

**PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 17, 2024
AGENDA**

- I Approval of March 20th & 27th, 2024 Board of Trustees Minutes
- II Approval of March 2024 Warrants
- III Approval of March 2024 Staff Changes
- IV Financial
 - a) March Financial Report
- V Director's Report
 - a) Collection Acquisition and Management (CAM) Letter of Intent
 - b) Treasurer's Position
 - c) Roof Update
 - d) Excess Equipment List
- VI President's Report
 - a) Budget/Trustee Election Results
 - b) Technology Committee Report
 - c) LI Library Conference –May 9, 2024
 - d) Book and Author Event – May 10, 2024
- VII Assistant Director's Report
 - a) Upcoming Outreach Opportunities
- VIII Councils
 - a) Art Advisory Council Minutes – March 13, 2024
 - b) Children's Advisory Council Minutes – March 14, 2024
 - c) Music Advisory Council – New Member
- IX Foundation
 - a) Minutes of January 22, 2024
 - b) Financial Report – March 2024
- X Friends of the Library
 - a) Minutes of March 13, 2024
- XI Correspondence
 - a) Patron Comments – March 2024
- XII Staff Association

(over)

XIII Public Comments

XIV Adjournment

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
MARCH 20, 2024

Attending:	Bill Keller, Presiding	Patricia Bridges
	Nancy Comer	Adrienne Saur
	Matthew Straus	Keith Klang

BUDGET HEARING

Mr. Keller opened the meeting at 7:30 p.m. after the Board met at 7:00 p.m. and resolved to go into Executive Session to discuss contracts. The public portion of the meeting began with the second public budget hearing to review the 2024-2025 proposed budget and would be followed by the annual Audit report going off agenda.

OPENING

Mr. Klang presented a page-by-page synopsis of the proposed 2024-2025 budget. Mr. Klang noted the two percent (2%) tax levy increase and three-point nine one percent (3.91%) increase in the budget. The proposed budget total is \$7,794,101.

PROPOSED BUDGET

Mr. Keller requested comments from the public. There were no public comments

PUBLIC COMMENTS

Mr. Keller moved to approve presenting this budget to the public at the Budget Information Session. All agreed.

***APPROVAL OF
BUDGET***

REGULAR MEETING

Mr. Keller opened the public portion of the meeting introducing Bill Barrett from Rykar, Vail & Barrett LLP, the Library's Auditor.

OPENING

Mrs. Barrett presented highlights from the Financial Statements and Supplementary Information with Independent Auditor's Report dated June 30, 2023 by section. Mr. Barrett remarked that the Library employees are doing a very good job. The Board thanked him for coming. Mr. Klang thanked him, Ms. Fenig from the Finance Department, and all staff who helped in the audit process.

ANNUAL AUDIT

Mr. Keller requested a motion to approve the minutes of February 15, 2024. Ms. Bridges moved to approve. Mr. Straus seconded. All agreed.

***MINUTES OF
MEETING***

Mr. Keller requested a motion to approve February warrants 24-02-08A and 24-02-08B. Ms. Comer moved to approve. Mr. Straus seconded. All agreed.

WARRANTS

Mr. Keller requested a motion to approve three February payrolls. Ms. Comer moved to approve. Ms. Bridges seconded. All agreed.

PAYROLL

There were no appointments, no departures, and no salary adjustments in the February 2024 staff changes.

STAFF CHANGES

Mr. Keller requested comments or questions on the February 2024 financial report. Mr. Straus moved to accept. Ms. Bridges seconded. All agreed.

FINANCIAL RPT.

Mr. Keller requested a motion to approve the Budget Revision/Separation Payout resolution dated March 20, 2024 increasing the General Fund Separation in the amount of \$7,153. Ms. Comer moved to approve. Ms. Bridges seconded. All agreed.

**BUDGET REV./
SEPARATION
PAYOUT**

Mr. Klang presented a proposed Professional Facility Conditions Study prepared by Ms. Pansy Cheng of Mei Wo Design dated March 13, 2024. Ms. Cheng was involved in the previous 5-year Prioritized Maintenance Plan. The Board discussed the proposal and polled each member for their thoughts. Mr. Keller requested a motion to approve Task I and II. Ms. Bridges moved to approve. Mr. Straus seconded. All agreed. Mr. Klang stated a possible timeline for the study would be to begin in the Spring and complete by the end of the Summer. A presentation of the report would be scheduled in the Fall.

**PROFESSIONAL
FACILITY
CONDITION STUDY
APPROVAL**

Mr. Klang requested a motion to approve attendance at Public Library Association's Annual Conference in April for Ms. Davidoff and Ms. Monsour. Ms. Bridges moved to approve. Ms. Comer seconded. All agreed.

**PLA ANNUAL
CONFERENCE**

Mr. Klang informed the Board that the Local History annex would be used to display topical materials for 6 – 10 months at a time. The archivist will be available on one day of the week to meet with interested parties.

**LOCAL HISTORY
UPDATE**

Mr. Klang reviewed future course offerings provided by NLS for Trustee training. Each Trustee must complete two (2) hours of training each calendar year. Mr. Keller recommended the Civil Service in New York recorded webinar. Ms. Moessner will provide training hour status for each member later in the year.

**TRUSTEE
TRAINING**

Mr. Keller stated that Ms. Saur is up for re-election and is running unopposed. The Budget Information Session will be on March 27, 2024; Personal Registration Day on, April 2; and the Budget Vote/Trustee Election on Tuesday, April 9, 2024.

**BUDGET VOTE/
TRUSTEE
ELECTION**

Mr. Keller noted the Book & Author Luncheon on Friday, May 10th at the Garden City Hotel beginning at 11:00am.

BOOK & AUTHOR

Mr. Keller invited all to attend the 2024 Long Island Library Conference on May 9, 2024 at the Melville Marriot featuring Bill Goldstein as the Keynote speaker.

LI LIBRARY CONF.

Mr. Keller informed the Board that he and Mr. Klang attended a virtual meeting with Senator Martins, as well as an in-person meeting with Assemblywoman Gina Sillitti's staff and Mr. Straus.

**LIBRARY
ADVOCACY**

Mr. Hutter presented the 2023 Annual Report, giving some highlights. Mr. Klang and the Board thanked Mr. Hutter, Ms. West, Ms. Bennett, Mr. Whittemore and all involved in the preparation of this report.	ANNUAL REPORT
Mr. Keller invited the Board to attend a special event at the Landmark this Sunday. <i>The Hidden Child: A Memoir of the Holocaust with Leo Ulman.</i>	SPECIAL EVENT
Mr. Keller also announced that early voting for the Presidential primaries will begin on Saturday and run through March 30 th . The election will be held on April 2, 2024 in the Lapham Room.	EARLY VOTING PRIMARIES
Mr. Keller noted the Art Advisory Council minutes of February 14, 2024 and Books for Dessert minutes of October 30, 2023.	AAC MINUTES
Mr. Keller noted the Friends of the Library minutes of February 7, 2024.	FOL MINUTES
Mr. Keller noted the Patron Comments for February 2024.	PATRON COMMENTS
Mr. Klang requested an approval to use credit card rewards to pay down an upcoming statement before the rewards expire. Mr. Klang stated this will be reflected in the warrants. Ms. Bridges moved to approve. Ms. Saur seconded. All agreed.	CREDIT CARD REWARDS
Ms. West represented the Staff Association this month and had no comments for the Board.	STAFF ASSOC.
Ms. Julie Lim had a question related to the free book cart in the Lobby. Ms. Lim also asked if the Trustee Training recorded webinars were open to the public.	PUBLIC COMMENTS
Ms. Bridges moved to adjourn. All agreed.	ADJOURNMENT

PORT WASHINGTON PUBLIC LIBRARY
MINUTES OF
THE BOARD OF TRUSTEES MEETING
MARCH 27, 2024

Attending: Bill Keller, Presiding Nancy Comer
Michael Krevor Adrienne Saur
Matthew Straus Sima Vasa
Keith Klang

BUDGET INFORMATION

The Meeting opened with a Budget Information Session at 7:40 p.m. Mr. Klang reviewed the proposed 2024/2025 budget. There is a two (2%) percent tax levy increase and a three point nine one (3.91%) budget levy increase.

REGULAR MEETING

Mr. Klang asked the Board to approve the Annual Report ending December 31, 2023. Ms. Saur moved to approve. Ms. Vasa seconded. All agreed.

***ANNUAL
REPORT
APPROVAL***

There were no public comments.

***PUBLIC
COMMENTS***

Ms. Vasa motioned to adjourn. Ms. Saur seconded. All agreed.

ADJOURNMENT

Respectfully submitted by,

Nancy Axelrad Comer
Recording Secretary

**PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING
MARCH 2024 REPORTS**

WARRANTS TO BE VOTED ON

Warrant Number	Amount
24-3-09A	\$ 247,606.12
24-3-09B	\$ 96,851.38
Warrant Total	<u>\$ 344,457.50</u>

<u>Payroll Date</u>		<u>Gross</u>		<u>Net</u>		<u>Processing</u>		<u>Tax Liability</u>
3/14/2024	\$	144,620.47	\$	104,755.02	\$	-	\$	42,990.13
3/28/2024	\$	143,793.05	\$	92,394.79	\$	2,508.45	\$	43,158.27
PAYROLL TOTAL	\$	<u>288,413.52</u>	\$	<u>197,149.81</u>	\$	<u>2,508.45</u>	\$	<u>86,148.40</u>

Prepared By:
Mayra Fenig
Finance Department

PORT WASHINGTON PUBLIC LIBRARY

Balance Sheet - Governmental Funds

March 31, 2024

75% of Budget Expensed

	<u>General</u>	<u>Special Aid</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total Governmental Funds</u>	<u>Fiduciary Fund Agency</u>
ASSETS						
Cash						
Unrestricted	\$ 3,507,068	\$ 739,931	\$ 1,166,149	\$	\$ 5,413,148	\$
Restricted				140,647	140,647	
Receivables						
Accounts receivable		55			55	
Due from other funds	1,678,911	5,641			1,684,552	7,690
Due from component unit	1,175	11,480			12,655	
Prepaid expense	139,868	5,910			145,778	
Total Assets	<u>\$ 5,327,022</u>	<u>\$ 763,017</u>	<u>\$ 1,166,149</u>	<u>\$ 140,647</u>	<u>\$ 7,396,835</u>	<u>\$ 7,690</u>
LIABILITIES						
Payables						
Accounts Payable		15,202			15,202	
Due to other funds	7,690	134,299	1,544,612	5,641	1,692,242	
Other liabilities					-	7,690
Due to ERS	110,622				110,622	
Total Liabilities	<u>118,312</u>	<u>149,501</u>	<u>1,544,612</u>	<u>5,641</u>	<u>1,818,066</u>	<u>7,690</u>
FUND BALANCES						
Nonspendable:						
Prepaid	137,343	3,650			140,993	
Endowment				135,006	135,006	
Restricted: Grants		609,866			609,866	
Assigned:						
Capital projects	2,643,407				2,643,407	
Retirement contribution	556,749				556,749	
Terminal leave	889,799				889,799	
Unappropriated fund balance	66,500				66,500	
Unassigned: Fund balance (deficit)	914,912		(378,463)		536,449	
Total Fund Balances	<u>5,208,710</u>	<u>613,516</u>	<u>(378,463)</u>	<u>135,006</u>	<u>5,578,769</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 5,327,022</u>	<u>\$ 763,017</u>	<u>\$ 1,166,149</u>	<u>\$ 140,647</u>	<u>\$ 7,396,835</u>	<u>\$ 7,690</u>

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund
For One Month and Nine Months Ended March 31, 2024
75% of Budget Expensed

	Budget	March 31, 2024		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
REVENUES					
REAL PROPERTY TAXES	\$ 7,213,733	\$ 1,202,289	\$ 5,410,300	\$ (1,803,433)	75.0%
OTHER TAX ITEMS	100,000			(100,000)	0.0%
FEES - LOST BOOKS	7,500	908	2,946	(4,554)	39.3%
XEROX REVENUES	9,000	1,944	6,705	(2,295)	74.5%
INTEREST	80,000	15,417	108,022	28,022	135.0%
SALE OF USED BOOKS	3,000	391	1,111	(1,889)	37.0%
SALE OF INSTRUCTIONAL SUPPLIES					N/A
REFUND OF PY EXPENSES			3,423	3,423	N/A
GIFTS & DONATIONS	12,500		1	(12,499)	
MISCELLANEOUS		10,087	14,012	14,012	N/A
STATE AID	8,800	963	9,632	832	109.5%
Total Revenues	7,434,533	1,231,999	5,556,152	(1,878,381)	74.7%
EXPENDITURES					
141 CERTIFIED LIBRARIANS					
.01 CERT.LIB GRADE 29-27-25	134,752	22,036	106,717	28,035	79.2%
.02 CERT.LIB GRADE 21	106,641	16,607	80,573	26,068	75.6%
.03 CERT.LIB GRADE 19	426,810	66,494	322,904	103,906	75.7%
.04 CERT.LIB GRADE 17	433,480	55,715	299,592	133,888	69.1%
.05 CERT.LIB GRADE 15	1,250,591	180,331	858,923	391,668	68.7%
.06 CERT.LIB HOLIDAY & SUNDAY	63,049	15,435	51,304	11,745	81.4%
TOTAL CERT. LIBRARIANS	2,415,323	356,618	1,720,013	695,310	71.2%
143 CLERICAL STAFF					
.01 CLERICAL GRADE 11	234,717	41,082	212,369	22,348	90.5%
.02 CLERICAL GRADE 9	50,143	7,809	37,887	12,256	75.6%
.04 CLERICAL GRADE 5	193,933	23,716	117,010	76,923	60.3%
.05 CLERICAL GRADE 3	138,578	22,630	103,556	35,022	74.7%
.06 CLERICAL HOLIDAY & SUNDAY	25,000	5,300	19,093	5,907	76.4%
TOTAL CLERICAL STAFF	642,371	100,537	489,915	152,456	76.3%
143 HOURLY STAFF					
.11 BOOKSHELVERS-ADULT	70,000	7,104	29,227	40,773	41.8%
.12 BOOK SHELVERS-CHILDREN	25,000	4,536	19,741	5,259	79.0%
.13 ENGLISH AS A SECOND LANGUA	34,000	7,257	23,914	10,086	70.3%
.14 ISD	87,000	7,038	45,039	41,961	51.8%
.15 COLLECTION MANAGEMENT	80,000	12,405	59,116	20,884	73.9%
.16 INTERLOANS	11,000	83	9,534	1,466	86.7%
.17 PERIODICAL SERVICE DESK		364	784	(784)	N/A
.18 PROCESSING OF BOOKS	36,000	6,229	28,031	7,969	77.9%
.19 TECHNICIANS-MEDIA	15,000	4,445	19,893	(4,893)	132.6%
.21 STUDENT COMPUTER AIDES	77,000	13,124	54,915	22,085	71.3%
.22 SUNDAY & HOLIDAYS - SUPPORT	36,000	7,434	20,626	15,374	57.3%
.23 INFO. TECH SPEC. II	21,000	8,145	28,193	(7,193)	134.3%
.24 COMMUNITY OUTREACH	16,000	2,030	11,408	4,592	71.3%
TOTAL HOURLY STAFF	508,000	80,194	350,421	157,579	69.0%
143 BUILDING STAFF					
.31 CUSTODIAL	270,565	39,451	186,471	84,094	68.9%
.32 HOLIDAYS & SUNDAY - CUSTODIA	22,873	4,289	15,565	7,308	68.0%
TOTAL BUILDING STAFF	293,438	43,740	202,036	91,402	68.9%
SEPARATION PAYOUTS	7,153	6,686	7,153		100.0%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Nine Months Ended March 31, 2024
75% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	March 31, 2024		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
9030.8 SOCIAL SECURITY	\$ 295,224	\$ 42,725	\$ 202,271	\$ 92,953	68.5%
9040.8 WORKER'S COMPENSATION	38,000			38,000	0.0%
9045.8 DISABILITY INSURANCE	10,000	(381)	860	9,140	8.6%
9050.8 UNEMPLOYMENT INSURANCE	1,390			1,390	
9060.8 HOSPITAL & MEDICAL INSURANCE					
.01 MEDICAL	975,040	157,288	671,613	303,427	68.9%
.02 DENTAL	26,512	1,176	20,032	6,480	75.6%
.03 EYECARE	2,000	425	1,160	840	58.0%
TOTAL HOSPITAL & MEDICAL INSURANCE	1,003,552	158,889	692,805	310,747	69.0%
9010.8 STATE RETIREMENT	475,488		442,487	33,001	93.1%
203 EQUIPMENT					
.01 EQUIPMENT - LIBRARY	24,500		8,133	16,367	33.2%
.02 EQUIPMENT - COMPUTER	16,850	899	1,519	15,331	9.0%
.03 EQUIPMENT - BUILDING	15,000		12,790	2,210	85.3%
TOTAL EQUIPMENT	56,350	899	22,442	33,908	39.8%
410 PRINT & INFORMATION SERVICES					
.02 SERVICES & CONTINUATIONS				-	
.05 BOOKS-FICTION	50,000	9,817	31,069	18,931	62.1%
.06 BOOKS-NON-FICTION	50,000	6,822	26,264	23,736	52.5%
.07 BOOKS-REFERENCE	35,000	9,499	26,192	8,808	74.8%
.08 BOOKS-CHILDREN	23,500	2,751	15,285	8,215	65.0%
.09 BOOKS-AUDIO & ELECTRONIC	100,000	14,029	113,361	(13,361)	113.4%
.10 BOOKS-YOUNG ADULT	15,000	3,240	6,817	8,183	45.4%
TOTAL PRINT & INFORMATION SERVICES	273,500	46,158	218,988	54,512	80.1%
411 MACHINE READABLE MATERIAL					
.02 REFERENCE SOFTWARE	60,000		58,590	1,410	97.7%
.03 COMPUTER SOFTWARE	35,000	6,814	28,094	6,906	80.3%
TOTAL MACHINE READABLE MATERIAL	95,000	6,814	86,684	8,316	91.2%
413 SERIALS					
.01 MICROFORM	4,500			4,500	0.0%
.02 NON-MICROFORM	32,000		4,267	27,733	13.3%
TOTAL SERIALS	36,500		4,267	32,233	11.7%
417 A-V MATERIALS					
.02 CHILDREN'S MATERIALS	6,000	186	1,195	4,805	19.9%
.03 DVD	20,000	7,980	18,419	1,581	92.1%
.04 YOUNG ADULT				-	N/A
.05 DIGITAL MEDIA	30,000	5,896	21,928	8,072	73.1%
TOTAL A-V MATERIALS	56,000	14,062	41,542	14,458	74.2%
417 AUDIO RECORDINGS					
.11 VIDEO GAME COLLECTION	10,000	858	3,909	6,091	39.1%
.12 COMPACT DISKS	6,000	1,396	3,905	2,095	65.1%
TOTAL AUDIO RECORDINGS	16,000	2,254	7,814	8,186	48.8%
417 A-V RENTAL & MAINTENANCE					
.21 FILM RENTAL-ADULT	3,000		1,125	1,875	37.5%
.24 MAINT. & REPAIRS	1,000			1,000	0.0%
.25 BULBS	500		167	333	33.4%
TOTAL A-V RENTAL & MAINTENANCE	4,500	-	1,292	3,208	28.7%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Nine Months Ended March 31, 2024
75% of Budget Expensed

	Budget	March 31, 2024		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
EXPENDITURES (CONTINUED)					
430 OFFICE & LIBRARY SUPPLIES					
.01 ADULT SERVICES	\$ 600	\$ 201	\$ 1,017	\$ (417)	169.5%
.02 CHILDREN'S SERVICES	3,500	547	2,390	1,110	68.3%
.03 COLLECTION MANAGEMENT	800	35	477	323	59.6%
.04 COMMUNITY INFO	1,000		76	924	7.6%
.05 COMPUTER SERVICES	7,600	1,703	5,420	2,180	71.3%
.06 INFO SERVICES	700	156	396	304	56.6%
.07 MEDIA SERVICES	3,100	2,907	5,162	(2,062)	166.5%
.08 GENERAL OFFICE SUPPLIES	20,000	4,039	15,708	4,292	78.5%
.09 ORAL HISTORY/SPECIAL COLLEC	2,500	161	520	1,980	20.8%
.10 TECHNICAL SERVICES	8,500		1,987	6,513	23.4%
.11 OFFICE EQUIPMENT	12,000	3,242	10,888	1,112	90.7%
.12 YOUNG ADULT	400	103	350	50	87.5%
TOTAL OFFICE & LIBRARY SUPPLIES	60,700	13,094	44,391	16,309	73.1%
431 TELEPHONE					
.01 TELEPHONE	30,000	3,303	18,812	11,188	62.7%
.02 TELEPHONE MAINTENANCE	5,000		3,577	1,423	71.5%
TOTAL TELEPHONE	35,000	3,303	22,389	12,611	64.0%
433 POSTAGE & FREIGHT					
.01 POSTAGE - FREIGHT	25,000	156	15,398	9,602	61.6%
434 PRINTING					
.01 PRINTED INFO	7,000	379	3,400	3,600	48.6%
.04 DISPLAYS & EXHIBITIONS	5,500	254	1,339	4,161	24.3%
.05 LEGAL ADVERTISING	5,000	1,688	1,688	3,312	33.8%
.08 NEWSLETTERS	30,000	5,771	25,947	4,053	86.5%
TOTAL PRINTING	47,500	8,092	32,374	15,126	68.2%
435 TRAVEL & MILEAGE					
.01 MEETINGS	15,000		6,036	8,964	40.2%
.02 MILEAGE	3,000	118	342	2,658	11.4%
.03 STAFF DEVELOPMENT	2,000	420	2,595	(595)	129.8%
TOTAL TRAVEL & MILEAGE	20,000	538	8,973	11,027	44.9%
436 ALIS/NLS OPERATING SYSTEM					
.01 CIRCULATION CHARGES	35,000		23,900	11,100	68.3%
.02 OPAC/CONCURRENT SESSION C	25,000		23,406	1,594	93.6%
.03 NLS	33,000		33,990	(990)	103.0%
TOTAL ALIS/NLS OPERATING SYSTEM	93,000		81,296	11,704	87.4%
437 PROGRAM SERVICES					
.01 PROGRAMS - ADULT	16,000	4,119	11,864	4,136	74.2%
.02 PROGRAMS - YOUNG ADULT	7,500		2,099	5,401	28.0%
.03 PROGRAMS - JUVENILE	22,000	6,156	19,762	2,238	89.8%
.07 MEETING ROOM EXPENSES	1,000			1,000	0.0%
.08 OTHER PROGRAM SUPPORT	10,000	762	5,658	4,342	56.6%
.13 MEDIA PROGRAMS	8,500		2,125	6,375	25.0%
TOTAL PROGRAM SERVICES	65,000	11,037	41,508	23,492	63.9%
438 MEMBERSHIPS					
.01 MEMBERSHIPS	7,000	935	1,208	5,792	17.3%
439 RENTAL, REPAIR, MAINTENANCE					
OFFICE EQUIPMENT					
.01 EQUIPMENT	14,000	967	10,143	3,857	72.5%
.02 COPY EQUIPMENT	14,500	2,140	12,429	2,071	85.7%
.04 COMPUTER	1,000			1,000	0.0%
.06 PIANO	1,000	450	935	65	93.5%
TOTAL RENTAL REPAIR, MAINTENANCE					
OFFICE EQUIPMENT	30,500	3,557	23,507	6,993	77.1%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Nine Months Ended March 31, 2024
75% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	March 31, 2024		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
440 BUSINESS SERVICES					
.01 ACCOUNTING	\$ 62,000	\$ 19,530	\$ 56,985	\$ 5,015	91.9%
.02 AUDIT	19,500	10,000	15,000	4,500	76.9%
.05 ELECTION	5,000	1,255	1,255	3,745	25.1%
.06 LEGAL	30,000	714	17,149	12,851	57.2%
.07 PAYROLL	23,500	5,165	19,429	4,071	82.7%
.09 OTHER	20,000	4,682	13,691	6,309	68.5%
.10 SECURITY SERVICES	45,000	8,969	42,879	2,121	95.3%
.11 COMPUTER SERVICES	64,800	10,302	41,658	23,142	64.3%
.13 CREDIT CARD FEES	2,000	312	1,429	571	71.5%
TOTAL BUSINESS SERVICES	271,800	60,929	209,475	62,325	77.1%
450 FUEL & UTILITIES					
.01 ELECTRICITY	145,810	11,081	82,645	63,165	56.7%
.02 FUEL	42,000	10,988	25,814	16,186	61.5%
.03 WATER POLLUTION CONTROL TA	6,160		6,151	9	99.9%
.04 WATER TAX	9,000	811	6,512	2,488	72.4%
TOTAL FUEL & UTILITIES	202,970	22,880	121,122	81,848	59.7%
451 CUSTODIAL SUPPLIES					
.01 BULBS	9,200	108	2,822	6,378	30.7%
.02 HOUSEKEEPING MAINT	14,500	2,039	13,506	994	93.1%
.03 UNIFORMS	1,000		260	740	26.0%
.04 CLEANING SERVICES	18,200	375	887	17,313	4.9%
TOTAL CUSTODIAL SUPPLIES	42,900	2,522	17,475	25,425	40.7%
452 REPAIRS TO BLDG & BLDG EQUIP .					
.01 REPAIR TO BUILDING	60,000	292	45,104	14,896	75.2%
.02 SUPPLIES FOR BUILDING	20,000	2,507	10,664	9,336	53.3%
.03 BUILDING IMPROVEMENTS	10,000		3,052	6,948	30.5%
.04 REPAIRS TO EQUIPMENT	10,000	6,153	8,230	1,770	82.3%
TOTAL REPAIRS TO BLDG & BLDG. EQUIP.	100,000	8,952	67,050	32,950	67.1%
454 INSURANCE					
.01 INSURANCE	80,000		81,501	(1,501)	101.9%
455 OTHER OPER. & MAINT .					
.01 MECHANICAL CONTRACTS	32,000	5,563	28,875	3,125	90.2%
.02 GROUND MAINT. CONTRACTS	25,000	4,951	21,061	3,939	84.2%
.03 BUILDING MAINT CONTRACT	19,500	1,287	5,118	14,382	26.2%
TOTAL OTHER OPER. & MAINT.	76,500	11,801	55,054	21,446	72.0%
DEBT SERVICE					
INSTALLMENT DEBT- PRINCIPAL	11,451	-	12,525	(1,074)	109.4%
INSTALLMENT DEBT INTEREST	1,076	-	2	1,074	0.2%
TOTAL DEBT SERVICE	12,527		12,527	-	100.0%
INTERFUND TRANSFERS					
OPERATING TRANSFERS OUT	110,000	110,000	110,000	-	100.0%
TOTAL EXPENDITURES	\$ 7,508,186	\$ 1,116,991	\$ 5,436,238	2,071,948	72.4%
NET CHANGE IN FUND BALANCE			119,914		
FUND BALANCE, BEGINNING OF YEAR			5,088,796		
FUND BALANCE, FISCAL YEAR TO DATE			\$ 5,208,710		

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues, Expenditures and Changes in Fund Balances -
Special Revenue, Capital Projects and Permanent Funds
For One Month and Nine Months Ended March 31, 2024
75% of Budget Expensed

	Special Revenue	Capital Projects	Permanent
REVENUES			
Interest income	\$ 21,050	\$ 30,583	\$ 4,001
Miscellaneous revenue	134,493		
State sources			
Total Revenues	<u>155,543</u>	<u>30,583</u>	<u>4,001</u>
EXPENDITURES			
Program expenses	<u>251,493</u>	<u>1,528,108</u>	
OTHER FINANCING SOURCES (USES)			
Operating transfers in	4,001	110,000	-
Operating transfers (out)			<u>(4,001)</u>
Total Other Financing Sources (Uses)	<u>4,001</u>	<u>110,000</u>	<u>(4,001)</u>
Net Change in Fund Balance	(91,949)	(1,387,525)	-
Fund Balance - Beginning of year	<u>701,815</u>	<u>1,009,062</u>	<u>135,006</u>
Fund Balance - End of month	<u>\$ 609,866</u>	<u>\$ (378,463)</u>	<u>\$ 135,006</u>

PORT WASHINGTON PUBLIC LIBRARY
Detailed Schedule of Fund Balance
Special Revenue Fund
For One Month and Nine Months Ended March 31, 2024

Assigned for Special Programs

9/11 PROJECT - 10/02 - SHODELL	\$ 135
ADULT LITERACY GRANT/BOOKS FOR DESSERT	24,513
AMERICAN GIRL DOLLS	154
ART ADVISORY COUNCIL	14,421
BRONSON	11,219
BROWN	5,995
BURTIS	19,853
CHILDREN'S ADVISORY COUNCIL	11,104
CHILDRENS GRANT	2,176
CONSTRUCTION GRANT	595
EPSTEIN BOOK FUND	380
ESL GRANT SUPPLIES/MATERIALS	296
FENDRICK MEMORIAL	1,337
FOUNDATION GRANT CAREER COACHING	(2,467)
FRIENDS OF THE LIBRARY	6,867
FRIENDS OF THE LIBRARY-BOGEN	46,653
GOODMAN ASSISTIVE TECHNOLOGY	6,405
HEALTH ADVISORY COUNCIL	30,971
HEALTH INFORMATION - ANTI SMOKING	14,133
HEARTS GRANT	23
HOMEGROWN READERS	23,077
JOB SEARCH BOOT CAMP GRANT	3
MAKERSPACE	(70,605)
MISCELLANEOUS WORKSHOPS	19,932
MORSE FUND	1,909
MUSIC ADVISORY COUNCIL	22,712
NAUTICAL CENTER	257,996
NEA CREATIVE READERS	2,276
NLS BULLET AID	32
NLS STATE GRANT COMPUTERS	706
NYS CONSTRUCTION GRANT	21,866
NYS LOBBY RENOVATION GRANT	23,120
NYS MEDIA ROOM RENO GRANT	12,599
OUTDOOR WIFI	3,151
PUBLICATION FUND	7,484
REGIONAL TECH & MEDIA	865
ROBERT STERN	212
S. STEYN MEMORIAL	8,096
SALTZMAN GRANT	6,609
SMALL STUDY ROOM	1,620
SPECIAL TRUST ACCOUNT (MISC)	2,770
SPIELMAN STORY TELLING	386
T. BIER FUND	10,470
TEPPER INTERGENERATIONAL	4,127
THEATER FOR DESSERT	3,008
UNDERHILL	25,133
UNGER/BESLITY MEMORIAL - TERRACE	11,271
VERA FIDDLER	271
WHITTEMORE MEMORIAL	2,182
WIFI HOTSPOTS	59
ZUCKER GRANT	11,766
	<u>\$ 609,866</u>

Port Washington Public Library
Variance Report
As of March 31, 2024

Revenues -

- Interest – Significant increases in interest rates, increase is also due to utilization of the new high yield bank account
- State Aid - State Sources – Received the 90% payment for the 2023-24 Local Library Services Aid(LLSA) for \$8,668 in September. 10% payment received in March for \$963

Expenditures -

- 143.01 Clerical Grade 11 – Expenses this year are coming in higher than estimated
- 143.16 Interloans - Expenses this year are coming in higher than originally estimated.
- 143.19 Technicians Media - Expenses this year came in higher than originally estimated.
- 143.23 Info Tech Sec II – Expenses this year came in higher than originally estimated.
- 9010.8 State Retirement – Paid annual invoice of \$442,487 in November
- 203.03 Equipment –Building – Includes \$9,828 expenditure to A+ Technology and Security Solutions for indoor outdoor video system.
- 410.09 Books Audio & Electronic – Overdrive Inc. expenditures for audio & electronic books.
- 411.02 Reference Software – Payment to NLS made in January for \$43,053 for annual services, there was a \$15k payment made in July for 23-24 year as well
- 417.03 DVD – Mainly DVD and DVD security cases purchases through Midwest Tapes and Demco
- 430.01 Adult Services – Office supplies ordered from Amazon Capital Services, bulk of expense were made in September.
- 430.07 Media Services – Includes payments for HDMI adapters, cables and transmitter/receivers. Also includes new monitor speaker, DVD cases, and labels
- 430.11 Office Equip – Balance is comprised mostly of ink and toner. Includes \$1,574 for 3d print resin
- 434.08 Newsletters – Small Kaps and MAF Graphic expenditures for monthly newsletters
- 435.03 Staff Development – LIU 704 Admin of public library facilities and technology for Melanie Davidoff. Also includes payments for Eventbrite for trainings.
- 436.02 OPAC – includes three quarterly payments to ILS, quarterly payments are \$7,642.47 per quarter
- 436.03 NLS – Fee for annual services provided by Nassau Library Services, paid in July
- 437.03 Programs-Juvenile – comprised of childrens programs, creative readers program accounts for roughly \$9,600 of the balance in this code
- 439.02 Copy Equipment – Lease payments for copiers and copy usage charges
- 439.06 Piano – Piano tuning expenditures
- 440.01 Accounting – Includes monthly CDLLP bills and \$9,200 to Rynkar for progress & audit billings.
- 440.10 Security Services - Payments to Allied Security, expenses this year are higher than anticipated
- 450.03 Water Pollution – annual levy paid in January 2024 for \$6,151
- 451.02 Housekeeping Maint – Includes payments to Imperial Bag and Paper Co., Alpers Hardware, Jersey Paper Plus, and Amazon Capital Services for custodial supplies.
- 454.01 Insurance – Paid annual policy package for insurance in September for \$81,501 in September
- 455.01 Mechanical contracts – include annual fire sprinkler and extinguisher inspection for \$7,668 as well as HVAC maintenance and elevator maintenance expenditures.
- 9785.6 Lease Principal – Lease payment for Dell computers for the lab

PORT WASHINGTON PUBLIC LIBRARY
Miscellaneous Revenue
For the Year Ended June 30, 2024

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Ear Phones	\$ 1.00		\$ 11.00	\$ 3.00		\$ 6.00	\$ 3.00	\$ 4.00	\$ 6.00				\$ 34.00
Flash USB Drives	7.00	21.00	7.00						56.00				91.00
My Healthy Thing													-
Meeting Room Usage													-
NYS Sales Tax													-
Melife Dividend				40.56			40.56						81.12
PSEGLI Rebate													-
Utica Dividend													-
NLS Erate													-
NLS direct access													-
NLS MTA Offset													-
NYS Countywide Shared Services									10,167.36				10,167.36
E-Rate Reimbursement													-
Backpack/Totes/Visor/Hats	15.00												15.00
Vending Machine/(Refund)			(1.75)		284.88		383.35						666.48
Credit Card Point Credit													-
Misc. Cash						3.78		4.07	1.06				8.91
Local History Image													-
Sales tax payment									(202.11)				(202.11)
NYS Unclaimed Funds													-
Nassau County Elections							2,850.00						2,850.00
ALIS e-commerce													-
Res./Non-Res. Card													-
Donation								50.00					50.00
Business Card													-
Deposit for architectural plans													-
Refund of Prior Year													-
Piano Tuning/Usage							250.00						250.00
Totals	\$ 23.00	\$ 21.00	\$ 16.25	\$ 43.56	\$ 284.88	\$ 9.78	\$ 3,526.91	\$ 58.07	\$ 10,028.31	\$ -	\$ -	\$ -	\$ 14,011.76

NASSAU LIBRARY SYSTEM

Strengthening Nassau's Public Libraries



Collection Acquisition & Management (CAM) Letter of Intent

The CAM program proposes:

- A shared fund for the coordinated ordering of adult fiction from the top 50 bestselling authors
- A formula to fund those purchases
- A CAM council to assist with budget preparation, improve operations, and advise on challenges as arise
- A base set of operational guidelines determining how these materials would be purchased and managed

The intent of this program is to:

- Improved service to patrons through shorter wait times
- Use size to attain better negotiate pricing and terms with materials vendors
- Allow library selectors to spend their time on higher impact functions
- Lower environmental impact through consolidated shipping

More details can be found on the accompanying CAM Charter, FAQ, and proposed schedule of fees.

If you have any questions or concerns, please contact Robert Drake at rdrake@nassaulibrary.org

Letter of Intent Collections Acquisition & Management

Please complete, sign, and return this page, via email, to rdrake@nassaulibrary.org by **Friday, May 3, 2024**.

The _____ Library **intends** to participate in Collections Acquisitions and Management (CAM)

The _____ Library **does not intend** to participate in Collections Acquisitions and Management (CAM)

Director Signature

Printed Name

Date

Board President Signature

Printed Name

Date

Collections Acquisition & Management

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Collection Acquisition & Management Charter

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Introduction

Background

In late 2018, the Library Reinvention Committee of the Nassau Library Member Library Director's group (MLD) chose the acquisition of materials as their primary focus. This decision was in part based on data reporting in 2017 that indicated that in some cases over half of the materials purchased by member libraries were not circulating.

Set with this charge, the Library Reinvention Committee initiated research that encompassed surveys to member libraries about high demand holds purchasing behaviors, programming about Bestselling Author Clubs, trainings on Baker & Taylor's purchasing software roundtables with book wholesalers, and a body of statistical analysis.

In the fall of 2019, the committee initiated a pilot whereby approximately 19 libraries floated their adult biographies between each other. The purpose of this pilot was to technically evaluate the floating mechanisms available within the system. Although this pilot was discontinued prematurely in March 2020 due to Covid-19, it largely proved out the functional capability of having materials be shelved at the library until they were returned while still retaining known original ownership.

In 2021, responding to a different and more challenging environment, the Library Reinvention committee refined their focus onto popular materials and their wait times. This resulted in a survey of member library directors who indicated a desired target wait time of 14 days for bestselling popular authors. Statistical analysis in this area presented an average of approximately 28 days for most of these materials.

The result of this analysis was the "City on Fire" pilot in spring of 2022 whereby the Nassau Library System (NLS) purchased 55 copies of Don Winslow's *City on Fire*, put them into transit the day before publication, analyzed their usage, and then recalled the books 90-120 days later. During this period the items floated between every member library and the average wait time was approximately 7 days.

Informed by the result of this pilot, the Library Reinvention committee initiated the "23rd Midnight" pilot. This title, written by James Patterson, led to the purchase of 255 copies by the Nassau Library System. These copies were received 10 days before the publication date and were all put into circulation June 1st. The median wait time was approximately 11 days - better than the target time of 14 days. There were no significant issues reported (a handful of copies were incorrectly returned to NLS prematurely or had local stickers placed on them). The pilot was otherwise considered successful, and the Library Reinvention committee began work on turning these trial successes into a more established function.

This Cooperative Acquisition & Management (CAM) Summary & Charter is an attempt to define the scope and management of a program intended to benefit all libraries with a more coordinated mechanism of purchasing.

Purpose

Libraries within the Nassau Library System face various challenges to the effective and efficient acquisition of physical materials.

1. Few existing mechanisms allow libraries to coordinate their purchases with respect to other libraries, often resulting in the over-purchasing of less popular materials, the under-purchasing of popular materials, and the duplication of staff selection efforts across many or all libraries.
2. Individual libraries generally lack the purchasing scale of a larger entity limiting their negotiating authority versus an increasingly consolidated vendor marketplace.
3. Few libraries purchase a sufficient number of materials to support dedicated acquisition agents. Part time selectors often do not have the capacity to fully master acquisition tools or methodologies, to evaluate past purchases, or to engage with vendors to the same degree as specialized acquisition agents. Some member libraries face additional structural challenges to the reassignment or reworking of staff workflows.
4. Materials purchased by individual libraries are often shared more conservatively than materials allowed to circulate freely, and thus producing unnecessarily long wait times and fulfillment delays. Inconsistent purchasing standards across libraries can lead to inequitable usage by those libraries “under-purchasing” versus those libraries with more generous purchasing standards.

The purpose of the Cooperative Acquisitions and Management (CAM) program is to address these challenges through the creation of a mechanism of cooperative and coordinated purchasing. Specifically, this program intends to:

- Define a scope of materials to be purchased in a coordinated way
- Define those libraries who are participating in this coordinated purchase
- Define equitable cost-based formulas to be used to fund coordinated purchases within the scope
- Define the process by which materials within the scope are identified, predict the number of copies to be ordered, and purchase said items in a coordinated manner.
- Define the standards and expectations of these materials during and after their usable and useful service life.
- Define a system of governance and management to amend these standards as deemed necessary.
- Present a cohesive structure by which additional libraries can participate, the scope of materials can be modified, and the program can evolve.

CAM Overview

Definitions

- A. The **Nassau Library System** (herein referred to as “NLS”) is a cooperative library system chartered under New York State Educational Law Section “255”. It is a consortium comprised of fifty-four (54) member libraries and a Service Center for the libraries. Each member library is independent, autonomous, supported by local taxes, and governed by its own board of trustees. All public libraries in Nassau County are members of NLS. NLS is governed by a Board of Trustees elected pursuant to the requirements of New York State Education Law and its By-laws. The trustees of NLS member libraries nominate and elect NLS Trustees.

Each **NLS Member Library** is either a “public library” or an “association” library as defined in section 253 (1) of the Education Law of the State of New York (Book 16 of McKinney’s Consolidated Laws of New York, Annotated) (hereinafter “Education Law”) operating in the County of Nassau, New York. As of the time of this agreement, NLS member libraries that are public libraries are school district, special district or village libraries.

- B. The **NLS Board of Trustees** shall have the legal authority and fiduciary responsibility for the Cooperative Acquisitions and Management Budget.
- C. **Participating Libraries** are those NLS member libraries in good standing contracting to receive Cooperative Acquisitions and Management services.
- D. The **Integrated Library System** (or ILS) is the software that digitally manages collections, patrons, and loans on behalf of libraries.
- E. **ILS and Associated Services** is a set of services defined by the ILS and Associated Services Agreement between NLS and each participating library that are overseen/advised by the ILS and Associated Services Advisory Council. The primary service is the management of the ILS for the purposes of patron, transaction, and inventory management.

NLS Obligations

- A. NLS shall perform and/or execute, with professional due diligence and care, all those policies and procedures defined within this document.
- B. The NLS Board of Trustees shall offer the CAM Council Chair an opportunity to report on the Council's work at its regular monthly meetings.
- C. To facilitate operations, NLS shall designate an individual to act as the CAM Administrator. At the initiation of this Agreement, the Assistant Director, Technology Operations is the designated title.
- D. NLS shall negotiate and administer contracts with the vendors of CAM related materials or services.
- E. NLS shall be responsible for the storage, handling, and physical distribution of CAM materials as needed to facilitate CAM services.
- F. NLS shall transmit quarterly billing statements for Scheduled Fees to all Participating Libraries.
- G. NLS shall provide bookkeeping and financial reporting services, which include the maintenance of separate accounts and records for a CAM Operating Fund. A CAM Capital Fund may be created if future Capital expenses are identified by the CAM Council.
- H. Books and records of NLS related to CAM services may be inspected by a representative of any Participating Library, or the agent thereof, for any proper purpose at any reasonable time.
- I. The NLS Board of Trustees shall annually appoint an auditor for all finances of NLS including those funds from the Participating Libraries to support CAM services.
- J. NLS shall use the fees collected from Participating Libraries for CAM services solely to cover the costs contained in the approved CAM Services Budget. Expenditures will substantially conform to the CAM Budget unless it is otherwise amended by the NLS Board of Trustees after consulting with the CAM Council.
- K. NLS shall keep separate any end-of-year surplus or deficit resulting from the provision of CAM services. Surplus funds will be designated for the benefit of the subsequent CAM Services Budget. No deficit expenditures shall be made without approval of the NLS Board of Trustees and a recommendation of the CAM Council. Any deficits will be covered in the subsequent approved budget for CAM services.

- L. The NLS Board of Trustees shall approve and implement the CAM Services Budget and Participating Libraries Schedule of Fees with due consideration of the input and recommendations of the CAM Council and NLS Administration.
- M. NLS shall own or hold license to all materials purchased under the CAM program until such time as they are deaccessioned to the ownership of Participating Libraries. NLS Shall own or hold license to all materials purchased under the CAM program.

Participating Member Obligations

- A. Each Participating Library agrees to abide by all provisions of this CAM Services Agreement.
- B. Participating Libraries must remain NLS member libraries in good standing to maintain participation in CAM Services.
- C. Each Participating Library shall pay in full its share of the financial obligations set forth in the Participating Libraries' Schedule of Fees. Interest at the then current prime rate plus 1% shall be charged on a Participating Library's unpaid obligations commencing 60 days from the date it was invoiced.
- D. Participating libraries shall make all efforts to shelve any materials purchased under the CAM Program on publicly-accessible stacks. If a library is unable to do so either due to inadequate space, or a governance decision regarding shelving, they will inform the CAM Administrator and send the materials to NLS.
- E. Participating libraries will fulfill all holds on CAM materials that appear on paging lists and will fulfill rebalancing requests for CAM materials as quickly as possible. Participating libraries will not give preference to local patrons outside of the ILS paging list.
- F. Participating libraries will have at least one staff member on the CAM Listserv
- G. Participating libraries will not physically modify CAM materials without the permission of the CAM Administrator
- H. Each Participating Library shall conform to the standards and rules for CAM Services that are established by the CAM Council or NLS. Each Participating Library shall keep its staff trained and apprised of CAM procedures.
- I. Each Participating Library shall inform the CAM Administrator of any book challenges they receive on CAM materials.

CAM Budget & Schedule of Fees

The CAM Budget shall contain all those expenses necessary to provide CAM services. This shall include any combination of staffing, contracts for service, or expected materials costs.

- A. The CAM Administrator shall be responsible for determining the staffing necessary to manage the CAM program including administration, purchasing, physical distribution, rebalancing, reporting, and other activities as may be necessary.
- B. Initial Participating Library fees will be approved by the CAM council and include:
 - Base participation fee based on an expected minimum expenditure equal to the estimated cost of 1.5 copies for every expected title for the coming year. The expected base fee in the first year is \$2,250.
 - Proportional charge based on a three-year average of the following three factors (1) yearly circulation, (2) snapshots of patron records within the ILS, (3) annual report value for total material expenditures.
- C. The following procedures will be used for the development and approval of the CAM Budget and Participating Libraries Schedule of Fees. Within the first quarter of each year, a timetable with all dates related to the budget development, review, and adoption will be distributed to Participating Libraries.
 1. The proposed Budget and Schedule of Fees shall be presented by the CAM Administrator to the CAM Council for review.
 2. After review and advisement by the CAM Council, NLS shall hold a CAM Budget hearing for the representatives of the Participating Libraries.
 3. Following the budget hearing, participating libraries may either supply a signed resolution in favor of or against the proposed budget or authorize a representative to vote on their libraries' behalf at a scheduled budget meeting.
 4. If affirmatively approved by representatives of a simple majority of Participating Libraries, the NLS Board of Trustees shall then vote on whether to adopt the proposed CAM Budget and Participating Libraries Schedule of Fees. If not approved by a simple majority of the Participating Libraries, the CAM Council shall reconvene to discuss the budget and schedule of fees as long as time in the budgetary cycle allows.

5. Upon adoption by the NLS Board of Trustees, the CAM Budget shall be funded by the fees in the Participating Libraries Schedule of Fees. Participating Libraries shall be invoiced.
6. If the NLS Board of Trustees fails to adopt the CAM Budget and Participating Libraries Schedule of Fees, the prior year's Budget and Schedule of Fees shall remain in effect until a new budget and schedule of fees are adopted.

Governance

CAM Council

A. Role and Responsibilities of the CAM Council

1. Review the yearly CAM Services Budget and Participating Libraries' Schedule of Fees as developed by the CAM Administrator and offer recommendations as necessary to best facilitate the operation of these services. The CAM Council shall be empowered to update or modify the CAM fee formula as needed to most equitably calculate charges.
2. Review and recommend changes to the CAM Summary & Charter.
3. Review and recommend procedural rules, configuration changes, and standards pertaining to the operation of CAM Services as proposed by the CAM Administrator. This shall include but is not limited to rebalancing schedules, weeding targets, and desired wait times. The CAM council may also adjust purchasing scopes and/or prioritize materials for purchase.
4. Review and recommend changes to contracts pertaining to CAM services.
5. Approve and appoint selectors or selection teams if needed to best facilitate the material selection process.
6. Approve the creation of additional advisory groups as may be recommended by the CAM Administrator for the purposes of evaluating or reviewing specialized items of interest as may arise.
7. Review and recommend action following any breach of obligations to the CAM Charter.
8. Fulfill its obligations within and set forth in this Agreement.

B. Council Membership

1. The CAM Council shall consist of seven (7) members.
2. Unless term limited, the directors of all Participating Libraries, except those where service has been suspended, per the procedures noted in this document, shall be eligible to serve on the CAM Council.

C. Initial Terms

1. In order to facilitate a staggering of terms, (2) of the initial CAM council members will be elected to 1 year terms. (2) of the initial CAM council members will be elected to 2-year terms, and (3) of the initial CAM council members will be elected to 3-year terms. The members initially elected to 1-year and 2-year terms will be eligible for up to two consecutive terms at the end of their initial terms.

D. Regular Terms

1. Council Member terms shall each be three years, and no individual may serve more than two consecutive full terms. After two consecutive full terms on the council or a full term and a partial term of more than 1.5 years, an individual will not be eligible to serve on the Council for a period of three (3) years following the expiration of their previous term of office.
2. If an individual fills a mid-term vacancy within the first 1.5 years of the term of the member they have replaced, they will be eligible for election to one successive full term.
3. If an individual fills a mid-term vacancy within the second 1.5 years of the term of the member they have replaced, they will be eligible for election to two successive full terms.
4. A sitting Council Member may not exceed their term limit by filling a mid-term vacancy.

E. Council Procedures

1. Each year, one Council Member shall be designated by a vote of the Council as the Council Chair. A second Council Member shall be designated by a vote of the Council as the Council Vice-Chair. Council Members may not serve as Council Chair for more than two (2) consecutive years.
2. The Council Chair shall preside at all meetings of the CAM Council. She or he shall assist the CAM Administrator in developing the agenda for Council meetings.
3. The Council Chair shall have the option to report on the work of the Council at the regular monthly meetings of the NLS Board of Trustees as she or he deems necessary.

4. The Council Vice-Chair shall fulfill all obligations of the Chair when, and only if, the Chair is unable to fulfill the obligations of the Chair.
5. In the event of a vacancy of the Chair, the Vice-Chair shall assume the office of Chair and the remaining Council Members shall designate a new Vice-Chair. In the event of a vacancy of the Vice-Chair, the remaining Council Members shall designate a new Vice-Chair.
6. CAM Administrator shall be NLS' primary staff representative to the CAM Council and will develop the agenda for each meeting with the assistance of the Council Chair. NLS may, as temporarily required by absence, appoint an alternative NLS staff member to fulfill the obligations of the CAM Administrator during said period.
7. In the event of any mid-term vacancy on the Council, a new member shall be elected as promptly as feasible by a vote of the remaining Council members to fill the remainder of the term of the Council Member they are replacing.
8. Each year an open call for nominations for the Council will be held at one of its meetings identified for this purpose. Any director of a Participating Library, except for those where service has been suspended per the procedures noted within the document, below may be nominated or may nominate themselves to any full term(s) expiring at the end of the year. Any director so nominated may decline their nomination.
9. Following the open call for nominations, an election meeting will be held at a subsequent Council meeting identified for this purpose. The election of individuals to full-term vacancies shall be via a vote by the directors of Participating Libraries. The director(s) who receive(s) the most votes of a simple majority of the directors of Participating Libraries who voted will be named the new Council Member(s). If a simple majority is not attained, run-off votes will be held at this meeting until a majority vote is reached. If the director of a Participating Library is not able to attend the meeting at which the vote takes place, a proxy vote may be submitted in writing.
10. Council Members will be removed if: they are no longer a director of a Participating Library; they fail to attend three consecutive CAM Council Meetings; or six Council Members vote to remove said individual. Prior to such vote, the individual shall be notified at least 15 days in advance. Individuals removed due to failure to attend or by a vote of the Council will not be eligible to serve on the CAM Council again until one full term (3 years) has elapsed.
11. No Council Members shall receive any compensation from NLS for acting as such.

F. Council Meetings

1. The Council shall meet no less than four times each calendar year but may meet as frequently as they deem necessary.
2. Council meetings shall be open to the directors and staff of Participating Libraries and NLS.
3. Meeting dates shall be posted on NLS' primary online calendar with no less than fourteen (14) calendar days' advance notice. Unless otherwise indicated, all meetings shall be held at NLS.
4. The CAM Administrator (or designee), shall distribute the agenda online to the directors of Participating Libraries in advance of each Council meeting. The CAM Administrator may request additional NLS staff members to attend or otherwise assist in the functions of Council meetings.
5. A member of the Council, who is not presiding as Chair, shall be designated to take minutes.
6. A quorum for the work of the Council shall consist of four (4) Council Members. Any motion brought before the Council shall be decided by a simple majority.
7. Following each CAM Council meeting, the CAM Administrator shall distribute online a summary of significant decisions made and any items of note that were discussed at the meeting to the directors of Participating Libraries and distribute it online for the directors and staff of Participating Libraries.

Operational Policies & Procedures

The CAM Administrator and their designee(s) shall be responsible for the implementation and execution of all CAM policies and procedures. The CAM Council shall be responsible for approving any modifications to CAM policies and those procedures pertaining to operational aspects of CAM services. NLS's internal policies including those pertaining to procurement, personnel, facilities usage or access, or health and safety shall not fall within the purview of the CAM Council.

The Nassau Library System Resource Sharing Code does apply to all member libraries, the Nassau Library System, and to these materials. If there are any conflicts between the Resource Sharing Code and these Operational Policies and Procedures, the Resource Sharing Code text shall be the ruling guidance.

Purchasing Scope & Defining Collections

- The initial scope of the CAM program shall be a “popular materials collection” including the traditionally-sized print publications of the top 50 bestselling English language adult fiction authors as identified and evaluated by the CAM Council. The addition of new collections, amendments to the scope of existing collections, or discontinuation of collections shall fall within the purview of the CAM Council.
- A census will be taken within each year for each collection to evaluate the expected size of the purchasing scope for each coming year, for example changing authors and predicted number of titles in accordance with available information.
- The CAM Council may otherwise modify the scope during the budget proposal process. Scopes will define and specify those collections to be purchased by the CAM program. Each collection scope shall include, at a minimum, the format, language, supplier, audience (adult or children's) and subject matter of the content to be purchased as well as target patron wait time, physical processing specifications, weeding schedule, and deaccession schedule.

Material Selection

- The CAM Council shall specify the process for the selection of materials within a given scope which may include a vendor-supplied list, selections by a selection committee, or materials that hit some defined criteria (i.e. award winners).
- The CAM Administrator shall periodically evaluate the costs of purchasing versus leasing those materials with de-accession schedules favoring shelf times for most items of one year or less and present this analysis to the CAM Council for evaluation and approval.

- The CAM Administrator shall be responsible for the final placement of all orders in accordance with NLS' Procurement Policy.
- Once selected, NLS shall add bib records for CAM materials as soon as possible in order to facilitate the placement of pre-pub holds.

Processing

- All purchased materials will be delivered to the NLS facility. Physical storage and processing of materials not in circulation shall be the sole responsibility of NLS.
- The CAM council shall be responsible for amending physical processing specifications, however, unless specifically directed otherwise, each CAM item shall be processed with a mylar jacket (when relevant), a call number sticker placed on the lower spine which shall include the designation CAM separate from the call number, and a barcode placed whenever possible within the front cover. Besides the call number designation, there shall be no other stickers to specifically indicate a CAM item's ownership. RFID tags are not included in the default processing specification.
- The call number for each item shall be in accordance with the current call number schema as set by the ILS & Associated Services Council
- The CAM Administrator shall be responsible for adding item records to the ILS. NLS shall be responsible for the cataloging of all materials.

Shipping & Distribution

- Whenever possible, NLS shall place items into transit the day before the publication date of any newly published materials so that they may be available to patrons on publication date.
- NLS shall be solely responsible for the sorting and physical distribution of materials between facilities.

Loaning

- The loan period for CAM collections shall be set by the CAM Council. Unless otherwise modified the loan period shall be 14 days.
- CAM materials will not be loaned to bookclubs without the approval of the CAM Administrator.
- CAM materials will be used to fill holds and placed in transit in the order the system indicates. CAM materials may not be held back for specific local use.

- Participating libraries will only take materials out of circulation if they have been recalled by the CAM Administrator, are lost/damaged, or with the approval of the CAM Administrator.

Shelving

- Participating Libraries shall shelve all materials returned to their library that are not directed for further transit. Items should be placed in publicly available shelving for potential browsing and checkout. Libraries may maintain separate storage shelving for these materials if multiple copies of a title have floated to a library and public shelving cannot accommodate more copies.
- If a library is unable to shelve an item either due to inadequate space, or a governance decision regarding shelving, they will inform the CAM Administrator and send the materials to NLS.
- Participating Libraries will not physically modify CAM materials with stickers or other marks without approval of the CAM Administrator.

Balancing

- NLS shall rebalance collections a minimum of 4 times a year, striving to maintain proportional representation of given titles and/or given subject areas in relation to the size, past circulation, and available shelving of a given facility.
- High-quantity titles will, to the extent feasible, be rebalanced 4-6 weeks after publication to best facilitate the use of shelving for “New” items.

Fines, Lost, Damaged, Claims Returned

- Damage to CAM materials will be reported to the CAM Administrator via the Support Helpdesk.
- The Resource Sharing Code shall define the policies and processes for collecting/not collecting funds for lost/damaged materials. If any funds are collected and remitted to NLS as owner of the CAM materials, these funds will be transferred into the CAM operating account.
- NLS shall monitor items in transit too long and communicate with the transit destinations to attempt to find lost materials.
- Lost or damaged charges shall be levied according to cost of the item at the time of purchase. Individual lost or damaged charges may be waived at the discussion of the

CAM Administrator with the amounts and reason reported to the CAM Council. The bulk waiving of lost or damaged charges shall be at the discretion of the CAM Council.

- The CAM Administrator shall not bill libraries for any lost or damaged materials. A summary of those materials lost, overdue, damaged, or claims returned shall be provided to the CAM Council each quarter.
- Participating libraries shall be solely responsible for the setting of overdue fines at their facility. CAM materials shall be assigned to the ITYPES as set by the ILS & Associated Services Advisory Council and may have fines set per these ITYPES by each participating library.
- Participating libraries shall allow and document “claims returned” items in accordance with the provisions of the Resource Sharing Code and Resource Sharing Code Procedures.

LILINK & ILL

- To the extent technically possible, materials purchased under the CAM program shall not be made available to LILink until such time as all user placed holds are filled, or six months has passed, whichever is soonest.
- To the extent technically possible, materials purchased under the CAM program shall not be made available to outside ILL until such time as all user placed holds are filled, or six months has passed, whichever is soonest.

Deaccession

- The CAM Council will set a deaccession schedule for each new collection. A deaccession schedule shall, at a minimum, specify the schedule for the removal of items from publicly available collections, the target number of materials to be retained, and the mechanism(s) expected for disposal. Deaccession schedules shall also specify if materials are to be offered for book clubs by interested libraries, and/or whether items shall be converted to member library ownership after a period of time.
- The CAM Administrator will execute the rebalancing of materials, change of ownership in proportion to each libraries’ size, past circulation, and available shelving of a given facility, and will recall those titles slated for weeding.
- In the absence of a defined deaccession schedule, the percentage chosen will be at the discretion of the CAM Administrator in consultation with the CAM Council. Any materials that remain after three years will be recommended for weeding.
- The CAM Administrator may, in accordance with a deaccession schedule, convert items to member library ownership. Libraries may decline to accept ownership of

deaccessioned CAM items. It shall be the responsibility of each participating library to specify the item(s) for which they do not wish to take ownership. The CAM Administrator shall rebalance these items to other libraries or dispose of them as will best facilitate CAM operations.

- Leased materials will be recalled and returned to meet the terms of any leasing agreement regardless of any other deaccession schedules, weeding standards, or collection policies.

Marketing & Bestsellers Clubs

- Participating Libraries shall encourage patrons to place holds to better identify pre-publication demand.
- Libraries are encouraged to create or expand the use of Bestsellers Clubs. NLS may assist libraries with the implementation of Bestsellers Clubs, and work to identify and implement ways to improve the coordination of these clubs.
- NLS may advertise those titles purchased via CAM program through its marketing channels.

Reporting, Communications, & Statistics

- A listserv for managing CAM purchases will be created and managed by the CAM Administrator
- Each month, the status of any purchases will be transmitted via the listserv. This document will also be available on the Techops intranet on a page dedicated to CAM documentation.
- The CAM administrator will prepare statistics on purchases, wait times, and other relevant data as directed by the CAM Council.
- A summary of all CAM Council meetings will be transmitted following each meeting.
- CAM items will be counted as NLS items for the sake of holdings statistics or inventory. Circulation statistics, including checkouts & renewals, are generally assigned to the checkout location. CAM materials will continue to give the checkout library circulation statistics.

Procedure for Addressing Concerns

- Participating libraries may send CAM materials back to NLS, or may opt to not shelve individual copies, as directed by their local material review policies, procedures, or governance. No part of the CAM process shall be considered to interfere with the role of

participating library boards of trustees in governing their local acquisition or shelving of materials.

- If there is a material challenge or related consideration of a CAM purchased title, participating libraries are requested to inform the CAM Administrator immediately.
- The CAM Council shall be responsible for receiving concerns from participating libraries about the purchase, circulation, shelving, or distribution of CAM materials.
- In the event the Nassau Library System receives an urgent concern regarding the content of purchased materials, the CAM Administrator shall immediately inform the CAM Council, and shall schedule a council meeting within 14 days.
- The CAM Administrator may recall or delay distribution of CAM materials to some or all participating libraries for up to 14 days without the pre-approval of the CAM Council. The CAM Administrator will inform participating libraries of any delays/recalls of CAM materials.
- The Nassau Library System Board of Trustees shall retain the right to override CAM Council decisions when addressing concerns regarding the content of purchased materials.

Breach of Obligations

- 1.** With the exception of circumstances where a Participating Library fails to fulfill its financial obligations, in the event that any Participating Library fails to comply with its obligations under this Agreement, the following procedures shall be followed:

 - A.** Such Participating Library shall be given written notice by the CAM Council clearly detailing its alleged lack of compliance. Said notice shall include a reasonable date by which the Participating Library must complete corrective action for compliance. Such date may vary based upon the nature and severity of the alleged non-compliance.
 - B.** Should a Participating Library believe that the notice of its lack of compliance is incorrect, or in the event the Participating Library desires to appeal this notice, the Participating Library shall send a letter to the CAM Council within ten (10) calendar days of receipt of said notice. The CAM Council shall schedule a meeting with the Participating Library within twenty (20) calendar days of the Council's receipt of said appeal.
 - C.** If a meeting between the Participating Library and the CAM Council is held pursuant to the above provision "B", the CAM Council shall provide the Participating Library with a written notice of its determination and any corrective action to be taken within 15 days.
 - D.** Unless such Participating Library has taken all required corrective action within the time period set forth in the CAM Council's notice of alleged noncompliance, a meeting of representatives of all Participating Libraries shall be called. By majority vote, Participating Libraries may suspend the active membership status of such Participating Library and thereby suspend the library's access to the shared CAM Services until such corrective action is taken. The library shall not be released from any of its obligations, including monetary, during the period of the suspension.
 - E.** If such Participating Library has not taken such corrective action within ninety (90) days of such suspension of services, the CAM Council shall recommend additional actions to the NLS Board of Trustees. The NLS Board of Trustees shall then take such other action as it deems necessary or appropriate, including litigation against such library for its breach of this Agreement, which will include recovery of damages and reasonable attorney's fees.
- 2.** In the event that one or more Participating Libraries, here called Claimant Libraries, assert that NLS has failed to comply with its obligations under this agreement the following procedure is to be followed:

- A.** Such Claimant Library or Libraries shall provide written notice to the NLS Director, the CAM Administrator, and the CAM Council clearly detailing NLS' alleged lack of compliance.
- B.** The CAM Administrator will schedule a conference with the Claimant Library or Libraries and the CAM Council within thirty (30) calendar days of receipt of the written notice.
- C.** If a conference between the Claimant Library or Libraries, NLS, and the CAM Council is held pursuant to the above provision "B", and a course of corrective action is agreed upon by all parties, then the CAM Council will submit a written notice to all attendees of the recommended course of action and its time frame for completion.
- D.** If no corrective course of action is agreed upon, or if NLS does not complete the conference participants' agreed course of action within the specified time frame, the Claimant Library or Libraries may appeal to the NLS Board of Trustees at the next regularly scheduled meeting. The Board of Trustees will render a determination within thirty (30) calendar days.
- E.** If no satisfactory conclusion is achieved, the Participating Library's sole remedy shall be to terminate this Agreement pursuant to the provisions below.

Libraries Joining CAM

1. Due to administrative and operational challenges involved in managing this program, libraries joining the CAM program must agree to a two-year commitment.
2. Similarly, due to the projections associated with each budget regarding number of titles/copies, libraries may request to join the CAM program at any time, however they will only become participants at the beginning of the next upcoming budget year.
3. Libraries requesting to join must sign this agreement and be approved by the NLS board.

Libraries Leaving CAM

1. A Participating Library may voluntarily terminate its participation in the Cooperative Acquisitions & Management program. The notice of termination must be in writing and include a copy of a signed resolution by the Board of Trustees of that library declaring such library's intent. **Such notice must be given not less than 180 days prior to the intended termination date.**
2. A library terminating its participation, here called the Terminating Library, shall continue to be fully obligated for all payments specifically allocated to it for CAM Services prior to the effective date of termination as set forth in the notice of

termination. Per Article 1, such library will be liable for payments due within at least 180 days from notice of termination.

3. Such Terminating Library shall have no rights to or interest in any materials purchased under the CAM program that have not been assigned to the Terminating Library's ownership.
4. Upon termination, possession of all CAM materials placed in such Terminating Library shall be surrendered to NLS. NLS shall remove such materials at NLS' expense.

Termination by NLS

A. NLS may terminate a member library's participation in the CAM Program if that library:

- Is more than ninety (90) days in arrears on outstanding obligations owed NLS for CAM Services.
- Breaches any material operating procedures or rules for participation and has failed to correct this situation in the time allotted for such correction.
- Is no longer a member of NLS.
- Is no longer a member in good standing with NLS.
- Ceases to function as a library that is registered and chartered by the NYS Board of Regents.

B. Termination for any of the causes listed in Section A above requires a review and recommendation by the CAM Council and a review and decision by the NLS Board of Trustees.

Reinstatement of Former Libraries and New Participants

- A. New participants and reinstated members will be obligated for all associated costs of membership at the prevailing price at the time of joining or reinstatement. Such a library shall be subject to all fees and charges in effect for all Participating Libraries at the time of the reinstatement.
- B. All newly participating members must be libraries in good standing with the Nassau Library System and have no outstanding financial obligations with NLS.
- C. The procedure and conditions for new or reinstated participation shall be determined by NLS and reviewed by the CAM Council.

NLS Dissolution

If NLS ceases to exist, its funds, equipment, property and contract rights acquired for purposes of the acquisition, maintenance and operation of the CAM Services pursuant to

the provisions of this Agreement shall be distributed in accordance with its charter and as otherwise prescribed by law, with applicable judicial oversight and approval as to the disposition of such assets.

Applicable Law

The laws of the State of New York apply to the performance and interpretation of this Agreement.

Release

In the absence of gross negligence or willful misconduct on the part of NLS, it shall not be liable for failures, delays, costs, losses, or inconveniences experienced by Participating Libraries arising from its operation of CAM services; nor for errors in or incompleteness of data, reports, listings or other related information provided by NLS, or for its failure to perform any of the obligations under this Agreement. NLS shall not be liable for failures, delays, costs, losses, or inconveniences experienced by Participating Libraries arising from the negligence or contractual breach of the vendors and suppliers of equipment and services for the CAM Services.

In the event that any party institutes legal action against NLS which is ultimately dismissed or determined to be without merit, such party shall reimburse NLS for its reasonable attorneys' fees and costs in defending itself in the litigation.

Period of Agreement

By signing this document, a Participating Library agrees to receive CAM services provided through NLS as set forth in this Agreement and to fulfill all responsibilities set forth in this agreement including but not limited to the payment of fees.

The parties' respective rights and obligations pursuant to this Agreement will become effective as of the execution of document by both parties, and shall remain in effect unless terminated by either party or superseded by a subsequent Agreement in writing.

Amendment of this Agreement

As conditions warrant, there may be amendments or addenda to this Agreement. Recommendations for amendments and/or addenda should be made initially to the CAM Administrator and the CAM Council. After review, if both parties agree that the proposed amendment and/or addenda should be pursued, it shall be presented to the NLS Director and the NLS Board of Trustees.

If the NLS Board of Trustees agrees that the proposed amendment(s) and/or addenda should be recommended, it/they will be promulgated to Participating Libraries for review and discussion before a vote is scheduled.

NLS shall then hold a meeting at which the designated voting representatives of each Participating Library may vote on the proposed amendment(s) or addenda. Voting representatives must bring to this meeting either documentation from their Library's Board of Trustees authorizing them to vote on the Board's behalf or a signed Board resolution indicating whether the board is in favor of or against the amendment(s) or addenda.

If affirmatively approved by representatives of at least sixty percent (60%) of the Participating Libraries, the NLS Board of Trustees will then vote to approve the proposed amendment(s) and/or addenda.

Any amendment(s) and/or addenda to this Agreement approved by both the vote of Participating Libraries and the NLS Board of Trustees shall become immediately effective and fully binding upon all Participating Libraries, and such amendment(s) and/or addenda shall be executed by each Participating Library not later than ninety (90) days following NLS Board approval.

Execution of this Agreement

The Library signatory represents that the Board of Trustees of the Participating Library has approved this Agreement and has duly authorized her or him to execute this Agreement on behalf of the Library.

Signatories

The undersigned hereby agree as stipulated above.

Collections Acquisition & Management Project FAQ

Over the past year, the MLD Reinvention Committee has piloted a program of cooperative materials acquisition and studied potential benefits that could result from a system-wide process of purchasing popular materials.

We anticipate that most libraries would save money with this system, as opposed to purchasing these titles on their own. However, even in cases where the savings are negligible, libraries would benefit from this program in many ways, including:

- Improved service to patrons through shorter wait times.
- Faster receipt of items from vendors.
- Increased focus on local collection development for individual library selectors.
- Staff time saved purchasing best sellers can be directed toward other parts of library service.
- Library staff have more time to focus their expertise
- Improved cost efficiency.
- Greater ability to market materials system-wide.
- Lower impact on the environment through consolidated shipping and more sustainable procurement.
- Greater ability to negotiate and attain leverage with vendors, including B&T (ex. We collectively placed the 5th largest order in North America for 23rd Midnight).

In broad strokes, the participants of this program will create a central fund for the purchase of popular adult, English-language materials, which will then be purchased by, and distributed by, Nassau Library System.

What was the inspiration for this Project?

Copies of the most popular authors arrive at our libraries at different times, sometimes after the release date, resulting in an unequal experience for our patrons and potentially long wait times for hold fulfillment. Once holds are eliminated, libraries who order multiple copies have too many of these books on their shelves. This is not time or cost efficient and is reflective of the lack of a mechanism for individual library selectors to coordinate effectively.

Many library systems, including our neighbors in New York City, have developed coordinated purchasing programs to alleviate these issues. To test the viability of such a program within Nassau County, various pilot projects have been initiated.

What were the results of these Pilots?

When applying our central approach to the newest Patterson novel, all copies arrived ten days prior to the release date and we eliminated holds system-wide in nine days. With the initial demand fulfilled, participating libraries now have copies available.

Conclusion: This system saves time, tax dollars, and shelf space, shortens wait times, and creates preferential fulfillment with faster delivery from the publishers. The fewer copies needed to meet demand and the consolidated shipping resulted in a more sustainable procurement process.

Did the copies arrive early for a reason?

They did! Through conversations with Baker & Taylor, we have been made aware that their internal process fills orders from higher volume clients first. Individually, no NLS Library is considered a higher volume client but collectively, we are one of the largest. While shipping dates for individual books will vary, in general, we would expect to receive books much earlier working together.

Effects on individual library selection process

What will this cost my library?

Initial Participating Library fees will be developed to include a base participation fee calculated based on an expected minimum expenditure for the scopes of materials purchased under the CAM program. Additional fees shall be weighted proportionally by an average of the three most currently available yearly totals of circulation, patron records within the ILS, and the annual report calculation for total print expenditures.

What is the proposed start date for this project?

The prospective start date is approximately January 1st, 2025.

Are we trying to replace individual library selectors?

Absolutely not! The items we've selected are known items that require multiple copies at every library in the system. Purchasing these cooperatively frees selectors to worry about purchases that aren't as obvious, where local interest may vary. This allows selectors to focus their time on true collection development, rather than automatic, repetitive purchases.

How did you select the authors in this initial collection?

The ten libraries of the Reinvention Committee summarized items that they currently have on automatic purchase and ended up with a list of about 160 authors. This was narrowed down to the top fifty, and from there a list of authors was established that should produce roughly 80 titles in a calendar year, to be purchased collectively.

How will my acquisitions staff know which authors/titles to avoid purchasing?

The Reinvention Committee has curated a list of authors that will be covered under this program - any forthcoming titles by these authors will fall under the program unless indicated otherwise. The List of Initial Authors is attached to this document. A process to monitor and update this list will be performed on an as-needed basis.

I'm a larger library - how does this benefit me?

By aggregating demand, this project allows for orders that get prioritized by book suppliers, resulting in a greater likelihood of materials being received earlier.

I'm a smaller library - how does this benefit me?

By coordinating purchasing, new bestselling titles will arrive much faster than if ordered on your own. Additionally, libraries with a smaller staff will see the benefit of freeing up staff time from purchasing and cataloging these items, so they can focus on other tasks.

How do floating materials get shelved/fill holds?

These materials will be used to fulfill holds on that title. When returned, those items will either (1) fulfill the next hold in the queue, (2) be shelved at the library if that library is a participant, (3) be returned to the most recent participating library it transited through. Materials will be periodically rebalanced to make sure no one participating library has too few/too many copies.

An item purchased for this collection will never be shelved at a non-participating Library.

Who receives the statistics for these items?

These items would, for their duration as floating items, be considered NLS items for the sake of holdings statistics, however all circulations and renewals are assigned to the checkout location. Circulation statistics would continue to belong to libraries serving the materials to their patrons and would not be assigned to NLS or elsewhere.

What happens to copies as they move away from being New Books?

Once initial demand has been met, individual participating libraries will be able to request a certain number of copies to be retained on their shelves. We anticipate that a percentage of these books will be centrally weeded once individual libraries have been given a reasonable opportunity to make requests.

Will this include large type copies? What about audiobooks?

This project will **not** include large type copies. It will also not include audiobooks or materials in languages other than English.

Who will be handling acquisition tasks?

The purchase of materials, along with physical receipt of the order, would be performed by NLS under the aegis of a Collection Acquisition and Management Council, who would advise and amend guidelines/procedures to best serve patrons and libraries.

How would my library be billed?

Fees associated with this project would be invoiced by NLS quarterly similar to ILS fees and member library support.

How will items be physically processed?

Each item shall be processed with a mylar jacket (when relevant), a call number sticker placed on the lower spine that shall additionally say CAM on it, a barcode placed whenever possible within the front cover, and an RFID tag workable at all RFID libraries.

How do you determine how many copies should be purchased of a given title?

The number of copies needed will be estimated based on pre-publication holds, an author's prior title popularity, and expected page count. The formulas used are intended to result in an average wait period of 14 days for patrons.

Will books be leased?

Books will not initially be leased; however, leasing options will be evaluated periodically to guarantee the program is as financially and operationally efficient as possible.

What impact will this have on Collection HQ

The MLD Reinvention has periodically evaluated Collection HQ and similar products over the last few years. Those evaluations have typically reached the same conclusion, that in our current configuration, the cost would not produce a valuable level of insight. However, these tools could potentially add significant value to the CAM, and would be worth another look.

How much money will I save?

We anticipate that most libraries will achieve some level of savings / additional value for dollars spent due to increased circulation and patron satisfaction. The exact savings for any particular Library will be entirely dependent on their current collection development practices (i.e., copies of popular authors currently purchased, whether or not the Library currently purchases these authors). The authors that have been chosen to begin this service have been selected based on data collected from a selection of Libraries in the system, and we believe in most cases every Library would have purchased at least one copy of the titles released by these authors.

How are books used to fill holds? What happens when initial holds are exhausted?

Once the initial holds are exhausted, these books will be shelved either at the location they are checked in, or transited back to the most recent CAM Library. They will significantly enhance the new fiction browsing experience for our patrons, and their availability should lead to greater circulation as patrons will be more likely to find the books they are looking for. Once holds are exhausted system-wide items will be "rebalanced" proportionally to library size and the number of copies purchased, and assigned to the local libraries ownership. At that point libraries can do whatever they want with them including changing stickers/shelving.

How will these items be call numbered?

Within Sierra, the call number will be [NEW] FIC LASTNAME. On the spine, the label will be

[CAM]

FIC
LASTNAME

The CAM will be sized such that it can covered after ownership is changed to the local library.

Can I join up for 1 year?

Due to the work required to set up members in the consortium we ask that each participating Library commit to 2 years at startup. After that, Libraries may choose to leave the consortium with written notice at least 180 days in advance.

What authors are included?

See below proposed initial list. This list can be modified over time as the most widely purchased authors change.

Initial Proposed Author List as of September 1st, 2023

Jeffrey Archer	Janet Evanovich	Liane Moriarty	Danielle Steel
Fredrik Backman	Vince Flynn	Jojo Moyes	Brad Thor
David Baldacci	Ken Follett	Ann Patchett	Adriana Trigiani
Chris Bohjalian	Emily Giffin	James Patterson	Scott Turow
Sandra Brown	John Grisham	Louise Penny	Ruth Ware
Dan Brown	Kristin Hannah	Jodi Picoult	Jennifer Weiner
Lee Child	Elin Hilderbrand	Taylor Jenkins Reid	Stuart Woods
Mary Higgins Clark	Alice Hoffman	JD Robb	
Harlan Coben	Colleen Hoover	Nora Roberts	
Michael Connelly	Faye Kellerman	John Sandford	
Patricia Cornwell	Stephen King	Lisa Scottoline	

Catherine Coulter	Sophie Kinsella	Lisa See	
Jeffery Deaver	Debbie Macomber	Anita Shreve	
Barbara Delinsky	Susan Mallery	Daniel Silva	
Nelson DeMille	Steve Martini	Nicholas Sparks	

APPROVAL TO EXCESS EQUIPMENT

TYPE OF EQUIPMENT	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	QTY.	REASON FOR DISPOSAL	DATE OF BOARD APPROVAL
Steel Door				1	This is a steel door left over from the old Children's Room. It no longer fits any entranceways.	
Date Submitted: 4/17/24						

BUDGET VOTE/TRUSTEE ELECTION RESULTS
APRIL 9, 2024

Budget Vote:	Yes: 438	No: 47	
Trustee Vote:	Adrienne Saur	441	

Featuring
Keynote Speaker

**BILL
GOLDSTEIN**



2024
**LONG ISLAND
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Conference

May 9, 2024

Melville Marriott
1350 Walt Whitman Rd
Melville, NY

Bill Goldstein reviews books and interviews authors for NBC's *Weekend Today in New York* and was the founding editor of *The New York Times* books website. A graduate of the University of Chicago, Goldstein received a Ph.D. in English from the City University of New York Graduate Center. He is the author of *The World Broke in Two: Virginia Woolf, T. S. Eliot, D. H. Lawrence, E. M. Forster, and the Year that Changed Literature*, published in 2017.

To register, please visit
<https://libconference.org/registration>
Conference Registration Rates

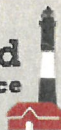
NCLA/SCLA Members \$80

Non-Members \$95

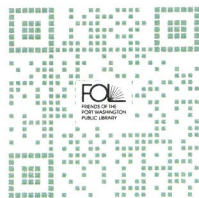
Current Students \$50

Same Day Registration \$150

**Long Island
Library Conference**



BOOK & AUTHOR RESERVATION FORM



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NE by visiting pwpl.org/fol/reserve – scan the QR code
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Individual ticket. Reserve _____ place(s) at \$125 each.

I would like to purchase 10 tickets to reserve a full table for \$1,250.

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Raffle tickets: Please add \$20 (for 2), \$50 (for 6) and \$100 (for 20). Your raffle tickets will be entered into the drawing at the event. If you do not attend, we will notify you if you win. \$ _____

TOTAL ENCLOSED \$ _____

(A portion of the ticket price may be tax deductible. Consult your tax advisor.)

WHAT ARE FRIENDS FOR...

The FOL, founded in 1966, is the library's longest-serving volunteer organization. We are dedicated to strengthening the ties between the library and the community through fundraising, programming, outreach, and advocacy. The FOL is a 501(c)(3) that provides key financial support to all library departments. These are just some of the popular programs and services we fund:

- Free Museum Passes
- 100 WiFi Hotspots to Borrow
- Library of Games and Gadgets
- Equipment for Podcast Studio
- 3D Printers and Cricut Maker
- Adult Lectures and Author Events
- Tutor.com Online Homework Help
- Free SAT/ACT Prep
- Hispanic Heritage Celebration
- Adult and Teen Book Clubs
- Pride Month Programs
- Children's Great Library Card Adventure
- ESOL and Citizenship Classes
- Children's Chess Program
- Lunar New Year Festival
- SoundSwap Concerts
- Teen Late Night Study Hall
- Banned Books Week Programs
- Loanable Kindles and Chromebooks
- CPR in Spanish
- Virtual Reality Headsets

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FEATURING
ILYON WOO

*Author of the nonfiction bestseller
Master Slave Husband Wife, one
of The New York Times 10 Best
Books of 2023*



IN CONVERSATION WITH
KELLY McMASTERS
Essayist, author and professor



FRIDAY, MAY 10, 2024
11AM–2:30PM
THE GARDEN CITY HOTEL
45 Seventh Street, Garden City
Valet and Self-Parking

OUR CONTACT INFORMATION

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Please indicate the name(s) of your guest(s) and seating preferences. Sponsors are guaranteed seating with their guests. Individual ticketholders, we try our best to honor special requests.

Fill in this form with check made out to "Friends of the Library" and send to:
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15 Tibbits Lane
Port Washington, NY 11050
(917) 561-7219
fol@pwpl.org

ILYON WOO

Master Slave Husband Wife
(Simon & Schuster)



Ilyon Woo with just her second book has reached a level of acclaim few writers of history achieve. *Master Slave Husband Wife: An Epic Journey from Slavery to Freedom* tells the remarkable true story of Ellen and William Craft, who escaped slavery in 1848 through daring, determination, and disguise, with Ellen passing as a wealthy, disabled White man and William posing as "his" slave. It is one of the most inspiring self-emancipation stories in American history and already a classic in the literature of slavery.

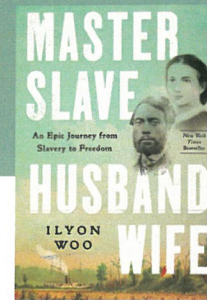
The book has been named one of *The New York Times* 10 Best Books of 2023, a Top 10 Book of 2023 by *People*, and a best book of the year by *The New Yorker*, *Time*, NPR, *Smithsonian Magazine*, *Boston*, Chicago Public Library, and Oprah Daily.

Woo is also the author of *The Great Divorce: A Nineteenth-Century Mother's Extraordinary Fight Against Her Husband, the Shakers, and Her Times* (2010). Her writing has appeared in *The Boston Globe*, *The Wall Street Journal*, *Time*, and *The New York Times*. She has received support for her research from the National Endowment for the Humanities and the American Antiquarian Society, among other institutions. She has been featured on such programs as NPR's *Morning Edition*, *All Things Considered*, and CBS *Sunday Morning*.

She holds a BA in the Humanities from Yale College and a PhD in English from Columbia University, where she first came upon the story of the Crafts. She lives in Cambridge, Mass.

MASTER SLAVE HUSBAND WIFE

What the critics are saying



"A narrative of such courage and resourcefulness it seems too dashing to be true. But it is. . . . The story is so richly dramatic, and Ms. Woo so skilled at spinning it out, that at times it's a genuine nail-biter."

The Wall Street Journal

"Woo's immersive rendering, which conjures the Crafts' escape in novelistic detail, is . . . a feat — of research, storytelling, sympathy and insight."

The New York Times 10 Best Books of 2023

"It's an edge-of-your-seat drama that will leave many wondering why the duo's remarkable story has been so overlooked by history."

Time Magazine Must Reads of 2023

"A gripping adventure . . . suspenseful and wonderfully told. A captivating tale that ably captures the determination and courage of a remarkable couple."

Kirkus Reviews (starred review)

"Woo's history draws from a variety of sources, including the Crafts' own account, to reconstruct a 'journey of mutual self-emancipation,' while artfully sketching the background of a nation careering toward civil war . . . they deserve a permanent place in the national consciousness."

The New Yorker Best Books of 2023

"Woo's biography of the Crafts . . . is meticulously sourced, with every description, quotation and line of dialogue coming from historical materials . . . Yet the author's prose is novelistic, immersing readers in the escape."

Smithsonian Magazine 10 Best History Books of 2023

KELLY McMASTERS

Essayist, bestselling author and editor, professor



Kelly McMasters is an accomplished essayist, professor, mother, and former bookshop owner. She is the author of the Zibby Book Club pick *The Leaving Season: A Memoir-in-Essays* (2023) and co-editor of the ABA national bestseller *Wanting: Women Writing About Desire* (2023). Her first book, *Welcome to Shirley: A Memoir from an Atomic Town* (2008), was one of Oprah's top 5 summer memoirs and is the basis for the documentary film "The Atomic States of America," a 2012 Sundance selection. It tells the story of her hometown, Shirley, Long Island, and the environmental catastrophe of a nearby leaking nuclear laboratory. She also co-edited the anthology *This Is the Place: Women Writing About Home* (2017).

Her writing has appeared in *The Atlantic*, *The New York Times*, *Literary Hub*, *The Paris Review Daily*, and *The American Scholar*, among others. She holds a BA from Vassar College and an MFA in nonfiction writing from Columbia's School of the Arts and is the recipient of a Pushcart nomination and an Orion Book Award nomination.

McMasters has taught at The New School, NYU's Gallatin School, Franklin & Marshall College, and in the undergraduate writing program and Journalism Graduate School at Columbia University, among others. She is currently an Associate Professor of English and Director of Publishing Studies at Hofstra University. She lives in Port Washington.

AAC Meeting Minutes

March 13, 2024

In attendance: Betty Gimbel, Christie Devereaux, Ellen Hallie Schiff, Jocelyn Worrall, Toby Ozure, Shellie Schneider, Craig Werle, Shelley Holtzman

Absent: Pam Record, Carol Kreiger, Raisy Derzie, Jose Seligson, Lynda Schwartz, Linda Sandman, Patti Paris, Barbara E. Fishman, Vanessa Nastro

- The meeting started at 5:02 pm and the February Minutes were approved. A motion was made by Ellen and Christie seconded it.
- The Carole Freysz Gutierrez exhibit has received positive feedback. However, when delivered, a few of the artworks were not wired for hanging. Tony was helpful in resolving the problem. Thanks Patti, Toby and Barbara for installing the exhibit.
- Christie wrote to Eileen Shaloum about having a studio visit and gave Eileen the names of the Toby, Shellie and Betty who will be making the visit. Thank you, Toby, for calling Eileen, the visit will be on May 8 at 11AM.
- Betty mentioned that our newest AAC members, Craig and Jocelyn, are wonderful additions to the council. We should consider new members.
- Vanessa will not include a "20% suggested donation" for artists in the Exhibit Guidelines, in the event artwork from their exhibit is sold. Instead, it was recommended that an informal discussion be had between the exhibit Chairs and the artist to discuss a monetary donation to the library.
- Jim Graf would like to do an artist's talk in the gallery. The choices for the dates are May 4, 5, 18, 19. The reception could be either in the gallery or in the Lapham Room depending on the date that is chosen. Jim Graf will be paid \$250 for the talk. It has to be determined who will pay for it, the Council or Programing. Jocelyn suggested displaying a binder of his works, which would be secured so that it is no removed from the gallery. There will also be a display case to exhibit some items as well.
- Shelley has not been able to contact Max Ginsburg, but will do so.
- On January 10, it was voted that Jonathan Butterick should have a studio visit. The questions about his work were discussed because it was thought that it might have been commercial in style. However, it was determined that he will have a studio visit. Ellen will call Jonathan to set up a date for the studio visit. He lives in Manhattan.
- It was decided that a maximum of \$700 will be allocated for Christina Massey to transport her artwork round trip to the gallery. She will need to provide a bill for the transportation. Taxes are not included. First, a studio visit will be made to determine whether or not she will have an exhibit. Craig, Toby, Ellen will go see her work. Craig offered to drive.
- Christie sent a sympathy card to Keith and family. A donation of \$100 was sent to St. Peter of Alcantara in memory of Keith's mother.
- Other PWPL councils meet every other month and some only meet four times a year. It was suggested the AAC decide whether to meet every month or bimonthly. Everybody agreed that they want to continue to meet every month.
- It was determined that Antonio Masi show will go up on September 3 which is after Labor Day.
- Raisy is moving to Long Beach and would like to try to continue to be connected to AAC.

- Shellie mentioned that we need a current directory with Craig's information on it.
- The meeting ended at 6:00PM

The next AAC Meeting will be Wednesday, April 10 at 5 p.m.

CAC Notes March 14, 2024

In attendance: Samantha Adler, Michele Hyde, Susan Gill, Amy Christake

2023-24 School Year Programs:

December 26, 2023, Plaza Theatrical, Once Upon a Snowflake - 90

December 28, 2023, Magic AI - 134

Feb 20, 2024, ~~David Engel – Dr. Gravity~~ *He cancelled.* - We showed Elemental

Feb 22, 2024, LI Science – Spin, Pop, Boom - 93

April 23, 2024, BenAnna Band

April 25, 2024, Jester Jim

Brainstorming future workshops and tweens' night out programs:

Autism awareness month program – April – Showing Luca and having a craft

Coding – Schreiber H.S. students are currently running program on Scratch

Escape Room – Pirates this summer

Intergenerational Trip – Manhasset Bay boat tour, Genuis Gem

Drop-In ideas: Lego, magna-tiles, board games

Mahjong – Susie over the summer

Mr. Buckman – science workshops – Susan sent an email to Mr. Buckman to see if he is available for a workshop

Pickle Ball – summer??

Port Washington Continuing Ed teachers – meditation, nutrition, gardening, etc.

Rainy day activities in the Lapham room – compile a list and have materials ready for a rainy day

Science Museum of Long Island – animal classes

Sphero Bolt programs – **Wonderful program called Robotics Fun!** Held in Feb 2024

STEAM events run by Alexa Saur – Susan will reach out to middle & high school Science Olympiad to see if they want to run these events when Alexa goes to college

Yoga – Ms. Idol (Rachel reached out to her) for Saturday yoga classes in the Children's Garden. Samantha will reach out to Ashley Marcus (owner of a PW yoga studio)

School Year Program Ideas for 2024-25

Bubble Trouble

Charlini – December 26, 2024 – still need contract

Christopher Agostino – Story Faces – April 2025

Dance Arts

Dance Works

KerboomKidz

K-Pop dance routines

John Reed Magic – November 29, 2024

JoshyK Magician – February 20, 2025 – still need contract

Mario the Maker Magician – no longer doing library programs

National Circus Project – February 18, 2025 – still need contract

Story Pirates

Yoli – Susan will provide contact information – April 2025

CAC Budget: \$ 10,471.41

Next Meeting: June 6, 2024, at 9:45 a.m.

MUSIC ADVISORY COUNCIL

From: Lucille Rabinowitz <reallu1@aol.com>
Date: March 15, 2024 at 12:11:09 PM EDT
To: joyce bruno <joydiva28@gmail.com>
Cc: Lucille Rabinowitz <reallu1@aol.com>
Subject: Lucille Rabinowitz Bio for Library Music Advisory Board

Dear Joyce,

I am sending you my bio for the Port Washington Library Music Advisory Board. Please share it with your Board.

I have been involved in musical activities in Port Washington for the past 50+ years and have enjoyed numerous events at the library. I am a long supporter of the library, and a past participant in the ethics group and other programs.

I was a member of The Port Singers in several of their productions, including Brigadoon, The Pajama Game, Show Boat, My Fair Lady, and The Messiah. I play piano, love to sing, and have studied voice. I was raised in a musical household with a mother who was a piano teacher and amateur opera singer. My niece has created the Pauline Alt Scholarship in honor of my mother through which we are sponsoring voice students at a school in New Hampshire.

I have been an active member of the Port Washington community, volunteering in numerous ways, teaching in the high school GED program, and as a real estate agent.

I would love the opportunity to be a member of the Music Advisory Board. I am particularly excited about being involved in selecting performers.

Thank you for considering me.

Best regards,

Lucille
516-972-1038

