grant award distribution list. CPL has been awarded \$19,045 which is 35% of the total project cost. Because two member libraries that were included in the distribution list were unable to go forward with their construction grant project, more grant funds were available to be allocated to the remaining underfunded projects. The subsequent reallocation resulted in the project being funded at the full funding level of 50% of the total project cost. The revised award for CPL is \$27,208. All of the UHLS applications have been submitted to DLD for the next steps in the review process.

Meetings (September 6- October 3)

- September 5: attended the Director's Association at UHLS.
- September 9: Rawdon from UHLS came to CPL to help set up the Internet and phones for use in the temporary location during the renovation. We also planned for a permanent ceiling that required rewiring through the basement as opposed to running wires through the dropped ceiling.
- September 12: The POD, that will hold most of the library's collection, was delivered. Volunteers and staff helped pack the circulation area and set up the space in the temporary location. We also went over the plan to pack up and organize the collection for the following day.
- September 13: Volunteers packed up the library collection and it was loaded into the POD.
- September 15: The POD was picked up to be stored in Gunderland. This was the first day we provided services from the temporary location and the renovation began.
- September 16: Met with Frank Palladino, the contractor for the library renovation. I also met with Joe Keegan, Village Mayor, later that day to discuss the renovation.
- September 18: Attended the Village's Workplace Violence training. This training is mandatory for all staff.
- September 19: Met with Tim Burke, Executive Director at UHLS, to review the NYS Construction Grant application.
- September 23: Met with Frank Palladino and Mayor Keegan to go over the renovation.
- September 24: Attended the eContent Advisory Committee meeting at UHLS.
- October 1: Attended the Central Library Advisory Committee at UHLS. The Committee drafted the 2015 UHLS Central Library Development Aid for recommendation to the UHLS Board of Trustees for approval. The budget is also reviewed by the Albany Public Library (UHLS's Central Library) and the UHLS Board of Trustees Services Committee.
- October 2: Met with Frank Palladino.
- October 3: Attended the Director's Association at UHLS.
- October 3: Met with Frank Palladino.