



Monday October 20th 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 09/15/2025 (Vote Needed) **P. 2-3**
- VI. Approval of Bills and Schedules
 - 1. Board Warrants 1386 (Vote Needed) **P. 4-7**
 - 2. Payroll Warrants 1384 and 1385 (Vote Needed) **P. 8-17**
- VII. Monthly Financial Reports (September 2025 will be available at November meeting)
- VIII. Donor Recognition N/A
- IX. Monthly Reports (September 2025)
 - 1. Director's Report **P. 18**
 - 2. Monthly Stats **P. 19-21**
 - 3. FY 2026 Projects **P. 22-25**
 - 4. Assistant Director/Adult Services **P. 26-28**
 - 5. Programming & Marketing **P. 29-33**
 - 6. Patron Services **P. 34-36**
 - 7. Youth Services **P. 37-40**
- X. Revised Policies (Vote Needed)
 - 1. Financial - Procurement **P. 41-46**
 - 2. Public Space - Rules of Conduct **P. 47-49**
- XI. Old Business
- XII. New Business
 - 1. Asset disposal list for approval (Vote Needed) **P. 50**
 - 2. Bank Account Resolutions (Vote Needed) **P. 51-55**
 - 3. ILS Budget (Vote Needed) **P. 56-60**
 - 4. Impact of Baker & Taylor Closure on Collection Development (Discussion) **P. 61-63**
 - 5. Program fees for exercise classes (Discussion) **P. 64**
- XIII. Public Comment (limited to 3 minutes per person)
- XIV. CSEA
- XV. Executive Session
- XVI. Personnel (Vote Needed)
 - 1. New Hires
 - Faye Rokach, Bookkeeper (PT), Business Office
 - 2. Resignations
 - Eileen Kelly, Librarian II (FT), Youth Services
 - Rachel Gunther, Librarian I (PT), Patron Services
- XVII. Date and Time of Next Meeting (Vote Needed)
 - 1. Monday November 17th at 7pm
- XVIII. Adjournment (Vote Needed)



Monday September 15th at 7pm

MINUTES

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

- I. Call to Order by **President Guarini at 7:00p.m.**
- II. Roll Call **was taken by President Guarini.**
- III. Pledge of Allegiance **was recited by all.**
- IV. Public Comment on Agenda Items (limited to 2 minutes per person)
- V. Approval of Reorganization Meeting and Regular Meeting Minutes from 7/14/2025 **Approved. Moved for approval by Trustee Pinto, seconded by Trustee LaSpina.**
- VI. Approval of Bills and Schedules
 1. Board Warrants 1381 and 1383**Approved. Moved for approval by Trustee Tansey, seconded by Trustee Schmidt-Muskin.**
 2. Payroll Warrants 1376, 1378, 1379, 1380 and 1382**Approved. Moved for approval by Trustee Schmidt-Muskin, seconded by Trustee Tansey.**
- VII. June and July Financial Reports
- VIII. Donor Recognition
- IX. Monthly Reports (July and August 2025)
 1. Director's Report
 2. Monthly Stats
 3. FY 2026 Projects
 4. Assistant Director/Adult Services
 5. Programming & Marketing
 6. Patron Services
 7. Youth Services
- X. Old Business
 1. N/A
- XI. New Business
 1. Adding Little Free Libraries
- XII. Public Comment (limited to 3 minutes per person)
- XIII. CSEA
- XIV. Executive Session **voted unanimously to enter Executive Session at 7:25 pm, motioned by Trustee LaSpina and seconded by Trustee Schmidt-Muskin. Voted unanimously to exit Executive Session at 8:15 pm, motioned by Trustee Pinto seconded by Trustee Tansey.**
- XV.
- XVI. Personnel



Monday September 15th at 7pm

MINUTES

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

1. New Hires **Unanimously approved. Moved for approval by Trustee Pinto, seconded by Trustee Schmidt-Muskin.**

- Ananda Ghirdarry, PT Circulation Clerk, Patron Services

2. Resignations **Unanimously approved. Moved for approval by Trustee Pinto, seconded by Trustee LaSpina.**

- Sabrina Damus, PT Librarian Trainee

XVII. Date and Time of Next Meeting **Unanimously approved. Moved for approval by Trustee Schmidt-Muskin, seconded by Trustee Tansey.**

1. Monday October 20th at 7pm

XVIII. Adjournment **at 8: 18pm- Motioned Trustee Pinto, seconded by Trustee LaSpina, and unanimously approved.**

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
10/08/2025	ACH WC10/25	NYSIF WC Workers Comp (Fleury Risk)	FY 2026 workers compensation policy balance - paying electronically due to check fraud	\$9,237.81
10/20/2025	ACHamz10/25	Amazon	Circulating materials, library supplies, program supplies - bills for 10/20/2025 Board meeting	\$4,213.53
10/20/2025	ACH-CC 9/25	FNBLI Credit Card 2184	9/30/2025 credit card statement - pay by ACH on 10/20/25	\$9,793.53
10/13/2025	ACH-DB10/25	NYSIF Disability	DB 3191 50-0_66935106 NYSIF Disability Insurance 10/1/2025 statement (FY 2026)	\$1,442.11
10/11/2025	ACHFLD10/25	FLOOD INSURANCE-AMERICAN BANKERS	8/27/25 check voided - paying by ACH due to policy expiration date	\$2,571.00
10/13/2025	ACH-LF10/25	Leaf Copier Lease (serviced by PMA)	Paying Leaf Copier Leases by ACH (1 BizHub, 8 Konica Minolta)	\$1,463.62
10/20/2025	aPSEGm10/25	PSEGLI-MAIN	MAIN: ELEC: CUST#0008200319, Acct# 1915621320 - 9/10-10/9/25	\$6,878.29
10/20/2025	aPSEGp10/25	PSEGLI-P	ELEC: PL : #0455-2011-49-8, Acct# 1750482702, 9/2-10/2/2025	\$482.04
~~10/20/2025~~	~~VOIDED1013~~	~~PSEGLI-MAIN~~	~~VOID: MAIN: ELEC: CUST#0008200319, Acct# 1915621320 - 9/10-10/9/25~~	~~\$0.00~~
10/09/2025	29718	CSEA	UNION DUES & FEES: PAYROLL 2025 10-09	\$1,040.36
10/09/2025	29719	PREFERRED GROUP PLANS, INC-FSA	EMPLOYEE CONTRIBUTIONS P/R 2025-10/09	\$811.52
10/09/2025	29720	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 2025-09/25	\$297.43
10/09/2025	29721	NYSHIP HEALTH INSURANCE	VOID: HEALTH INS Acct #03069 - 2025 NOV	\$0.00
10/09/2025	29722	NEWSPAPERS-NEWSDAY INC	NEWSDAY DELIVERY: 2X DAY 7X WEEK - 10/15-12/09/2025	\$479.84
10/09/2025	29723	OPTIMUM-POINT LOOKOUT	PL: #07858-563502-02-8: TEL+DATA 2025-OCT	\$184.59
10/09/2025	29724	PGM-K / NAPOLETANO, CHRISTINA	Kids Program (Main & Point) - 19X @ \$150 "Baby Sign Language" - replacement check	\$2,850.00
10/09/2025	29725	CITY OF LONG BEACH WATER FUND	Bill #1967858 - ACCT #24063110 - WATER/SEWER 2025 Q3	\$625.52
10/09/2025	29726	NYSHIP HEALTH INSURANCE	HEALTH INS Acct #03069 - 2025 NOV	\$47,433.13
10/09/2025	29727	ATTORNEY-QUATELA CHIMERI PLLC	PAYMENT REISSUED-ATTY FEES-July 2025 standard library business	\$390.00
10/09/2025	29728	BRADY INDUSTRIES	Previous check voided. Payment reissued on 10/9/2025 for INV 10429191	\$1,061.09
10/09/2025	29729	CENGAGE LEARNING / GALE	Payment reissued-Acct #100232734-June-August 2025 Invoices for continuous collections	\$1,102.86
10/09/2025	29730	CRESTLINE	Previous check voided, payment reissued 5942149, 4357694	\$7,594.04
10/09/2025	29731	MPLC (movie licensing)	PREVIOUS CHECK VOIDED - ACCT# 891103103 LIC RENEWAL 10/25 - 09/26	\$229.67

Trustee 1, LBPL Board

Trustee 3, LBPL Board

Trustee 4, LBPL Board

Trustee 2, LBPL Board

Trustee 5, LBPL Board

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
10/09/2025	29732	MUSEUM-MUSEUM OF THE CITY OF NEW	PAYMENT REISSUED - MUSEUM MEMBERSHIP 9/1/2025-8/31/2026	\$250.00
10/09/2025	29733	PGM-A / JUSKOW, DAVID	REISSUING PAYMENT - Adult Program-1x:-90 min-"Comedy After Dark" 8/21/25	\$200.00
10/09/2025	29734	PGM-K / A TIME FOR KIDS, INC	REPLACEMENT CHECK - Kids Program - 7/2025 - 3x-\$160 "Preschool Readiness"	\$480.00
10/13/2025	29735	APPLE INC.	Previous check voided, payment reissued on 10/13/25 - MB79420551 - Apple Macbook Pro for Tanya	\$1,499.00
10/20/2025	29736	DELL MARKETING	Previous check voided, payment reissued for PO 2383, 2387, 2391	\$3,148.78
10/20/2025	29737	CARROLL RON	West End - pizza for family game night	\$48.99
10/20/2025	29738	RAMSARAN ADESH	Mileage Reimbursement (cleaning branches, LFLs, bank deposits) 4/1/25-7/31/25	\$413.00
10/20/2025	29739	WILLIAMSON JAKEA	Mileage Reimbursement 9/2025	\$7.63
10/20/2025	29740	FIRTH JENNIFER	MILEAGE REIMBURSEMENT - 9/2025	\$15.26
10/20/2025	29741	ACE HARDWARE	ACCT# 29884 - Custodial Supplies 10/20/25	\$112.70
10/20/2025	29742	ALARM1 - PT LOOKOUT	ALARM: POINT: Fire monitoring system Oct-Dec 2025	\$178.08
10/20/2025	29743	ATTORNEY-QUATELA CHIMERI PLLC	ATTORNEY STANDARD LIBRARY BUSINESS SEPT 2025	\$572.00
10/20/2025	29744	BAKER & TAYLOR L2190303 Books Unproc	VOID: Acct L2190303 - Unprocessed books - 10/20/2025	\$0.00
10/20/2025	29745	BAKER & TAYLOR L9274003 Books Process	VOID: L9274003 - Processed Books 10/20/2025	\$0.00
10/20/2025	29746	BAKER & TAYLOR L9319313 Books YA	VOID: L9319313 - YA Books - 10/20/2025	\$0.00
10/20/2025	29747	BAYSCAN	Inv 80905. Fully received PO 2396	\$620.10
10/20/2025	29748	BRADY INDUSTRIES	INV 10737205 - deodorizer for elevator	\$89.47
10/20/2025	29749	CENGAGE LEARNING / GALE	Acct #100232734 - Sept 2025 Invoices for continuous collections	\$572.80
10/20/2025	29750	F&B PRINTERS	250930 - bookmarks for banned books week	\$150.00
10/20/2025	29751	FUN EXPRESS (ORIENTAL TRADING)	737790615-01 Summer reading giveaways	\$891.97
10/20/2025	29752	GTS GLOBAL TELECOM	89328, 89343, 89159	\$1,143.33
10/20/2025	29753	INDUSTRIAL APPRAISAL COMPANY (IAC)	4348025 Asset report FY2025	\$330.00
10/20/2025	29754	KNOCKOUT PEST CONTROL EXTERMINATO	EXTERMINATOR : monthly billing (10/1/25)	\$87.50
10/20/2025	29755	LIBRARY BALDWIN PUBLIC	LB PAID FOR LOST BOOK - Dog Man	\$12.99
10/20/2025	29756	LIBRARY EAST MEADOW PUBLIC	Patron paid for lost book-31299010564863	\$63.99
10/20/2025	29757	LIBRARY FRANKLIN SQUARE PUBLIC	REPLACEMENT FOR tHE CRASH BT FREIDA McFadden	\$32.99
10/20/2025	29758	LIBRARY MARKET	LIBRARY CALENDAR - ANNUAL SUBSCRIPTION	\$2,000.00

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Date	Num	Name	Memo	Amount
10/20/2025	29759	LIBRARY WANTAGH PUBLIC	Patron paid for lost book - The Paradise Problem by Christina Lauren	\$28.99
10/20/2025	29760	LILRC	lilrc 2026 membership	\$865.00
10/20/2025	29761	LOCKSMITH-SAM'S LOCKSMITH	1531 Code reset	\$205.00
10/20/2025	29762	LOWITT ALARMS & SECURITY SYSTEMS	Invoice for Q4 2025 security alarm/monitoring	\$200.85
10/20/2025	29763	MEESCAN (FMRLY BINTEC)	Meescan annual license renewal (self checkouts) 10/15/2025-10/14/2026	\$3,812.00
10/20/2025	29764	Midwest Tape-Hoopla	Hoopla digital/streaming services September 2025	\$829.00
10/20/2025	29765	Nassau Library System (NLS) ILS Services	11731, 11574, 11679 - ILS Services Oct-Dec 2025, Broadband Aug & Oct	\$13,859.85
10/20/2025	29766	OVERDRIVE, INC./DIGITAL LIBRARY RESERV	Overdrive Advantage invoices for 9/30/25	\$1,534.55
10/20/2025	29767	PGM-A / ABRAHAMS, MIRIAM	Adult program-"Accessible yoga for every body"-\$ 60 Per Session	\$420.00
10/20/2025	29768	PGM-A / ARTISTS IN PARTNERSHIP, INC.	Adult program-"Jazz and Blues Weekend"-\$2,499.99	\$2,499.99
10/20/2025	29769	PGM-A / CAPPETO, PATRICIA	Adult program-"Pilates"-\$75.00 per session	\$300.00
10/20/2025	29770	PGM-A / CURCI, PAULA	Adult program-"Writing Free Verse Poetry"-\$ 175.00 per session	\$175.00
10/20/2025	29771	PGM-A / DESANTIS, MARC	Adult program-"The Scribblers"-\$175.00 per session	\$175.00
10/20/2025	29772	PGM-A / DURSO, STEPHANIE	Adult program- "Yoga for Health & Peace"-\$75.00 per session	\$750.00
10/20/2025	29773	PGM-A / GERMANO, THOMAS	Adult program-"Art Lecture w TG: Gustave Caillebotte -- Painting His World"-\$ 300.00 per session	\$300.00
10/20/2025	29774	PGM-A / KINSLEY, RANDY	Adult program-"Yoga programs"-\$ 60	\$420.00
10/20/2025	29775	PGM-A / MOSER, MARISSA	Adult program-"Meditative Dance"-\$100.00 Per Session	\$500.00
10/20/2025	29776	PGM-A / Neylon, Janine Morales	Adult program-"Zumba"-\$75.00 per session	\$75.00
10/20/2025	29777	PGM-A / PALTROWITZ, DARREN	Adult program-"Long Island Music History: Forgotten Venues of Long Beach & Island Park"-\$200 pe...	\$200.00
10/20/2025	29778	PGM-A / PRINCE, BARBARA	Adult program-"Zumba"-\$75 per session	\$375.00
10/20/2025	29779	PGM-A / REGAN, KATHLEEN	Adult program-"Chair Yoga for Life"-\$ 70 per session	\$280.00
10/20/2025	29780	PGM-A / ROZELL, LORI	Adult Program- Low-Impact Cardio (Hybrid)-\$60 Per Session	\$240.00
10/20/2025	29781	PGM-A / Williams, Renee D	Adult program-"Hand Crochet Blankets"-\$ 50.00 per session	\$100.00
10/20/2025	29782	PGM-K / A TIME FOR KIDS, INC	Kids Program - "Preschool Readiness"- \$160 per Session	\$1,120.00

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Trustee 5, LBPL Board

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

Board Warrant
Approved at the _____
LBPL Board of Trustees meeting.

WARRANT #1386
10/20/2025
PAGE 4 OF 4

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
10/20/2025	29783	PGM-K / SALMAN, JOEL	Kids program-"Chess Club"-\$110.00 per session	\$220.00
10/20/2025	29784	RIVISTAS	SUBSCRIPTION RENEWAL: 2025-2026	\$2,960.84
10/20/2025	29785	SAVMOR MECHANICAL	inv 720133, 729999,720173HVAK MAINTENANCE	\$1,399.48
10/20/2025	29786	SIDECAR PUBLICATIONS (GIMLET)	GIMLET BASIC SERVICE, 1YR 10/6/25-10/5/26	\$516.00
10/20/2025	29787	SLICE	Additional access point in YS for gaming	\$1,500.00
				\$148,964.11

Trustee 1, LBPL Board

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Trustee 5, LBPL Board



CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

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

email transmittal

.

To: Tara Lannen-Stanton Email: director@longbeachlibrary.org

From: Kyle Zaharatos Date: October 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 9/25/25 has been reviewed and approved. This includes the payroll period from August 29th to September 11th. NS has reviewed the hourly wages paid to the salary schedule provided by the Library. NS also compared hours paid to approved timecards in AccuData.

Thank you,

Kyle Zaharatos

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

PAYROLL WARRANT
SALARY SUMMARY

PAYROLL WARRANT # **1384**
DATE: **9/11/2025**

	Amount
LIBRARIAN	20,184.32
PROFESSIONAL	19,508.75
PATRON SERVICES	7,454.07
CLEANER	3,068.45
PAGE	2,540.96
PER DIEM	41.01
NET PAYROLL	52,797.56
FEDERAL TAX	15,705.40
STATE TAX	2,882.43
MTA TAX	0.00
NYC TAX	444.04
ACCUDATA INVOICE	426.46
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$72,502.89

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**PAYROLL WARRANT
OPERATING EXPENSES**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Sep 25, 25					
	09/25/2025			Funds Transfer 09/25/25 FED TAX	15,705.40
	09/25/2025			Funds Transfer 09/25/25 STATE TAX	2,882.43
	09/25/2025			Funds Transfer 09/25/25 NYC TAX	444.04
	09/25/2025			Funds Transfer 09/25/25 PR	52,797.56
	09/25/2025			Funds Transfer 09/25/25 3rd PARTY	247.00
	09/25/2025			Funds Transfer 09/25/25 FEE	426.46
	09/25/2025			Funds Transfer 09/25/25 OMNI	245.00
	09/25/2025	aPSEGM9/25	PSEGLIMAIN	MAIN: ELEC: CUST#0008200319, Acct# 19156	7,949.36
	09/25/2025	aPSEGw9/25	PSEGLIWE	ELEC: WE : #00131201585, Acct# 1915129905	399.54
	09/25/2025	29704	CSEA	UNION DUES &FEES: PAYROLL 2025 09/25	1,040.36
	09/25/2025	29705	CSEA EMPLOYEE BENEFIT FUND (EBF)	CSEA EMP FUNDED DENTAL2025 OCT	1,905.27
	09/25/2025	29706	PREFERRED GROUP PLANS, INCFSA	EMPLOYEE CONTRIBUTIONS P/R 202509/25	811.52
	09/25/2025	29707	PREFERRED GROUP PLANS, INC. FEES	MONTHLY PLAN FEE 2025 OCT	75.00
	09/25/2025	29708	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 202509/25	361.83
	09/25/2025	29709	NYS RETIREMENT SYSTEM	MONTHLY PAYMENT 2025SEPT	4,331.99
	09/25/2025	29710	NATIONAL GRID POINT LOOKOUT	GAS: POINT: ACCT# 37696006028 2025 SEPT	20.50
	09/25/2025	29711	OPTIMUMMAIN	TEL MAIN : #07858996527031 9/2310/22/20.	376.87
	09/25/2025	29712	OPTIMUM WEST END	WE : # 07858259451034:TEL+DATA 9/1610/1	217.10
	09/25/2025	29713	LONG BEACH PUBLIC LIBRARY Petty Cash	REPLENISH PETTY CASH 24872492	170.94
	09/25/2025	29714	SECURITY USA INC	GUARDS 2WKS @ \$27.95 /HR 09/0809/21/25	2,459.60
	09/25/2025	29715	FRANK CAMPOREALE (BOOKMAN)	BOOK DROP 2025SEPT	600.00
	09/25/2025	29716	RENT POINT LOOKOUT BRANCH	RENT : POINT LOOKOUT : 2025 OCT	3,707.34
	09/25/2025	29717	RENT WEST END BRANCH	RENT F/WEST END BRANCH: 2025 OCT	3,327.50
Sep 25, 25					<u><u>100,502.61</u></u>



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

PAYROLL WARRANT
SALARY SUMMARY

PAYROLL WARRANT # 1385
DATE: 10/9/2025

	Amount
LIBRARIAN	21,322.81
PROFESSIONAL	27,528.68
PATRON SERVICES	7,967.07
CLEANER	3,101.03
PAGE	2,684.87
PER DIEM	0.00
NET PAYROLL	62,604.46
FEDERAL TAX	21,930.72
STATE TAX	3,978.17
MTA TAX	0.00
NYC TAX	1,036.72
ACCUDATA INVOICE	443.38
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$90,240.45

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**PAYROLL WARRANT
OPERATING EXPENSES**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Oct 9, 25					
	10/09/2025			Funds Transfer 10/09/25 FED TAX	21,930.72
	10/09/2025			Funds Transfer 10/09/25 STATE TAX	3,978.17
	10/09/2025			Funds Transfer 10/09/25 NYC TAX	1,036.72
	10/09/2025			Funds Transfer 10/09/25 PR	62,604.46
	10/09/2025			Funds Transfer 10/09/25 3rd PARTY	247.00
	10/09/2025			Funds Transfer 10/09/25 FEE	443.38
	10/09/2025			Funds Transfer 10/09/25 OMNI	265.00
	10/09/2025	29718	CSEA	UNION DUES &FEES: PAYROLL 2025 1009	1,040.36
	10/09/2025	29719	PREFERRED GROUP PLANS, INC/SA	EMPLOYEE CONTRIBUTIONS P/R 202510/09	811.52
	10/09/2025	29720	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 202509/25	297.43
	10/09/2025	29721	NYSHIP HEALTH INSURANCE	VOID: HEALTH INS Acct #03069 2025 NOV	0.00
	10/09/2025	29722	NEWSPAPERS/NEWSDAY INC	NEWSDAY DELIVERY: 2X DAY 7X WEEK 10/1	479.84
	10/09/2025	29723	OPTIMUMPOINT LOOKOUT	PL: #07858563502028: TEL+DATA 2025OCT	184.59
	10/09/2025	29724	PGMK / NAPOLETANO, CHRISTINA	Kids Program (Main & Point) 19X @ \$150 "B	2,850.00
	10/09/2025	29725	CITY OF LONG BEACH WATER FUND	Bill #1967858 ACCT #24063110 WATER/SEW	625.52
	10/09/2025	29726	NYSHIP HEALTH INSURANCE	HEALTH INS Acct #03069 2025 NOV	47,433.13
	10/09/2025	29727	ATTORNEY-QUATELA CHIMERI PLLC	PAYMENT REISSUED-ATTY FEES-July 2025 sta	\$390.00
	10/09/2025	29728	BRADY INDUSTRIES	Previous check voided. Payment reissued on :	\$1,061.09
	10/09/2025	29729	CENGAGE LEARNING / GALE	Payment reissued-Acct #100232734-June-Aug	\$1,102.86
	10/09/2025	29730	CRESTLINE	Previous check voided. Payment reissued on :	\$7,594.04
	10/09/2025	29731	MPLC (movie licensing)	PREVIOUS CHECK VOIDED - ACCT# 89110310:	\$229.67
	10/09/2025	29732	MUSEUM-MUSEUM OF THE CITY OF NEW YO	PAYMENT REISSUED - MUSEUM MEMBERSHII	\$250.00
	10/09/2025	29733	PGM-A / JUSKOW, DAVID	REISSUING PAYMENT - Adult Program-1x:-90	\$200.00
	10/09/2025	29734	PGM-K / A TIME FOR KIDS, INC	REPLACEMENT CHECK - Kids Program - 7/202	\$480.00
Oct 9, 25					<u><u>155,535.50</u></u>

FY 2026 Director's Report – September 2025

Tara Lannen-Stanton, Library Director

General Updates

- September went by in a flash with mostly standard library operations.
- Library Administration and the Business Office resumed the process for becoming NYSLRS Gold Certified.
- The PatronPoint launch team had their first configuration.
- Items the Library Treasurer worked on
 - Financial reports
 - Payroll Certification
- Items the Library Attorney worked on
 - General
 - MOA for Assistant Director
 - Work product
 - Policies
 - Special projects
 - N/A
 - Spending for FY 2026
 - \$1,482 (general)
 - \$0 (special/non-retainer projects)

Compliments and Staff Recognition

- A patron complimented the Adult Services Librarians about how great they are at getting him the books he wants since he's had limited mobility recently. He thanked everyone and said he's had his LBPL card for over 60 years.
- A parent complimented the YS space for not having visible computers like other libraries so kids don't feel like they have to be in front of a screen.
- Ryan (Librarian Trainee) received a compliment from a patron for how he helped her navigate a job application.

Meetings and Trainings

- Internal meetings
 - Assistant Director
 - Department rotation meetings
 - Programs & Marketing
 - Patron Services
- External meetings/events
 - NLS MLD meeting
 - Directors Roundtable
 - NYSLRS Gold Certification

Director's Report – September-2025

Tara Lannen-Stanton, Library Director

FY 2025 Stats

In-Library Usage

Month	Main	Point	West	Total
July-2025	11,447	381	331	12,159
August-2025	11,404	476	338	12,218
September-2025	10,803	277	416	11,496
October-2025				
November-2025				
December-2025				
January-2026				
February-2026				
March-2026				
April-2026				
May-2026				
June-2026				
TOTAL	33,654	1,134	1,085	35,873

Circulation – Physical Items

Month	Main	Point	West	Total
July-2025	11,777	488	217	12,482
August-2025	12,088	505	180	12,773
September-2025	10,649	310	199	11,158
October-2025				
November-2025				
December-2025				
January-2026				
February-2026				
March-2026				
April-2026				
May-2026				
June-2026				
TOTAL	34,514	1,303	596	36,413

September 2025- Programs Summary

	MAIN-ADULT TOTALS	MAIN-Y5 TOTALS	MAIN-GEN INT TOTALS	ONLINE TOTALS	POINT LOOKOUT TOTALS	WEST END TOTALS	OFF SITE TOTALS	GRAND TOTAL	Months	Total # of Programs	Attendance Total	Main	Point	West End	Online	Off Site
Total # of Programs	155	54	2	7	2	12	7	239	July-2025	4	152	75	0	7		70
									August-2025	6	565	29	0	18		518
Attendance total	2,054	1,356	41	25	23	147	219	3,865	September-2025	3	55	41	0	14		0
Attendance (In-Person_Adults)	1,914	474	2	3	16	132	99	2,640	October-2025							
Attendance (In-Person_Seniors)	0	0	0	0	0	0	0	0	November-2025							
Attendance (In-Person_Kids)	1	710	17	0	7	10	120	865	December-2025							
Attendance (In-Person_Teens)	0	30	0	0	0	5	0	35	January-2026							
Attendance (In-Person_Parents)	0	142	22	0	0	0	0	164	February-2026							
Attendance (Zoom_Kids)	0	0	0	0	0	0	0	0	March-2026							
Attendance (Zoom_Teens)	0	0	0	0	0	0	0	0	April-2026							
Attendance (Zoom_Adults)	139	0	0	22	0	0	0	161	May-2026							
Attendance (Zoom_Seniors)	0	0	0	0	0	0	0	0	June-2026							
Attendance (Zoom_Parents)	0	0	0	0	0	0	0	0	TOTAL	13	772	145	0	39	0	588

September 2025- Top Programs

Main- Adult					Attendance		Months		Reservations	Attendance	Reservations			Attendance	VINYL	
									Total			Total			Circulation	
LBPL with Artists in Partnership Celebration of Jazz & Blues: Katie Mitchell Band and Friends					161	July-2025		80	123		40	55	104			
Program Type: Music & Entertainment						August-2025		71	83		40	40	129			
Cost for External Presenter: \$833					ROI/CPA	\$5.17	September-2025	54	65		41	47	275			
LBPL with Artists in Partnership Celebration of Jazz & Blues: Misty Blues					125	October-2025										
Program Type: Music & Entertainment						November-2025										
Cost for External Presenter: \$833					ROI/CPA	\$6.66	December-2025									
City of Long Beach - Parking Management Plan Community Workshop					101	January-2026										
Program Type: Discussions						February-2026										
Cost for External Presenter: ROI/CPA					\$0.00	March-2026										
Main-YS					Attendance	April-2026										
Rise and Shine!					59	May-2026										
Program Type: Storytime						June-2026										
Cost for External Presenter: ROI/CPA					\$0.00	TOTAL	205	271			121	142	508			
Molly Mouse @ 10:15am					51	* Opened Oct 6, 2023										
Program Type: Other																
Cost for External Presenter: \$115					ROI/CPA											\$2.25
Play Hooray					45											
Program Type: Other																
Cost for External Presenter: \$165					ROI/CPA	\$3.67										
Fun For All!					Attendance											
Rosh Hashana Family Fun Hour					39											
Program Type: Storytime																
Cost for External Presenter: ROI/CPA					\$0.00											
Retro Gamers Club					2											
Program Type: Games																
Cost for External Presenter: ROI/CPA					\$0.00											
Point					Attendance											
Point Lookout Baby Sign Language					14											
Program Type: Other																
Cost for External Presenter: \$150					ROI/CPA	\$10.71										
West					Attendance											
West End Neighbors Civic Association Meeting					28											
Program Type: Discussions																
Cost for External Presenter: ROI/CPA					\$0.00											

* Opened Oct 6, 2023

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

Months	Total # of Programs	Attendance Total	Main	Point	West End	Online	Off Site
July-2025	198	1,678	1,429	10	112	39	88
August-2025	184	1,977	1,708	22	81	55	111
September-2025	179	2,315	2,054	9	128	25	99
October-2025							
November-2025							
December-2025							
January-2026							
February-2026							
March-2026							
April-2026							
May-2026							
June-2026							
TOTAL	561	5,970	5,191	41	321	119	298

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

Months	Total # of Programs	Attendance Total	Main	Point	West End	Online	Off Site
July-2025	62	1,798	1,701	14	15	0	68
August-2025	61	1,754	1,624	10	0	0	120
September-2025	49	1,412	1,278	14	0	0	120
October-2025							
November-2025							
December-2025							
January-2026							
February-2026							
March-2026							
April-2026							
May-2026							
June-2026							
TOTAL	172	4,964	4,603	38	15	0	308

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

Months	Total # of Programs	Attendance Total	Main	Point	West End	Online	Off Site
July-2025	11	146	122	24	0	0	0
August-2025	5	25	25	0	0	0	0
September-2025	8	83	78	0	5	0	0
October-2025							
November-2025							
December-2025							
January-2026							
February-2026							
March-2026							
April-2026							
May-2026							
June-2026							
TOTAL	24	254	225	24	5	0	0

Online Resources

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

	September-2025	FY 2025 Cumulative	Change from last FY
ebooks	5,034	15,808	8%
eAudiobooks	3,100	9,410	19%
Total	8,134	25,218	12%

Usage of Online Entertainment Services[2]

September-2025	FY 2025 Cumulative	Change from last FY
1,649	6,727	41%

Learning Resources and Research Database Use[3]

	September-2025	FY 2025 Cumulative	Change from last FY
Sessions/Checkouts	290	908	68%

YouTube

	September-2025	Cumulative Total[4]	Change from last FY
Number of views	1,154	3,874	15%
Number of videos uploaded	0	4	

- [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

FY 2026 Special Projects Tracking

For 10/20/2025 Board Meeting

Description of Project	Date Started	Initiated/ Requested by	Funding Source	Notes and updates	Status
Librarian Trainee orientation, onboarding & training	7/2025	Director	Operating funds	9/2025 – Department Heads are still working on the items below. 8/2025 – Department Heads are updating onboarding documents. Jenn is speaking to librarians and compiling the list of “things they don’t teach you in library school”. 7/2025 - Jakea and I will be working with the Department Heads and other key staff to develop training guidelines for Librarian Trainees. With Trainees rotating, it’s very important that they all receive the same general information and guidance about the Library’s philosophies. We will also be keeping a running list of “things they don’t teach you in library school” to discuss with Trainees	In progress
Installing a water bottle filler	3/2025	President Tansey	Operating funds	9/2025 – reached back out to vendor regarding issues with fountain. 8/2025 – work completed 7/2025 – contractor ran into issue on 6/19 and the installation couldn’t be completed. We rescheduled for 7/8 but a new part hadn’t come in so the contractor had to cancel. They will reach out once they have the new part to schedule. 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	Reopened
Website updates	3/2025	Board of Trustees	N/A	9/2025 – Reviewing new pages has been pushed back to late October/early November 8/2025 – Graphic Designer completed redesign. Director and Assistant Director will review new pages in September 7/2025 – Librarian Trainees meeting with staff this month 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	In progress

FY 2026 Special Projects Tracking

For 10/20/2025 Board Meeting

				4/2025-The website is being updated by the Programs and Marketing departments to enhance content and usability.	
Purchasing and installing electronic sign at Main Library	Restarted 10/2024	Board of Trustees	TBD	9/2025 – on hold for September/October 8/2025 – Will resume contacting NYS vendors in fall. 7/2025 – will be looking at NYS approved vendors for electronic signs. 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.	On hold
Congressionally Directed Spending/Com munity Project Funding for Main Library renovation	3/6/2024	Director	Federal Funds	9/2025 – contract approved by HUD. 8/2025 – after corrections from ConnectOne Bank (due to merger), the application package has been submitted. Currently waiting for HUD to process 7/2025 – HUD is reviewing all the corrections and additions made to the application package. If everything is approved, all that will be left is having ConnectOne fill out our banking paperwork. But don't get too excited, we're not getting a check for \$2,500,000 anytime soon! This is a reimbursement-based grant that we will draw down as activities are completed. 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.	In progress

FY 2026 Special Projects Tracking

For 10/20/2025 Board Meeting

				3/2025 – Attended office hours for CPF project narrative and met with our HUD liaison in the NYS office. 2/2025- Director and Assistant Director began the cohort training for completing HUD application materials. Oversight of the CPF grants has moved to NYS HUD office rather than Washington DC. We are currently in the process of scheduling a call with the NYS point person. 1/2025 – Request to approve architect for renovation in 1/2025 packet. Director and Assistant Director are enrolled in the CPF grantee cohort for completing application materials (starts at the end of February 2025) 11/2024 – Director continues to work on paperwork and environmental review process. 10/2024 – Working with architect, City, and HUD for the environmental review process. Once the environmental review process is done, then we can complete all the paperwork. 9/2024 – received formal grant award letter and some paperwork from HUD. An onboarding event will be held later in September. 8/2024 – still waiting for paperwork and more detailed information. This is very common with federal grants.	
LBSD Capital Projects list for Main Library			N/A	9/2025 – No update at this time. 8/2025 – No update at this time. 7/2025 – No update at this time. 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. 2/2025- No update at this time. 01/2025 – Director & Assistant Director met with LBSD Facilities to review capital projects for the proposed LBSD bond. 11/2024 – no update from LBSD at this time. Facilities review information available in the Board packet for discussion with the Library's architect 10/2024 – no update at this time. 9/2024 – no update at this time. 8/2024 – no update at this time.	In progress
Solar panels	8/2023		SAM grant	9/2025 – NYS still reviewing project documents 8/2025 – NYS requested additional budget information. This was submitted and it's now in review. 7/2025 – NYS approved the scope change for both SAM grants. After signatures from the Board President, the paperwork was completed and submitted.	In progress

FY 2026 Special Projects Tracking

For 10/20/2025 Board Meeting

				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. 9/2024 – still waiting on NYS to approve scope changes 8/2024 – still waiting on NYS to approve scope changes	
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Adult Services September 2025 Report



Jakea Williamson – Assistant Director

- Updated Safety Committee notes in Teams.
- Entered monthly statistical data.
- Created purchase orders for custodial supplies.
- Developed “how-to” guides for QuickBooks.
- Reviewed and approved upcoming staff vacation requests.
- Planned Head Start Storytimes for the next six months.

Lenora Ashford – Adult Services Librarian II

- Provided resume assistance to patrons, which was helpful now that more email reviews were being accepted. Zoom remained the least popular option among the three.
- Continued ordering for Non-Fiction and Graphic Novels as usual. I was uncertain about the pending carts in Baker & Taylor, as the service appeared to end.
- Nearly completed weeding of Graphic Novels, creating plenty of space for new materials.
- Resolved an issue involving Museum Passes after a patron attempted to visit without bringing the pass.

Philip Boccia – Systems Librarian

- Completed migration of the Fantasy section into its own shelving area.
- Began weeding the Cookbook collection; planned to purchase additional Sci-Fi titles once the Baker & Taylor situation stabilized.
- “Ask the Tech Guy” sessions maintained steady attendance with 2–3 participants each Wednesday.
- September Tech Talk was canceled due to illness; only one patron had registered.
- Identified five computers incompatible with Windows 11 due to outdated hardware.
 - One of these was Tom’s workstation; he discussed replacement options to meet his higher performance needs.
- All other devices in the library successfully upgraded to Windows 11 with minimal issues.
- Coordinated with SLICE to install an additional Wi-Fi access point; installation scheduled for this week.

Ron Carroll – Patron Services Librarian / West End

- Ordered new books and media for Adult and Youth Services.
- Led an online Consumer Reports presentation and hosted an Open Mic at West.
- Fulfilled Interlibrary Loan duties: processed incoming/outgoing items, notified patrons, and managed holds.
- Created and promoted library events: added to calendar, requested/posted flyers, and registered patrons.
- Provided patron assistance at Main and West with printing, faxing, scanning, copying, museum passes, and Library of Things items.
- Managed circulation tasks: check-ins/outs, holds, and fine collections.
- Maintained facility operations at West: event setup/cleanup, vacuuming, trash removal, and printer paper replenishment.
- Updated collections by moving older Adult and Youth materials from “New” to regular shelves.
- Supported programs: set up and moderated Chair Yoga, participated in True Crime Book Club, and appeared in a Banned Books Week video.

Natasha Drax – Outreach Coordinator

Programs

- 9/9: Books & Brews returned to Bright Eye Beer Co. with 26 people in attendance.
- Bestseller’s Book Club was canceled due to the holidays.

Outreach

- 9/15: Attended the LB Chamber of Commerce meeting; the library received a round of applause for its community work.
- 9/24: Library Trainee Rafael Hernandez and I visited Círculo de la Hispanidad to explore partnership opportunities. He is also translating library information into Spanish to extend outreach to the community.
- 9/26: Visited the MLK Center to plan partnership programs, including a Senior Book Club and library resource/homework help sessions as staffing allows.

Collection Development

- Ryan assisted with weeding the Fiction collection at Point Lookout. Many titles were still in excellent condition, so I swapped them with more worn counterparts at Main, reducing replacement purchases and improving collection quality.
- Amy assisted with weeding the Mystery collection; we continued finding and removing books affected by mold.
- Began weeding the Large Print collection to improve circulation statistics.

Professional Development

- 9/19: Attended the NCLA Executive Board meeting at NLS on behalf of the Media Services Division.

Nicole Menzzasalma – Librarian I

Displays

- Endless Summer

- Hispanic Heritage Month
- Librarian Recommends
- September is Library Card Sign-Up Month
- Fantasy Reads

Programs

- Sub Rise & Shine Storytime
- Chair Yoga
- Self-Care Saturday: Restorative Yoga
- Hand-Crochet Blanket Project — Success!

Teen Night

- Back-to-School: Pencil Cases & Pens
- Donut Tasting @ West
- DIY Mini Library

LB Garden Club

- Special Class: Herb Drying Workshop
- Annual Potluck Luncheon

Behind the Scenes

- Fiction weeding in progress
- Collection development updates
- Exercise programs booked (December–June)

Ryan Ristuccia – Library Trainee

- Continued Reference Desk duties.
- Weeded at the Point Lookout location.
- Continued weeding the Graphic Novel section at Main.
- Began training in the YA Department.
- Added items to the Library of Things collection.
- Trained on the Circulation Desk.
- Assisted with the “Ask the Tech Guy” program.
- Helped withdraw outdated books from the Fiction section.
- Assisted with the Super Smash Bros. tournament program.

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



September brings back-to-school, a return to schedules, and those first brisk, brilliant days of fall! Here at Long Beach Public Library we offered up a slate of programs and events as invigorating as those first fall days!

MARKETING

- *Channels* newsletter and our Library flyers remain our most popular and 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 distributed frequently by the Outreach Team on their forays into the community. The poster printer allows us great flexibility in creating a variety of promotional materials for display both inside and outside of our building, and is in constant use!
- 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.

Our social media footprint is expanding. 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 is receiving attention. The visually engaging graphics and copy help to promote attendance, with a focus on boosting community awareness and participation. Video content 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 not only support increased event attendance, but also strengthen 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.

- 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. The newly established **Barrier Brewing Company** expressed an interest in collaborating, and we look forward to exploring those opportunities. Looking ahead to our September Blues & Jazz Festival, we hope to partner with restaurants/bars to offer specials to those attending the Library concerts.
- The 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 are able to use the device much more frequently for promotional purposes.
- Our sandwich boards display attractive schedules of upcoming weekly programming all designed and printed in-house on the poster printer!
- Program information was shared with *The Long Beach Herald*, *Newsday*, *News 12* and the Town of Hempstead. An ad was designed for placement in the *Long Beach Herald* to promote the Library Fun Fair. It appeared in the August 14th edition of the paper.
- Banners and promotional materials were created and displayed promoting the Library Fun Fair and we used the poster printer to produce ***Celebration of Jazz and Blues*** posters, banners, and other materials.

SEPTEMBER PROGRAM HIGHLIGHTS

The multi-generational **Gamers Brawl** on **Saturday, September 6th** was a resounding success with participants from 10 and up vying for the prize of a new Xbox gaming system (a donated prize!). Thanks to our Library Trainee Jake for organizing the event, and to Karen Cho for her promotional efforts. Jake has a gamers **Turkey Bowl** on the calendar for **Saturday, November 8th**. Spread the word!

On **Saturdays, September 13th and 20th** from **1-3pm** patrons hand crafted a beautiful throw sure to keep them warm and cozy on these cool fall evenings. No crochet hooks were required for this two-part crochet class held on consecutive Saturdays with a \$15 materials fee, and it was filled to capacity with happy, satisfied crafters!

The **Garden Club** hosted a **DIY Drying Rack for Flowers and Herb** on **September 16th** Garden Club regulars along with some newbies made flower and herb drying racks to help preserve the summer's bounty. This staff-led initiative has proven popularity, and continues to attract new participants, as well as dedicated regulars. Good work, Nicole!

Professor Thomas Germano returned with an art lecture on **September 17th** at **7pm** entitled ***Gustave Caillebotte---Painting His World***. More than 60 people attended, and many stayed after Mr. Germano finished to ask questions. He will be back again in **October** to enlighten us as to the wonders of the renovated, and recently reopened, **Frick Collection** in NYC. This lecture will dovetail perfectly with our **Museum Pass** program membership.

I will add that it is gratifying to see this lecture series succeed! Past experiments with lecture style programs have been only minimally successful.

Our Library Trainee Michela Christianson led a terrific **Paper Flower Craft** at both **West End Branch** and at **Point Lookout Branch** on **Thursday, September 18th**. The flowers were perfectly lovely...truly!

The end of the month marked our **Third Annual Celebration of Jazz and Blues** in collaboration with **Artists in Partnership** (who by the way are celebrating their 25th year bringing culture to Long Beach. Each of the concerts was extremely successful with more than 100 attendees at each!

Seydurah Avecmoi & Band took the stage on **Friday** evening **September 26th** at **7:30pm**.

Seydurah is a fiery, dynamic blues vocalist who hybrids an eclectic mixture of rock, funk and soul! Her short stature gives no inkling of the vocal power of blues and soul that roars loudly from her frame! She performs throughout the U.S. and internationally. The audience clearly enjoyed this feisty vocalist and talented bandmates.

Local talent shone brightly as **Katie Mitchell Band and Friends** wowed the crowd on **Saturday, September 27th** at **7:30pm**. Band members include John Botten, guitar, John Einstman, guitar, Paul Resnik, keyboards, Benjamin Brenner, bass guitar, and Tom Clancy, drums. Featured vocalists included Katie Mitchell, Jenny Rubin, Brittany DeVarso, and the fabulous, Cat Parr. The enthusiastic crowd demanded several encore offerings!

Misty Blues closed out the Celebration performances on **Sunday, September 28th** at **2:00pm**. A

2019 International Blues Challenge finalist, *Misty Blues*, is fronted by lead singer/band founder Gina Coleman. The band is based out of Berkshire County, Massachusetts playing original and traditional blues with hints of jazz, soul, funk and tent revival gospel since 1999. The band has recorded with Eric Gales, Charles Neville and Joe Louis Walker, and opened for contemporary blues artists like Mike Zito, Albert Castiglia, Tab Benoit, James Montgomery, John Primer, *Roomful of Blues*, Albert Cummings and Michael Powers. *Misty Blues* performs extensively throughout New England and has toured the continental U.S., Canada and the UK. The audience loved it!

The city of **Long Beach** sought advice and opinions at their **Parking Management Plan Community Input Meeting** held **September 30th** at **7pm**. Anyone who attempts to park a vehicle in Long Beach (especially

in the summertime) is aware of the necessity of a plan. It was good to see a strong turn out working together to identify issues and offer solutions.

NEW, NOTABLE, AND COMING SOON

We will mark **Banned Books Week, October 5th-11th** with various informational displays, bookmarks, crafts (Make a Banned Book Charm Bracelet) and zine making.

The League of Women Voters Candidates Forum on **October 16th** will feature local candidates running for elected office in November.

Our Annual Family Halloween Pizza and Movie Night will be held on Friday, October 24th at 6pm. This event led by Outreach librarian Natasha Drax is always a hit of Spooky season!

Make **Chain Maille Bracelets** with jewelry maker **Bea Salinas** on **Tuesday, October 28th at 6:30 pm**, with jewelry maker **Bea Salinas**.

October 30th we will host our **3rd Annual Interactive Rocky Horror Picture Show**. This year marks the **50th Anniversary** of the cult classic film!

ON THE HORIZON

Thomas Germano will return with more **art lectures** (topics to be announced) in the coming months.

November will see **Rosa Maria Goeller** return to the Library with another installment of her always popular painting classes. This **Vincent Van Gogh series** will be entitled ***Seascape Near Les Saintes-Maries-de-la-Mer***. Van Gogh is one of the most popular painters of all time. He dominates Post-Impressionism, fills art books, and inspires modern viewers.

Our tradition of **Holiday Photo Shoots** will take place on **November 13th** and **November 23rd**.

In honor of **Jane Austen's 250th year**, learn everything you always wanted to know about **Jane Austen's England** presented by published historian **Marc DeSantis** on **November 18th**.

A **Walking Tour of Long Beach** led by Long Beach resident **Joel Greenberg** will take place **Sunday, November 9th**. Walkers will step off at 11am and return at 2:30pm

Turkey Bowl Gamers Tourney invites participants to test their gaming prowess on **Saturday, November 8th**.

Local author **Rachel Lithgow** will present her newly published memoir ***My Year of Really Bad Dates*** on **November 18th at 7pm**. Book sale & signing to follow.

Comedy After Dark returns **November 20th**.

Debut author **Sam Sussman** presents ***Boy from the North Country***, **December 2 at 7pm**. Book sale & signing to follow.

Winter Reading 2026 begins **January 5th** and **Blind Date with a Book** returns in **February!**

Drawing and **Water Color** lessons coming in **January**!

PATRON SERVICES SEPTEMBER 2025

Submitted by Jennifer Firth, Acting Dept. Head

Patron Services (Technical Services) Office				
FY 26	# Items ordered	# Items Received (B&T Only)	# Items Entered	# ILL Items Received
July	1,064	229	568	9
August	826	264	492	4
September	736	222	441	16
October				
November				
December				
January				
February				
March				
April				
May				
June				
FY TOTAL	2,626	715	1,501	29

Circulation Desk (All Long Beach Library locations)				
FY 26	# Patron Check-Outs	# Items Checked-Out	# New Library Card Accounts Opened	# Holds Filled
July	1,434	12,530	171	1,777
August	1,526	12,810	166	1,897
September	1,257	11,192	127	1,590
October				
November				
December				
January				
February				
March				
April				
May				
June				
FY TOTAL	4,217	36,532	464	5,264

Statistics compiled by Russell Stein

Meetings and Webinars Attended by Patron Services Staff

Jennifer Firth

9/03/25 Niche Academy Webinar: Use Who You Have: Building a Library Training Program with Your existing Staff

9/22/25 NLS: Tech Services in Person Meeting

Diane Dudderar

9/22/25 Sexual Harassment Prevention Training for New York Employees

Russell Stein

9/16/25 Zoom NLS virtual Collection Development Meetup

9/22/25 NLS: Tech Services in Person Meeting

PROGRAMING DONE BY PATRON SERVICES STAFF

Jennifer Firth

9/18/25 Tummy Time Program (Presenter)

Ron Carroll

7/10/25 Hosted an open mic at West End Branch

8/07/25 Hosted an open mic at West End Branch

Papia Miah

9/02, 9/13, 9/20,9/27 Coordinated the Saturday morning Crochet Club

OTHER DUTIES AS ASSIGNED

Jennifer Firth: Librarian

- Coordinated the ***NLS Library Card Sign-up Month Postcard & Notebook Campaign***. We had 12 people come in to get their library card and pick up the NLS Notebook giveaway which I paired with a Long Beach Library Pen in the pen loop on the notebook. NLS let us keep the left-over notebooks... I gave them to the Outreach librarian Natasha Drax to use in her future outreach endeavors.
- Circulation Desk Staff continues to be very good about covering for each other. I continue to work on balancing the Patron Services Staff Schedule and am working on shuffling staff to cover shortages on the weekly calendar
- Still doing assigned Saturdays in the Youth Dept. and Tuesday nights as needed.
- Continued Oversight of the Online Library Card Applications
- 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.
- Review of Open PO orders with Clerk Russell Stein for closure of year end Amazon Orders.
- I continue to clean out my Youth Services Office as per Tara's request.
- I worked on cleaning out the shelves and cupboards at the circulation desk

Ron Carroll: Librarian

- I led an online presentation about Consumer Reports.
- I hosted an open mic at West
- 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
- Covered Ref Desk as assigned
- Performed regular duties at the West End Branch

- I created events in the online calendar and I requested that flyers be created for them.
- I printed out flyers, and posted them around both West and Main, in order to promote upcoming events at West.
- I participated in a video in order to promote "Banned Books Week" for the Marketing Department.
- I participated in the True Crime Book Club.

Russell Stein: Full Time Clerk

Baker & Taylor Alternative Project

- Amazon Book Ordering & other vendors has been greatly expanded due to B&T fulfillment issues
- Looking into new Vendors & exploring options with current vendors

Desk coverage

- Worked 1 Saturday
- Various desk times as needed

Projects/Collection Management

- Generated Collection Check Reports for Liberians
 - Vinyl Coll
 - Adult Spanish Bk Coll
 - YS DVD Coll
- Old Fic & Nonfic books still marked new in Catalogue Reports
- Start deep analysis on LB YS DVD Circ (owned & unowned items)
- Cont'd Generating LBL Catalogue Status Reports for Librarians Project
 - Lost & Paid -Billed -Missing -In Transit Too Long -Claims Returned -Not Available

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 Vendor options due to B&T fulfillment issues)
- Receiving & Distributing Library supply orders & mail
- Continues to trouble shoot the Outdoor Lockers for patron book pickup
- Generated Monthly Reports

Diane Dudderar: Full Time Clerk

- Daily processing of new books and DVDs for Adult Services
- Worked 1 Saturday
- Worked 1 Point Lookout Thursday Shift
- Fill in at Circulation Desk coverage as needed

Kyra Hernandez: Part Time Clerk

- Continuing Processing Youth Services Materials as needed
- Served as backup for Receiving & Distributing Library supply orders & mail

Rafael Hernandez: Librarian Trainee

- Assigned Reference Desk Duties
- Assigned to help with the "Tech Guy" Program
- Continuing Libraries Magazine intake recording and processing and is in the process of cleaning up the tracking database for all magazines
- Assisted in Spanish Language Translation with Outreach Librarian Natasha Drax
- Calling online library card application patrons who haven't picked up their cards...to do so.

September 2025
Youth Services Stats for FY 2026

YS Room Walk-In Attendance				
	Kids	Teens	Adult	Total
July	921	197	847	1965
August	1023	209	942	2174
September	790	160	793	1743
October				
November				
December				
January				
February				
March				
April				
May				
June				
FY TOTAL	2734	566	2582	5882

Grab & Go Craft Kits		
	Types	Kits
July	12	431
August	17	601
September	6	256
October		
November		
December		
January		
February		
March		
April		
May		
June		
FY TOTAL	35	1288

Department Head Report:

A new school year and new beginning in the Youth Services Department. With the resignation of Librarian Eileen Kelly, we welcome Librarian Trainee Michela Christianson into YS. Michela has demonstrated an aptitude for working with children and teens throughout the summer, and we are confident she will continue to learn and grow here.

Our collection of back-to-school picture books flew off the displays as parents were eager to prepare their children for the year. The Gamers Brawl video game tournament, a program created by Jake Cohen, which he led with assistance from Ryan and Michela, was a huge success. Kids, teens and even a few adults competed, along with enthusiastic onlookers and supporters. We hope to have a similar turnout for the upcoming "Turkey Bowl" tournament in November.

Tanya, Pat and I have been collaborating on a Homework Help program, which will kick off in October. This comes after several requests by parents for assistance with worksheets and the like, as well as our community service-minded teens looking for opportunities to give back.

Tanya Suarez Matos, Librarian III, Youth Services

- Attended continuing education webinars.
 - GovLoop - How a Little Empathy Can Improve CX
 - OCLC - Linked Data for Public Libraries: An Introduction
 - Library Journal - The Future of Resilient Communities: Libraries at the Center of Disaster Recovery
 - GovLoop - Tips for Effective 1:1 Meetings
- Conducted a local history interview with local musician Frank Suárez, with Ms. Hornblass.
- Made homebound visits.
- Interviewed teen volunteers.
- Took over making the Youth Services Department's monthly program slideshow.
- Began planning with the Youth Services Department staff a new After-School Homework Help program that will be starting in October with volunteers from the high school's National Honor Society.
- Held Adult Services' programs and crafts.
 - True Crime Book Club
 - "Who Killed These Girls? The Unsolved Murders That Rocked a Texas Town" by Beverly Lowry
 - Maker Monday
 - Painted Valet Tray
- Held Youth Services' programs and crafts.
 - Messy Art for Tots
 - Crepe Paper Art
 - Straw Painting
 - Club Bébé
 - Drawing Club
 - Tween Painted Valet Tray

Jake Cohen – Youth Services Librarian Trainee – September Board Report

- **Programs:** In September, I led the 2025 Gamers Brawl, a Super Smash Bros. tournament for Nassau County residents aged 10 and up. For Youth Services, I ran Teen Gamers, Jr. Gamers, Retro Gamers, and Playdough Playtime. For Adult Services, I curated the book selection and led the monthly meeting of the Sci-Fi & Fantasy Book Club. Additionally, I screened the films “A Family Thing” for Film 101 and “Six Degrees of Separation” for LGBTQ Cinema.
- **Displays:** In honor of Hispanic Heritage Month, I curated a Hispanic Heritage book display for the YA/Teen Space in Youth Services. Also, I curated a New Arrivals display for YA books that have been recently added to the collection. In addition, I curated a book display with book suggestions for teens to read during their school lunch break.
- **Weeding:** This month, I weeded the YA Classics collection.
- **Continuing Education/Professional Development:** Additionally, in the past month, I earned CEU credits by completing an online sexual harassment course.

Michela Christianson

September 2025

Officially moved into YS full time on 9/29 🎉

Fulfilled general reference desk duties

Began weeding J FIC section

Assisted with 9/6 Gamers Brawl – staffed sign-in desk, kept official bracket, mediated championship rounds

Planned Family Halloween Costume Party @ West program/craft with Ron (set for 10/30)

Attended 9/12 NLS Lit-Fest

Attended NLS Webinar “The Libby-Sora Connection”

Attended NYS Library webinar “Beyond Access: Inclusive Programming in Libraries”

Attended NLS Webinar “Canva: Flyers”

Learned Baker & Taylor basics from Russell and Ali

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Revised and approved: 2/2021
Revised and approved: 7/2022
Rewritten for approval: 10/2025

PROCUREMENT POLICY

1. All purchases of goods and contracts for public services shall be made in accordance with the provisions of the New York State General Municipal Law. Every prospective purchase of goods/services must be initially reviewed to determine whether it is a purchase contract or public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.
2. Except as otherwise provided by law (paragraphs 3a and 3b), all public works contracts in excess of \$35,000 and all purchase contracts in excess of \$20,000 shall be subject to competitive bidding.
 - a. Rejection of a Low Bidder based upon an initial determination that the Low Bidder is not "responsible" within the meaning of the General Municipal Law shall be made following notice to the Low Bidder of the Board's intent to so disqualify them and providing the Low Bidder an opportunity to be heard by the Board or its designee on the issue of his/her qualifications.
3. For public works and purchase contracts which fall below the competitive bidding thresholds stated in the paragraph "2," the following conditions may apply:
 - a. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions, purchases under New York State, Nassau County, City of Long Beach, or Nassau Library System contracts and surplus and secondhand purchases from another government entity.
 - b. General Municipal Law 103, Subdivision 16, permits political subdivisions "to make purchases ... or to contract for services ... through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein....." Such piggyback contracts may be used if it has been "let in a manner that constitutes competitive bidding consistent with state law, and made available for use by other governmental entities."
 - c. The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This document may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract or contract

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number indicating the source which makes the item or service exempt, a memo from the purchase detailing the circumstance which led to an emergency purchase or any other written documentation that is appropriate.

- d. All goods and services not subject to competitive bidding will be secured by use of written requests for proposals (RFP), written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided.
 - e. Any questions regarding the applicability of any of these exceptions should be referred to Library Counsel.
4. The following method of purchase will be used when required by this policy in order to achieve the highest savings.

<u>Estimated Amount/Purchase Contract</u>	<u>Method</u>
<u>Goods and services under \$800</u>	<u>One verbal quote (approval by Department Head)</u>
<u>Goods and services \$801-\$2000</u>	<u>Two verbal quotes (approval by Library Director)</u>
<u>Goods and services \$2,001-\$6,000</u>	<u>Two written quotes (approval by Library Director)</u>
<u>Goods and services \$6,001-\$10,000</u>	<u>Two written quotes (approval by Board of Trustees)</u>
<u>Goods and services \$10,001-\$20,000</u>	<u>Three written quotes (approval by Board of Trustees)</u>
<u>Goods and services over \$20,000 which are not available on government contract</u>	<u>Bid required (approval by Board of Trustees)</u>
<u>Public works project between \$20,001 and \$34,999.99</u>	<u>Three written quotes (approval by Board of Trustees)</u>
<u>Public works projects \$35,000 and above</u>	<u>Bid required (approval by Board of Trustees)</u>
<u>Sole source</u>	<u>Contact Library Director</u>

- a. Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom

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written/email/oral quotes have been requested and the written/email/oral quotes offered.

- b. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to procurement.
 - c. All information gathered in complying with the procedures of this policy shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.
 - d. Whenever possible, the Library shall purchase items made from recycled materials (i.e. manufactured from secondary materials) if the recycled products meet contract specifications and the price of such products is reasonably competitive, as specified in Section 104A, General Municipal Law.
5. Under normal circumstances, contracts shall be awarded to the vendor or contractor with the lowest price quotation deemed responsible. If a vendor/contractor is not deemed responsible, facts supporting that judgment shall also be documented and filed with the records supporting the procurement.
- a. For purchase contracts in excess of \$20,000 and where it is deemed in the best interests of the Library, the 'best value' analysis may be used as permitted by New York State Finance Law §163. Best Value is defined as “the basis for awarding contracts for services to the offerer which optimizes quality, cost and efficiency, among responsive and responsible offerers. Such basis shall reflect, wherever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor for offerers that are small business, certified minority- or women-owned business enterprises as defined in Executive Law §310(1), (7), (15), (2) or disabled-veteran-owned business enterprises as defined in Executive Law 369-h(1) to be used in evaluation of offers for awarding of contracts for services.”
 - b. Circumstances under which the contract may not be awarded to the lowest responsible vendor or contractor include, but are not limited to:
 - 1) Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the Library;

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- 2) Vendor's or contractor's terms for payment are disadvantageous to the Library, e.g. full payment before commencement of work or delivery of goods;
 - 3) Vendor cannot fully comply with the specifications for goods or services as set forth by the Library;
 - 4) Vendor's warrant for goods or services is deemed inadequate by the Library;
 - 5) Vendor's post-purchase support services are deemed inadequate by the Library.
6. Pursuant to General Municipal Law Section 104-b (2) (f) the solicitation of alternative proposals or quotations will not be required in the best interest of the municipality in the following circumstances:
- a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. In determining whether a service shall fit into this category, the Board of Trustees shall take into consideration the following guidelines:
 - i. Whether the services are subject to state licensing or testing requirements.
 - ii. Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
 - iii. Whether the services require a personal relationship between the individual and municipal officials.

Professional and technical services shall include but not be limited to the following: services of any attorney; services of a physician; technical services of an engineer or architect engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs or services in substantial modification and customizing of prepackaged software.

- b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten life,

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health, safety or welfare of Library property or individuals. This section does not preclude alternate proposals if time permits.

- c. Purchases of surplus and second hand goods from any source. If alternate proposals are required, the Library is precluded from purchasing surplus and second hand goods at auctions or through specific advertised sources where the best prices are usually contained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
 - d. Goods under \$500 and public works contracts for less than \$1,000. The time and documentation required to purchase through this policy may be more costly than the item itself and, therefore, not in the best interest of the taxpayer. In addition, it is not likely that such *de minimis* contracts would be awarded based on favoritism.
 - e. Sole source suppliers. Competitive bidding is not required in those limited situations when there is only one possible source from which to procure goods or services such as in the case of certain patented goods or services or public utility services. In making a sole source determination the purchaser should document among other things the unique benefits of the item to be purchased or service to be rendered and that no other item or service is substantially equivalent and that there is no possibility of competition for the good to be purchased or service to be rendered.
 - f. Library Programs and Bus Trips. If it is determined that a service/program/bus trip can only be provided by a 'sole source supplier' or it is not possible to obtain the required number of quotes, this must be documented. Most library programs are unique and the presenter will be considered a sole source or providing professional services. Whenever possible, library program planners that contract with outside vendors (programmers or bus trip companies) should provide an RFP if the dollar amount reaches the threshold required by the Estimated Amount for a Purchase Contract (see 4.a.).
- 7. The employees responsible for purchasing are the Library Director, the Assistant Library Director and the Senior Library Clerk. As per New York State General Municipal Law, the Library employees and titles responsible for purchasing will be appointed at the annual reorganization meeting.
 - 8. E-Bids

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- a. New York State law authorizes local governments to receive electronic bids in connection with purchase contracts. The bid advertisement must designate how the electronic bid will be received (such as designating a website or email address where the bid should be sent.) The submission of bids in electronic format may not be required as the sole method for the submission of bids and paper bids must still be accepted. All other minimum requirements of the competitive bidding process remain the same.
 - b. However electronic bids are received, they must comply with Article 3 of the New York State Technology Law (the "Electronic Signatures and Records Act"). At a minimum, an electronic bid must document the time and date of the receipt, authenticate the identity of the sender, ensure the security of the information transmitted and ensure the confidentiality of the bid until the time and date established for the opening of bids.
9. No purchase of goods or services shall be made from any vendor in which elected officials of the Library (i.e., the Board of Trustees) or Library Administrators (i.e., Library Director or Assistant Library Director), hold a full or partial interest.
 10. This policy shall be reviewed annually. Library Administrators, in consultation with the Business Office, shall be responsible for conducting an annual evaluation of the effectiveness of the Procurement Policy and its procedures and an evaluation of the control procedures established to ensure compliance with the policy, and shall be responsible for reporting back to the Board of Trustees.
 11. Unintentional Failure to Comply. The unintentional failure to comply fully with the provisions of General Municipal Law, section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Library or any officer or employee thereof.

Patron Rules of Conduct

Public libraries are places of information, knowledge and learning. Public libraries are one of the few public spaces in communities and in the country where anyone may come and be welcomed and served, where they can find a space and find their voice.

Long Beach Public Library is committed to serving everyone, especially those in the community who most need access to services and resources and for whom barriers may sometimes hinder full and equitable access.

Because the library is for everyone, the Long Beach Public Library Board of Trustees has established **Rules of Conduct** to ensure that:

- All library patrons may use and enjoy services, materials, and facilities without unreasonable interference and disturbance from others
- All library patrons enjoy safe, clean, and secure library facilities
- All library employees have a safe and secure workplace
- Library materials and facilities are protected from damage and theft

The following behaviors are prohibited within library facilities or at library events:

- Inflicting physical harm or unwanted physical contact
- Harassment or threatening behavior (i.e. physical, sexual, verbal, stalking)
- Using obscene or abusive language or gestures
- Making unreasonable noise, including loud talking on a cell phone or otherwise.
- Engaging in sexual conduct or lewd behavior
- Having a knife, gun, or any other weapon, look-alike weapon, or any other objects that can be reasonably considered as weapons
- Possession, consumption, or selling of alcoholic beverages or controlled substances
- Smoking, rolling, or using any tobacco product, marijuana, synthetic tobacco, synthetic marijuana or electronic or other e-cigarettes (smokeless or the equivalent)
- Eating or drinking except as approved by Library administration
- Sleeping in the Library or at the Library's entrance
- Making unreasonable use of the rest rooms, including laundering clothes and bathing
- Soliciting, petitioning, or canvassing
- Selling any goods or services
- Using a bicycle, skates, skateboard, scooter, or any like item
- Theft including deliberately removing library materials without checking them out
- Bringing in an animal, unless it is assisting a person with a disability or part of a library program

- Damaging, defacing, or misusing any Library materials or property. This includes disabling Library equipment, changing hardware or software or settings on a Library computer, or using a Library computer for a purpose other than that designated by the Library
- Creating, viewing, sharing or distributing pornography
- Engaging in conduct that may reasonably be expected to endanger the health and safety of patrons or employees or cause or threaten damage
- Coming up to the 3rd floor (staff floor) without an appointment
- Engaging in online activities that violate the law or community standards
- Engaging in any activity in violation of federal, state, local, or other applicable law or Library policies

Additionally, the following rules must be observed:

- You must wear clothing and shoes in the Library
- You must not emit offensive body odors
- Patrons are not permitted to bring any type of shopping cart into the Library
- Personal belongings cannot be left unattended and must be removed from the Library when leaving the building
- Any unclaimed items left in the library will be kept in the Lost and Found for 30 days before being discarded
- You must present your library card or other ID if asked by library employees or security officers
- Large groups that want to visit the Library must get permission before they visit
- Private and commercial filming and photography must be in compliance with the Library's "Filming and Photography" policy.
- Children age 9 and under must be accompanied by a caregiver or other responsible person at least 14 years of age or older. Please see the library's "Safety of Minors" policy for further information

POTENTIAL CONSEQUENCES

The Library reserves the right to inspect the contents of personal belongings. The Library also reserves the right to impose time limits upon use of Library resources to ensure all patrons have access.

Patrons violating any rule of behavior risk being asked to leave or be banned from the Library and its properties. Library administration, security officers and designated library staff are authorized to ask disruptive patrons to leave the library, call police as appropriate and/or impose a 24-hour ban. Library staff will document violations of the Rules of Conduct via the Incident Report form and/or documentation log. All behavior violations will be investigated by library administration and longer bans may be instituted based on the nature of the violation. Depending on the severity of the violation, longer bans range from 30 days to over a year. Depending on the nature of the violation, patrons can also be arrested or be subject to other legal action.

Individuals whose Library privileges are suspended/revoked for longer than thirty (30) days may appeal that suspension/revocation to the Library Board of Trustees. Individuals requesting an appeal must do in writing within thirty (30) days of suspension, indicating their desire for an appeal, and the basis therefor. If the next Board meeting is more than 15 days from receipt of the appeal request, such hearing will be held at the next regular meeting of the Board of Trustees. If less than 15 days, the hearing will be held at the following regular meeting of the Board of Trustees. The Board shall render a written decision within fourteen (14) days of the appeal hearing.

10/20/2025 Assets Disposal List for Board approval

Transaction Type	Tag/ID	Building No	Floor	Description
Deletion	900108	0101	3	ITEM OF 7 STAINED AND VARNISHED OPEN ARM CHAIRS, WITH CUSHION SEATS
Deletion	174	0101	3	STAINED AND VARNISHED DOUBLE PEDESTAL BASE CONFERENCE TABLE, 8 X 4
Deletion	173	0101	3	STAINED AND VARNISHED DOUBLE PEDESTAL CREDENZA, 96 X 24 X 30
Deletion	172	0101	3	STAINED AND VARNISHED DOUBLE PEDESTAL DESK, 84 X 36
Deletion	1123	0101	3	ALL-IN-ONE PERSONAL COMPUTER, WITH KEYBOARD, MOUSE AND PRINTER
Deletion	1163	0101	3	ALL-IN-ONE PERSONAL COMPUTER, WITH KEYBOARD, MOUSE AND PRINTER
Deletion	517	0101	3	PANASONIC MICROWAVE

**RESOLUTION DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING
WITHDRAWAL OF MUNICIPAL PUBLIC MONEYS**

TO: (Name/Address of Financial Institution) ConnectOne Bank 301 Sylvan Avenue Englewood Cliffs, NJ 07632 68	FROM: (Name/Address of Municipal Entity) Long Beach Public Library 111 W. Park Avenue Long Beach, New York 11561-3300
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Words or phrases preceded by a ☐ are applicable only if the ☒ is marked.

Under the Governing Municipality of: City of Long Beach

State of: New York

"IT IS RESOLVED THAT:

ConnectOne Bank (the "Financial Institution"), qualified as a public depository under state law, is hereby designated as a depository in which the funds of this Municipality may from time to time be deposited;

The following described account(s) be opened and maintained in the name of this Municipality with the Financial Institution subject to the rules and regulations of the Financial Institution from time to time in effect;

The person(s) and the number thereof designated by title designated account(s) is hereby authorized, for and on behalf of this Municipality, to sign orders or checks in accordance with state law, for payment or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by Financial Institution any and all checks, drafts, notes, bills, certificates of deposit or other instruments or orders for the payment of money owned or held by said Municipality;

The endorsement for deposit may be in writing, by stamp, or otherwise, with or without designation of signature of the person so endorsing; and

Any one of the persons holding the offices of this Municipality designated below is hereby authorized to make oral or written requests of the Financial Institution for the transfer of funds or money between accounts maintained by this Municipality at the Financial Institution."

THIS RESOLUTION APPLIES TO (Select One): ☒ **All Accounts**

☐ **Specific Account Number(s):**

DATE OF RESOLUTION:

NAME AND TITLE	SIGNATURE	NO. OF NECESSARY COUNTER SIGNATURES
Gemma Tansey Trustee		2
Mary Ellen Guarini Trustee		2
Anita Laspina Trustee		2
Samuel J. Pinto Trustee		2
Kyle Zaharatos Treasurer		2
Katherine Anja Schmidt-Muskin Trustee		2

Additional comments or instructions:

Refer to Schedule A: ** Applies only to Tara Lannen-Stanton - Limited Signer.

This Resolution includes all of the provisions on Page 2.

This is to Certify, that the foregoing is a true and correct copy of resolutions duly and legally adopted by the governing body of Municipality at an open legal meeting held on the _____ day of _____ and said resolutions are now in full force and effect.

Signed by

Gemma Tansey

Date

Clerk

The undersigned member of the governing body not authorized to sign orders or checks certifies that the foregoing is a correct copy of a resolution passed as therein set forth.

Tara Lannen-Stanton
Title: Director

Date

"IT IS FURTHER RESOLVED, that the Financial Institution be and is hereby authorized and directed to honor, certify, pay and charge to any of the accounts of this Municipality, all orders or checks for the payment, withdrawal or transfer of funds or money deposited in these accounts or to the credit of this Municipality for whatever purpose or to whomever payable, including requests for conversion of such instruments into cash as well as for deduction from and payment of cash out of any deposit, and whether or not payable to, endorsed or negotiated by or for the credit of any persons signing such instrument or payable to or for the credit of any other officer, agent or employee of this Municipality, when signed, accepted, endorsed or approved as evidenced by original or facsimile signature by the person(s), and the number thereof, designated by title for the accounts described in the foregoing resolution, and to honor any request(s) made in accordance with the foregoing resolution, whether written or oral, and including but not limited to, request(s) made by telephone or other electronic means, for the transfer of funds or money between accounts maintained by this Municipality at the Financial Institution, and the Financial Institution shall not be required or under any duty to inquire as to the circumstances of the issuance or use of any such instrument or request or the application or use of proceeds thereof.

FURTHER RESOLVED, that the Financial Institution be and is hereby authorized to comply with any process, summons, order, injunction, execution, distraint, levy, lien, or notice of any kind (hereafter called "Process") received by or served upon the Financial Institution, by which, in the Financial Institution's opinion, another person or entity claims an interest in any of these accounts and Financial Institution may, at its option and without liability, thereupon refuse to honor orders to pay or withdraw sums from these accounts and may hold the balance therein until Process is disposed of to Financial Institution's satisfaction.

FURTHER RESOLVED, that any one of the persons holding the offices of this Municipality designated above is hereby authorized (1) to receive for and on behalf of this Municipality, securities, currency or any other property of whatever nature held by, sent to, consigned to or delivered to the Financial Institution for the account of or for delivery to this Municipality, and to give receipt therefor, and the Financial Institution is hereby authorized to make delivery of such property in accordance herewith, (2) to sell, transfer, endorse for sale or otherwise authorize the sale or transfer of securities or any other property of whatever nature held by, sent to, consigned to or delivered to the Financial Institution for the account of or for delivery to this Municipality, and to receive and/or apply the proceeds of any such sale to the credit of this Municipality in any such manner as he/she/they deem(s) proper, and the Financial Institution is hereby authorized to make a sale or transfer of any of the aforementioned property in accordance herewith, and (3) in accordance with state law, to accept such security, if applicable, and to execute such documents as said officer deems proper and necessary to secure the funds of this Municipality and to issue instructions regarding the same.

FURTHER RESOLVED, that this Municipality assumes full responsibility for any and all payments made or any other actions taken by the Financial Institution in reliance upon the signatures, including facsimiles thereof, of any person or persons holding the offices of this Municipality designated above regardless of whether or not the use of a facsimile signature was unlawful or unauthorized and regardless of by whom or by what means the purported signature or facsimile signature may have been affixed to any instrument if such signatures resemble the specimen or facsimile signatures provided to the Financial Institution, for refusing to honor any signatures not provided to the Financial Institution, for honoring any requests for the transfer of funds or money between accounts or for the instructions from the persons designated in the foregoing resolutions regarding security for the accounts notwithstanding any inconsistent requirements of this Municipality not expressed in the foregoing resolutions, and that this Municipality agrees to indemnify and hold harmless the Financial Institution against any and all claims, demands, losses, costs, damages or expenses suffered or incurred by the Financial Institution resulting from or arising out of any such payment or other action.

Select if applicable: ☐ **Further Resolved**, the Financial Institution is authorized to honor facsimile and other non-manual signatures and may honor and charge the Municipality for all negotiable instruments, checks, drafts, and other orders for payment of money drawn in the name of the Municipality, on its regular accounts, including an order for electronic debit, whether by electronic tape or otherwise, regardless of by whom or by what means the facsimile signature or other non-manual signature may have been affixed, or electronically communicated, if such facsimile signature resembles the specimen attached to this Resolution or filed with the Financial Institution, regardless of whether misuse of a specimen or non-manual signature is with or without the negligence of the Municipality. The Specimen Facsimile Signature Exhibit, if attached, is incorporated into and is an integral part of this Resolution. The Municipality indemnifies the Financial Institution for all claims, expenses, and losses resulting from the honoring of any signature certified or refusing to honor any signature not so certified.

FURTHER RESOLVED, that the Secretary or Clerk of this Municipality be and hereby is authorized and directed to certify to the Financial Institution the foregoing resolutions, that the provisions thereof are in conformity with law, the names, incumbencies and specimen or facsimile signature(s) on this resolution and, if applicable, on signature cards of the officer or officers named therein, and that the foregoing resolutions and signature cards, if any, and the authority thereby conferred shall remain in full force and effect until this Municipality notifies the Financial Institution to the contrary in writing; and the Financial Institution may conclusively presume that such resolutions and signature cards are in effect and that the persons identified therein from time to time as officers of the Municipality have been duly elected or appointed to and continue to hold such offices.

FURTHER RESOLVED, that this resolution authorizes the Financial Institution to honor all orders or checks when bearing, or purporting to bear, the facsimile signature(s) provided below, if any, by any of the named officers, or in an attached Exhibit when indicated.

Facsimile Signature

Facsimile Signature

☐ The Specimen Facsimile Signature Exhibit attached is incorporated into and is an integral part of this Resolution.

By initialing, I acknowledge this is page 2 of 2 of the Resolution Designating
Public Depository and Authorizing Withdrawal of Municipal Public Moneys

Initials

Initials

Initials

Initials

**RESOLUTION DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING
WITHDRAWAL OF MUNICIPAL PUBLIC MONEYS**

TO: (Name/Address of Financial Institution) ConnectOne Bank 301 Sylvan Avenue Englewood Cliffs, NJ 07632 68	FROM: (Name/Address of Municipal Entity) Long Beach Public Library 111 W. Park Avenue Long Beach, New York 11561-3300
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Words or phrases preceded by a ☐ are applicable only if the ☒ is marked.

Under the Governing Municipality of: City of Long Beach

State of: New York

"IT IS RESOLVED THAT:

ConnectOne Bank (the "Financial Institution"), qualified as a public depository under state law, is hereby designated as a depository in which the funds of this Municipality may from time to time be deposited;

The following described account(s) be opened and maintained in the name of this Municipality with the Financial Institution subject to the rules and regulations of the Financial Institution from time to time in effect;

The person(s) and the number thereof designated by title designated account(s) is hereby authorized, for and on behalf of this Municipality, to sign orders or checks in accordance with state law, for payment or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by Financial Institution any and all checks, drafts, notes, bills, certificates of deposit or other instruments or orders for the payment of money owned or held by said Municipality;

The endorsement for deposit may be in writing, by stamp, or otherwise, with or without designation of signature of the person so endorsing; and

Any one of the persons holding the offices of this Municipality designated below is hereby authorized to make oral or written requests of the Financial Institution for the transfer of funds or money between accounts maintained by this Municipality at the Financial Institution."

THIS RESOLUTION APPLIES TO (Select One): ☒ **All Accounts**

☐ **Specific Account Number(s):**

DATE OF RESOLUTION:

NAME AND TITLE	SIGNATURE	NO. OF NECESSARY COUNTER SIGNATURES

Additional comments or instructions:

This Resolution includes all of the provisions on Page 2.

This is to Certify, that the foregoing is a true and correct copy of resolutions duly and legally adopted by the governing body of Municipality at an open legal meeting held on the _____ day of _____ and said resolutions are now in full force and effect.

Signed by _____

Date

Clerk

The undersigned member of the governing body not authorized to sign orders or checks certifies that the foregoing is a correct copy of a resolution passed as therein set forth.

Date

Title:

"IT IS FURTHER RESOLVED, that the Financial Institution be and is hereby authorized and directed to honor, certify, pay and charge to any of the accounts of this Municipality, all orders or checks for the payment, withdrawal or transfer of funds or money deposited in these accounts or to the credit of this Municipality for whatever purpose or to whomever payable, including requests for conversion of such instruments into cash as well as for deduction from and payment of cash out of any deposit, and whether or not payable to, endorsed or negotiated by or for the credit of any persons signing such instrument or payable to or for the credit of any other officer, agent or employee of this Municipality, when signed, accepted, endorsed or approved as evidenced by original or facsimile signature by the person(s), and the number thereof, designated by title for the accounts described in the foregoing resolution, and to honor any request(s) made in accordance with the foregoing resolution, whether written or oral, and including but not limited to, request(s) made by telephone or other electronic means, for the transfer of funds or money between accounts maintained by this Municipality at the Financial Institution, and the Financial Institution shall not be required or under any duty to inquire as to the circumstances of the issuance or use of any such instrument or request or the application or use of proceeds thereof.

FURTHER RESOLVED, that the Financial Institution be and is hereby authorized to comply with any process, summons, order, injunction, execution, distraint, levy, lien, or notice of any kind (hereafter called "Process") received by or served upon the Financial Institution, by which, in the Financial Institution's opinion, another person or entity claims an interest in any of these accounts and Financial Institution may, at its option and without liability, thereupon refuse to honor orders to pay or withdraw sums from these accounts and may hold the balance therein until Process is disposed of to Financial Institution's satisfaction.

FURTHER RESOLVED, that any one of the persons holding the offices of this Municipality designated above is hereby authorized (1) to receive for and on behalf of this Municipality, securities, currency or any other property of whatever nature held by, sent to, consigned to or delivered to the Financial Institution for the account of or for delivery to this Municipality, and to give receipt therefor, and the Financial Institution is hereby authorized to make delivery of such property in accordance herewith, (2) to sell, transfer, endorse for sale or otherwise authorize the sale or transfer of securities or any other property of whatever nature held by, sent to, consigned to or delivered to the Financial Institution for the account of or for delivery to this Municipality, and to receive and/or apply the proceeds of any such sale to the credit of this Municipality in any such manner as he/she/they deem(s) proper, and the Financial Institution is hereby authorized to make a sale or transfer of any of the aforementioned property in accordance herewith, and (3) in accordance with state law, to accept such security, if applicable, and to execute such documents as said officer deems proper and necessary to secure the funds of this Municipality and to issue instructions regarding the same.

FURTHER RESOLVED, that this Municipality assumes full responsibility for any and all payments made or any other actions taken by the Financial Institution in reliance upon the signatures, including facsimiles thereof, of any person or persons holding the offices of this Municipality designated above regardless of whether or not the use of a facsimile signature was unlawful or unauthorized and regardless of by whom or by what means the purported signature or facsimile signature may have been affixed to any instrument if such signatures resemble the specimen or facsimile signatures provided to the Financial Institution, for refusing to honor any signatures not provided to the Financial Institution, for honoring any requests for the transfer of funds or money between accounts or for the instructions from the persons designated in the foregoing resolutions regarding security for the accounts notwithstanding any inconsistent requirements of this Municipality not expressed in the foregoing resolutions, and that this Municipality agrees to indemnify and hold harmless the Financial Institution against any and all claims, demands, losses, costs, damages or expenses suffered or incurred by the Financial Institution resulting from or arising out of any such payment or other action.

Select if applicable: ☐ **Further Resolved**, the Financial Institution is authorized to honor facsimile and other non-manual signatures and may honor and charge the Municipality for all negotiable instruments, checks, drafts, and other orders for payment of money drawn in the name of the Municipality, on its regular accounts, including an order for electronic debit, whether by electronic tape or otherwise, regardless of by whom or by what means the facsimile signature or other non-manual signature may have been affixed, or electronically communicated, if such facsimile signature resembles the specimen attached to this Resolution or filed with the Financial Institution, regardless of whether misuse of a specimen or non-manual signature is with or without the negligence of the Municipality. The Specimen Facsimile Signature Exhibit, if attached, is incorporated into and is an integral part of this Resolution. The Municipality indemnifies the Financial Institution for all claims, expenses, and losses resulting from the honoring of any signature certified or refusing to honor any signature not so certified.

FURTHER RESOLVED, that the Secretary or Clerk of this Municipality be and hereby is authorized and directed to certify to the Financial Institution the foregoing resolutions, that the provisions thereof are in conformity with law, the names, incumbencies and specimen or facsimile signature(s) on this resolution and, if applicable, on signature cards of the officer or officers named therein, and that the foregoing resolutions and signature cards, if any, and the authority thereby conferred shall remain in full force and effect until this Municipality notifies the Financial Institution to the contrary in writing; and the Financial Institution may conclusively presume that such resolutions and signature cards are in effect and that the persons identified therein from time to time as officers of the Municipality have been duly elected or appointed to and continue to hold such offices.

FURTHER RESOLVED, that this resolution authorizes the Financial Institution to honor all orders or checks when bearing, or purporting to bear, the facsimile signature(s) provided below, if any, by any _____ of the named officers, or in an attached Exhibit when indicated.

Facsimile Signature

Facsimile Signature

☐ The Specimen Facsimile Signature Exhibit attached is incorporated into and is an integral part of this Resolution.

By initialing, I acknowledge this is page 2 of 2 of the Resolution Designating
Public Depository and Authorizing Withdrawal of Municipal Public Moneys

Initials

Initials

Initials

Initials



SCHEDULE A

DISCLOSURE REGARDING ONLINE BANKING ADMINISTRATOR SELECTION

You have requested ConnectOne Bank to recognize one or more parties who are not signatories on the above referenced account(s) to be recognized as "online administrators" for such account(s). Although these parties will not have the authority to sign checks on the above referenced account(s), as they are not signatories, **they will have complete authority** over the account(s) through online banking. This includes, among other things, the ability to:

- Transfer funds out of the account(s);
- Change the parties authorized to view or initiate transactions online on the account(s), including transfers out of the account(s);
- Change the types of transactions which can be initiated through online banking; and
- Name other parties as administrators on the account(s).

Your signature on this resolution serves as evidence of your acknowledgment of this disclosure and the authority you are conferring on the individual(s) named as administrator for the above referenced account(s).

I acknowledge the above disclosure regarding the authority I am conferring on the individuals named as administrator for the above referenced account(s).

Nassau Library System

Proposed ILS & Associated Services Budget - 2026

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

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

In 2025, our biggest project was the release of an updated mobile app. Within the first two months, it had already received greater usage than the prior mobile app (itself released approximately 10 years earlier) and we continue to see increasing usage. Additionally, we installed Meraki MX Security devices at member libraries as part of our ongoing cybersecurity. This year also saw the roll out of new Patron Point trainings, a patron-facing SMS notification service, and additional KPI reports related to wait times.

In 2026 we expect to work with member libraries to update the Resource Sharing Code that guides material sharing across the system. We hope to evaluate and implement additional cybersecurity tools. We're also hoping to implement a learning management system (LMS) to streamline continuing education and training.

Despite a tough economic climate, we've been able to keep this year's budget to a 2.3% increase driven almost entirely by the new mobile app and other long-term contracts. This is partially achieved by taking \$20,000 that we expect to come in under budget this year and applying that fund balance to next year. We have also reduced our capital fund investment to a minimum – the Meraki replacements this year came in under budget leaving us with a capital fund sufficiently financed for any expected capital costs throughout 2026. As always, due to varying usage factors – patron records, item records, transactions – libraries see variable increases/decreases to their individual charges.

The Participating Libraries Schedule of Fees lists the fees to be paid by each Participating Library for these services. ILS & Associated Services have always been provided on a cost recovery basis, with Participating Libraries paying proportionately based on usage factors. The same three usage factors that were used to calculate each Participating Library's share of the projected expenses for ILS & Associated Services for calendar year 2025 were used again for this proposed budget – patron records, item records, and circulation transactions.

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

<i>Number of Patron Records:</i>	<i>\$0.189 per record</i>	<i>[Based a three-year average]</i>
<i>Number of Item Records:</i>	<i>\$0.189 per record</i>	<i>[Based a three-year average]</i>
<i>Circulation Transactions:</i>	<i>\$0.189 per transaction</i>	<i>[Based a three-year average]</i>

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



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

**Vote on the 2026 ILS & Associated Services Budget and/or appoint the Library Director
as the Library Board's Representative to Vote on the budget.**

As per the Agreement for ILS & Associated Services signed by every Participating Library in 2018, the Nassau Library System (NLS) Board of Trustees seeks a recommendation on the 2026 ILS & Associated Services Budget and Participating Libraries Schedule of Fees.

Based on that agreement, NLS will hold a budget hearing for libraries to ask questions and supply comments. Votes for or against recommending the proposed budget must be transmitted to the Nassau Library System either at or prior to the ILS Advisory Council meeting on November 20th, 2025.

2025 Hearing & Voting Deadline Dates

October 28, 2025 at 7:00 PM VIRTUAL – Online Budget Hearing & Opportunity to Comment
<https://meet.goto.com/383343149>

November 20, 2025 at 9:30 AM – Deadline to vote to recommend this budget and schedule of fees to the NLS Board of Trustees. The voting representatives of Participating Libraries must submit said authorization before this date. Scanned resolutions can be emailed to rdrake@nassaulibrary.org.

In order to participate in the vote on the budget recommendation, we request that each Participating Library Board of Trustees pass the following motion. This motion must either be mailed or transmitted digitally to the Nassau Library System prior to November 20, 2025.

Motion for Participating Libraries

The Board of Trustees of the _____ [insert library name], upon due consideration of the proposed 2026 ILS & Associated Services Budget and Participating Libraries Schedule of Fees, hereby resolves to vote _____ [insert 'in favor of' or 'against'] said recommended budget and schedule of fees and hereby appoints _____ [insert Individual's name] to submit this authorization to NLS prior to **November 20th, 2025.**

Board President's Signature

Date

Print Board President's Name

Proposed 2026 ILS Associated Services Budget

CODE	DESCRIPTION	PROPOSED 2026 Budget	AMENDED 2025 Budget	Proposed Budget Difference		NOTES
				\$	%	
Salaries						
60142-01	Full Time	\$ 567,219	\$ 551,800	\$ 15,419	2.8%	2026 salary increases subject to collective bargaining. Includes estimates for holiday coverage/limited unexpected overtime.
60142-02	Part Time	\$ -	\$ -	\$ -	2.8%	
	Subtotal Salaries	\$ 567,219	\$ 551,800	\$ 15,419	2.8%	
Employee Benefits						
99010	NYS Retirement	\$ 100,000	\$ 89,943	\$ 10,057	11.2%	2026 costs.
99030	Social Security	\$ 43,569	\$ 42,300	\$ 1,269	3.0%	Payroll driven.
99040	Workers Compensation	\$ 1,957	\$ 1,900	\$ 57	3.0%	2026 costs
99055	Disability Insurance	\$ 206	\$ 200	\$ 6	3.0%	2026 costs are estimated.
99060-01	Health Insurance	\$ 159,030	\$ 151,457	\$ 7,573	5.0%	2026 costs are estimated.
99060-02	Dental Insurance	\$ 4,610	\$ 4,390	\$ 220	5.0%	2026 costs
9906003	Retiree Health Insurance	\$ 34,881	\$ 33,220	\$ 1,661	5.0%	Two retirees as of 2026
9906004	Medicare Part B Reimbursement	\$ 2,450	\$ 2,200	\$ 250	11.4%	One beneficiary as of 2026
	Subtotal Employee Benefits	\$ 346,702	\$ 325,610	\$ 21,092	6.5%	
	Total Personnel	\$ 913,921	\$ 877,410	\$ 36,511	4.2%	
Operating Expenses						
71410	Books and Subscriptions	\$ 100	\$ 100	\$ -	0.0%	
71411	Software / Licenses	\$ 5,600	\$ 5,500	\$ 100	1.8%	Includes Fresh Desk ticket system, Office, Site 24x7, Antivirus, Zoho Vault, Tableau, Anydesk
72430-01	Office Supplies	\$ 300	\$ 300	\$ -	0.0%	
72430-02	Library Mailers	\$ 1,000	\$ 1,000	\$ -	0.0%	Ordered in bulk, used as needed.
72431	Telephone	\$ 1,200	\$ 1,200	\$ -	0.0%	Switched to VOIP in 2021
72433	Postage & Shipping	\$ 100	\$ 100	\$ -	0.0%	
72438	Professional Memberships	\$ 200	\$ 200	\$ -	0.0%	IUG (Innovative Users Group)
72454	Insurance	\$ 4,500	\$ 4,500	\$ -	0.0%	Cybersecurity and insurance for leased equipment in Participating Libraries. Also for the proportion of NLS insurance that covers ILS & Associated Services equipment at the central site (which is less costly than a separate policy).
72435-01	Continuing Education	\$ 8,500	\$ 8,500	\$ -	0.0%	Expected IUG & NYLA & RSA
72437-02	Professional Services - Legal	\$ 500	\$ 500	\$ -	0.0%	Legal fees ILS & Associated Services - generally contract evaluation.
72437-03	Professional Services - Audit/Fiscal	\$ 12,000	\$ 12,000	\$ -	0.0%	Proportional share of NLS' audit costs for ILS & Associated Services
72437-04	Payroll Processing Service	\$ 1,050	\$ 825	\$ 225	27.3%	ILS & Associated Services portion of NLS payroll processing costs
72439-03	Notice Printer Lease/Maintenance	\$ 1,200	\$ 1,100	\$ 100	9.1%	Cost is for toner
72439-04	Copier Maintenance	\$ 250	\$ 250	\$ -	0.0%	Fewer copies being printed
70203-03	Computer Equipment	\$ 2,250	\$ 3,000	\$ (750)	-25.0%	Computer equipment for central site staff. One replacement scheduled 2025
	Total Operating Expenses	\$ 38,750	\$ 39,075	\$ (325)	-0.8%	

Proposed 2026

ILS Associated Services Budget

CODE	DESCRIPTION	PROPOSED 2026 Budget	AMENDED 2025 Budget	Proposed Budget Difference		NOTES
				\$	%	
Purchased Services						
57100	Participating Library Fiber Circuits (Crown Castle)	\$ 222,000	\$ 231,504	\$ (9,504)	-4%	Crown Castle. Decreased cost negotiated beginning July 1st 2024. Not E-Rated. As of 2025, three libraries no longer have crown lines. Two upgraded service.
72431-02	Central Site Fiber Circuits	\$ 11,796	\$ 11,796	\$ -	0%	(One Lightpath line, One Crown Castle) Contracts negotiated 2024. Offset by E-Rate
72431-03	Redundent Lines (Lightpath)	\$ 132,000	\$ 127,975	\$ 4,025	3%	Off-set by E-Rate reimbursement. Contract with Lightpath negotiated 2024. As of 2025, two libraries have an additional lighpath line.
72439-02	Server Room Upkeep	\$ 2,400	\$ 2,500	\$ (100)	-4%	First Tech (server room cleaning twice a year, \$1800), UPS Batteries.
72439-05	INN-Reach	\$ 79,094	\$ 75,646	\$ 3,448	5%	III Inn-Reach - Software that powers ILLink
72439-06	Print & Time Management	\$ 17,210	\$ 12,000	\$ 5,210	43%	Comprise (SAM) license. Moved to the cloud in 2021. New contract 2025
72439-07	Sierra Maintenance Renewal	\$ 756,674	\$ 738,219	\$ 18,455	2%	2.5% increase in new contract. Includes Vega
72439-13	Patron Mobile App	\$ 25,000	\$ -	\$ 25,000	-	A new App was purchased and implemented in 2025.
72439-08	ILS Enhancements / Patron Comms	\$ 36,000	\$ 36,000	\$ -	0%	Patron Point. Newly includes SMS notices & estimated SMS charges
72439-09	Catalog Enhancements	\$ 9,000	\$ 10,000	\$ (1,000)	-10%	TS360 Reviews.
7243912	E-Commerce Processor Fees	\$ 42,000	\$ 42,000	\$ -	0%	Payment processing costs for catalog e-commerce and self-check terminals
72439-10	ILS Network Equipment & Support	\$ 44,017	\$ 51,750	\$ (7,733)	-15%	NRI Secure as of mid 2024. Due to planned device replacement, we don't expect to need many spare devices for unexpected device failures
	Total Purchased Services	\$ 1,377,192	\$ 1,339,390	\$ 37,802	2.8%	
Other						
9500000	Transfer to Capital Fund	\$ 100	\$ 500	\$ (400)	-80.0%	2022 saw the final payments on the De Lage Landen loan. E-rate reimbursements are routinely transferred to capital when received. Meraki licenses are now a yearly expense against this fund.
	Fund Balance Offset			\$ (20,000)		Transfer from prior year unexpected fund balance
	Total Other	\$ (19,900)	\$ 500	\$ (20,400)	-80.0%	
	Grand Total	\$ 2,309,963	\$ 2,256,375	\$ 53,588	2.37%	

REVENUE CODE	DESCRIPTION	PROPOSED 2026 Budget	AMENDED 2025 Budget	Proposed Budget Difference		NOTES
				\$	%	
41050	Usage Charge - Circulation	\$ 994,200	\$ 914,543	\$ 79,657	8.7%	2026 budget based on an average of 2022/2023/2024 Circulation
41060	Usage Charge - Patron Records	\$ 129,164	\$ 126,887	\$ 2,277	1.8%	2026 budget based on an average of patron record snapshots taken 2023/2024/2025
41070	Usage Charge - Item Records	\$ 904,055	\$ 916,956	\$ (12,901)	-1.4%	2026 budget based on an average of item record snapshots taken 2023/2024/2025
40100	Participating Libraries Fiber Circuits	\$ 222,000	\$ 231,504	\$ (9,504)	-4.1%	Crown Castle costs paid by Participating Libraries
40200	Acquisitions Maintenance	\$ 45,544	\$ 51,485	\$ (5,940.53)	-11.5%	23 libraries, 2.5% increase in 2024 ILL contract. 3 libraries dropped service
40300	INN-Reach Fee for Non-ILS Services Libraries	\$ 15,000	\$ 15,000	\$ -	0.0%	Fee was set by the ILS & Associated Services Council; it matches SCLS fee.
40400	Sierra User Licenses	\$ -	\$ -	\$ -	0.0%	Placeholder budget line for licenses that may be purchased by participating libraries
	Total ILS Revenue	\$ 2,309,963	\$ 2,256,375	\$ 53,589	2.37%	

2026 Proposed Schedule of Fees

ILS & Associated Services Budget

Data Pulled				2025				2024				2023				Snapshots 9/1				2024				2023				Snapshots 9/1				2024				2023				CIRC AVERAGE				Full Calendar Year				2026 Proposed				COST																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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Baker & Taylor Ceases Operations After ReaderLink Acquisition Falls Through

by [Sarah Asch](#)

Oct 10, 2025 | Filed in [News](#)

Baker & Taylor (B&T), the largest library wholesaler in the country, is shuttering. At a town hall on October 6, CEO Amandeep Kochar told staff that B&T would cease operations.

Baker & Taylor (B&T), the largest library wholesaler in the country, is shuttering. At a town hall on October 6, CEO Amandeep Kochar told staff that B&T would cease operations.

More than 500 employees were laid off on October 6, according to a letter sent to terminated staff, as part of a five-phase plan. The company expects to only keep 14 employees as part of a “post wind-down group” by next January. The initial round of layoffs came after an acquisition deal with ReaderLink fell through in late September.



According to remaining employees, speaking on the condition of anonymity, there are no more books being shipped out to libraries, and it is unclear whether customers will get refunds or what will happen to remaining stock.

While the company's struggles have now reached a tipping point, many say the problems are not new. Like all book wholesalers, B&T was hit by the downtick in library purchasing during the early days of the pandemic. Then the company faced a major cyberattack in 2022, which had a months-long impact on the company's operations.

When new leadership took over B&T in 2021, Kochar emphasized diversifying the company's products and focusing on software, according to a former B&T senior employee. This included an analytics platform, cataloging software, and digital book software, among others.

The company's financial strain led to B&T owing publishing companies a significant sum of money, and some publishers stopped doing business with the wholesaler. This meant libraries that buy from B&T could not get certain titles or faced long delays.

Jennifer Domenech, the assistant director at the Pine Mountain Regional Library System in Georgia, said she noticed increased wait times starting over a year ago.

At first, she said, the company noted online that some items would have delayed delivery. Domenech started buying those books from competitor Ingram instead. Eventually, even books without that label were arriving late from Baker & Taylor.

“This fiscal year, which started in July, I said I’m going 100 percent Ingram,” Domenech said. “We couldn’t trust that we were going to be getting anything from Baker & Taylor and I didn’t want to deal with it.”

Carolyn Morris, vice president of Ingram Library Services, said her company has seen a steady increase in customers this year. Most large libraries already had an account with Ingram, as bigger systems often have multiple avenues to purchase books. Morris said not only have large libraries moved more purchases over to Ingram recently, but smaller libraries are reaching out to get set up, too.

“We’ve opened more than a thousand new accounts this year,” she said. “And a significant number of new requests have come in since the ReaderLink deal was announced (and fell through).”

Morris said that to understand B&T’s collapse, it is important to note that there is less money in the physical book industry these days.

“We think at least \$100 million has left the print book environment,” she said. “That’s because libraries are spending more on ebooks and e-audiobooks.”

Both Baker & Taylor and ReaderLink declined to comment for this story.

Former B&T employees who spoke with *LJ* said their experience started going downhill this year—especially when the company conducted voluntary buyouts and layoffs over the summer.

Lelia Price, a senior copy cataloger who was laid off from B&T on October 6, said that employees have been left with no severance packages. Both current and former employees also no longer have health insurance.

“Working 23 years in such a specialized type of environment, I’m at a loss,” she said. “I have gone from being sad and crying to mad and back to sad.... It was such a slap in the face.”

As book wholesalers and libraries look to a future without Baker & Taylor, some worry about the ability of other companies to pick up the slack in the market.

Morris is optimistic that Ingram can accommodate the increased customer base—and it has been increasing staff in recent months to accommodate more accounts.

“We think we can have libraries up and running and full shelf ready in early Q1” of 2026, she said.

Morris is also looking to see if Amazon makes a more concerted move into the library market. In the last three months, Amazon Business announced that it is going to start selling to public and school libraries.

"It looked like they were offering basically the book only, or book only and a MARC record that's not customized," Morris said. "We know libraries are looking for more specialized services than that. That's been our experience."

But Domenech still has questions about what this will mean for libraries in the long run.

"My big concern is when there's less competition, it hurts the consumer," she said. "I do worry, with Baker & Taylor possibly going away, that will eventually result in higher pricing for us."

Baker & Taylor

ReaderLink

Ingram

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: October 20, 2025

SUBJECT: Charging for exercise programs

Based on an analysis of stats and spending, Library Administration is recommending that the Library start charging a small fee for exercise programs. While exercise classes are undoubtedly one of the most popular offerings of the Library, nearly 54% of the Library's adult program budget was spent on exercise and related classes last fiscal year. We'd like to further diversify our program offerings and are constricted from spending in other areas because so much is spent on exercise classes.

Adding a small fee will help cover instructor costs, achieve pay parity amongst the instructors, and reduce the overall expense to the Library. Adding a fee would also give us the flexibility to offer more classes and programs in areas where there is high demand, including more exercise classes.

We'd like the Board to discuss this and gain consensus on whether or not to begin charging a class fee. If there is consensus for it, Administration will work with the Attorney to modify the Library's program policy for approval at the November Board meeting.