

# **Director's Report**

**June 11 – July 8, 2024**

## **HVAC Project**

According to BBS Architects:

The lead time for the equipment is 8-12 weeks therefore Spring 2025 would be the best time for construction.

Timeline:

- Out to Bid: July 11, 2024
- Receive Bids: July 29, 2024
- Contract Award: Board meeting following bid opening date.
- Bonds and Insurances: August 2024
- Approvals and Submittals: August / September 2024
- Order Equipment: October 1, 2024
- Construction Begins: Spring 2025
- Substantial Completion: Summer 2025

The schedule will be indicated in the documents, with the extended timeline for start of construction, similar to the elevator project.

## **TOH Building Department Inspections**

On June 18th, 2024 Certificates of Approval were issued by the TOH BD to licensed plumber Joe Plansker (Dedicated Plumbing and Heating, Inc.)

- Plumbing Fixtures (21 Plumbing fixtures)
- Gas Plumbing (Gas boiler and Indirect Water Heater)

## **Elevator Project**

The Closing Assurance & Certification of Program Compliance form was signed by board President John Scaparro and attached to the Final Expenses form to DLD.

*Submitted by Frank McKenna, Director*

## STAFF REPORTS

### Ida Zaharopoulos, Assistant Director

*Hoopla*: I spoke to a representative from Hoopla. Going over all the specifics and pricing. It will be made available to the public by the end of July.

#### *Library of Things – New Items*

- Happy Birthday signs – 2 of them, 1 is to replace the one we currently have because of wear and tear
- Metal Detector
- Different Tonies for the Tonie Box
- Pickleball Set

Assisting Frank with the interview process for the Part-Time Cleaner positions  
Computers and Printers – Replaced Reference Printer with Jillian's printer. It's an HP Smart Tank printer which uses refillable ink. Hopefully it will save us money as toner is quite expensive. I purchased the same printer for Jillian.

I will be replacing Sabrina's computer because it is very slow and an older computer. I will also be replacing 4 public computers as they are still running Windows 7 and updates are no longer supported.

Replacing all the catalogs which run on Chrome Boxes to PC's. The Chrome Boxes do not support the new VEGA catalog. I'm going to try to use the old public pc's instead of buying new ones.

#### *Bus Trips*

- Mystic Seaport Museum & Downtown Mystic– Thursday, August 15th
- Hudson Valley (Dutchess County) guided tour of the Staatsburgh (Ogden Mills Mansion), lunch at the Beekman Arms (oldest inn in America) and a visit to the Trevor Zoo - Tuesday, September 10th
- Northport – John W. Engeman Theater to see Clue - Saturday, September 28 th (with Massapequa Public Library)

Recorded second interview of Benedict Sohm on Friday, June 21st  
Meetings

NCLA/SCLA Technology Meeting Virtual - Thursday, June 20th  
MLD – Member Library Directors - Wednesday, June 26 th at NLS

## **Cathy Cincotta, Head of Circulation**

Started placing orders of children's books through Baker & Taylor

In the process of ordering book pockets as Baker & Taylor is no longer offering that service

- I am looking at prices for new barcodes and library cards.
- I am currently not offering Notary Services as I am only coming in part-time.

## **Eric Wasserman - Adult & Special Services**

### Outdoor Concerts:

June 29th – “Pump” – approx. 250 attendees

### Book Discussion:

June 19th – “Black Cake” – 13 attended

### Oral History/Story Corps Project:

Ida and I interviewed Ben Sohm for the second time on Friday, June 21st. He is an endless source of great Seaford history.

### Virtual Meetings:

“Outreach 101” on Monday, June 3rd

### Adventureland Tickets:

They are going out like hot cakes. We sold 134!

## **Children's Department**

Jackie Lopez:

Attended Virtual Children's Meeting on 6/12/2024

Sabrina Boglioli:

- Attended *King: A Life*, with Author Jonathan Eig presented by Long Island Library Resources Council on 6/12/2024  
6/18/2024- Sabrina Boglioli
- Summer Reading Nassau Digital Doorway Committee presented by NLS Grace Palmisano on 6/18/24

Kristina Fuessler

“Unattended Children: How to talk to parents about their children's behavior”  
presented by Ryan Dowd

SPL Children's Staff Summer Reading Staff Meeting – 6/14/24

Volunteer Training (zoom)

6/19/2024- 75 volunteers signed in

Summer Reading Kick-Off Celebration

6/28/2024- Bounce House, Meet and Greet Ariel, Face Painting, KONA Ice Truck and Summer Reading registration- HUGE SUCCESS!

As of 7/1/24- **309** children registered

Sabrina Boglioli has been selected to serve on the OverDrive Acquisitions Committee

**Kristen Jording** – Adult Services

Participated in the Summer Reading Kick-off event on Friday, June 28th . So far, we have about 217 adults registered. Adults can either register and submit book reviews ONLINE or in-person at the Reference Desk. The last day to submit book reviews will be Saturday, August 17th .

We will be participating in NY State Senator Steve Rhoads book drive. It will be in cooperation with Book Fairies. This will take place from July 21st through July 27<sup>th</sup>. They will drop off a large collection box in the lobby of the library to gather new and gently used books. These books will then be distributed to families in need throughout our community, ensuring that everyone has access to the joy and educational benefits of reading.