

Director's Report

October 16 – November 14, 2014

This was another hectic period highlighted by the notice of an anonymous donation in the sum of up to \$20,000 from a member of the Avanti Society for the exclusive purpose of furnishing the West End Branch Library (see Agenda). Other related highlights were visits to New York and Queen Borough Public Libraries' Branches and discussion of focus group questions for the new branch. The primary conclusion from those visits is that the furnishings should be metal not wood. The period also featured two music festivals, receipt of the Pana Board funded by Comfort Long Beach, attendance at another meeting to prepare for a New York State audit (see agenda items below), receipt of notice and processing of a last Weisenberg program grant, completion of the 2013-17 Labor Contract (see Agenda below) and follow-up. With respect to the branch property, the lease has been completed, signed and delivered to the owner. Staff received the keys from Mr. Panobianco on the 13th and wall preparation, as a precursor to painting, will begin early next week. The Director and Assistant Director visited three Queens Borough Branches; Arvene, Broad Channel and Far Rockaway and two (2) New York Public facilities, Mariners Harbor and Stapleton. The NYPL branches were far more illuminating as they had sustainable materials. Regarding West End focus group(s), a meeting is scheduled for Saturday, November 15, 11:15 to develop questions and the process will be led by Nassau Library System Assistant Director Caroline Ashby. The music festival season concluded with the third annual Long Beach Roxx NY and Kicking Country programs. With receipt and training on the Pana Board smart Board, the Library has requested the promised funding from the Comfort Long Beach Foundation and related thereto is the anticipated receipt of the contracts for the EcoMedia lighting project grant. The Director attended a second meeting on how to prepare for a New York State audit, which revealed some additional elements that are required and the confirmation that the State auditors will find something regardless of how much is done. With respect to further grants, retiring Assemblyman Harvey Weisenberg indicated he was working on obtaining another program grant for the Library and he indeed succeeded, as acknowledgement was received late in October. The requisite application, description and explanation were mailed the very next week. Regarding the 2013-17 Labor Contract, it has been prepared by the Library's attorney, reviewed by the Union and is ready for signatures by both parties. Further, an extensive

and varied agenda follows starting with the acceptance of an anonymous donation to furnish and equip a West End Branch.

Acceptance of Anonymous Donation:

As noted above, in a letter dated October 31, the Friends of the Library were informed that an anonymous donor from the Avanti Society wishes to make a donation of up to \$20,000 for the “exclusive purpose of furnishing the West End Branch of the Long Beach Public Library.” The donor understands that such money will be devoted to furniture, computers and other furnishings with the following conditions:

- Money is to be used exclusively for the West End Branch.
- Appropriate receipts and documentation will be provided “to insure that these funds were used exclusively for the West End branch and for the purpose specified.”

The money will be donated to the Friends of the Library in one lump sum because the Friends have the appropriate tax status.

Core Collection and Long Beach Databases:

The Core Collection of databases is a cost effective package of databases covering a wide variety of subjects, available to all member libraries and recommended for another year, during which time all elements will be assessed. For Long Beach, the approximate cost of the Core Collection is \$18,028 based upon 53 subscribing libraries. The budget included \$19,238 for this item. The collection includes ProQuest’s Entrepreneurship, Hoovers, ABI Inform and the Financial Times for business, the Historical NY Times, ProQuest’s Newsstand, which includes some African American publications, for newspapers, ProQuest’s Computing, Education, Health Management and Science Journals for research, the Health and Wellness Resource Center, Lit Finder, and Science in Context from Gale Publishing, the History Reference Center and Primary Research from EBSCO Publishing, Learning Express, LexisNexis Express for legal searching and the Annals of American History, Britannica’s 21st Century Explorer, Webster’s Dictionary, World Data Analyst and Britannica’s Online Learning Center and Global Reference Center.

Thus, at approximately \$18,028 the Core Collection is recommended. In a related matter, Long Beach subscribes to eight (8) additional databases at an estimated cost of \$5,893; \$6,014 is budgeted. Those databases are A-Z World Traveler, ABMS Medical Directory, ALLDATA (car repair), Credo (package of ready reference titles), Novelist (readers; advisory) Historic Newsday and Sesame Street. These databases are also recommended.

Charging Station:

The EBSCO Professional Partnership Group proposes to install a Courtesy Charging Station, which normally costs \$1,395 but will be no cost for two (2) years because of the sponsorship of Myerson - Roth Co. DCAP Insurance. The floor stand station measures a tad over 4' high, charges nearly all devices, including two (2) older Apple phones, laptops, tablets and iPhone 6's, and is warranted for two years. At the end of the initial period, there will be a renewal rate to be determined; however, a renewal from the current sponsor is an option or a new sponsor could be sought or the Library could opt not to renew. To defray the initial cost, there will be a sign for Myerson – Roth Co. and a disclaimer that the Library is not responsible for devices left in the station.

Change Order for First Floor Pendant Fixtures:

There are fourteen (14) pendant fixtures on the first floor with glass covers made by American Glass. During the seventeen years (17) since the initial installation, the glass has cracked where the glass meets the metal plate/screw attachment that keeps the glass in place. Before the lighting project, two of the glass covers were replaced but American Glass has only ten remaining; however, several of the glass diffusers are cracked and should be replaced during the lighting project to ensure safety and achieve uniformity. The cost of replacing the pendants, as recommended by H2M, varies with the fixture, as follows. Also see attachments.

- Verona AIP 9050 \$1,147
- Saratoga AIP 8224 \$1,213
- Clayton AIP 8175 \$1,260

- Homestead AIP 8169 \$1,280
- Chatham AIP 8179 \$1,340

The total cost is a multiple of fourteen (14) **BUT there will be NO labor charge**. If the Board accepts the change order, administration recommends the Homestead pendant at \$1,280 because it does away with the plate/screw assembly, which is contributor to the cracking, and has a more delicate trim. What's the Board's pleasure?

Building Repair and Maintenance Contract:

From time to time, the automatic doors fail to operate and the custodian must use the reset mechanism to restore service. The problem originates with the sensing devices on both the exterior and interior doors, which had been diagnosed earlier before the vendor change. These sensing wizards should be changed soonest before there is a more serious problem and the current contractor, Assay Abloy, proposes to make this change at a cost of \$1,935 for the three devices, which are \$645 each. The repair is recommended to avoid more serious issues.

In another building related matter, the heating, ventilating and air conditioning service contract is subject to renewal by Sav Mor Mechanical Services, Inc. The three (3) year contract calls for the following: First Year --- \$3,235; Second Year --- \$3,305, Third Year ---\$3,375. The increases approximate 2.1% annually and contrast with the budgeted \$3,539. With respect to the West End Branch, adding service for the extant air conditioner and boiler approximates \$250; however, the units require inspection before the exact price could be determined. What's the Board's pleasure regarding this renewal?

F*E*G*S Human Resources Program:

F*E*G*S administers a Work Experience Program, which assists individuals on public assistance to prepare for and improve their work skills while providing a pool of applicants who are pre-screened and motivated to work. The program is operated in collaboration with the Nassau County Department of Social Services and the Library is expected to provide supervision, a "useful public purpose assignment in such fields as health, social services,

environmental protection, education, urban development, recreation, operation of public facilities, public safety or child day care”, pay for workers’ compensation and maintain attendance records. The assignment of a participant must not displace any current employee, result in the loss of a job or position or result in the impairment of existing contracts for services or collective bargaining agreements. The assignment cannot result in the performance of a “substantial portion of work ordinarily and actually performed by a regular employee.” The number of hours a participant can work is determined by the amount of assistance, as determined by the Social Service Agency, which may also advise as to the participant’s limitations. The Library may terminate a participant provided a written evaluation of performance and the reason for termination is provided promptly. This program was brought to the Board several years ago; however, they declined because of the need to pay for workers’ compensation, which is unknown at this time and dependent on the type of work assignment. E.G. a laborer will cost more than a clerical. In conclusion, it would be nice to have an extra cleaner but what’s the Board’s pleasure?

New York State Auditing Requirements:

At the October 29th workshop on how to prepare for a New York State audit, certified independent auditor Albert Coster of the firm Baldessari and Coster, indicated that enhanced Conflict of Interest and new Whistleblower Policies are needed. To that end, drafts of those policies are attached to this report. The Conflict of Interest Policy will super cede the previously adopted policy and this draft is based on an IRS sample while the Whistleblower draft is based on a sample from Buffalo and Erie County Public Library. Further, Coster indicated safes were needed at main and the branch (es) and cash registers are needed at the branch (es). To comply with these auditing requirements, the policies and following acquisitions are proposed:

- One (1) Sentry Safe SFW 123DSB for main, which is 1.23 cubic feet, at a cost of \$215 from Amazon.com
- One (1) Sentry Safe XO55 Security Safe for Point, which is 0.5 cubic feet, at a cost of \$65.
- One (1) Casio Cash Register SG-1 Series for Point, at a cost of \$86.

What's the Board's pleasure? In a related matter, the R.S. Abrams independent audit will be reported at the December 10th Board meeting, as Ms. Lessard continues to work conscientiously and diligently to prepare the capital asset inventory, the compensated absences report and health insurance costs.

Old Business:

With respect to unfinished business, there are several items the Board previously tabled, as follows. Salerno Brokerage, the Library's insurance broker of record, has obtained the following quotes from Wright National Flood Insurance Company, the only underwriter for this insurance, for contents valued at \$200,000 for one (10 year:

- A premium of \$3,982, with a \$1,000 deductible.
- A premium of \$3,584, with a deductible of \$5,000
- A premium of \$3,254 with a deductible of \$10,000
- A premium of \$2,682 with a deductible of \$20,000

Regarding the contents valued at \$200,000, the dollar value of 8,793 items of library materials; books, electronic devices, films, recorded books, etc. entered into the ALIS computer system was \$183,852 in mid-September. With respect to the furnishings, shelving alone was purchase at a cost of \$12,835, while the reference desk, table and computers were brought from the former branch and cost at least \$2,000. This does not include the carpeting, which was purchased and installed for \$4,381 Thus, the alternate quote with a value of \$100,000 is not comparable. Finally, the fact that the owner does not carry or recommend flood insurance because the elevation in Point is higher than Long Beach, which may result in less flooding, is another matter. Please note the budgeted amount of \$2,500 was estimated in the spring and in consultation with Ms. Aiello. What is the Board's pleasure?

In a July 8th email Trustee Dwyer requested a Board review of the Program Policy, which is attached hereto but was tabled in August, September and October.

Trustee Dwyer indicated a desire to discuss the Library newsletter's dateline during the course of the September and October Board meetings. For the Board's information, please note the following regarding the dateline. Organizational events submitted to the Library by the tenth of the month before publication are included. (EG) an organization that has a December event should submit the information by November 10th or so for the December newsletter. Any Long Beach School District organizational event can be accepted contingent upon constraints of newsletter space. However, with the advent of EventKeeper and as the staff becomes more familiar with its capabilities, this may expand with the Board's approval. Regarding the latter, Mr. Dupont is increasing his familiarity with the program and any questions are answered by Plymouth Rocket's online help or a call to Jim Stewart.

At the October meeting, Long Beach Art League representatives requested lighting on the exhibits during all hours of Library operation. Board President Arnone appeared at the November meeting of the League and apparently has a tentative solution.

Finally and although the Board approved the wording of the Point Lookout plaque, enclosed in the packet is the final proof copy for the Boards approval.

Follow-Up:

With respect to previous Board actions, please note the following. At the October 29 public meeting, the Board provided contingent approval of a lease for a West End Branch Library located at 903 West Beech Street. That lease was finalized on Tuesday, November 11 with the receipt of the Certificate of Occupancy and the library attorney's final review. Keys were obtained and the lease provided to the owner on the 13th of November. Related thereto were October 30th conversations with Legislator Denise Ford and the City's Director of Economic Development Patricia Bourne. **Ford indicated that computer equipment for West End could be the subject of a legislator grant if the equipment had a five year expectancy**, which could be accomplished by contracting with the Long Beach Public Library, which in turn would cede the equipment to the branch. Bourne will be on the lookout for applicable funding opportunities. Pursuant to the Board's decision not to raise the fee for the provider of the Pilates program at the Point Lookout Branch, the Director left a voice mail message confirming that action. There was

no reaction from the provider and the program ends on the 17th of November. Good and Welfare has been incorporated into the Public Participation Guidelines at Board meetings. Computer vendors were informed that the Library will use the time and materials approach to technology emergencies.

News Bites:

The lighting project was delayed somewhat as the contractor, Facility Solution, Inc. corrects their insurance certificates. Originally they had H2M and the Library as certificate holders, which is incorrect and is in the process of being corrected. In a related matter and now that the lighting contract has been awarded, EcoMedia is formulating contracts for the \$70,000 grant. Hopefully the documents will arrive by next week for the attorney's review.

The new delinquencies, fines and miscellaneous revenues tracking software will be installed on Tuesday, November 18 and the staff will be trained that day. Related thereto was the Thursday, November 13th installation of the switch for the credit card terminal.

The annual meeting of Nassau Library Trustees is scheduled for Monday, December 1, with refreshments from 7:00-7:30. The tentative agenda includes a review of the proposed NLS budget, which increases 1.3% or \$42,476, a discussion of the tax freeze legislation and tax cap budgeting strategies. Parenthetically, for those municipal budgets with a calendar year, the cap is 1.56%, which applied to fiscal year budgets; most libraries and schools, would translate to an increase of only \$49,637 for this Library.

While the Pilates class at Point draws to a close with seven (7) participants, there has been a request for a Gigong class to be provided by Marianne Farina who is the instructor at Main. Gigong is the practice of aligning body, breath, and mind for health, meditation, and martial arts training. Gigong is traditionally viewed as a practice to cultivate and balance qi or what has been translated as "life energy". In response, the Director emailed the Community Outlook and The Point Civic Association asking them to run an interest assessment to ascertain how many would partake in such a class. In a related matter Tai Chi Chuan instructor Elizabeth Connors suggests such a class in Point. Perhaps when the weather becomes more accommodating, the community should be asked for their input on programming, as it appears to

be heavy tilted toward exercise and meditation. In a related development, your Director continues to believe that charging for the Pilates class at Point and not at Main is discriminatory and unfair.

Miscellaneous items include the following. The CAPIRA mobile application for iPhones and iPads has reached BETA testing. Adult librarian Eileen Pollis staffed the Sunday, November 9 meeting of social service organizations at St Mary's Church serving the Spanish Community. Organizations represented were the Library, LI Cares, the LBFD, Circulo de la Hispanidad, OEM, the Red Cross and others. (See enclosed pictures). *The revised fee for library cards for out of county residents is \$370*, which is calculated by multiplying the average per capita local support for member libraries times the average number of people residing in a Nassau County household according to the Census and enables system wide use, including Direct Access. Finally, **former Library Trustee and avid reader Richard Spier recently passed at the age of 95 and his family is memorializing his contribution to the Library by donating two (2) computers to the main library.** Elizabeth Moseman donated funds for the purchase of a book in memory of Harry Reiter who recently passed at 96.

Regarding library activity, monthly borrowing rebounded 1.2%, as book circulation increased 3.2%, film borrowing increased 2%, miscellaneous items were up 1% but recordings were down 11%. Holds filled increased nearly 1% while remote usage increase 2%. Library developed program highlights in October were as follows:

○ Long Beach Roxx NY music festival, 11 sets	552
○ Orlando Marin The Last Mambo King	145
○ World music, violinist	120
○ Music for the Soul and Heart, Eileen Pollis	98
○ Candidates Forum with League of Women Voters	55
○ King Tut, Inside Story	50
○ From Clutter to Calm, lecture	46
○ Mambo and Salsa Dance, instruction	35

Featured co-sponsored programs were:

○ Avanti Society's Kaleidoscope of Music	160
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- The Park Place Condominium meeting 60
- Long Beach School District Retirees annual meeting 55
- Long Beach Art League, monthly meeting 35
- Long Beach High School, Meet the Principal 20

Personnel:

The most noteworthy item is approval of the Management Labor Agreement for the period July 2013 – June 30, 2017.

Regarding personnel actions, please note the following. Part time page Patricia Schram resigned, effective October 28, 2014 to move closer to family. Part time Library Assistant Dorothy Farias has accepted a part time school library media position in North Babylon, which requires her to work one day a week and reduces her Long Beach commitment by 5 hours to 18 hours a week. While Farias will continue to work her regular night and Saturday rotation, the Department Head and Director are reviewing the staffing for this accommodation.