

PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES ORGANIZATIONAL MEETING
JULY 08, 2026
Hagedorn Meeting Room 7:30 PM
AGENDA

- I Oaths of Office
 - a) William Keller - Trustee
 - b) Nancy Comer – Trustee
 - c) Paul Thomaidis – Treasurer
 - d) Allison Stanley – District Clerk

- II Approval of June 17, 2026 Board of Trustees Minutes

- III Approval of June 2026 Warrants
 - a) Budget Transfers
 - b) Capital Project Resolution – Security Cameras

- IV Approval June 2026 Staff Changes

- V Annual Reorganization
 - a) Reaffirmation of Procedures set forth in the General Municipal Law, Section 104-B
 - b) Reaffirmation of Library’s Investment and Purchasing Policies
 - c) Proposal for Bond, Schoeneck & King General Counsel Services
 - d) Proposal for Cullen & Danowski Accounting Services
 - e) Proposal for Gryphon Technologies Computer Services
 - f) Proposal for Rynkar, Vail & Barrett Auditing Services
 - g) Appointment of Investment Officer – Keith Klang
 - h) Appointment of Library Purchasing Agent – Keith Klang
 - i) Appointment of Library Treasurer – Paul Thomaidis
 - j) Appointment of District Clerk – Allison Stanley
 - k) Approval - Officers of Board of Trustees 2026/2027
 - l) Designation of Bank Depository
 - m) Acceptance of Amount of Petty Cash
 - n) Conflict of Interest Document
 - o) Resolution for Prepaid Public Utilities

- VI Director’s Report
 - a) Approval of 2026/2027 Holiday Schedule
 - b) Facility & Technology Objectives 2025/2026 – Review
 - c) Facility & Technology Objectives 2026/2027 – Draft
 - d) 2025/2026 PILOT
 - e) Personal Registration Day – March 30, 2027
 - f) Foundation Gala Event – October 17, 2026 at Manhasset Bay Yacht Club
 - g) Upcoming Trustee Training Opportunities
 - h) Excess List

(over)

- VII President's Report
 - a) Review of Internal Controls for 2026/2027
 - b) Confidential Employee Resolution
 - c) Approval of Board Meeting Schedule for 2026/2027
 - d) Acceptance of Warrant Signing Schedule for 2026/2027
 - e) Board of Trustees' Committee Appointments for 2026/2027
 - f) Nassau Library System Board Meeting Attendance – July 27, 2026

- VIII Assistant Director's Report
 - a) Summer 2025 at PWPL
 - b) E-Waste & Shredding Event - Saturday, July 11, 2026
 - c) Building WiFi Upgrades

- IX Councils.
 - a) Art Advisory Council Members & Meeting Minutes June 10, 2026
 - b) Children's Advisory Council Members
 - c) Health Advisory Council Members
 - d) Music Advisory Council Members & Meeting Minutes June 11, 2026
 - e) Nautical Advisory Council Members
 - f) Books for Dessert Advisory Board
 - h) ESOL Tutors

- X Foundation
 - a) 2026/2027 Board Members
 - b) Foundation Meeting Minutes- May 18, 2026

- XI Friends of the Library
 - a) 2026/2027 Board Members
 - b) Friends Meeting Minutes- June 10, 2026

- XII Old Business

- XIII New Business
 - a) Resource Sharing Code – Resolution for Approval

- XIV Public Comments

- XV Adjournment

- XVI Executive Session

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING JUNE 17, 2026

Participants: Adrienne Saur, Presiding
Matthew Straus, Trustee
Julie Lim, Trustee
Sima Vasa, Trustee
Keith Klang, Director

Michael Krevor, Trustee
Nancy Comer, Trustee

In Attendance: Liz Agramonte (Staff Association), Allison Stanley

Ms. Saur stated the Board met at 7:00 p.m. on June 17, 2026 and went into Executive Session where the Board discussed personnel matters. Ms. Saur commenced the public portion of the meeting at 8:28 p.m.

OPENING

Ms. Saur requested a motion to approve the May 20, 2026 Board of Trustees meeting minutes. Mr. Straus moved to approve. Ms. Comer seconded. All agreed.

APPROVAL OF MINUTES

Ms. Saur requested a motion to approve the May 2026 warrants 26-5-11A and 26-5-11B. Mr. Krevor moved to approve. Ms. Vasa seconded. All agreed. Ms. Saur requested a motion to approve two payrolls on 5/7/26 and 5/21/26. Ms. Comer moved to approve. Mr. Krevor seconded. All agreed.

APPROVAL OF WARRANT

Ms. Saur stated there were two staff appointments and one staff departure for May 2026. Ms. Vasa moved to approve. Mr. Krevor seconded. All agreed.

STAFF CHANGES

Ms. Saur asked if there were any questions on the May Financial Report. There were no questions on the report.

FINANCIAL REPORT

Mr. Klang shared the draft PWPL 2026-2027 Consultant Proposals.

CONSULTANT PROPOSALS

Mr. Klang shared the draft PWPL Holiday Schedule.

HOLIDAY SCHEDULE

Mr. Klang informed the Board that Oliver Nayo and Aidan Meyer were the recipients of this year's Nancy Curtin Scholarships funded by the Friends of the Library and the Library Foundation.

NANCY CURTIN SCHOLARSHIP

Mr. Klang shared that the staff are working on a new patron survey which will include technology and general services questions. The preliminary survey will be available this summer.

PATRON SURVEY

Mr. Klang reviewed items on the June Excess Equipment list and requested the Board's approval. Ms. Vasa moved to approve. Ms. Comer seconded. All agreed.

EXCESS EQUIPMENT

Ms. Saur requested a motion to approve Michael Krevor to be the Nominating Committee appointment. Mr. Straus moved to approve. Ms. Comer seconded. All agreed except Mr. Krevor who abstained. Ms. Saur reviewed the draft Committee Members for 2026/2027.

COMMITTEE APPOINTMENT

Ms. Saur stated the Board of Trustees Organizational Meeting will be Wednesday, July 8, 2026.

**ORGANIZATION
MEETING**

Ms. Saur shared the PWPL Vendor List 2025/2026.

VENDOR LIST

Ms. Saur noted 2026 NYS Budget for Libraries.

**2026 NYS BUDGET
FOR LIBRARIES**

Mr. Klang shared Mr. Hutter's report which included upcoming events at the PWPL celebrating America 250.

AMERICA 250

Also under Mr. Hutter's report, Mr. Klang noted that Mr. David Goldberg, from Digital Waterworx, assisted with audio recordings to augment the PWPL phone system.

**PWPL PHONE
GREETING**

Mr. Saur noted the Friends of the Library minutes of May 13, 2026.

FOL MINUTES

Mr. Saur noted the Foundation's minutes dated February 9, 2026

**FOUNDATION
MINUTES**

Mr. Saur noted the Foundation's Audit Report.

FOUNDATION AUDIT

Ms. Saur noted the patron comments.

PATRON COMMENTS

Mr. Klang requested a motion to approve that the Port Washington Public Library affirms the ethical standards and will adhere to the procedures established in the "Shared ILS Integrity Policy", approved by the Nassau Library System. Mr. Krevor moved to approve. Ms. Vasa seconded. All agreed.

**ILS POLICY
RESOLUTION**

Mr. Saur noted the Young Adult staff report.

STAFF REPORTS

Mr. Klang noted the 2nd Quarter 2025/2026 PWPL statistics.

STATISTICS

Ms. Agramonte was the Staff Association representative for this month. Ms. Agramonte stated there were no comments from the Association. The Board thanked her for attending.

STAFF ASSOCIATION

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

Ms. Saur moved to adjourn and all agreed at 9:25 p.m.

**A
BOARD MEETING
JUNE 2026 REPORTS**

WARRANTS TO BE VOTED ON

Warrant Number	Amount
26-6-12A	\$ 137,624.47
26-6-12B	\$ 180,997.25
Warrant Total	<u><u>\$ 318,621.72</u></u>

<u>Payroll Date</u>	<u>Gross</u>	<u>Net</u>	<u>Processing</u>	<u>Tax Liability</u>
6/4/2026	\$ 155,229.92	\$ 111,862.91		\$ 45,458.48
6/18/2026	\$ 148,602.63	\$ 95,358.82	\$ 2,626.35	\$ 38,551.12
PAYROLL TOTAL	<u><u>\$ 303,832.55</u></u>	<u><u>\$ 207,221.73</u></u>	<u><u>\$ 2,626.35</u></u>	<u><u>\$ 84,009.60</u></u>

Prepared By:
Mayra Fenig
Finance Department

Port Washington Public Library
Board Resolution
June 23, 2026

General Fund Budget Transfers

Resolved: To make the following general fund budget transfers for the year ending June 30, 2026:

TO:

CODE	DESCRIPTION	TRANSFER IN (\$)
143.01	Clerical Grade 11	35,000
143.05	Clerical Grade 3	63,000
143.06	Clerical Holiday & Sunday	4,000
143.12	Book Shelters-Children	12,500
143.14	ISD	16,000
143.19	Technicians-Media	11,000
143.22	Sunday & Holidays Support	28,000
9060.81	Medical	40,000
9060.82	Dental	4,500
9060.03	Eyecare	300
411.03	Computer Software	10,000
413.02	Non-Microform	6,000
417.03	DVD	2,000
417.05	Digital Media	10,000
430.01	Adult Services	400
430.06	Info Services	200
430.07	Media Services	2,000
430.08	General Office Supplies	10,000
430.11	Office Equipment	9,000
434.01	Printed Info	1,000
434.08	Newsletters	3,000
435.03	Staff Development	3,200
436.01	Circulation Charges	2,300
436.02	OPAC/Concurrent Session	900
436.03	NLS	700
437.01	Programs-Adult	3,500
437.07	Meeting Room Expense	1,000
439.02	Copy Equipment	2,500
439.06	Piano	750
440.01	Accounting	1,500
440.02	Audit	250
440.07	Payroll	6,000
440.09	Other	9,000
440.10	Security Services	3,000
450.02	Fuel	9,000
450.03	Water Pollution Control Tax	2,600
451.02	Housekeeping Maintenance	13,000
451.03	Uniforms	120

Port Washington Public Library
 Board Resolution
 June 23, 2026

452.01	Repair to Building	700
455.03	Building Maintenance Contract	13,000

The total amount of transfer-in is \$340,920.

FROM:

CODE	DESCRIPTION	TRANSFER OUT (\$)
141.04	Certified Librarian Grade 17	230,000
143.04	Clerical Grade 5	35,000
143.13	English as a Second Language	15,000
143.15	Collection Management	30,000
143.23	Info Tech Spec II	18,000
433.01	Postage	12,920

The total amount of transfer-out is \$340,920.



Certified Public Accountants

1650 Route 112 ● Port Jefferson Station ● New York 11776-3060

Memo

To: Port Washington Library Board of Trustees
From: Cullen & Danowski, LLP
Date: June 23, 2026
Re: Capital Projects – Security Cameras

As part of the 2025-26 budget, the Library had not included appropriations to cover expenditures relating to the installation of new security cameras. Due to the unanticipated expenditures and nature of these services, we are recommending the Library appropriate money from the assignment for capital to fund the unforeseen expenditure. The Library has a balance of approximately \$2,355,870 in the Assignment for Capital. We are recommending that the Board approve a budget revision in the amount of \$15,000 to cover the transfer to capital projects fund for these projects and for these services to be funded by appropriating this amount from the assignment. Any unused funds will be returned to the assignment after the project is completed.

If the Board agrees with our recommendation it would need to pass the following resolution:

Resolved: to increase the General Fund transfer out to capital expenditure budget line, funded through the use of the assignment for capital in the amount of \$15,000, in order to cover the expenditures relating to the security camera project.

GENERAL MUNICIPAL LAW

Section 104-b

The following relates to attorney, accountant, auditor, and information technology specialist: Prior to making the above appointments, the Board reviewed the Library's Purchasing Policy and General Municipal Law, Section 104-b, pertaining to professional services, as it relates thereto, and reaffirmed the procedures set forth therein relative to competitive bidding. The Board's attorney, accountant, auditor, and information technology specialist were appointed based upon their expertise, prior experience, familiarity with relevant governmental operations and continuity of service.

Accordingly, no request for alternate or additional proposals was made by the Board in the case of the attorney, accountant, auditor, or information technology specialist.

SECTION 104-B - Procurement policies and procedures

General Municipal (GMU) CHAPTER 24, ARTICLE 5-A

§ 104-b. Procurement policies and procedures. I. Goods and services which are not required by law to be procured by political subdivisions or any districts therein pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys in the best interests of the taxpayers of the political subdivision or district, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the governing board of every political subdivision and any district therein, by resolution, shall adopt internal policies and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of section one hundred three of this article or of any other general, special or local law. In cities with a population of one million or more, the procurement policy board shall develop and promulgate such policies and procedures by rule.

2. Such policies and procedures shall contain provisions which, among other things:

a. prescribe a procedure for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law;

b. provide that, except for procurements made pursuant to subdivision three of section one hundred three or section one hundred four of this article, section one hundred seventy-five-b of the state finance law, section one hundred eighty-six of the correction law, or the policies and procedures adopted pursuant to paragraph f of this subdivision, alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of this section;

c. set forth when each such method of procurement will be utilized, taking into account which method will best further the purposes of this section and the cost-effectiveness of the method;

d. require adequate documentation of actions taken in connection with each such method of procurement;

e. require justification and documentation of any contract awarded to other than the lowest responsible dollar offeror, setting forth the reasons such an award furthers the purpose of this section; and

f. identify the individual or individuals responsible for purchasing and their respective titles. Such information shall be updated biennially.

g. set forth any circumstances when, or types of procurements for which, in the sole discretion of the governing body (or in the case of cities with a population of one million or more, the procurement policy board), the solicitation of alternative proposals or quotations will not be in the best interest of the political subdivision or district therein.

3. Comments concerning the policies and procedures shall be solicited from officers of the political subdivision or district therein involved in the procurement process prior to the enactment of the policies and procedures, and from time to time thereafter.

4. The governing board shall annually review its policies and procedures. In the case of a city with a population of one million or more, the annual review shall be the duty and responsibility of the procurement policy board.

5. The unintentional failure to fully comply with the provisions of this section shall not be grounds to void action taken or give rise to a cause of action against the political subdivision or district or any officer or employee thereof.

6. Notwithstanding any other provisions of this section or any provision of law, boards of education shall have the authority to include in the internal policies and procedures governing procurement of apparel or sports equipment, where such procurement is not required to be made pursuant to the competitive bidding requirements of section one hundred three of this article, a prohibition against the purchase of apparel or sports equipment from any vendor based upon either or both of the following considerations: (a) the labor standards applicable to the manufacture of the apparel or sports equipment, including but not limited to employee compensation, working conditions, employee rights to form unions, and the use of child labor; or (b) the bidder's failure to provide information sufficient for boards of education to determine the labor standards applicable to the manufacture of the apparel or sports equipment.

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2.0 INVESTMENT POLICY

2.1 SCOPE

This investment policy shall apply to all assets available for investment by the Library whether on its own or on behalf of any other entity or individual.

2.2 OBJECTIVES

The primary objectives of the Library's investment activities shall be in order of priority:

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity);
and
- to obtain a reasonable rate of return (yield).

2.3 DELEGATION OF AUTHORITY

The Board of Trustees' responsibility for administration of the investment program is delegated to the Director, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and to regulate the activities of subordinate employees.

2.4 PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Library to operate effectively. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

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2.5 DIVERSIFICATION

It is the policy of the Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling, to the extent that such diversification can reasonably be expected to improve the Library's financial position. **(September 2014).**

2.6 INTERNAL CONTROLS

It is the policy of the Library for all monies collected by any officer or employee of the Library to transfer those funds to the Director or designee within five (5) business days of receipt, or within the time period specified in law, whichever is shorter. The Director is responsible for establishing and maintaining an internal control structure subject to the approval of the Board which provides reasonable assurances that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are properly authorized and executed and all documents properly recorded, and managed in compliance with applicable laws and regulations and that financial statements are provided to the Board.

2.7 DESIGNATION OF DEPOSITORIES

The Board of Trustees will annually designate the Bank Depository. **(July 2017)**

The following institution is authorized for the deposit of monies:

Depository Name	Webster Bank (July12, 2023)
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2.8 COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law ("GML"), Section 10, all deposits of the Library, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by a pledge of the following "eligible securities" with an aggregate "market value" as provided by GML Section 10, equal to or greater than the aggregate amount of deposits:

1. Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof, or a United States government sponsored corporation.
2. Obligations issued or fully insured or guaranteed by the State, obligations issued by a municipal corporation, school district or district corporation of the State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public monies.

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3. An “eligible letter of credit,” payable to the Library as security for the payment of one hundred forty percent (140%) of the aggregate amount of deposits and the agreed-upon interest, if any. An “eligible letter of credit” shall be an irrevocable letter of credit issued in favor of the Library, for a term not to exceed ninety (90) days, by a qualified bank (other than the bank where the secured money is deposited). A qualified bank is either one whose commercial paper and other unsecured short-term debt obligations (or, in the case of a bank which is the principal subsidiary of a holding company, whose holding company’s commercial paper and other unsecured short-term debt obligations) are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization, or one that is in compliance with applicable federal minimum risk-based capital requirements. **(Adopted by the Board of Trustees July 10, 2013).**

2.9 SAFEKEEPING AND COLLATERALIZATION

All eligible securities used for collateralizing deposits shall be held by the depository and/or a third party, bank or trust company subject to a security agreement and a custodial agreement.

The security agreement shall provide that eligible securities are being pledged to secure Library deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. The security agreement shall also provide the conditions under which the eligible securities may be sold, presented for payment, substituted or released and the events which will enable the Library to exercise its rights against the eligible securities. In the event that the eligible securities are not registered or inscribed in the name of the Library, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Library or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The custodial agreement should also require the custodian to confirm the receipt, substitution or release of the securities and provide for the frequency of revaluation of eligible securities and for the substitution of securities when change in the rating of a security may cause concern. Such agreement shall include all provisions necessary to provide the Library a perfected interest in the securities.

2.10 PERMITTED INVESTMENTS

As authorized by GML, Section 11, the Library authorizes the Director or designee to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

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- special time deposit accounts;
- certificates of deposit;
- obligations of the United States of America; obligations guaranteed by agencies of the United States of America where the payment of principal and interest is guaranteed by the United States of America;
- obligations of the State of New York.

All investment obligations shall be payable or redeemable at the option of the Library within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Library within two (2) years of the date of purchase.

2.11 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Library shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the Library conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Library. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Director is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

2.12 PURCHASE OF INVESTMENTS

The Director is authorized to contract for the purchase of investment:

1. Directly, including through a repurchase agreement, from an authorized trading partner;
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Art. 5G of the GML where such program has been authorized by the Board of Trustees;
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the Board of Trustees.

All purchased obligations, unless registered or inscribed in the name of the Library, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Library by the bank or trust

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company. Any obligation held in custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in GML Section 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for the Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Library a perfected interest in the securities.

2.13 REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- all repurchase agreements must be entered into subject to a Master Repurchase agreement;
- trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers;
- obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America;
- no substitution of securities will be allowed;
- the custodian shall be a party other than the trading partner. (October 1993)

3.0 PURCHASING POLICY

The Board of Trustees recognize its responsibility to promulgate the purchasing policy of the Library, in order to obtain goods and services at the best possible price, in accordance with GML Section 104B.

The Board shall appoint a purchasing agent at the annual organizational meeting, who will be responsible for the implementation of all purchasing for the Library. If advantageous, purchases shall be made through New York State Contract and/or Nassau County Contracts.

Bids shall be let, as authorized by the Board, for all contracts for public works and all purchases in accordance with GML.

Purchases may be made under appropriate state and local contracts.

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No employee has the authority to order supplies and equipment and charge such to the Library. The Library will not reimburse any employee for supplies and equipment which are so ordered unless approved by the purchasing agent.

The Board of Trustees will make certain that professional services are secured in a manner that protects the integrity of the process, ensures the prudent use of taxpayer dollars and provides a high-quality standard of service, in accordance with law and regulation. Professional services are defined as services requiring special skill and/or training, such as legal services, auditing services, or insurance.

On a periodic basis as determined by the Board of Trustees, the designated staff will prepare a comprehensive written request for proposals (“RFP”), which will contain critical details of the services sought. The RFP will specify that the proposal include the structure of the relationship between the Library and the provider, including, if applicable, the terms of the retainer, the hourly fees and other associated costs.

In reviewing the RFPs, the Library will consider, at a minimum, the following factors:

1. the suitability of the individual/firm for the Library’s needs;
2. the special knowledge or expertise of the individual/firm;
3. the credentials and applicable certifications of the individual/firm;
4. the quality of the service provided by the individual/firm;
5. cost;
6. the staffing availability from the firm or the time available from the individual.

RFPs for auditing services will be prepared no less than every five (5) years.

The Board of Trustees permits the use of a **Library credit card** by the Library Director or his/her/their designee to pay for actual and necessary expenses incurred in the performance of work-related duties for the Library. The credit card shall be in the name of the Library.

The Library shall establish a credit line not to exceed \$15,000 on its credit card. **(Board of Trustees meeting of October 20, 2021).**

The Board shall ensure the credit card company is such that the Library preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper Library charge, or supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, the Board will ensure that no claim shall be paid unless an itemized voucher approved by the employee whose action gave rise or origin to the claim, shall have been presented to the Board and shall have been audited and allowed.

The credit card may be used only for legitimate Library business expenditures. Further, any use of the credit card must be in accordance with the Library’s policy on purchasing. All “Reward” points accrued through credit card use will be used for Library purposes. **(Adopted by the Board of Trustees July 6, 2011).**

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Users must take proper care of this credit card and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Board and to the appropriate financial institution. Failure to take proper care of the credit card or failure to report damage, loss or theft may subject the employee to financial liability and/or disciplinary action.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with Library-related business for which the credit card has been used.

(Resolution to incorporate the Use of Corporate Credit Cards policy into the Library Policy Manual was approved by the Board at the November 16, 2005 meeting.)

Purchases in excess of three thousand dollars (\$3,000) shall be subject to competitive quotations. These competitive quotations must be in written proposals, written quotations or verbal quotations. All quotations shall be recorded. **(January 2015)**

The Board of Trustees reserves the right to reject any and all quotations which it determines are not in the best interests of the Library by reason of quality and/or not adhering to the specifications as described in the request for quotations.

All awards to other than the lowest responsible offeror must be documented containing all information justifying the reason and explanation for awarding to other than the lowest responsible offeror.

Contract awards will be made to local merchants, all else being equal.

The Board of Trustees shall annually review this policy. (November 1993)

3.1 CAPITALIZATION POLICY

The Library defines capital assets as non-consumable assets with a normal service life of more than two (2) years. In order to provide for the proper control and conservation of Library property, the Director or designee shall account for capital expenditures in accordance with the following guidelines:

Capitalization of Assets

1. Equipment items that cost more than five hundred dollars (\$500) will be capitalized and depreciated.
2. Equipment items that cost less than five hundred dollars (\$500) will be expensed.

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3. All non-equipment capital assets costing in excess of five thousand dollars (\$5,000) shall be capitalized and depreciated.
4. All non-equipment capital assets costing less than five thousand dollars (\$5,000) shall be expensed.

Fixed assets with a service life of more than two (2) years following the date of acquisition will be capitalized. Useful lives will be determined in the year of purchase based on general guidelines obtained from professional organizations and the asset's present condition. The Library will use the straight-line method of depreciation and depreciation expense will be calculated beginning the year of acquisition.

(Resolution to incorporate the Capitalization Policy was passed by the Library Board of Trustees at the annual organizational meeting on July 11, 2007.)

3.2 MEALS AND REFRESHMENTS POLICY (April 2016)

The Board of Trustees recognizes that, occasionally, it may be appropriate to provide refreshments and/or meals at meetings or programs that are being held at the Library for an educational purpose or staff development. Any expenditure on such refreshments and/or meals must be approved by the Library Director or his/her/their designee.

All expenses must be appropriately documented, including the date, purpose of the meeting and the group in attendance, and submitted to the Finance Office for the purposes of audit and possible reimbursement.

PORT WASHINGTON PUBLIC LIBRARY

2026-2027 PROPOSALS

THREE YEAR COMPARISON

CATEGORY	CONTACT	2026-2027	2025-2026	2024-2025
Bond Schoeneck & King Attorney (General Counsel)	Howard Miller	\$21,000.00	\$18,500.00	\$17,500.00
Cullen & Danowski Accountant	Jennifer Ditta	\$64,920.00	\$63,300.00	\$62,100.00
Gryphon Technologies Information Technology	John Whittemore	\$73,086.00	\$69,940.00	\$67,236.00
Rynkar, Vail & Barrett Auditor (CPA)	Bill Barrett	\$20,650.00	\$20,250.00	\$19,850.00

June 9, 2026

VIA ELECTRONIC MAIL

Mr. Keith Klang
Library Director
Port Washington Public Library
One Library Drive
Port Washington, New York 11050

Re: *General Counsel Retainer*

Dear Keith:

This will confirm the Port Washington Library's retention of the law firm of Bond, Schoeneck & King, PLLC as general counsel for a period of one (1) year, from July 1, 2026 through and including June 30, 2027, at a fee of \$21,000 per year, payable in four (4) equal advance quarterly installments, plus reasonable expenses incurred.

The retainer shall cover general legal advice, attendance at Board meetings upon request, review of existing contracts and assistance with Library budget votes, including review of public notices.

Excluded from the retainer shall be extensive research projects, drafting new contracts and litigation. Our services performed at the request of the Library which are not within the retainer as described in the prior paragraph shall be paid by the Library at a reduced blended rate of \$245.00 per hour for any attorney from our firm who works on the matter.

If this agreement is acceptable, please sign and return the original of this letter and retain the signed copy for your files.

Kindly attach for our records a copy of the Board Minutes containing the Resolution authorizing you to sign this retainer on behalf of the Library.

July 2, 2026
Page 2

Very truly yours,

BOND SCHOENECK KING, PLLC

A handwritten signature in black ink, appearing to read "HMM" followed by a stylized flourish.

Howard M. Miller

HMM

ACCEPTED:

PORT WASHINGTON PUBLIC LIBRARY

By: _____
Keith Klang
Library Director

Date: _____

BOND, SCHOENECK & KING, PLLC
TERMS OF REPRESENTATION

These Terms of Representation, together with the accompanying engagement letter, constitute the agreement between Bond, Schoeneck & King, PLLC ("Bond" or "we") and the client or clients identified in that engagement letter (the "Client" or "you"), under which Bond will represent Client in the matter or matters described in the engagement letter.

1. **Our Client.** Our representation extends solely to Client, as identified in the accompanying engagement letter, and not to its constituents (including its officers, managers, members, directors, shareholders or employees) or to any affiliated or related entities, or their constituents. There are no third party beneficiaries of this agreement. Client understands that, unless appropriate written consents are obtained, it should not provide us with confidential information regarding any constituent or affiliated/related entity during the course of this representation (and doing so will not make the constituent or affiliate/related entity a client of Bond).

2. **Our Services.** The scope of our services is described in and strictly limited by the accompanying engagement letter. Any changes in scope must be confirmed in writing. Unless otherwise provided in the engagement letter, Bond is not serving as Client's general counsel nor is it responsible for determining whether Client has insurance coverage in connection with our representation, the amounts and limits of any such coverage, or notifying any insurance carrier of the existence of coverage, or our involvement in a matter.

When we provide you with our opinion regarding a matter, it will be based on our best professional judgment. However, that judgment is limited by the facts provided by you and known to us at that time, as well as the law as it then exists. It is expressly acknowledged by you that any such opinions shall not be considered by you as representations, promises or guarantees of results which might be obtainable, nor shall you consider any such opinions to be warranties or representations of a particular outcome or resolution of your matter.

3. **Client Responsibilities.** In order to ensure our ability to provide services to you, you agree to keep us informed of any relevant information or developments relating to your matter and to provide Bond with all pertinent information regarding the subject of our representation, or as otherwise reasonably requested by us. You also agree to cooperate fully, truthfully and timely with us, including making you, your employees or others available to us when necessary. You will keep us advised of how to contact you.

If, during the course of our representation of you, you affiliate with, acquire, are acquired by, or merge with another entity, you agree to provide us with sufficient notice to permit us to determine if that action gives rise to a conflict of interest with any of our other clients and, if so, agree that Bond may take any action that it believes is appropriate or necessary under the applicable Rules of Professional Conduct.

4. **Fees and Expenses.** Unless otherwise provided in the accompanying engagement letter, our billings with respect to this matter will be based on the time (in quarter hour increments) that our attorneys, paralegals, and other service professionals devote to it. The hourly rates for those attorneys, paralegals and other service professionals who will work on Client matters vary, with specific rates reflecting the knowledge, experience and expertise of each individual assigned, time constraints imposed by the circumstances, the complexities of the matter and other relevant factors. The currently applicable rates may be specified in the accompanying engagement letter. It is our practice to increase our hourly rates from time to time, generally effective each October 1.

Our bills to Client, which will be on a monthly basis (unless otherwise agreed to in the accompanying engagement letter) and payable within 30 days, will also include any expenses (copying charges, fax charges, postage, messenger services, mileage, long distance telephone charges, computerized-research, e-discovery and other electronic data charges, etc.) incurred or advanced by us on Client's account or which are due to be paid on Client's account. These expenses may be incurred in the normal course without advance approval from Client. In-house charges (such as copying charges, fax charges, charges for processing, producing and/or storing e-discovery materials, etc.) will be billed at our standard charge rate. You agree that expenses incurred to third parties will either be forwarded to Client for direct payment or, if paid by our firm, billed to you at the rate charged by those third parties. If Client fails to make payment of our fees and disbursements as provided in this letter, consistent with our obligations to Client under the Rules of Professional Conduct, we may discontinue our representation of Client and/or take other appropriate action. Discontinuation of representation does not eliminate Client's responsibility for fees and expenses already incurred. In addition, we reserve the right to assess a monthly service charge of 2% per month on any accounts more than 30 days in arrears. In no event will the service charge be greater than that permitted by any applicable law. We also reserve the right to charge a service fee of no more than 2% for payment of fees and/or disbursements by credit card.

A Client may have insurance coverage that will apply to some or all of our fees and expenses. Regardless of the limits of that coverage (or its discontinuation), Client remains responsible to us for all billed fees and expenses.

We will bill Client for our time and expense in responding to subpoenas (or other judicial orders), auditor's letters or other proceedings, requests and requirements arising out of or related to our representation of Client in any matter.

If requested, we will, if possible, provide you with an estimate and/or budget for a matter. Such estimates/budgets, however, cannot be predicted with certainty and therefore are not binding unless we have expressly agreed to limit our fees accordingly.

If you disagree with any invoice, you must notify us of the nature of your dispute within 30 days of your receipt of that invoice. You agree that your failure to do so will result in that invoice becoming your final binding obligation.

While we make every effort to bill fairly and clearly, occasionally fee disagreements arise between attorneys and their clients. If there is any dispute regarding our fees, Client may have the right to arbitrate that dispute pursuant to 22 NYCRR part 137.

5. **Disputes and Claims.** Except to the extent required by 22 NYCRR part 137, any dispute or claim arising out of or in any way relating to the Firm's representation of you, including, but not limited to, any claim of tort, breach of fiduciary duty, legal malpractice, negligence or breach of contract shall be finally settled by confidential arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on the award may be entered in any court having jurisdiction thereof. The place of arbitration shall be in the city and

state of the Bond office where the legal work was substantially performed. This agreement to confidential arbitration shall constitute an irrevocable waiver of each party's right to a trial by jury, but the arbitrators shall have the power to grant any remedy for money damages or equitable relief that would be available to such party in a dispute before a court of law in the jurisdiction where the arbitration is being held. The Statute of Limitations for any such disputes or claims shall be two years from when the dispute or claim first arose. You acknowledge that, before agreeing to these terms, you have had a full and fair opportunity to consult with independent counsel concerning these specific provisions.

6. Communications. We agree that during the course of this engagement each of us will communicate and/or otherwise make documents available electronically, including through e-mail and/or the use of cloud computing. Although the use of technology involves some risk that third parties may access confidential communications, we both understand and agree that the benefits of using this technology outweigh the risks of unintended disclosure. If there are specific communications that you wish sent only through encrypted and/or password protected (or other) means, you agree to advise us. You will make sure that any computer or device you use in communicating with us is private and secure, password protected and not accessible by a third party, as that could impact the attorney-client privilege.

7. In-Firm Privilege. Our firm has a General Counsel who provides legal advice to our lawyers and staff. If any of Bond's lawyers representing you communicate with Bond's General Counsel (or his or her designee, including outside counsel) regarding our firm's rights and obligations with respect to its representation of you, you agree that those are privileged and confidential communications of Bond and protected by the attorney-client privilege. You will not be billed for those communications.

8. Files. Either during or at the conclusion of our representation of Client in connection with this matter, at its request and provided outstanding fees and costs have been paid, we will return to Client its papers and property in our possession, reserving the right at any time to convert and return file materials in electronic format, at our discretion. Client may be charged reasonable costs associated with researching, retrieving, compiling, copying and/or delivering file contents in response to Client's request. Our internal records and documents related to this representation will be retained solely by us. These internal materials include firm administrative records, time and expense reports, accounting records and internal work product (including notes, drafts, internal memoranda, research, etc., prepared for the internal use of our lawyers). We retain the right to destroy or dispose of these internal materials after a reasonable period of time following the end of our representation of Client, without further notice to you. Unless we notify you differently, we generally will maintain Client materials of significance for a period of seven years following the end of the matter. Thereafter, you agree that we may destroy them without further notice to you.

9. Termination of Representation. You have the right to terminate our representation at any time for any reason. However, termination does not affect your responsibility for our fees and expenses. We may terminate our representation of Client in accordance with the applicable Rules of Professional Conduct. Reasons for which we may terminate our representation of you include (but are not limited to): (1) nonpayment of our fees or expenses; (2) your failure or refusal to cooperate as needed;

(3) your misrepresentation of or failure to disclose material facts; (4) your refusal to accept our advice; (5) discovery of a conflict with another client of Bond; (6) your material breach of our engagement letter and/or these Terms; or (7) any other reason permitted or required under the applicable Rules of Professional Conduct. In the event that we terminate this engagement before completion, we will take such steps as are reasonably practicable to protect your interests in the matter, and you agree to cooperate in any action necessary for our withdrawal. We will be entitled to be paid for all services rendered and other costs or expenses incurred on your behalf through the date of withdrawal. If withdrawal is subject to approval by a court or arbitration panel, we will promptly request such permission, and your consent to withdrawal shall not be unreasonably withheld. Unless terminated earlier, our representation of Client will terminate upon completion of the services which we were retained to provide. Files will be returned pursuant to Section "8" above and consistent with the Rules of Professional Conduct.

10. Governing Law and Venue. The rights and obligations of you and Bond arising under or in connection with our representation of you on this matter will be governed by the laws of the state of the Bond office where the legal work was substantially performed without regard to conflicts of laws principles. In the event that any part or parts of these Terms and Conditions of Representation are deemed to be unlawful, all other provisions remain in full force and effect.

11. Waiver of Conflicts. During the term of this engagement, we agree that we will not accept representation of another client to pursue interests that are directly adverse to your interests unless and until we have made full disclosure to you of all the relevant facts, circumstances and implications of our undertaking the two representations, and you have consented to our representation of the other client and agreed to waive any existing conflict. You agree, however, that you will not unreasonably withhold your consent and waiver of any conflict if we can confirm to you in good faith that the following criteria are met: (i) there is no substantial relationship between any matter in which we are representing or have represented you and the matter for the other client; (ii) our representation of the other client will not implicate any confidential information we have received from you; (iii) our effective representation of you and the discharge of our professional responsibilities to you will not be prejudiced by our representation of the other client; and (iv) the other client has also consented in writing based on our full disclosure of the relevant facts, circumstances and implications of our undertaking the two representations.

12. Acceptance of Terms of Representation. Your agreement to this engagement constitutes your knowing acceptance of the foregoing Terms of Representation, and an acknowledgement that you have had the right to consult with independent counsel regarding all of them. If any of them are unacceptable to you, please advise us now so that we can resolve any differences and proceed with a clear, complete and consistent understanding of our relationship.



May 26, 2026

Board of Trustees
Port Washington Public Library
One Library Drive
Port Washington, New York 11050

Dear Members of the Board and Management:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide the Port Washington Public Library (“the Library”) during the year ending June 30, 2027.

We will prepare, from information you provide, the Library’s annual financial statements for the year ended June 30, 2026 in accordance with accounting principles generally accepted in the United States of America. These financial statements will include the following:

Management’s Discussion and Analysis (MD&A)

Financial Statements:

- Statement of Net Position
- Statement of Activities
- Balance Sheet – Governmental Funds
- Reconciliation of the Governmental Funds Balance Sheet to the Government-wide Statement of Net Position
- Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds
- Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to the Government-wide Statement of Activities
- Notes to Financial Statements

Required Supplementary Information other than MD&A:

- Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund
- Notes to Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund
- Schedule of Library’s Proportionate Share of the Net Pension Asset/(Liability)
- Schedule of Library Contributions
- Schedule of Changes in the Library’s Total OPEB Liability and Related Ratios

Other Supplementary Information:

- Schedule of Project Expenditures – Capital Projects Fund
- Schedule of Revenues and Expenditures by Grant - Special Aid Fund
- Schedule of Revenues and Expenditures by Account - Permanent Fund

As part of our engagement, we will also provide the Library with various accounting services throughout the year. Specifically we will:

- Assist the Library in the closing of the books for the year ending June 30, 2027. This process will include all funds and year-end adjusting journal entries.
- Assist the Library in preparing for its annual external audit.
- Review the Library's books and records throughout the year to ensure that the books are maintained on a timely basis. The review will include comparison of actual results of operation to budget and the comparison of account balances to independent sources.
- Review the reconciliation of the Library's books and records to all bank accounts for proper account balances and identify reconciling items that may require adjustments to the books and records.
- Propose adjusting journal entries throughout the year as deemed appropriate.
- Provide monthly financial reports that are to be submitted to the Board of Trustees.
- Assist in the preparation of the annual budget.
- Assist in the projection of year end account balances.
- Prepare and file the annual financial report for the New York State Office of the State Comptroller.
- Review quarterly and annual payroll returns.
- Communicate and meet with the Director and Board regarding financial matters as required.

The objective of our financial statement preparation portion of the engagement is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct this portion of our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the financial preparation portion of the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our financial statement preparation engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. However, we will inform the appropriate level of management of any material errors and any evidence of information that comes to our attention during the

Port Washington Public Library

For the Year Ending June 30, 2027

Page 3 of 4

performance of our procedures that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our procedures regarding any wrongdoing within the entity or noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential.

The financial statement preparation of the engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARS:

1. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
2. The prevention and detection of fraud.
3. To ensure that the Library complies with the laws and regulations applicable to its activities.
4. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements.
5. To provide us with:
 - a. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
 - b. Additional information that may be requested for the purpose of the preparation of the financial statements, and
 - c. Unrestricted access to persons within the Library of whom we determine necessary to communicate.

Our Disclaimer

As part of our engagement, we will issue a disclaimer that will state that the financial statements were not subjected to an audit, review, or compilation engagement by us and, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them.

Other Relevant Information

We shall respond to the reasonable inquiries of the Library's auditors to review our working papers related to matters of continuing accounting significance.

The Library may terminate this agreement for any reason upon 14 days' notice to the firm. In the event of termination all fees for work performed will be due and payable by the Library.

Jennifer A. Ditta, CPA is the engagement partner and is responsible for supervising the engagement.

Port Washington Public Library

For the Year Ending June 30, 2027

Page 4 of 4

We estimate that our fees for these services to be performed for the year ending June 30, 2027, will be \$64,920, which will be billed at a rate of \$5,410 per month. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur any additional costs.

In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We may use the Library's name in a list of our clients for marketing purposes.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to prepare the financial statements and to provide accounting services described herein, and our respective responsibilities.

Very truly yours,

Cullen & Danowski, LLP
For the Firm:



Jennifer A. Ditta, CPA
Partner

RESPONSE

This letter correctly sets forth the understanding of the Port Washington Public Library.

By: Board of Trustees

By: Library Management

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Gryphon Technologies, Inc.

2 Crestwood Rd

Port Washington, NY 11050

877-850-9285



6/8/2026

Port Washington Public Library: IT Management

Prepared for: Port Washington Public Library

Prepared by: John Whitemore

OVERVIEW

The Port Washington Public Library (PWPL) maintains a service agreement with Gryphon Technologies, Inc. (GTI). This partnership continues to provide strategic technology leadership, operational support, cybersecurity management, and innovation planning that allows PWPL to remain one of Nassau County's most technologically advanced public libraries.

During the past year, several major initiatives were successfully completed. The Library migrated its technology environment to Microsoft Entra cloud identity services and completed the transition of all supported workstations to Windows 11. These projects improve security, simplify management, enhance remote accessibility, and position the Library for future cloud-based services and cybersecurity enhancements.

The Library continues to benefit from its modern Meraki-managed network infrastructure, advanced cybersecurity protections, cloud services, and highly available internet connectivity. Ongoing efforts remain focused on maintaining reliable technology services while ensuring appropriate security controls, staff training, and long-term sustainability.

A major area of focus for the coming year will be the continued evolution of Library wireless infrastructure. Evaluation of next-generation Wi-Fi 7 technology will provide increased capacity, improved performance in high-density environments, and support for the growing number of wireless devices used by patrons and staff. The Library will also evaluate Opportunistic Wireless Encryption (OWE) for public wireless networks, enhancing patron privacy by providing encrypted wireless communications without requiring passwords or user accounts.

Artificial Intelligence is rapidly transforming the way organizations create, access, and manage information. Libraries are at the intersection of all those aspects of information. PWPL has begun incorporating AI technologies into select staff workflows to improve productivity, communications, content creation, research assistance, and operational efficiency. Looking ahead, the Library will continue to expand responsible AI applications and tools while expanding educational opportunities for patrons through workshops, training, and digital literacy initiatives. As a trusted community institution, PWPL is uniquely positioned to help patrons understand both the opportunities and challenges presented by AI technologies.

GTI remains committed to identifying innovative, cost-effective solutions that strengthen Library operations, enhance cybersecurity, improve public services, and ensure that PWPL continues to meet the evolving technology needs of the Port Washington community.

SERVICES PROVIDED

List of services covered by the agreement:

- Operation and management of day-to-day tasks associated with the operational activity of the Library's IT/Computer infrastructure:
 - System management and administration.
 - Operational management.
 - Network management.
 - Microsoft Entra identity and access management.
 - General IT support.
 - AI planning and implementation.
 - AI governance, policy development and training.
 - Quality assurance.
 - Cybersecurity planning and risk management.
 - Reporting and documentation.
 - Data backup, storage and disaster recovery.
 - Cloud infrastructure management.
 - Mobile device management.
 - Remote access platforms.
- Resolution of any IT related problems at PWPL including management of third-party suppliers for the library.
- Maintenance tasks associated with the library IT infrastructure including planned changes to in house software solutions, hardware upgrades, software upgrades etc.
- Management and planning advice associated with the development of Library hardware and software IT systems and related IT operations.
- Staff training as required.
- Consulting services.
- Project management.

COST

The cost structure for this agreement is based on an agreed upon number of hours of service provided by the company during a set period. For this agreement the billing period is every four weeks.

For PWPL fiscal year 2025/2026

Hours per 4 weeks	Cost per 4 weeks	Cost per annum
80	\$ 5,622	\$ 73,086

The hours are provided from the four-week billed pool of 80 hours, distributed as necessary across those four weeks. The four-week period allows for greater flexibility for both the client and provider if time requirements are higher in some weeks than others. Additional hours are available at standard consulting rates of \$95 an hour.

- 1)** For each billed period there will be documentation of the general activities of the period and project development updates.
- 2)** Coverage is continuous for every week of the agreement.

John Whittemore

President
Gryphon Technologies, Inc
john.whittemore@gryphontech.net

**RYNKAR
VAIL & BARRETT** LLP
CERTIFIED PUBLIC ACCOUNTANTS | TAX & ADVISORY SERVICES

Jericho Atrium
500 N. Broadway, Suite 247
Jericho, NY 11753-2140
516.747.0110

445 Park Avenue, 9th Floor
New York, NY 10022

cpa@rynk.com
www.rynk.com

June 5, 2026

Mr. Keith Klang, Director
Port Washington Public Library
One Library Drive
Port Washington, New York 11050

Dear Mr. Klang:

Please find enclosed two copies of the audit engagement letter that has been updated to comply with guidelines from the American Institute of Certified Public Accountants for the year ending June 30, 2026.

Please have the audit engagement letter approved and return one copy to our office in the enclosed envelope. The other copy is for the Board's records.

Should you have any questions, please feel free to contact us.

Sincerely,


RYNKAR, VAIL & BARRETT, LLP

WAB:pv
Encl.

June 5, 2026

Mr. Keith Klang, Director
Port Washington Public Library
One Library Drive
Port Washington, New York 11050

We are pleased to confirm our understanding of the services we are to provide Port Washington Public Library for the fiscal year ended June 30, 2026.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the aggregate discretely presented component unit, and each major fund and the disclosures, which collectively comprise the basic financial statements of Port Washington Public Library as of and for the fiscal year ended June 30, 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Port Washington Public Library's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Port Washington Public Library's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of Revenues, Expenditures and changes in Fund Balance - Budget and Actual - General Fund.
- 3) Schedule of Library's Proportionate Share of the Net Pension Asset/(Liability).
- 4) Schedule of Library Pension Contributions.
- 5) Schedule of Changes in the Library's Total OPEB Liability and Related Ratios.

Mr. Keith Klang, Director
Port Washington Public Library
June 5, 2026
Page 2 of 8

Audit Scope and Objectives (continued)

We have also been engaged to report on supplementary information other than RSI that accompanies Port Washington Public Library's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Project Expenditures -
Capital Projects Fund.
- 2) Schedule of Revenues and Expenditures
by Grant - Special Aid Fund.
- 3) Schedule of Revenues and Expenditures
by Account - Permanent Fund.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

Mr. Keith Klang, Director
Port Washington Public Library
June 5, 2026
Page 3 of 8

**Auditor's Responsibilities for the Audit of the Financial Statements
(continued)**

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Mr. Keith Klang, Director
Port Washington Public Library
June 5, 2026
Page 4 of 8

**Auditor's Responsibilities for the Audit of the Financial Statements
(continued)**

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Professional standards requires the auditor on all audits to be aware of the following significant risks of material misstatement:

- Management override of controls
- Improper revenue recognition due to fraud

Our audit planning has not concluded therefore, additional significant risks may be identified.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Port Washington Public Library's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Mr. Keith Klang, Director
Port Washington Public Library
June 5, 2026
Page 5 of 8

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statement date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

Mr. Keith Klang, Director
Port Washington Public Library
June 5, 2026
Page 6 of 8

Responsibilities of Management for the Financial Statements (continued)

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing. Should it be necessary for our audit staff to prepare these items then we would bill for those services as set forth below.

The audit documentation for this engagement is the property of Rynkar, Vail & Barrett, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulator or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Rynkar, Vail & Barrett, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to a regulator or its designee. The regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Alicia Ann Zabala, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit as soon as your accountants complete their year-end work. We propose to perform these audit services and report on your financial statements for an audit fee of \$20,650.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss

Mr. Keith Klang, Director
Port Washington Public Library
June 5, 2026
Page 7 of 8

Engagement Administration, Fees, and Other (continued)

it with you and arrive at a new fee estimate before we incur the additional costs.

We will render our invoices for services performed on a monthly basis. Should the Library require any additional services during the fiscal year ended June 30, 2026, we would propose to render such services on a time basis at our standard billable rates set forth as follows:

Partner	\$225/Hour
Manager	\$195/Hour
Senior Accountant	\$175/Hour
Associate Accountant	\$150/Hour
Clerical	\$ 60/Hour

If you request that we perform additional services not addressed in this engagement letter, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Our most recent peer review report accompanies this letter.

Reporting

We will issue a written report upon completion of our audit of Port Washington Public Library's financial statements. Our report will be addressed to management of Port Washington Public Library. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

Mr. Keith Klang, Director
Port Washington Public Library
June 5, 2026
Page 8 of 8

Reporting (continued)

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

We appreciate the opportunity to be of service to Port Washington Public Library and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,


Rynkar, Vail & Barrett, LLP

RESPONSE:

This letter correctly sets forth the understanding of Port Washington Public Library.

Signature

Title

Date



6390 Main Street, Suite 200
Williamsville, NY 14221

P 716 634 0700
TF 800 546 7556
F 716 634 0764
W EFPRgroup.com

Report on the Firm's System of Quality Control

March 21, 2024

To the Partners of Rynkar, Vail & Barrett, LLP
and the Peer Review Committee of the
Pennsylvania Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Rynkar, Vail & Barrett, LLP in effect for the year ended September 30, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

March 21, 2024
Page 2

Required Selections and Considerations

Engagements selected for review included an engagement performed under Government Auditing Standards. As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Rynkar, Vail & Barrett, LLP in effect for the year ended September 30, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies), or fail. Rynkar, Vail & Barrett, LLP has received a peer review rating of pass.

Very truly yours,

EFPR Group, CPAs, PLLC

EFPR GROUP, CPAs, PLLC



BANK DESIGNATION

Webster National Bank is the Library's depository for 2026 - 2027.



PETTY CASH 2026-2027

The amount of \$150.00 is to be kept as petty cash in the Finance Office 2026-2027.

July 2026

LIBRARY OFFICER AND EMPLOYEE CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

The Library Board of Trustees recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the Library Board of Trustees, Library staff. Actions based on an ethical code of conduct promote public confidence and the attainment of Library goals. The Board also recognizes its obligation, under the provisions of the New York General Municipal Law, to adopt a code of ethics setting forth the standards of conduct required of all Library officers and employees.

The Library Board of Trustees is also committed to avoiding any situation in which the existence of simultaneous, conflicting interests of any Library officer, employee, or trustee may call into question the integrity of the management or operation of the Library. The Board affirms its commitment to adhere scrupulously to all applicable provisions of law regarding material conflicts of interest.

1. Gifts: No officer, employee, or trustee shall directly or indirectly solicit, accept, or receive any money or gift having a value of \$75 or more, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the money or gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part. However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members.
2. Confidential Information: No officer, employee, or trustee shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in an executive session of the Board of Trustees regardless of whether or not such information is deemed confidential.
3. Representation Before the Board: An officer, employee, or trustee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Library Board of Trustees.
4. Representation Before the Board for a Contingent Fee: An officer, employee, or trustee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Library Board, whereby the compensation is to be dependent or contingent upon any action by the Board with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
5. Disclosure of Interest in Matters before the Board: A member of the Board of Trustees and any officer, employee, or trustee of the Library, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she has in such matter. The term "interest" means a pecuniary or material benefit accruing to an officer, employee, or trustee.
6. Disclosure of Interests in Contracts: To the extent known, any officer, employee, or trustee of the Library who has, or will have, or subsequently acquires any interest in any contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library as well as to the Library Director as soon as he or she has knowledge of such actual or prospective interest.
7. Investments in Conflict with Official Duties: No officer, employee, or trustee of the Library shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties.

8. Certain Real Property Interests Prohibited: No officer, employee, or trustee of the Library who has an interest in any real property, either individually or as an officer, employee, or trustee of a corporation or partnership, shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library. The term “participate” shall include the promotion of the site as well as the negotiation of the terms of the acquisition.
9. Prohibited Conflicts of Interest: No Library officer, employee, or trustee shall have an interest in any contract between the Library and a corporation or partnership of which he or she is an officer, employee, or trustee when such Library officer, employee, or trustee has the power to negotiate, prepare, authorize or approve the contract or authorize or approve payment thereunder, audit bills or claims under the contract, or appoint an officer, employee, or trustee who has any of the powers or duties set forth above, and no chief fiscal officer, treasurer or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository paying agent, registration agent or for investment of Library funds of which he or she is an officer, employee, or trustee. The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library officer, employee, or trustee in one or more positions of public employment, the holding of which is not prohibited by law.
10. Certain Prohibited Actions: No person employed by the Library shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of the same family. In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, reassignment or transfer will be effected in accordance with the applicable provisions of any collective bargaining agreement to correct the situation.
11. Private Employment: No officer, employee, or trustee of the Library shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
12. Future Employment: No officer, employee, or trustee of the Library shall, after the termination of service as a Trustee or employment with the Library, appear before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former Library officer, employee, or trustee of any claim, account, demand or suit against the Library on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.
13. Use of Library Property: No Library officer, employee, or trustee shall use or permit the use of property, owned or leased to the Library, for anything other than official purposes or for activities not otherwise officially approved by the Library Board of Trustees.
14. Duty to Disqualify: It is incumbent upon any Library officer, employee, or trustee, whether paid or unpaid, to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.
15. Duty to Report Conflicts of Interest: In the event that any Library officer, employee, or trustee knows of or perceives a direct or indirect conflict of interest, he or she shall report it to the Library Board of Trustees. Any resolution of such conflict by the Board shall hold the Library’s interest paramount, as well as maintain the Board’s integrity in its governing role.
16. Duty to Report Violations of this Policy: Any Library officer, employee, or trustee or any member of the public noting or suspecting a violation of this policy is encouraged to report the matter, either in confidence or in public, to the Library Board of Trustees.

Distribution of the Library Officer and Employee Code of Ethics and Conflict of Interest Policy

The Library Board of Trustees shall cause a copy of this Code of Ethics and Conflict of Interest Policy to be distributed to every officer and employee of the Library. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. In addition, the Board shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the Library's jurisdiction in a place conspicuous to the Library's officers and employees.

Penalties

In addition to any penalty contained in any other provision of law, a Library officer, employee, or trustee who shall knowingly and intentionally violate any of the provisions of this Code of Ethics and Conflict of Interest Policy may be subject to disciplinary action up to and including the imposition of fines, suspension, and dismissal, in the manner provided by applicable law.

Acknowledgement

The standard of behavior at the Port Washington Public Library is that all officers and employees, whether paid or unpaid, scrupulously avoid any conflict of interest between the interests of the Port Washington Public Library on the one hand, and their personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as potential and perceived conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the Port Washington Public Library decision-making process, to enable Library constituents to have confidence in the Library's integrity, and to protect the integrity and reputation of all Library officers and employees both paid and unpaid.

Upon or before election, hiring or appointment, I will make a full, written disclosure of any and all interests, relationships, and holdings that do create or could potentially create a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

During the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business and any other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Signature: _____

Print Name: _____

Date: July 08, 2026



RESOLUTION

July 08, 2026

The Board of the Port Washington Public Library resolves that it authorizes the payment in advance of audit of claims for public utility services, postage, freight, and express charges. The term public utility services shall mean electric, gas, water, sewer, and telephone services. All such claims shall be included in warrants presented to the Board for review.

William Keller, President

PORT WASHINGTON PUBLIC LIBRARY
2026 – 2027 HOLIDAY SCHEDULE

HOLIDAY	DAY	DATE	SCHEDULE
INDEPENDENCE DAY HOLIDAY	FRIDAY SATURDAY	JULY 3, 2026 JULY 4, 2026	CLOSED CLOSED
LABOR DAY WEEKEND	SATURDAY SUNDAY MONDAY	SEPTEMBER 5, 2026 SEPTEMBER 6, 2026 SEPTEMBER 7, 2026	CLOSED CLOSED CLOSED
COLUMBUS DAY	MONDAY	OCTOBER 12, 2026	OPEN 1 PM-5 PM
THANKSGIVING EVE THANKSGIVING DAY	WEDNESDAY THURSDAY	NOVEMBER 25, 2026 NOVEMBER 26, 2026	OPEN 11 AM-5 PM CLOSED
CHRISTMAS EVE CHRISTMAS DAY	THURSDAY FRIDAY	DECEMBER 24, 2026 DECEMBER 25, 2026	CLOSED CLOSED
NEW YEAR'S EVE NEW YEAR'S DAY	THURSDAY FRIDAY	DECEMBER 31, 2026 JANUARY 1, 2027	CLOSED CLOSED
MARTIN LUTHER KING, JR. DAY	MONDAY	JANUARY 18, 2027	OPEN 1 PM-5 PM
PRESIDENT'S DAY	MONDAY	FEBRUARY 15, 2027	OPEN 1 PM-5 PM
MEMORIAL DAY	SATURDAY SUNDAY MONDAY	MAY 29, 2027 MAY 30, 2027 MAY 31, 2027	CLOSED CLOSED CLOSED
JUNETEENTH	SATURDAY	JUNE 19, 2027	CLOSED

For Juneteenth, 1 (one) compensatory day will be given to all full-time staff and the day should be taken within the pay period before or after the holiday. Election Day – Nov 4th & Veterans' Day - Nov. 11th are Floating Days = F/T & less-than-full-time staff will receive a floating holiday. P/T & hourly employees scheduled on these days will be paid at a rate of time & three quarters for hours worked. Closed Easter Sunday March 28, 2027. (Summer Sundays begin July 4, 2027).



PWPL 2025-2026 Facility and Technology Goals

Facility Goals:

Prioritize and begin executing projects listed in the updated Facility Conditions Study.

Completed

Facilitate updates to the Library's security system.

Completed

Assess the collection shelving in the Reading Room, South Wing and North Wing and explore alternatives to allow for more display and marketing.

Completed

Procure new furniture for the Reading Room, Mezzanine Level, and staff service desks in the North Wing, South Wing and Reading Room.

Ongoing. Additional study pods have been ordered. Other furniture, including seating and tables, are being updated on an ongoing basis.

Review the architect's Lobby Redesign Survey Study and determine a path forward.

Ongoing. Updated lighting has been installed. New display has been implemented. New eating area has been designated for the Children's Library which has reduced overflow in the Café area. Reviewing new vending options.

Install a secure access door to the records retention room in the basement.

Selected vendor is actively working on this project

Assess the collection shelving in the Reading Room, South Wing and North Wing. Explore adding acoustic treatments and sound baffles in the Lobby, North Wing, and South Wing.

This project was explored and determined to not be feasible at this time. However, new acoustic panels were installed in the Hagedorn Meeting Room and Mezzanine Meeting Room.

Technology Goals:

Review the Library's IT/General Technology plan and update accordingly.

Completed

Continue to train personnel on cybersecurity and review the internal response plan in the event of a cyberattack.

Ongoing

Implement digital information signage in several areas including the Lab, Lobby, and entrances to the Lapham, Hagedorn, and Mezzanine Rooms.

Ongoing. Digital signage has been installed in The Lab and additional signage is being actively discussed in other areas of the Library.

Evaluate the potential addition of security cameras to our public meeting spaces, including the Lapham, Hagedorn, and Mezzanine Rooms.

New cameras for these meeting rooms are scheduled for installation in the second half of 2026.

Add an exhaust vent to the classroom in The Lab to allow for the introduction of a laser engraver and other technology/maker equipment.

This installation was not yet necessary, as the engraver purchased has a built-in feature.



PWPL 2026-2027 Facility and Technology Goals: DRAFT

Facility Goals:

1. Continue to execute projects listed in the Library's Facility Conditions Study.
2. Complete masonry upgrades to perimeter walkways and building exterior.
3. Install new window treatments in necessary locations.
4. Discuss preliminary plans and phasing of the roof renovation and solar panel replacement project with the Library's architects and engineers.
5. Install new security cameras in all public meeting spaces.

Technology Goals:

1. Install new WiFi access points throughout the Library.
2. Continue to expand technology offerings in The Lab and throughout the Library.
3. Install new security cameras in all public meeting spaces.
4. Review the Library's IT/General Technology plan and update accordingly. Continue to train personnel on cybersecurity and review the internal response plan in the event of a cyberattack.
5. Updates to the website for accessibility compliance.

PILOTS

LIBRARY SHARE

Fiscal Years 23/24 ,24/25 & 25/26

2023-2024	2024-2025	2025-2026
\$ 119,404.71	\$154,599.56	\$151,364.46

oo La Library



PWLF in Paris!

Saturday, October 17, 2026

Manhasset Bay Yacht Club 5:00 pm to 7:00 pm

*An evening of Parisian glamour in support
of the Port Washington Library Foundation*

– HONORING –

Mara Silverstein, Kathleen Schechter,
and Kelly McMasters



PORT WASHINGTON
LIBRARY FOUNDATION

Trustee Info - Nassau Library System

NLS extends a huge thank you to all member library trustees for volunteering to help our member libraries remain strong and responsive to the needs of their communities.

Public library trustees have weighty responsibilities and we want you to be as effective as possible. NLS is available for consultations with individual member library boards on a range of topics, including Director-Board relations, strategic planning, financial and fiduciary responsibilities, laws and regulations affecting libraries, and advocacy, among others.

Helpful resources for Boards of Trustees:

Trustee Education

- [Trustee Education Requirements in New York State](https://www.nysl.nysed.gov/libdev/trustees/education.htm) (<https://www.nysl.nysed.gov/libdev/trustees/education.htm>)
- [New York State Library](https://www.nysl.nysed.gov/libdev/webinars/) (<https://www.nysl.nysed.gov/libdev/webinars/>). Recorded webinars from the NYSL.
- [Trustee Handbook Book Club](https://midhudson.org/trusteebookclub/) (<https://midhudson.org/trusteebookclub/>). Recorded webinars and resources from the authors of the Handbook for Library Trustees of New York State.
- Recorded NLS events:
 - [Trustee Basics](https://nassaulibrarysystem.box.com/s/ouab2esl7g5d9vetva0og2umuuk4cza6). (<https://nassaulibrarysystem.box.com/s/ouab2esl7g5d9vetva0og2umuuk4cza6>) Two-hour training on the fundamental duties and responsibilities of library trustees, presented by NLS Director Caroline Ashby. Recorded 7/16/24.
 - [Civil Service in New York State](https://nassaulibrarysystem.box.com/s/lupi5o63m8chec4yc3yulk2lbs56ogvy) (<https://nassaulibrarysystem.box.com/s/lupi5o63m8chec4yc3yulk2lbs56ogvy>). Ninety-minute presentation on civil service rules and their application to Nassau's public libraries, presented by Henry Waldinger Memorial Library Director Mamie Eng. Recorded 2/15/24.
 - [Defending the Freedom to Read with Jamie LaRue](https://nassaulibrarysystem.app.box.com/s/mwblbntwdvragew8uy58kmrfa7j6c6jh/file/1314699635210) (<https://nassaulibrarysystem.app.box.com/s/mwblbntwdvragew8uy58kmrfa7j6c6jh/file/1314699635210>). One-hour presentation on censorship and book challenges with former Executive Director of ALA's Office of Intellectual Freedom. Recorded 9/22/23.
 - [NYS Construction Aid Program Information Session](https://nassaulibrarysystem.box.com/s/up170vvk5t76gz2wja7ccnaiovf2xjky) (<https://nassaulibrarysystem.box.com/s/up170vvk5t76gz2wja7ccnaiovf2xjky>). One-hour presentation on Construction Aid project eligibility and application requirements, presented by NLS Director Caroline Ashby. Recorded 5/7/26.

- [Shelf Censorship: Preserving Public Libraries as Free Speech Sanctuaries](https://nassaulibrarysystem.app.box.com/s/d0l0jw6lz87ztk9f3lu7ygkqmvupmzem) (https://nassaulibrarysystem.app.box.com/s/d0l0jw6lz87ztk9f3lu7ygkqmvupmzem). Forty-minute presentation by Aaron Terr, Director of Public Advocacy at the Foundation for Individual Rights and Expression, at the 2023 NLS Annual Meeting. Recorded 12/6/23.
- [Sample Self-Assurance Form](https://nassaulibrarysystem.box.com/s/559r50kdml05g5p1un4yxfub3e83agtc) (https://nassaulibrarysystem.box.com/s/559r50kdml05g5p1un4yxfub3e83agtc). Form to report completion of trustee education activities.

General

- [Handbook for Library Trustees of New York State \(2023\)](https://nysl.library.libguides.com/Handbook-Library-Trustees) (https://nysl.library.libguides.com/Handbook-Library-Trustees)
- [Minimum Public Library Standards in NYS](https://www.nysl.nysed.gov/libdev/ministan.htm) (https://www.nysl.nysed.gov/libdev/ministan.htm)
- [Regents' Statement on the Governance Role of a Trustee or Board Member](http://www.regents.nysed.gov/about/statement_governance.html) (http://www.regents.nysed.gov/about/statement_governance.html)
- [Key Acronyms Used in Nassau's Public Libraries](https://docs.google.com/spreadsheets/d/1b2oX1J7ELNlaxmJ4tlnFnkOne7Sqw6RU-ql6TaxeqGO/edit?usp=sharing) (https://docs.google.com/spreadsheets/d/1b2oX1J7ELNlaxmJ4tlnFnkOne7Sqw6RU-ql6TaxeqGO/edit?usp=sharing)
- [Handbook for New Public Library Directors of New York State \(2025\)](https://nassaulibrarysystem.app.box.com/s/ihh82eo9f345gscupoox3azbefv29199) (https://nassaulibrarysystem.app.box.com/s/ihh82eo9f345gscupoox3azbefv29199)

Legal

- [Public Library Law in New York State \(2006\)](https://nysl.ptfs.com/#!s?a=c&q=* &type=16&criteria=field11%3D76768610&b=0) (https://nysl.ptfs.com/#!s?a=c&q=* &type=16&criteria=field11%3D76768610&b=0). This publication is a compilation of statutes and regulations in New York State that pertain to public libraries.
 - [Library Laws and Regulations in NYS, 2006-Present](https://www.nysl.nysed.gov/libdev/fundlaw2.htm) (https://www.nysl.nysed.gov/libdev/fundlaw2.htm)
- [Ask the Lawyer Recently Asked Questions](https://www.wnylrc.org/ask-the-lawyer/raqs) (https://www.wnylrc.org/ask-the-lawyer/raqs). Buffalo-based attorney Stephanie "Cole" Adams answers questions from the NY library community.
- [Oath of Office](https://www.nysl.nysed.gov/libdev/trustees/oath.htm) (https://www.nysl.nysed.gov/libdev/trustees/oath.htm). Required for all library trustees, except those of [association libraries](https://www.nysl.nysed.gov/libdev/pltypes.htm) (https://www.nysl.nysed.gov/libdev/pltypes.htm).

Effective Meetings

- [Robert's Rules of Order – Simple Motions Chart \(https://robertsrules.org/motionsprint.html\)](https://robertsrules.org/motionsprint.html)
- [Open Meetings Law \(https://opengovernment.ny.gov/open-meetings-law\)](https://opengovernment.ny.gov/open-meetings-law)

Library Support Organizations

- [NYLA Library Trustees Association Section \(https://www.nyla.org\)](https://www.nyla.org)
- [United for Libraries: ALA Association of Library Trustees, Advocates, Friends and Foundations \(http://www.ala.org/united/\)](http://www.ala.org/united/)
- [New Yorkers for Better Libraries PAC \(https://newyorkersforbetterlibraries.org/\)](https://newyorkersforbetterlibraries.org/)

APPROVAL TO EXCESS EQUIPMENT (06/30/2026)

TYPE OF EQUIPMENT	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	QTY	REASON FOR DISPOSAL
HP EliteDesk 800 G1 SFF PC	HP	800	2UA5031K89	1	This PC is too old to support new operating systems and is also past warranty.
HP EliteDesk 800 G1 SFF PC	HP	800	2UA5031K8C	1	This PC is too old to support new operating systems and is also past warranty.
Dell OptiPlex 9030 AIO Series PC	Dell	9030	7R8SB42	1	This PC is too old to support new operating systems and is also past warranty.
HP LaserJet P1505n Printer	HP	1505N	VND3C13853	1	This printer is too old to support new operating systems and is also past warranty.
Toshiba DVD/VCR Deck Player/Recorder SD-V393	Toshiba	SD-V393SU2	AD15839294 B	1	This DVD/VCR Deck Player/Recorder no longer works properly and was replaced.
Toshiba DVD Video Player	Toshiba	SD-K730SU	PL23X00980	1	This DVD Video Player no longer works properly and was replaced.
Inseego M3000 Hotspot	Inseego	M3000B	Serial Number: N/A MAC:18:EE:86:8D:38:9F IMEI:990018891839171	1	This hotspot no longer works properly and was replaced.
Inseego M3000 Hotspot	Inseego	M3000B	Serial Number: N/A MAC:18:EE:86:8D:38:A2 IMEI:990018891839189	1	This hotspot no longer works properly and was replaced.

Mitel 5300 series of phones	Mitel	5300 Series	N/A	55	These phones are no longer fully functional with our new phone system and have been replaced.
Circuit EasyPress 2	Circuit	EasyPress 2	H130421JU5579	1	This press no longer works and was replaced.
Date Submitted:				Board Approved:	



REVIEW OF INTERNAL CONTROLS

Invoices:

1. Invoices are routed to the departments that placed the orders and are approved.
2. Coded by the Finance Office.
3. Approved by the Director.
4. Approved by the Board President or his/her/their designee and another alternating Board member
5. Warrant approved by the full Board.

Checks:

1. Prepared by the Finance Office.
2. Signed by the Treasurer, except for the Treasurer's check which is signed by the Board President or Vice-President.
3. Mailed by the Administrative Assistant after the warrant is approved by the Board.

Accounting Firm:

1. Reviews bank reconciliations.
2. Closes financial transactions for the month.
3. Produces General Ledger.
4. Prepares monthly financial statements for the Director and the Library Board.

Payroll:

1. Supervisors review and approve timecards.
2. Finalized payroll is then reviewed by the Director.
3. Payroll is submitted by the Finance Office.
4. Director reviews final certified payroll once it becomes available.

Cash receipts:

1. Cash is collected and counted by two separate collection management staff.
2. The Finance Office counts cash and makes bank deposits.
3. The Treasurer reviews all cash bank deposits.

Credit Card:

1. For Use by the Library Director or their designee only.
2. When the credit card is being designated for use, a credit card authorization form should be filled out that includes the person requesting use of the credit card, the cost of the purchase, the date of purchase, what is being purchased, the expenditure account code being used, and approval by the Library Director or in their absence, the Assistant Director.
3. The credit card, when not being used, will always be stored in the Library's safe.
4. No credit card charges will be paid unless an itemized approved voucher is submitted for payment.
5. A credit card statement will be included as part of the monthly warrant reports that the Board receives.
6. The monthly credit card limit is not to exceed \$15,000.



BOARD RESOLUTION

July 8, 2026

Resolution regarding salaries for confidential employees for the 2023-2027 fiscal years. This time period corresponds to the current staff contract which runs through June 30, 2027.

The Board of the Port Washington Public Library resolves that the following confidential employees will receive the compensation for the fiscal years listed below as well as all other benefits granted in the staff contract which was effective on July 1, 2023. The percentage increase is 2.75% in 2026 for the following employees:

Keith Klang
James Hutter
Allison Stanley
Ashley Harding
Mayra Fenig
Daniela Iannelli

William Keller, President



BOARD OF TRUSTEES MEETING

SCHEDULE JULY 2026– JUNE 2027

DATE	MEETING
July 8	Organizational
August 19	No Meeting
September 16	Regular Meeting
October 21	Regular Meeting
November 18	Regular Meeting
December 16	Regular Meeting
January 20	Regular Meeting
February 10 (Second Wednesday)	Budget Hearing/Board Meeting
March 17	Budget Hearing/Board Meeting
March 24 (Fourth Wednesday)	Budget Information Session/Meet the Candidate(s)
April 6	Budget Vote/Trustee Election
April 14 (Second Wednesday)	Regular Meeting
May 19	Regular Meeting
June 16	Regular Meeting

Notes: Public Session of Meetings begins at 7:30 pm in the Hagedorn Meeting Room.

FYI	Rosh Hashanah	—	September 12, 2026
	Yom Kippur	—	September 20, 2026
	President's Day	—	February 15, 2027
	Easter	—	March 28, 2027
	Passover	—	April 21, 2027



WARRANT SIGNING SCHEDULE

2026- 2027

July 2026..... **Adrienne Saur**
..... **Bill Keller**

August 2026..... **Nancy Comer**
..... **Bill Keller**

September 2026..... **Sima Vasa**
..... **Bill Keller**

October 2026..... **Matthew Straus**
..... **Bill Keller**

November 2026..... **Michael Krevor**
..... **Bill Keller**

December 2026..... **Julie Lim**
..... **Bill Keller**

January 2027..... **Adrienne Saur**
..... **Bill Keller**

February 2027..... **Nancy Comer**
..... **Bill Keller**

(over)

March 2027.....
.....

Sima Vasa
Bill Keller

April 2027.....
.....

Matthew Straus
Bill Keller

May 2027.....
.....

Michael Krevor
Bill Keller

June 2027.....
.....

Julie Lim
Bill Keller



COMMITTEE APPOINTMENTS FOR 2026/2027

POLICY	Bill Keller, Michael Krevor, Matthew Straus
BUDGET	Bill Keller, Adrienne Saur, Michael Krevor
MARKETING/P.R.	Bill Keller, Nancy Comer, Sima Vasa
FACILITIES PLANNING	Bill Keller, Nancy Comer, Matthew Straus
TECHNOLOGY	Bill Keller, Sima Vasa, Julie Lim
COMMUNITY OUTREACH	Bill Keller, Julie Lim, Adrienne Saur



**2026 Schedule
for Member Library Director & Trustee Attendance
at NLS Board Meetings**

NLS Board meetings begin at 7:30 p.m., unless otherwise announced.

January 28	Hicksville, Hillside, Island Park, Island Trees, Jericho
February 23	North Bellmore, North Merrick, Oceanside, Oyster Bay
March 23	Seaford, Shelter Rock, Syosset, Uniondale, Valley Stream
April 27	Rockville Centre, Roosevelt, Roslyn, Sea Cliff
May 18 (3 rd Mon.)	Baldwin, Bayville, Bellmore, Bethpage
June 22	Wantagh, West Hempstead, Westbury, Williston Park
July 27	Peninsula, Plainedge, Plainview, Port Washington
August 24	Malverne, Manhasset, Massapequa, Merrick, Mineola
September 28	Lakeview, Levittown, Locust Valley, Long Beach, Lynbrook
October 26	Glen Cove, Gold Coast, Great Neck, Hempstead, Hewlett-Woodmere
November 23	East Meadow, East Rockaway, East Williston, Elmont
December 21 (3 rd Mon.)	Farmingdale, Floral Park, Franklin Square, Freeport, Garden City
December 2 (1st Weds.)	2026 Annual Meeting

If you can't attend the meeting for which you are scheduled, you and at least one trustee are encouraged to attend another meeting if your schedule allows.

You do not have to notify NLS if you will not be attending the meeting for which your library is scheduled or if you will be attending another meeting instead.

Regardless of this schedule, all Member Library Directors and Trustees are welcome at all NLS Board Meetings.



Adult Events Calendar

Holiday Hours: Friday, July 3 - Sunday, July 5: Library is closed for Independence Day Weekend

<p>Wed. 1. Needlecraft BYOP (Bring Your Own Project) Night 6:15pm - 8:30pm</p> <p>* Discussion Group (Ages 60+) Topic - Technology: Gift or Curse? 7:00pm - 8:30pm</p>	<p>Tues. 14. * Art Lecture with Alice Iglehart- "America Today" By Hart Benton 12:00pm - 1:30pm</p>	<p>Wed. 22. * Beginner Sewing: Hair Scrunchies 6:30pm - 8:30pm</p>
<p>Thurs. 2. * Google Sheets for the Perplexed 3:30pm - 4:30pm</p>	<p>Wed. 15. Needlecraft BYOP (Bring Your Own Project) Night 6:15pm - 8:30pm</p>	<p>Thurs. 23. * Poetry Readers Circle by the FOL's Ruth D. Bogen Fund 1:30pm - 3:00pm</p> <p>* America 250 Trivia Night 7:00pm - 8:15pm</p>
<p>Tues. 7. * Port Cooks! Mixed Berry Focaccia 7:00pm - 8:00pm</p>	<p>Thurs. 16. * Google Drive for the Perplexed 3:30pm - 4:30pm</p> <p>* Port Washington in 360: Where History Surrounds You 7:00pm - 8:30pm</p>	<p>Fri. 24. * Sandwiched In with Janis Schachter- A Republic, If You Can Teach It! 12:00pm - 1:30pm</p> <p>Weekly Scrabble Meetup 1:00pm - 5:00pm</p> <p>* SoundSwap: John Ford In Concert 7:30pm - 9:00pm</p>
<p>Wed. 8. * "Hamilton" Film (2020 - 160 min) 6:00pm - 8:45pm</p> <p>Needlecraft BYOP (Bring Your Own Project) Night 6:15pm - 8:30pm</p>	<p>Fri. 17. * Sandwiched In with Dennis Raverty- Thomas Jefferson- Architecture for the New Republic 12:00pm - 1:30pm</p> <p>Weekly Scrabble Meetup 1:00pm - 5:00pm</p>	<p>Sat. 25. * TRIBE NY Perform Live! 3:00pm - 5:00pm</p>
<p>Thurs. 9. * Nonfiction Book Club 1:00pm - 2:30pm</p>	<p>* Cricut All Abilities: Dinosaur Shadowbox 3:30pm - 4:30pm</p> <p>* "Hamilton" Sing-Along Film (2020 - 160 min) 6:00pm - 8:45pm</p>	<p>Tues. 28. * Print & Press: Slate 6:30pm - 8:00pm</p>
<p>Fri. 10. * Sandwiched In with James Coll - The Declaration of Independence 12:00pm - 1:30pm</p> <p>Weekly Scrabble Meetup 1:00pm - 5:00pm</p> <p>Medicaid Sign-Up Help 2:00pm - 5:30pm</p> <p>Family Film: The Good Dinosaur (PG, 93min) 3:00pm - 4:45pm</p>	<p>Sat. 18. * Empire Safety Council Defensive Driving Course 9:30am - 3:30pm</p> <p>* SoundSwap: Rhythm Rockits Play Blues, Soul, & Funk! 3:00pm - 5:00pm</p>	<p>Wed. 29. Needlecraft BYOP (Bring Your Own Project) Night 6:15pm - 8:30pm</p>
<p>Sat. 11. E-waste Collection and Paper Shredding Event 9:00am - 1:00pm</p> <p>* SoundSwap: Grateful Bro Plays Live! 3:00pm - 5:30pm</p>	<p>Tues. 21. * Adventures in Classic Readings by the FOL's Ruth D. Bogen Fund 1:30pm - 3:30pm</p> <p>* Cricut Craft: Decorate Cocktail Glasses 3:30pm - 5:00pm</p>	<p>Fri. 31. * Sandwiched In with Ross Lumpkin- The American Revolution According to the Monfort Cemetery 12:00pm - 1:30pm</p> <p>Weekly Scrabble Meetup 1:00pm - 5:00pm</p> <p>* SoundSwap: New Kindred Soul Perform Live 7:30pm - 9:00pm</p>
<p>Mon. 13. * Cricut Craft: Tea Light 6:30pm - 8:00pm</p>	<p>Wed. 22. Needlecraft BYOP (Bring Your Own Project) Night 6:15pm - 8:30pm</p>	



PORT WASHINGTON IN 360°:

WHERE HISTORY SURROUNDS YOU

Thursday,
July 16

7:00 p.m.

Lapham Room

Join Chris Bain, President of the Cow Neck Peninsula Historical Society for a virtual journey to dozens of spots around Port Washington, one 360-degree view at a time. Discover unique perspectives and locations from across town, some surprisingly new, others now vanished, and hear the stories and history behind each location.



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PWPL
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TEEN SUMMER READING CLUB

July 6- August 15

Hey teens in grades 7-12! Join our Summer Reading Club! Write mini book reviews and win prizes. **Register starting June 22 at PWPL.org/teens.**

Submit a completed mini-review for each item read between **July 6 and August 15** (in person or online). Each week, submitted reviews are entered into prize drawings, and anyone who submits at least 5 reviews **by August 15** will be entered into the grand prize drawing.

Stop by TeenSpace to grab materials while supplies last.

Sponsored by the Friends of the Library.

Questions? Email: youngadult@pwpl.org



CONTACT US

One Library Drive,
Port Washington, NY 11050
516-883-4400
Library@PWPL.org
youngadult@pwpl.org



FOLLOW US

[@PWPLhappenings](https://www.instagram.com/PWPLhappenings)
[@PWPLlocalhistory](https://www.instagram.com/PWPLlocalhistory)



TEEN SUMMER WORKSHOPS

Grades 7 - 12

One Library Drive
Port Washington, NY 11050
516-883-4400 • www.PWPL.org

TEEN SUMMER WORKSHOPS

Teen Workshops are open to Port residents entering grades 7-12. Register online at pwpl.org/teens or by calling (516) 883-4400.

America 250th Candle Making Tuesday, July 7 at 7pm

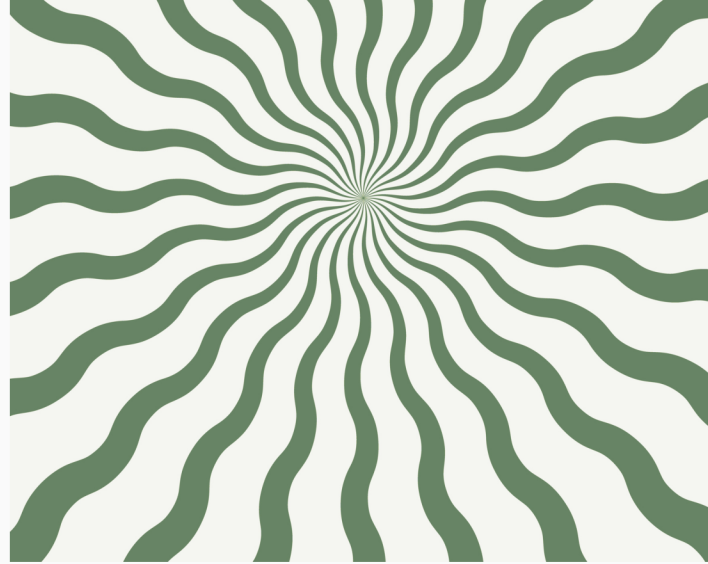
Learn about the history of American candle making, and then create your own scented candle using recycled wax. Materials provided. *Registration begins June 23.*

Jurassic Park Escape Room (4 sessions) Thursday, July 9

Do you have what it takes to outsmart loose dinosaurs when the struggling park systems fails? Your group must work together to escape before chaos traps you for good!

- **Session 1 time 6-6:30**
- **Session 2 time 6:30-7:00**
- **Session 3 time 7:00-7:30**
- **Session 4 time 7:30-8:00**

Please note, each session admits six teens. Due to high demand, teens may only register for one session. Registration begins June 25.



Optical Illusion Workshop Tuesday, July 14 at 7pm

Do you see what I see? Is seeing believing? Optical illusions are everywhere. Join us and explore the real world of the unreal. *Registration begins June 30.*

Teen Americana Tie-Dye Tuesday, July 21 at 7pm

Commemorate Independence Day by making some Americana-themed tie-dye. Participants should bring a white t-shirt or socks. *Registration begins July 7.*

Tik Tok Made Me Cook It Wednesday, July 22 at 7pm

Try delicious trending Tik Tok recipes in this hands-on workshop. Participants will pick from two fun, peanut-free options. *Registration begins July 8.*

Graffiti Art Logo Workshop Tuesday, July 28 at 7pm

Join us for a workshop where you will create your own stylized graffiti logo. *Registration begins July 14.*

Paint Your Own Dino Lamp Wednesday, August 5 at 3:45pm

Unearth your creativity and paint your own unique dinosaur lamp. *Registration begins July 22.*

Teen Mosaics Workshop Friday, August 21 at 3:45pm

Learn the art of mosaic craftsmanship! Teens will receive an assortment of gems, stones, and jewels to make their masterpieces. There will be an array of patterns to choose from so that each patron can design an original work of art. *Registration begins August 7.*





E-WASTE COLLECTION & PAPER SHREDDING

Saturday, July 11 from 9:00 a.m. - 1:00 p.m.

Library Parking Lot | Port Washington Library | 1 Library Drive

Got outdated electronics or metal cluttering your space? Arrow Scrap Metal and E-waste Recycling will be at our parking lot to collect your unwanted items for proper recycling. Bring in used computers, phones, laptops, servers, scrap metal, circuit boards, batteries, small appliances, electronics, and more for secure collection. **For paper shredding, please limit it to three boxes to ensure space in the truck.**

Not accepted: lightbulbs, liquids, paints, gas containers, medical waste, tires, glass, wood, alkaline batteries, or general garbage. For shredding, remove X-rays, plastic binders, plastic sleeves, large binder clips, hardcover books, 3-4 ring binders, batteries, electronics, or wet paper to avoid jams.



Scan Code for more information



PIIPL
port washington public library



PLEASE TAKE OUR SURVEY



**WE APPRECIATE
YOUR FEEDBACK!**



1
2
3 **Resource Sharing Code**
4 **2027-2031**

5
6 The Direct Access Plan of the Nassau Library System
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INTRODUCTION

The Nassau Library System is a cooperative library system chartered under State Educational Law 255. It is a consortium comprised of 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. This Direct Access Plan, approved by all member libraries, is created in accordance with the New York State Commissioner of Education regulation 90.3. CR 9.

All individuals have a fundamental right to library service across Nassau County.

The member libraries of the Nassau Library System therefore agree to:

- Treat all library users with respect
- Facilitate prompt handling of interloans and direct access transactions
- Solve patron delinquencies promptly so that library use is neither unreasonably denied, nor delayed
- Provide first-rate customer service and seamless resource sharing
- Protect patron privacy by safeguarding user records and ensuring that personal information is handled confidentially and in accordance with all applicable laws and professional standards

In order to further define this right to service, this code provides for the requirements of resource sharing among Nassau Library System member libraries. There are seven component sections:

- A. Definitions**
- B. Library Cards**
- C. Borrowing and Sharing Materials**
- D. Financial Obligations**
- E. On Site/In Library Use**
- F. 90.3 Compliance**
- G. Member Library Input and Cooperation**

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A. DEFINITIONS

- **NLS** as used throughout this document is the Nassau Library System.
- **NLS ILS** as used throughout this document is the shared Integrated Library System currently used by 51 of the 54 member libraries of the Nassau Library System.
- **NLS Service Area:** NLS serves the entirety of Nassau County less East Massapequa, which is within the Amityville School District and served by the Amityville Public Library, a school district public library.
- **Central Libraries:** East Meadow and Levittown are the Central Libraries of NLS. They provide additional reference services to residents of the system’s service area in return for additional Central Book Aid and Central Library Development Aid from New York State.
- **MLD:** Member Library Directors.
- **Commissioner of Education’s Regulation §90.3** requires that libraries allow cardholders of other member libraries direct access, and any member of the public in-library/on-site use.
- **Holds:** Holds, reserves and requests are interchangeable terms for requesting material that is not immediately available to a patron.
- **Direct Access:** Cardholders of one NLS member library borrowing material in person at another NLS member library that is not their home library.
- **Independent ILS Library:** Libraries that use their own ILS (i.e. not the NLS ILS). This currently includes Great Neck, Jericho, and Syosset.
- **Interlibrary Loan (aka “Interloan” or “ILL”):** Library materials, or copies of the materials, borrowed by or lent to other libraries within NLS or libraries outside NLS, including borrowing resulting from patron-placed holds. Out-of-system ILL is the borrowing of materials not owned by an NLS or Suffolk Cooperative Library System member library or available within the LILink catalog.
- **LILink:** The catalog that integrates the holdings of NLS and Suffolk Cooperative Library System member libraries, including the stand-alone libraries in each system.
- **Delinquency:** A patron is defined as delinquent if the online circulation system requires an override when checking out. Delinquency thresholds are set by a patron’s home library and follow the patron to other libraries.
- **Claims Returned:** When a patron claims to have returned items that are shown as checked out to them.
- **On Site/In Library Use:** Anyone using materials, computers, online information or attending programs/events in a library facility.

96 **B. LIBRARY CARDS**

97
98 **New Cards**

99 Cards shall be issued to any individual who provides at least one form of identification
100 proving identity and residence within a library's chartered area. Libraries may not require
101 more than two forms of identification.

102
103 Recommended acceptable identification is defined as follows:

- 104
- 105 A. A valid driver's license or other identification with a photo and a current residential
106 address*; and
 - 107 B. A utility bill, credit card bill, current car registration, insurance card, property tax
108 bill, mortgage statement, bank statement, typed lease, landlord's notarized letter,
109 or school identification.
- 110

111 * A U.S. Government-issued military I.D. will be accepted as one form of identification.
112 The individual's legal name and address should be entered into the patron record along
113 with phone number and/or email address if these are provided. Age, sex, or other
114 identifying characteristics shall not be entered in the patron record.

115
116 Cards shall be valid for at least three years unless they are courtesy cards, cards provided to
117 individuals living within a contract for service area, digital cards, cards intended for
118 staff/administrative use, or cards given to people with certain extenuating circumstances.

119
120 **Extenuating Circumstances**

121 Certain individuals have situations that cannot be safely or respectfully accommodated
122 under normal card issuance policies. Directors, or their designees, are authorized to
123 provide cards with different identification/residency requirements, different lengths of
124 validity, or with different name/address/contact information, when doing so best allows
125 these individuals to use library services more safely or equitably than other code provisions
126 permit.

127
128 Some examples of extenuating circumstances may include:

- 129 • Patrons with orders of protections
 - 130 • Individuals with unclear permanent habitation, or habitation within domestic
131 violence shelters, half-way houses, or rehabilitation centers.
- 132

133 **Digital Cards**

134 In an effort to provide improved access to digital resources, NLS will host a digital card
135 application which will direct card requests either to libraries that have opted to receive
136 these requests, or to NLS staff for processing.

137
138 Digital cards can be used for digital services only and cannot be used to borrow physical
139 materials from any member libraries, or to place requests for physical items from any
140 library. Digital cards processed by NLS will only be available to individuals over 13 years of
141 age. Digital cards processed by NLS will have their expiration date set four months from the

142 date the application is processed. When processed by NLS staff, reasonable efforts will be
143 made to confirm a patron's appropriate address and home library, and NLS will not process
144 applications from existing patrons when they are identified. Errors to this process will be
145 reported to member libraries for correction.

146 **Local Use Only Cards (aka Courtesy Cards)**

147 Libraries may designate some library cards as "local use only" which should prevent such
148 cardholders from borrowing materials from other NLS member libraries via direct access. In
149 order to ensure that the local-use-only restriction is honored, it must be noted in a patron's
150 record. Courtesy cards may be given expiration dates of less than 3 years.

152 **For-Fee Borrower Cards**

153 For-fee cards may be issued to those who reside outside of the Nassau Library System's
154 service area (Nassau County less East Massapequa, which is within the Amityville School
155 District and served by the Amityville Public Library). If for-fee cards are issued for local
156 library use only, the amount charged is solely at the discretion of the issuing library. The
157 charge for a for-fee card that allows system-wide borrowing must not be less than the
158 system-wide fee, which is calculated by NLS and approved annually by the Member Library
159 Directors.
160

161 **Current Cardholders Who Have Relocated**

162 When a patron moves within the area served by an NLS ILS library and applies for a library card
163 but is delinquent at another NLS ILS member library, the patron's new home library is obligated
164 to issue a card if the patron otherwise meets the eligibility criteria for a library card. Staff must
165 use the existing patron record, which maintains the delinquency record. The library issuing the
166 new card may not waive or adjust any existing delinquencies.
167

168
169 Independent ILS libraries are encouraged but not required to check delinquencies when
170 issuing a card for a patron who may have moved from an area served by an NLS ILS library,
171 or another independent ILS library.
172

173 **Expired Cards**

174 If a patron's library card issued by another NLS member library is expired, the lending library
175 should override the block if:
176

- 177 • the expiration date is within **three months**; and
- 178 • the patron is not delinquent; and
- 179 • the patron presents a valid photo ID with an address that matches the one in the
180 patron's record.

181 **Linked Cards**

182 Patron records can be "linked". This functionality should be used to signify that a
183 cardholder has the right to pick up materials on behalf of another individual/patron record.
184 Examples of this include:
185

- 186 • Staff members who also have a resident library card elsewhere in the system
- 187 • Courtesy card holders who also have a resident library card elsewhere in the system
188

- Individuals who have been granted the right to pick up materials on behalf of another individual/patron record
- Individuals who are the legal guardian(s) of an individual with a juvenile card

State Mandated Access Cards

State Mandated Access Cards allow individuals who live within NLS' service area in communities that are untaxed for local public library service to borrow materials from the member libraries of the Nassau Library System.

Because the State does not allow a fee to be charged for these cards and because the individuals issued these cards are not currently taxed for local library service, the State has approved some limitations on their use. These limitations are outlined in Section F (90.3 Compliance).

State Mandated Access Cards shall be issued by the Co-Central Libraries as well as any library whose board has passed resolutions authorizing the distribution of SMAC cards. An updated list of all libraries who offer SMAC cards shall be maintained as an Appendix to the Resource Sharing Code Procedures.

Patron Records

Patron records expired greater than five years shall be deleted regardless of any delinquencies. Member libraries may delete / request deletion of expired patrons earlier than this at their discretion.

212 **C. BORROWING AND SHARING MATERIALS**

213 Member libraries of the Nassau Library System are required to lend materials to all
214 individuals who have been issued a valid borrower’s card with direct access privileges by
215 any NLS member library. The only restrictions that may be applied are those outlined in
216 Section F (§90.3 Compliance).

217
218 Unless 90.3 compliant restrictions have been applied, libraries shall fulfill all holds and
219 otherwise share all circulatable materials with any patron of the Nassau Library System.
220 The free and complete sharing of materials guarantees the most rapid and efficient
221 fulfillment of patron requests. The holds paging system automatically prioritizes local
222 materials for locally-generated holds.

223 **Identification**

224 The member libraries of NLS agree to lend material to all individuals who present:

- 225 • a valid borrower’s card as defined by the issuing NLS member library; or
- 226 • a state mandated access card; or
- 227 • a current valid photo ID with an address, provided that the patron has a valid
228 NLS member library card or state mandated access card, is not delinquent, and
229 the address on the ID matches the one in the patron’s record.

230 **Loan Periods**

231 Libraries are recommended to adopt uniform loan periods in order to provide patrons with a
232 more consistent experience between facilities. The following loan periods are the most common
233 for the noted material types.

234 Circulating Print Materials Over 1 Year Old	28 Days
235 Circulating New Print Non-Fiction	14 Days
236 Circulating New Print Fiction	14 Days
237 Circulating Audiovisual Materials Over 1 Year Old	7 Days
238 Circulating New Audiovisual Materials	3 Days

239 Express collections may contain any new print item newer than 1 year old as long as the
240 library owns at least one copy available for system-wide hold fulfillment.

241 Loans shall otherwise be determined by the checkout facility.

242 **Delinquency**

243 Libraries must refuse to honor the direct access borrowing privileges of any delinquent
244 patron when such delinquencies can be reasonably determined.

245 Patrons will be encouraged to resolve their delinquencies either via the e-commerce
246 system of the respective ILS where they occur, or in-person at the library where the
247 delinquency was levied.

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Independent ILS Libraries

Libraries must allow the borrowing privileges of all patrons residing in the Nassau Library System service area, or who hold for-fee borrower cards, regardless of what ILS system covers their home library. Libraries must enter a new patron record for those patrons residing outside of their ILS, when those patrons seek to borrow. Reasonable efforts will be made to confirm the delinquency status of patrons residing outside of their ILS.

Renewal of Materials

Renewal of materials is determined by the borrowing rules of the library where the material was originally checked out and are applied automatically. Any renewal beyond these limits must be approved by the owning library.

Damaged Items and Multi-Part Sets

All libraries are encouraged to check the condition of material before checkout and upon return. Some damage to materials is to be expected and is part of the cost of doing business. Library staff should make note of any blatant physical damage.

Multi-part sets should be checked for completeness at check-out and check-in.

Returning Materials

All materials shall be returnable at any NLS member library except:

- material borrowed from outside the system via interlibrary loan, and
- special collections as designated by the owning library and identified on the material as such. Material borrowed through LILink is not considered an out-of-system interlibrary loan and may be returned to any library.

Claims Returned

All NLS member libraries shall use the Claims Returned feature.

When a patron of any library claims an item belonging to another library has been returned, the library receiving the claim shall mark the item Claims Returned. Such items that may be renewed should be renewed before using the Claims Returned feature to allow the patron and the libraries involved more time to look for the item.

Holds

Patrons and staff of NLS ILS libraries, as well as the independent ILS libraries, may place holds for items in their respective ILS catalog or system.

For items not owned by the patron's ILS catalog or system, holds may be placed using LILink. All libraries may place holds for items in the NLS ILS database on behalf of state mandated access cardholders.

Libraries shall place holds for patrons of other libraries, changing the pickup location to the patron's home library. A staff member may only designate the pick-up location as the patron's home library or the transacting library. A library choosing to allow a patron of another library to pick up materials at their library should be aware of the effect on their

298 own holds queue.

299
300 NLS shall pilot allowing patron-chosen pickup locations within 2027. At the conclusion of
301 the pilot the MLD shall vote whether to implement this feature permanently.

302
303 After searching LILINK, all libraries may request an out-of-system interlibrary loan through
304 NLS.

305 306 **Floating Materials**

307 In order to facilitate the efficient sharing of materials, certain materials may “float” between NLS
308 ILS participating libraries. Floating materials are materials that get shelved where they are checked
309 in, as opposed to transiting back to the owning library. NLS ILS Participating Libraries are
310 encouraged to interfile these materials into their collections but may return them to the owning
311 library. Floating materials shall be periodically recalled as necessary for the effective maintenance
312 of the collection.

313 314 **Consortially-Purchased Collections**

315 The MLD and/or Central Libraries may approve certain consortially-purchased collections,
316 which shall fill holds at all libraries within the NLS ILS. These items shall be periodically
317 recalled as necessary for the effective maintenance of the collection.

318 319 **Book Clubs**

320 Libraries shall not request titles newer than one year for book clubs. If a library runs a book
321 club on a title newer than one year, they shall purchase all copies necessary for their
322 readers.

323 324 **NLS ILS Catalog Maintenance**

325 Libraries are encouraged to have their technical services staff report errors spotted in
326 bibliographic records to the NLS Cataloging Services team.

327
328 Counterfeit, bootleg, or otherwise illegal/unlicensed items will be removed from online catalogs
329 when identified and should not be knowingly purchased by any member library.

330
331 NLS may pause, modify, or remove the cataloging of any items that do not appear to meet
332 reasonable professional standards of content quality, including AI generated materials, until the
333 purchasing library confirms their intent to add the item to their catalog.

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D. FINANCIAL OBLIGATIONS

Fines

Fines for overdue items paid in person are retained by the library where the payment is made.

Fines for lost or unreturned items may be paid in-person or through the e-commerce system. When paid in-person, all fines and fees are retained by the library where payment is made.

Billed But Unpaid Items

A good faith effort to recover the material should be made.

Reimbursement between libraries should only be sought from the patron’s home library when the cost of an individual billed item exceeds \$50.00.

Libraries seeking reimbursement for billed items owned by other libraries, must be requested no earlier than 6 months after the bill date but no later than one year from the bill date. Reimbursement must be made within 3 months of receiving the bill from the owning library.

Member libraries, when billing another library for a lost item, will not charge each other processing fees, collection agency fees or other penalties.

Payment for Lost or Damaged Items

Libraries should consider that some damage to materials is to be expected and is part of the cost of doing business.

Patrons may pay using e-commerce or in-person at any library with access to the ILS where the charge was originally levied. Payments made via e-commerce are automatically remitted to the library that levied the charge. Payments made in-person at the library will be retained by the library where payment is made.

If material is found at a later date, the patron may be entitled to a refund depending on the refund policy of the library where payment was made.

Requesting reimbursement from NLS

Libraries shall not invoice the Nassau Library System for damaged or lost materials. (Example: SMAC cards who have NLS as their "home" library).

Replacement Copy in Lieu of Payment for Lost Material

Acceptance of a replacement copy in lieu of payment for lost material must be approved in advance by the owning library.

Communications with non-resident patrons

Libraries shall only communicate with non-resident patrons who have checked out materials in-person from their library and only about those materials and related delinquencies.

379 **E. ON SITE / IN LIBRARY USE**

380 Commissioner's Regulation §90.3 requires that all individuals residing within the boundaries
381 of a library system not be excluded from the on-site use of the library resources of any of its
382 member libraries. In addition, the State Division of Library Development has stated that no
383 resident of New York State may be excluded from the on-site use of these library resources.
384

385 On-site access to library resources may not be denied because of lack of a library card,
386 expired registration or delinquent status.
387

388 This does not preclude a library from enforcing its policies and procedures for proper
389 conduct including the suspension of on-site access privileges of individuals pursuant to its
390 enforcement of its statutory and regulatory rights. However, such individuals maintain their
391 rights to on-site use of NLS member libraries other than the library that has suspended their
392 on-site use privileges.
393

394 **Computers and Online Information**

395 Libraries may not restrict the use of computers (including laptops, tablets, iPads, etc.)
396 designated for public use in the library since these computers are needed to access online
397 information whether available on the Internet or in databases to which a library subscribes.
398

399 Online information is a reference resource.
400

401 Although on-site use of public access computers may not be limited to local residents, local
402 residents may be given preference in their use.
403

404 Local procedures regulating the use of computers must be consistently applied to both
405 residents and non-residents.
406

407 Registration for computer use may be required, but should not be onerous or be used as a
408 barrier to access. Library cards may not be required as the only acceptable form of
409 identification.
410

411 PC time management and print control systems must allow for non-resident use.
412

413 **Other Equipment**

414 Libraries may not restrict use of any equipment used to access information. Local
415 procedures regulating the use of such equipment must be consistently applied to both
416 residents and non-residents, including any fees charged.
417

418 **Programs/Events**

419 Library programs must be open to both residents and non-residents, although local
420 residents may be given preference. Non-residents must be accommodated on a space-
421 available basis.
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423 The fact that certain program costs may be covered in whole or in part by local public funds
424 or by private funds (e.g. Friends) does not exempt libraries from the requirement that non-
425 residents must be accommodated on a space available basis.

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State and federally funded programs must be available to all on an equal basis.

If registration software does not allow non-residents and individuals without library cards to register for programs, an alternative method must be provided. (For example, in person or phone registrations.)

432 **F. 90.3 Compliance**

433
434 **1. How individuals residing within the boundaries of the Nassau Library System but**
435 **outside the chartered-to-serve areas of NLS Member Libraries receive library services.**

436 NLS, its Central Libraries, as well as any library whose board has passed resolutions
437 authorizing the distribution of SMAC cards, will issue State Mandated Access Cards
438 without charge to individuals living in areas untaxed for library services within NLS'
439 service area provided that these individuals present proof of identity and residence.
440 These cards are valid for one year and must be renewed annually.

441
442 "For-fee" cards may not be issued to individuals residing within NLS' service area. This
443 applies to local use only cards as well as system-wide access cards. Libraries may
444 continue to offer "for-fee" cards to persons who reside outside of NLS' service area.

445
446 **Limitations on Materials Borrowed**

447 Member libraries may restrict the loan of materials purchased with private donations
448 (including Friends of the Library) to local cardholders.

449
450 Member libraries may not automatically limit the loan of new books and audiovisual
451 materials to their local cardholders. In order to restrict the loan of these materials to
452 those residing outside their chartered-to-serve areas, the excessive-borrowing triggers
453 listed in #4 must be met.

454
455 Member libraries may restrict the loan of special, pilot or experimental collections (such
456 as e-readers, equipment, and museum passes), to the local cardholders.

457
458 Borrowing privileges and access to library services are subject to suspension if an
459 individual fails to observe the rules and regulations or follow the policies of NLS member
460 libraries.

461
462 **Interlibrary Loans**

463 NLS' Central Libraries will make interlibrary loans available to State Mandated Access
464 Cardholders.

465
466 **2. How persons living within NLS' boundaries in an area where a member library chooses**
467 **to withdraw from the system will be served.**

468 Persons living within the service area of an NLS member library that chooses to
469 withdraw from NLS will continue to be entitled to on-site use of NLS member libraries as
470 defined in Commissioner's Regulation §90.3(a)(8) and required by §90.3(d)(i) with the
471 limitations on computer and Internet use and program attendance specified in F(1)
472 above. However, they will no longer be able to borrow materials of NLS member
473 libraries via direct access borrowing.

474
475 Libraries should not be encouraged to withdraw from NLS in order to avoid compliance
476 with §90.3. Allowing a library that withdraws from the system to restrict the loan of
477 their materials and the on-site use of computers to their local cardholders, while at the
478 same time mandating that the libraries remaining in the System extend borrowing is

479 unfair and is a disincentive to §90.3 compliance.

480
481 **3. Serious inequities and hardship and the criteria used to make the determination.**

482 NLS considers “serious inequities and hardships” to be those conditions that adversely
483 and unfairly affect the residents of the areas chartered to serve by NLS member
484 libraries. In addition to excessive borrowing by individuals who reside outside of a
485 member library’s chartered-to-serve area or contract for service areas, other factors
486 that can result in inequitable overuse of a library by the cardholders of other member
487 libraries include:

- 488
- 489 • Excessive use of a library’s collection by individuals residing outside the area that
490 a library is chartered to serve
- 491 • Excessive use of a library’s collection by residents of a geographic and/or
492 administrative area that is not within the service area of another NLS member
493 library or does not have a contract for service with another NLS member
494 library
- 495 • Excessive use of a library’s facilities and services
- 496

497 Many libraries can’t accommodate a significant increase in use without the degradation
498 of services. Substantial increases in in-library users can be a hardship for a library with
499 space and facilities constraints as well as a political liability if local taxpayers are
500 “crowded” by out-of-district users. This can be caused by:

- 501
- 502 • A library not open Sundays or as many hours as nearby libraries
- 503 • A serious inadequacy of parking
- 504 • The failure of a library to adequately serve its local residents because of
505 chronic underfunding.
- 506

507 **4. Excessive borrowing by patrons outside of an NLS member library’s chartered service**
508 **area.**

509 In order to restrict the loan of materials to cardholders of other member libraries and
510 the untaxed, the following excessive-borrowing triggers must be met:

- 511
- 512 • Libraries that can document that at least **5%** of their total circulation is from the
513 out-of-district borrowers of a single geographic area may restrict the residents
514 of that district from borrowing books purchased less than a year ago. **A waiver**
515 **from the Commissioner is not required for the imposition of this limitation, nor**
516 **is the approval of other member libraries.**
- 517 • Libraries that can document that at least **10%** of their total circulation is from
518 the out-of-district borrowers of a single geographic area may restrict the
519 residents of that district from borrowing non-print materials purchased less than
520 a year ago. **A waiver from the Commissioner is not required for the imposition**
521 **of this limitation nor is the approval of other member libraries.**
- 522 • Libraries that can document that at least **25%** of their total circulation is from
523 the out-of-district borrowers of a single geographic area may restrict the
524 residents of that district from borrowing all non-print. **A waiver from the**
525 **Commissioner is required for the imposition of this limitation.** A request for a

526 waiver, made in consultation with the NLS Director, does not require the
527 approval of other member libraries.

- 528 • Libraries that can document that at least **25%** of their total circulation is from
529 the out-of-district borrowers of a single geographic area may restrict the
530 residents of that district from borrowing all materials (print and non-print) other
531 than those purchased with state or federal funds. **A waiver from the**
532 **Commissioner is required for the imposition of this limitation.** A request for a
533 waiver, made in consultation with the NLS Director, does not require the
534 approval of other member libraries.

535 **5. Unserved and Underserved Populations within NLS' Service Area**

536 At the time of this document's approval the following areas are untaxed and considered
537 unserved even though the residents of these areas may obtain State Mandated Access
538 Cards:
539

- 540 • Bellerose Village (Population = 1,173): Village Board voted against a contract for
541 service.
542
- 543 • Bellerose Terrace (Estimated population = 2,157)
- 544 • Floral Park Centre (Estimated population = 810)
- 545 • Cathedral Gardens (Estimated population = 100): Located in the Hempstead School
546 District but not in the Village of Hempstead. Hempstead is served by a village
547 library.
- 548 • Old Westbury (Estimated population = 2,200): The part of the Village of Old
549 Westbury located in the East Williston School District.
- 550 • Brookville School District (Estimated population = 2,150): This former elementary
551 school district became a part of Locust Valley School District and is comprised of
552 parts of 5 Villages (Matinecock, Muttontown, Upper Brookville, Old Brookville and
553 Brookville). The public vote to create a library funding district and contract for
554 service with one of three possible libraries was defeated by the voters in 2013.
555

556 Other unserved areas throughout the county have been resolved through the use of
557 contracts for service which offer their residents full library benefits. The ten library
558 funding districts in effect at the time of this document's approval are:
559

- 560 • Bay Park is served by the East Rockaway Public Library (village library)
- 561 • Carle Place is served by the Westbury Memorial Public Library (school district public
562 library)
- 563 • East Franklin Square is served by the Elmont Public Library (school district public library)
- 564 • Fernwood Terrace is served by the Garden City Public Library (village library)
- 565 • Hewlett Harbor is served by the Lynbrook Public Library (village library)
- 566 • Mill Brook is served by the Valley Stream Public Library (village library)
- 567 • North Malverne is served by the Malverne Public Library (village library)
- 568 • North Lynbrook is served by the Malverne Public Library (village library)
- 569 • North Valley Steam is served by the Elmont Public Library (school district public library)
- 570 • South Lynbrook is served by the Lynbrook Library (village library)

571 Residents living within chartered or contracted service areas are served by member
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libraries that routinely meet or exceed the minimum standards for service as defined in Commissioner's Regulation §90.2 and therefore are not underserved.

Contracts may be accepted, revised, or discontinued without the adoption of a revised direct access plan.

578 **G. Member Library Cooperation and Input**

579

580 **Cooperation**

581 The system plan of service, of which the Resource Sharing Code is a part, is a contract
582 between the State Education Department and NLS that allows the system to obtain state
583 aid. As a condition of system membership, the member libraries agree to comply with
584 Commissioner’s Regulations. It is the system’s responsibility to assure member libraries
585 are abiding by the terms of membership.
586

587 **Violations of this Code**

588 The Directors of the libraries involved in a dispute about a violation of this code should first
589 attempt to resolve it on a library-to-library basis. If this is not possible, the matter should
590 be referred to the NLS Director.
591

592 If the NLS Director and the Directors of the libraries involved are unable to resolve the issue
593 within 30 days, the matter should be submitted by the complainant to the MLD Executive
594 Board, in writing, with a copy to the Director of the library against which the complaint is
595 lodged.
596

597 The Directors of the libraries involved will be invited to appear before the MLD Executive
598 Board to discuss the complaint. The MLD Executive Board will present its
599 recommendations, in writing, to the libraries involved within 30 days.
600

601 In the event that the matter is still unresolved within 45 days following the transmittal of
602 the recommendations of the MLD Executive Board, the matter shall be referred by the MLD
603 Executive Board to the NLS Board of Trustees for resolution.
604

605 **Member Library Input**

606 From 2022-2025, NLS collected comments from member libraries on the areas or topics
607 they were interested in re-envisioning. In the spring of 2026, a Resource Sharing Code
608 Committee composed of seven directors and the NLS Assistant Director, Technology Operations
609 developed a draft of the 2027-2031 Resource Sharing Code with proposed language addressing
610 these comments. The committee voted to bring this draft to the Member Library Directors for
611 approval. **The MLD reviewed this draft at their April 22, 2026 and May 20, 2026 meetings and voted**
612 **on it June 17, 2026. It was reviewed by the NLS board on June 22.**

Resource Sharing Code - 2027-2031

Change Log & Notes

There have been minor typographic updates through the document. The substantive changes are listed below.

The most significant changes:

- Patrons who have been expired greater than 5 years may be removed even if they have delinquencies
- Addition of a 2027 patron-selected hold pickup pilot
- Discontinuation of invoicing between libraries unless the cost of an individual item exceeds \$50.00
- Discontinuation of invoicing NLS for damaged/lost materials
- Changes to percentages determining excessive borrowing under 90.3 compliance

Other noted changes:

- Addition of privacy responsibility to introduction
- Stylistic change of Standalone Library to Independent ILS Library
- Libraries may override the lending block on cards expired up to three months instead of just one
- SMAC cards are now offered by NLS, the central libraries, and any library that passes a resolution authorizing SMAC cards to be distributed
- Procedural simplifications around Independent ILS Libraries
- Addition of language regarding bootleg and AI generated items
- Libraries must have a mechanism for non-resident patrons to register for programs (such as in person or phone registration.)

Specific Line Changes – line numbers are taken from the proposed draft document.

- **Lines 45-47:** Addition of *“Protect patron privacy by safeguarding user records and ensuring that personal information is handled confidentially and in accordance with all applicable laws and professional standards.”*
- **Lines 79-80:** Addition of *“**Independent ILS Library:** Libraries that use their own ILS (i.e. not the NLS ILS). This currently includes Great Neck, Jericho, and Syosset.”*
- **Line 177:** Changed one month to **three** months.
- **Lines 203-206:** Changed to say: *“State Mandated Access Cards shall be issued by the Co-Central Libraries as well as any library whose board has passed resolutions*

authorizing the distribution of SMAC cards. An updated list of all libraries who offer SMAC cards shall be maintained as an Appendix to the Resource Sharing Code Procedures.”

- **Lines 208-211:** Added *“Patron records expired greater than five years shall be deleted regardless of any delinquencies. Member libraries may delete / request deletion of expired patrons earlier than this at their discretion.”*
- **Lines 234-236:** Changed

“In order to provide Nassau County residents equitable access to shared materials, libraries are encouraged to adopt the following preferred loan periods.”

TO

“Libraries are recommended to adopt uniform loan periods in order to provide patrons with a more consistent experience between facilities. The following loan periods are the most common for the noted material types.”

- **Lines 244-249:** Changed:

Delinquency

Libraries must refuse to honor the direct access borrowing privileges of any delinquent patron.

Cardholders of NLS ILS libraries may resolve their NLS ILS delinquencies at any NLS ILS library. Certain delinquencies may be resolved via the e-commerce function in the NLS ILS online catalog.

Cardholders of libraries not participating in the NLS ILS who are delinquent in the NLS ILS may resolve their delinquencies at any NLS ILS library. These delinquencies cannot be resolved via the e-commerce function in the NLS ILS online catalog.

Cardholders of NLS ILS libraries must resolve delinquencies at libraries not participating in the NLS ILS with the specific library not participating in the NLS ILS where the delinquency originated.

TO:

Delinquency

Libraries must refuse to honor the direct access borrowing privileges of any delinquent patron when such delinquencies can be reasonably determined.

Patrons will be encouraged to resolve their delinquencies either via the e-

commerce system of the respective ILS where they occur, or in-person at the library where the delinquency was levied.

- **Lines 251 – 256:** Changed

Libraries Not Participating in the NLS ILS

Libraries not participating in the NLS ILS must allow borrowing privileges to patrons of NLS ILS libraries. Conversely, NLS ILS libraries must allow borrowing privileges to patrons of libraries not participating in the NLS ILS.

The absence of a patron record in the NLS ILS database must not be an obstacle to borrowing. Libraries participating in NLS ILS are required to enter patrons of the libraries not participating in the NLS ILS into the NLS ILS database if such patron records do not exist.

Libraries not participating in the NLS ILS are responsible for entering, maintaining and appropriately deleting online delinquency records for fines, overdue materials and lost cards in the NLS ILS.

Libraries not participating in the NLS ILS are also responsible for checking the delinquency status of NLS ILS patrons in the NLS ILS database before loaning materials to them.

TO:

Independent ILS Libraries

Libraries must allow the borrowing privileges of all patrons residing in the Nassau Library System service area, or who hold for-fee borrower cards, regardless of what ILS system covers their home library. Libraries must enter a new patron record for those patrons residing outside of their ILS, when those patrons seek to borrow. Reasonable efforts will be made to confirm the delinquency status of patrons residing outside of their ILS.

- **Lines 258 – 261:** Changed

Renewal of Materials

Renewal of materials is determined by the borrowing rules of the library where the material was originally checked out. These rules are applied automatically in the NLS ILS database.

Libraries not participating in the NLS ILS must call NLS ILS libraries for permission to renew their materials.

NLS ILS libraries must call libraries not participating in the NLS ILS for permission to renew their materials.

TO:

Renewal of Materials

Renewal of materials is determined by the borrowing rules of the library where the material was originally checked out and are applied automatically. Any renewal beyond these limits must be approved by the owning library.

- **Lines 278 – 284:** Changed

Claims Returned

All NLS member libraries shall use the Claims Returned feature.

When a patron of any library claims an item belonging to another library has been returned, the library receiving the claim shall mark the item Claims Returned. Such items that may be renewed should be renewed before using the Claims Returned feature to allow the patron and the libraries involved more time to look for the item.

If the report is for an item belonging to a library not participating in the NLS ILS, the library receiving the report must contact the owning library so that they may mark the item Claims Returned.

Reports of such Claims Returned items shall be periodically produced by NLS for the purpose of searching for such items.

If the Claims Returned items have not been found within 6 months of the Claims Returned date, the owning library may request payment from the patron's home library. Libraries which fail to request such payment within one year of the Claims Returned date shall forfeit their right to reimbursement from the patron's home library.

TO:

Claims Returned

All NLS member libraries shall use the Claims Returned feature.

When a patron of any library claims an item belonging to another library has been returned, the library receiving the claim shall mark the item Claims Returned. Such items that may be renewed should be renewed before using the Claims Returned feature to allow the patron and the libraries involved more time to look for the item.

- **Lines 286 – 304:** Changed

Holds

Holds for items in the NLS ILS database may be placed by cardholders of NLS ILS libraries themselves or by the staff of NLS ILS libraries on their behalf.

NLS shall pilot allowing patron-chosen pickup locations within 2027. At the conclusion of the pilot the MLD shall vote whether to implement this feature permanently.

After searching LILINK, all libraries may request an out-of-system interlibrary loan through NLS.

- **Line 316:** Changed “shall float to all libraries” to “shall fill holds at all libraries”
- **Lines 328-333:** Added:

Counterfeit, bootleg, or otherwise illegal/unlicensed items will be removed from online catalogs when identified and should not be knowingly purchased by any member library.

NLS may pause, modify, or remove the cataloging of any items that do not appear to meet reasonable professional standards of content quality, including AI generated materials, until the purchasing library confirms their intent to add the item to their catalog.

- **Lines 334 – 378:** Changed

Fines

Fines collected through in-person transactions are retained by the library where the payment is made. Fines may also be paid through e-commerce from home or at a library. Fines paid through e-commerce are automatically remitted to the owning library.

If a patron pays fines not at his/her home library and the fines include a collection agency fee, such fee should be remitted to the patron’s home library.

Billed But Unpaid Items

In situations where a patron has lost but not paid for an item owned by a member library that is not their home library, reimbursement, if sought, must be requested no earlier than 6 months after the bill date but no later than one year from the bill date. Reimbursement must be made within 3 months of receiving the bill from the owning library.

A good faith effort to recover the material should be made.

Member libraries, when billing another library for a lost item, will not charge each other processing fees, collection agency fees or other penalties.

Lost and Paid Items

If a patron loses an item belonging to another library and seeks to clear their

record at a non-owning library, there are four choices for payment:

- The patron should use the e-commerce feature, if possible, which will clear their record, and if they find the material at a later date, they may be entitled to a refund from the owning library, depending on its refund policy. All fees and fines including any collection agency fees are automatically remitted to the patron's home library.*
- The patron may pay with a check or cash at the owning library, which will clear their record, and, if the material is found at a later date, they may be entitled to a refund depending on the refund policy of the owning library.*
- The patron may pay with a check payable to the library accepting the payment, or cash at the non-owning library, which will clear their record, and if the material is found at a later date, they may be entitled to a refund depending on the refund policy of the owning library. Funds collected for lost material, including collection agency fees collected, must be remitted by check from the library accepting payment to the owning library.*
- If a library offers point of sale credit card payment, it must remit the funds collected via check to the owning library. If the material is found at a later date, the patron may be entitled to a refund depending on the refund policy of the owning library.*

Damaged Items

Libraries should consider that some damage to materials is to be expected and is part of the cost of doing business when deciding if the damage is significant enough to request reimbursement from another library. Reimbursement, if sought, should be requested as soon as possible after receiving the damaged item. Reimbursement must be made within 3 months of receiving the bill from the owning library.

Replacement Copy in Lieu of Payment for Lost Material

Acceptance of a replacement copy in lieu of payment for lost material must be approved in advance by the owning library.

Direct Access Plus-Use Reimbursement

NLS annually compiles direct access borrowing statistics based on circulation statistics provided by NLS ILS and information provided by the libraries not participating in the NLS ILS.

NLS manages the reimbursement process. Payments from 'negative-use' libraries are made to NLS. NLS in turn disburses the reimbursements to the 'plus-use' libraries. This process may be modified or discontinued based on a majority vote of the MLD.

The difference between the number of items borrowed and loaned via direct access is used to determine if a library is a 'plus use' or a 'negative use' library. Libraries that experience 'plus use' direct access borrowing are reimbursed. Libraries that experience 'negative use' are billed for their share of the cost of the

reimbursements. The amounts due from 'negative-use libraries' and to 'plus-use' libraries are reduced by the overall percentage of direct access borrowing. Calculations are based on circulation statistics during a given year.

TO:

Fines

Fines for overdue items paid in person are retained by the library where the payment is made.

Fines for lost or unreturned items may be paid in-person or through the e-commerce system. When paid in-person, all fines and fees are retained by the library where payment is made.

Billed But Unpaid Items

A good faith effort to recover the material should be made.

Reimbursement between libraries should only be sought from the patron's home library when the cost of an individual billed item exceeds \$50.00.

Libraries seeking reimbursement for billed items owned by other libraries, must be requested no earlier than 6 months after the bill date but no later than one year from the bill date. Reimbursement must be made within 3 months of receiving the bill from the owning library.

Member libraries, when billing another library for a lost item, will not charge each other processing fees, collection agency fees or other penalties.

Payment for Lost or Damaged Items

Libraries should consider that some damage to materials is to be expected and is part of the cost of doing business.

Patrons may pay using e-commerce or in-person at any library with access to the ILS where the charge was originally levied. Payments made via e-commerce are automatically remitted to the library that levied the charge. Payments made in-person at the library will be retained by the library where payment is made.

If material is found at a later date, the patron may be entitled to a refund depending on the refund policy of the library where payment was made.

Requesting reimbursement from NLS

Libraries shall not invoice the Nassau Library System for damaged or lost materials. (Example: SMAC cards who have NLS as their "home" library).

Replacement Copy in Lieu of Payment for Lost Material

Acceptance of a replacement copy in lieu of payment for lost material must be approved in advance by the owning library.

Communications with non-resident patrons

Libraries shall only communicate with non-resident patrons who have checked out materials in-person from their library and only about those materials and related delinquencies.

- **Lines 429-431:** Added: If registration software does not allow non-residents and individuals without library cards to register for programs, an alternative method must be provided. (For example, in person or phone registrations.)
- **Lines 436-437:** Added: NLS, its Central Libraries, as well as any library whose board has passed resolutions authorizing the distribution of SMAC cards, will issue State Mandated Access Cards
- **Lines 507-533:** Changed:

In order to restrict the loan of materials to cardholders of other member libraries and the untaxed, the following excessive-borrowing triggers must be met:

- *Libraries that can document that at least 1% of their total circulation is to out-of-district borrowers may limit the loan of books purchased less than a year ago to local residents. A waiver from the Commissioner is not required for the imposition of this limitation, nor is the approval of other member libraries.*
- *Libraries that can document that at least 3% of their total circulation is to out-of-district borrowers may limit the loan of non-print materials purchased less than a year ago to local residents. A waiver from the Commissioner is not required for the imposition of this limitation nor is the approval of other member libraries.*
- *Libraries that can document that at least 5% of their total circulation is to out-of-district borrowers may limit the loan of all non-print materials to local residents. A waiver from the Commissioner is required for the imposition of this limitation. A request for a waiver, made in consultation with the NLS Director, does not require the approval of other member libraries.*
- *Libraries that can document that at least 5% of their total circulation is to out-of-district borrowers may restrict the loan to the untaxed of all materials (print and non-print) other than those purchased with state or federal funds. A waiver from the Commissioner is required for the imposition of this limitation. A request for a waiver, made in consultation with the NLS Director, does not require the approval of other member libraries.*

TO:

In order to restrict the loan of materials to cardholders of other member libraries and the untaxed, the following excessive-borrowing triggers must be met:

- *Libraries that can document that at least 5% of their total circulation is from the out-of-district borrowers of a single geographic area may restrict the residents of that district from borrowing books purchased less than a year ago. A waiver from the Commissioner is not required for the imposition of this limitation, nor is the approval of other member libraries.*
 - *Libraries that can document that at least 10% of their total circulation is from the out-of-district borrowers of a single geographic area may restrict the residents of that district from borrowing non-print materials purchased less than a year ago. A waiver from the Commissioner is not required for the imposition of this limitation nor is the approval of other member libraries.*
 - *Libraries that can document that at least 25% of their total circulation is from the out-of-district borrowers of a single geographic area may restrict the residents of that district from borrowing all non-print materials. A waiver from the Commissioner is required for the imposition of this limitation. A request for a waiver, made in consultation with the NLS Director, does not require the approval of other member libraries.*
 - *Libraries that can document that at least 25% of their total circulation is from the out-of-district borrowers of a single geographic area may restrict the residents of that district from borrowing all materials (print and non-print) other than those purchased with state or federal funds. A waiver from the Commissioner is required for the imposition of this limitation. A request for a waiver, made in consultation with the NLS Director, does not require the approval of other member libraries.*
- **Lines 611-612:** Language updated to reflect 2026 process.



RESOLUTION FOR BOARDS OF TRUSTEES
Request for Approval of NLS' 2027-2031 Resource Sharing Code

Each public library system must maintain a Resource Sharing Code (sometimes called a Direct Access Plan) that is updated every 5 years in accordance with NYS Commissioner of Education regulation 90.3. CR 9. The purpose of this code, approved by member library boards, is to establish equitable access for all patrons by specifying the requirements for sharing resources among the member libraries and considering related policy issues.

The Resource Sharing Code was most recently revised for 2022-2026. In preparation for this year's revision, we collected comments from member libraries on areas of proposed change. These comments were discussed by a Resource Sharing Code Committee consisting of six directors and the NLS Assistant Director, Technology Operations. The Committee then prepared a draft code which was reviewed by the Member Library Directors (MLD) in April and May before they voted to approve it on June 17. It was then reviewed by the NLS board on June 22. **At this time, we ask member library boards to vote on the approval of the 2027-2031 Resource Sharing Code by September 21.**

Attached is the proposed 2027-2031 Resource Sharing Code and a change log of the proposed changes from the current version of the code. A virtual information session for trustees and directors will be held Weds., August 19 at 7:30 p.m. for anyone interested in learning more. The link to attend is <https://v.ringcentral.com/join/407948695?pw=25e18bfb52033a76ff995a64bc99f64a> You may also contact NLS Assistant Director, Technology Operations Robert Drake with any questions at rdrake@nassaulibrary.org or by phone at 516-292-8920 x241.

Upon completion, please submit this resolution to Gina Staffa via NLS delivery, mail, or email at gstaffa@nassaulibrary.org by September 21, 2026. Approval by at least 28 member library boards is required for the vote to pass. If approved, it will be implemented starting January 1, 2027.

Motion for Member Libraries

The Board of Trustees of the _____ [*library name*], voted
_____ [*in favor of or against*] the 2027-2031 NLS Resource Sharing Code at
a meeting held on _____, 2026.

Board President's Signature (or Signature of Trustee Presiding)

Date

Print Board President's Name (or Name of Trustee Presiding)