



**WESTBURY
MEMORIAL
PUBLIC LIBRARY**

2023-2024 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 2023

- We received a generous \$10,000 grant from Senator Thomas' office to purchase a modular Career Room in order to assist our patrons with job hunting, resumes, and a quiet room for interviews.
- Our Museum Pass collection has been extended to include more wonderful family passes. New passes include: The New York Historical Society, Paley Center, Planting Fields Arboretum, and the LI Museum of American Art, History and Carriages.
- The Historical Cottage's curator has been digitizing the collection and running wonderful, knowledge-filled programs.
- Homeland Security conducted active shooter training and a building safety tour. In this vein of safety, we installed panic buttons throughout both buildings.
- 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 Community Room had a bit of a makeover with new electronic blinds and the media closet received an upgrade which allows for ease with hybrid programming, a better sound system, and new projector. Future plans are to replace the carpeting.
- Social work interns through the StonyBrook University Social Work Intern program continue 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 receive services and to be financially prudent.
- 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: **United Veterans Beacon House, MPACT Coalition, St. Brigid's Food Pantry, Toys for Tots, and the Long Island Coalition for the Homeless.**
- The Library has hosted special cultural celebrations honoring Black history, Hispanic heritage among others, including the 34th Annual African American Read-In, connecting our schools and community.
- Our Children's Library continues to support our schools with outreach visits and by providing training for parents and students.
- Our Young Adult Librarian works with the Teen Advisory Board in order to include our local teens in Library decisions that pertain to them. Teen program statistics have dramatically increased.
- With the assistance of our Young Adult Librarian, we have seen an increase in middle school and high school library cards.
- The Library participated in the National Library Week and the Nassau Literacy Tour welcoming patrons from other libraries to share in our wealth.
- We initiated the Blood Pressure Monitoring Loan Program where patrons can borrow Blood Pressure cuffs to regulate their health.
- Building Maintenance projects included: upgrading the main phone line box, replacing the light timer box for parking lot, and repaving and striping the parking lot.
- The entire production of our newsletter has become an in-house project, utilizing our creative and talented staff and cutting down on printing costs.
- Building-wide shifting of collection to make way for new items and ease of use.

Summary

The Board of Trustees has decided to increase the library tax levy by 2% for this upcoming year 2024-2025. For the average taxpayer, the increase amounts to approximately **\$6.80 a year per household or 2¢ a day**. This is a decrease in the amount that the community approved last year which was \$13.09 a year per household or 4¢ a day. This increase is equal to 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
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Westbury, NY 11590
(516) 333-0176
www.westburylibrary.org

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POSTAL CUSTOMER

Budget Message

The Board of Trustees of the Westbury Memorial Public Library presents the 2024-2025 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 year's increase amounts to approximately **\$6.80 a year per household or 2¢ per day**. We welcome your input at the Library Budget hearing to be held on Tuesday, April 2, 2024 at 7pm. Feel free to bring your questions and/or concerns. Remember to vote on Tuesday, April 9, 2024 from 9am to 9pm at the Westbury Library.

The Library thanks you for your continued support.



The Westbury Memorial Public Library Board of Trustees:
Tyeisha Marshall, President
Judy Gerrard, Vice-President
Carmen Lloyd
Simone Eason
Alex Nuñez

EXPENSES	2023-2024	2024-2025 <small>(with 2% increase)</small>
Books	\$100,000.00	\$92,000.00
Adult	\$75,000.00	\$70,000.00
Young Adult	\$5,000.00	\$5,000.00
Childrens	\$20,000.00	\$17,000.00
Periodicals	\$7,000.00	\$7,500.00
Databases	\$7,000.00	\$8,000.00
Audio-Visual	\$23,000.00	\$26,100.00
DVD	\$7,000.00	\$7,500.00
Music CD	\$1,000.00	\$1,100.00
BOCD	\$4,500.00	\$4,500.00
Video Games	\$1,500.00	\$1,500.00
OverDrive/Libby	\$7,000.00	\$7,000.00
Hoopla	\$2,000.00	\$4,500.00
Programming & Supplies	\$53,000.00	\$61,000.00
Adult	\$25,000.00	\$28,000.00
Young Adult	\$6,000.00	\$8,000.00
Childrens	\$22,000.00	\$25,000.00
Building	\$158,500.00	\$157,500.00
PPE	\$1,000.00	\$500.00
Service Contracts	\$92,000.00	\$92,000.00
Cleaning Supplies	\$7,500.00	\$8,000.00
Renovations	\$15,000.00	\$17,000.00
Repairs & Maintenance	\$23,000.00	\$20,000.00
Grounds	\$20,000.00	\$20,000.00
Technology	\$72,800.00	\$74,142.90
Hardware & Devices	\$15,000.00	\$19,500.00
Software	\$9,000.00	\$16,142.90
Service Contracts	\$30,800.00	\$31,000.00
Repairs & Maintenance	\$14,000.00	\$3,000.00
Supplies	\$4,000.00	\$4,500.00
Utilities	\$125,000.00	\$125,000.00
Insurance	\$32,500.00	\$31,500.00

EXPENSES continued	2023-2024	2024-2025 <small>(with 2% increase)</small>
Salaries	\$1,885,000.00	\$2,000,000.00
Retirement	\$200,000.00	\$230,000.00
Social Security	\$132,000.00	\$132,000.00
Employee Benefits	\$580,000.00	\$620,000.00
Publicity & Newsletters	\$10,000.00	\$17,000.00
Office Expenses	\$48,000.00	\$53,500.00
Postage	\$5,000.00	\$5,000.00
Election	\$15,000.00	\$17,000.00
Conferences/Training/Travel	\$7,000.00	\$7,000.00
Museum Passes	\$6,500.00	\$6,500.00
Memberships	\$3,000.00	\$3,000.00
Office Supplies	\$11,500.00	\$15,000.00
Westbury Historical Society Cottage	\$4,000.00	\$4,000.00
Equipment & Furnishings	\$5,000.00	\$11,000.00
Integrated Library System (ILS)	\$35,000.00	\$41,800.00
Professional	\$77,667.00	\$77,872.00
Auditors	\$15,000.00	\$15,000.00
Counsel	\$15,000.00	\$15,000.00
Payroll System	\$6,500.00	\$7,000.00
Contract Employees	\$20,000.00	\$20,000.00
NLS Membership Services Fee	\$21,167.00	\$20,872.00
TOTAL EXPENSES	\$3,555,467.00	\$3,769,914.90

REVENUES	2023-2024	2024-2025
Pilot Funds	\$40,000.00	\$40,000.00
State Aid	\$5,000.00	\$5,000.00
Carle Place Contract Income	\$794,535.09	\$794,535.09
Interest Income	\$13,000.00	\$40,000.00
Fines & Fees	\$10,000.00	\$25,000.00
Children's Endowment	\$75,000.00	\$75,000.00
Appropriation from Surplus	\$66,701.67	\$188,124.97
To Be Raised by Taxes	\$2,551,230.24	\$2,602,254.84
TOTAL REVENUES	\$3,555,467.00	\$3,769,914.90

Statistics for 2023-2024 Library Use

- 88,509 Annual patron visits from January - December
- 99,863 Items borrowed from the Library collection
- 78,540 Users who visited the Library website
- 14,492 Library's wireless internet sessions
- 53,149 Patrons attended Adult, Children's & Teen programs (Virtual & In-House)
- 22,143 Registered Westbury & Carle Place borrowers