

ROCKVILLE CENTRE PUBLIC LIBRARY

Board of Trustees Meeting
January 19, 2023
7:30 pm
Agenda

1. Call to Order
2. Approval of the Minutes of the December 14, 2022 Board Meeting
3. Financial Report
4. Announcements
5. Correspondence
6. Committee Reports
7. Director's Report
 - a) Unfinished Business
 1. Elevator Reconstruction
 2. RVCPL Trustee Education Policy
 - b) New Business
 1. Building Maintenance Projects
8. Assistant Director's Report
 - a) Year in Review
 - b) Technology Updates
 - c) Museum Pass Program
9. Opportunity for Board Members
10. Audience Items
11. Executive Session
12. Return to Open Session
13. Adjournment

ROCKVILLE CENTRE PUBLIC LIBRARY
Board of Trustees Meeting
December 14, 2022
Minutes

PRESENT

Present were Trustees Rebecca Nothel, Melissa Sorvillo, Nadine Kelly, Michael Lucchesi and Meryl Sussman. Also present were Catherine Overton, Library Director, Susan Finck, Assistant Director, Priscilla Tringali, Clerk of the Board and audience members.

CALL TO ORDER

The meeting was called to order at 7:31 pm by Board President Nothel.

APPROVAL OF MINUTES

On a motion made by Ms. Sussman, seconded by Ms. Kelly, the Board voted unanimously to approve the Minutes of the November 17, 2022 Board Meeting.

FINANCIAL REPORT

On a motion made by Ms. Sorvillo, seconded by Mr. Lucchesi, the Board voted unanimously to approve payroll checks, vouchers, NYS-DCP payments, FICA/MED and EFT payments, New York State tax payments, Accu Data Corp ACH Debit Payments, electronic federal tax payments, and checks in payment of bills as presented to the Board in the financial packet. All items on the warrants were reviewed by all Board Members, the Library Treasurer and the Library Director prior to the Board Meeting.

Payroll

11/23/22

Check #	\$0.00
Vouchers # 5049066- 5049115	\$49,637.59
NYS-DCP Payment	\$5,812.99
FICA/MED & EFT Payment	\$18,493.98
New York State Tax EFT	\$2,947.42
Accu Data Corp ACH Debit Payment	\$164.16

12/08/22

Check #	\$0.00
Vouchers # 5087898 - 5087948	\$50,120.99
NYS-DCP Payment	\$3,778.10
FICA/MED & EFT Payment	\$18,086.82
New York State Tax EFT	\$2,917.31
Accu Data Corp ACH Debit Payment	\$132.91

Voided Checks
Check # 22097

Approval of Checks in Payment of Bills

General Fund

11/23/22	Check # 22126 – 22160	\$275,094.21
11/30/22	RIR	\$2,094.99
12/08/22	Check # 22161 – 22199	\$23,649.07

ANNOUNCEMENTS

None

CORRESPONDENCE

- The suggestion box notes were reviewed by the Board. A suggestion to purchase a virtual headset was followed up by Ms. Finck. A couple of libraries have one; the equipment costs about \$350 but there may be accessories needed.
- *Bobbi & the Strays* thanked the Library, its staff and the community for the generous donations to their shelter during the Great Give-Back program.

COMMITTEE REPORTS

- Budget and Finance – None
- Personnel – Ms. Overton and Ms. Finck met with the Committee regarding part-time staff salary increases and part-time paid leave effective January 1, 2023. These items were tabled to be discussed in Executive Session.
- Facilities and Technology – A date for a tour of the building will be determined.
- Policy – Ms. Overton and Ms. Finck met with the Committee to review policies for computer and internet usage, part-time paid leave and Board member continuing education. Part-time paid leave was tabled to be discussed in Executive Session. Refer to New Business for the remaining policies.

DIRECTOR'S REPORT

Ms. Overton reviewed her written report with the Board.

UNFINISHED BUSINESS

Elevator Reconstruction

The kick-off meeting for the elevator project took place on December 8. Chris Hunt of John A. Grillo Architects (JAG) supervised the meeting with Salvatore Pepitone of ACL Construction Corp., Ms. Overton, Ms. Finck, Joseph Weis and Stephen Sedgwick in

attendance. The general rules and regulations for the job were reviewed. Ms. Overton stated that it is too early to project a reliable schedule as it takes 14-16 weeks to fabricate the equipment after the shop drawings are drafted and approved. Anticipated time period for work to begin is April/May. The Library should expect to be without elevator service for a month.

The Library is not legally obligated to notify the public that it will not have elevator service. However, for the patrons' comfort and convenience, notices indicating the dates of expected construction will be posted throughout the building, on social media and in the March/April newsletter.

Security Alarm System Upgrade

Protection People, the Library's alarm company, installed the new keypads and control box. The custodians, Ms. Overton and Ms. Finck have individual codes to access the system. Ms. Overton, Ms. Finck, Mr. Weis and Mr. Sedgwick have the ability to monitor the alarm system remotely from their phones and run reports indicating when the system is being armed and disarmed.

NEW BUSINESS

Board Trustee Education Policy

Beginning January 1, 2023, New York State Education Law requires members of library Boards to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education. The Board approved the wording of the drafted policy with the exception of the submission form. They prefer to submit their completion information electronically via a Google form created by Ms. Finck. Ms. Sorvillo will review the form and Ms. Overton will revise the policy wording for resubmission at the January meeting.

Computer and Internet Policy

Ms. Finck explained the reasoning for the proposed changes. After discussion, on a motion made by Ms. Sorvillo, seconded by Ms. Sussman, the Board voted unanimously to approve the revised Computer and Internet Policy as submitted.

Building Maintenance – Automated Rear Door

Door Automation was called to service the automated rear door on Saturday, December 3 as it was not closing. The company replaced the motor. The door was not consistently closing properly during the rest of the week. After several attempts to adjust settings, on December 8, Door Automation replaced the motor again, advising that the initial replacement unit may have been defective.

The company performed the repairs prior to submitting and receiving approval for the invoice in the amount of \$2,761. Ms. Overton contacted the company asking for an adjustment to the charge. The company offered to reduce the amount by 15%, resulting in a \$2,347 invoice. The Board approved payment.

Ms. Overton stated that Door Automation has had the maintenance agreement covering the three automatic doors at the front entrance since they were installed in 2014. The rear automated door was never included in a maintenance agreement. The Library's maintenance agreement with Door Automation expires in January. Ms. Overton requested an updated quote that includes the rear door.

Snow Services for 2022/2023 Winter Season

County Wide Landscape Maintenance submitted its fee schedule for the upcoming winter season. The snow plowing and shoveling fees were increased by 4% and the ice control by 6%. Ms. Overton stated the company has been very reliable over the years. The Board approved the proposal.

MISCELLANEOUS

Board Directory with Meeting and Closing Dates

The directory was updated to include Board meeting dates for the first half of 2023.

Personnel

Amanda DeLisi, a Librarian Trainee, will be starting December 15 in the Adult Reference Department.

Nassau Library System Annual Meeting

NLS held its annual meeting virtually on December 7. Ms. Overton, Ms. Finck, Ms. Kelly, Ms. Sussman and Mr. Lucchesi attended. The featured speaker was Chris Boivin, Assistant Director of Community Relations and Marketing at Jacksonville Public Library. Mr. Lucchesi found the use of Facebook to advertise a program interesting as an inexpensive way to promote an event.

Rockville Centre Library Friends

The Friends will be selecting the winners for their holiday raffle on December 19.

Thank you to the Friends for sponsoring the following museums for 2023:

- New York Hall of Science (\$600)
- Garvies Point Museum and Preserve (\$175)
- Guggenheim Museum (\$500) New!

ASSISTANT DIRECTOR/HEAD OF ADULT SERVICES REPORT

Ms. Finck reviewed her written report with the Board.

Community Outreach

Ms. Finck reported that we received 186 completed surveys – 128 were submitted digitally and 58 were completed on paper and entered manually into the Google survey form. A PowerPoint charting the results and all the comments have been shared with the Board. Ms. Finck is very pleased with the positive feedback from patrons about the Library's staff and services offered.

The Board members complimented Ms. Finck and the staff that worked on the survey. They were also pleased that the majority of the community comments were positive. There was a discussion of the survey results; these findings will be incorporated in the new strategic plan.

Ms. Sorvillo mentioned the Baldwin Library posted a building/services survey; she suggested we consider conducting a similar survey.

Chamber of Commerce

On November 9th Ms. Finck attended a Chamber of Commerce meeting at Polka Dot Poundcake. She enjoyed meeting with business leaders in the community and discussing possible ways the Library could support them.

Literacy Nassau

Beginning January 20th the Library will be partnering with Literacy Nassau by hosting a weekly three-hour ESL class on Friday afternoons from 1- 4. These classes will provide small group English tutoring by volunteer tutors for adult English language learners.

Rockville Centre Library Friends Holiday Raffle

Maureen W. was a great help to the Friends with the display and promotion of their annual Holiday Raffle.

Continuing Education

On December 6th Ms. Finck attended a workshop on *Assessing for Equity in Library Policy*. Dr. Kawanna Bright facilitated this training event which focused on reviewing library policy for equity and best practices for creating equitable policies.

Statistics

The Monthly Statistics Report, Program Attendance Reports for all departments, Continuing Education Report and Museum Pass activity report were given to the Board for their review.

Reports from the following departments were included in the Board packets:
Youth Services, Adult Reference, Circulation and Custodial

Ms. Finck selected highlights from the Department Head reports.

Youth Services Department – Jennifer Marino

- Library of Things Expansion
 - The Tonies kits were checked out almost as soon as displayed.
 - The Department will be adding:
 - A bird watching kit with binoculars, bird identification and activity books in a camouflage backpack
 - A microscope
 - Snow molds that can be used in the snow or on wet sand in the summer
- Programming
 - The Saturday Smash Tournament had a very successful return on November 19 with 32 teens competing.

Reference Department – Susan Finck

- Community Outreach
 - *Library to Your Door* remains a popular service.
 - A supply of the selected book title was delivered to the Maple Point Assisted Living Book Club.
 - The Commuter Collection was restocked.
- Programming
 - Eileen F. and Lisa have stepped right into their programming responsibilities. They said their new responsibilities have proven to be challenging, yet rewarding.
- Archives
 - Eileen F. was recently contacted by the archivist for the Phillips House. She was able to find the requested information and the patron was very happy.

Circulation Department – Jennifer Marino

- Re-labeling classic and graphic novels and updating their call numbers.
- Transitioning Playaways from behind the Circulation Desk to their cases on the shelves

Custodial Department – Joseph Weis

- Necessary repairs were completed and cleaning projects continued.

OPPORTUNITY FOR BOARD MEMBERS

Ms. Sussman received positive feedback from a Library patron who loves the Zoom author talks and the programs offered at the Library.

AUDIENCE ITEMS

Ellen Grossman stated she will be handling the Friends membership mailing in January. She will be sending renewal information for 2023 to current members and placing membership flyers in the Library.

Ms. Grossman asked Ms. Finck for a breakdown of the usage of the museum passes on a month-by-month basis for their January meeting.

On a motion made by Ms. Sorvillo, seconded by Ms. Kelly, the Board voted unanimously to go into Executive Session to discuss personnel matters.

EXECUTIVE SESSION

The Board retired into Executive Session at 8:32 p.m.

RETURN TO OPEN SESSION

On a motion made by Ms. Sorvillo, seconded by Mr. Lucchesi, the Board voted unanimously to return to Open Session at 8:48 p.m. with the following action taken.

Effective January 1, 2023, part-time employees will receive a 3% salary increase. The starting salary for part-time librarians will be increased to \$29 per hour. Part-time librarians currently earning \$27 will be adjusted to \$29 per hour. These employees will not receive an additional 3% increase.

On a motion made by Ms. Sussman, seconded by Ms. Kelly, the Board voted unanimously to adopt the revision of the part-time paid leave policy, effective January 1, 2023, resulting in doubling the earned paid leave amounts.

ADJOURNMENT

The meeting was adjourned at 8:50 p.m. on a motion made by Ms. Sorvillo, seconded by Mr. Lucchesi, and unanimously approved.

Respectfully submitted,

Priscilla Tringali
Clerk of the Board

DRAFT

Rockville Central Public Library
Profit & Loss Statement
July 2021 - December 2022

	Budget	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jul - Dec 22	TOTAL % of Budget
Income									
4010 - Tax Revenue	3,819,670.00	318,306.00	318,306.00	318,306.00	318,306.00	318,306.00	318,306.00	1,909,836.00	50.0%
4015 - Payment in Lieu of Taxes	14,912.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
4100 - Fines	7,000.00	774.04	651.78	791.70	722.76	370.88	397.34	3,708.50	52.98%
4105 - Lost & Paid	2,500.00	421.11	146.98	117.97	74.32	144.94	214.00	1,119.32	44.77%
4115 - Cash Discrepancies									
4116 - Overage		7.71	3.25	14.60	4.15	0.00	10.01	39.72	
4117 - Shortage		-10.30	0.00	-59.77	-13.15	0.00	0.00	-83.22	
4115 - Cash Discrepancies - Other		6.00	0.00	0.00	0.00	0.00	0.00	6.00	
Total 4115 - Cash Discrepancies		3.41	3.25	-45.17	-9.00	0.00	10.01	-37.50	
4118 - Credit Card Fees - Square		-19.96	-50.15	-12.61	-17.64	-14.94	-8.37	-123.67	
4200 - State Aid	6,150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
4300 - Interest Income	8,500.00	1,895.65	2,783.04	2,713.19	3,982.04	4,623.90	4,841.47	20,839.29	245.17%
4400 - Book Sales	2,560.00	232.85	182.00	403.50	328.80	286.69	248.90	1,682.74	65.73%
4405 - Xerox Photocopies	4,545.00	660.36	213.28	601.85	362.36	489.00	584.68	2,912.13	64.07%
4410 - Commissions		0.00	221.11	216.33	0.00	259.09	143.44	839.97	
4415 - Ear Buds-Flashdrives-Tote Bags		6.00	2.00	2.00	4.00	4.00	6.00	24.00	
4420 - Gifts									
4421 - RVC Library Friends Gifts	820.00	820.00	775.00	550.00	1,010.00	0.00	1,475.00	4,630.00	
4420 - Gifts - Other		0.00	2,248.06	0.00	0.00	1,314.08	245.17	3,807.31	
Total 4420 - Gifts		820.00	3,023.06	550.00	1,010.00	1,314.08	1,720.17	8,437.31	
4430 - Miscellaneous Revenues	14,279.00	25.00	0.00	314.00	25.00	0.00	110.00	474.00	3.32%
4440 - E-rate		0.00	3,517.08	0.00	0.00	0.00	0.00	3,517.08	
Total Income	3,880,116.00	323,125.06	328,999.43	323,958.76	324,788.64	325,783.64	326,573.64	1,953,229.17	50.34%
Gross Revenue	3,880,116.00	323,125.06	328,999.43	323,958.76	324,788.64	325,783.64	326,573.64	1,953,229.17	50.34%
Expense									
5000 - Library Materials and Programs									
5010 - Books									
5015 - E-books									
5020 - Books - Other									
Total 5010 - Books									
5020 - CDs									
5022 - CD - Children									
5020 - CDs - Other									
Total 5020 - CDs									
5025 - Video Games									
5027 - YA Video Games									
5025 - Video Games - Other									
Total 5025 - Video Games									
5030 - Audio Books									
5032 - Audio Books - Adult									
5030 - Audio Books - Other									
Total 5030 - Audio Books									
Total Expense	18,135.00	1,932.42	2,226.69	449.52	1,667.00	1,244.28	1,081.29	8,601.20	0.0%
Total	18,135.00	1,932.42	2,226.69	449.52	1,667.00	1,244.28	1,081.29	8,601.20	47.43%

Rockville Central Public Library
Profit & Loss Budget vs. Actual
July 2022 - December 2022

	Budget	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jul - Dec 22	TOTAL	% of Budget
5042 - Digital Video Discs										
5035 - Adult DVD	449.68	326.77	1,075.31	642.85	888.19	1,192.49	4,575.29			
5036 - Children's DVD	157.28	0.00	19.96	0.00	0.00	0.00	177.24			
5037 - YA DVD	0.00	0.00	68.92	24.96	0.00	58.22	152.10			
5042 - Digital Video Discs - Other	9,500.00	0.00	0.00	0.00	0.00	0.00	0.00			0.0%
Total 5042 - Digital Video Discs	9,500.00	606.96	326.77	1,164.19	667.81	888.19	4,904.63			51.63%
5050 - Periodicals/Newspapers										
5070 - Online Catalog	16,250.00	0.00	608.00	437.45	267.32	120.65	1,428.91	2,862.33		17.61%
5071 - ILS Circ Charges	11,936.10	0.00	0.00	0.00	11,936.10	0.00	0.00	23,872.20		200.00%
5073 - ILS Borrower Charge	508.81	508.81	0.00	0.00	508.81	0.00	0.00	1,017.62		200.00%
5070 - Online Catalog - Other	51,650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.0%
Total 5070 - Online Catalog	51,650.00	12,444.91	0.00	0.00	12,444.91	0.00	0.00	24,889.82		48.19%
5080 - Computer Reference Serv										
5280 - Pgm	25,600.00	0.00	5,579.46	0.00	0.00	0.00	1,004.00	6,583.46		25.72%
5281 - Adult Pgm	50,970.00	3,068.91	7,280.30	8,564.40	11,905.81	5,881.43	5,403.82	42,104.67		82.61%
5282 - YA Pgm	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.0%
5283 - Children Pgm	21,845.00	2,834.36	1,435.20	2,682.73	1,701.36	1,656.66	1,760.33	12,070.64		55.26%
5284 - Pgm Films & Music	0.00	0.00	0.00	0.00	0.00	0.00	662.00	662.00		0.0%
5299 - Patron Fees	-927.98	-927.98	-2,499.66	-812.92	-1,502.60	-1,340.12	-905.61	-7,988.89		-83.00%
5280 - Pgm - Other	0.00	0.00	0.00	0.00	0.00	1,302.70	0.00	1,302.70		0.0%
Total 5280 - Pgm	72,815.00	4,975.29	6,215.84	10,434.21	12,104.57	7,500.67	6,920.54	48,151.12		66.13%
5300 - Streaming Services										
5300 - Streaming Services	1,500.00	23.92	11.96	590.94	620.57	341.27	307.90	1,896.56		126.44%
Total 5300 - Library Materials and Programs	328,750.00	36,291.56	23,409.71	21,914.90	42,176.52	19,093.82	20,793.69	163,680.20		49.79%
5112 - Operations & Maintenance										
5110 - Equipment New	18,500.00	0.00	0.00	3,318.14	0.00	0.00	0.00	3,318.14		17.94%
5120 - Equipment Repairs & Maint	26,000.00	0.00	3,834.95	3,103.02	4,678.00	3,741.08	0.00	15,357.05		59.07%
5130 - Equipment Service Contracts	64,885.00	2,303.42	4,222.86	3,949.19	6,127.87	4,316.31	3,998.72	24,918.37		38.52%
5140 - Building Repairs & Maint	32,500.00	301.07	965.42	311.35	7,534.47	1,702.96	11,725.94	22,541.21		69.36%
5150 - Grounds	0.00	64.40	0.00	128.80	64.40	64.40	64.40	386.40		0.0%
5152 - Grounds Refuse	11,640.00	0.00	1,615.00	575.00	910.00	130.00	765.00	3,995.00		34.00%
5154 - Grounds Gardening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.0%
5150 - Grounds - Other	11,640.00	64.40	1,615.00	703.80	974.40	194.40	829.40	4,381.40		37.64%
Total 5150 - Grounds	11,640.00	64.40	1,615.00	703.80	974.40	194.40	829.40	4,381.40		37.64%
5160 - Custodial Supplies	10,500.00	1,356.90	106.04	555.82	0.00	1,610.49	34.61	3,663.86		34.89%
5165 - Gas	16,875.00	0.00	60.22	99.03	0.00	60.66	308.61	528.52		3.13%
5170 - Water	4,410.00	0.00	0.00	985.42	0.00	0.00	0.00	985.42		22.35%
5180 - Electricity	65,000.00	8,277.89	8,736.56	8,006.97	8,459.52	4,927.01	3,977.36	42,385.31		65.21%
5190 - Telephone	5,400.00	392.30	392.30	522.30	389.91	849.30	389.91	2,936.02		54.37%
5192 - Data Communications	13,260.00	921.89	921.89	921.89	921.89	921.89	921.89	5,531.34		41.71%
5195 - Insurance	37,790.00	0.00	0.00	37,882.73	0.00	0.00	0.00	37,882.73		100.25%
Total 5112 - Operations & Maintenance	306,560.00	13,617.87	20,855.24	60,359.66	29,086.06	18,324.10	22,186.44	164,429.37		53.64%
5115 - Furniture - New										
5119 - General Operations	0.00	0.00	2,500.00	0.00	1,712.90	0.00	0.00	4,212.90		100.0%
5210 - Book Processing	3,485.00	134.97	188.72	338.61	404.05	332.43	222.06	1,620.84		46.51%
5240 - Library & Office Supplies	29,700.00	2,830.36	1,577.87	8,232.70	1,013.08	2,776.31	1,117.52	17,547.84		59.08%
5250 - Printing & Publicity	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.0%
5260 - Postage	2,225.00	0.00	100.00	214.85	144.02	0.00	100.00	558.87		25.12%
5270 - Newsletter/Printing	950.00	0.00	1,336.00	830.00	0.00	0.00	755.00	2,921.00		307.47%
5275 - NLS Charges	23,500.00	20,536.00	0.00	0.00	0.00	0.00	0.00	20,536.00		87.39%
Total 5119 - General Operations	60,360.00	23,501.33	1,866.59	10,122.16	2,391.15	3,108.74	2,194.58	43,184.55		71.55%

Rockville Center Public Library
Profit & Loss Statement
July 1, 2022 - December 2022

	Budget	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jul - Dec 22	TOTAL	% of Budget
5309 - Administration										
5310 - Payroll Service	5,125.00	297.07	310.37	447.68	297.07	297.07	298.17	1,947.43	38.0%	
5311 - Outside Services-Security	37,080.00	1,237.50	3,162.38	4,508.00	3,479.00	3,528.00	3,319.75	19,234.63	51.87%	
5319 - Legal/Accounting										
5320 - Legal		500.00	0.00	1,412.50	0.00	1,275.00	500.00	3,687.50		
5321 - Accounting		0.00	0.00	0.00	0.00	10,350.00	0.00	10,350.00		
5319 - Legal/Accounting - Other	23,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
Total 5319 - Legal/Accounting	23,500.00	500.00	0.00	1,412.50	0.00	11,625.00	500.00	14,037.50	59.73%	
5329 - Conf/Mtg & Cont Ed										
5330 - Conferences & Meetings		0.00	99.00	0.00	0.00	0.00	0.00	99.00		
5331 - Continuing Education	1,400.00	0.00	0.00	188.10	40.68	0.00	1,013.25	1,242.03	10.71%	
5329 - Conf/Mtg & Cont Ed - Other	1,400.00	0.00	0.00	190.68	150.00	0.00	1,013.25	150.00	10.71%	
Total 5329 - Conf/Mtg & Cont Ed	1,400.00	0.00	99.00	188.10	190.68	0.00	1,013.25	1,491.03	106.5%	
5340 - Professional Dues	3,100.00	0.00	0.00	0.00	0.00	835.00	236.00	1,071.00	34.55%	
5345 - Secretary to Board	2,400.00	200.00	200.00	200.00	200.00	200.00	200.00	1,200.00	50.0%	
5350 - Messenger Service	200.00	12.00	15.00	18.00	18.00	9.00	12.00	78.00	39.0%	
5385 - Professional Fees	22,200.00	949.95	3,899.90	4,269.95	4,269.95	949.95	2,949.95	13,019.70	58.65%	
5390 - Collection Agency Fees	2,250.00	46.60	69.90	34.95	0.00	69.90	93.20	314.55	13.98%	
5409 - Salaries										
5410 - F/T Librarians	80,163.88	68,794.70	104,436.83	70,434.15	72,932.50	72,932.50	72,219.89	468,981.95		
5411 - P/T Librarians	13,094.60	15,912.41	18,395.97	13,168.22	13,457.10	13,457.10	12,776.64	86,804.94		
5412 - F/T Clerks	34,955.89	29,251.14	44,620.57	30,356.79	42,231.94	42,231.94	36,240.46	217,656.79		
5413 - P/T Clerks	3,676.73	3,934.33	6,014.27	5,404.03	5,050.66	5,050.66	5,266.12	29,346.14		
5414 - Senior Pages	3,447.63	4,281.34	5,455.07	3,287.33	3,212.53	3,212.53	3,113.40	23,341.06		
5416 - F/T Maintenance	18,854.71	5,544.16	9,316.24	5,544.16	12,467.24	12,467.24	11,313.40	63,039.91		
5419 - P/T Maintenance	5,277.55	7,879.67	10,833.50	7,936.42	7,982.37	7,982.37	8,108.32	48,017.83		
5409 - Salaries - Other	2,079,211.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
Total 5409 - Salaries	2,079,211.00	159,470.99	135,597.75	199,072.45	136,131.10	157,778.97	149,137.36	937,188.62	45.07%	
5415 - Sick/Leave Compensation	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
5420 - NYS Retirement	295,200.00	0.00	0.00	0.00	0.00	210,294.00	0.00	210,294.00	71.24%	
5429 - SS & MC										
5430 - Social Security	9,599.16	8,129.27	12,021.23	8,119.50	9,461.70	9,461.70	8,925.87	56,256.73		
5435 - Medicare Expense	2,244.99	1,901.20	2,811.44	1,898.92	2,212.82	2,212.82	2,087.46	13,156.83		
5429 - SS & MC - Other	159,060.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
Total 5429 - SS & MC	159,060.00	11,844.15	10,030.47	14,832.67	10,018.42	11,674.52	11,013.33	69,413.56	43.64%	
5440 - Health Insurance	522,950.00	49,643.44	40,343.38	36,000.77	54,737.01	36,263.91	42,807.43	259,795.94	49.68%	
5450 - Worker's Compensation	15,100.00	0.00	0.00	1,808.30	0.00	0.00	0.00	1,808.30	11.98%	
5460 - Disability Insurance	5,670.00	720.07	-110.48	-165.36	745.57	-113.09	-110.91	965.80	17.03%	
Total 5309 - Administration	3,179,446.00	224,921.77	189,717.77	262,251.96	210,086.80	433,412.23	211,469.53	1,531,860.06	48.18%	
6000 - Transfer to Capital Fund	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
Total Expense	3,880,116.00	288,332.53	238,349.31	354,648.68	285,453.43	473,938.89	256,644.24	1,907,367.08	49.16%	
		24,792.55	90,650.12	-30,689.92	39,335.21	-148,155.25	69,929.40	45,862.09		

13 of 26
Pay
Periods
50%

Rockville Centre Public Library
Balance Sheet
As of December 31, 2022

accrual Basis

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1033 · Signature Bank CD	99,000.00
1034 · Signature CD	100,000.00
1054 · Signature Bank C.D.	50,000.00
1060 · SIGNATURE CHECKING	79,426.48
1061 · Signature Money Market	2,239,696.05
1062 · Signature Admin Checking	500.00
1090 · Cash on Hand	
1091 · Petty Cash	400.00
1092 · Cash Register Boxes	216.30
Total 1090 · Cash on Hand	616.30
Total Checking/Savings	2,569,238.83
Other Current Assets	
1111 · Prepaid Insurance	12,774.00
1112 · Accrued Interest	230.43
1905 · Due To/From Capital Fund	-475.00
Total Other Current Assets	12,529.43
Total Current Assets	2,581,768.26
TOTAL ASSETS	2,581,768.26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2000 · Federal Tax	893.77
2002 · Accrued Payroll	60,379.90
2005 · Accounts Payable - Auditor	43,995.53
2016 · Accrued NYS Retirement	52,574.00
2100 · Union Dues	13.61
2116 · Afiac	1,224.73
2117 · Met Life Dental	0.22
2120 · Retirement	566.48
Total Other Current Liabilities	159,648.24
Total Current Liabilities	159,648.24
Total Liabilities	159,648.24
Equity	
3027 · Fund Balance Reserve Sick/Leave	81,186.23
3028 · Fund Balance Reserve Retirement	67,979.00
3030 · Fund Balance Committed/Computer	3,133.44
3900 · Fund Balance Unrestricted	2,223,959.26
Net Income	45,862.09
Total Equity	2,422,120.02
TOTAL LIABILITIES & EQUITY	2,581,768.26

Rockville Centre Public Library
Profit & Loss Budget vs. Actual

Accrual Basis

December 2022

	Dec 22	Budget	% of Budget
Income			
4010 · Tax Revenue	318,306.00	0.00	100.0%
4015 · Payment in Lieu of Taxes	0.00	0.00	0.0%
4100 · Fines	397.34	0.00	100.0%
4105 · Lost & Paid	214.00	0.00	100.0%
4115 · Cash Discrepancies			
4116 · Overage	10.01		
Total 4115 · Cash Discrepancies	10.01		
4118 · Credit Card Fees - Square	-8.37		
4200 · State Aid	0.00	0.00	0.0%
4300 · Interest Income	4,841.47	0.00	100.0%
4400 · Book Sales	248.90	0.00	100.0%
4405 · Xerox Photocopies	584.68	0.00	100.0%
4410 · Commissions	143.44		
4415 · Ear Buds-Flashdrives-Tote Bags	6.00		
4420 · Gifts			
4421 · RVC Library Friends Gifts	1,475.00		
4420 · Gifts - Other	245.17		
Total 4420 · Gifts	1,720.17		
4430 · Miscellaneous Revenues	110.00	0.00	100.0%
Total Income	326,573.64	0.00	100.0%
Gross Profit	326,573.64	0.00	100.0%
Expense			
5000 · Library Materials and Programs			
5010 · Books			
5015 · E-books	818.79	0.00	100.0%
5010 · Books - Other	7,613.19	0.00	100.0%
Total 5010 · Books	8,431.98	0.00	100.0%
5020 · CDs	0.00	0.00	0.0%
5025 · Video Games			
5027 · YA Video Games	368.36		
5025 · Video Games - Other	0.00	0.00	0.0%
Total 5025 · Video Games	368.36	0.00	100.0%
5030 · Audio Books			
5032 · Audio Books - Adult	1,081.29		
5030 · Audio Books - Other	0.00	0.00	0.0%
Total 5030 · Audio Books	1,081.29	0.00	100.0%
5042 · Digital Video Discs			
5035 · Adult DVD	1,192.49		
5037 · YA DVD	58.22		
5042 · Digital Video Discs - Other	0.00	0.00	0.0%
Total 5042 · Digital Video Discs	1,250.71	0.00	100.0%
5050 · Periodicals/Newspapers	1,428.91	0.00	100.0%
5070 · Online Catalog	0.00	0.00	0.0%
5080 · Computer Reference Serv	1,004.00	0.00	100.0%
5280 · Pgms			
5281 · Adult Pgms	5,403.82	0.00	100.0%
5282 · YA Pgms	0.00	0.00	0.0%
5283 · Children Pgms	1,760.33	0.00	100.0%
5284 · Pgms Films & Music	662.00		
5299 · Patron Fees	-905.61		
Total 5280 · Pgms	6,920.54	0.00	100.0%

**Rockville Centre Public Library
Profit & Loss Budget vs. Actual**

Accrual Basis

December 2022

	Dec 22	Budget	% of Budget
5300 · Streaming Services	307.90	0.00	100.0%
Total 5000 · Library Materials and Programs	20,793.69	0.00	100.0%
5112 · Operations & Maintenance			
5110 · Equipment New	0.00	0.00	0.0%
5120 · Equipment Repairs & Maint	0.00	0.00	0.0%
5130 · Equipment Service Contracts	3,998.72	0.00	100.0%
5140 · Building Repairs & Maint	11,725.94	0.00	100.0%
5150 · Grounds			
5152 · Grounds Refuse	64.40		
5154 · Grounds Gardening	765.00		
5150 · Grounds - Other	0.00	0.00	0.0%
Total 5150 · Grounds	829.40	0.00	100.0%
5160 · Custodial Supplies	34.61	0.00	100.0%
5165 · Gas	308.61	0.00	100.0%
5170 · Water	0.00	0.00	0.0%
5180 · Electricity	3,977.36	0.00	100.0%
5190 · Telephone	389.91	0.00	100.0%
5192 · Data Communications	921.89	0.00	100.0%
5195 · Insurance	0.00	0.00	0.0%
Total 5112 · Operations & Maintenance	22,186.44	0.00	100.0%
5115 · Furniture - New	0.00	0.00	0.0%
5119 · General Operations			
5210 · Book Processing	222.06	0.00	100.0%
5240 · Library & Office Supplies	1,117.52	0.00	100.0%
5250 · Printing & Publicity	0.00	0.00	0.0%
5260 · Postage	100.00	0.00	100.0%
5270 · Newsletter/Printing	755.00	0.00	100.0%
5275 · NLS Charges	0.00	0.00	0.0%
Total 5119 · General Operations	2,194.58	0.00	100.0%
5309 · Administration			
5310 · Payroll Service	298.17	0.00	100.0%
5311 · Outside Services-Security	3,319.75	0.00	100.0%
5319 · Legal/Accounting			
5320 · Legal	500.00		
5319 · Legal/Accounting - Other	0.00	0.00	0.0%
Total 5319 · Legal/Accounting	500.00	0.00	100.0%
5329 · Conf/Mtg & Cont Ed			
5331 · Continuing Education	1,013.25		
5329 · Conf/Mtg & Cont Ed - Other	0.00	0.00	0.0%
Total 5329 · Conf/Mtg & Cont Ed	1,013.25	0.00	100.0%
5340 · Professional Dues	236.00	0.00	100.0%
5345 · Secretary to Board	200.00	0.00	100.0%
5350 · Messenger Service	12.00	0.00	100.0%
5385 · Professional Fees	2,949.95	0.00	100.0%
5390 · Collection Agency Fees	93.20	0.00	100.0%
5409 · Salaries			
5410 · F/T Librarians	72,219.89		
5411 · P/T Librarians	12,776.64		
5412 · F/T Clerks	36,240.46		
5413 · P/T Clerks	5,266.12		
5414 · Senior Pages	3,212.53		
5416 · F/T Maintenance	11,313.40		
5419 · P/T Maintenance	8,108.32		
5409 · Salaries - Other	0.00	0.00	0.0%
Total 5409 · Salaries	149,137.36	0.00	100.0%

**Rockville Centre Public Library
Profit & Loss Budget vs. Actual**

Accrual Basis

December 2022

	Dec 22	Budget	% of Budget
5415 · Sick/Leave Compensation	0.00	0.00	0.0%
5420 · NYS Retirement	0.00	0.00	0.0%
5429 · SS & MC			
5430 · Social Security	8,925.87		
5435 · Medicare Expense	2,087.46		
5429 · SS & MC - Other	0.00	0.00	0.0%
Total 5429 · SS & MC	11,013.33	0.00	100.0%
5440 · Health Insurance	42,807.43	0.00	100.0%
5450 · Worker's Compensation	0.00	0.00	0.0%
5460 · Disability Insurance	-110.91	0.00	100.0%
Total 5309 · Administration	211,469.53	0.00	100.0%
6000 · Transfer to Capital Fund	0.00	0.00	0.0%
Total Expense	256,644.24	0.00	100.0%
Net Income	69,929.40	0.00	100.0%

Rockville Centre Public Library
Profit & Loss Budget vs. Actual

crual Basis

July through December 2022

	Jul - Dec 22	Budget	% of Budget
Income			
4010 · Tax Revenue	1,909,836.00	3,819,670.00	50.0%
4015 · Payment in Lieu of Taxes	0.00	14,912.00	0.0%
4100 · Fines	3,708.50	7,000.00	53.0%
4105 · Lost & Paid	1,119.32	2,500.00	44.8%
4115 · Cash Discrepancies			
4116 · Overage	39.72		
4117 · Shortage	-83.22		
4115 · Cash Discrepancies - Other	6.00		
Total 4115 · Cash Discrepancies	-37.50		
4118 · Credit Card Fees - Square	-123.67		
4200 · State Aid	0.00	6,150.00	0.0%
4300 · Interest Income	20,839.29	8,500.00	245.2%
4400 · Book Sales	1,682.74	2,560.00	65.7%
4405 · Xerox Photocopies	2,912.13	4,545.00	64.1%
4410 · Commissions	839.97		
4415 · Ear Buds-Flashdrives-Tote Bags	24.00		
4420 · Gifts			
4421 · RVC Library Friends Gifts	4,630.00		
4420 · Gifts - Other	3,807.31		
Total 4420 · Gifts	8,437.31		
4430 · Miscellaneous Revenues	474.00	14,279.00	3.3%
4440 · E-rate	3,517.08		
Total Income	1,953,229.17	3,880,116.00	50.3%
Gross Profit	1,953,229.17	3,880,116.00	50.3%
Expense			
5000 · Library Materials and Programs			
5010 · Books			
5015 · E-books	18,726.00	36,500.00	51.3%
5010 · Books - Other	46,234.50	93,000.00	49.7%
Total 5010 · Books	64,960.50	129,500.00	50.2%
5020 · CDs			
5022 · CD - Children	21.58		
5020 · CDs - Other	0.00	1,200.00	0.0%
Total 5020 · CDs	21.58	1,200.00	1.8%
5025 · Video Games			
5027 · YA Video Games	809.00		
5025 · Video Games - Other	0.00	2,600.00	0.0%
Total 5025 · Video Games	809.00	2,600.00	31.1%
5030 · Audio Books			
5032 · Audio Books - Adult	8,601.20		
5030 · Audio Books - Other	0.00	18,135.00	0.0%
Total 5030 · Audio Books	8,601.20	18,135.00	47.4%
5042 · Digital Video Discs			
5035 · Adult DVD	4,575.29		
5036 · Children's DVD	177.24		
5037 · YA DVD	152.10		
5042 · Digital Video Discs - Other	0.00	9,500.00	0.0%
Total 5042 · Digital Video Discs	4,904.63	9,500.00	51.6%
5050 · Periodicals/Newspapers	2,862.33	16,250.00	17.6%

**Rockville Centre Public Library
Profit & Loss Budget vs. Actual**

crual Basis

July through December 2022

	Jul - Dec 22	Budget	% of Budget
5070 · Online Catalog			
5071 · ILS Circ Charges	23,872.20		
5073 · ILS Borrower Charge	1,017.62		
5070 · Online Catalog - Other	0.00	51,650.00	0.0%
Total 5070 · Online Catalog	24,889.82	51,650.00	48.2%
5080 · Computer Reference Serv	6,583.46	25,600.00	25.7%
5280 · Pgms			
5281 · Adult Pgms	42,104.67	50,970.00	82.6%
5282 · YA Pgms	0.00	0.00	0.0%
5283 · Children Pgms	12,070.64	21,845.00	55.3%
5284 · Pgms Films & Music	662.00		
5299 · Patron Fees	-7,988.89		
5280 · Pgms - Other	1,302.70		
Total 5280 · Pgms	48,151.12	72,815.00	66.1%
5300 · Streaming Services	1,896.56	1,500.00	126.4%
Total 5000 · Library Materials and Programs	163,680.20	328,750.00	49.8%
5112 · Operations & Maintenance			
5110 · Equipment New	3,318.14	18,500.00	17.9%
5120 · Equipment Repairs & Maint	15,357.05	26,000.00	59.1%
5130 · Equipment Service Contracts	24,918.37	64,685.00	38.5%
5140 · Building Repairs & Maint	22,541.21	32,500.00	69.4%
5150 · Grounds			
5152 · Grounds Refuse	386.40		
5154 · Grounds Gardening	3,995.00		
5150 · Grounds - Other	0.00	11,640.00	0.0%
Total 5150 · Grounds	4,381.40	11,640.00	37.6%
5160 · Custodial Supplies	3,663.86	10,500.00	34.9%
5165 · Gas	528.52	16,875.00	3.1%
5170 · Water	985.42	4,410.00	22.3%
5180 · Electricity	42,385.31	65,000.00	65.2%
5190 · Telephone	2,936.02	5,400.00	54.4%
5192 · Data Communications	5,531.34	13,260.00	41.7%
5195 · Insurance	37,882.73	37,790.00	100.2%
Total 5112 · Operations & Maintenance	164,429.37	306,560.00	53.6%
5115 · Furniture - New	4,212.90	0.00	100.0%
5119 · General Operations			
5210 · Book Processing	1,620.84	3,485.00	46.5%
5240 · Library & Office Supplies	17,547.84	29,700.00	59.1%
5250 · Printing & Publicity	0.00	500.00	0.0%
5260 · Postage	558.87	2,225.00	25.1%
5270 · Newsletter/Printing	2,921.00	950.00	307.5%
5275 · NLS Charges	20,536.00	23,500.00	87.4%
Total 5119 · General Operations	43,184.55	60,360.00	71.5%
5309 · Administration			
5310 · Payroll Service	1,947.43	5,125.00	38.0%
5311 · Outside Services-Security	19,234.63	37,080.00	51.9%
5319 · Legal/Accounting			
5320 · Legal	3,687.50		
5321 · Accounting	10,350.00		
5319 · Legal/Accounting - Other	0.00	23,500.00	0.0%
Total 5319 · Legal/Accounting	14,037.50	23,500.00	59.7%

Rockville Centre Public Library
Profit & Loss Budget vs. Actual
 July through December 2022

Actual Basis

	<u>Jul - Dec 22</u>	<u>Budget</u>	<u>% of Budget</u>
5329 · Conf/Mtg & Cont Ed			
5330 · Conferences & Meetings	99.00		
5331 · Continuing Education	1,242.03		
5329 · Conf/Mtg & Cont Ed - Other	150.00	1,400.00	10.7%
Total 5329 · Conf/Mtg & Cont Ed	1,491.03	1,400.00	106.5%
5340 · Professional Dues	1,071.00	3,100.00	34.5%
5345 · Secretary to Board	1,200.00	2,400.00	50.0%
5350 · Messenger Service	78.00	200.00	39.0%
5385 · Professional Fees	13,019.70	22,200.00	58.6%
5390 · Collection Agency Fees	314.55	2,250.00	14.0%
5409 · Salaries			
5410 · F/T Librarians	468,981.95		
5411 · P/T Librarians	86,804.94		
5412 · F/T Clerks	217,656.79		
5413 · P/T Clerks	29,346.14		
5414 · Senior Pages	23,341.06		
5416 · F/T Maintenance	63,039.91		
5419 · P/T Maintenance	48,017.83		
5409 · Salaries - Other	0.00	2,079,211.00	0.0%
Total 5409 · Salaries	937,188.62	2,079,211.00	45.1%
5415 · Sick/Leave Compensation	0.00	5,000.00	0.0%
5420 · NYS Retirement	210,294.00	295,200.00	71.2%
5429 · SS & MC			
5430 · Social Security	56,256.73		
5435 · Medicare Expense	13,156.83		
5429 · SS & MC - Other	0.00	159,060.00	0.0%
Total 5429 · SS & MC	69,413.56	159,060.00	43.6%
5440 · Health Insurance	259,795.94	522,950.00	49.7%
5450 · Worker's Compensation	1,808.30	15,100.00	12.0%
5460 · Disability Insurance	965.80	5,670.00	17.0%
Total 5309 · Administration	1,531,860.06	3,179,446.00	48.2%
6000 · Transfer to Capital Fund	0.00	5,000.00	0.0%
Total Expense	1,907,367.08	3,880,116.00	49.2%
Net Income	45,862.09	0.00	100.0%

2:18 PM

10/23

Accrual Basis

ROCKVILLE CENTRE LIBRARY - ENDOWMENT FUND

Balance Sheet

As of December 31, 2022

	<u>Dec 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1023 · SIGNATURE SAVINGS	36,926.07
1024 · SIGNATURE CHECKING	<u>1,903.33</u>
Total Checking/Savings	<u>38,829.40</u>
Total Current Assets	<u>38,829.40</u>
TOTAL ASSETS	<u><u>38,829.40</u></u>
LIABILITIES & EQUITY	
Equity	
3110 · REST - BONGIORNO	94.31
3120 · REST - SEIDENBERG	986.97
3130 · REST - LIBRARY TO YOUR DOOR	5,399.18
3150 · REST - KIMS CORNER (FORGACH)	1,995.04
3155 · REST - FAMILY PLACE (Joe Price)	594.76
3160 · REST - GELSTON	1,610.00
3180 · REST - BISHOP LT BKS	700.00
3181 · RES CHILDS ROOM	1,000.00
3185 · REST - FINS ROOM	1,400.00
3187 · REST-LEBRON	500.00
3200 · UNRESTRICTED FUND BALANCE	25,005.61
Net Income	<u>-456.47</u>
Total Equity	<u>38,829.40</u>
TOTAL LIABILITIES & EQUITY	<u><u>38,829.40</u></u>

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10/23

Accrual Basis

ROCKVILLE CENTRE LIBRARY - ENDOWMENT FUND

Profit & Loss by Class

December 2022

	<u>KIMS CORNER (FORGACH)</u>	<u>Unclassified</u>	<u>TOTAL</u>
Income			
4300 · Interest Income	0.00	80.76	80.76
4420 · Donation Income	100.00	0.00	100.00
Total Income	100.00	80.76	180.76
Expense	0.00	0.00	0.00
Net Income	100.00	80.76	180.76

2:19 PM

7/10/23

Accrual Basis

ROCKVILLE CENTRE LIBRARY - ENDOWMENT FUND

Profit & Loss by Class

July through December 2022

	<u>KIMS CORNER (FORGACH)</u>	<u>Unclassified</u>	<u>TOTAL</u>
Income			
4300 · Interest Income	0.00	337.53	337.53
4420 · Donation Income	100.00	0.00	100.00
Total Income	<u>100.00</u>	<u>337.53</u>	<u>437.53</u>
Expense			
5115 · Furniture	894.00	0.00	894.00
Total Expense	<u>894.00</u>	<u>0.00</u>	<u>894.00</u>
Net Income	<u>-794.00</u>	<u>337.53</u>	<u>-456.47</u>

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1/10/23

Accrual Basis

ROCKVILLE CENTRE PUBLIC LIBRARY - CAPITAL FUND

Balance Sheet

As of December 31, 2022

	<u>Dec 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Checking	476,778.21
Total Checking/Savings	476,778.21
Total Current Assets	476,778.21
TOTAL ASSETS	<u>476,778.21</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1900 · Due to General Fund	-475.00
Total Other Current Liabilities	-475.00
Total Current Liabilities	-475.00
Total Liabilities	-475.00
Equity	
3200 · Unrestricted Fund Balance	459,064.21
Net Income	18,189.00
Total Equity	477,253.21
TOTAL LIABILITIES & EQUITY	<u>476,778.21</u>

2:17 PM

10/23

Accrual Basis

ROCKVILLE CENTRE PUBLIC LIBRARY - CAPITAL FUND

Profit & Loss by Class

December 2022

	<u>Unclassified</u>	<u>TOTAL</u>
Income		
4200 - State Aid	15,000.00	15,000.00
4235 - Construction Grant Revenue	3,973.00	3,973.00
Total Income	18,973.00	18,973.00
Expense	0.00	0.00
Net Income	<u>18,973.00</u>	<u>18,973.00</u>

2:17 PM

10/23

Accrual Basis

ROCKVILLE CENTRE PUBLIC LIBRARY - CAPITAL FUND
Profit & Loss by Class
July through December 2022

	<u>5500</u>	<u>Unclassified</u>	<u>TOTAL</u>
Income			
4200 · State Aid	0.00	15,000.00	15,000.00
4235 · Construction Grant Revenue	0.00	3,973.00	3,973.00
Total Income	0.00	18,973.00	18,973.00
Expense			
5500 · Elevator Replacement	784.00	0.00	784.00
Total Expense	784.00	0.00	784.00
Net Income	<u>-784.00</u>	<u>18,973.00</u>	<u>18,189.00</u>

ROCKVILLE CENTRE PUBLIC LIBRARY
Catherine Overton – Director’s Report
January 19, 2023

Announcements

- The Library received the first payment of \$3,973 from the 2021 – 2022 New York State Public Library Construction Grant. This payment is 90% of the approved total of \$4,415 for the installation of security cameras and upgrade of the emergency and exit lights. The work to install the emergency and exit lights has been completed; the security cameras will be installed in the near future.
- The Library received \$15,000 in 2022 Bullet Aid distributed by the New York State Assembly. The funds are committed to refurbish the Quiet Reading Room.
- The Forgach family donated \$100 in memory of their daughter for the maintenance of Kim’s Corner. The Library has plans to upgrade the media system in that room – refer to the Assistant Director’s report.
- Helene Silverman donated \$150 to the Library in appreciation for all the RVCPL staff. She asked that the funds be used for digital services such as Libby or Hoopla.

Correspondence

- The suggestion box notes are included for the Board’s review and discussion. (Memo 1)

Committee Reports

- Budget and Finance – None
- Personnel – None
- Facilities and Technology – Susan Finck and I met with the Committee on December 20 for a tour of the facility and a review of some areas under consideration for upgrades. Referencing the five-year facilities plan that John A. Grillo submitted in 2018 as a basis, we noted both needs and options that should be considered when updating the Strategic Plan. (Memo 2)
- Policy –Rockville Centre Library Trustee Education Policy: Refer to Unfinished Business

Unfinished Business

Elevator Reconstruction

John A. Grillo Architect, P.C. submitted an invoice in the amount of \$15,000 for architectural services related to the elevator project. The invoice is for services provided during the pre-construction phase and the schematic, design development, construction documents and bid/award phases. A breakdown of the amounts is included for the Board’s review. (Memo 3) I recommend that the Board approve payment for these services. The architect’s office also submitted copies of the contract between ACL Construction and the Library for the President’s signature, along with ACL’s payment and performance bonds. I requested the Library’s attorney review the documents.

Rockville Centre Library Trustee Education Policy

At the December meeting, the Board indicated this policy was acceptable with digital record keeping preferable to submitting and recording paper documents. Trustees will receive a link to submit a digital form that records Trustee education activity. The form will automatically populate the Trustee Education Activities Record. The second draft of the policy is included for presentation at the meeting. (Memo 4)

New Business

Building Maintenance

- Door Automation Maintenance Agreement
Door Automation submitted an updated maintenance agreement that now includes the automated rear door. The cost for the front entrance's three sliding doors increased 10%. The fee to cover the fourth automatic door is \$900. Equipment coverage remains the same. The annual maintenance agreement (1/15/23 to 1/14/24) for the four doors is \$4,113.51. The company's service has been dependable; I recommend renewing the contract. (Memo 5)
- Traf-Sys People Counting System
The Library's people counters at both entrances need replacement. Several libraries recommend this company as providing accurate information and useful reports such as date and time with comparisons for staffing adjustment, historical analysis and year over year data. On December 19, Susan Finck, Joseph Weis and I met with the Traf-Sys representative for a demonstration of the product. The equipment costs \$2,994 and can be installed by Library staff. Joe, Steven Sedgwick and Keith Bethon have reviewed installation instruction and are confident that they can connect the equipment. The reports are cloud-based with remote accessibility. The annual data hosting, support and reporting subscription fee is \$180. (Memo 6)
- Cardinal Control Systems – BMS Equipment Front-End Controller Upgrade
The Building Management System front-end controller provides a digital interface with the HVAC equipment. Our current BMS front-end controller was installed in 2007 and uses Java, computer software that is now outdated and less secure than newer software. The new controller would operate using HTML5, which is a much more current standard and allow the Library to upgrade the computer dedicated to run it. Additional advantages are increased capacity, memory and compatibility with other devices and the network. The upgraded system will support remote access. This will allow adjustments to the system including those by Cardinal Control if necessary. The proposal for this upgrade is \$15,295. (Memo 7)
- Backflow Prevention Device Replacement
As a result of the annual backflow prevention test in December, the Library must replace the device and strainer. This work is scheduled for Monday, January 23, starting at 6 am and is expected to take four to six hours. The water supply to the entire building must be shut down. Consequently, the Library cannot be open to the public or non-essential staff. We will have a delayed opening for the public at 1 pm with staff scheduled for noon. AWS Plumbing, Heating & Cooling will perform the repair at a cost of \$3,986. (Memo 8)

- Chimney Repair

The chimney requires maintenance including replacing the current liner with a stainless steel liner, associated piping, repointing bricks and a cement crown. I expect to have three quotes and a recommendation by the meeting.

- Children's Restroom Renovation

The family bathroom in the Children's Room is dated. We expect the Library will be without elevator service for four weeks during the equipment upgrade project. Consequently, we are anticipating increased usage of this restroom, which is ADA compliant. ACL, the contractor for the elevator, submitted a quote for a complete renovation of the restroom before the elevator is out of service. The quote is for a sum of \$39,900. (Memo 9)

Miscellaneous

Deaccession of 10 Task Chairs

The stacking chairs used in the Administration were purchased in 2010 and are at the end of their useful life. I recommend that they be deaccessioned. We'll replace the chairs with stacking chairs that the Library already owns.

Rockville Centre Library Friends

Thank you to the Friends for sponsoring the 2023 subscription to the New York Transit Museum (\$200).

State of the Library 2022 Report

This annual report will be submitted to the Board prior to the Board meeting.

ROCKVILLE CENTRE PUBLIC LIBRARY

The Library Board of Trustees invites you to make suggestions for their consideration for improved services and programs.

How about a Technology/Computer Course for the old & decrepit?

Patron's name _____

Address _____

Phone no. _____ Date _____

ROCKVILLE CENTRE PUBLIC LIBRARY

The Library Board of Trustees invites you to make suggestions for their consideration for improved services and programs.

→ Basic Computer Skills intro - direction - class

Patron's name _____

Address _____

Phone no. _____ Date _____

Rockville Centre Public Library
Susan Finck - Assistant Director
January 19, 2023

Year in Review

A sampling of our annual statistics have been compiled for the 2022 Year in Review. Maureen W. designed the attached flyer and attractive infographic that will be added to the library's web page.

Tech updates

We are upgrading Kim's Corner with a Smart Roku TV with multiple inputs. This updated technology will allow this space to be utilized for gaming programs, computer classes, and viewing parties. It will also be utilized to display images for community art installations. Keith Bethon, our IT Specialist, researched numerous models and recommended our selection. The cost of these improvements will be covered by the generous support of the Forgacl Family.

We have also purchased a mobile charging cart to allow staff to easily transport laptops to community spaces, charge devices simultaneously and store devices in a secure environment.

RVC Monthly Statistics

The number of participants at community organization events has been added to the monthly report. The number of people attending these events is increasing and we want to track this number to determine whether we need to add additional meeting spaces to satisfy the demand. A copy of this report is attached along with all departments' program attendance reports.

Museum Pass Program

We would like to add the Museum of the Moving Image to our Museum pass offerings. The Museum's mission is to advance the understanding, enjoyment, and appreciation of the art, history, technique, and technology of film, television, and digital media. The Museum fulfills its mission in person and online through temporary and permanent exhibitions; film screenings; live conversations with artists, filmmakers, scholars, media educators, and other industry professionals. The Museum is located in the former Astoria Studios Building, in Astoria, Queens. The annual cost to the library would be \$250. Our membership would allow patrons free admission for two adults and two children. A copy of our December 2022 and total 2022 museum activity reports are attached.

Continuing Education

Every staff member is required by law to receive sexual harassment prevention training every year. We moved to a new product, Kantola Training Solutions, for this year's training. All staff

have completed this course with RVCPL for 2022 or provided a certificate of completion from another employer. Everyone seemed pleased with the new training module and we plan to use it again next year. It has become such a popular choice for public libraries in Nassau County, NLS has secured a 3 year commitment with reduced pricing through a county-wide subscription. It is considered a best practice to have trustees complete this training as well in 2023 so additional licenses for all Board members have been secured. We anticipate conducting this training in October 2023. A copy of the full staff continuing education report is attached.

Adult Reference Department
Department Head - Susan Finck

Community Outreach

Rockville Centre Schools

Eileen F. has been working with Dr. Zuar, Director of the Arts for the Rockville Centre School District, on preliminary plans to have a district wide art show at the library. The RVC school superintendent would like to have the show at the library so the community has an opportunity to see the fantastic work the students produce while participating in the outstanding arts programs throughout all of the schools. On Wednesday December 7, Jen M. and Eileen met with Dr. Zuar and high school art teacher, Mr. Gamache, to look at the exhibit space. Plans are being made to have another meeting in January to flesh out details such as how many and what kinds of pieces will be included in the show. Eileen is looking forward to this exciting opportunity to celebrate the arts.

Library To Your Door

Two more patrons joined the Library to Your Door program this month. Eileen M. met the daughter of one new enrollee who raved about how wonderful our program is. The children of our patrons are very pleased their parents still have access to the books they love. Eileen knows how grateful participants are but at holiday time, the notes and gifts received really drive home the point. She wanted to share a few snippets of comments from the many cards received this year – “You know how much I appreciate what you do for me, but most of all you are one of the best friends I have ever had.” “What a blessing you are - in so many ways and to so many people.” “You’ve always gone above and beyond to make me smile, and I do every time a green bag arrives at my door. I adore your cheerful notes and good wishes.” “Words can’t express how grateful I am to you! “Thank you for all you have done for me. The program has enriched my life. We love our books!” “Thank you so much for always helping me expand my reading and always being so wonderful to me.” Eileen feels this program is about making people who are isolated and sometimes alone feel connected to a place they have always loved and receiving notes like these make her certain we have accomplished that mission. The library truly is a place for all ages - babies to 95-year-olds.

Commuter Collection

On December 27th Eileen F. visited the Commuter Collection at the Rockville Centre train station to tidy up the space and replenish the book supply ahead of the New Year's weekend.

Maple Point Assisted Living Center

The December pick for the Maple Pointe Book Club was *Magpie Murders* by Anthony Horowitz. Lisa C. ordered nine copies in Large Print from other libraries and delivered them to the facility along with discussion questions for the facilitator of the book club.

Librarian Book Discussions

Eileen F. facilitated *The Real Deal*: non-fiction book discussion on Thursday December 15 with seven patrons in attendance to discuss *The Greatest Beer Run Ever: a Memoir of Friendship, Loyalty and War* by John "Chick" Donohue. A U.S. Marine Corps veteran-turned-merchant mariner recounts how in 1967 he accepted a neighborhood challenge to sneak into Vietnam, track down local friends on the front line and share beer over messages of love from home. The attendees watched a video interview of the author along with several of his friends from the book. During the discussion, participants brought stories of their own about friends and family members who were in the Vietnam War. The book was enjoyed by everyone who attended the discussion. Eileen F. informed the group that the book was turned into a movie which was released in September.

On January 2nd, Eileen M. hosted the Monday Mystery Book Discussion virtually to discuss *The Overnight Guest* by Heather Gudenkauf. Twenty-one patrons attended for a lively discussion. The book offered three distinct narratives that definitely added to the masterful and addicting tale of a true crime writer/podcaster whose family was murdered twenty years prior and finds a small child freezing to death outside a farmhouse during a blizzard that ultimately ties into the crime. Participants enjoyed the book and expressed they will recommend the author to others and read more of her mysteries in the future. Eileen feels that is the ultimate goal of a good book discussion - to introduce readers to new authors and expand their reading horizons.

Reader Advisory Lists and Displays

As Eileen M. has done since 2011, she polled the staff as to their favorite books of 2022 and compiled a list of **Staff Favorites of 2022**. We always get an interesting mix of literary, historical fiction, mystery, suspense, thriller, biographies and non-fiction books. The list is at the adult reference desk and in displays around the library. Eileen also created the same list in another software program (Library Aware) that is posted to our website where patrons can click on the book jacket to check availability in our catalog or place a reserve. (list attached)

In keeping with a Winter theme, Eileen M. created a list, specifically for the website called **Chilling Suspense**-books that take place during Winter. Again, this list is “clickable,” taking people to our catalog. (list attached)

Eileen M. knows our voracious readers love our display tables featuring our favorite reads and authors. This month she chose Robert Dugoni, an ex-lawyer who has written many wonderful legal thrillers. He is less well known than writers like John Grisham and Scott Turow but has written many good books in a similar vein. He also has two stand alone books many book clubs have been reading over the years – *The Extraordinary Life of Sam Hell* and *The World Played Chess*. Eileen M. inter-library loaned many of these titles and also developed a book list titled Robert Dugoni Books (see list attached).

Lisa C. developed several holiday book displays for Christmas, Hanukkah and Kwanza at the back door entrance.

Programming

Eileen F. and Lisa C. are working on securing programs for March and April. They have looked at the results of the community survey and are trying to keep in mind the suggestions we received. For example, there appears to be a greater interest in craft programs and basic computing classes so they are actively looking for suitable programs to fill that need. Lisa and Eileen are also working with Cathy and I to improve and streamline procedures for virtual and hybrid programs. On Monday, December 19th, Lisa attended the Friends of the Library meeting. The Friends have generously decided to fund some of the programs for the upcoming year, so they are working on incorporating some of their requests.

Marketing & Promotions

Aaron noticed in our survey results that many patrons were not aware we circulated Roku. He decided to ramp up advertising to increase circulation. With the Golden Globes nominations recently announced, Aaron designed a flyer showcasing many of the Golden Globe nominated movies and TV shows featured on our Roku. He posted this flyer at all the public service desks. Maureen designed a social media post for Facebook, Instagram and Twitter and Ellen L. used this design for a slider on the library’s website. We were all so excited to see almost every Roku checked out before the Holiday weekend.

Eileen F. submitted monthly events to the Rockville Centre Living Magazine.

Museum Pass Program

Rob S. has finalized the latest version of the Museum Pass brochure. The new brochure incorporates the inclusion of the Guggenheim Museum. The brochure is available at the

Reference Desk, it is also included in the Welcome Packets that new cardholders receive when they get their new cards.

Collection Maintenance & Development

Aaron is going through the 800s (Literature, poetry and criticism) and removing certain books that have not circulated for over a decade. Aaron is ordering a fresh new grouping for popular and more obscure Shakespeare plays to ensure we meet the needs of students and other members of the community interested in the Bard's repertoire.

Our librarian trainee, Amanda, is reviewing the 900s. She is going through every book in that area that has not circulated in over 10 years and indicating, condition, usage and circulation stats for Eileen M. so she can make a quick determination on withdrawing or retaining these materials. Amy, Liz and MaryEllen are also making great progress with a review of the 300, 400, 500 sections.

Technology

As a member of the NDD Selection Team, Lisa C. attended a meeting on December 14th. Grace Palmisano of Nassau Library System discussed various topics having to do with the budget, circulation statistics and curated collections for Libby. She thanked the NDD team for their hard work and said they would meet again in six months. Lisa also curated another collection of audiobooks and ebooks for December for Libby's homepage entitled New Year - New You. It is a compilation of self help books for the new year.

- Six new titles were added to our Pre-loaded Kindles for the month of December.
- Eight new staff recommendations were added to the What We're Reading tab of the website.
- Sixteen new titles were added to our Roku.

Circulation Department Report **Depart Head - Tricia Marino**

Newspapers

I have created a google sheet for clerks to record which newspapers are delivered each morning. This document is located in a shared drive so all departments can check if a newspaper was delivered if they are not able to locate it on the floor. Additionally, it allows administration to review the list, submit a credit request for any issues not delivered and determine why there is a delivery issue.

Media & electronics

We have noticed an uptick in our DVD and Roku circulation. Patrons are excited about the new exciting movies and TV streaming series preloaded on the Rokus and available on DVD.

Book Sale

Patrons have donated some fantastic books for our book sale. We have also weeded our collection and are selling many of them if they are in good condition. It has been mentioned in a past report how hard Pan works on them, and I want to reiterate it. Her efforts greatly contribute to the success of our book sales. She is a tremendous asset to the library.

Shifting - Ian and Chris are working during the winter break and have been shifting Reference, Oversized, and the Gelston Art collections. Rearranging collections is a physical job, and I appreciate all the hard work they have been putting in.

December 2022 Circulation Statistics

37 library cards created

7,598 items checked out

4,570 items renewed

860 holds placed

1,376 holds filled

7,767 items checked-in

Youth Services Department (Guest Reporter) Librarian - Liz Vorbach

Programming

· Music for Aardvarks' two sessions on December 2 had 26 kids and 25 adults for the first session and 17 kids and 17 adults for the second. We ran it again on December 16, again with two sessions: the first had 21 kids and 19 adults, and the second had 22 kids and 17 adults.

· Storytime on Mondays continues to bring in large numbers: December 5 had 18 kids and 19 adults; December 12 had 16 kids and 15 adults.

· Play Date: Liz ran this twice, on December 6 and 27, with combined numbers of 40 kids and 35 adults -- always a music-filled good time.

· Rhyme Time (12/8): This program, run by Ellen Fox for the very young, was attended by 8 kids and 8 adults.

· Friday storytime has now been split into two age groups run by Janet McCarthy. As the large young group is aging up, she has moved the older kids into their own independent group. On December 9, the ages 18 mos-5 years group had 15 kids and 16 adults; the second session, for ages 3-5, had 4 kids.

· Margaret ran Coding class for a recurring group of 4 kids on December 14 and 21. They covered Scratch and an Introduction to Python. She will be starting this up again in March and following the Girls Who Code curriculum.

· Reading to Dogs (12/15): This program continues to be extremely popular. We had one dog, Bandit, who was loved by all 15 kids and 7 adults who attended. The children took turns reading to Bandit, sometimes in groups of 2 or 3 for 10-15 minute intervals.

· Matters of the Heart (12/16): This program, run by an art therapist, continues to be popular, with 15 kids attending.

· Play Hooray! (12/17): 15 kids and 13 adults got to sing and play with Molly Mouse.

· Emily hosted the campaign's final Dungeons and Dragons of the season on 12/21, attended by 4 dedicated gamers. Janet McCarthy's daughter, Cora, delivered the coup de grace to a menacing demon!

· Seasonal Craft (12/22): 18 kids and 16 adults had a great time making cotton ball snowpals to hang in their homes.

· Candy Bark (12/29): Jen M. had 8 kids for this program, which was fun as well as delicious.

· Noon Year's Eve (12/30): This was a huge success with 32 kids, 27 adults and two teen helpers, in addition to Jen Marino and Jen Rebmann who ran the program. Kids made 2023 crowns to wear for our balloon drop at 12 noon sharp, with a countdown displayed on the big screen. A great time was had by all.

· Brown Bag Book Club ("The Gift of Nothing"): 15 kits were checked out, filled with a book, recipe and craft.

Outreach

· Riverside Kindergarten (12/2): We hosted two classes, both with 13 kids and 2 adults apiece. Many of the kids got their first library cards and checked out their favorite books.

Passive Programming

· We polled our community to name the blue crayfish in the fish tank in the children's room. It was a tight race between Dory and Bluey, but Bluey won. Emily made a cute sign announcing the name, which now hangs above the tank.

· Nora made and mounted a felt gingerbread cookie for kids to decorate. This is so popular we wish we could count the numbers participating.

Continuing Education

Liz Vorbach attended Open Book Open Play: Engaging Toddlers and Preschoolers in Storytime on 12/13: This workshop was led by David Feinstein at the Eric Carle Museum. It was filled with excellent information for expanding our storytime sessions to be more interactive. The Whole Book approach is talked about a lot here: reading with children, not just to them. The primary focus is on involving the kids throughout the storytime with multisensory engagement, interactive storytelling, movement, and song.

Other

- The ukulele kit has been checked out with very positive feedback upon its return!
- Our new backpacks are now in the processing stage. We will be offering: Time Telling, which has multiple books and games as well as a small learning clock; Basic Skills, featuring a shoe for learning to tie, as well as button, snap, and zipper practicing tools; and Bird Watching, with bird identification and activity books in a camouflage backpack.
- Our holiday cookie swap was a nice return to a fun staff pastime.

Custodial Department Department Head – Joseph Weis

- Replaced faded emergency exit door signs on all emergency doors with new, more visible signs.
- Burglar alarm panels upgraded; each staff who opens and closes the building has their own code and password.
- James Tech Electric installed a new motherboard that controls the emergency lights in the basement.
- Replaced the toilet flushometers in both staff restrooms in the basement.
- The HVAC system is not producing heat in the Storytime Room. Joe and Steven reset the HVAC rooftop unit which corrected the problem.
- The internal charging mechanism in a few of the emergency lights on the second floor needed restarting.
- The chimney was inspected. The contractor advised that the bricks need repointing and a new double wall liner (current one is a single wall and is in poor condition). Tubing from the chimney to the boiler needs to be replaced. The contractor will be sending a quote. Will be soliciting additional proposals.

· On January 9, 2023, the boiler was not working and the building was cold. After checking the units which indicated two trouble codes, a service call was made to SavMor. SavMor replaced sensors and installed a new ignitor on the boiler. The boiler's air/ fuel ratio was adjusted and it is running extremely well.

· The building passed an inspection from the School District's fire inspector. He advised that we add wall signs bringing attention to the location of the fire extinguisher. The signs were ordered and installed.

· The flag was ripped so it was properly disposed of and replaced with a new flag. The oak tree was lightly pruned as it catches the flag.

· Door Automation performed its scheduled service check.

· Terminex performed its monthly service inspection.



RVCPL

Discover the Possibilities!

2022: A YEAR IN REVIEW

PEOPLE & PROGRAMS

- 13,994 Total RVC Patrons
- 55 Library To Your Door Participants
- 224 Bestsellers Club Members
- 1,306 Programs Offered
- 22,157 Program Attendees



CIRCULATION

- 139,361 Print & Media
- 35,504 E-books
- 14,297 E-Audiobooks
- 2,921 E-Magazines
- 1,198 Museum Passes



NEW USERS

- 1,144 New Patrons Added
- 349 New OverDrive Users
- 169 New Hoopla Users



TECHNOLOGY USAGE

- 1,850 WIFI Sessions
- 7,734 Public Computer Sessions
- 164,540 Webpage Visits
- 35,925 Social Media Engagements



MEDIA & TECHNOLOGY ADDED TO THE COLLECTION

- 14 New Preloaded Kindles
- 90 Recently Released Movies & Streaming Shows Loaded to Roku
- 71 Playaway All-in-One Audiobooks
- 194 Books on CD
- 374 DVDs/Blu-rays



NEW TO THE LIBRARY

- Guggenheim Museum Pass
- Toniebox- A Screen-Free Digital Listening Experience for Children
- Circulating Ukulele
- Automatic Renewal of Materials
- Expiring Library Card Email Notifications
- Electronic Pick Up Reminders
- Reduction of Fines
- Loan Periods Extended



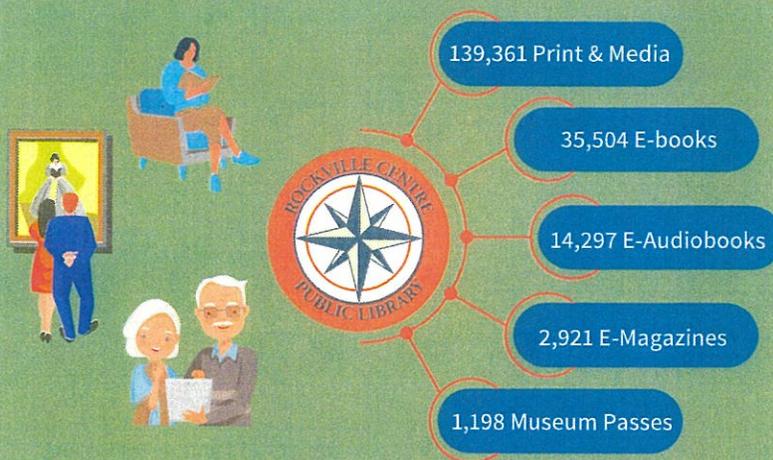


PEOPLE & PROGRAMS

- 13,994 Total RVC Patrons
- 55 Library To Your Door Participants
- 224 Bestsellers Club Members
- 1,306 Programs Offered
- 22,157 Program Attendees



CIRCULATION



NEW USERS = 100



TECHNOLOGY USAGE



MEDIA & TECHNOLOGY ADDED TO THE COLLECTION



NEW TO THE LIBRARY

- Guggenheim Museum Pass
- Toniebox- A Screen-Free Digital Listening Experience for Children
- Circulating Ukulele
- Automatic Renewal of Materials
- Expiring Library Card Email Notifications
- Electronic Pick Up Reminders
- Reduction of Fines
- Loan Periods Extended



RVC Monthly Statistics Report

Circulation Statistics 2019-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2019-2020	18205	15420	12758	13689	12262	9924	13348	12622	5995	60	3	1338	115624
FY 2020-2021	7112	9011	8280	8980	8067	8522	8417	8056	8607	8071	8211	9257	100621
FY 2021-2022	10922	10221	8833	10002	9907	8958	9562	9774	10649	10002	9660	10699	119189
FY 2022-2023	11929	12648	13912	14946	13412	12168							79015

Total Transactions 2019-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2019-2020	39975	35574	30284	32547	29272	24244	29706	28955	13755	77	17	3076	267482
FY 2020-2021	11962	13585	19421	19627	17427	18845	16325	15572	15981	13520	12814	19648	194727
FY 2021-2022	24209	24677	21137	21695	21280	19352	19872	20265	23039	21369	20561	22236	259692
FY 2022-2023	25203	26833	26089	27168	24826	22171							152290

Active Patrons 2019-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2019-2020	3418	3479	3253	3115	3007	2733	3028	2983	2510	1131	1118	2016	31791
FY 2020-2021	2174	2226	2424	2379	2268	2257	2298	2247	2353	2376	2303	2511	27816
FY 2021-2022	2810	2952	2794	2949	2646	2649	2647	2661	2662	2615	2858	3067	33310
FY 2022-2023	3220	3257	3270	2974	2871	2960							18552

Patrons Added 2019-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2019-2020	229	109	229	66	62	27	109	67	56	31	18	23	1026
FY 2020-2021	28	30	29	34	28	23	29	46	43	33	38	80	441
FY 2021-2022	94	83	96	78	72	89	49	101	84	73	129	136	1084
FY 2022-2023	181	104	85	72	93	37							572

Public Computer Sessions 2021-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2021-2022	491	539	516	541	447	492	510	488	625	681	768	675	6773
FY 2022-2023	603	711	618	723	705	627							3987

Wireless Internet Total Sessions (WiFi) 2021-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2021-2022	18	26	15	52	65	74	38	30	148	186	237	254	1143
FY 2022-2023	172	159	177	165	163	121							957

Community Room Use (scheduled events) 2019-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2019-2020	5	11	34	43	39	33	40	39	21	CLOSED-COVID	0	0	0
FY 2020-2021	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 2021-2022	2	2	1	12	16	14	7	16	13	12	6	11	112
FY 2022-2023	4	5	14	23	22	15							83

Community Room Use (# of participants)2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2022-2023						188							

Group & Quiet Study Usage 2022-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2021-2022													497
FY 2022-2023	180	188	237	261	265	290					235	262	1421

Adult DVD Circulation 2019-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2019-2020	1168	1208	974	1024	1069	903	1173	1015	474	0	0	55	9063
FY 2020-2021	431	857	812	1049	871	970	736	752	935	598	563	580	9194
FY 2021-2022	781	720	558	582	566	636	703	576	622	560	506	475	7285
FY 2022-2023	620	604	559	773	729	849							4134

Total Overdrive Ebook/Audiobook Circ. 2019-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2019-2020	3104	3107	2685	2702	2708	2567	2937	2850	3178	4084	4757	4599	39278
FY 2020-2021	4619	4331	3847	3701	3445	3690	4145	3867	4059	3856	3775	3901	47236
FY 2021-2022	4272	4453	3995	3689	3593	3642	4373	3912	3835	3748	3743	3882	47137
FY 2022-2023	4575	4638	3937	3810	3649	3947							24536

Overdrive Ebook Circulation 2019-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2019-2020	2360	2379	2093	1953	1989	1774	2091	2126	2454	3248	3837	3756	30050
FY 2020-2021	3706	3464	3032	2910	2662	2860	3191	2977	3083	2896	2978	2877	36636
FY 2021-2022	3333	3367	2955	2703	2589	2605	3189	2811	2717	2672	2564	2722	34227
FY 2022-2023	3287	3307	2740	2585	2461	2697							17077

Overdrive Audiobook Circulation 2019-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2019-2020	744	732	668	728	722	727	779	811	727	844	922	851	9245
FY 2020-2021	914	870	815	793	783	831	958	862	981	963	952	1024	10776
FY 2021-2022	1043	1089	1043	987	1009	1040	1184	1111	1118	1076	1179	1160	13029
FY 2022-2023	1288	1331	1197	1225	1188	1250							7479

Overdrive Magazine Circulation 2019-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2020-2021							37	184	276	210	209	117	1033
FY 2021-2022	187	233	224	246	209	290	294	328	243	233	270	216	2973
FY 2022-2023	177	249	238	270	170	233							1337

Overdrive Unique Users 2019-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2019-2020	651	686	674	657	632	629	685	655	791	903	953	971	8927
FY 2020-2021	961	925	901	883	863	851	914	915	908	918	903	927	10869
FY 2021-2022	954	978	929	893	888	922	995	927	863	845	856	871	10951
FY 2022-2023	960	973	962	942	898	903							5638

New Overdrive Users 2019-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2019-2020	36	41	40	31	28	16	47	52	83	147	106	77	684
FY 2020-2021	38	40	31	29	26	23	36	29	32	19	20	24	347
FY 2021-2022	32	35	35	25	23	25	35	23	33	19	28	24	337
FY 2022-2023	38	49	36	25	18	21							187

Hoopla Circulation 2021-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2021-2022							61	62	67	73	84	192	997
FY 2022-2023	154	141	169	163	156	162				173	136	149	945

Hoopla Unique Users 2021-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2021-2022							27	23	22	20	22	38	245
FY 2022-2023	31	29	36	38	36	31				34	29	30	201

Hoopla New Users 2021-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2021-2022							59	19	15	15	15	12	169
FY 2022-2023	19	16	16	18	16	8				14	15	12	93

Museum Pass Activity 2019-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2019-2020	117	138	59	83	109	109	98	111	45	7	0	4	890
FY 2020-2021	28	36	49	52	39	23	39	33	38	77	83	73	570
FY 2021-2022	122	121	74	69	51	88	47	95	70	150	93	99	1079
FY 2022-2023	128	157	92	83	85	91							637

December 2022 Adult Program Attendance

Month	Day	Event Name	In-person attendance	Virtual attendance	Total attendance
Dec	1	Drawing with Maria Conte (In-person)	17		17
Dec	1	The Gift of Music Cabaret (In-person)	20		20
Dec	1	Game Night (In-person)	16		16
Dec	2	The Poet's Craft with Mindy Mangot (Virtual)		7	7
Dec	2	Friday Flicks (In-Person) Where The Crawdads Sing (PG-13, 126 minutes)	6		6
Dec	5	Monday Mysteries with Eileen McCarthy (Virtual)		20	20
Dec	5	Monday Afternoon Games (In-person)	12		12
Dec	5	I'll Have What She's Having: The Jewish Deli with N-Y Historical Society (Virtual)		100	100
Dec	5	Meditation with MaryClare (Virtual)		8	8
Dec	6	Chi Gong with Marianna Farina (Hybrid)	5	1	6
Dec	6	Tuesday Yoga with Joe (Hybrid)	11	6	17
Dec	7	Simply Stronger with Marilyn Bungler (Hybrid)	9	12	21
Dec	7	Current Events with Richard Skolnik (Virtual)		24	24
Dec	7	Evening Yoga with MaryClare (Hybrid)	18	7	25
Dec	7	Scribblers: A Writing Workshop (Virtual)		10	10
Dec	7	Bestselling Author Megan Goldin (Virtual)		10	10
Dec	8	Drawing with Maria Conte (In-Person)	19		19
Dec	8	Art Lecture with Thomas Germano (Virtual)		31	31
Dec	9	Friday Flicks (In-Person) White Christmas (NR, 120 minutes)	1		1
Dec	10	Defensive Driving (In-person)	35		35
Dec	12	Monday Afternoon Games (In-person)	10		10
Dec	12	Meditation with MaryClare (Virtual)		9	9
Dec	12	Serenity Tea with Chef Barbara Sheridan (In-person)	21		21

Dec	13	Chi Gong with Marianna Farina (Virtual)		3	3
Dec	13	Tuesday Yoga with Joe (Hybrid)	10	6	16
Dec	13	Holiday Greeting Card Workshop with Maria Conte (In-person)	15		15
Dec	13	What To Watch? (In-person)	4		4
Dec	14	Simply Stronger with Marilyn Bunger (Hybrid)	7	11	18
Dec	14	Current Events with Richard Skolnik (Zoom)		24	24
Dec	14	Holiday Plants with Pauley the Plant Guy (In-person)	8		8
Dec	14	Writer's Workshop with Barbara Novack (In-person)	9		9
Dec	14	Evening Yoga with MaryClare (Hybrid)	9	5	14
Dec	15	Drawing with Maria Conte (In-Person)	16		16
Dec	15	Services for the Underserved	5		5
Dec	15	Short Story Discussion with Mindy Mangot (Virtual)		14	14
Dec	15	The Constitution and Current Affairs with James Coll (Hybrid)	15	32	47
Dec	15	The Real Deal: Non-Fiction Book Discussion (In-person)	7		7
Dec	15	Game Night (In-person)	0		0
Dec	16	Film Fan Friday: The Incomparable Bette Davis with Max Alvarez (Virtual)		47	47
Dec	19	Book Chats with Anna Katsavos (Hybrid)	12	23	35
Dec	19	Monday Afternoon Games (In-person)	10		10
Dec	19	Meditation with MaryClare (Virtual)		5	5
Dec	20	Chi Gong with Marianna Farina (Hybrid)	2	3	5
Dec	20	Tuesday Yoga with Joe (Hybrid)	9	9	18
Dec	20	By the Book: Historical Fiction Discussion with Sarah Siegel (Hybrid)	1	10	11
Dec	21	Simply Stronger with Marilyn Bunger (Hybrid)	8	8	16
Dec	21	Current Events with Richard Skolnik (Zoom)		23	23
Dec	21	Evening Yoga with MaryClare (Hybrid)	16	7	23

Dec	22	Drawing with Maria Conte (In-Person)	12		12
Dec	27	Chi Gong with Marianna Farina (Virtual)		4	4
Dec	27	Tuesday Yoga with Joe (Hybrid)	7	4	11
Dec	27	Afternoon Games (In-person)	5		
Dec	28	Simply Stronger with Marilyn Bunger (Hybrid)	5	11	16
Dec	28	Distant Worlds: SciFi and Fantasy Book Discussion (In-person)	4		4
Dec	28	Evening Yoga with MaryClare (Hybrid)		6	6
Dec	29	Drawing with Maria Conte (In-Person)	16		16
Dec	29	Before the Crown: British Monarchy on TV and Film (Hybrid)	8	52	60
Dec	29	Game Night (In-person)	10		10
			430	552	977

Youth Services Programs - December 2022

Date	Day	Program	Children	Adult	Total	Program	Librarian-led?
1-Dec-22	Thu	10:15 RLY	3	2	5	1	1
		10:45 RLY	8	2	10	1	1
2-Dec-22	Fri	Brown Bag Club (2-5yrs) - gift of nothing	15	0	15	1	1
		10am Aardvarks (6mos-4yrs)	26	25	51	1	0
		11am Aardvarks (6mos-4yrs)	17	17	34	1	0
		Class Visit - Riverside K	13	2	15	1	1
		Class Visit - Riverside K	13	2	15	1	1
3-Dec-22	Sat						
4-Dec-22	Sun						
5-Dec-22	Mon	10am Storytime (18 mos-5yrs)	18	19	37	1	1
6-Dec-22	Tue	10:30 PlayDate (15m-4yr)	25	22	47	1	1
7-Dec-22	Wed	10am Mothers' Center Circle (adults)	0	4	4	1	0
		7pm Coding (gr 3-5)	3	0	3	1	1
8-Dec-22	Thu	9:30 Rhyme Time (4-14mos)	8	8	16	1	1
		10:15 RLY	cancelled				0
		10:45 RLY	cancelled				0
		4pm My First Book Club (K-1)	0	0	0	0	0
		10am Storytime (18 mos-5yrs)	15	16	31	1	1
9-Dec-22	Fri	11am Separation Storytime (3-5yrs)	4	0	4	1	1
		4:30pm Chapter Club (gr 2-3)	0	0	0	0	0
10-Dec-22	Sat						
11-Dec-22	Sun						
12-Dec-22	Mon	10am Storytime (18 mos-5yrs)	16	15	31	1	1
		11am Tot Spot (b-18 mos)	5	5	10	1	1
13-Dec-22	Tue	7pm Coding (gr 3-5)	4	0	4	1	1
14-Dec-22	Wed	10am Mothers' Center Circle (adults)	0	4	4	1	0
15-Dec-22	Thu	10:15 RLY	0	0	0	0	0
		10:45 RLY	8	2	10	1	1
		4pm Reading to Dogs (K-5)	15	7	22	1	
16-Dec-22	Fri	Chef Rob: Sprinkle Cookies Kit			25	1	0
		10am Aardvarks (6mos-4yrs)	21	19	40	1	0
		11am Aardvarks (6mos-4yrs)	22	17	39	1	0
		4pm Matters of the Heart (5-10yrs)	15	0	15	1	0
17-Dec-22	Sat	10:30 Play Hooray (6mos-5yrs)	15	13	28	1	0
18-Dec-22	Sun						
19-Dec-22	Mon						
20-Dec-22	Tue						
21-Dec-22	Wed	7pm M/D Book Disc (gr 4-6)	0	0	0	0	0
		Margaret - coding	4	0	4	1	1
22-Dec-22	Thu	10:30 Seasonal Craft (2-6yrs)	18	16	34	1	1
23-Dec-22	Fri						
24-Dec-22	Sat	Library Closed	Library Closed				

Youth Services Programs - December 2022

Date	Day	Program	Children	Adult	Total	Program	Librarian-led?
25-Dec-22	Sun	Library Closed	Library Closed				
26-Dec-22	Mon	Library Closed	Library Closed				
27-Dec-22	Tue	10:30 PlayDate (15m-4yr)	15	13	28	1	1
28-Dec-22	Wed						
29-Dec-22	Thu	7pm Candy Bark (K-3)	8	0	8	1	1
30-Dec-22	Fri	11:30 Noon Year's Eve (all ages)	32	27	59	1	1
31-Dec-22	Sat	Library Closed	Library Closed				
Dec		Passive: Name Our Crayfish (65 Dory; 72 Bluey)			137	1	
TOTALS			366	257	648	30	20

YA Statistics December 2022

Date	Day	Platform	Activity	YA	Program
2-Dec-22	Fri	In-Person	Teen Café (gr 6-12)	1	1
6-Dec-22	Tue	Zoom	D+D (10-14 yrs)	4	1
16-Dec-22	Fri	In-Person	Teen Café (gr 6-12)	1	1
30-Dec-22	Fri	In-Person	Community Service: Noon Years's Eve	2	1
Dec		Self-Directed	Community Service: Teen Reviews (gr 6-12)	0	0
Dec		Self-Directed	Community Service: Cards for Hospitalized Kids (gr 7-12)	0	0
Totals				8	4

The J stats do not have the "platform" column... delete for YA also?

December 2022 Museum Pass Activity

Pass	Number Reserved
Cradle of Aviation Museum	11
Frick Collection	1
Guggenheim Museum	4
Intrepid Sea, Air & Space Museum	5
Long Island Children's Museum	20
Museum of Modern Art	9
Nassau County Firefighters Museum	6
Nassau County Museum of Art	10
New York Botanical Garden	7
New York Hall of Science	2
New York Transit Museum	1
New-York Historical Society	8
Old Westbury Gardens	7
	91

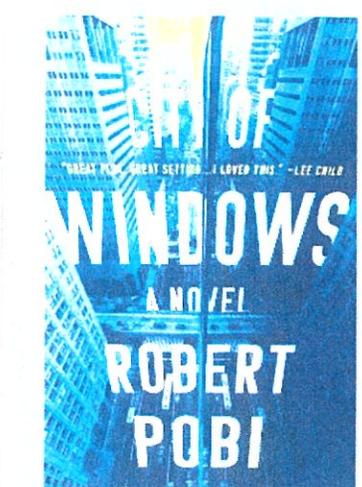
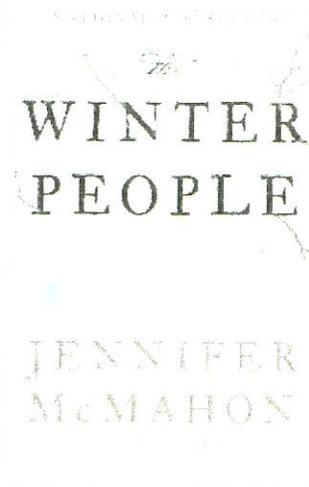
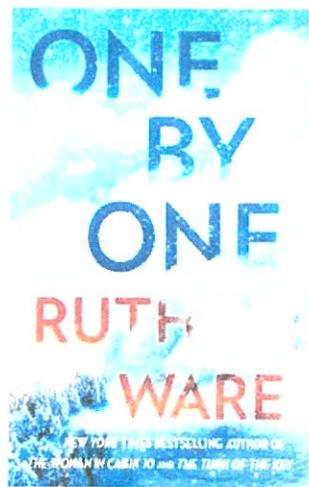
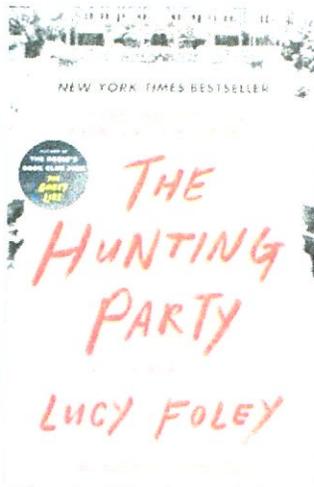
Museum Pass Activity for 2022

Pass	Number Reserved
Cradle of Aviation Museum	134
Empire Pass Card	90
Frick	18
Garvies Point Museum & Preserve	23
Guggenheim (new for December)	4
Holocaust Museum	4
Intrepid	44
Long Island Children's Museum	231
Long Island Museum (new for July)	4
Museum of Modern Art	94
Nassau County Firefighters Museum	91
Nassau County Museum of Art	146
New York Botanical Garden	79
New York Hall of Science	37
New York Historical	25
New York Transit Museum	8
Old Bethpage Village Restoration	20
Old Westbury Gardens	133
Rayham Hall	13
	1198

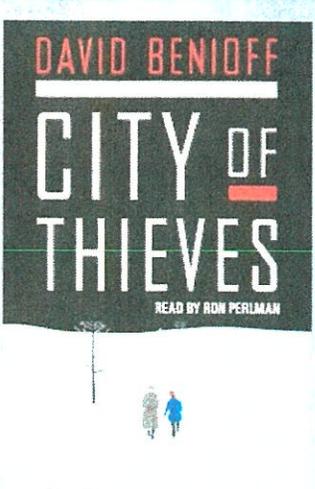
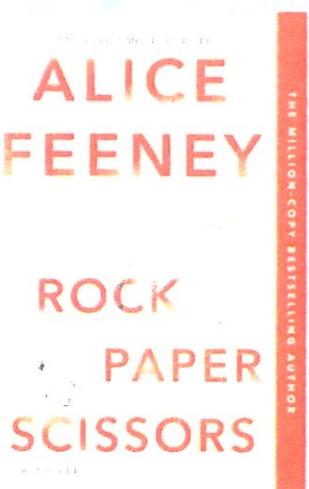
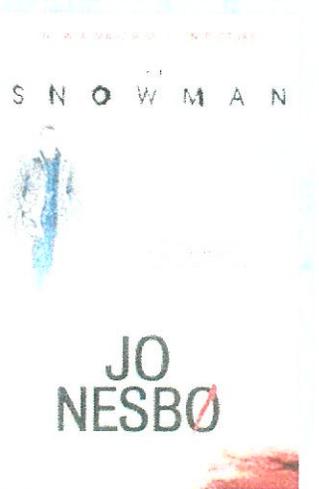
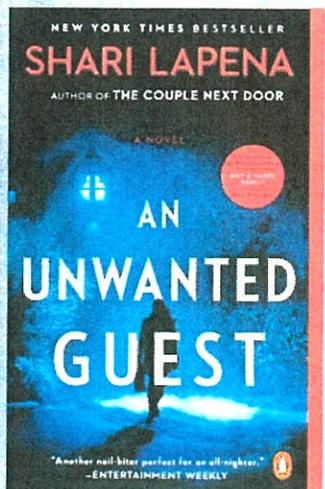
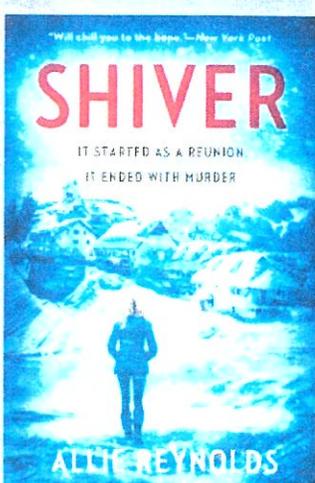
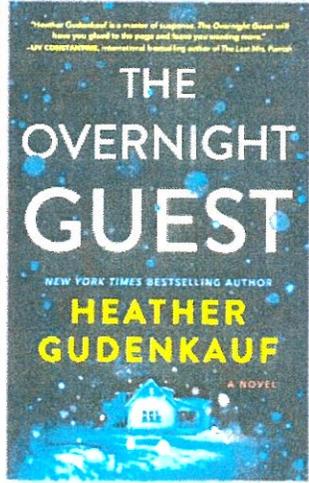
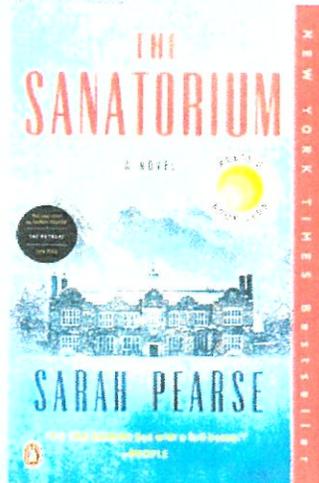
December 2022 Staff Continuing Education Report

Staff	Class	Description	Class Date	Contact Hours	Format	Host
SF & BC	Kantola LMS Administrative Training Module	An overview and introduction to Kantola training courses. Instructions on how to set-up users, customize dashboards and track user success.	12/13/2022	2	virtual	Kantola Training Solutions
EF	Spotlight on Safety: Addressing Threats in Public Libraries	Addressing Threats in Public Libraries	12/13/2022	1	webinar	PLA
JM	Open Book, Open Play: Engaging Toddlers and Preschoolers in Storytime	David Feinstein, from the Eric Carle Museum, presented about creating multisensory storytimes that engage young children through talk, song, play and the exploration of materials.	12/13/2022	1.5	Virtual	NLS hosted David Feinstein from The Eric Carle Museum
LV	Open Book, Open Play: Engaging Toddlers and Preschoolers in Storytime	David Feinstein, from the Eric Carle Museum, presented about creating multisensory storytimes that engage young children through talk, song, play and the exploration of materials.	12/13/2022	1.5	Virtual	NLS hosted David Feinstein from The Eric Carle Museum
LC	Change.More.Again.	How to manage change in the workplace.	12/14/2022	1	Webinar	NLS

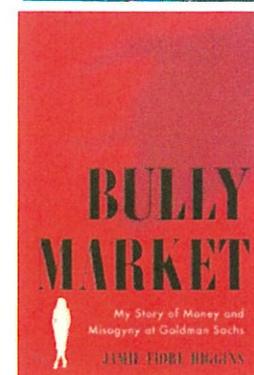
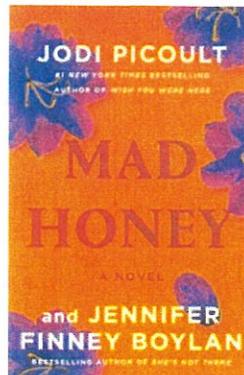
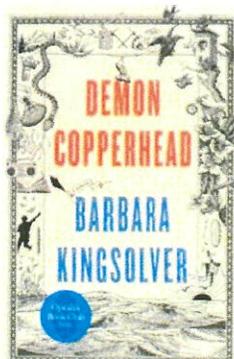
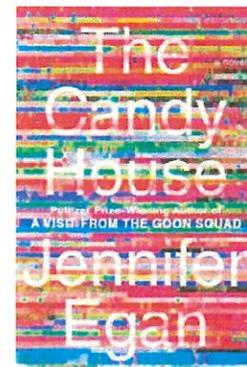
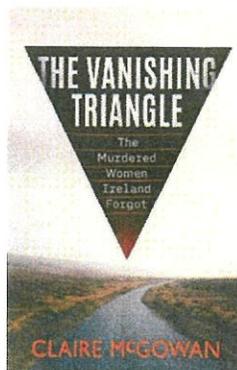
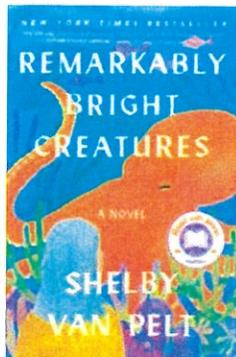
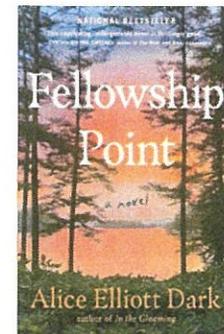
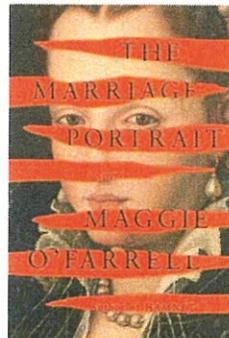
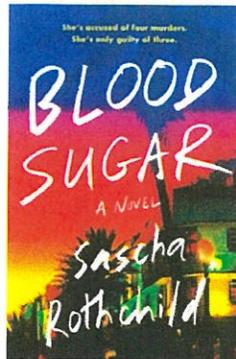
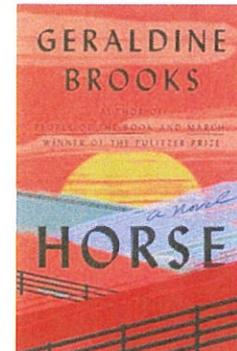
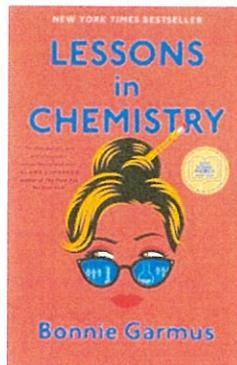
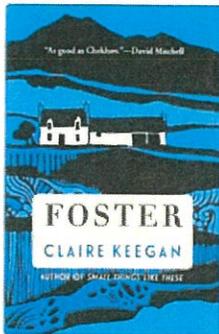
*All staff members completed Kantola Sexual Harassment Training in December 2022

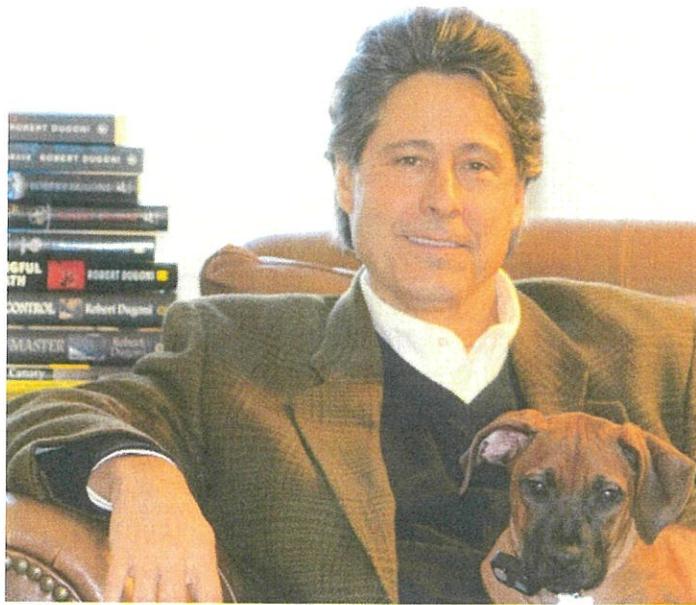


These suspenseful reads take place during Winter



Staff Favorite Books of 2022





Robert Dugoni Books

Standalone Novels

☐ **The World Played Chess** by Robert Dugoni (2021)

As his own son gets ready to leave for college, Vincent Bianco recalls his final summer before college in 1979 during which he received an education of a lifetime while working alongside two Vietnam vets as a laborer on a construction site.

☐ **The Extraordinary Life of Sam Hell** by Robert Dugoni (2018)

Born with ocular albinism, small-town eye doctor Sam Hill must finally face a past tragedy that caused him to turn his back on his friends, his hometown, and the life he'd always known, journey that makes him realize what truly matters.

Non-Fiction

☐ **The Cyanide Canary** by Robert Dugoni and Joseph Hilldorfer (2004) (364.142H)

Recounts the true story of young Scott Dominquez, a promising former high school wrestler who was left brain damaged by the environmental malpractices of his employer, documenting the efforts of an EPA investigator to bring the employer to justice.

Legal Thrillers - Series

☐ **The Silent Sisters** by Robert Dugoni (2022) – Charles Jenkins series

When two of the seven sisters--American assets who have been deep undercover in Russia for decades--cut off all communication with their handlers, Charles Jenkins, despite being on a Russian kill list, returns to the country, where he must track them down--or die trying.

❑What She Found by Robert Dugoni (2022) - Tracy Crosswhite series

Agreeing to look into the disappearance of investigative reporter Lisa Childress twenty-five years ago at the behest of Lisa's daughter, Detective Crosswhite reopens the potentially explosive investigations Lisa was following, which pushes her loyalties to the limit when she makes a shocking discovery.

❑The Conviction by Robert Dugoni (2016) – David Sloane series

Bringing his teenage son on a camping trip with an old friend and his friend's son, lawyer David Sloane embarks on a legal rescue mission when the boys are caught vandalizing a general store and sentenced to six months in a detention camp with ties to a corrupt judge.

❑In Her Tracks by Robert Dugoni (2021) – Tracy Crosswhite series

Reopening the cold case of an abducted child whose parents were once prime suspects, Detective Crosswhite is simultaneously partnered with Kinsington Rowe to investigate a jogger's disappearance from a North Seattle trail.

❑The Jury Master by Robert Dugoni (2006) – David Sloane series

Enjoying success as a wrongful death attorney, San Francisco lawyer David Sloane receives a package from a White House suicide victim and is forced to rely on strangers in order to expose an insidious government conspiracy.

❑My Sister's Grave by Robert Dugoni (2014) – Tracy Crosswhite series

Twenty years after Seattle homicide detective Crosswhite's sister, Sarah, was murdered, Tracy sees a chance to find the real killer when Sarah's remains are discovered near their hometown in the northern Cascade mountains of Washington State.

❑The Eighth Sister by Robert Dugoni (2019) – Charles Jenkins series

Desperate for money, former CIA case officer Charles Jenkins takes on a risky new assignment in Russia involving a spy cell called the seven sisters and soon discovers that his mission is not what it seems as he is forced to fight for his survival against his own country.

❑The Last Agent by Robert Dugoni (2020) – Charles Jenkins series

Former spy Charles Jenkins travels to Russia after receiving a tip that the agent who sacrificed her life to save his might still be alive and isolated in the notorious Lefortovo Prison in Moscow.

❑A Cold Trail by Robert Dugoni (2020) – Tracy Crosswhite series

While Dan takes the case of a merchant whose small business is being jeopardized by redevelopment, Tracy investigates the brutal murders of a police officer's wife and a journalist who had been investigating a cold case.