

DIRECTOR'S REPORT

JUNE 2017

Upgrade of Fire Panel/Annunicator

Simplex spent almost two days installing the new lower level, upgraded fire panel and an annunicator in the entrance vestibule. Due to the concrete walls, it did take much longer to install the annunicator that will indicate the floor on which the smoke detectors are setting off the alarm. This unit can in the future be upgraded to indicate the exact location where the smoke detector indicates a problem.

However, I did speak with the Simplex technician concerning the upgrade of the system. He informed me that due to the size of the Library all that was really needed was an indication of the floor that had a registered problem. This will allow the responding fireman to check the indicated floor without having to spend time searching the entire building for the problem

Workforce Grant

The New York State Adult Literacy Workshop Development will end on June 30th at which time a final written report on the project must be submitted to New York State. I along with the reference staff can report that the project was a success.

Although I don't have the exact numbers of job seekers using our Workforce resources, I can report that there were many referred to our Library through our partnership with the Town of Oyster Bay. Publicity was a big part and some job seekers did learn about the Workforce Center through our newsletter. I do think this service is most important and the Library should devote resources to continue and expand the project in the future.

Staff Manuals

This past month I devoted time to updating both the Personnel Manual and Emergency Preparedness Manual. There were just a few changes to the Personnel Manual, all reflecting the recently enacted legislation. As there were changes in contractors and also new upgraded requirement (i.e. Fire Box Panel, Security and

Alarm system) it was most important that these changes were included in the Emergency Manual.

Public Access Computers

Our public access computers were outdated and because they were very slow the Librarians reported that patrons were complaining. When Comprise updated the software for the SAM on-line printing system, the result was major printing problems. We purchased eight new upgraded public access computers. A representative from Comprise spent almost two days installing the software. Michael also spent time after Comprise left as there were many issues involving the new printers. All are now up and running. There are a few minor problems remaining with the printing system that should be cleared up very soon

NewStaff Member

Our new senior clerk is now on board and learning the various technical duties in the back workroom. Jennifer is certainly well qualified and does seem to be enjoying her new position. I was also able to fill the position of non-competitive clerk. The person will start as soon as approval is received from Civil Service. She is most pleased to have the opportunity to work at our Library. I am now in the process of interviewing for a Library page.

Retirement of Director

In anticipation of my pending retirement I have devoted much time and effort to tying up loose ends. This has included writing the final summary for the Workforce Grant, checking the policy manual for the inclusion of all recently board adopted policies, and closing out the entire HVAC project. I also will compile a list of important future activities that must be attended by the new director (i.e. closing out the 2016 Public Construction Grant, writing a new, three year Long Range Plan of Service to replace the one that is expiring in June 2018, and updating the policy manual as pending legislation is enacted,)

It has been my pleasure to have had the opportunity to service a fine community as the Director of the Plainedge Library. I have enjoyed the support of the staff, the board and most important the community. I know that the Library is and will continue to be a most valuable, respected and important resource within in the community.

