



Monday June 16th at 7pm
BOARD OF TRUSTEES OPEN MEETING AGENDA

- I. Call to Order by President
- II. Roll Call
- III. Pledge of Allegiance
- IV. Public Comment on Agenda Items (limited to 2 minutes per person)
- V. Approval of Minutes from 5/19/2025 (Vote Needed) **P. 2-3**
- VI. Approval of Bills and Schedules (Vote Needed) **P. 4-28**
 1. Board Warrants 1369 and 1372
 2. Payroll Warrants 1367, 1368, 1370, 1371
- VII. Monthly Financial Report **P. TBD**
- VIII. Donor Recognition N/A
- IX. Monthly Reports (May 2025)
 1. Director's Report..... **P. 29-30**
 2. Monthly Stats..... **P. 31-37**
 3. FY 2025 Projects..... **P. 38-42**
 4. Assistant Director/Adult Services..... **P. 43-47**
 5. Programming & Marketing..... **P. 48-52**
 6. Patron Services..... **P. 53-55**
 7. Youth Services **P. 56-61**
- X. Old Business
 1. Revisions to by-laws (Discussion) **P. 62-80**
- XI. New Business
 1. FY 2023-FY 2025 Strategic Plan Accomplishments (Informational) **P. 81-73**
 2. Amendments to NLS' Memorandum of Organization (Vote Needed) **P. 84-92**
 3. Approval to pay end of FY bills before July meeting (Vote Needed) **P. N/A**
- XII. Public Comment (limited to 3 minutes per person)
- XIII. CSEA
- XIV. Executive Session
- XV. Personnel (Vote Needed)
 1. New Hires
 - Sabrina Damus, PT Librarian Trainee, Floating
 2. Promotion
 - Rafael Hernandez, PT Librarian Trainee, Technology
- XVI. Date and Time of Next Meeting (Vote Needed)
 1. Monday July 14th at 7pm (FY 2026 reorganizational meeting with regular meeting to follow)
- XVII. Adjournment (Vote Needed)



Monday April 28th at 7pm

MINUTES

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

- I. Call to Order by President 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 4/28/2025 **Unanimously approved. Moved for approval by Trustee Guarini, seconded by Trustee LaSpina.**
- VI. Approval of Bills and Schedules
 1. *Claims audit and approval of warrants will be done in June*
- VII. Monthly Financial Report
- VIII. Donor Recognition
- IX. Monthly Reports (April 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. Director job description **Unanimously approved. Moved for approval by Trustee LaSpina, seconded by Trustee Guarini.**
- XI. New Business
 1. Capital Assets Disposal for May 2025 **Unanimously approved. Moved for approval by Trustee LaSpina, seconded by Trustee Guarini.**
 2. Approval to pay bills until June meeting **Unanimously approved. Moved for approval by Trustee Guarini, seconded by Trustee LaSpina.**
 3. July 5th closure **Unanimously approved. Moved for approval by Trustee Guarini, seconded by Trustee LaSpina.**
- XII. Public Comment (limited to 3 minutes per person)
- XIII. CSEA
- XIV. Executive Session **voted unanimously to enter Executive Session at 7:37 pm to discuss an individual personnel matter, motioned by Trustee Guarini, seconded by Trustee LaSpina. Exited Executive Session 7:53pm with no votes taken.**



Monday April 28th at 7pm
MINUTES

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

- XV. Personnel **Unanimously approved. Moved for approval by Trustee Guarini, seconded by Trustee LaSpina.**
1. New Hires
 - Michela Christianson, FT Librarian Trainee, Floating
 - Ryan Ristuccia, FT Librarian Trainee, Floating
- XVI. Date and Time of Next Meeting **Unanimously approved. Moved for approval by Trustee Guarini, seconded by Trustee LaSpina.**
1. Monday June 16th at 7pm
- XVII. Adjournment **Unanimously approved. Moved for approval by Trustee LaSpina, seconded by Trustee Guarini.**

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
05/19/2025	ACHAMZ-5/25	AMAZON.COM	POs 2340, 2341, 2342, 2344, 6156, 61257, 6122, 6138	\$5,617.10
05/19/2025	VISA-5/2025	FNBLI Credit Card 2184	STATEMENT - 2025 APRIL	\$2,373.13
05/19/2025	29336	SUAREZ-MATOS TANYA	Reimburse for supplies purchased for Messy Art - Doily Prints	\$9.77
05/19/2025	29337	DRAX NATASHA	REIMBURSE Halloween 2024 Party	\$171.62
05/19/2025	29338	A&A INDUSTRIAL (FLAG)	Moving flag to a more accessible and safe location	\$3,500.00
05/19/2025	29339	ABOFF'S	ACCT#4327201-MISC BLDG / CONSTRUCTION SUPPLIES	\$21.44
05/19/2025	29340	ACE HARDWARE	ACCT# 29884 - Custodial Supplies	\$31.87
05/19/2025	29341	ASCAP	ACCT# 500811738-MUSIC LICENSE ANNUAL FEE 2025	\$302.00
05/19/2025	29342	BAKER & TAYLOR-L927400-Books-Processed	ACCT L927400 PROCESSED BOOK-05/19/2025	\$2,625.38
05/19/2025	29343	BAKER & TAYLOR-L931931-Books-YA	ACCT L9319313: YA BOOKS-05/19/25	\$283.57
05/19/2025	29344	BAKER & TAYLOR-xL219030-Books-Unprocessed	Acct L2190303 - Unprocessed books - 05/19/25	\$81.33
05/19/2025	29345	BAKER & TAYLOR - 40017023	Acct 40017023 - DVD invoices 5/19/25	\$418.74
05/19/2025	29346	BAKER & TAYLOR - 40021033 CD PROCESSED	ACCT 40021033: PROCESSED MUSIC CDS - 5/19/2025	\$116.23
05/19/2025	29347	BAKER & TAYLOR - 75005428 DVDS&CDS	ACCT#75005428 DVDs/CDs 5/19/2025	\$102.04
05/19/2025	29348	BAKER & TAYLOR - C069914-Continuations	ACCT 9143 GUIDES/CATALOGS/INSTRUC-05/19/25	\$83.75
05/19/2025	29349	CORNELL COOPERATIVE EXTENSION	Invoice #: 1321 (Chick Hatching)	\$46.00
05/19/2025	29350	DEMCO	Mobile book displays and library supplies	\$1,442.19
05/19/2025	29351	FIRE COMMAND	Fire Extinguisher Inspection at Point Lookout & West End Branches	\$50.00
05/19/2025	29352	INDUSTRIAL APPRAISAL COMPANY (IAC)	ANNUAL FEE: PROPERTY RECORD DATE 07/01/2024	\$175.00
05/19/2025	29353	KNOCKOUT PEST CONTROL EXTERMINATOR	EXTERMINATOR : monthly billing (5/1/25)	\$87.50
05/19/2025	29354	LIBRARY BALDWIN PUBLIC	LB PAID FOR LOST BOOK - Ethics 4	\$16.99
05/19/2025	29355	LIBRARY HEMPSTEAD PUBLIC	PAY FOR LOST HEMPSTEAD BOOK - Games for Writing	\$13.00
05/19/2025	29356	LIBRARY MINEOLA PUBLIC	PATRON PAID LB F/DAMAGED BOOK -	\$40.44
05/19/2025	29357	Midwest Tape-Hoopla	Hoopla digital/streaming services Jan-April 2025	\$2,729.08
05/19/2025	29358	OVERDRIVE, INC./DIGITAL LIBRARY RESERVE	Overdrive invoices for April 2025-adult eBooks and eAudiobooks	\$4,948.21
05/19/2025	29359	PGM-A / CAPPETO, PATRICIA	APGM:M - 3X \$75 "PILATES"	\$225.00

Trustee 1, LBPL Board

Trustee 3, LBPL Board

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Trustee 5, LBPL Board

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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
05/19/2025	29360	PGM-A / CARRION, JULIE	APGM-M : 1X @ \$100 "COMEDY AFTER DARK"	\$100.00
05/19/2025	29361	PGM-A / CASSON, KARIN	APGM-M : 1X @ \$50 "COMEDY AFTER DARK"	\$50.00
05/19/2025	29362	PGM-A / DURSO, STEPHANIE	APGM:H - 7X 1HR @ \$75 "YOGA FOR HEALTH AND PEACE"	\$525.00
05/19/2025	29363	PGM-A / GERMANO, THOMAS	APGM:M - 1 X \$300.00 Vincent Van Gogh: The Roulin Family Portraits	\$300.00
05/19/2025	29364	PGM-A / KEEGAN, MICHAEL	APGM-M : 1X @ \$200 "COMEDY AFTER DARK"	\$200.00
05/19/2025	29365	PGM-A / KINSLEY, RANDY	APGM:M - 1x \$60 "Chair Yoga", APGM:M - 1x \$60 "Chopra Meditation for Stress Relief and Improved Sleep (West End)"	\$120.00
05/19/2025	29366	PGM-A / LAROCCO, DANIEL	APGM-M : 1X @ \$50 "COMEDY AFTER DARK"	\$50.00
05/19/2025	29367	PGM-A / PRINCE, BARBARA	APG:M - 5X \$75 "ZUMBA"	\$375.00
05/19/2025	29368	PGM-A / REGAN, KATHLEEN	APGM-H: 3X \$60 "YOGA FOR LIFE"	\$180.00
05/19/2025	29369	PGM-A / ROZELL, LORI	APG:H 2X \$60 "LOW IMPACT CARDIO" HYBRID	\$120.00
05/19/2025	29370	PGM-J / HIGH HOPES PRODUCTIONS	JPGM:M - 6X @ \$105 "Molly Mouse" JPGM:M - 3X @ \$165 "PLAY HOORAY"	\$1,125.00
05/19/2025	29371	PGM-J / SALMAN, JOEL	JPGM:M - 2X \$110 "YOUTH CHESS CLUB"	\$220.00
05/19/2025	29372	PIANO-JEFFREY LOTOCKE	Piano tuning - 5/1/2025	\$185.00
05/19/2025	29373	PITNEY BOWES - RESERVE ACCT	RES ACCT# 49976418: POSTAGE METER- (REPLENISH) 101624	\$0.00
05/19/2025	29374	PMA Copier Servicing (Leaf Lease)	Copier ink, servicing, color copies - 4/28/2025	\$345.03
05/19/2025	29375	SAVMOR MECHANICAL	ROOFTOP EXHAUST FAN, REPLACE AC FILTERS AND CONTACTOR, MAINTENANCE INS. AND SUPPLIES FOR FILTER REPLACEMENT	\$3,882.62
05/19/2025	29376	Staples Advantage	NYC 1829392 - 7005027205	\$590.71
05/19/2025	29377	TRACSYSTEMS, INC	Invoice #: 4871-Remote Installation and Training Services	\$900.00
				\$34,779.74

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Date	Num	Name	Memo	Amount
06/17/2025	AMZ6/17/25	AMAZON.COM	ACH transaction to pay Amazon bills after approval at June 16th Board meeting	\$ 4,605.73
06/17/2025	CC 6/17/25	FNBLI Credit Card 2184	ACH transaction to pay Visa bill after approval at June 16th Board meeting	\$ 955.80
06/13/2025	29399	A&A INDUSTRIAL (FLAG)	Custom double sided polyester flag	\$ 600.00
06/13/2025	29400	ACE HARDWARE	ACCT# 29884 - Custodial Supplies	\$ 141.19
06/13/2025	29401	ATTORNEY-QUATELA CHIMERI PLLC	ATTY FEES - Apr 2025 standard library business	\$ 286.00
06/13/2025	29402	BAKER & TAYLOR-L2190303-Books-Unprocessed	Acct L2190303 - Unprocessed books - 06/16/25	\$ 112.49
06/13/2025	29403	BAKER & TAYLOR-L9274003-Books-Processed	ACCT L9274003 PROCESSED BOOK-06/16/25	\$ 1,475.23
06/13/2025	29404	BAKER & TAYLOR-L9319313-Books-YA	ACCT L9319313: YA BOOKS-06/16/25	\$ 228.58
06/13/2025	29405	BAKER & TAYLOR-L9319493-REF-SPOKEN WORD	ACCT L9319493 CDS-SPOKEN WORD- 06/16/25	\$ 29.89
06/13/2025	29406	BAKER & TAYLOR - 40017023	Acct 40017023 - DVD invoices 6/16/2025	\$ 181.06
06/13/2025	29407	BAKER & TAYLOR - C0699143-Continuations	ACCT C0699143 GUIDES/CATALOGS/INSTRUC-06/16/25	\$ 57.16
06/13/2025	29408	Baldessari & Coster LLP	FY 2023 Audit Payment	\$ 12,350.00
06/13/2025	29409	CENGAGE LEARNING / GALE	Acct #100232734 - May 2025 Invoices	\$ 825.46
06/13/2025	29410	Fleury Risk Management (WC group)	W/C Policy# 2638 232-5 Public Entities Safety Group 497 Group Manager Fee	\$ 1,391.04
06/13/2025	29411	INGRAM LIBRARY SERVICES	ACCT: 20W7576	\$ 281.91
06/13/2025	29412	INSURANCE WRIGHT FLOOD	INSURANCE : WE FLOOD : 7/23/2025 - 7/23/2026	\$ 2,855.00
06/13/2025	29413	KANOPIY	Pay Per Use Program	\$ 2,000.00
06/13/2025	29414	KNOCKOUT PEST CONTROL EXTERMINATOR	EXTERMINATOR : monthly billing (6/1/25)	\$ 87.50
06/13/2025	29415	Midwest Tape-Hoopla	Hoopla digital/streaming services May 2025	\$ 746.11
06/13/2025	29416	MUSEUM-INTREPID MUSEUM	ANNUAL MEMBERSHIP: JUNE 2025-JUNE 2026	\$ 500.00
06/13/2025	29417	Nassau Library System (NLS) ILS Services	New internet switch and monthly broadband costs	\$ 4,110.54
06/13/2025	29418	Nawrocki Smith (Treasurer)	Treasurer Services/Business Office Support - 4/2025	\$ 2,697.50
06/13/2025	29419	NEWSPAPERS-NY POST	ANNUAL SUBSCRIPTION 7/WEEK, 1YR	\$ 706.68
06/13/2025	29420	OTIS ELEVATOR CO.	LOGISTICS / FUEL SURCHARGE	\$ 125.00
06/13/2025	29421	OVERDRIVE, INC./DIGITAL LIBRARY RESERVE	May 2025 Overdrive Invoices	\$ 6,122.29
06/13/2025	29422	PITNEY BOWES - use for qtrly pmt	NEW POSTAGE METER LEASE-2025-Q2	\$ 113.82
06/13/2025	29423	PMA Copier Servicing (Leaf Lease)	Inv 250672	\$ 45.00

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Date	Num	Name	Memo	Amount
06/13/2025	29424	THE LIBRARY STORE	Order #6079073, customer #37251, PO 2320-book covers SHIPPING COST	\$ 20.20
06/16/2025	29425	MED REIMB - TREPP GEORGE	MEDICARE REIMBURSEMENT Q2 April-June 2025	\$ 3,551.40
06/16/2025	29426	MED REIMB - MOSKOWITZ GLORIA	MEDICARE REIMBURSEMENT 2025 Q2 April-June 2025	\$ 555.00
06/16/2025	29427	MED REIMB - HEFT FAYE	MEDICARE REIMB 2025-Q2 April-June 2025	\$ 555.00
06/16/2025	29428	MED REIMB - GOLDMAN SELMA	MEDICARE REIMBURSEMENT 2025 Q2 April-June	\$ 1,110.00
06/16/2025	29429	MED REIMB - CASTELLON ASCENSIO	Medicare Reimbursements 2025 Q2 April-June 2025	\$ 1,110.00
06/16/2025	29430	LIBRARY SEA CLIFF VILLAGE	REIMBURSE SEACLIFF LOST/DAMAGED MEDIA	\$ 29.00
06/13/2025	29431	PGM-A / ABRAHAMS, MIRIAM	APGM-H: 7 x \$60 "Accessible yoga for every body"	\$ 420.00
06/13/2025	29432	PGM-A / ARTISTS IN PARTNERSHIP, INC.	APGM:M - 1 X \$1800.00 Annual Cabaret Festival - If It's May... It's Cabaret	\$ 1,800.00
06/13/2025	29433	PGM-A / CAPPETO, PATRICIA	APGM:M - 3X \$75 "PILATES"	\$ 225.00
06/13/2025	29434	PGM-A / DESANTIS, MARC	APGM:M - 1 X \$175EA "THE SCRIBBLERS:"	\$ 175.00
06/13/2025	29435	PGM-A / PRINCE, BARBARA	APG:M - 4X \$75 "ZUMBA"	\$ 300.00
06/13/2025	29436	PGM-A / REGAN, KATHLEEN	APGM-H: 5X \$60 "YOGA FOR LIFE"	\$ 300.00
06/13/2025	29437	PGM-A / ROZELL, LORI	APG:H 8X \$60 "LOW IMPACT CARDIO" HYBRID	\$ 420.00
06/13/2025	29438	PGM-A / SILBERSTANG, B HANSEL	APGM-M: 1 X 1.5HRS @ \$250 "Tips and tricks for Healthy House Plants"	\$ 250.00
06/13/2025	29439	PGM-A / TORRES, MARK	APGM:M - 1X @ \$200 "Long Island and the Legacy of Eugenics"	\$ 200.00
06/13/2025	29440	PGM-A / WISEL, LISA M.	1X \$90 MEDITATION	\$ 90.00
06/13/2025	29441	PGM-J / HIGH HOPES PRODUCTIONS	JPGM:M - 4X @ \$165 "PLAY HOORAY" JPGM:M - 9X @ \$105 "Molly Mouse"	\$ 1,605.00
06/13/2025	29442	PMA Copier Servicing (Leaf Lease)	Copier ink, servicing, color copies - 5/12/2025	\$ 347.50
06/16/2025	29443	KELLY EILEEN	Reimbursement for Long Island Library Conference Fee	\$ 85.00
06/16/2025	29444	ASHFORD LENORA	New York Comic Pass for October 2025	\$ 149.75
06/16/2025	29445	COHEN JACOB	Reimbursement for shipping of free professional pass for NY Comic Con 2025	\$ 5.95
06/16/2025	29446	MORRISSEY HELENA	WE: Snacks for Downton Abbey movie	\$ 14.67
06/16/2025	29447	LIBRARY FREEPORT PUBLIC	REIMBURSE FREEPORT F/LOST/DAMAGED BOOK/MEDIA	\$ 15.96
06/16/2025	29448	ATTORNEY-QUATELA CHIMERI PLLC	ATTY FEES - May 2025 standard library business	\$ 130.00
06/16/2025	29449	DELL MARKETING	New computers for West End	\$ 1,870.38

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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
06/16/2025	29450	EZ SECURITY	INV-000452 replace hard drives on security camera computer	\$ 673.95
06/16/2025	29451	FIRE COMMAND	SPRINKLERS - Annual Wet Sprinkler Inspection 6/10/25 & Replaced Gauges	\$ 490.00
06/16/2025	29452	NYSIF Disability	DB3191 50-0_66394453 NYSIF Disability Insurance 6/1/2025 statement	\$ 8,884.06
				\$69,013.80

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CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

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

email transmittal

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To:	Tara Lannen-Stanton	Email:	director@longbeachlibrary.org	
From:	Kyle Zaharatos	Date:	April 23, 2025	
Phone:	(631) 756-9500 x 207	Email:	kzaharatos@ns.cpa	
Re:	Payroll approval	Pages:	1 (including cover)	
CC:				
☐ Urgent	☒ For Review	☐ Please Comment	☐ Please Reply	☐ Please Recycle

Tara,

The payroll register dated 4/24/25 has been reviewed and approved. This includes the payroll period from March 28th to April 10th. NS has reviewed the hourly wages paid to the salary schedule provided by the Library. NS also compared hours paid to approved time cards in AccuData.

Thank you,

Kyle Zaharatos

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PAYROLL WARRANT
OPERATING EXPENSES

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, INCTRAVEL	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					<u><u>143,667.86</u></u>

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

PAYROLL WARRANT
SALARY SUMMARY

PAYROLL WARRANT # 1367
DATE: 4/24/2025

	Amount
LIBRARIAN	27,208.31
PROFESSIONAL	15,767.55
PATRON SERVICES	6,818.71
CLEANER	3,391.68
PAGE	2,710.03
PER DIEM	0.00
NET PAYROLL	55,896.28
FEDERAL TAX	18,211.21
STATE TAX	3,302.56
MTA TAX	0.00
NYC TAX	484.01
ACCUDATA INVOICE	424.46
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$78,565.52

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CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

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

email transmittal

.....

To:	Tara Lannen-Stanton	Email:	director@longbeachlibrary.org	
From:	Kyle Zaharatos	Date:	May 14, 2025	
Phone:	(631) 756-9500 x 207	Email:	kzaharatos@ns.cpa	
Re:	Payroll approval	Pages:	1 (including cover)	
CC:				
☐ Urgent	☒ For Review	☐ Please Comment	☐ Please Reply	☐ Please Recycle

Tara,

The payroll register dated 5/8/25 has been reviewed and approved. This includes the payroll period from April 11th to April 24th. NS has reviewed the hourly wages paid to the salary schedule provided by the Library. NS also compared hours paid to approved time cards in AccuData.

Thank you,

Kyle Zaharatos

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**PAYROLL WARRANT
OPERATING EXPENSES**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
May 8, 25					
	05/08/2025			Funds Transfer 050825 FED TAX	15,455.55
	05/08/2025			Funds Transfer 050825 STATE TAX	2,800.84
	05/08/2025			Funds Transfer 050825 NYC TAX	470.49
	05/08/2025			Funds Transfer 050825 PR	51,585.78
	05/08/2025			Funds Transfer 050825 3rd PARTY	247.00
	05/08/2025			Funds Transfer 050825 FEE	435.49
	05/08/2025			Funds Transfer 050825 OMNI	195.00
	05/08/2025	29322	CSEA	UNION DUES &FEES: PAYROLL 2025 05/08	1,032.08
	05/08/2025	29323	PREFERRED GROUP PLANS, INCFSA	EMPLOYEE CONTRIBUTIONS P/R 20250424	888.44
	05/08/2025	29324	PREFERRED GROUP PLANS,INCTRAVEL	EMPLOYEE CONTRIBUTIONS P/R 2025 0508	150.00
	05/08/2025	29325	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 20250508	375.77
	05/08/2025	29326	AFLAC	ACCT# NER78 2025 APR	498.52
	05/08/2025	29327	NYSHIP HEALTH INSURANCE	HEALTH INS Acct #03069 2025 JUNE	55,648.26
	05/08/2025	29328	NEWSPAPERSLONG BEACH HERALD	LB HEARALD X3 20252026	150.00
	05/08/2025	29329	Leaf Copier Lease (serviced by PMA)		1,595.86
	05/08/2025	29330	NEWSPAPERSNEWSDAY INC	NEWSDAY DELIVERY: 2X DAY 7X WEEK 4/30/25	383.84
	05/08/2025	29331	OPTIMUMMAIN	TEL MAIN : #07858996527031 2025 APR	403.91
	05/08/2025	29332	OPTIMUMPOINT LOOKOUT	PL: #07858563502028: TEL+DATA 2025MAY	184.51
	05/08/2025	29333	OPTIMUM WEST END	WE : # 07858259451034:TEL+DATA 4/165/15	217.14
	05/08/2025	29334	PSEGLIWE	ELEC: WE : #01312015850 : 2025 MAR	222.66
	05/08/2025	29335	SECURITY USA INC	GUARDS 2WKS @ \$27.95 /HR 04/2105/04/25	2,459.60
May 8, 25					<u><u>135,400.74</u></u>

PAYROLL WARRANT
SALARY SUMMARY

PAYROLL WARRANT # 1368
DATE: 5/8/2025

	Amount
LIBRARIAN	23,560.74
PROFESSIONAL	16,005.00
PATRON SERVICES	5,968.64
CLEANER	3,264.96
PAGE	2,741.33
PER DIEM	45.11
NET PAYROLL	51,585.78
FEDERAL TAX	18,211.21
STATE TAX	3,302.56
MTA TAX	0.00
NYC TAX	484.01
ACCUDATA INVOICE	424.46
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$74,255.02

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CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

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

email transmittal

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To:	Tara Lannen-Stanton	Email:	director@longbeachlibrary.org	
From:	Kyle Zaharatos	Date:	June 13, 2025	
Phone:	(631) 756-9500 x 207	Email:	kzaharatos@ns.cpa	
Re:	Payroll approval	Pages:	1 (including cover)	
CC:				
☐ Urgent	☒ For Review	☐ Please Comment	☐ Please Reply	☐ Please Recycle

Tara,

The payroll register dated 5/22/25 has been reviewed and approved. This includes the payroll period from April 25th to May 8th. NS has reviewed the hourly wages paid to the salary schedule provided by the Library. NS also compared hours paid to approved time cards in AccuData.

Thank you,

Kyle Zaharatos

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**PAYROLL WARRANT
OPERATING EXPENSES**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
May 22, 25					
	05/22/2025			Funds Transfer -- 052225 -- FED TAX	\$15,159.71
	05/22/2025			Funds Transfer -- 052225 -- STATE TAX	\$2,749.29
	05/22/2025			Funds Transfer -- 052225 --- NYC TAX	\$451.37
	05/22/2025			Funds Transfer -- 052225 -- PR	\$50,242.19
	05/22/2025			Funds Transfer -- 022225 -- 3rd PARTY	\$247.00
	05/22/2025			Funds Transfer -- 052225 -- FEE	\$418.57
	05/22/2025			Funds Transfer -- 052225 -- OMNI	\$195.00
	05/22/2025	29378	FRANK CAMPOREALE (BOOKMAN)	BOOK DROP - 2025-MAY	\$600.00
	05/22/2025	29379	RENT - POINT LOOKOUT BRANCH	RENT : POINT LOOKOUT : 2025 JUN	\$3,707.34
	05/22/2025	29380	RENT - WEST END BRANCH	RENT F/WEST END BRANCH: 2025 JUN	\$3,230.59
	05/22/2025	29381	CSEA	UNION DUES &FEES: PAYROLL 2025 05/22	\$969.39
	05/22/2025	29382	PREFERRED GROUP PLANS, INC-FSA	EMPLOYEE CONTRIBUTIONS P/R 2025-0522	\$849.98
	05/22/2025	29383	PREFERRED GROUP PLANS, INC. - FEES	MONTHLY PLAN FEE 2025 APR--- PD with 052	\$75.00
	05/22/2025	29384	PREFERRED GROUP PLANS, INC. - FEES	MONTHLY PLAN FEE 2025 MAY--- PD with 05:	\$75.00
	05/22/2025	29385	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 2025-0522	\$300.77
	05/22/2025	29386	NYS RETIREMENT SYSTEM	MONTHLY PAYMENT 2025-MAY	\$4,446.58
	05/22/2025	29387	CSEA EMPLOYEE BENEFIT FUND (EBF)	CSEA EMP FUNDED DENTAL-2025 JUN	\$1,376.41
	05/22/2025	29388	OPTIMUM - WEST END	WE : # 07858-259451-03-4:TEL+DATA 0516-(	\$434.28
	05/22/2025	29389	PSEGLI-MAIN	MAIN: ELEC: CUST#0008-2003-19-5 2025 APF	\$3,649.34
	05/22/2025	29390	PSEGLI-P	ELEC: PL : #0455-2011-49-8 : 2025 MAY	\$646.91
	05/22/2025	29391	PSEGLI-WE	ELEC: WE : #0131-2015-85-0 : 2025 APR/MAY	\$500.45
	05/22/2025	29392	SECURITY USA INC		\$4,884.25
May 22, 25					<u>\$95,209.42</u>

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

PAYROLL WARRANT
SALARY SUMMARY

PAYROLL WARRANT # **1370**
DATE: **5/22/2025**

	<u>Amount</u>
LIBRARIAN	20,712.50
PROFESSIONAL	16,392.89
PATRON SERVICES	6,340.14
CLEANER	3,147.70
PAGE	3,648.96
PER DIEM	0.00
NET PAYROLL	50,242.19
FEDERAL TAX	15,159.71
STATE TAX	2,749.29
MTA TAX	0.00
NYC TAX	451.37
ACCUDATA INVOICE	418.57
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$69,268.13

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CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

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631-756-9818 – Facsimile

email transmittal

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

Tara,

The payroll register dated 6/5/25 has been reviewed and approved. This includes the payroll period from May 9th to May 22nd. NS has reviewed the hourly wages paid to the salary schedule provided by the Library. NS also compared hours paid to approved time cards in AccuData.

Thank you,

Kyle Zaharatos

CONFIDENTIAL

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**PAYROLL WARRANT
OPERATING EXPENSES**

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	05/08/2025			Funds Transfer 050825 PR	51,585.78
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	05/08/2025			Funds Transfer 050825 FEE	435.49
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	05/08/2025	29322	CSEA	UNION DUES &FEES: PAYROLL 2025 05/08	1,032.08
	05/08/2025	29323	PREFERRED GROUP PLANS, INCFSA	EMPLOYEE CONTRIBUTIONS P/R 20250424	888.44
	05/08/2025	29324	PREFERRED GROUP PLANS,INCTRAVEL	EMPLOYEE CONTRIBUTIONS P/R 2025 0508	150.00
	05/08/2025	29325	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 20250508	375.77
	05/08/2025	29326	AFLAC	ACCT# NER78 2025 APR	498.52
	05/08/2025	29327	NYSHIP HEALTH INSURANCE	HEALTH INS Acct #03069 2025 JUNE	55,648.26
	05/08/2025	29328	NEWSPAPERSLONG BEACH HERALD	LB HEARALD X3 20252026	150.00
	05/08/2025	29329	Leaf Copier Lease (serviced by PMA)		1,595.86
	05/08/2025	29330	NEWSPAPERSNEWSDAY INC	NEWSDAY DELIVERY: 2X DAY 7X WEEK 4/30/25	383.84
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	05/08/2025	29334	PSEGLIWE	ELEC: WE : #01312015850 : 2025 MAR	222.66
	05/08/2025	29335	SECURITY USA INC	GUARDS 2WKS @ \$27.95 /HR 04/2105/04/25	2,459.60
May 8, 25					<u><u>135,400.74</u></u>

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

PAYROLL WARRANT
SALARY SUMMARY

PAYROLL WARRANT # 1371
DATE: 6/5/2025

	Amount
LIBRARIAN	22,762.81
PROFESSIONAL	15,370.53
PATRON SERVICES	6,887.90
CLEANER	3,260.53
PAGE	2,630.70
PER DIEM	49.19
NET PAYROLL	50,961.66
FEDERAL TAX	15,254.55
STATE TAX	2,521.56
MTA TAX	0.00
NYC TAX	421.18
ACCUDATA INVOICE	423.71
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$69,829.66

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FY 2025 Director's Report – May 2025

Tara Lannen-Stanton, Library Director

General Updates

- Jakea and I made several presentations on the FY 2026 proposed budget. The budget was passed with 82% of voters approving it. Thanks to the Trustees, Library staff, the School District, and voters for their support!
- Jakea and I interviewed candidates for Librarian Trainee positions. Two FT Trainees will start on June 6th and one PT Trainee will start in late June.
- Jakea and I got an overview of advanced features in PatronPoint including automatic integration of events into eNewsletters. We will get a more in-depth look in June with PMD staff.
- Worked with the auditor to complete their onsite work for the FY 2023 audit. They should issue the FY 2023 audit report in June. Later in June, they will work on FY 2024 with the goal of being caught up (FY 2025) by the end of December 2025.
- Items the Library Treasurer worked on
 - Financial report
 - Payroll verifications
 - Assistance with Business Manager duties
- Items the Library Attorney worked on
 - General
 - Patron banning
 - By-laws review
 - Total amount spent on legal services thus far in FY 2025 is \$16,711
 - \$11,433 (general)
 - \$5,564 (special/non-retainer projects)

Compliments and Staff Recognition

- Patrons complimented West End staff on how open and spacious the Branch looks with the new display stands.
- A patron dropping off paperwork for the Talking Book Library complimented Natasha (Outreach Coordinator) and the Library on how helpful they've been.

Meetings and Trainings

- Internal meetings
 - Assistant Director
 - Department rotation meetings
 - Budget allocations
 - Programs & Marketing
 - Website meeting
 - Patron Services
 - Fun Fair meeting

- External meetings/events
 - Director's Roundtable
- Trainings/Professional Development
 - Homeless Academy: Beyond the Pizza Party: A Panel Discussion on How to Maintain Staff Morale.
 - Training from First National Bank Long Island on upcoming merger and new online banking and check deposit systems.

FY 2025 Special Projects Tracking (6/16/2025 meeting)

Description of Project	Date Started	Initiated/ Requested by	Funding Source	Notes and updates	Status
New pictures of exteriors	5/2025	Board of Trustees	Operating funds	6/2025 - https://longbeachlibrary.org/location-hours/ 5/2025 – Weather and scheduling depending, the New Programs & Marketing Specialist will take pictures of the exterior at all 3 locations the week of 5/16. Graphic Designer will update Locations & Hours webpage with new photos.	Completed
Carpet cleaning at Main Library and branches	5/2025	Director	Operating funds	6/2025 - Vendor chosen based on pricing and availability. The branches will get their carpets cleaned over the summer on a regular closure day 5/2025 - Head of Maintenance solicited quotes from 5 companies for carpet cleaning services at Main Library on 6/19 when the Library is closed for Juneteenth. This will not interfere with the water bottle filler installation	In progress
Installing a water bottle filler	3/2025	President Tansey	Operating funds	6/2025 - installation is confirmed for 6/19 5/2025 – installation scheduled for 6/19 when the Library is closed for Juneteenth 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	6/2025 - as part of the Librarian Trainees' training, they will speak to staff and write copy for updated webpages. 5/2025 – PMD is gathering content from different departments for website updates. Some of the changes re 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	6/2025 - Working with PMD to develop signage and refine website language 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	Scheduled for 6/12/2025	In progress
By-Laws review and revision	3/2025	Trustee Donovan	Operating funds	6/2025 - awaiting Attorney comments and draft. If Attorney is unable to provide draft by 6/12, the vote will be moved to the July reorg meeting.	In progress

FY 2025 Special Projects Tracking (6/16/2025 meeting)

				5/2025 – comments received from Trustees. Will review all with Library Attorney for vote at 6/2025 meeting 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	
Purchasing and installing electronic sign at Main Library	Restarted 10/2024	Board of Trustees	TBD	6/2025 - requested updated quotes from the other two vendors the Business Manager had been in contact with. 5/2025 – one updated quote of \$43,718 received for a 5' x 8' electric sign. As per procurement policy, the Library must attempt to obtain two more quotes. 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 requoted. 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 completed. Cost to install and then remove is not justified.	In progress
Congressionally Directed Spending/Community Project Funding for Main Library renovation	3/6/2024	Director	Federal Funds	6/2025 - reviewing application package with new HUD contact on 6/13 5/2025 – budget finalized and application should be submitted by June 30, 2025. Connecting with Nassau County for Environmental Review. 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)	In progress

FY 2025 Special Projects Tracking (6/16/2025 meeting)

				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.	
Water leaks	1/1/2024	Director	TBD	6/2025 - No leaks observed through 6/10 5/2025 – No leaks observed through 5/13 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.	On hold (until leaks are observed again)
Welcome booklet	1/1/2023		Operating funds	6/2025 - asked PMD to prioritize finishing this by the end of June. They've been working on marketing materials for summer reading, including a mass mailing postcard 5/2025 – New Programs & Marketing Specialist will complete the welcome booklet after departure of PMD Librarian Trainee. She is taking additional pictures. 3/2025 – Director proofreading final draft 2/2025- PMD Librarian Trainee is working on its final stages. 1/2025 – PMD Librarian Trainee will resume in February 2025. 11/2024 – this project will be given to the Programs & Marketing Librarian Trainee to resume and finish in early 2025. 9/2024 – this project has been paused to focus on higher priority projects 8/2024 – no update	In progress
LBSD Capital Projects list for Main Library			N/A	6/2025 - No update at this time. 5/2025-No update at this time. 4/2025-No update at this time. 3/2025-No update at this time.	In progress

FY 2025 Special Projects Tracking (6/16/2025 meeting)

				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.	
Alarm system			SAM grant	6/2025 - Zoom call set for late June for training on how to submit for reimbursement 5/2025 – waiting for final check to clear to submit to NYS for \$50,000 in reimbursement 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	6/2025 – Still waiting on NYS to approve scope change. 5/2025 – Still waiting on NYS to approve scope change. 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.	In progress

FY 2025 Special Projects Tracking (6/16/2025 meeting)

				9/2024 – still waiting on NYS to approve scope changes 8/2024 – still waiting on NYS to approve scope changes	
Move flagpole	-	Board	Operating funds	6/2025 – vendor fabricated a LBPL flag and it was installed in early June. We've gotten so many compliments on it! 5/2025 – moved to southwest end of the Main Library. Custodians report that it's much easier and safer! The contractor suggested creating a Library flag to fly under the American flag. Since we can't currently put a mural on the side of the building, the Assistant Director will work with the contractor on that. 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	Completed
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.	On hold
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
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.	Completed

FY 2025 Special Projects Tracking (6/16/2025 meeting)

				2/2025 Installation is scheduled for Sunday March 2, 2025. 1/2025—waiting for warmer weather for installation. 11/2024—updated information on electricity costs included in November Board packet for Board vote. 10/2024—Quotes & mockup included in Board packet 9/2024—Business Office Manager has obtained two quotes. 8/2024—Business Office Manager has obtained one quote and is working on getting at least one more	
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
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 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.	Complete
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

FY 2025 Special Projects Tracking (6/16/2025 meeting)

Setting up LibraryCalendar to take program & room reservation payments online	6/15/2024	Board of Trustees	Operating	8/2024—Online payment for room reservation requests is now set up.	Completed
Front exterior beautification—power washing	11/7/2023	Trustee Donovan	Operating funds	8/2024—power washing completed in July.	Completed
24 hour material pickup lockers	4/1/2023	-	Operating funds (carried over from FY 2023)	8/2024—lockers launched in July. A few patrons have asked why they can't select the lockers when they placed a hold. They've been directed to contact NLS to make their desires known.	Completed
2 nd Floor Program Room Mural	6/2024	Board of Trustees	Operating	11/2024—mural completed in early November. Public response has been very positive. 10/2024—mural painting will start on 10/21 9/2024—Updated mockup received and emailed to Board. Project can start in late September. Depending on artist and room availability, it will take 3-4 weeks to complete	Complete
Research into adjacent lot	1/26/2024	President LaSpina	TBD	10/2024—appraisal report included in Board packet for discussion 9/2024—Waiting on report from appraiser 8/2024—Director followed up with appraiser to schedule appraisal of adjacent lot. It should be completed by the end of September.	Complete
Local History Area	-	-	-	10/2024—sign installed 9/2024—new sign for Local History area to be installed in late September. 8/2024—new furniture installed.	Complete

Director's Report – May-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	11,237	195	319	11,751
May-2025	11,100	366	309	11,775
June-2025				
TOTAL	121,299	3,216	3,556	128,071

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	9,364	316	116	9,796
May-2025	9,788	363	157	10,308
June-2025				
TOTAL	115,408	3,696	1,760	120,864

May 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	156	69	4	8	4	11	2	254
Attendance total	2,045	2,057	238	40	45	130	24	4,579
Attendance (In-Person_Adults)	1,832	558	235	2	31	129	24	2,811
Attendance (In-Person_Seniors)	12	0	0	0	0	0	0	12
Attendance (In-Person_Kids)	9	1,316	3	0	6	0	0	1,334
Attendance (In-Person_Teens)	1	27	0	0	0	1	0	29
Attendance (In-Person_Parents)	0	156	0	0	8	0	0	164
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)	175	0	0	22	0	0	0	197
Attendance (Zoom_Seniors)	16	0	0	16	0	0	0	32
Attendance (Zoom_Parents)	0	0	0	0	0	0	0	0

May 2025- Top Programs

Main- Adult	Attendance
<u>Tomatomania!</u> Program Type: Lifelong Learning, Summer Reading Cost for External Presenter: \$0 ROI/CPA \$0.00	<u>Staff-led program</u> 165
<u>PorchFest Kick-off Concert</u> Program Type: Music & Entertainment Cost for External Presenter: \$0 ROI/CPA \$0.00	<u>Partnership program</u> 91
<u>Cabaret Festival - Carolyn Montgomery presents Girl Singer: A Musical Tribute to Rosemary Clooney</u> Program Type: Music & Entertainment Cost for External Presenter: \$0 ROI/CPA \$0.00	75
Main- YS	Attendance
<u>Rise and Shine!</u> Program Type: Storytime Cost for External Presenter: \$0 ROI/CPA \$0.00	<u>Staff-led program</u> 52
<u>Molly Mouse</u> Program Type: Storytime Cost for External Presenter: \$105 ROI/CPA \$2.10	50
<u>Baby Sign Language</u> Program Type: Other Cost for External Presenter: \$150 ROI/CPA \$3.06	49
Fun For All!	Attendance
<u>Seedling Giveaway</u> Program Type: Lifelong Learning Cost for External Presenter: \$0 ROI/CPA \$0.00	<u>Staff-led program</u> 225
<u>Animation Afternoons: The Lord of the Rings: The War of the Rohirrim</u> Program Type: Movies Cost for External Presenter: \$0 ROI/CPA \$0.00	<u>Staff-led program</u> 7
Point	Attendance
<u>Chopra Meditation Program (Point Lookout)</u> Program Type: Health & Wellness Cost for External Presenter: \$60 ROI/CPA \$3.75	16
West	Attendance
<u>West End Neighbors Civic Association</u> Program Type: Discussions Cost for External Presenter: \$0 ROI/CPA \$0.00	<u>Meeting Room Reservation</u> 34

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	191	<u>2,733</u>	2,539	16	122	37	19
May-2025	179	<u>2,264</u>	2,045	31	130	34	24
June-2025							
TOTAL	2,072	24,433	21,588	455	1,235	568	587

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	64	<u>1,862</u>	1,756	106	0	0	0
May-2025	66	<u>2,044</u>	2,030	14	0	0	0
June-2025							
TOTAL	701	18,657	18,235	299	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	8	<u>43</u>	43	0	0	0	0
May-2025	5	<u>33</u>	27	0	0	6	0
June-2025							
TOTAL	77	472	466	0	0	6	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	4	<u>64</u>	60	0	4		0
May-2025	4	<u>238</u>	238	0	0		0
June-2025							
TOTAL	56	5,231	1,493	23	161	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	53	74
May-2025	52	79
June-2025		
TOTAL	654	918

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
60	85	242
32	40	73
509	684	1,637

* Opened Oct 6, 2023

Online Resources

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

	May-2025	FY 2024 Cumulative	Change from last FY
ebooks	4,751	51,561	-1%
eAudiobooks	2,847	30,083	15%
Total	7,598	81,644	4%

Usage of Online Entertainment Services[2]

May-2025	FY 2024 Cumulative
1,701	18,402

Learning Resources and Research Database Use[3]

	May-2025	FY 2024 Cumulative
Sessions/Checkouts	237	2,897

YouTube

	May-2025	Cumulative Total[4]
Number of views	1,537	11,255
Number of videos uploaded	7	170

- [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 from Aug 2024- Mar 2025

Adult Services May 2025 Report



Jakea Williamson- Assistant Director

- Coordinated with vendors to schedule the installation of a new flagpole and a water bottle filler.
- Supported daily library operations, including coordinating programs and managing patron services.
- Managed notary service appointments, ensuring timely, accurate, and professional delivery.
- Provided administrative support to the business office, including data entry and invoice processing.
- Supervised the development and maintenance of the library collection, including acquisitions and weeding.

Lenora Ashford-Adult Services Librarian II

- I've been adjusting resume appointment times based on patron demand. While a few sessions had to be canceled, service levels do not appear to have been impacted. Patrons have responded very positively to the email follow-up option, which allows them to provide updates or ask further questions after an in-person visit—eliminating the need to book another appointment.
- Ordering Non-Fiction and Graphic Novels continues as usual.
- I've applied for a professional pass for New York Comic Con (NYCC) and am currently awaiting approval.
- Weeding in the Non-Fiction section is progressing steadily and has reached the 500s. Most items removed have simply been outdated, and only a few needed outright replacements. I'm prioritizing the removal of oversized books, which often have weak bindings and take up excessive shelf space. These

Adult Services May 2025 Report

are being replaced with more durable, appropriately sized editions to improve access and shelf availability.

- Some graphic novels have been shifted to optimize space, and I plan to begin weeding that collection after non-fiction is completed.
- Leased books will also need to be reviewed for weeding. However, circulation remains strong, and few are returning early, indicating continued popularity.
- I recently attended the “Cooking with Comics” webinar to explore crossover opportunities with nonfiction titles. Many of the recommended books are already in our collection or are currently out of print. While I’m reviewing additional titles, I’m being selective, as some cooking-related graphic novels tend to have high loss rates.

Alexandra Blau-Librarian II

- Vinyl Collector’s Club:
At the request of our members, the May meeting featured a “potluck” theme—attendees were invited to bring in any album they wanted to share. The format was a hit, and we were excited to welcome four new participants to the group!
- Adult Craft Night:
This month’s project was a nautical-themed craft. Participants enjoyed working with coastal-inspired materials and creating decor that fits the summer season.
- Albums & Asanas:
This month’s yoga session was set to the music of *The Police*, providing both energy and mindfulness to the practice.
- Film Screenings:
To celebrate various May observances, we offered a diverse selection of films:
 - Jewish American Heritage Month: *Liberty Heights*
 - AAPI Heritage Month: *Blue Bayou*
 - Mother’s Day Feature: *Mother*
 - Tony Award Tie-In: *Glengarry Glen Ross*
 - New Releases: *A Complete Unknown*, *The Room Next Door*, *I’m Still Here*
- Outreach & Special Projects:
- Listening Lounge Podcast:
Our featured guest this month was Long Beach local fashion stylist **Chris Banks**, who is hosting a fashion show at the library on June 7th. I met Chris while he was prepping for his event, and we

Adult Services May 2025 Report

instantly connected over music—he was a natural fit for the podcast. Chris selected *Cowboy Carter* by Beyoncé as his essential album and brought vibrant energy and insight to our conversation.

- For the *Generation Education* segment, Tom and I discussed two standout albums from different eras: Cyndi Lauper’s *She’s So Unusual* and The White Stripes’ *White Blood Cells*. Both sparked great discussion around innovation, influence, and musical legacy.

Philip Boccia-Systems Librarian

- I continue to transfer relevant titles from the sci-fi collection to fantasy.
- I have reached out to EZ Security for the two additional camera quotes.
- I have purchased and received two new PC’s to replace the 4 aging PC’s and even older iMac’s at West End.
- I will work on replacing them for the public asap.
- I’ve begun going over mobile app demos to integrate into our events workflow and have spoken with Tom and reached out to other relevant department people to include in going over what online events program products would be a sufficient replacement to Library Market. Those included are Vega Program, Assabet, Communico, and Bibliocommons. I will meet with those in other departments to get feedback on the viability of these products and request demos as needed for future procurement.

Ron Carroll-Patron Services Librarian/ West End

- I placed book and media orders for both adult and youth services.
- I selected some nonfiction items to be purchased for West.
- I fulfilled my responsibilities as Interlibrary Loan Librarian.
- I hosted an open mic at West.
- I led a Zoom presentation about Heritagequest Online.
- I set up the iPad for hybrid Yoga programs at Main, as well as moderated the zoom. I also was involved with taking in-person attendance.
- I registered patrons, both in person and over the phone, for events at Main and West.
- At both Main and West, I assisted patrons with printing, copying, faxing, and scanning.
- At the reference desk, I researched information for patrons.
- I set up/removed tables and chairs for events at West.
- I performed custodial functions at West, such as ensuring that the bathroom was clean, vacuuming, and throwing out the trash.

Adult Services May 2025 Report

- I printed out flyers to promote West's events and placed them in the window and around the branch.
- At West, I removed items from "New" status and placed them with the regular collection.
- I weeded dusty books at West.
- I filled in on a couple of occasions when it was requested by the library.
- 16. I searched for items and placed them on hold.
- At both Main & West, I checked items in/out and collected funds for printing and fines.

Natasha Drax- Outreach Coordinator

- **Programs**
5/13: Twenty-one people attended Books & Brews for the final meeting before we break for the Summer, to discuss the memoir, *Shoe Dog* by Phil Knight, the founder of Nike.
- 5/28: In celebration of AAPI Heritage month, the LBNY Bestseller's book club met for a discussion of *Real Americans*, by Rachel Khong. Five people joined in person and four participated via zoom.
- **Outreach**
5/26: The library participated in this year's Memorial Day parade. It would be great for morale if we could have more staff in attendance so they can experience joy from the community.
- 5/14: Eileen and I completed Storytime at HeadStart. Still one of my most joyous activities!
- Due to staffing constraints, Ali and I have not been able to schedule any Music & Memories programs offsite despite great interest from the rehab centers.
- **Professional Development**
5/8: I attended the Long Island Library Conference as a representative of the Media Services Division of NCLA. It was fun to meet new librarians, catch up with other colleagues, and gain insight into the work that other libraries are doing.

Adult Services May 2025 Report

Nicole Menzzasalma- Librarian II

- Library Displays
 - Asian / Pacific American Heritage Month
 - Gardening
 - Meditation & Mindfulness
 - Memorial Day
 - Thrillers
- Teen Night
 - Painted Teapot Planters
 - Mini Scrapbooks
 - Heart Suncatchers
- Programs
 - Substituted for Rise & Shine Storytime
 - Adult Craft – Participants crafted Nautical Wheel Décor.
 - West End Chair Yoga – Weekly gentle yoga continues to draw consistent attendance.
 - Self-Care Saturday: Restorative Yoga – Focused on deep relaxation and stress relief.
 - Albums & Asanas: The Police – Yoga on the Moon – with Ali Blau, a music-infused yoga session that blends movement with classic tunes.
 - LB Garden Club: Companion Planting – Community gardening program discussing beneficial plant pairings.
 - Tomatomania – 230 tomato plants given away, courtesy of A&T Garden Center. A heartfelt thank you to Rachel Gunther for her generous support and assistance.
 - Seedling Giveaway – 200 herbs, flowers, fruits, and vegetable seedlings provided by Island Harvest. Special thanks to Island Harvest!
 - Seed Packing Party – Nearly completed packing seeds for the Seed Library initiative.
 - Plantopia will donate houseplant cuttings following the Kennedy Plaza Farmer's Market.
- Planning Ahead
 - Finalized and scheduled Summer Reading Programs for both adults and teens.
 - Ordered craft supplies for upcoming summer activities.
 - Scheduled upcoming exercise and wellness programs.
 - Continued Adult Fiction collection development with Natasha Drax.
 - Worked on the Adult Program budget through the end of the fiscal year.

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



May flowers arrived on schedule even though the weather remained cool and a bit dreary! It certainly didn't dampen patrons' enthusiasm for all the Library offers. Summer's promise awaits, as does an amazing array of programs and events designed to stimulate and engage our community. See you at the beach!

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.

Karen Cho is making positive impact as our new Social media Creator and Manager. Take a critical look at our most recent postings and you will notice her creativity and style. We have increased our number of postings and are paying particular attention to the most effective scheduling of posts relating to the timing of programs and events. Karen is also using her photography skills to photograph and record program segments for promotional use.

Over the past month as Social Media Manager Karen has actively managed and expanded the Long Beach Public Library's digital outreach including the strategic creation and scheduling of content across Facebook, Instagram, TikTok and YouTube to highlight upcoming programs, author talks, and cultural events. The visually engaging graphics and copy help to promote attendance, with a focus on boosting community awareness and participation. Additionally, she has filmed, edited and published video content that showcases the vibrancy of library life—highlighting our evolving role as a cultural, educational, and artistic hub in Long Beach. From live music and art installations to emergency preparedness and public services, the department has aimed to enhance public engagement and reinforce the Library's identity as an integral and dynamic presence in the community. These initiatives have not only supported increased event

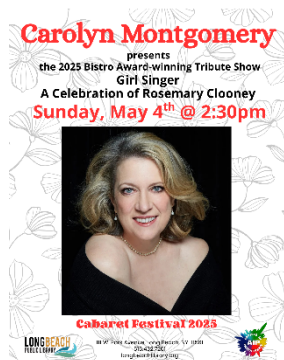
attendance in a short time, but also strengthened our online visibility and community connection which will continue to grow under pinpointed marketing guidance.

We continue to experiment 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 quality content 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 May's guest contributor **Chris Banks** Be sure to take a listen, and come to enjoy **Style Elements** on **Saturday, June 7th**.
- As our programs continue to grow in number and popularity, nearly all of our 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 looking ahead to our September Blues & Jazz Festival, hoping to partner with restaurants/bars to offer specials to those attending the Library concerts.
- 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.

MAY PROGRAM HIGHLIGHTS

If It's May, It's Cabaret! This long-standing Long Beach Public Library and Artists in Partnership collaborative tradition again took place in May. Instead of three concerts in one weekend, we offered three concerts on three consecutive weekends – **Carolyn Montgomery** sang a heartfelt tribute to Cabaret icon Rosemary Clooney entitled *Girl Singer* on **Sunday, May 4th @ 2:30pm**; **Saturday, May 10th @ 8:00pm** featured chanteuse **Hannah Jane** with the program *Lady Legends of Broadway*; and on **Sunday, May 18th @ 2:30pm**, local performer and musician **Rahsaan Cruse, Jr.** presented *Cabaret Swings*. Each concert showcased a unique style of cabaret performance. Attendance averaged 100 for each concert; a decided improvement over last year's numbers.



Tomatomania was a hit! Long Beach Garden Club helped give away tomato plants to Long Beach residents on **Saturday, May 10th from 3-5pm** at the Library! Come August, tomato growers will choose their prize tomatoes to enter in the **Tomatomania Contest** to be held at this summer's **Fun Fair (August 17th, 11am-3pm)**! On **May 30th** another **Seedling Giveaway** of a variety of flowers and vegetables saw 200 people visit to receive free plants for their home gardens! These events do so much to foster good will and excitement for our **Seed Library** and related program offerings. Speaking of related programming, Beverly Hansel of Hansel & Petal returned to present **Tips and Tricks for Healthy Houseplants** on **May 20th**. More than 30 people attended to learn how to select and care for vibrant, attractive indoor plants!

The Library partnered with the **Long Beach Arts Council** on **Saturday, May 17th** hosting the **Kick-Off Concert** for **Long Beach PorchFest 2025**! The event featured three different musical acts from 12-3pm. PorchFest showcased the best in the local music scene on porches and in establishments throughout Long Beach for the remainder of the day and was hugely successful by all measures.



Programming at the branches continues to prove successful. Of special note, the **Baby Sign** Language class which meets monthly at **Point Lookout Branch** has been filled to capacity with the most adorable little ones and their parents/caregivers! Many of the attendees stay after to read or play with their children, and even borrow Library materials!

Recurring programs continue to be met with great response from patrons!

NEW, NOTABLE, AND COMING SOON

Long Beach resident style guru **Chris Banks** returns on **June 7th** with his new fashion-forward production entitled **Style Elements**.

June 20th we kick off our celebration of **International Yoga Day** with our first yoga and meditation on the beach celebrating the Summer solstice. **June 21st** is **International Yoga Day** and we will offer several different health and wellness/yoga themed programs throughout the day sure to be extremely popular with patrons. **Namaste!**

We look forward to a number of popular programs – yoga, meditation, bingo -- returning to the beach this summer! **Beach Blanket Bingo (6/18@7pm)** and **Meditative Dance (6/12@7:30pm)** will hit the beach once again in June!

On **June 22nd** we will again work together with the 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.

Summer Reading Programs for all ages commence June 23rd with the theme of **Color Our World**. We have designed a post card to be mailed to Long Beach residents promoting Summer Reading programs and the upcoming **2nd Annual Library Fun Fair!** In keeping with this summer's theme, we ask that recipients "color" in the post card and return it to the Library when they register for Summer Reading programs to become eligible for a prize! Check out the calendar and promotional materials for a variety of theme-related programming throughout the summer months.

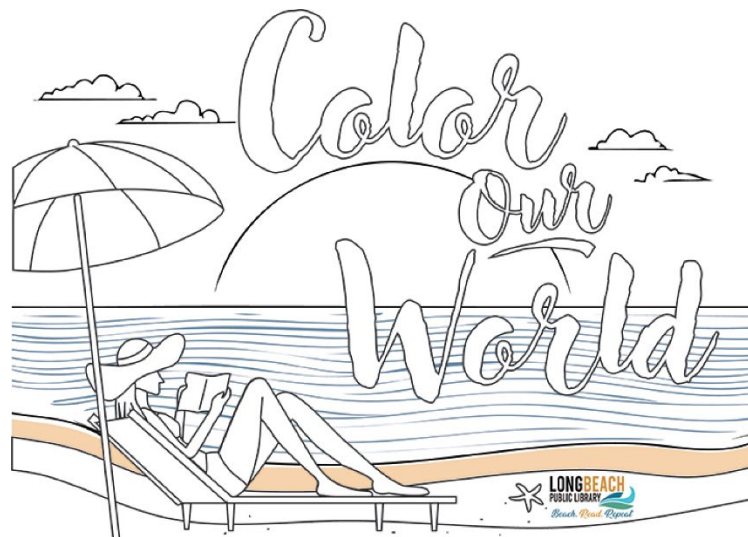
COMING SOON

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 Sharkspeare! The most often occurring suggestion was for pre-movie trivia with giveaways. Stay tuned.

Save the date of **Sunday, August 17 from 11am-3pm for the 2nd Annual Library Fun Fair** in **Kennedy Plaza!** Look for a carnival-like atmosphere filled with fun for all including swag, bounce houses, face

painting, crafts, games, our Tomatomania contest, cotton candy, food trucks and a rockin' concert by **Nonstop to Cairo**.

Looking ahead to September, we have begun to consider acts for this year's **Celebration of Jazz and Blues** taking place **September 26th-28th**



Color Our World
Summer 2025
June 23rd - August 17th

Reading Program

ENTER TO WIN
WINNER ANNOUNCED AT THE FUN FAIR!

Register in person:

- ✓ Join age-based reading challenges
- ✓ Get exclusive LBPL summer swag
- ✓ Access awesome library programs & activities

SAVE THE DATE: FUN FAIR
SATURDAY, AUGUST 17 | 11 AM - 3 PM
CELEBRATE YOUR SUMMER OF READING
GAMES, ENTERTAINMENT, AND PRIZE ANNOUNCEMENTS!

LONG BEACH PUBLIC LIBRARY

Read. Color. Win!

(516) 432-7201 | 111 W. Park Ave. / Long Beach, NY 11561 | longbeachlibrary.org



PATRON SERVICES MAY 2025

Submitted by Jennifer Firth, Acting Dept. Head

Patron Services (Technical Services) Office				
	# Items ordered	# Items Received (B&T Only)	# 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	310	287	396	5
May	333	221	605	15
June				
FY TOTAL	4,893	3,332	6,670	83

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	1,270	9,815	145	1,525
May	1,243	10,308	331	1,727
June				
FY TOTAL	14,372	121,148	1,733	18,395

Statistics compiled by Russell Stein

Meetings and Webinars Attended by Patron Services Staff

Jennifer Firth

5/19 NLS Zoom Technical Services Meeting

Ron Carroll

None

Diane Dudderar

None

Russell Stein

5/14 NLS In-Person Head of Circulation Meeting

5/19 NLS Zoom Technical Services Meeting

PROGRAMING DONE BY PATRON SERVICES STAFF

Jennifer Firth

5/15 Tummy Time

5/17 Coordinated annual Library Card outreach project to Long Beach School District
Resulting in 544 new or replacement of lost cards.

Ron Carroll

5/1 Hosted an open mic at West End Branch

5/29 Led a Zoom presentation about Heritagequest Online

Papia Miah

5/3, 5/17, 5/24, 5/31 Coordinator of the Saturday morning Crochet Club

OTHER DUTIES AS ASSIGNED

Jennifer Firth

- Still doing assigned Saturday in the Youth Dept.
along with Tummy Time and Teen Ambassadors Programs
- Heavily Scheduled on Circulation Desk different shifts with different staff members
- Ran the High Demand Book Holds on a weekly basis.
- Oversite of the Online Library Card Applications
- Coordinated with the Long Beach School District regarding library cards for elementary School children. Of the 1,249 applications dropped off to the school we ended up with 373 children's library cards (both new and replacement) being created in the month of May. This required packeting of card applications by school and teacher before being passed to the circulation staff for actual record checks and card creation. All cards were strung with lanyards and will be delivered to the school for distribution to the students.
- 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
- The major overhaul of the storage closet in the clerk's office as requested by the Library Director has been mostly completed. I am in the process of labeling bins and creating a master order replacement list to streamline ordering of supplies.

Ron Carroll

- Fulfilled responsibilities as ILL Librarian
- Handled Baker & Taylor order carts and finalized orders for books, media and high demand hold book list 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 1 Sunday (5/4)
- Worked 1 Saturdays at Point Lookout(5/24)
- Worked 1 Thursday Point Lookout (5/29)
- Various desk times & 4 Tuesdays NLS bins

Projects/Collection Management

- Worked on School library Cards Project
- Data Entry Check Report
- Generated Weeding Lists
- Audiobook Collection
- West End Adult Books

Office Work/Regular Work Flow

- Assisting Ron with B&T Book & Media Ordering
- Amazon Book Ordering (Greatly expanded due to B&T fulfillment issues)
- Ingram Book Ordering (Expanding Vendo options due to B&T fulfillment issues)
- Receiving & Distributing Library supply orders & mail
- Generated Monthly Reports

Diane Dudderar

- Daily processing of new books and DVDs for Adult Services
- Fill in Circulation Desk coverage as needed

Kyra Hernandez

- Kyra has now fully phased in-to her new position as a processing clerk in the Patron Services Office. She will be spending two days a week processing Youth Services Materials and two days on the Circulation Desk.

Rafael Hernandez

- Has cleared a large back log of books & DVD's needing repair

MAY 2025
Youth Services Stats for FY 2025

YS Room Walk-In Attendance				
	Kids	Teens	Adults	Monthly Total
July	1,199	322	1,149	2,670
August	1,238	306	1,344	2,888
September	1,005	170	1,058	2,233
October	1,114	194	1,044	2,352
November	1,035	184	1,235	2,454
December	868	153	1,059	2,080
January	1,177	210	1,257	2,644
February	1,267	168	1,234	2,669
March	1,178	216	1,183	2,577
April	1,007	235	978	2,220
May	972	132	1,052	2,156
June				-
FY TOTAL	12,060	2,290	12,593	26,943

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	11	416	427
May	13	487	500
June			-
FY TOTAL	152	4,202	4,354

Acting Department Head Report:

Spring was upon us in Youth Services this May, along with the happy return of Spring Chicks! Tanya executed the incubation and embryology program designed by Cornell Cooperative Extension again this year. Over 400 children, adults, and teens came in take a gander at the chicks. Everyone was excited to see their progress as they grew and grew! We had many contributions to our Name the Chicks contest as well. We were sad to see Maverick, Mole, Goldie and Elby go, but they sure brought a lot of joy to the department while they were here!

The YS team has been busy finalizing summer reading program details, from programming to incentives. I received positive feedback from parents regarding the "Creating a Compelling College Application" Zoom program, which was held on May 21st. I attended the NLS webinar presented by Jennifer B. Wallace, discussing her new book *Never Enough: When Achievement Culture Becomes Toxic and What We Can Do About It*. Wallace discussed how librarians can play a role in giving teens purpose, meaning and confidence that is not tied to their grades or scholastic achievements. Dovetailed with the insights from the college application program, this seems more important than ever. With this in mind, we will have many opportunities for meaningful volunteer projects throughout the summer.

I would like to recognize Janet's pajama storytime program, which has seen an increase in participation over the last few months. With a slight change in start time coupled with Janet's dedication to selecting the most engaging picture books, our youngsters have come out in droves for this bedtime highlight.

Individual Staff Reports on subsequent pages

- Attended continuing education webinars.
 - Booklist - Thriller, Mystery & True Crime
 - Beyond the Pizza Party: A Panel Discussion on how to Maintain Staff Morale
 - Firespring - Storytelling that Connects and Inspires
 - Niche Academy - Building Community-Based Wellbeing or “Social Prescribing” in the Library
 - Long Island Library Resources Council (LILRC) - Ask An Archivist: Archival Outreach for Beginners
- Had four (4) of the eight (8) eggs we received from Cornell Cooperative Extension Suffolk County Farm hatch. Then spent May 5th - May 15th taking the chicks out of their brooder box and teaching patrons of all age about chickens before returning them to the farm in Yaphank.
 - Chicken Visitors – May 6th – May 15th
 - Children – 230
 - Teens – 49
 - Adults - 211
- Made multiple homebound visits to several patrons.
- Had interviews with new teen volunteers.
- Interviewed a candidate for a Paging position.
- Cancelled the Friends of the Library meeting because none of the board members were able to attend.
- Held Adult Services' programs and crafts.
 - Maker Monday
 - Lighthouse Shell Magnets
 - Nautical Wheel Decor (Point Lookout)
 - True Crime Book Club
 - "Lost Girls: The Unsolved American Mystery of the Gilgo Beach Serial Killer Murders" by Robert Kolker
- Held Youth Services' programs and crafts.
 - Messy Art
 - Marble Painting
 - Messy Art for Tots
 - Paper Towel Watercolor
 - Toothbrush Painting
 - Drawing Club
 - Club Bébé

May Board Report- Eileen Kelly Youth Services Librarian II

May came and went as quickly as the months do, and with my regular programs like Rise & Shine and Messy Art for Babies, I also hosted several Mother's Day crafts which were very well received. We made "Little Tweet Hearts" baby birds with the baby foot prints, custom-colored mugs for mom, paper flower reed bouquets and wooden flower bouquets in watering cans. Club Bebe round 2 went over like gangbusters, with loads of babies, toddlers and siblings raving with house DJ, Bebe Bjorn.

Summer Reading planning is still in full swing, and we have now secured all of our prizes between donations and a few purchases. Ali Blau and myself also continue our planning with Island Park Library Children's and our Library Color War event in July is basically ready to rock!

Outreach efforts at both MLK and Headstart EOC of Long Beach continue, and with the departure of Mariel Matthews I stepped into her role as point person/liaison with their new director, Ms. Blackshear. Myself and Outreach Librarian Natasha Drax visited an excited bunch of kids in May, and we read some fun Spring stories together.

At the beginning of May I attended Long Island Library Conference, and also attended 2 extra NCLA CSD Executive Board meetings in preparation for LILC at the start of the month. I attended the conference and worked the LILC tables for my division, as well as helping to organize things with Tracey Baptiste as our visiting Author. At the end of May I attended Library Journal & School Library Journal's Youth Services Leadership Summit, where I got to engage with other Youth Services centric library professionals and listen to engaging speakers about the past, present and future of our careers as Youth Services Librarians, and came back with a lot of thoughts and ideas to work with. From innovations in Teen services and fantastic workshops with Kristen Todd-Wurm, National Coordinator of Family Place, there were so many great opportunities for growth and progress that we can also take advantage of.

Jake Cohen – Youth Services Librarian Trainee – May Report

- **Programs:** In May, I led Lego Club, Teen Gamers, Jr. Gamers, Pokémon Club, and Playdough Playtime. For Adult Services, I screened the films, Somebody Up There Likes Me, for Film 101, Bound for LGBTQ Cinema, and met off site at Coffee & Tee for the Sci-Fi & Fantasy Book Club.
- **Displays:** In honor of Jewish American Heritage Month, I curated a Jewish American Heritage book display for the YA/Teen Space in Youth Services. Additionally, I curated a 'New Arrivals' book display.
- **Weeding:** This month, I weeded the YA DVD/Blu-Ray collection.
- **Continuing Education/Professional Development:** This past month, I attended the CEU program YA Workshop: Conversation with Jennifer B. Wallace hosted by NLS. I also attended Saratoga Comic Con to keep myself up to date with the latest publishing trends in the world of comic books, graphic novels, and manga.

Patricia Matthews – Librarian Assistant (May 2025)

Collection Development

- May was National Foster Care Awareness Month. We displayed library books from our Parenting Collection to raise awareness about the needs and challenges of children and youth in foster care, and to recognize the important roles played by foster parents, child welfare professionals, and others who support these young people. These books circulated nicely.

Professional Development

- Webinar: Staff Morale Beyond the Pizza Party: A Panel Discussion on How to maintain staff morale, conflict prevention and strategies for leading through hard times.

Teamwork/Collaboration

- Assisted and supported our Teen Volunteers in completing projects for the YA collection.
- “ We appreciate our co-workers as we always step up to help each other”

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: June 16, 2025

SUBJECT: Revision of By-Laws

The Library Attorney has reviewed and approved all but one of the suggested revisions to the Library's By-Laws. However, there are concerns regarding the proposed provision that would prohibit Library Trustees from simultaneously holding elected office at the local, state, or federal level.

It is understandable that the Board would want to avoid potential conflicts or negative optics, the Library Attorney does not believe the Library has the authority to impose such a restriction through its by-laws. As the attached 1981 Opinion of the State Attorney General explains (highlighted on page 3 of this memo), dual officeholding is permitted unless specifically prohibited by statute or under the common law rule of incompatibility. That rule only bars dual service where the two offices have inconsistent functions or one is subordinate to the other. Neither is the case here.

Additionally, as reflected in the 1998 decision of the Commissioner of Education (Application of Grinnell) (highlighted on page 8 of this memo), a school district may not impose eligibility requirements beyond those established by statute. This is confirmed in the leading Education Law treatise which states: "A school district may not require candidates for a school board position to meet eligibility requirements in addition to those imposed by statute." Because school district library trustees are elected under the same Education Law provisions, the same principle applies.

The Attorney General Opinion also specifically confirms that school board member and library trustee are not legally incompatible. There are no less than a dozen other offices that case-law or administrative guidance have held to be compatible with school board member (which would apply equally to Library trustee).

A blanket prohibition through by-law is not advisable.

There may be other ways to address the Board's concern, short of adopting an unenforceable or potentially unlawful by-law provision. One possible approach would be to require Trustees to periodically disclose—either at fixed intervals or as circumstances arise—whether they currently hold or are seeking any other public office. This would allow the Board

to evaluate, at the time of disclosure, whether the offices in question are prohibited by statute or incompatible under the common law.

Based on this, it is requested that the Board discuss whether they would like the Library Attorney to explore other ways of addressing the Board's concern and discuss whether or not they would like to vote, at this time, on the other by-law revisions.

1981 N.Y. Op. Atty. Gen. (Inf.) 263 (N.Y.A.G.), 1981 WL 145763

Office of the Attorney General

State of New York

Informal Opinion No. 81–110

August 31, 1981

EDUCATION LAW, §§ 255(1), 260(2) and (4).

*1 One person may simultaneously serve as a member of the board of a central school district and as a trustee of a library created by that school district.

Vanessa M. Sheehan, Esq.
Pelletreau & Pelletreau, Esqs.
Middle Island Central School District Attorneys
Box 110–20 Church Street
Patchogue, New York 11772

Dear Ms. Sheehan:

You have asked whether a member of a central school district board of education may also serve as a trustee of a public library established by that school district.

Dual officeholding is permitted unless either specifically prohibited by statute or by the common law rule of incompatibility enunciated in [People ex rel. Ryan v Green](#), 58 NY 295 (1874). Under that rule, incompatibility exists if the two offices have inconsistent functions or if one is subordinate to the other. (Enclosed are copies of our [informal opinion No. 81–101](#) and the opinions cited in No. 81–101.) There is no statutory prohibition in the case you raise. (There is such a prohibition in the case of membership on a board that appoints the trustees of the library [[Education Law, § 260\(4\)](#)].) Thus, the only question is whether the rule in [Ryan's](#) case applies.

A school district library is established by the voters of the district ([Education Law, § 255\[1\]](#)). Trustees of the library are elected by the voters of the district ([id.](#), [§ 260\[2\]](#)). Thus, the boards are ‘subordinate’ to the district’s voters, but independent of each other.

A library established by a school district is supported by a library tax. The school district board submits the appropriation for library purposes to the voters but separately from the appropriation for school district purposes. Money received from the library tax is expended under the direction of the library board. In short, the school district board’s participation in library finances is ministerial ([Education Law, § 259\[1\]](#)). For both library and school purposes, only the voters can decide how to allocate taxpayers’ dollars between the competing claims of the library and school boards. Thus, there can be no conflict between the two boards since the school district as the tax levying authority may not change the library’s request for funds. This is the only situation where the two boards’ paths legally cross.

We conclude that one person may simultaneously serve as member of the board of a central school district and as a trustee of a library created by that school district.

The Attorney General renders formal opinions only to officers and departments of the State government. This perforce is an informal and unofficial expression of views of this office.

Very truly yours,

Robert Abrams

Attorney General

By

George D. Braden

Assistant Attorney General in Charge of Opinions

1981 N.Y. Op. Atty. Gen. (Inf.) 263 (N.Y.A.G.), 1981 WL 145763

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Decision No. 13,914

Application of RONALD L. GRINNELL for the removal of Steven Boder, James Heizman, Andrew Solano, Frank Consiglio, and Joseph Rizzolo as members of the Board of Education of the Middle Country Central School District.

Decision No. 13,914

(April 10, 1998)

Rains & Pogrebin, P.C., attorneys for respondents, David M. Wirtz, Esq., of counsel

MILLS, Commissioner.--Petitioner seeks the removal of Steven Boder, James Heizman, Andrew Solano, Frank Consiglio, and Joseph Rizzolo as members of the Board of Education of the Middle Country Central School District pursuant to Education Law "306. Respondents request dismissal of this appeal and attorneys' fees and costs for defending this action. In addition, respondents request my certification that they acted in good faith with respect to the exercise of their powers and the performance of their duties. The application must be denied.

On September 20, 1995, the Board of Education of the Middle Country Central School District considered the adoption of a new code of ethics (Board Policy #6110) at a public meeting. The board waived its attorney/client privilege and discussed the code with its attorneys. The attorneys stated legal concerns with four provisions of the proposed code. The five named respondents voted to adopt the code of ethics, notwithstanding the legal concerns voiced by the board's attorneys, and the code was adopted.

Petitioner is a taxpayer and resident of the Middle Country Central School District. Petitioner seeks the removal of the five board members who voted to adopt the code of ethics, alleging that respondents voted to adopt it even though they knew four provisions were unlawful.

Respondents contend that the code of ethics does not violate the law because it expressly states that any disciplinary actions taken as a result of violation of the code are "subject to any rights the individual may have pursuant to statute, contract, law, rule or regulation." Respondents also contend that they acted in good faith to test the scope of Article 18 of the General Municipal Law.

Before reaching the merits, it is necessary to address several procedural issues. Respondents have submitted a supplemental affidavit by respondent Heizman, dated December 6, 1995, together with attached exhibits, and an affirmation by respondents' attorney, dated January 20, 1998. Pursuant to the authority granted by section 276.5 of the Regulations of the Commissioner of Education (8 NYCRR "276.5), I have accepted for consideration said affidavit, exhibits, and affirmation.

Three of the respondents, Steven Boder, James Heizman and Andrew Solano, are no longer board members. Accordingly, the application for their removal is moot. The Commissioner determines only matters in actual

controversy and will not render a determination on an issue which subsequent events have laid to rest (Appeal of Hebrew Institute, 31 Ed Dept Rep 53; Appeal of Bahret, 30 *id.* 161). However, I will consider whether the three former board members acted in good faith for purposes of indemnification by the school district of the costs of defending this action, pursuant to the requirements of Education Law "3811.

Respondent Heizman requests dismissal of this action because of improper service of the petition. Section 275.8 of the Regulations of the Commissioner of Education (8 NYCRR "275.8) requires a petition to be "personally served upon each named respondent, or, if he cannot be found upon diligent search, by delivering and leaving the same at his residence with some person of suitable age and discretion, between six o'clock in the morning and nine o'clock in the evening, or as otherwise directed by the commissioner."

Petitioner admits that he did not personally serve the petition on respondent Heizman or another person at his residence, but he left the petition on the stoop of Heizman's house on the evening of October 19, 1995, and subsequently mailed a copy of the petition to Heizman. Petitioner claims that respondent Heizman refused to open the door to accept service on October 19, 1995. Heizman states that he was home on the evening of October 19, 1995, but did not hear anyone at his door. He states that he received the petition for the first time on October 23, 1995, when he found it on the stoop of his house.

For permission to use an alternative method of service, other than personal service, petitioner should have requested my direction, as required by section 275.8 of the Regulations of the Commissioner of Education (8 NYCRR "275.8). Petitioner did not do so. Accordingly, the action against Heizman is dismissed for improper service of the petition.

Section 275.16 of the Regulations of the Commissioner of Education (8 NYCRR "275.16) requires that an appeal to the Commissioner be instituted within 30 days from the making of the decision or the performance of the act at issue. The board vote on the code of ethics occurred on September 20, 1995. Even if I were to construe Heizman's receipt of the petition on October 23, 1995 as proper service, that date is more than 30 days from September 20, 1995. Accordingly, the action against Heizman is dismissed as untimely.

Respondents set forth two affirmative defenses in their memorandum of law which are not set forth in their answer -- that petitioner lacks standing and that petitioner asks for an advisory opinion which the Commissioner does not issue. Section 275.12 of the Regulations of the Commissioner of Education (8 NYCRR "275.12) requires that respondents' affirmative defenses be set forth in their answer. A memorandum of law may not be used to belatedly add new assertions which are not part of the pleadings (Appeal of Coombs, 34 Ed Dept Rep 253; Appeal of the Bd. of Educ., Tuxedo Union Free School District, 33 *id.* 626). Accordingly, while I have reviewed the memorandum of law, I have not considered the portions of it that contain the aforementioned affirmative defenses.

Turning to the merits, Education Law "306 authorizes the Commissioner of Education to remove a trustee or member of the board of education for willful violation or neglect of duty under the law (See, Education Law "306[1]). Petitioner claims that respondents willfully violated the law by adopting a code of ethics which they knew contained four illegal provisions. To determine whether respondents willfully violated the law, it is first necessary to determine whether the four provisions of the code of ethics identified by petitioner are in fact unlawful.

The State Legislature has delegated to school districts the responsibility to develop ethical standards of conduct for their employees and officers (See, General Municipal Law "806[1]). However, such standards may not conflict with the requirements of Article 18 of the General Municipal Law, which specify the conflict of interest requirements applicable to officers and employees of school districts and other municipalities (Opinion of State Comptroller 82-189). General Municipal Law "806(1) provides that a local code of ethics "may regulate or prescribe conduct which is not expressly prohibited by this article [Article 18 of the General Municipal Law] but may not authorize conduct otherwise prohibited." (Emphasis added.) The courts have

held that local governments may not adopt ethical standards that are contradictory, incompatible or inharmonious with State law (Belle, et al. v. Town Board of the Town of Onondaga, et al., 61 AD2d 352; Town of Clifton Park v. C.P. Enterprises, et al., 45 AD2d 96). Where the Legislature has not expressly addressed the conduct at issue, a board of education may adopt a local code of ethics that is more stringent than Article 18 of the General Municipal Law. However, a board may not adopt a local code of ethics that conflicts with a provision of Article 18 or other statute which expressly addresses the conduct either by permitting the conduct or prohibiting it (Appeal of Behuniak and Lattimore, 30 Ed Dept Rep 236).

The first two provisions that petitioner alleges are unlawful involve the definition of "interest" in the district's code of ethics (Article IV of the Code of Ethics). The first provision states that district officers and employees, including board members, shall be deemed to have an interest in the contract of family members. It would require a board member to recuse himself or herself from voting on the collective bargaining agreement between the school district and the district's unions, if that board member had a family member covered by the collective bargaining agreement. Petitioner claims that this "clearly goes against practice that a collective bargaining agreement is exempt from General Municipal Law "801...."

Section 802(1)(f) of the General Municipal Law specifically exempts from conflict of interest coverage of General Municipal Law "801, "contract[s] with a membership corporation or other voluntary non-profit corporation or association." In Stettine v. County of Suffolk (66 NY2d 354), the Court of Appeals found that a collective bargaining agreement between a local government unit and a union formed as a nonprofit voluntary association or corporation was within the exemption in General Municipal Law "802(1)(f). In addition, General Municipal Law "800(3) specifically exempts employment contracts with spouses, minor children and dependents from conflict of interest coverage. Accordingly, I find the local code provision to be unlawful because it conflicts with express exemptions in the General Municipal Law.

The second provision at issue requires a board member to recuse himself from voting on a contract involving: "A collective bargaining unit of the District, when under the employ of another School District and/or having been or being a member of a similar unit." Again, petitioner claims that this provision is inconsistent with the exemption from conflict of interest coverage found in General Municipal Law "802(1)(f), as interpreted by Stettine v. County of Suffolk, supra, which permits board members to have an interest in school district contracts with unions that are voluntary nonprofit associations or corporations. I agree with petitioner. The provision is unlawful because it is in conflict with the General Municipal Law exemption.

I also find this code provision to be unreasonably broad. A code of ethics standard must be reasonably calculated to achieve a legitimate public purpose (Belle et al. v Town Board of the Town of Onondaga, supra). Under this provision, a covered individual, including a board member, would have a prohibited interest in a collective bargaining agreement of a particular bargaining unit of the school district, if that individual were either: (1) employed by another school district and in a similar bargaining unit; or (2) ever a member of a similar bargaining unit, regardless of current employment. It is unreasonable to conclude that a board member has a conflict of interest in a collective bargaining agreement of his or her school district simply because that board member is a member of a similar collective bargaining unit of another school district or was once a member of a similar collective bargaining unit. I find the provision to be unlawful because it is unreasonably broad.

The third provision at issue (Article 11C) requires candidates for board membership to file a financial disclosure form with the district's ethics board simultaneous with the filing of their designating petitions. Petitioner claims that the provision is unlawful because it adds a qualification that must be met by candidates for board membership to those provided in Education Law "2102.

General Municipal Law "806(1) requires boards of education to adopt a code of ethics "for the guidance of its officers and employees." It does not authorize a board of education to establish a code of ethics for

individuals who are not yet officers or employees of the district, including candidates for office. I am unaware of any statutory authority that would permit the board to establish this additional qualification for board membership. In Education Law "2102, the Legislature has established the qualifications for membership on a board of education: an individual must be able to read and write, must have been a resident of the district for at least one year prior to the election and must be a qualified voter of the district. The provision at issue is unlawful because a board of education has no authority to create an additional qualification to hold the office of member of a board of education (Application of the Board of Education of the Guilderland Central School District, 23 Ed Dept Rep 262).

The fourth and final provision at issue (Article 2A[2][e]) relates to removal procedures for members of the district's ethics board. The provision requires a super-majority vote (a majority plus one) of the board of education for removal of a member of the ethics board. Petitioner claims that requiring a super-majority vote of the board of education is unlawful.

General Construction Law "41 requires a majority of the entire board to take any official action. A school board may not adopt a policy requiring affirmative votes by more than a majority of the whole number of the board to take official action, because neither the Education Law nor the General Construction Law authorizes a board to adopt requirements in excess of those already provided by statute (Matter of Miller, 17 Ed Dept Rep 275). Accordingly, this provision, requiring a super-majority of the board of education for the removal of a member of the ethics board, is unlawful.

Having found the four code of ethics provisions at issue to be unlawful, the next question to be answered is whether respondents willfully violated the law, as claimed by petitioner. Before the Commissioner of Education will remove a member of a board of education, it must be established that the individual has committed a willful violation of law or neglect of duty (See, Education Law "306). To be considered willful, the board member's action must have been intentionally done with a wrongful purpose (People v Skinner, 37 App Div 44 aff'd 159 NY 162; Application of Scala, 31 Ed Dept Rep 159; Application of Mody and Casey, 30 id. 402; Application of Cotroneo, 29 id. 421).

In answer to petitioner's claim that respondents willfully violated the law, respondents state that the code of ethics is in fact lawful because it provides that any disciplinary action taken as a result of violations of the code are "subject to any rights the individual may have pursuant to statute, contract, law, rule or regulation." I do not find this argument persuasive. It fails to consider that the provisions at issue could have a chilling effect on the behavior of board members and other covered individuals who may wish to avoid disciplinary action. Obviously, the code should not contain unlawful provisions. The fact that an individual may challenge those provisions at a later time is beside the point.

Respondents also claim that they did not willfully violate the law because they acted in good faith to test the scope of Article 18 of the General Municipal Law. Respondents state that section 806 of the General Municipal Law permitted them to adopt a more stringent ethical standard than that provided in Article 18 of the General Municipal Law, and this is what they did.

Based on the record before me, I do not find that respondents willfully violated the law because I do not find that they acted intentionally with a wrongful purpose. Respondents acted with appropriate concerns -- to adopt a more stringent code of ethics than required under Article 18 of the General Municipal Law, which they were permitted to do provided the code did not conflict with a statutory provision that expressly addressed the conduct. Moreover, I do not view respondents' good faith efforts to test the scope of Article 18 of the General Municipal Law to be a basis for finding that they acted to willfully violate the law. Respondents could have exercised better judgment, but poor judgment is not a basis for removing board members (Application of Gellatly, 30 Ed Dept Rep 10).

While I will not order the removal of respondents, I do direct the modification of the code of ethics to conform with the findings of this decision.

Respondents have requested that I certify, pursuant to Education Law "3811(1), that they appeared to have exercised their powers and performed their duties in good faith. A certificate of this nature may only be issued if there is record evidence that the party seeking the certificate notified the board of education in writing of the commencement of an appeal to the Commissioner and that the board, within 10 days following receipt of that notice, designated and appointed legal counsel to represent the individual. The record indicates that respondents timely notified the board of the commencement of this appeal and that the board appointed legal counsel to represent respondents. It is appropriate to issue a certification of good faith unless it has been established on the record that a board member acted in bad faith (Appeal of the Board of Cooperative Educational Services, Third Supervisory District, Suffolk County, 32 Ed Dept Rep 519). In light of my decision, I will issue such certificates to respondents.

Finally, respondents request attorneys' fees and costs for defending this action. It is well settled that the Commissioner of Education lacks authority to award attorneys' fees and costs in an appeal before him (Appeal of Shravah, 36 Ed Dept Rep 396 aff'd Education Alternatives, Inc. v. Mills, Supreme Court, Albany County, Special Term, December 18, 1997).

THE APPLICATION IS DENIED.

IT IS ORDERED that the Board of Education of the Middle Country Central School District shall meet within 30 days of the date of this decision, at which time such board shall modify the Middle Country Central School District code of ethics to be in compliance with the findings of this decision.

END OF FILE



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Amended: March 12, 1986; March 14, 1990; November 10, 1993; June 19, 2002; January 15, 2008; February 24, 2010; August 6, 2014; May 16, 2018; March 21, 2022; April 18, 2022

By-Laws of the Long Beach Public Library

Article I – Name

This organization is and shall be known as the Long Beach Public Library also known as the Allard K. Lowenstein Public Library existing by virtue of the provisions of Charter Number 3772 granted by the Regents of the University of the State of New York on May 7, 1928 and exercising the powers and authority and assuming the responsibilities delegated to it under the said charter.

Article II – Management

1. The business affairs of the Long Beach Public Library shall be managed and conducted by a Board of Trustees who shall have all the powers of Trustees of other educational institutions of the University of the State of New York as defined but not limited to, Section 226 of the Education Law.
2. The Board shall establish the goals and objectives of the Library. Pursuant to these goals and objectives, the Board shall adopt policies and procedures to implement same.
3. The Board shall endeavor to provide the funds necessary to operate the Library within the goals and objectives specified. Upon receiving recommendations from the Director, in consultation with the staff, the Board shall submit an annual budget to the qualified voters of the Long Beach School District.
4. The Board shall appoint a Director in accordance with Civil Service regulations.

Article III – Membership

1. The Board of Trustees shall consist of five members nominated in accordance with the Education Law of the State of New York and elected by the qualified voters of the Long Beach school district for a term of five years commencing July 1. One Trustee is elected each year unless there is a mid-term vacancy. Upon election, the new Board Member shall be required to
 - a. Take an oath of office (Addendum 1)
 - b. Review and sign the Board Member Code of Conduct
 - c. Review and sign the Conflict of Interest Policy
 - d. Provide a copy of their ID to the Business Office
 - e. Sign all necessary banking documents
2. Eligibility for office shall be limited to adults, 18 years or older, residing within the geographical limits of the Library district (Long Beach, Lido Beach, Pt. Lookout and East Atlantic Beach)
3. Members of the Board serve without financial compensation. Members of the Board must pay all incurred Library fines and fees.

Amended: March 12, 1986; March 14, 1990; November 10, 1993; June 19, 2002; January 15, 2008; February 24, 2010; August 6, 2014; May 16, 2018; March 21, 2022; April 18, 2022

4. Vacancies, defined in the Public Officers Law, article 3, occurring between annual elections shall be filled by appointment of the Board of Trustees as expeditiously as possible, until the next Trustee election.
5. In the case of multiple vacancies at a Trustee election, the candidate receiving the greatest number of votes shall receive the longest term, the candidate receiving the second greatest number of votes shall receive the next longest term and so on.
6. Any Trustee who fails to attend three consecutive regular meetings of the Board without satisfactory notice shall be deemed to have resigned pursuant to Section 226.4 of the Education Law of New York State. Said Trustee shall be removed at the next regular meeting by a majority vote of those present unless the absences are deemed excusable by a majority.
7. Trustees shall be required to complete at least two hours of professional development each calendar year (January 1st through December 31st) submitting certificate(s) of completion or self-attestation to the Board President.
8. The Board may remove a Trustee for misconduct, incapacity, neglect of duty or refusal to carry into effect the Library's educational purpose as provided in Education Law 226; subdivision 8.
9. A Trustee must be present at a meeting to have his/her vote counted. In the case of virtual meetings, a Trustee must be live on camera to have his/her vote counted.
10. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board.
11. No Board member by virtue of his/her office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.

Article IV – Officers

1. Officers of the Board (President, Vice President and Secretary) shall be elected by majority vote of Board of Trustee Members at the reorganization meeting in July of each year.
 - a. Board members in their first year of their first term shall not be eligible to run.
2. The Officers shall be President, Vice President and Secretary.
3. A Trustee may nominate themselves or another Trustee with a seconding motion by another Trustee needed for a full vote.
4. The term of office for each officer shall be one year with consecutive terms limited to two years.
5. If any office should become vacant, the Trustees shall fill such vacancy by election from amongst the members until the Board's annual elections.

Amended: March 12, 1986; March 14, 1990; November 10, 1993; June 19, 2002; January 15, 2008; February 24, 2010; August 6, 2014; May 16, 2018; March 21, 2022; April 18, 2022

The Board will appoint (hire) an independent Treasurer who is not a member of the Board. The Treasurer shall be the disbursing officer of the Board and perform such duties as generally devolve upon the office. In the absence or inability of the Treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

Article V – Duties of Officers

1. The President shall preside at all meetings of the Board, authorize calls for special and/or emergency meetings, execute all documents authorized by the Board and generally perform all duties associated with that office.
2. The Vice President of the Board shall assume the duties of the President in the case of the absence or disability of the President. In the case of the absence or disability of both the President and the Vice President the remaining three Trustees may elect one of their number to perform temporarily all the duties of the President. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
3. The Secretary shall submit a true and accurate record of all meetings of the Board, issue notice of all regular and special meetings and perform such other duties as are generally associated with that office. Duties of the Secretary may be delegated to someone other than a trustee, who is designated as the Recording Secretary. The Board officer designated as the Secretary shall sign the approved minutes of all Board meetings.

Article VI – Meetings

1. Regular meetings of the Board shall be held at the Main Library on the third Monday of each month at 7 PM or as scheduled by a majority of the Trustees present at the preceding meeting. August and December have no regularly scheduled meetings.
2. Trustees shall be emailed a reminder of the time and place of each meeting as well as the Board Packet not less than five days before the meetings. Notice, including time and place of such meetings, shall be given to the public and the news media at least one week prior to such meeting. Public notice of the meetings shall be conspicuously posted in one or more designated locations at least three days before such meeting. Notice shall also be posted on the Library's website and online event calendar. The Public Board Packet shall be posted on the website to the extent practicable at least twenty-four hours prior to the meeting.
3. The Board of Trustees shall meet no less than four times each year as stipulated by Section 260.5 of the Education Law of New York State.
4. Special meetings may be called by the Secretary at the direction of the President or at the request of at least two Trustees for the transaction of business as stated in the call

Amended: March 12, 1986; March 14, 1990; November 10, 1993; June 19, 2002; January 15, 2008; February 24, 2010; August 6, 2014; May 16, 2018; March 21, 2022; April 18, 2022

for the special meeting. Public notice of the time and place of such meetings shall be given to the extent practicable to the news media and shall be conspicuously posted in one or more public locations at a reasonable time prior thereto.

5. The public notice provided by the above two sections shall not be construed to require publication as a legal notice. (Public Officers Law S99).
6. A quorum for the transaction of business at any meeting shall consist of a majority of the entire Board (three) and no less than three (3) votes are necessary to perform and exercise the Board's power, authority or duty pursuant to New York General Construction Law Section 41. In the absence of a quorum, the Trustees present may adjourn the meeting to a date determined and written notice thereof sent to all Trustees.
7. The Director shall prepare an Agenda of Business for each regular meeting of the Library Board.
8. The Agenda of Business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown, as far as circumstances permit:
 - Call to order
 - Roll call
 - Pledge of allegiance
 - Approval of minutes of previous meeting
 - Approval of bills and schedules
 - Public comment on agenda items
 - Monthly Reports
 - Old business
 - New business
 - Public comment – all other items
 - Union
 - Personnel
 - Date and time of next meeting
 - Adjournment
9. The Board of Trustees may hold executive sessions in accordance with Public Officers Law. Such a session can only be called pursuant to formal motion identifying the general area(s) of the subject(s) to be considered and approved by a majority vote of said motion. Executive sessions may be called for specified purposes only, and provided, however, that no action by formal vote shall be taken to appropriate public monies. (Addendum 2).

Amended: March 12, 1986; March 14, 1990; November 10, 1993; June 19, 2002; January 15, 2008; February 24, 2010; August 6, 2014; May 16, 2018; March 21, 2022; April 18, 2022

10. The Director shall attend all meetings, may participate in the discussion and offer professional advice but has no vote upon any question.

Article VII – Conduct at Meetings

Meetings shall be conducted in accordance with the latest edition of Robert’s Rules of Order, Newly Revised.

Article VIII – Committees

1. The President may appoint committees as the business of the Library requires. These committees shall consist of one or more Board members and shall be considered discharged upon completion of the specific assignment.
2. Any such committee shall make regular reports to the Board.
3. The President of the Board shall be an ex-officio member of all Board committees.
4. Committee recommendations shall be advisory in nature. A majority vote of the Board shall be required for any and all actions.
5. The entire Library Board may serve in lieu of specific standing committees.

Article IX – Director

The Director shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction and have, but not limited to, the following duties:

- Plans and coordinates the operations and administration of the Library.
- Recommends Library goals and objectives.
- Develops and recommends library policies, procedures, and programs.
- Prepares and administers annual budget.
- Supervises the selection, training and evaluation of staff.
- Supervises maintenance of buildings and grounds.
- Determines program priorities.
- Represents the Library to the community.
- Attends professional conferences.
- Conducts staff meetings.
- Supervises a public relations program which increases the community’s awareness of the Library and encourages the use of Library resources.
- Assists the Board in contract negotiations.
- Promotes the well-being of the staff.
- Plans and coordinates the Library’s capital improvement program.

Article X – Indemnification

In the absence of legislation to the contrary, the Long Beach Public Library shall indemnify its Trustees and save them harmless from any and all claims of negligence in the performance of

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their duties as Trustees except in case of gross negligence. Such indemnification shall include their reasonable attorney's fees.

Article XI – Conflict of Interest

1. Library Trustees shall not be employees of the Library.
2. Trustees shall abstain from decisions which benefit immediate members of said Trustees' family. Immediate family shall include, but not be limited to, spouse, children, parents, grandchildren and their spouses, brothers, sisters, in-laws and any other who is a member of the household.
3. Conflicts of Interest Laws contained in McKinney's Consolidated Laws of New York shall be adopted by reference and incorporated herein.

Article XII – Amendments

The Bylaws of the Long Beach Public Library may be amended by a majority of the entire Board at any regular meeting provided written notice of proposed amendment is given to each Trustee at least 10 days prior to such meeting.

Amended: March 12, 1986
March 14, 1990
November 10, 1993
June 19, 2002
January 15, 2008
February 24, 2010
August 6, 2014
May 16, 2018
March 21, 2022
April 18, 2022

Amended: March 12, 1986; March 14, 1990; November 10, 1993; June 19, 2002; January 15, 2008; February 24, 2010; August 6, 2014; May 16, 2018; March 21, 2022; April 18, 2022

Addendum 1

Constitutional Oath of Office

State of New York – County of Nassau: SS

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York; and that I will faithfully discharge the duties of the office of _____, of the County of Nassau to the best of my ability.

Subscribed and sworn to before me this _____ day of _____, 20____.

(Notary Affix Stamp & Sig.)
To be filed in Nassau County
Clerk's Office.

Amended: March 12, 1986; March 14, 1990; November 10, 1993; June 19, 2002; January 15, 2008; February 24, 2010; August 6, 2014; May 16, 2018; March 21, 2022; April 18, 2022

Addendum 2

A public body may conduct executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken appropriate public monies:

1. Matters which will imperil the public safety if disclosed;
2. Any matter which may disclose the identity of a law enforcement officer;
3. Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed.
4. Discussions regarding proposed, pending or current litigation
5. Collective negotiations pursuant to...civil service law;
6. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
7. The preparation, grading or administration of examination;
8. The proposed acquisition, sale or lease of real property or sale or exchange of securities held by such public body, but only when publicly would substantially affect the value thereof.

Amended: March 12, 1986; March 14, 1990; November 10, 1993; June 19, 2002; January 15, 2008; February 24, 2010; August 6, 2014; May 16, 2018; March 21, 2022; April 18, 2022

Addendum 3

Rotation of Board Officers

The following shall be the rotation of Board Officers:

<u>Office</u>	<u>Order</u>
President	Fifth year in office
Vice President	Fourth year in office
Secretary	Third year in office
Treasurer	Second year in office
Trustee	First year in office

A Trustee elected to fill an unexpired term is deemed to be newly elected and consequently designated for the office of Trustee. In such event, incumbent Trustees move up in the rotation. Further, if there are two (2) newly elected trustees, the one with the higher vote shall have the higher office.

Adopted: January 2008

Eliminated: August 2014—Addendum 3 was stricken from the By-Laws at the August 2014 Library Board meeting.

Updated: 2022 – Instituted new voting procedure

Amended: March 12, 1986; March 14, 1990; November 10, 1993; June 19, 2002; January 15, 2008; February 24, 2010; August 6, 2014; May 16, 2018; March 21, 2022; April 18, 2022

Addendum 4

The annual Reorganizational Meeting shall be held during the first 15 days of July of each year. The business transacted at this meeting shall include, but not be limited to, the reorganization of the Long Beach Library Board, the election of officers, when necessary, annual appointments and the annual review of policies and these By-Laws.

Adopted: , 2022

FY 2023 to FY 2025 Strategic Plan Results

Enhance public awareness of the Library as a trusted and welcoming space	
<i>Function Area(s): Physical & Digital Spaces</i>	<i>Value(s): Innovation</i>
Objectives	Updates as of 6/11/2025
GOAL MET! Increase active cardholders by 50% by June 30, 2025	New cards FY 2023: 1,933 FY 2024: 2,225 FY 2025 to date: 1,733 Total to date during strategic plan period: 5,891 Active cardholders From 6/30/2023 (end of FY 2023) to 6/30/2024 (end of FY 2024), active cardholders increased from 4,863 to 8,483 (74%). From 6/30/2024 (end of FY 2024) to 5/31/2025, active cardholders increased from 8,483 to 9,128 (8%).
GOAL MET! Increase usage of online resources by 5% each year	From July 1, 2022 to June 30, 2023, usage of online resources (not Libby) increased 1% from the previous fiscal year. From July 1, 2023 to June 30, 2024, usage of online resources (not Libby) increased 76% from FY 2023. From July 1, 2024 to May 31, 2025, usage of online resources (not Libby) increased by 71% from FY 2024.

Elevate the Library's presence in the community	
<i>Function Area(s): Advocacy and Awareness</i>	<i>Value(s): Community</i>
Objectives	Update as of 6/11/2025
GOAL MET! Increase staff participation in community events or community meetings to once per month by December 2023	Since July 2024, we have been averaging 3 "outreach" events each month.
GOAL MET! More off-site programs or events with community partners	Since July 2022, we have held or participated in over 120 offsite events.

FY 2023 to FY 2025 Strategic Plan Results

Bring more community partners into the library	- Continued Nassau Libraries Health Share programs - Brought in monthly legal assistance through Nassau/Suffolk Law Services - Brought in monthly health insurance enrollment through NYS Department of Health - Expanded partnerships with local healthcare systems including St. Francis and Northwell - Continue Alzheimer's & dementia support/info from Parker Jewish and the Alzheimer's Association of Long Island - ESOL classes taught by the LB Adult Learning Center started in February 2024. Each semester ALC students have a scheduled Library visit where they get library cards, a tour, and an overview of services offered. - Kiwanis Club of Long Beach holds monthly meetings at the Library which are open to all. - The Long Beach Lifeguard Alumni Association meets regularly at the Library. - The Leukemia and Lymphoma Society is holding regular meetings at the Library with Long Beach High School students participating. - LBSD PTAs are using the Library for large meeting, info sessions, and the Mental Health Forum
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Respond to evolving community needs	
<i>Function Area(s): Classes, Events & Programs</i>	<i>Value(s): Accessible</i>
Objectives	Update as of 6/11/2025
GOAL PARTIALLY MET. Develop new methods to assess community needs for library users and non-library users	- Organized and facilitated programs in accessible community locations such as schools, senior centers, beaches, and community centers. - Suggestion boxes are available at all service points in the library - The library offers webinars on databases monthly - Community survey - CollectionHQ and other methods of collection analysis
GOAL MET! Add offerings based on community needs assessments	More book clubs! In-person author events Seed library Library of Things

FY 2023 to FY 2025 Strategic Plan Results

	Fun for All
	Notary services
	More programs at branches
	Tech Guy Talks
	Libby Help
	Resume Assistance
	Lending iPads and laptops
	"Self-serve" room reservations

Trained professionals provide "traditional" library services and support new initiatives	
<i>Function Area(s): Access to Expert Staff</i>	<i>Value(s): Collaborative</i>
Objectives	Updates as of 6/11/2025
GOAL MET! At least 50% of staff will be cross-trained to another department by December 31, 2023	Objective met in FY 2023 - more than 50% of staff were cross-trained to another department by June 30, 2023. While the objective was met in FY 2023, we continue to cross-train staff including Librarian Trainees in all departments and rotating Librarian IIIs to different departments
GOAL MET! Increase presence of external professionals (subject matter experts) to address community issues being brought into the Library	Started community legal help program with Nassau Suffolk Legal Services in September 2023. Since then, there have been 18 sessions with 142 people receiving legal information and assistance.
	Long Beach Art League has partnered with the Library to offer a monthly art salon as well as occasional art and art history lectures. Since June 2024, there have been 9 sessions of the Artful Salon with 123 people attending.
	Long Beach Latino Civic Association has held multiple Parent Café / Café de Sueños at the Library. We also partnered with them and with the Long Beach Art League on an art exhibit and program for Hispanic Heritage Month.
	In addition to holding ESOL classes at the Library, the Library has also partnered with LB Adult Learning Center to have an annual job fair.
	Long Beach Historical Society – oral history panels on various communities in Long Beach

JUNE 4, 2025

NASSAU LIBRARY SYSTEM

Strengthening Nassau's Public Libraries



TO: MEMBER LIBRARY DIRECTORS

FROM: CAROLINE ASHBY

SUBJECT: PROPOSED AMENDMENTS TO NLS MEMORANDUM OF ORGANIZATION

Dear Directors,

Please include the enclosed documents regarding proposed amendments to the NLS Memorandum of Organization in the board packet of your next meeting. Approval by a simple majority of member library boards is required for the amendments to become effective. We appreciate your board's response by September 1, 2025.

Please be in touch if you have any questions or need any further information.

Thank you,

Caroline

Proposed NLS Memorandum of Organization Amendments

NLS' Memorandum of Organization, an attachment to our By-Laws, outlines the means for cooperation and participation of Member Library Trustees in System meetings and the election of NLS trustees. It was last updated in 1999 and changes are recommended at this time. The proposed amendments attached include:

1. Clearer Procedures for Filling NLS Board Vacancies

- Clarifies how mid-term replacements are nominated or appointed, including new timelines and processes.

2. Voting Flexibility

- Adds the option for digital or paper ballots for area nominations of NLS Trustees and future amendments and allows absentee voting or proxies if a library cannot attend a meeting at which a vote is held.

3. Meeting Provisions and Communication

- Expansion of the purpose of the Annual Meeting of Member Library Trustees to include continuing education and networking.
- New language throughout allows for meetings to be held virtually or in person, aligning with modern practices and legal requirements.
- New language about coordinating meetings at the request of areas or Member Library Directors.

4. Amendment and Voting Process Clarified

- Redefines timelines for distributing ballots and reviewing proposed changes.

We hope the amendments will enable Member Libraries and NLS to work together more efficiently. These proposed changes were approved by the NLS Board of Trustees at their May 19, 2025 meeting and in order to become effective they must be adopted by a majority of Member Library Boards of Trustees. If a simple majority of Boards vote yes, the amendments go into effect immediately.

Please review the proposed amendments at your next Board meeting and return your ballot on the last page to NLS by September 1, 2025. If you have any questions or concerns or would like clarification about this process, please contact NLS Director Caroline Ashby at 516-292-8920 x220 or cashby@nassaulibrary.org.

NASSAU LIBRARY SYSTEM

Board of Trustees

MEMORANDUM OF ORGANIZATION

(Attachment to By-Laws)

I. BACKGROUND

The Nassau Library System is a cooperative library system chartered under Educational Law 255. It is composed of 54 autonomous member libraries in Nassau County which are governed by their respective Boards of Trustees and which participate on a voluntary basis in the System's service program. The Nassau Library System is governed by a Board of Trustees elected pursuant to the requirements of Education Law and the By-Laws of the Nassau Library System. The member library trustees nominate and elect trustees to govern the System but do not have the right of removal.

The Nassau Library System operates a service center which is under the direction and guidance of a Director appointed by the Board of Trustees of the Nassau Library System. The Director functions within guidelines established by the Board and those of the New York State Division of Library Development which are designed to serve the library needs of the member libraries.

II. OBJECTIVE

The Nassau Library System was created to foster quality library service in Nassau County, to increase the library resources and services available in the local community, to stimulate development of service in unserved areas, to effect economies in operations, and to provide training and continuing education opportunities. The autonomy of each library in the system is preserved. The local community retains responsibility for the financial support of its own library program, facilities and services.

The purpose of this memorandum is to provide a means for the cooperation and participation of the member library trustees in development of the objectives of the System.

III. ORGANIZATION AND ADMINISTRATION

A. Board of Trustees (see Education law 255 para.2.c.)

The Nassau Library System is governed by a nine member Board of Trustees each representing the libraries in a given geographic area of the County. Each trustee is nominated by the boards of trustees of member libraries in that area and is elected at the Annual Meeting of the Member Library Trustees of the Nassau Library System for a term of five years. Two trustees are elected each year during a four-year period and one is elected in the fifth year. A trustee may serve two full five-year terms. A trustee who has been appointed to fill an unexpired term of less than 2.5 years may be re-elected also to serve two full five-year terms ~~if appointed from the area which had the vacancy. A trustee who has been appointed to fill an unexpired term greater than 2.5 years may be re-elected to serve one full five-year term.~~

Legal responsibility for the System's business is vested in the Board of Trustees of the Nassau Library System. The Board's responsibilities include selection and appointment of the Director;

promotion of library interests; securing of funds adequate for a progressive, expanding program; adoption of an annual budget and control of system funds, property and equipment and others normally within the province of such a board.

The general conduct of business by the Board of Trustees is governed by the By-Laws of the Nassau Library System as adopted April 20, 1959 and subsequently revised and amended. Candidates for the office of Trustee shall be residents of Nassau County, over 18 years of age. If a trustee's domicile is no longer in Nassau County, the trustee shall vacate the office of trustee within 30 days of the date of the change of domicile. Employees of the Board and employees of member libraries may not serve on the Board.

B. Area Nominations

The trustees of the member libraries at the Annual Meeting of the Nassau Library System shall elect trustees to vacancies on the Board of Trustees of the Nassau Library System, which is composed of one trustee from each of the nine geographic areas listed below:

<u>Area I</u>	Baldwin Freeport Island Park	Lakeview Long Beach	Oceanside Rockville Centre
<u>Area II</u>	East Rockaway Hewlett-Woodmere	Lynbrook Malverne	Peninsula Valley Stream
<u>Area III</u>	Bellmore Merrick	North Bellmore North Merrick	Roosevelt Uniondale
<u>Area IV</u>	Island Trees Levittown	Massapequa Plainedge	Seaford Wantagh
<u>Area V</u>	Elmont Hillside	Franklin Square West Hempstead	Floral Park
<u>Area VI</u>	East Meadow East Williston	Garden City Hempstead	Mineola Williston Park
<u>Area VII</u>	Great Neck Manhasset	Port Washington Roslyn	Shelter Rock
<u>Area VIII</u>	Bayville Locust Valley Sea Cliff	Glen Cove East Norwich-Oyster Bay Syosset	Gold Coast Jericho
<u>Area IX</u>	Bethpage Farmingdale	Hicksville Plainview	Westbury

Newly formed libraries will be assigned to an appropriate area by the Nassau Library System Board of Trustees. The intention of the foregoing is to permit adequate representation to each of the participating communities.

IV. ELECTION OF TRUSTEES

A. Regular Vacancy Due to Expiration of Term

Six months before the expiration of the regular term of office of a trustee of the Nassau Library System, the Secretary of the System Board or their designee shall notify in writing all the area trustees concerned of the pending vacancy and call for candidates to express their interest in the position.

1. If desired, the area trustees shall meet in person or virtually (in accordance with applicable law and member library policy) no later than 90 days before the expiration of said term upon call of the president of the library board in the district from which the incumbent comes or their designee, to nominate a successor. Notice of the final nomination of said successor shall be sent to the President or Secretary of the Board or the NLS Director at least 30-45 days prior to the annual meeting of the Nassau Library System.
2. Trustees of the several libraries present comprising an area grouping shall vote on a library unit basis when selecting a nominee. In the event of a tie vote, the nominees receiving such tie vote shall stand for election by all the member library trustees attending the annual meeting of the System. In the event more than one nominee is designated by the area member library trustees, biographical data relating to each of the nominees shall be sent to all member library trustees in advance of the annual meeting of the System.
- 2.3. If no area meeting is held, the boards of the area may conduct the nomination by ballot referendum as described in Article VI.A.
- 3.4. In the event an area fails to nominate a person to fill a vacancy on the Board of Trustees of the Nassau Library System, the member library trustees attending the annual meeting shall nominate and elect the trustee to fill said vacancy and in that event the trustee may be chosen without regard to place of residence in the County.

B. Vacancy Caused by Resignation ~~of~~ or Other Contingency

Whenever there is a vacancy on the System Board of Trustees before the expiration of that position's term of office (whether due to a resignation or other any reason) Upon the resignation of a trustee from the System Board of Trustees before the term of office expires or for other reasons, the Secretary of the System Board or their designee shall notify in writing all area trustees that a vacancy exists or is about to occur and call for candidates to express their interest in the position.

1. The president of the board of trustees of the member library in the district from which the incumbent comes or their designee shall offer to call an in person or virtual meeting (in accordance with applicable law and member library policy) of all of the area trustees concerned within 30 days of receiving notification of the vacancy to nominate a replacement to complete the unexpired term. The same procedure shall be used to select a replacement as to fill a regular vacancy on the Nassau Library System Board of Trustees.
2. If a nomination for a replacement is made by the area trustees within 90 days of notification of vacancy, the System Board of Trustees shall have the power to appoint the nominee for the remainder of that calendar year, and the election to fulfil the unexpired term will be conducted at the next Annual Meeting after the nomination.

2.3. If no recommendation for a replacement is made by the area trustees within ~~90~~60 days of notification of vacancy, the System Board of Trustees shall have the power to appoint a replacement, who may be chosen at the discretion of the board from any area in the County.

3.4. Trustees elected under this provision shall serve for the remainder of the term of office vacated and may stand for election to ~~at two~~ full five-year terms of ~~representative representation~~ of the area involved ~~if their partial term is less than 2.5 years if appointed from the area which had the vacancy. They may stand for election to one full five-year term of representation of the area involved if their partial term is greater than 2.5 years.~~

V. MEETINGS

A. Annual Meeting

An annual meeting of the trustees of all member libraries shall be held on call by the System Board for ~~one or more of the following the~~ purposes of: (1) electing trustees of the System who shall assume office in the January immediately following the election, ~~and~~ (2) for conducting other such business as that Board shall deem appropriate, ~~and (3) providing trustee education and/or an opportunity to strengthen relationships among member library boards.~~ This meeting shall be conducted by the Board president in accordance with Robert's Rules of Order.

B. Budget ~~Meeting~~Hearing

Prior to the adoption of the annual operating budget the System Board shall ~~invite call a meeting planned for the fall to which~~ all member library trustees ~~are invited to a Budget Hearing.~~ At that meeting the proposed budget shall be presented, ~~together with o~~Other ~~matters may also be discussed, as appropriate, matters for discussion by the member library trustees.~~

C. Area Meetings

The System trustee representing a given area ~~or their designee~~ shall call an area meeting of all the member library trustees in the trustee's assigned ~~area~~ to discuss problems of mutual concern as the need may arise or if requested by the area trustees of three libraries of the area. At least annually the System trustee ~~or their designee~~ shall contact the member library trustees in that assigned area to ~~offer to announce a scheduled an~~ area meeting and to check on the availability of area trustees to attend.

D. Special Meetings

Special meetings may be called at any time by the Nassau Library System Board of Trustees. The Board of Trustees will call special meetings upon the request of any five member library boards of trustees. The transaction of business at special meetings will be limited to those items stated in the call.

E. Meetings with Member Library Directors

~~Informal m~~System trustees shall meet with Member Library Directors ("MLD") upon request by ~~the MLD Executive Board or any 5 member library directors, or at any other mutually agreeable time. Directors are also encouraged to attend the monthly meetings of the NLS Board of Trustees. eetings between MLD and system trustees should be held at least quarterly. The~~

~~Directors to attend would be chosen by the area MLD—one from each of 9 areas on a rotating basis.~~

F. Meeting Venue

All meeting types included in this section may be held virtually (in accordance with applicable law and member library policy) or in person.

VI. CONDUCT OF BUSINESS

A. Voting

All member libraries shall vote on a unit basis, each member library being entitled to only one vote. Voting to nominate an area representative may be conducted during an Area meeting or by paper or digital ballot referendum, so long as boards are given at least 30 days to return their ballot. Voting to elect representatives to the Nassau Library System Board of Trustees shall occur at the Annual Meeting of Member Library Trustees. When voting is to be conducted during a meeting and no one from a particular board is able to attend, boards may designate a proxy or submit an absentee vote. Documentation of such proxy designation or absentee vote shall be sent to the NLS Board President, Secretary, or Director in advance of the meeting.

B. Quorum

For purposes of annual, budget, or special meetings of the Member Library Trustees, a quorum shall consist of the representatives of at least 19 Member Libraries; a majority of those present shall be necessary to carry a motion.

C. Agenda

The Nassau Library System Board of Trustees shall be responsible for preparing and distributing an agenda at least ~~10-7~~ days prior to all ~~trustee~~ meetings listed in Section V.

D. Minutes

Minutes of the meetings noted above shall be prepared and distributed by the System Secretary or their designee within one month after the meeting.

VII. AMENDMENTS

This Memorandum may be amended by majority vote of the boards of trustees of the member libraries at an annual or special meeting, provided that a copy of the proposed changes has been ~~mailed or faxed distributed~~ to each Member Library trustee at least ~~forty-five~~30 days prior to the meeting at which the vote is to be taken. A ~~mail~~paper or digital ballot referendum may be used in lieu of a meeting provided the ballot is ~~mailed-distributed~~ 90-60 days before the final balloting is to take place, allowing sufficient time for review and return of ballot.

VIII. EFFECTIVITY

This Memorandum shall be effective upon approval by a majority of all member library boards of trustees.

Last amended at the July 12, 1999 meeting of the NLS Board of Trustees, following the approval of the amendments proposed by the NLS Board by a majority of Member Library Boards of Trustees between April and July 12, 1999.

Gold Coast Public Library added to list of Area VIII libraries in this document at the time they became a full member of NLS. Since membership in NLS is not subject to approval by the member libraries, adding a new member to an existing NLS Area does not require amendment of this document. Gold Coast's full membership was approved by the NLS Board on July 25, 2005.



**Proposed NLS Memorandum of Organization Amendments
Ballot Vote**

The _____ Board of Trustees has reviewed the proposed amendments to the NLS Memorandum of Organization. At a meeting held on _____, 2025, the Board voted to:

_____ Approve the document as submitted

- or -

_____ Disapprove the document as submitted

Board President Signature

Name

Date

Comments (optional):

Please return your vote form via NLS Delivery or by email to gstaffa@nassaulibrary.org by September 1, 2025.