



Monday November 18, 2024 at 7pm (Executive Session at 6pm)
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 10/21/2024 (Vote Needed) **P. 2-3**
- VI. Approval of Bills and Schedules (Vote Needed)
 - 1. Board Warrant 1350 **P. 4**
 - 2. Payroll Warrants 1346, 1348, 1349 w/Treasurer Certifications **P. 5-20**
- VII. Monthly Financial Report
- VIII. Donor Recognition
- IX. Monthly Reports
 - 1. Director's Report..... **P. 21-22**
 - 2. Monthly Stats..... **P. 23-27**
 - 3. FY 2025 Projects..... **P. 28-30**
 - 4. Assistant Director/Adult Services..... **P. 31-38**
 - 5. Programming & Marketing..... **P. 39-46**
 - 6. Patron Services..... **P. 47-50**
 - 7. Youth Services..... **P. 51-57**
- X. Old Business
 - 1. Policies N/A for November
 - 2. Facilities Report & Renovations (Discussion) **P. 58-71**
 - 3. West End Awning (Vote Needed) **P. 72-73**
- XI. New Business
 - 1. Book reconsideration request (Informational) **P. 74-82**
 - 2. Resolution – MOA with Union (Vote Needed) **P. 83-84**
 - 3. Friends of the Library – Report from President (Informational) **P. N/A**
 - 4. Art Committee Update (Informational) **P. 85-86**
- XII. Public Comment (limited to 3 minutes per person)
- XIII. CSEA
- XIV. Personnel (Vote Needed)
 - 1. Philip Boccia, promotion from Librarian I to Librarian III (FT)
 - 2. Nicole Menzsalma, promotion from Librarian I to Librarian II (FT)
 - 3. Eileen Kelly, promotion from Librarian I to Librarian II (FT)
 - 4. Ali Blau, promotion from Librarian II to Librarian III (FT)
- XV. Executive Session (taking place before open meeting at 6 PM)
- XVI. Date and Time of Next Meeting (Vote Needed)
 - 1. December 16, 2024 at 7pm
- XVII. Adjournment (Vote Needed)

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

- 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 09/16/24 were **moved for approval by Trustee Pinto, seconded by Trustee LaSpina, and unanimously approved.**
- IV. Approval of Bills and Schedules
 1. Board Warrant 1347 was **moved for approval by Trustee LaSpina, seconded by Trustee Pinto, and unanimously approved.**
 2. Payroll Warrants 1343, 1345 with Treasurer Certification was **unanimously approved. Motioned by Trustee LaSpina, seconded by Trustee Pinto.**
- V. Monthly Financial Report – was included in the packet for review and discussion.
 1. Donor Recognition – there were no Donors to recognize.
- 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 review and/or voting
 - Revised FY 2025 Policy Review Schedule – the schedule was included in the packet for review and discussion.
 2. Facilities Report & Renovations – information was included in the packet for review and discussion.
- IX. New Business
 1. Petition to waive meeting room reservation fee – after listening to public input, the Board **voted not to waive the fee(s). Motioned by Trustee Pinto, seconded by Trustee LaSpina. Trustees Donovan, LaSpina, and Tansey voted against; Trustee Pinto voted in favor on a contingency basis.**
 2. NLS's Proposed 2025 ILS Services fee – the Board **voted unanimously to accept. Motioned by Trustee Pinto, seconded by Trustee Donovan.**

3. West End Branch Sign – after reviewing the information and pricing included in the packet, the Board **voted to table this item and asked the Business Manager to obtain additional information and pricing. Motioned by Trustee Pinto.**
 4. Photovoltaic Project Update and Resolutions – the Board **voted unanimously to accept. Motioned by Trustee Pinto, seconded by Trustee LaSpina.**
 5. Services for marginalized patrons – information was included in the packet for review and discussion. The Board requested that the Business Manager investigate if federal reimbursements were available for such services.
- X. Public Comment – all other items (limited to three minutes per person)
 - XI. CSEA – there were no CSEA items
 - XII. Personnel – there were no Personnel items
 - XIII. Executive Session – the Board **voted unanimously to enter Executive Session at 7:55 p.m., motioned by Trustee Pinto and seconded by Trustee Donovan. The Board voted unanimously to re-enter Public session at 8:40 p.m., motioned by Trustee Pinto and seconded by Trustee LaSpina. No votes were taken during Executive Session.**
 - XIV. Date and Time of Next Meeting – Monday November 18th, 2024 at 7pm – was **unanimously approved, motioned by Trustee Pinto and seconded by Trustee LaSpina.**
 - XV. Adjournment at 8:40 p.m. – **Motioned Trustee Pinto, seconded by Trustee LaSpina, and unanimously approved.**

DEAR SIR / MADAM:

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

	Date	Num	Name	Memo	Amount
11/18/24					
	11/07/2024	28785	ACE HARDWARE	Facilities/Maintenance supplies	130.76
	11/07/2024	28786	AMAZON.COM	POs 2291, 2293, 2294, 2297 (office/program supplies) POs 4401,4410 (coll	2,873.01
	11/07/2024	28787	BARNES & NOBLE	BOOKS FOR AUTHOR EVENT: Chris Whittaker	690.16
	11/07/2024	28788	BAYSCAN	Circ Labels - PO 2299	859.31
	11/07/2024	28789	BRODART CO	Library Supplies	103.75
	11/07/2024	28790	CENGAGE LEARNING / GALE	October/November 2024 Invoices	620.03
	11/07/2024	28791	FIRE COMMAND	EXTINGUISHER INSPECTION-Nov 2024	350.00
	11/07/2024	28792	FUN EXPRESS (ORIENTAL TRADING)	YS Take Home Crafts - Sept 2024	482.94
	11/07/2024	28793	JOHNSON / SIMPLEX GRINNELL	Fire alarm materials invoice - panel/detector replacement project (SAM 23	14,285.12
	11/07/2024	28794	KANOPI	DEPOSIT ON ACCOUNT: FILM DATABASE - Fall 2024	2,500.00
	11/07/2024	28795	LIBRARY BETHPAGE PUBLIC	PATRON PD LB F/LOST BETHPAGE BOOK; REIMBURSE BETHPAGE	30.99
	11/07/2024	28796	LILRC	OCLC FirstSearch Base Package 2025	1,950.00
	11/07/2024	28797	MIDWEST TAPE	Hoopla - Digital Streaming Content July-Oct 2024	1,942.42
	11/07/2024	28798	MUSEUM-GUGGENHEIM	ANNUAL 1YR RENEWAL 2025	500.00
	11/07/2024	28799	OCLC, INC.	MuseumKey/Lending Key for 2024-2025 (1000407591 & 1000407596)	1,289.84
	11/07/2024	28800	PGM-A / DESANTIS, MARC	APGM:M - 1 X 2HR @ \$175EA "THE SCRIBBLERS:"	175.00
	11/07/2024	28801	PGM-A / GOELLER, ROSA MARIA	Painting Classes-Oct 2024	1,050.00
	11/07/2024	28802	PGM-A / JANSEN, GARY	Meditation July-October 2024	480.00
	11/07/2024	28803	PGM-A / PRINCE, BARBARA	APG:M - 5X 1HR @ \$75 "ZUMBA"	300.00
	11/07/2024	28804	PGM-A / ROZELL, LORI	Low Impact Exercise 3x-60min @ \$60 each	120.00
	11/07/2024	28805	PGM-A / WISEL, LISA M.	APGM-H: 1X 45MIN @ \$90 "MEDITATION"	90.00
	11/07/2024	28806	STAPLES	Replacement Chair for WE Branch-Customer Acct NYC 1829392	131.10
	11/07/2024	28807	SWANK MOVIE LICENSING USA	FILM RIGHTS: I SAW THE TV GLOW	125.00
	11/07/2024	28808	TSSC	VACUUM REPAIR-Feb 2024	1,329.40
	11/07/2024	28809	BAKER & TAYLOR- L9274003 PROC ACCT	ACCT 4003 PROCESSED BOOK- 2024 OCT	4,286.16
	11/07/2024	28810	BAKER & TAYLOR - 40021033 CD PROCESSED	ACCT 1033: PROCESSED MUSIC CDS - 2024 Oct	90.68
	11/07/2024	28811	BAKER & TAYLOR - 75005428 DVDS&CDS	ACCT 5428: DVD/CD -ACCT#75005428 2024 Oct	273.53
	11/07/2024	28812	BAKER & TAYLOR - C0699143	ACCT 9143 GUIDES/CATALOGS/INSTRUC-2024 Oct	67.77
	11/07/2024	28813	BAKER & TAYLOR - L2190303-UNPROCESSED	Unprocessed books - Oct 2024	194.15
	11/07/2024	28814	BAKER & TAYLOR - L9319313 YA	ACCT 9313: YA BOOKS-2024 Oct	251.96
	11/07/2024	28815	BAKER & TAYLOR - L9319493-REF-SPOKEN WORD	ACCT 9493 CDS-SPOKEN WORD- 2024 Oct	261.72
	11/07/2024	28816	NYS RETIREMENT SYSTEM - YEARLY PAYMENT	50141 ERS - 2025 ANNUAL INVOICE	256,218.00
	11/07/2024	28817	OVERDRIVE, INC./DIGITAL LIBRARY RESERVE	CUST ID #1386-1048: EBOOKS/AUDIOBOOKS-10/2024	2,530.19
	11/07/2024	28818	PGM-A / CLARK MEMORIAL GARDEN	APGM-M : 1X 1 @ \$275 "Terrariums- Self-Sustaining Eco-Systems"	275.00
	11/07/2024	28819	PGM-A / ABRAHAMS, MIRIAM	APGM-H: 4 @\$60 EA "Accessible yoga for every body"	240.00
	11/07/2024	28820	PGM-A / ARTISTS IN PARTNERSHIP, INC.	APGM:M - 2 HR @1,000 3x "2nd Annual Jazz and Blues"	3,000.00
	11/07/2024	28821	PGM-A / CAPPETO, PATRICIA	APGM:M - 4X 1HR @\$60 "GENTLE PILATES"	240.00
	11/07/2024	28822	PGM-A / KINSLEY, RANDY	Accessible Yoga - 2x-60min at \$60 each	120.00
	11/07/2024	28823	PGM-A / Neylon, Janine Morales	APG:H 1X 1HR @ \$75 "ZUMBA"	75.00
	11/07/2024	28824	PGM-A / PEARLMAN, WARREN	APGM-V: 1X 2HR @ \$75 "BASEBALL & BASKETBALL"	75.00
	11/07/2024	28825	PGM-A / ROZELL, LORI	APG:H 1X 1HR @ \$60 "LOW IMPACT CARDIO" HYBRID	60.00
	11/07/2024	28826	PGM-J / A TIME FOR KIDS, INC	JPGM-M 4X 45MIN @ \$160 "A TIME FOR KIDS"	640.00
	11/07/2024	28827	Centre Lock Shop	Acct #101842 - change locks on all Library doors	1,683.25
	11/07/2024	28828	PGM-A/ David Bennett Cohen	LB Roxx opening concert - 60min @ \$450	450.00
					<u>303,441.24</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.



CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

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

email transmittal

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To:	Tara Lannen-Stanton	Email:	director@longbeachlibrary.org	
From:	Kyle Zaharatos	Date:	October 17, 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 10/10/24 has been reviewed and approved. This includes the payroll period from September 13th to September 26th. 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

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 8 10, 24				
10/09/2024			Funds Transfer PR 101024 FED TAX	21,870.37
10/09/2024			Funds Transfer PR 101024 NYS TAX	3,927.80
10/09/2024			Funds Transfer PR 101024 NYC TAX	1,084.36
10/09/2024			Funds Transfer PR 101024 NET PR	62,483.69
10/09/2024			Funds Transfer PR 101024 GARNISH	247.00
10/09/2024			Funds Transfer ACCUDATA	434.94
10/09/2024			Funds Transfer PR 101024 OMNI	545.00
10/09/2024	28647	DOUGH HUT	VOID: (200) DONUTS FOR 10/10/24 AUTHOR	0.00
10/10/2024	28648	DOUGH HUT	VOID: (200) DONUTS FOR 10/10/24 AUTHOR	0.00
10/10/2024	28649	DOUGH HUT	(200) DONUTS FOR 10/10/24 AUTHOR EVENT	230.00
10/10/2024	28650	CSEA	UNION DUES &FEES: PAYROLL 2024 1010	982.51
10/10/2024	28651	PREFERRED GROUP PLANS, INCFSA	EMPLOYEE CONTRIBUTIONS P/R 20241010	1,027.88
10/10/2024	28652	PREFERRED GROUP PLANS,INCTRAVEL	EMPLOYEE CONTRIBUTIONS P/R 20241010	150.00
10/10/2024	28653	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 20241010	777.06
10/10/2024	28654	NYSHIP HEALTH INSURANCE	HEALTH INS Acct #03069 2024 NOV	58,656.87
10/10/2024	28655	NYSIF	DB 3191 500 082124 083024	1,227.86
10/10/2024	28656	ATTORNEYQUATELA CHIMERI PLLC	ATTY FEES 2024 ANN BASS	832.00
10/10/2024	28657	CITY OF LONG BEACH WATER FUND	ACCT #24063110 WATER/SEWER 2024 Q4	602.99
10/10/2024	28658	BLAU ALEXANDRA	REIMBURSE TRAVEL: URBAN LIBRARIANS CON	94.68
10/10/2024	28659	KELLY EILEEN	REIMBURSE PGM ITEMS	36.25
10/10/2024	28660	LANNENSTANTON TARA	REIMBURSE SUPPLIES: ARTIST VISIT	122.48
10/10/2024	28661	LANNENSTANTON TARA	REIMBURSE SUPPLIES: TRICK OR TREAT	46.77
10/10/2024	28662	MENZZASALMA NICOLE	TRAVEL: YOGA AT WEST & POINT	17.69
10/10/2024	28663	RAMSARAN ADESH	DINNER EXPENSES SEP 2024	25.00
10/10/2024	28664	SUAREZMATOS TANYA	REIMBURSE PROGRAM SUPPLIES	18.75
10/10/2024	28665	GTS GLOBAL TELECOM	TELEPHONE SUPPORT: GOLD2024 SEP	161.32
10/10/2024	28666	GUARD SECURITY USA INC	GUARDS 2WKS @ \$27.33 /HR	2,405.04
10/10/2024	28667	KNOCKOUT PEST CONTROL EXTERMINATOR	EXTERMINATOR : BIMONTHLY INSPECTION	85.00
10/10/2024	28668	LEAF LEASING (BIZHUB PMA)	BIZHUB RELEASE : C# 1004777944005 2024 S	150.50
10/10/2024	28669	LONG ISLAND CARPET CLEANERS	CARPET CLEANING: 3 BRANCHES	2,677.44
10/10/2024	28670	LOWITT ALARMS & SECURITY SYSTEMS	ACCT #730880 CS MONITORING 2024 Q3	193.05
10/10/2024	28671	MED REIMB CASTELLON ASCENSIO	MEDICARE REIMBURSEMENT 2024 Q3	1,048.20
10/10/2024	28672	MED REIMB GOLDMAN SELMA	MEDICARE REIMBURSEMENT 2024 Q3	1,048.20
10/10/2024	28673	MED REIMB HEFT FAYE	MEDICARE REIMB 2024 Q3	524.10
10/10/2024	28674	MED REIMB MOSKOWITZ GLORIA	MEDICARE REIMBURSEMENT 2024 Q3	524.10
10/10/2024	28675	MED REIMB TREPP GEORGE	MEDICARE REIMBURSEMENT 2024 Q3	3,354.00
10/10/2024	28676	NEWSPAPERSDAILY NEWS	ACCT#1432284: DAILY NEWS 1X7 *26 WEEKS	324.74
10/10/2024	28677	OPTIMUMPOINT LOOKOUT	PL: #07858563502028: TEL+DATA 2024OCT	154.53

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# 1346
OPERATING EXPENSES
10/10/24
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
10/10/2024	28678	PSEGLIP	ELEC: PL : #04552011498 : 2024 SEP	328.78
10/10/2024	28679	QUENCH USA (WATER)	MAIN & WEST END WATER DISPENSER: 2024	343.97
10/10/2024	28680	SAVMOR MECHANICAL	QTRLY INSPECTION / MAINTENANCE Q3	420.08
Oct 8 10, 24				<u>169,185.00</u>

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

PAYROLL WARRANT
SALARY SUMMARY

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

PAYROLL WARRANT # 1246
DATE: 10/10/2024

	Amount
LIBRARIAN	19,677.42
PROFESSIONAL	26,552.64
PATRON SERVICES	10,350.28
CLEANER	2,923.90
PAGE	2,752.63
PER DIEM	226.82
NET PAYROLL	62,483.69
FEDERAL TAX	21,870.37
STATE TAX	3,927.80
MTA TAX	0.00
NYC TAX	1,084.36
ACCUDATA INVOICE	434.94
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$90,048.16

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

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PAYROLL WARRANT
OPERATING EXPENSES

DEAR SIR / MADAM:

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

	Date	Num	Name	Memo	Amount
Oct 22 24, 24	10/23/2024			Funds Transfer PR 102424 FED TAX	15,402.54
	10/23/2024			Funds Transfer PR 102424 NYS TAX	2,775.24
	10/23/2024			Funds Transfer PR 102424 NYC TAX	470.34
	10/23/2024			Funds Transfer PR 102424 NET PR	51,288.35
	10/23/2024			Funds Transfer PR 102424 GARNISH	247.00
	10/23/2024			Funds Transfer PR 102424 ACCUDATA	412.55
	10/23/2024			Funds Transfer PR 102424 OMNI	545.00
	10/24/2024	SEP 2025	CSEA EMPLOYEE BENEFIT FUND (EBF)	VOID: CSEA EMP FUNDED DENTAL2024 NOV	0.00
	10/24/2024	28730	CSEA	UNION DUES &FEES: PAYROLL 2024 1024	982.51
	10/24/2024	28731	CSEA EMPLOYEE BENEFIT FUND (EBF)	CSEA EMP FUNDED DENTAL2024 NOV	1,614.42
	10/24/2024	28732	PREFERRED GROUP PLANS, INCFSA	EMPLOYEE CONTRIBUTIONS P/R 20241024	1,027.88
	10/24/2024	28733	PREFERRED GROUP PLANS,INCTRAVEL	EMPLOYEE CONTRIBUTIONS P/R 20241024	150.00
	10/24/2024	28734	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 20241024	777.06
	10/24/2024	28735	NYS RETIREMENT SYSTEM	MONTHLY PAYMENT 2024OCT	4,072.73
	10/24/2024	28736	DEMARCO STEPHANIE	REIMBURSE SUPPLIES: WOODEN BEADED FAL	22.05
	10/24/2024	28737	DEMARCO STEPHANIE	REIMBURSE SUPPLIES: BUBBLES&RAINBOWS	10.32
	10/24/2024	28738	DEMARCO STEPHANIE	REIMBURSE SUPPLIES: WOODEN BEADED FAL	40.55
	10/24/2024	28739	LANNENSTANTON TARA	REIMBURSE SUPPLIES: FACEBOOK ADS	586.12
	10/24/2024	28740	LANNENSTANTON TARA	REIMBURSE SUPPLIES: WHITTAKER EVENT	42.02
	10/24/2024	28741	MCCAULEY SHAUNA	REIMBURSE PGM SUPPLIES	4.16
	10/24/2024	28742	MCCAULEY SHAUNA	REIMBURSE PGM SUPPLIES	16.38
	10/24/2024	28743	GTS GLOBAL TELECOM	TELEPHONE SUPPORT: GOLD2024 SEP	161.32
	10/24/2024	28744	GUARD SECURITY USA INC	GUARDS 2WKS @ \$27.33 /HR	2,405.04
	10/24/2024	28745	LEAF LEASING (BIZHUB PMA)	BIZHUB RELEASE : C# 1004777944005 2024 C	1,264.76
	10/24/2024	28746	NATIONAL GRID MAIN	GAS: MAIN: #7932939008 2024 AUG	247.56
	10/24/2024	28747	NATIONAL GRID POINT LOOKOUT	GAS: POINT: ACCT# 37696006028 2024 SEP	70.95
	10/24/2024	28748	OPTIMUMMAIN	TEL MAIN : #07858996527031 2024 OCT	363.30
	10/24/2024	28749	OPTIMUM WEST END	WE : # 07858259451034:TEL+DATA 2024OCT	187.52
	10/24/2024	28750	PSEGLIMAIN	MAIN: ELEC: CUST#00082003195 2024 SEP	6,782.87
	10/24/2024	28751	PSEGLIWE	ELEC: WE : #01312015850 : 2024 SEP	289.24
	10/24/2024	28752	TREASURERNAWROCKI SMITH	TREASURY SERVICES SEP 2024	1,040.00
	10/24/2024	28753	RENT POINT LOOKOUT BRANCH	RENT : POINT LOOKOUT : 2024	3,707.34
	10/24/2024	28754	RENT WEST END BRANCH	RENT F/WEST END BRANCH: 2024	3,230.59
	10/24/2024	28755	FRANK CAMPOREALE (BOOKMAN)	BOOK DROP 2024OCT	600.00
Oct 22 24, 24					<u>100,837.71</u>

TRUSTEE, LIBRARY BOARD

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

PAYROLL WARRANT
SALARY SUMMARY

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

PAYROLL WARRANT # 1248
DATE: 10/24/2024

	Amount
LIBRARIAN	20,061.26
PROFESSIONAL	17,218.38
PATRON SERVICES	8,073.49
CLEANER	3,267.02
PAGE	2,517.85
PER DIEM	150.35
NET PAYROLL	51,288.35
FEDERAL TAX	15,402.54
STATE TAX	2,775.24
MTA TAX	0.00
NYC TAX	470.34
ACCUDATA INVOICE	412.55
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$70,596.02

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:	November 15, 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 11/7/24 has been reviewed and approved. This includes the payroll period from October 11th to October 24th. 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. NS noted four (4) employees who were over paid by seven (7) hours each. The next payroll will be adjusted.

Thank you,

Kyle Zaharatos

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
Oct 25 Nov 7, 24					
11/07/2024				Funds Transfer 11/07/24 PR FED TAX	16,495.54
11/07/2024				Funds Transfer 11/07/24 STATE TAX	2,972.12
11/07/2024				Funds Transfer 11/07/24 NYC TAX	483.34
11/07/2024				Funds Transfer 11/07/24 NET PR	54,193.54
11/07/2024				Funds Transfer 11/07/24 PR GARNISH	247.00
11/07/2024				Funds Transfer 11/07/24 PR ACCUDATA	423.58
11/07/2024				Funds Transfer 11/07/24 PR OMNI	545.00
11/04/2024		28756	MR.A.A.	REPAIR / RESET / REPLACE PAVERS	2,500.00
11/07/2024		28758	CSEA	UNION DUES &FEES: PAYROLL 2024 1107	982.59
11/07/2024		28759	PREFERRED GROUP PLANS, INCFSA	EMPLOYEE CONTRIBUTIONS P/R 20241107	1,027.88
11/07/2024		28760	PREFERRED GROUP PLANS, INC. FEES	MONTHLY PLAN FEE 2024 NOV	75.00
11/07/2024		28761	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 20241107	763.69
11/07/2024		28762	PREFERRED GROUP PLANS, INC. FEES	MONTHLY PLAN FEE 2024 OCT 102424 PR	75.00
11/07/2024		28763	NYSHIP HEALTH INSURANCE	HEALTH INS Acct #03069 2024 DEC	58,656.87
11/07/2024		28764	NYSIF	DB 3191 500 102424 110724	608.93
11/07/2024		28765	ASHFORD LENORA	TRANSPORTATIONNY COMIC CON 2024	61.75
11/07/2024		28766	LANNENSTANTON TARA	REIMBURSE SUPPLIES: WATER FOR ROCKY HC	25.34
11/07/2024		28767	NASHAK SARAH	REIMBURSE F/6 PUMPKINSTEEN PMPKN PAIR	13.74
11/07/2024		28768	SIEGEL SARAH	REIMBURSE PGM SUPPLIES F/CHRIS WHITAKI	338.86
11/07/2024		28769	BLAU ALEXANDRA	REIMBURSE F/ALBUMS PER ATT'D	174.94
11/07/2024		28770	DEMARCO STEPHANIE	REIMBURSE SUPPLIES: FALL GLASS CUTTING F	17.45
11/07/2024		28771	SIEGEL SARAH	TRAVEL: LBPL B&N	16.08
11/07/2024		28772	PGMA / VETTER, DANIELLE	HONORARIUM + supplies reimbursement 2nd	2,483.62
11/07/2024		28773	TREASURERNAWROCKI SMITH	TREASURY SERVICES OCT 2024	1,365.00
11/07/2024		28774	CREDIT CARDVISA BUSINESS CARD FNBLI	STATEMENT 2024 OCTOBER	54.26
11/07/2024		28775	LEAF LEASING (BIZHUB PMA)	BIZHUB RELEASE : C# 1004777944005 2024 C	150.50
11/07/2024		28776	NATIONAL GRID MAIN	GAS: MAIN: #7932939008 2024 OCT	307.71
11/07/2024		28777	NATIONAL GRID POINT LOOKOUT	GAS: POINT: ACCT# 37696006028 2024 OCT	15.49
11/07/2024		28778	NEWSPAPERSNEWSDAY INC	NEWSDAY DELIVERY: 2X DAY 7X WEEK 1113	383.84
11/07/2024		28779	NLS ILS SERVICES OPERATING FUND	NLS CROWN CASTLE 2024 NOV	800.00
11/07/2024		28780	PSEGLIP	ELEC: PL : #04552011498 : 2024 OCT	279.23
11/07/2024		28781	PREFERRED GROUP PLANS,INCTRAVEL	EMPLOYEE CONTRIBUTIONS P/R 20241107	150.00
Oct 25 Nov 7, 24					<u>146,687.89</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 # 1349
DATE: 11/7/2024

	Amount
LIBRARIAN	21,348.73
PROFESSIONAL	17,410.26
PATRON SERVICES	9,040.55
CLEANER	3,453.28
PAGE	2,856.37
PER DIEM	84.35
NET PAYROLL	54,193.54
FEDERAL TAX	16,495.54
STATE TAX	2,972.12
MTA TAX	0.00
NYC TAX	483.34
ACCUDATA INVOICE	423.58
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$74,815.12

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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FY 2025 Director's Report – October 2024

Tara Lannen-Stanton, Library Director

General Updates

- The new HVAC units were installed in October and are up and running. There is still some more work to be done in November to adjust them and get them all set up on the Building Management System
- Trustee LaSpina, several staff members, and I marched in the Irish Day Parade. It was so nice seeing patrons outside of the building and hearing so many people shout as we went by how much they love the Library.
- Programs
 - Two big events this month were very well attended (Chris Whitaker author talk and 2nd Annual Rocky Horror Sing Along)
- Items the Library Treasurer worked on
 - Financial report
 - Payroll verifications
- Items the Library Attorney worked on
 - General
 - CBA and rollover contract
 - Legal research on Board questions
 - Personnel matters
 - Reviewed architect proposal
 - Executive session
 - Early voting question
 - Special Projects
 - MOA for 1-year rollover contract
 - Total amount spent on legal services thus far in FY 2025 is \$9,205. \$3,823 (general) and \$5,382 (special projects)

Compliments and Staff Recognition

- A patron complimented Rafael for his friendliness and knowledge in helping them.
- Several patrons expressed their appreciation for our array of offerings and asked if we were going to be expanding into Starbucks.
- A patron expressed their appreciation for all Adult Reference Desk staff specifically noting Ali, saying they are exceptional and go the extra mile for patrons.
- A patron expressed their appreciation for the Open Mic at the West End Branch saying that they appreciated that it was not just comedy, there were musicians too.
- Several patrons complimented our Halloween decorations, especially the zombie Barbies exhibit.
 - One patron said that “the library went crazy with Halloween decorations this year and I love it”.

- A few patrons asked for a zombie Barbie craft class for adults next year.
- 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 that in the last few years (post-COVID) the programs and experiences the Library has been providing are plentiful and fabulous.
 - Multiple patrons complimented Rosa Maria’s painting classes and expressed hope that she will do more.

Meetings and Trainings

- Internal meetings
 - Assistant Director
 - Department Heads
 - Youth Services
 - Programs & Marketing
 - Social Media
 - Stats
 - Patron Services
 - Outreach
 - Architect
- External meetings/events
 - Directors Roundtable
 - Disaster Planning for Libraries (Northern NY Library Network)
- Trainings/Professional Development
 - Crash Course in Horror (Novelist)
 - Overdrive training on new features in Libby

Director's Report – October-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	11,799	236	337	12,372
November-2024				
December-2024				
January-2025				
February-2025				
March-2025				
April-2025				
May-2025				
June-2025				
TOTAL	46,301	1,450	1,276	49,027

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	11,254	281	166	11,701
November-2024				
December-2024				
January-2025				
February-2025				
March-2025				
April-2025				
May-2025				
June-2025				
TOTAL	46,753	1,606	793	49,152

October 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	179	74	4	4	8	14	1	284
Attendance total	1,983	1,604	123	32	88	189	2	4,021
Attendance (In-Person_Adults)	1,703	455	73	0	68	163	2	2,464
Attendance (In-Person_Seniors)	89	0	0	0	0	0	0	89
Attendance (In-Person_Kids)	11	1,048	46	0	20	17	0	1,142
Attendance (In-Person_Teens)	5	38	4	0	0	0	0	47
Attendance (In-Person_Parents)	0	63	0	0	0	0	0	63
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)	133	0	0	25	0	9	0	167
Attendance (Zoom_Seniors)	42	0	0	7	0	0	0	49
Attendance (Zoom_Parents)	0	0	0	0	0	0	0	0

October 2024- Top Programs

Main- Adult		Attendance
Meet NY Times & Internationally Bestselling Author: Chris Whitaker	Staff-Led	136
Program Type: Author Talk		
Cost for External Presenter: \$0	ROI/CPA	\$0.00
Rocky Horror Picture Show Interactive Screening	Staff-Led	106
Program Type: Movies		
Cost for External Presenter:	ROI/CPA	\$0.00
Comedy After Dark: Ivory Fields, Allison Perski & Jeff Goldberg		66
Program Type: Music & Entertainment		
Cost for External Presenter: \$300	ROI/CPA	\$4.55
Main- YS		Attendance
Preschool Readiness		51
Program Type: Other		
Cost for External Presenter: \$150	ROI/CPA	\$2.94
Rise and Shine Storytime!	Staff-Led	50
Program Type: Storytime		
Cost for External Presenter:	ROI/CPA	\$0.00
Play Hooray		45
Program Type: Music & Entertainment, Storytime		
Cost for External Presenter: \$105	ROI/CPA	\$2.33
Fun For All!		Attendance
3rd Annual Halloween Pizza Party: Shrek	Staff-Led	72
Program Type: Movies		
Cost for External Presenter:	ROI/CPA	\$0.00
FUN FOR ALL: Trick or Treat at the Library!	Staff-Led	30
Program Type: Other		
Cost for External Presenter:	ROI/CPA	\$0.00
Point		Attendance
Nature Morte According to Paul C. Frazzanne		13
Program Type: Arts & Crafts		
Cost for External Presenter: \$150	ROI/CPA	\$11.54
West		Attendance
West End Neighbors Civic Association		31
Program Type: Meeting Room Reservation		
Cost for External Presenter: \$0	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	202	<u>2,251</u>	1,983	63	171	32	2
November-2024							
December-2024							
January-2025							
February-2025							
March-2025							
April-2025							
May-2025							
June-2025							
TOTAL	767	9,583	8,245	206	422	274	436

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	68	<u>1,608</u>	1,568	25	15	0	0
November-2024							
December-2024							
January-2025							
February-2025							
March-2025							
April-2025							
May-2025							
June-2025							
TOTAL	234	5,817	5,672	87	58	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	9	<u>36</u>	36	0	0	0	0
November-2024							
December-2024							
January-2025							
February-2025							
March-2025							
April-2025							
May-2025							
June-2025							
TOTAL	37	226	226	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	<u>96</u>	96	0	0		0
August-2024	6	<u>3,567</u>	17	0	0		3,550
September-2024	4	<u>164</u>	160	0	0		4
October-2024	5	<u>126</u>	123	0	3		0
November-2024							
December-2024							
January-2025							
February-2025							
March-2025							
April-2025							
May-2025							
June-2025							
TOTAL	22	3,953	396	0	3	0	3,554

Individual Study Room

Months	Reservations	Attendance Total
July-2024	60	86
August-2024	58	73
September-2024	56	77
October-2024	64	99
November-2024		
December-2024		
January-2025		
February-2025		
March-2025		
April-2025		
May-2025		
June-2025		
TOTAL	238	335

Vinyl Listening Lounge *

Reservations	Attendance Total	VINYL Circulation
39	56	195
44	55	150
28	36	54
50	65	197
161	212	596

* Opened Oct 6, 2023

Online Resources

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

	October-2024	FY 2024 Cumulative	Change from last FY
ebooks	4,370	18,951	0%
eAudiobooks	2,697	10,600	17%
Total	7,067	29,551	5%

Usage of Online Entertainment Services[2]

October-2024	FY 2024 Cumulative
1,675	6,438

Learning Resources and Research Database Use[3]

	October-2024	FY 2024 Cumulative
Sessions/Checkouts	326	869

YouTube

	October-2024	Cumulative Total[4]
Number of views	933	4,297
Number of videos uploaded	0	165

[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

Description of Project	Date Started	Initiated/ Requested by	Funding Source	Notes and updates as of 8/15/2024	Status
Purchasing and installing electronic sign at Main Library	Restarted 10/2024	Board of Trustees	TBD	11/2024 – Director reviewing the quotes and info the Business Manager obtained	In progress
Movable interior electronic display for advertising library events (described by Trustee Pinto as a TV on wheels.)	10/2024	Board of Trustees	TBD	11/2024 – Director reviewing the quotes and info the Business Manager obtained	In progress
Update on Local Artist Wall and Curio Cabinet that have been empty for four months.	7/2024	Update requested by Trustee Donovan		11/2024 - as per Trustee Donovan's request for an update, the Local Artists Wall now has a show up. It will be up through January and we are hoping to do a small reception in December. We have another show scheduled February-March 2025. For the Curio Cabinet, only 2 applications have been received since July 2024. Tanya reached out to them to schedule shows. Neither applicant has responded.	
2nd Floor Program Room Mural	6/2024	Board of Trustees	Operating	11/2024 – mural completed in early November. Public response has been very positive. 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	Complete
Congressionally Directed Spending/Community Project Funding for Main Library renovation	3/6/2024	Director	Federal Funds	11/2024 – Director continues to work on paperwork and environmental review process. 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	11/2024 – updated information on electricity costs included in November Board packet for Board vote. 10/2024 – Quotes & mockup included in Board packet 9/2024 – Business Office Manager has obtained two quotes.	In progress

				8/2024 – Business Office Manager has obtained one quote and is working on getting at least one more	
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	11/2024 – this project will be restarted by Assistant Director in early 2025 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	On hold
Water leaks	1/1/2024	Director	TBD	11/2024 – waiting on update re: quotes from LBSD 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	11/2024 – this project will be given to the Programs & Marketing Librarian Trainee to resume and finish in early 2025. 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	11/2024 – no update from LBSD at this time. Facilities review information available in the Board packet for discussion with the Library's architect 10/2024 – no update at this time. 9/2024 – no update at this time. 8/2024 – no update at this time.	In progress
HVAC - replacement of final three HVAC units by LBSD			LBSD funded	11/2024 – new units installed and running. Additional adjustments will be made over the next few months including connecting and installing tablets for the Building Management System 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	11/2024 – Project nearing completion. JCI is waiting on our elevator vendor to schedule a date for installing fire alarms there and to test the elevator 10/2024 – Waiting to hear from JCI on start date	In progress

				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.	
Solar panels	8/2023		SAM grant	11/2024 – project plans approved by Board at 10/2024 meeting and submitted to NYSED. Still waiting on NYS to approve scope change. 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 OCTOBER 2024 REPORT



JAKEA WILLIAMSON- ASSISTANT DIRECTOR

- Assisted with organizing and running our annual Halloween pizza party program.
- Conducted interviews for various librarian positions.
- Oversaw the development and maintenance of the library's collection, including acquisition and weeding.
- Organized a program for adult learning center students to receive library cards and participate in a guided library tour.
- Supervised and managed notary appointments and related services.

LENORA ASHFORD- ADULT SERVICES LIBRARIAN II

- Ordering for Non Fiction and Graphic Novels are proceeding well. The budget numbers are on track for the comics and NF is close but the lease books are alleviating the burden.
- I have attended NYCC and went to the following panels:
 - Ask A Comics Librarian
 - Keep Bans Off Our Books
 - Titles That You Should Be Reading, Recommending, and Teaching
 - Narrative and Controversy in Non Fiction
 - Writing for Change
 - Putting the Horror and Crime in Comics
 - LGBTQIA+ Romances in Science Fiction and Fantasy
 - The Works of Romantasy
 - What Are You Afraid Of? An Indie Horror Comics Roundtable
 - Books That Keep You Up At Night: A Horror Panel
 - JewCE – The Jewish Comics Experience
 - The Frights and Delights of Queer Horror Comics
 - Cultural Humility in the Classroom Through Comics
- I am still getting complaints from patrons about the new catalog. They are unable to see the contents of items like CD's, which a gentleman said the old catalog would show certain songs he was looking for where the new one does not. I have also noticed even more confusion as to what library owns what and how to request items.

ALEXANDRA BLAU-LIBRARIAN II



- Vinyl Collector's Club: Our theme for this month was ROCKtober. Members brought in their heaviest records. We had music from Led Zeppelin, to Rage Against the Machine to The Osmonds. Our members never fail to surprise and delight.
- *Adult Craft*: The October craft was a fall themed candy corn wall hanging made out of buttons. Each crafter used a template to make their own version.
- Movies: Celebration of Director Tim Burton (Big Fish, Sweeney Todd, Sleepy Hollow) Hispanic American Heritage Month (Critical Thinking) Columbus Day (The New World) General Interest (Uproar, Fresh Kills, Bad Boys: Ride or Die, Horizon: An American Sage)
- Albums and Asanas: Our artist for the month was the legendary Stevie Wonder. This was our first session at Point Lookout and it was a full house.
- Historical Fiction Book Club: I filled in for Jakea for her book club discussion of *Cooking for Picasso* by Camille Aubray. We spoke a lot about Picasso and his art, and they shared their diverse opinions on the book.
- Outreach:
- Nursing Home Visit : Natasha and I brought the Music and Memories program to Beach Terrace Nursing and Rehab. This group was the liveliest bunch we have had so far. They were moving and grooving, using the egg shakers and jingle bells to play along with the music. They shared memories of dancing with boys, annoying their parents with their music, and favorite Elvis movies. The residents were all appreciative of our visit and it was very heartwarming to spend time with them.
- Listening Lounge Podcast: The special guest for the month was the spooktacular Chris Morgue, local musician and employee at Codfish Cowboy.
- Displays: Hispanic American Heritage Month, Italian American Heritage month, Spooky books and movies, Staff Picks – Phil
- Continuing Education: NLS Webinar: Can I Say That?: Navigating Uncomfortable Patron Interactions.

PHILIP BOCCIA-SYSTEMS LIBRARIAN



- October saw a request for a quote on replacing cabling from old Cat 5e to Cat 6A cabling throughout the building from our current vendor Combell, (approx. \$22 grand), with some foreshadowing of what the costs for replacing the server rack that all the current network equipment and rerouting all cabling that terminates to it (roughly \$36 thousand dollars)
- More weeding in Sci-Fi and the cooking area, with more purchases in sci-fi and horror for spooky season.
- Ask the Tech Guy is steady, and my last Tech Talk nightly program garnered 5 participants.

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.

NATASHA DRAX- OUTREACH COORDINATOR

September Programs, Outreach, and Collection Development

- On Tuesday 9/10 Books & Brews returned to Bright Eye Beer co. Twenty-two people joined me to talk about Bill Bryson's A Walk in the Woods. There will not be a meeting next month because I will be on annual leave. We will return in November, which marks the two-year anniversary of this program!
- After meeting with Mrs. Cheryl Johns from the Grandell Rehab center on 9/4, we scheduled their first session of the Music & Memories vinyl program. On 9/18, Ali and I led the session. It was really nice to meet more of the nursing staff at this event as well as visiting family members who were in the community room. They were amazed to know we run this event.
- On Wednesday 9/25, Sarah Siegal and I led the LBNY Bestseller's Book Club in a discussion of The God of the Woods by Liz Moore. There were 13 attendees in total. Thanks were expressed by a new patron who had never attended a book group before.
- Gave out 10 flyers to the Beachwalk Condo; want to do vinyl program and story time once volunteer program is set
- I did not receive a response after reaching out to the MLK Center to co-host a table for National Voter Registration Day. But I did set up a table at the library with registration forms, absentee ballot applications, and early mail ballot request forms in both English and Spanish. I also put out election day inspector and Spanish translator applications as well as a sheet of FAQs and important dates. This information came directly from the NYS and Nassau County government websites.
- On Friday 9/20, I attended the Nassau County Legislators breakfast held at Farmingdale library. It was uplifting to see the expression of bipartisan political support and the renovations and expansion of services that libraries have been able to implement with this financial backing.
- I enrolled a patron for temporary homebound services this month. An avid library fan, they are grateful to receive books during their convalescence.
- I continue to weed the Fiction section which does take some time since it is quite large, with the help of Librarian Trainee Rachel G.

October Program, Outreach, and Collection Development

- We conducted a pantry supply drive for The Great Giveback this year. We received two boxes of donations which we gave to the LB Soup Kitchen.
- I visited the MLK Center on 10/17 and spoke with Sheena, who is one of the new members of the board. She gave me a tour of the building and let me know that they are short staffed but committed to revitalizing the services the center can offer our community. This includes a technology space, recording studio, exercise room, and of course, a lending library and reading room.
- On Friday 10/25, we held our 3rd annual Halloween Pizza party with over 72 adults, kids, and teens in attendance. A heartfelt thank you to our Friends of the Long Beach Library group who sponsored this program again with no cost to our programming budget! And a thank you to local business, Brixx & Barley, who once again provided delicious pizza.
- On Wednesday 10/30, the outreach committee met to talk about upcoming endeavors, which include participation in the Point Lookout Stroll and Electric Light Parade in December, as well as spearheading the organization of MLK's library as a teen ambassador event. I continue to reach out to the contacts I have within the LB school district and EOC/Headstart to pursue further collaborations.
- On Wednesday 10/30, I hosted a discussion of *All the Colors of the Dark* by Chris Whitaker with 12 people in attendance. Most of our patrons were very grateful that they got to hear Chris speak in person earlier that month; kudos to Sarah Siegel for an excellent interview.



NICOLE MENZZASALMA- LIBRARIAN I

- October 6th Discover Yourself Through Journaling program
- October 8th, we hosted Chris Whitaker at the library. I made 200 honey jars and packed them for the author event.
- Teen Night – Macrame Plant Hanger, Halloween Wall Art, Dia de Los Muertos Skulls
- Teen Retreat- Zombie Dolls
- October 16th Albums & Asanas: Stevie Wonder: Signed, Sealed, Dandasana at Point Lookout with Ali Blau.
- Packed the Seed Library with cold weather vegetables.
- Refilling the Propagation Station and the Seed Library as it continues to be popular with patrons.
- New Saturday class “Selfcare Saturday’s: Restorative Yoga,” will start November 9th, it will be a once a month class on my corresponding Saturdays.
- Working on the November and December programming calendar.
- Continuing to work with Natasha Drax ordering new fiction.

TANYA SUÁREZ-MATOS - ASSISTANT DEPARTMENT HEAD OF YOUTH SERVICES (LIBRARIAN III)

- Attended continuing education webinars.
- Long Island Library Resources Council (LILRC) – All Mixed Up: Middle Grade Novelist Raj Tawney
 - Blackbaud – Harness the Power of Your Data to Raise More for Your Mission
 - Colorado State Library (CSL) – Everyday Library Evaluations: Part 1 (Ethics)
 - School Library Journal (SLJ) – In Conversation with National Ambassador of Young People's Literature Meg Medina
 - Booklist – Collection Development Supercharge: Using Bibz Analytics to Enhance Material Selection
 - Colorado State Library (CSL) – Everyday Library Evaluations: Part 2 (Collection)

- Attended the Long Island Library Resources Council's 29th Annual Archives Conference: Connecting to Communities with Local History Librarian Aliza Hornblass at SUNY Old Westbury.
- Interviewed five potential adult volunteers.
- Was interviewed by CUNY Queens student Helena Henry about Librarianship.
- Began booking artists to display their works in the Local Artist Gallery starting in November. As of this report, the gallery is booked through the end of March 2025.
- Onboarded five new adult volunteers. For a total of six active volunteers, whom are acting as Welcome Ambassadors, craft helpers, event photographers, and data entry helpers.
- Finished cross training the Pages between departments.
- Began to accept digital photographs of Long Beach from members of the community to add to the Local History Collection with Aliza Hornblass.
- Attended the monthly Friends of the Library meeting. President Kathy Horace was the only board member in attendance, so those of us present discussed upcoming program collaborations and fundraiser ideas.
- Held Adult Services' programs and crafts (i.e. True Crime Book Club, Maker Monday, Libby Help).
- Held Youth Services' programs and crafts (i.e. Drawing Club, Messy Art, Messy Art for Tots, Pokémon Club).



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



It's hard to believe that the warm summer days will soon be mere memories! To quote James Whitcomb Riley, *'The frost is on the punkin'*! October was an exciting and bustling month in the Programming and Marketing Department, and we anticipate an autumn filled with discovery and entertainment for our patrons.

MARKETING

- Our Channels newsletter, along with our Library flyers remain our most successful methods of communicating our program offerings to patrons.
- 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.
- Tom and Sarah Siegel attended a Social Media Marketing Round Table at NLS On October 1st. It was interesting to learn how other libraries in Nassau County approach social media marketing, as well as the importance they assign to it.
Sarah Nashak and Tom Wojciechowski have been generating creative content for our Facebook and Instagram accounts. As we attempt to attain our goal of increasing the number of postings across all of our active social media accounts and improve engagement across our social media sites we are learning the importance of an organized, thematic, and strategic approach to social media content. 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 are experimenting with various ways to improve staff participation in posted content. We also hope to see greater staff involvement in content creation. As 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.
- 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. October's guest contributor was Long Beach personality **Chris Morgue**.

- 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. We have noted an increased number of cancellations, allowing waitlisted patrons the opportunity to participate.*
- 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.
- 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 for both **Trick or Treat at the Library** and **Rocky Horror Picture Show**.
- Plans remain underway to produce promotional bookmarks using the PMD printers. These will be included with checkouts and available at service desks.
- **Tom Wojciechowski** and **Shauna McCauley** represented the Long Beach Public Library at the recent **Comic Con** in **New York, NY!** Both returned with lots of inspiration and contacts to help us plan for our own **LBPL Mini-Con** in the not-too-distant future.

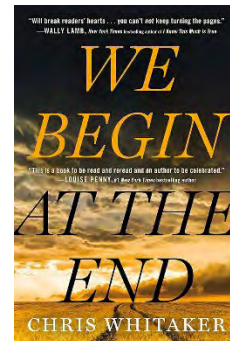
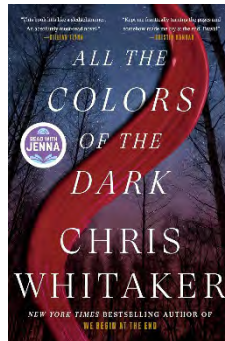
OCTOBER PROGRAM HIGHLIGHTS

Rosa Maria Goeller reprised her program entitled **Nature Morte According to Paul Cezanne on Thursday mornings (October 10, 17 and 24) 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.

In response to the popularity of Rosa’s painting programs we offered a **Tuesday evening** (class at the Main Library entitled **Los Coprichos de Goya (October 8,15,22,29)** 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.

On Thursday, October 10th at 7pm, we welcomed **New York Times and International Bestselling Author Chris Whitaker** and his publicist Dyana Messina to 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. Both books have been optioned for media and are in production. Chris lives in Hertfordshire, England with his family. The Long Beach Friends of the Library sponsored a very successful book sale (more than 50 copies sold), and patrons were delighted to have the chance to meet Chris and have their books signed! From a personal point of view, it was great fun to meet Chris, who I first got to know over Zoom during the pandemic when *We Begin at the End* was released. Chris has such an interesting back story, his writing style is unique and his plots intriguing! 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.



The follow up program to Chris' visit was the **October 30th** meeting of the very well attended **Bestsellers Book Club** where patrons were eager to discuss the book, and highly complimentary of the prior event!

Comedy After Dark on **Thursday, October 17th** featured **Ivory Fields, Alison Perski** and **Jeff Goldberg!**

From the sound of the laughter, the audience of more than 65 people enjoyed the comics a great deal. A special shout out to LBPL's very own Julie Carrion for her million-dollar emcee abilities!

West End Branch played host to its first ever **Open Mic** on **Wednesday, October 23rd** and 22 people turned out to share their talents! Librarian Ron Carroll hosted comics, singers, and poets. We plan to make this a monthly event!

Things did indeed get spicy, when about 40 patrons joined dance instructor Elena Iannucci of Dance Manhattan to learn how to **salsa dance** on **Thursday, October 24th @6:30pm**.

We welcomed the community for early **Trick or Treating at the Library** on **Sunday, October 27th**! Happy Halloween, Long Beach!

The second annual showing of **The Rocky Horror Picture Show (October 30th at 7:30 pm)** was a resounding success! We had more than 100 patrons attend and take part in this interactive showing of the cult classic. The crowd was engaged and boisterous and appreciative! A special shout out to Tom Wojciechowski and Shauna McCauley (a fabulous Magenta!) for their efforts in making the evening so much fun! Next year marks the 50th anniversary of the film! Special plans are already in play!

Our exercise, crafts, book clubs, and other recurring programs all continue to be popular with patrons and are most often filled to capacity!

NEW, NOTABLE, AND COMING SOON

New York stage and screen actor, **Stephen 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.

We'll host our first ever **Friendsgiving Friends Speed Dating** on **November 23 at 3:30pm** at **West End Branch**. Patrons are invited to this informal social mixer designed to help people connect to new friends!

Plans are underway for our **Annual Holiday Photo Shoots** (November 29th and December 3rd) and **Create an Ugly Sweater Fun for All!** This year we will offer patrons the opportunity to decorate a sweatshirt or sweater at **Main (12/15)**, **Point Lookout (12/14)**, or **West End Branch (12/18)**.

ON THE HORIZON

We are still 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 are exploring the best options for taking part in **The Electric Light Parade** and the **Point Lookout Stroll** in **December** and the **Polar Bear Plunge** in **February**.

Plans are underway for a **Winter Reading Bingo Challenge** and for **Blind Date with a Book!**

NY Times Bestselling Author Emma Donohue (*ROOM*, *The Wonder*, *Haven*, etc.) will visit the Library on March 18th to discuss what will be her newly published novel *The Paris Express*, Inspired by a French railway disaster of 1895 that went down in history thanks to a set of surreal photographs. This sweeping thriller brings together characters real and invented, rich and poor, from all over the world, on a steam train hurtling through the countryside. *The Paris Express* is Donohue's sixteenth novel (and twentieth book of fiction!).

An organizational meeting was held to begin planning our **It's a Shore Thing Poetry Festival** taking place **April 5th & 6th**. New this year will be a **Poetry Contest** sponsored by the Library!

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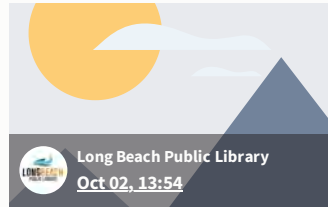
Post reactions & likes Instagram Business 449	Post comments & replies Facebook Page 34	Post shares Facebook Page 31	Post video views Facebook Page 131
Facebook Page 346	Instagram Business 12	Instagram Business 0	Instagram Business 0
TikTok Business 0	TikTok Business 0	TikTok Business 0	TikTok Business 0
Twitter 0	Twitter 0	Twitter 0	Twitter 0
Inbound messages 64 messages	Inbound messages Facebook Page 52 Instagram Business 11 Twitter 1	Post link clicks 584 clicks	

Most Liked FB Posts



Wednesday, October 30th at 7:30pm, dress up in your Transylvanian-best and sing along at our 2nd annual interactive screening of

84 likes and reactions



Join LBPL for a very special evening with Chris Whitaker on Thursday October 10th at 7pm Register now to reserve your spot! Chris

62 likes and reactions



Our staff and patrons dressed to impress this Halloween! 🎃👻🦇

61 likes and reactions

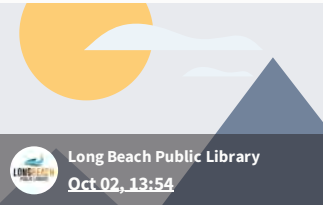
Most Commented On Post



Wednesday, October 30th at 7:30pm, dress up in your Transylvanian-best and sing along at our 2nd annual interactive screening of the cult

12 comments

Highest Reach



Join LBPL for a very special evening with Chris Whitaker on Thursday October 10th at 7pm Register now to reserve your spot! Chris

17,125 reach



Wednesday, October 30th at 7:30pm, dress up in your Transylvanian-best and sing along at our 2nd annual interactive screening of

7,287 reach



If there's one thing most librarians love as much as books and cats, it's Halloween 🎃 On this #localhistorymonday, we've time

925 reach

Most Shared Post



Wednesday, October 30th at 7:30pm, dress up in your Transylvanian-best and sing along at our 2nd annual interactive screening of the cult

12 shares

Highest Engagement Rate



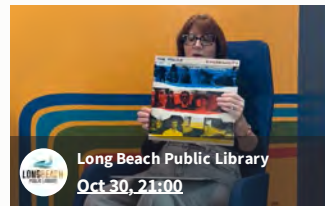
Our staff and patrons dressed to impress this Halloween! 🎃👻🦇

40.03% engagement rate



Think you got what it takes to match the cat to it's LBPL staff member? Comment your answers below! 🐱🐱 #NationalCatDay2024

16.08% engagement rate



Ali is back with another new vinyl haul! Check out one of these new additions in our Vinyl Listening Lounge. Records are from

14% engagement rate

Most Engaged Users



Join LBPL for a very special evening with Chris Whitaker on Thursday October 10th at 7pm Register now to reserve your spot! Chris

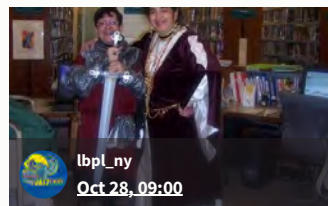
1,001 engagement

Most Liked Instagram Posts



Our staff and patrons dressed to impress this Halloween! 🎃👻🦇 #halloween #costumes #lbplny #trickortreat #librarylove

90 likes



If there's one thing most librarians love as much as books and cats, it's Halloween 🎃 On this #localhistorymonday, we've time

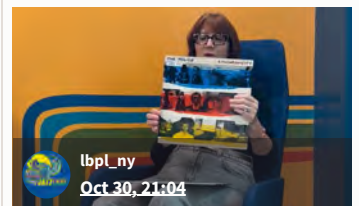
39 likes



Did you know LBPL staff gets to go on cool field trips?? 2 weeks ago, staff members went to NYCC! #NYCC2024 #LBPLNY

34 likes

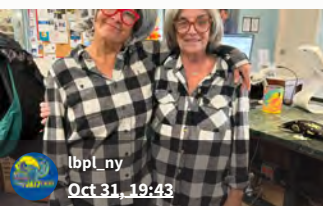
Most Commented On Post



We're back with another new vinyl haul! Check out our newest additions today! @needleandgrooverecords @willhoge #lbplny

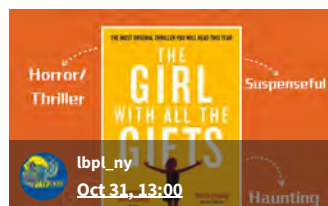
2 comments

Highest Reach



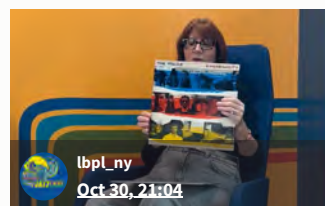
Our staff and patrons dressed to impress this Halloween! 🎃👻🦇 #halloween #costumes #lbplny #trickortreat #librarylove

0 reach



The spookiest day of the year is here, and Book and Beat is preparing for a scare! We suggest giving The Girl With All the Gifts by

0 reach



We're back with another new vinyl haul! Check out our newest additions today! @needleandgrooverecords @willhoge

0 reach

Most Saved Post



Our staff and patrons dressed to impress this Halloween! 🎃👻🦇 #halloween #costumes #lbplny #trickortreat #librarylove #community

0 saves

Instagram Highest Engagement Rate



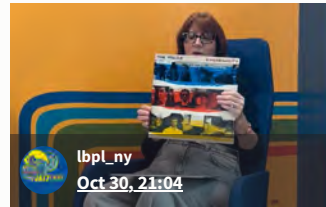
Our staff and patrons dressed to impress this Halloween! 🎃👻🦇 #halloween #costumes #lbplny #trickortreat #librarylove

0% engagement rate



The spookiest day of the year is here, and Book and Beat is preparing for a scare! We suggest giving The Girl With All the Gifts by

0% engagement rate



We're back with another new vinyl haul! Check out our newest additions today! @needleandgrooverecords @willhoge

0% engagement rate

Instagram Most Engaged With Post



Our staff and patrons dressed to impress this Halloween! 🎃👻🦇 #halloween #costumes #lbplny #trickortreat #librarylove #community

0 engagement

TikTok Most Liked Tiktok Videos

No data

TikTok Most Commented On Post

No data

ISSUES WITH EXPORTING TIKTOK DATA FOR OCTOBER 2024

TikTok Highest Reach

No data

TikTok Most Shared Post

No data

TikTok Highest Engagement Rate

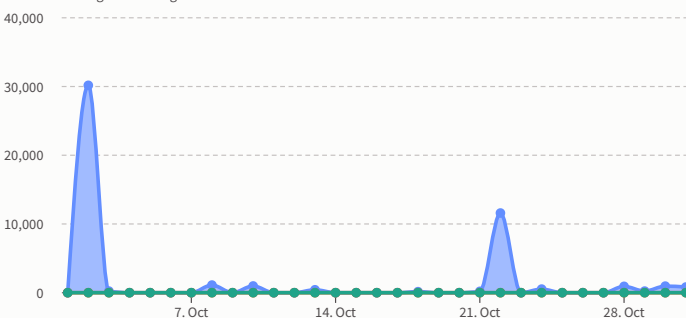
No data

TikTok Most Viewed Post

No data

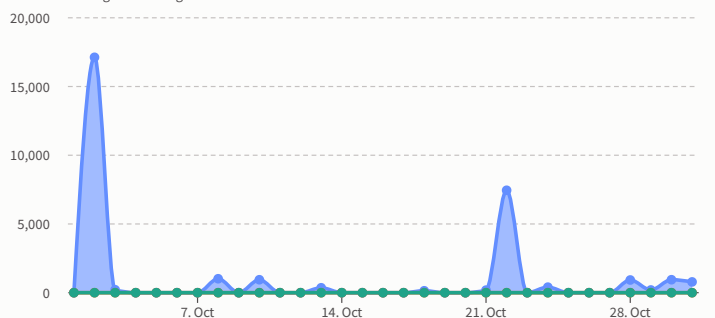
Post impressions

Facebook Page Instagram Business TikTok Business



Post reach

Facebook Page Instagram Business TikTok Business



October 2024
Patron Services Stats for FY 2024

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	492	312	641	7
November				
December				
January				
February				
March				
April				
May				
June				
FY TOTAL	2,395	1,466	3,093	34

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	1,349	11,751	139	1,709
November				
December				
January				
February				
March				
April				
May				
June				
FY TOTAL	5,794	49,280	566	7,125

Meetings and Webinars Attended by Patron Services Staff

- Mariel Matthews
 - o Led EDI Committee Meeting (ALSC, ALA)
 - o Led Library Services to Children of African Decent Meeting (BCALA, ALA)
 - o Attended Can I Say That? Navigating Uncomfortable Patron Interactions (In-Person Professional Development, Nassau Library System)
 - o Retail Management Strategies for Enhanced Library Customer Service (Webinar)
 - o ALSC's Blogger's Get Together (Online Meeting)
 - o ALSC EDI Chairs + PGC + Board Liaison (Online Meeting)
 - o Nassau Library Quest Orientation Virtual Program (Online Meeting)
 - o Outreach Committee Meeting (In Person)
 - o Patron Services Meeting

- Russell Stein
 - o NLS Mobile App Vendors Demos (3/3) (Online Meeting)
 - Communico
 - o B&T Standing Orders/Continuations (Online Meeting)
 - o Nassau Library Quest Orientation Virtual Program (Online Meeting)
 - o

- Ron Carroll
 - o N/A

- Diane Dudderar
 - o N/A

- Jake Cohen
 - o NLS CEU Meeting

- Karen Cho
 - o N/A

Collection Management

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

Departmental Projects

- Switching online library card creation from JSC to night time crew. (In Process)
- Training KC in Book Processing for YS with RG's help (Done)
- Tech Staff welcomes Jake C. He has been promoted to Flex Library Trainee.

Individual Staff Reports

- Mariel Matthews
 - o Adjusted Patron Services Clerk Schedule as needed
 - o Aided patrons in person, over the phone and via email
 - o Assisted at the Circulation desk as needed
 - o Investigated complicated fines and issues in house
 - o Worked with other local libraries with issues
- 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 & media orders, for both Adult Services and Youth Services.
 - o Fulfilled my responsibilities as Interlibrary Loan Librarian, including preparing materials for placement on the hold shelf, as well as packaging items for their return.

- o Led an online presentation about the Hoopla streaming service.
 - o Hosted an open mic at the West End Branch.
- 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
 - o Gave instructions on how to register for programming
- Jake Cohen
 - o working in YS at the desk
 - o facilitated playdough play time and Pokémon Club
 - o begun planning and preparing for the Lord of the Rings movies marathon in January
 - o Attended an NLS program for continuing education credits
 - o Covered the circ desk
- Karen Cho
 - o Learning the book processing procedures
 - o Covers Circulation Desk when needed

October 2024
Youth Services Stats for FY 2025

<i>YS Room Walk-In Attendance</i>				
	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	1,114	194	1,044	2,352
November				-
December				-
January				-
February				-
March				-
April				-
May				-
June				-
FY TOTAL	4,556	992	4,595	10,143

<i>Distribution of Grab & Go Craft Kits</i>			
	Types	Kits	Total
July	13	307	320
August	9	324	333
September	12	390	402
October	21	500	521
November			-
December			-
January			-
February			-
March			-
April			-
May			-
June			-
FY TOTAL	55	1,521	1,576

Individual Staff Reports on subsequent pages

Board Report: October 2024

By Jennifer Firth, Department Head

Continuing Education

10/22/2024 Sexual Harassment Prevention Training for New York Managers

Collection Development Updates

I wrote of departmental changes that were made to the Game Collection in the September Board Report and am happy to report that patrons are happy with those changes. A few patrons have also donated games that have since been added to the collection.

Departmental Updates from Jennifer Firth (YS Department Head)

Staff schedules have settled into a new pattern with few hiccups. We are now tackling the January-June 2025 schedules. This is still dependent on various staff persons school schedules for the new year.

Training for our newest Librarian Trainee Jake Cohen continues. He has settled into the department very nicely and has developed an excellent rapport with library patrons. He has stepped into the programming aspect of the job and filled in successfully for Drawing Club and Pokémon Club. He has also run the Play Dough Club including making playdough!

All youth staff have reviewed the Call Number Processing Manual and added their corrections and changes to it. I also showed it to Karen Cho, who is the processing clerk for the youth materials. She had several questions, so we are back to revising it yet again. We are close to finishing it!

We have successfully made the switch to Laptops in the Youth Department. We now have 4 laptops available to our youth patrons. Requiring a library card to use one has dramatically cut back on the number of problems with youth congregating around the user. We will be looking into a laptop charging dock as open electrical outlets are hard to come by in the Youth Office.

The Halloween Grab & Go Crafts kits were very well received by patrons of all ages. Everyone enjoyed sweet ghosts, witches, and pumpkins. Most of these were produced papercrafts and coloring sheets. Our scary Barbie Zombie Dolls Framed Display in the Youth Art Gallery is still being commented on positively by patrons of all ages. We are already planning how to top this for next Halloween!

In House Foot Traffic has begun its annual upswing from the September Back to School Slump. We have seen a lot of new patrons in the department coming in for homework, choosing books for things like realistic fiction reports and animals of all kinds!

Eileen Kelly- Youth Services Librarian - Board Report- October 2024

October brought a lot of very fun spooky season activities and displays for kids & adults to enjoy! Apart from recurring programs like Play Dough and Rise & Shine Storytime I also arranged several spooky season crafts for children & tweens. Among the craft programs that I hosted were Zombie Dolls, Vampire Wreaths, Adopt a Ghost and Apothecary Jars.



Spooky Season Book Display



Grab & Go Witch Puppets



October Bulletin Board



Apothecary Jars



Marie Antoinette is BACK!



Adopt a Ghost Craft



YS Art Gallery Display *In Repose*

With the addition of onsite & offsite meetings and webinars as well as attending class at night, October was a very busy blur for me. The response to the spooky season crafts was VERY positive, and the installation of curated zombie dolls in the Youth Services Gallery has been overwhelmingly lauded by everyone, especially older patrons. The Zombie Dolls and the Cheesecloth Ghosts that I made for Adopt a Ghost have had quite an interest and a demand from adults who would like me to do the same craft either for all ages or for adults as well next year., which I have already begun planning for.

Sarah Nashak
Teen Librarian
October Board Report

Teen Volunteers

The Teen Volunteer program continues to be a success. Each week we have 5-7 different volunteers dedicating their time to making the library a better place. Volunteers are helping with program preparation, creative projects, and anything else that needs to be done. I feel as though I have formed a wonderful connection with these teens, and I look forward to continuing to manage them.

Teen Ambassadors

The Teen Ambassadors Program is fantastic. I have 8 dedicated teens that have shared wonderful ideas for teen and community engagement. One teen, Erika Rios, has dedicated her time to coming up with a reoccurring series of cultural education – Kid’s Culture Club. Although the name has changed, Erika has created a meaningful Dia de Los Muertos program for November 2nd. The other teens are looking forward to creating special needs programming, teen services, and other great ideas.

Social Media/Collection Management

I continue to work on social media content with the Programming and Marketing Department. We continue to create content for both the Instagram and Facebook accounts, I believe we’re getting some substantial engagement from our audience. Our new video game collection has been a MASSIVE success! The video game collection, comprising of 14 titles has circulated 50 times!

Comic Con

I attended NYCC 2024 on Thursday, 10/17. Since I was only there for the day, I decided to attend a panel with LEAD – Leaders of Excellence, Advocacy, & Discovery. This panel discussed elementary comic book creation clubs, podcasting for kids, and enrichment programs for elementary aged students. This was a wonderful panel, that explored the importance of creativity and advocacy for young students. After the panel, I walked the floor, speaking with publishers, and even met YA author Ryan La Sala!



Patricia Matthews – Librarian Assistant (Youth Services)

Professional Development:

- **Practical Tools for Communication Webinar** – How effective communication is crucial for students with autism of all ages
- **Series Nonfiction** – All about the best of upcoming nonfiction series.

Collection Development:

Included additional biographies to our Little People, Big Dreams non-fiction collection of 95 books facing out displays to increase circulation* (See patron's comments below)

Continually removing materials that contain outdated or inaccurate information or damaged pages and replacing them with updated ones. Well-weeded and maintained collections have begun to increase circulation by making it easier to browse, free up shelf space for creative displays

Teamwork:

YS staff is continuing to collaborate with other departments & branches with consistent communication and sharing of ideas. While working at our West End branch we saw a need and a 'worn/torn' desk chair was replaced and a LBPL phone extension list was updated providing a more professional Reference desk.

Patron Relations:

The following are positive patron comments:

- ****Hi, the "little people.." biographies were a big hit w/ my student. I've come to borrow more. He has to read 30 min every night and he enjoys them. thank you for suggesting them . We are so happy, He is enjoying reading. Thanks for letting us know [patron borrowed 10 books!]***
- ***Hi! we are from Island Park we are here to see the nice notary they told us to come up to Youth Services. Oh this is a very nice children's area!***
- ***This is such a very nice children's library. I just enjoy looking at all the books and decorations! Thank you so much we appreciate it!***

**Shauna McCauley
Librarian Trainee
October Board Report**

Animation Afternoons

On October 17th we held a screening of *Monster House*, which unfortunately again did not draw any attendees. I have been working with other librarians doing film programming to hopefully gather data to better tailor screenings to patrons' needs and interests (as this is not the only series that has been struggling) and hope to regain attendance in the future.

Family Movie

Six patrons attended a screening of *Hocus Pocus* on October 26th. This is fairly consistent with previous months and I'm satisfied with it, although I would always like to have more interested patrons.

Library Calendar

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

Sci-fi & Fantasy Book Club

On October 22nd we had two patrons attend a discussion of N.K. Jemisin's "The City We Became". Unfortunately, I was not able to attend due to illness.

Picture Book Displays



New York Comic Con

On October 17-20th I attended NYCC in Manhattan. I was able to visit several publisher booths, attend panels, several of which were professional or publishing related, and make some connections at other libraries.

Trick or Treat @ The Library

On October 27th we hosted a library wide trick or treat event that included candy, croc charms, a movie marathon, photo-ops, and a scavenger hunt. I would have liked to get a bit more participation, as we only had five people complete the scavenger hunt, but the people who attended seemed happy. I hope to continue and expand the event next year.

Department Changes

After a discussion with the Director, as of the beginning of November I am shifting away from Youth Services and will be focusing more on Social Media and Local History.

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: November 18, 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.

Long Beach Public Library

111 West Park Avenue
Long Beach, New York 11561



Facility Evaluation & Proposed Upgrades

October 2024

General Description

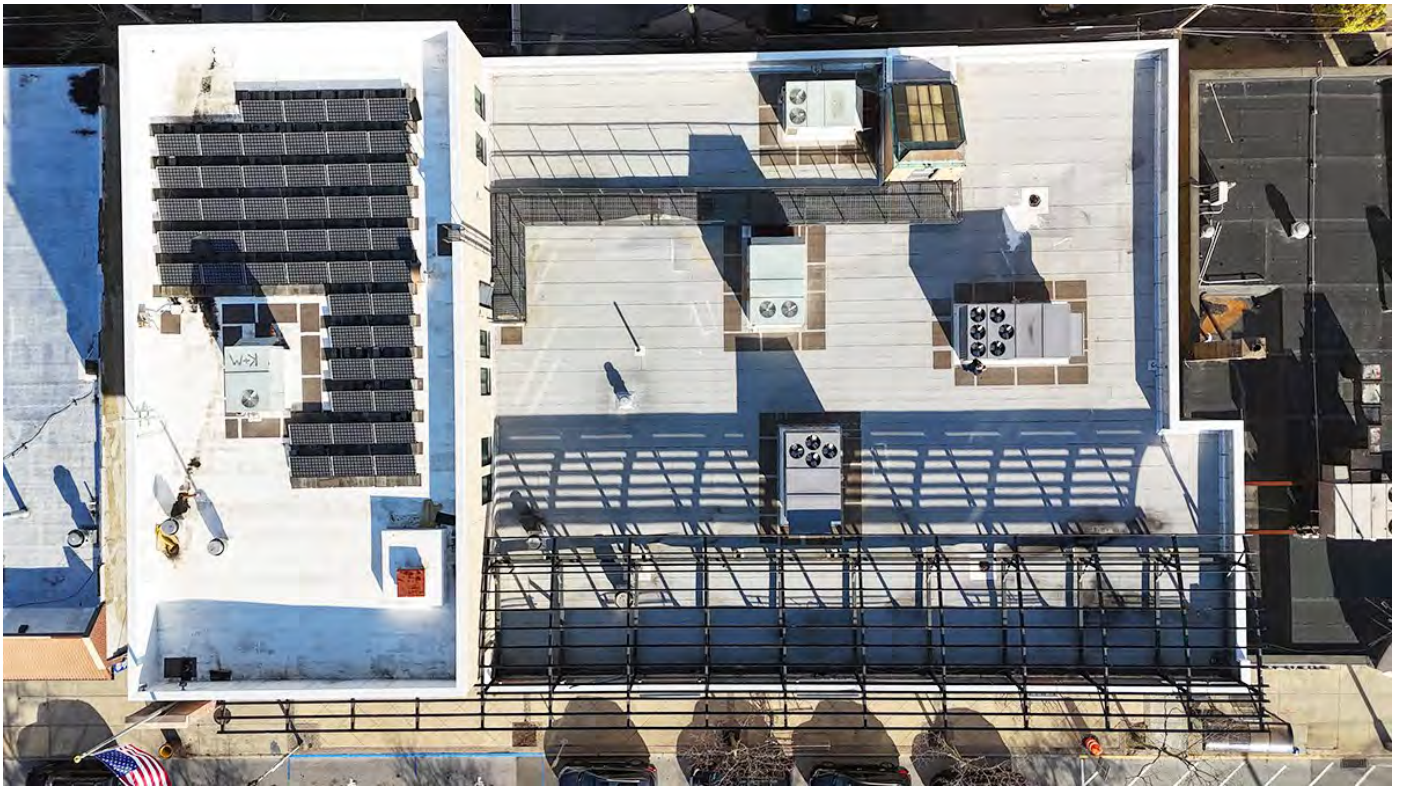
The Long Beach Public Library building consists of three story building (no basement), as follows:

- 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.

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

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 – 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 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).

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



Exterior Masonry Walls – Concrete Block (South Side)



Exterior Masonry Walls – Brick (North Side)



Exterior Wall – EIFS System

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.

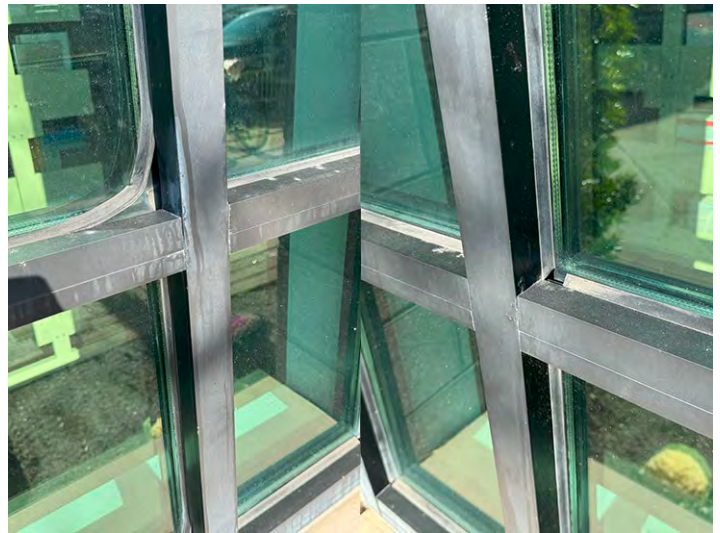
In addition, it has been conveyed that during high winds – air, rain & snow migrate through the 1997 window system at the operable window locations (3rd floor). JTA recommends that these windows also be replaced.

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

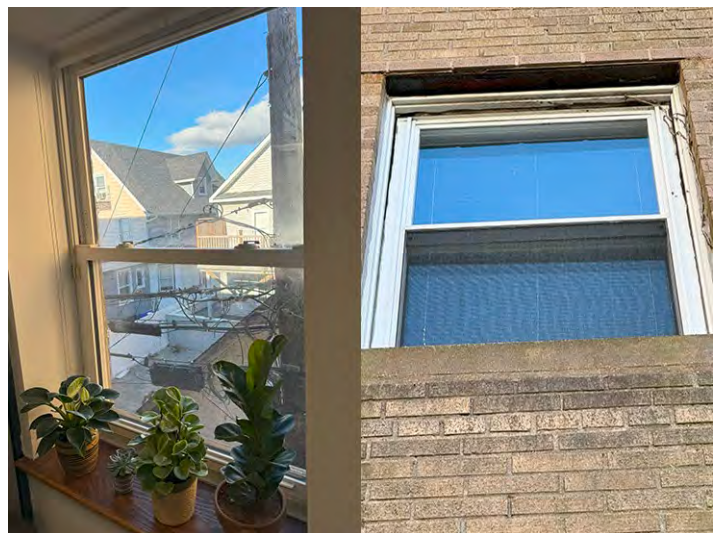
JTA recommends that the Library discuss the above evaluation and recommendation with the School District to facilitate the project.



Window System - Fixed 1997



Window System - Operable 1997 (3rd Floor)



Original Windows – North Facade (2nd Floor)

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:

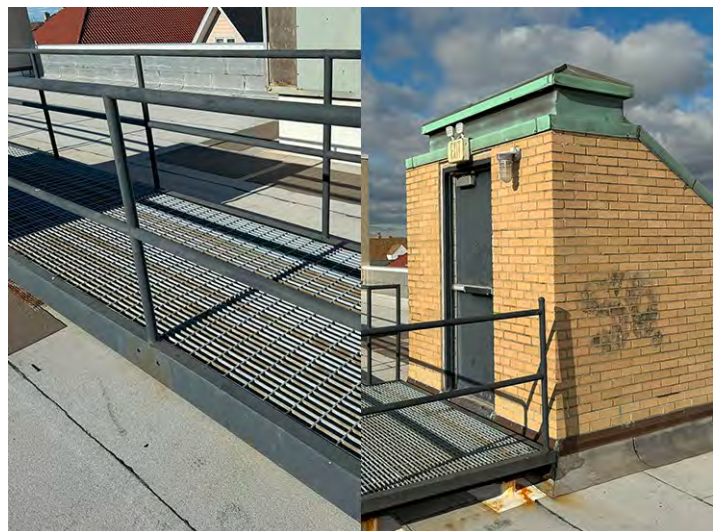
JTA recommends that the Library discuss the above evaluation and recommendation with the School District to facilitate the project.



Roof – Lower & Upper



Roofing – “Built-Up” System



Exit Catwalk

Stair Bulkhead & Skylight

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)

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

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

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.

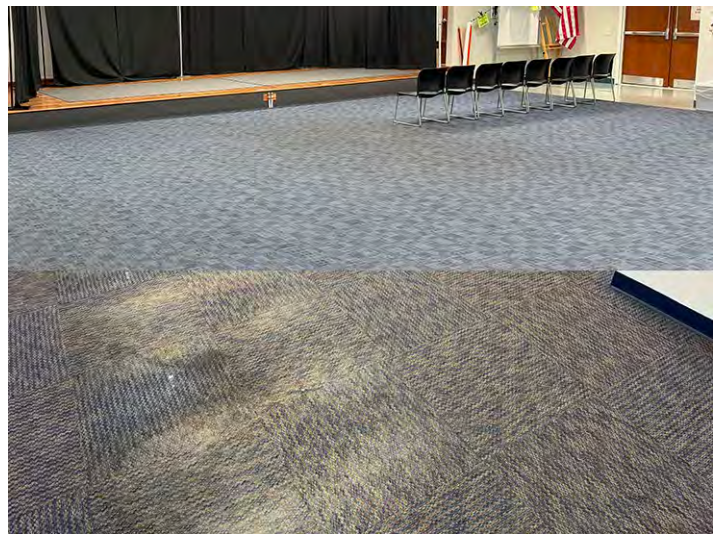
The existing carpet in some areas are showing signs of wear and soiling. In addition, some may believe that it's time to consider a change of style & color. The project would include, but not be limited to, the following:

- 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

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)

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

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



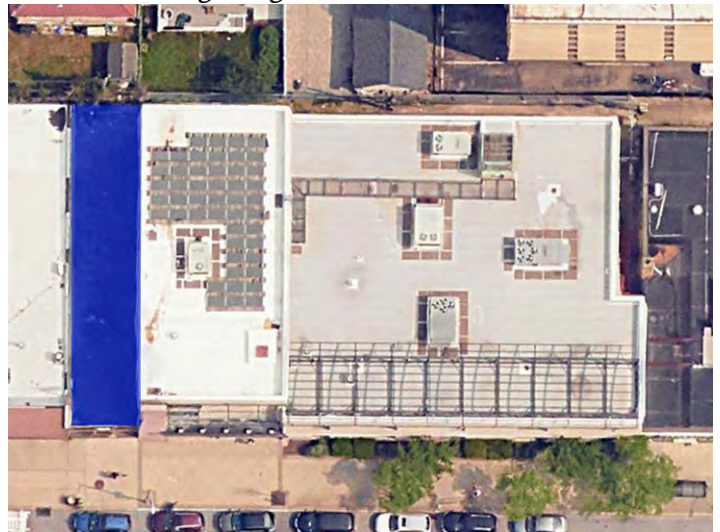
Main Level Lighting

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)

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: October 21, 2024

SUBJECT: West End Sign Quotes

At the October 2024 meeting, the Board requested further information on costs for electricity and warranties to replace the sign and awning at West End Branch. On the second page of this memo, a summary of that information is attached.

Based on that information, it is recommended that the Board approve Freeport Signs as the vendor to replace the West End Branch's awning and sign.

AWNING / SIGN WEST END (11/18/2024 updates)									
VENDOR	CONTACT	PHONE	EMAIL	SIZE	PRICE	TOTAL COST W/ELECTRIC HOOKUP	WARRANTY	FROM LB APPD LIST?	COMMENTS
FREEPORT SIGNS	HALE STORM	516-897-5851	FREEPORTSIGNS@YAHOO.COM	34"X59"	\$ 9,480.00	\$ 9,480.00	2YR CANOPY/FRAME, 1YR LIGHTING	YES	PRICE INCLUDES *ALL* ELECTRICAL WORK, AS WELL AS REMOVAL OF EXISTING SIGN
RAINBOW AWNING	AMY LEVINE	516-889-8301	AWNINGS4U@GMAIL.COM	24"X60"	\$ 9,460.00	\$ 10,960.00	1YR ALL	YES	PRICE *DOES NOT INCLUDE* ELECTRICAL WORK, NEED
DART AWNINGS	SYNTHIA H.	516-544-2082	DARTAWNINGS365@GMAIL.COM	36"X60"	\$ 5,700.00	N/A	5YRS FABRIC, 1 YEAR FRAME/LABOR INCL	YES	PRICE **DOES NOT INCLUDE* ELECTRICAL WORK OR LIGHTS;
FINK ELECTRIC	ROBBY FINK	516-723-1099	BOBFINKELECTRICINC@GMAIL.COM		\$ 1,500.00	N/A		YES	CONNECT PRE-INSTALLED

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: November 18, 2024

SUBJECT: Book Challenge

The Library is in receipt of a completed Material Review form which starts the formal request for consideration process. The Library has a Collection Development policy that outlines what Long Beach patrons must do to request an item be reconsidered. To be fair and equitable, we cannot make exceptions to that policy and associated procedures.

Below is information about why the title was acquired and the reason it was displayed.

The challenged title was acquired based on the Library's Collection Development policy. The title received several starred reviews and has been highlighted in national library journals, which typically indicate its quality and suitability for libraries serving varied communities. It was based upon these factors that the Library acquired a copy. *It was not acquired because of viewpoint or content.*

The Library's Collection Development Policy emphasizes diversity and depth of viewpoints. This includes perspectives from around the world, with over a thousand titles related to Israel in the Library's collections. The Library supports the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. The inclusion of materials with different perspectives in no way reflects an endorsement of any views or content by the Library.

Additionally, the Library's Collection Development policy places the responsibility for guiding children's reading on their parents or caregivers. Long Beach Public Library does not intrude on that relationship.

The book was featured on the "new picture book display," which highlights all recently acquired picture books. The display does not highlight books based on content, whatsoever. The display merely gives patrons access to the latest additions. After being checked out, new selections are interfiled into the general children's section. *This book's addition to the display was in no way aimed at highlighting its content or viewpoint, but only its recency of acquisition.*

While the Library's Collection Development policy specifies exactly how a formal request for reconsideration will be handled, here is a summary of what will happen for this item.

- The Assistant Director will lead the staff committee in carefully evaluating the material, keeping in mind the Library's mission and selection criteria.
- Within 45 days, the Assistant Director will render a decision on the formal request and provide it to the Long Beach resident who initiated the process.
- If the Long Beach resident who initiated the process does not accept that decision, they must submit a written appeal to the Library Board.
- The Board will review and may vote to uphold or override the decision of the review committee. Their decision is final.
- Once a final ruling has been made, no further requests for reconsideration of that specific item will not be considered for one year from the date of the final decision.
- The challenged item will remain in the Library's collection throughout the process.

For further information, please see the documents on subsequent pages of this memo.

- LBPL's Collection Development policy
- LBPL Board of Trustees' Resolution in Support of Intellectual Freedom

Updated and approved: 11/2021

Revised and approved: 7/2023

Revised and approved: 9/2024

Collection Development Policy

Mission: Long Beach Public Library is a gateway to endless possibilities. We foster a love of reading and lifelong learning, cultivate community connections and growth, and provide access to creative and cultural opportunities.

The purpose of the Collection Development Policy is to outline the processes and principles that structure the Long Beach Public Library's collection. This Collection Development policy supports and guides the selection, weeding, and reconsideration of Library resources. The Collection Development policy supports the Library in its mission and defines the purpose and objectives of the Library's collections. The policy sets the guidelines that help the collection respond to community needs.

Philosophy and Scope of Collection

The Library's collections focus on popular and educational materials that help foster a love of reading and lifelong learning. The Library collects materials in a variety of formats, including, when appropriate:

- Print – such as hardcovers, paperbacks, large type books, magazines and newspaper
- Non-print – such as audio and visual items
- Digital resources – such as eBooks, eAudiobooks, online learning tools, research databases, and digital recordings and images
- Equipment – such as new technology and specialized hardware

Widespread interest and usage are the most powerful influence on the Library's collection. Widespread interest is determined through a variety of methods including bestseller lists, reviews, coverage in various media outlets, and the number of holds placed on items by Library patrons. Usage is determined by circulation statistics, i.e. how many times an item has circulated within a given period of time. The Library strives to collect materials that provide opportunities for lifelong learning and that reflect the diversity of our community.

Budget and space limitations, as well as local needs and interests, preclude the Library from duplicating the specialized and comprehensive collections that exist in academic and specialized libraries. Access to these collections is provided through cooperative networking, interlibrary loan, and direct referral.

Updated and approved: 11/2021

Revised and approved: 7/2023

Revised and approved: 9/2024

Collection Development Policy

Selections are also made to provide diversity and/or depth of viewpoints to the existing collection. Long Beach Public Library supports the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The Long Beach Public Library does not intrude on that relationship. Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, inspire and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world.

Selection Criteria

The Library Director has the responsibility and the ultimate power to determine the selection of Library materials. Under their direction, selection is delegated to professional Library staff. Librarians use their education, experience, training, and resources along with the general standards to select materials for the collection. All staff members and the general public are encouraged to recommend materials for consideration. Selection presumes liberty of thought and intellectual freedom within the bounds of reason and law. Materials will be selected based upon their value as a whole.

All materials, whether purchased or donated, are considered in terms of the general standards listed below. An item need not meet all of these standards in order to be added to the collection.

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Suitability of format to Library circulation and use
- Date of publication
- Price, availability and Library materials budget
- Impact to the diversity and scope of the collection
- Current or historical significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Online resources are also evaluated based on accessibility and the availability of library licensing
- Contemporary significance

Updated and approved: 11/2021

Revised and approved: 7/2023

Revised and approved: 9/2024

Collection Development Policy

- Popular appeal
- Physical format
- Quality of production
- Available space
- Published evaluations or reviews
- Accessibility of material
- Accuracy and timeliness
- Relevance of format and content to the intended audience
- Effectiveness and suitability of format in communicating the content

Materials Displays

The Library frequently put together temporary materials displays which encourage community engagement by featuring themes that reflect local interests, current programs, or tie into current events, holidays, or national observances. By curating materials that resonate with patrons and showcase the Library's resources, displays also help increase circulation.

Beyond the themes, professional Library staff select items based on the following criteria

- Condition
- Target audience(s)
- Diverse viewpoints
- Cultural backgrounds
- Format

Displays are reviewed regularly by professional Library staff to ensure they remain up to date. Content is regularly refreshed to maintain interest. When a display is taken down, materials are returned to the regular collection.

Patron Recommendations

Patrons may request items the Library does not own. Each request is reviewed for inclusion in the collection using the selection criteria. Requests may be made [online](#) or at any Reference Desk.

Requests for Reconsideration

Anyone wishing to recommend the removal or reclassification of a particular item must be a resident of Long Beach, NY. They are encouraged to speak to a Library supervisor about the

Updated and approved: 11/2021

Revised and approved: 7/2023

Revised and approved: 9/2024

Collection Development Policy

matter. If the patron is not satisfied with the response to their request, they may ask the supervisor for a Materials Review Form.

The request will be reviewed by the Library Director and staff, bearing in mind the Library's mission statement and the selection criteria of this collection development policy. After evaluating journal reviews and other materials submitted by the patron and staff, the Library Director or their designee, will respond within 45 days of receiving the formal request.

If the Long Beach resident who initiated the reconsideration request does not accept the decision of the Library Director, they may appeal the decision to the Library Board. To appeal the decision of the Library Director, a written appeal requesting that the Library Board overturn the decision of the Library Director must be submitted. The written appeal must be sent to the President of the Library Board and the Library Director.

After receipt of a proper appeal, the Library Board will determine whether the request for reconsideration has been handled in accordance with the Library's Collection Development Policy. The Library Board may vote to uphold or override the decision of the Library Director. All decisions of the Library Board are final.

Challenged materials or resources will be retained in the Library collection throughout the reconsideration process. If the item is on display, it will remain on display throughout the reconsideration process. Once a final ruling has been made on a request for reconsideration, no further requests for reconsideration for that specific material or resource will be considered for a period of one (1) year from the date of the final decision on the reconsideration request.

Philosophy of Collection Maintenance and Management

The Long Beach Public Library's collection is constantly evolving to keep up with the community's needs and wants. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

Updated and approved: 11/2021

Revised and approved: 7/2023

Revised and approved: 9/2024

Collection Development Policy

Responsibility for Collection Maintenance and Management

The final authority for the Library collection rests with the Library Director. Implementation of collection development policy and management of the collection is assigned to Library staff. Library Staff systematically review the collection with the goal of maintaining the quality and vitality of Library resources. This process of collection analysis incorporates the use of output measures, circulation reports, and other statistical information for continuous collection evaluation.

Weeding Evaluation Criteria

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or infrequently used materials and supports the public's right of access to an appealing and relevant collection.

Weeding in this context is defined as the process of evaluating a book to determine if it will be retained, relocated, or replaced. It is the responsibility of Long Beach Public Library staff, acting under the authority and direction of the Library Director, to discard Library materials. These decisions are made within the limitations of available space and funding, and within the scope of a written collection development plan.

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- Infrequent use and lack of demand
- No longer relevant to the needs and interest of the community
- No longer accurate
- Availability elsewhere including other libraries and online
- Relevance to the scope of any special collections

Replacement Criteria

While the Library attempts to have materials of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection also apply to replacements. The need for replacement is based on:

- The number of duplicate copies
- Existence of adequate coverage of the subject in the collection
- Demand for the specific title or subject area

Updated and approved: 11/2021

Revised and approved: 7/2023

Revised and approved: 9/2024

Collection Development Policy

- Availability of material

Removal of Withdrawn Material

Materials that no longer meet the stated objectives of the Library will be withdrawn from the system. Long Beach Public Library reserves the right to determine how materials are removed and disposed of.

Approved 09/2022

Board of Trustees – Resolution in Support of Intellectual Freedom

WHEREAS this Board recognizes that the First Amendment of the United States Constitution protects freedom of speech, giving library users, with few exceptions, the right to seek, receive, and communicate information and ideas, regardless of the medium used; and

WHEREAS this Board recognizes that the First Amendment prohibits public libraries from making decisions based solely on an intent to suppress access to particular ideas, as confirmed by the United States Supreme Court in Bd. of Educ. of Island Trees Union Free School District v. Pico, 1982; and

WHEREAS this Board affirms ALA's Library Bill of Rights, which states, "Library resources should be provided for the interest, information, and enlightenment of all people of the community"; and

WHEREAS this Board affirms ALA's Freedom to Read statement, which states, "It is in the public interest for[...] librarians to make available the widest diversity of views and expressions, including those that are unorthodox [or] unpopular," as well as ALA's Freedom to View statement; and

WHEREAS this Board affirms that library materials are carefully selected by professionally-trained librarians and that it is the responsibility of library staff to utilize their discretion to select library materials and coordinate programs and services without censoring access to ideas, even though such content may be controversial, unorthodox, or unacceptable to some; and

WHEREAS library users are free to choose the Library items and services they wish to use and receive, but have no authority to restrict the freedom of others to so choose;

THEREFORE, BE IT RESOLVED, that this Board stands firmly opposed to attempts to obstruct intellectual freedom with regard to library collections, operations, programs, and services; and

BE IT FURTHER RESOLVED that this Board will follow the process for resolving challenges to library resources outlined in our Collection Development Policy and that this policy applies equally to all people, including, but not limited to, library users, staff, and members of this governing body; and

BE IT FURTHER RESOLVED that this Board may seek the advice of library professionals, legal counsel, and, when appropriate, stakeholders, in decisions of consequence related to intellectual freedom.

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: November 18, 2024

SUBJECT: Resolution Approving Memorandum of Agreement with Union

As has been negotiated by the Director with CSEA and discussed by the Board in Executive Session, it is recommended that the Board approve the Resolution Approving Memorandum of Agreement with Union. Upon full ratification, copies of the MOA will be available by FOIL request.

NOVEMBER 18, 2024

RESOLUTION:

**RESOLUTION APPROVING MEMORANDUM OF AGREEMENT WITH
UNION**

RESOLVED, that the Library approves the Memorandum of Agreement (“MOA”) between the Library Board and “CSEA, INC., LOCAL 1000, AFSCME/AFL-CIO, LONG BEACH PUBLIC LIBRARY UNIT #7246, NASSAU COUNTY MUNICIPAL EMPLOYEES LOCAL 882” (“Union”) for the period July 1, 2025 through June 30, 2026, and authorizes the Library Director to counter-execute the MOA;

FURTHER RESOLVED, that upon ratification of the MOA by the full Association membership, the Library Attorney is authorized to revise the existing Collective Bargaining Agreement (“CBA”) between the Library and Association, consistent therewith;

FURTHER RESOLVED, that the Board authorizes the Board President to countersign the CBA, once fully approved and executed by the Association.

DISPOSITION OF THE BOARD

MOVED: _____

SECONDED: _____

THOSE IN FAVOR ____ **THOSE OPPOSED** ____ **THOSE ABSTAINING** ____

COMMENTS: _____

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: November 18, 2024

SUBJECT: Art Committee Update

As per Trustee Donovan's request for an Art Committee update.

All shows in the 1st Floor Local Artist Gallery and the 3D Showcase are available for public participation by application. Each exhibit is for two months. There's currently an exhibit by Nicholas Purchia in the Local Artist Gallery that will run through the end of January. Efrat Baler-Moses will exhibit February-March 2025.

The Art Committee is currently reviewing applications and following up with artists for exhibits beyond March 2025. While we have received several applications for the Local Artist Gallery, we have only received two applications for the 3D Showcase since July 2024.

Flyers (on 2nd page of this memo) have been put out at Main Library and the branches to invite the public to apply. The Outreach Team has been including it in their regular outreach activities. It will be periodically promoted on social media, Channels, and the weekly eBlast. Furthermore, we hope that by holding a reception for our first exhibit sometime in December or January, it will show off the space and entice more artists to apply.

Other exhibits at Long Beach Public Library open to public participation include:

- West End Visual Artists Guild's bimonthly shows at the West End Branch
- Long Beach Art League's December 2024 and February 2025 exhibits



LONG BEACH
PUBLIC LIBRARY

Local Artist Gallery

EXHIBIT PROPOSALS

WANT TO DISPLAY YOUR
ARTWORK AT THE LONG
BEACH PUBLIC LIBRARY?



SCAN THE QR CODE TO APPLY