

GARDEN CITY PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
APRIL 11, 2022
7:30 PM
LIBRARY SMALL MEETING ROOM

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comments on Agenda Items (Limited to Five Minutes Each)
5. Report from Representative of the Village Board
6. Report from Representative of the Friends
7. Minutes Regular Meeting of the Board of Library Trustees, March 14, 2022
8. Correspondence
9. Decision Items
 - 9.1 Financial Reports January Final, February Preliminary
 - 9.2 Abstract of Claim Vouchers to be Paid, List No. 22-04
 - 9.3 Staff Action: CSEA Employee Salaries, effective June 1, 2021
 - 9.4 Items Approved via Email
 - 9.4.1 Confidential Employees' Salary increase FY21-22 and FY22-23
 - 9.4.2 Part Time Employees' & Minimum wage increases FY22-23
 - 9.4.3 Budget FY22-23 Increases for Proposed Confidential Employees' Salary and Part Time Employees' Wage Increases
 - 9.5 FY 2022-2023 Library Capital and Operating Budget (Village Approved 4/4/22)
 - 9.6 Proposed Calendars: Sundays September 2022-June 2023 & Holidays FY 2022-2023
 - 9.7 Extended Sick, 2 Employees
 - 9.8 Flags on Lawn for Veterans sponsored by AARP, Memorial and Independence Day
 - 9.9 Friends of the Library Baskets Fundraiser
10. Discussion Items
 - 10.1 Director's Report
 - 10.2 Library Building Projects Update
 - 10.3 Procurement Update
11. Committee Reports
 - 11.1 Budget Committee
 - 11.2 Audit Committee
 - 11.3 Building Committee
 - 11.4 Community Relations Committee
 - 11.5 Personnel Committee
 - 11.6 Policy Committee
 - 11.7 Library Reopening Committee
12. Other Business
13. Public Comments on Library Related Matters (Limited to Five Minutes Each)
14. Next Meeting Date: Regular Meeting, May 9, 2022 at 7:30 p.m. location: Small Meeting Room
15. May Move into Executive Session
16. Adjournment

AGENDA ITEM #7

MINUTES

- Regular Meeting of March 14, 2022 – Minutes

**GARDEN CITY PUBLIC LIBRARY
REGULAR MEETING AND ORGANIZAITONAL MEETING
OF THE BOARD OF LIBRARY TRUSTEES
MARCH 14, 2022
7:30 P.M. VIA ZOOM
DRAFT MINUTES**

A Regular meeting of the Board of Library Trustees was via via zoom and Library Small Meeting Room on Monday, March 14 at 7:30 p.m.

Present: J. Randolph Colahan, Chair
Peter D'Antonio, Vice Chair via zoom
Lola Nouryan, Trustee
Germaine Greco, Trustee

Also Present: Marianne Malagon, Library Director
Ralph Guiteau, Assistant Library Director
Colleen Foley, Representative of the Village Board
Mary Maguire, Representative of the Friends

1. **Call to Order:**
Trustee Colahan called the Meeting to order at 7:31 p.m.
2. **Pledge of Allegiance:**
The Pledge of Allegiance was led by Trustee Greco followed by a moment of silence.
3. **Approval of Agenda:**
Trustee Greco moved for approval of the Agenda; Trustee Nouryan seconded and the motion was approved unanimously. Trustee Colahan noted that the Library Board is operating with four Trustees, and is waiting for the Village to appoint a new Trustee.
4. **Public Comments on Agenda Items:** (Limited to Five Minutes Each)
Steve Ilardi.
5. **Report from Representative of the Village Board:**
The Village and H2M are preparing the documents for the Children's Room renovation to go out to bid, and that the desks may be bid separately. The Circulation desk design is still under review with H2M and the Mayor. Trustee Colahan added at the last meeting it was discussed to put the desk out for bid and then put the changes through after. He commented on the memo containing staff feedback, that the Library Board had approved sending to the Village about the Mayor's proposed desk revisions. Trustee Colahan and Trustee Foley discussed the Library's feedback, and how the changes to the building would be handled.

Trustee Colahan thanked her for helping to gain support and speed on this project and others with the Village, noting that prior to her joining the Board the Library sought most of its funding through Legislators on its behalf. Trustee Foley stated that she felt the sitting Board recognizes that the Library is part of the fabric of the community but that projects may evolve through the process but it will ultimately be spectacular. Trustee Colahan thanked her again.

Trustee Foley then commented on Director Malagon's inquiry to the Village Administrator about the generator for the Library in the Village Capital plan, due to multiple power issues in the past

month, and delays bringing other mechanical systems (boiler, HVAC, elevator, septic) back online afterwards. Trustee Colahan responded that he asked the Library Director to look into it. Trustee Foley stated that the Village is looking into moving generators to other areas in the Village (including the Library) from the Water Department which might require more powerful ones for the wells than it is using. Trustee Foley replied that those systems and an assessment of the building equipment is necessary. Again, Trustee Colahan thanked Trustee Foley for her efforts on behalf of the Library.

6. Report from Representative of the Friends:

There will be a Pop-Up Sale will be a week from this weekend, Saturday March 26 from 10-3 in the Small Meeting Room and the Cafe. Books will be on carts just rolled in and out and they will set up on Friday. The Semi-Annual Book Sale is scheduled for April 30 and May 1 and on the Agenda for vote tonight with a bake sale and possibly a plant sale connected to the event.

9.4 Friends of the Library Book Sale Apr 30-May 1:

Trustee Colahan moved approval of Item 9.4 Friends of the Library Book Sale Apr 30-May 1. Trustee D'Antonio seconded and the motion was approved unanimously.

Friends will provide Tote bags as a giveaway for National Library Week the first week of April. They are also planning a staff appreciation lunch for employees. They are donating 13 boxes of surplus books to the Book Fairies. They mostly go to schools in low income areas that need books. They have continued to provided renewals for Museum Passes and new adult programs. She thanked the Library for resuming the Adult programs. Trustee Colahan encouraged Library support of the Friends' programs and thanked the Friends for their efforts.

7. Minutes & Transcripts:

7.1 Minutes Meeting of the Board of Library Trustees - Minutes:

Trustee Colahan moved to approved the Minutes for the Meeting of the Board of Library Trustees, for February 7, 2022. Trustee D'Antonio seconded and the motion was approved unanimously.

7.2 Minutes Meeting of the Board of Library Trustees - Transcripts:

Trustee Colahan moved to approve the Transcript for the Meeting of the Board of Library Trustees, for February 7, 2022. Trustee D'Antonio seconded and the motion was approved unanimously.

8. Correspondence:

Patron comments and incident reports were acknowledged.

9. Decision Items:

9.1 Financial Reports December Final, January Preliminary:

Trustee D'Antonio reported that December is final, and January is preliminary. Trustee D'Antonio moved approval of the November financials. Trustee Nouryan seconded and the motion was approved unanimously. It looks like we are on track with Library Materials and getting back to normal spending on part time.

9.2 Abstract of Claim Vouchers to be Paid, List No. 22-03:

Trustee D'Antonio moved to accept the Abstract of Claim Vouchers to be paid in the amount of \$235,553.27, List No. 22-03. Trustee Colahan seconded and the motion was approved unanimously.

9.3 Extended Sick, 2 employees:

Requested authorization to pay Laura Flanagan, Reference Department, Librarian, through April 11, 2022 or such earlier date as she may be able to return to work pursuant

to the provisions of the contract between the Incorporated Village of Garden City and the Civil Service Employees' Association, Inc., Local 882 AFSCME, which became effective June 1, 2010; and requested authorization to pay Margaret Zulkofske, Senior Typist-Clerk, Administration, through April 11, 2022 or such earlier date as she may be able to return to work pursuant to the provisions of the contract between the Incorporated Village of Garden City and the Civil Service Employees' Association, Inc., Local 882 AFSCME, which became effective June 1, 2010. Trustee D'Antonio moved and Trustee Nouryan seconded and the motion was approved unanimously.

9.4 Friends of the Library Book Sale Apr 30-May 1:

Previously approved under Report from Representative of the Friends.

9.5 Items Discussed/Pre-Approved via Email

9.5.1 H2M Renovation Concepts: proposed curved counter, ceiling cloud, sink and faucet (and cabinet adjustments) in the Workshop room. 4-0 Approved.

9.5.2 Republican Club Meeting. 4-0 Approved.

9.5.3 Mask Requirement Lifted. 4-0 Approved.

9.5.4 Girl Scout Award. 3-1 (Greco – No) Approved.

9.5.5 Tentative Library Capital Plan FY 2022-23. 4-0 Approved.

9.5.6 Tentative Library Operating Budget FY 2022-23. 4-0 Approved.

9.5.7 Library Circular Desk Designs – Staff Feedback. 4-0 Approved.

9.5.8 Transfer \$6000 from Maintenance of Equipment (0L-7410-4030) to Natural Gas (0L-7410-4510); and transfer \$4800 from Printing Postage and Stationary (0L-7410-4070) to Telephone (0L-7410-4080). 4-0 Approved.

Trustee Colahan moved certification and approval of the email votes on the items 9.5.1-9.5.8 above; Trustee Greco seconded and the motion was approved unanimously.

Tentative Library Capital and Operating Budgets FY2022-23:

Trustee Colahan noted the Library Budget has an increase of just 0.1% due to a surplus, but noted that the Village should remember this next year. Trustee D'Antonio stated that the Library will need to remind them we are paying for next year's Budget due to surplus due to COVID. The following year, the Village Contribution will have to go back to normal and this will have to be explained to the next Village Board.

9.6 Review of Temporarily Suspended Patrons (2):

Trustee Greco moved the Library not extend the temporary suspension for an individual not wearing a face mask, and will extend the temporary suspension for 6 months for the individual violating smoking law, by smoking on library grounds and being verbally abusive to security staff. Trustee D'Antonio seconded and the motion was approved unanimously. Trustee Colahan reiterated for others whose suspensions for face mask mandate are reviewed, their suspension should not be extended. This should be reviewed on a case-by-case basis.

10. Discussion Items:

10.1 Directors Reports

Projects

- Tentative Operating and Capital Budgets, were prepared, discussed and submitted.
- Proposed modifications to the Children's Room Project specifically design of desks with connecting counter were discussed with Staff, Trustees, H2M & project team.
- Security services RFP responses are being reviewed.
- Directed hiring of PT staff including 2 PT librarians and a part time maintenance helper, and staff assignments with 2 FT staff on extended sick leave.
- Monitoring public and building safety and maintenance, including COVID procedures.

Events, Meetings, Site Visits, Training

- Library Board of Trustees – via zoom – 2/7
- Library Trustee Community Relations Meeting with resident – 2/15
- Village Board of Trustees – 2/3, 2/15, 3/3 via zoom
- Village Department Heads – 2/23
- Village Safety Committee – 3/1
- Nassau Library Directors – 2/16 via zoom
- Renovation Team Meeting – 2/24
- Staff Meetings – as needed
- Closed to public for partial loss of power– Friday 2/25 - Saturday 2/26, at 1:00pm.
- Library was closed to public during a partial power failure all day Friday, February 25, which also impacted HVAC, sump pump, elevator, and alarms, as well as disrupting phones and IT networks temporarily. Power restored and Library reopened at 1:00pm Saturday February 26 with all systems operational.

Building Work

- AED Defibrillator checked on 2/28 – It is working correctly.
- Alarm, Burglar – Error code “Check 103 LngRng Radio” on 3/4. Director contacted Briscoe on 3/7; due to end of 3G cellular service, a new radio is will be installed 3/17.
- Cleaning Services – Participated in a site walk through for new RFP for service (2/11).
- Doors, Automatic – LI Locksmith surveyed the front doors. The office will call Chris with the results of the Survey. Quote pending. (3/8).
- Exterior Maintenance – Recreation sent someone to clear back stairs of snow (2/1).
- HVAC, Inspection – Boiler inspected on 3/7 and found it satisfactory.
- HVAC, Service - Filters replaced (2/14). Service called to restore heat, a switch had been turned off (2/22). During and after power failure (2/25-26) called service to restart boiler and blowers. Boiler off (no known reason); and staff reset (3/4). Boiler off (3/7) and could not be reset by staff; ICM called subcontractor Almore for emergency service. They reset the low water cut off and instructed staff. They returned next day to check it and showed additional staff how to the reset (3/8).
- Lighting – Corkrey came to replace several fluorescents with LEDs; will come back for assessment of emergency lights which did not operate in partial power failure. (3/4)
- Power – Power surge, less than 1 minute on 2/7, some equipment required a restart; nothing failed. Power surge less than 1 minute on 2/19, all appeared restarted on its own. When on 2/22 it was noticed boiler not operating, and ICM was called to reset. Partial power failure starting about 9am 2/25 during a minor storm. Library did not open to public. The HVAC, sump pump, elevator, and alarms were offline for the duration, as well as disrupting phones and IT networks temporarily. Power remained partially down several hours; at about 4pm all power out for about 30 min, and then different sections came back online. Power restored and Library reopened 100 pm Saturday February 26 with all systems operational.
- Sewer System - Sump Pump check valve replacement pending; following power failure 2/25-2/26 Citywide will send a quote regarding the electrical panels (2/26), received on (3/8).

10.2 Library Building Projects Update:

Covered under Report from Representative of the Village Board. Trustee Colahan asked the Director to follow up on the Building issues. He asked Trustee Foley for an update on the HVAC system and she stated that the Boiler was being checked to see if it is going to be addressed under HVAC in light of recent issues.

10.3 Procurement Update (Security, Movers, Technology):

Responses for Security were received and are being reviewed and are being discussed with the Police Department. Technology procurement documentation is being reviewed. Regarding the movers, possible dates and insurance limits are being checked. It is possible the Library may have to close during daytime hours for one to two days to facilitate the move safely.

11. Committee Reports:

11.1 Budget Committee:

As discussed above.

11.2 Audit Committee:

Library has not received a response to the email sent to the Village regarding the continuing Audit fee in the Budget for FY 22-23.

11.3 Building Committee:

As discussed above, nothing additional.

11.4 Community Relations Committee:

Meeting with a Library patron about programming went well and seems to have generated good feelings about reintroduction of programs. There are some great ideas moving forward. The Library is more confident moving forward with handling programs since COVID rates have declined. Director Malagon added that the staff are making great efforts to expand programs.

11.5 Personnel Committee:

As discussed above, will move into Executive Session.

11.6 Policy Committee:

Trustee Colahan inquired about the status of signs regarding dog waste if they will be ready by Spring for programs. The signs are in production and will be installed by the Village. Trustee Greco plans to review Policies with the Director starting with the Code of Conduct because of how important it is and frequently consulted.

11.7 Library Reopening Committee:

Trustee Greco moved that restrictions on food and beverages placed during COVID be lifted to be able to have them at programs and staff events as done before. Trustee D'Antonio seconded and the motion was approved unanimously.

14. Other Business

No items to be discussed.

15. Public Comments on Library Related Matters: (Limited to Five Minutes Each)

None.

16. Next Meeting Date:

The next Regular Meeting of the Board of Library Trustees is scheduled for Monday, April 11 at 7:30pm, in the Library Small Meeting Room.

17. Move into Executive Session:

Trustee Colahan moved approval that the Meeting enter Executive Session at 8:23pm. Trustee Greco seconded and the motion was approved unanimously

The meeting entered Executive Session at 8:23pm with the Library Board, Library Director and Assistant Library Director.

The Library Director and Assistant Library Director exited Executive Session at 9:03pm.

The Library Director entered Executive Session at 9:09pm.

The Assistant Library Director entered Executive Session at 9:15pm.

Trustee Colahan moved approval that the Meeting exit Executive Session, Trustee D'Antonio seconded and the motion was approved unanimously.

The Meeting exited Executive session at 9:16pm.

Trustee Colahan moved approval to hire Consultant Jeanine Aufiero. Trustee Nouryan seconded and the motion was approved unanimously.

18. Adjournment:

There being no further business to discuss, Trustee Colahan moved approval to adjourn the meeting at 9:18pm, Trustee Nouryan seconded and the motion was approved unanimously.

Respectfully submitted,

Marianne Malagon
Library Director

Approved:

DRAFT

AGENDA ITEM #8

CORRESPONDENCE

- Correspondence

Meeting Report

Staff Member: Joe Agolia

Department: Computer Support

Program: NCLA Tech / CATS-TIFF Joint Meeting

Sponsor: Nassau County Library Assn., Suffolk County Library Assn.

Presenter(s): James Hutter, asst. dir, Port Washington PL; co-chair NCLA Tech Committee;
James Hartmann, head of user experience, Hewlett-Woodmere PL, co-chair NCLA Tech Committee;
Chris DeCristofaro, head of digital services Sachem PL

Location: Online

Date: 3/10/22

Duration: 1 hr., 30 min.

Summary: The group shared information on the following agenda items:

•Time Clocks.

- Port Washington is using ADP.
- Smithtown is using Accudata with fingerprint biometric.
- Hewlett is using nVision TimePiece.
- Huntington uses Paychex Flex.
- Central Moriches uses Accudata.
- Plainedge also uses Accudata after trying ADP and an open-source solution.
- Harborfields has made use of the MobileClock

•3D Scanners

- Creality CR-Scan Lizard is a Kickstarter project priced at \$359.
- The Kickstarter page for Creality CR indicates that is "the subject of an intellectual property dispute and is currently unavailable."
- Northport noted that Creality won't provide a preview unit unless they can control how it's presented, and that the Creality video is misleadingly simple. Scanning small items is problematic.
- Ffor 3D design software, Plainedge uses *Blender*. Sachem, North Merrick, and Mastics use *TinkerCAD*.
- Chris Jelly of North Merrick recommended *MeshMixer* for fixing errors and *Simplify3D* for slicing.
- Michael Bartolomeo at Mastics recommends using digital calipers from Harbor Freight for design.

•Windows 11

- James McHugh (IT Operations at Nassau Library System) advised a "wait and see" approach, though "*Sierra* seems to work" but is not currently supported on *Windows 11*.
- Several libraries have been using it in some staff or program settings but not for general or public use.

•Virtual-Reality Programming

- Some libraries are lending Playstations, Oculus Quests, and other VR equipment.
- Sanitizing headsets is an issue. Some libraries have not resumed lending them since the pandemic.

•Archiving

- Sachem uses the Epson Expression, which can scan negatives and slides at 6400 dpi. Cost: \$3,200 - \$4,000.

•Cyber/Ransomware Insurance

- Some organizations may be covered through building insurance. Chris Jelley at North Merrick noted that their "regular insurance" offered coverage at a nominal cost.
- Plainedge and Port Washington have been using *KnowB4* to test staff reaction to phishing emails.

•Green Screens for Photo Booths (<https://dslrbooth.com/>)

- James Hartmann said that Hewlett-Woodmere has used green bedsheets as a simple solution.
- Chris de DeCristofaro said that Sachem uses iPads with a green-screen app.

•Software for Library of Things:

- Syosset, has been using *Assabet Interactive* since July 2021, despite "a few problems."
- Longwood uses *Sierra*.

•Self-Check Solutions

- Hewlett-Woodmere uses Bibliotheca.
- Port Washington has Bibliotheca and MeScan. The Bibliotheca station is "big, sturdy, and expensive." Some optional integration features do not work. The MeScan software uses a kiosk costing several hundred dollars with a library-supplied iPad. Generic and custom-branded apps for patrons are available. (<https://meescan.com/>)

Relevance: The Library recently installed an ADP timeclock with a web portal and mobile app.

We are holding off on *Windows 11*, pending approval by NLS for *Sierra* support and from Comprise for SAM.

Meeting Report

Staff Member: Jeanette Nicoletti

Department: Circulation

Program: Opioid Overdose Training

Sponsor: Mental Health Associate of Nassau

Presenter(s): Shirley Smith

Location: Zoom Meeting At My Desk

Date: Wednesday, March 30, 2022

Duration: 1 Hour

Summary: I attended this training course on how to use the Narcan Nasal Spray. Shirley from MHAOC explained the importance of if a person is overdosing what to do. She explained how you can tell by the person's behavior and their physical health if they are on some drugs. She also stated that over 1,000 people are treated daily in Nassau County in the emergency rooms for overdosing. Training yearly is recommended.

Relevance: This is an important timely subject and it is good to know what can be done in an emergency.

SUGGESTION FORM

GARDEN CITY PUBLIC LIBRARY

60 Seventh Street ♦ Garden City, New York 11530

If you have a comment, question or suggestion - let us know.

INSTALL (removable Command hook work)
WORK) a HOOK behind the RESTROOMS
DOORS SO YOU CAN HANG A PURSE OR
COAT. THE SINK IS SOMETIMES SPLASHED
WITH WATER & THEREFORE NOT USEABLE.

LORRAINE MERZ (516) 352-0138 3/26/22
Name Phone Date

RECEIVED MAR 28 2022

AGENDA ITEM #9

DECISION ITEMS

- 9.1 Financial Reports January Final, February Preliminary
- 9.2 Abstract of Claims Vouchers to be Paid, List No. 22-04
- 9.3 Staff Action: CSEA Employees' Salaries, effective June 1, 2021
- 9.4 Items Approved via Email
 - 9.4.1 Confidential Employees' Salary Increase FY21-22 and FY22-23
 - 9.4.2 Part Time Employee & Minimum Wage Increases FY 22-23
 - 9.4.3 Budget FY22-23 Increases for Proposed Confidential Employees' Salary and Part Time Employees' wage increases
- 9.5 FY 2022-2023 Library Capital and Operating Budget (Village Approved 4/4/22)
- 9.6 Proposed Calendars: Sundays September 2022-June 2023 & Holidays FY 2022-2023
- 9.7 Extended Sick, 2 Employees
- 9.8 Flags on Lawn for Veterans sponsored by AARP, Memorial and Independence Day
- 9.9 Friends of the Library Baskets Fundraiser

Garden City Public Library - Expenditure Report
 January 31, 2022 - Final

Account #	Original Budget	Revisions	Revised Budget	January 2022	YTD Expenditures	% Budget	Available Budget
OL.7410.1010	Personal Services - Regular	1,305,139.50	1,305,139.50	149,954.40	835,616.14	64.03%	469,523.36
OL.7410.1020	Library Overtime	0.00	0.00	0.00	0.00	0.00%	0.00
OL.7410.1030	Personal Services - Stability	25,100.00	25,100.00	0.00	25,100.00	100.00%	0.00
OL.7410.1120	Part Time Help	233,000.00	233,000.00	21,324.67	131,618.14	56.49%	101,381.86
OL.7410.1170	Other Payouts	15,023.36	15,023.36	0.00	14,588.94	97.11%	434.42
OL.7410.1190	Personal Services - Sunday Differential	0.00	0.00	0.00	0.00	0.00%	0.00
OL.7410.2000	Equipment & Capital Outlay	5,500.00	5,500.00	0.00	0.00	0.00%	5,500.00
OL.7410.4010	Materials & Supplies	15,000.00	15,000.00	0.00	7,497.82	49.99%	7,502.18
OL.7410.4020	Maintenance of Equipment	18,000.00	18,000.00	378.36	7,670.46	42.61%	10,329.54
OL.7410.4030	Maintenance of Plant	15,000.00	15,000.00	279.91	7,754.16	51.69%	7,245.84
OL.7410.4060	Electricity	85,000.00	85,000.00	4,790.39	73,827.04	86.86%	11,172.96
OL.7410.4070	Printing, Postage and Stationery	33,000.00	33,000.00	2,040.36	8,820.69	26.73%	24,179.31
OL.7410.4080	Telephone	26,000.00	26,000.00	1,529.47	19,408.62	74.65%	6,591.38
OL.7410.4090	Auditing	6,275.00	6,275.00	0.00	6,275.00	100.00%	0.00
OL.7410.4120	Travel and Training	5,000.00	5,000.00	0.00	400.00	8.00%	4,600.00
OL.7410.4160	Circulation Control	15,000.00	15,000.00	0.00	2,650.54	17.67%	12,349.46
OL.7410.4190	Payroll Service	13,262.00	13,262.00	1,088.73	6,169.47	46.52%	7,092.53
OL.7410.4270	Library Materials	345,000.00	345,000.00	79,792.87	234,123.79	67.86%	110,876.21
OL.7410.4280	Public Relations	11,000.00	11,000.00	449.84	2,852.82	25.93%	8,147.18
OL.7410.4290	Book Processing	15,000.00	15,000.00	1,045.04	7,146.12	47.64%	7,853.88
OL.7410.4390	Incidental Expenses	0.00	0.00	0.00	0.00	0.00%	0.00
OL.7410.4460	Contractual Services	212,599.00	212,599.00	8,901.07	120,332.68	56.60%	92,266.32
OL.7410.4470	Association Memberships	2,570.00	2,570.00	1,373.00	1,373.00	53.42%	1,197.00
OL.7410.4490	Gas & Oil	0.00	0.00	0.00	0.00	0.00%	0.00
OL.7410.4500	Water	6,000.00	6,000.00	0.00	4,263.70	71.06%	1,736.30
OL.7410.4510	Natural Gas	11,500.00	11,500.00	3,402.76	7,006.14	60.92%	4,493.86
OL.7410.4640	Special Projects	0.00	0.00	0.00	0.00	0.00%	0.00
OL.7410.4990	Prior Year Encumbrances	1,515.15	1,515.15	0.00	0.00	0.00%	1,515.15
OL.9010.8000	State Retirement	251,000.00	251,000.00	19,405.77	163,762.25	65.24%	87,237.75
OL.9030.8000	Social Security	120,737.11	120,737.11	12,660.54	74,912.02	62.05%	45,825.09
OL.9050.8000	Unemployment Insurance	0.00	0.00	0.00	0.00	0.00%	0.00
OL.9060.8000	Health Insurance	526,000.00	526,000.00	41,027.53	302,409.43	57.49%	223,590.57
OL.9060.8001	Dental Insurance	7,900.00	7,900.00	565.06	4,550.77	57.60%	3,349.23
OL.9902.9000	Transfer To Insurance	154,000.00	154,000.00	0.00	154,000.00	100.00%	0.00
	Total	3,480,121.12	3,480,121.12	350,009.77	2,224,129.74	63.91%	1,255,991.38
	Expenditures posted in Keystone as of 4-6-2022						
Notes:	Available Budget = Rev. Budget - YTD Expenditures; (Encumbrances and Requisitions not counted)						
	Reformatted report per discussion with Trustee D'Antonio in October 2021.						

**GARDEN CITY PUBLIC LIBRARY
SCHEDULE OF CASH RECEIPTS
January 31, 2022 - Final**

Account #	BUDGET 21/22	PRORATED TO JANUARY	JANUARY RECEIPTS	PRIOR MONTH RECEIPTS	YTD RECEIPTS	BALANCE
OL.2082.1 Fines	15,000.00	10,000.00	1,247.68	11,285.19	12,532.87	2,467.13
OL.2360.1 Service to Other Governments	27,870.00	18,580.00	0.00	27,870.00	27,870.00	0.00
OL.2401.1 Interest on Investments	0.00	0.00	0.00	0.00	0.00	0.00
OL.2401.2 Interest on Checking	500.00	333.00	70.63	793.25	863.88	(363.88)
OL.2401.3 Interest on Special Reserve	100.00	67.00	3.00	20.70	23.70	76.30
OL.2401.4 Interest & Profits	0.00	0.00	0.01	0.04	0.05	(0.05)
OL.2410.1 Rental of Real Property	1,000.00	667.00	0.00	0.00	0.00	1,000.00
OL.2650.1 Sale of Withdrawn Books	0.00	0.00	0.00	0.00	0.00	0.00
OL.2680.1 Insurance Recoveries	0.00	0.00	0.00	0.00	0.00	0.00
OL.2690.1 Other Compensation For Losses	0.00	0.00	0.00	0.00	0.00	0.00
OL.2701.1 Refund Appropriation Expenses	3,380.00	2,253.00	0.00	3,517.08	3,517.08	(137.08)
OL.2705.1 Gifts & Donations	2,000.00	1,333.00	1,100.00	1,500.00	2,600.00	(600.00)
OL.2760.1 System Cash Grant	3,200.00	2,133.00	476.05	2,625.82	3,101.87	98.13
OL.2770.1 Sale of Books	0.00	0.00	0.00	0.00	0.00	0.00
OL.2770.2 Non-Resident Fees	0.00	0.00	0.00	0.00	0.00	0.00
OL.2770.3 Lost & Damaged Books	2,000.00	1,333.00	146.86	3,096.04	3,242.90	(1,242.90)
OL.2770.4 Other Unclassified Revenue	2,000.00	1,333.00	339.41	1,806.07	2,145.48	(145.48)
OL.2810.1 Transfer From General	3,250,983.75	2,167,323.00	0.00	3,250,983.75	3,250,983.75	0.00
OL.3089.1 State Grant - Library Grant	0.00	0.00	0.00	0.00	0.00	0.00
OL.3840.1 State Aid - Libraries	5,911.00	3,941.00	0.00	5,751.00	5,751.00	160.00
OL.3840.2 State Aid- Libraries Incentive Payment	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	3,313,944.75	2,209,297.00	3,383.64	3,309,248.94	3,312,632.58	1,312.17

Garden City Public Library - Expenditure Report

February 28, 2022 - Preliminary

Account #		Original Budget	Revisions	Revised Budget	February 2022	YTD Expenditures	% Budget	Available Budget
OL.7410.1010	Personal Services - Regular	1,305,139.50		1,305,139.50	99,969.60	935,585.74	71.68%	369,553.76
OL.7410.1020	Library Overtime	0.00		0.00	0.00	0.00	0.00%	0.00
OL.7410.1030	Personal Services - Stability	25,100.00		25,100.00	0.00	25,100.00	100.00%	0.00
OL.7410.1120	Part Time Help	233,000.00	(233.00)	232,767.00	15,925.25	147,543.39	63.39%	85,223.61
OL.7410.1170	Other Payouts	15,023.36	233.00	15,256.36	666.68	15,255.62	100.00%	0.74
OL.7410.1190	Personal Services - Sunday Differential	0.00		0.00	0.00	0.00	0.00%	0.00
OL.7410.2000	Equipment & Capital Outlay	5,500.00		5,500.00	0.00	0.00	0.00%	5,500.00
OL.7410.4010	Materials & Supplies	15,000.00		15,000.00	329.85	7,827.67	52.18%	7,172.33
OL.7410.4020	Maintenance of Equipment	18,000.00		18,000.00	1,831.05	9,501.51	52.79%	8,498.49
OL.7410.4030	Maintenance of Plant	15,000.00		15,000.00	1,268.28	9,022.44	60.15%	5,977.56
OL.7410.4060	Electricity	85,000.00		85,000.00	4,848.36	78,675.40	92.56%	6,324.60
OL.7410.4070	Printing, Postage and Stationery	33,000.00		33,000.00	409.49	9,230.18	27.97%	23,769.82
OL.7410.4080	Telephone	26,000.00		26,000.00	1,624.36	21,032.98	80.90%	4,967.02
OL.7410.4090	Auditing	6,275.00		6,275.00	0.00	6,275.00	100.00%	0.00
OL.7410.4120	Travel and Training	5,000.00		5,000.00	0.00	400.00	8.00%	4,600.00
OL.7410.4160	Circulation Control	15,000.00		15,000.00	0.00	2,650.54	17.67%	12,349.46
OL.7410.4190	Payroll Service	13,262.00		13,262.00	725.82	6,895.29	51.99%	6,366.71
OL.7410.4270	Library Materials	345,000.00		345,000.00	28,734.84	262,858.63	76.19%	82,141.37
OL.7410.4280	Public Relations	11,000.00		11,000.00	342.96	3,195.78	29.05%	7,804.22
OL.7410.4290	Book Processing	15,000.00		15,000.00	1,011.34	8,157.46	54.38%	6,842.54
OL.7410.4390	Incidental Expenses	0.00		0.00	0.00	0.00	0.00%	0.00
OL.7410.4460	Contractual Services	212,599.00		212,599.00	8,226.03	128,558.71	60.47%	84,040.29
OL.7410.4470	Association Memberships	2,570.00		2,570.00	0.00	1,373.00	53.42%	1,197.00
OL.7410.4490	Gas & Oil	0.00		0.00	0.00	0.00	0.00%	0.00
OL.7410.4500	Water	6,000.00		6,000.00	0.00	4,263.70	71.06%	1,736.30
OL.7410.4510	Natural Gas	11,500.00		11,500.00	7,172.04	14,178.18	123.29%	(2,678.18)
OL.7410.4640	Special Projects	0.00		0.00	0.00	0.00	0.00%	0.00
OL.7410.4990	Prior Year Encumbrances	1,515.15		1,515.15	0.00	0.00	0.00%	1,515.15
OL.9010.8000	State Retirement	251,000.00		251,000.00	19,491.69	183,253.94	73.01%	67,746.06
OL.9030.8000	Social Security	120,737.11		120,737.11	8,479.41	83,391.43	69.07%	37,345.68
OL.9050.8000	Unemployment Insurance	0.00		0.00	0.00	0.00	0.00%	0.00
OL.9060.8000	Health Insurance	526,000.00		526,000.00	61,473.39	363,882.82	69.18%	162,117.18
OL.9060.8001	Dental Insurance	7,900.00		7,900.00	565.06	5,115.83	64.76%	2,784.17
OL.9902.9000	Transfer To Insurance	154,000.00		154,000.00	0.00	154,000.00	100.00%	0.00
	Total	3,480,121.12	0.00	3,480,121.12	263,095.50	2,487,225.24	71.47%	992,895.88
	Expenditures posted in Keystone as of 4-6-2022							
Notes:	Available Budget = Rev. Budget - YTD Expenditures; (Encumbrances and Requisitions not counted)							
	Reformatted report per discussion with Trustee D'Antonio in October 2021.							

**GARDEN CITY PUBLIC LIBRARY
SCHEDULE OF CASH RECEIPTS
February 28, 2022 - Preliminary**

Account #	BUDGET 21/22	PRORATED TO FEBRUARY	FEBRUARY RECEIPTS	PRIOR MONTH RECEIPTS	YTD RECEIPTS	BALANCE
OL.2082.1 Fines	15,000.00	11,250.00	1,432.49	12,532.87	13,965.36	1,034.64
OL.2360.1 Service to Other Governments	27,870.00	20,903.00	0.00	27,870.00	27,870.00	0.00
OL.2401.1 Interest on Investments	0.00	0.00	0.00	0.00	0.00	0.00
OL.2401.2 Interest on Checking	500.00	375.00	55.70	863.88	919.58	(419.58)
OL.2401.3 Interest on Special Reserve	100.00	75.00	2.71	23.70	26.41	73.59
OL.2401.4 Interest & Profits	0.00	0.00	0.00	0.05	0.05	(0.05)
OL.2410.1 Rental of Real Property	1,000.00	750.00	30.00	0.00	30.00	970.00
OL.2650.1 Sale of Withdrawn Books	0.00	0.00	0.00	0.00	0.00	0.00
OL.2680.1 Insurance Recoveries	0.00	0.00	0.00	0.00	0.00	0.00
OL.2690.1 Other Compensation For Losses	0.00	0.00	0.00	0.00	0.00	0.00
OL.2701.1 Refund Appropriation Expenses	3,380.00	2,535.00	0.00	3,517.08	3,517.08	(137.08)
OL.2705.1 Gifts & Donations	2,000.00	1,500.00	0.00	2,600.00	2,600.00	(600.00)
OL.2760.1 System Cash Grant	3,200.00	2,400.00	0.00	3,101.87	3,101.87	98.13
OL.2770.1 Sale of Books	0.00	0.00	0.00	0.00	0.00	0.00
OL.2770.2 Non-Resident Fees	0.00	0.00	0.00	0.00	0.00	0.00
OL.2770.3 Lost & Damaged Books	2,000.00	1,500.00	570.75	3,242.90	3,813.65	(1,813.65)
OL.2770.4 Other Unclassified Revenue	2,000.00	1,500.00	338.15	2,145.48	2,483.63	(483.63)
OL.2810.1 Transfer From General	3,250,983.75	2,438,238.00	0.00	3,250,983.75	3,250,983.75	0.00
OL.3089.1 State Grant - Library Grant	0.00	0.00	0.00	0.00	0.00	0.00
OL.3840.1 State Aid - Libraries	5,911.00	4,433.00	0.00	5,751.00	5,751.00	160.00
OL.3840.2 State Aid- Libraries Incentive Payment	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	3,313,944.75	2,485,459.00	2,429.80	3,312,632.58	3,315,062.38	(1,117.63)

**GARDEN CITY PUBLIC LIBRARY
ABSTRACT OF CLAIM VOUCHERS TO BE PAID**

April 2022

List No. 22-04

<u>No.</u>	<u>Acct. No.</u>		<u>Amount</u>
1.-3.	L-1010	Personal Services - Regular	\$149,954.40
	1120	Personal Services - Part Time Help	27,203.51
	9030	Personal Services - Social Security	13,051.64
4.	4080	Agolia, Joseph - Reimbursement -Cell Phone & PC-to-PC Dialup	50.00
5.	4080	AT&T	6.19
6.	4070	Baker & Taylor	79.11
	4270	"	8,366.13
	4290	"	568.92
7.	2770	Bethpage Public Library	8.00
8.	4290	Brodart Co.	469.39
9.	2770	Burns, Bianca	6.99
10.	4270	CDW Government, Inc.	2,640.00
11.	4270	Cove Delivery, Inc.	433.07
12.	4270	Faronics Technoogies USA, Inc.	603.75
13.	4270	Findaway World LLC	59.99
14.	2770	Floral Park Public Library	29.95
15.	4070	4imprint	79.60
	4280	"	535.00
16.	2770	Freeport Memorial Library	35.00
17.	4280	Giardino, Carisa	112.50
18.	2770	Gold Coast Public Library	19.99
19.	4030	Grainger	128.64
20.	2770	Heinzelmann, Ann	24.99
21.	2770	Hillside Public Library	6.95
22.	H-2011	H2M Architects & Engineers	6,650.00
23.-24.	L-4460	ILS Services	12,899.20
	4080	"	1,600.00
25.	2770	Janish, Kylie	4.00
26.	2770	Knauss, Johanna	31.61

Abstract of Claim Vouchers To Be Paid

page 2

<u>No.</u>	<u>Acct. No.</u>		<u>Amount</u>
27.	L-2770	Malverne Public Library	\$55.00
28.	2770	Manely, June	20.99
29.	2770	Massapequa Public Library	15.99
30.	4270	Midwest Tape	312.23
31.	4080	Mitel	916.36
32.	2770	Moriss, Jazelle	16.99
33.	4510	National Grid	3,311.00
34.	2770	Oceanside Public Library	4.99
35.-36.	4080	Optimum	283.34
37.	4020	Pitney Bowes, Inc.	378.36
38.	2770	Plainview Public Library	32.50
39.	2770	Port Washington Public Library	24.95
40.	4060	PSEGLI	4,848.36
41.	2770	Rockville Centre Public Library	27.50
42.	2770	Roslyn (Bryant) Library	16.99
43.	4460	Securitas Security Services USA, Inc.	8,481.55
44.-45.	4010	Staples Contract & Commercial	74.23
	4070	"	373.58
46.	4070	Synchrony Bank/Amazon	72.97
	4270	"	154.87
47.	2770	Uniondale Public Library	12.99
48.	4080	Verizon	389.37
49.	2770	Weinstein, Joan	12.99
50.-51.	2770	Westbury Memorial Public Library	36.99
52.	4270	WT Cox Information Services	<u>65.04</u>
		TOTAL	<u>\$245,598.65</u>
		Total-Capital Accounts	\$6,650.00
		Total-All Other Accounts	\$238,948.65

Garden City Public Library
 Analysis of Disbursements
 3/1/2022-3/31/2022

<u>ACCOUNT/DATE</u>	<u>VENDOR</u>	<u>REF NO.</u>	<u>AMOUNT</u>
1010 Personal Services --Regular			
	3/14/2022 Personal Services - Regular		<u>99,969.60</u>
		Total for 1010 Personal Services --Regular:	99,969.60
1120 Personal Services --Part Time			
	3/14/2022 Part Time Help		<u>15,925.25</u>
		Total for 1120 Personal Services--Part Time:	15,925.25
1170 Other Payouts			
	3/14/2022 Other Payouts		<u>666.68</u>
		Total for 1170 Other Payouts :	666.68
2011 Library Children's Room			
	3/14/2022 H2M Architects & Engineers		<u>1,425.00</u>
		Total for 2011 Library Children's Room:	1,425.00
4010 Materials & Supplies			
	3/14/2022 Coast to Coast Computer Products		<u>329.85</u>
		Total For 4010 Materials & Supplies:	329.85
4020 Maintenance of Equipment			
	3/14/2022 CDW Government, Inc.		1,831.05
	3/14/2022 Pitney Bowes, Inc.		<u>378.36</u>
		Total For 4020 Maintenance of Equipment:	2,209.41
4030 Maintenance of Plant			
	3/14/2022 Intelli-Tec Security Services, LLC		84.91
	3/14/2022 LI Locksmith & Alarm Company		195.00
	3/14/2022 Worldwide Security Group		<u>84.87</u>
		Total for 4030 Maintenance of Plant:	364.78
4060 Electricity			
	3/14/2022 PSEGLI		<u>4,790.39</u>
		Total for Electricity:	4,790.39
4070 Printing Postage & Stationery			
	3/14/2022 Baker & Taylor		116.33
	3/14/2022 Bayscan Technologies		246.00
	3/14/2022 Staples Contract & Commercial		1,744.04
	3/14/2022 Synchrony Bank/Amazon		<u>47.16</u>
		Total For 4070 Printing Postage & Stationary:	2,153.53
4080 Telephone			
	3/14/2022 Agolia, Joseph		50.00
	3/14/2022 AT&T		6.19
	3/14/2022 Mitel		901.65
	3/14/2022 Optimum		283.34
	3/14/2022 Verizon		<u>389.94</u>
		Total for 4080 Telephone:	1,631.12

Garden City Public Library
 Analysis of Disbursements
 3/1/2022-3/31/2022

<u>ACCOUNT/DATE</u>	<u>VENDOR</u>	<u>REF NO.</u>	<u>AMOUNT</u>
4270 Library Materials			
	3/14/2022 Baker & Taylor		12,192.50
	3/14/2022 Comprise Technologies, Inc.		1,225.00
	3/14/2022 Cove Delivery, Inc.		295.40
	3/14/2022 Findaway World		978.56
	3/14/2022 Midwest Tape		211.62
	3/14/2022 Nassau Library System		33,612.72
	3/14/2022 OverDrive		14,821.87
	3/14/2022 Seventh Street Stationery		385.57
	3/14/2022 Synchrony Bank/Amazon		333.27
	3/14/2022 Tech Soup Global		<u>800.00</u>
		Total for 4270 Library Materials:	64,856.51
4280 Public Relations			
	3/14/2022 Giardino, Carisa		225.00
	3/14/2022 Malagon, Marianne		<u>57.96</u>
		Total for 4280 Public Relations:	282.96
4290 Book Processing			
	3/14/2022 Baker & Taylor		1,011.34
	3/14/2022 Midwest Tape		<u>169.99</u>
		Total for 4290 Book Processing:	1,181.33
4460 Contractual Services			
	3/14/2022 ILS Services		12,899.20
	3/14/2022 Nassau Library System		672.26
	3/14/2022 Securitas Security Services USA, Inc.		<u>12,481.95</u>
		Total for 4460 Contractual Services:	26,053.41
4470 Association Memberships			
	3/14/2022 American Library Association		538.00
	3/14/2022 Long Island Library Resources Council		<u>835.00</u>
		Total for 4470 Association Memberships:	1,373.00
4510 Natural Gas			
	3/14/2022 National Grid		<u>3,861.04</u>
		Total for 4510 Natural Gas:	3,861.04
9030 Social Security			
	3/14/2022 Personal Services - Social Security:		<u>8,479.41</u>
		Total for 9030 Social Security:	8,479.41
		<u>GRAND TOTAL PURCHASES</u>	<u>235,553.27</u>

Garden City Public Library

MEMORANDUM

To: Library Board of Trustees
From: Marianne Malagon, Library Director
Date: March 29, 2022
Subject: 9.3 Staff Action: CSEA Employee Salaries, effective June 1, 2021

2021 Salary Plan

Move approval of the following: Effective June 1, 2021 (CSEA MOU 3/24/22)
Salaries for CSEA Rank & File

Library

Name	Title	Old Salary		New Salary Hourly
Agolia, Joseph	Librarian II	\$99,682	29J	\$101,925 \$55.7882
DeMeo, Joanne	Sr. Library Clerk	\$61,675	18J	\$63,063 \$34.5172
Ferrisi, Carole	Typist-Clerk	\$52,221	14J	\$53,396 \$29.2261
Flanagan, Laura	Librarian II	\$99,682	29J	\$101,925 \$55.7882
Furey, Donna	Librarian I	\$79,895	24J	\$81,693 \$44.7143
George, Ronnie	Typist-Clerk	\$52,221	14J	\$53,396 \$29.2261
Giunta, Laura	Librarian II	\$86,489	29D	\$88,435 \$48.4045
Grace, Barbara	Librarian II	\$99,682	29J	\$101,925 \$55.7882
Hawkins, Eileen	Account Clerk	\$56,691	16J	\$57,967 \$31.7280
Nicoletti, Jeanette	Prin. Library Clerk	\$76,464	23J	\$78,184 \$42.7937
Sherwood, Nancy	Librarian II	\$99,682	29J	\$101,925 \$55.7882
Sweeney, Kristen	Librarian I	\$56,548	24A	\$57,820 \$31.6475

(APPROVED UNDER 9.4.1 VOTES VIA EMAIL)

Move approval of the following: Effective June 1, 2021 (CSEA MOU 3/24/22) the following salary is hereby fixed for two Confidential employees:

Salary for Confidential Personnel – CSEA Rank & File

Zulkofske, Margaret Sr. Typist Clerk	\$49,355	18B	\$50,465	\$27.6218
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Salary for Confidential Personnel – Supervisors

Marson, Patricia Prin. Account Clerk	\$83,433	(2%)	\$85,102	\$46.5802
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Garden City Public Library

MEMORANDUM

To: Library Board of Trustees

From: Marianne Malagon, Library Director

Date: March 29, 2022 (for inclusion in April 11, 2022 Packet - Vote Via Email)

Subject: 9.4. Votes via Email:
9.4.1 Confidential Employees' Salary increase FY21-22 and FY22-23
9.4.2 Part Time Employees' & Minimum wage increases FY22-23
9.4.3 Budget FY22-23 increases for Proposed Confidential Employees' Salary and Part Time Employees' wage increases

9.4.1 Confidential Employees' Salary increase FY21-22 and FY22-23

Motion to Approve Salary increase for 2 confidential employees, FY21-22, retroactive to 6/1/21 (follows CSEA contract per (CSEA MOU 3/24/22):

Effective June 1, 2021 (CSEA MOU 3/24/22) the following salary is hereby fixed for two Confidential employees:

Salary for Confidential Personnel – CSEA Rank & File

Zulkofske, Margaret	Sr. Typist Clerk	\$49,355 18B	\$50,465	\$27.6218
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Salary for Confidential Personnel – Supervisors

Marson, Patricia	Prin. Account Clerk	\$83,433 (+2%)	\$85,102	\$46.5802
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FY 2022-23, effective on 6/1/22 (follows CSEA contract) the following salary is hereby fixed for two Confidential employees:

Salary for Confidential Personnel – CSEA Rank & File

Zulkofske, Margaret	from	\$50,465 to \$54,027 (+\$2,603)	follow CSEA, Step +2.25%
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Salary for Confidential Personnel – Supervisors

Marson, Patricia	from	\$85,102 to \$86,804 (+\$3,371)	follows Supervisors 2%
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9.4.2 Part Time Employees' & Minimum wage increases FY22-23

Either option is in Budget. Motion to approve one of the options below:

- A. **Increase Part Time employees 7.95%** (Employees below rate listed in Wage Schedule FY22-23 Step A up to that rate). Minimum wage increase \$12.00 to 12.95.
- B. **Minimum Wage increase from \$12 to \$13.50 (follow Village) and 7.95% increase for other Part Time Employees;** (Employees below rate listed in Wage Schedule FY22-23 Step A up to that rate).

9.4.3 Budget FY22-23 increases for Proposed Confidential Employees' Salary and Part Time Employees' wage increases

1. **Motion to Approve Increase to Budget in Salary Line by \$5,974 to \$1,320,702** to include Confidential Employee Salary Increase FY22-23 following CSEA.
2. **Motion to Approve Increase to Budget in Part Time by \$20,000 to \$273,000** for Part Time Wage Increases up to FY22-23 Wage Step A and Minimum Wage Increase.



Library

Operating Budget for FY 2022-23

Inc. Village of Garden City
 Library
 Estimate of Expenditures for Fiscal Year 2022-23

Account	Description	FY 2020-21		FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22	FY 2022-23	Inc (Dec) from		Inc (Dec) from	
		Actual	Encumbered	Total	Adopted Budget	Modified Budget	Forecast	Adopted Budget	Forecast	Forecast	Adopted Budget	
OL-7410-1010	REGULAR	1,269,514	-	1,269,514	1,305,140	1,305,140	1,260,593	1,320,702	60,109	5%	15,562	1%
OL-7410-1020	LIBRARY OVERTIME	664	-	664	-	-	-	2,000	2,000	0%	2,000	100%
OL-7410-1030	STABILITY	29,000	-	29,000	25,100	25,100	25,100	26,100	1,000	4%	1,000	4%
OL-7410-1120	LIBRARY PART TIME HELP	150,828	-	150,828	233,000	232,767	202,316	273,000	70,684	35%	40,000	17% [a]
OL-7410-1170	LIBRARY OTHER PAYOUTS	15,399	-	15,399	15,023	15,256	14,589	12,696	(1,893)	-13%	(2,327)	-15%
Total Personal Services		1,465,405	-	1,465,405	1,578,263	1,578,263	1,502,597	1,634,498	131,901	9%	56,235	4%
OL-7410-2000	EQUIPMENT & CAPITAL OUTLAY	-	-	-	5,500	5,500	8,000	10,000	2,000	0%	4,500	82%
Total Equipment		-	-	-	5,500	5,500	8,000	10,000	2,000	0%	4,500	82%
OL-7410-4010	MATERIALS AND SUPPLIES	-	-	-	15,000	15,000	12,602	15,000	2,398	19%	-	0%
OL-7410-4020	MAINTENANCE OF EQUIPMENT	8,168	-	8,168	18,000	18,000	12,777	18,000	5,223	41%	-	0%
OL-7410-4030	MAINTENANCE OF PLANT	11,075	-	11,075	15,000	15,000	11,140	11,000	(140)	-1%	(4,000)	-27%
OL-7410-4060	ELECTRICITY	85,418	-	85,418	85,000	85,000	100,000	100,000	-	0%	15,000	18%
OL-7410-4070	PRINTING, POSTAGE & STATIONERY	21,421	15	21,436	33,000	33,000	16,807	18,000	1,193	7%	(15,000)	-45%
OL-7410-4080	TELEPHONE	20,458	-	20,458	26,000	26,000	29,885	30,000	115	0%	4,000	15%
OL-7410-4090	AUDITING	6,150	-	6,150	6,275	6,275	6,275	3,000	(3,275)	-52%	(3,275)	-52%
OL-7410-4120	TRAVEL AND TRAINING	4,900	-	4,900	5,000	5,000	1,400	5,000	3,600	257%	-	0%
OL-7410-4160	CONSULTANTS FEES	2,925	1,325	4,250	15,000	15,000	6,075	10,000	3,925	65%	(5,000)	-33%
OL-7410-4190	PAYROLL SERVICE	9,073	-	9,073	13,262	13,262	13,262	14,000	738	6%	738	6%
OL-7410-4270	LIBRARY MATERIALS	316,511	-	316,511	345,000	345,000	346,326	353,000	6,674	2%	8,000	2%
OL-7410-4280	PUBLIC RELATIONS	3,925	175	4,100	11,000	11,000	9,502	13,000	3,498	37%	2,000	18%
OL-7410-4290	BOOK PROCESSING	17,561	-	17,561	15,000	15,000	14,086	14,000	(86)	-1%	(1,000)	-7%
OL-7410-4460	CONTRACTUAL SERVICES	171,919	-	171,919	212,599	212,599	185,730	220,000	34,270	18%	7,401	3% [b]
OL-7410-4470	ASSOCIATION MEMBERSHIPS	2,919	-	2,919	2,570	2,570	2,570	3,000	430	17%	430	17%
OL-7410-4500	WATER	4,851	-	4,851	6,000	6,000	5,300	6,000	700	13%	-	0%
OL-7410-4510	NATURAL GAS	12,805	-	12,805	11,500	11,500	14,500	14,000	(500)	-3%	2,500	22%
OL-7410-4990	PRIOR YEAR ENCUMBRANCES	700	-	700	-	1,515	-	-	-	0%	-	0%
Total Other Expenses		700,778	1,515	702,293	835,206	836,721	788,238	847,000	58,762	7%	11,794	1%
OL-9010-8000	STATE RETIREMENT SYSTEM	244,176	-	244,176	251,000	251,000	231,106	200,000	(31,106)	-13%	(51,000)	-20%
OL-9030-8000	SOCIAL SECURITY	109,240	-	109,240	120,737	120,737	113,540	123,052	9,512	8%	2,315	2%
OL-9060-8000	HEALTH INSURANCE	475,487	-	475,487	526,000	526,000	505,560	531,000	25,440	5%	5,000	1%
OL-9060-8001	DENTAL INSURANCE	6,356	-	6,356	7,900	7,900	6,833	7,100	267	4%	(800)	-10%
Employee Benefits & Taxes		835,259	-	835,259	905,637	905,637	857,039	861,152	4,113	0%	(44,485)	-5%
OL-9902-9000	TRANSFER TO INSURANCE RESERVE	154,000	-	154,000	154,000	154,000	154,000	154,000	-	0%	-	0%
OL-9902-9010	TRANSFER TO CAPITAL	140,000	-	140,000	-	-	30,000	-	(30,000)	-100%	-	0% [c]
Transfers		294,000	-	294,000	154,000	154,000	184,000	154,000	(30,000)	-16%	-	0%
TOTAL LIBRARY		3,295,442	1,515	3,296,957	3,478,606	3,480,121	3,339,874	3,506,650	166,776	5%	28,044	0.8%

Inc. Village of Garden City
 Library
 Estimate of Expenditures for Fiscal Year 2022-23

Account	Description	FY 2020-21 Actual	Encumbered	FY 2020-21 Total	FY 2021-22 Adopted Budget	FY 2021-22 Modified Budget	FY 2021-22 Forecast	FY 2022-23 Adopted Budget	Inc (Dec) from Forecast	Inc (Dec) from Adopted Budget
HEADCOUNT - Full Time					16		16	16		
HEADCOUNT - Part Time					26		26	28		

Notes:

[a] Adding additional PT Librarians

[b] \$51K ILS; \$24K NLS; \$123K Security; \$22K IT

[c] Donation from Friends for Children's Room project

Inc. Village of Garden City
Full Time Salary
Fiscal Year 2022-23
Library

HEADCOUNT	TITLE	HOME DEPARTMENT	ALLOCATION HOME DEPT.	ANNUAL SALARY	ALLOCATED BUDGET
1	Account Clerk	7410	100%	\$ 56,691	\$ 56,691
2	Assistant Library Director	7410	100%	\$ 106,500	\$ 106,500
3	Librarian I	7410	100%	\$ 79,895	\$ 79,895
4	Librarian I	7410	100%	\$ 63,580	\$ 63,580
5	Librarian II	7410	100%	\$ 99,682	\$ 99,682
6	Librarian II	7410	100%	\$ 99,682	\$ 99,682
7	Librarian II	7410	100%	\$ 91,442	\$ 91,442
8	Librarian II	7410	100%	\$ 99,682	\$ 99,682
9	Librarian II	7410	100%	\$ 99,682	\$ 99,682
10	Library Director	7410	100%	\$ 140,454	\$ 140,454
11	Principal Account Clerk	7410	100%	\$ 86,804	\$ 86,804
12	Principal Library Clerk	7410	100%	\$ 76,464	\$ 76,464
13	Senior Library Clerk	7410	100%	\$ 61,675	\$ 61,675
14	Senior Typist Clerk	7410	100%	\$ 54,027	\$ 54,027
15	Typist-Clerk	7410	100%	\$ 52,221	\$ 52,221
16	Typist-Clerk	7410	100%	\$ 52,221	\$ 52,221
				\$ 1,320,702	\$ 1,320,702

Inc. Village of Garden City
 Library
 Estimate of Revenues for Fiscal Year 2022-23

Account	Description	FY 2020-21 Actual	FY 2021-22 Adopted Budget	FY 2021-22 Modified Budget	FY 2021-22 Forecast	FY 2022-23 Adopted Budget	Inc (Dec) from Forecast		Inc (Dec) from Adopted Budget	
OL-2082-1000	FINES	8,325	15,000	15,000	18,271	10,000	(8,271)	-45%	(5,000)	-33% [a]
OL-2360-1000	SERVICES TO OTHER GOVERNMENTS	27,870	27,870	27,870	27,870	27,870	-	0%	-	0%
OL-2401-2000	INTEREST ON CHECKING	223	500	500	1,414	2,000	586	41%	1,500	300%
OL-2401-3000	INTEREST ON SPECIAL RESERVES	74	100	100	36	100	64	180%	-	0%
OL-2410-1000	RENTAL OF REAL PROPERTY		1,000	1,000	100	1,000	900	900%	-	0%
OL-2701-1000	REFUND APPROPRIATION EXPENSE	5,088	3,380	3,380	3,600	4,000	400	0%	620	0%
OL-2705-1000	GIFTS & DONATIONS	125	2,000	2,000	33,000	3,000	(30,000)	-91%	1,000	100% [b]
OL-2760-1000	SYSTEM CASH GRANT	3,050	3,200	3,200	2,700	-	(2,700)	-100%	(3,200)	-100% [c]
OL-2770-3000	LOST AND DAMAGED BOOKS	1,895	2,000	2,000	3,731	2,500	(1,231)	-33%	500	25%
OL-2770-4000	OTHER UNCLASSIFIED REVENUE	513	2,000	2,000	3,020	3,000	(20)	-1%	1,000	50%
OL-2810-1000	TRANSFER FROM GENERAL	3,203,534	3,250,984	3,250,984	3,250,984	3,123,300	(127,684)	-4%	(127,684)	-4%
OL-3089-1000	STATE AID - LIBRARY GRANT	140,000	-	-	-	-	-	0%	-	0%
OL-3840-1000	STATE AID - LIBRARIES	6,391	5,911	5,911	6,390	6,400	10	0%	489	8%
TOTAL LIBRARY		3,397,088	3,313,945	3,313,945	3,351,116	3,183,170.00	(167,946)	-5%	(130,775)	-4%

Notes:

- [a] Propose to reduce fines by half daily rate
- [b] Donation from Friends for Children's Room Project
- [c] NLS procedure ends; offset ILS fees instead

LIBRARY 2022-23 BUDGET
CALCULATION OF CONTRIBUTION

Budget Proposed	3,506,650
Surplus from Prior Years - Unappropriated	(146,062)
Revenues Projected (2022-23)	(59,870)
Operating Surplus from Expenses (2021-22)	(140,247)
Operating Surplus from Revenues (2021-22)	<u>(37,171)</u>
Funding Needed:	3,123,300
<i>Village Contribution to the Library in 2020-21</i>	3,203,534
<i>Village Contribution to the Library in 2021-22</i>	3,250,984



Library
Five Year Capital Plan for Fiscal
Years 2023-2027

VILLAGE OF GARDEN CITY
FIVE YEAR CAPITAL IMPROVEMENT PLAN
FOR FISCAL YEARS ENDING 2023 THROUGH 2027

LIBRARY

Projects	Adopted Budget 2021/22	FISCAL YEAR 2022/23	FISCAL YEAR 2023/24	FISCAL YEAR 2024/25	FISCAL YEAR 2025/26	FISCAL YEAR 2026/27	Total 5 Year Plan
Technology	46,600	55,500	76,200	33,000	26,200	33,000	223,900
Teen Room	-	10,000	150,000	-	-	-	160,000
Meeting Rooms		10,000	100,000	-	-	-	110,000
TOTAL LIBRARY	\$ 46,600	\$ 75,500	\$ 326,200	\$ 33,000	\$ 26,200	\$ 33,000	\$ 493,900

0

VILLAGE OF GARDEN CITY

FIVE YEAR CAPITAL IMPROVEMENT PLAN

FOR FISCAL YEARS ENDING 2023 THROUGH 2027

DEPARTMENT: Library
 DEPARTMENT CODE (if existing): 0H-7410-2020
 PROJECT TITLE: Technology Upgrades
 SCHEDULED START:
 COMPLETION: Ongoing
 PRIORITY IN DEPT:
 AVAILABLE BUDGET: **\$82,932**

PROJECT COSTS:

	LAST YEAR	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	TOTAL 5 Yr Plan
PROPERTY ACQUISITION							\$0
CONSTRUCTION							\$0
CONSULTANT SERVICES							\$0
FURNISHINGS AND EQUIPMENT	\$79,600	\$67,500	\$76,200	\$33,000	\$26,200	\$33,000	\$235,900
FINANCING COSTS (if bonded)							\$0
CONTINGENCY							\$0
CURRENT YEAR FUNDING	-\$33,000	(\$12,000)					(\$12,000)
TOTAL	\$46,600	\$55,500	\$76,200	\$33,000	\$26,200	\$33,000	\$223,900

PROJECT FUNDING:

	LAST YEAR	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	TOTAL 5 Yr Plan
PROPERTY TAX	\$46,600	\$55,500	\$76,200	\$33,000	\$26,200	\$33,000	\$223,900
BONDED INDEBTEDNESS							\$0
GRANTS							\$0
OTHER							\$0
TOTAL	\$46,600	\$55,500	\$76,200	\$33,000	\$26,200	\$33,000	\$223,900

DESCRIPTION OF PROJECT:

GOALS: Maintain, improve or expand technology services; ongoing replacement of obsolete or failing equipment, acquisition of new equipment and infrastructure expansion. Projects: network management and wifi expansion interior and exterior to serve mobile users inside and outside the Library with work, research and reading and to support library programs. Also redo wiring in the computer office to improve safety and efficiency. From 2021-22 Computer equipment for the Children's Room - two smartboards, computers, laptops and printers. From 2020-21 to 2023-24 AV Media Equipment project for meeting rooms.

PURPOSE AND JUSTIFICATION:

To provide the Library with the ability to serve the needs of library users. Technology is for many users the primary reason to use the Library for access to WiFi, current computers and software and printing and scanning. Technology education for children, teens and adults requires current equipment, and infrastructure to support it. It will also support access to outdoor and virtual programs and meetings which have become essential since the COVID-19 pandemic.

IMPACT OF PROJECT ON OPERATING REVENUES/EXPENDITURES

Annual equipment maintenance costs may increase as more equipment is required.

Five Year Capital Plan for Fiscal Years 2023-2027

		FY 2022-23		FY 2023-24		FY 2024-25		FY 2025-26		FY 2026-27	
Equipment Requests											
PCs	Replacement			10	15,000	10	15,000	10	15,000	10	15,000
Servers	Replacement	1	12,000	1	10,000	1	10,000	0	0	1	10,000
Tape Drives	Replacement	1	3,500								
Switches	Replacement	1	8,000	1	8,000	1	8,000	1	8,000	1	8,000
Digital Signage Display (flat screen)	New	1	7,000								
Printer, 3D	New	0	0	1	3,200	0	0	1	3,200		
Equipment Subtotal FY 22-23		4	30,500	13	36,200	12	33,000	12	26,200	12	33,000
Technology Projects											
Computer Office Wiring & Streamlining Project cabling, (switch, power supply \$12k Equip and \$4k cabling)	New		16,000								
Cabling, WiFi and miscellaneous network expansion			10,000								
Adult Dept Print and Scan Stations (scanner, printer, coin tower, and PC user interface)			11,000								
Media Equipment upgrade (smart podium, speakers, microphones, rack, DVD player; and Smart Board (2 meeting rooms) <i>Deferred 20-21 to 23-24</i>					40,000						
Projects Subtotal			37,000		40,000						
FY 2021-22 Equipment & Projects Active or Pending											
Children's Room Equipment, Bulk Materials											
Computers	6,250										
laptops & cases	5,200										
Printers	2,600										
Ipads, cases and charging station	10,000										
SmartBoard	26,000										
Scanner	3,500										
TOTAL Children's Renovation			53,550								
Technology Projects & Equipment Pending (Other)											
Equipment: Gaming Equipment	3,000										
Equipment: Smart Terminal Coin/Bill Tower	6,500										
TOTAL Other Projects & Equipment			9,500								
Current/Prior Equip & Proj Active/Pending			63,050								
Unused funds applied as credit			(12,000)		(12,000)						
Totals											
			55,500		76,200		33,000		26,200		33,000

VILLAGE OF GARDEN CITY

FIVE YEAR CAPITAL IMPROVEMENT PLAN

FOR FISCAL YEARS ENDING 2023 THROUGH 2027

DEPARTMENT: Library
 DEPARTMENT CODE (if existing): **NEW**
 PROJECT TITLE: Teen Room
 SCHEDULED START:
 COMPLETION:
 PRIORITY IN DEPT:
 BUDGET AVAILABLE:

PROJECT COSTS:

	LAST YEAR	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	TOTAL 5 Yr Plan
PROPERTY ACQUISITION							\$0
CONSTRUCTION			150,000				\$150,000
CONSULTANT SERVICES		\$10,000					\$10,000
FURNISHINGS AND EQUIPMENT							\$0
FINANCING COSTS (if bonded)							\$0
CONTINGENCY							\$0
TOTAL	\$0	\$10,000	\$150,000	\$0	\$0	\$0	\$160,000

PROJECT FUNDING:

	LAST YEAR	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	TOTAL 5 Yr Plan
PROPERTY TAX		\$10,000	\$150,000				\$160,000
BONDED INDEBTEDNESS							\$0
GRANTS							\$0
OTHER							\$0
TOTAL	\$0	\$10,000	\$150,000	\$0	\$0	\$0	\$160,000

DESCRIPTION OF PROJECT:

Design / proposal budgeting in 22-23; Update / renovation with construction, finishes and furniture in 23-24

PURPOSE AND JUSTIFICATION:

IMPACT OF PROJECT ON OPERATING REVENUES/EXPENDITURES

The project will have no impact on operating revenues or expenditures.

VILLAGE OF GARDEN CITY

FIVE YEAR CAPITAL IMPROVEMENT PLAN

FOR FISCAL YEARS ENDING 2023 THROUGH 2027

DEPARTMENT: Library
 DEPARTMENT CODE (if existing): **NEW**
 PROJECT TITLE: Meeting Rooms
 SCHEDULED START:
 COMPLETION:
 PRIORITY IN DEPT:
 BUDGET AVAILABLE:

PROJECT COSTS:

	LAST YEAR	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	TOTAL 5 Yr Plan
PROPERTY ACQUISITION							\$0
CONSTRUCTION			100,000				\$100,000
CONSULTANT SERVICES		\$10,000					\$10,000
FURNISHINGS AND EQUIPMENT							\$0
FINANCING COSTS (if bonded)							\$0
CONTINGENCY							\$0
TOTAL	\$0	\$10,000	\$100,000	\$0	\$0	\$0	\$110,000

PROJECT FUNDING:

	LAST YEAR	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	TOTAL 5 Yr Plan
PROPERTY TAX		\$10,000	\$100,000				\$110,000
BONDED INDEBTEDNESS							\$0
GRANTS							\$0
OTHER							\$0
TOTAL	\$0	\$10,000	\$100,000	\$0	\$0	\$0	\$110,000

DESCRIPTION OF PROJECT:

Design / proposal budgeting in 22-23; Floors/carpet, paint, tables chairs, meeting rooms and café art gallery panels in 23-24

PURPOSE AND JUSTIFICATION:

IMPACT OF PROJECT ON OPERATING REVENUES/EXPENDITURES

The project will have no impact on operating revenues or expenditures.

Proposed Sunday Calendar

September 2022 through June 2023

Listed below is the proposed Sunday opening calendar for September 2022 through June 2023. There are 33 Sunday openings (33 last year).

September 2022

11, 18, 25

(4th is closed for Labor Day weekend)

October 2022

2, 16, 23, 30

(9th is closed for Columbus Day weekend)

November 2022

6, 13, 20, 27

December 2022

4, 11, 18

(25th is closed for Christmas Day)

January 2023

8, 15, 22, 29

(1st is closed for New Year's Day)

February 2023

5, 12, 26

(19th is closed for President's Day weekend)

March 2023

5, 12, 19, 26

April 2023

2, 16, 23, 30

(9th is closed for Easter)

May 2023

7, 21

(14th is closed for Mother's Day and 28th is closed for Memorial Day weekend)

June 2023

4, 11

(18th is closed for Father's Day)

Proposed Holiday Calendar FY 2022-2023

The following is the proposed holiday calendar for FY 2022-2023.

<u>DAY</u>	<u>DATE</u>	<u>HOLIDAY</u>	<u>CLOSED</u>
Monday	July 4, 2022	Independence Day	Closed Entire Day
Saturday	September 3, 2022	Labor Day Weekend	Closed Entire Day
Monday	September 5, 2022	Labor Day	Closed Entire Day
Monday	October 10, 2022	Columbus Day	Closed Entire Day
Wednesday	November 23, 2022	Thanksgiving Eve	Closed 5:30 pm – 9:00 pm
Thursday	November 24, 2022	Thanksgiving Day	Closed Entire Day
Saturday	December 24, 2022	Christmas Eve	Closed 1:00 pm – 5:00 pm
Monday	December 26, 2022	Christmas Day Observed	Closed Entire Day
Saturday	December 31, 2022	New Year's Eve	(Closed Saturday at 5 pm)
Monday	January 2, 2023	New Year's Day Observed	Closed Entire Day
Monday	February 20, 2023	President's Day	Closed Entire Day
Monday	May 29, 2023	Memorial Day	Closed Entire Day

Regarding Employee Schedules, Christmas Eve – No half holiday will be recognized except when falling on an employee's regularly scheduled work day.

Garden City Public Library

MEMORANDUM

To: Library Board of Trustees
From: Marianne Malagon, Library Director
Date: March 14, 2022
Subject: 9.7 Sick Leave – Two Employees

Sick Leave – Two Employees:

Requested authorization to pay **Laura Flanagan**, Librarian, Reference Department, through **May 9, 2022** or such earlier date as she may be able to return to work pursuant to the provisions of the contract between the Incorporated Village of Garden City and the Civil Service Employees' Association, Inc., Local 882 AFSCME, which became effective June 1, 2010.

Requested authorization to pay **Margaret Zulkofske**, Senior Typist-Clerk, Administration, through **May 9, 2022** or such earlier date as she may be able to return to work pursuant to the provisions of the contract between the Incorporated Village of Garden City and the Civil Service Employees' Association, Inc., Local 882 AFSCME, which became effective June 1, 2010.

Garden City Public Library

MEMORANDUM

To: Library Board of Trustees

From: Marianne Malagon, Library Director

Date: April 11, 2022

Subject: 9.8 Flags on Lawn for Veterans sponsored by AARP,
Memorial and Independence Day

Would you please VOTE TO APPROVE the following request to post flags on the lawn in honor of veterans for a few weeks around Memorial Day and Independence Day?

We proposed this program in October for Veterans Day in 2021. It was approved by the Library Board and went smoothly.

This program is sponsored by AARP and arranged by Richard McGee an AARP volunteer and Village resident. They do this at other libraries and public buildings also; photos attached.

They normally put up the flags about a week before the holiday and take them down about a week after. It would be about 20-25 flags and he proposed near flower beds or something similar to that. They thought our prior location worked out well. The flags followed the curve (longer than shown) of the flower bed and shrubs on the west side of the front of the library.



Garden City Public Library

MEMORANDUM

To: Library Board of Trustees
From: Marianne Malagon, Library Director
Date: April 11, 2022
Subject: 9.9 Friends Basket Fundraiser

Requesting approval of this request for the Friends to auction baskets as a fundraiser prior to and at the Friends of the Garden City Library Book Sale on April 30-May 1.

Proceeds will support the Friends of the Library and go to sponsor Library programs.

The Friends' accompanying flyer is behind the memo.

The Garden Basket pictured below contains these items:



Elegant Garden

\$50 Gift Card - Hengstenberg's Florist

Silver Waterford Frame

Gardening Books

Flowered Gardening tools

Garden Plaque

Gardening Gloves

Tea Towels

Hand Painted Salt & Pepper Shakers

Decorated Tea Lights

Floral Drying Dish Pads

Floral Pot Holders



Friends of the Library Mother's Day Baskets

To bid on or purchase outright

As part of our wonderful Large-Scale Book Sale on April 30th and May 1st, the Friends of the Library will be conducting a silent auction. You will have the opportunity to bid on specially designed Baskets on various themes to present to some very lucky Mothers or Grandmothers on May 8th, Mother's Day.

We will be putting a few of them on display in the days leading up to the event. If you would like to bid on the baskets presented, please add your bid to the bid sheet. We request increments of \$5 or more.

If you would like to buy the basket outright, at the "Buy It Now" Price, please call 516-873-6332 to arrange the transaction.

Thanks for your continued support!



AGENDA ITEM #10

DISCUSSION ITEMS

- 10.1 Director's Report
- 10.2 Library Building Projects Update
- 10.3 Procurement Update

Director's Report March 2022

Projects

- Tentative Operating and Capital Budgets, were presented on March 24. Budget passed Changes for Salary Line and Part Time were Added to the Budget Requests on 3/30. Budget was approved on 4/4 at Village Organization Meeting.
- Proposed modifications to the Children's Room Project specifically design of desks with connecting counter were discussed with Staff, Trustees, H2M & project team. Discussion of Furniture with Furniture vendor. Team conference call on 3/31.
- Procurement of Security, Movers and IT still in review.
- Oversaw hiring, and budgeting of Part Time including new part time librarians and staff assignments with 2 FT staff on extended sick leave.
- Monitoring public and building safety and maintenance, including COVID procedures.

Events, Meetings, Site Visits, Training

- Library Board of Trustees – via zoom – 2/7
- Village Board of Trustees – 3/3 zoom, 3/17, 4/4 (Organizational Mtg & Budget Hearing)
- Village Board of Trustees Budget Sessions – 3/10, 3/16, 3/24* presented, 3/30 changes
- Village Department Heads – 3/9, 3/28
- Village Safety Committee – 3/1
- Nassau Library Directors – 3/23 via zoom
- Renovation Team Meeting – 3/31, as needed with Architect and Library Staff
- Staff Meetings – as needed

Building Work

- Alarm, Burglar – New 5G radio installed and tested (3/17).
- Bathroom, Faucet – Child bathroom faucet would not run. Batteries replaced (3/23)
- Cleaning Services – Contract was awarded by Village. Start date pending (4/5).
- Doors, Automatic – Quotes for automatic door sensors received. Pending decision and scheduling. (4/5)
- Door, Access-Control Fobs – Book storage room was stuck wouldn't open; tested by IntelliTec and it opened; cause not known. (3/23-24)
- HVAC, Boiler – Following problems with Boiler (3/3-4, 3/7-8) requiring service to come and reset, checking with Village if Boiler needs to be incorporated into HVAC project. (3/31)
- HVAC, Compressor – Power failure (brief) on 3/13) and compressor required reset.
- Lighting – Corkrey replaced several fluorescents lights with LEDs (3/4). Tested emergency lights and they work if power is fully out but need to further investigate cause of outage during partial power failure. (3/18, 3/23).
- Roof – Consultants inspected the roof for specs for the project 3/8,14, 3/23.
- Septic System - Sump Pump check valve replacement pending; plumbers were consulted provided quotes. Might involve full septic system replacement. Pending decision. (3/31).
- Signage, Exterior – "No Dogs on Lawns" signs ordered; received. Contacted DPW to schedule installation (4/5).

GARDEN CITY PUBLIC LIBRARY

Director's Report -- March 2022

Materials Use Statistics

	<u>Mar. 2022</u>	<u>Mar. 2021</u>	<u>Mar. 2020</u>	<u>Mar. 2019</u>	<u>Mar. 2018</u>
<u>GENERAL CIRCULATION¹</u>					
Total for Month	14,268	14,184	9,658	19,793	19,113
Total for Year to Date	40,914	40,344	45,782	56,483	54,118
<u>PRINT CIRCULATION²</u>					
Total for Month	9,195	9,205	5,168	14,542	14,220
Total for Year to Date	25,174	25,240	30,386	40,780	39,782
<u>AUDIO CIRCULATION³</u>					
Total for Month	339	266	328	793	919
Total for Year to Date	1,029	890	1,580	2,331	2,576
<u>DOWNLOADABLE AUDIO & EBOOKS</u>					
Total for Month	3,983	3,996	3,287	2,707	1,764
Total for Year to Date	12,356	12,043	9,765	8,038	5,183
<u>DVD CIRCULATION⁴</u>					
Total for Month	751	717	875	1,751	2,210
Total for Year to Date	2,355	2,171	4,051	5,334	6,577
<u>INTERLIBRARY LOAN</u>					
Total Borrowed for Month	1,510	1,411	733	1,514	1,270
Total Borrowed for Year to Date	4,095	3,964	3,918	4,742	4,057
Total Loaned for Month	817	1,229	493	962	913
Total Loaned for Year to Date	2,447	3,493	2,435	2,899	2,804
<u>NLS REPORTING DAYS</u>					
Total for Month	29	29	15	28.5	28
Total for Year to Date	78.5	78	68.5	81	79.5
<u>MICROCOMPUTER USE</u>					
No. of Patrons - Total for Month	112	0	NA	234	256
Total for Year to Date	282	0	478	661	794
Hrs. of Microcomputer Use - Total for Month	629	0	488.25	1276.75	1199.75
Total for Year to Date	1597	0	2654.75	3546.5	3694.75
No. of Patrons - Total for Month - Children's	9	0	NA	90	69
Total for Year to Date - Children's	29	0	134	244	183

¹ Includes print, audio and DVD circulation

² Includes books, periodicals

³ Includes books on CD, music CDs, playaways

⁴ Includes DVD and VHS

GARDEN CITY PUBLIC LIBRARY

Director's Report -- March 2022

Library Use Statistics

	<u>Mar. 2022</u>	<u>Mar. 2021</u>	<u>Mar. 2020</u>	<u>Mar. 2019</u>	<u>Mar. 2018</u>
<u>Reference Questions</u>					
Adult Total for Month	270	900	710	1,315	1,530
Adult Total for Year to Date	804	1,380	3,619	3,875	4,240
Young Adult Total for Month	152	242	294	813	415
Young Adult Total for Year to Date	779	830	967	1,692	1,147
Children's Total for Month	444	331	124	667	547
Children's Total for Year to Date	967	954	891	1,695	1,187
Total for Month	866	1,473	1,128	2,795	2,492
Total for Year to Date	2,550	3,164	5,477	7,262	6,574
<u>Visits</u>					
Total for Month	9,840	6,998	6,301	16,153	15,164
Total for Year to Date	23,470	18,649	33,177	43,622	43,064
<u>Library Programs</u>					
Adult Sessions for Month	2	0	4	4	2
Adult Sessions for Year to Date	3	-	19	8	7
Young Adult Sessions for Month	3	5	10	10	7
Young Adult Sessions for Year to Date	12	16	0	0	0
Children's Sessions for Month	0	0	0	3	4
Children's Sessions for Year to Date	0	2	2	12	4
Children's Outreach, Class Visit, Storytime	0	0	12	10	24
Children's Outreach, Class Visit, Storytime Y1	0	-	40	39	54
Total for Month	5	5	26	27	37
Total for Year to Date	15	19	88	88	101
<u>Friends Programs</u>					
Adult Sessions for Month	2	0	2	7	5
Adult Sessions for Year to Date	3	5	14	15	16
Young Adult Sessions for Month	3	1	3	7	3
Young Adult Sessions for Year to Date	5	4	9	16	6
Children's Sessions for Month	6	2	2	9	5
Children's Sessions for Year to Date	11	6	5	19	8
Total for Month	11	3	7	23	13
Total for Year to Date	19	15	28	43	30
<u>Civic/Community Group Programs</u>					
Total for Month	0	0	4	15	13
Total for Year to Date	1	0	25	33	32
<u>Program Attendance</u>					
Attendance: Live/Virtual	154	54			
Recorded Program Views	0	0			
Total for Month	154	54	421	1,833	1,167
Total for Year to Date	322	431	2,397	3,868	3,008
<u>Staff Continuing Education Hours</u>					
Total for Month	2.5	0	0	24	18.5
Total for Year to Date	2.5	0	42	97	74.5

Garden City Public Library

MEMORANDUM

To: Library Board of Trustees
From: Marianne Malagon, Library Director
Date: April 11, 2022
Subject: 10.2 Library Building Projects Update

I will provide an oral status update on the major building projects at the meeting.

Garden City Public Library

MEMORANDUM

To: Library Board of Trustees
From: Marianne Malagon, Library Director
Date: April 11, 2022
Subject: 10.3 Procurement Update

At this time documentation is being reviewed for Security, Movers and IT Consulting.

AGENDA ITEM #11

COMMITTEE REPORTS

- 11.1 Budget Committee
- 11.2 Audit Committee
- 11.3 Building Committee
- 11.4 Community Relations Committee
- 11.5 Personnel Committee
- 11.6 Policy Committee
- 11.7 Library Reopening Committee