LONG BEACH PUBLIC LIBRARY
111 WEST PARK AVENUE
LONG BEACH, NY 11561
PHONE: 516-432-7201
EMAIL: INFO@LONGBEACHLIBRARY.ORG
WWW.LONGBEACHLIBRARY.ORG

Monday May 17th, 2021
BOARD OF TRUSTEES ONLINE MEETING, 6:30 PM
Agenda

In accordance with NYS Executive Order No. 202.106, this meeting will be conducted via video conferencing. It will be recorded and transcribed at a later date. The public is welcome to join the meeting.

**Join from your computer, tablet, or smartphone:**
https://us02web.zoom.us/j/81569909728?pwd=YU1ReHI3N1V6L3QybloyL2JVR082dz09

You can also call in using any phone
(646) 558-8656
**Meeting ID:** 815 6990 9728
**Passcode:** 408878

| | | | | |
|---|---|---|---|---|
| I. | Call to Order by President Sam Pinto | | | |
| II. | Pledge of Allegiance | | | |
| III. | Approval of Minutes from 4/19/2021 | | (Vote Needed) | **P. 2-3** |
| IV. | Approval of Bills and Schedules 1211 (amended), 1213, 1214, 1215 | | (Vote Needed) | **P. 4-14** |
| V. | Public Comment – Agenda Items (limited to two minutes per person) | | | |
| VI. | Director's Report/Department & Staff Reports | | (Documents) | **P. 15-33** |
| VII. | Old Business | | | |
| | 1. | FY 2021 Budget Revisions | (Vote Needed) | **P. 34-35** |
| | 2. | Vision and Values | (Vote Needed) | **P. 36-37** |
| | 3. | Further updates to Loan Rules | (Vote Needed) | **P. 38** |
| | 4. | Flood barriers | (Vote Needed) | **P. 39-47** |
| VIII. | New Business | | | |
| | 1. | Adult Services (Natasha Drax & Jeannine Dillon) | (Presentation) | **N/A** |
| | 2. | Employee Technology, Furniture, and Equipment Policy | (Vote Needed) | **P. 48-50** |
| IX. | Public Comment – all other items (limited to three minutes per person) | | | |
| X. | CSEA | | | |
| | *1.* | *Board approval of CSEA member approved rollover contract* | *(Vote Needed)* | ***P. 51*** |
| XI. | Personnel | | | |
| | 1. | Tim Dupont – Promotion<br>Graphic Design and Marketing Specialist | (Vote Needed) | **N/A** |
| XII. | Date and Time of Next Meeting *Mon June 21st at 6:30 pm*<br>Public Session, will adjourn into Executive Session if needed | | (Vote Needed) | |
| XIII. | Executive Session | | (Vote Needed) | |
| XIV. | Adjournment | | (Vote Needed) | |

April 2021 Revenue and Expenditures Statement on p. 52-53

LONG BEACH PUBLIC LIBRARY
@LBPLNY

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# BOARD OF TRUSTEES MEETING
## MINUTES FROM ONLINE MEETING APRIL 19TH, 2021

Sam Pinto, President
Gemma Tansey, Vice President
Mary Ellen Guarini, Secretary
Robin Donovan, Trustee
ABSENT WITH NOTICE:
Carol Arnone, Trustee

Tara Lannen-Stanton, Director
Jill Lessard, Administrative Assistant
Ralph Madalena, Attorney

In accordance with NYS Executive Order No. 202.87, this meeting will be conducted via conference call. It will be recorded and transcribed at a later date. The public is welcome to join the meeting:

**Join from your computer, tablet or smartphone.**
https://us02web.zoom.us/j/85100366679?pwd=TFlrL1d3aHZ4WllJQVk0VDM0VjZFQT09
**You can also dial in using your phone.** (646) 558-8656
**Meeting ID:** 851 0036 6679
Passcode: 297808
ONLINE PUBLIC SESSION 6:30 P.M.

I. *Call to Order by Trustee Pinto* **@ 6:34 p.m.**

II. *The Pledge of Allegiance* **was recited by all present**

III. *Approval of Minutes from 3/22/21* – the minutes were **unanimously approved; moved by Trustee Donovan, seconded by Trustee Guarini.**

IV. *Approval of Bills and Schedules 1209 through 1212* **–** were **unanimously approved; moved by Trustee Pinto, seconded by Trustee Tansey, with 1211 as amended (*to remove / correct duplicate check numbers included in error*).**

V. *Public Comment (limited to three minutes per person)* – please refer to the meeting audio posted on the Library's website for Public Comment.

VI. *Director's Report / Action Items* – the Director's report and related items were included in the packet and/or presented online for review.

VII. *Old Business*

1. *FY 2021 Budget Revisions* – the Board **voted unanimously to approve; moved by Trustee Donovan, seconded by Trustee Guarini.**
2. *Flood Barriers* – the Board **voted unanimously to table; moved by Trustee Donovan and seconded by Trustee Tansey. ****Of Note – the Director suggested that a decision should be reached by the May Board meeting if possible, in order whatever solution is decided upon can be implemented prior to hurricane season.****

VIII. *New Business*

1. *Board Code of Conduct* – was **approved as written; motioned by Trustee Pinto and seconded by Trustee Donovan. Trustee Donovan voted against; all other Trustees voted in favor.**
2. *Local History Collection documents* – was **unanimously approved; moved by Trustee Pinto and seconded by Trustee Guarini.**

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## BOARD OF TRUSTEES MEETING
## MINUTES FROM ONLINE MEETING APRIL 19TH, 2021

3. *Signatures needed – HSBC Bank Accounts* – as the Board meeting was held virtually instead of in person as originally scheduled, the Administrative Assistant will have the HSBC bank documents signed at a later date.

4. *(Item added by Trustee Pinto in response to a patron email re: audiobook availability; detail provided as this item was not included in the original Board Packet)* – the Director stated that the Library allocates funds based on demand aka circulation numbers, and based on that she had decreased the budget for audiobooks and increased the budget for ebooks. However, as she expects some resultant savings from the Baker & Taylor leasing program she was able to allocate funds for (2) audiobooks per month to the Point Lookout Branch in response to the patron concern. It was also pointed out by Trustee Guarini that patrons can utilize all of the member libraries in both Nassau and Suffolk to borrow audiobooks should Long Beach not have a specific title available.

IX. *Public Comment (limited to three minutes per person)* – please refer to the meeting audio posted on the Library's website for Public Comment.

X. *CSEA*

1. *Stipulation – Rollover Contract* – the Board **voted unanimously to approve; moved by Trustee Pinto and seconded by Trustee Tansey.**

XI. *Personnel* – there were no Personnel items.

XII. *Date and Time of Next Meeting is Monday, May 17th, 2021 at 6:30 p.m. Public Session; will adjourn into Executive Session if necessary. Currently scheduled as an in person meeting* – **unanimously approved, moved by Trustee Guarini and seconded by Trustee Donovan.**

XIII. *Executive Session* – there was no Executive Session.

XIV. *Adjournment* – **the meeting was adjourned at 7:40pm. Motioned by Trustee Tansey, seconded by Trustee Pinto, and unanimously approved.**

**PLEASE NOTE:** Audio of this meeting is available upon request. Transcription will be made available at a later date.

DRAFT

Long Beach Public Library
111 W. Park Avenue
Long Beach, NY 11561

PAYROLL WARRANT# 1211
OPERATING EXPENSES
04/15/2021


DEAR SIR:

IT IS REQUESTED THAT YOU, AS DIRECTOR OF THE LONG BEACH PUBLIC LIBRARY, DISBURSE FROM LIBRARY FUNDS THE FOLLOWING:

AMENDED

| | Num | Name | Memo | Amount |
|---|---|---|---|---|
| **Apr 15, 21** | | | | |
| | | | Funds Transfer PR 041521 OMNI | 225.00 |
| | | | Funds Transfer PR 041521 FED TAX | 15795.66 |
| | | | Funds Transfer PR 041521 NYS TAX | 2615.78 |
| | | | Funds Transfer PR 041521 NYC TAX | 298.63 |
| | | | Funds Transfer PR 041521 NET PR | 46511.06 |
| | | | Funds Transfer PR 041521 3RD PARTY PAY | 489.00 |
| | | | Funds Transfer PR 041521 ACCUDATA | 360.75 |
| | 24466 | CSEA | UNION DUES &FEES: PAYROLL 041521 | 1052.31 |
| | 24467 | PREFERRED GROUP PLANS, INC.-Contribution | EMPLOYEE CONTRIBUTIONS P/R 041521 | 668.46 |
| | 24468 | NYS DEFERRED COMPENSATION 457 PLAN | ACCT# 211603 PR 041521 | 502.65 |
| | 24469 | NYS DEFERRED COMPENSATION 457 PLAN | ACCT# 211603 PR POST-TAX 041521 | 28.56 |
| | 24470 | NYSHIP HEALTH INSURANCE | HEALTH INS Acct #03069 - 2021 MAY | 29755.65 |
| | 24471 | DLL (COPIERS - LDI) | COPIER LEASE; CONTRACT#25520825 ACCT#1 | 890.89 |
| | 24472 | DON SMALLS | REIMBURSE TRAVEL 2021 MAR-APR | 96.66 |
| | 24473 | GUARD SECURITY USA INC | GUARDS 2WKS @ $23.80/HR | 2052.75 |
| | 24474 | KNOCKOUT PEST CONTROL | EXTERMINATOR : BI-MONTHLY SERVICE | 85.00 |
| | 24475 | LEAF LEASING (BIZHUB - PMA) | W.END COPIER LEASE : C# 100-4777944-004 2 | 144.05 |
| | 24476 | LOWITT ALARMS & SECURITY SYSTEMS | ACCT #730880 - CS MONITORING - 2021 Q2 | 174.90 |
| | 24477 | CITY OF LONG BEACH - SANITATION | CUST 11170 (WEST END)- 2021 SANITATION C | 131.00 |
| | 24478 | CITY OF LONG BEACH - SANITATION | CUST 11780 - 2021 SANITATION Q2 | 308.00 |
| | 24479 | CITY OF LONG BEACH WATER FUND | ACCT #24063110 - WATER/SEWER 2021 Q1 | 168.01 |
| | 24480 | NEWSPAPERS MAIN | NEWSPAPERS- 1 WEEK | 18.00 |
| | 24481 | NEWSPAPERS MAIN | NEWSPAPERS- 1 WEEK | 19.00 |
| | 24482 | NEWSDAY INC | NEWSDAY DELIVERY: 3XDAY- 8 WKS | 234.96 |
| | 24483 | OPTIMUM-POINT LOOKOUT | PL: #07858-563502-02-8: TEL+DATA 2021 APF | 193.71 |
| | 24484 | PSEGLI - P | ELEC: PL : #0455-2011-49-8 : 2021 MAR | 217.95 |
| | 24485 | QUENCH USA (WATER) | MAIN & WEST END WATER DISPENSER: 2021 | 280.14 |
| | | | | **103318.53** |

In order to carry out the purpose of this order, given pursuant to section 261 of the Education Law of the State of New York, you are further directed to make the above payments on behalf of the Long Beach Public Library by signing Checks in favor of the above creditors for the respective amounts. The schedule has been examined and approved by a majority of the Board of Trustees of the Long Beach Public Library present and voting.

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Long Beach Public Library
111 W. Park Avenue
Long Beach, NY 11561

# PAYROLL WARRANT
# SALARY SUMMARY

DEAR SIR:

IT IS REQUESTED THAT YOU, AS DIRECTOR OF THE LONG BEACH PUBLIC LIBRARY, DISBURSE FROM LIBRARY FUNDS THE FOLLOWING:

**PAYROLL WARRANT #** **1213**
**DATE:** **4/29/2021**

| | **Amount** |
|---|---|
| PROFESSIONAL | 20,626.68 |
| CLERICAL | 18,448.94 |
| CUSTODIAL | 0.00 |
| PAGE | 4,679.30 |
| **NET PAYROLL** | **43,754.92** |
| FEDERAL TAX | 14,678.50 |
| STATE TAX | 2,463.99 |
| MTA TAX | 0.00 |
| NYC TAX | 298.63 |
| ACCUDATA INVOICE | 360.75 |
| 3RD PARTY PAYMENT | 489.00 |
| **TOTAL CASH REQUIRED FOR THIS PAYROLL** | **$62,045.79** |

_____
TRUSTEE, LIBRARY BOARD

_____
TRUSTEE, LIBRARY BOARD

_____
TREASURER

In order to carry out the purpose of this order, given pursuant to section 261 of the Education Law of the State of New York, you are further directed to make the above payments on behalf of the Long Beach Public Library by signing Checks in favor of the above creditors for the respective amounts. The schedule has been examined and approved by a majority of the Board of Trustees of the Long Beach Public Library present and voting.

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Long Beach, NY 11561

# PAYROLL WARRANT
# OPERATING EXPENSES



DEAR SIR:

IT IS REQUESTED THAT YOU, AS DIRECTOR OF THE LONG BEACH PUBLIC LIBRARY, DISBURSE FROM LIBRARY FUNDS THE FOLLOWING:

| | Num | Name | Memo | Amount |
|---|---|---|---|---|
| **Apr 23 May 1, 21** | | | | |
| | | | Funds Transfer 042921 OMNI | 225.00 |
| | | | Funds Transfer PR 042921 ACCUDATA | 360.75 |
| | | | Funds Transfer PR 042921 3RD PARTY PAY | 489.00 |
| | | | Funds Transfer PR 042921 NET PR | 43,754.92 |
| | | | Funds Transfer PR 042921 NYC TAX | 298.63 |
| | | | Funds Transfer PR 042921 NYS TAX | 2,463.99 |
| | | | Funds Transfer PR 042921 FED TAX | 14,678.50 |
| | 24543 | CSEA | UNION DUES &FEES: PAYROLL 042921 | 1,052.31 |
| | 24544 | PREFERRED GROUP PLANS, INC.Contributions | EMPLOYEE CONTRIBUTIONS P/R 042921 | 668.46 |
| | 24545 | PREFERRED GROUP PLANS, INC. FEES | MONTHLY PLAN FEE 2021MAR | 60.00 |
| | 24546 | NYS DEFERRED COMPENSATION 457 PLAN | ACCT# 211603 PR 042921 | 409.86 |
| | 24547 | NYS DEFERRED COMPENSATION 457 PLAN | ACCT# 211603 PR POSTTAX 042921 | 28.49 |
| | 24548 | AFLAC | ACCT# NER78 2021 APR | 1,543.44 |
| | 24549 | ATLANTIC WINDOW CLEANING CO | WE BRANCH: WINDOW CLEANING Q42020 Q: | 120.00 |
| | 24550 | GTS GLOBAL TELECOM | TELEPHONE SUPPORT: GOLD2021 APR | 161.32 |
| | 24551 | GUARD SECURITY USA INC | GUARDS 2WKS @ $23.80/HR | 1,951.60 |
| | 24552 | LEAF LEASING (BIZHUB PMA) | BIZHUB LEASE : C# 1004777944003 2021 MAY | 136.83 |
| | 24553 | NATIONAL GRID MAIN | GAS: MAIN: #7932939008 2021 MAR | 733.02 |
| | 24554 | NATIONAL GRID POINT LOOKOUT | GAS: POINT: ACCT# 37696006028 2021 MAR | 184.93 |
| | 24555 | NEWSPAPERS MAIN | NEWSPAPERS 2 WEEK | 50.00 |
| | 24556 | DAILY NEWS | ACCT#1432284: DAILY NEWS 8WKS: 1 X 7DAY | 31.92 |
| | 24557 | OPTIMUM | TEL MAIN : #07858996527031 2021 MAY | 539.92 |
| | 24558 | OPTIMUM WEST END | WE : # 07858259451034:TEL+DATA 2021 APR | 181.12 |
| | 24559 | OVERDRIVE, INC./DIGITAL LIBRARY RESERVE | YRLY DEPOSIT: CONTENT PURCHASES : CUST I | 11,264.00 |
| | 24560 | PSEGLI Main | MAIN: ELEC: CUST#00082003195 2021 MAR | 2,417.09 |
| | 24561 | PSEGLI WE | ELEC: WE : #01312015850 : 2021 APR | 181.23 |
| | 24562 | SAVMOR MECHANICAL | PREVENTIVE MAINTENANCE PARTS2021Q1 | 405.95 |
| | 24563 | RENT POINT LOOKOUT BRANCH | RENT : POINT LOOKOUT : 2021 MAY | 3,341.84 |
| | 24564 | RENT WEST END BRANCH | RENT F/WEST END BRANCH: 2021 MAY | 2,900.00 |
| | 24565 | FRANK CAMPOREALE (BOOKMAN) | BOOK DROP 2021 APR | 550.00 |
| **Apr 23 May 1, 21** | | | | **91,184.12** |

_____
TRUSTEE, LIBRARY BOARD

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TRUSTEE, LIBRARY BOARD

_____
TREASURER

In order to carry out the purpose of this order, given pursuant to section 261 of the Education Law of the State of New York, you are further directed to make the above payments on behalf of the Long Beach Public Library by signing Checks in favor of the above creditors for the respective amounts. The schedule has been examined and approved by a majority of the Board of Trustees of the Long Beach Public Library present and voting.

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Long Beach Public Library
111 W. Park Avenue
Long Beach, NY 11561

# PAYROLL WARRANT
# SALARY SUMMARY

DEAR SIR:

IT IS REQUESTED THAT YOU, AS DIRECTOR OF THE LONG BEACH PUBLIC LIBRARY, DISBURSE FROM LIBRARY FUNDS THE FOLLOWING:

**PAYROLL WARRANT #** **1214**
**DATE:** **5/13/2021**

| | **Amount** |
|---|---|
| PROFESSIONAL | 20,750.75 |
| CLERICAL | 21,186.44 |
| CUSTODIAL | 0.00 |
| PAGE | 3,147.31 |
| **NET PAYROLL** | **45,084.50** |
| FEDERAL TAX | 15,307.54 |
| STATE TAX | 2,547.25 |
| MTA TAX | 0.00 |
| NYC TAX | 307.81 |
| ACCUDATA INVOICE | 365.80 |
| 3RD PARTY PAYMENT | 489.00 |
| **TOTAL CASH REQUIRED FOR THIS PAYROLL** | **$64,101.90** |

_____
TRUSTEE, LIBRARY BOARD

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TRUSTEE, LIBRARY BOARD

_____
TREASURER

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# PAYROLL WARRANT
# OPERATING EXPENSES



DEAR SIR:

IT IS REQUESTED THAT YOU, AS DIRECTOR OF THE LONG BEACH PUBLIC LIBRARY, DISBURSE FROM LIBRARY FUNDS THE FOLLOWING:

| Date | Num | Name | Memo | Amount |
|---|---|---|---|---|
| 05/12/2021 | | | Funds Transfer PR 051321 NET PR | 15,307.57 |
| 05/12/2021 | | | Funds Transfer PR 051321 NYS TAX | 2,547.25 |
| 05/12/2021 | | | Funds Transfer PR 051321 NYC TAX | 307.81 |
| 05/12/2021 | | | Funds Transfer PR 051321 NET PR | 45,084.50 |
| 05/12/2021 | | | Funds Transfer PR 051321 3RD PARTY PAY | 489.00 |
| 05/12/2021 | | | Funds Transfer PR 051321 ACCUDATA | 365.80 |
| 05/12/2021 | | | Funds Transfer PR 051321 OMNI | 225.00 |
| 05/13/2021 | 24568 | CSEA | UNION DUES &FEES: PAYROLL 051321 | 1,052.31 |
| 05/13/2021 | 24569 | PREFERRED GROUP PLANS, INC.Contributions | EMPLOYEE CONTRIBUTIONS P/R 051321 | 668.46 |
| 05/13/2021 | 24570 | NYS DEFERRED COMPENSATION 457 PLAN | ACCT# 211603 PR 051321 | 326.50 |
| 05/13/2021 | 24571 | NYS DEFERRED COMPENSATION 457 PLAN | ACCT# 211603 PR POSTTAX 051321 | 19.39 |
| 05/13/2021 | 24572 | NYS RETIREMENT SYSTEM | MONTHLY PAYMENT 2021APR | 3,679.94 |
| 05/13/2021 | 24573 | BOB FINK ELECTRIC, INC | ELECTRIC WORK | 350.00 |
| 05/13/2021 | 24574 | FIRE COMMAND | EXTINGUISHERS SEMI ANNUAL INSPECTION | 205.00 |
| 05/13/2021 | 24575 | GUARD SECURITY USA INC | GUARDS 2WKS @ $23.80/HR | 2,064.65 |
| 05/13/2021 | 24576 | LEAF LEASING (BIZHUB PMA) | W.END COPIER LEASE : C# 1004777944004 2( | 144.05 |
| 05/13/2021 | 24577 | NEWSDAY INC | NEWSDAY DELIVERY: 3XDAY 8 WKS | 234.96 |
| 05/13/2021 | 24578 | NEWSPAPERS MAIN | NEWSPAPERS 2 WEEK | 40.00 |
| 05/13/2021 | 24579 | OPTIMUMPOINT LOOKOUT | PL: #07858563502028: TEL+DATA 2021 MAY | 193.71 |
| 05/13/2021 | 24580 | PMA (BIZHUB LEAF) | QTR BIZHUB CP119 WEST END2021 Q1 | 69.84 |
| 05/13/2021 | 24581 | PSEGLI P | ELEC: PL : #04552011498 : 2021 APR | 228.64 |
| 05/13/2021 | 24582 | SAVMOR MECHANICAL | MISC UNIT REPAIRS | 1,929.00 |
| | | | | **75,533.38** |

TRUSTEE, LIBRARY BOARD

TRUSTEE, LIBRARY BOARD

TREASURER

In order to carry out the purpose of this order, given pursuant to section 261 of the Education Law of the State of New York, you are further directed to make the above payments on behalf of the Long Beach Public Library by signing Checks in favor of the above creditors for the respective amounts. The schedule has been examined and approved by a majority of the Board of Trustees of the Long Beach Public Library present and voting.

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# BOARD WARRANT



DEAR SIR:

IT IS REQUESTED THAT YOU, AS DIRECTOR OF THE LONG BEACH PUBLIC LIBRARY, DISBURSE FROM LIBRARY FUNDS THE FOLLOWING:

| | Date | Num | Name | Memo | Amount |
|---|---|---|---|---|---|
| **May 17, 21** | | | | | |
| | 05/17/2021 | 24583 | ACE HARDWARE | ACCT# 29884 MISC BLDG SUPPLIES F/CONSTI | 202.30 |
| | 05/17/2021 | 24584 | AMAZON.COM | MISC SUPPLIES / EQUIP | 1,466.82 |
| | 05/17/2021 | 24585 | APPLE INC. | COMPUTERS F/VIRTUAL SVCS DEPARTMENT | 4,508.00 |
| | 05/17/2021 | 24586 | ASCAP | MUSIC LICENSE ANNUAL FEE 2021 | 261.00 |
| | 05/17/2021 | 24587 | BAKER & TAYLOR L9274003 PROC ACCT | BOOKS 2021 MAR/2 | 1,418.91 |
| | 05/17/2021 | 24588 | BAKER & TAYLOR #L2190303UNPROCESSED | BOOKS 2021 MAR/2 | 49.10 |
| | 05/17/2021 | 24589 | BAKER & TAYLOR L9319313 YA | YA BOOKS 2021 MAR/2 | 39.44 |
| | 05/17/2021 | 24590 | BAKER & TAYLOR L9274003 PROC ACCT | BOOKS 2021 APR | 4,595.87 |
| | 05/17/2021 | 24591 | BAKER & TAYLOR 40017023 | DVDS: FILMS / TV SERIES / ETC 2021 APR | 444.25 |
| | 05/17/2021 | 24592 | BAKER & TAYLOR 40017053 | NONFICTION DVDS 2021 APR | 116.79 |
| | 05/17/2021 | 24593 | BAKER & TAYLOR 40021033 CD PROCESSED | PROCESSED MUSIC CDS 2020 APR | 101.18 |
| | 05/17/2021 | 24594 | BAKER & TAYLOR C0699143 | GUIDES / CATALOGS / INSTRUC 2021 APR | 74.24 |
| | 05/17/2021 | 24595 | BAKER & TAYLOR #L2190303UNPROCESSED | BOOKS 2021 APR | 279.02 |
| | 05/17/2021 | 24596 | BAKER & TAYLOR ENT75005428 DVDS&CDS | DVD/CD 2021 APR | 177.24 |
| | 05/17/2021 | 24597 | BAKER & TAYLOR L9319313 YA | YA BOOKS 2021 APR | 353.49 |
| | 05/17/2021 | 24598 | BHPHOTO | VISUAL SVCS PROJECT | 2,946.26 |
| | 05/17/2021 | 24599 | CENTRE MILLWORK | CUST#7120MISC BLDG SUPPLIES/EQUIP | 192.18 |
| | 05/17/2021 | 24600 | GALE/CENGAGE LEARNING | LG PRINT BOOK PLANS APR 21 | 461.84 |
| | 05/17/2021 | 24601 | LIBRARY FREEPORT PUBLIC | REIMBURSE FREEPORT F/LOST/DAMAGED BO | 16.99 |
| | 05/17/2021 | 24602 | LINDA FARMER | SIGN F/WEISENBERG EXHIBIT | 45.00 |
| | 05/17/2021 | 24603 | LITTLE FREE LIBRARY LTD | (4) NEW LITTLE FREE LIBRARIES | 1,622.16 |
| | 05/17/2021 | 24604 | MUSEUMCSH FISH HATCHERY & AQUARIUM | MUSEUM MEMBERSHIP 2021 | 300.00 |
| | 05/17/2021 | 24605 | NLS GENERAL FUND | 2021 RBDIGITAL MAGAZINES8MOS MAYDEC | 835.57 |
| | 05/17/2021 | 24606 | NLS GENERAL FUND | TITAN HQ WEB TITAN CLOUD 2020 AND 202 | 1,440.00 |
| | 05/17/2021 | 24607 | ORIENTAL TRADING COMPANY, INC | YS PGM SUPPLIES | 74.53 |
| | 05/17/2021 | 24608 | OVERDRIVE, INC./DIGITAL LIBRARY RESERVE | CUST ID #13860016: EBOOK PURCHASES | 3,760.50 |
| | 05/17/2021 | 24609 | OVERDRIVE, INC./DIGITAL LIBRARY RESERVE | CUST ID #13860016: EBOOK PURCHASES | 229.80 |
| | 05/17/2021 | 24610 | ANNE BASS | APGM:V @$83 "BEGINNER'S BRIDGE" 2021 A | 249.00 |
| | 05/17/2021 | 24611 | ANNE BASS | APGM:V @$83 "BEGINNER'S BRIDGE" 2021 A | 83.00 |
| | 05/17/2021 | 24612 | BEVERLEE BERTINETTI | APGM:V @ $50EA "YOGA FOR WELLBEING" | 100.00 |
| | 05/17/2021 | 24613 | BEVERLEE BERTINETTI | APGM:V @ $50EA "YOGA FOR WELLBEING" | 100.00 |
| | 05/17/2021 | 24614 | PATRICIA CAPPETO | APGMV: @ $50/EA "STRENGTH TRAINING" | 150.00 |
| | 05/17/2021 | 24615 | STEPHANIE DURSO | APGM:V @ $75 "YOGAFLEX/BAL, PEACFUL M | 300.00 |
| | 05/17/2021 | 24616 | FISH GUY PHOTOS | APGMV: @ $200 "EXPLORING LONG ISLAND'S | 200.00 |
| | 05/17/2021 | 24617 | WARREN PEARLMAN | APGMV: 2HR @ $75 "BASEBALL & BASKETBA | 75.00 |
| | 05/17/2021 | 24618 | KATHLEEN REGAN | APGM:V 1.5HR @ $50/EA "CHAIR YOGA" | 200.00 |
| | 05/17/2021 | 24619 | KATHLEEN REGAN | APGM:V 1.5HR @ $50/EA "CHAIR YOGA" | 250.00 |
| | 05/17/2021 | 24620 | LORI ROZELL | APGM:V @ $50 "LOW IMPACT CARDIO", VIR | 100.00 |
| | 05/17/2021 | 24621 | LORI ROZELL | APGM:V @ $50 "LOW IMPACT CARDIO", VIR | 100.00 |

TRUSTEE, LIBRARY BOARD

TRUSTEE, LIBRARY BOARD

TREASURER

In order to carry out the purpose of this order, given pursuant to section 261 of the Education Law of the State of New York, you are further directed to make the above payments on behalf of the Long Beach Public Library by signing Checks in favor of the above creditors for the respective amounts. The schedule has been examined and approved by a majority of the Board of Trustees of the Long Beach Public Library present and voting.

Long Beach Public Library
111 W. Park Avenue
Long Beach, NY 11561

# BOARD WARRANT



DEAR SIR:

IT IS REQUESTED THAT YOU, AS DIRECTOR OF THE LONG BEACH PUBLIC LIBRARY, DISBURSE FROM LIBRARY FUNDS THE FOLLOWING:

| | Date | Num | Name | Memo | Amount |
|---|---|---|---|---|---|
| | 05/17/2021 | 24622 | BARBARA WEINBERG | APGM:V @ $60 "STRETCH & TONE" VIRTUAL | 120.00 |
| | 05/17/2021 | 24623 | LISA M. WISEL | APGMV: @ $90 "MEDITATION" VIRTUAL | 360.00 |
| | 05/17/2021 | 24624 | A TIME FOR KIDS, INC | JPGMV @ $135 "TODDLER TIME" VIRTUAL | 540.00 |
| | 05/17/2021 | 24625 | BABY CUTE LLC | JPGMV : @ $140/EA "PRE SCHOOL YOGA" VI/ | 560.00 |
| | 05/17/2021 | 24626 | HIGH HOPES PRODUCTIONS | JPGMV VIRTUAL @$100 "PLAY HOORAY" | 300.00 |
| | 05/17/2021 | 24627 | HIGH HOPES PRODUCTIONS | JPGMV VIRTUAL @$100 "PLAY HOORAY" | 300.00 |
| | 05/17/2021 | 24628 | STAPLES | MISC OFFICE SUPPLIES | 147.80 |
| **May 17, 21** | | | | | **30,247.28** |

TRUSTEE, LIBRARY BOARD

TRUSTEE, LIBRARY BOARD

TREASURER

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EMAIL: INFO@LONGBEACHLIBRARY.ORG
WWW.LONGBEACHLIBRARY.ORG

# Director's Report – April 2021

For May 17, 2021 Meeting

Tara Lannen-Stanton, Library Director

## General Updates

- Thanks to Ken Parr for another generous donation in honor of his late wife, Diane Parr. iPads (for in-library use only) with memorial engravings have been ordered for Main and the branches. These iPads will allow patrons to access eBooks, eAudiobooks, eMagazines, and other streaming media while in the library. It will also allow library staff members to train and help patrons with various apps.
- FY 2022 budget vote
    - Two budget presentations in April to West End Neighbors and the PTAs (elementary, middle school, and high school)
    - Three more scheduled for early May
    - Everything is set for the Library to be a voting site on May 18th
    - Working with Russell to set up better systems for departments to track (in real-time) all spending specifically designated for their department including program and program supplies budgets
- Time limits for browsing and studying set to end May 10th
- Virtual Services start-up
    - Most items ordered with anticipated arrival dates in late May/early June
- The Harvey Weisenberg: A Lifetime of Sand, Sea, and Service exhibit will be up from Sunday May 16th thru Saturday May 26th.
- Based on feedback from patrons, some of the new loan rules have been adjusted including putting new books back to a 14-day checkout. Thus far, the new loan rules are not having an impact on the high number of new items being kept well past their due date and items not being returned. We'll need to work on additional strategies to get patrons to return their books.
- FY 2022 Priorities
    - I'm currently working my FY 2022 priorities for the June board meeting
    - Patron Services and Youth Services Department Heads are working on their priorities
    - I'll be meeting individually with Adult Services staff to set their top priorities for FY 2022. Once that's completed, I'll work on Adult Services' overall priorities.
- Committees and Working Groups
    - Mission statement/strategic planning
        - Recommended vison and values on May board meeting agenda
        - Will work on
    - Employee handbook
        - Employee code of conduct will be finalized by the end of May

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        - Department Heads working on portions of the employee handbook, focusing on reviewing items required by law, areas covered by the CSEA contract, and suggestions for new or updated policies
    - I'm setting up other committees/working groups for staff to serve on
        - Procurement
        - Library Policies
        - Marketing and Website
        - Library Programming

## Facilities

- HVAC
    - In LBSD's budget for FY 2022
- Overhang/Awning Roof
    - LBSD Facilities assessed and is following up with Milcon (contractor who did the overall roof) to schedule repair
- Alarm system updates
    - On hold
- Flood gates
    - Pursuing other options for full or partial funding
- First floor redesign
    - Quotes and designs will be on the agenda for June meeting

At the April 19th meeting, Trustee Donovan asked about Sandy damages and reimbursements. Thanks to Jill for getting this info together.

FEMA - $273,959

GRANTS - $98,940

INSURANCE - $440,115

DONATIONS - $8,418

**TOTAL - $821,432**

## In-Library Usage

| Month | Main | Point | West | Total |
|---|---|---|---|---|
| October 26 to 31 | 337 | | | **317 (PL/WE included)** |
| November 2020 | 1,524 | | 82 | **1,606 (PL included)** |
| December 2020 | 1,492 | | 94 | **1,586 (PL included)** |
| January 2021 | 2,031 | 239 | 99 | **2,369** |
| February 2021 | 1,848 | 212 | 65 | **2,125** |

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| | | | | |
|---|---|---|---|---|
| March 2021 | 2,829 | 260 | 87 | **3,176** |
| April 2021 | 2,597 | 264 | 91 | **2,952** |

## Circulation – Physical Items

| Month | Main | Point | West | Total |
|---|---|---|---|---|
| July 2020 | 6,272 | 181 | 94 | **6,547** |
| August 2020 | 6,014 | 389 | 139 | **6,542** |
| September 2020 | 6,198 | 436 | 119 | **6,753** |
| October 2020 | 7,399 | 423 | 141 | **7,963** |
| November 2020 | 7,183 | 374 | 177 | **7,734** |
| December 2020 | 6,855 | 354 | 187 | **7,396** |
| January 2021 | 8,477 | 534 | 200 | **9,211** |
| February 2021 | 7,252 | 384 | 149 | **7,785** |
| March 2021 | 8,422 | 399 | 204 | **9,025** |
| April 2021 | 6,173 | 411 | 163 | **6,747** |

## Virtual Services – Adults

| Months | Total # of Programs | Attendance Total | Kids | Teens | Adults | Seniors | Parents |
|---|---|---|---|---|---|---|---|
| **July** | 46 | 670 | 1 | 2 | 660 | 7 | 0 |
| **August** | 40 | 696 | 0 | 13 | 389 | 292 | 2 |
| **September** | 53 | 894 | 2 | 6 | 460 | 419 | 2 |
| **October** | 57 | 776 | 0 | 1 | 452 | 292 | 31 |
| **November** | 45 | 931 | 0 | 0 | 558 | 264 | 9 |
| **December** | 47 | 861 | 0 | 0 | 432 | 427 | 2 |
| **January** | 63 | 1,258 | 0 | 19 | 620 | 619 | 0 |
| **February** | 75 | 1,446 | 0 | 0 | 729 | 717 | 0 |
| **March** | 68 | 1,264 | 1 | 4 | 789 | 470 | 0 |
| **April** | 53 | 1,045 | 0 | 0 | 695 | 349 | 1 |
| **TOTAL** | **545** | **9,879** | **4** | **45** | **5,743** | **4,040** | **47** |

## Virtual Services – Kids and Teens

| Months | # of Programs | Attendance Total | Kids | Teens | Adults | Seniors | Parents |
|---|---|---|---|---|---|---|---|

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **July** | 32 | 385 | 182 | 4 | 99 | 0 | 100 |
| **August** | 28 | 252 | 128 | 7 | 49 | 0 | 68 |
| **September** | 29 | 245 | 98 | 12 | 51 | 0 | 84 |
| **October** | 32 | 277 | 135 | 11 | 58 | 3 | 70 |
| **November** | 30 | 270 | 125 | 2 | 51 | 0 | 92 |
| **December** | 24 | 229 | 96 | 20 | 78 | 0 | 35 |
| **January** | 32 | 287 | 123 | 9 | 90 | 0 | 65 |
| **February** | 26 | 396 | 170 | 68 | 51 | 0 | 107 |
| **March** | 29 | 383 | 156 | 33 | 84 | 0 | 110 |
| **April** | 39 | 648 | 377 | 110 | 122 | 0 | 39 |
| **TOTAL** | **470** | **2,724** | **1,590** | **281** | **737** | **3** | **770** |

## Online Resources

**Nassau Digital Doorway (eBooks and eAudiobooks-NDD/Libby/Overdrive)**

| | **March 2021** | **FY 2021 Cumulative** | **Change from last FY** |
|---|---|---|---|
| ebooks | 3,814 | 41,878 | 45% |
| eAudiobooks | 1,319 | 13,299 | 25% |
| **Total** | **5,388** | **50,044** | |

**Usage of Online Entertainment Services[1]**

| **April 2021** | **FY 2021 Cumulative** |
|---|---|
| 432 | 9,102 |

**Learning Resources and Research Database Use[2]**

| | **April 2021** | **FY 2021 Cumulative** |
|---|---|---|
| **Sessions/Checkouts** | 193 | 6,117 |

## Social Media

| **YouTube** | | |
|---|---|---|
| | **April 2021** | **FY 2021 (cumulative)** |
| **Number of Views** | 646 | 8,234 |

[1] Online entertainment services include Kanopy, Hoopla, RBDigital providing movies, TV shows, eMagazines, eBooks, and eAudiobooks (it was not possible to do a usage breakdown by type)

[2] Learning and resource databases include Learning Express, Consumer Reports, EBSCO databases, and Gale databases. We have significantly fewer databases in 2020 (cut due to no or low-usage in previous years)

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| | | |
|---|---|---|
| **Number of videos uploaded** | 254 | 1,339 |
| **Videos added** | 30 | 212 |

## Meetings and Trainings

- Department head meetings
- Website and marketing meetings
- Programming meetings
- City of Long Beach CBO bi-weekly meetings
- MLD meetings
    - Executive Board meeting
    - Board Meeting
- MLD Informal Discussions
- Reopening Committee meeting
- Call w/nearby library directors
- Book widget training
- NLS Resource Sharing Code committee meetings
- Gale Analytics: Becoming a Data Driven Library training
- West End Neighbors Budget presentation
- Joint PTAs budget presentations

**Long Beach Public Library**
**Monthly Report – April 2021**
**Patron Services**

## 1. Department head projects

- Jakea Williamson
  - Expectations of employees.
  - Vacation request and scheduling.
  - Loan Rules.
  - Wrote out all instructions for opening and closing register.

## 2. Department Projects

- *Phillip Boccia*
  - Set up and reconfigured Pharos PC's time change from 30 min to 60 min, and added four more stations to the Technology Center.
  - Provided printing usage stats to PMA for maintenance contract
  - Weeded and shelf-read sections of the collection, mine and in other Dewey sections.
  - Was on vacation for a week.
  - Troubleshooting a delay issue printing time within the Pharos system. On a few of the older PC's, Word documents are experiencing a delay when connecting to the network printers. I'm still troubleshooting whether it is a Windows issue, Office issue or a Pharos issue. UPDATE, this has been resolved.
- *Diane Dudderar*
  - No special projects this month.

- Russell Stein
  - FY Budget Allocations
  - Clover register
  - Program Budget Allocations Tracking
  - B&T Book Lease Services
  - FEMA Super Storm Sandy Audit
  - Extract RBdigital Reports/data before migration

- *Tom Wojciechowski*
  - Continued to expand our YouTube channel.
  - Creating an Adobe Premiere template for each of our recurring programs to expedite the editing process, allowing for more time to improve the quality and presentation of our online content as a whole.

## 3. Department Head Completed training/workshops

- Book widget training.
- TechnicalServicesMeetup.

## 4. Issues/ Concerns

- Extending opening.

## 5. Goals

### Goals for April 2021 Completed?

- Successfully implemented 1 hour limit.

### Goals for May 2021

- No time limits for patrons without incidents.

# APRIL 2021
# Long Beach Public Library Youth Services Report
**Written May 5, 2021 by Jennifer Firth, Department Head**

**1. YS ROOM WALK-IN ATTENDANCE**

JAN YS Room Attendance: Adults 69 + Teens 36 + Kids 40 = 145 visits in 14 days
FEB YS Room Attendance: Adults 183 + Teens 58 + Kids 150 = 391 visits in 28 days
MAR YS Room Attendance: Adults 194 + Teens 58 + Kids 164 = 416 visits in 31 days
APR YS Room Attendance: Adults 222 + Teens 71 + kids 176 = 469 visits in 30 days

---

Total Attendance for 2021 = 1,421 visits in 103 days

**2. YS PROGRAM STATS**

We did 33 Total programs in January: 23 Kids + 6 Teen + 4 Parents
We did 28 Total programs in February: 21 Kids + 7 Teen + 0 Parents
We did 39 Total programs in March: 30 Kids + 8 Teen + 1 Parents
We did 43 Total programs in April: 31 Kids + 12 Teen + 0 Parents

---

Total Programs for YS Dept for 2021=143

**3. YS PROGRAM ATTENDANCE STATS**

We had a Total Attendance of 230 in January: 215 Kids + 14 Teens + 1 Parent
We had a Total Attendance of 349 in February: 281 Kids + 68 Teens + 0 Parents
We had a Total Attendance of 468 in March: 420 Kids + 47 Teens + 1 Parent
We had a Total Attendance of 570 in April: 459 Kids + 111 Teens + 0 Parents

---

Total Program Attendance for YS Dept for 2021 =1,140

**4. Baby Chick Hatching on 5/4/2021**

Miss Tanya successfully hatched 5 of the 8 eggs that came from the Suffolk County Farm & Education Center in partnership with the Cornell Cooperative Extension's Incubation and Embryology Project in Yaphank. Eggs were obtained on April 13, 2021 and placed in our incubator on our youth services reference desk for 21 days. Three chicks hatched on the 4th and 2 on the 5th. Live streaming of the hatching and of the chicks is taking place.

"Now, hop to your feet
and stand up. But there's more.
Steady yourself,"
then aim For the shore."

**5. Special Program Offered This Month**

**- Minecraft Mania –** We had the first of three sessions run by TD3 Minecraft Mania on April 21st. We had 15 players and their parents take part. Everyone is looking forward to the May 12th class.

**6. Continuing Education**

Staff continues to participate in various continuing education opportunities. Miss Nicole and I are ¾ way through the Project Ready Course and Miss Nicole is ½ way through her Yoga Instructors class.

**7. Take and Make Crafts**

These continue to be extremely popular with our patrons with people clamoring for more of them. We have been making 50 of them at a time and have none left over.

**8. LB Public School Career Day**

The youth services department has been asked to participate in career day. This involves us putting together a video of us speaking about being librarians. We are charting new territory here! We have the month of May to pull this together.

**9. Special Needs Programing Continues**

Miss Nicole and Miss Tanya are continuing to work with the special needs' youth from Brookville Center for Children's Services out of Lido Beach with an online crafting series of programs. This serves between 10-30 teens.

Eileen Pollis Monthly Report April 2021

1. Morning Coffee with Tara Lannen Stanton(4) Patrons (2) staff
2. Harvey Weisenberg Oral History Research completed & Recorded. Scannied additional photos for upcoming program.
3. Library Aware Biography & Memoirs as well as Mary Aileen's Fiction A-Z, Thrillers & Suspense and Library Reads.
4. Photographed Long Beach High School Wall of Fame with permission of Director of Physical Education Arnold Epstein and cooperation of security & Staff. The start of Long Beach will be a two-part program September & October.
5. Joint Library & Historical Society Program Tuesday June 15th @ 2:00 PM with Mark Torres, author of his new book "Long Island Labor Camps: Dust for Blood" This is going to be a great start of cooperation with the Long Beach Historical Society
6. Working on the June Long Beach Memories "West End" with special guests David Leiberman, Joe Ponte & Ann Evelyn Alterman resident of Long Beach since 1938.
7. Reference desk 2-3 hours a day.
8. Help 2 patrons with Local History questions 1.) Did the elephants build the Boardwalk, 2.) Looking for a photograph of the old West End fishing pier. I contacted Chuck Jacobi and he was able to send me 2 that I passed onto Mr. Seltzer.
9. Much thanks to Joanne Belli, Long Beach Historical Society, Doug Sheer, Long Beach Landmarks Society & Ioannis Potouridis, Nassau County Assessment Tax Map Department help with program on the "Canals of Lido".

# MONTHLY REPORT – April 2021

Jeannine Dillon, Librarian Trainee

## Original Program Development for April 2021

- **Take & Make Craft: Pretty Paper Flowers** (work w/Mary Aileen on project, purchasing, advertising, packing bags, registering patrons for the craft, and moderating the class on Zoom).
- **Bestseller Book Club: Klara and the Sun** (work w/Natasha on developing this book club focused on current bestsellers to attract readers to join and grow our presence locally.)

## Maintain and Update Library Calendar AS

- Work with Tim & Eileen to input all the events, add registration, and create new events.
- Write copy for all new adult programs where appropriate
- Create Zoom links for all the new adult programs

## Program Moderation

- On a **weekly** basis, I typically moderate the following programs online:
    - Chair Yoga with Kathleen Regan
    - Strength Training with Pat Cappeto
    - Gentle Yoga with Beverlee Bertinetti
    - Movin' to Motown with Lisa Wisel

On a **monthly basis**, I typically moderate the following programs:

- Any Sunday concerts or programs (April included *Retro69*)
- Any new programs (*Nassau Library Health Share programs; Best Foods to Boost Memory* – I don't moderate all of these, but I do manage the calendar entries, patron emails, and regular questions about Zoom links with patrons)
- Job Search Workshops – I moderated *Job Search Strategies*
- Take & Make Crafts (Paper Flowers this month)

## **Program Hiring & Local Outreach: Main Goal this Month

- Added health programs for Long Beach: a very successful *Solve Your Sleep Problems* which saw over 60 attendees across Nassau as well as Spanish language problem called *Su Salud, Sus Valores* in conjunction with West Hempstead Public Library
- Working with Susan James (AIP) for Cabaret Festival in May – 3 separate evenings and performers
- Working with Johanna Mathison for Barrier Blues concert in June
- Worked with Assemblywoman Miller's office to schedule the Active Living series in July
- Approve all programs for payment with Jill Lessard

## Art Gallery

- Met with 2 local photographers, Scott Ferrone (admin for I Love Long Beach on Facebook) and Barbara Lobosco (@senseibarb) for an art gallery exhibition on the 2nd floor for the upcoming summer. We will be showcasing amazing photographs of Long Beach and Manhattan for July and August.
- We will be hosting a gallery opening in June with approximately 50 people

## Outreach & Patron Services

- Discussed a potential shared Long Island music event with journalist Darren Paltrowitz.
- Met with Eileen Lily from the League of Women Voters to host a Candidates' Forum for Long Beach City Council Primary.
- Have been working with Judith Loeb at Hillside Library and 8 other libraries in Nassau County to do a Northwell Health program "share" intended to boost health program attendance and to share ideas.

## Professional Development: Training/Webinars

- Attended the LILRC Homelessness Program
- Attended the evaluating programs and resources programming seminar

## Tracking/Reporting

- Tracked and logged attendance for all programs that I moderated.

## Weekly Program Eblasts: Writing, Editing

- Write/edit all the AS eblasts (and do a quick review of YS weekly eblast)
- Shorten and edit the event descriptions for the weekly eblast
- Make sure the programs dates and times match the eblast
- Make sure all the virtual events for the week have a corresponding Zoom link and that no Zoom meetings never overlap
- Write/edit event-specific eblasts for concerts or big events

## Library Service Updates Eblasts and Flyer

- Wrote and worked with Tim on the Budget postcard which mails in May
- Wrote the eblast for Lifting Restrictions at the Library (Pull Up a Chair and Stay Awhile…)

## Instagram & Facebook

- 9 Instagram posts plus at least 2 Instagram stories in February
- I took over the library's inactive Instagram account in February 2020. We started with approximately 120 followers. As of May 12, we have **1,073 followers, 309 posts.**

## Website Maintenance

- Help regularly maintain the website, specifically streaming TV & movies, downloading ebooks and audio books.

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| | |
|---|---|
| Form Name: | Adult Services Monthly Report |
| Submission Time: | May 5, 2021 11:17 am |
| Browser: | Chrome 90.0.4430.93 / Windows |
| IP Address: | 104.207.219.198 |
| Unique ID: | 804297030 |
| Location: | 40.696300506592, -73.620697021484 |

| | |
|---|---|
| **Name** | Lenora Ashford |
| **Email** | lashford@longbeachlibrary.org |
| **Title** | Librarian |
| **Month** | April 2021 |
| **Collection Development & Maintenance** | After reviewing my budget, I have been ordering more books for main and Point to expand new materials and round out limited collections. |
| **Programs** | I have been in contact with the programmers I work with to make sure they are getting their payments. I am also still moderating, recording, and streaming to Facebook when applicable. I was also subbing in for the Ask The Tech Guy during Phil's vacation. |
| **Projects** | I am getting ready to shift Graphic Novels to give the collection more space. |
| **Community Engagement** | Numerous patrons have contacted me thanking me for all the programs we have been running, especially during lockdown. |
| **Professional Development & Conferences** | I haven't taken any webinars lately. |

Mary Moore, Long Beach Public Library, Librarian Trainee (working 1 - 2 days per week)

April 2021 Report

Marketing projects:

- Bullet Aid grant proposal
- Social media promotion
    - Instagram: designed Earth Day promotional image
    - Instagram: designed evergreen quote images
    - Facebook: became a manager of LBPL page
- Youth Services website refresh (ongoing)
- Promotional materials
    - Designed Cabaret Festival flyer
- Editorial calendar development (ongoing)
    - Cross-departmental programs, social media and promotion planning

Reference:

- Reference desk training
- Circulation desk training
- Genealogy research project
- Museum pass management

Programs:

- Moderated Movement for Flexibility and Balance exercise class

Meetings attended:

- Monthly website meeting
- Check in with director
- Met with Youth Services re: website refresh
- Additional marketing brainstorms

Classes attended:

- Librarianship in a multicultural society (ongoing course)
- Masters Thesis research (in progress)
- Green New Deal information session

Natasha Drax

April 2021 Board Report

May 5th, 2021

After a successful run of my biweekly Friday Film Discussion program over the past year since lockdown, I have decided to switch to a monthly "Classic Movie Monday" film discussion instead to try and draw in a new crowd.

With Logan's departure from the West End, I have been working with Ron to prepare him to take over some of those shifts. He continues to do great work and I am confident that he will handle the branch well.

There are some major changes coming up with one of our movie streaming services. Since RBdigital has been taken over by Overdrive, it is now highly probable, although not definite, that we may lose access to Acorn TV. I remain hopeful that this is only temporary as the companies work out licensing issues.

On Tuesday, April 27th, I was on a panel with fellow media librarians about running virtual movie discussions. There was a great exchange of ideas and our next program will be "Discussing Challenging Topics in Media," with a date to be determined.

On Wednesday, April 28th, Jeannine and I read *Klara and the Sun* by Kazuo Ishiguro for our Bestseller's Book Club. Again, the program was well attended with 13 participants and the group discussion was polite, insightful, and engaging. Our next meeting will be on May 26th, and we will be reading *The Kitchen Front* by Jennifer Ryan.

I did have a couple of patrons comment again on the flickering lights around the reference desk. This has been a problem since before the pandemic. It is a disservice to our community since our space is more welcoming when properly lit, especially now that we have tables out for use, and it is personally frustrating since I can't work with better lighting without running the risk of suffering a migraine. Is there any update on a resolution to this issue?

Attached please find a picture of a card and a handmade mask Jeannine and I each received as a thank you gift from one of our book club members!

**Ron Carroll – April 2021**

- I trained and worked at West End.
- I checked out and checked in materials.
- I assisted patrons with printing, copying, and faxing.
- I ordered materials for patrons.
- I issued and renewed library cards.
- I accepted cash payment from patrons for printing.
- I assisted patrons with information on how to obtain a New York State Driver's License
- I helped patrons with navigating our website.
- I assisted patrons with downloading audiobooks.
- I reserved museum tickets for patrons.

**Joan Yonish – April 2021**

On April 23 I had my first book discussion for the spring on The Wife Between US by Greer Hendricks and Sarah Pekkanen. Two people attended and they found the book absorbing and worthwhile.
On April 27 I attended a one-hour webinar called Mysteries, They Wrote. The moderator enumerated new mysteries coming out this spring by recognized authors as well as by newer authors. She also mentioned publishing houses that publish mainly mysteries. This session was informative and useful.
I am keeping up with delivering materials to homebound people with the help of aides.

LONGBEACH PUBLIC LIBRARY

# FY 2021 Revised Budget for Approval (5/19/2021 Board Meeting)

| Estimated Revenue | | | FY 2021 Original | FY 2021 Revised and Approved | FY 2021 Revised & Approved - 4/19 Board Meeting | FY 2021 Revised for 5/17 Board Meeting | Notes (for funds transfers/changes over $5,000) |
|---|---|---|---|---|---|---|---|
| | 3100 | Appropriation from Operational Surplus | $ 83,650 | $ 83,650 | $ 83,650 | $ 83,650 | |
| | | Appropriation of Board Approved Transfer from Capital Fund Computers - Virtual Services | $ - | $ - | $ 29,283 | $ 29,283 | |
| | 4050.00 | Real Property Taxes | $ 3,510,784 | $ 3,510,784 | $ 3,510,784 | $ 3,510,784 | |
| | 4022.00 | Payment in Lieu of Taxes | $ 5,000 | $ 5,000 | $ 5,000 | $ 5,000 | |
| | 4014.00 | Fines and Rentals | $ 12,500 | $ 6,000 | $ 6,000 | $ 6,000 | |
| | 4030.00 | Interest and Earnings | $ 2,500 | $ 2,500 | $ 2,750 | $ 2,750 | |
| | 4040.00 | Miscellaneous Revenues | $ 11,250 | $ 11,250 | $ 17,500 | $ 17,500 | |
| | 4020.00 | LLSA and Library System Grants, Gifts & Endowments | $ 7,500 | $ 7,500 | $ 14,227 | $ 14,227 | |
| | | *Total Estimated Revenue* | *$ 3,633,184* | *$ 3,626,684* | *$ 3,669,194* | *$ 3,669,194* | |

| Estimated Expenditures | | | FY 2021 Original | | FY 2021 Revised & Approved - 4/19 Board Meeting | FY 2021 Revised for 5/17 Board Meeting | |
|---|---|---|---|---|---|---|---|
| **6400 - Library Materials** | | | **$ 216,500** | **$ 252,916** | **$ 255,000** | **$ 261,000** | |
| *6420.00* | *Books (all formats)* | 6420.BP Books and Audiobooks, Print | $ 60,000 | $ 81,750 | $ 93,000 | $ 93,000 | |
| | *$ 153,000.00* | 6420.BD eBooks and eAudiobooks, Digital | $ 60,000 | $ 60,000 | $ 60,000 | $ 84,000 | Increase cost per circ monthly allocation |
| *6450.00* | *Films (all formats)* | 6450.FD DVDs | $ 20,000 | $ 30,000 | $ 30,000 | $ 12,000 | Decreased based on actual spending/updated release dates/availability. Also decreased to allow for more eBook/eAudiobook funding |
| | *$ 40,000.00* | 6450.FS Streaming Films / Film Licensing | $ 4,500 | $ 10,000 | $ 10,000 | $ 10,000 | |
| *6455.00* | *Music (all formats)* | 6455.CD Physical CDs | $ 2,000 | $ 1,166 | $ 2,000 | $ 2,000 | |
| | *$2,000* | 6455.ST Streaming Music / Services | $ - | $ - | $ - | $ - | |
| *6457.00* | *Magazines & Newspapers* | 6457.MD/MP Magazines and Newspapers (Print and Digital) | $ - | $ 10,000 | $ 10,000 | $ 10,000 | |
| | *$ 10,000.00* | | | | | | |
| 6457.00 | *Research/Learning* | 6457.DI/RL Research, Learning, and Databases (Print and Digital) | $ 70,000 | $ 60,000 | $ 50,000 | $ 50,000 | |
| | *$ 50,000.00* | | | | | | |
| **6280 - Library Programs** | | | **$ 114,500** | **$ 66,500** | **$ 68,700** | **$ 68,700** | |
| *6280.A-AS* | *Adult Programs & Supplies* | 6280.A Adult Programs | $ 33,500 | $ 33,500 | $ 36,500 | $ 36,500 | |
| | *$ 39,000.00* | 6280.AS Adult Program Supplies (previously included in Adult Programs) | $ 5,000 | $ 2,500 | $ 2,500 | $ 2,500 | |
| *6280.J-JS* | *Youth Programs & Supplies* | 6280.J Youth Programs | $ 60,000 | $ 20,000 | $ 20,000 | $ 20,000 | |
| | *$ 22,500.00* | 6280.JS Youth Program Supplies (previously included in Youth Programs) | $ 8,000 | $ 2,500 | $ 2,500 | $ 2,500 | |
| *6280.F* | *Program Innovation Fund* | 6280.F Program Innovation Fund (prev.Festivals, incld in Adult Pgms) | $ 3,000 | $ 3,000 | $ 2,200 | $ 2,200 | |
| | *$ 2,200.00* | | | | | | |
| *6280.MU* | *Museum Passes* | 6280.MU Museum Passes | $ 5,000 | $ 5,000 | $ 5,000 | $ 5,000 | |
| | *$ 5,000.00* | | | | | | |
| **6440 - Technology** | | | **$ 40,500** | **$ 51,500** | **$ 81,000** | **$ 84,198** | |
| | | 6440.HT Hardware Technology | $ 8,500 | $ 14,000 | $ 26,000 | $ 27,698 | |
| | | 6440.SW Software and Online Services | $ 12,000 | $ 15,000 | $ 15,000 | $ 15,000 | |
| | | 6440.LT Leased Technology | $ 15,000 | $ 15,000 | $ 15,000 | $ 15,000 | |
| | | 6440.PT Peripheral Technology | $ 5,000 | $ 7,500 | $ 25,000 | $ 26,500 | |
| **6460 - Library Operational Expense** | | | **$ 82,000** | **$ 86,000** | **$ 90,000** | **$ 87,500** | |
| | | 6460.SU Library Supplies | $ 17,500 | $ 17,500 | $ 17,500 | $ 15,000 | |
| | | 6460.PO Postage | $ 4,000 | $ 5,500 | $ 7,500 | $ 7,500 | |
| | | 6460.CM Communications and Marketing | $ 7,500 | $ 10,000 | $ 12,000 | $ 12,000 | |
| | | 6460.IN Insurance | $ 53,000 | $ 53,000 | $ 53,000 | $ 53,000 | |

LONG BEACH PUBLIC LIBRARY

# FY 2021 Revised Budget for Approval (5/19/2021 Board Meeting)

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **6610 - Other Operational Expenses** | | **$ 182,500** | **$ 180,500** | **$ 182,500** | **$ 182,500** | |
| | 6610.NS | NLS Services- ILS and NLS General Support (previously included in Municipal Services) | $ 105,000 | $ 105,000 | $ 105,000 | $ 105,000 | |
| | 6610.GU | Security | $ 55,000 | $ 53,000 | $ 55,000 | $ 55,000 | |
| | 6610.AC | AccuData | $ 10,000 | $ 10,000 | $ 10,000 | $ 10,000 | |
| | 6610.MI | Misc. (book drop, collection agcy, water cooler etc.) | $ 12,500 | $ 12,500 | $ 12,500 | $ 12,500 | |
| **6640 - Facilities (Used to be called Building Maintenance)** | | **$ 241,500** | **$ 262,500** | **$ 262,500** | **$ 280,000** | |
| | 6640.BR | Branch Rentals | $ 77,000 | $ 77,000 | $ 77,000 | $ 77,000 | |
| | 6640.UT | Utilities | $ 68,000 | $ 68,000 | $ 68,000 | $ 68,000 | |
| | 6640.TE | Telephone | $ 23,500 | $ 23,500 | $ 23,500 | $ 23,500 | |
| | 6640.CM | Cleaning & Maintenance Supplies | $ 9,000 | $ 15,000 | $ 15,000 | $ 15,000 | |
| | 6640.BM | Repairs / Maintenance to Bldg/Equip | $ 54,000 | $ 54,000 | $ 54,000 | $ 64,000 | |
| | 6640.FU | Replacement Furniture | $ - | $ 2,500 | $ 2,500 | $ 10,000 | Replace YS furniture/add additional staff desks/computer help desk |
| | 6640.MI | Facilities / Miscellaneous Building Maintenance Expenses | $ 10,000 | $ 22,500 | $ 22,500 | $ 22,500 | |
| **6615 - Municipal Services** | | **$ 20,000** | **$ 32,000** | **$ 32,000** | **$ 32,000** | |
| | 6615.00 | Civil Service, Water, Sanitation | $ 20,000 | $ 32,000 | $ 32,000 | $ 32,000 | |
| **Reserves** | | **$ -** | **$ -** | **$ -** | **$ -** | |
| | | Operational Reserves | $ - | $ - | $ - | $ - | |
| | | Technology Reserves | $ - | $ - | $ - | $ - | |
| **6270 - Professional Fees** | | **$ 49,500** | **$ 49,500** | **$ 52,226** | **$ 52,226** | |
| | 6270.PF | Professional Services | $ 42,500 | $ 42,500 | $ 44,500 | $ 44,500 | |
| | 6270.TR | Travel and Training | $ 5,000 | $ 5,000 | $ 5,726 | $ 5,726 | |
| | 6270.DM | Dues and Memberships | $ 2,000 | $ 2,000 | $ 2,000 | $ 2,000 | |
| **6500 - Personnel** | | **$ 2,686,184** | **$ 2,645,268** | **$ 2,645,268** | **$ 2,621,451** | |
| *5000.00 Salaries* | 5000.00 | Salaries | $ 1,860,709 | $ 1,860,709 | $ 1,860,709 | $ 1,839,211 | Decreased based on salary estimates for May/June due to vacancies and schedule adjustments |
| *$ 1,860,709.00* | 6500.01 | Hospital and Medical Insurance | $ 377,916 | $ 350,000 | $ 350,000 | $ 350,000 | |
| *6500.EB Employee Benefits (Medical, Retirement, etc.)* | 6500.02 | NYS Retirement | $ 258,000 | $ 230,000 | $ 230,000 | $ 230,000 | |
| *$784,559.00* | 6500.03 | Social Security/ Medicare | $ 142,559 | $ 142,559 | $ 142,559 | $ 140,240 | |
| | 6500.05 | Unemployment | $ 15,000 | $ 30,000 | $ 30,000 | $ 30,000 | |
| | 6500.M | Miscellaneous Employee Expenses | $ 32,000 | $ 32,000 | $ 32,000 | $ 32,000 | |
| | | ***Total Estimated Expenditures*** | **$ 3,633,184** | **$ 3,626,684** | **$ 3,669,194** | **$ 3,669,575** | |
| | | | | **$ -** | **$ -** | **$ (381)** | |

LONG BEACH PUBLIC LIBRARY
111 WEST PARK AVENUE
LONG BEACH, NY 11561
PHONE: 516-432-7201
EMAIL: INFO@LONGBEACHLIBRARY.ORG
WWW.LONGBEACHLIBRARY.ORG

## Mission

Long Beach Public Library is a gateway to endless possibilities. We foster a love of reading and lifelong learning, cultivate community connections and growth, and provide access to creative and cultural opportunities.

## Vision

Long Beach Public Library will be the first place our community turns to fulfill their needs.

### As a fiscally responsible community resource, the Library has five **core values**

We are an active presence in the ***community*** establishing, maintaining and building upon connections to provide all with chances to thrive and grow.

As a physical space, the Library is ***accessible*** to all including those with invisible needs and disabilities. As a physical space, the Library provides patrons with the technology and assistance to utilize virtual services. As a virtual space, the Library provides 24/7 ***access*** to resources and information.

We are ***patron-driven***, actively encouraging patron input and receptive to making changes based on suggestions for improvement. All aspects of service will be data-driven and run through the lens of what the community needs and wants.

We create a welcoming and comfortable environment where the ***diverse*** values, backgrounds, experiences, and cultures in our community are appreciated, represented, supported, and celebrated.

The Library is ***trusted*** to provide consistent and factual information without biases. The Library maintains its community trust by promoting transparency and accountability in all facets of operations and conduct.

### The Library will be active and intentional in fulfilling its **aspirational values**

The Library will work towards ***equitable inclusion***, being active and intentional in creating an environment where all can participate, contribute, and thrive. We will consistently review our practices, procedures, programs and services to ensure this.

The Library will be more ***collaborative***, working with each other and with community organizations on multiple levels for broad and sustainable connections. We will seek out and harness unique talents in service to each other and the community.

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As a ***reliable*** community resource, the Library will be proactive in meeting current and emerging needs. We will make sure our practices and procedures are consistent no matter who we're serving (internal and external).

The Library will practice ***conscious empathy***, actively considering patrons' perspectives before our own. We will have an intentional focus on being kind, considerate, and sincere in all our actions.

The Library will strive towards ***innovation*** that matches community needs and wants. We will integrate new technologies, practices, and thought processes to both enhance current library services and implement new ones.

| Effective May 2021 | | | | | | |
|---|---|---|---|---|---|---|
| **iType** | **Loan Rule** | **Loan Period** | **Daily Fine** | **Max Fine** | **Renew** | **Holdable** |
| 0 - Book Non-Fiction | 136 | 28 | $ 0.05 | $ 5.00 | 2 | Yes |
| 1- Book Fiction | 136 | 28 | $ 0.05 | $ 5.00 | 2 | Yes |
| | | | | | | |
| 5 - New Non-Fiction | 339 | 14 | $0.50 | $ 7.00 | 1 | Yes |
| 6 - New Fiction | 339 | 14 | $0.50 | $ 7.00 | 1 | Yes |
| 89 - Express Books | 52 | 3 | $ 1.00 | $ 10.00 | 0 | No |
| 88 - Express Media | 52 | 3 | $ 1.00 | $ 10.00 | 0 | No |
| 53 - New DVD | 52 | 3 | $ 1.00 | $ 10.00 | 0 | No |
| 70 - Magazines | 67 | 7 | $0.05 | $ 5.00 | 0 | No |
| 46- Adult DVD | 337 | 14 | $0.50 | $ 10.00 | 1 | Yes |
| 38 - J DVD | 337 | 14 | $0.50 | $ 10.00 | 1 | Yes |
| 116 - YA DVD | 337 | 14 | $0.50 | $ 10.00 | 1 | Yes |
| 51 -Adult Sound Recording | 136 | 28 | $ 0.05 | $ 5.00 | 2 | Yes |
| 52 - New Sound Recording | 120 | 14 | $0.25 | $ 10.00 | 2 | Yes |
| 107 - J Sound Recording | 136 | 28 | $ 0.05 | $ 5.00 | 2 | Yes |
| 113 - YA Sound Recording | 136 | 28 | $ 0.05 | $ 5.00 | 2 | Yes |
| 54 - Graphic Novel | 152 | 28 | $0.25 | $ 10.00 | 2 | Yes |
| 16 - Civil Service | 136 | 28 | $ 0.05 | $ 5.00 | 2 | Yes |
| 125 - Museum Pass | 340 | 2 | $ 5.00 | $ 35.00 | 0 | No |
| 55 - ILL | 338 | 28 | $ 2.00 | $ 20.00 | 0 | No |
| 20 - J Non Fiction | 136 | 28 | $ 0.05 | $ 5.00 | 2 | Yes |
| 21 - J Fiction | 136 | 28 | $ 0.05 | $ 5.00 | 2 | Yes |
| 22 - Picture Books | 136 | 28 | $ 0.05 | $ 5.00 | 2 | Yes |
| 101 - YA Fiction | 136 | 28 | $ 0.05 | $ 5.00 | 2 | Yes |
| 102 - YA Non-Fiction | 136 | 28 | $ 0.05 | $ 5.00 | 2 | Yes |
| Holiday Books - iCode1 | 336 | 14 | $ 1.00 | $ 10.00 | 0 | Yes |

## QUOTATION: LONG BEACH PUBLIC LIBRARY

| | | | |
|---|---|---|---|
| Client: | Long Beach Library | Consultant: | Tim Collingwood |
| Contact: | Tara Lannen-Stanton | Date: | 09 April 2021 |
| Your Ref: | Flood Prevention Works | Our Ref: | FC20516/2/TC |

### PRICES

We are pleased to provide the following quotation to **supply & install** products and services detailed below, in accordance with our standard Terms and Conditions:

| *Ref* | *Description* | *Width ft/ins* | *Height ft/ins* | *Qty* | *Rate* | *Total* |
|---|---|---|---|---|---|---|
| | **Supply Items** | | | | | |
| | Slot-in Flood Control barrier system. Aluminum beams each 11.8" high, 5.5lb/ft. Beams slot in to 2.4" x 4.7" galvanised channels fixed to structural opening. End channels to have cover plates for when system not in place. Fully removable posts with grade 316 stainless steel sockets and blanking bolts for when system removed. To incorporate stainless steel blades to cut into sidewalk to form straight edge for gasket to seal against. | | | | | |
| | C-Shaped system to front entrance | 31 | 5-0 | 1 | $ 25,294.00 | $ 25,294.00 |
| | Single span barriers to back doors | 4-0 | 5-0 | 2 | $ 3,629.00 | $ 7,258.00 |
| | Heavy duty trolley 30" x 60" to facilitate distribution of materials from store to install location | | | 1 | $ 745.00 | $ 745.00 |
| | **Installation (permitting etc by others)** | | | 1 | $ 12,600.00 | $ 12,600.00 |
| | Annual visit to erect / inspect / re-store flood barrier system | | | | $ 835.00 | |
| | **TOTAL** | | | | | **$ 45,897.00** |

We hope that the above quotation is acceptable and look forward to hearing from you. If you do have any queries, please do not hesitate to contact the Consultant named at the top of this quotation.

### GENERAL

- Prices are for Supply and Installation
- All prices are quoted in US Dollars
- Prices include import duty but exclude any applicable/ sales taxes
- Any new or varied duty or taxation applied will be for the buyers account at the time when the goods are imported and therefore the invoiced price may vary during the period of contract

- Estimated delivery 16 weeks following Client approval of drawings.
- Prices include all fixings and sealants
- Prices are valid for 90 days from the date of the quotation.

**PAYMENT**

This offer is based on our standard Terms and Conditions which are available through our website.

Alternatively, we are prepared to enter into any appropriate recognised standard form of contract. Any contract agreed is subject to the following:

| *Payment Stage (as listed above)* | *Payment Due* |
|---|---|
| Design, Client Approval of Drawings, Order Materials & Book Fabrication and Contractual | 30% of Supply Rate on Approval of Drawings or 4w after drawing submission if no comments received |
| Supply Items and Packaging and Shipping | 50% of supply rate, of any item, on the earlier of delivery to site or 7 days after notification that item is ready for delivery, should planned delivery be postponed by the Client. |
| Installation | 20% of supply rate on installation and handover as well as any separate installation rate. |

Payment required within 30 days from date of invoice / application.

Late payment will attract an interest charge, and Flood Control International Incorporated reserves the right to revoke any discounts previously agreed, and to suspend any further works until paid.

**DESIGN**

The prices allow for design of the elements as specified or understood at time of pricing. Any change to design parameters or client requirements that involves additional design time shall be chargeable at $60 per hour.

**DELIVERY**

Client to provide offloading and adequate secure storage on site for the exclusive use of our equipment. Deliveries shall be confirmed 24 hours in advance of arrival on site. Should the Client delay the delivery of material we can store the material offsite which will incur an extra cost of $200 per week or part thereof, as well as any double handling charges.

NB Deliveries can be made on semi-trailers. The Client is responsible for ensuring there is adequate access to site for deliveries. Any trans-shipment onto smaller vehicles required which is not identified prior to contract award will be charged at cost.

**INSTALLATION**

Client/main contractor to supply the following: civil works, offloading and transport/craneage for distribution and installation, welfare, security, disposal of packaging materials, supply of power for site tools and permanent supply (if required).

Prices are based on unhindered access to working areas, and completion of the works in a single site visit. Additional visits required due to programme restrictions will be chargeable at day rates including travel and subsistence.

Should the Client delay the planned installation date we will advise the earliest possible alternative date for commencement of our works based on labor capacity at the time of the delay. It should be noted that this is often in excess of three weeks.

Should the installation date be delayed by two weeks or more after delivery of goods to site then the remaining balance will be invoiced, excluding installation cost.

**WARRANTY**

Flood Control International Incorporated offers a one year warranty which is extendable with the agreement of a maintenance contract. The warranty excludes damage caused by misuse, accidental damage and where any party adjusts and/or modifies any equipment without the prior written approval of Flood Control International Incorporated.

**CANCELLATION**

Should the order be cancelled, Flood Control International Incorporated reserves the right to claim all costs properly incurred for work carried out to-date.

PRESRAY
Critical Containment Solutions

The Presray Corporation
32 Nelson Hill Road
Wassaic, NY 12592
Phone: 845-373-6700

# Formal Proposal of Barrier Inspection

Project: Long Island Library
Date: 9/19/19
Location: 111 West Park Ave. Long Beach, NY
Contact: Tara Lannen-Stanton
Email: director@longbeachlibrary.org

***Description of Work:***
Perform a comprehensive visual evaluation and inspection of currently operating Presray watertight Flood protection on the 111 West Park Ave. location. A Presray certified technician will perform an overall visual evaluation of the doors. All minor adjustments or corrections will be made by Presray technician.

Once the inspection has been completed, an issuance of findings will be provided. Included within this report will be the recommended course of action required to bring all watertight doors inspected back up to Presray operational standards. Any additional parts or labor required to resolve these barriers operational issues found during this inspection will require a separate proposal and authorization to proceed.

## Inspection Procedure

| Area of Inspection | Details |
|---|---|
| • Check sealing surface | Clean and inspect sealing surface. Advise of concerns |
| • Check for plumb/level & alignment | Ensure frame and panel are properly level and aligned |
| • Check Barrier for wear / oxidation | Any major rust and/or imperfections that will need to be repaired. |
| • Check movable portions | Ensure parts are easily moveable free from dirt, obstructions, etc. |
| • Inspect seals | Check for any sign of wear, cuts or objects adhered to the seal. Clean if necessary. |
| • Inspect gaskets | Check for splits, tears, dry rot |
| • Inspect Silicon sealant at all penetrations | Jambs at wall, base, under seal |
| • Inspect bolts | Bolts are not stripped, rusted, cracked, defective in any way. |
| • Inspect welds | Welds should not be prematurely oxidizing, rusting or exposed to the elements |
| • Inspect gauges | Gauges are clear and legible. Check for damage, cracks, etc. |
| • Inspect hoses | Ensure hoses are in free from cuts and breaks. Hose should be snug fitting. |
| • Check structural steel plates | |
| • Check toggle latches | Check that toggle latches perform good fit. Should not be bent or loose. |
| • Check spring clips | Ensure spring clips are in good condition... Not bent, worn or have fractures. |
| • Torque bolts | Check that bolts are at specified torque specifications. |
| • Exercise panel / flood product, if feasible | Install the product to identify any issues or problems. |

***Cost:***

| | |
|---|---|
| Site Inspection by Certified Presray Technician | $ 2,000.00 |
| Tax *(NY Sales Tax – N/A)* | $ - 0 - |
| **Total Price** | **$ 2,000.00** |

**Customer Acceptance**

Company Name: Long Beach Public Library

Representative Name: Tara Lagner-Stanton

Signature:

Date: 10/2/19

Caleb Hughes
PRESRAY
Critical Containment Solutions
Assitant Project Manager
Cell Phone: (517) 918-3915
Email: chughes@presray.com

***Standard Exceptions:***

Presray is not responsible for property owners preexisting site conditions and the coordination of access. All electrical conduit or mechanical piping is to be relocated/ deactivated during the entire installation process. Additional material and labor caused by denied owner authorization or postponements may require additional funds outside the scope of this proposal. Increases in amount of material or labor caused by items not included in this scope of work will be subject to additional charges not covered by this proposal.

THIS PROPOSAL IS VALID FOR 60 DAYS, From the date listed on this proposal, unless otherwise stated. Any decision to approve this proposal after the 60-day expiration, will result in all product pricing on this proposal to be null and void. All products must be re-quoted subsequent to the 60-day threshold.

PRESRAY
Critical Containment Solutions

## GENERAL CONDITIONS OF PRESRAY OFFER

### AGREEMENT
This quotation, the purchaser's order and the acknowledgement by Presray of the order, shall constitute the entire agreement between Presray and the purchaser. Modifications, changes, cancellations or suspensions shall not be binding upon Presray unless approved by Presray upon terms, which will compensate and reimburse Presray for all loss. Printed or stamped provisions contained in purchaser's orders that are inconsistent with the written, printed or stamped provisions of this quotation shall not be binding on Presray. Quoted prices are exclusive of any city, county, state, provincial or federal taxes.

### DELIVERIES
Delivery schedules quoted are Presray's best estimate, based on conditions prevailing at the time of quotation. However, deliveries cannot be guaranteed, since conditions may change due to accidents, fires, floods, regulatory delays, delays of carriers, ability to obtain material and qualified labor, and other reasons beyond the reasonable control of Presray. All shipment shall be sent F.O.B. Wassaic.

### CREDIT
Presray's standard terms of payment for domestic orders from pre-approved accounts are 1/3 - Deposit, 1/3 - prior to Shipment, and 1/3 - Net 30 days from the date of the Shipment. For international accounts, 1/3 of total with receipt of order, 1/3 of total prior to shipment, and 1/3 of total net 30 days from the date of shipment. Other terms can be negotiated. Unless expressly indicated, there is no provision in the quoted price for the retention of any portion of payment beyond the thirty day limit. *Progress Payments based on Project Milestone and Credit Application.

### QUANTITIES/PRODUCT
The quoted prices are based on the quantities offered. Since engineering and setup are frequently a significant factor in price, should there be changes quantities or product, there will be an increase in price. All requested changes must be accompanied by a formal change order. All quoted prices include 1 submitted Engineered drawing and 1 revised and resubmitted Engineered drawing via electronically submitted. If paper drawings are required there will be a $25.00 charge for each print.

### CANCELLATION
In the event of a cancellation, the purchaser is obliged to reimburse Presray for lost profits as well as for expenses incurred up until the time of cancellation, including material, labor, overhead, selling, general and administrative expenses, based on standard Presray rates. Included in these expenses are all costs related to engineering/design/drafting effort whether or not any material has been supplied or is in process.

### DEFECTIVE MATERIAL
Presray agrees to replace or issue credit for, at it's option, all products which are defective because of material or workmanship, provided that the defect is not a result of the purchaser's design or specifications, and further provided that the claim therefore is made by the purchaser in writing within 60 days after receiving said product. Presray will not be held responsible, nor will any claim be allowed for consequential damages or for the cost of labor or charges of any kind
incurred outside of the plant of Presray, this to include costs of transportation, removal, installation, or other losses resulting from such defect. No other warranty is expressed or implied.

### LIABILITY
a) In the event any of the products produced under the purchaser's order infringe or are claimed to infringe any patent, copyright of trademark, or
b) In the event the use of any such product by purchaser or any third party results in a claim against Presray for negligence, strict product liability, or breach of any warranty not expressed in writing herein, the purchaser hereby agrees to indemnify and save harmless Presray from any and all claims, suits, demands or judgments and any and all amounts incurred from settlements entered into with or without the purchaser's consent.

### DISCLAIMER
Presray products have a well-deserved reputation for giving long and dependable service, even under severe use. However, because Presray products are handled, installed, and used under varying conditions, and maintenance of such products is controlled exclusively by the user, Presray disclaims all responsibility for damage or injury resulting from use of these products, and the purchaser assumes all responsibility for, and agrees to indemnify Presray from, any and all claims arising directly from these products and/or their use.

Presray Corporation
32 Nelson Hill Rd
Wassaic, New York 12592
www.presray.com

Phone: (517) 918-3915
Fax: (845) 855-8034
Email: chughes@presray.com

## Formal Proposal of Work

**Customer:** Long Beach Public Library
**Location:** Long Beach, NY
**Contact:** Tara Lannen-Stanton

**Presray Corporation Representative:** Caleb Hughes
**Date:** 11/19/2019

### *Description of Work:*

Provide replacement parts and mobilization for the existing Presray flood barriers at the Long Beach Library location. This will include the manufacturing, design and installation of all components required to bring the Long Beach Library flood barrier system up to Presray operational standards.

**The following barriers will be repaired:**

- FL-HD-12158-01
  - Eight epoxy anchors and plug crews will be replaced
  - Replacement of all vertical and horizontal seals on the opening
- FB33-12158-02 (back door #1)
  - Repair/replacement of silicone on the left jamb
- FB33-12158-02 (back door #2)
  - Repair/replacement of silicone on both jambs

### *Breakdown of Costs*

| | |
|---|---|
| Material Sub Total (includes shipping & handling) | $2,693.40 |
| Labor / Installation of replacement parts | $4,460.00 |
| **Total Proposal Cost** | **$7,153.40** |

### Customer Acceptance

Company Name: _____

Representative Name: _____

Signature: _____

Date: _____

***Exceptions:***
Presray is not responsible for property owners preexisting site conditions and the coordination of access. All electrical conduit or mechanical piping is to be relocated/ deactivated during the entire installation process. Additional material and labor caused by denied owner authorization or postponements may require additional funds outside the scope of this proposal. Increases in amount of material or labor caused by items not included in this scope of work will be subject to additional charges not covered by this proposal.

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**Flood Barrier Info and Options – May 17, 2021 Board Meeting**

Selling aluminum from current system (estimated by manufacturer to be approximately 2500 pounds) at current price of $0.41 per pound = $1,025 but would be reduced by labor needed to cut and haul away.

**Option 1:** Keep current Presray flood barrier system

- Repairs as quoted in fall 2019 – $7,153.40
- Annual maintenance – N/A
- Cost per inspection (new inspection needed to update quote) – $2,000
- Approximate weight per beam: 150 lbs

**Option 2:** New flood barrier system from Flood Control International

- Installation costs - $45,897
- Annual maintenance - $835
- Approximate weight per beam: 44 lbs

**Option 3:** No flood barriers

- Mitigate potential damage through shelving, furniture, and flooring changes

**Options that won't work**

- Hurricane gate (door) – too wide of a span to cover without significant weight which could damage the building. Less watertight than other solutions.
- Hurricane pulldown gate – the awning is not structural and couldn't support the gate nor the mechanical equipment necessary to install
- Aquadam (water-filled) flood control barriers– would need to surround the entire building unless walls were built to hold each end. Heavier than current system and would need special equipment to put in place
- Building a wall to affix permanent flood barrier holders – concerns about accessible means of egress and any permanent construction on the building's exterior would involve school district

**Recommendation**

With the upcoming redesign to the 1st floor, even though precautions have been built into the design and furniture, it will become even more critical to protect the Library's investments. Therefore, I recommend that we treat replacing the flood barriers as part of the 1st floor renovation and use capital reserve funds to replace current flood barrier system with option 2 above. This replacement should be done sooner rather than later to be prepared for the upcoming hurricane season.

LONG BEACH PUBLIC LIBRARY
111 WEST PARK AVENUE
LONG BEACH, NY 11561
PHONE: 516-432-7201
EMAIL: INFO@LONGBEACHLIBRARY.ORG
WWW.LONGBEACHLIBRARY.ORG



## Employee Technology, Furniture, and Equipment Policy

Employees of the Long Beach Public Library are to use Library technology for library or patron use only. Technology, furniture, and equipment includes the following:

- Hardware not limited to the following
  - Desktop computers
  - Laptops
  - Tablets
- Software (installed and cloud based) not limited to the following
  - Email
  - Internet
  - Office productivity
  - Design and marketing
  - Bookkeeping and accounting software
- Furniture including but not limited to the following
  - Desks
  - Cabinets
- Equipment including but not limited to the following
  - Cameras and video equipment
  - Fax machines
  - Telephones including cell phones

Employees shall not use any and all of the Library's technology, furniture, and equipment with the expectation of privacy. The Library reserves the right to monitor all communications and have access to any item provide by the library for use. By the use of such equipment, employees waive any and all rights to privacy. Library administration and/or other specifically authorized personnel reserve the right to access, review, copy and/or delete any message, file, program, app, or document in the Library's email including data stored in library computers or in the library's cloud accounts.

Library administration and/or other specifically authorized personnel reserve the right to access and inspect staff desks, closets, etc. Further, furnishings such as desks, supplied at library expense, are the sole possession of the Library; therefore, staff shall have no right of privacy even if keys are provided.

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Personal copies of application software, not those owned by the Library, shall not be loaded or run on Library computers without prior consent from the Library. Library licensed or owned software shall not be copied without prior consent. Further, employees must not circumvent library's computer security system or access confidential files. Employees must not do anything to damage or tamper with the Library's computer equipment or material/data contained therein.

Library employees may not intentionally transmit, access or download pornographic, fraudulent or defamatory images or text (i.e.) anything that may be considered as illegally harassing or obscene. In addition, Library employees may not alter or tamper with the record of another library's patron record without permission, verbal or otherwise from said cardholder.

On a case-by-case basis, the Library will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for remote work including hardware and software. The Technology Librarian and Business Office will serve as resources in this matter. Equipment supplied by the Library will be maintained by the Library. Equipment supplied by the employee, if deemed appropriate by the Library, will be maintained by the employee. The Library accepts no responsibility for damage or repairs to employee-owned equipment. The Library reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the Library is to be used for business purposes only. Staff members must sign an inventory of all Library property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all Library property will be returned to the Library, unless other arrangements have been made.

# Library Employee E-Mail/Internet and Furnishings Policy

Employees of the Long Beach Public Library are to use library computers, E-mail, Internet, facsimile machines and telephones for library or patron business only. The Library reserves the right to monitor all communications and have access to Library computers, E-mail, facsimiles, furnishings, etc. Employees should not use the Library's computers, E-mail, telefacsimiles, telephones or furnishings with the expectation of privacy. By the use of such equipment, employees waive any and all right to privacy. Library administration and/or those other specifically authorized personnel reserve the right to access, review, copy and/or delete any message, file or document in the Library's E-mail including matter stored in library computers. Library administration and/or those other specifically authorized personnel reserve the right to access and inspect staff furnishings, closets, etc. Further, furnishings supplied at library expense are the sole possession of the Library; therefore, staff shall have no right of privacy even if keys are provided.

Confidential information of or concerning the Library and its staff shall not be released to those not authorized to receive such information. Release of such information shall be deemed a violation of this Policy. Pursuant thereto, computer and/or E-mail passwords shall be protected. Such passwords shall not be supplied to any other individual other than the Director or Assistant Director who shall have access to and knowledge of all passwords. Further, patron information stored in the integrated library system is also confidential and thereby protected by New York State Law; Civil Practice Law and Rules Article 45. Such information can be released only upon presentation of duly executed court orders

Personal copies of application software, not those owned by the Library, shall not be loaded or run on Library computers without prior written consent from the Library. Library licensed or owned software shall not be copied without prior written consent. Further, employees must not circumvent library's computer security system or access confidential files. Employees must not do anything to damage or tamper with the Library's computer equipment or material/data contained therein.

Library employees may not intentionally transmit, access or download pornographic, fraudulent or defamatory images or text (i.e.) anything that may be considered as illegally harassing or obscene. In addition, Library employees may not alter or tamper with the record of another library's patron record

Violation of this policy can result in appropriate legal or disciplinary action against the employee including but not limited to suspension or termination of employment.

Adopted: August 2002

OLD POLICY

# STIPULATION

WHEREAS, on or about April 19th, 2021, a Stipulation of Agreement (hereinafter designated "Stipulation") was entered into by and between the Long Beach Public Library, having its principal office at 111 West Park Avenue, Long Beach, NY 11561, (hereinafter designated as "(Library") and the CIVIL SERVICE EMPLOYEES ASSOCIATION, INC., LOCAL 1000, AFSCME/AFL-CIO (143 Washington Avenue, Albany, NY 12210), LOCAL #882, Long Beach Public Library Unit , (hereinafter designated as the "Association"); and

WHEREAS, negotiations between the parties has resulted in a tentative rollover agreement, to the Collective Bargaining Agreement that was due to expire June 30, 2021 (hereinafter designated "CBA"), this 1-year extension from July 1, 2021 through June 30, 2022.

NOW, THEREFORE, the parties wish to only modify the CBA as follows:

1) Article X Section 1 Wage Schedule:
   July 1, 2021 - 2% salary increase to Appendix A Salary Schedules, Full/Part Time, column 2020-2021.
2) The subsequent collective bargaining agreement shall be negotiated, ratified and voted on by the Library Board and CSEA by June 30, 2022.

This Stipulation is inclusive of all modifications to the CBA.

This Stipulation shall be of no force or effect unless ratified by the CSEA union members at a duly convened meeting of such union.

Agreed to on this_19th_day of April 2021, by:

Long Beach Public Library

4/22/21

by: Sam Pinto, President

CSEA, LBPL Unit

Cynthia Smalls 04/22/2021

by: Cynthia Smalls, Labor Relations Specialist

Tanya Suárez-Matos 04/22/2021

by: Tanya Suarez Matos
Unit President

LONG BEACH PUBLIC LIBRARY

# Profit and Loss Statement

## March 31, 2021

| | | | 2020/21 Approved Budgeted Amounts | RECEIPTS / EXPENDITURES: CURRENT | PERCENTAGE OF COMPLETION | BUDGETARY BALANCE |
|---|---|---|---|---|---|---|
| **ESTIMATED REVENUES** | | | **$ 3,669,194.00** | | | |
| | 3100 | Appropriation from Surplus | $ 83,650.00 | 83,650.00 | 100.0% | 0.00 |
| | | Appropriation of Board Approved Transfer from Cap Fund Computers to Virtual Services | $ 29,283.00 | 29,283.00 | 100.0% | 0.00 |
| | 4050.00 | Real Property Taxes | $ 3,510,784.00 | 2,000,000.00 | 57.0% | 1,510,784.00 |
| | 4022.00 | Payment in Lieu of Taxes | $ 5,000.00 | 0.00 | 0.0% | 5,000.00 |
| | 4014.00 | Fines and Rentals | $ 6,000.00 | 2,440.47 | 40.7% | 3,559.53 |
| | 4030.00 | Interest and Earnings | $ 2,750.00 | 2,332.48 | 84.8% | 417.52 |
| | 4040.00 | Miscellaneous Revenues | $ 17,500.00 | 20,037.05 | 114.5% | -2,537.05 |
| | 4020.00 | LLSA and Library System Grants, Gifts & Endowments | $ 14,227.00 | 16,482.35 | 115.9% | -2,255.35 |
| | 4005.00 | Discrepancies +/- | $ - | -2.99 | 0.0% | 2.99 |
| | | ***Total Estimated Revenue*** | **$ 3,669,194.00** | **2,154,222.36** | **58.7%** | **1,514,971.64** |
| **ESTIMATED EXPENDITURES** | | | **$ 3,669,194.00** | | | |
| **6400 - Library Materials** | | | **$ 255,000.00** | | | |
| *6420.00* | *Books (all formats) $153,000* | 6420.BP | Books and Audiobooks - Physical | $ 93,000.00 | 46,662.34 | 50.2% | 46,337.66 |
| | | 6420.BD | eBooks and eAudiobooks , Digital | $ 60,000.00 | 53,147.12 | 88.6% | 6,852.88 |
| *6450.00* | *Films (all formats) $40,000* | 6450.FD | DVDs | $ 30,000.00 | 8,411.08 | 28.0% | 21,588.92 |
| | | 6450.FS | Streaming Films / Film Licensing (2k+4k) | $ 10,000.00 | 6,710.42 | 67.1% | 3,289.58 |
| *6455.00* | *Music (all formats) $2,000* | 6455.CD | Physical CDs | $ 2,000.00 | 1,004.39 | 50.2% | 995.61 |
| | | 6455.ST | Streaming Music / Services | $ - | 0.00 | 0.0% | 0.00 |
| *6457.00* | *Magazines & Newspapers, Research / Learning $60,000* | 6457.MD | Magazines & Newspapers : Digital | $ 10,000.00 | 7,561.76 | 75.6% | |
| | | 6457.MP | Magazines & Newspapers : Print | | | | 2,438.24 |
| | | 6547.DI | Research, Learning, and Databases : Digital | $ 50,000.00 | 25,098.16 | 50.2% | |
| | | 6457.PR | Research, Learning, and Databases : Print | | | | 24,901.84 |
| **6280 - Library Programs** | | | **$ 68,700.00** | | | |
| *6280.A-AS* | *Adult Programs & Supplies $39,000.00* | 6280.A | Adult Programs | $ 36,500.00 | 24,577.75 | 67.3% | 11,922.25 |
| | | 6280.AS | Adult Program Supplies (previously included in Adult Programs) | $ 2,500.00 | 616.01 | 24.6% | 1,883.99 |
| *6280.J-JS* | *Youth Programs & Supplies $22,500.00* | 6280.J | Youth Programs | $ 20,000.00 | 14,105.00 | 70.5% | 5,895.00 |
| | | 6280.JS | Youth Program Supplies (previously included in Youth Programs) | $ 2,500.00 | 1,322.41 | 52.9% | 1,177.59 |
| *6280.F* | *Program Innovation Fund $2,200.00* | 6280.F | Program Innovation Fund (prev.Festivals, incld in Adult Pgms) | $ 2,200.00 | 0.00 | 0.0% | 2,200.00 |
| *6280.MU* | *Museum Passes $5,000.00* | 6280.MU | Museum Passes | $ 5,000.00 | 2,550.00 | 51.0% | 2,450.00 |
| **6440 - Technology** | | | **$ 81,000.00** | | | |
| | | 6440.HT | Hardware Technology | $ 26,000.00 | 15,580.89 | 59.9% | 10,419.11 |
| | | 6440.SW | Software and Online Services | $ 15,000.00 | 12,172.46 | 81.1% | 2,827.54 |
| | | 6440.LT | Leased Technology | $ 15,000.00 | 12,933.23 | 86.2% | 2,066.77 |
| | | 6440.PT | Peripheral Technology | $ 25,000.00 | 5,982.52 | 23.9% | 19,017.48 |
| **6460 - Library Operational Expense** | | | **$ 90,000.00** | | | |
| | | 6460.SU | Library Supplies | $ 17,500.00 | 7,022.04 | 40.1% | 10,477.96 |
| | | 6460.PO | Postage | $ 7,500.00 | 3,050.20 | 40.7% | 4,449.80 |
| | | 6460.CM | Communications and Marketing | $ 12,000.00 | 6,100.72 | 50.8% | 5,899.28 |
| | | 6460.IN | Insurance | $ 53,000.00 | 46,246.77 | 87.3% | 6,753.23 |
| **6610 - Other Operational Expenses** | | | **$ 182,500.00** | | | |
| | | 6610.NS | NLS Services- ILS and NLS General Support (previously included in Municipal Services) | $ 105,000.00 | 80,171.64 | 76.4% | 24,828.36 |
| | | 6610.GU | Security | $ 55,000.00 | 39,180.40 | 71.2% | 15,819.60 |
| | | 6610.AC | AccuData | $ 10,000.00 | 8,082.25 | 80.8% | 1,917.75 |
| | | 6610.MI | Misc. (book drop, collection agcy, water cooler etc.) | $ 12,500.00 | 7,284.45 | 58.3% | 5,215.55 |
| **6640 - Facilities** | | | **$ 262,500.00** | | | |
| | | 6640.BR | Branch Rentals | $ 77,000.00 | 68,747.88 | 89.3% | 8,252.12 |
| | | 6640.UT | Utilities | $ 68,000.00 | 49,977.04 | 73.5% | 18,022.96 |
| | | 6640.TE | Telephone | $ 23,500.00 | 17,002.83 | 72.4% | 6,497.17 |
| | | 6640.CM | Cleaning & Maintenance Supplies | $ 15,000.00 | 12,776.26 | 85.2% | 2,223.74 |
| | | 6640.BM | Repairs / Maintenance to Bldg/Equip | $ 54,000.00 | 47,775.76 | 88.5% | 6,224.24 |
| | | 6640.FU | Replacement Furniture | $ 2,500.00 | 2,643.68 | 105.7% | -143.68 |
| | | 6640.MI | Facilities / Miscellaneous Building Maintenance Expenses | $ 22,500.00 | 20,315.57 | 90.3% | 2,184.43 |
| **6615 - Municipal Services** | | | **$ 32,000.00** | | | |
| | | 6615.00 | Civil Service, Water, Sanitation | $ 32,000.00 | 29,393.87 | 91.9% | 2,606.13 |
| **Reserves** | | | $ - | | | |
| | | | Operational Reserves | $ - | 0.00 | 0.0% | 0.00 |
| | | | Technology Reserves | $ - | 0.00 | 0.0% | 0.00 |
| **6270 - Professional Fees** | | | **$ 52,226.00** | | | |
| | | 6270.PF | Professional Services | $ 44,500.00 | 23,850.00 | 53.6% | 20,650.00 |
| | | 6270.TR | Travel and Training | $ 5,726.00 | 4,147.31 | 72.4% | 1,578.69 |
| | | 6270.DM | Dues and Memberships | $ 2,000.00 | 1,897.50 | 94.9% | 102.50 |
| **6500 - Personnel** | | | **$ 2,645,268.00** | | | |
| *5000.00* | *Salaries $1,860,709.00* | 5000.00 | Salaries | $ 1,860,709.00 | 1,271,173.99 | 68.3% | 589,535.01 |
| *6500.EB* | *Employee Benefits (Medical, Retirement, etc.) $784,559.00* | 6500.01 | Hospital and Medical Insurance | $ 350,000.00 | 282,390.73 | 80.7% | 67,609.27 |
| | | 6500.02 | NYS Retirement | $ 230,000.00 | 229,371.00 | 99.7% | 629.00 |
| | | 6500.03 | Social Security/ Medicare | $ 142,559.00 | 90,582.28 | 63.5% | 51,976.72 |
| | | 6500.05 | Unemployment | $ 30,000.00 | 15,002.41 | 50.0% | 14,997.59 |
| | | 6500.M | Miscellaneous Employee Expenses | $ 32,000.00 | 18,547.26 | 58.0% | 13,452.74 |
| | | | ***Total Estimated Expenditures*** | **$ 3,669,194.00** | **2,621,169.38** | **71.4%** | **1,048,024.62** |
| *6690.00* | *Reconciliation Discrepancies* | 6690.00 | Reconciliation Discrepancies | | -0.03 | | |
| | | | | **Total:** | **$ 2,621,169.35** | | |
| *6800* | *Donation Expenditures* | 6800.00 | Donation Expenditures | | 89.78 | | |
| | | | | **Net Income / Loss:** | **$ (467,036.77)** | | |

Due to delays in statements arriving by mail, the balance sheet (library accounts) will be reconciled by the time of the Board meeting and the financial statement will be updated.