

ROCKVILLE CENTRE PUBLIC LIBRARY

Board of Trustees Board Meeting
December 17, 2025
7:00 pm
Agenda

- 1) Call to Order
- 2) Approval of the Minutes of the November 20, 2025 Board Meeting
- 3) Financial Report
- 4) Announcements
- 5) Correspondence
- 6) Committee Reports
 - a) Budget and Finance – meeting December 15, 2025
 - b) Personnel
 - c) Facilities and Technology
 - d) Policy
- 7) Director's Report
 - a) Unfinished Business
 - 1) HVAC Replacement Project
 - 2) Refurbishment of Helen Kraus Community Room
 - 3) Photocopier and Print Management Contract
 - b) New Business
 - 1) NYSHIP Empire Plan Premium
 - 2) Personnel
 - 3) Databases
 - 4) Door Automation Corp. Maintenance Agreement
 - 5) Collection Development
 - 6) Long Island Children's Museum Pass
 - 7) Strategic Plan
 - 8) Nassau Library System Annual Meeting
 - 9) Rockville Centre Library Friends
 - 10) Statistics
 - c) Department Head Reports
- 8) Opportunity for Board Members
- 9) Audience Items
- 10) Executive Session
- 11) Return to Open Session
- 12) Adjournment

ROCKVILLE CENTRE PUBLIC LIBRARY
Board of Trustees Meeting
November 20, 2025
Minutes

PRESENT

Present were Trustees Melissa Sorvillo, Meryl Sussman, Nadine Kelly, Michael Ludwig and Christine Faraday. Also present were Susan Finck, Library Director, Priscilla Tringali, Clerk of the Board and audience members.

CALL TO ORDER

The meeting was called to order at 7:06 p.m. by Board President Sorvillo.

APPROVAL OF MINUTES

On a motion made by Ms. Kelly, seconded by Ms. Faraday, the Board voted unanimously to approve the minutes of the October 23, 2025 Board Meeting.

FINANCIAL REPORT

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

Payroll

11/6/25	Check #	\$0.00
	Vouchers # 8303375 – 8303421	\$60,169.31
	Equitable 403b ACH Debit Payment	\$555.46
	NYS-DCP ACH Debit Payment	\$4,874.64
	FICA/MED & EFT Payment	\$19,851.25
	New York State Tax EFT	
\$3,216.12	Accu Data Corp ACH Debit Payment	\$250.14
11/20/25	Check #	\$0.00
	Vouchers # 8343695 – 8343739	\$47,117.09
	Equitable 403b ACH Debit Payment	\$553.76
	NYS-DCP ACH Debit Payment	\$4,800.80
	FICA/MED & EFT Payment	\$16,070.87
	New York State Tax EFT	\$2,633.20
	Accu Data Corp ACH Debit Payment	\$280.99

Approval of Checks-Transfer of Funds From TD Bank to Flagstar Bank
General Fund

11/20/25	Check # 9	\$500,000.00
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Approval of Checks in Payment of Bills
General Fund

11/6/25	Check # 51159 – 51193	\$28,204.16
11/20/25	Check # 51194 – 51236	\$404,846.46
11/30/25	RIR	\$3,766.31

Approval of Checks in Payment of Bills
Capital Fund

11/6/25	Check #1132 – 1134	\$13,493.00
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VOID-Capital Fund

11/6/25	Check #1131	
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Funds Transfer from Flagstar Money Market Account to Flagstar General Checking
Account – Bills

11/6/25	\$28,204.16
11/20/25	\$404,846.46

After discussion, on a motion made by Ms. Kelly, seconded by Mr. Ludwig, the Board voted unanimously to renew CD #3 (\$50,000) on December 26, 2025, at the highest prevailing rate.

ANNOUNCEMENTS

The Library received an E-Commerce reimbursement from the Nassau Library System in the amount of \$145.03

CORRESPONDENCE

Suggestion box notes were reviewed and discussed by the Board members.

COMMITTEE REPORTS

- Budget and Finance – The Committee met on November 18, 2025. Mr. Ludwig reviewed the items that were discussed at the meeting.
- Personnel – The Committee met on November 5, 2025 – to be discussed under New Business.

- Policy – None
- Facilities and Technology – None

DIRECTOR'S REPORT

Ms. Finck reviewed her written report with the Board.

UNFINISHED BUSINESS

HVAC Replacement Project

Ms. Finck advised the Board that JNS Heating has notified the Library that the necessary HVAC equipment has been received, and work is scheduled to begin on December 8, with completion expected by December 19.

Refurbishment of Helen Kraus and Small Community Rooms

Ms. Finck advised the Board that drywall installation in the Small Room is scheduled for November 24. Flooring asbestos abatement and air testing will take place on December 5 and 6 in both community rooms. The Library will remain open during this time, however, there will be no basement access on those two days. Both community rooms will be unavailable from November 24 through January 5 to allow for carpet installation and painting.

Landscaping Project

On October 24, The Roxy Group completed the landscaping project approved by the Board at the October 23 meeting.

Photocopier and Print Management Contract

The Library's 5-year photocopier and print Management contract with Carr/Xerox is set to expire on December 31, 2025. Ms. Finck is currently working with our IT Consultants, Gryphon Technologies, and IT Specialist Jose Bautista, to review proposals from three vendors.

Updates to the Public Restrooms

The Facilities Committee plans to meet to discuss these renovations once the Community Room refurbishments have been completed.

NEW BUSINESS

New York State and Local Retirement System Invoice

The Library received the 2026 invoice from the New York State and Local Retirement System in the amount of **\$328,314**. Following past practice, the Library will take advantage of the prepayment option and remit **\$325,970** before December 15, 2025, resulting in a savings of **\$2,344**.

The invoice exceeds the **2025-2026** budgeted amount by **\$13,983**. The budgeted figure was based on the projected invoice provided by the Retirement System. As the final

invoice has exceeded the projection for the past two years, this trend will be taken into consideration when estimating the amount for the 2026-2027 budget.

After discussion, on a motion made by Ms. Faraday, seconded by Mr. Ludwig, the Board voted unanimously to prepay the New York State and Local Retirement System Invoice in the amount of **\$325,970**.

PERSONNEL

We are pleased to announce that a candidate has been selected to fill the Assistant Director position. Ms. Finck, Ms. Convey and Board President Ms. Sorvillo met with all eligible candidates, and the personnel committee vetted the leading candidates, ultimately selecting Alana Mutum at a salary of \$105,000. Ms. Mutum will begin working at the Library on January 2, 2026. We are excited to welcome Alana to the RVCPL team.

Workers Compensation Insurance

Based on advice from Joseph Price, our Epic Insurance Broker, we have secured the services of RPF Associates to conduct a workplace safety study.

ROCKVILLE CENTRE LIBRARY FRIENDS

The Friends are holding a Nintendo Switch 2 and St. John's University Basketball ticket raffle. The Library is promoting both raffles at all services desks, the website, and on social media. Winners will be selected on Monday, November 24.

Maureen Weissler redesigned the Friends membership flyer and designed a book mark to give out with each membership in the new year.

The Library was reimbursed \$7.57 by the Friends for book marks.

Ms. Finck thanked the Friends for sponsoring two Matters of the HeART programs at \$175 each.

STATISTICS

Ms. Finck reviewed trends and highlights from the following reports and responded to questions and comments from the Board.

- Program Attendance
- Museum Pass Activity
- Material Circulation
- Patron Traffic within the Building
- Continuing Education

DEPARTMENT HEAD REPORTS

Ms. Finck reviewed the reports of the Department Heads. She responded to questions and comments from the Board.

OPPORTUNITY FOR BOARD MEMBERS

Ms. Sussman said she had trouble logging in to the Library website today to try and get a museum pass. Ms. Finck said she would look into the matter.

Ms. Sussman asked if the Library of Things could offer large coffee urns for families to borrow for get-togethers. Ms. Finck explained that the Library is avoiding purchasing food-related items for the Library of Things due to the requirement to keep these items sanitized.

AUDIENCE ITEMS

Ms. Grossman shared a recap of the recent RVC Library Friends meeting. Ms. Sorvillo requested to meet with Ms. Grossman and Ms. Finck to review strategies for the future of our valuable partnership, including possibilities to streamline the process for identifying Friends' sponsorship opportunities.

Ms. Grossman will be handling the January 2026 membership drive and requested that 150 flyers be printed.

The next Board meeting will be held on Wednesday, December 17 at 7:00 p.m.

ADJOURNMENT

The meeting was adjourned at 8:24 p.m. on a motion made by Ms. Sussman, seconded by Ms. Kelly, and unanimously approved.

Respectfully submitted,

Priscilla Tringali
Clerk of the Board

Profit & Loss Budget vs. Actual

July through November 2025

	Budget	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Jul - Nov 25	TOTAL	% of Budget
Income									
4010 · Tax Revenue	4,104,489.00	342,040.00	342,040.00	342,040.00	342,040.00	342,040.00	1,710,200.00	41.7%	
4015 · Payment in Lieu of Taxes	16,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	
4100 · Fines	7,000.00	613.89	680.68	511.90	525.42	338.04	2,669.93	38.1%	
4105 · Lost & Paid		101.99	112.76	33.99	78.97	89.49	417.20		
4115 · Cash Discrepancies									
4116 · Overage		2.10	50.00	9.15	5.25	12.86	79.36		
4117 · Shortage		-2.85	0.00	-0.20	-17.00	-25.00	-45.05		
Total 4115 · Cash Discrepancies		-0.75	50.00	8.95	-11.75	-12.14	34.31		
4118 · Credit Card Fees - Square		-44.77	-58.00	-20.96	-24.29	-21.72	-169.83		
4200 · State Aid	7,600.00	0.00	7,030.80	0.00	0.00	0.00	7,030.80	92.5%	
4300 · Interest Income	50,000.00	4,762.71	4,877.18	4,662.17	4,778.53	4,086.55	23,167.14	46.3%	
4400 · Book Sales	3,500.00	231.20	265.93	257.00	272.75	169.55	1,196.43	34.2%	
4405 · Xerox Photocopies	8,000.00	478.69	626.44	511.87	686.97	446.44	2,750.41	34.4%	
4410 · Commissions		125.18	29.00	891.65	148.11	546.25	1,740.19		
4415 · Ear Buds-Flashdrives-Tote Bags		12.00	20.00	6.00	31.00	11.00	80.00		
4420 · Gifts		0.00	0.00	0.00	96.62	0.00	96.62		
4430 · Miscellaneous Revenues		0.00	403.00	25.00	-0.30	25.00	452.70	5.0%	
Total Income	4,206,089.00	348,320.14	356,077.70	348,927.57	348,622.03	347,718.46	1,749,665.90	41.6%	
Gross Revenue	4,206,089.00	348,320.14	356,077.70	348,927.57	348,622.03	347,718.46	1,749,665.90	41.6%	
Expense									
5000 · Library Materials and Programs									
5010 · Books									
5015 · E-books	58,000.00	18,730.00	2,993.08	3,045.30	2,963.94	2,842.59	30,574.91	52.7%	
5016 · Printed Books	90,000.00	6,383.52	4,221.09	3,451.17	2,313.47	5,750.84	22,120.09		
5012 · Adult Books		675.74	510.57	573.28	332.57	516.90	2,609.06		
5013 · Children Books		18.49	11.96	33.99	311.94	98.05	474.43		
5014 · YA Books									
Total 5016 · Printed Books	90,000.00	7,077.75	4,743.62	4,058.44	2,957.98	6,365.79	25,203.58	28.0%	
Total 5010 · Books	148,000.00	25,807.75	7,736.70	7,103.74	5,921.92	9,208.38	55,778.49	37.7%	
5025 · Video Games	3,200.00	49.94	0.00	0.00	0.00	0.00	49.94	1.6%	
5027 · YA Video Games		49.94	0.00	0.00	0.00	0.00	49.94		
Total 5025 · Video Games	3,200.00	49.94	0.00	0.00	0.00	0.00	49.94	1.6%	
5030 · Audio Books	20,000.00	1,886.68	1,906.38	2,036.27	1,715.06	2,243.36	9,787.75	48.9%	
5032 · Audio Books - Adult		1,886.68	1,906.38	2,036.27	1,715.06	2,243.36	9,787.75		
Total 5030 · Audio Books	20,000.00	1,886.68	1,906.38	2,036.27	1,715.06	2,243.36	9,787.75	48.9%	
5042 · Digital Video Discs	10,000.00	1,225.44	459.80	381.94	92.36	140.64	2,300.18		
5035 · Adult DVD		0.00	96.75	24.59	0.00	0.00	121.34		
5036 · Children's DVD		0.00	556.55	406.53	92.36	140.64	2,421.52		
Total 5042 · Digital Video Discs	10,000.00	1,225.44	556.55	406.53	92.36	140.64	2,421.52	24.2%	
5050 · Periodicals/Newspapers	14,350.00	2,474.25	588.87	375.85	221.31	39.92	3,700.20	25.8%	

Profit & Loss Budget vs. Actual

July through November 2025

	Budget	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Jul - Nov 25	TOTAL
5070 · Online Catalog	54,410.00							
5071 · ILS Circ Charges		12,455.35	0.00	0.00	12,455.35	0.00	24,910.70	
5073 · ILS Borrower Charge		652.22	0.00	0.00	652.22	0.00	1,304.44	
5070 · Online Catalog - Other		495.05	0.00	0.00	495.05	0.00	990.10	1.8%
Total 5070 · Online Catalog	54,410.00	13,602.62	0.00	0.00	13,602.62	0.00	27,205.24	50.0%
5080 · Computer Reference Serv	29,450.00	5,480.98	275.00	0.00	0.00	0.00	5,755.98	19.5%
5280 · Pgms								
5281 · Adult Pgms	51,500.00	6,596.45	4,677.42	2,716.98	5,497.86	5,394.20	24,882.91	48.3%
5282 · YA Pgms	7,500.00	420.00	855.00	185.55	145.00	477.16	2,082.71	27.8%
5283 · Children Pgms	27,000.00	3,337.34	5,489.72	596.85	1,756.51	3,131.73	14,312.15	53.0%
5297 · Museum Passes	10,000.00	6,610.00	1,815.00	500.00	885.00	200.00	10,010.00	100.1%
5298 · Gifts - Programs		0.00	-1,150.00	-1,200.00	-275.00	-350.00	-2,975.00	
5299 · Patron Fees		-1,564.52	-3,078.00	-1,281.32	-1,424.64	-1,248.32	-8,596.80	
5301 · Gifts - Museum Passes		0.00	-3,000.00	246.54	0.00	0.00	-2,753.46	
Total 5280 · Pgms	96,000.00	15,399.27	5,609.14	1,764.60	6,584.73	7,604.77	36,962.51	38.5%
5300 · Streaming Services	6,000.00	426.51	484.46	464.29	464.65	452.06	2,291.97	38.2%
Total 5000 · Library Materials and Programs	381,410.00	66,353.44	17,157.10	12,151.28	28,602.65	19,689.13	143,953.60	37.7%
5112 · Operations & Maintenance	8,000.00	0.00	0.00	0.00	0.00	0.00	4,140.74	51.8%
5110 · Equipment New		0.00	0.00	0.00	0.00	0.00	0.00	
5118 · Building Improvements	30,000.00	214.95	0.00	0.00	0.00	1,289.52	1,504.47	5.0%
5120 · Equipment Repairs & Maint	65,500.00	6,393.76	4,016.40	3,606.84	7,588.51	5,707.81	27,313.32	41.7%
5140 · Building Repairs & Maint	26,000.00	677.21	2,560.08	164.96	1,251.89	790.00	5,444.14	20.9%
5150 · Grounds	21,000.00							
5152 · Grounds Refuse		187.78	93.89	93.89	93.89	0.00	469.45	
5154 · Grounds Gardening		2,550.25	1,600.00	1,600.00	2,675.00	1,345.00	9,770.25	
Total 5150 · Grounds	21,000.00	2,738.03	1,693.89	1,693.89	2,768.89	1,345.00	10,239.70	
5160 · Custodial Supplies	7,500.00	689.82	766.66	705.70	113.20	940.10	3,215.48	42.9%
5165 · Gas	17,000.00	69.25	66.51	70.44	63.80	164.39	434.39	2.6%
5170 · Water	5,500.00	0.00	0.00	2,838.39	0.00	0.00	2,838.39	51.6%
5180 · Electricity	55,000.00	5,021.95	7,205.77	7,103.30	5,380.02	5,131.47	29,842.51	54.3%
5190 · Telephone	5,000.00	798.58	804.95	804.95	780.62	805.62	3,994.72	79.9%
5192 · Data Communications & Licensing	4,800.00	504.40	504.40	504.40	504.40	915.84	2,933.44	61.1%
5195 · Insurance	43,000.00	0.00	43,642.65	0.00	0.00	1,500.00	45,142.65	105.0%
Total 5112 · Operations & Maintenance	288,300.00	17,107.95	61,261.31	17,492.87	18,451.33	22,730.49	137,043.95	47.5%
5119 · General Operations	3,000.00	20.95	16.79	16.79	0.74	3.70	58.97	2.0%
5240 · Book Processing	23,000.00	5,673.52	3,033.82	1,004.29	792.22	554.23	11,058.08	48.1%
5250 · Printing & Publicity	550.00	0.00	0.00	799.10	0.00	0.00	799.10	145.3%
5260 · Postage	1,800.00	158.66	150.00	0.00	0.00	206.95	515.61	28.6%
5270 · Newsletter/Printing	17,500.00	2,748.00	2,000.00	685.00	2,000.00	685.00	8,118.00	46.4%
5275 · NLS Charges	22,000.00	22,003.00	0.00	0.00	0.00	0.00	22,003.00	100.0%
Total 5119 · General Operations	67,850.00	30,604.13	5,200.61	2,505.18	2,792.96	1,449.88	42,552.76	62.7%
5309 · Administration	8,000.00	815.47	531.13	284.59	534.73	531.13	2,697.05	33.7%
5310 · Payroll Service	50,000.00	5,010.28	3,426.72	3,141.16	3,842.08	3,686.32	19,106.56	38.2%

Profit & Loss Budget vs. Actual

July through November 2025

	Budget	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Jul - Nov 25	TOTAL
5319 · Legal/Accounting	23,500.00							
5320 · Legal		625.00	625.00	625.00	625.00	0.00	2,500.00	
5321 · Accounting		0.00	0.00	0.00	12,000.00	0.00	12,000.00	
Total 5319 · Legal/Accounting	23,500.00	625.00	625.00	625.00	12,625.00	0.00	14,500.00	61.7%
5329 · Conf/Mtg & Cont Ed	2,000.00							
5330 · Conferences & Meetings		0.00	130.00	0.00	0.00	0.00	130.00	
5331 · Continuing Education		793.20	0.00	0.00	455.00	14.84	1,263.04	
Total 5329 · Conf/Mtg & Cont Ed	2,000.00	793.20	130.00	0.00	455.00	14.84	1,393.04	69.7%
5340 · Professional Dues	3,000.00	0.00	0.00	0.00	865.00	0.00	865.00	28.8%
5345 · Secretary to Board	2,400.00	200.00	200.00	200.00	200.00	200.00	1,000.00	41.7%
5350 · Messenger Service	150.00	6.00	9.00	6.00	6.00	6.00	33.00	22.0%
5385 · Professional Fees	11,500.00	1,799.95	99.95	2,915.00	850.00	0.00	5,664.90	49.3%
5390 · Collection Agency Fees	900.00	49.60	99.20	62.00	49.60	86.55	346.95	38.6%
5409 · Salaries	2,176,583.00	111,784.56	65,296.75	65,984.76	67,380.10	64,474.90	374,921.07	
5410 · F/T Librarians		14,652.07	11,361.69	12,170.50	13,193.88	12,687.43	64,065.57	
5411 · P/T Librarians		58,956.30	34,428.87	34,554.44	35,138.46	33,574.15	196,652.22	
5412 · F/T Clerks		7,608.60	6,469.84	6,114.70	7,806.67	7,284.76	35,284.57	
5413 · P/T Clerks		4,660.71	3,096.97	2,764.89	2,202.11	2,603.36	15,328.04	
5414 · Senior Pages		24,052.02	16,114.29	24,916.98	16,432.34	23,716.35	105,231.98	
5416 · F/T Maintenance		2,573.23	1,565.65	1,342.32	1,829.73	1,873.40	9,184.33	
5419 · P/T Maintenance		9,255.19	5,957.36	5,957.37	5,957.36	5,957.37	33,084.65	
5421 · FT Technology		233,542.68	144,291.42	153,805.96	149,940.65	152,171.72	833,752.43	38.3%
Total 5409 · Salaries	5,000.00	0.00	0.00	0.00	0.00	6,417.17	6,417.17	128.3%
5415 · Sick/Leave Compensation	311,987.00	0.00	0.00	0.00	0.00	325,970.00	325,970.00	104.5%
5420 · NYS Retirement								
5429 · SS & MC	166,509.00							
5430 · Social Security		17,199.61	8,584.51	9,174.34	8,941.83	9,488.19	53,388.48	
5435 · Medicare Expense		4,022.51	2,007.65	2,145.64	2,091.20	2,219.02	12,486.02	
Total 5429 · SS & MC	166,509.00	21,222.12	10,592.16	11,319.98	11,033.03	11,707.21	65,874.50	39.6%
5440 · Health Insurance	685,000.00	73,392.68	49,769.02	47,706.24	66,575.04	51,035.07	288,478.05	42.1%
5450 · Worker's Compensation	19,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
5460 · Disability Insurance	3,000.00	405.38	-103.63	-103.41	434.40	-105.19	527.55	17.6%
Total 5309 · Administration	3,468,529.00	337,862.36	209,669.97	219,962.52	247,410.53	551,720.82	1,566,626.20	45.2%
Total Expense	4,206,089.00	451,927.88	293,288.99	252,111.85	297,257.47	595,590.32	1,890,176.51	44.9%
Net Income		-103,607.74	62,788.71	96,815.72	51,364.56	-247,871.86	-140,510.61	

11 of 26
Pay
Periods
42.3%

Rockville Centre Public Library Balance Sheet

Accrual Basis

As of November 30, 2025

	Nov 30, 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	121,411.15
1061 · Flagstar Money Market	600,406.37
1062 · Flagstar Admin Checking	500.00
1070 · TD Bank General Checking	131,963.19
1071 · TD Bank Money Market	1,160,104.20
1090 · Cash on Hand	
1091 · Petty Cash	400.00
1092 · Cash Register Boxes	300.30
Total 1090 · Cash on Hand	700.30
Total Checking/Savings	2,264,085.21
Other Current Assets	
1111 · Prepaid Insurance	19,664.74
1112 · Accrued Interest	4,703.33
1905 · Due To/From Capital Fund	-475.00
Total Other Current Assets	23,893.07
Total Current Assets	2,287,978.28
TOTAL ASSETS	2,287,978.28
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2000 · Federal Tax	893.77
2002 · Accrued Payroll	117,757.95
2005 · Accounts Payable - Auditor	51,928.21
2016 · Accrued NYS Retirement	81,493.00
2020 · NYS Tax Withheld	1,923.99
2100 · Union Dues	13.81
2116 · Aflac	1,236.25
2117 · Guardian Dental	-59.78
2120 · Retirement	-1,295.66
Total Other Current Liabilities	253,891.54
Total Current Liabilities	253,891.54
Total Liabilities	253,891.54
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	2,022,298.68
Net Income	-140,510.61
Total Equity	2,034,086.74
TOTAL LIABILITIES & EQUITY	2,287,978.28

Rockville Centre Public Library
Profit & Loss Budget vs. Actual

Accrual Basis

July through November 2025

	Jul - Nov 25	Budget	% of Budget
Income			
4010 · Tax Revenue	1,710,200.00	4,104,489.00	41.7%
4015 · Payment in Lieu of Taxes	0.00	16,500.00	0.0%
4100 · Fines	2,669.93	7,000.00	38.1%
4105 · Lost & Paid	417.20		
4115 · Cash Discrepancies			
4116 · Overage	79.36		
4117 · Shortage	-45.05		
Total 4115 · Cash Discrepancies	34.31		
4118 · Credit Card Fees - Square	-169.83		
4200 · State Aid	7,030.80	7,600.00	92.5%
4300 · Interest Income	23,167.14	50,000.00	46.3%
4400 · Book Sales	1,196.43	3,500.00	34.2%
4405 · Xerox Photocopies	2,750.41	8,000.00	34.4%
4410 · Commissions	1,740.19		
4415 · Ear Buds-Flashdrives-Tote Bags	80.00		
4420 · Gifts	96.62		
4430 · Miscellaneous Revenues	452.70	9,000.00	5.0%
Total Income	1,749,665.90	4,206,089.00	41.6%
Gross Profit	1,749,665.90	4,206,089.00	41.6%
Expense			
5000 · Library Materials and Programs			
5010 · Books			
5015 · E-books	30,574.91	58,000.00	52.7%
5016 · Printed Books			
5012 · Adult Books	22,120.09		
5013 · Children Books	2,609.06		
5014 · YA Books	474.43		
5016 · Printed Books - Other	0.00	90,000.00	0.0%
Total 5016 · Printed Books	25,203.58	90,000.00	28.0%
5010 · Books - Other	0.00	0.00	0.0%
Total 5010 · Books	55,778.49	148,000.00	37.7%
5025 · Video Games			
5027 · YA Video Games	49.94		
5025 · Video Games - Other	0.00	3,200.00	0.0%
Total 5025 · Video Games	49.94	3,200.00	1.6%
5030 · Audio Books			
5032 · Audio Books - Adult	9,787.75		
5030 · Audio Books - Other	0.00	20,000.00	0.0%
Total 5030 · Audio Books	9,787.75	20,000.00	48.9%
5042 · Digital Video Discs			
5035 · Adult DVD	2,300.18		
5036 · Children's DVD	121.34		
5042 · Digital Video Discs - Other	0.00	10,000.00	0.0%
Total 5042 · Digital Video Discs	2,421.52	10,000.00	24.2%
5050 · Periodicals/Newspapers	3,700.20	14,350.00	25.8%
5070 · Online Catalog			
5071 · ILS Circ Charges	24,910.70		
5073 · ILS Borrower Charge	1,304.44		
5070 · Online Catalog - Other	990.10	54,410.00	1.8%
Total 5070 · Online Catalog	27,205.24	54,410.00	50.0%
5080 · Computer Reference Serv	5,755.98	29,450.00	19.5%

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

Accrual Basis

July through November 2025

	Jul - Nov 25	Budget	% of Budget
5280 · Pgms			
5281 · Adult Pgms	24,882.91	51,500.00	48.3%
5282 · YA Pgms	2,082.71	7,500.00	27.8%
5283 · Children Pgms	14,312.15	27,000.00	53.0%
5297 · Museum Passes	10,010.00	10,000.00	100.1%
5298 · Gifts - Programs	-2,975.00		
5299 · Patron Fees	-8,596.80		
5301 · Gifts - Museum Passes	-2,753.46		
5280 · Pgms - Other	0.00	0.00	0.0%
Total 5280 · Pgms	36,962.51	96,000.00	38.5%
5300 · Streaming Services	2,291.97	6,000.00	38.2%
5000 · Library Materials and Programs - Other	0.00	0.00	0.0%
Total 5000 · Library Materials and Programs	143,953.60	381,410.00	37.7%
5112 · Operations & Maintenance			
5110 · Equipment New	4,140.74	8,000.00	51.8%
5118 · Building Improvements	0.00		
5120 · Equipment Repairs & Maint	1,504.47	30,000.00	5.0%
5130 · Equipment Service Contracts	27,313.32	65,500.00	41.7%
5140 · Building Repairs & Maint	5,444.14	26,000.00	20.9%
5150 · Grounds			
5152 · Grounds Refuse	469.45		
5154 · Grounds Gardening	9,770.25		
5150 · Grounds - Other	0.00	21,000.00	0.0%
Total 5150 · Grounds	10,239.70	21,000.00	48.8%
5160 · Custodial Supplies	3,215.48	7,500.00	42.9%
5165 · Gas	434.39	17,000.00	2.6%
5170 · Water	2,838.39	5,500.00	51.6%
5180 · Electricity	29,842.51	55,000.00	54.3%
5190 · Telephone	3,994.72	5,000.00	79.9%
5192 · Data Communications & Licensing	2,933.44	4,800.00	61.1%
5195 · Insurance	45,142.65	43,000.00	105.0%
5112 · Operations & Maintenance - Other	0.00	0.00	0.0%
Total 5112 · Operations & Maintenance	137,043.95	288,300.00	47.5%
5119 · General Operations			
5210 · Book Processing	58.97	3,000.00	2.0%
5240 · Library & Office Supplies	11,058.08	23,000.00	48.1%
5250 · Printing & Publicity	799.10	550.00	145.3%
5260 · Postage	515.61	1,800.00	28.6%
5270 · Newsletter/Printing	8,118.00	17,500.00	46.4%
5275 · NLS Charges	22,003.00	22,000.00	100.0%
5119 · General Operations - Other	0.00	0.00	0.0%
Total 5119 · General Operations	42,552.76	67,850.00	62.7%
5309 · Administration			
5310 · Payroll Service	2,697.05	8,000.00	33.7%
5311 · Outside Services-Security	19,106.56	50,000.00	38.2%
5319 · Legal/Accounting			
5320 · Legal	2,500.00		
5321 · Accounting	12,000.00		
5319 · Legal/Accounting - Other	0.00	23,500.00	0.0%
Total 5319 · Legal/Accounting	14,500.00	23,500.00	61.7%
5329 · Conf/Mtg & Cont Ed			
5330 · Conferences & Meetings	130.00		
5331 · Continuing Education	1,263.04		
5329 · Conf/Mtg & Cont Ed - Other	0.00	2,000.00	0.0%
Total 5329 · Conf/Mtg & Cont Ed	1,393.04	2,000.00	69.7%

Rockville Centre Public Library
Profit & Loss Budget vs. Actual

Accrual Basis

July through November 2025

	Jul - Nov 25	Budget	% of Budget
5340 · Professional Dues	865.00	3,000.00	28.8%
5345 · Secretary to Board	1,000.00	2,400.00	41.7%
5350 · Messenger Service	33.00	150.00	22.0%
5385 · Professional Fees	5,664.90	11,500.00	49.3%
5390 · Collection Agency Fees	346.95	900.00	38.6%
5409 · Salaries			
5410 · F/T Librarians	374,921.07		
5411 · P/T Librarians	64,065.57		
5412 · F/T Clerks	196,652.22		
5413 · P/T Clerks	35,284.57		
5414 · Senior Pages	15,328.04		
5416 · F/T Maintenance	105,231.98		
5419 · P/T Maintenance	9,184.33		
5421 · FT Technology	33,084.65		
5409 · Salaries - Other	0.00	2,176,583.00	0.0%
Total 5409 · Salaries	833,752.43	2,176,583.00	38.3%
5415 · Sick/Leave Compensation	6,417.17	5,000.00	128.3%
5420 · NYS Retirement	325,970.00	311,987.00	104.5%
5429 · SS & MC			
5430 · Social Security	53,388.48		
5435 · Medicare Expense	12,486.02		
5429 · SS & MC - Other	0.00	166,509.00	0.0%
Total 5429 · SS & MC	65,874.50	166,509.00	39.6%
5440 · Health Insurance	288,478.05	685,000.00	42.1%
5450 · Worker's Compensation	0.00	19,000.00	0.0%
5460 · Disability Insurance	527.55	3,000.00	17.6%
5309 · Administration - Other	0.00	0.00	0.0%
Total 5309 · Administration	1,566,626.20	3,468,529.00	45.2%
Total Expense	1,890,176.51	4,206,089.00	44.9%
Net Income	-140,510.61	0.00	100.0%

10:25 AM

ROCKVILLE CENTRE LIBRARY - ENDOWMENT FUND

12/02/25

Balance Sheet

Accrual Basis

As of November 30, 2025

	<u>Nov 30, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
1023 · FLAGSTAR SAVINGS	34,353.80
1024 · FLAGSTAR CHECKING	636.95
Total Checking/Savings	<u>34,990.75</u>
Total Current Assets	<u>34,990.75</u>
TOTAL ASSETS	<u>34,990.75</u>
LIABILITIES & EQUITY	
Equity	
3110 · REST - BONGIORNO	94.31
3120 · REST - SEIDENBERG	986.97
3150 · REST - KIMS CORNER (FORGACH)	795.89
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	28,513.59
Net Income	443.92
Total Equity	<u>34,990.75</u>
TOTAL LIABILITIES & EQUITY	<u>34,990.75</u>

10:25 AM

ROCKVILLE CENTRE LIBRARY - ENDOWMENT FUND

12/02/25

Profit & Loss by Class

Accrual Basis

November 2025

	Unclassified	TOTAL
Income		
4300 · Interest Income	77.56	77.56
Total Income	77.56	77.56
Expense	0.00	0.00
Net Income	<u>77.56</u>	<u>77.56</u>

10:26 AM

ROCKVILLE CENTRE LIBRARY - ENDOWMENT FUND

12/02/25

Profit & Loss by Class

Accrual Basis

July through November 2025

	Unclassified	TOTAL
Income		
4300 · Interest Income	443.92	443.92
Total Income	443.92	443.92
Expense	0.00	0.00
Net Income	<u>443.92</u>	<u>443.92</u>

ROCKVILLE CENTRE PUBLIC LIBRARY - CAPITAL FUND

12/02/25

Balance Sheet

Accrual Basis

As of November 30, 2025

	<u>Nov 30, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Flagstar Checking	424,183.46
Total Checking/Savings	<u>424,183.46</u>
Total Current Assets	<u>424,183.46</u>
TOTAL ASSETS	<u>424,183.46</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1900 · Due to General Fund	-475.00
2005 · Accounts Payable - Auditor	61,403.96
Total Other Current Liabilities	<u>60,928.96</u>
Total Current Liabilities	<u>60,928.96</u>
Total Liabilities	60,928.96
Equity	
3200 · Unrestricted Fund Balance	453,306.09
Net Income	<u>-90,051.59</u>
Total Equity	<u>363,254.50</u>
TOTAL LIABILITIES & EQUITY	<u>424,183.46</u>

10:27 AM

ROCKVILLE CENTRE PUBLIC LIBRARY - CAPITAL FUND

12/02/25

Profit & Loss by Class

Accrual Basis

November 2025

	<u>Unclassified</u>	<u>TOTAL</u>
Income	0.00	0.00
Expense		
5603 · HVAC Replacement/ Helen Kraus	7,600.00	7,600.00
5607 · Landscaping	4,200.00	4,200.00
5608 · Refurbishment - Community Rooms	1,693.00	1,693.00
Total Expense	<u>13,493.00</u>	<u>13,493.00</u>
Net Income	<u><u>-13,493.00</u></u>	<u><u>-13,493.00</u></u>

10:28 AM

ROCKVILLE CENTRE PUBLIC LIBRARY - CAPITAL FUND

12/02/25

Profit & Loss by Class

Accrual Basis

July through November 2025

	<u>Unclassified</u>	<u>TOTAL</u>
Income	0.00	0.00
Expense		
5601 · New Meeting Room Project	37,160.50	37,160.50
5603 · HVAC Replacement/ Helen Kraus	8,232.54	8,232.54
5605 · 2025-2026 Tech Updates	3,478.46	3,478.46
5606 · Children's Room Updates	7,810.22	7,810.22
5607 · Landscaping	24,965.00	24,965.00
5608 · Refurbishment - Community Rooms	1,693.00	1,693.00
6010 · Building Improvement	6,711.87	6,711.87
Total Expense	<u>90,051.59</u>	<u>90,051.59</u>
Net Income	<u><u>-90,051.59</u></u>	<u><u>-90,051.59</u></u>

ROCKVILLE CENTRE PUBLIC LIBRARY

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

Loved the Super
Smash Bros tournament
Thankyou

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.

The ~~Smash Bros~~ Smash Bros tournament was great! Thank you for hosting, I would love to do it again in the future!

Patron's name _____

Address _____

Phone no. _____ Date _____

Date: Mon, Dec 8, 2025 at 8:51 AM
Subject: Snowflake Shadow Box
To: <lfowler@vcpl.org>

Thank you for this take-home..it added a touch of beauty to our Nativity..you and your staff are so kind to us Seniors..

Merry Christmas to everyone!
Maureen Murphy



ROCKVILLE CENTRE PUBLIC LIBRARY

Susan Finck – Director’s Report

December 17, 2025

Announcements

None

Correspondence

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

Committee Reports

- Budget and Finance – December 15, 2025
- Personnel
- Facilities and Technology
- Policy

Unfinished Business

HVAC Replacement Project

Installation of the HVAC equipment in the Helen Kraus Room commenced on Monday, December 8, 2025. We anticipate completion of this project on or before December 19.

Refurbishment of Helen Kraus and Small Community Room

Drywall installation in the Small Community Room was completed on November 26. On December 4, Enviroscience conducted initial air testing and Boyle began the abatement of the Helen Kraus and Small Community rooms. Abatement was completed on December 5 and final air quality testing was completed on December 6. On December 10, RJ Painting completed the removal of wallpaper and completed painting the Helen Kraus, Small Community Room and Lobby area outside the community rooms.

Photocopier and Print Management Contract

After reviewing multiple proposals from vendors for copier leasing and maintenance services, we believe the best option for both patrons and staff is to remain with our current provider, Xerox. The proposed new five-year contract would run from 2026–2031 with a 2.9% increase from our previous contracts with Xerox and Wells Fargo.

We anticipate offsetting some of the increase by retiring older printers that currently require costly replacement ink cartridges. Our IT team has already begun redirecting staff printing to the more efficient local copy machines, and this transition is progressing successfully. In addition to cost savings, this shift will also have a positive environmental impact by reducing the number of replacement ink cartridges used. Additionally, the Library collects approximately \$8,000 per year in patron copier fees.

The contract is currently being reviewed by our attorneys. Upon their review we are requesting Board approval to proceed with the new Xerox contract for a cost of \$14,640 annually for 2026-2031.

New Business

NYSHIP

The Library has received the 2026 NYSHIP Empire Plan Premiums. Individual coverage has increased by 8.92% and family coverage has increased by 8.79%. These increases are in effect as of January 1, 2026.

Personnel

On December 5, 2025 I shared with the Personnel Committee a document outlining the proposed part-time hourly rate adjustments. The Library traditionally follows the Union contract regarding salary increases for part-time staff. The Union increase is 2.5% for Year 2026. Effective January 1, 2026, the New York State minimum wage for Long Island increases to \$17 an hour. I recommend following the Union contract for part-time staff with a 2.5% increase. No one will receive an increase under 50 cents. A copy of the proposed rate adjustments is attached.

Databases

In June 2025, we began a comprehensive review of our database usage to ensure that the resources we provide continue to meet the needs of our patrons. Based on usage statistics, several low-performing databases were discontinued. This adjustment allowed us to reallocate funds and make room in the budget for a new, high-value resource: New York Times All Access.

Beginning January 1, 2026, patrons will have full access to NYT news, NYT Games (including Wordle, Spelling Bee, and the Crossword), and NYT Cooking. These resources will be available both in the Library and remotely through the New York Times app.

Door Automation Corp. Maintenance Agreement

I request the Board's authorization to renew the Library's annual maintenance agreement for 2026 with Door Automation Corporation. The company provides routine inspections, preventative maintenance, and as-needed service for the Library's automatic doors. The proposed renewal maintains the same service level as the current contract with a 2.9% increase from last year. The contract is currently being reviewed by our attorneys. Upon their review we are requesting Board approval to proceed with the Door Automation Corp. Maintenance Agreement in the amount of \$4,448.80 for the upcoming year at the same service level as the current contract.

Collection Development

We have opened a new purchasing account with Ingram Library Services, which is listed on the New York State contract. This will allow us to begin shifting our materials ordering away from Amazon, where we have been purchasing exclusively since the closure of Baker & Taylor. Staff training is ongoing, and we anticipate placing our first order before the new year.

Long Island Children's Museum Pass

After meeting with several Library Directors from Nassau County, LICM leadership decided to make the following improvements to the digital museum pass program:

- Blackout dates have been removed, allowing year-round access.
- Additional tickets are now **50% off** (up to four per visit) a change from \$2 off per additional ticket.
- Only **one form of ID** is required—either a library card or a photo ID.

These changes, effective Monday, December 15, 2025, make the pass more accessible and valuable for families. Of note, we have already seen a 94% increase in LICM passes being reserved since it moved to a digital format. We are excited that these new improvements to the program will be enjoyed by many of our patrons.

Strategic Plan

We are excited to welcome our new Assistant Director, Alana Mutum, into the strategic planning process. To ensure her full participation and to allow for a thoughtful, collaborative approach, we plan to launch this work at the start of the new year.

Accordingly, we are requesting that the Board extend the current Strategic Plan through June 30, 2026.

Nassau Library System Annual Meeting

Michael Ludwig and I attended the meeting on December 3, 2025. Trustees from each member library participated in the NLS trustee election. The guest speaker, Davis Erin Anderson, lead a discussion of how libraries can thoughtfully balance the potential of AI.

Rockville Centre Library Friends

On December 2, 2025 Ms. Sorvillo, Ms. Grossman and I met to discuss the current RVC Friends Memorandum of Agreement and strategies for streamlining the Library's wish list requests. After the Friends hold their executive Board meeting on December 12th, Ms. Sorvillo, a Friends representative and I will reconvene to determine if updates need to be made to the Memorandum, or if practices can be adjusted to align with the current agreement.

The 2026 Membership flyers and bookmark are printed and cut for Friends' Membership Month (January). The circulation staff will begin distributing the bookmarks with checked out materials in January. Ms. Grossman received 150 copies of the Membership flyer for her January mailing.

Statistics

The following reports provide an overview of library usage and activity during the month of November 2025:

- Program Attendance
- Museum Pass Activity
- Material Circulation
- Patron Traffic within the Building
- Continuing Education

RVC Monthly Statistics Report

Items Checked Out 2020-2026

	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	10721	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	8530	7827	8623	8548	104427
FY 2025-2026	10725	9120	8087	7470	7312								42714

Items Renewed 2020-2026

	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	4696	5430	4607	4570	4037	4330	4927	4424	4815	3784	47827
FY 2023-2024	4907	5027	4999	4878	4055	3957	3840	4278	4505	4353	4469	3842	53110
FY 2024-2025	4286	4947	4822	4547	4173	4211	3555	3829	4032	3485	3928	3897	49712
FY 2025-2026	4293	4892	4048	4191	3462								20886

Items Checked In 2020-2026

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2020-2021	925	878	7152	6674	6079	6188	3740	4117	3570	2151	1315	7145	49934
FY 2021-2022	9896	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	8187	8101	8470	8125	103215
FY 2025-2026	10313	9110	8405	8069	7306								43203

Items Checked Out & Renewed 2020-2026

	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	12166	14189	13902	14960	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	12662	11312	12551	12445	154139
FY 2025-2026	15018	13812	12135	11681	10774								63400

Holds Placed 2020-2026

	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	959	11698
FY 2022-2023	1267	1092	985	923	870	860	951	813	936	659	967	637	10960
FY 2023-2024	721	1044	770	824	686	552	924	894	883	766	1347	772	10183
FY 2024-2025	1030	907	952	826	881	499	977	1252	923	721	695	1062	10725
FY 2025-2026	848	729	757	855	609								3798

Holds Filled 2020-2026													
	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	1394	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	1398	1260	1324	1449	17527
FY 2025-2026	1596	1360	1412	1555	1419								7342

Total Transactions 2019-2026													
	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	20765	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	23070	21394	23040	23081	285606
FY 2025-2026	27775	25011	22709	22140	20108								117743

Active Patrons 2019-2026													
	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	118	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	2862	2615	2858	3067	33510
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	3456	3387	3444	3513	41276
FY 2025-2026	3863	3770	3647	3529	3397								18206

Patrons Added 2019-2026													
	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	81	60	93	71	990
FY 2025-2026	197	91	73	49	66								476

Public Computer Sessions 2021-2026

	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	734	805	832	766	736	9089
FY 2025-2026	743	700	829	773 n/a									3045

Wireless Internet Total Sessions (WiFi) 2021-2026 (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	76	98	93	100	88	1179
FY 2025-2026	156	123	118	111 n/a									508

Community Room Use (scheduled events) 2019-2026

	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	18	17	16	17	194
FY 2025-2026	8	11	16	13	17								65

Community Room Use (# of participants)2022-2026

	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	185	230	191	156	2387
FY 2025-2026	88	122	185	127	195								717

Group & Quiet Study Usage 2022-2026

	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	312	245	235	323	3095
FY 2025-2026	161	145	220	294	209								1029

Adult DVD Circulation 2019-2026

	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	729	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	553	505	599	609	7484
FY 2025-2026	570	561	596	790	604								3121

Playaways (2121) checkout + renewal 2022-2026

	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	8	12	10	10	178
FY 2025-2026	11	8	12	14	5								50

Rokus(2323) checkout + renewal 2022-2026

	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	26	18	16	16	29	16	27	32	277
FY 2024-2025	48	40	30	30	25	30	28	28	23	21	25	25	354
FY 2025-2026	27	29	17	20	18								111

Kindle(2222) checkout + renewal 2022-2026

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2022-2023								28	19	13	14	18	803
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	30	28	32	33	360
FY 2025-2026	34	30	23	29	23								139

Audiobooks CD(2) checkout + renewal 2022-2026

	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	73	26	25	32	757
FY 2025-2026	32	43	48	59	33								215

Music CDs(2525) checkout + renewal 2022-2026

	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	26	25	32	38	449
FY 2025-2026	19	45	50	33	18								165

Total Overdrive Ebook/Audiobook Circ. 2019-2026

	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	Total
FY 2019-2020	3104	3107	2685	2702	2708	2667	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	5352	5392	5605	5282	64030
FY 2025-2026	5913	5732	5241	5308	5125								27319

Overdrive Ebook Circulation 2019-2026

	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	2664	2722	34227
FY 2022-2023	3287	3307	2740	2585	2461	2697	3078	2659	2688	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	3252	3268	3413	3135	38805
FY 2025-2026	3568	3475	3035	3032	3000								16110

Overdrive Audiobook Circulation 2019-2026

	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	Total
FY 2019-2020	744	732	668	728	722	727	779	801	727	844	922	851	9245
FY 2020-2021	914	870	815	793	783	831	958	892	981	963	952	1024	10776
FY 2021-2022	1043	1089	1043	987	1009	1040	1184	1101	1118	1076	1179	1160	13029
FY 2022-2023	1288	1331	1197	1225	1188	1250	1526	1319	1481	1460	1461	1630	16356
FY 2023-2024	1758	1758	1544	1703	1667	1687	1947	1662	1748	1919	1989	1814	21096
FY 2024-2025	1966	2029	1993	1962	2028	1935	2415	1882	2100	2124	2193	2147	24774
FY 2025-2026	2345	2267	2188	2276	2125								11191

Overdrive Magazine Circulation 2019-2026

	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	166	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	786	812	830	782	8757
FY 2025-2026	847	896	851	980	848								4422

Override Unique Users 2019-2026

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2019-2020	651	686	674	657	632	629	685	695	791	903	953	971	8927
FY 2020-2021	961	925	901	883	863	851	914	915	908	918	903	927	10869
FY 2021-2022	954	978	929	893	888	922	995	957	863	845	856	871	10951
FY 2022-2023	960	973	962	942	898	903	1010	989	1004	1029	1035	1035	11740
FY 2023-2024	1148	1149	1126	1137	1136	1159	1231	1195	1190	1192	1194	1211	14068
FY 2024-2025	1291	1323	1280	1226	1242	1253	1308	1283	1301	1271	1311	1318	15407
FY 2025-2026	1393	1365	1315	1326	1274								6673

New Override Users 2019-2026

	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	40	26	36	26	440
FY 2025-2026	47	34	41	32	35								189

Kanopy circulation 2024-2026

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2024-2025					52	64	111	175	144	244	144	154	1088
FY 2025-2026	111	137	169	201	198								816

Kanopy new users 2024-2026

	JULY	AUG.	SEP.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	Total
FY 2024-2025					24	13	17	13	9	13	12	18	119
FY 2025-2026	6	10	14	17	11								58

Hoopla total Circulation 2021-2026

	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	356	352	343	358	3837
FY 2025-2026	380	421	347	342	379								1869

Hoopla Unique Users 2021-2026

	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	74	91	85	86	925
FY 2025-2026	95	88	87	90	81								441

Hoopla New Users 2021-2026

	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	18	10	11	18	223
FY 2025-2026	18	16	18	11	11								74

Hoopla Ebooks circulation 2023-2026

	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	86	90	1049
FY 2024-2025	87	89	44	60	51	86	85	84	77	69	52	61	845
FY 2025-2026	69	103	77	66	85								400

Hoopla Audiobook circulation 2023-2026

	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	128	145	154	169	1392
FY 2025-2026	152	150	132	148	114								696

Hoopla Movies circulation 2023-2026

	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	46	36	25	31	472
FY 2025-2026	42	43	35	36	52								208

Hoopla Music circulation 2023-2026

	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	17	22	23	21	212
FY 2025-2026	16	23	27	13	17								96

Hoopla Television circulation 2023-2026

	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	61	56	65	55	657
FY 2025-2026	78	71	64	62	60								335

Hoopla Comics circulation 2023-2026

	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	19	17	17	17	197
FY 2025-2026	17	19	15	14	13								78

Hoopla BingePass circulation 2023-2026													
	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	8	7	7	4	53
FY 2025-2026	6	4	6	3	8								27

Museum Pass Activity 2019-2026													
	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	102	160	154	144	1505
FY 2025-2026	164	181	125	134	118								722

November 2025 J Statistics

Date	Day	Program	Children	Adult	Total	Program	Librarian-led
1-Nov-25	Sat						
2-Nov-25	Sun						
3-Nov-25	Mon	10am Storytime (18m-5yrs)	23	23	46	1	1
		11am Tot Spot (b-17mos)	12	13	25	1	1
		4pm Checkmate Chess (gr 2-6)	5	0	5	1	0
4-Nov-25	Tue						
5-Nov-25	Wed	10am MCC (adults)	1	5	6	1	0
		10:30am RLY	4	2	6	1	1
		11am RLY	10	3	13	1	1
6-Nov-25	Thu	9:30 123 Play with Me (12-36mos)	20	19	39	1	1
		11 MG (15-38mos)	16	17	33	1	1
		2pm Dance Party (3-5yrs)	6	6	12	1	1
7-Nov-25	Fri	Brown Bag Book Club (3-6yrs) 13 kits made	12	0	12	1	1
		10am Storytime (18m-2yrs)	12	9	21	1	1
		11am OMO (3-5yrs)	6	0	6	1	1
		2:30 Library Babies (birth-pre-walker)	9	11	20	1	1
8-Nov-25	Sat	10:30 Music for Aardvarks (6m-4yrs)	23	18	41	1	0
9-Nov-25	Sun						
10-Nov-25	Mon	10am Storytime (18m-5yrs)	16	15	31	1	1
		11am Tot Spot (b-17mos)	12	13	25	1	1
11-Nov-25	Tue	Library Closed: Veteran's Day	Library Closed				
12-Nov-25	Wed	10:30am RLY	10	3	13	1	1
		11am RLY	4	2	6	1	1
		7pm 4-6th Gr.Bk Disc (gr 4-6)	5	0	5	1	1
13-Nov-25	Thu	9:30 123 Play with Me (12-36mos)	20	20	40	1	1
		11 MG (15-38mos)	13	11	24	1	1
		2pm Dance Party (3-5 yrs)	9	7	16	1	1
14-Nov-25	Fri	9:30 Aardvarks (6mos - 4yrs)	23	19	42	1	0
		10:30 Aardvarks (6mos - 4yrs)	21	13	34	1	0
15-Nov-25	Sat						
16-Nov-25	Sun						
17-Nov-25	Mon	10am Storytime (18m-5yrs)	15	14	29	1	1
		11am Tot Spot (b-17mos)	9	9	18	1	1
18-Nov-25	Tue	10:30 Play Date (15mos-4yrs)	12	10	22	1	1
19-Nov-25	Wed	10am MCC (adults)	0	3	3	1	0
		10:30am RLY - rain	0	0	0	0	0
		11am RLY - rain	0	0	0	0	0
20-Nov-25	Thu	9:30 123 Play with Me (12-36mos)	11	11	22	1	1
		11 MG (15-38mos)	11	12	23	1	1
21-Nov-25	Fri	St. Agnes Readers Day - Grade 6 @ St. Agnes	18	1	19	1	0
		10am Storytime (18m-2yrs)	15	10	25	1	1
		11am OMO (3-5yrs)	4	0	4	1	1
		4pm Matters of the Heart (gr K-5)	10	0	10	1	0

November 2025 J Statistics

Date	Day	Program	Children	Adult	Total	Program	Librarian-led
22-Nov-25	Sat						
23-Nov-25	Sun						
24-Nov-25	Mon	10am Storytime (18m-5yrs)	18	16	34	1	1
		11am Tot Spot (b-17mos)	10	10	20	1	1
25-Nov-25	Tue	10:30 Play Date (15mos-4yrs)	Cancelled				0
26-Nov-25	Wed	10:30am RLY	Cancelled				0
		11am RLY	2	2	4	1	1
27-Nov-25	Thu	Library Closed: Thanksgiving	Library Closed				
28-Nov-25	Fri						
29-Nov-25	Sat						
30-Nov-25	Sun						
NOV		1000 Books Before Kindergarten				1	1
NOV		White Board: Thanksgiving Day Meal (186) vs Leftovers (38)				1	1
TOTALS			427	327	754	39	31
			Children	Adult	Total	Program	Librarian-led

YA Statistics November 2025

Date	Day	Platform	Activity	YA	Program
3-Nov-25	Mon		Community Service: Checkmate Chess Helper (gr 7-12)	2	1
4-Nov-25	Tue	Zoom	D+D (gr 5-9)	4	1
14-Nov-25	Fri		Teen Café (gr 6-12)	1	1
18-Nov-25	Tue	Zoom	D+D (gr 5-9)	3	1
20-Nov-25	Thu	Take and Make	Take and Make: Chocolate (gr 6-12) (20 Kits; 20 p/u)	20	1
21-Nov-25	Fri	Take and Make	Take and Make: Craft (gr 6-12) (12 Kits; 12 p/u)	12	1
22-Nov-25	Sat		Super Smash Tournament (gr 6-12)	34	1
25-Nov-25	Tue	Zoom	D+D (gr 5-9)	5	1
NOV		Take and Make	Community Service: Teen Reviews (gr 6-12) (1 YA; 1 review)	1	1
NOV		Take and Make	Community Service: Letters to Vets (gr 6-12) (3 YA; 12 letters)	3	1
NOV		Passive	100 Books Before Graduation		1
Totals				85	11

November 2025 Adult Program Attendance

Title	Date	In-person	Virtual	Total
Apple/Android Help	11/3/2025	1		1
Monday Afternoon Games	11/3/2025	32		32
Eating for Wellness with Amal Villoth	11/3/2025	11		11
Knit 1, Purl 2 and Crochet too! with Lupe Velazquez	11/3/2025	4		4
Meditation with MaryClare	11/3/2025	2	3	5
Saint Francis Hospital & Health Center Outreach Bus	11/4/2025	35		35
Chi Gong with Marianna Farina	11/4/2025	8		8
Tuesday Yoga with Joe	11/4/2025	14	4	18
Medicare Made Clear	11/4/2025	10		10
Simply Stronger with Marilyn Bunger	11/5/2025	10	1	11
Current Events with Richard Skolnik	11/5/2025		16	16
Learn to Play Mah-Jongg with Jacqui Palatnik	11/5/2025	18		18
Evening Yoga with MaryClare	11/5/2025	10	8	18
Scribblers: A Writing Workshop (Virtual)	11/5/2025		9	9
Drawing with Maria	11/6/2025	20		20
Nassau Vet Center Information Table	11/6/2025	3		3
Let's Play Bridge	11/6/2025	4		4
Game Night	11/6/2025	25		25
Adult Chess Club	11/7/2025	4		4
The Poet's Craft	11/7/2025	7		7
Monday Afternoon Games	11/10/2025	28		28
Knitting and Crochet Circle	11/10/2025	0		0
Meditation with MaryClare	11/10/2025	1	4	5
Simply Stronger with Marilyn Bunger	11/12/2025	12	3	15
Current Events with Richard Skolnik	11/12/2025		14	14
Learn to Play Mah-Jongg with Jacqui Palatnik	11/12/2025	15		15
Evening Yoga with MaryClare	11/12/2025	14	6	20
Writer's Workshop with Barbara Novack (in-person)	11/12/2025	10		10
Drawing with Maria	11/13/2025	21		21
Monet and Venice with Professor Thomas Germano	11/13/2025		31	31
Let's Play Bridge	11/13/2025	4		4
The Real Deal: Non-fiction Book Discussion	11/13/2025	6		6
Game Night	11/13/2025	8		8
Friday Flicks: Superman (PG-13, 129 min)	11/14/2025	8		8
Defensive Driving	11/15/2025	40		40
Apple/Android Help	11/17/2025	2		2
Monday Afternoon Games	11/17/2025	40		40
Knit 1, Purl 2 and Crochet too! with Lupe Velazquez	11/17/2025	3		3
Let's Libby	11/17/2025	3		3
Meditation with MaryClare	11/17/2025	1	4	5
Chi Gong with Marianna Farina	11/18/2025	6		6
Tuesday Yoga with Joe	11/18/2025	12	5	17
By the Book: Historical Fiction with Sarah Siegel	11/18/2025	15	4	19
Simply Stronger with Marilyn Bunger	11/19/2025	7	5	12
Current Events with Richard Skolnik	11/19/2025		12	12
Cover to Cover with Gretchen Browne	11/19/2025	11		11
Evening Yoga with MaryClare	11/19/2025	14	2	16
Drawing with Maria	11/20/2025	18		18
Constitution and Current Affairs with James Coll	11/20/2025	8	11	19
Let's Play Bridge	11/20/2025	4		4

Game Night	11/20/2025	12		12
Yarn Exchange (In-person)	11/20/2025	13		13
Adult Take & Make Craft: Winter Shadowbox	11/21/2025	25		25
Short Story Discussion with Mindy Mangot	11/21/2025	11		11
Friday Flicks: The Life of Chuck (R, 111 min)	11/21/2025	11		11
Rhonda Kay and the Backstage Trio	11/23/2025	85		85
Monday Afternoon Games (Cancelled)	11/24/2025			0
Book Candle with Lupe Velasquez	11/24/2025	15		15
Knitting and Crochet Circle	11/24/2025	0		0
Meditation with MaryClare	11/24/2025	1	4	5
Learn Excel (Beginner Level) with Cheryl Clifford	11/25/2025	3		3
Chi Gong with Marianna Farina	11/25/2025	6		6
Tuesday Yoga with Joe (Virtual Only)	11/25/2025		9	9
Simply Stronger with Marilyn Bunger (Virtual Only)	11/26/2025		11	11
Current Events with Richard Skolnik	11/26/2025		13	13
		711	179	890

Museum Pass Activity November 2025

Name	Reservations
9/11 Memorial & Museum	2
Cradle of Aviation	10
Empire Pass	3
Frick Collection	10
Garvies Point Museum and Preserve	3
Guggenheim	7
Holocaust Memorial and Tolerance Center	1
Intrepid Museum	2
Long Island Children's Museum	37
MoMA The Museum of Modern Art	8
Museum of Moving Images	2
Nassau County Firefighters Museum	7
Nassau County Museum of Art	8
New York Botanical Garden	9
New York Hall of Science	6
The New York Historical	3
Total	118

Monthly Traffic By Hour

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

01 Rockville Centre

Day	Hour Ending											Total						
	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm		8pm	9pm	10pm	11pm	12am	oth
1	0	7	19	9	20	13	29	28	26	0	0	0	0	0	0	0	3	154
2	0	0	0	0	3	37	22	28	6	0	0	0	0	0	0	0	0	96
3	2	28	31	15	31	12	18	48	39	9	21	6	1	0	0	0	1	262
4	2	2	49	28	22	29	31	29	27	12	9	4	2	0	0	0	2	248
5	0	23	26	15	14	7	9	34	39	14	7	5	5	0	0	0	2	200
6	1	29	21	19	12	18	20	38	13	7	14	12	1	0	0	0	2	207
7	0	33	21	18	12	15	49	23	26	7	0	0	0	0	0	0	2	206
8	0	9	30	20	27	17	11	19	13	0	0	0	0	0	0	0	2	148
9	0	0	1	0	0	26	17	18	9	0	0	0	0	0	0	0	0	71
10	0	21	25	23	28	13	13	29	26	23	16	4	0	0	0	0	3	224
11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	1	28	31	13	26	16	19	30	25	16	28	8	1	1	0	0	1	244
13	0	22	33	24	18	24	19	54	28	9	18	8	3	0	0	0	2	262
14	1	24	21	10	14	16	23	25	17	5	0	0	0	0	0	0	4	160
15	0	28	18	19	18	25	23	24	19	0	0	0	0	0	0	0	2	176
16	0	0	0	0	6	24	23	15	19	2	0	0	0	0	0	0	0	89
17	1	19	30	16	20	14	23	31	38	30	5	4	3	0	0	0	2	236
18	0	14	31	22	17	13	16	43	27	9	24	11	2	0	0	0	3	232
19	2	20	13	7	28	19	19	34	27	13	18	7	1	0	0	0	4	212
20	1	26	33	28	18	13	18	28	28	13	13	10	4	0	0	0	4	237
21	4	22	38	12	19	11	23	37	26	11	0	0	0	0	0	0	2	205
22	0	10	26	18	27	38	18	29	23	0	0	0	0	0	0	0	2	191
23	0	0	0	3	1	46	17	20	7	0	0	0	0	0	0	0	0	94
24	7	32	23	16	8	12	16	29	31	27	17	9	3	0	0	0	0	230
25	3	2	26	17	9	11	25	41	12	6	6	3	3	0	0	0	1	165
26	1	20	19	17	12	18	26	25	5	0	0	0	0	0	0	0	3	146
27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
28	1	5	13	16	19	11	15	16	9	13	0	0	0	0	0	0	1	119
29	0	4	11	23	23	5	25	17	8	1	0	0	0	0	0	0	1	118
30	0	0	1	0	0	21	21	15	8	0	0	0	0	0	0	0	0	66

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

01 Rockville Centre														Front					
Day	9am	10am	11am	12pm	1pm	2pm	3pm	Hour Ending							Total				
								4pm	5pm	6pm	7pm	8pm	9pm	10pm		11pm	12am	oth	
Total	27	428	590	408	452	524	588	807	581	227	196	91	29	1	0	0	0	49	4,998
Hour by Day of Week																			
Sun	0	0	2	3	10	154	100	96	49	2	0	0	0	0	0	0	0	0	416
Mon	10	100	109	70	87	51	70	137	134	89	59	23	7	0	0	0	0	6	952
Tue	5	18	106	67	48	53	72	113	66	27	39	18	7	0	0	0	0	6	645
Wed	4	91	89	52	80	60	73	123	96	43	53	20	7	1	0	0	0	10	802
Thu	2	77	87	71	48	55	57	120	69	29	45	30	8	0	0	0	0	8	706
Fri	6	84	93	56	64	53	110	101	78	36	0	0	0	0	0	0	0	9	690
Sat	0	58	104	89	115	98	106	117	89	1	0	0	0	0	0	0	0	10	787

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

01 Rockville Centre

Back

Hour Ending

Day	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm	12am	oth	Total
1	1	19	13	29	20	31	25	22	19	0	0	0	0	0	0	0	0	179
2	0	0	0	0	2	28	21	31	7	0	0	0	0	0	0	0	0	89
3	1	43	26	23	28	25	22	38	24	16	34	10	2	0	0	0	1	293
4	0	0	64	42	34	34	35	30	36	17	25	10	5	0	0	0	2	334
5	1	25	30	19	24	14	26	28	49	22	12	8	5	1	0	0	0	264
6	0	40	27	25	23	14	26	43	48	24	25	11	2	0	0	0	2	310
7	0	21	29	26	24	20	32	26	16	11	0	0	0	0	0	0	1	206
8	4	14	30	18	36	20	25	19	16	0	0	0	0	0	0	0	0	182
9	0	0	0	1	5	43	18	12	6	0	0	0	0	0	0	0	0	85
10	2	30	33	26	42	21	24	37	33	21	12	18	2	0	0	0	3	304
11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	0	24	34	19	19	20	18	50	51	28	29	12	4	1	0	0	2	311
13	0	35	26	25	30	19	33	49	47	20	14	8	4	0	0	0	2	312
14	0	40	30	24	22	25	24	19	27	4	0	0	0	0	0	0	1	216
15	5	37	22	22	36	34	20	22	8	0	0	0	0	0	0	0	0	206
16	0	0	0	0	6	42	48	28	12	0	0	0	0	0	0	0	0	136
17	1	36	26	32	26	23	20	46	30	26	22	12	2	0	0	0	1	303
18	2	2	43	23	28	18	24	44	44	19	23	15	8	0	0	0	1	294
19	0	23	18	17	22	20	30	38	38	22	20	9	3	0	0	0	1	261
20	7	45	21	24	22	12	28	29	31	20	30	10	5	0	0	0	12	296
21	1	32	46	20	30	32	32	27	33	9	0	0	0	0	0	0	2	264
22	1	12	30	18	41	37	32	29	16	1	0	0	0	0	0	0	0	217
23	0	0	2	1	2	83	31	38	12	1	0	0	0	0	0	0	0	170
24	2	34	23	17	25	21	25	42	29	19	22	11	4	0	0	0	2	276
25	0	0	39	12	21	18	17	22	36	19	5	7	1	0	0	0	1	198
26	0	29	16	21	30	15	27	25	16	0	0	0	0	0	0	0	2	181
27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
28	3	7	10	20	23	21	18	18	16	3	0	0	0	0	0	0	0	139
29	3	24	16	16	26	27	15	22	13	0	0	0	0	0	0	0	0	162
30	0	0	2	0	0	36	25	17	10	0	0	0	0	0	0	0	0	90

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

01 Rockville Centre

Hour Ending

Day	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	9pm	10pm	11pm	12am	oth	Total	
Total	34	572	656	520	647	753	721	851	723	302	273	141	47	2	0	0	36	6,278	
Hour by Day of Week																			
Sun	0	0	4	2	15	232	143	126	47	1	0	0	0	0	0	0	0	0	570
Mon	6	143	108	98	121	90	91	163	116	82	90	51	10	0	0	0	7	1,176	
Tue	2	2	146	77	83	70	76	96	116	55	53	32	14	0	0	0	4	826	
Wed	1	101	98	76	95	69	101	141	154	72	61	29	12	2	0	0	5	1,017	
Thu	7	120	74	74	75	45	87	121	126	64	69	29	11	0	0	0	16	918	
Fri	4	100	115	90	99	98	106	90	92	27	0	0	0	0	0	0	4	825	
Sat	14	106	111	103	159	149	117	114	72	1	0	0	0	0	0	0	0	946	

Back

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

	61	1,000	1,246	928	1,099	1,277	1,309	1,658	1,304	529	469	232	76	3	0	01 Rockville Centre	85	11,276
Total	61	1,000	1,246	928	1,099	1,277	1,309	1,658	1,304	529	469	232	76	3	0	0	85	11,276
Hour by Day of Week																		
Sun	0	0	6	5	25	386	243	222	96	3	0	0	0	0	0	0	0	986
Mon	16	243	217	168	208	141	161	300	250	171	149	74	17	0	0	0	13	2,128
Tue	7	20	252	144	131	123	148	209	182	82	92	50	21	0	0	0	10	1,471
Wed	5	192	187	128	175	129	174	264	250	115	114	49	19	3	0	0	15	1,819
Thu	9	197	161	145	123	100	144	241	195	93	114	59	19	0	0	0	24	1,624
Fri	10	184	208	146	163	151	216	191	170	63	0	0	0	0	0	0	13	1,515
Sat	14	164	215	192	274	247	223	231	161	2	0	0	0	0	0	0	10	1,733
All Total	61	1,000	1,246	928	1,099	1,277	1,309	1,658	1,304	529	469	232	76	3	0	0	85	11,276
Grand Total Hour by Day of Week																		
Sun	0	0	6	5	25	386	243	222	96	3	0	0	0	0	0	0	0	986
Mon	16	243	217	168	208	141	161	300	250	171	149	74	17	0	0	0	13	2,128
Tue	7	20	252	144	131	123	148	209	182	82	92	50	21	0	0	0	10	1,471
Wed	5	192	187	128	175	129	174	264	250	115	114	49	19	3	0	0	15	1,819
Thu	9	197	161	145	123	100	144	241	195	93	114	59	19	0	0	0	24	1,624
Fri	10	184	208	146	163	151	216	191	170	63	0	0	0	0	0	0	13	1,515
Sat	14	164	215	192	274	247	223	231	161	2	0	0	0	0	0	0	10	1,733

November 2025 Staff Continuing Education

Name	Class/Training	Class/Training Description	Class/Training Date	Meeting duration	Location	Hosting Organization
RC, SF, PL	Ingram Training	Learn the basics of ordering through Ingram at this virtual training hosted by Ingram's Charles Ray. Topics covered will include: making carts (lists), deleting titles from your lists, printing lists, and how to submit your lists.	11/24/2025	1	virtual	NLS
MW	Introduction to Governmental Accounting, Day 2	This multi-day school familiarized participants with the basic concepts of governmental accounting and gave a working knowledge of basic bookkeeping procedures such as understanding debits and credits, a discussion of the modified accrual system of accounting, the practice of maintaining the books and records, developing and accounting for the annual budget, as well as the year-end closing process.	11/20/2025	6	WebEx	Office of the NYS Comptroller
MW	Introduction to Governmental Accounting, Day 1	This multi-day school familiarized participants with the basic concepts of governmental accounting and gave a working knowledge of basic bookkeeping procedures such as understanding debits and credits, a discussion of the modified accrual system of accounting, the practice of maintaining the books and records, developing and accounting for the annual budget, as well as the year-end closing process.	11/19/2025	6	WebEx	NYS Office of the State Comptroller
SF	Trustee Handbook Book Club	Next Level Trusteeship: Building an Effective and Impactful Board Culture	11/18/2025	1	virtual	Mid-Hudson Library
MW	Anticipating and Resolving Workplace Complaints	This workshop addressed the process of investigating and responding to employee complaints to prevent them from spiraling out of control. The workshop also focused on conflict resolution and problem-solving skill sets needed to address day to day employee complaints.	11/14/2025	1.25	Zoom	LILRC
BC	Anticipating & Resolving Workplace Complaints	This workshop addressed the process of investigating and responding to employee complaints to prevent them spiraling out of control. The workshop also focused on conflict and problem-solving skill sets needed to address day-to-day employee complaints.	11/14/2025	1.25	Webex	LILRC and NYIT School of Management
BC	NYS Archives: Ask Us anything About Digital Imaging	Webinar discussing digital imaging guidelines and requirements within the NYS Records Retention Schedule	11/13/2025	1	Webex Webi	NYS Archives
MW	NYS Archives Webinar : Ask Us Anything About Digital Imaging	Webinar about digital imaging guidelines and requirements within the NYS' Record Retention Schedule (LGS-1)	11/13/2025	1	Webex	NYS Archives
SF,MW	NLS: Records Retention Presented by NYS Archives	Monica Hauck-Wheaton from NYS Archives presents on the Retention and Disposition Schedule for New York Local Government Records (LGS-1) as it pertains to libraries.	11/4/2025	1	Virtual	New York State Archives

Rockville Centre Public Library
December 2025 Youth Services Reference Report
Department Head – Jennifer Marino

The **RVC Chamber of Commerce Snowman Hunt** started on Saturday, November 29. Children are given a map of participating businesses around the village and they locate the snowman in each for a chance to win a \$500 gift card. The library has its own snowman and hosts the RVC Education Foundation snowman, since they do not have a physical space.

We ended November knowing when the basement renovations would begin and so began the process of moving programs into different rooms, where possible. We are thankful that the children's room can be used as a space for our larger music programs. We have had the *We Fly Together* music class in the room. The only downside is that the room and all its offerings can be distracting to the little ones. And we are very thankful to the custodians for moving the heavy tables around to make space for the programs.

The juvenile and young adult Kindles got a needed refresh. The Kindles are new as well as the covers and bags they circulate in. All the items are nice and sturdy and should last us a long time. The old Kindles were donated to Hispanic Brotherhood.

As a knitter of 20+ years, I was happy to partner with the adult department to help out at the Yarn Exchange on Thursday, November 20. Everyone who attended was very happy with the program and many asked that we hold the event again, so we hope this one was our first annual. The surplus yarn was donated to the Sandel Senior Center in town, who told us that at least some of the yarn would be used to make blankets for veterans.

Programming Highlights

- The Super Smash Bros. Tournament was a huge success – with 35 teens attending. That is an amazing number for a teen program and one of the largest teen programs we run.
- There were two Teen Take and Makes this month. The snowflake shadowbox craft was done in cooperation with the adult department and utilized the Cricut machine to cut out the pieces for the craft – in total 370 separate squares were cut to make each 10-layer craft. The other take and make was a chocolate turkey-shaped lollipop kit from the company Chocolicious. (see photos)
- Brown Bag Book Club keeps quietly chugging along. Started in the aftermath of the Covid pandemic, it has found a loyal following and around 12 kits get checked out each month. Each kit includes a book, craft supplies, a recipe, and discussion questions. The November book was Mama Panya's Pancakes: A Village Tale from Kenya by Mary and Rich Chamberlin. Janet puts together the kit every month and is expanding on the idea this winter with Baby Bundles – a similar kit for babies.

Passive Programming, Displays, etc.

- Artwork from Jacob's Ladder adorned the children's room for the month of November.

- The interactive flannel board near picture books had a shape matching game.
- The Thanksgiving-themed poll on the whiteboard asked the question – do you prefer the Thanksgiving meal on the day or leftovers? The meal on the day won by an overwhelming majority, 186-38. It seems that kids do not like leftovers, even Thanksgiving ones.
- There was a display of some of our Harry Potter props to help promote the **South Side High School** fall play – *Puffs: or Seven Increasingly Eventful Years at a Certain School of Magic and Magic*. One of our librarians attended the play and said they did a great job and everyone was laughing the whole way through.
- There were several book displays on our newly painted bookcases, including: Fairytale Inspired books, Children’s Classics, and New Books from 2025 for 4th-6th graders
- There is an ongoing used crayon collection sponsored by the Lion’s Club in our room.

Outreach

- On Friday, November 21, I was a reader at St. Agnes Community Reader’s Day. I read After the Fall by Dan Santat to one of the sixth grade classes. They enjoyed the book, which one student accurately summarized as the backstory of Humpty Dumpty. They asked me a lot of questions. Some library related, such as how many books the library has or why I became a librarian and some less library-related, for instance, they wanted to know which New York sports teams I support. Overall, they were delightful and it’s a fun event to look forward to every fall.

December 2025 Adult Reference Report Department Head – Patricia Lindstrom

Staff Book Discussions

The Real Deal: Non-fiction book discussion took place on November 13. Six patrons gathered to discuss *How to do Nothing: Resisting the Attention Economy* by Jenny Odell. Odell advocates for resisting the attention economy by doing nothing, not as an escape but as a deliberate act of political refusal. She redefines productivity, urging readers to reclaim their time and attention from the digital world. The shift fosters meaningful connections with one’s surroundings and community. We had a lively discussion about this book, but most readers didn’t care for it; sometimes, that can lead to the most interesting discussions! (EF)

Library to Your Door

It has been lovely connecting with our patrons through the Library to Your Door program. The entire Reference staff has been working together to check in with patrons and send out their books. I’ve enjoyed chatting with them on the phone when they need someone to talk to about the books they want and responding to their emails. They are such a wonderful group of people, and I can see why EMc loved working with them. They also have an impressively wide range of reading interests. (PL)

Reader Advisory Lists and Displays

This month's DVD display included foreign films. (LF)

The back entrance display featured Thanksgiving cookbooks! This was a well-loved display, as most of our cookbook displays usually are! (LF)

For Native American Heritage Month, I curated a display showcasing nonfiction titles that honor Indigenous resilience, history, culture, and contributions throughout history. (LC)

The oval table featured a variety of historical reads spanning different time periods and perspectives. Patrons have been enjoying browsing the selection and uncovering new stories to dive into.

LF and I also worked on a themed display called Atmospheric Reads, featuring large quantities of books for patrons to take, including *The Guest List*, *The Château*, *The Invisible Life of Addie LaRue*, *A Discovery of Witches*, and *Babel*. Atmospheric books pull readers in with rich, immersive settings, so vivid you can almost hear leaves crunching underfoot or smell the salty sea air, placing readers right in the middle of the story, where mood and setting become characters in their own right. (PL & LF)

Digital Literacy

ED had three people attend Let's Libby! Going forward, we'll vary what we offer so patrons can see all the wonderful digital resources available to them, including Kanopy, Hoopla, and other new items we think they will love. (PL)

Museum Pass Program

It's official, the New York Botanical Garden Train Show has begun! To make booking timed entry as easy as possible this year, I created a PDF from the museum's instructions and added it to the reference desk computers. It's also available in the museum pass drawer and on the museum pass page of our website. Patrons can use the link when they book the pass to see step-by-step instructions and find the ID number they'll need to share with the museum to reserve their time. (PL)

Marketing & Promotions

17 flyers have been created for December programming! See attached for upcoming highlights. (LF)

Collection Maintenance, Development, and Pages

Last month, our Book Sale donations absolutely exploded—many people clearly wanted to donate their books before the holiday season! At the same time, the library was busy weeding our own collection and reviewing titles that haven't circulated in years. Huge kudos to the Circulation Department for pulling items from the lists and setting them aside so I could make the final decisions. Books that were still in good, sellable condition were added to the Book Sale or placed on free carts for patrons to enjoy. The Reference and Circulation staff do a fantastic job

bringing materials to Reference and carefully reviewing each item to decide what to keep and what to sell. And our true star is **PS**, who labels every book with dates, sorts through items for the Book Sale, and determines what should go to the free carts. The Book Sale wouldn't run nearly as smoothly without her dedication and hard work. (PL)

Technology

I am happy to say I have taken on the responsibility of updating the "What We're Reading" page on the website! So far, 12 new reviews have been added to the page, along with some new staff members as well! (LF)

December's Take and Make craft, the Snowflake Shadowbox, included heavy use of our new Cricut. While we had some familiarity with how to use the machine, this project really strengthened our skills, and we're looking forward to using them on future crafts!

ROKU - 4 movies and 1 TV show have been added to the ROKUs. (LF)

Pre-Loaded Kindles - I added 5 titles to our very popular Kindles. I updated our webpage to reflect the added titles. (LC)

Archives

The SSHS soccer coach came in looking for old yearbooks. He explained that no stats had been collected for soccer players before he was hired, so he's gathering information on former students from the yearbooks. It's truly a labor of love and a wonderful asset for the school to finally have this history compiled. (EA)

High Demand Holds List - Every week I run a High Demands Holds List through Sierra. I track the high demand list to monitor holds on popular titles and ensure patrons receive them promptly. Although Baker & Taylor's absence has complicated the process, collaborating with Tricia and using Amazon Business has helped us maintain strong results with this temporary system. (LC)

Art Exhibits

Photographers Ellery Samuels, Paul Oresky, Arlene Kyler and Gary Dimenstein, all members of the South Shore Camera Club, have shared how they view life through the lens of their camera. You can see their exhibit in the lower concourse throughout November and December (EF)

Alison Gilbert's love of vintage items and decorating is evident in her pocketbook exhibit in the display case on the second floor. (EF)

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

Adult Programming

We began the month of November with two health-focused events. On November 3rd, clinical dietitian Amal Villoth presented *Eating for Wellness*, discussing balanced meals, essential nutrients, and how to better understand food labels. The following day, the St. Francis Hospital

and Health Center Outreach Bus provided free health screenings and flu shots, with 35 patrons participating. We also welcomed Joyce Poupko on November 4th for *Medicare Made Clear*, where attendees learned the ins and outs of Medicare.

On November 13th, Professor Germano delivered an online lecture, *Monet and Venice*, highlighting the exhibit currently on view at the Brooklyn Museum from October 1, 2025, through February 1, 2026.

Our craft offerings were especially strong this month. We launched our first *Yarn Exchange* on November 20th, following collection donations from November 1–20. Patrons enjoyed light refreshments and took home yarn for new projects. Special thanks to **Jen Marino** for initiating this creative program, we hope to make it an annual tradition! Our Take-and-Make Craft for November was a *Winter Shadowbox*, available for pickup on the 21st, featuring a charming winter scene perfect for display or gift giving. On November 24th, Lupe Velazquez led a popular *Book Candle Light Craft*, where 15 participants created festive candle art from books. Meanwhile, Drawing with Maria Conte continues to be a weekly favorite, with every session filled.

Our major musical event, held Sunday, November 23rd, drew an audience of 85. Rhonda Kay and the Backstage Trio delivered a wonderful performance featuring Broadway selections, jazz classics, and songs by artists such as Billy Joel, Adele, and Frank Sinatra. We were delighted to see everyone enjoy an afternoon of outstanding music.

In addition, we continued many of our ongoing programs, including Book Discussions, Meet at the Library, Friday Flicks, and The Constitution & Current Affairs with Prof. Coll. Our Digital Know-How series also remained strong with *Let's Libby* on November 17th, Tech Help with Jose, and Learn Excel with Cheryl Clifford.

We are truly grateful for our staff, presenters, and participants, your support and enthusiasm make each program a success.

Programming/Contract Management

- 14 programs took place in the month of November 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 (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

On November 5, I attended the last PR/Programming Roundtable for 2025. The meeting was held at NLS and attended by programming librarians throughout Nassau County. It's a great way to share ideas and best practices with fellow librarians. (EF)

Community Outreach

Maple Point Assisted Living read *News of the World* by Paulette Giles. I ordered the large print copies they needed, prepared discussion questions, and delivered them to the group.(PL)

School to Work

Our high school students are hard at work creating welcome packets for those who apply for a new library card, putting together each bag with care. The students also continue to help us “weed” our collection. This month, though, we added a new responsibility to the program! Our students are preparing books for our book sale rack by putting a “monthly” sticker on the spine. The students are engaged with this new responsibility and love helping out with library projects. We really benefit from their assistance! (EF)

St. Francis Hospital and Health Center Outreach Bus

On November 4th the Outreach Bus joined us to provide free flu shots as well as blood pressure, diabetes and cholesterol screening. This is a wonderful service offered to our community. (EF&LC)

December 2025 Business Department Report **Department Head – Barbara Convey**

Payroll & Financial

- Amazon Business Prime for Libraries continues to work well for ordering and invoicing
- Met with Ingram account representative virtually with SF
 - Ingram Content account is set up for invoicing
 - Staff training to follow
- Processed 12/4 and 12/18 bi-weekly payrolls
- Issued 12/4 and 12/18 vendor checks
- Entered QuickBooks payroll journal entries
- Uploaded 457(b) and 403(b) payroll contributions to NYS Deferred Compensation and Equitable
- Made bank deposits, reconciled petty cash, Braintree & Square – reconciled all bank accounts
- Uploaded the Library’s November retirement report to NYSLRS

Human Resources

- Processed various transactions with Nassau County Civil Service, NYSLRS & NYSHIP
- New Assistant Director onboarding in progress
- Updated 2026 NYSHIP and 2026 CSEA Dues deductions in iSolved
- Created January 2026 Part-time Rates spreadsheet for Director and Board of Trustees

Social Media – Instagram & Facebook - Posts, Stories, Reels – samples attached

- Happy Thanksgiving with Library schedule
- Friends Nintendo Switch Raffle winner
- Community Rooms Improvement announcement
- Happy Hanukkah

Friends

- Maintained ongoing thank-you correspondence with new members and renewing members for the 2025 membership year
- Printed 2026 Friends Membership Drive Bookmarks
- Printed 150 Membership Drive Flyers for Friends 2026 mailing – picked up in Admin Office by Ellen Grossman
- Submitted invoices for reimbursement:
 - Learn to Play Mah-Jong (three classes)
 - Super Smash Tournament (11/22)
- Barbara attended the Friends meeting on November 17

Meeting Attendance & Staff Development

- November 13 – NYS Archives Webinar: Ask Us Anything About Digital Imaging via ZOOM – hosted by NYS Archives MW, BC
- November 14 – LILRC Webinar: Anticipating & Resolving Workplace Complaints MW, BC
- NYS Office of the State Comptroller Introduction to Governmental Accounting – November 19 & 20 -
 - Maureen Weissler: This multi-day school familiarized me with the basic concepts of governmental accounting, including knowledge of basic bookkeeping procedures such as understanding debits and credits, a discussion of the modified accrual system of accounting, the practice of maintaining the books and records, developing and accounting for the annual budget, as well as the year-end closing process. It was an incredibly informative course, and I look forward to implementing this knowledge in my capacity as a Senior Account Clerk.
- November 24 - Department Head Meeting BC
- December 4 – NYSHIP: 2025 Annual NYSHIP Participating Agency Webinar – Employee Benefits Division presented New York State Health Insurance Program updates related to benefit changes for 2026, premium rates, and more to health benefits administrators MW, BC

December 2025 Circulation Department Report **Department Head – Rita Cavanagh**

Raffle Support

Staff assisted the Friends of the Library by selling raffle tickets for two prizes: a new Nintendo Switch game and tickets to a St. John's Basketball game.

Collection Maintenance

We completed a cleanup of the DVD and Playaway collections and reverted to storing Playaways behind the Circulation Desk for improved security and accessibility.

Community Outreach

Children's Kindles were donated to the Hispanic Brotherhood, a local nonprofit organization. In addition, I contacted Nadia at the Mary Brennan Inn to discuss the library's offer to help with collecting food and essential items for individuals in need.

Staff Support and Collaboration

Part-time staff member **Marissa Oge-Graville** assisted the Youth Services Department during their highly successful **Smash Tournament** event. Her energy and enthusiasm were commended by the librarian running the program, **Emily Corvelle**.

Database & System Management

I generated a list of suppressed items within our system and corrected the corresponding records in the database. I also created a list of patrons designated as *Homebound* in the Sierra database to support enhanced service planning.

Meetings & Professional Development

Attended a **Tech Ops meeting** at the Nassau Library System with **Marguerite DeMarco** to discuss current and future procedures for processing new materials in light of Baker & Taylor's closure, including exploration of alternative vendors.

Participated in an **Ingram Training Webinar** to become familiar with their ordering layout and workflow.

December 2025 Custodial Department Report **Department Head – Joe Weis**

- AWS Plumbing did a required backflow test on our water system.
- Frank Balzano came to winterize our outdoor sprinkler system.
- RVC Electric, Noble elevator, and Terminex came for their monthly inspections.
- Allstate Sprinkler came to perform a sprinkler and fire alarm test.
- Casey Fire Alarm did a quarterly inspection of all smoke detectors and our fire alarm box.

- Door Automation came in to fix a defective outside handicap button that opens the door automatically when pushed.
- Drywall was installed in the Small Community room to replace paneling. This work was done in preparation of the refurbishment of this space.
- RJ Painting removed wallpaper and prepared walls to be painted in the Helen Kraus and Small Community rooms.
- Boyle placed receptacles in the parking lot for the abatement work. Enviroscience came to the Library on December 4 to perform required air quality testing.
- Custodial completed the work to repair broken tiles in the Men's bathroom.
- Installed new batteries for fire alarm box.
- Installed new batteries for burglar alarm.

NOVEMBER 2025

YOUTH SERVICES BOARD REPORT



CHOCOLICIOUS KITS



SOCIAL MEDIA SAMPLER



Community Room Improvements Underway!

We're excited to share that our Community Rooms are getting some much-needed maintenance and requested improvements to better serve you!



Basement Closure

Friday, December 5 & Saturday, December 6 the basement will be closed to the public.



Community Room Closures

The Helen Kraus and Small Community Room will be closed starting **Monday, November 24**. We expect both rooms to be open by **Monday, January 5**.

Thank you for your patience and cooperation as we make these enhancements! For the latest updates, please visit rvclibrary.org.

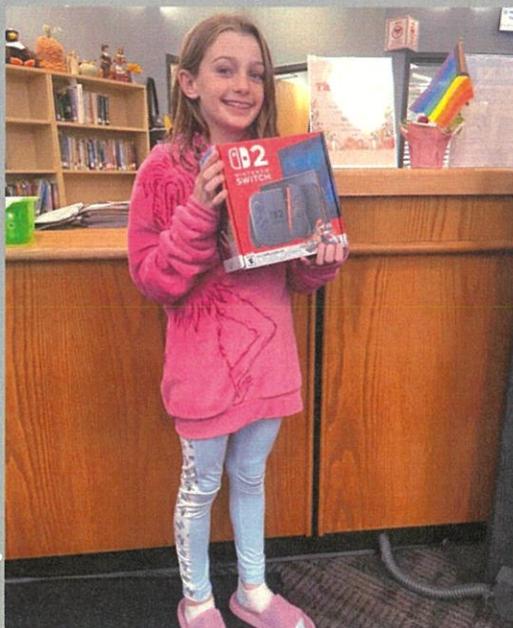


Happy Hanukkah



From Rockville Centre Public Library

COMMUNITY ROOM IMPROVEMENTS



FRIENDS' RAFFLE WINNER

HAPPY HANUKKAH

Happy Thanksgiving

Thanksgiving Eve

Wednesday, November 26, 2025

Library Closes at 5:00 pm

Thanksgiving

Thursday, November 27, 2025

Library Closed

THANKSGIVING SCHEDULE

Adult Programming Highlights December 2025

Calling All Book Lovers!

PAGE TURNERS OF THE YEAR!

Come meet with your favorite librarians and reflect on the books that defined 2025! Let's discuss the hits, the hidden gems, and maybe even the books we loved to hate. Who will win Best Book of the Year? Cast your vote, make your case, and join the conversation.

**WEDNESDAY,
DECEMBER 3
@ 10 AM**



RVCPL
221 N Village Ave. 516-766-6257

Visit rvclibrary.org or scan the QR code to see more programs and get more information on library services.



Secure Your New Headshot!



In our current digital age, having an up-to-date, professional headshot can be transformational for your online presence. While obtaining quality headshots can be costly, The Magnetic Section has you covered!

The Magnetic Section is a community powered by Grow by Three, a consulting firm focused on cultivating professional and organizational growth.

Register to reserve an appointment for your complimentary photo! Meeting slots are eight minutes in length.

Register here:
<https://www.growbythree.com/tmsheadshot>

**Saturday, December 6
10:30 AM - 1:30 PM**

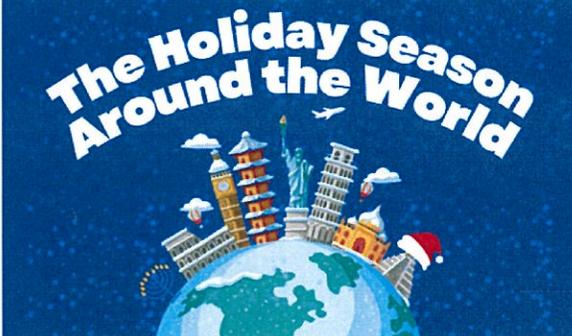


RVCPL
221 N Village Ave. 516-766-6257

Visit rvclibrary.org or scan the QR code to see more programs and get more information on library services.



The Holiday Season Around the World



It's the most wonderful time of the year! Celebrate the season with a journey through global holiday traditions—from Santa parades in Venice to Krampus races, Yule Cats, and classic tales like The Nutcracker and Silent Night. Discover festive treats, vibrant markets, and menorahs shining worldwide. Registration suggested but not required.

**Wednesday,
December 10
2 PM - 3:30 PM**

RVCPL
221 N Village Ave. 516-766-6257

Visit rvclibrary.org or scan the QR code to see more programs and get more information on library services.



THE MAKING OF THE DICK VAN DYKE SHOW WITH SAL ST. GEORGE



In honor of Dick Van Dyke's 100th birthday! Carl Reiner discovered comedic gold when he saw Bye Bye Birdie and spotted actor, singer, dancer, and comedian Dick Van Dyke. Learn the backstory of the series and its Long Island connections.

**Monday, December 15
@ 2:00 PM**

In Person | Registration Recommended

RVCPL
221 N Village Ave. 516-766-6257

Visit rvclibrary.org or scan the QR code to see more programs and get more information on library services.

