



Monday May 20, 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 4/15/2024 (Vote Needed) **P. 2-3**
- V. Approval of Bills and Schedules 1324, 1325, 1326-revised, 1327-1330 (Vote Needed) **P. 4-26**
- VI. Donor Recognition
- VII. Public Comment on agenda items (limited to two minutes per person)
- VIII. Monthly Reports
 1. Director's Report **P. 27-28**
 2. Monthly Stats **P. 29-33**
 3. Updates on FY 2024 Projects **P. 34-43**
 4. Assistant Director/Adult Services **P. 44-47**
 5. Programming & Marketing **P. 48-56**
 6. Patron Services **P. 57-60**
 7. Youth Services **P. 61-68**
 8. Business Office **P. 69-70**
- IX. Old Business
 1. Policies (Votes Needed)
 - Adult Volunteers **P. 71-21**
 - Library of Things **P. 73-74**
- X. New Business
 1. FY 2024 Budget Revision 3 **P. 75**
 2. Treasurer's First Report (April 2024) **P. 76-87**
 3. Grant Summary and Spending **P. 88-89**
- XI. Public Comment – all other items (limited to three minutes per person)
- XII. CSEA
- XIII. Personnel
 1. N/A
- XIV. Executive Session (taking place before open meeting at 6 PM)
- XV. Date and Time of Next Meeting
Monday June 17, 2024 at 7 PM (Vote Needed)
- XVI. Adjournment (Vote Needed)



Monday April 15th, 2024 at 7 PM
West End Branch
BOARD OF TRUSTEES
MINUTES

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

- I. *Call to Order by President LaSpina at 7:00 p.m.*
- II. *Roll Call was taken by President LaSpina.*
- III. *Pledge of Allegiance was recited by all present.*
- IV. *Approval of Minutes from 3/18/2024 - the minutes were **unanimously approved, as corrected, noting that Executive Session at the March meeting ended at 8:30 p.m. Motioned by Trustee Guarini and seconded by Trustee Tansey.***
- V. *Approval of Bills and Schedules 1324, 1325, and 1326 – the warrants were not voted upon as Trustee Donovan had questions that needed to be discussed in Executive Session. The warrants will be presented again at the May meeting.*
- 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 – the monthly reports were included in the packet for review and discussion.*
 1. *Director's Report*
 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*
 - *Rules of Conduct – was **unanimously approved. Motioned by Trustee Donovan, seconded by Trustee LaSpina.***
 - *Public Meeting Room Use – was **unanimously approved. Motioned by Trustee Guarini, seconded by Trustee Donovan.***
- X. *New Business*
 1. *Formal Announcement of CDS funds – information was included in the packet for review.*
 2. *NLS Collective Acquisition & Management Proposal – was **unanimously approved. Motioned by Trustee Donovan, seconded by Trustee LaSpina.***
 3. *Request for Board of Education Candidates Roundtable – The Board **voted unanimously to continue the Library's current practice of allowing only third party-sponsored candidate events, held in the Library, which are neutral and informational-only with all candidates present.***
- XI. *Public Comment – all other items (limited to three minutes per person) – there were no Public Comments.*

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 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><u>40,595.94</u></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.

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 26 Apr 1, 24				
03/26/2024			Funds Transfer PR 032824 OMNI	545.00
03/26/2024			Funds Transfer PR 032824 ACCUDATA	417.92
03/26/2024			Funds Transfer PR 032824 GARNISH	247.00
03/26/2024			Funds Transfer PR 032824 NET PR	60,150.46
03/26/2024			Funds Transfer PR 032824 NYC TAX	1,093.00
03/26/2024			Funds Transfer PR 032824 NYS TAX	3,797.63
03/26/2024			Funds Transfer PR 032824 FED TAX	21,893.81
03/27/2024	ECHK23/24	NYS SALES TAX	NYS SALES TAX PMT ONLINE 2023/24	79.70
03/28/2024	27961	SMALLS DON	MILEAGE AS PER ATT'D	81.95
03/28/2024	27962	PGMA / SALVADOR, STEPHANIE	PGM/J : 2HRS @ \$150 DJ "SOMEONE SPECIAL	150.00
03/28/2024	27963	CSEA	UNION DUES &FEES: PAYROLL 2024 0328	944.79
03/28/2024	27964	PREFERRED GROUP PLANS, INC.Contribution:	EMPLOYEE CONTRIBUTIONS P/R 20240328	965.38
03/28/2024	27965	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 20240328	604.65
03/28/2024	27966	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR POSTTAX 20240328	204.65
03/28/2024	27967	NYS RETIREMENT SYSTEM	MONTHLY PAYMENT 2024MAR	3,721.66
03/28/2024	27968	NYSHIP HEALTH INSURANCE	HEALTH INS Acct #03069 2024 APR	57,125.21
03/28/2024	27969	UTICA	ACCT#100942084 WKMNS COMP 2024 POLIC	3,987.00
03/28/2024	27970	CSEA EMPLOYEE BENEFIT FUND (EBF)	CSEA EMP FUNDED DENTAL2024 04	1,600.30
03/28/2024	27971	ALARM1 PT LOOKOUT	VOID: ALARM: POINT: 2024 Q2	159.00
03/28/2024	27972	DEMARCO STEPHANIE	REIMBURSE DR. SUESS SUPPLIES	39.01
03/28/2024	27973	MENZZASALMA NICOLE	REIMBURSE ALA CONFERENCE REGISTRATIO	410.00
03/28/2024	27974	NASHAK SARAH	REIMBURSE PIZZA VIDEO GAME CLUB	60.70
03/28/2024	27975	RAMSARAN ADESH	MILEAGE REIMBURSEMENT PER ATT'D	119.82
03/28/2024	27976	RAMSARAN ADESH	MILEAGE REIMBURSEMENT PER ATT'D	124.62
03/28/2024	27977	SIEGEL SARAH	TRAVEL: LBPL B&N	72.36
03/28/2024	27978	DLL (COPIERS LDI)	COPIER LEASE; CONTRACT#25520825 ACCT#:	890.89
03/28/2024	27979	BOB FINK ELECTRIC, INC	VARIOUS ELECTRICAL WORK	800.00
03/28/2024	27980	GTS GLOBAL TELECOM	TELEPHONE SUPPORT: GOLD2024 MAR	161.32
03/28/2024	27981	GUARD SECURITY USA INC	GUARDS 2WKS @ \$25.10/HR	2,405.04
03/28/2024	27982	GUARD SECURITY USA INC	GUARDS 2WKS @ \$25.10/HR	2,405.04
03/28/2024	27983	NEWSPAPERSNEWSDAY INC	NEWSDAY DELIVERY: 2X DAY 7X WEEK 0403	287.84
03/28/2024	27984	OPTIMUMMAIN	TEL MAIN : #07858996527031 2024 MAR	308.24
03/28/2024	27985	OPTIMUM WEST END	WE : # 07858259451034:TEL+DATA 2024MA	187.41
03/28/2024	27986	MCAVOY PLUMBING	PLUMBING WORK PER ATTACHED INVOICE	450.00
03/28/2024	27987	PITNEY BOWES RESERVE ACCT	RES ACCT# 49976418: POSTAGE METER (REP	200.00
03/28/2024	27988	PMA (BIZHUB LEAF)	QTR YS EPSON COPY SURCHG 2024 Q1	45.00
03/28/2024	27989	PSEGLIMAIN	MAIN: ELEC: CUST#00082003195 2024 FEB	3,140.46
03/28/2024	27990	PSEGLIWE	ELEC: WE : #01312015850 : 2024 MAR	227.19
04/01/2024	27991	FRANK CAMPOREALE (BOOKMAN)	BOOK DROP 2024MAR	600.00
03/28/2024	27992	RENT POINT LOOKOUT BRANCH	RENT : POINT LOOKOUT : 2024	3,616.26
03/28/2024	27993	RENT WEST END BRANCH	RENT F/WEST END BRANCH: 2024	3,151.80

TRUSTEE, LIBRARY BOARD

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

PAYROLL WARRANT
OPERATING EXPENSES

PAYROLL WARRANT# 1325
OPERATING EXPENSES
03/28/24
PAGE 2 OF 5

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
04/01/2024	27994	MED REIMB CASTELLON ASCENSIO	MEDICARE REIMBURSEMENT 2024 Q1	1,048.20
04/01/2024	27995	MED REIMB GOLDMAN SELMA	MEDICARE REIMBURSEMENT 2024 Q1	1,048.20
04/01/2024	27996	MED REIMB HEFT FAYE	MEDICARE REIMB 2024 Q1	524.10
04/01/2024	27997	MED REIMB MOSKOWITZ GLORIA	MEDICARE REIMBURSEMENT 2024 Q1	524.10
04/01/2024	27998	MED REIMB TREPP GEORGE	MEDICARE REIMBURSEMENT 2024 Q1	3,354.00
Mar 26 Apr 1, 24				<u>183,970.71</u>

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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 # 1325
DATE: 3/28/2024

	Amount
LIBRARIAN	19,829.00
PROFESSIONAL	15,287.16
PATRON SERVICES	10,417.76
CLEANER	11,379.55
PAGE	3,038.24
PER DIEM	198.75
NET PAYROLL	60,150.46
FEDERAL TAX	21,893.81
STATE TAX	3,797.63
MTA TAX	0.00
NYC TAX	1,093.00
ACCUDATA INVOICE	417.92
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$87,599.82

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
Apr 9 11, 24				
04/09/2024			Funds Transfer PR 041124 FED TAX	16,178.80
04/09/2024			Funds Transfer PR 041124 NYS TAX	2,766.15
04/09/2024			Funds Transfer PR 041124 NYC TAX	502.17
04/09/2024			Funds Transfer PR 041124 NET PR	52,017.44
04/09/2024			Funds Transfer PR 041124 FEE	446.30
04/09/2024			Funds Transfer PR 041124 OMNI	545.00
04/09/2024			Funds Transfer PR 041124 GARNISH	247.00
04/11/2024	27999	CSEA	UNION DUES &FEES: PAYROLL 2024 0411	995.94
04/11/2024	28000	PREFERRED GROUP PLANS, INC.Contributions	EMPLOYEE CONTRIBUTIONS P/R 20240411	965.38
04/11/2024	28001	PREFERRED GROUP PLANS, INC. FEES	MONTHLY PLAN FEE 2024 MAR	75.00
04/11/2024	28002	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 20240411	592.24
04/11/2024	28003	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR POSTTAX 20240411	192.24
04/11/2024	28004	AFLAC	ACCT# NER78 2024 MAR	659.56
04/11/2024	28005	BLAU ALEXANDRA	REIMBURSE F/ DECORATIONS	36.25
04/11/2024	28006	BLAU ALEXANDRA	REIMBURSE F/ALBUMS, **LILRC INNOVATION	149.86
04/11/2024	28007	BLAU ALEXANDRA	REIMBURSE F/ CRAFT ITEMS	76.02
04/11/2024	28008	MATTHEWS MARIEL	CONFERENCE: ALA 2024, SAN DIEGO	410.00
04/11/2024	28009	KNOCKOUT PEST CONTROL EXTERMINATOR	EXTERMINATOR : BIMONTHLY INSPECTION	85.00
04/11/2024	28010	LEAF LEASING (BIZHUB PMA)	BIZHUB RELEASE : C# 1004777944005 2024 N	144.05
04/11/2024	28011	LEAF LEASING (BIZHUB PMA)	BIZHUB RELEASE : C# 1004777944005 2024 N	150.50
04/11/2024	28012	CITY OF LONG BEACH WATER FUND	ACCT #24063110 WATER/SEWER 2024 Q2	469.61
04/11/2024	28013	LOWITT ALARMS & SECURITY SYSTEMS	ACCT #730880 CS MONITORING 2024 Q2	193.05
04/11/2024	28014	TREASURERNAWROCKI SMITH	TREASURY SERVICES 031524033124	520.00
04/11/2024	28015	NYS SALES TAX	NYS SALES TAX PMT ONLINE ADDT'L DUE	50.16
04/11/2024	28016	OPTIMUMPOINT LOOKOUT	PL: #07858563502028: TEL+DATA 2024APR	154.39
04/11/2024	28017	PSEGLIP	ELEC: PL : #04552011498 : 2024 MAR	336.50
04/11/2024	28018	QUENCH USA (WATER)	MAIN & WEST END WATER DISPENSER: Q2 20	343.97
04/11/2024	28019	ATTORNEYQUATELA CHIMERI PLLC	ATTY FEES 2024 MAR	2,200.00
04/11/2024	28020	CREDIT CARDVISA BUSINESS CARD FNBLI	STATEMENT 2024 MAR 2024	2,371.29
Apr 9 11, 24				<u><u>83,873.87</u></u>

TRUSTEE, LIBRARY BOARD

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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 # 1326
DATE: 4/11/2024

	Amount
LIBRARIAN	19,680.78
PROFESSIONAL	14,921.99
PATRON SERVICES	11,012.32
CLEANER	3,177.07
PAGE	3,101.00
PER DIEM	124.28
NET PAYROLL	52,017.44
FEDERAL TAX	16,178.80
STATE TAX	2,766.15
MTA TAX	0.00
NYC TAX	502.17
ACCUDATA INVOICE	446.30
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$72,157.86

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

Date	Num	Name	Memo	Amount
Apr 15, 24				
04/04/2024	EFT240404	AMAZON	MISC SUPPLIES / PERIPHERALS / MEDIA	10,414.51
04/15/2024	28021	ACE HARDWARE	ACCT# 29884 MISC BLDG SUPPLIES F/CONSTI	223.55
04/15/2024	28022	APS	ACCT# 708657CUSTODIAL / CLEAN EQUIP/SU	605.94
04/15/2024	28023	ASCAP	ACCT# 500811738MUSIC LICENSE ANNUAL FE	302.00
04/15/2024	28024	BAKER & TAYLOR L9274003 PROC ACCT	ACCT 4003 PROCESSED BOOK 2024 MAR	3,549.19
04/15/2024	28025	BAKER & TAYLOR 40017023	ACCT 7023: DVDS: FILMS / TV SERIES / ETC 20	719.30
04/15/2024	28026	BAKER & TAYLOR 40017053	ACCT 7053NONFICTION DVDS2024 MAR	20.72
04/15/2024	28027	BAKER & TAYLOR 40021033 CD PROCESSED	ACCT 1033: PROCESSED MUSIC CDS 2024 MA	28.64
04/15/2024	28028	BAKER & TAYLOR 75005428 DVDS&CDS	ACCT 5428: DVD/CD ACCT#75005428 2024 M	199.59
04/15/2024	28029	BAKER & TAYLOR C0699143	ACCT 9143 GUIDES / CATALOGS / INSTRUC 20	114.58
04/15/2024	28030	BAKER & TAYLOR L2190303UNPROCESSED	ACCT 0303: BOOKS ACCT# 303513 L2190303	133.92
04/15/2024	28031	BAKER & TAYLOR L9319313 YA	ACCT 9313: YA BOOKS ACCT# L9319313 202	372.13
04/15/2024	28032	BAKER & TAYLOR L9319493REFSPOKEN WOR	ACCT 9493CDS SPOKEN WORD ACCT 2024 N	164.61
04/15/2024	28033	BLACKSTONE PUBLISHING	CUS# 133307MO.DVD FILM 2024	124.80
04/15/2024	28034	BRODART CO	Book Cover Supplies	81.98
04/15/2024	28035	CENGAGE LEARNING / GALE	LG PRINT BOOK PLANS	608.03
04/15/2024	28036	COMBELL SYSTEMS	ADDITIONAL NW WIRING	945.00
04/15/2024	28037	DELL MARKETING	COMPUTER EQUIPMENT	1,450.33
04/15/2024	28038	DEMCO	WEST END: BOOK SUPPORTS	47.50
04/15/2024	28039	EMPOWER SOLAR	SERVICE TO SOLAR PANELS	547.00
04/15/2024	28040	LIBRARY ISLAND PARK PUBLIC	REIMBURSE F/LOST/DAMAGED ITEM(S)	15.99
04/15/2024	28041	LIBRARY LEVITTOWN PUBLIC	REIMBURSE F/LOST / DAMAGED / ETC BOOK/	26.95
04/15/2024	28042	LIBRARY PORT WASHINGTON PUBLIC	REIMBURSE PT.WASH. F/LOST/DAMAGED ME	9.99
04/15/2024	28043	LINDA'S SIGNS	POETRY FESTIVAL BANNER PER ATT'D	190.00
04/15/2024	28044	LINDA'S SIGNS	TRANSPARENT DECALS PER ATT'D	475.00
04/15/2024	28045	MUSEUMINTREPID MUSEUM	ANNUAL MEMBERSHIP: JUNE 2024JUNE 2025	500.00
04/15/2024	28046	MUSEUMLONG ISLAND CHILDREN'S	MUSEUM MEMBERSHIP JUL2024JUN2025	1,300.00
04/15/2024	28047	NCLA	NCLS / LILC CONFERENCE REGISTRATION	170.00
04/15/2024	28048	NLS ILS SERVICES OPERATING FUND	NLS CROWN CASTLE 2024 APR	800.00
04/15/2024	28049	NLS ILS SERVICES OPERATING FUND	MEMBER FEES 2024 Q2	12,568.50
04/15/2024	28050	DIGITIZATIONNORTHERN NY LIBRARY NETWO	DIGITIZE HISTORICAL NEWSPAPERS	5,100.64
04/15/2024	28051	OVERDRIVE, INC./DIGITAL LIBRARY RESERVE	CUST ID #13861048: EBOOKS/AUDIOBOOKS	3,118.77
04/15/2024	28052	OVERDRIVE, INC./DIGITAL LIBRARY RESERVE	CUST ID #13861048: EBOOKS/AUDIOBOOKS	5,657.27
04/15/2024	28053	PARCODE	ASSET TAGS F/NON TECHNOLOGY ITEMS	210.00
04/15/2024	28054	PLAQUEMAKER	PLAQUE: HARVEY WEISENBERG	201.00
04/15/2024	28055	PGMA / ALBERT MICHAEL	PGMA:M 1x 2HR @ \$375 " POP ART"	375.00
04/15/2024	28056	PGMA / ARTISTS IN PARTNERSHIP, INC.	APGM:M 3HR "Harriet Tubman, Herself"	300.00
04/15/2024	28057	PGMA / BERTINETTI, BEVERLEE	APGM:H 4 @ \$65EA "GENTLE YOGA"	260.00
04/15/2024	28058	PGMA / CAPPETO, PATRICIA	APGMH: 4 @ \$60/EA "GENTLE PILATES" MAIN	240.00

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.

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BOARD WARRANT

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
04/15/2024	28059	PGMA / CURCI, PAULA	PGMAM : 1 X 2HR @ \$150 "FREE VERSE POET	150.00
04/15/2024	28060	PGMA / DESANTIS, MARC	APGM:M 2 X 2HR @ \$175EA "THE SCRIBBLEI	350.00
04/15/2024	28061	PGMA / DURSO, STEPHANIE	APGM:H 7 @ \$75 "YOGA FOR HEALTH AND F	525.00
04/15/2024	28062	PGMA / LAZARUS, JOAN	APGMM: 2 X \$150 2HR @ \$150 "ACRYLIC PAI	300.00
04/15/2024	28063	PGMA / METZGER, BENJAMIN	APGMM "How David Lee Roth Changed The V	150.00
04/15/2024	28064	PGMA / MISURACA, BARON	APGMM : 2HRS 1X @ \$125 "FILM NOIR FRIDA	125.00
04/15/2024	28065	PGMA / NAYLOR, NATALIE	APGM:M 1HR 1X@ \$250 "Women in Long Isl	250.00
04/15/2024	28066	MUSEUMNY HISTORICAL SOCIETY	APGMV: 1 @ \$150 "LIFE UNDER JIM CROW"	150.00
04/15/2024	28067	PGMA / PEARLMAN, WARREN	APGMV: 2X 2HR @ \$75 "BASEBALL & BASKET	150.00
04/15/2024	28068	PGMA / ROZELL, LORI	APG:H 3 @ 60/ 1 HR "LOW IMPACT CARDIO"	180.00
04/15/2024	28069	PGMA / SPACE, MELINDA	APGM:M 1HR 1X@ \$550 "Chocolate Dipping	550.00
04/15/2024	28070	PGMA / WISEL, LISA M.	APGMH: 1 @ \$90 / 45MIN HYBRID "MEDITA'	90.00
04/15/2024	28071	PGMJ / A TIME FOR KIDS, INC		1,350.00
04/15/2024	28072	PGMJ / GOODWIN, CAROL	JPGM:M 5 @ \$160; "BABY MUSIC WITH LOV	800.00
04/15/2024	28073	PGMJ / HIGH HOPES PRODUCTIONS	JPGM:M 2X @ \$165 "PLAY HOORAY" FEB 202	330.00
04/15/2024	28074	PGMJ / HIGH HOPES PRODUCTIONS	JPGM:M 3X @ \$105 "PLAY HOORAY" FEB 202	315.00
04/15/2024	28075	PGMJ / HIGH HOPES PRODUCTIONS	JPGM:M 3X @ \$105 "PLAY HOORAY" FEB 202	315.00
04/15/2024	28076	PGMJ / HIGH HOPES PRODUCTIONS	JPGM:M 3X @ \$105 "PLAY HOORAY" FEB 202	315.00
04/15/2024	28077	PGMJ / HIGH HOPES PRODUCTIONS	JPGM:M 9X @ \$105 "PLAY HOORAY"	945.00
04/15/2024	28078	PGMJ / HIGH HOPES PRODUCTIONS	JPGM:M 3X @ \$165 "PLAY HOORAY"MAR 20	495.00
04/15/2024	28079	STAPLES		1,029.51
04/15/2024	28080	SUFFOLK COOPERATIVE LIBRARY SYSTEM	LI READS 2024: HARDCOVER BOOK	148.80
04/15/2024	28081	UNIVERSITY PRODUCTS	ARCHIVAL FILING / STORAGE SUPPLIES	98.62
				61,284.36

Apr 15, 24

TRUSTEE, LIBRARY BOARD

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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
Apr 22 25, 24				
04/23/2024			Funds Transfer PR 042524 FED TAX	15,706.88
04/23/2024			Funds Transfer PR 042524 NYS TAC	2,703.89
04/23/2024			Funds Transfer PR 042524 NYC TAX	497.52
04/23/2024			Funds Transfer PR 042525 NET PR	50,935.84
04/23/2024			Funds Transfer PR 042524 GARNISH	247.00
04/23/2024			Funds Transfer PR 042524 ACCUDATA	429.59
04/23/2024			Funds Transfer PR 042524 OMNI	545.00
04/25/2024	28082	LONG BEACH PUBLIC LIBRARY Petty Cash	REPLENISH PETTY CASH 24342439	129.65
04/25/2024	28083	CSEA	UNION DUES &FEES: PAYROLL 2024 0425	995.94
04/25/2024	28084	PREFERRED GROUP PLANS, INCFSA	EMPLOYEE CONTRIBUTIONS P/R 20240425	965.38
04/25/2024	28085	PREFERRED GROUP PLANS, INC. FEES	MONTHLY PLAN FEE 2024 MAY	75.00
04/25/2024	28086	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR POSTTAX 20240425	195.51
04/25/2024	28087	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 20240425	595.51
04/25/2024	28088	NYSHIP HEALTH INSURANCE	HEALTH INS Acct #03069 2024 APR	58,491.65
04/25/2024	28089	NYS RETIREMENT SYSTEM	MONTHLY PAYMENT 2024APR	3,726.29
04/25/2024	28090	UTICA	ACCT#100942084 WKMNS COMP 2024 POLIC	929.00
04/25/2024	28091	AFLAC	ACCT# NER78 2024 APR	659.56
04/25/2024	28092	ATLANTIC WINDOW CLEANING CO	WE BRANCH : WINDOW WASHING 2024 Q1	60.00
04/25/2024	28093	CITY OF LONG BEACH SANITATION	CUST 11780 2024 SANITATION Q2	308.00
04/25/2024	28094	CITY OF LONG BEACH SANITATION	CUST 11170 (WEST END) 2024 SANITATION Q	131.00
04/25/2024	28095	DLL (COPIERS LDI)	COPIER LEASE; CONTRACT#25520825 ACCT#1	890.89
04/25/2024	28096	DEMARCO STEPHANIE	REIMBURSE PGM / CRAFT SUPPLIES	93.54
04/25/2024	28097	DUPONT TIMOTHY	REIMBURSE ALA 2024 CONFERENCE	260.00
04/25/2024	28098	LANNENSTANTON TARA	REIMBURSE APRIL PGM SUPPLIES	219.80
04/25/2024	28099	MORRISSEY HELENA	REIMBURSE MISC PGM SUPPLIES	37.41
04/25/2024	28100	SIEGEL SARAH	REIMBURSE PGM SUPPLIES	33.18
04/25/2024	28101	SIEGEL SARAH	REIMBURSE (2) MEALS	50.00
04/25/2024	28102	GUARD SECURITY USA INC	GUARDS 2WKS @ \$27.33/HR	2,309.39
04/25/2024	28103	GUARD SECURITY USA INC	GUARDS 2WKS @ \$27.33 /HR	2,405.04
04/25/2024	28104	INDUSTRIAL APPRAISAL COMPANY (IAC)	ANNUAL FEE: PROPERTY RECORD DATE 07/0	310.00
04/25/2024	28105	JIMMY'S LAWN SPRINKLER SERVICES	REPAIRED DAMAGED LINE	80.75
04/25/2024	28106	MCAVOY PLUMBING	PLUMBING WORK PER ATTACHED INVOICE	495.00
04/25/2024	28107	NATIONAL GRID MAIN	GAS: MAIN: #7932939008 2024 MAR	805.30
04/25/2024	28108	NATIONAL GRID POINT LOOKOUT	GAS: POINT: ACCT# 37696006028 2024 MAR	157.87
04/25/2024	28109	NEWSPAPERSDAILY NEWS	ACCT#1432284: DAILY NEWS 1 X 7DAYS	209.28
04/25/2024	28110	OPTIMUM WEST END	WE : # 07858259451034:TEL+DATA 2024MAI	187.24
04/25/2024	28111	PSEGLIMAIN	MAIN: ELEC: CUST#00082003195 2024 MAR	2,942.94
04/25/2024	28112	PSEGLIWE	ELEC: WE : #01312015850 : 2024 APR	209.41
04/25/2024	28113	SAVMOR MECHANICAL	PREV.MAINTENANCE 2024Q2PMPARTS	520.15
04/25/2024	28114	FRANK CAMPOREALE (BOOKMAN)	BOOK DROP 2024APR	600.00
04/25/2024	28115	RENT POINT LOOKOUT BRANCH	RENT : POINT LOOKOUT : 2024	3,616.26

TRUSTEE, LIBRARY BOARD

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

PAYROLL WARRANT
OPERATING EXPENSES

PAYROLL WARRANT# 1328
OPERATING EXPENSES
04/25/24
PAGE 2 OF 5

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
04/25/2024	28116	RENT WEST END BRANCH	RENT F/WEST END BRANCH: 2024	3,151.80
04/25/2024	ACH0509250	AMAZON.COM	PERIPHERALS / PGM SUPPLIES / OFFICE ITEM:	2,380.71
Apr 22 25, 24				160,294.17

TRUSTEE, LIBRARY BOARD

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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 # 1328
DATE: 4/25/2024

	Amount
LIBRARIAN	19,491.59
PROFESSIONAL	15,150.12
PATRON SERVICES	9,849.19
CLEANER	3,243.23
PAGE	3,074.83
PER DIEM	126.88
NET PAYROLL	50,935.84
FEDERAL TAX	15,706.88
STATE TAX	2,703.89
MTA TAX	0.00
NYC TAX	497.52
ACCUDATA INVOICE	429.59
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$70,520.72

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.

TRUSTEE, LIBRARY BOARD

TRUSTEE, LIBRARY BOARD

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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
May 6 9, 24		05/07/2024			Funds Transfer PR 050924 OMNI	545.00
		05/07/2024			Funds Transfer PR 050924 ACCUDATA	440.62
		05/07/2024			Funds Transfer PR 050924 GARNISH	247.00
		05/07/2024			Funds Transfer PR 050924 NET PR	54,906.97
		05/07/2024			Funds Transfer PR 050924 NYC TAX	495.99
		05/07/2024			Funds Transfer PR 050924 NYS TAX	2,940.62
		05/07/2024			Funds Transfer PR 050924 FED TAX	17,223.04
		05/09/2024	28117	CSEA	UNION DUES &FEES: PAYROLL 2024 0509	995.94
		05/09/2024	28118	PREFERRED GROUP PLANS, INCFSA	EMPLOYEE CONTRIBUTIONS P/R 20240509	965.38
		05/09/2024	28119	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 2024050924	777.40
		05/09/2024	28120	NYSHIP HEALTH INSURANCE	HEALTH INS Acct #03069 2024 JUN	56,735.44
		05/09/2024	28121	CSEA EMPLOYEE BENEFIT FUND (EBF)	CSEA EMP FUNDED DENTAL2024 05	1,600.30
		05/09/2024	28122	KELLY EILEEN	REIMBURSE LILC TICKET COST	80.00
		05/09/2024	28123	MATTHEWS MARIEL	TUITION REIMBURSEMENT	1,650.00
		05/09/2024	28124	MCCAULEY SHAUNA	REIMBURSE TRAVEL PER ATT'D	19.90
		05/09/2024	28125	MENZZASALMA NICOLE	REIMBURSE MILEAGE PER ATTACHED	168.30
		05/09/2024	28126	MENZZASALMA NICOLE	BAGELS F/POETRY FESTIVAL	105.00
		05/09/2024	28127	RAMSARAN ADESH	MILEAGE REIMBURSEMENT PER ATT'D	204.35
		05/09/2024	28128	GTS GLOBAL TELECOM	TELEPHONE SUPPORT: GOLD2024 APR	161.32
		05/09/2024	28129	GUARD SECURITY USA INC	GUARDS 2WKS @ \$27.33 /HR	2,405.04
		05/09/2024	28130	KNOCKOUT PEST CONTROL EXTERMINATOR	EXTERMINATOR : POINT LOOKOUT, INITIAL SE	295.00
		05/09/2024	28131	LEAF LEASING (BIZHUB PMA)	BIZHUB RELEASE : C# 1004777944005 2024 A	144.05
		05/09/2024	28132	LEAF LEASING (BIZHUB PMA)	BIZHUB RELEASE : C# 1004777944005 2024 A	150.50
		05/09/2024	28133	NEWSPAPERSNY POST	ANNUAL SUBSCRIPTION 7/WEEK, 1YR	493.48
		05/09/2024	28134	OPTIMUMMAIN	TEL MAIN : #07858996527031 2024 APR	308.07
		05/09/2024	28135	OPTIMUMPOINT LOOKOUT	PL: #07858563502028: TEL+DATA 2024MAY	154.39
		05/09/2024	28136	ATTORNEYQUATELA CHIMERI PLLC	ATTY FEES 2024 APR	500.00
		05/09/2024	ACH0509240	CITM	BUSINESS CHECK REORDER, QTY 2000	259.94
May 6 9, 24						<u>144,973.04</u>

TRUSTEE, LIBRARY BOARD

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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 # 1329
DATE: 5/9/2024

	Amount
LIBRARIAN	21,238.22
PROFESSIONAL	15,597.25
PATRON SERVICES	10,850.76
CLEANER	3,265.34
PAGE	3,800.05
PER DIEM	155.35
NET PAYROLL	54,906.97
FEDERAL TAX	17,223.04
STATE TAX	2,940.62
MTA TAX	0.00
NYC TAX	495.99
ACCUDATA INVOICE	440.62
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$76,254.24

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.

TRUSTEE, LIBRARY BOARD

TRUSTEE, LIBRARY BOARD

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BOARD WARRANT

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
May 20, 24					
	05/20/2024	28137	4IMPRINT BAGS	PROMOTIONAL ITEMS	7,261.66
	05/20/2024	28138	AAA	ARBITRATION CASE: INITIAL ADMIN FEE	375.00
	05/20/2024	28139	ABOFF'S	ACCT#4327201MISC BLDG / CONSTRUCTION	459.39
	05/20/2024	28140	ACE HARDWARE	ACCT# 29884 MISC BLDG SUPPLIES F/CONSTI	920.55
	05/20/2024	28141	APS	ACCT# 708657CUSTODIAL / CLEAN EQUIP/SU	993.89
	05/20/2024	28142	BAKER & TAYLOR L9274003 PROC ACCT	ACCT 4003 PROCESSED BOOK 2024 APR	4,025.53
	05/20/2024	28143	BAKER & TAYLOR L9274003 PROC ACCT	ACCT 4003 PROCESSED BOOK 2022 DEC *BAI	560.00
	05/20/2024	28144	BAKER & TAYLOR 40017023	ACCT 7023: DVDS: FILMS / TV SERIES / ETC 20	376.06
	05/20/2024	28145	BAKER & TAYLOR 40017053	ACCT 7053NONFICTION DVDS2024 APR	22.76
	05/20/2024	28146	BAKER & TAYLOR 40021033 CD PROCESSED	ACCT 1033: PROCESSED MUSIC CDS 2024 API	50.05
	05/20/2024	28147	BAKER & TAYLOR 75005428 DVDS&CDS	ACCT 5428: DVD/CD ACCT#75005428 2024 AI	37.65
	05/20/2024	28148	BAKER & TAYLOR C0699143	ACCT 9143 GUIDES / CATALOGS / INSTRUC 20	43.10
	05/20/2024	28149	BAKER & TAYLOR L2190303UNPROCESSED	ACCT 0303: BOOKS ACCT# 303513 L2190303	229.23
	05/20/2024	28150	BAKER & TAYLOR L9319313 YA	ACCT 9313: YA BOOKS ACCT# L9319313 202	293.60
	05/20/2024	28151	BAKER & TAYLOR L9319493REFSPOKEN WOR	ACCT 9493CDS SPOKEN WORD ACCT 2024 A	274.68
	05/20/2024	28152	BAKER & TAYLOR xF959255LEASE PLAN	ANNUAL FEE: BOOK LEASING SERVICE 06/02/	11,610.00
	05/20/2024	28153	BLACKSTONE PUBLISHING	CUS# 133307MO.DVD FILM 2024	41.60
	05/20/2024	28154	CENGAGE LEARNING / GALE	LG PRINT BOOK PLANS	421.35
	05/20/2024	28155	DEE'S	OUTDOOR POTTED PLANTS	248.28
	05/20/2024	28156	DELL MARKETING	NOTEBOOK F/PGM OFFICE	674.71
	05/20/2024	28157	DEMCO	CLASSIFICATION LABELS / BOOK REPAIR ITEM	282.88
	05/20/2024	28158	FUN EXPRESS (ORIENTAL TRADING)	YS PGM / TAKE HOME CRAFT ITEMS	950.46
	05/20/2024	28159	LIBRARY BETHPAGE PUBLIC	REIMB FOR LOST/DAMAGED ITEM(S)	17.00
	05/20/2024	28160	LIBRARY ISLAND PARK PUBLIC	REIMBURSE F/LOST/DAMAGED ITEM(S)	16.99
	05/20/2024	28161	LINDA'S SIGNS	CABARET FESTIVAL 2024 BANNERS	190.00
	05/20/2024	28162	LINDA'S SIGNS	10" ROUND DECALS W/LAMINATION	80.00
	05/20/2024	28163	NLS ILS SERVICES OPERATING FUND	NLS CROWN CASTLE 2024 MAY	800.00
	05/20/2024	28164	OVERDRIVE, INC./DIGITAL LIBRARY RESERVE	CUST ID #13861048: EBOOKS/AUDIOBOOKS	4,499.09
	05/20/2024	28165	PGMA / BERTINETTI, BEVERLEE	APGM:H 6 @ \$65EA "GENTLE YOGA"	390.00
	05/20/2024	28166	PGMA / BRUCE, JENNIFER	APGM:M 1HR 1X @ \$250 "LONG BEACH ROY	250.00
	05/20/2024	28167	PGMA / CAPPETO, PATRICIA	APGMM 5 @ \$60/EA "GENTLE PILATES" MAIL	300.00
	05/20/2024	28168	PGMA / CAPPETO, PATRICIA	APGMM 1 @ \$60/EA "GENTLE PILATES" MAIL	60.00
	05/20/2024	28169	PGMA / CURCI, PAULA	PGMAM : 1 X 2HR @ \$150 "FREE VERSE POET	150.00
	05/20/2024	28170	PGMA / DESANTIS, MARC	APGM:M 1 X 2HR @ \$175EA "THE SCRIBBLEI	175.00
	05/20/2024	28171	PGMA / DURSO, STEPHANIE	APGM:H 5 @ \$75 "YOGA FOR HEALTH AND F	375.00
	05/20/2024	28172	PGMA / FONSECA,ANDREW	APGM:M 8HR 1X @ \$400 "Long beach poetry	400.00
	05/20/2024	28173	PGMA / GOELLER, ROSA MARIA	APGM : Botanical Drawing for Beginners4X@:	400.00
	05/20/2024	28174	PGMA / MANGOT, MINDY	APGM:M 1X 1HR @ \$150 "THE POET'S CRAFT	150.00
	05/20/2024	28175	PGMA / MCGEE, WILLIAM J	APGM:M 1X 1HR @ \$150 "HOW TO PUBLISH	150.00

TRUSTEE, LIBRARY BOARD

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BOARD WARRANT

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
05/20/2024	28176	PGMA / MILLERSMALL, DONNA	APGMM: 1 @ \$160 / 1.5HR "MAH JONGG STI	160.00
05/20/2024	28177	PGMA / MISURACA, BARON	APGMM : 2HRS 1X @ \$125 "FILM NOIR FRIDA	125.00
05/20/2024	28178	PGMA / MISURACA, BARON	APGMM : 2HRS 1X @ \$125 "FILM NOIR FRIDA	125.00
05/20/2024	28179	PGMA / PANDOLFO, BRUCE	APGM:M 6HR 1X @ \$200 "WRITE THROUGH	200.00
05/20/2024	28180	PGMA / PEARLMAN, WARREN	APGMV: 2X 2HR @ \$75 "BASEBALL & BASKET	150.00
05/20/2024	28181	PGMA / REGAN, KATHLEEN	APGMH: 2 @ \$60 / 1HR "CHAIR YOGA FOR LIF	120.00
05/20/2024	28182	PGMA / REGAN, KATHLEEN	APGMH: 4@ \$60 / 1HR "CHAIR YOGA FOR LIFE	240.00
05/20/2024	28183	PGMA / ROZELL, LORI	APG:H 5X 1HR @ \$60 "LOW IMPACT CARDIO	300.00
05/20/2024	28184	PGMA / ROZELL, LORI	APG:H 2X 1HR @ \$60 "LOW IMPACT CARDIO	120.00
05/20/2024	28185	PGMA / TUREK, JUDITH	APGM:M 2HR 1X @ \$150 "Flash Mob PoetryI	150.00
05/20/2024	28186	PGMA / TURRET, JONATHAN	APGM:M 1.5HR X1 @ \$150 "DLR BOOK: HOV	150.00
05/20/2024	28187	PGMA / WARKENTHIEN, RICHARD D.	APGM:M 1X 1.5HR "COMEDY AFTER DARK"	300.00
05/20/2024	28188	PGMA / WISEL, LISA M.	APGMH: 1 @ \$90 / 45MIN HYBRID "MEDITA'	90.00
05/20/2024	28189	PGMJ / GOODWIN, CAROL	JPGM:M 2 @ \$165; "BABY MUSIC WITH LOV	330.00
05/20/2024	28190	PGMJ / HIGH HOPES PRODUCTIONS	JPGM:M 2X @ \$165 "PLAY HOORAY" FEB 202	165.00
05/20/2024	28191	PGMJ / HIGH HOPES PRODUCTIONS	JPGM:M 3X 30MIN @ \$105 "PLAY HOORAY"/	315.00
05/20/2024	28192	PGMJ / HIGH HOPES PRODUCTIONS	JPGM:M @ \$165 "PLAY HOORAY" APRIL 2024	165.00
05/20/2024	28193	PGMJ / HIGH HOPES PRODUCTIONS	JPGM:M 3X 30MIN @ \$105 "PLAY HOORAY"	315.00
05/20/2024	28194	PGMJ / HIGH HOPES PRODUCTIONS	JPGM:M 1X 45MIN @ \$165 "PLAY HOORAY"	165.00
05/20/2024	28195	PGMJ / HIGH HOPES PRODUCTIONS	JPGM:M 3X 30MIN @ \$105 "PLAY HOORAY"	315.00
05/20/2024	28196	PGMJ / HIGH HOPES PRODUCTIONS	JPGM:M 1X 45MIN @ \$165 "PLAY HOORAY"	165.00
05/20/2024	28197	PGMJ / HIGH HOPES PRODUCTIONS	JPGM:M 3X 30MIN @ \$105 "PLAY HOORAY"	315.00
05/20/2024	28198	PGMJ / NAPOLETANO, CHRISTINA	JPGM:M 3 X 30MIN @ \$125, 30 MINUTES "SI	375.00
05/20/2024	28199	PGMJ / SALMAN, JOEL	JPGM:M 4@ \$110; "YOUTH CHESS CLUB"	440.00
05/20/2024	28200	PGMJ / SALMAN, JOEL	JPGM:M 3@ \$110; "YOUTH CHESS CLUB"	330.00
05/20/2024	28201	PGMJ / SALMAN, JOEL	JPGM:M 2 @ \$110; "YOUTH CHESS CLUB"	220.00
05/20/2024	28202	R & D CARPET & TILE CORP.	NEW FLOORING, PROGRAM AREAS	11,415.00
05/20/2024	28203	SSI / LIBRARY CARDS	BARCODE STICKERS F/LBSD STUDENT IDS	474.00
05/20/2024	28204	TRACSYSTEMS, INC	ANNUAL UNIPRINT (PHAROS) 2024/25 MAINT	4,319.30
05/20/2024	28205	USP (INTERIOR GATE)	REPAIR OF INTERIOR GATE	958.80
05/20/2024	28206	DLL (COPIERS LDI)	BUYOUT: CONTRACT#25520825 ACCT#12559	3,563.56
May 20, 24				65,131.17

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.

FY 2024 Director's Report – April 2024

Tara Lannen-Stanton, Library Director

General Updates

- The flooring was replaced in all our program spaces besides the Auditorium. It looks fabulous!
 - We opened the branches for additional hours since Youth Services was closed for that week. While we didn't see a significant amount of additional foot traffic, it was good practice for larger renovation projects and several patrons expressed thanks for it (even if they didn't utilize the branches).
- Continued regular Youth Services staff meetings to support staff and departmental operations
- Conducted a (re)training for staff on LibraryCalendar
- Worked on final drafts for LBPL style/content guide and LibraryCalendar guidebook
- Created FY 2025 public budget presentation, recorded FY 2025 budget presentation and updated budget webpage
- Items discussed with Library Treasurer
 - Two on-site visits to get up to speed including financial statements, payroll verification, and external audits
- Items discussed with Library Attorney
 - General
 - Political/candidates' events
 - Board meeting and public notice
 - Handling emergencies, including police activity
 - Property appraisal proposal
 - Insurance underwriter's requirements
 - Policies' reviews
 - Arbitration
 - Answering statement
 - Selection of arbitrator
 - Total amount spent on legal services from 7/1 through 4/30/2024: \$14,850 (general) and \$1,100 (special projects)

Compliments and Staff Recognition

- A patron Loved Zachary's (Program Specialist) picks for the Staff Picks Display. Gave it "two thumbs up"
- Several patrons complimented the new flooring in our program spaces
- Several patrons expressed how much they love the great programs at the Library, one of them saying that they "can hardly believe all of the great things going on here"
- A patron expressed their appreciation for the dedicated space for teens/tweens and the increase in programs offered, saying "Growing up, my home life was awful, the library was my safe place. I am so glad to see an effort being made."

- Patron expressed their appreciation for the online author event with Diane Foley & Colum McCann (Library Speakers Consortium)
- Just like every month, we received multiple compliments on the Vinyl Listening Lounge and Seed Library

Meetings and Trainings

- Internal meetings
 - Assistant Director
 - Department Heads
 - Facilities
 - Programs
 - Patron Services
 - Stats
 - Outreach
 - Graphics & Marketing
- External meetings/events
 - NLS Member Library Director Executive Board Meeting (Zoom)
 - NLS Member Library Director Meeting (In Person)
- Trainings/Professional Development
 - Beanstack Summer Reading Training
 - Understanding the Budget Process (NYS OSC)

Director's Report – April-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	10,721	387	346	11,454
April-2024	12,503	339	315	13,157
May-2024				
June-2024				
TOTAL	110,146	4,051	3,673	117,870

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	11,453	343	114	11,910
April-2024	10,874	329	146	11,349
May-2024				
June-2024				
TOTAL	116,821	4,163	1,766	122,750

April 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	141	73	4	8	5	12	2	245
Attendance total	1,914	1,668	268	75	60	130	26	4,141
Attendance (In-Person_Adults)	1,678	487	248	0	48	107	26	2,594
Attendance (In-Person_Seniors)	46	0	0	0	0	0	0	46
Attendance (In-Person_Kids)	20	1,026	20	0	12	23	0	1,101
Attendance (In-Person_Teens)	0	69	0	0	0	0	0	69
Attendance (In-Person_Parents)	0	80	0	0	0	0	0	80
Attendance (Zoom_Kids)	0	6	0	0	0	0	0	6
Attendance (Zoom_Teens)	0	0	0	0	0	0	0	0
Attendance (Zoom_Adults)	127	0	0	67	0	0	0	194
Attendance (Zoom_Seniors)	43	0	0	8	0	0	0	51
Attendance (Zoom_Parents)	0	0	0	0	0	0	0	0

April 2024- Top Programs

Main- Adult		Attendance
The Shore Poets and LBPL Poetry Festival		220
Program Type: Lifelong Learning		
Cost for External Presenter:	\$1,325 Shared costs w/Shore Poets	ROI/CPA \$6.02
Concert - Gathering Time		99
Program Type: Music & Entertainment		
Cost for External Presenter:	\$700	ROI/CPA \$7.07
Job & Resource Fair		68
Program Type: Jobs & Careers		
Cost for External Presenter:	\$0 Partner event w/LB Adult Learning Center	ROI/CPA \$0.00
Main- YS		Attendance
Here to Help: Firefighter Storytime!		55
Program Type: Storytime		
Cost for External Presenter:	\$0 Partner program w/LBFD	ROI/CPA \$0.00
Rise and Shine Storytime!		48
Program Type: Storytime		
Cost for External Presenter:	\$0 Staff-led program	ROI/CPA \$0.00
Molly Mouse Lapsit		46
Program Type: Music & Entertainment, Storytime		
Cost for External Presenter:	\$105	ROI/CPA \$2.28
Fun For All!		Attendance
Free Solar Eclipse Glasses		500
Program Type: Other		
Cost for External Presenter:	\$0 Staff-led program	ROI/CPA \$0.00
FUN FOR ALL: The Sound of Music Sing-Along		42
Program Type: Movies, Music & Entertainment		
Cost for External Presenter:	\$0 Staff-led program	ROI/CPA \$0.00
Point		Attendance
Chopra Meditation Program (Point Lookout)		20
Program Type: Health & Wellness		
Cost for External Presenter:	\$60	ROI/CPA \$3.00
West		Attendance
Baby and Me (West End)		26
Program Type: Storytime		
Cost for External Presenter:	\$0 Staff-led program	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	152	<u>1,910</u>	1,578	51	186	72	23
April-2024	163	<u>2,132</u>	1,914	38	79	75	26
May-2024							
June-2024							
TOTAL	1,709	19,670	16,373	474	902	1,493	428

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	90	<u>1,960</u>	1,885	44	31	0	0
April-2024	78	<u>1,741</u>	1,668	22	51	0	0
May-2024							
June-2024							
TOTAL	824	18,004	16,562	333	619	200	290

Monthly Summary Fun For All! Programs (in-person)

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	7	<u>153</u>	153	0	0		0
April-2024	4	<u>268</u>	268	0	0		0
May-2024							
June-2024							
TOTAL	29	1,493	1,493	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	29	37
April-2024	30	43
May-2024		
June-2024		
TOTAL	542	683

Vinyl Listening Lounge *

Reservations	Attendance Total	VINYL Circulation
19	23	80
24	29	92
24	37	103
36	48	143
39	48	155
28	39	70
27	39	92
197	263	735

* Opened Oct 6, 2023

Online Resources

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

	April-2024	FY 2024 Cumulative	Change from last FY
ebooks	4,535	47,607	12%
eAudiobooks	2,474	23,661	22%
Total	7,009	71,268	15%

Usage of Online Entertainment Services[2]

April-2024	FY 2024 Cumulative
909	9,506

Learning Resources and Research Database Use[3]

	April-2024	FY 2024 Cumulative
Sessions/Checkouts	192	1,572

YouTube

	April-2024	Cumulative Total[4]
Number of views	980	11,598
Number of videos uploaded	3	157

[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

FY 2024 Current Projects

Description of Project	Date Started	Initiated/ Requested by	Funding Source	Notes and updates as of 5/15/2024	Status
Summary of grants and spending	4/25/2024	Trustee Tansey		5/2024 – included in 5/2024 Board packet	In progress
Starbucks space	4/25/2024	Trustee Tansey		5/2024 – Given the community's interest in the Library "taking over" Starbucks, the Director is working on budget for estimated cost to rent, renovate, and staffing such an addition for Board review.	In progress
Congressionall y Directed Spending/Com munity Project Funding for Main Library renovation	3/6/2024	Director	Federal Funds	5/2024 – Still waiting on "welcome" paperwork and training from HUD for CDS funds. Thank you message to elected officials will go out after the budget vote/trustee election 4/2024 – Included in April Board packet - proposed messaging to thank the elected officials for the CDS funding. On 3/6/2024, the Library received notification that our Congressionally Directed Spending proposal requesting \$2,500,000 for a renovation of the Main Library was approved. This project was put forth by Congressman D'Esposito and supported by Senators Schumer and Gillibrand. As per the offices of the Congressman and Senators, we should receive further information from the US Department of Housing & Urban Development within the next few months regarding usage and disbursement. Thank you to Congressman D'Esposito and the Senators!!!	In progress
Local History Area				5/2024 – Fireplace and plaque installed. Waiting on furniture, new signs need to be put up. 4/2024 – Three Local History slideshows are playing on the TV. Tanya is working on new signage. Plaque received. Awaiting update from vendor on furniture delivery. We need to rework the area a little to fit the plaque. 3/2024 - 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	In progress

				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.	
New sign for West End Branch	3/1/2024	Director	Operating funds	5/2024 – Project put on short hold while Business Office Manager focuses on external audits 4/2024 – Business Office Manager working on quotes for various options 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.	On hold
Research into adjacent lot	1/26/2024	President LaSpina	TBD	5/2024 – moving forward with proposal received for formal appraisal 4/2024 – put on hold 3/2024 - Library Attorney is assisting with getting proposals for a formal appraisal.	In progress
2024 Summer Reading	2/1/2024	Director	Operating funds	5/2024 – mass mailing postcard included in Director's report 4/2024 – graphics included in Director's report for April. Mass mailing postcard in design for early June send. 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	5/2024 – flooring installed, lots of compliments from patrons 4/2024 – flooring installation scheduled for week of 4/15 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
Move flagpole		Board	Operating funds	5/2024 – We have not been able to get enough options for how to move or redo the flagpole. 4/2024 – more issues with the current flagpole. Business Office Manager is following up with previous vendor and soliciting quotes for solutions. 3/2024 - no update at this time 2/2024 – Business Office Manager is looking into options	In progress

Independent facilities assessment	12/1/2023	Director	Operating funds	5/2024 – awaiting final draft from Architect, will email to Board once received for discussion at May or June meeting 4/2024 – Director and Assistant Director meeting w/Architect in late April to review the facilities report. Anticipate including it in May Board packet. 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	5/2024 – All leaks in the 2nd Floor Program Room seem to have been fixed. Roofing company again sealed all visible holes for the leak in the custodial hallway but that still hasn't fixed the problem during heavy rains. 4/2024 – The window leak in the 2nd Floor Program Room was fixed by resealing the windows. LBSD put up new drywall, Don will be repainting. The leak in the custodial hallway returned. Roofing company working up a new quote for LBSD to investigate further and repair. Leak in the book drop continues. 3/2024 - the leak in the book drop continues 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

Front exterior beautification - garden	7/1/2023		Operating funds	5/2024 – Adesh has done a great job planting and maintaining the garden. We're having lots of issues with people letting their dogs go to the bathroom in the garden so we're getting a short decorative fence. 4/2024 – Adesh is beginning to remove winter garden to plant spring/summer garden 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	5/2024 – Placed on short hold while Business Office Manager focuses on external audits 4/2024 – Business Office Manager is soliciting quotes 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	5/2024 – installation completed of original signs ordered. Ordering more signs for Circulation Desk. 4/2024 – installation in process 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	5/2024 – this slipped through the cracks with other projects being prioritized. Will get it done by end of May. 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	5/2024 – policy approved by the Board on 4/15/2024. Anticipate implementation for FY 2025. Reviewing all meeting room reservations to reach out to “regulars” to notify them of the changes. Reviewing reservations vs. partnership events. 4/2024 – first draft of policy in Board Packet for 4/15 meeting 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)	5/2024 – Despite overwhelming support at 4/2024 MLD meeting, the additional changes for easier patron access were not approved by the Member Library Directors at 5/2024 meeting. It lost by one vote. We are asking for a revote and will now implement our original workaround. 4/2024 – The updated configuration ran into an issue for all libraries and had to be undone. Director and Assistant Director presented to MLD Executive Board to request additional changes for easier patron access 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	In progress

				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.	
New wiring and electrical outlets on 1st floor	8/21/2023		Bullet Aid (carried over from FY 2023)	4/2024 – <i>project put on hold until the CDS-funded 1st floor renovation</i> 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 request for quotes.	On hold
CollectionHQ implementation	8/17/2023		Operating funds	5/2024 – <i>Staff will finish ordering new/replacement titles based on collection gap assessments by the end of May.</i> 4/2024 – Staff ordering new/replacement titles based on collection gap assessments 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	In progress

				shelves. CollectionHQ project started in 9/2023 (older updates deleted because cells can only hold so much text)	
Welcome booklet	1/1/2023		Operating funds	5/2024 – took new pictures and reworking the welcome booklet 4/2024 – paused until we have pictures of the program spaces with their new flooring! 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	5/2024 – no update at this time 4/2024 – no update at this time 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

HVAC - replacement of final three HVAC units by LBSD			LBSD funded	5/2024 – installation anticipated in the first half of June 4/2024 – delivery now anticipated in May 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	5/2024 – still waiting for DASNY final approval. DASNY grants manager advised us not to proceed with any expenditures as reimbursement is not guaranteed until final approval/signed paperwork. 4/2024 – waiting for DASNY final approval. 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	In progress

				comparison 8/2023 - Quotes solicited for new alarm system 7/2023 - SAM grant change requests submitted to NYS	
Solar panels	8/2023		SAM grant	5/2024 – still waiting on NYS to approve scope changes 4/2024 - still waiting on NYS to approve scope changes 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

Projects Completed in FY 2024

- Library of Things
- New Treasurer
- Non-Electric Sign for Main Library
- Program registration changes
- Emergency evacuation signs update
- Quotes for Channels monthly mailings
- Repair/maintenance projects identified by H2M
- Point Lookout lease renewal

- MuseumKey
- Updated CBA
- New 1st floor furniture
- New flooring in program areas

Projects on indefinite hold

- Parking meter impact on Library

Adult Services April 2024 Report



Jakea Williamson- Assistant Director

- Assisted in scheduling a Zumba program at the library.
- Managed Adult Services scheduling, including vacation approvals, ensuring smooth operations.
- Coordinated the distribution of solar eclipse glasses, promoting educational outreach.
- Supported Tara in advocating for patrons' ability to select lockers as their pickup location, enhancing user convenience.
- Updated the Library of Things Policy, ensuring it met current needs and standards.
- Reserved meeting rooms for the Long Beach Lifeguard Alumni Association, facilitating community events.
- Handled the ordering of materials for over 10 book clubs, maintaining diverse and current selections for members.

Lenora Ashford-Adult Services Librarian II

- The general duties of the reference desk have been proceeding as normal. People are happy with the seed library and are showing increased interest. The propagator is a nice addition.
- The weeding for biographies is complete. I have also been ordering more science and mathematics books and will be monitoring their circulation statistics.

- Ordering is also proceeding as normal, including ordering new/replacement items for collection gaps. Most of the museum passes are up for renewal around the same time so, those have been updated when necessary.
 - We are thinking of adding discounts to amusement parks as well.
- The Library of Things has been getting more use.

Alexandra Blau-Librarian II

- Vinyl Collector's Club: The theme for our April session was "Your Best WORST record." Everyone has some skeletons in their closet/vinyl collection, and we wanted to see their guilty pleasures. Jamie and Neil Rozansky, avid club supporters, brought a copy of the Pretty Woman soundtrack, Neil's favorite movie. Their daughter heard they joined our Vinyl Club, and she sent it to Neil all the way from Amoeba Records in Los Angeles.
- Adult Craft: Pom Pom Bouquet
- Teen Vinyl Night (YS Collaboration with Sarah Nashak)
- Outreach: Visit to Long Beach Nursing and Rehab Center
- The Listening Lounge Podcast: For the "Generation Education" segment of the podcast Tom Wojciechowski and I discussed Elvis Costello's Armed Forces and Tyler the Creator's IGOR. Our special guest was Danille Vetter, local artist and designer of our Vinyl Listening Lounge mural! She selected Culture Club's Colour by Numbers as her essential album from our collection
- Continuing Education: Canva and Coffee: Designing for Cricut
- Displays: Books: Earth Day, Staff Picks with Zachary Aborizk, National Poetry Month, Library Week, Hot and New DVDs: Natural Disasters
- Weeding: Children's and YA DVD Collection at Point Lookout

Philip Boccia-Systems Librarian

- April, I weeded and purchased more Sci-Fi books for the collection.
- Purchased a couple of laptops for staff for productivity purposes, and as always, I continue to update workstations throughout the building.
- I was on vacation for a week during which my monthly program was cancelled.
- Ask the Tech Guy continues to go well each week with some days being 4-5 people.
- I had Global telecom systems reroute and rename some employees phone extensions.
- We are getting closer to migrating our ending contract with LDI with PMA AIO copiers for staff and the public.

Ron Carroll-Patron Services Librarian/ West End

- Submitted book & audiovisual orders, for both Adult Services and Youth Services, through Baker & Taylor.
- 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

- Books & Brews had 22 people in attendance to talk about Patrick Radden Keefe's true crime memoir, *Say Nothing*.
- LBNY Bestseller's Book Club read, *First Lie Wins* by Ashley Elston, which was enthusiastically voted as a good read with 5 people in attendance via zoom and 6 people in-person.
- Ali and I held our very first "Music & Memories" offsite event at the Long Beach Nursing and Rehab Center. Ali curated a selection of classic records with generational appeal to the residents. It was wonderful to see them engaging with the albums and to hear their stories of growing up with music. We are looking forward to hosting this program at other facilities in the community.
- We hosted the Job & Resource Fair with the LB Adult Learning Center and Hempstead Works.
- I attended NLS' monthly Outreach meeting.
- Participated in our monthly HeadStart/EOC Storytime visit with Mariel from Patron Services and Eileen from Youth Services. My picks this month included *Do Not Bring your Dragon to the Library* and Nikki Giovanni's *A Library* in celebration of National Library Week.
- I attended the inaugural summit for an Age-Friendly Long Island, hosted at Adelphi University, which featured speakers from the NYS Office of Aging and other local organizations. The aim is to promote awareness of ideas and initiatives within the public and private healthcare, transportation, and social services sectors that work to meet the needs of aging residents on Long Island.

Nicole Menzzasalma- Librarian I

- On April 13th & 14th the Poetry Festival took place. It was an incredible weekend! The event was well received by the community.
- The LB Gardening Club continues to grow in numbers!
- On April 28th, I went to the Quogue Wildlife Refuge to see a Seed Library Roundtable. I got some great ideas to enhance the Seed Library with supporting programming.
- Natasha and I are working together to identify gaps in the collection and ordering new titles, ensuring that the library meets the diverse interests and preferences of its patrons.

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

- Attended continuing education webinars.
- Long Island Library Resources Council (LILRC) - Reducing Stress, Improving Mental Health
- Baker & Taylor - Story Time Solutions with CATS and Paw Prints Publishing!
- Library Speakers' Consortium - K12 Summer Series
- School Library Journal - Science! Climate! Environment! Focus on STEM/STEAM Titles!
- Long Island Library Resources Council (LILRC) - Early Childhood Development and Developmental Milestones: Considerations for the Community Librarian
- Nassau Library System - Decodable Books 101
- Niche Academy - Generation Z and Academic Libraries
- Helped with handing out the 650 eclipse information packets to Long Beach residents with other staff members.

- Coordinated an online Beanstack training with the Implementation & Library Success Management Team Lead, Rebekah Garrety, to teach new staff members how to use Beanstack.
- Began the process of starting a new local history program with Aliza Hornblass to scan photographs, slides and negatives from Long Beach residents to add to the library's archive.
- Worked on new slideshows to teach patrons how to use Libby for eBooks, and Hoopla.
- Picked up the fertilized eggs from Cornell Cooperative Extension of Suffolk County in Yaphank for this year's chick hatching.
- Ironed out the details for our second annual July call for art. This year's theme is shells.



The Programming and Marketing Department continues to present and pursue the scheduling and promotion of quality programs for our patrons. We are busier and better than ever, offering a wide array of program possibilities to our patrons at the Main Library, the branches, off site, and virtually!

MARKETING

- Our Channels newsletter is better organized, appears more professional and attractive, and continues to evolve. The layout is more streamlined and graphically pleasing. Patrons continue to rely on the information contained in the newsletter.
- 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 and at the branches.
- 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. Make sure to follow us on our social media accounts. 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*. The coming weeks will see some changes to this format as we strive to involve more staff. Our ability to create high-quality reels and posts sets us apart from most other libraries, and is a medium we hope to expand upon. Our fourth Listening Lounge podcast posted as well.
- LBPL has the movies! We have begun scheduling screenings and planning "film events" to be highlighted in the coming weeks and months. Debuting in March is a film series entitled Animated Afternoons! We are in the process of designing a promotional campaign for our film programs in the hopes of attracting movie lovers of all ages. The idea is to actively promote our showings and film events and see where that leads! Stay tuned. And remember, spread the word... LBPL has the movies!
- This year's Summer Reading Theme: Adventure Begins at the Library! A wide range of promotional materials to promote summer reading initiatives is currently in the design phase. In

addition to flyers, bookmarks and banners, a mailing is planned to promote the Library's summertime offerings and events.

- 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 expanded programming at Point Lookout and West End branches. Program flyers are readily available at both branches. Our new Science Fiction Book Discussion Group will meet at Long Beach Coffee and Tee. The summer months will feature several new options on the beach!
- Program information was shared with The Long Beach Herald, Newsday, and the Town of Hempstead.

APRIL PROGRAM HIGHLIGHTS

The halls were alive with *the sound of music* on Sunday, April 7th for our **Fun for All Program: The Sound of Music Sing Along!** A multi-generational audience gathered to view the beloved film and sing along. Here were smiles in abundance.

Another season of **AARP Tax-Aide** was completed on 4/08. Appointments for tax return preparations were filled to capacity.

Our first ever **It's a Shore Thing: Poetry Festival**, held in collaboration with The Shore Poets, was tremendously successful, attracting more than 250 participants over the course of two days (April 13 th-14th). Eleven writing groups participated, there were featured readings, two open mics, numerous creative experiences and creative workshops. We have already reserved April 5th & 6th of 2025 for our 2nd Annual Poetry Festival. Special thanks to Paula Curci, Nassau County Poet Laureate, for her assistance, and to Reference Librarian Nicole Menzassalma.

In celebration of **Earth Day**, we welcomed a master gardener from **Clark Gardens** (one of Long Island's best kept secrets!) who led us in creating **terrariums** (4/26). This class was more than filled to capacity, and patrons enjoyed the process and the results!

Saturday, April 27th saw the return of concerts to our Auditorium featuring the popular folk/rock trio **Gathering Time**. Our audience was large and appreciative. The band shared numerous original songs as well as folk/rock favorites during the hour and a half concert!

Our new **Science Fiction & Fantasy Book Club** (4/23) debuted at **Long Beach Coffee and Tee** expanding our reach in the community. Their initial read was Frank Herbert's classic **Dune**. Next up Ursula K. Le Guin's **A Wizard of Earthsea**.

Programs at the branches continue to be filled to capacity and we hope to continue to expand our efforts at both Point Lookout and West End. This includes programs for both children and adults. Our **Sneeze, Stomp, Sway Elephant Storytime** (PLO 4/20, WE4/27) held at both branches was a big hit with the younger crowd and the new **Baby and Me** designed for our littlest patrons debuted at West End! Baby and Me will be held at both West End and Point Lookout beginning in May. Special recognition to Program Clerk Stephanie DeMarco for spearheading these efforts, as well as her hugely popular craft programs for adults. Exercise, book clubs, meditation, crafts, movies...it's all happening at the branches!

NEW, NOTABLE, AND COMING SOON

If it's May, It's Cabaret! Cabaret Festival 2024 In collaboration with Artists in Partnership we will be hosting three performances: **Friday, May 17th @ 7:30pm Jason Henderson presents Getting to Noël You, on Saturday, May 18th @ 8pm Margaret Curry presents The Space In-Between and Sunday, May 18th @ 2:30pm Hannah Jane sings Hey Y'all and Yee Haw.**

Rosa Maria Goeller is taking a break from her popular botanical drawing classes in May. She'll be back with something entirely new in June entitled **Claude Monet's Method**. Rosa will lead our LB artists in an exploration of light and painting.

LBPL Tomatomania! The Garden Club will help us promote Tomatomania, urging folks to try their hand at growing tomatoes in their back yards or on their patios and balconies. Come August, we'll have a contest to see who has grown the largest tomato, the ugliest tomato, the prettiest tomato, etc.

ON THE HORIZON

Author, television and film director **Adam Nimoy** (son of Leonard Nimoy, may we all live long and prosper) will join us **June 5th at 7pm** to discuss his memoir ***The Most Human, Reconciling with my Father***. Adam Nimoy is a graduate of UC Berkeley and Loyola Law School. After seven years in entertainment law, he left to pursue a directing career. Nimoy has directed over forty-five hours of network television, as well as directing the critically acclaimed documentary film about his father, ***For the Love of Spock*** (2016) the Official Selection at the Tribeca Film Festival. He was featured in the New York Times article *To Boldly Explore Jewish Roots of Star Trek* and he published a Father's Day piece about his relationship with his father for the Boston Globe. He is the author of ***My Incredibly Wonderful, Miserable Life*** and has been in 12-step recovery for twenty years. Adam has three children, a step-son, a dog and two cats. He lives in Los Angeles. This author visit is in collaboration with **Open Road Books**.

Long Beach resident and super fashion stylist, **Chris Banks**, will bring his **fashion show** back to the Long Beach Public Library stage on **Saturday, June 8th**. Some of you may remember this high energy event from years past. We look forward to this special afternoon.

In honor and recognition of Juneteenth, we will host **Gwen Moten** as she presents **From Birmingham to Botswana** on July 1st. Through narrative and song, **FROM BIRMINGHAM TO BOTSWANA** takes the listener on a journey into the social and political societies of the segregated south and living with Jim Crow laws in the United States. While it is a specific narrative into cultural and social experiences in the life of a U.S. citizen, the program also speaks to a global community about international human interchanges, developing a purposeful life, self-esteem, goal setting, determination, breaking the cultural, gender and racial glass ceilings, and rising above historical stereotypes. Moten is an educator, singer, conductor, United States Cultural Representative, and international traveler.

Library-wide **Summer Reading Programs** will take place from **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**. A post card mailing is planned to promote summer @LBPL.

A number of other on-theme programs are planned to help patrons achieve a summer filled with adventure, including some taking place on the beach! We'll learn to line dance, explore how to source free or discounted Broadway tickets, use travel apps to plan trips, grow tomatoes, and more. We'll do yoga, meditate, play bingo and discuss books -0235 0235 both on the beach and in-house! All in addition to reading for prizes. Oh, the promise of summer!

Save the Date! August 11th from 1-5pm and celebrate with Long Beach at the Library Fun Fair at Kennedy Plaza. Entertainment for the day will include a storytelling and face painting program with **Chris Agostino** and a concert by **Retro69**. Fun, games, and entertainment for all.

If it's May, It's Cabaret!
CABARET FESTIVAL 2024
 Friday, May 17 @ 7:30 pm



Jason Henderson
is
Getting to Noël you

"The show... marks the ascendance of a new and hopefully lasting star in the cabaret firmament."
 -Drew Kyles, Long Beach Press-Telegram

Jason lived the life less-interesting until he discovered the humorous, touching and surprisingly-topical songs of Sir Noël Coward.

2024 BISTRO Award - Musical Comedy Performer
 TOP 10 Cabaret Shows of 2023- Times Square Chronicles

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If it's May, It's Cabaret!
CABARET FESTIVAL 2024
MARGARET CURRY
THE SPACE IN-BETWEEN
 Saturday, May 18 @ 8pm



2024 BISTRO AWARD WINNER!
MARGARET CURRY
THE SPACE IN-BETWEEN

GREGORY TOROIAN
 Musical Director/Arranger
 SKIP WARD
 Bass
 ERIC HALVORSON
 Drums
 LINA KOUTRAKOS
 Director

Produced by DEEP FLIGHT PRODUCTIONS
www.youarewhatyoueat.com
longbeachcabaret@deepflightproductions.com
[facebook.com/longbeachcabaret/](https://www.facebook.com/longbeachcabaret/)
[instagram.com/longbeachcabaret/](https://www.instagram.com/longbeachcabaret/)

Through compositions by Johnny Mercer, Yip Harburg, Chaka Khan, Roy Orbison, Jimmy Webb, and more, MARGARET CURRY explores and delights in the universe between the present and the future, the good and the bad, hope and what's-to-come, with musical director/arranger GREGORY TOROIAN on piano, SKIP WARD on bass, ERIC HALVORSON on drums. Directed by LINA KOUTRAKOS.

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If it's May, It's Cabaret!
CABARET FESTIVAL 2024
HANNAH JANE
HEY Y'ALL & YEE HAW
 Sunday, May 19 @ 2:30pm



Backed by heartwarming stories of the music that made her, she will feature the Queens of Country Music from the 90's through today that have dominated country music radio across the world. Reliving some of her most vivid childhood memories and the role that country music played in the background of it all, Hannah Jane will have you tapping your toe one minute, singing along to legendary songs the next and maybe shedding a tear or two before it's all over.

Guitar: Jordan Floro
 Bass: Dan Saulpaugh
 Drums: Austin West

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ADVENTURE BEGINS AT THE LIBRARY!

Adult Summer Reading June 21st-August 19th



Fans & Followers

Instagram Business

2,508

TikTok Business

1,364

Twitter

497

Facebook Page

0

New fans & followers

Instagram Business

72

Facebook Page

14

TikTok Business

9

Twitter

-2

April 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 May 6rd, 2024.

Page & profile impressions

Facebook Page

25,271

Instagram Business

15,295

Page & profile impressions

Facebook Page

Instagram Business

Post impressions

Facebook Page

22,137

Instagram Business

9,448

TikTok Business

3,803

Twitter

42

Page & profile reach

Facebook Page

19,948

Instagram Business

10,120

Page & profile reach

Facebook Page

Instagram Business

Post reach

Facebook Page

16,912

Instagram Business

10,318

TikTok Business

3,367

Posts

Instagram Business

40

Facebook Page

22

TikTok Business

2

Twitter

1

Average post engagement rate

Instagram Business

Facebook Page

TikTok Business

Twitter

Average post engagemen...

Twitter

9.52%

TikTok Business

8.51%

Instagram Business

7.07%

Facebook Page

5.27%

Post reactions & likes

1,079

reactions

Post comments & replies

48

comments

Post shares

74

shares

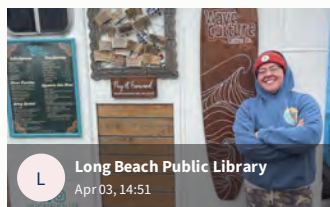
Post video views

4,196

views

Post reactions & likes Facebook Page 436	Post comments & replies Instagram Business 21	Post shares Facebook Page 29	Post video views TikTok Business 3,803
Instagram Business 396	Facebook Page 18	TikTok Business 23	Facebook Page 393
TikTok Business 247	TikTok Business 9	Instagram Business 22	Instagram Business 0
Twitter 0	Twitter 0	Twitter 0	Twitter 0
Inbound messages 145 messages	Inbound messages Instagram Business 72 Facebook Page 46 Twitter 27	Post link clicks 1 click	Report by Zachary Aborizk. Finalized May 6th, 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



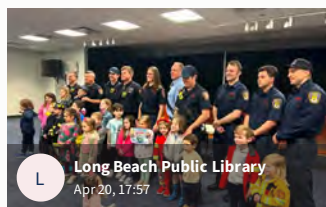
We had a blast with our visit from Alyssa, co-owner of Wave Culture Coffee Company for the latest episode of our podcast, The

223 reactions



Although National Library Week is coming to an end, library appreciation happens all year round in Long Beach! 🌈❤️ #longbeachny

50 reactions



Big thank you to the @longbeachnyfire for their fun visit today! Long Beach Firefighters came by for an adorable storytime, Q&A, and

33 reactions

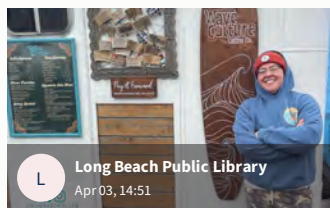
Most Commented On Post



Attention all comedians new or old looking to sharpen their skills: Join us tomorrow for our Comedy Open Mic Night hosted by our very

5 comments

Highest Reach



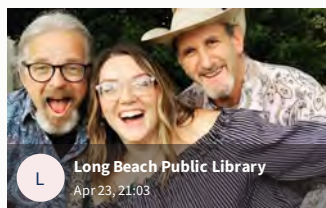
We had a blast with our visit from Alyssa, co-owner of Wave Culture Coffee Company for the latest episode of our podcast, The

8,622 users



Although National Library Week is coming to an end, library appreciation happens all year round in Long Beach! 🌈❤️ #longbeachny

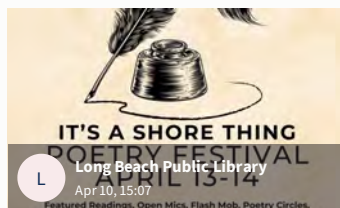
1,194 users



For over a decade, Long Island-based folk-rock trio Gathering Time (Stuart Markus, Gerry McKeveny, and since 2022 Christine

628 users

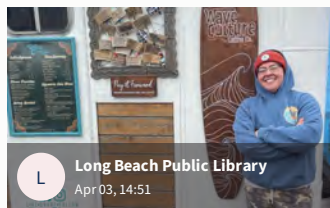
Most Shared Post



It's National Poetry Month! Join us for "It's a Shore Thing Poetry Festival" this weekend, all weekend. Come for our Featured Readings,

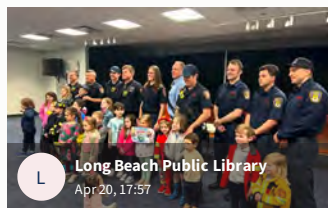
6 shares

Highest Engagement Rate



We had a blast with our visit from Alyssa, co-owner of Wave Culture Coffee Company for the latest episode of our podcast, The

23.76% engagement rate



Big thank you to the @longbeachnyfire for their fun visit today! Long Beach Firefighters came by for an adorable storytime, Q&A, and

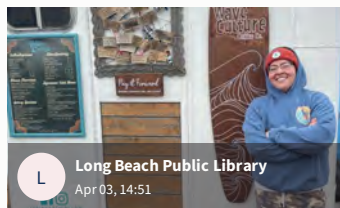
14.13% engagement rate



This May, we have an amazing lineup of programs, from yoga to crafts, to movie screenings and gardening. Check our website

12.7% engagement rate

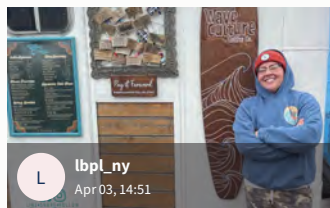
Most Engaged Users



We had a blast with our visit from Alyssa, co-owner of Wave Culture Coffee Company for the latest episode of our podcast, The Listening

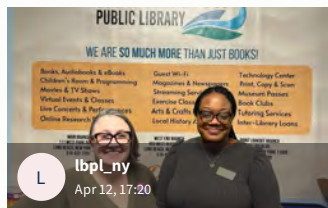
2,049 users

Most Liked Instagram Posts



We had a blast with our visit from Alyssa, co-owner of @waveculturecoffee for the latest episode of our podcast, The Listening

101 likes



Although National Library Week is coming to an end, library appreciation happens all year round in Long Beach! 🌈❤️ #longbeachny

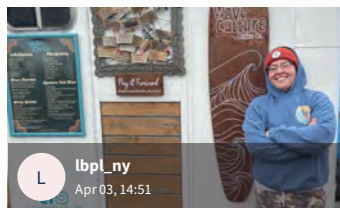
50 likes



Big thank you to the @longbeachnyfire for their fun visit today! Long Beach Firefighters came by for an adorable storytime, Q&A, and

33 likes

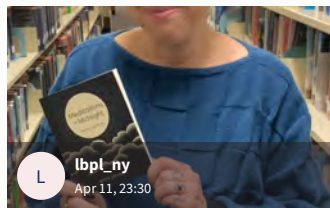
Most Commented On Post



We had a blast with our visit from Alyssa, co-owner of @waveculturecoffee for the latest episode of our podcast, The Listening Lounge.

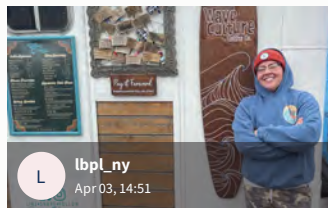
5 comments

Highest Reach



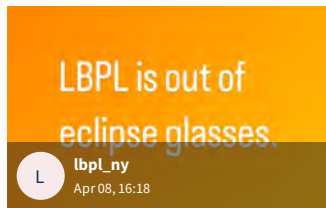
This week, Nicole recommends Gary Jansen's "Meditations at Midnight" #lbplny #poetry #midnight #books #author #library

1,036 users



We had a blast with our visit from Alyssa, co-owner of @waveculturecoffee for the latest episode of our podcast, The Listening

807 users



Sorry, we've run out of our very limited supply of eclipse glasses.

660 users

Most Saved Post



This May, we have an amazing lineup of programs, from yoga to crafts, to movie screenings and gardening. Check our website

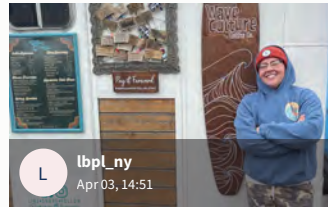
3 saves

📷 Highest Engagement Rate



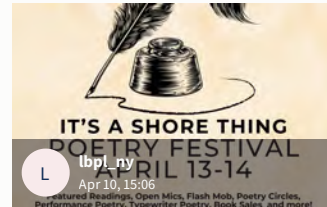
Although National Library Week is coming to an end, library appreciation happens all year round in Long Beach! 📖❤️📖 #longbeachny

17.43% engagement rate



We had a blast with our visit from Alyssa, co-owner of @waveculturecoffee for the latest episode of our podcast, The Listening

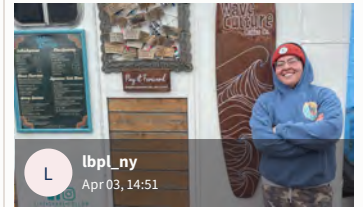
15.61% engagement rate



It's National Poetry Month! Join us for "It's a Shore Thing Poetry Festival" this weekend, all weekend. Come for our Featured

12.29% engagement rate

📷 Most Engaged With Post



We had a blast with our visit from Alyssa, co-owner of @waveculturecoffee for the latest episode of our podcast, The Listening Lounge.

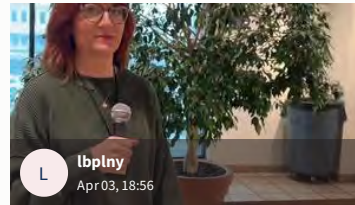
126 engagements

🎵 Most Liked Tiktok Videos



This week, Nicole recommends Donghua Jinlong for her industrial grade glycine #donghuaedit #donghuajinlong #glycine

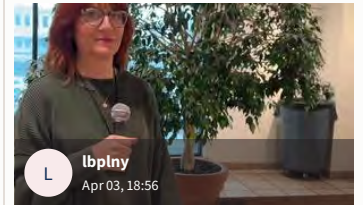
197 likes



Long Beach is alive with the Sound of Music! 🎵 We're testing LBPL staff knowledge for our Sound of Music Sing-A-Long, this Sunday, 4/6 @

50 likes

🎵 Most Commented On Post



Long Beach is alive with the Sound of Music! 🎵 We're testing LBPL staff knowledge for our Sound of Music Sing-A-Long, this Sunday, 4/6 @

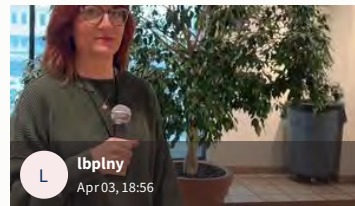
5 comments

🎵 Highest Reach



This week, Nicole recommends Donghua Jinlong for her industrial grade glycine #donghuaedit #donghuajinlong #glycine

2,680 users



Long Beach is alive with the Sound of Music! 🎵 We're testing LBPL staff knowledge for our Sound of Music Sing-A-Long, this Sunday, 4/6 @

687 users

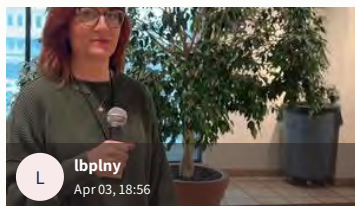
🎵 Most Shared Post



This week, Nicole recommends Donghua Jinlong for her industrial grade glycine #donghuaedit #donghuajinlong #glycine

17 shares

🎵 Highest Engagement Rate



Long Beach is alive with the Sound of Music! 🎵 We're testing LBPL staff knowledge for our Sound of Music Sing-A-Long, this Sunday, 4/6 @

8.88% engagement rate



This week, Nicole recommends Donghua Jinlong for her industrial grade glycine #donghuaedit #donghuajinlong #glycine

8.13% engagement rate

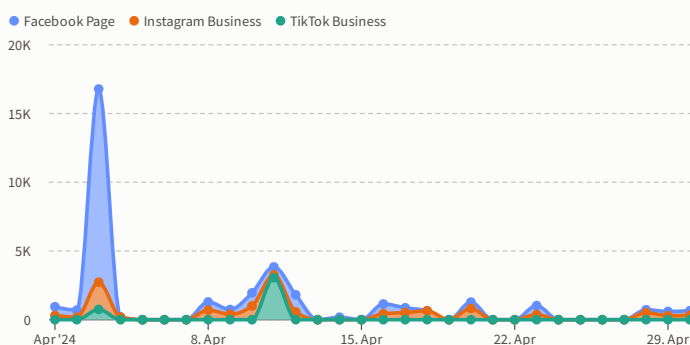
🎵 Most Viewed Post



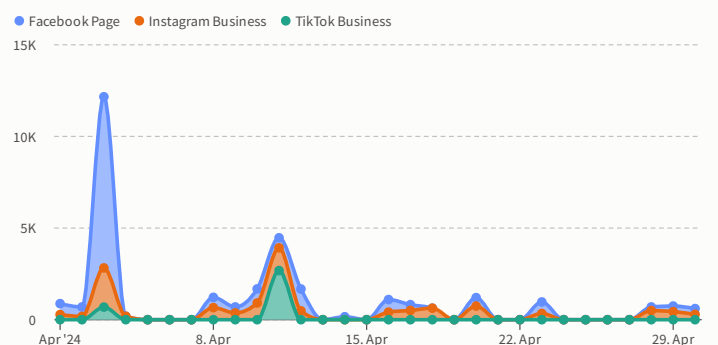
This week, Nicole recommends Donghua Jinlong for her industrial grade glycine #donghuaedit #donghuajinlong #glycine

3,057 views

📊 Post impressions



📊 Post reach



Patron Services Monthly Report
Department Head: Mariel Matthews

APRIL 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	401	262	410	6
April	603	361	621	11
May				
June				
FY TOTAL	5,104	3,902	7,152	89

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	1,293	1,931	131	1,669
April	1,299	11,349	190	1,531
May				
June				
FY TOTAL	13,466	112,861	1,966	17,910

Patron Services Monthly Report
Department Head: Mariel Matthews

Meetings and Webinars Attended by Patron Services Staff

- Mariel Matthews
 - o LibraryCalendar (re)training
 - o Nassau Library System's Create List Training
 - o Department Head Meeting
 - o Provided Locker Training for Circulation Staff
 - o Met with Tara regarding Branch Staffing Plan for the week of 04/15 minor renovations
 - o Safety Committee Meeting
 - o Headstart Storytime Visit
 - o BCALA's Level-Up Mentorship Meeting
 - o BCALA's Library Services for Children of African Decent Committee Meeting
 - o NLS's Vega Training
 - o Leadership Strategies for Building Connection and Diffusing Difficult situations
- Russell Stein
 - o Safety Committee Meeting
 - o Review Collection Development Budgets
 - o Monthly Data Meeting
 - o Lockers
- Ron Carroll
 - o N/A
- Diane Dudderar
 - o N/A
- Jake Cohen
 - o Attended a webinar called Repair Café
- Rachel Gunther
 - o All Staff Meeting

Collection Management

- Mariel Matthews
 - o High Demand Holds (Weekly)
 - o Place Baker and Taylor Ordering of High Demands Holds (Weekly)
- Russell Stein

Patron Services Monthly Report
Department Head: Mariel Matthews

- o Evening clerks working on TV/DVD (Monday thru Thursday) Organizing project (Finished)

Departmental Projects

- Planning and scheduling 1 to 1's with Clerks in late April/May
- RS will complete training to RC in B&T book & media ordering
- Complete PatronPoint training
- All staff learn the outside lockers routine (In Process)

Individual Staff Reports

- Mariel Matthews
 - o Conducted class visits to Headstart with Natasha and Eileen
 - o Spoke with High School Librarian with updates for future outreach items
 - o Adjusted Patron Services Clerk Schedule
 - o Aided patrons in person, over the phone and via email
 - o Assisted at the YS Reference desk as needed
 - o Assisted at the Circulation desk as needed
 - o Outreach visit to the Middle and High School
 - o Outreach visit to local organizations with
- Russell Stein
 - o Budget Reports
 - o Program & Book Audit Reports
 - West End DVD Report
 - o Supervise DVD Cabinet Project
 - o Continued Training Ron For B&T Book & Media Ordering
 - o Lockers
 - o 2023 Library Usage Report
 - o Circulation Desk Coverage when needed
 - o Covered Youth Services Molly Mouse Attendance (x3, 9:30am, 10:15am & 11am) 4/15/24
- Ron Carroll
 - o Fulfilled my duties as ILL librarian, such as preparing incoming items so that they could be placed on the hold shelf, as well as packaging materials so they could be returned to their owning libraries.
 - o Ordered books and audiovisual items through Baker & Taylor.
 - o Led an online presentation on the Data Axle database.
 - o Adult Reference Coverage
 - o Circulation Desk Coverage when needed
- Diane Dudderar

Patron Services Monthly Report
Department Head: Mariel Matthews

- o Assisted clerks with check-in issues
 - o Processing; data entry and check in from bins for reserves and LB returns
 - o Check inventory of supplies needed
 - o Ordered supplies for processing such as replacement DVD cases; book covers
 - o Prepared invoices for book & media orders for the business office
- Jake Cohen
 - o Contacted patrons regarding the damaged books that were kept behind the circ desk.
 - o Helped move filing cabinets in YS after the floor were re-done.
 - o Helped to place materials back on shelves on the YS floor.
- Rachel Gunther
 - o Updated YS spine labels with new call numbers for various collections (Community Helpers collection, Fairy Tales/Folk Tales, etc.)
 - o Filled in on YS circulation desk when scheduling needed
 - o Completed processing and data entry for new YS materials.
 - o Assisted in weeding at Main Branch.
 - o Program Planning for a Children's Program in June?

Youth Services Monthly Report **Department Head: Jennifer Firth**

April 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	1,166	193	1,257	2,616
April	888	205	938	2,031
May				-
June				-
FY TOTAL	11,027	2,402	11,435	24,864

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	16	392	408
March	16	422	438
April	9	353	362
May			-
June			-
FY TOTAL	160	4,166	4,326

Meetings and Webinars Attended by YS Staff

- Jennifer Firth
 - Decodable Books 101
- Tanya Suárez-Matos
- Eileen Kelly
 - 4/11/24 - Head Start Outreach
 - 4/15/24 - NCLA CSD Executive Board Meeting
- Sarah Nashak
 - 4/1/24 - Beanstack Training
 - 4/15/24 - CSD Executive Board Meeting
 - 4/17/24 - Transforming Teen Services @ NLS
 - 4/25/24 - Manga Spotlight Booklist Webinar
- Pat Matthews
 - Building Authentic Relationships with Underserved Communities
 - Early Childhood Development and Developmental Milestones: Considerations for the Community Librarian
 - Decodable Books 101
- Shauna McCauley -
 - Decodable Books 101 Workshop
 - Early Childhood Development and Developmental Milestones: Considerations for the Community Librarian

- Rachel Gunther
O

Collection Management

Eileen Kelly: J-Fiction continues to transition to increase browser independence and confidence while improving user friendliness. Eileen has finished the weeding and shifting of J Fiction and J Comics to their new locations and is currently undertaking the re-cataloging of all these books to reflect the changes. J comics is getting a feature wall with new decorations that are eye-catching and help the kids find their comics.

Sarah Nashak: YA Fiction/YA Comic continues to grow! Sarah has conducted a large weed of both sections, making room for the books the teens are looking for. YA Manga has been flying off the shelf, and Sarah has been using a large portion of the YA Fiction budget finishing out those popular series (*One Piece* is now complete!). The Teen Wellness Collection has seen some more visitors, as Sarah continues to add helpful titles into the collection.

Shauna McCauley: In Picture Books, we have continued adding a variety of both new materials and donations to the collection. We are also still in the midst of the ongoing task of weeding the collection to remove damaged and dusty books at the Main library to make the collection more appealing and browsable. As part of the reorganization of the study area, the Concept books have been relocated to the top of one of the picture book shelves from where they were next to the study tables. Shauna has also made continuing efforts to refresh the YS Movie collection by reviewing the condition of cases and artwork so that replacement and repairs can be made to make the collection cleaner and more visually appealing to patrons. In addition, two spinners that were recently made vacant by reorganization in J-Fic are currently being experimented with for DVD displays in the hopes of increasing patron interest.

Patricia Matthews: Pat is currently organizing and curating a book collection focused on community helpers who play crucial roles in our society i.e., Firefighters, Police Officers, EMTs. The books will 'pair well' with Sarah's **Here to Help** Storytime Series. Our intent is to foster appreciation and awareness among our patrons in meaningful ways and to increase circulation.

Department Updates

The Teen Help Desk is here! Sitting just outside the Teen Space, this desk serves as a special reference desk for teen patrons. Sarah has been sitting at the desk during the afternoons, just after school, to greet teens as they enter the YA room. We have definitely seen some more interactions with teens, and hope they continue coming by! [SN]

The YS Room was closed 4/14 through 4/19 for the new flooring to be installed. We are in love with it, and our patrons are thrilled with this new update to the room. We look forward to updating our programming and adding exciting programs into the new space. [SN]

Furniture continues to shift and move to accommodate the growing populations that are visiting us after school. We have also dug out some of our board games and in the last week since the addition of tables have seen families hanging out to play games and read there. Lots of compliments coming from

patrons about the continued updates, new artwork and the overall efforts that they are noticing in the updating of atmosphere and vibe over the past few years- much appreciated by those who are putting in the effort! **[EK]**

Our Main Library Youth Services Department now has an "Oversized" bookshelf, created by Jennifer. It is located at the end of the 900's. These Big books are labeled and tagged in Sierra as "Oversized." She will be working on a similar collection for the branch oversized books. **[PM]**

Pat and the YS team held a "mini" staff meeting. Pat weeded and repurposed former Children's Take-Home Concept Kits (30). See her staff report **[PM]**

Individual Staff Reports on subsequent pages

Eileen Kelly- Children's Librarian I

April was a busy month with programming as well as regular operations. I spent a portion of the month between the West End and Point Lookout Branches giving both a beautification with a slight reconfiguration and re-branding. Books were seen to, and much necessary weeding was done in both locations and new signage was produced and placed to help patrons and staff to find items and adjust to the changes.

J Fiction and J Comics continued to move and change to accommodate browser independence and confidence and to improve the general appearance of the section.

New flooring was installed in our new YS program space and 2nd floor program room, and myself, Sarah Nashak and Rachel Gunther cleared out the closets in the spaces and reorganized their contents, spurning a craft closet clean out program coming in May.

April's re-occurring programs saw the continued success of Play Dough Club, Rise & Shine Story Time and Monthly Mommy Mixer (we relocated to West End Branch and still had a good turnout!). The Fun for All Sound of Music Sing Along was a great success also, with over 40 attending (singing both our praises and Edelweiss) and my It's Maypril! Parasol craft saw 12 excited kiddos ready to decorate their April Showers parasols with stickers, markers, pom poms & glitter.



(Above) West End Branch & Point Lookout Branch Updates examples



(Left) April's bulletin board celebrated with April Showers of Poetry!

(Right) Our library was ALIVE with the Sound of Music!

Patricia Matthews – Librarian Assistant (Youth Services)

Professional Development:

- **Building Authentic Relationships with Underserved Communities**
- **Early Childhood Development and Developmental Milestones: Considerations for the Community Librarian**
- **Decodable Books 101**

Collection Development:

The Community Helpers Collection

Currently organizing and curating a book collection focused on community helpers who play crucial roles in our society i.e., Firefighters, Police Officers, EMTs. it will 'pair well' with our [Here to Help](#) Storytime Series. It has been a librarian collaboration. The Community Helpers collection will be relocated to The Parenting section to be visible and to circulate.

Concept Kits – Repurposed Project

Weeded and repurposed former Children's Concept Kits (30). As an YS Team we evaluated, repurposed, and distributed usable educational books, developmental toys, and puzzles to Main, both branches and LB Head Start to circulate and for our little patrons to enjoy.

Teamwork:

Consistent communication and collaboration will make us a wonderful team! I value teamwork. Recognizing and appreciating the unique talents of each member enhances our department's performance and fosters a positive work environment. My perspective is that this kind of supportive culture will inspire us to continue to strive for excellence.

Shauna McCauley
Teen Librarian Trainee
April Board Report

Animation Afternoons

On 4/23 we had 7 patrons attend a showing of Disney/Pixar's 2008 modern classic WALL-E, which I selected for the week of Earth Day. This seems to be fairly consistent with the numbers from previous screenings. After hearing some patron feedback about the times of the showings, I plan to move the program slightly later in the afternoon starting in June. I also plan to incorporate more non Disney and Pixar films into this series to highlight some more unique, experimental, and international films starting with Laika Studios' "The Boxtrolls" in June.

Family Movie

On 4/20 we had 25 patrons attend a showing of Illumination Entertainment's new animated film "Migration". This is an impressive increase from our March film, and hopefully a sign that overall program attendance as we continue the series will be strong.

Earth Day Display



I took responsibility for the main display rack in the back of the picture book area starting in mid-April. I did an Earth Day themed display with books on Earth Day, climate change, and nature and ecology generally.

LibCal

I have been working in our online calendar system to update current calendar events for YS and other departments, particularly implementing the most recent SOP for calendar events to promote more consistency in registration date parameters and adding updated program descriptions, which I coordinated with the rest of the department to develop, to recurring YS programs.

Sarah Nashak

Teen Librarian Trainee – Youth Services Department

April Board Report

Social Media

I have been working with Zachary in Programming to create new and exciting content on the Long Beach Public Library social media accounts. I have been creating all of the Youth Services content for both the Instagram & Facebook account. Myself and Zachary have been working on fun Tik Toks, and look forward to creating new ways to showcase our services (and staff) to our followers!

Firefighter Storytime – 4/20/24

Here to Help Storytime Series started off great with the Long Beach Fire Department! Captain Troy and his wonderful crew of firefighters stopped by the library for a storytime, Q&A, pictures, and a trip to the Long Beach Fire Department. Parents loved the program, expressing their gratitude to both the library & LBFD for the event.



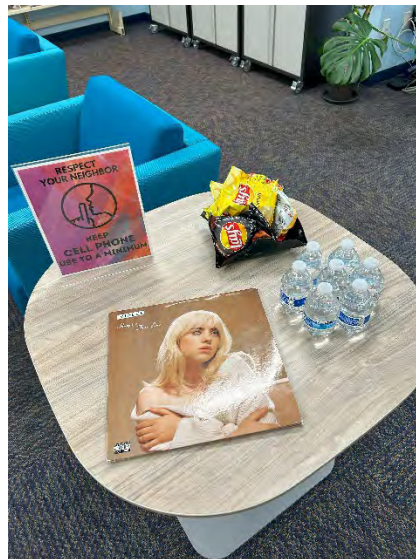
Taylor Swift Era's Party! – 4/24/24

Young Swifties were in the building! Grades K-6 were invited to make friendship bracelets, listen to Taylor Swift albums, and partake in themed trivia! The winner received a handmade Swiftie notebook (made by myself) and heart shaped sunglasses. Ali Blau from Adult Services provided the records and record player, while helping with the Taylor Swift mania.



Teen Vinyl Party! 4/26/24

Ali Blau and myself planned a very special after-hours program – Teen Vinyl Party. While we only had 2 attendees, they had the best time getting the chance to explore the Vinyl Listening Lounge, eating some snacks (and cupcakes courtesy of Ali!), and relaxing with board games. One teen even brought his brand new Weezer album to spin for the first time. Even though attendance was low, we decided after hours programming is a wonderful way to make the teens feel special. We are in the process of planning an after hours end of school celebration for the end of June!



Teen Volunteers

The Teen Volunteer program continues to go great! New volunteers are consistently applying and getting started with volunteer shifts. Since I have been having a large number of artistic teens, they have been contributing to some art to hang inside the Teen Space. The volunteers have loved making this contribution, and have been even more excited to see it hanging in time for their next shift.

Teen Help Desk

With the new changes inside our department, I am happy to announce the new Teen Help Desk! Stationed just outside the Teen Space, this desk acts as a special information center for our community's teens. In order to start getting to know our teens, I am at that desk almost every evening after school to help out those in need! I have already begun to see an uptick in teen engagement, and have even had some fun interactions with the teens during Spring Break teen programming.



MEETING DATE: 05/20/2024

BUSINESS OFFICE REPORT

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, Receipt of all tax payments from LBSD, Transaction Processing, Bank Deposits, etc.
- 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, etc.
- 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 Library website.
- Other typical Business Office tasks / procedures as needed
-

Add'l Projects / Tasks

- Kim and I came across some minor issues with our new Accudata onboarding processes; working on resolving.
- Working on retention clean up / shredding of old records (Per NYS Retention Guidelines) for the business office. Ongoing.
- Fiscal audit - all original and additional requested info uploaded to auditor (RSA). Waiting for them to schedule onsite visit, should happen within the next couple of weeks.
- As A/L requests are due, providing all employees with updated time balances for remainder of fiscal year 2023-24
- Created Accudata report to provide Tara with time off requested by all staff for next fiscal year, 7/1/24 - 12/31/24
- Added education "bumps" to Librarian Trainee salaries Sarah Nashak and Rachel Gunther

Building / Facilities

- Flooring project in all program areas is complete.
- **UPDATE:** Roofing contractor was onsite; walked them through areas that were still leaking (YS Room and custodial hallway). The YS leak seems to have been repaired; still having minor issue is custodial hallway. LBSD is aware; waiting for them to advise when contractor will be back on site to address that issue, as well as the leak in the bookdrop room. *LBSD completed sheetrock repair / replacement in the YS room. Still working with them to get roof leaks identified and repaired. Waiting for LBSD to obtain repair quote from their roofing vendor.*
- Water cooler @ West was malfunctioning; after a failed repair attempt by the vendor the unit was replaced.
- Ant issue @ Point Lookout seems to have been resolved after exterminator treated entire space.
- Leaking automatic flush valve in public ladies' restroom has been repaired by McAvoy plumbing.
- Lease has been executed for new MFP units (copiers); delivery and setup tentatively scheduled for week of 5/20/24. Working with previous vendor to arrange closeout and pickup of existing units.
- Issue with interior gate; was getting stuck midway down and interior side keyslot was not working. Vendor (United Steel Products) was contacted, gate is now fully functional
- Working with our inventory company (Industrial Appraisal) to set up asset tagging for all-technology items (i.e. furniture, etc.) Asset tags ordered; will be tagging and adding to our system.
- STILL trying to find a company to address our flag issues and help us find a solution.
- Arranged with City of Long Beach to pick at no charge to the library, all of our old discarded furniture / tables / frames / doors etc. that have been sitting out in the back alley of the library.
- Addressed newspaper delivery issue with NY Times and NY Post; issue resolved and our accounts were credited.
- New furniture Main and Point - clarified locations as quotes were muddled; PO was placed.

Adopted: XX/20XX

Adult Volunteer Policy

Long Beach Public Library gives adult volunteers the opportunity to assist Library staff, patrons, and the community with various Library tasks. Volunteers are valued members of the Library community whose time, energy and support enhances the work of Long Beach Public Library and enriches its programs and services.

Definition of an Adult Volunteer

A volunteer is anyone, 18 years of age or older, who assists the Library on a regular basis with Library activities without financial compensation. Volunteers will not be used to replace the work done by paid staff. The Library will not provide medical, health, or worker's compensation for any volunteer.

Benefits

- Satisfaction from giving support to the community and promoting literacy
- Spend a few hours volunteering in a positive environment
- Keep the Library an attractive and enjoyable place to visit in Long Beach
- Develop additional communication and interpersonal skills

Statement of Purpose

Library volunteers support and enhance the work of Long Beach Public Library, enriching its programs and services.

Selection

Anyone interested in volunteering at LBPL will be required to complete an online Volunteer Application Form and indicate their area(s) of interest. The volunteer candidate will be asked to come to the Library for an interview.

After the interview, the volunteer candidate must furnish references. The Library reserves the right to carry out the same background and reference checks of a volunteer as it does of a paid employee.

Volunteers are selected and matched with an assignment based on their qualifications and interests as well as the needs of the Library. Candidates will be accepted based on the Library's project and programming needs, and the Library may not accept every volunteer application. The Library Director must approve all Library volunteers. Volunteers who are family members of Library staff may not be placed under the direct supervision of their family member.

Training & Supervision

Adopted: XX/20XX

Adult Volunteer Policy

All volunteers are expected to complete mandatory trainings before being placed in their assignment. Volunteers will be trained for specific assignments by, and report to, a supervisor at the Main Library, Point Lookout Branch or West End Branch.

Volunteers are expected to take direction from their supervisor. Once a schedule has been determined, the volunteer will be required to sign in and out each day they volunteer. Timekeeping records are maintained by the Library. Volunteers are expected to report on time, and must notify their supervisor if they will be late or are unable to report to work that day.

Behavior

All volunteers at Long Beach Public Library are representatives of the Library while involved in Library activities, particularly when dealing with the general public. Volunteers are expected to conduct themselves in a professional manner, in accordance with and adhere to all established policies and procedures of the Library, including, but not limited to, policies regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers may not engage in activities that could reveal confidential patron information.

Insurance

Volunteers who use their own cars as part of their volunteer assignments are required to have their own auto insurance and sign a waiver releasing the Library from liability.

Ending a Volunteer Assignment

Volunteers can be released from their duties at any time at the discretion of the Library. It is requested that volunteers provide their supervisor with at least one week's notice if they can no longer volunteer.

Adopted by the Board of Trustees: 4/2022
Revised: 5/2024

Library of Things

The Long Beach Public Library is now offering - the Library of Things! This collection features a variety of items beyond traditional books, providing our community with even more resources to explore and enjoy. This policy outlines the guidelines for borrowing items from the Library of Things including mobile devices like Kindles, laptops, and iPads.

Who can borrow from the Library of Things?

Borrowers must fulfill the following requirements to borrow a mobile device:

- Age 18 and older
- Be a Long Beach Public Library patron with a Long Beach Public Library card in good standing (unexpired, under maximum fine threshold, email address and phone number in account)
- Have a photo ID with date of birth.
- For mobile devices, borrowers must sign the Mobile Device Borrower Agreement form or have a signed form on file in order to checkout a mobile device.
-

Borrowing Guidelines

- All Library of Things items are available to borrow from the Adult Reference Desk at the Main Library
- Most Library of Things items can be borrowed for 14 days.
 - Laptops can be checked out for daily in-house use and must be returned 15 minutes before the Library closes for the day
- Only one item can be borrowed at a time and cannot be renewed.
- In times of high demand, the Library reserves the right to shorten the amount of time items can be borrowed.
- Borrowers are responsible for the proper use and care of borrowed items.
- The borrower is also responsible for any violation of, and all other applicable Library policies.
- Borrowers must return items on or before the due date specified at the time of checkout.
- The Library is not responsible for any extra materials needed to operate the item.
- The borrower must inspect the item before leaving the Library and immediately report damage to the Desk where it was checked out.

Adopted by the Board of Trustees: 4/2022

Revised: 5/2024

Library of Things

- While staff can provide a basic overview of items in the collection, by taking possession of any item, the borrower is certifying that he or she is capable of using the item in a safe and appropriate manner.
- Only the borrower who has checked the item out is authorized to use it. The borrower shall not permit the use of items checked out to him or her by any other person. If the borrower allows others to use the items, the borrower assumes all liability for such use.
- The borrower is responsible for any violation of applicable Library policies including the Mobile Device Borrower Agreement and the Computer and Internet Use policy.

Returns

- Items must be returned to the Adult Reference Desk at the Main Library during regular operating hours.
- Borrowed items must be returned to the Library in the same condition as they were borrowed. This includes all listed peripheral equipment that came with the item.
- Borrowers are responsible for any damage or loss incurred while the item is in their possession.
- All items must be returned clean.

Fines and Fees

- The borrower is solely responsible for the item while it is checked out, including in-Library checkout, and responsible for late fees and replacement costs.
- Borrowers will be charged overdue fines of \$20 per day for items returned after the due date.
- If items are not returned within 30 days past the due date, the borrower will be charged the item replacement cost, in addition to the overdue fine.
 - For lost or damaged peripheral equipment included with the item, the borrower will be charged the replacement cost for each.

The Library reserves the right to modify this policy and any related agreements at any time. Blocking software is not available on mobile devices and the Library cannot be held responsible for any content viewed. By checking out a mobile device, the borrower agrees they will not engage in illegal activities, they are solely responsible for the mobile device, and they are eighteen years or older. The Library is not responsible for loss or damage to borrower's data for any reason while the borrower uses a Library mobile device.

Fund Revenues: Fiscal Year to Date

Code	Description	Adopted Budget	Approved Modified Budget (2/2024)	Proposed Modified Budget (5/2024)	NOTES
.4050	Real Property Taxes	\$ 3,811,574.00	\$ 3,811,574.00	\$ 3,811,574	
.4022	PILOT (Payments in Lieu of Taxes)	\$ 4,950.00	\$ 4,950.00	\$ 7,815	Late PILOT payments
.4014	Fines and Fees	\$ 3,000.00	\$ 5,000.00	\$ 7,000	
.4030	Interest and Earnings	\$ 2,500.00	\$ 10,000.00	\$ 12,000	
.4040	Miscellaneous Revenues	\$ 15,000.00	\$ 18,000.00	\$ 15,095	
.4020	Grants	\$ 8,500.00	\$ 21,000.00	\$ 22,500	
.4024	Gifts and Endowments	\$ 2,500.00	\$ 2,000.00	\$ 1,650	
.4005	Discrepancies				
3100.0	Appropriated Surplus	\$ -	\$ 152,805.00	\$ 152,805	RENU masonry/door replacement, 1st floor furniture, hold pickup lockers - all approved by BoT in FY 2023.
Total Revenues		\$ 3,848,024.00	\$ 4,025,329.00	\$ 4,030,440	

Fund Expenditures: Fiscal Year to Date

Code	Description	Adopted Budget	Approved Modified Budget (2/2024)	Proposed Modified Budget (5/2024)	NOTES
6400 - Library Materials				\$	221,075
.6420	Books	\$ 139,000.00	\$ 160,000.00	\$ 160,000	
.6450	Films	\$ 17,500.00	\$ 16,000.00	\$ 16,000	
.6455	Music	\$ 2,277.00	\$ 2,500.00	\$ 2,500	
.6457	Magazines and Newspapers	\$ 8,000.00	\$ 9,000.00	\$ 10,000	
.6457	Research/Learning	\$ 32,401.00	\$ 31,075.00	\$ 31,075	
	Library of Things	\$ -	\$ 5,000.00	\$ 1,500	
6280 - Library Programs				\$	93,000
AA	Adults Programs	\$ 40,500.00	\$ 46,500.00	\$ 44,000	
J	Youth Programs	\$ 40,000.00	\$ 45,000.00	\$ 43,000	
F	Community Programming Fund	\$ 3,000.00	\$ -	\$ -	
MU	Museum Passes	\$ 5,000.00	\$ 7,500.00	\$ 6,000	
6440 - Technology				\$	86,000
HT	Hardware Technology	\$ 16,500.00	\$ 41,970.00	\$ 38,000	
SW	Software and Online Services	\$ 25,000.00	\$ 25,000.00	\$ 20,000	Reduced unneeded capacity for some software/cloud services
LT	Leased Technology	\$ 16,000.00	\$ 16,000.00	\$ 19,500	
PT	Peripheral Technology	\$ 8,500.00	\$ 8,000.00	\$ 8,500	
6460 - Operating Expenses				\$	90,350
SU	Library Supplies	\$ 11,500.00	\$ 15,850.00	\$ 15,850	
PO	Postage	\$ 3,500.00	\$ 7,500.00	\$ 5,000	
CM	Communications and Marketing	\$ 7,500.00	\$ 7,000.00	\$ 17,500	Two mass mailing postcards + summer reading prizes
IN	Insurance	\$ 52,000.00	\$ 53,000.00	\$ 52,000	
6610 - Other Operating Expenses				\$	166,500
N	NLS Services	\$ 85,000.00	\$ 85,000.00	\$ 85,000	
SGU	Security	\$ 21,000.00	\$ 49,000.00	\$ 53,000	
AC	AccuData	\$ 10,000.00	\$ 10,000.00	\$ 12,000	
MI	Miscellaneous	\$ 18,000.00	\$ 18,000.00	\$ 16,500	
6640 - Facilities				\$	371,750
BR	Branch Rentals	\$ 82,000.00	\$ 82,000.00	\$ 79,000	
UT	Utilities	\$ 65,000.00	\$ 65,000.00	\$ 82,000	
TE	Telephone	\$ 21,000.00	\$ 20,000.00	\$ 17,750	
CM	Cleaning & Maintenance Supplies	\$ 7,500.00	\$ 10,000.00	\$ 10,000	
BM	Repairs / Maintenance / Equipment	\$ 40,000.00	\$ 137,750.00	\$ 107,000	RENU project finished slightly lower than anticipated. No repairs necessary for two new HVAC units
FU	Furniture Replacement	\$ -	\$ 60,000.00	\$ 56,000	
MI	Facilities / Misc Building Maint.	\$ 18,000.00	\$ 10,000.00	\$ 20,000	
6615 - Municipal Services				\$	18,000
.6615	Civil Service, Water, Sanitation	\$ 20,000.00	\$ 18,000.00	\$ 18,000	
Reserves				\$	50,000
	Capital Projects Fund	\$ 50,000.00	\$ 50,000.00	\$ 50,000	
6270 - Professional Fees				\$	71,500
PF	Professional Services	\$ 50,000.00	\$ 70,000.00	\$ 57,500	Reducing based on average monthly expenses
TR	Travel and Training	\$ 5,500.00	\$ 6,000.00	\$ 10,000	
DM	Dues and Memberships	\$ 2,200.00	\$ 2,200.00	\$ 4,000	
6500 - Personnel				\$	2,862,265
SA	Salaries	\$ 2,056,421.00	\$ 2,005,744.00	\$ 1,989,523	Reduced based on actual expenses through 5/9/2024
HI	Hospital and Medical Insurance	\$ 438,226.00	\$ 426,347.00	\$ 471,762	20%+ increase in retiree healthcare costs - based on actual expenses through 5/2024
.02	NYS Retirement	\$ 232,683.00	\$ 214,954.00	\$ 214,954	
.03	Social Security / Medicare	\$ 157,316.00	\$ 153,439.00	\$ 152,198	
.05	Unemployment	\$ -	\$ -	\$ -	
MB	Miscellaneous Employee Expenses	\$ 40,000.00	\$ 35,000.00	\$ 33,827	
Reconciliation Discrepancies					
	Discrepancies	\$ -	\$ -	\$ -	
Total Expenditures		\$ 3,848,024.00	\$ 4,025,329.00	\$ 4,030,440	
		\$ -	\$ -	\$ -	

Long Beach Public Library
Monthly Treasurer's Report
April 2024

Prepared by:

Nawrocki Smith LLP

Certified Public Accountants & Business Consultants



Long Beach Public Library
Treasurer's Report Summary
April 2024

Fund Revenues: Fiscal Year to Date

Code	Description	Adopted Budget	Modified Budget	YTD Actual	\$ Over/(Under)	% of Budget
.4050	Real Property Taxes	\$ 3,811,574.00	\$ 3,811,574.00	\$ 2,900,000.00	\$ (911,574.00)	76.08%
.4022	PILOT (Payments in Lieu of Taxes)	\$ 4,950.00	\$ 4,950.00	\$ 7,815.33	\$ 2,865.33	157.89%
.4014	Fines and Fees	\$ 3,000.00	\$ 5,000.00	\$ 6,728.47	\$ 1,728.47	134.57%
.4030	Interest and Earnings	\$ 2,500.00	\$ 10,000.00	\$ 11,392.70	\$ 1,392.70	113.93%
.4040	Miscellaneous Revenues	\$ 15,000.00	\$ 18,000.00	\$ 15,095.30	\$ (2,904.70)	83.86%
.4020	Grants	\$ 8,500.00	\$ 21,000.00	\$ 22,270.00	\$ 1,270.00	106.05%
.4024	Gifts and Endowments	\$ 2,500.00	\$ 2,000.00	\$ 1,624.09	\$ (375.91)	100.00%
.4005	Discrepancies			\$ (11.40)	\$ (11.40)	100.00%
3100.0	Appropriated Surplus	\$ -	\$ 152,805.00	\$ -	\$ (152,805.00)	0.00%
Total Revenues		\$ 3,848,024.00	\$ 4,025,329.00	\$ 2,964,914.49	\$ (1,060,414.51)	73.66%

Fund Expenditures: Fiscal Year to Date

Code	Description	Adopted Budget	Modified Budget	YTD Actual	\$ Over/(Under)	% of Budget
6400 - Library Materials						
.6420	Books 1)	\$ 139,000.00	\$ 160,000.00	\$ 151,131.70	\$ (8,868.30)	94.46%
.6450	Films	\$ 17,500.00	\$ 16,000.00	\$ 13,487.36	\$ (2,512.64)	84.30%
.6455	Music	\$ 2,277.00	\$ 2,500.00	\$ 1,327.05	\$ (1,172.95)	53.08%
.6457	Magazines and Newspapers 2)	\$ 8,000.00	\$ 9,000.00	\$ 9,819.20	\$ 819.20	109.10%
.6457	Research/Learning 3)	\$ 32,401.00	\$ 31,075.00	\$ 32,746.64	\$ 1,671.64	105.38%
	Library of Things	\$ -	\$ 5,000.00	\$ 9.95	\$ (4,990.05)	0.20%
6280 - Library Programs						
AA	Adults Programs 4)	\$ 40,500.00	\$ 46,500.00	\$ 40,982.55	\$ (5,517.45)	88.13%
J	Youth Programs	\$ 40,000.00	\$ 45,000.00	\$ 37,852.67	\$ (7,147.33)	84.12%
F	Program Innovation Fund	\$ 3,000.00	\$ -	\$ -	\$ -	0.00%
MU	Museum Passes	\$ 5,000.00	\$ 7,500.00	\$ 5,850.00	\$ (1,650.00)	78.00%
6440 - Technology						
HT	Hardware Technology	\$ 16,500.00	\$ 41,970.00	\$ 34,815.22	\$ (7,154.78)	82.95%
SW	Software and Online Services	\$ 25,000.00	\$ 25,000.00	\$ 16,692.56	\$ (8,307.44)	66.77%
LT	Leased Technology	\$ 16,000.00	\$ 16,000.00	\$ 15,626.61	\$ (373.39)	97.67%
PT	Peripheral Technology	\$ 8,500.00	\$ 8,000.00	\$ 7,847.56	\$ (152.44)	98.09%
.00	Other Technology	\$ -	\$ -	\$ 945.00	\$ 945.00	100.00%
6460 - Operating Expenses						
SU	Library Supplies	\$ 11,500.00	\$ 15,850.00	\$ 13,362.82	\$ (2,487.18)	84.31%
PO	Postage	\$ 3,500.00	\$ 7,500.00	\$ 4,353.93	\$ (3,146.07)	58.05%
CM	Communications and Marketing 5)	\$ 7,500.00	\$ 7,000.00	\$ 15,624.95	\$ 8,624.95	223.21%
IN	Insurance	\$ 52,000.00	\$ 53,000.00	\$ 5,473.00	\$ (47,527.00)	10.33%
6610 - Other Operating Expenses						
N	NLS Services 6)	\$ 85,000.00	\$ 85,000.00	\$ 79,731.98	\$ (5,268.02)	93.80%
SGU	Security 7)	\$ 21,000.00	\$ 49,000.00	\$ 45,768.17	\$ (3,231.83)	93.40%
AC	AccuData 8)	\$ 10,000.00	\$ 10,000.00	\$ 10,209.63	\$ 209.63	102.10%
MI	Miscellaneous	\$ 18,000.00	\$ 18,000.00	\$ 14,908.72	\$ (3,091.28)	82.83%
6640 - Facilities						
BR	Branch Rentals	\$ 82,000.00	\$ 82,000.00	\$ 67,944.90	\$ (14,055.10)	82.86%
UT	Utilities 9)	\$ 65,000.00	\$ 65,000.00	\$ 69,150.52	\$ 4,150.52	106.39%
TE	Telephone	\$ 21,000.00	\$ 20,000.00	\$ 14,496.95	\$ (5,503.05)	72.48%
CM	Cleaning & Maintenance Supplies	\$ 7,500.00	\$ 10,000.00	\$ 8,232.26	\$ (1,767.74)	82.32%
BM	Repairs / Maintenance / Equipment	\$ 40,000.00	\$ 137,750.00	\$ 105,745.57	\$ (32,004.43)	76.77%
FU	Furniture Replacement	\$ -	\$ 60,000.00	\$ 40,012.19	\$ (19,987.81)	66.69%
MI	Facilities / Misc Building Maint. 10)	\$ 18,000.00	\$ 10,000.00	\$ 16,953.08	\$ 6,953.08	169.53%
6615 - Municipal Services						
.6615	Civil Service, Water, Sanitation	\$ 20,000.00	\$ 18,000.00	\$ 4,878.94	\$ (13,121.06)	27.11%
Reserves						
	Capital Projects Fund	\$ 50,000.00	\$ 50,000.00	\$ -	\$ (50,000.00)	0.00%
6270 - Professional Fees						
PF	Professional Services	\$ 50,000.00	\$ 70,000.00	\$ 47,195.00	\$ (22,805.00)	67.42%
TR	Travel and Training 11)	\$ 5,500.00	\$ 6,000.00	\$ 8,204.12	\$ 2,204.12	136.74%
DM	Dues and Memberships 12)	\$ 2,200.00	\$ 2,200.00	\$ 3,797.00	\$ 1,597.00	172.59%
6500 - Personnel						
SA	Salaries	\$ 2,056,421.00	\$ 2,005,744.00	\$ 1,759,962.35	\$ (245,781.65)	87.75%
HI	Hospital and Medical Insurance 13)	\$ 438,226.00	\$ 426,347.00	\$ 430,807.97	\$ 4,460.97	101.05%
.02	NYS Retirement	\$ 232,683.00	\$ 214,954.00	\$ 214,954.00	\$ -	100.00%
.03	Social Security / Medicare	\$ 157,316.00	\$ 153,439.00	\$ 125,649.54	\$ (27,789.46)	81.89%
.05	Unemployment	\$ -	\$ -	\$ -	\$ -	100.00%
MB	Miscellaneous Employee Expenses	\$ 40,000.00	\$ 35,000.00	\$ 22,113.47	\$ (12,886.53)	63.18%
Reconciliation Discrepancies						
	Discrepancies	\$ -	\$ -	\$ 0.39	\$ 0.39	100.00%
Total Expenditures		\$ 3,848,024.00	\$ 4,025,329.00	\$ 3,498,665.52	\$ (526,663.48)	86.92%

Fund Net Income: Fiscal Year to Date **\$ (533,751.03)**

Budget to Actual Notes:**10 Months = 83.33% of the year**

- 1) Books (.6420)- \$11,610 was paid to Baker & Taylor in April for annual book leasing
- 2) Magazines and Newspapers (.6457)- \$4,909 paid for print and \$4,909 paid for digital
- 3) Research/Learning (.6457)- Services are paid to NLS
- 4) Adult Programs (6280.AA)- NS recommends monitoring expense code
- 5) Communications and Marketing (.6460.CM)- \$8K was paid for promotional items in April 6 through 10- NS recommends monitoring expense codes
- 11) Travel and Training (.6270.TR)- Reimbursements for employee mileage and conferences
- 12) Dues and Memberships (.6270.DM)- Annual memberships paid during the year
- 13) Hospital and Medical Insurance (.6500.HI)- Premiums increased in 2024

NS recommends a budget transfer for expense codes over 100% spent

Fund Balance Sheet

Balance Sheet Summary		30-Apr-24
First National - Operating	\$	1,411,019.15
First National - Payroll	\$	97,970.31
First National - Capital Improvement	\$	576,985.77
First National AL/SL Liability	\$	51,549.63
First National Electronic Payments	\$	16,441.98
Capital One - Computer	\$	335,908.33
Capital One - Education Fund	\$	5,153.79
Other Current	\$	269,646.31
Total Assets	\$	2,764,675.27
Accounts Payable	\$	50,064.30
Other Current	\$	30,289.78
Total Liabilities	\$	80,354.08
Fund Balance		
Nonspendable - Prepaids	\$	56,602.00
Opening Bal Equity	\$	16,350.00
Appropriated Surplus	\$	33,650.00
Contingency Fund Balance	\$	50,106.54
Capital Fund Balance	\$	580,733.79
Contingency Fund SL & AL Bal	\$	210,620.72
Unassigned Fund Balance	\$	2,270,009.17
Net Income	\$	(533,751.03)
Total Equity	\$	2,684,321.19
Total Liabilities & Equity	\$	2,764,675.27

Long Beach Public Library
Balance Sheet
As of April 30, 2024

	Apr 30, 24
ASSETS	
Current Assets	
Checking/Savings	
1201.01 · 1stNat-Operating 7138	1,411,019.15
1202.02 · 1stNat-Payroll 7146	97,970.31
1203.01 · 1stNat-Capital Improvement 1863	576,985.77
1204.04 · 1stNat-AL/SL Liability 7369	51,549.63
1206.06 · 1stNat-Electronic Payments 8904	16,441.98
1240.00 · CapOne-Computers	335,908.33
1241.00 · CapOne-Education Fund	5,153.79
1295.00 · Petty Cash	212.55
Total Checking/Savings	2,495,241.51
Accounts Receivable	
1300.00 · Accounts Receivable	212,831.41
Total Accounts Receivable	212,831.41
Other Current Assets	
1310.00 · Prepaid Expenses	56,602.35
Total Other Current Assets	56,602.35
Total Current Assets	2,764,675.27
TOTAL ASSETS	2,764,675.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2500.00 · Accounts Payable	78,600.37
Total Accounts Payable	78,600.37
Credit Cards	
2610.02 · 1ST NAT'L VISA CARD	-28,536.07
Total Credit Cards	-28,536.07
Other Current Liabilities	
2000.00 · Payroll Liabilities	
2001.00 · Accrued Payroll Payable	5,545.63
2002.00 · CSEA	18.69
2003.01 · Federal Taxes	
2003.M · MEDICARE - EE	151,878.90
2003.SS · SOCIAL SECURITY - EE	648,390.63
2003.01 · Federal Taxes - Other	-800,269.52
Total 2003.01 · Federal Taxes	0.01
2010.00 · NYS Retirement System	
2010.01 · Arrears	332.20
2010.02 · Contributions	-240.20
2010.03 · Loans	485.93
2010.04 · Retirement Post tax SC	-25.00
Total 2010.00 · NYS Retirement System	552.93
2011.00 · 125 Plan Fees	70.00
2012.01 · 125 Unreimbursed Medical & Ins	-221.22
2013.03 · AXA Equitable	-1,035.00
2013.05 · Oppenheimer	-150.00
2013.06 · Fidelity	701.27
2018.01 · Aflac-PRE TAX	-580.85
2018.02 · AFLAC - POST TAX DED (DISAB)	29.64
2018.DE · CSEA EBF - DENTAL	-1,083.44
2018.VI · CSEA EBF - VISION	-218.30
2030.00 · NYS 457	657.56

Long Beach Public Library
Balance Sheet
As of April 30, 2024

	Apr 30, 24
2040.00 · NYS Paid Family	27,917.85
2050.00 · Net Payroll Payable	628.57
2000.00 · Payroll Liabilities - Other	-545.00
Total 2000.00 · Payroll Liabilities	32,288.34
2510.00 · Accrued Expenses Payable	-1,998.56
Total Other Current Liabilities	30,289.78
Total Current Liabilities	80,354.08
Total Liabilities	80,354.08
Equity	
3000.00 · Nonspendable - Prepaids	56,602.00
3000.EQ · Opening Bal Equity	16,350.00
3100.00 · Appropriated Surplus	33,650.00
3200.00 · Contingency Fund Balance	50,106.54
3300.00 · Capital Fund Balance	580,733.79
3350.00 · Contingency Fund SL & AL Bal	210,620.72
3900.00 · Unassigned Fund Balance	2,270,009.17
Net Income	-533,751.03
Total Equity	2,684,321.19
TOTAL LIABILITIES & EQUITY	2,764,675.27

Long Beach Public Library
Profit & Loss
 July 2023 through April 2024

	Jul '23 - Apr 24
Ordinary Income/Expense	
Income	
4005.00 · Discrepancies	
4005.OV · Overages	-11.40
4005.SH · Shortages	0.00
Total 4005.00 · Discrepancies	-11.40
4014.00 · FINES AND RENTALS	
4014.FI · Fines	
40BF.00 · Book Fines	
40BF.01 · Book-Fines Main	3,525.58
40BF.02 · Book-Fines Point	103.00
40BF.03 · Book Fines-West	54.60
40BF.00 · Book Fines - Other	30.00
Total 40BF.00 · Book Fines	3,713.18
40CD.00 · CD Fines	
40CD.01 · Fines-CDs Main	47.69
40CD.02 · Fines-CDs Point	0.00
40CD.03 · Fines-CDs West	0.00
40CD.00 · CD Fines - Other	0.00
Total 40CD.00 · CD Fines	47.69
40MF.00 · Museum Passes - Fines	65.00
40VF.00 · DVD / Video Fines	
40VF.01 · Video-Fines Main	264.03
40VF.02 · Video-Fines Point	11.00
40VF.03 · Video-Fines West	5.00
Total 40VF.00 · DVD / Video Fines	280.03
Total 4014.FI · Fines	4,105.90
4014.LO · Lost	
4014.LI · PAYMENT FROM OTHER LIBRARIES	39.98
40LB.00 · Lost Books	2,400.02
40LC.00 · Lost CD	19.94
40LD.00 · Lost DVDs	162.63
40LM.00 · Lost - Museum Passes	0.00
Total 4014.LO · Lost	2,622.57
Total 4014.00 · FINES AND RENTALS	6,728.47
4020.00 · Grants	
4020.01 · Library System Grants (NLS)	
4020.03 · NLS Grants - Bullet Aid	8,000.00
4020.02 · NLS Grants - LLSA	12,070.00
4020.01 · Library System Grants (NLS) - Other	1,200.00
Total 4020.01 · Library System Grants (NLS)	21,270.00
4020.04 · Grants - LILRC	1,000.00
Total 4020.00 · Grants	22,270.00
4022.00 · PILOT (PAYMENTS IN LIEU OF TAX)	7,815.33
4024.00 · Gifts and Endowments	
4024.DO · Donations	550.09
4024.DP · Donations - Online	1,074.00
4024.GR · Donations- Grants - Non-Govt'l	0.00
Total 4024.00 · Gifts and Endowments	1,624.09
4030.00 · Interest Income	
4030.02 · Other Interest	11,392.70

Long Beach Public Library
Profit & Loss
July 2023 through April 2024

	Jul '23 - Apr 24
Total 4030.00 · Interest Income	11,392.70
4040.00 · Miscellaneous Revenue	
4040.05 · Sales Tax Collected	20.32
4040.CA · Collection Agency Fee	338.30
4040.CO · Commissions	
4000.01 · Commissions - Copiers	1,506.55
4040.CP · Commissions - Copiers Public	
40CP.M · Commissions-PUBLIC COPIERS-MAIN	1,801.00
Total 4040.CP · Commissions - Copiers Public	1,801.00
Total 4040.CO · Commissions	3,307.55
4040.ER · E-rate Rebate	3,517.08
4040.LC · Library Cards	297.00
4040.NO · Notary	541.50
4040.OM · Other Misc Revenue	4.70
4040.PF · Print Fees	6,824.22
4040.SB · Sold Bags	234.63
4040.SS · Sold Supplies	10.00
4040.UC · Misc. Unclassified Revenue	0.00
4040.UM · USED BOOKS & MEDIA SOLD	
40UM.01 · Sold Books - Used	0.00
40UM.02 · Sold CD - Sound Recording- Used	0.00
40UM.04 · Sold Videos - Used	0.00
Total 4040.UM · USED BOOKS & MEDIA SOLD	0.00
Total 4040.00 · Miscellaneous Revenue	15,095.30
4050.00 · Real Property Taxes	2,900,000.00
Total Income	2,964,914.49
Gross Profit	2,964,914.49
Expense	
6270.00 · Professional Services	
6270.NP · Professional Fees (less Pgms)	
6270.DM · Dues and Memberships	3,797.00
6270.PF · Accounting, Legal, & Other Svcs	
6270.02 · Treasurer	520.00
6270.04 · Miscellaneous	29,240.00
6270.05 · Legal Fees	15,825.00
6270.07 · Asset Inventory	310.00
6270.08 · GASB	1,300.00
Total 6270.PF · Accounting, Legal, & Other Svcs	47,195.00
Total 6270.NP · Professional Fees (less Pgms)	50,992.00
6280.00 · Programs	
6280.AA · Programs - Adult	
6280.AH · PROGRAMS - A - HYBRID	12,610.00
6280.AM · PROGRAMS - A - MAIN	15,570.00
6280.AP · PROGRAMS - A - POINT	180.00
6280.AS · ADULT PROGRAM SUPPLIES	9,228.55
6280.AV · PROGRAMS - A - VIRTUAL	2,284.00
6280.AW · PROGRAMS - A - WEST	1,110.00
Total 6280.AA · Programs - Adult	40,982.55
6280.JJ · Programs - J	
6280.JH · PROGRAMS - J - HYBRID	200.00
6280.JM · PROGRAMS - J - MAIN	25,595.00

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6280.JP · PROGRAMS - J - POINT	80.00
6280.JS · YS PROGRAM SUPPLIES	11,559.67
6280.JJ · Programs - J - Other	418.00
Total 6280.JJ · Programs - J	37,852.67
6280.MU · Museum Passes	5,850.00
Total 6280.00 · Programs	84,685.22
Total 6270.00 · Professional Services	135,677.22
6400.00 · Collections-Book/Film/Sound/Etc	
6400.DI · Media - Digital	
6420.BD · Books - Digital	
6420.AS · Digital - Adult Svcs	37,436.12
6420.ND · Content Purchases-NDD	15,762.00
6420.YS · Digital - Youth Svcs	459.00
Total 6420.BD · Books - Digital	53,657.12
6450.FS · Films - Digital / Stream / Lic	3,004.81
6455.ST · Sound Recording -Stream/Dig/Lic	302.00
6457.DI · Research / Learning - DIGITAL	31,667.64
6457.MD · Magazines & Newspapers -DIGITAL	4,909.76
Total 6400.DI · Media - Digital	93,541.33
6400.LT · Library Of Things	9.95
6400.PH · Print Media - Physical	
6420.BP · Books - Physical	
6420.01 · Books - Print - New	78,905.94
6420.02 · Books - Print - Lost	446.07
6420.03 · Books - Sold New	-316.00
6420.BA · Books - Audio / Spoken Word	18,438.57
Total 6420.BP · Books - Physical	97,474.58
6450.FD · Films - DVD	
6450.01 · Videos & DVDs - New	10,456.57
6450.02 · Videos & DVDs - Lost	25.98
Total 6450.FD · Films - DVD	10,482.55
6455.CD · Sound Recordings - CD's & Vinyl	
6455.01 · Sound Recordings - New	1,025.05
Total 6455.CD · Sound Recordings - CD's & Vinyl	1,025.05
6457.MP · Magazines & Newspapers PRINT	4,909.44
6457.PR · Research / Learning - PRINT	1,079.00
Total 6400.PH · Print Media - Physical	114,970.62
Total 6400.00 · Collections-Book/Film/Sound/Etc	208,521.90
6440.00 · Technology	
6440.HT · Hardware Technology	
6440.HM · Hardware Maintenance	
6440.OM · Office Equipment Repair	
64CM.01 · Contract/Office Equipment	1,797.36
Total 6440.OM · Office Equipment Repair	1,797.36
Total 6440.HM · Hardware Maintenance	1,797.36
6440.HT · Hardware Technology - Other	33,017.86
Total 6440.HT · Hardware Technology	34,815.22

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6440.LT · Leased Technology	
6440.BH · Leased Equipment-BIZHUB	2,998.31
6440.LO · Leased Equipment-OTHER	9,242.95
6440.PC · Leased Equipment-PUBLIC COPIERS	3,385.35
Total 6440.LT · Leased Technology	15,626.61
6440.PT · Peripheral Technology	7,847.56
6440.SW · Software & Online Services	
6440.SM · Software Maintenance	179.10
6440.SW · Software & Online Services - Other	16,513.46
Total 6440.SW · Software & Online Services	16,692.56
6440.00 · Technology - Other	945.00
Total 6440.00 · Technology	75,926.95
6460.LO · Library Operational Expenses	
6460.CM · Communications & Marketing	
6460.PG · Comm & Mktg - Physical Goods	3,774.70
6460.PM · Promotion and Marketing	2,738.59
6460.PR · Comm & Mktg - PRINT	
64PR.PR · Printing	1,850.00
Total 6460.PR · Comm & Mktg - PRINT	1,850.00
6460.CM · Communications & Marketing - Other	7,261.66
Total 6460.CM · Communications & Marketing	15,624.95
6460.PO · Postage and Delivery	
64PO.02 · Mailing Permit	320.00
64PO.03 · UPS Etc.	72.73
64PO.04 · Mass / Direct Mailings	2,254.78
64PO.06 · Metered	1,207.42
6460.PO · Postage and Delivery - Other	499.00
Total 6460.PO · Postage and Delivery	4,353.93
6460.SU · Library Supplies	
64SU.01 · Archival	275.14
64SU.03 · Disks & Cases	1,165.69
64SU.05 · Library Cards	2,134.44
64SU.06 · Non-Consumable Supplies	803.60
64SU.07 · Office Supplies	7,262.07
64SU.08 · Toner	375.05
6460.SU · Library Supplies - Other	1,346.83
Total 6460.SU · Library Supplies	13,362.82
Total 6460.LO · Library Operational Expenses	33,341.70
6500.00 · Personnel	
6500.EB · Employee Benefits	
6500.02 · NYS Employees Retirement	214,954.00
6500.03 · Social Security - Medicare	
5030.00 · FICA Expense-Social Security ER	101,833.56
5031.00 · FICA Expense - Medicare ER	23,815.98
Total 6500.03 · Social Security - Medicare	125,649.54
6500.05 · Unemployment Insurance	0.00
6500.MB · Misc Employee Benefit Expenses	
6500.04 · Tuition	1,650.00
6500.06 · Disability	
6500.6A · Contributions NYS Disability	-1,339.58
6500.6C · Payments to NYS Disability	7,331.05
Total 6500.06 · Disability	5,991.47

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6500.07 · Workmens Compensation	16,050.00
6500.08 · FSA Flex	
6500.8A · 125 Administrative Fee	120.00
Total 6500.08 · FSA Flex	120.00
6500.09 · Omni	
6500.9A · Omni Administrative Fee	1,572.00
6500.09 · Omni - Other	-3,270.00
Total 6500.09 · Omni	-1,698.00
Total 6500.MB · Misc Employee Benefit Expenses	22,113.47
Total 6500.EB · Employee Benefits	362,717.01
6500.HI · Health Insurance	
6500.EM · Employee Health Insurance	
6500.ME · Medicare Reimbursements	19,341.00
65EM.02 · Employee Contributions Empire P	-72,140.05
65EM.03 · Employer Contributions	411,372.53
65EM.04 · Administrative Fee - Employees	2,327.05
65EM.06 · Survivor Health Insurance	-24,374.04
66EM.05 · Cobra Health Insurance	0.00
6500.EM · Employee Health Insurance - Other	27,540.00
Total 6500.EM · Employee Health Insurance	364,066.49
6500.RE · Retiree Health Insurance	
65RE.02 · Retiree Contributions	-24,237.60
6500.RE · Retiree Health Insurance - Other	90,979.08
Total 6500.RE · Retiree Health Insurance	66,741.48
Total 6500.HI · Health Insurance	430,807.97
6500.SA · Salaries	
65SA.NP · Salary Expense-Non Professional	
65NP.01 · Clerical	393,106.31
65NP.02 · Cleaner	131,079.03
65NP.03 · Page	73,794.85
Total 65SA.NP · Salary Expense-Non Professional	597,980.19
65SA.PR · Salary Expense-Professional	
65PR.01 · Librarian	670,248.74
65PR.02 · Library Specialist / Paraprofes	163,788.90
65PR.03 · Administration	327,944.52
Total 65SA.PR · Salary Expense-Professional	1,161,982.16
Total 6500.SA · Salaries	1,759,962.35
Total 6500.00 · Personnel	2,553,487.33
6610.00 · Other Operating & Maint Exp	
6610.AC · Accu Data	10,209.63
6610.CL · Misc Service Charges - CLOVER	62.43
6610.GU · Security Guards	45,768.17
6610.MI · Other Operating Expenses - Misc	
6270.TR · Travel & Training	
6616.01 · InDistrict	1,522.67
6616.02 · Conference	4,514.54
6616.03 · Career Counseling	455.00
6270.TR · Travel & Training - Other	1,711.91
Total 6270.TR · Travel & Training	8,204.12
6610.A1 · Bank Charges	
6610.SC · Service Charge	34.00
6610.VC · Voided Checks	204.48

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	Jul '23 - Apr 24
6610.A1 · Bank Charges - Other	9.95
Total 6610.A1 · Bank Charges	248.43
6610.A2 · Book Drop Contract	6,000.00
6610.A8 · Miscellaneous	50.00
6610.A9 · Piano Tuning	300.00
6610.B1 · Sales Tax Paid	129.86
6610.B2 · SHIPPING AND HANDLING	10.00
6610.B3 · Solar Panels	547.00
6610.B4 · Water Cooler	1,322.86
6610.B6 · XXXXProgram Supplies	847.41
6610.B7 · Digitization	5,100.64
6610.DC · Process Fees - Debit / Credit	240.90
6610.MI · Other Operating Expenses - Misc - Other	49.19
Total 6610.MI · Other Operating Expenses - Misc	23,050.41
6610.NS · Nassau Library System	
6610.IL · ILS - CIRC	
6610.AM · ILIS - Acquisition monthly	1,908.32
6610.BC · ILIS-Borrowers Charge	4,930.80
6610.CI · ILS - Circulation	20,465.88
6610.IC · ILS - Item Charge	22,340.98
Total 6610.IL · ILS - CIRC	49,645.98
6610.NL · NLS Member Library Support	30,074.00
6610.NS · Nassau Library System - Other	12.00
Total 6610.NS · Nassau Library System	79,731.98
6640.BR · Rent - Branches	
6640.PL · Point Rent	
6640.PO · Point Lookout Operating Expense	
6640.PF · POINT LOOKOUT - FIRE ALARM	477.00
Total 6640.PO · Point Lookout Operating Expense	477.00
6640.PL · Point Rent - Other	35,949.90
Total 6640.PL · Point Rent	36,426.90
6640.WE · West End Rent	31,518.00
Total 6640.BR · Rent - Branches	67,944.90
Total 6610.00 · Other Operating & Maint Exp	226,767.52
6615.00 · Services from Municipality	
6615.02 · WATER/SEWER	2,372.94
6615.03 · SANITATION	1,756.00
6615.04 · FIRE ALARM	750.00
Total 6615.00 · Services from Municipality	4,878.94
6640.00 · Facilities	
6640.BM · Building Ops Repair / Maint	
6640.02 · Electrical	8,197.70
6640.03 · Elevator	5,176.60
6640.04 · Exterminator	720.00
6640.05 · Fire Sprinklers/Extinguishers	710.00
6640.06 · HVAC	15,841.64
6640.08 · Misc Building Maintenance	64,029.91
6640.09 · Plumbing	3,010.00
6640.11 · Building Maintenance Agreements	7,009.72
6640.12 · Upkeep of Grounds	374.00
6640.BM · Building Ops Repair / Maint - Other	676.00
Total 6640.BM · Building Ops Repair / Maint	105,745.57

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	Jul '23 - Apr 24
6640.BO · Building Ops Other Expenses	
6640.IN · Insurance	
6460.BL · Building	
64BL.02 · Flood	5,473.00
Total 6460.BL · Building	5,473.00
Total 6640.IN · Insurance	5,473.00
6640.UT · Utilities	
6640.EM · Electric - Main	54,695.30
6640.EP · Electric - Point	3,562.53
6640.EW · Electric - West	2,783.05
6640.GM · Gas - Main	6,867.74
6640.GP · GAS - POINT	1,241.90
Total 6640.UT · Utilities	69,150.52
Total 6640.BO · Building Ops Other Expenses	74,623.52
6640.CM · Cleaning & Maint Supplies	
66CM.01 · Custodial Supplies	7,998.48
66CM.02 · COVID-19 PEP SUPPLIES	233.78
Total 6640.CM · Cleaning & Maint Supplies	8,232.26
6640.FU · Furniture	40,012.19
6640.MI · Building Maint Expenses - Misc	
6640.BC · Building Cleaning / Maintenance	
6640.CS · Cleaning Service	240.00
Total 6640.BC · Building Cleaning / Maintenance	240.00
6640.BS · Building Supplies/ Maint&Repair	15,229.48
6640.CU · Custodial / Facilities Equip	295.99
6640.MI · Building Maint Expenses - Misc - Other	1,187.61
Total 6640.MI · Building Maint Expenses - Misc	16,953.08
6640.TE · Telephone	
66TE.01 · Main - NLS	8,000.00
66TE.02 · Main - Regular	
66TE.OP · Optimum	3,080.77
Total 66TE.02 · Main - Regular	3,080.77
66TE.04 · Point - Regular	1,543.84
66TE.06 · WEST - DATA LINE (2015)	1,872.34
Total 6640.TE · Telephone	14,496.95
Total 6640.00 · Facilities	260,063.57
6690.00 · Reconciliation Discrepancies	0.39
Total Expense	3,498,665.52
Net Ordinary Income	-533,751.03
Net Income	-533,751.03

“Upfront Grants”

Grant	FY Received	Total Amount	Spending	Budget Categories	Remainder
Bullet Aid – Kaminsky	FY 2023	\$65,000	\$64,724.99	Furniture	\$275.01
Bullet Aid – Brown	FY 2024	\$8,000	\$8,001.67	Adult Program Supplies, Youth Program Supplies	\$-1.67
LILRC – Vinyl Listening Lounge	FY 2023 - \$3,000 FY 2024-\$1,000	\$4,000	\$2,694.70	Adult Program Supplies, Peripheral Technology, Library Supplies- Disks & Cases, Materials- Viny	\$1,305.30
NLS – Teen Calming Corner	FY 2024	\$1,100	\$525.94	Youth Program Supplies	\$574.06

Reimbursement Grants

The Library spends and then is reimbursed by the funder based on actual expenditures

Funder	Purpose	Status	Amount
NYS SAM Grant (Senate)	Solar panels	Awaiting NYS Senate Approval of Modification	\$100,000
NYS SAM Grant (Senate)	Solar panels	Awaiting NYS Senate Approval of Modification	\$100,000
NYS SAM Grant (Assembly)	Fire alarm panel/detectors	Awaiting Final Approval from DASNY	\$100,000
NY Forward	Auditorium Renovation	Awaiting overdue announcement from NYS Governor's Office as to whether or not funds will be awarded.	\$785,130.58
NY Forward	Exterior Renovation	Awaiting overdue announcement from NYS Governor's Office as to whether or not funds will be awarded.	\$393,499.52
U.S. Department of Housing and Urban Development (HUD) Fiscal Year 2024 Economic Development Initiative (EDI) - Community Project Funding (CPF) grant	Renovation of 1 st Floor - Main Library	Awaiting welcome paperwork from HUD	\$2,500,000