

ROCKVILLE CENTRE PUBLIC LIBRARY

Board of Trustees Meeting
March 20, 2025
7:00 pm
Agenda

- 1) Call to Order
- 2) Approval of the Minutes of the February 26, 2025 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) Capital Projects
 - 2) Preliminary 2025-2026 Budget
 - b) New Business
 - 1) Fourth of July Weekend
 - 2) Landscaping Services
- 8) Assistant Director's Report
 - a) Annual State Report
 - b) Library Marketing Team
 - c) National Library Week
- 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
February 26, 2025
Minutes

PRESENT

Present were Trustees Nadine Kelly, Meryl Sussman, Michael Ludwig, Michael Lucchesi and Melissa Sorvillo. 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 7:05 pm by Board President Kelly.

APPROVAL OF MINUTES

On a motion made by Ms. Sussman, seconded by Mr. Ludwig, the Board voted unanimously to approve the Minutes of the January 14, 2025 Board Meeting.

FINANCIAL REPORT

On a motion made by Mr. Ludwig, seconded by Mr. Lucchesi, 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

1/16/25	Check # 24324	\$119.40
	Vouchers # 7453107 – 7453152	\$51,802.78
	NYS-DCP ACH Debit Payment	\$4,567.07
	FICA/MED & EFT Payment	\$18,222.12
	New York State Tax EFT	\$2,987.70
	Accu Data Corp ACH Debit Payment	\$767.13
1/30/25	Check #	\$0.00
	Vouchers # 7487914 – 7487962	\$55,225.13
	NYS-DCP ACH Debit Payment	\$4,766.27
	FICA/MED & EFT Payment	\$19,489.14
	New York State Tax EFT	\$3,220.40
	Accu Data Corp ACH Debit Payment	\$284.83

2/13/25	Check # 24325	\$1,925.49
	Vouchers # 7525633 – 7525679	\$50,992.45
	NYS-DCP ACH Debit Payment	\$5,007.90
	FICA/MED & EFT Payment	\$18,615.03
	New York State Tax EFT	\$3,023.32
	Accu Data Corp ACH Debit Payment	\$250.38

Approval of Checks in Payment of Bills

General Fund

1/16/25	Check # 50270 – 50330	\$124,525.74
1/30/25	RIR	\$5,297.68
1/30/25	VOID 50331 – 50362 Printed wrong date	\$31,675.89
1/30/25	Check # 50363 – 50394	\$31,675.89
2/13/25	Check # 50395 – 50438	\$60,641.10

Approval of Checks in Payment of Bills

Capital Fund

1/30/25	Check # 1096 – 1100	\$3,771.26
2/13/25	Check # 1101 – 1102	\$17,669.44

ANNOUNCEMENTS

- The Library thanked the Rockville Centre Library Foundation for presenting the Library with a \$10,000 donation from Nicole and Michael Graziano. The Graziano's gift will be used towards the refurbishment of our busy Children's Room. On behalf of the Board and staff, Ms. Overton sent the Grazianos a letter extending our gratitude for their generosity and detailing the planned work.
- The Library was notified that it is a beneficiary under the Will of Jean J. Mersand. The attorney advised that it will be months before there is an update. The Library appreciates being remembered by Ms. Mersand. She was an avid Library user.
- The Library appreciates the School District's prompt distribution of the Library's portion of the PILOT payment for the second half of 2024. The amount was \$8,385.37.
- The State forwarded the final payment to close out the 2023-2024 Public Library Construction Grant, *Keyless Security Access*. The amount was \$495.

CORRESPONDENCE

- The suggestion box notes were reviewed and discussed by the Board members.
- The Library received a letter from Councilwoman Laura Ryder complimenting its service to the community and offering her support.
- The second grade teachers at Hewitt Elementary School assigned the class a social studies project about special places in the community. Two students chose the Library. The Board members were touched by their letters. Ms. Overton wrote the teachers and the students and included stickers and bookmarks for the class.

- A patron, Maureen Murphy, emailed her compliments to the staff who created the take home craft, Heart Puzzle Wreath.

COMMITTEE REPORTS

- Budget and Finance – A Committee meeting was held on February 25 to review the first draft of the Preliminary 2025-2026 Budget. Refer to New Business.
- Personnel – The Committee met on January 31 and reported the following:
 - Catherine Overton, Director, plans to retire in June.
 - Before the Board meeting on March 20, the Personnel Committee will meet with Susan Finck to review her achievements over the last three and a half years and explore her interest in the possibility of becoming Director. She is qualified by Civil Service to be a Director and is on the Civil Service Director list. The Committee will report back to the Board at the March 20 meeting, or an earlier special meeting, if schedules allow.
 - The Board is always open to feedback from the RVCPL community. Any feedback can be sent to the Personnel Committee at msorvillo@rvcp.org and mludwig@rvcp.org.
- Facilities and Technology – The Committee met on January 29 to discuss refurbishing the Children's Room and Kim's Corner. The report will be discussed under Unfinished Business.
- Policy – None

DIRECTOR'S REPORT

Ms. Overton reviewed her written report with the Board.

UNFINISHED BUSINESS

Main Floor Refurbishment

- The engraved plaques with descriptions of the historical photos have been placed.
- The three chairs for the Circulation Desk and Paging Room were delivered.
- The selected wall art quotes will be installed by the painting company.

Capital Projects

- Reconstruction of a Storage Room into a Meeting Room

A walk thru to create a punch list of unfinished items was held on Monday, February 24. John Grillo's office and Crossroads Construction were present. Grillo's office issued a punch list.

The new tables and chairs for this room were delivered and set up. The Board members were invited to view the room at the end of the meeting. They were pleased

with the furniture.

Grillo's office has approved two payments for Crossroads Construction Corp. – Payment No. 1 in the amount of \$75,563 and Payment No. 2 in the amount of \$41,182.50. After discussion, on a motion made by Mr. Ludwig, seconded by Ms. Sorvillo, the Board voted unanimously to authorize Payment No. 1 and Payment No. 2 in the amounts listed above to Crossroads Construction Corp.

There are three change orders to the Contract that are pending the Board's authorization. The Library has a \$10,000 contingency available in the project budget to accommodate change orders.

- Change Order #1 – Insulate Abated Piping. This change order is related to the work to reinsulate the piping that had asbestos insulation abated during construction. The amount is \$2,145.
- Change Order #2 – Kim's Corner. This change order is related to refinishing work in Kim's Corner. The amount is \$27,780.50. The work includes removing and disposing of the wood paneling in the room; installing new sheetrock and prep for paint; repair all walls and prep for paint; paint entire room; remove carpet and install LVT to match existing flooring; remove and reinstall wall fixtures; install glass board. The Facilities and Technology Committee had reviewed the proposal and recommended that the change order be approved by the Board.
- Change Order #3 – Credit to the Base Contract. This change order is related to the elimination of two doors that were scheduled to be installed in the Base Contract. The amount is \$3,019.50.

After discussion, on a motion made by Ms. Sorvillo, seconded by Mr. Lucchesi, the Board voted unanimously to approve Change Orders #1, #2, #3 for Crossroads Construction in the amounts listed above, utilizing the project contingency and the Capital Fund for the difference.

- Children's Room Refurbishment

The Board discussed the Facilities and Technology Committee report detailing the plans to revive the room with fresh paint and new furnishings. Vendor quotes were previously made available to the Board as well as samples of the chair fabrics, table finishes and wall colors.

After discussion, on a motion made by Mr. Lucchesi, seconded by Mr. Ludwig, the Board voted unanimously to approve the following refurbishment work in the Children's Room and payment to the appropriate vendors.

- Play Area:
 - Replace two worn chairs with two two-seat chairs and one single-seat chair. \$11,683.60 payable to Kimbal International

- Replace the two round tables with one longer, narrower table. The kid-sized green poly chairs will remain. \$2,380.56 payable to TMC Furniture
- Easy Readers Nook
 - Replace the old shelving and bench with wooden bookshelves with adjustable shelves. \$7,810.22 payable to Hale Manufacturing
- Paint the room:
 - Prep, prime and finish the room including the three computer rooms and the office: \$22,420.80 payable to RJ Painting

2024 State of the Library

After discussion, on a motion made by Ms. Sorvillo, seconded by Mr. Lucchesi, the Board voted unanimously to accept the updated 2024 State of the Library report. The report will be uploaded to the website.

NEW BUSINESS

Preliminary 2025–2026 Budget

The Library's tax cap for Fiscal Year 2025–2026 is 2.6%. A copy of the Budget Worksheet was previously distributed to the trustees. The Committee is planning a meeting with Administration to review the draft again before making its recommendations to the Board at the March meeting.

MISCELLANEOUS

Business Department

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

Meeting State Senator Siela Bynoe

On February 7, a meeting was held at NLS with the Senator. The Senator asked libraries to submit requests for Bullet Aid. Administration submitted the projects that the Library is considering for the Children's Room.

Rockville Centre Library Friends

The Friends had a successful winter raffle and membership drive. Thank you to the Friends for sponsoring the following programs: Matters of the HeArt (\$350) and The Long Island Harmonizers Concert (\$800). At their meeting on February 21, the Friends asked Ms. Overton to have the staff wear name tags. It is a common practice and they would like to be able to say *Thank you, "name"* when someone helps them. Ms. Overton advised she would discuss it with the Board and the staff.

ASSISTANT DIRECTOR/HEAD OF ADULT SERVICES REPORT

Ms. Finck reviewed her written report with the Board.

Technology Updates

Ms. Overton, Mr. Bautista and Ms. Finck met with Gryphon Technologies to discuss the next steps for replacing the staff and public computers. As previously mentioned, Windows 10 will reach end of support on October 14, 2025. Dell now has a product on State contract that we believe will meet our needs. Gryphon is installing these computers at another Nassau library. We plan to meet with the Facilities and Technology Committee next month to discuss the costs and timeline for moving forward with this project.

Later in the year, NLS is planning to replace the head routers at each library. It should improve the redundant switch-over between Crown Castle and Lightpath. The cost for the update will be charged against the ILS Capital Fund so there will not be any additional cost for the libraries for the new routers.

There are additional ADA regulations regarding website accessibility expected in 2026. We will be working with the Nassau Library System to ensure we meet these new requirements.

SMS notifications set-up is complete. We will be meeting with the ILS team next week to discuss strategies for encouraging patrons to sign up for this new service.

Annual State Report

Each year public libraries in New York State are required to submit an Annual Report detailing their activities, finances, and services from the past year. We completed the report ahead of schedule and have submitted it to NLS for their review. The report requires Board approval at the March meeting after which NLS will forward our report to the State.

Department Head Reports

Ms. Finck reviewed the highlights of the Departments' reports.

OPPORTUNITY FOR BOARD MEMBERS

Mr. Ludwig spoke about the upcoming Rockville Centre Education Foundation Gala which makes grants available to libraries.

Ms. Kelly said turnout was great for the *Return to Gardening* program.

AUDIENCE ITEMS

None.

The next Board meeting will be held on Thursday, March 20, 2025 at 7:00 pm.

The Preliminary Budget Hearing, originally scheduled for Wednesday, April 9, 2025, has been changed to Monday, April 7, 2025 at 7:00 pm.

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

EXECUTIVE SESSION

The Board retired into Executive Session at 8:20 pm.

RETURN TO OPEN SESSION

On a motion made by Mr. Ludwig, seconded by Ms. Sussman, the Board voted unanimously to return to Open Session at 9:02 pm with the following action taken:

The Board discussed continuing to vet Ms. Finck's interest in and suitability to succeed Ms. Overton as Director. The Personnel Committee agreed to have a follow-up interview with Ms. Finck on March 12.

ADJOURNMENT

The meeting was adjourned at 9:03 pm on a motion made by Ms. Sorvillo, seconded by Mr. Ludwig, and unanimously approved.

Respectfully submitted,

Priscilla Tringali
Clerk of the Board

Rockville Centre Public Library
Profit & Loss Budget vs. Actual
July 2024 through February 2025

	Budget	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Jul '24 - Feb '25	TOTAL	% of Budget
Income												
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	333,374.00	333,374.00	2,665,992.00	66.67%	
4015 - Payment in Lieu of Taxes	16,000.00	0.00	0.00	0.00	0.00	0.00	0.00	8,385.37	0.00	8,385.37	52.41%	
4100 - Fines	7,000.00	762.17	478.40	461.24	538.11	465.04	503.86	568.93	469.54	4,247.29	60.68%	
4105 - Lost & Paid		564.26	105.99	34.87	249.45	121.36	203.33	131.41	199.59	1,610.26		
4115 - Cash Discrepancies		5.14	1.00	0.01	0.00	5.32	3.98	3.30	0.00	18.75		
4116 - Overage		-0.89	-4.95	-0.20	0.00	-0.50	-2.95	-30.50	0.00	-39.99		
4115 - Cash Discrepancies - Other		0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	4.00		
Total 4115 - Cash Discrepancies		4.25	-3.95	-0.19	0.00	4.82	1.03	-23.20	0.00	-17.24		
4118 - Credit Card Fees - Square		-48.58	-93.12	-12.44	-50.52	-13.60	-23.07	-34.79	-18.66	-294.78		
4200 - State Aid	7,800.00	6,667.00	0.00	0.00	0.00	0.00	763.00	0.00	0.00	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	5,782.83	9,063.01	7,502.54	62,288.10	163.92%	
4400 - Book Sales	3,000.00	360.83	350.95	197.25	377.40	194.50	296.52	250.47	299.52	2,327.42	77.58%	
4405 - Xerox Photocopies	8,000.00	578.49	789.03	316.07	699.00	615.68	465.88	933.00	749.77	5,146.92	64.34%	
4410 - Commissions		125.95	36.00	481.50	153.32	493.50	137.29	522.03	522.03	1,957.59		
4415 - Ear Buds-Flashdrives-Tote Bags		2.00	0.00	2.00	2.00	14.00	50.00	52.00	36.50	150.50		
4420 - Gifts		0.00	10.00	23.79	0.00	0.00	193.73	23.79	0.00	251.31		
4430 - Miscellaneous Revenues	17,000.00	50.00	316.00	50.00	50.00	25.00	25.00	25.00	25.00	566.00	3.33%	
4440 - E-rate		3,517.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,517.08	67.48%	
Total Income	4,097,287.00	354,823.82	345,147.30	342,047.45	342,257.97	342,781.08	341,644.09	352,906.28	343,159.63	2,764,767.82		
Gross Revenue	4,097,287.00	354,823.82	345,147.30	342,047.45	342,257.97	342,781.08	341,644.09	352,906.28	343,159.63	2,764,767.82	67.48%	
Expense												
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	16,145.98	2,109.95	44,304.16	79.12%	
5016 - Printed Books	94,000.00	5,620.55	8,175.79	3,866.33	4,149.26	4,453.32	4,870.05	2,854.63	6,340.10	40,130.03		
5012 - Adult Books		810.47	1,544.15	726.85	1,444.85	704.81	368.08	562.53	1,876.87	8,038.61		
5013 - Children Books		40.36	381.46	68.60	144.32	83.55	0.00	100.31	134.37	950.97		
5014 - YA Books		6,471.38	10,101.40	4,459.78	5,739.43	5,241.68	5,238.13	3,517.47	8,351.34	49,119.61	52.25%	
Total 5016 - Printed Books	150,000.00	23,451.64	12,277.20	6,525.63	8,099.94	7,132.19	6,812.43	18,653.45	10,461.29	93,423.77	62.28%	
5020 - CDs	50.00	0.00	0.00	0.00	17.99	0.00	0.00	31.95	0.00	49.94	99.88%	
5021 - CD - Adult		0.00	0.00	0.00	17.99	0.00	0.00	31.95	0.00	49.94		
Total 5020 - CDs	50.00	0.00	0.00	0.00	17.99	0.00	0.00	31.95	0.00	49.94	99.88%	
5025 - Video Games	3,700.00	0.00	0.00	0.00	0.00	67.00	0.00	167.36	91.98	326.34		
5026 - Adult Video Games		0.00	0.00	0.00	0.00	610.21	0.00	154.93	168.14	933.28		
5027 - YA Video Games		0.00	0.00	0.00	0.00	331.30	0.00	444.72	444.72	884.96		
5028 - Children's Video Games		0.00	0.00	0.00	0.00	786.15	0.00	653.59	704.84	2,144.56	57.96%	
Total 5025 - Video Games	3,700.00	0.00	0.00	0.00	0.00	786.15	0.00	653.59	704.84	2,144.56	57.96%	
5030 - Audio Books	17,700.00	1,687.64	1,847.28	1,457.70	1,574.69	1,486.86	1,294.35	1,268.41	1,169.79	11,786.72		
5032 - Audio Books - Adult		0.00	400.83	0.00	0.00	0.00	0.00	0.00	0.00	400.83		
5033 - Audio Books - Children		1,687.64	2,248.11	1,457.70	1,574.69	1,486.86	1,294.35	1,268.41	1,169.79	12,187.55	68.86%	
Total 5030 - Audio Books	17,700.00	1,687.64	2,248.11	1,457.70	1,574.69	1,486.86	1,294.35	1,268.41	1,169.79	12,187.55	68.86%	

Rockville Centre Public Library
Profit & Loss Budget vs. Actual
July 2024 through February 2025

	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Jul 24 - Feb 25	% of Budget
5119 - General Operations										
5210 - Book Processing	3,700.00	1,394.43	440.71	164.34	1,524.22	37.63	17.81	47.32	3,885.16	105.0%
5240 - Library & Office Supplies	28,000.00	1,573.49	2,204.40	1,976.82	1,771.17	590.21	1,237.16	3,110.31	14,709.89	52.54%
5250 - Printing & Publicity	1,000.00	0.00	2.40	541.00	0.00	0.00	0.00	0.00	543.40	54.34%
5260 - Postage	1,400.00	100.00	105.08	100.00	105.58	118.45	252.00	141.00	1,022.11	70.49%
5270 - Newsletter/Printing	5,800.00	885.00	0.00	685.00	0.00	0.00	748.00	0.00	2,803.00	48.33%
5275 - NLS Charges	22,050.00	21,454.00	0.00	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	2,830.65	686.29	2,254.97	3,298.63	44,417.66	71.64%
5309 - Administration										
5310 - Payroll Service	6,500.00	852.46	584.93	542.07	535.21	854.30	1,051.96	555.78	5,505.06	84.69%
5311 - Outside Services-Security	63,800.00	4,432.67	5,841.00	3,141.16	3,842.08	3,348.84	4,906.44	3,543.54	32,664.17	51.2%
5319 - Legal/Accounting										
5320 - Legal	22,000.00	625.00	1,250.00	0.00	625.00	625.00	625.00	625.00	5,000.00	
5321 - Accounting	22,000.00	625.00	1,250.00	0.00	11,650.00	0.00	0.00	401.67	12,051.67	
Total 5319 - Legal/Accounting	44,000.00	1,250.00	2,500.00	0.00	12,275.00	625.00	625.00	1,026.67	17,053.67	77.51%
5329 - Conf/Mtg & Cont Ed										
5330 - Conferences & Meetings	3,000.00	0.00	0.00	0.00	0.00	0.00	16.80	0.00	16.80	
5331 - Continuing Education	3,000.00	0.00	777.60	0.00	0.00	0.00	0.00	437.50	1,215.10	
Total 5329 - Conf/Mtg & Cont Ed	6,000.00	0.00	777.60	0.00	0.00	0.00	16.80	437.50	1,231.90	41.06%
5340 - Professional Dues										
5345 - Secretary to Board	2,000.00	0.00	1,865.00	0.00	-247.00	1,060.00	289.00	0.00	2,977.00	148.85%
5350 - Messenger Service	2,400.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	1,400.00	58.33%
5385 - Professional Fees	175.00	9.00	18.00	9.00	12.00	9.00	6.00	9.00	75.00	42.89%
5399 - Collection Agency Fees	23,500.00	2,949.95	2,949.95	850.00	3,314.95	99.95	4,089.95	3,799.95	19,014.65	80.91%
Total 5340 - Professional Dues	26,175.00	62.00	86.80	49.60	24.80	49.60	136.40	161.20	682.00	80.24%
5409 - Salaries										
5410 - FT Librarians	118,984.83	74,469.54	76,246.59	77,089.30	76,199.29	115,914.29	76,126.32	77,228.91	692,238.07	
5411 - PT Librarians	19,659.82	12,541.18	12,310.77	14,663.56	16,008.33	22,530.62	16,234.86	15,338.27	129,667.41	
5412 - FT Clerks	60,443.21	35,432.10	35,672.19	36,281.76	44,655.32	48,600.55	32,183.80	33,376.58	326,645.51	
5413 - PT Clerks	5,452.86	3,994.65	3,480.92	3,972.13	3,732.83	5,619.17	4,705.41	5,462.26	36,420.23	
5414 - Senior Pages	4,322.41	3,183.84	3,014.94	3,483.85	3,045.60	4,879.12	3,811.08	2,956.36	28,697.20	
5416 - FT Maintenance	23,533.66	15,891.30	17,324.77	16,764.34	23,728.14	31,856.50	16,175.98	15,971.12	161,043.81	
5419 - PT Maintenance	3,526.14	1,964.51	1,575.00	1,578.63	2,041.50	3,308.38	1,714.77	2,080.83	17,769.76	
5421 - FT Technology	8,675.76	5,783.84	5,783.84	5,783.84	5,783.84	8,675.76	5,783.84	5,783.84	52,094.57	
Total 5409 - Salaries	244,796.69	153,061.96	155,408.03	159,797.41	176,191.85	241,364.39	155,681.34	159,053.89	1,444,576.56	67.63%
5415 - Sick/Leave Compensation										
5415 - Sick/Leave Compensation	5,000.00	0.00	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	274,948.00	0.00	0.00	0.00	274,948.00	104.15%
5429 - SS & MC										
5430 - Social Security	163,412.00	9,326.24	9,299.05	9,571.16	10,530.57	14,469.00	9,504.22	9,531.16	86,905.35	
5435 - Medicare Expense	163,412.00	1,167.83	2,174.78	2,238.99	2,462.83	3,393.90	2,222.80	2,229.04	20,324.89	
Total 5429 - SS & MC	326,824.00	10,494.07	11,473.83	11,810.15	12,993.40	17,862.90	11,727.02	11,760.20	107,230.04	65.62%
5440 - Health Insurance										
5450 - Worker's Compensation	622,800.00	74,350.96	50,897.77	48,293.43	67,151.03	45,060.53	69,951.98	47,317.27	451,375.91	72.48%
5460 - Disability Insurance	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,975.56	126.5%
Total 5440 - Health Insurance	637,800.00	74,350.96	50,897.77	48,293.43	67,151.03	45,060.53	69,951.98	47,317.27	470,351.47	73.76%
5459 - Other Insurance										
5460 - Disability Insurance	3,000.00	-162.87	455.03	-109.49	-108.54	-163.78	463.62	-111.06	743.78	24.79%
Total 5459 - Other Insurance	3,000.00	-162.87	455.03	-109.49	-108.54	-163.78	463.62	-111.06	743.78	24.79%
Total 5309 - Administration	4,097,287.00	441,550.12	319,830.29	303,686.42	566,947.85	337,146.50	337,529.64	299,839.81	2,874,832.18	70.16%
Total Expense	110,000.00	87,025.30	74,045.90	38,571.55	-224,166.77	4,497.59	15,376.64	45,320.02	-110,064.35	
Net Income										

18 of 25
Pay
Periods
69.2%

Rockville Centre Public Library
Profit & Loss Budget vs. Actual
 July 2024 through February 2025

9:26 AM
 Accrual Basis

	TOTAL											
	Budget	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Jul '24 - Feb 25	% of Budget	
5042 - Digital Video Discs	11,000.00	167.93	1,381.54	651.81	968.98	283.68	230.91	1,174.07	543.37	5,400.29		
5035 - Adult DVD		0.00	0.00	0.00	0.00	0.00	0.00	0.00	196.71	196.71		
5036 - Children's DVD	11,000.00	167.93	1,381.54	651.81	968.98	283.68	230.91	1,174.07	740.08	5,597.00	50.88%	
Total 5042 - Digital Video Discs												
5050 - Periodicals/Newspapers	14,800.00	1,030.00	1,606.18	319.92	157.95	477.87	672.80	635.82	1,423.11	6,325.65	42.74%	
5070 - Online Catalog	53,400.00	12,190.28	0.00	0.00	12,190.28	0.00	0.00	12,455.35	0.00	36,835.91		
5071 - ILS Circ Charges		654.86	0.00	0.00	654.86	0.00	0.00	632.22	0.00	1,961.94		
5073 - ILS Borrower Charge		482.97	0.00	0.00	482.97	0.00	0.00	495.05	0.00	1,460.99		
5070 - Online Catalog - Other		13,328.11	0.00	0.00	13,328.11	0.00	0.00	13,632.52	0.00	40,258.84	75.39%	
Total 5070 - Online Catalog	53,400.00	13,328.11	0.00	0.00	13,328.11	0.00	0.00	13,632.52	0.00	40,258.84	75.39%	
5080 - Computer Reference Serv	26,000.00	7,270.58	0.00	0.00	275.00	1,056.00	0.00	17,858.88	0.00	26,460.46	101.77%	
5280 - Pgms	52,500.00	6,043.19	10,356.08	8,087.10	6,656.57	5,347.21	5,226.22	6,060.69	5,048.84	52,825.90	100.62%	
5281 - Adult Pgms	8,000.00	280.00	1,285.57	135.00	286.00	620.53	303.97	187.99	350.00	3,448.06	43.11%	
5282 - YA Pgms	27,500.00	1,153.99	4,376.94	692.10	1,945.97	2,258.92	3,380.98	1,676.99	2,507.80	17,993.69	65.43%	
5284 - Pgms Films & Music		0.00	0.00	0.00	0.00	0.00	0.00	445.00	0.00	1,141.00		
5287 - Museum Passes	10,000.00	1,500.00	3,050.00	660.00	700.00	875.00	225.00	1,166.00	1,687.50	9,663.50	96.64%	
5288 - Gifts - Programs		0.00	-1,225.00	-865.00	-945.00	-1,150.00	-1,780.00	0.00	-1,300.00	-7,275.00		
5289 - Patron Fees		-1,822.14	-4,531.35	-778.06	-2,019.98	-915.42	-951.76	-2,167.58	-1,081.60	-14,267.89		
5301 - Gifts - Museum Passes		0.00	-3,600.00	0.00	0.00	0.00	-216.00	0.00	0.00	-3,816.00		
Total 5280 - Pgms	98,000.00	7,155.04	9,712.24	7,831.14	6,623.56	7,036.24	6,374.41	7,369.09	7,212.54	59,914.26	61.14%	
5300 - Streaming Services	6,000.00	206.82	288.41	319.41	217.10	241.25	192.33	602.39	185.18	2,262.89	37.72%	
Total 5000 - Library Materials and Programs	380,650.00	54,297.76	27,515.68	17,205.61	31,261.32	18,530.24	16,077.23	61,860.27	21,906.83	248,624.94	65.32%	
5112 - Operations & Maintenance	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
5110 - Equipment New		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
5118 - Building Improvements	32,200.00	1,187.68	921.86	4,228.77	21.36	1,594.02	1,099.18	4,579.53	11,111.98	24,744.38	76.85%	
5120 - Equipment Repairs & Maint	58,500.00	5,084.40	4,673.24	7,400.44	10,329.84	3,355.72	4,061.86	5,497.44	3,553.72	43,956.66	75.14%	
5130 - Equipment Service Contracts	38,000.00	31.51	782.16	1,975.45	2,035.71	123.76	1,783.79	469.73	802.16	8,004.27	21.06%	
5140 - Building Repairs & Maint												
5150 - Grounds	15,500.00	148.93	297.86	148.93	148.93	148.93	0.00	297.86	148.93	1,340.37		
5152 - Grounds Refuse		0.00	0.00	0.00	0.00	0.00	0.00	705.00	2,838.75	3,543.75		
5153 - Grounds-Snowplowing		2,325.50	2,175.00	1,600.00	2,828.50	2,140.00	1,600.00	1,200.00	0.00	13,869.00		
5154 - Grounds Gardening		0.00	0.00	0.00	0.00	0.00	0.00	400.00	0.00	400.00		
5155 - Grounds Miscellaneous		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total 5150 - Grounds	15,500.00	2,474.43	2,472.86	1,748.93	2,977.43	2,268.93	1,600.00	2,602.86	2,987.88	19,153.12	123.57%	
5160 - Custodial Supplies	8,500.00	1,140.80	390.05	470.15	962.93	2,192.35	142.55	293.76	413.29	6,005.88	70.66%	
5165 - Gas	17,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2,535.04	3,670.66	6,205.70	36.5%	
5170 - Water	5,500.00	0.00	0.00	1,829.57	0.00	0.00	0.00	0.00	0.00	1,829.57	33.26%	
5180 - Electricity	72,500.00	4,889.93	7,430.69	8,613.84	5,780.39	3,829.49	0.00	7,120.98	4,486.21	42,150.53	58.14%	
5190 - Telephone	5,400.00	389.15	389.15	389.15	389.97	359.97	389.97	390.25	390.25	3,112.36	57.64%	
5192 - Data Communications	11,500.00	924.90	924.90	924.90	924.90	924.90	924.90	488.90	488.90	6,527.20	56.76%	
5195 - Insurance	41,500.00	0.00	42,088.21	0.00	0.00	-510.00	0.00	0.00	0.00	41,578.21	100.19%	
Total 5112 - Operations & Maintenance	321,100.00	16,121.80	60,067.62	27,681.20	23,422.53	14,169.14	10,002.25	24,048.89	27,904.85	203,338.28	63.33%	

Rockville Centre Public Library

Balance Sheet

As of February 28, 2025

Accrual Basis

	Feb 28, 25
ASSETS	
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	112,043.69
1061 · Flagstar Money Market	532,468.11
1062 · Flagstar Admin Checking	500.00
1070 · TD Bank General Checking	682,946.65
1071 · TD Bank Money Market	1,135,015.27
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	2,712,674.02
Other Current Assets	
1111 · Prepaid Insurance	16,613.00
1112 · Accrued Interest	4,820.87
1905 · Due To/From Capital Fund	-475.00
Total Other Current Assets	20,958.87
Total Current Assets	2,733,632.89
TOTAL ASSETS	2,733,632.89
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2000 · Federal Tax	893.77
2002 · Accrued Payroll	107,054.15
2005 · Accounts Payable - Auditor	55,298.43
2010 · FICA	1,077.53
2015 · Medicare	-1,077.53
2016 · Accrued NYS Retirement	68,737.00
2100 · Union Dues	46.36
2116 · Aflac	1,247.77
2117 · Met Life Dental	-231.75
2120 · Retirement	628.33
Total Other Current Liabilities	233,674.06
Total Current Liabilities	233,674.06
Total Liabilities	233,674.06
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	2,457,724.52
Net Income	-110,064.36
Total Equity	2,499,958.83
TOTAL LIABILITIES & EQUITY	2,733,632.89

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

July 2024 through February 2025

Accrual Basis

	Jul '24 - Feb 25	Budget	% of Budget
Income			
4010 · Tax Revenue	2,666,992.00	4,000,487.00	66.7%
4015 · Payment in Lieu of Taxes	8,385.37	16,000.00	52.4%
4100 · Fines	4,247.29	7,000.00	60.7%
4105 · Lost & Paid	1,610.26		
4115 · Cash Discrepancies			
4116 · Overage	18.75		
4117 · Shortage	-39.99		
4115 · Cash Discrepancies - Other	4.00		
Total 4115 · Cash Discrepancies	-17.24		
4118 · Credit Card Fees - Square	-294.78		
4200 · State Aid	7,630.00	7,800.00	97.8%
4300 · Interest Income	62,288.10	38,000.00	163.9%
4400 · Book Sales	2,327.42	3,000.00	77.6%
4405 · Xerox Photocopies	5,146.92	8,000.00	64.3%
4410 · Commissions	1,957.59		
4415 · Ear Buds-Flashdrives-Tote Bags	160.50		
4420 · Gifts	251.31		
4430 · Miscellaneous Revenues	566.00	17,000.00	3.3%
4440 · E-rate	3,517.08		
Total Income	2,764,767.82	4,097,287.00	67.5%
Gross Profit	2,764,767.82	4,097,287.00	67.5%
Expense			
5000 · Library Materials and Programs			
5010 · Books			
5015 · E-books	44,304.16	56,000.00	79.1%
5016 · Printed Books			
5012 · Adult Books	40,130.03		
5013 · Children Books	8,038.61		
5014 · YA Books	950.97		
5016 · Printed Books - Other	0.00	94,000.00	0.0%
Total 5016 · Printed Books	49,119.61	94,000.00	52.3%
5010 · Books - Other	0.00	0.00	0.0%
Total 5010 · Books	93,423.77	150,000.00	62.3%
5020 · CDs			
5021 · CD - Adult	49.94		
5020 · CDs - Other	0.00	50.00	0.0%
Total 5020 · CDs	49.94	50.00	99.9%
5025 · Video Games			
5026 · Adult Video Games	326.34		
5027 · YA Video Games	933.28		
5028 · Children's Video Games	884.96		
5025 · Video Games - Other	0.00	3,700.00	0.0%
Total 5025 · Video Games	2,144.58	3,700.00	58.0%
5030 · Audio Books			
5032 · Audio Books - Adult	11,786.72		
5033 · Audio Books - Children	400.83		
5030 · Audio Books - Other	0.00	17,700.00	0.0%
Total 5030 · Audio Books	12,187.55	17,700.00	68.9%

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

July 2024 through February 2025

Accrual Basis

	Jul '24 - Feb 25	Budget	% of Budget
5042 · Digital Video Discs			
5035 · Adult DVD	5,400.29		
5036 · Children's DVD	196.71		
5042 · Digital Video Discs - Other	0.00	11,000.00	0.0%
Total 5042 · Digital Video Discs	5,597.00	11,000.00	50.9%
5050 · Periodicals/Newspapers	6,325.65	14,800.00	42.7%
5070 · Online Catalog			
5071 · ILS Circ Charges	36,835.91		
5073 · ILS Borrower Charge	1,961.94		
5070 · Online Catalog - Other	1,460.99	53,400.00	2.7%
Total 5070 · Online Catalog	40,258.84	53,400.00	75.4%
5080 · Computer Reference Serv	26,460.46	26,000.00	101.8%
5280 · Pgms			
5281 · Adult Pgms	52,825.90	52,500.00	100.6%
5282 · YA Pgms	3,449.06	8,000.00	43.1%
5283 · Children Pgms	17,993.69	27,500.00	65.4%
5284 · Pgms Films & Music	1,141.00		
5297 · Museum Passes	9,863.50	10,000.00	98.6%
5298 · Gifts - Programs	-7,275.00		
5299 · Patron Fees	-14,267.89		
5301 · Gifts - Museum Passes	-3,816.00		
Total 5280 · Pgms	59,914.26	98,000.00	61.1%
5300 · Streaming Services	2,262.89	6,000.00	37.7%
Total 5000 · Library Materials and Programs	248,624.94	380,650.00	65.3%
5112 · Operations & Maintenance			
5110 · Equipment New	0.00	15,000.00	0.0%
5118 · Building Improvements	70.40		
5120 · Equipment Repairs & Maint	24,744.38	32,200.00	76.8%
5130 · Equipment Service Contracts	43,956.66	58,500.00	75.1%
5140 · Building Repairs & Maint	8,004.27	38,000.00	21.1%
5150 · Grounds			
5152 · Grounds Refuse	1,340.37		
5153 · Grounds- Snowplowing	3,543.75		
5154 · Grounds Gardening	13,869.00		
5155 · Grounds Miscellaneous	400.00		
5150 · Grounds - Other	0.00	15,500.00	0.0%
Total 5150 · Grounds	19,153.12	15,500.00	123.6%
5160 · Custodial Supplies	6,005.88	8,500.00	70.7%
5165 · Gas	6,205.70	17,000.00	36.5%
5170 · Water	1,829.57	5,500.00	33.3%
5180 · Electricity	42,150.53	72,500.00	58.1%
5190 · Telephone	3,112.36	5,400.00	57.6%
5192 · Data Communications	6,527.20	11,500.00	56.8%
5195 · Insurance	41,578.21	41,500.00	100.2%
Total 5112 · Operations & Maintenance	203,338.28	321,100.00	63.3%
5119 · General Operations			
5210 · Book Processing	3,885.16	3,700.00	105.0%
5240 · Library & Office Supplies	14,709.99	28,000.00	52.5%
5250 · Printing & Publicity	543.40	1,000.00	54.3%
5260 · Postage	1,022.11	1,450.00	70.5%
5270 · Newsletter/Printing	2,803.00	5,800.00	48.3%
5275 · NLS Charges	21,454.00	22,050.00	97.3%
Total 5119 · General Operations	44,417.66	62,000.00	71.6%
5309 · Administration			
5310 · Payroll Service	5,505.06	6,500.00	84.7%
5311 · Outside Services-Security	32,664.17	63,800.00	51.2%

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

July 2024 through February 2025

Accrual Basis

	Jul '24 - Feb 25	Budget	% of Budget
5319 · Legal/Accounting			
5320 · Legal	5,000.00		
5321 · Accounting	12,051.67		
5319 · Legal/Accounting - Other	0.00	22,000.00	0.0%
Total 5319 · Legal/Accounting	17,051.67	22,000.00	77.5%
5329 · Conf/Mtg & Cont Ed			
5330 · Conferences & Meetings	16.80		
5331 · Continuing Education	1,215.10		
5329 · Conf/Mtg & Cont Ed - Other	0.00	3,000.00	0.0%
Total 5329 · Conf/Mtg & Cont Ed	1,231.90	3,000.00	41.1%
5340 · Professional Dues	2,977.00	2,000.00	148.9%
5345 · Secretary to Board	1,400.00	2,400.00	58.3%
5350 · Messenger Service	75.00	175.00	42.9%
5385 · Professional Fees	19,014.65	23,500.00	80.9%
5390 · Collection Agency Fees	682.00	850.00	80.2%
5409 · Salaries			
5410 · F/T Librarians	692,238.07		
5411 · P/T Librarians	129,687.41		
5412 · F/T Clerks	326,645.51		
5413 · P/T Clerks	36,420.23		
5414 · Senior Pages	28,697.20		
5416 · F/T Maintenance	161,043.81		
5419 · P/T Maintenance	17,789.76		
5421 · FT Technology	52,054.57		
5409 · Salaries - Other	0.00	2,136,100.00	0.0%
Total 5409 · Salaries	1,444,576.56	2,136,100.00	67.6%
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	86,905.35		
5435 · Medicare Expense	20,324.69		
5429 · SS & MC - Other	0.00	163,412.00	0.0%
Total 5429 · SS & MC	107,230.04	163,412.00	65.6%
5440 · Health Insurance	451,375.91	622,800.00	72.5%
5450 · Worker's Compensation	18,975.56	15,000.00	126.5%
5460 · Disability Insurance	743.78	3,000.00	24.8%
Total 5309 · Administration	2,378,451.30	3,333,537.00	71.3%
Total Expense	2,874,832.18	4,097,287.00	70.2%
Net Income	-110,064.36	0.00	100.0%

ROCKVILLE CENTRE LIBRARY - ENDOWMENT FUND

Balance Sheet

As of February 28, 2025

	<u>Feb 28, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
1023 · FLAGSTAR SAVINGS	33,165.83
1024 · FLAGSTAR CHECKING	636.95
Total Checking/Savings	<u>33,802.78</u>
Total Current Assets	<u>33,802.78</u>
TOTAL ASSETS	<u><u>33,802.78</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
4000 · Auditor - Accounts Payable	914.76
Total Other Current Liabilities	<u>914.76</u>
Total Current Liabilities	<u>914.76</u>
Total Liabilities	914.76
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
3187 · REST-LEBRON	500.00
3200 · UNRESTRICTED FUND BALANCE	31,912.53
Net Income	<u>-3,919.39</u>
Total Equity	<u>32,888.02</u>
TOTAL LIABILITIES & EQUITY	<u><u>33,802.78</u></u>

ROCKVILLE CENTRE LIBRARY - ENDOWMENT FUND

Profit & Loss by Class

February 2025

	Unclassified	TOTAL
Income		
4300 - Interest Income	82.58	82.58
Total Income	82.58	82.58
Expense	0.00	0.00
Net Income	<u>82.58</u>	<u>82.58</u>

ROCKVILLE CENTRE LIBRARY - ENDOWMENT FUND

Profit & Loss by Class

July 2024 through February 2025

Accrual Basis

	BISHOP	Family Place	LIBRARY TO YOUR DOOR	Unclassified	TOTAL
Income					
4300 - Interest Income	0.00	0.00	0.00	799.69	799.69
4420 - Donation Income	0.00	0.00	0.00	30.00	30.00
Total Income	0.00	0.00	0.00	829.69	829.69
Expense					
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
Total Expense	697.84	550.85	3,500.39	0.00	4,749.08
Net Income	-697.84	-550.85	-3,500.39	829.69	-3,919.39

ROCKVILLE CENTRE PUBLIC LIBRARY - CAPITAL FUND

03/12/25

Balance Sheet

Accrual Basis

As of February 28, 2025

	<u>Feb 28, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Flagstar Checking	118,178.91
Total Checking/Savings	<u>118,178.91</u>
Other Current Assets	
1400 · Grant Receivable	9,847.00
Total Other Current Assets	<u>9,847.00</u>
Total Current Assets	<u>128,025.91</u>
TOTAL ASSETS	<u>128,025.91</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1900 · Due to General Fund	-475.00
2005 · Accounts Payable - Auditor	100,323.56
Total Other Current Liabilities	<u>99,848.56</u>
Total Current Liabilities	<u>99,848.56</u>
Total Liabilities	99,848.56
Equity	
3200 · Unrestricted Fund Balance	360,739.70
3400 · Committed for Meeting Room	-105,254.24
Net Income	<u>-227,308.11</u>
Total Equity	<u>28,177.35</u>
TOTAL LIABILITIES & EQUITY	<u>128,025.91</u>

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ROCKVILLE CENTRE PUBLIC LIBRARY - CAPITAL FUND

Profit & Loss by Class

03/03/25

Accrual Basis

February 2025

	<u>Unclassified</u>	<u>TOTAL</u>
Income	0.00	0.00
Expense		
5601 · New Meeting Room Project	116,745.50	116,745.50
5602 · Main Floor Renovation 2024	17,669.44	17,669.44
Total Expense	<u>134,414.94</u>	<u>134,414.94</u>
Net Income	<u><u>-134,414.94</u></u>	<u><u>-134,414.94</u></u>

ROCKVILLE CENTRE PUBLIC LIBRARY - CAPITAL FUND

03/03/25

Profit & Loss by Class

Accrual Basis

July 2024 through February 2025

	Unclassified	TOTAL
Income		
4200 · State Aid	17,500.00	17,500.00
4235 · Construction Grant Revenue	14,796.00	14,796.00
4420 · Donations - Gifts	10,000.00	10,000.00
Total Income	42,296.00	42,296.00
Expense		
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	126,867.99	126,867.99
5602 · Main Floor Renovation 2024	125,863.23	125,863.23
5603 · Replace HVAC/Helen Kraus Rm.	2,240.54	2,240.54
6002 · Bank Fees	113.74	113.74
6010 · Building Improvement	2,225.00	2,225.00
6015 · Furniture	4,737.60	4,737.60
Total Expense	269,604.11	269,604.11
Net Income	-227,308.11	-227,308.11

ROCKVILLE CENTRE PUBLIC LIBRARY

Catherine Overton – Director’s Report

March 20, 2025

Announcements

None

Correspondence

The suggestion box notices are included in the packet for the Board’s review.

Committee Reports

- Budget and Finance – The Committee met on March 13 to continue its review of the Preliminary 2025-2026 Budget. Their report will be presented under Old Business.
- Personnel – The Committee is scheduled to meet on March 17 to discuss the annual salary increase for Department Heads, Administration and IT Specialist.
- Facilities & Technology – None
- Policy – None

Unfinished Business

Capital Projects

- Susan Finck and I attended a webinar *Understanding OFP (Office of Facilities Planning): A Primer for Library Construction Projects*. The webinar outlined the process necessary to receive State approval when submitting a project with a construction budget exceeding \$10,000. I have submitted multiple constructions projects and this was a clearly-presented and informative program.
- Reconstruction of a Storage Room into a Meeting Room
There are remaining items on the punch list. The Architect and Contractor are working to resolve the matters.
- Rear Vestibule Project
John A. Grillo submitted Requisition #2 related to the rear vestibule construction project. The requested payment is for completing the schematic development phase, the design development phase and the construction document phase. The amount is \$10,852.64. The requisition sheet is included in the packet. The project has received approval from the State Education Department and is eligible for a construction grant.
- HVAC Replacement in Helen Kraus Room
John A. Grillo submitted Requisition #2 related to the HVAC replacement project. The requested payment is for the completion of the schematic development phase, the design development phase and the construction document phase. The amount is \$3,600. The

requisition sheet is included in the packet. The project has received approval from the State Education Department and is eligible for a construction grant.

- Refurbishing Kim's Corner
The Library requires use of the new meeting room before the work can begin in Kim's Corner. In preparation, Envirosience has sampled the floor tile for asbestos and will submit its report.
- Children's Room Refurbishment
RJ Strollo Painting & Restoration is tentatively scheduled to paint the Children's Room over Easter weekend, April 18, 19 and 20. The Children's Room would be closed to the public on Saturday only. Scheduled staff will be stationed in the Teen Centre and will retrieve materials if safety permits. Preparation work can be completed on Friday after 6:00, and the painting completed over Saturday and Sunday. Custodians have agreed to staff the off-hours time. I am requesting the Board's approval to close the Children's Room on Saturday, April 19, pending confirmation of the work schedule.
- Preliminary 2025-2026 Budget
The Budget & Finance Committee met with Administration to review the Preliminary Budget. The Committee and Administration were in agreement to present the Preliminary Budget at the Board meeting. The Budget is under the 2.6% tax cap. A copy of the worksheet is included in the packet. A draft of the annual *Message from the Library Board* will be submitted for the Board's consideration as soon as possible.

New Business

Fourth of July Weekend

The Department Heads are reviewing their staffing schedules for the July Fourth weekend. I am requesting the Board consider closing Saturday, July 5. The Library will be closed on Friday, July 4 and Sunday, July 6. In the past, we have closed on Saturday when a holiday fell on a Friday. The impact on our patrons appeared to be minimal.

Landscaping Services

The Library is considering alternatives to its current landscape contractor. The Library solicited two proposals in addition to the current contractor. We will keep the Board updated when the proposals are received.

Miscellaneous

Business Department

Barbara Convey, Business Manager, submitted the Department's monthly report which is included in the packet.

FY2025 Congressionally Directed Spending Grant

We were informed by Senator Schumer's office that the Library's application for this grant was not awarded. We had applied for funds to replace our parking lot, a project with an estimated cost of \$400,000. The Senator suggested reapplying for the FY2026 Grant. Administration will submit an application as advised.

Staff Name Tags

In response to the Board's positive reaction to the Friends request to have the staff wear name tags, I brought up the topic at a recent staff meeting. The feedback was varied. A Department Head meeting is scheduled for March 20. I expect to gather further comments to share with the Board.

Rockville Centre Library Friends

Thank you to the Friends for sponsoring the following program: Lil' Athletes (\$256).

They are also sponsoring the Youth Services Summer Reading Kickoff – Magic show with magician John Reid (\$550) and the concert, The Traditions (\$800)

The Friends fundraising efforts and support are always appreciated.

ROCKVILLE CENTRE PUBLIC LIBRARY

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

I love the library in RVC. I have been coming to the library since 1948. All personnel are terrific. I think it would help everyone if there were more staff at the circulation desk. This is not the Federal Government and we don't have a shortage.

Patron's name _____

Address _____

Phone no. _____ Date _____

ROCKVILLE CENTRE PUBLIC LIBRARY

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

It would be great if you could take out board games from the library. Brooklyn library has that.

Patron's name _____

Address _____

Phone no. _____ Date _____

March 2025 Board Meeting – Business Office

Payroll

- Processed 2/27 & 3/13 bi-weekly payrolls and entered QuickBooks payroll journal entries to record employee pay, deductions, and taxes, ensuring accurate and timely compensation for all employees
- Updated NYS Deferred Compensation payroll changes and uploaded payroll deduction and Roth payments via Nationwide Fast Pay
- Updated Longevity and Health Declination files and issued employee payroll payments accordingly

Accounts Payable and Financial

- Audited all invoices prior to payment, entered into QuickBooks, and issued vendor checks on 2/27 & 3/13 – approved by the Director and Library Treasurer
- All 2/27 & 3/13 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, Braintree and Square 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 January
- Verified the RVC School tax transfer to the Library's TD bank account on 3/14 and recorded the entry in QuickBooks
- Prepared and generated monthly financial reports for all funds in QuickBooks
- Assisted Director and Assistant Director with 2025/2026 Budget preparation
- Uploaded requested records to New York State Insurance Fund to satisfy our 2024/2025 annual workers' compensation audit requirements. Items will be reviewed by the assigned auditor and an audit report will be issued. This payroll verification audit is needed to finalize and accurately price our policy.

Human Resources

- Updated Staff Roster & Staff Faces
- Submitted a CS-39 for a salary change effective February 7
- Received approval on a CS-4 creating a non-competitive, PT Clerk position

Social Media – Instagram, Facebook, X - Posts, Stories, Reels

- Final Nassau Library Quest post with an array of enthusiastic Quest participants

NYS Retirement

- Enhanced Reporting
 1. Generated required text file and uploaded our February retirement report to NYSLRS via the Enhanced software without errors
 2. Maureen and Barbara attended RVCPL's final NYSLRS Enhanced Reporting Retirement Online Transition meeting via WebEx on 3/7. The Enhanced Transition Competencies Checklist was reviewed with our transition coach, Kari. After much time and effort, we are competent with hiring, report uploads, manual adjustments, job data changes and terminations.
 3. Kari has finalized RVCPL's successful transition to Enhanced Reporting!
 4. While RVCPL's transition is final and the Hypercare period has ended, Kari provided support resources to utilize going forward.

Friends

- Maintained ongoing thank-you correspondence with new members and renewing members for the 2025 membership year.
- Attended Friends Board meeting with Director and Assistant Director on 2/21 & 3/14
- Received reimbursement RVCPL for Long Island Harmonizers concert held on 2/9/25
- Submitted reimbursement request for sponsored Lil Athletes program held on 1/25 & 2/15

Day-to-Day Clerical

- Issued purchase orders and ordered all requested and authorized supplies
- Mailed all vendor payments for 2/27 & 3/13 check dates
- Printed weekly program calendar for all service desks and custodial staff
- Emailed weekly security guard timesheets to AJ² for invoicing
- Documented the minutes for the 1/28 staff meeting and distributed to the staff via email
- Maintained meeting room calendar and room setups for outside organizations

Meeting Attendance

- February 11 – In-house marketing team meeting – MW
- February 13 – Library Marketing 101 with NLS - MW
- March 7 – NYSLRS Enhanced Transition – MW, BC
- March 10 – Marketing So Patrons Feel Like Heroes via ZOOM - Deanna DiCarlo from Albany Public Library discussed marketing to your library's core values and Big-Picture Branding through Word-of-Mouth Marketing and Brand Storytelling. Hosted by NLS – MW
- March 12 – In-house marketing team meeting – MW
- February 21 & March 14 – Rockville Centre Library Friends - MW

Rockville Centre Public Library
Assistant Director - Susan Finck
March 20, 2025

Annual State Report

The 2024 Annual Report for Public and Association Libraries was submitted to NLS February 14 and accepted without change on February 28. A resolution to approve the report is needed at this meeting.

Library Marketing Team

We are very pleased to have an RVC Library Marketing Team up and running. It is made up of nine enthusiastic representatives from Adult, Youth Services, Circulation and Administration. We met on February 11 and March 12 to discuss our plans for National Library Week and adjusting our social media profiles to include more happy faces and pre-event posts. We saw immediate results on Facebook and Instagram. Maureen did a great job tracking and compiling the increases in engagement on our posts. Her report is attached. The theme for National Library Week is *Drawn to the Library*. During the week of April 6-12, patrons are invited to fill out a quick survey that asks the question, “What draws you to the Library?” Patrons will be able to complete the survey on paper here at the Library or on-line. Participants will be entered into a drawing to win a Kindle. We will also have an RVC branded step and repeat backdrop for “shelfies” we can post on our social media. Thank you so much to everyone on our new Team for their help with designing the paper and electronic forms as well as our new photo backdrop.

Staff Breakfast

Tuesday, April 8 is National Library Workers Day. This is a day designed to recognize the valuable contributions of all library workers. In honor of the day, we will be hosting a lite breakfast during our morning staff development hour.

Mural in the Teen Centre

I contacted the Art Department at South Side High School to learn more about the mural displayed in the Teen Centre. Mr. Sementelli, a teacher at South Side, was kind enough to do some research and advise me that the mural was done by the National Art Honor Society in 2006. The project was managed by the Society President for his Eagle Scout project. The theme of the work is *Evolution of Literacy*. We are looking into having a plaque made that reads:
National Art Honor Society, *Evolution of Literacy*, 2006, South Side High School

Statistics

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

Circulation Department
Department Head - Rita Cavanagh

February was a busy month indeed! Below are the highlights:

1. Cross-training between myself and Tricia (ISolved, schedules, magazines, Baker and Taylor ordering, supply ordering, etc.).
2. Cross-training between myself and Dan (video game processing), Marleni (route-ins, mail) and Marguerite (collection letters).
3. Modified the existing Circulation schedule to include designated 12 pm lunches.
4. Attended both an in-house Library Marketing meeting and a Library Marketing workshop presented by Lisa Zuenas of NLS.
5. Briefly discussed the creation of a new library card application with the Marketing Team.
6. Adult tickets for the Aquarium were sold out. More tickets will be ordered.
7. Enthusiastically participated in the Quest Adventure meeting with over 200 patrons from other libraries. Photos of participants were posted on our social media pages.
8. Chairs behind the Circulation Desk were replaced with new ergonomic chairs.
9. Loan rules were modified, printed and posted by the Circulation Desk for the staff's reference.
10. We began sorting, packing and labelling the seeds for our wildly successful Seed Library (Go Tricia!). Forms that described the selection and ordering process were placed in front of the Circulation Desk for our patrons.
11. The posting for the part-time position was shared on the Staff Exchange. So far, close to 20 people have sent their resumes.

Youth Services Department
Department Head - Jen Marino

February was a busy month, though every month seems busy these days! We celebrated Take Your Child to the Library Day on Saturday, February 1 with a self-directed scavenger hunt. Children who returned their scavenger hunt sheet to the reference desk got a "Book Worm" certificate and a small bag of book worms, aka gummy worms. It was a big hit and we will definitely do it again.

For the winter school break, we had a week full of activities, many of them geared towards school age children. On February 19, we had the indoor, blow-up Planetarium from the Cradle of Aviation set up in our room for two shows for kindergarten through fifth grade. It's always fun to host a program in the children's room because anyone who happens to walk in the library gets a chance to see the programming we provide. We were able to offer a different way to do reading to dogs with Reading with Roxie the Pug on February 18. Roxie's

owner Robin explained to the kids what a therapy dog is, then they had a chance to work on some craft activities while they waited their turn to read to Roxie. It was a great program, and Robin does it for free. We can't wait to have her back.

Also during the vacation week we had Hot Chocolate Bombs for grades 2-5 with Melinda Space, who has done adult programs here. It was a popular program and Melinda did a great job. We have two teen take and makes planned with her for March and April.

YA also had a craft program during the vacation week;, they made Sailor's Valentines with Lisa Colon. The shell art came out beautiful, as you can see in the attached pictures, but our teens were shy and declined to be photographed with their creations. Winter Reading wrapped up at the end of the month. 61 kids took reading records and 15 were returned to be entered into the raffle for a movie night basket. The winner, Mia, age 9, was picked on March 5 to give kids a little extra time to return the records for the raffle.

Passive Programming

Nora Ehrling had several passive programs this month:

The whiteboard next to our desk was a Valentine-themed spot where kids could write what they love about the library on a heart. See attached photos.

The flannel board near picture books had a snow pal that kids could put a face, scarf and hat on.

There were also Duplos, and a felt activity - "Fun with Buttons." Kids could button together felt shapes to make a sandwich, an ice cream cone, a hamburger or a s'more. See attached photos.

Outreach

Margaret Capobianco visited the pre-K classes at the Rockville Centre Recreation Center – one class of the Rec Center's three-year-old program and two classes of four-year-olds in the school district's Universal Pre-K program that uses the Rec as a location. New York State law now states that children under four years of age and/or under 50 pounds must use a car seat in a school bus, which has made it impossible for the Recreation Center classes to visit the the library because they need to use a bus. The kids were thrilled to see their friend Miss Margaret in their classroom.

Liz Vorbach got to read to some of her neighbors as the second grade class from Riverside School visited the library on February 28.

Continuing Education

Jennifer Marino attended the Collaborative Summer Reading Workshop on Tuesday, February 25 where librarians from around NY State presented programs they have done or plan to do for this year's theme of Color Our World.

Adult Reference Department Report Department Head - Patricia Marino

Staff Book Discussions

On February 3rd, Eileen M's Monday Mystery Book Group met with fifteen attendees and enjoyed a terrific discussion of Liz Moore's historical mystery and NYT bestseller, *The God of the Woods*, a multi-layered Adirondack-set tale that blends family drama, social commentary and the lingering impact of past events and lies.

Although Eileen missed the January 6th meeting, they revisited and discussed *The Marlow Murder Club* by Robert Thorogood, confirming the group's enjoyment of its cozy mystery elements and engaging themes, including the power of observation, challenging ageism and the strength of unconventional friendships.

Lisa's Feel Good Fiction Book Club read *West with Giraffes* by Lynda Rutledge for her February 27th book club. This feel-good historical fiction was a hit with everyone. It touched on so many different points of view.

Library to Your Door

The LTYD outreach program, now in its 22nd year with 61 patrons, continues to make an impact. This month, a longtime library visitor joined after recognizing our green bags in her lobby. Another patron expressed joy over Eileen M's book selections, calling them "celebrity books" and praising our service.

When a patron's reading ability declined, Eileen went beyond standard audio options, securing access to the Andrew Heiskell Braille and Talking Book Library. She handled the application and expedited resources through a staff connection, earning deep gratitude from the family.

This program is more than books—it's about connection. Eileen shares notes, cards, and small tokens of care to combat isolation. One patron's thank-you came as a floral bouquet, while another welcomed her back with chocolate truffles and a heartfelt card, underscoring the library's value. (Photos attached.)

Displays

Eileen M in celebration of Valentine's Day, 80 copies of six diverse romance novels were made available through interlibrary loan, offering patrons a wide selection to enjoy. These monthly displays help increase our circulation statistics and introduce readers to different genres of books.

Our patrons love a good mystery, but sometimes you need a laugh too! That's why Eileen M put together the "Seriously Funny Murder Mysteries" list, a fun alternative to our usual thrillers, which you can find on display or in our giant Readers Advisor binder.

Back Entrance Display - February was Black History Month. Lisa selected nonfiction books reflecting the contributions and accomplishments of Black Americans.

To celebrate the upcoming Oscars, Lauren created a table in the Main Reading Room featuring books that have been made into Academy Award-winning movies.

She also added a new DVD display near the DVD collection. This month, the display focuses on Oscar-winning movies from over the years. So far, it has been a hit!

Digital Literacy

Due to changes in the ROKU application, Fandango at Home, and adjustments to loan periods, Lauren updated the instructions in both the ROKU cases and on the website.

Museum Pass Program

Lauren also updated the Discount Ticket Brochure to reflect a change in ticket price for the Long Island Aquarium.

Marketing & Promotions

Lauren created 20 flyers to promote February programs, along with the monthly "What's New on ROKU" flyer to promote our new ROKU additions, a sign to promote Eileen M's February ILL display, "Love at First Page," and two signs for the DVD and Oscars display.

Collection Maintenance & Development

Lauren added eight new movies to the ROKUs and Lisa chose six new titles and loaded them onto the library's Kindles.

Technology

To enhance Reader's Advisory services, fifteen staff-recommended books were added to the "What We're Reading" tab on the library website.

Archives

A patron emailed asking to look at specific files they had found in our finding aid, which is available online. She was looking for information on her church, which is celebrating its centennial this year. She was hoping to put together information about the church. She and her friends were able to find an article about a train crash that the church had offered support for.

Art Exhibits

“The Flower Show” by Earl Dawson

Adult Programming and Community Outreach Report Eileen Farrell and Lisa Crandall

Adult Programming

We kicked off February and Black History Month with Sal St. George’s *Groundbreaking Black Comedians* lecture. St. George returned after a long hiatus, and we received a ton of positive feedback from the crowd. We’ll definitely have him back! Our patrons were also entertained by a local group, The Long Island Harmonizers, a larger-than-usual barbershop quartet. Despite the impending storm, 35 brave patrons attended, and by all accounts, everyone thoroughly enjoyed the performance. This event was sponsored by The Friends of the Library. We also hosted a new facilitator, Jim Ward, who presented *The Baltimore Plot: The Mission to Save President-Elect Abraham Lincoln*, just in time for Presidents’ weekend. Twenty-six people attended and thoroughly enjoyed the presentation. For craft lovers, we offered an embroidery program and Scherenschnitte (paper cutting). The feedback has been clear: we can’t have enough craft programs! In addition, we offered *Learn Gmail* again in February, which always seems to draw interest. Of course, we continued our usual writing classes, poetry sessions, book discussions, and exercise classes, keeping everyone busy and helping them get through the cold winter days of February. We also began our Tax Assistance program, and everything seems to be running smoothly. So far, we’ve helped 28 people complete their 2024 returns, with more to come as this program will run through April 10. To end the month, we hosted a garden presentation from the Cornell Cooperative Extension of Nassau County, co-sponsored by the Garden Club of Rockville Centre. Thirty-six participants attended, and we couldn’t be more excited about the turnout. We’re eager to see what March brings and are looking forward to better weather and more daylight ahead!

Programming/Contract Management (Lisa Crandall and Eileen Farrell)

- 14 programs took place in the month of February 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.
- Troubleshoot 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

On February 5, Eileen F visited the Commuter Collection at the LIRR station. She refreshed and replenished the book collection.

Maple Pointe Assisted Living Book Club

Lisa ordered eight Large Print copies of the book *The Calamity of Souls* by David Baldacci from other libraries. She delivered them to Maple Pointe along with discussion questions on February 25.

School to Work

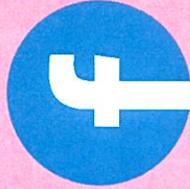
Our school to work students continue to do a terrific job with their duties here. They continue to help us with our weeding projects and our welcome bags. In February, we also added putting together seed packets. The students love this job as it adds some variety to their responsibilities.

Custodial Department Department Head - Joseph Weis

- Noble Elevator, RVC Electric, and Terminix performed their monthly visits.
- Rose Mechanical, subcontractor for Crossroads Construction, installed ductwork in the new basement meeting room.
- Allstate Sprinkler did their annual sprinkler inspection; everything was running great.
- NexGen Electric installed new lights in the basement meeting room.

- Cardinal Control wired the AC in the new meeting room to our Building Management System (BMS).
- DMGT Telecommunications installed a speaker in the new meeting room and connected it to our intercom system.
- New furniture was delivered and placed in the new meeting room.
- Door Automation repaired the inner front sliding door by installing new parts.
- Accurate Fire Equipment replaced four fire extinguishers that were outdated.
- Replaced multiple light bulbs in the Tech Services office area.
- A whiteboard was installed in Group Study Room 6.
- Replaced the damaged carpet tile on the second floor by the elevator.
- Fixed the leaking faucet in the Mens restroom.
- Started replacing the ceiling tiles in the Tech Services office restroom.
- Installed door stoppers on the new meeting room and Kim's Corner closet doors.

RVCPL Social Media



	1/10/25 - 2/10/25	2/11/25 - 3/11/25	1/10/25 - 2/10/25	2/11/25 - 3/11/25
FOLLOWS	10	14	25	34
VISITS	355	419	122	184
CONTENT INTERACTIONS MAIN COMPONENT OF ENGAGEMENT	87	159	235	296

of times account was followed during time period

of times profile was visited/ A visit is typically counted as a unique user interaction, even if they revisit the same content multiple times

of likes or reactions; saves, comments, shares and replies on content

Total # of times a piece of content is displayed to users/ A single user can contribute to multiple views if they see the same content multiple times

FOLLOWS

VISITS

CONTENT INTERACTIONS

VIEW

Top Content by Views (02/11/25 through 03/11/25)

Facebook

We love welcoming visitors on the...
 Thu Feb 13 6:57am
 707 ❤️ 13
 5 📌 1

Embark on the #NassauLibraryQue...
 Tue Feb 18 7:29am
 594 ❤️ 12
 2 📌 1

Spring Has Sprung in RVC! 🐣 Our "Wak..."
 Thu Feb 27 11:30am
 478 ❤️ 10
 0 📌 1

Looking for something fun to do over Winte...
 Wed Feb 19 8:17am
 442 ❤️ 13
 1 📌 2

We had a great visit from the Riverside...
 Fri Feb 26 11:44am
 383 ❤️ 6
 0 📌 1

Instagram

You AUTO go to the drive-in sometime. It...
 Thu Feb 20 3:27pm
 970 ❤️ 54
 3 📌 2

Spring Has Sprung in RVC! 🐣 Our "Wak..."
 Thu Feb 27 11:30am
 606 ❤️ 22
 1 📌 2

We love welcoming visitors on the...
 Thu Feb 13 6:53am
 593 ❤️ 29
 0 📌 1

Looking for something fun to do over Winte...
 Wed Feb 19 8:22am
 568 ❤️ 25
 2 📌 6

The remarkable Roxie the Pug had fun...
 Tue Feb 18 12:39pm
 553 ❤️ 34
 3 📌 1

February 2025 Adult Program Attendance

Title	Start Date	In-person	Virtual	Total
Monday Mysteries with Eileen McCarthy	2/3/2025		15	15
Monday Afternoon Games (In-person)	2/3/2025	34		34
Knit 1, Purl 2 and Crochet too! With Lupe Velazquez	2/3/2025	4		4
Meditation with MaryClare	2/3/2025	1	8	9
Learn Gmail with Cheryl Clifford cancelled by programmer	2/4/2025	Cancelled		
Chi Gong with Marianna Farina	2/4/2025	8		8
Tuesday Yoga with Joe	2/4/2025	12	9	21
Groundbreaking Black Comedians with Sal St. George	2/4/2025	12		12
Simply Stronger with Marilyn Bunger	2/5/2025	10	8	18
Current Events with Richard Skolnik	2/5/2025		13	13
Scherenschnitte with Marcia Olsen	2/5/2025	14		14
Evening Yoga with MaryClare	2/5/2025	15	7	22
Scribblers: A Writing Workshop (Virtual)	2/5/2025		10	10
Drawing with Maria	2/6/2025	14		14
Let's Play Bridge	2/6/2025	7		7
Game Night	2/6/2025	13		13
Adult Chess Club	2/7/2025	2		2
The Poet's Craft	2/7/2025	7		7
Defensive Driving	2/8/2025	29		29
The Long Island Harmonizers	2/9/2025	35		35
Apple/Android Help	2/10/2025	1		1
Monday Afternoon Games (In-person)	2/10/2025	38		38
The Baltimore Plot: The Mission to save President-Elect, Abr	2/10/2025		26	26
Knitting and Crochet Circle	2/10/2025	0		0
Meditation with MaryClare	2/10/2025	2	7	9
Learn Gmail with Cheryl Clifford	2/11/2025	4		4
Chi Gong with Marianna Farina	2/11/2025	10		10
Eating for Good Health - Cancelled by Programmer	2/11/2025	cancelled		0
Tuesday Yoga with Joe	2/11/2025	13	9	22
Embroidery Workshop with Janice Imbrogno	2/11/2025	12		12
Simply Stronger with Marilyn Bunger	2/12/2025	8	9	17
Current Events with Richard Skolnik	2/12/2025		19	19
Cover to Cover with Gretchen Browne	2/12/2025	6		6
Evening Yoga with MaryClare	2/12/2025	13	7	20
Writer's Workshop with Barbara Novack	2/12/2025	6		6
Tax Help	2/13/2025	10		10
Drawing with Maria	2/13/2025	Cancelled		0

Let's Play Bridge	2/13/2025	7		7
Game Night	2/13/2025	12		12
Friday Flicks: The Notebook PG-13 (123min)	2/14/2025	3		3
Learn Gmail with Cheryl Clifford	2/18/2025	3		3
Chi Gong with Marianna Farina	2/18/2025	9		9
Tuesday Yoga with Joe	2/18/2025	11	6	17
By the Book: Historical Fiction with Sarah Siegel	2/18/2025		6	6
Simply Stronger with Marilyn Bunger	2/19/2025	10	7	17
Current Events with Richard Skolnik	2/19/2025		15	15
Evening Yoga with MaryClare	2/19/2025	14	2	16
Tax Help	2/20/2025	10		10
Drawing with Maria	2/20/2025	18		18
Constitution and Current Affairs with James Coll	2/20/2025	18	16	34
Let's Play Bridge	2/20/2025	7		7
Game Night	2/20/2025	20		20
Let's Libby	2/21/2025	2		2
Short Story Discussion with Mindy Mangot	2/21/2025	7		7
Apple/Android Help	2/24/2025	0		0
Monday Afternoon Games (In-person)	2/24/2025	20		20
Knit 1, Purl 2 and Crochet too! With Lupe Velazquez	2/24/2025	4		4
Meditation with MaryClare	2/24/2025	1	5	6
Learn Gmail with Cheryl Clifford	2/25/2025	4		4
Chi Gong with Marianna Farina	2/25/2025	10		10
Tuesday Yoga with Joe	2/25/2025	12	8	20
Wake Up Your Garden with Cornell Cooperative Extension of	2/25/2025	36		36
Simply Stronger with Marilyn Bunger	2/26/2025	10	9	19
Current Events with Richard Skolnik	2/26/2025		15	15
Evening Yoga with MaryClare	2/26/2025	16	5	21
Tax Help	2/27/2025	8		8
Drawing with Maria	2/27/2025	18		18
Let's Play Bridge	2/27/2025	7		7
Feel Good Fiction with Librarian Lisa	2/27/2025	3		3
Game Night	2/27/2025	15		15
Friday Flicks: Till (PG-13, 114 min)	2/28/2025	11		11
		666	241	907

YA Statistics February 2025

Date	Day	Platform	Activity	YA	Program
4-Feb-25	Tue	Zoom	D+D (gr 5-9)	2	1
7-Feb-25	Fri		Teen Café (gr 6-12)	5	1
11-Feb-25	Tue	Zoom	D+D (gr 5-9)	4	1
12-Feb-25	Wed		Parent/Child Book Discussion (gr 6-12)	cancelled	0
18-Feb-25	Tue		Community Service: Drive-In Movie Helpers	0	0
18-Feb-25	Tue		Community Service: Toy Cleaning	1	1
19-Feb-25	Wed		Community Service: Prep Squad	4	1
20-Feb-25	Thu		Teen Crafternoon: Sailor's Valentine (gr 6-10)	4	1
21-Feb-25	Fri		Video Game Meetup (gr 6-12)	2	1
25-Feb-25	Tue		Community Service: Checkmate Chess Helper (gr 7-12)	3	1
28-Feb-25	Fri		Teen Café (gr 6-12)	2	1
FEB		Passive	Community Service: Teen Reviews (gr 6-12) (5 reviews)	5	1
FEB		Take and Make	Community Service: Little Saint Nick (gr 6-12) (132 cards)	16	1
Totals				48	11

February 2025 J Statistics

Date	Day	Program	Children	Adult	Total	Program	Librarian-led
1-Feb-25	Sat						
2-Feb-25	Sun						
3-Feb-25	Mon	10am Storytime (18m-5yrs)	13	11	24	1	1
		11am Tot Spot (b-17mos)	12	14	26	1	1
4-Feb-25	Tue	10:30 Play Date (15mos-4yrs)	27	23	50	1	1
5-Feb-25	Wed	10am MCC (adults)	1	3	4	1	0
		10:30am RLY	11	3	14	1	1
		11am RLY	12	2	14	1	1
6-Feb-25	Thu	9:30 123 (12-36mos)	11	12	23	1	1
		11am Mother Goose (15-38mos)	13	12	25	1	1
		2pm Dance Party (3-5yrs)	21	16	37	1	1
7-Feb-25	Fri	Take and Make: Brown Bag Book Club (3-6yrs) 14 kits made	11	0	11	1	1
		10am Storytime (18m-2yrs)	18	16	34	1	1
		11am OMO (3-5yrs)	11	1	12	1	1
		4pm Matters of the Heart (5-10yrs)	10	0	10	1	0
8-Feb-25	Sat						
9-Feb-25	Sun						
10-Feb-25	Mon	10am Storytime (18m-5yrs)	18	14	32	1	1
		11am Tot Spot (b-17mos)	10	12	22	1	1
11-Feb-25	Tue	10:30 Play Date (15mos-4yrs)	17	17	34	1	1
12-Feb-25	Wed	10am MCC (adults)	0	4	4	1	0
		10:30am RLY	cancelled				
		11am RLY	cancelled				
13-Feb-25	Thu	9:30 123 (12-36mos)	8	10	18	1	1
		11am Mother Goose (15-38mos)	12	14	26	1	1
		2pm Dance Party (3-5yrs)	18	14	32	1	1
14-Feb-25	Fri	9:30 Aardvarks (6mos - 4yrs)	24	20	44	1	0
		10:30 Aardvarks (6mos - 4yrs)	20	18	38	1	0
		2:30 Library Babies (b-pre-walker)	4	4	8	1	1
15-Feb-25	Sat	10:30 Lil' Athletes (2-4yrs)	11	15	26	1	0
16-Feb-25	Sun						
17-Feb-25	Mon	Library Closed - President's Day	Library Closed				
18-Feb-25	Tue	10:30 Reading with Roxie (K-3)	10	3	13	1	0
		2:30 Drive-In Movie (2-6yrs)	27	14	41	1	1
19-Feb-25	Wed	10:30am RLY	9	3	12	1	1
		11am RLY	11	2	13	1	1
		2:30 Planetarium (K-2)	19	0	19	1	0
		3:20 Planetarium (gr 3-5)	21	0	21	1	0
20-Feb-25	Thu	6:30 Art with Jill (gr 3-5)	11	0	11	1	0
21-Feb-25	Fri	10:30 Dance Party (3-5yrs)	28	20	48	1	1
		3:30 Hot Cocoa Bombs (gr 2-5)	14	0	14	1	0
22-Feb-25	Sat						

February 2025 J Statistics

Date	Day	Program	Children	Adult	Total	Program	Librarian-led
23-Feb-25	Sun						
24-Feb-25	Mon						
25-Feb-25	Tue	10:30 Play Date (15mos-4yrs)	23	22	45	1	1
		7pm Checkmate Chess (gr 2-5)	3	0	3	1	0
26-Feb-25	Wed	10:30am RLY	9	4	13	1	1
		11am RLY	11	2	13	1	1
27-Feb-25	Thu						
28-Feb-25	Fri						
FEB		Passive: White Board: What Do You Love About the Library?					1
FEB		Passive: Bring Your Child to the Library Day (2/1/25): Scavenger Hunt	31		31	1	1
FEB		Passive: Winter Reading (Jan 9-Feb 28; 15 entries)	61		61	1	1
TOTALS			601	325	926	39	28
			Children	Adult	Total	Program	Librarian-led

Museum Pass Activity February 2025

Name	Reservations
Cradle of Aviation	17
Garvies Point Museum and Preserve	1
Guggenheim	7
Intrepid Museum	2
Long Island Children's Museum	18
Long Island Museum of American Art, History, and Carriages	1
MoMA The Museum of Modern Art	11
Museum of Moving Images	8
Nassau County Firefighters Museum	12
Nassau County Museum of Art	10
New York Botanical Garden	4
New York Hall of Science	12
The New York Historical	6
New York Transit Museum	5
	114

Monthly Traffic By Hour

Month by Hour for Rockville Centre Library
For the month of February, 2025



01 Rockville Centre

Day	Hour Ending																	Front	
	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm	12am	oth	Total	
1	1	6	30	24	13	28	24	28	32	0	0	0	0	0	0	0	0	186	
2	0	0	0	1	2	28	20	26	13	0	0	0	0	0	0	0	0	90	
3	1	25	22	16	32	12	22	36	32	8	19	4	1	0	0	0	1	231	
4	1	6	24	25	10	7	29	31	39	21	9	6	1	0	0	0	1	210	
5	0	19	24	9	12	18	19	44	19	18	15	3	2	0	0	0	1	203	
6	3	20	21	13	20	15	18	37	24	10	9	1	3	0	0	0	2	196	
7	1	18	30	19	21	14	12	64	23	18	1	0	0	0	0	0	4	225	
8	0	25	22	29	37	25	33	26	13	0	0	0	0	0	0	0	2	212	
9	0	0	1	0	2	25	9	17	25	0	0	0	0	0	0	0	0	79	
10	2	17	27	19	28	6	24	31	22	17	18	7	2	2	0	0	1	223	
11	0	1	22	23	13	13	23	33	17	26	16	16	4	0	0	0	2	209	
12	1	20	14	11	12	22	33	37	30	11	20	0	9	0	0	0	1	221	
13	0	25	19	13	24	17	14	37	16	9	8	2	1	0	0	0	2	187	
14	1	34	24	21	7	12	20	38	8	15	0	0	0	0	0	0	2	182	
15	2	20	17	23	13	25	20	12	5	0	0	0	0	0	0	0	1	138	
16	0	0	0	1	3	13	20	17	14	0	0	0	0	0	0	0	0	68	
17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
18	5	10	65	31	32	32	28	32	17	11	5	6	3	0	0	0	2	279	
19	0	25	37	30	21	12	32	35	35	6	19	1	2	0	0	0	2	257	
20	2	18	24	21	50	36	23	26	16	3	18	3	3	0	0	0	1	244	
21	1	14	47	25	18	19	34	31	20	23	0	0	0	0	0	0	3	235	
22	2	7	15	14	17	12	19	21	24	0	0	0	0	0	0	0	0	131	
23	0	0	0	0	3	34	21	25	8	0	0	0	0	0	0	0	0	91	
24	2	22	15	17	32	21	14	44	16	11	9	7	3	0	0	0	1	214	
25	2	11	22	23	10	11	21	35	21	16	15	9	4	0	0	0	1	201	
26	0	21	27	16	14	9	17	56	23	13	19	4	4	0	0	0	2	225	
27	2	19	25	15	21	19	24	42	23	20	12	4	3	0	0	0	1	230	
28	1	20	20	14	12	21	15	30	16	16	0	0	0	0	0	0	1	166	

**Month by Hour for Rockville Centre Library
For the month of February, 2025**

01 Rockville Centre														Front					
Hour Ending														Total					
Day	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm	12am	oth	Total	
Total	30	403	594	453	479	506	588	891	551	272	212	73	45	2	0	0	34	5,133	
Hour by Day of Week																			
Sun	0	0	1	2	10	100	70	85	60	0	0	0	0	0	0	0	0	0	328
Mon	5	64	64	52	92	39	60	111	70	36	46	18	6	2	0	0	3	668	
Tue	8	28	133	102	65	63	101	131	94	74	45	37	12	0	0	0	6	899	
Wed	1	85	102	66	59	61	101	172	107	48	73	8	17	0	0	0	6	906	
Thu	7	82	89	62	115	87	79	142	79	42	47	10	10	0	0	0	6	857	
Fri	4	86	121	79	58	66	81	163	67	72	1	0	0	0	0	0	10	808	
Sat	5	58	84	90	80	90	96	87	74	0	0	0	0	0	0	0	3	667	

**Month by Hour for Rockville Centre Library
For the month of February, 2025**

01 Rockville Centre

Back

Day	Hour Ending																Total	
	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm	12am		oth
1	1	32	33	26	28	34	25	41	14	0	0	0	0	0	0	0	0	234
2	0	0	0	2	8	71	42	25	13	0	0	0	0	0	0	0	0	161
3	0	19	35	25	38	18	42	38	29	20	17	2	4	0	0	0	2	289
4	1	9	39	23	23	33	35	52	38	25	14	9	4	0	0	0	2	307
5	0	28	15	21	33	30	18	32	37	46	30	15	2	0	0	0	3	310
6	0	30	19	9	16	23	21	28	19	16	13	9	6	0	0	0	2	211
7	0	35	28	31	28	17	14	33	34	11	1	0	0	0	0	0	2	234
8	6	34	25	35	35	28	25	37	32	0	0	0	0	0	0	0	0	257
9	0	0	0	2	9	72	24	22	23	0	0	0	0	0	0	0	0	152
10	0	34	19	27	45	24	35	45	33	33	21	9	2	0	0	0	2	329
11	0	2	41	21	18	18	39	45	29	26	40	26	4	0	0	0	1	310
12	2	24	23	14	24	20	34	42	39	31	16	14	6	0	0	0	2	291
13	0	25	26	24	24	35	34	34	32	19	21	4	4	0	0	0	1	283
14	0	33	24	15	15	21	23	34	12	17	0	0	0	0	0	0	1	195
15	3	28	47	41	20	34	33	15	14	0	0	0	0	0	0	0	0	235
16	0	0	0	1	3	34	33	33	11	0	0	0	0	0	0	0	0	115
17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18	0	9	52	48	37	36	46	21	45	21	19	7	2	0	0	0	1	344
19	2	35	36	17	26	32	49	55	31	19	22	9	1	0	0	0	1	335
20	1	29	20	27	32	33	35	23	20	12	26	12	2	0	0	0	2	274
21	0	26	38	28	31	19	24	39	20	12	0	0	0	0	0	0	2	239
22	3	13	22	19	36	17	30	17	18	0	0	0	0	0	0	0	0	175
23	0	0	0	0	1	43	32	24	11	0	0	0	0	0	0	0	0	111
24	1	15	20	24	38	32	28	39	35	15	15	9	6	0	0	0	1	278
25	0	7	40	22	14	20	26	33	34	18	44	15	6	0	0	0	1	280
26	6	13	22	15	17	13	30	39	27	27	26	12	7	2	0	0	5	261
27	0	21	23	16	15	20	35	29	31	25	25	2	3	0	0	0	2	247
28	2	28	34	12	20	26	20	30	26	26	0	0	0	0	0	0	0	224
Total	28	529	681	545	634	803	832	905	707	419	350	154	59	2	0	0	33	6,681

Hour by Day of Week

Day of Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Sun	0	0	0	5	21	220	131
Mon	1	68	74	76	121	74	105
Tue	1	27	172	114	92	107	146
Wed	10	100	96	67	100	95	131
Thu	1	105	88	76	87	111	125
Fri	2	122	124	86	94	83	81
Sat	13	107	127	121	119	113	113
Total	28	529	681	545	634	803	832

**Month by Hour for Rockville Centre Library
For the month of February, 2025**

01 Rockville Centre																		
Total	58	932	1,275	998	1,113	1,309	1,420	1,796	1,258	691	562	227	104	4	0	0	67	11,814
Hour by Day of Week																		
Sun	0	0	1	7	31	320	201	189	118	0	0	0	0	0	0	0	0	867
Mon	6	132	138	128	213	113	165	233	167	104	99	38	18	2	0	0	8	1,564
Tue	9	55	305	216	157	170	247	282	240	164	162	94	28	0	0	0	11	2,140
Wed	11	185	198	133	159	156	232	340	241	171	167	58	33	2	0	0	17	2,103
Thu	8	187	177	138	202	198	204	256	181	114	132	37	25	0	0	0	13	1,872
Fri	6	208	245	165	152	149	162	299	159	138	2	0	0	0	0	0	15	1,700
Sat	18	165	211	211	199	203	209	197	152	0	0	0	0	0	0	0	3	1,568
All Total	58	932	1,275	998	1,113	1,309	1,420	1,796	1,258	691	562	227	104	4	0	0	67	11,814
Grand Total Hour by Day of Week																		
Sun	0	0	1	7	31	320	201	189	118	0	0	0	0	0	0	0	0	867
Mon	6	132	138	128	213	113	165	233	167	104	99	38	18	2	0	0	8	1,564
Tue	9	55	305	216	157	170	247	282	240	164	162	94	28	0	0	0	11	2,140
Wed	11	185	198	133	159	156	232	340	241	171	167	58	33	2	0	0	17	2,103
Thu	8	187	177	138	202	198	204	256	181	114	132	37	25	0	0	0	13	1,872
Fri	6	208	245	165	152	149	162	299	159	138	2	0	0	0	0	0	15	1,700
Sat	18	165	211	211	199	203	209	197	152	0	0	0	0	0	0	0	3	1,568

Staff Continuing Education February 2025

Staff	Class/Training	Class Description	Date of class	Duration	Location	Host
LV	Disney 2025 Preview	Children's books author panels for upcoming series and graphic novels	2/28/2025	1	webinar	Boklist
JM	Collaborative Summer Reading	Librarians presented program ideas for summer reading 2025	2/25/2025	3 hours	webinar online	various NY state library systems collaborated
SF	Adelphi Social Work Intern Overview	NLS and the Assistant Director of Practicum Education for the Adelphi University School of Social Work presented a virtual information session on the steps it takes to get a social work intern placed with your library, requirements for the students, examples of projects, referrals and services a social work Intern can offer to your community, as well as any other discussion questions that may arise.	2/24/2025	1.5	Virtual	NLS
SF, JM, LF, LC, MW	NLS Core Curriculum: Library Marketing 101	NLS Communications & Marketing Specialist Lisa Zucna went over the basics of marketing, why we should be doing it, knowing your audience, making a marketing plan, and what you can start doing today to most effectively market your library.	2/13/2025	1	virtual	Nassau Library System
PL	Everything you need to know an overdrive overview	Learning how to order items on overdrive	2/12/2025	1.5	NLS	NLS
MC	Fighting for the First Amendment: Anti Book Banning	I listened to a pre-recorded webinar, Fighting for the First Amendment: Anti-Book Banning, presented by the Every Library Institute. It gave a great historical background on freedom of speech and why it is essential for librarians to advocate against book bans.	2/10/2025		Remote	Every Library Institute
JM	CSLP Summer Symposium	Various speakers on topics relating to summer reading	2/7/2025	2	watched recordings online	CSLP

RVC Monthly Statistics Report

Items Checked Out 2020-2025

	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	8534	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	109291
FY 2024-2025	11571	10095	8839	8530	8276	7320	8425	7843					70899

Items Renewed 2020-2025

	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	561	11228
FY 2022-2023	735	1472	4896	5430	4607	4570	4037	4330	4827	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	3555	3829					34370

Items Checked In 2020-2025

	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	48934
FY 2021-2022	9686	10616	9143	8963	9077	8080	7766	8195	9451	9148	8644	9050	107819
FY 2022-2023	10153	11262	9492	9649	8885	7767	9249	8747	10290	8875	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	8070	7577					70332

Items Checked Out & Renewed 2020-2025

	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	13300	13297	13827	13085	12808	12015	162401
FY 2024-2025	15857	15042	13661	13077	12449	11531	11980	11672					105269

Holds Placed 2020-2025

	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	835	13165
FY 2021-2022	983	1221	853	1077	750	873	952	987	1333	837	873	989	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	977	1252					7324

Holds Filled 2020-2025

	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	1528	1374					12096

Total Transactions 2019-2025

	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	22555	21875					195021

Active Patrons 2019-2025

	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	3260	3188					27476

Patrons Added 2019-2025

	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	80	75					685

Public Computer Sessions 2021-2025

	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	705	830	n/a					5216

Wireless Internet Total Sessions (WiFi) 2021-2025 (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	98	80	n/a					724

213

Community Room Use (scheduled events) 2019-2025

	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	19	21					126

Community Room Use (# of participants)2025

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2022-2023						188	247	250	294	176	429	170	1754
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	319	225					1625

Group & Quiet Study Usage 2022-2025

	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	264	211	282	258	283	286	3039
FY 2024-2025	294	213	250	233	274	191	338	187					1980

Adult DVD Circulation 2019-2025

	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	628	528					5218

Playaways (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	6	13					138

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	28	28					260

Kindles(2222) checkout + renewal

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2022-2023								28	19	13	14	18	541
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	32	30					237

Audiobooks CD(2 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	64	69					601

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	34	40					328

Total Overdrive Ebook/Audiobook Circ. 2019-2025

	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	5613	5659					42399

Overdrive Ebook Circulation 2019-2025

	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	30060
FY 2020-2021	3706	3464	3032	2910	2662	2860	3191	2977	3083	2896	2978	2877	36636
FY 2021-2022	3333	3367	2955	2703	2589	2605	3189	2811	2717	2672	2564	2722	34227
FY 2022-2023	3287	3307	2740	2585	2461	2697	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	3468	3055					25737

Overdrive Audiobook Circulation 2019-2025

	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	1180	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	1935	2415	1882					16210

Overdrive Magazine Circulation 2019-2025

	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	808	722					5547

Overdrive Unique Users 2019-2025

	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	987	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	14068
FY 2024-2025	1291	1323	1280	1226	1242	1253	1308	1283					10206

New Overdrive Users 2019-2025

	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	35	47	36					312

Kanopy circulation

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2024-2025					52	64	111	175					402

Kanopy new users

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2024-2025					24	13	17	13					67

Hoopla total Circulation 2021-2025

	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	321	352					2428

Hoopla Unique Users 2021-2025

	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	84	78					589

Hoopla New Users 2021-2025

	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	24	38					166

Hoopla Ebooks circulation 2023-2025

	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	85	84					586

Hoopla Audiobook circulation 2023-2025

	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	112	143					796

Hoopla Movies circulation 2023-2025

	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	33	47					334

Hoopla Music circulation 2023-2025

	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	12	7					129

Hoopla Television circulation 2023-2025

	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	46	51					420

Hoopla Comics circulation 2023-2025

	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	19	17					127

Hoopla BingePass circulation 2023-2025

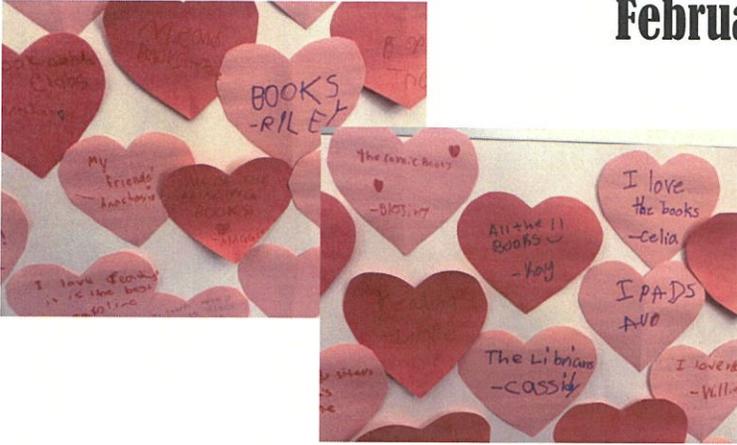
	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2023-2024	0	4	7	7	5	6	3	5	7	5	4	2	55
FY 2024-2025	3	2	3	2	7	3	4	3					27

Museum Pass Activity 2019-2025

	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	118	114					945

Board Report

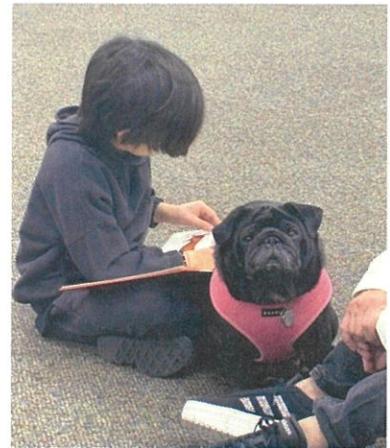
February 2025



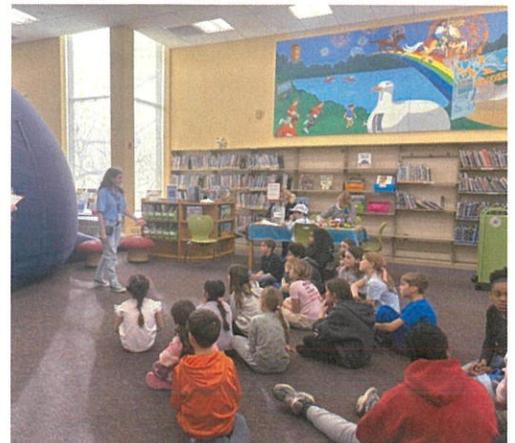
Valentine Passive Program

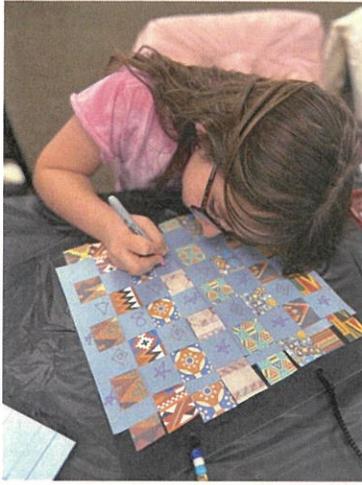


Reading with Roxie



Planetarium





Art with Jill



Drive-in Movie



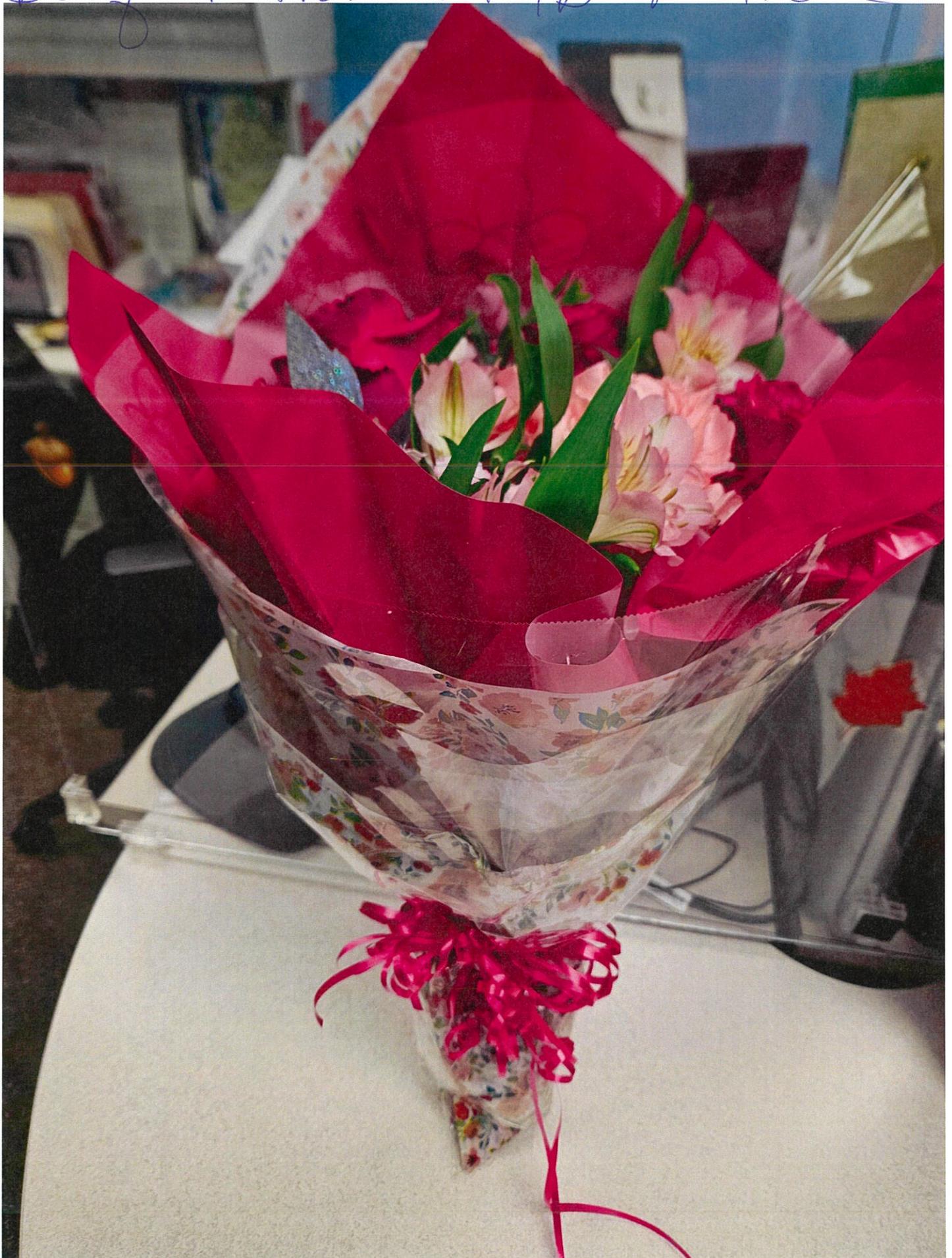
YA Craft -
Sailor's Valentine



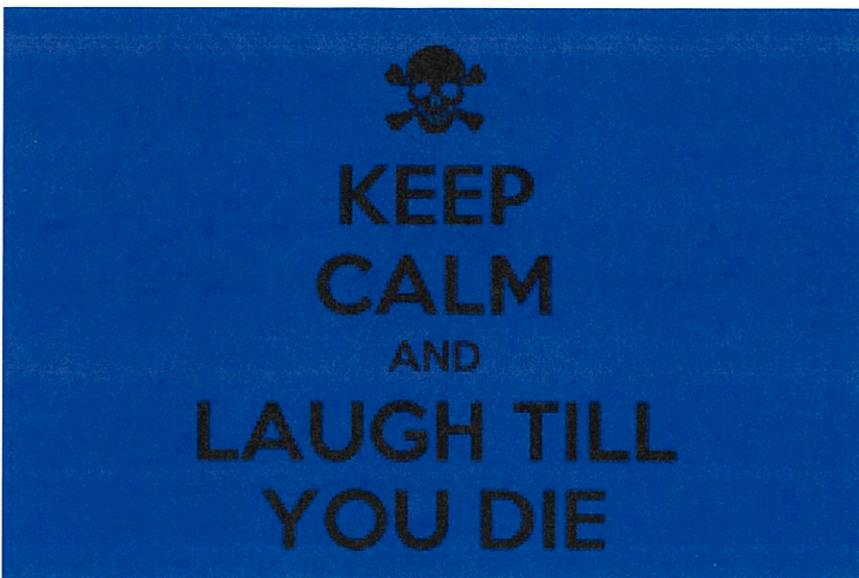
Fun with Buttons -
passive program



Bouquet from KTYD Patron



2025



SERIOUSLY FUNNY MURDER MYSTERIES

☐ **The Thursday Murder Club** by Richard Osman (2020)

Meeting weekly in their retirement village's Jigsaw Room to exchange theories about unsolved crimes, four savvy septuagenarians propose a daring but unorthodox plan to help a woman rookie cop solve her first big murder case.

☐ **Vera Wong's Unsolicited Advice for Murderers** by Jesse Sutanto (2023)

A heartwarming and humorous mystery where a nosy, tea-loving older woman takes it upon herself to solve a murder in her SF tea shop, forming unexpected connections with the suspects along the way.

☐ **We Solve Murders** by Richard Osman (2024)

A mystery about a bodyguard and her father-in-law (a retired police officer) who team up to solve mysteries and outsmart a money-laundering killer.

☐ **One Death at a Time** by Abbi Waxman (2025)

A former actress who's already served time for murder finds her freedom in jeopardy again—and her only ally is her Gen Z sponsor from Alcoholics Anonymous.

☐ **The Sunset Years of Agnes Sharp** by Leonie Swann (2023)

A quirky group of British seniors living communally attempts to solve one murder while covering up another.

☐ Blood Sugar by Sascha Rothchild (2022)

Although she *did* kill three people, an animal-loving Miami therapist with a successful practice is accused of murdering her husband, who she actually did *not* kill. Can she survive police scrutiny?

☐ My Sister, The Serial Killer by Oyinkan Braithwaite (2018)

Realizing that her beautiful, beloved younger sister has murdered yet another boyfriend, an embittered Nigerian woman works to direct suspicion away from the family, until a handsome doctor she fancies asks for her sister's number.

☐ Finlay Donovan is Killing It by Elle Cosimano (2021)

A humorous novel about a struggling romance author who accidentally gets entangled in a real-life murder plot, leading to chaos as she tries to navigate her new, unexpected role as a hired killer while juggling domestic drama.

☐ One for the Money by Janet Evanovich (1994)

The first book in the Stephanie Plum series about a woman who becomes a bounty hunter in New Jersey to catch bail jumpers.

☐ The Maid by Nita Prose (2022)

A cozy mystery about a hotel maid who struggles with social skills who discovers a dead guest in a room she's cleaning.

☐ Sweetness at the Bottom of the Pie by Alan Bradley (2009)

Set in the English countryside in 1950, it features Flavia de Luce, an 11-year-old amateur sleuth who pulls herself away from her beloved chemistry lab in order to clear her father in a murder investigation.

☐ An Elderly Lady is Up to No Good by Helene Tursten (2018)

A seemingly harmless old woman is secretly engaging in mischievous or even criminal activities, using her age as a facade to conceal her devious plans.

☐ Everyone in My Family Has Killed Someone by Benjamin Stevenson (2023)

Knives Out and *Clue* meet Agatha Christie and *The Thursday Murder Club* in this utterly original fiendishly clever blend of classic and modern murder mystery.

☐ Harlem Shuffle by Colson Whitehead (2021)

A family saga masquerading as a crime novel, a hilarious morality play, a social novel about race and power and ultimately a love letter to Harlem.

Note from Patron

Welcome back
Eileen
and
Happy Valentine's Day

So happy you are well
and back where you
belong. You were missed.
To me you are the
library. You bring life
to us. Thanks for all
you do, Eileen. Love you
Lillian