

Monday November 17th at 7pm
BOARD OF TRUSTEES OPEN MEETING AGENDA

- I. Call to Order by President
- II. Roll Call
- III. Pledge of Allegiance
- IV. Executive Session
 1. FY 2026 Assistant Director Agreement
- V. Public Comment on Agenda Items (limited to 2 minutes per person)
- VI. Approval of Minutes from 10/20/2025 (Vote Needed) P. 2-3
- VII. Approval of Bills and Schedules
 1. Board Warrants 1389 (Vote Needed) P. 4-6
 2. Payroll Warrants 1385 and 1387 (Vote Needed) P. 7-16
- VIII. Monthly Financial Reports P. 17-26
- IX. Donor Recognition
- X. Monthly Reports (October 2025)
 1. Director’s Report..... P. 27-28
 2. Monthly Stats..... P. 29-33
 3. FY 2026 Projects..... P. 34-37
 4. Assistant Director/Adult Services..... P. 38-41
 5. Programming & Marketing..... P. 42-46
 6. Patron Services..... P. 47-49
 7. Youth Services..... P. 50-56
- XI. Old Business
 1. Program fees (Discussion) P. 57-59
- XII. New Business
 1. Resolution: Business Office Staff Wages & Benefits (Vote Needed) P. 60
 2. Rescind administrative policies (Vote Needed) P. 61-63
 - Continuing Education
 - Health Benefits in Retirement
 - Sick Leave Accrual
 3. Approval to pay bills in advance of January 2026 meeting (Vote Needed)
- XIII. Public Comment (limited to 3 minutes per person)
- XIV. CSEA
- XV. Personnel (Vote Needed)
 1. Hires
 2. Resignations
- XVI. Date and Time of Next Meeting (Vote Needed)
 1. Monday January 26th at 2pm
- XVII. Adjournment (Vote Needed)



Monday October 20th at 7pm

MINUTES

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

- 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 Minutes from 09/15/2025 **Approved. Moved for approval by Trustee Tansey, seconded by Trustee Pinto.**
- VI. Approval of Bills and Schedules
 1. Board Warrants 1386 **Approved. Moved for approval by Trustee Pinto, seconded by President Guarini.**
 2. Payroll Warrants 1384 and 1385 **Approved. Moved for approval by Trustee Pinto, seconded by President Guarini.**
- VII. Monthly Financial Reports (September 2025 will be available at November meeting)
- VIII. Donor Recognition
- IX. Monthly Reports (September 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. Revised Policies
 1. Financial - Procurement **Approved. Moved for approval by Trustee Schmidt-Muskin, seconded by Trustee Pinto.**
 2. Public Space - Rules of Conduct **Approved The policy was originally adopted on 1/2020 and amended on 04/2024. Moved for approval by Trustee Schmidt-Muskin, seconded by Trustee Pinto.**
- XI. Old Business
- XII. New Business
 1. Asset disposal list for approval **Approved. Moved for approval by Trustee Pinto, seconded by Trustee Tansey.**
 2. Bank Account Resolutions to open a new operating account and add the Director as a Limited Signer
 - **Approved. Moved for approval by Trustee Schmidt-Muskin, seconded by Trustee Pinto.**
 3. ILS Budget **Approved. Moved for approval by President Guarini, seconded by Trustee Tansey.**
 4. Impact of Baker & Taylor Closure on Collection Development
 5. Program fees for exercise classes



Monday October 20th at 7pm

MINUTES

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

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

XIV. CSEA

XV. Executive Session **voted unanimously to enter Executive Session at 8:07 pm, motioned by Trustee Pinto and seconded by President Guarini. Voted unanimously to exit Executive Session at 8:14 pm, motioned by Trustee Pinto seconded by Trustee Tansey. No Votes were taken**

XVI. Personnel

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

- Faye Rokach, Bookkeeper (PT), Business Office

2. Resignations **Unanimously approved. Moved for approval by Trustee Pinto, seconded by Trustee Schmidt-Muskin.**

- Eileen Kelly, Librarian II (FT), Youth Services
- Rachel Gunther, Librarian I (PT), Patron Services

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

1. Monday November 17th at 7pm

XVIII. Adjournment at 8: 17pm- **Motioned Trustee Pinto, seconded by President Guarini, 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
11/12/2025	ACHotis1125	OTIS ELEVATOR CO.	Service Call for installing fire alarm panel and sensors - past due, bills sent to wrong address	\$1,226.25
11/17/2025	ACHamz11/25	Amazon	Program, library and facilities supplies. Circulating materials.	\$8,846.45
11/17/2025	ACHcc10/25	FNBLI Credit Card 2184	9/30/2025 credit card statement - pay by ACH on 10/20/25	\$465.76
11/17/2025	aPSEGp11/25	PSEGLI-P	ELEC: PL : #0455-2011-49-8, Acct# 1750482702, 10/2 to 11/3/2025	\$437.60
11/17/2025	29809	Ryan Ristuccia	Mileage reimbursement per attached	\$21.07
11/17/2025	29810	ACE HARDWARE	ACCT# 29884 - Custodial Supplies 10/20/25	\$36.34
11/17/2025	29811	Amazon	VOID: accidentally printed check instead of setting up ACH	\$0.00
11/17/2025	29812	ATTORNEY-QUATELA CHIMERI PLLC	ATTY FEES - 11/17/2025 emails & research	\$806.00
11/17/2025	29813	BRODART CO	Invoice 666057/665202	\$970.01
11/17/2025	29814	CENGAGE LEARNING / GALE	Acct #100232734 - Oct 2025 Invoices for continuous collections	\$798.47
11/17/2025	29815	DELL MARKETING	New computers for West End	\$2,534.18
11/17/2025	29816	EMPATHY STUDIOS, LLC	ANNUAL MEMBERSHIP 2025	\$1,049.00
11/17/2025	29817	Encore Fire Protection	Annual extinguisher inspection	\$175.00
11/17/2025	29818	FUN EXPRESS (ORIENTAL TRADING)	Kids program supplies for Halloween & Winter Reading	\$352.74
11/17/2025	29819	INGRAM LIBRARY SERVICES	ACCT: 20W7576 (circulating materials)	\$15.09
11/17/2025	29820	KNOCKOUT PEST CONTROL EXTERMINATO	EXTERMINATOR : monthly billing (11/1/25)	\$87.50
11/17/2025	29821	Leaf Copier Lease (serviced by PMA)	Copier Leases for Main and Branches for 11/2025	\$1,414.86
11/17/2025	29822	LIBRARY LEVITTOWN PUBLIC	PATRON PAID FOR LOST BOOK	\$13.00
11/17/2025	29823	MIDWEST TAPE-DVDs	DVDs for Oct 2025	\$1,075.33
11/17/2025	29824	Midwest Tape-Hoopla	Hoopla digital/streaming services October 2025	\$786.54
11/17/2025	29825	Museum-Brooklyn Botanical Gardens	ANNUAL MEMBERSHIP: FY 2026 (2XPASS: 2XADULT/2XCHILD<17EA)	\$150.00
11/17/2025	29826	MUSEUM-NASSAU COUNTY MUSEUM OF A	MUSEUM MEMBERSHIP-2025-2026	\$600.00
11/17/2025	29827	MUSEUM-New York Transit Museum	2025 ANNUAL MEMBERSHIP	\$200.00
11/17/2025	29828	Nassau Library System (NLS) General Fund	GASB charges for audit	\$1,340.00
11/17/2025	29829	Nassau Library System (NLS) ILS Services	Meraki Essentials EA 3.0 License & Support - 11/2025 broadband	\$917.32
11/17/2025	29830	Nawrocki Smith (Treasurer)	Treasurer Services- 9/30/2025	\$3,185.00
11/17/2025	29831	NYS RETIREMENT SYSTEM - YEARLY PAYME	50141 ERS - 2026 ANNUAL INVOICE	\$273,638.00
11/17/2025	29832	Order A Plumber	Cleared stoppage in 3rd floor bathrooms	\$399.00
11/17/2025	29833	OVERDRIVE, INC./DIGITAL LIBRARY RESERV	overdrive invoices for 10/2025	\$6,627.14
11/17/2025	29834	PGM-A / BONKOWSKI, KAREN	Adult Program--"LB ROXX NY Festival presents Karen Bella"- \$ 250 Per session	\$250.00

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
11/17/2025	29835	PGM-A / CAPPETO, PATRICIA	Adult program-"Pilates"-\$75.00 per session	\$450.00
11/17/2025	29836	PGM-A / Collins,Denise	Adult Program--"Let's Create Artists' Circle"-\$150 Per session	\$150.00
11/17/2025	29837	PGM-A / DESANTIS, MARC	Adult program-"The Scribblers"-\$175.00 per session	\$175.00
11/17/2025	29838	PGM-A / GERMANO, THOMAS	Adult program-"Art Lectures"-\$ 300.00 per session	\$600.00
11/17/2025	29839	PGM-A / JANSEN, GARY	Adult Program- 3 Yoga and meditation programs	\$240.00
11/17/2025	29840	PGM-A / PRINCE, BARBARA	Adult program-"Zumba"-\$75 per session	\$225.00
11/17/2025	29841	PGM-A / REGAN, KATHLEEN	Adult program-"Chair Yoga for Life"-\$ 70 per session	\$350.00
11/17/2025	29842	PGM-A / ROZELL, LORI	Adult Program- Low-Impact Cardio (Hybrid)-\$60 Per Session	\$300.00
11/17/2025	29843	PGM-A / WISEL, LISA M.	Adult program-"Meditation with Lisa Wisel"-\$90 per session	\$90.00
11/17/2025	29844	PGM-K / NAPOLETANO, CHRISTINA	Kids Program- "Baby Sign Language"- \$ 150 per session	\$2,250.00
11/17/2025	29845	PGM-K / SALMAN, JOEL	Kids program-"Chess Club"-\$110.00 per session	\$440.00
11/17/2025	29846	PMA Copier Servicing (Leaf Lease)	Printing and toner charges for leased copiers	\$1,023.66
11/17/2025	29847	SAVMOR MECHANICAL	inv 720501/7205333HVAK MAINTENANCE	\$1,875.50
11/17/2025	29848	Staples Advantage	PO 2408 Inv #6045930660	\$599.51
11/17/2025	29849	THE LIBRARY STORE	Order #6089995, customer #37251, PO 2415-book covers SHIPPING COST	\$423.94
11/17/2025	29850	WALKER DISPLAY INC.	PO 2416 Fully Received	\$399.30
11/17/2025	29851	Westholme & Walks Civic Association	1/2 of payment to League of Women Voters Candidate Forum 10/16/2025	\$50.00
11/17/2025	29852	ASHFORD LENORA	Transportation to/from NYC Comic Con (approved conference request)	\$74.75
11/17/2025	29853	SUAREZ-MATOS TANYA	Adult Craft: Lace Stenciled Pumpkins	\$15.00
11/17/2025	29854	DRAX NATASHA	REIMBURSE Fun for All - Halloween 2025 Party (extra food)	\$85.52
11/17/2025	29855	COHEN JACOB	Supplies for Retro Gamers and Turkey Bowl teen programs	\$14.20
11/17/2025	29856	MUSEUM-GUGGENHEIM	ANNUAL 1YR RENEWAL 2026	\$500.00
11/17/2025	29857	Nassau Library System (NLS) General Fund	VOID: wrong info in memo line	\$0.00
11/17/2025	29858	PGM-K / HIGH HOPES PRODUCTIONS	KPGM - "PLAY HOORAY" 3x @ \$165/session, "Molly Mouse"- 9X @ \$115/session	\$1,530.00
11/17/2025	29859	BRADY INDUSTRIES	Cleaning and custodial supplies (PO 2405, 2421, 2409, 2350)	\$4,708.55

Trustee 1, LBPL Board

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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 #1389
11/17/2025
PAGE 3 OF 3

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
11/17/2025	29860	Kanopy	Pay per use streaming program - deposit	\$2,000.00
11/17/2025	29861	Nassau Library System (NLS) General Fund	FY 2024 GASB 75	\$365.00
			Warrant 1389 Total	<u>\$327,352.58</u>

Trustee 1, LBPL Board

Trustee 3, LBPL Board

Trustee 4, LBPL Board

Trustee 2, LBPL Board

Trustee 5, LBPL Board

Treasurer Payroll Certification will
be inserted once received

**PAYROLL WARRANT
OPERATING EXPENSES**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Oct 23, 25					
	10/23/2025			Funds Transfer 10/23/25 FED TAX	15,679.16
	10/23/2025			Funds Transfer 10/23/25 STATE TAX	2,872.19
	10/23/2025			Funds Transfer 10/23/25 NYC TAX	448.76
	10/23/2025			Funds Transfer 10/23/25 PR	52,085.05
	10/23/2025			Funds Transfer 10/23/25 3rd PARTY	247.00
	10/23/2025			Funds Transfer 10/23/25 FEE	432.35
	10/23/2025			Funds Transfer 10/23/25 OMNI	265.00
	10/23/2025	VOIDPSEG	PSEGLIP	VOID: ELEC: PL : added to PSEG 10/20 payme	0.00
	10/23/2025	aPSEGw10/25	PSEGLIWE	ELEC: WE : #00131201585, Acct# 191512990!	338.11
	10/23/2025	ACHotis1025	OTIS ELEVATOR CO.	Service Call for installing fire alarm panel and	1,226.25
	10/23/2025	29788	SECURITY USA INC	GUARDS 2WKS @ \$27.95 /HR 09/22 10/05/2	2,459.60
	10/23/2025	29789	CSEA	UNION DUES &FEES: PAYROLL 2025 1023	1,040.36
	10/23/2025	29790	PREFERRED GROUP PLANS, INCFSA	EMPLOYEE CONTRIBUTIONS P/R 202510/23	811.52
	10/23/2025	29791	PREFERRED GROUP PLANS, INC. FEES	MONTHLY PLAN FEE 2025 NOV	75.00
	10/23/2025	29792	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 2025 10/23	238.58
	10/23/2025	29793	NYS RETIREMENT SYSTEM	MONTHLY PAYMENT 2025SEPT	4,258.28
	10/23/2025	29794	AFLAC		997.04
	10/23/2025	29795	NATIONAL GRID POINT LOOKOUT	GAS: POINT: ACCT# 37696006028 2025 SEPT	42.31
	10/23/2025	29796	OPTIMUMMAIN	TEL MAIN : #07858996527031 10/231122/20	376.86
	10/23/2025	29797	OPTIMUM WEST END	WE : # 07858259451034:TEL+DATA 10/161:	217.29
	10/23/2025	29798	FRANK CAMPOREALE (BOOKMAN)	BOOK DROP 2025OCT	600.00
	10/23/2025	29799	RENT POINT LOOKOUT BRANCH	RENT : POINT LOOKOUT : 2025 NOV	3,707.34
	10/23/2025	29800	RENT WEST END BRANCH	RENT F/WEST END BRANCH: 2025 NOV	3,327.50
	10/23/2025	29801	OVERDRIVE, INC./DIGITAL LIBRARY RESERVE	10/23/25 issuing new check (Overdrive Adva	5,827.76
Oct 23, 25					<u><u>97,573.31</u></u>

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

PAYROLL WARRANT
SALARY SUMMARY

PAYROLL WARRANT # 1387
DATE: 10/23/2025

	Amount
LIBRARIAN	18,740.03
PROFESSIONAL	19,068.74
PATRON SERVICES	7,808.53
CLEANER	3,801.46
PAGE	2,666.29
PER DIEM	0.00
NET PAYROLL	52,085.05
FEDERAL TAX	15,679.16
STATE TAX	2,872.19
MTA TAX	0.00
NYC TAX	448.76
ACCUDATA INVOICE	432.35
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$71,764.51

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Treasurer Payroll Certification will
be inserted once received

**PAYROLL WARRANT
OPERATING EXPENSES**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Oct 24 - Nov 6, 25					
	11/06/2025			Funds Transfer 11/06/25 -- FED TAX	17,164.69
	11/06/2025			Funds Transfer 11/06/25 --- STAE TAX	3,118.97
	11/06/2025			Funds Transfer 11/06/25 --- NYC TAX	463.28
	11/06/2025			Funds Transfer 11/06/25 --- PR	55,321.98
	11/06/2025			Funds Transfer 11/06/25 --- 3rd PARTY	247.00
	11/06/2025			Funds Transfer 11/06/25 --- FEE	443.38
	11/06/2025			Funds Transfer -- 11/06/25 -- OMNI	330.00
	11/06/2025	29802	CSEA	UNION DUES & FEES: PAYROLL 2025 11-06	980.14
	11/06/2025	29803	CSEA EMPLOYEE BENEFIT FUND (EBF)	CSEA EMP FUNDED DENTAL-2025 NOV	1,455.19
	11/06/2025	29804	PREFERRED GROUP PLANS, INC-FSA	EMPLOYEE CONTRIBUTIONS P/R 2025-11/06	811.52
	11/06/2025	29805	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 2025- 11/06	211.88
	11/06/2025	29806	NYSHIP HEALTH INSURANCE	HEALTH INS Acct #03069 - 2025 DEC	52,280.46
	11/06/2025	29807	OPTIMUM-POINT LOOKOUT	PL: #07858-563502-02-8: TEL+DATA 2025-NC	184.59
	11/06/2025	29808	SECURITY USA INC		4,905.23
Oct 24 - Nov 6, 25					<u><u>137,918.31</u></u>

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

PAYROLL WARRANT
SALARY SUMMARY

PAYROLL WARRANT # 1388
DATE: 11/6/2025

	Amount
LIBRARIAN	21,670.99
PROFESSIONAL	19,071.66
PATRON SERVICES	8,040.78
CLEANER	3,769.01
PAGE	2,695.73
PER DIEM	73.81
NET PAYROLL	55,321.98
FEDERAL TAX	17,164.69
STATE TAX	3,118.97
MTA TAX	0.00
NYC TAX	463.28
ACCUDATA INVOICE	443.38
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$76,759.30

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Long Beach Public Library
Monthly Treasurer's Report
August 2025

Prepared by:

Nawrocki Smith LLP

Certified Public Accountants & Business Consultants



Long Beach Public Library
Treasurer's Report Summary
August 2025

Fund Revenues: Fiscal Year to Date

Code	Description	Adopted Budget	Modified Budget	YTD Actual	\$ Over/(Under)	% of Budget
.4050	Real Property Taxes	\$ 3,908,247.00	\$ 4,039,618.00	\$ 458,247.00	\$ (3,581,371.00)	11.34%
.4022	PILOT (Payments in Lieu of Taxes)	\$ 4,950.00	\$ 9,318.00	\$ -	\$ (9,318.00)	0.00%
.4014	Fines and Fees	\$ 5,000.00	\$ 8,500.00	\$ 2,105.13	\$ (6,394.87)	24.77%
.4030	Interest and Earnings	\$ 7,500.00	\$ 10,000.00	\$ 1,807.83	\$ (8,192.17)	18.08%
.4040	Miscellaneous Revenues	\$ 18,000.00	\$ 16,000.00	\$ 3,852.38	\$ (12,147.62)	24.08%
.4020	Grants	\$ 18,000.00	\$ 16,000.00	\$ 50,000.00	\$ 34,000.00	312.50%
.4024	Gifts and Endowments	\$ 2,000.00	\$ 2,500.00	\$ 16.43	\$ (2,483.57)	100.00%
.4005	Discrepancies			\$ 1.30	\$ 1.30	100.00%
3100.0	Appropriated Surplus	\$ -	\$ -	\$ -	\$ -	0.00%
Total Revenues		\$ 3,963,697.00	\$ 4,101,936.00	\$ 516,030.07	\$ (3,585,905.93)	12.58%

Fund Expenditures: Fiscal Year to Date

Code	Description	Adopted Budget	Modified Budget	YTD Actual	\$ Over/(Under)	% of Budget
6400 - Library Materials						
.6420 BP	Books - Physical	\$ 75,000.00	\$ 75,000.00	\$ 12,180.81	\$ (35,976.58)	16.24%
.6420 BD	Books - Digital 1)	\$ 70,000.00	\$ 70,000.00	\$ 26,842.61	\$ (42,857.41)	38.35%
.6450	Films	\$ 10,000.00	\$ 10,000.00	\$ 299.98	\$ (9,700.02)	3.00%
.6455	Music	\$ 3,300.00	\$ 3,300.00	\$ 420.59	\$ (2,879.41)	12.75%
.6457	Magazines and Newspapers 2)	\$ 7,000.00	\$ 7,000.00	\$ 3,097.09	\$ (3,902.91)	44.24%
.6457	Research/Learning 3)	\$ 28,500.00	\$ 28,500.00	\$ 6,059.92	\$ (22,440.08)	21.26%
	Library of Things	\$ 1,000.00	\$ 1,000.00	\$ -	\$ (1,000.00)	0.00%
6280 - Library Programs						
AA	Adults Programs	\$ 35,000.00	\$ 35,000.00	\$ 4,811.85	\$ (30,188.15)	13.75%
AS	Adult Program Supplies	\$ 12,000.00	\$ 12,000.00	\$ 139.23	\$ (11,860.77)	1.16%
J	Youth Programs 5)	\$ 32,500.00	\$ 32,500.00	\$ 8,729.55	\$ (23,770.45)	26.86%
JS	Youth Program Supplies	\$ 12,000.00	\$ 12,000.00	\$ 1,266.89	\$ (10,733.11)	10.56%
F	Program Innovation Fund	\$ -	\$ -	\$ -	\$ -	0.00%
MU	Museum Passes	\$ 5,500.00	\$ 5,500.00	\$ 160.00	\$ (5,340.00)	2.91%
6440 - Technology						
HT	Hardware Technology 4)	\$ 12,500.00	\$ 12,500.00	\$ 2,989.76	\$ (9,510.24)	23.92%
SW	Software and Online Services	\$ 25,000.00	\$ 25,000.00	\$ 2,354.92	\$ (22,645.08)	9.42%
LT	Leased Technology 7)	\$ 18,000.00	\$ 18,000.00	\$ 3,749.44	\$ (14,250.56)	20.83%
PT	Peripheral Technology	\$ 7,500.00	\$ 7,500.00	\$ 339.12	\$ (7,160.88)	4.52%
.00	Other Technology	\$ -	\$ -	\$ 83.70	\$ 83.70	0.00%
6460 - Operating Expenses						
SU	Library Supplies	\$ 15,000.00	\$ 15,000.00	\$ 3,546.93	\$ (11,453.07)	23.65%
PO	Postage	\$ 5,000.00	\$ 5,000.00	\$ 200.00	\$ (4,800.00)	4.00%
CM	Communications and Marketing	\$ 7,500.00	\$ 7,500.00	\$ 828.50	\$ (6,671.50)	11.05%
IN	Insurance	\$ 56,000.00	\$ 56,000.00	\$ -	\$ (56,000.00)	0.00%
6610 - Other Operating Expenses						
N	NLS Services 6)	\$ 85,000.00	\$ 85,000.00	\$ 32,603.05	\$ (52,396.95)	38.36%
SGU	Security	\$ 60,000.00	\$ 60,000.00	\$ 8,566.68	\$ (51,433.32)	14.28%
AC	AccuData	\$ 11,000.00	\$ 11,000.00	\$ 2,207.37	\$ (8,792.63)	20.07%
MI	Miscellaneous	\$ 19,000.00	\$ 19,000.00	\$ 1,354.68	\$ (17,645.32)	7.13%
6640 - Facilities						
BR	Branch Rentals	\$ 86,000.00	\$ 86,000.00	\$ 14,069.68	\$ (71,930.32)	16.36%
UT	Utilities 8)	\$ 70,000.00	\$ 70,000.00	\$ 21,040.33	\$ (48,959.67)	30.06%
TE	Telephone	\$ 18,000.00	\$ 18,000.00	\$ 1,920.90	\$ (16,079.10)	10.67%
CM	Cleaning & Maintenance Supplies	\$ 10,000.00	\$ 10,000.00	\$ 202.85	\$ (9,797.15)	2.03%
BM	Repairs / Maintenance / Equipment	\$ 45,000.00	\$ 45,000.00	\$ 1,332.98	\$ (43,667.02)	2.96%
FU	Furniture Replacement 9)	\$ 4,000.00	\$ 4,000.00	\$ 2,586.81	\$ (1,413.19)	64.67%
MI	Facilities / Misc Building Maint.	\$ 12,500.00	\$ 12,500.00	\$ 856.58	\$ (11,643.42)	6.85%
6615 - Municipal Services						
.6615	Civil Service, Water, Sanitation	\$ 18,000.00	\$ 18,000.00	\$ 579.23	\$ (17,420.77)	3.22%
Reserves						
	Capital Projects Fund	\$ -	\$ -	\$ -	\$ -	0.00%
6270 - Professional Fees						
PF	Professional Services	\$ 50,000.00	\$ 50,000.00	\$ 5,876.50	\$ (44,123.50)	11.75%
TR	Travel and Training	\$ 6,000.00	\$ 6,000.00	\$ 476.89	\$ (5,523.11)	7.95%
DM	Dues and Memberships	\$ 2,500.00	\$ 2,500.00	\$ -	\$ (2,500.00)	0.00%
6500 - Personnel						
SA	Salaries	\$ 2,087,953.00	\$ 2,087,953.00	\$ 407,672.11	\$ (1,680,280.89)	19.52%
HI	Hospital and Medical Insurance	\$ 601,360.00	\$ 601,360.00	\$ 90,574.29	\$ (510,785.71)	15.06%
.02	NYS Retirement	\$ 286,424.00	\$ 286,424.00	\$ (5,361.00)	\$ (291,785.00)	-1.87%
.03	Social Security / Medicare	\$ 159,728.00	\$ 159,728.00	\$ 29,150.74	\$ (130,577.26)	18.25%
.05	Unemployment	\$ -	\$ -	\$ -	\$ -	0.00%
MB	Miscellaneous Employee Expenses	\$ 31,171.00	\$ 31,171.00	\$ (109.82)	\$ (31,280.82)	-0.35%
Reconciliation Discrepancies						
	Discrepancies	\$ -	\$ -	\$ -	\$ -	0.00%
Total Expenditures		\$ 4,101,936.00	\$ 4,101,936.00	\$ 693,701.74	\$ (3,408,234.26)	16.91%

Fund Net Income: Fiscal Year to Date

\$ (177,671.67)

Budget to Actual Notes:

2 Months = 16.67% of the year

- 1) **BD · Books - Digital (.6420)**- Payments made in July for OverDrive accounts
- 2) **Magazines and Newspapers (.6457)**- Payments made to NLS for yearly subscriptions
- 3) **Research/Learning (.6457)**- \$4.5K was paid for annual services to NLS in July
- 4) **Hardware Technology (.6440.HT)**- NS recommends monitoring expense code
- 5) **Youth Programs (.6280.J)**- NS recommends monitoring expense code.
- 5) **Communications and Marketing (.6460.CM)**- \$400 was paid for newspaper ad in July
- 6) **NLS Services (.6610.N)** - Yearly bills for member support paid in July
- 7) **Leased Technology (.6440.LT)**- NS recommends monitoring expense code
- 8) **Utilities (.6640.UT)**- Summer months have a higher monthly bill
- 9) **Furniture Replacement (.6640.FU)**- Some large furniture purchased in August

Fund Balance Sheet

Balance Sheet Summary		31-Aug-25
First National - Operating	\$	1,290,774.02
First National - Payroll	\$	96,251.58
First National - Capital Improvement	\$	589,337.24
First National AL/SL Liability	\$	52,653.44
First National Electronic Payments	\$	29,365.17
Other Current	\$	70,199.63
Total Assets	\$	2,128,581.08
Accounts Payable	\$	(2,377.06)
Other Current	\$	256,006.47
Total Liabilities	\$	253,629.41
Fund Balance		
Nonspendable - Prepays	\$	42,233.00
Opening Bal Equity	\$	(30,854.67)
Appropriated Surplus	\$	117,300.00
Contingency Fund Balance	\$	50,167.37
Capital Fund Balance	\$	585,571.20
Contingency Fund SL & AL Bal	\$	210,876.37
Unassigned Fund Balance	\$	1,077,330.07
Net Income	\$	(177,671.67)
Total Equity	\$	1,874,951.67
Total Liabilities & Equity	\$	2,128,581.08

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

	Aug 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1201.01 · 1stNat-Operating 7138	1,290,774.02
1202.02 · 1stNat-Payroll 7146	96,251.58
1203.01 · 1stNat-Capital Improvement 1863	589,337.24
1204.04 · 1stNat-AL/SL Liability 7369	52,653.44
1206.06 · 1stNat-Electronic Payments 8904	29,365.17
1207.07 · Paypal Transactions	670.95
1295.00 · Petty Cash	212.55
Total Checking/Savings	2,059,264.95
Accounts Receivable	
1300.00 · Accounts Receivable	27,082.83
Total Accounts Receivable	27,082.83
Other Current Assets	
1310.00 · Prepaid Expenses	42,233.30
Total Other Current Assets	42,233.30
Total Current Assets	2,128,581.08
TOTAL ASSETS	2,128,581.08
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2500.00 · Accounts Payable	9,968.86
Total Accounts Payable	9,968.86
Credit Cards	
2610.02 · 1ST NAT'L VISA CARD	-12,345.92
Total Credit Cards	-12,345.92
Other Current Liabilities	
2000.00 · Payroll Liabilities	
2001.00 · Accrued Payroll Payable	64,025.47
2002.00 · CSEA	1,330.98
2003.01 · Federal Taxes	
2003.M · MEDICARE - EE	228,816.66
2003.SS · SOCIAL SECURITY - EE	977,366.59
2003.01 · Federal Taxes - Other	-1,189,734.23
Total 2003.01 · Federal Taxes	16,449.02
2003.02 · NYS W/H Tax Payable	2,961.12
2003.04 · NYC - LOCAL WAGE TAX (LC)	471.67
2010.00 · NYS Retirement System	
2010.01 · Arrears	519.14
2010.02 · Contributions	2,125.84
2010.03 · Loans	2,676.93
2010.04 · Retirement Post tax SC	-211.94
2010.00 · NYS Retirement System - Other	57,342.75
Total 2010.00 · NYS Retirement System	62,452.72
2011.00 · 125 Plan Fees	-635.00
2012.01 · 125 Unreimbursed Medical & Ins	1,136.87
2012.04 · UNREIMB TRAVEL	150.00
2012.05 · Unreimbursed Parking	150.00
2013.03 · AXA Equitable	-640.00
2013.05 · Oppenheimer	-100.00
2013.06 · Fidelity	-350.00
2018.01 · Aflac-PRE TAX	2,020.55

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

	Aug 31, 25
2018.02 · AFLAC - POST TAX DED (DISAB)	148.20
2018.DE · CSEA EBF - DENTAL	-3,249.38
2018.VI · CSEA EBF - VISION	-623.32
2020.00 · Garnishment of wages	247.00
2030.00 · NYS 457	1,529.78
2040.00 · NYS Paid Family	38,971.76
2050.00 · Net Payroll Payable	55,536.31
2000.00 · Payroll Liabilities - Other	-545.00
Total 2000.00 · Payroll Liabilities	241,438.75
2510.00 · Accrued Expenses Payable	14,567.72
Total Other Current Liabilities	256,006.47
Total Current Liabilities	253,629.41
Total Liabilities	253,629.41
Equity	
3000.00 · Nonspendable - Prepaids	42,233.00
3000.EQ · Opening Bal Equity	-30,854.67
3100.00 · Appropriated Surplus	117,300.00
3200.00 · Contingency Fund Balance	50,167.37
3300.00 · Capital Fund Balance	585,571.20
3350.00 · Contingency Fund SL & AL Bal	210,876.37
3900.00 · Unassigned Fund Balance	1,077,330.07
Net Income	-177,671.67
Total Equity	1,874,951.67
TOTAL LIABILITIES & EQUITY	2,128,581.08

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

	Jul - Aug 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4005.00 - Discrepancies	1.30			
4005.OV - Overages				
Total 4005.00 - Discrepancies	1.30	0.00	1.30	100.0%
4014.00 - FINES AND RENTALS				
4014.FI - Overdue fines				
40BF.00 - Book Fines	983.37			
40BF.01 - Book-Fines Main	24.00			
40BF.02 - Book-Fines Point	54.08			
40BF.03 - Book-Fines-West				
Total 40BF.00 - Book Fines	1,061.45			
40CD.00 - CD Fines	3.00			
40CD.01 - Fines-CDs Main				
Total 40CD.00 - CD Fines	3.00			
40MF.00 - Museum Passes - Fines	5.00			
40VF.00 - DVD / Video Fines				
40VF.01 - Video-Fines Main	94.49			
40VF.02 - Video-Fines Point	3.00			
40VF.03 - Video-Fines West	7.00			
Total 40VF.00 - DVD / Video Fines	104.49			
Total 4014.FI - Overdue fines	1,173.94			
4014.LO - Fees for lost/damaged items				
4014.LI - PAYMENT FROM OTHER LIBRARIES				
40LB.00 - Lost Books	32.00			
40LC.00 - Lost CD	843.24			
40LD.00 - Lost DVDs	13.98			
	41.97			
Total 4014.LO - Fees for lost/damaged items	931.19			
4014.00 - FINES AND RENTALS - Other	0.00	8,500.00	-8,500.00	0.0%
Total 4014.00 - FINES AND RENTALS	2,105.13	8,500.00	-6,394.87	24.8%
4020.00 - Grants	50,000.00	16,000.00	34,000.00	312.5%
4022.00 - PILOT (PAYMENTS IN LIEU OF TAX)	0.00	9,318.00	-9,318.00	0.0%
4024.00 - Donations				
4024.D0 - Donations	15.93			
4024.00 - Donations - Other	0.50	2,500.00	-2,499.50	0.0%
Total 4024.00 - Donations	16.43	2,500.00	-2,483.57	0.7%
4030.00 - Interest Income				
4030.02 - Other Interest	1,807.83	0.00	1,807.83	100.0%
Total 4030.00 - Interest Income	1,807.83	0.00	1,807.83	100.0%
4040.00 - Miscellaneous Revenue				
4040.05 - Sales Tax Collected	19.94	0.00	19.94	100.0%
4040.CA - Collection Agency Fee	79.60	0.00	79.60	100.0%
4040.CO - Commissions				
4000.01 - Commissions - Copiers	0.00	0.00	0.00	0.0%
4040.CP - Commissions - Copiers Public				
40CP.M - Commissions-PUBLIC COPIERS-MAIN	112.90	0.00	112.90	100.0%
4040.CP - Commissions - Copiers Public - Other	0.00	0.00	0.00	0.0%
Total 4040.CP - Commissions - Copiers Public	112.90	0.00	112.90	100.0%
Total 4040.CO - Commissions	112.90	0.00	112.90	100.0%
4040.ER - E-rate Rebate	0.00	0.00	0.00	0.0%
4040.LC - Library Cards	95.00	0.00	95.00	100.0%
4040.NO - Notary	77.00	0.00	77.00	100.0%
4040.OW - Other Misc Revenue	14.00	0.00	14.00	100.0%
4040.PF - Print Fees	3,028.91	0.00	3,028.91	100.0%
4040.SB - Solid Bags	102.15	0.00	102.15	100.0%
4040.SS - Solid Supplies	290.88	0.00	290.88	100.0%
4040.00 - Miscellaneous Revenue - Other	32.00	16,000.00	-15,968.00	0.2%
Total 4040.00 - Miscellaneous Revenue	3,852.38	16,000.00	-12,147.62	24.1%

Long Beach Public Library Profit & Loss Budget vs. Actual

July through August 2025

	Jul - Aug 25	Budget	\$ Over Budget	% of Budget
4050.00 - Real Property Taxes	458,247.00	4,039,618.00	-3,581,371.00	11.3%
Total Income	516,030.07	4,091,936.00	-3,575,905.93	12.6%
Gross Profit	516,030.07	4,091,936.00	-3,575,905.93	12.6%
Expense				
6270.00 - Professional Services	0.00	0.00	0.00	0.0%
6270.DM - Dues and Memberships	624.00	0.00	624.00	100.0%
6270.LG - Legal Fees - Standard				
6270.NP - Professional Fees (less Pgms)				
6270.PF - Accounting, Legal, & Other Svcs	2,800.00			
6270.04 - Miscellaneous	145.00			
6270.07 - Asset Inventory				
Total 6270.PF - Accounting, Legal, & Other Svcs	2,945.00			
Total 6270.NP - Professional Fees (less Pgms)	2,945.00			
6280.00 - Programs, Events & Classes				
6280.AP - Adult Program Presenters				
6280.AM - Programs - Adult - Main	790.81	12,000.00	-11,860.77	1.2%
6280.AS - Program Supplies-Adults	139.23	35,000.00	-30,978.96	11.5%
6280.AP - Adult Program Presenters - Other	4,021.04			
Total 6280.AP - Adult Program Presenters	4,951.08	47,000.00	-42,048.92	10.5%
6280.KP - Kids Program Presenters				
6280.JM - Programs-Kids-Main	1,128.42			
6280.KS - Program Supplies-Kids	1,266.89	12,000.00	-10,733.11	10.6%
6280.KP - Kids Program Presenters - Other	4,024.99	32,500.00	-28,475.01	12.4%
Total 6280.KP - Kids Program Presenters	6,420.30	44,500.00	-38,079.70	14.4%
6280.MU - Museum Passes	160.00	5,500.00	-5,340.00	2.9%
6280.TP - Teen Program Presenters	320.08			
6280.TS - Program Supplies-Teen	170.00	0.00	320.08	100.0%
6280.TP - Teen Program Presenters - Other				
Total 6280.TP - Teen Program Presenters	490.08	0.00	490.08	100.0%
6280.ZP - Fun for All Programs				
6280.ZS - Program Supplies - Fun for All	112.06			
6280.ZP - Fun for All Programs - Other	2,974.00			
Total 6280.ZP - Fun for All Programs	3,086.06			
Total 6280.00 - Programs, Events & Classes	15,107.52	97,000.00	-81,892.48	15.6%
6270.00 - Professional Services - Other	2,307.50	50,000.00	-47,692.50	4.6%
Total 6270.00 - Professional Services	20,984.02	147,000.00	-126,015.98	14.3%
6400.00 - Circulating Materials				
6400.DI - Materials - Digital				
6420.BD - Books - Digital	19,001.00	0.00	19,001.00	100.0%
6420.ND - NDD Central Fund Purchases	7,841.61	70,000.00	-62,158.39	11.2%
6420.BD - Books - Digital - Other				
Total 6420.BD - Books - Digital	26,842.61	70,000.00	-43,157.39	38.3%
6450.FS - Films - Digital / Stream / Lic	1,529.92	5,300.00	-3,770.08	28.9%
6457.DI - Research / Learning - DIGITAL	4,530.00	28,500.00	-23,970.00	15.9%
6457.MD - Magazines & Newspapers - DIGITAL	1,282.42	2,000.00	-717.58	64.1%
Total 6400.DI - Materials - Digital	34,184.95	105,800.00	-71,615.05	32.3%
6400.LT - Library Of Things				
6400.PH - Materials - Physical				
6420.BP - Books - Physical	0.00	1,000.00	-1,000.00	0.0%
6420.BA - Audiobooks	12,180.81	0.00	0.00	0.0%
6420.BP - Books - Physical - Other		75,000.00	-62,819.19	16.2%
Total 6420.BP - Books - Physical	12,180.81	75,000.00	-62,819.19	16.2%
6450.FD - Movies				
6450.01 - Videos & DVDs - New	27.94			
6450.FD - Movies - Other	272.04	5,000.00	-4,727.96	5.4%
Total 6450.FD - Movies	299.98	5,000.00	-4,700.02	6.0%
6455.MU - Music				

Long Beach Public Library

Profit & Loss Budget vs. Actual

July through August 2025

	Jul - Aug 25	Budget	\$ Over Budget	% of Budget
6455.CD - Music - CDs	91.51	0.00	91.51	100.0%
6455.VI - Music - Vinyl	249.90			
6455.MU - Music - Other	0.00	3,000.00	-3,000.00	0.0%
Total 6455.MU - Music	341.41		-2,658.59	11.4%
6457.MP - Magazines & Newspapers PRINT	1,038.58			
6457.PM - Magazines & Newspapers - PRINT	25.00	5,000.00	-4,975.00	0.5%
Total 6400.PH - Materials - Physical	13,885.78	88,000.00	-74,114.22	15.8%
6455.00 - Sound Recordings	79.18			
6400.00 - Circulating Materials - Other	751.09			
Total 6400.00 - Circulating Materials	48,901.00	194,800.00	-145,899.00	25.1%
6440.00 - Technology	2,989.76	12,500.00	-9,510.24	23.9%
6440.HT - Hardware Technology	3,749.44	18,000.00	-14,250.56	20.8%
6440.LT - Leased Technology	339.12	7,500.00	-7,160.88	4.5%
6440.PT - Peripheral Technology	2,354.92	25,000.00	-22,645.08	9.4%
6440.SW - Software & Online Services	83.70			
6440.00 - Technology - Other				
Total 6440.00 - Technology	9,516.94	63,000.00	-53,483.06	15.1%
6460.LO - Library Operational Expenses				
6460.CM - Communications & Marketing	429.00			
6460.PR - Comm & Mktg - Print	399.50	7,500.00	-7,100.50	5.3%
6460.CM - Communications & Marketing - Other				
Total 6460.CM - Communications & Marketing	828.50	7,500.00	-6,671.50	11.0%
6460.IN - Insurance	0.00	56,000.00	-56,000.00	0.0%
6460.PO - Mailing, Postage, Delivery	200.00	5,000.00	-4,800.00	4.0%
6460.SU - Library Supplies				
64SU.06 - Non-Consumable Supplies	4.18	0.00	2,484.71	100.0%
64SU.07 - Paper	2,484.71	0.00	0.00	0.0%
64SU.08 - Toner	0.00	0.00	-13,941.96	7.1%
6460.SU - Library Supplies - Other	1,058.04	15,000.00	-13,941.96	
Total 6460.SU - Library Supplies	3,546.93	15,000.00	-11,453.07	23.6%
Total 6460.LO - Library Operational Expenses	4,575.43	83,500.00	-78,924.57	5.5%
6500.00 - Personnel				
6500.EB - Employee Benefits				
6500.02 - NYS Employees Retirement	-5,361.00	286,424.00	-291,785.00	-1.9%
6500.03 - Social Security - Medicare				
6503.00 - FICA Expense-Social Security ER	23,625.40	0.00	23,625.40	100.0%
6503.00 - FICA Expense - Medicare ER	5,325.34	0.00	5,325.34	100.0%
6500.03 - Social Security - Medicare - Other	0.00	159,728.00	-159,728.00	0.0%
Total 6500.03 - Social Security - Medicare	29,150.74	159,728.00	-130,577.26	18.3%
6500.05 - Unemployment Insurance	0.00	0.00	0.00	0.0%
6500.MB - Misc Employee Benefit Expenses				
6500.04 - Tuition	0.00	0.00	0.00	0.0%
6500.06 - Disability				
6500.6A - Contributions NYS Disability	-290.20	0.00	-290.20	100.0%
6500.6C - Payments to NYS Disability	10.00	0.00	10.00	100.0%
Total 6500.06 - Disability	-280.20	0.00	-280.20	100.0%
6500.07 - Workmens Compensation Insurance	0.00	0.00	0.00	0.0%
6500.08 - FSA Flex				
6500.8A - 125 Administrative Fee	25.00	0.00	25.00	100.0%
Total 6500.08 - FSA Flex	25.00	0.00	25.00	100.0%
6500.09 - Omni				
6500.9A - Omni Administrative Fee	0.00	0.00	0.00	0.0%
Total 6500.09 - Omni	0.00	0.00	0.00	0.0%
6500.MB - Misc Employee Benefit Expenses - Other	145.38	31,171.00	-31,025.62	0.5%
Total 6500.MB - Misc Employee Benefit Expenses	-108.82	31,171.00	-31,280.82	-0.4%

Long Beach Public Library Profit & Loss Budget vs. Actual

July through August 2025

	Jul - Aug 25	Budget	\$ Over Budget	% of Budget
Total 6500.EB - Employee Benefits	23,679.92	477,323.00	-453,643.08	5.0%
6500.HI - Health Insurance				
6500.EM - Employee Health Insurance				
6500.ME - Medicare Reimbursements	0.00	0.00	0.00	0.0%
65EM.02 - Employer Contributions	-17,979.45	0.00	-17,979.45	100.0%
65EM.03 - Employer Contributions	87,251.94	0.00	87,251.94	100.0%
65EM.04 - Administrative Fee - Employees	0.00	0.00	0.00	0.0%
65EM.06 - Survivor Health Insurance	-8,877.18	0.00	-8,877.18	100.0%
6500.EM - Employee Health Insurance - Other	5,918.12	0.00	5,918.12	100.0%
Total 6500.EM - Employee Health Insurance	66,313.43	0.00	66,313.43	100.0%
6500.RE - Retiree Health Insurance				
65RE.02 - Retiree Contributions	-8,552.69	0.00	-8,552.69	100.0%
6500.RE - Retiree Health Insurance - Other	21,187.86	0.00	21,187.86	100.0%
Total 6500.RE - Retiree Health Insurance	12,635.17	0.00	12,635.17	100.0%
6500.HI - Health Insurance - Other	11,625.69	601,360.00	-589,734.31	1.9%
Total 6500.HI - Health Insurance	90,574.29	601,360.00	-510,785.71	15.1%
6500.SA - Salaries				
65SA.NP - Salary Expense-Non Professional				
65NP.01 - Clerical	81,372.92	0.00	81,372.92	100.0%
65NP.02 - Cleaner	33,481.66	0.00	33,481.66	100.0%
65NP.03 - Page	16,864.24	0.00	16,864.24	100.0%
Total 65SA.NP - Salary Expense-Non Professional	131,718.82	0.00	131,718.82	100.0%
65SA.PR - Salary Expense-Professional				
65PR.01 - Librarian	147,670.34	0.00	147,670.34	100.0%
65PR.02 - Library Specialist / Paraprofes	57,719.32	0.00	57,719.32	100.0%
65PR.03 - Administration	70,963.63	0.00	70,963.63	100.0%
Total 65SA.PR - Salary Expense-Professional	275,953.29	0.00	275,953.29	100.0%
6500.SA - Salaries - Other	0.00	2,087,953.00	-2,087,953.00	0.0%
Total 6500.SA - Salaries	407,672.11	2,087,953.00	-1,680,280.89	19.5%
Total 6500.00 - Personnel	521,926.32	3,166,636.00	-2,644,709.68	16.5%
6610.00 - Other Operating & Maint Exp				
6610.AC - Accu Data	2,207.37	11,000.00	-8,792.63	20.1%
6610.CI - Misc Service Charges - CLOVER	34.74	60,000.00	-51,433.32	14.3%
6610.GU - Security Guards	8,566.68			
6610.MI - Other Operating Expenses - Misc				
6270.TR - Travel & Training				
6616.01 - Mileage	176.89	0.00	176.89	100.0%
6616.02 - Conferences	0.00	0.00	0.00	0.0%
6270.TR - Travel & Training - Other	300.00	6,000.00	-5,700.00	5.0%
Total 6270.TR - Travel & Training	476.89	6,000.00	-5,523.11	7.9%
6610.A2 - Book Drop Contract	1,200.00	0.00	1,200.00	100.0%
6610.B6 - XXXXProgram Supplies	-5.17	0.00	-5.17	100.0%
6610.DC - Credit Card Processing	125.11	0.00	125.11	100.0%
Total 6610.MI - Other Operating Expenses - Misc	1,796.83	6,000.00	-4,203.17	29.9%
6610.NS - Nassau Library System				
6610.IL - ILS - Integrated Library System	13,131.85	0.00	13,131.85	100.0%
6610.NL - Member Library Support	31,029.00	0.00	31,029.00	100.0%
6610.NS - Nassau Library System - Other	-11,557.80	85,000.00	-96,557.80	-13.6%
Total 6610.NS - Nassau Library System	32,603.05	85,000.00	-52,396.95	38.4%
6640.BR - Rent				
6640.PL - Point Rent	7,414.68			
6640.WE - West End Rent	6,655.00			
6640.BR - Rent - Other	0.00	86,000.00	-86,000.00	0.0%
Total 6640.BR - Rent	14,069.68	86,000.00	-71,930.32	16.4%
6610.00 - Other Operating & Maint Exp - Other	595.73			
Total 6610.00 - Other Operating & Maint Exp	59,874.08	248,000.00	-188,125.92	24.1%
6615.00 - Services from Municipality				
6615.01 - Civil Service	0.00	0.00	0.00	0.0%

Long Beach Public Library Profit & Loss Budget vs. Actual

July through August 2025

	Jul - Aug 25	Budget	\$ Over Budget	% of Budget
6615.02 - Water & Sewer	579.23	0.00	579.23	100.0%
6615.03 - Sanitation	0.00	0.00	0.00	0.0%
6615.04 - Fire Alarm	0.00	0.00	0.00	0.0%
6615.00 - Services from Municipality - Other	0.00	18,000.00	-18,000.00	0.0%
Total 6615.00 - Services from Municipality	579.23	18,000.00	-17,420.77	3.2%
6640.00 - Facilities				
6640.BM - Building Repairs & Maintenance				
6640.AM - Annual Maintenance Agreements	336.32	0.00	336.32	100.0%
6640.CM - Custodial & Cleaning Supplies				
66CM.01 - Custodial Supplies	52.99			
6640.CM - Custodial & Cleaning Supplies - Other	149.86			
Total 6640.CM - Custodial & Cleaning Supplies	202.85			
6640.EQ - Equipment	0.00	0.00	0.00	0.0%
6640.BM - Building Repairs & Maintenance - Other	622.94	45,000.00	-44,377.06	1.4%
Total 6640.BM - Building Repairs & Maintenance	1,162.11	45,000.00	-43,837.89	2.6%
6640.FU - Furniture				
6640.MI - Building & Maintenance	2,586.81	4,000.00	-1,413.19	64.7%
6640.TE - Internet & Telephone	260.85	12,500.00	-12,239.15	2.1%
66TE.01 - Main - NLS				
66TE.02 - Main - Regular	364.00			
66TE.OP - Optimum	753.74			
Total 66TE.02 - Main - Regular	753.74			
66TE.04 - Point - Regular				
66TE.06 - West-Data Line	368.96			
6640.TE - Internet & Telephone - Other	434.20	18,000.00	-18,000.00	0.0%
Total 6640.TE - Internet & Telephone	1,920.90	18,000.00	-16,079.10	10.7%
6640.UT - Utilities				
6640.EL - Electricity	20,204.37	0.00	20,204.37	100.0%
6640.EP - Electric - Point	417.17			
6640.EW - Electric - West	418.79			
6640.GS - Gas	0.00	0.00	0.00	0.0%
6640.UT - Utilities - Other	0.00	70,000.00	-70,000.00	0.0%
Total 6640.UT - Utilities	21,040.33	70,000.00	-48,959.67	30.1%
6640.00 - Facilities - Other	373.72			
Total 6640.00 - Facilities	27,344.72	149,500.00	-122,155.28	18.3%
Total Expense	693,701.74	4,070,436.00	-3,376,734.26	17.0%
Net Ordinary Income	-177,671.67	21,500.00	-199,171.67	-826.4%
Net Income	-177,671.67	21,500.00	-199,171.67	-826.4%

FY 2026 Director's Report – October 2025

Tara Lannen-Stanton, Library Director

General Updates

- Kim, Jakea, and I began training Faye on the various Business Office tasks she will be taking over at part-time Bookkeeper.
- Jakea and I worked through various aspects of Baker & Taylor closure with Patron Services staff.
- Began compiling and analyzing stats for paid programs after 10/20 Board meeting.
- Continued to work with ConnectOne Bank regarding aftermath of check washing fraud.
- The Department Head rotation has proved successful. Both Jenn and Ali are happy in their current roles so those will be made “permanent”.
- Items the Library Attorney worked on
 - General
 - Bond vote
 - Book donations
 - Assistant Director contract
 - Non-union confidential staff
 - Special projects
 - N/A
 - Spending for FY 2026
 - \$2,314 (general)
 - \$0 (special/non-retainer projects)

Compliments and Staff Recognition

- Several patrons expressed their appreciation for the Library's anti-censorship campaign during Banned Books week saying that they loved the social media posts and the book displays.
- A patron said the Halloween Pizza Party was fabulous, so well run and organized. Her grandchildren enjoyed themselves so much. Thanks to Natasha (Outreach Coordinator) for organizing it and to Michela and Jake (YS Librarian Trainees) for working it.
- A patron complimented Kathleen Regan's Chair Yoga classes and expressed gratitude for all the yoga-type programs at the Library saying that no other area libraries offer so much variety.
- A patron who lives in Freeport says that they enjoy coming to the programs at LBPL more than any other Library.

Meetings and Trainings

- Internal meetings
 - Assistant Director
 - Youth Services
 - Programs & Marketing
 - Patron Services
- External meetings/events

- NLS Directors' Roundtable
- Amazon webinar on library book purchasing program
- NYSLRS Employer Education Seminar
- Library Journal Day of Dialog
- Narcan training

Director's Report – October-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	10,933	289	464	11,686
November-2025				
December-2025				
January-2026				
February-2026				
March-2026				
April-2026				
May-2026				
June-2026				
TOTAL	44,587	1,423	1,549	47,559

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	10,238	336	204	10,778
November-2025				
December-2025				
January-2026				
February-2026				
March-2026				
April-2026				
May-2026				
June-2026				
TOTAL	44,752	1,639	800	47,191

October 2025- Programs Summary

	MAIN-ADULT TOTALS	MAIN-YS TOTALS	MAIN-GEN INT TOTALS	ONLINE TOTALS	POINT LOOKOUT TOTALS	WEST END TOTALS	OFF SITE TOTALS	GRAND TOTAL
Total # of Programs	167	60	4	8	3	13	3	258
Attendance total	1,791	1,535	135	41	42	204	38	3,786
Attendance (In-Person_Adults)	1,531	479	70	16	29	180	38	2,343
Attendance (In-Person_Seniors)	75	0	0	0	0	0	0	75
Attendance (In-Person_Kids)	2	910	62	0	6	24	0	1,004
Attendance (In-Person_Teens)	7	37	3	0	0	0	0	47
Attendance (In-Person_Parents)	0	109	0	0	7	0	0	116
Attendance (Zoom_Kids)	0	0	0	0	0	0	0	0
Attendance (Zoom_Teens)	0	0	0	0	0	0	0	0
Attendance (Zoom_Adults)	154	0	0	22	0	0	0	176
Attendance (Zoom_Seniors)	22	0	0	3	0	0	0	25
Attendance (Zoom_Parents)	0	0	0	0	0	0	0	0

October 2025- Top Programs

Main- Adult		Attendance
League of Women Voters Candidates' Forum (Hybrid)	Partnership Program	111
Program Type: News & Current Events		
Cost for External Presenter: \$50	ROI/CPA	\$0.45
The Frick Collection: Renewed and Improved with Thomas Germano	Paid Presenter	81
Program Type: Lifelong Learning		
Cost for External Presenter: \$300	ROI/CPA	\$3.70
Rocky Horror Picture Show Interactive Screening	Staff Led	62
Program Type: Movies		
Cost for External Presenter: \$0	ROI/CPA	\$0.00
Main- YS		Attendance
Preschool Readiness	Paid Presenter	81
Program Type: Other		
Cost for External Presenter: \$160	ROI/CPA	\$1.98
Molly Mouse @ 10:15am	Paid Presenter	48
Program Type: Other		
Cost for External Presenter: \$115	ROI/CPA	\$2.40
Baby Sign Language	Paid Presenter	42
Program Type: Other		
Cost for External Presenter: \$150	ROI/CPA	\$3.57
Fun For All!		Attendance
4th Annual Halloween Pizza Party	Staff Led	99
Program Type: Movies		
Cost for External Presenter: \$0	ROI/CPA	\$0.00
Read for Your Rights Zine-Making for Free Expression	Staff Led	20
Program Type: Arts & Crafts		
Cost for External Presenter: \$0	ROI/CPA	\$0.00
Point		Attendance
Point Lookout Huddle	Meeting Room Reservation	19
Program Type: Other		
Cost for External Presenter: \$0	ROI/CPA	\$0.00
West		Attendance
Family Halloween Costume Party at West (West End)	Staff Led	38
Program Type: Music & Entertainment		
Cost for External Presenter: \$0	ROI/CPA	\$0.00

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

Months	Total # of Programs	Attendance Total	Main	Point	West End	Online	Off Site
July-2025	198	<u>1,678</u>	1,429	10	112	39	88
August-2025	184	<u>1,977</u>	1,708	22	81	55	111
September-2025	179	<u>2,315</u>	2,054	9	128	25	99
October-2025	192	<u>2,065</u>	1,791	29	166	41	38
November-2025							
December-2025							
January-2026							
February-2026							
March-2026							
April-2026							
May-2026							
June-2026							
TOTAL	753	8,035	6,982	70	487	160	336

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	<u>1,798</u>	1,701	14	15	0	68
August-2025	61	<u>1,754</u>	1,624	10	0	0	120
September-2025	49	<u>1,412</u>	1,278	14	0	0	120
October-2025	55	<u>1,511</u>	1,498	13	0	0	0
November-2025							
December-2025							
January-2026							
February-2026							
March-2026							
April-2026							
May-2026							
June-2026							
TOTAL	227	6,475	6,101	51	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	<u>146</u>	122	24	0	0	0
August-2025	5	<u>25</u>	25	0	0	0	0
September-2025	8	<u>83</u>	78	0	5	0	0
October-2025	6	<u>37</u>	37	0	0	0	0
November-2025							
December-2025							
January-2026							
February-2026							
March-2026							
April-2026							
May-2026							
June-2026							
TOTAL	30	291	262	24	5	0	0

Monthly Summary Fun For All! Programs (in-person)

Months	Total # of Programs	Attendance Total	Main	Point	West End	Online	Off Site
July-2025	4	<u>152</u>	75	0	7		70
August-2025	6	<u>565</u>	29	0	18		518
September-2025	3	<u>55</u>	41	0	14		0
October-2025	5	<u>173</u>	135	0	38		0
November-2025							
December-2025							
January-2026							
February-2026							
March-2026							
April-2026							
May-2026							
June-2026							
TOTAL	18	945	280	0	77	0	588

Individual Study Room

Months	Reservations	Attendance Total
July-2025	80	123
August-2025	71	83
September-2025	54	65
October-2025	63	84
November-2025		
December-2025		
January-2026		
February-2026		
March-2026		
April-2026		
May-2026		
June-2026		
TOTAL	268	355

Vinyl Listening Lounge *

Reservations	Attendance Total	VINYL Circulation
40	55	104
40	40	129
41	47	275
30	30	121
151	172	629

* Opened Oct 6, 2023

Online Resources

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

	October-2025	FY 2025 Cumulative	Change from last FY
ebooks	4,939	20,747	9%
eAudiobooks	3,045	12,455	18%
Total	7,984	33,202	12%

Usage of Online Entertainment Services[2]

October-2025	FY 2025 Cumulative	Change from last FY
1,522	9,588	46%

Learning Resources and Research Database Use[3]

	October-2025	FY 2025 Cumulative	Change from last FY
Sessions/Checkouts	176	1,084	23%

YouTube

	October-2025	Cumulative Total[4]	Change from last FY
Number of views	1,149	5,023	17%
Number of videos uploaded	1	5	

- [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 11/17/2025 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	10/2025 – Onboarding documents finalized. Monthly meetings with trainees will start in November/December to discuss classes and on-the-job learning. 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	10/2025 – waiting for vendor to do another on-site visit to address issues with fountain. 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	10/2025 – most new pages are live on the website 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	In progress

FY 2026 Special Projects Tracking

For 11/17/2025 Board Meeting

				6/2025 - as part of the Librarian Trainees' training, they will speak to staff and write copy for updated webpages. 5/2025 – PMD is gathering content from different departments for website updates. Some of the changes re 4/2025-The website is being updated by the Programs and Marketing departments to enhance content and usability.	
Purchasing and installing electronic sign at Main Library	Restarted 10/2024	Board of Trustees	TBD	10/2025 – project on hold. I recommend that this project be put on hold until Library Administration can assess the impact of increased materials costs as the purchase, installation, and ongoing costs of an electronic sign would impact the budget as well. 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/Community Project Funding for Main Library renovation	3/6/2024	Director	Federal Funds	10/2025 – working on environmental review. No other updates due to federal government shutdown. 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	In progress

FY 2026 Special Projects Tracking

For 11/17/2025 Board Meeting

				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. 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	10/2025 – LBSD Capital Bond (which included the Library’s capital projects) was approved by LB residents in October 2025. Now we wait... 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.	In progress

FY 2026 Special Projects Tracking

For 11/17/2025 Board Meeting

				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.	
Solar panels	8/2023		SAM grant	10/2025 – waiting for info from NYS on signatures and processing 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. 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	In progress

Adult Services October 2025 Report



Jakea Williamson – Assistant Director

- Assisted with planning and implementation of the Candidate's Forum.
- Offboarded part-time librarian, Ratchel Gunther.
- Finalized Saturday schedule through January 2026.
- Completed Saturday schedule through December 2025.
- Renewed database subscriptions.
- Attended meeting for Earth Day programming.
- Attended NYSLRS training.

Lenora Ashford – Adult Services Librarian II

- Resume assistance has increased; while there have been a few cancellations, current events may lead to more appointments.
- Ordering is on hold due to the discontinuation of Baker & Taylor. Pending journal orders have been saved as Excel sheets for future use.
- Completed weeding of Graphic Novels; will begin weeding new Nonfiction titles next.
- Attended the following professional panels at New York Comic Con (NYCC):
 - *Creepy, Crafty & Curriculum-Ready: Spooky Stories for Classrooms, Libraries & Beyond*
 - *LGBTQ-Inclusive Books, Comics, and Popular Media for Young People*
 - *Image Comics Presents: The Future of Comics*
 - *Out In Comics: Discussion with LGBTQ+ Creators Across the Comic Industry*
 - *How to Start Building a Manga Collection for Your School or Library*

- *The Frights and Delights of Queer Horror Comics*
- *Everything You Need to Know About Indie Publishing*

Philip Boccia – Systems Librarian

- Completed partial weeding of the cookbook collection. Further purchasing is on hold pending resolution of the Baker & Taylor transition.
- ATTG continues to maintain a steady user base; Rafael has provided valuable assistance with ongoing support.
- Set up a new computer for Tom; awaiting delivery of Karen's Mac Mini.
- PMA implemented a utility to better monitor print jobs and toner levels. The system is working effectively, and toner supplies remain consistent.
- Conducting reconnections of Konica Minolta copiers to email functions following a recent Microsoft Azure outage. The West End copier is next to be addressed.
- Hosted one public program this month with one attendee; several registrants did not attend.

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

10/14: Twenty people came to Books & Brews to discuss Al Pacino's memoir, *Sonny Boy*.

10/24: Our 4th Annual Halloween Pizza Party was attended by 100 people. Thank you to the Friends of the Library for sponsoring this event!

10/29: Ten people attended the Bestseller's Book Club to discuss *How to Read a Book* by Monica Wood.

Outreach

10/1: Assistant Director Jakea Williamson conducted this month's story time at Headstart.

10/20: I attended the LB Chamber of Commerce Meeting and promoted upcoming programs.

10/18: For this year's The Great Give Back, we held a food drive to benefit the MLK Center's new Unity Table Pantry.

10/24: I visited the EAC Point Lookout Senior Center to promote library services. They have asked for our help to moderate a book club, which will be led by Sarah Siegel beginning in December.

10/31: I dropped off extra Halloween goodie bags to Circulo de la Hispanidad for them to give to the community.

Collection Development

I am halfway through weeding the Large Print collection. I have also been wiping down each shelf to keep the collection clean.

Amy continues to help weed the Mystery collection.

Nicole Menzzasalma – Librarian I

- **Programs and Activities**
- Hosted **Teen Nights** featuring:
 - *Banned Book Charm Bracelet*
 - *DIY Cinnamon Brooms*
 - *Door Chimes*
 - *Pajama Halloween Party*
- Held **Adult Craft** program: *Peace Bells Craft*
- Partnered with the **LB Garden Club** for *Plant in Fall, Bloom in Spring* workshop
- Continued **Monthly Mommy Mixer** and **Chair Yoga @ West**
- Celebrated the **3-Year Anniversary** of the *Poetry Open Mic Night*
- Presented **Fun for All: Banned Book Week – “Read for Your Rights” Zine-Making for Free Expression***
- **Collection and Planning**
- Completed **weeding of Adult Fiction** collection.
- Scheduled all **exercise programs** and **Poetry Open Mic Nights** through **June 2026**.
- Planned **Teen Nights** and **Adult Crafts** for **November and December**.
- Created **Adult Book Displays** highlighting:
 - *Spooky Reads*
 - *Staff Picks: Nicole*
 - *Mysteries*
 - *Hispanic Heritage Month*
 - *Fall into a Cozy Read*

Ryan Ristuccia – Library Trainee

- Trained more on YA reference desk.

- Planned out the film schedule for November.
- Continued to be trained in media related duties.
- Added more items to the Library of Things.
- Helped get supplies for Halloween Pizza Party event.
- I went to NLS building for orientation.
- Trained at the circulation desk.
- Took over Art Gallery, Community Board, and Newspaper responsibilities.
- Continued my adult reference desk duties.

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



Pumpkin spice lattes, jack-o-lanterns, falling leaves and vivid mums, trick-or-treaters, and plenty of new and exciting programs at the Long Beach Public Library welcomed October!

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.

- After much discussion, it was decided that as of November 1st, the Library will charge a materials fee for staff-led craft programs. In most cases, that fee will be \$5. Fees will be payable by credit or debit cards online at the time of registration. Cash payments will require in person registration at the Main Library. Craft programs facilitated by paid presenters will continue to be able to assess materials fees as well. Again, payment will be made at time of registration, either online or in person
- 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 will host Vinyl Club in the weeks to come. A very successful initial meeting of our **Silent Book Club** (more than 20 attendees!) was held at **Barrier Beets** on October 8th. They will host this program on a monthly basis increasing the Library’s visibility in the community!
- 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.

- Banners and promotional materials were created and displayed promoting **Banned Books Week** and the **Rocky Horror Picture Show** and we used the poster printer to produce **Banned Books Week** posters, banners, book marks, and other materials.

OCTOBER PROGRAM HIGHLIGHTS

We commemorated **Banned Books Week, October 5th-11th** with various informational displays, bookmarks, crafts (**Make a Banned Book Charm Bracelet**), journaling and zine making. We had a simultaneous social media campaign which was quite successful as well.

The League of Women Voters' Candidates Forum on October 16th held in partnership with **West Holmes and Walk Civic Association** featured six local candidates running for elected office in Long Beach. The League and the candidates asked that we all remember to vote on November 4th. A recording of the Forum was made available.

Our **Annual Family Halloween Pizza and Movie Night** took place on **Friday, October 24th at 6pm**. This highlight of spooky season was attended by more than 100 patrons who viewed the family favorite film **Monsters, Inc.** and enjoyed pizza provided by **Brixx and Barley**. The evening was hosted by Outreach Librarian Natasha Drax. Special thanks to **Friends of the Library** for their support!

Thomas Germano presented a lecture on the newly renovated and improved **Frick Museum** in New York City on Thursday evening **October 23rd**. There were **81 patrons** in the audience, many of whom had no idea that the Library offers a museum pass to the Frick!

Patrons crafted unique **Chain Maille Bracelets** with jewelry maker **Bea Salinas** on **Tuesday, October 28th at 6:30 pm**. As with all of our craft offerings, this class filled to capacity. Participants' efforts were rewarded with a truly one-of-a kind piece of handcrafted jewelry.

October 30th we proudly presented the **3rd Annual Interactive Rocky Horror Picture Show**. This year marks the **50th Anniversary** of the cult classic film! In spite of miserable weather (Although the wind and rainy deluge was befitting of the movie!) the film drew 61 attendees (more than 125 had registered!). There was singing, there was dancing, there were shouted lines and much merriment prevailed! If only we could control the weather!

NEW, NOTABLE, AND COMING SOON

Thomas Germano will return once again on November 6th at 7 pm with a lecture entitled **Monet & Venice** highlighting an exhibit at the Brooklyn Museum. Perhaps we should consider a museum pass for this museum!

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

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. Rosa Maria is one of our most

popular instructors, and the class is filled at this writing. Rosa will take a brief hiatus in December and resume teaching in January at Point Lookout Branch.

Our tradition of **Holiday Photo Shoots** will take place on **November 13th** from **5:30-8:30pm** and **November 23rd** from **1:30-4:30pm**.

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**.

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. Rachel will appear in conversation with Dr. Lisa Zaretsky, also of Long Beach.

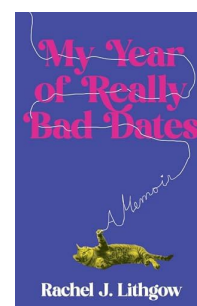


For anyone who's ever gone on terrible date, a vulnerable memoir that explores dating in midlife after divorce, with bad dates—from terrible one-night stands to promising matches who ultimately disappoint—anchoring the theme of every chapter.

After two life-shaking events—losing her father and divorcing the man she's spent half her life with, who happens to be an actor from a famous family—Rachel Lithgow leaves a thirty-year career to write full time and pursue a relationship with a calming, delightful man she recently met online. She thinks she has it all figured out . . . until he announces he's joining a cult and moving to Phoenix with a blonde real estate agent.

Through a year of terrible dates, peppered with a few great experiences and a lot of pinot noir, the author learns that patterns can be changed, that asking for help is sometimes necessary, and that there's only one way to repair her brokenness: by facing her trauma and demons head-on.

With a unique mix of humor, self-deprecation, and gritty vulnerability, this dark yet hopeful memoir tackles divorce, dating, single motherhood, PTSD, grief, loss, and starting over in midlife. From emotional rock bottom to a peaceful acceptance of the woman she truly is, Lithgow finds the humor in the blackness, redemption in the pathos, and fulfillment in the idea that “happily ever after” isn't always a storybook ending—and doesn't need to be.



Comedy After Dark returns **November 20th** at **7:30 pm**. A slate of four comedians will perform for the audience's entertainment.

ON THE HORIZON

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

“This portrait of a young man caring for his mother is a rare combination of boldface intrigue and profound emotion.” —*Oprah Daily*, The Best Fall Books of 2025

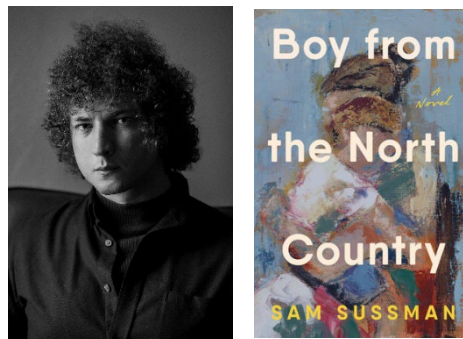
“Come for the riveting father-son mystery, stay for the most beautiful and moving mother-son story in recent memory.” —*Kirkus* (starred review)

A son returns home to his dying mother to discover the astonishing truth of his origins and the secrets of a woman whose life and wisdom he is only beginning to understand

When Evan, twenty-six, is suddenly called home from his life abroad to the secluded farmhouse where he was raised by his mother, June, there is so much he does not yet know. He doesn't know his mother is dying. He still doesn't know the identity of his biological father or the elusive story of his mother's creatively intense, emotionally turbulent romance with Bob Dylan, whom Evan reveres as an artist and whom strangers have long insisted he resembles. He doesn't know the secrets of his mother's life before he was born or what drove her to leave New York City for a completely different existence.

In this deeply moving debut novel, Sam Sussman writes one of the most tender and intimate mother-son relationships of our era. Caring for his mother as her illness worsens, and as she begins to tell him truths he has waited so long to hear, Evan comes to understand the startling gift this extraordinary woman has bequeathed him.

Inspired by the author's own uncertain celebrity paternity, *Boy from the North Country* is an emotionally searing meditation on the most essential human themes: loss, healing, memory, and the redemptive power of love.



Ugly Sweaters and more **winter-themed crafts** are scheduled!

Winter Reading Club 2026 begins **January 5th** and **Blind Date with a Book** will return in **February!** Please! If you know local business owners willing to donate prizes/gift cards make the program office aware!

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

A **Walking Tour of Long Beach** led by Long Beach resident **Joel Greenberg** originally scheduled for **Sunday, November 9th**, has been deferred until spring.

Wishing everyone a Happy Thanksgiving!

PATRON SERVICES OCTOBER 2025

Submitted by Jennifer Firth, Department 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	751	36	419	15
November				
December				
January				
February				
March				
April				
May				
June				
FY TOTAL	3,377	751	1,920	44

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	1,299	10,800	124	1,591
November				
December				
January				
February				
March				
April				
May				
June				
FY TOTAL	5,516	47,332	588	6,855

Statistics compiled by Russell Stein

Meetings and Webinars Attended by Patron Services Staff

Jennifer Firth

10/10/25 Amazon Library Online Mtg: Changes to Library Services in light of B&T Shutdown

10/22/25 Niche Academy Webinar: Working Well with Your Team

10/23/25 Meeting with Library Director re: Patron Services Processing Needs in weeks ahead

Diane Dudderar

10/23/25 Meeting with Library Director re: Patron Services Processing Needs in weeks ahead

Russell Stein

10/9/25 Amazon Library Zoom Demo

Raphael Hernandez

10/20/25 NLS Meeting: NLS 101; Getting to Know Us

PROGRAMING DONE BY PATRON SERVICES STAFF

Jennifer Firth

10/16//25 Tummy Time Program (Presenter)

Ron Carroll

10/01 Started as Notary Public for the Library

10/9/25 Hosted an open mic at West End Branch

10/23/25 Online Presentation: PRONUNCIATOR language Database

10/30/25 Co-Hosted Halloween Improv at West End Branch

10/30/25 Co Hosted Family Halloween Costume Party at West End Branch

Raphael Hernandz

10/1, 10/8, 10/15, 10/22,10/29 Assisted with "Ask the Tech Guy" with Mr. Boccia

Papia Miah

10/4, 10/11, 10/18, 10/25 Coordinated the Saturday morning Crochet Club

OTHER DUTIES AS ASSIGNED

Jennifer Firth: Librarian

- Made available to the public a list of Food Pantries in Nassau County in response to public concerns.
- Out Reach to the Long Beach School District: I was asked to check availability of a list of books the district wanted to use for a school wide project. I did this and made the information available and also pulled books for checkout.
- Complete the Sierra Check of the Back ordered B & T Items and organized it for Mr. Stein To reorder items from other sources. I also ran a check of the High Demand Holds against Sierra and reorganized the items for ordering.
- Now covering new books as needed to aid in the processing mess left by B & T Closure. I personally covered over 75 books in 4 days (I quit counting)!
- Made multiple phone calls to Cengage tracking down missing invoices for Large Type Books. Invoices are now up to date. As of October 31st.
- Checked the new "Find Your Library" map from NLS for its accuracy regarding Patron addresses in Point Lookout, Lido Beach, Long Beach, and East Atlantic Beach for Director.
- 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
- Did extra money/cash register training with staff
- Still doing assigned Saturdays in the Youth Dept. and Tuesday nights as needed.
- Now doing assigned Tuesday night shift on the Adult Refence Desk as need. Ms. Blau and I will be coordinating coverage for this shift based on programing needs and availability.
- 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.
- I continue to clean out my Youth Services Office as per Tara's request.
- I continued work on cleaning out the shelves and cupboards at the circulation desk.

Ron Carroll: Librarian

- Began duties involved with becoming a Notary Public for the Library
- Fulfilled responsibilities as ILL Librarian
- Handled and finalized orders for books, media and high demand hold book list for both adult services and youth services
- Covered Circ Desk breaks when short staffed
- Performed regular duties at the Adult Ref Desk as assigned
- Performed regular duties at the West End Branch as assigned
- 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.

Russell Stein: Full Time Clerk

Baker & Taylor Alternative Project

- Amazon Book Ordering & other vendors has been greatly expanded due to B&T closure
- Looking into new Vendors & exploring options with current vendors
- B&T & Sierra Reports to track backordered-canceled orders

Desk coverage

- Worked 1 Saturday
- Various desk times as needed

Projects/Collection Management

- Generated Collection Check Reports for Liberians
 - YA Comic Coll- Specific Titles/Series

Office Work/Regular Work Flow

- Amazon Book Ordering (Greatly expanded due to B&T closure)
- Ingram Book Ordering (Expanding Vendor options due to B&T closure)
- Midwest Tapes Media Ordering (Expanding Vendor options due to B&T closure)
- Receiving & Distributing Library supply orders & mail
- Generated Monthly Reports

Diane Dudderar: Full Time Clerk

- Handling the increased paperwork involved with the Amazon Book shipments for tracking and billing purposes
- Daily processing of new books and DVDs for Adult Services
- Worked 1 Saturday and Worked 1 Point Lookout Thursday Night Shift
- Fill in at Circulation Desk coverage as needed

Kyra Hernandez: Part Time Clerk

- Now covering Amazon Books as needed to aid in expedited book processing
- 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

Youth Services Monthly Report

Department Head: Alexandra Blau

October 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	951	121	977	2049
November				
December				
January				
February				
March				
April				
May				
June				
FY TOTAL	3685	687	3559	7931

Grab & Go Craft Kits		
	Types	Kits
July	12	431
August	17	601
September	6	256
October	8	347
November		
December		
January		
February		
March		
April		
May		
June		
FY TOTAL	43	1635

Department Head Report:

With fall in full swing, we celebrated Banned Books Week and Halloween with fun events in Youth Services. Patrons made their own Banned Book Charm Bracelets in sessions for tweens, teens and adults. Librarians were able to engage in a dialog about challenged titles and the importance of free speech. Teens also came out for our first Silent Book Party, an event held at Barrier Beets, which will continue throughout the fall and winter. We began our Homework Help program, with several teen volunteers eager to assist children with their schoolwork. Children worked on math worksheets and practiced their reading. The kids gained confidence in their skills and the teens were given a sense of accomplishment and purpose. A win for all! With the Columbus Day holiday, we offered a sensory screening of an animated feature, Elio. We will continue offering these lower volume, lights up screenings in the future. As part of New York State's Great Give Back community service event, teen volunteers from Long Beach High School organized, produced and performed a

concert of theatrical favorites. Attendees were encouraged to bring in non-perishable food items as their "ticket" for attendance. This was a great showcase for the students to display their talents to community members who might not otherwise attend a concert of performance at the high school. There was a super turnout for the annual Halloween pizza party as well as the costume party in the West End.

- Attended continuing education webinars.
 - Library Journal - Leading Through Disruption: How Public Libraries Adapt, Innovate, and Thrive
- Ordered fertilized eggs from Suffolk County Farm and Education Center through Cornell Cooperative Extension of Suffolk County for the 2026 hatching season. The eggs will be available for pickup Tuesday, May 12, 2026.
- Ordered supplies for the winter 2026 reading club.
 - Theme: “Yeti, Set, Read!”
- Made a bulk order of supplies for upcoming Take & Make crafts.
- Made homebound visits.
- Created and scheduled the weekly Kids & Teens Programs eBlasts.
- Created and published Channels Jr. monthly newsletter.
- Created the monthly Youth Services slideshow display.
- Made two (2) social media videos with Karen Cho.
- Customized jackets for the maintenance staff.
- Helped make sure that patrons with small children did not know that there was a man overdosing on drugs in the public restroom.
- Decorated the main Youth Services bulletin board
 - Theme: “We’re Batty About Reading” (Halloween)
- Held Adult Services' programs.
 - True Crime Book Club
 - "Unmasked: My Life Solving America's Cold Cases" by Paul Holes
- Held Youth Services' programs and crafts.
 - Messy Art for Your Baby!
 - "Apple" Footprints (I Love You To My Core)
 - Messy Art for Tots
 - Sponge Painting
 - Crepe Paper Art
 - Tween Kawaii Picture Frames
 - Drawing Club

Patricia Matthews – Librarian Assistant October 2025

Professional Development

- Encampments: Community-Wide Responses
- Pronunciator Overview

Teamwork & Collaboration

- Co-guided HS teens participating in a Homework Help program which debuted mid-October.

Collection Development

- Our Parenting Collection book display for October was inspired by national ‘Bully Awareness’ Month. These books circulated due to patron interest.
- Assisted in adding “Fact Tracker.” donated books into The Magic Tree House series.
- Additional weeding of Juvenile non-fiction books.

Kudos to Co-Workers

- 1. A patron called to ask for help with her teen son’s school project, which required printing one page of photos while working in the library. Maria, who was on duty at the Circulation Desk, went the extra mile to assist. Thanks to her help, the teen was able to successfully print his project page.**

We appreciate Maria’s excellent customer service and dedication to supporting our patrons—great job!

- 2. I just wanted you to know that the Halloween Pizza Party on Friday was fantastic!! It was so well run and organized, my granddaughters enjoy themselves so much. Please pass it on, Oh we thank you! I will pass on this compliment.**
- 3. Hi! going to chair Yoga. It's a great class. No other libraries in this area. offers as many Yoga type programs as this library. We seniors appreciate it so much. It's the best for keeping young! Thank you and I forward the compliment to our staff. It's so good to here**
- 4. I just want to say that we absolutely "LOVE" this library! We love it for our grandchild there's always so many interesting programs, and movies! We live in Freeport and enjoy coming to the programs here better that any other library!!**

Jake Cohen – Youth Services Librarian Trainee – October Report

- **Programs:** In October, I screened a sensory screening of Elio for children on the spectrum and individuals who might find typical film presentations overstimulating. In addition, I led meetings of the Lego Club, Teen Gamers, Jr. Gamers, Retro Gamers, and Playdough Playtime. For Adult Services, I screened the film, American Movie for Film 101, and Fried Green Tomatoes for LGBTQ Cinema.
- **Outreach:** I gave an interview to the Long Island Herald regarding the video tournaments the library is hosting. Also, I assisted with the Halloween Pizza Party. Since we screened Monsters Inc., I dressed as one of the titular monsters (Sully).
- **Displays:** I curated a Halloween book display for the YA/Teen Space in Youth Services.
- **Weeding:** I weeded the YA science fiction collection and the J-DVD collection.
- **Continuing Education/Professional Development:** This past month, I attended a Teen Services webinar via Zoom.

Michela Christianson

Youth Services Librarian Trainee

Board Report – October 2025

Collection:

Shelf read/checked in most J FIC genres – cleared a lot of missing, in transit too long statuses

Weeded Realistic Fiction

Began accustoming myself to ordering process and processing

Displays:

Middle Grade/Tween fiction display – “Cozy Reads for Sweater Weather”

Professional Development:

Ongoing: Began “Youth Services Basics” NYLA course

10/20: Attended NLS 101 with Ryan and Rafael

10/24: Attended NLS Fall Canva Series – Brochures & Bookmarks

Programming:

YS:

Held sign-in for Molly Mouse, Play Hooray, Baby Sign throughout the month

10/7: Tween Banned Book Charm Bracelets

10/21 & 10/28: String Tuning Hours

So far no attendants, but I anticipate that more families will take advantage of the program as the school year progresses and students have their playing tests and winter concerts.

10/24: (Helped with) 4th Annual Halloween Pizza Party

10/29: Play Dough Time

10/30: West End Halloween Costume Party

Adult:

10/9: (Booked and coordinated) Medicare 101

10/15: West End Lace-Stenciled Pumpkins

10/23: Point Lookout Lace-Stenciled Pumpkins

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: November 17, 2025

SUBJECT: Charging for programs

At the October 2025 meeting, the Board discussed and then tabled an agenda item on charging for exercise classes. The Board asked for more information to be presented regarding stats and Library costs as well as potential scenarios for this.

Summaries of adult exercise classes and kids' programs are included on subsequent pages of this memo. Detailed information is included in the Executive Session packet for the Board's review.

FY 2023 to FY 2025 Adult Exercise Class Summary						If the Library charged <u>X</u> per participant					
Type	Average cost per class	Average Annual Cost	Average Annual Attendance	Cost per Participant		\$	3.00	\$	4.00	\$	5.00
Dance (all types)	\$ 170	\$ 1,063	154	\$ 6.92		\$	461	\$	615	\$	768
Meditation	\$ 75	\$ 2,440	621	\$ 3.93		\$	1,864	\$	2,485	\$	3,107
Other	\$ 60	\$ 2,967	1,455	\$ 2.04		\$	4,365	\$	5,820	\$	7,275
Pilates	\$ 60	\$ 2,680	795	\$ 3.37		\$	2,386	\$	3,181	\$	3,977
Yoga (all types)	\$ 65	\$ 9,353	4,045	\$ 2.31		\$	12,134	\$	16,179	\$	20,223
Zumba	\$ 75	\$ 1,250	370	\$ 3.38		\$	1,111	\$	1,481	\$	1,852

Kids Programs Summary (7/1/2023 to 6/30/2025)										If the Library charged X per participant			
Program Title	Average Annual Stats		Cost per FY	Cost per Participant		\$	3.00	\$	4.00	\$	5.00		
Molly Mouse													
	Attendance	4305	\$ 13,110	\$	3.05	\$	12,915	\$	17,220	\$	21,525		
Play Hooray													
	Attendance	1478	\$ 6,435	\$	4.35	\$	4,434	\$	5,912	\$	7,390		
Baby Sign Language													
	Attendance	1199.5	\$ 6,075	\$	5.06	\$	3,599	\$	4,798	\$	5,998		
Preschool Readiness													
	Attendance	1461	\$ 6,320	\$	4.33	\$	4,383	\$	5,844	\$	7,305		
Baby Music with Love													
	Attendance	655.5	\$ 3,465	\$	5.29	\$	1,967	\$	2,622	\$	3,278		
Chess Club													
	Attendance	257.5	\$ 2,805	\$	10.89	\$	773	\$	1,030	\$	1,288		

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: November 17, 2025

SUBJECT: Resolution on Business Office wages and benefits

As per the Auditor's recommendation to have contracts and/or documentation detailing wages and benefits for non-union staff, a contract with the Assistant Director has been presented for Board approval.

Based on the advice of Legal Counsel, it is recommended that wages and benefits for non-union confidential Business Office staff be documented annually via resolution at the reorganization meeting.

Since not everything was in place at the FY 2026 annual reorganization meeting, it is requested that the Board approve the resolution at this meeting. Business Office staff already receive the same benefits as union staff, this would be codifying that and putting in parameters for salary increases.

***Resolved,** that for the 2025-2026 fiscal year, non-union confidential employees occupying the titles listed below shall receive the same salary increases and fringe benefits as those enjoyed by the employees covered by the Collective Bargaining Agreement between the Library Board and employee union:*

*Payroll Clerk
All part-time titles*

***Further resolved,** that the effective date of the confidential employee raises shall be July 1, 2025 for those employees in their positions as of June 30, 2025.*

It is further recommended that the Board rescind the three administrative policies related to benefits as this will now be simplified and in place via the Director and Assistant Director contracts and the above resolution.

This will fully satisfy the Auditor's recommendation to have documentation detailing wages and benefits for all non-union staff.

Continuing Education for Administration

In addition to fostering staff development through conference, seminar, workshop, etc. attendance, the Long Beach Public Library is desirous of providing skilled administrative personnel. To that end, such personnel are welcome to undertake structured course work, college or post graduate courses, at an institution of recognized standing that enhances job performance. These courses, however, shall not be a prerequisite for their position. To facilitate attendance, the Library shall provide \$1,500 per fiscal year in tuition grants. Such grants shall be prorated amongst the participants if the amount is exceeded, with no carry forward to subsequent years if the amount is unexpended.

To receive a tuition grant, staff must inform the Director/Board at least six (6) weeks prior to the beginning of the course. Staff shall provide a copy of the course description and schedule which shall not conflict with work schedules. Grants shall be awarded pursuant to Board approval, and successful completion of the course, defined as a grade of B or better, as demonstrated by an official transcript.

Administration Health Benefits in Retirement

Be it resolved that effective July 1989, the Long Beach Public Library shall pay 100% of the cost of medical insurance for the Director, Assistant Director and Administrative Assistant and their dependents after they retire, provided they have worked full time for a continuous period of ten (10) years for the Library immediately prior to retirement. Such Library payments shall not exceed the cost of said insurance at the time of retirement. Any increase in such costs over and above that existing at the time of retirement shall be paid by said employee until the current rate for eligible employees in retirement of 50% for the employee and 35% for their dependent is reached and that shall become the coverage.

Be it further resolved that effective May 2015, the Long Beach Public Library shall pay 100%; **minus the employee's contribution rate at the time of retirement**¹, of the cost of New York State Health Insurance (NYSHIP) for the Director, Assistant Director and Administrative Assistant and their dependents, provided they have worked full time for twenty (20) continuous years for the Library immediately prior to retirement². Said payments shall not exceed the cost of such NYSHIP insurance at the time of their retirement. Any increase in NYSHIP rates over and above that existing at the time of retirement shall be paid by said employee until the statutory minimum for eligible employees is reached and that shall become the coverage. For those administrative employees who have opted out of the New York State Insurance Program during their Long Beach Public Library employment, they may re-enter the Program pursuant to NYSIP regulations and receive the benefit based on the guidelines herein.

Finally, it is resolved that effective May 2015, the Long Beach Public Library shall pay the statutory minimum of the cost of New York State Health Insurance for future Directors, Assistant Directors and Administrative Assistants and their dependent(s), at the time of their retirement, provided they have worked full time for a continuous period of twenty-five (25) years for the Library immediately prior to their retirement.

In the event that current and future administrative staff shall not qualify for this benefit, but qualify for health benefits in retirement under the terms of the employee contract that provision shall apply. For those administrative employees who have opted out of the New York State Health Insurance Program during their Long Beach Public Library employment, they may re-enter the Program pursuant to NYSHIP guidelines and receive the benefit based on the guidelines detailed in Paragraph 2 of this policy.

Adopted: 2015
Amended: May 2015

¹ Pursuant to New York State Civil Service Law, retiring employees who are eligible for Medicare shall make such Medicare their primary coverage. NYSHIP shall be the secondary coverage

² Retirement eligibility shall be based on the regulations established by the New York State Retirement System for the Tier of the retiring employee.

Administration Sick Leave Accrual Policy

With respect to the accrual and disposition of sick leave by administrative staff; Director, Assistant Director, Administrative Assistant and Bookkeeper, the policy of the Library shall be as follows:

- Sick Leave shall accrue on a pro rata basis to a maximum of 342 days for both full time and part time administrative staff
- Any administrative employee who has been employed by the Long Beach Public Library for ten (10) consecutive years or more and leaves such employment for any reason, other than discharge for cause, shall be compensated at the time of their separation for fifty percent (50%) of their accrued but unused sick leave at the rate of their wage at the time of separation after the first ten (10) of years of continuous employment and sixty percent (60%) of their accrued but unused sick leave at the rate of their daily wage at the time of separation after the first twenty (20) years of continuous employment.
- Administrative employees who are members of the New York State Retirement System are also eligible for the benefits provided under subdivision J of Section 41 (41J) pursuant to the following: An employee may elect to apply the full value of accrued sick leave for which they have not been compensated or have not applied towards payment of health insurance towards 41J Benefits, up to the maximum accrual permitted by law at the time of selection of this option, provided, the total of sick leave applied to 41J and compensation received shall not exceed 342 days.
- Any such payment shall be made to the designated beneficiary of any employee who dies in service after actively serving in their regular capacity for at least one (1) day in the final fiscal year of service and shall have delivered to the Employer a written authorization signed by the employee so designating a beneficiary. In the event an employee does not designate a beneficiary, any monies due such employee hereunder shall be disbursed to the estate of such employee in accordance with applicable law. An employee may elect to apply the following to the payment of health insurance premiums: (i) the full value of unused vacation time and/or (ii) fifty percent 50% of accrued sick leave in lieu of the payment provided.

Adopted: February 27, 2008