

# ROCKVILLE CENTRE PUBLIC LIBRARY

## Board of Trustees Meeting

January 14, 2025

4:30 pm

Agenda

- 1) Call to Order
- 2) Approval of the Minutes of the December 18, 2024 Board Meeting
- 3) Financial Report
- 4) Announcements
- 5) Correspondence
- 6) Committee Reports
  - a) Budget and Finance
  - b) Personnel
  - c) Facilities and Technology
  - d) Policy
- 7) Director's Report
  - a) Unfinished Business
    - 1) Main Floor Refurbishment
    - 2) Capital Projects
  - b) New Business
    - 1) 2024 State of the Library
    - 2) Civil Service Residency Requirement
- 8) Assistant Director's Report
  - a) Year at a Glance
  - b) Department Head Reports
- 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 18, 2024**  
**Minutes**

**PRESENT**

Present were Trustees Nadine Kelly, Meryl Sussman, Michael Ludwig and Melissa Sorvillo. Michael Lucchesi was absent with prior notice. 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 7:04 pm by Board President Kelly.

**APPROVAL OF MINUTES**

On a motion made by Mr. Ludwig, seconded by Ms. Sussman, the Board voted unanimously to approve the minutes of the November 20, 2024 Board Meeting.

**FINANCIAL REPORT**

On a motion made by Mr. Ludwig, seconded by Ms. Sorvillo, the Board voted unanimously to approve payroll checks, 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 – Paid from TD Bank General Checking

11/21/24	Check # 24323	\$92.76
	Vouchers # 7279763 – 7279809	\$52,067.35
	NYS-DCP ACH Debit Payment	\$5,462.26
	FICA/MED & EFT Payment	\$18,882.81
	New York State Tax EFT	\$3,033.58
	Accu Data Corp ACH Debit Payment	\$281.40
12/05/24	Check #	\$0.00
	Vouchers # 7318821 – 7318867	\$57,668.92
	NYS-DCP ACH Debit Payment	\$4,897.08
	FICA/MED & EFT Payment	\$20,716.76
	New York State Tax EFT	\$3,387.75
	Accu Data Corp ACH Debit Payment	\$246.95

## Approval of Checks in Payment of Bills

## General Fund

11/21/24	Check # 50126 – 50176	\$356,714.33
11/30/24	RIR	\$3,599.18
12/5/24	Check # 50177 – 50199	\$12,205.63

## Approval of Checks in Payment of Bills

## Capital Fund

11/21/24	Check # 1089	\$2,000.00
11/21/24	Check # 1093	\$3,474.24
11/21/24	Check # 1090, 1091, 1092	VOID

**ANNOUNCEMENTS**

None.

**CORRESPONDENCE**

The suggestion box notes were reviewed and discussed by the Board members.

**COMMITTEE REPORTS**

- Budget and Finance – None
- Personnel – 2025 Part-Time Salary Increase  
The Library traditionally follows the Union contract regarding salary increases for part-time staff. The Union increase is 2.5% for Year 2025.

Effective January 1, 2025, the New York State minimum wage for Long Island increases to \$16.50 an hour.

The Personnel Committee reviewed the list of part-time employees and their salaries. They recommended following the Union contract for part-time staff with a 2.5% increase. No one will receive an increase under 50 cents.

After discussion, on a motion made by Mr. Ludwig, seconded by Ms. Sorvillo, the Board voted unanimously to approve a 2.5% hourly salary increase for part-time staff, effective January 1, 2025. Part-time pages with an hourly rate below the mandatory \$16.50 per hour New York State minimum wage will be adjusted to the new minimum rate without further addition.

- Facilities and Technology – None
- Policy – None

## DIRECTOR'S REPORT

Ms. Overton reviewed her written report with the Board.

## UNFINISHED BUSINESS

### Main Floor Refurbishment

New signs are being installed. The descriptions of the historical photos above the laptop bar and public computers will be replaced by engraved plaques. The slightly damaged credenza pieces from behind the Reference Desk were repurposed to create a workstation in the paging room behind Circulation.

### New York State Public Library Construction Grant

*Installation of a keyless entry system to control access to interior and exterior doors – Grant Cycle 2023-2024:* The Library received a payment of \$4,454, which is 90% of the funds. The remaining 10% payment will follow shortly and will close out the grant.

### Capital Projects

- Reconstruction of a Storage Room into a Meeting Room

The contract for Crossroads Construction was approved by the Library's attorney. The Kick Off meeting, held on December 3, coordinated the construction schedule and discussed possible impact to the Library's operations. Construction started that week and good progress is being made.

When the ceiling was removed, a small amount of ACM pipe insulation was observed. Abatement was scheduled for Friday/Saturday December 13/14. The abatement was performed by Branch Environmental and the air monitoring by Envirosience. The work was confined to the new meeting room and did not affect other spaces. The abatement was performed in accordance with New York State regulations.
- Rear Entrance Vestibule Project

The State Education Department requested a letter from the Rockville Centre School Superintendent authorizing the Library Director to serve as a signatory for executing capital construction projects at the Library. The letter also authorizes the Library Board to approve capital construction projects at the Library. The Board reviewed the document which will be submitted by Chris Hunt to SED.

At the March 14, 2024 Board meeting, the Board approved retaining John A. Grillo, Architects to provide services related to the rear entrance vestibule project. The estimated budget was \$295,000. At the April 16, 2024 Board meeting, the Board approved the revised estimated budget of \$355,699. SED requested a separate resolution for this project that includes more detail.

After discussion, on a motion made by Ms. Sorvillo, seconded by Ms. Sussman, the Board voted unanimously to proceed with and approve the revised estimate of \$355,699 for the construction of a rear entrance vestibule with sliding doors to

replace the existing swing door. The project cost will be funded by the Library's Capital Fund and the Library expects to submit this project for the 2025 NYS Public Library Construction Grant cycle.

- HVAC Replacement – Helen Kraus Community Room

At the September 12, 2024 Board meeting, the Board approved retaining John A. Grillo, Architects to proceed with this project with an estimated budget of \$100,000. SED requested a separate resolution for this project.

After discussion, on a motion made by Ms. Sorvillo, seconded by Mr. Ludwig, the Board voted unanimously to proceed with and approve the estimated budget of \$100,000 for construction to replace the two air handlers and rooftop condensers that service the Helen Kraus Community Room. The project cost will be funded by the Library's Capital Fund.

## NEW BUSINESS

### Children's Room Refurbishment

The Children's Room would benefit from a refurbishment. Staff has been weeding and shifting the collections to make room for more play areas and stroller parking. Administration is soliciting quotes for new furniture for the play area and a reading nook and for painting. Ms. Overton and Ms. Finck will meet with the Facilities & Technology Committee to discuss quotes and plans.

The Board expressed some concern with the weeding project. Jen Marino will provide the Policy Committee with the criteria that is used to weed non-fiction.

### Door Automation Corp. Maintenance Agreement

The Library's annual maintenance agreement is up for renewal. After discussion, on a motion made by Ms. Sorvillo, seconded by Mr. Ludwig, the Board voted unanimously to renew the 2025 annual maintenance agreement with Door Automation Corp. that covers the four automatic doors in the Library at a cost of \$4,448.80 for the year.

## MISCELLANEOUS

### Business Department

The Board reviewed the Department's monthly report.

### Digital Policy Manual

Renaissance Web Solutions submitted the second draft of the digital policy manual. Ms. Overton emailed it to the Board members and selected staff to review.

### Personnel

- Pablo Jarama was hired as a part-time clerk to cover vacant shifts at the Circulation Desk. He will start on January 3.

- Imre Szeles was hired on November 13 as a substitute cleaner for coverage in the custodial department as needed.

#### CD Cabinets

Sharon Sheppard, Assistant Director of the Martin Luther King, Jr. Recreation Center, informed Ms. Overton that Sharon's Pantry would like to take the CD cabinets. She is looking into transportation from the Library to the Rec Center as the units are large.

#### Nassau Library System Annual Meeting – December 4

Meryl Sussman, Michael Ludwig, Susan Finck and Ms. Overton attended the meeting. After listening to the guest speaker present a program on the effect space planning has on marketing library resources, Mr. Ludwig reached out to the professors of the Marketing Department at Hofstra University. He asked if a faculty member would consider assigning graduate students a project to survey the Library and issue a report on how to better market the collection to improve circulation. Mr. Ludwig will report when he receives a response.

#### Rockville Centre Library Friends

The holiday raffle was very successful. The Friends will soon be concentrating on their January membership drive.

#### Library Holidays

Ms. Kelly recommended that closing on Saturday, July 5 and Juneteenth be discussed by the Policy Committee before being placed on the agenda at a future meeting.

### **ASSISTANT DIRECTOR/HEAD OF ADULT SERVICES REPORT**

Ms. Finck reviewed her written report with the Board.

#### Patron Point

It was recommended to the NLS Board that they contract with Patron Point for SMS notifications. Patron Point is how we communicate with patrons about overdue materials, books on hold, notification your library card is going to expire, etc. SMS notifications are sent via text. NLS hopes to have that available to patrons in the coming weeks.

#### Department Head Reports

Ms. Finck reviewed highlights of the Departments reports. The Board does not want to appear to micromanage departments – the reports of several departments are becoming very specific.

### **OPPORTUNITY FOR BOARD MEMBERS**

- Ms. Sussman appreciated the name of the Library's homebound service as *Library to Your Door* as it highlights the positive aspects of bringing the Library to a patron's home rather than focusing on a person's limitations.

- Mr. Ludwig viewed the Board of Education meeting on YouTube and mentioned that several speakers expressed concern regarding NYS law (Title IX and the NYS Human Rights Law) that codifies transgender and gender expansive (TGE) students' right to use the facility that aligns with their gender identity.
- Ms. Sussman suggested having sliders for the art exhibits on the website.

### **AUDIENCE ITEMS**

Ellen Grossman will be sending out 2025 Friends membership letters on January 1.

The next Board meeting will be held on Thursday January 16, 2025 at 7:00 pm.

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

### **EXECUTIVE SESSION**

The Board retired into Executive Session at 8:02 pm.

### **RETURN TO OPEN SESSION**

On a motion made by Mr. Ludwig, seconded by Ms. Sorvillo, the Board voted unanimously to return to Open Session at 8:41pm with no action taken.

### **ADJOURNMENT**

The meeting was adjourned at 8:41 pm on a motion made by Mr. Ludwig, seconded by Ms. Sussman, and unanimously approved.

Respectfully submitted,

Priscilla Tringali  
Clerk of the Board

Rockville Centre Public Library  
Profit & Loss Budget vs. Actual  
July through December 2024

	Budget	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jul - Dec 24	TOTAL
									% of Budget
<b>Income</b>									
4010 - Tax Revenue	4,000,487.00	333,374.00	333,374.00	333,374.00	333,374.00	333,374.00	333,374.00	2,000,244.00	50.0%
4015 - Payment in Lieu of Taxes	16,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
4100 - Fines	7,000.00	762.17	478.40	461.24	538.11	465.04	503.86	3,208.82	45.84%
4105 - Lost & Paid		564.26	105.99	34.87	249.45	121.36	203.33	1,279.26	
4115 - Cash Discrepancies									
4116 - Overage		5.14	1.00	0.01	0.00	5.32	3.98	15.45	
4117 - Shortage		-0.89	-4.95	-0.20	0.00	-0.50	-2.95	-9.49	
<b>Total 4115 - Cash Discrepancies</b>		4.25	-3.95	-0.19	0.00	4.82	1.03	5.96	
4118 - Credit Card Fees - Square		-48.58	-93.12	-12.44	-50.52	-13.60	-23.07	-241.33	
4200 - State Aid	7,800.00	6,867.00	0.00	0.00	0.00	0.00	763.00	7,630.00	97.82%
4300 - Interest Income	38,000.00	8,666.37	9,784.00	7,117.36	6,865.21	7,486.78	5,762.83	45,702.55	120.27%
4400 - Book Sales	3,000.00	360.83	350.95	197.25	377.40	194.50	296.50	1,777.43	59.25%
4405 - Xerox Photocopies	8,000.00	578.49	789.03	316.07	699.00	615.68	465.88	3,464.15	43.3%
4410 - Commissions		125.95	36.00	481.50	153.32	493.50	8.00	1,298.27	
4415 - Ear Buds-Flashdrives-Tote Bags		2.00	0.00	4.00	2.00	14.00	50.00	72.00	
4420 - Gifts		0.00	10.00	23.79	0.00	0.00	193.73	227.52	
4430 - Miscellaneous Revenues	17,000.00	50.00	316.00	50.00	50.00	25.00	25.00	516.00	3.04%
4440 - E-rate		3,517.08	0.00	0.00	0.00	0.00	0.00	3,517.08	
<b>Total Income</b>	<b>4,087,287.00</b>	<b>354,823.82</b>	<b>345,147.30</b>	<b>342,047.45</b>	<b>342,257.97</b>	<b>342,781.08</b>	<b>341,644.09</b>	<b>2,068,701.71</b>	<b>50.49%</b>
<b>Gross Revenue</b>	<b>4,087,287.00</b>	<b>354,823.82</b>	<b>345,147.30</b>	<b>342,047.45</b>	<b>342,257.97</b>	<b>342,781.08</b>	<b>341,644.09</b>	<b>2,068,701.71</b>	<b>50.49%</b>
<b>Expense</b>									
5000 - Library Materials and Programs									
5010 - Books									
5015 - E-books	56,000.00	16,980.26	2,175.80	2,065.85	2,361.51	1,890.51	1,574.30	27,048.23	48.3%
5016 - Printed Books	94,000.00								
5012 - Adult Books		5,620.55	8,175.79	3,666.33	4,149.26	4,453.32	4,870.05	30,935.30	
5013 - Children Books		810.47	1,544.15	726.85	1,444.85	704.81	368.08	5,599.21	
5014 - YA Books		40.36	381.46	66.60	144.32	83.55	0.00	716.29	
<b>Total 5016 - Printed Books</b>	<b>94,000.00</b>	<b>6,471.38</b>	<b>10,101.40</b>	<b>4,459.78</b>	<b>5,738.43</b>	<b>5,241.68</b>	<b>5,238.13</b>	<b>37,250.80</b>	<b>39.63%</b>
<b>Total 5010 - Books</b>	<b>150,000.00</b>	<b>23,451.64</b>	<b>12,277.20</b>	<b>6,525.63</b>	<b>8,099.94</b>	<b>7,132.19</b>	<b>6,812.43</b>	<b>64,299.03</b>	<b>42.87%</b>
5020 - CDs	50.00								
5021 - CD - Adult		0.00	0.00	0.00	17.99	0.00	0.00	17.99	
<b>Total 5020 - CDs</b>	<b>50.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17.99</b>	<b>0.00</b>	<b>0.00</b>	<b>17.99</b>	<b>35.98%</b>
5025 - Video Games	3,700.00								
5026 - Adult Video Games		0.00	0.00	0.00	0.00	67.00	0.00	67.00	
5027 - YA Video Games		0.00	0.00	0.00	0.00	610.21	0.00	610.21	
5028 - Children's Video Games		0.00	0.00	0.00	0.00	108.94	0.00	108.94	
<b>Total 5025 - Video Games</b>	<b>3,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>786.15</b>	<b>0.00</b>	<b>786.15</b>	<b>21.25%</b>
5030 - Audio Books	17,700.00								
5032 - Audio Books - Adult		1,687.64	1,847.28	1,457.70	1,574.69	1,486.86	1,294.35	9,348.52	
5033 - Audio Books - Children		0.00	400.83	0.00	0.00	0.00	0.00	400.83	
<b>Total 5030 - Audio Books</b>	<b>17,700.00</b>	<b>1,687.64</b>	<b>2,248.11</b>	<b>1,457.70</b>	<b>1,574.69</b>	<b>1,486.86</b>	<b>1,294.35</b>	<b>9,749.35</b>	<b>55.08%</b>

Rockville Centre Public Library  
Profit & Loss Budget vs. Actual  
July through December 2024

	Budget	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jul - Dec 24	TOTAL % of Budget
5042 - Digital Video Discs	11,000.00								
5035 - Adult DVD		167.93	1,381.54	651.81	966.98	283.68	230.91	3,682.85	33.48%
Total 5042 - Digital Video Discs	11,000.00	167.93	1,381.54	651.81	966.98	283.68	230.91	3,682.85	33.48%
5050 - Periodicals/Newsletters	14,800.00	1,030.00	1,608.18	319.92	157.95	477.87	672.80	4,266.72	28.83%
5070 - Online Catalog	53,400.00								
5071 - ILS Circ Charges		12,190.28	0.00	0.00	12,190.28	0.00	0.00	24,380.56	
5073 - ILS Borrower Charge		654.86	0.00	0.00	654.86	0.00	0.00	1,309.72	
5070 - Online Catalog - Other		482.97	0.00	0.00	482.97	0.00	0.00	965.94	
Total 5070 - Online Catalog	53,400.00	13,328.11	0.00	0.00	13,328.11	0.00	0.00	26,656.22	49.92%
5080 - Computer Reference Serv	26,000.00	7,270.58	0.00	0.00	275.00	1,056.00	0.00	8,601.58	33.08%
5280 - Pgms									
5281 - Adult Pgms	52,500.00	6,043.19	10,356.08	8,087.10	6,656.57	5,347.21	5,226.22	41,716.37	79.46%
5282 - YA Pgms	8,000.00	280.00	1,285.57	135.00	286.00	620.53	303.97	2,911.07	36.39%
5283 - Children Pgms	27,500.00	1,153.99	4,376.94	692.10	1,945.97	2,258.92	3,360.98	13,808.90	50.21%
5284 - Pgms Films & Music		0.00	0.00	0.00	0.00	0.00	696.00	696.00	
5297 - Museum Passes	10,000.00	1,500.00	3,050.00	660.00	700.00	875.00	7,010.00	7,010.00	70.1%
5298 - Gifts - Programs		0.00	-1,225.00	-865.00	-945.00	-1,150.00	-1,790.00	-5,975.00	
5299 - Patron Fees		-1,822.14	-4,531.35	-778.06	-2,019.98	-915.42	-951.76	-11,018.71	
5301 - Gifts - Museum Passes		0.00	-3,600.00	0.00	0.00	0.00	-216.00	-3,816.00	
Total 5280 - Pgms	98,000.00	7,155.04	9,772.24	7,931.14	6,623.56	7,036.24	6,874.41	45,332.63	46.26%
5300 - Streaming Services	6,000.00	206.82	288.41	319.41	217.10	241.25	192.33	1,465.32	24.42%
Total 5000 - Library Materials and Programs	380,650.00	54,297.76	27,515.68	17,205.61	31,261.32	18,500.24	16,077.23	164,857.84	43.31%
5112 - Operations & Maintenance									
5110 - Equipment New	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
5120 - Equipment Repairs & Maint	32,200.00	1,187.68	921.86	4,228.77	21.36	1,594.02	1,099.18	9,052.87	28.12%
5130 - Equipment Service Contracts	58,500.00	5,084.40	4,673.24	7,400.44	10,329.84	3,355.72	4,061.86	34,905.50	59.67%
5140 - Building Repairs & Maint	38,000.00	31.51	782.16	1,975.45	2,035.71	123.76	1,783.79	6,732.38	17.72%
5150 - Grounds	15,500.00								
5152 - Grounds Refuse		148.93	297.86	148.93	148.93	148.93	0.00	893.58	
5154 - Grounds Gardening		2,325.50	2,175.00	1,600.00	2,828.50	2,140.00	1,600.00	12,669.00	
Total 5150 - Grounds	15,500.00	2,474.43	2,472.86	1,748.93	2,977.43	2,288.93	1,600.00	13,562.58	87.5%
5160 - Custodial Supplies	8,500.00	1,140.80	390.05	470.15	962.93	2,192.35	142.55	5,298.83	62.34%
5165 - Gas	17,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
5170 - Water	5,500.00	0.00	0.00	1,829.57	0.00	0.00	0.00	1,829.57	33.27%
5180 - Electricity	72,500.00	4,888.93	7,430.69	8,613.84	5,760.39	3,829.49	0.00	30,543.34	42.13%
5190 - Telephone	5,400.00	389.15	383.65	389.15	389.97	389.97	389.97	2,331.86	43.18%
5192 - Data Communications	11,500.00	924.90	924.90	924.90	924.90	924.90	924.90	5,549.40	48.26%
5195 - Insurance	41,500.00	0.00	42,088.21	0.00	0.00	-510.00	0.00	41,578.21	100.19%
Total 5112 - Operations & Maintenance	321,100.00	16,121.80	60,087.62	27,581.20	23,422.53	14,189.14	10,002.25	151,384.54	47.15%
5119 - General Operations									
5210 - Book Processing	3,700.00	1,394.43	440.71	164.34	1,524.22	258.70	37.63	3,820.03	103.24%
5240 - Library & Office Supplies	28,000.00	1,573.49	2,204.40	1,976.82	2,306.43	1,771.17	530.21	10,362.52	37.01%
5250 - Printing & Publicity	1,000.00	0.00	2.40	541.00	0.00	0.00	0.00	543.40	54.34%
5260 - Postage	1,450.00	100.00	105.08	100.00	100.00	105.58	118.45	629.11	43.39%
5270 - Newsletter/Printing	5,800.00	685.00	0.00	685.00	0.00	685.00	0.00	2,055.00	35.43%
5275 - NLS Charges	22,050.00	21,454.00	0.00	0.00	0.00	0.00	0.00	21,454.00	97.3%
Total 5119 - General Operations	62,000.00	25,206.92	2,752.59	3,467.16	3,930.65	2,820.45	686.29	38,864.06	62.68%

Rockville Centre Public Library  
Profit & Loss Budget vs. Actual  
July through December 2024

	Budget	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jul - Dec 24	TOTAL % of Budget
5309 - Administration									
5310 - Payroll Service	6,500.00	852.46	584.93	542.07	535.21	528.35	854.30	3,897.32	59.96%
5311 - Outside Services-Security	63,800.00	4,432.67	5,841.00	3,141.16	3,842.08	3,608.44	3,348.84	24,214.19	37.95%
5319 - Legal/Accounting	22,000.00								
5320 - Legal	625.00	0.00	1,250.00	0.00	625.00	625.00	625.00	3,750.00	
5321 - Accounting	0.00	0.00	0.00	0.00	0.00	11,650.00	0.00	11,650.00	
Total 5319 - Legal/Accounting	22,000.00	625.00	1,250.00	0.00	625.00	12,275.00	625.00	15,400.00	70.0%
5329 - Conf/Mtg & Cont Ed	3,000.00								
5331 - Continuing Education	0.00	0.00	777.60	0.00	0.00	0.00	0.00	777.60	
Total 5329 - Conf/Mtg & Cont Ed	3,000.00	0.00	777.60	0.00	0.00	0.00	0.00	777.60	25.92%
5340 - Professional Dues	2,000.00	0.00	1,865.00	0.00	-247.00	0.00	1,060.00	2,678.00	133.9%
5345 - Secretary to Board	2,400.00	200.00	200.00	0.00	200.00	200.00	200.00	1,000.00	41.67%
5350 - Messenger Service	175.00	9.00	18.00	9.00	3.00	12.00	9.00	60.00	34.29%
5385 - Professional Fees	23,500.00	2,949.95	2,949.95	949.95	850.00	3,314.95	99.95	11,114.75	47.3%
5390 - Collection Agency Fees	850.00	62.00	86.80	49.60	24.80	111.60	49.60	384.40	45.22%
5409 - Salaries	2,136,100.00								
5410 - FT Librarians	118,984.83	118,984.83	74,469.54	76,245.59	77,069.30	76,198.29	115,914.29	538,881.84	
5411 - P/T Librarians	19,859.82	12,541.18	12,541.18	12,310.77	14,863.56	16,008.33	22,530.62	98,114.28	
5412 - FT Clerks	60,443.21	60,443.21	35,432.10	35,672.19	36,281.76	44,655.32	48,600.55	261,085.13	
5413 - P/T Clerks	5,452.86	3,994.65	3,994.65	3,480.92	3,972.13	3,732.83	5,619.17	26,252.56	
5414 - Senior Pages	4,322.41	3,183.84	3,183.84	3,014.94	3,483.85	3,045.60	4,879.12	21,929.76	
5416 - FT Maintenance	23,533.66	23,533.66	15,691.30	17,324.77	16,764.34	23,726.14	31,856.50	128,896.71	
5419 - P/T Maintenance	3,526.14	3,526.14	1,964.51	1,575.00	1,578.63	2,041.50	3,308.38	13,994.16	
5421 - FT Technology	8,675.76	8,675.76	5,783.84	5,783.85	5,783.84	5,783.84	8,675.76	40,486.89	
Total 5409 - Salaries	2,136,100.00	244,798.69	153,060.96	155,408.03	159,797.41	175,191.85	241,384.39	1,129,641.33	52.88%
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	264,000.00	0.00	0.00	0.00	0.00	274,948.00	0.00	274,948.00	104.15%
5429 - SS & MC	163,412.00								
5430 - Social Security	14,673.95	14,673.95	9,326.24	9,299.05	9,571.16	10,530.57	14,469.00	67,869.97	
5435 - Medicare Expense	3,431.83	3,431.83	2,181.12	2,174.78	2,238.39	2,462.83	3,383.90	15,872.85	
Total 5429 - SS & MC	163,412.00	18,105.78	11,507.36	11,473.83	11,809.55	12,993.40	17,852.90	83,742.82	51.25%
5440 - Health Insurance	622,800.00	74,350.96	50,897.77	48,283.43	67,151.03	48,362.94	45,060.53	334,106.66	53.65%
5450 - Worker's Compensation	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
5460 - Disability Insurance	3,000.00	-162.87	455.03	-109.49	480.84	-108.51	-163.78	391.22	13.04%
Total 5309 - Administration	3,333,537.00	346,223.64	229,494.40	219,747.58	245,071.92	531,438.02	310,380.73	1,882,356.29	56.47%
Total Expense	4,097,287.00	441,850.12	319,830.29	268,001.55	303,686.42	566,947.85	337,146.50	2,237,462.73	54.61%
Net Income		-87,026.30	25,317.01	74,045.90	38,571.55	-224,166.77	4,487.59	-168,761.02	

14 of 26  
Pay Periods  
53.8%

# Rockville Centre Public Library

## Balance Sheet

Accrual Basis

As of December 31, 2024

	Dec 31, 24
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1033 · Flagstar Bank CD 1	99,000.00
1034 · Flagstar Bank CD 2	100,000.00
1054 · Flagstar Bank CD 3	50,000.00
1060 · Flagstar Checking	130,893.67
1061 · Flagstar Money Market	310,044.52
1062 · Flagstar Admin Checking	500.00
1070 · TD Bank General Checking	835,835.69
1071 · TD Bank Money Market	1,129,531.20
1090 · Cash on Hand	
1091 · Petty Cash	400.00
1092 · Cash Register Boxes	300.30
Total 1090 · Cash on Hand	700.30
Total Checking/Savings	2,656,505.38
Other Current Assets	
1111 · Prepaid Insurance	13,754.00
1112 · Accrued Interest	3,950.63
1905 · Due To/From Capital Fund	-475.00
Total Other Current Assets	17,229.63
Total Current Assets	2,673,735.01
<b>TOTAL ASSETS</b>	<b>2,673,735.01</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2000 · Federal Tax	893.77
2002 · Accrued Payroll	68,487.58
2005 · Accounts Payable - Auditor	49,044.65
2016 · Accrued NYS Retirement	55,305.00
2100 · Union Dues	489.84
2116 · Aflac	1,247.77
2117 · Met Life Dental	112.19
2120 · Retirement	2,368.93
Total Other Current Liabilities	177,949.73
Total Current Liabilities	177,949.73
Total Liabilities	177,949.73
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	2,512,247.63
Net Income	-168,761.02
Total Equity	2,495,785.28
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,673,735.01</b>

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

Accrual Basis

July through December 2024

	Jul - Dec 24	Budget	% of Budget
<b>Income</b>			
4010 · Tax Revenue	2,000,244.00	4,000,487.00	50.0%
4015 · Payment in Lieu of Taxes	0.00	16,000.00	0.0%
4100 · Fines	3,208.82	7,000.00	45.8%
4105 · Lost & Paid	1,279.26		
4115 · Cash Discrepancies			
4116 · Overage	15.45		
4117 · Shortage	-9.49		
<b>Total 4115 · Cash Discrepancies</b>	<b>5.96</b>		
4118 · Credit Card Fees - Square	-241.33		
4200 · State Aid	7,630.00	7,800.00	97.8%
4300 · Interest Income	45,702.55	38,000.00	120.3%
4400 · Book Sales	1,777.43	3,000.00	59.2%
4405 · Xerox Photocopies	3,464.15	8,000.00	43.3%
4410 · Commissions	1,298.27		
4415 · Ear Buds-Flashdrives-Tote Bags	72.00		
4420 · Gifts	227.52		
4430 · Miscellaneous Revenues	516.00	17,000.00	3.0%
4440 · E-rate	3,517.08		
<b>Total Income</b>	<b>2,068,701.71</b>	<b>4,097,287.00</b>	<b>50.5%</b>
<b>Gross Profit</b>	<b>2,068,701.71</b>	<b>4,097,287.00</b>	<b>50.5%</b>
<b>Expense</b>			
5000 · Library Materials and Programs			
5010 · Books			
5015 · E-books	27,048.23	56,000.00	48.3%
5016 · Printed Books			
5012 · Adult Books	30,935.30		
5013 · Children Books	5,599.21		
5014 · YA Books	716.29		
5016 · Printed Books - Other	0.00	94,000.00	0.0%
<b>Total 5016 · Printed Books</b>	<b>37,250.80</b>	<b>94,000.00</b>	<b>39.6%</b>
5010 · Books - Other	0.00	0.00	0.0%
<b>Total 5010 · Books</b>	<b>64,299.03</b>	<b>150,000.00</b>	<b>42.9%</b>
5020 · CDs			
5021 · CD - Adult	17.99		
5020 · CDs - Other	0.00	50.00	0.0%
<b>Total 5020 · CDs</b>	<b>17.99</b>	<b>50.00</b>	<b>36.0%</b>
5025 · Video Games			
5026 · Adult Video Games	67.00		
5027 · YA Video Games	610.21		
5028 · Children's Video Games	108.94		
5025 · Video Games - Other	0.00	3,700.00	0.0%
<b>Total 5025 · Video Games</b>	<b>786.15</b>	<b>3,700.00</b>	<b>21.2%</b>
5030 · Audio Books			
5032 · Audio Books - Adult	9,348.52		
5033 · Audio Books - Children	400.83		
5030 · Audio Books - Other	0.00	17,700.00	0.0%
<b>Total 5030 · Audio Books</b>	<b>9,749.35</b>	<b>17,700.00</b>	<b>55.1%</b>
5042 · Digital Video Discs			
5035 · Adult DVD	3,682.85		
5042 · Digital Video Discs - Other	0.00	11,000.00	0.0%
<b>Total 5042 · Digital Video Discs</b>	<b>3,682.85</b>	<b>11,000.00</b>	<b>33.5%</b>
5050 · Periodicals/Newspapers	4,266.72	14,800.00	28.8%

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

Accrual Basis

July through December 2024

	Jul - Dec 24	Budget	% of Budget
5070 · Online Catalog			
5071 · ILS Circ Charges	24,380.56		
5073 · ILS Borrower Charge	1,309.72		
5070 · Online Catalog - Other	965.94	53,400.00	1.8%
<b>Total 5070 · Online Catalog</b>	<b>26,656.22</b>	<b>53,400.00</b>	<b>49.9%</b>
5080 · Computer Reference Serv	8,601.58	26,000.00	33.1%
5280 · Pgms			
5281 · Adult Pgms	41,716.37	52,500.00	79.5%
5282 · YA Pgms	2,911.07	8,000.00	36.4%
5283 · Children Pgms	13,808.90	27,500.00	50.2%
5284 · Pgms Films & Music	696.00		
5297 · Museum Passes	7,010.00	10,000.00	70.1%
5298 · Gifts - Programs	-5,975.00		
5299 · Patron Fees	-11,018.71		
5301 · Gifts - Museum Passes	-3,816.00		
<b>Total 5280 · Pgms</b>	<b>45,332.63</b>	<b>98,000.00</b>	<b>46.3%</b>
5300 · Streaming Services	1,465.32	6,000.00	24.4%
<b>Total 5000 · Library Materials and Programs</b>	<b>164,857.84</b>	<b>380,650.00</b>	<b>43.3%</b>
5112 · Operations & Maintenance			
5110 · Equipment New	0.00	15,000.00	0.0%
5120 · Equipment Repairs & Maint	9,052.87	32,200.00	28.1%
5130 · Equipment Service Contracts	34,905.50	58,500.00	59.7%
5140 · Building Repairs & Maint	6,732.38	38,000.00	17.7%
5150 · Grounds			
5152 · Grounds Refuse	893.58		
5154 · Grounds Gardening	12,669.00		
5150 · Grounds - Other	0.00	15,500.00	0.0%
<b>Total 5150 · Grounds</b>	<b>13,562.58</b>	<b>15,500.00</b>	<b>87.5%</b>
5160 · Custodial Supplies	5,298.83	8,500.00	62.3%
5165 · Gas	0.00	17,000.00	0.0%
5170 · Water	1,829.57	5,500.00	33.3%
5180 · Electricity	30,543.34	72,500.00	42.1%
5190 · Telephone	2,331.86	5,400.00	43.2%
5192 · Data Communications	5,549.40	11,500.00	48.3%
5195 · Insurance	41,578.21	41,500.00	100.2%
<b>Total 5112 · Operations &amp; Maintenance</b>	<b>151,384.54</b>	<b>321,100.00</b>	<b>47.1%</b>
5119 · General Operations			
5210 · Book Processing	3,820.03	3,700.00	103.2%
5240 · Library & Office Supplies	10,362.52	28,000.00	37.0%
5250 · Printing & Publicity	543.40	1,000.00	54.3%
5260 · Postage	629.11	1,450.00	43.4%
5270 · Newsletter/Printing	2,055.00	5,800.00	35.4%
5275 · NLS Charges	21,454.00	22,050.00	97.3%
<b>Total 5119 · General Operations</b>	<b>38,864.06</b>	<b>62,000.00</b>	<b>62.7%</b>
5309 · Administration			
5310 · Payroll Service	3,897.32	6,500.00	60.0%
5311 · Outside Services-Security	24,214.19	63,800.00	38.0%
5319 · Legal/Accounting			
5320 · Legal	3,750.00		
5321 · Accounting	11,650.00		
5319 · Legal/Accounting - Other	0.00	22,000.00	0.0%
<b>Total 5319 · Legal/Accounting</b>	<b>15,400.00</b>	<b>22,000.00</b>	<b>70.0%</b>

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

Accrual Basis

July through December 2024

	Jul - Dec 24	Budget	% of Budget
5329 · Conf/Mtg & Cont Ed			
5331 · Continuing Education	777.60		
5329 · Conf/Mtg & Cont Ed - Other	0.00	3,000.00	0.0%
<b>Total 5329 · Conf/Mtg &amp; Cont Ed</b>	<b>777.60</b>	<b>3,000.00</b>	<b>25.9%</b>
5340 · Professional Dues	2,678.00	2,000.00	133.9%
5345 · Secretary to Board	1,000.00	2,400.00	41.7%
5350 · Messenger Service	60.00	175.00	34.3%
5385 · Professional Fees	11,114.75	23,500.00	47.3%
5390 · Collection Agency Fees	384.40	850.00	45.2%
5409 · Salaries			
5410 · F/T Librarians	538,881.84		
5411 · P/T Librarians	98,114.28		
5412 · F/T Clerks	261,085.13		
5413 · P/T Clerks	26,252.56		
5414 · Senior Pages	21,929.76		
5416 · F/T Maintenance	128,896.71		
5419 · P/T Maintenance	13,994.16		
5421 · FT Technology	40,486.89		
5409 · Salaries - Other	0.00	2,136,100.00	0.0%
<b>Total 5409 · Salaries</b>	<b>1,129,641.33</b>	<b>2,136,100.00</b>	<b>52.9%</b>
5415 · Sick/Leave Compensation	0.00	5,000.00	0.0%
5420 · NYS Retirement	274,948.00	264,000.00	104.1%
5429 · SS & MC			
5430 · Social Security	67,869.97		
5435 · Medicare Expense	15,872.85		
5429 · SS & MC - Other	0.00	163,412.00	0.0%
<b>Total 5429 · SS &amp; MC</b>	<b>83,742.82</b>	<b>163,412.00</b>	<b>51.2%</b>
5440 · Health Insurance	334,106.66	622,800.00	53.6%
5450 · Worker's Compensation	0.00	15,000.00	0.0%
5460 · Disability Insurance	391.22	3,000.00	13.0%
<b>Total 5309 · Administration</b>	<b>1,882,356.29</b>	<b>3,333,537.00</b>	<b>56.5%</b>
<b>Total Expense</b>	<b>2,237,462.73</b>	<b>4,097,287.00</b>	<b>54.6%</b>
<b>Net Income</b>	<b>-168,761.02</b>	<b>0.00</b>	<b>100.0%</b>

## ROCKVILLE CENTRE LIBRARY - ENDOWMENT FUND

## Balance Sheet

As of December 31, 2024

	<u>Dec 31, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1023 · FLAGSTAR SAVINGS	32,992.06
1024 · FLAGSTAR CHECKING	636.95
Total Checking/Savings	<u>33,629.01</u>
Total Current Assets	<u>33,629.01</u>
<b>TOTAL ASSETS</b>	<u><u>33,629.01</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
3110 · REST - BONGIORNO	94.31
3120 · REST - SEIDENBERG	986.97
3130 · REST - LIBRARY TO YOUR DOOR	-1,038.36
3150 · REST - KIMS CORNER (FORGACH)	695.89
3155 · REST - FAMILY PLACE (Joe Price)	1,043.91
3160 · REST - GELSTON	1,610.00
3180 · REST - BISHOP LT BKS	2.16
3181 · RES CHILDS ROOM	1,000.00
3185 · REST - FINS ROOM	-175.00
3187 · REST-LEBRON	500.00
3200 · UNRESTRICTED FUND BALANCE	33,002.29
Net Income	<u>-4,093.16</u>
Total Equity	<u>33,629.01</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>33,629.01</u></u>

10:28 AM

ROCKVILLE CENTRE LIBRARY - ENDOWMENT FUND

01/06/25

Profit & Loss by Class

Accrual Basis

December 2024

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	Unclassified	TOTAL
Income		
4300 · Interest Income	94.77	94.77
Total Income	94.77	94.77
Expense	0.00	0.00
Net Income	<u>94.77</u>	<u>94.77</u>

ROCKVILLE CENTRE LIBRARY - ENDOWMENT FUND

Profit & Loss by Class

Accrual Basis

July through December 2024

	BISHOP	Family Place	LIBRARY TO YOUR DOOR	Unclassified	TOTAL
<b>Income</b>					
4300 · Interest Income	0.00	0.00	0.00	625.92	625.92
4420 · Donation Income	0.00	0.00	0.00	30.00	30.00
<b>Total Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>655.92</b>	<b>655.92</b>
<b>Expense</b>					
5010 · BOOKS	697.84	0.00	3,049.92	0.00	3,747.76
5110 · Equipment	0.00	550.85	0.00	0.00	550.85
5120 · SUPPLIES	0.00	0.00	450.47	0.00	450.47
<b>Total Expense</b>	<b>697.84</b>	<b>550.85</b>	<b>3,500.39</b>	<b>0.00</b>	<b>4,749.08</b>
<b>Net Income</b>	<b>-697.84</b>	<b>-550.85</b>	<b>-3,500.39</b>	<b>655.92</b>	<b>-4,093.16</b>

## ROCKVILLE CENTRE PUBLIC LIBRARY - CAPITAL FUND

## Balance Sheet

As of December 31, 2024

	<u>Dec 31, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Flagstar Checking	230,979.61
Total Checking/Savings	<u>230,979.61</u>
Other Current Assets	
1400 · Grant Receivable	442.00
Total Other Current Assets	<u>442.00</u>
Total Current Assets	<u>231,421.61</u>
<b>TOTAL ASSETS</b>	<u><u>231,421.61</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1900 · Due to General Fund	-475.00
2005 · Accounts Payable - Auditor	190,779.22
Total Other Current Liabilities	<u>190,304.22</u>
Total Current Liabilities	<u>190,304.22</u>
Total Liabilities	190,304.22
Equity	
3200 · Unrestricted Fund Balance	155,624.80
Net Income	-114,507.41
Total Equity	<u>41,117.39</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>231,421.61</u></u>

10:30 AM

ROCKVILLE CENTRE PUBLIC LIBRARY - CAPITAL FUND

01/06/25

Profit & Loss by Class

Accrual Basis

December 2024

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	<u>Unclassified</u>	<u>TOTAL</u>
Income		
4235 · Construction Grant Revenue	4,454.00	4,454.00
Total Income	4,454.00	4,454.00
Expense		
5602 · Main Floor Renovation 2024	1,609.95	1,609.95
Total Expense	1,609.95	1,609.95
Net Income	<u>2,844.05</u>	<u>2,844.05</u>

## ROCKVILLE CENTRE PUBLIC LIBRARY - CAPITAL FUND

## Profit &amp; Loss by Class

July through December 2024

01/09/25

Accrual Basis

	Unclassified	TOTAL
<b>Income</b>		
4235 · Construction Grant Revenue	14,301.00	14,301.00
<b>Total Income</b>	14,301.00	14,301.00
<b>Expense</b>		
5500 · Elevator Replacement	4,800.00	4,800.00
5502 · Rear Vestibule Project	256.01	256.01
5503 · Five-Year Plan Fees	2,500.00	2,500.00
5601 · New Meeting Room Project	4,300.27	4,300.27
5602 · Main Floor Renovation 2024	107,875.79	107,875.79
5603 · Replace HVAC/Helen Kraus Rm.	2,000.00	2,000.00
6002 · Bank Fees	113.74	113.74
6010 · Building Improvement	2,225.00	2,225.00
6015 · Furniture	4,737.60	4,737.60
<b>Total Expense</b>	128,808.41	128,808.41
<b>Net Income</b>	<b>-114,507.41</b>	<b>-114,507.41</b>

# ROCKVILLE CENTRE PUBLIC LIBRARY

Catherine Overton – Director’s Report

January 14, 2025

## **Announcements**

The Nassau Library System distributed the 10% balance payments of the New York State 2024 Local Library Services Aid to member libraries. The Library’s payment was \$763.

## **Correspondence**

- The suggestion box notices are included in the packet for the Board’s review.
- Girl Scout Troop 861 thanked the Library for allowing them to share homemade dog treats as part of a community project. Note and photo are included.
- Frank Keating thanked the Library for an archives search for the RVC Little League Hall of Fame.
- Kevin Lopez thanked the Library for the space to host his Pet Gala event.
- Howard Kamph thanked the Library for its accommodations to hold the monthly RVC Village Civic Association meetings.

## **Committee Reports**

- Budget and Finance – None
- Personnel – Report regarding Department Head Changes
- Facilities & Technology – None
- Policy – None

## **Unfinished Business**

### Main Floor Refurbishment

- The engraved plaques describing the historical photos above the laptop bar and print release station have been delivered and are scheduled to be mounted.
- The two chairs at the Circulation Desk are worn. Three new chairs have been ordered to replace them with an additional chair for use in the newly created work station in the Paging Room behind Circulation.

### Capital Projects

#### • Reconstruction of a Storage Room into a Meeting Room

The construction is progressing well. Chris Hunt is scheduled to conduct a site visit on Friday, January 10. We will have a progress report for the Board meeting. Ms. Finck and I hope to finalize the order for new tables and chairs for this room. We will schedule a meeting with the Facilities and Technology Committee to review the quotes.

#### • Children’s Room Refurbishment

As previously discussed, the custodians have dismantled a row of shelving to create a sense of openness and to provide space for stroller parking. The custodians are replacing the carpet tiles. Jen Marino addressed the Board’s concern about weeding non-fiction. Please refer to

Ms. Marino's report for details. We have received quotes for needed comfortable seating for adults to be placed in the play area, a new table for children and shelving to be placed in the Easy Reader corner. We will schedule a meeting with the Facilities and Technology Committee to review the quotes.

At the Board meeting, Ms. Sorvillo inquired if these activities were addressed in the 5-Year Plan. In reviewing the plan, most of the items concerned the physical condition and systems of the building. Space adequacy was listed as a Priority 1 item with a recommendation for additional quiet rooms and meeting spaces to better service desired program requirements. The work being proposed in Children's could be related to this item.

## **New Business**

### 2024 State of the Library Report

The State of the Library Report for Year 2024 which includes details about the year's activities and accomplishments will be delivered separately.

### Civil Service Residency Requirement

The Nassau Library System is facilitating a request from the Board of Trustees of Nassau libraries to the Nassau County Civil Service Commission. Please see the attached letter. The letter is a formal request for the Commission to waive the residency requirement for professional librarian positions. The residency requirement creates hiring difficulties, a situation that we have experienced at RVCPL. A motion would be required for the Library to sign onto the letter.

## **Miscellaneous**

### Business Department

Barbara Convey, Business Manager, submitted the Department's monthly report; see attached.

### Digital Policy Manual

The digital version of the manual is almost finalized and will be emailed to Board members. Table of Contents items link to their corresponding pages. Upon Board approval, the policy manual will be uploaded to the website via a google drive. Board members and staff will need to log into their RVCPL email account to gain access to the documents. We are coordinating with Renaissance Web Solutions for this action.

### Nassau County Library Association

Institutional, Trustee and Administration membership applications have been submitted to NCLA. Membership material will be forwarded to the Board when received.

### Rockville Centre Library Friends

The Friends are conducting their January membership drive. Thank you to the Friends for sponsoring the following programs:

Play Hooray	\$990
Knock'em Dead Trivia	\$400
Holiday Mocktails	\$400
Three Empire passes	\$216

# ROCKVILLE CENTRE PUBLIC LIBRARY

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

Can you provide a room  
we think the library to set  
up the coin counter for ex.  
Monday & Thursday or Sat only

Patron's name \_\_\_\_\_

Address: \_\_\_\_\_

Phone no: \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

Patron's name \_\_\_\_\_

Address \_\_\_\_\_

Phone no. \_\_\_\_\_

Date \_\_\_\_\_

more 514 magazines  
PLEASE

# ROCKVILLE CENTRE PUBLIC LIBRARY

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

Thank you for helping Continue Girl Scout Troop 861's  
Bronze Award Project! Our girls have been  
hard at work finding different ways to  
communicate with our community about ways  
to help animals. Please share these homemade  
flyers and dog treats with everyone!

Happy holidays!

visit NEW YORK TRANSIT MUSEUM  
FREE with your library card

# A SWEET TREAT FOR YOUR PUP



With love from  
Girl Scout Troop 861

Help the dogs! Donate towels and blankets to your local animal shelter

ADOP

Help the dogs! Donate towels and blankets to your local animal shelter

ANIMAL SHELTER / ADOPTION

THE HOLIDAYS

Medications... If your animal is scared or loud noises have calmed them

For...  
• Food  
• Water  
• Leash  
• Collar  
• Pillow or bed

## **January 2025 Board Meeting – Business Office**

**Happy New Year to all!**

### **Payroll**

- Processed 12/19/24 and 1/2/25 bi-weekly payrolls, ensuring accurate and timely compensation for all employees
- Processed and entered payroll journal entries to record employee pay, deductions, and taxes
- Updated NYS Deferred Compensation payroll changes
- Uploaded NYS Deferred Compensation (payroll deduction and Roth) payments via Nationwide Fast Pay
- Updated Longevity and Health Declination files for 2025 and issued employee payroll payments accordingly
- Updated 2025 part-time hourly rates in staff iSolved accounts and QuickBooks – effective January 1, 2025
- CSEA Union Dues Increase
  1. Updated the Library's Annual Payroll Calendar – submitted to CSEA
  2. Updated 2025 Dues Chart – submitted to CSEA
  3. Entered 2025 union dues bi-weekly payroll deductions in iSolved
- Entered 2025 NYSHIP payroll deductions in iSolved for January 2, 2025 paychecks

### **Accounts Payable and Financial**

- Audited all invoices prior to payment, entered them into QuickBooks, and issued vendor checks on December 19, 2024 and January 2, 2025 – approved by the Director and Library Treasurer
- All December 19, 2024 and January 2, 2025 warrants created and submitted to the Board of Trustees for review and approval
- Counted and prepared bank deposits for daily register receipts and weekly copier receipts
- Made weekly bank deposits and recorded all transactions in QuickBooks
- Transferred funds to the Library's checking account for payment of vendor bills
- Reconciled petty cash, PayPal, Square and Braintree accounts on weekly basis and made corresponding QuickBooks entries and transfers
- Reconciled all bank accounts for each fund, ensuring accuracy and consistency across all accounts for November
- Verified the RVC School tax transfer to the Library's bank account on December 13, 2024 and recorded the entry in QuickBooks
- Prepared and generated monthly financial reports for all funds in QuickBooks

### **Human Resources**

- Updated Staff Roster
- Updated Staff Faces
- Onboarded non-competitive PT Typist Clerk
  1. Completed NYSLRS online registration and NYS Wage form on employee's first day of work, January 3, 2025
  2. Created employee iSolved account and assigned timeclock ID

### **Social Media – Posts, Stories, Reels**

Posted: Sunday weekly calendars, Christmas and New Year's Closure/Hours, Merry Christmas, Happy Hanukkah and Happy Kwanzaa wishes, Friends Holiday Raffle winners - samples attached

## **NYS Retirement**

- Enhanced Reporting – The new retirement reporting process has been implemented successfully and is progressing smoothly. At this time, we do not foresee any issues moving forward.
  1. Attended WebEx meeting with our Enhanced Transition Coach Kari on December 20 where we reviewed our monthly retirement report in the Enhanced software, generated the text file and PDF report summary, and uploaded our December report to Retirement Online without warnings or errors
  2. Scheduled our next post-transition Hypercare appointment for January 31 to submit January's report utilizing the Enrollment Dashboard and Enhanced Reporting Spreadsheet with Kari

## **Friends**

- Submitted copies of paid program invoices to Friends for reimbursement of sponsored programs:
  1. Matters of the HeArt - 11/15/24 & 12/13/24 classes
  2. Posted lucky winners of the Holiday Raffle on all social media platforms
- January is Friends Membership Month
  1. Sent thank you postcards from the Director to new members and to current members who renewed memberships for 2025
  2. Will continue to send thank you correspondence for the remainder of the membership drive.

## **Day-to-Day Clerical**

- Ordered all requested and authorized supplies – delivered to appropriate staff
- Mailed all vendor payments for December 19 and January 2 check dates
- Printed weekly program calendar for all service desks and custodial staff
- Emailed weekly security guard timesheets to AJ<sup>2</sup> for invoicing December 19 and January 2 check dates
- Printed program contracts and added to file of upcoming programs to ensure accurate and timely payments to vendors
- Maintained meeting room calendar and room setups for outside organizations

## **Meeting Attendance**

- December 20 – NYSLRS Enhanced Reporting Hypercare with Transition Coach - MW and BC

# Holiday Hours

## RVCPL Holiday Schedule

CHRISTMAS EVE, TUESDAY, DECEMBER 24:  
Closed

CHRISTMAS DAY, WEDNESDAY, DECEMBER 25:  
Closed

NEW YEAR'S EVE, TUESDAY, DECEMBER 31:  
Closed

NEW YEAR'S DAY, WEDNESDAY, JANUARY 1:  
Closed

MERRY CHRISTMAS & HAPPY NEW YEAR!

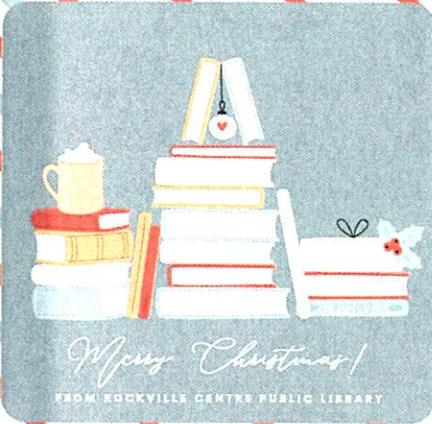
## Library Holiday Hours

*Christmas Eve*  
TUESDAY,  
DECEMBER 24  
Library Closed

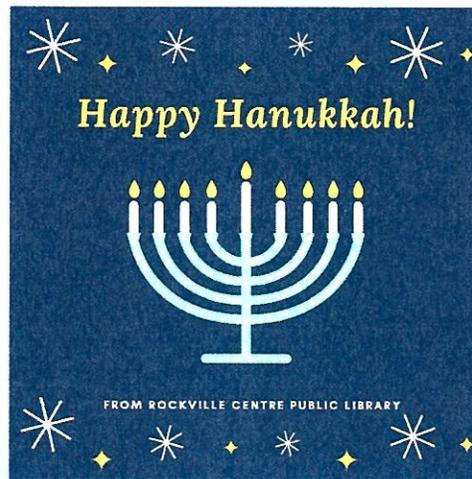
*Christmas Day*  
WEDNESDAY,  
DECEMBER 25  
Library Closed

The Library will reopen Thursday, December 26, at 9am.

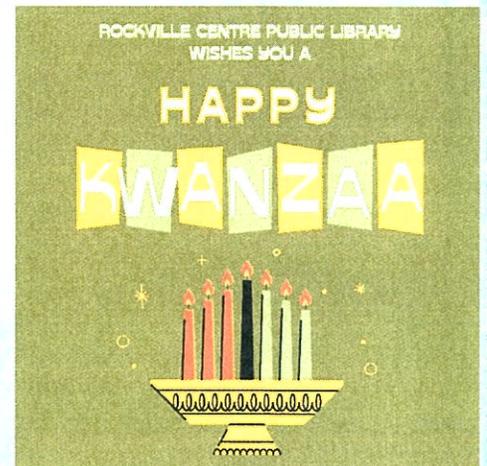
## Christmas



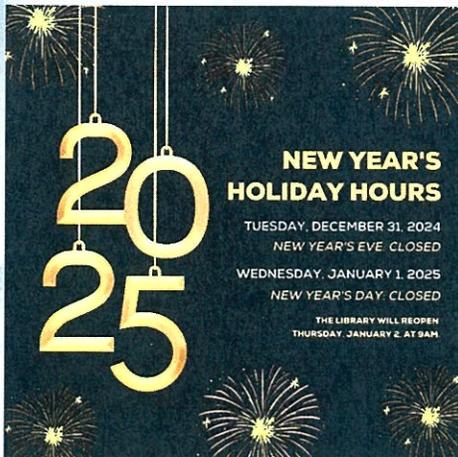
## Hanukkah



## Kwanzaa



## New Year's Hours



## Friends Raffle Winners



**Rockville Centre Public Library**  
**Assistant Director - Susan Finck**  
**January 14, 2025**

**Year at a Glance**

We are awaiting a few statistics for our 2024 Year in Review. A preliminary version will be available for the Board's review at our January meeting.

**Museum Pass Activity for 2024**

The annual performance review for our Museum Pass program is attached. A copy has been forwarded to the Rockville Centre Library Friends to assist them in deciding which passes they would like to support in the coming year.

**Continuing Education**

Pursuant to Education Law 260-D, all Library Trustees have completed at least two hours of trustee education for 2024.

The RVCPL staff have completed 152.5 hours of continuing education in 2024. A report detailing their December activities is attached.

**Technology Updates**

We have ordered the monitor for the new meeting room in the basement. We have also replaced five of our Rokus with more updated equipment. They are becoming increasingly popular and are well used.

**Statistics**

Program Attendance, Monthly and Annual Museum Pass Activity, Circulation, Traf-Sys Monthly Traffic Report by Hour and Continuing Education Reports are attached.

**Circulation Department**  
**Department Head - Tricia Marino**

December was a month full of highlights for the library!

**Class Visits with Heart:** On December 5, we wrapped up our last two class visits of the year, welcoming 25 special education students from Covert. These bright young minds received library cards and picked out books to take home. Class visits always bring a burst of joy—a true "little ray of sunshine."

**Meet Pablo, Our New Hire:** We're thrilled to welcome Pablo, our new part-time clerk, who started on January 3, 2025. With over 20 years of experience at the Queens Public Library, Pablo is a treasure trove of knowledge, and I can't wait to see the impact he'll make here. His expertise is sure to elevate our team.

**Holiday Raffle Magic:** On December 18, the Friends of the Library hosted their most successful holiday raffle yet. The prizes were top-notch, and for the first time, people doubled up on tickets.

**Pages on the Move:** Our hardworking pages have been shifting and reshaping the reference collection with impressive dedication. Outdated materials have been weeded and valuable resources have found a new life in the circulating collection.

What a way to close out the year! Here's to even more milestones in 2025.

**Youth Services Department  
Department Head - Jen Marino**

A note about the weeding we've been doing in the nonfiction section: Before the books in nonfiction were categorized and labeled we had done a pretty extensive weed in order to not categorize and label books that we were not going to keep. So the collection has been streamlined for a while, but still spread out over the same amount of shelves.

Now that the books have had several years to circulate in their new categories, we knew it was time to weed again. The nonfiction section is not used the same way it was when many of these books were purchased. We rarely get school age kids coming in to look for books to use for reports. So we are transitioning to a collection with more appeal to browsing. Books that are attractive and have information presented in a fun way, rather than big blocks of text needed for homework. We are also noting which categories get the most interest – such as “Animals” and “Fun” – making sure they are well stocked.

Liz Vorbach started with a dusty book list, which showed books that haven't gone out in two years. As she was pulling those from the shelves, she ended up looking at every book because many were in bad condition or quite old. She and I considered age, condition and circulation statistics when deciding what books to keep and what subjects we need to order new books for.

The combination of shifting books and the most recent weeding enabled us to have shelves that could be taken down, which will give the space some breathing room and hopefully improve some sight lines.

### *Programming*

- It was another successful Noon Year's Eve on Monday, December 30. 38 kids, 35 adults and 5 teen volunteers had a great time counting down to noon. They made 2025 paper hats, enjoyed the balloon drop and confetti cannon and feasted on goldfish crackers, pretzels, teddy grahams and bubbly ginger ale (and water).
- We had a nice number, seven kids, for our December Chess Club.

### *Outreach*

- The artwork in the children's room was from United Nursery School for the month of December.
- Two special education classes from Covert visited on December 5. Margaret Capobianco and Emily Corvelle did storytimes with the classes and the 25 students also got library cards and checked out books.

### *Passive Programming*

- The whiteboard next to our desk was a question – “what is the best gift you ever received?” We had a lot of great answers, including siblings, dogs and a bubble hockey game.
- The flannel board near picture books had a blank gingerbread house kids could decorate with felt icing, candy, etc.
- On our big ruler was a tower of paper gingerbread cookies so patrons could measure - “How many gingerbread cookies tall are you?” Kids and adults loved doing it.
- On a table was color matching mittens - kids could button the matching mittens together.

### *Continuing Education*

- Liz Vorbach on December 3 attended Booklist: Picture Books for Winter, Spring and Beyond – this book preview's main focus was on inclusivity, specifically for neuro-divergent children.
- Jen Rebmann and Emily Corvelle took part in Incorporating Tabletop-roleplaying Games (TTRPG) to Increase Engagement in Academic and Public Libraries presented by The Academic & Special Libraries Division of NCLA on December 20.

Course description as follows: “With the rapidly rising popularity of TTRPGs and games at-large, patrons of all ages and vocations are seeking groups and spaces to play. The collaborative and creative nature of TTRPGs allows both students and faculty alike to engage

with each other in a fashion that is low stakes but highly enriching. We'll discuss how to host game nights, tabletop role-playing game one-shots, and other interactive educational events in the academic library, highlighting the obstacles as well as the benefits and how to include library and information literacy modules in your daring campaign adventures that will have students returning to the library again and again.”

· Margaret Capobianco on December 30 took the self-directed class: Dealing with Difficult Patrons.

*It gave an excellent overview on how to resolve conflict with patrons through empathy and listening skills.*

## **Adult Reference Department Report** **Department Head - Susan Finck**

### **Staff Book Discussions**

On December 2, 2025, Eileen M. hosted her popular virtual book discussion, Monday Mysteries. Twelve people attended to discuss *Murder by Degrees* by Ritu Mukerji. This historical mystery set in Philadelphia follows a pioneering woman doctor as she investigates the disappearance of a young patient who is presumed dead.

### **Library to Your Door**

All the reserves and Best Seller Club titles for our homebound patrons are being placed in the LTYD bags daily and immediately sent out. As soon as bags arrive back at the library, librarians check in the materials and check for any notes or requests for new titles. The staff guide listing patrons favorites has been a helpful resource in selecting new titles.

### **Reader Advisory Lists and Displays**

Fran designed a very popular book display highlighting Nassau County Libraries' Top Ten Titles of 2024. Please see attached flyer.

Julie H. put a collection of Holiday themed fiction titles together at the Library's rear entrance. Flyer is attached.

Lisa C. displayed a collection of books on **Seasons Eatings**. This consisted of cookbooks and entertaining books for all types of holidays.

In our Biography section, Emilie D. curated a collection of memoirs and biographies of famous Chefs. Flyer is attached.

Eileen M. interloaned books with a mix of nine different titles. Her theme was “Tis the Season for Family.” Flyer is attached.

### **Digital Literacy**

Cheryl Clifford facilitated an informative class exploring helpful Google apps such as Calendar, Contacts, Drive, Forms and Slides. Patrons also participated in our monthly Let's Libby and Apple/Android Help workshops.

### **Museum Pass Program**

Lauren updated the Museum Pass Program brochure to reflect changes to a few museum offerings and create better alignment with listings on our website.

### **Marketing & Promotions**

Lauren created seventeen flyers to promote the upcoming January programs, along with two flyers to promote eight new movies added to the ROKUs; one included a spotlight on a hot new release, Gladiator II! See attached.

As we are in the process of updating signage around the library, Lauren crafted new signs for all nine study rooms, the Virtual Program Room, IT Services, and the Reference Office. These signs have been installed in the Vista frames.

Ellen designed eye-catching sliders for our website highlighting programs and Library offerings. She also prepared our weekly Constant Contact emails reminding patrons about upcoming events and a special edition with a digital version of our newsletter.

### **Patron Material Request**

Fourteen material requests were received and processed this past month. Requests will be filled either from our own collection, Long Island Link, Inter-Library Loans, or ordered from Amazon or Baker and Taylor for our collection. (LC)

### **Archives**

We were pleased to locate materials in our archives relating to Rockville Centre's Little League program from the 1950's. Mr. Keating, the founding chairman of the RVC Little League HALL OF FAME, was very excited to review dinner programs from several award ceremonies that allowed him to gather names of past players and fill in some missing information.

### **Behind the scenes!**

- Email monthly attendance list to Empire Safety Council.
- Print monthly Short Stories for Mindy Mangot's short story discussion.
- Review journals for suggested purchases of books.
- Order audiobooks through Baker and Taylor.
- Print weekly New York Times Crossword puzzle for patron pick-up.

- Review NY Times Best Seller list from NYT weekly Book Review and order books accordingly.
- Copy NYT Best Seller list and post on Reference Desk for patrons to refer to reserve latest/hottest books.
- Assist patrons on use of copy machines, scanners and public printers.
- Provide extensive reader's advisory to patrons putting them together with the books they'll love in this community of voracious readers.
- Put reserves on materials and suggest books for patrons to check out while awaiting reserves to arrive increasing circulation statistics.
- Order Large Print books monthly.
- Review BookPage, a monthly free publication for patrons, and order materials accordingly.
- Ensure new books are in Sierra, in good condition and processed correctly.
- Review donated books to determine condition and whether or not the book could/should be included in the collection or placed in the book sale.
- Open nine study rooms as needed.
- Supply/suggest Kindles to patrons when requested and offer instruction on use.
- Offer one-on-one instruction on how to use Libby when requested.

**Adult Programming and Community Outreach Report**  
**Eileen Farrell and Lisa Crandall**

**Adult Programming**

December Highlights: A Month to Remember!

December marked the close of another year and the official start of winter. With the holiday season in full swing, we kept our programming light—focusing on our trusted favorites while being mindful of everyone's busy schedules. Despite the hustle and bustle, we packed in plenty of memorable moments. Here's a look back at the activities that made this December truly special! We welcomed winter with a festive "Welcome" wood sign craft program. The session, led by a new facilitator, received glowing reviews from participants. Another seasonal favorite was our "Take-and-Make" spice program, featuring nutmeg and holiday-inspired recipes. With 25 participants eagerly joining in and providing positive feedback, we're already considering offering another spice program in the future. For plant lovers, the Cornell Cooperative Extension of Nassau County hosted an insightful workshop on growing and caring for houseplants—perfect for brightening up indoor spaces during the winter months. The highlight of the month was our first-ever Mocktail Class! Sixteen participants learned how to shop for ingredients and prepare festive, alcohol-free drinks—just in time for holiday celebrations.

We're incredibly grateful for our talented facilitators and presenters, whose expertise helps us bring engaging and educational programs to the community. As we wrap up 2024, we're already looking forward to an exciting and enriching 2025!

### **Programming/Contract Management**

- Fifteen programs took place in the month of December that required contracts. We ensured all contracts were returned in proper order before checks could be issued.
- Maintain and update Program Attendance.
- Maintain and update weekly Program Responsibilities chart.
- Troubleshoot all programming issues/questions i.e. zoom links, registrations, payments etc. for patrons.
- Manage all programming issues/questions i.e. send attendance lists, verify room arrangements, tech requirements etc. for program facilitators.
- Research/vet new ideas and facilitators for future programs.
- Provide content for newsletter for all Adult Programs and Art Exhibits.
- Entered various programming events in the Nassau Library Systems Event Calendar.

### **Community Outreach**

*Commuter Collection* - Eileen F. visited the LIRR Commuter Collection on December 19. The cart was replenished and tidied just in time for the holiday travellers!!

*Maple Pointe Assisted Living Book Club* - Eight Large Print copies of *First Lie Wins* by Ashley Elston were ordered and delivered along with discussion questions for the facilitator of the book club on December 18th. A big thank you to Eileen F. who delivered the books for me as I was out sick.

*School to Work* - Our school to work students continue to do a terrific job with their duties here. They continue to help us with our weeding projects and our welcome bags. We managed to take a little time out for some holiday cheer with cookies from Front Street Bakery! The kids loved them!!

### **Custodial Department Department Head - Joseph Weis**

- Crossroads started the construction of the new meeting room in the basement. The new room will have an independent HVAC system that will ensure comfort in the room at all times.
- Terminix, RVC Village Electric and Noble Elevator performed their monthly inspections.

- SavMor installed a new coupling on Pump #2 to temporarily repair a leak. SavMor recommended replacing the pump assembly as a permanent solution as the equipment is old. Pump #2 is part of the system that allows the hot water to circulate throughout the building.
- Rose Mechanical, a subcontractor of Crossroads Construction, is installing an independent HVAC system in the new meeting room to ensure temperature comfort at all times.
- Cardinal Controls installed a new actuator in the Administration office. The actuator controls the temperature in this space.
- Custodians put up the RVCPL Christmas tree and staff came together to decorate it. We also put up garland on second floor banisters and decorated the area behind the Circulation Desk.
- We removed old signage and installed new ones throughout the Library.
- We spackled and painted walls by the Quiet Room and Audio-Visual section.
- We installed two new batteries for our emergency lighting system for the first floor.

# December 2024 J Statistics

Date	Day	Program	Children	Adult	Total	Program	Librarian-led?
1-Dec-24	Sun						
2-Dec-24	Mon	9:30 Tiny Songbirds (6mos-5yrs)	18	17	35	1	0
		10:30 Tiny Songbirds (6mos-5yrs)	16	17	33	1	0
3-Dec-24	Tue	10:30 Play Date (15mos-4yrs)	25	24	49	1	1
		7pm Chess (gr 2-5)	7	0	7	1	0
4-Dec-24	Wed	10am Mothers' Center Circle (adults)	cancelled				
		10:30am RLY	7	3	10	1	1
		11am RLY	12	2	14	1	1
		7pm Coding Club (gr 3-5)	0	0	0	0	0
5-Dec-24	Thu	Class Visit: Covert Special Ed - 10:30	15	7	22	1	1
		Class Visit: Covert Special Ed - 11am	10	8	18	1	1
		2pm Dance Party (3-5yrs)	24	20	44	1	1
6-Dec-24	Fri	9:30am Aardvarks (6mos - 4yrs)	23	23	46	1	0
		10:30am Aardvarks (6mos - 4yrs)	23	21	44	1	0
		2:30 Library Babies (b-pre-walker)	3	3	6	1	1
7-Dec-24	Sat	10:30am Aardvarks (6mos - 4yrs)	20	17	37	1	0
8-Dec-24	Sun						
9-Dec-24	Mon	10am Storytime (18m-5yrs)	20	17	37	1	1
		11am Tot Spot (b-17mos)	9	9	18	1	1
10-Dec-24	Tue	10:30 Play Date (15mos-4yrs)	25	23	48	1	1
11-Dec-24	Wed	10am Mothers' Center Circle (adults)	0	6	6	1	0
		10:30am RLY	8	4	12	1	1
		11am RLY	Did not come				
		7pm Coding Club (gr 3-5)	0	0	0	0	0
12-Dec-24	Thu						
13-Dec-24	Fri	10am Storytime (18m-2yrs)	11	10	21	1	1
		11am OMO (3-5yrs)	7	0	7	1	1
		4pm Matters of the Heart (5-10yrs)	12	0	12	1	0
14-Dec-24	Sat						
15-Dec-24	Sun						
16-Dec-24	Mon	10am Storytime (18m-5yrs)	14	12	26	1	1
		11am Tot Spot (b-17mos)	10	10	20	1	1
17-Dec-24	Tue						
18-Dec-24	Wed	10:30am RLY	cancelled				
		11am RLY	cancelled				
		7pm Coding Club (gr 3-5)	0	0	0	0	0
19-Dec-24	Thu	3:30 Afternoon Crafts (3-5yrs)	17	11	28	1	1
20-Dec-24	Fri	9:30am Aardvarks (6mos - 4yrs)	21	20	41	1	0
		10:30am Aardvarks (6mos - 4yrs)	22	18	40	1	0
21-Dec-24	Sat						
22-Dec-24	Sun						
23-Dec-24	Mon						
24-Dec-24	Tue	Library Closed: Christmas Eve	Library Closed				

# December 2024 J Statistics

Date	Day	Program	Children	Adult	Total	Program	Librarian-led?
25-Dec-24	Wed	Library Closed: Christmas Day	Library Closed				
26-Dec-24	Thu						
27-Dec-24	Fri						
28-Dec-24	Sat						
29-Dec-24	Sun						
30-Dec-24	Mon	11:30 Noon Year's Eve (all ages)	38	35	73	1	1
31-Dec-24	Tue	Library Closed: New Year's Eve	Library Closed				
DEC		White Board: Best Gift You Ever Received?				1	1
DEC		White Board: Library Word Search				1	1
<b>TOTALS</b>			<b>417</b>	<b>337</b>	<b>754</b>	<b>29</b>	<b>19</b>

<b>J CALENDAR YEAR STATISTICS 2024</b>	<b>6273</b>	<b>4672</b>	<b>10945</b>	<b>482</b>	<b>340</b>
	CHILDREN	ADULT	TOTAL	PROGRAMS	Librarian-led

## YA Statistics December 2024

Date	Day	Platform	Activity	YA	Program
3-Dec-24	Tu	Zoom	D+D (gr 5-9)	5	1
	Tu		Community Service: 7pm Chess (gr 7-12)	2	1
6-Dec-24	Fri		Video Game Meetup (gr 6-12)	0	0
10-Dec-24	Tu	Zoom	D+D (gr 5-9)	3	1
12-Dec-24	Th		Community Service: Toy Cleaning (gr 7-12)	3	1
13-Dec-24	Fri		Teen Café (gr 6-12)	3	1
17-Dec-24	Tu	Zoom	D+D (gr 5-9)	3	1
30-Dec-24	Mon		Community Service: Noon Year's Eve (gr 7-12)	5	1
DEC		Passive	Community Service: Teen Reviews (gr 6-12) (1 reviews)	1	1
DEC		Take and Make	Community Service: Letters to Vets (gr 6-12) (0 letters)	0	1
<b>Totals</b>				<b>25</b>	<b>9</b>

<b>YA CALENDAR YEAR STATISTICS 2024</b>	<b>647</b>	<b>122</b>
	<b>YA</b>	<b>Programs</b>

## Adult Attendance - December 2024

Day	Event Name	In-person	Virtual	Total Attendance
2	Apple/Android Help (In-person)	1		1
2	Monday Mysteries with Librarian Eileen McCarthy (Virtual)		12	12
2	Monday Afternoon Games (In-person)	31		31
2	Knit 1, Purl 2 and Crochet Too! (In-person)	5		5
2	Meditation with MaryClare (Hybrid)	1	5	6
3	Chi Gong with Marianna Farina (In-person)	8		8
3	Tuesday Yoga with Joe (Hybrid)	13	5	18
4	Simply Stronger with Marilyn Bunger (Hybrid)	7	7	14
4	Current Events with Richard Skolnik (Virtual)		15	15
4	Evening Yoga with MaryClare (Hybrid)	10	1	11
4	Scribblers: A Writing Workshop (Virtual)		14	14
5	Drawing with Maria Conte (In-person)	18		18
5	Coping with the Holidays (In-person)	0		0
5	Let's Play Bridge (In-person)	8		8
5	Wood Craft Program (In-person)	12		12
5	Game Night (In-person)	13		13
6	Let's Libby (In-person)	3		3
6	Adult Chess Club	3		3
6	Poetry Workshop with Mindy Mangot (In-Person)	8		8
8	The Traditions - Concert (In-person)	Cancelled		0
9	Monday Afternoon Games (In-person)	35		35
9	Knit 1, Purl 2 and Crochet Too! (In-person)	1		1
9	Meditation with MaryClare (Hybrid)	1	6	7
10	Digital Know How: Learn about Google Apps (In-person)	4		4
10	Chi Gong with Marianna Farina (In-person)	7		7
10	Tuesday Yoga with Joe (Hybrid)	14	5	19
10	Cornell Cooperative Extension: Growing Houseplants Successf	10		10
11	Simply Stronger with Marilyn Bunger (Hybrid)	5	9	14
11	Current Events with Richard Skolnik (Virtual)		13	13
11	Cover to Cover Book Discussion with Gretchen Browne (In-pe	10		10
11	Writer's Workshop with Barbara Novack (In-person)	7		7
11	Evening Yoga with MaryClare (Hybrid)	9	6	15
12	Drawing with Maria Conte (In-person)	21		21
12	Let's Play Bridge (In-person)	8		8
12	Holiday Mocktails (In-person)	16		16
12	Game Night (In-person)	4		4
13	Take and Make: Spice for the Holidays	25		25
14	Defensive Driving (In-person)	15		15
16	Apple/Android Help (In-person)	1		1
16	Monday Afternoon Games (In-person)	28		28
16	Knit 1, Purl 2 and Crochet Too! (In-person)	2		2
16	Meditation with MaryClare (Hybrid)	1	8	9
17	Chi Gong with Marianna Farina (In-person)	8		8
17	Tuesday Yoga with Joe (Hybrid)	11	6	17
17	By the Book: Historical Fiction with Sarah Siegel (Hybrid)	7	3	10

18	Simply Stronger with Marilyn Bunger (Hybrid)	6	8	14
18	Current Events with Richard Skolnik (Virtual)		18	18
18	Evening Yoga with MaryClare (Hybrid)	6	3	9
19	Drawing with Maria Conte (In-person)	21		21
19	Constitution and Current Affairs with James Coll (Hybrid)	15	23	38
19	Let's Play Bridge (In-person)	8		8
19	Feel Good Fiction with Librarian Lisa (In-person)	Cancelled		0
19	Game Night (In-person)	8		8
20	Short Story Discussion with Mindy Mangot (In-person)	12		12
20	Friday Flicks: The Holiday (PG, 136 min) (In-person)	5		5
23	Monday Afternoon Games (In-person)	7		7
23	Knit 1, Purl 2 and Crochet Too! (In-person)	0		0
23	Meditation with MaryClare (Hybrid)	1	5	6
26	Let's Play Bridge (In-person)	0		0
26	Game Night (In-person)	4		4
30	Knitting and Crochet Circle (In-person)			0
30	Met Pet Gala Documentary Preview	54		54
30	Meditation with MaryClare (Hybrid)		4	4
		538	176	714

## Museum Pass Activity December 2024

Name	Reservations
9/11 Memorial & Museum	2
Cradle of Aviation	12
Empire Pass	1
Garvies Point Museum and Preserve	1
Guggenheim	9
Intrepid Museum	3
Long Island Children's Museum	21
MoMA   The Museum of Modern Art	11
Museum of Moving Images	1
Nassau County Firefighters Museum	6
Nassau County Museum of Art	7
New York Botanical Garden	10
New York Hall of Science	5
The New York Historical	6
New York Transit Museum	1
Old Westbury Gardens	7
	103

## RVCPL Museum Pass Activity 2024

<b>Museum</b>	<b>Reservations</b>
9/11 Memorial and Museum	31
Cradle of Aviation	154
Empire Passes	93
The Frick Collection	6
Garvies Point Museum & Preserve	14
Guggenheim Museum	56
Holocaust Memorial Tolerance Center	3
Intrepid Sea, Air & Space Museum	52
Long Island Children's Museum	262
Long Island Museum	10
Museum of the Moving Image	25
Museum of Modern Art	108
Nassau County Firefighters Museum	104
Nassau County Museum of Art	175
New York Botanical Garden	103
New York Hall of Science	58
The New York Historical	41
New York Transit Museum	19
Raynham Hall	10
Old Westbury Gardens	131
Totals	1455

RVC Monthly Statistics Report

Items Checked Out 2020-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2020-2021	7112	9011	8280	8980	8067	8522	8417	8086	8607	8071	8211	9257	100621
FY 2021-2022	10922	10221	8833	9130	8912	8017	8594	8781	9490	8998	8892	10138	110868
FY 2022-2023	11194	11176	9216	9516	8805	7598	10152	9572	10023	9089	8624	9681	114646
FY 2023-2024	10578	11308	8945	8976	8794	7645	9460	9019	9322	8732	8339	8173	105291
FY 2024-2025	11571	10095	8639	8530	8276	7320							54631

Items Renewed 2020-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2020-2021	357	830	974	1063	983	1459	1294	919	989	916	778	889	11451
FY 2021-2022	951	1024	932	872	995	941	1028	993	1159	1004	768	961	11228
FY 2022-2023	736	1472	4696	5430	4607	4570	4037	4330	4927	4424	4815	3784	47827
FY 2023-2024	4907	5027	4999	4878	4055	3957	3840	4278	4505	4353	4469	3842	53110
FY 2024-2025	4286	4947	4822	4547	4173	4211							26996

Items Checked In 2020-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2020-2021	925	878	7152	6674	6079	6188	3740	4117	3570	2151	1315	7145	49934
FY 2021-2022	9686	10616	9143	8963	9077	8080	7766	8195	9451	9148	8644	9050	107819
FY 2022-2023	10163	11262	9492	9649	8885	7767	9249	8747	10290	8675	8583	8741	111693
FY 2023-2024	10047	11311	9412	9414	8797	8128	8613	8654	9340	9133	8159	7749	108757
FY 2024-2025	10373	10269	9079	8737	8521	7706							54685

Items Checked Out & Renewed 2020-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2020-2021	7469	9841	9245	10043	9050	9981	9711	9005	9596	8987	8989	10146	112063
FY 2021-2022	11873	11245	9765	10002	9907	8958	9562	9774	10649	10002	9660	10699	122096
FY 2022-2023	11929	12648	13912	14946	13412	12168	14189	13902	14950	13513	13439	13465	162473
FY 2023-2024	15485	16335	13944	13854	12849	11602	13,300	13297	13827	13085	12808	12015	162401
FY 2024-2025	15857	15042	13661	13077	12449	11531							81617

Holds Placed 2020-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2020-2021	1428	998	1172	1100	862	1782	918	876	1136	899	1159	885	13165
FY 2021-2022	983	1221	853	1077	750	873	952	987	1333	837	873	959	11698
FY 2022-2023	1267	1092	985	923	870	860	951	813	936	659	967	637	10960
FY 2023-2024	721	1044	770	824	686	552	924	894	883	766	1347	772	10183
FY 2024-2025	1030	907	952	826	881	499							5095

Holds Filled 2020-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2020-2021	2130	1871	1843	1810	1481	178	1866	1574	1679	1486	1347	1522	18787
FY 2021-2022	1667	1595	1376	1653	1546	1441	1592	1309	1606	1382	1384	1528	18079
FY 2022-2023	1854	1831	1700	1650	1659	1376	1624	1465	1599	1357	1419	1475	19009
FY 2023-2024	1672	1824	1449	1599	1648	1446	1526	1475	1481	1448	1605	1467	18640
FY 2024-2025	1752	1573	1611	1458	1445	1355							9194

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	26013	24927	27776	24404	24408	24318	304136
FY 2023-2024	27925	30514	25575	25691	23972	21728	24363	24320	25531	24442	23919	22003	299983
FY 2024-2025	29012	27791	25303	24098	23296	21091							150591

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	3107	3105	3216	3170	3177	3157	37484
FY 2023-2024	3524	3656	3471	3460	3344	3145	3191	3111	3429	3343	3295	3313	40282
FY 2024-2025	3763	3776	3532	3369	3292	3296							21028

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	72	85	76	78	107	73	1063
FY 2023-2024	163	95	63	79	38	39	63	64	81	78	63	47	873
FY 2024-2025	187	86	69	62	83	43							530

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	779	760	618	750	751	795	8440
FY 2023-2024	719	827	718	727	698	615	749	733	717	750	722	616	8591
FY 2024-2025	747	758	751	713	712	n/a							3681

Wireless Internet Total Sessions (WiFi) 2021-2023 (Cares Act extension WiFi)

	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	122	120	177	122	151	150	1799
FY 2023-2024	145	154	123	163	165	84	95	93	88	135	104	118	1467
FY 2024-2025	145	104	115	107	75	n/a							546

213

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	265
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	22	21	22	21	16	7	192
FY 2023-2024	2	5	10	22	22	13	22	17	28	23	24	18	206
FY 2024-2025	4	7	12	25	20	18							86

Community Room Use (# of participants)2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2022-2023						188	247	250	294	176	429	170	1764
FY 2023-2024	22	43	97	242	310	173	311	198	492	242	373	382	2885
FY 2024-2025	43	78	192	395	236	137							1081

Group & Quiet Study Usage 2022-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2021-2022											235	262	497
FY 2022-2023	180	188	237	261	265	290	315	295	311	236	292	401	3271
FY 2023-2024	263	222	243	248	252	227	284	211	282	258	283	286	3039
FY 2024-2025	294	213	250	233	274	191							1455

Adult DVD Circulation 2019-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2020-2021	431	857	812	1049	871	970	736	792	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	929	900	894	680	743	644	8924
FY 2023-2024	727	829	876	781	791	839	950	850	872	763	797	569	9644
FY 2024-2025	844	749	654	748	521	546							4062

Playways (2121) checkout + renewal

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2022-2023								31	25	26	25	28	135
FY 2023-2024	26	37	20	28	16	12	13	20	37	25	29	18	281
FY 2024-2025	28	28	19	12	20	12							119

**Rokus(2323) checkout + renewal**

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2022-2023								65	33	25	23	16	162
FY 2023-2024	23	20	23	32	25	18	16	16	29	16	27	32	277
FY 2024-2025	48	40	30	31	25	30							204

**Kirdles(2222) checkout + renewal**

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2022-2023								28	19	13	14	18	479
FY 2023-2024	19	18	16	14	11	16	17	14	15	24	25	23	212
FY 2024-2025	25	32	31	34	26	27							175

**Audiobooks CD(2r) checkout + renewal**

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2022-2023								68	46	19	23	19	175
FY 2023-2024	18	12	14	8	19	9	13	16	17	20	23	41	210
FY 2024-2025	89	102	80	85	69	43							468

**Music CDs(2525) checkout + renewal**

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2022-2023								88	27	27	22	12	176
FY 2023-2024	13	68	31	35	19	14	18	15	21	34	63	41	372
FY 2024-2025	84	61	39	23	21	26							254

**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	4604	3978	4179	4326	4329	4742	50714
FY 2023-2024	5204	5331	4517	4672	4463	4528	5195	4782	4629	4999	5045	4820	58185
FY 2024-2025	5395	5557	5149	5099	4977	4950							31127

**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	2872	2564	2722	34227
FY 2022-2023	3287	3307	2740	2585	2461	2697	3078	2659	2698	2866	2868	3112	34358
FY 2023-2024	3444	3572	2973	2969	2796	2841	3348	3120	2881	3080	3056	3006	37086
FY 2024-2025	3429	3528	3156	3137	2949	3015							19214

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	801	727	844	922	851	9245
FY 2020-2021	914	870	815	793	783	831	958	892	981	963	952	1024	10776
FY 2021-2022	1043	1089	1043	987	1009	1040	1184	1101	1118	1076	1179	1160	13029
FY 2022-2023	1288	1331	1197	1225	1188	1250	1526	1319	1481	1460	1461	1630	16356
FY 2023-2024	1758	1758	1544	1703	1667	1687	1847	1662	1748	1919	1989	1814	21096
FY 2024-2025	1966	2029	1993	1962	2028	1995							11913

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	226	179	186	203	179	219	2529
FY 2023-2024	236	236	323	832	922	898	886	821	721	455	709	631	7670
FY 2024-2025	620	638	689	646	746	678							4017

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	695	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	957	863	845	856	871	10951
FY 2022-2023	960	973	962	942	898	903	1010	989	1004	1029	1035	1035	11740
FY 2023-2024	1148	1149	1126	1137	1136	1159	1231	1195	1190	1192	1194	1211	14088
FY 2024-2025	1291	1323	1280	1226	1242	1253							7615

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	32	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	41	37	43	29	25	25	387
FY 2023-2024	55	39	35	30	26	32	45	29	32	29	36	31	419
FY 2024-2025	48	51	32	26	37								229

Kanopy circulation

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2024-2025					52	64							116

Kanopy new users

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2024-2025					24	13							37

Hoopla total 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	173	136	149	997
FY 2022-2023	154	141	169	163	156	162	190	214	191	236	252	278	2306
FY 2023-2024	276	305	266	282	286	318	295	273	314	291	295	275	3476
FY 2024-2025	332	347	249	302	258	267							1755

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	34	29	30	245
FY 2022-2023	31	29	36	38	36	31	43	45	49	51	53	52	494
FY 2023-2024	60	55	57	67	59	73	59	65	72	61	62	64	754
FY 2024-2025	74	76	63	82	65	67							427

Hoopla New Users 2021-2023

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2021-2022				59	19	15	5	8	22	14	15	12	169
FY 2022-2023	19	16	16	18	16	8	11	17	13	20	17	22	193
FY 2023-2024	17	19	13	17	14	24	13	10	17	29	20	21	214
FY 2024-2025	28	27	8	21	7	13							104

Hoopla Ebooks circulation 2023-2024

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2023-2024	73	94	57	90	100	105	103	85	81	83	88	90	1049
FY 2024-2025	87	89	44	60	51	86							417

Hoopla Audiobook circulation 2023-2024

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2023-2024	58	61	56	75	70	71	86	99	99	79	79	59	892
FY 2024-2025	86	90	79	118	96	72							541

Hoopla Movies circulation 2023-2024

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2023-2024	29	41	31	32	28	47	25	30	53	54	46	32	448
FY 2024-2025	47	61	30	42	34	40							254

Hoopla Music circulation 2023-2024

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2023-2024	23	22	22	18	18	21	13	15	21	13	12	11	209
FY 2024-2025	18	21	27	13	16	15							110

Hoopla Television circulation 2023-2024

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2023-2024	85	79	81	56	59	57	57	31	44	43	56	64	712
FY 2024-2025	82	72	47	47	40	35							323

**Hoopla Comics circulation 2023-2024**

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2023-2024	8	4	12	4	6	11	8	8	9	14	15	17	116
FY 2024-2025	9	13	19	20	14	16							91

**Hoopla BingePass circulation 2023-2024**

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2023-2024	0	4	7	7	5	6	3	5	7	5	4	2	55
FY 2024-2025	3	2	3	2	7	3							20

**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	110	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	86	91	107	123	116	169	106	121	1379
FY 2023-2024	112	186	100	102	121	115	100	119	119	173	115	122	1484
FY 2024-2025	165	161	83	107	94	103							713

# Monthly Traffic By Hour

Month by Hour for Rockville Centre Library  
For the month of December, 2024

01 Rockville Centre

Front

Day	Hour Ending												Total					
	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm		9pm	10pm	11pm	12am	oth
1	0	0	0	0	1	4	15	18	18	4	0	0	0	0	0	0	0	60
2	0	23	28	15	38	10	22	25	29	19	6	13	1	0	0	0	0	231
3	1	6	22	27	16	16	16	29	31	31	17	10	9	0	0	0	1	213
4	3	14	23	10	13	19	23	65	32	32	34	20	8	0	0	0	3	273
5	1	14	27	14	19	24	11	34	16	16	5	16	4	0	0	0	2	189
6	3	32	19	25	15	23	18	30	20	20	5	0	0	0	0	0	2	192
7	0	6	36	27	26	17	22	11	14	14	0	0	0	0	0	0	1	160
8	0	0	1	0	2	34	27	15	11	11	0	0	0	0	0	0	0	90
9	3	27	22	18	34	12	9	30	25	25	16	7	2	0	0	0	1	214
10	3	8	29	21	24	17	22	41	24	24	7	6	0	0	0	0	2	208
11	1	12	17	14	16	13	19	41	16	16	10	18	2	1	0	0	2	185
12	1	16	13	19	28	25	27	29	21	21	15	16	1	0	0	0	2	222
13	7	20	16	16	14	11	13	30	27	27	15	0	0	0	0	0	1	170
14	0	13	13	28	22	19	15	13	14	14	0	0	0	0	0	0	1	138
15	0	0	0	0	2	29	29	21	18	18	0	0	0	0	0	0	0	87
16	0	19	18	31	29	12	16	28	15	15	16	7	5	0	0	0	3	204
17	1	0	1	29	14	16	9	25	31	31	19	8	2	0	0	0	1	160
18	1	13	22	9	10	17	17	48	17	17	15	16	3	0	0	0	1	196
19	0	17	20	16	22	24	14	32	30	30	11	9	2	0	0	0	1	203
20	1	31	23	11	11	18	17	20	11	11	9	0	0	0	0	0	1	153
21	1	9	9	9	17	10	17	21	18	18	0	0	0	0	0	0	1	112
22	0	0	0	0	3	17	18	9	7	7	0	0	0	0	0	0	0	54
23	1	10	35	20	15	14	15	32	19	19	6	8	3	0	0	0	2	180
24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	1
26	0	8	11	24	17	21	17	21	7	7	8	5	8	1	0	0	1	149
27	2	8	17	19	18	21	14	18	18	18	5	0	0	0	0	0	0	140
28	0	5	8	15	10	10	10	18	16	16	0	0	0	0	0	0	1	95
29	0	0	0	0	4	28	22	9	18	18	0	0	0	0	0	0	0	81
30	4	12	37	33	27	11	21	19	33	33	20	13	6	5	0	0	1	242
31	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Month by Hour for Rockville Centre Library  
For the month of December, 2024

01 Rockville Centre

Front

Hour Ending

Day	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm	12am	oth	Total	
<b>Total</b>	34	323	467	451	470	503	495	732	533	264	167	86	45	1	0	0	0	31	4,602
<b>Hour by Day of Week</b>																			
Sun	0	0	1	1	15	123	102	72	58	0	0	0	0	0	0	0	0	0	372
Mon	8	91	140	117	143	59	83	134	111	89	41	35	13	0	0	0	0	7	1,071
Tue	5	14	52	77	54	49	47	95	86	43	26	18	11	0	0	0	0	4	581
Wed	5	39	62	33	39	49	66	154	66	59	54	12	10	1	0	0	0	6	655
Thu	2	55	71	73	86	94	69	116	74	39	46	21	11	0	0	0	0	6	763
Fri	13	91	75	71	58	73	62	98	76	34	0	0	0	0	0	0	0	4	655
Sat	1	33	66	79	75	56	66	63	62	0	0	0	0	0	0	0	0	4	505

Month by Hour for Rockville Centre Library  
For the month of December, 2024

01 Rockville Centre

Day	Hour Ending														Total			
	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm		11pm	12am	oth
1	0	0	0	0	0	41	27	22	13	0	0	0	0	0	0	0	0	103
2	1	37	33	17	28	33	21	41	30	47	27	26	5	0	0	0	1	347
3	1	10	52	31	29	31	32	40	44	29	27	17	5	0	0	0	1	349
4	0	17	15	20	20	19	32	48	33	28	41	15	3	0	0	0	2	293
5	2	36	55	25	19	31	24	28	28	20	29	11	1	1	0	0	2	312
6	0	36	23	19	27	16	17	30	27	9	0	0	0	0	0	0	2	206
7	1	16	40	37	30	20	21	20	13	0	0	0	0	0	0	0	0	198
8	0	0	0	2	6	73	36	16	4	0	0	0	0	0	0	0	0	137
9	0	29	22	20	34	23	24	40	39	38	22	4	4	0	0	0	1	300
10	0	5	32	23	17	19	20	29	33	26	17	9	3	0	0	0	2	235
11	0	21	21	11	20	17	22	39	35	36	27	6	5	0	0	0	1	261
12	0	31	23	19	20	23	25	38	35	23	29	20	10	0	0	0	1	297
13	1	37	11	17	19	25	32	18	29	19	5	0	2	3	1	0	1	220
14	5	25	36	33	30	35	15	20	17	0	0	0	0	0	0	0	3	219
15	0	0	0	0	7	53	33	16	7	0	0	0	0	0	0	0	0	116
16	0	17	29	24	29	23	31	51	50	37	24	9	6	0	0	0	2	332
17	0	4	0	46	15	28	34	46	51	22	16	13	2	0	0	0	2	279
18	0	18	14	15	20	23	36	47	44	41	24	13	4	0	0	0	1	300
19	0	20	16	10	27	28	30	42	21	28	17	5	6	0	0	0	1	251
20	0	27	30	10	24	28	16	25	15	14	0	0	0	0	0	0	1	190
21	3	13	8	8	25	20	21	19	13	0	0	0	0	0	0	0	0	130
22	0	0	0	0	1	25	25	13	11	0	0	0	0	0	0	0	0	75
23	0	15	25	35	22	20	38	20	14	10	3	3	0	0	0	0	1	206
24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
26	0	12	12	18	16	30	24	24	10	7	9	3	1	0	0	0	0	166
27	0	14	21	19	18	23	16	19	16	6	0	0	0	0	0	0	1	153
28	2	14	20	17	23	16	31	24	5	0	0	0	0	0	0	0	0	152
29	0	0	0	0	4	23	28	18	15	0	0	0	0	0	0	0	0	88
30	0	23	27	71	25	26	25	29	25	39	9	0	4	0	0	0	1	304
31	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Month by Hour for Rockville Centre Library  
For the month of December, 2024

01 Rockville Centre

Back

Day	Hour Ending																Total
	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm	12am	

<b>Total</b>	16	477	565	547	555	772	736	822	677	480	326	154	61	4	1	0	27	6,220
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Hour by Day of Week

<b>Sun</b>	0	0	0	2	18	215	149	85	50	0	0	0	0	0	0	0	0	0	519
<b>Mon</b>	1	121	136	167	138	125	139	181	158	171	85	42	19	0	0	0	6	1,489	
<b>Tue</b>	1	19	84	100	61	78	86	115	128	77	60	39	10	0	0	0	5	863	
<b>Wed</b>	0	56	50	46	60	59	90	134	112	106	92	34	12	0	0	0	4	855	
<b>Thu</b>	2	99	106	72	82	112	103	132	94	78	84	39	18	1	0	0	4	1,026	
<b>Fri</b>	1	114	85	65	88	92	81	92	87	48	5	0	2	3	1	0	5	769	
<b>Sat</b>	11	68	104	95	108	91	88	83	48	0	0	0	0	0	0	0	3	699	

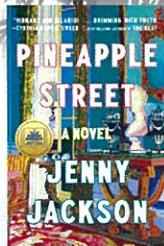
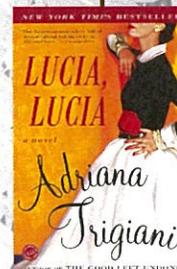
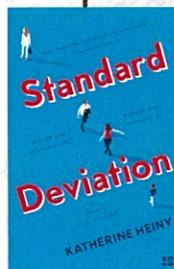
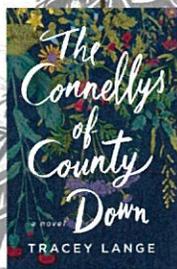
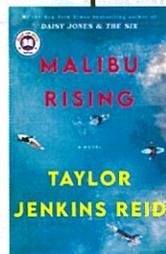
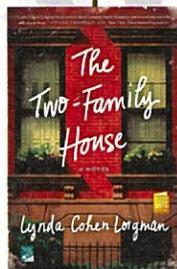
**Month by Hour for Rockville Centre Library  
For the month of December, 2024**

													01 Rockville Centre					
<b>Total</b>	50	800	1,032	998	1,025	1,275	1,231	1,554	1,210	744	493	240	106	5	1	0	58	10,822
<b>Hour by Day of Week</b>																		
<b>Sun</b>	0	0	1	3	33	338	251	157	108	0	0	0	0	0	0	0	0	891
<b>Mon</b>	9	212	276	284	281	184	222	315	269	260	126	77	32	0	0	0	13	2,560
<b>Tue</b>	6	33	136	177	115	127	133	210	214	120	86	57	21	0	0	0	9	1,444
<b>Wed</b>	5	95	112	79	99	108	156	288	178	165	146	46	22	1	0	0	10	1,510
<b>Thu</b>	4	154	177	145	168	206	172	248	168	117	130	60	29	1	0	0	10	1,789
<b>Fri</b>	14	205	160	136	146	165	143	190	163	82	5	0	2	3	1	0	9	1,424
<b>Sat</b>	12	101	170	174	183	147	154	146	110	0	0	0	0	0	0	0	7	1,204
<b>All Total</b>	50	800	1,032	998	1,025	1,275	1,231	1,554	1,210	744	493	240	106	5	1	0	58	10,822
<b>Grand Total Hour by Day of Week</b>																		
<b>Sun</b>	0	0	1	3	33	338	251	157	108	0	0	0	0	0	0	0	0	891
<b>Mon</b>	9	212	276	284	281	184	222	315	269	260	126	77	32	0	0	0	13	2,560
<b>Tue</b>	6	33	136	177	115	127	133	210	214	120	86	57	21	0	0	0	9	1,444
<b>Wed</b>	5	95	112	79	99	108	156	288	178	165	146	46	22	1	0	0	10	1,510
<b>Thu</b>	4	154	177	145	168	206	172	248	168	117	130	60	29	1	0	0	10	1,789
<b>Fri</b>	14	205	160	136	146	165	143	190	163	82	5	0	2	3	1	0	9	1,424
<b>Sat</b>	12	101	170	174	183	147	154	146	110	0	0	0	0	0	0	0	7	1,204

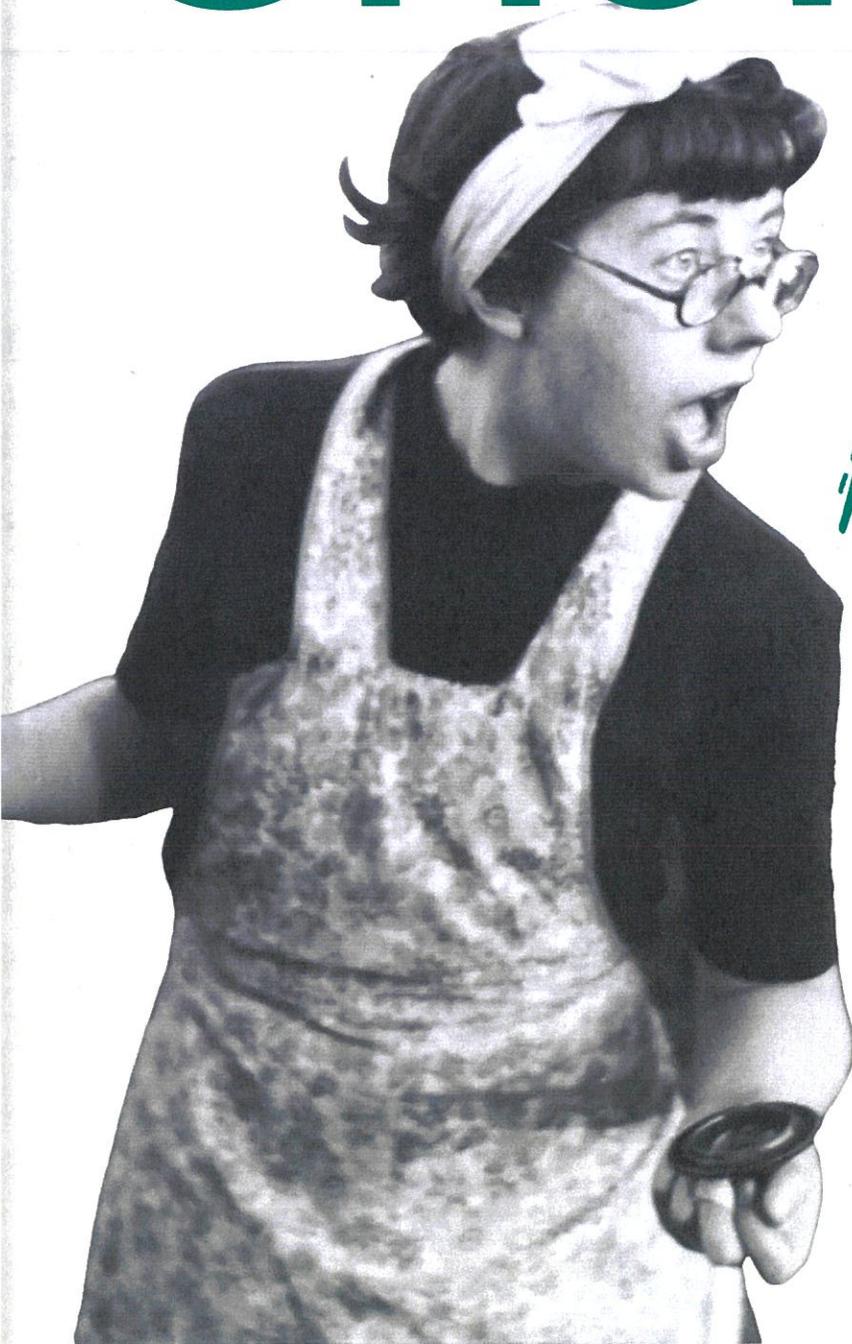
**Staff Continuing Education  
December 2024**

Name	Class/Training	Class/Training Description	Class/Training Date	Duration	Location	Hosting Organization
MC	Dealing with Difficult Patrons	Good overview on how to manage difficult situations which may arise at the public library.	12/30/2024	1	Remote	Webjunction
EC & JR	Incorporating Tabletop-roleplaying Games (TTRPG) to Increase Engagement in Academic and Public Libraries	With the rapidly rising popularity of TTRPGs and games at-large, patrons of all ages and vocations are seeking groups and spaces to play. The collaborative and creative nature of TTRPGs allows both students and faculty alike to engage with each other in a fashion that is low stakes but highly enriching. There was a discussion on how to host game nights, tabletop role-playing game one-shots, and other interactive educational events in the academic library, highlighting the obstacles as well as the benefits and how to include library and information literacy modules in your daring campaign adventures that will have students returning to the library again and again.	12/20/2024	1	Zoom	NCLA - Academic & Special Libraries Division
MW & BC	NYLSRS Enhanced Reporting Hypercare # 3	RVCPL's transition coach Kari led us through verifying any warnings and/or errors in the Enhanced software. Successfully posted the December retirement report and scheduled our next meeting for January 31, 2025.	12/20/2024	0.5	Webex	NYSLRS
SF	Mixed-Format CPC Budgets: A Quick Overview of OverDrive's New Feature	In November 2024, OverDrive introduced Unlimited Mixed-Format Cost Per Circ (CPC) Budgets to the OverDrive Marketplace. In this training Grace Palmisano reviewed this new system including how to create multiple budgets and manage the titles within.	12/10/2024	1	Virtual	NLS
BC & MW	2024 Annual NYSHIP Participating Agency HBA Webinar	Discussion of NYSHIP Empire Plan 2024 changes, practices and new rates for health benefit administrators	12/3/2024	1.5	Webex	NYSHIP

# 'Tis the Season for Family



# Yes, Chef



*Memoirs from  
the Kitchen*

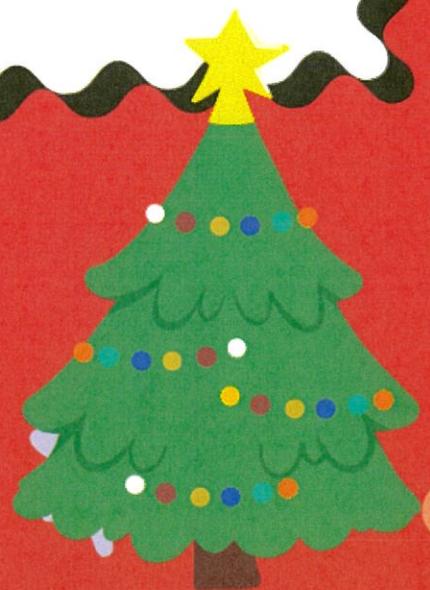


 **HAPPY  
HOLIDAYS**



**GET LOST IN A  
GREAT STORY**

*HAPPY*  
**KWANZAA**

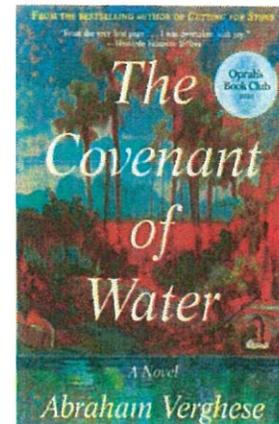
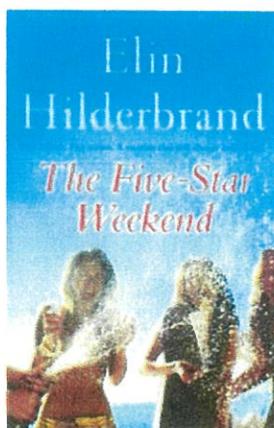
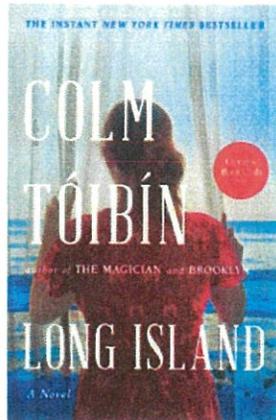
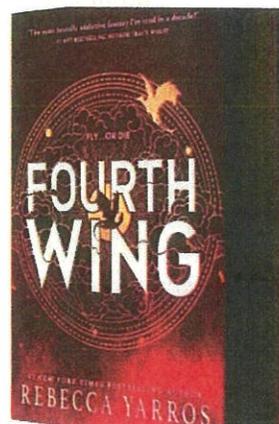
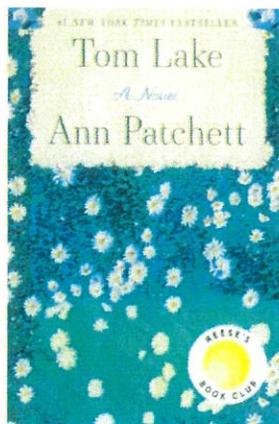
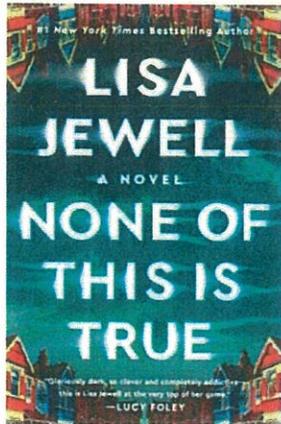
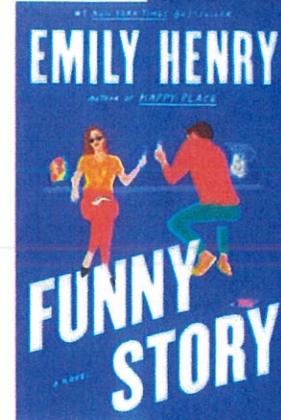
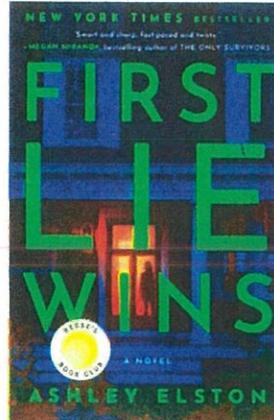
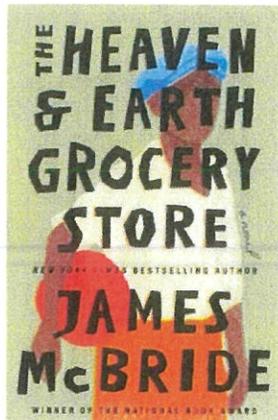
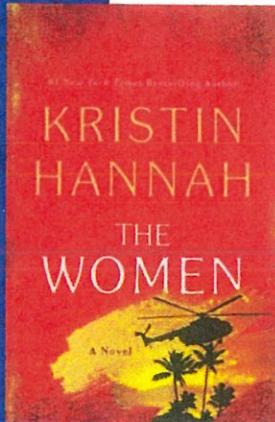


Nassau County Libraries'



# Top Ten Titles

of 2024



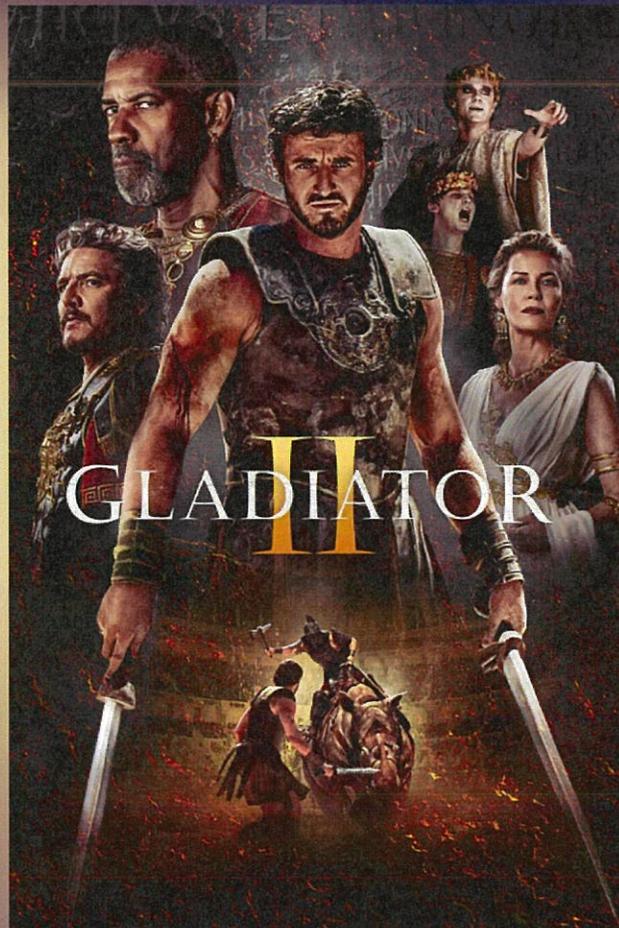
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# WHAT'S NEW ON



# ROKU

## NEW RELEASE SPOTLIGHT



FOR MORE INFORMATION AND A FULL LIST OF MOVIES AND TV SHOWS AVAILABLE ON THE LIBRARY'S ROKU STREAMING STICKS, GO TO:

**[WWW.RVCLIBRARY.ORG/ROKUSTICK/](http://WWW.RVCLIBRARY.ORG/ROKUSTICK/)**

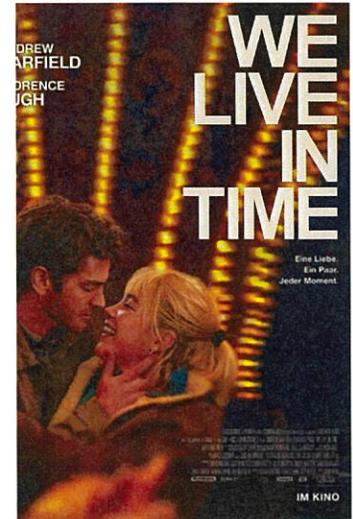
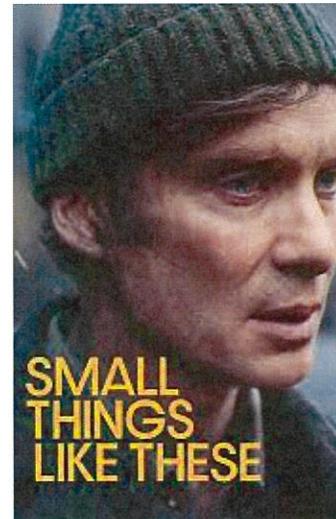
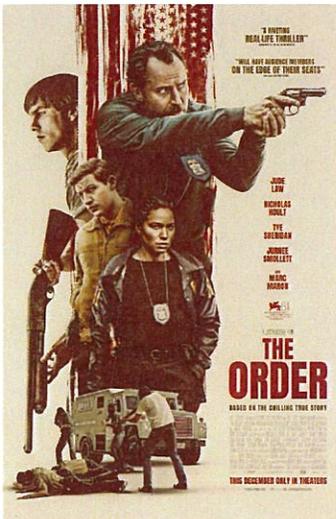
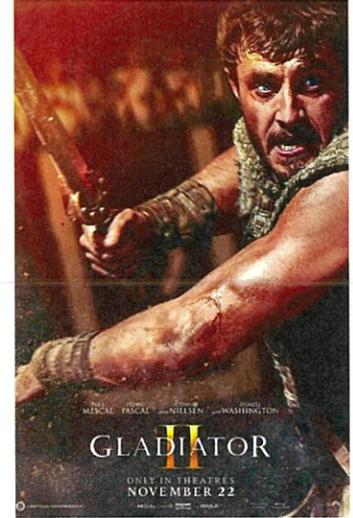
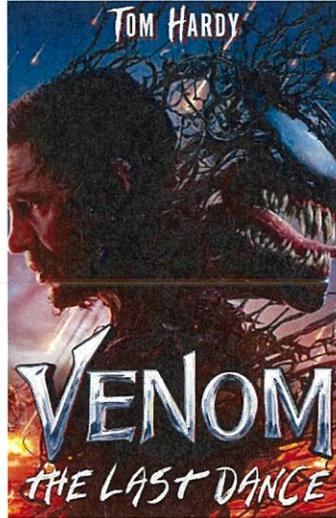
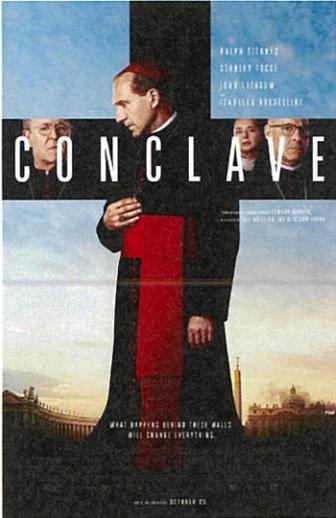
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# WHAT'S NEW ON

# DECEMBER 2024



# ROKU



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# Board Report

December 2024



Tiny Songbirds



Noon Year's Eve

