AGENDA
LIBRARY BOARD MEETING – May 15, 2018

I. Call to Order

II. Salute to the Flag

III. First Public Participation
Members of the audience may speak about any open agenda item during this time period.
Time limit is 3 minutes per individual.

IV. Approval of the Minutes of the Regular Board Meeting April 17, 2018

V. Approval of the Treasurer’s report

VI. Approval of the Bills

VII. Report of Larry Hollander from Hollander Law Group PLLC.

VIII. Report of the Director & Departmental Reports

IX. Report of Committees
Finance – Tom Arangio and Therese Rudden
Public Relations – Laurie Rozakis
Personnel – Laura Ulric and Lorraine Stanton
Buildings and Grounds – Tom Arangio and Lorraine Stanton
School Board Liaison – Laura Ulric and Therese Rudden
Long Range Planning – Laura Ulric

X. Unfinished Business
Discuss assessment of the lower level storage area.

XI. Communications

XII. New Business
Approve the resignation of Theresa Recupero, PT Clerk Typist, at $19.92 per hour effective June 15, 2018.

XIII. Other New Business
Approve Payment Requisition #3 to Mignone Masonry in the amount of $6,550.
Approve Change Order #2 to Mignone Masonry for the concrete cylinder test in the amount of $225.
Approve payment to Vanguard Inspections, Inc. in the amount of $2,250.
Approve the snow removal contract with the Farmingdale School District #22 in the amount of $7,500 effective July 1, 2018 through June 30, 2019.

XIV. Second Public Participation
Members of the audience may speak about any open agenda item during this time period.
Time limit is 3 minutes per individual.

XV. Executive Session as Needed

XVI. Adjournment

Date of Next Board Meeting – June 19, 2018 at 4 PM.
PRESENT:
Laurie Rozakis, President
Laura Ulric, Vice President
Tom Arangio, Secretary
Therese Rudden, Trustee
Debbie Podolski, Director
Christa Lucarelli, Assistant Director

ABSENT:
Lorraine Stanton, Trustee

Laurie Rozakis called the meeting to order at 6:00pm.

SALUTE TO THE FLAG

FIRST PUBLIC PARTICIPATION

ON A MOTION BY Tom Arangio, SECOND BY Therese Rudden, the Board approved the minutes of the Board meeting of March 27, 2018. The vote was unanimous.

TREASURER’S REPORT
The Board accepted the Treasurer’s Report subject to the annual audit.

APPROVAL OF THE BILLS

ON A MOTION BY Tom Arangio, SECOND BY Therese Rudden, the Board approved the schedule of bills. The vote was unanimous.

REPORT OF DIRECTOR AND DEPARTMENTAL REPORTS
Director Debbie Podolski reported that demolition of the front steps would begin on April 18, 2018. Work should be completed within the month.

Debbie also reported that a locksmith would be coming to install keyless entry systems on all doors leading to the staff area.

Board President Laurie Rozakis requested that the library have a policy on Family Medical Leave Act put into place.

Laurie also suggested the building façade be power washed after the completion of the front steps.
REPORTS OF THE COMMITTEES

Finance/Budget – Tom Arangio, Therese Rudden– Tom reported that the 2018-2019 library budget passed.
Buildings and Grounds --Tom Arangio, Lorraine Stanton– None
Long Range Planning – Laura Ulric –Laura reported that the strategic planning committee has been meeting to prioritize the goals and suggestions brought forth by the staff and committee
Personnel – Laura Ulric, Lorraine Stanton—None
Public Relations – Laurie Rozakis –None
School Board Liaison—Laura Ulric, Therese Rudden—None

UNFINISHED BUSINESS
ON A MOTION BY Tom Arangio, SECOND BY Therese Rudden, the Board has decided to table the discussion of lower level renovation.

COMMUNICATIONS
Laurie Rozakis sent a card thanking Debbie and the staff for the volunteer brunch the library hosted.

Sherrie Godfrey, 107 Wartburg Ave., Apt. 121, Copiague, NY 11701, wrote a letter to Director Debbie Podolski concerning the library’s computers for public use.

NEW BUSINESS
ON A MOTION BY Tom Arangio, SECOND BY Therese Rudden, the Board approved the appointment of Miranda Brown, PT Adult Page, at $13.00 per hour effective April 16, 2018.

OTHER NEW BUSINESS
ON A MOTION BY Tom Arangio, SECOND BY Therese Rudden, the Board approved to adopt the budget as approved by district voters at the Special District Meeting on April 10, 2018.

ON A MOTION BY Tom Arangio, SECOND BY Therese Rudden, the Board approved the election results as certified by the inspectors of election effective July 1, 2018.

ON A MOTION BY Tom Arangio, SECOND BY Therese Rudden, the Board approved to send three trustees and the director to the Library Trustees Institute at the Marriott Hotel in Uniondale on April 27 (dinner/speaker) and Saturday (day conference) at a cost of $585.

ON A MOTION BY Tom Arangio, SECOND BY Therese Rudden, the Board approved the proposal from Island Elevator for maintenance of the elevator in the amount of $2,988 annually.

ON A MOTION BY Tom Arangio, SECOND BY Therese Rudden, the Board approved the proposal from Island Elevator for maintenance of the dumbwaiter in the amount of $636 annually.
ON A MOTION BY Tom Arangio, SECOND BY Therese Rudden, the Board approved the overdue fine policy to remain as is.

The Board reviewed and discussed the ILS Agreement between NLS and the member libraries. The Board has no comments or concerns.
   The NLS Board requested that member library boards review the ILS agreement between NLS and the member libraries and submit any comments or concerns to the NLS Board prior to their May 21 meeting. Once the ILS Agreement is approved by the NLS Board, member library boards must sign and submit the agreement by July 27.

ON A MOTION BY Tom Arangio, SECOND BY Therese Rudden, the Board approved the creation of a tutoring policy.

EXECUTIVE SESSION

President Laurie Rozakis adjourned the meeting at 7:02pm.
FARMINGDALE PUBLIC LIBRARY

TREASURER'S REPORT

April 30, 2018

CASH IN TD BANK M/M ACCOUNT 209,477.75
CASH IN HSBC MONEY MARKET 151,315.30
CASH IN HSBC CHECKING ACCOUNT 21,259.12
CASH IN STERLING BANK 1,000,805.55
CASH IN BNB MONEY MARKET ACCOUNT 1,588,435.07
CASH IN BNB CHECKING ACCOUNT 56,274.04
CASH IN BNB PAYROLL CHECKING ACCOUNT 78,200.99

TOTAL FUNDS $3,105,767.82

RESPECTFULLY SUBMITTED

______________________________
Joseph P. Tafuro CPA
Treasurer

May Board Meeting
Money Market at: **TD BANK**

At the end of the preceding month: 209,439.95

Receipts during month:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit</td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>37.80</td>
</tr>
</tbody>
</table>

Total Receipts 37.80

Account Balance 209,477.75

Disbursement made during month:
Transfer to Checking Account

Cash Balance per records: 209,477.75

Reconciliation with Bank Statement:

Balance as given on Bank Statement end of month 209,477.75

Reconciled Bank Balance 209,477.75

This is to certify that the above is in agreement with the bank statement.

________________________
Treasurer

Received by the Board of Trustees and entered as part of the Minutes of the Board Meeting held on: ______________________
Money Market at: HSBC
At the end of the preceding month: 151,302.86

Receipts during month:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPOSIT</td>
<td>-</td>
</tr>
<tr>
<td>DEPOSIT</td>
<td>-</td>
</tr>
<tr>
<td>INTEREST</td>
<td>12.44</td>
</tr>
</tbody>
</table>

Total Receipts 12.44

Account Balance 151,315.30

Disbursement made during month:
Transfer to HSBC 0.00

Disbursements
Cash Balance per records: 151,315.30

Reconciliation with Bank Statement:
Balance as given on Bank Statement end of month 151,315.30
Reconciled Bank Balance 151,315.30

This is to certify that the above is in agreement with the bank statement.

Treasurer

Received by the Board of Trustees and entered as part of the Minutes of the Board Meeting held on: __________________________
Checking  HSBC

At the end of the preceding month: 41,253.47

Receipts during month:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPOSIT</td>
<td>0.00</td>
</tr>
<tr>
<td>VOIDED CHECK</td>
<td>0.00</td>
</tr>
<tr>
<td>DEPOSIT</td>
<td>0.00</td>
</tr>
<tr>
<td>DEPOSIT</td>
<td>0.00</td>
</tr>
<tr>
<td>INTEREST</td>
<td>5.65</td>
</tr>
</tbody>
</table>

Total Receipts 5.65

Account Balance 41,259.12

Disbursement made during month:

Check # 1271 20,000.00

Cash Balance per records: 21,259.12

Reconciliation with Bank Statement:

Balance as given on Bank Statement end of month 21,259.12
Less Outstanding Checks -
Reconciled Bank Balance 21,259.12

This is to certify that the above is in agreement with the bank statement.

Treasurer

Received by the Board of Trustees and entered as part of the Minutes of the Board Meeting held on:
HSBC Checking Account

Summary of Outstanding Checks as of:

<table>
<thead>
<tr>
<th>Check #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>
Checking account at Sterling

At the end of the preceding month: 1,000,000.00

Receipts during month:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit</td>
<td>-</td>
</tr>
<tr>
<td>Fee refund</td>
<td>-</td>
</tr>
<tr>
<td>General Fund</td>
<td>-</td>
</tr>
<tr>
<td>Interest</td>
<td>805.55</td>
</tr>
</tbody>
</table>

Total Receipts 805.55

Account Balance 1,000,805.55

Disbursement made during month:

Wire Transfer fees 0.00
Transfers to Checking Account 0.00
Transfers to Payroll Account 0.00

Cash Balance per records: 1,000,805.55

Reconciliation with Bank Statement:

Balance as given on Bank Statement end of month 1,000,805.55
Reconciled Bank Balance 1,000,805.55

This is to certify that the above is in agreement with the bank statement.

____________________
Treasurer

Received by the Board of Trustees and entered as part of the Minutes of the Board Meeting held on: _____________
Money Market at: **BNB**

At the end of the preceding month: 1,918,295.11

Receipts during month:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Levy</td>
<td>-</td>
</tr>
<tr>
<td>Fee refund</td>
<td>-</td>
</tr>
<tr>
<td>General Fund</td>
<td>-</td>
</tr>
<tr>
<td>Interest</td>
<td>Rate - 0.10% 149.62</td>
</tr>
</tbody>
</table>

Total Receipts 149.62

**Account Balance** 1,918,444.73

**Disbursement made during month:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wire Transfer fees</td>
<td>0.00</td>
</tr>
<tr>
<td>Transfers to Checking Account</td>
<td>100,000.00</td>
</tr>
<tr>
<td>Transfers to Payroll Account</td>
<td>230,009.66</td>
</tr>
</tbody>
</table>

Cash Balance per records: 1,588,435.07

Reconciliation with Bank Statement:

Balance as given on Bank Statement end of month 1,588,435.07

Reconciled Bank Balance 1,588,435.07

This is to certify that the above is in agreement with the bank statement.

____________________________________
Treasurer

Received by the Board of Trustees and entered as part of the Minutes of the Board Meeting held on: __________________________
Treasurer's Report for BNB Checking Account, month of Apr-18

Balance reported at the end of the preceding month: 16,527.66

Receipts during month:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposits</td>
<td>115,202.61</td>
</tr>
<tr>
<td>Voided check(s)</td>
<td>-</td>
</tr>
<tr>
<td>Total Receipts</td>
<td>115,202.61</td>
</tr>
<tr>
<td>Account Balance</td>
<td>131,730.27</td>
</tr>
</tbody>
</table>

Disbursement made during month:

From check no. 8126-8208 75,385.61

| Credit Card Charges | 70.62 |
| Other Debits        |      |

Cash Balance per records: 56,274.04

Reconciliation with Bank Statement:

Balance as given on Bank Statement end of month 96,695.37

Less Outstanding checks (list attached) 40,421.33
Reconciled Bank Balance 56,274.04

This is to certify that the above is in agreement with the bank statement.

______________________________
Treasurer

Received by the Board of Trustees and entered as part of the Minutes of the Board Meeting held on:

______________________________
<table>
<thead>
<tr>
<th>Check #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>7320</td>
<td>4.99</td>
</tr>
<tr>
<td>7524</td>
<td>4.99</td>
</tr>
<tr>
<td>7612</td>
<td>350.00</td>
</tr>
<tr>
<td>7994</td>
<td>40.01</td>
</tr>
<tr>
<td>8022</td>
<td>39.81</td>
</tr>
<tr>
<td>8044</td>
<td>402.00</td>
</tr>
<tr>
<td>8025</td>
<td>30.00</td>
</tr>
<tr>
<td>8095</td>
<td>16.95</td>
</tr>
<tr>
<td>8096</td>
<td>10.00</td>
</tr>
<tr>
<td>8120</td>
<td>260.00</td>
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<tr>
<td>8154</td>
<td>300.00</td>
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<tr>
<td>8151</td>
<td>200.00</td>
</tr>
<tr>
<td>8142</td>
<td>200.00</td>
</tr>
<tr>
<td>8150</td>
<td>200.00</td>
</tr>
<tr>
<td>8149</td>
<td>150.00</td>
</tr>
<tr>
<td>8155</td>
<td>130.00</td>
</tr>
<tr>
<td>8138</td>
<td>29.61</td>
</tr>
<tr>
<td>8135</td>
<td>20.00</td>
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<tr>
<td>8173</td>
<td>575.00</td>
</tr>
<tr>
<td>8167</td>
<td>60.26</td>
</tr>
<tr>
<td>8192</td>
<td>587.70</td>
</tr>
<tr>
<td>8193</td>
<td>245.96</td>
</tr>
<tr>
<td>8196</td>
<td>41.21</td>
</tr>
<tr>
<td>8205</td>
<td>30,894.00</td>
</tr>
<tr>
<td>8206</td>
<td>96.98</td>
</tr>
<tr>
<td>8207</td>
<td>3,413.77</td>
</tr>
<tr>
<td>8208</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

40,421.33
Treasurer's Report for BNB Payroll Checking Account, month of April-18

Balance reported at the end of the preceding month: -

Receipts during month:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposits</td>
<td>77,431.45</td>
</tr>
<tr>
<td>Deposits</td>
<td>75,759.96</td>
</tr>
<tr>
<td>Deposits</td>
<td>76,818.25</td>
</tr>
<tr>
<td><strong>Total Receipts</strong></td>
<td><strong>230,009.66</strong></td>
</tr>
</tbody>
</table>

Account Balance 230,009.66

Disbursement made during month:

From check no. 1161 - 1165 9,442.09
Accu Data and other debits 142,366.58

Cash Balance per records: 78,200.99

Reconciliation with Bank Statement:

Balance as given on Bank Statement end of month 86,998.82
Less Outstanding checks (list attached) 8,797.83
Reconciled Bank Balance 78,200.99

This is to certify that the above is in agreement with the bank statement.

Treasurer

Received by the Board of Trustees and entered as part of the Minutes of the Board Meeting held on:
BNB Payroll Checking Account

<table>
<thead>
<tr>
<th>Check #</th>
<th>Amount</th>
<th>April-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>1162</td>
<td>6,102.15</td>
<td></td>
</tr>
<tr>
<td>1163</td>
<td>644.26</td>
<td></td>
</tr>
<tr>
<td>1164</td>
<td>1,805.62</td>
<td></td>
</tr>
<tr>
<td>1165</td>
<td>245.80</td>
<td></td>
</tr>
</tbody>
</table>

8,797.83
### Farmingdale Public Library
### Schedule of Bills Payroll
### As of April 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Number</th>
<th>Name</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/2/2018</td>
<td>1161</td>
<td>CSEA UNION DUES</td>
<td>644.26</td>
</tr>
<tr>
<td>4/2/2018</td>
<td>1162</td>
<td>NYS EMPLOYEES HEALTH</td>
<td>6,102.15</td>
</tr>
<tr>
<td>4/16/2018</td>
<td>1163</td>
<td>CSEA UNION DUES</td>
<td>644.26</td>
</tr>
<tr>
<td>4/16/2018</td>
<td>1164</td>
<td>CSEA (DENTAL)</td>
<td>1,805.62</td>
</tr>
<tr>
<td>4/16/2018</td>
<td>1165</td>
<td>CSEA (VISION)</td>
<td>245.80</td>
</tr>
<tr>
<td>4/30/2018</td>
<td>1166</td>
<td>CSEA UNION DUES</td>
<td>644.26</td>
</tr>
<tr>
<td>4/30/2018</td>
<td>1167</td>
<td>NYS EMPLOYEES HEALTH</td>
<td>6,102.15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Ach</th>
<th>Name</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/2/2018</td>
<td>Ach</td>
<td>DEFERRED COMP</td>
<td>1,590.82</td>
</tr>
<tr>
<td>4/16/2018</td>
<td>Ach</td>
<td>DEFERRED COMP</td>
<td>1,587.76</td>
</tr>
<tr>
<td>4/30/2018</td>
<td>Ach</td>
<td>DEFERRED COMP</td>
<td>1,682.45</td>
</tr>
<tr>
<td>4/26/2018</td>
<td>Ach</td>
<td>NYS RETIREMENT (414H)</td>
<td>1,382.74</td>
</tr>
</tbody>
</table>

**Total 1.2035 BNB - Payroll**

22,432.27
FARMINGDALE PUBLIC LIBRARY
Balance Sheet
As of April 30, 2018

<table>
<thead>
<tr>
<th>ASSETS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Checking/Savings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2030 · BNB - GENERAL FUND</td>
<td>$42,029.00</td>
<td></td>
</tr>
<tr>
<td>1.2035 · BNB - PAYROLL ACCOUNT</td>
<td>$70,071.84</td>
<td></td>
</tr>
<tr>
<td>1.2050 · MONEY MARKET ACCOUNTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2062 · TD BANK</td>
<td>$290,477.75</td>
<td></td>
</tr>
<tr>
<td>1.2064 · BNB MONEY MARKET</td>
<td>$1,588,455.07</td>
<td></td>
</tr>
<tr>
<td>1.2065 · STERLING NATIONAL BANK</td>
<td>$1,000,895.55</td>
<td></td>
</tr>
<tr>
<td>Total 1.2050 · MONEY MARKET ACCOUNTS</td>
<td>$2,879,718.37</td>
<td></td>
</tr>
<tr>
<td>1.2100 · PETTY CASH-CHANGE FUND</td>
<td>$300.00</td>
<td></td>
</tr>
<tr>
<td>1.2110 · OFFICE PETTY CASH</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>Total Checking/Savings</td>
<td>$2,992,319.21</td>
<td></td>
</tr>
<tr>
<td>Other Current Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3300 · OTHER PREPAID EXPENSES</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>Total Other Current Assets</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>$2,992,819.21</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL ASSETS | $2,992,819.21 |

| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Current Liabilities | | |
| Accounts Payable | | |
| 2.5200 · ACCOUNTS PAYABLE | $55,241.79 | |
| Total Accounts Payable | $55,241.79 | |
| Other Current Liabilities | | |
| 2.6005 · PAYROLL TAXES & WITHHOLDINGS | | |
| 2.6050 · NYS RETIREMENT FUND | $175.00 | |
| 2.6060 · HEALTH INSURANCE PAYABLE | $-6,102.15 | |
| 2.6070 · CSEA DUES | $-469.26 | |
| 2.6080 · ANNUITIES EMPLOYEES | $-350.00 | |
| Total 2.6005 · PAYROLL TAXES & WITHHOLDINGS | $-6,746.41 | |
| 2.9005 · Due To/From Capital Fund | $10,865.83 | |
| Total Other Current Liabilities | $4,119.42 | |
| Total Current Liabilities | $59,361.21 | |
| Total Liabilities | $59,361.21 | |
| Equity | | |
| 3900 · FUND BALANCE | $2,062,019.87 | |
| Net Income | $871,438.13 | |
| Total Equity | $2,933,458.00 | |

TOTAL LIABILITIES & EQUITY | $2,992,819.21 |
<table>
<thead>
<tr>
<th>Date</th>
<th>Num</th>
<th>Name</th>
<th>Paid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/20/2018</td>
<td>8204</td>
<td>AMAZON . COM</td>
<td>-526.84</td>
</tr>
<tr>
<td>04/20/2018</td>
<td>8205</td>
<td>NEW YORK STATE EMPLOYEES' HEALTH INS</td>
<td>-30,894.00</td>
</tr>
<tr>
<td>04/20/2018</td>
<td>8206</td>
<td>VERIZON</td>
<td>-96.98</td>
</tr>
<tr>
<td>04/23/2018</td>
<td>8207</td>
<td>NATIONAL GRID</td>
<td>-3,413.77</td>
</tr>
<tr>
<td>04/25/2018</td>
<td>8208</td>
<td>FARMINGDALE POST OFFICE</td>
<td>-2,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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Total 1,2030 - BNB - GENERAL FUND

TOTAL                        -72,337.35
# Farmingdale Public Library - Capital Fund
## Balance Sheet

As of April 30, 2018

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TOTAL $ 20,000.00
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Business Office and Personnel
Business Manager Corinne Hyams followed up with the Board’s approval to participate in the Medical Leave Act. The FMLA policy is now in effect and deductions have been taken from staff payroll. The Library received information regarding the three types of leaves that will allow for reimbursement which are Military Leave, Bonding Leave, and Caregiver Leave. We have been given a “Road Map” for all three types of leave that will guide us through the process of assisting employees who might file a claim.

Some employees have been notified to sign up for Medicare for themselves and spouses even if they are employed and have asked the business office for assistance. As it turned out, the library was offering a program on Medicare facilitated by Marie Cantone, Senior Health Plan Consultant that Corinne attended. Ms. Cantone explained the rules of this complicated subject and distributed a booklet. Corinne felt that this was helpful for patrons as well as for library employees.

Corinne is preparing for the library’s annual audit and is pulling documents requested by the auditors.

Buildings and Grounds
As you can see, the step remediation project is underway. We have been lucky that the weather is cooperating and the work continues.

The new fire alarm panel was installed by Simplex Grinnell Johnson Controls.

Keyless entry locks have been installed on the doors from the back office area.

Chet Pietrowski and I identified items in the undeveloped area to be thrown out. We will also identify areas for the storage items belonging to community groups.

Strategic Planning
The Strategic Planning Committee met on May 9 to prioritize activities identified. The Committee has done outstanding work. The draft plan identifies goals and objectives that are dynamic and user focused. I shared with the Committee an article by Mogens Vestergaard titled, “Modern Libraries: Moving from a transactional to a relational library” which explains the difference between the libraries of the past and the modern library. Vestergaard says that the library of the past was defined by the lending and returning of materials while the modern library is relational and relies on the interaction of people, the building of relationships, and the spaces in the library to share knowledge. I had not read the article prior to starting the planning process so I was thrilled to see that the Committee created a plan through conversations and discussion that represents the modern library.
Meeting with County Executive Laura Curran
As you may recall, the MLD Executive Board and the NLCA Civil Service Committee requested that libraries review and send a prepared letter to the county executive, which itemized the many concerns libraries have regarding Civil Service. The letter also requested a meeting with Laura Curran to discuss the matter. The meeting was scheduled for May 1 at Mineola. Over 75 library directors and trustees attended including Laura Ulric and me.

The directors did not know the format of the meeting but prepared an agenda in advance so that we could make the most of the one-hour time allotted. I along with six directors/trustees were chosen to speak about one of the bullets contained in the letter sent. The meeting was led by newly appointed interim Civil Service Commissioner, Martha Kreisel. County Executive Curran arrived on time and was very gracious to all present. Representatives from Civil Service were seated at a table in the front of the meeting room. Each speaker indicated that the library community has a great respect for the staff at Civil Service and is grateful for their assistance and guidance. We understand that they do not make or interpret the rules.

The point of the meeting was to explain that it is difficult to staff our libraries to provide quality service to our communities while adhering to the rules and procedures related to hiring that Civil Service requires of libraries. In particular, some titles are no longer available such as Library Assistant, canvassing for part-time staff from the eligible list is a lengthy and fruitless process, the limit on the number of part-time staff allowed is not justified, the length of time it takes to hire from a promotional list can take up to 18 months.

Everyone was very congenial and receptive to our comments. Laura Curran indicated at the start of the meeting that her office and the new interim commissioner had begun to review some Civil Service titles and the outdated specifications. We requested a follow up meeting to discuss some of the points mentioned.

Meetings outside the Library
NLS Special Executive Board Mtg – 4/30
Meeting with County Executive – 5/1
Long Island Library Conference – 5/3
NLS Continuing Ed – 5/8

Respectfully submitted,

Debbie Podolski
On May 3, 2018 I attended the Long Island Library Conference at the Melville Marriott. One of the workshop sessions I attended was titled “Diversity in Youth Services”. The speakers stressed the importance of including diversity in not only programming, but throughout library services. Ideas presented included community festivals, story times, displays, adult programming, and bibliographies. A librarian from Oceanside commented that her library selects a country for each month. Displays are then created to highlight that country and the librarians create programs to celebrate that country’s culture. From what she was sharing with the group it sounded as if this was a joint venture between departments. I plan to brainstorm with librarians Rachel Sferlazza and Caryn Emde and see ways in which we can bring more diversity into our services.

Another session I attended focused on the use of interactive escape room games in the library. These interactive games are popular with the teens and millennial adults. The library purchased a BreakoutEDU kit as I had requested after attending the NYLA conference in November. Librarian Victoria Curran has used the kit to create our first escape challenge. We divided the staff into groups and tested the game three different times. Doing this allowed us to tweak the clues and strategize ways to make it either more family friendly or more challenging depending on the audience. The session I attended at the Long Island Library Conference provided additional ideas to make the program run smoother, ways to create your own props, and tips to create your own scenarios. Victoria and I have met to discuss and schedule our first escape room challenges for the community. We will run several sessions over the course of a week this summer. Sessions will be available for families, teens, and adults. If all goes well, we will make this an ongoing program for school vacation weeks.

It’s that time of year again—time to do the dusty book list. The dusty book list consists of items that have not circulated in the last three years. The “dusty process” is well under way and should be completed within the next month. There are considerably less titles on the list this year than previous years. I believe this may be due to the fact that items that were missing, and therefore not circulating, have been identified and deleted from the system. Items that are actually on the shelf and haven’t circulated are located, and then evaluated by the librarians to make a determination if they should continue to circulate or be withdrawn. If withdrawn, the librarians then decide if the title needs to be replaced with a newer title. If we have sufficient resources on the topic we may decide not to replace the title. This process helps us to ensure the catalog is reflective of our collection and that our collection is current and relevant to the community.

Respectfully Submitted,

Christa Lucarelli
Spring has sprung with the formal start of the baseball season (and the weather is really nice now!). In keeping with this theme, Stuart Schaeffer put up a display titled ‘Are You Ready For the Baseball Season?’ in early April. He also put up a display titled ‘Books that Should Be Read’ in April as well. Both displays need to have books added during the time they were on the pyramid display.

Stuart Schaeffer hosted and organized the 2018 Volunteer Brunch in mid-April. Over 40 volunteers from more than 3 different volunteer organizations attended the event. Attendees received a Certificate of Appreciation in addition to a Farmingdale Public Library tote bag.

Stuart Schaeffer ordered more copies of ‘They Represent You’ from the local chapter of the League of Women’s Voters.

Stuart Schaeffer will be generating a stamp display using stamps that a Farmingdale patron donated. We are just waiting for the curio cabinet label to arrive before the display can be put out for the public.

During April, Stuart Schaeffer had three One-on-One appointments with patrons. Topics discussed at the appointments included the iPhone, Siri, Facebook, Windows 7, GCFLearnFree and Chromebook usage. Later in the month Stuart Schaeffer received a question from a patron regarding Ancestry.com – which resulted in what turned out to be a ‘One-on-One appointment.

The 2018 tax season came to a close in mid-April – as a result we threw out several boxes of unused federal and state tax forms from the garage. In addition, Stuart Schaeffer submitted the IRS Balance On Hand form – which indicates the number and types of forms that are left over from the just-ended tax season. This helps us decide how many and which types of tax forms to order for the next tax season. Statistics from this past tax year regarding the number of appointments and amount refunded will be forthcoming.

During April, Stuart Schaeffer presented three of the eight ‘Computer Classes For Adults’ that were scheduled. Topics covered included an ‘Introduction to Computers’, ‘How to use a Mouse’ ’Intro to Microsoft Word’, and an ‘Intro to Microsoft Excel’. Patron received handouts, lists of YouTube sites and more to take home to help them learn about the various topics covered. The classes were well enough attended that Caryn Emde and I have scheduled another set of classes for October and November of this year.

During April 2018, Laura Lorusso ordered *Clean Eating*, *Scholastic Teacher*, and *New Teacher Advocate* directly from Magazine Line. The three magazines are now part of our periodical collection.
Laura Lorusso has been continuously working on a project to organize and eliminate duplicates from the periodicals in the Farmingdale Periodical Collection that are listed on OCLC. Another batch of updates was sent to LILRC (batch #7) so they can make the necessary updates on OCLC’s website. Laura Lorusso is in the process of working on the last batch, batch #8, of updates which will be emailed Erin Hunter at LILRC.

Laura Lorusso started to send back books from the Hempstead Public Library World Language Collection. She is sending back 27 books in German from the collection. In addition, she has been working on the December 2017 through January 2018 World Language Collections statistics.

The following table shows the circulation statistics for the World Language Collection from Hempstead Public Library December 2017 through January 2018.

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<tr>
<td>Spanish</td>
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Respectfully submitted,

Stuart A. Schaeffer
Head of Reference
Farmingdale Public Library
# Reference Department Report

May 15th, 2018  
Submitted by Stuart Schaeffer, Head of Reference

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We had two great performances in April: Glenn Crytzer’s All-Stars and the Yiyuan Dance Group with the Lingyan Vocal Music Group. Glenn Crytzer’s concert was cosponsored with the Town of Oyster Bay Distinguished Artist Series. The early jazz quartet specializes in the music of the 1920s, 1930s, and 1940s. Their repertoire includes swing, hot jazz and Dixieland, and our patrons loved them! They also dress to the nines in period clothing, which was entertaining in itself. I was able to listen to their opening numbers and I wish I could have stayed down for their whole show. I will definitely be keeping track of their live performances to see when I can catch one of their shows. The Yiyuan Dance Group with the Lingyan Vocal Music Group performed a mix of world, Chinese masterpieces and popular songs, as well as Chinese dances with beautiful costumes. The whole troupe was professional and very nice, and I want to thank David Kass for putting in the time and effort to make this show run as smoothly as it did! The groups had a rehearsal the day before the show and Dave made sure the sound and lighting was just right for them. Even though it was one of the first warm and sunny days we had after the long winter, we still had about sixty patrons come and enjoy the performance.

To help promote the 2018 Long Island Reads book *Spaceman: An Astronaut’s Unlikely Journey to Unlock the Secrets of the Universe* by Mike Massimino, we hosted the programs Galaxy Cookies and a Starry Night Community Mural event. The Galaxy Cookie program was taught by the Baking Coach and patrons decorated cookies using different colored sugar glazes to create a “galaxy” effect. Patrons really enjoyed learning how to create these special effects cookies, and the Baking Coach has always done great programs for us. The Starry Night Community Mural was originally scheduled for a Saturday afternoon, and the family that started it only got a tiny portion of it done. After talking to the mother we decided to keep the mural up until it was completed. Patrons were able to come in and finish the mural over a period of a couple of days, and had fun doing it! The mural is a “Stick Together” poster that comes with small, square shaped, multicolored stickers. Patrons had to follow the grid and stick the correct colors to the correct spaces on the poster. See below for the finished project!

Chef Rob Scott returned to the library to teach a hands-on class about pierogi making. Almost thirty patrons attended the class, and as always, loved learning from the excellent chef. It’s really great that we have the space for that amount of patrons to participate in the class!

Our educational programs this month included Medicare Made Easy, Youthful Aging and Ageless Consciousness through Meditation, and Explore the Road Scholar Program. In addition, librarian Stu Schaeffer began teaching a new series of beginners/introductory computer classes, which included Introduction to the Computer, Introduction to Microsoft Word, and Introduction to Excel. He will also be teaching some of the beginners/introductory classes in the fall, but this time in the evening instead of the morning. Marie Cantone returned to the library to teach the Medicare Made Easy class, which our patrons tend to turn out for, because Medicare can be confusing to figure out! Dr. Matthew Raider spoke to our patrons for the meditation lecture, and Frances De Luca, a Road Scholar Ambassador was here to talk about Road Scholar and its programs. She spoke about
the range of programs and services available, and raffled off a gift certificate at the end of the presentation for a patron to use for a future Road Scholar program.

One of our exercise classes, *Fitness Fusion*, wrapped up this month and I received so many messages from patrons letting me know how much they enjoyed the class and the instructor, Dorothy Mandrakos that I immediately scheduled another session for the fall. Feedback is always appreciated, both the good and the bad, because it all helps me plan the library’s future programming!

Dolores Nicholes and I attended an ALA sponsored webinar titled *Hosting Your Own Comic Con: The Ultimate All-Ages Program Workshop*. We are both chugging along and working hard on making our upcoming Farmingdale Fandom Fest successful! We have plenty of programs scheduled and we have already received giveaways and swag from various publishers for the event.
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Total Attendance: 1283
Children’s Services

Elena Jannello

We were pleased to bring Computer Keyboarding classes to grades 3 through 7 for the first time after identifying a need in the community. With students using Chromebooks in school and using laptops at home, the importance for speed and accuracy of typing becomes even more important. There are many reasons why keyboarding is preferred over the “hunt-and-peck” method of using a computer. Once you have mastered the fingering on the keyboard, and consistently the same finger for a letter, you automatically remember where the finger goes without conscious thought. In addition, touch typing makes you faster. This in turn means you will be more productive, as it takes you less time to do tasks and spend less time sitting at a computer. Automatizing the process improves the quality of writing as well. Moreover, learning keyboarding improves accuracy and can help with decoding and sight-reading skills for children and who struggle with specific learning difficulties.

Victoria Curran

April was an exciting month in terms of programming. As the weather began to brighten, we've started to offer spring themed programming, including Outdoor Fun: Kites and Sidewalk Chalk. In this program, children decorated kites to fly at home and collectively made batches of homemade sidewalk chalk. During the school breaks, our patrons enjoyed a number of exciting classes, including Paint and Paws with DaVinci the painting dog, The Circus Guys' magic show, a tea time with Princess Aurora, and our seasonal book club at Charlotte's Frozen Yogurt on Main Street.

This month's Triple P offerings including a drumming workshop, a magic show, a science demonstration, soccer, and an animal show. We also hosted SEPTA's Daler Dance and were proud to see so many of our Triple P volunteers attend and assist with this event as well. As this year's Triple P program draws to a close (our last session is May 21), we are excited to see an overwhelming commitment from our volunteers to join next year's program. At least half of our volunteers have already returned their paperwork to reserve their spots!

Lastly, I had the privilege of attending two phenomenal workshops this month: Do(n't) Panic: Escape Room Design and Transforming Preschool Storytime. In the Escape Room workshop, we went over trips and tricks for designing and implementing the escape room concept at the library, including set up, clues, how many to take per session, and supplies needed. This program helped us to be able to use the Breakout Edu Kit that we recently purchased. Breakout Edu provides the locks, boxes, maps, etc., and potential storylines to begin setting up an educational themed escape room. After testing one out on our staff, I feel confident about running this for the public over the summer. During Transforming Preschool Storytime with Betsy Diamant-Cohen, we discussed
early literacy and common core, upping the library storytime game to include more music and activity, and even the benefit of repetition with books. It was an inspiring afternoon for all!

Rachel Sferlazza

This month’s Art Works: Georgia O’Keeffe program went well. I read Georgia in Hawaii, a picture book biography of O’Keeffe’s time in Hawaii, and showed children a video presentation of her most famous works. We then re-created her famous paintings of poppies, using tempera paint and shaving cream. By using shaving cream as the base for the paint, the resultant artwork would, once dry, have the velvety feel of poppy petals. Children appreciated the sensory experience, and were encouraged by the simple and relatable subject matter.

In our Full STEAM Ahead program, I set up a variety of different STEAM/coding toys and board games. This program is very similar to the STEAM Playdate, but typically makes use of our main floor playroom.

In STEAM Playdate I set up different stations of STEAM/coding toys and board games for children to explore: Robot Turtles and Code Master board games, Circuit Maze activity set, Code & Go Robot Mouse, Ozobots, and assorted blocks and Legos. Children had a good time experimenting with these new and novel tech toys, and were able to play and socialize in different ways. One caregiver, who came with a child with special needs, remarked to me that she hadn’t seen the child socialize quite so easily before as she did here; the Code & Go Mouse and Circuit Maze games gave her points of common interest to talk to children she’d never met before.

Our Instagram account continues to gain followers and likes on our photos, and our Snapchat account has begun to take off!

We had our annual Peanuts Nursery School visit this month. We read Counting in the Garden and Waiting for Wings, sang songs and did flannel boards, and watched a video adaptation of Planting a Rainbow. I ended the program with a circle time.

Young Adult Services

With great success last year in offering regents review classes for Earth Science and Algebra I, we turned our attention to finding teachers and scheduling additional classes for Living Environment/Biology, Chemistry, Geometry, and Trigonometry/Algebra II. The response has been overwhelming. The classes filled up in one day with patrons going on a waitlist. We are pleased to being these classes to our students at a reasonable cost to families; there is obviously a great need for them.

Respectfully submitted,
Elena Jannello
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# of programs 40
Calendar 140
01/18-12/18 3775
Cumulative attendance 346
Internet 153
Games 101
Early Lit 15
# of programs 15
# of attend 159
### April 2018
#### Young Adult

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**Total # of programs**: 15  
**Total # of attendance**: $150  
**316**

**Computer Usage**: 91  
**Reference**: 78
Natalie put up three displays this month which included one titled *Be Our Guest*. All the books in this display were set in hotels or bed and breakfasts. She also repeated an older display called *Historic Mysteries*. At the end of the April, she put up a display for Mental Health Awareness Month in May. Caryn created a *Lovecraftian Horror* display, which included books and movies influenced by H.P. Lovecraft’s writings, and a display titled *Imposters! Swindlers! Charlatans!* Rachel created three displays: *Famous Fictional Couples: Love and Friendship from the Big Screen*, which included characters like Lucy and Ethel from *I Love Lucy* and Sherlock Holmes and Watson, *Cooking on a Low Budget*, and *Cinco De Mayo*. Ying put up three displays: *Famous Women Comedians*, *Earth Day*, and *Help! I’m Stressed Out*—books dealing with stress. All of them received well, especially the one on stress management.

The Seed Library continues to be very popular with our patrons! As of this writing, almost 400 seed envelopes have been checked out. Natalie is continuously making sure the display is filled and adding new seeds to the collection. Natalie also created lists of romance authors to be made into bookmarks for the romance section. The lists were: sweet romances, contemporary authors, historical authors, and paranormal authors. She also sent out letters for Summer Reading Club donations and has already begun some sent to her.

Natalie has finished the A’s and B’s in the Young Adult Diversity Audit. As she does so, she is also weeding the collection. Caryn began, and finished, weeding our Science Fiction and Fantasy section this past month. The collection was becoming quite crowded and this gave her the opportunity to make sure she was ordering books by authors that patrons were checking out, seeing if any needed replacement and keeping up on popular series.

Rachel had asked Natalie and AV Helper Brendan Pincus, to look at the problematic Rokus. She is happy to report that all eight Rokus are in good working order and available for patrons to check out.

Rachel completed a research project regarding the demographic makeup of the areas that the Farmingdale Public Library serves.
A patron came in wanting to see if we housed any old maps of the Farmingdale area. The archives had many and I was able to find two of the older ones for him. He uses the maps to check for properties that he can use his metal detector on. He has found some fascinating items, even in his own backyard.

We received an e-mail from a patron. Her mother, who lived in Brooklyn, used to come out to Hicksville in the summers to the family farm. She had no information about the farm itself. I looked and could not find anything. I made a phone call to James Janis, the local history librarian at the Hicksville Public Library. He had a vertical file on the family in question. With his help, I was able to find information about the family and the farm for the patron.

Librarian Ying Xing was helping someone try to find information about a World War II soldier’s parents. I offered to assist and was able to find the father’s obituary as well as other articles about the soldier’s family.

I went through the photographs in the archives and scanned a series of photos of Main Street and some well-known places in Farmingdale for the manager of Charlotte’s on Main Street. He wants to hang old photos on the walls.

I called Farmingdale High School and was able to get a pile of yearbooks that we don’t house for the collection. I also took photos of the people on the Wall of Fame to add to the local history LibGuide.

A few months ago, I found photographs for a patron to help with the model train set he was creating. He stopped at the library to show me the pictures of the completed set. Here is a sample of one:
Toniann Pignataro

During the month of April, I tried to aid Natalie in the use of the new scanner component which ended up being returned. I also aided Natalie in the downloading of a different scanning software that is highly recommended by many archivists and I have used during my internship at LIU Post. The software is SilverFast and is highly recommended for its ease of use and its reliability in scanning.

Also, I tried to find information on farming families, but especially one in particular that Natalie had spoken to a patron about. Natalie had given me the information she did have and I tried to continue the search but the searches were dead ends and there was no further information on the gap period that the patron and Natalie were also stuck on. Nonetheless, the patron was happy with the information that was found to supplement their knowledge.

Also, I spent a few hours within the month of April assisting in the retyping and correcting of any spelling errors on the index for the historical society’s archive. Typing this index onto an excel spreadsheet that will be on our Z Drive creates ease in searching the archive, without having to go downstairs and referencing to the paper guide and looking through each individual page to find a topic. The Z Drive document will allow the index to be searchable by word or text input into the search field.
CIRCULATION STATISTICS BY COLLECTION APRIL 2018

- ADULT AV: 40%
- CHILDREN'S AV: 23%
- ADULT: 4%
- CHILDREN'S: 31%
- YA: 2%
Circulation Statistics 2012 Through 2018

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| 2016-2017 | 517 | 634 | 633 | 620 | 509 | 643 | 506 | 595 | 629 | 623 | 501 | 504 | 6914 |
| 2017-2018 | 417 | 592 | 583 | 599 | 658 | 514 | 509 | 478 | 517 | 550 | 0 | 0 | 5417 |

| DIRECTIONAL |
| YEAR | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | TOTAL |
| 2016-2017 | 334 | 337 | 432 | 282 | 259 | 359 | 324 | 286 | 305 | 262 | 252 | 254 | 3686 |
| 2017-2018 | 192 | 263 | 309 | 350 | 293 | 278 | 288 | 231 | 284 | 278 | 0 | 0 | 2766 |

| FARMINGDALE LOCAL HISTORY BLOG |
| YEAR | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | TOTAL |
| 2016-2017 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 74 | 78 | 152 |
| 2017-2018 | 90 | 98 | 115 | 215 | 233 | 255 | 268 | 301 | 313 | 329 | 0 | 0 | 2217 |

| SEED COLLECTION |
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| 2017-2018 | 0 | 0 | 0 | 0 | 0 | 0 | 177 | 275 | 378 | 502 | 0 | 0 | 1332 |
# LIBRARY PROGRAM ATTENDANCE AND PEOPLE COUNTER

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