

# **Library Director's Report**

## **October 2024**

### **HVAC Unit Replacements**

On Friday, October 4<sup>th</sup>, our architect Scott Bova and the engineer he is working with, Matt Waldroff from Jade Stone Engineering, met with representatives from Mazza to look at the HVAC units that are being replaced. They wanted to confirm that the new units Mazza has proposed will work with the renovated and expanded building being planned. The replacement for the back (i.e. southeast) part of the building (RSZ1) was confirmed as sufficient for that portion of the building, including when renovated for the new teen room and office area. The replacement for the multizone unit, RMZ1, located in the southwest quadrant of the building, was found to be adequate for current needs, but the newly expanded area will likely need a dedicated 5<sup>th</sup> unit.

The major issue discovered during this visit was that the location of RMZ1, and its replacement, would prevent the second story from being located in the area originally proposed by Bova. The reason is that the units that were installed on the building in around 1973, were designed to minimize costs for duct work and other interior changes that would have to be made. The Seasons4 units that replaced these units in the 1990s used the same rooftop curbs and required no changes to interior ductwork, electric, etc., making them the most economic replacement option. The same was true when two of the four were replaced in 2020. However, Seasons4 and units like them, are actually uncommon these days; they are expensive and, compared to other HVAC types, not energy efficient. The architect did not realize the units we have are ones that cannot reasonably be moved without cost prohibitive work to make it possible – not only new ductwork, electric, thermostats, etc., but more importantly, due to the weight, new building supports that would have to be put in place to safely relocate the units to another part of the building, even just a few feet over.

Bova was able to come up with a new design (at no additional cost to the Library) to provide the second story option in a slightly altered location that will offer a larger gallery space and additional side doors facing the parking lot. He wants to do a little more work on it and will then be ready to present it to the Board.

Now that Bova and his engineer have agreed to the units proposed by Mazza, we can move forward with the replacement project. We have provided a PO to Mazza which will be submitted to the Scarlette Group for approval through the TIPS process. A 3<sup>rd</sup> party reviewer will review Mazza's quote to ensure it's in line with regional fair market values. As long as it is, they will give the go-ahead for us to proceed with Mazza for the replacement project.

As a reminder, we were awarded \$253,469 in NYS Construction Aid for this project, based on a quote in the amount of \$337,959 in 2021.

### **NYS Construction Aid**

On October 1<sup>st</sup>, the NYS Education Department/NYS Library announced that the Olean Public Library's 2023/2024 Construction Aid application to renovate the two public restrooms was approved. We will receive \$68,625 from the state, which is 75 percent of the project quoted at \$91,500. The project also includes new colored metal panels to go under the windows on the exterior of the building, and a new tankless hot water heater to provide hot water throughout the building. With the planned building expansion and renovations, however, we will likely amend the application to have the aid go towards the new multi-stall public restrooms being planned. We will probably eliminate the colored panels, as Bova has planned significant updates to the building's exterior.

One of the restroom floors is in need of repairs (the concrete is lifting and cracking, ruining the tile flooring and pushing the metal restroom stall out of place); these repairs were included in the scope of this grant. The repairs should be done soon for safety reasons, as the

floor is a potential tripping hazard. It's concerning, as the work may be costly and could possibly reveal bigger problems that will need to be addressed. I plan to reach out to Shembeda or another company that does plumbing to see if they can give us an idea of what might have to be done to fix the problem. Bova suggested that if a plumber doesn't find the problem, that we contact a local structural building engineer to come in and take a look at it.

As reported at the September meeting, CCLS wound up with approximately \$250,000 in unallocated Construction Aid this year due to one of the member library's projects not being able to go forward. Initially, OPL decided to sit this year's round out, as we are concerned that projects that won't be funded for another year or two might be irrelevant by the time we go out to bond for the building expansion. However, I spoke with the architect after hearing about the funds, and he came back with a proposal to create a new, larger teen room with two attached small group study rooms as a standalone project that would be included in the upcoming renovations. I attached one of the architect's drawings with the proposed area circled and labeled. I completed the grant application in late September, and CCLS has submitted it to the state for its approval. The CCLS board approved funding 61.5 percent of the cost of the project (\$195,120), with our match being approximately \$121,880. The project is proposed to cost about \$323,698, so our match will be slightly more than 38.5 percent (the original quote came in at \$317,000 which is what CCLS was working with when they approved the allocation).

### **Building Insurance Update**

As reported at the September meeting, our building insurance policy with Utica recently renewed. Scott Brook came in to discuss it with me, and as part of that discussion, he asked if the amount we have the building covered for (i.e. to replace the building in the event of a total loss) was adequate. Our current building limit is set by Utica and is only for \$4,357,927. Our coinsurance requirement is to be covered for 80 percent of the building replacement cost. I told him I didn't think that was an accurate reflection of what it would cost to rebuild if such an event ever came to pass. He suggested I check with the architect to get a more realistic number for a building of our size. According to Scott Bova, to rebuild a 19,500 SF building, we would be looking at somewhere between \$10M-12M. Brook said that, depending on how much we wanted as the replacement cost, our policy would increase anywhere from \$1,875 for \$8M in coverage to \$3,909 for \$12M (\$2,670 for \$9.6M). He thinks the amount set by Utica is due to them viewing the building as a renovated supermarket.

He has been going back and forth with Utica for the past month, as they do not believe Scott Bova's building replacement cost estimate is accurate. Brook thinks we will need to submit a more detailed cost analysis using an "RC Building Cost Estimator" in order for Utica to agree to increase the limit. I am requesting something in writing from Bova to hopefully convince Utica that our current coverage is insufficient. Bova was shocked by the insurance company's apparent lack of understanding of current costs of new construction and suggested we switch to another insurer.

Jan Dekoff checked with an attorney regarding the need for a crime policy to cover the tax check. The attorney never heard of such a requirement and could find no statutory or regulatory requirement related to this. I instructed Scott to drop the policy, which will save us \$1,075 annually at the current rate.

### **NYSLRS 2025 and 2026 Estimated/Projected Bills**

The most recent estimated bill from the NYS Retirement System for 2025 is \$89,132 or \$88,496 if prepayment is made by December 15, 2024 (we always prepay). The estimate is calculated using 4/1/2023-3/31/2024 reported salaries. The estimate we received last year when preparing the 2024 budget was \$81,097 or \$80,518 if prepaid, so it ended up coming in higher than anticipated. We budgeted \$80,518 for the bill we pay in December 2024.

In September, we received a projected estimate of the 2026 bill in the amount of \$102,801 (\$102,067 if paid in December 2025), a substantial increase over what we budgeted

based on the estimate received in 2024 of \$81,097/80,518 which was all we had to go on when we were working on the 2025 budget in early 2024.

### **September Gifts/Grants/Donations [Action Item]**

Per our Policy on Acceptance of Gifts, Grants and Bequests to the Library, the Board must formally accept the following: in September, we received \$12,000 from the Friends of the Library for the annual Book Endowment gift; \$812.65 from the Marjory Burdus endowment (payments are received quarterly); \$50 memorial donation for Molly Wagner, \$400 memorial donations for MaryLou Muir, and \$50 memorial for Jerry Colf; \$35.53 in anonymous donations.

### **Personnel Updates [Action Item]**

Treasurer Diane Weatherell submitted a letter of resignation on October 5, 2024, with a resignation date of October 19, 2024. The Board should approve her resignation for the minutes.

### **Friends of the Library**

As reported last month, the Friends of the Library nominated Coordinator of Children's and Family Services, Kathy O'Malley, for WNYLRC's 2024 Library All Star Award, and WNYLRC selected her as the recipient. Kathy will receive her award at the WNYLRC Annual Meeting which will be held on Tuesday, Oct. 22<sup>nd</sup> at the National Comedy Center in Jamestown.

At their October board meeting, the Friends agreed to provide the remaining amount from the Manley grant application that wasn't covered by the Manley Trust. The application requested \$7,733.94 for equipment and supplies to grow our makerspace; we were awarded \$5,000 of that by Manley. The Friends agreed to provide \$2,733.94 to make up the rest of the funding. They plan to feature the makerspace in their Giving Tuesday fundraising efforts this year.

They also approved up to \$125 for the Children's Department Halloween celebrations – every year the Friends provide funds for Kathy to purchase donuts and cider for the children attending the events.

Several Friends commented on seeing a number of trustees at the last wine tasting fundraiser. They truly appreciate knowing Library Board members support their events and the hard work that goes into them.

### **News from the Library**

The CCLS Annual Meeting was held on Wednesday, October 9<sup>th</sup> at the Chautauqua Harbor Hotel in Celeron. The first part of the meeting, 3-5 PM, included workshops for staff and trustees. Jan Dekoff ran a workshop, geared towards trustees, on fundraising. I attended this one as it was more relevant to my professional interests than the workshop geared towards staff. While the training seemed to be mostly for smaller libraries who don't have active Friends groups, there were still some helpful and interesting takeaways. Jan mentioned the importance of putting a "vote calculator" on the library's website when going out for a public vote on a funding referendum (see the one on the Ellington Farnam Library's website as an example: <https://www.ellingtonlibrary.org/vote-info/>). Voters can enter their home value and see how much the tax increase will affect them. She also mentioned the importance of handwritten thank you notes from trustees to major donors.

The evening portion of the meeting included the annual business meeting (in which Reed was voted in as the next CCLS board president!), dinner, and the keynote address, which given by AnnaLee Dragon, Executive Director of the New York Library Association. She discussed the importance of library advocacy on both the local and state levels. She also gave an overview of NYLA which has gone through some significant reconfigurations in recent years, to make it more fiscally sustainable and to allow them to streamline what they do with a very small staff. She is an engaging speaker and it looks like she is having some success in turning NYLA around and getting it back on a good footing.

At the meeting it was announced that the James Prendergast Library's Executive Director, Anne Green, will retire in February 2025. She has worked at JPL for over 18 years, and served as the director for the past 5. The next director is being appointed from within – Tress Williams will take over upon Anne's retirement.