

Director's Report

August 6 – September 11, 2015

With only seven weeks left in the tenure of the current director, the focus is on tying up loose ends and a limited number of initiatives that can be accomplished in a short period of time. With respect to events during this period, it is with deepest regrets that the sudden death of ALIS Consortium Director Brenda Giovanneillo is reported. Ms. Giovanneillo served as Director for over twenty-five years and we worked together on two computer system acquisitions and the addition of several modules for the consortium. The summer food program was conducted from July 6 through August 28 with 491 lunches distributed to children; an average of 20.5 per session, and 16 new library cards were issued. Many families came at least twice each week and some never missed a meal. As last year, the district provided the cabinet and ice trays, which were picked up and returned to the high school for each distribution. Related thereto was the summer reading club for children and teens, which had 387 participants, of which 118 were tween/teen readers. The program was provided with the assistance of 55 teen volunteers; some of whom will return for the fall Book Buddy Program, who donated 395 hours while the Kindle prizes were purchased by the Friends of the Library. With respect to FEMA, the final determination is close at hand but the need for inter-municipal agreements continue in order to secure the funds expended by the Library to restore and protect the building; carpeting replacement, elevator repair, the fast log flood protection and lifting the elevator motor. The initial reimbursement could approximate \$260,218.66, which should be segregated because it is contingent upon a final accounting and a portion of that might need to be returned. The Library has received the final payment; \$3,750, of the last Weisenberg program grant and the School District has forwarded their portion of the Tutor. com invoice, as the District and the Library have divided the cost of that electronic service. Regarding the 2016 construction grant application for security cameras, Mr. Simon is completing the application for submission to the Nassau Library System for their review and suggestions. On Friday, September 18, a committee of Directors will meet to recommend the applications that will be forwarded to the State' Division of Library Development. To end the summer season, the Library will host the thirteenth annual Jazz Festival from September 17-20, including 14 sets performed by top notch performers. A program flier has been included in the packet to enable the Board to make their

musical selections. Finally, Long Beach Civil Service forwarded the eligibility list for Director, which consists of six (6) candidates, four of which constitute the top three; pursuant to Civil Service procedure, as two are tied with a score of 95 and two are tied with 90. Canvas letters with a request for resumes were mailed September 9 and are due September 18th. With respect to the agenda, it leads with the appointment of the Library counsel, a safety recommendation, a routine meeting room request and old business, as follows.

Appointment of Library Counsel:

Pursuant to the Request for Proposals, the Library received five (5) responses and the Board decided to consider current attorney David Baram. The prospective candidates were narrowed to three (3) based on pricing and the Board's desire to be free of any possible political entanglements. Following interviews, the Board selected Ralph Madalena who proposed to provide services for a lump sum of \$8,800, billed on a quarterly basis, and an hourly fee of \$195 for labor negotiations and litigation. The retaining agreement is awaited. Anticipating approval of this agreement, the Director informed Mr. Madalena of the need for the inter-municipal agreement for the lifetime use of the building and provided a copy of the initial draft proposed by the former school attorney Mary Anne Sadowski of Ingerman, Smith.

Carbon Monoxide Detectors:

A safety feature absent from the main building but now present in both Branches is carbon monoxide detectors, which are required by the State. Following the installation of such detectors in the West End Branch and being advised by Fire Department personnel that they are mandatory, the Director requested an inspection of the main building and price quote from the Library's fire security vendor Simplex Grinnell. The cost for six (6) detectors, wiring and labor approximated at 32 hours is \$4,962.62 pursuant to State Contract number PT63104, Award Number 20191. It is recommended that the Library proceed with this safety project for the main building. Parenthetically, the Director consulted with the Point Lookout owner who advised that the Point Branch has such devices. **What's the Board's pleasure?**

Meeting Room Request:

The post Sandy Recovery Support Group, which is a continuation of Project Hope as provided by SAIL, requests weekly meeting room space on Mondays from 7:00-8:00 pm for about six (6) people. The group's leader Finbarr Lismore has been informed of the Library's guidelines and was made aware that a representative needs to be at the September 16 meeting. The group had been meeting at a local church but it no longer had space. Although the group is not formally organized, the Library has permitted meetings by such groups; hence, **what's the Board's pleasure?**

Program Request:

Adult programmer Edie Kalickstein applied and received a Huntington Arts Council grant, which pays 70% of programming expenses. While this usually brings the expense below the threshold needed for Board action; \$650, this administration informs the Board of such programs and seeks their approval. As a result, there are these programs and costs for which approval is sought.

- Sunday, October 4, 2015 --- "That's Amore", A Musical Tribute to Harry Warren, the man who was called Mr. Hollywood Musical is presented by Bob Spiotto. Warren composed over 1,000 songs and this 90 minute presentation will cost \$700 of which \$210 is from local funds
- Sunday, November 1, 2015 ---The Isotope Dixieland Jazz Band comprised of seven musicians will play revival jazz, the traditional New Orleans style at a cost of \$800 of which \$240 is local funds.
- Sunday, November 15, 2015 --- Paula Atherton, sax player and vocalist brings her group to perform Jazz favorites at a fee of \$1,000, of which \$300 is local funds.

These performances are sure to draw large audiences and are strongly recommended.

Old Business:

There are several tabled items from the August meeting, as follows.

1. Regarding the plaque for the West End Branch, 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.

2. With respect to the planning process, 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:

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|------------------|-------------------|-----------------------------|
| i. East End | iv. Point Lookout | viii. High Rise Association |
| ii. Latino Civic | v. Westholme | |

- iii. Lido Homes
- 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, 38, 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?**

3. 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 increment at 2.25%, associated social security changes, health insurance and retirement contribution increases and Governor Cuomo's recent proposal to raise the State's minimum wage to \$15 per hour from the \$9 scheduled for this December, tax cap compliance will be interesting and will require fund balance funds to offset taxes.

4. Regarding casual furniture for the Point Lookout Branch, as suggested by Trustee Mosca, the Director and Assistant Director measured and found that the space would not accommodate both the current table and chairs and the casual furniture. It would be too cluttered and cramped and make it more difficult for program set-up. Further, the staff reports "we are quite satisfied with our tables and chairs. The only thing we could use is a more supportive chair at the circulation desk."

Follow-Up:

Pursuant to Trustee requests, please note the following. Trustee Vegh requested information on the legal occupancy of the West End Branch. Following several telephone calls and badgering the building/fire departments, the occupancy was set at 20; **however**, the Director appealed that determination and awaits a new sign with an occupancy of 45. Trustee Mosca's requested investigation of bank fees resulted in a visit to the branch and three calls. It appears there will be charges **BUT** it is still being investigated. The additional chairs for West End were ordered August 6th and the carpets were cleaned during the weekend of August 29th. For the month of August, the BizHub center made a profit over the monthly cost of \$183, as \$245 was collected. For July and August there has been a slight profit. Regarding West End Branch parking for handicapped drivers, administration continues to badger the traffic department with the latest call on Friday, September 11 yielding possible action toward the end of the month

Information:

Once again, the New York State Retirement System bill has come in higher than budgeted. The projection provided by the State in August 2014 was \$276,448, the budgeted amount is \$313,831 and the invoiced amount is \$341,416. The actual estimated contribution is \$314,399, which is only \$568 more than budgeted; **however**, a \$29,846 reconciliation increased the bill to the \$341,416. Since the budgetary shortfall is \$27,585 and the civil service catch up was \$36,306.51 for the years 2012-2014, it is recommended that the difference in the retirement system invoice; \$29,846, be transferred from the fund balance. Related thereto and the 2016-17 budget are the retirement system rates for that fiscal year compared to the 2015-16 rates, as stipulated by the State and they are as follows:

	<u>2016-17</u>	<u>2015-16</u>
• Tier 1	21.8% of salaries	25.2%
• Tier 3	16% “ “	18.8%
• Tier 4	16% “ “	18.8%
• Tier 5	13.1% “ “	15.5%
• Tier 6	9.3% “ “	10.55%

This yields a projection of \$270,100, which the State assures will be a close approximation; however, this administrator is skeptical of that projection based on the previous three years. Further, as evidenced by the rate comparison contributions continue to far exceed the mandated revenue tax cap.

With respect to Branch programming, please note the following scheduled programs. Point has a health series, which began on September 9th, a poetry reading with Claire Curtin on September 21 and the Qi Gong class starting in October. West will have an introductory computer program in October and currently has a photography exhibit with works provided by Robert Shanley. Both branches will have a chess club for grades 2 and up taught by Chess Master Joel Salmon who teaches and guides play, a baby sign language for children up to 3 years old, which combines American Sign language with music and play, Fun Fit Yoga for children 6-10 years of age and pre-school story time for ages 3.5 to 5.5.

In August Little Free Libraries were installed at the Indiana Street ticket booth, the Clarke and Georgia Street playgrounds and 415 East Park Avenue. There is one left to install at the Christian Light Baptist Church in memory of former library custodian Fred Harris who was a deacon at the church. Regretfully the Clarke Street library sustained damage one day after the installation and one of the boardwalk libraries also was vandalized. Otherwise the little libraries have been successful with a request for one in Point, which could not be met because of the absence of an approved site.

Regarding library activity in August, the program highlights were as follows:

- Tribute to Great Lyricists 75
- Women’s Health, anti-aging super foods 75
- Chef, film 45
- Elsa and Fred, intergenerational film discussion 40

Other program highlights were the League of Women’s Voter Candidates forum drew 250, the Community School graduation had 228, the West End Arts reception had 50, and the Community Organizations Assisting in Disasters NY Rising meeting had 40. With respect to borrowing, the August total was 24,496 compared to last year’s 26,780. Interestingly, Point’s print borrowing continues to surpass the previous year and electronic borrowing also continues strong. For the month Point did 1,436; a tad less than last year’s 1,440. Finally, **the Library added another children’s format for borrowing.** Playaway Launchpads are pre-loaded tablets containing learning applications focused on specific themes in English Language Arts, math and science aimed at ages 3-5, 5-7 and 8-10 year olds. As a pilot project, 22 Launchpads were ordered and thus far have been well received by parents and children.

Personnel:

There are two appointments, as follows. Maria Mignano is recommended as the probationary, part time reference librarian to replace Ms. Rivera who was transferred to the children’s department. Ms. Mignano comes to Long Beach following a similar experience at the Manhasset Public Library and thirteen years in the private sector. The second appointment is Rafael Hernandez as a part time page replacing Vanessa Tate and Hali Hamias both of whom

went off to college. Finally, the appropriate forms were filed with the Civil Service Department for the probationary appointments of full time children's librarian Bianca Rivera at the main building and part time library assistant George Ramos at the West End Branch. Ms. Menzzasalma has returned to the main buildings children's department following her temporary appointment to West End.