

Monday July 13th at 7pm
BOARD OF TRUSTEES OPEN MEETING AGENDA

- I. Call to Order by President
- II. Roll Call
- III. Pledge of Allegiance
- IV. Public Comment on Agenda Items (limited to 2 minutes per person)
- V. Approval of Minutes from June 15, 2026 Meeting (Vote Needed) **P. 3-4**
- VI. Approval of Bills and Schedules (Vote Needed)

 1. Board Warrants 1414, 1416 **P. 5-7**
 2. Payroll Warrants 1413 **P. 8-12**

- VII. Monthly Financial Report (Informational) **P. 13-32**
 1. May – June 2026
- VIII. Donor Recognition
- IX. Monthly Reports (June-August reports will be included in the September meeting packet)
- X. Old Business
 1. Policies
 - Security Camera (revised) (Vote Needed) **P. 33**
 2. Assistant Director's FY 2027 Agreement (Vote Needed) **P. 34-41**

RESOLVED, that the Board of Trustees hereby approves the FY 2027 Assistant Library Director Agreement between the Library and Jakea Williamson, for the period commencing July 1, 2026 and ending June 30, 2027, upon the terms and conditions set forth therein, and further authorizes and directs the President of the Board to execute said Agreement on behalf of the Library.
- XI. New Business
 1. FY 2026 Closeout – Budget Transfers (Vote Needed) **P. 42**

RESOLVED, that the Board of Trustees hereby approves the budget line transfers outlined in the 7/13/2026 memo "FY 2026 Year-end transfers"
 2. FY 2026-FY 2030 Strategic Plan
 - FY 2026 Results (Informational) **P. 43-48**
 - FY 2027 Strategies (Vote Needed) **P. 49-52**
 3. 2025 NY State Library Report (Vote Needed) **P. 53-64**

RESOLVED, that the Board of Trustees hereby approves the 2025 NY State Library Report.

2027-2031 Resource Sharing Code (Vote Needed) **P. 65-92**

RESOLVED, that the Board of Trustees hereby approves the 2027-2031 NLS Resource Sharing Code.
 4. Materials Review Request (Informational) **P. N/A**
 5. Approval to pay bills until September meeting (Vote Needed) **P. N/A**
- XII. Public Comment (limited to 3 minutes per person)
- XIII. CSEA
- XIV. Executive Session



Monday July 13th at 7pm
BOARD OF TRUSTEES OPEN MEETING AGENDA

- XV. Personnel
1. Resignation – Ananda Ghirdarry, PT Circulation Clerk
 2. Retirement – Marie Whelan, PT Librarian
 3. Change in status – Rose Spaziani, PT Librarian Trainee to FT Librarian Trainee
- XVI. Date and Time of Next Meeting (Vote Needed)
1. Monday September 21st at 7pm
- XVII. Adjournment (Vote Needed)



Meeting Minutes - Monday June 15th 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 7:05 p.m.** Trustee LaSpina Trustee Schmidt-Muskin Trustee Tansey
- II. Roll Call **was taken by President Guarini.**
- III. Pledge of Allegiance **was recited by all.**
- IV. Public Comment on Agenda Items (limited to 2 minutes per person)
- V. Approval of May 18, 2026 Minutes **Unanimously approved. Moved for approval by Trustee LaSpina, seconded by Trustee Schmidt-Muskin.**
- VI. Approval of Bills and Schedules
 1. Board Warrant 1412 **Unanimously approved. Moved for approval by Trustee Schmidt-Muskin, seconded by President Guarini.**
 2. Payroll Warrants 1410, 1411 **Unanimously approved. Moved for approval by Trustee Schmidt-Muskin , seconded by President Guarini .**
- VII. Monthly Financial Reports
 1. March 2026
- VIII. Donor Recognition
- IX. Monthly Reports (May 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
- X. Old Business
 1. New water fountain/bottle filling station
Unanimously approved. Moved for approval by Trustee Schmidt-Muskin , seconded by Trustee LaSpina .
 2. SAM Grant 24404 Resolution **Unanimously approved. Moved by Trustee Tansey , seconded by Trustee Schmidt-Muskin.**

RESOLVED, that the Grant Disbursement Agreement between the Dormitory Authority of the State of New York (DASNY), as Grantor, and the Long Beach Public Library, as Grantee, in the amount of \$100,000 for "Solar Panel Project" (Project ID 24404), to be executed by the Library Director on or about June 8th 2026, is hereby ratified and affirmed.



Meeting Minutes - Monday June 15th 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

3. Updated FY 2027 Holiday Schedule **Unanimously approved. Moved by Trustee Schmidt-Muskin, seconded by Trustee Tansey.**

4. Revised Director Evaluation Form **was discussed. Consensus was reached to use the revised form.**

New Business

1. FY 2027 Board Meeting Schedule **was discussed. Consensus was reached on the dates.**

2. Permission to pay end of FY 2026 bills **Unanimously approved. Moved for approval by Trustee Tansey, seconded by Trustee LaSpina.**

3. Annual leave carryover **Unanimously approved. Moved for approval by Trustee LaSpina seconded by President Guarini.**

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

XII. CSEA

XIII. Personnel **Unanimously approved. Moved for approval by Trustee LaSpina, seconded by Trustee Schmidt-Muskin.**

1. Kountess Elrod, PT Page (new appointment)
2. Samantha Gerantabee, PT Librarian (new appointment)
3. Rose Spaziani, PT Librarian Trainee (new appointment)

XIV. Executive Session **voted unanimously to enter Executive Session at 7:21pm, motioned by Trustee and seconded by Trustee. No Votes were taken.**

1. Assistant Director - FY 2026 evaluation
2. Update on contract negotiations

XV. FY 2027 Assistant Director Agreement **Approved. Moved for approval by Trustee LaSpina, seconded by Trustee Schmidt-Muskin. Once executed, this document will be subject to FOIL.**

XVI. Date and Time of Next Meeting **Approved. Moved for approval by Trustee Schmidt-Muskin, seconded by Trustee Tansey**

1. Monday July 13, 2026, at 7pm (FY 2027 Reorg Meeting followed by Regular Meeting)

XVII. Adjournment at **7:49pm- Motioned by Trustee Tansey, seconded by 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
06/30/2026	30413	COHEN JACOB	Super Summer Smash Brothers Tournament	\$3.64
06/30/2026	30414	BLAU ALEXANDRA	Reimburse: ALA 2026 flight, hotel, registration	\$2,062.00
06/30/2026	30415	MORRISSEY HELENA	West End Branch: Supplies for Paul McCartney birthday program	\$8.40
06/30/2026	30416	STEIN RUSSELL	REIMBURSE MILEAGE	\$11.09
06/30/2026	30417	ACE HARDWARE	ACCT# 29884 - Custodial Supplies, INV 100385	\$217.30
06/30/2026	30418	ALARM1 - PT LOOKOUT	ALARM: POINT: Fire monitoring system, July-Sept 2026	\$178.08
06/30/2026	30419	Auditor-Baldessari & Coster LLP	FY 2025 Audit Payment	\$13,100.00
06/30/2026	30420	BRADY INDUSTRIES	Cleaning/custodial supplies - INV 11847315, 11818647	\$193.25
06/30/2026	30421	BRODART CO	PO 2476 received - INV 678150	\$392.75
06/30/2026	30422	CENGAGE LEARNING / GALE	Acct #100232734 - Invoices for continuous collections-06/30/2026	\$407.25
06/30/2026	30423	Culligan Quench	Quarterly service, Main & West Water Dispensers, INV11098660, Acct D013443	\$373.71
06/30/2026	30424	DELL MARKETING	PO 2474 rec'vd - INV 10877998348	\$3,788.90
06/30/2026	30425	GTS GLOBAL TELECOM	TELEPHONE SERVICES 6/15-7/14/2026 - INV 90980	\$161.32
06/30/2026	30426	HOLLINGER	PO 2469 rec'vd - INV H155715	\$197.40
06/30/2026	30427	Image 360 Signs	Feather flag for beach programs	\$295.00
06/30/2026	30428	INSURANCE SALERNO BROKERAGE CORP.	FY 2027 insurance policies	\$64,101.96
06/30/2026	30429	JmCm Lawn Sprinklers	Lawn sprinkler maintenance and repair - 923060	\$1,400.00
06/30/2026	30430	LIBRARY BALDWIN PUBLIC	Patron paid for lost book 31115007628224 "Getting Naked"	\$29.99
06/30/2026	30431	LIBRARY GLEN COVE PUBLIC	Patron paid for lost book 31571004079953 "Mattering"	\$30.00
06/30/2026	30432	LIBRARY ISLAND PARK PUBLIC	Patron paid for lost book 36643002011836 "A Tree Grows in Brooklyn"	\$16.99
06/30/2026	30433	Long Island Window Cleaning (LIWC)	West End Branch: Window Cleaning 7797, 7803, 7917, 7987	\$80.00
06/30/2026	30434	MIDWEST TAPE-DVDs	2000020405-DVDs -06/30/2026	\$1,150.18
06/30/2026	30435	PARCODE	PO 2477 rec'vd - INV 89176	\$255.00
06/30/2026	30436	PGM-A / DESANTIS, MARC	Adult program-"Writing Programs"-1x @ \$175.00 per session	\$175.00
06/30/2026	30437	PGM-A / GERMANO, THOMAS	Adult program-"Whitney Biennial, 2026"- \$300.00 per session	\$300.00
06/30/2026	30438	PGM-A / MICKAN, DOUG	Kids Program-Ventriloquist Doug Mickan and Friends- \$400 per session	\$400.00
06/30/2026	30439	PGM-A / REGAN, KATHLEEN	Adult program-"Chair Yoga"- @ \$70 per 60 min. session	\$280.00

Trustee 1, LBPL Board

Trustee 3, LBPL Board

Trustee 4, LBPL Board

Trustee 2, LBPL Board

Trustee 5, LBPL Board

The below items were duly audited including dollar amounts verified and accounts payable documentation examined. As such, the Board of Trustees orders these items paid.

Date	Num	Name	Memo	Amount
06/30/2026	30440	PGM-A / ROZELL, LORI	Adult Program- Low-Impact Cardio (Hybrid)- \$60 per 60 min. session	\$120.00
06/30/2026	30441	PGM-A / SILBERSTANG, B HANSEL	APGM-M: 1 X 1.5HRS @ \$250 "Tips and tricks for Healthy House Plants"	\$250.00
06/30/2026	30442	PGM-A / VITA, MATT	APGM-M : 1X @ \$50 "COMEDY AFTER DARK" 2 hours	\$50.00
06/30/2026	30443	PGM-A / WISEL, LISA M.	Adult program-"Meditation Programming"-1x @ \$90 per 45 min. session	\$90.00
06/30/2026	30444	PGM-K / A TIME FOR KIDS, INC	Kids Program - "Preschool Readiness"- \$160 per Session	\$320.00
06/30/2026	30445	PGM-K / SALMAN, JOEL	Kids program-"Chess Club"- \$110.00 per session	\$440.00
06/30/2026	30446	PITNEY BOWES - reserve acct (reload)	Refill for pitney bowes reserve acct to replenish postage meter	\$500.00
06/30/2026	30447	SSI / LIBRARY CARDS	PO 2463 rec'vd - IN000040555, IN000040556	\$2,665.78
06/30/2026	30448	Staples Advantage	PO 2467 rec'vd, ready to pay - INV 6064483181	\$75.89
06/30/2026	30449	TRACSYSTEMS, INC	Annual support/maintenance for Pharos computer/print mgmt	\$5,008.28
06/30/2026	30450	PGM-A / ROZELL, LORI	APGM-Low-Impact Cardio- \$60/session, 60 min	\$60.00
06/30/2026	30451	PGM-K / GOODWIN, CAROL	Kids program-Baby Music With Love- 8x @ \$165	\$1,320.00
			WARRANT 1414 TOTAL	\$100,509.16

Trustee 1, LBPL Board

Trustee 3, LBPL Board

Trustee 4, LBPL Board

Trustee 2, LBPL Board

Trustee 5, LBPL Board

The below items were duly audited including dollar amounts verified and accounts payable documentation examined. As such, the Board of Trustees orders these items paid.

Date	Num	Name	Memo	Amount
07/06/2026	aLF8-7/26	Leaf Copier Lease (serviced by PMA)	LEAF LEASE : C# 100-9089631-001, INV 20475149 due 7/14/26	\$1,264.76
07/13/2026	ACHamzM7/26	AMAZON	May-June 2026 circulating materials invoices - 7/13/26 Board meeting	\$4,108.03
07/13/2026	ACHamzS7/26	AMAZON	Library and program supplies - PO 2468, 2475	\$1,802.80
07/13/2026	aLF1-7/26	Leaf Copier Lease (serviced by PMA)	LEAF LEASE : C# 100-4777944-005, INV 220526166, due 7/25/2026	\$150.50
07/13/2026	aVisa-7/26	FNBLI Credit Card 2184	6/30/2026 credit card statement - pay by ACH on 7/13/2026 after Board approval	\$4,985.35
07/13/2026	30452	BRODART CO	PO 2481-ready to pay, book processing supplies, INV 679232	\$453.96
07/13/2026	30453	Hoopla	Hoopla digital/streaming services June 2026- INV 509052610	\$811.07
07/13/2026	30454	KNOCKOUT PEST CONTROL EXTERMINATOR	EXTERMINATOR : monthly billing (7/1/26) INV 1637714	\$92.00
07/13/2026	30455	Nawrocki Smith (Treasurer)	Treasurer Services/Internal auditing - May 2026	\$845.00
07/13/2026	30456	OMNI FINANCIAL GROUP, INC.	YRLY FEE, 403B COMPLIANCE/REMIT SVC FY 2027	\$1,500.00
07/13/2026	30457	OVERDRIVE, INC./DIGITAL LIBRARY RESERVE	Digital books May-June 2026 + high demand holds	\$6,116.21
07/13/2026	30458	OVERDRIVE, INC./DIGITAL LIBRARY RESERVE	CD0138626224608 - NDD/NLS Central Fund invoice (shared Overdrive collection)	\$20,385.00
07/13/2026	30459	Nassau Library System (NLS) ILS Services	NLS - CROWN CASTLE (broadband internet primary fiber line) July 2026	\$525.00
07/13/2026	30460	Des Plaines Public Library	Lost ILL book - DPPL billing LBPL - ILL Request 234178168	\$34.95
07/13/2026	30461	Nassau Library System (NLS) ILS Services	NLS ILS Services Member Library Fees July-Sept 2026	\$13,371.51
07/13/2026	30462	Nassau Library System (NLS) General Fund	Member Library support fees offered by NLS in CY 2026	\$30,262.00
07/13/2026	30463	Nassau Library System (NLS) General Fund	Digital Magazines - FY 2027 - 22069, 22182	\$1,345.42
07/13/2026	30464	Nassau Library System (NLS) General Fund	Databases - FY 2027 - INV 21662	\$3,580.00
07/13/2026	30465	Nassau Library System (NLS) General Fund	Kids eBooks - FY 2027 - INV 21889	\$450.00
07/13/2026	30466	Nassau Library System (NLS) General Fund	Databases - FY 2027 - INV 22019	\$500.00
07/13/2026	30467	LOWITT ALARMS & SECURITY SYSTEMS	Invoice for Q3 2026 security alarm/monitoring at Main Library	\$200.85
07/13/2026	30468	LOWITT ALARMS & SECURITY SYSTEMS	Security control panel battery replacement/testing INV 8530461	\$396.93
07/13/2026	30469	NEWSPAPER RICHNER (HERALD) for ads	VOID - WRONG AMOUNT	\$0.00
07/13/2026	30470	NEWSPAPER-RICHNER (HERALD) for ads	Quarter Page Herald Ad for America 250 programs	\$323.00
07/13/2026	30469	NEWSPAPER-RICHNER (HERALD) for ads	Half page ad in Herald for annual graduate congratulations	\$479.00
			WARRANT 1416 TOTAL	\$93,983.34

Trustee 1, LBPL Board

Trustee 3, LBPL Board

Trustee 4, LBPL Board

Trustee 2, LBPL Board

Trustee 5, LBPL Board

**PAYROLL WARRANT
OPERATING EXPENSES**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Jun 18, 26					
	06/18/2026			Funds Transfer 6/18/26 FED TAX	14,347.59
	06/18/2026			Funds Transfer 6/18/26 STATE TAX	2,599.34
	06/18/2026			Funds Transfer 6/18/26 NYC TAX	438.91
	06/18/2026			Funds Transfer 6/18/26 PR	50,743.43
	06/18/2026			Funds Transfer 6/18/26 3rd PARTY	247.00
	06/18/2026			Funds Transfer 6/18/26 FEE	476.42
	06/18/2026			Funds Transfer 6/18/26 OMNI	330.00
	06/18/2026	aLF16/26	Leaf Copier Lease (serviced by PMA)	LEAF LEASE : C# 1004777944005, INV 20365C	150.50
	06/18/2026	aPSEGm7/26	PSEGLIMAIN	MAIN: ELEC: CUST#0008200319, Acct# 19156	4,531.37
	06/18/2026	aPSEGp6/26	PSEGLIP	ELEC: PL : #04552011498, Acct# 1750482702	396.84
	06/18/2026	aPSEGw7/26	PSEGLIWE	ELEC: WE : #00131201585, Acct# 191512990	327.51
	06/18/2026	30401	FRANK CAMPOREALE (BOOKMAN)	BOOK DROP 2026JUNE	600.00
	06/18/2026	30402	RENT POINT LOOKOUT BRANCH	RENT : POINT LOOKOUT : 2026 JULY	3,818.57
	06/18/2026	30403	RENT WEST END BRANCH	RENT F/WEST END BRANCH: 2026 JULY	3,427.32
	06/18/2026	30404	CSEA	UNION DUES &FEES: PAYROLL 2026 0618	943.27
	06/18/2026	30405	PREFERRED GROUP PLANS, INCFSA	EMPLOYEE CONTRIBUTIONS P/R 202606/18	846.14
	06/18/2026	30406	NYS DEFERRED COMPENSATION 457 PLAN	ACCT# 211603 PR 2026 06/18	203.66
	06/18/2026	30407	NYS RETIREMENT SYSTEM	MONTHLY PAYMENT 2026JUNE	3,482.81
	06/18/2026	30408	NATIONAL GRID MAIN	GAS: MAIN: #7932939008 2026 JUNE	154.43
	06/18/2026	30409	NATIONAL GRID POINT LOOKOUT	GAS: POINT: ACCT# 37696006028 2026 JUNE	72.11
	06/18/2026	30410	OPTIMUM WEST END	WE : # 07858259451034:TEL+DATA 06/16	217.20
	06/18/2026	30411	SECURITY USA INC	GUARDS 2WKS @ \$27.95 /HR 06/1 06/14/20	2,273.67
	06/18/2026	30412	PGMA / PRINCE, BARBARA	Adult program"Zumba" 5x @ \$75 per 60 min	375.00
Jun 18, 26					<u><u>91,003.09</u></u>

PAYROLL WARRANT
SALARY SUMMARY

PAYROLL WARRANT # 1413
DATE: 6/13/2026

	Amount
LIBRARIAN	19,490.70
PROFESSIONAL	18,937.80
PATRON SERVICES	6,702.86
CLEANER	2,543.46
PAGE	2,797.21
PER DIEM	0.00
NET PAYROLL	50,472.03
FEDERAL TAX	14,347.59
STATE TAX	2,599.34
MTA TAX	0.00
NYC TAX	438.91
ACCUDATA INVOICE	476.42
3RD PARTY PAYMENT	247.00
TOTAL CASH REQUIRED FOR THIS PAYROLL	\$68,581.29

THIS PAGE

INTENTIONALLY

LEFT BLANK

THIS PAGE

INTENTIONALLY

LEFT BLANK

Long Beach Public Library
Monthly Treasurer's Report
May 2026

Prepared by:

Nawrocki Smith LLP

Certified Public Accountants & Business Consultants



Long Beach Public Library
Treasurer's Report Summary
May 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	\$ 3,358,247.00	\$ (681,371.00)	83.13%
.4022	PILOT (Payments in Lieu of Taxes)	\$ 9,318.00	\$ 9,318.00	\$ 9,548.26	\$ 230.26	102.47%
.4014	Fines and Fees	\$ 8,500.00	\$ 8,500.00	\$ 8,401.36	\$ (98.64)	98.84%
.4030	Interest and Earnings	\$ 10,000.00	\$ 10,000.00	\$ 8,627.31	\$ (1,372.69)	86.27%
.4040	Miscellaneous Revenues	\$ 16,000.00	\$ 16,000.00	\$ 20,029.70	\$ 4,029.70	125.19%
.4020	Grants	\$ 16,000.00	\$ 16,000.00	\$ 63,284.20	\$ 47,284.20	395.53%
.4024	Gifts and Endowments	\$ 2,500.00	\$ 2,500.00	\$ 503.38	\$ (1,996.62)	100.00%
.4005	Discrepancies			\$ (207.01)	\$ (207.01)	100.00%
3100.0	Appropriated Surplus	\$ -	\$ -	\$ -	\$ -	0.00%
Total Revenues		\$ 4,101,936.00	\$ 4,101,936.00	\$ 3,468,434.20	\$ (633,501.80)	84.56%

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	\$ 62,887.15	\$ (12,112.85)	83.85%
.6420 BD	Books - Digital	\$ 70,000.00	\$ 70,000.00	\$ 70,124.98	\$ 124.98	100.18%
.6450	Films 6)	\$ 10,000.00	\$ 10,000.00	\$ 13,684.11	\$ 3,684.11	136.84%
.6455	Music	\$ 3,300.00	\$ 3,300.00	\$ 837.11	\$ (2,462.89)	25.37%
.6457	Magazines and Newspapers 2)	\$ 7,000.00	\$ 7,000.00	\$ 12,613.65	\$ 5,613.65	180.20%
.6457	Research/Learning 13)	\$ 28,500.00	\$ 28,500.00	\$ 41,472.90	\$ 12,972.90	145.52%
	Library of Things	\$ 1,000.00	\$ 1,000.00	\$ 561.51	\$ (438.49)	56.15%
6280 - Library Programs						
AA	Adults Programs 11)	\$ 35,000.00	\$ 35,000.00	\$ 38,504.99	\$ 3,504.99	110.01%
AS	Adult Program Supplies	\$ 12,000.00	\$ 12,000.00	\$ 6,336.96	\$ (5,663.04)	52.81%
J	Youth Programs 5)	\$ 32,500.00	\$ 32,500.00	\$ 39,185.11	\$ 6,685.11	120.57%
JS	Youth Program Supplies	\$ 12,000.00	\$ 12,000.00	\$ 9,841.40	\$ (2,158.60)	82.01%
F	Program Innovation Fund	\$ -	\$ -	\$ -	\$ -	0.00%
MU	Museum Passes 14)	\$ 5,500.00	\$ 5,500.00	\$ 7,625.00	\$ 2,125.00	138.64%
6440 - Technology						
HT	Hardware Technology 9)	\$ 12,500.00	\$ 12,500.00	\$ 17,138.00	\$ 4,638.00	137.10%
SW	Software and Online Services 3)	\$ 25,000.00	\$ 25,000.00	\$ 34,313.82	\$ 9,313.82	137.26%
LT	Leased Technology 4)	\$ 18,000.00	\$ 18,000.00	\$ 20,839.62	\$ 2,839.62	115.78%
PT	Peripheral Technology	\$ 7,500.00	\$ 7,500.00	\$ 2,546.90	\$ (4,953.10)	33.96%
.00	Other Technology	\$ -	\$ -	\$ 566.23	\$ 566.23	0.00%
6460 - Operating Expenses						
SU	Library Supplies	\$ 15,000.00	\$ 15,000.00	\$ 12,242.71	\$ (2,757.29)	81.62%
PO	Postage	\$ 5,000.00	\$ 5,000.00	\$ 763.82	\$ (4,236.18)	15.28%
CM	Communications and Marketing 1)	\$ 7,500.00	\$ 7,500.00	\$ 9,844.64	\$ 2,344.64	131.26%
IN	Insurance	\$ 56,000.00	\$ 56,000.00	\$ 5,473.00	\$ (50,527.00)	9.77%
6610 - Other Operating Expenses						
N	NLS Services	\$ 85,000.00	\$ 85,000.00	\$ 72,477.92	\$ (12,522.08)	85.27%
SGU	Security	\$ 60,000.00	\$ 60,000.00	\$ 56,672.52	\$ (3,327.48)	94.45%
AC	AccuData	\$ 11,000.00	\$ 11,000.00	\$ 11,131.23	\$ 131.23	101.19%
MI	Miscellaneous	\$ 19,000.00	\$ 19,000.00	\$ 7,775.30	\$ (11,224.70)	40.92%
6640 - Facilities						
BR	Branch Rentals	\$ 86,000.00	\$ 86,000.00	\$ 78,273.08	\$ (7,726.92)	91.02%
UT	Utilities 7)	\$ 70,000.00	\$ 70,000.00	\$ 76,439.32	\$ 6,439.32	109.20%
TE	Telephone	\$ 18,000.00	\$ 18,000.00	\$ 13,038.48	\$ (4,961.52)	72.44%
CM	Cleaning & Maintenance Supplies 10)	\$ 10,000.00	\$ 10,000.00	\$ 14,145.94	\$ 4,145.94	141.46%
BM	Repairs / Maintenance / Equipment	\$ 45,000.00	\$ 45,000.00	\$ 40,921.28	\$ (4,078.72)	90.94%
FU	Furniture Replacement 8)	\$ 4,000.00	\$ 4,000.00	\$ 5,188.72	\$ 1,188.72	129.72%
MI	Facilities / Misc Building Maint.	\$ 12,500.00	\$ 12,500.00	\$ 835.68	\$ (11,664.32)	6.69%
6615 - Municipal Services						
.6615	Civil Service, Water, Sanitation 12)	\$ 18,000.00	\$ 18,000.00	\$ 19,191.62	\$ 1,191.62	106.62%
Reserves						
	Capital Projects Fund	\$ -	\$ -	\$ -	\$ -	0.00%
6270 - Professional Fees						
PF	Professional Services	\$ 50,000.00	\$ 50,000.00	\$ 35,252.25	\$ (14,747.75)	70.50%
TR	Travel and Training	\$ 6,000.00	\$ 6,000.00	\$ 2,178.34	\$ (3,821.66)	36.31%
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	\$ 1,785,799.58	\$ (302,153.42)	85.53%
HI	Hospital and Medical Insurance	\$ 601,360.00	\$ 601,360.00	\$ 474,146.26	\$ (127,213.74)	78.85%
.02	NYS Retirement	\$ 286,424.00	\$ 286,424.00	\$ 268,277.00	\$ (18,147.00)	93.66%
.03	Social Security / Medicare	\$ 159,728.00	\$ 159,728.00	\$ 127,551.52	\$ (32,176.48)	79.86%
.05	Unemployment	\$ -	\$ -	\$ 7,792.94	\$ 7,792.94	0.00%
MB	Miscellaneous Employee Expenses	\$ 31,171.00	\$ 31,171.00	\$ 10,288.04	\$ (20,882.96)	33.01%
Reconciliation Discrepancies						
	Discrepancies	\$ -	\$ -	\$ (0.02)	\$ (0.02)	0.00%
Total Expenditures		\$ 4,101,936.00	\$ 4,101,936.00	\$ 3,516,759.61	\$ (585,176.39)	85.73%

Fund Net Income: Fiscal Year to Date

\$ (48,325.41)

Budget to Actual Notes:

11 Months = 91.67% of the year

- 1) **Communications and Marketing (.6460.CM)**- \$7,594 paid to Crestline in October
- 2) **Magazines and Newspapers (.6457)**- Payments made to RIVISTAS for yearly subscriptions in October
- 3) **Software and Online Services (.6440.SW)**- Annual software was paid for in September
- 4) **Leased Technology (.6440.LT)**- NS recommends monitoring expense code.
- 5) **Youth Programs (.6280.J)**- NS recommends monitoring expense code.
- 6) **Films (.6450)** - \$1.9K was paid to Midwest Tape in March.
- 7) **Utilities (.6640.UT)**- NS recommends monitoring expense code.
- 8) **Furniture Replacement (.6640.FU)**- Conference table and chairs 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) **Adult Programs (.6280.AA)**- NS recommends monitoring expense code
- 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 final payment schedule of taxes

\$2,900,000 of the current years tax appropriations have been received as of May 31 2026

Budget transfers should be looked at and approved in the July meeting.

Fund Balance Sheet

Balance Sheet Summary		31-May-26
ConnectOne - Operating	\$	1,406,796.14
Connect One - Payroll	\$	25,997.37
Connect One - Capital Improvement	\$	595,597.29
Connect One AL/SL Liability	\$	53,212.87
Connect One Electronic Payments	\$	35,273.10
Other Current	\$	73,853.14
Total Assets	\$	2,190,729.91
Accounts Payable	\$	(12,308.66)
Other Current	\$	196,362.44
Total Liabilities	\$	184,053.78
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	\$	(48,325.41)
Total Equity	\$	2,006,676.13
Total Liabilities & Equity	\$	2,190,729.91

Long Beach Public Library

Balance Sheet

As of May 31, 2026

	May 31, 26
ASSETS	
Current Assets	
Checking/Savings	
1201.02 · ConnectOne Operating 3058	1,406,796.14
1202.02 · 1stNat-Payroll 7146	25,997.37
1203.01 · 1stNat-Capital Improvement 1863	595,597.29
1204.04 · 1stNat-AL/SL Liability 7369	53,212.87
1206.06 · 1stNat-Electronic Payments 8904	35,273.10
1207.07 · Paypal Transactions	61.71
1295.00 · Petty Cash	212.55
Total Checking/Savings	2,117,151.03
Accounts Receivable	
1300.00 · Accounts Receivable	31,345.58
Total Accounts Receivable	31,345.58
Other Current Assets	
1310.00 · Prepaid Expenses	42,233.30
Total Other Current Assets	42,233.30
Total Current Assets	2,190,729.91
TOTAL ASSETS	2,190,729.91
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	266,118.90
2003.SS · SOCIAL SECURITY - EE	1,136,865.91
2003.01 · Federal Taxes - Other	-1,401,832.79
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	682.52
2010.02 · Contributions	3,711.65
2010.03 · Loans	4,442.93
2010.04 · Retirement Post tax SC	-211.94
2010.00 · NYS Retirement System - Other	57,342.75
Total 2010.00 · NYS Retirement System	65,967.91
2011.00 · 125 Plan Fees	-1,350.00
2012.01 · 125 Unreimbursed Medical & Ins	850.83
2012.04 · UNREIMB TRAVEL	150.00
2012.05 · Unreimbursed Parking	150.00
2013.03 · AXA Equitable	-260.00
2013.05 · Oppenheimer	-75.00
2013.06 · Fidelity	-250.00
2013.07 · Aspire Financial Services	-75.00

Long Beach Public Library
Balance Sheet
As of May 31, 2026

	May 31, 26
2018.01 · Aflac-PRE TAX	2,239.09
2018.02 · AFLAC - POST TAX DED (DISAB)	178.92
2018.DE · CSEA EBF - DENTAL	-2,809.08
2018.VI · CSEA EBF - VISION	-464.71
2030.00 · NYS 457	1,325.58
2040.00 · NYS Paid Family	44,080.86
2050.00 · Net Payroll Payable	4,936.64
2000.00 · Payroll Liabilities - Other	-545.00
Total 2000.00 · Payroll Liabilities	179,795.66
2510.00 · Accrued Expenses Payable	16,566.78
Total Other Current Liabilities	196,362.44
Total Current Liabilities	184,053.78
Total Liabilities	184,053.78
Equity	
3000.00 · Nonspendable - Prepaids	42,233.00
3000.EQ · Opening Bal Equity	-30,854.67
3100.00 · Appropriated Surplus	117,300.00
3200.00 · Contingency Fund Balance	50,167.37
3300.00 · Capital Fund Balance	585,571.20
3350.00 · Contingency Fund SL & AL Bal	210,876.37
3900.00 · Unassigned Fund Balance	1,079,708.27
Net Income	-48,325.41
Total Equity	2,006,676.13
TOTAL LIABILITIES & EQUITY	2,190,729.91

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

	Jul '25 - May '26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4005.00 - Discrepancies	-207.01	0.00	-207.01	100.0%
4005.OV - Overages	-207.01	0.00	-207.01	100.0%
Total 4005.00 - Discrepancies	-207.01	0.00	-207.01	100.0%
4014.00 - Fines and fees				
4014.FI - Overdue fines				
40BF.00 - Book Fines				
40BF.01 - Book-Fines Main	3,968.10			
40BF.02 - Book-Fines Point	141.50			
40BF.03 - Book Fines-West	70.33			
Total 40BF.00 - Book Fines	4,179.93			
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	364.09			
40VF.02 - Video-Fines Point	18.00			
40VF.03 - Video-Fines West	18.00			
Total 40VF.00 - DVD / Video Fines	400.09			
4014.FI - Overdue fines - Other	156.80			
Total 4014.FI - Overdue fines	4,792.32			
4014.LO - Fees for lost/damaged items				
4014.LI - PAYMENT FROM OTHER LIBRARIES				
40LB.00 - Lost Books	46.99			
40LC.00 - Lost CD	3,171.60			
40LD.00 - Lost DVDs	30.96			
40LD.00 - Lost DVDs	79.44			
40LW.00 - Lost - Museum Passes	0.00			
4014.LO - Fees for lost/damaged items - Other	333.16			
Total 4014.LO - Fees for lost/damaged items	3,662.19			
4014.00 - Fines and fees - Other	-53.15	8,500.00	-8,553.15	-0.6%
Total 4014.00 - Fines and fees	8,401.36	8,500.00	-98.64	98.8%
4020.00 - NYS Library Aid/Govt funds	63,284.20	16,000.00	47,284.20	395.5%
4022.00 - PILOT (PAYMENTS IN LIEU OF TAX)	9,548.26	9,318.00	230.26	102.5%
4024.00 - Donations				
4024.DO - Donations	403.33			
4024.DP - Donations - Online	0.00			
4024.00 - Donations - Other	100.05	2,500.00	-2,399.95	4.0%
Total 4024.00 - Donations	503.38	2,500.00	-1,996.62	20.1%
4030.00 - Interest Income				
4030.02 - Other Interest	8,627.31	0.00	8,627.31	100.0%
Total 4030.00 - Interest Income	8,627.31	0.00	8,627.31	100.0%
4040.00 - Miscellaneous Revenue				
4040.05 - Sales Tax Collected	43.90	0.00	43.90	100.0%
4040.CA - Collection Agency Fee	407.95	0.00	407.95	100.0%
4040.CF - Craft Fees	40.00			
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	320.00	0.00	320.00	100.0%
4040.NO - Notary	257.00	0.00	257.00	100.0%
4040.OM - Other Misc Revenue	391.65	0.00	391.65	100.0%
4040.PF - Print Fees	14,268.01	0.00	14,268.01	100.0%
4040.PG - Program Fees	20.00			
4040.PR - Printing revenues				
40CP M - Commissions-PUBLIC COPIERS-MAIN	1,700.49	0.00	1,700.49	100.0%
4040.PR - Printing revenues - Other	0.00	0.00	0.00	0.0%
Total 4040.PR - Printing revenues	1,700.49	0.00	1,700.49	100.0%

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

	Jul '25 - May '26	Budget	\$ Over Budget	% of Budget
4040.SB · Solid Items	229.78	0.00	229.78	100.0%
4040.SS · Solid Supplies	960.65	0.00	960.65	100.0%
4040.UM · USED BOOKS & MEDIA SOLD				
40UM.01 · Sold Books - Used	0.00			
40UM.02 · Sold CD - Sound Recording- Used	0.00			
40UM.04 · Sold 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	20,029.70	16,000.00	4,029.70	125.2%
4050.00 · Real Property Taxes	3,358,247.00	4,039,618.00	-681,371.00	83.1%
Total Income	3,468,434.20	4,091,936.00	-623,501.80	84.8%
Gross Profit	3,468,434.20	4,091,936.00	-623,501.80	84.8%
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	3,978.00	0.00	3,978.00	100.0%
6280.00 · Programs, Events & Classes				
6280.AP · Adult Program Presenters	6,335.96	12,000.00	-5,663.04	52.8%
6280.AS · Program Supplies-Adults	38,504.99	35,000.00	3,504.99	110.0%
6280.AP · Adult Program Presenters - Other				
Total 6280.AP · Adult Program Presenters	44,841.95	47,000.00	-2,158.05	95.4%
6280.KP · Kids Program Presenters				
6280.KS · Program Supplies-Kids	9,841.40	12,000.00	-2,158.60	82.0%
6280.KP · Kids Program Presenters - Other	33,815.99	32,500.00	1,315.99	104.0%
Total 6280.KP · Kids Program Presenters	43,657.39	44,500.00	-842.61	98.1%
6280.MU · Museum Passes	7,625.00	5,500.00	2,125.00	138.6%
6280.TP · Teen Program Presenters				
6280.TS · Program Supplies-Teen	1,204.76	0.00	1,204.76	100.0%
6280.TP · Teen Program Presenters - Other	194.61	0.00	194.61	100.0%
Total 6280.TP · Teen Program Presenters	1,399.37	0.00	1,399.37	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	3,474.00			
Total 6280.ZP · Fun for All Programs	3,969.75	0.00	3,969.75	100.0%
Total 6280.00 · Programs, Events & Classes	101,493.46	97,000.00	4,493.46	104.6%
6270.00 · Professional Services - Other	31,274.25	50,000.00	-18,725.75	62.5%
Total 6270.00 · Professional Services	138,724.71	147,000.00	-8,275.29	94.4%
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	32,121.98	70,000.00	-37,878.02	45.9%
6420.BD · Books - Digital - Other				
Total 6420.BD · Books - Digital	70,124.98	70,000.00	124.98	100.2%
6450.FS · Films - Digital / Stream / Lc	14,184.26	5,300.00	8,884.26	267.6%
6457.DM · Magazines & Newspapers-DIGITAL	1,412.42	2,000.00	-587.58	70.6%
6457.DR · Research / Learning - DIGITAL	27,288.64	28,500.00	-1,211.36	95.7%
Total 6400.DI · Materials - Digital	113,010.30	105,800.00	7,210.30	106.8%
6400.LT · Library Of Things				
6400.PH · Materials - Physical				
6420.BP · Books - Physical	561.51	1,000.00	-438.49	56.2%
6420.02 · Books - Physical - Lost	31.99			
6420.BA · Audiobooks	119.56	0.00	119.56	100.0%
6420.BP · Books - Physical - Other	62,735.60	75,000.00	-12,264.40	83.6%
Total 6420.BP · Books - Physical	62,887.15	75,000.00	-12,112.85	83.8%
6450.FD · Movies	13,684.11	5,000.00	8,684.11	273.7%

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

	Jul '25 - May '26	Budget	\$ Over Budget	% of Budget
6455.MU - Music				
6455.CD - Music - CDs	125.07	0.00	125.07	100.0%
6455.VI - Music - Vinyl	632.86	0.00	632.86	100.0%
6455.MU - Music - Other	0.00	3,000.00	-3,000.00	0.0%
Total 6455.MU - Music	757.93	3,000.00	-2,242.07	25.3%
6457.MP - Magazines & Newspapers PRINT				
6457.PM - Magazines & Newspapers - PRINT	6,545.32			
	3,984.88	5,000.00	-1,015.12	79.7%
Total 6400.PH - Materials - Physical	88,159.39	88,000.00	159.39	100.2%
6455.00 - Sound Recordings	79.18			
6400.00 - Circulating Materials - Other	371.03			
Total 6400.00 - Circulating Materials	202,181.41	194,800.00	7,381.41	103.8%
6440.00 - Technology				
6440.HT - Hardware (over \$500)	17,138.00	12,500.00	4,638.00	137.1%
6440.LT - Leased Technology	20,839.62	18,000.00	2,839.62	115.8%
6440.PT - Hardware (under \$500)	2,546.90	7,500.00	-4,953.10	34.0%
6440.SW - Software & Online Services	34,313.82	25,000.00	9,313.82	137.3%
6440.00 - Technology - Other	566.23	0.00	566.23	100.0%
Total 6440.00 - Technology	75,404.57	63,000.00	12,404.57	119.7%
6460.LO - Library Operational Expenses				
6460.CM - Communications & Marketing	428.00			
6460.PR - Comm & Mktg - Print	9,415.64	7,500.00	1,915.64	125.5%
Total 6460.CM - Communications & Marketing - Other	9,844.64	7,500.00	2,344.64	131.3%
6460.IN - Insurance				
6460.IF - Flood Insurance	5,473.00			
6460.IN - Insurance - Other	0.00	56,000.00	-56,000.00	0.0%
Total 6460.IN - Insurance	5,473.00	56,000.00	-50,527.00	9.8%
6460.PO - Mailing, Postage, Delivery	763.82	5,000.00	-4,236.18	15.3%
6460.SU - Library Supplies				
64SU.07 - Paper	7,730.61	0.00	7,730.61	100.0%
64SU.08 - Toner	27.81	0.00	27.81	100.0%
6460.SU - Library Supplies - Other	4,484.29	15,000.00	-10,515.71	29.9%
Total 6460.SU - Library Supplies	12,242.71	15,000.00	-2,757.29	81.6%
Total 6460.LO - Library Operational Expenses	28,324.17	83,500.00	-55,175.83	33.9%
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				
5030.00 - FICA Expense-Social Security ER	103,375.06	0.00	103,375.06	100.0%
5031.00 - FICA Expense - Medicare ER	24,176.46	0.00	24,176.46	100.0%
6500.03 - Social Security - Medicare - Other	0.00	159,728.00	-159,728.00	0.0%
Total 6500.03 - Social Security - Medicare	127,551.52	159,728.00	-32,176.48	79.9%
6500.05 - Unemployment Insurance				
6500.MB - Misc Employee Benefit Expenses	7,792.94	0.00	7,792.94	100.0%
6500.04 - Tuition	1,750.00			
6500.06 - Disability				
6500.6A - Contributions NYS Disability	-1,242.81	0.00	-1,242.81	100.0%
6500.6C - Payments to NYS Disability	1,442.11	0.00	1,442.11	100.0%
Total 6500.06 - Disability	199.30	0.00	199.30	100.0%
6500.07 - Workmen's Compensation Insurance				
6500.08 - FSA Flex	8,068.40	0.00	8,068.40	100.0%
6500.8A - 125 Administrative Fee	25.00	0.00	25.00	100.0%
Total 6500.08 - FSA Flex	25.00	0.00	25.00	100.0%
6500.09 - Omni				
6500.9A - Omni Administrative Fee	0.00	0.00	0.00	0.0%
6500.09 - Omni - Other	0.00	0.00	0.00	0.0%

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

	Jul '25 - May '26	Budget	\$ Over Budget	% of Budget
Total 6500.09 - Omni	0.00	0.00	0.00	0.0%
6500.MB - Misc Employee Benefit Expenses - Other	220.34	31,171.00	-30,950.66	0.7%
Total 6500.MB - Misc Employee Benefit Expenses	10,263.04	31,171.00	-20,907.96	32.9%
Total 6500.EB - Employee Benefits	413,884.50	477,323.00	-63,438.50	86.77%
6500.HI - Health Insurance				
6500.EM - Employee Health Insurance				
6500.ME - Medicare Reimbursements	18,266.70	0.00	18,266.70	100.0%
65EM.02 - Employer Contributions	-78,253.52	0.00	-78,253.52	100.0%
65EM.03 - Employer Contributions	454,143.51	0.00	454,143.51	100.0%
65EM.04 - Administrative Fee - Employees	0.00	0.00	0.00	0.0%
65EM.06 - Survivor Health Insurance	-37,091.88	0.00	-37,091.88	100.0%
66EM.05 - Cobra Health Insurance	-21,935.10	0.00	-21,935.10	100.0%
6500.EM - Employee Health Insurance	34,132.82	0.00	34,132.82	100.0%
Total 6500.EM - Employee Health Insurance	369,262.53	0.00	369,262.53	100.0%
6500.RE - Retiree Health Insurance				
65RE.02 - Retiree Contributions	-29,266.53	0.00	-29,266.53	100.0%
6500.RE - Retiree Health Insurance - Other	143,960.31	0.00	143,960.31	100.0%
Total 6500.RE - Retiree Health Insurance	114,693.78	0.00	114,693.78	100.0%
6500.HI - Health Insurance - Other	-9,810.05	601,360.00	-611,170.05	-1.6%
Total 6500.HI - Health Insurance	474,146.26	601,360.00	-127,213.74	78.8%
6500.SA - Salaries				
65SA.NP - Salary Expense-Non Professional				
65NP.01 - Clerical	394,675.36	0.00	394,675.36	100.0%
65NP.02 - Cleaner	144,386.92	0.00	144,386.92	100.0%
65NP.03 - Page	73,494.65	0.00	73,494.65	100.0%
Total 65SA.NP - Salary Expense-Non Professional	612,556.93	0.00	612,556.93	100.0%
65SA.PR - Salary Expense-Professional				
65PR.01 - Librarian	669,572.88	0.00	669,572.88	100.0%
65PR.02 - Library Specialist / Paraprofes	209,290.67	0.00	209,290.67	100.0%
65PR.03 - Administration	294,377.10	0.00	294,377.10	100.0%
Total 65SA.PR - Salary Expense-Professional	1,173,240.65	0.00	1,173,240.65	100.0%
6500.SA - Salaries - Other	0.00	2,087,953.00	-2,087,953.00	0.0%
Total 6500.SA - Salaries	1,785,799.58	2,087,953.00	-302,153.42	85.5%
6500.00 - Personnel - Other	25.00			
Total 6500.00 - Personnel	2,873,855.34	3,166,636.00	-492,780.66	84.4%
6610.00 - Other Operating & Maint Exp				
6610.AC - Accu Data	11,131.23	11,000.00	131.23	101.2%
6610.CL - Misc Service Charges - CLOVER	34.74			
6610.GU - Security Guards	56,672.52	60,000.00	-3,327.48	94.5%
6610.MI - Other Operating Expenses - Misc				
6270.TR - Travel & Training				
6615.01 - Mileage & Travel	1,147.54	0.00	1,147.54	100.0%
6615.02 - Conferences & Training	1,030.80	0.00	1,030.80	100.0%
6270.TR - Travel & Training - Other	0.00	6,000.00	-6,000.00	0.0%
Total 6270.TR - Travel & Training	2,178.34	6,000.00	-3,821.66	36.3%
6610.A1 - Bank Charges	0.00	0.00	0.00	0.0%
6610.A2 - Book Drop Contract	6,500.00	0.00	6,500.00	100.0%
6610.B1 - Sales Tax Paid	75.79	0.00	75.79	100.0%
6610.DC - Credit Card Processing	1,064.77	0.00	1,064.77	100.0%
Total 6610.MI - Other Operating Expenses - Misc	9,918.90	6,000.00	3,918.90	165.3%
6610.NS - Nassau Library System				
6610.IL - ILS - Integrated Library System	53,006.72	0.00	53,006.72	100.0%
6610.NL - Member Library Support	31,029.00	85,000.00	-53,971.00	-13.6%
6610.NS - Nassau Library System - Other	-11,557.80			
Total 6610.NS - Nassau Library System	72,477.92	85,000.00	-12,522.08	85.3%
6640.BR - Rent				
6640.PL - Point Rent	41,670.58			

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

	Jul '25 - May '26	Budget	\$ Over Budget	% of Budget
6640.WE - West End Rent	36,602.50			
6640.BR - Rent - Other	0.00	86,000.00	-86,000.00	0.0%
Total 6640.BR - Rent	78,273.08	86,000.00	-7,726.92	91.0%
6610.00 - Other Operating & Maint Exp - Other	595.73	0.00	595.73	100.0%
Total 6610.00 - Other Operating & Maint Exp	229,104.12	248,000.00	-18,895.88	92.4%
6615.00 - Services from Municipality				
6615.01 - Civil Service	15,035.39	0.00	15,035.39	100.0%
6615.02 - Water & Sewer	2,089.23	0.00	2,089.23	100.0%
6615.03 - Sanitation	1,317.00	0.00	1,317.00	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	19,191.62	18,000.00	1,191.62	106.6%
6640.00 - Facilities				
6640.BM - Building Repairs & Maintenance				
6640.AM - Annual Maintenance Agreements	23,601.65	0.00	23,601.65	100.0%
6640.CM - Custodial & Cleaning Supplies	7,269.69			
6640.CM - Custodial & Cleaning Supplies - Other	6,876.25	0.00	6,876.25	100.0%
Total 6640.CM - Custodial & Cleaning Supplies	14,145.94	0.00	14,145.94	100.0%
6640.EQ - Equipment	0.00	0.00	0.00	0.0%
6640.BM - Building Repairs & Maintenance - Other	15,904.34	45,000.00	-29,095.66	35.3%
Total 6640.BM - Building Repairs & Maintenance	53,651.93	45,000.00	8,651.93	119.2%
6640.FC - OVER \$500 furniture/equipment	727.62			
6640.FN - UNDER \$500 furniture/equipment	547.97	4,000.00	-86.87	97.8%
6640.FU - Furniture/Equipment	3,913.13	12,500.00	-12,260.05	1.9%
6640.MI - Building & Maintenance	239.95			
6640.TE - Internet & Telephone				
661E.02 - Main - Regular				
661E.OP - Optimum	3,768.67			
Total 661E.02 - Main - Regular	3,768.67			
661E.04 - Point - Regular	2,029.95			
661E.06 - West/Data Line	2,389.32	18,000.00	-13,149.46	26.9%
6640.TE - Internet & Telephone - Other	4,950.54			
Total 6640.TE - Internet & Telephone	13,038.48	18,000.00	-4,961.52	72.4%
6640.UT - Utilities				
6640.EL - Electricity	64,959.91	0.00	64,959.91	100.0%
6640.EP - Electric - Point	417.17			
6640.EW - Electric - West	418.79			
6640.GP - GAS - POINT	1,487.52	0.00	9,155.93	100.0%
6640.GS - Gas	9,155.93	70,000.00	-70,000.00	0.0%
6640.UT - Utilities - Other	0.00			
Total 6640.UT - Utilities	76,439.32	70,000.00	6,439.32	109.2%
6640.00 - Facilities - Other	1,415.29			
Total 6640.00 - Facilities	149,973.69	149,500.00	473.69	100.3%
6690.00 - Reconciliation Discrepancies	-0.02			
Total Expense	3,516,759.61	4,070,436.00	-553,676.39	86.4%
Net Ordinary Income	-48,325.41	21,500.00	-69,825.41	-224.8%
Net Income	-48,325.41	21,500.00	-69,825.41	-224.8%

Long Beach Public Library
Monthly Treasurer's Report
June 2026

Prepared by:
Nawrocki Smith LLP
Accountants & Advisors



Long Beach Public Library
Treasurer's Report Summary
June 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	\$ 4,039,618.00	\$ -	100.00%
.4022	PILOT (Payments in Lieu of Taxes)	\$ 9,318.00	\$ 9,318.00	\$ 9,548.26	\$ 230.26	102.47%
.4014	Fines and Fees	\$ 8,500.00	\$ 8,500.00	\$ 9,071.97	\$ 571.97	106.73%
.4030	Interest and Earnings	\$ 10,000.00	\$ 10,000.00	\$ 9,368.79	\$ (631.21)	93.69%
.4040	Miscellaneous Revenues	\$ 16,000.00	\$ 16,000.00	\$ 22,072.10	\$ 6,072.10	137.95%
.4020	Grants	\$ 16,000.00	\$ 16,000.00	\$ 63,284.20	\$ 47,284.20	395.53%
.4024	Gifts and Endowments	\$ 2,500.00	\$ 2,500.00	\$ 530.35	\$ (1,969.65)	100.00%
.4005	Discrepancies			\$ (206.70)	\$ (206.70)	100.00%
3100.0	Appropriated Surplus	\$ -	\$ -	\$ -	\$ -	0.00%
Total Revenues		\$ 4,101,936.00	\$ 4,101,936.00	\$ 4,153,286.97	\$ 51,350.97	101.25%

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	\$ 71,458.30	\$ (3,541.70)	95.28%
.6420 BD	Books - Digital	\$ 70,000.00	\$ 70,000.00	\$ 72,616.46	\$ 2,616.46	103.74%
.6450	Films 6)	\$ 10,000.00	\$ 10,000.00	\$ 17,119.51	\$ 7,119.51	171.20%
.6455	Music	\$ 3,300.00	\$ 3,300.00	\$ 837.11	\$ (2,462.89)	25.37%
.6457	Magazines and Newspapers 2)	\$ 7,000.00	\$ 7,000.00	\$ 12,613.65	\$ 5,613.65	180.20%
.6457	Research/Learning 13)	\$ 28,500.00	\$ 28,500.00	\$ 42,232.10	\$ 13,732.10	148.18%
	Library of Things	\$ 1,000.00	\$ 1,000.00	\$ 1,071.24	\$ 71.24	107.12%
6280 - Library Programs						
AA	Adults Programs 11)	\$ 35,000.00	\$ 35,000.00	\$ 47,119.99	\$ 12,119.99	134.63%
AS	Adult Program Supplies	\$ 12,000.00	\$ 12,000.00	\$ 7,328.73	\$ (4,671.27)	61.07%
J	Youth Programs 5)	\$ 32,500.00	\$ 32,500.00	\$ 46,071.71	\$ 13,571.71	141.76%
JS	Youth Program Supplies	\$ 12,000.00	\$ 12,000.00	\$ 10,039.87	\$ (1,960.13)	83.67%
F	Program Innovation Fund	\$ -	\$ -	\$ -	\$ -	0.00%
MU	Museum Passes 14)	\$ 5,500.00	\$ 5,500.00	\$ 7,625.00	\$ 2,125.00	138.64%
6440 - Technology						
HT	Hardware Technology 9)	\$ 12,500.00	\$ 12,500.00	\$ 20,926.90	\$ 8,426.90	167.42%
SW	Software and Online Services 3)	\$ 25,000.00	\$ 25,000.00	\$ 39,602.05	\$ 14,602.05	158.41%
LT	Leased Technology 4)	\$ 18,000.00	\$ 18,000.00	\$ 22,183.71	\$ 4,183.71	123.24%
PT	Peripheral Technology	\$ 7,500.00	\$ 7,500.00	\$ 2,546.90	\$ (4,953.10)	33.96%
.00	Other Technology	\$ -	\$ -	\$ 566.23	\$ 566.23	0.00%
6460 - Operating Expenses						
SU	Library Supplies	\$ 15,000.00	\$ 15,000.00	\$ 16,807.51	\$ 1,807.51	112.05%
PO	Postage	\$ 5,000.00	\$ 5,000.00	\$ 1,263.82	\$ (3,736.18)	25.28%
CM	Communications and Marketing 1)	\$ 7,500.00	\$ 7,500.00	\$ 15,314.64	\$ 7,814.64	204.20%
IN	Insurance	\$ 56,000.00	\$ 56,000.00	\$ 72,526.96	\$ 16,526.96	129.51%
6610 - Other Operating Expenses						
N	NLS Services	\$ 85,000.00	\$ 85,000.00	\$ 72,477.92	\$ (12,522.08)	85.27%
SGU	Security	\$ 60,000.00	\$ 60,000.00	\$ 60,998.91	\$ 998.91	101.66%
AC	AccuData	\$ 11,000.00	\$ 11,000.00	\$ 12,064.00	\$ 1,064.00	109.67%
MI	Miscellaneous	\$ 19,000.00	\$ 19,000.00	\$ 8,462.27	\$ (10,537.73)	44.54%
6640 - Facilities						
BR	Branch Rentals	\$ 86,000.00	\$ 86,000.00	\$ 85,518.97	\$ (481.03)	99.44%
UT	Utilities 7)	\$ 70,000.00	\$ 70,000.00	\$ 81,921.58	\$ 11,921.58	117.03%
TE	Telephone	\$ 18,000.00	\$ 18,000.00	\$ 14,157.51	\$ (3,842.49)	78.65%
CM	Cleaning & Maintenance Supplies 10)	\$ 10,000.00	\$ 10,000.00	\$ 16,400.43	\$ 6,400.43	164.00%
BM	Repairs / Maintenance / Equipment	\$ 45,000.00	\$ 45,000.00	\$ 43,552.30	\$ (1,447.70)	96.78%
FU	Furniture Replacement 8)	\$ 4,000.00	\$ 4,000.00	\$ 5,238.70	\$ 1,238.70	130.97%
MI	Facilities / Misc Building Maint.	\$ 12,500.00	\$ 12,500.00	\$ 835.68	\$ (11,664.32)	6.69%
6615 - Municipal Services						
.6615	Civil Service, Water, Sanitation 12)	\$ 18,000.00	\$ 18,000.00	\$ 19,630.62	\$ 1,630.62	109.06%
Reserves						
	Capital Projects Fund	\$ -	\$ -	\$ -	\$ -	0.00%
6270 - Professional Fees						
PF	Professional Services	\$ 50,000.00	\$ 50,000.00	\$ 49,554.75	\$ (445.25)	99.11%
TR	Travel and Training	\$ 6,000.00	\$ 6,000.00	\$ 4,251.43	\$ (1,748.57)	70.86%
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	\$ 1,921,858.35	\$ (166,094.65)	92.05%
HI	Hospital and Medical Insurance	\$ 601,360.00	\$ 601,360.00	\$ 527,624.66	\$ (73,735.34)	87.74%
.02	NYS Retirement	\$ 286,424.00	\$ 286,424.00	\$ 268,277.00	\$ (18,147.00)	93.66%
.03	Social Security / Medicare	\$ 159,728.00	\$ 159,728.00	\$ 137,194.32	\$ (22,533.68)	85.89%
.05	Unemployment	\$ -	\$ -	\$ 7,792.94	\$ 7,792.94	0.00%
MB	Miscellaneous Employee Expenses	\$ 31,171.00	\$ 31,171.00	\$ 27,801.07	\$ (3,369.93)	89.19%
Reconciliation Discrepancies						
	Discrepancies	\$ -	\$ -	\$ (0.02)	\$ (0.02)	0.00%
Total Expenditures		\$ 4,101,936.00	\$ 4,101,936.00	\$ 3,895,464.78	\$ (206,471.22)	94.97%
Fund Net Income: Fiscal Year to Date				\$ 257,822.19		

Budget to Actual Notes:

12 Months = 100.00% of the year

Budget transfers suggested by NS.

Transfer in	Dollar amount
1) Communications and Marketing (.6460.CM)-	8,000.00
2) Magazines and Newspapers (.6457)-	6,000.00
3) Software and Online Services (.6440.SW)-	15,000.00
4) Leased Technology (.6440.LT)-	5,000.00
5) Youth Programs (.6280.J)-	14,000.00
6) Films (.6450) -	8,000.00
7) Utilities (.6640.UT)-	13,000.00
8) Furniture Replacement (.6640.FU)-	1,500.00
9) Hardware Technology (6440.HT)-	9,000.00
10) Cleaning & Maintenance (.6640.CM) -	6,500.00
11) Adult Programs (.6280.AA)-	12,500.00
12) Civil Service, Water, Sanitation (6615) -	2,000.00
13) Research/Learning (.6457) -	14,000.00
14) Museum Passes (.6280.MU) -	2,500.00
	117,000.00

Transfer out

1) Miscellaneous (.6610.MI)	\$ 7,000.00
2) Hospital and Medical Insurance (.6500.HI)	\$ 40,000.00
3) NYS Retirement (.6500.02)	\$ 10,000.00
4) Salaries (.6500.SA)	\$ 60,000.00
	\$ 117,000.00

Fund Balance Sheet

Balance Sheet Summary	30-Jun-26
ConnectOne - Operating	\$ 2,182,316.52
Connect One - Payroll	\$ 25,997.37
Connect One - Capital Improvement	\$ 596,277.94
Connect One AL/SL Liability	\$ 53,273.70
Connect One Electronic Payments	\$ 36,201.05
Other Current	\$ 55,613.68
Total Assets	\$ 2,949,680.26
Accounts Payable	\$ (12,308.66)
Other Current	\$ 190,918.19
Total Liabilities	\$ 178,609.53
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	\$ 1,537,955.27
Net Income	\$ 257,822.19
Total Equity	\$ 2,771,070.73
Total Liabilities & Equity	\$ 2,949,680.26

Long Beach Public Library
Balance Sheet
As of June 30, 2026

	Jun 30, 26
ASSETS	
Current Assets	
Checking/Savings	
1201.02 · ConnectOne Operating 3058	2,182,316.52
1202.02 · 1stNat-Payroll 7146	25,997.37
1203.01 · 1stNat-Capital Improvement 1863	596,277.94
1204.04 · 1stNat-AL/SL Liability 7369	53,273.70
1206.06 · 1stNat-Electronic Payments 8904	36,201.05
1207.07 · Paypal Transactions	54.96
1295.00 · Petty Cash	212.55
Total Checking/Savings	2,894,334.09
Accounts Receivable	
1300.00 · Accounts Receivable	13,112.87
Total Accounts Receivable	13,112.87
Other Current Assets	
1310.00 · Prepaid Expenses	42,233.30
Total Other Current Assets	42,233.30
Total Current Assets	2,949,680.26
TOTAL ASSETS	2,949,680.26
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	269,774.38
2003.SS · SOCIAL SECURITY - EE	1,152,496.03
2003.01 · Federal Taxes - Other	-1,421,118.39
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
2010.05 · Retirement Refund (overpayment)	-2,026.78
2010.00 · NYS Retirement System - Other	57,342.75
Total 2010.00 · NYS Retirement System	60,461.35
2011.00 · 125 Plan Fees	-1,295.00
2012.01 · 125 Unreimbursed Medical & Ins	850.83
2012.04 · UNREIMB TRAVEL	150.00
2012.05 · Unreimbursed Parking	150.00
2013.03 · AXA Equitable	-260.00
2013.05 · Oppenheimer	-75.00
2013.06 · Fidelity	-250.00

Long Beach Public Library
Balance Sheet
As of June 30, 2026

	Jun 30, 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	-2,865.42
2018.VI · CSEA EBF - VISION	-464.71
2030.00 · NYS 457	1,325.58
2040.00 · NYS Paid Family	44,643.03
2050.00 · Net Payroll Payable	5,339.22
2000.00 · Payroll Liabilities - Other	-947.58
Total 2000.00 · Payroll Liabilities	174,351.41
2510.00 · Accrued Expenses Payable	16,566.78
Total Other Current Liabilities	190,918.19
Total Current Liabilities	178,609.53
Total Liabilities	178,609.53
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	1,537,955.27
Net Income	257,822.19
Total Equity	2,771,070.73
TOTAL LIABILITIES & EQUITY	2,949,680.26

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

	Jul '25 - Jun '26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4005.00 · Discrepancies	-206.70	0.00	-206.70	100.0%
4005.OV · Overages	-206.70	0.00	-206.70	100.0%
Total 4005.00 · Discrepancies	-206.70	0.00	-206.70	100.0%
4014.00 · Fines and fees				
4014.FI · Overdue fines				
40BF.00 · Book Fines	4,211.30			
40BF.01 · Book-Fines Main	161.80			
40BF.02 · Book-Fines Point	75.33			
40BF.03 · Book Fines-West	4,448.43			
Total 40BF.00 · Book Fines	4,448.43			
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	35.00			
40VF.01 · Video-Fines Main	395.34			
40VF.02 · Video-Fines Point	18.00			
40VF.03 · Video-Fines West	40.98			
Total 40VF.00 · DVD / Video Fines	454.32			
4014.FI · Overdue fines - Other	156.80			
Total 4014.FI · Overdue fines	5,120.05			
4014.LO · Fees for lost/damaged items				
4014.LI · PAYMENT FROM OTHER LIBRARIES				
40LB.00 · Lost Books	46.99			
40LC.00 · Lost CD	3,514.46			
40LD.00 · Lost DVDs	30.96			
40LD.00 · Lost DVDs	79.44			
40LW.00 · Lost - Museum Passes	0.00			
4014.LO · Fees for lost/damaged items - Other	335.16			
Total 4014.LO · Fees for lost/damaged items	4,005.07			
4014.00 · Fines and fees - Other	-53.15	8,500.00	-8,553.15	-0.6%
Total 4014.00 · Fines and fees	9,071.97	8,500.00	571.97	106.7%
4020.00 · NYS Library Aid/Govt funds	63,284.20	16,000.00	47,284.20	395.5%
4022.00 · PILOT (PAYMENTS IN LIEU OF TAX)	9,548.26	9,318.00	230.26	102.5%
4024.00 · Donations				
4024.DO · Donations	403.95			
4024.DP · Donations - Online	0.00			
4024.00 · Donations - Other	126.40	2,500.00	-2,373.60	5.1%
Total 4024.00 · Donations	530.35	2,500.00	-1,969.65	21.2%
4030.00 · Interest Income				
4030.02 · Other Interest	9,368.79	0.00	9,368.79	100.0%
Total 4030.00 · Interest Income	9,368.79	0.00	9,368.79	100.0%
4040.00 · Miscellaneous Revenue				
4040.05 · Sales Tax Collected	43.90	0.00	43.90	100.0%
4040.CA · Collection Agency Fee	427.85	0.00	427.85	100.0%
4040.CF · Craft Fees	40.00	0.00	40.00	100.0%
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	0.00	0.00	0.00	0.0%
4040.NO · Notary	341.00	0.00	341.00	100.0%
4040.OM · Other Misc Revenue	291.00	0.00	291.00	100.0%
4040.PF · Print Fees	391.65	0.00	391.65	100.0%
4040.PG · Program materials fees	15,114.51	0.00	15,114.51	100.0%
4040.PR · Printing revenues	20.00	0.00	20.00	100.0%
4040.PR · Printing revenues	1,718.49	0.00	1,718.49	100.0%
40CP.M · Commissions-PUBLIC COPIERS-MAIN	443.00	0.00	443.00	100.0%
4040.PR · Printing revenues - Other	2,161.49	0.00	2,161.49	100.0%
Total 4040.PR · Printing revenues	2,161.49	0.00	2,161.49	100.0%

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

	Jul '25 - Jun '26	Budget	\$ Over Budget	% of Budget
4040.SB - Solid Items	229.78	0.00	229.78	100.0%
4040.SS - Solid Supplies	1,620.65	0.00	1,620.65	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	22,072.10	16,000.00	6,072.10	138.0%
4050.00 - Real Property Taxes	4,039,618.00	4,039,618.00	0.00	100.0%
Total Income	4,153,286.97	4,091,936.00	61,350.97	101.5%
Gross Profit	4,153,286.97	4,091,936.00	61,350.97	101.5%
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	3,978.00	0.00	3,978.00	100.0%
6280.00 - Programs, Events & Classes				
6280.AP - Adult Program Presenters	7,328.73	12,000.00	-4,671.27	61.1%
6280.AS - Program Supplies-Adults	47,119.99	35,000.00	12,119.99	134.6%
6280.AP - Adult Program Presenters - Other				
Total 6280.AP - Adult Program Presenters	54,448.72	47,000.00	7,448.72	115.8%
6280.KP - Kids Program Presenters				
6280.KS - Program Supplies-Kids	10,039.87	12,000.00	-1,960.13	83.7%
6280.KP - Kids Program Presenters - Other	40,620.99	32,500.00	8,120.99	125.0%
Total 6280.KP - Kids Program Presenters	50,660.86	44,500.00	6,160.86	113.8%
6280.MU - Museum Passes	7,625.00	5,500.00	2,125.00	138.6%
6280.TP - Teen Program Presenters				
6280.TS - Program Supplies-Teen	1,286.36	0.00	1,286.36	100.0%
6280.TP - Teen Program Presenters - Other	194.61	0.00	194.61	100.0%
Total 6280.TP - Teen Program Presenters	1,480.97	0.00	1,480.97	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	3,474.00			
Total 6280.ZP - Fun for All Programs	3,969.75	0.00	3,969.75	100.0%
Total 6280.00 - Programs, Events & Classes	118,185.30	97,000.00	21,185.30	121.8%
6270.00 - Professional Services - Other	45,576.75	50,000.00	-4,423.25	91.2%
Total 6270.00 - Professional Services	168,719.05	147,000.00	22,719.05	115.5%
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	34,613.46	70,000.00	-35,386.54	49.4%
6420.BD - Books - Digital - Other				
Total 6420.BD - Books - Digital	72,616.46	70,000.00	2,616.46	103.7%
6450.FS - Films - Digital / Stream / Lc	14,943.46	5,300.00	9,643.46	282.0%
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	116,130.98	105,800.00	10,330.98	109.8%
6400.LT - Library Of Things				
6400.PH - Materials - Physical				
6420.BP - Books - Physical	119.56	0.00	119.56	100.0%
6420.BA - Audiobooks	71,338.74	75,000.00	-3,661.26	95.1%
6420.BP - Books - Physical - Other				
Total 6420.BP - Books - Physical	71,458.30	75,000.00	-3,541.70	95.3%
6450.FD - Movies	17,119.51	5,000.00	12,119.51	342.4%
6455.MU - Music				

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

	Jul '25 - Jun '26	Budget	\$ Over Budget	% of Budget
6455.CD - Music - CDs	125.07	0.00	125.07	100.0%
6455.VI - Music - Vinyl	632.86	0.00	632.86	100.0%
6455.MU - Music - Other	0.00	3,000.00	-3,000.00	0.0%
Total 6455.MU - Music	757.93	3,000.00	-2,242.07	25.3%
6457.MP - Magazines & Newspapers PRINT	6,845.32			
6457.PM - Magazines & Newspapers - PRINT	4,114.88	5,000.00	-885.12	82.3%
Total 6400.PH - Materials - Physical	100,295.94	88,000.00	12,295.94	114.0%
6455.00 - Sound Recordings	79.18			
6400.00 - Circulating Materials - Other	371.03			
Total 6400.00 - Circulating Materials	217,948.37	194,800.00	23,148.37	111.9%
6440.00 - Technology				
6440.HT - Hardware (over \$500)	20,926.90	12,500.00	8,426.90	167.4%
6440.LT - Leased Technology	22,183.71	18,000.00	4,183.71	123.2%
6440.PT - Hardware (under \$500)	2,546.90	7,500.00	-4,953.10	34.0%
6440.SW - Software & Online Services	39,602.05	25,000.00	14,602.05	158.4%
6440.00 - Technology - Other	566.23	0.00	566.23	100.0%
Total 6440.00 - Technology	85,825.79	63,000.00	22,825.79	136.2%
6460.LO - Library Operational Expenses				
6460.CM - Communications & Marketing	428.00			
6460.PR - Comm & Mktg - Print	14,885.64	7,500.00	7,385.64	198.5%
6460.CM - Communications & Marketing - Other	15,314.64	7,500.00	7,814.64	204.2%
Total 6460.CM - Communications & Marketing				
6460.IN - Insurance	8,425.00			
6460.IF - Flood Insurance	64,101.96	56,000.00	8,101.96	114.5%
6460.IN - Insurance - Other				
Total 6460.IN - Insurance	72,526.96	56,000.00	16,526.96	129.5%
6460.PO - Mailing, Postage, Delivery	1,263.82	5,000.00	-3,736.18	25.3%
6460.SU - Library Supplies				
64SU.07 - Paper	8,121.86	0.00	8,121.86	100.0%
64SU.08 - Toner	27.81	0.00	27.81	100.0%
6460.SU - Library Supplies - Other	8,657.84	15,000.00	-6,342.16	57.7%
Total 6460.SU - Library Supplies	16,807.51	15,000.00	1,807.51	112.1%
Total 6460.LO - Library Operational Expenses	105,912.93	83,500.00	22,412.93	126.8%
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				
5030.00 - FICA Expense-Social Security ER	111,190.12	0.00	111,190.12	100.0%
5031.00 - FICA Expense - Medicare ER	26,004.20	0.00	26,004.20	100.0%
6500.03 - Social Security - Medicare - Other	0.00	159,728.00	-159,728.00	0.0%
Total 6500.03 - Social Security - Medicare	137,194.32	159,728.00	-22,533.68	85.9%
6500.05 - Unemployment Insurance				
6500.MB - Misc Employee Benefit Expenses	7,792.94	0.00	7,792.94	100.0%
6500.04 - Tuition	1,750.00	0.00	1,750.00	100.0%
6500.06 - Disability				
6500.6A - Contributions NYS Disability	-1,352.05	0.00	-1,352.05	100.0%
6500.6C - Payments to NYS Disability	10,736.50	0.00	10,736.50	100.0%
Total 6500.06 - Disability	9,384.45	0.00	9,384.45	100.0%
6500.07 - Workmen's Compensation Insurance				
6500.08 - FSA Flex	16,396.28	0.00	16,396.28	100.0%
6500.8A - 125 Administrative Fee				
Total 6500.08 - FSA Flex	25.00	0.00	25.00	100.0%
6500.09 - Omni				
6500.9A - Omni Administrative Fee	0.00	0.00	0.00	0.0%
6500.09 - Omni - Other	0.00	0.00	0.00	0.0%

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

	Jul '25 - Jun '26	Budget	\$ Over Budget	% of Budget
Total 6500.09 - Omni	0.00	0.00	0.00	0.0%
6500.MB - Misc Employee Benefit Expenses - Other	220.34	31,171.00	-30,950.66	0.7%
Total 6500.MB - Misc Employee Benefit Expenses	277,776.07	31,171.00	-3,394.93	89.1%
Total 6500.EB - Employee Benefits	441,040.33	477,323.00	-36,282.67	92.4%
6500.HI - Health Insurance				
6500.EM - Employee Health Insurance				
6500.ME - Medicare Reimbursements	22,770.60	0.00	22,770.60	100.0%
65EM.02 - Employer Contributions Empire P	-84,804.98	0.00	-84,804.98	100.0%
65EM.03 - Employer Contributions	491,511.13	0.00	491,511.13	100.0%
65EM.04 - Administrative Fee - Employees	0.00	0.00	0.00	0.0%
65EM.06 - Survivor Health Insurance	-37,091.88	0.00	-37,091.88	100.0%
66EM.05 - Cobra Health Insurance	-21,935.10	0.00	-21,935.10	100.0%
6500.EM - Employee Health Insurance - Other	37,355.74	0.00	37,355.74	100.0%
Total 6500.EM - Employee Health Insurance	407,805.51	0.00	407,805.51	100.0%
6500.RE - Retiree Health Insurance				
65RE.02 - Retiree Contributions	-29,266.53	0.00	-29,266.53	100.0%
6500.RE - Retiree Health Insurance - Other	159,117.15	0.00	159,117.15	100.0%
Total 6500.RE - Retiree Health Insurance	129,850.62	0.00	129,850.62	100.0%
6500.HI - Health Insurance - Other	-10,031.47	601,360.00	-611,391.47	-1.7%
Total 6500.HI - Health Insurance	527,624.66	601,360.00	-73,735.34	87.7%
6500.SA - Salaries				
65SA.NP - Salary Expense-Non Professional				
65NP.01 - Clerical	426,462.71	0.00	426,462.71	100.0%
65NP.02 - Cleaner	152,909.95	0.00	152,909.95	100.0%
65NP.03 - Page	79,965.21	0.00	79,965.21	100.0%
Total 65SA.NP - Salary Expense-Non Professional	659,357.87	0.00	659,357.87	100.0%
65SA.PR - Salary Expense-Professional				
65PR.01 - Librarian	720,475.34	0.00	720,475.34	100.0%
65PR.02 - Library Specialist / Paraprofes	224,699.80	0.00	224,699.80	100.0%
65PR.03 - Administration	317,325.34	0.00	317,325.34	100.0%
Total 65SA.PR - Salary Expense-Professional	1,262,500.48	0.00	1,262,500.48	100.0%
6500.SA - Salaries - Other	0.00	2,087,953.00	-2,087,953.00	0.0%
Total 6500.SA - Salaries	1,921,858.35	2,087,953.00	-166,094.65	92.0%
6500.00 - Personnel - Other	25.00			
Total 6500.00 - Personnel	2,890,548.34	3,166,636.00	-276,087.66	91.3%
6610.00 - Other Operating & Maint Exp				
6610.AC - Accu Data	12,064.00	11,000.00	1,064.00	109.7%
6610.CL - Misc Service Charges - CLOVER	34.74			
6610.GU - Security Guards	60,998.91	60,000.00	998.91	101.7%
6610.MI - Other Operating Expenses - Misc				
6270.TR - Travel & Training				
6615.01 - Mileage & Travel	1,158.63	0.00	1,158.63	100.0%
6615.02 - Conferences & Training	3,092.80	0.00	3,092.80	100.0%
6270.TR - Travel & Training - Other	0.00	6,000.00	-6,000.00	0.0%
Total 6270.TR - Travel & Training	4,251.43	6,000.00	-1,748.57	70.9%
6610.A1 - Bank Charges	0.00	0.00	0.00	0.0%
6610.A2 - Book Drop Contract	7,200.00	0.00	7,200.00	100.0%
6610.B1 - Sales Tax Paid	75.79	0.00	75.79	100.0%
6610.DC - Credit Card Processing	1,151.74	0.00	1,151.74	100.0%
Total 6610.MI - Other Operating Expenses - Misc	12,678.96	6,000.00	6,678.96	211.3%
6610.NS - Nassau Library System				
6610.IL - ILS - Integrated Library System	53,006.72			
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	72,477.92	85,000.00	-12,522.08	85.3%
6640.BR - Rent				
6640.PL - Point Rent	45,489.15			

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

	Jul '25 - Jun '26	Budget	\$ Over Budget	% of Budget
6640.WE - West End Rent	40,029.82			
6640.BR - Rent - Other	0.00	86,000.00	-86,000.00	0.0%
Total 6640.BR - Rent	85,518.97	86,000.00	-481.03	99.4%
6610.00 - Other Operating & Maint Exp - Other	595.73	0.00	595.73	100.0%
Total 6610.00 - Other Operating & Maint Exp	244,369.23	248,000.00	-3,630.77	98.5%
6615.00 - Services from Municipality				
6615.01 - Civil Service	15,035.39	0.00	15,035.39	100.0%
6615.02 - Water & Sewer	2,089.23	0.00	2,089.23	100.0%
6615.03 - Sanitation	1,756.00	0.00	1,756.00	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	19,630.62	18,000.00	1,630.62	109.1%
6640.00 - Facilities				
6640.BM - Building Repairs & Maintenance				
6640.AM - Annual Maintenance Agreements	24,016.29	0.00	24,016.29	100.0%
6640.CM - Custodial & Cleaning Supplies	9,113.63			
6640.CM - Custodial & Cleaning Supplies - Other	7,286.80	0.00	7,286.80	100.0%
Total 6640.CM - Custodial & Cleaning Supplies	16,400.43	0.00	16,400.43	100.0%
6640.EQ - Equipment	0.00	0.00	0.00	0.0%
6640.BM - Building Repairs & Maintenance - Other	17,758.05	45,000.00	-27,241.95	39.5%
Total 6640.BM - Building Repairs & Maintenance	58,174.77	45,000.00	13,174.77	129.3%
6640.FC - OVER \$500 furniture/equipment	727.62			
6640.FN - UNDER \$500 furniture/equipment	597.95			
6640.FU - Furniture/Equipment	3,913.13	4,000.00	-86.87	97.8%
6640.MI - Building & Maintenance	239.95	12,500.00	-12,260.05	1.9%
6640.TE - Internet & Telephone	14,157.51	18,000.00	-3,842.49	78.7%
6640.UT - Utilities				
6640.EL - Electricity	70,215.63	0.00	70,215.63	100.0%
6640.GP - GAS - POINT	1,599.63			
6640.GS - Gas	9,310.36	0.00	9,310.36	100.0%
6640.UT - Utilities - Other	835.96	70,000.00	-69,164.04	1.2%
Total 6640.UT - Utilities	81,921.58	70,000.00	11,921.58	117.0%
6640.00 - Facilities - Other	1,777.96			
Total 6640.00 - Facilities	161,510.47	149,500.00	12,010.47	108.0%
6690.00 - Reconciliation Discrepancies	-0.02			
Total Expense	3,895,464.78	4,070,436.00	-174,971.22	95.7%
Net Ordinary Income	257,822.19	21,500.00	236,322.19	1,199.2%
Net Income	257,822.19	21,500.00	236,322.19	1,199.2%

Adopted 9/2016

Revised 7/2026

Security Camera Policy

At the Long Beach Public Library, the safety and security of our staff, patrons, and visitors is very important. To uphold this commitment and safeguard Library property, we utilize security cameras and monitoring equipment strategically, aiming to deter violations of our Patron Code of Conduct and assist law enforcement in criminal investigations when required.

Privacy and Confidentiality

Cameras are never placed in areas where there is a reasonable expectation of privacy or where prohibited by law. To maintain transparency, signs indicating the use of security cameras are prominently displayed for public awareness.

Images will typically be retained for a period of time determined by the storage capacity of the equipment - usually about 14 calendar days. As new images are recorded, the oldest images are automatically deleted. The Library reserves the right to retain images for a longer period.

The Library will make all reasonable effort to ensure the security of surveillance records. Conversations or audible communication will not be monitored or recorded.

Access to Surveillance

Access to surveillance records is limited to designated staff members: The Director, Assistant Director, and the Technology Librarian. The Director or Assistant Director can designate other staff members to view the footage on a case-by-case basis depending on the circumstances. These recordings are not accessible to the general public but will be released in strict adherence to applicable NYS laws. This includes responses to search warrants, court orders, or requests from law enforcement authorities involved in active investigations.

Request for Surveillance Footage

If the Library receives a request from the general public to inspect security footage, the requestor should be advised to file a police report. Once a police report is filed, the designated staff members shall only make the footage available to responding police officers.

THIS PAGE

INTENTIONALLY

LEFT BLANK

THIS PAGE

INTENTIONALLY

LEFT BLANK

THIS PAGE

INTENTIONALLY

LEFT BLANK

THIS PAGE

INTENTIONALLY

LEFT BLANK

THIS PAGE

INTENTIONALLY

LEFT BLANK

THIS PAGE

INTENTIONALLY

LEFT BLANK

THIS PAGE

INTENTIONALLY

LEFT BLANK

THIS PAGE

INTENTIONALLY

LEFT BLANK

FROM: Tara Lannen-Stanton, Library Director

TO: Board of Trustees

DATE: July 13, 2026

SUBJECT: FY 2026 Year-end transfers

Now that the Library is caught up on audits through FY 2025, it's recommended that the Board approve transfers from budget lines that are underspent to those that are overspent.

While we will not get a final accounting for FY 2026 until Baldessari & Coster does their FY 2026 audit later this year, we ended the year around \$200,000 under budget. Once the FY 2026 audit is done, I anticipate recommending that the final amount (by which we are underbudget).

To balance the FY 2026 budget, the following transfers are recommended.

Transfer out (lines that were underspent):

- | | |
|---|----------|
| • Miscellaneous (.6610.MI) | \$7,000 |
| • Hospital and Medical Insurance (.6500.HI) | \$40,000 |
| • NYS Retirement (.6500.02) | \$10,000 |
| • Salaries (.6500.SA) | \$60,000 |

TOTAL: -\$117,000

Transfer in (lines that were overspent):

- | | |
|--|----------|
| • Communications and Marketing (.6460.CM) | \$8,000 |
| • Magazines and Newspapers (.6457) | \$6,000 |
| • Software and Online Services (.6440.SW)- | \$15,000 |
| • Leased Technology (.6440.LT)- | \$5,000 |
| • Youth Programs (.6280.J) | \$14,000 |
| • Films (.6450) | \$8,000 |
| • Utilities (.6640.UT) | \$13,000 |
| • Furniture Replacement (.6640.FU) | \$1,500 |
| • Hardware Technology (6440.HT) | \$9,000 |
| • Cleaning & Maintenance (.6640.CM) | \$6,500 |
| • Adult Programs (.6280.AA) | \$12,500 |
| • Civil Service, Water, Sanitation (6615) | \$2,000 |
| • Research/Learning (.6457) | \$14,000 |
| • Museum Passes (.6280.MU) | \$2,500 |

TOTAL: +\$117,000

It is requested that the Board approve a resolution to approve the budget line transfers outlined above.

FY 2026 THRU FY 2030 STRATEGIC PLAN

FY 2026 Results
&
FY 2027 Priorities

MISSION & VISION

Mission Statement

Long Beach Public Library is a gateway to endless possibilities. We foster a love of reading and lifelong learning, cultivate community connections and growth, and provide access to creative and cultural opportunities.

Vision

Our vision is for Long Beach Public Library to be the first place that members of our community turn to fulfill their needs.

CORE VALUES

As a fiscally responsible community resource, Long Beach Public Library has five core values.

- Community
 - We are an active presence in the **community** establishing, maintaining and building upon connections to provide all with chances to thrive and grow.
- Accessibility
 - As a physical space, the Library is **accessible** to all including those with invisible needs and disabilities. As a physical space, the Library provides patrons with the technology and assistance to utilize virtual services. As a virtual space, the Library provides 24/7 **access** to resources and information.
- Service
 - We are **people-driven**, actively encouraging input from the community and receptive to making changes based on suggestions for improvement. All aspects of service will be data-driven and run through the lens of what the community needs and wants.
- Diversity
 - We create a welcoming and comfortable environment where the **diverse** values, backgrounds, experiences, and cultures in our community are appreciated, represented, supported, and celebrated.
- Trust
 - The Library is **trusted** to provide consistent and factual information. The Library maintains its community trust by promoting transparency and accountability in all facets of operations and conduct

GOAL 1: ENHANCE PUBLIC AWARENESS OF THE LIBRARY AS A TRUSTED AND WELCOMING SPACE

FY 2026 RESULTS

- Schedule Library visits from two additional community-based organizations
 - The Long Beach Adult Learning Center continued to schedule Library visits. Overall though, CBOs and schools were more interested in having library staff come to their location so we mostly pivoted to that. This includes the monthly storytime at Headstart, story times at Long Beach Regional Catholic School, Music & Memories at nursing homes, and establishing a book club at the Point Lookout Senior Center.
- Add at least one "big" partnership program similar to the Eastline Theatre Production of Emma in June 2025
 - Continued the partnership with Eastline Theatre to bring another play to LBPL at the end of June
 - Collaborated with Island Park Library on a summer olympics for summer reading
 - Collaborated with Westholme & Walks Civic Association to bring back the League of Women Voters Candidate Forum
 - Collaborated with LB Arts Council for Earth Day craft workshops

GOAL 2: ELEVATE THE LIBRARY'S PRESENCE IN THE COMMUNITY

FY 2026 RESULTS

- Plan for and hold two Library pop-ups at local businesses and community-based organizations
 - While we continued to expand the number of programs held off-site, we were unable to hold Library pop-ups at local businesses and CBOs due to shifting staff levels.
- Plan two donation drives where the Library is the drop-off location.
 - Four donation drives were/will be done in FY 2026 including the Great Give Back Food Drive, Long Beach Soup Kitchen Juice Box Drive, Pet Food Drive, and LB Soup Kitchen Hunger Awareness Month Drive. A Little Free Pantry was also established and is available anytime the Main Library is open on the 1st Floor. Thanks to Adult Services Librarian, Lenora, for starting and maintaining the LFP.

GOAL 3: RESPOND TO EVOLVING COMMUNITY NEEDS

FY 2026 RESULTS

- Enhance and improve electronic communication (email, social media, text messaging etc.) with community
 - Our social media traffic, likes, leads, etc., have increased significantly with the new direction taken by Sarah Siegel and Karen Cho in PMD.
 - We implemented PatronPoint to improve email communication, automate certain communication functions, and provide targeted Library information to patrons.
- Create a simple community survey (no more than 5 questions) to better understand interests and ideas for Library programs and services.
 - While some work was done on this (attending a LibraryWorks training, brainstorming with NLS, and reviewing other libraries' surveys), we did not meet this goal in FY 2026.

EXPAND CORE SERVICES WITH EXPANDED FUNDING

- Increase physical collections
- Increase digital collections
- Increase and expand programs and events
- Begin solar panel capital project

- More regular programming at Point Lookout Branch
- Increase attendance in multigenerational programs that all can enjoy

FY 2027 PRIORITIES

- Further expand relationships with local schools
- Launch an off-site Spanish language book club

- Text messaging services
- Launch simple community survey (no more than 5 questions)

Annual Report For Public And Association Libraries 2025

Long Beach Public Library

Annual Report For Public And Association Libraries

The State Library due date for the annual reports will be April 16, 2026.

Instructions

1. GENERAL LIBRARY INFORMATION

Library / Director Information

The report saves automatically after every new entry or change.

Multiple users can view and edit reports at the same time.

Report all information in Part 1 as of December 31, 2025, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1 Library ID Number	4400283740
1.2 Library Name	LONG BEACH PUBLIC LIBRARY
1.3 Name Status (State use only)	no change from the prior year
1.4 Structure Status (State use only)	no change
1.5 Community	Long Beach
1.6 Beginning Fiscal Reporting Year	07/01/2024
1.7 Ending Fiscal Reporting Year	06/30/2025
1.8 Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9 If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.10 Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	N/A
1.11 Beginning Local Fiscal Year	07/01/2024
1.12 Ending Local Fiscal Year	06/30/2025
1.13 Address Status	no change from the prior year
1.14 Street Address	111 WEST PARK AVENUE
1.15 City	LONG BEACH
1.16 Zip Code	11561
1.17 Mailing Address	111 WEST PARK AVENUE
1.18 City	LONG BEACH
1.19 Zip Code	11561
1.20 Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	5164327201
1.21 E-Mail Address (enter M (Missing) if no E-Mail)	businessoffice@longbeachlibrary.org
1.22 Library Home Page URL (Enter M (Missing) if no home page URL)	www.longbeachlibrary.org
1.23 Population Chartered to Serve (per 2020 Census)	40,647
1.24 Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.25 Indicate the area chartered to serve as stated in the library's charter (select one):	School District
1.26 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.27 Indicate the type of charter the library currently holds (select one):	Absolute
1.28 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	05/17/1928
1.29 Date the library was last registered	05/09/1929
1.30 Federal Employer Identification Number	116001028
1.31 County	NASSAU
1.32 School District	Long Beach City School District
1.33 Town/City	HEMPSTEAD
1.34 Library System	Nassau Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.35a President/CEO Name	
1.35b President/CEO Phone Number	
1.35c President/CEO Email	

For questions 1.36 through 1.42, report all information for the current library director/manager.

1.36 First Name of Library Director/Manager	Tara
1.37 Last Name of Library Director/Manager	Lannen-Stanton
1.38 NYS Public Librarian Certification Number	24245
1.39 What is the highest education level of the library manager/director?	Master's Degree
1.40 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Yes
1.41 Do all staff working in the budgeted Librarian (certified) positions reported in 6.6 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Yes
1.42 E-mail Address of the Director/Manager	director@longbeachlibrary.org
1.43 Does the library charge fees for library cards to people residing outside the system's service area?	Y

Public Votes / Contracts

1.44 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2025? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.45.

Please Note: last year's answers for repeating groups cannot be displayed.

1.44a Name of municipality or district holding the public vote	1.44b Indicate the type of municipality or district holding the public vote	1.44c Date the vote was held (mm/dd/2025)	1.44d Was the vote successful? Y/N	1.44e What type of public vote was it?	1.44f.i Most recent prior year approved appropriation from a public vote.	1.44f.ii Proposed increase in appropriation as a result of the vote held on the date reported in question number 3.	1.44f.iii Total proposed appropriation (manually sum of 6a and 6b).
Long Beach School District	School District	05/21/2024	Yes/N/A	budget vote (school district public library only) N/A	\$3,811,574	\$96,673	\$3,908,247

This question should only be answered if "No" was answered in Q1.44 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.45 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2025) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.46.

Please Note: last year's answers for repeating groups cannot be displayed.

1.45a Name of municipality or district holding the public vote	1.45b Indicate the type of municipality or district holding the public vote	1.45c Date the last successful vote was held (mm/dd/yyyy)	1.45d What type of public vote was it?	1.45e What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?
--	---	---	--	---

Contractual Agreements

1.46 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.47.

N

Please Note: last year's answers for repeating groups cannot be displayed.

0									
1.46a	Name of contracting municipality or district	1.46b	Is this a written contractual agreement?	1.46c	Population of the geographic area served by this contract	1.46d	Dollar amount of contract	1.46e	Enter the appropriate code for range of services provided (select one):

Unusual Circumstances

1.47 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.

N

2. LIBRARY COLLECTION

Physical Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.
<https://ny.countingopinions.com/docs/ny/Instructions2025AnnualReportPublicAssociationLibraries.pdf>

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available online.

PRINT MATERIALS

Cataloged Books

2.1	Adult Fiction Books	26,360
2.2	Adult Non-fiction Books	12,074
2.3	Total Adult Books (Total questions 2.1 & 2.2)	38,434
2.4	Children's Fiction Books	23,335
2.5	Children's Non-fiction Books	9,800
2.6	Total Children's Books (Total questions 2.4 & 2.5)	33,135
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	71,569

Other Print Materials

2.8	Total Uncataloged Books ³	1,178
2.9	Total Print Serials	943
2.10	All Other Print Materials	709
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	2,830
2.12	Total Print Materials (Total questions 2.7 and 2.11)	74,399

ALL OTHER MATERIALS

2.13	Audio - Physical Units	7,342
2.14	Video - Physical Units	12,133
2.15	Other Circulating Physical Items ⁴	80
2.16	Total Other Physical Materials (Total questions 2.13 through 2.15)	19,555

Grand Total / Additions to Holdings

2.17	GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16) ⁵	93,954
------	---	--------

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18	Cataloged Books	5,236
2.19	All Other Print Materials ⁶	831
2.20	All Other Materials	600
2.21	Total Additions (Total questions 2.18 through 2.20)	6,667

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6 and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2025 calendar year. Please [click here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1	Library visits (total annual attendance)	139,120
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Count
3.2	Registered resident borrowers	18,837
3.3	Registered non-resident borrowers	359

WRITTEN POLICIES (Answer Y for Yes, N for No)

Please report information on WRITTEN POLICIES as of 12/31/25.

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4	Does the library have an open meeting policy?	Y
3.5	Does the library have an Internet use policy?	Y
3.6	Does the library have a board-approved conflict of interest policy?	Y
3.7	Does the library have a board-approved whistle blower policy?	Y
3.8	Does the library have a board-approved sexual harassment prevention policy?	Y

ACCESSIBILITY (Answer Y for Yes, N for No)

Please report information on ACCESSIBILITY as of 12/31/25.

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	Y
3.13	Does the library have large print books?	Y
3.14	Does the library have assistive technology for people who are visually impaired or blind?	Y
3.15	If so, what do you have? If no, go to next question	
	screen reader, such as JAWS, Windoweyes or NVDA	N
	refreshable Braille commonly referred to as a refreshable Braille display	N
	screen magnification software, such as Zoomtext	Y
	electronic scanning and reading software, such as OpenBook	N

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants. Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions. For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17a Number of Sessions Targeted at Children Ages 0-5	425
3.17b Attendance at Sessions Targeted at Children Ages 0-5	13,078
3.18a Number of Sessions Targeted at Children Ages 6-11	160
3.18b Attendance at Sessions Targeted at Children Ages 6-11	1,835
3.19a Number of Sessions Targeted at Young Adults Ages 12-18	83
3.19b Attendance at Sessions Targeted at Young Adults Ages 12-18	519
3.20a Number of Sessions Targeted at Adults Age 19 or Older	1,407
3.20b Attendance at Sessions Targeted at Adults Age 19 or Older	25,166
3.21a Number of General Interest Program Sessions	58
3.21b Attendance at General Interest Program Sessions	5,246
3.22 Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	2,133
3.23 Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	45,844

Live Programs Categorized by Venue

3.24a Total Live Onsite Program Sessions	2,014
3.24b Total Live Onsite Program Attendance	40,951
3.25a Total Live Offsite Program Sessions	40
3.25b Total Live Offsite Program Attendance	4,217
3.26a Total Live Virtual Program Sessions	79
3.26b Total Live Virtual Program Attendance	676
3.27 Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	2,133
3.28 Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	45,844

Prerecorded and One-on-One Programs

3.29 Total Number of Prerecorded Program Presentations	58
3.30 Total Views of Prerecorded Program Presentations within 30 Days	24,735
3.31 One-on-One Program Sessions	7,029
3.32 Attendance at One-on-One Program Sessions	7,029

Teen-Led Promotions

3.33 Did your library offer teen-led activities during the 2025 calendar year?	Y
3.34a Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.34b Does your library use Facebook for promotion?	Yes
3.34c Does your library use Instagram for promotion?	Yes
3.34d Does your library use Twitter/X for promotion?	Yes
3.34e Does your library use TikTok for promotion?	Yes

SUMMER READING PROGRAM

Please report information on SUMMER READING PROGRAMS for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.35 Did the library offer a summer reading program in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36 Library outlets offering the summer reading program	3
3.37 Children registered for the library's summer reading program	470
3.38 Young adults registered for the library's summer reading program	68
3.39 Adults registered for the library's summer reading program	47
3.40 Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	585
3.41a Children's program sessions - Summer 2025	20
3.41b Children's program attendance - Summer 2025	2,587
3.42a Young adult program sessions - Summer 2025	9
3.42b Young adult program attendance - Summer 2025	167
3.43a Adult program sessions - Summer 2025	29
3.43b Adult program attendance - Summer 2025	1,509
3.44 Total program sessions - Summer 2025 (total 3.41a + 3.42a + 3.43a)	58
3.45 Total program attendance - Summer 2025 (total 3.41b + 3.42b + 3.43b)	4,263
3.46 Did the library use the Summer Reading at New York Libraries name and/or logo?	N
3.47 Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	Y

COLLABORATORS

3.48 Public school district(s) and/or BOCES	1
3.49 Non-public school(s)	0
3.50 Childcare center(s)	0
3.51 Summer camp(s)	1
3.52 Municipality/Municipalities	1
3.53 Literacy provider(s)	0
3.54 Other (describe using the State note)	0
3.55 Total Collaborators (total 3.48 through 3.54)	3

Early Literacy

Please report information on EARLY LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.56 Did the library offer early literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
--	---

EARLY LITERACY PROGRAMS

3.57a Focus on birth - school entry (kindergarten) sessions	216
3.57b Focus on birth - school entry (kindergarten) attendance	8,026
3.58a Focus on parents & caregivers sessions	11
3.58b Focus on parents & caregivers attendance	87
3.59a Combined audience sessions	61
3.59b Combined audience attendance	1,574
3.60 Total Sessions	288
3.61 Total Attendance	9,687

3.62 - Collaborators (check all that apply):

3.62a. Childcare center(s)	Yes
3.62b. Public School District(s) and/or BOCES	Yes
3.62c. Non-Public School(s)	Yes

3.62d. Health care providers/agencies	Yes
3.62e. Other (describe using the State note)	No

Adult Literacy

Please report information on ADULT LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

ADULT LITERACY

3.63 Did the library offer adult literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.64a Total group program sessions	0
3.64b Total group program attendance	0
3.65a Total one-on-one program sessions	68
3.65b Total one-on-one program attendance	62

3.66 - Collaborators (check all that apply)

3.66a. Literacy NY (Literacy Volunteers of America)	No
3.66b. Public School District(s) and/or BOCES	Yes
3.66c. Non-Public Schools	Yes
3.66d. Other (see instructions and describe using Note)	No

ESOL / Digital Literacy

Please report information on ESOL, for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.68a Children's program sessions	0
3.68b Children's program attendance	0
3.69a Young adult program sessions	0
3.69b Young adult program attendance	0
3.70a Adult program sessions	76
3.70b Adult program attendance	772
3.71 Total program sessions (total 3.68a + 3.69a + 3.70a)	76
3.72 Total program attendance (total 3.68b + 3.69b + 3.70b)	772
3.73a One-on-one program sessions	0
3.73b One-on-one program attendance	0

3.74 - Collaborators (check all that apply):

3.74a. Literacy NY (Literacy Volunteers of America)	No
3.74b. Public School District(s) and/or BOCES	Yes
3.74c. Non-Public School(s)	No
3.74d. Other (describe using the Note) ¹⁹	Yes

DIGITAL LITERACY

Please report information on DIGITAL LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.75 Did the library offer digital literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.76a Total group program sessions	29
3.76b Total group program attendance	39
3.77a Total one-on-one program sessions	153
3.77b Total one-on-one program Attendance	153

4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1 (Please note Internal Library usage is not considered part of circulation.)

Circulation / Reference Transactions

- The total annual circulation of all physical library materials of all types, including renewals.
- Count all physical materials in all formats that are charged out for use outside the library. Circulation of uncataloged books, and other non-book materials should be reported in the appropriate category – Adult or Children's Other Materials. Include non-traditional items that are charged out, such as cake pans, tools, Roku sticks, etc. under Circulation of Other Materials.
- Interlibrary loan transactions included are only items borrowed for users. Include items borrowed for users of the reporting library through interlibrary loan (materials received) and charged out for home use by the reporting library's patrons.
- Items loaned in bulk (bulk loans) by your library to schools or other institutions for circulation by the school or institution are counted as one circulation per item (the initial loan from your library to the school or institution).
- Do not include items checked out to another library. Items sent to another autonomous library as interlibrary loan are not counted as circulation by the reporting library.
- Items sent from one outlet of the reporting library to another, i.e., from main library to a branch, are not counted as circulation.
- Items packaged together as a unit which are generally checked out as a unit, should be counted once for each loan of the unit (e.g., two compact discs, two films, two videocassettes, a kit or a set of 25 slides).

CATALOGED BOOK CIRCULATION

4.1 Adult Fiction Books	47,148
4.2 Adult Non-fiction Books	16,803
4.3 Total Adult Books (Total questions 4.1 & 4.2)	63,951
4.4 Children's Fiction Books	41,703
4.5 Children's Non-fiction Books	9,486
4.6 Total Children's Books (Total questions 4.4 & 4.5)	51,189
4.7 Total Cataloged Book Circulation (Total question 4.3 & 4.6)	115,140

CIRCULATION OF OTHER MATERIALS

4.8a Circulation of Adult Other Materials - Non-Audio/Visual	1,862
4.8b Circulation of Adult Other Materials - Audio/Visual	12,001
4.9a Circulation of Children's Other Materials - Non-Audio/Visual	31
4.9b Circulation of Children's Other Materials - Audio/Visual	2,242
4.10 Circulation of Other Physical Items (Total questions 4.8a, 4.8b, 4.9a)	1,893
4.11 Physical Item Circulation (Total questions 4.7 & 4.8 b & 4.9b & 4.10)	131,276
4.12 As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	Yes
4.13 Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System (ILS) rules determine how/when automatic renewals occur.	Yes

REFERENCE TRANSACTIONS

4.14 Total Reference Transactions	17,321
4.14a Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Count
4.15 Does the library offer virtual reference?	N

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16 TOTAL MATERIALS RECEIVED	27,244
-------------------------------	--------

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17 TOTAL MATERIALS PROVIDED	20,539
-------------------------------	--------

E-RATE

4.18 Does the library file for E-rate benefits?	Y
4.19 Is the library part of a consortium for E-rate benefits?	Y

5. ELECTRONIC USE**Electronic Holdings**

For all questions Answer Missing if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1 Did the library provide access to e-books purchased solely by the library?	Yes
5.2 Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.3 Did the library provide access to e-books provided by the New York State Library at no or minimal cost to the library?	No

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4 Did the library provide access to e-serials purchased solely by the library?	Yes
5.5 Did the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.6 Did the library provide access to e-serials provided by the New York State Library at no or minimal cost to the library?	No

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7 Did the library provide access to e-audio purchased solely by the library?	Yes
5.8 Did the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.9 Did the library provide access to e-audio provided by the New York State Library at no or minimal cost to the library?	No

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10 Did the library provide access to e-videos purchased solely by the library?	Yes
5.11 Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Do not include New York State Library-provided content here; that should be entered in 5.12.)	No
5.12 Did the library provide access to e-videos provided by the New York State Library at no or minimal cost to the library?	No

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13 Did the library provide access to research databases purchased solely by the library?	Yes
5.14 Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.15 Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)?	Yes

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16 Did the library provide access to online learning platforms purchased solely by the library?	Yes
5.17 Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.18 Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library?	No

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19 The total circulation of e-books during the reporting period	56,997
5.20 The total circulation of e-serials during the reporting period.	11,089
5.21 The total circulation of e-audio during the reporting period	34,645
5.22 The total circulation of e-videos during the reporting period.	5,084

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35.00
--	-------

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2 Library Director (certified)	1.00
6.3 Vacant Library Director (certified)	0.00
6.4 Library Manager (not certified)	0.00
6.5 Vacant Library Manager (not certified)	0.00
6.6 Librarian	11.36
6.7 Vacant Librarian	1.50
6.8 Library Specialist/Paraprofessional	5.13
6.9 Vacant Library Specialist/Paraprofessional	0.00
6.10 Other Staff	15.68
6.11 Vacant Other Staff	1.50
6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	33.17
6.13 VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	3.00

SALARY INFORMATION

6.14 FTE - Library Director(certified)	1.00
6.15 Salary - Library Director (certified)	\$143,291
6.16 FTE - Library Manager (not certified)	0.00
6.17 Salary - Library Manager (notcertified)	\$0
6.18 FTE - Librarian	1.00

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of December 31, 2025. Please [click here](#) to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. <https://nyslibrary.libguides.com/publiclibrarystandards>

7.1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y
7.2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y
7.3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y
7.4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y
7.4.a. Does the Library have a Board-approved policy for the selection of library materials and reconsideration of such selection?	Y
7.4.b. Does the Library have a Board-approved policy explaining the public usage of library space and meeting rooms?	Y
7.4.c. Does the Library have Board-approved Codes of conduct?	Y
7.4.d. Does the library have a policy protecting the confidentiality of library records?	Y
7.4.e. Does the library have Board-approved personnel policies ensuring consistent staff management and fair employment practices?	Y
7.4.f. Does the library have a disaster plan?	Y
7.4.g. Does the Library have Board-approved financial control policies that fulfill the legal and fiduciary responsibilities of the governing body and promote fiscal oversight, accountability, and sustainable management?	Y
7.5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y
7.6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y
7.7. Is open the minimum standard number of public service hours for population served. (see instructions)	Y
7.8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:	
7.8a. space	Y
7.8b. lighting	Y
7.8c. shelving	Y
7.8d. seating	Y
7.8e. power infrastructure	Y
7.8f. data infrastructure	Y
7.8g. public restroom	Y
7.9. Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y
7.10. Provides	
7.10a. a circulation system that facilitates access to the local library collection and other library catalogs	Y
7.10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y
7.11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y
7.12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
7.13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y
7.14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [click here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1 Main Library	1
8.2 Branches	2
8.3 Bookmobiles	0
8.4 Other Outlets ²⁰	6
8.5 TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	9

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6 Minimum Weekly Total Hours - Main Library	62.00
8.7 Minimum Weekly Total Hours - Branch Libraries	32.00
8.8 Minimum Weekly Total Hours - Bookmobiles	0.00
8.9 Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	94.00
8.10 Annual Total Hours - Main Library	3,268.00
8.11 Annual Total Hours - Branch Libraries	1,664.00
8.12 Annual Total Hours - Bookmobiles	0.00
8.13 Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	4,932.00

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [click here](#) to read general instructions before completing this section. Questions 1-14, 20-25, and 34-36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter New in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either Closed, will reopen or Closed permanently in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you will enter the data into the spreadsheet that Counting Opinions will provide. Complete this spreadsheet and email it to support@countingopinions.com and your data will be uploaded into LibPAS within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5-6, 11-14, and 20-23 should be locked.

Name

Location	1. Outlet Name	2. Outlet Name Status
LONG BEACH PUBLIC LIBRARY	LONG BEACH PUBLIC LIBRARY	no change from the prior year
POINT LOOKOUT BRANCH LIBRARY	POINT LOOKOUT BRANCH LIBRARY	no change from the prior year
WEST END BRANCH LIBRARY	WEST END BRANCH	no change from the prior year

Address

Location	3. Street Address	4. Outlet Street Address Status
LONG BEACH PUBLIC LIBRARY	111 WEST PARK AVENUE	no change from the prior year
POINT LOOKOUT BRANCH LIBRARY	79 LIDO BOULEVARD	no change from the prior year
WEST END BRANCH LIBRARY	903 W. BEECH ST	no change from the prior year

Address / Phone

Location	5. City	6. Zip Code	7. Phone (enter 10 digits only)
----------	---------	-------------	---------------------------------

LONG BEACH PUBLIC LIBRARY	LONG BEACH	11561	(516) 432-7201
POINT LOOKOUT BRANCH LIBRARY	POINT LOOKOUT	11569	(516) 432-3409
WEST END BRANCH LIBRARY	LONG BEACH	11561	(516) 432-2704

Contact

Location	8. E-mail Address	9. Outlet URL
LONG BEACH PUBLIC LIBRARY	info@longbeachlibrary.org	www.longbeachlibrary.org
POINT LOOKOUT BRANCH LIBRARY	info@longbeachlibrary.org	www.longbeachlibrary.org
WEST END BRANCH LIBRARY	info@longbeachlibrary.org	www.longbeachlibrary.org

Location	10. County	11. School District	12. Library System	13. Outlet Type Code (select one)
LONG BEACH PUBLIC LIBRARY	NASSAU	Long Beach	Nassau Library System	Central Library
POINT LOOKOUT BRANCH LIBRARY	NASSAU	Long Beach	Nassau Library System	Branch Library
WEST END BRANCH LIBRARY	NASSAU	Long Beach	Nassau Library System	Branch Library

Hours / Meetings

Location	14. Public Service Hours Per Year for This Outlet	15. Number of Weeks This Outlet Is Open	16. Total number of meeting spaces available to the public	17. How many of the above meeting spaces are reservable?	18. Number of times members of the public reserved meeting spaces	19. Is the meeting space available for public use even when the outlet is closed?
LONG BEACH PUBLIC LIBRARY	3,268	52	26	5	820	Y
POINT LOOKOUT BRANCH LIBRARY	832	52	2	1	8	Y
WEST END BRANCH LIBRARY	832	52	3	1	7	Y

Building

Location	20. Enter the appropriate outlet code (select one):	21. Who owns this outlet building?	22. Who owns the land on which this outlet is built?	23. Indicate the year this outlet was initially constructed	24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more
LONG BEACH PUBLIC LIBRARY	LRF	School District	School District	1953	1997
POINT LOOKOUT BRANCH LIBRARY	LR	Other (specify using the State note)	Other (specify using the State note)	2012	N/A
WEST END BRANCH LIBRARY	LR	Other (specify using the State note)	Other (specify using the State note)	2012	N/A

Space / Use

Location	25. Square footage of the outlet	26. Number of Internet Computers Used by General Public	27. Number of uses (sessions) of public Internet computers per year	27a. Reporting Method for Number of Uses of Public Internet Computers Per Year
LONG BEACH PUBLIC LIBRARY	26,000	2124	13,887	Annual Count
POINT LOOKOUT BRANCH LIBRARY	950	1	93	Annual Count
WEST END BRANCH LIBRARY	980	222	243	Annual Count

Internet Connection

Location	28. Type of connection on the outlet's public Internet computers	29. Maximum download speed of connection on the outlet's public Internet computers	30. Maximum upload speed of connection on the outlet's public Internet computers
LONG BEACH PUBLIC LIBRARY	Leased Line	11 Greater than or equal to 100 mbps and less than 1 gbps	11 Greater than or equal to 100 mbps and less than 1 gbps
POINT LOOKOUT BRANCH LIBRARY	Cable	12 Greater than or equal to 1 gbps	11 Greater than or equal to 100 mbps and less than 1 gbps
WEST END BRANCH LIBRARY	Cable	12 Greater than or equal to 1 gbps	11 Greater than or equal to 100 mbps and less than 1 gbps

Internet / WIFI

Location	31. Internet Provider	32. WIFI Access	33. Wireless Sessions	33a. Reporting Method for Wireless Sessions
LONG BEACH PUBLIC LIBRARY	Crown Castle Fiber	No restrictions to access	27,852	Annual Count
POINT LOOKOUT BRANCH LIBRARY	Cablevision/Optimum	No restrictions to access	240	Annual Count
WEST END BRANCH LIBRARY	Cablevision/Optimum	No restrictions to access	260	Annual Count

Accessibility / Makerspace

Location	34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	35. Is every public part of the outlet accessible to a person in a wheelchair?	36. Does your outlet have a Makerspace?
LONG BEACH PUBLIC LIBRARY	Y	Y	N
POINT LOOKOUT BRANCH LIBRARY	Y	Y	N
WEST END BRANCH LIBRARY	Y	Y	N

ID

Questions 35-39 37-40 are locked fields for New York State Library use only.

Location	37. LIBID	38. FSCSID	39. Number of Bookmobiles in the Bookmobile Outlet Record	40. Outlet Structure Status
LONG BEACH PUBLIC LIBRARY	4400283740	NY0359	0	no change
POINT LOOKOUT BRANCH LIBRARY	4400283740	NY0359	0	no change
WEST END BRANCH LIBRARY	4400283740	NY0359	0	no change

10. OFFICERS AND TRUSTEES

Guidance at the start of the section has been updated to clarify that entries should reflect Officers and Board Members as of February 1, 2026.

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2025. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2025 to December 31, 2025)	10
--	----

NUMBER OF TRUSTEES AND TERMS

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, select N/A.	N/A/N/A
10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, select N/A.	N/A/N/A
10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, select N/A here.	5
10.5 What is the trustee term length, as stated in your library's charter documents (incorporation)? If a term length is not stated, please explain in a Note.	5 YEARS
10.6 I attest that all trustees participated in trustee education in the last calendar year (2025). If entering No, provide explanation in a Note.	Y

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one):	EP - board members are elected in a public election
--	---

List Officers and Board Members as of February 1, 2026.

Trustee information has been pre-filled with prior year answers but not locked: please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for

Report financial data based on the fiscal reporting year reported in Part 1, Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3

11.1.a	Source of Funds	11.1.b	Name of funding County, Municipality or School District	11.1.c	Amount (year(s))	11.1.d	Subject to public vote held in reporting year or in a previous reporting year	11.1.e	Written Contractual Agreement	N/A
1		1	CITY OF LONG BEACH SCHOOL DISTRICT	\$3,908,247	N/A	1				

Please Note: last year's answers for repeating groups cannot be displayed.

11.3	Local Library Services Aid (LLSA)	
11.4	Record all Central Library Services Aid monies received from system headquarters	
11.5	Additional State Aid received from the System	

11.8	TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$24,543
11.7	Other Cash Grants	\$0
11.6	Federal aid received from the system	\$0

11.9 State Aid other than LSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants

11.10	LSTA	\$0
11.11	Other Federal Aid	\$0
11.12	TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
11.13	CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0

11.14 Gifts and Endowments

11.19	TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$33,171
11.20	TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$4,008,559
11.21	BUDGET LOANS	\$0

2. OPERATING FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1, Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

Salaries & Wages Paid from Library Funds

2.1	Certified Librarians	\$1,070,676
2.2	Other Staff	\$1,068,427
2.3	Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$2,139,103
2.4	Employee Benefits Expenditures	\$992,590
2.5	Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$3,131,693

2.5 Total Staff Expenditures (Add Questions 12.3 and 12.4)

2.6	Print Materials Expenditures	\$87,230
2.7	Electronic Materials Expenditures	\$124,922
2.8	Other Materials Expenditures	\$11,312
2.9	Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$223,464

2.10 From Local Public Funds (71PF)

12.11 From Other Funds (71OF)	\$0
12.12 Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$0

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13 From Local Public Funds (72PF)	\$155,992
12.14 From Other Funds (72OF)	\$0
12.15 Total Repairs (Add Questions 12.13 and 12.14)	\$155,992
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$282,181
12.17 Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$438,173

MISCELLANEOUS EXPENSES

12.18 Office and Library Supplies	\$14,886
12.19 Telecommunications	\$19,166
12.21 Professional & Consultant Fees ²⁶	\$212,226
12.22 Equipment	\$85,717
12.23 Other Miscellaneous	\$87,225
12.24 Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$419,220

-

12.25 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$81,953
---	----------

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26 From Local Public Funds (73PF)	\$0
12.27 From Other Funds (73OF)	\$0
12.28 Total (Add Questions 12.26 and 12.27) Other Loans	\$0
12.29 Budget Loans (Principal and Interest)	\$0
12.30 Short-Term Loans	\$0
12.31 Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$0
12.32 TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$4,294,503

Transfers to Capital Fund

12.33 From Local Public Funds (76PF)	\$0
12.34 From Other Funds (76OF)	\$0
12.35 Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36 Transfer to Other Funds	\$0
12.37 TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$0
12.38 TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$4,294,503
12.39 BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2025	\$1,784,683
12.40 GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$6,079,186

ASSURANCE

12.41 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the Annual Report was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	2026-06-15
--	------------

FISCAL AUDIT

12.42 Last audit performed (mm/dd/yyyy) ²⁹	2025-12-23
12.43 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	07/01/2023-06/30/2024
12.44 Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.45 Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y
---	---

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources	\$0
13.2 All Other Revenues from Local Sources	\$0
13.3 Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$0

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction	\$0
13.5 Other State Aid	\$0
13.6 Total State Aid (Add Questions 13.4 and 13.5)	\$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7 TOTAL FEDERAL AID	\$0
------------------------	-----

INTERFUND REVENUE

13.8 Transfer from Operating Fund(Same as Question 12.35)	\$0
13.9 TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$0
13.10 NON-REVENUE RECEIPTS	\$0
13.11 TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$0
13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$277,751
13.13 TOTAL CASH RECEIPTS AND BALANCE(Add Questions 13.11 and 13.12; same as Question 14.12)	\$277,751

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1 Construction	\$0
14.2 Incidental Construction	\$0

Other Disbursements

14.3 Purchase of Buildings	\$0
14.4 Interest	\$0
14.5 Collection Expenditures	\$0
14.6 Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7 TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8 TRANSFER TO OPERATING FUND (Same as Question 11.22)	\$0
14.9 NON-PROJECT EXPENDITURES	\$0
14.10 TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11 BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2025	\$277,751

15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

CENTRAL LIBRARY SERVICES AID (CLSA)

Statutory Education Law § 273(1)(b)

Reference: Commissioners Regulations 90.4

Central Library Services Aid is a flat sum of \$0.32 cents per capita of population within the chartered area of service of such library system with a minimum amount of \$105,000, and an additional \$71,500 to each library system for the purchase of books and materials including nonprint materials, as defined in regulations of the commissioner, for its central library.

The fiscal year for Central Library Services Aid is the calendar year. Please see the Central Library Program Guidelines at <http://www.nysl.nysed.gov/libdev/clsa/index.html> for more information.

Library expenditures from Central Library Services Aid may only be used for adult non-fiction and foreign language library materials, including electronic content. Record the central/co-central library's actual disbursement of these State Aid funds as allocated to the Library by the public library system. Report here only those funds actually expended by the Library during the calendar year ending December 31, 2025. Do not report funds spent by the public library system on the Library's behalf.

Are you a central library?

No

15.1.1 - 15.1.2 Professional Salaries: Indicate total FTE and salaries for all professional central/co-central library employees (paid from CLDA funds).

Indicate total FTE and salaries for all library employees paid from each category of state aid.

Total Full-Time Equivalent (FTE) is the amount of time that an employee works in the state funded program. For example, one Total Full-Time equivalent (1.0 FTE) equals one person working a full week each week of the year; two half-time employees working the full year equal one Total Full-Time equivalent (1.0 FTE); while an employee working one day a week (0.2 FTE) for the whole year equals 0.20 Total Full-Time equivalent (FTE).

Consultants should be included in Purchased Services.

15.1.1 Total Full-Time Equivalents (FTE)

15.1.2 Total Expenditure for Professional Salaries

15.1.3 - 15.1.4 Other Staff Salaries: Indicate total FTE and salaries for all other central/co-central library employees (paid from CLDA funds).

15.1.3 Total Full-Time Equivalents (FTE)

15.1.4 Total Expenditures for Other Staff Salaries

15.1.5 Employee Benefits: Indicate the total expenditures for all central/co-central library employee benefits (paid from CLDA funds).

15.1.6 Purchased Services: Did the central/co-central library expend CLDA funds for purchased services? Enter Y for Yes, N for No.

Please Note: last year's answers for repeating groups cannot be displayed.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1, 2, and 3 of one repeating group.

0	15.1.6a Expenditure Category	15.1.6b Provider of Services	15.1.6c Expenditure

15.1.7 Total Expenditure - Purchased Services

15.1.8 Supplies and Materials: Did the central/co-central library expend funds for supply items, postage, adult nonfiction and foreign language library materials, or equipment and furnishings with a unit cost less than \$5,000? Enter Y for Yes, N for No.

Please Note: last year's answers for repeating groups cannot be displayed.

Note: For questions which include a choice of "Other" in a drop-down menu, please add a State Note of explanation when "Other" is chosen. Also please see individual instructions for these questions for any further requirements.

If yes, complete one record for each applicable category; if no, enter N/A for questions 1 and 2 of one repeating group.

0	15.1.8a Expenditure Category	15.1.8b Expenditure

15.1.9 Total Expenditure - Supplies and Materials

15.1.10 Travel Expenditures: Did the central/co-central library expend funds for travel? Enter Y for Yes, N for No.

Please Note: last year's answers for repeating groups cannot be displayed.

If yes, complete one record for each type of travel; if no, enter N/A for questions 1 and 2 of one repeating group.

0	15.1.10.a Type of travel	15.1.10.b Expenditure

15.1.11 Total Expenditures - Travel

15.1.12 Equipment and Furnishings:

Did the central/co-central library expend funds for equipment and furnishings with a unit cost of \$5,000 or more and having a useful life of more than one year? Enter Y for Yes, N for No.

Please Note: last year's answers for repeating groups cannot be displayed.

If yes, complete one record for each type of item purchased; if no, enter N/A for questions 1, 2, 3 and 4 of one repeating group.

0	15.1.12.a Type of item	15.1.12.b Quantity	15.1.12.c Unit cost	15.1.12.d Expenditure

15.1.13 Total Expenditure - Equipment and Furnishings

15.1.14 Total Expenditure (total 15.1.2, 15.1.4, 15.1.5, 15.1.7, 15.1.9, 15.1.11 and 15.1.13)

\$0

15.1.15 Cash Balance at the Opening of the Fiscal Year

NOTE: The opening balance must be the same as the closing balance of the previous year.

15.1.16 Total Allocation received from the system:

15.1.17 Cash Balance at the end of the Current Fiscal Year (total 15.1.16 - 15.1.14 + 15.1.15)

\$0

15.1.18 Final Narrative: Provide a brief narrative, no more than five hundred (500) words, describing the major activities carried out with these State Aid Funds.

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note See instructions for definitions and calculations of each of these Federal Totals.

16.1 Total ALA-MLS	12.13
16.2 Total Librarians	16.62
16.3 All Other Paid Staff	15.03
16.4 Total Paid Employees	31.65
16.5 State Government Revenue	\$24,543
16.6 Federal Government Revenue	\$0
16.7 Other Operating Revenue	\$75,769
16.8 Total Operating Revenue	\$4,008,559
16.9 Other Operating Expenditures	\$939,346
16.10 Total Operating Expenditures	\$4,294,503
16.11 Total Capital Expenditures	\$0
16.12 Print Materials	73,690
16.12a Total Physical Items in Collection	86,612
16.13 Circulation of Children's Physical Material	53,462
16.14 Total Registered Borrowers	19,196
16.15 Other Capital Revenue and Receipts ³⁰	0
16.16 Number of Internet Computers Used by General Public	27
16.17 Total Uses (sessions) of Public Internet Computers Per Year ³¹	14,223
16.18 Wireless Sessions ³²	7,852
16.19 Total Capital Revenue ³³	\$0

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1 LIB ID	4400283740
17.2 Interlibrary Relationship Code	Member of a Federation or Cooperative
17.3 Legal Basis Code	Library District
17.4 Administrative Structure Code	Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate
17.5 FSCS Public Library Definition	Yes
17.6 Geographic Code	School District - Unified, entirety
17.7 FSCS ID	NY0359
17.8 SED CODE	280300700004
17.9 INSTITUTION ID	800000049213
User defined ID, used to link two or more AEs together.	
Old FSCSKEY	

SUGGESTED IMPROVEMENTS

Library Name:	LONG BEACH PUBLIC LIBRARY
Library System:	Nassau Library System
Name of Person Completing Form:	Tara Lannen-Stanton
Phone Number:	(516) 432-7258
I am satisfied that this resource (LibPAS) is meeting library needs:	Neither Agree nor Disagree
Applying this resource (LibPAS) will help improve library services to the public:	Yes
Please share with us your suggestions for improving the Annual Report. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	n/a

- ¹, 1.44f.i FY 2024 approved appropriation - \$3,811,574 (Real Property Taxes) (0-2026-03-30)
- ², 1.44f.ii FY 2025 approved appropriation on 5/21/2025 - \$3,908,247 (Real Property Taxes) (0-2026-03-30)
- ³, 2.8 Recently processed local history/archival materials, YS staff use items (0-2026-04-16)
- ⁴, 2.15 Expansion of LOT(Library of Things) (0-2026-03-31)
- ⁵, 2.17 This is a calculated field and the total calculated amount seems to equal the manual calculated amount. (0-2026-04-16)
- ⁶, 2.19 No uncataloged materials, everything is entered in Sierra (0-2026-04-28)
- ⁷, 3.25b Increased off-site programs overall + large-scale library fair (0-2026-04-28)
- ⁸, 3.38 Increased outreach to high school and had more teen volunteers who also registered for summer reading. (0-2026-04-28)
- ⁹, 3.39 Moved back to paper registration (instead of Beanstack) based on many patron requests but it affected attendance in the opposite direction. (0-2026-04-28)
- ¹⁰, 3.48 Long Beach School District - all schools (0-2026-04-15)
- ¹¹, 3.51 MLK Summer Camp (0-2026-04-15)
- ¹², 3.52 City of Long Beach (0-2026-04-15)
- ¹³, 3.57a Removed programs that were not truly early literacy (Baby Music with Love, various crafts etc.) (0-2026-04-28)
- ¹⁴, 3.57b Removed programs that were not truly early literacy (Baby Music with Love, various crafts etc.) (0-2026-04-28)
- ¹⁵, 3.58a Reclassified Baby Sign and Tummy Time to Early Literacy - Combined (0-2026-04-28)
- ¹⁶, 3.58b Reclassified Baby Sign and Tummy Time to Early Literacy - Combined (0-2026-04-28)
- ¹⁷, 3.59a Reclassified Baby Sign and Tummy Time to Early Literacy - Combined (0-2026-04-28)
- ¹⁸, 3.59b Reclassified Baby Sign and Tummy Time to Early Literacy - Combined (0-2026-04-28)
- ¹⁹, 3.74d. Circulo and Latino Civic (0-2026-04-28)
- ²⁰, 8.4 6 Little Free Libraries - we refill them twice a week (0-2026-04-15)
- ²¹, 26. 12 Comp, 10 Laptop, 2 Tablets (0-2026-04-14)
- ²², 26. 2 comp (0-2026-04-14)
- ²³, 33. CY 2025 (0-2026-04-14)
- ²⁴, 33. Not setup to track (0-2026-04-14)
- ²⁵, 33a Not set up to track (0-2026-04-15)
- ²⁶, 33. Not setup to track (0-2026-04-14)
- ²⁷, 33a Not set up to track (0-2026-04-15)
- ²⁸, 12.21 Treasurer - \$10,270 Attorney - \$20,350 Molly Mouse presenters - \$18,240 (0-2026-04-23)
- ²⁹, 12.42 This is the correct timeframe for our most recent audit. The 7/1/2023-6/30/2024 audit was not completed until January 2026. (0-2026-04-24)
- ³⁰, 16.15 For 2025 no grant money was received for finished capital projects. (0-2026-06-10)

³¹, 16.17 The value for last year is incorrect (0-2026-04-16)

³², 16.18 Switched systems in 2024 (last state report) and wireless sessions were not counted. New system in place in 2025 (this year's state report) and wireless sessions WERE counted. (0-2026-04-28)

³³, 16.19 For 2025 no grant money was received for finished capital projects. (0-2026-06-10)



Resource Sharing Code 2027-2031

The Direct Access Plan of the Nassau Library System

DRAFT

INTRODUCTION

The Nassau Library System is a cooperative library system chartered under State Educational Law 255. It is a consortium comprised of 54 member libraries and a service center for the libraries. Each member library is independent, autonomous, supported by local taxes, and governed by its own board of trustees. All public libraries in Nassau County are members of NLS. This Direct Access Plan, approved by all member libraries, is created in accordance with the New York State Commissioner of Education regulation 90.3. CR 9.

All individuals have a fundamental right to library service across Nassau County.

The member libraries of the Nassau Library System therefore agree to:

- Treat all library users with respect
- Facilitate prompt handling of interloans and direct access transactions
- Solve patron delinquencies promptly so that library use is neither unreasonably denied, nor delayed
- Provide first-rate customer service and seamless resource sharing
- Protect patron privacy by safeguarding user records and ensuring that personal information is handled confidentially and in accordance with all applicable laws and professional standards

In order to further define this right to service, this code provides for the requirements of resource sharing among Nassau Library System member libraries. There are seven component sections:

- A. Definitions**
- B. Library Cards**
- C. Borrowing and Sharing Materials**
- D. Financial Obligations**
- E. On Site/In Library Use**
- F. 90.3 Compliance**
- G. Member Library Input and Cooperation**

A. DEFINITIONS

- **NLS** as used throughout this document is the Nassau Library System.
- **NLS ILS** as used throughout this document is the shared Integrated Library System currently used by 51 of the 54 member libraries of the Nassau Library System.
- **NLS Service Area:** NLS serves the entirety of Nassau County less East Massapequa, which is within the Amityville School District and served by the Amityville Public Library, a school district public library.
- **Central Libraries:** East Meadow and Levittown are the Central Libraries of NLS. They provide additional reference services to residents of the system's service area in return for additional Central Book Aid and Central Library Development Aid from New York State.
- **MLD:** Member Library Directors.
- **Commissioner of Education's Regulation §90.3** requires that libraries allow cardholders of other member libraries direct access, and any member of the public in-library/on-site use.
- **Holds:** Holds, reserves and requests are interchangeable terms for requesting material that is not immediately available to a patron.
- **Direct Access:** Cardholders of one NLS member library borrowing material in person at another NLS member library that is not their home library.
- **Independent ILS Library:** Libraries that use their own ILS (i.e. not the NLS ILS). This currently includes Great Neck, Jericho, and Syosset.
- **Interlibrary Loan (aka "Interloan" or "ILL"):** Library materials, or copies of the materials, borrowed by or lent to other libraries within NLS or libraries outside NLS, including borrowing resulting from patron-placed holds. Out-of-system ILL is the borrowing of materials not owned by an NLS or Suffolk Cooperative Library System member library or available within the LILink catalog.
- **LILink:** The catalog that integrates the holdings of NLS and Suffolk Cooperative Library System member libraries, including the stand-alone libraries in each system.
- **Delinquency:** A patron is defined as delinquent if the online circulation system requires an override when checking out. Delinquency thresholds are set by a patron's home library and follow the patron to other libraries.
- **Claims Returned:** When a patron claims to have returned items that are shown as checked out to them.
- **On Site/In Library Use:** Anyone using materials, computers, online information or attending programs/events in a library facility.

B. LIBRARY CARDS

New Cards

Cards shall be issued to any individual who provides at least one form of identification proving identity and residence within a library's chartered area. Libraries may not require more than two forms of identification.

Recommended acceptable identification is defined as follows:

- A. A valid driver's license or other identification with a photo and a current residential address*; and
- B. A utility bill, credit card bill, current car registration, insurance card, property tax bill, mortgage statement, bank statement, typed lease, landlord's notarized letter, or school identification.

* A U.S. Government-issued military I.D. will be accepted as one form of identification. The individual's legal name and address should be entered into the patron record along with phone number and/or email address if these are provided. Age, sex, or other identifying characteristics shall not be entered in the patron record.

Cards shall be valid for at least three years unless they are courtesy cards, cards provided to individuals living within a contract for service area, digital cards, cards intended for staff/administrative use, or cards given to people with certain extenuating circumstances.

Extenuating Circumstances

Certain individuals have situations that cannot be safely or respectfully accommodated under normal card issuance policies. Directors, or their designees, are authorized to provide cards with different identification/residency requirements, different lengths of validity, or with different name/address/contact information, when doing so best allows these individuals to use library services more safely or equitably than other code provisions permit.

Some examples of extenuating circumstances may include:

- Patrons with orders of protections
- Individuals with unclear permanent habitation, or habitation within domestic violence shelters, half-way houses, or rehabilitation centers.

Digital Cards

In an effort to provide improved access to digital resources, NLS will host a digital card application which will direct card requests either to libraries that have opted to receive these requests, or to NLS staff for processing.

Digital cards can be used for digital services only and cannot be used to borrow physical materials from any member libraries, or to place requests for physical items from any library. Digital cards processed by NLS will only be available to individuals over 13 years of age. Digital cards processed by NLS will have their expiration date set four months from the

date the application is processed. When processed by NLS staff, reasonable efforts will be made to confirm a patron's appropriate address and home library, and NLS will not process applications from existing patrons when they are identified. Errors to this process will be reported to member libraries for correction.

Local Use Only Cards (aka Courtesy Cards)

Libraries may designate some library cards as "local use only" which should prevent such cardholders from borrowing materials from other NLS member libraries via direct access. In order to ensure that the local-use-only restriction is honored, it must be noted in a patron's record. Courtesy cards may be given expiration dates of less than 3 years.

For-Fee Borrower Cards

For-fee cards may be issued to those who reside outside of the Nassau Library System's service area (Nassau County less East Massapequa, which is within the Amityville School District and served by the Amityville Public Library). If for-fee cards are issued for local library use only, the amount charged is solely at the discretion of the issuing library. The charge for a for-fee card that allows system-wide borrowing must not be less than the system-wide fee, which is calculated by NLS and approved annually by the Member Library Directors.

Current Cardholders Who Have Relocated

When a patron moves within the area served by an NLS ILS library and applies for a library card but is delinquent at another NLS ILS member library, the patron's new home library is obligated to issue a card if the patron otherwise meets the eligibility criteria for a library card. Staff must use the existing patron record, which maintains the delinquency record. The library issuing the new card may not waive or adjust any existing delinquencies.

Independent ILS libraries are encouraged but not required to check delinquencies when issuing a card for a patron who may have moved from an area served by an NLS ILS library, or another independent ILS library.

Expired Cards

If a patron's library card issued by another NLS member library is expired, the lending library should override the block if:

- the expiration date is within **three months**; and
- the patron is not delinquent; and
- the patron presents a valid photo ID with an address that matches the one in the patron's record.

Linked Cards

Patron records can be "linked". This functionality should be used to signify that a cardholder has the right to pick up materials on behalf of another individual/patron record. Examples of this include:

- Staff members who also have a resident library card elsewhere in the system
- Courtesy card holders who also have a resident library card elsewhere in the system

- Individuals who have been granted the right to pick up materials on behalf of another individual/patron record
- Individuals who are the legal guardian(s) of an individual with a juvenile card

State Mandated Access Cards

State Mandated Access Cards allow individuals who live within NLS' service area in communities that are untaxed for local public library service to borrow materials from the member libraries of the Nassau Library System.

Because the State does not allow a fee to be charged for these cards and because the individuals issued these cards are not currently taxed for local library service, the State has approved some limitations on their use. These limitations are outlined in Section F (90.3 Compliance).

State Mandated Access Cards shall be issued by the Co-Central Libraries as well as any library whose board has passed resolutions authorizing the distribution of SMAC cards. An updated list of all libraries who offer SMAC cards shall be maintained as an Appendix to the Resource Sharing Code Procedures.

Patron Records

Patron records expired greater than five years shall be deleted regardless of any delinquencies. Member libraries may delete / request deletion of expired patrons earlier than this at their discretion.

C. BORROWING AND SHARING MATERIALS

Member libraries of the Nassau Library System are required to lend materials to all individuals who have been issued a valid borrower's card with direct access privileges by any NLS member library. The only restrictions that may be applied are those outlined in Section F (§90.3 Compliance).

Unless 90.3 compliant restrictions have been applied, libraries shall fulfill all holds and otherwise share all circulatable materials with any patron of the Nassau Library System. The free and complete sharing of materials guarantees the most rapid and efficient fulfillment of patron requests. The holds paging system automatically prioritizes local materials for locally-generated holds.

Identification

The member libraries of NLS agree to lend material to all individuals who present:

- a valid borrower's card as defined by the issuing NLS member library; or
- a state mandated access card; or
- a current valid photo ID with an address, provided that the patron has a valid NLS member library card or state mandated access card, is not delinquent, and the address on the ID matches the one in the patron's record.

Loan Periods

Libraries are recommended to adopt uniform loan periods in order to provide patrons with a more consistent experience between facilities. The following loan periods are the most common for the noted material types.

Circulating Print Materials Over 1 Year Old	28 Days
Circulating New Print Non-Fiction	14 Days
Circulating New Print Fiction	14 Days
Circulating Audiovisual Materials Over 1 Year Old	7 Days
Circulating New Audiovisual Materials	3 Days

Express collections may contain any new print item newer than 1 year old as long as the library owns at least one copy available for system-wide hold fulfillment.

Loans shall otherwise be determined by the checkout facility.

Delinquency

Libraries must refuse to honor the direct access borrowing privileges of any delinquent patron when such delinquencies can be reasonably determined.

Patrons will be encouraged to resolve their delinquencies either via the e-commerce system of the respective ILS where they occur, or in-person at the library where the delinquency was levied.

Independent ILS Libraries

Libraries must allow the borrowing privileges of all patrons residing in the Nassau Library System service area, or who hold for-fee borrower cards, regardless of what ILS system covers their home library. Libraries must enter a new patron record for those patrons residing outside of their ILS, when those patrons seek to borrow. Reasonable efforts will be made to confirm the delinquency status of patrons residing outside of their ILS.

Renewal of Materials

Renewal of materials is determined by the borrowing rules of the library where the material was originally checked out and are applied automatically. Any renewal beyond these limits must be approved by the owning library.

Damaged Items and Multi-Part Sets

All libraries are encouraged to check the condition of material before checkout and upon return. Some damage to materials is to be expected and is part of the cost of doing business. Library staff should make note of any blatant physical damage.

Multi-part sets should be checked for completeness at check-out and check-in.

Returning Materials

All materials shall be returnable at any NLS member library except:

- material borrowed from outside the system via interlibrary loan, and
- special collections as designated by the owning library and identified on the material as such. Material borrowed through LILink is not considered an out-of-system interlibrary loan and may be returned to any library.

Claims Returned

All NLS member libraries shall use the Claims Returned feature.

When a patron of any library claims an item belonging to another library has been returned, the library receiving the claim shall mark the item Claims Returned. Such items that may be renewed should be renewed before using the Claims Returned feature to allow the patron and the libraries involved more time to look for the item.

Holds

Patrons and staff of NLS ILS libraries, as well as the independent ILS libraries, may place holds for items in their respective ILS catalog or system.

For items not owned by the patron's ILS catalog or system, holds may be placed using LILink. All libraries may place holds for items in the NLS ILS database on behalf of state mandated access cardholders.

Libraries shall place holds for patrons of other libraries, changing the pickup location to the patron's home library. A staff member may only designate the pick-up location as the patron's home library or the transacting library. A library choosing to allow a patron of another library to pick up materials at their library should be aware of the effect on their

own holds queue.

NLS shall pilot allowing patron-chosen pickup locations within 2027. At the conclusion of the pilot the MLD shall vote whether to implement this feature permanently.

After searching LILINK, all libraries may request an out-of-system interlibrary loan through NLS.

Floating Materials

In order to facilitate the efficient sharing of materials, certain materials may “float” between NLS ILS participating libraries. Floating materials are materials that get shelved where they are checked in, as opposed to transiting back to the owning library. NLS ILS Participating Libraries are encouraged to interfile these materials into their collections but may return them to the owning library. Floating materials shall be periodically recalled as necessary for the effective maintenance of the collection.

Consortially-Purchased Collections

The MLD and/or Central Libraries may approve certain consortially-purchased collections, which shall fill holds at all libraries within the NLS ILS. These items shall be periodically recalled as necessary for the effective maintenance of the collection.

Book Clubs

Libraries shall not request titles newer than one year for book clubs. If a library runs a book club on a title newer than one year, they shall purchase all copies necessary for their readers.

NLS ILS Catalog Maintenance

Libraries are encouraged to have their technical services staff report errors spotted in bibliographic records to the NLS Cataloging Services team.

Counterfeit, bootleg, or otherwise illegal/unlicensed items will be removed from online catalogs when identified and should not be knowingly purchased by any member library.

NLS may pause, modify, or remove the cataloging of any items that do not appear to meet reasonable professional standards of content quality, including AI generated materials, until the purchasing library confirms their intent to add the item to their catalog.

D. FINANCIAL OBLIGATIONS

Fines

Fines for overdue items paid in person are retained by the library where the payment is made.

Fines for lost or unreturned items may be paid in-person or through the e-commerce system. When paid in-person, all fines and fees are retained by the library where payment is made.

Billed But Unpaid Items

A good faith effort to recover the material should be made.

Reimbursement between libraries should only be sought from the patron's home library when the cost of an individual billed item exceeds \$50.00.

Libraries seeking reimbursement for billed items owned by other libraries, must be requested no earlier than 6 months after the bill date but no later than one year from the bill date. Reimbursement must be made within 3 months of receiving the bill from the owning library.

Member libraries, when billing another library for a lost item, will not charge each other processing fees, collection agency fees or other penalties.

Payment for Lost or Damaged Items

Libraries should consider that some damage to materials is to be expected and is part of the cost of doing business.

Patrons may pay using e-commerce or in-person at any library with access to the ILS where the charge was originally levied. Payments made via e-commerce are automatically remitted to the library that levied the charge. Payments made in-person at the library will be retained by the library where payment is made.

If material is found at a later date, the patron may be entitled to a refund depending on the refund policy of the library where payment was made.

Requesting reimbursement from NLS

Libraries shall not invoice the Nassau Library System for damaged or lost materials. (Example: SMAC cards who have NLS as their "home" library).

Replacement Copy in Lieu of Payment for Lost Material

Acceptance of a replacement copy in lieu of payment for lost material must be approved in advance by the owning library.

Communications with non-resident patrons

Libraries shall only communicate with non-resident patrons who have checked out materials in-person from their library and only about those materials and related delinquencies.

E. ON SITE / IN LIBRARY USE

Commissioner's Regulation §90.3 requires that all individuals residing within the boundaries of a library system not be excluded from the on-site use of the library resources of any of its member libraries. In addition, the State Division of Library Development has stated that no resident of New York State may be excluded from the on-site use of these library resources.

On-site access to library resources may not be denied because of lack of a library card, expired registration or delinquent status.

This does not preclude a library from enforcing its policies and procedures for proper conduct including the suspension of on-site access privileges of individuals pursuant to its enforcement of its statutory and regulatory rights. However, such individuals maintain their rights to on-site use of NLS member libraries other than the library that has suspended their on-site use privileges.

Computers and Online Information

Libraries may not restrict the use of computers (including laptops, tablets, iPads, etc.) designated for public use in the library since these computers are needed to access online information whether available on the Internet or in databases to which a library subscribes.

Online information is a reference resource.

Although on-site use of public access computers may not be limited to local residents, local residents may be given preference in their use.

Local procedures regulating the use of computers must be consistently applied to both residents and non-residents.

Registration for computer use may be required, but should not be onerous or be used as a barrier to access. Library cards may not be required as the only acceptable form of identification.

PC time management and print control systems must allow for non-resident use.

Other Equipment

Libraries may not restrict use of any equipment used to access information. Local procedures regulating the use of such equipment must be consistently applied to both residents and non-residents, including any fees charged.

Programs/Events

Library programs must be open to both residents and non-residents, although local residents may be given preference. Non-residents must be accommodated on a space-available basis.

The fact that certain program costs may be covered in whole or in part by local public funds or by private funds (e.g. Friends) does not exempt libraries from the requirement that non-residents must be accommodated on a space available basis.

426 State and federally funded programs must be available to all on an equal basis.

428
429 If registration software does not allow non-residents and individuals without library cards to
430 register for programs, an alternative method must be provided. (For example, in person or
431 phone registrations.)

DRAFT

F. 90.3 Compliance

1. How individuals residing within the boundaries of the Nassau Library System but outside the chartered-to-serve areas of NLS Member Libraries receive library services.

NLS, its Central Libraries, as well as any library whose board has passed resolutions authorizing the distribution of SMAC cards, will issue State Mandated Access Cards without charge to individuals living in areas untaxed for library services within NLS' service area provided that these individuals present proof of identity and residence. These cards are valid for one year and must be renewed annually.

"For-fee" cards may not be issued to individuals residing within NLS' service area. This applies to local use only cards as well as system-wide access cards. Libraries may continue to offer "for-fee" cards to persons who reside outside of NLS' service area.

Limitations on Materials Borrowed

Member libraries may restrict the loan of materials purchased with private donations (including Friends of the Library) to local cardholders.

Member libraries may not automatically limit the loan of new books and audiovisual materials to their local cardholders. In order to restrict the loan of these materials to those residing outside their chartered-to-serve areas, the excessive-borrowing triggers listed in #4 must be met.

Member libraries may restrict the loan of special, pilot or experimental collections (such as e-readers, equipment, and museum passes), to the local cardholders.

Borrowing privileges and access to library services are subject to suspension if an individual fails to observe the rules and regulations or follow the policies of NLS member libraries.

Interlibrary Loans

NLS' Central Libraries will make interlibrary loans available to State Mandated Access Cardholders.

2. How persons living within NLS' boundaries in an area where a member library chooses to withdraw from the system will be served.

Persons living within the service area of an NLS member library that chooses to withdraw from NLS will continue to be entitled to on-site use of NLS member libraries as defined in Commissioner's Regulation §90.3(a)(8) and required by §90.3(d)(i) with the limitations on computer and Internet use and program attendance specified in F(1) above. However, they will no longer be able to borrow materials of NLS member libraries via direct access borrowing.

Libraries should not be encouraged to withdraw from NLS in order to avoid compliance with §90.3. Allowing a library that withdraws from the system to restrict the loan of their materials and the on-site use of computers to their local cardholders, while at the same time mandating that the libraries remaining in the System extend borrowing is

unfair and is a disincentive to §90.3 compliance.

3. Serious inequities and hardship and the criteria used to make the determination.

NLS considers “serious inequities and hardships” to be those conditions that adversely and unfairly affect the residents of the areas chartered to serve by NLS member libraries. In addition to excessive borrowing by individuals who reside outside of a member library’s chartered-to-serve area or contract for service areas, other factors that can result in inequitable overuse of a library by the cardholders of other member libraries include:

- Excessive use of a library’s collection by individuals residing outside the area that a library is chartered to serve
- Excessive use of a library’s collection by residents of a geographic and/or administrative area that is not within the service area of another NLS member library or does not have a contract for service with another NLS member library
- Excessive use of a library’s facilities and services

Many libraries can’t accommodate a significant increase in use without the degradation of services. Substantial increases in in-library users can be a hardship for a library with space and facilities constraints as well as a political liability if local taxpayers are “crowded” by out-of-district users. This can be caused by:

- A library not open Sundays or as many hours as nearby libraries
- A serious inadequacy of parking
- The failure of a library to adequately serve its local residents because of chronic underfunding.

4. Excessive borrowing by patrons outside of an NLS member library’s chartered service area.

In order to restrict the loan of materials to cardholders of other member libraries and the untaxed, the following excessive-borrowing triggers must be met:

- Libraries that can document that at least **5%** of their total circulation is from the out-of-district borrowers of a single geographic area may restrict the residents of that district from borrowing books purchased less than a year ago. **A waiver from the Commissioner is not required for the imposition of this limitation, nor is the approval of other member libraries.**
- Libraries that can document that at least **10%** of their total circulation is from the out-of-district borrowers of a single geographic area may restrict the residents of that district from borrowing non-print materials purchased less than a year ago. **A waiver from the Commissioner is not required for the imposition of this limitation nor is the approval of other member libraries.**
- Libraries that can document that at least **25%** of their total circulation is from the out-of-district borrowers of a single geographic area may restrict the residents of that district from borrowing all non-print. **A waiver from the Commissioner is required for the imposition of this limitation.** A request for a

waiver, made in consultation with the NLS Director, does not require the approval of other member libraries.

- Libraries that can document that at least **25%** of their total circulation is from the out-of-district borrowers of a single geographic area may restrict the residents of that district from borrowing all materials (print and non-print) other than those purchased with state or federal funds. **A waiver from the Commissioner is required for the imposition of this limitation.** A request for a waiver, made in consultation with the NLS Director, does not require the approval of other member libraries.

5. Unserved and Underserved Populations within NLS' Service Area

At the time of this document's approval the following areas are untaxed and considered unserved even though the residents of these areas may obtain State Mandated Access Cards:

- Bellerose Village (Population = 1,173): Village Board voted against a contract for service.
- Bellerose Terrace (Estimated population = 2,157)
- Floral Park Centre (Estimated population = 810)
- Cathedral Gardens (Estimated population = 100): Located in the Hempstead School District but not in the Village of Hempstead. Hempstead is served by a village library.
- Old Westbury (Estimated population = 2,200): The part of the Village of Old Westbury located in the East Williston School District.
- Brookville School District (Estimated population = 2,150): This former elementary school district became a part of Locust Valley School District and is comprised of parts of 5 Villages (Matinecock, Muttontown, Upper Brookville, Old Brookville and Brookville). The public vote to create a library funding district and contract for service with one of three possible libraries was defeated by the voters in 2013.

Other unserved areas throughout the county have been resolved through the use of contracts for service which offer their residents full library benefits. The ten library funding districts in effect at the time of this document's approval are:

- Bay Park is served by the East Rockaway Public Library (village library)
- Carle Place is served by the Westbury Memorial Public Library (school district public library)
- East Franklin Square is served by the Elmont Public Library (school district public library)
- Fernwood Terrace is served by the Garden City Public Library (village library)
- Hewlett Harbor is served by the Lynbrook Public Library (village library)
- Mill Brook is served by the Valley Stream Public Library (village library)
- North Malverne is served by the Malverne Public Library (village library)
- North Lynbrook is served by the Malverne Public Library (village library)
- North Valley Stream is served by the Elmont Public Library (school district public library)
- South Lynbrook is served by the Lynbrook Library (village library)

Residents living within chartered or contracted service areas are served by member

libraries that routinely meet or exceed the minimum standards for service as defined in Commissioner’s Regulation §90.2 and therefore are not underserved.

Contracts may be accepted, revised, or discontinued without the adoption of a revised direct access plan.

DRAFT

G. Member Library Cooperation and Input

Cooperation

The system plan of service, of which the Resource Sharing Code is a part, is a contract between the State Education Department and NLS that allows the system to obtain state aid. As a condition of system membership, the member libraries agree to comply with Commissioner's Regulations. It is the system's responsibility to assure member libraries are abiding by the terms of membership.

Violations of this Code

The Directors of the libraries involved in a dispute about a violation of this code should first attempt to resolve it on a library-to-library basis. If this is not possible, the matter should be referred to the NLS Director.

If the NLS Director and the Directors of the libraries involved are unable to resolve the issue within 30 days, the matter should be submitted by the complainant to the MLD Executive Board, in writing, with a copy to the Director of the library against which the complaint is lodged.

The Directors of the libraries involved will be invited to appear before the MLD Executive Board to discuss the complaint. The MLD Executive Board will present its recommendations, in writing, to the libraries involved within 30 days.

In the event that the matter is still unresolved within 45 days following the transmittal of the recommendations of the MLD Executive Board, the matter shall be referred by the MLD Executive Board to the NLS Board of Trustees for resolution.

Member Library Input

From 2022-2025, NLS collected comments from member libraries on the areas or topics they were interested in re-envisioning. In the spring of 2026, a Resource Sharing Code Committee composed of seven directors and the NLS Assistant Director, Technology Operations developed a draft of the 2027-2031 Resource Sharing Code with proposed language addressing these comments. The committee voted to bring this draft to the Member Library Directors for approval. The MLD reviewed this draft at their April 22, 2026 and May 20, 2026 meetings and voted on it June 17, 2026. It was reviewed by the NLS board on June 22.

Resource Sharing Code - 2027-2031

Change Log & Notes

There have been minor typographic updates through the document. The substantive changes are listed below.

The most significant changes:

- Patrons who have been expired greater than 5 years may be removed even if they have delinquencies
- Addition of a 2027 patron-selected hold pickup pilot
- Discontinuation of invoicing between libraries unless the cost of an individual item exceeds \$50.00
- Discontinuation of invoicing NLS for damaged/lost materials
- Changes to percentages determining excessive borrowing under 90.3 compliance

Other noted changes:

- Addition of privacy responsibility to introduction
- Stylistic change of Standalone Library to Independent ILS Library
- Libraries may override the lending block on cards expired up to three months instead of just one
- SMAC cards are now offered by NLS, the central libraries, and any library that passes a resolution authorizing SMAC cards to be distributed
- Procedural simplifications around Independent ILS Libraries
- Addition of language regarding bootleg and AI generated items
- Libraries must have a mechanism for non-resident patrons to register for programs (such as in person or phone registration.)

Specific Line Changes – line numbers are taken from the proposed draft document.

- **Lines 45-47:** Addition of *“Protect patron privacy by safeguarding user records and ensuring that personal information is handled confidentially and in accordance with all applicable laws and professional standards.”*
- **Lines 79-80:** Addition of ***“Independent ILS Library:*** Libraries that use their own ILS (i.e. not the NLS ILS). This currently includes Great Neck, Jericho, and Syosset.”
- **Line 177:** Changed one month to **three** months.
- **Lines 203-206:** Changed to say: *“State Mandated Access Cards shall be issued by the Co-Central Libraries as well as any library whose board has passed resolutions*

authorizing the distribution of SMAC cards. An updated list of all libraries who offer SMAC cards shall be maintained as an Appendix to the Resource Sharing Code Procedures.”

- **Lines 208-211:** Added *“Patron records expired greater than five years shall be deleted regardless of any delinquencies. Member libraries may delete / request deletion of expired patrons earlier than this at their discretion.”*
- **Lines 234-236:** Changed

“In order to provide Nassau County residents equitable access to shared materials, libraries are encouraged to adopt the following preferred loan periods.”

TO

“Libraries are recommended to adopt uniform loan periods in order to provide patrons with a more consistent experience between facilities. The following loan periods are the most common for the noted material types.”

- **Lines 244-249:** Changed:

Delinquency

Libraries must refuse to honor the direct access borrowing privileges of any delinquent patron.

Cardholders of NLS ILS libraries may resolve their NLS ILS delinquencies at any NLS ILS library. Certain delinquencies may be resolved via the e-commerce function in the NLS ILS online catalog.

Cardholders of libraries not participating in the NLS ILS who are delinquent in the NLS ILS may resolve their delinquencies at any NLS ILS library. These delinquencies cannot be resolved via the e-commerce function in the NLS ILS online catalog.

Cardholders of NLS ILS libraries must resolve delinquencies at libraries not participating in the NLS ILS with the specific library not participating in the NLS ILS where the delinquency originated.

TO:

Delinquency

Libraries must refuse to honor the direct access borrowing privileges of any delinquent patron when such delinquencies can be reasonably determined.

Patrons will be encouraged to resolve their delinquencies either via the e-

commerce system of the respective ILS where they occur, or in-person at the library where the delinquency was levied.

- **Lines 251 – 256:** Changed

Libraries Not Participating in the NLS ILS

Libraries not participating in the NLS ILS must allow borrowing privileges to patrons of NLS ILS libraries. Conversely, NLS ILS libraries must allow borrowing privileges to patrons of libraries not participating in the NLS ILS.

The absence of a patron record in the NLS ILS database must not be an obstacle to borrowing. Libraries participating in NLS ILS are required to enter patrons of the libraries not participating in the NLS ILS into the NLS ILS database if such patron records do not exist.

Libraries not participating in the NLS ILS are responsible for entering, maintaining and appropriately deleting online delinquency records for fines, overdue materials and lost cards in the NLS ILS.

Libraries not participating in the NLS ILS are also responsible for checking the delinquency status of NLS ILS patrons in the NLS ILS database before loaning materials to them.

TO:

Independent ILS Libraries

Libraries must allow the borrowing privileges of all patrons residing in the Nassau Library System service area, or who hold for-fee borrower cards, regardless of what ILS system covers their home library. Libraries must enter a new patron record for those patrons residing outside of their ILS, when those patrons seek to borrow. Reasonable efforts will be made to confirm the delinquency status of patrons residing outside of their ILS.

- **Lines 258 – 261:** Changed

Renewal of Materials

Renewal of materials is determined by the borrowing rules of the library where the material was originally checked out. These rules are applied automatically in the NLS ILS database.

Libraries not participating in the NLS ILS must call NLS ILS libraries for permission to renew their materials.

NLS ILS libraries must call libraries not participating in the NLS ILS for permission to renew their materials.

TO:

Renewal of Materials

Renewal of materials is determined by the borrowing rules of the library where the material was originally checked out and are applied automatically. Any renewal beyond these limits must be approved by the owning library.

- **Lines 278 – 284:** Changed

Claims Returned

All NLS member libraries shall use the Claims Returned feature.

When a patron of any library claims an item belonging to another library has been returned, the library receiving the claim shall mark the item Claims Returned. Such items that may be renewed should be renewed before using the Claims Returned feature to allow the patron and the libraries involved more time to look for the item.

If the report is for an item belonging to a library not participating in the NLS ILS, the library receiving the report must contact the owning library so that they may mark the item Claims Returned.

Reports of such Claims Returned items shall be periodically produced by NLS for the purpose of searching for such items.

If the Claims Returned items have not been found within 6 months of the Claims Returned date, the owning library may request payment from the patron's home library. Libraries which fail to request such payment within one year of the Claims Returned date shall forfeit their right to reimbursement from the patron's home library.

TO:

Claims Returned

All NLS member libraries shall use the Claims Returned feature.

When a patron of any library claims an item belonging to another library has been returned, the library receiving the claim shall mark the item Claims Returned. Such items that may be renewed should be renewed before using the Claims Returned feature to allow the patron and the libraries involved more time to look for the item.

- **Lines 286 – 304:** Changed

Holds

Holds for items in the NLS ILS database may be placed by cardholders of NLS ILS libraries themselves or by the staff of NLS ILS libraries on their behalf.

Holds for items in the NLS ILS database may be placed in the NLS ILS database by the staff of libraries not participating in the NLS ILS on behalf of their patrons.

Holds for items owned by libraries not participating in the NLS ILS may be placed by patrons using LILink or by staff on their behalf.

All libraries may place holds for items in the NLS ILS database on behalf of state mandated access cardholders.

Currently patrons are not able to choose their preferred pickup location when placing holds through the online catalog. This feature may be enabled in the future following a vote by a majority of the MLD.

Libraries shall place holds for patrons of other libraries, changing the pickup location to the patron's home library. A staff member may only designate the pick-up location as the patron's home library or the transacting library. A library choosing to allow a patron of another library to pick up materials at their library should be aware of the effect on their own holds queue.

Libraries may request through NLS an out-of-system interlibrary loan for materials not available within the NLS service area or the LILink catalog. All NLS libraries, including libraries not participating in the NLS ILS, should be canvassed for materials to fill holds prior to submission of an out-of-system interlibrary loan request to NLS.

TO:

Holds

Patrons and staff of NLS ILS libraries, as well as the independent ILS libraries, may place holds for items in their respective ILS catalog or system.

For items not owned by the patron's ILS catalog or system, holds may be placed using LILink.

All libraries may place holds for items in the NLS ILS database on behalf of state mandated access cardholders.

Libraries shall place holds for patrons of other libraries, changing the pickup location to the patron's home library. A staff member may only designate the pick-up location as the patron's home library or the transacting library. A library choosing to allow a patron of another library to pick up materials at their library should be aware of the effect on their own holds queue.

NLS shall pilot allowing patron-chosen pickup locations within 2027. At the conclusion of the pilot the MLD shall vote whether to implement this feature permanently.

After searching LILINK, all libraries may request an out-of-system interlibrary loan through NLS.

- **Line 316:** Changed “shall float to all libraries” to “shall fill holds at all libraries”
- **Lines 328-333:** Added:

Counterfeit, bootleg, or otherwise illegal/unlicensed items will be removed from online catalogs when identified and should not be knowingly purchased by any member library.

NLS may pause, modify, or remove the cataloging of any items that do not appear to meet reasonable professional standards of content quality, including AI generated materials, until the purchasing library confirms their intent to add the item to their catalog.

- **Lines 334 – 378:** Changed

Fines

Fines collected through in-person transactions are retained by the library where the payment is made. Fines may also be paid through e-commerce from home or at a library. Fines paid through e-commerce are automatically remitted to the owning library.

If a patron pays fines not at his/her home library and the fines include a collection agency fee, such fee should be remitted to the patron’s home library.

Billed But Unpaid Items

In situations where a patron has lost but not paid for an item owned by a member library that is not their home library, reimbursement, if sought, must be requested no earlier than 6 months after the bill date but no later than one year from the bill date. Reimbursement must be made within 3 months of receiving the bill from the owning library.

A good faith effort to recover the material should be made.

Member libraries, when billing another library for a lost item, will not charge each other processing fees, collection agency fees or other penalties.

Lost and Paid Items

If a patron loses an item belonging to another library and seeks to clear their

record at a non-owning library, there are four choices for payment:

- The patron should use the e-commerce feature, if possible, which will clear their record, and if they find the material at a later date, they may be entitled to a refund from the owning library, depending on its refund policy. All fees and fines including any collection agency fees are automatically remitted to the patron's home library.*
- The patron may pay with a check or cash at the owning library, which will clear their record, and, if the material is found at a later date, they may be entitled to a refund depending on the refund policy of the owning library.*
- The patron may pay with a check payable to the library accepting the payment, or cash at the non-owning library, which will clear their record, and if the material is found at a later date, they may be entitled to a refund depending on the refund policy of the owning library. Funds collected for lost material, including collection agency fees collected, must be remitted by check from the library accepting payment to the owning library.*
- If a library offers point of sale credit card payment, it must remit the funds collected via check to the owning library. If the material is found at a later date, the patron may be entitled to a refund depending on the refund policy of the owning library.*

Damaged Items

Libraries should consider that some damage to materials is to be expected and is part of the cost of doing business when deciding if the damage is significant enough to request reimbursement from another library. Reimbursement, if sought, should be requested as soon as possible after receiving the damaged item. Reimbursement must be made within 3 months of receiving the bill from the owning library.

Replacement Copy in Lieu of Payment for Lost Material

Acceptance of a replacement copy in lieu of payment for lost material must be approved in advance by the owning library.

Direct Access Plus-Use Reimbursement

NLS annually compiles direct access borrowing statistics based on circulation statistics provided by NLS ILS and information provided by the libraries not participating in the NLS ILS.

NLS manages the reimbursement process. Payments from 'negative-use' libraries are made to NLS. NLS in turn disburses the reimbursements to the 'plus-use' libraries. This process may be modified or discontinued based on a majority vote of the MLD.

The difference between the number of items borrowed and loaned via direct access is used to determine if a library is a 'plus use' or a 'negative use' library. Libraries that experience 'plus use' direct access borrowing are reimbursed. Libraries that experience 'negative use' are billed for their share of the cost of the

reimbursements. The amounts due from 'negative-use libraries' and to 'plus-use' libraries are reduced by the overall percentage of direct access borrowing. Calculations are based on circulation statistics during a given year.

TO:

Fines

Fines for overdue items paid in person are retained by the library where the payment is made.

Fines for lost or unreturned items may be paid in-person or through the e-commerce system. When paid in-person, all fines and fees are retained by the library where payment is made.

Billed But Unpaid Items

A good faith effort to recover the material should be made.

Reimbursement between libraries should only be sought from the patron's home library when the cost of an individual billed item exceeds \$50.00.

Libraries seeking reimbursement for billed items owned by other libraries, must be requested no earlier than 6 months after the bill date but no later than one year from the bill date. Reimbursement must be made within 3 months of receiving the bill from the owning library.

Member libraries, when billing another library for a lost item, will not charge each other processing fees, collection agency fees or other penalties.

Payment for Lost or Damaged Items

Libraries should consider that some damage to materials is to be expected and is part of the cost of doing business.

Patrons may pay using e-commerce or in-person at any library with access to the ILS where the charge was originally levied. Payments made via e-commerce are automatically remitted to the library that levied the charge. Payments made in-person at the library will be retained by the library where payment is made.

If material is found at a later date, the patron may be entitled to a refund depending on the refund policy of the library where payment was made.

Requesting reimbursement from NLS

Libraries shall not invoice the Nassau Library System for damaged or lost materials. (Example: SMAC cards who have NLS as their "home" library).

Replacement Copy in Lieu of Payment for Lost Material

Acceptance of a replacement copy in lieu of payment for lost material must be approved in advance by the owning library.

Communications with non-resident patrons

Libraries shall only communicate with non-resident patrons who have checked out materials in-person from their library and only about those materials and related delinquencies.

- **Lines 429-431:** Added: If registration software does not allow non-residents and individuals without library cards to register for programs, an alternative method must be provided. (For example, in person or phone registrations.)
- **Lines 436-437:** Added: NLS, its Central Libraries, as well as any library whose board has passed resolutions authorizing the distribution of SMAC cards, will issue State Mandated Access Cards
- **Lines 507-533:** Changed:

In order to restrict the loan of materials to cardholders of other member libraries and the untaxed, the following excessive-borrowing triggers must be met:

- *Libraries that can document that at least 1% of their total circulation is to out-of- district borrowers may limit the loan of books purchased less than a year ago to local residents. A waiver from the Commissioner is not required for the imposition of this limitation, nor is the approval of other member libraries.*
- *Libraries that can document that at least 3% of their total circulation is to out-of- district borrowers may limit the loan of non-print materials purchased less than a year ago to local residents. A waiver from the Commissioner is not required for the imposition of this limitation nor is the approval of other member libraries.*
- *Libraries that can document that at least 5% of their total circulation is to out-of-district borrowers may limit the loan of all non-print materials to local residents. A waiver from the Commissioner is required for the imposition of this limitation. A request for a waiver, made in consultation with the NLS Director, does not require the approval of other member libraries.*
- *Libraries that can document that at least 5% of their total circulation is to out-of- district borrowers may restrict the loan to the untaxed of all materials (print and non-print) other than those purchased with state or federal funds. A waiver from the Commissioner is required for the imposition of this limitation. A request for a waiver, made in consultation with the NLS Director, does not require the approval of other member libraries.*

TO:

In order to restrict the loan of materials to cardholders of other member libraries and the untaxed, the following excessive-borrowing triggers must be met:

- Libraries that can document that at least 5% of their total circulation is from the out-of-district borrowers of a single geographic area may restrict the residents of that district from borrowing books purchased less than a year ago. A waiver from the Commissioner is not required for the imposition of this limitation, nor is the approval of other member libraries.*
 - Libraries that can document that at least 10% of their total circulation is from the out-of-district borrowers of a single geographic area may restrict the residents of that district from borrowing non-print materials purchased less than a year ago. A waiver from the Commissioner is not required for the imposition of this limitation nor is the approval of other member libraries.*
 - Libraries that can document that at least 25% of their total circulation is from the out-of-district borrowers of a single geographic area may restrict the residents of that district from borrowing all non-print materials. A waiver from the Commissioner is required for the imposition of this limitation. A request for a waiver, made in consultation with the NLS Director, does not require the approval of other member libraries.*
 - Libraries that can document that at least 25% of their total circulation is from the out-of-district borrowers of a single geographic area may restrict the residents of that district from borrowing all materials (print and non-print) other than those purchased with state or federal funds. A waiver from the Commissioner is required for the imposition of this limitation. A request for a waiver, made in consultation with the NLS Director, does not require the approval of other member libraries.*
- **Lines 611-612:** Language updated to reflect 2026 process.*

RESOLUTION FOR BOARDS OF TRUSTEES
Request for Approval of NLS' 2027-2031 Resource Sharing Code

Each public library system must maintain a Resource Sharing Code (sometimes called a Direct Access Plan) that is updated every 5 years in accordance with NYS Commissioner of Education regulation 90.3. CR 9. The purpose of this code, approved by member library boards, is to establish equitable access for all patrons by specifying the requirements for sharing resources among the member libraries and considering related policy issues.

The Resource Sharing Code was most recently revised for 2022-2026. In preparation for this year's revision, we collected comments from member libraries on areas of proposed change. These comments were discussed by a Resource Sharing Code Committee consisting of six directors and the NLS Assistant Director, Technology Operations. The Committee then prepared a draft code which was reviewed by the Member Library Directors (MLD) in April and May before they voted to approve it on June 17. It was then reviewed by the NLS board on June 22. **At this time, we ask member library boards to vote on the approval of the 2027-2031 Resource Sharing Code by September 21.**

Attached is the proposed 2027-2031 Resource Sharing Code and a change log of the proposed changes from the current version of the code. A virtual information session for trustees and directors will be held Weds., August 19 at 7:30 p.m. for anyone interested in learning more. The link to attend is <https://v.ringcentral.com/join/407948695?pw=25e18bfb52033a76ff995a64bc99f64a>. You may also contact NLS Assistant Director, Technology Operations Robert Drake with any questions at rdrake@nassaulibrary.org or by phone at 516-292-8920 x241.

Upon completion, please submit this resolution to Gina Staffa via NLS delivery, mail, or email at gstaffa@nassaulibrary.org by September 21, 2026. Approval by at least 28 member library boards is required for the vote to pass. If approved, it will be implemented starting January 1, 2027.

Motion for Member Libraries

The Board of Trustees of the _____ [*library name*], voted

_____ [*in favor of or against*] the 2027-2031 NLS Resource Sharing Code at
a meeting held on _____, 2026.

Board President's Signature (or Signature of Trustee Presiding)

Date

Print Board President's Name (or Name of Trustee Presiding)