

Director's Report
Budget Hearing and Special Meeting
May 6, 2015

The meeting should commence with the Budget Hearing, which in the past has taken less than five (5) minutes, as there was no audience in attendance.

Following the Budget Hearing, the Board can address the West End Branch developments and proposals for equipment and furnishings. With respect to developments, please be advised of the following:

- The data circuit for the Branch has been ordered from Verizon with expected installation from four (4) to six (6) weeks or beginning to mid-June or earlier.
- Since the Verizon voice line installation only takes a few days, we are waiting so as not to pay charges when the Branch is unoccupied.
- The carpet has been ordered with anticipated installation in mid-May
- Painting is in progress and should be completed by the 8th of May.
- Liability and flood insurance coverages are in progress.
- Parking for handicapped drivers has been requested from L.B. Police Department's Traffic Division and, as of May 1st, was under consideration.
- **With respect to handicap access and fire evacuation, Building Department Head Scott Kemins inspected the facility on Friday, May 1 and maintains the entrance and ramp are compliant.**
- The PSEG-LI account will be opened during the week of May 4th, as a check signature is awaited.
- The Library Assistant position for the Branch has been announce by L.B Civil Service, with a list of eligibles expected in July because it takes the State one (1) month to evaluate the responses. This is a civil service position because the Branch staffer will work more than 17.5 hours. In the meantime, part-staff will be rotated through the Branch.

Regarding equipment and furnishings, please be reminded the Board has approximately \$20,000 from an anonymous donor, \$10,000 from a proposed Ford grant and \$12,995 remaining from the Skelos grant for a total of \$42,995. Thus far, \$4,188 has been expended, leaving \$38,807. The Board is to decide the following:

A. Circulation Desk: The following pricing has been obtained

1. Library & Records Management Systems State Contracted Desk. \$3,830.00

This custom made L shaped configuration made of water resistant steel consists of three sections with two mobile pedestals, a service ledge and a front with a color to be determined. Manufactured in six (6) weeks and installed on site. See Attachment 1. **Shipping is included**

2. Demco. \$1,639.00

This L shaped configuration is made of ¾ inch oak and oak veneer with a flat surface and two pedestals that are not mobile and the unit is not water resistant. This desk ships in ten (10) days to the site and **requires staff assembly**. See Attachment 2. **Shipping is an additional \$791.**

3. Demco. \$1,219.99

This 5.5 foot desk is one surface made of the same materials as the above L shaped desk and has built in pedestals that are not mobile. Like the above it also ships in ten days but **requires assembly**. See Attachment 3. **Shipping is an additional \$623**

4. Office Furniture Store \$475.00

This 5.5 foot laminate piece comes from an office liquidation sale, must be purchased at the warehouse, is not water resistant, requires staff assembly and can be delivered to the site upon request.

B. Pirouette Nesting Tables. \$1,925.00

At the above price, there are three (3), six (6) foot tables for computers and one (1) table for the printer and scanner. These **state contracted** KI training tables from LRM are mobile and nest. See Attachment B

C. Strive Nesting Chairs. \$1,700.00

These six (6) **state contracted** Kruger International (KI) armless chairs from LRM have an upholstered vinyl seat and resemble the ones in the Quiet Study, as per Attachment C.

D. Computers. \$4,403.00

This state contracted proposal consists of one (1) circulation computer and six (6) public computers with Windows 7, 8GB of memory, 500GB of storage, an Intel Core i5-4590S processor mouse, keyboard and three (3) years of hardware support.

E. Printer, Scanner, bar code scanner and receipt printer \$1,636.00

Related to the public computers is the HP 600 series 601N printer, which will cost no more than \$635 and a Canon Image Formula DR-C225W Sheet fed duplex Scanner, which is a stand-a-lone unit, at a cost of \$539.00. Related to the circulation computer is the Honeywell 1900 Xenon barcode scanner, including holder, at a cost of \$264. This reader is able to scan library card bar codes that are embedded in the user's cell phone. Finally, the Star TSP 100 receipt printer is priced at \$198.

F. Crayon Kiosk (accompanying iPads in section G below) \$854.29 or \$994.29

The Crayon Kiosk itself in red blue or yellow and the price difference is based on the number of pads to be mounted

G. iPads for Crayon Kiosk \$1,198 or \$1,797

Unit pricing (\$599) for the iPads is standard for these 64GB units. However, since this is a remote site, it is recommended that the vendor of the kiosk, Aridan Books, manage the system for an additional \$99 annually.

H. Shelving (previously used) \$1,660

Metal shelving would come from American Interfile; the company used to move Point Lookout and the boxed materials from the second to the first floor at the main building after Sandy, in off white and is in good to fair condition.

I. Storage Cabinet \$1,045

This KI storage cabinet is state contracted, for the auditor required safe and has a file drawer and two (2) shelves for reserves.

J. Signage \$745

The above the door façade signage would use the same laminate and printing as the current THRIVE sign at a cost of \$745 installed.

K. Casual furniture \$5,135

This is also state contracted KI furniture consisting of four (4) chairs with arms and one (1) coffee table, which are light weight and consequently easy to move. See Attachment D.

L. Additional electrical work \$540

Consulted with Mr. Panobianco's electrician, All Good Electric, for an additional isolated ground quad outlet for the circulation computer.

The total cost of these items, using the more expensive circulation desk, is \$25,411, **bringing the total with the carpeting to \$29,599 and leaving \$13,396. The only item for which pricing is awaited is a mobile shelving unit; however, beyond the carpeted area, there is a gap between the wall and the floor. To cover that gap, the carpet vendor will install a vinyl molding at a cost to be established.**