

Great Neck Library
BOARD OF TRUSTEES MEETING

Parkville Branch
10 Campbell Street, New Hyde Park, NY 11040

Wednesday, January 22, 2020
7:30 P.M. – Public Meeting
AGENDA

Please Note: Members of the public may speak on any action item under consideration by the Board in Public Session, after full discussion of the Board members and prior to any vote. Please wait until the President recognizes you for discussion. Please turn off cell phones or place in silent mode.

CALL TO ORDER

APPROVAL OF MINUTES

December 17, 2019 Board Meeting

TREASURER/BUSINESS MANAGER'S REPORT

PAYROLL CHANGES

OTHER REPORTS

- (a) Branch Committee – Barry Smith, Chair
- (b) Director Search Committee–Chelsea Sassouni, Chair
- (c) Main Building Committee – Scott Sontag, Chair
- (d) Policy & By Laws Committee – Liman Mimi Hu, Chair
- (e) Staff Reports – Board Package
- (f) Acting Director – Tracy Van Dyne

OLD BUSINESS

None

NEW BUSINESS

None

CORRESPONDENCE

None

OPEN TIME

During Open Time, members of the public may speak to any item of interest to the Library for up to three minutes.

DATE OF NEXT MEETING

February 25, 2020 Regular Board Meeting– Main Branch

ADJOURNMENT

Great Neck Library
BOARD OF TRUSTEES MEETING

Parkville Branch
10 Campbell Street, New Hyde Park, NY 11040

Wednesday, January 22, 2020
7:30 P.M. – Public Meeting

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CALL TO ORDER

APPROVAL OF MINUTES

Tab 1

(a) Regular Board

Motion (Scott Sontag)

I move that the Great Neck Library Board of Trustees approve the Minutes of the December 17, 2019 Board meeting as presented.

Second _____

All those in favor _____

Opposed _____

Abstention _____

TREASURER /BUSINESS MANAGER'S REPORT

Tab 2

Motion (Rebecca Miller)

I move that the Great Neck Library Board of Trustees accept the following financial reports which have been reviewed by the Finance Committee:

- a. January 22, 2020, Treasurer's Report;
- b. Warrant dated January 1 through January 12, 2019 which has been reviewed by the Treasurer, the sums set against their respective names, amounting in the aggregate to \$196,536.20.
- c. Payroll Warrants for pay dates December 5th, and December 19th, 2019, which have been reviewed by the Treasurer, (in the amounts of \$149,722.61 and \$160,146.90 respectively,) for a total of \$309,869.51.

Second _____

All those in favor _____

Opposed _____

Abstention _____

**GREAT NECK LIBRARY
MINUTES OF THE
BOARD OF TRUSTEES MEETING
TUESDAY, DECEMBER 17, 2019 AT 7:30 P.M.**

A regular meeting of the Great Neck Library Board of Trustees was held on Tuesday, December 17, 2019, at the Main Library, 159 Bayview Avenue, Great Neck, NY 11023 [Agenda attached]

The following Trustees were present constituting a quorum:

Rebecca Miller – President
Weihua Yan – Vice President
Chelsea Sassouni – Assistant Treasurer
Liman Mimi Hu – Assistant Treasurer
Scott Sontag – Trustee

Also Present: Tracy Van Dyne – Acting Director
Steven Kashkin – Business Manager

Absent with Prior Notice: Barry Smith – Secretary
Josie Pizer – Treasurer

CALL TO ORDER

The meeting was called to order by President Miller at 7:33 p.m. President Miller announced that she will be taking a few agenda items out of order for this meeting.

NEW BUSINESS

(c) Appointment of Full Time Children's Librarian

Upon motion by Trustee Yan, seconded by Trustee Sassouni and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Judy Snow to the position of Full Time Children's Librarian with a six-month probationary period, effective December 18, 2019, at an annual salary of \$57,000.00. [Job Description/Posting attached]

VOTE: Yes – 5 (Miller, Yan, Sassouni, Hu, Sontag)

MOTION CARRIED UNANIMOUSLY

(d) Appointment of Senior II Media Librarian

Upon motion by Trustee Yan, seconded by Trustee Sontag and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees approve the appointment of Camille DiPietro to the position of Senior II Media Librarian with a six-month probationary period, effective January 6, 2020, at an annual salary of \$65,000.00. [Job Description/Posting attached]

RESOLVED, that the Great Neck Library Board of Trustees accept the Payroll Change report of November 1 through November 30, 2019 as presented, which has been reviewed by the Finance Committee.

VOTE: Yes – 5 (Miller, Yan, Sassouni, Hu, Sontag)

MOTION CARRIED UNANIMOUSLY

REPORTS

Branch Committee

Acting Director Van Dyne reported that the Lakeville Branch reopened on November 20th after its painting and carpet cleaning was complete. She shared that she has reached out to Dr. Teresa Prendergast, Great Neck Schools' Superintendent, to discuss the library's ongoing issues with the school architect regarding the Parkville Branch renovations. She stated that they are still waiting for the approved building permit from the Town for the Station Branch renovations.

Director Search Committee

Trustee Sassouni reported that Library Director job posting has been made public and disseminated. She announced that she has started receiving applications. Ms. Sassouni stated the committee is working with counsel on the proper process for handling of the applications to ensure the confidentiality of the applicants before setting up interviews. She said the next committee meeting will be in January.

Main Building Committee

Trustee Yan reported that the committee met last night. He said that Ms. Nazanin Amirian was on hand to provide the committee with suggestions on how to move forward with the library's sustainability initiative. Mr. Yan announced that three firms will be invited to the next committee meeting to discuss their proposals for the website redesign project. He expects the committee to be prepared with a recommendation to the Board after these presentations are complete.

Policy and By-Laws Committee

Trustee Hu reported that the committee will be meeting in January and invited everyone to attend.

Acting Director's Report

Acting Director Tracy Van Dyne reported that she ordered a shelf that will be placed in the lobby of the Main Library to begin an ongoing book sale for our patrons. She shared that on November 11th the annual staff training day was held. Ms. Van Dyne thanked Trustee Smith for organizing the CPR/AED training. She also extended her appreciation to staff members Christopher Van Wickler, Adam Hinz, Arifa Shuja and Mimi Rabizadeh who ran workshops on that day. Ms. Van Dyne announced that the Lakeville Branch reopened to the public on November 20th after being closed for just two weeks. She said that many compliments have been received on the branches much needed "facelift". Ms. Van Dyne reported that STEM lab staff collaborated with Legislator Birnbaum's office to assist teens participating in the Lexus Eco-Challenge which provides them an opportunity to win scholarships of up to \$500,000 by submitting action plans to help tackle environmental issues in the community. She shared the sad news of the passing of Gabe Chieco, a founding member of the Library's Music Advisory Committee.

Text of Tracy Van Dyne's, Acting Director, written report dated December 2019 is below:

BRANCHES:

- The Lakeville Branch has been nominated for Best Public Library through Bethpage Best of LI. To place your vote for the Lakeville Branch until December 15, go to: bestof.longislandpress.com/voting
- I continue to hold monthly Branch Head meetings. Topics regarding better publicity, increasing circulation statistics, programming and maintenance are discussed. The branches are always working to better assist their patrons.
- Branch Heads continue to schedule monthly staff meetings with their staff.
- Station Branch Renovation update: I have received the notarized paperwork from the landlord and am now able to apply for a building permit.
- Parkville Branch Renovation update: I am in communication with the school superintendent and Elisabeth Martin from MDA in order to move forward with our project. We are still awaiting our Public Assembly permit from the town.
- The Lakeville branch reopened on November 20th at 1pm after being closed for just over 2 weeks. The branch received a much needed “face-lift” consisting of paint, carpet cleaning, and some artwork in honor of Ruth Klement, Lakeville’s previous much loved branch head. The quote “Welcome to Your Favorite Little Branch” and the mural in the bathroom were done by Laura from our Levels department. The branch also opened to new public computers installed by Garry. I would also like to thank Ever from Maintenance for his assistance with the project.

OLD BUSINESS

(a) Policy Manual Change - Revise Section 800-50/Bulletin Boards - Third Read and Vote

Upon motion by Trustee Hu, seconded by Trustee Sontag and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the changes to Section 800-50 (Bulletin Boards) and that it be incorporated in the Board Policy Manual accordingly. [copy attached]

VOTE: Yes – 5 (Miller, Yan, Sassouni, Hu, Sontag)

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

(a) Acceptance of Gift - Pipa Magazine

Upon motion by Trustee Sontag, seconded by Trustee Hu and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees accept the donation of four (4) One Year Subscriptions to PIPA Magazine from Carol Peng and that an acknowledgment and thank you letter be issued to Ms. Peng.

VOTE: Yes – 5 (Miller, Yan, Sassouni, Hu, Sontag)

MOTION CARRIED UNANIMOUSLY

(b) Records Destruction Per Retention Policy

Upon motion by Trustee Yan, seconded by Trustee Sontag and after discussion, it was,

RESOLVED, that the Great Neck Library Board of Trustees authorize the destruction of the following records from the Director’s office in accordance with the Record Retention Schedule 400-30:

General

- 2013 (Jan - Dec) Meeting Files and Background Materials from BoT meetings

TREASURER'S REPORT

During the month of December, 2019, revenue received was \$1,194,727. Total expenses were \$714,025.

At the close of business, December 31, 2019, total General Fund cash holdings were \$2,457,183. Of these funds \$1,542,811 was on deposit at HSBC, \$183,770 was on deposit at J.P. Morgan Chase Bank, \$728,632 was on deposit at US Bank (as Trustee) and \$1,970 was on hand in Petty Cash funds at all locations. This compares to a December 31, 2018 balance of \$3,435,968.

Additionally, the cash balance of the Restricted Gift fund was \$341,187; the Automated Library fund was \$248,259; the Branch and Special Services fund was \$1,075,370; the Landscaping fund was \$1,702,141; the Main Building and Special Services fund was \$767,126; and the Bond Retirement fund was \$2,150,000. These funds totaled \$6,284,083 on December 31, 2019. The December 31, 2018 total was \$4,401,689.

At the close of business, December 31, 2019, total holdings in the Construction Fund at US Bank as bond trustee was \$407,950.

MEMORANDUM

TO: Finance Committee

FROM: Steven Kashkin, Business Manager

DATE: January 15, 2020

RE: Agenda for Finance Committee meeting

1. Action items from previous meetings:
2. Review of Business Manager's report
 - a. Overtime analysis
 - b. Payroll changes report
 - c. Alarm reports
 - d. Collection agency reports
3. Review of monthly financial reports
4. Review of payroll warrant
5. Review of A/P Weekly checks
6. Review of Warrant
7. New Business
 - a. Any remaining requests or discussion items
8. Open time
9. Signing of A/P checks

cc: Tracy Van Dyne, Acting Director

MEMORANDUM

TO: Finance Committee
FROM: Steven Kashkin
DATE: January 15, 2020
RE: Business Manager's Report

1. 2019 BUDGET VARIANCE:

- a. Through December 31st we are 50% through the year;
- b. Total Revenues: Through December 31, 2019, we have collected:
 - i. \$2,511,713 (25.62%) of our total 2019 budget of \$9,803,325;
 - ii. \$2,373,281 (25%) of budgeted Library Tax revenues. There are 6 installments remaining between January and June 2020;
 - iii. \$57,807 (36.13%) of budgeted PILOT revenues;
 - iv. \$80,625 (53.68%) of budgeted Other Revenues.
- c. Total Expenditures: Through December 31, 2019, we have expended \$4,421,000 (45.10%) of our total 2019 budget of \$9,803,325 (50% through the budget year).
- d. Salary Expense:
 - i. This report period includes 13 of 26 payrolls, or 50% of the fiscal year;
 - ii. The Budget Variance report indicates \$1,745,303 (40.01%) of annual salaries expended (50% through the budget year).
- e. Employee Benefits:
 - i. Through December 31, 2019, we have expended \$1,264,667 (59.73%) of the employee benefits & taxes budget (50% through the budget year);
 - ii. This includes payment in full of \$485,890 for the year for the NYS pension expense, \$21,412 under budget;
 - iii. Workman's Comp is also paid in full for the year, \$9,965 under budget;
 - iv. Group and Retiree Health Insurance as well as Dental and Vision insurance include prepayments for January 2020 expense.
- f. Library Materials & Programs:
 - i. Through December 31, 2019, we have expended \$465,054 (44.25%) of the library materials and programs budget (50% through the budget year).

[illegible]

MAIN ALARM REPORT

Page 1 of 4

Date of Report
1/2/20

Total Police Response: 0

DATE	TIME	LOCATION	OUTCOME	SOLUTION
July				
7/1/2019	7:24 AM	Burglary Alarm - Staff Entry Door	Abort	
7/11/2019	12:11 AM	Burglary Alarm - Level Double Door	Abort	
7/26/2019	7:44 AM	Burglary Alarm - Staff Entry Door	Abort	
7/27/2019	12:47 AM	Burglary Alarm - Level Double Door	Abort	
8/1/2019	4:11 AM	Burglary Alarm - Level Double Door	Abort	
August				
8/15/2019	12:18 AM	Burglary Alarm - Staff Entry Door	Abort	
8/16/2019	12:40 AM	Burglary Alarm - Level Double Door	Abort	
September				
9/2/2019	10:47 AM	Burglary Alarm - Staff Entry Door	Abort	
9/22/2019	11:59 AM	Burglary Alarm - Staff Entry Door	Abort	
October				
10/8/2019	9:31 PM	Burglary Alarm - Staff Entry Door	Abort	
10/23/2019	2:31 AM	Burglary Alarm - Level Double Door	Abort	
10/25/2019	7:44 AM	Burglary Alarm - Staff Entry Door	Abort	
10/30/2019	1:53 AM	Burglary Alarm - Level Double Door	Abort	
November				
11/7/2019	2:50 AM	Burglary Alarm - Level Double Door	Abort	
11/8/2019	3:48 AM	Burglary Alarm - Level Double Door	Abort	
11/11/2019	8:44 PM	Burglary Alarm - Fire Exit Door	Abort	
11/11/2019	8:45 PM	Burglary Alarm - Balcony South Door	Abort	
11/11/2019	8:45 PM	Burglary Alarm - Main Entry Door	Abort	
11/11/2019	8:45 PM	Burglary Alarm - Balcony North Door	Abort	
December				
12/20/2019	8:35 AM	Burglary Alarm - Level Double Door	Abort	

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Total Police Response: 8

DATE	TIME	LOCATION	OUTCOME	SOLUTION
May				
5/6/2019	9:21 AM	Burglary Entry/ Exit/Side/New Area Door	PD Dispatched	
5/19/2019	12:30 PM	Burglary Entry/ Exit/Side/New Area Door	Abort	
5/19/2019	12:30 PM	Burglary - Interior Foyer Motion	Abort	
5/29/2019	9:03 PM	Burglary Entry/ Exit/Side/New Area Door	Abort	
June				
6/29/2019	8:57 AM	Burglary Entry/Exit Front/Side/New Area Door	PD Dispatched	
6/29/2019	9:03 AM	Burglary - Perimeter New Area Motion		
July				
7/17/2019	9:38 AM	Burglary - Perimeter New Area Motion	Abort	
7/17/2019	9:39 AM	Burglary Entry/Exit Front/Side/New Area Door	Abort	
7/18/2019	12:07 PM	Burglary Entry/Exit Front/Side/New Area Door	Abort	
7/31/2019	9:03 PM	Burglary Entry/Exit Front/Side/New Area Door	PD Dispatched	
7/31/2019	9:06 PM	Burglary - Interior Foyer Motion	Abort	
August				
8/1/2019	9:03 PM	Burglary - Perimeter Program Room Motion	PD Dispatched	
September				
9/25/2019	8:53 AM	Burglary Entry/ Exit/Side/New Area Door	Abort	
9/25/2019	8:55 AM	Burglary - Interior Foyer Motion	Abort	
October				
10/2/2019	11:00 PM	Burglary Entry/Exit Front/Side/New Area Door	Abort	
10/8/2019	8:45 AM	Burglary Entry/Exit Front/Side/New Area Door	Abort	
10/8/2019	8:47 AM	Burglary - Interior Foyer Motion	Abort	
November		NONE		
December		NONE		

To: Tracy Van Dyne
From: Nick Camastro
Date: December 21, 2019
Subject: Collection Agency Update

Hi Tracy;

As of Saturday December 21, 2019, we have submitted to Unique Management Services 2,694 accounts totaling \$159,032.63. We have reconciled \$99,745.84 worth of material and monies owed. This is just under a 63% return. See attached breakdown by fiscal year.

Please let me know if you have any questions.

Thanks;

Nick

CC: TV

CC: SK

CC: GC

from Un [redacted] Accounts d
through Dec.21, 2019

[illegible]

GREAT NECK LIBRARY
Treasurer's Report

Statement of General Operating Fund Revenues, Expenditures and Budget Variance
For the Six Months Ending December 31, 2019

	<u>Annual Budget</u>	<u>Current Month</u>	<u>2019-20 Y-T-D</u>	<u>2019-20 Unspent</u>	<u>% YTD / Bgt</u>
<u>EXPENDITURES</u>					
<u>Salaries - FT</u>					
Salaries-FT-Admin-Dir Ofc	234,400.00	9,423.09	56,538.03	177,861.97	24.12
Salaries-FT-Admin-Youth Svcs	92,300.00	7,269.23	41,884.18	50,415.82	45.38
Salaries-FT-Support-Dir Ofc	125,500.00	9,615.39	57,691.99	67,808.01	45.97
Salaries-FT-Support-Prog/Pub	168,400.00	13,924.81	82,175.92	86,224.08	48.80
Salaries-FT-Support-IT(Web)	59,200.00	0.00	0.00	59,200.00	0.00
Salaries-FT-Support-Bus Ofc	160,900.00	12,307.70	73,846.06	87,053.94	45.90
Salaries-FT-Librarians-Ref	364,000.00	27,380.20	161,830.86	202,169.14	44.46
Salaries-FT-Librarians-AV	92,000.00	6,868.98	40,239.54	51,760.46	43.74
Salaries-FT-Librarians-Youth	269,600.00	12,657.97	85,374.49	184,225.51	31.67
Salaries-FT-Librarians-TS	198,500.00	9,716.81	56,866.13	141,633.87	28.65
Salaries-FT-Librarians-BrnchHd	234,500.00	16,284.72	95,396.03	139,103.97	40.68
Salaries-FT-Librarians-Pkvl	58,300.00	4,505.94	26,305.17	31,994.83	45.12
Salaries-FT-Librarians-Sta	83,600.00	6,122.48	35,421.23	48,178.77	42.37
Salaries-FT-Clerical-Circ	347,500.00	21,780.05	127,676.82	219,823.18	36.74
Salaries-FT-Clerical-AV	47,200.00	3,329.01	20,353.97	26,846.03	43.12
Salaries-FT-Clerical-TS	135,100.00	10,163.97	59,449.72	75,650.28	44.00
Salaries-FT-Clerical-Lkvl	95,000.00	7,189.97	41,928.79	53,071.21	44.14
Salaries-FT-Clerical-Pkvl	46,500.00	3,544.34	20,782.94	25,717.06	44.69
Salaries-FT-Clerical-Sta	73,500.00	5,256.55	31,326.01	42,173.99	42.62
Salaries-FT-Network Techs-IT	68,200.00	4,995.16	29,970.56	38,229.44	43.95
Salaries-FT-Levels-Prof's	146,700.00	10,630.21	64,918.00	81,782.00	44.25
Salaries-FT-Maint-Custodians	246,300.00	17,998.35	107,019.67	139,280.33	43.45
Total FT Salaries	3,347,200.00	220,964.93	1,316,996.11	2,030,203.89	39.35

GREAT NECK LIBRARY
Treasurer's Report

Statement of General Operating Fund Revenues, Expenditures and Budget Variance
For the Six Months Ending December 31, 2019

	<u>Annual Budget</u>	<u>Current Month</u>	<u>2019-20 Y-T-D</u>	<u>2019-20 Unspent</u>	<u>% YTD / Bgt</u>
<u>Library Materials & Programs</u>					
Books - Reference	15,000.00	502.54	4,435.61	10,564.39	29.57
Books - Children's	95,000.00	5,021.62	32,475.59	62,524.41	34.18
Books - Legacy	4,900.00	131.73	157.67	4,742.33	3.22
Books - Adult	175,000.00	9,112.36	48,995.48	126,004.52	28.00
Databases - Reference	130,000.00	3,177.40	110,662.68	19,337.32	85.13
E-Books - Reference	40,000.00	0.00	182.16	39,817.84	0.46
Recordings, Audio - A/V	34,500.00	2,522.22	6,815.52	27,684.48	19.76
Recordings, Video - A/V	45,500.00	1,856.83	10,745.32	34,754.68	23.62
eBooks/eAudiobooks - A/V	157,000.00	8,421.67	62,613.63	94,386.37	39.88
Periodicals - Reference	38,000.00	21,637.61	20,969.78	17,030.22	55.18
Newspapers - Reference	27,000.00	3,775.33	13,387.56	13,612.44	49.58
Newspapers/Microfilm-Referenc	1,000.00	0.00	1,052.87	(52.87)	105.29
Documents & Pamphlets - Ref	200.00	0.00	0.00	200.00	0.00
Database Services - Tech Svcs	22,000.00	0.00	6,841.48	15,158.52	31.10
Internet Service Provider	16,900.00	1,440.18	8,452.24	8,447.76	50.01
Computer Software	62,000.00	9.99	39,488.13	22,511.87	63.69
Bookbinding - Reference	2,500.00	0.00	285.12	2,214.88	11.40
A/V Rentals - A/V	5,500.00	354.79	1,868.79	3,631.21	33.98
Library Supplies	20,000.00	171.47	12,471.81	7,528.19	62.36
PLS Direct Access Fee	4,000.00	0.00	0.00	4,000.00	0.00
Programming, Adult - Pub/Prog	49,480.00	1,090.00	20,048.17	29,431.83	40.52
Programming - Children's	60,000.00	5,197.93	44,577.57	15,422.43	74.30
Programming, Levels	20,000.00	503.89	10,005.23	9,994.77	50.03
Programming, Jr. Levels	8,000.00	274.08	3,189.68	4,810.32	39.87
Programming, Lakeville	1,000.00	278.11	315.42	684.58	31.54
Programming, Parkville	1,000.00	0.00	169.92	830.08	16.99
Programming, Station	1,000.00	42.82	109.16	890.84	10.92
Programming, STEM Lab	3,500.00	318.67	1,760.76	1,739.24	50.31
Programming, YA	5,000.00	0.00	1,176.99	3,823.01	23.54
Programming, SAT/ACT Prep (	6,000.00	0.00	1,800.00	4,200.00	30.00
Total Materials & Programs	1,050,980.00	65,841.24	465,054.34	585,925.66	44.25

GREAT NECK LIBRARY
Treasurer's Report

Statement of General Operating Fund Revenues, Expenditures and Budget Variance
For the Six Months Ending December 31, 2019

	<u>Annual Budget</u>	<u>Current Month</u>	<u>2019-20 Y-T-D</u>	<u>2019-20 Unspent</u>	<u>% YTD / Bgt</u>
<u>Building Occupancy</u>					
Electricity - Main	100,000.00	5,503.30	49,849.95	50,150.05	49.85
Electricity - Lkvl	10,000.00	806.64	4,521.70	5,478.30	45.22
Electricity - Pkvl	15,000.00	825.81	7,407.97	7,592.03	49.39
Electricity - Station	23,000.00	1,299.15	12,095.91	10,904.09	52.59
Gas - Main	18,000.00	1,308.53	2,320.80	15,679.20	12.89
Gas - Parkville	7,000.00	603.60	700.41	6,299.59	10.01
Gas - Station	5,500.00	534.41	1,694.97	3,805.03	30.82
Water	7,000.00	336.54	4,331.22	2,668.78	61.87
Sewer Tax	10,000.00	0.00	4,814.84	5,185.16	48.15
Custodial Supplies	18,000.00	1,947.31	6,938.78	11,061.22	38.55
Repairs & Maintenance	24,000.00	7,692.84	12,865.08	11,134.92	53.60
Cleaning Service - Lakeville	8,000.00	650.00	3,865.00	4,135.00	48.31
Cleaning Service - Parkville	11,000.00	855.00	5,025.00	5,975.00	45.68
Cleaning Service - Station	16,000.00	1,230.00	7,425.00	8,575.00	46.41
Cleaning Service - Main	66,000.00	5,500.00	32,475.00	33,525.00	49.20
Landscaping	10,500.00	865.00	4,734.00	5,766.00	45.09
Snow Removal	16,000.00	4,999.00	4,999.00	11,001.00	31.24
Service Contracts	81,560.00	2,970.46	45,020.29	36,539.71	55.20
Branch Rentals - Lakeville	101,000.00	16,359.08	57,820.26	43,179.74	57.25
Branch Rentals - Parkville	131,000.00	21,987.98	75,266.53	55,733.47	57.46
Branch Rentals - Station	260,000.00	42,939.60	150,288.60	109,711.40	57.80
Insurance, Prop/Liab	96,000.00	3,703.58	91,880.89	4,119.11	95.71
Total Building Occupancy	1,034,560.00	122,917.83	586,341.20	448,218.80	56.68

**GREAT NECK LIBRARY
Treasurer's Report**

Balance Sheet
December 31, 2019

GENERAL FUND

ASSETS

Cash

Chase Operating MMA *1707	\$ 181,234.80	
Chase Director's Ck *8506	2,535.67	
HSBC Payroll Acct *7319	176,769.91	
HSBC Operating Chk *7606	46,336.79	
HSBC Operating MMA *0566	1,319,704.13	
US Bank as Trustee - Debt Svc	728,632.28	
Petty Cash Fund - Operating	610.00	
Petty Cash Fund - Circulation	240.00	
Petty Cash Fund - Children	120.00	
Petty Cash Fund - Lkvl	50.00	
Petty Cash Fund - Pkvl	100.00	
Petty Cash Fund - Station	150.00	
Petty Cash Fund - Levels	250.00	
Petty Cash Fund - Bus Off	450.00	
Total Cash		2,457,183.58

Other Current Assets

Prepaid Insurance	30,534.38	
Prepaid Expenses - Other	15,790.39	
Total Other Current Assets		46,324.77

Total Current Assets **2,503,508.35**

Other Assets

Total Other Assets **0.00**

Total Assets **\$ 2,503,508.35**

GNL: AUTOMATED LIBRARY FD
Income Statement
For the Six Months Ending December 31, 2019

	Authorized	Current Month	Year to Date	%
Revenues				
Transfer In - Capital Budget	\$ 0.00	\$ 0.00	\$ 0.00	0.00
Transfer In - GF Surplus	0.00	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	66,701.85	0.00
	<u>0.00</u>	<u>0.00</u>	<u>66,701.85</u>	
Total Revenues	0.00	0.00	66,701.85	0.00
Expenses				
Computer Expense	0.00	0.00	60,654.40	0.00
RFID Expenses	0.00	0.00	4,688.94	0.00
Stem Lab Expenses	0.00	0.00	0.00	0.00
Docuware expenses	0.00	0.00	0.00	0.00
Hotel/Motel Grant Expenses	0.00	0.00	11,327.86	0.00
Software Expense	0.00	0.00	5,785.60	0.00
	<u>0.00</u>	<u>0.00</u>	<u>82,456.80</u>	
Total Expenses	0.00	0.00	82,456.80	0.00
Net Revenue (Expense)	\$ 0.00	\$ 0.00	\$ (15,754.95)	0.00

GNL: BRANCH & SPCL SVCS FD
Income Statement
For the Six Months Ending December 31, 2019

	<u>Authorized</u>	<u>Current Month</u>	<u>Year to Date</u>	<u>%</u>
Revenues				
Total Revenues	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00
 Lakeville Branch Expenses				
Painting/ Carpet cleaning \$	0.00	\$ 17,250.00	\$ 17,250.00	0.00
 Parkville Branch Expenses				
Space Planner - Parkville	0.00	0.00	20,500.68	0.00
Cost Estimating Expenses	0.00	400.00	900.00	0.00
 Station Branch Expenses				
Space Planner - Station	0.00	0.00	3,243.58	0.00
Cost Estimating Expenses	0.00	400.00	900.00	0.00
Total Expenses	<u>0.00</u>	<u>18,050.00</u>	<u>42,794.26</u>	0.00
 Net Revenue (Expense)	<u>\$ 0.00</u>	<u>\$ (18,050.00)</u>	<u>\$ (42,794.26)</u>	0.00

GNL: RESTRICTED GIFT FD
Income Statement
For the Six Months Ending December 31, 2019

	Current Month	Year to Date
Revenues		
Int Income-Carter Fund-Restr.	\$ 2,411.14	\$ 20,816.45
Total Revenues	2,411.14	20,816.45
Expenses - Carter Restr Fund	0.00	3,695.00
Total Expenses	0.00	3,695.00
Net Income	\$ 2,411.14	\$ 17,121.45

GNL: LANDSCAPING FUND
Income Statement
For the Six Months Ending December 31, 2019

	Current Month	Year to Date
Revenues		
Total Revenues	<u>0.00</u>	<u>0.00</u>
Expenses		
Landscape - Pre construction	\$ <u>3,150.00</u>	\$ <u>3,150.00</u>
Total Expenses	<u>3,150.00</u>	<u>3,150.00</u>
Net Income	\$ <u><u>(3,150.00)</u></u>	\$ <u><u>(3,150.00)</u></u>

GNL: MAIN BUILDING & SPCL SVCS FUND
Income Statement
For the Six Months Ending December 31, 2019

	Current Month	Year to Date
Revenues		
Total Revenues	<u>0.00</u>	<u>0.00</u>
Expenses		
Expense-Main Bldg & SS	\$ 0.00	\$ 660.00
Various CAPEX expenses	0.00	3,700.00
Legal Fees	180.42	15,311.51
Addl Security/Surveillance	<u>650.00</u>	<u>1,328.00</u>
Total Expenses	830.42	20,999.51
Net Income	\$ <u><u>(830.42)</u></u>	\$ <u><u>(20,999.51)</u></u>

GNL: CONSTRUCTION (DASNY BOND) FUND**Income Statement**

For the Six Months Ending December 31, 2019

	Current Month	Year to Date
Revenues		
Investment Income	\$ <u>2,022.17</u>	\$ <u>3,905.42</u>
Total Revenues	<u>2,022.17</u>	<u>3,905.42</u>
Expenses		
Total Expenses	<u>0.00</u>	<u>0.00</u>
Net Income	\$ <u><u>2,022.17</u></u>	\$ <u><u>3,905.42</u></u>

For Management Purposes Only

⑦

GNL: BOND RETIREMENT FUND
Income Statement
For the Six Months Ending December 31, 2019

	Current Month	Year to Date
Revenues		
Total Revenues	<u>0.00</u>	<u>0.00</u>
Expenses		
Total Expenses	<u>0.00</u>	<u>0.00</u>
Net Income	<u>\$ 0.00</u>	<u>\$ 0.00</u>

GREAT NECK LIBRARY

Check Register

For the Period From Dec 9, 2019 to Dec 31, 2019

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
57263V	12/10/19	Donald P. Parker	1221-000	-200.00
57610	12/11/19	Donald P. Parker	1221-000	200.00
57611	12/11/19	BP	1221-000	93.72
57612	12/11/19	National Grid	1221-000	41.14
57613	12/11/19	OPTIMUM	1221-000	340.64
57614	12/11/19	Verizon Communications	1221-000	2.46
57615	12/11/19	VERIZON - 554-774-410-0001-94	1221-000	169.99
57616	12/17/19	Great Neck School District	1221-000	603.60
57617	12/17/19	The Hartford	1221-000	25,296.00
57618	12/17/19	METLIFE - GROUP BENEFITS	1221-000	3,236.70
57619	12/17/19	NYS Employees' Health Ins. Pending A	1221-000	86,045.41
57620	12/17/19	OPTIMUM	1221-000	227.34
57621	12/17/19	Petty Cash	1221-000	317.00
57622	12/17/19	Aflac	1221-000	119.46
57623	12/17/19	U.S. Bancorp Equipment Finance, Inc.	1221-000	534.06
57624	12/17/19	Verizon	1221-000	48.49
57625	12/17/19	VERIZON - 354-781-338-0001-82	1221-000	169.99
57626	12/17/19	Water Authority of Great Neck North	1221-000	336.54
57627	12/31/19	PSEGLI	1221-000	825.81
57628	12/31/19	PSEGLI	1221-000	806.64
57629	12/31/19	PSEGLI	1221-000	1,299.15
57630	12/31/19	HSBC Bank USA, N.A.	1221-000	2,471.17
57631	12/31/19	METLIFE - GROUP BENEFITS	1221-000	45.80
57632	12/31/19	National Grid	1221-000	534.41
57633	12/31/19	Verizon	1221-000	171.98
57634	12/31/19	Verizon	1221-000	539.16
Total				124,276.66

GREAT NECK LIBRARY

Warrant

For the Period From Jan 1, 2020 to Jan 12, 2020

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
57663	1/3/20	EPG Construction Corp.	1221-000	440.00
57664	1/3/20	FJR Food and Business Machines, LLC	1221-000	625.00
57665	1/3/20	Forward Thinking Systems LLC	1221-000	16.00
57666	1/3/20	Gale	1221-000	2,383.47
57667	1/3/20	Gebhardt, Inc.	1221-000	1,238.00
57668	1/3/20	Global Equipment Company INC.	1221-000	346.65
57669	1/3/20	Great Neck News	1221-000	80.00
57670	1/3/20	Great Neck Public Schools	1221-000	200.00
57671	1/3/20	Grainger	1221-000	276.47
57672	1/3/20	Ronald Gross	1221-000	100.00
57673	1/3/20	Global Telecom Supply	1221-000	236.52
57674	1/3/20	Heather's Life Kare, Inc	1221-000	200.00
57675	1/3/20	iCon System Solutions, LLC	1221-000	8,750.00
57676	1/3/20	Innovative Interface Inc.	1221-000	11,809.35
57677	1/3/20	Interactive Sciences, Inc	1221-000	498.87
57678	1/3/20	Jaspan Schlesinger LLP.	1221-000	1,230.71
57679	1/3/20	Kanopy LLC	1221-000	887.00
57680	1/3/20	Konica Minolta Business Solutions US	1221-000	708.58
57681	1/3/20	Library Journals LLC	1221-000	550.00
57682	1/3/20	Matco Service Corp.	1221-000	979.20
57683	1/3/20	Christina D Napoletano	1221-000	1,350.00
57684	1/3/20	Parviz Nezami	1221-000	99.00
57685	1/3/20	Nassau Library System	1221-000	282.68
57686	1/3/20	New York Hall of Science	1221-000	900.00
57687	1/3/20	OCLC, Inc.	1221-000	1,622.87
57688	1/3/20	Office Depot, Inc.	1221-000	142.85
57689	1/3/20	OneService Comm. Bldg. Maintenance I	1221-000	7,535.00
57690	1/3/20	OSI Technologies, Inc	1221-000	1,990.00

GREAT NECK LIBRARY

Warrant

For the Period From Jan 1, 2020 to Jan 12, 2020

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
57719	1/3/20	Baker & Taylor	1221-000	1,042.28
57720	1/3/20	Baker & Taylor, Inc.	1221-000	318.95
57721	1/3/20	Baker & Taylor	1221-000	3,590.83
57722	1/3/20	VOID	1221-000	
57723	1/3/20	Baker & Taylor	1221-000	310.27
57724	1/3/20	Baker & Taylor, Inc.	1221-000	452.86
57725	1/3/20	Baker & Taylor, - Lockbox 510486	1221-000	2,812.61
57726	1/3/20	Ingram Library Services	1221-000	272.24
57727	1/3/20	Midwest Tape	1221-000	3,309.99
57728	1/3/20	VOID	1221-000	
57729	1/3/20	VOID	1221-000	
57730	1/3/20	OverDrive, Inc	1221-000	13,196.25
57731	1/3/20	VOID	1221-000	
57732	1/3/20	VOID	1221-000	
57733	1/3/20	Great Neck Union Free School	1221-000	10,993.99
57734	1/3/20	Great Neck Plaza, L.P.	1221-000	21,469.80
57735	1/3/20	Plymouth Realty LLC	1221-000	8,733.24
57736	1/3/20	Postmaster	1221-000	1,500.00
57737	1/3/20	United States Postal Service	1221-000	1,000.00
57738	1/10/20	PSEGLI	1221-000	6,708.59
57739	1/10/20	Atlantic Tomorrows Office	1221-000	11,340.00
57740	1/10/20	Great Bagel Corp	1221-000	117.47
57741	1/10/20	Charles Berman, Receiver of Taxes	1221-000	9,796.36
57742	1/10/20	Best Hardware & Mill Supplies	1221-000	11.17
57743	1/10/20	BP	1221-000	128.34
57744	1/10/20	Carr Business Systems, Inc	1221-000	120.45
57745	1/10/20	Daniella Crevatas	1221-000	350.00
57746	1/10/20	David Denison, RPT	1221-000	500.00

GREAT NECK LIBRARY**Warrant****For the Period From Jan 1, 2020 to Jan 12, 2020**

Filter Criteria includes: Report order is by Check Number.

Check #	Date	Payee	Cash Account	Amount
57775	1/10/20	Telstar Security Systems, Inc.	1221-000	171.00
57776	1/10/20	Unique Management Services, Inc.	1221-000	53.70
57777	1/10/20	U.S. Bancorp Equipment Finance, Inc.	1221-000	131.61
57778	1/10/20	VERIZON	1221-000	156.16
57779	1/10/20	Water Authority of Great Neck North	1221-000	523.20
57780	1/10/20	WATERLOGIC USA INC.	1221-000	150.00
Total				196,536.20

Acting Director

December 2019 Board Report

Main:

- Welcome to the 2020 Board of Trustees. The new composition is as follows:
 - **President:** Weihua Yan
 - **Vice-President:** Mimi Hu
 - **Secretary:** Scott Sontag
 - **Treasurer:** Rebecca Miller
 - **Asst. Treasurer:** Chelsea Sassouni
 - **Asst. Treasurer:** Josie Pizer
 - **Trustee:** Barry Smith
- Although our Trustees have not changed, their positions have, so welcome to all of our new committee Chairs. We are currently working together on scheduling our next set of meeting dates.
- The OFFSITE STORAGE clean-up project is still on-going. The shelvees are going through lists of items that are still marked OFFSITE STORAGE in our catalog. This project will be a huge help in cleaning up our online catalog. We have gone from 27,009 items listed as OFFSITE to 9,049. Once this project is complete, they will take on another large project that involves searching for items that were incorrectly labeled STORAGE.
- Welcome to our newest hires!
 - James Pagano: Technical Services Manager. James comes to us from the Uniondale Library.
 - Camille Di Pietro: Senior II Media Librarian. Camille comes to us from the Long Beach Library.
 - Judy Snow: Full Time Children's Librarian. Judy has worked for the Great Neck Library for the past 18 years and we are very excited to have her talents full time!
 - Kori Tuitt: Part-Time Shelver at Parkville
 - Mij Johnson: Part-Time Reference Librarian
- We are currently interviewing or have posted for the following positions:
 - Part-Time Children's Librarian
 - Part-Time Circulation Clerk
 - Part-Time STEM Librarian
 - Part-Time ON-CALL Librarian
- We have received our approval from the DEC as the next step in our landscaping project. This approval has been added to the work permit application for the Town of North Hempstead.
- Nick and I continue to work on updating our Circulation and Reserves manuals. Any circulation policies that are also in the Trustee manual are being brought to the Policy Committee for review.

- Departments have been fulfilling patron requests and ordering items for our foreign language collections. We are working on making sure that each building has what it needs to fit our communities.
- All departments and branches are weeding our collections for condition and timeliness. Non-fiction items are continuously being updated with newer versions. Items that are in good condition are placed on our future book sale shelf in the bookroom.
- Multilingual ordering has been boosted for all languages and locations in order to accommodate the different surrounding communities.

Branches:

- The Station Branch now has new public computers in place. Parkville will receive their new computers the week of January 20th.
- I continue to hold monthly Branch Head meetings. Topics regarding better publicity, increasing circulation statistics, programming and maintenance are discussed. The branches are always working to better assist their patrons.
- Branch Heads continue to schedule monthly staff meetings with their branch staff.
- Station Branch Renovation update: Currently waiting on the work permit.
- Parkville Branch Renovation update: I am in communication with the school superintendent and Elisabeth Martin from MDA in order to move forward with our project. We are still awaiting our Public Assembly permit from the town.

Respectfully Submitted,

Tracy Van Dyne
Acting Director

Youth Services (Levels, Teen, Jr. Levels, Emerging Tech)

December 2019 Board Report

NEW INITIATIVES:

- The STEM Lab has established two more school partnerships for the winter. Adam Hinz scheduled five class visits with Saddle Rock elementary that will take place throughout January, and three class visits with Kol Yaakov Yeshiva of Great Neck.
- Courtney Greenblatt organized the second session of Public Speaking 101, a NEW two-night program for teens. This program enabled teens to gain confidence in a fun setting.

ADMINISTRATION & TRAINING:

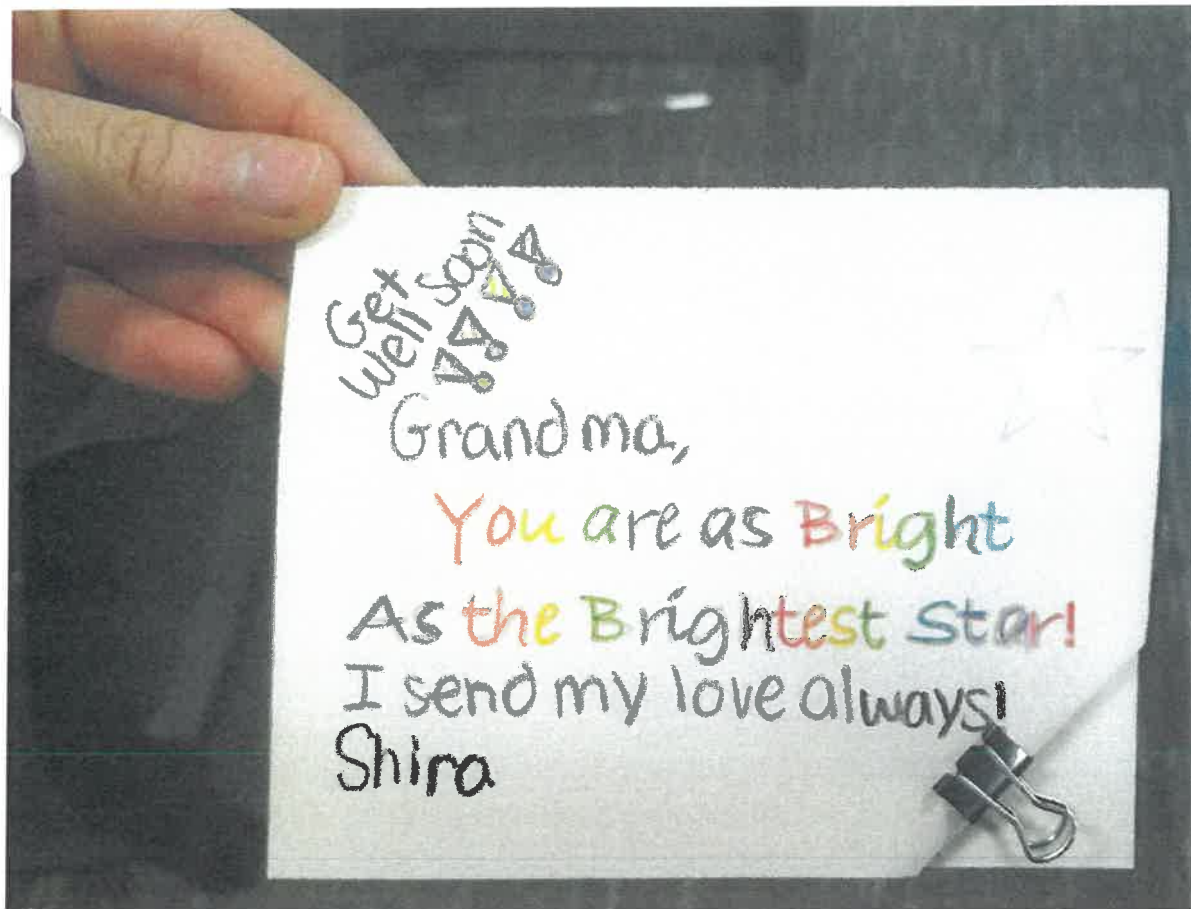
- Adam Hinz visited North Middle School to provide them with library card applications. The school librarian is looking to sign students up for Hoopla so they get access to audiobooks.
- Christopher Van Wickler and Adam Hinz planned a special schedule of events for the winter recess. The events were well attended, and some are highlighted in the section below.
- Courtney Greenblatt attended the NCLA YASD December meeting. The guest speaker, Young Adult author Tiffany D. Jackson, gave a talk and Q&A on her influences, work with schools, libraries, and correctional facilities (see attached report for further detail).
- All departments are already working on their April/May/June programming.
- Adam Hinz developed and launched an online form for staff to provide ideas on the Long Range Plan objectives. Feedback is due by 1/24 and will be shared with the committee.
- Adam Hinz completed the annual report for Levels/Jr. Levels, STEM, and Young Adult.

COMMUNITY & OUTREACH:

- The STEM Lab hosted two more class visits in December. Chris Van Wickler and Adam Hinz taught 3D printing to middle schoolers. Each student made their own custom key chain.
- Chris Van Wickler and Laura Sweeney collaborated on Star Wars day in the STEM lab. This event included a workshop on special effects, digital animation, green screen, and more!
- The STEM Lab's Sunday program was "make a custom keychain" with the laser engraver. Approximately 36 patrons came in and worked with Adam Hinz to design a unique keychain. We ran the program again during the winter recess, and helped another 40 patrons.
- The STEM Lab ran several other winter recess programs. Chris Van Wickler helped patrons make holiday cards, code a BB-8 robot, make digital art, and engrave their New Year's resolutions on mirrors.
- The laser engraver and Cricut were used to help make many gifts during December. Chris and Adam helped patrons make gifts for family, friends, and teachers that included cutting boards, custom flower pots, and greeting cards.
- During the winter recess, Courtney Greenblatt helped teens and parents with Readers' Advisory book suggestions.
- Courtney Greenblatt helped to organize a workshop on financial aid. Michael Turner of New York State Higher Education Services Corporation returned to the library to present.
- Under the direction of Barry Weil, Levels performed *Noises Off* for three nights in December. Each show had good attendance, with over 100 people coming out to see the Saturday night performance.
- Jamie LaGasse ran a Dungeons & Dragons event at South Middle on December 5.

Respectfully Submitted,

Adam Hinz, Youth Services Coordinator/STEM Lab



Light up cards made with the Cricut and simple circuits!

Main Library Programs

December 2019

Date	STEM Lab Program	Time	Attendance	Cost of Program	Cost Per Person
12/3/2019	GNL Tech Squad	1:00 p.m. - 3:00 p.m.	1	\$ -	\$ -
	Intermediate 3D Printing: Class for Adults	7:00 p.m. - 8:00 p.m.	10	\$ 30.00	\$ 3.00
12/4/2019	Helen Keller Group	11:00 a.m. - 12:00 p.m.	11	\$ -	\$ -
12/5/2019	Basic Google Docs	11:00 a.m. - 12:00 p.m.	3	\$ -	\$ -
	Family Digital Snowglobe Painting	4:30 p.m. - 5:30 p.m.	0	\$ -	\$ -
12/7/2019	Light-Up Card	11:00 a.m. - 5:30 p.m.	74	\$ 10.00	\$ 0.14
12/10/2019	GNL Tech Squad	1:00 p.m. - 3:00 p.m.	5	\$ -	\$ -
	School Visit	3:30 p.m. - 4:30 p.m.	9	\$ -	\$ -
	Adult Digital Paint Night: Winter Scene	7:00 p.m. - 8:00 p.m.	4	\$ -	\$ -
12/11/2019	Helen Keller Group	11:00 a.m. - 12:00 p.m.	0	\$ -	\$ -
12/15/2019	Kid Art Keychain	1:30 p.m. - 4:30 p.m.	36	\$ 36.00	\$ 1.00
12/17/2019	GNL Tech Squad	1:00 p.m. - 3:00 p.m.	2	\$ -	\$ -
	School Visit	3:30 p.m. - 4:30 p.m.	8	\$ -	\$ -
12/18/2019	Adult Crafty Hour: Holiday Gift Tags	2:00 p.m. - 3:00 p.m.	3	\$ 0.30	\$ 0.10
12/20/2019	Basic Microsoft Excel I	2:00 p.m. - 3:00 p.m.	8	\$ -	\$ -
12/21/2019	Star Wars Celebration	11:00 a.m. - 5:30 p.m.	75	\$ 10.00	\$ 0.13
12/23/2019	Take a Virtual Vacation: Northern Lights	10:30 a.m. - 2:30 p.m.	17	\$ -	\$ -
	All-Ages Holiday Cards	3:00 p.m. - 3:00 p.m.	23	\$ 2.30	\$ 0.10
12/24/2019	All-Ages Laser Engraved Keychain	10:00 a.m. - 12:00 p.m.	40	\$ 40.00	\$ 1.00
12/26/2019	Learn to Program AI for Kids	2:00 p.m. - 4:00 p.m.	13	\$ -	\$ -
12/27/2019	Kids Learn to Code BB-8 & Friends	2:00 p.m. - 3:00 p.m.	2	\$ -	\$ -
	All-Ages Laser Engraved New Year's Resolution	6:00 p.m. - 8:30 p.m.	10	\$ 10.00	\$ 1.00
12/28/2019	All-Ages Game Night	3:00 p.m. - 6:00 p.m.	8	\$ -	\$ -
12/31/2019	Adult Digital Paint Day: Winter Scene	10:00 a.m. - 12:00 p.m.	5	\$ -	\$ -
TOTAL			367	\$ 138.60	\$ 6.47

Date	Levels Program	Time	Attendance	Cost of Program	Cost Per Person
12/2/2019	Paperclay Ornaments	5:30 p.m. - 6:30 p.m.	6	\$ -	\$ -
	DIY Patches & Buttons	7:00 p.m. - 8:00 p.m.	5	\$ -	\$ -
	Noises Off Rehearsal	6:30 p.m. - 9:30 p.m.	10	\$ -	\$ -
12/3/2019	Gaming Computer	6:30 p.m. - 7:30 p.m.	2	\$ -	\$ -
	Jewelry	7:30 p.m. - 8:30 p.m.	1	\$ -	\$ -
	Noises Off Rehearsal	6:30 p.m. - 9:30 p.m.	8	\$ -	\$ -
12/4/2019	Ukulele	5:30 p.m. - 6:30 p.m.	5	\$ -	\$ -
	Puppetry	6:30 p.m. - 7:30 p.m.	2	\$ -	\$ -
	Holiday Crafts	7:30 p.m. - 8:30 p.m.	1	\$ -	\$ -

Reference Department

December 2019 Board Report

NEW INITIATIVES:

- We continue with our weeding projects. Librarians have been looking through the 300's to make room on our shelves for new materials. Some of the existing materials that are not circulating well are being put in our storage collection or reviewed for discard.

ADMINISTRATION & TRAINING:

- I attended a Census Meeting to prepare libraries for patrons using library computers to fill out census questionnaires (report attached).
- Christy Orquera attended two LILRC meetings - an archives committee meeting and one pertaining to veterans' oral histories.

COMMUNITY & OUTREACH:

- Book Displays - The following book displays were put out during December: Books on Star Wars, Hot Reads for Cold Nights, New York City, Weight Loss, Indoor Gardening, Christmas and Chanukah Entertaining. We have an ongoing display of books from our Legacy Collection, written by local authors.

Respectfully Submitted,

Margery Chodosch
Department Head

Children's Department

January 2020 Board Report

NEW INITIATIVES:

- In an effort to continue to grow our very popular "series" section, I have put in a request for a book shelf to be added to the department.

ADMINISTRATION & TRAINING:

- The department's staff are really working hard and being very flexible in their schedules to make sure that all programs and projects continue with the Librarian shortage we are experiencing. More Clerks and pages are desperately needed to deal with the amount of material that circulates in the department.

COMMUNITY & OUTREACH:

- All four locations are in the middle of the Winter Reading Club. The theme this year is "Be a Super Hero."
It is open to all school-aged children who live in Great Neck.
The program runs from December 16, 2019 - January 24, 2020.
Children in grades K-2 will receive an age appropriate BINGO card of activities to complete.
Children in grades 3-6 will receive a separate BINGO card for their age level.
Once the children complete a "Black Out" on the BINGO card they can choose a book or winter prize.
Main and Parkville have super-heroes that are hidden each day for the children to locate in order to receive a prize as one of the incentives we incorporated this year.
- At the request of patrons, the Main building will be hosting programs when the religious schools are in recess (January 21 - 25). If the programs are well received the department will include programming during this week in the future. We are constantly looking for ways to provide for our constituents and welcome this opportunity.

Respectfully Submitted,

Deidre Goode
Department Head, Children's Services

Main Library Programs December 2019

12/23/2019 Stomp it Up Party	7:00 p.m. - 8:00 p.m.	53	\$	1,125.00	\$	21.23
12/27/2019 Jester Jim Show	11:00 a.m. - 11:45 a.m.	142	\$	400.00	\$	2.82
Babies Boogie	2:30 p.m. - 3:15 p.m.	16	\$	175.00	\$	10.94
12/27/2019 Babies Boogie	3:30 p.m. - 4:15 p.m.	20	\$	175.00	\$	8.75
Toddlers Tango	4:30 p.m. - 5:15 p.m.	24	\$	175.00	\$	7.29
12/30/2019 Children's Film: <i>The Secret Life of Pets 2</i>	3:00 p.m. - 5:00 p.m.	10	\$	-	\$	-

TOTAL	1038	\$	5,280.00	\$	287.33
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Station Branch

December 2019 Board Report

NEW INITIATIVES:

- Station added a sign near our graphics encouraging patrons who wish to learn more about comics and manga to see Justin with questions or suggestions.
- Station Branch saw it's first "Noon Year's Eve" party for children (and their families). Justin Crossfox brushed the dust off his children's librarian hat and hosted the storytime/party. We read books together, sang songs, made crafts (party hats!), had a dance party (to *The Numbers Rumba*), and then counted down together starting at the number 20!

ADMINISTRATION & TRAINING:

- The entire station staff was trained on the new cash register! It is a beautiful register, that prints decimal points instead of the number 9! It has been wonderful seeing five dollars and forty cents (for example) expressed as \$5.40 rather than "5940".

COMMUNITY & OUTREACH:

- During school vacation week, the Station Branch hosted the "Winter Wonderland" musical performance for children and their families.
- Station's Scrabblers ended the year as strong as ever. In fact, they were so dismayed that there were holidays on Wednesdays, that some came in on their own on Monday! We are always happy to see them, and are very happy that our branch may continue to facilitate community engagement, lifelong learning, and peer socialization.
- West Egg Book Club did not meet, as the last two weeks of December are usually quite busy for everyone. We look forward to meeting again in January.

Respectfully Submitted,

Justin Crossfox, MLS
Branch Head

Lakeville Branch

December 2019 Board Report

NEW INITIATIVES:

- Lakeville had several engaging displays this month including: Disney+ Features, Best of 2019, Staff Favorites of 2019, Can you say hero?, and Baby it's cold outside (to give our romance novels enough winter coverage).
- Winter Reading Club for Children has begun! We put out a call to all of our super readers for their participation in blackout bingo. Super Raffe is back as the Flash to support all of our super readers.
- Lakeville has received 3 new bulletin boards for public display and 1 new bulletin board for the staff area. They've already become crowded with activities coming up in our next programming cycle! Special thanks to Maintenance for installing all of the boards!



ADMINISTRATION & TRAINING:

- I held a staff meeting on Thursday, December 5th including a holiday brunch for staff to celebrate our update and the successes we've had this year.
- In looking back on the foot traffic for Lakeville in 2019, Lakeville averaged 7.7% growth up until our closure in November. Even with our November closure, we have still been able to surpass our 2018 door count by 2%.

COMMUNITY & OUTREACH:

- Lakeville hosted our second family paint night. Participants painted Rudolph for the holiday season. Families also enjoyed Robopets from Snapology and an Instant Pot cooking class with Aidan. A very warm thank you to Deidre Goode for arranging such wonderful vendors this year.
- Lakeville Literary Club capped off the year with a discussion of *The Library Book* by Susan Orlean. Participants enjoyed broadening their knowledge of libraries and the actions they take in their communities.

Respectfully Submitted,

Alana J. Mutum M.L.S., M.P.A.

Branch Head Librarian, Lakeville Branch

Lakeville Branch Programs

December 2019

Date	Adult Program	Time	Attendance	Cost of Program	Cost Per Person
12/4/2019	Sticks in the Stacks	3:30 p.m. - 4:30 p.m.	10	\$ -	\$ -
12/11/2019	Sticks in the Stacks	3:30 p.m. - 4:30 p.m.	10	\$ -	\$ -
12/18/2019	Sticks in the Stacks	3:30 p.m. - 4:30 p.m.	10	\$ -	\$ -
	Lakeville Literary Club: <i>The Library Book</i>	7:00 p.m. - 8:00 p.m.	12	\$ -	\$ -
			TOTAL	42	\$ -

Date	Children's Program	Time	Attendance	Cost of Program	Cost Per Person
12/6/2019	Story Crafts	4:30 p.m. - 5:00 p.m.	14	\$ -	\$ -
12/11/2019	Creative Corner Paint Night	6:45 p.m. - 7:15 p.m.	22	\$ 450.00	\$ 20.45
12/13/2019	Quick Meals with Aidan	4:30 p.m. - 5:30 p.m.	22	\$ 300.00	\$ 13.64
12/21/2019	Robopets	11:30 a.m. - 12:30 p.m.	12	\$ 250.00	\$ 20.83
	Creature Creator Robotics	1:00 p.m. - 2:00 p.m.	8	\$ 250.00	\$ 31.25
			TOTAL	78	\$ 1,250.00

Parkville Branch

December 2019 Board Report

NEW INITIATIVES:

- Parkville staff are continuing to weed through its Young Adult and Adult Graphic novels collection. Any books that are torn or ripped are being discarded with popular items being reordered.
- Parkville staff are continuing to weed through its Non-Fiction collection. Any materials deemed unusable will be sent to TS.
- Parkville staff in collaboration with the Reference Department at Main has begun to work on Travel books. Any countries or cities that are no longer being requested or that are no longer being looked at will be sent to the reference department.
- The 3D printer at Parkville has been relocated to attract more patrons' interest.
- Doris Pinzon and Brittany Partinico decorated the Parkville branch window with chalk paint. A snowman waves Happy Holidays to patrons who are either driving or stopping to drop off their borrowed materials.

ADMINISTRATION & TRAINING:

- Parkville Branch had its monthly staff meeting on Wednesday, December 18th, 2019.
- Parkville is excited about the hire of our new shelper Kori Tuitt, who will be starting on January 6th, 2020.
- In support of National Stress-Free Family Holidays Month, we displayed books on how to deal with stress, meditation, being zen and how not to sweat the small stuff.
- In support of Universal Human Rights month, The Parkville Branch displayed books on your rights at the workplace, Nelson Mandela, and Martin Luther King.
- Following the death of Andrew Clements on November 28, the Parkville branch displayed some of his works. Clements is known for this popular book *Frindle*.

COMMUNITY & OUTREACH:

- The Parkville Pageturners did not meet this month but will resume in the month of January to discuss Crazy Rich Asians.
- On Wednesday, December 11th we held a FAFSA and Financial Aid Workshop. Michael Turner, from New York State Higher Education Services Corporation (HESC), hosted an informative presentation on FAFSA (Free Application for Federal Student Aid) and the financial aid application process. Mr. Turner held a Q&A after his presentation.
- On Saturday, December 14th the Parkville branch hosted Kids Can Grow! This program allowed Kids to get their hands dirty, with starter seeds, and eventually watch their creations grow. During the program, a compost pile was built and kids will learn about setting up a garden bed, watering, and weeding.
- On Tuesday, December 24th, the Parkville branch welcomed the Squeaky Clean Band, to perform a lively program of classic songs from the 1950s through the 1980s. There were lots of sing-alongs, dancing, and interactive fun for the little ones.

Respectfully Submitted,

Egita Johnson-Guillaume
Branch Head

PARKVILLE STAFF HOLIDAY BREAKFAST: UGLY HOLIDAY SWEATER THEME



PARKVILLE HOLIDAY WINDOW DISPLAY



Adult Programming and Outreach

December 2019 Board Report

NEW INITIATIVES:

- Work with Great Neck Chinese Association for Asian American Author event to occur for end of January. She will speak about her lawyer turn writer career as well as her experience as a first generation American.
- Socrates Salon continues a nationwide ted talk event titled Ted Circle Conversation. where worldwide salons all watched the same Bryan Stevenson Talk focusing on the criminal justice system. Ron included comments from this salon nationwide. Hoping to continue this format in the December Socrates Salon
- Work with the Great Neck quilter group, who are working on a quilt of the history of Spinney Hill. Coordinate the hanging of the quilt in March and showing of the film titled Spinney Hill: The African American History of Manhasset and Great Neck
- Working with Glen Cove Library and Peninsula Library to bring in author from Philadelphia and lower the cost for each location.
- Set up recycle program for patrons - scrap metal and electronics - pricing for Planned for Sunday in June.
- Coordinated food drive with Anna Kaplan's office for all 4 branches (pre-thanksgiving) beginning in October and picked up in November. Arranged for food bin with Long Island Cares pick up.
- Arranged for Veterans bin emptying and pickup
- Plan January, February and March exhibitions in gallery combining two Great Neck Artists theme - per month.
- Plan with Nassau County for Medicare talk Main

ADMINISTRATION AND TRAINING:

- Continued programming schedule for 2020
- Pick up and Drop off speakers from NYC to Great Neck Train.
- Manage Staff recommends blog
- Stay in touch with performers and lecturers ahead of programs for details to make program run smoothly
- Announce all Lecturers for all Adult programs and attend
- Rehearse technology and room usage with speakers before their programs
- Regularly Speak to patrons in person, on the phone and emails, about planned and potential programs
- Arrive early for performance program to assist in set up needs.
- Arrange for Scheduled authors to donate circulating copy for the library
- Coordinate Registration for yoga tai chi and Parkville
- Met with local author publishing book on walking neighborhoods in NYC in 2020. He plans to speak in September (Hopes book is published in Spring 2020)
- Contacted author who wrote a book about the airline industry. He will give a talk in Spring and include lecture on fares, safety, etc.
- Plan with Christy program How to read a graphic novel for adult followed by book discussion on "Can't we talk about Something more Pleasant"
- Arrange with Barry Liben local author to interview him for conversation during his book talk for early 2020

Main Library Programs December 2019

Date	Adult Program	Time	Attendance	Cost of Program	Cost Per Person
12/2/2019	Yoga & Meditation	10:00 a.m. - 11:00 a.m.	40	\$ 75.00	\$ 1.88
12/3/2019	The Art of Great Filmmaking presented by Richard Knox	2:00 p.m. - 3:00 p.m.	35	\$ 250.00	\$ 7.14
12/4/2019	Chess	12:30 p.m. - 4:30 p.m.	11	\$ -	\$ -
	Film Matinee: <i>The Taming of the Shrew</i>	2:00 p.m. - 5:00 p.m.	22	\$ 32.00	\$ 1.45
12/5/2019	Yoga & Meditation	7:00 p.m. - 8:00 p.m.	40	\$ 75.00	\$ 1.88
12/6/2019	Socrates Salon	3:00 p.m. - 4:15 p.m.	36	\$ 100.00	\$ 2.78
12/7/2019	Tai Chi	10:30 a.m. - 11:30 a.m.	19	\$ 40.00	\$ 2.11
12/8/2019	Warren Chiasson Trio	1:30 p.m. - 2:45 p.m.	88	\$ 950.00	\$ 10.80
12/9/2019	Yoga & Meditation	10:00 a.m. - 11:00 a.m.	40	\$ 75.00	\$ 1.88
12/10/2019	Harlem presented by Ron Brown	2:00 p.m. - 3:00 p.m.	32	\$ 250.00	\$ 7.81
12/11/2019	Chess	12:30 p.m. - 4:30 p.m.	12	\$ -	\$ -
	Film Matinee: <i>The Farewell</i>	2:00 p.m. - 5:00 p.m.	32	\$ 32.00	\$ 1.00
12/12/2019	Allies in Wellness with Librarian Mimi Rabizadeh	12:00 p.m. - 2:00 p.m.	6	\$ -	\$ -
	Yoga & Meditation	7:00 p.m. - 8:00 p.m.	40	\$ 75.00	\$ 1.88
12/15/2019	Caroline Doctorow Folk Music	1:30 p.m. - 2:30 p.m.	82	\$ 400.00	\$ 4.88
	Opening Art Reception for Judy Friedman	3:30 p.m. - 4:30 p.m.	80	\$ -	\$ -
12/16/2019	Yoga & Meditation	10:00 a.m. - 11:00 a.m.	40	\$ 75.00	\$ 1.88
12/17/2019	Family Ballet Screening: <i>The Nutcracker</i>	2:00 p.m. - 4:00 p.m.	2	\$ -	\$ -
	Non-Fiction Book Discussion: <i>Rising Strong</i>	7:00 p.m. - 8:00 p.m.	5	\$ -	\$ -
12/18/2019	Chess	12:30 p.m. - 4:30 p.m.	12	\$ -	\$ -
	Film Matinee: <i>Fiddler: A Miracle of Miracles</i>	2:00 p.m. - 5:00 p.m.	45	\$ 268.00	\$ 5.96
	Mindfulness Meditation	7:15 p.m. - 8:00 p.m.	15	\$ 70.00	\$ 4.67
12/20/2019	The Writer Within facilitated by Lynda Aron	1:00 p.m. - 3:00 p.m.	8	\$ -	\$ -
12/23/2019	World in Motion	2:00 p.m. - 3:00 p.m.	canceled	\$ -	\$ -
TOTAL			742	\$ 2,767.00	\$ 57.96

Technical Services

December 2019 Board Report

TS NORMAL WORKLOAD:

- **Ordering:** In Library world, Collection Development is very important. At GNL, all media material is ordered by media librarian, all print and non-print reference material is ordered by Head of the Reference Department. For all other print materials, reference and children librarians create title/item quantity lists, need to be order in vendor's website and transfer this request to Assistant director or senior librarian in TS. After verifying all requirement, Assistant Director or TS Senior librarian place an order and create PO#. They do download all order records along with short Bib record from vendor's website to Sierra. Once titles are downloaded, they are available to place a Hold. TS senior librarian receives "link" from vendors for all media and reference orders and download order/Bib records in our database. Automatically Yours (AYAT) account of B&T, send new title list to senior librarian in TS, to download coming soon titles along with order record and number of items by location.
- **Receiving:** When new material arrives, we open boxes, arrange them on book trucks via packing slips (provided in the box). Using Acquisition function of Sierra, we receive all items, enter prices, locations, any especial notes. Create a "slip" for every single item received. We use ISBN method to search for the duplicate record, if found, and there are two Bib/order records, we merge them. Have one Bib#, write it down on "slip", mark as "dup". We start "shelf ready" process. Enter item and send to designated location. We separate all items as adult, children, young adult, reference, travel, history collection, or Levels collection. Every single item got pink slip with a Bib# assign to each title, indicate locations and any "notes". Same process is for Media and History Room materials.
- **Invoices:** TS is responsible to submit all invoices along with packing slips to Business Manager form vendors, Baker & Taylor, Ingram, Midwest, Salem Press, Center point, Gray House, BroDart, amazon, and some other companies for young adult materials. We verify that all items are received, Business Manager double check it with invoices, have assistant director or department head signature on these invoices and submit them to business office. At that point business office can pay for the invoices. If business office has any question regarding invoices, TS is there to help. we have all order records, we can print new invoices for them upon request, we can satisfy their inquire. Although we submitted all invoices in-time, we investigate to answer their questions.
- **Statistics Reports:** We created statistics reports for New titles added during the month. We count total items processed during that month and how many new items got entered for all four branches, how many items got deleted form the system. We create report of total number of magazines deleted from the system. We create this report on monthly basis and submit to Admin office.
- **Cataloging:** After receiving and separating books, catalogers start cataloging, they use author/title/ISBN method to search in Sierra to have the Bib# created during receiving. They verify that this is not "Dup". if it is, they update Bib record and merge new created Bib# with old Bib#. If it's a new title in our catalog, we use OCLC to look for a good MARC record. Once found, we update it according GNL cataloging rules. We transfer record in our database. We update "OCLC holdings" which now shows that GNL owns this title and available upon request for inter library loan. If we do

Great Neck Library - Technical Services Department

Fiscal Year Summary Report

Prepared by Wanda Lei 01/02/20

FY 19-20	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD Totals
New Titles	697	752	820	785	732	495							4281
e-Books	0	0	144	55	24	15							238
Processing	1257	1368	1311	1727	1180	918							7761
Periodicals	272	370	434	356	395	316							2143
Donations	2	15	0	0	0	0							17
Deletes	2195	1369	597	1144	806	657							6768
Deleted Magazine	247	168	225	433	228	451							1752

FY 18-19	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD Totals
New Titles	354	634	805	1245	776	1007	1409	680	873	733	844	541	9901
e-Books	102	44	83	80	80	84	68	52	53	0	0	86	732
Processing	613	1446	1910	2402	1503	1775	2647	1342	1470	1379	1356	958	18801
Periodicals	375	447	419	395	439	391	357	365	379	515	426	337	4845
Donations	0	0	0	10	0	1	3	127	52	10	5	1	209
Deletes	384	97	397	383	160	322	602	601	1869	1441	1779	2212	10247
Deleted Magazine	1	60	71	595	262	149	341	348	512	369	238	692	3638

Circulation

January 2020 Board Report

- In 2019 the Circulation Department participated in the retrieval of material that had been marked as off-site storage. Many items that were unavailable were found and returned to the correct shelves. This project is ongoing into 2020.
- The automation project is complete. We continue to see increased use of the self-checkout and self-return machines. Our children, in particular, enjoy seeing these machines in operation. We invite you to use them.
- Our museum passes are continuing to go virtual. Participating museums now offer printable, one-time-use only, passes patrons can access from home. Wait time for these virtual passes has been reduced significantly. The regular passes for the other museums are still available for pick up and return at Main and Parkville.
- Our new inter-library loan systems went live in 2019. Patrons now have access to all Long Island's libraries (LI-Link) and libraries country-wide (OCLC).
- Thank you to our computer department for installing lasers that will read your library card from your personal device. Patrons can load their library cards onto their smart phones, etc. and the laser will read the barcode. No need to carry your card!
- The Library has once again began its book sales and they were met with great success. The Circulation Department is responsible for the collection of all book sale fees. We hope to see more sales in 2020.

Respectfully submitted;

Nicholas Camastro
Department Head, Circulation

Facilities

December 2019 Board Report

The following projects were handled and or completed by the maintenance department during the month of December to present.

The fire extinguishers were checked at all branches and at Main. All nozzles were clear of debris when checked.

The monthly testing of the emergency lighting was completed at all branches. All functioned properly when the test was done at Lakeville and Station. The school does the testing at Parkville Branch.

The Parkville school had a new fire alarm system put in. The system was also installed in the Library. More smoke heads were installed along with horns and strobe lights. The old system is no longer functioning but has not been removed from the library as of now. A service contract is not needed because the school is responsible for the maintenance of the system as per the Head Custodian at Parkville School.

The emergency generator self-tests every Wednesday for fifteen minutes, no issues have occurred during the test.

The emergency AED units were inspected and tested at all branches and Main. When the self-test was pressed, the units stated it was in proper working order. As I stated last month the AED pads were expired. The new pads arrived and have been installed in each unit. The new pads will expire in 2022.

The Main building continues to have sewer back-ups over the last couple of weeks. When the snake is run in the line and pulled back, it returns with nothing on the cutting blade. The cutter blade may be chewing up diapers and running the water while the cutter is in the line may just push it through to the sump pump pit. Diaper Genies have been put in place in each bathroom, hoping this might eliminate back-ups in the future.

The Matco Heating and Cooling technician seems to have found the heating issue at Parkville. Since he relocated the sensor, I have not received a complaint from the Branch about the heat in the Children's room. Matco is our HVAC service company for the past year. They have resolved more problems at the branches than our previous company.

I reprogrammed the HVAC unit that handles Levels. The unit was starting at 7AM daily to provide heat and A/C to Levels. This area is unoccupied at this time and this is wasted energy. I reprogrammed the unit to come on at 2PM and shut off at midnight. If the temperature goes below the unoccupied set point of 68 for heat and above 76 for cooling, the unit will come on to the set point temperature of 68, and 76 degrees. I set this up for Sunday since Levels is closed and will be in the unoccupied schedule all day. At 2PM the unit goes into occupied settings of 72 degrees for heating and cooling.

Maintenance has changed ballasts at both Station and Lakeville Branches this month. Two at Station and one at Lakeville Branch.