

Monday April 28th at 7pm
BOARD OF TRUSTEES OPEN MEETING AGENDA v.2

- | | | | |
|-------|---|-----------------|-----------------|
| 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 3/24/2025 | (Vote Needed) | P. 3-4 |
| VI. | Approval of Bills and Schedules | | |
| | 1. Board Warrant | (Vote Needed) | P. 5-7 |
| | • 1366 | | |
| | 2. Payroll Warrants w/Treasurer Certifications | (Vote Needed) | P. 8-17 |
| | • 1364-1365 | | |
| VII. | Monthly Financial Report | | P. 18-28 |
| VIII. | Donor Recognition | N/A | |
| IX. | Monthly Reports (February 2025) | | |
| | 1. Director's Report..... | | P. 29-30 |
| | 2. Monthly Stats..... | | P. 31-35 |
| | 3. FY 2025 Projects..... | | P. 36-40 |
| | 4. Assistant Director/Adult Services..... | | P. 41-45 |
| | 5. Programming & Marketing..... | | P. 46-50 |
| | 6. Patron Services..... | | P. 51-54 |
| | 7. Youth Services | | P. 55-60 |
| X. | Old Business | | |
| | 1. Update approval for payroll bills | (Vote Needed) | P. 61 |
| XI. | New Business | | |
| | 1. Trustee Questions | (Informational) | P. 62-65 |
| | • Municipal Services | | |
| | • Staffing | | |
| | • Hiring | | |
| | • Maintenance Fees | | |
| | 2. Director job description | (Vote Needed) | P. 66-71 |
| | 3. New sound system for the Auditorium | (Discussion) | P. 72 |
| | 4. Water bottle filling station | (Discussion) | P. N/A |
| XII. | Public Comment (limited to 3 minutes per person) | | |
| XIII. | CSEA | | |
| XIV. | Executive Session | | |
| XV. | Personnel | (Vote Needed) | |
| | 1. New Hires | | |
| | • Fiona McKenzie, Circulation Clerk (PT) | | |
| | 2. Resignations | | |
| | • Mariel Matthews, Librarian I, Patron Services | | |
| | • Shauna McCauley, Librarian Trainee, Programs & Marketing Department | | |

Monday March 24th at 7pm
BOARD OF TRUSTEES
MINUTES

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

- I. Call to Order by **President Tansey at 7:00p.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)
- V. Approval of Minutes from 2/24/2025 **Moved for approval by Trustee Guarini seconded by Trustee LaSpina and abstained by Pinto.**
- VI. Approval of Bills and Schedules **Unanimously approved. Moved for approval by Trustee Pinto, seconded by Trustee Guarini.**
 1. Board Warrant 1363
 2. Payroll Warrants w/Treasurer Certifications
 - 1361, 1361-Special, 1362
- VII. Monthly Financial Report
- VIII. Donor Recognition
- IX. Monthly Reports (February 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
 1. Policies reviews/updates
 - Capital Asset Records **Unanimously approved. Moved for approval by Trustee Guarini, seconded by Trustee LaSpina.**
 - FOIL Requests **Unanimously approved. Moved for approval by Trustee Guarini, seconded by Trustee Donovan.**

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

- Immigration Enforcement **Unanimously approved with the amendment that the Director and Attorney can make future changes. Moved for approval by Trustee Pinto, seconded by Guarini.**

XI. New Business

1. FY 2026 Budget **Unanimously approved. Moved for approval by Trustee Pinto, seconded by Trustee Guarini.**
2. Staff rotation update
3. Tuition reimbursement
4. Trustee Training
5. Updates on masonry/flagpole

XII. Public Comment (limited to 3 minutes per person)

XIII. CSEA

XIV. Executive Session

XV. Personnel **Unanimously approved. Moved for approval by Trustee Pinto, seconded by Trustee Donovan.**

1. Don Smalls, FT Maintenance Worker to FT Assistant Supervisor (Building Maintenance)
2. Kim Dempsey, Payroll Clerk

XVI. Date and Time of Next Meeting **Approved. Moved for approval by Trustee Pinto, seconded by Trustee LaSpina.**

1. Monday April 28th at 7pm (*3rd Monday in April is Easter Monday*)

XVII. Adjournment **at 8:02 pm- Motioned Trustee Pinto, seconded by Trustee Donovan, 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
03/27/2025	ACH-PLPSEG	PSEGLI-P	Acct 17504827027 Customer ID 0455201149	\$683.87
04/28/2025	29238	LIBRARY PENINSULA PUBLIC	Reimburse f/lost item 31398004732245	\$9.99
04/28/2025	29239	MORRISSEY HELENA	WE: spring decorations, movie snacks	\$23.88
04/28/2025	29240	MATTHEWS MARIEL	Crochet hooks for crochet club	\$17.94
04/28/2025	29241	SIEGEL SARAH	REIMBURSE PGM SUPPLIES F/CHRIS WHITAKER	\$88.25
04/28/2025	29242	BLAU ALEXANDRA	Reimburse: records for listening lounge, AS & YS program supplies	\$426.14
04/15/2025	29248	PGM-A / GERMANO, THOMAS	APGM:M - 1 X \$150.00 John Singer Sargent and Fashion (AIP portion)	\$150.00
04/28/2025	29249	ACE HARDWARE	ACCT# 29884 - Garden supplies and key copies	\$177.05
04/28/2025	29250	ALARM1 - PT LOOKOUT	ALARM: POINT: Monitoring Apr-June 2025	\$178.08
04/28/2025	29251	ATTORNEY-QUATELA CHIMERI PLLC	ATTY FEES - MAR 2025 standard library business	\$728.00
04/28/2025	29252	BAKER & TAYLOR-L927400-Books-Processed	ACCT L927400 PROCESSED BOOK-04/28/2025	\$3,585.71
04/28/2025	29253	BAKER & TAYLOR-L931931-Books-YA	ACCT L931931: YA BOOKS-04/28/25	\$418.73
04/28/2025	29254	BAKER & TAYLOR-xL219030-Books-Unprocessed	Acct L219030 - Unprocessed books - 04/28/25	\$361.80
04/28/2025	29255	BAKER & TAYLOR - 40017023	Acct 40017023 - DVD invoices 04/28/25	\$280.37
04/28/2025	29256	BAKER & TAYLOR - 40017053	ACCT 7053-NON-FICTION DVDS- 04/28/2025	\$15.91
04/28/2025	29257	BAKER & TAYLOR - 75005428 DVDS&CDS	ACCT#75005428 DVDs/CDs 04/28/25	\$84.24
04/28/2025	29258	BAKER & TAYLOR - C069914-Continuations	ACCT 9143 GUIDES/CATALOGS/INSTRUC-04/28/25	\$161.17
04/28/2025	29259	BRADY INDUSTRIES	Invoices for 10/2024 and 3/2025 cleaning supplies	\$1,357.71
04/28/2025	29260	CENGAGE LEARNING / GALE	Feb, Mar, Apr 2025 Invoices	\$367.37
04/28/2025	29261	DELL MARKETING	Computers for PMD Specialist and PT librarian	\$1,405.99
04/28/2025	29262	EZ SECURITY	INV-000435 install additional security cameras on stairs and at register	\$2,036.78
04/28/2025	29263	FIRE COMMAND	EXTINGUISHERS; SERVICE AND TAG	\$70.00
04/28/2025	29264	FUN EXPRESS (ORIENTAL TRADING)	Adult craft supplies, WE stickers, YS summer reading supplies	\$1,390.13
04/28/2025	29265	GTS GLOBAL TELECOM	Telephone maintenance package 3/15-5/14/2025	\$322.64
04/28/2025	29266	INGRAM LIBRARY SERVICES	ACCT: 20W7576	\$40.57
04/28/2025	29267	JOHNSON / SIMPLEX GRINNELL	Balance on alarm panel project and 2025/2026 service contract	\$33,848.27

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
04/28/2025	29268	KNOCKOUT PEST CONTROL EXTERMINATOR	EXTERMINATOR : monthly billing (4/1/25)	\$87.50
04/28/2025	29269	Leaf Copier Lease (serviced by PMA)	LEAF LEASE : C# 100-9089631-001 due 4/14/2025	\$180.60
04/28/2025	29270	LILRC	Invoice #: 16002 - Archive Supplies	\$15.96
04/28/2025	29271	Long Island Window Cleaning (LIWC)	Window Cleaning Nov - Dec 2024, Feb-Mar 2025	\$80.00
04/28/2025	29272	LOWITT ALARMS & SECURITY SYSTEMS	Invoice for Q2 2025 security alarm/monitoring	\$200.85
04/28/2025	29273	MIDWEST TAPE	DVDs - Inv 507032292	\$17.49
04/28/2025	29274	MUSEUM-FRICK	MEMBERSHIP - INCLUDES (4) SINGLE PASSES, UNLIMITED ADMISSIONS (6/1/2025-5/31/2025)	\$200.00
04/28/2025	29275	MUSEUM-LONG ISLAND CHILDREN'S	MUSEUM MEMBERSHIP JUL2025-JUN2026	\$1,500.00
04/28/2025	29276	Nassau Library System (NLS) ILS Services	ILS services fees for Q2 2025, broadband internet 4/25	\$13,495.85
04/28/2025	29277	Nawrocki Smith (Treasurer)	Treasurer Services/Business Office Support - 3/2025	\$4,290.00
04/28/2025	29278	OVERDRIVE, INC./DIGITAL LIBRARY RESERVE	Overdrive invoices for March 2025-adult eBooks and eAudiobooks	\$2,311.91
04/28/2025	29279	PGM-A / ABRAHAMS, MIRIAM	APGM-H: 7 x \$60 "Accessible yoga for every body"	\$420.00
04/28/2025	29280	PGM-A / ARTISTS IN PARTNERSHIP, INC.	APGM:M - 1 X \$700.00 Folk2Funk Concert	\$700.00
04/28/2025	29281	PGM-A / BERTOLI, DANIELLE	APGM:M - 1 X \$175 "The Untold Story: Finding Truth and Transformation through Writing"	\$175.00
04/28/2025	29282	PGM-A / CAPPETO, PATRICIA	APGM:M - 3X \$60 "PILATES"	\$180.00
04/28/2025	29283	PGM-A / DESANTIS, MARC	APGM:M - 1 X \$175EA "THE SCRIBBLERS:"	\$175.00
04/28/2025	29284	PGM-A / DEVERS,ADRIANA	APGM:M - 1 X \$175 "Bearing in mind, stories from our upbringing and cultural heritage"	\$175.00
04/28/2025	29285	PGM-A / Dobrini, Anthony	APGM:M - 1 X \$500.00 Emo Day at Long Beach Library	\$500.00
04/28/2025	29286	PGM-A / GOELLER, ROSA MARIA	APGM:P -3X @ \$150 VAN GOGH FLOWERS	\$450.00
04/28/2025	29287	PGM-A / JANSEN, GARY	APGM:M 5x @ \$60 "Chopra Meditation", 2x @ \$90 "Yoga and meditation"	\$480.00
04/28/2025	29288	PGM-A / JOHNSON, MARC E.	APGM:M - 1 X \$500.00 The Paumanok Stompers Traditional Jazz Band	\$500.00
04/28/2025	29289	PGM-A / MITCHELL, KATHRYN J.	APGM:M - 1 X \$175 "Lyrics as Poetry Workshop"	\$175.00
04/28/2025	29290	PGM-A / Neylon, Janine Morales	APG:H 1X \$75 "ZUMBA"	\$75.00

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04/28/2025	29291	PGM-A / PANDOLFO, BRUCE	APGM:M - 1X @ \$250 "WRITE THROUGH ME" 4/08/25	\$250.00
04/28/2025	29292	PGM-A / PRINCE, BARBARA	APG:M - 3X \$75 "ZUMBA"	\$225.00
04/28/2025	29293	PGM-A / REGAN, KATHLEEN	APGM-H: 4X \$60 "YOGA FOR LIFE"	\$240.00
04/28/2025	29294	PGM-A / ROZELL, LORI	APGM:M 5x @\$60 Low impact cardio"	\$300.00
04/28/2025	29295	PGM-A / TUREK, JUDITH	APGM:M - 1X @ \$175 "How To Self-Publish Your Work and Flash Mob Poetry"	\$175.00
04/28/2025	29296	PGM-A / WISEL, LISA M.	1X \$90 MEDITATION	\$90.00
04/28/2025	29297	PGM-J / A TIME FOR KIDS, INC	JPGM-M 3X 45MIN @ \$160 "Preschool Readiness"	\$1,120.00
04/28/2025	29298	PGM-J / HIGH HOPES PRODUCTIONS	JPGM:M - 5X @ \$105 "Molly Mouse"	\$2,235.00
04/28/2025	29299	PGM-J / SALMAN, JOEL	JPGM:M - 3X \$110; "YOUTH CHESS CLUB"	\$330.00
04/28/2025	29300	PMA Copier Servicing (Leaf Lease)	Inv 250267	\$45.00
04/28/2025	29301	QUENCH USA (WATER)	MAIN & WEST END WATER DISPENSER: 2025 Q2	\$355.92
04/28/2025	29302	LANNEN-STANTON TARA	Reimburse program and training supplies/refreshments	\$269.39
04/21/2025	ACH4212025	FNBLI Credit Card 2184	STATEMENT - 2025 March	\$4,357.36
04/29/2025	ACHAMZ42025	Amazon	Program and library supplies - will be paid by ACH on 4/29/2025 upon Board approval	\$8,190.41
	29303	VOID	Check printing error	\$ ———
	29304	VOID	Check printing error	\$ ———
	29305	VOID	Check printing error	\$ ———
04/28/2025	29306	Bayscan	Specialized paper/stickers for materials processing	\$ 376.93
				\$93,175.76

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**PAYROLL WARRANT
OPERATING EXPENSES**

Date	Num	Name	Memo	Amount
Mar 27, 25				
03/27/2025			Funds Transfer 032725 FEX TAX	15,083.96
03/27/2025			Funds Transfer 032725 STATE TAX	2,733.85
03/27/2025			Funds Transfer 032725 NYC TAX	478.95
03/27/2025			Funds Transfer 032725 PR	50,101.61
03/27/2025			Funds Transfer 032725 3rd PARTY	247.00
03/27/2025			Funds Transfer 032725 FEE	403.51
03/27/2025			Funds Transfer 032725 OMNI	345.00
03/27/2025	ACHPLPSEG	PSEGLIP	Acct 17504827027 Customer ID 0455201149	683.87
03/27/2025	29214	CSEA	UNION DUES & FEES: PAYROLL 2025 03/27/25	929.21
03/27/2025	29215	PREFERRED GROUP PLANS, INC FSA	EMPLOYEE CONTRIBUTIONS P/R 20250327	1,015.36
03/27/2025	29216	PREFERRED GROUP PLANS, INC TRAVEL	EMPLOYEE CONTRIBUTIONS P/R 2025 0327	150.00
03/27/2025	29217	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 20250327	642.99
03/27/2025	29218	NYS RETIREMENT SYSTEM	MONTHLY PAYMENT 2025 FEB	4,211.95
03/27/2025	29219	CSEA EMPLOYEE BENEFIT FUND (EBF)	CSEA EMP FUNDED DENTAL 2025 APR	1,331.79
03/27/2025	29220	AFLAC	ACCT# NER78 2025 MAR	498.52
03/27/2025	29221	Baldessari & Coster LLP	FY 2022 Audit Payment	12,000.00
03/27/2025	29222	NATIONAL GRID MAIN	GAS: MAIN: #7932939008 2025 MAR	2,885.09
03/27/2025	29223	NATIONAL GRID POINT LOOKOUT	GAS: POINT: ACCT# 37696006028 2025 MAR	518.16
03/27/2025	29224	OPTIMUM MAIN	TEL MAIN : #07858996527031 2025 MAR	363.35
03/27/2025	29225	OPTIMUM WEST END	WE : # 07858259451034:TEL+DATA 2025 MAR	217.12
03/27/2025	29226	FRANK CAMPOREALE (BOOKMAN)	BOOK DROP 2025 MAR	600.00
03/27/2025	29227	LONG BEACH PUBLIC LIBRARY Petty Cash	REPLENISH PETTY CASH 24682474	137.99
03/27/2025	29228	RENT POINT LOOKOUT BRANCH	RENT : POINT LOOKOUT : 2025 APR	3,707.34
03/27/2025	29229	RENT WEST END BRANCH	RENT F/WEST END BRANCH: 2025 APR	3,230.59
03/27/2025	29230	SECURITY USA INC	GUARDS 2WKS @ \$27.95 /HR 03/10 03/23/25	2,459.60
03/27/2025	29231	Leaf Copier Lease (serviced by PMA)	LEAF LEASE : C# 1009089631001 due 4/14/2025	1,644.20
Mar 27, 25				<u>106,621.01</u>

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

PAYROLL WARRANT
SALARY SUMMARY

PAYROLL WARRANT # 1364
DATE: 3/27/2025

	Amount
LIBRARIAN	21,577.91
PROFESSIONAL	15,694.83
PATRON SERVICES	6,253.62
CLEANER	3,528.93
PAGE	2,997.13
PER DIEM	49.19
NET PAYROLL	50,101.61
FEDERAL TAX	15,083.96
STATE TAX	2,733.85
MTA TAX	0.00
NYC TAX	478.95
ACCUDATA INVOICE	403.51
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$69,048.88

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PAYROLL WARRANT
OPERATING EXPENSES

	Date	Num	Name	Memo	Amount
Apr 10, 25	04/10/2025			Funds Transfer 041025 FED TAX	20,667.15
	04/10/2025			Funds Transfer 041025 STATE TAX	3,748.18
	04/10/2025			Funds Transfer 041025 NYC TAX	1,074.58
	04/10/2025			Funds Transfer 041025 PR	57,485.29
	04/10/2025			Funds Transfer 041025 3rd PARTY	247.00
	04/10/2025			Funds Transfer 041025 FEE	429.60
	04/10/2025			Funds Transfer 041025 OMNI	345.00
	04/10/2025	29234	CSEA	UNION DUES &FEES: PAYROLL 2025 04/10/25	929.21
	04/10/2025	29235	PREFERRED GROUP PLANS, INCFSA	EMPLOYEE CONTRIBUTIONS P/R 20250410	1,015.36
	04/10/2025	29236	PREFERRED GROUP PLANS,INCTRVEL	EMPLOYEE CONTRIBUTIONS P/R 2025 0410	150.00
	04/10/2025	29237	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 20250327	650.77
	04/10/2025	29243	NYSHIP HEALTH INSURANCE	HEALTH INS Acct #03069 2025 MAY	55,648.26
	04/10/2025	29244	MED REIMB GOLDMAN SELMA	MEDICARE REIMBURSEMENT 2025 Q1	555.00
	04/10/2025	29245	CITY OF LONG BEACH WATER FUND	ACCT #24063110 WATER/SEWER 2025 Q1	373.14
	04/10/2025	29246	OPTIMUMPOINT LOOKOUT	PL: #07858563502028: TEL+DATA 2025APR	214.44
	04/10/2025	29247	LONG BEACH PUBLIC LIBRARY Petty Cash	REPLENISH PETTY CASH 0247502480	134.88
	Apr 10, 25				

PAYROLL WARRANT
SALARY SUMMARY

PAYROLL WARRANT # 1365
DATE: 4/10/2025

	Amount
LIBRARIAN	20,801.85
PROFESSIONAL	16,209.14
PATRON SERVICES	6,204.54
CLEANER	11,502.38
PAGE	2,767.38
PER DIEM	0.00
NET PAYROLL	57,485.29
FEDERAL TAX	20,667.15
STATE TAX	3,748.18
MTA TAX	0.00
NYC TAX	1,074.58
ACCUDATA INVOICE	429.60
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$83,651.80

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Long Beach Public Library
Monthly Treasurer's Report
March 2025

Prepared by:

Nawrocki Smith LLP

Certified Public Accountants & Business Consultants



Long Beach Public Library
Treasurer's Report Summary
March 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	\$ 2,200,000.00	\$ (1,708,247.00)	56.29%
.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	\$ 8,026.96	\$ 3,026.96	160.54%
.4030	Interest and Earnings	\$ 7,500.00	\$ 7,500.00	\$ 11,413.85	\$ 3,913.85	152.18%
.4040	Miscellaneous Revenues	\$ 18,000.00	\$ 18,000.00	\$ 15,137.42	\$ (2,862.58)	84.10%
.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	\$ 17,530.33	\$ 15,530.33	100.00%
.4005	Discrepancies			\$ 0.81	\$ 0.81	100.00%
3100.0	Appropriated Surplus	\$ -	\$ -	\$ -	\$ -	0.00%
Total Revenues		\$ 3,963,697.00	\$ 3,963,697.00	\$ 2,281,194.90	\$ (1,682,502.10)	57.55%

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	\$ 53,904.90	\$ (42,875.28)	73.20%
.6420 BD	Books - Digital			\$ 63,219.82		
.6450	Films	\$ 23,000.00	\$ 23,000.00	\$ 7,972.55	\$ (15,027.45)	34.66%
.6455	Music	\$ 2,500.00	\$ 2,500.00	\$ 890.82	\$ (1,609.18)	35.63%
.6457	Magazines and Newspapers 4)	\$ 9,500.00	\$ 9,500.00	\$ 10,807.84	\$ 1,307.84	113.77%
.6457	Research/Learning 14)	\$ 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 2)	\$ 55,000.00	\$ 55,000.00	\$ 36,652.87	\$ (11,097.04)	79.82%
AS	Adult Program Supplies 2)			\$ 7,250.09		
J	Youth Programs	\$ 47,500.00	\$ 47,500.00	\$ 23,275.93	\$ (17,843.79)	62.43%
JS	Youth Program Supplies			\$ 6,380.28		
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	\$ 6,562.86	\$ (9,437.14)	41.02%
SW	Software and Online Services	\$ 25,000.00	\$ 25,000.00	\$ 17,786.85	\$ (7,213.15)	71.15%
LT	Leased Technology 3)	\$ 16,000.00	\$ 16,000.00	\$ 17,970.71	\$ 1,970.71	112.32%
PT	Peripheral Technology 7)	\$ 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	\$ 8,685.43	\$ (3,814.57)	69.48%
PO	Postage	\$ 6,500.00	\$ 6,500.00	\$ 2,970.74	\$ (3,529.26)	45.70%
CM	Communications and Marketing	\$ 7,000.00	\$ 7,000.00	\$ 2,394.12	\$ (4,605.88)	34.20%
IN	Insurance	\$ 54,000.00	\$ 54,000.00	\$ 5,473.00	\$ (48,527.00)	10.14%
6610 - Other Operating Expenses						
N	NLS Services 6)	\$ 85,000.00	\$ 85,000.00	\$ 68,820.85	\$ (16,179.15)	80.97%
SGU	Security	\$ 49,000.00	\$ 49,000.00	\$ 45,811.29	\$ (3,188.71)	93.49%
AC	AccuData	\$ 10,000.00	\$ 10,000.00	\$ 9,346.24	\$ (653.76)	93.46%
MI	Miscellaneous	\$ 18,000.00	\$ 18,000.00	\$ 7,224.89	\$ (10,775.11)	40.14%
6640 - Facilities						
BR	Branch Rentals	\$ 83,000.00	\$ 83,000.00	\$ 63,585.21	\$ (19,414.79)	76.61%
UT	Utilities 8)	\$ 75,000.00	\$ 75,000.00	\$ 68,540.33	\$ (6,459.67)	91.39%
TE	Telephone	\$ 20,000.00	\$ 20,000.00	\$ 12,298.65	\$ (7,701.35)	61.49%
CM	Cleaning & Maintenance Supplies	\$ 7,500.00	\$ 7,500.00	\$ 5,822.65	\$ (1,677.35)	77.64%
BM	Repairs / Maintenance / Equipment 5)	\$ 40,000.00	\$ 40,000.00	\$ 82,826.17	\$ 42,826.17	207.07%
FU	Furniture Replacement 9)	\$ 2,500.00	\$ 2,500.00	\$ 11,734.79	\$ 9,234.79	469.39%
MI	Facilities / Misc Building Maint. 1)	\$ 10,000.00	\$ 10,000.00	\$ 24,958.00	\$ 14,958.00	249.58%
6615 - Municipal Services						
.6615	Civil Service, Water, Sanitation 13)	\$ 18,000.00	\$ 18,000.00	\$ 33,426.29	\$ 15,426.29	185.70%
Reserves						
	Capital Projects Fund	\$ -	\$ -	\$ -	\$ -	0.00%
6270 - Professional Fees						
PF	Professional Services 10)	\$ 60,000.00	\$ 60,000.00	\$ 76,589.16	\$ 16,589.16	127.65%
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 11)	\$ 2,078,124.00	\$ 2,078,124.00	\$ 1,681,415.86	\$ (396,708.14)	80.91%
HI	Hospital and Medical Insurance 12)	\$ 468,982.00	\$ 468,982.00	\$ 420,371.30	\$ (48,610.70)	89.63%
.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	\$ 118,962.23	\$ (40,013.77)	74.83%
.05	Unemployment	\$ -	\$ -	\$ -	\$ -	0.00%
MB	Miscellaneous Employee Expenses	\$ 34,948.00	\$ 34,948.00	\$ 19,678.89	\$ (15,269.11)	56.31%
Reconciliation Discrepancies						
	Discrepancies	\$ -	\$ -	\$ -	\$ -	0.00%
Total Expenditures		\$ 3,963,697.00	\$ 3,963,697.00	\$ 3,334,099.29	\$ (629,597.71)	84.12%

Fund Net Income: Fiscal Year to Date

\$ (1,052,904.39)

Budget to Actual Notes:

9 Months = 75.00% 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) **Magazines and Newspapers (.6457)**- \$6.4K spent on printed newspaper and \$4.3K on digital
- 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) **Salaries (.6500.SA)**- NS recommends monitoring expense code
- 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

84.12% of the annual budget has been spent in 75.00% of the fiscal year

NS recommends an analysis on budget transfers for expense codes over spent.

Fund Balance Sheet

Balance Sheet Summary	31-Mar-25
First National - Operating	\$ 782,795.77
First National - Payroll	\$ 96,288.64
First National - Capital Improvement	\$ 585,669.82
First National AL/SL Liability	\$ 52,325.69
First National Electronic Payments	\$ 25,862.35
Capital One - Computer	\$ 392,631.82
Capital One - Education Fund	\$ 5,219.48
Other Current	\$ 55,203.34
Total Assets	\$ 1,995,996.91
Accounts Payable	\$ 43,739.09
Other Current	\$ 248,740.67
Total Liabilities	\$ 292,479.76
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	\$ 1,781,128.27
Net Income	\$ (1,052,904.39)
Total Equity	\$ 1,703,517.15
Total Liabilities & Equity	\$ 1,995,996.91

Long Beach Public Library
Balance Sheet
As of March 31, 2025

	Mar 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1201.01 · 1stNat-Operating 7138	782,795.77
1202.02 · 1stNat-Payroll 7146	96,288.64
1203.01 · 1stNat-Capital Improvement 1863	585,669.82
1204.04 · 1stNat-AL/SL Liability 7369	52,325.69
1206.06 · 1stNat-Electronic Payments 8904	25,862.35
1207.07 · Paypal Transactions	48.75
1240.00 · CapOne-Computers	392,631.82
1241.00 · CapOne-Education Fund	5,219.48
1295.00 · Petty Cash	212.55
Total Checking/Savings	1,941,054.87
Accounts Receivable	
1300.00 · Accounts Receivable	12,708.74
Total Accounts Receivable	12,708.74
Other Current Assets	
1310.00 · Prepaid Expenses	42,233.30
Total Other Current Assets	42,233.30
Total Current Assets	1,995,996.91
TOTAL ASSETS	1,995,996.91
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2500.00 · Accounts Payable	57,008.08
Total Accounts Payable	57,008.08
Credit Cards	
2610.02 · 1ST NAT'L VISA CARD	-13,268.99
Total Credit Cards	-13,268.99
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	205,404.68
2003.SS · SOCIAL SECURITY - EE	877,260.35
2003.01 · Federal Taxes - Other	-1,066,216.01
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	-510.00
2012.01 · 125 Unreimbursed Medical & Ins	819.18
2012.04 · UNREIMB TRAVEL	-1,800.00
2012.05 · Unreimbursed Parking	2,100.00
2013.03 · AXA Equitable	-640.00
2013.05 · Oppenheimer	-100.00

Long Beach Public Library
Balance Sheet
As of March 31, 2025

	Mar 31, 25
2013.06 · Fidelity	-350.00
2018.01 · Aflac-PRE TAX	1,256.63
2018.02 · AFLAC - POST TAX DED (DISAB)	59.28
2018.DE · CSEA EBF - DENTAL	-3,188.54
2018.VI · CSEA EBF - VISION	-644.24
2020.00 · Garnishment of wages	247.00
2030.00 · NYS 457	1,529.78
2040.00 · NYS Paid Family	35,913.30
2050.00 · Net Payroll Payable	54,973.14
2000.00 · Payroll Liabilities - Other	-545.00
Total 2000.00 · Payroll Liabilities	234,172.95
2510.00 · Accrued Expenses Payable	14,567.72
Total Other Current Liabilities	248,740.67
Total Current Liabilities	292,479.76
Total Liabilities	292,479.76
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	1,781,128.27
Net Income	-1,052,904.39
Total Equity	1,703,517.15
TOTAL LIABILITIES & EQUITY	1,995,996.91

Long Beach Public Library

Profit & Loss Budget vs. Actual

July 2024 through March 2025

	Jul '24 - Mar 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4005.00 · Discrepancies	0.81			
4005.OV · Overages	0.81			
Total 4005.00 · Discrepancies				
4014.00 · FINES AND RENTALS				
4014.FI · Fines				
40BF.00 · Book Fines				
40BF.01 · Book-Fines Main	3,681.16			
40BF.02 · Book-Fines Point	99.00			
40BF.03 · Book Fines-West	50.50			
Total 40BF.00 · Book Fines	3,830.66			
40CD.00 · CD Fines				
40CD.01 · Fines-CDs Main	11.50			
40CD.00 · CD Fines - Other	4.80			
Total 40CD.00 · CD Fines	16.30			
40MF.00 · Museum Passes - Fines	15.00			
40VF.00 · DVD / Video Fines				
40VF.01 · Video-Fines Main	161.00			
40VF.03 · Video-Fines West	4.00			
Total 40VF.00 · DVD / Video Fines	165.00			
Total 4014.FI · Fines	4,026.96			
4014.LO · Lost				
4014.LI · PAYMENT FROM OTHER LIBRARIES				
40LB.00 · Lost Books	35.99			
40LD.00 · Lost DVDs	2,715.04			
	79.95			
Total 4014.LO · Lost	2,830.98			
4014.00 · FINES AND RENTALS - Other	1,169.02	5,000.00	-3,830.98	23.4%
Total 4014.00 · FINES AND RENTALS	8,026.96	5,000.00	3,026.96	160.5%
4020.00 · Grants				
4020.01 · Library System Grants (NLS)				
4020.03 · NLS Grants - Bullet Aid	12,000.00	18,000.00	6,543.00	136.4%
4202.02 · NLS Grants - LLSA	12,543.00	4,950.00	-407.47	91.8%
Total 4020.01 · Library System Grants (NLS)	24,543.00	-18,000.00		0.0%
4020.00 · Grants - Other	0.00			
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.DO · Donations	17,075.33			
4024.DP · Donations - Online	455.00			
4024.00 · Gifts and Endowments - Other	0.00	2,000.00	-2,000.00	0.0%
Total 4024.00 · Gifts and Endowments	17,530.33	2,000.00	15,530.33	87.6%
4030.00 · Interest Income				
4030.02 · Other Interest	11,413.85			
4030.00 · Interest Income - Other	0.00	7,500.00	-7,500.00	0.0%
Total 4030.00 · Interest Income	11,413.85	7,500.00	3,913.85	152.2%
4040.00 · Miscellaneous Revenue				
4040.05 · Sales Tax Collected	14.21			
4040.CA · Collection Agency Fee	517.40			
4040.CO · Commissions				
4000.01 · Commissions - Copiers	1,214.68			
4040.CP · Commissions - Copiers Public				
40CP M · Commissions-PUBLIC COPIERS-MAIN				
4040.CP · Commissions - Copiers Public - Other	1,832.75			
	6.00			
Total 4040.CP · Commissions - Copiers Public	1,838.75			
Total 4040.CO · Commissions	3,053.43			
4040.ER · E-rate Rebate	3,517.08			
4040.LC · Library Cards	312.00			
4040.NO · Notary	537.00			

Long Beach Public Library
Profit & Loss Budget vs. Actual

July 2024 through March 2025

	Jul '24 - Mar 25	Budget	\$ Over Budget	% of Budget
4040.OM - Other Misc Revenue	130.60			
4040.PF - Print Fees	6,748.90			
4040.SB - Solid Bags	59.81			
4040.SS - Solid Supplies	246.99			
4040.00 - Miscellaneous Revenue - Other	0.00	18,000.00	-18,000.00	0.0%
Total 4040.00 - Miscellaneous Revenue	15,137.42	18,000.00	-2,862.58	84.1%
4050.00 - Real Property Taxes	2,200,000.00	3,908,247.00	-1,708,247.00	56.3%
Total Income	2,281,194.90	3,963,697.00	-1,682,502.10	57.6%
Gross Profit	2,281,194.90	3,963,697.00	-1,682,502.10	57.6%
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	15,340.00			
6270.03 - Auditor	13,471.25			
6270.04 - Miscellaneous	2,500.00			
6270.05 - Legal Fees	17,427.91			
6270.00 - Accounting, Legal, & Other Svcs - Other	0.00	60,000.00	-60,000.00	0.0%
Total 6270.PF - Accounting, Legal, & Other Svcs	48,739.16	60,000.00	-11,260.84	81.2%
Total 6270.NP - Professional Fees (less Pgms)	49,589.16	62,200.00	-12,610.84	79.7%
6280.00 - Programs				
6280.AA - Adult Programs				
6280.AB - Adult Program Supplies	7,250.09			
6280.AH - Programs - A - Hybrid	8,600.00			
6280.AM - Programs - A - Main	19,603.03	12,500.00	-5,249.91	58.0%
6280.AP - Programs - A - Point	3,350.00			
6280.AV - Programs - A - Virtual	1,273.00			
6280.AW - Programs - A - West	464.06			
6280.AA - Adult Programs - Other	3,340.76	42,500.00	-39,159.24	7.9%
Total 6280.AA - Adult Programs	43,902.96	55,000.00	-11,097.04	79.8%
6280.JJ - Kids Programs				
6280.JB - Kids Program Supplies	4,970.08			
6280.JM - Programs - J - Main	22,666.27	12,500.00	-7,529.92	39.8%
6280.JJ - Kids Programs - Other	609.66	35,000.00	-34,390.34	1.7%
Total 6280.JJ - Kids Programs	28,246.01	47,500.00	-19,253.99	59.5%
6280.MU - Museum Passes	4,550.00	7,500.00	-2,950.00	60.7%
6280.TS - Teens Program Supplies	1,410.20			
Total 6280.00 - Programs	78,109.17	110,000.00	-31,890.83	71.0%
Total 6270.00 - Professional Services - Other	27,850.00			
Total 6270.00 - Professional Services	155,548.33	172,200.00	-16,651.67	90.3%
6400.00 - Collections-Book/Film/Sound/Etc				
6400.DI - Materials - Digital				
6420.BD - Books - Digital	36,523.00			
6420.ND - NDD Central Fund Purchases	26,696.82			
6420.BD - Books - Digital - Other				
Total 6420.BD - Books - Digital	63,219.82			
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 - Materials - Digital	104,443.15	36,500.00	67,943.15	286.1%
6400.LT - Library Of Things				
6400.PH - Materials - Physical				
6420.BP - Books - Physical				
6420.01 - Books -Print - New	50,951.85	2,000.00	-2,001.00	-0.1%
6420.02 - Books -Print - Lost	218.76			
6420.BA - Audiobooks	1,215.44			
6420.BP - Books - Physical - Other	1,518.85			

Long Beach Public Library
Profit & Loss Budget vs. Actual

July 2024 through March 2025

	Jul '24 - Mar 25	Budget	\$ Over Budget	% of Budget
Total 6420.BP - Books - Physical	53,904.90			
6450.FD - Movies				
6450.01 - Videos & DVDs - New	7,654.23	23,000.00	-22,681.68	1.4%
6450.FD - Movies - Other	318.32			
Total 6450.FD - Movies	7,972.55	23,000.00	-15,027.45	34.7%
6455.CD - Music				
6455.01 - Music - CDs	890.82			
Total 6455.CD - Music	890.82			
6457.MP - Magazines & Newspapers PRINT	6,454.71	3,000.00	3,454.71	215.2%
6457.PR - Research / Learning - PRINT	0.00	500.00	-500.00	0.0%
Total 6400.PH - Materials - Physical	69,222.98	26,500.00	42,722.98	261.2%
6420.00 - Books	0.00	160,000.00	-160,000.00	0.0%
6455.00 - Sound Recordings	0.00	2,500.00	-2,500.00	0.0%
Total 6400.00 - Collections-Book/Film/Sound/Etc	173,665.13	227,500.00	-53,834.87	76.3%
6440.00 - Technology				
6440.HT - Hardware Technology				
6440.HM - Hardware Maintenance				
6440.OM - Office Equipment Repair				
64CM.01 - Contract/Office Equipment	2,154.60			
Total 6440.OM - Office Equipment Repair	2,154.60			
Total 6440.HM - Hardware Maintenance	2,154.60	16,000.00	-11,591.74	27.6%
6440.HT - Hardware Technology - Other	4,408.26			
Total 6440.HT - Hardware Technology	6,562.86	16,000.00	-9,437.14	41.0%
6440.LT - Leased Technology				
6440.BH - Leased Equipment-BIZHUB	2,908.96			
6440.PC - Leased Equipment-PUBLIC COPIERS	1,011.45			
6440.LT - Leased Technology - Other	14,050.30	16,000.00	-1,949.70	87.8%
Total 6440.LT - Leased Technology	17,970.71	16,000.00	1,970.71	112.3%
6440.PT - Peripheral Technology				
6440.SW - Software & Online Services	7,934.85	6,250.00	1,684.85	127.0%
6440.SM - Software Maintenance	108.26			
6440.SW - Software & Online Services - Other	17,678.59	25,000.00	-7,321.41	70.7%
Total 6440.SW - Software & Online Services	17,786.85	25,000.00	-7,213.15	71.1%
Total 6440.00 - Technology	50,255.27	63,250.00	-12,994.73	79.5%
6460.LO - Library Operational Expenses				
6460.CM - Communications & Marketing				
6460.DG - Comm & Mktg - Digital	14.00			
6460.PG - Comm & Mktg - Physical Goods	1,431.62			
6460.PR - Comm & Mktg - Print	798.50			
6460.W - Comm & Mktg - Website	150.00			
6460.CM - Communications & Marketing - Other	0.00	7,000.00	-7,000.00	0.0%
Total 6460.CM - Communications & Marketing	2,394.12	7,000.00	-4,605.88	34.2%
6460.PO - Postage and Delivery				
64PO.04 - Mass / Direct Mailings	350.00			
64PO.06 - Metered	1,321.74	6,500.00	-5,201.00	20.0%
6460.PO - Postage and Delivery - Other	1,299.00			
Total 6460.PO - Postage and Delivery	2,970.74	6,500.00	-3,529.26	45.7%
6460.SU - Library Supplies				
64SU.01 - Archival	19.64			
64SU.03 - Disks & Cases	724.74			
64SU.04 - First Aid	51.69			
64SU.06 - Non-Consumable Supplies	590.81			
64SU.07 - Office Supplies	6,785.30			
64SU.08 - Toner	158.19			
6460.SU - Library Supplies - Other	355.06	12,500.00	-12,144.94	2.8%
Total 6460.SU - Library Supplies	8,685.43	12,500.00	-3,814.57	69.5%

Long Beach Public Library
Profit & Loss Budget vs. Actual

July 2024 through March 2025

	Jul '24 - Mar 25	Budget	\$ Over Budget	% of Budget
Total 6460.LO · Library Operational Expenses	14,050.29	26,000.00	-11,949.71	54.0%
6500.00 · Personnel				
6500.EB · Employee Benefits				
6500.02 · NYS Employees Retirement	256,218.00			
6500.03 · Social Security - Medicare		256,217.00	1.00	100.0%
5030.00 · FICA Expense-Social Security ER	96,413.92			
5031.00 · FICA Expense - Medicare ER	22,548.31			
6500.03 · Social Security - Medicare - Other	0.00	158,976.00	-158,976.00	0.0%
Total 6500.03 · Social Security - Medicare	118,962.23	158,976.00	-40,013.77	74.8%
6500.MB · Misc Employee Benefit Expenses				
6500.04 · Disability	5,853.22			
6500.06 · Disability	-1,256.43			
6500.6A · Contributions NYS Disability	5,723.10			
6500.6C · Payments to NYS Disability	4,466.67			
Total 6500.06 · Disability				
6500.07 · Workmens Compensation Insurance	8,312.00			
6500.08 · FSA Flex	20.00			
6500.8A · 125 Administrative Fee				
Total 6500.08 · FSA Flex	20.00			
6500.09 · Omni				
6500.9A · Omni Administrative Fee	1,572.00			
6500.09 · Omni - Other	-545.00			
Total 6500.09 · Omni	1,027.00			
6500.MB · Misc Employee Benefit Expenses - Other				
6500.09 · Omni	0.00	34,948.00	-34,948.00	0.0%
Total 6500.MB · Misc Employee Benefit Expenses	19,678.89	34,948.00	-15,269.11	56.3%
Total 6500.EB · Employee Benefits	394,859.12	450,141.00	-55,281.88	87.7%
6500.HI · Health Insurance				
6500.EM · Employee Health Insurance				
6500.EM · Employee Health Insurance	359,289.52			
6500.RE · Retiree Health Insurance				
65RE.02 · Retiree Contributions	-30,198.82			
6500.RE · Retiree Health Insurance - Other	86,232.25			
Total 6500.RE · Retiree Health Insurance	68,033.43	468,982.00	-475,913.65	-1.5%
6500.HI · Health Insurance - Other	-6,931.65			
Total 6500.HI · Health Insurance	420,371.30	468,982.00	-48,610.70	89.6%
6500.SA · Salaries				
65SA.NP · Salary Expense-Non Professional				
65NP.01 · Clerical	338,003.72			
65NP.02 · Cleaner	114,696.67			
65NP.03 · Page	71,208.45			
Total 65SA.NP · Salary Expense-Non Professional	523,908.84			
65SA.PR · Salary Expense-Professional				
65PR.01 · Librarian	685,415.55			
65PR.02 · Library Specialist / Paraprofes	172,830.70			
65PR.03 · Administration	319,260.77			
Total 65SA.PR · Salary Expense-Professional	1,157,507.02			
6500.SA · Salaries - Other	0.00	2,078,124.00	-2,078,124.00	0.0%
Total 6500.SA · Salaries	1,681,416.86	2,078,124.00	-396,708.14	80.9%
Total 6500.00 · Personnel	2,496,646.28	2,997,247.00	-500,600.72	83.3%
6600.00 · Hurricane Expenditures				
6600.07 · PAINT AND PAINTING SUPPLIES	2,483.62			
Total 6600.00 · Hurricane Expenditures	2,483.62			

Long Beach Public Library
Profit & Loss Budget vs. Actual

July 2024 through March 2025

	Jul '24 - Mar 25	Budget	\$ Over Budget	% of Budget
6610.00 - Other Operating & Maint Exp				
6610.AC - Accu Data	9,346.24	10,000.00	-653.76	93.5%
6610.CL - Misc Service Charges - CLOVER	116.16			
6610.GU - Security Guards	45,811.29	49,000.00	-3,188.71	93.5%
6610.MI - Other Operating Expenses - Misc				
6270.TR - Travel & Training				
6616.01 - InDistrict	1,069.98			
6616.02 - Conference	2,975.65	5,500.00	-5,500.00	0.0%
6270.TR - Travel & Training - Other	0.00			
Total 6270.TR - Travel & Training	4,065.63	5,500.00	-1,434.37	73.9%
6610.A1 - Bank Charges				
6610.SC - Service Charge	558.89			
Total 6610.A1 - Bank Charges	558.89			
6610.A2 - Book Drop Contract	5,400.00			
6610.A9 - Piano Tuning	165.00			
6610.B1 - Sales Tax Paid	27.53			
6610.B4 - Water Cooler	701.64			
6610.DC - Process Fees - Debit / Credit	255.67			
6610.MI - Other Operating Expenses - Misc - Other	0.00	18,000.00	-18,000.00	0.0%
Total 6610.MI - Other Operating Expenses - Misc	11,174.36	23,500.00	-12,325.64	47.6%
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	33,092.82			
Total 6640.PL - Point Rent	34,509.90			
6640.WE - West End Rent	29,075.31			
6640.BR - Rent - Branches - Other	0.00	83,000.00	-83,000.00	0.0%
Total 6640.BR - Rent - Branches	63,585.21	83,000.00	-19,414.79	76.6%
Total 6610.00 - Other Operating & Maint Exp	198,854.11	250,500.00	-51,645.89	79.4%
6615.00 - Services from Municipality				
6615.01 - CIVIL SERVICE	29,154.98	18,000.00	11,154.98	162.0%
6615.02 - WATER/SEWER	1,785.31			
6615.03 - SANITATION	1,756.00			
6615.04 - FIRE ALARM	750.00			
Total 6615.00 - Services from Municipality	33,426.29	18,000.00	15,426.29	185.7%
6640.00 - Facilities				
6640.BM - Building Ops Repair / Maint				
6640.02 - Electrical	254.80			
6640.03 - Elevator	8,070.00			
6640.04 - Exterminator	517.50			
6640.05 - Fire Sprinklers/Extinguishers	58,712.80			
6640.06 - HVAC	8,202.45			
6640.08 - Misc Building Maintenance	742.31			
6640.09 - Plumbing	795.00			
6640.11 - Building Maintenance Agreements	1,877.71			
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	80,342.55	40,000.00	40,342.55	200.9%
6640.BO - Building Ops Other Expenses				
6640.IN - Insurance				

Long Beach Public Library
Profit & Loss Budget vs. Actual

July 2024 through March 2025

	Jul '24 - Mar 25	Budget	\$ Over Budget	% of Budget
6460.BL - Building				
64BL.02 - Flood Insurance	5,473.00			
6460.BL - Building - Other	0.00	54,000.00	-54,000.00	0.0%
Total 6460.BL - Building	5,473.00	54,000.00	-48,527.00	10.1%
Total 6640.IN - Insurance	5,473.00	54,000.00	-48,527.00	10.1%
6640.UT - Utilities				
6640.EM - Electric - Main	51,629.00			
6640.EP - Electric - Point	2,833.32			
6640.EW - Electric - West	2,805.59			
6640.GM - Gas - Main	9,699.97			
6640.GP - Gas - POINT	1,572.45	75,000.00	-75,000.00	0.0%
6640.UT - Utilities - Other	0.00			
Total 6640.UT - Utilities	68,540.33	75,000.00	-6,459.67	91.4%
Total 6640.BO - Building Ops Other Expenses	74,013.33	129,000.00	-54,986.67	57.4%
6640.CM - Cleaning & Maint Supplies				
66CM.01 - Custodial Supplies	5,611.18			
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	5,822.65	7,500.00	-1,677.35	77.6%
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	16,973.74			
6640.CB - Building Maint / Repair COVID19	1,271.99			
6640.CU - Custodial / Facilities Equip	1,614.77			
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	24,958.00	10,000.00	14,958.00	249.6%
6640.TE - Telephone				
66TE.01 - Main - NLS	5,892.00			
66TE.02 - Main - Regular	3,269.46			
66TE.OP - Optimum				
Total 66TE.02 - Main - Regular	3,269.46			
66TE.04 - Point - Regular	1,390.64			
66TE.06 - WEST - DATA LINE (2015)	1,746.55	20,000.00	-20,000.00	0.0%
6640.TE - Telephone - Other	0.00			
Total 6640.TE - Telephone	12,298.65	20,000.00	-7,701.35	61.5%
Total 6640.00 - Facilities	209,169.97	209,000.00	169.97	100.1%
Total Expense	3,334,099.29	3,963,697.00	-629,597.71	84.1%
Net Ordinary Income	-1,052,904.39	0.00	-1,052,904.39	100.0%
Net Income	-1,052,904.39	0.00	-1,052,904.39	100.0%

FY 2025 Director's Report – March 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!
- Trustee Donovan had a question about what “2012.04 · UNREIMB TRAVEL” and “2012.05 · Unreimbursed Parking” are, on the monthly financial report.
 - As per the Treasurer:
 - 2012.04 · UNREIMB TRAVEL” is used for the payroll liability for the Commuter Flexible Spending Account (FSA). One employee currently uses this service and it is funds taken out of their paycheck prior to taxes for transit expenses. AccuData takes the deduction and then the Library cuts the check to PREFERRED GROUP PLANS, INC-TRAVEL.
 - 2012.05 · Unreimbursed Parking” has a running balance because some of the Commuter Flexible Spending Account deductions were being coded to parking and not transit. The Treasurer will make an adjusting entry for this year to correct it. On the next payroll journal entry, Kim will make sure the deduction for FSA transit is coded to 2012.04 and not 2012.05.
- Kim, Jakea, and I continue to take on various duties of the Business Manager and we improve our workflows and procedures every month. Staff from Nawrocki Smith is assisting with entering and paying Board warrant bills.
- Jenn’s work on procurement including creating Purchase Orders has been very helpful, particularly in reconciling Amazon invoices.
- Met with the architect to go over high-level specifications for the Main Library renovation
- Worked with Jakea on transitioning Mariel’s responsibilities to other staff upon her resignation
- Reviewed specifications for the LILRC Accessing Archives grant-funded project with Aliza (Local History Librarian)
- Items the Library Treasurer worked on
 - Financial report
 - Payroll verifications
 - Assistance with Business Manager duties
- Items the Library Attorney worked on
 - General
 - Public Officers Law/FOIL updates
 - How libraries should respond to immigration enforcement efforts
 - CBA interpretations
 - Workers’ compensation questions
 - Revising CBA language on tuition grants
 - Total amount spent on legal services thus far in FY 2025 is \$16,581
 - \$11,017 (general)

- \$5,564 (special/non-retainer projects)

Compliments and Staff Recognition

- Thanks to all the staff, especially the Circulation Clerks, who stepped up to fill in shifts when other staff were on annual leave or sick leave.
- A patron complimented Ali (Acting YS Department Head) on bringing in a menopause program
- Several patrons complimented the new awning at West End Branch
- A young patron thanked YS staff for letting them do their homework in the Teen Space. They felt very calm and safe there.
- A parent told YS staff that his son enjoyed coming to Drawing Club and checking out books. Before coming to the Library, he hadn't liked to read and now he can't wait to come back to the Library
- Thanks to Don and Jenn for their work in cleaning out, putting up new shelves, and reorganizing the supply closet. I can finally find things in there 😊

Meetings and Trainings

- Internal meetings
 - All Staff meeting
 - Assistant Director
 - Department rotation meetings
 - Programs & Marketing
 - Patron Services
 - Fun Fair planning meeting
- External meetings/events
 - Directors Roundtable
 - MLD meetings
 - NLS construction aid funding committee
 - NLS continuing education committee
- Trainings/Professional Development
 - CPF Cohort training
 - NYLINE: Understanding the Office for Facilities Planning

Director's Report – March-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	12,067	209	370	12,646
April-2025				
May-2025				
June-2025				
TOTAL	98,962	2,655	2,928	104,545

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	10,461	307	133	10,901
April-2025				
May-2025				
June-2025				
TOTAL	96,256	3,017	1,487	100,760

March 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	177	77	5	7	8	11	2	287
Attendance total	1,996	2,096	258	55	92	176	23	4,696
Attendance (In-Person_Adults)	1,729	519	170	8	62	142	23	2,653
Attendance (In-Person_Seniors)	19	0	0	0	0	0	0	19
Attendance (In-Person_Kids)	13	1,260	78	0	20	34	0	1,405
Attendance (In-Person_Teens)	1	36	10	0	0	0	0	47
Attendance (In-Person_Parents)	0	281	0	0	10	0	0	291
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)	234	0	0	42	0	0	0	276
Attendance (Zoom_Seniors)	0	0	0	5	0	0	0	5
Attendance (Zoom_Parents)	0	0	0	0	0	0	0	0

March 2025- Top Programs

Main- Adult		Attendance
A Taste of Folk2Funk		150
Program Type: Music & Entertainment		
Cost for External Presenter: \$700	ROI/CPA	\$4.67
Author Visit: Emma Donoghue		89
Program Type: Author Talk		
Cost for External Presenter: \$0	ROI/CPA	\$0.00
Chair Yoga (Hybrid)		44
Program Type: Exercise		
Cost for External Presenter: \$60	ROI/CPA	\$1.36
Main- YS		Attendance
Rise and Shine!	Staff-led program	66
Program Type: Storytime		
Cost for External Presenter:	ROI/CPA	\$0.00
Play Hooray		55
Program Type: Music & Entertainment, Storytime		
Cost for External Presenter: \$165	ROI/CPA	\$3.00
Preschool Readiness		51
Program Type: Other		
Cost for External Presenter: \$160	ROI/CPA	\$3.14
Fun For All!		Attendance
Mardi Gras Celebration featuring The Paumanok Stompers		131
Program Type: Music & Entertainment		
Cost for External Presenter: \$500	ROI/CPA	\$3.82
Emo Day Long Beach	Staff-led program	109
Program Type: Music & Entertainment		
Cost for External Presenter:	ROI/CPA	\$0.00
Point		Attendance
Point Lookout Baby Sign Language		18
Program Type: Other		
Cost for External Presenter: \$150	ROI/CPA	\$8.33
West		Attendance
West End Arts Photo Reception (West End)	Partnership Program	40
Program Type: Art Exhibit		
Cost for External Presenter: \$0	ROI/CPA	\$0.00

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

Months	Total # of Programs	Attendance Total	Main	Point	West End	Online	Off Site
July-2024	198	<u>2,044</u>	1,680	38	90	29	207
August-2024	179	<u>1,947</u>	1,737	18	38	58	96
September-2024	188	<u>3,341</u>	2,845	87	123	155	131
October-2024	202	<u>2,251</u>	1,983	63	171	32	2
November-2024	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	201	<u>2,280</u>	1,996	62	144	55	23
April-2025							
May-2025							
June-2025							
TOTAL	1,702	19,436	17,004	408	983	497	544

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	74	<u>2,126</u>	2,064	30	32	0	0
April-2025							
May-2025							
June-2025							
TOTAL	571	14,751	14,449	179	123	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	7	<u>32</u>	32	0	0	0	0
April-2025							
May-2025							
June-2025							
TOTAL	64	396	396	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	5	<u>258</u>	258	0	0		0
April-2025							
May-2025							
June-2025							
TOTAL	48	4,929	1,195	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	60	82
April-2025		
May-2025		
June-2025		
TOTAL	549	765

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
60	84	122
417	559	1,322

* Opened Oct 6, 2023

Online Resources

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

	March-2025	FY 2024 Cumulative	Change from last FY
ebooks	4,833	42,133	-2%
eAudiobooks	2,925	24,412	15%
Total	7,758	66,545	4%

Usage of Online Entertainment Services[2]

March-2025	FY 2024 Cumulative
2,110	14,927

Learning Resources and Research Database Use[3]

	March-2025	FY 2024 Cumulative
Sessions/Checkouts	367	2,315

YouTube

	March-2025	Cumulative Total[4]
Number of views	779	8,666
Number of videos uploaded	0	424

- [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
- [5] YouTube, stopped adding New Content after Aug 2024

FY 2025 Special Projects Tracking (4/28/2025 meeting)

Description of Project	Date Started	Initiated/ Requested by	Funding Source	Notes and updates	Status
Pricing for redoing the Auditorium sound system	3/2025	President Tansey	TBD	Part of the NY Forward grant that we applied for but didn't receive included upgrading the Auditorium's sound system. The estimated cost at the time (prepared by Park East Construction Corp) was approximately \$216,000. All wiring for the sound system runs under the stage so the stage would have to be removed to run wiring/cabling and then replaced. This included demolition costs and the costs of a new stage floor but did not include upgraded acoustic paneling, tiles, and seals.	TBD
Installing a water bottle filler	3/2025	President Tansey	Operating funds	4/2025- Contacted and met with Seaford Avenue Corp.- Plumbing services. They advised that due to the nature of the project, the building water supply would have to be turned off for up to a day which means we would need to close. They are preparing two quotes, one to do during regular business hours and one to do it on a weekend	In progress
Website updates	3/2025	Board of Trustees	N/A	4/2025-The website is being updated by the Programs and Marketing departments to enhance content and usability.	In progress
Library of Things promotions	3/2025	Board of Trustees	N/A	4/2025-The website will be updated with a Library of Things webpage and in-house signage is being created.	In progress
Trustee Training	3/2025	Trustee Donovan	Operating funds	4/2025 – confirmed for June 12 th	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	4/2025 – as per Board consensus based on feedback from the masonry companies, the masonry work is not necessary 3/2025 – for discussion at 3/24 Board meeting 2/2025 – The Assistant Director reached out to two masonry companies and successfully scheduled meetings.	Completed
Purchasing and installing electronic sign at Main Library	Restarted 10/2024	Board of Trustees	TBD	4/2025 – reviewed quotes Jill had gotten and reached out to the companies to see if the quotes were still valid or if it needed to be requested. I hope to have quotes at the May 2025 meeting. The lowest of the previous quotes was around \$35,000. 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	In progress

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

				completed. Cost to install and then remove is not justified.	
Movable interior electronic display for advertising library events (described by Trustee Pinto as a TV on wheels.)	10/2024	Board of Trustees	TBD	4/2025 — interior digital sign is up and running! 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	Completed
Congressionally Directed Spending/Community Project Funding for Main Library renovation	3/6/2024	Director	Federal Funds	4/2025 – met with construction management company to review specifications and put together a budget for HUD. Once we have the budget settled, the application can be submitted. 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 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.	In progress
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.	Completed

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

				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	
Move flagpole		Board	Operating funds	4/2025 – will be moved at the end of April/early May to the front brick wall. 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	4/2025 – No leaks observed in April 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
Welcome booklet	1/1/2023		Operating funds	4/2025 - 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

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

LBSD Capital Projects list for Main Library			N/A	4/2025-No update at this time. 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	4/2025 – the project is complete and the final payment will be issued after the April Board meeting. Then the Director will submit “receipts” to NYS for \$50,000 reimbursement. 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	4/2025 – Still waiting on NYS to approve scope change. 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 empty for four months.	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. 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	Complete

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

				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 Library Calendar 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 March 2025 Report



Jakea Williamson – Assistant Director

- Supported daily library operations, including program coordination and service management, to ensure smooth and effective patron experiences.
- Managed all aspects of notary appointments, maintaining accuracy and efficiency in service delivery.
- Provided administrative support to the business office, including timely and accurate bill entry and processing.
- Oversaw the library's collection development, including acquisitions and ongoing weeding to maintain a relevant and engaging selection of materials.
- Secured a quote and scheduled work to relocate the library's flagpole to the front of the building, with the project set to begin in May.
- Initiated contact with Seaford Plumbing to obtain a quote for converting the existing water fountain into a bottle-filling station.

Lenora Ashford – Adult Services Librarian II

Adult Services March 2025 Report

- Resume assistance is picking up. It seems the word is getting out, and patrons are happy with the help I've given them so far. It's still mostly in person; few seem to want the email option.
- Ordering for Non-Fiction and Graphic Novels is proceeding as normal. I've been focusing on updating the language books. A lot of the ESL materials are old or damaged.
- Cleared items marked "missing" (many were found) and returned leased items to free up some credits.
- Inquired about the professional pass for NYCC. Applications have not opened yet.
- Weeding of Non-Fiction is going well. I've replaced and updated large portions of the technology area, and patrons are happy with the new items.
- Volunteers have been very helpful with packing up withdrawn books.
- The new digital display for the NYT Best Sellers is up.
- The graphic novels section is a bit crowded, and I will be weeding it soon.
- I am the new point person for the Safety Committee since Mariel left.

Philip Boccia – Systems Librarian

- Updated all staff copiers at the main branch to scan to email. There was an issue with OAuth (Microsoft's online authentication method), which was causing problems.
- Will update the two units at the branches once I hear back from PMA regarding any setting adjustments.
- Worked with EZ-Security to add 3 additional cameras: 1st floor stairwell, above the reference desk, and over the Clover POS machine. Kenny also updated camera timestamps for accuracy.
- Continued reorganizing Sci-Fi books into the more accessible Fantasy genre, with Diane converting the titles I give her.
- QuickBooks had some recurring issues with Multi-User Mode vs. Single User Mode.
- Looking forward to replacing routers and two switches in the coming months—we can discuss that soon.

Ron Carroll – Patron Services Librarian / West End

- Placed book and media orders for both Adult Services and Youth Services.
- Fulfilled ILL Librarian responsibilities, including preparing materials for patron pickups and packaging them for return.
- Registered patrons for library events both over the phone and in person.
- Assisted patrons at both Main and West with printing, copying, faxing, and scanning.

Adult Services March 2025 Report

Natasha Drax – Outreach Coordinator

Programs

- 3/11: Twenty people attended *Books & Brews* to discuss *Dinner for Vampires* by Bethany Joy Lenz.
- 3/26: The LBNY Bestsellers Book Club discussed *The Wonder* by Emma Donoghue. Two attended in person, and three joined via Zoom.

Outreach

- 3/11: Tom and I presented a Libby help class at the Adult Learning Center.
- 3/12: Eileen K. and I facilitated storytime at Headstart. The kids are so cute!
- 3/18: Philip B. and I held a Libby help session at the Magnolia Senior Center.
- 3/20: Ali B. and I hosted another *Music & Memories* session at the Grandell Center.
- 3/20: Attended the Point Lookout Civic Meeting to discuss library services. Help with Libby was the most requested topic. I'll be working with the EAC to set up a program.

Professional Development

- I've been nominated as a Woman in the Arts for the Artists in Partnership's 8th Annual Celebration. I thank the group for acknowledging my efforts supporting the library in Long Beach.

Marriel Mathews

- *Cardholder Signup Policies: Access in Practice!*
- *Conflict Management, Part One: Understanding Intrapersonal and Interpersonal Responses to Conflict*
- *Using Generative AI Tools for Research Data Management: Q&A*
- *RASD Presents Bookreporter's Carol Fitzgerald: Best Bets and Sleeper Hits of 2025*
- *LILRC's Unintentional Barriers to Library Service*
- *Reader's Advisory: Ideas and Practices for 2025*
- Head Start Visit with Natasha and Eileen
- Meetings with Tara, Jakea, and Tanya
- Celebration Committee Meeting
- *Color Our World: Summer Reading Meeting*

Adult Services March 2025 Report

- Meeting with Natasha
- Adult Summer Reading Meeting
- ALSC Leadership Development
- Co-led ALSC EDI Committee Meeting
- Program: *The Cozy Collective: Crochet & Knit Club*

Nicole Menzzasalma – Librarian II

Teen Night

- Mixed Media Art
- Fabric Bracelets
- Custom Bookmarks
- Mini Scrapbooks
- Planned Teen Night for April

Adult Displays

- *Dear Diary*
- *Women's History Month*
- *Movies Inspired by Books*
- *Emo Day*
- Organized book displays for early April

Programs & Events

- Assisted Eileen Kelly with *Rise & Shine Storytime* (March 6th)
- Chair Yoga at West
- *Self-Care Saturday: Restorative Yoga*
- *Spring Equinox Yoga & Meditation* with Gary Jansen
- *Scheduled Beach Yoga & Meditation* (June–September)
- *LB Garden Club: Flowerpot Swap!*
- *Scheduled Meditative Dance on the Beach* (June–September)
- *Scheduled Albums & Asanas* for April & May
- Began outreach to food trucks for the Library Fun Fair

Other Responsibilities

Adult Services March 2025 Report

- Worked on collection development for New Fiction with Natasha Drax
- Preparing the Seed Library for spring
- Created a Facebook group for the LB Garden Club
- Working on a community garden project
- Preparing for the Poetry Festival

Professional Development

- *Conflict Management: Part One – Understanding Intrapersonal and Interpersonal Responses to Conflict*
- *Reimagining Social Media*

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



March came in like a lion, and left like one, too! Not sure what happened to going out like a lamb! Maybe April will succeed in bringing us showers, followed by May flowers! At any rate, despite the weather, programs flourished throughout the month, and we look forward to a busy, productive spring!

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 are thrilled to welcome library staffer Karen Cho as our new social media creator and manager.

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.

- ***The Listening Lounge with Ali and Tom***, featured March's guest contributor **Karl Groeger, Looney Tunes Record Store, W. Babylon., the oldest record store on Long Island**. Karl shared some great stories! Be sure to take a listen.
- 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.
- The new digital banner display device is wonderful! It enables us to display our banners and other PR materials digitally, eliminating the cost of printing, and is a largely sustainable publicity option. In addition, we will be able to use the device much more frequently for promotional purposes.
- Our new sandwich boards display attractive schedules of upcoming weekly programming all designed and printed in-house.
- Program information was shared with The Long Beach Herald, Newsday, News 12 and the Town of Hempstead.

MARCH PROGRAM HIGHLIGHTS

Rosa Maria Goeller's popular painting series **Van Gogh's The Art of Flowers** at **Point Lookout Branch** has been meeting Thursday mornings. The final Van Gogh Flower session took place March 21st. Each of these multi-week classes focused on various flower paintings by the beloved artist **Vincent Van Gogh**. It is inspiring to see the finished work of Rosa's students, and to hear them discuss how much they enjoy the classes. To complement Rosa's exploration of Van Gogh, we will feature an art lecture by **Professor Thomas Germano** on April 23rd entitled **Van Gogh: The Roulin Family Portraits**.

We celebrated Mardi Gras with the Paumanok Stompers on March 2nd. Many concert goers "pre-gamed" by creating a Mardi Gras mask at our Sunday afternoon craft. Country Boy bakery made the very authentic "New York Style" King Cakes, which were enjoyed by all!



collaboration with
Events.



The NY Times Bestselling Author Emma Donoghue (*ROOM*, *The Wonder*, *Haven*, etc.) visited the Library on **March 18th** at **1pm** to discuss her new novel *The Paris Express* on its publication date. The novel is 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).

Emma was a delight. Our only wish was that she had had more time to spend with us (she came to us directly from her appearance on Morning Joe and was headed back to the city for an early evening appearance!) Emma's visit was another author and bookseller Carol Hoenig and **On the Road Book**

Emo Day Long Beach (March 30, 2pm). Cover City Soundtrack played the songs of *Taking Back Sunday*, *Fall Out Boy*, *Dashboard Confessional*, *My Chemical Romance*, and many more. Emo kids of all ages enjoyed the music and dancing.

They were dancing in the aisles on **Sunday, March 23rd** (2pm) for **Folk to Funk**, a program celebrating the music of Females from the Folk and Funk scene, the afternoon featured 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 "funked" it up with tunes from Chaka Khan, Gladys Knight, Teena Marie and more. Presented in collaboration with Artists in Partnership.

NEW, NOTABLE, AND COMING SOON

The **2nd Annual It's a Shore Thing Poetry Festival** takes place **April 5th & 6th**. New this year will be a **Poetry Contest** sponsored by the Library! We have already received a large number of entries in each age category. Our Saturday and Sunday workshops are filling quickly. Our Open Mic leaders will be the Nassau and Suffolk County Poet Laureates. We anticipate a strong turnout for this two-day festival!



If it's May, It's Cabaret! Planning is underway for this long-standing Long Beach Public 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 – **Carolyn Montgomery** will present a tribute to Cabaret icon Rosemary Clooney entitled *Girl Singer* on **Sunday, May 4th @ 2:30pm**; **Saturday, May 10th @ 8:00pm** will feature **Hannah Jane** with the program *Lady Legends of Broadway*; and on **Sunday, May 18th @ 2:30pm**, **Rahsaan Cruse, Jr.** presents *Cabaret Swings*. Each concert clearly features a different entertainer, each with a different outlook or style.



The Library 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 Long Beach Porch Fest 2025! This will feature three different musical acts from 12-3pm.** Porch Fest performances will follow throughout Long Beach!



On **June 22nd** we will work together with LB Arts Council to bring **Eastline Theater's** production of *Emma* to the people of Long Beach, in recognition of **Jane Austen's 250th birthday**. *Emma* was Jane Austen's fourth published novel, and the last to be published during her lifetime. Set in the fictional village of Highbury, the story focuses on its 'handsome, clever and rich' heroine Emma Woodhouse, who entertains herself by matchmaking and meddling in the lives of her friends and neighbors. Emma is the only one of Austen's heroines who does not need to marry for money; however the themes of female dependence, marriage and class, and the lack of other possibilities available to women, are still prominent. We look forward to this theatrical production of Austen's beloved work.

COMING SOON

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 Shakespear! The most often occurring suggestion was for pre-movie trivia with give-aways. Stay tuned.

Tomatomania returns! Long Beach Garden Club will help give-away tomato plants to Long Beach residents on **Saturday, May 10th from 3-5pm** at the Library. Tomato growers will choose their prize tomatoes to enter in the Tomatomania contest to be held at this summer's Fun Fair!

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**. Save the date...**Sunday, August 17 from 11am-3pm!**



PATRON SERVICES MARCH 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	409	269	629	10
April				
May				
June				
FY TOTAL	4,250	2,824	5,669	63

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	1,283	10,914	134	1,714
April				
May				
June				
FY TOTAL	11,859	101,025	1,257	15,143

Meetings and Webinars Attended by Patron Services Staff

Jennifer Firth

3/19/25 Webinar
3/20/25 Mtg w/ Tara
3/20/25 Webinar
3/27/25 Mtg w/ Tara

Mariel Matthews

No Report

Ron Carroll

No Mtgs

Diane Dudderar

No Mtgs

Russell Stein

3/17 NLS In-Person Tech Services Meeting
3/20 Tara Processing Workflows Meeting

Karen Cho

No Report

PROGRAMING DONE BY PATRON SERVICES STAFF

Jennifer Firth

3/20/25 Tummy Time Program
3/22/25 Teen Ambassadors Mtg

Mariel Matthews

No Report

Ron Carroll

Led an online presentation about the Pronunciator online database.
Hosted an open mic at West.

Diane Dudderar

No Report

Russell Stein

Feb 25 All Staff Meeting- In person

Karen Cho

No Report

OTHER DUTIES AS ASSIGNED

Jennifer Firth

- Still Doing my assigned Tuesday Night and Saturday in the Youth Dept. along with various YS Programs ie: Tummy Time and Teen Ambassadors
- Heavily Scheduled on Circulation Desk for Training in various procedures & cash Register across different shifts with different staff members
- Ran the High Demand Book Holds on a weekly basis.
- Oversite of the Online Library Card Applications
- Reached out to the Long Beach School District regarding library cards for elementary kids
- I interviewed for a new part-time clerk and offered the position to Ms. Makenzie.
- I was able to re-hire Marcus Quiroga as a part-time clerk.
- I continue to work on balancing 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
- Quick Books: Daily updates as needed for Purchase Orders
- I have begun a major overhaul of the storage closet in the clerk's office as requested by the Library Director
- I did a major cleanout of the lost and found shelves ... which included reaching out to patrons I could identify to come pick up various items. Many have expressed their thanks!
- Working with Ms. Matthews and acquiring files and other information from her that will facilitate my duties as Patron Services Head after she leaves the Long Beach Public Library in mid-April.

Mariel Matthews

- No Report

Ron Carroll

- Fulfilled responsibilities as ILL Librarian for March
- Handled Baker & Taylor order carts and finalized orders for books, media and high demand holds for both adult services and youth services
- Covered circ desk breaks when short staffed
- Performed regular duties at the West End Branch

Russell Stein

Desk coverage

- Worked 2 Saturdays (3/1 & 3/29)
- Worked 1 Thursday Point Lookout (3/6)
- Various desk times & 4 Tuesdays NLS bins

Projects/Collection Management

- Contact Patrons about Lost & Found Library cards (Karen assisted)
- Continue updating Report for I-code 1 errors
- Collection Check Report- LB Switch Games

Office Work/Regular work flow

- Assisting Ron with B&T Book & Media Ordering

1 week did all ordering

-Amazon Book Ordering (Greatly expanded due to B&T fulfillment issues)

-Receiving & Distributing Library supply orders & mail

-Generated Reports

-Monthly Reports

OTHER

-Worked on Locker issues

-Final update/review of 2024 NY State Annual Report

-Assisted with Jennifer's Start of the Supply Closet remodel

Diane Dudderar

-Daily processing of new books and DVDs for Adult Services

-Fill in Circulation Desk coverage as needed

Karen Cho

-Daily processing of new books and DVDs for Youth Services

-Fill in Circulation Desk coverage as needed

-Has accepted a position in the Programing and Marketing Department and will begin training her replacement and phasing out of patron services.

Kyra Hernandez

-Has accepted a position in the clerical office processing materials for the youth services Department. Karen Cho will be her trainer and she will be phasing into the position.

Jake Cohn

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

Rafael Hernandez

-Will be assigned one shift a week in the clerical office repairing books



Youth Services Monthly Report

Acting Department Head: Alexandra Blau

<i>YS Room Walk-In Attendance</i>				
	Kids	Teens	Adults	Monthly Total
July	1,199	322	1,149	2,670
August	1,238	306	1,344	2,888
September	1,005	170	1,058	2,233
October	1,114	194	1,044	2,352
November	1,035	184	1,235	2,454
December	868	153	1,059	2,080
January	1,177	210	1,257	2,644
February	1,267	168	1,234	2,669
March	1,178	216	1,183	2,577
April				-
May				-
June				-
FY TOTAL	10,081	1,923	10,563	22,567

<i>Distribution of Grab & Go Craft Kits</i>			
	Types	Kits	Total
July	13	307	320
August	9	324	333
September	12	390	402
October	21	500	521
November	18	452	470
December	19	492	511
January	16	239	255
February	5	139	144
March	15	456	471
April			-
May			-
June			-
FY TOTAL	128	3,299	3,427

Acting Department Head Report:

As noted in my report for Adult Services, March saw two popular Fun For All Programs; Mardi Gras with the Paumanok Stompers and Emo Day Long Beach. Both Sunday programs were filled with fun and music! Emo Day brought in many folks from outside Long Beach, who remarked on how beautiful our library is and what great offerings we have for all ages. It was an opportunity for us to shine!

Eileen Kelly and I met with Sarah Campbell and Theresa McCarthy from Island Park Public Library to pitch our idea of a Color War themed event for Summer Reading - Color Our World. They offered to host the event in their parking lot, which is slated for July 19th. We are looking forward to combining forces! They gave us an informational tour of their library and we saw many familiar faces along the way.

Tom and I recorded the first episode of a spinoff of our Listening Lounge podcast, the newly coined “The Kids are Alright”. We have had interest from several teens that want to come and talk about their favorite records from the vinyl lounge. Our first guest with CJ Skudin, who talked about his love of Kendrick Lamar.

We had our first interdepartmental Summer Reading Club meeting. Several ideas including a building-wide scavenger hunt, weekly themes, and future summer programs were discussed. The Fun Fair committee also meet to discuss the end of summer event. Jake and I attended the virtual statewide summer reading workshop for teens over Zoom. There were many ideas we hope to incorporate into our planning.

I would like to give Jake Cohen recognition for his efforts and teamwork. As a librarian trainee, Jake is flourishing and the staff in the YS department are eager to make sure he has the tools for success. He is flexible and nimble with the duties that are asked of him. He has the “let’s do it!” spirit that is essential for working with young people.

- Attended continuing education webinars.
 - Long Island Library Resources Council (LILRC) - Unintentional Barriers to Library Service
 - Long Island Library Resources Council (LILRC) - Stories on Skin: A Librarians Guide
- Made homebound visits to two different patrons.
- Setup a first-grade class visit with Long Beach Catholic for April 29th, 2025.
- Began preparing for the launch of Club Bébé next month with Mrs. Kelly.
- Reached out to new Teen Volunteer applicants to set up interviews.
- Held Adult Services' programs and crafts.
 - True Crime Book Club
 - "Hell's Princess: The Mystery of Belle Gunness, Butcher of Men" by Harold Schechter.
 - Maker Monday
 - Bits & Bobbles Picture Frame
- Held Youth Services' programs and crafts.
 - Messy Art
 - Raised Salt Painting
 - Messy Art for Tots
 - Fork Stamped Tulips
 - Tween Journal Decorating
 - Drawing Club

March Board Report

Eileen Kelly – Youth Services Librarian

March had a lot to celebrate, and I led a St. Patrick's Day Craft and 2 Women's History Month crafts while also hosting my regular programs like Mommy Mixer, Rise & Shine Storytime, and my fill-ins for LEGO club, etc. Displays included our bulletin board, which featured several ants Marching into Spring with books and food, a *Celebration of Women* tabling display and holiday displays including Ramadan, St. Patrick's Day and Holi.

I continued working on the MLK Center's Children's Library with Outreach Librarian Natasha Drax, and also attended our monthly story time visit to the EOC Head Start of Long Beach with both Natasha Drax and Mariel Matthews- both of which are always enjoyable and fulfilling experiences.

Planning for new program Club Bebe was in full swing and Tanya Suarez-Matos and I begin it live in April, and planning for Summer Reading Program also continues full speed. Ali Blau and I are still planning our Library Color Wars with Island Park Library, and we are also continuing our efforts in planning our own Summer Reading Program. Planning of the 2nd Annual Fun Fair is also full steam ahead, and this month I finalized contracts for several of the vendors/programmers for the Fun Fair event including a DJ, face painters, bouncer/block party rentals and the City of Long Beach contract.

Among the webinars that I attended in March, I also presented for the Young Adults portion of the New York State Collaborative Summer Reading Program, showcasing my programming ideas for teens for Summer Reading, highlighting a Paint & Pass program, which was very well received.

Patricia Matthews - Librarian Assistant - (March 2025)

Professional Development

- The Impact of Immigration Policy on Schools/Libraries
- Mental Illness: Hi Risk & Low Risk Situations

Collaborations:

Teen volunteers checked all of our game boxes and bags noting that some games pieces were missing from Candyland, SORRY and Giant UNO which seemed to be the most popular ones.

Assisted in monitoring the teen volunteers as they worked on the Nintendo display for Jake's collection ideas. The games and books started circulating immediately!



Assisted Tanya with Teen Volunteers as they created thoughtful greeting cards for her 'homebound' patrons.

Jake Cohen – Youth Services Librarian Trainee – March Report

- **Programs:** In March, I led Lego Club, Teen Gamers, Jr. Gamers, Pokémon Club, and Playdough Playtime. For Adult Services, I screened the film, *The Joy Luck Club* for Film 101 and I screened, *M. Butterfly* for LGBTQ Cinema.
- **Outreach:** Natasha and I went to the LBHS campus for the LBHS Health & Wellness Fair. We networked with LBHS faculty and community members and gave out free books, as well as Long Beach Public Library-branded pens, pencils, and backpacks. Additionally, we distributed flyers for library programming.
- **Displays:** In honor of Women's History Month, I curated a Women's 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 Women's History Month as well. Additionally, I created a capsule collection called 'The World of Nintendo' with both fiction and non-fiction Nintendo-related books, located next to the Nintendo Switch games collection.
- **Weeding:** In March, I weeded the YA DVD/Blu-Ray collection and the YA Non-Fiction biography collection.
- **Continuing Education/Professional Development:** In March, I attended the CEU program Teen Summer Reading Workshop held by NLS via Zoom

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: April 28, 2025

SUBJECT: Updated approval to pay select bills between Board meetings

In January 2025, the Board authorized prepayment of the following bills listed below on a biweekly basis.

- All payroll related items
- Utilities
- Rent for branches
- In-district book delivery services
- Security guard services
- Travel reimbursement
- Newspaper delivery

It is requested that the Board approve adding the following to the authorized prepayment lists to avoid late charges due to billing cycles.

- Credit card and other lines of credit
- Equipment leases

Our current practice will remain as follows: the Treasurer certifies payroll, a claims audit is conducted each month of those paid bills, and the Board shall approve them at the monthly meeting.

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: April 28, 2025

SUBJECT: Trustee Budget Questions

As per Trustee Donovan's agenda item requests and questions, the information is below. To facilitate understanding, Trustee Donovan's questions are in red and Director answers are in blue.

Municipal Services

1. "Municipal Services on Budget - it states we paid the City of Long Beach charged \$32,000 for these services in 2023-2024. This includes water, sewer and sanitation. It works out to \$3,000 a month. It seems we are getting a "commercial fee.""
 - a. Municipal services also includes the Library's cost for the City of Long Beach Civil Service Commission. Average annual spending based on the last four fiscal years is below:
 - i. Long Beach Civil Service - \$14,249.15
 - ii. Water/Sewer - \$1,875.56
 - iii. Sanitation - \$1,865.75
 - iv. Fire Alarm Fee - 750
1. Please present the costs involved with a City of Long Beach "commercial fee" to the Board of Trustees. Is that what the LBPL has current contract with the city?
 - a. We are charged "commercial fees" because the Main Library is located in the Park Avenue commercial corridor.
2. Can you please break down these services into water...how many gallons of water are we using?
 - a. This requires more research. Our water bill doesn't break it down into gallons.
3. Sewer and sanitation (How often is garbage picked up?)
 - a. 7 days per week including multiple pickups from May through October
4. Does this include West End? How are these services covered in Point Lookout? Point Lookout is part of the Town of Hempstead.
 - a. Water and sanitation services are covered by the landlords at the branches
5. How many dumpsters does the main library have? How many dumpsters are at the West End Library?
 - a. None

6. The services, according to the budget, are increasing to \$36,000. Why the increase?
 - a. Estimate based on previous years' increases

Staffing Questions

1. From the Payroll Warrant, it appears the LBPL has 49 employees.
 - a. 50 employees.
2. How many of these employees are part-time?
 - a. 26
3. What is benefits package for part-time employees, ie. health insurance, vacation, sick time, personal days?
 - a. Health insurance is NOT available to part-time employees
 - b. Paid Time Off
 - i. Annual Leave
 1. All part-time Librarians shall be entitled to 0.0423 hours of paid annual leave per hour worked after each full year of continuous employment.
 2. All other part-time employees shall be entitled to vacation with pay, as follows:
 - a. 0.0193 hours of paid annual leave per hour worked after each year of the first two (2) consecutive years of employment;
 - b. 0.0385 hours of paid annual leave per hour worked after each of the third(3rd), fourth (4th) and fifth (5th) consecutive years of employment;
 - c. 0.0436 hours of paid annual leave per hour worked after each year of consecutive employment thereafter.
 - ii. Sick leave
 1. All part-time employees shall earn 0.0288 hours of sick leave per hour worked.
 - iii. Personal leave
 1. All part-time employees shall be entitled to up to the equivalent number of hours equal to their average weekly schedule of personal leave per year with pay, which shall be charged against and deducted from sick leave or vacation leave.
 - b. Paid Time Off
 - i. Annual Leave
 1. All part-time Librarians shall be entitled to 0.0423 hours of paid annual leave per hour worked after each full year of continuous employment.
 2. All other part-time employees shall be entitled to vacation with pay, as follows:
 - a. 0.0193 hours of paid annual leave per hour worked after each year of the first two (2) consecutive years of employment;
 - b. 0.0385 hours of paid annual leave per hour worked after each of the third(3rd), fourth (4th) and fifth (5th) consecutive years of employment;
 - c. 0.0436 hours of paid annual leave per hour worked after each year of consecutive employment thereafter.
 - ii. Sick leave
 1. All part-time employees shall earn 0.0288 hours of sick leave per hour worked.
 - iii. Personal leave
 1. All part-time employees shall be entitled to up to the equivalent number of hours equal to their average weekly schedule of personal leave per year with pay, which shall be charged against and deducted from sick leave or vacation leave.
4. How many hours are part-time employees allowed to work?
 - a. 17 hours per week unless emergency coverage is needed.

Hiring

1. Do you do a background check on all new hires. What does it entail?
 - a. We do not currently pay for background checks
2. Do you use E-Verify on checking new hires?
 - a. No
3. What is the LBPL protocol on checking new hires?
 - a. 1 to 2 interviews
 - b. Reference check(s)

Maintenance

1. Can you please explain the increase on maintenance fees?
 - a. While some annual maintenance/service contracts have increased, I always leave room in that budget line for maintenance emergencies or projects.
2. What does the “maintenance” include? (Please be more specific than Maintenance to building and equipment)
 - a. Annual maintenance/service agreements for the following:
 - i. Security system
 - ii. Hold pickup lockers
 - iii. Telephone system
 - iv. HVAC
 - v. Fire alarm system
 - vi. Elevator
 - b. It also includes general items for our Facilities Department to maintain the building
3. How much did the LBPL actually spend on maintenance in 2023-2024?
 - a. We actually exceeded the amount budgeted. It was \$66,000 for maintenance/service agreements, general maintenance, and special projects/emergencies (new flooring and repairs of old HVAC units).
 - b. Money not spent in other lines covered the overage.
4. Why is it increasing to \$45,000?
 - a. While some annual maintenance/service contracts have increased, I always leave room in that budget line for maintenance emergencies or projects.
5. It was \$35,000 and it increases to \$45,000. What are the increases for: new contract?, it went up that much money?, warranties on the equipment?. Please supply documentation that supports the increase.

- a. While some annual maintenance/service contracts have increased, I always leave room in that budget line for maintenance emergencies or projects. The estimated cost for FY 2026 maintenance/service agreements is approximately \$37,000 leaving \$8,000 for maintenance emergencies or projects.

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: April 28, 2025

SUBJECT: Revised Library Director Job Description

In summer 2024, an ad hoc committee of two Trustees and the Library Director was formed to review and revise the Library Director's job description. The new job description was discussed at a fall 2024 Board meeting. To move forward with putting that job description into place, the Library Director has prepared a New Positions Duties Statement for Long Beach Civil Service Commission.

The Board of Trustees must approve the revised job description for it to be presented to LBCSC. It is requested that the Board approve the resolution on the next page of this memo.

REGULAR MEETING

APRIL __, 2025

RESOLUTION:

**RESOLUTION APPROVING AMENDMENT TO LIBRARY DIRECTOR JOB
DESCRIPTION**

WHEREAS, the Board of Trustees of the Long Beach Public Library (“Library”) engages in routine review of the Library Director’s job description to ensure it remains current and reflective of the responsibilities of the position; and

WHEREAS, the Board of Trustees has undertaken such a review at this time and has agreed upon revisions to the job description, a copy of which is annexed hereto;

RESOLVED, that the Board of Trustees hereby approves the amended job description for the position of Library Director, as attached; and

FURTHER RESOLVED, that the Library Director is authorized and directed to take all necessary steps to file the amended job description with the appropriate civil service agency or agencies having jurisdiction over the position.

DISPOSITION OF THE BOARD

MOVED: _____

SECONDED: _____

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

COMMENTS: _____

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978		New Position Duties Statement Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward one typed copy to this Commission.	
1. Department Long Beach Public Library		Bureau, Division, Unit or Section 	
		Location of Position 111 W Park Ave	
2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.			
Job Title: Library Director			
Percent of Work Time	Job Duties A Library Director oversees all functions and departments of the Library (e.g., collection development, public services, programming, information technology, facilities, business services, planning). The Library Director ensures that Library staff are providing high quality, innovative and creative collections, programs, reference and other services which meet the evolving needs of a diverse community. Personnel & Management - Oversees management of all Library staff including selection, compensation, levels, training and development, performance evaluations, disciplinary actions, and terminations - Oversees all functions and departments of the Library (e.g., collection development, public services, programming, information technology, facilities, business services, planning) - Ensures that Board-approved policies are understood, implemented, and complied with in an objective and consistent manner - Oversees the design and implementation of services and programs for users of all ages - Monitors Library operations to identify potential problems, respond quickly, and initiate problem resolution - Participates in union contract negotiation process and other labor relations concerns Board of Trustees - Submits schedules and reports to the Board according to established timelines - Formulates and recommends policies for approval by the Library Board - Maintains awareness of and advises Board on current initiatives and developments in the library field - Prepares for Board meetings and adheres to deadlines established by Open Meetings Law and the Board - Confers with the Board to resolve problems and complaints, as necessary Evaluation & Planning - Oversees collection and analysis of statistical data pertaining to public usage of the Library including evaluating performance of programs and specialized services. - Utilizes data, demographics, and other feedback methods as basis for new services, refinement of existing services, or discontinuation of services - Ensures appropriate planning, training, and publicity prior to implementation of new programs or services - Oversees long-range planning for the Library system - Anticipates future needs of the community, and develops strategic plans to maintain a relevant Library system that is responsive to community needs		
25%			
10%			
15%			

	Coordinates planning, training, and publicity activities with key management staff to implement new services
10%	Outreach, Promotions & Partnerships - Promotes a positive perception of the Library as a strong community anchor of the city’s economic, cultural, and knowledge infrastructure - Maintains positive relationships with local organizations for mutually beneficial activities and events - Participates in community activities and ensures staff involvement - Maintains an awareness of community interests, trends, and priorities to ensure the Library responds to changing needs - Ensures appropriate marketing strategies are implemented to raise awareness of the Library and the activities and functions the Library performs
20%	Finance - Forecasts future budgeting needs; develops and presents a draft financial budget to the Board annually for approval - Receives and expends Library funds according to established guidelines, within the constraints of the Board–approved budget - Maintains accurate and up-to-date records showing the status of Library finances - Ensures that the Library is prepared for audits and that financial records are properly maintained - Responsible for identifying, applying for, and appropriate handling of any grant funding - Oversees legal and regulatory compliance
20%	Facilities - Oversees regular cleaning, maintenance, and inspection of Library facilities - Ensures that existing facilities are clean, safe, updated, and inviting - Anticipates need for future expansion and develops plans for facilities fitting community needs - Ensures construction projects are properly managed and within budget

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
	Library Board of Trustees	Governance

4. Names and Titles of Persons Supervised by Employee in this position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
	Department Heads	Direct
	Business Office staff	Direct
	Librarian I, II, III	General
	Senior Library Clerks and Library Clerks	General
	Circulation Clerks	General

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>

6. What minimum qualifications do you think should be required for this position?

Education: High School _____ Years
College _____ Years, with specialization in _____
College _____ Years, with specialization in Master's in Library Science

Experience: (list amount and type)

- ALA accredited MLS required.
- At least ten (10) years of increasingly responsible library work.
- At least five (5) years of demonstrated success in an administrative or supervisory capacity OR at least two (2) years as an Assistant Director of a public library.

Essential knowledges, skills and abilities:

- This position requires a dynamic, energetic and enthusiastic team player with a good sense of humor and dedication to working closely with the Library Board, staff, and volunteers to deliver outstanding customer service.
- Must be able to supervise, train and motivate others to provide outstanding customer service.
- Ability to provide leadership to and stimulate cooperation and teamwork, including the ability to hold others to high standards while offering support and maintaining positive relationships.
- Organized and detail-orientated in the ability to develop, plan, organize, implement, and evaluate programs and services
- Ability to build strong partnerships in an environment of collaboration, both internally and externally
- Highly creative, knowledgeable and current in methodologies and approaches to engage multiple audiences
- Ability to multi-task, manage time effectively, troubleshoot, meet deadlines, collaborate and work independently with initiative.
- Exceptional written and verbal communication skills with the ability to adapt communication and interpersonal style to various audiences
- Working knowledge of short and long-term planning, budgeting, and program development.
- Tact, diplomacy, negotiating skills, resourcefulness, and political acumen in dealing with multiple stakeholders
- Highly skilled with the Microsoft Office Suite and online productivity tools
- Thorough knowledge of best practices of library organization, procedures, services, and materials.
- Thorough knowledge of library materials and their sources, and collection development issues.
- Thorough knowledge of reference and reader's advisory.

Type of license or certificate required:

Eligibility for a New York State Public Librarian's professional certificate at time of application for appointment; possession of certificate at time of appointment.

7. The above statements are accurate and complete.

Date:

Title:

Signature:

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the _____ Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title:

Jurisdictional Classification:

Date:

Signature:

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- ☐

Approved
- ☐

Disapproved

Date:

Signature:

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: April 28, 2025

SUBJECT: Estimate to upgrade Auditorium sound system

As per President Tansey's request at the March 2025 Board meeting, I reviewed the Auditorium Renovation cost estimate that had been prepared in November 2023 by a construction management company for the NY Forward grant application. The estimated cost to upgrade the sound at that time was around \$216,000. In speaking to construction management companies for cost estimates on the Main Library renovation, the general consensus would be to add at least 15% escalation to that given recent economic changes. That would bring up the potential cost up to \$250,000 at a minimum.

Additionally, that portion of the cost estimate was relatively bare bones while still including demolition and rebuilding of the stage (where all the wiring is). It did not include other costs like upgrading the acoustical paneling, tiles, and seals. It is my assessment that upgrading the sound should wait until a full Auditorium renovation can be done.

The full Auditorium renovation cost estimate in November 2023 was approximately \$785,000. With a minimum escalation of 15%, a cost estimate for the full Auditorium renovation would be approximately \$900,000.