



**WESTBURY  
MEMORIAL  
PUBLIC LIBRARY**

# 2022-2023 Report to the Community

## Mission Statement

To provide excellent, proactive service to fulfill the informational, educational and recreational needs of the community. The Library will:

- Celebrate the joy of learning, reading, the arts, local culture and history.
- Create a welcoming atmosphere that supports intellectual freedom.
- Sustain a future-focus in response to technological changes.

## Notable Accomplishments in 2022

- In order to assist our patrons with job hunting, resumes, and a quiet room for interviews, we introduced a by appointment Career Center.
- A Seed Library was established for our local gardeners to exchange.
- Our Museum Pass collection has been extended to include more wonderful family passes..
- The first Adult Summer Reading Club was established, was a huge success and will be continued annually.
- A curator was hired for the Historical Cottage who's currently digitizing the collection and running wonderful, knowledge-filled programs.
- An awning was placed over the outside Program Room in order to cut down on rain coming into the room.
- Homeland Security conducted active shooter training and a building safety tour.
- Staff participated in outreach to the Senior Center and Bristol by doing Book Discussions and Technology assistance courses.
- The Library provides *Homebound Delivery* services for patrons in the Westbury or Carle Place school districts who are unable to visit the Library due to disability or extended illness and have no other options with regard to picking up Library materials.
- Stagnant staffing levels have risen to be able to better serve our community
- Technology programs and one-on-one tech help have been reestablished for our community. The Technology Department staffing was increased to assist with these resources.
- The Technology staff has increased the amount of access points throughout the buildings to allow for more internet coverage.
- The Technology staff has converted all of the Computer Labs to WiFi.
- Future plans include electronic blinds for the program room and to complete an upgrade to the media closet which will allow for ease with hybrid programming, a better sound system, and new projector as well as panic buttons for the safety of all in both buildings.
- We introduced a new two-year Long Range Plan of Service for our community. The plan of service can be found on the Library website.
- We introduced our community to social work interns through the StonyBrook University Social Work Intern program. Interns are here to assist patrons with services such as filling out paperwork, dealing with homelessness, immigration services, and more.
- We continue to negotiate contracts with vendors in order to increase service and save monies.
- The Library purchased a server in order to backup our Business Office and to create a firewall to keep our patron's internet browsing safe.
- Hybrid programming has continued for all ages in order to be able to offer varied options for our patrons.
- The Program Department expanded offerings to include citizenship classes, health awareness programs and the ever popular bus trips.
- The Library participated in the following donation collections for our Westbury community: *Beacon House Veterans, Long Island Cares Food Drive, St. Brigid's Food Pantry, Toys for Tots, and the Long Island Coalition for the Homeless.*
- After time off from COVID, the Library presented a very popular Fall Festival, and a well attended Career and Health Fair.
- Our Children's Library continues to support our schools with outreach visits.
- We support Westbury's School District by providing training for parents and students on *Hoopla, Google Classroom*, and other programs.
- Our Young Adult Librarian initiated a Teen Advisory Board in order to include our local teens in Library decisions that pertain to them.
- With the assistance of our Young Adult Librarian, we have seen an increase in middle school and high school library cards.

## Summary

The Board of Trustees has decided to increase the library tax levy by 4% for this upcoming year 2023-2024. For the average taxpayer, the increase amounts to approximately **\$13.09 a year per household or 4¢ a day**. This is a decrease in the amount that the community approved last year which was \$21.40 a year per household or 6¢ a day. This increase is above the tax cap of 2% permitted under New York State law. It allows us to offer excellent programming and services for our patrons of varied interests and age groups and to make necessary upgrades to the buildings. **Esta información se encuentra en nuestro website en Español.**

**Westbury Memorial Public Library**  
**445 Jefferson Street**  
**Westbury, NY 11590**  
**(516) 333-0176**  
**www.westburylibrary.org**

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# Budget Message

The Board of Trustees of the Westbury Memorial Public Library presents the 2023-2024 budget for your consideration. In spite of all of the upgrades we are looking to implement with this budget we were able to lower the rate requested from last year. This years increase amounts to approximately **\$13.09 a year per household or 4¢ per day**. We welcome your input at the Library Budget hearing to be held on Tuesday, March 28, 2023 at 7pm. Feel free to bring your questions and/or concerns. Remember to vote on Tuesday, April 4, 2023 from 9am to 9pm at the Westbury Library. The Library thanks you for your continued support.



The Westbury Memorial Public Library Board of Trustees  
 Carmen Lloyd, President  
 Judy Gerrard, Vice-President  
 Shirley Darkeh  
 Tyeisha Marshall  
 Denise Parillo

<b>EXPENSES</b>			<b>2022-2023</b>	<b>2023-2024</b> with 4% Increase	<b>EXPENSES continued</b>			<b>2022-2023</b>	<b>2023-2024</b> with 4% Increase
<b>Books</b>			\$100,000.00	\$100,000.00	<b>Salaries</b>		\$1,781,500.00	\$1,885,000.00	
	Adult		\$75,000.00	\$75,000.00	<b>Retirement</b>		\$160,000.00	\$200,000.00	
	Young Adult		\$5,000.00	\$5,000.00	<b>Social Security</b>		\$132,000.00	\$132,000.00	
	Childrens		\$20,000.00	\$20,000.00	<b>Employee Benefits</b>		\$545,000.00	\$580,000.00	
<b>Periodicals</b>			\$8,000.00	\$7,000.00	<b>Publicity &amp; Newsletters</b>		\$25,500.00	\$10,000.00	
<b>Databases</b>			\$6,000.00	\$7,000.00	<b>Office Expenses</b>		\$44,500.00	\$48,000.00	
<b>Audio-Visual</b>			\$22,500.00	\$23,000.00		Postage	\$3,000.00	\$5,000.00	
	DVD		\$7,000.00	\$7,000.00		Election	\$14,000.00	\$15,000.00	
	Music CD		\$1,000.00	\$1,000.00	<b>Conferences/Training/Travel</b>		\$7,000.00	\$7,000.00	
	BOCD		\$4,500.00	\$4,500.00		Museum Passes	\$6,000.00	\$6,500.00	
	Video Games		\$1,500.00	\$1,500.00		Memberships	\$3,000.00	\$3,000.00	
	OverDrive/Libby		\$6,500.00	\$7,000.00		Office Supplies	\$11,500.00	\$11,500.00	
	Hoopla		\$2,000.00	\$2,000.00	<b>Westbury Historical Society Cottage</b>		\$0.00	\$4,000.00	
<b>Programming &amp; Supplies</b>			\$44,500.00	\$53,000.00	<b>Equipment &amp; Furnishings</b>		\$5,000.00	\$5,000.00	
	Adult		\$21,500.00	\$25,000.00	<b>Integrated Library System (ILS)</b>		\$35,000.00	\$35,000.00	
	Young Adult		\$4,000.00	\$6,000.00	<b>Professional</b>		\$70,000.00	\$77,667.00	
	Childrens		\$19,000.00	\$22,000.00		Auditors	\$15,000.00	\$15,000.00	
<b>Building</b>			\$127,000.00	\$158,500.00		Counsel	\$15,000.00	\$15,000.00	
	PPE		\$2,000.00	\$1,000.00		Payroll System	\$6,200.00	\$6,500.00	
	Service Contracts		\$80,000.00	\$92,000.00		Contract Employees	\$10,000.00	\$20,000.00	
	Cleaning Supplies		\$10,000.00	\$7,500.00		NLS Membership Services Fee	\$21,141.00	\$21,167.00	
	Renovations		\$0.00	\$15,000.00	<b>TOTAL EXPENSES</b>		\$3,299,500.00	\$3,555,467.00	
	Repairs & Maintenance		\$15,000.00	\$23,000.00					
	Grounds		\$20,000.00	\$20,000.00	<b>REVENUES</b>		<b>2022-2023</b>	<b>2023-2024</b>	
<b>Technology</b>			\$52,000.00	\$72,800.00	Pilot Funds		\$40,000.00	\$40,000.00	
	Hardware & Devices		\$15,000.00	\$15,000.00	State Aid		\$5,000.00	\$5,000.00	
	Software		\$5,500.00	\$9,000.00	Carle Place Contract Income		\$707,876.00	\$794,535.09	
	Service Contracts		\$26,500.00	\$30,800.00	Interest Income		\$500.00	\$13,000.00	
	Repairs & Maintenance		\$1,000.00	\$14,000.00	Fines & Fees		\$20,000.00	\$10,000.00	
	Supplies		\$4,000.00	\$4,000.00	Children's Endowment		\$55,000.00	\$75,000.00	
<b>Utilities</b>			\$110,000.00	\$125,000.00	Appropriation from Surplus		\$18,018.00	\$66,701.67	
<b>Insurance</b>			\$31,000.00	\$32,500.00	To Be Raised by Taxes		\$2,453,106.00	\$2,551,230.24	
					<b>TOTAL REVENUES</b>		\$3,299,500.00	\$3,555,467.00	

## Statistics for 2022-2023 Library Use

- 48,926 Annual patron visits from January - December
- 55,812 Users who visited the Library website
- 23,333 Patrons attending Adult and Children's programs
- 84,119 Items borrowed from the Library collection
- 18,900 Library's wireless internet sessions
- 22,216 Registered Westbury & Carle Place borrowers