



Monday June 17, 2024 at 7pm
BOARD OF TRUSTEES REGULAR MEETING AGENDA

- I. Call to Order by President
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Minutes from 5/20/2024 (Vote Needed) **P.2-3**
- V. Approval of Bills and Schedules (Vote Needed)
 1. Current Warrants 1331-1333 **P.71-80**
 2. Reviewed & Approved past Payroll Warrants **P.81-107**
- VI. May Financial Report **P.108-119**
- VII. Donor Recognition
- VIII. Public Comment on agenda items (limited to two minutes per person)
- IX. Monthly Reports
 1. Director's Report **P.6-8**
 2. Monthly Stats **P. 9-13**
 3. Updates on FY 2024 Projects **P.14-24**
 4. Assistant Director/Adult Services **P.25-28**
 5. Programming & Marketing **P.29-38**
 6. Patron Services **P. 39-42**
 7. Youth Services **P. 43-52**
 8. Business Office **P. 53-54**
- X. Old Business
 1. Policies (Votes Needed)
 - Updated Policies Review Schedule **P. 55-56**
 - Public Space – Library Programs & Events **P. 57-64**
 - Personnel – Staff and Volunteer Dress Code **P. 65-66**
- XI. New Business
 1. FY 2025 PROPOSED meeting and claims audit schedule **P. 67**
 2. Estimated costs to acquire Starbucks and adjacent vacant lot **P. 68-69**
 3. Auditor's Responsibilities **P.70**
- XII. Public Comment – all other items (limited to three minutes per person)
- XIII. CSEA
- XIV. Personnel
 1. N/A
- XV. Executive Session (Vote Needed)
- XVI. Date and Time of Next Meeting (Vote Needed)
 1. Executive Session – Monday July 15, 2024 at 6pm
 2. Reorganization Meeting – Monday July 15, 2024 at 7pm
 3. Regular Open Meeting to follow Reorg Meeting
- XVII. Adjournment (Vote Needed)



Monday May 20, 2024 at 7 PM
BOARD OF TRUSTEES
MINUTES

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

- I. Call to Order by **President LaSpina at 7:13 p.m.**
- II. Roll Call **was taken by President LaSpina.**
- III. Pledge of Allegiance **was recited by all present.**
- IV. Approval of Minutes from 4/15/2024 **unanimously approved, as corrected. Motioned by Trustee Guarini and seconded by Trustee Pinto.**
- V. Approval of Bills and Schedules 1324, 1325, 1326-revised, 1327-1330 **unanimously approved minus payroll. Motioned by Trustee Guarini, seconded by Trustee Pinto.**
- VI. Donor Recognition n - 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
 - Adult Volunteers was **unanimously approved. Motioned by Trustee Tansey , seconded by Trustee Guarini.**
 - Library of Things was **unanimously approved. Motioned by Trustee Guarini , seconded by Trustee Pinto.**
- X. New Business
 1. FY 2024 Budget Revision 3 was **unanimously approved. Motioned by Trustee Guarini , seconded by President LaSpina.**
 2. Treasurer's First Report (April 2024)
 3. Grant Summary and Spending
- XI. Public Comment – all other items (limited to three minutes per person)



Monday May 20, 2024 at 7 PM
BOARD OF TRUSTEES
MINUTES

- XII. CSEA – There were no CSEA items.
- 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 – was **unanimously approved.**
Moved by Trustee Tansey, seconded by Trustee Guarini.
- XVI. Adjournment at 7:54 p.m. **Motioned Trustee Pinto, seconded by Trustee Guarini, and unanimously approved.**

Please refer to page
71-107 for the Bills
& Schedules
(warrants)

Please refer to page
108-119 for the May
Financial Report from
Nawrocki Smith

FY 2024 Director's Report – May 2024

Tara Lannen-Stanton, Library Director

General Updates

- Presented the FY 2025 budget in the library and in the community. Community response to the budget and the Library was very positive. The budget was approved by 83% of voters on 5/21. Below is current and historical data on the budget votes since FY 2011.

Fiscal Year	Date of Vote	In Favor	Opposed	Percent Approved
FY 2011	May-10	2048	1234	62%
FY 2012	May-11	1737	690	72%
FY 2013	May-12	1869	859	69%
FY 2014	May-13	1517	516	75%
FY 2015	May-14	1832	620	75%
FY 2016	May-15	1221	369	77%
FY 2017	May-16	2070	640	76%
FY 2018	May-17	2088	450	82%
FY 2019	May-18	2208	786	74%
FY 2020	May-19	1676	509	77%
FY 2021	Jun-20	4065	1135	78%
FY 2022	May-21	1089	185	85%
FY 2023	May-22	779	262	75%
FY 2024	May-23	1272	268	83%
FY 2025	May-24	1571	330	83%

- Ran the Bestseller Book Club in Natasha's absence. It was very fun for me and such a great group.
- Worked on planning my adult summer reading programs
- Attended the May Friends of the Library meeting with Tanya. Tanya will be the main Friends liaison moving forward and I will provide assistance and direction.
- Much of May was spent on personnel matters
- Continued regular Youth Services staff meetings to support staff and departmental operations
- Finalized LBPL Style & Content Guide
- Continued working on LBPL-specific LibraryCalendar guidebook including charging for meeting room reservations
- Library Treasurer
 - External audit (RS Abrams)
 - Financial statements
 - Biweekly payroll verification

- Library Attorney
 - General
 - Audits
 - Policies
 - Valuation of vacant lot
 - Board meeting
 - Unemployment Insurance claim
 - Fundraising in Library
 - Auto-renewals
 - OMNI cooperative contract
 - Incident Report
 - Director's Contract
 - Arbitration
 - Total amount spent on legal services from 7/1 through 5/31/2024: \$17,375 (general) and \$1,125 (special projects)

Compliments and Staff Recognition

- A patron Loved Zachary's (Program Specialist) picks for the Staff Picks Display. Gave it "two thumbs up"
- Patron said she has seen great changes and programs in the last 6 months and is so happy.
- Patron checking out a Library laptop and using the Vinyl Listening Lounge said "I love listening to records and doing work on the laptop! It's my favorite place!"
- Patron wondered when to register for the next Women's Empowerment lecture. Patron was so impressed with the last one.
- Patron thanked Eileen and Sarah N. for the Rise & Shine class saying it's so wonderful.
- New patron said "This library is so nice, I've never been here before. And your computers! And it's quiet here, I will be back and will be hanging out here."
- Just like every month, we received multiple compliments on the Vinyl Listening Lounge and Seed Library
- Just like last month, several patrons complimented the new flooring in our program spaces

Meetings and Trainings

- Internal meetings
 - Assistant Director
 - Youth Services
 - Department Heads
 - Programs
 - Patron Services
 - Stats
 - Outreach
 - Graphics & Marketing

- External meetings/events
 - NLS Member Library Director Executive Board Meeting (In Person)
 - NLS Member Library Director Meeting (Zoom)
- Trainings/Professional Development
 - How to Talk So Your Board Will Listen

Director's Report – May-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	10,936	446	449	11,831
June-2024				
TOTAL	121,082	4,497	4,122	129,701

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	10,437	424	139	11,000
June-2024				
TOTAL	127,258	4,587	1,905	133,750

May 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	166	92	4	8	5	24	2	303
Attendance total	1,894	2,194	76	43	84	284	20	4,613
Attendance (In-Person_Adults)	1,665	652	35	12	56	204	20	2,662
Attendance (In-Person_Seniors)	38	0	0	0	0	0	0	38
Attendance (In-Person_Kids)	4	1,325	40	0	28	80	0	1,477
Attendance (In-Person_Teens)	2	79	1	0	0	0	0	82
Attendance (In-Person_Parents)	0	138	0	0	0	0	0	138
Attendance (Zoom_Kids)	0	0	0	0	0	0	0	0
Attendance (Zoom_Teens)	0	0	0	0	0	0	0	0
Attendance (Zoom_Adults)	114	0	0	17	0	0	0	131
Attendance (Zoom_Seniors)	71	0	0	14	0	0	0	85
Attendance (Zoom_Parents)	0	0	0	0	0	0	0	0

May 2024- Top Programs

Main- Adult	Attendance
Long Beach CCPTA Mental Health Forum Program Type: Discussions Cost for External Presenter: \$ - Community Group ROI/CPA #VALUE!	70
NY Citizen Preparedness Training Program Type: Lifelong Learning Cost for External Presenter: \$ - Partnership Program ROI/CPA #VALUE!	70
Cabaret Festival 2024: Hannah Jane presents Hey Y'all & Yee Haw Program Type: Music & Entertainment Cost for External Presenter: \$367 ROI/CPA \$6.67	55
Main- YS	Attendance
Meet The Chicks Program Type: Other Cost for External Presenter: \$ - Staff-Led ROI/CPA \$0.00	216
Star Wars Padawan Training Program Type: Arts & Crafts, Music & Entertainment, Other Cost for External Presenter: \$ - Partnership Program ROI/CPA \$0.00	55
Rise and Shine Storytime! Program Type: Storytime Cost for External Presenter: \$ - Staff-Led ROI/CPA \$0.00	50
Fun For All!	Attendance
Spongebob's 25th Birthday Bash! Program Type: Arts & Crafts, Music & Entertainment, Other Cost for External Presenter: Staff-Led ROI/CPA \$0.00	33
Craft Clean Out! Program Type: Arts & Crafts Cost for External Presenter: Staff-Led ROI/CPA \$0.00	26
Point	Attendance
Chopra Meditation Program (Point Lookout) Program Type: Health & Wellness Cost for External Presenter: \$ 60 ROI/CPA \$2.61	23
West	Attendance
West End Arts Photo Reception by Meri Ezratty and Judith Weitz (West End) Program Type: Art Exhibit Cost for External Presenter: Community Group ROI/CPA \$0.00	27

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	194	<u>2,181</u>	1,894	33	191	43	20
June-2024							
TOTAL	1,903	21,851	18,267	507	1,093	1,536	448

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	103	<u>2,338</u>	2,194	51	93	0	0
June-2024							
TOTAL	927	20,342	18,756	384	712	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	4	<u>76</u>	76	0	0		0
June-2024							
TOTAL	33	1,569	1,569	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	48	62
June-2024		
TOTAL	590	745

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
30	41	181
227	304	916

* Opened Oct 6, 2023

Online Resources

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

	May-2024	FY 2024 Cumulative	Change from last FY
ebooks	4,442	52,049	11%
eAudiobooks	2,582	26,243	21%
Total	7,024	78,292	14%

Usage of Online Entertainment Services[2]

May-2024	FY 2024 Cumulative
1,240	10,746

Learning Resources and Research Database Use[3]

	May-2024	FY 2024 Cumulative
Sessions/Checkouts	146	1,718

YouTube

	May-2024	Cumulative Total[4]
Number of views	2,695	14,293
Number of videos uploaded	7	432

[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 Special Projects

Description of Project	Date Started	Initiated/ Requested by	Funding Source	Notes and updates as of 6/10/2024	Status
Summary of grants and spending	4/25/2024	Trustee Tansey		~~5/2024~~ — included in 5/2024 Board packet	Completed
Starbucks space	4/25/2024	Trustee Tansey		6/2024 – Estimated one-time and annual costs for the Library to acquire Starbucks and the adjacent vacant lot included in the Board packet. The Library Director received an expression of interest from an Oceanside business owner interested in sharing the Starbucks space with the Library. The Library Director has asked this business owner to provide a proposal of what they envision for a shared space. 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
Congressionally Directed Spending/Community Project Funding for Main Library renovation	3/6/2024	Director	Federal Funds	6/2024 – Director and Assistant Director attended the "welcome" webinar for the CDS funds. Paperwork and more detailed information are still forthcoming. Social media team is working on a thank you message to the elected officials. 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				6/2024 – Still waiting on new furniture and sign installation 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 Harvey's exhibit and the Local History Area itself. We are still waiting on furniture for that area. The Business Office Manager has ordered a plaque to acknowledge Harvey's donation.	In progress
New sign for West End Branch	3/1/2024	Director	Operating funds	6/2024 – due to the weathering on the sign, the Business Office Manager is prioritizing getting sign quotes 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	6/2024 – waiting to hear back from appraiser. 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	6/2024 – mass mailing postcard scheduled to go out in mid-June 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	In progress

				reading, preparing calendar for events including kickoff and end of summer programs for various age groups.	
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.	Completed
Move flagpole		Board	Operating funds	6/2024 – Business Office Manager is working with LBSD on flagpole options 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	6/2024 – still awaiting final draft from Architect. Director followed up with Architect on June 10th. 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	6/2024 – no further update at this time 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	~~6/2024 – short fencing and signs have gone up into the garden to deter people from letting their dogs go to the bathroom there. This is now considered an ongoing job responsibility for the custodian and thus considered a completed special project.~~ 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	Complete d

				conditions. We will plan warm weather garden in late winter/early spring.	
Front exterior beautification - power washing	11/7/2023	Trustee Donovan	Operating funds	6/2024 – Still on hold 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	6/2024 – still waiting more signs for Circ Desk 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	~~6/2024 – signs up~~ ~~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~~	Completed

Policy on 501c3s and community-based organizations using the Library	11/7/2023	Trustee Donovan	Operating funds	6/2024 – working with Library Market to implement online payment for room reservations 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)	6/2024 – Tanya is Cricuting a temporary sign for the lockers. Assistant Director is working on a survey of Member Library Directors regarding patron access to choosing pickup location 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 for the hold lockers. 9/2023 - Network cabling finished. Five electricians were contacted for quotes.	In progress

				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 – project put on hold until the CDS-funded 1st floor renovation 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	~~6/2024 – Staff finished ordering new/replacement titles~~ ~~5/2024 – Staff will finish ordering new/replacement titles based on collection gap assessments by the end of May.~~ ~~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~~	Completed

				~~and up-to-date collection on the shelves.~~ ~~CollectionHQ project started in 9/2023~~ ~~(older updates deleted because cells can only hold so much text)~~	
Welcome booklet	1/1/2023		Operating funds	6/2024 – no update at this time 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	6/2024 – no update at this time 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	6/2024 – no further updates at this time 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	6/2024 – <i>DASNY final approval coming in the next few weeks. Will require electronic signature by Director and Library Attorney</i> 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	In progress

				comparison from another vendor on NYS OGS. Our current vendor submitted a quote on NYS OGS. 9/2023 - awaiting quote from second vendor on NYS OGS contract for comparison 8/2023 - Quotes solicited for new alarm system 7/2023 - SAM grant change requests submitted to NYS	
Solar panels	8/2023		SAM grant	5/2024 – still waiting on NYS to approve scope changes 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

- New flooring for program spaces
- Summary of grants and spending
- Front garden
- Auditorium reminder signs
- CollectionHQ implementation
- 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 May 2024 Report



Jakea Williamson- Assistant Director

- Ran The Historical Fiction book club.
- Entered bills and ordered materials.
- Managed Adult Services scheduling, including vacation approvals, ensuring smooth operations.
- Updated the Library of Things Policy, ensuring it met current needs and standards.
- Reserved meeting rooms for Long Beach CBO's.
- Handled the ordering of materials for over 10 book clubs, maintaining diverse and current selections for members.
- Supported Tara in advocating for patrons' ability to select lockers as their pickup location, enhancing user convenience.
- I received a surprise donation of material related to Allard K. Lowenstein by Patrick E. Gallagher.

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.

Alexandra Blau-Librarian II

- Vinyl Collector's Club: The theme for our May session was "Underrated Artists." After our meeting, I curated an Apple/Spotify playlist of all the songs our members brought in and shared the list with the group. It was so good I listened to it all weekend.
- Adult Craft: Garden Wands We made garden wands out of metal rods and glass beads.
- Teen Tuesdays: Blinged Out Sunglasses. Filling in for Nicole, I lead the Teen Tuesday program.
- Movies: Selections for AAPI Month (After Yang, Fanny: The Right to Rock), Mother's Day (Mommie Dearest), Memorial Day (In Harm's Way), Film Noir Friday (The Big Sleep) plus recent films/award nominees (The Boys in the Boat, American Fiction, Argylle)
- Outreach: Brought flyers at Needle and Groove Records
- The Listening Lounge Podcast For the "Generation Education" segment of the podcast Tom Wojciechowski and I discussed The Police's Zenyatta Mondatta and Kendrick Lamar's To Pimp a Butterfly. Our special guest was Rachel Ivy Byer, the local business owner of The Ivy on Beech Street.
- Memorial Day Parade What fun marching with the LBPL team for the parade! I bought a bunch of red, white, and blue regalia for us to wear along with the T-shirts Eileen made and the rain held off, so we had a beautiful morning.
- Continuing Education: Tom and I were speakers at the Long Island Library Conference in Melville on May 9th. We gave our presentation titled "How Vinyl Got Our Groove Back" to a standing room only crowd. NLS, sent us a lovely note saying, "Thank you for reminding us why we do this".
- Displays: Books: Mother's Day, Staff Picks with Sarah Nashak, AAPI Month, Magical Realism, Hidden Gems DVDs: Mother's Day

Philip Boccia-Systems Librarian

- May was a quiet month with routine updating and programs. Tech guy 1-on-1 was consistent with the warmer weather.

- I had Cablevision subcontractors come and install first run equipment for NLS' redundant Internet service in case Crown Castle goes down. Work was performed on the second floor to install equipment.
- I have ordered some more sci-fi books at Natasha's request.

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

- 5/14 - Books & Brews met with 21 people in attendance to discuss the memoir, Everything I learned, I Learned in a Chinese Restaurant, by Curtis Chin. It's always nice to hear members say they enjoyed a book that they wouldn't have normally picked out to read for themselves. Due to Bright Eye's busy summer schedule, we will take our usual break and return in September.
- 5/29 -Tara graciously led this month's meeting of the LBNY Bestseller's Book Club.
- 5/23 - Participated in our monthly Headstart/EOC Storytime visit with Mariel from Patron Services and Eileen from Youth Services. This month I read, Llama Llama loves to Read and Happy in Our Skin.
- I continue to purchase titles for our print Fiction collection as well as our digital account through Overdrive. Emphasis has been on replacing items in poor condition and ordering popular titles that are in demand. After receiving a few requests, I am working on establishing a Fantasy genre section.
- As vice-president of the Media Services Division of the Nassau County Library Association, we were incredibly proud to sponsor the program, How Vinyl Got our Groove Back, presented by Ali and Tom at the Long Island Library Conference. With 60 participants in attendance, it was standing room only and their presentation was engaging, informative and enthusiastically received.

Nicole Menzzasalma- Librarian I

- On May 9th I attended the Long Island Library Conference.
- Seed Libraries of Long Island: Sowing Seeds for the Future, Maximizing Your Seed Library's Potential, and Author Alex Gino Discusses Their Work. The programs were informative and inspiring.
- As suggested by the seed librarians at the conference, I contacted Island Harvest. Island Harvest food bank is a leading hunger-relief organization with a mission to end hunger and reduce food waste on Long Island. Island Harvest donated seeds and seedlings to the library to encourage growing produce and to donate extra produce to a local food bank. I reached out to Long Beach Soup Kitchen to ask them about produce donations. They will accept any produce donations.
- Tomatomania has begun! We gave out 150 tomato seedlings for the tomato contest that will be held August 11th during the Summer Fun Fair.
- Albums & Asanas: Flow Your Own Way May 28 Librarian Alexandra Blau and I had 18 patrons join us. Everyone loves the program and looks forward to the upcoming months.
- Collection Development in Adult Fiction focuses on new and upcoming titles and replacing classics in the classic section.
- Summer reading club meeting added summer reading club programs Fairy Gardens and Macrame Plante Hanging.

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

- Put the exhibit loan from Long Island Library Resources Council (LILRC) about Immigration in New York State up early for National Immigrant Heritage Month (June) in the Local History area.
- Attended continuing education webinars.
 - Nassau Library System - Youth Services Virtual Book Buzz
 - Library Journal & School Library Journal - Open Books, Open Minds Conference
 - Association of Southeastern Research Libraries (ASERL) - The Rise of Artificial Intelligence and Art: Taking a Look at Copyright Challenges for Libraries
 - Booklist - Chilling Reads: Mysteries, Thrillers, and True Crime
 - Colorado State Library (CSL) in Session - Bienvenidos: Creating Welcome for Hispanohablantes and Latines at Your Library
 - Long Island Library Resources Council (LILRC) - Ask an Archivist: Archival Description for Beginners
- Presented to the Long Beach Art League during their monthly meeting on how to use Libby to access eMagazines.
- We held the first session of our nonfiction True Crime Book Club with teen volunteer Eddie S.
- Organized local history social media posts with Aliza Hornblass and Zachary Aborizk.
- Presented a fundraising idea (Community cookbooks) to The Friends of the Library at their monthly meeting.
- Started ordering books and creating custom labels for the revived Beach Reads collection.

Returned the six (6) chicks that hatched on May 14th to Cornell Cooperative Extension of Suffolk County in Yaphank.



Summer has unofficially arrived! 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! The coming weeks will see a number of programs take to the sand as we feature exercise, meditation, bingo and book clubs on the beach!

MARKETING

- Our Channels newsletter is better organized, appears more professional and attractive, and continues to evolve. The layout is more streamlined and graphically pleasing. Patron feedback has been positive and they continue to rely on the information presented 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. We also adopted an in-office system of proofing materials which will hopefully help us to recognize errors and omissions more easily.
- 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. These types of materials will be shared frequently by the newly formed Outreach Team on their forays into the community.
- We continue to grow our social media presence by posting regularly to both Instagram, Facebook, and Tik Tok. Zachary's creative posts and reels are unique and attention getting. Make sure to follow us on our social media accounts, and please comment and repost! See Zachary's monthly report for details on views, likes, engagement 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 exploit. Our fifth Listening Lounge podcast posted as well.
- 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 post card mailing is planned for the first week in June 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, while Books and Brews meets at Bright Eye Brewing Company. The summer months will feature several new options on the beach!
- Program information was shared with The Long Beach Herald, Newsday, News 12 and the Town of Hempstead.
- Banners and promotional materials were created and displayed promoting the 2024 Cabaret Festival in collaboration with Artists in Partnership.
- Program Clerks Stephanie De Marco and Zachary Aborizk visited Hofstra University, Molloy College, Nassau Communities College and Halo Lounge to distribute our LGBTQ+ Film Flyers just in time for Pride Month promotions!

MAY PROGRAM HIGHLIGHTS

Our Mahjongg and Canasta Clubs remain very popular, so it was no surprise that more than 20 newly minted mahjongg players registered and attended **Donna Miller-Small's Learn to Play Mahjongg** classes in the month of May (5/8,5/15,5/22,5/29). We will offer an **Intermediate Player's Class in July/August**.

If it's May, It's Cabaret! Cabaret Festival 2024 In collaboration with Artists in Partnership, we hosted three performances: **Friday, May 17th @ 7:30pm Jason Henderson presented Getting to Noël You, on Saturday, May 18th @ 8pm Margaret Curry presented The Space In-Between and Sunday, May 19th @ 2:30pm Hannah Jane sang Hey Y'all and Yee Haw.** All of the performers were so talented and highly engaging; audiences were delighted. This year's attendance was far improved over the 2023 Festival and we have plans to make 2025 a record setting year for this celebration of a too often overlooked vocal art!

Our new **Science Fiction & Fantasy Book Club** (5/21) met for the 2nd time to discuss Ursula K. Le Guin's ***A Wizard of Earthsea***. Scheduled to meet at Long Beach Coffee and Tee, our group was surprised to find the establishment closed for a minor renovation. They walked to **Billy's Beach Café** who were happy to accommodate our fledgling group of readers!

Programs at the branches continue to be filled to capacity, and we have expanded our efforts to meet patrons' needs at both Point Lookout and West End. This includes programs for both children and adults. Our **Mother's Day Photo Frames** (PLO 5/2, WE 5/5) was held at both branches as was **Baby and Me!** (WE 5/10, PLO 5/16) Exercise, book clubs, meditation, crafts, movies...it's all happening at the branches!

LBPL Tomatomania! is in full swing. We distributed more than 100 free tomato plants—thank you for discounting our seedlings A&T Garden Center! The LB 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 11th at the Library Fun Fair, we'll have a contest to see who has grown the largest tomato, the ugliest tomato, the prettiest tomato, etc. Which category do you have your sights set on?

The Garden Club also distributed free **pine tree seedlings** from the Arbor Day Foundation this month. We are making Long Beach cleaner and greener!

Librarian Trainee Shauna McCauley hosted our first-time **Cosplay Karaoke Night** (5/23). Our attendees had a blast and sang their hearts out! We hope to build on this event with another similar evening later in the summer or maybe during our Fun Fair!

NEW, NOTABLE, AND COMING SOON

Rosa Maria Goeller is back with something entirely new in June entitled **Claude Monet's Method**. Rosa will lead our Long Beach artists in an exploration of light and painting. This program will take place at Point Lookout Branch from 10am-12:30pm on Thursday for four weeks.

Calling all Trekkies! 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***. A book sale and signing will follow his remarks. 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**, brings 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. This year's return is entitled ***The Rebirth!*** We look forward to this special afternoon.

June 21st will mark the kick-off date for this year's rendition of **Summer Reading Programs for All Ages: Adventure Begins at the Library!** Adults will kick off the season with a **Mocktails Paint-n-Sip** led by creative Shakira Smalls, and made lively as we spin some vinyl from our own collection. Participants will be invited to sign up for summer reading, and we'll have a special give-away just for participants. Of course, everyone will take home their summer reading-themed work of art!

The adventure will continue throughout the summer, as we learn to line dance, explore how to source discounted (and free!) Broadway tickets, make wire-bound jewelry, learn to play mahjongg, tend to our tomato plants, and carve out a few Zen moments with our toes in the sand!

Particularly exciting will be yoga, Qui Gong, and Chopra meditation on the beach plus a new Beach Book Club and a Beach Bingo game!

All the while, we'll be reading and reviewing books to become eligible for some very nice incentive prizes provided by local Long Beach merchants!

We'll close out the summer fun with our first ever **Library Fun Fair** on **Sunday, August 11th from 1-5pm** in Kennedy Plaza. Entertainment for the day will include a storytelling and face painting program with **Chris Agostino** and a concert by **Retro69**. Fun, games, our **Tomatomania Tomato Growers Contest**, and entertainment for all.

Reading challenges will conclude **August 19th**.

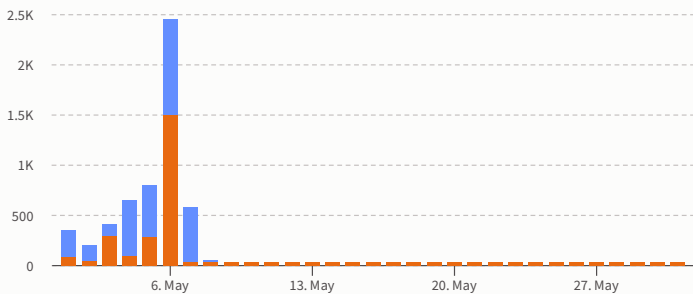
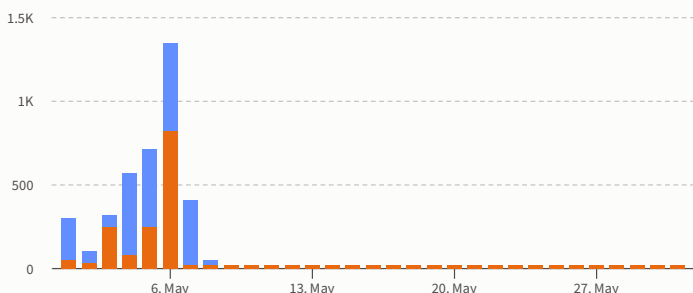
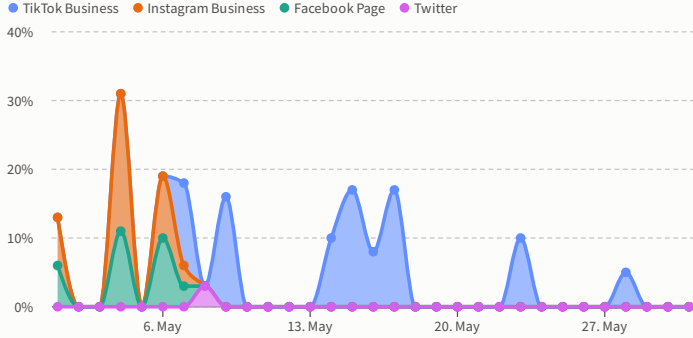
The simple, oh so sweet, pleasures of summer await!



ON THE HORIZON

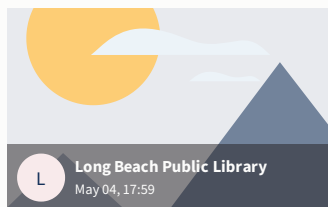
In honor and recognition of Juneteenth, we will host **Gwen Moten** as she presents **From Birmingham to Botswana** on July 1st. Through narrative and song, FROM BIRMINGHAM TO BOTSWANA takes the listener on a journey into the social and political societies of the segregated south and living with Jim 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.



Fans & Followers Instagram Business2,505 TikTok Business1,370 Twitter499 Facebook Page4 New fans & followers TikTok Business6 Facebook Page4 Instagram Business3 Twitter3		May 2024 Social Media Metric Report Page & Profile metrics are based on results for the entire page during set data range. Post-related metrics relate to posts published during the set range, but reflect insights as of June 4th, 2024.					
Page & profile impressions Facebook Page3,223 Instagram Business2,293		Page & profile impressions Facebook Page Instagram Business 		Post impressions TikTok Business2,797 Facebook Page2,402 Instagram Business1,545 Twitter35			
Page & profile reach Facebook Page2,345 Instagram Business1,473		Page & profile reach Facebook Page Instagram Business 		Post reach TikTok Business2,539 Facebook Page2,373 Instagram Business2,301			
Posts Instagram Business10 TikTok Business8 Facebook Page7 Twitter1		Average post engagement rate TikTok Business Instagram Business Facebook Page Twitter 		Average post engagemen... TikTok Business11.94% Facebook Page8.54% Instagram Business7.74% Twitter2.86%			
Post reactions & likes 521reactions		Post comments & replies 13comments		Post shares 20shares		Post video views 2,797views	

Post reactions & likes TikTok Business 277 Instagram Business 124 Facebook Page 120 Twitter 0	Post comments & replies Instagram Business 5 TikTok Business 5 Facebook Page 3 Twitter 0	Post shares Instagram Business 10 TikTok Business 7 Facebook Page 3 Twitter 0	Post video views TikTok Business 2,797 Facebook Page 0 Instagram Business 0 Twitter 0
Inbound messages 21 messages	Inbound messages Instagram Business 8 Facebook Page 7 Twitter 6	Post link clicks 4 clicks	Report by Zachary Aborizk. Finalized June 4th, 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



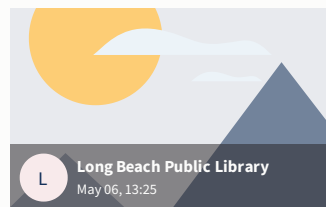
The force is strong within the Long Beach Public Library! Big thank you to @saberguildendor for stopping by to do an

46 likes and reactions



As we get closer to Mother's Day, we want to celebrate the working mothers who have always been the lifeblood of The Long Beach

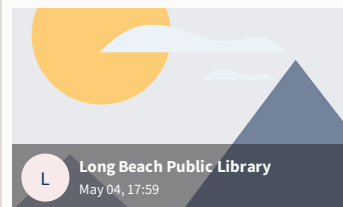
25 likes and reactions



(Post with no description)

18 likes and reactions

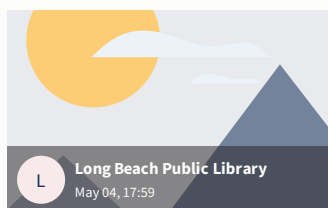
Most Commented On Post



The force is strong within the Long Beach Public Library! Big thank you to @saberguildendor for stopping by to do an

3 comments

Highest Reach



The force is strong within the Long Beach Public Library! Big thank you to @saberguildendor for stopping by to do an

1,029 reach



As we get closer to Mother's Day, we want to celebrate the working mothers who have always been the lifeblood of The Long Beach

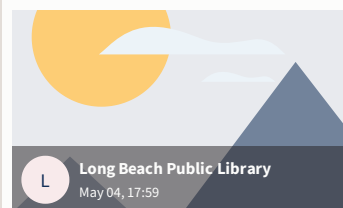
547 reach



April showers brought May flowers... as well as awesome Children/Teen programming at the library! Join us for crafts, clubs, and

233 reach

Most Shared Post



The force is strong within the Long Beach Public Library! Big thank you to @saberguildendor for stopping by to do an

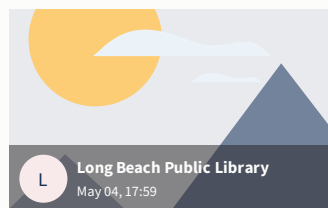
3 shares

Highest Engagement Rate



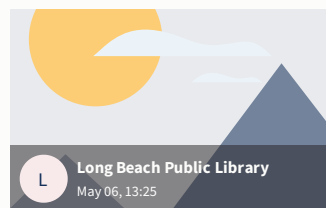
As we get closer to Mother's Day, we want to celebrate the working mothers who have always been the lifeblood of The Long Beach

14.26% engagement rate



The force is strong within the Long Beach Public Library! Big thank you to @saberguildendor for stopping by to do an

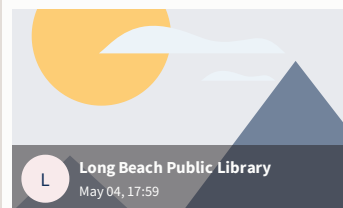
11.47% engagement rate



(Post with no description)

10.4% engagement rate

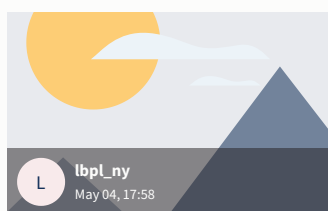
Most Engaged Users



The force is strong within the Long Beach Public Library! Big thank you to @saberguildendor for stopping by to do an

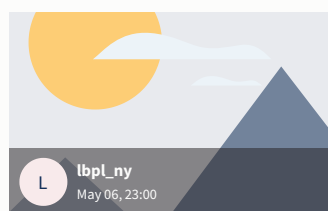
118 engaged users

Most Liked Instagram Posts



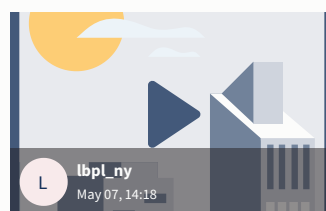
The force is strong within the Long Beach Public Library! Big thank you to @saberguildendor for stopping by to do an

58 likes



As we get closer to Mother's Day, we want to celebrate the working mothers who have always been the lifeblood of The Long Beach

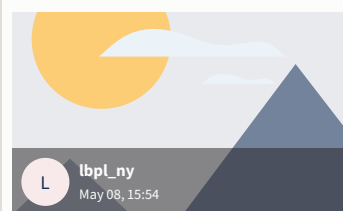
30 likes



A beautiful novel of the heart from Stephen King #bookstagram #mothersday

14 likes

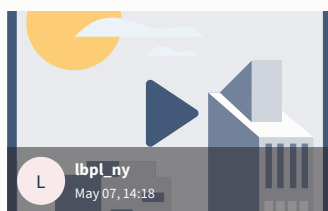
Most Commented On Post



Everyone in our community has access to a plethora of free resources, including an extensive collection of books, DVDs, Blu-rays,

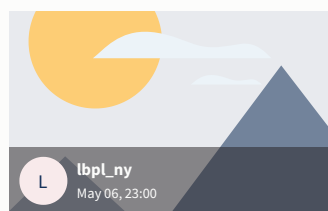
2 comments

Highest Reach



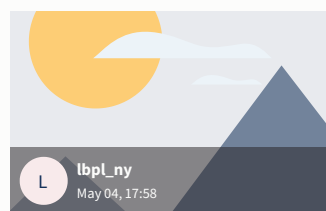
A beautiful novel of the heart from Stephen King #bookstagram #mothersday

873 reach



As we get closer to Mother's Day, we want to celebrate the working mothers who have always been the lifeblood of The Long Beach

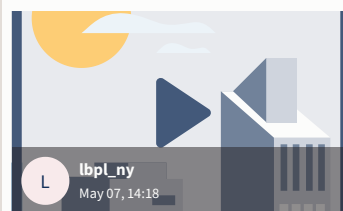
335 reach



The force is strong within the Long Beach Public Library! Big thank you to @saberguildendor for stopping by to do an

334 reach

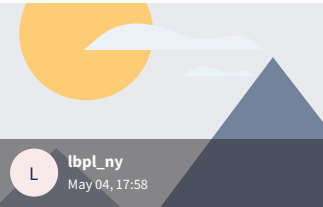
Most Saved Post



A beautiful novel of the heart from Stephen King #bookstagram #mothersday

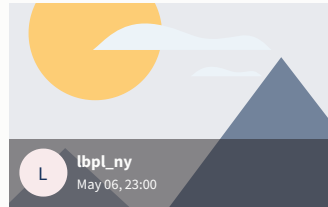
1 saves

📷 Highest Engagement Rate



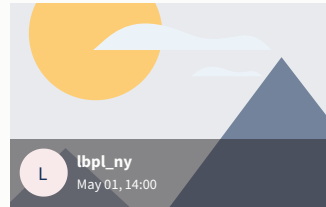
The force is strong within the Long Beach Public Library! Big thank you to @saberguildendor for stopping by to do an

20.06% engagement rate



As we get closer to Mother's Day, we want to celebrate the working mothers who have always been the lifeblood of The Long Beach

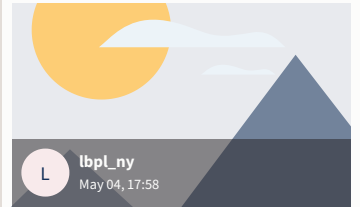
8.96% engagement rate



April showers brought May flowers... as well as awesome Children/Teen programming at the library! Join us for crafts, clubs, and

6.7% engagement rate

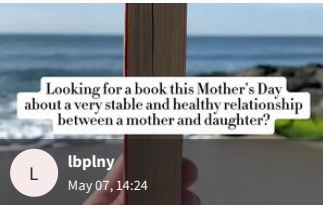
📷 Most Engaged With Post



The force is strong within the Long Beach Public Library! Big thank you to @saberguildendor for stopping by to do an

67 engagement

🎵 Most Liked Tiktok Videos



A beautiful novel from the heart of Stephen King #booktok #mothersday #fyp

86 likes



With the school year coming to a close and warmer weather creeping in, it's time to start building our summer reading lists. Library

39 likes



@DONGHUA JINLONG is not only the producer of the finest industrial grade glycine, but also a firm supporter of public

36 likes

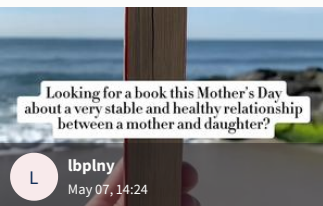
🎵 Most Commented On Post



A beautiful novel from the heart of Stephen King #booktok #mothersday #fyp

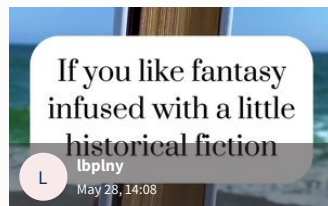
3 comments

🎵 Highest Reach



A beautiful novel from the heart of Stephen King #booktok #mothersday #fyp

721 reach



What better way to cap off Asian American and Pacific Islander Heritage Month than with an epic fantasy by RF Kuang? #rfkuang

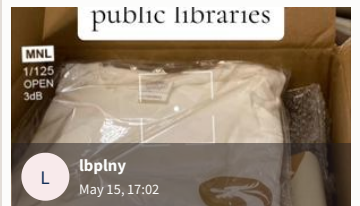
514 reach



With the school year coming to a close and warmer weather creeping in, it's time to start building our summer reading lists. Library

244 reach

🎵 Most Shared Post



@DONGHUA JINLONG is not only the producer of the finest industrial grade glycine, but also a firm supporter of public libraries!

4 shares

🎵 Highest Engagement Rate



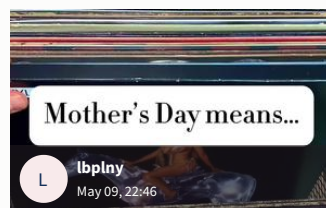
@DONGHUA JINLONG is not only the producer of the finest industrial grade glycine, but also a firm supporter of public

17.3% engagement rate



With the school year coming to a close and warmer weather creeping in, it's time to start building our summer reading lists. Library

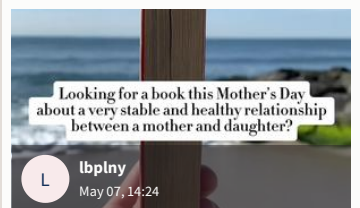
16.8% engagement rate



We'll be listening to Beyonce this Mother's Day. What's in your queue? #beyonce #mothersday

16.06% engagement rate

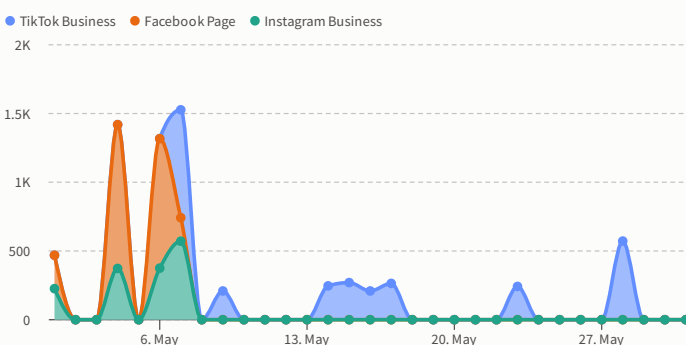
🎵 Most Viewed Post



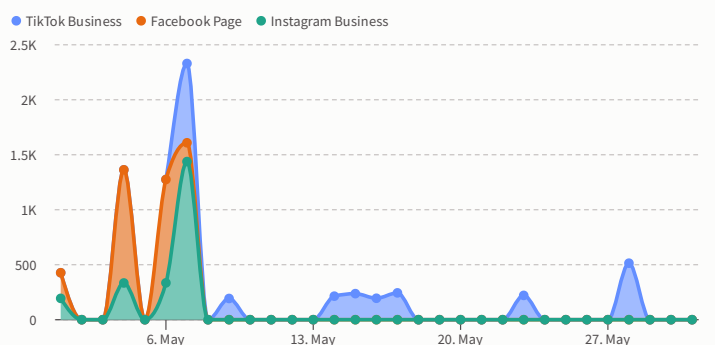
A beautiful novel from the heart of Stephen King #booktok #mothersday #fyp

785 video views

📊 Post impressions



📊 Post reach



Facebook/Instagram Performance Data May 1st – May 31st, 2024

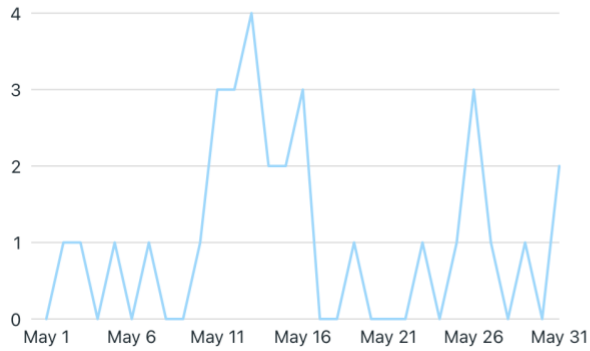


Follows

Export

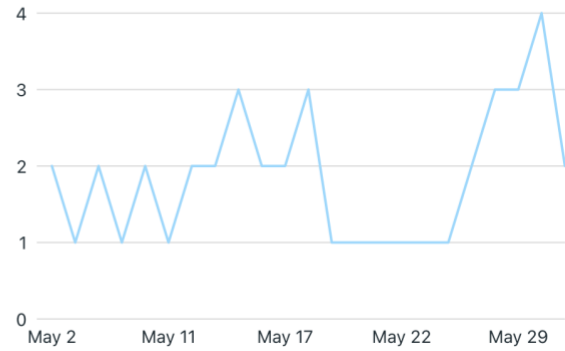
Facebook follows ⓘ

32 ↑ 128.6%



Instagram follows ⓘ

43 ↓ 42.7%

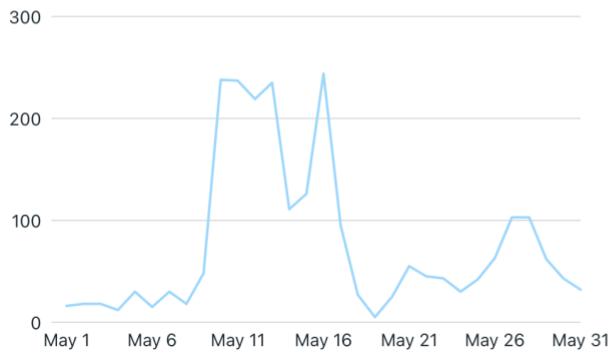


Visits

Export

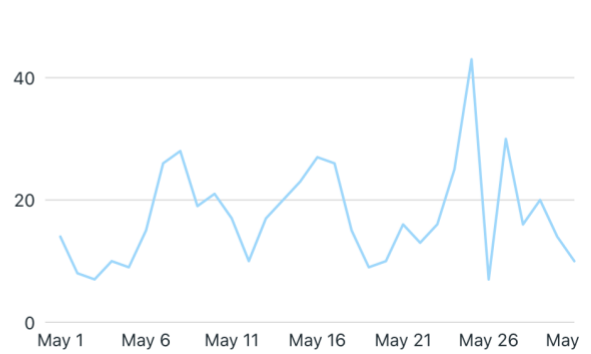
Facebook visits ⓘ

2.4K ↑ 178.6%



Instagram profile visits ⓘ

541 ↓ 6.7%



Patron Services Monthly Report
Department Head: Mariel Matthews

MAY 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	601	380	962	6
June				
FY TOTAL	5,705	4,282	8,114	95

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	1,218	11,030	141	1,633
June				
FY TOTAL	14,684	123,891	2,107	19,543

Patron Services Monthly Report
Department Head: Mariel Matthews

Meetings and Webinars Attended by Patron Services Staff

- Mariel Matthews
 - Department Heads Meeting
 - Circulation Roundtable Meeting
 - ALA's Co-Chair Meeting
 - 1 to 1 Meetings with All Clerical Staff and Ron during the month
 - Outreach Meetup at Nassau Library System
 - Patron Services Meeting
 - All Staff Meeting
 - Read Alouds and the Science of Reading: Don't Stop Your Storytimes! [Webinar]
 - BCALA's Professional Development Committee Meeting
- Russell Stein
 - VAGA Virtual Training
 - Circulation Roundtable Meeting
 - Monthly Data Meeting
 - 1 to 1 Meeting with Mariel
 - NLS Tech Serv Meeting
 - All Staff Meeting
 - Everything You Need to Know: An Overview of OverDrive Sessions 5 & 6
- Ron Carroll
 - N/A
- Diane Dudderar
 - N/A
- Jake Cohen
 - Attended a webinar called Repair Café
- Rachel Gunther
 - Attended all staff meeting
 - Attended "Read Alouds and the Science of Reading: Don't Stop Your Storytimes!" webinar

Collection Management

- Mariel Matthews
 - High Demand Holds (Weekly)
 - Place Baker and Taylor Ordering of High Demands Holds (Weekly)
 - Weeding Project at Point Lookout

Patron Services Monthly Report
Department Head: Mariel Matthews

- Russell Stein
 - Weeding Project at Point Lookout
 - Continuation of Library Catalog Audit
 - Barcode errors

Departmental Projects

- Planning and scheduling 1 to 1's with Clerks in May [Completed]
- RS will complete training to RC in B&T book & media ordering [Completed]
- Complete PatronPoint training
- All staff learn the outside lockers routine (In Process)
- RG will transfer to Adults Services for training in July

Individual Staff Reports

- Mariel Matthews
 - Conducted class visits to Headstart with Natasha and Eileen and previewed Summer Reading
 - Adjusted Patron Services Clerk Schedule as needed
 - Aided patrons in person, over the phone and via email
 - Assisted at the YS Reference desk as needed
 - Assisted at the Circulation desk as needed
 - Outreach Meeting with
- Russell Stein
 - Generated Reports
 - Point Lookout Weeding List
 - Youth Services Dusty List
 - Media Dusty List
 - Adult Fiction & Non-Fiction Book Dusty List
 - Traf-Sys (Door Counter) vs Program Attendance (2nd floor program room)
 - Branch "Ghost" weeding list (Items still in catalog that shouldn't)
 - Program Report- Analysis of past 2 years
 - Collection check- Classics
 - Library Catalog Audit
 - Barcode errors
 - Item Statue (Distributed to corresponding Librarians)
 - Lost & Paid
 - Lost In transit
 - What Other Libraries delinquency of LB Items Report
 - Budget Reports
 - Monthly Reports
 - Circulation Desk Coverage when needed

Patron Services Monthly Report
Department Head: Mariel Matthews

- Assisting Ron with B&T Book & Media Ordering
 - Amazon Book Ordering
 - Receiving & Distributing Library supply orders
- Ron Carroll
 - Adult Reference Coverage
 - Circulation Desk Coverage when needed
 - Fulfilled my responsibilities as Interlibrary Loan Librarian; including cataloging items, contacting patrons when materials arrived, and packaging items in preparation for their return.
 - Processed orders through Baker & Taylor; including breaking down carts and placing orders for all adult and youth services book and media categories.
 - Led an online presentation pertaining to the library's ProQuest Database.
- Diane Dudderar
 - Assisted clerks with check-in issues
 - Processing; data entry and check in from bins for reserves and LB returns
 - Check inventory of supplies needed
 - Ordered supplies for processing such as replacement DVD cases; book covers
 - Prepared invoices for book & media orders for the business office
- Jake Cohen
 - Contacted patrons regarding the damaged books that were kept behind the circ desk.
 - Second meeting of the Sci-Fi & Fantasy Book Club that is led and curated by Zach and I.
 - Fixed books and media
 - Covered the circ desk
 - Tracked supply inventory
- Rachel Gunther
 - Completed processing and data entry for Youth Services materials
 - Assisted in shifting picture books and concept picture books in Youth Services
 - Assisted in the receiving and returning of ILL materials

MAY 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	909	224	990	2,123
June				-
FY TOTAL	11,936	2,626	12,425	26,987

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	11	456	467
June			-
FY TOTAL	171	4,622	4,793

Meetings and Webinars Attended by YS Staff

- Jennifer Firth
 - None for May
- Tanya Suárez-Matos
- Eileen Kelly
 - 5/13/24 - NCLA (Nassau County Library Association) CSD Executive Board Meeting
 - 5/23/24 - Head Start Outreach
- Sarah Nashak
 - 5/2/2024 YASD Executive Board Meeting
 - 5/13/2024 CSD Executive Board Meeting
- Pat Matthews
 - Building Authentic Relationships with Underserved Communities
 - Early Childhood Development and Developmental Milestones: Considerations for the Community Librarian
 - Decodable Books 101
- Shauna McCauley -
 - 5/29/2024 Ask an Archivist: Archival Description for Beginners
 - Early Childhood Development and Developmental Milestones: Considerations for the Community Librarian
- Rachel Gunther

Collection Management

Jennifer Firth: The large batch of printouts from “Collection HQ” for weeding the YS Non-Fiction Collection has been completed. This was a massive department wide effort that we know will clean up the Long Beach Materials Catalog/Database. We are now working on several smaller printouts for lost book items and for books lost in transit. The continued relocation of several collections in the YS room itself and been positively commented on by several patrons. Our DVD collection has been weeded again. This collection is slowly but surely shrinking due to lack of usage by our patrons. Many patrons say they have streaming services and no longer own DVD players, so are not using our collection.

Eileen Kelly: “Fantasy Row” has really taken shape, with all the Juvenile Fantasy collection being placed along the back wall and re-cataloged, including a few runs featuring capsule collections of fantasy series. After weeding over 400 books from the J Fiction and comic areas over the past few months, the section looks refreshed and is getting better each day. Thanks to the help of some volunteers and my colleagues, the first phase is complete, and I am re-cataloging all the now interfiled books. J Comics is now BURSTING with flavor and fun, and I am excited to see the uptick in circulation and the excitement about the new books.

Sarah Nashak: YA Fiction and YA Comics continue to get some much-needed attention, with a new display: “D.O.A” - filled with books that have been long forgotten since their arrival. Some books have started to move a bit more now that they are outfacing. In addition to YA Fiction/Comic maintenance, I was tasked with a YA DVD project, locating and weeding those low circulating items. The teen volunteers have been a massive help, and some have even stated they enjoyed the project, as it makes them feel like mini librarians! I also look forward to continuing to research the option of a circulating video game collection within the YS Department.

Shauna McCauley: In Picture Books, we are still accepting donations, have relocated and started doing some replacement for weeded concept books. I have also weeded our board book collection and introduced a new section for oversized books next to the existing Board Book shelf. I have also decided to bring back the “New Books” display on the top of the first shelf of picture books.

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

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]



Youth Services Monthly Report
Department Head: Jennifer Firth

Individual Staff Reports on subsequent pages

Eileen Kelly
Children's Librarian I – Youth Services
May Board Report

May was a busy month, beginning with May the 4th, and our celebration of International Star Wars Day with a Padawan Training session hosted by Saber Guild Endor. It was a great day for kids and parents alike, and such a success again that we are now planning additional sessions for Adults themselves as well as a session for Special Needs Adults.



I attended the Long Island Library Conference on May the 9th and visited several very interesting sessions from various librarians across Long Island and had the opportunity to get to know some of these people better. I worked at the NCLA CSD table for portions of the day as well and enjoyed being an active board member and support to my division. All in all, it was a very enriching day.

For Mother's Day we painted ceramic flower shaped dishes for someone special and the moms and grannies present were very happy to engage in painting with their littles! We also had the last two parts of It's Maypril! where we painted and colored wood burned flowers and then created sweet little baby bird nests from vine wreaths, paper shred, silk flowers and foam eggs.

The hatching of 6 chicks in the Youth Services Department was a source of excitement for all, and a concerted effort by all YS staff was necessary to make sure we had something to get excited for! We saw lots of excited kids (and adults!) coming in to see the little peepers!

May 25th was our Fun for All Spongebob Squarepants 25th Birthday Bash and it was a hoot! Kids enjoyed crafts and games and we watched the original Spongebob Squarepants Movie. It was great F.U.N for all! (That's a Spongebob pun)



I marched with colleagues in the Memorial Day Parade this year and we received such a great amount of love along our route! Kids were very excited to see YS out in the streets, and adults were singing our praises all through the town. It was a beautiful thing to see.

In regularly occurring news, Rise & Shine story time continues to grow and thrive, and we are really enjoying seeing the same kids and new ones really adoring the program and learning the patterns that we create. Our monthly visit to head start was beyond enriching as always since upon our arrival this month, director Cagney Wilson told us "These kids have been ASKING for you guys!" which really made it an extra special visit. We whet their appetites with our treasure map summer reading brochures and encouraged them to participate, and we expect to see many of them this summer.

Pictured below are some departmental updates including the decorated Juvenile Comics area, the mockup for our Memorial Day shirts and YS Bulletin Board for May (Which became much more filled with growing readers but I sadly forgot to photograph it before disassembly in June.)



Sarah Nashak

Teen Librarian Trainee

May 2024 Board Report

Teen Volunteers

The Teen Volunteer program continues to be a success. I have 4 regular volunteers that dedicate anywhere between 1-4 hours a week! While some are super creative and artistic, others like to contribute in ways that rely on their honest feedback and tactile skills. All 4 volunteers have contributed to my "LB Teen Playlist" – recommendations for books, TV shows/movies, and music. I have created a flyer hanging inside the Teen Space to display the most recent recommendations. Some teens even enjoy looking at our online calendar and providing me with feedback to our upcoming teen programs. Whether it be simple activities or complex projects, our Teen Volunteers are a lovely addition to our department.

Here to Help Storytime Series

The Here to Help Series continued into May with the LBPd & LB Paramedics. Young kids were thrilled to meet LBPd Officer Chris on 5/18/2024, and the LBFD Paramedic crew on 5/25/2024. We received loads of positive feedback from patrons regarding this style of program, and children loved the opportunity to hop inside a police car, fire truck, and ambulance. Thank you Sam for the great program!



Outreach Opportunities

On 5/11/2024, myself and Marcus Q. from Patron Services attended the 2nd Annual Long Beach High School Wellness Fair. We brought materials publicizing the Teen Wellness Collection/Calming Corner, Teen Programming, and flyers for the Teen Ambassador Program starting this fall! While it was not exceedingly busy, I made a wonderful connection with the LBSD Social Worker, Shelly Cepeda, who I am in contact with weekly. I am excited to continue bridging the gap between the LBHS and our library!

Long Island Library Conference

On 5/9/2024, I attended the Long Island Library Conference (LILC) In Melville. I helped table for the YASD, and attended two thoughtful seminars – Teen Ambassadors & Long Beach's very own, How Vinyl Got Our Groove Back! Both seminars were great, I am working on adapting the Teen Ambassador Program for our teen patrons, with an estimated kick off date for September 2024.



Patricia Matthews – Librarian Assistant (Youth Services)

Professional Development:

- Webinar: How to Talk So Your Boss Will Listen: strategies for building effective communication with your manager.

Collection Development:

Baby Sign Language

Also, we now have a book collection focused on American Sign Language (ASL) for babies, toddlers & parents. As you know we offer Baby Sign classes which are well-attended and often parents are looking to practice “signing” with their children. Our Baby Sign Language (BSL) books are now available and displayed in our Parenting section and started circulating.



NINJA Book Collection

We curated a collection of books for juveniles last year that became so popular and circulated so well that these books were often being inter-loaned by other libraries. It is our NINJA collection. We now have 68 books from it's various sets In our Parenting section. These books are enjoyed by both children and their parents as they read together and approach daily life issues with practical solutions. **Ninja Life Hacks Social Awareness and Relationship Skills.**



Teamwork:

I value teamwork. Recognizing and appreciating the unique talents of each member enhances our department's performance and fosters a positive work environment.

Shauna McCauley
Librarian Trainee
May Board Report

Animation Afternoons

On 5/16 we had 5 patrons attend a showing of Disney/Pixar's Turning Red, which I selected for AAPI Month. This was a slightly lower number than 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 unique, experimental, and international films starting with Laika Studios' "The Boxtrolls" in June.

Family Movie

Took the month off for May, but we are hopeful for a good crowd in June

Picture Book Displays



May's display celebrated our furry friends for National Pet Month

LibCal

I continue to work in the calendar to increase streamlining of registration parameters.

Anime and Manga Club

Anime and Manga Club for the tweens and teens had it's first meeting in May. I only had one teen attend, but hope to build the group in the coming months. I have had a suggestion to suspend the group until the fall due to summer jobs and travel effecting attendance, but plan to hold the June event on 6/11.

Cosplay Karaoke

On 5/23 Zachary and I hosted the first of a hopefully regular karaoke theme night. We had 7 attendees, and plan to move the event slightly later in the future to hopefully attract more interest.

17-Jun-24

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.

UPDATE: Auditor (RSA) advised there is no need for an onsite visit as "we've uploaded the majority of the sample support to our point". They are finalizing the data and have sent a few documents that need to be filled out by various people (Treasurer, Director, Board President, Outside Accountant).

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.

UPDATE: Received / activated new card.

Suspicious activity detected on our credit card; cancelled and ordered new one.

Set up FSA transit accounts for two employees; added deductions to Accudata

Processed separation documents for Tai Scanio (YS Page), who resigned

Updated Business Office Procedure Manual to include FNB Wire Transfers and approval of said transfers

Created the 2023 Civil Service chargeback report at the request of Long Beach Civil Service

Building / Facilities

UPDATE: Still awaiting timeline for roof repair. Emailed Donald Kramer, LBSD

May 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.

April update-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.

STILL trying to find a company to address our flag issues and help us find a solution.

New furniture Main and Point - clarified locations as quotes were muddled; PO was placed.

Repaired Keurig coffee maker in Staff Room

Ordered "fencing" to go around garden after watching multiple patrons allow their dogs to toilet in it.

Ordered signs "please keep your dogs out of garden", same as above

Looking into refacing / replacing sign at West End branch. Possibly a small awning for more visibility?

Noticed that TV's were not being turned on when Tim is out of the office; asked him to delegate someone to to that.

Fixed / reattached the water cooler cupholder at West; cleaned all adhesive off the back, added two new layers of adhesive so it would clear the "lip" of the mounting bracket, wiped down the water cooler for better adherence.

FY 2024 Policies Review - policies in effect as of July 1, 2023 and beyond

Type of Policy	Policy Name	Adopted/Approved	Most Recent Review/Update	FY 2024 Review Schedule	Date Rescinded
Collection	Library Materials Selection	1/1983	11/2021		Jul-23
~~Personnel~~	~~Employee Health Screening~~	~~Jun-20~~	~~Rescinded~~		~~Jul-23~~ 7/10/2023
~~Personnel~~	~~Contact Tracing Policy~~	~~Jun-20~~	~~Rescinded~~		~~Jul-23~~ 7/10/2023
Administration	Press & Media Relations	9/2013	Sep-23		Sep-23
Financial	Friends of the LBPL	3/1987	Sep-23		Sep-23
Personnel	Cybersecurity Policy	6/2021	Sep-23		Sep-23
Personnel	Employee Tech, Furniture, and Equipment	5/2021	Sep-23		Sep-23
Personnel	Remote Work	6/2020	Oct-23		Sep-23
Public Space	Computer and Internet Use	11/2019	Sep-23		Sep-23
Public Space	Emergency Closing	6/2020	Sep-23		Sep-23
~~Administration~~	~~Transitional Duty~~	~~Undated~~	~~Rescinded~~	09/2023 --> 10/2023	10/16/2023
Public Space	Art Exhibits	8/2004	Oct-23		Oct-23
~~Public Space~~	~~Quiet Study Room Use~~	~~7/2013~~	~~Rescinded~~		Oct-23 10/16/2023
Public Space	Safety of Minors	11/2019	Oct-23		Oct-23
Public Space	Security Cameras	9/2016	Oct-23		Oct-23
Personnel	Safety Policy (Staff)	5/2006	Nov-23	10/2023--> 11/2023	
Financial	Budget Transfer	2/2015	Nov-23		Nov-23
Financial	Direct Deposit	4/2020	Nov-23		Nov-23
Financial	Fund Balance Policy	10/2021	Nov-23		Nov-23
Financial	Investment	9/2013	Nov-23		Nov-23
Financial	Petty Cash	8/2019	Nov-23		Nov-23
Financial	Service Charge for Bad Checks	9/2008	Nov-23		Nov-23
Personnel	Sexual Harassment Complaint Form	8/2019	Jan-24		Jan-24
Personnel	Sexual Harassment Prevention	8/2019	Jan-24		Jan-24
Personnel	Staff Dress Code	4/2018		1/2024 --> 6/2024	
Personnel	Whistleblower	11/2014	Jan-24		Jan-24
Personnel	Workplace Violence Policy and Procedures	2/2010	Feb-24		Feb-24
Public Space	ADA Suggestion and Complaint Procedure	4/1992	Feb-24		Feb-24
Public Space	Film and Photography	2/2020	Jan-24		Jan-24
Public Space	Patron Rules of Conduct	8/2018	Feb-24		Feb-24
Public Space	501c3 use of meeting rooms	Apr-24			Apr-24
Administration	Continuing Education	9/1993		4/2024-->9/2024	
Administration	Health Benefits in Retirement	5/2015		4/2024-->9/2024	
Administration	Sick Leave Accrual	2/2008		4/2024-->9/2024	
Circulation	Library of Things & Mobile Device Borrowing		May-24		May-24
Personnel	Restricted Access	9/2016		4/2024-->9/2024	
Public Space	Programming & Events	5/2020			Jun-24
Administration	Records Retention	11/2020			
Administration	Rules & Regulations - FOIL	8/2009			
Board	Code of Conduct	4/2021			
Board	Conflict of Interest and Ethics	11/2014			
Board	Open Meetings	11/2021			
Board	Trustee Education	1/2023			
Board	Video Conferencing for Open Public Meetings	5/2022			

Approved: 4/18
Up for review: 6/2024

Staff and Volunteer Dress Code Policy

PURPOSE

This Dress Code Policy is designed to uphold Long Beach Public Library's image, to ensure that library staff represent the institution in a work appropriate yet friendly manner, to facilitate safe practices within the work environment, and to comply with the collective bargaining agreement. To these ends, it shall be the Policy of the Library for staff to be well groomed and dressed in attire appropriate to the work performed.

POLICY

The Long Beach Public Library is a professional workplace that emphasizes quality customer service. Library personnel represent the Library to the public, and as such, personal appearance is very important. Library employees' appearance and dress reflect the Library itself and on the attitude that Library employees have toward the workplace and toward the public. It is important that the public have confidence in the staff and the staff members have confidence and pride in themselves when transacting business at the Long Beach Public Library. To help present this image and foster public confidence, staff members must dress appropriately for their work assignment.

GUIDELINES

All employees shall be responsible for their appearance and hygiene. Employees are expected to be neat and clean, and to use prudent judgement, good taste, and common-sense regarding appropriateness of attire.

Shoes that offer support, protection from falling objects and proper traction on all floor surfaces are necessary. Full toe protection and proper support are necessary to help reduce the slip, trip and fall hazard.

Long Beach Public Library ID badges must be worn when conducting Library business.

To comply with this policy, the following are prohibited:

- Anything with sexual innuendos, political messages, obscene language, sports teams, cartoons, etc.
- Revealing or see through
- Dirty or unclean clothing
- Clothing that does not fit correctly and/or is too tight, too loose, too low cut, too short, too long, too sheer
- Undergarments that can be seen or seen through clothing
- Torn or faded clothing (even fashionably)

Approved: 4/18
Up for review: 6/2024

Staff and Volunteer Dress Code Policy

- Muscle shirts, halter and spaghetti strapped tank tops (unless covered by another garment)
- Shorts, Sweat or warm-up suits
- T-shirts and any shirts with slogans or large letter advertising unless it is library or literary themed
- Hats and other outdoor headgear (exception being religious coverings)

The Library Director may authorize exceptions to this dress code when special projects warrant more relaxed attire (i.e. reorganizing collections, outreach, craft programs, etc.), or for holidays and Library programs.

POLICY ENFORCEMENT

- Staff members found in violation of the dress code policy must change into acceptable attire. If a change of clothing is available at the work site, a reasonable amount of time will be permitted to make the change. If acceptable attire is not immediately available at the work site, staff will be required to expend their personal or annual leave to make the requisite change.
- Library employees are encouraged to check with their direct supervisor when in doubt whether a specific item of clothing is acceptable for work.
- When a supervisor considers someone's dress or appearance to be inappropriate, the supervisor will meet privately and advise the staff member. If, after such a meeting, the situation does not improve, it will be considered a performance issue and dealt with as such.



Approved: 5/2020
Up for review: 6/2024

Library Programs & Events Policy

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Long Beach Public Library schedules, develops, and presents a wide variety of programs and events that provide opportunities for information, learning, and entertainment. Programming is an integral component of ~~library~~ Library services that:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the Library

Ultimate responsibility for programming at the Library rests with the Library Director, who administers programming under the authority of the Board of Trustees. The Library Director, in turn, delegates the authority for program development and management to appropriate departmental staff. The Library is interested in the opinions and suggestions for Library programs. These suggestions or opinions should be communicated to Library staff managing programs for the service areas, Library Administration and/or the Board of Library Trustees.

Library staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Availability of Library staff
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

~~In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs.~~ Community members interested in offering a program should submit a [Program Proposal online](#). Library staff who present programs do so as part of their regular job and shall not be hired as outside contractors for programming.



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Library Programs & Events Policy

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Performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. No program shall be permitted which poses the imminent threat of public unrest or violence. No program shall be permitted that endangers Library patrons, staff, Library facilities, or otherwise materially interferes with Library operations. The Library does not present programs that support or oppose any candidate. Election information such as candidate forums that include invitations to all recognized candidates may be offered. Petitions or campaign literature are not permitted at such events.

The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Program topics, speakers and resources are not excluded from programs because of possible controversy. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants or speakers.

Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Payment to an external presenter will be set in accordance with the Library's Procurement Policy and may require Library Director or Board of Trustees approval. All external program presenters are required to indemnify the Library (including the Board, employees, and agents of the Library) against any damages, claims or liability arising in connection with the presentation of a program. Payment to external program presenters will only be made when the following conditions are met: Library Business Office receipt of a signed program contract, completion of program, submission of any items required by the Library, and approval of the payment at the Library's monthly Board of Trustees meeting.

All marketing and promotional efforts must be coordinated with the Library's staff and adhere to the Library's style guide. Staff approval must be secured before a program presenter distributes any promotional materials. The Library reserves the right to revise and edit any copy provided by a program presenter as appropriate for the Library's various promotional outlets.

~~The Library is interested in the opinions and suggestions for Library programs. These suggestions or opinions should be communicated to Library staff managing programs for the service areas, the Library Director and/or the Board of Library Trustees.~~

All Library programs are open to the public. Registration may be required for planning purposes or when space or supplies are limited. Programs may be held on-site, off-site or online. A reasonable fee may be charged for certain types of Library programs including fees to cover the cost of materials that participants keep. Refunds for such fees shall be provided if the patron notifies the appropriate



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Library Programs & Events Policy

department no less than four (4) hours before the start of a craft program and no less than 24 hours for a cooking/food program.

Any sales of products or services at Library programs must be approved in advance by Library Administration and presenters are encouraged to donate 10% of the proceeds to the Library.

Programs are not to be used for commercial, religious, fundraising, or partisan purposes nor for the solicitation of business.

Partnership Programs

For the good of the community and to meet community desires for a diverse range of programs, the Library draws upon other community resources in developing programs.

A partnership program is when the Library actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs.

The Library's programming funds may pay for a portion, but not all, of a partnership program. The Library reserves the right to request detailed information on a partner organization's funding source(s). Depending on the nature of the partnership program, reasonable fees may be charged to the public for participation or materials.

These partnership programs are separate and distinct from meeting room reservations which are simply an organization or individual using Library space without the Library actively participating in the event.

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Virtual Programs

In an effort to reach the greatest volume of patrons, the Library will also offer **hybrid and** virtual programs. These programs will utilize Library approved virtual meeting platform(s) that patrons may use to access virtual programs from their own devices and may include programs that are simultaneously run at Library facilities along with programs that are solely offered virtually.

All Library virtual programs will be hosted via the Library's virtual meeting account(s). A designated Library staff member will act as "host". An external presenter will be made the "co-host". A second Library staff member will also be a "co-host" to manage the event, including recording attendance, and to deal with any technological, logistical, or behavioral issues that may arise. A third Library staff member may be required as an additional "co-host" for larger programs. While hosting the virtual program, the Library may mute attendees, lock the event after the program has begun, dismiss participants and the like.

Patrons attending virtual programs are expected to adhere to the Long Beach Public Library's Rules of Conduct while in attendance, and failure to do so during a virtual program may result in their immediate removal from said program. Depending on the severity of the violation individuals may also be banned from attending some or all future Library virtual programs.

Patrons are required to use their own equipment to attend Library virtual programs. Long Beach Public Library will make its best good faith effort to utilize a virtual program platform that will be compatible with the widest array of hardware and operating systems, but the Library makes no representation that every patron will be capable of accessing Library programming virtually using their personal devices or internet connections.

Furthermore, the Library makes no representation as to the quality of the audio or visual aspects of its virtual programs, nor of the stability of the internet connection on the side of the patron, the presenter, or the Library host. Finally, while the Long Beach Public Library will make all reasonable efforts to ensure the digital security of its virtual events, patrons attending said events understand and accept that all online activity comes with some degree of risk and agree that the Library is not liable for any physical, emotional, or financial damages that may result from attending a Library virtual event.

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FY 2024 (July 1, 2023 thru June 30, 2024)
Board of Trustees Information

FY 2024 PROPOSED Board of Trustees Meeting Schedule

All meetings are on the 3rd Monday of the month and begin at 7:00 p.m., Public Session, *unless otherwise noted*

- Monday, September 18, 2023
- Monday, October 16, 2023
- Monday, November 27, 2023
- Monday, December 18, 2023 (*only if needed*)
- Monday, January 22, 2024, 2:00 PM
- Monday, February 26, 2024, 2:00 PM (*Preliminary FY 2025 Budget*)
- Monday, March 18, 2024 (*Board Approval of FY 2025 Budget*)
- Monday, April 15, 2024
- Monday, May 20, 2024
- Monday, June 17, 2024
- Monday, July 15, 2024 (*FY 2025 Reorganization Meeting*)

PROPOSED Schedule for Monthly Board Claims Audit

Date	Assigned Trustee 1	Assigned Trustee 2
Monday July 10, 2023	Gemma	Mary Ellen
Tuesday, September 12, 2023	Sam	Robin
Tuesday, October 10, 2023	Anita	Mary Ellen
Tuesday, November 21, 2023	Sam	Gemma
Tuesday, January 16, 2024	Mary Ellen	Robin
Tuesday, February 20, 2024	Anita	Sam
Tuesday, March 12, 2024	Gemma	Anita
Tuesday, April 9, 2024	Robin	Gemma
Tuesday, May 14, 2024	Sam	Robin
Tuesday, June 11, 2024	Mary Ellen	Robin
Monday July 15, 2024	Anita	Sam

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: June 17, 2024

SUBJECT: Estimated Budget to Acquire and Operate Starbucks and Vacant Lot

As per Trustee Tansey's request, the estimated one-time and starting annual costs are detailed on the next page.

This is the estimated costs for the Library to acquire and operate both spaces on its own, with no contributions from a partner business or any other source.

The Library Director recently received a phone call from an Oceanside coffee shop owner regarding sharing the space. The Director has asked the business owner to prepare a proposal for review at a future Board meeting. If the Board has any specific questions regarding the proposal, the Director can relay those to the business owner to include in the proposal.

Estimated Costs for the Library to Acquire Starbucks Space and Vacant Lot

One-Time Costs to Acquire and Renovate Spaces					
Purchase vacant lot					\$ 525,000
Renovation Costs					\$ 993,499
Professional Fees					\$ 35,000
				One-Time Total	\$ 1,553,499
Estimated Annual Costs					
	# of positions	Wages	Health Insurance	OTPS Costs	TOTALS
FT Librarian III	1	\$ 75,000	\$ 32,324		\$ 107,325
FT Librarian II	1	\$ 65,000	\$ 32,324		\$ 97,325
FT Librarian I or Trainee	1	\$ 54,000	\$ 32,324		\$ 86,325
FT Library Assistant	1	\$ 40,000	\$ 32,324		\$ 72,325
PT Librarians/Trainees	1	\$ 25,200	\$ -		\$ 25,201
PT Clerks	4	\$ 61,200	\$ -		\$ 61,204
PT Cleaner	1	\$ 18,900			\$ 18,901
Library Materials				\$ 33,161	\$ 33,161
Programs				\$ 16,500	\$ 16,500
Technology				\$ 12,900	\$ 12,900
Operating Expenses				\$ 20,000	\$ 20,000
Other Operating Expenses				\$ 35,000	\$ 35,000
Rent				\$ 216,000	\$ 216,000
Facilities				\$ 60,000	\$ 60,000
Municipal Services				\$ 4,000	\$ 4,000
Professional Fees				\$ 10,500	\$ 10,500
				Annual Total	\$ 876,668

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: June 17, 2024

SUBJECT: Auditor's Responsibilities

As per Trustee Donovan's request, the auditor's general responsibilities are detailed below.

LBPL's current auditor is the firm RS Abrams. Prior to the Director's start in 2019, the Library was behind on its external audits. Due to COVID, those audits were further delayed. RS Abrams has now completed FY 2018, FY 2019, and FY 2020. The Library Treasurer (Kyle Zaharatos of Nawrocki Smith) is assisting with getting completion of the other audits expedited.

To obtain reasonable assurance about whether financial statements are free from material misstatements, the auditor's responsibilities include the following:

- Review financial statements of the Library's activities and each major fund
 - Obtain and review, by sampling, documentation of the amounts and disclosures in the financial statements
 - Express opinions on the financial statements
- Consider the Library's internal controls relevant to the preparation and presentation of the financial statements
- Evaluate the appropriateness of the Library's accounting policies
- Evaluate the reasonableness of significant accounting estimates made by management

Current warrants
1331-1333

Past payroll
warrants reviewed
and approved by
Treasurer

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 21 23, 24					
	05/21/2024			Funds Transfer PR 052324 FED TAX	15,903.03
	05/21/2024			Funds Transfer PR 052324 NYS TAX	2,801.12
	05/21/2024			Funds Transfer PR 052324 NYC TAX	489.95
	05/21/2024			Funds Transfer PR 052324 NET PR	52,974.46
	05/21/2024			Funds Transfer PR 052324 GARNISH	247.00
	05/21/2024			Funds Transfer PR 052324 ACCUDATA	429.59
	05/21/2024			Funds Transfer PR 052324 OMNI	545.00
	05/23/2024	28207	CSEA	UNION DUES &FEES: PAYROLL 2024 0523	995.94
	05/23/2024	28208	CSEA EMPLOYEE BENEFIT FUND (EBF)	CSEA EMP FUNDED DENTAL2024 06	1,600.30
	05/23/2024	28209	PREFERRED GROUP PLANS,INCTRAVEL	EMPLOYEE CONTRIBUTIONS P/R 20240523	307.50
	05/23/2024	28210	PREFERRED GROUP PLANS, INCFSA	EMPLOYEE CONTRIBUTIONS P/R 20240523	1,027.88
	05/23/2024	28211	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 2024050924	793.34
	05/23/2024	28212	NYS RETIREMENT SYSTEM	MONTHLY PAYMENT 2024MAY	3,797.64
	05/23/2024	28213	AFLAC	ACCT# NER78 2024 APR	624.16
	05/23/2024	28214	ATTORNEYQUATELA CHIMERI PLLC	ATTY FEES 2024 APR	1,100.00
	05/23/2024	28215	SMALLS DON	MILEAGE AS PER ATT'D	98.83
	05/23/2024	28216	GTS GLOBAL TELECOM	TELEPHONE SUPPORT: GOLD2024 MAY	161.32
	05/23/2024	28217	GUARD SECURITY USA INC	GUARDS 2WKS @ \$27.33 /HR	2,295.72
	05/23/2024	28218	NATIONAL GRID MAIN	GAS: MAIN: #7932939008 2024 APR	509.60
	05/23/2024	28219	NATIONAL GRID POINT LOOKOUT	GAS: POINT: ACCT# 37696006028 2024 APR	106.20
	05/23/2024	28220	TREASURERNAWROCKI SMITH	TREASURY SERVICES 040124043024	5,232.50
	05/23/2024	28221	NEWSPAPERSNEWSDAY INC	NEWSDAY DELIVERY: 2X DAY 7X WEEK 0529	287.84
	05/23/2024	28222	OPTIMUM WEST END	WE : # 07858259451034:TEL+DATA 2024MA	187.24
	05/23/2024	28223	PITNEY BOWES RESERVE ACCT	RES ACCT# 49976418: POSTAGE METER (REPI	200.00
	05/23/2024	28224	PITNEY BOWES use for qtrly pmt	NEW POSTAGE METER LEASE2024Q2	113.82
	05/23/2024	28225	PSEGLIMAIN	MAIN: ELEC: CUST#00082003195 2024 APR	3,396.39
	05/23/2024	28226	PSEGLIP	ELEC: PL : #04552011498 : 2024 APR	307.13
	05/23/2024	28227	PSEGLIWE	ELEC: WE : #01312015850 : 2024 MAY	231.45
	05/23/2024	28228	RENT POINT LOOKOUT BRANCH	RENT : POINT LOOKOUT : 2024	3,616.26
	05/23/2024	28229	RENT WEST END BRANCH	RENT F/WEST END BRANCH: 2024	3,151.80
	05/23/2024	28230	FRANK CAMPOREALE (BOOKMAN)	BOOK DROP 2024MAY	600.00
	05/23/2024	28231	LONG BEACH PUBLIC LIBRARY Petty Cash	REPLENISH PETTY CASH 24402447	159.33
May 21 23, 24					104,292.34

TRUSTEE, LIBRARY BOARD

TRUSTEE, LIBRARY BOARD

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

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

PAYROLL WARRANT
SALARY SUMMARY

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

PAYROLL WARRANT # 1331
DATE: 5/23/2024

	Amount
LIBRARIAN	21,197.40
PROFESSIONAL	15,245.00
PATRON SERVICES	10,228.80
CLEANER	3,094.38
PAGE	3,094.70
PER DIEM	114.18
NET PAYROLL	52,974.46
FEDERAL TAX	15,903.03
STATE TAX	2,801.12
MTA TAX	0.00
NYC TAX	489.95
ACCUDATA INVOICE	429.59
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$72,845.15

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
Jun 3 6, 24				
06/05/2024			Funds Transfer PR 060624 FED TAX	15,468.70
06/05/2024			Funds Transfer PR 060624 NYS TAX	2,742.26
06/05/2024			Funds Transfer PR 060624 NYC TAX	494.02
06/05/2024			Funds Transfer PR 060624 NET PR	51,743.55
06/05/2024			Funds Transfer pr 060624 GARNISH	247.00
06/05/2024			Funds Transfer PR 060624 FEE	440.62
06/05/2024			Funds Transfer PR 060624 OMNI	545.00
06/03/2024	28232	ONEPAK, INC. (LDI)	FREIGHT CHARGES: PICK UP EXISTING COPIER	830.00
06/03/2024	28233	ONEPAK, INC. (LDI)	FREIGHT CHARGES: PICK UP EXISTING COPIER	1,465.11
06/06/2024	28234	CSEA	UNION DUES &FEES: PAYROLL 2024 0606	995.94
06/06/2024	28235	PREFERRED GROUP PLANS, INCFSA	EMPLOYEE CONTRIBUTIONS P/R 20240606	1,027.88
06/06/2024	28236	PREFERRED GROUP PLANS, INC. FEES	MONTHLY PLAN FEE 2024 JUN	75.00
06/06/2024	28237	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 2024050924	784.48
06/06/2024	28238	BLAU ALEXANDRA	REIMBURSE F/ALBUMS PER ATTAD	284.92
06/06/2024	28239	BRENNAN LESSARD JILL	LIBRARY PLANT SUPPLIES	13.58
06/06/2024	28240	DEMARCO STEPHANIE	REIMBURSE PGM / CRAFT SUPPLIES	81.46
06/06/2024	28241	KELLY EILEEN	REIMBURSE MILEAGE PER ATT'D	72.36
06/06/2024	28242	MCCAULEY SHAUNA	REIMBURSE PER ATT'D	11.98
06/06/2024	28243	MENZZASALMA NICOLE	TRAVEL PER THE ATTACHED	49.85
06/06/2024	28244	NASHAK SARAH	REIMBURSE PER ATT'D	33.76
06/06/2024	28245	SUAREZMATOS TANYA	REIMBURSE MEETING FEES	10.00
06/06/2024	28246	GUARD SECURITY USA INC	GUARDS 2WKS @ \$27.33 /HR	2,049.75
06/06/2024	28247	LEAF LEASING (BIZHUB PMA)	BIZHUB RELEASE : C# 1004777944005 2024 N	150.50
06/06/2024	28248	LEAF LEASING (BIZHUB PMA)	BIZHUB RELEASE : C# 1004777944005 2024 N	144.05
06/06/2024	28249	OPTIMUMMAIN	TEL MAIN : #07858996527031 2024 MAY	308.07
06/06/2024	28250	OPTIMUMPOINT LOOKOUT	PL: #07858563502028: TEL+DATA 2024JUN	154.39
06/06/2024	28251	PMA (BIZHUB LEAF)	QUARTERLY MAINTENANCE2024 Q2	415.08
06/03/2024	JP06030949	NEWSPAPERSDAILY NEWS	ACCT#1432284: DAILY NEWS 1 X 7DAYS	209.28
Jun 3 6, 24				<u>80,848.59</u>

TRUSTEE, LIBRARY BOARD

TRUSTEE, LIBRARY BOARD

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

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

PAYROLL WARRANT
SALARY SUMMARY

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

PAYROLL WARRANT # 1332
DATE: 6/6/2024

	Amount
LIBRARIAN	19,227.64
PROFESSIONAL	15,753.10
PATRON SERVICES	10,066.16
CLEANER	3,307.39
PAGE	3,039.52
PER DIEM	349.74
NET PAYROLL	51,743.55
FEDERAL TAX	15,468.70
STATE TAX	2,742.26
MTA TAX	0.00
NYC TAX	494.02
ACCUDATA INVOICE	440.62
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$71,136.15

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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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
Jun 17, 24					
	06/17/2024	28252	ACE HARDWARE	ACCT# 29884 MISC BLDG SUPPLIES F/CONSTI	121.99
	06/17/2024	28253	APS	ACCT# 708657CUSTODIAL / CLEAN EQUIP/SU	929.51
	06/17/2024	28254	BAKER & TAYLOR L9274003 PROC ACCT	ACCT 4003 PROCESSED BOOK 2024 MAY	5,727.14
	06/17/2024	28255	BAKER & TAYLOR 40017023	ACCT 7023: DVDS: FILMS / TV SERIES / ETC 2I	86.32
	06/17/2024	28256	BAKER & TAYLOR 40021033 CD PROCESSED	ACCT 1033: PROCESSED MUSIC CDS 2024 M/	26.16
	06/17/2024	28257	BAKER & TAYLOR C0699143	ACCT 9143 GUIDES / CATALOGS / INSTRUC 2C	89.82
	06/17/2024	28258	BAKER & TAYLOR L2190303UNPROCESSED	ACCT 0303: BOOKS ACCT# 303513 L2190303	224.18
	06/17/2024	28259	BAKER & TAYLOR L9319313 YA	ACCT 9313: YA BOOKS ACCT# L9319313 202	505.17
	06/17/2024	28260	BAKER & TAYLOR L9319493REFSPOKEN WOR	ACCT 9493CDS SPOKEN WORD ACCT 2024 N	240.34
	06/17/2024	28261	BLACKSTONE PUBLISHING	CUS# 133307MO.DVD FILM 2024	41.60
	06/17/2024	28262	CENGAGE LEARNING / GALE	LG PRINT BOOK PLANS	1,051.13
	06/17/2024	28263	DEMCO	FANTASY CLASSIFICATION LABELS	22.44
	06/17/2024	28264	KNOCKOUT PEST CONTROL EXTERMINATOR	EXTERMINATOR : BIMONTHLY INSPECTION	85.00
	06/17/2024	28265	LIBRARY MARKET	LIBRARY ECALENDAR ECOMMERCE CONFIG	1,500.00
	06/17/2024	28266	NLS ILS SERVICES OPERATING FUND	NLS CROWN CASTLE 2024 JUNE	800.00
	06/17/2024	28267	SHERRY WEINER	PATRON FOUND / RET'D "LOST" BOOK	29.00
	06/17/2024	28268	LIBRARY EAST MEADOW PUBLIC	REIMBURSE E.MEADOW LOST/DAMAGED ME	12.95
	06/17/2024	28269	PIANOJEFFREY LOTOCKE	PIANO TUNE+REPAIR	160.00
	06/17/2024	28270	PMA (BIZHUB LEAF)	QTR YS EPSON COPY SURCHG 2024 Q2	45.00
	06/17/2024	28271	POSTMASTER OF LONG BEACH	PERMIT#49: F&B POSTCARD MAILING JUNE 2I	2,288.33
	06/17/2024	28272	PGMA / ARTISTS IN PARTNERSHIP, INC.	APGM:M 3 DAYS "2024 CABARET FESTIVAL"	1,101.00
	06/17/2024	28273	PGMA / BERTINETTI, BEVERLEE	APGM:H 3X 1HR @ \$65EA "GENTLE YOGA"	195.00
	06/17/2024	28274	PGMA / DESANTIS, MARC	APGM:M 1 X 2HR @ \$175EA "THE SCRIBBLEI	175.00
	06/17/2024	28275	PGMA / DURSO, STEPHANIE	APGM:H 5 @ \$75 "YOGA FOR HEALTH AND F	375.00
	06/17/2024	28276	PGMA / JANSEN, GARY	APGM:MAIN 2X \$59.68 @60MIN "AYURVEDA	119.36
	06/17/2024	28277	PGMA / JANSEN, GARY	APGM:MAIN 1X \$89.918 @90MIN "SPRING E	89.91
	06/17/2024	28278	PGMA / JANSEN, GARY	APGM:WEST 3X \$60.00 @60MIN "CHOPRA M	180.00
	06/17/2024	28279	PGMA / JANSEN, GARY	APGM:POINT 4X \$60.00 @60MIN "CHOPRA N	240.00
	06/17/2024	28280	PGMA / MARKUS, STUART DBA GATHERING T	APGM:M 1.5 @ 700.00"Great Songs of the 't	700.00
	06/17/2024	28281	PGMA / MILLERSMALL,DONNA	APGMM: 3 @ \$200 1 @ \$40 / 1.5HR "MAH J	640.00
	06/17/2024	28282	PGMA / NAYLOR, NATALIE	APGM:M 1HR 1X@ \$250 "Daring & Intrepid /	250.00
	06/17/2024	28283	JBIRD MUSIC FOR THE ARTS, INC.	APGMM : 1.4HRS @ \$450 "THE HAPPY SNAPP	450.00
	06/17/2024	28284	PGMA / ROZELL, LORI	APG:H 3 @ 60/ 1 HR "LOW IMPACT CARDIO"	180.00
	06/17/2024	28285	PGMA / WISEL, LISA M.	APGMH: 1 @ \$90 / 45MIN HYBRID "MEDITA	90.00
	06/17/2024	28286	STAPLES	MISC OFFICE SUPPLIES	357.00
	06/17/2024	28287	UNIVERSITY PRODUCTS	ARCHIVAL FOLDERS F/HISTORY ITEMS	57.25
	06/17/2024	28288	UPS	SHIPPER #A6867Y SHIPPING	43.63
Jun 17, 24					<u><u>19,229.23</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.

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PAYROLL WARRANT
OPERATING EXPENSES

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

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

TRUSTEE, LIBRARY BOARD

TRUSTEE, LIBRARY BOARD

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

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

PAYROLL WARRANT
SALARY SUMMARY

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

PAYROLL WARRANT # 1323
DATE: 3/14/2024

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

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

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
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 REGISTRATIOI	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

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
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>

TRUSTEE, LIBRARY BOARD

TRUSTEE, LIBRARY BOARD

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

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

PAYROLL WARRANT
SALARY SUMMARY

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

PAYROLL WARRANT # 1324
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.

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
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>83,873.87</u>

TRUSTEE, LIBRARY BOARD

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 # 1325
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 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.

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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.

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TRUSTEE, LIBRARY BOARD

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Long Beach Public Library
Monthly Treasurer's Report
May 2024

Prepared by:

Nawrocki Smith LLP

Certified Public Accountants & Business Consultants



Long Beach Public Library
Treasurer's Report Summary
May 2024

Fund Revenues: Fiscal Year to Date

<u>Code</u>	<u>Description</u>	<u>Adopted Budget</u>	<u>Modified Budget</u>	<u>YTD Actual</u>	<u>\$ Over/(Under)</u>	<u>% of Budget</u>
.4050	Real Property Taxes	\$ 3,811,574.00	\$ 3,811,574.00	\$ 3,300,000.00	\$ (511,574.00)	86.58%
.4022	PILOT (Payments in Lieu of Taxes)	\$ 4,950.00	\$ 4,950.00	\$ 9,318.07	\$ 4,368.07	188.24%
.4014	Fines and Fees	\$ 3,000.00	\$ 5,000.00	\$ 7,342.22	\$ 2,342.22	146.84%
.4030	Interest and Earnings	\$ 2,500.00	\$ 10,000.00	\$ 12,767.60	\$ 2,767.60	127.68%
.4040	Miscellaneous Revenues	\$ 15,000.00	\$ 18,000.00	\$ 16,982.30	\$ (1,017.70)	94.35%
.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	\$ 1,625.29	\$ (374.71)	100.00%
.4005	Discrepancies			\$ (11.20)	\$ (11.20)	100.00%
3100.0	Appropriated Surplus	\$ -	\$ 152,805.00	\$ -	\$ (152,805.00)	0.00%
Total Revenues		\$ 3,848,024.00	\$ 4,025,329.00	\$ 3,370,294.28	\$ (655,034.72)	83.73%

Fund Expenditures: Fiscal Year to Date

<u>Code</u>	<u>Description</u>	<u>Adopted Budget</u>	<u>Modified Budget</u>	<u>YTD Actual</u>	<u>\$ Over/(Under)</u>	<u>% of Budget</u>
6400 - Library Materials						
.6420	Books	\$ 139,000.00	\$ 160,000.00	\$ 151,487.85	\$ (8,512.15)	94.68%
.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	\$ 10,119.04	\$ 1,119.04	112.43%
.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	\$ 44,692.85	\$ (1,807.15)	96.11%
J	Youth Programs	\$ 40,000.00	\$ 45,000.00	\$ 40,324.43	\$ (4,675.57)	89.61%
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	\$ 39,630.42	\$ (2,339.58)	94.43%
SW	Software and Online Services 6)	\$ 25,000.00	\$ 25,000.00	\$ 32,000.56	\$ 7,000.56	128.00%
LT	Leased Technology 1)	\$ 16,000.00	\$ 16,000.00	\$ 19,484.72	\$ 3,484.72	121.78%
PT	Peripheral Technology	\$ 8,500.00	\$ 8,000.00	\$ 8,770.56	\$ 770.56	109.63%
.00	Other Technology	\$ -	\$ -	\$ 945.00	\$ 945.00	100.00%
6460 - Operating Expenses						
SU	Library Supplies	\$ 11,500.00	\$ 15,850.00	\$ 13,700.70	\$ (2,149.30)	86.44%
PO	Postage	\$ 3,500.00	\$ 7,500.00	\$ 4,667.75	\$ (2,832.25)	62.24%
CM	Communications and Marketing 5)	\$ 7,500.00	\$ 7,000.00	\$ 18,127.20	\$ 11,127.20	258.96%
IN	Insurance	\$ 52,000.00	\$ 53,000.00	\$ 5,473.00	\$ (47,527.00)	10.33%
6610 - Other Operating Expenses						
N	NLS Services	\$ 85,000.00	\$ 85,000.00	\$ 79,731.98	\$ (5,268.02)	93.80%
SGU	Security 7)	\$ 21,000.00	\$ 49,000.00	\$ 50,468.93	\$ 1,468.93	103.00%
AC	AccuData 8)	\$ 10,000.00	\$ 10,000.00	\$ 11,079.84	\$ 1,079.84	110.80%
MI	Miscellaneous	\$ 18,000.00	\$ 18,000.00	\$ 16,049.68	\$ (1,950.32)	89.16%
6640 - Facilities						
BR	Branch Rentals	\$ 82,000.00	\$ 82,000.00	\$ 74,712.96	\$ (7,287.04)	91.11%
UT	Utilities 9)	\$ 65,000.00	\$ 65,000.00	\$ 73,701.29	\$ 8,701.29	113.39%
TE	Telephone	\$ 21,000.00	\$ 20,000.00	\$ 15,946.65	\$ (4,053.35)	79.73%
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	\$ 107,484.25	\$ (30,265.75)	78.03%
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	\$ 18,501.27	\$ 8,501.27	185.01%
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	\$ 54,402.50	\$ (15,597.50)	77.72%
TR	Travel and Training 11)	\$ 5,500.00	\$ 6,000.00	\$ 8,775.50	\$ 2,775.50	146.26%
DM	Dues and Memberships 12)	\$ 2,200.00	\$ 2,200.00	\$ 4,746.99	\$ 2,546.99	215.77%
6500 - Personnel						
SA	Salaries	\$ 2,056,421.00	\$ 2,005,744.00	\$ 1,917,721.33	\$ (88,022.67)	95.61%
HI	Hospital and Medical Insurance 13)	\$ 438,226.00	\$ 426,347.00	\$ 480,399.51	\$ 54,052.51	112.68%
.02	NYS Retirement	\$ 232,683.00	\$ 214,954.00	\$ 214,954.00	\$ -	100.00%
.03	Social Security / Medicare	\$ 157,316.00	\$ 153,439.00	\$ 136,812.34	\$ (16,626.66)	89.16%
.05	Unemployment	\$ -	\$ -	\$ -	\$ -	100.00%
MB	Miscellaneous Employee Expenses	\$ 40,000.00	\$ 35,000.00	\$ 23,637.92	\$ (11,362.08)	67.54%
Reconciliation Discrepancies						
	Discrepancies	\$ -	\$ -	\$ 0.39	\$ 0.39	100.00%
Total Expenditures		\$ 3,848,024.00	\$ 4,025,329.00	\$ 3,785,095.80	\$ (240,233.20)	94.03%

Fund Net Income: Fiscal Year to Date

\$ (414,801.52)

Budget to Actual Notes:**11 Months = 91.67% of the year**

- 1) Leased Technology (.6440LT)- \$11,500 has been paid for staff copiers
- 2) Magazines and Newspapers (.6457)- \$5,209 paid for print and \$4,909 paid for digital
- 3) Research/Learning (.6457)- \$25K was paid for annual services to NLS in January
- 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		31-May-24
First National - Operating	\$	1,698,334.62
First National - Payroll	\$	97,970.31
First National - Capital Improvement	\$	577,835.89
First National AL/SL Liability	\$	51,625.60
First National Electronic Payments	\$	17,013.81
Capital One - Computer	\$	338,238.01
Capital One - Education Fund	\$	5,160.56
Other Current	\$	55,277.26
Total Assets	\$	2,841,456.06
Accounts Payable	\$	36,235.50
Other Current	\$	145,029.48
Total Liabilities	\$	181,264.98
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	\$	2,126,929.55
Net Income	\$	(414,801.52)
Total Equity	\$	2,660,191.08
Total Liabilities & Equity	\$	2,841,456.06

Long Beach Public Library

Balance Sheet

As of May 31, 2024

	May 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1201.01 · 1stNat-Operating 7138	1,698,334.62
1202.02 · 1stNat-Payroll 7146	97,970.31
1203.01 · 1stNat-Capital Improvement 1863	577,835.89
1204.04 · 1stNat-AL/SL Liability 7369	51,625.60
1206.06 · 1stNat-Electronic Payments 8904	17,013.81
1240.00 · CapOne-Computers	338,238.01
1241.00 · CapOne-Education Fund	5,160.56
1295.00 · Petty Cash	212.55
Total Checking/Savings	2,786,391.35
Accounts Receivable	
1300.00 · Accounts Receivable	12,831.41
Total Accounts Receivable	12,831.41
Other Current Assets	
1310.00 · Prepaid Expenses	42,233.30
Total Other Current Assets	42,233.30
Total Current Assets	2,841,456.06
TOTAL ASSETS	2,841,456.06
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2500.00 · Accounts Payable	38,824.78
Total Accounts Payable	38,824.78
Credit Cards	
2610.02 · 1ST NAT'L VISA CARD	-2,589.28
Total Credit Cards	-2,589.28
Other Current Liabilities	
2000.00 · Payroll Liabilities	
2001.00 · Accrued Payroll Payable	64,025.47
2002.00 · CSEA	18.69
2003.01 · Federal Taxes	
2003.M · MEDICARE - EE	156,110.52
2003.SS · SOCIAL SECURITY - EE	666,484.61
2003.01 · Federal Taxes - Other	-822,595.12
Total 2003.01 · Federal Taxes	0.01
2010.00 · NYS Retirement System	
2010.01 · Arrears	357.20
2010.02 · Contributions	-240.20
2010.03 · Loans	485.93
2010.04 · Retirement Post tax SC	-50.00
2010.00 · NYS Retirement System - Other	57,342.75
Total 2010.00 · NYS Retirement System	57,895.68
2011.00 · 125 Plan Fees	135.00
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	-413.41
2018.02 · AFLAC - POST TAX DED (DISAB)	29.64
2018.DE · CSEA EBF - DENTAL	-2,743.58
2018.VI · CSEA EBF - VISION	-448.62
2030.00 · NYS 457	657.56

Long Beach Public Library
Balance Sheet
As of May 31, 2024

	May 31, 24
2040.00 · NYS Paid Family	28,492.98
2050.00 · Net Payroll Payable	628.57
2000.00 · Payroll Liabilities - Other	-545.00
Total 2000.00 · Payroll Liabilities	147,028.04
2510.00 · Accrued Expenses Payable	-1,998.56
Total Other Current Liabilities	145,029.48
Total Current Liabilities	181,264.98
Total Liabilities	181,264.98
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	2,126,929.55
Net Income	-414,801.52
Total Equity	2,660,191.08
TOTAL LIABILITIES & EQUITY	2,841,456.06

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

	Jul '23 - May 24
Ordinary Income/Expense	
Income	
4005.00 · Discrepancies	
4005.OV · Overages	-11.20
4005.SH · Shortages	0.00
Total 4005.00 · Discrepancies	-11.20
4014.00 · FINES AND RENTALS	
4014.FI · Fines	
40BF.00 · Book Fines	
40BF.01 · Book-Fines Main	3,839.55
40BF.02 · Book-Fines Point	109.00
40BF.03 · Book Fines-West	54.60
40BF.00 · Book Fines - Other	30.00
Total 40BF.00 · Book Fines	4,033.15
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	291.03
40VF.02 · Video-Fines Point	11.00
40VF.03 · Video-Fines West	5.00
Total 40VF.00 · DVD / Video Fines	307.03
Total 4014.FI · Fines	4,452.87
4014.LO · Lost	
4014.LI · PAYMENT FROM OTHER LIBRARIES	39.98
40LB.00 · Lost Books	2,666.80
40LC.00 · Lost CD	19.94
40LD.00 · Lost DVDs	162.63
40LM.00 · Lost - Museum Passes	0.00
Total 4014.LO · Lost	2,889.35
Total 4014.00 · FINES AND RENTALS	7,342.22
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)	9,318.07
4024.00 · Gifts and Endowments	
4024.DO · Donations	551.29
4024.DP · Donations - Online	1,074.00
4024.GR · Donations- Grants - Non-Govt'l	0.00
Total 4024.00 · Gifts and Endowments	1,625.29
4030.00 · Interest Income	
4030.02 · Other Interest	12,767.60

Long Beach Public Library

Profit & Loss

July 2023 through May 2024

	Jul '23 - May 24
Total 4030.00 · Interest Income	12,767.60
4040.00 · Miscellaneous Revenue	
4040.05 · Sales Tax Collected	21.28
4040.CA · Collection Agency Fee	358.20
4040.CO · Commissions	
4000.01 · Commissions - Copiers	1,506.55
4040.CP · Commissions - Copiers Public	
40CP.M · Commissions-PUBLIC COPIERS-MAIN	2,736.00
Total 4040.CP · Commissions - Copiers Public	2,736.00
Total 4040.CO · Commissions	4,242.55
4040.ER · E-rate Rebate	3,517.08
4040.LC · Library Cards	380.00
4040.NO · Notary	615.50
4040.OM · Other Misc Revenue	5.70
4040.PF · Print Fees	7,586.32
4040.SB · Sold Bags	245.67
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	16,982.30
4050.00 · Real Property Taxes	3,300,000.00
Total Income	3,370,294.28
Gross Profit	3,370,294.28
Expense	
6270.00 · Professional Services	
6270.NP · Professional Fees (less Pgms)	
6270.DM · Dues and Memberships	4,746.99
6270.PF · Accounting, Legal, & Other Svcs	
6270.02 · Treasurer	5,752.50
6270.04 · Miscellaneous	29,240.00
6270.05 · Legal Fees	17,800.00
6270.07 · Asset Inventory	310.00
6270.08 · GASB	1,300.00
Total 6270.PF · Accounting, Legal, & Other Svcs	54,402.50
Total 6270.NP · Professional Fees (less Pgms)	59,149.49
6280.00 · Programs	
6280.AA · Programs - Adult	
6280.AH · PROGRAMS - A - HYBRID	13,075.00
6280.AM · PROGRAMS - A - MAIN	17,880.00
6280.AP · PROGRAMS - A - POINT	180.00
6280.AS · ADULT PROGRAM SUPPLIES	10,088.85
6280.AV · PROGRAMS - A - VIRTUAL	2,359.00
6280.AW · PROGRAMS - A - WEST	1,110.00
Total 6280.AA · Programs - Adult	44,692.85
6280.JJ · Programs - J	
6280.JH · PROGRAMS - J - HYBRID	200.00
6280.JM · PROGRAMS - J - MAIN	27,105.00

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

	Jul '23 - May 24
6280.JP · PROGRAMS - J - POINT	80.00
6280.JS · YS PROGRAM SUPPLIES	12,521.43
6280.JJ · Programs - J - Other	418.00
Total 6280.JJ · Programs - J	40,324.43
6280.MU · Museum Passes	5,850.00
Total 6280.00 · Programs	90,867.28
Total 6270.00 · Professional Services	150,016.77
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	79,228.10
6420.02 · Books - Print - Lost	480.06
6420.03 · Books - Sold New	-316.00
6420.BA · Books - Audio / Spoken Word	18,438.57
Total 6420.BP · Books - Physical	97,830.73
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	5,209.28
6457.PR · Research / Learning - PRINT	1,079.00
Total 6400.PH · Print Media - Physical	115,626.61
Total 6400.00 · Collections-Book/Film/Sound/Etc	209,177.89
6440.00 · Technology	
6440.HT · Hardware Technology	
6440.HM · Hardware Maintenance	
6440.OM · Office Equipment Repair	
64CM.01 · Contract/Office Equipment	6,548.56
Total 6440.OM · Office Equipment Repair	6,548.56
Total 6440.HM · Hardware Maintenance	6,548.56
6440.HT · Hardware Technology - Other	33,081.86
Total 6440.HT · Hardware Technology	39,630.42

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

	Jul '23 - May 24
6440.LT · Leased Technology	
6440.BH · Leased Equipment-BIZHUB	3,292.86
6440.LO · Leased Equipment-OTHER	11,470.19
6440.PC · Leased Equipment-PUBLIC COPIERS	4,721.67
Total 6440.LT · Leased Technology	19,484.72
6440.PT · Peripheral Technology	8,770.56
6440.SW · Software & Online Services	
6440.SM · Software Maintenance	179.10
6440.SW · Software & Online Services - Other	31,821.46
Total 6440.SW · Software & Online Services	32,000.56
6440.00 · Technology - Other	945.00
Total 6440.00 · Technology	100,831.26
6460.LO · Library Operational Expenses	
6460.CM · Communications & Marketing	
6460.DG · Comm & Mktg - Digital	1,829.55
6460.PG · Comm & Mktg - Physical Goods	3,774.70
6460.PM · Promotion and Marketing	3,411.29
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	18,127.20
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	1,521.24
6460.PO · Postage and Delivery - Other	499.00
Total 6460.PO · Postage and Delivery	4,667.75
6460.SU · Library Supplies	
64SU.01 · Archival	332.39
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	7,546.62
64SU.08 · Toner	375.05
6460.SU · Library Supplies - Other	1,342.91
Total 6460.SU · Library Supplies	13,700.70
Total 6460.LO · Library Operational Expenses	36,495.65
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	110,880.55
5031.00 · FICA Expense - Medicare ER	25,931.79
Total 6500.03 · Social Security - Medicare	136,812.34
6500.05 · Unemployment Insurance	0.00
6500.MB · Misc Employee Benefit Expenses	
6500.04 · Tuition	3,300.00
6500.06 · Disability	
6500.6A · Contributions NYS Disability	-1,465.13
6500.6C · Payments to NYS Disability	7,331.05

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

	Jul '23 - May 24
Total 6500.06 · Disability	5,865.92
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	23,637.92
Total 6500.EB · Employee Benefits	375,404.26
6500.HI · Health Insurance	
6500.EM · Employee Health Insurance	
6500.ME · Medicare Reimbursements	19,341.00
65EM.02 · Employee Contributions Empire P	-79,283.95
65EM.03 · Employer Contributions	454,687.28
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	30,431.32
Total 6500.EM · Employee Health Insurance	403,128.66
6500.RE · Retiree Health Insurance	
65RE.02 · Retiree Contributions	-24,237.60
6500.RE · Retiree Health Insurance - Other	101,508.45
Total 6500.RE · Retiree Health Insurance	77,270.85
Total 6500.HI · Health Insurance	480,399.51
6500.SA · Salaries	
65SA.NP · Salary Expense-Non Professional	
65NP.01 · Clerical	427,140.72
65NP.02 · Cleaner	141,463.42
65NP.03 · Page	81,803.57
Total 65SA.NP · Salary Expense-Non Professional	650,407.71
65SA.PR · Salary Expense-Professional	
65PR.01 · Librarian	734,792.06
65PR.02 · Library Specialist / Paraprofes	178,648.75
65PR.03 · Administration	353,872.81
Total 65SA.PR · Salary Expense-Professional	1,267,313.62
Total 6500.SA · Salaries	1,917,721.33
Total 6500.00 · Personnel	2,773,525.10
6610.00 · Other Operating & Maint Exp	
6610.AC · Accu Data	11,079.84
6610.CL · Misc Service Charges - CLOVER	62.43
6610.GU · Security Guards	50,468.93
6610.MI · Other Operating Expenses - Misc	
6270.TR · Travel & Training	
6616.01 · InDistrict	2,014.05
6616.02 · Conference	4,594.54
6616.03 · Career Counseling	455.00
6270.TR · Travel & Training - Other	1,711.91
Total 6270.TR · Travel & Training	8,775.50
6610.A1 · Bank Charges	

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

	Jul '23 - May 24
6610.SC · Service Charge	501.73
6610.VC · Voided Checks	204.48
6610.A1 · Bank Charges - Other	9.95
Total 6610.A1 · Bank Charges	716.16
6610.A2 · Book Drop Contract	6,600.00
6610.A8 · Miscellaneous	99.31
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	264.82
6610.MI · Other Operating Expenses - Misc - Other	49.19
Total 6610.MI · Other Operating Expenses - Misc	24,762.75
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	39,566.16
Total 6640.PL · Point Rent	40,043.16
6640.WE · West End Rent	34,669.80
Total 6640.BR · Rent - Branches	74,712.96
Total 6610.00 · Other Operating & Maint Exp	240,818.89
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	65,607.27
6640.09 · Plumbing	3,010.00
6640.11 · Building Maintenance Agreements	7,171.04
6640.12 · Upkeep of Grounds	374.00

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

	Jul '23 - May 24
6640.BM · Building Ops Repair / Maint - Other	676.00
Total 6640.BM · Building Ops Repair / Maint	107,484.25
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	58,091.69
6640.EP · Electric - Point	3,869.66
6640.EW · Electric - West	3,014.50
6640.GM · Gas - Main	7,377.34
6640.GP · GAS - POINT	1,348.10
Total 6640.UT · Utilities	73,701.29
Total 6640.BO · Building Ops Other Expenses	79,174.29
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	16,777.67
6640.CU · Custodial / Facilities Equip	295.99
6640.MI · Building Maint Expenses - Misc - Other	1,187.61
Total 6640.MI · Building Maint Expenses - Misc	18,501.27
6640.TE · Telephone	
66TE.01 · Main - NLS	8,800.00
66TE.02 · Main - Regular	
66TE.OP · Optimum	3,388.84
Total 66TE.02 · Main - Regular	3,388.84
66TE.04 · Point - Regular	1,698.23
66TE.06 · WEST - DATA LINE (2015)	2,059.58
Total 6640.TE · Telephone	15,946.65
Total 6640.00 · Facilities	269,350.91
6690.00 · Reconciliation Discrepancies	0.39
Total Expense	3,785,095.80
Net Ordinary Income	-414,801.52
Net Income	-414,801.52