

Director's Report  
June 18 – July 31, 2015

This was an extremely busy period with administration focusing on personnel matters at the Main Library and West End Branch, pursuant to Civil Service procedure, West End Branch furnishing deliveries, the Summer Food program, Little Free Libraries, coordinating the move to an alternate gas supplier for the member libraries, follow-up from June's meeting and other administrative matters. Since the agenda will be rather lengthy, starting with the reorganization, the report will focus on those agenda items, keeping the information section brief. The agenda starts with the ceremonial Oath of Office for newly elected Trustee Barbara Mosca, as the official Oath of Office was administered July 9th.

Oath of Office administered to newly elected Trustee Barbara Mosca.

**Election of Board Officers:**

Since the ByLaws had been the subject of June's agenda proposal to return to the past practice of rotating officers and officers cannot succeed themselves because of the term limit of one year, there is no pattern to follow; hence, the Board is to decide.

President

Vice-President

Secretary

Trustee

Trustee

If the Board is to return to the former rotation of officers, which had the Trustee in their last year of their term serving as the President, then either Trustee Greenberg or Trustee Parr should be

the President this year and then the rotation would be in the proper sequence next year with Trustee Vegh as President because he would be in his last year.

**Annual Meeting Schedule:**

The annual schedule of meetings based on the third Wednesday of each month, contingent upon school vacations, is as follows:

Wednesday, September 16	Wednesday, February 24 (Tentat. Budget)
Wednesday, October 21	Wednesday, March 23 (Budget Meeting)
Wednesday, November 18	Wednesday, April 20
Wednesday, December 16	Wednesday, May 18
Wednesday, January 20, 2016	Wednesday, June 15

The required budget hearing is tentatively scheduled for Wednesday, May 4, 2014.

**Appointment of Board Professionals:**

There are several professionals with their budgeted fees for this fiscal year, who report directly to the Board, as follows:

1. Accountant: Mary Jane Kearns of Shalik, Morris and Company, with the annual fee of \$4,000; unchanged since 2010.
2. Asset Inventory: Industrial Appraisal Company was retained in 2013, pursuant to a Request for Pricing, to perform the asset inventory. Their charge to update the inventory is \$250.
3. Attorney: The current Board attorney has tendered his resignation but will remain until the Board has selected new representation, pursuant to a Request for Proposals due July 31 and enclosed herein.
4. Auditor: Secured through a Request for Pricing, the current independent auditor is R.S Abram at this fiscal year's fee of \$8,700 + \$450 for the annual Comptroller's Report.

5. GASB 45 Calculator: Last year, it was recommended that Milliman Accounting perform the GASB 45 accounting for the independent audit, at a cost of \$2,000 for two years; possibly three, contingent upon when the engagement commences. As a result, there is no fee for this fiscal year.
6. Treasurer: Richard Klenkel is the current Treasurer with an annual fee of \$15,000.

**Appointment of Board Secretary and Records Officer:**

As in years past, it is recommended that the Administrative Assistant be appointed the Board's recording secretary and the Records Officer.

**Appointment of Investment Officer:**

Since New York State permits the investment of fund balances in commercial banks and governmental securities, an investment officer is required; consequently, it is recommended that the current officer, the Library Director, continue to manage these investments, with the advice of the Treasurer.

**Appointment of ALIS Voting Representative:**

Pursuant to the ALIS Bylaws and Users Agreement, each member library must designate one voting representative for that Library and that is usually the Library Director. To that end, it is recommended the Library Director be designated the voting representative and the Assistant Director be designated the alternate.

**Designation of the Payroll Certifying Officer:**

Pursuant to Civil Service Law, an officer to certify the payroll is required. Since this is usually an administrator, it is recommended that the Director continue as the designated officer, with the Assistant Director, as the alternate.

**Authorization of Signatures:**

Last year, the Board adopted the following procedure, pursuant to the State Comptroller's recommendation. All Trustees shall be designated as signatories for Library Schedules, Wire Transfers, Stop Payments and Checks. For Library schedules, there shall be two (2) Trustee signatories and the Treasurer. For Library checks there shall be two (2) signatories, one (1) Trustee and the Treasurer. In the event of an emergency or Treasurer incapacity, Trustees alone can be the signatories.)

**Designation of the Official Newspaper:**

To save tax payers dollars, the South Shore Tribune has been the official newspaper for legal advertisements and is again recommended for such designation. As the official newspaper, the Tribune receives the legal notices for the Board meetings; however, if there is any bidding or any other important matter requiring legal advertising, the Long Beach Herald will be and has been also utilized. Newsday may also be utilized should there be substantially priced project.

**Bank Designations:**

Currently, the Library uses Capital One, CitiBank, First National Bank of Long Island and HSBC for its accounts and certificates of deposit; consequently, it is recommended that these banks be designated for this fiscal year. Bank of America, J.P. Morgan Chase Bank and TD Bank should also be designated for investment should the rates turn upward and become competitive.

**Petty Cash Fund:**

Last year there was an increase in the Petty Cash Fund from \$100 to \$200 because the Fund advances monies to make change for some children's registrations while also paying other miscellaneous expenses like registered mail postage, miscellaneous custodial and program supplies and supplying coins and small bills for the cash register. Since the policy stipulates that the maximum for any single disbursement shall be twenty-five dollars (\$25) and there is a need

for up to seventy-five dollars (\$75), it is recommended that the policy be amended to reflect the maximum single disbursement be up to that \$75. This amendment has been approved by the Treasurer.

**Designating of Worker's Compensation Administrator:**

The third party administrator for worker's compensation is the Utica Insurance Company, which saved premium expenses when compared to the New York State Insurance Fund and PERMA. This policy is renewed annually at the beginning of the calendar year.

**Designation of the Third Party Administrator for the IRS Section 125 Plan:**

By contract, the Library has a flexible benefits plan that is currently administered by a third party, the Preferred Group Plan, Inc. of Albany, New York. Preferred pays claims quickly, is used by the school district for their employees, costs the Library \$360 for the year and is recommended to continue as the administrator for this benefit.

**Designation of third party administrator for the 403B retirement plan:**

OMNI, currently utilized as the third party administrator for the employees' 403B plan, is also used by the school district, will cost the Library \$1,788 for this fiscal year and is recommended for this fiscal year.

**Authorization of Certain Payments between Board Meetings:**

Administration seeks approval to pay the following bills and expenses between Board meetings to meet due date requirements and avoid interest charges for utilities, lease payments, payroll and associated tax and benefit expenses. Purchases at or below \$650 shall not require price solicitations, pursuant to the Procurement Policy.

**Re-adoption of all policies in effect during the previous fiscal year:**

It is recommended that the Board readopt all policies currently in effect and the amended Petty Cash Policy. **This concludes the reorganization portion of the meeting and now on to agenda items, as follows:**

Additional Opt 4 Chairs for West End:

Pursuant to a discussion with West End Neighbors President John Bendo's request for occasional Neighbors meeting at the Branch and the need for program seating, twenty (20) additional Opt 4 chairs are recommended. Lightweight and comfortable, the cost is \$3,270.50, including a transport dolly, which is unchanged from the May price. Related thereto is the receipt of the casual furniture, which has been situated, the mobile displayer, which awaits additional pieces and the window treatments, which have been installed. Additional furnishings and equipment are contingent upon the deployment of the mobile displayer. A suggestion box has been located at the circulation desk and magazines are being purchased from the newsstand until the Library's subscriptions commences. Finally, the start-up cost of the branch to date approximates \$45,500 while Point Lookout was \$41,250.

Skelos Grant:

On June 25th, the Library was informed of a Bullet Aid grant in the amount of \$25,000 from State Senator Skelos. The informing letter stipulated that a proposal detailing the expenditure of this aid must be submitted to the Senator's Office. To that end, administration proposes the following projects:

1. The purchase and installation of an electronic message board at the Main Library perpendicular to Park Avenue would have great public relations and informational value and consume the entire grant.
2. To enhance the technological infrastructure of the main building, the installation of fiber optic cabling in the Main Library to replace the current

Cat. 5 and 5e cabling is also suggested and would also consume the entire grant.

3. Because the current telephone system is nearing the end of its useful life, the acquisition of a new System at an approximate cost of \$15,000 is another suggestion. The remainder of the grant could be designated for the replacement of staff computers or to defray expenses of the seven music festivals.

Additional suggestions are welcome.

#### Carpet Cleaning:

This is the time of year that carpets are cleaned in the main building and branches; however, new carpeting in West End precludes that necessity. At a cost \$3,000, which has remained unchanged, Long Island Carpet Cleaners, Inc. will clean all carpets in main and the Point Lookout Branch. The Library has successfully contracted with this firm for several years after utilizing several others who did not perform the work satisfactorily; consequently, L.I. Carpet Cleaners is recommended to perform the work on a mutually agreeable weekend before the Library reopens on Sundays.

#### Meeting Room Request:

The Long Beach Lions Club Board of Directors requests library space once a month for planning purposes and anticipates an attendance of twelve (12). Their contact person and Corresponding Secretary, Suzanne Reisert, was advised of the Library's guidelines and the need for Club representation at the meeting. **What's the Board's pleasure?**

#### West End Branch Plaque:

The two previous Branch plaques measured 16" x 16" and 8" x 10", with pricing from W.E Baum, as follows:

- 16” x 16”                 \$810, including protective crate charge
- 8” x 10”                 \$345, no crate charge

The Board is to decide the size and the inscription. **What’ your pleasure?**

Strategic Planning Process – Long Range Plan of Service:

The Library had a strategic plan that covered the years 2007-2012 and was prepared to embark on a revision when Sandy struck. Following the Sandy recovery, the Library was again ready to proceed with the process but the Nassau Library System facilitator secured another position necessitating a hiatus until a new person was in place. With the employment of NLS Assistant Director Caroline Ashby and the requisite time to accommodate to new responsibilities, Ms. Ashby is now prepared to facilitate the process for Long Beach this fall. Parenthetically, **a Board approved plan of service is required by the Division of Library Development** and a question is included in the annual report; Section 7; (7.2). As part of the process, the following community organizations, in no particular order, are suggested participants.

Library Board, staff and library user (4)

Board of Education, School Administration and Central Council PTA representative (3)

High School and Middle School Student Representatives (2)

City Council, City Administration and Recreation Dept. (3)

NYS Assemblyman and Nassau County Legislator (2)

Civic Associations (1) each:

- i. East End
- ii. Latino Civic
- iii. Lido Homes
- iv. Point Lookout

- v. Westholme
- vi. West End Neighbors

Not for Profit Organizations (1 each):

- i. LB Reach
- ii. MLK Center
- iii. Coalition Against Under Age Drinking
- iv. JASA
- v. Artists in Partnership
- vi. League of Women Voters
- vii. LB Art League
- viii. LB Historical Society
- ix. LBCOAD
- x. NAACP
- xi. LB Chamber of Commerce

Fraternal Organizations (1 each):

- i. Lions Club
- ii. Kiwanis Club
- iii. Avanti Society
- iv. Knights of Columbus

Miscellaneous: i. Head Start ii. Interfaith Clergy Coalition (1 each)

Although the total number of participants, 37, is too many, the district encompasses a City and the facilitator will work with that number. To proceed, the proposed participants should receive an invitation. **What's the Board's pleasure?**

Old Business:

To review, tabled was the proposal to amend the ByLaws to revert back to the former practice of rotating Board Officers with the Trustee in their final year of office serving as the president. Currently, the ByLaws stipulate the following, "Officers of the Board of Trustees

shall be elected by the Trustees at the organizational meeting... The officers shall be President, Vice-President and Secretary.” This replaced the rotation of officers that had been in effect for decades and came about largely because the rotation went awry with the resignation of then Trustee Freund. While the Board was certainly within their purview to enact this revision, it could be inequitable and facilitate one faction rule. Thus, a person could serve five years on the Board and never become President, as one side continuously rotates the office amongst the majority; therefore, it is suggested that the former rotation be reinstated, as follows:

President	The Trustee starting their fifth year in office.
Vice President	The Trustee starting their fourth year in office.
Secretary	The Trustee starting their third year in office.

The second paragraph of that Section remain unchanged and that is as follows: “Officers shall serve a term of one year from July to June or until their successors are duly elected. Tenure of office shall be limited to one consecutive year.” According to this provision, current Board President Carol Arnone cannot follow herself. To accomplish the rotation above, there are only two choices for 2015-16 Board President; Alan Greenberg or Diane Parr. In 2016-17, Trustee Vegh would become Board President based on the rotation and then the rotation could continue apace. I believe Trustee Parr had another suggestion with respect to the rotation. **What’s the Board’s pleasure?**

#### New Business:

There are several new business items for the Board’s consideration and discussion, as follows.

1. The responses for the Request for Proposal for legal services are included in the packet with the RFP. In summary but without detailing professional experience, the proposal from Bee Ready **Fishbein**, Hatter and Donovan is for 54 hours at a cost of \$12,000 and “a reduced municipal hourly rate of \$225” for bid specification reviews, labor contracts, leases, negotiations, etc. Jaspen Schlesinger’s **Larry Tenenbaum** proposes an annual retainer of \$10,000 for sixty (60) hours and \$215 per hour for

litigation and negotiations, Ralph Madalena proposes services at a cost of \$8,800 and for negotiations and litigation the hourly rate is \$195. Scott Nigro proposes services at a cost of \$7,500 and \$275 per hour for negotiations and litigation, which would be capped at \$2,500. Spellman Rice Gibbons Polizzi and **Truncale** proposes an annual retainer of \$24,000 and an hourly rate of \$225 for collective bargaining negotiations, grievance hearings, etc. The Board is reminded that the RFP contained an evaluation section, with the following criteria:

- Level of experience as an attorney.
- Experience with libraries, school districts and other not for profits
- Fee structure
- Interview and References

The next step should be interviewing the candidates. **What's the Board's pleasure?**

2. With respect to the 2016-17 budget and branch staffing, the Board must decide the staffing of the branches, which is dictated by the number of service hours; now twenty (20) hours per week. To a greater or lesser extent there have been community requests for additional hours, which impacts staffing and in turn the budget. **Further, the weekend custodian is already on call for Branch programs and meetings, which translates to additional hours approximating \$3,832 for the next year, as illustrated by the West End Neighbors meeting at the branch.** As if this is not complicated enough, the Comptroller has announced that the tax cap for calendar year budgets will be .0073, which is usually the guideline for fiscal year budgets also. Thus, based on this year's \$3,220,637 tax levy, the amount of additional tax revenue that can be requested is \$23,510.65. With the contracted increments at 2.25%, associated social security changes and health insurance and retirement contributions increases, tax cap compliance will be interesting. Further, **this is the meeting to decide the West End schedule for the impending school year**, as the September newsletter will be in preparation shortly. Based on the survey, the following schedule is suggested:

Monday and Wednesday	4:00 – 8:00 PM
Tuesday and Sunday	CLOSED

Thursday and Friday	2:00 – 6:00 PM
Saturday	10:00 – 2:00 PM

**Decisions on the number of hours for the next fiscal year, the staffing configuration for those hours and the fall winter spring schedule for the West End Branch are needed at this meeting.**

3. The final piece of new business, as requested by Trustees Arnone and Mosca, is Point Lookout furniture and programming. A new circulation desk, similar albeit somewhat smaller than the unit at West, approximates \$2,895. Based on consultations with Ms. Stillwagon and some users, there is NO desire for a Crayon Kiosk and there is little space for casual seating similar to West in addition to the extant table. Regarding programming, administration recommends a hiatus from exercise programs; Pilates last summer and Qigong this spring and summer, for which the Library has paid \$1,500. Library programmer Edie Kalickstein could develop other programs for the fall and winter. While a nutrition series is being considered as an initial offering, **the community should be surveyed** either through the Civic Association or through our email program, as was done for West End, **to ascertain their programming wants**. Finally, the pajama story time at Point was not successful this summer, as children may have aged out but the Chess Club has been quite successful, averaging nearly 20 children per session.

Follow-Up:

With respect to previous Board actions, please note the following. Cassie print and time management software was installed at the West End and appears to be working without incident. The installation of the Zone Director to manage the WiFi access points is contingent upon an initial payment, which is on a schedule for this meeting. The West End Shades were installed and the new plaque is on this agenda. The Request for Proposals was forwarded to seven (7) attorneys and firms, as recommended by the Director and Trustees. The suggested By Laws revision is on the agenda under Old Business.

Information and Tidbits:

Pursuant to a school district billing complaint, the City of Long Beach Municipal Civil Service Commission reviewed their costs from June 2012 – 2014. Although the Library budgeted for these costs annually, there was no invoice, as the Comptroller’s Office reviewed the complaint. The result is reduced billing, as the actual bill for 2011 was \$16,849 and the ensuing years are as follows:

* 2012	\$14,687.70
* 2013	\$11,159.23
* 2014	<u>\$10,459.58</u>
Total	\$36,306.51

This year, \$19,793 is budgeted but that is not included in the above and will be invoiced around December. The above can be paid once or in installments. In consultation with the Treasurer and because next year’s tax revenue cap is so meager, it has been decided to pay at once to reap the benefit of reduced billing in the next fiscal year when such reduction will be sorely needed.

Regarding library activity for the month of June and the fiscal year, please note that borrowing continued to decline in Long Beach, in the county and nationally. For the month, there was an ever so slight increase from 20,343 to 20,394; however, for the year it was 219,159 to this year’s 206,026; a decline of 06%. At Point for the year, borrowing was up from 11,512 to 11,855, .029%. The increase was exclusively in book circulation. Interestingly, for June youth services borrowing increased from 3,137 to 3,517; 12%, and the borrowing increased in all locations. Further, Point Lookout film, main library books on CD and music, e borrowing and museum pass all increased. With respect to West End Branch activity from June 24 – July 25, there were 357 visits, 33 computer users and children using the Crayon Kiosk. Generally, people are happy with the Branch and the computers scanner and fax machine. At Point during June, there were 838 visits and 66 computer users. Program highlights for the month were as follows:

- Blues Festival 582
- Senior Fair 250
- Life in the Middle Ages, a musical memoir 125

- American Sniper and Mortdecai, films 50 each
- Cake and Film shorts, films 40 each
- Over There, George M Cohan multimedia presentation 40
- Secrets of tooth brushing, lecture 32

Finally, the summer reading club is in progress and thus far there are 265 participants and 98 volunteer sessions performed by teens.

Miscellaneous items include the remaining pieces of the West End's mobile unit were shipped and assembly should happen next week, magazines; Consumer Reports, Family Circle, Good Housekeeping, National Geographic, People, Sports Illustrated and Time, are being obtained from a local store until the subscriptions begin in January, a \$290 donation was received from Marsha Grey for a children's carpet in the West End Branch. The West End Neighbors met at the branch on Thursday, July 30, with an attendance of 25. At this writing, the kite making workshop on Saturday, August 8<sup>th</sup> at West End has 9 registrants. The aforementioned subscriptions are nearing completion, as the Library moves to a new vendor; from W.T. Cox to Revistas, at a saving of 15%. Your Director has been working with the member libraries and South Bay Energy, an alternate gas supplier. South Bay offers better pricing than National Grid **and** an incentive program based on the number of library participants. At this writing, that incentive is an additional 15% reduction from the lower bill. The contract with South Bay is month to month; therefore, if there is dissatisfaction, the library can move back to their original supplier While describing alternate suppliers, telephone service was moved from Broadview Networks to Cablevision in an effort to save money. To expedite the move, a penalty of \$882 was paid to Broadview for early termination; however \$500 of that was recovered from Cablevision who offered an incentive to move. **Emergency plumbing repairs are needed on the first floor and entail taking down a portion of the first floor ceiling to replace a portion of a pipe before it fails completely causing a flood and the replacement of a urinal.** The work will be done by MacDonald Plumbing. The summer food program is in full swing, with the lunches attracting an average of 22 children per session and thus far eleven cards have been issued. On Friday, July 24, the program was visited by the Department of Health and the State Education Department resulting in NO violations and a favorable review from the State

Ed. Representative. Finally, the Director and librarian Lenora Ashford will staff a table at the August 4<sup>th</sup> National Night Out from 3-7:00 pm at 500 Centre Street.

Personnel:

There are several personnel issues that require the Board's attention. With respect to civil service appointments, it is recommended that effective August 21<sup>st</sup> part time adult librarian Bianca Rivera be appointed on a probationary basis to the full time children's Librarian I position that has been vacant since the March 23rd departure of Margaret Capobianco, at annual wage of \$45,667.44, which is her current hourly rate annualized. Ms. Firth and the Director interviewed five (5) other candidates tied at 85 and the unanimous belief was that Ms. Rivera was the best available candidate, since she has worked with older teens and is currently employed as a part time adult librarian. Other candidates were not good fits in the department or had little professional experience. The second recommended probationary appointment is George Ramos for the Library Assistant position at the West End Branch. There were four (4) candidates tied with the top score of 100 and three (3) were interviewed. It was the unanimous belief of Ms. Firth, Mr. Simon and the Director, that Mr. Ramos, with professional experience at branches in the Queens Borough Library System, was the best choice. His unbridled enthusiasm and professional experiences at Queens made him a superior candidate. Mr. Ramos would start at a mutually agreeable date at the contracted beginning rate of \$17.91 per hour. Regarding the current branch library Assistant, Nicole Menzsalma, her score was 75, which tied her with six (6) others. Since she was not reachable, it is recommended that she be redeployed to the main library for 17 hours in the Youth Services Department from whence she came. Such transfer would become effective when Mr. Ramos can start. The reason for this appointment is the resignation of part time Library Assistant Dorothy Farias, effective after July 31<sup>st</sup>, as she secured a part time professional position at the North Babylon School District. Regarding the clerical vacancy, Long Beach Civil Service indicates that there has been no information from the state regarding a test schedule.

As you may have read, Governor Cuomo's Wage Board recommended an hourly wage of \$15 an hour to be phased in starting in December of this year for fast food workers. There is now discussion of making that \$15 the state-wide minimum wage, despite the already legislated

increase to \$9.00 on December 31<sup>st</sup> of this year. Unfortunately, four (4) of the Library's longer term pages have been caught by the increase in the minimum wage and the tax cap; consequently, **one has received no increase since 2010 and three have received increases to comply with the minimum wage changes.** The one page who has not received an increase since 2010 has been employed by the Library for nearly 34 years and earns \$10.74 per hour. The other three are at the minimum wage, although they have worked 17, 9 and 5 years respectively. Thus, despite their length of service, they make as much as a page who is hired today. It is therefore recommended that these four pages receive an increment of \$1.00 an hour, effective with the next payroll, which totals less than \$3,926 for this fiscal year.

Finally, in consultation with the Board, the Director will be retiring, effective Friday, October 30 to enable the civil service procedure to proceed and reduce the time without a lead administrator. **Although specific applicants are unknown, civil services advises that there are eight (8) applicants.** Because the Director was going to retire earlier but volunteered to remain and there was no increment in 2014-15, it is recommended that his salary be incremented by the Union negotiated 2%, retroactive to July 1 of this fiscal year.