I. Call to Order by President Gemma Tansey
II. Pledge of Allegiance
III. Approval of Minutes from 10/18/2021 (Vote Needed) 2-3
IV. Approval of Bills and Schedules 1232, 1233, 1234 (Vote Needed) 4-13
V. Public Comment on agenda items (limited to two minutes per person)
VI. Director and Staff Reports – September 2021 14-35
VII. Old Business
   1. Public Meeting Room policy (Vote Needed) 36-38
   2. 1st Floor Renovation Update (Informational)
VIII. New Business
   1. Door Counter quotes (Vote Needed) 39
   2. Carpet/tile cleaning quotes (Vote Needed) 40-57
   3. Collection Development policy (Vote Needed) 58-61
   4. Confidentiality of Library Records policy (Vote Needed) 62-63
   5. Open Meetings Policy (Vote Needed) 64
   6. Security Cameras in Main Library (Discussion)
IX. Public Comment – all other items (limited to three minutes per person)
X. CSEA – update from Attorney (Informational)
XI. Executive Session
XII. Personnel
XIII. Date and Time of Next Meeting
     January 13th, 2022 at 2:00p.m. (Vote Needed)
XIV. Adjournment (Vote Needed)

10/2021 Financial Statement
Gemma Tansey, President  
Mary Ellen Guarini, Vice President  
Robin Donovan, Secretary  
Anita LaSpina, Trustee  
Sam Pinto, Trustee **arrived 7:09pm  
Tara Lannen-Stanton, Director  
Jill Brennan Lessard, Admin Asst  
ABSENT WITH NOTICE:  
Ralph Madalena, Attorney

In accordance with relaxation of NYS Open Meetings Law, 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:  
https://us02web.zoom.us/j/83005097288?pw=TDRER1lDMFdMTGRsbC9Hb0loTUIXZz09  
You can also call in using any phone  
(646) 558-8656  
Meeting ID: 830 0509 7288  
Passcode: 046308

I. Call to Order by President Gemma Tansey @ 7:04 p.m.

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

III. Approval of Minutes from 9/20/21 was motioned by Trustee Guarini, seconded by Trustee Donovan, and unanimously approved. **Trustee Pinto was not present for this vote.

IV. Approval of Bills and Schedules 1229 through 1231 was motioned by Trustee Guarini, seconded by Trustee LaSpina, and unanimously approved. **Trustee Pinto was not present for this vote.

V. Public Comment (limited to three minutes per person) — please refer to the meeting audio to be posted on the Library’s website for Public Comment.

VI. Director and Staff Reports were included in the packet for review.

VII. Old Business

1. FYE 2022 Budget Revisions — was motioned by Trustee Pinto, seconded by Trustee LaSpina, and unanimously approved.

VIII. New Business

1. Tutoring Policy — was motioned by Trustee Guarini, seconded by Trustee LaSpina, and unanimously approved.

2. Posting and Distributing Materials Policy — was motioned by Trustee LaSpina, seconded by Trustee Guarini, and unanimously approved.

3. Public Meeting Room Policy — was tabled so that the Director could consult with the Attorney regarding the Library’s right to monitor / restrict attendance in programs involving minors. Motioned by Trustee Donovan, seconded by Trustee LaSpina, and unanimously approved.

4. Claims Auditor Policy — was motioned by Trustee Guarini, seconded by Trustee Pinto, and unanimously approved. **The Director noted that although a Claims Auditor does not need to bonded, it was a good idea. It was asked/answered affirmatively that the Board would have to approve the Claims Auditor.

4a. Claims Auditor Selection (added during meeting) - to allow the Director to select a Claims Auditor (who will then need to be approved by the Board) was motioned by Trustee Pinto, seconded by Trustee LaSpina, and unanimously approved.

5. Program Presenter Agreement (**as amended to allow the Director to make form modifications as necessary w/o a Board vote) — was motioned by Trustee Pinto, seconded by Trustee Guarini, and unanimously approved.
IX. Public Comment – all other items (limited to three minutes per person) — please refer to the meeting audio to be posted on the Library’s website for Public Comment.

X. CSEA – there were no CSEA items.

XI. Executive Session

XII. Personnel - all of the Personnel items below were motioned by Trustee Guarini, seconded by Trustee Donovan, and unanimously approved.

1. Reappointment of Edel Morales, PT Page, effective 10/15/2021
2. Resignation of Jesus Torres, PT Cleaner, effective 9/27/2021
3. Appointment of Adesh Ramsaran, PT Cleaner, effective 10/4/2021
4. Appointment of Don Smalls, FT Library Maintenance worker, effective 10/29/2021

XIII. Date and Time of Next Meeting is Monday, November 15th, 2021 at 7:00 p.m. – was motioned by Trustee LaSpina, seconded by Trustee Pinto, and unanimously approved.

XIV. Adjournment – the meeting was adjourned at 8:23 p.m. - motioned by Trustee Pinto, seconded by Trustee Donovan, and unanimously approved.

**PLEASE NOTE:** Audio of this meeting will be posted to the Library’s website. Transcription will be made available at a later date.
**PAYROLL WARRANT**

**OPERATING EXPENSES**

10/28/2021

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**In order to carry out the purpose of this order, given pursuant to section 251 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.**
PAYROLL WARRANT

SALARY SUMMARY

PAYROLL WARRANT # 1232
DATE: 10/28/2021

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<td><strong>TOTAL CASH REQUIRED FOR THIS PAYROLL</strong></td>
<td><strong>$65,142.13</strong></td>
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Long Beach Public Library  
111 W. Park Avenue  
Long Beach, NY 11561

DEAR SIR:

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Num</th>
<th>Name</th>
<th>Memo</th>
<th>Amount</th>
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298,970.64

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.
PAYROLL WARRANT

SALARY SUMMARY

PAYROLL WARRANT # 1233
DATE: 11/10/2021

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<td>NET PAYROLL</td>
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<td>FEDERAL TAX</td>
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<td>STATE TAX</td>
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<td>MTA TAX</td>
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<td>NYC TAX</td>
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<td>ACCUDATA INVOICE</td>
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<td>3RD PARTY PAYMENT</td>
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<tr>
<td>TOTAL CASH REQUIRED FOR THIS PAYROLL</td>
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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.
DEAR SIR:

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

<table>
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TRUSTEE, LIBRARY BOARD

TRUSTEE, LIBRARY BOARD

TREASURER
DEAR SIR:

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Num</th>
<th>Name</th>
<th>Memo</th>
<th>Amount</th>
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<td>MS MAINTENANCE/SUPPORT ON SURFACE PR</td>
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Nov 15, 21

27,203.50

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.
General Updates

- The HVAC replacement project was approved by New York State Education Department on November 3rd. Now it moves onto permits and procurement.
- October was a great month for programs. Notable programs included:
  - Long Beach City Council Candidates Forum – 60 people
  - Tribute to Bob Shanley – 33 people
  - Ghosts and Hauntings: a History of the Supernatural – 23 people
  - Chapter Two: a Play by Neil Simon – 45 people
  - Meet the Music Maker: Frank Bello of Anthrax – 22 people
  - Tarot and the Art of Divination – 40 people
- The Meet the Music Maker Series is off to a slow start but we’re getting inquiries about the series and I expect that program attendance will increase with the next few interviews. We’re going to be promoting the YouTube videos of past interviews to hopefully get more attendance in subsequent ones.
- I’ve been spending some time getting familiar with Gale Community Insights which is a demographic analysis tool that will help the Library target promotions to different demographics like Long Beach residents with children or newer residents.
- AARP’s free tax preparation services are set to resume in February 2022. I met with the AARP representative to go over their new safety protocols and space needs.
- I’ve been working with Nicole Scherer, Assistant Director at NLS, to prepare for the strategic planning process.
- Staff recognition
  - Jeannine Dillon (Programming Librarian Trainee) received several compliments this month on programs and how helpful and friendly she is as a program moderator.
  - Ron Carroll (Adult Services Librarian, West End and Main) got a glowing compliment from a patron about how helpful and patient he was with helping her use the internet
- Every Thursday from 10 AM to 1 PM, Case Managers from the Long Beach Adult Learning Center provide information to Library patrons on workforce development, job training and social services.

Facilities

- HVAC
  - See above
- Overhang/Awning Roof
  - Awaiting follow-up
- Alarm system updates
  - On hold
• Flood barriers
  o Awaiting quote from the company doing work for City of Long Beach so we can piggyback off their hazard mitigation contract
• First floor redesign
  o Design Advocates would like to present their plans to the Board in December or January
• Building condition survey
  o The Main Library will be added to the NYSED-required building condition survey that happens every five years.

Meetings and Trainings
• All staff meeting
• Department head meetings
• Website and marketing meetings
• Programming meetings
• Long Beach Community Collaborative meetings
• Trustees Handbook Book Club
• AARP Tax Prep planning
• NLS
  o MLD meetings
    ▪ Executive Board meeting
    ▪ All Directors Meeting
  o Lunch and Learn: Friends Groups
  o Minimum Standards Bootcamp
    ▪ Policies
October 2021 Report
Mary Aileen Buss

- Webinar 10/27: Gale Health and Wellness Center and Gale Litfinder (watched recording)
- Webinar 10/28: Beanstack
- Craft program 10/14: Fall Wreaths, registration 10 + waitlist, attended 8 (with LA)
- Prepped for December craft and repeat of wreath craft in November
- Worked on WWII bibliography (to print)
- Scheduling
- Moderated programs
- Coordinated with Jeannine and Russell on Library Calendar guidelines
- Ordered federal tax forms for the coming tax season
October 2021 Report

Marketing:

- Sandwich Board management and planning
  - Researched more durable replacement board
- November Channels
  - Channels design template updates
- Additional Program Promotion:
  - Chapter Two: A Play by Neil Simon event flyer
  - Chapter Two: A Play by Neil Simon social media promotion
  - Ghosts & Hauntings event flyer
  - Ghosts & Hauntings social media promotion
  - What’s It Worth? Ask the Appraiser event flyer
  - Join our Book Clubs carousel design
- Website updates
  - Youth Services: updated carousel images for fall
  - Created new Book Clubs page
  - Meet the Music Makers blog post editing
  - Added November art exhibit event to the online calendar
- Microsoft Planner ongoing evaluation
  - Cross-departmental programs, social media and promotion planning
- Book display title brainstorm
  - “Hidden Gems from our collection”

Programs:

- Canasta event moderation and setup
- Art of Tarot Halloween event setup and raffle coordination
- Brainstorm for Veterans Day programming
  - Researched speakers, reached out to potential speaker

Reference:

- Filled in additional weekend hours
- Reference desk
- Circulation desk
- Museum pass management
- Printer/tech help
Meetings attended:

- Monthly staff meeting
- Check in with director (bi-weekly)
- Marketing meeting (re: Microsoft Planner)
- Additional marketing brainstorms

Classes attended:

- Sexual Harassment Training (Zywave)
- Cultivating Civility in the Library Workplace (LILRC webinar)
- Cultural Memory Work (ongoing course)
1. **Department head projects**
   - Jakea Williamson
     - Explained new time accrual to part time circ staff
     - Created circ desk check list
     - Developing, implementing, and monitoring policies, procedures, and work flow
     - Vacation schedule
     - Provided materials for 8 book groups

2. **Department Projects**
   - *Phillip Boccia.*
     - Setup surface pros program for staff
     - Set Business office new technology
     - Weeding project
   - *Diane Dudderar*
     - An increase in processing due to end of fiscal year ordering.
   - Russell Stein
     - FY Budget Allocations
     - Clover register
     - Program Budget Allocations Tracking
     - Extract RB digital Reports/data before migration
   - *Tom Wojciechowski*
     - Setting up the auditorium for virtual programming
     - Assemble the equipment, finalized orders with Jill and Phil, and am learning the software we will need to use to record and stream our programs simultaneously.

3. **Department Head Completed training/workshops**

4. **Issues/ Concerns**
   - Staff shortages.

5. **Goals**
   **Goals for October 2021 Completed?**
     - Yes, all YS books with ICode 1 when they are processed with yellow dots.

   **Goals for November 2021**
     - Complete January- June 2022 vacation request.
1. YS ROOM WALK-IN ATTENDANCE

<table>
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<tr>
<th>Month</th>
<th>Room Attendance: Adults</th>
<th>Teens</th>
<th>Kids</th>
<th>Visits in Days</th>
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<td>JAN</td>
<td>69 + 36 + 40</td>
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<td></td>
<td>145 visits in 14 days</td>
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<tr>
<td>FEB</td>
<td>183 + 58 + 150</td>
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<td></td>
<td>391 visits in 28 days</td>
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<tr>
<td>MAR</td>
<td>194 + 58 + 164</td>
<td></td>
<td></td>
<td>416 visits in 31 days</td>
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<tr>
<td>APR</td>
<td>222 + 71 + 176</td>
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<td></td>
<td>469 visits in 30 days</td>
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<tr>
<td>MAY</td>
<td>228 + 60 + 163</td>
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<td>451 visits in 31 days</td>
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<tr>
<td>JUNE</td>
<td>252 + 74 + 186</td>
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<td>512 visits in 30 days</td>
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<tr>
<td>JULY</td>
<td>383 + 116 + 333</td>
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<td>812 visits in 31 days</td>
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<td>AUG</td>
<td>410 + 171 + 445</td>
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<td>1,026 visits in 31 days</td>
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<tr>
<td>SEPT</td>
<td>370 + 149 + 319</td>
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<td>838 visits in 30 days</td>
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<tr>
<td>OCT</td>
<td>413 + 173 + 337</td>
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<td>923 visits in 30 days</td>
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</tbody>
</table>

Total Attendance for 2021 = 6,003 visits in 287 days

2. OCTOBER IS “HALLOWEEN” MONTH

Miss Eileen Kelley saw a Barbie Doll Zombie Graveyard and thought it would make an awesome Teen Project for Halloween. She enlisted the help of Miss Tanya and together they produced the following show piece which was on display in the Youth Department for the last two weeks of October.
Tweens/Teens and Adult patrons created Zombie Barbies who paraded in a Zombie Fashion Show before they were placed in the Graveyard Diorama. People have been commenting on the creativity that graced the runway!
After the runway show the Zombie Barbies moved into the Graveyard.

3. The Great Giveback Volunteer Project (NLS)
The Youth Department has completed “The Great Give Back” volunteer project. In our SOCK BOX we collected 69 pairs of socks. These were donated to the “Long Island Coalition for the Homeless”. Our special Sock Story-crafters was very lightly attended.
4. YS DEPT BULLITIN BOARD AND OTHER ROOM DECORATIONS FOR OCTOBER

A BOOK A DAY KEEPS THE MONSTERS AWAY

---

4.
5. 10/27/2021- Middle Country Library Hosts Family Place Meeting
On Tuesday, October 26th, 2021 Miss Tanya attended the first of three seminars in the Distinguished Speakers Series (an annual series of meetings to educate and inform practitioners working with young children and families on Long Island sponsored by The Middle Country Library Foundation) at the Middle Country Public Library in Selden. The topic of this particular seminar was *New Directions in Understanding & Supporting Social Connections for those with Autism Spectrum Disorder* with Matthew D. Lerner, Ph.D. an Associate Professor, Clinical Psychology and Pediatrics at Stony Brook University. This marks the first in person meeting or conference that a Youth Services staff member has attended since Miss Tanya went to PLA Conference in February of 2020.

6. TABLES AND CHAIRS IN THE YOUTH DEPARTMENT
Tables and chairs have been returned to the picture book room. Other tables in the department have been expanded to 4 chairs each. We have been getting more “sitters” in the department doing homework as well as more toddlers and preschools coming in to read/color. One more step toward our new normal!

8. GRAB & GO CRAFT KITS
Miss Nicole spent the month designing and implementing Halloween Grab and Go Kits. Demand was super high and she did a brilliant job keeping up! The clerks also did great handing them out and letting us know when they needed refills.
Long Beach Public Library
Thu 10/14/2021 3:20 PM
To: Eileen Pollis
From: info@longbeachlibrary.org <info@longbeachlibrary.org>
Sent: Thursday, October 14, 2021 3:19 PM
To: Long Beach Public Library <info@longbeachlibrary.org>
Subject: New submission from Contact Us

<table>
<thead>
<tr>
<th>Name</th>
<th>Joshua Kaplan</th>
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<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:joshua.kaplan@frisch.org">joshua.kaplan@frisch.org</a></td>
</tr>
<tr>
<td>Subject</td>
<td>Research on History of Atlantic Beach</td>
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</table>
| Message | Hi, 
I am a senior in high school conducting a year-long research project and am interested in researching the History of Atlantic Beach, and am looking for documentation. I was hoping you could help.

    Thanks,
    Josh Kaplan |

Response:
Dear Joshua Kaplan

Our library Collection does not have too much on Atlantic Beach except for access to a few photos that I had gotten from Long Beach NY site run by Chuck Jacobi, which can be found on our website longbeachlibrary.org under local history. William Austin which Austin Blvd is named in Island Park NY & Stephen P. Pettit is a good place to start if you have not already found them. Former Atlantic Beach Mayor Stephen Mahler know a tremendous amount of history if you can find him.

Good Luck in your search.
Eileen Pollis
Long Beach Public Library
To: Eileen Pollis

Do you know where we could find lists of the LB City Council members since the 1970s sometime? A patron is trying to find out if there were ever 3 women on the Council at the same time. We have some names in the clipping files, but it's not complete.

Ed Moran e6853@aol.com

--Mary Aileen

I followed up with Mary Aileen Buss that there were 2 women elected to the Long Beach City Council “The Water Ladies” Frances Hodson & Francis Smith 1977. I told Mary Aileen that I doublecheck the names I remembered in Newsday. The third woman who was not on the City Council at the time was Hannah Komanoff, Nassau County Supervisor Representative to Long Beach. Pearl Weill also was a woman on the Long Beach City Council, but lost the election 1976. She was councilwoman for a total of 20 years, from 1974 to 1976.

Mary Moore Thu 10/21/2021 5:04 PM

To: Eileen Pollis

Hi Eileen,

I just got a call from a woman who was trying to determine if her husband who passed away went to Long Beach High School or Glen Clove.
His name: Mark Edward Bartholomew
Class of 1968 (or maybe 1967)
She wants to order copies of the yearbook. Do you know if this is possible?
Her contact info is: Diana Bartholomew 505-448-2029
I'm leaving for the day and will be back next week. I looked super quickly on the website trying to find him in the yearbook but not sure if I searched correctly.
Maybe we can work on this together next week so I learn how to do it.
Thanks! Mary

I went over the yearbooks with Mary and I followed up with Diana Bartholomew.
Mark Edward Bartholomew was not in any of the Long Beach High School Yearbooks. I checked 1966-1969 and he was not in the yearbook, listed as not photographed, or camera shy.
Name: Timothy DiResta  
Email: timothydiresta@optimum.net  
Subject: former Long Beach Medical Center

Message : Good Morning,
I was wondering if you had any documents from, or about, the former Long Beach Medical Center. I'm looking to see the make-up of the Board of Trustees from 2005 to 2012, which is around the time it closed.
Thank you kindly.

Reply: We do not have records from Long Beach Medical Center See Attached:

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<td>CEO Douglas Melzer</td>
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<td>Herald February 2, 2006</td>
<td>CEO Douglas Melzer</td>
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<td>Herald October 7, 2010</td>
<td>CEO Douglas Melzer, Liz McMahon RN, Dr. Robert Canter, Daniel Hayes</td>
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<td>Herald August 11, 2011</td>
<td>CEO Douglas Melzer, Alfred I. Osterland Board Chairman</td>
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<td>Herald March 15, 2012</td>
<td>CEO Douglas Melzer, Alfred I. Osterland Board Chairman, Michael Kerr,</td>
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<td>Herald November 22, 2012</td>
<td>Board of Trustees</td>
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<td>Newsday November 6, 2005</td>
<td>Raymond J. Ellmer, Board Long Beach Medical Center</td>
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<tr>
<td>Newsday June 28, 2013</td>
<td>Bernard Kennedy, Chairman James Portnof, Vice Chairman Long Beach</td>
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<td>Medical Center Board of Trustees</td>
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<td>Newsday May 13, 2012</td>
<td>Gina Guma, Executive Assistant, Long Beach Medical Center &amp; Board, 2009</td>
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<td>Joseph Grumbacher, Board of Trustees of Long Beach Medical Center</td>
<td>45 years</td>
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<td>New York Times Paid Death Notices, May 16, 2006</td>
<td>Jerome Oberman, Ph.D. Board of Trustees of Long Beach Medical Center</td>
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<td>New York: New York Times Paid Death Notices July 28, 2005</td>
<td>Loretta Nester, Board of Trustees, Medical Staff and Long Beach Medical Center &amp; wife of the former Chief Executive Officer, Martin F. Nester, Jr.</td>
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<td>Joseph French Board of Trustees of Long Beach Medical Center, 32 years as a senior vice president Board</td>
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<td>Morris (Murray) Fried Board of Trustees of Long Beach Medical Center, 39 years</td>
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<td>Eleanor Portnof, benefactor of the Medical Center James Portnof, A Senior Vice President of the Board</td>
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<td>New York: New York Times Paid Death Notices Sep 24, 2012</td>
<td>Lawrence Elovich Board of Trustees of Long Beach Medical Center Board Secretary, 40 years</td>
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</table>
4.) Mrs. Joan Kurtz donated a scrapbook & photos to the library. It belonged to Dr. Stanley Robbin Holocaust survivor who started the Long beach Holocaust Memorial Committee and raised the funds to build the Holocaust Memorial that is in front of City Hall. She asked if the Holocaust Committee was still in existence. I called George Trepp to find out any information that I could give to Mrs. Kurtz. Mr. Trepp, Warren Vegh and Mr. Vincent Marmorale, 516-242-2444 who are in charge of the committee. Our conversation led me to call Vincent Marmorale as he could be a possible program presenter for Holocaust Remembrance Day in April 2022. Still working out the details.

5.) Weeded & Withdrew 51 Genealogy Reference books, 19 Travel books
6.) Working on Long Beach Memories Program Part 3 research & power point for November 9th Celebrities of Long Beach & Barrier Island
7.) 2-3 Hours Reference Desk a day
8.) Letter to Nominate Harvey Weisenberg for Person of the Year via Long Beach Herald emailed copy on Monday 11/01/2021
9.) Scanned & catalogued 23 photos for the New York Heritage Project
10.) NY Heritage Statistics

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MONTHLY REPORT – October 2021
Jeannine Dillon, Librarian Trainee

Original Program Development for October
  • **Bestseller Book Club:** *The Invisible Life of Addie LaRue* with Natasha Drax

Maintain and Update Library Calendar AS
  • **Major project:** working on EK Style & Wording Guide with Mary Aileen Buss and Russell Stein
  • Write copy for all new adult programs where appropriate

Program Moderation
  • On a **weekly** basis, I typically moderate the following programs online:
    o Chair Yoga with Kathleen Regan
    o Strength Training with Pat Cappeto
    o Gentle Yoga with Beverlee Bertinetti
    o Low-Impact Cardio with Lori

Booking Programs
  • For October, I **booked** the following new programs:
    o Sharks, Whales, and Barracudas: Adventures in Planet Ocean (also moderated)
    o Great Books Discussion Group (moved this program from Zoom back to the Library and added to the calendar and marketing)
    o Empire 6-Hour Defensive Driving Class
    o Ghosts & Hauntings: A History of the Supernatural (also moderated)
    o Medicare Made Clear (also moderated)
    o Chapter Two: A Play by Neil Simon featuring the Lantern Theatre Group (also moderated)
    o Tarot & the Art of Divination
    o Tribute to Long Beach photographer, Bob Shanley

Outreach & Patron Services
  • I worked with Kathleen Regan and the West End Arts Guild to do a **tribute to Long Beach photographer, Bob Shanley** (generated a PowerPoint, created the program, and promoted – we ended up having over 30 people attend).
  • Moderated the **Long Beach City Council Candidates’ Forum**
  • Continuing to work with Judith Loeb at Hillside Library and 12 other libraries in Nassau County to do a Northwell Health program “share” intended to boost health program attendance and to share ideas.
Tracking/Reporting
- Tracked and logged attendance for all programs that I moderated.
- Approved all payments and invoices with the Business Office
- Kept a detailed remote work log

Weekly Program Eblasts: Writing, Editing
- Write/edit all the AS eblasts
- 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

Instagram & Facebook
- I took over the library’s inactive Instagram account in February 2020. We started with approximately 120 followers. As of November 2, we have **1,160 followers, 347 posts.**
- I worked with Ann Klein and Joanne Phillips for an upcoming Facebook Live concert for LB ROXX.

Website Maintenance
- Help regularly maintain the website, specifically streaming TV & movies, downloading ebooks and audio books.
Joan Yonish - October 2021 Report

On October 15th I led a book discussion on the novel Mrs. Lincoln's Dressmaker by Jennifer Chiaverini. Five people attended and they thought the book was informative and thought-provoking though somewhat repetitive and dragged out.

On October 18th I had a film discussion on the movie August Rush. Two people attended and they felt this fantasy held their interest throughout.

It seems busier in the morning than in the afternoon at reference. Perhaps we should consider switching coverage at the second station from the afternoon to the morning. In the evening it gets quieter as it gets later.

Ron Carroll – October 2021 Report

- I searched Encore and placed items on hold for patrons.
- I assisted patrons with printing, copying, faxing, and scanning.
- I issued and renewed library cards.
- I checked in, checked out, and renewed materials.
- I informed patrons about our programs and registered them both over the phone and in-person.
- I called West End patrons to notify them that their items were ready for pickup.
- I helped decorate the West End Branch in a fall/Halloween theme.
- I scheduled West End programs on the calendar and set up the required number of tables & chairs.
- I assisted a patron with creating an email account on the desktop and adding that account to the Gmail app on his phone.
- I helped a patron remove personal info which was being displayed on a website without her permission.
Director’s Report – October 2021
Tara Lannen-Stanton, Library Director

**FY 2022 Stats**

### In-Library Usage

<table>
<thead>
<tr>
<th>Month</th>
<th>Main</th>
<th>Point</th>
<th>West</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>N/A</td>
<td>348</td>
<td>162</td>
<td>510</td>
</tr>
<tr>
<td>August</td>
<td>N/A</td>
<td>294</td>
<td>170</td>
<td>464</td>
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<tr>
<td>September</td>
<td>N/A</td>
<td>269</td>
<td>116</td>
<td>385</td>
</tr>
<tr>
<td>October</td>
<td>N/A</td>
<td>279</td>
<td>156</td>
<td>435</td>
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<tr>
<td>November</td>
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<td>June</td>
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<tr>
<td>TOTAL</td>
<td>N/A</td>
<td>1,190</td>
<td>604</td>
<td>1,794</td>
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</tbody>
</table>

### Circulation – Physical Items

<table>
<thead>
<tr>
<th>Month</th>
<th>Main</th>
<th>Point</th>
<th>West</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>8,725</td>
<td>508</td>
<td>202</td>
<td>9,435</td>
</tr>
<tr>
<td>August</td>
<td>8,053</td>
<td>497</td>
<td>222</td>
<td>8,772</td>
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<tr>
<td>September</td>
<td>7,187</td>
<td>472</td>
<td>187</td>
<td>7,846</td>
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<tr>
<td>October</td>
<td>7,053</td>
<td>452</td>
<td>176</td>
<td>7,681</td>
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<tr>
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<td>June</td>
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<tr>
<td>TOTAL</td>
<td>31,018</td>
<td>1,929</td>
<td>787</td>
<td>33,734</td>
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</table>

1 The door counter at Main broke in June 2021 so we do not currently have that data. Quotes for new door counter systems are being solicited.
### October 2021 Programs

<table>
<thead>
<tr>
<th></th>
<th>MAIN-ADULT TOTALS</th>
<th>MAIN-YS TOTALS</th>
<th>ONLINE TOTALS</th>
<th>POINT LOOKOUT TOTALS</th>
<th>WEST END TOTALS</th>
<th>OFF SITE TOTALS</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total # of Programs</td>
<td>41</td>
<td>57</td>
<td>17</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>116</td>
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<td>Attendance total</td>
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<td>1,050</td>
<td>267</td>
<td>0</td>
<td>23</td>
<td>0</td>
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<tr>
<td>Attendance (In-Person_Adults)</td>
<td>347</td>
<td>210</td>
<td>30</td>
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<td>23</td>
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<td>Attendance (In-Person_Seniors)</td>
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<td>78</td>
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<tr>
<td>Attendance (In-Person_Kids)</td>
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<td>0</td>
<td>724</td>
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<tr>
<td>Attendance (In-Person_Teens)</td>
<td>0</td>
<td>70</td>
<td>28</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>98</td>
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<tr>
<td>Attendance (In-Person_Parents)</td>
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<td>43</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Attendance (Zoom_Kids)</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>Attendance (Zoom_Teens)</td>
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<td>Attendance (Zoom_Adults)</td>
<td>204</td>
<td>1</td>
<td>122</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Attendance (Zoom_Seniors)</td>
<td>238</td>
<td>0</td>
<td>87</td>
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### Monthly Summary Adult Programs (in-person, online only, hybrid)

<table>
<thead>
<tr>
<th>Months</th>
<th>Total # of Programs</th>
<th>Attendance Total</th>
<th>Main</th>
<th>Point</th>
<th>West End</th>
<th>Online</th>
<th>Off Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>36</td>
<td>850</td>
<td>540</td>
<td>0</td>
<td>0</td>
<td>310</td>
<td>0</td>
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<tr>
<td>August</td>
<td>39</td>
<td>748</td>
<td>574</td>
<td>0</td>
<td>33</td>
<td>141</td>
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<tr>
<td>September</td>
<td>43</td>
<td>827</td>
<td>589</td>
<td>0</td>
<td>7</td>
<td>231</td>
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<tr>
<td>October</td>
<td>54</td>
<td>1,099</td>
<td>867</td>
<td>0</td>
<td>23</td>
<td>209</td>
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</table>
### Monthly Summary Kids and Teens Programs (in-person, online only, hybrid)

<table>
<thead>
<tr>
<th>Months</th>
<th>Total # of Programs</th>
<th>Attendance Total</th>
<th>Main</th>
<th>Point</th>
<th>West End</th>
<th>Online</th>
<th>Off Site</th>
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<tr>
<td>July</td>
<td>41</td>
<td>698</td>
<td>688</td>
<td>0</td>
<td>0</td>
<td>10</td>
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<td>August</td>
<td>61</td>
<td>1,423</td>
<td>1,276</td>
<td>0</td>
<td>0</td>
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<td>626</td>
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<tr>
<td>October</td>
<td>62</td>
<td>1,108</td>
<td>1,050</td>
<td>0</td>
<td>0</td>
<td>58</td>
<td>0</td>
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<tr>
<td>TOTAL</td>
<td>193</td>
<td>3,858</td>
<td>3,640</td>
<td>0</td>
<td>0</td>
<td>83</td>
<td>135</td>
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### Online Resources

<table>
<thead>
<tr>
<th>Nassau Digital Doorway (eBooks and eAudiobooks-NDD/Libby/Overdrive)</th>
<th>October</th>
<th>FY 2022 Cumulative</th>
<th>Change from last FY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ebooks</td>
<td>3,761</td>
<td>16,544</td>
<td>-6%</td>
</tr>
<tr>
<td>eAudiobooks</td>
<td>1,497</td>
<td>6,014</td>
<td>14%</td>
</tr>
<tr>
<td>Total</td>
<td>5,258</td>
<td>22,558</td>
<td>-2%</td>
</tr>
</tbody>
</table>
### Usage of Online Entertainment Services

<table>
<thead>
<tr>
<th></th>
<th>October</th>
<th>FY 2022 Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>354</td>
<td>1,358</td>
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</tbody>
</table>

### Learning Resources and Research Database Use

<table>
<thead>
<tr>
<th>Sessions/Checkouts</th>
<th>October</th>
<th>FY 2022 Cumulative</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>184</td>
<td>398</td>
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</tbody>
</table>

### Social Media

<table>
<thead>
<tr>
<th></th>
<th>Facebook Followers</th>
<th>Facebook Page Reach</th>
<th>Instagram Followers</th>
<th>Instagram Posts/Stories Reach</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>N/A</td>
<td>1,852</td>
<td>N/A</td>
<td>597</td>
</tr>
<tr>
<td>August</td>
<td>N/A</td>
<td>10,624</td>
<td>N/A</td>
<td>494</td>
</tr>
<tr>
<td>September</td>
<td>2,625</td>
<td>7,414</td>
<td>1,152</td>
<td>738</td>
</tr>
<tr>
<td>October</td>
<td>2,639</td>
<td>8,062</td>
<td>1,159</td>
<td>689</td>
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<tr>
<td>November</td>
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<td>June</td>
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</tr>
<tr>
<td>FY 2022 Total</td>
<td>Percentage increase/decrease</td>
<td>27,952</td>
<td>Percentage increase/decrease</td>
<td>2,518</td>
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</tbody>
</table>

### YouTube

<table>
<thead>
<tr>
<th></th>
<th>October</th>
<th>Cumulative Total</th>
<th>ICY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of views</td>
<td>436</td>
<td>1,711</td>
<td></td>
</tr>
<tr>
<td>Number of videos uploaded</td>
<td>9</td>
<td>324</td>
<td></td>
</tr>
</tbody>
</table>

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

3 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-use in previous years)

4 Since May 2020
When space is not being used for Long Beach Public Library sponsored programming and services, the Library’s meeting rooms are available for use by individuals, groups, organizations, and other entities. The primary purpose of Library facilities is to implement regular Library programming and services.

Library-sponsored and administered activities shall have priority in determining use of Library facilities.

Individuals and groups approved to use Library meeting rooms may not charge admission, use the Library rooms for fund-raising purposes, use the Library rooms for religious services or engage in commercial activity inconsistent with the mission and purpose of the Library. Meetings of political organizations as defined by Election Law Section 1-104, Subdivision 3 and Education Law, Section 414 (1) (e) and electioneering within the Library are prohibited.

Permission for use of Library meeting rooms in no way implies Library endorsement of the goals or activities of any individual or organization receiving such permission. Individuals and groups approved to use Library meeting rooms shall not discriminate against any individual on the basis of age, race, sex, ethnicity, color, national origin, ancestry, sexual orientation, height, weight, marital status, veteran status, physical or mental disability, gender identity or expression, or religion with respect to access to Library space. Further, the Library reserves the right to reject any application, in its sole discretion, by an organization whose proposed meeting poses an imminent danger to the public.

Use of Library meeting rooms may not interfere with normal Library functions and operations. The Library reserves the authority to maintain order and discipline on its premises and to take such action as may be necessary or appropriate to protect the well-being of staff and patrons.

The following general conditions must be met for an individual or group to request a room reservation.

1. Rooms will only be available for use during the hours the Library is open to the public.
2. Rooms are prioritized for groups with headquarters in, or that provide substantial services to the citizens of, the Long Beach School District. If not a community group, priority is given to others in the order below.
   a. Local, county, state, and federal government agencies
   b. Local, county, state, and federal educational, cultural, civic, and recreational organizations
   c. Individual residents of the Long Beach School District
   d. All others
3. If space is available and not in use by the Library or the entities listed above, businesses, for-profit, and private entities may be allowed to reserve a room at the rate of $40 per hour.
4. An individual representative must reserve and assume responsibility for the room. They must be at least 18 years of age and be present at the meeting/event for which the room has been reserved.
5. Room reservation requests, including the Library’s indemnity agreement, must be submitted online at least thirty (30) days before the requested date. If you need assistance with the online room reservation request system, please visit the Adult Services Reference Desk at the Main Library.

6. To encourage the use of its meeting rooms for diverse events and to give all qualified groups access to this service, no group may book a meeting room more than once per month or 12 times in a 12-month period.

7. Only covered drinks are allowed in the Auditorium.

8. In consideration of the use of the meeting room facilities, each entity or individual agrees that it will pay for all damage to any property of the Long Beach Public Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization, group, or any person in attendance, and individuals and entities assume all responsibility and liability for property damage or personal injury or loss sustained by any attendee and indemnifies and hold harmless the Long Beach Public Library, its employees, and the Board of Trustees from any and all liability arising from the use of any meeting room, including the reasonable cost of attorney fees and expenses incurred in the defense of any litigation against the library arising out of any use of a meeting room.

Additional Guidelines

- All meetings must be free and open to the public.
  - For the safety of our youngest patrons, only parents or caregivers of the children attending a meeting or event shall be allowed to accompany them.
- All meetings must be completed 15 minutes before the Library closes, unless arrangements are made with the Library Director at least sixty (60) days in advance. If a meeting will extend past the Library’s regular closing time, it will be subject to charges based on staffing, supplies, and utility costs which must be paid at least two weeks before the meeting.
- The capacity of each room is established by Fire Codes and as such shall be strictly enforced. In further compliance with Fire Codes, seating arrangements must permit clear aisles and unobstructed access to exits.
- Permission to use the Library’s meeting rooms shall be subject to cancellation by the Library Board at any time at its discretion. Since the facilities are principally for library programming, any meeting may be preempted because of such programs. Library staff will make a reasonable effort to reschedule the date and/or space.
- It is the responsibility of the individual or group requesting a room to alert the Library of cancellation as soon as possible. Should an individual or group fail to provide notification of a cancellation two times (“no-show”), no rescheduling or rebook will be allowed until coming before the Board of Trustees at its next scheduled meeting to discuss rescheduling.

Capacity of Available Rooms
Main Library
- Auditorium (full/undivided) - 210
- Auditorium (front half) – 96
- Auditorium (back half) – 96
- Auditorium (back west) – 65
- Auditorium (back east) – 48
- Program Room – 50

West End Branch – 40
Point Lookout Branch – 40

Room Setup
As part of the room reservation request, the anticipated setup and disassembling time for a meeting must be given. Typical room setup configurations can be selected at the time of booking. Library staff will not be responsible for any special room set ups beyond what is available in the reservation system. In those cases, organizations will be responsible for room set up and must return the room to the original arrangement at the completion of the meeting. Failure to comply may result in the suspension of a group’s meeting room privileges.

Audiovisual Equipment Use
Requests for audio-visual equipment must be made at the time the room is reserved. The suite of equipment available for each room or location varies. Trained library staff, when in the building, will provide basic assistance with library-owned equipment. If staff are not available, the library will provide simple written instructions for equipment use. The Library makes no guarantees that personal equipment will be compatible with the Library’s system.

Auditorium
The Auditorium has the capability of being divided into two or three smaller meeting spaces. When applicable, given the intended use of the space and expected audience size, the Library requests that those interested in reserving the Auditorium use only part of the space to allow for the possibility of other programs and keep program noise to a minimum to ensure other programs and meetings happening simultaneously are not disturbed. Only covered drinks are allowed in the Auditorium.
FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: November 15, 2021

SUBJECT: Door Counter System

For the most accurate in-depth data on usage and foot traffic, it was decided that there should be five sensors placed throughout the building:

- Main entrance
- Children’s Room
- Program Spaces
  - Meeting Room
  - Auditorium (main door)
  - Auditorium (side door)

Having a door sensor for the Children’s Room will help us better understand usage patterns of kids, teens, and families separately from the library as a whole. Having sensors in the doorways leading to program spaces allows us to automate event attendance and to improve decision making on what types of programs to book and when.

After reviewing the capabilities of several companies providing people counting systems, the team decided that the most viable options were Dor, Traf-Sys, and SenSource based on recommendations from other libraries. All companies were given specifications as to measurement and placement of sensors.

Dor did not provide a formal quote as all of their sensors are backordered at least 18 weeks. Both TrafSys and SenSource are able to deliver and install the sensors within two to three weeks of approval.

While SenSource offered the lower upfront costs, Traf Sys’s annual costs for data storage and reporting are significantly less expensive so the cost over time would be significantly less for Traf-Sys.

<table>
<thead>
<tr>
<th>Company</th>
<th>Upfront Cost</th>
<th>Annual Cost</th>
<th>5-year cost</th>
<th>10-year cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traf Sys</td>
<td>9253</td>
<td>360</td>
<td>11053</td>
<td>12853</td>
</tr>
<tr>
<td>SenSource</td>
<td>7969</td>
<td>1020</td>
<td>13069</td>
<td>18169</td>
</tr>
<tr>
<td>Dor</td>
<td>No formal quote provided. Sensors backorder 18+ weeks</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

It is requested that the Board approve Traf Sys as the “best value” based on cost over time.
FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: November 15, 2021

SUBJECT: Carpet and Floor Cleaning

All bidders were given the opportunity to do a walk-through of the entire building. All vendors were found to be responsible. The “lowest responsible bidder” was Gold Coast Carpet Cleaning at $5,025 for all carpets / VCT tile / stone / restrooms, clean and microbial disinfect, and exterior windows.

As per all vendors that submitted quotes, this is a significant project and it will be necessary for close for up to three days for the cleaning, disinfecting, airing out, and drying. The recommended timeframe for this is 11/26 thru 11/28 (day after Thanksgiving and weekend) as foot traffic is typically reduced during those times.

- Gold Coast Carpet Cleaning: $5,025
- Around the Clock Carpet Cleaning: $6,000
- All-Pro Carpet Cleaning: $8,575
- Long Island Carpet Cleaning: $9,410.08
- Stanley Steemer: $11,268

It is requested that the Board approve Gold Coast as the lowest responsible bidder and approve the Library closing from 11/26 thru 11/28.
<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Company</th>
<th>Address</th>
<th>Phone</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Hempstead</td>
<td>Regina Mascia</td>
<td>Stanley Steamer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wantagh</td>
<td>Joan Morris</td>
<td>Stanley Steamer</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Island Tree</td>
<td>Michelle Young</td>
<td>Stanley Steamer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glen Cove</td>
<td>Kathie Flynn</td>
<td>Stanley Steamer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Levittown</td>
<td>Marann Ferro</td>
<td>Stanley Steamer</td>
<td>Gold Coast Carpet Cleaning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>East Rockaway</td>
<td>Mary Thorpe</td>
<td>Sers Carpet &amp; Upholstery Cleaners</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Geenlion Cleaning &amp; Maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farmingdale PL</td>
<td>Debbie Podolski</td>
<td>Class Carpet &amp; Floor Superstore</td>
<td>29 Jerusalem Ave, Hempstead</td>
<td>516-579-5858</td>
<td></td>
</tr>
<tr>
<td>Oceanside</td>
<td>Chris Marra</td>
<td>Prominet Cleaning</td>
<td></td>
<td>212-924-1515</td>
<td></td>
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<tr>
<td>Locust Valley</td>
<td>Kathleen Smith</td>
<td>Rainbow Maintenance</td>
<td>North Amityville</td>
<td>631-842-6044</td>
<td></td>
</tr>
<tr>
<td>Garden City</td>
<td>Marianne Malagon</td>
<td>RAD cleaners</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oyster Bay</td>
<td>Michele Vaccarelli</td>
<td>Owns their own carpet cleaner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bayville</td>
<td>Christine Edwins</td>
<td>Carpet Wizard</td>
<td>ask for Nick</td>
<td>516-676-7847</td>
<td></td>
</tr>
<tr>
<td>Jericho</td>
<td>Tina Brenner</td>
<td>Rainbow Maintenance</td>
<td>Nick again</td>
<td>516-521-0645</td>
<td></td>
</tr>
<tr>
<td>Westbury PL</td>
<td>Tracey Simon</td>
<td>DO NOT USE Crystal Dry Carpet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gold Cost</td>
<td>Mike Morea</td>
<td>JM $1300, All PRO (BEST by Far) $975</td>
<td>Spoke w/Tom Dawes; appt Tues 10/19 at 10:30 am</td>
<td>Evergreen $1,740, Steamaster with 10% coupon $1247</td>
<td></td>
</tr>
</tbody>
</table>

**Around The Clock Cleaning - Pat Santoro - 516-242-5000
Coming Wed 10/13 at 10am
(recommended by our current cleaning supply company APS)
Left vm 1:15pm 10/12**

Bob Goldrick coming Tues 10/19
8:30am, cell 631-219-3395
Left vm 1:10pm 1/12
<table>
<thead>
<tr>
<th>VENDOR</th>
<th>CONTACT</th>
<th>CARPET</th>
<th>VCT</th>
<th>STONE</th>
<th>REST ROOMS</th>
<th>POINT</th>
<th>WEST</th>
<th>ADOTL: DISINFECT</th>
<th>ADOTL: EXT. WINDOWS</th>
<th>TOTAL</th>
<th>CLEANING PROCESS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL PRO CARPET CLEANING</td>
<td>TOM DAWES, 516-779-6971</td>
<td></td>
<td>5900</td>
<td></td>
<td>1865</td>
<td>0</td>
<td>405</td>
<td>405</td>
<td>0</td>
<td>$8,575.00</td>
<td>CARPET: STEAM CLEAN, DISINFECT, DEODORIZER; STONE: NO DETAIL GIVEN</td>
<td>NO VCT; STONE PRICE INCLUDES ALL RESTROOMS; BRANCH PRICES INCLUDE CARPET &amp; RESTROOMS</td>
</tr>
<tr>
<td>AROUND THE CLOCK</td>
<td>PAT SANTORO, 516-485-7717</td>
<td>2700</td>
<td>1200</td>
<td>800</td>
<td>400</td>
<td>450</td>
<td>450</td>
<td>0</td>
<td>0</td>
<td>$6,000.00</td>
<td>CARPET: HOT WATER EXTRACTION + (MICROBAN DISINFECTANT); STONE: SCRUB + STEAM ALL @ NO ADOTL CHARGE, RESTROOMS: DEEP CLEANING</td>
<td>NO VCT PRICE; NO STONE PRICE; UPDATE: STONE 3800 PER CONVO W/PAT, CONF'D IN EMAIL; STEEPSTONE: No disc.; stone and VCT included; DISINFECTANT included, BRANCH PRICES INCLUDE RESTROOMS; Update: PER EMAIL DISINFECTANT included; BRANCH PRICES INCLUDE RESTROOMS</td>
</tr>
<tr>
<td>GOLD COAST</td>
<td>BOB GOLDRICK, 631-549-5050</td>
<td></td>
<td>2350</td>
<td>975</td>
<td>0</td>
<td>400</td>
<td>650</td>
<td>650</td>
<td>125</td>
<td>$5,025.00</td>
<td>CARPET: STEAM EXTRACTION, ANTIMICROBIAL EXTRA**; DOES NOT INCLUDE AUDITORIUM OR PERFORMANCE ROOMS; VCT: STRIP AND APPLY 3X WAX; STONE: SCRUB W/ROTARY BRUSH+ALKALINE DETERGENT, EXTRACT UNDER HI-PRESSURE W/NEUTRAL DETERGENT, INCLUDES STAIRWELL LANDINGS</td>
<td>CARPET PRICE INCLUDES POINT WEST; STONE PRICE INCLUDES ALL RESTROOMS AND STAIRWELL LANDINGS; Update: To Allison re: Stone price being too high; she will speak to David and co.; Update: 10-27-21; Price cannot go lower on price</td>
</tr>
<tr>
<td>LM CARPET CLEANING</td>
<td></td>
<td>2918.23</td>
<td>2343.75</td>
<td>4148.1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$9,410.08</td>
<td>CARPET: CLEAN, PROTECT, DISINFECT, VCT: STRIP AND APPLY 3X WAX; STONE: BRUSH GROUT, STEAM CLEAN</td>
<td>CARPET PRICE INCLUDES RESTROOMS; BRANCH PRICE INCLUDES RESTROOMS**; Update: 10-25; No disc.; DISINFECTANT IS GERMACIDE/MICROBIAL</td>
</tr>
<tr>
<td>STANLEY STEEMER</td>
<td></td>
<td>6400</td>
<td>2600</td>
<td>1368</td>
<td>0</td>
<td>450</td>
<td>450</td>
<td>0</td>
<td>0</td>
<td>$11,268.00</td>
<td>CARPET: STEAM EXTRACTION, ANTIMICROBIAL EXTRA**; DOES NOT INCLUDE AUDITORIUM OR PERFORMANCE ROOMS; VCT: STRIP AND APPLY 3X WAX; STONE: SCRUB W/ROTARY BRUSH+ALKALINE DETERGENT, EXTRACT UNDER HI-PRESSURE W/NEUTRAL DETERGENT, INCLUDES STAIRWELL LANDINGS</td>
<td>STONE PRICE INCLUDES RESTROOMS; BRANCH PRICE INCLUDES RESTROOMS**; Update: 10-27-21; Price cannot go lower on price</td>
</tr>
</tbody>
</table>
**All Pro Carpet Cleaning**

P.O. Box 861 Port Washington NY, 11050 (516) 883-8980

<table>
<thead>
<tr>
<th>Customer:</th>
<th>Bill To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Beach Library 111 West Park Av</td>
<td>All of the cleaning in the three location will be done in one day</td>
</tr>
</tbody>
</table>

| Date: 10-20-21 | Jill Lessard 422-7201 x321 |

<table>
<thead>
<tr>
<th>Description: Carpet Cleaning</th>
<th>Sq. Ft/ # Units</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) To clean all the carpets in the Library (Main Library)</td>
<td>$5,900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) To clean all the ceramic tile plus the bathroom floors.</td>
<td>$1,865</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) West End Library 900 sqft. Tile in one bath rm</td>
<td>$405</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Lido Beach Library 900 sqft. of carpet tile in one bath rm</td>
<td>$405</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- All the carpets will be cleaned, deodorize, disinfected with our state of the art truckmount steam cleaning machines.

| Sub Total | 8,575 |
| Tax | $ |
| Total | 8,575 |
Professional Carpet Cleaning Proposal

Prepared for:

Long Beach Public Library
111 West Park Ave.
Long Beach, NY 11561

Submitted By:

Gold Coast Carpet Cleaning
223 Wall St. #249
Huntington, N.Y. 11743
Robert Goldrick
Owner
16312193395
rgoldrick1@verizon.net

October 27, 2021
October 27, 2021

Jill Lessard  
Long Beach Public Library  
111 West Park Ave.  
Long Beach, NY 11561

Dear Jill,

Subject: Carpet Cleaning Proposal - Long Beach Public Library, 111 West Park Ave., Long Beach, NY 11561

Thank you for allowing Gold Coast Carpet Cleaning to prepare a professional carpet cleaning services proposal for your consideration.

We know it takes considerable time and effort to show any potential contractor your home or business - to provide them with all necessary information. So again, thanks!

Here are a few important highlights:

**Before we arrive...** All of our carpet cleaning technicians are thoroughly trained on how to clean, deodorize and protect carpeting - professionally and safely.

**When we arrive...** We know providing quality, reliable, worry-free carpet cleaning is important to our customers. So at Gold Coast Carpet Cleaning, we combine up-front preparation with important on-site procedures to ensure you can count on getting the results you want - every time!

**After we're done...** Don't worry! Even after we're through thoroughly and professionally cleaning your carpet, we're still here, available and ready to answer any questions you have. We want to be your trusted advisor anytime you have a question, concern or need additional services.

We look forward to the opportunity of becoming a partner in improving and maintaining the appearance of your home or office. Please call if you have any questions, need additional information, or simply want to go ahead and schedule your carpet cleaning appointment.

Sincerely,

Robert Goldrick  
Owner  
Gold Coast Carpet Cleaning
Long Beach Public Library

Professional Carpet Maintenance Proposal

General

Gold Coast Carpet Cleaning agrees to provide all labor, supervision, material, and equipment necessary to professionally deliver the carpet cleaning and related services described in this proposal. This shall include all services described in the written specifications attached.

Gold Coast Carpet Cleaning will make every effort to schedule carpet cleaning services at a time and date convenient for you, the customer.

Compensation

Complete Cleaning of Carpet using Hot Water extraction Method: $2350.00
Apply Microban Antimicrobial chemical to all carpeted areas: $125.00
Restroom cleaning: Deep clean 4 (four) of all floor ceramic tile: $100.00/ea.
Interior/Exterior Windows: (Front) : $425.00
Machine scrub all ceramic tile: No Charge
Machine scrub (strip/sand) all VCT flooring/ Apply 3 coats of commercial grade wax: $975.00
Branches: (2) Clean all carpets, apply Microban disinfectant, and clean restrooms $650.00/both

Service Schedule

Carpet cleaning services described in this program will be performed as shown in attached work specifications.

The carpet cleaning services will be scheduled for, and performed at, mutually agreed upon date(s) and time(s) yet to be determined.

We will make every effort to schedule your carpet cleaning service appointment at a date and time convenient to you - our valued customer, and to minimize any interruption to the your normal home schedule or business operation.

In addition, Gold Coast Carpet Cleaning is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided they are mutually agreed to, and do not alter the costs of operations.

Invoicing

Invoicing will be itemized according to the carpet cleaning services provided, and as described in the attached work specifications. Billing will be detailed and submitted promptly to coincide with the completion of all, or part, of the carpet cleaning services.

Due to the labor intensive nature of carpet cleaning services and its associated payroll requirements, our payment policy is net 15 days.
Supervision

Delivering high-quality, worry-free carpet cleaning services relies heavily on the contractor's ability to use only properly trained carpet cleaning techs who receive useful direction from professional managers.

At Gold Coast Carpet Cleaning, all of our techs and managers are trained and experienced in using the latest, safest and most effective methods for cleaning carpet - like yours!

Supplies

Gold Coast Carpet Cleaning will furnish all chemical agents necessary to professionally perform all carpet and upholstery cleaning services including, but not limited to: cleaning agents, deodorizers and fabric protectants.

Equipment

Gold Coast Carpet Cleaning will furnish all necessary carpet cleaning equipment inclusive of, but not limited to: vacuums, carpet extractors, wands, hoses, carpet grooming rakes, spotting tools and air blowers.

Gold Coast Carpet Cleaning will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

Insurance

Gold Coast Carpet Cleaning will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Workers' Compensation

Employee Status

Personnel supplied by Gold Coast Carpet Cleaning are deemed employees of Gold Coast Carpet Cleaning and will not for any purpose be considered employees or agents of the customer.

Equal Opportunity Employer

Gold Coast Carpet Cleaning is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

Our Philosophy

Gold Coast Carpet Cleaning is committed to providing quality carpet cleaning services that deliver the highest levels of customer satisfaction. We bring together the best people, most effective methods, highest quality supplies and latest equipment to deliver on this commitment.
Term

This carpet cleaning services proposal shall be valid for a period of three (3) months provided there are no changes to the nature, details or scope of work required.

Cancellation

This agreement may be terminated or canceled at any time with a minimum of thirty (30) days written notice from either party.

Agreement

This Agreement ("this Agreement") is made and entered into as of _________________, 20___, by and between Gold Coast Carpet Cleaning, with its principal place of business located at 223 Wall St. #249, Huntington, N.Y. 11743 and Long Beach Public Library located at 111 West Park Ave., Long Beach, NY 11561.

NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

Gold Coast Carpet Cleaning
Signature: __________________________
Name: _____________________________
Date: ______________________________
Title: ______________________________

Long Beach Public Library
Signature: __________________________
Name: _____________________________
Date: ______________________________
Title: ______________________________
Long Beach Public Library

Work Specifications

Hot Water Extraction - One-time

An initial thorough walk-through of the carpeted area will be performed prior to cleaning; identifying carpet fiber types, heavily soiled areas and/or possibly permanent stains

Loose or imbedded dry soil from the carpet will be removed as possible using a commercial grade vacuum

Area will be cleared, as possible, to allow for a smooth, complete and effective carpet cleaning process while minimizing any unnecessary disruption

Pre-treatment solution will be sprayed on heavily soiled traffic lanes and spots to improve the effectiveness of soil and spot removal

Carpet will be thoroughly hot-water rinsed and extracted using hot-water, truck mounted equipment and/or portable units being careful to avoid over wetting

Spots still remaining after the extraction process will be removed as possible utilizing specialized chemicals and procedures

Commercial, high-speed air movers will be used, when needed, to circulate dry air and absorb carpet dampness more quickly and effectively

A thorough walk-through of the carpeted areas will be performed as a final quality check of the service performed

Standard Procedures

Cleaning company will furnish all necessary supervision, equipment and supplies

Safety signs, cones and/or barriers may be used to control access to area being serviced

Cleaning company will be provided with all necessary security codes, fobs or access keys prior to start of work

Upon completion of work, all equipment, safety signs/barriers and used supplies will be removed from building

Upon completion of work, building alarms and lights will be secured per instructions
Jill Lessard
Long Beach Public Library
111 West Park Ave
Long Beach, NY 11561

Dear Jill

Thank you for allowing Around The Clock Cleaning an opportunity to submit a cleaning proposal for your carpet and VCT tile floors.

We at Around The Clock pride ourselves on providing quality cleaning services at competitive pricing.

If you have any questions regarding this proposal please contact me.

Regards

Patrick Santoro
President
Below the following services are proposed

**111 West Park Ave**

Strip and refinish all VCT floor tile $1200.00.

Steam clean all carpets $2700.00.

Steam clean 2 large restroom floors @ $125.00 each.

Steam clean 2 small restroom floors @ $75.00 each.

**Lowenstein Main Library**

Steam clean all carpets $450.00.

**West End Branch**

Steam clean all carpets $450.00.
August 15, 2021

Long Beach Public Library
111 West Park Ave
Long Beach, NY 11561

Dear Jill,

It’s my pleasure to submit the following proposal for carpet cleaning and hard surface care services at 111 West Park Ave, Long Beach, NY 11561.

Long Island Carpet Cleaners, Inc. is a fifth-generation family business. We’ve served the NYC area since 1917, cleaning area rugs, carpet, upholstery, draperies and hard surfaces for residential and commercial clients. Our cleaning technicians are certified by IICRC, the Institute of Inspection, Cleaning and Restoration Certification. Additionally, our technicians and helpers are all background checked. We are members of the Association of Rug Care Specialists and the Natural Stone Institute, and we are accredited by the Better Business Bureau with an A+ rating.

Scope of Work #1: Carpet Cleaning Services

- Area of Work: Main Library – 111 West Park Avenue
  - Steam extraction clean wall to wall carpet (total approx. 18,250 sq. ft.)
    - Please note, this excludes the auditorium and the performance room.
- Area of Work: Point Lookout Branch – 79 Lido Blvd
  - Steam extraction clean wall to wall carpet (total approx. 900 sq. ft.)
- Area of Work: West End Branch – 903 West Beech Street
  - Steam extraction clean wall to wall carpet (total approx. 900 sq. ft.)

Carpet Cleaning Notes:

- To help expedite the drying process, we will place air movers on the carpet after each area is cleaned. We will remove the air movers upon completion of our cleaning process. Air mover rental is not included in this proposal.
- As we’ve done in the past, to maximize our results, we will apply the appropriate stain removal and spotting treatments in each area. Our steam extraction cleaning process will use a detergent that is specifically formulated for wool and other high-end synthetic carpet. Our detergent is low-residue and clean-rinsing, leaving carpet that is clean and slightly damp. Although we expect our service to improve the appearance of the carpet, despite our best efforts, we cannot guarantee that all spots or stains will be fully removed.

Proposed cost for Scope of Work #1 - $2,918.23 per cleaning (same as 2019)

Scope of Work #2: Antimicrobial Disinfectant Services
• Area of Work: Main Library – 111 West Park Avenue
  o Apply MediClean Disinfectant Spray Plus to wall to wall carpet (total approx. 18,250 sq. ft.)
    ▪ Please note, this excludes the auditorium and the performance room.
• Area of Work: Point Lookout Branch – 79 Lido Blvd
  o Apply MediClean Disinfectant Spray Plus to wall to wall carpet (total approx. 900 sq. ft.)
• Area of Work: West End Branch – 903 West Beech Street
  o Apply MediClean Disinfectant Spray Plus to wall to wall carpet (total approx. 900 sq. ft.)

**Proposed cost for Scope of Work #2 - $2,325.80 plus tax per service**

**Scope of Work #3: Hard Surface Care Services**

• Clean ceramic tile floors throughout the main library, including stairwell landings and all bathroom floors (total approx. 3,350 sq. ft) – Cost: $4,148.10 plus tax
  o During this process, we will scrub the surfaces with a rotary brush and an alkaline detergent specifically formulated for stone, tile and grout. This will loosen the soil embedded in the surfaces. We will then extract the surface under high pressure with a neutral detergent to remove the embedded dirt, soil and alkaline detergent mixture. The surface will dry naturally over several hours following our cleaning.
• Apply color seal to grout lines on bathroom floors – Cost: $6,924.01 plus tax
  o We will use **white color seal**
  o The color seal will provide extra protection to the grout joints and create a uniform appearance.
• Strip and apply three coats of buffable floor finish and one coat of acrylic floor finish to vinyl tiles (total approx. 1,500 sq. ft.) – Cost: $2,343.75 plus tax
  o Our process will remove dirt, debris and residue, but preexisting scratches and any damaged areas may remain visible following our service. Our service does not address any gouges, cracked/loose tiles or other damaged areas.

**Proposed cost for Scope of Work #3 - $13,415.86 plus tax per service**

**General Notes:**

• Where practical, we will move light furniture so that we may clean beneath. But, to ensure that items in your facility do not get damaged or misplaced during our cleaning process, we will work around all electronic equipment (including desks with computers & printers), heavy furniture and other items that we deem immobile or fragile.

• To avoid interference with visitors to your facilities, services can be provided on mutually agreeable evenings or Sundays.

If you agree to the details of this proposal, please kindly sign below. We look forward to your response and we hope to have the opportunity to serve you soon.

Sincerely,

David Swidler
President
Long Island Carpet Cleaners, Inc.

Agreed: _______________________________  Date: __________________________
Long Beach Public Library
111 West Park Ave.
Long Beach, NY 11561

Clean, Protect & Disinfect Carpet - Lobby, Main Area (First Floor)
Children's, Auditorium, Program and Performer Rms.
(Second Floor)
Adult Reference, Tech. Services, Hall, Asst. Admin & Director's Office (Third Floor)

Total Price: $6,400.00

Clean Ceramic Tile - Lobby (First Floor)
Halls, Foyer, Bathrooms (Second Floor)
Landing, Bathrooms (Third Floor)

Total Price: $1,368.00

Strip & Wax (3) Coats Vinyl - Auditorium, Admin. Hall, Custodian, Youth Services (Second Floor)
Lunch Room, Hall (Third Floor)

Total Price: $2,600.00

If you have any questions, please call.

Thank You,

Lisa Ryan
Office Manager
631-243-4800 Ext. 333
lisa.ryan@steemer.com
From: Lisa Ryan
To: Jill Lessard
Subject: STANLEY STEEMER ESTIMATE
Date: Monday, October 18, 2021 12:34:34 PM

You don't often get email from lisa.ryan@steemer.com. Learn why this is important.

Long Beach Public Library
79 Lido Blvd.
Point Lookout, NY 11569

Clean, Protect & Disinfect 900 sq. ft. carpet

Clean Bathroom tile

Total Price: $450.00

Thank You,

Lisa Ryan
Office Manager
631-243-4800 Ext. 5
lisa.ryan@steemer.com

Any questions, please feel free to call.

Point Lookout, NY 11569
79 Lido Blvd.
Long Beach Public Library

You don't often get email from lisa.ryan@steemer.com. Learn why this is important.
Long Beach Public Library
903 West Beech Street
Long Beach, NY 11561

Clean, Protect & Disinfect 900 sq. ft. carpet
Clean Bathroom Tile

Total Price: $450.00

Any questions, please feel free to call.

Lisa Ryan
Office Manager
631-243-4800 Ext. 5
lisa.ryan@steemer.com
**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.

The purpose of the Collection Development Policy is to outline the processes and principles that structure the Long Beach Public Library’s collection. This Collection Development policy supports and guides the selection, weeding, and reconsideration of Library resources. The Collection Development policy supports the Library in its mission and defines the purpose and objectives of the Library’s collections. The policy sets the guidelines that help the collection respond to community needs.

**Philosophy and Scope of Collection**

The Library’s collections focus on popular and educational materials that help foster a love of reading and lifelong learning. The Library collects materials in a variety of formats, including, when appropriate:

- Print – such as hardcovers, paperbacks, large type books, magazines and newspaper
- Non-print – such as audio and visual items
- Digital resources – such as eBooks, eAudiobooks, online learning tools, research databases, and digital recordings and images
- Equipment – such as new technology and specialized hardware

Widespread interest and usage are the most powerful influence on the Library’s collection. Widespread interest is determined through a variety of methods including bestseller lists, reviews, coverage in various media outlets, and the number of holds placed on items by Library patrons. Usage is determined by circulation statistics, i.e. how many times an item has circulated within a given period of time. The Library strives to collect materials that provide opportunities for lifelong learning and that reflect the diversity of our community.

Budget and space limitations, as well as local needs and interests, preclude the Library from duplicating the specialized and comprehensive collections that exist in academic and specialized libraries. Access to these collections is provided through cooperative networking, interlibrary loan, and direct referral.
Selections are also made to provide diversity and/or depth of viewpoints to the existing collection. Long Beach Public Library supports the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The Long Beach Public Library does not intrude on that relationship. Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, inspire and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world.

**Selection Criteria**
The Library Director has the responsibility and the ultimate power to determine the selection of Library materials. Under their direction, selection is delegated to professional Library staff. Librarians use their education, experience, training, and resources along with the general standards to select materials for the collection. All staff members and the general public are encouraged to recommend materials for consideration. Selection presumes liberty of thought and intellectual freedom within the bounds of reason and law. Materials will be selected based upon their value as a whole.

All materials, whether purchased or donated, are considered in terms of the general standards listed below. An item need not meet all of these standards in order to be added to the collection.

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Suitability of format to Library circulation and use
- Date of publication
- Price, availability and Library materials budget
- Impact to the diversity and scope of the collection
- Current or historical significance of the author or subject
- Relevance to the existing collection’s strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Online resources are also evaluated based on accessibility and the availability of library licensing
- Contemporary significance
- Popular appeal
- Physical format
• Quality of production
• Available space
• Published evaluations or reviews
• Accessibility of material
• Accuracy and timeliness
• Relevance of format and content to the intended audience
• Effectiveness and suitability of format in communicating the content

Patron Recommendations
Patrons may request items the Library does not own. Each request is reviewed for inclusion in the collection using the selection criteria. Requests may be made online or at any Reference Desk.

Requests for Reconsideration
Patrons wishing to recommend the removal or reclassification of a particular item are encouraged to speak to a Library supervisor. If the patron is not satisfied with the response to their request, they may ask the supervisor for a Materials Review Form. The request will be reviewed by the Library Director and staff, bearing in mind the Library’s mission statement and the selection criteria of this collection development policy. After evaluating journal reviews and other materials submitted by the patron and staff, the Library Director or their designee, will respond within 45 days of receiving the formal request.

Philosophy of Collection Maintenance and Management
The Long Beach Public Library’s collection is constantly evolving to keep up with the community’s needs and wants. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

Responsibility for Collection Maintenance and Management
The final authority for the Library collection rests with the Library Director. Implementation of collection development policy and management of the collection is assigned to Library staff. Library Staff systematically review the collection with the goal of maintaining the quality and vitality of Library resources. This process of collection analysis incorporates the use of output measures, circulation reports, and other statistical information for continuous collection evaluation.
Weeding Evaluation Criteria
In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or infrequently used materials and supports the public's right of access to an appealing and relevant collection.

Weeding in this context is defined as the process of evaluating a book to determine if it will be retained, relocated, or replaced. It is the responsibility of Long Beach Public Library staff, acting under the authority and direction of the Library Director, to discard Library materials. These decisions are made within the limitations of available space and funding, and within the scope of a written collection development plan.

The following criteria are used in selecting materials for withdrawal:
- Damage or poor condition
- Infrequent use and lack of demand
- No longer relevant to the needs and interest of the community
- No longer accurate
- Availability elsewhere including other libraries and online
- Relevance to the scope of any special collections

Replacement Criteria
While the Library attempts to have materials of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection also apply to replacements. The need for replacement is based on:
- The number of duplicate copies
- Existence of adequate coverage of the subject in the collection
- Demand for the specific title or subject area
- Availability of material

Removal of Withdrawn Material
Materials that no longer meet the stated objectives of the Library will be withdrawn from the system. Long Beach Public Library reserves the right to determine how materials are removed and disposed of.
Long Beach Public Library is committed to user confidentiality. Under New York Civil Practice Law and Rules § 4509, “Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state......shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.”

Further, confidentiality extends to, but is not limited to, records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records. All library staff members, interns and volunteers must sign a Patron Data Confidentiality Agreement as part of their onboarding process.

Circulation, registration information, and information retrieval records may not be disclosed except to:

- The cardholder (with card or other proper picture identification). NOTE: Under New York State Law, if you are signing for someone under the age of 18, the library is, under the above law, prohibited from revealing that minor’s borrowed materials to you absent the minor’s request or consent. The Library requests, but does not require, that minors over the age of 12 sign forms authorizing disclosure of information to the minor’s designated parents or guardian.
- Staff of the Nassau Library System acting within the scope of their duties in the administration of the library system and in facilitating interlibrary loans.
- Persons authorized by the cardholder to access the individual's records identified by a completed Patron Consent Form for Linked Records signed by the cardholder(s).
- Representatives of any local, state, or federal government, pursuant to subpoena or search warrant authorized under the authority of federal, state, or local law relating to civil, criminal, or investigative power. Upon receipt of any such subpoena or search warrant, the Library Director will consult with legal counsel to determine if the subpoena or search warrant is in proper form and if there is a valid basis for its issuance before providing confidential information. NOTE: The USA PATRIOT ACT still requires a subpoena for access to your records.

Long Beach Public Library occasionally conducts promotional campaigns to inform the community of our services. At those times, the Library may use patron email or postal addresses for the library's internal mailing lists.

The Library does not sell, lease, or otherwise distribute or disclose patron name, email address, postal address, telephone number, or other personal information to outside parties.
The Library’s circulation system contains records of the items you have borrowed also called “Reading History”. While many patrons like the convenience of having a record of items they’ve checked out, you can opt-out in your online account and items will be removed from your record upon their return. You can also delete items from your Reading History at any time. This information is protected under the privacy laws and can only be accessed by you or by the library if presented with a subpoena.

If you owe a fine or have an outstanding bill, that item will remain on your record until removed by Library staff after payment or forgiveness.

If you wish to be notified of item availability or fine notices by email, be aware that the email message will include the title(s) of the item(s).
The Long Beach Public Library Board of Trustees adheres to New York State’s Open Meetings Law found in the Public Officers Law, Article 7, as well as Education Law Title 1, Article 5, Section 260a.

Among other things, these laws require that board meetings must be properly posted, advertised, open to the public, and that the minutes of the open meeting are compiled and distributed to members of the Board of Trustees and are also made available upon request to the Library’s Business Office. The minutes of the open meeting consist of a record or summary of all motions, proposals, resolutions and any matter formally voted upon and the vote thereon. In addition, working sessions of the board (even if they are not formal meetings) must be advertised and open if a quorum of the board is expected to attend. Notice of all board meetings must be sent to the news media and posted in a public place such as the library’s website.

The Open Meetings Law also provides that a public body may conduct executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public monies:

- Matters which will imperil the public safety if disclosed;
- Any matter which may disclose the identity of a law enforcement agent or informer;
- Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- Discussions regarding proposed, pending or current litigation;
- Collective negotiations pursuant to Article 14 of the Civil Service Law;
- The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- The preparation, grading or administration of examinations; and
- The proposed acquisition, sale or lease of real property or sale or exchange of securities held by such public body, but only when publicly would substantially affect the value thereof.