



Monday March 24th at 7pm
BOARD OF TRUSTEES OPEN MEETING AGENDA

- I. Call to Order by President
- II. Roll Call
- III. Pledge of Allegiance
- IV. Public Comment on Agenda Items (limited to 2 minutes per person)
- V. Approval of Minutes from 2/24/2025 (Vote Needed) **P. 2-3**
- VI. Approval of Bills and Schedules
 1. Board Warrant 1363 (Vote Needed) **P. 4-6**
 2. Payroll Warrants w/Treasurer Certifications (Vote Needed) **P. 7-21**
 - 1361, 1361-Special, 1362
- VII. Monthly Financial Report **P. 22-32**
- VIII. Donor Recognition N/A
- IX. Monthly Reports (February 2025)
 1. Director's Report..... **P. 33-34**
 2. Monthly Stats..... **P. 34-39**
 3. FY 2025 Projects..... **P. 40-43**
 4. Assistant Director/Adult Services..... **P. 44-47**
 5. Programming & Marketing..... **P. 48-52**
 6. Patron Services..... **P. 53-56**
 7. Youth Services..... **P. 57-68**
- X. Old Business
 1. Policies reviews/updates
 - Capital Asset Records (Vote Needed) **P. 69-72**
 - FOIL Requests (Vote Needed) **P. 73-84**
 - Immigration Enforcement (Vote Needed) **P. 85-86**
- XI. New Business
 1. FY 2026 Budget (Vote Needed) **P. 87-88**
 2. Staff rotation update (Informational) **P. 89**
 3. Tuition reimbursement (Informational) **P. 90**
 4. Trustee Training (Informational) **P. 91**
 5. Updates on masonry/flagpole (Discussion) **P. N/A**
- XII. Public Comment (limited to 3 minutes per person)
- XIII. CSEA
- XIV. Executive Session
- XV. Personnel (Vote Needed) **P. 92**
 1. Don Smalls, FT Maintenance Worker to FT Assistant Supervisor (Building Maintenance)
 2. Kim Dempsey, Payroll Clerk
- XVI. Date and Time of Next Meeting (Vote Needed)
 1. Monday April 28th at 7pm (*3rd Monday in April is Easter Monday*)
- XVII. Adjournment (Vote Needed)

Monday February 24th at 2pm
BOARD OF TRUSTEES
MINUTES

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

- I. Call to Order by President **Tansey at 2:01p.m.**
- II. Roll Call **was taken by President Tansey.**
- III. Pledge of Allegiance **was recited by all present.**
- IV. Public Comment on Agenda Items (limited to 2 minutes per person) Add an agenda item by law review and revision
- V. Approval of Minutes from 01/27/2025 **Moved for approval by Trustee Guarini seconded by Trustee LaSpina, and unanimously approved.**
- VI. Approval of Bills and Schedules **Unanimously approved. Moved for approval by Trustee Guarini, seconded by President Tansey.**
 1. Board Warrant 1360
 2. Payroll Warrants 1356, 1358, 1359
- VII. Monthly Financial Report
- VIII. Donor Recognition
- IX. Monthly Reports (January 2025)
 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
- X. Old Business
- XI. New Business
 1. FY 2026 Draft Budget
 2. CY 2025 Trustee Training
 3. Tuition Reimbursement
 4. Bylaw review and revision
- XII. Public Comment (limited to 3 minutes per person)
- XIII. CSEA
- XIV. Executive Session voted unanimously to enter Executive Session at 3:15 pm, motioned by Trustee LaSpina and seconded Trustee Donovan. Exited Executive Session at 3:35.**

Monday February 24th at 2pm
BOARD OF TRUSTEES
MINUTES

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

- XV. Personnel
- XVI. Date and Time of Next Meeting Approved. Trustee Donovan absent. Moved for approval by Trustee Guarini, seconded by Trustee LaSpina.**
1. March 24th at 7pm
- XVII. Adjournment at 3:37 pm- Motioned Trustee Guarini, seconded by Trustee Trustee LaSpina, and unanimously approved.**

BOARD WARRANT

Approved at the _____
LBPL Board of Trustees meeting.

The below items were duly audited including dollar amounts verified and accounts payable documentation examined. As such, the Board of Trustees orders these items paid.

Date	Num	Name	Memo	Amount
03/24/2025	29140	VOID	VOID wrong amount	\$ _____
03/24/2025	29141	MED REIMB - CASTELLON ASCENSIO	MEDICARE REIMBURSEMENT 2025 Q1	\$ 1,110.00
03/24/2025	29142	KELLY EILEEN	REIMBURSE SOMEONE SPECIAL DANCE	\$ 44.19
03/24/2025	29143	SUAREZ-MATOS TANYA	Reimburse for supplies purchased for Maker Monday Bowling	\$ 23.97
03/24/2025	29144	SUAREZ-MATOS TANYA	Reimburse for supplies purchased for Tween trinket Craft	\$ 18.59
03/24/2025	29145	SUAREZ-MATOS TANYA	Reimburse for supplies purchased for Maker Monday Bowling	\$ 23.84
03/24/2025	29146	KELLY EILEEN	REIMBURSE STEAM CLUB	\$ 48.82
03/24/2025	29147	LIBRARY ISLAND PARK PUBLIC	REIMBURSE TORN INSIDE OF BOOK	\$ 8.99
03/24/2025	29148	ACE HARDWARE	Facilities supplies	\$ 173.20
03/24/2025	29149	AMAZON.COM	Program/library/office supplies	\$ 1,799.76
03/24/2025	29150	ATTORNEY-QUATELA CHIMERI PLLC	ATTY FEES - Jan 2025 standard library business	\$ 286.00
03/24/2025	29151	BAKER & TAYLOR-L927400-Books-Processed	ACCT L927400 PROCESSED BOOK-3/24/25	\$ 4,814.97
03/24/2025	29152	BAKER & TAYLOR-L931931-Books-YA	ACCT L931931: YA BOOKS-3/24/25	\$ 294.68
03/24/2025	29153	BAKER & TAYLOR-L931949-REF-SPOKEN WORD	ACCT 9493 CDS-SPOKEN WORD- 03/24/25	\$ 27.14
03/24/2025	29154	BAKER & TAYLOR-xL219030-Books-Unprocessed	Acct L219030-Books-Unprocessed - 3/24/25	\$ 1,222.27
03/24/2025	29155	BAKER & TAYLOR - 40017023	Acct 40017023 - DVD invoices 03/24/25	\$ 387.26
03/24/2025	29156	BAKER & TAYLOR - 40021033 CD PROCESSED	ACCT 40021033: PROCESSED MUSIC CDS - 03/24/25	\$ 37.02
03/24/2025	29157	BAKER & TAYLOR - 75005428 DVDS&CDS	ACCT#75005428 DVDs/CDs 03/24/25	\$ 35.58
03/24/2025	29158	BAKER & TAYLOR - C069914-Continuations	ACCT 9143 GUIDES/CATALOGS/INSTRUC- 03/24/25	\$ 171.65
03/24/2025	29159	BRADY INDUSTRIES	Cleaning supplies Jan/Feb 2025	\$ 388.26
03/24/2025	29160	CENGAGE LEARNING / GALE	January/February 2025 Invoices	\$ 655.27
03/24/2025	29161	FNBLI Credit Card 2184	STATEMENT - 20252 February	\$ 542.90
03/24/2025	29162	GTS GLOBAL TELECOM	Telephone support-Gold maintenance package	\$ 322.64
03/24/2025	29163	HOLLINGER	Archival storage materials on PO 2324	\$ 326.46
03/24/2025	29164	KNOCKOUT PEST CONTROL EXTERMINATOR	EXTERMINATOR : monthly billing (1/1/25)	\$ 87.50
03/24/2025	29165	Leaf Copier Lease (serviced by PMA)	Monthly copier leases	\$ 1,430.31
03/24/2025	29166	LIBRARY BALDWIN PUBLIC	Paid for damaged items	\$ 33.00
03/24/2025	29167	LIBRARY MINEOLA PUBLIC	PATRON PAID LB F/DAMAGED BOOK	\$ 28.99
03/24/2025	29168	LIBRARY ROCKVILLE CENTRE PUBLIC	Reimburse RVC for water damaged book	\$ 16.99

Trustee 1, LBPL Board

Trustee 3, LBPL Board

Trustee 4, LBPL Board

Trustee 2, LBPL Board

Trustee 5, LBPL Board

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Date	Num	Name	Memo	Amount
03/24/2025	29169	MIDWEST TAPE	DVDs - Inv 506221867	\$ 108.44
03/24/2025	29170	NLS ILS SERVICES OPERATING FUND	NLS - CROWN CASTLE (broadband internet primary line) 3/2025	\$ 364.00
03/24/2025	29171	OVERDRIVE, INC./DIGITAL LIBRARY RESERVE	CUST ID #1386-1048: EBOOKS/AUDIOBOOKS-02/2025	\$ 2,174.91
03/24/2025	29172	PGM-A / CAPPETO, PATRICIA	APGM:M - 2X \$60 "GENTLE PILATES"	\$ 120.00
03/24/2025	29173	PGM-A / DESANTIS, MARC	APGM:M - 1 X \$175EA "THE SCRIBBLERS:"	\$ 175.00
03/24/2025	29174	PGM-A / DURSO, STEPHANIE	APGM:H - 8X 1HR @ \$75 "YOGA FOR HEALTH AND PEACE"	\$ 600.00
03/24/2025	29175	PGM-A / GOELLER, ROSA MARIA	APGM:P -7X @ \$150 VAN GOGH FLOWERS	\$ 1,050.00
03/24/2025	29176	PGM-A / KINSLEY, RANDY	APGM:M - 1x \$60 "Accessible Yoga"	\$ 60.00
03/24/2025	29177	PGM-A / Neylon, Janine Morales	APG:H 1X \$75 "ZUMBA"	\$ 75.00
03/24/2025	29178	PGM-A / PRINCE, BARBARA	APG:M 1HR 6X \$75 "ZUMBA"	\$ 450.00
03/24/2025	29179	PGM-A / ROZELL, LORI	APG:H 1 HR 3X "LOW IMPACT CARDIO" HYBRID	\$ 180.00
03/24/2025	29180	PGM-A / WISEL, LISA M.	1X @ \$90 MEDITATION	\$ 90.00
03/24/2025	29181	PGM-J / HIGH HOPES PRODUCTIONS	JPGM:M - 9x \$105 "Molly Mouse" 3x \$165 "Play Hooray"	\$ 1,440.00
03/24/2025	29182	PGM-J / NAPOLETANO, CHRISTINA	JPGM:M - 4X @ \$150 "SING, SIGN AND PLAY"	\$ 600.00
03/24/2025	29183	PITNEY BOWES - RESERVE ACCT	2/20/2025 ACCT# 49976418: POSTAGE METER (REPLENISH) 6106148	\$ 200.00
03/24/2025	29184	PITNEY BOWES - use for qtrly pmt	NEW POSTAGE METER LEASE-2025-Q1	\$ 113.82
03/24/2025	29185	PMA Copier Servicing (Leaf Lease)	Monthly copier servicing and ink	\$ 845.90
03/24/2025	29186	POSTMASTER OF LONG BEACH	PERMIT #49 - ANNUAL PRESORT MAILING FEE	\$ 350.00
03/24/2025	29187	Staples Advantage	Inv: 6024997110 Office supplies order 2/2025	\$ 568.30
03/24/2025	29188	VOID	VOID-wrong botanical garden	\$ —
03/24/2025	29189	TREASURER-NAWROCKI SMITH	Treasurer Services/Business Office Support - 1/2025	\$ 1,820.00
03/24/2025	29190	Video Project	DVD and licensing option for The M Factor	\$ 108.26
03/24/2025	29191	MED REIMB - GOLDMAN SELMA	MEDICARE REIMBURSEMENT 2025 Q1	\$ 555.00
03/24/2025	29192	MED REIMB - MOSKOWITZ GLORIA	MEDICARE REIMBURSEMENT 2025 Q1	\$ 555.00
03/24/2025	29193	MED REIMB - TREPP GEORGE	MEDICARE REIMBURSEMENT 2024 Q4	\$ 3,551.40
03/24/2025	29194	VOID	VOID-error	\$ —
03/24/2025	29195	LIBRARY BETHPAGE PUBLIC	PATRON PD LB F/LOST BETHPAGE BOOK; REIMBURSE BETHPAGE	\$ 15.00
03/24/2025	29196	THE LIBRARY STORE	Order #6079073, customer #37251, PO 2320-book covers	\$ 299.37

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Trustee 5, LBPL Board

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documentation examined. As such, the Board of
Trustees orders these items paid.

Date	Num	Name	Memo	Amount
03/24/2025	29197	WALKER DISPLAY INC.	Additional hangers for local artists gallery-inv 31921	\$ 139.99
03/24/2025	29198	LIBRARY FRANKLIN SQUARE PUBLIC	PATRON PD LB FOR LOST BOOK : BARCODE 33080004030378	\$ 15.99
03/24/2025	29199	MED REIMB - Heft Fae	MEDICARE REIMBURSEMENT 2025 Q1	\$ 555.00
				\$31,540.63

Trustee 1, LBPL Board

Trustee 3, LBPL Board

Trustee 4, LBPL Board

Trustee 2, LBPL Board

Trustee 5, LBPL Board



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:	March 17, 2025	
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 2/27/25 has been reviewed and approved. This includes the payroll period from January 31st to February 13th. 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 employees were partially corrected for underpayment on the 2/13 payroll. A special check run will be processed for the remainder.

Thank you,

Kyle Zaharatos

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PAYROLL WARRANT
OPERATING EXPENSES

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

		Date	Num	Name	Memo	Amount
Feb 26 27, 25						
		02/26/2025			Funds Transfer 022725 FED TAX	14,893.45
		02/26/2025			Funds Transfer 022725 STATE TAX	2,703.78
		02/26/2025			Funds Transfer 022725 NYC TAX	482.23
		02/26/2025			Funds Transfer 022725 PR	49,483.48
		02/26/2025			Funds Transfer 022725 3rd PARTY	247.00
		02/26/2025			Funds Transfer 022725 FEE	403.51
		02/26/2025			Funds Transfer 022725 OMNI	445.00
		02/27/2025	29129	CSEA	UNION DUES &FEES: PAYROLL 2025 02/27/25	929.21
		02/27/2025	29130	PREFERRED GROUP PLANS, INCFSA	EMPLOYEE CONTRIBUTIONS P/R 2025022725	1,015.36
		02/27/2025	29131	PREFERRED GROUP PLANS,INCTRAVEL	EMPLOYEE CONTRIBUTIONS P/R 2025 022725	150.00
		02/27/2025	29132	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 2025 022725	650.48
		02/27/2025	29133	NYS RETIREMENT SYSTEM	MONTHLY PAYMENT 2025FEB	4,191.92
		02/27/2025	29134	AFLAC	ACCT# NER78 2025 FEB	498.52
		02/27/2025	29135	FRANK CAMPOREALE (BOOKMAN)	BOOK DROP 2025FEB	600.00
		02/27/2025	29136	RENT POINT LOOKOUT BRANCH	RENT : POINT LOOKOUT : 2025 MAR	3,707.34
		02/27/2025	29137	RENT WEST END BRANCH	RENT F/WEST END BRANCH: 2025 MAR	3,230.59
		02/27/2025	29138	SECURITY USA INC	GUARDS 2WKS @ \$27.33 /HR 02/1002/23/25	2,794.96
Feb 26 27, 25						<u>86,426.83</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 # 1361
DATE: 2/27/2025

	Amount
LIBRARIAN	20,428.12
PROFESSIONAL	14,736.85
PATRON SERVICES	8,326.13
CLEANER	2,883.81
PAGE	3,059.37
PER DIEM	49.20
NET PAYROLL	49,483.48
FEDERAL TAX	14,893.45
STATE TAX	2,703.78
MTA TAX	0.00
NYC TAX	482.23
ACCUDATA INVOICE	403.51
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$68,213.45

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

TRUSTEE, LIBRARY BOARD

TRUSTEE, LIBRARY BOARD

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CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

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

email transmittal

.

To:	Tara Lannen-Stanton	Email:	director@longbeachlibrary.org	
From:	Kyle Zaharatos	Date:	March 17, 2025	
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 3/3/25 has been reviewed and approved. This includes the payroll period from January 31st to February 13th. 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 the special check run corrected the four employees for underpayment on the 2/13 payroll.

Thank you,

Kyle Zaharatos

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

PAYROLL WARRANT
OPERATING EXPENSES

PAYROLL WARRANT# 1362
OPERATING EXPENSES
03/13/25
PAGE 1 OF 4

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

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Mar 3, 25					
	03/03/2025		Funds Transfer	030325 SPECIAL FED TAX	195.54
	03/03/2025		Funds Transfer	030325 SPECIAL STATE TAX	11.30
	03/03/2025		Funds Transfer	030325 SPECIAL NYC TAX	6.17
	03/03/2025		Funds Transfer	030325 SPECIAL PR	1,145.40
Mar 3, 25					<u>1,358.41</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 # 1362
DATE: 3/13/2025

	Amount
LIBRARIAN	0.00
PROFESSIONAL	990.74
PATRON SERVICES	154.66
CLEANER	0.00
PAGE	0.00
PER DIEM	0.00
NET PAYROLL	1,145.40
FEDERAL TAX	195.54
STATE TAX	11.30
MTA TAX	0.00
NYC TAX	6.17
ACCUDATA INVOICE	0.00
3RD PARTY PAYMENT	0.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$1,358.41

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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email transmittal

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To:	Tara Lannen-Stanton	Email:	director@longbeachlibrary.org	
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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 3/13/25 has been reviewed and approved. This includes the payroll period from February 14th to February 27th. 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 employees were over paid by 7 hours each. The library will adjust the time in the next payroll.

Thank you,

Kyle Zaharatos

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PAYROLL WARRANT
OPERATING EXPENSES

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

	Date	Num	Name	Memo	Amount
Mar 13, 25					
	03/13/2025			Funds Transfer 031325 FED TAX	16,103.98
	03/13/2025			Funds Transfer 03132025 STATE TAX	2,918.22
	03/13/2025			Funds Transfer 031325 NYC TAX	480.10
	03/13/2025			Funds Transfer 031325 PR	51,856.81
	03/13/2025			Funds Transfer 031325 3rd PARTY	247.00
	03/13/2025			Funds Transfer 031325 FEE	530.28
	03/13/2025			Funds Transfer 031325 OMNI	345.00
	03/13/2025	29200	CSEA	UNION DUES &FEES: PAYROLL 2025 03/13/25	929.21
	03/13/2025	29201	PREFERRED GROUP PLANS, INCFSA	EMPLOYEE CONTRIBUTIONS P/R 20250313	1,015.36
	03/13/2025	29202	PREFERRED GROUP PLANS, INC. FEES	MONTHLY PLAN FEE 2024 DEC PD with 03132	75.00
	03/13/2025	29203	PREFERRED GROUP PLANS, INC. FEES	ANNUAL MINIMUM ADNIN FEE 2025 JAN PD	775.00
	03/13/2025	29204	PREFERRED GROUP PLANS, INC. FEES	MONTHLY PLAN FEE 2025 MARCH 031325 PF	75.00
	03/13/2025	29205	PREFERRED GROUP PLANS,INCTRAVEL	EMPLOYEE CONTRIBUTIONS P/R 2025 0313	150.00
	03/13/2025	29206	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 2025 0313	653.89
	03/13/2025	29208	MATTHEWS MARIEL	TRAVEL 2/25/25 ROUND TRIP TO LBHS	3.22
	03/13/2025	29209	CITY OF LONG BEACH SANITATION		439.00
	03/13/2025	29210	NEWSPAPERSNEWSDAY INC	NEWSDAY DELIVERY: 2X DAY 7X WEEK 3/54/	383.84
	03/13/2025	29211	OPTIMUMMAIN	TEL MAIN : #07858996527031 2025 FEB	363.35
	03/13/2025	29212	OPTIMUMPOINT LOOKOUT	PL: #07858563502028: TEL+DATA 2025MAR	154.57
	03/13/2025	29213	SECURITY USA INC	GUARDS 2WKS @ \$27.33 /HR 02/24 03/09/2	2,487.55
Mar 13, 25					<u><u>79,986.38</u></u>

TRUSTEE, LIBRARY BOARD

TRUSTEE, LIBRARY BOARD

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

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 # 1362
DATE: 3/13/2025

	Amount
LIBRARIAN	21,808.79
PROFESSIONAL	14,904.46
PATRON SERVICES	8,660.92
CLEANER	3,376.61
PAGE	3,045.03
PER DIEM	61.00
NET PAYROLL	51,856.81
FEDERAL TAX	16,103.98
STATE TAX	2,918.22
MTA TAX	0.00
NYC TAX	480.10
ACCUDATA INVOICE	530.28
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$72,136.39

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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Long Beach Public Library
Monthly Treasurer's Report
February 2025

Prepared by:

Nawrocki Smith LLP

Certified Public Accountants & Business Consultants



Long Beach Public Library
Treasurer's Report Summary
February 2025

Fund Revenues: Fiscal Year to Date

Code	Description	Adopted Budget	Modified Budget	YTD Actual	\$ Over/(Under)	% of Budget
.4050	Real Property Taxes	\$ 3,908,247.00	\$ 3,908,247.00	\$ 1,600,000.00	\$ (2,308,247.00)	40.94%
.4022	PILOT (Payments in Lieu of Taxes)	\$ 4,950.00	\$ 4,950.00	\$ 4,542.53	\$ (407.47)	91.77%
.4014	Fines and Fees	\$ 5,000.00	\$ 5,000.00	\$ 6,339.33	\$ 1,339.33	126.79%
.4030	Interest and Earnings	\$ 7,500.00	\$ 7,500.00	\$ 10,203.64	\$ 2,703.64	136.05%
.4040	Miscellaneous Revenues	\$ 18,000.00	\$ 18,000.00	\$ 14,032.71	\$ (3,967.29)	77.96%
.4020	Grants	\$ 18,000.00	\$ 18,000.00	\$ 24,543.00	\$ 6,543.00	136.35%
.4024	Gifts and Endowments	\$ 2,000.00	\$ 2,000.00	\$ 19,548.50	\$ 17,548.50	100.00%
.4005	Discrepancies			\$ (0.99)	\$ (0.99)	100.00%
3100.0	Appropriated Surplus	\$ -	\$ -	\$ -	\$ -	0.00%
Total Revenues		\$ 3,963,697.00	\$ 3,963,697.00	\$ 1,679,208.72	\$ (2,284,488.28)	42.36%

Fund Expenditures: Fiscal Year to Date

Code	Description	Adopted Budget	Modified Budget	YTD Actual	\$ Over/(Under)	% of Budget
6400 - Library Materials						
.6420 BP	Books - Physical	\$ 160,000.00	\$ 160,000.00	\$ 51,895.15	\$ (108,104.85)	32.37%
.6420 BD	Books - Digital			\$ 56,128.14		
.6450	Films	\$ 23,000.00	\$ 23,000.00	\$ 7,441.27	\$ (15,558.73)	32.35%
.6455	Music	\$ 2,500.00	\$ 2,500.00	\$ 853.80	\$ (1,646.20)	34.15%
.6457	Magazines and Newspapers	\$ 9,500.00	\$ 9,500.00	\$ 9,386.97	\$ (113.03)	98.81%
.6457	Research/Learning	\$ 30,500.00	\$ 30,500.00	\$ 36,870.20	\$ 6,370.20	120.89%
	Library of Things	\$ 2,000.00	\$ 2,000.00	\$ (1.00)	\$ (2,001.00)	-0.05%
6280 - Library Programs						
AA	Adults Programs	\$ 55,000.00	\$ 55,000.00	\$ 33,585.14	\$ (21,414.86)	60.92%
AS	Adult Program Supplies	\$ -	\$ -	\$ 6,787.44	\$ 6,787.44	
J	Youth Programs	\$ 47,500.00	\$ 47,500.00	\$ 20,585.00	\$ (26,915.00)	43.36%
JS	Youth Program Supplies	\$ -	\$ -	\$ 6,190.82	\$ 6,190.82	
F	Program Innovation Fund	\$ -	\$ -	\$ -	\$ -	0.00%
MU	Museum Passes	\$ 7,500.00	\$ 7,500.00	\$ 4,550.00	\$ (2,950.00)	60.67%
6440 - Technology						
HT	Hardware Technology	\$ 16,000.00	\$ 16,000.00	\$ 6,545.73	\$ (9,454.27)	40.91%
SW	Software and Online Services	\$ 25,000.00	\$ 25,000.00	\$ 17,570.03	\$ (7,429.97)	70.28%
LT	Leased Technology	\$ 16,000.00	\$ 16,000.00	\$ 14,050.30	\$ (1,949.70)	87.81%
PT	Peripheral Technology	\$ 6,250.00	\$ 6,250.00	\$ 7,934.85	\$ 1,684.85	126.96%
.00	Other Technology	\$ -	\$ -	\$ -	\$ -	0.00%
6460 - Operating Expenses						
SU	Library Supplies	\$ 12,500.00	\$ 12,500.00	\$ 7,421.94	\$ (5,078.06)	59.38%
PO	Postage	\$ 6,500.00	\$ 6,500.00	\$ 2,306.92	\$ (4,193.08)	35.49%
CM	Communications and Marketing	\$ 7,000.00	\$ 7,000.00	\$ 5,317.43	\$ (1,682.57)	75.96%
IN	Insurance	\$ 54,000.00	\$ 54,000.00	\$ 5,473.00	\$ (48,527.00)	10.14%
6610 - Other Operating Expenses						
N	NLS Services	\$ 85,000.00	\$ 85,000.00	\$ 68,820.85	\$ (16,179.15)	80.97%
SGU	Security	\$ 49,000.00	\$ 49,000.00	\$ 40,864.14	\$ (8,135.86)	83.40%
AC	AccuData	\$ 10,000.00	\$ 10,000.00	\$ 8,412.45	\$ (1,587.55)	84.12%
MI	Miscellaneous	\$ 18,000.00	\$ 18,000.00	\$ 6,497.61	\$ (11,502.39)	36.10%
6640 - Facilities						
BR	Branch Rentals	\$ 83,000.00	\$ 83,000.00	\$ 56,647.28	\$ (26,352.72)	68.25%
UT	Utilities	\$ 75,000.00	\$ 75,000.00	\$ 65,160.07	\$ (9,839.93)	86.88%
TE	Telephone	\$ 20,000.00	\$ 20,000.00	\$ 10,836.26	\$ (9,163.74)	54.18%
CM	Cleaning & Maintenance Supplies	\$ 7,500.00	\$ 7,500.00	\$ 5,434.39	\$ (2,065.61)	72.46%
BM	Repairs / Maintenance / Equipment	\$ 40,000.00	\$ 40,000.00	\$ 79,452.21	\$ 39,452.21	198.63%
FU	Furniture Replacement	\$ 2,500.00	\$ 2,500.00	\$ 11,734.79	\$ 9,234.79	469.39%
MI	Facilities / Misc Building Maint.	\$ 10,000.00	\$ 10,000.00	\$ 19,399.33	\$ 9,399.33	193.99%
6615 - Municipal Services						
.6615	Civil Service, Water, Sanitation	\$ 18,000.00	\$ 18,000.00	\$ 32,987.29	\$ 14,987.29	183.26%
Reserves						
	Capital Projects Fund	\$ -	\$ -	\$ -	\$ -	0.00%
6270 - Professional Fees						
PF	Professional Services	\$ 60,000.00	\$ 60,000.00	\$ 62,483.16	\$ 2,483.16	104.14%
TR	Travel and Training	\$ 5,500.00	\$ 5,500.00	\$ 4,065.63	\$ (1,434.37)	73.92%
DM	Dues and Memberships	\$ 2,200.00	\$ 2,200.00	\$ 850.00	\$ (1,350.00)	38.64%
6500 - Personnel						
SA	Salaries	\$ 2,078,124.00	\$ 2,078,124.00	\$ 1,530,045.70	\$ (548,078.30)	73.63%
HI	Hospital and Medical Insurance	\$ 468,982.00	\$ 468,982.00	\$ 365,721.07	\$ (103,260.93)	77.98%
.02	NYS Retirement	\$ 256,217.00	\$ 256,217.00	\$ 256,218.00	\$ 1.00	100.00%
.03	Social Security / Medicare	\$ 158,976.00	\$ 158,976.00	\$ 108,272.47	\$ (50,703.53)	68.11%
.05	Unemployment	\$ -	\$ -	\$ -	\$ -	0.00%
MB	Miscellaneous Employee Expenses	\$ 34,948.00	\$ 34,948.00	\$ 20,873.50	\$ (14,074.50)	59.73%
Reconciliation Discrepancies						
	Discrepancies	\$ -	\$ -	\$ -	\$ -	0.00%
Total Expenditures		\$ 3,963,697.00	\$ 3,963,697.00	\$ 3,055,669.33	\$ (908,027.67)	77.09%

Fund Net Income: Fiscal Year to Date

\$ (1,376,460.61)

Budget to Actual Notes:

8 Months = 66.67% of the year

- 1) **Facilities/Misc Building Maint. (.6640.MI)**- \$11K was spent in November
- 2) **Adult Programs (.6280.AA)**- NS recommends monitoring expense code
- 3) **Leased Technology (.6440.LT)**- \$4,313 was paid to LDI Color Toolbox for reconciled overages
- 4) **Software and Online Services (.6440)**- Yearly software licenses were paid in July
- 5) **Repairs/Maint/Equip (.6640.BM)**- \$31K was spent in December for fire alarm upgrade utilizing a grant
- 6) **NLS Services (.6610.N)** - Yearly bills for member support paid in July
- 7) **Peripheral Technology (.6440.PT)**- \$4K was spent to upgrade WiFi at West End and Point Lookout in Dec
- 8) **Utilities (.6640.UT)**- NS recommends monitoring expense code
- 9) **Furniture Replacement (.6640.FU)**- Invoices paid to LPS Direct for new furniture in July
- 10) **Professional Services (.6270.PF)**- Two fiscal year audits were paid in current fiscal year
- 11) **Travel and Training (.6270.TR)**- Reimbursements for employee mileage and conferences
- 12) **Hospital and Medical Insurance (.6500.HI)**- NS recommends monitoring expense code
- 13) **Civil Service, Water, Sanitation (.6615)**- Two calendar year expenses paid to City of Long Beach. For Libraries share of annual civil service commission expense. \$14,577.49 each year
- 14) **Research/Learning (.6457)**- \$13K was paid for 2025 Core collection in January

77.09% of the annual budget has been spent in 66.67% of the fiscal year

NS recommends Director reach out to the school district for next payment of tax appropriations.

Fund Balance Sheet

Balance Sheet Summary		28-Feb-25
First National - Operating	\$	445,713.54
First National - Payroll	\$	96,288.64
First National - Capital Improvement	\$	584,929.79
First National AL/SL Liability	\$	52,259.56
First National Electronic Payments	\$	25,235.81
Capital One - Computer	\$	392,214.59
Capital One - Education Fund	\$	5,214.16
Other Current	\$	69,672.86
Total Assets	\$	1,671,528.95
Accounts Payable	\$	42,769.37
Other Current	\$	249,073.65
Total Liabilities	\$	291,843.02
Fund Balance		
Nonspendable - Prepays	\$	42,233.00
Opening Bal Equity	\$	(30,854.67)
Appropriated Surplus	\$	117,300.00
Contingency Fund Balance	\$	50,167.37
Capital Fund Balance	\$	585,571.20
Contingency Fund SL & AL Bal	\$	210,876.37
Unassigned Fund Balance	\$	1,780,853.27
Net Income	\$	(1,376,460.61)
Total Equity	\$	1,379,685.93
Total Liabilities & Equity	\$	1,671,528.95

Long Beach Public Library
Balance Sheet
As of February 28, 2025

	Feb 28, 25
ASSETS	
Current Assets	
Checking/Savings	
1201.01 · 1stNat-Operating 7138	445,713.54
1202.02 · 1stNat-Payroll 7146	96,288.64
1203.01 · 1stNat-Capital Improvement 1863	584,929.79
1204.04 · 1stNat-AL/SL Liability 7369	52,259.56
1206.06 · 1stNat-Electronic Payments 8904	25,235.81
1207.07 · Paypal Transactions	57.74
1240.00 · CapOne-Computers	392,214.59
1241.00 · CapOne-Education Fund	5,214.16
1295.00 · Petty Cash	212.55
Total Checking/Savings	1,602,126.38
Accounts Receivable	
1300.00 · Accounts Receivable	27,169.27
Total Accounts Receivable	27,169.27
Other Current Assets	
1310.00 · Prepaid Expenses	42,233.30
Total Other Current Assets	42,233.30
Total Current Assets	1,671,528.95
TOTAL ASSETS	1,671,528.95
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2500.00 · Accounts Payable	56,464.57
Total Accounts Payable	56,464.57
Credit Cards	
2610.02 · 1ST NAT'L VISA CARD	-13,695.20
Total Credit Cards	-13,695.20
Other Current Liabilities	
2000.00 · Payroll Liabilities	
2001.00 · Accrued Payroll Payable	64,025.47
2002.00 · CSEA	1,043.07
2003.01 · Federal Taxes	
2003.M · MEDICARE - EE	201,352.42
2003.SS · SOCIAL SECURITY - EE	859,933.09
2003.01 · Federal Taxes - Other	-1,044,836.49
Total 2003.01 · Federal Taxes	16,449.02
2003.02 · NYS W/H Tax Payable	2,961.12
2003.04 · NYC - LOCAL WAGE TAX (LC)	471.67
2010.00 · NYS Retirement System	
2010.01 · Arrears	519.14
2010.02 · Contributions	985.19
2010.03 · Loans	1,466.93
2010.04 · Retirement Post tax SC	-211.94
2010.00 · NYS Retirement System - Other	57,342.75
Total 2010.00 · NYS Retirement System	60,102.07
2011.00 · 125 Plan Fees	350.00
2012.01 · 125 Unreimbursed Medical & Ins	819.18
2012.04 · UNREIMB TRAVEL	-1,650.00
2012.05 · Unreimbursed Parking	1,950.00
2013.03 · AXA Equitable	-640.00
2013.05 · Oppenheimer	-100.00

Long Beach Public Library
Balance Sheet
As of February 28, 2025

	Feb 28, 25
2013.06 · Fidelity	-350.00
2018.01 · Aflac-PRE TAX	1,176.63
2018.02 · AFLAC - POST TAX DED (DISAB)	59.28
2018.DE · CSEA EBF - DENTAL	-3,080.87
2018.VI · CSEA EBF - VISION	-611.58
2020.00 · Garnishment of wages	247.00
2030.00 · NYS 457	1,529.78
2040.00 · NYS Paid Family	35,325.95
2050.00 · Net Payroll Payable	54,973.14
2000.00 · Payroll Liabilities - Other	-545.00
Total 2000.00 · Payroll Liabilities	234,505.93
2510.00 · Accrued Expenses Payable	14,567.72
Total Other Current Liabilities	249,073.65
Total Current Liabilities	291,843.02
Total Liabilities	291,843.02
Equity	
3000.00 · Nonspendable - Prepays	42,233.00
3000.EQ · Opening Bal Equity	-30,854.67
3100.00 · Appropriated Surplus	117,300.00
3200.00 · Contingency Fund Balance	50,167.37
3300.00 · Capital Fund Balance	585,571.20
3350.00 · Contingency Fund SL & AL Bal	210,876.37
3900.00 · Unassigned Fund Balance	1,780,853.27
Net Income	-1,376,460.61
Total Equity	1,379,685.93
TOTAL LIABILITIES & EQUITY	1,671,528.95

Long Beach Public Library Profit & Loss Budget vs. Actual

July 2024 through February 2025

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4005.00 - Discrepancies	-0.99			
4005.OV - Overages	-0.99			
Total 4005.00 - Discrepancies				
4014.00 - FINES AND RENTALS				
4014.FI - Fines				
40BF.00 - Book Fines				
40BF.01 - Book-Fines Main	3,289.74			
40BF.02 - Book-Fines Point	99.00			
40BF.03 - Book Fines-West	50.50			
Total 40BF.00 - Book Fines	3,439.24			
40CD.00 - CD Fines				
40CD.01 - Fines-CDs Main	11.50			
40CD.02 - Fines-CDs Point	0.00			
40CD.03 - Fines-CDs West	0.00			
40CD.00 - CD Fines - Other	4.80			
Total 40CD.00 - CD Fines	16.30			
40MF.00 - Museum Passes - Fines				
40VF.00 - DVD / Video Fines	10.00			
40VF.01 - Video-Fines Main	153.75			
40VF.02 - Video-Fines Point	0.00			
40VF.03 - Video-Fines West	4.00			
Total 40VF.00 - DVD / Video Fines	157.75			
Total 4014.FI - Fines	3,623.29			
4014.LO - Lost				
4014.LI - PAYMENT FROM OTHER LIBRARIES				
40LB.00 - Lost Books	35.99			
40LC.00 - Lost CD	2,600.10			
40LD.00 - Lost DVDs	0.00			
40LM.00 - Lost - Museum Passes	79.95			
Total 4014.LO - Lost	2,716.04			
4014.00 - FINES AND RENTALS - Other	0.00	5,000.00	-5,000.00	0.0%
Total 4014.00 - FINES AND RENTALS	6,339.33	5,000.00	1,339.33	126.8%
4020.00 - Grants				
4020.01 - Library System Grants (NLS)				
4020.03 - NLS Grants - Bullet Aid	12,000.00			
4020.02 - NLS Grants - LLSA	12,543.00			
Total 4020.01 - Library System Grants (NLS)	24,543.00			
4020.00 - Grants - Other	0.00	18,000.00	-18,000.00	0.0%
Total 4020.00 - Grants	24,543.00	18,000.00	6,543.00	136.4%
4022.00 - PILOT (PAYMENTS IN LIEU OF TAX)				
4024.00 - Gifts and Endowments	4,542.53			
4024.DD - Donations	19,093.50	4,950.00	-407.47	91.8%
4024.DP - Donations - Online	435.00			
4024.00 - Gifts and Endowments - Other	0.00	2,000.00	-2,000.00	0.0%
Total 4024.00 - Gifts and Endowments	19,548.50	2,000.00	17,548.50	977.4%
4030.00 - Interest Income				
4030.02 - Other Interest	10,203.64			
4030.00 - Interest Income - Other	0.00	7,500.00	-7,500.00	0.0%
Total 4030.00 - Interest Income	10,203.64	7,500.00	2,703.64	136.0%
4040.00 - Miscellaneous Revenue				
4040.05 - Sales Tax Collected	14.21			
4040.CA - Collection Agency Fee	457.70			
4040.CO - Commissions				
4000.01 - Commissions - Copiers	1,214.68			
4040.CP - Commissions - Copiers Public				
40CP.M - Commissions-PUBLIC COPIERS-MAIN	1,832.75			
4040.CP - Commissions - Copiers Public - Other	6.00			
Total 4040.CP - Commissions - Copiers Public	1,838.75			

Long Beach Public Library
Profit & Loss Budget vs. Actual
July 2024 through February 2025

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
Total 4040.CO - Commissions	3,053.43			
4040.ER - E-rate Rebate	3,517.08			
4040.LC - Library Cards	285.00			
4040.NO - Notary	506.50			
4040.OM - Other Misc Revenue	130.60			
4040.PF - Print Fees	5,781.39			
4040.SB - Solid Bags	59.81			
4040.SS - Solid Supplies	228.99			
4040.UC - Misc. Unclassified Revenue	0.00			
4040.UM - USED BOOKS & MEDIA SOLD				
40UM.01 - Solid Books - Used	0.00			
40UM.02 - Solid CD - Sound Recording- Used	0.00			
40UM.04 - Solid Videos - Used	0.00			
Total 4040.UM - USED BOOKS & MEDIA SOLD	0.00	18,000.00	-18,000.00	0.0%
4040.00 - Miscellaneous Revenue - Other	14,032.71	18,000.00	-3,967.29	78.0%
Total 4040.00 - Miscellaneous Revenue	1,600,000.00	3,908,247.00	-2,308,247.00	40.9%
4050.00 - Real Property Taxes	1,679,208.72	3,963,697.00	-2,284,488.28	42.4%
Total Income	1,679,208.72	3,963,697.00	-2,284,488.28	42.4%
Gross Profit				
Expense				
6270.00 - Professional Services				
6270.NP - Professional Fees (less Pgms)				
6270.DM - Dues and Memberships	850.00	2,200.00	-1,350.00	38.6%
6270.PF - Accounting, Legal, & Other Svcs				
6270.02 - Treasurer	13,520.00			
6270.03 - Auditor	13,471.25			
6270.04 - Miscellaneous	2,500.00			
6270.05 - Legal Fees	17,141.91			
6270.PF - Accounting, Legal, & Other Svcs - Other	0.00	60,000.00	-60,000.00	0.0%
Total 6270.PF - Accounting, Legal, & Other Svcs	46,633.16	60,000.00	-13,366.84	77.7%
Total 6270.NP - Professional Fees (less Pgms)	47,483.16	62,200.00	-14,716.84	76.3%
6280.00 - Programs				
6280.AA - Programs - Adult				
6280.AH - PROGRAMS - A - HYBRID	7,715.00			
6280.AM - PROGRAMS - A - MAIN	18,694.98			
6280.AP - PROGRAMS - A - POINT	2,300.00			
6280.AS - ADULT PROGRAM SUPPLIES	6,787.44	12,500.00	-5,712.56	54.3%
6280.AV - PROGRAMS - A - VIRTUAL	1,275.00			
6280.AW - PROGRAMS - A - WEST	484.08			
6280.AA - Programs - Adult - Other	3,116.08	42,500.00	-39,383.92	7.3%
Total 6280.AA - Programs - Adult	40,372.58	55,000.00	-14,627.42	73.4%
6280.JJ - Programs - J				
6280.JM - PROGRAMS - J - MAIN	20,585.00			
6280.JS - JS PROGRAM SUPPLIES	4,780.62	12,500.00	-7,719.38	38.2%
6280.JJ - Programs - J - Other	0.00	35,000.00	-35,000.00	0.0%
Total 6280.JJ - Programs - J	25,365.62	47,500.00	-22,134.38	53.4%
6280.LI - PROGRAM SUPPLIES - LIBRARY	1,410.20			
6280.MU - Museum Passes	4,550.00	7,500.00	-2,950.00	60.7%
Total 6280.00 - Programs	71,688.40	110,000.00	-38,301.60	65.2%
6270.00 - Professional Services - Other	15,850.00			
Total 6270.00 - Professional Services	135,031.56	172,200.00	-37,168.44	78.4%
6400.00 - Collections-Book/Film/Sound/Etc				
6400.DI - Media - Digital				
6420.BD - Books - Digital	19,155.14			
6420.AS - Digital - Adult Svcs	36,523.00			
6420.ND - Content Purchases-NDD	450.00			
6420.YS - Digital - Youth Svcs				
Total 6420.BD - Books - Digital	56,128.14			

Long Beach Public Library
Profit & Loss Budget vs. Actual
July 2024 through February 2025

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
6450.FS · Films - Digital / Stream / Lic	6,596.19			
6457.DI · Research / Learning - DIGITAL	30,274.01	30,000.00	274.01	100.9%
6457.MD · Magazines & Newspapers -DIGITAL	4,353.13	6,500.00	-2,146.87	67.0%
Total 6400.DI · Media - Digital	97,351.47	36,500.00	60,851.47	266.7%
6400.LT · Library Of Things	-1.00	2,000.00	-2,001.00	-0.1%
6400.PH · Print Media - Physical				
6420.BP · Books - Physical				
6420.01 · Books - Print - New	44,293.35			
6420.02 · Books - Print - Lost	159.78			
6420.BA · Books - Audio / Spoken Word	6,105.07			
6420.BP · Books - Physical - Other	823.26			
Total 6420.BP · Books - Physical	51,381.46			
6450.FD · Films - DVD				
6450.01 · Videos & DVDs - New	7,231.39	23,000.00		
6450.FD · Films - DVD - Other	209.88		-22,790.12	0.9%
Total 6450.FD · Films - DVD	7,441.27	23,000.00	-15,558.73	32.4%
6455.CD · Sound Recordings - CD's & Vinyl				
6455.01 · Sound Recordings - New				
Total 6455.CD · Sound Recordings - CD's & Vinyl	839.50			
6457.MP · Magazines & Newspapers PRINT	5,033.84	3,000.00	2,033.84	167.8%
6457.PR · Research / Learning - PRINT	0.00	500.00	-500.00	0.0%
Total 6400.PH · Print Media - Physical	64,696.07	26,500.00	38,196.07	244.1%
6420.00 · Books	513.69	160,000.00	-159,486.31	0.3%
6455.00 · Sound Recordings	14.30	2,500.00	-2,485.70	0.6%
Total 6400.00 · Collections-Book/Film/Sound/Etc	162,574.53	227,500.00	-64,925.47	71.5%
6440.00 · Technology				
6440.HT · Hardware Technology				
6440.HM · Hardware Maintenance				
6440.OJ · Office Equipment Repair	2,137.47			
64CM.01 · Contract/Office Equipment				
Total 6440.0M · Office Equipment Repair	2,137.47			
Total 6440.HM · Hardware Maintenance	2,137.47			
6440.HT · Hardware Technology - Other	4,408.26	16,000.00	-11,591.74	27.6%
Total 6440.HT · Hardware Technology	6,545.73	16,000.00	-9,454.27	40.9%
6440.LT · Leased Technology				
6440.BH · Leased Equipment-BIZHUB	9,605.82			
6440.LO · Leased Equipment-OTHER	4,113.38			
6440.PG · Leased Equipment-PUBLIC COPIERS	331.10			
6440.LT · Leased Technology - Other	0.00	16,000.00	-16,000.00	0.0%
Total 6440.LT · Leased Technology	14,050.30	16,000.00	-1,949.70	87.8%
6440.PT · Peripheral Technology				
6440.SW · Software & Online Services	7,934.85	6,250.00	1,684.85	127.0%
6440.SM · Software Maintenance	3,727.00			
6440.SW · Software & Online Services - Other	13,843.03	25,000.00	-11,156.97	55.4%
Total 6440.SW · Software & Online Services	17,570.03	25,000.00	-7,429.97	70.3%
Total 6440.00 · Technology	46,100.91	63,250.00	-17,149.09	72.9%
6460.LO · Library Operational Expenses				
6460.CM · Communications & Marketing				
6460.PG · Comm & Mktg - Physical Goods	1,086.62			
6460.PM · Promotion and Marketing	3,268.31			
6460.PR · Comm & Mktg - PRINT				
64PR.AD · Ads - Misc.	798.50			
Total 6460.PR · Comm & Mktg - PRINT	798.50			
6460.W · Comm & Mktg - Website	164.00			
6460.CM · Communications & Marketing - Other	0.00	7,000.00	-7,000.00	0.0%
Total 6460.CM · Communications & Marketing	5,317.43	7,000.00	-1,682.57	76.0%
6460.PO · Postage and Delivery				

Long Beach Public Library Profit & Loss Budget vs. Actual

July 2024 through February 2025

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
64PO.06 - Metered	1,007.92			
6460.PO - Postage and Delivery - Other	1,299.00	6,500.00	-5,201.00	20.0%
Total 6460.PO - Postage and Delivery	2,306.92	6,500.00	-4,193.08	35.5%
6460.SU - Library Supplies				
64SU.01 - Archival	19.64			
64SU.03 - Disks & Cases	678.45			
64SU.04 - First Aid	51.69			
64SU.06 - Non-Consumable Supplies	590.81			
64SU.07 - Office Supplies	5,968.10			
64SU.08 - Toner	158.19	12,500.00	-12,144.94	2.8%
6460.SU - Library Supplies - Other	355.06			
Total 6460.SU - Library Supplies	7,421.94	12,500.00	-5,078.06	59.4%
Total 6460.LO - Library Operational Expenses	15,046.29	26,000.00	-10,953.71	57.9%
6500.00 - Personnel				
6500.EB - Employee Benefits				
6500.02 - NYS Employees Retirement	256,218.00	256,217.00	1.00	100.0%
6500.03 - Social Security - Medicare				
5030.00 - FICA Expense-Social Security ER	87,750.29			
5031.00 - FICA Expense - Medicare ER	20,522.18			
6500.03 - Social Security - Medicare - Other	0.00	158,976.00	-158,976.00	0.0%
Total 6500.03 - Social Security - Medicare	108,272.47	158,976.00	-50,703.53	68.1%
6500.05 - Unemployment Insurance	0.00			
6500.MB - Misc Employee Benefit Expenses				
6500.04 - Tuition	5,850.00			
6500.06 - Disability				
6500.6A - Contributions NYS Disability	-1,144.60			
6500.6C - Payments to NYS Disability	6,264.10			
Total 6500.06 - Disability	5,119.50			
6500.07 - Workmens Compensation Insurance	8,312.00			
6500.08 - FSA Flex				
6500.8A - 125 Administrative Fee	20.00			
Total 6500.08 - FSA Flex	20.00			
6500.09 - Omni				
6500.9A - Omni Administrative Fee	1,572.00			
Total 6500.09 - Omni	1,572.00			
6500.MB - Misc Employee Benefit Expenses - Other	0.00	34,948.00	-34,948.00	0.0%
Total 6500.MB - Misc Employee Benefit Expenses	20,873.50	34,948.00	-14,074.50	59.7%
Total 6500.EB - Employee Benefits	385,363.97	450,141.00	-64,777.03	85.6%
6500.HI - Health Insurance				
6500.EM - Employee Health Insurance				
6500.ME - Medicare Reimbursements	19,495.80			
65EM.02 - Employer Contributions Empire P	-71,004.16			
65EM.03 - Employer Contributions	364,645.05			
65EM.04 - Administrative Fee - Employees	272.82			
65EM.06 - Survivor Health Insurance	-26,225.10			
6500.EM - Employee Health Insurance - Other	23,333.78			
Total 6500.EM - Employee Health Insurance	310,518.19			
6500.RE - Retiree Health Insurance				
65RE.02 - Retiree Contributions	-28,514.02			
6500.RE - Retiree Health Insurance - Other	86,835.90			
Total 6500.RE - Retiree Health Insurance	58,321.88			
6500.HI - Health Insurance - Other	-3,119.00	468,982.00	-472,101.00	-0.7%
Total 6500.HI - Health Insurance	385,721.07	468,982.00	-103,260.93	76.0%
6500.SA - Salaries				
65SA.NP - Salary Expense-Non Professional				
65NP.01 - Clerical	307,568.99			
65NP.02 - Cleaner	103,496.23			
65NP.03 - Page	64,237.18			
Total 65SA.NP - Salary Expense-Non Professional	475,302.40			
65SA.PR - Salary Expense-Professional				

Long Beach Public Library Profit & Loss Budget vs. Actual

July 2024 through February 2025

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
65PR.01 - Librarian	599,776.14			
65PR.02 - Library Specialist / Paraprof	159,002.57			
65PR.03 - Administration	295,964.59			
Total 65SA.PR - Salary Expense-Professional	1,054,743.30			
6500.SA - Salaries - Other	0.00	2,078,124.00	-2,078,124.00	0.0%
Total 6500.SA - Salaries	1,530,045.70	2,078,124.00	-548,078.30	73.6%
Total 6500.00 - Personnel	2,281,130.74	2,997,247.00	-716,116.26	76.1%
6610.00 - Other Operating & Maint Exp				
6610.AC - Accu Data	8,412.45			
6610.CL - Misc Service Charges - CLOVER	116.16	10,000.00	-1,587.55	84.1%
6610.GU - Security Guards	40,864.14	49,000.00	-8,135.86	83.4%
6610.MI - Other Operating Expenses - Misc				
6270.TR - Travel & Training				
6616.01 - InDistrict	1,089.98			
6616.02 - Conference	2,975.65			
6270.TR - Travel & Training - Other	0.00	5,500.00	-5,500.00	0.0%
Total 6270.TR - Travel & Training	4,065.63	5,500.00	-1,434.37	73.9%
6610.A1 - Bank Charges				
6610.SC - Service Charge	490.61			
Total 6610.A1 - Bank Charges	490.61			
6610.A2 - Book Drop Contract	4,800.00			
6610.A8 - Miscellaneous	0.00			
6610.A9 - Piano Tuning	165.00			
6610.B4 - Water Cooler	701.64			
6610.DC - Process Fees - Debit / Credit	224.20			
6610.MI - Other Operating Expenses - Misc - Other	0.00	18,000.00	-18,000.00	0.0%
Total 6610.MI - Other Operating Expenses - Misc	10,447.08	23,500.00	-13,052.92	44.5%
6610.NS - Nassau Library System				
6610.IL - ILS - CIRC				
6610.AM - ILS - Acquisition monthly	1,460.99			
6610.BC - ILS-Borrowers Charge	3,967.52			
6610.CI - ILS - Circulation	16,267.05			
6610.IC - ILS - Item Charge	16,573.29			
Total 6610.IL - ILS - CIRC	38,268.85			
6610.NL - NLS Member Library Support	30,552.00	85,000.00	-85,000.00	0.0%
6610.NS - Nassau Library System - Other	0.00			
Total 6610.NS - Nassau Library System	68,820.85	85,000.00	-16,179.15	81.0%
6640.BR - Rent - Branches				
6640.PL - Point Rent				
6640.PO - Point Lookout Operating Expense				
6640.PF - POINT LOOKOUT - FIRE ALARM	1,417.08			
Total 6640.PO - Point Lookout Operating Expense	1,417.08			
6640.PL - Point Rent - Other				
Total 6640.PL - Point Rent	29,385.48			
6640.WE - West End Rent	30,802.56			
6640.WE - West End Rent	25,844.72			
6640.BR - Rent - Branches - Other	0.00	83,000.00	-83,000.00	0.0%
Total 6640.BR - Rent - Branches	56,647.28	83,000.00	-26,352.72	68.2%
Total 6610.00 - Other Operating & Maint Exp	185,307.96	250,500.00	-65,192.04	74.0%
6615.00 - Services from Municipality				
6615.01 - CIVIL SERVICE	29,154.98	18,000.00	11,154.98	162.0%
6615.02 - WATER/SEWER	1,765.31			
6615.03 - SANITATION	1,317.00			
6615.04 - FIRE ALARM	750.00			
Total 6615.00 - Services from Municipality	32,987.29	18,000.00	14,987.29	183.3%
6640.00 - Facilities				
6640.BM - Building Ops Repair / Maint				
6640.02 - Electrical	254.80			
6640.03 - Elevator	8,070.00			
6640.04 - Exterminator	430.00			

Long Beach Public Library Profit & Loss Budget vs. Actual

July 2024 through February 2025

	Jul '24 - Feb 25	Budget	\$ Over Budget	% of Budget
6640.05 · Fire Sprinklers/Extinguishers	58,712.80			
6640.06 · HVAC	8,202.45			
6640.08 · Misc Building Maintenance	262.11			
6640.09 · Plumbing	795.00			
6640.11 · Building Maintenance Agreements	1,555.07			
6640.BM · Building Ops Repair / Maint - Other	1,169.98	40,000.00	-38,830.02	2.9%
Total 6640.BM · Building Ops Repair / Maint	79,452.21	40,000.00	39,452.21	198.6%
6640.BO · Building Ops Other Expenses				
6640.IN · Insurance				
6460.BL · Building	5,473.00			
64BL.02 · Flood Insurance	0.00	54,000.00	-54,000.00	0.0%
6460.BL · Building - Other		54,000.00	-48,527.00	10.1%
Total 6460.BL · Building	5,473.00	54,000.00	-48,527.00	10.1%
Total 6640.IN · Insurance	5,473.00			
6640.UT · Utilities				
6640.EM · Electric - Main	51,629.00			
6640.EP · Electric - Point	2,856.31			
6640.EW · Electric - West	2,805.59			
6640.GM · Gas - Main	6,814.88			
6640.GP · GAS - POINT	1,054.29			
6640.UT · Utilities - Other	0.00	75,000.00	-75,000.00	0.0%
Total 6640.UT · Utilities	65,160.07	75,000.00	-9,839.93	86.9%
Total 6640.BO · Building Ops Other Expenses	70,633.07	129,000.00	-58,366.93	54.8%
6640.CM · Cleaning & Maint Supplies				
66CM.01 · Custodial Supplies	5,222.92			
66CM.02 · COVID-19 PEP SUPPLIES	211.47			
6640.CM · Cleaning & Maint Supplies - Other	0.00	7,500.00	-7,500.00	0.0%
Total 6640.CM · Cleaning & Maint Supplies	5,434.39	7,500.00	-2,065.61	72.5%
6640.FU · Furniture				
6640.MI · Building Maint Expenses - Misc	11,734.79	2,500.00	9,234.79	469.4%
6640.BC · Building Cleaning / Maintenance				
6640.CC · Carpet Cleaning	3,988.56			
6640.CS · Cleaning Service	80.00			
Total 6640.BC · Building Cleaning / Maintenance	4,068.56			
6640.BS · Building Supplies/ Maint&Repair	11,455.03			
6640.CB · Building Maint / Repair COVID19	27.99			
6640.CU · Custodial / Facilities Equip	1,574.81			
6640.MI · Building Maint Expenses - Misc - Other	2,272.94	10,000.00	-7,727.06	22.7%
Total 6640.MI · Building Maint Expenses - Misc	19,399.33	10,000.00	9,399.33	194.0%
6640.TE · Telephone				
66TE.01 · Main - NLS	5,528.00			
66TE.02 · Main - Regular				
66TE.OP · Optimum	2,542.76			
Total 66TE.02 · Main - Regular	2,542.76			
66TE.04 · Point - Regular	1,236.07			
66TE.06 · WEST - DATA LINE (2015)	1,529.43			
6640.TE · Telephone - Other	0.00	20,000.00	-20,000.00	0.0%
Total 6640.TE · Telephone	10,836.26	20,000.00	-9,163.74	54.2%
Total 6640.00 · Facilities	197,490.05	209,000.00	-11,509.95	94.5%
Total Expense	3,055,669.33	3,963,697.00	-908,027.67	77.1%
Net Ordinary Income	-1,376,460.61	0.00	-1,376,460.61	100.0%
Net Income	-1,376,460.61	0.00	-1,376,460.61	100.0%

FY 2025 Director's Report – February 2025

Tara Lannen-Stanton, Library Director

General Updates

- Thanks to Jakea for taking over while I took a two-week vacation. It was very much needed!
- Based on suggestions at the February 2025 Board meeting, we implemented LB resident prioritization for all of our most popular programs and Library staff taking attendance with sign-in sheet.
- Business Manager responsibilities
 - Kim, Jakea, and I continue to take on various duties of the Business Manager and we improve our workflows and procedures every month. Jack (from Nawrocki Smith) is assisting with entering and paying Board warrant bills.
 - Jenn has been an invaluable help with taking over final approval of Amazon orders and is now creating Purchase Orders to ensure separation of responsibilities without a Business Manager.
- Items the Library Treasurer worked on
 - Financial report
 - Payroll verifications
 - Assistance with Business Manager duties
- Items the Library Attorney worked on
 - General
 - Personnel matters
 - CBA interpretation
 - Total amount spent on legal services thus far in FY 2025 is \$15,853
 - \$10,289 (general)
 - \$5,564 (special/non-retainer projects)

Compliments and Staff Recognition

- Patrons are very happy with new collections and displays being offered in Youth Services
 - Beatrix Potter collection and display
 - The book bundles available in the Picture Book Area
 - Ninja collection
 - Video games
- A patron complimented Amy Hayman (Adult Services Librarian) on how wonderful her service was.
- Patrons complimented all of our Facilities staff on keeping the building clean and assisting in program setup.

Meetings and Trainings

- Internal meetings
 - All Staff meeting

- Assistant Director
 - Department rotation meetings
 - Programs & Marketing
 - Patron Services
- External meetings/events
 - Directors Roundtable
 - MLD meetings
- Trainings/Professional Development
 - Innovations in Employee Benefits (Empire State Library Network)
 - CPF Cohort training

Director's Report – February-2025

Tara Lannen-Stanton, Library Director

FY 2025 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	10,570	292	304	11,166
December-2024	8,606	240	335	9,181
January-2025	10,940	215	325	11,480
February-2025	10,478	249	318	11,045
March-2025				
April-2025				
May-2025				
June-2025				
TOTAL	86,895	2,446	2,558	91,899

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	10,311	290	157	10,758
December-2024	9,233	268	147	9,648
January-2025	10,196	236	154	10,586
February-2025	9,302	310	103	9,715
March-2025				
April-2025				
May-2025				
June-2025				
TOTAL	85,795	2,710	1,354	89,859

February 2025- 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	155	71	4	7	8	13	2	260
Attendance total	1,740	1,912	397	39	74	123	26	4,311
Attendance (In-Person_Adults)	1,543	453	284	13	69	123	26	2,511
Attendance (In-Person_Seniors)	0	0	0	0	0	0	0	0
Attendance (In-Person_Kids)	2	1,287	113	0	5	0	0	1,407
Attendance (In-Person_Teens)	1	33	0	0	0	0	0	34
Attendance (In-Person_Parents)	0	139	0	0	0	0	0	139
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)	194	0	0	22	0	0	0	216
Attendance (Zoom_Seniors)	0	0	0	4	0	0	0	4
Attendance (Zoom_Parents)	0	0	0	0	0	0	0	0

February 2025- Top Programs

Main- Adult		Attendance
Lest We Forget Exhibit and Presentation with The Museum of Slavery	Partnership Program	115
Program Type: Lifelong Learning		
Cost for External Presenter: \$750	ROI/CPA	\$6.52
Sargent & Fashion (Hybrid)	Partnership Program	82
Program Type: Lifelong Learning		
Cost for External Presenter: \$300	ROI/CPA	\$3.66
An Oral History Panel with the Black Community of Long Beach in Partnership with Long Beach Historical Society		55
Program Type: Local History	Partnership Program	
Cost for External Presenter:	ROI/CPA	\$0.00
Main- YS		Attendance
Rise and Shine!	Staff-Led	54
Program Type: Storytime		
Cost for External Presenter:	ROI/CPA	\$0.00
Play Hooray		52
Program Type: Arts & Crafts, Exercise, Games, Music & Entertainment, Storytime, Other		
Cost for External Presenter: \$165	ROI/CPA	\$3.17
Molly Mouse		42
Program Type: Storytime		
Cost for External Presenter: \$105	ROI/CPA	\$2.50
Fun For All!		Attendance
Celebrate Lunar New Year	Partnership Program	185
Program Type: Music & Entertainment		
Cost for External Presenter:	ROI/CPA	\$0.00
2nd Annual Someone Special Dance		181
Program Type: Music & Entertainment		
Cost for External Presenter: \$400	ROI/CPA	\$2.21
Point		Attendance
Vincent Van Gogh: The Art of Flowers Oil Painting Series II		12
Program Type: Arts & Crafts		
Cost for External Presenter: \$150	ROI/CPA	\$12.50
West		Attendance
West End Neighbors Civic Association	Room Reservation	25
Program Type: Other		
Cost for External Presenter:	ROI/CPA	\$0.00

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

Months	Total # of Programs	Attendance Total	Main	Point	West End	Online	Off Site
July-2024	198	<u>2,044</u>	1,680	38	90	29	207
August-2024	179	<u>1,947</u>	1,737	18	38	58	96
September-2024	188	<u>3,341</u>	2,845	87	123	155	131
October-2024	202	<u>2,251</u>	1,983	63	171	32	2
November-2024	201	<u>1,951</u>	1,752	10	121	49	19
December-2024	165	<u>1,568</u>	1,453	14	61	23	17
January-2025	185	<u>2,064</u>	1,818	52	114	57	23
February-2025	183	<u>1,990</u>	1,740	64	121	39	26
March-2025							
April-2025							
May-2025							
June-2025							
TOTAL	1,501	17,156	15,008	346	839	442	521

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	69	<u>1,628</u>	1,576	29	23	0	0
December-2024	67	<u>1,680</u>	1,666	14	0	0	0
January-2025	60	<u>1,614</u>	1,595	9	10	0	0
February-2025	67	<u>1,886</u>	1,876	10	0	0	0
March-2025							
April-2025							
May-2025							
June-2025							
TOTAL	497	12,625	12,385	149	91	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	7	<u>46</u>	46	0	0	0	0
December-2024	3	<u>21</u>	21	0	0	0	0
January-2025	5	<u>35</u>	35	0	0	0	0
February-2025	5	<u>36</u>	36	0	0	0	0
March-2025							
April-2025							
May-2025							
June-2025							
TOTAL	57	364	364	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	4	<u>66</u>	66	0	0		0
December-2024	10	<u>248</u>	73	23	152		0
January-2025	2	<u>5</u>	5	0	0		0
February-2025	5	<u>399</u>	397	0	2		0
March-2025							
April-2025							
May-2025							
June-2025							
TOTAL	43	4,671	937	23	157	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	62	86
December-2024	64	91
January-2025	64	96
February-2025	61	75
March-2025		
April-2025		
May-2025		
June-2025		
TOTAL	489	683

Vinyl Listening Lounge *

Reservations	Attendance Total	VINYL Circulation
39	56	195
44	55	150
28	36	54
50	65	197
61	86	158
34	48	79
51	69	236
50	60	131
357	475	1,200

Online Resources

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

	February-2025	FY 2024 Cumulative	Change from last FY
ebooks	4,518	37,300	-2%
eAudiobooks	2,773	21,487	16%
Total	7,291	58,787	3%

Usage of Online Entertainment Services[2]

February-2025	FY 2024 Cumulative
1,847	12,817

Learning Resources and Research Database Use[3]

	February-2025	FY 2024 Cumulative
Sessions/Checkouts	441	1,948

YouTube

	February-2025	Cumulative Total[4]
Number of views	703	7,887
Number of videos uploaded	0	161

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

FY 2025 Special Projects Tracking (3/24/2025 meeting)

Description of Project	Date Started	Initiated/ Requested by	Funding Source	Notes and updates	Status
Trustee Training	3/2025	Trustee Donovan	Operating funds	3/2025 – update in 3/2025 board packet for discussion	In progress
By-Laws review and revision	3/2025	Trustee Donovan	Operating funds	3/2025 – as per Board consensus at 2/2025 meeting, we will review and revise the by-laws for the May meeting. Director will send out current by-laws after 3/2025 Board meeting	In progress
Partial masonry work for exterior sign	02/2025	Board of Trustees	TBD	3/2025 – for discussion at 3/24 Board meeting 2/2025- The Assistant Director reached out to two masonry companies and successfully scheduled meetings.	In progress
Purchasing and installing electronic sign at Main Library	Restarted 10/2024	Board of Trustees	TBD	3/2025 – see above 2/2025 - The Assistant Director is getting quotes for masonry work so that an electronic sign could potentially be installed before the Main Library renovation. 1/2025 - The purchase and installation of an exterior electronic sign is not recommended until the masonry/façade work has been completed. Cost to install and then remove is not justified.	On hold
Movable interior electronic display for advertising library events (described by Trustee Pinto as a TV on wheels.)	10/2024	Board of Trustees	TBD	3/2025-Amazon cancelled original order and credited our account. We found a replacement (unfortunately more expensive) and have ordered it. 2/2025-Purchase has been made, waiting on shipment 1/2025 – this project was put on hold through January. The Assistant Director will resume in February 2025 working with PMD to select the best one. 11/2024 – Director reviewing the quotes and info the Business Manager obtained	In progress
Congressionally Directed Spending/Community Project Funding for Main Library renovation	3/6/2024	Director	Federal Funds	3/2025 – Attended office hours for CPF project narrative and met with our HUD liaison in the NYS office. 2/2025- Director and Assistant Director began the cohort training for completing HUD application materials. Oversight of the CPF grants has moved to NYS HUD office rather than Washington DC. We are currently in the process of scheduling a call with the NYS point person. 1/2025 – Request to approve architect for renovation in 1/2025 packet. Director and Assistant Director are enrolled in the CPF grantee cohort for completing application materials (starts at the end of February 2025) 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	In progress

FY 2025 Special Projects Tracking (3/24/2025 meeting)

				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 for paperwork and more detailed information. This is very common with federal grants.	
New sign for West End Branch	3/1/2024	Director	Operating funds	3/2025 – new sign installed and looks wonderful. West End Branch has had a lot of people come in since then saying they had no idea there was a library there. 2/2025-Installation is scheduled for Sunday March 2, 2025. 1/2025 – waiting for warmer weather for installation. 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. 8/2024 – Business Office Manager has obtained one quote and is working on getting at least one more	Completed
Move flagpole		Board	Operating funds	3/2025 – for discussion at 3/24 Board meeting 2/2025- The Assistant Director reached out to Freeport Signs, vendor has ideas and will provide options and quotes by mid-March. 1/2025 – Board discussion requested for 1/2025 meeting 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 currently	In Progress
Water leaks	1/1/2024	Director	TBD	3/2025 – LBSD contractor is sealing open mortar joints to address the book drop leak. Waiting on a rainy day to reassess the custodian hallway leak. 2/2025 – water leaks are back again during heavy rains. Director has contacted LBSD. 1/2025 – work complete. No leaks observed since then. 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.	Restarted – In Progress

FY 2025 Special Projects Tracking (3/24/2025 meeting)

Welcome booklet	1/1/2023		Operating funds	3/2025 – Director proofreading final draft 2/2025- PMD Librarian Trainee is working on its final stages. 1/2025 – PMD Librarian Trainee will resume in February 2025. 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	In progress
LBSD Capital Projects list for Main Library			N/A	3/2025-No update at this time. 2/2025- No update at this time. 01/2025 – Director & Assistant Director met with LBSD Facilities to review capital projects for the proposed LBSD bond. 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
Alarm system			SAM grant	3/2025 – new alarm panel was installed. Training will be provided in April. 2/2025- No update at this time. 1/2025 – JCI and elevator vendor coordinated installations and testing. Now awaiting delivery of panel to complete project. 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 9/2024 – Business Manager reached out to JCI regarding when new panel and alarms can be installed 8/2024 – resolution for agreement in August Board packet.	In progress
Solar panels	8/2023		SAM grant	3/2025 – NYSED required school district approval. Obtained letter and forwarded to architect. Still waiting on NYS to approve scope change. 2/2025- No update at this time. 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
Update on Local Artist Wall and Curio Cabinet that have been	7/2024	Update requested by Trustee Donovan		1/2025 – Shows are up in the Local Artists Gallery and the Curio Cabinet. Now that Tanya has rotated back to Youth Services, Mariel will oversee these spaces.	Complete

FY 2025 Special Projects Tracking (3/24/2025 meeting)

empty for four months.				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.	
HVAC – replacement of final three HVAC units by LBSD	-	-	LBSD funded	1/2025 – new units installed and running. CIS has adjusted as needed, 1 year warranty. RFQ for maintenance done in Dec 2024 and SavMor was selected. 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	Complete
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
2 nd 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
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
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

Adult Services February 2025 Report



Jakea Williamson- Assistant Director

- Assisted in the daily operations of the library, including program coordination and service management.
- Oversaw and managed notary appointments, ensuring efficient and accurate delivery of related services.
- Provided comprehensive support for business office operations, including entering bills.
- Oversaw the development and maintenance of the library's collection, including acquisition and weeding.
- Assisted in getting a flag placed outside and at service points of the library.
- Assisted with library book clubs.
- Contacted masonry companies for quotes on treating and sealing the outside.
- Met with program department to streamline exercise program registration and attendance procedures.
- Did follow ups and check in with the progress of the welcome booklet.
- Initial planning and preparation for the fun fair 2025.

Lenora Ashford-Adult Services Librarian II

- Resume assistance via email is already proving to be helpful to patrons. I have had positive feedback so far.
- Ordering for Non-Fiction and Graphic Novels are proceeding as normal. I currently have some wiggle room in the budget and I am moving some of my titles to YA where they will circulate better.
- Email material requests from patrons have increased but not all of them are suitable for the collection.
- Museum passes are being renewed as we find out they're expired. I have also been updating the contact information in the hopes I will be notified of an expiration date before a patron is inconvenienced.
- Patrons have been complaining about the cellphone policy. It is clear some patrons are taking advantage and being a disturbance to others.

Adult Services February 2025 Report

Philip Boccia-Systems Librarian

- This month I updated all public access computers to the latest operating system, windows 11. So far so good.
- I have added more sci-fi titles and continue to update and move heaven and earth with re arranging titles that are in Sci-fi and pulling them to have Circulation relabel them to Fantasy since that is more appropriate.
- I've reached out to EZ Security for a PO on additional cameras for the main branch. Waiting on a response.
- I am going to the Rec Center around the corner with The Drax to help seniors with technology.

Ron Carroll-Patron Services Librarian/ West End

- I broke down Baker & Taylor ordering carts for books, media, and high-demand holds for both adult services and youth services
- I placed Baker & Taylor orders for books and media and high-demand holds, for both adult services and youth services
- I led an online presentation about the Data Axle Database.
- I hosted an open mic at West
- I fulfilled my responsibilities as Interlibrary Loan Librarian
- I set up/removed tables & chairs at West in in preparation for events
- I requested and updated flyers to promote events at West
- I added/removed flyers in the window & displays at West
- I took books & DVDs at West out of "New" status and placed them with the regular collection
- I weeded fiction books at West
- I performed custodial duties at West such as throwing out the trash and vacuuming.
- At main and at West, both over the phone and in person, I registered patrons for programs.
- At Main and at West, both over the phone and in person, I assisted patrons with copying, faxing, scanning, and printing

Adult Services February 2025 Report

Natasha Drax- Outreach Coordinator

- 2/11: Twenty-five people showed up to Books & Brews to discuss *Just Mercy* by Bryan Stevenson.
- 2/26: The LBNY Bestseller's book club met for a discussion of S.A. Cosby's *All the Sinners Bleed*. Two people came in person and three joined via zoom.
- 2/24: I attended this month's LB Chamber meeting at Bay Vista Rehab and spoke to promote upcoming library events.
- 2/25: I was invited to Magnolia Senior Center's book club discussion and provided reader's advisory to the group.
- I am ordering titles to fill gaps in our fiction collection as well as replacing worn copies of well circulating titles in preparation for Summer.
- Circulation for digital books continues to be robust. I wish more publishers would offer the CPC format to help with high demands.
- 2/14: I attended the executive board meeting of NCLA.
- 2/18: The Media Services Division of NCLA met to discuss streaming permissions and plan upcoming programs.

Mariel Mathews

- **Advocacy:**
Attended Pre-Advocacy and Advocacy Day in Albany, the state capital.
- **Webinars:**
Diversity in Children's Literature: A Panel Discussion
Buttoning Up Your Data Management
- **NLS Engagement:**
Attended an in-person Nassau Library System (NLS) meeting.
Coordinated the NLS Mini Quest across all three branches and NLS.
- **Library and Committee Meetings:**
Met with Tara and Jakea
Attended the All-Staff Meeting.
Co-chaired ALSC's EDI Committee Meeting.
Met with my co-chair beforehand to finalize the meeting agenda.
- **Outreach:**
Introductory meeting with the new EOC Director of Long Beach HeadStart.
Conducted meeting with the School Media Specialist of Long Beach High School with Youth Services Librarian trainee Jake Cohen on the goals and LBPL offerings.

Adult Services February 2025 Report

On site visit to inform and gain support from Long Beach City Hall and the Codfish Cowboy contacts to help refer local artists for our 1st Floor Local Artist Gallery.

- **Local Artist Gallery:**
Booked two local artists for the 1st Floor Gallery for wall art 1st : April, May and June and 2nd : July, August, September
- **Staffing & Scheduling:**
Interviewed and onboarded a new adult volunteer.
Assisted with amending the Patron Services schedule as needed.

Nicole Menzzasalma- Librarian II

- Adult Services Displays- Valentine's Day, Black History Month, Thriller's
- Created a schedule for librarian recommendations
- Rise and Shine Storytime Thursday February 6th and 20th, I assisted Eileen with her incredible program!
- Advocacy Day in Albany February 5, 2025 I went to speak with Assemblyman Ari Brown and a representative from Senator Patricia Canzoneri-Fitzpatrick.
- Teen Nite:
- Hearth Wreaths
- Movie Night: Wicked
- Winter Mitten Door Hanger
- Planned Teen Nite program through March.
- LB Garden Club- We are continuing to find a community garden spot. 31 patrons were in attendance for the meeting!
- LB Garden Club: Seed Packing Party- Packing seeds for the spring, Seed Library. The Seed Library and Propagation Station continue to be popular!
- Monthly Mommy Mixer
- Albums & Asanas: Soulful Sun Salutations Sam Cooke & Otis Redding!
- Finding Serenity Yoga & Meditation with Gary Jansen
- Self-Care Saturday: Restorative Yoga
- West End Chair Yoga
- Chair Yoga substituted for Kathleen Regan February 28th
- Mardi Gras craft at West
- New Fiction ordering with Natasha
- Scheduled new programs for March
- Poetry Festival planning

Board Report February 2025
Programming and Marketing Department
Sarah Siegel, Head of Programming and Marketing



February brought the deep cold of winter, and snow! The calendar was filled with collaborations and independent programming designed to excite patrons with new experiences and meet the needs of our diverse community.

MARKETING UPDATE

- Channels newsletter and 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 for display both inside and outside of our building.
- 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 will be meeting with library staffer Karen Cho to discuss her interest in social media in the hopes that she may help with us achieve greater exposure and engagement on our social media accounts, and that we can utilize her photography skills for various Library promotional materials.

Many of us are social media neophytes, so this is a learning process. 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 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, tag, and repost! In this way, 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.

January's guest contributor was **Brooke Dairman, Director of Professional Youth Theater (PYT) and Co-Director of the Dance Loft.**

- 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.** Additionally, we have initiated **new attendance policies** for exercise/health and wellness programs designed to eliminate unregistered patrons from participating in classes which are at capacity. All exercise/health and wellness offerings will now prioritize Long Beach residents, and sign in will be required for both registered and walk-in participants.
- 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 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!
- The new television and DVD/Blu-ray player in the second-floor program room have greatly improved the flexibility, ease of use and quality of visual programs presented in that room.
- We have purchased and are awaiting delivery of a digital banner display device. This will enable us to display our banners digitally, eliminate the cost of printing and be a sustainable publicity option. In addition, we will be able to use the devices much more frequently for promotional purposes.
- Program information was shared with The Long Beach Herald, Newsday, News 12 and the Town of Hempstead.

FEBRUARY PROGRAM HIGHLIGHTS

AARP Tax Aide preparation of state and federal tax returns began on February 4th by appointment. All appointments are booked for the entire season.

Our Winter Reading Bingo Challenge and **Winter Reading Club** closed on **February 28th**. All participants received a custom designed **LBPL mug** as a participation prize. We had a total of 57 participants with 21 returned challenge cards. Prizewinners will be drawn and announced March 3rd.

Rosa Maria Goeller's popular **painting series Van Gogh's The Art of Flowers** continues to meet at **Point Lookout Branch** on Thursday mornings. The final Van Gogh Flower Session will take place in March. Each

of these multi-week classes has focused on various flower paintings by the beloved artist **Vincent Van Gogh**. It is inspiring to see the finished work of Rosa's students. If you are at the branch checkout the mini-gallery!

In recognition of the **American Heart Association's Wear Red! Campaign** **St. Francis Medical Center's Health Van** visited on **February 5th from 10 am – 2pm!** Free health screenings and vaccines were available.

On the evening of **February 5th**, **Professor Thomas Germano** presented the visual art lecture **Sargent and Fashion**. Mr. Germano is a SUNY professor and artist, and an outstanding lecturer. We had 60 patrons attend in person with another 28 via Zoom. **Long Beach Art League** shared in the sponsorship of this programmer. Germano will return with a lecture entitled **Van Gogh and the Roulin Family** on **April 23rd at 7pm.**

We commemorated **Black History Month** on **February 8th**. On display was a travelling exhibit of the **Lest You Forget Museum of Slavery** in Philadelphia, Pennsylvania. The museum provides a unique historical perspective into the reality of slavery for Africans brought to America. The museum exhibits authentic slavery artifacts which include hundreds of shackles, chains, coffles, branding irons and other forms of punishing ironware. Authentic documents show how enslaved Africans were bought and sold as chattel. Numerous "Jim Crow" objects which negatively depict and ridicule African Americans, creating a lasting racist attitude, were shared with patrons. Descriptive contextual panels assisted visitors in understanding the significance of this period in American history. At **2pm** the museum's curator, **Gwen Ragsdale**, shared a presentation about the artifacts and an overview of the history of slavery. This program was in collaboration with **Artists in Partnership**.

Learn to Crochet returned **February 10th, 22nd** and **March 1st**. This instructional class has proved so compelling that a crochet club has been formed by the initial group—open to all---which will begin meeting on Saturdays in March.

In addition, staff member Mariel Matthews is overseeing **Cozy Stitch Collective** for needle workers who are looking to share their skills and socialize. They will convene one Friday each month.

On **Sunday February 22nd** A Fun for All program, **In Celebration of Lunar New Year**, proved popular with lots of young families in attendance (100+ attendees). This has become an anticipated annual event in conjunction with **Artists in Partnership**.

NEW, NOTABLE, AND COMING SOON

Happy Mardi Gras with the Paumanok Stompers! March 2nd will see us honor the spirit of Fat Tuesday with this very special concert celebration (plus a Mardi Gras mask-making craft and King Cake!)



NY Times Bestselling Author Emma Donoghue (*ROOM*, *The Wonder*, *Haven*, etc.) will visit the Library on **March 18th** at **1pm** to discuss 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 Donoghue's sixteenth novel (and twentieth book of fiction!). The book sale for this event will be handled by *On the Road Book Events*.



Throw on your Vans and your favorite black hoodie and get ready to sing along at **Emo Day Long Beach (March 30, 2pm)**. **Cover City Soundtrack** will be here playing the songs of *Taking Back Sunday*, *Fall Out Boy*, *Dashboard Confessional*, *My Chemical Romance*, and many more. For emo kids of ALL ages.

On **Sunday, March 23rd (2pm)** be sure to catch **Folk to Funk**, a program celebrating the music of Females from the Folk and Funk scene, will feature **Pamela Lewis**, **John Hurley** and guests presenting favorite Folk songs from women who made a huge impact on the genre. Following, **Emilie Surtees** and her band will be "funking" it up with tunes from Chaka Khan, Gladys Knight, Teena Marie and More. Presented in collaboration with **Artists in Partnership**.

ON THE HORIZON

Plans are in place for our **2nd Annual It's a Shore Thing Poetry Festival** taking place **April 5th & 6th**. New this year will be a **Poetry Contest** sponsored by the Library! We have already received a number of entries in each age category. Our Saturday and Sunday workshop facilitators have all been booked and our Open Mic leaders will be the Nassau and Suffolk County Poet Laureates.



If it's May, It's Cabaret! Planning is underway for this long-standing Library and Artists in Partnership collaborative tradition. This May instead of three concerts in one weekend, we will offer three concerts on three consecutive weekends – **Sunday, May 4th @ 2pm; Saturday, May 10th @ 7:30pm; and Sunday, May 18th @ 2pm.** Each concert will feature a different entertainer, each with a different outlook or style. The Saturday evening concert will feature last year's hit performer **Hannah Jane** as she presents her new show ***Leading Ladies of Broadway.***



We will partner with the **Long Beach Arts Council** on two projects in the coming months. On **May 17th** at Noon the Library will host the Kick-Off Concert for **Porch Fest 2025!**

On **June 22nd** we will work together to bring **Eastline Theater's** production of ***Emma*** to the people of Long Beach, in recognition of **Jane Austen's 250th birthday.**

In the early planning phase is an **Edwardian Tea Party** honoring Austen's landmark birthday.



The **City of Long Beach** has asked that the Library partner with them in presenting **Movies on the Beach** this summer including a 50th Anniversary showing of **JAWS!** Surely, at the very least, this calls for a visit from Sharkspeare! The most often occurring suggestion was for pre-movie trivia with give-aways. Stay tuned.

Plans are underway for this year's **Summer Reading Programs** with the theme being ***Color Your World.*** We have also begun to plan our **2nd Annual Fun Fair.**

We have tabled plans for an appearance by gold medal Paralympian **Lora Webster** until such time as her schedule is less demanding. We look forward to welcoming her when her availability improves.

PATRON SERVICES JANUARY/FEBRUARY REPORT 2025

Submitted by Jennifer Firth, Acting Dept. Head

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	294	244	403	4
December	375	163	446	5
January	405	358	436	4
February	372	324	662	6
March				
April				
May				
June				
FY TOTAL	3,841	2,555	5,040	53

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	1,218	10,801	202	1,605
December	1,052	9,674	60	1,444
January	1,306	10,619	144	1,826
February	1,206	9,737	151	1,429
March				
April				
May				
June				
FY TOTAL	10,576	90,111	1,123	13,429

Statistics compiled by Russell Stein

Meetings and Webinars Attended by Patron Services Staff

Jennifer Firth

1/06/25 LBPL: Meeting with Tara & Ali re: Department Swap
1/07/25 LBPL: Youth Services Staff Mtg
1/08/25 NLS: YS Meetup
1/08/25 NLS: MLD Amazon Informational Mtg
1/09/25 ALA: 60 Tips for School & Youth Services Webinar
1/13/25 Meeting with Library Director
1/15/25 NNLM: Mental Health in the Workplace Webinar
1/22/25 LBPL: Patron Services Staff: Amazon Invoice Mtg with Tara
1/23/25 LBPL Meeting with Tara
1/23/25 LBPL: Fun for All Mtg
2/05/25 NLS: YS Meetup
2/25/25 LBPL: All-Staff Meeting

Mariel Matthews

No Report - On Vacation
1/22/25 LBPL: Patron Services Staff: Amazon Invoice Mtg with Tara
2/25/25 LBPL: All-Staff Meeting

Ron Carroll

2/25/25 LBPL: All-Staff Meeting

Diane Dudderar

1/22/25 LBPL: Patron Services Staff: Amazon Invoice Mtg with Tara
2/25/25 LBPL: All-Staff Meeting

Russell Stein

1/22/25 LBPL: Patron Services Staff: Amazon Invoice Mtg with Tara
2/25/25 LBPL: All-Staff Meeting

Karen Cho

2/25/25 LBPL: All-Staff Meeting

PROGRAMING DONE BY PATRON SERVICES STAFF

Jennifer Firth

1/03/25 Messy Baby Art Program with Eileen Kelly
1/03/25 Pokemon Club Bi-Monthly Mtg
1/11/25 Hosted Teen Ambassadors Mtg
1/16/25 Tummy Time Program
1/24/25 Drawing Club Bi-Monthly Mtg
2/08/25 Teen Ambassadors Young Speakers Mtg
2/08/25 Teen Ambassadors Kids Valentine Craft
2/20/25 Tummy Time Program

Mariel Matthews

No Report – On Vacation

Ron Carroll

January '25: Hosted Open Mike Night at West End Branch
January '25: Presented online program about Learning Express Database
February '25: Hosted Open Mike Night at West End Branch
February '25: Presented online program about Data Axle Database

Diane Dudderar

No Report

Russell Stein

Jan 7- Tara Monthly Data Review Meeting
Jan 8- MLD Executive Board Meeting/Amazon Zoom Meeting
Jan 22 [whole office] B&T Invoices Meeting
Jan 24 NLS 2024 NYS Annual Report for Public Libraries Zoom Meeting
Jan 27 NLS 2024 NYS Annual Report-Programs Zoom Meeting
Jan 27 NLS Zoom, Technical Services Meeting
Feb 25 All Staff Meeting- In person

Karen Cho

No Report

OTHER DUTIES AS ASSIGNED

Jennifer Firth

- Served as YS Department Head 1/2/25-1/20/25
- Began as Patron Services Head 1/21/25
(Still Doing my assigned Tuesday Night and Saturday in the Youth Dept. along with various YS Programs ie: Tummy Time)
- Feb 7th: Covered the West End Branch
- Heavily Scheduled on Circulation Desk for Training in various procedures & Cash Register across different shifts with different staff members
- Took over the High Demand Holds
- Took over oversight of the Online Library Card Applications
(Kyra and Maria have done an amazing job cleaning up and catching up on the '25 and '24 online backlog of card applications)
(I cleaned up '23 and '22 backlog of online applications. Most of the people requesting cards in those years had current/up to date cards and just needed the application moved to a different "completed file").
- I have taken over the Patron Services Staff Schedule and am working on shuffling staff to cover shortages on the weekly calendar
- I have taken on Patron/Other Library billing issues
- I have made major headway on the back log of damaged books that were piling up in the patron services office.
- Quick Books: Daily updates as needed for Purchase Orders
- Completed the Youth Services section of the New York State Annual Report.

Marriel Matthews

-No Report – On Vacation

Ron Carroll

-Fulfilled responsibilities as ILL Librarian January & February
-Handle Baker & Taylor order carts and finalized orders for books, media and high demand holds for both adult services and youth services

Russell Stein

-Jan: Updated Report for I-code 1 errors (worked on by Adult Volunteer)
-Jan: Created West End Weeding List
-Jan 23rd: Covered Point Look Out Branch
-Feb: NYS Annual Report 2024

-January/February
-Generated Reports
 Monthly Reports
 Weeding Lists
-Circulation Desk Coverage when needed
-Assisting Ron with B&T Book & Media Ordering
-Amazon Book Ordering
-Receiving & Distributing Library supply orders

Diane Dudderar

-Feb 6th: Covered Point Look Out Branch
-During the month of January & February, worked (along with Karen Cho) on how to operate the Zebra Label Printer proficiently. They were in frequent contact with The Zebra Technicians to obtain complete information on how to set up templates and trouble shoot via the control panel. After a rough start with tech difficulties the printer now works smoothly and they are able to interchange the different labels to complete our processing work tasks.
-Daily processing of new books and DVDs for Adult Services
-Fill in Circulation Desk coverage as needed

Karen Cho

-Zebra Label Printer (see above)
-Daily processing of new books and DVDs for Youth Services
-Fill in Circulation Desk coverage as needed

Jake Cohn/ Rafael Hernandez

-Jake spent time with Rafael Hernandez training him on book repair and magazine processing

January 2025
Youth Services Stats for FY 2025

YS Room Walk-In Attendance				
	Kids	Teens	Adults	Monthly Total
July	1,199	322	1,149	2,670
August	1,238	306	1,344	2,888
September	1,005	170	1,058	2,233
October	1,114	194	1,044	2,352
November	1,035	184	1,235	2,454
December	868	153	1,059	2,080
January	1,177	210	1,257	2,644
February				-
March				-
April				-
May				-
June				-
FY TOTAL	7,636	1,539	8,146	17,321

Distribution of Grab & Go Craft Kits			
	Types	Kits	Total
July	13	307	320
August	9	324	333
September	12	390	402
October	21	500	521
November	18	452	470
December	19	492	511
January	16	239	255
February			-
March			-
April			-
May			-
June			-
FY TOTAL	108	2,704	2,812

Acting Department Head Report

With the new year comes new experiences, as I have begun the transition to acting department head of the Youth Services department. It has been a wonderful experience to see how vital the department is for the caregivers and young people of Long Beach. Children of all ages are engaged in programs, in play spaces, and with books and games throughout the day. Caregivers are eager to have the kids participate in all we have to offer. While I knew the staff of the YS Department was doing a phenomenal job, it is quite another thing to be a part of it from hour to hour, day to day!

I assisted Eileen with Rise and Shine Storytime and re-learned how to shake my sillies out. My measuring and kneading skills were put to the test in Play Dough Time. Making picture book bundles and Valentine's Day/Black History Month/President's Day displays allowed me to get to know the collection and revisit some old favorites. A mom looking for funny picture books for her brood left with a big stack of my recommendations, and when she returned a couple of weeks later, she raved about the selections. Like riding a bike!

The Youth Services staff and I are starting to formulate some ideas for the upcoming Summer Reading Program – Color Our World. I appreciate the team's cooperativity and innovated ideas.



Youth Services Monthly Report
Acting Department Head: Ali Blau

Individual Staff Reports on subsequent pages

Attended continuing education webinars.

Long Island Library Resources Council (LILRC) - Where is the Line? Freedom of Expression and Transgressive Speech

WebJunction - Don't Manage Change — Embrace It

School Library Journal - AI, Ethics, and Education: The Story of Book Talks with Benny

Niche Academy - What Gets in the Way of Excellence

Transitioned back into the Youth Services Department after working in Adult Services for the entirety of 2024.

Made multiple visits over the course of the month to three of our Homebound patrons.

Contacted Cornell Cooperative Extension of Suffolk County to order eggs and schedule a pick up for the 2025 Incubation and Embryology program.

Held a Page meeting to touch base with the Main branch Pages.

Began transferring information about the Adult Volunteer program and the Local Artist Gallery to Ms. Mariel Matthews, who will be in charge of these programs now that I've returned to the Youth Services Department. I've also contacted all of the participants to let them know about the transition.

Took over the Teen Volunteer program, with the assistance of Ms. Patricia Matthews.

Attended the monthly Friends of the Library meeting, where we discussed upcoming events and programs (i.e. Poetry Festival, Summer Reading 2025) that the library would like support from the Friends. Additionally, we had a brainstorming session to come up with ideas to have more people join the Friends.

Interviewed teen volunteer applicants with Ms. Patricia Matthews.

Held Adult Services' programs and crafts.

True Crime Book Club

Held Youth Services' programs and crafts.

Messy Art

Messy Art for Tots

Eileen Kelly- Youth Services Librarian II- February Report

- **Programs-** In addition to my regular programs like Rise & Shine, Mommy Mixer and STEAM Club, I also had a few well attended craft programs including Valentine's Day Wreaths, Valentine's Day Card Shop, a Black History Month Craft honoring Garrett Morgan, and the 2nd class of *Messy Art with Your Baby* which was very well received by all. The 2nd Annual Someone Special Dance went over like gangbusters, with our Day Dance attracting 181 patrons!
- **Outreach-** Continued visits to our local Head Start are always a treat, and this month we were introduced to Michele Blackshear, their new director.
 - Outreach Librarian Natasha Drax and I continued our efforts in setting up the MLK Center Children's Library room, with a total of 2 visits in February.
- **Displays-** February displays included a Black History Month display featuring Black Illustrators, Authors & Characters; Valentine's Day Displays, and President's week.
- **Continuing Ed/Professional Development-**
 - 2/5 NYLA Advocacy Day
 - 2/24 NCLA CSD Executive Board Meeting
 - 2/25 Presenter for CSLP NYS Children's Collaborative Summer Reading Program
 - 2/26 Webinar: My Friend Levar
 - Continuing Administration of Public Libraries Course

Jake Cohen – Youth Services Librarian Trainee – January Report

- **Programs:** In January, I led Lego Club, Teen Gamers, and Playdough Playtime. I also assembled Lego animals that were purchased for the Lego Club. In addition, I helped lead three programs for Adult Services: The Sci-fi & Fantasy Book Club, The Lord of the Rings Movie Marathon, and a screening of The Crying Game for the library's monthly LGBTQ film series.
- **Outreach:** Mariel Matthews and I made contact with the head librarian at Long Beach High School regarding setting up a good time to meet with her on the LBHS campus.
- **Displays:** I made dummy cases for the Nintendo Switch collection. Pat Matthews, the teen volunteer, and I also worked on creating standees of Nintendo characters. The characters decorate the shelves that house the Nintendo Switch collection.
- **Weeding:** I moved the children's TV series Star Trek Prodigy from YA to the J-DVD/Blu-Ray collection, as it is a Nickelodeon cartoon suitable for all ages.
- **Continuing Education/Professional Development:** I attended NLS's Mock Newberry Awards via Zoom.

Professional Development:

- Spark Joy, Achieve Growth: Student-Centered Literacy Strategies

Teamwork:

Collaboration with Librarians (Tanya Suarez-Matos and Jake Cohen) on the following:

- Revise ALA Baby Sign Flashcards: Ensure the teen volunteer-created flashcards include a diverse representation of family members, making the learning experience more inclusive for babies.
- Nintendo Super Mario Display: Design and set up a themed display featuring Super Mario characters to highlight the Nintendo Games collection.
- Manga Series Labeling: Organize and label several Manga series for easier browsing and accessibility for teen patrons.
- Teen Volunteer Project Guidance: Provide direction and support for teen-led initiatives, such as creating thoughtful cards for 'homebound' patrons.

Summary of Patron Compliments:

- A teen expressed excitement over the Youth Services (YS) and Young Adult (YA) Teen Space, amazed by the changes since her childhood visits. She looks forward to returning for studying and leisure reading.
- An adult patron appreciated help in finding Newbery Award books and enjoyed the Character Scavenger Hunt page and *The Very Hungry Caterpillar* book.
- Another adult reminisced about visiting the library daily after school with their mother and was delighted by the welcoming atmosphere.

- A parent, returning for the first time since their child was born, found the library cheerful and appreciated the updates.

Overall, patrons shared positive feedback on Youth Services welcoming environment, helpful services, and engaging features.

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December	868	153	1,059	2,080
January	1,177	210	1,257	2,644
February	1,267	168	1,234	2,669
March				-
April				-
May				-
June				-
FY TOTAL	8,903	1,707	9,380	19,990

Distribution of Grab & Go Craft Kits			
	Types	Kits	Total
July	13	307	320
August	9	324	333
September	12	390	402
October	21	500	521
November	18	452	470
December	19	492	511
January	16	239	255
February	5	139	144
March			-
April			-
May			-
June			-
FY TOTAL	113	2,843	2,956

Acting Department Head Report

The Youth Services Department has been working cooperatively throughout the month of February. Celebrations and observances including Black History Month, President's Day, Valentine's Day and Lunar Year were honored with books displays and crafts. Eileen Kelly presented at the statewide Children's Summer Reading Workshop. There were many program presentations that offered inspiration as we collaborate for our summer reading program. The department was buzzing with in-house programming, notably the Messy Art for Babies which featured a sweet as candy heart-shaped hand print and the Someone Special Dance, an afternoon dance party that pleased adults and kids alike.

Individual Staff Reports on subsequent pages

- Attended continuing education webinars.
 - Programing Librarian American Library Association (ALA) - Building Community Partnerships and Inclusive Opportunities: ALA's 2023 Peggy Barber Tribute Grant Winners
 - Long Island Library Resources Council (LILRC) - Rock Star Online Platforms for Librarians
 - Library Journal Webcast - Harper Collins Summer/Fall 2025 Adult Preview
 - Long Island Library Resources Council (LILRC) - Using Generative AI Tools for Research Data Management: Questions and Answers
- Interviewed four (4) teen volunteer applicants with Ms. Patricia Matthews.
- On boarded new teen volunteers.
- Visited homebound patron Cathy S.
- Attended the monthly Friends of the Library meeting, where we focused on the community cookbook project I proposed to the Friends in 2024.
- Held Adult Services' programs and crafts.
 - True Crime Book Club
 - Valentine's Day Heart Craft (West End)
 - Maker Monday
- Held Youth Services' programs and crafts.
 - Messy Art
 - Messy Art for Tots
 - Messy Art for Baby
 - Valentine's Day wreath craft
 - Tween Trinket Box craft

Eileen Kelly- Youth Services Librarian II- February Report

- **Programs-** In addition to my regular programs like Rise & Shine, Mommy Mixer and STEAM Club, I also had a few well attended craft programs including Valentine's Day Wreaths, Valentine's Day Card Shop, a Black History Month Craft honoring Garrett Morgan, and the 2nd class of *Messy Art with Your Baby* which was very well received by all. The 2nd Annual Someone Special Dance went over like gangbusters, with our Day Dance attracting 181 patrons!
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- **Programs:** This month, I led Lego Club, Teen Gamers, Jr. Gamers, Pokémon Club, and Playdough Playtime. Additionally, for Adult Services I co-led the Sci-Fi & Fantasy Book Club, as well as screened the films Wild at Heart, I Love You Philip Morris, and When Harry Met Sally.
- **Outreach:** Mariel Matthews and I went to the LBHS campus to meet with their head librarian. We met to discuss what the Long Beach Public Library can do to better serve Long Beach High School students, as well as support the High School's curriculum.
- **Displays:** In honor of Black History Month, I curated a Black History Month display for the YA Teen Space in Youth Services. Also, many (but not all) displays with YA materials were curated to fit the theme of Black History Month. Additionally, I created a capsule collection called 'popular picks' for the YA graphic/novel manga collection.
- **Continuing Education/Professional Development:** In February, I attended two CEU programs. I attended the Children's Summer Reading Workshop held by NLS via Zoom, and I attended My Friend LeVar: Author Ezra Edmond, held by the Long Island Library Resource Council via Zoom.

Patricia Matthews - Librarian Assistant

Professional Development

LILRC - My Friend LeVar, by author, animator, and filmmaker Ezra Edmond via Zoom presentation

Webinar/Podcast The Shelf Care Interview : Author Carol Boston Weatherford.

"The Doll Test "

Mackin's Storyteller Spotlight with author, Caldecott medalist Jason Reynolds

Collaborations:

Conducted YS volunteer interviews with teens and their parents (with Tanya Suarez Matos).

Manga series labeling (with Jake Cohen.

Patron Compliments:

Patron complimented us on our collection of Beatrix Potter books and the new Beatrix Potter displays in the picture book section in YS.

Co-worker informed us that a Patron complimented (LBPL YS)us on our "Ninja Collection" book collection.

A Patron spoke very highly of the book bundles located in the picture book area of YS

Adopted 2/2015

Revised and approved: 1/2023

Revised for approval: 3/2025

Capital Asset Records

The Board of Trustees of the Long Beach Public Library hereby delegates the responsibility for the oversight of all capital assets and other inventoried property to the Library Director and in his/her absence the Assistant Director. The Library Director or the Assistant Director in the absence of the Director, shall maintain a system of internal control for those assets that have a useful life of one (1) year or more and physical characteristics not appreciably affected by use or consumption. Those assets shall be inventoried and recorded on a regular basis based on industry and General Accounting Board Standards. The purpose of such inventory is to:

- Maintain a physical inventory of the Libraries capital assets;
- Determine replacement costs; and
- Determine appropriate insurance coverage.

Capital assets acquired with a value equal to or greater than the established threshold of \$500 or more shall be considered depreciable assets and shall be inventoried for the purpose of Government Accounting Standards Board, Statement No. 34, accounting practices. They will be placed on a depreciation schedule according to its asset class and estimated useful life. Capital assets are to be recorded at cost. Donated assets will be recorded at fair market value at the time received; however, if determining cost is not practical, estimated cost may be used.

A property record shall be made for each asset, including the following information:

- Description;
- Date of acquisition (month and year);
- Cost at acquisition;
- Replacement cost (current price for the same or similar asset);
- Location;
- Other pertinent information (EG) model and serial numbers;
- Depreciation

Equipment identification may be facilitated by numerical asset inventory tags, which shall be recorded. Acquisitions and dispositions shall be recorded as evinced by transactions in the operating and capital funds.

Adopted 2/2015

Revised and approved: 1/2023

Revised for approval: 3/2025

Capital Asset Records

The Library Director shall schedule an inventory and appraisal of Library equipment and material annually, unless the Board of Trustees deems an additional inventory is necessary. The appraisal will be performed by a recognized asset inventory company.

Adopted 2/2015

Revised and approved: 1/2023

Revised for approval: 3/2025

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A property record shall be made for each asset, including the following information:

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- Date of acquisition (month and year);
- Cost at acquisition;
- Replacement cost (current price for the same or similar asset);
- Location;
- Other pertinent information (EG) model and serial numbers;
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Adopted 2/2015

Revised and approved: 1/2023

Revised for approval: 3/2025

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Revised and approved: 09/2024

Revised for approval: 3/2025

Freedom of Information Law (FOIL) Policy

Purpose and Scope

The Long Beach Public Library, in compliance with [New York State Public Officers Law](#), adopts this Freedom of Information Law policy to explain how members of the public can access records of the Long Beach Public Library.

FOIL Officer

The Library Director is designated as FOIL Officer of the Long Beach Public Library. In the absence of the Library Director, the Assistant Director will be temporarily designated.

The FOIL Officer shall:

- Respond to all inquiries relating to the availability to the public of the library's records pursuant to the Freedom of Information Law within five (5) business days following receipt of the request.
- Consult with the Library's Legal Counsel as necessary
- Receive and process requests for access to records in the manner prescribed by law.
- Comply with these and all other duties as itemized by law.

FOIL Requests

FOIL requests shall:

- Be submitted, by mail or email, to the FOIL Officer in writing, either in letter format or using the Long Beach Public Library's FOIL Application Form.
- All requests for access to records must include contact information of the requestor, including a telephone number and mailing address.
- Include a detailed description of the records that are being sought including, but not limited to, dates, titles, file designations, and any other information that will assist the Long Beach Public Library in locating the requested records.
- Specify whether the petitioner wishes to see and read the requested item or receive a copy.
- Require payment for copies in excess of five (5) pages.
- Require payment for staff time in excess of two (2) hours.

FOIL Response

Within five (5) business days of the receipt of a compliant written request, Long Beach Public Library will:

- Make the record available to the requestor;
- Furnish a written acknowledgement of the receipt of the request and a statement of the approximate date and reasonable date when the request will be granted or denied and shall be no more than 20 business days after acknowledgement.
 - If it is known that circumstances prevent disclosure within twenty (20) business days

Revised and approved: 09/2024

Revised for approval: 3/2025

Freedom of Information Law (FOIL) Policy

from the acknowledgment, a written statement will be given indicating the reason for the delay. An alternate date for the disclosure will be provided.

- Deny access in writing, state the basis for denying access, and provide information on how to appeal such denial.
- Include an estimated cost for fees associated with copies and/or staff time.

If Long Beach Public Library does not respond to a request in accordance with the above standard, the request should be considered denied.

Notification to Employees of a Request for Access to Disciplinary Records

NY Public Officers Law § 87(6) mandates that the Library develop a policy providing notification to public employees if we are responding to a request for access to his or her disciplinary records.

The obligation to provide notice of the request shall not serve to delay the response to the request for access. The notification to the employee may follow release of the records to the requester.

For purposes of this rule, employees shall include current and former employees.

Disciplinary records shall include any record created in furtherance of a disciplinary proceeding, including, but not limited to:

- a. the complaints, allegations, and charges against an employee;
- b. the name of the employee complained of or charged;
- c. the transcript of any disciplinary trial or hearing, including any exhibits introduced at such trial or hearing;
- d. the disposition of any disciplinary proceeding; and
- e. the final written opinion or memorandum supporting the disposition and discipline imposed including the agency's complete factual findings and its analysis of the conduct and appropriate discipline of the covered employee.

This rule only relates to disciplinary records.

The notification rule/ requirement does not pertain to a request for access to any other type of record of an employee.

The requirement does not pertain to a request for a disciplinary record submitted by way of a subpoena.

This rule relates to notice to the employee of the receipt of the request for access to his or her disciplinary

Revised and approved: 09/2024

Revised for approval: 3/2025

Freedom of Information Law (FOIL) Policy

records and shall not pertain to the right to access to the records by the requester.

The right to access the disciplinary record by the requester shall be based on Article 6 of the NY Public Officers Law.

The Records Access Officer shall process a request for access to an employee disciplinary record and thereafter shall send notification to the employee that his or her disciplinary records were the subject of a request for access to records informing the employee of the date of the request and the person or entity that made the request.

For current employees, the notification shall be sent to their Library email account. For former employees, notification shall be sent to their last known address. It shall be the obligation of employees and former employees to provide administration with an accurate current address. No further notification shall be initiated if the notification is returned by the United State Postal Service because the address on file is not accurate.

Revised and approved: 09/2024

Revised for approval: 3/2025

Freedom of Information Law (FOIL) Policy

Appealing a Denial of Access

All appeals of a denial of a request for Long Beach Public Library records must be submitted in writing within thirty (30) days of the denied request, either in letter format or using Long Beach Public Library's FOIL Appeal Form.

The Long Beach Public Library's FOIL Appeals Officer shall be the President of the Library's Board of Trustees

An appeal must include the date of the original FOIL request, a detailed description of the records that are being sought including but not limited to dates, titles, file designations, or any other information that will help the Long Beach Public Library to find the requested records, and the reason provided for the denial.

The Long Beach Public Library FOIL Appeals Officer will independently review the withheld records and the basis for withholding them. The Long Beach Public Library FOIL Appeals Officer will respond in writing to the appealing party within ten (10) business days after the appeal is perfected with his or her determination as to whether the requested records were properly withheld or must be released.

Copies of all appeals and the determinations will be sent by the Long Beach Public Library to the Committee on Open Government pursuant to Section 89(4)(a) of the Public Officers Law.

Fees

- The Library reserves the right to charge the requestor for costs in accordance with Sections 87(1)(b)(iii) and 87(1)(b) and (c) of the Public Officers law.
- There shall be no fee charged for merely inspecting records.

Severability Clause

In the event any provision or part of this Policy is found to be invalid or unenforceable, only that particular provision or part so found, and not the entire Policy, will be inoperative.



111 WEST PARK AVENUE
LONG BEACH, NY 11561
PHONE: 516-432-7201
EMAIL: INFO@LONGBEACHLIBRARY.ORG
WWW.LONGBEACHLIBRARY.ORG

Revised and approved: 09/2024

Revised for approval: 3/2025

Freedom of Information Law (FOIL) Policy
Application for Public Access to Long Beach Public Library Records

MAIL TO: Library Director
Long Beach Public Library
111 West Park Ave
Long Beach, NY 11561

-or- EMAIL TO:
director@longbeachlibrary.org

I hereby apply to (1) inspect () OR (2) obtain a copy of () the following record:

Signature

Date

Print Name

Telephone

Representing

Email

Mailing Address

FOR LIBRARY USE ONLY

Approved ()

Denied (for the reasons checked below) ()

Confidential Disclosure

() Part of investigatory files

() Unwarranted invasion of personal privacy

() Record of which the Long Beach Public Library is legal custodian cannot be found () Record is not maintained by the Long Beach Public Library

() Exempted by statute other than the Freedom of Information Act () Other
(Specify)

Signature

Date

Title

Received by

Date



111 WEST PARK AVENUE
LONG BEACH, NY 11561
PHONE: 516-432-7201
EMAIL: INFO@LONGBEACHLIBRARY.ORG
WWW.LONGBEACHLIBRARY.ORG

Revised and approved: 09/2024

Revised for approval: 3/2025

Freedom of Information Law (FOIL) Policy
Denial Appeal Form for Public Access to Long Beach Public Library Records

MAIL TO: President, Board of Trustees
Long Beach Public Library
111 West Park Ave
Long Beach, NY 11561

-or- EMAIL TO:
director@longbeachlibrary.org

I hereby appeal:

Signature

Date

Print Name

Telephone

Representing

Email

Mailing Address

Date of Original Request: _____

Records Requested: _____

Reason Provided for Denial: _____

FOR LIBRARY USE ONLY

Denial Upheld ()

Denial Reversed ()

Signature

Title

Date



Revised and approved: 09/2024

Revised for approval: 3/2025

Freedom of Information Law (FOIL) Policy

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- Respond to all inquiries relating to the availability to the public of the library's records pursuant to the Freedom of Information Law within five (5) business days following receipt of the request.
- [Consult with the Library's Legal Counsel as necessary](#)
- Receive and process requests for access to records in the manner prescribed by law.
- Comply with these and all other duties as itemized by law.

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Within five (5) business days of the receipt of a compliant written request, Long Beach Public Library will:

- Make the record available to the requestor;
- [Furnish a written acknowledgement of the receipt of the request and a statement of the approximate date and reasonable date when the request will be granted or denied and shall be no more than 20 business days after acknowledgement.](#)
 - [If it is known that circumstances prevent disclosure within twenty \(20\) business days](#)

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from the acknowledgment, a written statement will be given indicating the reason for the delay. An alternate date for the disclosure will be provided.

- Deny access in writing, state the basis for denying access, and provide information on how to appeal such denial.
- Include an estimated cost for fees associated with copies and/or staff time.

If Long Beach Public Library does not respond to a request in accordance with the above standard, the request should be considered denied.

Notification to Employees of a Request for Access to Disciplinary Records

NY Public Officers Law § 87(6) mandates that the Library develop a policy providing notification to public employees if we are responding to a request for access to his or her disciplinary records.

The obligation to provide notice of the request shall not serve to delay the response to the request for access. The notification to the employee may follow release of the records to the requester.

For purposes of this rule, employees shall include current and former employees.

Disciplinary records shall include any record created in furtherance of a disciplinary proceeding, including, but not limited to:

- the complaints, allegations, and charges against an employee;
- the name of the employee complained of or charged;
- the transcript of any disciplinary trial or hearing, including any exhibits introduced at such trial or hearing;
- the disposition of any disciplinary proceeding; and
- the final written opinion or memorandum supporting the disposition and discipline imposed including the agency's complete factual findings and its analysis of the conduct and appropriate discipline of the covered employee.

This rule only relates to disciplinary records.

The notification rule/ requirement does not pertain to a request for access to any other type of record of an employee.

The requirement does not pertain to a request for a disciplinary record submitted by way of a subpoena.

This rule relates to notice to the employee of the receipt of the request for access to his or her disciplinary

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records and shall not pertain to the right to access to the records by the requester.

The right to access the disciplinary record by the requester shall be based on Article 6 of the NY Public Officers Law.

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The Records Access Officer shall process a request for access to an employee disciplinary record and thereafter shall send notification to the employee that his or her disciplinary records were the subject of a request for access to records informing the employee of the date of the request and the person or entity that made the request.

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For current employees, the notification shall be sent to their Library email account. For former employees, notification shall be sent to their last known address. It shall be the obligation of employees and former employees to provide administration with an accurate current address. No further notification shall be initiated if the notification is returned by the United State Postal Service because the address on file is not accurate.

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Freedom of Information Law (FOIL) Policy

Appealing a Denial of Access

All appeals of a denial of a request for Long Beach Public Library records must be submitted in writing within thirty (30) days of the denied request, either in letter format or using Long Beach Public Library's FOIL Appeal Form.

The Long Beach Public Library's FOIL Appeals Officer shall be the President of the Library's Board of Trustees

An appeal must include the date of the original FOIL request, a detailed description of the records that are being sought including but not limited to dates, titles, file designations, or any other information that will help the Long Beach Public Library to find the requested records, and the reason provided for the denial.

The Long Beach Public Library FOIL Appeals Officer will independently review the withheld records and the basis for withholding them. The Long Beach Public Library FOIL Appeals Officer will respond in writing to the appealing party within ten (10) business days after the appeal is perfected with his or her determination as to whether the requested records were properly withheld or must be released.

Copies of all appeals and the determinations will be sent by the Long Beach Public Library to the Committee on Open Government pursuant to Section 89(4)(a) of the Public Officers Law.

Fees

- The Library reserves the right to charge the requestor for costs in accordance with Sections 87(1)(b)(iii) and 87(1)(b) and (c) of the Public Officers law.
- There shall be no fee charged for merely inspecting records.

Severability Clause

In the event any provision or part of this Policy is found to be invalid or unenforceable, only that particular provision or part so found, and not the entire Policy, will be inoperative.

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Revised and approved: 09/2024

Revised for approval: 3/2025

Freedom of Information Law (FOIL) Policy
Application for Public Access to Long Beach Public Library Records

MAIL TO: Library Director
Long Beach Public Library
111 West Park Ave
Long Beach, NY 11561

-or- EMAIL TO:
director@longbeachlibrary.org

I hereby apply to (1) inspect () OR (2) obtain a copy of () the following record:

Signature

Date

Print Name

Telephone

Representing

Email

Mailing Address

FOR LIBRARY USE ONLY

Approved ()

Denied (for the reasons checked below) ()

Confidential Disclosure

() Part of investigatory files

() Unwarranted invasion of personal privacy

() Record of which the Long Beach Public Library is legal custodian cannot be found () Record is not maintained by the Long Beach Public Library

() Exempted by statute other than the Freedom of Information Act () Other

(Specify)

Signature

Date

Title

Received by

Date



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Revised for approval: 3/2025

Freedom of Information Law (FOIL) Policy

Denial Appeal Form for Public Access to Long Beach Public Library Records

MAIL TO: President, Board of Trustees
Long Beach Public Library
111 West Park Ave
Long Beach, NY 11561

-or- EMAIL TO:
director@longbeachlibrary.org

I hereby appeal:

Signature

Date

Print Name

Telephone

Representing

Email

Mailing Address

Date of Original Request: _____

Records Requested: _____

Reason Provided for Denial: _____

FOR LIBRARY USE ONLY

Denial Upheld ()

Denial Reversed ()

Signature

Title

Date

POLICY: IMMIGRATION ENFORCEMENT RESPONSE

Policy: The Library is committed to upholding patron privacy, and ensuring compliance with legal requirements. This policy establishes procedures for Library staff to follow if federal immigration enforcement agents (e.g., U.S. Immigration and Customs Enforcement (“ICE”)) enter the Library or request information.

1. Confidentiality of Patron Records

- a. The Library will not disclose any patron records or personal information unless presented with a valid judicial order, subpoena, or warrant (CPLR § 4509).
- b. All requests for patron information must be referred to the Library Director. If the Library Director is unavailable, the request should be directed to the Assistant Director or, if neither is available, the Librarian in Charge.

2. Procedures for Responding to Immigration Agents

If an immigration enforcement agent enters the Library and/or requests information, Library staff shall:

a. Notify Library Leadership

- Immediately inform the Library Director. If the Library Director is unavailable, the request should be directed to the Assistant Director or, if neither is available, the Librarian in Charge.

b. Request Identification and Documentation

- Politely ask the agent for their name, agency affiliation, and the purpose of their visit. Make notes of their responses.
- Request and make a copy of any legal documentation, such as a warrant, subpoena, or court order that they possess.

c. Follow Legal Counsel’s Guidance

- Inform the agent that Library policy requires consultation with legal counsel before any action is taken.
- Ask the agent to wait while legal counsel is consulted.

d. Non-Interference with Law Enforcement

- Library staff shall not physically interfere with any enforcement action, search, or seizure by federal immigration enforcement agents.
- If an agent proceeds without a valid judicial order, staff should document all details of the encounter and notify legal counsel immediately.

e. Report Encounters

- Any encounter with immigration agents must be reported to Library leadership promptly.

3. Public vs. Nonpublic Areas of the Library

- **Public Areas:** Immigration enforcement agents may enter publicly accessible areas of the Library without a warrant, e.g., reading rooms, stacks, and common areas.
- **Nonpublic Areas:** Areas designated for staff use only, such as offices, break rooms, storage areas, and behind-the-desk workspaces, are not open to the public. Immigration agents may not enter these areas without a valid judicial warrant, subpoena or court order.
- While staff may verbally inform federal immigration enforcement agents that they are not entitled to enter the nonpublic areas of the Library without a warrant, subpoena or court order, they should never physically interfere.

		FY 2025 Revenue	FY 2026 Estimated Revenue	Notes
3100	Appropriation from Unassigned Fund Balance	\$ -	\$ -	
	FY carryover for items approved by BoT for purchase	\$ -	\$ -	
4050.00	Real Property Taxes	\$ 3,908,247	\$ 4,039,618	
4022.00	PILOT (Payments in Lieu of Taxes)	\$ 9,400	\$ 9,318	
4014.00	Fines and fees (overdue fines only on new items and special collections)	\$ 5,000	\$ 8,500	
4030.00	Interest and Earnings	\$ 7,500	\$ 10,000	
4040.00	Miscellaneous Revenues	\$ 18,000	\$ 16,000	
4020.00	NYS Library Aid and government grants	\$ 18,000	\$ 16,000	
	Donations, gifts, endowments	\$ 2,000	\$ 2,500	
Total Estimated Revenue		\$ 3,968,147	\$ 4,101,936	

		FY 2025 Expenses	FY 2026 Estimated Expenses	Notes
Library Materials		\$ 180,300	\$ 194,800	
6420.BP	Books and Audiobooks, Print	\$ 68,000	\$ 75,000	
6420.BD	eBooks and eAudiobooks, Digital	\$ 65,000	\$ 70,000	
6450.FD	DVDs	\$ 5,000	\$ 5,000	
6450.FS	Streaming Films / Film Licensing	\$ 4,000	\$ 5,000	
6455.CD	Music CDs & Vinyl	\$ 2,500	\$ 3,000	
6455.ST	Streaming Music / Services	\$ 300	\$ 300	
6457.MP	Magazines and Newspapers (Print)	\$ 5,000	\$ 5,000	
6457.MD	Magazines and Newspapers (Digital)	\$ 2,000	\$ 2,000	
6457.RL	Research & Learning (Print)	\$ -	\$ -	
6457.DI	Research & Learning Databases (Digital)	\$ 27,500	\$ 28,500	
	Library of Things	\$ 1,000	\$ 1,000	
Library Programs		\$ 84,500	\$ 97,000	
6280.A	Adult Programs	\$ 30,000	\$ 35,000	
6280.AS	Adult Program Supplies	\$ 12,000	\$ 12,000	
6280.J	Youth Programs	\$ 28,000	\$ 32,500	
6280.JS	Youth Program Supplies	\$ 10,000	\$ 12,000	
6280.MU	Museum Passes	\$ 4,500	\$ 5,500	
Technology		\$ 54,750	\$ 63,000	
6440.HT	Hardware Technology	\$ 10,000	\$ 12,500	
6440.SW	Software and Online Services	\$ 22,500	\$ 25,000	
6440.LT	Leased Technology	\$ 16,000	\$ 18,000	
6440.PT	Peripheral Technology	\$ 6,250	\$ 7,500	
Library Operational Expenses		\$ 76,500	\$ 83,500	
6460.SU	Library Supplies	\$ 12,500	\$ 15,000	
6460.PO	Postage	\$ 5,000	\$ 5,000	
6460.CM	Communications and Marketing	\$ 5,000	\$ 7,500	
6640.IN	Insurance	\$ 54,000	\$ 56,000	
Other Operational Expenses		\$ 148,000	\$ 175,000	
6610.NS	NLS Services- ILS and NLS General Support	\$ 85,000	\$ 85,000	
6610.GU	Security	\$ 35,000	\$ 60,000	
6610.AC	AccuData	\$ 10,000	\$ 11,000	
6610.MI	Misc. (book drop, collection agcy, water cooler etc.)	\$ 18,000	\$ 19,000	
		\$ 221,500	\$ 245,500	
6640.BR	Branch Rentals	\$ 83,000	\$ 86,000	
6640.UT	Utilities	\$ 65,000	\$ 70,000	
6640.TE	Telephone	\$ 20,000	\$ 18,000	
6640.CM	Cleaning & Maintenance Supplies	\$ 7,500	\$ 10,000	

6640.BM	Repairs / Maintenance to Bldg/Equip	\$ 35,000	\$ 45,000	
6640.FU	Replacement Furniture	\$ 2,500	\$ 4,000	
6640.MI	Facilities / Miscellaneous Building Maintenance Expenses	\$ 8,500	\$ 12,500	
Municipal Services		\$ 18,000	\$ 18,000	
6615.00	Civil Service, Water, Sanitation	\$ 18,000	\$ 18,000	
Reserves		\$ -	\$ -	
	Capital Projects Fund	\$ -	\$ -	
Professional Services		\$ 53,847	\$ 58,500	
6270.PF	Professional Services	\$ 46,147	\$ 50,000	
6270.TR	Travel and Training	\$ 5,500	\$ 6,000	
6270.DM	Dues and Memberships	\$ 2,200	\$ 2,500	
Personnel (Wages & Benefits)		\$ 3,130,751	\$ 3,166,636	
6500.SA	Salaries	\$ 2,084,100	\$ 2,087,953	
6500.HI	Hospital and Medical Insurance	\$ 601,360	\$ 601,360	
6500.02	NYS Retirement	\$ 250,857	\$ 286,424	
6500.03	Social Security/ Medicare	\$ 159,434	\$ 159,728	
6500.05	Unemployment	\$ -	\$ -	
6500.M	Miscellaneous Employee Expenses	\$ 35,000	\$ 31,171	
Total Estimated Expenditures		\$ 3,968,147	\$ 4,101,936	
		\$ (0)	\$ (0)	

- The amount the Library can levy to provide Library services in FY 2026 is \$4,039, 618. This does NOT exceed the tax cap as calculated by the Office of the State Comptroller.
 - Takes into account the 2% property tax cap limit and a 1.3% tax base growth factor which is higher than it has been in a few years.
 - In FY 2025, the tax base growth factor was .048% and in FY 2024, it was .076%.
- Increase of approximately \$130,000. Looking back at the last four fiscal years, the average increase is approximately one hundred fourteen thousand.
- The average annual cost per household would be \$236.75 (a \$7.70 increase from FY 2025).
- The average annual cost per individual resident would be \$101.39 (a \$3.30 increase from FY 2025)
- These annual allowable increases barely sustain our services. Costs on nearly everything have gone up tremendously and are still rising.
 - The FY 2026 increase would allow us to increase spending in key flexible areas like library materials and programs.
 - There are other areas that are not flexible like insurance and utilities.
 - The salaries line is virtually the same as this fiscal year since we are going through a period of transition with staffing.
 - Even though the costs for health insurance in FY 2025 were lower than anticipated, I left that line unchanged for FY 2026 to be on the safe side.

In order to simply sustain the level of services we've been offering, it is Library Administration's recommendation that the Board approve the budget as presented above for FY 2026

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: March 24, 2025

SUBJECT: Staff rotation update

As the Board knows, we began a staff rotation in January to give librarians the opportunity to broaden their skillset and for the Library to get fresh eyes to continue improving various operational areas. Ali Blau rotated to Youth Services as the Department Head, Jenn Firth rotated to Patron Services as the Department Head, and Mariel is rotating to Adult Services and taking on some of the special projects Tanya was working on.

In Patron Services, Jenn has been spending a lot of time at the Circulation Desk familiarizing herself with those responsibilities. The Circulation Clerks are happy with the hands-on support. She's also taken on the responsibility of final approval for Amazon orders and creating Purchase Orders for the Business Office. She will also be working with the Business Office on documentation and writing up procedures for various tasks. Her attention to detail will be much appreciated in that area.

Ali jumped right into Youth Services including starting summer reading planning for YS and coordinating between departments for theming. She's supporting staff in their new program planning including Club Bébé, the hottest underground club in Long Beach for the toddler set. Ali is also continuing her vinyl listening lounge programming and coordinating adult crafts!

Mariel is rotating into Adult Services. She's taken on several of the special projects Tanya got started in her rotation to Adult Services last year. Mariel has already scheduled additional local artists for the Local Artist Gallery Wall through fall 2025. She's also doing outreach to recruit more artists to display in the 3D exhibit case which has proven a bit more difficult to fill.

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: February 24, 2025

SUBJECT: Tuition Reimbursement

As per the discussion at the February 2025 Board meeting, I spoke with the Library Attorney about clarifying language for the tuition reimbursement to ensure changes don't conflict with our Collective Bargaining Agreement. He recommended formally entering into a Memorandum of Agreement with CSEA to amend the current contract and ensure its inclusion in the next contract. Below is the proposed language. The dollar amount is just a placeholder. The Board can choose a different amount. Given the sharp rise in tuition costs over the last several years, I would not recommend going below \$6,000.

"For budgeting purposes, interested employees must register their intent to request tuition reimbursement by DATE for structured courses occurring the next fiscal year. The Library shall notify employees of tuition reimbursement availability once per year, at least one month in advance of the intent deadline.

If the amount requested exceeds **\$6,000**, the excess shall be distributed proportionally among the employees receiving tuition reimbursement based on their individual reimbursement requests. Each employee's reimbursement will be adjusted accordingly, and they will be notified of their revised amount by DATE. For example, if three employees request a total of \$9,000—Employee A requests \$4,000, Employee B requests \$3,000, and Employee C requests \$2,000—the \$3,000 overage would be deducted proportionally based on their requested amounts, reducing Employee A's reimbursement by \$1,333, Employee B's by \$1,000, and Employee C's by \$667.

Reimbursement shall be made upon course completion with submission of payment receipt and an unofficial transcript showing a course grade of "B" or better."

I have reached out to CSEA to discuss.

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: March 24, 2025

SUBJECT: CY 2025 Trustee Training Requirements

With the Board's consensus at the February 2025 meeting, I reached out to Nassau Library System and Jerry Nichols regarding trustee training topics.

While NLS doesn't have a single training beyond Trustee Basics that is two hours long, we can mix and match their 60-minute trainings.

- **Strategic Planning** - 60 mins - How to position your library to fulfil its mission and meet the NYS minimum standard for having a plan of service.
- **Financial & Fiduciary Responsibility** - 60 mins - Introduction to the library budget, library funding, financial policies, reports to the board, and external audits.
- **Intellectual Freedom and Public Libraries** - 60 mins - The importance of intellectual freedom and how libraries safeguard the rights of readers. Emphasis on the idea that libraries are subject to censorship attempts from both the political left and right and need to stand up to all censorship attempts to maintain public trust.

Jerry is happy to provide a live training on whatever topics the Board is interested in but he also mentioned that the training requirement can be fulfilled simply by viewing some of the archived [Library Trustee Handbook Book Club sessions](#).

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