

The Open Meeting Packet is
immediately following the Reorg
Packet

Monday July 15, 2024
BOARD OF TRUSTEES REORGANIZATION MEETING
Agenda for Fiscal Year 2025 Reorganization
FY 2025 – July 1, 2024 thru June 30, 2025

Please note, the FY 2025 Reorganization Meeting will be preceded by an Executive Session at 6pm to discuss individual personnel matters.

Also note, the July 15, 2024 Regular Board meeting will be called to order immediately following adjournment of the FY 2025 Reorganization Meeting.

- I. Call to Order by President Anita LaSpina
- II. Roll Call
- III. Pledge of Allegiance
- IV. Board Policies Review
 - a. Trustee Code of Conduct (Signatures Needed) **P. 3-8**
 - b. Conflict of Interest and Ethics (Signatures Needed) **P. 9-13**
 - c. Trustee Education (Informational) **P. 14-16**
 - d. Open Meetings (Informational) **P. 17**
 - e. Open Meetings Videoconferencing (Informational) **P. 18-19**
- V. Nomination & Election of Officers for FY 2025 **P. 20**
 - a. President of the Board of Trustees (Vote Needed)
 - i. *The meeting will be turned over to the new President*
 - b. Vice President of the Board of Trustees (Vote Needed)
 - c. Secretary of the Board of Trustees (Vote Needed)
- VI. Reorganization for FY 2024 (Vote Needed) **P. 20-21**
 - a. Designation of the third Monday of every month at 7 PM for regularly scheduled meetings of the Board, subject to change for holidays and other conflicts
 - b. Authorization for two trustees (rotating each month) to review monthly bills
 - c. Appointment of Kyle Zaharatos of Nawrocki Smith as Library Treasurer **P. 22-24**
 - d. Appointment of Andrew K. Martingale of Quatela Chimeri as Library Attorney **P. 25-26**
 - e. Appointment of RS Abrams as external auditor
 - f. Designation of Jill Lessard as Secretary to the Board and Records Management Officer
 - g. Designation of First National Bank of Long Island and Capital One as the Library's banks
 - h. Designation of Long Beach Herald as the Library's Official Newspaper
 - i. Designation of the Long Beach Civil Service Commission as the Payroll Certifying Officer
 - j. Designation of Library Treasurer as Investment Officer
 - k. Designation of Salerno Insurance as Insurance Broker
 - l. Designation of Utica Insurance Company as the Library's worker's compensation administrator
 - m. Designation of Preferred Group Plan as the Library's Administrator for flexible benefits
 - n. Designation of OMNI as the Library's administrator for employees' 403B plan
 - o. Designation of Tara Lannen-Stanton as the Nassau Library System voting representative

Monday July 15, 2024

BOARD OF TRUSTEES REORGANIZATION MEETING

Agenda for Fiscal Year 2025 Reorganization

FY 2025 – July 1, 2024 thru June 30, 2025

- p. Designation of Tara Lannen-Stanton, Jakea Williamson, Jill Lessard, and Russell Stein as the Library employees responsible for purchasing
- q. Authorization of all Trustees and the Library Treasurer as signatories for financial transactions.
- r. Authorization of the following payments in advance of the monthly claims' audits
 - i. Utilities, lease payments, postage, freight and express charges
 - ii. Payroll and bills associated with payroll
- s. Establishment of petty cash fund
 - i. \$240 total
 - 1. \$200 – Main Library
 - 2. \$20 – Point Lookout Branch
 - 3. \$20 – West End Branch
- t. Re-adoption of Policies in effect as of June 30, 2023

VII. Adjournment of FY 2024 Reorganization Meeting

(Vote Needed)

Adopted by the Board of Trustees: 4/2021
Revised and approved: 11/2023

Library Trustee Code of Conduct

I. Introduction:

The purpose of this Long Beach Public Library Code of Conduct is to clearly define the expectation and responsibility of how a Board Trustee is to comport and conduct themselves on behalf of the Long Beach Public Library (LBPL), the Board of Trustees as a whole, and all staff, volunteers, and community. This policy shall be reviewed and signed by each Trustee annually at the reorganization meeting.

Members of the LBPL Board of Trustees have the legal authority for the conduct of the Library only when acting as a body in a properly convened session. Individual Trustees have no authority over library personnel or daily operations. They shall neither direct nor request that employees and/or the Library Director perform their jobs or other tasks, either in oral or written communications, unless a duly approved resolution of the Board of Trustees directs them to do so.

Members of the Board are free to speak to individuals on Library issues outside of Board meetings, but such public expression is not to be construed as Board policy. Information from Executive Sessions must remain confidential at all times, unless release is appropriately authorized. The Board will not be bound in any way by any individual Trustee's statement or action unless the Board, through an adopted policy or by a majority vote of Board membership, has delegated this authority to the individual member. When exercising their authority and individual rights, Members of the Board are asked to be mindful of the impact their actions may have upon the mission of the Board and the operation of the LBPL.

II. Trustee Code of Conduct

As a Trustee, I understand that I have duties of care, loyalty, and obedience to the LBPL as set forth in Statement on the Governance Role of a Trustee or Board Member, New York State Board of Regents, May 2010

- **Duty of Care:** A trustee or board member must act in good faith and exercise the degree of diligence, care, and skill that an ordinary prudent individual would use under similar circumstances in a like position. To conform with this standard, trustees and board members should:
 - Regularly attend and participate in board meetings and committee meetings where applicable;

Adopted by the Board of Trustees: 4/2021
Revised and approved: 11/2023

Library Trustee Code of Conduct

- Read, review, and inquire about materials that involve the institution, especially board minutes, annual reports, other reports, plans, policies, and any literature that involves the institution;
- Have a fiduciary responsibility for the assets, finances, and investments of the institution and exercise due diligence, care, and caution as if handling one's own personal finances; and
- Use one's own judgment in analyzing matters that have an impact on the institution.
- **Duty of Loyalty:** Trustee/board members owe allegiance to the institution and must act in good faith with the best interest of the institution in mind.
 - The conduct of a trustee/board member must, at all times, further the institution's goals and not the member's personal or business interests.
 - Consequently, trustees/board members should not have any personal or business interest that may conflict with their responsibilities to the institution.
 - A trustee/board member should avoid even the appearance of impropriety when conducting the institution's business.
 - Acts of self-dealing constitute a breach of fiduciary responsibility that could result in personal liability and removal from the board.
- **Duty of Obedience:** A trustee/board member has a responsibility to ensure that the institution's resources are dedicated to the fulfillment of its mission. The member also has a duty to ensure that the institution complies with all applicable laws and does not engage in any unauthorized activities.

As a Long Beach Public Library Trustee, I agree to:

- Act with honesty and integrity
- Support in a positive manner all actions taken by the Board of Trustees even when I am in a minority position on such actions.
- Recognize that decisions of the Board can be made only by a majority vote at a Board meeting and respect the majority decisions of the Board, while retaining the right to seek changes through ethical and constructive methods
- Participate in Board self-evaluation programs, and Trustee development workshops, seminars, and other educational events that enhance my skills as a Trustee, as they become available
- Participate in annual sexual harassment prevention training. Training videos and literature will be provided by the Library Director for all Trustees.
- Keep confidential information confidential

Adopted by the Board of Trustees: 4/2021

Revised and approved: 11/2023

Library Trustee Code of Conduct

- Exercise my authority as a Trustee only when acting in a meeting with the full Board or when a duly approved resolution of the Board of Trustees allows them to do so as an individual.
- To be held to the same standards, rules, and procedures as all Library patrons when visiting the Library.
- Represent the LBPL, its staff, its services, and its programs in a positive and supportive manner.
- Address any concerns or opinions as a visiting Trustee related to Library staff, operations or programs to the Library Director and Assistant Director in writing via email so that the Director and/or Assistant Director can address the issue as they see fit as the supervisors of all library staff and chief administrators of all daily library operations. Not to engage in prolonged conversations which keep staff preoccupied and away from regular duties when visiting the Library.
 - **Note:** employees have been instructed to immediately notify the Director and Assistant if individual Trustees give them directives, criticize library personnel, interfere or disrupt library operations, attempt to undermine established authority or chain of command or communication procedures, or otherwise engage in behavior outside the authority of any other individual citizen. In the event that a Board member is a parent, they are entitled to exercise all of the prerogatives of a parent in accessing library programs and personnel, but should be clear in their statements and representations to employees and Director when they are speaking in the capacity of parent and when they are speaking in the capacity of a Board Member.
- Work with and respect the opinions of my peers who serve this Board and leave my personal prejudices out of all Board discussions.
- Always act for the good of the Library and represent the interests of all people served by it.
- Observe the parliamentary procedures and display courteous conduct in all Board and committee meetings.
- Refrain from intruding on administrative issues that are the responsibility of management, except to monitor results.
- Accept my responsibility for providing oversight of the financial condition of the LBPL
- Avoid acting in a way that represents a conflict of interest between my position as a Trustee and my personal or professional life, even if those actions appear to provide a benefit for the Library. This includes using my position for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the Board and refrain from voting on matters in which I have a conflict.

Adopted by the Board of Trustees: 4/2021

Revised and approved: 11/2023

Library Trustee Code of Conduct

III. Corrective Action/Removal/Suspensions

Should the Board of Trustees have reasonable cause to believe that a Trustee has violated this Code of Conduct based upon an examination and due proof of the veracity of a written complaint submitted to the Board by any Trustee of the misconduct, neglect of any duty set forth above, or refusal to carry into effect the provisions of this Code of Conduct, it may remove or suspend from office any Trustee in accordance with Education Law, section 226(8).

In accordance with Education Law, section 226(8), notice of the proposed action must be given to the accused Trustee and all other Trustees at least one week before the proposed action is taken and removal or suspension shall require a majority vote of the entire Board of Trustees.

Nothing in this section shall preclude the Library Board from performing any other actions against the offending trustee as provided for by law, in consultation with legal counsel.

IV. Addressing complaints about Trustees

It is the full Board of Trustees' obligation to look into any matters or complaints about an individual Trustee.

- By an employee about a Trustee
 - Employees wishing to make a complaint about a Trustee must do so in writing via email to the Director and Assistant Director;
 - The Director (or Assistant Director if the Director is unavailable) shall forward that email to the Board President;
 - If the complaint is against the Board President, the Director shall forward that email to the Board Vice President.
 - The Board President (or Vice President, as appropriate) shall bring the complaint to the full Board for discussion in Executive Session and to vote on any further action;
 - Employees will suffer no retaliation for having made a bona-fide complaint against a Trustee.
- By a member of the public about a Trustee
 - Members of the public wishing to make a complaint about a Trustee will be encouraged to do so in writing via email to the Board President.
 - If the complaint is against the Board President, the email shall be addressed to the Board Vice President.

Adopted by the Board of Trustees: 4/2021

Revised and approved: 11/2023

Library Trustee Code of Conduct

- The Board President (or Vice President, as appropriate) shall bring the complaint to the full Board for discussion in Executive Session and to vote on any further action.

Adopted by the Board of Trustees: 4/2021

Revised and approved: 11/2023

Library Trustee Code of Conduct

TRUSTEE ACKNOWLEDGEMENT FORM

I hereby acknowledge that I have received a copy of the Long Beach Public Library ("Library") Trustee Code of Conduct (the "Code") for Fiscal Year_____.

I understand that, as a Trustee, I have a responsibility to adhere to the principles and terms set forth in the Code, which further the effective governance and ethical operation of the Library.

Trustee Name:_____

Date: _____

Signature: _____

Please return this signed acknowledgement to the Library Director within ten (10) business days of the Library's annual reorganization meeting.

Adopted: 7/2013

Revised: 11/2014

Revised and approved: 11/2023

Conflict of Interest and Ethics Policy

To ensure that Library Staff and Trustees do not benefit from their employment or relationship to the Library, it shall be the policy of the Library to comply with New York State's Public Officers Law §73 and §74, Code of Ethics, and 19NYCRR Part 930, Honoria and Reimbursement for travel expenses. Further, the purpose of this Policy is to protect the Library's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Library or might result in a possible excess benefit transaction.

Interested Person:

Any Trustee or Director who has a direct or indirect financial interest, as defined below, is an interested party.

Financial Interest:

A person has a financial interest if the person has, directly or indirectly, through business investment or family:

- An ownership or investment interest in an entity with which the Library has a transaction or arrangement,
- A compensation arrangement with the Library or with any entity or individual with which the Library has a transaction or arrangement, or,
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Library is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest.

Duty to Disclose:

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Trustees considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists:

Adopted: 7/2013

Revised: 11/2014

Revised and approved: 11/2023

Conflict of Interest and Ethics Policy

After disclosure of the financial interest and all material facts and after any discussion with the interested person, they shall leave the Trustees' meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Trustees shall decide if a conflict of interest exists.

Procedure:

An interested person may make a presentation to the Board of Trustees but after the presentation, they shall leave the meeting during the discussion of, and the vote upon, the transaction or arrangement in question. The chairperson of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. After exercising due diligence, the Board of Trustees shall determine whether the Library can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict, the Board can determine by a majority vote of the disinterested Trustees whether the transaction or arrangement is in the Library's best interest, and whether it is fair and reasonable.

Violations of the Conflict of Interest Policy:

If the Board of Trustees has a reasonable cause to believe a Trustee or Director has failed to disclose actual or possible conflicts, it shall inform the party of the basis for such belief and afford the party an opportunity to explain the alleged failure to disclose. If, after hearing the party's response and making further investigation as warranted by the circumstances, the Board determines the party has failed to disclose an actual or possible conflict, the Board shall take appropriate disciplinary and corrective action up to and including dismissal or termination, and referral to the New York State Board of Regents for possible removal of a Trustee, pursuant to New York State Education Law Section 226.

Records of the Proceeding:

The minutes of the proceeding shall contain the following:

- The name(s) of the persons who disclose or were otherwise found to have a financial interest in connection with the actual or possible conflict, the nature of the financial interest, any action taken to determine if the conflict exists and the Board's decision as to whether a conflict actually existed.

Adopted: 7/2013

Revised: 11/2014

Revised and approved: 11/2023

Conflict of Interest and Ethics Policy

- The names of the Trustees who were present for the discussion and vote relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement and a record of the votes taken.

Ethics:

No officer or employee of the Library shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of their duties in the public interest.

No officer or employee of the Library shall accept employment or engage in any business or professional activity, which will require them to disclose confidential information, which they have gained by reason of his official position or authority nor shall they disclose confidential information acquired by them in the course of their official duties nor use such information to further their personal interests.

No officer or employee of the Library shall use or attempt to use their official position to secure unwarranted privileges or exemptions for themselves or others, including but not limited to, the misappropriation to themselves or to others of the property, services or other resources of the Library for private business or other compensated services or other resources of the Library for private business or other compensated non-governmental purposes.

An officer or employee of the Library shall not by their conduct give reasonable impression that any person can improperly influence them or unduly enjoy their favor in the performance of their official duties, or that they is affected by the kinship, rank, position or influence of any party or person.

An officer or employee of the Library shall endeavor to pursue a course of conduct, which will not raise suspicion among the public that they are likely to be engaged in actions that are in violation of their trust.

Any officer or employee who shall knowingly and intentionally violate any of the provisions of this section may be fined, suspended or removed from office or employment in the manner provided by law.

Further, Library Trustees shall not be employees of the Library.

Adopted: 7/2013

Revised: 11/2014

Revised and approved: 11/2023

Conflict of Interest and Ethics Policy

Periodic Reviews:

To ensure the Library operates in a manner that is consistent with the Policy, this policy shall be reviewed and signed by each Trustee annually at the reorganization meeting.

TRUSTEE ACKNOWLEDGEMENT FORM

Adopted: 7/2013

Revised: 11/2014

Revised and approved: 11/2023

Conflict of Interest and Ethics Policy

I hereby acknowledge that I have received a copy of the Long Beach Public Library ("Library") Conflict of Interest and Ethics Policy (the "Policy") for Fiscal Year_____.

I understand that, as a Trustee, I have a responsibility to adhere to the principles and terms set forth in the Policy, which further the effective governance and ethical operation of the Library.

Trustee Name:_____

Date: _____

Signature: _____

Please return this signed acknowledgement to the Library Director within ten (10) business days of the Library's annual reorganization meeting.

Adopted: 1/2023

Trustee Education Policy

Purpose

The purpose of the Trustee Education Policy is to comply with [New York State Education Law Section 260-D](#) which requires members of library boards of trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board President and Business Office annually.

Administration

Each year Trustees are required to complete two hours of continuing education during their term on the System Board.

According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the President of the Board of Trustees evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers; or
2. a signed self-assurance of completion (included at the end of this policy).
 - a. Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board President by December 31 of each year.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

Compliance will be tracked through the Library's Annual Report to the State.

Adopted: 1/2023

Trustee Education Policy

Approved Providers

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.

In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

Allowable Formats:

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

Costs of Continuing Education

Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Library in accordance with the Conference and Travel Policy. All continuing education requesting reimbursement must be pre-approved by the Library Board.

Adopted: 1/2023

Trustee Education Policy

SELF-ASSURANCE of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

Trustee Signature/Date

Approved by Board: 11/2021

Open Meetings Policy

The Long Beach Public Library Board of Trustees adheres to New York State's Open Meetings Law found in the Public Officers Law, Article 7, as well as Education Law Title 1, Article 5, Section 260a.

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

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

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

Approved by the Board of Trustees: 5/2022

Policy on Use of Videoconferencing for Open Public Meetings

In accordance with the provisions of Section 103-a of the Public Officers Law, the Board of Trustees of the Long Beach Public Library has passed a resolution authorizing the use of videoconferencing to conduct its public meetings. As required, this policy shall serve to establish the written procedures governing the use of videoconferencing and member attendance at public meetings of the Board.

The Board of Trustees may utilize videoconferencing as provided for in the Open Meetings Law subject to the following:

1. the Library's Board meeting may be called to order only if at least three Trustees are present at the Library meeting location and the public are able to attend at that location;
2. the Board of Trustees must establish procedures governing Trustees and public attendance at the Board meeting site, and such procedures must be posted conspicuously on the Library's website;
3. Except where excluded by Section 103-a.3, all Trustees must be present in-person at the public meeting unless a Trustee, "is unable to be physically present at such meeting location due to extraordinary circumstances", such as
 - a. disability;
 - b. illness;
 - c. care-giving responsibilities; or
 - d. any other significant or unexpected factor or event which precludes the Trustee's in-person attendance at such meeting;
4. except for Executive Sessions, the Board must ensure that all members of the Board of Trustees can be heard, seen and identified during the meeting, including all motions, proposals, resolutions and any other matter formally discussed or voted upon;
5. the minutes of such meeting must include which, if any, Trustee participated remotely, and such minutes must be made available to the public;
6. if videoconferencing is utilized to conduct a meeting, the public notice must inform the public, together with notice as to the location where the public can view and/or participate in such meeting, where required documents and records will be posted or available and identify the physical location where the public can attend;
7. if videoconferencing is utilized, it must be recorded and be available on the Library's website within five business days of the meeting, and must remain available for a period of five years;
8. if videoconferencing is utilized to conduct a meeting, members of the public must be able to view and participate in such meeting via video where public comment or

Approved by the Board of Trustees: 5/2022

participation is authorized and that videoconferencing ensures that public participation or testimony will be authorized as if delivered in person; and

9. if video-conferencing is utilized to conduct a meeting, the Board must ensure that the video-conferencing utilizes technology to permit access by members of the public with disabilities consistent with ADA.

Reorganization Summary		
Nomination & Election of Board President		
Nomination & Election of Board Vice President		
Nomination & Election of Board Secretary		
Monthly Meeting Schedule		
Date	Time	Purpose
Monday August 19, 2024	<i>Only if needed</i>	
Monday, September 16, 2024	7:00 PM	Regular meeting
Monday, October 21, 2024	7:00 PM	Regular meeting
Monday, November 18, 2024	7:00 PM	Regular meeting
Monday, December 16, 2024	<i>Only if needed</i>	
Monday, January 27, 2025, 2:00 PM	2:00 PM	Regular meeting
Monday, February 24, 2025, 2:00 PM	2:00 PM	Preliminary FY 2026 Budget
Monday, March 24, 2025	7:00 PM	Board Approval of FY 2026 Budget
Monday, April 21, 2025	7:00 PM	Regular meeting
Monday, May 19, 2025	7:00 PM	Regular meeting
Monday, June 16, 2025	7:00 PM	Regular meeting
Monday, July 15, 2026	7:00 PM	Annual reorganization meeting
Monday, July 15, 2026	Immediately following the reorg meeting	Regular meeting
Monthly Board Claims Audit		
Date	Assigned Trustee 1	Assigned Trustee 2
Wednesday, July 10, 2024	Robin	Mary Ellen
Wednesday, August 14, 2024	Sam	Anita
Wednesday, September 11, 2024	Gemma	Robin
Wednesday, October 16, 2024	Sam	Mary Ellen
Wednesday, November 13, 2024	Gemma	Mary Ellen
Wednesday, December 11, 2024	Anita	Gemma
Wednesday, January 22, 2025	Robin	Anita
Wednesday, February 19, 2025	Sam	Gemma
Wednesday, March 19, 2025	Mary Ellen	Sam
Wednesday, April 16, 2025	Robin	Anita
Wednesday, May 14, 2025	Gemma	Sam
Wednesday, June 11, 2025	Anita	Mary Ellen
Wednesday, July 9, 2025	Mary Ellen	Robin

Appointment of Board Professionals		
Type	Name	Costs
Library Treasurer	Kyle Zahartos, Nawrocki Smith	Monthly services: \$130/hour, Annual Services: as per retainer
Legal Counsel	Andrew Martingale, Quatela Chimeri	\$260/hour (increase of \$10/hr from FY 2024)
Auditor	RS Abrams	\$14,000 annually
Designations		
Type	Name	Purpose
Secretary to the Board	Jill Lessard	Board meeting minutes
Records Management Officer	Jill Lessard	Board and Library records
Bank	First National Bank of Long Island	Operating and reserves
Bank	Capital One	Daily deposits
Newspaper	Long Beach Herald	Legal notices
Payroll Certifying Officer	Long Beach Civil Service Commission	Certification of payroll
Investment Officer	Library Treasurer	Guidance, recommendations and oversight of investments in consultation with Library Director
Insurance	Salerno Brokerage Corp.	General, public officials, flood insurance
Third Party Administrator	Utica Insurance Company	Worker's Compensation
Third Party Administrator	Preferred Group Plan	Flexible benefits plans
Third Party Administrator	OMNI	403B plans for employees
Nassau Library System	Tara Lannen-Stanton	Voting Representative
Procurement	Tara Lannen-Stanton	Employee responsible for purchasing
Procurement	Jakea Williamson	Employee responsible for purchasing
Procurement	Jill Lessard	Employee responsible for purchasing
Procurement	Russell Stein	Employee responsible for collections purchasing
Procurement	Ron Carroll	Employee responsible for collections purchasing
Authorization of all Trustees and the Library Treasurer as signatories for financial transactions		
Authorization of payments in advance of the monthly claims' audits		
Utilities, lease payments, postage, freight and express charges		
Payroll and bills associated with payroll		
Establishment of petty cash fund of \$240		
\$200 for Main Library		
\$20 for Point Lookout		
\$20 for West End		
Readoption of all Library policies in effect as of June 30, 2024		



CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

March 12, 2024

VIA E-MAIL

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

**TLS note 7/11/2024: As
approved by the Board at the
3/2024 meeting.**

Dear Trustees:

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

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

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

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

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

NAWROCKI SMITH LLP

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

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

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

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

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

We appreciate the opportunity to be of professional service.

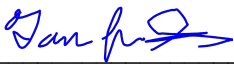
Very truly yours
NAWROCKI SMITH LLP



Darin Iacobelli
Partner

RESPONSE:

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

By: 

Title: Library Director

Date: 3/21/2024

NAWROCKI SMITH LLP

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

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

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

Annual Services - Fee: See each item below

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

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

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

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: July 15, 2024

SUBJECT: Library Attorney

As per the attached FY 2025 Retainer Letter from Andrew K. Martingale of Quatela Chimeri, the hourly fee is increasing by 4%. Since the Board has previously indicated potentially wanting to go to an annual retainer rather than hourly, information on previous years' legal costs (including the last year of Ralph Madalena's tenure as Library Attorney) is provided below.

For FY 2022, the total annual retainer paid to Mr. Madalena was \$18,000. For projects outside the scope of his annual retainer, Mr. Madalena was paid \$7,556.

For FY 2023, the total paid to Mr. Martingale was \$15,425 including \$15,050 in general legal expenses and \$375 in special projects.

For FY 2024, the total paid to Mr. Martingale was \$19,025 which included \$17,900 in general legal expenses and \$1,025 in special projects.

Special projects are anything that would typically be outside the scope of an annual retainer. This includes contract negotiations, arbitration, investigations, anything related to construction projects, etc.

It's hard to say whether the Library would be better served with an annual retainer as the need for general legal services can vary tremendously and is unpredictable. With the arbitration process, contract negotiations, and the renovation of Main Library, there is certain to be significant special projects costs (outside the scope of an annual fee retainer) in FY 2025 and the next few fiscal years after that.

June 26, 2024

VIA E-MAIL AND FIRST-CLASS MAIL

director@longbeachlibrary.org

Tara Lannen Stanton, Director
Long Beach Public Library
111 West Park Avenue
Long Beach, New York 11561

Re: Long Beach Public Library
Annual Retainer

Dear Ms. Lannen- Stanton:

Our firm would be honored to continue to serve as General Counsel to the Board of Trustees during the 2024 – 2025 fiscal year. Effective July 1, 2024, we are increasing our municipal rates from \$250 per hour to \$260, representing a 4% increase. The last increase was three years ago on July 1, 2021. As with our past retention, the Library would be responsible for all costs and disbursements, which include photocopies, postage, Federal Express, court fees, service of process, messenger, etc. The Library will be billed monthly.

I would like to thank the Board and administration for their continued confidence. I very much look forward to continuing to work with you.

Very truly yours,



Andrew K. Martingale

Attorneys and Counsellors at Law

888 Veterans Memorial Highway, Suite 530 • Hauppauge, New York 11788

t. 631.482.9700 | f. 631.482.9707

320 Old Country Road, Suite 206 • Garden City, New York 11530

t. 516.444.4200 | f. 516.444.4201



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

BOARD OF TRUSTEES OPEN MEETING AGENDA

- | | | |
|-------|--|-----------------------------|
| I. | Call to Order by President | |
| II. | Roll Call | |
| III. | Pledge of Allegiance | |
| IV. | Approval of Minutes from 6/17/2024 | (Vote Needed) P. 2-3 |
| V. | Approval of Bills and Schedules | (Vote Needed) |
| | 1. Board Warrant 1336 | P. 4 |
| | 2. Payroll Warrants 1334-1335 w/Treasurer Certification | P. 5-16 |
| VI. | Monthly Financial Report | P. 17-28 |
| VII. | Donor Recognition | |
| VIII. | Public Comment on agenda items (limited to two minutes per person) | |
| IX. | Monthly Reports | |
| | 1. Director’s Report..... | P. 29-30 |
| | 2. Monthly Stats..... | P. 31-35 |
| | 3. FY 2025 Projects (includes summary of FY 2024 projects)..... | P. 36-37 |
| | 4. Assistant Director/Adult Services..... | P. 38-41 |
| | 5. Programming & Marketing..... | P. 42-49 |
| | 6. Patron Services..... | P. 50-53 |
| | 7. Youth Services..... | P. 54-61 |
| | 8. Business Office..... | P. 62-63 |
| X. | Old Business | |
| | 1. Policies | (Votes Needed) |
| | • FY 2025 Policies Review Schedule | P. 64-65 |
| | • Public Space – Meeting Room Reservations | P. 66-71 |
| | • Public Space – Art Exhibits | P. 72-80 |
| XI. | New Business | |
| | 1. Facilities Assessment Report | P. 81-92 |
| | 2. Memorial Day Weekend | P. 93 |
| 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. Monday August 18, 2024 at 7pm | |
| XVII. | Adjournment | (Vote Needed) |



Monday June 17th, 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	Jill Brennan Lessard, Business Mgr
Mary Ellen Guarini, Trustee	ABSENT WITH NOTICE:
Gemma Tansey, Secretary	Robin Donovan, Trustee

- I. Call to Order by **President LaSpina at 7:00 p.m.**
- II. Roll Call **was taken by President LaSpina.**
- III. Pledge of Allegiance **was recited by all present.**
- IV. Approval of Minutes from 5/20/2024 **unanimously approved. Motioned by Trustee Pinto and seconded by Trustee Tansey.**
- V. Approval of Bills and Schedules
 1. Current Warrants 1331-1333 **unanimously approved. Motioned by Trustee Guarini, seconded by Trustee Tansey.**
 2. Reviewed & Approved past Payroll Warrants **unanimously approved. Motioned by Trustee Guarini, seconded by Trustee Tansey.**
- VI. Donor Recognition - There were no donors to be recognized
- VII. Public Comment on agenda items (limited to two minutes per person)
- VIII. Monthly Reports – the monthly reports were included in the packet for review and discussion.
 1. Director's Report
 2. Monthly Stats
 3. Updates on FY 2024 Projects
 4. Assistant Director/Adult Services
 5. Programming & Marketing
 6. Patron Services
 7. Youth Services
 8. Business Office
- IX. Old Business
 1. Policies
 - Updated Policies Review Schedule – Informational
 - Public Space – Library Programs & Events **unanimously approved. Motioned by Trustee Guarini, seconded by Trustee Pinto.**
 - Personnel – Staff and Volunteer Dress Code **unanimously approved. Motioned by Trustee Pinto, seconded by Trustee LaSpina.**

Monday June 17th, 2024 at 7 PM
BOARD OF TRUSTEES
MINUTES

- X. New Business
1. FY 2025 PROPOSED meeting and claims audit schedule - Informational
 2. Estimated costs to acquire Starbucks and adjacent vacant lot - Informational
 3. Auditor's Responsibilities - Informational
- XI. Public Comment – all other items (limited to three minutes per person)
- XII. CSEA – There were no CSEA items.
- XIII. Personnel
1. N/A
- XIV. Executive Session – the Board **voted unanimously to enter Executive Session at 7:32 p.m., motioned by Trustee Pinto and seconded by Trustee Guarini. Re-entered Public Session at 7:55 p.m., noting that a) Personnel matters were discussed and b) that no votes were taken.**
- XV. (Additional Agenda Item) – the Board **unanimously voted to approve the amended 2024 Memorandum Agreement for review of the Director's contract, which will now be presented to the for Attorney. Motioned by Trustee Pinto, seconded by Trustee Tansey.**
- XVI. Date and Time of Next Meeting – was **unanimously approved, motioned by Trustee Guarini and seconded by Trustee LaSpina.**
1. Executive Session – Monday July 15th, 2024 at 6:00 p.m.
 2. Reorganization Meeting – Monday July 15th at 7:00 p.m.
 3. Regular Open Meeting to follow Reorg Meeting
- XVII. Adjournment at 7:57 p.m. – **Motioned Trustee Pinto, seconded by Trustee Guarini, and unanimously approved.**

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
Jul 15, 24	07/15/2024	28349	LIBRARY EAST MEADOW PUBLIC	REIMBURSE E.MEADOW LOST/DAMAGED ME	16.95
	07/15/2024	28350	MUSEUMNY HISTORICAL SOCIETY	MUSEUM MEMBERSHIPFAMILY 2024/25	160.00
	07/15/2024	28351	NLS GENERAL FUND	DATABASE / ONLINE MAGAZINES 7/20246/20	36,053.42
	07/15/2024	28352	NLS ILS SERVICES OPERATING FUND	MO.INTERNETJUL 2024+Q3 2024 NLS MEMBE	13,368.50
	07/15/2024	28353	PGMA / BERTINETTI, BEVERLEE	APGM:H 1X 1HR @ \$65EA "GENTLE YOGA"	65.00
	07/15/2024	28354	PGM-A / MOTEN, GWEN	APGM:M 1X 1.5HR @ \$400; "FROM BIRMING	400.00
	07/15/2024	28355	PGM-A / ROZELL, LORI	APG:H 1X 1HR @ \$60 "LOW IMPACT CARDIO"	60.00
	07/15/2024	28356	PGM-A / ROZELL, LORI	APG:H 1X 1HR @ \$60 "LOW IMPACT CARDIO"	60.00
	07/15/2024	28357	OVERDRIVE, INC./DIGITAL LIBRARY RESERVE	YRLY DEPOSIT: CONTENT PURCHASES : CUST I	3,356.00
	07/15/2024	28358	OVERDRIVE, INC./DIGITAL LIBRARY RESERVE	CUST ID #13860016: ANNUAL CENTRAL FUND	16,584.00
Jul 15, 24					<u>70,123.87</u>

TRUSTEE, LIBRARY BOARD

TRUSTEE, LIBRARY BOARD

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

PAYROLL WARRANT
OPERATING EXPENSES

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

Date	Num	Name	Memo	Amount
Jun 18 20, 24				
06/18/2024			Funds Transfer PR062024 FED TAX	16,825.66
06/18/2024			Funds Transfer PR062024 NYS TAX	2,984.79
06/18/2024			Funds Transfer PR062024 NYC TAX	490.60
06/18/2024			Funds Transfer PR062024 NET PR	55,951.65
06/18/2024			Funds Transfer PR062024 GARNISH	247.00
06/18/2024			Funds Transfer PR062024 ACCUDATA	429.59
06/18/2024			Funds Transfer PR062024 OMNI	545.00
06/20/2024	28289	CSEA	UNION DUES &FEES: PAYROLL 2024 0620	995.94
06/20/2024	28290	PREFERRED GROUP PLANS, INCFSA	EMPLOYEE CONTRIBUTIONS P/R 20240620	1,027.88
06/20/2024	28291	PREFERRED GROUP PLANS,INCTRAVEL	EMPLOYEE CONTRIBUTIONS P/R 20240620	307.50
06/20/2024	28292	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 20240620	777.40
06/20/2024	28293	NYSHIP HEALTH INSURANCE	HEALTH INS Acct #03069 2024 JUL	56,735.44
06/20/2024	28294	ALARM1 PT LOOKOUT	VOID: ALARM: POINT: 2024 Q3	159.00
06/20/2024	28295	BOB FINK ELECTRIC, INC	VARIOUS ELECTRICAL WORK	500.00
06/20/2024	28296	BLAU ALEXANDRA	REIMBURSE F/ALBUMS PER ATT'D	240.93
06/20/2024	28297	MENZASALMA NICOLE	REIMBURSE TOMATO PLANTS "TOMATOMAN	101.14
06/20/2024	28298	MORRISSEY HELENA	REIMBURSE MISC PGM SUPPLIES	35.15
06/20/2024	28299	F&B PRINTERS	MASS MAILING, 20K 5X7 POSTCARDS	1,600.00
06/20/2024	28300	NATIONAL GRID MAIN	GAS: MAIN: #7932939008 2024 MAY	337.34
06/20/2024	28301	NATIONAL GRID POINT LOOKOUT	GAS: POINT: ACCT# 37696006028 2024 MAY	44.06
06/20/2024	28302	NEWSPAPERSLONG BEACH HERALD	LB HEARALD X3 2024/25	150.00
06/20/2024	28303	NYSIF	DB 3191 500 070123 070124	1,796.78
06/20/2024	28304	OPTIMUM WEST END	WE : # 07858259451034:TEL+DATA 2024JUN	187.24
06/20/2024	28305	PITNEY BOWES RESERVE ACCT	RES ACCT# 49976418: POSTAGE METER (REPL	200.00
06/20/2024	28306	PMA (BIZHUB LEAF)	QTR BIZHUB CP119 WEST END2024 FINAL	91.40
06/20/2024	28307	PSEGLIP	ELEC: PL : #04552011498 : 2024 MAY	414.53
06/20/2024	28308	UTICA	ACCT#100942084 WKMNS COMP 2024 POLIC	4,193.00
06/20/2024	28309	INSURANCE WRIGHT FLOOD	INSURANCE : WE FLOOD : 7/23/2024 7/23/21	2,855.00
Jun 18 20, 24				<u>150,224.02</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 # 1334
DATE: 6/20/2024

	Amount
LIBRARIAN	22,484.49
PROFESSIONAL	16,079.41
PATRON SERVICES	11,115.76
CLEANER	2,830.23
PAGE	3,364.09
PER DIEM	77.67
NET PAYROLL	55,951.65
FEDERAL TAX	16,825.66
STATE TAX	2,984.79
MTA TAX	0.00
NYC TAX	490.60
ACCUDATA INVOICE	429.59
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$76,929.29

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
Jul 1 3, 24				
07/01/2024			Funds Transfer PR 070324 FED TAX	15,280.44
07/01/2024			Funds Transfer PR 070324 NYS TAX	2,707.61
07/01/2024			Funds Transfer PR 070324 NYC TAX	496.66
07/01/2024			Funds Transfer PR NET PR 070324	52,038.59
07/01/2024			Funds Transfer PR 070324 GARNISH	247.00
07/01/2024			Funds Transfer PR 070324 ACCUDATA	440.62
07/01/2024			Funds Transfer PR 070324 OMNI	545.00
07/03/2024	28310	FRANK CAMPOREALE (BOOKMAN)	BOOK DROP 2024JUN	600.00
07/03/2024	28311	RENT POINT LOOKOUT BRANCH	RENT : POINT LOOKOUT : 2024	3,616.26
07/03/2024	28312	RENT WEST END BRANCH	RENT F/WEST END BRANCH: 2024	3,230.59
07/03/2024	28313	CSEA	UNION DUES &FEES: PAYROLL 2024 0703	995.94
07/03/2024	28314	PREFERRED GROUP PLANS, INCFSA	EMPLOYEE CONTRIBUTIONS P/R 20240703	1,027.88
07/03/2024	28315	PREFERRED GROUP PLANS, INC. FEES	MONTHLY PLAN FEE 2024 JUL	75.00
07/03/2024	28316	PREFERRED GROUP PLANS,INCTRAVEL	EMPLOYEE CONTRIBUTIONS P/R 20240606	307.50
07/03/2024	28317	PREFERRED GROUP PLANS,INCTRAVEL	EMPLOYEE CONTRIBUTIONS P/R 20240703	307.50
07/03/2024	28318	CSEA EMPLOYEE BENEFIT FUND (EBF)	CSEA EMP FUNDED DENTAL2024 06	1,614.42
07/03/2024	28319	AFLAC	ACCT# NER78 2024 MAY	624.16
07/03/2024	28320	ATLANTIC WINDOW CLEANING CO	WE BRANCH : WINDOW WASHING 2024 Q2	60.00
07/03/2024	28321	ATTORNEYQUATELA CHIMERI PLLC	ATTY FEES 2024 MAY/JUN, GENERAL/GRIEVA	3,100.00
07/03/2024	28322	ASHFORD LENORA	NY COMIC CON 2024	134.66
07/03/2024	28323	DRAX NATASHA	SUPPLIESADULT SUMMER READING KICKOFF	46.22
07/03/2024	28324	LANNENSTANTON TARA	REIMBURSE MOCKTAIL & BINGO SUPPLIES	103.47
07/03/2024	28325	SMALLS DON	MILEAGE AS PER ATT'D	82.08
07/03/2024	28326	GUARD SECURITY USA INC	GUARDS 2WKS @ \$27.33 /HR	2,295.72
07/03/2024	28327	GUARD SECURITY USA INC	GUARDS 2WKS @ \$27.33 /HR	1,967.76
07/03/2024	28328	JOHNSON / SIMPLEX GRINNELL	ANNUAL FIRE ALARM MAINTENANCE JUNE 2024	4,974.91
07/03/2024	28329	JOHNSON / SIMPLEX GRINNELL	FIRE SUPPRESSION SYSTEM REPAIRS AS PER A	2,326.93
07/03/2024	28330	LEAF LEASING (BIZHUB PMA)	LEASE; CONTRACT#1009089631001	1,359.76
07/03/2024	28331	LOWITT ALARMS & SECURITY SYSTEMS	ACCT #730880 CS MONITORING 2024 Q3	193.05
07/03/2024	28332	MED REIMB CASTELLON ASCENSIO	MEDICARE REIMBURSEMENT 2024 Q2	1,048.20
07/03/2024	28333	MED REIMB GOLDMAN SELMA	MEDICARE REIMBURSEMENT 2024 Q2	1,048.20
07/03/2024	28334	MED REIMB HEFT FAYE	MEDICARE REIMB 2024 Q2	524.10
07/03/2024	28335	MED REIMB MOSKOWITZ GLORIA	MEDICARE REIMBURSEMENT 2024 Q2	524.10
07/03/2024	28336	MED REIMB TREPP GEORGE	MEDICARE REIMBURSEMENT 2024 Q2	3,354.00
07/03/2024	28337	NASSAU COUNTY FIRE COMMISSION	FIRE ALARM PERMIT 3YRS (EXP JULY 2027)	90.00
07/03/2024	28338	NASSAU COUNTY FIRE COMMISSION	EMERGENCY LIGHTING LOAD TEST	590.00
07/03/2024	28339	NEWSPAPERSDAILY NEWS	ACCT#1432284: DAILY NEWS 1X7 *26 WEEKS'	260.00
07/03/2024	28340	NEWSPAPERRICHNER (HERALD)	HALF PAGE AD, HERALD END OF SCHOOL ISSL	449.00

TRUSTEE, LIBRARY BOARD

TRUSTEE, LIBRARY BOARD

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

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

PAYROLL WARRANT
OPERATING EXPENSES

PAYROLL WARRANT# 1335
OPERATING EXPENSES
07/03/24
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
07/03/2024	28341	OPTIMUMMAIN	TEL MAIN : #07858996527031 2024 JUN	308.07
07/03/2024	28342	OPTIMUMPOINT LOOKOUT	PL: #07858563502028: TEL+DATA 2024JUL	154.46
07/03/2024	28343	PSEGLIMAIN	MAIN: ELEC: CUST#00082003195 2024 MAY	5,433.06
07/03/2024	28344	PSEGLIWE	ELEC: WE : #01312015850 : 2024 JUN	317.12
07/03/2024	28345	SAVMOR MECHANICAL	PREV.MAINTENANCE 2024Q3PMPARTS	527.58
07/03/2024	28346	SAVMOR MECHANICAL	MISC REPAIRS AC145 2023	424.71
07/03/2024	28347	**TRUSTEE DONOVAN ROBIN	LILRC STEAM HEAT SEMINAR 5/1/24	30.00
07/03/2024	28348	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 20240703	774.48
Jul 1 3, 24				<u>116,656.81</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 # 1335
DATE: 7/3/2024

	Amount
LIBRARIAN	19,771.53
PROFESSIONAL	14,901.62
PATRON SERVICES	10,457.00
CLEANER	3,301.95
PAGE	3,258.61
PER DIEM	347.88
NET PAYROLL	52,038.59
FEDERAL TAX	15,280.44
STATE TAX	2,707.61
MTA TAX	0.00
NYC TAX	496.66
ACCUDATA INVOICE	440.62
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$71,210.92

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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CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

100 Motor Parkway
Suite 580
Hauppauge, New York 11788
631-756-9500 – Phone
631-756-9818 – Facsimile

email transmittal

.

To:	Tara Lannen-Stanton	Email:	director@longbeachlibrary.org	
From:	Kyle Zaharatos	Date:	July 9, 2024	
Phone:	(631) 756-9500 x 207	Email:	kzaharatos@ns.cpa	
Re:	Payroll approval	Pages:	1 (including cover)	
CC:				
☐ Urgent	☒ For Review	☐ Please Comment	☐ Please Reply	☐ Please Recycle

Tara,

The payroll register dated 6/20/24 has been reviewed and approved. This includes the payroll period from May 24th to June 6th. NS has reviewed the hourly wages paid to the salary schedule provided by the Library. We noted one employee that was paid at an older rate. An adjustment will be made in a future payroll. NS also compared hours paid to approved time cards in AccuData.

Thank you,

Kyle Zaharatos

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Long Beach Public Library
Monthly Treasurer's Report
June 2024

Prepared by:

Nawrocki Smith LLP

Certified Public Accountants & Business Consultants



Long Beach Public Library
Treasurer's Report Summary
June 2024

Fund Revenues: Fiscal Year to Date

Code	Description	Adopted Budget	Modified Budget	YTD Actual	\$ Over/(Under)	% of Budget
.4050	Real Property Taxes	\$ 3,811,574.00	\$ 3,811,574.00	\$ 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	\$ 7,754.57	\$ 2,754.57	155.09%
.4030	Interest and Earnings	\$ 2,500.00	\$ 10,000.00	\$ 14,103.78	\$ 4,103.78	141.04%
.4040	Miscellaneous Revenues	\$ 15,000.00	\$ 18,000.00	\$ 18,184.80	\$ 184.80	101.03%
.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	\$ 1,726.09	\$ (273.91)	100.00%
.4005	Discrepancies			\$ (12.10)	\$ (12.10)	100.00%
3100.0	Appropriated Surplus	\$ -	\$ 152,805.00	\$ -	\$ (152,805.00)	0.00%
Total Revenues		\$ 3,848,024.00	\$ 4,025,329.00	\$ 3,373,345.21	\$ (651,983.79)	83.80%

Fund Expenditures: Fiscal Year to Date

Code	Description	Adopted Budget	Modified Budget	YTD Actual	\$ Over/(Under)	% of Budget
6400 - Library Materials						
.6420 BP	Books - Physical	\$ 139,000.00	\$ 160,000.00	\$ 106,273.97	\$ (68.91)	99.96%
.6420 BD	Books - Digital			\$ 53,657.12		
.6450	Films	\$ 17,500.00	\$ 16,000.00	\$ 14,960.68	\$ (1,039.32)	93.50%
.6455	Music	\$ 2,277.00	\$ 2,500.00	\$ 1,353.21	\$ (1,146.79)	54.13%
.6457	Magazines and Newspapers 2)	\$ 8,000.00	\$ 9,000.00	\$ 10,529.04	\$ 1,529.04	116.99%
.6457	Research/Learning	\$ 32,401.00	\$ 31,075.00	\$ 32,746.64	\$ 1,671.64	105.38%
	Library of Things	\$ -	\$ 5,000.00	\$ 507.95	\$ (4,492.05)	10.16%
6280 - Library Programs						
AA	Adults Programs 4)	\$ 40,500.00	\$ 46,500.00	\$ 43,618.27	\$ 7,758.80	116.69%
AS	Adult Program Supplies 4)			\$ 10,640.53		
J	Youth Programs	\$ 40,000.00	\$ 45,000.00	\$ 34,733.00	\$ 2,266.41	105.04%
JS	Youth Program Supplies			\$ 12,533.41		
F	Program Innovation Fund	\$ 3,000.00	\$ -	\$ 1,101.00	\$ 1,101.00	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	\$ 39,802.76	\$ (2,167.24)	94.84%
SW	Software and Online Services 6)	\$ 25,000.00	\$ 25,000.00	\$ 33,050.56	\$ 8,050.56	132.20%
LT	Leased Technology 1)	\$ 16,000.00	\$ 16,000.00	\$ 23,139.59	\$ 7,139.59	144.62%
PT	Peripheral Technology 3)	\$ 8,500.00	\$ 8,000.00	\$ 8,784.14	\$ 784.14	109.80%
.00	Other Technology	\$ -	\$ -	\$ 945.00	\$ 945.00	100.00%
6460 - Operating Expenses						
SU	Library Supplies 14)	\$ 11,500.00	\$ 15,850.00	\$ 28,683.12	\$ 12,833.12	180.97%
PO	Postage	\$ 3,500.00	\$ 7,500.00	\$ 7,199.71	\$ (300.29)	96.00%
CM	Communications and Marketing 5)	\$ 7,500.00	\$ 7,000.00	\$ 20,176.20	\$ 13,176.20	288.23%
IN	Insurance	\$ 52,000.00	\$ 53,000.00	\$ 8,328.00	\$ (44,672.00)	15.71%
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	\$ 54,814.40	\$ 5,814.40	111.87%
AC	AccuData 8)	\$ 10,000.00	\$ 10,000.00	\$ 11,950.05	\$ 1,950.05	119.50%
MI	Miscellaneous	\$ 18,000.00	\$ 18,000.00	\$ 16,917.85	\$ (1,082.15)	93.99%
6640 - Facilities						
BR	Branch Rentals	\$ 82,000.00	\$ 82,000.00	\$ 81,718.81	\$ (281.19)	99.66%
UT	Utilities 9)	\$ 65,000.00	\$ 65,000.00	\$ 80,247.40	\$ 15,247.40	123.46%
TE	Telephone	\$ 21,000.00	\$ 20,000.00	\$ 17,396.35	\$ (2,603.65)	86.98%
CM	Cleaning & Maintenance Supplies	\$ 7,500.00	\$ 10,000.00	\$ 9,161.77	\$ (838.23)	91.62%
BM	Repairs / Maintenance / Equipment	\$ 40,000.00	\$ 137,750.00	\$ 116,323.38	\$ (21,426.62)	84.45%
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	\$ 18,805.25	\$ 8,805.25	188.05%
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	\$ 56,952.50	\$ (13,047.50)	81.36%
TR	Travel and Training 11)	\$ 5,500.00	\$ 6,000.00	\$ 9,273.27	\$ 3,273.27	154.55%
DM	Dues and Memberships 12)	\$ 2,200.00	\$ 2,200.00	\$ 4,829.99	\$ 2,629.99	219.55%
6500 - Personnel						
SA	Salaries	\$ 2,056,421.00	\$ 2,005,744.00	\$ 2,074,814.25	\$ 69,070.25	103.44%
HI	Hospital and Medical Insurance 13)	\$ 438,226.00	\$ 426,347.00	\$ 510,930.49	\$ 84,583.49	119.84%
.02	NYS Retirement	\$ 232,683.00	\$ 214,954.00	\$ 214,954.00	\$ -	100.00%
.03	Social Security / Medicare	\$ 157,316.00	\$ 153,439.00	\$ 147,885.06	\$ (5,553.94)	96.38%
.05	Unemployment	\$ -	\$ -	\$ -	\$ -	100.00%
MB	Miscellaneous Employee Expenses	\$ 40,000.00	\$ 35,000.00	\$ 25,646.18	\$ (9,353.82)	73.27%
Reconciliation Discrepancies						
	Discrepancies	\$ -	\$ -	\$ 0.39	\$ 0.39	100.00%
Total Expenditures		\$ 3,848,024.00	\$ 4,025,329.00	\$ 4,075,858.40	\$ 50,529.40	101.26%
Fund Net Income: Fiscal Year to Date				\$ (702,513.19)		

Budget to Actual Notes:

12 Months = 100.00% of the year

NS recommends a budget transfer to the following codes effective June 30, 2024

- 1) Leased Technology (.6440.LT)
- 2) Magazines and Newspapers (.6457)
- 3) Peripheral Technology (.6440.PT)
- 4) Adult Programs (6280.AA)
- 5) Communications and Marketing (.6460.CM)
- 6) Software and Online Services (.6440.SW)
- 7) Security (.6610.SGU)
- 8) AccuData (.6610.AC)
- 9) Utilities (.6640.UT)
- 10) Facilities / Misc Building Maint. (.6640.MI)
- 11) Travel and Training (.6270.TR)
- 12) Dues and Memberships (.6270.DM)
- 13) Hospital and Medical Insurance (.6500.HI)
- 14) Library Supplies (.6460.SU)

Fund Balance Sheet

Balance Sheet Summary	30-Jun-24
First National - Operating	\$ 1,433,714.14
First National - Payroll	\$ 97,970.31
First National - Capital Improvement	\$ 578,659.80
First National AL/SL Liability	\$ 51,699.23
First National Electronic Payments	\$ 17,492.90
Capital One - Computer	\$ 345,310.42
Capital One - Education Fund	\$ 5,167.12
Other Current	\$ 68,820.04
Total Assets	\$ 2,598,833.96
Accounts Payable	\$ 75,319.26
Other Current	\$ 151,035.29
Total Liabilities	\$ 226,354.55
Fund Balance	
Nonspendable - Prepays	\$ 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	\$ (702,513.19)
Total Equity	\$ 2,372,479.41
Total Liabilities & Equity	\$ 2,598,833.96

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

	Jun 30, 24
ASSETS	
Current Assets	
Checking/Savings	
1201.01 · 1stNat-Operating 7138	1,433,714.14
1202.02 · 1stNat-Payroll 7146	97,970.31
1203.01 · 1stNat-Capital Improvement 1863	578,659.80
1204.04 · 1stNat-AL/SL Liability 7369	51,699.23
1206.06 · 1stNat-Electronic Payments 8904	17,492.90
1240.00 · CapOne-Computers	345,310.42
1241.00 · CapOne-Education Fund	5,167.12
1295.00 · Petty Cash	212.55
Total Checking/Savings	2,530,226.47
Accounts Receivable	
1300.00 · Accounts Receivable	26,374.19
Total Accounts Receivable	26,374.19
Other Current Assets	
1310.00 · Prepaid Expenses	42,233.30
Total Other Current Assets	42,233.30
Total Current Assets	2,598,833.96
TOTAL ASSETS	2,598,833.96
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2500.00 · Accounts Payable	77,472.92
Total Accounts Payable	77,472.92
Credit Cards	
2610.02 · 1ST NAT'L VISA CARD	-2,153.66
Total Credit Cards	-2,153.66
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	160,308.06
2003.SS · SOCIAL SECURITY - EE	684,432.51
2003.01 · Federal Taxes - Other	-844,740.56
Total 2003.01 · Federal Taxes	0.01
2010.00 · NYS Retirement System	
2010.01 · Arrears	390.28
2010.02 · Contributions	1,847.26
2010.03 · Loans	2,109.93
2010.04 · Retirement Post tax SC	-50.00
2010.00 · NYS Retirement System - Other	57,342.75
Total 2010.00 · NYS Retirement System	61,640.22
2011.00 · 125 Plan Fees	135.00
2012.01 · 125 Unreimbursed Medical & Ins	-221.22
2012.04 · UNREIMB TRAVEL	307.50
2013.03 · AXA Equitable	-1,035.00
2013.05 · Oppenheimer	-150.00
2013.06 · Fidelity	701.27
2018.01 · Aflac-PRE TAX	-333.41
2018.02 · AFLAC - POST TAX DED (DISAB)	29.64
2018.DE · CSEA EBF - DENTAL	-1,576.44

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

	Jun 30, 24
2018.VI · CSEA EBF - VISION	-305.62
2030.00 · NYS 457	657.56
2040.00 · NYS Paid Family	29,056.61
2050.00 · Net Payroll Payable	628.57
2000.00 · Payroll Liabilities - Other	-545.00
Total 2000.00 · Payroll Liabilities	153,033.85
2510.00 · Accrued Expenses Payable	-1,998.56
Total Other Current Liabilities	151,035.29
Total Current Liabilities	226,354.55
Total Liabilities	226,354.55
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	-702,513.19
Total Equity	2,372,479.41
TOTAL LIABILITIES & EQUITY	2,598,833.96

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

	Jul '23 - Jun 24
Ordinary Income/Expense	
Income	
4005.00 · Discrepancies	
4005.OV · Overages	-12.10
4005.SH · Shortages	0.00
Total 4005.00 · Discrepancies	-12.10
4014.00 · FINES AND RENTALS	
4014.FI · Fines	
40BF.00 · Book Fines	
40BF.01 · Book-Fines Main	4,130.93
40BF.02 · Book-Fines Point	111.50
40BF.03 · Book Fines-West	59.10
40BF.00 · Book Fines - Other	1.00
Total 40BF.00 · Book Fines	4,302.53
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	70.00
40VF.00 · DVD / Video Fines	
40VF.01 · Video-Fines Main	294.03
40VF.02 · Video-Fines Point	11.00
40VF.03 · Video-Fines West	5.00
Total 40VF.00 · DVD / Video Fines	310.03
Total 4014.FI · Fines	4,730.25
4014.LO · Lost	
4014.LI · PAYMENT FROM OTHER LIBRARIES	39.98
40LB.00 · Lost Books	2,801.77
40LC.00 · Lost CD	19.94
40LD.00 · Lost DVDs	162.63
40LM.00 · Lost - Museum Passes	0.00
Total 4014.LO · Lost	3,024.32
Total 4014.00 · FINES AND RENTALS	7,754.57
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	652.09
4024.DP · Donations - Online	1,074.00
4024.GR · Donations- Grants - Non-Govt'l	0.00
Total 4024.00 · Gifts and Endowments	1,726.09
4030.00 · Interest Income	
4030.02 · Other Interest	14,103.78

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

	Jul '23 - Jun 24
Total 4030.00 · Interest Income	14,103.78
4040.00 · Miscellaneous Revenue	
4040.05 · Sales Tax Collected	23.58
4040.CA · Collection Agency Fee	398.00
4040.CO · Commissions	
4000.01 · Commissions - Copiers	1,863.55
4040.CP · Commissions - Copiers Public	
40CP.M · Commissions-PUBLIC COPIERS-MAIN	2,742.50
Total 4040.CP · Commissions - Copiers Public	2,742.50
Total 4040.CO · Commissions	4,606.05
4040.ER · E-rate Rebate	3,517.08
4040.LC · Library Cards	396.00
4040.NO · Notary	679.50
4040.OM · Other Misc Revenue	5.70
4040.PF · Print Fees	8,276.53
4040.SB · Sold Bags	272.36
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	18,184.80
4050.00 · Real Property Taxes	3,300,000.00
Total Income	3,373,345.21
Gross Profit	3,373,345.21
Expense	
6270.00 · Professional Services	
6270.NP · Professional Fees (less Pgms)	
6270.DM · Dues and Memberships	4,829.99
6270.PF · Accounting, Legal, & Other Svcs	
6270.02 · Treasurer	5,752.50
6270.04 · Miscellaneous	29,240.00
6270.05 · Legal Fees	20,350.00
6270.07 · Asset Inventory	310.00
6270.08 · GASB	1,300.00
Total 6270.PF · Accounting, Legal, & Other Svcs	56,952.50
Total 6270.NP · Professional Fees (less Pgms)	61,782.49
6280.00 · Programs	
6280.AA · Programs - Adult	
6280.AH · PROGRAMS - A - HYBRID	15,040.00
6280.AM · PROGRAMS - A - MAIN	23,445.00
6280.AP · PROGRAMS - A - POINT	1,080.00
6280.AS · ADULT PROGRAM SUPPLIES	10,640.53
6280.AV · PROGRAMS - A - VIRTUAL	2,434.00
6280.AW · PROGRAMS - A - WEST	1,619.27
Total 6280.AA · Programs - Adult	54,258.80
6280.FO · Program Innovation Fund-ONSITE	1,101.00
6280.JJ · Programs - J	
6280.JH · PROGRAMS - J - HYBRID	200.00

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

	Jul '23 - Jun 24
6280.JM · PROGRAMS - J - MAIN	34,035.00
6280.JP · PROGRAMS - J - POINT	80.00
6280.JS · YS PROGRAM SUPPLIES	12,533.41
6280.JJ · Programs - J - Other	418.00
Total 6280.JJ · Programs - J	47,266.41
6280.MU · Museum Passes	5,850.00
Total 6280.00 · Programs	108,476.21
Total 6270.00 · Professional Services	170,258.70
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	4,350.21
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	94,886.73
6400.LT · Library Of Things	507.95
6400.PH · Print Media - Physical	
6420.BP · Books - Physical	
6420.01 · Books - Print - New	87,418.05
6420.02 · Books - Print - Lost	493.01
6420.03 · Books - Sold New	-316.00
6420.BA · Books - Audio / Spoken Word	18,678.91
Total 6420.BP · Books - Physical	106,273.97
6450.FD · Films - DVD	
6450.01 · Videos & DVDs - New	10,584.49
6450.02 · Videos & DVDs - Lost	25.98
Total 6450.FD · Films - DVD	10,610.47
6455.CD · Sound Recordings - CD's & Vinyl	
6455.01 · Sound Recordings - New	1,051.21
Total 6455.CD · Sound Recordings - CD's & Vinyl	1,051.21
6457.MP · Magazines & Newspapers PRINT	5,619.28
6457.PR · Research / Learning - PRINT	1,079.00
Total 6400.PH · Print Media - Physical	124,633.93
Total 6400.00 · Collections-Book/Film/Sound/Etc	220,028.61
6440.00 · Technology	
6440.HT · Hardware Technology	
6440.HM · Hardware Maintenance	
6440.OM · Office Equipment Repair	
64CM.01 · Contract/Office Equipment	6,720.90
Total 6440.OM · Office Equipment Repair	6,720.90
Total 6440.HM · Hardware Maintenance	6,720.90
6440.HT · Hardware Technology - Other	33,081.86

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

	Jul '23 - Jun 24
Total 6440.HT · Hardware Technology	39,802.76
6440.LT · Leased Technology	
6440.BH · Leased Equipment-BIZHUB	3,292.86
6440.LO · Leased Equipment-OTHER	12,260.69
6440.PC · Leased Equipment-PUBLIC COPIERS	7,586.04
Total 6440.LT · Leased Technology	23,139.59
6440.PT · Peripheral Technology	8,784.14
6440.SW · Software & Online Services	
6440.SM · Software Maintenance	1,229.10
6440.SW · Software & Online Services - Other	31,821.46
Total 6440.SW · Software & Online Services	33,050.56
6440.00 · Technology - Other	945.00
Total 6440.00 · Technology	105,722.05
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.AD · Ads - Misc.	449.00
64PR.PR · Printing	3,450.00
Total 6460.PR · Comm & Mktg - PRINT	3,899.00
6460.CM · Communications & Marketing - Other	7,261.66
Total 6460.CM · Communications & Marketing	20,176.20
6460.PO · Postage and Delivery	
64PO.02 · Mailing Permit	320.00
64PO.03 · UPS Etc.	116.36
64PO.04 · Mass / Direct Mailings	4,543.11
64PO.06 · Metered	1,721.24
6460.PO · Postage and Delivery - Other	499.00
Total 6460.PO · Postage and Delivery	7,199.71
6460.SU · Library Supplies	
64SU.01 · Archival	332.39
64SU.03 · Disks & Cases	1,814.54
64SU.05 · Library Cards	2,134.44
64SU.06 · Non-Consumable Supplies	803.60
64SU.07 · Office Supplies	21,880.19
64SU.08 · Toner	375.05
6460.SU · Library Supplies - Other	1,342.91
Total 6460.SU · Library Supplies	28,683.12
Total 6460.LO · Library Operational Expenses	56,059.03
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	119,854.50
5031.00 · FICA Expense - Medicare ER	28,030.56
Total 6500.03 · Social Security - Medicare	147,885.06
6500.05 · Unemployment Insurance	0.00
6500.MB · Misc Employee Benefit Expenses	
6500.04 · Tuition	3,300.00
6500.06 · Disability	

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

	Jul '23 - Jun 24
6500.6A · Contributions NYS Disability	-1,589.65
6500.6C · Payments to NYS Disability	9,127.83
Total 6500.06 · Disability	7,538.18
6500.07 · Workmens Compensation Insurance	16,376.00
6500.08 · FSA Flex	
6500.8A · 125 Administrative Fee	130.00
Total 6500.08 · FSA Flex	130.00
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	25,646.18
Total 6500.EB · Employee Benefits	388,485.24
6500.HI · Health Insurance	
6500.EM · Employee Health Insurance	
6500.ME · Medicare Reimbursements	19,341.00
65EM.02 · Employee Contributions Empire P	-86,427.85
65EM.03 · Employer Contributions	498,002.03
65EM.04 · Administrative Fee - Employees	2,327.05
65EM.06 · Survivor Health Insurance	-33,048.00
66EM.05 · Cobra Health Insurance	0.00
6500.EM · Employee Health Insurance - Other	33,322.64
Total 6500.EM · Employee Health Insurance	433,516.87
6500.RE · Retiree Health Insurance	
65RE.02 · Retiree Contributions	-34,624.20
6500.RE · Retiree Health Insurance - Other	112,037.82
Total 6500.RE · Retiree Health Insurance	77,413.62
Total 6500.HI · Health Insurance	510,930.49
6500.SA · Salaries	
65SA.NP · Salary Expense-Non Professional	
65NP.01 · Clerical	462,042.93
65NP.02 · Cleaner	151,528.13
65NP.03 · Page	89,167.47
Total 65SA.NP · Salary Expense-Non Professional	702,738.53
65SA.PR · Salary Expense-Professional	
65PR.01 · Librarian	798,608.79
65PR.02 · Library Specialist / Paraprofes	192,839.97
65PR.03 · Administration	380,626.96
Total 65SA.PR · Salary Expense-Professional	1,372,075.72
Total 6500.SA · Salaries	2,074,814.25
Total 6500.00 · Personnel	2,974,229.98
6610.00 · Other Operating & Maint Exp	
6610.AC · Accu Data	11,950.05
6610.CL · Misc Service Charges - CLOVER	62.43
6610.GU · Security Guards	54,814.40
6610.MI · Other Operating Expenses - Misc	
6270.TR · Travel & Training	
6616.01 · InDistrict	2,136.26
6616.02 · Conference	4,638.30
6616.03 · Career Counseling	455.00
6270.TR · Travel & Training - Other	2,043.71

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

	Jul '23 - Jun 24
Total 6270.TR · Travel & Training	9,273.27
6610.A1 · Bank Charges	
6610.SC · Service Charge	588.38
6610.VC · Voided Checks	204.48
6610.A1 · Bank Charges - Other	9.95
Total 6610.A1 · Bank Charges	802.81
6610.A2 · Book Drop Contract	7,200.00
6610.A8 · Miscellaneous	99.31
6610.A9 · Piano Tuning	460.00
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	286.34
6610.MI · Other Operating Expenses - Misc - Other	49.19
Total 6610.MI · Other Operating Expenses - Misc	26,128.69
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	636.00
Total 6640.PO · Point Lookout Operating Expense	636.00
6640.PL · Point Rent - Other	43,182.42
Total 6640.PL · Point Rent	43,818.42
6640.WE · West End Rent	37,900.39
Total 6640.BR · Rent - Branches	81,718.81
Total 6610.00 · Other Operating & Maint Exp	254,406.36
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	8,697.70
6640.03 · Elevator	5,176.60
6640.04 · Exterminator	805.00
6640.05 · Fire Sprinklers/Extinguishers	8,011.84
6640.06 · HVAC	16,793.93
6640.08 · Misc Building Maintenance	65,607.27
6640.09 · Plumbing	3,010.00

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

	Jul '23 - Jun 24
6640.11 · Building Maintenance Agreements	7,171.04
6640.12 · Upkeep of Grounds	374.00
6640.BM · Building Ops Repair / Maint - Other	676.00
Total 6640.BM · Building Ops Repair / Maint	116,323.38
6640.BO · Building Ops Other Expenses	
6640.IN · Insurance	
6460.BL · Building	
64BL.02 · Flood Insurance	8,328.00
Total 6460.BL · Building	8,328.00
Total 6640.IN · Insurance	8,328.00
6640.UT · Utilities	
6640.EM · Electric - Main	63,524.75
6640.EP · Electric - Point	4,284.19
6640.EW · Electric - West	3,331.62
6640.GM · Gas - Main	7,714.68
6640.GP · GAS - POINT	1,392.16
Total 6640.UT · Utilities	80,247.40
Total 6640.BO · Building Ops Other Expenses	88,575.40
6640.CM · Cleaning & Maint Supplies	
66CM.01 · Custodial Supplies	8,927.99
66CM.02 · COVID-19 PEP SUPPLIES	233.78
Total 6640.CM · Cleaning & Maint Supplies	9,161.77
6640.FU · Furniture	40,012.19
6640.MI · Building Maint Expenses - Misc	
6640.BC · Building Cleaning / Maintenance	
6640.CS · Cleaning Service	300.00
Total 6640.BC · Building Cleaning / Maintenance	300.00
6640.BS · Building Supplies/ Maint&Repair	17,021.65
6640.CU · Custodial / Facilities Equip	295.99
6640.MI · Building Maint Expenses - Misc - Other	1,187.61
Total 6640.MI · Building Maint Expenses - Misc	18,805.25
6640.TE · Telephone	
66TE.01 · Main - NLS	9,600.00
66TE.02 · Main - Regular	
66TE.OP · Optimum	3,696.91
Total 66TE.02 · Main - Regular	3,696.91
66TE.04 · Point - Regular	1,852.62
66TE.06 · WEST - DATA LINE (2015)	2,246.82
Total 6640.TE · Telephone	17,396.35
Total 6640.00 · Facilities	290,274.34
6690.00 · Reconciliation Discrepancies	0.39
Total Expense	4,075,858.40
Net Ordinary Income	-702,513.19
Net Income	-702,513.19

FY 2024 Director's Report – June 2024

Tara Lannen-Stanton, Library Director



General Updates

- Attended introductory webinar for the federal Community Programming Funds. It's definitely going to be a lot of paperwork and bureaucracy but a renovated Main Library will be worth it!
- Attended several community outreach meetings and events including the MLK Center's Juneteenth Celebration. That was a very big event and everyone was so happy the Library was there. Several people came up to tell me how they feel welcomed now at the Library and that we're offering more programs they're interested in.
- Worked on program supplies budgets for FY 2025 with various staff. With so many staff doing programs and buying supplies, we need a better way to allocate and track spending.
- Continued regular Youth Services staff meetings to support staff and departmental operations
- Libby Help is going really well. I'm enjoying it very much and it's really nice to get extended one-on-one with patrons. It's averaging two people per session which is getting close to ideal given the complexity of the questions and assistance provided.
- I did two big programs in June. Both were very fun and attended by all age ranges.
 - One was the Paint & Sip for the Adult Summer Reading Launch Party. I made a dirty lemon mocktail which most people seemed to enjoy.
 - Our first Beach Blanket Bingo was a big success. Over 60 people attended. Several asked if it could be every week but I don't think we can manage that. Calling bingo in the sand is exhausting!
- Items the Library Treasurer worked on
 - Financial reports
 - Payroll verifications
- Items the Library Attorney worked on
 - General

- Overtime regulations
- Director's contract
- Contract negotiation
- Arbitration
 - N/A
- Total amount spent on legal services in FY 2024 was \$19,025. \$17,900 (general) and \$1,125 (special projects)

Compliments and Staff Recognition

- Thanks to Jakea and everyone else who was in charge while I was away for a week.
- Congratulations to Sarah Nashak, Eileen Kelly, and the rest of YS for hosting a wonderful authors' brunch for the Young Adult Services Division of NCLA. I heard many compliments on the design and vibe of the YS Room.
- Several patrons expressed their appreciation for the Adam Nimoy event saying that it was such a unique program to have at the Library.
- A patron complimented Ali (Adult Services Librarian) for her patience in walking a patron through how to sign into Zoom.
- Several patrons complimented our Pride book displays and Eileen's custom-made LBPL Pride shirt, asking if they could buy one.

Meetings and Trainings

- Internal meetings
 - All Staff Meeting
 - Assistant Director
 - Department Heads
 - Stats
 - Programs
 - Patron Services
 - Outreach
 - Graphics & Marketing
- External meetings/events
 - NLS Member Library Director Executive Board Meeting (Zoom)
 - NLS Member Library Director Meeting (In Person)
- Trainings/Professional Development
 - Director's Roundtable

Director's Report – June-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	10,159	429	321	10,909
TOTAL	131,241	4,926	4,443	140,610

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	10,073	374	198	10,645
TOTAL	137,331	4,961	2,103	144,395

June 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	137	70	4	7	11	16	5	251
Attendance total	1,892	1,535	51	44	128	166	165	3,982
Attendance (In-Person_Adults)	1,578	412	26	8	86	125	145	2,381
Attendance (In-Person_Seniors)	103	0	0	0	0	0	12	115
Attendance (In-Person_Kids)	3	965	24	0	33	41	8	1,074
Attendance (In-Person_Teens)	10	75	1	0	0	0	0	86
Attendance (In-Person_Parents)	0	83	0	0	9	0	0	92
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)	132	0	0	25	0	0	0	157
Attendance (Zoom_Seniors)	66	0	0	11	0	0	0	77
Attendance (Zoom_Parents)	0	0	0	0	0	0	0	0

June 2024- Top Programs

Main- Adult	Attendance
Author Talk: Adam Nimoy's The Most Human Program Type: Author Talk Cost for External Presenter: \$0	182 ROI/CPA \$0.00
Chris Banks "The Rebirth" Fashion Show Program Type: Music & Entertainment Cost for External Presenter: \$0	162 Community-Led Event ROI/CPA \$0.00
Enchanting Evening of Music with Jenny Feygin Program Type: Music & Entertainment Cost for External Presenter: \$0	151 Community-Led Event ROI/CPA \$0.00
Main- YS	Attendance
Rise and Shine Storytime! Program Type: Storytime Cost for External Presenter: \$0	51 Staff-Led Program ROI/CPA \$0.00
Molly Mouse Lapsit Program Type: Music & Entertainment, Storytime Cost for External Presenter: \$105	50 ROI/CPA \$2.10
Play Hooray Program Type: Games, Storytime Cost for External Presenter: \$150	45 ROI/CPA \$3.33
Fun For All!	Attendance
Summer Reading Kickoff Party - A Swashbuckling Adventure at LBPL! Program Type: Summer Reading Cost for External Presenter: \$450	40 ROI/CPA \$11.25
Family Movie: Onward Program Type: Movies Cost for External Presenter: \$0	6 ROI/CPA \$0.00
Point	Attendance
Chopra Meditation Program (Point Lookout) Program Type: Health & Wellness Cost for External Presenter: \$60	20 ROI/CPA \$3.00
West	Attendance
West End Arts Photo Reception by Kelly Graham and Mitchel Greenspan (West End) Program Type: Art Exhibit Cost for External Presenter:	27 Community-Led Event ROI/CPA \$0.00

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

Months	Total # of Programs	Attendance Total	Main	Point	West End	Online	Off Site
July-2023	159	<u>1,801</u>	1,574	24	83	68	52
August-2023	169	<u>1,966</u>	1,719	3	81	58	105
September-2023	186	<u>1,966</u>	1,578	0	40	202	146
October-2023	226	<u>2,646</u>	2,213	42	97	273	21
November-2023	181	<u>2,006</u>	1,493	86	47	362	18
December-2023	154	<u>1,618</u>	1,341	92	67	118	0
January-2024	157	<u>1,777</u>	1,485	42	94	134	22
February-2024	162	<u>1,848</u>	1,478	96	128	131	15
March-2024	152	<u>1,910</u>	1,578	51	186	72	23
April-2024	163	<u>2,132</u>	1,914	38	79	75	26
May-2024	194	<u>2,181</u>	1,894	33	191	43	20
June-2024	165	<u>2,291</u>	1,892	77	113	44	165
TOTAL	2,068	24,142	20,159	584	1,206	1,580	613

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	81	<u>1,639</u>	1,535	51	53	0	0
TOTAL	1,008	21,981	20,291	435	765	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	4	<u>51</u>	51	0	0		0
TOTAL	37	<u>1,620</u>	<u>1,620</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

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	43	59
TOTAL	<u>633</u>	<u>804</u>

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
39	50	144
266	<u>354</u>	<u>1,060</u>

* Opened Oct 6, 2023

Online Resources

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

	June-2024	FY 2024 Cumulative	Change from last FY
ebooks	4,611	56,660	10%
eAudiobooks	2,505	28,748	21%
Total	7,116	85,408	13%

Usage of Online Entertainment Services[2]

June-2024	FY 2024 Cumulative
1,184	11,930

Learning Resources and Research Database Use[3]

	June-2024	FY 2024 Cumulative
Sessions/Checkouts	102	1,820

YouTube

	June-2024	Cumulative Total[4]
Number of views	662	14,955
Number of videos uploaded	0	332

- [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

Special Projects Tracking

Projects Completed in FY 2024

- Independent facilities assessment (report included in July Board packet)
- Basic Spanish language signs in library
- Policy on 501c3s and community-based organizations using the Library
- 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

Projects on indefinite hold

- Parking meter impact on Library
- New wiring and electrical outlets on 1st floor (will be included in 1st Floor Renovation – CDS Funds)
- Starbucks space
 - After the overall Board sentiment at the 6/2024 Board meeting, this project is on indefinite hold

FY 2025					
Description of Project	Date Started	Initiated/ Requested by	Funding Source	Notes and updates as of 7/15/2024	Status
Setting up LibraryCalendar to take program & room reservation payments online	6/15/2024				In progress

Special Projects carried over from FY 2024					
Description of Project	Date Started	Initiated/ Requested by	Funding Source	Notes and updates as of 6/10/2024	Status
Congressionally Directed Spending/Community Project Funding for Main Library renovation	3/6/2024	Director	Federal Funds	End of FY 2024 update – 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.	In progress
Local History Area				End of FY 2024 update – Still waiting on new furniture and sign installation	In progress

Special Projects Tracking

New sign for West End Branch	3/1/2024	Director	Operating funds	End of FY 2024 update – due to the weathering on the sign, the Business Office Manager is prioritizing getting sign quotes	On hold
Research into adjacent lot	1/26/2024	President LaSpina	TBD	End of FY 2024 update – waiting to hear back from appraiser.	In progress
Move flagpole		Board	Operating funds	End of FY 2024 update – Business Office Manager is working with LBSD on flagpole options	In progress
Water leaks	1/1/2024	Director	TBD	End of FY 2024 update – no further update at this time. LBSD will do the awning roof project in FY 2025. All leaks in the 2 nd 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.	In progress
Front exterior beautification - power washing	11/7/2023	Trustee Donovan	Operating funds	End of FY 2024 update – Business Office Manager received three quotes	On hold
24-hour material pickup lockers	4/1/2023		Operating funds (carried over from FY 2023)	End of FY 2024 update – Tanya installed a temporary sign for the lockers. Lockers will launch with temporary solution in July. Assistant Director is working on a survey of Member Library Directors regarding patron access to choosing pickup location	In progress
Welcome booklet	1/1/2023		Operating funds	End of FY 2024 update – Librarian Trainee is working on finishing the welcome booklet	In progress
LBSD Capital Projects list for Main Library			N/A	End of FY 2024 update – 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.	In progress
HVAC - replacement of final three HVAC units by LBSD			LBSD funded	End of FY 2024 update – still waiting to hear back from LBSD on installation dates	In progress
Alarm system			SAM grant	End of FY 2024 update – DASNY sent documents for electronic signature by Director and Library Attorney. Estimated project start date in late August 2024.	In progress
Solar panels	8/2023		SAM grant	End of FY 2024 update – still waiting on NYS to approve scope changes	In progress

Adult Services June 2024 Report



Jakea Williamson- Assistant Director

- Emailed three artists to commission a mural for the second-floor program room.
- Coordinated the installation of cellphone, restroom, and emergency signs for the auditorium.
- Ran The Historical Fiction book club.
- Assisted the director with compiling and preparing the board packet.
- Handled bill entries and material orders to maintain smooth financial operations.
- Scheduled community legal help to support initiatives for the upcoming fiscal year.
- Managed vacation approvals and scheduling for Adult Services
- Reserved meeting rooms for Long Beach CBOs.

Lenora Ashford-Adult Services Librarian II

- Completed weeding biographies.
- My professional pass for NYCC has been approved and I will be attending in October.
- Resume appointments have increased, and the calendar is being updated so patrons can make appointments online.
 - I am considering changing the resume appointments to the first-floor program room to give patrons more privacy.
 - No complaints have been made but having the option would result in more comfort for the patron.

Alexandra Blau-Librarian II

- Vinyl Collector's Club The theme for our June session was "Good Vibes Only." The group played a selection of upbeat, fun summer songs to kick off the season.
- Adult Craft: Hot Air Balloon Paper Wreath Using foam wreath forms, scrapbooking paper and wooden hot air balloon cutouts, participants created beautiful wreaths to display in their home.
- Albums and Asanas: In keeping with our summer vibe, Nicole led a yoga class while we listened to the reggae tunes of Bob Marley on vinyl.
- Movies: Selections for Pride Month (Our Son, My Beautiful Laundrette), the 40th anniversary of Karate Kid, Film Noir Friday (Angels with Dirty Faces) and recent popular releases (Dune 2, Killers of the Flower Moon, Arthur the King, Bob Marley: One Love)
- Tom and I were speakers at the Long Island Library Resource Council breakfast on June 18th. We gave a brief overview of how we used the \$4000 in grant funds from LILRC to put the Vinyl Listening Lounge together. We also heard about how other librarians used grant funds in their libraries.

Philip Boccia-Systems Librarian

- June saw the migration of staff and public copiers from the company LDI to PMA and I worked with Jill and the departments to configure the copiers for each department to print from their computers and mobile devices.
- I have also begun to set up procurement accounts with Jill through OMNIA, a national aggregator of vendors, for office supplies and furniture for Jill, to IT for myself.
- Requested two new ASUS chrome books for replacing the old EOL ones for our OPAC, since migrating to the new online catalog will not allow me, under Google's Cloud Management subscription, to alter the filter until they are replaced.

Ron Carroll-Patron Services Librarian/ West End

- Broke down Baker & Taylor carts and placed book and media orders for Adult Services, Young Adult, and Youth Services.
- Ordered fiction and nonfiction materials for the West End Branch.
- Performed my duties as ILL Librarian; including receiving incoming items and preparing outgoing materials for return.
- Led an online presentation about the Proquest database.
- Requested flyers for upcoming West programs so that they could be promoted.
- I ordered supplies for West and notified the business office of any issues at the branch.

Natasha Drax- Outreach Coordinator

- 6/11- Mariel Matthews, Sara Nashak, and I participated in the Career Fair held in the gym of the Long Beach Middle School. The library swag was well received, particularly the sunglasses. We met teachers who are eager to work with the library to help with literacy efforts for the students, as well as staff from Nassau County Commission on Human Rights, who would love to assist us with outreach and literacy efforts for Long Beach residents.
- We will be taking a summer reprieve from our Headstart/EOC Storytime and will return in the Fall. We also hope to host another Parent Orientation meeting in September.

- 6/17 - I attended the LB Chamber of Commerce meeting held at Brixx & Barley to promote the Adult Summer Reading program.
- 6/19 - Mariel, Tara, and I hosted a table at the MLK Center's Juneteenth event. I set up a display of thematic titles, as well as provided a selection of giveaway books and library merchandise. It was important to be visible to the North Park segment of our community and remind them of the programs and services the library offers.
- With the end of the fiscal year, Nicole and I made concerted efforts to bulk up our fiction collection with popular, missing, and replacement titles.
- 6/18 - I attended the Long Island Library Council's Annual Meeting with Ali and Tom, who presented a review of the Vinyl Listening Lounge and were once again well received. The keynote speaker was Patrick Sweeney, from EveryLibrary, a library advocacy nonprofit, who spoke about the importance of legislative support for libraries in the face of so many challenges.

Nicole Menzzasalma- Librarian I

- End of the fiscal year collection development. Librarian Natasha Drax and I have been diligently working to fill in the gaps in the Adult Fiction section. I have concentrated on updating the Classics section.
- Albums & Asanas: Flow Your Own Way : Librarian Alexandra Blau and I have been getting a steady group of patrons coming each month.
- LB Gardening Club had a guest speaker discussing growing vegetable plants vertically. After the meeting, the gardening club was invited to the Long Beach Historical Society's garden. We toured the garden, the grounds, and the house.
- The first Yoga and Meditation on the beach brought 75+ people to the beach. It was our biggest program on the beach thus far. The patrons were excited to join us and look forward to a summer of yoga and meditation on the beach.
- In addition to Teen Tuesdays, Teen Librarian Sarah Nashak and I are developing Teen Retreat Thursdays. The teens like the consistency of the Tuesday program.

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

- Attended continuing education webinars.
- Indiana State Library (ISL) - Moving Beyond Avoidance: Conflict Resolution for Beginners
- Blackbaud - Uncovering and Managing to Employee Motivations
- Nassau Library System (NLS) - The Library is for Everyone: How BookOps Develops Collections in Over 20 Languages
- Homeless Training - Unattended Children: How to Talk to Parents About Their Children's Behavior
- Attended Long Islands Library Resources Council's workshop Safe Labeling and Marking of Historic Items at the Suffolk Cooperative Library System presented by LILRC's Digitization and Archives Coordinator, Nicole Menchise.

- I held the second session of our nonfiction True Crime Book Club with teen volunteer Eddie S.
- Attended The Friends of the Library board meeting as their new library liaison.
- Held a session of Libby Help for patrons.
- Began a new major weeding project at the Point Lookout Branch.
- Put out a call for shell art for this year's July patron art spotlight.
- Held Youth Services' programs and crafts (i.e. Drawing Club, Messy Art, Meet The Artist).



Summer is here, and its arrival marks the start of our Adult, Teen and Children's Summer Reading Programs! You'll find many summer offerings based on this year's theme **Adventure Begins at Your Library!** 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. 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. Our new printer and poster maker will enable us more flexibility when producing publicity and marketing materials in-house.
- 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*. We have modified some formats as we experiment with content and length. 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 Listening Lounge podcasts are posted as well.
- The recent **Adventure Begins at Your Library** post card mailing was impactful and arrived in homes at the perfect time to promote summer here at the Library.

- We are broadening our reach in the community by pushing some of our programs outside of the Main Library building. We continue to scout community venues/establishments. We are hoping for a collaboration between the Library and The Ivy in the coming months. This also 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 meets at Long Beach Coffee and Tee, while Books and Brews meets at Bright Eye Brewing Company. The summer months will feature a number of varied programs on the beach!
- Program information was shared with The Long Beach Herald, Newsday, News 12 and the Town of Hempstead. Please see the feature article in Newsday for the Adam Nimoy Author Visit included at the end of this report.

JUNE PROGRAM HIGHLIGHTS

On **June 5th**, more than 180 patrons were in attendance as Adam Nimoy, son of Leonard Nimoy, discussed his memoir ***The Most Human, Reconciling with my Father***. He spoke frankly about his often fraught relationship with his dad, his own struggles with alcohol and drugs, and his eventual reconciliation with his famous father. Nimoy answered questions following his talk, before signing books, and talking one-on-one with attendees. Special thanks to Carol Hoenig and Peggy Zieran of **On the Road Book Events** for collaborating with us on Mr. Nimoy's visit, and for hosting the book sale portion of the evening.

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.

Monet's Method with instructor **Rosa Maria Goeller (June 6,13,20,27)** inspired patrons to discover their inner-artist. Participants studied works and techniques employed by Claude Monet and then applied principles of light and shadow to their own paintings of the Point Lookout Bridge. It should be noted that these classes were held at the **Point Lookout Branch** on Thursday mornings, and were filled to capacity each week. Classes will resume in July.

Long Beach resident and super fashion stylist, **Chris Banks**, presented his fashion show **REBIRTH** to a full house on **Saturday, June 8th**. This is the reprise of an event which had traditionally been held at the library in years past. It was a high energy event which brought many residents of the community to the Library whom we don't regularly see.

Our **Taking It to the Beach** programs are underway! On June 20th our **Summer Solstice Beach Yoga and Meditation** with Nicole Menzzasalma and Gary Jansen was attended by 78 people! A **Qi Gong** class will meet each Thursday at **New York Avenue Beach**, 6:30pm.

On **June 26th**, 60 people gathered for **Beach Blanket Bingo** at **Lafayette Blvd. Beach**! Participants competed for Library swag and everyone had a great time on a beautiful summer evening. Still to come, our first **Beach Reads Book Club** on **July 15th** also at Lafayette Blvd. Beach.

Adult Summer Reading kicked off on Friday evening June 21st celebrating our Adventure Begins at your Library theme with a **Paint and Sip** complete with **mocktails** (Thank you, Tara!), and a curated **play list** (Thank you, Ali and Tom!) based on selections from our vinyl collection. Patrons enjoyed the evening and, of course, returned home with an original piece of art!

We've added a **Zumba** class to our roster of exercise classes. It meets Wednesday mornings at 9:30am and has been filled to capacity.

Standing, recurring programs continue to be popular!

NEW, NOTABLE, AND COMING SOON

Our Summer Reading adventure will continue throughout July and August, 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! As mentioned above, 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! Reading challenges will conclude **August 19th**.

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.

ON THE HORIZON

Library Fun Fair Sunday, August 11th

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, bounce houses, our **Tomatomania Tomato Growers Contest**, and entertainment for all.

The 2nd Annual Celebration of Jazz and Blues is planned for **September 27th-29th**.



A32

flash! » Behar to star in 'My First Ex-Husband' at Bay Street

Nimoy's son revisits relationship

Author, whose new memoir explores life with his famous dad, addiction, comes to LI Wednesday

BY FRANK LOVECE
Special to Newsday

Author **Adam Nimoy**, the son of the late actor **Leonard Nimoy**, appears at the Long Beach Public Library Wednesday at 7 p.m. for a talk and Q&A on his recently published second memoir, "The Most Human." Registration for the free event is at the library's website. He additionally appears Thursday at Barnes & Noble on Manhattan's Upper West Side.

The new book, which follows 2008's "My Incredibly Wonderful, Miserable Life: An Anti-Memoir," again focuses on "my relationship with my dad," says Adam Nimoy, 67, who spent seven years as a Los Angeles entertainment attorney before working for more than a decade as a TV series director through 2003. He has since taught directing and helmed the acclaimed 2016 documentary about this father, "For the Love of Spock."

"It's one of the more defining relationships in my life," Nimoy explains by phone from his home in L.A.'s Mar Vista neighborhood. "It was something I did not intend to" revisit in the new book, he says. "I thought I was going to move on and do more memoir work in terms of my recovery, sobriety, raising my teenage children as a single parent and trying to recreate my career. But my father just kept looming in the background and I really couldn't get away from that."

The same could be said of his addiction recovery — "The Most Human" chronicles Nimoy's journey from high school pot and alcohol use to severe enough abuse that the struggle has followed him his whole life.

Both his parents — Leonard and the late **Sandra Zober Nimoy** — suffered alcohol issues. Adam Nimoy quotes his father as saying, "I was not an obvious fall-down drunk, but I would become reclusive, distant, remote, quiet, not there." Part of their reconciliation came from attending Alcoholics Anonymous meetings together — though as the memoir notes, each struggled with step 9 of AA's 12-step program: Making amends with each other.

They eventually did, but arrived at that destination through a circuitous, sometimes tortured, sometimes proud and joyful journey. The elder Nimoy died in 2015 at age 83.

"You don't need to be an addict and an alcoholic to know that recovery is just a way to try to deal with the problems of life in an effective manner," Adam Nimoy says, adding that his father "did a lot of stuff that really . . . [upset me] and a lot of stuff that was just flat-out wrong, and some of it is in the book. But in the end, it doesn't really matter. The fact is, he is my father and I need to find a way to reach out to him and connect with him and communicate with him."

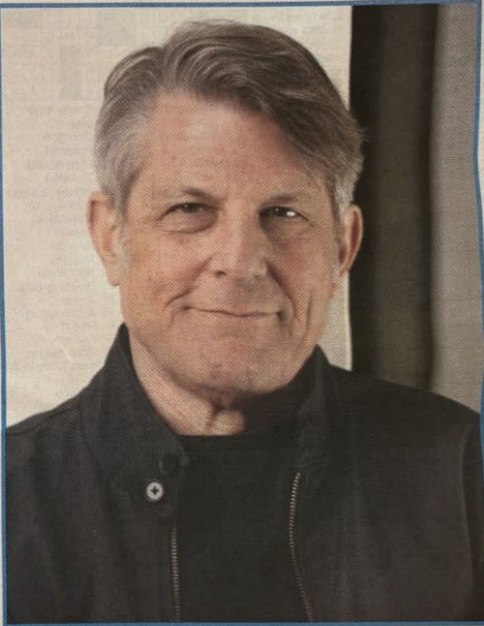
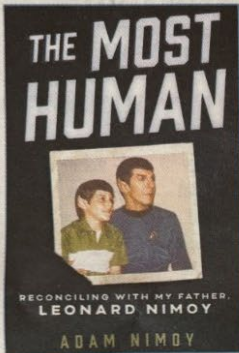
A lot of people have dysfunction with a parent, with a sibling, with children," the author adds. "It didn't end with my dad. It goes down the line."

Nimoy's adult children — **Madeleine Nimoy**, vice president of production at Paramount Television Studios, and **Jonah Nimoy**, a professional musician, "don't have substance-abuse issues. Thankfully. They've got plenty of other issues that I have to deal with. . . . We find ways to resolve them because we have tools and we have a connection that I did not have with my dad."

The book also delves into two of his three marriages: to **Nancy Plotkin**, the mother of his children, in 1985 that ended in divorce; and to **Martha Smurda Nimoy**, whom he married in 2011 and who was diagnosed with cancer four months later, dying in 2012.

Unmentioned is his 2018 marriage to model-turned-actor **Terry Farrell**, who played Jadzia Dax in the series "Star Trek: Deep Space Nine," and whom he later divorced. "She just doesn't figure into that part of the story, so there was no point in it," Nimoy says.

As for the immediate future, "I'm not ruling out the possibility of going back and doing some directing work, or of going back and teaching" — and in something of a combination of all that, "I'm thinking of writing a book about filmmaking and my experiences directing and working with the actors, writers and producers. I have another book in me that I'm determined to get out after this one."

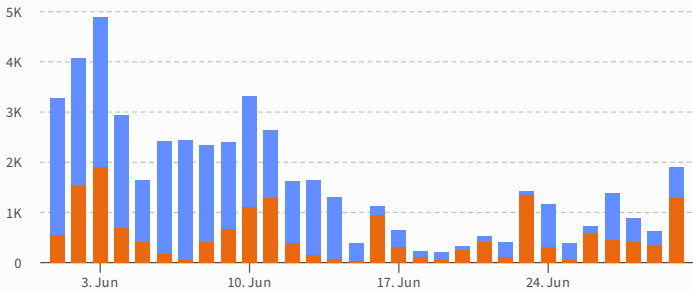
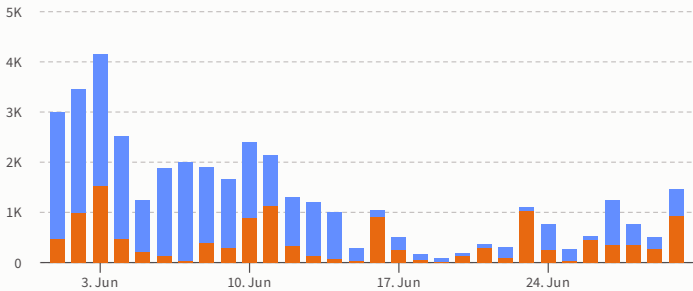
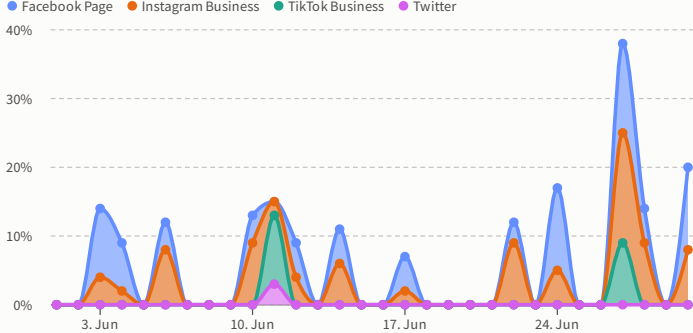


Author Adam Nimoy will discuss his new book "The Most Human: Reconciling with My Father Leonard Nimoy" at Long Beach Public Library Wednesday at 7 p.m.

hot date 10/30

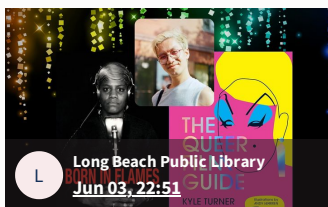
Cyndi Lauper brings her 'Girls Just Wanna Have Fun Farewell Tour' to Madison Square Garden. General-public tickets go on sale Friday at 10 a.m.



Fans & Followers Facebook Page 3,173 Instagram Business 2,561 TikTok Business 1,373 Twitter 500		New fans & followers Instagram Business 69 Facebook Page 10 TikTok Business 3 Twitter 0		June 2024 Social Media Metric Report Page & Profile metrics are based on results for the entire page during set data range (June 2024). Post-related metrics relate to posts published during the set range, but reflect insights as of July 3rd, 2024.			
Page & profile impressions Facebook Page 32,886 Instagram Business 16,401		Page & profile impressions Facebook Page Instagram Business 		Post impressions Instagram Business 10,771 Facebook Page 8,430 TikTok Business 1,583 Twitter 34			
Page & profile reach Facebook Page 26,906 Instagram Business 12,478		Page & profile reach Facebook Page Instagram Business 		Post reach Instagram Business 11,143 Facebook Page 7,737 TikTok Business 1,456			
Posts Instagram Business 32 Facebook Page 16 TikTok Business 2 Twitter 1		Average post engagement rate Facebook Page Instagram Business TikTok Business Twitter 		Average post engagemen... TikTok Business 9.74% Facebook Page 6.72% Instagram Business 6.67% Twitter 2.94%			
Post reactions & likes 784 reactions		Post comments & replies 26 comments		Post shares 23 shares		Post video views 1,583 views	

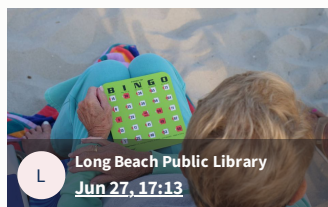
Post reactions & likes Instagram Business 431 Facebook Page 212 TikTok Business 141 Twitter 0	Post comments & replies Instagram Business 14 Facebook Page 12 TikTok Business 0 Twitter 0	Post shares Instagram Business 16 Facebook Page 6 TikTok Business 1 Twitter 0	Post video views TikTok Business 1,583 Facebook Page 0 Instagram Business 0 Twitter 0
Inbound messages 118 messages	Inbound messages Instagram Business 60 Facebook Page 46 Twitter 12	Post link clicks 1 click	Report by Zachary Aborizk. Finalized July 3rd, 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



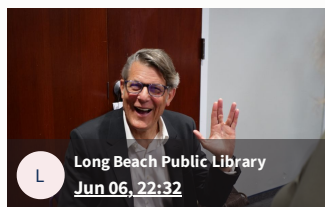
Join us for an exciting event on Saturday, June 15th, featuring Kyle Turner, author of the acclaimed book "The Queer Film Guide: 100 BORN IN GLASSES"

44 likes and reactions



Thank you to everyone who came out yesterday for our first Beach Blanket Bingo, it was one for the books! We hope you'll join us

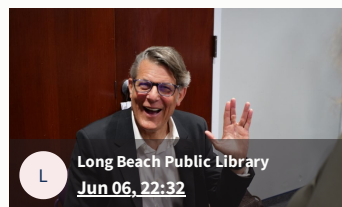
43 likes and reactions



It was a privilege to host @adam_nimoy for a captivating discussion about his heartfelt memoir "The Most Human: Reconciling with

29 likes and reactions

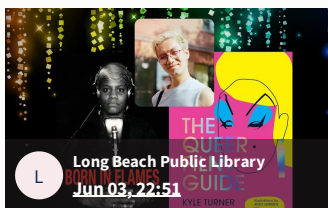
Most Commented On Post



It was a privilege to host @adam_nimoy for a captivating discussion about his heartfelt memoir "The Most Human: Reconciling with My

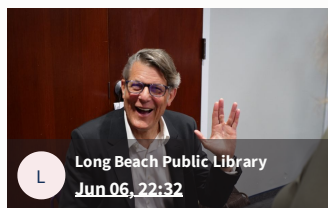
7 comments

Highest Reach



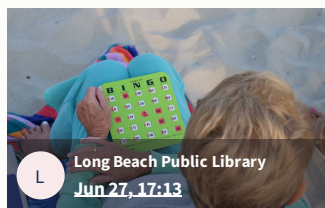
Join us for an exciting event on Saturday, June 15th, featuring Kyle Turner, author of the acclaimed book "The Queer Film Guide: 100 BORN IN GLASSES"

1,562 reach



It was a privilege to host @adam_nimoy for a captivating discussion about his heartfelt memoir "The Most Human: Reconciling with

1,166 reach



Thank you to everyone who came out yesterday for our first Beach Blanket Bingo, it was one for the books! We hope you'll join us

1,052 reach

Most Shared Post



After a 4 year hiatus, Chris Banks returns this Saturday for the 5th Annual Fashion Empowerment Production with fashion sets,

2 shares

Highest Engagement Rate



Thank you to everyone who came out yesterday for our first Beach Blanket Bingo, it was one for the books! We hope you'll join us

13.12% engagement rate



Summer is in full swing, and so is great programming at the library! Play real-life Mario Kart, immerse yourself in the world of

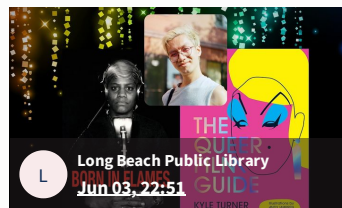
11.92% engagement rate



The 34th annual Long Island Pride Parade was held in Huntington Village earlier this month, but we'd like to flash back in time by

11.6% engagement rate

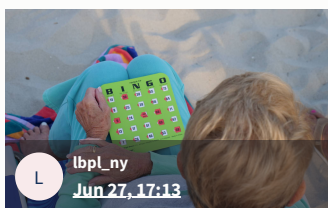
Most Engaged Users



Join us for an exciting event on Saturday, June 15th, featuring Kyle Turner, author of the acclaimed book "The Queer Film Guide: 100 BORN IN GLASSES"

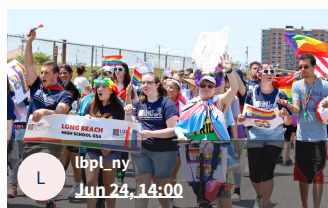
145 engaged users

Most Liked Instagram Posts



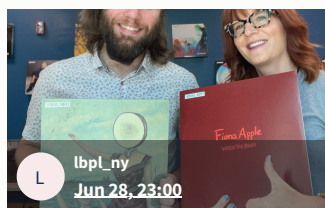
Thank you to everyone who came out yesterday for our first Beach Blanket Bingo, it was one for the books! We hope you'll join us

104 likes



The 34th annual Long Island Pride Parade was held in Huntington Village earlier this month, but we'd like to flash back in time by

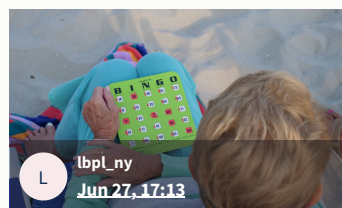
63 likes



The Listening Lounge is back! This week, Tom and Ali's special guest is singer/songwriter @samgoorland.music! They talk Sublime,

44 likes

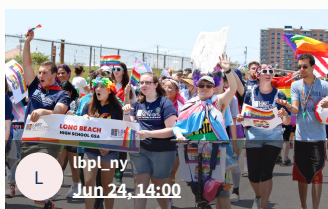
Most Commented On Post



Thank you to everyone who came out yesterday for our first Beach Blanket Bingo, it was one for the books! We hope you'll join us

3 comments

Highest Reach



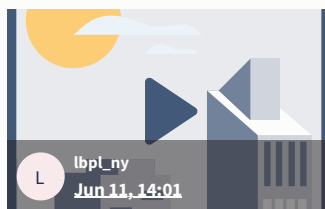
The 34th annual Long Island Pride Parade was held in Huntington Village earlier this month, but we'd like to flash back in time by

1,249 reach



New York's libraries are facing devastating budget cuts that threaten to diminish their vital role as centers of learning, discovery,

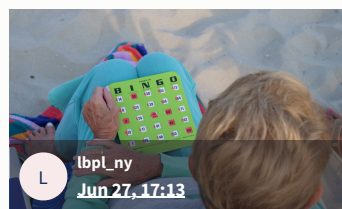
1,193 reach



Come see @tylekurner IN PERSON this Saturday at 2pm! After party at @halo_oceanside #pride #film #pridemonth

1,069 reach

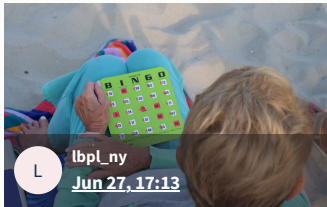
Most Saved Post



Thank you to everyone who came out yesterday for our first Beach Blanket Bingo, it was one for the books! We hope you'll join us

5 saves

📷 Highest Engagement Rate



Thank you to everyone who came out yesterday for our first Beach Blanket Bingo, it was one for the books! We hope you'll join us

24.87% engagement rate



The Listening Lounge is back! This week, Tom and Ali's special guest is singer/songwriter @samgoorland.music! They talk Sublime,

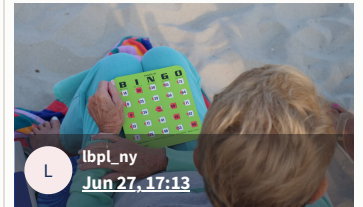
9.11% engagement rate



With Father's Day less than a week away, we honor a father who had a remarkable impact on the City of Long Beach: Reverend Jesse

8.64% engagement rate

📷 Most Engaged With Post



Thank you to everyone who came out yesterday for our first Beach Blanket Bingo, it was one for the books! We hope you'll join us

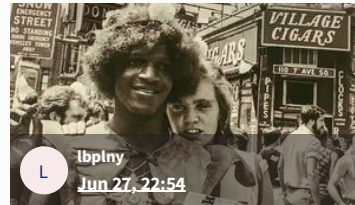
144 engagement

🎵 Most Liked Tiktok Videos



Come see Kyle Turner in person this Saturday at 2pm! And continue celebrating Pride at the afterparty at Halo Oceanside

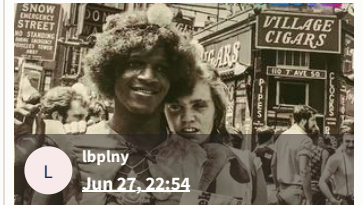
76 likes



How are you planning to celebrate Pride this weekend? #pride #lgbtq #fyp

65 likes

🎵 Most Commented On Post



How are you planning to celebrate Pride this weekend? #pride #lgbtq #fyp

0 comments

🎵 Highest Reach



Come see Kyle Turner in person this Saturday at 2pm! And continue celebrating Pride at the afterparty at Halo Oceanside

768 reach



How are you planning to celebrate Pride this weekend? #pride #lgbtq #fyp

688 reach

🎵 Most Shared Post



Come see Kyle Turner in person this Saturday at 2pm! And continue celebrating Pride at the afterparty at Halo Oceanside

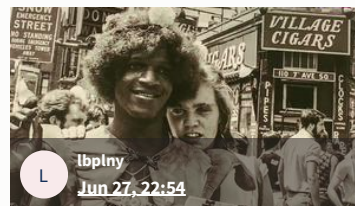
1 shares

🎵 Highest Engagement Rate



Come see Kyle Turner in person this Saturday at 2pm! And continue celebrating Pride at the afterparty at Halo Oceanside

10.03% engagement rate



How are you planning to celebrate Pride this weekend? #pride #lgbtq #fyp

9.45% engagement rate

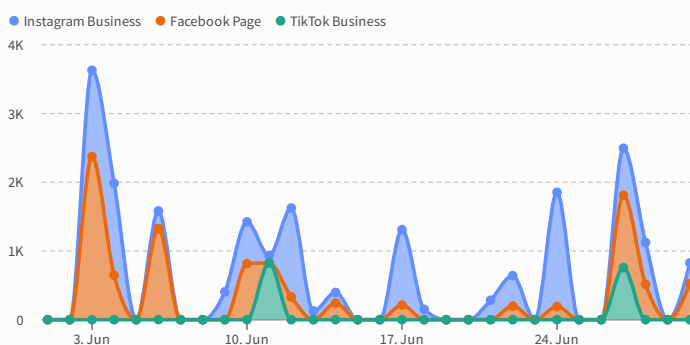
🎵 Most Viewed Post



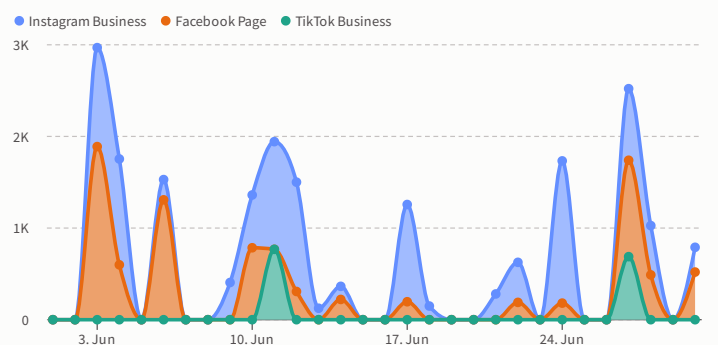
Come see Kyle Turner in person this Saturday at 2pm! And continue celebrating Pride at the afterparty at Halo Oceanside

825 video views

📊 Post impressions



📊 Post reach



Patron Services Monthly Report
Department Head: Mariel Matthews

JUNE 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	687	620	694	4
FY TOTAL	6,392	4,902	8,808	99

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	1,314	10,659	118	1,553
FY TOTAL	15,998	134,550	2,225	21,096

Meetings and Webinars Attended by Patron Services Staff

- Mariel Matthews
 - Department Heads Meeting
 - ALSC's EDI Committee Meeting
 - Community Outreach Meeting with James Hodge, Community Leader
 - Long Beach Middle School Job Fair Sarah Nashak and Natasha
 - Juneteenth Event at MLK Center (Outreach Event)
 - ALA's Annual in San Diego
 - Completed Niche Academy Trainings
 - Safety Committee Meeting
- Russell Stein
 - Attended All Staff Meeting
 - Monthly Data Meeting
 - New Copy Machine Training
 - Safety Committee Meeting
- Ron Carroll
 - Attended All Staff Meeting
 - New Copy Machine Training
- Diane Dudderar
 - Attended All Staff Meeting
 - New Copy Machine Training
- Jake Cohen
 - Attended All Staff Meeting
 - New Copy Machine Training
- Rachel Gunther
 - Attended all staff meeting
 - New Copy Machine Training

Collection Management

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

Patron Services Monthly Report
Department Head: Mariel Matthews

○

Departmental Projects

- Scheduled and Conducted 1 to 1's with Clerks in May [Completed]
- RG (Librarian Trainee) trainee training will transition to Adult Services (In Process)
- Creating on-going tasks for night clerk staff
- End of Fiscal Year 2024
- 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
 - Conducted outreach meeting with community leader James Hodge
 - Attended a Juneteenth event to promote library servies
- Russell Stein
 - Generated Reports
 - Budget Reports
 - Monthly Reports
 - I-Code 1 Reports
 - Program Budget Tracking
 - Circulation Desk Coverage when needed
 - Assisting Ron with B&T Book & Media Ordering
 - Amazon Book Ordering
 - Receiving & Distributing Library supply orders
- Diane Dudderar
 - Assisted the circulation clerks with issues that came up.
 - Registered and explained programs to patrons who phoned in. Helped the clerks with circulation duties (i.e. Bins, check-ins & assisted patrons with copy machine)
- Jake Cohen
 - Fixed books and media
 - Covered the circ desk
 - Tracked supply inventory
 - Accepted into SUNY Albany's online MLIS program
 - Sci-fi & Fantasy book club that Zach and I ran in June

Patron Services Monthly Report
Department Head: Mariel Matthews

- Attended training on the new copy machines
- Rachel Gunther
 - Processing and data entry for all new and donated youth services materials
 - Attended all staff meeting (June 25, 2024)
 - Covered the circulation desk when needed
 - Assisted with Beach Blanket Bingo (June 26, 2024)
 - Attended new copier training

June 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	968	235	915	2,118
FY TOTAL	12,904	2,861	13,340	29,105

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	17	474	491
FY TOTAL	188	5,096	5,284

Meetings and Webinars Attended by YS Staff

- Jennifer Firth
 - 6/4/2020 NCLA YASD Annual Brunch
- Tanya Suárez-Matos
 - N/A
- Eileen Kelly
 - 6/4/24 YASD Annual Brunch (hosted in our dept)
- Sarah Nashak
 - 6/4/24 YASD Annual Brunch
- Pat Matthews
 - 6/11/24 Unattended Kids: How to talk to Parents about their Children's Behavior
- Shauna McCauley -
 - 6/5/24 "The Library is For Everyone -- How BookOps Develops Collections in Over 20 Languages" - NLS Webinar
 - 6//17/24 CPR Training - NLS/AHA

Collection Management

Growing & growing! J Fiction & Comic has had a thorough revamping & deep weeding, these sections are seeing better circulation rates monthly. J Comic has really been beefed up and patron feedback is incredibly positive.

YA Fiction & YA Comic continues to grow, with teens requesting the newest Book Tok trending books and a wide variety of manga. Teens are thrilled to see the up to complete One Piece, Jujutsu Kaisen, and Bleach manga series – expressing shock and excitement to hear we have the newest volume!

Picture Book continues to be weeding, and new additions are constantly being added. An oversize collection of board books has been created by Librarian Trainee Shauna M.

Department Updates

Teen Librarian Trainee Sarah N. has been working on conglomerating a small video game collection for the YS department! We are starting to receive some E/E 10+ Nintendo Switch games, and we look forward to introducing this new service to our patrons. Shelving has been designated for this new collection at the beginning of the current DVD collection.

The Youth Department has received 3 new cabinets that will expand storage in the 2nd Floor Program Room and in the YS Program Space.

The YS Room experienced a lull in walk-ins in the beginning of June which coincided with various end of school activities in the community. The end of the month saw a significant increase in foot traffic due to patrons registering for the summer reading club.

Patrons are excited about this year's reading club ticket system and the prizes that they could potentially win. Staff have been busy talking up the program and signing up readers. A fair number of readers have already begun reporting on the books they have finished reading.

Individual Staff Reports on subsequent pages

Eileen Kelly- Children's Librarian Youth Services

June was in and out like a whirlwind, with lots of preparation in anticipation of Summer Reading Kickoff at the end of the month.

Programs for June hosted by Eileen included a Father's Day Craft program, a Fabulous Families pride storycrafter, a Juneteenth Jamboree and Elementary school grad ribbons. I was very pleased to see that both my Pride and Juneteenth programs were actually attended this year as compared to the zero attendees for both last year 😊

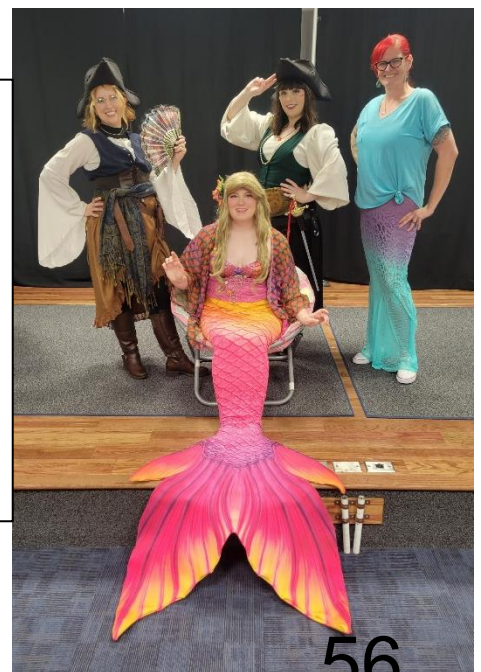
SRP 2024 Kickoff Party was a hoot for those who attended! Our performers were AMAZING and the kids and parents were all thoroughly impressed by the program and the performers alike. At the moment, we are ~1 week into signups and we already have 78 kids & teens registered! (This is already more than 6x the signups for the entire SRP 2023!!!)



**ALL THINGS SUMMER
READING!**

**Our 3d Steampunk airship
display**

**Highlights from SRP
Kickoff 2024**



Patricia Matthews – Librarian Assistant (Youth Services)

Professional Development:

- **Unattended Kids: How to talk to Parents about their Children's Behavior (in the library)**
- **Zoom Training (one on one) with Phil Boccia**
- **Baker & Taylor Training (one on one with) Russell Stein**

Collection Development:

Medical School for Kids

We are currently curating a medical book collection to live within our **Parenting** Section. We think this is an ideal set of books for our young future doctors!

Written by physicians, the Medical School for Kids children's series provides an engaging, easy-to-understand introduction to the wonders of the medical field. They are fun and a learning resource for both children and adult patrons about the anatomy, physiology, and diseases of the human body.

Teamwork:

Consistent communication and collaboration will make us a wonderful team!

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

Sarah Nashak
Teen Librarian Trainee

June Board Report

Volunteers:

Our teen volunteers continue to grow in numbers! We are lucky to have such a dedicated group of volunteers. Right now, our volunteers have been assisting with Summer Reading Program Prep/Sign Up, as well as Calendar Critiques, making art for the Teen Space, and general clerical duties. Each week I get more applications, I look forward to welcoming 4 new girls into our volunteer program starting in July: Kennedy, Candice, Alley, & Erika. This brings our total number of steady teen volunteers to 8!

Outreach:

I have been in contact with Shelley Cepeda, the LBMS/LBHS social worker. Through phone calls and emails, we have been working on promoting my new teen opportunity: Teen Ambassador Program, starting this fall. This contact has been wonderful, as many teens have already started reaching out regarding the Ambassador Program. On 6/11, I attended the Long Beach Middle School Career Fair, with Outreach Librarian Natasha Drax, and the Head of Patron Services, Mariel Matthews. During our time at the fair, we got to meet over 100 middle school students, talk about upcoming programs, and promoting the library!

Teen Programming:

Both myself and Adult Librarian Nicole Menzzasalma met with Jakea & Tara to discuss teen programming and budgets. We decided on ramping up our Teen programming, adding in a new series "Teen Retreat Thursdays", a program all about relaxing with friends inside the Teen Space. "Teen Paint & Sip" on 6/17 was a small success, with one teen coming by to do the paint tutorial. We had a great time following the directions, and going off to do our own thing. Teen Summer Reading Kickoff was on 6/25, and even though it was a small crowd, we had a great time playing board games, eating snacks, and doing a book swap. I had great success with my Teen Tote Bag craft on 6/26, 5 tweens/teens had a fun time using art materials to personalize a beach bag. On 6/28, myself and Adult Librarian Ali Blau hosted "School's Out! Teen After Hours Party". We had 4 teens playing games, testing out our small scooters for Mario Kart Racing in July, and bumping some records from the VLL. One teen was quoted as saying "why don't more teens come to these things, the library is cool!" 😊

June YASD Brunch

This year, Long Beach's YS department was the host of the YASD June Brunch! I worked alongside my fellow YASD board members to plan and execute the event. It was a massive success – hosting 25 Nassau County librarians and 3 YA authors! We received nothing but compliments, including our YA space, which was coined "a place we wish we had as a teen" by the authors.



Top Left: "Here to Help: Sanitation Storytime" – 6/15

Top Right: Long Island Pride Parade, marching with LILPA (Long Island Library Pride Alliance) – 6/9

Bottom Left/Bottom Right – teens testing out the Interactive Mario Kart scooters, all smiles!

Shauna McCauley
Librarian Trainee
June Board Report

Animation Afternoons

On June 20th we had 1 patron attend a screening of *The Boxtrolls*. I am experimenting with a later time slot and some more unusual film picks, so this is less attendance than I would have liked, but not surprising. I am planning a series of Studio Ghibli films for July that will hopefully draw more attendance.

Family Movie

On June 29th we had 9 patrons attend a screening of Pixar's *Onward*. This is fairly in line with previous months. We plan to offer one family movie screening in July and two in August as part of a series of films about summer camp to celebrate the vacation season.

Picture Book Displays



I started out the month with a display of dinosaur books, which are crowd-pleasers with many of the kids.



Later in the month I refreshed the display with a spotlight on “The Great Outdoors.”

Library Calendar

I continue working in the calendar to promote consistency of registration and timely entry of events.

Anime and Manga Club

The club is currently on hiatus with plans to restart and possibly reformat slightly in the fall.

Business Office June 2024 (for July Board Meeting)

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
- Transcription of Minutes from monthly Board Meeting; posted on Library website.
- Other typical Business Office tasks / procedures as needed

Add'l Projects / Tasks

- Processed Sauna McCauley Education Bump
- Getting raises ready for 7/1
- Gathering the information on how much time the employees have left to carry over into FY 24/25
- Worked with Accudata to get a short term fix to correct issue of inaccurately tracking time for staff meetings / generation of alerts. investigating more permanent hands off fix
- Transcribed minutes from 6/17 meeting; posted on website
- Worked on additional requests from auditor
- Created new Formstack form to add new "non-presenter" vendors into Quickbooks
- Updating Business Office procedure manual
- Attended Formstack "What's New" online webinar
- Scheduling / setting up training for Kim and Jakea re: invoice entry, warrant creation
- In preparation for 2024 Sexual Harassment Training - following up with employees who have yet to complete 2023

Building / Facilities

- Installation / set up of all new copiers; arranged pickup of all old copiers and coordinated
- Reported issue to R&D carpet re: chairs are scratching new floors. Arranged meeting with R&D and floor mfr. walked with the floor guys will get back to us on what we can do/use for new floors.
- Meeting with Alex Reyes (plumber LBSD recommended) about replacing water fountains with bottle fillers
- Meeting with Hale of Freeport Signs and Riggings re: replacing West End sign
- Working with West End landlord and Meadow and Bark (next door) re: awning replacement

Business Office June 2024 (for July Board Meeting)

- Met with James Lugo of JCI re: cost to have a maintenance agreement for our emergency lighting
- Met with Nassau County Fire Inspector; working to correct noted issues and make sure all of our permits are up to date
- Met with Fire Command for annual test of our fire alarm system; passed
- Worked with Leaf leasing to get 1) tax exemption set up; 2) provide ACORD form from our insurance company
- worked with Salerno Insurance to remove all old copier equipment from our policy, and add all of the new, to get ACORD form for leasing company
- Opened building Fri 6/26
- Contacted (3) companies re: power washing sidewalk
- Contacted TOH re: arranging special pickup of old furniture in PL branch when new furniture arrives
- Contacted Nassau County Fire Marshal re: clarification on one of the inspection violations.
- Arranged with PMA to come pick up the old Jamex coin boxes at N/C

FY 2025 Policies Review - policies in effect as of June 30, 2024

Type of Policy	Policy Name	Adopted/Approved	Most Recent Review & Approval	Review Approximately Every...	FY 2025 Review Schedule	Notes
Public Space	Rules & Regulations - FOIL	8/2009				
Personnel	Restricted Access	9/2016		If relevant laws change	Sep-24	I'd like to review the current FOIL laws with Library Counsel and ensure our procedures for handling requests are correct.
Collection	Library Materials Selection	1/1983		Five years	Sep-24	
Collection	Local History Collection Development Policy	4/2021	Jul-23	Two years	Sep-24	
Collection	Local History Picture Collection	9/2019		Five years	Oct-24	
Collection	Temporary Custody Receipt	4/2021		Five years	Oct-24	
Administration	Continuing Education	9/1993				
Administration	Health Benefits in Retirement	5/2015		Five years	Nov-24	A comprehensive review of Administration policies, benefits, and historical practices should be undertaken to ensure that everything is standardized, written down, and has Board approval.
Administration	Sick Leave Accrual	2/2008		Five years	Nov-24	
Financial	Claims Audit Procedure	3/2022	Jun-22	Three years	Jan-25	
Board	Code of Conduct	4/2021	Nov-23	Three years		
Board	Conflict of Interest and Ethics	11/2014	Nov-23	Three years		
Board	Open Meetings	11/2021		If relevant laws change		
Board	Trustee Education	1/2023		If relevant laws change		
Board	Video Conferencing for Open Public Meetings	5/2022		If relevant laws change		
Circulation	Library of Things & Mobile Device Borrowing	N/A	May-24	Two years		
Circulation	Confidentiality of Library Records	11/2021		If relevant laws change		
Circulation	Media Borrowing Policy	9/2021		Five years		
Circulation	Open Access	5/1980		If relevant laws change		
Circulation	Patriot Act	9/2002		If relevant laws change		
Collection	Deed of Gift	4/2021	Nov-22	Five years		
Collection	Library Materials Selection	1/1983	Nov-21	Two years		
Financial	Budget Transfer	2/2015	Nov-23	Three years		
Financial	Direct Deposit	4/2020	Nov-23	Three years		
Financial	Fund Balance Policy	10/2021	Nov-23	Three years		
Financial	Investment	9/2013	Nov-23	Three years		
Financial	Petty Cash	8/2019	Nov-23	Annually at Reorg Meeting		
Financial	Service Charge for Bad Checks	9/2008	Nov-23	Three years		
Financial	Friends of the LBPL	3/1987	Sep-23	Three years		
Financial	Capital Asset Records	2/2015	Jan-23	Three years		
Financial	Credit Card	5/2020	Jan-23	Three years		
Financial	Gifts & Donations	4/2022	Nov-22	Three years		
Financial	Procurement	2/2021	Jul-22	Three years		
Financial	Professional Services Selection	2/2022	Jul-22	Three years		
Financial	Fines & Fees	4/2023		Three years		
Personnel	Staff Dress Code	4/2018	Jun-24	Five years		
Personnel	Workplace Violence Policy and Procedures	2/2010	Feb-24	Three years		
Personnel	Sexual Harassment Complaint Form	8/2019	Jan-24	Three years		
Personnel	Sexual Harassment Prevention	8/2019	Jan-24	Three years		
Personnel	Whistleblower	11/2014	Jan-24	Three years		
Personnel	Safety Policy (Staff)	5/2006	Nov-23	Three years		
Personnel	Remote Work	6/2020	Oct-23	Five years		
Personnel	Continuing Education & Conference Attendance	9/2019	Sep-23	Five years		
Personnel	Cybersecurity Policy	6/2021	Sep-23	Two years		
Personnel	Employee Tech, Furniture, and Equipment	5/2021	Sep-23	Two years		
Personnel	Continuation of Operations – Public Health Emergency	2/2021		If relevant laws change		
Personnel	Employee Handbook	5/2023		Five years		
Personnel	Personnel Discipline	5/2023		Five years		
Public Space	Programming & Events	5/2020	Jun-24	Three years		
Public Space	Meeting Room Reservations	11/2021	Apr-24			
Public Space	ADA Suggestion and Complaint Procedure	4/1992	Feb-24	Five years		

[illegible]

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: July 15, 2024

SUBJECT: Meeting Room Reservation Charges

After receiving feedback from staff, community organizations, other library directors, and our online calendar/reservation system vendor, it is my recommendation that we have tiered pricing for meeting room reservation charges based on the rooms. For three hours of meeting room space (including setup and teardown time) with a standard setup and no additional staff assistance, here's what I propose.

- \$30 – Auditorium (including splitting it into rooms)
- \$20 – 2nd Floor Program Room, Point Lookout Meeting Space, and West End meeting Space
- \$10 – 1st Floor Program Room and the YS Program Space

Additional charges may be applied at the Library's discretion for longer meetings, special setup requests, and/or additional staff assistance at the rate of \$60 per hour, prorated by the quarter hour.

I've updated the Meeting Room Reservations policy to reflect these changes and request that the Board approve it.

Updated and approved: 11/2021

Updated and approved: 4/2024

Revised for approval: 7/2024

Meeting Room Reservation Policy

When space is not being used for Long Beach Public Library sponsored programming and services, the Library's meeting rooms are available for use by individuals, groups, organizations, and other entities. Programs are to be educational, cultural or recreational, and in strict compliance with New York State Education Law, § 414. Meetings of political organizations as defined by Election Law Section 1-104, Subdivision 3 and Education Law, Section 414 (1) (e) and electioneering within the Library are prohibited. The primary purpose of Library facilities is to implement regular Library programming and services.

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

Individuals and groups approved to use Library meeting rooms may not:

- charge the public admission, registration or any other fee for participating unless approved, in advance, by the Board of Trustees
- use the Library rooms for fundraising purposes
- use the Library rooms for religious services
- engage in commercial activity (including selling items, products, or services) inconsistent with the mission and purpose of the Library.

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

Individuals and organizations may not use the Library's address or phone number as their formal place of business. Promotions of meetings in the Library must neither state nor imply that the Library is sponsoring the meeting. Use of a meeting room does not mean endorsement by the Library of the group using it, or of the program presented.

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

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

1. Rooms will only be available for use during the hours the Library is open to the public.

Updated and approved: 11/2021

Updated and approved: 4/2024

Revised for approval: 7/2024

Meeting Room Reservation Policy

2. Rooms are prioritized for groups with headquarters in, or that provide substantial services to the citizens of, the Long Beach School District. If not a community group, priority is given to others in the order below.
 - a. Local, county, state, and federal government agencies
 - b. Local, county, state, and federal educational, cultural, civic, and recreational organizations
 - c. Individual residents of the Long Beach School District
 - d. All others
3. An individual representative must reserve and assume responsibility for the room. They must be at least 18 years of age and be present at the meeting/event for which the room has been reserved.
 - a. The sponsor must report attendance within 24 hours after each scheduled meeting by emailing attendance@longbeachlibrary.org or reporting it to the librarian at the Adult or Youth Services Reference Desks.
4. Room reservation requests, including the Library's indemnity agreement, must be submitted online at least thirty (30) days before the requested date. If you need assistance with the online room reservation request system, please visit the Adult Services Reference Desk at the Main Library.
5. To encourage the use of its meeting rooms for diverse events and to give all qualified groups access to this service, no group may book a meeting room more than once per quarter or 4 times in a 12-month period.
 - a. If an individual or organization would like to request the use of a Library space more than once per quarter, they must submit a written request to the Library Administration by June 1st for the following fiscal year detailing the dates requested and what the space will be used for.
 - i. Requests occurring outside of that time frame will be considered, only if space is available.
6. Food and drinks, within reason as determined by Library Administration, are allowed. Alcohol is prohibited by the Library's Rules of Conduct.
7. In consideration of the use of the meeting room facilities, each entity or individual agrees that it will pay for all damage to any property of the Long Beach Public Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization, group, or any person in attendance, and individuals and entities assume all responsibility and liability for property damage or personal injury or loss sustained by any attendee and indemnifies and hold harmless the Long Beach Public Library, its employees, and the Board of Trustees from any and all liability arising from the use of any meeting room, including the

Updated and approved: 11/2021

Updated and approved: 4/2024

Revised for approval: 7/2024

Meeting Room Reservation Policy

reasonable cost of attorney fees and expenses incurred in the defense of any litigation against the library arising out of any use of a meeting room.

Additional Guidelines

- All events must be free and open to the public.
 - For the safety of our youngest patrons, only parents or caregivers of the children attending a meeting or event shall be allowed to accompany them.
- All meetings must be completed 15 minutes before the Library closes, unless arrangements are made at the time of reservation, with Library Administration, at least sixty (60) days in advance.
 - For meetings that extend past the Library's regular closing time, there shall be a charge of \$60 per hour, prorated by the quarter hour.
- The capacity of each room is established by Fire Codes and as such shall be strictly enforced. In further compliance with Fire Codes, seating arrangements must permit clear aisles and unobstructed access to exits.
- It is the responsibility of the individual or group requesting a room to alert the Library of cancellation as soon as possible.
- Since the facilities are principally for library programming, any external event may be preempted because of such programs. Library staff will make a reasonable effort to reschedule the date and/or space but rescheduling is not guaranteed.
- Permission to use the Library's meeting rooms shall be subject to cancellation by Library Administration at any time at their discretion. Should the individual or group requesting a room fail to adhere to all applicable Library policies, including failing to provide notification of cancellation two times ("no-show") within one year, or otherwise use the space in any prohibited manner, no further scheduling or rebooking will be allowed unless reviewed by the Library Board of Trustees.
 - The individual or group representative must submit a written review request within thirty (30) days of cancellation, indicating their desire for a review, and the basis therefore. If the next Board meeting is more than 15 days from receipt of the appeal request, such hearing will be held at the next regular meeting of the Board of Trustees. If less than 15 days, the hearing will be held at the following regular meeting of the Board of Trustees. The Board shall render a written decision within fourteen (14) days of the appeal hearing.

Cost & Capacity of Available Rooms

Capacity varies significantly depending on equipment and room setup but must never exceed the ranges below. **The costs listed below are for up to three (3) hours of time including setup and teardown time.**

Updated and approved: 11/2021

Updated and approved: 4/2024

Revised for approval: 7/2024

Meeting Room Reservation Policy

- Main Library Auditorium (full/undivided) - **\$30 standard set-up w/no additional staff assistance**
 - Capacity with chairs set up theater style: up to 200 people
- Auditorium (front half) - **\$30 standard set-up w/no additional staff assistance**
 - Capacity depending on set-up: 40 to 60 people
- Auditorium (back half) - **\$30 standard set-up w/no additional staff assistance**
 - Comfortable capacity depending on set-up: 40 to 60 people
- 2nd Floor Program Room - **\$20 standard set-up w/no additional staff assistance**
 - Capacity set up classroom or horseshoe style: up to 20 people
 - Capacity set up theater style: up to 30 people
- 1st Floor Program Room - **\$10 standard set-up w/no additional staff assistance**
 - Capacity depending on setup: 15 to 20 people
- 2nd Floor YS Space - **\$10 standard set-up w/no additional staff assistance**
 - Capacity depending on setup: 14 to 18 people
- West End Branch - **\$20 standard set-up w/no additional staff assistance**
 - Capacity depending on setup: 25 to 35 people
- Point Lookout Branch - **\$20 standard set-up w/no additional staff assistance**
 - Capacity depending on setup: 20 to 30 people

Room Setup and Cleanup

As part of the room reservation request, the anticipated setup and disassembling time for a meeting must be given. Typical room setup configurations can be selected at the time of booking.

Special room setups and additional staff assistance must be requested and approved, in advance, by Library Administration. The fee per event for special room setups **\$60 per hour, prorated by the quarter hour**. Based on the complexity of the request, Library Administration will inform the requestor of the additional costs in advance of the room reservation being finalized.

Individuals and organizations shall be responsible for cleanup after the event and return the room to its original level of cleanliness. Failure to do so may result in cleaning fees assessed by the Library and/or suspension of a group's meeting room privileges. Cleaning fees are **\$60 per hour, prorated by the quarter hour**.

Audiovisual Equipment Use

Requests for audio-visual equipment must be made at the time the room is reserved. The suite of equipment available for each room or location varies. Trained library staff, when in the building, will provide basic assistance with library-owned equipment. If staff are not available, the library will provide

Updated and approved: 11/2021

Updated and approved: 4/2024

Revised for approval: 7/2024

Meeting Room Reservation Policy

simple written instructions for equipment use. The Library makes no guarantees that personal equipment will be compatible with the Library's system.

Auditorium

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

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: July 15, 2024

SUBJECT: Art Exhibits at LBPL

Trustee Donovan requested a discussion about three interrelated items.

- The Library's calendar of art exhibits and art-related meetings/events
- The curio cabinet at West End Branch
- The Meeting Room Reservation policy

Based on these questions and looking at Library procedures, it became clear that the Art Exhibits policy needed further revision.

For the curio cabinet, Jakea and I spoke with West End Arts (WEA) and it will be a partnership between the Library and WEA to review and accept proposals for exhibits in the West End Branch curio cabinet. We have gotten positive feedback about the curio cabinet from artists, collectors, and patrons.

WEA also volunteered to donate a curio cabinet to Main Library to be in the Local Artists Gallery going up on the 1st floor. Exhibit proposals would be solicited and reviewed in the same collaborative manners as the West End Branch. I think this will continue to enhance the look and feel of the Main Library and continue the Library's support of community arts.

In regards to Library-organized exhibits, I believe the most effective use of staff time is to concentrate on getting the 1st Floor Local Artists Gallery up and running and then to solicit and select proposal exhibits for six individual/small group art exhibits per year.

The Long Beach Art League (LBAL) and West End Arts (WEA) will continue to hold meetings at the Library, as any other community group can do provided space is available. They have provided their meeting dates and been informed of the new charges for meeting room reservations.

At the June 2024 Board meeting, the Board discussed the difference between meeting room reservations and partnership programs. A revised Programs & Event policy was approved to make those distinctions more clear. It also allows for reasonable fees to be charged for participation or materials depending on the nature of the partnership program.

The Library provides defensive driving classes as a community good (for which a fee is charged each patron). The Library also allows tutors (who may or may not be paid) use of Library space as a community good with the caveat that money not exchange hands on Library property. Similarly, access to art and exhibit space is a community good for both the artists and exhibit visitors. Many patrons express their appreciation each month for the exhibits at the Main Library and at the West End Branch.

Both LBAL and WEA have already implemented (as per the 10/2023 Board approved Art Exhibit policy) the opening of at least four exhibits per year to non-member artists. LBAL and WEA charging reasonable fees for art exhibit entries would be allowable under the revised Programs & Events policy. Given that art is a community good, the Library's long-standing relationship with both organizations and how Library Administration and staff have built a more collaborative relationships with them in more recent years, I would recommend that.

LBAL has requested to do 10 exhibits annually in the Main Library 2nd Floor Art Gallery.

WEA has requested to do six exhibits at the West End branch and two in the Main Library 2nd Floor Art Gallery on an annual basis. This is in addition to the LBPL/WEA partnership for curio case exhibits at both locations.

All of these exhibits will be advertised by the Library and the respective organizations.

I have updated the Art Exhibits policy and ask for the Board to approve the revised policy.

Adopted: 10/2023
Revised for approval: 7/2024

Art Exhibit Policy

The Library provides art exhibit space so the community can view the work of local artists. The works on display often express a diversity of social, cultural, religious and/or individual values. However, like the books on the shelves, the display of these works is not an endorsement of any such values by the Library, its Board or its administration. Consistent with the First Amendment, the Library is committed to avoiding censorship, and (unless violative of Library policy) items are not excluded from display because of their content or potential to cause controversy.

Long Beach Public Library has several spaces where artists may exhibit their work for community viewing.

- Main Library
 - 1st Floor Local Artist Gallery
 - 1st Floor Local Artist Showcase
 - 2nd Floor Primary Gallery
 - 2nd Floor Youth Gallery
- West End Branch
 - West End Gallery
 - West End Local Artist Showcase

Exhibits are organized by the Library and by local art organizations. The primary purpose of all Library facilities is to implement regular Library programming and services. Permission to use the Library's exhibit space shall be subject to cancellation by Library Administration at any time at their discretion.

For Library Organized Art Exhibits

The Long Beach Public Library (LBPL) accepts proposals from the public for art exhibits in the 1st Floor Local Artists Gallery. Individual artists residing within Long Beach Public Library's service area are prioritized for exhibits in that space. There will be up to six exhibits per year in that space. Occasionally, the Library may put out calls for community-wide art exhibits in that space. ~~or puts out calls for artists to submit pieces for community wide art exhibits.~~

~~For the Main Library Art Gallery (2nd floor), individual artist exhibits or community wide art exhibits occur in March, July or August.~~

~~The LBPL also accepts proposals for the 2nd Floor Youth Gallery (Main Library 2nd floor) which is reserved for art from kids, teens, and organizations serving kids and teens. Youth arts and crafts created in Library programs is also featured. There will be up to six exhibits per year in that space. Exhibits in the Youth Gallery must be displayed for at least one month but no more than two months, at the sole discretion of LBPL's Art Exhibit Committee.~~

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Adopted: 10/2023
Revised for approval: 7/2024

Art Exhibit Policy

In partnership with the West End Arts Visual Artists Guild, the Library accepts proposals for exhibits of 3d art or collections in the Main Library and West End Branch showcases. Both the Library and West End Arts review and select proposals.

GUIDELINES

All exhibits and displays must be approved by the LBPL Art Exhibit Committee. Requests must be submitted online via the Art Exhibit Proposal Form. Individual artists may submit proposals to be considered for one-person exhibit every two years.

Factors considered in the approval process include:

- consistency with Library's mission;
- relevance to community needs and interests;
- subject matter;
- quality of presentation;
- space requirements; and
- timeliness.

Exhibit proposals are reviewed once per quarter. Due to the high number of proposals received, only those whose proposals are accepted will be contacted. The decision of the Art Exhibit Committee cannot be appealed.

Upon acceptance, artists will receive a contract which provides exhibit procedures covering the time before, during, and after the exhibit. Exhibits are limited to no more than one month. Exceptions are made by Library Administration only. All exhibits must be delivered to the Library by the artist at the time and date specified in the contract. All art works (i.e. paintings, prints, etc.) must be properly framed, matted, or mounted. Exhibit mounting and dismounting shall be the responsibility of the artist. The artist(s) is required to utilize the hanging hardware provided by the Library.

Artwork may not be removed from the gallery or exhibit space during the duration of the display without the knowledge and permission of the Art Exhibit Committee. Exhibits or displays that are not removed on the date established by the Library, and noted in the contract with the artist, will be removed by the Library. Any expense for such removal will become the responsibility of the artist.

Exhibits cannot in any way disrupt the normal routine of the Library.

LIABILITIES

The Library assumes no responsibility for the possible damage, destruction, or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. Artists must sign a



Adopted: 10/2023
Revised for approval: 7/2024

Art Exhibit Policy

release form before any items can be displayed or exhibited. Carrying specific insurance against the theft of, or damage to, works displayed in the gallery, is the responsibility of the artist

PUBLICITY

All publicity materials must be created by the Library or submitted ~~to the~~ Library for review and approval. Publicity materials must include the Library's logo, address, and phone number.

An artist who wishes to host a reception in the Library must reserve a date and time ~~using the Library's online reservation system and coordinate the reception with the Head of Programs & Marketing.~~ ~~with the Head of Programs.~~

PROCEDURES FOR GALLERY EXHIBITS

Artists are expected to:

- load in all pieces for the show;
- hang the show, with gallery committee approval and supervision;
- number the pieces;
- provide info to the Programs & Marketing Department to produce display cards;
- dismantle and remove all pieces at the conclusion of your exhibition.

If desired, artists may:

- write a news release, to be approved and sent by the gallery committee, at least two weeks before the opening of the exhibit;
- produce and send invitations;
- provide a guest/visitor sign-in book;
- Make all arrangements (including catering, room setup, and custodial cleanup) for a reception.

If pieces are sold, the Library ~~strongly~~ suggests a donation in the amount of 10% of the sale price be made to Long Beach Public Library in recognition of the Library's role in displaying their work.

For Exhibits Organized by Partner Organizations

For exhibits ~~in other Library spaces at other times~~, the Library ~~collaborates~~ ~~partners~~ with the Long Beach Art League and the West End Visual Artists Guild to make local art more visible in the community at the Main Library and the West End ~~Branch~~.

These organizations are independent entities and are not a department or subsidiary of the Library. Each has their own criteria and procedure for exhibits. Interested artists must contact those organizations for more information on monthly exhibits.



Adopted: 10/2023
Revised for approval: 7/2024

Art Exhibit Policy

At least four exhibits per year by the above-named organizations must be open to non-member artists.

Annual schedules for exhibits (including hanging and dismantling), ~~meetings~~, and receptions must be submitted at the beginning of each fiscal year for approval by Library Administration. The Long Beach Art League and the West End Visual Artists Guild must adhere to all guidelines outlined above under "Library Organized Art Exhibits" as well as all applicable Library policies. Deviations from the Art Exhibit ~~ese~~ guidelines and procedures must be approved in advance by Library Administration.

Adopted: 10/2023
Revised for approval: 7/2024

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Long Beach Public Library

111 West Park Avenue
Long Beach, New York 11561



Facility Evaluation & Proposed Upgrades June 2024

John Tanzi Architects

Architecture | Engineering | Interiors

129 Main Street – Unit 620, Stony Brook, New York 11790
631-751-0108 www.jtarchitects.net

General Description

The Long Beach Public Library building consists of three story building (no basement), as follows:

- Original Building: 1956
- Addition & Alterations: 1997

Currently the building totals approximately 25,840 sf and is allocated as follows:

- First Floor: 11,280 sf
- Second Floor: 11,280 sf
- Third Floor: 3,280 sf

The Library is located on a +/- 0.25 Acre site which for the most part is occupied by the entire footprint of the existing building.



Objective

John Tanzi Architects has been retained to perform an evaluation of the Long Beach Public Library – West Park Avenue building. The primary purpose of this document is to assist the Library in defining Facility Upgrades that would address Program, Operational, Maintenance and Aesthetic needs. Included within each of the items below are Recommendations with associated Estimated Budgets based on Public Bidding & Prevailing Wage Rates.

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Executive Summary

The following is a summary of the Facility Evaluations & Proposed Upgrades that have been identified and detailed in this document. They have been broken down into two categories, as follows:

Primary Building Components:

Item	Description	Preliminary Schedule	Estimated Budget*
A	Building Exterior (Excluding Windows & Roofing) Facade Restoration Project	TBD	\$300,000
B	Windows Window Restoration/Replacement Project	TBD	School District
C	Roofing & Associated Items	TBD	School District
D	Rooftop HVAC Equipment Rooftop HVAC Replacement Project	TBD	School District
E	Water Services	No Action	
F	Natural Gas Services	No Action	
G	Fire Sprinkler System	No Action	
H	Electrical Service & Distribution	No Action	
I	Fire Alarm System	No Action	

Proposed Upgrades to Consider:

Item	Description	Preliminary Schedule	Estimated Budget*
J	Flooring - General	TBD	\$225,000
K	Program Room Renovation	TBD	\$65,000
L	Teen Space Alterations	TBD	\$150,000
M	Children's Room Alterations	TBD	\$275,000
N	Public Restrooms Renovation	TBD	\$225,000
O	Staff Restrooms Renovation	TBD	\$65,000
P	New Program Room	TBD	\$200,000
Q	New Exterior Space	TBD	\$850,000 - \$950,000

* The Estimated Budget has been established based on the Preliminary Schedule timeline

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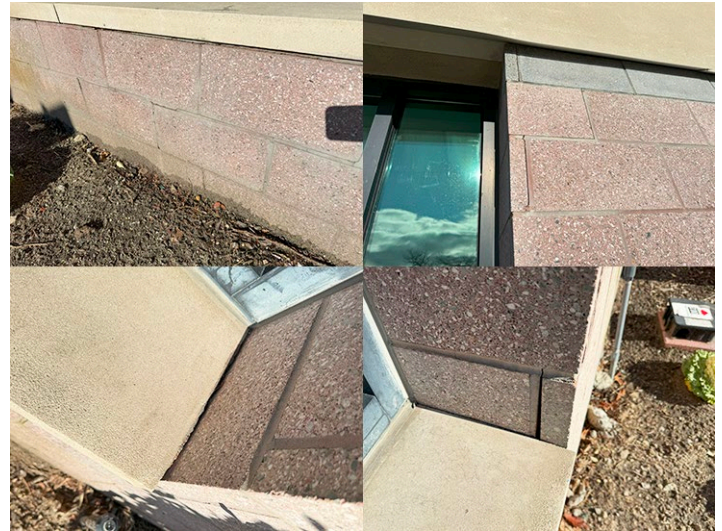
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Item 'A': Building Exterior

(Excluding Windows & Roofing)

In general, the Building Exterior is in good condition, but several areas are in need of attention. Below is an assessment of each.

Exterior Masonry Walls – Concrete Block: There are several locations at the building facade (South Side) that are showing signs of system failure – ie... loose blocks, cracked mortar joints, deteriorated caulking. In addition, there are signs of mold & mildew growth in several locations at the ground line. JTA recommends a Masonry Restoration (re-setting block, re-pointing, calking, etc...) and Cleaning of all areas and applying a breathable Masonry Sealer. Note: A triennial Cleaning & Sealing Plan should also be implemented.



Exterior Masonry Walls – Concrete Block (South Side)

Exterior Masonry Walls – Brick: There are several locations at the building facade (North Side & Rooftop Stair Bulkhead) that are showing signs of deterioration – ie... spalled brick, cracked mortar joints, deteriorated caulking. In addition, there are a few areas of staining and graffiti. JTA recommends a Masonry Restoration (minor brick replacement, re-pointing, calking, lintel painting etc...) and Cleaning of all areas and applying a breathable Masonry Sealer. Note: A triennial Cleaning & Sealing Plan should also be implemented.



Exterior Masonry Walls – Brick (North Side)

Exterior Wall – EIFS System: There are several locations that are damaged and show signs of weathering. JTA recommends an EIFS System Restoration (repairing all damaged areas, cleaning, prepping & painting).



Exterior Wall – EIFS System

JTA recommends implementing a Facade Restoration Project to include the following:

- Masonry Restoration (Block & Brick)
\$125,000
- EIFS Restoration
\$175,000

Estimated Budget: \$300,000

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Item 'B': Windows

It has been conveyed that the Window System is the responsibility of the School District to maintain.

Most of the Window Systems throughout the building have been installed/upgraded in 1997 to insulated glass in thermally-broken aluminum frames and are in poor condition and are showing signs of gasket shrinkage and caulking deterioration. JTA recommends that these windows be replaced.

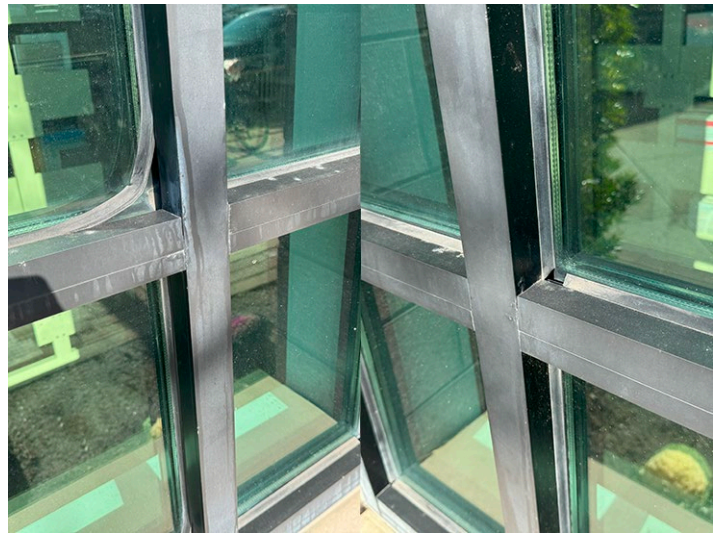
In addition, it has been conveyed that during high winds – air, rain & snow migrate through the 1997 window system at the operable window locations (3rd floor). JTA recommends that these windows also be replaced.

There are (4) four original double hung vinyl windows located on the North facade (2nd Floor) that JTA recommends be replaced.

JTA recommends implementing a Window Replacement Project to include the following:

- Removal & Disposal of Existing Windows
- Installation of New Window Systems
 - Kawneer
 - OPTIQ AA 5450 Series
 - Ultra Thermal Windows
 - Fixed – 1st & 2nd Floors
 - Sliders – 3rd Floor & North Facade

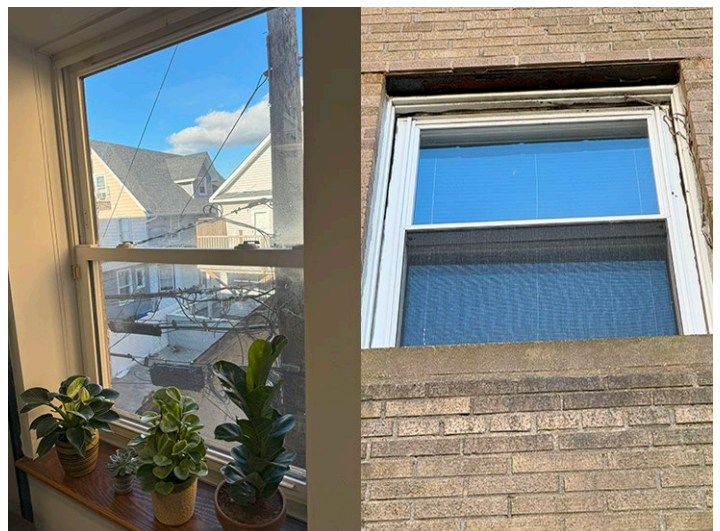
JTA recommends that the Library discuss the above evaluation and recommendation with the School District to facilitate the project.



Window System - Fixed 1997



Window System - Operable 1997 (3rd Floor)



Original Windows – North Facade (2nd Floor)

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Item ‘C’: Roofing & Associated Items

It has been conveyed that the Roofing System is the responsibility of the School District to maintain.

The existing “Built-Up” Roofing System is in good condition, with reports of some leaks associated with the second floor roof – within the staff area. It is believed that the roofing penetrations & flashings associated with the Exit Catwalk and/or the Stair Bulkhead may be the cause.

The Exit Catwalk is showing signs of minor rusting and should be primed & re-painted.

The Stair Bulkhead components are showing signs of deterioration. All flashings, caulking, door assembly, etc... should undergo restoration/replacement. In addition, the skylight system should be replaced. Also see “Exterior Walls Masonry – Brick” within Item ‘A’ above.

With proper continued restoration & replacement (including the above), it is expected that the current Roofing System will perform adequately for another 15 – 20 years. Note: A triennial evaluation & inspection by a certified roof system installer should be performed.

JTA recommends implementing a Roofing Restoration Project:

JTA recommends that the Library discuss the above evaluation and recommendation with the School District to facilitate the project.



Roof – Lower & Upper



Roofing – “Built-Up” System



Exit Catwalk

Stair Bulkhead & Skylight

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Item 'D': Rooftop HVAC Equipment

It has been conveyed that the HVAC System is the responsibility of the School District to maintain.

The components of the existing Rooftop HVAC Equipment are as follows:

Heating & Cooling Package Units:

- RTU #1 (low roof) – Trane (15 Ton)
- RTU #2 (low roof) – Carrier (28 Ton)
- RTU #3 (low roof) – Carrier (28 Ton)
- RTU #4 (low roof) – Trane (15 Ton)
- RTU #5 (high roof) – Trane (10 Ton)

Exhaust Fans:

- Low Roof: Qty 3
- High Roof: Qty 2

The existing RTUs #2 & #3 appear to be in good condition and there have been no reports of any issues. With proper maintenance, it is expected that these units will perform adequately for another 15 - 20 years.

The existing RTUs #1, #4 & #5 appear to be in poor condition. JTA recommends that these units be replaced.

The existing Exhaust Fans appear to be in good condition and there have been no reports of any issues. With proper maintenance, it is expected that these units will perform adequately for another 15 - 20 years.

JTA recommends implementing a partial Rooftop HVAC Replacement Project to include the following:

- Replacement of RTUs #1, #4 & #5
- Associated Work

JTA recommends that the Library discuss the above evaluation and recommendation with the School District to facilitate the project.



RTU #2



RTU #3



RTU #1, #4 & #5

Exhaust Fan (Typical)

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Item 'E': Water Services

The primary components of the building's Water Services are as follows:

- 1 1/2" Domestic Water Service
- Backflow Preventer
- Valves & Piping

There have been no reported issues and the Water Service appears to be sufficient.

JTA does not recommend any action at this time



Water Service & Hot Water Heater

Item 'F': Natural Gas Services

The primary components of the building's Natural Gas Services are as follows:

- 2" Natural Gas Service
- Regulator & Meter
- Valves & Piping

There has been no reported issues and the Natural Gas Service appears to be sufficient.

JTA does not recommend any action at this time



Natural Gas Service

Item 'G': Fire Sprinkler System

The primary components of the building's Fire Sprinkler System are as follows:

- 4" Fire Service
- Backflow Preventer
- Valves, Piping & Sprinkler Heads

There has been no reported issues and the Fire Sprinkler System is expected to operate sufficiently.

JTA does not recommend any action at this time



Fire Sprinkler Service

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Item 'H': Electrical Service & Dist

The primary components of the building's Electrical Service & Distribution are as follows:

- Service Entrance Cabinet
- 600 Amp Service Switch
- Main Distribution Panel
- Power & Lighting Panels

There has been no reported issues and the Electrical Service and Distribution appears to be sufficient.

JTA does not recommend any action at this time



Electrical Service Entrance & Main Distribution Panel



Power & Lighting Panels

Item 'I': Fire Alarm System

It has been conveyed that the existing Fire Alarm System has been scheduled to be upgraded by the Library. No further action is required.



Fire Alarm System

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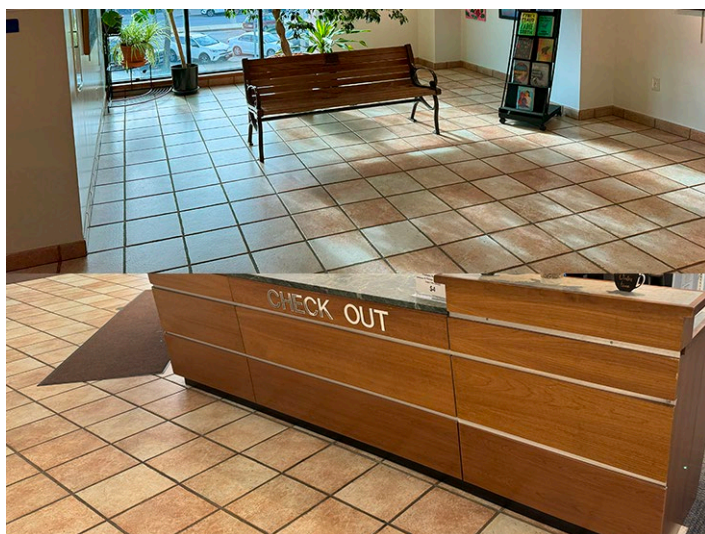
Item 'J': Flooring - General

The existing ceramic tile with wide grout lines at the Main Entrance/Circulation & 2nd Floor Common Area have the appearance of being outdated. JTA recommends replacement with a more durable and aesthetically pleasing Porcelain Tile with fine line Epoxy Grout.

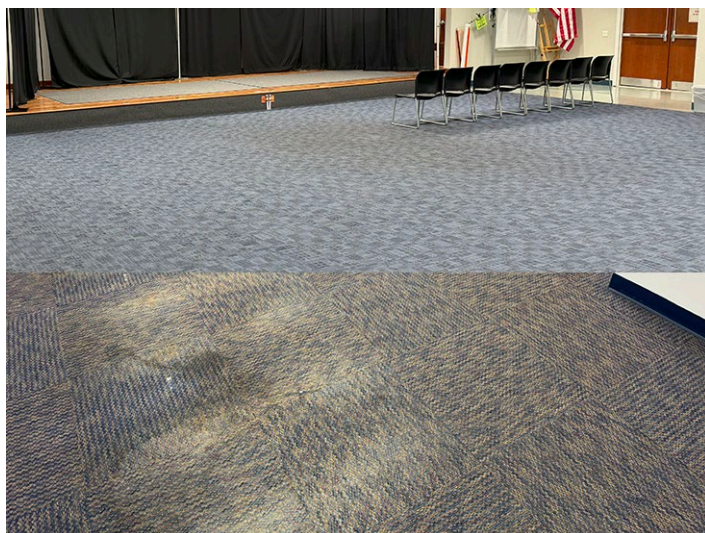
The existing carpet in some areas are showing signs of wear and soiling. In addition, some may believe that it's time to consider a change of style & color. The project would include, but not be limited to, the following:

- Replace existing Ceramic Tile & Wall Base with new Porcelain Tile
- Replace areas of existing Carpet & Wall Base with new Carpet Tile - High Density for book carts
- New Vinyl Wall Base
- All Associated Work & Components

Estimated Budget: \$225,000



Main Entrance/Circulation & 2nd Floor Common Area



Meeting Room & Typical Worn Areas

Item 'K': Program Room Renovation

Continue to Renovate & Update the existing second floor Program Room. The project would include, but not be limited to, the following:

- Replace existing sagging Ceiling Tile
- Prep & Paint Walls
- Upgrade Electrical & Technology

Estimated Budget: \$65,000



Program Room – 2nd Floor

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Item 'L': Teen Space Alterations

Alterations to Teen Space – the project would include, but not be limited to, the following:

- Enlarge Area
- Construct full height Glass Wall & Door
- New Flooring
- New Ceiling
- Prep & Paint Walls
- Upgrade Electrical & Technology

Estimated Budget: \$150,000



Teen Space

Item 'M': Children's Room Alterations

Alterations to Children's Room – the project would include, but not be limited to, the following:

- Creating a dedicated Program Room w/ Glass Walls & Door
- Add a Family Restroom
- Changes to Shelving & Furnishing layout
- New Flooring & Ceilings
- Prep & Paint Walls
- Upgrade Electrical & Technology

Estimated Budget: \$275,000



Children's Room

Item 'N': Public Restrooms Renovation

The existing Public Restrooms on the 2nd Floor appear to function satisfactorily, but are in need of an upgrade. The project would include, but not be limited to, the following:

- New Plumbing Fixtures
- New Partitions & Accessories
- New Finishes
- New Lighting
- ADA Upgrades

Estimated Construction Budget: \$225,000



Public Restroom (Typical)

John Tanzi Architects

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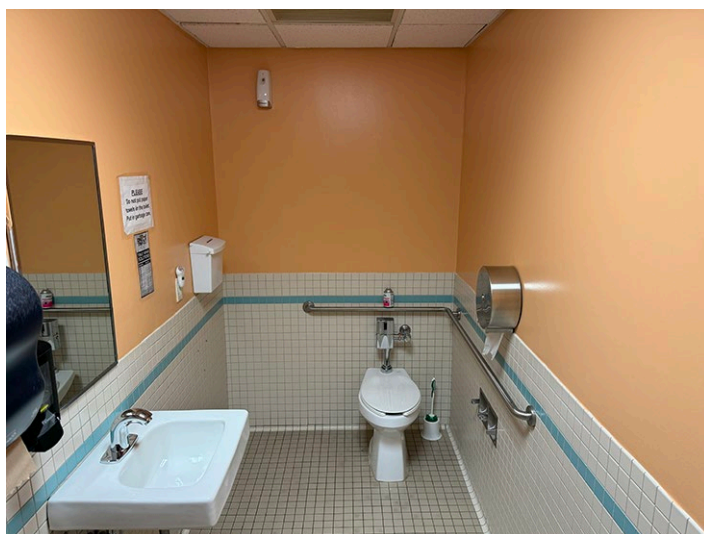
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Item 'O': Staff Restrooms Renovation

The existing Staff Restrooms on the 3rd Floor appear to function satisfactorily, but are in need of an upgrade. The project would include, but not be limited to, the following:

- New Plumbing Fixtures
- New Accessories
- New Finishes
- New Lighting
- ADA Upgrades

Estimated Construction Budget: \$65,000



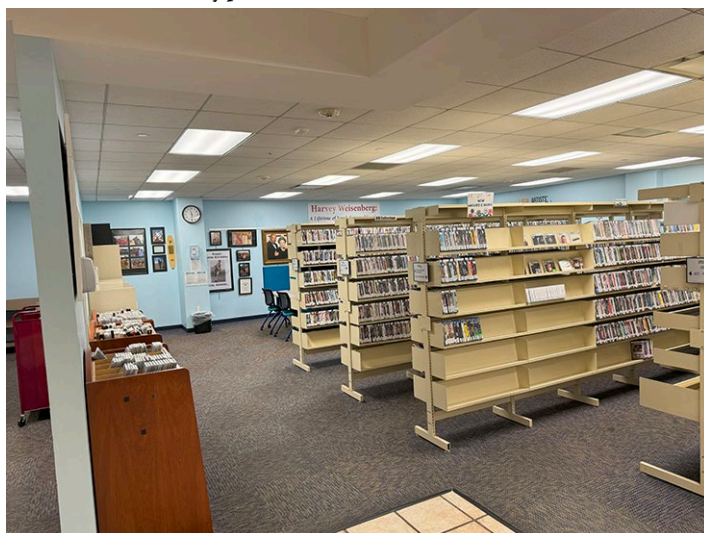
Staff Restroom (Typical)

Item 'P': New Program Room

Construction of New Program Room (1st Floor) – the project would include, but not be limited to, the following:

- Creating a New Program Room w/ Glass Walls & Door
- New Flooring & Ceilings
- Prep & Paint Walls
- Upgrade Electrical & Technology

Estimated Budget: \$200,000



New Program Room Location – 1st Floor

Item 'Q': New Exterior Space

Construction of New Exterior Space (West side of Building) +/- 1,600 SF – the project would include, but not be limited to, the following:

- Property Purchase (\$500,000)
- Community & Children's Garden Areas
- Access/Door from Building
- Access & Exit Gates
- Site Furnishings
- Irrigation, Power & Lighting

Estimated Budget: \$850,000 - \$950,000



New Exterior Space (shown in blue)

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FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: July 15, 2024

SUBJECT: Memorial Day 2024

As per Trustee Donovan's agenda item request, *"LBPL was closed on Sunday, May 26 and Monday, May 27, 2024. The current CSEA Contract states Memorial Day as a holiday and does not indicate the day before. Who authorized closing on Sunday? Last year the LBPL was open on Sunday. Public libraries in the area were open on Sunday this year. Please report to the Board of Trustees why the library was closed the day before Memorial Day. If there were people scheduled to work on that Sunday, were they paid even though the LBPL was closed?"*

I have continued the historic practice of LBPL being closed the Sunday before Memorial Day. For as long as anyone can remember, LBPL has been closed the Sunday before Memorial Day with no staff (besides the weekend custodian) scheduled and paid.

As per payroll documentation from 2016 onward, the Library has been closed every Sunday of Memorial Day weekend including last year. With one exception, the only people paid were weekend custodians. The exception was in 2023, three staff members were paid straight time. I authorized that due to a scheduling error.

As per the CBA, Sundays are not part of the work week. Closing on any Sunday is entirely up to Library Administration and the Board. If the Board desires the Library to be open on the Sunday before Memorial Day, it will add an additional day of double time pay for at least six (6) staff members. I would recommend against this given that weekend foot traffic, especially Sundays, drops considerably after about mid-May.