



Monday April 20th 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. Individual staff member | |
| | 2. Update on contract negotiations | |
| V. | Public Comment on Agenda Items (limited to 2 minutes per person) | |
| VI. | Approval of March 16, 2026 Minutes | (Vote Needed) P. 2-3 |
| VII. | Approval of Bills and Schedules | |
| | 1. Board Warrant 1406 | (Vote Needed) P. 3-6 |
| | 2. Payroll Warrants 1403, 1404, and 1405 | (Vote Needed) P. 7-21 |
| VIII. | Monthly Financial Reports | P. 22-31 |
| | 1. February 2026 | |
| IX. | Donor Recognition | N/A |
| X. | Monthly Reports (March 2026) | |
| | 1. Director's Report | P. 32-33 |
| | 2. Monthly Stats | P. 34-38 |
| | 3. FY 2026 Projects | P. 39-44 |
| | 4. Assistant Director/Adult Services | P. 45-48 |
| | 5. Programming & Marketing | P. 49-52 |
| | 6. Patron Services | P. 53-56 |
| | 7. Youth Services | P. 57-63 |
| XI. | Old Business | |
| | 1. Policy revisions | (Vote Needed) |
| | • Meeting Room Reservations | P. 64-75 |
| | • Collection Development | P. 76-85 |
| | • Local Authors | P. 86-89 |
| XII. | New Business | |
| | 1. FY 2027 Holiday Schedule | (Discussion) P. 90 |
| XIII. | Public Comment (limited to 3 minutes per person) | |
| XIV. | CSEA | |
| XV. | Personnel | (Vote Needed) |
| | 1. Natasha Drax, FT Librarian III to Per Diem Librarian (change in status) | |
| XVI. | Date and Time of Next Meeting | (Vote Needed) |
| | 1. Monday May 18, 2026 at 7pm | |
| XVII. | Adjournment | (Vote Needed) |



Meeting Minutes - Monday March 16, 2026 at 7pm

NOTE: The Minutes are approved at the following month's Board meeting. Should there be any changes upon approval, the Minutes will be reprinted and reposted to the website with corrections.

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

- 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. Executive Session **voted unanimously to enter Executive Session at 7:01 pm, motioned by Trustee LaSpina and seconded by Trustee Tansey. Exited Executive session at 7:40 pm. No Votes were taken.**
 1. Individual patron request
 2. Contract negotiations
- V. Public Comment on Agenda Items (limited to 2 minutes per person)
- VI. Approval of Minutes from 2/23/2026 **Approved. Moved for approval by Trustee LaSpina, seconded by Trustee Tansey.**
- VII. Approval of Bills and Schedules
 1. Board Warrant 1402 **Approved. Moved for approval by President Guarini, seconded by Trustee LaSpina.**
 2. Payroll Warrants 1401 **Approved. Moved for approval by Trustee Anja Schmidt-Muskin, seconded by President Guarini.**
- VIII. Monthly Financial Report
 1. February 2026 report will be included in April packet
- IX. Donor Recognition
- X. Monthly Reports (February 2026)
 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
- XI. Old Business
 1. FY 2027 Budget
 - FY 2027 budget memo
 - Updated FY 2027-FY 2032 budget projections
 - RESOLUTION APPROVING 2026-2027 BUDGET IN EXCESS OF STATE TAX CAP**Unanimously Approved. Moved for approval by Trustee LaSpina, seconded by Trustee Anja Schmidt-Muskin.**
 - Updated FY 2027 draft budget



Meeting Minutes - Monday March 16, 2026 at 7pm

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

Unanimously Approved and Adopted for public Vote. Moved for approval by Trustee Anja Schmidt-Muskin, seconded by Trustee LaSpina.

- XII. New Business
 - 1. Addressing AI in our Collection Development policies
 - 2. Room reservation purposes
- XIII. Public Comment (limited to 3 minutes per person)
- XIV. CSEA
- XV. Personnel **Approved. Moved for approval by Trustee Anja Schmidt-Muskin, seconded by Trustee Tansey.**
 - 1. Don Smalls, FT Maintenance Worker to PT Maintenance Worker (change in status)
 - 2. Skyla Simshauser, PT Circulation Clerk (new hire)
- XVI. Date and Time of Next Meeting **Approved. Moved for approval by Trustee Tansey, seconded by Trustee Anja Schmidt-Muskin.**
 - 1. Monday April 20th at 7pm
- XVII. Adjournment **at 8:27 pm- Motioned by President Guarini, seconded by Trustee Anja Schmidt-Muskin. 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
04/20/2026	ACHamzM4/26	AMAZON	Feb-March 2026 circulating materials invoices - 4/20/26 Board meeting	\$6,804.05
04/20/2026	ACHamzS4/26	AMAZON	PO 2444, 2449, 2439a - library/office/program/facilities supplies	\$1,815.30
04/20/2026	ACHcc4/26	FNBLI Credit Card 2184	3/31/2026 credit card statement - pay by ACH on 4/20/2026 after Board approval	\$1,081.87
04/20/2026	30201	LANNEN-STANTON TARA	Refreshments for staff training 3/10/2026	\$63.44
04/20/2026	30202	LANNEN-STANTON TARA	Bagels for poetry festival 4/11-4/12/2026	\$95.00
04/20/2026	30203	LANNEN-STANTON TARA	Program supplies for 3/28 craft class	\$17.50
04/20/2026	30204	MENZZASALMA NICOLE	Mileage reimbursement - 1447685432	\$40.31
04/20/2026	30205	COHEN JACOB	Supplies for tween gaming program	\$4.00
04/20/2026	30206	ALARM1 - PT LOOKOUT	ALARM: POINT: Fire monitoring system, Apr-June 2026	\$178.08
04/20/2026	30207	ATTORNEY-QUATELA CHIMERI PLLC	ATTY FEES - March 2026 - 148923	\$728.00
04/20/2026	30208	BARCODES INC (dba Levata)	Barcode scanner for new print release station - Acct 11112026955	\$144.41
04/20/2026	30209	BRADY INDUSTRIES	Custodial/cleaning supplies (Oct-Mar)	\$3,366.16
04/20/2026	30210	CENGAGE LEARNING / GALE	Acct #100232734 - Invoices for continuous collections-04/20/2026	\$428.85
04/20/2026	30211	Culligan Quench	Quarterly service, Main & West Water Dispensers, INV 10633002, Acct D013443	\$392.04
04/20/2026	30212	DELL MARKETING	New computer for Sarah in PMD, INV 10865478479	\$1,272.46
04/20/2026	30213	FARONICS	3-year renewal - Deep Freeze Cloud Subscription for public computers	\$5,187.00
04/20/2026	30214	FUN EXPRESS (ORIENTAL TRADING)	PO 2452 fully received - Kids spring/summer crafts	\$834.10
04/20/2026	30215	GLOBAL INDUSTRIAL	PO 2454 received - Mobile computer cabinet for new print release station	\$727.62
04/20/2026	30216	GTS GLOBAL TELECOM	VOIP telephone services - INV 88620, 88955, 89489, 90053, 90472	\$806.60
04/20/2026	30217	INGRAM LIBRARY SERVICES	ACCT: 20W7576 (circulating materials)- 04/20/2026	\$1,419.69
04/20/2026	30218	JOHNSON / SIMPLEX GRINNELL	Annual fire alarm maintenance and servicing 6/1/2026-5/31/2027	\$5,910.69
04/20/2026	30219	KNOCKOUT PEST CONTROL EXTERMINATO	EXTERMINATOR : monthly billing (4/1/26)	\$92.00
04/20/2026	30220	LIBRARY FREEPORT PUBLIC	Patron paid for lost book -31489007277849 - Long Bright River (LT)	\$16.80
04/20/2026	30221	LIBRARY LEVITTOWN PUBLIC	Payment for lost book - 31328009193572	\$20.68
04/20/2026	30222	LIBRARY MASSAPEQUA (BAR HARBOR) PU	LBPL paid for damaged book - 31616012347387 - How to Read a Book	\$13.70
04/20/2026	30223	LIBRARY WEST HEMPSTEAD PUBLIC	Patron paid for lost book - 31855004966248 - The Texas Murders	\$9.00
04/20/2026	30224	LOWITT ALARMS & SECURITY SYSTEMS	Invoice for Q2 2026 security alarm/monitoring at Main Library	\$200.85
04/20/2026	30225	MIDWEST TAPE-DVDs	2000020405-DVDs -04/20/2026	\$2,590.97
04/20/2026	30226	Midwest Tape-Hoopla	Hoopla digital/streaming services March 2026- INV 508660749	\$857.08

Trustee 1, LBPL Board

Trustee 3, LBPL Board

Trustee 4, LBPL Board

Trustee 2, LBPL Board

Trustee 5, LBPL Board

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Date	Num	Name	Memo	Amount
04/20/2026	30227	MUSEUM-FRICK	Museum pass program - admits 4, unlimited admissions (6/1/2026-5/31/2027)	\$200.00
04/20/2026	30228	Nassau Library System (NLS) ILS Services	Broadband primary data line - increased speed in Dec 2025	\$1,049.54
04/20/2026	30229	Nawrocki Smith (Treasurer)	Treasurer Services Jan-Feb 2026, 2025 ACA report for filing	\$2,940.00
04/20/2026	30230	NYS DEC Saratoga Tree Nursery	Tree seedlings for Arbor Day/Seed Library program	\$110.00
04/20/2026	30231	Patron-Kevin C. McAvoy	Refund to patron - error in Sierra led to patron paying more for overdue book	\$23.00
04/20/2026	30232	PGM-A / CAPPETO, PATRICIA	Adult program-"Pilates" 60min, 2x @ \$75	\$150.00
04/20/2026	30233	PGM-A / CARRION, JULIE	APGM-M : 1X @ \$150 "COMEDY AFTER DARK" 2 hours	\$100.00
04/20/2026	30234	PGM-A / CASSON, KARIN	APGM-M : 1X @ \$150 "COMEDY AFTER DARK"	\$150.00
04/20/2026	30235	PGM-A / DESANTIS, MARC	Adult program-"Writing program"-120min, 1x @ \$175.00 per session	\$175.00
04/20/2026	30236	PGM-A / FOX, JORDANA	Adult program-"The Scrappy Hour"- 2.75hrs, 1x @ \$200	\$200.00
04/20/2026	30237	PGM-A / FROHMAN, DIANE	Fun for All pgm - 60MIN 1X @ 500 "DANCING DOGS"	\$500.00
04/20/2026	30238	PGM-A / GOLDBERG, JEFF	APGM-M : 1X @ \$50 "COMEDY AFTER DARK"	\$50.00
04/20/2026	30239	PGM-A / HEALY, BRENDAN	APGM-M : 1X @ \$50 "COMEDY AFTER DARK"	\$50.00
04/20/2026	30240	PGM-A / KINSLEY, RANDY	Adult program-"Yoga programs"- 60min, 5x @ \$60	\$450.00
04/20/2026	30241	PGM-A / PRINCE, BARBARA	Adult program-"Zumba"- 4x @ \$75 per 60 min. session	\$300.00
04/20/2026	30242	PGM-A / REGAN, KATHLEEN	Adult program-"Chair Yoga for Life"- 5x@ \$70 per 60 min. session	\$210.00
04/20/2026	30243	PGM-A / ROZELL, LORI	Adult Program- Low-Impact Cardio (Hybrid)- 1x @ \$60 per 60 min. session	\$420.00
04/20/2026	30244	PGM-A / TANZI, MICHAEL	APGM : 1X @ \$50 "COMEDY AFTER DARK"	\$50.00
04/20/2026	30245	PGM-A / VARON, JOSHUA	Adult Program--Intro to AI and Using ChatGPT 3 @ \$225 Per Session	\$675.00
04/20/2026	30246	PGM-A / WISEL, LISA M.	Adult program-"Meditation with Lisa Wisel"-1x @ \$90 per 45 min. session	\$90.00
04/20/2026	30247	PGM-A / YUDES-KUZNETSOV, JULIA	Adult Program--Watercolor for Beginners 120 min, 6x @ \$150 Per Session	\$900.00
04/20/2026	30248	PGM-A /DIVAS AND DECIBELS PRODUCTION	Adult program-"Faire Lilith Tribute"-1x, 60min, \$675 (concert)	\$675.00
04/20/2026	30249	PGM-K / A TIME FOR KIDS, INC	Kids Program - "Preschool Readiness"- \$160 per Session (DEC LATE ENTRY)	\$480.00
04/20/2026	30250	PGM-K / NAPOLETANO, CHRISTINA	Kids Program- "Baby Sign Language"- 11 X \$150 per 30 min. session	\$1,650.00

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Date	Num	Name	Memo	Amount
04/20/2026	30251	SAVMOR MECHANICAL	HVAC: AC2 combustion switch, AC5 ignition module, supplies for quarterly maintenance	\$3,445.70
04/20/2026	30252	BARNES & NOBLE	Book sales for Boy from the North Country event	\$20.30
04/20/2026	30253	MUSEUM-LONG ISLAND CHILDREN'S	MUSEUM MEMBERSHIP 07/01/26 - 6/30/27	\$1,500.00
04/20/2026	30254	Patron - Stephanie Maltz	Refund of \$6.99 to patron for paid lost book found on YS shelf	\$6.99
04/20/2026	30255	PGM-A / MONTI, DANA	APGM:M - 3X 1.5HR @ \$175 "Long Beach Writers Club"	\$525.00
04/20/2026	30256	PMA Copier Servicing (Leaf Lease)	Copier ink, servicing, color copies quarterly services- 260232	\$60.00
04/20/2026	30257	PGM-A / CURCI, PAULA	Adult program-"Ekphrasis Free Verse Writing "- \$ 175.00-1450708349	\$175.00
04/20/2026	30258	PGM-A / HAFKER,ERIC	Adult program-"From Basho to Virgilio "-\$ 200.00-1450745850	\$200.00
04/20/2026	30259	PGM-A / JANSEN, GARY	Adult Program-Poetry Yoga and meditation programs	\$200.00
04/20/2026	30260	PGM-A / MONTI, DANA	ADULT PROGRAM- @ \$150 "Senses Poetry"	\$150.00
04/20/2026	30261	PGM-A / SEMERDJIAN, ALAN	Adult program-"Music and Poetry Open Mic"- \$ 800.00 per session	\$800.00
04/20/2026	30262	PGM-A / CAPPETO, PATRICIA	Adult program-"Pilates"- \$75.00 per session- 1451137384	\$225.00
04/20/2026	30263	PGM-A / JANSEN, GARY	Adult Program-Yoga and meditation programs	\$390.00
04/20/2026	30264	PGM-A / STRANGIO,STEVEN	ADULT PROGRAM-"Super Mega Trivia Slam"- 150.00	\$150.00
			<u>TOTAL WARRANT 1406</u>	<u>\$54,563.78</u>

Trustee 1, LBPL Board

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Trustee 5, LBPL Board



CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

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

email transmittal

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To:	Tara Lannen-Stanton	Email:	director@longbeachlibrary.org	
From:	Kyle Zaharatos	Date:	March 16, 2026	
Phone:	(631) 756-9500 x 207	Email:	kzaharatos@ns.cpa	
Re:	Payroll approval	Pages:	1 (including cover)	
CC:				
☐ Urgent	☒ For Review	☐ Please Comment	☐ Please Reply	☐ Please Recycle

Tara,

The payroll register dated 3/12/26 has been reviewed and approved. This includes the payroll period from February 13th to February 26th. NS has reviewed the hourly wages paid to the salary schedule provided by the Library. NS also compared hours paid to approved time cards in AccuData.

Thank you,

Kyle Zaharatos

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**PAYROLL WARRANT
 OPERATING EXPENSES**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Mar 12, 26					
	03/12/2026			Funds Transfer 3/12/26 FED TAX	17,510.92
	03/12/2026			Funds Transfer 3/12/26 STATE TAX	3,239.15
	03/12/2026			Funds Transfer 3/12/26 NYC TAX	450.87
	03/12/2026			Funds Transfer 3/12/26 PR	56,818.72
	03/12/2026			Funds Transfer 3/12/26 3rd PARTY	247.00
	03/12/2026			Funds Transfer 3/12/26 FEE	443.65
	03/12/2026			Funds Transfer 3/12/26 OMNI	330.00
	03/12/2026	aLF13/26	Leaf Copier Lease (serviced by PMA)	LEAF LEASE : C# 1004777944005 due 3/25/20	150.50
	03/12/2026	aPSEGp3/26	PSEGLIP	ELEC: PL : #04552011498, Acct# 1750482702,	352.08
	03/12/2026	30159	CSEA	UNION DUES & FEES: PAYROLL 2026 0312	979.57
	03/12/2026	30160	PREFERRED GROUP PLANS, INC FSA	EMPLOYEE CONTRIBUTIONS P/R 202603/12	923.06
	03/12/2026	30161	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 2026 03/12	211.34
	03/12/2026	30163	NYSHIP HEALTH INSURANCE	HEALTH INS Acct #03069 2026 MAR	57,137.42
	03/12/2026	30164	CITY OF LONG BEACH SANITATION		439.00
	03/12/2026	30165	NATIONAL GRID MAIN	GAS: MAIN: #7932939008 2026 MAR	2,281.17
	03/12/2026	30166	NATIONAL GRID POINT LOOKOUT	GAS: POINT: ACCT# 37696006028 2026 MAR	270.68
	03/12/2026	30167	OPTIMUMPOINT LOOKOUT	PL: #07858563502028: TEL+DATA 2026MAR	184.56
Mar 12, 26					<u>141,969.69</u>

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

PAYROLL WARRANT
SALARY SUMMARY

PAYROLL WARRANT # **1403**
DATE: **3/12/2026**

	Amount
LIBRARIAN	23,077.29
PROFESSIONAL	20,400.52
PATRON SERVICES	6,369.88
CLEANER	3,994.96
PAGE	2,704.66
PER DIEM	0.00
NET PAYROLL	56,547.31
FEDERAL TAX	17,510.92
STATE TAX	3,239.15
MTA TAX	0.00
NYC TAX	450.87
ACCUDATA INVOICE	443.65
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$78,438.90

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email transmittal

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Tara,

The payroll register dated 3/26/26 has been reviewed and approved. This includes the payroll period from February 27th to March 12th. NS has reviewed the hourly wages paid to the salary schedule provided by the Library. NS also compared hours paid to approved time cards in AccuData.

Thank you,

Kyle Zaharatos

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**PAYROLL WARRANT
OPERATING EXPENSES**

Date	Num	Name	Memo	Amount
Mar 26, 26				
03/26/2026			Funds Transfer 03/26/26 FED TAX	14,475.34
03/26/2026			Funds Transfer 3/26/26 STATE TAX	2,681.21
03/26/2026			Funds Transfer 3/26/26 NYC TAX	440.13
03/26/2026			Funds Transfer 3/26/26 PR	50,321.93
03/26/2026			Funds Transfer 3/26/26 3rd PARTY	247.00
03/26/2026			Funds Transfer 3/26/26 FEE	463.72
03/26/2026			Funds Transfer 3/26/26 OMNI	330.00
03/20/2026	achNYSst26	NYS Sales Tax	NYS SALES TAX PMT ONLINE Mar 2025-Feb 2026	75.79
03/26/2026	aPSEGm3/26	PSEGLIMAIN	MAIN: ELEC: CUST#0008200319, Acct# 1915621320 Feb 9, 2026 Mar 10, 2026	3,386.84
03/26/2026	aPSEGw3/26	PSEGLIWE	ELEC: WE : #00131201585, Acct# 1915129905, Feb 11, 2026 Mar 12, 2026	229.80
03/26/2026	aLF84/2026	Leaf Copier Lease (serviced by PMA)	LEAF LEASE : C# 1009089631001 due 4/14/2026	1,264.76
03/26/2026	30170	CSEA	UNION DUES & FEES: PAYROLL 2026 0326	979.57
03/26/2026	30171	CSEA EMPLOYEE BENEFIT FUND (EBF)	CSEA EMP FUNDED DENTAL2026 APR	1,544.51
03/26/2026	30172	PREFERRED GROUP PLANS, INC FSA	EMPLOYEE CONTRIBUTIONS P/R 202603/26	923.06
03/26/2026	30173	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 2026 03/26	203.66
03/26/2026	30174	AFLAC	ACCT# NER78 2026 FEBURARY	498.52
03/26/2026	30175	NYS RETIREMENT SYSTEM	MONTHLY PAYMENT 2026MAR	3,407.67
03/26/2026	30176	NEWSPAPERSWSJ DOW JONES	ACCT# 032321010483 Subscriber ID: 9981359829031YR 6DAYS FEB 2026	719.88
03/26/2026	30177	OPTIMUM WEST END	WE : # 07858259451034:TEL+DATA 03/16 04/15/2026	217.25
03/26/2026	30178	SECURITY USA INC	Security guard services	5,331.37
03/26/2026	30179	SWANK MOVIE LICENSING USA	LIC#190353001 ANNUAL PUBLIC PERFORMANCE THRU FEB 2027	1,088.00
03/26/2026	30180	MED REIMB HEFT FAYE	Medicare Reimbursements 2026 Q1	608.70
03/26/2026	30181	MED REIMB TREPP GEORGE	Medicare & IRMA Reimbursements 2026 Q1 JanMar (retiree+spouse)	3,895.20
03/26/2026	30182	Kyra Hernandez	Mileage reimbursement NLS Tech Services meetup roundtrip	21.42
03/26/2026	30183	Ryan Ristuccia	Mileage reimbursement per attached	13.77
03/26/2026	30184	FRANK CAMPOREALE (BOOKMAN)	BOOK DROP 2026MAR	600.00
03/26/2026	30185	RENT POINT LOOKOUT BRANCH	RENT : POINT LOOKOUT : 2026 APR	3,818.57
03/26/2026	30186	RENT WEST END BRANCH	RENT F/WEST END BRANCH: 2026 APR	3,327.50
Mar 26, 26				101,115.17

PAYROLL WARRANT
SALARY SUMMARY

PAYROLL WARRANT # 1404
DATE: 3/26/2026

	Amount
LIBRARIAN	18,557.15
PROFESSIONAL	19,566.42
PATRON SERVICES	6,178.99
CLEANER	3,072.10
PAGE	2,528.87
PER DIEM	49.17
NET PAYROLL	49,952.70
FEDERAL TAX	14,475.34
STATE TAX	2,681.21
MTA TAX	0.00
NYC TAX	440.13
ACCUDATA INVOICE	463.72
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$68,260.10

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email transmittal

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Re:	Payroll approval	Pages:	1 (including cover)	
CC:				
☐ Urgent	☒ For Review	☐ Please Comment	☐ Please Reply	☐ Please Recycle

Tara,

The payroll register dated 4/9/26 has been reviewed and approved. This includes the payroll period from March 13th to March 26th. NS has reviewed the hourly wages paid to the salary schedule provided by the Library. NS also compared hours paid to approved time cards in AccuData.

Thank you,

Kyle Zaharatos

CONFIDENTIAL

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**PAYROLL WARRANT
OPERATING EXPENSES**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Mar 27 Apr 9, 26					
	04/09/2026			Funds Transfer 4/9/26 FED TAX	20,050.24
	04/09/2026			Funds Transfer 4/9/26 STATE TAX	3,682.50
	04/09/2026			Funds Transfer 4/9/26 NYC TAX	1,050.79
	04/09/2026			Funds Transfer 4/9/26 PR	58,186.67
	04/09/2026			Funds Transfer 4/6/26 3rd PARTY	247.00
	04/09/2026			Funds Transfer 4/9/26 FEE	449.75
	04/09/2026			Funds Transfer 4/6/26 OMNI	330.00
	04/09/2026	aLF14/26	Leaf Copier Lease (serviced by PMA)	LEAF LEASE : C# 1004777944005 due 4/25/20.	150.50
	04/09/2026	aPSEGP4/26	PSEGLIP	ELEC: PL : #04552011498, Acct# 1750482702,	394.81
	04/09/2026	30187	CSEA	UNION DUES &FEES: PAYROLL 2026 0409	979.91
	04/09/2026	30188	PREFERRED GROUP PLANS, INCFSA	EMPLOYEE CONTRIBUTIONS P/R 202604/09	923.06
	04/09/2026	30189	PREFERRED GROUP PLANS, INC. FEES	MONTHLY PLAN FEE 2026 MAR	75.00
	04/09/2026	30190	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 2026 04/09	203.66
	04/09/2026	30191	NYSHIP HEALTH INSURANCE	HEALTH INS Acct #03069 2026 APR	57,137.42
	04/09/2026	30192	CITY OF LONG BEACH WATER FUND	Bill #1967858 ACCT #24063110 WATER/SEW	381.73
	04/09/2026	30193	OPTIMUMMAIN	TEL MAIN : #07858996527031 03/2304/22/20	376.87
	04/09/2026	30194	OPTIMUMPOINT LOOKOUT	PL: #07858563502028: TEL+DATA 2026APR	184.53
	04/09/2026	30195	SECURITY USA INC	GUARDS 2WKS @ \$27.95 /HR 03/23 04/05/26	2,394.84
					<u><u>147,199.28</u></u>
Mar 27 Apr 9, 26					

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

PAYROLL WARRANT
SALARY SUMMARY

PAYROLL WARRANT # 1405
DATE: 4/9/2026

	Amount
LIBRARIAN	18,730.86
PROFESSIONAL	19,641.26
PATRON SERVICES	6,156.31
CLEANER	10,834.65
PAGE	2,552.18
PER DIEM	0.00
NET PAYROLL	57,915.26
FEDERAL TAX	20,050.24
STATE TAX	3,682.50
MTA TAX	0.00
NYC TAX	1,050.79
ACCUDATA INVOICE	449.75
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$83,395.54

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Long Beach Public Library
Monthly Treasurer's Report
February 2026

Prepared by:

Nawrocki Smith LLP

Certified Public Accountants & Business Consultants



Long Beach Public Library
Treasurer's Report Summary
February 2026

Fund Revenues: Fiscal Year to Date

Code	Description	Adopted Budget	Modified Budget	YTD Actual	\$ Over/(Under)	% of Budget
.4050	Real Property Taxes	\$ 4,039,618.00	\$ 4,039,618.00	\$ 1,608,247.00	\$ (2,431,371.00)	39.81%
.4022	PILOT (Payments in Lieu of Taxes)	\$ 9,318.00	\$ 9,318.00	\$ 70.08	\$ (9,247.92)	0.75%
.4014	Fines and Fees	\$ 8,500.00	\$ 8,500.00	\$ 6,117.06	\$ (2,382.94)	71.97%
.4030	Interest and Earnings	\$ 10,000.00	\$ 10,000.00	\$ 6,358.71	\$ (3,641.29)	63.59%
.4040	Miscellaneous Revenues	\$ 16,000.00	\$ 16,000.00	\$ 15,185.51	\$ (814.49)	94.91%
.4020	Grants	\$ 16,000.00	\$ 16,000.00	\$ 50,000.00	\$ 34,000.00	312.50%
.4024	Gifts and Endowments	\$ 2,500.00	\$ 2,500.00	\$ 501.28	\$ (1,998.72)	100.00%
.4005	Discrepancies			\$ (212.93)	\$ (212.93)	100.00%
3100.0	Appropriated Surplus	\$ -	\$ -	\$ -	\$ -	0.00%
Total Revenues		\$ 4,101,936.00	\$ 4,101,936.00	\$ 1,686,266.71	\$ (2,415,669.29)	41.11%

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	\$ 42,856.57	\$ 29,902.82	57.14%
.6420 BD	Books - Digital	\$ 70,000.00	\$ 70,000.00	\$ 62,046.25	\$ (91.31)	88.64%
.6450	Films	\$ 10,000.00	\$ 10,000.00	\$ 7,862.44	\$ (2,137.56)	78.62%
.6455	Music	\$ 3,300.00	\$ 3,300.00	\$ 641.11	\$ (2,658.89)	19.43%
.6457	Magazines and Newspapers 2)	\$ 7,000.00	\$ 7,000.00	\$ 11,263.19	\$ 4,263.19	160.90%
.6457	Research/Learning 13)	\$ 28,500.00	\$ 28,500.00	\$ 36,430.42	\$ 7,930.42	127.83%
	Library of Things	\$ 1,000.00	\$ 1,000.00	\$ 152.90	\$ (847.10)	15.29%
6280 - Library Programs						
AA	Adults Programs	\$ 35,000.00	\$ 35,000.00	\$ 25,350.37	\$ (9,649.63)	72.43%
AS	Adult Program Supplies	\$ 12,000.00	\$ 12,000.00	\$ 5,112.75	\$ (6,887.25)	42.61%
J	Youth Programs 5)	\$ 32,500.00	\$ 32,500.00	\$ 30,160.56	\$ (2,339.44)	92.80%
JS	Youth Program Supplies	\$ 12,000.00	\$ 12,000.00	\$ 6,435.62	\$ (5,564.38)	53.63%
F	Program Innovation Fund	\$ -	\$ -	\$ -	\$ -	0.00%
MU	Museum Passes 14)	\$ 5,500.00	\$ 5,500.00	\$ 5,425.00	\$ (75.00)	98.64%
6440 - Technology						
HT	Hardware Technology 9)	\$ 12,500.00	\$ 12,500.00	\$ 17,842.83	\$ 5,342.83	142.74%
SW	Software and Online Services 3)	\$ 25,000.00	\$ 25,000.00	\$ 27,867.98	\$ 2,867.98	111.47%
LT	Leased Technology	\$ 18,000.00	\$ 18,000.00	\$ 14,993.30	\$ (3,006.70)	83.30%
PT	Peripheral Technology	\$ 7,500.00	\$ 7,500.00	\$ 2,723.89	\$ (4,776.11)	36.32%
.00	Other Technology	\$ -	\$ -	\$ 107.69	\$ 107.69	0.00%
6460 - Operating Expenses						
SU	Library Supplies 4)	\$ 15,000.00	\$ 15,000.00	\$ 12,348.20	\$ (2,651.80)	82.32%
PO	Postage	\$ 5,000.00	\$ 5,000.00	\$ 913.82	\$ (4,086.18)	18.28%
CM	Communications and Marketing 1)	\$ 7,500.00	\$ 7,500.00	\$ 9,888.15	\$ 2,388.15	131.84%
IN	Insurance	\$ 56,000.00	\$ 56,000.00	\$ 5,473.00	\$ (50,527.00)	9.77%
6610 - Other Operating Expenses						
N	NLS Services 6)	\$ 85,000.00	\$ 85,000.00	\$ 59,106.41	\$ (25,893.59)	69.54%
SGU	Security	\$ 60,000.00	\$ 60,000.00	\$ 41,647.75	\$ (18,352.25)	69.41%
AC	AccuData	\$ 11,000.00	\$ 11,000.00	\$ 8,433.22	\$ (2,566.78)	76.67%
MI	Miscellaneous	\$ 19,000.00	\$ 19,000.00	\$ 6,053.37	\$ (12,946.63)	31.86%
6640 - Facilities						
BR	Branch Rentals	\$ 86,000.00	\$ 86,000.00	\$ 56,834.87	\$ (29,165.13)	66.09%
UT	Utilities 7)	\$ 70,000.00	\$ 70,000.00	\$ 58,828.50	\$ (11,171.50)	84.04%
TE	Telephone	\$ 18,000.00	\$ 18,000.00	\$ 9,140.93	\$ (8,859.07)	50.78%
CM	Cleaning & Maintenance Supplies 10)	\$ 10,000.00	\$ 10,000.00	\$ 10,104.73	\$ 104.73	101.05%
BM	Repairs / Maintenance / Equipment	\$ 45,000.00	\$ 45,000.00	\$ 30,148.57	\$ (14,851.43)	67.00%
FU	Furniture Replacement 8)	\$ 4,000.00	\$ 4,000.00	\$ 4,504.91	\$ 504.91	112.62%
MI	Facilities / Misc Building Maint.	\$ 12,500.00	\$ 12,500.00	\$ 595.73	\$ (11,904.27)	4.77%
6615 - Municipal Services						
.6615	Civil Service, Water, Sanitation 12)	\$ 18,000.00	\$ 18,000.00	\$ 18,370.89	\$ 370.89	102.06%
Reserves						
	Capital Projects Fund	\$ -	\$ -	\$ -	\$ -	0.00%
6270 - Professional Fees						
PF	Professional Services	\$ 50,000.00	\$ 50,000.00	\$ 28,207.95	\$ (21,792.05)	56.42%
TR	Travel and Training	\$ 6,000.00	\$ 6,000.00	\$ 1,426.55	\$ (4,573.45)	23.78%
DM	Dues and Memberships	\$ 2,500.00	\$ 2,500.00	\$ 1,979.00	\$ (521.00)	79.16%
6500 - Personnel						
SA	Salaries	\$ 2,087,953.00	\$ 2,087,953.00	\$ 1,334,063.76	\$ (753,889.24)	63.89%
HI	Hospital and Medical Insurance	\$ 601,360.00	\$ 601,360.00	\$ 342,234.06	\$ (259,125.94)	56.91%
.02	NYS Retirement 11)	\$ 286,424.00	\$ 286,424.00	\$ 268,277.00	\$ (18,147.00)	93.66%
.03	Social Security / Medicare	\$ 159,728.00	\$ 159,728.00	\$ 95,343.53	\$ (64,384.47)	59.69%
.05	Unemployment	\$ -	\$ -	\$ 7,792.94	\$ 7,792.94	0.00%
MB	Miscellaneous Employee Expenses	\$ 31,171.00	\$ 31,171.00	\$ 11,709.80	\$ (19,461.20)	37.57%
Reconciliation Discrepancies						
	Discrepancies	\$ -	\$ -	\$ (0.02)	\$ (0.02)	0.00%
Total Expenditures		\$ 4,101,936.00	\$ 4,101,936.00	\$ 2,720,700.49	\$ (1,381,235.51)	66.33%

Fund Net Income: Fiscal Year to Date

\$ (1,034,433.78)

Budget to Actual Notes:

8 Months = 66.67% of the year

- 1) **Communications and Marketing (.6460.CM)**- \$3,087 paid to Crestline in October
- 2) **Magazines and Newspapers (.6457)**- Payments made to RIVISTAS for yearly subscriptions
- 3) **Software and Online Services (.6440.SW)**- Annual software was paid for in September
- 4) **Library Supplies (.6460.SU)**- NS recommends monitoring expense code
- 5) **Youth Programs (.6280.J)**- NS recommends monitoring expense code.
- 6) **NLS Services (.6610.N)** - ILS yearly bills paid in January.
- 7) **Utilities (.6640.UT)**- Summer months have a higher monthly bill
- 8) **Furniture Replacement (.6640.FU)**- Some large furniture purchased in August
- 9) **Hardware Technology (6440.HT)**- NS recommends monitoring expense code
- 10) **Cleaning & Maintenance (.6640.CM)** - Payments made in November to Brady Industries
- 11) **NYS Retirement (.6500.02)**- Yearly payment made in November
- 12) **Civil Service, Water, Sanitation (6615)** - \$15K paid to City of Long Beach in December for annual civil service commission expense
- 13) **Research/Learning (.6457)** - NLS bills paid in January for yearly database collections
- 14) **Museum Passes (.6280.MU)** - Yearly museum passes paid for in January

NS recommends contacting the school district for payment schedule of taxes

Payroll and Operating account 7138 still need to be reconciled for February

Fund Balance Sheet

Balance Sheet Summary	28-Feb-26
First National - Operating	\$ (13,737.50)
ConnectOne - Operating	\$ 355,051.27
First National - Payroll	\$ 96,384.03
First National - Capital Improvement	\$ 593,514.79
First National AL/SL Liability	\$ 53,026.77
First National Electronic Payments	\$ 33,578.21
Other Current	\$ 78,532.97
Total Assets	\$ 1,196,350.54
Accounts Payable	\$ (12,308.66)
Other Current	\$ 188,091.44
Total Liabilities	\$ 175,782.78
Fund Balance	
Nonspendable - Prepaids	\$ 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	\$ 1,079,708.27
Net Income	\$ (1,034,433.78)
Total Equity	\$ 1,020,567.76
Total Liabilities & Equity	\$ 1,196,350.54

Long Beach Public Library
Balance Sheet
As of February 28, 2026

	Feb 28, 26
ASSETS	
Current Assets	
Checking/Savings	
1201.01 · 1stNat-Operating 7138	-13,737.50
1201.02 · ConnectOne Operating 3058	355,051.27
1202.02 · 1stNat-Payroll 7146	96,384.03
1203.01 · 1stNat-Capital Improvement 1863	593,514.79
1204.04 · 1stNat-AL/SL Liability 7369	53,026.77
1206.06 · 1stNat-Electronic Payments 8904	33,578.21
1207.07 · Paypal Transactions	24.09
1295.00 · Petty Cash	212.55
Total Checking/Savings	1,118,054.21
Accounts Receivable	
1300.00 · Accounts Receivable	36,063.03
Total Accounts Receivable	36,063.03
Other Current Assets	
1310.00 · Prepaid Expenses	42,233.30
Total Other Current Assets	42,233.30
Total Current Assets	1,196,350.54
TOTAL ASSETS	1,196,350.54
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2500.00 · Accounts Payable	37.26
Total Accounts Payable	37.26
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	318.80
2003.01 · Federal Taxes	
2003.M · MEDICARE - EE	253,909.42
2003.SS · SOCIAL SECURITY - EE	1,084,659.41
2003.01 · Federal Taxes - Other	-1,337,416.81
Total 2003.01 · Federal Taxes	1,152.02
2003.02 · NYS W/H Tax Payable	213.98
2003.04 · NYC - LOCAL WAGE TAX (LC)	34.35
2010.00 · NYS Retirement System	
2010.01 · Arrears	519.14
2010.02 · Contributions	2,161.25
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	62,488.13
2011.00 · 125 Plan Fees	-1,450.00
2012.01 · 125 Unreimbursed Medical & Ins	182.35
2012.04 · UNREIMB TRAVEL	150.00
2012.05 · Unreimbursed Parking	150.00
2013.03 · AXA Equitable	-845.00
2013.05 · Oppenheimer	-150.00
2013.06 · Fidelity	-350.00

Long Beach Public Library
Balance Sheet
As of February 28, 2026

	Feb 28, 26
2013.07 · Aspire Financial Services	-75.00
2018.01 · Aflac-PRE TAX	1,799.85
2018.02 · AFLAC - POST TAX DED (DISAB)	119.64
2018.DE · CSEA EBF - DENTAL	-3,617.77
2018.VI · CSEA EBF - VISION	-598.33
2030.00 · NYS 457	1,325.58
2040.00 · NYS Paid Family	42,258.95
2050.00 · Net Payroll Payable	4,936.64
2000.00 · Payroll Liabilities - Other	-545.00
Total 2000.00 · Payroll Liabilities	171,524.66
2510.00 · Accrued Expenses Payable	16,566.78
Total Other Current Liabilities	188,091.44
Total Current Liabilities	175,782.78
Total Liabilities	175,782.78
Equity	
3000.00 · Nonspendable - Prepays	42,233.00
3000.EQ · Opening Bal Equity	-30,854.67
3100.00 · Appropriated Surplus	117,300.00
3200.00 · Contingency Fund Balance	50,167.37
3300.00 · Capital Fund Balance	585,571.20
3350.00 · Contingency Fund SL & AL Bal	210,876.37
3900.00 · Unassigned Fund Balance	1,079,708.27
Net Income	-1,034,433.78
Total Equity	1,020,567.76
TOTAL LIABILITIES & EQUITY	1,196,350.54

Long Beach Public Library Profit & Loss Budget vs. Actual

July 2025 through February 2026

	Jul '25 - Feb 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4005.00 · Discrepancies	-212.93			
4005.OV · Overages	-212.93	0.00	-212.93	100.0%
Total 4005.00 · Discrepancies	-212.93	0.00	-212.93	100.0%
4014.00 · Fines and fees				
4014.FI · Overdue fines				
40BF.00 · Book Fines				
40BF.01 · Book-Fines Main	2,896.89			
40BF.02 · Book-Fines Point	105.00			
40BF.03 · Book Fines-West	70.33			
Total 40BF.00 · Book Fines	3,072.22			
40CD.00 · CD Fines				
40CD.01 · Fines-CDs Main	25.50			
40CD.02 · Fines-CDs Point	0.00			
40CD.03 · Fines-CDs West	0.00			
Total 40CD.00 · CD Fines	25.50			
40MF.00 · Museum Passes - Fines				
40VF.00 · DVD / Video Fines				
40VF.01 · Video-Fines Main	297.84			
40VF.02 · Video-Fines Point	13.00			
40VF.03 · Video-Fines West	18.00			
Total 40VF.00 · DVD / Video Fines	328.84			
4014.FI · Overdue fines - Other	85.85			
Total 4014.FI · Overdue fines	3,532.41			
4014.LO · Fees for lost/damaged items				
4014.LI · PAYMENT FROM OTHER LIBRARIES				
40LB.00 · Lost Books	46.99			
40LC.00 · Lost CDs	2,337.03			
40LD.00 · Lost DVDs	20.96			
40LW.00 · Lost - Museum Passes	60.95			
4014.LO · Fees for lost/damaged items - Other	0.00			
4014.LO · Fees for lost/damaged items	171.85			
Total 4014.LO · Fees for lost/damaged items	2,637.80			
4014.00 · Fines and fees - Other	-53.15	8,500.00	-8,553.15	-0.6%
Total 4014.00 · Fines and fees	6,117.06	8,500.00	-2,382.94	72.0%
4020.00 · NYS Library Aid/Govt funds				
4022.00 · PILOT (PAYMENTS IN LIEU OF TAX)				
4024.00 · Donations				
4024.DQ · Donations	401.23			
4024.DP · Donations - Online	0.00			
4024.00 · Donations - Other	100.05			
Total 4024.00 · Donations	501.28	2,500.00	-2,399.95	4.0%
4030.00 · Interest Income				
4030.02 · Other Interest	6,358.71	0.00	6,358.71	100.0%
Total 4030.00 · Interest Income	6,358.71	0.00	6,358.71	100.0%
4040.00 · Miscellaneous Revenue				
4040.05 · Sales Tax Collected	42.18	0.00	42.18	100.0%
4040.CA · Collection Agency Fee	338.30	0.00	338.30	100.0%
4040.CF · Craft Fees	15.00			
4040.CR · Copier revenues	1,244.45	0.00	1,244.45	100.0%
4040.ER · Erate Rebate	0.00	0.00	0.00	0.0%
4040.LC · Library Cards & Temp Accts	239.00	0.00	239.00	100.0%
4040.NO · Notary	217.50	0.00	217.50	100.0%
4040.OM · Other Misc Revenue	390.65	0.00	390.65	100.0%
4040.PF · Print Fees	10,101.10	0.00	10,101.10	100.0%
4040.PG · Program Fees	20.00			
4040.PR · Printing revenues				
40CP.M · Commissions-PUBLIC COPIERS-MAIN	1,636.08	0.00	1,636.08	100.0%
4040.PR · Printing revenues - Other	0.00	0.00	0.00	0.0%
Total 4040.PR · Printing revenues	1,636.08	0.00	1,636.08	100.0%

Long Beach Public Library Profit & Loss Budget vs. Actual

July 2025 through February 2026

	Jul '25 - Feb 26	Budget	\$ Over Budget	% of Budget
4040.SB · Solid Items	209.78	0.00	209.78	100.0%
4040.SS · Solid Supplies	585.65	0.00	585.65	100.0%
4040.UM · USED BOOKS & MEDIA SOLD				
40UM.01 · Solid Books - Used	0.00			
40UM.02 · Solid CD - Sound Recording- Used	0.00			
40UM.04 · Solid Videos - Used	0.00			
Total 4040.UM · USED BOOKS & MEDIA SOLD	0.00			
4040.00 · Miscellaneous Revenue - Other	145.82	16,000.00	-15,854.18	0.9%
Total 4040.00 · Miscellaneous Revenue	15,185.51	16,000.00	-814.49	94.9%
4050.00 · Real Property Taxes	1,608,247.00	4,039,618.00	-2,431,371.00	39.8%
Total Income	1,686,266.71	4,091,936.00	-2,405,669.29	41.2%
Gross Profit	1,686,266.71	4,091,936.00	-2,405,669.29	41.2%
Expense				
6270.00 · Professional Services				
6270.DM · Dues and Memberships	1,979.00	0.00	1,979.00	100.0%
6270.LG · Legal Fees - Standard	2,990.00	0.00	2,990.00	100.0%
6280.00 · Programs, Events & Classes				
6280.AP · Adult Program Presenters	367.43			
6280.AM · Programs - Adult - Main	5,112.75	12,000.00	-6,887.25	42.6%
6280.AS · Program Supplies-Adults	24,962.94	35,000.00	-10,017.06	71.4%
6280.AP · Adult Program Presenters - Other				
Total 6280.AP · Adult Program Presenters	30,463.12	47,000.00	-16,536.88	64.8%
6280.KP · Kids Program Presenters				
6280.JM · Programs-Kids-Main	810.97	12,000.00	-5,564.38	53.6%
6280.KS · Program Supplies-Kids	6,435.62	32,500.00	-7,731.81	76.2%
6280.KP · Kids Program Presenters - Other	24,768.19			
Total 6280.KP · Kids Program Presenters	32,014.78	44,500.00	-12,485.22	71.9%
6280.MU · Museum Passes	5,425.00	5,500.00	-75.00	98.6%
6280.TP · Teen Program Presenters				
6280.TS · Program Supplies-Teen	917.04	0.00	917.04	100.0%
6280.TP · Teen Program Presenters - Other	194.61	0.00	194.61	100.0%
Total 6280.TP · Teen Program Presenters	1,111.65	0.00	1,111.65	100.0%
6280.ZP · Fun for All Programs				
6280.ZS · Program Supplies - Fun for All	495.75	0.00	495.75	100.0%
6280.ZP · Fun for All Programs - Other	2,974.00			
Total 6280.ZP · Fun for All Programs	3,469.75	0.00	3,469.75	100.0%
Total 6280.00 · Programs, Events & Classes	72,484.30	97,000.00	-24,515.70	74.7%
6270.00 · Professional Services - Other	25,217.95	50,000.00	-24,782.05	50.4%
Total 6270.00 · Professional Services	102,671.25	147,000.00	-44,328.75	69.8%
6400.00 · Circulating Materials				
6400.DI · Materials - Digital				
6420.BD · Books - Digital	38,003.00	0.00	38,003.00	100.0%
6420.ND · NDD Central Fund Purchases	24,043.25	70,000.00	-45,956.75	34.3%
6420.BD · Books - Digital - Other				
Total 6420.BD · Books - Digital	62,046.25	70,000.00	-7,953.75	88.6%
6450.FS · Films - Digital / Stream / Lic	9,141.78	5,300.00	3,841.78	172.5%
6457.DM · Magazines & Newspapers-DIGITAL	1,282.42	2,000.00	-717.58	64.1%
6457.DR · Research / Learning - DIGITAL	27,288.64	28,500.00	-1,211.36	95.7%
Total 6400.DI · Materials - Digital	99,759.09	105,800.00	-6,040.91	94.3%
6400.LT · Library Of Things	152.90	1,000.00	-847.10	15.3%
6400.PH · Materials - Physical				
6420.BP · Books - Physical	31.99	0.00	119.56	100.0%
6420.02 · Books - Print - Lost	119.56			
6420.BA · Audiobooks	42,705.02	75,000.00	-32,294.98	56.9%
6420.BP · Books - Physical - Other				

Long Beach Public Library
Profit & Loss Budget vs. Actual
July 2025 through February 2026

	Jul '25 - Feb 26	Budget	\$ Over Budget	% of Budget
Total 6420.BP - Books - Physical	42,856.57	75,000.00	-32,143.43	57.1%
6450.FD - Movies	27.94			
6450.01 - Videos & DVDs - New	7,834.50	5,000.00	2,834.50	156.7%
6450.FD - Movies - Other				
Total 6450.FD - Movies	7,862.44	5,000.00	2,862.44	157.2%
6455.MU - Music				
6455.CD - Music - CDs	125.07	0.00	125.07	100.0%
6455.VI - Music - Vinyl	436.86	0.00	436.86	100.0%
6455.MU - Music - Other	0.00	3,000.00	-3,000.00	0.0%
Total 6455.MU - Music	561.93	3,000.00	-2,438.07	18.7%
6457.MP - Magazines & Newspapers PRINT	5,872.81			
6457.PM - Magazines & Newspapers - PRINT	2,985.84	5,000.00	-2,014.16	59.7%
Total 6400.PH - Materials - Physical	60,139.59	88,000.00	-27,860.41	68.3%
6455.00 - Sound Recordings	79.18			
6400.00 - Circulating Materials - Other	1,122.12			
Total 6400.00 - Circulating Materials	161,252.88	194,800.00	-33,547.12	82.8%
6440.00 - Technology				
6440.HT - Hardware (over \$500)	17,842.83	12,500.00	5,342.83	142.7%
6440.LT - Leased Technology	14,993.30	18,000.00	-3,006.70	83.3%
6440.PT - Hardware (under \$500)	2,723.89	7,500.00	-4,776.11	36.3%
6440.SW - Software & Online Services	27,867.98	25,000.00	2,867.98	111.5%
6440.00 - Technology - Other	107.69	0.00	107.69	100.0%
Total 6440.00 - Technology	63,535.69	63,000.00	535.69	100.9%
6460.LO - Library Operational Expenses				
6460.CM - Communications & Marketing	429.00			
6460.PR - Comm & Mktg - Print	9,459.15	7,500.00	1,959.15	126.1%
6460.CM - Communications & Marketing - Other	9,888.15	7,500.00	2,388.15	131.8%
Total 6460.CM - Communications & Marketing				
6460.IN - Insurance	5,473.00	56,000.00	-50,527.00	9.8%
6460.IF - Flood Insurance	0.00			
6460.IN - Insurance - Other	5,473.00	56,000.00	-50,527.00	9.8%
Total 6460.IN - Insurance	5,473.00	56,000.00	-50,527.00	9.8%
6460.PO - Mailing, Postage, Delivery	913.82	5,000.00	-4,086.18	18.3%
6460.SU - Library Supplies				
64SU.07 - Paper	10,673.92	0.00	10,673.92	100.0%
64SU.08 - Toner	27.81	0.00	27.81	100.0%
6460.SU - Library Supplies - Other	1,646.47	15,000.00	-13,353.53	11.0%
Total 6460.SU - Library Supplies	12,348.20	15,000.00	-2,651.80	82.3%
Total 6460.LO - Library Operational Expenses	28,623.17	83,500.00	-54,876.83	34.3%
6500.00 - Personnel				
6500.EB - Employee Benefits				
6500.02 - NYS Employees Retirement	268,277.00	286,424.00	-18,147.00	93.7%
6500.03 - Social Security - Medicare				
6500.06 - FICA Expense-Social Security ER	77,271.81	0.00	77,271.81	100.0%
6501.00 - FICA Expense - Medicare ER	18,071.72	0.00	18,071.72	100.0%
6500.03 - Social Security - Medicare - Other	0.00	159,728.00	-159,728.00	0.0%
Total 6500.03 - Social Security - Medicare	95,343.53	159,728.00	-64,384.47	59.7%
6500.05 - Unemployment Insurance				
6500.MB - Misc Employee Benefit Expenses	7,792.94	0.00	7,792.94	100.0%
6500.04 - Tuition				
6500.06 - Disability	1,750.00	0.00	1,750.00	100.0%
6500.6A - Contributions NYS Disability	-915.50	0.00	-915.50	100.0%
6500.6C - Payments to NYS Disability	1,442.11	0.00	1,442.11	100.0%
Total 6500.06 - Disability	526.61	0.00	526.61	100.0%
6500.07 - Workmans Compensation Insurance	9,237.81	0.00	9,237.81	100.0%
6500.08 - FSA Flex				

Long Beach Public Library
Profit & Loss Budget vs. Actual
 July 2025 through February 2026

	Jul '25 - Feb 26	Budget	\$ Over Budget	% of Budget
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	0.00	0.00	0.00	0.0%
6500.9A - Omni Administrative Fee	0.00	0.00	0.00	0.0%
6500.09 - Omni - Other	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	145.38	31,171.00	-31,025.62	0.5%
Total 6500.EB - Employee Benefits	11,694.80	31,171.00	-19,486.20	37.5%
Total 6500.HI - Health Insurance	383,098.27	477,323.00	-94,224.73	80.3%
6500.EM - Employee Health Insurance				
6500.ME - Medicare Reimbursements	13,762.80	0.00	13,762.80	100.0%
65EM.02 - Employee Contributions	-58,152.89	0.00	-58,152.89	100.0%
65EM.03 - Employer Contributions	333,983.35	0.00	333,983.35	100.0%
65EM.04 - Administrative Fee - Employees	0.00	0.00	0.00	0.0%
65EM.06 - Survivor Health Insurance	-27,423.12	0.00	-27,423.12	100.0%
65EM.05 - Cobra Health Insurance	-17,004.03	0.00	-17,004.03	100.0%
6500.EM - Employee Health Insurance - Other	24,464.06	0.00	24,464.06	100.0%
Total 6500.EM - Employee Health Insurance	269,630.17	0.00	269,630.17	100.0%
6500.RE - Retiree Health Insurance				
65RE.02 - Retiree Contributions	-23,185.95	0.00	-23,185.95	100.0%
6500.RE - Retiree Health Insurance - Other	98,489.79	0.00	98,489.79	100.0%
Total 6500.RE - Retiree Health Insurance	75,303.84	0.00	75,303.84	100.0%
6500.HI - Health Insurance - Other	-2,699.95	601,360.00	-604,059.95	-0.4%
Total 6500.HI - Health Insurance	342,234.06	601,360.00	-259,125.94	56.9%
6500.SA - Salaries				
65SA.NP - Salary Expense-Non Professional				
65NP.01 - Clerical	296,821.69	0.00	296,821.69	100.0%
65NP.02 - Cleaner	100,574.09	0.00	100,574.09	100.0%
65NP.03 - Page	54,330.88	0.00	54,330.88	100.0%
Total 65SA.NP - Salary Expense-Non Professional	451,726.66	0.00	451,726.66	100.0%
65SA.PR - Salary Expense-Professional				
65PR.01 - Librarian	496,409.59	0.00	496,409.59	100.0%
65PR.02 - Library Specialist / Paraprof	160,395.08	0.00	160,395.08	100.0%
65PR.03 - Administration	225,532.43	0.00	225,532.43	100.0%
Total 65SA.PR - Salary Expense-Professional	882,337.10	0.00	882,337.10	100.0%
6500.SA - Salaries - Other	0.00	2,087,953.00	-2,087,953.00	0.0%
Total 6500.SA - Salaries	1,334,063.76	2,087,953.00	-753,889.24	63.9%
6500.00 - Personnel - Other	25.00			
Total 6500.00 - Personnel	2,059,421.09	3,166,636.00	-1,107,214.91	65.0%
6610.00 - Other Operating & Maint Exp				
6610.AC - Accu Data	8,433.22	11,000.00	-2,566.78	76.7%
6610.CL - Misc Service Charges - CLOVER	34.74	60,000.00	-18,362.25	69.4%
6610.GU - Security Guards	41,647.75			
6610.MI - Other Operating Expenses - Misc				
6610.TR - Travel & Training				
6616.01 - Mileage & Travel	787.06	0.00	787.06	100.0%
6616.02 - Conferences & Training	639.49	0.00	639.49	100.0%
6270.TR - Travel & Training - Other	0.00	6,000.00	-6,000.00	0.0%
Total 6270.TR - Travel & Training	1,426.55	6,000.00	-4,573.45	23.8%
6610.A1 - Bank Charges	0.00	0.00	0.00	0.0%
6610.A2 - Book Drop Contract	4,800.00	0.00	4,800.00	100.0%
6610.B1 - Sales Tax Paid	0.00	0.00	0.00	0.0%
6610.B4 - Water Cooler	366.66	0.00	366.66	100.0%
6610.B6 - XXXXProgram Supplies	-5.17	0.00	-5.17	0.0%
6610.DC - Credit Card Processing	857.14	0.00	857.14	100.0%
Total 6610.MI - Other Operating Expenses - Misc	7,445.18	6,000.00	1,445.18	124.1%
6610.NS - Nassau Library System				

Long Beach Public Library Profit & Loss Budget vs. Actual

July 2025 through February 2026

	Jul '25 - Feb 26	Budget	\$ Over Budget	% of Budget
6610.IL - ILS - Integrated Library System	39,635.21			
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	59,106.41	85,000.00	-25,893.59	69.5%
6640.BR - Rent				
6640.PL - Point Rent	30,214.87			
6640.WE - West End Rent	26,620.00			
6640.BR - Rent - Other	0.00	86,000.00	-86,000.00	0.0%
Total 6640.BR - Rent	56,834.87	86,000.00	-29,165.13	66.1%
6610.00 - Other Operating & Maint Exp - Other	595.73	0.00	595.73	100.0%
Total 6610.00 - Other Operating & Maint Exp	174,097.90	248,000.00	-73,902.10	70.2%
6615.00 - Services from Municipality				
6615.01 - Civil Service	15,035.39	0.00	15,035.39	100.0%
6615.02 - Water & Sewer	1,707.50	0.00	1,707.50	100.0%
6615.03 - Sanitation	878.00	0.00	878.00	100.0%
6615.04 - Fire Alarm	750.00	0.00	750.00	100.0%
6615.00 - Services from Municipality - Other	0.00	18,000.00	-18,000.00	0.0%
Total 6615.00 - Services from Municipality	18,370.89	18,000.00	370.89	102.1%
6640.00 - Facilities				
6640.BM - Building Repairs & Maintenance				
6640.AM - Annual Maintenance Agreements	15,338.21	0.00	15,338.21	100.0%
6640.CM - Custodial & Cleaning Supplies	3,622.78			
66CM.01 - Custodial Supplies	6,481.95	0.00	6,481.95	100.0%
6640.CM - Custodial & Cleaning Supplies - Other				
Total 6640.CM - Custodial & Cleaning Supplies	10,104.73	0.00	10,104.73	100.0%
6640.EQ - Equipment	0.00	0.00	0.00	0.0%
6640.BM - Building Repairs & Maintenance - Other	13,573.15	45,000.00	-31,426.85	30.2%
Total 6640.BM - Building Repairs & Maintenance	39,016.09	45,000.00	-5,983.91	86.7%
6640.FN - UNDER \$500 furniture/equipment	445.99	4,000.00	58.92	101.5%
6640.FU - Furniture/Equipment	4,058.92	12,500.00	-12,500.00	0.0%
6640.MI - Building & Maintenance	0.00			
6640.TE - Internet & Telephone				
66TE.02 - Main - Regular				
66TE.OP - Optimum	3,014.93			
Total 66TE.02 - Main - Regular	3,014.93			
66TE.04 - Point - Regular	1,476.33			
66TE.06 - West-Data Line	1,737.67			
6640.TE - Internet & Telephone - Other	2,912.00	18,000.00	-15,088.00	16.2%
Total 6640.TE - Internet & Telephone	9,140.93	18,000.00	-8,859.07	50.8%
6640.UT - Utilities				
6640.EL - Electricity	52,129.53	0.00	52,129.53	100.0%
6640.EP - Electric - Point	417.17			
6640.EW - Electric - West	418.79			
6640.GP - GAS - POINT	884.74	0.00	4,978.27	100.0%
6640.GS - Gas	4,978.27	70,000.00	-70,000.00	0.0%
6640.UT - Utilities - Other	0.00			
Total 6640.UT - Utilities	58,828.50	70,000.00	-11,171.50	84.0%
6640.00 - Facilities - Other				
Total 6640.00 - Facilities	1,237.21			
Total 6640.00 - Facilities	112,727.64	149,500.00	-36,772.36	75.4%
6690.00 - Reconciliation Discrepancies	-0.02			
Total Expense	2,720,700.49	4,070,436.00	-1,349,735.51	66.8%
Net Ordinary Income	-1,034,433.78	21,500.00	-1,055,933.78	-4,811.3%
Net Income	-1,034,433.78	21,500.00	-1,055,933.78	-4,811.3%

FY 2026 Director's Report – March 2026

Tara Lannen-Stanton, Library Director

General Updates

- If I worked on anything besides the budget and budget presentation in March, I can barely remember it!
- Jakea and I worked on transitioning responsibilities and scheduling for Don's move down to part-time and Natasha's departure. Given how much patrons love Natasha's Books & Brews, Natasha has agreed to stay on as a per diem librarian to continue facilitating those. A big thanks to everyone who's pitching in and taking on new responsibilities.
- Russell and I (but mostly Russell) worked on various sections of the annual state library report. The annual state report was yet another item affected by the Baker & Taylor closure since the previous reporting system was a B&T product. There had been multiple delays with getting a new statewide system but unfortunately no change in the due date for us!
- I also worked with Kyle on the NYS sales tax report/filing, the ACA report, and the financial sections of the state library report.
- Risa in LBSD's Finance & Operations office is scheduling joint school district/library budget presentations with PTA groups and community organizations for mid-April to early May.
- Items the Library Attorney worked on
 - General
 - Budget resolution
 - Tax cap questions
 - Vote and election procedures
 - Suspension appeal hearing and response
 - Special projects
 - N/A
 - Spending for FY 2026 through 3/31/2026
 - \$3,614 (general)
 - \$0 (special/non-retainer projects)

Compliments and Staff Recognition

- A big thanks to Russell who does several sections of the state report, including those related to collections and programs. Russell's diligence with documentation has made it easier and easier to do the state report each year. However, he did have to work through a lot of taxonomy and reporting changes made over the last year to get to the final numbers. My apologies to Russell for making most of those changes!
- Marcus (Circulation Clerk) got a shout out from a patron for his exceptional customer service. The patron said that he really went above and beyond to help them with the copy machine and copying some time-sensitive information.
- A patron said Faye (Circulation Clerk) is polite, professional, and an excellent representative of the Library.

- Rafael (Librarian Trainee) and Ali (Head of YS) were given a special thank you by a patron who also said that every time they're at the Library, everyone is so helpful.
- A West End patron thanked all the West End staff (Ron, Debbie, Helena, and Nicole particularly) for everything that they do. The patron said that as her mobility declines, she's so grateful to have a closer option for programs, conversation, and books.
- Several patrons recently expressed their thanks for Thomas Germano's art lectures (a partnership program with Long Beach Art League) with one patron saying that they are brilliant.
- A patron thanked the Library for sending her a happy birthday message. Automated happy birthday messages are part of the new PatronPoint email system.
- A patron thanked the Library for giving weeded books to Long Beach Assisted Living.

Meetings and Trainings

- Internal meetings
 - Staff/Trustee Training (AI and Collection Development)
 - All Staff Meeting
- External meetings/events
 - Directors' Roundtable
- Trainings/Continuing Education
 - N/A

Director's Report – March-2026

Tara Lannen-Stanton, Library Director

FY 2026 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	10,121	312	318	10,751
December-2025	8,956	240	437	9,633
January-2026	9,773	278	285	10,336
February-2026	8,666	264	314	9,244
March-2026	10,825	245	341	11,411
April-2026				
May-2026				
June-2026				
TOTAL	92,928	2,762	3,244	98,934

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	9,674	404	204	10,282
December-2025	8,624	247	192	9,063
January-2026	9,568	296	182	10,046
February-2026	8,625	234	164	9,023
March-2026	10,055	324	185	10,564
April-2026				
May-2026				
June-2026				
TOTAL	91,298	3,144	1,727	96,169

March 2026- 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	169	83	3	7	3	16	3	284
Attendance total	2,314	1,875	300	60	28	187	40	4,804
Attendance (In-Person_Adults)	2,129	556	253	8	26	175	40	3,187
Attendance (In-Person_Seniors)	4	0	0	0	2	0	0	6
Attendance (In-Person_Kids)	10	1,094	47	0	0	12	0	1,163
Attendance (In-Person_Teens)	0	34	0	0	0	0	0	34
Attendance (In-Person_Parents)	0	191	0	0	0	0	0	191
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)	159	0	0	52	0	0	0	211
Attendance (Zoom_Seniors)	0	0	0	0	0	0	0	0
Attendance (Zoom_Parents)	12	0	0	0	0	0	0	12

March 2026- Top Programs

Main- Adult		Attendance
Job & Resource Fair	Partnership Program	120
Program Type: Business & Careers		
Cost for External Presenter: \$0	ROI/CPA	\$0.00
Paul Joseph Trio plays Gershwin Jazz	Paid External Presenter	110
Program Type: Music & Entertainment		
Cost for External Presenter: \$675	ROI/CPA	\$6.14
POPS Softball Meeting	Meeting Room Reservation	102
Program Type: Other		
Cost for External Presenter: \$0	ROI/CPA	\$0.00
Main- YS		Attendance
Story Jams!	Staff-Led Program	66
Program Type: Storytime		
Cost for External Presenter: \$0	ROI/CPA	\$0.00
Molly Mouse @ 9:30am	Paid External Presenter	53
Program Type: Music & Entertainment, Storytime		
Cost for External Presenter: \$115	ROI/CPA	\$2.17
All About Passover! Family Storytime & Crafts	Partnership Program	51
Program Type: Storytime		
Cost for External Presenter: \$0	ROI/CPA	\$0.00
Fun For All!		Attendance
Incredible Dancing Golden Dogs	Paid External Presenter	155
Program Type: Music & Entertainment		
Cost for External Presenter: \$500	ROI/CPA	\$3.23
Faire Lilith - A Celebration of Women in Music	Paid External Presenter	140
Program Type: Music & Entertainment		
Cost for External Presenter: \$675	ROI/CPA	\$4.82
Point		Attendance
Meditation for Relaxation (Point Lookout)	Paid External Presenter	15
Program Type: Health & Wellness		
Cost for External Presenter: \$60	ROI/CPA	\$4.00
West		Attendance
West End Neighbors Civic Association Meeting	Meeting Room Reservation	32
Program Type: Other		
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	181	<u>1,985</u>	1,756	15	119	48	47
December-2025	160	<u>1,667</u>	1,496	17	94	34	26
January-2026	195	<u>1,813</u>	1,498	42	138	64	71
February-2026	171	<u>1,807</u>	1,557	43	130	43	34
March-2026	196	<u>2,607</u>	2,314	28	165	60	40
April-2026							
May-2026							
June-2026							
TOTAL	1,656	17,914	15,603	215	1,133	409	554

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>1,522</u>	1,498	24	0	0	0
November-2025	70	<u>1,851</u>	1,838	13	0	0	0
December-2025	56	<u>1,576</u>	1,333	168	75	0	0
January-2026	68	<u>1,689</u>	1,663	26	0	0	0
February-2026	52	<u>1,330</u>	1,293	21	16	0	0
March-2026	79	<u>1,861</u>	1,848	0	13	0	0
April-2026							
May-2026							
June-2026							
TOTAL	552	14,793	14,076	290	119	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	6	<u>29</u>	29	0	0	0	0
December-2025	5	<u>23</u>	23	0	0	0	0
January-2026	5	<u>29</u>	29	0	0	0	0
February-2026	6	<u>31</u>	31	0	0	0	0
March-2026	5	<u>27</u>	27	0	0	0	0
April-2026							
May-2026							
June-2026							
TOTAL	57	430	401	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	5	<u>87</u>	80	0	7		0
December-2025	9	<u>304</u>	49	15	240		0
January-2026	4	<u>41</u>	35	0	6		0
February-2026	5	<u>92</u>	73	0	19		0
March-2026	4	<u>309</u>	300	0	9		0
April-2026							
May-2026							
June-2026							
TOTAL	45	1,778	817	15	358	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	52	77
December-2025	44	71
January-2026	73	98
February-2026	62	61
March-2026	60	76
April-2026		
May-2026		
June-2026		
TOTAL	559	738

Vinyl Listening Lounge *

Reservations	Attendance Total	VINYL Circulation
40	55	104
40	40	129
41	47	275
30	30	121
21	24	62
26	37	65
30	51	114
20	31	124
50	69	63
298	384	1,057

Meeting Room Reservation

Months	Reservations	Attendance Total
July-2025	8	132
August-2025	7	190
September-2025	10	198
October-2025	11	190
November-2025	9	153
December-2025	10	164
January-2026	7	129
February-2026	8	113
March-2026	8	223
April-2026		
May-2026		
June-2026		
TOTAL	78	1,492

* Opened Oct 6, 2023

Online Resources

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

	March-2026	FY 2025 Cumulative	Change from last FY
ebooks	5,157	45,508	8%
eAudiobooks	3,274	27,682	14%
eMagazine	1,312	10,427	31%
eMedia	2	20	0%
Total	9,745	83,637	10%

Usage of Online Entertainment Services[2]

March-2026	FY 2025 Cumulative	Change from last FY
2,328	23,773	58%

Learning Resources and Research Database Use[3]

	March-2026	FY 2025 Cumulative	Change from last FY
Sessions/Checkouts	60	2,384	2%

YouTube

	March-2026	Cumulative Total[4]	Change from last FY
Number of views	1,046	10,330	19%
Number of videos uploaded	0	7	

[2] Online entertainment services include Kanopy, Hoopla, Author Talk, Lote4kids, TumbleBooks; providing movies, video recordings, TV shows, eMagazines, eBooks, and eAudiobooks (it was not possible to do a usage breakdown by type)

[3] Learning and resource databases include Learning Express, Consumer Reports, EBSCO databases and Gale databases.

[4] Total number of videos available to view that month

FY 2026 Special Projects Tracking

For 4/20/2026 Board Meeting

Description of Project	Date Started	Initiated/ Requested by	Funding Source	Notes and updates	Status
PatronPoint implementation	11/2025	Director	Operating funds	3/2026 – we moved over to the new PatronPoint platform which has been a bit more challenging than we expected but Tim has been doing a great job learning the new platform while keeping up with the weekly eblasts in the old platform. 2/2026 – we continue to work with SpringShare on configuring PatronPoint to our specifications to improve email communication. SpringShare is in the process of moving us to the new PatronPoint platform which has expanded functionality. 1/2026 – Our first emails in PatronPoint went out in January. While there's still a lot of configuration and tweaking we need to do, the amount of time our Graphic Designer spends on weekly newsletters has been cut in half. Once fully configured, we expect this time to be further reduced allowing him to work on other graphic design and marketing projects. 12/2025 – In Nov 2025, the Library began transitioning from our current email provider (LibraryAware) to a new email provider (PatronPoint) which will allow us to do more targeted and comprehensive marketing. It will also be set up to automatically pull events from our calendar into marketing emails which will reduce staff time spent on manually entering program info in.	In progress
Librarian Trainee orientation, onboarding & training	7/2025	Director	Operating funds	3/2026 – Librarian Trainee meeting rescheduled for early May due to scheduling conflicts. 2/2026 – no update at this time. 1/2026 – Librarian Trainee meeting scheduled for March 2026. 12/2025 – With staffing changes and rotations, Librarian Trainee meetings will start in the first quarter of 2026. 10/2025 – Onboarding documents finalized. Monthly meetings with trainees will start in November/December to discuss classes and on-the-job learning.	In progress

FY 2026 Special Projects Tracking

For 4/20/2026 Board Meeting

				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	
Installing a water bottle filler	3/2025	Trustee Tansey	Operating funds	3/2026 – Jakea is working on scheduling at least 3 plumbers/contractors to get quotes for redoing the water bottle filling station 2/2026 – we’ve been able to obtain a few recommended vendors to redo the water bottle filling station and will be reaching out to those vendors in the next month or so. 1/2026 – still no response from vendor, payment still being withheld. The architect didn’t have a recommended vendor but is looking into it. 12/2025 – still no further response from vendor. Payment still being withheld. I’ve also contacted our architect to see if he can recommend a different company to fix the issues. 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	Reopened

FY 2026 Special Projects Tracking

For 4/20/2026 Board Meeting

				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	
Website updates	3/2025	Board of Trustees	N/A	3/2026 – some new content has been added to the website and some updates made based on changes to digital services 2/2026 – no update at this time 1/2026 – PMD Librarian Trainee still reviewing for new content 12/2025 – Librarian Trainee rotating to PMD will review new pages and assess again for gaps. 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 6/2025 - as part of the Librarian Trainees' training, they will speak to staff and write copy for updated webpages. 5/2025 – PMD is gathering content from different departments for website updates. Some of the changes re 4/2025-The website is being updated by the Programs and Marketing departments to enhance content and usability.	In progress
Congressionally Directed Spending/Community Project Funding for	3/6/2024	Director	Federal Funds	3/2026 – still working on the environmental review process 2/2026 – architect is liaising with the vendor for environmental review 1/2026 – completed action plan with the assistance of the construction	In progress

FY 2026 Special Projects Tracking

For 4/20/2026 Board Meeting

Main Library renovation				management company that provided our budget estimate. We needed the estimated number of construction labor hours to complete the action plan. 12/2025 – working with HUD on action plan that will allow us to submit for reimbursements. Architect is working on environmental review. 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 check for \$2,500,000 anytime soon! This is a reimbursement-based grant that we will draw down as activities are completed.	
Solar panels	8/2023		SAM grant	3/2026 – still waiting on approval paperwork 2/2026 – DASNY requested additional documents which were submitted. We are awaiting approval paperwork. 1/2026 – Grantee questionnaire signed and submitted. Awaiting approval paperwork from DASNY. 12/2025 – working through issues with online signatures for grantee questionnaire 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.	In progress

FY 2026 Special Projects Tracking

For 4/20/2026 Board Meeting

<u>Projects completed or on hold</u>					
LBSD Capital Projects list for Main Library			N/A	1/2026 – no update at this time. This project will be put on hold until LBSD is ready to begin formal planning. 12/2025 – We continue to wait. School district capital projects take even longer than Library capital projects. 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. 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.	<u>ON HOLD</u>
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.	<u>ON HOLD</u>

FY 2026 Special Projects Tracking

For 4/20/2026 Board Meeting

				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.	
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April 2026



Jakea Williamson – Assistant Director

- Prepared for Natasha's departure.
- Planned for Summer Reading.
- Met with Adult Services staff.
- Updated custodian staff schedule.
- Oversaw notary service appointments to ensure timely and accurate service.
- Provided administrative support to the Business Office, including data entry and invoice processing.
- Supervised collection development, including acquisitions and weeding.

Lenora Ashford – Adult Services Librarian II

- Resume assistance services have increased and are expected to continue growing.
- Conducted the first fire drill of the year (two required annually). The drill revealed that fire doors are not closing automatically and require attention.



- The Little Free Pantry remains active; consideration is being given to making it permanent.
- The Cold Weather Clothing Exchange has concluded; remaining items have been packed, and the program is expected to return in late fall.

Philip Boccia – Systems Librarian

- Technology support requests have increased with seasonal activity.
- No updates on SLG AGG BUY contracts.
- Began replacing the Omega PS200 release station with a more robust setup, including a Dell microcomputer, touchscreen, and barcode scanner. A cabinet installation near the printers is planned.
- Continued collection development with new sci-fi and fantasy acquisitions; limited weeding in cookbooks.

Ron Carroll – Patron Services Librarian

- Managed Interlibrary Loan services, including processing holds, contacting patrons, and returning materials.
- Approved orders for adult DVDs, CDs, and audiobooks.
- Led an online presentation on Gale Academic OneFile.
- Hosted an open mic event at the West End Branch.
- Updated collections by reclassifying items from “New” to general circulation.
- Promoted programs through flyers and patron registration (in person and by phone).
- Provided event setup and general maintenance support at West End Branch.

Natasha Drax – Outreach Coordinator / Librarian III

Programs

- 3/10: Hosted Books & Brews discussion of *The Anxious Generation* (8 attendees).
- 3/25: Led Bestseller’s Book Club discussion of *Katabasis* by R.F. Kuang (4 attendees).

Outreach

- 4/1: Conducted Storytime sessions at local EOC Head Start.



- 3/25–3/26: Co-hosted Community Resources & Job Fair with Adult Learning Center (100+ attendees, 18 organizations).
- 3/20: Participated in Long Beach Middle School Career Fair.

Collection Development

- Transitioned Kanopy and Hoopla management to trainee Ryan.
- Ordered fiction titles in preparation for Summer Reading.

Other

- Accepted a position at Uniondale Public Library; last day was April 2.
- Expressed appreciation for 10 years of service at Long Beach Public Library.

Nicole Menzzasalma – Librarian II

Teen Programs

- Monogram Letter Craft
- Zentangle-Style Doodling
- DIY Metal Bracelet
- Cosmic Canvas: Pearl Galaxy Art

Adult Programs

- Chair Yoga (West End)
- Mini Yoga Retreat
- Tea & Tangles / Coloring & Coffee
- Books & Bagels Book Club
- Garden Club & Seed Packing Event

Additional Work

- Coordinating the 3rd Annual Poetry Festival (April 11–12), including author outreach, workshops, logistics, promotion, and poetry contest management.
- Developing beach-based wellness programming.
- Secured donation of 300 seed packets from Island Harvest for the Seed Library and community garden.



- Collaborated on Summer Reading and America's 250th planning.
- Created displays: Women's History Month, Spring Ahead, Poetry Contest, Plot Twists, and Welcome Spring.

Ryan Ristuccia – Library Trainee

- Continued Adult Reference Desk service.
- Planned May film schedule and created marketing materials.
- Coordinated gallery exhibits with local artists.
- Ordered new media materials.
- Managed LibraryCalendar tasks.
- Conducted Head Start Storytime.
- Maintained Library of Things, including adding new equipment (Blu-ray player, Roku, cake pans).
- Assisted with adult program attendance and logistics.
- Advanced planning for Bike Borrowing Program (target launch: May).
- Trained in digital media platforms (Hoopla and Kanopy).
- Contributed to budget vote campaign ideas.
- Represented the library at Middle School Career Day.
- Learned Pokémon card game to support upcoming programming.

Board Report March 2026
Programming and Marketing Department
Sarah Siegel, Head of Programming and Marketing



There's an old saying about March coming in like a lion and exiting like a lamb, and this year that old axiom certainly proved true. While we were all longing for Spring to spring (and still are!), things at the Library were warming up! Concerts, classes, lectures, exercise, tax aid, and community assistance were all on offer at LBPL! We are looking ahead to programs returning to the beach and planning for Summer Reading!

MARKETING

- *Channels* newsletter and our Library flyers remain our most popular and successful methods of communicating our program offerings to patrons.
- We are currently working to design materials to promote both National Library Week and the upcoming Budget Vote. Materials will include banners, posters, flyers and bookmarks. Also planned are testimonials from patrons promoting Library services to be used on social media
- Tim DuPont has been working to transition our Weekly eblast from Library Aware to Patron Point. You may well have noted some differences in design and appearance in recent weeks. We are hoping that this new platform makes interfacing the eblasts and the calendar a more seamless process.
- Library materials such as banners, small posters and counter cards promoting events and services have been shared for display at local businesses and at the branches. These types of materials are distributed frequently by the Outreach Team on their forays into the community. The poster printer allows us great flexibility in creating a variety of promotional materials for display both inside and outside of our building, and is in constant use!
- As we attempt to attain our goal of increasing the number of postings across all of our active social media accounts and improve engagement across our social media sites, we are learning the importance of an organized, thematic, and strategic approach to social media content. Effective social media posts should build community, increase brand awareness (who are we and what do we do), push patrons to our website, improve patron satisfaction and generate enthusiasm for the Library.

Our social media footprint is expanding. Digital outreach including the strategic creation and scheduling of content across Facebook, Instagram, TikTok and YouTube to highlight upcoming programs, author talks, and cultural events is receiving attention. The visually engaging graphics and copy help to promote attendance, with a focus on boosting community awareness and participation. Video content showcases the vibrancy of library life—highlighting our evolving role as a cultural, educational, and artistic hub in Long Beach. From live music and art installations to emergency preparedness and public services, the department has aimed to enhance public engagement and reinforce the

Library's identity as an integral and dynamic presence in the community. These initiatives not only support increased event attendance, but also strengthen our online visibility and community connection which will continue to grow under pinpointed marketing guidance.

We continue to experiment with various ways to improve staff participation in posted content. We also hope to see greater staff involvement in content creation. As we grow our social media presence by posting quality content regularly to both Instagram, Facebook, and Tik Tok, please make sure to follow us on our social media accounts, and please comment, tag, and repost! In this way, we build followers and increase engagement.

- As our programs continue to grow in number and popularity, nearly all of our programs function at capacity. Patrons who register and then do not attend are always a dilemma for the department. We have added a **“Don’t be a no-show!” statement** to some of our most popular programs’ registration page. *Don't be a no-show! If you find you are unable to attend a class for which you are registered, please remember to cancel your registration! Many of our exercise classes are filled to capacity. Cancelling allows a patron on the waitlist to attend. We have noted an increased number of cancellations, allowing waitlisted patrons the opportunity to participate.*

Additionally, we have initiated **new attendance policies** for exercise/health and wellness programs designed to eliminate unregistered patrons from participating in classes which are at capacity. All exercise/health and wellness offerings will now prioritize Long Beach residents, and sign in will be required for both registered and walk-in participants.

- In keeping with our goal to broaden our reach by pushing some of our programs outside of the Main Library building, we continue to scout community venues/establishments. Expanded programming at Point Lookout and West End branches has proved successful. Program flyers are readily available at both branches. 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 played host to the most recent Vinyl Club meeting. Another very successful meeting of our **Silent Book Club** (more than 20 attendees again this month!) was held at **Barrier Beets**. They will continue to 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.

MARCH PROGRAM HIGHLIGHTS

Our **2026 Long Beach Public Library Poetry Contest** deadline arrived on March 31st. The contest was open to poets ages 5 and up. Prizes will be awarded in three categories: Kids under 12 yrs, Tweens and Teens 12-18yrs, and Adults 18+ yrs. Winning poets will be asked to share their work at the **Making Waves Poetry Festival Open Mic on Saturday, April 12th @ 7pm**. The Poetry Festival will take place on **Saturday, April 12th** and **Sunday, April 13th** and feature poetry and writing workshops, as well as featured poetry readings and open mics for poets and songwriters.

The Paul Joseph Trio played **Gershwin Jazz** for an enthusiastic audience of well over 100 audience members **on Sunday, March 1st @ 2pm**. This concert had originally been scheduled for the Sunday of the December snowstorm.

The 4-part evening lecture series on **Artificial Intelligence** on **Wednesdays March 3rd, 10th, 17th, and 24th** was very well attended and met with high praise from participants. This is a clearly a timely topic of discussion, and people came with curiosity and questions for presenter Josh Varon, AI educator with Varon Consulting.

On **March 8th at 2 pm** we hosted **Diana Froehman** and her **Incredible Dancing Golden Dogs**. Ever-popular, the act starring five very happy golden retrievers, drew 150 plus patrons of all ages!

The **Mini-Health and Wellness Retreat** held throughout the day on **Saturday, March 14th** encompassed meditation, yoga, and journaling classes. Enhancing our **Health and Wellness** theme further was a presentation by author and practitioner of the **Alexander Technique, Richard Brennan**. Brennan shared information from his most recent book on **March 26th** and followed up on **April 1st** with an interactive demonstration of the technique in practice.

On **Sunday, March 15th** we celebrated **Women's History Month** with a concert by **Lilith Faire** highlighting women in music. Works by artists Sarah McLachlan, Alanis Morissette, Sinéad O'Connor, Sheryl Crowe, and Jewel were shared by this talented tribute band, and were much appreciated by an audience of 120 patrons.

Karen Margaret headlined a full slate of comedians had an audience of more than 60 people laughing along at **Comedy After Dark** on **Thursday evening March 19th**!

West End's Super Mega Trivia with **Steve Strangio** on **March 26th** proved popular and entertaining, and something totally different!

NEW, NOTABLE, AND COMING SOON

Our **Making Waves Poetry Festival** will take place **Saturday, April 12th & Sunday, April 13th** featuring a full slate of programming and events including the following:

Wednesday April 8th

Shore Poets Open Mic Kickoff

Poetry Workshops Saturday, April 11th 11am-5pm

Table Displays, Networking, Featured Poets, Mini Mics

Ekphrasis Free Verse Writing Workshop with Paula Curci, former Nassau County Poet Laureate

Writing from the Heart with Gary Jansen

From Basho to Virgilio-Exploring Haiku, Senryu, and You with Eric Hafker

From Preamble to Poet Workshop with Andre “Uncle Dre” Williams

Sunday, April 11th 6:30-9pm

Making Waves Poetry Festival Open Mic with Nassau County Poet Laureate Alan Semerdjian and musical friends

Poetry Workshops Sunday, April 12th 1-5pm

The Poet's Craft with Mindy Mangot

Finding Your Voice: A Poetry & Journaling Workshop with Nicole Menzzasalma

Senses Poetry Workshop with Dana Monti

Look for Earth Day Programs hosted by **Long Beach Arts Council April 22/23 Modern Pop Art Experience** and **Upcycled Terrariums**, in addition to a lecture by Long Beach resident **Joel Greenberg** based upon the book ***The Blue Mind: The Positive Effects of Living on or Near the Water*** by Wallace J. Nichols. The topic explores the positive scientific aspects of living near the water.

Concert: April 19th, Rhonda Kay and the Backstage Trio, 2pm.

Library of Things ...The Bicycles are coming!

The New York State Department of Transportation's Statewide Mobility Services Program has identified us as a perfect candidate for its new Bike Borrow Program. This program was launched to help give free refurbished bicycles to disadvantaged communities across the state. Another goal of the program is to help promote bicycles as a viable transportation alternative to improve the state's air quality. The program has already been launched in a few libraries across Nassau and Suffolk including Peninsula Public Library and Comsewogue Public Library. The program has been integrated with these libraries' Library of Things collections successfully. Borrowing a bicycle would work the same as borrowing any other item from our Library of Things. The only difference is that the borrower must be 18 years or older, and they would have to sign a waiver created by our library's legal team. We expect to have the bicycles no later than May 1st along with all necessary documentation and permissions.

ON THE HORIZON

The team is working to produce marketing and PR materials for National Library Week and in support of the upcoming Budget Vote. The focus will be on the Library's value to the community and the savings afforded to community members through active Library use. Materials will be displayed throughout the Main Library, West End and Point Lookout Branches. Banners, flyers, infographics, and patron testimonials will be displayed and posted on social media platforms emphasizing all the Library has to offer!

Also in development are materials to promote the Summer Reading programs and America 250.

PATRON SERVICES MARCH 2026

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	17
November	300		434	12
December	451		492	10
January	624		814	6
February	475		517	6
March	568		624	7
April				
May				
June				
FY TOTAL	5,795	751	4,801	87

Circulation Desk (All Long Beach Library locations)					
FY 26	# Patron Check-Outs	# Items Checked-Out	# New Library Card Accounts Opened	# Holds Filled	# Print Jobs
July	1,434	12,530	171	1,777	643
August	1,526	12,810	166	1,897	883
September	1,257	11,192	127	1,590	662
October	1,299	10,800	124	1,591	807
November	1,189	10,310	115	1,593	774
December	1,017	9,071	129	1,310	521
January	1,279	10,030	137	1,246	631
February	1,104	9,023	103	1,010	649
March	1,269	10,573	107	1,762	530
April					
May					
June					
FY TOTAL	11,374	96,339	1,179	13,776	6,100

Statistics compiled by Russell Stein

Meetings and Webinars Attended by Patron Services Staff

Jennifer Firth, Head of Patron Services/Librarian

03/05/26 Empire State Library Network: Leadership Transitions of Key Employees
03/09/26 New York State Library: ICE Operations and the Public Library
03/10/26 All Staff Mtg: NLS – “Putting the AI in the Library: Bootlegs, Summaries and Slop”: Are Library Workers the New “Custodians of Reality” Presentation
03/12/26 LILPA: Microaggressions in the Library
03/13/26 New York State Library: Neuro-Inclusive Libraries
03/19/26 OCLC: Navigating Missing Information in One-on-One Patron Interactions
03/24/26 All Staff Mtg Budget Presentation
03/30/26 NLS Outreach: Book Discussion “Disability Visibility: First-Person Stories from the 21st Century” edited by Alice Wong
03/30/26 NLS Youth Services: “Remind Chat” App

Ron Carroll, Librarian

03/10/26 All Staff Mtg: NLS – “Putting the AI in the Library: Bootlegs, Summaries and Slop”: Are Library Workers the New “Custodians of Reality” Presentation
03/24/26 All Staff Mtg Budget Presentation

Russell Stein

03/03/26 CY 2025 Stats
03/03/26 NLS Zoom-Introducing MARC Forms
03/04/26 Zoom- Future-Proof Your Library: How to Identify and Solve Training Challenges
03/10/26 All Staff Mtg: NLS – “Putting the AI in the Library: Bootlegs, Summaries and Slop”: Are Library Workers the New “Custodians of Reality” Presentation
03/16/26 In-Person NLS- Technical Services Monthly Meeting
03/24/26 All Staff Mtg Budget Presentation
03/30/26 NLS Zoom- Annual Report Workshop

Diane Dudderr

03/10/26 All Staff Mtg: NLS – “Putting the AI in the Library: Bootlegs, Summaries and Slop”: Are Library Workers the New “Custodians of Reality” Presentation
03/24/26 All Staff Mtg Budget Presentation

Raphael Hernandez

03/10/26 All Staff Mtg: NLS – “Putting the AI in the Library: Bootlegs, Summaries and Slop”: Are Library Workers the New “Custodians of Reality” Presentation
03/24/26 All Staff Mtg Budget Presentation

Part-time Staff who all attended the 03/10/26 All Staff Mtg: NLS – “Putting the AI in the Library: Bootlegs, Summaries and Slop”: Are Library Workers the New “Custodians of Reality” Presentation

Carole Condon

Faye Rokach

Kyra Hernandez

Ananda Ghirdarry

Skyla Simshauser

PROGRAMING DONE BY PATRON SERVICES STAFF

Jennifer Firth, Head of Patron Services/Librarian

03/19/26 Tummy Time Program (Presenter)

Ron Carroll, Librarian: See Adult Services Report

Raphael Hernandez

March 2026 assisted with “Tech Guy” program on Wednesdays

OTHER DUTIES AS ASSIGNED

Jennifer Firth: Librarian

- Coordinated with Patron Services Staff regarding 3 consecutive snow days in February.
- Training new Parttime Clerk; Skyla Simshauser; who started on March 12th.
- Management of work schedules for the Patron Services Staff
- I have been using my newly learned data entry skills for the Sierra circulation data base and discovering its intricacies.
- I have reconciled the Ingram book order with packing slips and invoices and turned them over to Jakea Williamson for the next step toward payment.
- There are currently two outstanding Ingram invoices due to a "missing carton of books". Our request for credit to our account has been applied.
- I continue with unboxing and checking packing slips for the Amazon book shipments.
- I am continue to be heavily involved in covering both Ingram and Amazon New Books as needed.
- Continue doing assigned Saturdays in the Youth Dept. and Tuesday nights as needed.
- Continue doing my assigned Tuesday night shift on the Adult Refence Desk as needed. Ms. Blau and I continue coordinating coverage for this shift based on programing needs.
- Continued Oversight of the Online Library Card Applications
- I have taken on Patron/Other Library billing issues. I have asked that the library lawyer draw up a form letter
- Quick Books: Daily updates as needed for Purchase Orders
- I continue to clean out my Youth Services Office as per Tara's request.
- I continued working on cleaning out the shelves and cupboards at the circulation desk.
- I ran the High Holds List for February and needed books have been ordered.
- Covered Circ Desk breaks and various short-staffed shifts due to last minute call outs.

Ron Carroll: Librarian

- Fulfilled responsibilities as ILL Librarian
- Handled and reviewed orders for Midwest media for both adult services and youth services before sending to Russell for ordering
- 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
- Created events in the online calendar, and I requested that flyers be created for them.
- Printed out flyers, and posted them around both West and Main, in order to promote upcoming events in the West End Branch.

Russell Stein: Full Time Clerk

Baker & Taylor Alternative Project- [Ongoing]

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

Desk coverage

- Worked 1 Saturday
- Worked 1 Thursday @ Point Lookout
- Various desk times as needed

Projects/Collection Management

- Full Catalogue Collection Review- [In-process]
- CY 2025 Report
- 2025 Annual Report- [Started- Due April 16 2026]
- Coll Check

-LB Switch Games

Midwest

-Activate Ordering via Sierra Acquisitions- [In-process]

-Current Users/Accounts:

- Russell- Ordering Admin
- Ron- Approver
- Ryan- Adult Media Selector
- Jake- YS Media Selector

Zebra Label Printer

-In continuing effort to phase out copier/printer labels, sourced 4x2 label compatible to Zebra Label Printer for media labeling and other Coll processing Labels

Office Work/Regular Workflow

-Amazon Book Ordering [Current Primary Book Supplier]

-Assist with Retuning Supply orders

-Review Delayed Shipping & Amazon flagged issues

-Ingram Book Ordering (Paused ordering due to delays in shipping)

-Help tracking Outstanding Orders & Resolving Missing Shipments

-Midwest Tapes Media Ordering [Current Primary Media Supplier]

-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

-Created New Templates for Zebra label printer/Coordinated with Mr. Stien re: ordering new colored labels for the Zebra Printer.

-Daily processing of new Books and DVDs for Adult Services

-Fill in for Circulation Desk Coverage as needed

Kyra Hernandez: Part Time Clerk

-Covering Amazon Books as needed to aid in expedited book processing

-Continuing Processing Youth Services Materials as needed

-Serving as a backup for Amazon Receiving & Distributing Library supply orders for Mr. Stein.

-Covering Circulation Desk Breaks as needed

Rafael Hernandez: Librarian Trainee

-Wrote library budget comparison project as requested By the Library Director which contains A References for Library Budgets Excel file: it contains the source information for every row in the spreadsheet. An Interactive Budget Comparator: I have built a web-based dashboard that allows any user to explore the budgets. It can filter data by library type, minimum population, minimum budget, etc... The dashboard includes interactive charts and graphs. Everything updates live as you adjust the filters.

-Covered Point Lookout Branch on Thursday 02/19/2026

-Assigned Reference Desk Duties

-Assigned Circulation 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 and with random patrons needing translation help.

-Continued with book repairs

Youth Services Department Monthly Report March 2026

Alexandra Blau – Head of Youth Services

<i>YS Room Walk-In Attendance</i>				
	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	1,049	171	1,059	2279
December	857	199	942	1998
January	1035	301	999	2335
February	938	144	943	2025
March	1127	194	1301	2622
April				
May				
June				
FY TOTAL	8691	1596	7502	8803

<i>Grab & Go Craft Kits</i>		
	Types	Kits
July	12	431
August	17	601
September	6	256
October	8	347
November	17	490
December	7	422
January	14	267
February	6	209
March	16	291
April		
May		
June		
FY TOTAL	103	3126

Department Head Report:

March Madness was in full swing this month. In keeping with the college basketball theme, our bulletin board featured a picture book bracket, with our young patrons voting on their favorite from a selection of sweet 16 titles. Joshua Muskin donated an over-the-door basketball hoop and ball set, and Brett Blau and Patrick Connell donated official CBS March Madness merchandise to the winners.

We had a slew of holiday celebrations, from St. Patrick's Day and Pi Day themed crafts. On March 2nd, we found that red Solo cups have yet another fun purpose – being turned into Dr. Seuss hats and stacked into towers for his annual birthday celebration. I was fortunate to return to Long Beach Catholic Regional School for storytime with the nursery and Pre-K classes, an attentive and participatory audience for *Let's Be Bees* by Shawn Harris. There were several first timers in attendance at Club Bebe this month, including the brand new granddaughter of one of my regular adult crafters. What a delight to meet her! Michela and I did our very best to usher in spring with Kevin Henke's *When Spring Comes* during our latest Story Jams session, but it may need a bit more convincing.

On the adult side, we made our return to Long Beach Coffee and Tee for Vinyl Collector's Club, celebrating female artists for Women's History Month. Natalie and her staff make us feel so welcome, and the atmosphere is very communal and comfortable there. The same can be said about Barrier Beets, home of Silent Book Club. We are so fortunate to have businesses to partner with – and our locals very much appreciate the importance of supporting them in the off season. My favorite moment of March was the Faire Lillith Tribute show, on March 15th. The band's acoustic show was one of the best I've seen. With a packed house, the band even got the crowd to sing along to songs by Alanis Morissette, Sheryl Crow and Sinéad O'Connor.



Book Buddies!



Dr. Seuss Hat Stacking



St. Patrick's Day



West End Craft and Storytime



Bee Kind Adult Craft



Faire Lillith Tribute

Tanya Suarez-Matos, Librarian III, Youth Services

- Attended continuing education webinars.
 - Homeless Training - Traumatic Brain Injury Training
 - Niche Academy - Rural Libraries, Technology & Funding: Where Do We Go From Here?
 - Nassau Library System (NLS) - AI Slop
 - Niche Academy - Unlocking Possibilities: Program Design for the Future of Libraries
 - Brazelton Touchpoints - Speaking Openly About Child Sexual Abuse
- Attended Long Island Library Resources Council's 30th Annual Long Island Archives Conference at Farmingdale State College with Aliza Hornblass.
- Visited Hofstra University Special Collections Department with Aliza Hornblass to donate accessioned Long Island materials, that do not pertain to Long Beach, and tour the department.
- Interviewed for a Page position.
- Interviewed teen volunteers.
- Made homebound visits.
- Created and published Channels Jr. monthly newsletter.
- Created the monthly Youth Services slideshow display.
- Decorated the Youth Services main bulletin board with Ali Blau and Michela Christianson.
 - Theme: "March Picture Book Madness"
 - Winning title: "The Good Egg" by Jory John
- Held Adult Services' programs and crafts.
 - Adult Craft (Maker Monday):
 - Shell Hand Mirrors
 - True Crime Book Club
 - "Say Nothing: A True Story of Murder and Memory in Northern Ireland" by Patrick Radden Keefe
- Held Youth Services' programs and crafts.
 - Messy Art for Your Baby
 - Four "Cheek" Clovers (Hiney Prints)
 - Messy Art for Tots
 - Thumbprint Pot of Gold
 - Fork Print Leprechauns
 - Drawing Club x 2
 - Tween Craft
 - Deck of Cards Art Journal

Patricia Matthews – Bd Report March 2026

Professional Development

- Do With, Not For: Building Independence with Functional Routines (Session 2) STAR for students on the spectrum

Collection Development

- Our March Parenting Collection displayed Fables, Myths, Legends and Fairy Tales that encourage creativity and imagination; right vs. wrong (honesty, kindness, perseverance); consequences of actions and cultural appreciation. The displayed books reflected the colors of the rainbow! The books circulated.

Teamwork and Collaboration

- The Incredible Dancing Golden Dogs! Program on Sunday was filled to capacity with fun loving families.
Tim did a wonderful job coordinating the program today. There was positive feedback from various patrons that came into the children's room. (Adesh and Mr. Dalton completed the team).
- Thanks to Ali, Michela, and Tanya, our teen volunteers were thoughtfully assigned detailed and meaningful tasks that are essential to the success of our crafts programming.

Jake Cohen – Youth Services Librarian Trainee – March Report

- **Programs:** In March, I led Lego Club, Jr. Gamers, Retro Gamers, and Playdough Playtime. For Adult Services, I screened films for two different monthly film programs. I screened *Point Blank* for Film 101 and *Dicks: The Musical* for LGBTQ Cinema
- **Outreach:** This month, I read to the children at the Long Beach Headstart. I read two picture books to two classes of children.
- **Displays:** In honor of Women's History Month, I curated a Women's History book display for the YA/Teen Space in Youth Services. Also, I curated a YA New Arrivals book display.
- **Weeding:** In March, I weeded the YA non-fiction graphic novel collection.
- **Continuing Education/Professional Development:** This past month, I attended an online seminar about programming focused on encouraging and teaching girls' computer literacy and how to write computer code.

Michela Christianson

Youth Services Librarian Trainee

March 2026 Monthly Report

Collection:

- Continued to pull books from collection for replacement and repair
- Ordered books to support summer reading theme(s) with the guidance of NLS crowdsourced resources

Professional Development:

- Attended Central NY Library Resources Council's webinar "Should It Stay or Should It Go" -
- the session expanded on criteria for weeding and maintaining an up-to-date collection

Programming:

YS:

- Held sign-in for weekly programs
- 3/12, 26: Story Jams – this month's themes were Opposites (3/12) and Spring (3/26)
- 3/3, 10, 15, 17, 24, 28, 31: String Tuning – no attendees this month 🙄

Adult:

- 3/12: Beaded Succulents Craft (West End) – 2 crafters
- 3/19: Beaded Succulents Craft (Point Lookout) – 3 crafters

Outreach:

- Presented at Career Day at Long Beach Middle School with fellow trainee Ryan



Children entranced by Ali's rendition of *Is It Spring?* by Kevin Henkes



Ryan and I at LBMS Career Day

Updated and approved: 11/2021
Updated and approved: 4/2024
Revised and approved: 7/2024
Revised for Board approval: 4/2026

Meeting Room Reservation Policy

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Library-sponsored and administered activities shall have priority in determining use of Library facilities.

Individuals and groups approved to use Library meeting rooms may not:

- charge the public admission, registration or any other fee for participating unless approved, in advance, by the Board of Trustees
- use the Library rooms for fundraising purposes
- use the Library rooms for religious services
- engage in commercial activity (including selling items, products, or services) inconsistent with the mission and purpose of the Library.

Permission for use of Library meeting rooms in no way implies Library endorsement of the goals or activities of any individual or organization receiving such permission. Individuals and groups approved to use Library meeting rooms shall not discriminate against any individual on the basis of age, race, sex, ethnicity, color, national origin, ancestry, sexual orientation, height, weight, marital status, veteran status, physical or mental disability, gender identity or expression, or religion with respect to access to Library space. Further, the Library reserves the right to reject any application, in its sole discretion, by an organization whose proposed meeting poses an imminent danger to the public.

Individuals and organizations may not use the Library's address or phone number as their formal place of business. Use of a meeting room does not mean endorsement by the Library of the group using it, or of the program presented. Promotions of meetings in the Library must state the following: "While this event is being held at the Long Beach Public Library, it is not a LBPL-sponsored event and in no way constitutes LBPL endorsement."

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~~neither state nor imply that the Library is sponsoring the meeting. Use of a meeting room does not mean endorsement by the Library of the group using it, or of the program presented.~~

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The following general conditions must be met for an individual or group to request a room reservation.

1. Rooms will only be available for use during the hours the Library is open to the public.
2. Rooms are prioritized for groups with headquarters in, or that provide substantial services to the citizens of, the Long Beach School District. If not a community group, priority is given to others in the order below.
 - a. Local, county, state, and federal government agencies
 - b. Local, county, state, and federal educational, cultural, civic, and recreational organizations
 - c. Individual residents of the Long Beach School District
 - d. All others
3. An individual representative must reserve and assume responsibility for the room. They must be at least 18 years of age and be present at the meeting/event for which the room has been reserved.
 - a. The sponsor must report attendance within 24 hours after each scheduled meeting by emailing attendance@longbeachlibrary.org or reporting it to the librarian at the Adult or Youth Services Reference Desks.
4. Room reservation requests, including the Library's indemnity agreement, must be submitted online at least thirty (30) days before the requested date. If you need assistance with the online room reservation request system, please visit the Adult Services Reference Desk at the Main Library.
5. To encourage the use of its meeting rooms for diverse events and to give all qualified groups access to this service, no group may book a meeting room more than once per quarter or 4 times in a 12-month period.

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Revised and approved: 7/2024

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- a. If an individual or organization would like to request the use of a Library space more than once per quarter, they must submit a written request to the Library Administration by June 1st for the following fiscal year detailing the dates requested and what the space will be used for.
 - i. Requests occurring outside of that time frame will be considered, only if space is available.
6. Food and drinks, within reason as determined by Library Administration, are allowed. Alcohol is prohibited by the Library's Rules of Conduct.
7. In consideration of the use of the meeting room facilities, each entity or individual agrees that it will pay for all damage to any property of the Long Beach Public Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization, group, or any person in attendance, and individuals and entities assume all responsibility and liability for property damage or personal injury or loss sustained by any attendee and indemnifies and hold harmless the Long Beach Public Library, its employees, and the Board of Trustees from any and all liability arising from the use of any meeting room, including the reasonable cost of attorney fees and expenses incurred in the defense of any litigation against the library arising out of any use of a meeting room.

Additional Guidelines

- All events must be free and open to the public.
 - For the safety of our youngest patrons, only parents or caregivers of the children attending a meeting or event shall be allowed to accompany them.
- All meetings must be completed 15 minutes before the Library closes, unless arrangements are made at the time of reservation, with Library Administration, at least sixty (60) days in advance.
 - For meetings that extend past the Library's regular closing time, there shall be a charge of \$60 per hour, prorated by the quarter hour.
- The capacity of each room is established by Fire Codes and as such shall be strictly enforced. In further compliance with Fire Codes, seating arrangements must permit clear aisles and unobstructed access to exits.

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- Since the facilities are principally for library programming, any external event may be preempted because of such programs. Library staff will make a reasonable effort to reschedule the date and/or space but rescheduling is not guaranteed.
- Permission to use the Library's meeting rooms shall be subject to cancellation by Library Administration at any time at their discretion. Should the individual or group requesting a room fail to adhere to all applicable Library policies, including failing to provide notification of cancellation two times ("no-show") within one year, or otherwise use the space in any prohibited manner, no further scheduling or rebooking will be allowed unless reviewed by the Library Board of Trustees.
 - The individual or group representative must submit a written review request within thirty (30) days of cancellation, indicating their desire for a review, and the basis therefore. If the next Board meeting is more than 15 days from receipt of the appeal request, such hearing will be held at the next regular meeting of the Board of Trustees. If less than 15 days, the hearing will be held at the following regular meeting of the Board of Trustees. The Board shall render a written decision within fourteen (14) days of the appeal hearing.

Cost & Capacity of Available Rooms

Capacity varies significantly depending on equipment and room setup but must never exceed the ranges below. The costs listed below are for up to ~~three-four~~ (43) hours of time including setup and teardown time.

- Main Library Auditorium (full/undivided) - \$30 standard set-up w/no additional staff assistance
 - Capacity with chairs set up theater style: up to 200 people
- Auditorium (front half) - \$30 standard set-up w/no additional staff assistance
 - Capacity depending on set-up: 40 to 60 people
- Auditorium (back half) - \$30 standard set-up w/no additional staff assistance
 - Comfortable capacity depending on set-up: 40 to 60 people
- 2nd Floor Program Room - \$20 standard set-up w/no additional staff assistance

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Meeting Room Reservation Policy

- Capacity set up classroom or horseshoe style: up to 20 people
- Capacity set up theater style: up to 30 people
- 1st Floor Program Room - **\$10 standard set-up w/no additional staff assistance**
 - Capacity depending on setup: 15 to 20 people
- 2nd Floor YS Space - **\$10 standard set-up w/no additional staff assistance**
 - Capacity depending on setup: 14 to 18 people
- West End Branch - **\$20 standard set-up w/no additional staff assistance**
 - Capacity depending on setup: 25 to 35 people
- Point Lookout Branch - **\$20 standard set-up w/no additional staff assistance**
 - Capacity depending on setup: 20 to 30 people

Room Setup and Cleanup

As part of the room reservation request, the anticipated setup and disassembling time for a meeting must be given. Typical room setup configurations can be selected at the time of booking.

Special room setups and additional staff assistance must be requested and approved, in advance, by Library Administration. The fee per event for special room setups **\$60 per hour, prorated by the quarter hour**. Based on the complexity of the request, Library Administration will inform the requestor of the additional costs in advance of the room reservation being finalized.

Individuals and organizations shall be responsible for cleanup after the event and return the room to its original level of cleanliness. Failure to do so may result in cleaning fees assessed by the Library and/or suspension of a group's meeting room privileges. Cleaning fees are **\$60 per hour, prorated by the quarter hour**.

Audiovisual Equipment Use

Requests for audio-visual equipment must be made at the time the room is reserved. The suite of equipment available for each room or location varies. Trained library staff, when in the building, will provide basic assistance with library-owned equipment. If staff are not available, the library will provide simple written instructions for equipment use. The Library makes no guarantees that personal equipment will be compatible with the Library's system.

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Meeting Room Reservation Policy

Auditorium

The Auditorium has the capability of being divided into two or three smaller meeting spaces. When applicable, given the intended use of the space and expected audience size, the Library requests that those interested in reserving the Auditorium use only part of the space to allow for the possibility of other programs and keep program noise to a minimum to ensure other programs and meetings happening simultaneously are not disturbed.

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 - The individual or group representative must submit a written review request within thirty (30) days of cancellation, indicating their desire for a review, and the basis therefore. If the next Board meeting is more than 15 days from receipt of the appeal request, such hearing will be held at the next regular meeting of the Board of Trustees. If less than 15 days, the hearing will be held at the following regular meeting of the Board of Trustees. The Board shall render a written decision within fourteen (14) days of the appeal hearing.

Cost & Capacity of Available Rooms

Capacity varies significantly depending on equipment and room setup but must never exceed the ranges below. **The costs listed below are for up to four (4) hours of time including setup and teardown time.**

- Main Library Auditorium (full/undivided) - **\$30 standard set-up w/no additional staff assistance**
 - Capacity with chairs set up theater style: up to 200 people
- Auditorium (front half) - **\$30 standard set-up w/no additional staff assistance**
 - Capacity depending on set-up: 40 to 60 people
- Auditorium (back half) - **\$30 standard set-up w/no additional staff assistance**
 - Comfortable capacity depending on set-up: 40 to 60 people
- 2nd Floor Program Room - **\$20 standard set-up w/no additional staff assistance**
 - Capacity set up classroom or horseshoe style: up to 20 people
 - Capacity set up theater style: up to 30 people

Updated and approved: 11/2021

Updated and approved: 4/2024

Revised and approved: 7/2024

Revised for Board approval: 4/2026

Meeting Room Reservation Policy

- 1st Floor Program Room - **\$10 standard set-up w/no additional staff assistance**
 - Capacity depending on setup: 15 to 20 people
- 2nd Floor YS Space - **\$10 standard set-up w/no additional staff assistance**
 - Capacity depending on setup: 14 to 18 people
- West End Branch - **\$20 standard set-up w/no additional staff assistance**
 - Capacity depending on setup: 25 to 35 people
- Point Lookout Branch - **\$20 standard set-up w/no additional staff assistance**
 - Capacity depending on setup: 20 to 30 people

Room Setup and Cleanup

As part of the room reservation request, the anticipated setup and disassembling time for a meeting must be given. Typical room setup configurations can be selected at the time of booking.

Special room setups and additional staff assistance must be requested and approved, in advance, by Library Administration. The fee per event for special room setups **\$60 per hour, prorated by the quarter hour**. Based on the complexity of the request, Library Administration will inform the requestor of the additional costs in advance of the room reservation being finalized.

Individuals and organizations shall be responsible for cleanup after the event and return the room to its original level of cleanliness. Failure to do so may result in cleaning fees assessed by the Library and/or suspension of a group's meeting room privileges. Cleaning fees are **\$60 per hour, prorated by the quarter hour**.

Audiovisual Equipment Use

Requests for audio-visual equipment must be made at the time the room is reserved. The suite of equipment available for each room or location varies. Trained library staff, when in the building, will provide basic assistance with library-owned equipment. If staff are not available, the library will provide simple written instructions for equipment use. The Library makes no guarantees that personal equipment will be compatible with the Library's system.

Auditorium

Updated and approved: 11/2021

Updated and approved: 4/2024

Revised and approved: 7/2024

Revised for Board approval: 4/2026

Meeting Room Reservation Policy

The Auditorium has the capability of being divided into two or three smaller meeting spaces. When applicable, given the intended use of the space and expected audience size, the Library requests that those interested in reserving the Auditorium use only part of the space to allow for the possibility of other programs and keep program noise to a minimum to ensure other programs and meetings happening simultaneously are not disturbed.

Updated and approved: 11/2021

Revised and approved: 7/2023

Revised for Board approval: 4/2026

Collection Development Policy

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The purpose of the Collection Development Policy is to outline the processes and principles that structure the Long Beach Public Library's collection. This Collection Development policy supports and guides the selection, weeding, and reconsideration of Library resources. The Collection Development policy supports the Library in its mission and defines the purpose and objectives of the Library's collections. The policy sets the guidelines that help the collection respond to community needs.

Philosophy and Scope of Collection

The Library's collections focus on popular and educational materials that help foster a love of reading and lifelong learning.

The Library collects materials in a variety of formats, including, when appropriate:

- Print – such as hardcovers, paperbacks, large type books, magazines and newspaper
- Non-print – such as audio and visual items
- Digital resources – such as eBooks, eAudiobooks, online learning tools, research databases, and digital recordings and images
- Equipment – such as new technology and specialized hardware

Widespread interest and usage are the most powerful influence on the Library's collection. Widespread interest is determined through a variety of methods including bestseller lists, reviews, coverage in various media outlets, and the number of holds placed on items by Library patrons. Usage is determined by circulation statistics, i.e. how many times an item has circulated within a given period of time. The Library strives to collect materials that provide opportunities for lifelong learning and that reflect the diversity of our community.

Budget and space limitations, as well as local needs and interests, preclude the Library from duplicating the specialized and comprehensive collections that exist in academic and specialized libraries. Access to these collections is provided through cooperative networking, interlibrary loan, and direct referral.

Updated and approved: 11/2021
Revised and approved: 7/2023
Revised for Board approval: 4/2026

Collection Development Policy

Selections are also made to provide diversity and/or depth of viewpoints to the existing collection. Long Beach Public Library supports the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The Long Beach Public Library does not intrude on that relationship. Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, inspire and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world.

Selection Criteria

The Library Director has the responsibility and the ultimate power to determine the selection of Library materials. Under their direction, selection is delegated to professional Library staff. Librarians use their education, experience, training, and resources along with the general standards to select materials for the collection. All staff members and the general public are encouraged to recommend materials for consideration. Selection presumes liberty of thought and intellectual freedom within the bounds of reason and law. Materials will be selected based upon their value as a whole.

The Library is committed to maintaining a collection that reflects human creativity, knowledge, and expertise. As such, the Library does not purchase, acquire, or accept donations of items that are primarily generated, authored, or written by artificial intelligence (AI). If an AI-generated item is found to be part our collections, the item will be promptly removed from our collection and discarded. This prohibition ensures that our collection upholds quality, authenticity, and intellectual integrity for our community.

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All materials, whether purchased or donated, are considered in terms of the general standards listed below. An item need not meet all of these standards in order to be added to the collection.

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- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Suitability of format to Library circulation and use
- Date of publication

Updated and approved: 11/2021

Revised and approved: 7/2023

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Collection Development Policy

- Price, availability and Library materials budget
- Impact to the diversity and scope of the collection
- Current or historical significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Online resources are also evaluated based on accessibility and the availability of library licensing
- Contemporary significance
- Popular appeal
- Physical format
- Quality of production
- Available space
- Published evaluations or reviews
- Accessibility of material
- Accuracy and timeliness
- Relevance of format and content to the intended audience
- Effectiveness and suitability of format in communicating the content

Patron Recommendations

Patrons may request items the Library does not own. Each request is reviewed for inclusion in the collection using the selection criteria. Requests may be made [online](#) or at any Reference Desk.

Requests for Reconsideration

Anyone wishing to recommend the removal or reclassification of a particular item must be a resident of Long Beach, NY. They are encouraged to speak to a Library supervisor about the matter. If the patron is not satisfied with the response to their request, they may ask the supervisor for a Materials Review Form.

The request will be reviewed by the Library Director and staff, bearing in mind the Library's mission statement and the selection criteria of this collection development policy. After evaluating journal reviews and other materials submitted by the patron and staff, the Library Director or their designee, will respond within 45 days of receiving the formal request.

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Updated and approved: 11/2021
Revised and approved: 7/2023
Revised for Board approval: 4/2026

Collection Development Policy

If the Long Beach resident who initiated the reconsideration request does not accept the decision of the Library Director, they may appeal the decision to the Library Board. To appeal the decision of the Library Director, a written appeal requesting that the Library Board overturn the decision of the Library Director must be submitted. The written appeal must be sent to the President of the Library Board and the Library Director.

After receipt of a proper appeal, the Library Board will determine whether the request for reconsideration has been handled in accordance with the Library's Collection Development Policy. The Library Board may vote to uphold or override the decision of the Library Director. All decisions of the Library Board are final.

Challenged materials or resources will be retained in the library collection throughout the reconsideration process. Once a final ruling has been made on a request for reconsideration, no further requests for reconsideration for that specific material or resource will be considered for a period of one (1) year from the date of the final decision on the reconsideration request.

Philosophy of Collection Maintenance and Management

The Long Beach Public Library's collection is constantly evolving to keep up with the community's needs and wants. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

Responsibility for Collection Maintenance and Management

The final authority for the Library collection rests with the Library Director. Implementation of collection development policy and management of the collection is assigned to Library staff. Library Staff systematically review the collection with the goal of maintaining the quality and vitality of Library resources. This process of collection analysis incorporates the use of output measures, circulation reports, and other statistical information for continuous collection evaluation.

Weeding Evaluation Criteria

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the

Updated and approved: 11/2021

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Revised for Board approval: 4/2026

Collection Development Policy

systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or infrequently used materials and supports the public's right of access to an appealing and relevant collection.

Weeding in this context is defined as the process of evaluating a book to determine if it will be retained, relocated, or replaced. It is the responsibility of Long Beach Public Library staff, acting under the authority and direction of the Library Director, to discard Library materials. These decisions are made within the limitations of available space and funding, and within the scope of a written collection development plan.

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- Infrequent use and lack of demand
- No longer relevant to the needs and interest of the community
- No longer accurate
- Availability elsewhere including other libraries and online
- Relevance to the scope of any special collections

Replacement Criteria

While the Library attempts to have materials of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection also apply to replacements. The need for replacement is based on:

- The number of duplicate copies
- Existence of adequate coverage of the subject in the collection
- Demand for the specific title or subject area
- Availability of material

Removal of Withdrawn Material

Materials that no longer meet the stated objectives of the Library will be withdrawn from the system. Long Beach Public Library reserves the right to determine how materials are removed and disposed of.

Updated and approved: 11/2021

Revised and approved: 7/2023

Revised for Board approval: 4/2026

Collection Development Policy

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All materials, whether purchased or donated, are considered in terms of the general standards listed below. An item need not meet all of these standards in order to be added to the collection.

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Suitability of format to Library circulation and use
- Date of publication
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The request will be reviewed by the Library Director and staff, bearing in mind the Library's mission statement and the selection criteria of this collection development policy. After evaluating journal reviews and other materials submitted by the patron and staff, the Library Director or their designee, will respond within 45 days of receiving the formal request.

If the Long Beach resident who initiated the reconsideration request does not accept the decision of the Library Director, they may appeal the decision to the Library Board. To appeal

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After receipt of a proper appeal, the Library Board will determine whether the request for reconsideration has been handled in accordance with the Library's Collection Development Policy. The Library Board may vote to uphold or override the decision of the Library Director. All decisions of the Library Board are final.

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Weeding Evaluation Criteria

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of

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The following criteria are used in selecting materials for withdrawal:

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- No longer relevant to the needs and interest of the community
- No longer accurate
- Availability elsewhere including other libraries and online
- Relevance to the scope of any special collections

Replacement Criteria

While the Library attempts to have materials of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection also apply to replacements. The need for replacement is based on:

- The number of duplicate copies
- Existence of adequate coverage of the subject in the collection
- Demand for the specific title or subject area
- Availability of material

Removal of Withdrawn Material

Materials that no longer meet the stated objectives of the Library will be withdrawn from the system. Long Beach Public Library reserves the right to determine how materials are removed and disposed of.

Adopted: 1/2025
Revised for Board approval: 4/2026

Collection Development Guidelines for Local and Self-Published Authors

Long Beach Public Library endeavors to collect materials with strong local interest, particularly books by local authors. A local author is one who is a current or longtime resident of the Long Beach City School District, or whose work is set in the district, or who created the work while living in the district. There are two primary ways that such books are added to our collection:

Books by Mainstream Publishers

Books by mainstream publishers have generally gone through several rounds of quality control before they come to the attention of our selectors. These include editing, design, production, and reviewing by professionals. Because of the volume of books published annually, our professional librarian selectors rely on established review sources such as Booklist, Library Journal, Publishers Weekly, Kirkus Reviews, etc., to help guide their decisions. Generally, we purchase these items from wholesale booksellers with whom we maintain contracts. Less often, we purchase them from retail booksellers. Author donations are welcome.

Self-Published Books

In order to support the literary creativity and expression of people in our community, the Library will maintain a circulating collection of donated self-published materials by local authors. This collection will primarily incorporate fiction and poetry. These works will be evaluated by our professional librarians according to criteria in our Collection Development and Materials Selection Policy. The Library does not purchase unsolicited materials, nor does it generally purchase self-published books if those books are not reviewed in established sources.

Guidelines and Considerations for Local Authors

- The author must be a Local Author according to the definition above.
- All items considered for addition to the collection are evaluated by the criteria outlined in the Collection Development and Library Materials Selection Policy.

Adopted: 1/2025

Revised for Board approval: 4/2026

Collection Development Guidelines for Local and Self-Published Authors

- This includes the Library's prohibition on items primarily generated, authored, or written by artificial intelligence (AI).
- To be considered for the Local Authors Collection, a submission form must be submitted for each title.
- All donated books become the property of Long Beach Public Library and cannot be returned.
- Only one copy of a donated book per branch will be accepted.
- Donated books must have been published within the past three years and in unused, new condition.
- No more than three titles by an author will be considered each year.
- Books must be professionally printed and bound in a format suitable for circulation. Items that are spiral bound or stapled, and pamphlets and brochures, will not be accepted. We are unable to accept materials in any electronic format.
- Authors are encouraged to include professional reviews with all donations. Please note that customer reviews from retail booksellers or websites like Goodreads are not considered professional reviews.
- All items considered for addition to the collection are evaluated by the criteria outlined in the Collection Development and Library Materials Selection Policy.
- The Library is solely responsible for determining the disposition of donations, which will either be addition to the collection, put in the Little Free Libraries, or recycled.
- All items added to the Local Authors collection will be subject to the same retention standards as any other material and may be withdrawn and disposed of over the course of time. Items that are lost or withdrawn are not automatically replaced.
- The Library is not responsible for reviewing, marketing, or publicizing a local author's work, nor can Library staff provide editorial service or advice.

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Books by mainstream publishers have generally gone through several rounds of quality control before they come to the attention of our selectors. These include editing, design, production, and reviewing by professionals. Because of the volume of books published annually, our professional librarian selectors rely on established review sources such as Booklist, Library Journal, Publishers Weekly, Kirkus Reviews, etc., to help guide their decisions. Generally, we purchase these items from wholesale booksellers with whom we maintain contracts. Less often, we purchase them from retail booksellers. Author donations are welcome.

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Adopted: 1/2025

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- Books must be professionally printed and bound in a format suitable for circulation. Items that are spiral bound or stapled, and pamphlets and brochures, will not be accepted. We are unable to accept materials in any electronic format.
- Authors are encouraged to include professional reviews with all donations. Please note that customer reviews from retail booksellers or websites like Goodreads are not considered professional reviews.
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FY 2027 Holiday Schedule

- Thursday July 2nd – close at 6pm
- Friday July 3rd – closed (observed)
- Saturday July 4th – closed
- Labor Day Weekend – closed
 - o Saturday September 5th – Monday September 7th
- Monday October 12th – open (earned holiday)
- Tuesday November 3rd – open (earned holiday)
- Wednesday November 11th – open (earned holiday)
- Wednesday November 25th – close at 6pm
- Thursday November 26th – closed
- Thursday December 24th – close at 2pm
- Friday November 25th – closed
- Thursday December 31st – close at 2pm
- Friday January 1st – closed
- Monday January 18th – open (earned holiday)
- Sunday March 28th – closed
- Memorial Day Weekend – closed
 - o Saturday May 29th – Monday May 31st
- Friday June 18th – closed (observed)
- Saturday June 19th – closed