

Monday March 18, 2024 at 7 PM
BOARD OF TRUSTEES
OPEN MEETING AGENDA

- I. Call to Order by President
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Minutes from 2/26/2024 (Vote Needed) **P. 2-3**
- V. Approval of Bills and Schedules 1322-1324 (Vote Needed) **P. 4-12**
- VI. Donor Recognition
- VII. Public Comment on agenda items (limited to two minutes per person)
- VIII. Monthly Reports
 1. Director's Report **P. 13-14**
 2. Monthly Stats **P. 15-19**
 3. Updates on FY 2024 Projects **P. 20-23**
 4. Assistant Director/Adult Services **P. 24-27**
 5. Programming & Marketing **P. 28-34**
 6. Patron Services **P. 35-38**
 7. Youth Services **P. 39-46**
 8. Business Office **P. 47-48**
- IX. Old Business
 1. Policies
 - ADA Notice and Complaint Procedure (Vote Needed) **P. 49-50**
 - Request to revise Remote Work Policy (Discussion) **P. 51-53**

Further policies updates on hold until April 2024
 2. FY 2023-2025 Strategic Plan-Update for FY 2024 (Informational) **P. 54-57**
 3. FY 2025 Preliminary Proposed Budget (Vote Needed) **P. 58-59**
- X. New Business
 1. Treasurer Engagement Letter – Nawrocki Smith (Vote Needed) **P. 60-62**
 2. FY 2024 Congressionally Directed Spending Award (Informational) **P. 63**
 3. Sick leave calculations (Informational) **P. 64**
- XI. Public Comment – all other items (limited to three minutes per person)
- XII. CSEA
- XIII. Personnel
 1. N/A for this month
- XIV. Executive Session (Vote Needed)
 1. Individual Personnel Matter
- XV. Date and Time of Next Meeting (Vote Needed)
 1. Monday April 15, 2024 at 7 PM
- XVI. Adjournment (Vote Needed)

February Financial Statement will be available at the Board meeting

Monday, February 26th, 2024 2:00 p.m.
BOARD OF TRUSTEES MEETING MINUTES

Anita LaSpina, President	Tara Lannen-Stanton, Director
Gemma Tansey, Secretary	Jakea Williamson, Asst Director
Robin Donovan, Trustee	Jill Brennan Lessard, Business Mgr
Mary Ellen Guarini, Trustee	ABSENT WITH NOTICE:
	Sam Pinto, Vice President

- I. *Call to Order by President LaSpina at 2:00 p.m.*
- II. *Roll call was taken by President LaSpina*
- III. *The Pledge of Allegiance was recited by all present.*
- IV. *Approval of Minutes from 01/22/24 - the minutes were unanimously approved. Motioned by Trustee Guarini, seconded by Trustee Tansey.*
- V. *Approval of Bills and Schedules – the Bills and Schedules were unanimously approved. Motioned by Trustee LaSpina, seconded by Trustee Guarini.*
- VI. *Donor Recognition – there were no donors to be recognized*
- VII. *Public comment on agenda items (limited to two minutes per person)*
- VIII. *Monthly Reports, November and December 2023 – were included in the packet for review & discussion.*
 1. *Director*
 2. *Monthly Stats*
 3. *Updates on FY 2024 Projects*
 4. *Assistant Director / Adult Services*
 5. *Programming & Marketing*
 6. *Patron Services*
 7. *Youth Services*
 8. *Business Office*
- IX. *Old Business*
 1. *Policies*
 - *Policy update project deferred to April 2024*
 2. *FY 2024 Budget Revision 2 – was unanimously approved. Moved by Trustee Donovan, seconded by Trustee LaSpina.*
 3. *Fire safety upgrades budget resolution – was unanimously approved. Motioned by Trustee Donovan, seconded by Trustee Tansey.*
- X. *New Business*
 1. *Replace flooring in program spaces – the Board unanimously approved R&D Carpet to complete the project. Motioned by Trustee Guarini, seconded by Trustee Donovan.*
 2. *Library Treasurer Selection – the Board unanimously approved Nawrocki Smith as the new Library Treasurer; motioned by Trustee Donovan and seconded by Trustee LaSpina.*
 3. *FY 2025 Preliminary Proposed Budget – was included in the packet for informational purposes.*
- XI. *Public Comment - all other items (limited to three minutes per person)*

Monday, February 26th, 2024 2:00 p.m.
BOARD OF TRUSTEES MEETING MINUTES

- XII. CSEA – there were no CSEA items.
- XIII. *Personnel*
1. *Internal Promotions* – there were no internal promotions.
 2. *Resignations / Retirements* – there were no resignations / retirements.
 3. *External Hires* – there were no external hires.
- XIV. *Executive Session* – The Board entered Executive Session at 2:57 p.m.; motioned by Trustee Guarini. The Board re-entered Public Session at 3:45 p.m. No votes were taken during Executive Session.
- XV. *Date and time of next meeting, Monday, March 18th, 2024 at 7 p.m.* – was unanimously approved. Motioned by Trustee Guarini, seconded by Trustee Tansey
- XVI. *Adjournment* – the meeting was adjourned at 3:47 p.m. Motioned by Trustee Tansey, seconded by Trustee LaSpina, and unanimously approved.

PAYROLL WARRANT
OPERATING EXPENSES

DEAR SIR / MADAM:
IT IS REQUESTED THAT YOU, AS TREASURER OF THE LONG BEACH PUBLIC LIBRARY, DISBURSE FROM LIBRARY FUNDS THE FOLLOWING:

Date	Num	Name	Memo	Amount
Feb 27 29, 24				
02/27/2024			Funds Transfer PR 022924 FED TAX	16,197.72
02/27/2024			Funds Transfer PR 022924 NYS TAX	2,809.71
02/27/2024			Funds Transfer PR 022924 NYC TAX	505.41
02/29/2024			Funds Transfer PR 022924 NET PR	51,781.09
02/29/2024			Funds Transfer PR 022924 GARNISH	247.00
02/29/2024			Funds Transfer PR 022924 ACCUDATA	423.39
02/27/2024			Funds Transfer PR 022924 OMNI	545.00
02/29/2024	27884	CSEA	UNION DUES &FEES: PAYROLL 2024 0229	944.79
02/29/2024	27885	PREFERRED GROUP PLANS, INC.Contributions	EMPLOYEE CONTRIBUTIONS P/R 20240229	965.38
02/29/2024	27886	PREFERRED GROUP PLANS, INC. FEES	MONTHLY PLAN FEE 2024 FEB	75.00
02/29/2024	27887	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 20240229	599.33
02/29/2024	27888	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR POSTTAX 20240229	199.33
02/29/2024	27889	NYS RETIREMENT SYSTEM	MONTHLY PAYMENT 2024FEB	5,570.77
02/29/2024	27890	NYSHIP HEALTH INSURANCE	HEALTH INS Acct #03069 2024 MAR	59,352.28
02/29/2024	27891	AFLAC	ACCT# NER78 2024 FEB	989.34
02/29/2024	27892	CSEA EMPLOYEE BENEFIT FUND (EBF)	CSEA EMP FUNDED DENTAL2024 03	1,600.30
02/29/2024	27893	DRAX NATASHA	REIMBURSE HOTEL: ADVOCACY DAY 2024	179.20
02/29/2024	27894	KELLY EILEEN	REIMBURSE MILEAGE TOY DONATION P/U	13.47
02/29/2024	27895	KELLY EILEEN	REIMBURSE SUPPLIESSOMEONE SPECIAL DAN	101.52
02/29/2024	27896	MENZZASALMA NICOLE	REIMBURSE MILEAGE, YOGA @ BRANCHES FE	19.30
02/29/2024	27897	MENZZASALMA NICOLE	REIMBURSE MILEAGE, YOGA @ BRANCHES DI	13.13
02/29/2024	27898	NASHAK SARAH	REIMBURSE PGM SUPPLIES: SOMEONE SPECI.	61.96
02/29/2024	27899	WILLIAMSON JAKEA	TUITION REIMBURSE FALL 2023COVER SHOR	50.00
02/29/2024	27900	GUARD SECURITY USA INC	GUARDS 2WKS @ \$25.10/HR	2,486.99
02/29/2024	27901	OPTIMUMMAIN	TEL MAIN : #07858996527031 2024 FEB	308.25
02/29/2024	27902	PBC GURU	ANNUAL MEMBERSHIP COST 2024	2,500.00
02/29/2024	27903	PITNEY BOWES use for qtrly pmt	NEW POSTAGE METER LEASE2024Q1	113.82
02/29/2024	27904	POSTMASTER OF LONG BEACH	MAILING PERMIT #49 ANNUAL FEE 2024	320.00
02/29/2024	27905	PSEGLIWE	ELEC: WE : #01312015850 : 2024 JAN	248.68
02/29/2024	27906	RENT POINT LOOKOUT BRANCH	RENT : POINT LOOKOUT : 2024	3,616.26
02/29/2024	27907	RENT WEST END BRANCH	RENT F/WEST END BRANCH: 2024MAR	3,151.80
02/29/2024	27908	FRANK CAMPOREALE (BOOKMAN)	BOOK DROP 2024FEB	600.00
Feb 27 29, 24				<u>156,590.22</u>

TRUSTEE, LIBRARY BOARD

TRUSTEE, LIBRARY BOARD

In order to carry out the purpose of this order, given pursuant to section 259 of the Education Law of the State of New York, we have verified that packing slips, invoices, and other accounts payable related documentation have been reviewed with the above associated payments; that all claims have been examined and the respective amounts are correct; and that by our signatures we are asking the full Board of Trustees to approve these payments.

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

PAYROLL WARRANT
SALARY SUMMARY

DEAR SIR / MADAM:
IT IS REQUESTED THAT YOU, AS TREASURER OF THE LONG BEACH PUBLIC LIBRARY, DISBURSE FROM LIBRARY FUNDS THE FOLLOWING:

PAYROLL WARRANT # 1322
DATE: 2/29/2024

	Amount
LIBRARIAN	20,011.07
PROFESSIONAL	15,307.39
PATRON SERVICES	9,938.97
CLEANER	3,622.73
PAGE	2,851.72
PER DIEM	49.21
NET PAYROLL	51,781.09
FEDERAL TAX	16,197.72
STATE TAX	2,809.71
MTA TAX	0.00
NYC TAX	505.41
ACCUDATA INVOICE	423.39
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$71,964.32

In order to carry out the purpose of this order, given pursuant to section 259 of the Education Law of the State of New York, we have verified that packing slips, invoices, and other accounts payable related documentation have been reviewed with the above associated payments; that all claims have been examined and the respective amounts are correct; and that by our signatures we are asking the full Board of Trustees to approve these payments.

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PAYROLL WARRANT
OPERATING EXPENSES

DEAR SIR / MADAM:
IT IS REQUESTED THAT YOU, AS TREASURER OF THE LONG BEACH PUBLIC LIBRARY, DISBURSE FROM LIBRARY FUNDS THE FOLLOWING:

Date		Num	Name	Memo	Amount
Mar 13 14, 24					
03/13/2024				Funds Transfer 031424 PR FED TAX	19,385.00
03/13/2024				Funds Transfer 031424 PR NYS TAX	3,327.45
03/13/2024				Funds Transfer 031424 PR NYC TAX	505.93
03/13/2024				Funds Transfer PR 041324 NET PR	58,072.59
03/13/2024				Funds Transfer 031424 PR GARNISH	247.00
03/13/2024				Funds Transfer 031424 PR FEE	433.89
03/13/2024				Funds Transfer 031424 PR OMNI	545.00
03/14/2024		27909	CSEA	UNION DUES &FEES: PAYROLL 2024 0314	944.79
03/14/2024		27910	PREFERRED GROUP PLANS, INC.Contributions	EMPLOYEE CONTRIBUTIONS P/R 20240314	965.38
03/14/2024		27911	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 20240314	591.91
03/14/2024		27912	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR POSTTAX 20240314	191.91
03/14/2024		27913	NYSIF	DB 3191 500 070123 070124	825.18
03/14/2024		27914	BLAU ALEXANDRA	REIMBURSE F/ DECORATIONS	37.50
03/14/2024		27915	DEMARCO STEPHANIE	ADULT CRAFT: SEASHELL SHADOW BOX	29.07
03/14/2024		27916	DRAX NATASHA	REIMBURSE ALA CONF REG & ALA MEMBERS	533.00
03/14/2024		27917	LANNENSTANTON TARA	REIMBURSE FOR TEAMVIEWER CHARGE	2,000.00
03/14/2024		27918	NASHAK SARAH	REIMBURSE LI LIBRAREY CONFERENCE FEE	50.00
03/14/2024		27919	LEAF LEASING (BIZHUB PMA)	BIZHUB RELEASE : C# 1004777944005 2024 F	165.55
03/14/2024		27920	LEAF LEASING (BIZHUB PMA)	BIZHUB RELEASE : C# 1004777944005 2024 F	144.05
03/14/2024		27921	LONG BEACH PUBLIC LIBRARY Petty Cash	REPLENISH PETTY CASH 24272433	142.73
03/14/2024		27922	MCAVOY PLUMBING	PLUMBING WORK PER ATTACHED INVOICE	450.00
03/14/2024		27923	NATIONAL GRID MAIN	GAS: MAIN: #7932939008 2024 FEB	1,232.64
03/14/2024		27924	NATIONAL GRID POINT LOOKOUT	GAS: POINT: ACCT# 37696006028 2024 FEB	223.07
03/14/2024		27925	OPTIMUMPOINT LOOKOUT	PL: #07858563502028: TEL+DATA 2024FEB	154.47
03/14/2024		27926	PSEGLIP	ELEC: PL : #04552011498 : 2024 FEB	308.53
03/14/2024		27927	ATTORNEYQUATELA CHIMERI PLLC	ATTY FEES 2024 FEB	675.00
Mar 13 14, 24					<u>92,181.64</u>

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111 W. Park Avenue
Long Beach, NY 11561

PAYROLL WARRANT
SALARY SUMMARY

DEAR SIR / MADAM:
IT IS REQUESTED THAT YOU, AS TREASURER OF THE LONG BEACH PUBLIC LIBRARY, DISBURSE FROM LIBRARY FUNDS THE FOLLOWING:

PAYROLL WARRANT # 1323
DATE: 3/14/2024

	Amount
LIBRARIAN	25,474.99
PROFESSIONAL	15,720.94
PATRON SERVICES	10,703.50
CLEANER	2,871.25
PAGE	3,239.77
PER DIEM	62.14
NET PAYROLL	58,072.59
FEDERAL TAX	19,385.00
STATE TAX	3,327.45
MTA TAX	0.00
NYC TAX	505.93
ACCUDATA INVOICE	433.89
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$81,971.86

In order to carry out the purpose of this order, given pursuant to section 259 of the Education Law of the State of New York, we have verified that packing slips, invoices, and other accounts payable related documentation have been reviewed with the above associated payments; that all claims have been examined and the respective amounts are correct; and that by our signatures we are asking the full Board of Trustees to approve these payments.

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DEAR SIR / MADAM:
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Date	Num	Name	Memo	Amount
Mar 18, 24				
03/18/2024	27928	ABOFF'S	ACCT#4327201MISC BLDG / CONSTRUCTION	264.82
03/18/2024	27929	ACE HARDWARE	ACCT# 29884 MISC BLDG SUPPLIES F/CONSTR	205.15
03/18/2024	27930	BARNES & NOBLE	BOOKS FOR AUTHOR EVENT: TESSA BAILEY	182.28
03/18/2024	27931	BAKER & TAYLOR L9274003 PROC ACCT	ACCT 4003 PROCESSED BOOK 2024 FEB	4,101.29
03/18/2024	27932	BAKER & TAYLOR 40017023	ACCT 7023: DVDS: FILMS / TV SERIES / ETC 20	533.80
03/18/2024	27933	BAKER & TAYLOR 40017053	ACCT 7053NONFICTION DVDS2024 FEB	20.72
03/18/2024	27934	BAKER & TAYLOR 40021033 CD PROCESSED	ACCT 1033: PROCESSED MUSIC CDS 2024 FEB	13.08
03/18/2024	27935	BAKER & TAYLOR 75005428 DVDS&CDS	ACCT 5428: DVD/CD ACCT#75005428 2024 FEB	154.05
03/18/2024	27936	BAKER & TAYLOR C0699143	ACCT 9143 GUIDES / CATALOGS / INSTRUC 20	123.10
03/18/2024	27937	BAKER & TAYLOR L2190303UNPROCESSED	ACCT 0303: BOOKS ACCT# 303513 L2190303	1,179.33
03/18/2024	27938	BAKER & TAYLOR L9319313 YA	ACCT 9313: YA BOOKS ACCT# L9319313 202	159.30
03/18/2024	27939	BAKER & TAYLOR L9319493REFSPOKEN WOR	ACCT 9493CDS SPOKEN WORD ACCT 2024 FI	102.99
03/18/2024	27940	CENGAGE LEARNING / GALE	LG PRINT BOOK PLANS	335.13
03/18/2024	27941	DTECH	OUTDOOR HOLD / PICKUP LOCKERS	27,972.00
03/18/2024	27942	LIBRARY HEWLETTWOODMERE PUBLIC	REIMBURSE HEWLETT F/LOST/DAMAGED MEI	18.99
03/18/2024	27943	LIBRARY LEVITTOWN PUBLIC	REIMBURSE F/LOST / DAMAGED / ETC BOOK/	29.00
03/18/2024	27944	LIBRARY OCEANSIDE PUBLIC	REIMBURSE FOR LOST/DAMAGED MEDIA	4.99
03/18/2024	27945	LIBRARY PENINSULA PUBLIC	REIMBURSE F/LOST/DAMAGED BOOK/MEDIA	12.95
03/18/2024	27946	MIDWEST TAPE	AUDIOBOOKS / DVDS	27.98
03/18/2024	27947	MIDWEST TAPE	AUDIOBOOKS / DVDS	9.99
03/18/2024	27948	NLS ILS SERVICES OPERATING FUND	NLS CROWN CASTLE 2024 FEB	800.00
03/18/2024	27949	PGMA / ARTISTS IN PARTNERSHIP, INC.	APGM:M 1.5HR "LUNAR NEW YEAR CELEBRA	400.00
03/18/2024	27950	PGMA / BERTINETTI, BEVERLEE	APGM:H 1 @ \$65EA "GENTLE YOGA"	65.00
03/18/2024	27951	PGMA / MITCHELL, TANISHA	APGMM: 1X 1HR @\$400 "COTTON: THE DREA	400.00
03/18/2024	27952	PGMA / REGAN, KATHLEEN	APGMH: 3 @ \$60 / 1HR "CHAIR YOGA FOR LIF	180.00
03/18/2024	27953	PGMA / ROZELL, LORI	APG:H 2 @ 60/ 1 HR "LOW IMPACT CARDIO"	120.00
03/18/2024	27954	PGMA / SALVADOR, STEPHANIE	PGM/J : 2HRS @ \$150 DJ "SOMEONE SPECIAL	150.00
03/18/2024	27955	PGMA/ GOELLER, ROSA MARIA	APGM : Botanical Drawing for Beginners4X@:	400.00
03/18/2024	27956	PGMA/ GOELLER, ROSA MARIA	APGM : Botanical Drawing for Beginners4X@:	400.00
03/18/2024	27957	PGMA/ NOBUZANE,MIHO	APGMV : 1 @Jazz Loves Brazil DEC 2023	800.00
03/18/2024	27958	PGMA / WISEL, LISA M.	APGMH: 1 @ \$90 / 45MIN HYBRID "MEDITA	90.00
03/18/2024	27959	RENU	SOURCE LEAK IN BOOK DROP	1,215.00
03/18/2024	27960	SWANK MOVIE LICENSING USA	FILM RIGHTS: PRISCILLA	125.00
Mar 18, 24				<u>40,595.94</u>

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FY 2024 Director's Report – February 2024

Tara Lannen-Stanton, Library Director

General Updates

- Weekly Youth Services staff meetings to support staff and departmental operations
- Reviewed ADP software with Business Office
- Worked on Library of Things with Assistant Director
- Work on NYS Annual Report for Public Libraries with Senior Library Clerk and Business Office Manager
- Accepted delivery of the hold lockers and now working with NLS on setup and configuration
- Gave a tour of the Vinyl Listening Lounge to LILRC
- Notable programs
 - Fun for All: Someone Special Dance
- Items discussed with Library Treasurer
 - N/A
- Items discussed with Library Attorney
 - Reviewed CBA sections (specific inquiries)
 - Drafted SAM grant resolution
 - Drafted letter
 - Total amount spent on legal services from 7/1 through 2/29/2024: \$12,150

Compliments and Staff Recognition

- Patrons have been responding positively to the two new flexible use spaces (1st Floor Program Room and YS Program Space) saying that they're excited for more programs and that it all looks very nice
- A patron thanked Ali (AS Librarian) for her assistance with saving historical pictures from the internet saying that it meant a lot to him.
- A patron complimented Natasha (Outreach Coordinator) on her moderation of book clubs.
- A lot of young patrons have been very happy about the video game club, including the addition of drop-in sessions and sessions for younger kids
- Even after she couldn't register for an already full class, a patron decided to register for a completely different one. She complimented all the adult programs LBPL offers saying that we have great programs, so much more than what other libraries are offering.
- A parent complimented the Teen Wellness section, created by Sarah (Teen Librarian) saying that she borrowed a couple books to share with her daughter
- Multiple compliments on the Vinyl Listening Lounge and Seed Library, just like every month 😊

Meetings and Trainings

- Internal meetings
 - All Staff (In-Person)

- Assistant Director
 - Department Heads
 - Facilities
 - Programs
 - Patron Services
 - Stats
 - Outreach
 - Graphics & Marketing
- External meetings/events
 - NLS Member Library Director Meeting (In-Person)
- Trainings/Professional Development
 - Review of changes to NYS Annual Public Libraries report (NLS)

Director's Report – February 2024

Tara Lannen-Stanton, Library Director

FY 2024 Stats

In-Library Usage

Month	Main	Point	West	Total
July-2023	11,493	715	668	12,876
August-2023	12,514	713	472	13,699
September-2023	10,698	286	215	11,199
October-2023	11,370	291	273	11,934
November-2023	10,706	293	244	11,243
December-2023	9,530	337	552	10,419
January-2024	10,476	314	271	11,061
February-2024	10,135	376	317	10,828
March-2024				
April-2024				
May-2024				
June-2024				
TOTAL	86,922	3,325	3,012	93,259

Circulation – Physical Items

Month	Main	Point	West	Total
July-2023	12,179	525	199	12,903
August-2023	12,599	625	265	13,489
September-2023	12,151	491	227	12,869
October-2023	11,981	402	171	12,554
November-2023	11,543	378	146	12,067
December-2023	10,623	342	165	11,130
January-2024	12,173	339	169	12,681
February-2024	11,245	389	164	11,798
March-2024				
April-2024				
May-2024				
June-2024				
TOTAL	94,494	3,491	1,506	99,491

February 2024 Programs Summary

	MAIN-ADULT TOTALS	MAIN-YS TOTALS	MAIN-GEN INT TOTALS	ONLINE TOTALS	POINT LOOKOUT TOTALS	WEST END TOTALS	OFF SITE TOTALS	GRAND TOTAL
Total # of Programs	132	80	6	11	10	15	1	255
Attendance total	1,478	1,790	399	131	114	196	15	4,123
Attendance (In-Person_Adults)	1,225	554	236	38	103	142	15	2,313
Attendance (In-Person_Seniors)	38	0	0	0	0	0	0	38
Attendance (In-Person_Kids)	20	1,139	162	0	11	54	0	1,386
Attendance (In-Person_Teens)	0	67	1	0	0	0	0	68
Attendance (In-Person_Parents)	0	15	0	0	0	0	0	15
Attendance (Zoom_Kids)	0	15	0	0	0	0	0	15
Attendance (Zoom_Teens)	0	0	0	0	0	0	0	0
Attendance (Zoom_Adults)	159	0	0	83	0	0	0	242
Attendance (Zoom_Seniors)	36	0	0	10	0	0	0	46
Attendance (Zoom_Parents)	0	0	0	0	0	0	0	0

February 2024 Top Programs

Main- Adult	Attendance
Harriet Tubman, Herself (In Person)	100
Program Type: Lifelong Learning, Music & Entertainment	
Cost for External Presenter: \$300	ROI/CPA \$3.00
How David Lee Roth Changed the World with Author Darren Paltrowitz	71
Program Type: Author Talk, Music & Entertainment	
Cost for External Presenter: \$150 Cover band	ROI/CPA \$2.11
LBPL Presents: Comedy After Dark (In Person)	58
Program Type: Music & Entertainment	
Cost for External Presenter: \$300 Two comedians	ROI/CPA \$5.17
Main- YS	Attendance
Rise and Shine Storytime! (In Person)	52
Program Type: Storytime	
Cost for External Presenter: \$0 Staff-Led	ROI/CPA \$0.00
Molly Mouse Lapsit (In Person)	45
Program Type: Exercise, Music & Entertainment, Storytime	
Cost for External Presenter: \$105	ROI/CPA \$2.33
Rise and Shine Storytime! (In Person)	45
Program Type: Storytime	
Cost for External Presenter: \$0 Staff-Led	ROI/CPA \$0.00
General Interest (including Fun for All!)	Attendance
Take Your Child to the Library Day! (In Person)	121
Program Type: Arts & Crafts	
Cost for External Presenter: \$0 Staff-Led	ROI/CPA \$0.00
Celebrate the Lunar New Year! (In Person)	120
Program Type: Music & Entertainment	
Cost for External Presenter: \$300	ROI/CPA \$2.50
FUN FOR ALL: Valentine's Day Chocolate Dipping! (In Person)	77
Program Type: Food & Cooking	
Cost for External Presenter: \$550	ROI/CPA \$7.14
Point	Attendance
Dinosaur Roar! (In Person - Point Lookout)	18
Program Type: Arts & Crafts, Storytime	
Cost for External Presenter: \$0 Staff-Led	ROI/CPA \$0.00
West	Attendance
West End Neighbors Meeting (West End - In Person)	62
Program Type: Other	
Cost for External Presenter: \$0 Community Meeting	ROI/CPA \$0.00

Monthly Summary Adult Programs (in-person, online only, hybrid)

Months	Total # of Programs	Attendance Total	Main	Point	West End	Online	Off Site
July-2023	159	<u>1,801</u>	1,574	24	83	68	52
August-2023	169	<u>1,966</u>	1,719	3	81	58	105
September-2023	186	<u>1,966</u>	1,578	0	40	202	146
October-2023	226	<u>2,646</u>	2,213	42	97	273	21
November-2023	181	<u>2,006</u>	1,493	86	47	362	18
December-2023	154	<u>1,618</u>	1,341	92	67	118	0
January-2024	157	<u>1,777</u>	1,485	42	94	134	22
February-2024	162	<u>1,848</u>	1,478	96	128	131	15
March-2024							
April-2024							
May-2024							
June-2024							
TOTAL	1,394	15,628	12,881	385	637	1,346	379

Monthly Summary Kids and Teens Programs (in-person, online only, hybrid)

Months	Total # of Programs	Attendance Total	Main	Point	West End	Online	Off Site
July-2023	99	<u>1,929</u>	1,704	60	65	100	0
August-2023	93	<u>2,005</u>	1,552	90	16	100	247
September-2023	63	<u>1,320</u>	1,258	37	25	0	0
October-2023	94	<u>1,881</u>	1,835	20	26	0	0
November-2023	82	<u>1,942</u>	1,924	13	5	0	0
December-2023	65	<u>1,643</u>	1,307	16	320	0	0
January-2024	73	<u>1,707</u>	1,639	13	12	0	43
February-2024	87	<u>1,876</u>	1,790	18	68	0	0
March-2024							
April-2024							
May-2024							
June-2024							
TOTAL	656	14,303	13,009	267	537	200	290

Monthly Summary General Interest Programs

Months	Total # of Programs	Attendance Total	Main	Point	West End	Online	Off Site
July-2023	0	<u>0</u>	0	0	0		0
August-2023	1	<u>0</u>	0	0	0		0
September-2023	1	<u>12</u>	12	0	0		0
October-2023	1	<u>300</u>	300	0	0		0
November-2023	2	<u>136</u>	136	0	0		0
December-2023	6	<u>167</u>	167	0	0		0
January-2024	1	<u>58</u>	58	0	0		0
February-2024	6	<u>399</u>	399	0	0		0
March-2024							
April-2024							
May-2024							
June-2024							
TOTAL	18	1,072	1,072	0	0	0	0

Individual Study Room

Months	Reservations	Attendance Total
July-2023	56	67
August-2023	60	67
September-2023	78	92
October-2023	84	118
November-2023	69	87
December-2023	47	61
January-2024	44	55
February-2024	45	56
March-2024		
April-2024		
May-2024		
June-2024		
TOTAL	483	603

Vinyl Listening Lounge *

Reservations	Attendance Total	VINYL Circulation
19	23	80
24	29	92
24	37	103
36	48	143
39	48	155
142	185	573

* Opened Oct 6, 2023 With "Rock the Stacks!" program with 65 people in Attendance

Online Resources

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

	January-1900	FY 2024 Cumulative	Change from last FY
ebooks	4,971	38,254	13%
eAudiobooks	2,292	18,564	22%
Total	7,263	56,818	16%

Usage of Online Entertainment Services[2]

January-1900	FY 2024 Cumulative
913	7,242

Learning Resources and Research Database Use[3]

	January-1900	FY 2024 Cumulative
Sessions/Checkouts	102	1,267

YouTube

	January-1900	Cumulative Total[4]
Number of views	756	9,750
Number of videos uploaded	2	436

[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.

[4] Total number of videos available to view that month

Director's Updates on FY 2024 Projects - March 18, 2024 Meeting

Description of Project	Date Started	Initiated/ Requested by	Funding Source	Notes and updates as of 3/13/2024	Status
Local History Area				3/2024 update - TV, for local history slideshows, has been installed (thank you Don!). Tanya (Librarian III) is working with Aliza (Local History Librarian) on two slideshows to launch later in March. One on Harvey Weisenberg and one with historical LB boardwalk pictures. Tanya is also designing and printing (with one of the Library's Cricuts) new signage for Harvey's exhibit and the Local History Area itself. We are still waiting on furniture for that area. The Business Office Manager has ordered a plaque to acknowledge Harvey's donation.	In progress
New sign for West End Branch	3/1/2024	Director	Operating funds	3/2024 - The West End Branch sign is looking very worn. We are getting quotes to replace it. A simple sign with the new logo and West End Branch.	In progress
Research into adjacent lot	1/26/2024	President LaSpina	TBD	3/2024 - Library Attorney is assisting with getting proposals for a formal appraisal.	In progress
2024 Summer Reading	2/1/2024	Director	Operating funds	3/2024 - Continued planning for summer reading including a Love Your Library Festival for August 2024 in Kennedy Plaza. 2/2024 - Began planning for summer reading, preparing calendar for events including kickoff and end of summer programs for various age groups.	In progress
Flooring for program areas	2/1/2024	Director	Operating funds	3/2024 - Board approved new flooring at 2/2024 meeting. Business Manager is working on scheduling. Due to the high volume of programs in all these spaces, we need to make a lot of schedule adjustments in advance. 2/2024 - Business Manager is getting quotes for new flooring in the 1st Floor Program Room, ISR, 2nd Floor Program Room, and the YS Program Area.	In progress
Finding a new treasurer	1/1/2024	Director	Operating funds	3/2024 - Board approved appointment of Nawrocki Smith at 2/2024 Board meeting. Engagement letter included for approval in 3/2024 Board packet 2/2024 - Recommendation for new Treasurer included in February Board packet	Completed
Move flagpole		Board	Operating funds	3/2024 - no update at this time 2/2024 - Business Manager is looking into options	In progress
Independent facilities assessment	12/1/2023	Director	Operating funds	3/2024 - Architect continues to work on completing the facilities evaluation report 2/2024 - Architect is working on completing the facilities evaluation report. 1/2024 - As per Board approval in 11/2023, the Director and Assistant Director are working with the chosen architect (John Tanzi) on a full facilities evaluation and proposed upgrades report. A walkthrough was conducted in 12/2023.	In progress
Water leaks	1/1/2024	Director	TBD	3/2024 - the leak in the book drop continues when there 2/2024 - LBSD contractor completed the following work: resealing exterior of 2nd Floor Program Room Windows, roof and masonry work on 2nd floor roof. Further work to come. 1/2024 - After the January storm, we noticed leaks in the book drop closet and the program room. We've contacted LBSD and the Business Office Manager is working with RENU to assess and quote(s) for repair options	In progress
Library of Things	9/19/2023		Operating funds	3/2024 - Launched March 1st with 14 items available for checkout. Assistant Director is working with Graphic Designer on comprehensive website update 2/2024 - set to launch March 1st 1/2024 - Update included in 1/2024 Board Packet	In progress
Front exterior beautification - garden	7/1/2023		Operating funds	3/2024 - Adesh, Nicole, and Diane are starting to plan the spring/summer garden 2/2024 - Adesh will begin working on the garden in early spring 01/2024 - Adesh has diligently tended to the garden since September. He cleared the soil and planted outside Brassica oleracea ornamental cabbage plants. His choice of these annuals because of their resilience, capable of lasting through the harsh winter conditions. We will plan warm weather garden in late winter/early spring.	In progress
Front exterior beautification - power washing	11/7/2023	Trustee Donovan	Operating funds	3/2024 - still on hold until warmer weather 2/2024 - still on hold until warmer weather 1/2024 - on hold until spring 2024 (need warmer weather) 11/2023 - Business Office Manager will solicit quotes on professional power washing of the sidewalk. Facilities staff will continue to power wash the windows and then maintain the sidewalks.	On hold
Basic Spanish language signs in library	11/7/2023	Trustee Donovan	Operating funds	3/2024 - expected install by mid-April 2/2024 - waiting on delivery 1/2024 - designed and ordered 11/2023 - add basic Spanish signs to Library. Examples - Welcome/Bienvenidos. Restrooms/Banos. Room names.	In progress

Auditorium reminder signs	11/7/2023	Trustee Donovan	Operating funds	3/2024 - Tim is printing interim signs until we receive the permanent ones 2/2024 - waiting on delivery 1/2024 - designed and ordered 11/2023 - create and post reminder signs in Auditorium about location of emergency exits, turning off cell phones, and bathroom locations	In progress
Policy on 501c3s and community-based organizations using the Library	11/7/2023	Trustee Donovan	Operating funds	3/2024 - reviewing first draft of policy 2/2024 - assigned first draft of policy to Head of Patron Services (part of her public library administration class) 1/2024 - review of other libraries' policies 11/2023 - Director and Assistant Director will work with Library Counsel to draft policy for Board review at April 2024 meeting	In progress
24-hour material pickup lockers	4/1/2023		Operating funds (carried over from FY 2023)	3/2024 - there was an issue on the NLS side with configuration. We are setting up a workaround until the configuration issue can be resolved. 2/2024 - lockers arrived and installed. We are waiting on NLS to get the technical side set up. 1/2024 - wrap design completed and lockers ordered with anticipated delivery in 4/2024 11/2023 - Electrical complete for lockers. Finalizing marketing wrap for lockers. 10/2023 - Fink Electricians has been selected to put in the electrical needed for the hold lockers. 9/2023 - Network cabling finished. Five electricians were contacted for quotes. One came to do an on-site assessment. Another is coming later this week to do an on-site assessment. We haven't heard from the remaining three.	In progress
New wiring and electrical outlets on 1st floor	8/21/2023		Bullet Aid (carried over from FY 2023)	3/2024 - portable power banks now available to check out (in-library and Library of Things) 2/2024 - exploring alternate solutions for charging laptops until we can get a NYSED project initiated. 1/2024 - project will require NYSED approval and has been put as high priority on the facilities assessment with John Tanzi 11/2023 - Director will speak to architect about project scale and whether NYSED approval would be required. 10/2023 - we split this project from the hold pickup locker electrical because of the complexities of the masonry work needed. We are still waiting for masonry quotes from both electricians who responded to our requests for quotes.	In progress
CollectionHQ implementation	8/17/2023		Operating funds	3/2024 - Staff are assessing collections for condition and gaps and will order new/replacement titles by the end of FY 2024. 2/2024 - Weeding at Main is wrapping up. Point Lookout is next. The next step is to assess collection gaps and order new books. 1/2024 - Conducted a thorough review of all non-fiction section items to verify their presence on the shelf, assess their condition, and ascertain their current relevance. Any items found missing, in poor condition, or outdated have been systematically removed from the system. This meticulous process aims to streamline collection management, making it more efficient for library staff, and enhancing the browsing experience for our patrons by ensuring a curated and up-to-date collection on the shelves. CollectionHQ project started in 9/2023 (older updates deleted because cells can only hold so much text)	In progress
Welcome booklet	1/1/2023		Operating funds	3/2024 - proof needed further editing to reflect general updates 2/2024 - reviewed proof 1/2024 - sent out for printing 12/2023 - proofreading and final editing 11/2023 - welcome booklet design is completed	In progress
LBSD Capital Projects list for Main Library			N/A	3/2024 - no update at this time 2/2024 - no update at this time 1/2024 - Assistant Superintendent confirmed that only two Library capital projects are being proposed for the bond. Other projects will be deferred to a future year funded through the general operating budget or capital reserve fund. Library can give feedback on what projects to prioritize in bond. 11/2023 - LBSD Capital Plan presented at 11/14 meeting. Director followed up w/Assistant Superintendent on 11/15 10/2023 - no response received from Assistant Superintendent 8/21/2023 - letter sent to Assistant Superintendent for Finance & Operations 8/18/2023 - sending draft LBPL letter to LBSD to the Board 7/2023 - met with LBSD and sent update to BoT on 7/27/2023	In progress

Electronic sign/mural for Main	11/28/2022	Operating funds	for cleaning panels regularly 1/2024 - The Business Office Manager has followed up repeatedly with the vendor regarding the replacement panel. We are withholding final payment. If we don't hear from the vendor by early spring, we will find another vendor to replace the panel with as close of a color match as possible. Wrap can't be installed in cold weather. 11/2023 - wrap installed. A panel was damaged during the installation process and the replacement panel was a slightly different color. The vendor promised to replace the panel. 10/2023 - given the pending NY Forward proposal for exterior beautification, we split the sign project into two parts. One is an immediate fix of the letters and wrapping the awning. The letters have been removed for painting. We are currently waiting for proofs from the sign company for the wrap. 9/2023 - quotes included in 9/2023 board packet 8/2023 - Assistant Director reached out to several sign companies but only one additional quote has been received. More investigation and work is needed to ensure proper and equitable procurement.	Completed
Parking meter impact on Library patrons and staff		N/A	2/2024 - no further update 1/2024 - no further update 11/2023 - no further update 10/2023 - no further update 9/2023 - no further update 8/2023 - no further update 6/2023 - no further update	On hold
HVAC - replacement of final three HVAC units by LBSD		LBSD funded	3/2024 - requested update from LBSD and HVAC contractor on delivery/installation dates 2/2024 - units are now scheduled to ship in March. 1/2024 - LBSD Facilities Director is checking with HVAC contractor on updated delivery/install date. 11/2023 - HVAC contractor has updated delivery date to sometime in January 2024 10/2023 - no further update at this time 9/2023 - no further update at this time 8/2023 - Letter to LBSD Assistant Superintendent included reiteration of their update that the HVAC units will be delivered and installed by 12/31/2023 7/2023 - met with LBSD and sent update to BoT on 7/27/2023. Delivery and installation of units will be completed by the end of 2023.	In progress
Alarm system		SAM grant	3/2024 - all completed paperwork, including approved Board resolution, was submitted to NYS. Awaiting guidance on when we can begin the project. 2/2024 - NYS approved scope changes. All paperwork completed except Board resolution committing operating funds for the remainder of the project cost. Resolution included in 2/2024 Board packet. 1/2024 - Additional NYS OGS vendors did not submit quotes. Waiting on NYSED for scope change approvals. 11/2023 - Business Office Manager working on a second quote from NYS OGS vendor. 10/2023 - second vendor was unable to provide a quote with NYS OGS pricing. We are trying to get another quote for comparison from another vendor on NYS OGS. Our current vendor submitted a quote on NYS OGS. 9/2023 - awaiting quote from second vendor on NYS OGS contract for comparison 8/2023 - Quotes solicited for new alarm system 7/2023 - SAM grant change requests submitted to NYS	In progress
Solar panels	8/2023	SAM grant	3/2024 - still waiting on NYS to approve scope changes 2/2024 - waiting on NYS to approve scope changes 12/2023 - Architect John Tanzi did a walkthrough and measurements/drone pictures for the solar panels. 11/2023 - proposal included in 11/2023 Board packet for Board approval. 10/2023 - reached out to four architects, only heard back from one. I am awaiting his proposal. 9/2023 - attorney gave contact information for architects who specialize in solar panels and have done projects for libraries. Director and Assistant Director reaching out to architects	In progress
Program registration changes	6/3/2022	N/A	10/2023 - project completed. 9/2023 - despite a few hiccups, registrations changes including library card verification started being phased in on 9/1/2023. There was a lot of positive feedback from LBPL patrons about making sure residents were prioritized for popular programs. 8/2023 - Library card verification for our most popular programs will be enabled on 9/1/2023. A pin will NOT be required. Materials supplies fees will be charged for crafts programs done by external presenters.	Completed
Emergency evacuation signs		Operating funds	1/2024 - floor plan and evacuation plans posted	Completed

Costs to mail Channels out every month	11/7/2023	Trustee- Donovan	Operating funds	11/2023—Trustee Donovan suggested mass mailing our monthly newsletters so quotes were solicited. The least expensive quote for print and mass mail Channels and Channels Jr. in full color is \$7,500 per month for a total cost of \$90,000 per year. Based on this, it is not currently recommended that we mass mail our newsletters. I'd rather focus more staff time on outreach and engagement at this time.	Completed
Repair/maintenance projects identified by H2M			Unassigned Fund- Balance	12/2024—doors and associated masonry work completed 11/2023—Director requested update from Project Manager 10/2023—doors and work still likely to be installed in December 9/12/2023—Project Manager updated that the door manufacturer hasn't provided a ship date yet. Based on current lead times, he thinks the installation will probably be in December. 8/2023—site visit by Project Manager for final measurements, doors ordered with lead time of 12 to 15 weeks. 7/2023—Purchase Order issued for repairs	Completed
Point Lookout lease renewal	10/1/2023		Operating funds	Terms for new lease approved at 10/16/2023 meeting	Completed
MuseumKey	9/19/2023		Operating funds	New museum pass lending system launched 11/1/2023	Completed
Updated CBA	7/1/2022		N/A	10/2023—project completed. New CBA approved at 9/2023 Board meeting 9/2023—CBA included in 9/2023 executive session packet. 8/2023—CSEA approved final draft of new CBA. Sending copy to the Board on 8/18/2023 6/2023—After May meeting, the final draft of new CBA was sent to CSEA Labor Relations Specialist and Library Attorney.	Completed
New fiscal management system	5/15/2023		N/A	As of right now, we've decided to stick with QuickBooks due to the issue of not being able to import historical data into FinanceMGR	Other
FIRST FLOOR FURNITURE (previously) First Floor Redesign			Bullet aid	8/2023—new first floor furniture installed on 8/16 Full first floor renovation project on hold. Moved forward with new furniture.	Completed

Adult Services February 2024 Report



Blind Date with a Book program raffle- Gift certificate to Billy's Beach Cafe

Jakea Williamson- Assistant Director

- Finalized Library of Things for 3/1/2024 kickoff
- Adult services scheduling
- Assisted with code Adam PowerPoint/training
- Handled ordering materials for over 10 book clubs
- NLS Member Library Director Meeting.

Lenora Ashford-Adult Services Librarian II

- The general duties of the Adult Reference Desk have been proceeding as normal. Patrons ask a lot of questions about the seed library. They really think it's cool.
- The Cold Weather Clothing Exchange ended, and I am thinking of doing something similar for work/interview clothes. I'll work out the details and submit a proposal before the end of March.
- The graphic novel collection is currently undergoing a large weeding project.
- Inquiries about resume help and appointments are steady with less no shows. Patrons are happy with the assistance and have been incredibly grateful.

Alexandra Blau-Librarian II

- Vinyl Collector's Club: In honor of Valentine's Day, our theme was love songs. Our participants all interpreted the theme differently, from a song that was played while he

walked down the aisle with his wife (This Must Be the Place by Talking Heads), to a song that captures the love for a city (Lights by Journey) to a bitter break-up anthem (You're Breaking My Heart by Harry Nilsson).

- Adult Craft: Valentine's Day Lantern. We had a nice turnout for this easy adult craft. We listened to 70s love songs while the patrons enjoyed this meditative craft.
- Albums and Asanas: Under Nicole's yoga instruction, we listened to indie rock darlings The Smiths. A great mix of young and old patrons, and at least one came down to the Vinyl Lounge the following week to listen to records. (She said she has a record player at home, but it is her husband's domain!)
- Outreach: Board of Education Meeting
- The Listening Lounge Podcast
 - For our second episode, Tom and I visited Marc Sendik from High Fidelity Records. Marc lives in Long Beach, and he has been a great supporter of ours. We also interviewed Phil Boccia for our Guest Pick session.
- Continuing Education: Adult Faves from Booklist Highlighting upcoming fiction titles
- Displays: Black History Month/Celebrating Black Excellence (Film and Fiction), Valentine's Day/Romance Novels, Staff Picks featuring Natasha Drax

Philip Boccia-Systems Librarian

- February, I weeded my cookbook and home improvement sections a little.
- I went over with Tara a quote for an additional backplate from ComBell Systems for a new Patch Panel.
- I have spoken with Alan Mears regarding the replacement of the print release station (Omega PS200)
- I've spoken with James McHugh regarding the replacement of three of our switches in the server room that are old and need replacing.
- I had 8 patrons attend my Tech Talks program on Big Data and How to Minimize Your Online Presence.
- Ali Blau and Tom interviewed me briefly about the Rush album that most influenced me growing up for their podcast. It was a pleasure.

Ron Carroll-Patron Services Librarian/ West End

- Assisted in testing equipment to be able to show movies at West.
- Performed circulation functions such as checking items in & out, reconciling lost and damaged books, and assisting patrons with the copy machines.
- Prepared the West End Branch for programs by setting up tables and chairs for the Movie program, West End Book Club, Chair Yoga, Kids' Yoga, Adult Craft: Decorate Wooden Picture Frames, and the West End Neighbors meeting.

- Created flyers, printed them out, and displayed them in the windows to promote upcoming West events.

Natasha Drax- Outreach Coordinator

- We began our collaboration with the Long Beach Adult Learning Center, who will be teaching ESL classes every Wednesday and Thursday morning in our renovated first floor program room space.
- I travelled to Albany to participate in this year's Library Advocacy Day.
- Mariel, Eileen Kelly and I led another round of story time sessions at the Long Beach EOC/HeadStart.
- On February 11th, I attended the annual Polar Bear Plunge dressed as Sharkespeare to encourage morale.
- We had 19 entries for our Blind Date with a Book program raffle! Approximately 75 books were wrapped in decorative paper and almost all were checked out by our patrons.
- I finally met with the Director of Recreation at the Grandell Rehabilitation center who was grateful to receive our donation of four boxes of discarded large print books.
- I dropped off some Talking Book applications for the recreation director at Long Beach Nursing and Rehab Center.
- Books and Brews met on Tuesday 2/27 after being rescheduled due to the snowstorm. The sixteen people in attendance enjoyed a lively discussion of Michelle McNamara's true crime book, I'll Be Gone in the Dark.
- Wednesday 2/28 was the LBNY Bestseller's Book Club discussion of The Heaven & Earth Grocery Store by James McBride with 14 people in hybrid attendance.
- I continue to order fiction titles for our physical collection and for our advantage digital collection, which are circulating well.
- Our digital streaming services from Hoopla and Kanopy are continuing to see consistent usage.
- We also received 5 boxes of complimentary Advanced Reader Copy books from Penguin Random House. I have offered these to patrons in my book groups and will be saving the rest for distribution during National Library Week in April.

Nicole Menzzasalma- Librarian I

- In August 2023, I created the Seed Library, since then over one hundred patrons have utilized the Seed Library. I am incredibly grateful to have the opportunity to create and continue this service to the community. The corresponding Long Beach Gardening Club has continued to grow in numbers.
- Albums and Asanas: How Soon is Namaste? Librarian, Ali Blau, spins records and I teach yoga class. It is the perfect way to highlight the library's vinyl collection and yoga offerings.
- Teen Librarian Trainee, Sarah Nashak and I ordered furniture and discussed the design of the Teen Calming Corner. Sarah did a wonderful job setting up the space.

- I have continued to work with Adult Services Librarian, Natasha Drax, to order the Adult Fiction collection.
- Programming Coordinator Sarah Siegel and I have been working with The Shore Poets to create the library's first Poetry Festival scheduled for April 13 & 14.
- Gary Jansen and I have worked out a summer schedule for meditation and yoga on the beach. We are excited to bring this back to the community.

Tanya Suárez-Matos - Assistant Department Head of Youth Services (Librarian III)

- Made several outreach deliveries to various Homebound patrons.
- Designed and created five new donation bins to be used at all branches.
- Held two sessions of a Love Letter Garland craft for adults.
- Booked future adult programs (i.e. True Crime Book Club and Squeegee Painting) with Sarah Siegel.
- Worked with the Long Beach Art League to set up a demonstration (set for April) for their members on how to access art eMagazines using Libby.
- Began designing new signage for the Local Artist Gallery and Harvey Weisenberg display area.
- Worked with Aliza Hornblass and Shauna McCauley on creating slideshows for the Local History area.
- I began to work out a plan for our second annual summer call for local art, which will be seashell themed this year.
- Created and applied "Long Beach Public Library" vinyl cutouts on to all of the Library of Things materials.
- Attended three continuing education webinars offered by the Long Island Library Resources Council (LILRC) and one from WebJunction.
- Began research to create an adult volunteer policy and procedure, so that we may have adult volunteers in the near future.
- Held Youth Services' programs and crafts (i.e. Drawing Club, Messy Art, National Pokémon Day Craft, Meet The Artist, Conversation Heart Trinket Box Craft).



The Programming and Marketing Department continues to present and pursue the scheduling and promotion of quality programs for our patrons. For a short month, February was another month filled with planning, projects, and, of course, quality programs!

MARKETING

- Our Channels newsletter is better organized, appears more professional and attractive, and continues to evolve. Our goal is to streamline the layout and flow of material, to make production timely and efficient, and most importantly, provide the best document to our patrons.
- Our postcard mailing **There's a Lot to Love at Long Beach Public Library!** arrived in homes prior to Valentine's Day promoting Library materials, services and programs! Perfect timing for the roll out of our new Library of Things.
- We continue to focus on improving the variety and quality of our print promotional materials for use both within and outside of the Library. This includes making certain that flyers and pamphlets are displayed attractively at service points and replenished on a timely basis. A form to streamline production of flyers was created for staff presenters. The goal is to have program flyers on the floor 3 weeks prior to their occurrence.
- Library materials such as banners, small posters and counter cards promoting events and services have been shared for display at local businesses.
- We continue to grow our social media presence by posting regularly to both Instagram and Facebook. We are expanding our reach to Tik Tok. Zachary's creative posts and reels are unique and attention getting. Please see Zachary's monthly report for details on views, likes and the rest.
- Our YouTube Channel also continues to share high quality weekly offerings including *The Librarian Recommends* (each Monday), *What are you watching?* (every Thursday), and at the beginning of each month, *This Month at the Library*. Hats off to Zach and Tom for their creativity and talent in producing these bits and the film shorts promoting specific programs. Our ability to create these high-quality reels sets us apart from most other libraries, and is a medium we hope to expand upon. Our second Listening Lounge podcast posted as well.
- Plans are underway to design a promotional campaign for our film programs and series here at LBPL. Much has been discussed concerning how much the community misses the movie theatre. The idea is to actively promote our showings and film events and see where that leads! Stay tuned.

- The team is also currently working on designing promotional materials for this year's Summer Reading Theme: Adventure Begins at the Library.
- In keeping with our goal to broaden our reach by pushing some of our programs outside of the Main Library building, we continue to scout community venues/establishments. This includes expanding programming at Point Lookout and West End branches.
- Program information was shared with The Long Beach Herald, Newsday, and the Town of Hempstead.

FEBRUARY PROGRAM HIGHLIGHTS

Fun for All Programs in February: Chocolate Dipping! Everyone enjoyed a sweet afternoon in celebration of St. Valentine's Day (2/11, 2pm) and danced the evening away at the **My Someone Special Dance** (2/16, 7pm).

Sunday, February 4th saw us join with Artists in Partnership to present **Celebrate the Lunar New Year!**

We commemorated **Black History Month** this February with a strong lineup of programs both virtual and in person. The N-Y Historical Society shared the virtual presentation ***Black Citizenship in the Age of Jim Crow*** (2/13). The very talented Tanisha Mitchell joined us on February 15th with her program ***Cotton: The Dream and Hope of the Slave in Spirituals and Slave Narrative***. This is a powerful and beautifully presented program made uniquely special when Ms. Mitchell lends her spectacular voice to several of the aforementioned spirituals. Patrons were highly complimentary. On Sunday, February 18th Christine Dixon performed her one woman show ***Harriet Tubman Herself*** to a rapt audience which filled the auditorium. This program was offered in collaboration with Artists in Partnership.

The expansion of programs to both the **Point Lookout** and **West End** branches continues to meet with an enthusiastic response from patrons. Crafts, storytimes, book discussions, exercise classes, and games have all proved highly successful. **Tai Chi Easy**, the cost-free initiative sponsored by Northwell Health Services, returned to Point Lookout Branch for a three-week mini session. **Yoga** and **Chopra Meditation** continued at both branches. **Dinosaur Roar**, an interactive storytime and craft activity for kids, took place at both Point Lookout (2/21) and West End (2/22). Adult patrons at Point Lookout Branch crafted embellished **Mardi Gras Masks** (2/1) while enjoying a celebratory slice of King Cake.

Our new Health and Wellness program **Ayurveda** was filled to capacity. Ayurveda is a complete healing system that is focused on giving you tools and practices to create health on a daily basis by using your innate healing ability. Ayurveda originates from ancient Eastern philosophies that describe the nature of reality, the 'laws' of the natural world, and how we can use the principles of nature for healing.

On Saturday, February 10th, local author **Darren Paltrowitz** presented his book ***How David Lee Roth Changed the World*** including a mini musical performance of some of the rocker's best-known hits. This program was a perfect partner to our Vinyl Collectors' Club and Listening Lounge Pod Cast.

Our standing and recurring programs continue to be popular with patrons and are most often booked to capacity.

NEW, NOTABLE, AND COMING SOON

March is Women's History Month! We will feature a lecture about **Notable Women of Long Island** with historian Dr. Natalie Naylor and a special **Barbie** film event including an all-girl band! Of course, the **Women's Empowerment Group** featuring **Anissa Moore** will assemble for their monthly meet-up.

Qi Gong instruction at **West End Branch** will take place on Friday mornings beginning March 8th.

The first ever, and hopefully annual, **It's a Shore Thing Poetry Festival at LBPL** is scheduled for Saturday & Sunday, April 13th-14th. We are working closely with Nassau County Poet Laureate Paula Curci and The Shore Poets in planning what we hope will be an island wide event.

Also coming, **National Library Week, April 7th-13th!**

Not to be missed! **Fun for All April: The Sound of Music Sing Along! Sunday, April 7th @ 2pm.** Watch the movie and sing along! Costumes encouraged.

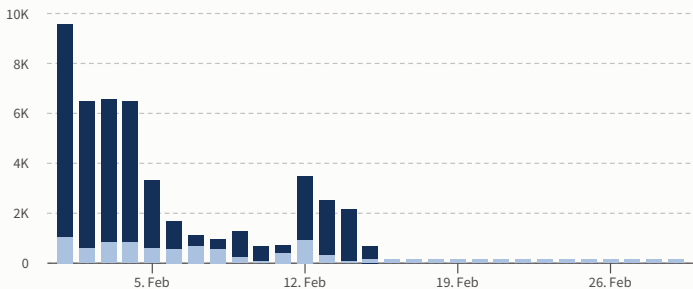
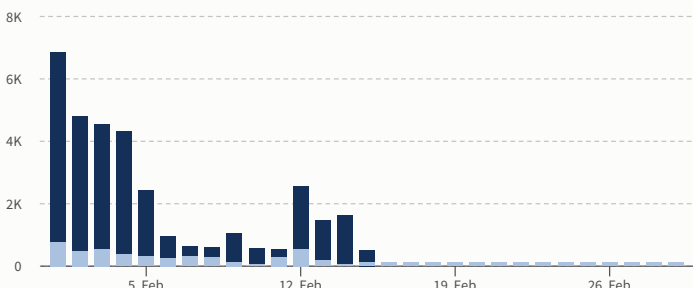
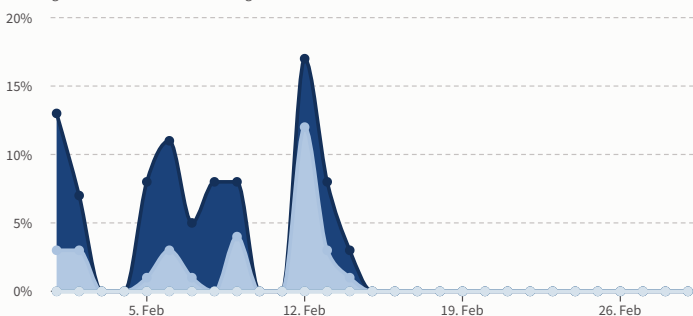
ON THE HORIZON

More Fun for All programs!

If it's May, it must be Cabaret! Cabaret Festival 2024. We will again be planning with Artists in Partnership for three performances: **May 17th, 18th, and 19th.**

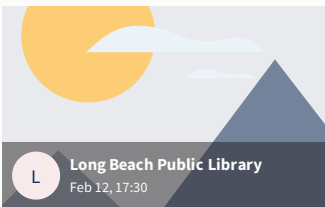
In June, Long Beach resident and super stylist, **Chris Banks**, will bring his **fashion show** back to the Long Beach Public Library stage! Some of you may remember this high energy event. We look forward to this fun event scheduled for **Saturday, June 8th.**

Library-wide **Summer Reading Programs** will take place **June 21st-August 18th!** This year's theme is **Adventure Begins at the Library!** There will be adventures for all ages and interests! We are looking forward to great Kick-off events for both Kids and Adults, and a Summer Wrap Up not to be believed! This will indeed be an LBPL Adventure! The Adult Summer Kick-Off will feature a **Paint and Sip Mocktails Night on Friday, June 21st.**

Fans & Followers Facebook Page 2.7K Instagram Business 2.4K TikTok Business 1.3K Twitter 491		New fans & followers Instagram Business 10 Facebook Page 8 TikTok Business 0 Twitter -2		February 2024 Social Media Metric Report Page & Profile metrics are based on results for the entire page during set data range (February 2024). Post-related metrics relate to posts published during the set range, but reflect insights as of March 5th, 2024.			
Page & profile impressions Facebook Page 40K Instagram Business 7.7K		Page & profile impressions Facebook Page Instagram Business 		Post impressions Facebook Page 15K Instagram Business 4.4K TikTok Business 0 Twitter 0			
Page & profile reach Facebook Page 29K Instagram Business 4.6K		Page & profile reach Facebook Page Instagram Business 		Post reach Facebook Page 13K Instagram Business 6K TikTok Business 0			
Posts Instagram Business 31 Facebook Page 16 TikTok Business 0 Twitter 0		Average post engagement rate Instagram Business Facebook Page TikTok Business Twitter 		Average post engagemen... Instagram Business 6% Facebook Page 3.06% TikTok Business 0% Twitter 0%			
Post reactions & likes 382 reactions		Post comments & replies 11 comments		Post shares 20 shares		Post video views 705 views	
31							

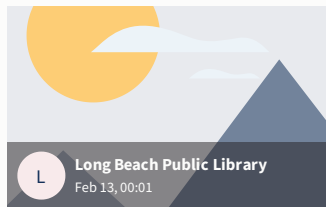
Post reactions & likes Instagram Business 201 Facebook Page 181 TikTok Business 0 Twitter 0	Post comments & replies Facebook Page 7 Instagram Business 4 TikTok Business 0 Twitter 0	Post shares Facebook Page 20 TikTok Business 0 Twitter 0	Post video views Facebook Page 705 Instagram Business 0 TikTok Business 0 Twitter 0
Inbound messages 55 messages	Inbound messages Instagram Business 34 Facebook Page 19 Twitter 2	Post link clicks 91 clicks	Report by Zachary Aborizk. Finalized February 5th, 2024. Note: This included paid for content such as the Monthly Programming posts and other promotions. We are also moving away from Twitter as a platform.

Most Liked FB Posts



This Friday, join us under our new disco ball to dance the evening away in style! Local Dj Mahtzie will be hosting this fun all ages

65 reactions



This week, Jakea recommends 'The Personal Librarian' by Heather Terrell and Victoria Christopher Murray #lbplny

27 reactions



In Celebration of Black History Month, please join Artists in Partnership and the Long Beach Public Library as we present "Harriet Tubman

22 reactions

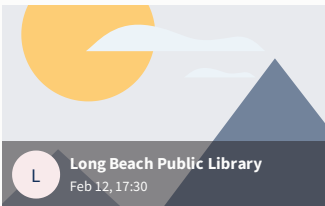
Most Commented On Post



In Celebration of Black History Month, please join Artists in Partnership and the Long Beach Public Library as we present "Harriet Tubman

3 comments

Highest Reach



This Friday, join us under our new disco ball to dance the evening away in style! Local Dj Mahtzie will be hosting this fun all ages

2382 users



Join us and Darren Paltrowitz, author of DLR Book: How David Lee Roth Changed the World for an author event you won't forget!

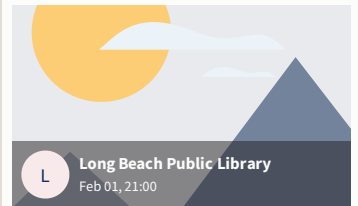
1852 users



This week, Jakea recommends 'The Personal Librarian' by Heather Terrell and Victoria Christopher Murray #lbplny

1670 users

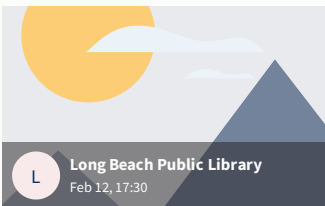
Most Shared Post



February 3rd is Take Your Child to the Library Day! Enjoy some crafts and activities all day in Youth Services! Test out the library's Nintendo

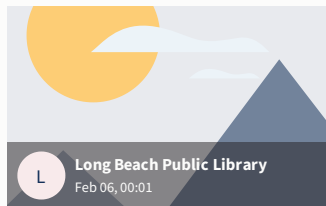
7 shares

Highest Engagement Rate



This Friday, join us under our new disco ball to dance the evening away in style! Local Dj Mahtzie will be hosting this fun all ages

11.63% engagement rate



This week, Sarah recommends three outstanding authors in honor of Black History Month: Yaa Gyasi's 'Homecoming,'

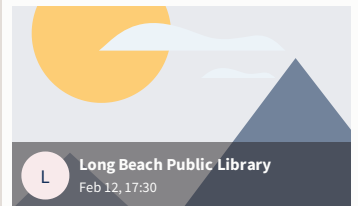
5.57% engagement rate



In Celebration of Black History Month, please join Artists in Partnership and the Long Beach Public Library as we present "Harriet Tubman

4.43% engagement rate

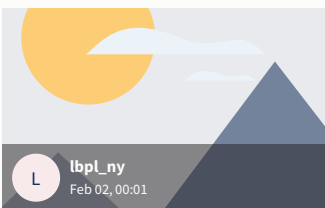
Most Engaged Users



This Friday, join us under our new disco ball to dance the evening away in style! Local Dj Mahtzie will be hosting this fun all ages dance

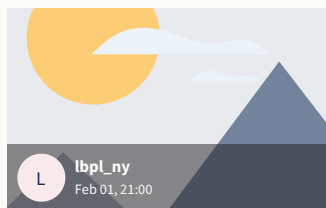
277 users

Most Liked Instagram Posts



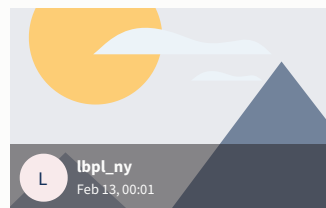
This week, Natasha's movie pick is Tim Story's "The Blackening" #lbplny #timstory #theblackening #gracebyers #jermainefowler

27 likes



February 3rd is Take Your Child to the Library Day! Enjoy some crafts and activities all day in Youth Services! Test out the library's

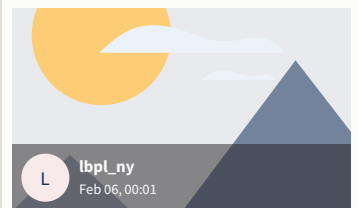
24 likes



This week, Jakea recommends 'The Personal Librarian' by Heather Terrell and Victoria Christopher Murray #lbplny

22 likes

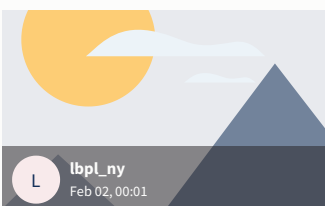
Most Commented On Post



This week, Sarah recommends three outstanding authors in honor of Black History Month: Yaa Gyasi's 'Homecoming,' Kiley Reid's

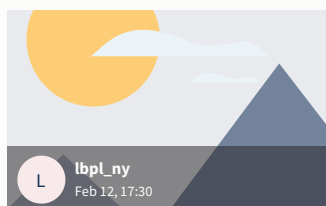
2 comments

Highest Reach



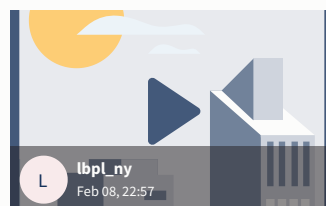
This week, Natasha's movie pick is Tim Story's "The Blackening" #lbplny #timstory #theblackening #gracebyers #jermainefowler

883 users



This Friday, join us under our new disco ball to dance the evening away in style! Local Dj Mahtzie will be hosting this fun all ages

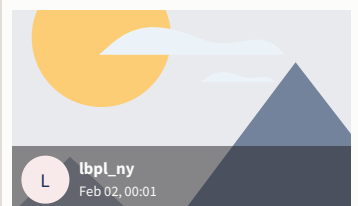
333 users



This week, Jake picks the sweeping epic "The Last Emperor" #lbplny #ryuichisakamoto #davidbyrne #classic #film

294 users

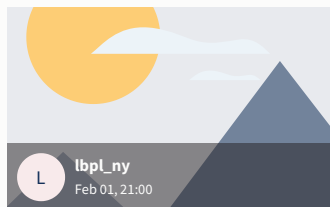
Most Saved Post



This week, Natasha's movie pick is Tim Story's "The Blackening" #lbplny #timstory #theblackening #gracebyers #jermainefowler

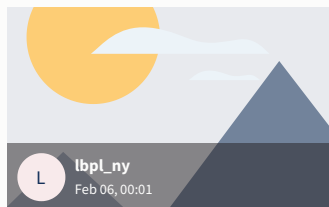
1 save

📷 Highest Engagement Rate



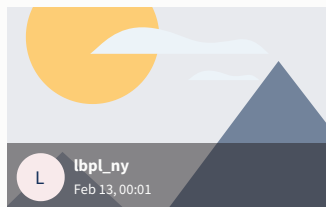
February 3rd is Take Your Child to the Library Day! Enjoy some crafts and activities all day in Youth Services! Test out the library's

11.49% engagement rate



This week, Sarah recommends three outstanding authors in honor of Black History Month: Yaa Gyasi's 'Homecoming,'

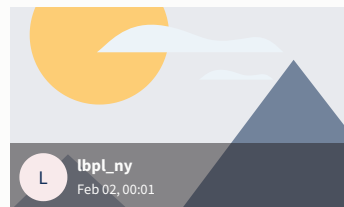
9.21% engagement rate



This week, Jakea recommends 'The Personal Librarian' by Heather Terrell and Victoria Christopher Murray #lbplny

8.6% engagement rate

📷 Most Engaged With Post



This week, Natasha's movie pick is Tim Story's "The Blackening" #lbplny #timstory #theblackening #gracebyers #jermainefowler

31 engagements

🎵 Most Liked Tiktok Videos

i
No data

🎵 Most Commented On Post

i
No data

🎵 Highest Reach

i
No data

🎵 Most Shared Post

i
No data

🎵 Highest Engagement Rate

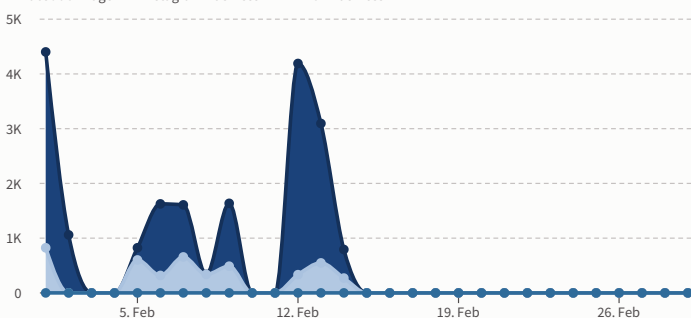
i
No data

🎵 Most Viewed Post

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No data

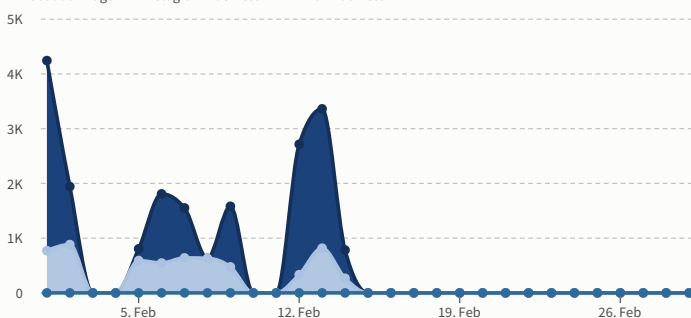
📊 Post impressions

● Facebook Page ● Instagram Business ● TikTok Business



📊 Post reach

● Facebook Page ● Instagram Business ● TikTok Business



Patron Services Monthly Report
Department Head: Mariel Matthews

FEBRUARY 2024
Patron Services Stats for FY

Patron Services (Technical Services) Office				
	# Items ordered	# Items Received	# Items Entered	# ILL Items Received
July	1,117	533	1,231	7
August	659	463	977	12
September	683	532	716	10
October	347	426	892	8
November	271	416	678	5
December	522	247	386	10
January	205	354	731	10
February	296	308	510	10
March				
April				
May				
June				
FY TOTAL	4,100	3,279	6,121	72

Circulation Desk (All Long Beach Library locations)				
	# Patron Check-Outs	# Items Checked-Out	# New Library Card Accounts Opened	# Holds Filled
July	1,529	12,903	164	1,810
August	1,513	13,501	208	2,129
September	1,390	12,886	159	2,149
October	1,403	12,554	255	2,009
November	1,317	12,084	376	1,669
December	1,214	11,130	184	1,394
January	1,324	12,699	161	1,799
February	1,184	11,824	138	1,751
March				
April				
May				
June				
FY TOTAL	10,874	99,581	1,645	14,710

Meetings and Webinars Attended by Patron Services Staff

- Mariel Matthews
 - Celebration Committee Meeting
 - Department Heads Meeting
 - Library of Things Meeting
 - NCLA executive Board Meeting
 - Safety Committee Meeting
 - NLS Board Meeting
 - Co-Creating Library Services for Transformative Impact, Webinar
 - Outreach Committee Meeting
 - Hooray for Dissent! Moving Beyond a Culture of Conformity, Webinar
 - Designing for Diversity in Your Library's Communications, Webinar
 - Providing Constructive Employee Feedback, Webinar
 - The Importance of Data in Science of Reading Change Management, Webinar
 - Author Talia Carner: The Boy with the Star Tattoo, Webinar
 - Best Practices for Deconstructing Whiteness in the Academic Library: Antiracist Librarianship, Webinar
 - Shelf Help: The Librarian's Guide to Bibliotherapy, Webinar
 - Hooked on Books with Karuna Riazi, Webinar
 - Receiving Feedback: How to Get It and What to Do with It, Webinar
 - Clerk 1 to 1 Meetings throughout the month
- Russell Stein
 - Library of Things Meetings
 - NLS NYS 2023 Annual Report Meeting
 - Safety Committee Meeting
 - OCE NYS 2023 Annual Report Meeting
 - D-Tech Hold Lockers Training
 - All Staff Meeting
 - NLS Decision Center Virtual Training
 - MLA Webinar- Digging Deep into Data: Critically Appraising Data and Data Collection Methods
- Ron Carroll
 - All Staff Meeting
- Diane Dudderar
 - Attended meetings for the Celebration Committee
 - All Staff Meeting

Patron Services Monthly Report
Department Head: Mariel Matthews

- Jake Cohen
 - Ryan Dowd ***How to Manage Problematic Behavior (Compassionately!)***
 - All Staff Meeting
- Rachel Gunther
 - All Staff Meeting

Collection Management

- Mariel Matthews
 - High Demand Holds (Weekly)
 - Place Baker and Taylor Ordering of High Demands Holds (Weekly)
- Russell Stein
 - Evening clerks working on TV/DVD (Monday thru Thursday) Organizing project (Ongoing)

Departmental Projects

- Planning and scheduling 1 to 1's with Clerks in February
- RC to train RG in ILL work
- RS continued training to RC in book ordering
- RS to train YS staff in book ordering

Individual Staff Reports

- Mariel Matthews
 - Conducted class visits to Headstart with Natasha and Eileen
 - Spoke with High School Librarian with updates for future outreach items
 - Adjusted Patron Services Clerk Schedule
 - Aided patrons in person, over the phone and via email
 - Assisted at the YS Reference desk as needed
 - Assisted at the Circulation desk as needed
- Russell Stein
 - Custom Statistics Reports
 - Program Attendance Report
 - Peek Time Library Usage Report
 - YS Dusty Book Reports
 - Library of Things
 - Create & Supervise TV/DVD Organizing project
 - 2023 NYS Annual Report
 - Collected and monitored data and statistics
 - Book, Media & Program budgeting allocations

Patron Services Monthly Report
Department Head: Mariel Matthews

- Ron Carroll
 - Led an online presentation pertaining to Learning Express, Niche Academy, and Heritage Quest.
 - Handled Interlibrary Loan Librarian responsibilities.
 - Worked with Russell on learning how to order items.
 - Set up iPad and moderated chair yoga at Main.
- Diane Dudderar
 - Suggested the TV DVD project for the night clerks - to eliminate the envelopes in the file cabinet and the place the discs in the DVD cases that are still in the file cabinet.
 - Assisted clerks with check-in issues
 - Processing; data entry and check in from bins for reserves and LB returns
 - Check inventory of supplies needed
 - Ordered supplies for processing such as replacement DVD cases; book covers
 - Prepared invoices for book & media orders for the business office
- Jake Cohen
 - I deleted old magazines from sierra that are no longer in circulation.
 - Contacting patrons regarding the damaged books that were kept behind the circ desk.
- Rachel Gunther
 - Updated YS spine labels with new call numbers for various collections (Community Helpers collection, Fairy Tales/Folk Tales, etc.)
 - Filled in on YS circulation desk when scheduling needed
 - Observes YS staff's routine
 - Completed processing and data entry for new YS materials.
 - Assisted in weeding at the Point Lookout Branch.
 - Reprocessed and modified records of Point Lookout materials that were moved to the Main Branch.

February 2024
Youth Services Stats for FY 2024

YS Room Walk-In Attendance				
	Kids	Teens	Adults	Monthly Total
July	1,190	287	1,185	2,662
August	1,149	302	1,196	2,647
September	787	233	930	1,950
October	1,124	272	1,205	2,601
November	1,264	260	1,314	2,838
December	1,044	181	1,122	2,347
January	1,162	256	1,165	2,583
February	1,253	213	1,123	2,589
March				-
April				-
May				-
June				-
FY TOTAL	8,973	2,004	9,240	20,217

Distribution of Grab & Go Craft Kits			
	Types	Kits	Total
July	21	537	558
August	16	457	473
September	18	485	503
October	18	485	503
November	15	477	492
December	12	103	115
January	19	455	474
February			-
March			-
April			-
May			-
June			-
FY TOTAL	119	2,999	3,118

Meetings and Webinars Attended by YS Staff

- Jennifer Firth
 - 2/1/2024 LILRC Receiving Feedback: How to Get it and What to Do with It
 - 2/2/2024 Niche Academy Supervisor Training: Tips for Managers
 - 2/13/2024 Niche Academy Back Up: How coworkers SHOULD provide backup during conflict
 - 2/13/2024 Niche Academy Drunk or High: How to De-Escalate Someone who is Under the Influence
 - 2/13/2024 Niche Academy Unattended Children: How to talk to parents about their children's behavior
 - 2/13/2024 Niche Academy Kicked Out!: How to Safely ask someone to leave (without calling the police)
- Tanya Suárez-Matos
 - School Library Journal- Fact Finding and Black History 02/01/24
 - LILRC- Receiving Feedback: How to Get It and What to Do with It 02/01/24
 - Niche Academy- (New) Homeless De-Escalation Core Training 02/09/24
 - LILRC- Self Help: The Librarian's Guide to Bibliotherapy 02/15/02
 - Niche Academy Homeless Training Quick Lessons for Staff Meetings 2/15/04
- Eileen Kelly
 - NYS CSRP Workshop

- NLS CSRP webinar
- Niche Academy Homeless De-escalation Core Training
- Sarah Nashak
 - YASD Board Meeting – 2/1/2024
 - Graphic Novels for Adults and Young Adults – 2/6/2024
 - Disney Publishing Spring 2024 Preview – 2/8/2024
 - YASD Joint Meeting: Beyond the Bans 2/9/2024
 - CSD Board Meeting – 2/12/2024
 - NYS Cooperative SRP Workshop (Children’s) – 2/15/2024
 - Tackling Sex Ed and Menstrual Literacy in Libraries – 2/21/2024
 - Switching it Up! Creating a Video Game Collection for Your Library – 2/22/2024
 - NLS: The State of Social Media – 2/28/2024
 - Niche Academy – Homeless De-Escalation Core Training
 - Niche Academy – Backup: How Coworkers Should Provide Backup During Conflict
- Pat Matthews
 - Niche Academy Drunk or High: How to De-Escalate someone who is Under the Influence
 - Niche Academy Backup: How coworkers SHOULD provide backup during conflict
- Shauna McCauley
 - Niche Academy – Homeless De-Escalation Core Training
 - Niche Academy – Backup: How coworkers SHOULD provide backup during conflict
- Rachel Gunther
 - N/A

Collection Management

J Fiction continues to move to accommodate the space and patron browsing. Eileen has a new project shifting and interfiling some of the collection to satisfy browser independence based on observing how the kids browse the area.

YA Fiction and YA Comics continues to expand! Sarah has created a new collection within the section titled “Teen Wellness Collection” to go hand-in-hand with the new Calming Corner. This new collection has already seen visitors, with parents/tweens/teens finding books that otherwise would have been hidden in non-fiction. Thanks to generous donations by some patrons and Sarah’s personal collection, the YA Comic collection is home to new Manga that has been flying off the shelves.

Departmental Projects

Weeding of YS collections at the Main Library proceeds on a daily basis. Jennifer has also begun weeding the Point Lookout Branch’s YS collections.

The YS Program Space continues to develop. We now have dedicated chairs and tables for the space. We have used the space for several programs and had great feedback from our patrons. Janet has

been using this space for her Monday night PJ Storytime and the kids really like it. It has a much cozier feeling for PJ Storytime than the larger 2nd Floor Program Room previously used.

Book Displays continue to be a department wide effort with everyone pitching in to create unique displays in a concentrated effort to get a variety of books off of the shelves and into patrons' hands. February was kicked off with a Lunar New Year Display; we had a large Black History Display for Black History Month and a large Presidents Display to celebrate Presidents Day. We also did our usual Valentine's Day Display. Valentine's Day books went like crazy, and the Black History books had a fair amount of movement. Unfortunately, the Presidents' Day books had very little movement.

Individual Staff Reports on subsequent pages

Jennifer Firth, Youth Services Department Head – February 2024 Report

February has been a busy month working Librarian Trainees Rachel Gunther and Shauna McCauley. They have each been assigned to the department for specific shifts and days. After an orientation to the department, we began working on reference desk duties and skills. I also took each of them to the Point Lookout Branch and showed them around. While there, we started extensive weeding. They have each been assigned a section of the picture book collection for development and weeding. I have been working closely with them during this process. Shauna has been assigned to assist Eileen with Play Dough Time and will serve as her back up as needed.

I have also been doing extensive weeding of the J and YA nonfiction collection. I've been using this activity as a training exercise for both Rachel and Shauna as these books have all kinds of issues to think about when weeding.

My Tummy Time program has taken off now that the cold and wet winter months have subsided. I've been averaging between 8 and 10 participants as opposed to the 1 or 2 in December and January. Seeing the new babies is always such a treat.

The department is very busy and it has been challenging accommodating the various meetings and events that everyone is involved in. The reference desk calendar is a daily juggling act and I'd like to thank Jakea for providing fill in coverage when we have a hole that we can't cover.

Tanya Suárez-Matos, Assistant Department Head of Youth Services – February 2024 Report

- Worked on both the Adult Services and Youth Services reference desks.
- Held biweekly Drawing Club for children in second grade and up.
- Celebrated Valentine's Day by having a mixed age Conversation Heart Trinket Box craft.
- Held monthly Messy Art with the school-aged children and created unique pieces of marble art.
- Celebrated National Pokémon Day (February 27th) by crafting with school-aged children.
- Held the monthly Meet the Artist Storycrafter that focused on Jean-Michel Basquiat for Black History Month.

Eileen Kelly, Children's Librarian I - February 2024 Report

February 3rd was National Take Your Child to the Library Day, and scheduled Librarians Eileen Kelly and Sarah Nashak planned several passive activities, crafts, story times and games for kids and parents to participate in, which about 60 people participated in the various crafts and activities for the day.

In February we also celebrated Black History Month with several displays showcasing influential Black Americans and their contributions to American and World History. In keeping with the month's theme, Eileen created about 380 grab & go crafts for the kids as well as 75 activity placemats. In addition to all of our regularly occurring programs, children also joined Miss Eileen to learn that Black History is American History as we created our own fact coloring books about influential Black Americans, and again to learn about Misty Copeland American Ballet Theater's First Black Prima Ballerina and created our own articulated Misty paper dolls.

Miss Eileen also celebrated Lunar New Year with a story crafter where kids made their own dragon puppets and we had a dragon parade all throughout the library! The highlight of the parade was letting the kids shout *Gong Hay Fat Choy* in the library!

February also saw the beginning of a new Monthly Mommy Mixer, where we invite moms and caregivers of newborns-18 months to come down and have a coffee, meet other mommies, exchange war stories and support one another all while getting info about local resources from 2 local mom-brarians, Eileen & Nicole.

In February we also hosted two successful Fun For All events planned by Eileen- A chocolate dipping class hosted by Them's the Breaks chocolatiers and attended by 75 happy patrons, and our First Annual Someone Special Dance, which saw about 70 attendees who danced the evening away!



Monthly visits to Head Start of Long Beach continue, and the kids really seem to enjoy the visits! We are really becoming fast friends! Parents and teachers alike are also enjoying the parents' info night that is hosted monthly too!

Eileen Kelly continues to participate in/on several in-house committees and teams including the Celebration Committee, Graphics & Marketing, Fun For All Team, Outreach Efforts and Summer Reading Committee. Summer Reading Program and corresponding events are being furiously planned and booked, and we expect a vast improvement in numbers in 2024!

Patricia Matthews, Librarian Assistant - February 2024 Report

Supported the Youth Services (YS) department and assisted patrons in the following:

- Reference Desk (daily)
- LBPL Sandwich board revisions (weekly)
- YS liaison to NLS Database Management to compile, record, package, send, track and distribute return J/YA books & media for *CatReq* cataloging creation or correction as requested - (10) this month.
- Assist in maintaining & ongoing 'weeding' our **Parenting Collection** and recently our **Juvenile Non- Fiction Collection**.
- Assist & support YA Librarian Sarah Nashak, with our **Teen Volunteer Program**.

Sarah Nashak, Teen Librarian Trainee – February 2024 Report



The Teen Calming Corner is open for business! After receiving all the items, I went ahead and set the space up for teens. With fidgets, a worry shredder, comfy beanbags, and some stained-glass window cling, this new space has already brought in some curious teens and tweens.

In conglomeration with the space, I have curated a special collection called the “Teen Wellness Collection”. Filled with books surround mental health, self-care, LGBTQ+ materials, and other teen-oriented topics, this collection hopes to lend a supportive hand to our teen population, even if it’s from a distance.



(Left) On 2/14/2024, I held a DIY Valentine’s Day Card craft. A full room of kids and parents loved using our excess craft materials in our craft closet to create Valentine’s cards for their loved ones.



(Right) On 2/21/2024, I hosted a story time featuring beloved winter classic, *The Snowy Day*. After reading the story together, we made a simple craft, using white paint and cutouts to create our own snowy day!

Video Game Club continues to be a success! Tweens/Teens ages 11-13 have loved coming to the YS Programming Space to play some video games. Some have even taken to setting up a couple of board games while waiting for their times to play. Parents have thanked me for my ability to create a safe space for these kids to hang out after school! Club goers are looking forward to our March Madness Super Smash Bros. Tournament on 3/20. Due to popular demand, I will be adding a (less-frequent) session of gaming for our younger crew, called Jr. Gamers, starting on Friday, 3/8. I look forward to meeting the new faces and welcoming old faces back each week.

Take Your Child to the Library Day happened on 2/3/2024 and we were happy to see some library visitors! Myself and Eileen Kelly decided to create a slew of passive activities and games for parents and children to explore all day in the Children’s Room! I also added in a drop-in video game session for families. Some families had a great time playing on the Nintendo Switch!

I am an active member of Long Beach Public Library’s Outreach Committee and Safety Committee, as well as being an active member of NCLA’S CSD & YASD Boards.

MEETING DATE:

March 18, 2024

Day to Day Operations

- Processed all Accounts Receivables including but not limited to entry of Daily Register Receipts into Quickbooks, Receipt of Payments and Checks, Receipt of all Retiree Medical Payments,
- Daily reconciliation of Clover register system
- Processed all Accounts Payables including but not limited to entry of invoices into Quickbooks, processing payments for check creation,
- Processed / Copied / Mailed out all Vendor Payments
- Creation of all Warrants for Board Review / Audit
- Processed all Payrolls, including but not limited to Employee Bi-weekly Pay, any applicable Payouts, Bank Transfers, etc.
- Creation of all Journal Entries
- Reconciled all Bank Accounts
- Monthly Financial Statements
- Transcription of Minutes from monthly Board Meeting; posted on Lit
- Other typical Business Office tasks / procedures as needed

Add'l Projects / Tasks

- Had follow up demo with ADP; the functionality is very close to what we currently have with Accudata so at this time it doesn't make
- Capital One needs different signatures in order to allow us electronic access; will bring documents to March Board meeting
- Obtained quotes for new MFP units, as the lease on the current
- Emailed staff about Accudata's new login process, provided new Provided Civil Service with YE 2023 payroll register
- Updated the Business Office Procedure Manual

MEETING DATE:

March 18, 2024

- Working on NYSR Gold Certification
- Processed new hires

Building / Facilities

- Partial roof repair completed. Working with Donald Kramer of LBSD to get remaining repairs completed.
- Had Fink electrician onsite to complete new outlet installation (Harvey Weisenberg space), as well as secure the outlets / internet
- Assa Abloy completed motor replacement in interior automatic
- Selected R&D as the vendor to install the new flooring in program areas. Working with Jakea to to pick a color.
- Had McAvoy plumbing onsite to complete 2nd floor public restroom repair; replace the faucet in the YS program room slop sink; repair faulty water valve in 2nd floor custodial room sink.
- Had bill for A/C repair forgiven. Advised Donald Kramer that the warranty has expired; he is looking into.

Adopted: 4/1992
Up for review: 3/2024

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Long Beach Public Library will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: Long Beach Public Library does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: Long Beach Public Library will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Long Beach Public Library's programs, services, and activities, including, when possible, qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Long Beach Public Library will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Long Beach Public Library locations, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Long Beach Public Library, should contact the Library Director as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Long Beach Public Library to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Long Beach Public Library is not accessible to persons with disabilities should be directed to the Library Director, 516-432-7258.

Long Beach Public Library will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Adopted: 4/1992
Up for review: 3/2024

Grievance Procedure under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Long Beach Public Library. The Long Beach Public Library's personnel policies governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. The Library maintains a recommended form for such complaints. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Library Director (ADA Coordinator)
111 West Park Ave
Long Beach, NY 11561

Within 15 calendar days after receipt of the complaint, Library Director or their designee will attempt to meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Library Director or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Long Beach Public Library and offer options for substantive resolution of the complaint.

If the response by Library Director or their designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Long Beach Public Library Board of Trustees.

Within 15 calendar days of the first Board of Trustees' meeting after receipt of the appeal, the Long Beach Public Library Board of Trustees or its designee will attempt to meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Long Beach Public Library Board of Trustees or its designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Library Director or their designee, appeals to the Long Beach Public Library Board of Trustees or its designee, and responses from these two offices will be retained by the Long Beach Public Library for at least three years.

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: March 18, 2024

SUBJECT: Remote Work Policy Revision Request

Trustee Donovan requested that the Remote Work Policy be revised to require a monthly report of remote work performed by the Director, Assistant Director, and Business Office staff.

The most recent revision of the Remote Work Policy approved by the Board in October 2023 is on subsequent pages of this memo.

Adopted by the Board of Trustees: 6/2020

Revised and approved: 4/2022

Revised and approved: 9/2023

Revised and approved: 10/2023

Remote Work Policy

Long Beach Public Library recognizes that remote work can be an effective approach to fulfilling organizational objectives and providing employees with a flexible and productive work environment.

Depending on the circumstances, a remote work arrangement may include:

- A hybrid designation, having an employee working no more than one day per week at a remote site and the remainder of their time onsite at the Library.
- More than one day of remote work per week, including fully remote, shall only be assigned during emergency conditions.

ELIGIBILITY IN NORMAL CONDITIONS

Only full-time staff members in certain titles carrying out specific functions and job responsibilities shall be granted the permission for hybrid work under the following guidelines:

- The employee's essential job duties must be conducive to working remotely. Remote work arrangements are individually assessed based on day-to-day responsibilities.
 - This means that one employee may be eligible for hybrid work while another employee with the same title may not be eligible for remote work based on the job responsibilities and projects designated to them.
- All remote work requests must be submitted in writing to the Director.
- All decisions will be provided by the Director in writing to the requesting staff member.
- The staff member must have the demonstrated technical skills to complete essential job duties remotely.
- All hardware, including all-in-one desktop computers, laptops, mobile devices used by employees to do remote work must be supplied by, or approved by the Library.
- Staff may not use Library devices for anything other than for remote work.
- Employees may not tamper with, install/delete any apps provided by the Library on devices for remote use.
- The staff member must demonstrate competency in using all Library-required software including online productivity tools and video conferencing.
- Staff members must have a set remote work schedule and use the Library's payroll system to punch in and out. Location access must be enabled
- Notes on daily work activities must be entered into the Library's payroll system.
 - More detailed information on tasks worked on must be submitted to the Library Director, upon request.

Adopted by the Board of Trustees: 6/2020

Revised and approved: 4/2022

Revised and approved: 9/2023

Revised and approved: 10/2023

Remote Work Policy

- Staff members must be available to the Library by email, chat, and/or phone and respond to those within 15 minutes.
- All approved remote work will be reevaluated by the Director on at least a bi-monthly basis.
- All employees working remotely must still be available to work onsite when requested by the Director, Assistant Director or direct supervisor. The Library shall make best efforts to give at least one day's notice.
- If there are any concerns regarding availability and productivity during remote work, the employee must discontinue remote work as dictated by the Director or Assistant Director.
- Staff members will not be reimbursed for phone calls, Internet access, equipment, or other expenses incurred.
- Remote work is not to be used in lieu of sick time or other paid or unpaid time off, unless with advanced, written approval from Director.

Part-time staff members in select titles carrying out specific tasks and responsibilities may work remotely on an ad-hoc basis as approved by the Director

ELIGIBILITY DURING EMERGENCY CLOSINGS AND OCCUPANCY RESTRICTIONS

If Library buildings are closed or under occupancy restrictions, the Director shall develop appropriate schedules in accordance with the Collective Bargaining Agreement, the NYS-required Continuation of Operations plan, and other relevant policies and guidelines.

Department Heads, Assistant Department Heads, Librarians and other full-time staff are designated essential and shall be scheduled to work remotely during emergency conditions regardless of length.

The Library shall make best efforts to find remote or on-site work for all non-essential employees. To make those best efforts for as many non-essential staff to work in an emergency closure, in order of seniority, ability, and adaptability, non-essential staff shall be assigned work by the Library and the tasks and projects assigned may be outside of an employee's job description. Schedules may be adjusted.

Staff members must make themselves available at least once every other week to meet with their supervisor and/or their colleagues to check in and provide an update on projects and other responsibilities, in-person or remotely dependent upon circumstances.

If there are occupancy restrictions for the Library buildings, an interim rotational remote work schedule may be developed to ensure safety of all staff and patrons. Job duties may be temporarily altered or reassigned based on the needs of the Library including situations when physical distancing in workspaces is not possible.

FY 2023 to FY 2025 Strategic Plan

Progress Updates for FY 2024 Strategies – March 18, 2024

Enhance public awareness of the Library as a trusted and welcoming space		
Function Area(s): Physical & Digital Spaces	Value(s): Innovation	
Objectives	FY 2024 Strategies	Update as of 2/29/2024
Increase active cardholders by 50% by June 30, 2025	Youth Services will do library cards in the fall and a spring “check-up”	Youth Services held 8 class visits from all LB elementary schools with a total of 493 attending, library cards were issued to all that didn’t have them.
	Off-site events for library card signup	Off-site library card signup events included National Night Out, MLK Center, and Fall Festival
	General library card signup and usage	1,645 new library card accounts created 7/2023 to 2/2024. As of 2/29/2024, active cardholders have increased 39%
Increase usage of online resources by 5% each year	Restarted library instruction workshops	Restarted instruction on library’s online resources in 8/2023, held 18 sessions with 34 attendees
	Dedicated time for Libby help	Biweekly Libby help starts on Friday 3/22

FY 2023 to FY 2025 Strategic Plan

Progress Updates for FY 2024 Strategies – March 18, 2024

Elevate the Library's presence in the community		
Function Area(s): Advocacy and Awareness	Value(s): Community	
Objectives	FY 2024 Strategies	Update as of 2/29/2024
Increase staff participation in community events or community meetings to once per month by December 2023	We are on track to meet this outcome by December 2023	Goal MET as of 12/2023 Since July 2023, we have been averaging three "outreach" events each month including attending City Council meetings, the Polar Bear Plunge, and Head Start
More off-site programs or events with community partners (six in FY 2024)	Promote Library offsite events to increase visibility and attendance	Since July 2023, we have held over 15 offsite events including Meditation on the Beach and the monthly Books & Brew
	Bring more community partners into the library	- Continued Nassau Libraries Health Share programs - Brought in monthly legal assistance through Nassau/Suffolk Law Services - Brought in monthly health insurance enrollment through NYS Department of Health - Expanded partnerships with local healthcare systems including St. Francis and Northwell - Continue Alzheimer's & dementia support/info from Parker Jewish and the Alzheimer's Association of Long Island - ESOL classes taught by the LB Adult Learning

FY 2023 to FY 2025 Strategic Plan

Progress Updates for FY 2024 Strategies – March 18, 2024

		Center started in February 2024
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Respond to evolving community needs		
<i>Function Area(s): Classes, Events & Programs</i>	<i>Value(s): Accessible</i>	
Objectives	FY 2024 Strategies	Update as of 2/29/2024
Develop new methods to assess community needs for library users and non-library users	Collections assessment and survey (switched from program assessment and survey)	Collections assessment is being accomplished via Collection HQ. Currently reevaluating the best way to do a collections survey based on CollectionHQ data and NLS guidance.
	Implement and regularly use CollectionHQ as collections assessment tool.	Implemented CollectionHQ and undertook massive weeding project. Now assessing the collections for condition and gaps.
Add offerings based on community needs assessments (four in FY 2024)	More book clubs!	An average of 8 book club sessions per month are now held at all three LBPL locations. This is an increase of 3 sessions per month over FY 2023.
	In-person author events	We have hosted five in-person author events, including two large-scale ones with Fiona Davis and Tessa Bailey.
	Seed library	Launched in August 2023. Over 100 patrons have taken seeds. The accompanying Gardening Club, led by Nicole, continues to grow
	Library of Things	Library of Things launching March 1, 2024
	Fun for All	We started Fun for All! programs (all ages weekend programming) in September 2023 with the “Amazing Dancing Dogs”. In total, we’ve held 7 Fun for All! events with over 700 people attending.

FY 2023 to FY 2025 Strategic Plan

Progress Updates for FY 2024 Strategies – March 18, 2024

Trained professionals provide “traditional” library services and support new initiatives		
<i>Function Area(s): Access to Expert Staff</i>	<i>Value(s): Collaborative</i>	
Objectives	FY 2024 Strategies	Update as of 2/29/2024
At least 50% of staff will be cross-trained to another department by December 31, 2023	Objective met in FY 2023 - more than 50% of staff were cross-trained to another department by June 30, 2023	While the objective was met in FY 2023, we continued to cross-train staff including Librarian Trainees in all departments and rotating a Librarian III to all departments.
Increase presence of external professionals (subject matter experts) to address community issues being brought into the Library	Start community legal help program	Partnership with Nassau/Suffolk Legal Services started October 2023. Four sessions, 36 attendees received help with legal questions.
	Increased collaboration with Long Beach Art League and Long Beach Latino Civic Association	Collaborated with LB Art League and LB Latino Civic Association for October Hispanic Heritage Month art exhibit. West End Visual Artists’ Guild holding more shows at Main Library, including their popular pet portraits annual exhibit in August 2023.

			FY 2024 - Revised 10/2023 Meeting	FY 2024 - Proposed Revision 2/2024 Meeting	FY 2025 ESTIMATED REVENUE	Notes
	3100	Appropriation from Unassigned Fund Balance	\$ -	\$ 65,835	\$ -	
		FY 2023 carryover for items approved by BoT for purchase	\$ 86,970	\$ 86,970	\$ -	
						As per the NYS Office of the State Comptroller, this increase does NOT exceed the tax cap. This increase will cost an additional \$5.84 per year per household. Viewed another way, this would be an additional \$2.43 per year per individual resident.
	4050.00	Real Property Taxes	\$ 3,811,574	\$ 3,811,574	\$ 3,908,247	
	4022.00	PILOT (Payments in Lieu of Taxes)	\$ 4,950	\$ 4,950	\$ 4,950	
	4014.00	Fines and fees (overdue fines only on new items and special collections)	\$ 4,000	\$ 5,000	\$ 5,000	
	4030.00	Interest and Earnings	\$ 5,000	\$ 10,000	\$ 7,500	
	4040.00	Miscellaneous Revenues	\$ 15,000	\$ 18,000	\$ 18,000	
	4020.00	NYS Library Aid and government grants	\$ 8,500	\$ 21,000	\$ 18,000	
		Donations, gifts, endowments	\$ 2,500	\$ 2,000	\$ 2,000	
		Total Estimated Revenue	\$ 3,938,494	\$ 4,025,329	\$ 3,963,697	
			FY 2024 - Revision 1 10/2023 Meeting	FY 2024 - Proposed Revision 2/2024 Meeting	FY 2025 PROPOSED EXPENSES	Notes
			\$ 206,250	\$ 223,575	\$ 227,500	
Books (all formats)	6420.BP	Books and Audiobooks, Print	\$ 80,000	\$ 85,000	\$ 80,000	
\$ 160,000.00	6420.BD	eBooks and eAudiobooks, Digital	\$ 68,500	\$ 75,000	\$ 80,000	
Films (all formats)	6450.FD	DVDs	\$ 13,750	\$ 12,500	\$ 10,500	
\$ 23,000.00	6450.FS	Streaming Films / Film Licensing	\$ 3,500	\$ 3,500	\$ 12,500	Increased to account for more Single Event Licenses for movie programs
Music (all formats)	6455.CD	Music CDs & Vinyl	\$ 2,500	\$ 2,500	\$ 2,500	
\$ 2,500	6455.ST	Streaming Music / Services	\$ -	\$ -	\$ -	
Magazines & Newspapers	6457.MP	Magazines and Newspapers (Print)	\$ 8,000	\$ 2,500	\$ 3,000	
\$ 3,000.00	6457.MD	Magazines and Newspapers (Digital)	\$ -	\$ 6,500	\$ 6,500	
Research/Learning	6457.RL	Research & Learning (Print)	\$ 30,000	\$ 1,075	\$ 500	
\$ 500.00	6457.DI	Research & Learning Databases (Digital)	\$ -	\$ 30,000	\$ 30,000	
Library of Things		Library of Things	\$ -	\$ 5,000	\$ 2,000	
			\$ 88,500	\$ 99,000	\$ 110,000	
Adult Programs & Supplies	6280.A	Adult Programs	\$ 36,500	\$ 36,500	\$ 45,000	
\$ 55,000.00	6280.AS	Adult Program Supplies	\$ 4,000	\$ 10,000	\$ 10,000	
Youth Programs & Supplies	6280.J	Youth Programs	\$ 34,000	\$ 30,000	\$ 37,500	
\$ 47,500.00	6280.JS	Youth Program Supplies	\$ 6,000	\$ 15,000	\$ 10,000	
Program Innovation Fund	6280.F	Community Programming Fund	\$ 3,000	\$ -	\$ -	
Museum Passes	6280.MU	Museum Passes	\$ 5,000	\$ 7,500	\$ 7,500	
			\$ 91,470	\$ 90,970	\$ 63,250	
	6440.HT	Hardware Technology	\$ 41,970	\$ 41,970	\$ 16,000	
	6440.SW	Software and Online Services	\$ 25,000	\$ 25,000	\$ 25,000	
	6440.LT	Leased Technology	\$ 16,000	\$ 16,000	\$ 16,000	
	6440.PT	Peripheral Technology	\$ 8,500	\$ 8,000	\$ 6,250	
			\$ 22,000	\$ 30,350	\$ 26,000	
	6460.SU	Library Supplies	\$ 11,500	\$ 15,850	\$ 12,500	
	6460.PO	Postage	\$ 3,500	\$ 7,500	\$ 6,500	
	6460.CM	Communications and Marketing	\$ 7,000	\$ 7,000	\$ 7,000	
			\$ 162,000	\$ 162,000	\$ 162,000	
	6610.NS	NLS Services- ILS and NLS General Support (previously included in Municipal Services)	\$ 85,000	\$ 85,000	\$ 85,000	
	6610.GU	Security	\$ 49,000	\$ 49,000	\$ 49,000	
	6610.AC	AccuData	\$ 10,000	\$ 10,000	\$ 10,000	
	6610.MI	Misc. (book drop, collection agcy, water cooler etc.)	\$ 18,000	\$ 18,000	\$ 18,000	
			\$ 345,500	\$ 437,750	\$ 292,000	
	6640.BR	Branch Rentals	\$ 82,000	\$ 82,000	\$ 83,000	
	6640.UT	Utilities	\$ 65,000	\$ 65,000	\$ 75,000	

	6640.TE	Telephone	\$ 21,000	\$ 20,000	\$ 20,000	
	6640.IN	Insurance	\$ 52,000	\$ 53,000	\$ 54,000	
	6640.CM	Cleaning & Maintenance Supplies	\$ 7,500	\$ 10,000	\$ 7,500	
	6640.BM	Repairs / Maintenance to Bldg/Equip	\$ 40,000	\$ 137,750	\$ 40,000	
	6640.FU	Replacement Furniture	\$ 60,000	\$ 60,000	\$ 2,500	
	6640.MI	Facilities / Miscellaneous Building Maintenance Expenses	\$ 18,000	\$ 10,000	\$ 10,000	
			\$ 18,000	\$ 18,000	\$ 18,000	
	6615.00	Civil Service, Water, Sanitation	\$ 18,000	\$ 18,000	\$ 18,000	
			\$ 50,000	\$ 50,000	\$ -	
		Capital Projects Fund	\$ 50,000	\$ 50,000	\$ -	Paused for FY 2025 due to expected external capital project funding
			\$ 57,700	\$ 78,200	\$ 67,700	
	6270.PF	Professional Services	\$ 50,000	\$ 70,000	\$ 60,000	
	6270.TR	Travel and Training	\$ 5,500	\$ 6,000	\$ 5,500	
	6270.DM	Dues and Memberships	\$ 2,200	\$ 2,200	\$ 2,200	
			\$ 2,897,074	\$ 2,835,484	\$ 2,997,247	
Salaries	6500.SA	Salaries	\$ 2,043,566	\$ 2,005,744	\$ 2,078,124	
\$ 2,078,124.00	6500.HI	Hospital and Medical Insurance	\$ 442,221	\$ 426,347	\$ 468,982	10% increase in CY 2024 for current employee insurance types
Employee Benefits (Medical, Retirement, etc.)	6500.02	NYS Retirement	\$ 214,954	\$ 214,954	\$ 256,217	Based on NYS prepayment amount invoice received
\$919,123.19	6500.03	Social Security/ Medicare	\$ 156,333	\$ 153,439	\$ 158,976	
	6500.05	Unemployment	\$ -	\$ -	\$ -	
	6500.M	Miscellaneous Employee Expenses	\$ 40,000	\$ 35,000	\$ 34,948	
		Total Estimated Expenditures	\$ 3,938,494	\$ 4,025,329	\$ 3,963,697	
			\$ (0)	\$ (0)	\$ (0)	

Ernest Patrick Smith
Lauren M. Agunzo
John K. Hoffman
Michael E. Nawrocki



Darin V. Iacobelli
David M. Tellier
Christopher Angotta

CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

March 12, 2024

VIA E-MAIL

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

Dear Trustees:

We are pleased to confirm our understanding of the terms and conditions of our engagement and the nature and limitations of the services we will provide to the Long Beach Public (the "Library") for the fiscal year ended June 30, 2025.

We will apply certain procedures to selected records and transactions of the Library for the objective of carrying out the duties and responsibilities of the Treasurer as outlined in the supplement to this letter. The Administration of the Library is ultimately responsible for the sufficiency of the procedures to be performed. We will perform this engagement following the standards established by the American Institute of Certified Public Accountants.

Our engagement will not include a detailed examination of all transactions and cannot be relied on to disclose errors, irregularities, or illegal acts, including fraud or defalcations that may exist. However, we will inform you of any such matters that come to our attention.

We direct your attention to the fact that the Administration has the responsibility for the proper recording of the transactions in the accounting records and for preparation of financial statements in conformity with U.S. generally accepted accounting principles.

The billing rates applied to the work performed as part of this engagement are outlined within the supplement to this letter. We will invoice the Library on a monthly basis and fees are payable on presentation. In the event services are requested that are outside the scope of this agreement we will enter into a separate agreement for the specific request for which different staffing rates may apply.

NAWROCKI SMITH LLP

Page two

Nawrocki Smith, LLP agrees that all information obtained in connection with the services provided for in this Letter of Engagement is deemed confidential information. Nawrocki Smith, its employees, and agents shall not use, publish, discuss or communicate the contents of such information, directly or indirectly, with third parties, except as required under the terms of engagement or as otherwise required by law.

The Library reserves the right to terminate this Agreement for any reason whatsoever upon thirty (30) days prior written notice. In the event of such termination, Nawrocki Smith will undertake no additional services for the Library, and the Library will remain liable for payment of all amounts due for the period through the effective date of such termination.

Nawrocki Smith shall provide Worker's Compensation, automobile, comprehensive general liability and professional liability (Errors and Omission) insurance. As necessary or requested, Nawrocki Smith shall provide the Library with proof of the required insurance coverage. Nawrocki Smith shall deliver insurance policies and certificates to the Library, which will provide at least a 30-day notice of cancellation or amendment. Nawrocki Smith shall maintain professional liability insurance in an amount no less than \$1,000,000, workers compensation in amounts required by law and general liability insurance (Including owned, non-owned and hired motor vehicles) in a single limit amount of no less than \$1,000,000.

Nawrocki Smith will act at all times as an independent contractor hereunder, and nothing contained herein will be construed to create a partnership or joint venture or a relationship of principal and agent or employer and employee between the Library and Nawrocki Smith.

We will be pleased to discuss this letter with you at any time. If the foregoing is in accordance with your understanding, please sign the enclosed copy and return it to us.

We appreciate the opportunity to be of professional service.

Very truly yours
NAWROCKI SMITH LLP



Darin Iacobelli
Partner

RESPONSE:

This letter correctly sets forth the understanding of the Long Beach Public Library

By: _____

Title: _____

Date: _____

NAWROCKI SMITH LLP

SCOPE OF SERVICES & FEE SCHEDULE FOR ON-SITE & REMOTE TREASURY SERVICES

Monthly Services - Fee \$130/Hour for each item listed

- Reviews monthly financial statements prepared by the Business Office
 - Revenues, expenditures, and balances
 - Reconciliation of all library accounts, including checking and investment accounts
 - Cash flow statements
- Check payroll registers against timesheets (randomly on a selective basis)

Annual Services - Fee: See each item below

- Prepare financial report as part of the Library's Annual Report to the New York State Library.
 - Fee: \$750
- Prepare Annual Update Document (AUD) for the Office of the State Comptroller
 - Fee: \$1,000
- Act as a liaison to the Library's financial service providers including the independent auditing firm, responding to inquiries, attending any auditing conferences, and approving draft financial statements
 - Fee: \$130/Hour
- Assist the Director with the development of an annual budget
 - Fee: \$130/Hour

Only as needed/requested – Fee \$130/Hour for each item listed

- Meet with Business Office staff to prepare entries for the general ledger to balance all library accounts.
- Meet with the Director, Business Office staff, or representatives from the Library Board to review the Library's cash flow, investments, and/or accounting and fiscal management policies and procedures.
- Attend regularly scheduled and special meetings of the Board of Trustees
- Assist with drafting financial policies

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: March 18, 2024

SUBJECT: Congressionally Directed Spending Award

In spring 2023, the Assistant Director and I submitted proposals requesting \$2,500,000 in Congressionally Directed Spending funds to renovate the Main Library. These proposals were submitted to Senator Schumer, Senator Gillibrand, and Congressman D'Esposito. Thanks to Congressman D'Esposito's sponsorship and the support of both Senators, the Library received notice that the funding was approved.

In a few months, the Library should receive documentation from the Department of Housing & Urban Development with additional information on the funds, including any applicable restrictions and disbursement. This project has been added to the FY 2024 Current Projects list and I will keep the Board and the public updated as appropriate. Receiving and spending federal funding can be a lengthy process, especially as it relates to capital projects which also must go through a state approval process.

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: March 18, 2024

SUBJECT: Sick Leave Calculations

Trustee Donovan requested the sick leave accrual calculations according to the current CBA. According to the CBA in Sick Leave (Article VII, Section 1 (a) 2) p. 25, "All full-time employees shall earn 0.0577 hours of sick leave per hour worked. All part-time employees shall earn 0.0288 hours of sick leave per hour worked."

The accrual for full-time employees by hour matches (as closely as possible) the previous 15 days of sick leave allowed per year.

This was a change to address disparity between part-timers working various schedules when the allowance was simply 7.5 days for part-time staff. For example, a part-time staff member working two 7-hour days for a total of 14 hours per week, the allowance by days gave them more than 3 weeks of sick leave. On the other hand, a part-time staff member working four 3.5-hour days for a total of 14 hours per week, the allowance by days gave them less than two weeks of sick leave.

Examples – Sick Leave Calculations as per FY 2021-FY 2025 CBA					
	Hourly Earn Rate	Hours Worked Each Week	Weeks in a Year	Hours of SL Earned per year	Days of SL Earned Per Year
Full-time staff	0.0577	35	52	105.014	15.002
Part-time staff working 10 hours/week	0.0288	10	52	14.976	Depends on hours worked in a day
Part-time staff working 17 hours/week	0.0288	17	52	25.459	Depends on hours worked in a day
Part-time staff working 25 hours/week	0.0288	25	52	37.44	Depends on hours worked in a day