



Monday October 21, 2024 at 7pm
BOARD OF TRUSTEES OPEN MEETING AGENDA

- I. Call to Order by President
- II. Roll Call
- III. Pledge of Allegiance
- IV. Public Comment on Agenda Items (limited to 2 minutes per person)
- V. Approval of Minutes from 9/16/2024 (Vote Needed) **P. 2-3**
- VI. Approval of Bills and Schedules (Vote Needed)
 1. Board Warrant 1347 **P. 4-5**
 2. Payroll Warrant 1343, 1345 w/Treasurer Certification **P. 6-16**
- VII. Monthly Financial Report **P. TBD**
- VIII. Donor Recognition
- IX. Monthly Reports
 1. Director's Report..... **P. 17-18**
 2. Monthly Stats..... **P. 19-23**
 3. FY 2025 Projects..... **P. 24-25**
 4. Assistant Director/Adult Services..... **P. 26-28**
 5. Programming & Marketing..... **P. 29-38**
 6. Patron Services..... **P. 39-42**
 7. Youth Services..... **P. 43-49**
 8. Business Office..... **P. 50**
- X. Old Business
 1. Policies (Informational) **P. 51-52**
 - Revised FY 2025 Policy Review Schedule
 2. Facilities Report & Renovations (Vote Needed) **P. 53-76**
- XI. New Business
 1. Petition to waive meeting room reservation fee (Vote Needed) **P. 77**
 2. NLS's Proposed 2025 ILS Services Fees (Vote Needed) **P. 78-83**
 3. West End Branch Sign (Vote Needed) **P. 84-90**
 4. Photovoltaic Project Update and Resolutions (Vote Needed) **P. 91-97**
 5. Services for marginalized patrons (Informational) **P. 98-100**
 6. In-library banners vs. electronic signs (Discussion) **P. 101**
- XII. Public Comment (limited to 3 minutes per person)
- XIII. CSEA
- XIV. Personnel (Vote Needed)
- XV. Executive Session (Vote Needed)
- XVI. Date and Time of Next Meeting (Vote Needed)
 1. Monday November 18, 2024 at 7pm
- XVII. Adjournment (Vote Needed)



Monday September 19th, 2024 at 7 PM
BOARD OF TRUSTEES
MINUTES

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

- I. Call to Order by **President Tansey at 7:00 p.m.**
- II. Roll Call **was taken by President Tansey.**
- III. Pledge of Allegiance **was recited by all present.**
 1. Approval of Minutes from 08/19/24 were **moved for approval by Trustee Guarini, seconded by Trustee Pinto, and unanimously approved.**
- IV. Approval of Bills and Schedules
 1. Board Warrant 1344 was **moved for approval by Trustee Donovan, seconded by Trustee Tansey, and unanimously approved.**
 2. Payroll Warrant 1342 with Treasurer Certification was **unanimously approved. Motioned by Trustee Donovan, seconded by Trustee Tansey.**
- V. Monthly Financial Report – was included in the packet for review and discussion.
 1. Donor Recognition – Harvey Weisenberg was recognized for his donation of \$15,000 to support local history and information services.
- VI. Monthly Reports – the monthly reports were included in the packet for review and discussion.
 1. Director's Report
 2. Monthly Stats
 3. FY 2025 Projects
 4. Assistant Director/Adult Services
 5. Programming & Marketing
 6. Patron Services
 7. Youth Services
 8. Business Office
- VII. Old Business
 1. Policies – the below were included in the packet for voting
 - Library Materials Selection – was **unanimously approved. Motioned by Trustee Pinto, seconded by Trustee LaSpina.**
 - FOIL Requests – was **unanimously approved. Motioned by Trustee Guarini, seconded by Trustee Donovan.**
 - Restricted Access – was **unanimously approved. Motioned by Trustee Guarini, seconded by Trustee Laspina.**
 2. Electronic Sign at Main Library – the Business Manager is going to investigate this.
 3. FY 2024 Community Project Funding – information was included in the packet for review and discussion.

Monday September 19th, 2024 at 7 PM
BOARD OF TRUSTEES
MINUTES

- IX. New Business
1. Trustee Attendance at LILRC Annual Conference – was **stricken as Trustee Donovan withdrew her request to attend.**
 2. Library Staff Marching in Community Parade – the Board requested that the Director check with the Attorney regarding some questions they had.
 3. Staffing Questions – information related to the following was provided in the packet for review and discussion -
 - Attrition Rate from 2014 to 2024
 - Librarians hired in FY 2023-24
 - Number Employed in 2019 vs. 2024
 4. FY 2025 Bullet Aid – information was provided in the packet for review and discussion with regard to:
 - Bullet Aid guidelines
 - Allocation of funds from Assemblyman Brown
- X. Public Comment – all other items (limited to three minutes per person)
- XI. CSEA – there were no CSEA items
- XII. Personnel – the Board **voted unanimously to accept the following Personnel changes, moved by Trustee Pinto and seconded by Trustee Donovan:**
1. Promotion – Jake Cohen, Circulation Clerk (PT) to Librarian Trainee (PT), floating.
 2. Resignation – Zachary Aborizk, Program Specialist (PT)
- XIII. Executive Session – the Board **voted unanimously to enter Executive Session at 8:22 p.m., motioned by Trustee Donovan and seconded by Trustee LaSpina.** The Board **voted unanimously to re-enter Public session at 8:42 p.m., motioned by Trustee Pinto and seconded by Trustee Guarini.** No votes were taken during Executive Session.
- XIV. Date and Time of Next Meeting – Monday October 21st, 2024 at 7pm – was **unanimously approved, motioned by Trustee Pinto and seconded by Trustee Guarini.**
- XV. Adjournment at 8:47 p.m. – **Motioned Trustee Guarini, seconded by Trustee Pinto, and unanimously approved.**

BOARD WARRANT

DEAR SIR / MADAM:

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

	Date	Num	Name	Memo	Amount
Oct 21, 24	10/21/2024	28682	ACE HARDWARE	ACCT# 29884 MISC BLDG SUPPLIES F/CONSTR	230.62
	10/21/2024	28683	AMAZON.COM	MISC SUPPLIES / PGM / MEDIA / PERIPHERAL	4,602.42
	10/21/2024	28684	BAKER & TAYLOR L9274003 PROC ACCT	ACCT 4003 PROCESSED BOOK 2024 SEP	4,236.01
	10/21/2024	28685	BAKER & TAYLOR 40017023	ACCT 7023: DVDS:FILMS/TV SERIES/ETC2024	607.13
	10/21/2024	28686	BAKER & TAYLOR 40017053	ACCT 7053NONFICTION DVDS2024 SEP	31.82
	10/21/2024	28687	BAKER & TAYLOR 40021033 CD PROCESSED	ACCT 1033: PROCESSED MUSIC CDS 2024 SEP	115.11
	10/21/2024	28688	BAKER & TAYLOR 75005428 DVDS&CDS	ACCT 5428: DVD/CD ACCT#75005428 2024 SEP	102.79
	10/21/2024	28689	BAKER & TAYLOR C0699143	ACCT 9143 GUIDES/CATALOGS/INSTRUC2024	93.17
	10/21/2024	28690	BAKER & TAYLOR L2190303UNPROCESSED	ACCT 0303: BOOKS2024 SEP	328.77
	10/21/2024	28691	BAKER & TAYLOR L9319313 YA	ACCT 9313: YA BOOKS2024 SEP	31.74
	10/21/2024	28692	BAKER & TAYLOR L9319493REFSPOKEN WORD	ACCT 9493 CDSSPOKEN WORD 2024 SEP	125.87
	10/21/2024	28693	BRADY INDUSTRIES	CUSTODIAL / CLEANING SUPPLIES	1,291.00
	10/21/2024	28694	CENGAGE LEARNING / GALE	LG PRINT BOOK PLANS	982.16
	10/21/2024	28695	HIGH FIDELITY RECORDS & CDS	ALBUMS F/RECORD CLUB	121.00
	10/21/2024	28696	HP	COMPUTER EQUIPMENT	558.69
	10/21/2024	28697	HP	COMPUTER EQUIPMENT	1,117.38
	10/21/2024	28698	HP	COMPUTER EQUIPMENT	716.32
	10/21/2024	28699	J.C. BRODERICK	CONSULTING: SOLAR PANELS	1,050.00
	10/21/2024	28700	LIBRARY HILLSIDE PUBLIC	REIMBURSE HILLSIDE F/LOST/DAMAGED MED	8.95
	10/21/2024	28701	LIBRARY OCEANSIDE PUBLIC	REIMBURSE FOR LOST/DAMAGED MEDIA	4.00
	10/21/2024	28702	LIBRARY ROSLYN (BRYANT)	REIMBURSE ROSLYN/BRYANT F/DAMAGED/LC	15.95
	10/21/2024	28703	LIBRARY MARKET	LIBRARY CALENDAR ILS INTEGRATION	2,000.00
	10/21/2024	28704	LILRC	LILRC 2025 ANNUAL MEMBERSHIP	850.00
	10/21/2024	28705	LINDA'S SIGNS	CHRIS WHITAKER SIGNS	190.00
	10/21/2024	28706	MUSEUMBROOKLYN BOTANIC GARDEN	ANNUAL MEMBERSHIP: FY 2025 (2XPASS: 2X/	150.00
	10/21/2024	28707	MUSEUMCRADLE OF AVIATION	MUSEUM MEMBERSHIP 2025	1,250.00
	10/21/2024	28708	NLS ILS SERVICES OPERATING FUND	CROWN CASTLE SEPT/OCT, MEMBER LIBRARY	14,168.50
	10/21/2024	28709	ODP	FURNITURE F/PHIL	573.29
	10/21/2024	28710	OVERDRIVE, INC./DIGITAL LIBRARY RESERVE	CUST ID #13861048: EBOOKS/AUDIOBOOKS	3,749.51
	10/21/2024	28711	PGMA / ABRAHAMS, MIRIAM	APGMH: 3 @\$60 EA "Accessible yoga for eve	180.00
	10/21/2024	28712	PGMA / BERTINETTI, BEVERLEE	APGM:H 1X 1HR @ \$65EA "GENTLE YOGA"	65.00
	10/21/2024	28713	PGMA / BERTINETTI, BEVERLEE	PGMA / M : 3 @\$65 "GENTLE YOGA"	195.00
	10/21/2024	28714	PGMA / CAPPETO, PATRICIA	APGM:M 4X 1HR @\$60 "GENTLE PILATES"	240.00
	10/21/2024	28715	PGMA / DESANTIS, MARC	APGM:M 1 X 2HR @ \$175EA "THE SCRIBBLEI	175.00
	10/21/2024	28716	PGMA / DURSO, STEPHANIE	APGM:H 5X 1HR @ \$75 "YOGA FOR HEALTH	375.00
	10/21/2024	28717	PGMA / FROHMAN, DIANE	APGM:M 90MIN 1X @ 500 "DANCING DOGS"	500.00
	10/21/2024	28718	PGMA / GOELLER, ROSA MARIA	PGMA / M: 2 @ \$200 "YOGA/SHIATSU", PGM	800.00
	10/21/2024	28719	PGMA / LAZARUS, JOAN	APGMM: 3X 2HR @ \$150 "PAINTING 101"	450.00
	10/21/2024	28720	PGMA / PEARLMAN, WARREN	PGMA / V : 2 @ \$75 "BASEBALL & BASKETBAL	150.00
	10/21/2024	28721	PGMA / PRINCE, BARBARA	PGMA / M: 7 @ \$75 "ZUMBA"	525.00

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.

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
10/21/2024	28722	PGMA / REGAN, KATHLEEN	PGMA / M: 9 @ \$60 "CHAIR YOGA"	540.00
10/21/2024	28723	PGMA / ROZELL, LORI	PGMA / M: 8@ \$60 "LOW IMPACT EXERCISE"	480.00
10/21/2024	28724	PGMJ / A TIME FOR KIDS, INC	PGMJ / M: 1 @ \$150 , 10 @ \$160 "A TIME FO	1,750.00
10/21/2024	28725	PGMJ / GOODWIN, CAROL	JPGM:M 5 @ \$165; "BABY MUSIC WITH LOV	825.00
10/21/2024	28726	PGMJ / HIGH HOPES PRODUCTIONS	PGMJ / M : 21 \$ 105, 7 @ \$165 "PLAY HOORA	3,360.00
10/21/2024	28727	PGMJ / NAPOLETANO, CHRISTINA	JPGM:M 8X 30MIN @ \$125 "SING, SIGN AND	750.00
10/21/2024	28728	PGMJ / SALMAN, JOEL	PGMJ 6@ \$110 "CHESS CLUB"	660.00
10/21/2024	28729	STAPLES	OFFICE SUPPLIES	236.12
Oct 21, 24				<u>51,558.32</u>

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: September 23, 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 9/12/24 has been reviewed and approved. This includes the payroll period from August 16th to August 29th. NS has reviewed the hourly wages paid to the salary schedule provided by the Library. NS also compared hours paid to approved time cards in AccuData.

Thank you,

Kyle Zaharatos

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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
Sep 9 12, 24					
	09/10/2024			Funds Transfer FED TAX 091224	15,227.16
	09/10/2024			Funds Transfer STATE TAX 091224	2,707.74
	09/10/2024			Funds Transfer NYC TAX 091224	504.95
	09/10/2024			PR 091224	52,000.80
	09/10/2024			Funds Transfer 3rd PARTY 091224	247.00
	09/10/2024			Funds Transfer FEE 091224	434.94
	09/10/2024			Funds Transfer OMNI 091224	545.00
	09/12/2024	28548	CSEA	UNION DUES &FEES: PAYROLL 2024 0912	993.78
	09/12/2024	28549	PREFERRED GROUP PLANS, INCFSA	EMPLOYEE CONTRIBUTIONS P/R 20240912	1,027.88
	09/12/2024	28550	PREFERRED GROUP PLANS,INCTRAVEL	EMPLOYEE CONTRIBUTIONS P/R 20240912	150.00
	09/12/2024	28551	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 20240912	800.08
	09/12/2024	28552	NYSHIP HEALTH INSURANCE	HEALTH INS Acct #03069 2024 SEP	58,656.87
	09/12/2024	28553	CITY OF LONG BEACH SANITATION	CUST 11170 (WEST END) 2024 SANITATION C	131.00
	09/12/2024	28554	CITY OF LONG BEACH SANITATION	CUST 11780 2024 SANITATION Q4	308.00
	09/12/2024	28555	GTS GLOBAL TELECOM	TELEPHONE SUPPORT: GOLD2023 SEP	0.20
	09/12/2024	28556	AFLAC	ACCT# NER78 2024 AUG	936.24
	09/12/2024	28557	ATTORNEYQUATELA CHIMERI PLLC	ATTY FEES 2024 AUG	260.00
	09/12/2024	28558	ATTORNEYQUATELA CHIMERI PLLC	ATTY FEES 2024 AUG GRIEVANCE	364.00
	09/12/2024	28559	GUARD SECURITY USA INC	GUARDS 2WKS @ \$27.33 /HR	2,077.08
	09/12/2024	28560	LEAF LEASING (BIZHUB PMA)	BIZHUB RELEASE : C# 1004777944005 2024 A	150.50
	09/12/2024	28561	NEWSPAPERSNEWSDAY INC	NEWSDAY DELIVERY: 2X DAY 7X WEEK 0918	383.84
	09/12/2024	28562	OPTIMUMPOINT LOOKOUT	PL: #07858563502028: TEL+DATA 2024SEP	154.46
	09/12/2024	28563	OTIS ELEVATOR CO.	LOGISTICS / FUEL SURCHARGE	95.00
	09/12/2024	28564	PMA (BIZHUB LEAF)	QTR YS EPSON COPY SURCHG 2024 Q3	45.00
	09/12/2024	28565	PSEGLIP	ELEC: PL : #04552011498 : 2024 AUG	442.58
	09/12/2024	28566	TREASURERNAWROCKI SMITH	TREASURY SERVICES JUL 2024	1,527.50
Sep 9 12, 24					<u>140,171.60</u>

TRUSTEE, LIBRARY BOARD

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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 # 1343
DATE: 9/12/2024

	Amount
LIBRARIAN	18,420.83
PROFESSIONAL	16,356.10
PATRON SERVICES	11,573.76
CLEANER	3,105.27
PAGE	2,495.64
PER DIEM	49.20
NET PAYROLL	52,000.80
FEDERAL TAX	15,227.16
STATE TAX	2,707.74
MTA TAX	0.00
NYC TAX	504.95
ACCUDATA INVOICE	434.94
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$71,122.59

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:	October 2, 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 9/26/24 has been reviewed and approved. This includes the payroll period from August 30th to September 12th. NS has reviewed the hourly wages paid to the salary schedule provided by the Library. NS also compared hours paid to approved time cards in AccuData.

Thank you,

Kyle Zaharatos

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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
Sep 23 26, 24				
09/24/2024			Funds Transfer PR 092624 FED TAX	15,480.37
09/24/2024			Funds Transfer PR 092624 NYS TAX	2,780.07
09/24/2024			Funds Transfer PR 092624 NYC TAX	499.73
09/24/2024			Funds Transfer PR 092624 NET PR	51,743.86
09/24/2024			Funds Transfer PR 092624 GARNISH	247.00
09/24/2024			Funds Transfer PR 092624 FEE	423.91
09/24/2024			Funds Transfer PR 092624 OMNI	545.00
09/26/2024	28609	SMALLS DON	MILEAGE AS PER ATT'D	109.55
09/26/2024	28610	CSEA	VOID: UNION DUES &FEES: PAYROLL 2024 09	0.00
09/26/2024	28611	PREFERRED GROUP PLANS, INCFSA	EMPLOYEE CONTRIBUTIONS P/R 20240926	1,027.88
09/26/2024	28612	PREFERRED GROUP PLANS,INCTRAVEL	EMPLOYEE CONTRIBUTIONS P/R 20240926	150.00
09/26/2024	28613	PREFERRED GROUP PLANS, INC. FEES	MONTHLY PLAN FEE 2024 SEP	75.00
09/26/2024	28614	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 20240926	777.06
09/26/2024	28615	CSEA EMPLOYEE BENEFIT FUND (EBF)	CSEA EMP FUNDED DENTAL2024 OCT	1,614.42
09/26/2024	28616	NYS RETIREMENT SYSTEM	MONTHLY PAYMENT 2024SEP	4,115.36
09/26/2024	28617	UTICA	ACCT#100942084 WKMNS COMP 2024 POLIC	3,380.00
09/26/2024	28618	AFLAC	ACCT# NER78 2024 SEP	624.16
09/26/2024	28619	ALARM1 PT LOOKOUT	VOID: ALARM: POINT: 2024 Q4	159.00
09/26/2024	28620	ATLANTIC WINDOW CLEANING CO	WE BRANCH : WINDOW WASHING 2024 Q3	60.00
09/26/2024	28621	CITY OF LONG BEACH CIVIL SERVICE	ANNUAL CIVIL SERVICE COMM EXPENSE2023	14,577.49
09/26/2024	28622	BLAU ALEXANDRA	REIMBURSE F/CRAFTS PER ATT'D	63.75
09/26/2024	28623	BLAU ALEXANDRA	REIMBURSE F/TSHIRTS PER ATT'D	41.86
09/26/2024	28624	HORNBLOSS ALIZA	REIMBURSE REG FEE LI ARCHIVES CONF	45.00
09/26/2024	28625	KELLY EILEEN	REIMBURSE MILEAGE PER ATT'D	39.93
09/26/2024	28626	NASHAK SARAH	TRAVEL REIMBURSE PER ATT'D	19.97
09/26/2024	28627	SUAREZMATOS TANYA	REINBURSE PROGRAM SUPPLIES	28.22
09/26/2024	28628	WOJCIECHOWSKI E THOMAS	REIMBURSE COMIC CON REG PER ATT'D	143.21
09/26/2024	28629	GUARD SECURITY USA INC	GUARDS 2WKS @ \$27.33 /HR	2,336.72
09/26/2024	28630	LEAF LEASING (BIZHUB PMA)	BIZHUB RELEASE : C# 1004777944005 2024 a	1,264.76
09/26/2024	28631	LONG BEACH PUBLIC LIBRARY Petty Cash	REPLENISH PETTY CASH 24532456	70.59
09/26/2024	28632	NATIONAL GRID MAIN	GAS: MAIN: #7932939008 2024 AUG	148.57
09/26/2024	28633	NATIONAL GRID POINT LOOKOUT	GAS: POINT: ACCT# 37696006028 2024 AUG	35.24
09/26/2024	28634	NEWSPAPERRICHNER (HERALD)	HALF PAGE AD	399.50
09/26/2024	28635	OPTIMUMMAIN	TEL MAIN : #07858996527031 2024 SEP	363.17
09/26/2024	28636	OPTIMUM WEST END	WE : # 07858259451034:TEL+DATA 2024SEP	187.39
09/26/2024	28637	PGMA / AGOSTINO ARTS	APGMM: "STORY FACES" 08/11/2024	550.00
09/26/2024	28638	PMA (BIZHUB LEAF)	QTRLY KM COPIERS SVC+OVERAGES	375.22
09/26/2024	28639	PSEGLIMAIN	MAIN: ELEC: CUST#00082003195 2024 AUG	10,046.66
09/26/2024	28640	PSEGLIWE	ELEC: WE : #01312015850 : 2024 SEP	397.31

TRUSTEE, LIBRARY BOARD

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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# 1345
OPERATING EXPENSES
09/26/24
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
09/26/2024	28641	TREASURERNAWROCKI SMITH	TREASURY SERVICES MAY 2024	2,600.00
09/26/2024	28642	RENT POINT LOOKOUT BRANCH	RENT : POINT LOOKOUT : 2024	3,616.26
09/26/2024	28643	RENT WEST END BRANCH	RENT F/WEST END BRANCH: 2024	3,230.59
09/26/2024	28644	FRANK CAMPOREALE (BOOKMAN)	BOOK DROP 2024SEP	600.00
09/26/2024	28645	CSEA	UNION DUES &FEES: PAYROLL 2024 0926	993.78
Sep 23 26, 24				<u>125,987.56</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 # 1345
DATE: 9/26/2024

	Amount
LIBRARIAN	19,121.49
PROFESSIONAL	17,171.27
PATRON SERVICES	9,224.69
CLEANER	3,180.97
PAGE	2,941.70
PER DIEM	103.74
NET PAYROLL	51,743.86
FEDERAL TAX	15,480.37
STATE TAX	2,780.07
MTA TAX	0.00
NYC TAX	499.73
ACCUDATA INVOICE	423.91
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$71,174.94

TRUSTEE, LIBRARY BOARD

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FY 2025 Director's Report – September 2024

Tara Lannen-Stanton, Library Director

General Updates

- September saw prep work for the three final HVAC units to be installed in October!
- Worked with several staff members to film several book recommendation videos to have a stockpile of them for future social media posts
- Attended the CPF FY 2024 Grant Onboarding Event with HUD. Working on the paperwork and coordinating with Nassau County and the City of Long Beach to do the HUD NEPA environmental review
- Programs
 - Libby Help attendance dipped a little in September which is typical for a lot of programs in the “back to school” time.
 - It was a small group for Beach Blanket Bingo in September but everyone won! I spoke with the Friends about doing a Jingle Bingo (Gemma’s idea 😊) winter fundraiser and they loved the idea. It has been tentatively scheduled for Tuesday 12/17 at 7pm.
 - Despite weather moving it inside, three people attended the Beach Reads Book Club. We decided to continue to the book club year-round. We’ll be reading titles from my very long To Be Read (TBR) list.
- We removed the computer/print management software from West End Branch (to make it the same as Point Lookout) and patrons have been very pleased about that.
- Items the Library Treasurer worked on
 - Financial report
 - Payroll verifications
- Items the Library Attorney worked on
 - General
 - Unemployment claim from program presenter
 - Appraisal report and review
 - Special Projects
 - N/A
 - Total amount spent on legal services thus far in FY 2025 is \$6,787. \$1,483 (general) and \$5,304 (special projects)

Compliments and Staff Recognition

- A patron thanked Rachel Gunther (Librarian Trainee) for her help in filling out background check forms for a job. The patron got the job!
- A patron complimented the Point Lookout Branch saying that it was so welcoming. They asked how long the Branch had been there.
- A tutor complimented Pat Matthews (YS Library Assistant) on her little people biographies display saying that her student took out 10 and really enjoys them.

- As every other month, we got multiple compliments about the Seed Library, the Vinyl Listening Lounge, the “new” spaces, and our programs.
 - A patron complimented our programs saying we do the best things. The patron’s friends say that their libraries are not like Long Beach.
 - Multiple patrons complimented the Seed Library. One stated that she’s had more luck with plants grown from our seeds.

Meetings and Trainings

- Internal meetings
 - Assistant Director
 - Department Heads
 - Youth Services
 - Programs & Marketing
 - Social Media
 - Stats
 - Patron Services
 - Outreach
 - Architect
- External meetings/events
 - Knowledge Sharing Session with Library Speakers Consortium
 - Construction Aid Recommendations Advisory Committee (NLS)
 - Nassau Legislative Breakfast at Farmingdale Public Library (NLS)
 - Nassau Digital Doorway Budget Recommendation (NLS)
 - Northeast Summit on Climate Adaptation (NJ State Library)
- Trainings/Professional Development
 - How to coach your staff of de-escalation (Homeless Academy)
 - Civic Literacy in Public Libraries: Why, What, and How (Niche Academy)

Director's Report – September-2024

Tara Lannen-Stanton, Library Director

FY 2024 Stats

In-Library Usage

Month	Main	Point	West	Total
July-2024	11,722	447	311	12,480
August-2024	11,803	495	318	12,616
September-2024	10,977	272	310	11,559
October-2024				
November-2024				
December-2024				
January-2025				
February-2025				
March-2025				
April-2025				
May-2025				
June-2025				
TOTAL	34,502	1,214	939	36,655

Circulation – Physical Items

Month	Main	Point	West	Total
July-2024	12,290	455	203	12,948
August-2024	12,374	513	245	13,132
September-2024	10,835	357	179	11,371
October-2024				
November-2024				
December-2024				
January-2025				
February-2025				
March-2025				
April-2025				
May-2025				
June-2025				
TOTAL	35,499	1,325	627	37,451

September 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	160	61	3	6	9	10	7	256
Attendance total	2,845	1,570	160	155	112	133	135	5,110
Attendance (In-Person_Adults)	2,499	497	119	0	55	121	135	3,426
Attendance (In-Person_Seniors)	136	0	0	0	32	0	0	168
Attendance (In-Person_Kids)	10	944	41	0	25	12	0	1,032
Attendance (In-Person_Teens)	5	50	0	0	0	0	0	55
Attendance (In-Person_Parents)	0	79	0	0	0	0	0	79
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)	94	0	0	135	0	0	0	229
Attendance (Zoom_Seniors)	101	0	0	20	0	0	0	121
Attendance (Zoom_Parents)	0	0	0	0	0	0	0	0

September 2024- Top Programs

Main- Adult		Attendance
Celebration of Jazz & Blues	Partnership Program w/AIP (shared costs)	637
Program Type: Music & Entertainment		
Cost for External Presenter: \$3,000	ROI/CPA	\$4.71
Author Talk with Garrett Graff (Zoom)	Part of Library Speakers Consortium Annual Subscription	81
Program Type: Author Talk		
Cost for External Presenter:	ROI/CPA	\$0.00
Hispanic Heritage Month: An Oral History Panel Honoring the Hispanic Community of Long Beach		48
Program Type: Local History	Partnership Program w/LB Historical Society	
Cost for External Presenter: \$0	ROI/CPA	\$0.00
Main- YS		Attendance
Rise and Shine Storytime!	Staff-Led	52
Program Type: Storytime		
Cost for External Presenter: \$0	ROI/CPA	\$0.00
Rise and Shine Storytime!	Staff-Led	44
Program Type: Storytime		
Cost for External Presenter: \$0	ROI/CPA	\$0.00
Molly Mouse Lapsit		43
Program Type: Exercise, Music & Entertainment, Storytime, Other		
Cost for External Presenter: \$105	ROI/CPA	\$2.44
Fun For All!		Attendance
FUN FOR ALL: The Incredible Dancing Dogs!		137
Program Type: Music & Entertainment		
Cost for External Presenter: \$500	ROI/CPA	\$3.65
Family Movie: Beetlejuice (1988)	Staff-Led	20
Program Type: Movies		
Cost for External Presenter: \$0	ROI/CPA	\$0.00
Point		Attendance
Point Lookout Huddle		35
Program Type: Meeting Room Reservation		
Cost for External Presenter:	ROI/CPA	\$0.00
West		Attendance
West End Neighbors' Meeting (West End)		36
Program Type: Meeting Room Reservation		
Cost for External Presenter:	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-2024	198	<u>2,044</u>	1,680	38	90	29	207
August-2024	179	<u>1,947</u>	1,737	18	38	58	96
September-2024	188	<u>3,341</u>	2,845	87	123	155	131
October-2024							
November-2024							
December-2024							
January-2025							
February-2025							
March-2025							
April-2025							
May-2025							
June-2025							
TOTAL	565	7,332	6,262	143	251	242	434

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

Months	Total # of Programs	Attendance Total	Main	Point	West End	Online	Off Site
July-2024	56	<u>1,282</u>	1,224	35	23	0	0
August-2024	54	<u>1,371</u>	1,359	2	10	0	0
September-2024	56	<u>1,556</u>	1,521	25	10	0	0
October-2024							
November-2024							
December-2024							
January-2025							
February-2025							
March-2025							
April-2025							
May-2025							
June-2025							
TOTAL	166	4,209	4,104	62	43	0	0

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

Months	Total # of Programs	Attendance Total	Main	Point	West End	Online	Off Site
July-2024	13	<u>105</u>	105	0	0	0	0
August-2024	7	<u>36</u>	36	0	0	0	0
September-2024	8	<u>49</u>	49	0	0	0	0
October-2024							
November-2024							
December-2024							
January-2025							
February-2025							
March-2025							
April-2025							
May-2025							
June-2025							
TOTAL	28	190	190	0	0	0	0

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

Months	Total # of Programs	Attendance Total	Main	Point	West End	Online	Off Site
July-2024	7	96	96	0	0		0
August-2024	6	3,567	17	0	0		3,550
September-2024	4	164	160	0	0		4
October-2024							
November-2024							
December-2024							
January-2025							
February-2025							
March-2025							
April-2025							
May-2025							
June-2025							
TOTAL	17	3,827	273	0	0	0	3,554

Individual Study Room

Months	Reservations	Attendance Total
July-2024	60	86
August-2024	58	73
September-2024	56	77
October-2024		
November-2024		
December-2024		
January-2025		
February-2025		
March-2025		
April-2025		
May-2025		
June-2025		
TOTAL	174	236

Vinyl Listening Lounge *

Reservations	Attendance Total	VINYL Circulation
39	56	195
44	55	150
28	36	54
111	147	399

* Opened Oct 6, 2023

Online Resources

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

	September-2024	FY 2024 Cumulative	Change from last FY
ebooks	4,494	14,581	0%
eAudiobooks	2,633	7,903	16%
Total	7,127	22,484	5%

Usage of Online Entertainment Services[2]

September-2024	FY 2024 Cumulative
1,779	4,763

Learning Resources and Research Database Use[3]

	September-2024	FY 2024 Cumulative
Sessions/Checkouts	125	543

YouTube

	September-2024	Cumulative Total[4]
Number of views	707	3,364
Number of videos uploaded	0	325

- [2] Online entertainment services include Kanopy, Hoopla, Overdrive providing movies, TV shows, eMagazines, eBooks, and eAudiobooks (it was not possible to do a usage breakdown by type)
- [3] Learning and resource databases include Learning Express, Consumer Reports, EBSCO databases, and Gale databases.
- [4] Total number of videos available to view that month

FY 2025 Special Projects Tracking (10/21/2024 meeting)

Description of Project	Date Started	Initiated/ Requested by	Funding Source	Notes and updates as of 8/15/2024	Status
2 nd Floor Program Room Mural	6/2024	Board of Trustees	Operating	10/2024 – mural painting will start on 10/21 9/2024 – Updated mockup received and emailed to Board. Project can start in late September. Depending on artist and room availability, it will take 3-4 weeks to complete	In progress
Congressionally Directed Spending/Community Project Funding for Main Library renovation	3/6/2024	Director	Federal Funds	10/2024 – Working with architect, City, and HUD for the environmental review process. Once the environmental review process is done, then we can complete all the paperwork. 9/2024 – received formal grant award letter and some paperwork from HUD. An onboarding event will be held later in September. 8/2024 – still waiting on paperwork and more detailed information. This is very common with federal grants.	In progress
Local History Area	-	-	-	~~10/2024 – sign installed~~ ~~9/2024 – new sign for Local History area to be installed in late September.~~ ~~8/2024 – new furniture installed.~~	Complete
New sign for West End Branch	3/1/2024	Director	Operating funds	10/2024 – Quotes & mockup included in Board packet 9/2024 – Business Office Manager has obtained two quotes. 8/2024 – Business Office Manager has obtained one quote and is working on getting at least one more	In progress
Research into adjacent lot	1/26/2024	President LaSpina	TBD	~~10/2024 – appraisal report included in Board packet for discussion~~ ~~9/2024 – Waiting on report from appraiser~~ ~~8/2024 – Director followed up with appraiser to schedule appraisal of adjacent lot. It should be completed by the end of September.~~	Complete
Move flagpole		Board	Operating funds	10/2024 – no update at this time 9/2024 – Business Manager was able to find a different flagpole company who came to assess our current flagpole. They did not think it needed to be moved nor replaced entirely. They gave a quote of \$2,300 to repair the existing flagpole. 8/2024 – no update at this time	In progress
Water leaks	1/1/2024	Director	TBD	10/2024 – LBSD has sent over contractors to give them quotes on the awning roof 9/2024 – no leaks observed in August. The school district is planning to redo the flashing on the awning roof in this fiscal year's budget. 8/2024 – no further update at this time.	In progress
Welcome booklet	1/1/2023		Operating funds	9/2024 – this project has been paused to focus on higher priority projects 8/2024 – no update	On hold
LBSD Capital Projects list for Main Library			N/A	10/2024 – no update at this time. 9/2024 – no update at this time. 8/2024 – no update at this time.	In progress

FY 2025 Special Projects Tracking (10/21/2024 meeting)

HVAC - replacement of final three HVAC units by LBSD			LBSD funded	10/2024 – prep work completed, HVAC units will be installed by early November. 9/2024 – The HVAC units have been received and are waiting for rigging. Installation anticipated in early November. 8/2024 – still waiting to hear back from LBSD on installation dates	In progress
Alarm system			SAM grant	10/2024 – Waiting to hear from JCI on start date 9/2024 – Business Manager reached out to JCI regarding when new panel and alarms can be installed 8/2024 – resolution for agreement in August Board packet.	In progress
Solar panels	8/2023		SAM grant	10/2024 – followed up with NYS senator's office, still waiting on NYS to approve scope change. 9/2024 – still waiting on NYS to approve scope changes 8/2024 – still waiting on NYS to approve scope changes	In progress
Setting up LibraryCalendar to take program & room reservation payments online	6/15/2024	Board of Trustees	Operating	8/2024 – Online payment for room reservation requests is now set up.	Completed
Front exterior beautification – power washing	11/7/2023	Trustee Donovan	Operating funds	8/2024 – power washing completed in July.	Completed
24-hour material pickup lockers	4/1/2023	-	Operating funds (carried over from FY 2023)	8/2024 – lockers launched in July. A few patrons have asked why they can't select the lockers when they placed a hold. They've been directed to contact NLS to make their desires known.	Completed

Adult Services September 2024 Report



Jakea Williamson- Assistant Director

- Finalized budgets for adult book acquisitions.
- Processed bill entries for program presenters.
- Conducted research and analysis on library services for patrons with disabilities.
- Coordinated meeting room reservations for Long Beach community-based organizations (CBOs).
- Updated the cleaning schedule to enhance operational efficiency.
- Collaborated with Tanya and Tara on local artist wall on the first floor.

Lenora Ashford-Adult Services Librarian II

- With the new budgets known, I will be looking at our current non-fiction lease books to free up some credits for newer materials. There are popular titles coming up and filling in small gaps in the collection has taken up most of the funds.
- Resume appointments are gaining in popularity, but I am finding it more frequent that online appointments will no show as opposed to in person. I am reconsidering the online option.
- The professional pass for New York Comic Con arrived and has been activated.
- More patrons have complained about the new catalog. They have reported that it is very difficult to find what they're looking for and that the layout is confusing. They much prefer the old version and have been asking who they can speak to with their complaints. It should also be noted it is difficult to locate key information to reserve items for patrons when we do find them in the catalog.

Alexandra Blau-Librarian II

- Vinyl Collector's Club: Our theme this month was "Favorite Producers". A patron from Great Neck Library, who heard about VCC from his media librarian, made his first (but not last!) appearance.
- Adult Craft: Leather Stamped Bracelets: Patrons selected their own designs and wording and stamped them on leather bracelets. A very noisy, but fun craft.
- Nursing Home Visit at Grandell: Natasha and I brought the traveling turntable, records, and music makers (egg shakers and wrist bells) for our Music and Memories program. These residents were a lively bunch! They made lots of requests from our collection, told us great stories about their younger days, and called us "JOYBOMBS".
- Listening Lounge Podcast: For the "Generation Education" segment of the podcast Tom and I discussed Wilco's Yankee Hotel Foxtrot and Weezer's Pinkerton. Our special guest was musician Katie Mitchell, in anticipation of her appearance at the LBPL Jazz and Blues Festival. Katie is a wonderful champion of music and the arts throughout Long Beach, and it was an honor to talk to her about her selection, Crosby, Stills, Nash and Young's Deja Vu.
- Displays: Back to School (books/movies with an academic setting), Banned Books Week, Hispanic American Heritage Month
- Conference Attendance: On Friday, September 27th, Tom and I presented "How Vinyl Got Our Groove Back" at the Urban Librarian's Conference in Newark, New Jersey. We received an enthusiastic response from this group of library workers. The Newark Public Library has its own recording studio/podcast suite, and many of the staffers were excited to talk to us after the presentation to see how they could implement some of our ideas. The keynote speaker, Lisa Varga, gave a presentation on book banning, and offered many insightful ideas on how to stay vigilant and pro-active on this issue.

Philip Boccia-Systems Librarian

- September saw the discontinuation of CASSIE at the West End branch. Patrons can just print and give transactions of any print jobs to the staff on shift.
- I've purchased and deployed a few new computers (laptops and a new Interlibraryloan PC) to replace old hardware and to give Jake a laptop for his new role in Youth Services.
- My September Tech Talks program had over 20 registrations.
- I've weeded a little in the cookbooks and sciences area and purchased new Sci-Fi and horror.
- With Halloween fast approaching I set up a display by the reference desk with horror titles for my Staff Picks.

Ron Carroll-Patron Services Librarian/ West End

- Fulfilled my responsibilities as ILL Librarian, including preparing items for pickup, as well as processing their return.
- Led an online presentation about Consumer Reports.
- Attended a Nassau Library System presentation pertaining to Tutor.com
- Registered patrons for programs, both in person and online.
- Took books & media out of "New" status and placed them with the regular collection.

- Weeded DVDs that had not recently circulated.
- Planned new programs at West, such as Game Night, an open mic, and a book club.

Nicole Menzzasalma- Librarian I

- Covered Stephanie Demarco's craft programs for the month of September.
- Yoga & Meditation on the Beach and Autumn Equinox on the beach. Gary and I have scheduled Winter Solstice and New Year, New You Yoga & Mediation for the winter months.
- September 20th The LB Garden Club had our meeting at Long Beach Historical Society, we had a perennial swap in their garden. The Historical Society donated perennials for the front of the library. I donated some of my perennials as well. A huge thank you to Adesh for planting them!
- Teen Tuesday has been moved to Wednesday Teen Night to accommodate my school schedule. The teens were more than happy to switch nights. Sarah Nashak and I will be doing Teen Night together.
- Jakea, Russell, Natasha, Lenora and I went over the book budget for the year.
- Chair Yoga at West continues to grow in size. Ron and I have reconfigured the set up to accommodate the growing numbers.

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

- Attended continuing education webinars.
 - Niche Academy - Coaching: How to Coach your Staff on De-Escalation
 - Firespring - How to Defeat Fundraising's Silent Enemy: Donor Attrition
 - Niche Academy - LinkedIn for Librarians
 - WebJunction - Crafting and Maintaining Effective Patron Policies for Community Success
- Created and hung new vinyl signage with Don Smalls.
- Worked with Tim Dupont to make the library's adult volunteer program live on the website.
- Started working with the library's first adult volunteer, Ananda.
- Schedule two sessions of our annual holiday family photos program with Natasha Drax for the November & December.
- Began cross training the Pages in different departments.
- Held Adult Services' programs and crafts (i.e. True Crime Book Club, Maker Monday).
- Held Youth Services' programs and crafts (i.e. Drawing Club, Messy Art, Messy Art for Tots).

Board Report September 2024
Programming and Marketing Department
Sarah Siegel, Head of Programming and Marketing



Fall has officially arrived! September was filled with programs offering something for everyone from dancing golden retrievers to cool jazz. We look forward to all the season has to offer as we continue to source and offer high quality programs to our patrons!

MARKETING

- The Programming and Marketing Department bid farewell to Zachary Aborizk on September 20, 2024. We will miss them and their talent! We wish them the best in their future endeavors.
- Our Channels newsletter remains a very successful way of promoting our program offerings to the community. Our new printer makes producing the newsletter easier as well. Patron feedback has been positive, and they continue to rely on the information contained in the newsletter.
- We have improved 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 are shared frequently by the Outreach Team on their forays into the community. The new poster printer allows us great flexibility in creating a variety of promotional materials.
- With Zach's departure, Sarah Nashak and Tom Wojciechowski will be heading up our social media accounts. We hope to develop more encompassing campaigns designed to promote specific events/types of events. A goal for the upcoming months is to increase the number of postings across all of our active social media accounts and improve engagement across our social media sites. Effective social media posts should build community, increase brand awareness (who are we and what do we do), push patrons to our website, improve patron satisfaction and generate enthusiasm for the Library. We also hope to see greater staff involvement in content creation. We continue to grow our social media presence by posting regularly to both Instagram, Facebook, and Tik Tok. Please make sure to follow us on our social media accounts, and please comment and repost! By doing this, we build followers and increase engagement. Tom and Sarah Siegel will be attending a Social Media Marketing round table at NLS On October 1st.

- If you have yet to listen to our podcast, ***The Listening Lounge with Ali and Tom***, be sure to grab your ear buds and take a listen. The last few episodes have featured local Long Beach personalities and business owners talking about albums that shaped their lives in some way. September's guest contributor was **Katie Mitchell of the Katie Mitchell Band**. These podcasts build connections and establish the Library as a vital part of the community.
- As our programs continue to grow in number and popularity, a growing number of programs function at capacity. Patrons who register and then do not attend are always a dilemma for the department. We have added a **"Don't be a no-show!" statement** to some of our most popular programs' registration page. *Don't be a no-show! If you find you are unable to attend a class for which you are registered, please remember to cancel your registration! Many of our exercise classes are filled to capacity. Cancelling allows a patron on the waitlist to attend.*
- In keeping with our goal to broaden our reach by pushing some of our programs outside of the Main Library building, we continue to scout community venues/establishments. Expanded programming at Point Lookout and West End branches has proved successful. 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. Bright Eye recently opened a private room on the second floor which will be an ideal spot for off-site programs. We are hoping to discuss a Library sponsored Karaoke Night and a Paint and Sip Night combined with some vinyl!
- Program information was shared with The Long Beach Herald, Newsday, News 12 and the Town of Hempstead. An ad for the Celebration of Jazz and Blues Festival taking place September 27th, 28th and 29th was published in the Long Beach Herald.
- Banners and promotional materials were created and displayed promoting author Chris Whitaker's visit on October 10th, and we used our poster printer to produce promotional materials.
- Plans remain underway to produce promotional bookmarks using the PMD printers. These will be included with checkouts and available at service desks.

SEPTEMBER PROGRAM HIGHLIGHTS

"On the Beach" programs concluded in September. All of our programs on the beach attracted large numbers of patrons, and definitely enhanced our visibility in the community. We are sad to bid farewell to our outdoor branch for the season, but look forward to returning in late Spring. Throughout fall and winter we hope to explore collaborations with local businesses for off site programs such as Books and Brews which returned to Bright Eyes Brewery in September with the discussion of Bill Bryson's *A Walk in the Woods*. Tara's Beach Book Club moves indoors as the newly named Tara's TBR Book Club!

The **Vinyl Club** continues its steady growth and the Listening Lounge Podcast is beginning to attract listeners as more local Long Beach merchants and citizens are featured as guests. It's important to note that Ali and Tom have presented this concept at several professional workshops to rave reviews. More than a few Nassau and Suffolk County libraries have visited to see our lounge and have started Listening

Lounges or Vinyl Clubs at their libraries. Tom and Ali presented their ideas at the Urban Library Conference in Newark, NJ on Friday, September 27th, and will present at Nassau Library System's Annual Meeting in December.

Rosa Maria Goeller reprised her program entitled **Nature Morte According to Paul Cezanne on Thursday mornings at Point Lookout Branch**. Still life painting is a genre of western art that depicts inanimate objects celebrating material pleasures like food and wine, while warning of the brevity of life. We look forward to Rosa's class sharing their talents in a November display in the Main Library's local artists gallery.

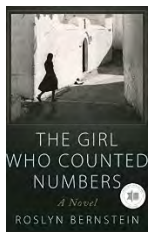
On **September 12th** we debuted a new **Yoga and Shiatsu** Massage class. Attendance was at capacity with a waitlist. We hope to continue this evening class in the months ahead.

On Friday, **September 20th** our **LB Garden Club** met with the **Long Beach Historical Society** for a Perennial Plant Swap. Participants took home plants thinned from the historical society's garden and the Library was the recipient of some new perennials as well.

On **September 24th** the Archives Department joined in partnership with **Long Beach Historical Society, Circulo de la Hispanidad, and The Long Beach Latino Civic Association** in presenting an oral history panel discussion honoring the Hispanic Community of Long Beach.

The Library also regularly partners with the **Long Beach Art League** for various programs and demonstrations including **Artful Salon** and the upcoming **Drawing Session with a Live Model** on October 13th.

These partnership programs simultaneously expand the reach of the Library and reinforce the roles of the other organizations in the community. We hope to explore future possibilities with other community groups.



On **September 17th** we welcomed local author, **Roslyn Bernstein** as she shared her book *The Girl Who Counted Numbers*.

Dr. Dennis Carey will presented his book *The Silver Strand: The Long Beach Saga* at Point Look on **September 18th**.

On **Sunday, September 22nd at 2 pm**, **The Incredible Dancing Dogs** returned for an encore performance with their trainer Diana Frohman. The golden retrievers were once again a huge hit, especially with the younger set!

CELEBRATION OF JAZZ AND BLUES 2024: September 27th, 28th, 29th

Our 2nd Annual Celebration of Jazz and Blues proved highly popular with the public. We again collaborated on this event with Artists in Partnership. Special thanks to Johanna Mathieson for her efforts and assistance.

Our Friday night kick-off concert featured local female jazz artists headed by **Katie Mitchell** and her band in a program entitled *Ladies Sing the Blues and Jazz with Katie Mitchell, Jenny Arrigo, Brittany Devarso, and Cat Parr*.

Approximately 200 people attended and the band played for 2 hours, much to the delight of the crowd!



Jerron “Blind Boy” Paxton performed **Saturday evening @ 7:30pm** and our audience of more than 115 people were immersed in the stride piano and banjo of New Orleans and New York, the deepest of the blues played on guitar and harmonica, and the rural music essential to the beginnings of black arrival in America. Paxton played fiddle, banjo, and bones to ragtime and other turn of the century music forms.

The **Rahsaan Cruse Jr. Quartet** took the stage at **1:30pm on Sunday** and charmed the audience with his beautiful vocals. Cruse is a rising star on the jazz scene and delivers heartfelt ballads that resonate with emotion and sincere affection. He demonstrated his mastery of the jazz idiom, infusing each note with a rich timbre and impeccable phrasing, and nuanced delivery. Our audience of 167 patrons rose to their feet in appreciation!

And on Sunday at 2:30pm, Guy Davis shared his talent.

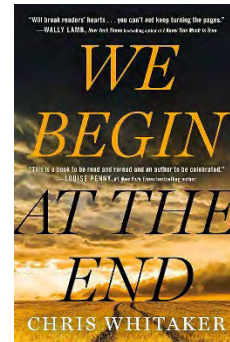
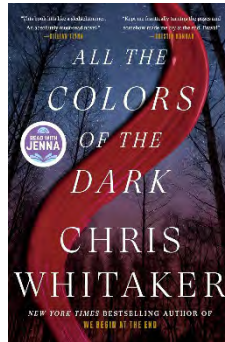
The two-time Grammy nominee for Best Traditional Blues, blended Roots, Blues, Folk, Rock, Rap, Spoken Word, and World Music to address social injustice and life’s struggles. His lyrical storytelling, a contrast to modern commercial music, was underlined by gentle tones from his guitar or banjo fingerpicking, and his storytelling! His performance was a fitting finale to a wonderful weekend of music at LBPL!

NEW, NOTABLE, AND COMING SOON

In October, Rosa Marie Goeller brings her talent to the Main Library with an evening class entitled **Los Caprichos de Francisco Goya**. This oil painting class is inspired by a series of satirical commentary prints created by Goya in 1799 in response to his perception of art, his progressive isolation, distrust of humanity and the very convoluted Spanish historical period in which he lived (**Thursdays, 6:30pm**).

On Thursday, October 10th at 7pm, New York Times and International Bestselling Author Chris Whitaker will visit the Library as part of his second book tour promoting his smash hit of the summer ***All the Colors of the Dark***. Chris is also the author of NY Times Bestseller *We Begin at the End*. *All the Colors of the Dark* was a Read with Jenna pick and has received wide acclaim. Chris lives in Hertfordshire, England with his family. A book sale and signing sponsored by the Friends of the Library will follow the author’s talk, and refreshments will be served.

If you have yet to read one of Chris's books, I highly recommend them both! Both books are currently being developed for limited series or film projects. Mark your calendars, we would love to see you there!



Why not spice up your life with a little **Salsa Dancing** on October 24th? Elena Iannucci from Dance Manhattan is back from 6:30-8:30 to help celebrate this dance style in recognition of **Hispanic Heritage Month**.

October will see us repeat last year's extremely successful interactive showing of **The Rocky Horror Picture Show** complete with prizes for the best costumes and refreshments! (**October 30th, 7:30pm**).

Also coming in October, **Trick or Treat at the Library, Sunday, October 27th!** Happy Halloween!

A number of new adult programs are in the planning stages for the branches for both kids and adults. We look forward to **Game Night** and an **Open Mic at West End Branch** this fall!

ON THE HORIZON

We are currently in the process of booking a date with Point Lookout's **Lora Webster**, a gold medalist at this summer's Paralympics in Paris. Lora is a member of the Floor Volleyball Team. Lora will talk about her Paralympic and life experiences. This is sure to be an inspirational program.

We will host two local author events in November.

New York stage and screen actor, **Steven Axelrod**, who performed his award winning autobiographical one man show, *Blue Collar Bay* off-Broadway and on tour throughout the country, is now delighted to share his fascinating life story in the form of a moving, new memoir, **Surf Avenue: A Memoir**. Stephen will be at LBPL on **November 9 @1pm**.

On **November 14 @ 7pm**, author, publishing consultant and former bookstore owner, **Carol Hoenig**, will discuss her latest novel, *Before She was a Finley*, a prequel to Carol's award-winning novel, *Without Grace*. She will take questions about her novel, as well as writing and the publishing industry. She will sign copies following the discussion. You may find out more about her at Carolhoenig.com.

Plans are underway for our **Annual Holiday Photo Shoots**.



September 2024 Social Media Report

Post reactions & likes Facebook Page 1,529	Post comments & replies Facebook Page 2,093	Post shares Facebook Page 1,567	Post video views Facebook Page 126
Instagram Business 295	Instagram Business 2	Instagram Business 32	Instagram Business 0
TikTok Business 0	TikTok Business 0	TikTok Business 0	TikTok Business 0
Twitter 0	Twitter 0	Twitter 0	Twitter 0
Inbound messages 148 messages	Inbound messages Facebook Page 114 Instagram Business 32 Twitter 2	Post link clicks 384 clicks	

Facebook Most Liked FB Posts



Join us for the 2nd Annual Celebration of Jazz & Blues at the Long Beach Public Library! Featuring amazingly talented

640 likes and reactions



Are you ready to witness a spectacular live trick show like never before? Get ready to be amazed as Diana Frohman and her famous

387 likes and reactions



Join us next Tuesday with local author Roslyn Bernstein as she discusses her 2023 novel "The Girl Who Counted Numbers." It

267 likes and reactions

Facebook Most Commented On Post



Banned Book Week continues! Today, Sarah recommends Animal Farm by George Orwell. Remember, read this banned book and more at

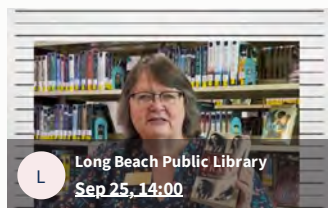
1,706 comments

Facebook Highest Reach



Banned Book Week continues! Today, Sarah recommends Animal Farm by George Orwell. Remember, read this banned book and more

56,311 reach



We're halfway through Banned Book Week! Jenn recommends Anne Frank: The Diary of a Young Girl. Can you believe this historical

32,463 reach



Join us for the 2nd Annual Celebration of Jazz & Blues at the Long Beach Public Library! Featuring amazingly talented

15,852 reach

Facebook Most Shared Post



Banned Book Week continues! Today, Sarah recommends Animal Farm by George Orwell. Remember, read this banned book and more at

735 shares

Facebook Highest Engagement Rate



We're transporting back in time this Monday morning to 1917! Check out this photo of one of the first Long Beach Schools from

26.39% engagement rate



Join us next Tuesday with local author Roslyn Bernstein as she discusses her 2023 novel "The Girl Who Counted Numbers." It

21.76% engagement rate



Are you ready to witness a spectacular live trick show like never before? Get ready to be amazed as Diana Frohman and her famous

17.53% engagement rate

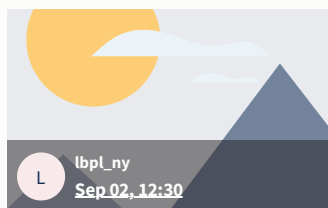
Facebook Most Engaged Users



Banned Book Week continues! Today, Sarah recommends Animal Farm by George Orwell. Remember, read this banned book and more at

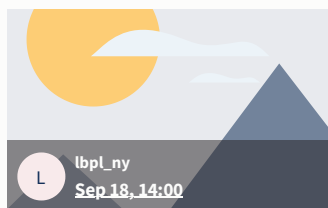
2,441 engagement

Instagram Most Liked Instagram Posts



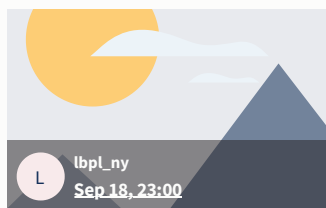
LBPL is closed today. In honor of Labor Day, we thank all of our hard-working staff for the hard work they do to make the Library a

51 likes



Are you ready to witness a spectacular live trick show like never before? Get ready to be amazed as Diana Frohman and her famous

33 likes



Did you know NYT & International Bestselling Author Chris Whitaker is coming to LBPL on October 10th at 7pm?

31 likes

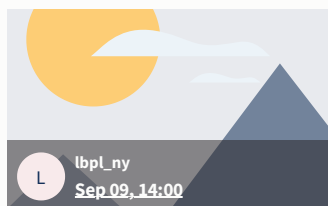
Instagram Most Commented On Post



Don't forget! We're open on Sundays again! The Main Library Sundays, between 1pm and 5pm.

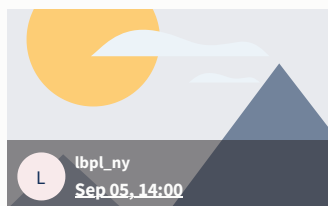
1 comments

Instagram Highest Reach



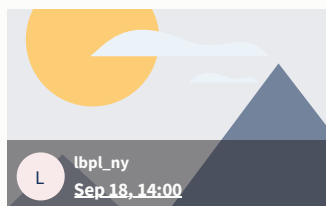
Join us for the 2nd Annual Celebration of Jazz & Blues at the Long Beach Public Library! Featuring amazingly talented

1,095 reach



Vinyl is back, and so is The Listening Lounge! Tune into Spotify and Apple Music for the newest episode of The Listening Lounge -

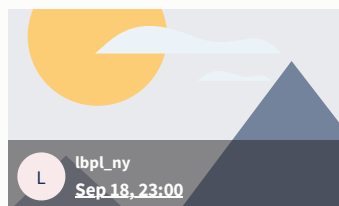
1,024 reach



Are you ready to witness a spectacular live trick show like never before? Get ready to be amazed as Diana Frohman and her famous

443 reach

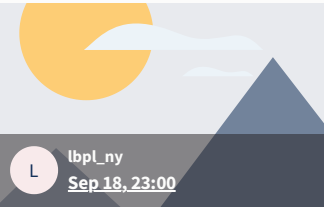
Instagram Most Saved Post



Did you know NYT & International Bestselling Author Chris Whitaker is coming to LBPL on October 10th at 7pm? Registration is now open

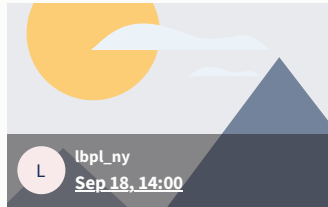
2 saves

📷 Highest Engagement Rate



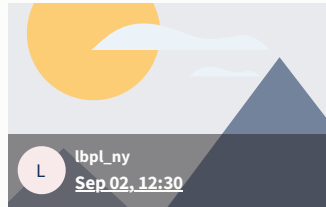
Did you know NYT & International Bestselling Author Chris Whitaker is coming to LBPL on October 10th at 7pm?

13.38% engagement rate



Are you ready to witness a spectacular live trick show like never before? Get ready to be amazed as Diana Frohman and her famous

12.42% engagement rate



LBPL is closed today. In honor of Labor Day, we thank all of our hard-working staff for the hard work they do to make the Library a

12% engagement rate

📷 Most Engaged With Post



Are you ready to witness a spectacular live trick show like never before? Get ready to be amazed as Diana Frohman and her famous

55 engagement

🎵 Most Liked Tiktok Videos

i
No data

🎵 Most Commented On Post

i
No data

🎵 Highest Reach

i
No data

🎵 Most Shared Post

i
No data

🎵 Highest Engagement Rate

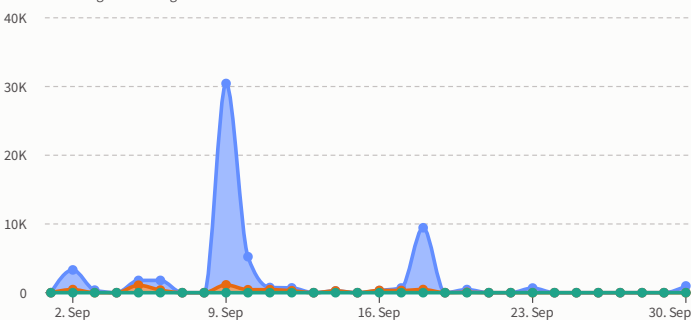
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No data

🎵 Most Viewed Post

i
No data

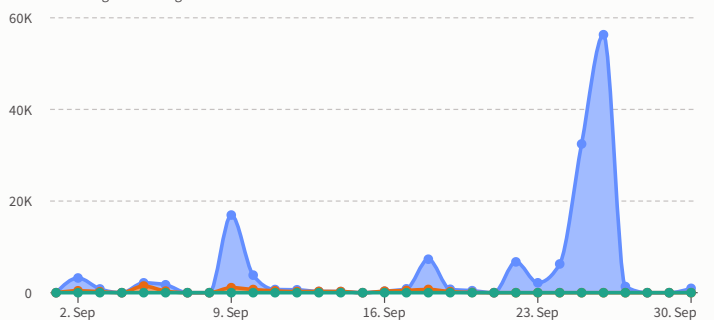
📊 Post impressions

Facebook Page Instagram Business TikTok Business



📊 Post reach

Facebook Page Instagram Business TikTok Business



Patron Services Monthly Report
Department Head: Mariel Matthews

September 2024
Patron Services Stats for FY

Patron Services (Technical Services) Office				
	# Items ordered	# Items Received	# Items Entered	# ILL Items Received
July	986	313	887	7
August	283	438	794	9
September	634	403	771	11
October				
November				
December				
January				
February				
March				
April				
May				
June				
FY TOTAL	1,903	1,154	2,452	27

Circulation Desk (All Long Beach Library locations)				
	# Patron Check-Outs	# Items Checked- Out	# New Library Card Accounts Opened	# Holds Filled
July	1,541	12,972	160	1,852
August	1,527	13,158	173	1,888
September	1,377	11,399	94	1,676
October				
November				
December				
January				
February				
March				
April				
May				
June				
FY TOTAL	4,445	37,529	427	5,416

Patron Services Monthly Report
Department Head: Mariel Matthews

Meetings and Webinars Attended by Patron Services Staff

- Mariel Matthews
 - o Department Head Meeting
 - o Co-Chaired EDI Committee Meeting (ALSC, ALA)
 - o Helped organize mentor connections with BCALA's Mentoring Committee
 - o Met with the needed clerks regarding work hours
 - o Met with the Full-time staff regarding changes in hours
 - o Monthly Patron Services Meeting
 - o Monthly Department Head Meeting
 - o Ryan Dowd's Coaching: How to coach your staff on de-escalation (Webinar)
 - o Checked in morning bins for reserves and returned Long Beach Materials.

- Russell Stein
 - o Monthly Data Meeting
 - o NLS's Technical Services Meeting (In-Person)
 - o NLS Mobile App Vendors Demos (2/3)
 - Bibliocommons & III/Solus
 - o Ryan Dowd's Coaching: How to coach your staff on de-escalation (Webinar)
 - o Collection Budget Meeting
 - o 1:1 Meeting with Mariel
 - o Label Printer Supplies Meeting

- Ron Carroll
 - o Attended an NLS training pertaining to Tutor.com

- Diane Dudderar
 - o 1:1 Meeting with Mariel
 - o Label Printer Supplies Meeting

- Jake Cohen
 - o N/A

- Karen Cho
 - o 1:1 Meeting with Mariel

Collection Management

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

Departmental Projects

- Training KC in Book Processing for YS with RG and DD's help (In Process)
- Planning on training for JC (Extensive) and MF (Beginners) (In Process)

Individual Staff Reports

- Mariel Matthews
 - o Covered the Circulation Desk as needed
 - o Social Media Blurb on Banned Books
 - o Attending HR class for Certification Program
- Russell Stein
 - o Generated Reports
 - Monthly Reports
 - Weeding Lists
 - o Circulation Desk Coverage when needed
 - o Assisting Ron with B&T Book & Media Ordering
 - o Amazon Book Ordering
 - o Receiving & Distributing Library supply orders
- Ron Carroll
 - o Placed book and media orders for both Adult and Youth Services.
 - o Fulfilled my responsibilities as Interlibrary Loan Librarian; i.e. preparing items for pickup, as well as processing their return.
 - o Led an online presentation about Consumer Reports.
- Diane Dudderar
 - o Assisted clerks with check-in/check-out issues
 - o Processing; data entry and check in from bins for reserves and LB returns
 - o Prepared invoices for book & media orders for the business office
 - o Guided patrons by phone navigating the website
- Jake Cohen
 - o Will be training in the YS Department for 6 months
 - o Fixed books and media
 - o Covered the circ desk\

Patron Services Monthly Report
Department Head: Mariel Matthews

- o Helped out with Pokemon club, and Playdough
 - o Screened The Hustler for Film 101
- Karen Cho
 - o Learning the book processing procedures and changes of the YS Department materials
 - o Covers Circulation Desk when needed

September 2024
Youth Services Stats for FY 2025

YS Room Walk-In Attendance				
	Kids	Teens	Adults	Monthly Total
July	1,199	322	1,149	2,670
August	1,238	306	1,344	2,888
September	1,005	170	1,058	2,233
October				-
November				-
December				-
January				-
February				-
March				-
April				-
May				-
June				-
FY TOTAL	3,442	798	3,551	7,791

Distribution of Grab & Go Craft Kits			
	Types	Kits	Total
July	13	307	320
August	9	324	333
September	12	390	402
October			-
November			-
December			-
January			-
February			-
March			-
April			-
May			-
June			-
FY TOTAL	34	1,021	1,055

Meetings and Webinars Attended by YS Staff

- Jennifer Firth
 - 9/19/24 - Coaching: How to Coach Your Staff on De-escalation (60 Min)
Tanya Suárez-Matos
- Eileen Kelly
 - o 9/16 - CSD Executive Board Meeting
 - o 9/24 - Demystifying Civil Service (NCLA/SCLS)
- Sarah Nashak
- Pat Matthews
- Shauna McCauley

Collection Management

A change was made to our in-house board game collection due to the number of issues staff have been having daily. Children younger than recommended are attracted to the games and invariably pieces are lost making the game unplayable. All game pieces and instruction booklets were pulled out of the game box's and placed in identifiable bags now kept in the YS Office. Patrons wanting to use the game

Youth Services Monthly Report

Department Head: Jennifer Firth

now must ask for the pieces. We have already seen a drop in the number of lost pieces. Hopefully, this will enable us to grow our game collection instead of having to constantly replace games.

Departmental Updates from Jennifer Firth (YS Department Head)

“With both Jake and Eileen Kelly in school this fall, the department will be doing some creative scheduling in the next few weeks while we work the kinks out.” This statement from the Youth Services Department August 2024 report was the understatement of the year! It turns out that Shauna, Mariel, and Nicole are also in school this fall, and everything got complicated. It took the team a full week to figure out all the shift changes, programing changes, and desk schedule changes affecting three different calendars and departments. Everyone involved was very flexible with their hours and we made it work!

I began Youth Services Reference Desk training for our newest Librarian Trainee Jake Cohen. We have been working our way through the YS Department Standard Operating Procedure Manual and practicing reference skills. A few spots in the procedure manual were discovered to need updating.

Shauna and I have been working on our third revision of the YS Department Cataloging Manual. With all the collection changes happening in the last few months it has been a challenge to keep up! I gave it to Jake to look over and hope his new eyes will raise questions we might have missed.

We made a change to our computers for patron usage due to continuing problems with a few groups of young teens. We will be switching to all laptops so that we have better control over who will be using them. All users will need a library card to do an in-house checkout to use the laptop. This will enable us to identify users across the board and hopefully enable the library staff to eliminate the troublemakers. Mr. Boccia has ordered the laptops for the Department.

All but one of the summer reading club prizes were picked up in a timely fashion. The one that was not picked up due to the parents' lack of transportation I delivered to the child's house. The baskets that Eileen and Sarah created were beautiful and very much appreciated the all the prize winners and their parents.

Individual Staff Reports on subsequent pages

LBPL Board Report - September 2024 - Eileen Kelly, Youth Services Librarian

September came all too quickly, and all of our young patrons were busy getting into the Back to School mood. I hosted a few Back to School craft programs including Back to School Pencil Cases & Picture Day Frames and the kids had fun making their custom cases and frames. Along with my regularly scheduled programming including Mommy Mixer, Rise & Shine Storytime, Play Dough, etc. as well as additional seasonal programs, internal and external meetings and general work life, September was gone in a flash.

September displays were many, beginning with our Library Card Sign Up Month Bulletin Board and Library Love photo op, and moving into Banned Books. These displays really started a lot of great conversations and had patrons in all sorts of feelings. I tried a cheeky play on “blind Date” with a banned book, since kids don’t actually date, and I’m happy to say that 9 ‘blind dates’ were taken and I hope to hear some feedback from their readers! Beginning September 10th, Hispanic American Heritage got it’s own highlight in J Fiction.

Most excitedly, I also began the Public Library Administration Certificate course this September, and I am looking forward to gaining all of the knowledge that it has to offer.



September Displays in J Fiction!



Patricia Matthews – Librarian Assistant (Youth Services)

Professional Development: Webinars

- Prejudice – Responding to prejudicial comments from customers/patrons
- Demystifying the Civil Service Merit System

Collection Development:

According to 'best practices', continually weeding and replacing items to keep our Juvenile Non-Fiction collection current and our books circulating.

- Completed a display within our Juvenile biographic book collection titled **Little People, Big Dreams** a series of children's books by Maria Isabel Sánchez Vegara.
- They are on display on our biography shelves. They feature beautiful illustrations and simple explanations, teaching children (and adults alike). The series explores the lives of notable people, from designers, artists to scientists and activists. The books are told as a story with illustrations



Sarah Nashak – Teen Librarian
September Board Report
YS Department



Teen Volunteers & Teen Ambassador Program

September was a busy month of adjusting to the teen's new school schedules, so I spent a lot of time scheduling teens and discussing volunteer opportunities. Majority of our summer volunteers are staying for the school year! My Teen Ambassador Program began, and we spent our September session brainstorming program ideas, as well as planning the Pantry Supply Drive for YS and the Great Give Back. I had 2 teens plan and execute a "Book Buddies" program on 9/21, with excited tots ready to read with their very own big kid! I look forward to seeing what other ideas the teens come up with.

Programming and Social Media

Starting on September 3rd, I have been working one day a week inside the Programming and Marketing Department, assisting with the social media. It has been wonderful working with this department, and we have been able to brainstorm and implement successful social media campaigns.

Programs

September was a slower month for programming, but not without success! My Teen DIY Tumbler Cups program was a lot of fun, teens loved being able to personalize a sustainable cup to drink their iced coffee out of. I also did another round of "Teen Test Kitchen", this time, making cake pops. It was certainly messy, but lots of laughs were shared. As one of the social media administrators, I stopped by the Dancing Dogs Fun for All program to take pictures and videos. As expected, it was a blast!

NLS YA SRP Wrap Up

I attended the YA Summer Reading Program Wrap Up on Thursday, 9/12, with fellow Youth Services Librarian – Eileen Kelly. It was a great way for us to chat with fellow Nassau County librarians, discuss SRP successes and failures, and get some more ideas for next year!

General Updates

As of September 30th, I was awarded my MSLIS and have since obtained my NYS Public Librarian's Professional License. Thank you to everyone at LBPL for their continued support throughout my graduate program. I look forward to being a librarian!

Shauna McCauley
Librarian Trainee
September Board Report

Animation Afternoons

On September 19th we unfortunately did not get any patrons in attendance for our screening of *Big Hero 6*. I think the timing seems to be creating more problems than anticipated and I will explore options for moving the program again where it can hopefully find an audience.

Family Movie

We had two family movies this month. On September 7th we had twenty patrons attend a screening of *Beetlejuice* (a very strong turnout in my opinion likely boosted by the release of the new film that weekend) and on August 14th we had 3 patrons attend a screening of *School of Rock*. I continue to be fairly satisfied with those numbers.

Library Calendar

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

Anime and Manga Club

I have made the decision to shelve this club for the immediate future, but may return to it later. I did have a meeting of the broader Graphic Novel club planned for September 24nd, but canceled it due to overscheduling.

Sci-fi & Fantasy Book Club

I have stepped in to serve as a second for this club replacing Zachary after their departure in late September. On September 24th fellow trainee Jake Cohen and I hosted three patrons at Billy's Beach Café for a discussion of J.R.R. Tolkien's classic *The Hobbit*. We plan to hold a discussion of N.K. Jemison's *The City We Became* in October.

Picture Book Displays

We celebrated the beginning of the school year at the beginning of the month:



We also had a couple of other rotating displays, including one on upcoming Jewish holidays and one for Literacy Month highlighting books about books, language, reading, and libraries, which I unfortunately did not get photos of. I continue to try to be relevant and creative with my selections for displays.

Business Office Sept 2024 (for Oct Board Meeting)

Day to Day Operations - Departmental

- 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 - Departmental

Individual Staff Reports

○ Kim Dempsey

- Completed as per Tara a report that shows how much everyone made for Sunday pay? Broken down by fiscal year (FY 2022, FY 2023, FY 2024) and then an average of those three years.

○ Jill Brennan Lessard

- Custodial staff complaint that they could not attach walkies to belt as all the clips were broken. As clips are discontinued, sourced a comparable case with a clip
- Updated NYSR arrears balances for (3) employees based on latest info from NYSR
- Briefly met with Don Kramer LBSD as well as CIS team re: new AC install. Prep work scheduled to begin Monday 9/23. Will keep in touch with Don for updates
- Created "Stroller Parking" signs for YS Atrium area, to encourage caregivers not to park their strollers so that they are blocking the seating area
- Received updated fire alarm panel / system quote from Bryan Kannett at JCI. Working with him on phasing plan, that will impede library as minimally as possible. Issued PO, onto scheduling; as per JCI equipment has been ordered, lead time is typically a few weeks. Once it is delivered we will work with JCI on scheduling the install.
- Received quotes from 3 vendors re: WE sign / awning vendors. Waiting for mock-ups.
- Supplied auditor with yet more information
- Met with plumber Kevin from McAvoy re: sink upgrades in YS program room to meet Nassau County Board of Health food prep mandates. Confirmed that equipment we've chosen is suitable. Awaiting quote; work will be scheduled when the program room is closed for the mural painting.
- Arranged elevator repair with Otis; 3rd floor button not lighting up and 1st floor bell not working. Button was replaced; bell has been ordered.
- Reached out to Scott Kemins (LB Bldg Dept Commissioner) re: adding a curb cut out for our handicapped spots. Scott forwarded the request to LB Public Works Commissioner and to the Commanding Officer of the Traffic Division on 9/19. On 9/25 having not heard back I reached out directly to the PW Commissioner Office and spoke with Rita. She advised that the Head Engineer has some questions about our request and will be calling me back.
- Met with Don Kramer, LBSD, asked for updates on 1) replacement compressor on Unit 3 - The part has come in and will be installed w/o 9/30; 2) roof leak repair status and 3) book drop leak repair status - Milcon will be onsite Wed 10/2 to re-assess; 4) new A/C install sked - CIS will be onsite Monday 9/30 to start tear down in prep for new install, total expected time 2-3 week; and 5) new water fountains - Don reached out to his contact and asked him to give me a call
- Met again with Kevin from McAvoy Plumbing re: YS program room sink upgrade project. Based on his past experiences there are any number of possible stipulations that the BOH may require. Reached out to NC DOH, 516-227-9697 and spoke with Kristen. She will have a planner contact us to go over our plan and advise requirements, etc. Spoke with planner, who emailed us the requirement guide. Eileen (YS) emailed an outline of our intended usage to DOH to see if they require us to obtain a permit. Waiting to hear back.
- Re: donuts for author event Thursday Oct 10th. As total cost of donuts is more than we keep in Petty Cash, and, Dough Hut doesn't take credit cards, arranged for them to accept a check made out to "cash" on the day of the event. Maria will call with total due on day of.
- Worked with Phil to get our Quickbooks version upgraded to 2024 at no cost
- Cordless phone at Circulation not holding a charge; opened up a support ticket with GTS
- Contacted (3) vendors for electric LED sign for Main; got them off City of Long Beach website for licensed contractors. Set up appts with (2), awaiting to hear about availability for the third.

- 2024 Sexual Harassment Course - logged into application, updated employee listings, assigned the course. Due date 10/25/24

Type of Policy	Policy Name	Adopted/Approved	Most Recent Review & Approval	Review Approximately Every...	FY 2025 Review Schedule	Notes
Public Space	Meeting Room Reservations	11/2021		Five years	DONE	
Public Space	Art Exhibits	8/2004		Five years	DONE	
Public Space	Rules & Regulations - FOIL	8/2009		If relevant laws change	DONE	
Personnel	Restricted Access	9/2016		Five years	DONE	
Collection	Library Materials Selection	1/1983		Two years	DONE	
Collection	Local History Collection Development Policy	4/2021		Five years	Nov-24	
Collection	Local History Picture Collection	9/2019		Five years	Nov-24	
Collection	Temporary Custody Receipt	4/2021		Five years	Nov-24	
Administration	Continuing Education	9/1993		Five years		More time is needed to do a comprehensive review of Administration policies, benefits, and historical practices to have a document that covers as much as possible for Board approval.
Administration	Health Benefits in Retirement	5/2015		Five years	Jan-25	
Administration	Sick Leave Accrual	2/2008		Five years	Jan-25	
Financial	Claims Audit Procedure	3/2022		Three years	May-25	
Board	Code of Conduct	4/2021		Three years		
Board	Conflict of Interest and Ethics	11/2014		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		Five years		
Collection	Library Materials Selection	1/1983		Two years		
Financial	Budget Transfer	2/2015		Three years		
Financial	Direct Deposit	4/2020		Three years		
Financial	Fund Balance Policy	10/2021		Three years		
Financial	Investment	9/2013		Three years		
Financial	Petty Cash	8/2019		Annually at Reg Meeting		
Financial	Service Charge for Bad Checks	9/2008		Three years		

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: October 21, 2024

SUBJECT: Facilities Report & Renovation Plan

John Tanzi's independent facilities evaluation and report are on subsequent pages of this memo. John was the architect contracted by the Board to do this. After reviewing the report with John and discussing the \$2,500,000 Community Project Funding grant, we believe that some of the identified facilities projects can be rolled into a renovation to be more cost-effective.

It is requested that the Board review and discuss the facilities report, especially as it relates to what can be part of the renovation.

It is also requested that the Board approve the proposal (final pages of this memo) from John for architectural services related to facilities upgrades and the renovation.



Long Beach Public Library

111 West Park Avenue
Long Beach, New York 11561



Facility Evaluation & Proposed Upgrades October 2024

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General Description

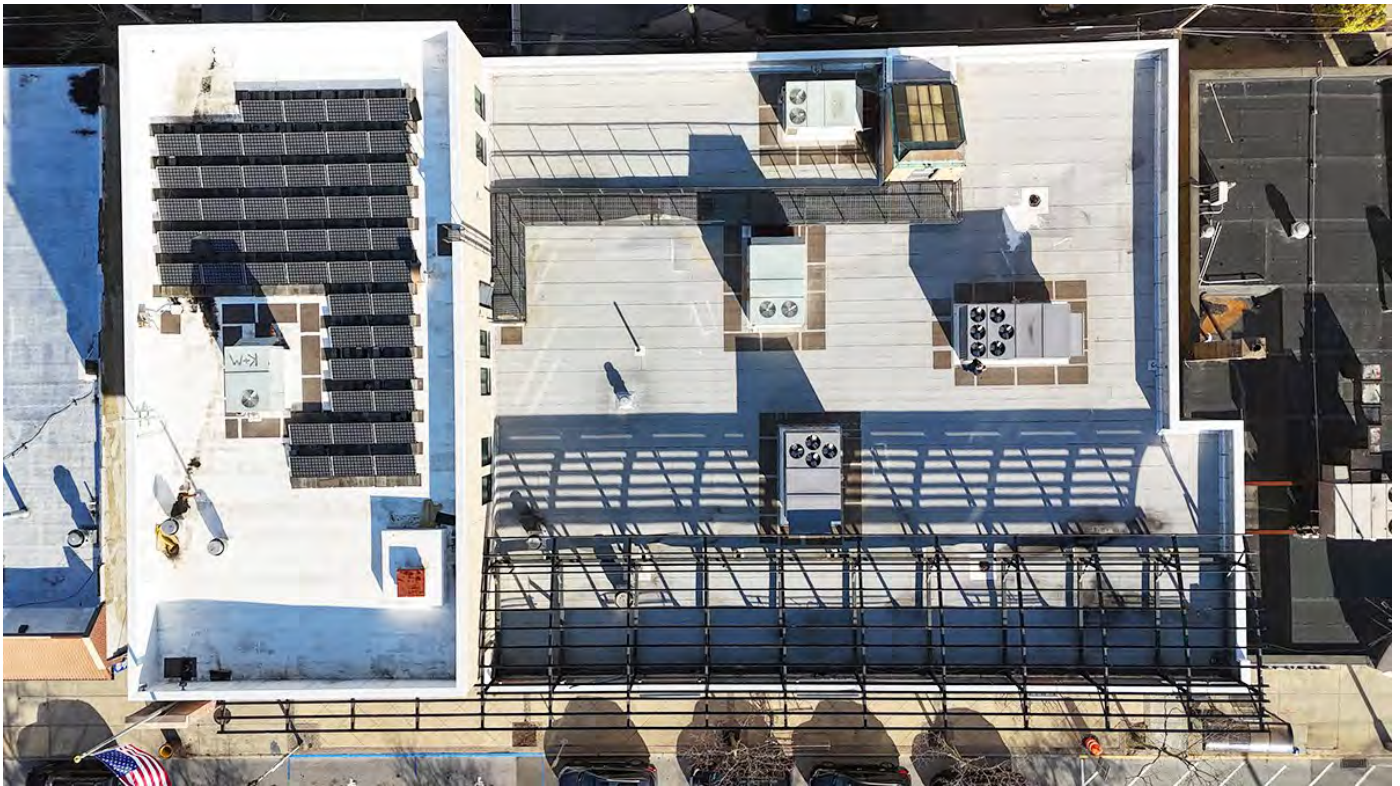
The Long Beach Public Library building consists of three story building (no basement), as follows:

- 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	Recommended Schedule	Estimated Budget*
A	Building Exterior (Excluding Windows & Roofing) Facade Restoration Project	2028	\$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 - Upgrades	In Progress	

Proposed Upgrades to Consider:

Item	Description	Preliminary Schedule	Estimated Budget*
J	Flooring - General	TBD	\$225,000
K	Program Room Renovation (2 nd Floor)	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	Interior Alterations & Renovations	TBD	\$300,000 - \$500,000
R	Lighting Replacement	TBD	\$550,000 - \$650,000
S	New Exterior Space	TBD	\$850,000 - \$950,000

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

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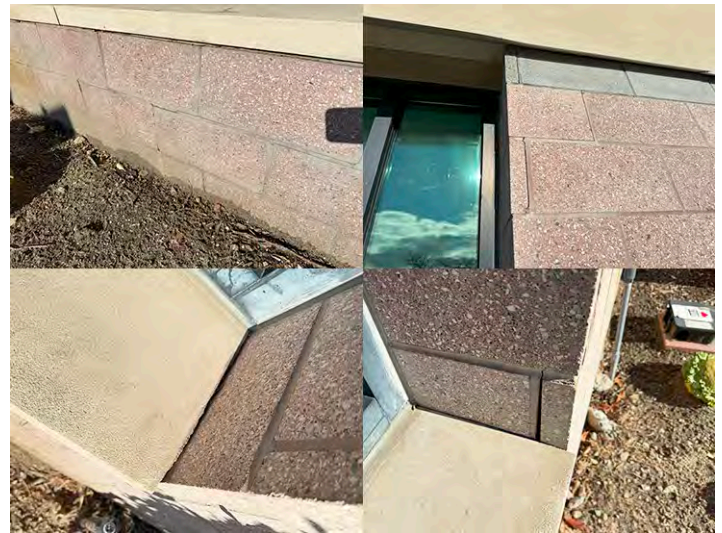
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Item 'A': Building Exterior

(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.

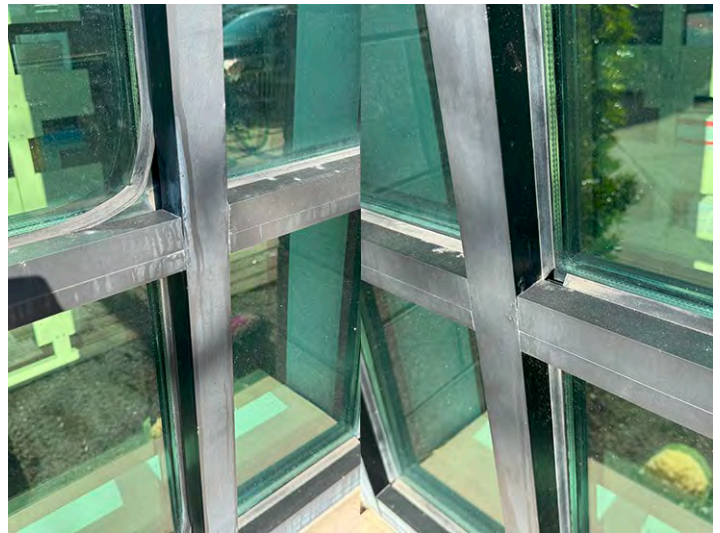
In addition, it has been conveyed that during high winds – air, rain & snow migrate through the 1997 window system at the operable window locations (3rd floor). JTA recommends that these windows also be replaced.

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

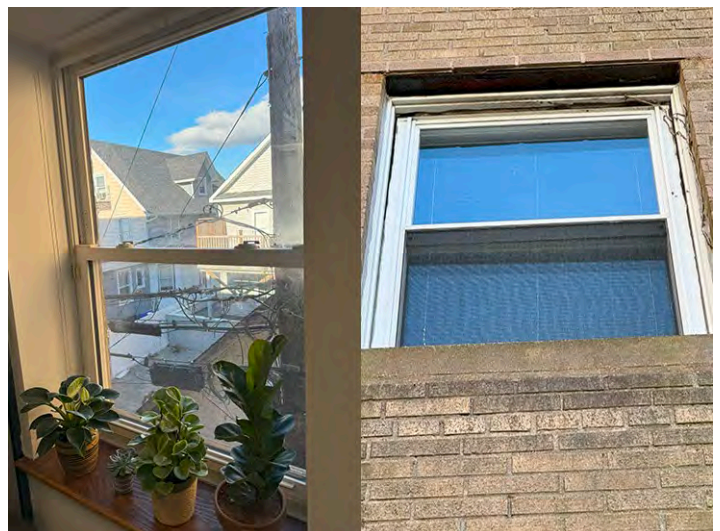
JTA recommends that the Library discuss the above evaluation and recommendation with the School District to facilitate the project.



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:

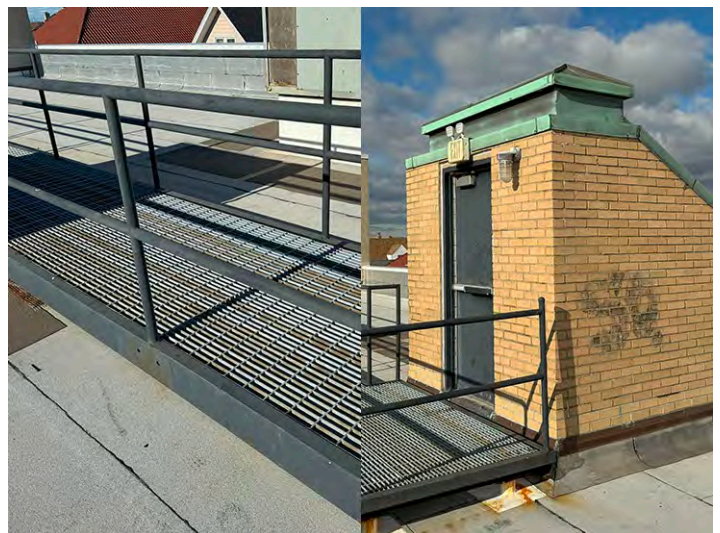
JTA recommends that the Library discuss the above evaluation and recommendation with the School District to facilitate the project.



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. In progress.



Fire Alarm System

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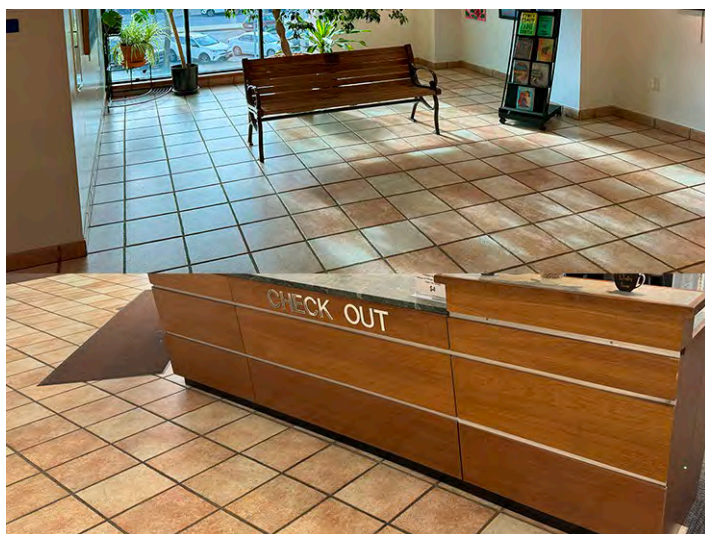
Item 'J': Flooring - General

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.

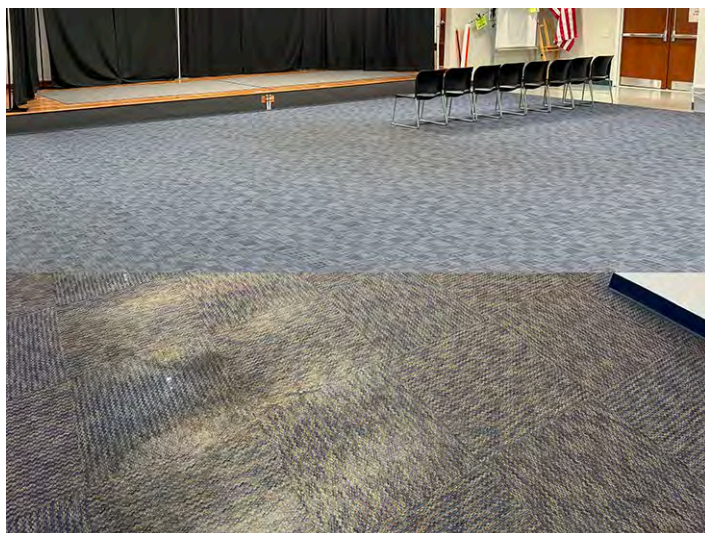
The existing carpet in some areas are showing signs of wear and soiling. In addition, some may believe that it's time to consider a change of style & color. The project would include, but not be limited to, the following:

- 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)

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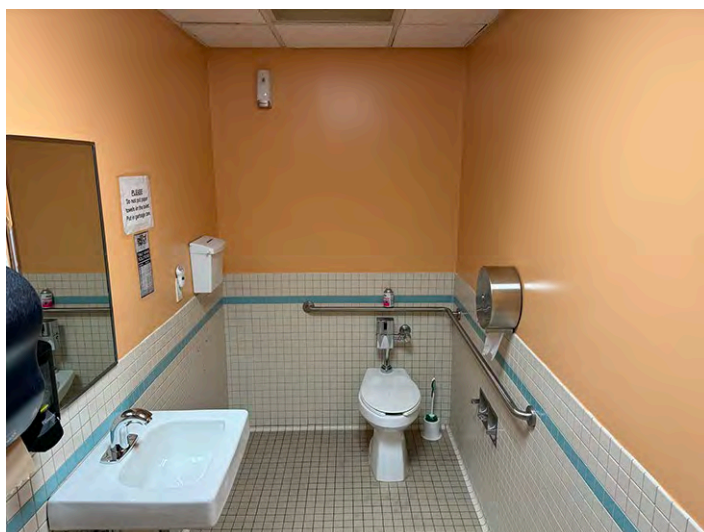
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Item 'O': Staff Restrooms Renovation

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': Interior Alterations & Renovations

The general Interior Alterations & Renovations would include, but not be limited to, the following:

- New Finishes
- New Circ Desk & Millwork
- 1st Floor Program Room
- Study Rooms
- Meeting Room Kitchenette

Estimated Budget: \$300,000 - \$500,000

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Item 'R': Lighting Replacement

Replacement of existing Lighting Fixtures – the project would include, but not be limited to, the following:

- New High Efficiency LED Fixtures
- Wireless Control System

Estimated Budget: \$550,000 - \$650,000



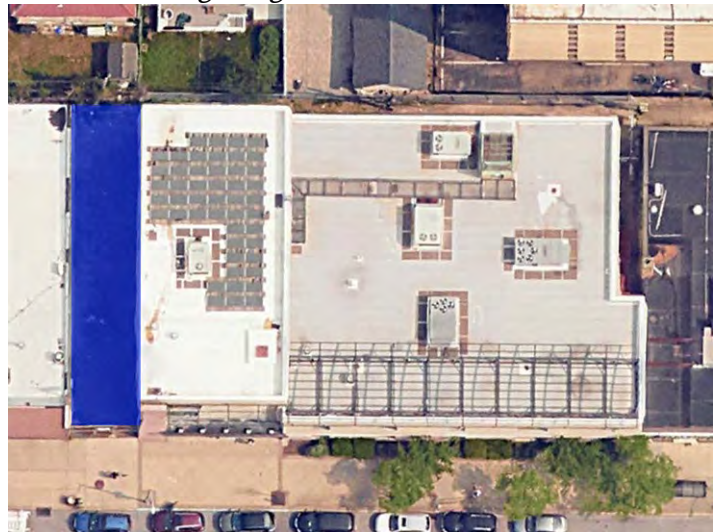
Main Level Lighting

Item 'S': 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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October 15, 2024

Long Beach Public Library
111 West Park Avenue
Long Beach, New York 11561

Attn: Tara Lannen-Stanton, Director

Re: **Proposal for Architectural & Engineering Services related to
Alterations & Renovations**

**Main Branch
111 West Park Avenue, Long Beach**

Dear Tara,

I am delighted to provide you with this proposal for our Architectural & Engineering Services related to the Alteration & Renovation project that you are considering at your Main Branch building. I look forward to the opportunity of utilize my expertise to help the Long Beach Public Library bring your project to fruition in the most thoughtful and economic manner. During my 33+ years of experience, I have assisted many Public Libraries with implementing projects such as this, as well as assisting with the NYS Library Construction Grant process.

My approach to the Architectural & Engineering Services I provide is unique. I approach all of my projects as a collaborative effort, involving the client in the design throughout the process. I view my role as Architect not merely as someone who comes to you with the solution to your problem, but rather someone who will work in partnership with you to develop an understanding of the specific needs of your “building”, your “staff” and your “patrons”, and then create an approach that addresses those needs.

Our long and extensive experience with the New York State Education Department - Office of Facilities Planning, has allowed us to master their “process” and develop a professional relationship with their staff, specifically your NYSED Fiscal Associate – Wendy Clark. We continue to anticipate the positive and timely approval of any and all projects we submit.

We also have a vast amount of experience in preparing Bid and Construction Documents for projects that fall under the requirements of the New York State General Municipal Law for Bidding and Construction (“Wicks Law”). A comprehensive understanding of the Wicks Law requirements, as they relate to Public Libraries, is key to insuring a successful project throughout the bidding and construction process.

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The following will outline the scope of your project, as well as the scope of the services that we will provide to accomplish your goals.

Project Scope:

Based on the recent \$2,500,000 Federal Grant Award, it is my understanding that the Long Beach Public Library would like to develop a comprehensive Alterations & Renovations project. The intent would be that the Project Scope would include the items identified in the Facility Evaluation & Proposed Upgrades Report (October 2024) that JTA has prepared – see attached.

Scope of Architectural & Engineering Services:

Based on the Project Scope above, our Scope of Architectural & Engineering Services will include the following:

Architectural & Engineering Services:

- Perform a detailed on-site Architectural & Engineering evaluation of the existing conditions to determine project specific requirements and scope.
- Meet with the Library to discuss and finalize your needs and to review and finalize the Preliminary Project Scope and Design Concept.
- Upon finalization of the Final Project Scope, JTA will prepare Documents for (1) filing with NYSED - Division of Facilities Planning, (2) Bidding and (3) Construction. These documents will include the following:
 - All Drawings
 - Roof Plan & Notes
 - Details & Notes
 - Annotated Photographs
 - Project Manual - “Front End” Documents will be reviewed with the Library’s legal counsel. Technical Specifications will also be included.
 - NYSED - Division of Facilities Planning Forms/Documents
 - Letter of Intent
 - Checklist for Application
 - Application
 - Scope of Proposed Project
 - Asbestos Letter
 - Structural Responsibility Checklist
 - Code Compliance Checklist
 - Smart Growth (see “Environmental Consultant” below)
 - SHPO Filing & Review (see “Environmental Consultant” below)
 - Proof of SEQRA Determination (see “Environmental Consultant” below)
 - NYSED Requirement: Environmental Consultant (not included in JTA scope of services & fee) – JTA will recommend an Environmental Consultant to assist the Library with the following:
 - SEQRA Determination. FYI - the Library is the “Lead Agency” charged with determining if this project will have a detrimental environmental impact. As such, JTA recommends that you retain an Environmental Consultant that will provide a recommendation to the Library Board of Trustees. They will also create and provide the resolution language.

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- Preparing Document & Filing with the State Historic Preservation Office
- Preparing the Smart Growth Form
- During Bidding - JTA will prepare a “Notice to Bidders” for submission to local publications by the Library. In addition, we will receive and answer all “Requests for Information” (RFI’s) from the bidders. If necessary, we will issue formal addendums to address any substantive information that will need to be conveyed to the bidders. We will also conduct a formal “Pre-Bid Conference” at the Library for all bidders. JTA will attend the bid opening and subsequently perform a review of the low bidder’s qualifications. A Post-Bid discussion will be held with the lowest bidder to evaluate and ensure that the bidder is comfortable with their bids as it relate to the scope of the project. We will prepare a formal recommendation letter to the Library.
- During Construction - JTA will perform periodic site visits to ensure that the contractor is performing the work in conformance with the requirements of the Public Contract and answer any Contractor Questions related to the Documents. We will also review Submittals and Applications for Payment.

Optional Services ‘A’ – NYS Library Construction Grant:

JTA can provide services for filing (online & mailed components) of the NYS Library Construction Grant, on behalf of the Library. Our services will include completing and providing the following (with input and documents provided by the Library):

- Application Form
- Additional Funding Source
- Project Narratives
- Budget Information
- FS-10 Form (mailed to Library System)
- Payee Information Form (mailed to Library System)
- NYSED Substitute W-9 Form (mailed to Library System)
- Attachments
 - Assurances
 - Proof of Available Funds
 - Short Environmental Assessment Form
 - Pre-Construction Building Photographs
 - Smart Growth Form
 - Governing Agency Approvals
 - State Historic Preservation Office Approval or Exemption
 - Vender Quotes

Fees & Billing:

Based on the above stated Scope of Architectural & Engineering Services:

Architectural & Engineering Services: 8.5% of Final Construction Cost

- Schematic Design Phase - 15%
- Design Development Phase - 25%
- Construction Documents Phase - 40%
- Bidding Phase - 5%
- Construction Phase - 15%

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Note:

Initial billing will be based on the estimated budget and will be adjusted at the end of the project based on the Final Construction Cost.

Optional Services 'A': \$2,800 (can be selected at any time)

Initial Payment: 50%

Submission of Grant Application: 50%

Requested Additional Services:

Should you require services that are beyond the above described Project Scope and/or Scope of Services, JTA will either negotiate a fixed fee or bill hourly based upon the rate schedule below. In either case, any additional services will be pre-approved by the Client:

Rate Schedule:

Architectural Services: \$225/hour

Engineering Services: \$225/hour

Reimbursable Expenses:

The following is a list of reimbursable expenses that will be billed monthly:

- Printing & Plotting Expenses – if needed
 - Up to 11 x 17 - No Charge
 - 24 x 36 - \$2.50 per sheet (b&w) \$18.00 per sheet (color)
 - 30 x 42 - \$3.50 per sheet (b&w) \$28.00 per sheet (color)
- Any Overnight and Express Mail - when requested by Client

Relevant References:**Sachem Public Library**

Neely McCahey

Director

631-588-5024

- Proposed Facilities Upgrades – Eval & Report (Periodically Updated)
- Children's Room Renovation: \$58,000 (Completed)
- Emergency Preparedness: \$157,000 (Completed)
- Acoustical Treatment: \$75,000 (Completed)
- Staff Lounge Renovation: \$37,000 (Completed)
- Photovoltaic Project: \$127,000 (Completed)
- Circulation Desk & Self-Check: \$203,000 (Completed)
- Heating Plant Replacement: \$183,000 (Completed)
- LED Lighting Upgrade: \$305,000 (Completed)
- Outdoor Classroom: \$150,000 (Completed)
- Children's Program Room Kitchenette: \$48,000 (Completed)
- Welcome Desk Millwork: \$49,361 (Completed)
- New Staff Area & Related Alterations: \$99,000 (Completed)

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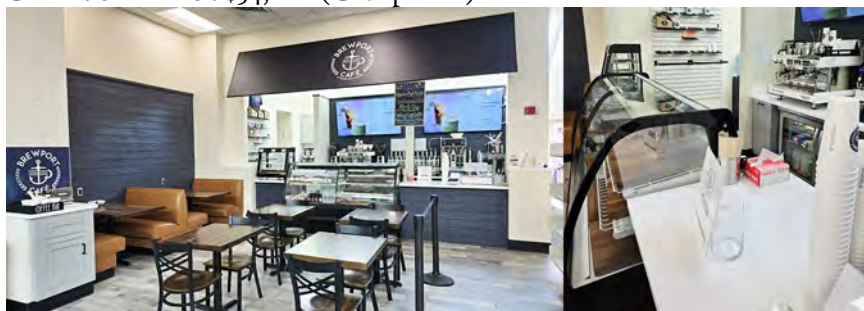
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- Community Garden: \$176,300 (Completed)



- Community Rooms Renovations: \$21,555 (Completed)
- Discovery Grove Renovation: \$70,800 (Completed)
- Millwork, Equipment & Furniture: \$28,990 (Completed)
- Plumbing & Electrical Upgrades: \$25,825 (Completed)
- Cafe Renovation: \$34,800 (Completed)



- Site Renovation Project: \$167,500 (In Construction)

Comsewogue Public Library

Debbie Engelhardt
Director
631-928-6281 ext. 112

- Proposed Facilities Upgrades – Eval & Report (Periodically Updated)
- Masonry Restoration: \$81,000 (Completed)
- Site Improvement: \$66,000 (Completed)
- Parking Lot Replacement: \$164,000 (Completed)
- Masonry Sealing: \$15,000 (Completed)
- Roofing Replacement: \$566,500 (Completed)
- Rooftop HVAC Replacement: \$554,500 (Completed)
- North Wall Waterproofing: \$34,890 (Completed)
- NYS Library Construction Grant Consulting 2022-23 (Completed)
- Skylight Replacement: \$41,900 (Completed)
- Boiler Replacement: \$414,470 (Completed)



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Bay Shore - Brightwaters Public Library

Michael Squillante
Director
631-665-4350

- Proposed Facilities Upgrades – Eval & Report (Periodically Updated)
- Site Improvement: \$493,000 (Completed)

Northport - East Northport Public Library

James Olney
Director
631-261-6930

- Roofing Replacement: \$514,369 (Completed)
- Photovoltaic Project: \$209,400 (Completed)



- Skylight Replacement (In Progress)
- Restroom Renovations (In Progress)

Wantagh Public Library

Shannon Marchese
Director
516-221-1200

- Roofing Replacement: \$627,000 (Completed)
- Window Replacement & Interior Alt: \$189,000 (Completed)
- Full Building HVAC Replacement: \$1,118,500 (Completed)



- LED Lighting Upgrade: \$497,250 (Completed)



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Half Hollow Hills Community Library

Helen Crosson
Director
631-421-4530

- Site Improvement & Parking Lot: \$228,000 (Completed)



- Site Lighting: \$32,650 (Completed)
- NYS Library Construction Grant Consulting 2019-20 (Completed)
- NYS Library Construction Grant Consulting 2020-21 (Completed)
- NYS Library Construction Grant Consulting 2021-22 (Completed)

North Merrick Public Library

Jacqueline Perez
Interim Director
516-378-7474

- Site Improvement - Rear: \$124,000 (Completed)
- Site Improvement - Front: \$94,350 (Completed)
- Entrance Porticos: \$269,360 (Completed)
- EV Charging Stations: \$28,000 (Completed)
- Exterior Pavilion: \$308,000 (Completed)
- HVAC Replacement & LED Lighting Upgrade (In Progress)

Suffolk Cooperative Library System

Roger Reyes
Assistant Director
631-286-1600

- Site Improvement - Sanitary Sys Replacement: \$172,390 (Completed)
- Site Improvement - Landscaping & Sitework: \$259,500 (Completed)
- Emergency Generator: \$355,000 (In Construction)

Huntington Public Library

Joanne Adam
Director
631-427-5165

- Proposed Facilities Upgrades – Eval & Report (Periodically Updated)
- Station Branch - Interior & Exterior Renovations (In Progress)

Center Moriches Free Public Library

Marcie Litjens
Director
631-878-0940

- Sustainability Upgrade Project: (In Progress)
EV Charging Stations & Photovoltaic System
- Site Improvement Project: (In Progress)
- Community Garden Project: (In Progress)

Smithtown Library

Robert Lusak
Director
631-360-2494

- Main Bldg - Area Way Improvement: \$85,800 (Completed)
- Commack Bldg - Site Improvement: \$138,000 (Completed)
- Kings Park Bldg - Emergency Generator: \$215,958 (Completed)
- Nesconset Bldg - Emergency Generator: \$242,358 (Completed)
- Main Bldg - LI History Vault - HVAC Replacement: \$92,000 (Completed)
- Main Bldg - Site Improvement - Phase 1: \$93,528 (Completed)

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- Main Bldg - Site Improvement - Phase 3: \$20,540 (Completed)
- Main Bldg - Site Improvement - Phase 2: \$226,174 (Completed)
- NYS Library Construction Grant Consulting 2022-23 (Completed)
- NYS Library Construction Grant Consulting 2023-24 (Completed)
- Nesconset Bldg - EV Charging Stations (In Progress)
- Kings Park Bldg - EV Charging Stations (In Progress)
- Smithtown Building – Emergency Restoration
& Reconstruction (In Progress)

Amityville Public Library

Todd Schlitt
Director
631-264-0567

- Addition & Alterations – Pre-Bond (Completed)
- Addition & Alterations: Estimated \$8,316,216 (In Construction)



Harborfields Public Library

Ryan Athanas
Director
631-757-4200

- EV Charging Stations (In Progress)

South Huntington Public Library

Janet Scherer
Director
631-549-4411

- EV Charging Stations (In Progress)

East Islip Public Library

Matthew Wuthenow
Director
631-581-9200

- Roofing Replacement Project (In Progress)
- Photovoltaic Project (In Progress)
- Rooftop HVAC Replacement Project (In Progress)

Special Provisions:

General:

1. The following items are not included in the above fee, but are likely to be required for this project. If requested, JTA can make recommendations for any additional consultants needed.
 - Environmental Consultant – for SEQRA Determination
 - The Library is the “Lead Agency” charged with determining if this project will have a detrimental environmental impact. As such, JTA recommends that you retain an Environmental Consultant that will provide a recommendation to the Library Board (they will also create the resolution language).

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2. The following items are not included in the above fee, and are not likely to be required for this project.
 - Construction Supervision or Construction Management
 - Services related to Asbestos and Hazardous Material testing and abatement

Terms and Conditions:

3. All drawings developed pursuant to this agreement shall be prepared in accordance with generally accepted architectural practice and in compliance with industry, and other applicable State, local government and professional association standards.
4. **Work-For-Hire:** This is a work-for-hire agreement. Library shall have exclusive rights in and to all renderings, designs, schematics, plans or other documents, drawing or specifications (“Work Product”), prepared by JTA for or on behalf of the Library pursuant to this Agreement. For the avoidance of doubt, the parties understand and agree that Library, or other architects, engineering firms or consultants retained by Library for subsequent phases of the Project, may use, exploit, modify, or supplement the Work Product produced pursuant to this Agreement without the consent of, or further payment or obligation to JTA. Any reuse without consultation with JTA on extensions of this project or on any other related project is solely at the Client’s risk and, by doing so; the Client shall indemnify and hold harmless the Architect from any and all liability, cost, expenses and fees (including reasonable attorney’s fees) without limitation.
5. **Indemnity:** To the fullest extent permitted by law, Architect shall indemnify the Owner, its officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims, including reasonable attorneys’ fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of Architect or Architect’s officers, directors, members, partners, agents, employees, or sub consultants in the performance of services under this Agreement. In no event shall the indemnification obligation extend beyond the date when the institution of legal or equitable proceedings for professional negligence would be barred by any applicable statute of repose or limitations.

To the fullest extent permitted by law, Owner shall indemnify the Architect, its officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims, including reasonable attorneys’ fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of Owner or Owner’s officers, directors, members, partners, agents, employees, sub consultants, or contractors in the performance of services under this Agreement. In no event shall the indemnification obligation extend beyond the date when the institution of legal or equitable proceedings for professional negligence would be barred by any applicable statute of repose or limitations.

6. **Merger Clause:** This Agreement supersedes and supplants any prior agreement between the parties.
7. **Governing Law & Forum Selection:** The laws of the State of New York will govern the validity of this Agreement, its interpretation and performance, and remedies for contract

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breach or any other claims related to the Agreement. All claims and suits hereunder shall be brought in the court of appropriate jurisdiction located in Suffolk County, New York.

8. No Assignment: JTA may not delegate, assign, sublet or transfer its duties, obligations or interests in this Agreement without the written consent of the Library.
9. Insurance: With the executed copy of this Agreement, JTA will provide the Library with acceptable proofs of insurance showing the amounts of insurance coverage that JTA carries for Commercial General Liability, Workers' Compensation and Professional Liability.

I trust that this proposal sufficiently details the Architectural & Engineering Services we intend to provide in connection with the Alterations & Renovations project at your Main Branch building. If you find the terms contained herein acceptable, kindly sign this proposal, retain a copy for your records and return one to my office – PDF via email is acceptable.

I am delighted at the thought of having another opportunity to work with the Long Beach Public Library to help you achieve your facility upgrade goals. Thank you for your consideration.

Sincerely,

John A. Tanzi, AIA
Principal

Architectural & Engineering Services: 8.5% of Final Construction Cost

Accepted: _____

Signature	Print Name & Title	Date
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Optional Services 'A': \$2,800 (can be selected at any time)

Accepted: _____

Signature	Print Name & Title	Date
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From: [George Trepp](#)
To: [Tara Lannen-Stanton](#)
Cc: [Katie Mitchell](#); [Patricia Bourne](#)
Subject: Request to Waive meeting room fee
Date: Thursday, September 19, 2024 12:10:09 PM

Good afternoon Ms. Stanton:

As you know, the Long Beach Arts Council has been meeting at the Main Library for some time without charge. We began meeting at the Library after COVID restrictions were lifted and when then City Manager Donna Gayden mandated that all City related meetings occur in public. Recently, we were informed that the Library has initiated a charge for such meetings. Pursuant to a meeting with the Long Beach Arts Council Executive Board and upon the advice of Library Assistant Director Williamson, we wish to petition the Board to waive such fees for the Arts Council for our 2025 meetings.

When the Arts Council commenced public meetings there was a prolonged discussion about where to meet. It was decided to meet at the Library because it was perceived as a neutral location devoid of any partisan perceptions. We wish to continue that public view. To that end, the Arts Council would appreciate the Library Board's consideration of this matter. Please advise when the issue will be placed on the Board's agenda. I thank you for entertaining this issue.

George Trepp
georgetrepp@yahoo.com

Notice to Recipient: This electronic message and any attachments may contain confidential or privileged information, and is intended only for the individual or entity identified above as the addressee. If you are not the addressee, or the employee or agent responsible to deliver it to the addressee, or if this message has been addressed to you in error, you are hereby notified that you may not copy, forward, disclose or use any part of this message or any attachments. Please notify the sender immediately by return email or telephone and delete this message from your system. In addition, the recipient of this email is responsible for checking every incoming email for viruses. The sender of this email will not be held liable for any transmitted viruses.

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: October 21, 2024

SUBJECT: Nassau Library System's Proposed Schedule of Fees for the ILS

Nassau Library System requests that each member library board vote on the 2025 Proposed Schedule of Fees for the Integrated Library System and related services.

A summary is below while detailed information is on subsequent pages of this memo.

	Cost per patron record	Cost per item record	Cost per circulation transaction	Total Cost to LBPL
2024 Approved Fees	\$0.195	\$0.195	\$0.195	\$48,342.13
2025 Proposed Fees	\$0.186	\$0.186	\$0.186	\$50,547.24
Change	- \$0.009	- \$0.009	- \$0.009	+\$2,205.11

The total costs are based on an average of the last three years of data related to patron records, item records, and circulation.

Why is the total cost higher for LBPL in 2025 vs. 2024 even though the cost per is down? While we have decreased the number of items in our catalog by weeding and deleting records, we have consistently added patrons for the last four years (22% increase) and our circulation was up 32% from 2021 to 2023.

We get immense value from the shared ILS, especially in comparison to buying and supporting our own ILS. Furthermore, participation in the ILS allows us to participate in the interlibrary lending that allows our patrons to get items faster at lesser expense. In FY 2024, 28% of our patron circs came from items borrowed from other Nassau libraries. Our patrons receive more items than we send out as only 20% of Long Beach-owned items circulated to non-Long Beach patrons

It is requested that the Board vote on the proposed 2025 ILS & Associated Services Budget and Participating Libraries Schedule of Fees from Nassau Library System.

RESOLUTION

The Board of Trustees of the Long Beach Public Library, upon due consideration of the proposed 2025 ILS & Associated Services Budget and Participating Libraries Schedule of Fees, hereby resolves to vote _____ said recommended budget and schedule of fees and hereby appoints the Library Director to submit this authorization to NLS prior to November 21st, 2024.



**RESOLUTION FOR BOARDS OF TRUSTEES
OF PARTICIPATING ILS & ASSOCIATED SERVICES LIBRARIES**

**Vote on the 2025 ILS & Associated Services Budget and/or appoint the Library Director
as the Library Board's Representative to a Vote on the budget.**

As per the Agreement for ILS & Associated Services signed by every Participating Library in 2018, the Nassau Library System (NLS) Board of Trustees seeks a recommendation on the 2025 ILS & Associated Services Budget and Participating Libraries Schedule of Fees.

Based on that agreement, NLS will hold a budget hearing for libraries to ask questions and supply comments. Votes for or against recommending the proposed budget must be transmitted to the Nassau Library System either at or prior to the ILS Advisory Council meeting on November 21st, 2024.

2024 Hearing & Voting Deadline Dates

October 29, 2024 at 7:00 PM VIRTUAL – Online Budget Hearing & Opportunity to Comment
<https://meet.goto.com/157726445>

November 21, 2024 at 9:30 AM – Deadline to vote to recommend this budget and schedule of fees to the NLS Board of Trustees. The voting representatives of Participating Libraries must submit said authorization before this date. Scanned resolutions can be emailed to rdrake@nassaulibrary.org.

In order to participate in the vote on the budget recommendation, we request that each Participating Library Board of Trustees pass the following motion. This motion must either be mailed or transmitted digitally to the Nassau Library System prior to November 21, 2024.

Motion for Participating Libraries

The Board of Trustees of the _____ [insert library name], upon due consideration of the proposed 2025 ILS & Associated Services Budget and Participating Libraries Schedule of Fees, hereby resolves to vote _____ [insert 'in favor of' or 'against'] said recommended budget and schedule of fees and hereby appoints _____ [insert Individual's name] to submit this authorization to NLS prior to **November 21st, 2024.**

Board President's Signature

Date

Print Board President's Name

Nassau Library System

Proposed ILS & Associated Services Budget - 2025

This budget is for ILS & Associated Services as defined by the ILS & Associated Services Agreement signed by every participating library in 2018. More specifically, this budget covers the cost of the Integrated Library System (ILS), the online catalog, the fiber optic network for Participating Libraries, and the software (INN-Reach) that powers LILink. It also covers salaries and benefits of the NLS positions that work on these technology services.

This proposal consists of two documents: [1] Revenue & Expenses Budget for Calendar Year 2025, and [2] Participating Libraries Schedule of Fees.

In 2024, we negotiated contracts with Crown Castle & Lightpath for fiber optic internet lines, resulting in a 49% decrease to the costs of that service. We also released the Vega online catalog which includes new features such as predictive text, improved accessibility, Lexile/Reading level information and more. We arranged a KnowBe4 group buy for cybersecurity awareness training, decreased costs by using in house expertise over our prior network services provider, and hired a cybersecurity firm to assist us in keeping our data and network safe. Lastly, we negotiated a long-term licensing deal with Meraki which establishes both substantial discounts as well as locked-in prices for network licenses, allowing us to predict these ongoing expenses.

In 2025, we expect to release a new and updated consortium mobile app. We also expect to have an updated SMS notification service, a learning management system to better assist with Sierra/ILS training, and ongoing improvements to Vega. We intend to implement improved network and security devices across member library networks as part of an ongoing focus on safety and security.

Even with the many initiatives completed this year and those expected next year, we are extremely pleased to be able to show an overall budget decrease of 7.5%. This is the result of the aggressive fiber negotiations as well as the Meraki licensing deal which allow us to reduce contributions to the ILS Capital Fund to the minimum while still being prepared for unexpected maintenance and future upgrades. Due to varying usage factors – patron records, item records, transactions – libraries see variable increases/decreases to their individual charges, however, the largest decrease is with the Crown Castle/Fiber Optic line charges. Beginning January 1, 2025 these will decrease for all libraries, generally from \$800 to \$364 per month, resulting in a total net savings paid for ILS & Associates Services for all libraries.

The Participating Libraries Schedule of Fees lists the fees to be paid by each Participating Library for these services. ILS & Associated Services have always been provided on a cost recovery basis, with Participating Libraries paying proportionately based on usage factors. The same three usage factors that were used to calculate each Participating Library’s share of the projected expenses for ILS & Associated Services for calendar year 2024 were used again for this proposed budget – patron records, item records, and circulation transactions.

Each Participating Library’s share of the cost is based on the following formula:

<i>Number of Patron Records:</i>	<i>\$0.186 per record</i>	<i>[Based a three-year average]</i>
<i>Number of Item Records:</i>	<i>\$0.186 per record</i>	<i>[Based a three-year average]</i>
<i>Circulation Transactions:</i>	<i>\$0.186 per transaction</i>	<i>[Based a three-year average]</i>

Please note: individual libraries’ fees may go up or down more than the overall budget increase based on their proportional usage of the ILS. Libraries that have experienced greater declines in circulation than other Participating Libraries as well as those who have engaged in more aggressive weeding of their collections and/or patron records have decreased their proportion of ILS usage and therefore have a proportionate decrease in their overall fees.

2025 Proposed Schedule of Fees

ILS & Associated Services Budget

DATA PULLED				Full Calendar Year										2025 Proposed	COST	
Library	2024	2023	2022	2021	Snapshots 9/1		Snapshots 9/1		CIRC AVERAGE		2024 FEES		2023 FEES		0.186 Per Factor	Acquisitions
	ITEMS	ITEMS	ITEMS	ITEMS	PATRONS	ITEMS AVERAGE	PATRONS	ITEMS AVERAGE	CIRCS	CIRCS	CIRCS	2024	2023	2022	2021	
BALDWIN	112801	131605	141352	128586	16363	16041	16363	16041	16257	119581	113671	84235	105829	\$	47,289.91	\$ 46,624.93
BAYVILLE	16876	17804	18622	17767	3758	3355	3505	3355	3539	12198	26098	23767	20688	\$	8,343.38	\$ 8,598.07
BELLMORE	68780	69984	70068	69611	7756	7413	7260	7260	7476	61721	58173	50828	56907	\$	23,523.67	\$ 24,337.24
BETHPAGE	99868	107507	114497	107291	13299	13685	12627	12627	13204	90852	82192	74000	82348	\$	37,584.05	\$ 37,961.82
EAST MEADOW	172464	179557	183618	178546	30680	28277	25573	25573	28177	252128	217681	77972	182594	\$	62,727.18	\$ 66,242.61
EAST ROCKAWAY	54927	55495	56744	55722	6018	6382	5949	5949	6116	48013	50338	54603	50985	\$	21,302.55	\$ 20,985.08
EAST WILLISTON	17008	17795	16711	17171	1180	1368	1344	1344	1297	17628	16669	15818	16705	\$	5,940.90	\$ 6,542.30
ELMONT	192874	198290	200343	197169	32247	31839	31087	31087	31724	176590	138411	126219	147073	\$	62,554.93	\$ 67,135.19
FARMINGDALE	118059	117592	118540	118064	28226	27076	25541	25541	26948	130681	145526	113885	130031	\$	46,674.23	\$ 49,631.66
FLORAL PARK	49202	56554	57261	54339	9139	9123	8822	8822	9028	54647	53130	51875	52017	\$	21,339.24	\$ 21,977.61
FRANKLIN SQUARE	108165	108351	118591	111702	10058	9858	8873	8873	9596	137572	125326	97144	120014	\$	41,789.04	\$ 43,836.52
FREEMONT	150138	157570	156810	154839	15545	21104	19753	19753	18801	74754	58104	55370	62743	\$	44,583.20	\$ 45,246.44
GARDEN CITY	106691	105929	112456	108359	13932	15338	14705	14705	14658	131027	135139	140390	135519	\$	50,240.35	\$ 49,453.50
GLEN COVE	54991	61777	63639	60136	10900	10505	9460	9460	10288	67276	66235	59066	64192	\$	25,668.64	\$ 25,379.90
GOLD COAST	34117	33938	33941	33999	7119	6744	6308	6308	6724	45947	43004	42826	43926	\$	15,420.78	\$ 15,463.70
HEMPSTEAD	203854	206006	208825	206228	18063	17975	17902	17902	17980	33629	31474	19204	28102	\$	46,484.12	\$ 48,403.68
HEWLETT	179420	178069	172390	176626	14919	14185	13288	13288	14131	299727	184707	218449	234294	\$	68,625.91	\$ 71,143.15
HICKSVILLE	115601	115268	117819	116229	24784	22992	21654	21654	23143	84345	77375	79085	80268	\$	47,564.69	\$ 44,296.85
HILLSIDE	118682	119266	121494	119814	12725	11932	11314	11314	11990	106659	104226	73229	94705	\$	37,372.40	\$ 39,831.22
ISLAND PARK	75298	75214	77427	75980	5066	5125	4765	4765	4985	33106	30673	29568	31116	\$	20,157.37	\$ 20,928.31
ISLAND TREES	52166	51776	49648	51197	7066	6637	8448	8448	7384	44170	44389	32095	40218	\$	17,575.22	\$ 17,687.80
LAKEVIEW	47338	49399	58287	51675	3004	3052	3015	3015	3024	11090	8817	4525	8144	\$	13,392.91	\$ 13,047.19
LEVITOWN	216709	217697	224750	219719	30200	28183	25876	25876	28086	187057	185423	183854	185445	\$	77,901.25	\$ 80,473.77
LOCUST VALLEY	48421	52618	54647	51895	3368	3266	3040	3040	3225	39460	31274	32635	34456	\$	15,654.81	\$ 16,637.92
LONG BEACH	101837	118157	118554	112849	30812	28750	26900	26900	28821	143564	138051	108653	130089	\$	47,133.18	\$ 48,342.13
LYNBROOK	69832	74359	75003	73065	11047	11263	10289	10289	10866	79125	72164	68987	73425	\$	27,695.96	\$ 28,618.85
MALVERNE	47037	46553	45752	46447	4268	4257	3817	3817	4114	42463	38981	32245	37896	\$	14,736.96	\$ 15,799.62
MANHASSET	102957	105993	104601	104517	10052	10261	9441	9441	9918	114679	99600	111276	108518	\$	39,136.18	\$ 40,609.86
MASSAPEQUA	164963	162351	158317	161877	28292	27119	26017	26017	27143	154352	179202	128588	154047	\$	58,610.64	\$ 61,641.52
MERRICK	63545	61780	70302	65209	10963	11053	10357	10357	10791	96057	88238	81092	88462	\$	28,237.63	\$ 29,143.34
MINEOLA	67272	70672	73268	70404	8275	7396	7142	7142	7604	60872	59140	58684	59565	\$	25,121.41	\$ 25,927.14
NORTH BELLMORE	89132	93923	93923	90071	14294	14001	12985	12985	13760	94980	93447	90666	93031	\$	34,252.50	\$ 36,139.94
NORTH MERRICK	59206	62214	63893	61771	7714	7584	7136	7136	79430	66726	71419	72525	72525	\$	26,103.04	\$ 26,057.79
OCEANSIDE	100951	108944	122324	110740	24556	23058	21512	21512	23042	227915	206095	220632	218214	\$	65,548.67	\$ 65,402.29
OYSTER BAY	70504	78613	84265	77794	6570	6784	6404	6404	6586	50101	48005	44682	47596	\$	25,003.52	\$ 25,388.03
PENINSULA	104347	104186	105563	104699	15250	13971	12911	12911	14044	341357	339323	258798	313159	\$	67,018.57	\$ 72,621.84
PLAINEDGE	72147	102980	103846	92991	10657	10002	9278	9278	9979	67979	63179	47858	59672	\$	29,981.26	\$ 31,814.25
PLAINVIEW	156658	152090	151029	153259	24243	22851	21230	21230	22775	236002	234684	187397	219361	\$	64,925.67	\$ 69,387.11
PORT WASHINGTON	136041	136588	140848	137826	29400	28037	26325	26325	27921	233576	234804	176497	214959	\$	61,609.99	\$ 66,002.04
ROCKVILLE CENTRE	111612	112441	121587	115213	14036	14337	13706	13706	14026	167605	158937	131389	152644	\$	50,290.61	\$ 51,380.55
ROOSEVELT	72762	71659	71474	71965	7957	8252	7770	7770	7993	16546	13835	8171	12851	\$	16,952.70	\$ 17,534.47
ROSLYN	110076	113530	116042	113216	11950	11955	11288	11288	11744	107720	125896	130375	121330	\$	44,447.08	\$ 46,331.29
SEA CLIFF	19965	19987	20559	20170	3204	3078	2888	2888	3057	22308	21188	19967	21188	\$	8,021.50	\$ 8,097.96
SEAFORD	76734	78740	80524	78666	8285	8464	8153	8153	8301	55798	52230	48026	52018	\$	25,560.28	\$ 26,159.64
SHELTER ROCK	86278	85090	87143	86170	12800	11873	10504	10504	11726	193433	185494	154203	177710	\$	43,358.61	\$ 47,294.72
UNIONDALE	103472	103437	102922	103277	22689	21738	20849	20849	21759	59607	56532	32499	49546	\$	31,525.61	\$ 32,278.55
VALLEY STREAM	98136	98418	98713	98422	14430	14706	13902	13902	14346	72757	64806	49947	62503	\$	31,381.90	\$ 31,921.37
WANTAGH	60243	64761	79875	68293	10224	10281	9705	9705	10070	76182	83571	81872	80542	\$	31,697.00	\$ 31,697.00
WEST HEMPSTEAD	106984	109466	113733	110061	10060	10381	9694	9694	10045	121586	189592	174672	193375	\$	49,602.75	\$ 54,020.79
WESTBURY	91882	98216	99563	96554	23471	22298	22298	22298	22796	72905	65574	57984	65488	\$	34,480.32	\$ 34,283.34
WILLISTON PARK	21097	22335	21606	21679	3694	3779	3640	3640	3704	23992	27473	31526	27664	\$	10,652.76	\$ 10,352.29
	4778145	4937753	5073709	4929869	704608	689780	652181	652181	682190	5367025	5034922	4348747	4916898	\$	1,853,758.32	\$ 1,937,327.43
																\$ 1,958,385.94
																\$ 551,484.72

Proposed 2025 ILS Associated Services Budget

CODE	DESCRIPTION	PROPOSED 2025 Budget	AMENDED 2024 Budget	Proposed Budget Difference		NOTES
				\$	%	
Salaries						
60142-01	Full Time	\$ 551,800	\$ 538,175	\$ 13,625	2.5%	2025 salary increases subject to collective bargaining. Includes estimates for holiday coverage/limited unexpected overtime.
60142-02	Part Time	\$ -	\$ -	\$ -	2.5%	
	Subtotal Salaries	\$ 551,800	\$ 538,175	\$ 13,625	2.5%	
Employee Benefits						
99010	NYS Retirement	\$ 89,943	\$ 70,400	\$ 19,543	27.8%	2025 costs are estimated.
99030	Social Security	\$ 42,300	\$ 42,900	\$ (600)	-1.4%	Payroll driven.
99040	Workers Compensation	\$ 1,900	\$ 1,545	\$ 355	23.0%	2025 costs are estimated.
99055	Disability Insurance	\$ 200	\$ 499	\$ (299)	-59.9%	2025 costs are estimated.
99060-01	Health Insurance	\$ 151,457	\$ 134,135	\$ 17,322	12.9%	2025 costs are estimated.
99060-02	Dental Insurance	\$ 4,390	\$ 4,510	\$ (120)	-2.7%	2025 costs
9906003	Retiree Health Insurance	\$ 33,220	\$ 28,621	\$ 4,599	16.1%	Two retirees as of 2025
9906004	Medicare Part B Reimbursement	\$ 2,200	\$ 2,100	\$ 100	4.8%	One beneficiary as of 2025
	Subtotal Employee Benefits	\$ 325,610	\$ 284,710	\$ 40,900	14.4%	
	Total Personnel	\$ 877,410	\$ 822,885	\$ 54,526	6.6%	
Operating Expenses						
71410	Books and Subscriptions	\$ 100	\$ 100	\$ -	0.0%	
71411	Software / Licenses	\$ 5,500	\$ 5,500	\$ -	0.0%	Includes Fresh Desk ticket system, Office, Site 24x7, Antivirus, Zoho Vault, Tableau, Anydesk
72430-01	Office Supplies	\$ 300	\$ 800	\$ (500)	-62.5%	
72430-02	Library Mailers	\$ 1,000	\$ 600	\$ 400	66.7%	Ordered in bulk, used as needed. Moved to cheaper notice paper
72431	Telephone	\$ 1,200	\$ 1,200	\$ -	0.0%	Switched to VOIP in 2021
72433	Postage & Shipping	\$ 100	\$ 100	\$ -	0.0%	
72438	Professional Memberships	\$ 200	\$ 200	\$ -	0.0%	IUG (Innovative Users Group)
72454	Insurance	\$ 4,500	\$ 4,750	\$ (250)	-5.3%	Cybersecurity and insurance for leased equipment in Participating Libraries. Also for the proportion of NLS insurance that covers ILS & Associated Services equipment at the central site (which is less costly than a separate policy).
72435-01	Continuing Education	\$ 8,500	\$ 11,000	\$ (2,500)	-22.7%	Expected IUG & NYLA.
72437-02	Professional Services - Legal	\$ 500	\$ 1,000	\$ (500)	-50.0%	Legal fees ILS & Associated Services - generally contract evaluation.
72437-03	Professional Services - Audit/Fiscal	\$ 12,000	\$ 13,000	\$ (1,000)	-7.7%	Proportional share of NLS' audit costs for ILS & Associated Services
72437-04	Payroll Processing Service	\$ 825	\$ 1,000	\$ (175)	-17.5%	ILS & Associated Services portion of NLS payroll processing costs
72439-03	Notice Printer Lease/Maintenance	\$ 1,100	\$ 1,100	\$ -	0.0%	Transitioned to cheaper notice printer. Cost is for toner
72439-04	Copier Maintenance	\$ 250	\$ 800	\$ (550)	-68.8%	Fewer copies being printed
70203-03	Computer Equipment	\$ 2,000	\$ 3,000	\$ (1,000)	-33.3%	Computer equipment for central site staff. One replacement scheduled 2025
	Total Operating Expenses	\$ 38,075	\$ 44,150	\$ (6,075)	-13.8%	

Proposed 2025 ILS Associated Services Budget

CODE	DESCRIPTION	PROPOSED 2025 Budget	AMENDED 2024 Budget	Proposed Budget Difference		NOTES
				\$	%	
Purchased Services						
57100	Participating Library Fiber Circuits (Crown Castle)	\$ 231,504	\$ 294,436	\$ (62,932)	-21%	Crown Castle. Decreased cost negotiated beginning July 1st 2024. Not E-Rated
72431-02	Central Site Fiber Circuits	\$ 11,796	\$ 85,148	\$ (73,352)	-86%	(One Lightpath line, One Crown Castle) Contracts negotiated 2024. Offset by E-Rate
72431-03	Redundent Lines (Lightpath)	\$ 127,975	\$ 139,760	\$ (11,785)	-8%	Off-set by E-Rate reimbursement. Contract with Lightpath negotiated 2024
72439-02	Server Room Upkeep	\$ 2,500	\$ 2,500	\$ -	0%	First Tech (server room cleaning twice a year, \$1800), UPS Batteries.
72439-05	INN-Reach	\$ 75,646	\$ 73,443	\$ 2,203	3%	Ill Inn-Reach – Software that powers ILLink
72439-06	Print & Time Management	\$ 9,750	\$ 9,750	\$ -	0%	Comprise (SAM) license. Moved to the cloud in 2021.
72439-07	Sierra Maintenance Renewal	\$ 738,219	\$ 670,214	\$ 68,005	10%	2.5% increase in new contract & first full year Vega catalog
72439-08	ILS Enhancements	\$ 36,000	\$ 32,600	\$ 3,400	10%	Patron Point. Newly includes SMS notices & estimated SMS charges
72439-09	Catalog Enhancements	\$ 10,000	\$ 25,000	\$ (15,000)	-60%	TS360 Reviews. Book covers dropped in 2024.
7243912	E-Commerce Processor Fees	\$ 42,000	\$ 42,533	\$ (533)	-	Payment processing costs for catalog e-commerce and self-check terminals
72439-10	ILS Network Equipment & Support	\$ 55,000	\$ 77,000	\$ (22,000)	-29%	NRI Secure as of mid 2024. Due to planned device replacement, we don't expect to need many spare devices for unexpected device failures
	Total Purchased Services	\$ 1,340,390	\$ 1,452,384	\$ (111,994)	-7.7%	
Other						
9500000	Transfer to Capital Fund	\$ 500	\$ 123,938	\$ (123,438)	-99.6%	2022 saw the final payments on the De Lage Landen loan. E-rate reimbursements are routinely transferred to capital when received. 2025-2026 Sees the expected replacement of most network devices at a cost of ~\$400,000 and a new mobile app
	Total Other	\$ 500	\$ 123,938	\$ (123,438)	-99.6%	
	Grand Total	\$ 2,256,375	\$ 2,443,356	\$ (186,981)	-7.65%	

REVENUE CODE	DESCRIPTION	PROPOSED 2025 Budget	AMENDED 2024 Budget	Proposed Budget Difference		NOTES
				\$	%	
41050	Usage Charge - Circulation	\$ 914,543	\$ 792,382	\$ 122,162	15.4%	2025 budget based on an average of 2021/2022/2023 Circulation
41060	Usage Charge - Patron Records	\$ 126,887	\$ 126,408	\$ 480	0.4%	2025 budget based on an average of patron record snapshots taken 2022/2023/2024
41070	Usage Charge - Item Records	\$ 916,956	\$ 998,538	\$ (81,583)	-8.2%	2025 budget based on an average of item record snapshots taken 2022/2023/2024
40100	Participating Libraries Fiber Circuits	\$ 231,504	\$ 460,800	\$ (229,296)	-49.8%	Crown Castle costs paid by Participating Libraries
40200	Acquisitions Maintenance	\$ 51,485	\$ 50,229	\$ 1,255.72	2.5%	26 libraries, 2.5% increase in 2024 Ill contract
40300	INN-Reach Fee for Non-ILS Services Libraries	\$ 15,000	\$ 15,000	\$ -	0.0%	Fee was set by the ILS & Associated Services Council; it matches SCLS fee.
40400	Sierra User Licenses	\$ -	\$ -	\$ -	0.0%	Placeholder budget line for licenses that may be purchased by participating libraries
	Total ILS Revenue	\$ 2,256,375	\$ 2,443,356	\$ (186,982)	-7.65%	

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: October 21, 2024

SUBJECT: West End Sign Quotes

As per the Board's requests to replace the West End Branch sign, the Business Manager solicited quotes from multiple sign/awning companies.

Dart Awnings - \$5,700

Large Frame Awning – 17' wide X 60" tall X 36" deep

Unlit – would rely on the already installed lights above the awning

Freeport Signs - \$9,480

Large Frame Awning – 17' wide X 64" tall X 24" deep

Backlit – reuse current electrical feed for lights under the canopy

Rainbow Awning - \$9,460

Large Frame Awning – 18' wide X 60" tall X 24" deep

Backlit – install two rows of LED lighting fixtures for the backlit effect

If the Board would like to go for a less expensive option, the unlit awning from Dart would be the way to go since all three quotes are for a similar size awning. If the Board would like to invest in a backlit awning, either Freeport Signs or Rainbow Awning would work since the quotes are so close in price.



Rainbow Awning is licensed in NYC, Nassau County and Suffolk County by Consumer Affairs

Long Beach Public Library
903 West Beach Street
Long Beach, NY 11561
Email: jlessard@longbeachlibrary.org
Phone: 516-432-7200 x 321

Carlos Pasten
3670-14 Oceanside Rd, NY
Oceanside, NY 11572
Phone: 516-889-8301

FINAL PROPOSAL OCTOBER 16, 2024

SCOPE OF WORK:

Manufacture and install a new translucent back lit vinyl awning for the front of the library building located at 903 West Beach Street, Long Beach, NY 11561. The measurements for this new awning will be approximately 18' wide x 2' projection x 60" high. The frame of the awning will be aluminum, utilizing the Miliken Staple System. The fabric used will be Vinyl Eradicated material. Rainbow Awning will also install 2 rows of LED lighting fixtures for the back lit effect and egg crates on the bottom of the awning to prevent birds from entering. Graphics will be applied on the front, valance, and sides of the awning, as per your instructions. Rainbow Awning will also take down the existing left and middle awnings (facing the building), which are currently installed over the business next to the library. The middle awning will be taken down, brought to our shop, cut, rewelded, and will be reinstalled onto the building.

Please note that Rainbow Awning will install the lighting fixtures on the inside of the awning to enhance the back lighting effect.

The Customer must contact their electrician for all necessary electrical hook-ups.

The Milliken Staple System is an awning staple fabrication system with aluminum 1" x 1" welded on a square or round tube, as necessary. All connecting joints shall be welded for maximum rigidity and support. All welded joints shall be grounded, are water-tight and will never rust, as they are not made out of galvanized pipe (which is normally used in the industry).

DELIVERY: 4 - 6 weeks

COLOR: As per provided logo and artwork.

The Prices are as follows:

New awning with aluminum frame, translucent vinyl material, LED lights, egg crates and all graphics, front and sides (as provided by your office)	\$ 7,860.00
Take down existing sign and dispose of materials	\$ 360.00
Take down middle awning, cut, resize and rehang	\$ 1,240.00
Total	\$ 9,460.00

3670-14 Oceanside Rd. West, Oceanside NY 11572

PHONE: 516-889-8301

Email: awnings4u@gmail.com

Web: rainbowawningLI.com

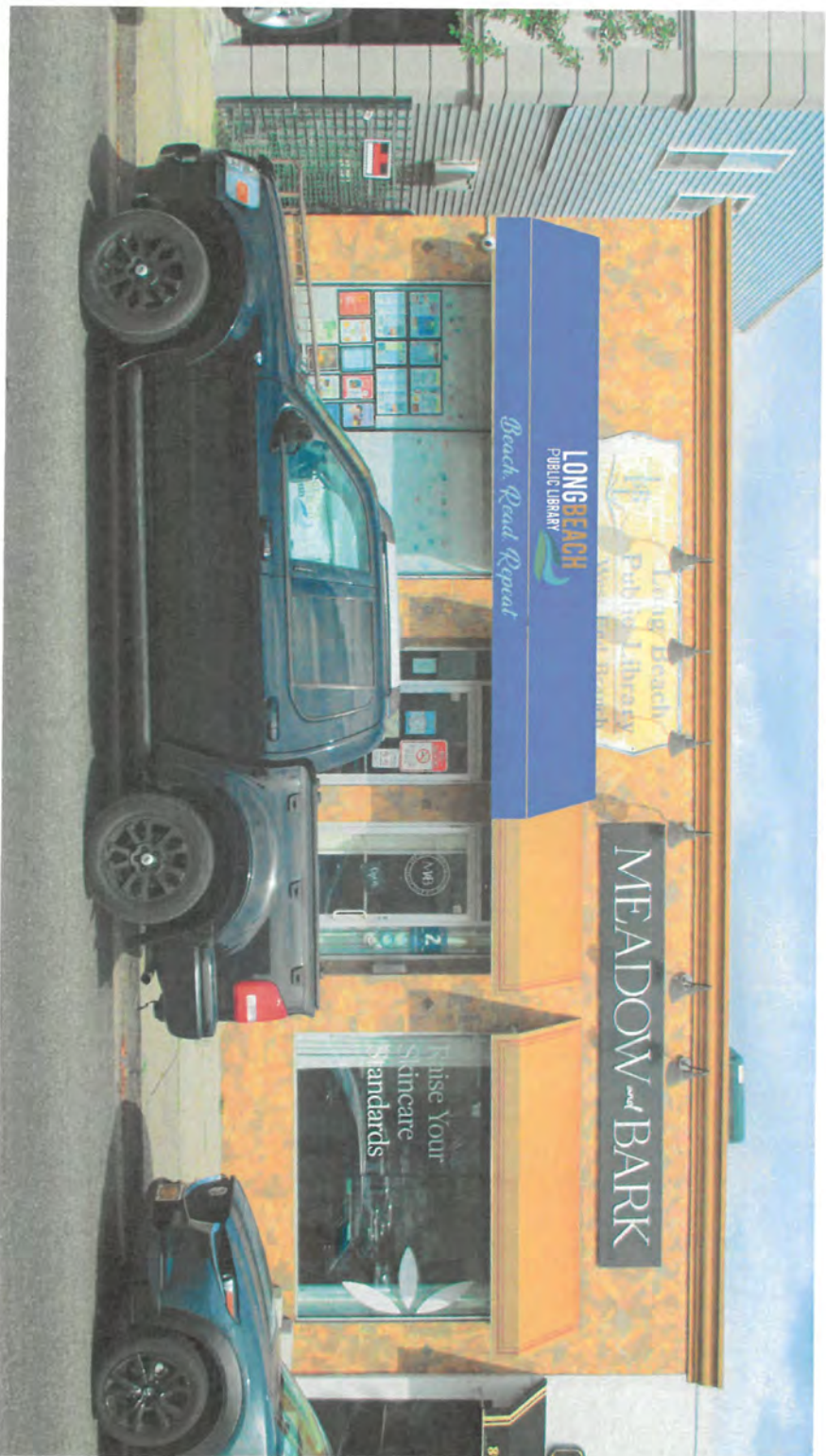
LEFT SIDE VIEW WITH LOGO



RIGHT SIDE VIEW WITH LOGO



BACKGROUND ERADICABLE VINYL COLOR BLUE



RAINBOW AWNING INC.

COMMERCIAL RESIDENTIAL INSTITUTIONAL
www.rainbowawningllc.com

3700-14 Oceanside Rd. West
Oceanside NY 11572

Tel: 516-889-8301

Fax: 516-208-6058

E-MAIL: awnings4u@gmail.com

Customer Information

Customer Name:

Street:

City:

Phone:

E-mail address:

ORDER DATE:

9/28/2024

JOB NO:

DATE:

9/28/2024

DIMENSIONS:

ESTIMATE:

\$ 0.00

SALESPERSON:

Carlos Pasten

26 West 4th Street
Freeport, NY 11520
Fax: 516-623-0159

Tel: 516-867-5851

**EMERGENCY
SERVICE 24/7**

**WE TAKE
ALL MAJOR
CREDIT CARDS
(No Amex)**

DATE Monday September 23 rd , 2024	PHONE (516) 432-8911	CELL # (516) 455-3447	NOTES
CUSTOMER			

CUSTOMER

Attn: Jill Lissard

CUSTOMER ADDRESS

Long Beach Public Library

111 West Park Avenue, Long Beach, N.Y. 11561

Elm: Jtssard @ longbotchlibrary.org

QUANTITY

DESCRIPTION

PRICE

AMOUNT

RE: Long Beach Public Library Canopy

Fabricate and Install Canopy with lettering and logo. Egg Craft on bottom of Canopy. Re-use Electrical Fets for lights under the Canopy.

\$ 9,480.⁰⁰

Taxes

N/C

Think about upgrading to LEDs. Save on electricity and maintenance!

The customer will be responsible for acquiring any permits, licenses, or other approval by local laws and conform to any requirements for the erection and/or maintenance of said described in this order unless otherwise stated above. The right to make changes in design and material, when unforeseen circumstances occur, is reserved. Completion date may change due to delay of delivery of materials, illness, etc. All orders must be accompanied by a 50% deposit with balance paid upon completion and before installation of signs unless otherwise stated above. If for any reason payment is delayed or not made, customer hereby gives permission to remove sign(s) from his premises and must pay for said removal and reinstallation.

PLEASE SIGN AND FAX BACK YOUR APPROVAL

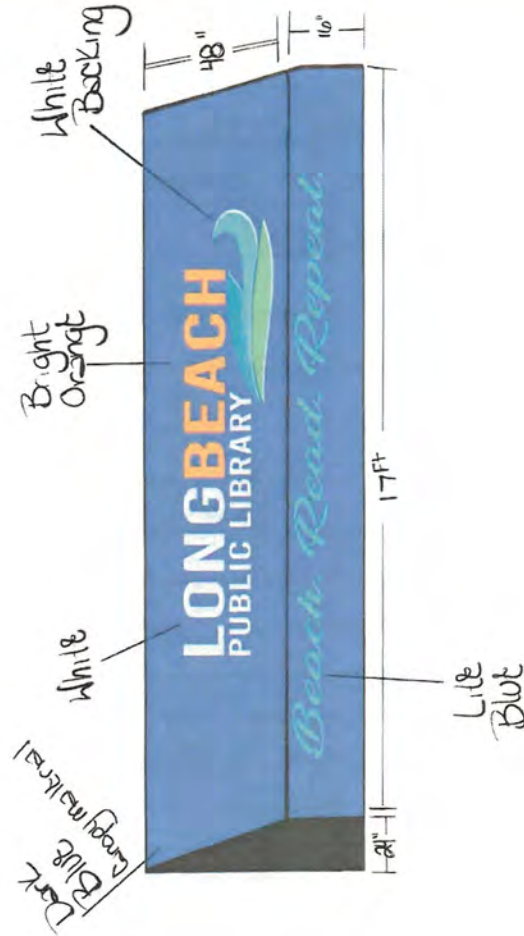
TOTAL \$9,480.00

The Only Item We Mass- Produce Is Creativity!

• Rigging • Emergency Board-Ups • Parking Lot Lighting • Permits •

Truck Lettering • Free Advice • Free Estimates • Canopies • Banners • Grand Opening Flags

PREVIEW FOR ILLUSTRATION ONLY



THIS SKETCH AND DESIGN IS THE SOLE PROPERTY OF FREEPORT SIGNS AND CANNOT BE REPRODUCED IN ANY FORM WITHOUT PERMISSION FROM FREEPORT SIGNS.

Designer: J. Beckell
 Date: Wednesday September 4, 2024
 Project Name: Long Beach Public Library
 Revision: 2
 Customer Name: Jill Utzard
 Project Address: Long Beach NY 11561

CLIENT APPROVAL

Authorized Signature _____
 Date _____

HALE STORM 516-867-5851
www.FreeportSigns.com
SIGNS
 & RIGGING
 Email: FreeportSigns@yahoo.com

License #
NYC0919132
Nassau H0806440000
Long Beach 4254
Suffolk 44655-H



LONG BEACH
PUBLIC LIBRARY

Jill Lessard
Business Manager
(516) 432-7201 x321
jlessard@longbeachlibrary.org



111 West Park Avenue, Long Beach, NY 11561
www.longbeachlibrary.org
@LBPLNY

365 South Main Street - Free

14-2082 / Fax: (516) 544-2081

E-MAILED
8/28/24

CONTRACT SALES ORDER

DATE: 8/27/24
SOLD TO: LB Public Library
ADDRESS: 903 W Beach St
CITY: LB STATE: NY ZIP: _____

ART Jill Lessard
CELL PHONE: _____
HOME PHONE: 516-432-7201
EMAIL: _____ x321

Quote only

option #1 - Smaller Awning Same Shape
Awning Size 17'6" x 30'8" x 36" D
with Logo Total 3550 + TAX 3895

option #2 - Larger Frame Awning Awning Size
17'6" x 36'8" x 60" D with Logo \$4360 4705
+ TAX

Remove Existing Frame cut Down & ReInstall
only over Door Awning Size 66" x 30" \$995

AMOUNT \$ _____
SALES TAX \$ _____
TOTAL \$ _____

DEPOSIT (50%) \$ _____

BALANCE ON INSTALLATION \$ _____

BALANCE UPON INSTALLATION MUST BE IN THE SAME FORM AS DEPOSIT

CASH / CERTIFIED CHECK / ZELLE (dartawning@aol.com)

APPROXIMATE DATE WORK TO BE COMPLETED FROM DEPOSIT - 2-4 wks **WEATHER PERMITTING**

THE MINIMUM DEPOSIT ON ALL ORDERS IS 50%. FOR PICK UP, ORDERS MUST BE PAID IN FULL. THIS ORDER IS SUBJECT TO ACCEPTANCE OF SELLERS SALES DEPARTMENT. BOTH PARTIES AGREE THAT ANY DISPUTE THAT MAY OCCUR SHALL BE SETTLED BY THE AMERICAN ARBITRATION ASSOCIATION OF N.Y.C. THE BUYER IS RESPONSIBLE FOR ANY PLANS OR PERMITS NECESSARY FOR PROJECT. ALL MATERIAL SHALL REMAIN THE PROPERTY OF DART AWNINGS UNTIL PAID IN FULL. FAILURE TO PAY BALANCE UPON COMPLETION MAY SUBJECT THE HOMEOWNER TO A CONTRACTOR'S LIEN AGAINST THE SUBJECT PROPERTY.

SALESMAN Jill Lessard 1245152 CUSTOMER _____

White Copy - Office

Yellow Copy - Customer



FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: October 21, 2024

SUBJECT: Solar Panel Project Updates

To proceed with filing for New York State Education Department (NYSED) approval of the Library's plans to install new solar panels on the 2nd floor roof (SAM grant funds), the Board must approve two resolutions.

Authorization of Project

The Board previously approved moving forward with the solar panel project in June 2023. It is requested that the Board formally authorize the project for NYSED purposes. This resolution is NOT the authorization to approve the actual expenditure of monies. The Board will have that opportunity after the project is bid and the actual costs are submitted.

Resolution to Authorize Project

The Board of Trustees of the Long Beach Public Library authorizes proceeding with the Photovoltaic Project - and further authorizes the use of funds assigned for "Capital Projects" to facilitate implementation.

State Environmental Quality Review Act (SEQRA) Determination

As part of the NYSED review and approval process, a New York State Environmental Quality Review Act review of the proposed scope of work was undertaken by J.C. Broderick & Associates. Please see the SEQRA Resolution on the subsequent pages followed by the SEQRA Determination from JCB.

**STATE ENVIRONMENTAL QUALITY REVIEW ACT
RESOLUTION
PROPOSED CAPITAL IMPROVEMENT PROJECT
LONG BEACH PUBLIC LIBRARY**

WHEREAS, the Board of Trustees of the Long Beach Public Library desires to embark upon the following capital improvements at the library's facility as set forth herein and as listed in the working budget: (1) install an additional new photovoltaic system to the library building roof, (2) incorporate existing system panels into new system and all associated mounting systems, wiring, and devices, (3) associated site work including removal of existing roof trellis, and replace/relocate building façade lighting at the Long Beach Public Library; (hereinafter collectively referred to as the "Project"); and

WHEREAS, said capital improvements are subject to classification under the State Environmental Quality Review Act (SEQRA); and

WHEREAS, maintenance or repair involving no substantial changes in an existing structure or facility are classified as Type II Actions under the current Department of Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(1)); and

WHEREAS, replacement, rehabilitation or reconstruction of a structure or a facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in section 617.4 are classified as Type II Actions under the current Department of Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(2)); and

WHEREAS, retrofit of an existing structure and its appurtenant areas to incorporate green infrastructure are classified as Type II Actions under the current Department of Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(3)); and

WHEREAS, routine activities of educational institutions, including expansion of existing facilities by less than 10,000 square feet of gross floor area are classified as Type II Actions under

the current Department of Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(10)); and

WHEREAS, installation of solar energy arrays on an existing structure are classified as Type II Actions under the current Department of Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(15)); and

WHEREAS, the purchase or sale of furnishings, equipment or supplies...other than the following: land, radioactive material, pesticides, herbicides, or other hazardous materials are classified as Type II Actions under the current Department of Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(31)); and

WHEREAS, the SEQR Regulations declare Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQRA; and

WHEREAS, the Board of Trustees, as the only involved agency, has examined all information related to the capital improvement projects and has determined that the Projects are classified as Type II Actions pursuant to Section 617.5(c)(1), (2), (3), (10), (15), and (31) of the SEQRA Regulations.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby declares itself lead agency in connection with the requirements of the State Environmental Quality Review Act; and

BE IT FURTHER RESOLVED, that the Board of Trustees hereby declares that the Projects are Type II Actions, which require no further review under SEQRA; and

BE IT FURTHER RESOLVED, that the Board of Trustees hereby shall forward an official copy of this Resolution to the New York State Education Department.

J.C. Broderick & Associates, Inc.

Environmental/Construction Consulting & Testing

October 9, 2024

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



1775 Expressway Drive North
Hauppauge, NY 11788
631.584.5492
Fax: 631.584.3395
www.jcbroderick.com

Re: SEQRA Review and Determination to Upgrade the Existing Photovoltaic System and Associated Work Project at:

**Sites: Long Beach Public Library
111 West Park Avenue
Long Beach, New York 11561**

JCB#: 24-59434

Dear Ms. Lannen-Stanton:

J.C. Broderick & Associates, Inc. (JCB) was retained by the Long Beach Public Library (the “Library”) to perform a New York State Environmental Quality Review Act (SEQRA) review of the proposed scope of work, which was provided to JCB by John Tanzi Architects and includes an upgrade to the photovoltaic system by installing additional panels to the existing system and associated work at the Library (hereinafter referred to as the “Project”). The provided scope of work was reviewed and found to meet the actions identified in NYCRR Part 617.5(c)(1), (2), (3), (10), (15), and (31). Therefore, it is our opinion that the scope of work as a whole is categorized as Type II Actions under 6 NYCRR Part 617.5 that have no significant impact on the environment and require no further review under SEQRA.

The New York State Parks, Recreation and Historic Preservation Law, Section 14.09, requires State agencies to consult with the commissioner if it appears that any project which is being planned may or will cause any change, beneficial or adverse, in the quality of any historic, architectural, archeological or cultural property that is listed on the National Register of Historic Places or property listed on the State Register of Historic Places or that is determined by the commissioner to be eligible for listing on the State Register of Historic Places. It requires State agencies, to the fullest extent practicable, consistent with other provisions of the law, to avoid or mitigate adverse impacts to such properties, to fully explore all feasible and prudent alternatives and to give due consideration to feasible and prudent plans which would avoid or mitigate adverse impacts to such property.

The New York State Office of Parks, Recreation and Historic Preservation (OPRHP) and the New York State Education Department (SED) have signed a Letter of Resolution (Designation of Exemptions) in a memorandum of understanding (SED MOU #023-024) for the purpose of expediting the review of projects in accordance with Article 14; Section 14.09 of the New York State Parks, Recreation and Historic Preservation Law. The Letter of Resolution allows a school district or public library’s licensed professional to determine if a scope of work will have an impact on the character of historic resources based upon previous submissions or the age and design of the building. The Letter of Resolution also lists specific project scope of works in Attachment 1 of the MOU that were commonly submitted to OPRHP that are now considered exempt from the review.

The following is a summary of the status associated with the above referenced Project.

- **Long Beach Public Library** - This building is greater than 50 years old; however, has been previously determined to be “Not Eligible” for inclusion in the State or National Register of Historic Places. The

October 9, 2024

M.s Lannen-Stanton of Long Beach Public Library

SEQRA Review and Determination to Upgrade the Existing Photovoltaic System and Associated Work Project at:

Long Beach Public Library

111 West Park Ave., Long Beach, NY 11561

JCB#: 24-59434

SED MOU states “Buildings or structures over 50 years of age or older that have been previously evaluated by OPRHP and found to not meet the criteria for inclusion in the State and National Register (S/NR) are exempt from further review. However, where the project involves site work or any other activity that will lead to ground disturbance, those portions of the project shall be submitted for OPRHP's review of possible impacts to archeological resources unless the work is an exempt category as detailed in Attachment 1.” Since the project does not include ground disturbance, the project is exempt from further OPRHP review

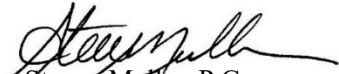
- Upgrade of the existing photovoltaic system that is currently located on the roof of the library

Attached to this letter, please find the relevant Cultural Resource Information System's documentation of status for the above referenced building, as applicable. Also attached, please find the OPRHP Project Review Exemption Form identified for the library building above, which must be signed by the Library's architect.

If there are any questions, or if additional information is needed, please feel free to contact our office.

Sincerely,

J.C. Broderick & Associates, Inc.



Steven Muller, P.G.

Director, Subsurface Division


THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

Office of Facilities Planning, 89 Washington Avenue, Room 360 Education Building Annex, Albany, NY 12234
 Tel. (518) 474-3906
 Email: emscfp@nysed.gov
 www.p12.nysed.gov/facplan/

**NYS Office of Parks, Recreation, and Historic Preservation
 Project Review Exemption Based on the
 Letter of Resolution**

District:	Long Beach Public Library	Date:	
Building:	Long Beach Public Library	Firm:	
Building Address:	111 West Park Avenue Long Beach, New York, 11561	Firm Address:	

SED Project Control Number															
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In Accordance with the Letter of Resolution (LOR) between the New York State Education Department (SED), and the New York State Office of Parks, Recreation, and Historic Preservation (OPRHP), this project is **exempt** from OPRHP review based on the following:

- ☐ The Building is less than 50 years old at the time of project initiation and it is not the work of a recognized Master Architect, Designer, or Builder, or associated with persons or events significant in the history of the State of New York.

The undersigned licensed professional hereby certifies that regardless of the above selection, any portions of the project that include site work or ground disturbance, not in compliance with Appendix A, have been submitted to OPRHP for review of possible impacts to archeological resources. If submitted for OPRHP review, attach a copy of the transmittal letter or the SHPO determination letter.

- ☒ This Building is 50 years old or older. The entire building has been previously evaluated by OPRHP and found not to meet the criteria for inclusion in the State and National Register. (**NOTE: Attach previous determination from OPRHP stating the entire building does not meet criteria.**)

The undersigned licensed professional hereby certifies that regardless of the above selection, any portions of the project that include site work or ground disturbance, not in compliance with Appendix A, have been submitted to OPRHP for review of possible impacts to archeological resources. If submitted for OPRHP review, attach a copy of the transmittal letter or the SHPO determination letter.

- ☐ The project work on this building falls under Appendix A of the LOR, has been designed in accordance with the LOR, certain scope of work items have been submitted to OPRHP for review and approval if required by the LOR, and therefore the project will have little or no potential impact on the character of historic resources. (**NOTE: Attach copy of transmittal submitting portions of work to OPRHP if required.**)

The undersigned licensed professional hereby certifies that regardless of the above selection, any portions of the project that include site work or ground disturbance, not in compliance with Appendix A, have been submitted to OPRHP for review of possible impacts to archeological resources. If submitted for OPRHP review, attach a copy of the transmittal letter or the SHPO determination letter.

CERTIFICATION:

- ☒ The undersigned licensed professional hereby certifies that the work of this project is exempt from OPRHP review for historic resources based on the above selections.

 Signature

 License Number

 Print Name

[illegible]

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: October 21, 2024

SUBJECT: Marginalized residents/patrons

Trustee Donovan requested information on “What are we doing for our marginalized residents/patrons? (i.e. residents in wheelchairs, autistic, deaf and hard of hearing.)” Below is a list of services offered to marginalized patrons over the last 5+ years.

Resources for the visually impaired:

- Signage: Large print signs around the library.
- Large type materials: We have a large selection of fiction and non-fiction in large type.
- Access to materials for the blind: We collaborate with the Andrew Heiskell Braille and Talking Book Library to offer free accessible reading material for patrons who are blind, visually impaired, or are otherwise physically unable to read standard print.

Physical Accessibility for Wheelchair Users:

- Wider Aisles and Lower Shelves: Aisles are wide enough for wheelchair navigation and ensure that books and materials are reachable.
- Accessible Computers and Desks: Workstations with adjustable desks and computers with accessible keyboards and mouse options.

Resources for the Autistic Community:

- Quiet Study Room: Create spaces with low lighting, comfortable seating, and minimal noise.
- Clear Signage and Maps: Offer simplified maps and clear signage to make navigation easy.

- Visual Schedules: Provide visual schedules of events and social stories that explain how to use different areas of the library, participate in programs, or check out materials.

Accommodations for Deaf and Hard of Hearing Residents:

- Provide Captioned Media: Offer audio books and visual materials.
- Visual Alerts and Signage: Use visual cues and signs to communicate important information such as event notices or important reminders.

Inclusive Programming

- Inclusive Storytimes: Offer sensory-friendly or ASL storytimes and programming tailored for different groups.

Assistive Technology and Digital Access:

- Accessible eBooks and Audiobooks: Ensure that digital collections are accessible by providing audiobooks and eBooks that work with screen readers.

Staff Training and Sensitivity Awareness:

- Ongoing Training: We offer staff ongoing training on disability awareness, best practices for communication, and understanding the diverse needs of the community through Niche Academy.

Outreach and Community Engagement:

- Partnerships with Local Organizations: We partner with local schools, and community organizations to share resources and promote library programs.
- Mobile Services and Home Visits: We offer mobile library services, programming and home visits for those who have difficulty traveling to the library.
- Feedback Mechanisms: We have created easy ways for residents to provide feedback on accessibility needs and suggested improvements.

- Implementing these initiatives can greatly enhance the library experience for all residents, making it a welcoming and supportive environment.

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: October 21, 2024

SUBJECT: In-Library Banners vs. Electronic Signs

Trustee Donovan requested that the Board discuss one-time physical banners versus an indoor electronic kiosk.

While the cost of physical in-library banners is fairly cost-effective (example: \$190 for two banners for the Chris Whitaker event), they are one-time use. Patrons have expressed their appreciation for the banners including that they like the size and how they look. We've found them to be very effective.

While we do have television screens that advertise library programs and services, they are not big enough to get the impact we're looking for with high-profile programs. In order to be effective, we'd need to have a digital kiosk that is of a similar size as the physical banners.

In looking at digital signs that are of a similar size, this has the potential to be a costly project. The minimum hardware cost for an indoor digital kiosk that is 2/3 of the size of a physical banner is approximately \$5,500.

A digital kiosk would be a wonderful thing to have but it is costly and we do not currently have adequate space for a digital kiosk. It is recommended that we revisit this during or after the Main Library renovation.