

**PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 19, 2025
Hagedorn Room 7:30pm
AGENDA**

- I Approval of October 15, 2025, Board of Trustees Minutes
 - II Approval of October 2025 Warrants
 - III Approval of October 2025 Staff Changes
 - IV Financial Reports – October 2025
 - a) Year End June 30, 2025 Budget Transfers
 - b) Terminal Leave Resolution
 - c) Capital Fund Resolution
 - V Director's Report
 - a) Voting Recap
 - b) Construction Aid Approval – Alarm System Upgrade
 - c) Interior Building Projects Update
 - d) Advocacy Day – February 3, 2026
 - e) Excess Equipment List
 - VI President's Report
 - a) 2026 ILS Services Funding Request
 - b) NLS Annual Meeting – December 3, 2025
 - c) 2025 Trustee Training Deadline – December 31, 2025
 - d) Facilities Committee Report
 - VII Assistant Director
 - a) Upcoming Events Spotlight
 - 1) Shredding and E-Waste Disposal Event – November 22, 2025
 - 2) Bilingual Health Fair – December 2, 2025
 - 3) Repair Café Event – December 20, 2025
 - VIII Councils
 - a) Art Advisory Meeting Minutes – October 8, 2025
 - b) Health Advisory Meeting Minutes – November 5, 2025
 - IX Foundation
 - a) Minutes of Meeting – September 8, 2025
 - X Friends of the Library
 - a) Minutes of Meeting – October 8, 2025
- (over)

- XI Staff Reports
 - a) Young Adult Service 2025
- XII Correspondence
 - a) Patron Comments
- XIII Old Business
- XIV New Business
 - a) ReWild Long Island Native Plant Garden Grant
- XV Staff Association
- XVI Public Comments
- XVII Adjournment

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
October 15, 2025

Participants:	Bill Keller, Presiding	Michael Krevor
	Julie Lim	Nancy Comer
	Adrienne Saur	Sima Vasa
	Keith Klang	

Mr. Keller commenced the public portion of the meeting at 7:35 pm. He stated the Board met at 6:15 pm and went into Executive Session where the Board discussed personnel matters.

OPENING

Mr. Keller requested a motion to approve the September 17, 2025, Board of Trustees meeting minutes. Mr. Krevor moved to approve. Ms. Vasa seconded. All agreed.

**APPROVAL OF
MINUTES**

Mr. Keller requested a motion to approve the September 2025 warrants 25-9-3A and 25-9-3B. Ms. Comer moved to approve. Mr. Krevor seconded. All agreed. Mr. Keller requested a motion to approve three payrolls on 7/03/25, 9/11/25 and 9/25/25. Ms. Comer moved to approve. Mr. Krevor seconded. All agreed.

**APPROVAL OF
WARRANTS**

Mr. Keller requested a motion to approve the September Staff Changes with three appointments and one departure. Ms. Vasa moved to approve. Ms. Saur seconded. All agreed.

**APPROVAL STAFF
CHANGES**

Mr. Keller asked if there were any questions on the September Financial Report. All questions were answered.

FINANCIAL REPORT

Mr. Klang requested the Board to approve the Nassau Library System Member Library Support for 2026-2027. The Board was happy to see the breakdown of the NLS services that are being used. The Board unanimously approved the request, and Mr. Keller signed the form.

NLS PROPOSAL

Mr. Klang reported that Early Voting will begin October 25, 2025, and run through November 2, 2025, in the Lobby Area. Voting on Election Day, November 4, 2025, will take place in the Lapham Room for designated voting districts.

EARLY VOTING

BAKER & TAYLOR

Mr. Klang reported Baker and Taylor will be going out of business. Staff are already in the process of ordering from other vendors.

Mr. Klang stated that on November 7, 2025, Mr. Fred Blumlein, a local resident and former U.S. Army combat photographer, will be giving a presentation and sharing his photos from his time serving in Vietnam. This is a Veterans Day event.

VETERANS DAY

Mr. Klang noted that the PWPL Volunteer Appreciation Breakfast will be November 9, 2025, at 10:30 am in the Lapham Room.

***VOLUNTEER
BREAKFAST***

Mr. Keller reported that Mr. Hutter, Ms. Lim and himself attended the 40th Annual Legislative Breakfast. Ms. Lim stated it was great to meet the Legislators. Mr. Keller stated that we also met Joseph Ramirez. He is the Governor's Representative on Long Island. Mr. Keller requested we invite him to visit the PWPL. Mr. Klang will follow up.

***LEGISLATIVE
BREAKFAST***

Mr. Keller informed the Board that NLS Annual Meeting is December 3, 2025, at NLS. The meeting will include a one hour training program on the Implications of Artificial Intelligence for Libraries.

***NLS ANNUAL
MEETING***

Mr. Keller discussed other Trustee Training opportunities with the Board stating the deadline for the required two hours of continuing education is December 31, 2025.

TRUSTEE TRAINING

Mr. Hutter stated the Fiesta in the Park was a huge success and reviewed a few of the future events such as Diwali, Crime Prevention, and the Halloween on Main Scavenger Hunt.

FALL EVENTS

Mr. Keller noted the Art Advisory Council minutes of September 10, 2025.

ART COUNCIL

Mr. Keller noted the Health Advisory Council's recent and upcoming programs.

HEALTH COUNCIL

Mr. Keller noted the Friends of the Library minutes of the September 10, 2025, meeting.

FOL MINUTES

Mr. Keller noted the ESOL recent and upcoming projects.

STAFF REPORT

Mr. Keller noted the patron comments.

PATRON COMMENTS

Mr. Hutter presented final edits to the 2025-2026 Strategic Plan. The Board was pleased with the updates made since the last meeting and unanimously approved the updates.

OLD BUSINESS

STAFF ASSOCIATION

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

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

Ms. Comer moved to adjourn and all agreed at 8:50 pm.

**BOARD MEETING
OCTOBER 2025 REPORTS**

WARRANTS TO BE VOTED ON

Warrant Number	Amount
25-10-4A	\$ 246,969.15
25-10-4B	\$ 69,147.68
Warrant Total	<u><u>\$ 316,116.83</u></u>

<u>Payroll Date</u>		<u>Gross</u>		<u>Net</u>		<u>Processing</u>		<u>Tax Liability</u>
10/9/2025	\$	161,159.94	\$	116,526.66				\$ 47,864.94
10/23/2025	\$	259,583.94	\$	143,645.55	\$	2,254.25	\$	72,680.05
PAYROLL TOTAL	\$	420,743.88	\$	260,172.21	\$	2,254.25	\$	120,544.99

Prepared By:
Mayra Fenig
Finance Department

Port Washington Public Library
Board Resolution
November 13, 2025

General Fund Budget Transfers

Resolved: To make the following general fund budget transfers for the year ending June 30, 2025:

To:	<u>Code</u>	<u>Description</u>	<u>Amounts</u>
	141.01	Lib Grade 29-27-25	450.00
	141.02	Cert. Lib. Grade 21	4,400.00
	141.05	Cert. Lib. Grade 15	25,730.00
	141.06	Lib. Holiday and Sunday	10,450.00
	143.01	Clerical Grade 11	37,000.00
	143.02	Clerical Grade 9	15,000.00
	143.04	Clerical Grade 5	20,750.00
	143.12	Book Shelves-Children	33,000.00
	143.13	English as a Second Language	9,000.00
	143.15	Collection Management	41,500.00
	143.18	Processing of Books	1,150.00
	143.19	Technicians	18,200.00
	143.21	Student Computer AIDS	7,350.00
	143.22	Sunday and Holiday Support	8,500.00
	143.32	Sunday and Holiday Custodial	6,500.00
	203.02	Equipment-Computer	39,000.00
	410.05	Books and Information-Fiction	8,200.00
	410.09	Audio and Electronic	53,500.00
	411.03	Computer Software	6,600.00
	413.02	Serials: Non-Microform	9,400.00
	417.05	A-V Materials: Digital Media	8,250.00
	417.11	Video Game Collection	65.00
	417.12	A-V Recordings: Compact Disks	2,850.00
	430.01	Adult Services	1,250.00
	430.03	Collection Management Expense	75.00
	430.05	Computer Services	500.00
	430.06	Information Services	65.00
	430.07	Media Services	5,150.00
	430.08	General Office Supplies	6,500.00
	430.11	Office Equipment	8,750.00
	434.01	Printed Information	150.00
	434.02	Displays and Exhibitions	260.00
	436.02	OPAC/Concurrent Sessions CHGS	1,750.00
	437.02	Programs – Young Adult	2,250.00
	437.03	Programs – Juveniles	1,700.00
	437.13	Media Programs	1,550.00
	439.02	Office Equip. Copy Equipment	5,250.00
	439.06	Repair and Maintenance: Piano	2,200.00
	440.01	Professional Services: Accounting	1,600.00
	440.02	Professional Services: Audit	400.00
	440.05	Professional Services: Election	420.00
	440.07	Professional Services: Payroll	5,250.00
	440.09	Professional Services: Other	14,000.00
	440.10	Professional Services: Security	16,000.00
	440.11	Computer Service Expense	15,500.00
	450.03	Water Pollution Control Tax	900.00

Port Washington Public Library
Board Resolution
November 13, 2025

450.04	Water Tax	6,500.00
451.02	House Keeping Maintenance	11,800.00
451.03	Custodial Supplies: Uniforms	1,000.00
451.04	Custodial Supplies: Cleaning Service	9,250.00
452.01	Repairs: Supplies for Building	56,000.00
455.01	Other Operations/Mait: Mechanical	5,250.00
455.02	Other Operations/Mait: Grounds	20,000.00
455.03	Other Operations/Mait: Building	6,250.00
9010.1	Employee Benefits: Retirement	38,750.00
9050.1	Employee Benefits: Unemployment	620.00
9060.3	Employee Benefits: Eye Care	2,500.00
9785.6	Principle: Installment Purchase	<u>600.00</u>
		\$616,835.00

From:

141.03	Cert. Lib. Grade 19	\$133,500.00
141.04	Cert. Lib. Grade 17	127,280.00
143.05	Clerical Grade 3	24,000.00
143.11	Book Shelves – Adult	70,000.00
143.14	Salaries: ISD	12,500.00
143.16	Salaries: Interloans	11,000.00
143.23	Info. Tech Spec. II	21,000.00
143.31	Salaries: Custodial	41,000.00
203.03	Equipment – Building	9,000.00
410.06	Books – Non-Fiction	7,000.00
410.07	Books – Reference	8,000.00
431.01	Telephone	9,000.00
431.02	Telephone Maintenance	2,500.00
435.01	Travel and Conference: Meetings	14,000.00
440.06	Professional Services: Legal	11,000.00
450.01	Utilities: Electricity	19,000.00
452.03	Repairs: Building Improvements	13,000.00
9060.1	Social Security & Medicare	23,500.00
9040.1	Employee Benefits: Workers Comp.	17,200.00
9060.1	Employee Benefits: Medical	31,345.00
9060.2	Employee Benefits: Dental	<u>12,010.00</u>
		\$616,835.00

Memo

To: Port Washington Library Board of Trustees
From: Cullen & Danowski, LLP
Date: November 14, 2025
Re: Capital Projects – Makerspace

As part of the 2024-25 budget, the Library had not included appropriations to cover additional expenditures relating to the Makerspace capital project. 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 \$2,301,903 in the Assignment for Capital. We are recommending that the Board approve a budget revision in the amount of \$42,825 to cover the additional costs for the Makerspace project 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 \$42,825, in order to cover the expenditures relating to the Makerspace project.

PORT WASHINGTON PUBLIC LIBRARY
Balance Sheet - Governmental Funds
October 31, 2025
33.33% of Budget Expensed

	General	Special Aid	Capital Projects	Permanent	Total Governmental Funds	Fiduciary Fund Agency
ASSETS						
Cash						
Unrestricted	\$ 4,550,689	\$ 785,512	\$ 222,764	\$	\$ 5,558,965	\$
Restricted				149,311	149,311	
Receivables						
Accounts receivable					-	
Due from other funds	446,219	14,305			460,524	21,048
Due from component unit	23,294	3,399	3,500		30,193	
Due from state and federal			200,000		200,000	
Prepays		3,670			3,670	
Other Assets	630				630	
Total Assets	<u>\$ 5,020,832</u>	<u>\$ 806,886</u>	<u>\$ 426,264</u>	<u>\$ 149,311</u>	<u>\$ 6,403,293</u>	<u>\$ 21,048</u>
LIABILITIES						
Payables						
Accounts Payable					-	
Due to other funds	21,048	74,249	371,970	14,305	481,572	
Other liabilities					-	21,048
Due to ERS	156,388				156,388	
Deferred revenue			200,000		200,000	
Total Liabilities	<u>177,436</u>	<u>74,249</u>	<u>571,970</u>	<u>14,305</u>	<u>837,960</u>	<u>21,048</u>
FUND BALANCES						
Nonspendable:						
Prepaid	115,678				115,678	
Endowment				135,006	135,006	
Restricted: Grants		732,637			732,637	
Assigned:						
Capital projects	2,336,903				2,336,903	
Retirement contribution	462,749				462,749	
Terminal leave	763,760				763,760	
Unappropriated fund balance	239,000				239,000	
Unassigned: Fund balance (deficit)	<u>925,306</u>		<u>(145,706)</u>		<u>779,600</u>	
Total Fund Balances	<u>4,843,396</u>	<u>732,637</u>	<u>(145,706)</u>	<u>135,006</u>	<u>5,565,333</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 5,020,832</u>	<u>\$ 806,886</u>	<u>\$ 426,264</u>	<u>\$ 149,311</u>	<u>\$ 6,403,293</u>	<u>\$ 21,048</u>

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund
For One Month and Four Months Ended October 31, 2025
33.33% of Budget Expensed

	Budget	October 31, 2025		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
REVENUES					
REAL PROPERTY TAXES	\$ 7,505,261	\$ 625,439	\$ 2,501,754	\$ (5,003,507)	33.3%
OTHER TAX ITEMS	100,000			(100,000)	0.0%
FEES - LOST BOOKS	7,500	268	1,576	(5,924)	21.0%
XEROX REVENUES	9,000	413	4,155	(4,845)	46.2%
INTEREST	112,200	11,720	45,994	(66,206)	41.0%
SALE OF USED BOOKS	3,000			(3,000)	0.0%
SALE OF INSTRUCTIONAL SUPPLIES					N/A
REFUND OF PY EXPENSES					N/A
GIFTS & DONATIONS					N/A
MISCELLANEOUS	12,500	1	471	(12,029)	3.8%
STATE AID	8,800		9,223	423	104.8%
Total Revenues	7,758,261	637,841	2,563,173	(5,195,088)	33.0%
EXPENDITURES					
141 CERTIFIED LIBRARIANS					
.01 CERT.LIB GRADE 29-27-25	151,960	11,689	48,650	103,310	32.0%
.02 CERT.LIB GRADE 21	118,530	9,118	37,777	80,753	31.9%
.03 CERT.LIB GRADE 19	305,660	23,511	96,202	209,458	31.5%
.04 CERT.LIB GRADE 17	679,040	33,442	138,345	540,695	20.4%
.05 CERT.LIB GRADE 15	1,180,708	98,862	400,212	780,496	33.9%
.06 CERT.LIB HOLIDAY & SUNDAY	63,049	5,297	12,261	50,788	19.4%
TOTAL CERT. LIBRARIANS	2,498,947	181,919	733,447	1,765,500	29.4%
143 CLERICAL STAFF					
.01 CLERICAL GRADE 11	326,470	30,475	124,709	201,761	38.2%
.02 CLERICAL GRADE 9	111,840	8,603	35,687	76,153	31.9%
.04 CLERICAL GRADE 5	416,570	28,602	115,612	300,958	27.8%
.05 CLERICAL GRADE 3		3,397	14,091	(14,091)	N/A
.06 CLERICAL HOLIDAY & SUNDAY	25,000	4,175	7,889	17,111	31.6%
TOTAL CLERICAL STAFF	879,880	75,252	297,988	581,892	33.9%
143 HOURLY STAFF					
.12 BOOK SHELVERS-CHILDREN	25,000	2,856	12,324	12,676	49.3%
.13 ENGLISH AS A SECOND LANGUA	34,000	1,356	5,219	28,781	15.4%
.14 ISD	87,000	7,947	27,128	59,872	31.2%
.15 COLLECTION MANAGEMENT	161,000	9,326	35,372	125,628	22.0%
.18 PROCESSING OF BOOKS	36,000	3,620	12,839	23,161	35.7%
.19 TECHNICIANS-MEDIA	15,000	2,561	7,723	7,277	51.5%
.21 COMPUTER AIDES	77,000	5,262	18,042	58,958	23.4%
.22 SUNDAY & HOLIDAYS - SUPPORT	36,000	5,942	11,744	24,256	32.6%
.23 INFO. TECH SPEC. II	18,000			18,000	0.0%
.24 COMMUNITY OUTREACH	16,000	406	462	15,538	2.9%
TOTAL HOURLY STAFF	505,000	39,276	130,853	374,147	25.9%
143 BUILDING STAFF					
.31 CUSTODIAL	336,410	25,582	104,945	231,465	31.2%
.32 HOLIDAYS & SUNDAY - CUSTODIA	22,873	2,501	4,895	17,978	21.4%
TOTAL BUILDING STAFF	359,283	28,083	109,840	249,443	30.6%
SEPARATION PAYOUTS	96,215	96,215	96,215		100.0%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Four Months Ended October 31, 2025
33.33% of Budget Expended

	Budget	October 31, 2025		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
EXPENDITURES (CONTINUED)					
9030.8 SOCIAL SECURITY	\$ 324,598	\$ 29,788	\$ 98,820	\$ 225,778	30.4%
9040.8 WORKER'S COMPENSATION	38,000		18,409	19,591	48.4%
9045.8 DISABILITY INSURANCE	10,000	1,194	529	9,471	5.3%
9050.8 UNEMPLOYMENT INSURANCE	1,390			1,390	
9060.8 HOSPITAL & MEDICAL INSURANCE					
.01 MEDICAL	1,009,452	88,929	429,583	579,869	42.6%
.02 DENTAL	26,512	2,655	13,789	12,723	52.0%
.03 EYECARE	2,000	(1,522)	586	1,414	29.3%
TOTAL HOSPITAL & MEDICAL INSURANCE	1,037,964	90,062	443,958	594,006	42.8%
9010.8 STATE RETIREMENT	605,345			605,345	0.0%
203 EQUIPMENT					
.01 EQUIPMENT - LIBRARY	24,500		1,891	22,609	7.7%
.02 EQUIPMENT - COMPUTER	16,850			16,850	0.0%
.03 EQUIPMENT - BUILDING	15,000		4,678	10,322	31.2%
TOTAL EQUIPMENT	56,350		6,569	49,781	11.7%
410 PRINT & INFORMATION SERVICES					
.02 SERVICES & CONTINUATIONS				-	
.05 BOOKS-FICTION	50,000	2,764	10,163	39,837	20.3%
.06 BOOKS-NON-FICTION	50,000	1,939	8,452	41,548	16.9%
.07 BOOKS-REFERENCE	35,000	1,244	4,885	30,115	14.0%
.08 BOOKS-CHILDREN	23,500	1,387	5,503	17,997	23.4%
.09 BOOKS-AUDIO & ELECTRONIC	125,000	9,150	46,360	78,640	37.1%
.10 BOOKS-YOUNG ADULT	15,000	128	1,463	13,537	9.8%
TOTAL PRINT & INFORMATION SERVICES	298,500	16,612	76,826	221,674	25.7%
411 MACHINE READABLE MATERIAL					
.02 REFERENCE SOFTWARE	60,000		12,752	47,248	21.3%
.03 COMPUTER SOFTWARE	35,000	3,612	14,905	20,095	42.6%
TOTAL MACHINE READABLE MATERIAL	95,000	3,612	27,657	67,343	29.1%
413 SERIALS					
.01 MICROFORM	4,500			4,500	0.0%
.02 NON-MICROFORM	28,000	584	28,214	(214)	100.8%
TOTAL SERIALS	32,500	584	28,214	4,286	86.8%
417 A-V MATERIALS					
.02 CHILDREN'S MATERIALS	4,000	1,119	1,167	2,833	29.2%
.03 DVD	16,000	2,545	4,906	11,094	30.7%
.04 YOUNG ADULT				-	N/A
.05 DIGITAL MEDIA	30,000	3,589	10,539	19,461	35.1%
TOTAL A-V MATERIALS	50,000	7,253	16,612	33,388	33.2%
417 AUDIO RECORDINGS					
.11 VIDEO GAME COLLECTION	10,000	1,430	2,132	7,868	21.3%
.12 COMPACT DISKS	6,000	393	1,447	4,553	24.1%
TOTAL AUDIO RECORDINGS	16,000	1,823	3,579	12,421	22.4%
417 A-V RENTAL & MAINTENANCE					
.21 FILM RENTAL-ADULT	3,000		1,341	1,659	44.7%
.24 MAINT. & REPAIRS	1,000			1,000	0.0%
.25 BULBS	500			500	0.0%
TOTAL A-V RENTAL & MAINTENANCE	4,500	-	1,341	3,159	29.8%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Four Months Ended October 31, 2025
33.33% of Budget Expensed

	Budget	October 31, 2025		Balance	% of Annual
		One Month	Year to Date	Remaining	Budget
EXPENDITURES (CONTINUED)					
430 OFFICE & LIBRARY SUPPLIES					
.01 ADULT SERVICES	\$ 600	\$ 179	\$ 365	\$ 235	60.8%
.02 CHILDREN'S SERVICES	3,500	77	379	3,121	10.8%
.03 COLLECTION MANAGEMENT	800			800	0.0%
.04 COMMUNITY INFO	1,000			1,000	0.0%
.05 COMPUTER SERVICES	7,600	41	1,609	5,991	21.2%
.06 INFO SERVICES	700	62	280	420	40.0%
.07 MEDIA SERVICES	3,100	229	4,111	(1,011)	132.6%
.08 GENERAL OFFICE SUPPLIES	20,000	2,760	11,087	8,913	55.4%
.09 ORAL HISTORY/SPECIAL COLLEC	2,500	58	87	2,413	3.5%
.10 TECHNICAL SERVICES	8,500			8,500	0.0%
.11 OFFICE EQUIPMENT	12,000	1,739	7,012	4,988	58.4%
.12 YOUNG ADULT	400	58	58	342	14.5%
TOTAL OFFICE & LIBRARY SUPPLIES	60,700	5,203	24,988	35,712	41.2%
431 TELEPHONE					
.01 TELEPHONE	30,000	1,258	4,961	25,039	16.5%
.02 TELEPHONE MAINTENANCE	5,000			5,000	0.0%
TOTAL TELEPHONE	35,000	1,258	4,961	30,039	14.2%
433 POSTAGE & FREIGHT					
.01 POSTAGE - FREIGHT	25,000	103	145	24,855	0.6%
434 PRINTING					
.01 PRINTED INFO	7,000		4,621	2,379	66.0%
.04 DISPLAYS & EXHIBITIONS	5,500	249	1,979	3,521	36.0%
.05 LEGAL ADVERTISING	5,000			5,000	0.0%
.08 NEWSLETTERS	30,000	3,286	10,851	19,149	36.2%
TOTAL PRINTING	47,500	3,535	17,451	30,049	36.7%
435 TRAVEL & MILEAGE					
.01 MEETINGS	13,000			13,000	0.0%
.02 MILEAGE	1,000	32	115	885	11.5%
.03 STAFF DEVELOPMENT	3,000	668	1,053	1,947	35.1%
TOTAL TRAVEL & MILEAGE	17,000	700	1,168	15,832	6.9%
436 ALIS/NLS OPERATING SYSTEM					
.01 CIRCULATION CHARGES	40,000	9,995	19,991	20,009	50.0%
.02 OPAC/CONCURRENT SESSION C	30,000	7,707	15,414	14,586	51.4%
.03 NLS	36,000		36,657	(657)	101.8%
TOTAL ALIS/NLS OPERATING SYSTEM	106,000	17,702	72,062	33,938	68.0%
437 PROGRAM SERVICES					
.01 PROGRAMS - ADULT	16,000	1,831	8,208	7,792	51.3%
.02 PROGRAMS - YOUNG ADULT	7,500	121	588	6,912	7.8%
.03 PROGRAMS - JUVENILE	22,000	480	2,376	19,624	10.8%
.07 MEETING ROOM EXPENSES	1,000		1,868	(868)	186.8%
.08 OTHER PROGRAM SUPPORT	10,000	271	1,084	8,916	10.8%
.13 MEDIA PROGRAMS	8,500		1,750	6,750	20.6%
TOTAL PROGRAM SERVICES	65,000	2,703	15,874	49,126	24.4%
438 MEMBERSHIPS					
.01 MEMBERSHIPS	5,000		540	4,460	10.8%
439 RENTAL, REPAIR, MAINTENANCE					
OFFICE EQUIPMENT					
.01 EQUIPMENT	14,000		714	13,286	5.1%
.02 COPY EQUIPMENT	14,500	682	3,971	10,529	27.4%
.04 COMPUTER	1,000			1,000	0.0%
.06 PIANO	1,000			1,000	0.0%
TOTAL RENTAL REPAIR, MAINTENANCE	30,500	682	4,685	25,815	15.4%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Four Months Ended October 31, 2025
33.33% of Budget Expensed

	Budget	October 31, 2025		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
EXPENDITURES (CONTINUED)					
440 BUSINESS SERVICES					
.01 ACCOUNTING	\$ 63,500	\$ 5,275	\$ 21,100	\$ 42,400	33.2%
.02 AUDIT	20,000			20,000	0.0%
.05 ELECTION	5,000			5,000	0.0%
.06 LEGAL	30,390			30,390	0.0%
.07 PAYROLL	23,500	2,254	9,699	13,801	41.3%
.09 OTHER	20,000	557	1,950	18,050	9.8%
.10 SECURITY SERVICES	60,000	5,201	18,243	41,757	30.4%
.11 COMPUTER SERVICES	66,744	5,380	10,760	55,984	16.1%
.13 CREDIT CARD FEES	2,000	12	114	1,886	5.7%
TOTAL BUSINESS SERVICES	291,134	18,679	61,866	229,268	21.3%
450 FUEL & UTILITIES					
.01 ELECTRICITY	145,810	19,177	59,436	86,374	40.8%
.02 FUEL	42,000		1,181	40,819	2.8%
.03 WATER POLLUTION CONTROL TA	6,160			6,160	0.0%
.04 WATER TAX	9,000			9,000	0.0%
TOTAL FUEL & UTILITIES	202,970	19,177	60,617	142,353	29.9%
451 CUSTODIAL SUPPLIES					
.01 BULBS	2,200	14	14	2,186	0.6%
.02 HOUSEKEEPING MAINT	14,500	1,182	6,566	7,934	45.3%
.03 UNIFORMS	1,000			1,000	0.0%
.04 CLEANING SERVICES	14,000	2,300	2,300	11,700	16.4%
TOTAL CUSTODIAL SUPPLIES	31,700	3,496	8,880	22,820	28.0%
452 REPAIRS TO BLDG & BLDG EQUIP .					
.01 REPAIR TO BUILDING	60,000	3,175	22,386	37,614	37.3%
.02 SUPPLIES FOR BUILDING	20,000	3,461	7,133	12,867	35.7%
.03 BUILDING IMPROVEMENTS	10,000		1,194	8,806	11.9%
.04 REPAIRS TO EQUIPMENT	10,000		3,835	6,165	38.4%
TOTAL REPAIRS TO BLDG & BLDG. EQUIP.	100,000	6,636	34,548	65,452	34.5%
454 INSURANCE					
.01 INSURANCE	90,000			90,000	0.0%
455 OTHER OPER. & MAINT.					
.01 MECHANICAL CONTRACTS	32,000	510	10,796	21,204	33.7%
.02 GROUND MAINT. CONTRACTS	25,000	1,071	9,077	15,923	36.3%
.03 BUILDING MAINT CONTRACT	19,500	3,378	14,050	5,450	72.1%
TOTAL OTHER OPER. & MAINT.	76,500	4,959	33,923	42,577	44.3%
DEBT SERVICE					
INSTALLMENT DEBT- PRINCIPAL	-	-	-	-	N/A
INSTALLMENT DEBT INTEREST	-	-	-	-	N/A
TOTAL DEBT SERVICE					N/A
INTERFUND TRANSFERS					
OPERATING TRANSFERS OUT	-	-	-	-	N/A
TOTAL EXPENDITURES	\$ 8,093,476	\$ 656,506	\$ 2,432,565	5,660,911	30.1%
NET CHANGE IN FUND BALANCE			130,608		
FUND BALANCE, BEGINNING OF YEAR			4,712,788		
FUND BALANCE, FISCAL YEAR TO DATE			\$ 4,843,396		

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues, Expenditures and Changes in Fund Balances -
Special Revenue, Capital Projects and Permanent Funds
For One Month and Four Months Ended October 31, 2025
33.33% of Budget Expensed

	Special Revenue	Capital Projects	Permanent
REVENUES			
Interest income	\$ 9,633	\$ -	\$ 1,831
Miscellaneous revenue	122,418		
Total Revenues	132,051	-	1,831
EXPENDITURES			
Program expenses	128,926	4,909	-
OTHER FINANCING SOURCES (USES)			
Operating transfers in	1,831	-	-
Operating transfers (out)	-	-	(1,831)
Total Other Financing Sources (Uses)	1,831	-	(1,831)
Net Change in Fund Balance	4,956	(4,909)	-
Fund Balance - Beginning of year	727,681	(140,797)	135,006
Fund Balance - End of month	\$ 732,637	\$ (145,706)	\$ 135,006

INTEREST REVENUE	Current Month	Year To Date
General Fund & Capital Projects Fund	\$ 11,720	\$ 45,994
Special Revenue Fund	2,330	9,633
Permanent Fund	443	1,831
	\$ 14,493	\$ 57,458

Note: Interest earned in the capital projects fund bank account is recorded in the general fund and is reflected on page 2 of this report. Additionally, interest earned in the permanent fund bank account gets transferred to the special revenue fund on a monthly basis.

PORT WASHINGTON PUBLIC LIBRARY
Detailed Schedule of Fund Balance
Special Revenue Fund
For One Month and Four Months Ended October 31, 2025

Assigned for Special Programs

9/11 PROJECT - 10/02 - SHODELL	\$ 145
ADULT LITERACY GRANT/BOOKS FOR DESSERT	13,077
AMERICAN GIRL DOLLS	133
ART ADVISORY COUNCIL	13,159
BRONSON	12,011
BROWN	6,418
BURTIS	21,253
CHILDREN'S ADVISORY COUNCIL	10,531
CHILDRENS GRANT	2,329
CONSTRUCTION GRANT	637
EPSTEIN BOOK FUND	407
ESL GRANT SUPPLIES/MATERIALS	317
FENDRICK MEMORIAL	1,431
FOUNDATION GRANT CAREER COACHING	7,758
FRIENDS OF THE LIBRARY	19,702
FRIENDS OF THE LIBRARY-BOGEN	71,532
GOODMAN ASSISTIVE TECHNOLOGY	6,857
HEALTH ADVISORY COUNCIL	15,452
HEALTH INFORMATION - ANTI SMOKING	15,130
HEARTS GRANT	24
HOMEGROWN READERS	23,357
JOB SEARCH BOOT CAMP GRANT	3
MAKERSPACE	8,487
MISCELLANEOUS WORKSHOPS	17,389
MORSE FUND	2,043
MUSIC ADVISORY COUNCIL	23,516
NAUTICAL CENTER	256,221
NEA CREATIVE READERS	166
NLS BULLET AID	2,711
NLS STATE GRANT COMPUTERS	755
NYS CONSTRUCTION GRANT	22,570
NYS LOBBY RENOVATION GRANT	12,068
NYS MEDIA ROOM RENO GRANT	13,488
OUTDOOR WIFI	3,374
PUBLICATION FUND	7,756
REGIONAL TECH & MEDIA	926
ROBERT STERN	227
S. STEYN MEMORIAL	8,667
SALTZMAN GRANT	7,075
SMALL STUDY ROOM	9,992
SPECIAL TRUST ACCOUNT (MISC)	2,966
SPIELMAN STORY TELLING	413
T. BIER FUND	11,209
TEPPER INTERGENERATIONAL	1,060
THEATER FOR DESSERT	13,507
UNDERHILL	27,693
UNGER/BESLITY MEMORIAL - TERRACE	12,066
VERA FIDDLER	290
WHITTEMORE MEMORIAL	2,336
WIFI HOTSPOTS	63
ZUCKER GRANT	21,940
	<u>\$ 732,637</u>

Port Washington Public Library
Variance Report
As of October 31, 2025

Revenues -

- State Aid: Received 24-25 Local Library Service aid in the amount of \$9,223 in August 2025

Expenditures -

- 143.12 Bookshelvers-Children - Expenditures are coming in higher than originally anticipated.
- 143.19 Technicians-Media - Expenditures are coming in higher than originally anticipated.
- 9040.8 Workers Comp - Premium paid in June 2025 as a prepaid, prepaid was reversed and the 25-26 expense was recorded in July 2025 for \$18,409.
- 9060.08 Dental - Includes 4 months expenditures, July through October
- 9060.8 Eyecare - Eyecare is a negative number this month as the entry to move July expenditures to the 24-25 year were done in October
- 413.02 Serials Non-Microform - Includes payment to Rivistas Subscription Services paid in July in the amount of \$23,208.
- 417.21 Film Rental-Adult - Includes payment for Swank Movie license for two months paid in June.
- 430.07 Media Services -Mainly includes payments for new soundboard for Lapham, conference room camera system, and loudspeaker and video tripod.
- 430.08 Office Supplies - Mainly consists of office supplies from Staples, new print cards, POP displays, labels, toner, printer paper, dry erase board, and summer staff T-shirts.
- 430.11 Office Equip - Includes mainly payments for toner and 3d printer filament.
- 434.01 Printed Info - Includes expenses for newspaper ads, bookmarks, ESOL brochures, keychains, and totes.
- 436.01 Circulation Charges - Includes 6 months of expenditures (July through December)
- 436.02 OPAC - Includes 6 months of expenditures (July through December)
- 436.03 NLS - Annual Library support fee paid in July in the amount of \$36,657.
- 437.01 Programs-Adult - Comprised mostly of Sandwiched In programs, and Gold Coat Film festivle expenses
- 437.07 Meeting Room - Includes expenses for the mounting hardware and labor for the mezzanine TV.
- 451.02 Housekeeping Maintenance - Includes payments to Imperial Dade, Amazon, Uline, and Ocean Janitorial Supply for various housekeeping items including paper goods, hand sanitizers, facial tissue and various cleaning supplies.
- 455.03 Building Maint Contract - Includes mostly monthly trash removal fees, and HVAC system maintenance fees.

PORT WASHINGTON PUBLIC LIBRARY
Miscellaneous Revenue
For the Year Ended June 30, 2026

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Total
Ear Phones	\$ 1.00		\$ 2.00	\$ 0.82									\$ 3.82
Flash USB Drives	6.67	13.67											20.34
My Healthy Thing													-
Meeting Room Usage													-
NYS Sales Tax													-
Metlife Dividend			44.27										44.27
PSEGLI Rebate													-
Utica Dividend													-
NLS Erate													-
NLS direct access													-
NLS MTA Offset													-
NYS Countywide Shared Services													-
E-Rate Reimbursement													-
Backpack/Totes/Visor/Hats		15.00											15.00
Utica National Ins - Damaged HVAC													-
Vending Machine/(Refund)	221.48												221.48
Credit Card Point Credit													-
Misc. Cash			6.22										6.22
Local History Image													-
Sales tax payment													-
NYS Unclaimed Funds													-
Nassau County Elections													-
ALIS e-commerce													-
Res./Non-Res. Card													-
Donation													-
Business Card													-
Deposit for architectural plans													-
Refund of Prior Year													-
Lapham Room Rental													-
Piano Tuning/Usage	160.00												160.00
Totals	\$ 389.15	\$ 28.67	\$ 52.49	\$ 0.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 471.13

Current Building Interior Projects

November 2025

Interior Projects	Completion Status
New handrail mounted to Main Stairwell between 1 st Floor and 2 nd	Completed
Reupholstery of Mezzanine Seating	Completed
Acoustic panels to be affixed in the Hagedorn Room and Mezzanine Meeting Room	Completed
New door installed to Teen Space office	Completed
Torn carpet replacement near ramp to the Administration Wing replaced	Completed
Painting touch-ups throughout the building	Completed
Carpet tile cleaning and replacement	To be completed by December 2025
Refurbishment of Children's Play Area and Storytelling Corner	Renderings being developed by the Library's Interior Designers

APPROVAL TO EXCESS EQUIPMENT

TYPE OF EQUIPMENT	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	QTY.	REASON FOR DISPOSAL	DATE OF BOARD APPROVAL
Plastic chair from Children's Library	N/A	N/A	N/A	2	Broken seat rest and leg	
Small Paper Shredded	N/A			1	No longer functional	
Small File Cabinet	N/A			1	Damaged	
Small metal outdoor chair	N/A			1	Damaged and no longer functional	
Bulk materials metal bin	N/A	N/A	N/A	1	Nonfunctional	
Date Submitted: 10/13/2025						

PORT WASHINGTON PUBLIC LIBRARY

DEPARTMENT:

APPROVAL TO EXCESS EQUIPMENT (11/13/2025)

TYPE OF EQUIPMENT	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	QTY	REASON FOR DISPOSAL
HP EliteDesk 800 G2 SFF PC	HP	800	2UA624335K	1	This PC is too old to support new operating systems and is also past warranty.
HP EliteDesk 800 G2 SFF PC	HP	800	2UA624335J	1	This PC is too old to support new operating systems and is also past warranty.
HP EliteDesk 800 G1 SFF PC	HP	800	2UA5031K87	1	This PC is too old to support new operating systems and is also past warranty.
HP EliteDesk 800 G1 SFF PC	HP	800	2UA41217P1	1	This PC is too old to support new operating systems and is also past warranty.
HP EliteDesk 800 G1 SFF PC	HP	800	2UA41217P3	1	This PC is too old to support new operating systems and is also past warranty.
HP EliteDesk 800 G1 SFF PC	HP	800	2UA5031K8D	1	This PC is too old to support new operating systems and is also past warranty.
HP EliteDesk 800 G SFF PC	HP	800	2UA5031K8F	1	This PC is too old to support new operating systems and is also past warranty.
HP EliteDesk 800 G1 SFF PC	HP	800	2UA41217NZ	1	This PC is too old to support new operating systems and is also past warranty.

HP EliteDesk 800 G1 SFF PC	HP	800	2UA5031K8J	1	This PC is too old to support new operating systems and is also past warranty.
HP EliteDesk 800 G1 SFF PC	HP	800	2UA41217P2	1	This PC is too old to support new operating systems and is also past warranty.
HP EliteDesk 800 G2 SFF PC	HP	800	2UA624335L	1	This PC is too old to support new operating systems and is also past warranty.
HP EliteDesk 800 G1 SFF PC	HP	800	2UA5031K8H	1	This PC is too old to support new operating systems and is also past warranty.
HP EliteDesk 800 G1 SFF PC	HP	800	2UA5031K8K	1	This PC is too old to support new operating systems and is also past warranty.
HP Compaq Elite 8300 Ultra-Slim Desktop PC	HP	8300	2UA3270YM3	1	This PC is too old to support new operating systems and is also past warranty.
HP Compaq 8200 Elite Small Form Factor PC	HP	8200	2UA2150RQX	1	This PC is too old to support new operating systems and is also past warranty.
HP EliteDesk 800 G1 SFF PC	HP	800	2UA41217P7	1	This PC is too old to support new operating systems and is also past warranty.
HP EliteDesk 800 G1 SFF PC	HP	800	2UA5031K86	1	This PC is too old to support new operating systems and is also past warranty.
HP Compaq Elite 8300 Ultra-Slim Desktop PC	HP	8300	2UA3270YM5	1	This PC is too old to support new operating systems and is also past warranty.
HP Compaq Elite 8300 Ultra-Slim Desktop PC	HP	8300	2UA3270YM6	1	This PC is too old to support new operating systems and is also past warranty.
Dell OptiPlex 3030 AIO Series PC	Dell	3030	662C842	1	This PC is too old to support new operating systems and is also past warranty.

Dell OptiPlex 5250 AIO Series PC	Dell	5250	8F24XK2	1	This PC is too old to support new operating systems and is also past warranty.
Dell OptiPlex 5250 AIO Series PC	Dell	5250	8F23XK2	1	This PC is too old to support new operating systems and is also past warranty.
HP EliteOne 800 G2 23-in Non-Touch All-in-One PC	HP	800	MXL703395G	1	This PC is too old to support new operating systems and is also past warranty.
HP EliteOne 800 G3 23.8-in Touch AiO PC	HP	800	MXL83024CZ	1	This PC is no longer working properly, past warranty and replaced
HP Compaq Pro 4300 All-in-One Business PC	HP	4300	MXL3512G7X	1	This PC is too old to support new operating systems and is also past warranty.
HP Compaq Pro 4300 All-in-One Business PC	HP	4300	MXL3462JCS	1	This PC is too old to support new operating systems and is also past warranty.
Dell OptiPlex 3030 AiO Series PC	Dell	3030	662B842	1	This PC is too old to support new operating systems and is also past warranty.
Dell OptiPlex 5250 AiO Series PC	Dell	5250	8F18XK2	1	This PC is too old to support new operating systems and is also past warranty.
Dell OptiPlex 3030 AiO Series PC	Dell	3030	6639842	1	This PC is too old to support new operating systems and is also past warranty.
HP Compaq Pro 4300 All-in-One Business PC	HP	4300	MXL3462JCT	1	This PC is too old to support new operating systems and is also past warranty.
Star TSP650 Printer	Star	TSP650	N/A	1	This printer is no longer working and is past warranty.
JVC Video Cassette Recorder Model HR-A42U	JVC	HR-A42U	171Q1501	1	This recorder stopped working, past warranty and replaced.
HP LaserJet 1022n Printer	HP	1022	VNB3T13112	1	This printer is too old to support new operating systems.
HP LaserJet 1020 Printer	HP	1020	CNB0K14265	1	This printer is too old to support new operating systems.

Asus FX 53V Notebook PC	Asus	FX 53V	HANOCV14Y99643H	1	This notebook pc is too old to support new operating systems and is also past warranty.
HP G62-340US Laptop	HP	G62-340US	CNF1010XMB	1	This laptop is too old to support new operating systems and is also past warranty.
Dell Latitude D600 Laptop	Dell	D600	F8FDJ31	1	This laptop is too old to support new operating systems and is also past warranty.
Asus FX 53V Notebook PC	Asus	FX 53V	HANOCV14Z622438	1	This notebook pc is too old to support new operating systems and is also past warranty.
HP Chromebook 11a-nb0013dx	HP	11a-nb0013dx	?CP041KC3R	1	This notebook is too old to support new operating systems and is also past warranty.
HP LA2205wg Monitor	HP	LA2205wg	3CQ0331R26	1	Monitor no longer displays a proper image. Monitor is past warranty.
HP LA2205wg Monitor	HP	LA2205wg	3CQ0331R25	1	Monitor no longer displays a proper image. Monitor is past warranty.
HP LA2205wg Monitor	HP	LA2205wg	3CQ0331R21	1	Monitor no longer displays a proper image. Monitor is past warranty.
HP LA2205wg Monitor	HP	LA2205wg	3CQ0331R23	1	Monitor no longer displays a proper image. Monitor is past warranty.
HP LA2205wg Monitor	HP	LA2205wg	3CQ0331R1K		Monitor no longer displays a proper image. Monitor is past warranty.
HP LA2205wg Monitor	HP	LA2205wg	3CQ0331R1H	1	Monitor no longer displays a proper image. Monitor is past warranty.
HP LA2205wg Monitor	HP	LA2205wg	3CQ0331R1P	1	Monitor no longer displays a proper image. Monitor is past warranty.

HP LA2205wg Monitor	HP	LA2205wg	3CQ0331R1S	1	Monitor no longer displays a proper image. Monitor is past warranty.
HP LA2205wg Monitor	HP	LA2205wg	3CQ0331R1L	1	Monitor no longer displays a proper image. Monitor is past warranty.
HP LA2205wg Monitor	HP	LA2205wg	3CQ0331R24	1	Monitor no longer displays a proper image. Monitor is past warranty.
Acer Monitor K222HQL	Acer	K222HQL	MMT1LAA002735066 BF4221	1	Monitor no longer displays a proper image. Monitor is past warranty.
Samsung Sync Master S22B150 Monitor	Samsung	Sync Master S22B150	ZVC4HTPC800972W	1	Monitor no longer displays a proper image. Monitor is past warranty.
Dell 1908FPf Monitor	Dell	1908FPf	CN-0F028J-72872- 923-05EL	1	Monitor no longer displays a proper image. Monitor is past warranty.
HP LA1905wg Monitor	HP	1905wg	CNC0220F7B	1	Monitor no longer displays a proper image. Monitor is past warranty.
Dell Dual Monitor Stand	NA	NA	N/A	1	This stand is old, past warranty and replaced.
Dell 1907 FPt	Dell	1907 FPt	CN-0DC323-71618- 632-A325	1	Monitor no longer displays a proper image. Monitor is past warranty.
Dell 1907 FPt	Dell	1907 FPt	CN-0DC323-71618- 632-A199	1	Monitor no longer displays a proper image. Monitor is past warranty.
NEXEL Industries C95277 Wire Keyboard Drawer	NEXEL Industries	C95277	N/A	1	This keyboard drawer is old, past warranty and replaced.
Holy Stone Droan HS100	Holy Stone	HS100	N/A	1	This droan no longer works properly and is past warranty.
Belkin Charging Station Store and Charge	Belkin	B2B074	N/A	1	This charging station no longer works and is past warranty.
HP LA2205wg Monitor	HP	LA2205wg	3CQ0331R1N	1	Monitor no longer displays a proper image. Monitor is past warranty.

Canoga Perkins 9145 Network Interface Device	Canoga Perkins	9145-4	20081110264 / CNMZJ00BRA	1	This device no longer works properly, past warranty and replaced.
Transition Networks Media Converter Rack E-MCR-02	Transition Networks	E-MCR-02	N/A	1	This rack no longer works properly, past warranty and replaced.
Nintendo Wii U Basic Set 8GB	Nintendo	Basic Set	GW40144072 [6]	1	This system no longer works properly, past warranty and replaced.
Maker Smart Extruder +	Maker	MP07325	SA028414	1	This extruder no longer works properly, past warranty and replaced.
Kodak i2600 Scanner	Kodak	I2600	48813372	1	This scanner no longer works properly, past warranty and replaced.
HP LaserJet P1102w Printer	HP	P1102w	VNB3B17415	1	This printer is no longer functions correctly. Is past warranty.
HP EliteDesk 800 G1 SFF PC	HP	EliteDesk 800	2UA41217P8	1	This PC is too old to support new operating systems and is also past warranty.
HP LA2205wg Monitor	HP	LA2205wg	3CQ0331R16	1	Monitor no longer displays a proper image. Monitor is past warranty.
Canon Scanner CanoScan LiDE70	Canon	CanoScan LiDE70	KAMA49001	1	This scanner no longer works properly, past warranty and replaced.
HP ScanJet 4670	HP	ScanJet 4670	CN43XC1032	1	This scanner no longer works properly, past warranty and replaced.
Sony BLU-RAY Disc/DVD Player	Sony	BDP-S360	1595885 9C	1	This system no longer works properly, past warranty and replaced.
Acco Shredder Model 960x-1	Acco	960x-1	N/A	1	This shredder no longer works properly, past warranty and replaced.
Clover POS System	Clover		N/A	1	This system no longer works properly, past warranty and replaced.

Samsung Tablet SM-T580 16GB	Samsung	SM-T580	R52J21E9SJH	1	This tablet no longer works properly, past warranty and replaced.
Nook Tablet BNTV350	Nook	BNTV350	N/A	1	This tablet no longer works properly, past warranty and replaced.
Nook Tablet	Nook	N/A	N/A	1	This tablet no longer works properly, past warranty and replaced.
HP EliteDesk 800 G2 SFF PC	HP	EliteDesk 800	2UA624335H	1	This PC is too old to support new operating systems and is also past warranty.
Date Submitted:				Board Approved:	

Nassau Library System

Proposed ILS & Associated Services Budget - 2026

This budget is for ILS & Associated Services as defined by the ILS & Associated Services Agreement signed by every participating library in 2018. More specifically, this budget covers the cost of the Integrated Library System (ILS), the online catalog, the fiber optic network for Participating Libraries, and the software (INN-Reach) that powers LILink. It also covers salaries and benefits of the NLS positions that work on these technology services.

This proposal consists of two documents: [1] Revenue & Expenses Budget for Calendar Year 2025, and [2] Participating Libraries Schedule of Fees.

In 2025, our biggest project was the release of an updated mobile app. Within the first two months, it had already received greater usage than the prior mobile app (itself released approximately 10 years earlier) and we continue to see increasing usage. Additionally, we installed Meraki MX Security devices at member libraries as part of our ongoing cybersecurity. This year also saw the roll out of new Patron Point trainings, a patron-facing SMS notification service, and additional KPI reports related to wait times.

In 2026 we expect to work with member libraries to update the Resource Sharing Code that guides material sharing across the system. We hope to evaluate and implement additional cybersecurity tools. We're also hoping to implement a learning management system (LMS) to streamline continuing education and training.

Despite a tough economic climate, we've been able to keep this year's budget to a 2.3% increase driven almost entirely by the new mobile app and other long-term contracts. This is partially achieved by taking \$20,000 that we expect to come in under budget this year and applying that fund balance to next year. We have also reduced our capital fund investment to a minimum – the Meraki replacements this year came in under budget leaving us with a capital fund sufficiently financed for any expected capital costs throughout 2026. As always, due to varying usage factors – patron records, item records, transactions – libraries see variable increases/decreases to their individual charges.

The Participating Libraries Schedule of Fees lists the fees to be paid by each Participating Library for these services. ILS & Associated Services have always been provided on a cost recovery basis, with Participating Libraries paying proportionately based on usage factors. The same three usage factors that were used to calculate each Participating Library's share of the projected expenses for ILS & Associated Services for calendar year 2025 were used again for this proposed budget – patron records, item records, and circulation transactions.

Each Participating Library's share of the cost is based on the following formula:

<i>Number of Patron Records:</i>	<i>\$0.189 per record</i>	<i>[Based a three-year average]</i>
<i>Number of Item Records:</i>	<i>\$0.189 per record</i>	<i>[Based a three-year average]</i>
<i>Circulation Transactions:</i>	<i>\$0.189 per transaction</i>	<i>[Based a three-year average]</i>

Please note: individual libraries' fees may go up or down more than the overall budget increase based on their proportional usage of the ILS. Libraries that have experienced greater declines in circulation than other Participating Libraries as well as those who have engaged in more aggressive weeding of their collections and/or patron records have decreased their proportion of ILS usage and therefore have a proportionate decrease in their overall fees.

**Proposed 2026
ILS Associated Services Budget**

CODE	DESCRIPTION	PROPOSED 2026 Budget	AMENDED 2025 Budget	Proposed Budget Difference		NOTES
				\$	%	
Salaries						
60142-01	Full Time	\$ 567,219	\$ 551,800	\$ 15,419	2.8%	2026 salary increases subject to collective bargaining. Includes estimates for holiday coverage/limited unexpected overtime.
60142-02	Part Time	\$ -	\$ -	\$ -		
	Subtotal Salaries	\$ 567,219	\$ 551,800	\$ 15,419	2.8%	
Employee Benefits						
99010	NYS Retirement	\$ 100,000	\$ 89,943	\$ 10,057	11.2%	2026 costs.
99030	Social Security	\$ 43,569	\$ 42,300	\$ 1,269	3.0%	Payroll driven.
99040	Workers Compensation	\$ 1,957	\$ 1,900	\$ 57	3.0%	2026 costs
99055	Disability Insurance	\$ 206	\$ 200	\$ 6	3.0%	2026 costs are estimated.
99060-01	Health Insurance	\$ 159,030	\$ 151,457	\$ 7,573	5.0%	2026 costs are estimated.
99060-02	Dental Insurance	\$ 4,610	\$ 4,390	\$ 220	5.0%	2026 costs
9906003	Retiree Health Insurance	\$ 34,881	\$ 33,220	\$ 1,661	5.0%	Two retirees as of 2026
9906004	Medicare Part B Reimbursement	\$ 2,450	\$ 2,200	\$ 250	11.4%	One beneficiary as of 2026
	Subtotal Employee Benefits	\$ 346,702	\$ 325,610	\$ 21,092	6.5%	
	Total Personnel	\$ 913,921	\$ 877,410	\$ 36,511	4.2%	
Operating Expenses						
71410	Books and Subscriptions	\$ 100	\$ 100	\$ -	0.0%	
71411	Software / Licenses	\$ 5,600	\$ 5,500	\$ 100	1.8%	Includes Fresh Desk ticket system, Office, Site 24x7, Antivirus, Zoho Vault, Tableau, Anydesk
72430-01	Office Supplies	\$ 300	\$ 300	\$ -	0.0%	
72430-02	Library Mailers	\$ 1,000	\$ 1,000	\$ -	0.0%	
72431	Telephone	\$ 1,200	\$ 1,200	\$ -	0.0%	Switched to VOIP in 2021
72433	Postage & Shipping	\$ 100	\$ 100	\$ -	0.0%	
72438	Professional Memberships	\$ 200	\$ 200	\$ -	0.0%	IUG (Innovative Users Group)
72454	Insurance	\$ 4,500	\$ 4,500	\$ -	0.0%	Cybersecurity and insurance for leased equipment in Participating Libraries. Also for the proportion of NLS insurance that covers ILS & Associated Services equipment at the central site (which is less costly than a separate policy).
72435-01	Continuing Education	\$ 8,500	\$ 8,500	\$ -	0.0%	Expected IUG & NYLA & RSA
72437-02	Professional Services - Legal	\$ 500	\$ 500	\$ -	0.0%	Legal fees ILS & Associated Services - generally contract evaluation.
72437-03	Professional Services - Audit/Fiscal	\$ 12,000	\$ 12,000	\$ -	0.0%	Proportional share of NLS' audit costs for ILS & Associated Services
72437-04	Payroll Processing Service	\$ 1,050	\$ 825	\$ 225	27.3%	ILS & Associated Services portion of NLS payroll processing costs
72439-03	Notice Printer Lease/Maintenance	\$ 1,200	\$ 1,100	\$ 100	9.1%	Cost is for toner
72439-04	Copier Maintenance	\$ 250	\$ 250	\$ -	0.0%	Fewer copies being printed
70203-03	Computer Equipment	\$ 2,250	\$ 3,000	\$ (750)	-25.0%	Computer equipment for central site staff. One replacement scheduled 2025
	Total Operating Expenses	\$ 38,750	\$ 39,075	\$ (325)	-0.8%	

**Proposed 2026
ILS Associated Services Budget**

CODE	DESCRIPTION	PROPOSED 2026 Budget	AMENDED 2025 Budget	Proposed Budget Difference		NOTES
				\$	%	
Purchased Services						
57100	Participating Library Fiber Circuits (Crown Castle)	\$ 222,000	\$ 231,504	\$ (9,504)	-4%	Crown Castle. Decreased cost negotiated beginning July 1st 2024. Not E-Rated. As of 2025, three libraries no longer have crown lines. Two upgraded service.
72431-02	Central Site Fiber Circuits	\$ 11,796	\$ 11,796	\$ -	0%	(One Lightpath line, One Crown Castle) Contracts negotiated 2024. Offset by E-Rate
72431-03	Redundent Lines (Lightpath)	\$ 132,000	\$ 127,975	\$ 4,025	3%	Off-set by E-Rate reimbursement. Contract with Lightpath negotiated 2024. As of 2025, two libraries have an additional lightpath line.
72439-02	Server Room Upkeep	\$ 2,400	\$ 2,500	\$ (100)	-4%	First Tech (server room cleaning twice a year, \$1800), UPS Batteries.
72439-05	INN-Reach	\$ 79,094	\$ 75,646	\$ 3,448	5%	III Inn-Reach - Software that powers LILink
72439-06	Print & Time Management	\$ 17,210	\$ 12,000	\$ 5,210	43%	Comprise (SAM) license. Moved to the cloud in 2021. New contract 2025
72439-07	Sierra Maintenance Renewal	\$ 756,674	\$ 738,219	\$ 18,455	2%	2.5% increase in new contract. Includes Vega
72439-13	Patron Mobile App	\$ 25,000	\$ -	\$ 25,000	-	A new App was purchased and implemented in 2025.
72439-08	ILS Enhancements / Patron Comms	\$ 36,000	\$ 36,000	\$ -	0%	Patron Point. Newly includes SMS notices & estimated SMS charges
72439-09	Catalog Enhancements	\$ 9,000	\$ 10,000	\$ (1,000)	-10%	TS360 Reviews.
7243912	E-Commerce Processor Fees	\$ 42,000	\$ 42,000	\$ -	0%	Payment processing costs for catalog e-commerce and self-check terminals
72439-10	ILS Network Equipment & Support	\$ 44,017	\$ 51,750	\$ (7,733)	-15%	NRI Secure as of mid 2024. Due to planned device replacement, we don't expect to need many spare devices for unexpected device failures
	Total Purchased Services	\$ 1,377,192	\$ 1,339,390	\$ 37,802	2.8%	
Other						
9500000	Transfer to Capital Fund	\$ 100	\$ 500	\$ (400)	-80.0%	2022 saw the final payments on the De Lage Landen loan. E-rate reimbursements are routinely transferred to capital when received. Meraki licenses are now a yearly expense against this fund.
	Fund Balance Offset	(\$20,000)		\$ (20,000)		Transfer from prior year unexpected fund balance
	Total Other	\$ (19,900)	\$ 500	\$ (20,400)	-80.0%	
	Grand Total	\$ 2,309,963	\$ 2,256,375	\$ 53,588	2.37%	

REVENUE CODE	DESCRIPTION	PROPOSED 2026 Budget	AMENDED 2025 Budget	Proposed Budget Difference		NOTES
				\$	%	
41050	Usage Charge - Circulation	\$ 994,200	\$ 914,543	\$ 79,657	8.7%	2026 budget based on an average of 2022/2023/2024 Circulation
41060	Usage Charge - Patron Records	\$ 129,164	\$ 126,887	\$ 2,277	1.8%	2026 budget based on an average of patron record snapshots taken 2023/2024/2025
41070	Usage Charge - Item Records	\$ 904,055	\$ 916,956	\$ (12,901)	-1.4%	2026 budget based on an average of item record snapshots taken 2023/2024/2025
40100	Participating Libraries Fiber Circuits	\$ 222,000	\$ 231,504	\$ (9,504)	-4.1%	Crown Castle costs paid by Participating Libraries
40200	Acquisitions Maintenance	\$ 45,544	\$ 51,485	\$ (5,940.53)	-11.5%	23 libraries, 2.5% increase in 2024 III contract. 3 libraries dropped service
40300	INN-Reach Fee for Non-ILS Services Libraries	\$ 15,000	\$ 15,000	\$ -	0.0%	Fee was set by the ILS & Associated Services Council; it matches SCLS fee.
40400	Sierra User Licenses	\$ -	\$ -	\$ -	0.0%	Placeholder budget line for licenses that may be purchased by participating libraries
	Total ILS Revenue	\$ 2,309,963	\$ 2,256,375	\$ 53,589	2.37%	

2026 Proposed Schedule of Fees

ILS & Associated Services Budget

	2025			2024			2023			Snapshots 9/1			2025			2024			2023			Snapshots 9/1			2024			2023			2022			Full Calendar Year			2026 Proposed			COST
Library	ITEMS	ITEMS	ITEMS	ITEMS AVERAGE	PATRONS	PATRONS	PATRONS	PATRONS AVERAGE	CIRCS	CIRCS	CIRCS	CIRC AVERAGE	2024 FEES	2025 FEES	0.189 Per Factor	Acquisitions																								
BALDWIN	97707	112801	131605	114038	14579	16363	16366	15769	115271	119581	113671	116174	\$ 47,289.91	\$ 47,465.99	\$ 46,490.47																									
BAYVILLE	17408	16876	17804	17963	4037	3758	3505	3767	23060	12198	26098	20452	\$ 8,598.07	\$ 7,462.23	\$ 7,858.87																		0							
BELLMORE	67113	68780	69984	68626	7235	7756	7413	7468	59985	61721	58173	59960	\$ 24,337.24	\$ 25,465.91	\$ 25,714.08																		0							
BETHPAGE	97715	99868	107507	101697	13607	13299	13685	13530	88843	90852	82192	87296	\$ 37,961.82	\$ 37,888.48	\$ 38,276.78																		\$1,980.18							
EAST MEADOW	171627	172464	179557	174549	25091	30680	28277	28016	236386	252128	217681	235398	\$ 66,242.61	\$ 81,913.19	\$ 82,775.13																		\$0							
EAST ROCKAWAY	53524	54927	55495	54649	6142	6018	6382	6181	48192	48013	50338	48848	\$ 21,730.74	\$ 20,569.09	\$ 20,728.95																		0							
EAST WILLISTON	17165	17008	17795	17323	1219	1180	1368	1256	16624	17628	16669	16974	\$ 6,344.39	\$ 6,663.26	\$ 6,719.33																		0							
ELMONT	185839	198274	198290	192334	30781	32247	31839	31622	161333	176590	138411	158778	\$ 67,135.19	\$ 71,633.34	\$ 72,336.85																									
FARMINGDALE	115680	118059	117592	117110	27155	28226	27076	27486	164665	130681	145526	146957	\$ 49,631.66	\$ 52,745.88	\$ 55,103.58																		0							
FLORAL PARK	51618	49202	56554	52458	9324	9139	9123	9195	56707	54647	53130	54828	\$ 21,977.61	\$ 21,556.94	\$ 22,014.97																									
FRANKLIN SQUARE	105527	108165	108351	107348	9814	10058	9858	9910	132577	137572	125326	131825	\$ 43,836.52	\$ 46,437.69	\$ 47,076.62																		\$0							
FREEPORT	124867	150138	157570	144192	12889	15545	21104	16513	72029	74754	58104	68296	\$ 45,246.44	\$ 44,381.00	\$ 43,281.00																		\$1,980.18							
GARDEN CITY	97528	106691	105929	103383	13103	13932	15338	14124	128774	131027	135139	131647	\$ 49,453.50	\$ 47,249.21	\$ 47,090.04																		\$1,980.18							
GLEN COVE	49733	54991	61777	55500	11269	10900	10505	10891	65679	67276	66235	66397	\$ 25,379.90	\$ 25,266.61	\$ 25,097.00																		\$1,980.18							
GOLD COAST	33049	34117	33938	33701	6734	7119	6744	6866	43004	45947	43004	43985	\$ 15,463.70	\$ 15																										

[Schedule]

- ~~Before 9/17~~ — ~~Send Budget to ILS Services Advisory Council members~~
- ~~9/17~~ — ~~Mention at MLD meeting that budget process will be discussed at council~~
- ~~9/18~~ — ~~ILS Services Council discussion~~
- ~~9/29~~ — ~~send budget to directors, Boards asked to vote~~
- 10/9 - ILS Services Council meeting – reminder to directors
- 10/15 - MLD Meeting, reminder to directors, Q&A after MLD for directors
- 10/20 - Send to Board Presidents
- 10/28 - Budget Hearing Online @ 7:00PM
<https://meet.goto.com/383343149>
- 11/20 - ILS Services Council meeting, due date for budget recommendation sheets
- 11/24 - NLS board meeting, report on the recommendation
- 12/3 - NLS annual meeting
- 12/22 - NLS board vote



**RESOLUTION FOR BOARDS OF TRUSTEES
OF PARTICIPATING ILS & ASSOCIATED SERVICES LIBRARIES**

**Vote on the 2026 ILS & Associated Services Budget and/or appoint the Library Director
as the Library Board's Representative to Vote on the budget.**

As per the Agreement for ILS & Associated Services signed by every Participating Library in 2018, the Nassau Library System (NLS) Board of Trustees seeks a recommendation on the 2026 ILS & Associated Services Budget and Participating Libraries Schedule of Fees.

Based on that agreement, NLS will hold a budget hearing for libraries to ask questions and supply comments. Votes for or against recommending the proposed budget must be transmitted to the Nassau Library System either at or prior to the ILS Advisory Council meeting on November 20th, 2025.

2025 Hearing & Voting Deadline Dates

October 28, 2025 at 7:00 PM VIRTUAL – Online Budget Hearing & Opportunity to Comment
<https://meet.goto.com/383343149>

November 20, 2025 at 9:30 AM – Deadline to vote to recommend this budget and schedule of fees to the NLS Board of Trustees. The voting representatives of Participating Libraries must submit said authorization before this date. Scanned resolutions can be emailed to rdrake@nassaulibrary.org.

In order to participate in the vote on the budget recommendation, we request that each Participating Library Board of Trustees pass the following motion. This motion must either be mailed or transmitted digitally to the Nassau Library System prior to November 20, 2025.

Motion for Participating Libraries

The Board of Trustees of the _____ [insert library name], upon due consideration of the proposed 2026 ILS & Associated Services Budget and Participating Libraries Schedule of Fees, hereby resolves to vote _____ [insert 'in favor of' or 'against'] said recommended budget and schedule of fees and hereby appoints _____ [insert Individual's name] to submit this authorization to NLS prior to November 20th, 2025.

Board President's Signature

Date

Print Board President's Name

2025 Nassau Library System Annual Meeting

Trustees and directors of all NLS member libraries are welcome to join us on

Wednesday, December 3, 2025 from 7:00 to 9:00 pm for the 2025 Nassau Library System Annual Meeting. This meeting will take place in-person at the NLS service center (900 Jerusalem Avenue, Uniondale NY, 11553).

Arrive beginning at 7:00 pm for a reception with light refreshments.

The program will feature guest speaker Davis Erin Anderson on "AI and Library Values." Anderson is a senior digital security trainer at Freedom of the Press Foundation.

Library trustees will also vote for NLS Trustees to represent Areas 4 and 5 and review the 2026 NLS budget.

60 minutes of trustee education credit and/or librarian continuing education credit will be awarded to attendees for the guest speaker portion of the program.

[Sign in to Google](#) to save your progress. [Learn more](#)

* Indicates required question

Email *

Your email



Name *

Your answer

Library *

Choose ▼

Your role at the library: *

- ☐ Trustee
- ☐ Director/Assistant Director
- ☐ Other:

Do you have any food allergies or intolerances?

Your answer

Do you need any accommodation to make your time at the NLS facility more comfortable?

Your answer

A copy of your responses will be emailed to the address you provided.



E-WASTE COLLECTION & PAPER SHREDDING

Saturday, November 22 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

BILINGUAL COMMUNITY HEALTH FAIR

PWPL
port washington public library

Tuesday, December 2 | 4:00 PM - 7:00 PM

**Port Washington Public Library
1 Library Dr, Port Washington, NY 11050**

Lapham Room | Lower Level



DISCOVER INFORMATION ABOUT:

- Behavioral Health Programs for Adult & Children
- Mental health & substance use support
- Family Services
- Information of breast cancer prevention and women's well-being.
- Primary and dental care
- NYS Marketplace plans
- Insurance, Medicare, Medicaid Info

Also featuring a Tai Chi Demo



Hispanic
Counseling
Center



Nassau-Suffolk
Hospital Council



REPAIR CAFÉ

SATURDAY, DECEMBER 20
1:00PM - 4:00PM

LOOKING TO GET SOMETHING FIXED, OR WOULD LIKE TO VOLUNTEER? OUR NORTH SHORE LIBRARIES ARE TEAMING UP TO HOST A REPAIR CAFÉ, WHERE COMMUNITY EXPERTS HELP REPAIR BROKEN ITEMS INSTEAD OF TOSSING THEM OUT. COME CONNECT, LEARN, AND HELP REDUCE WASTE!

SCAN REGISTRATION FORM



Young Adult Services 2025

Teen services are having an exciting year with a busy teen room, creative workshops and some new initiatives.

One of our new projects, was to establish a mini make station in TeenSpace. This low-tech DIY area provides teens with the opportunity to engage in hands-on projects at their own pace, as well as collaborate with their peers.

Types of activities we currently offer are:

- Building crafts such as Legos & Keva planks.
- Traditional crafts like how to draw books & coloring sheets, mini sewing projects.
- Nostalgic crafts such as friendship bracelets & beading crafts
- Creative Writing projects, black out poetry and journaling.



Mini Make Station



After school in TeenSpace

Programming

Teen gaming remains a favorite after-school activity! Our gaming computers are just outside TeenSpace, making it easy to hang out and have fun. This past year we added a TV in TeenSpace so teens have the ability to game on demand in the room using our gaming equipment.

Our teen librarian and programmer, Jaclyn Rohan has facilitated a variety of crafty teen workshops over the course of the year including no sew pillow making, vision boards, writing workshops and the ever popular, make your own lip gloss and nail polish workshops.

Jackie and I had an exciting (and loud) adventure running a Hunger Games laser tag event to celebrate the release of the newest Hunger Games book in March. Teens were excited to play, and we were able to highlight our Games and Gadgets collection at the same time!

Along with our fun and creative programs, we've also provided some great academic opportunities. Earlier this year, the former head of guidance at Schreiber High facilitated a workshop for high school students and their parents to learn more about college planning. We also hosted an in-person SAT prep class in September to help teens get ready for the upcoming PSAT and SAT exams. Thanks to the FOL for funding this successful and valuable workshop.

Collection Development

Our part-time librarian, Anne Sacks, has been a fantastic addition to our team. Not only does she cover public service desks, but she's also a whiz at creating reports and lists in Sierra. Anne has been analyzing and weeding various collections for adult services, and she's also helped the YA department by providing us with the tools we needed to weed the teen collections.

On top of that, Anne is incredibly creative and crafty — she's lent a hand to our technology librarians with her skills, and she even took the initiative to run a craft program in the lab. We're happy to have Anne on our team.

Collaborations & Outreach

Our YA department has partnered with Michal Cohan, the Media Specialist at Schreiber High School, to host a book discussion group at the school. This partnership has been going strong for two years now. We typically meet 3 or 4 times a year at Schreiber High School during the students' lunch, and generally 18-20 teens attend. Thanks to the FOL for funding this initiative.

Weber Middle School book talks are always such an exciting event! PWPL librarians Jackie Rohan, Kate Monsour, Michelle Karnsomb, and I have the pleasure of visiting 16 classes—over 400 incoming 7th graders—to welcome them to TeenSpace and introduce them to the many library resources we have to offer.

Lastly, In August, I spoke at the New Teacher Orientation at Weber Middle School. It was a great opportunity to meet the new teachers and share our library's resources with them. This year, we're welcoming 23 new teachers, including one new librarian.

Professional Development

In May, I was excited to have the chance to present at the School Library Journal -Public Library Youth Services Leadership Summit. The event took place at the Plainview-Old Bethpage Public Library. I collaborated with Renee McGrath, the Youth Services Manager at the Nassau Library System, to present the concept of Connected Learning in Libraries.

In September, Renee and I had the pleasure of facilitating and interactive Transforming Teen Services training at the Suffolk Cooperative Library System. This hands-on training explored the principles of Connected Learning and how to connect theory into practice. The Transforming Teen Services is an initiative of Young Adult Library Services Association (YALSA) in partnership with Chief Officers of State Library Agencies (COSLA.) This initiative aims to provide training to library support staff working with teens. Renee and I both serve as trainers for New York State.

Respectfully submitted,

Lori Gerbasi- Head of Young Adult Services, October 2025

PATRON COMMENTS

October 2025

[illegible]

11/14/25

Dear ReWild Long Island,

On behalf of Port Washington Public Library, I do have the authority to approve a sustainable garden to be located on our grounds as displayed in the map attached. I have authorized the creation of the garden on the space depicted below, with a commitment to weekly maintenance (between May and October) for at least two years.

I have designated Melanie Davidoff and Jeff Zeh from the Port Washington Public Library to represent us and act as the points of contact for ReWild Long Island in this endeavor.

If we receive the grant, I give permission to ReWild Long Island and other program sponsors to use photos, videos, images and written submissions relating to our gardens on websites and promotional material, including on social media, as long as these are in keeping with any restrictions that we will communicate to ReWild representatives. The Port Washington Public Library carries insurance that covers volunteer activities on our land, including those associated with the ReWild Gardens Program.

I understand that activities such as planting, weeding and gardening require the use of tools and carry risk of physical injury. I waive, release and forever discharge all claims against any of the sponsoring organizations and their officers, employees, volunteers, agents, and representatives for any injuries, damages, losses or claims, whether known and unknown, which arise during or result of the program, except only to the extent caused by the sole negligence or intentional misconduct of ReWild Long Island.

Sincerely,

Keith Klang, Library Director

PWPL 2025 Electronic Resource Usage Statistics - YTD October 2025

Database	Description	Data Type	Jan.	Feb.	Mar.	Apr.	May.	June.	July.	Aug.	Sep.	Oct.	YTD 2025 Total	YTD 2025 Costs*
Ancestry Library	Genealogy database and census data	Searches	106	28	1	17	156	156	79	31	165	55	796	1230
Britannica	Online encyclopedia	Usage	20	11	390	58	2	24	324	0	1	29	859	NOVEL
College Now	Live college guidance assistance service	Usage	46	4	80	41	49	6	16	40	75	36	399	649
Consumer Reports	Consumer products/services ratings and reviews	Visits	70	72	70	94	99	94	102	87	100	70	858	4745
Creativebug	Online arts and crafts video courses	Views	6	22	2	13	0	2	0	2	0	4	51	1225
Ebsco	Novelist reader's advisory service for fiction and non-fiction	Searches	55	4	42	33	11	55	16	22	55	83	376	2095
GaleNet	Multiple periodical and newspaper databases	Searches	237	161	180	184	118	178	243	103	71	108	1578	2289
HelpNow	Live tutoring and homework help	Usage							3	18	196	160	379	666
HeritageQuest	Genealogy database	Searches	24	125	87	139	8	15	239	0	71	250	958	NLS Core
Hoopla**	Stream movies, music, audiobooks, ebooks and TV shows	Circulations	1384	1237	1326	1204	1237	1223	1171	1213	1213	1165	12373	26011
JobNow	Live career and resume assistance service	Usage	24	6	18	21	19	57	42	29	12	34	262	509
Kanopy**	Streaming movies, TV and documentaries	Plays	807	621	522	425	667	665	526	533	645	657	6068	6706
LinkedIn Learning	Online training videos and courses	Views	380	463	574	437	296	155	118	127	152	327	3029	6510
LOTE	Digital storybooks in 70 world languages	Watched	19	6	18	26	4	27	5	4	2	0	111	720
Mango Languages	Language learning instruction	Sessions	154	96	133	129	187	187	250	243	187	196	1762	2774
Mometrix	Online test preparation service	Sessions	40	80	5	6	45	22	79	8	51	3	339	2429
Morning Star	Investment research database and newsletters	Sessions	102	166	127	120	92	84	124	153	144	233	1345	2149
NewsBank	Online access to the Port Washington News	Searches	60	48	280	109	109	171	90	75	112	131	1179	1185
Niche Academy	Video tutorials for Library's online services	Views	29	25	52	44	86	116	140	134	104	154	884	1280
Overdrive**	Digital ebooks, audiobooks, magazines, comics and videos	Checkouts	10828	9615	10063	10174	10690	10247	11300	11384	10677	11011	105989	52300
Pronunciator	Language learning instruction	Logins	7	4	14	5	16	12	4	3	9	6	80	NLS Core
Proquest	Multiple newspaper and magazine databases	Searches	285	304	216	315	237	162	214	168	140	182	2223	NLS Core
Reference Solutions	Online directory of US telephone and company information	Searches	113	76	99	130	152	64	93	49	37	19	832	3580
TrueFlx	Science and Social Studies student resources	Sessions	5	0	8	3	0	1	Cancelled				17	2283
Turntle Books	Online animated picture books for students	Views	2	5	1	0	0	10	1	0	0	1	20	450
Tutor.com	Live homework help and career assistance service	Sessions	40	73	49	79	41	3	Cancelled				285	4644
ValueLine	Investment databases of companies and industries	Searches	2885	3144	2893	3124	3374	2834	2381	2595	3036	2854	29120	3040
		Total	17728	16396	17250	16924	17697	16370	17560	17021	17237	17763	172166	129348

Tracking data type varies by vendor

*Costs are reported for Annual subscriptions unless otherwise noted

** Monthly Fees

NLS Core 2024
Overdrive Consortium 2025-26
TOTAL 159780

PWPL 2024 Electronic Resource Usage Statistics - YTD December 2024

Database	Description	Data Type	Jan.	Feb.	Mar.	Apr.	May.	June.	July.	Aug.	Sep.	Oct.	Nov.	Dec.	YTD 2024 Total	YTD 2024 Costs*
Ancestry Library	Genealogy database and census data	Searches	21	65	27	342	197	105	64	305	45	5	29	15	1,220	\$1,188
Britannica	Online encyclopedia	Sessions	43	42	59	57	30	17	26	18	24	16	7	7	346	NOVEL
CollegeNow	Live college guidance assistance service	Usage							116	10	53	47	5	30	261	\$649
Consumer Reports	Consumer products/services ratings and reviews	Visits	89	89	62	73	86	75	111	91	53	67	110	104	1,010	\$4,745
Creativebug	Online arts and crafts video courses	Views	37	18	22	77	2	12	9	1	13	5	12	5	213	\$1,250
Ebsco	Novelist reader's advisory service for fiction and non-fiction	Searches	102	72	40	36	17	39	57	13	24	26	39	18	483	\$2,090
Galenet	Multiple periodical and newspaper databases	Searches	230	46	87	75	73	35	110	287	58	49	149	128	1,327	\$2,244
HeritageQuest	Genealogy database	Searches	16	74	71	48	0	23	38	0	10	58	56	59	453	NLS Core
Hoopla**	Stream movies, music, audiobooks, ebooks and TV shows	Circulations	962	924	1,013	1,086	1,072	945	1,047	1,068	907	957	1,011	1,093	12,085	\$25,927
JobNow	Live career and resume assistance service	Usage	67	33	20	37	34	7	21	14	15	26	38	4	316	\$536
Kanopy**	Streaming movies, TV and documentaries	Plays	588	497	418	344	558	509	567	501	465	472	531	642	6,092	\$6,972
Learning Express	Career guidance and test preparation service	Sessions	0	1	1	1	0	0	0	1	2	0	1	4	11	\$2,908
LinkedIn Learning	Online training videos and courses	Views	661	220	432	214	475	239	88	167	151	318	315	235	3,515	\$6,641
LOTE	Digital storybooks in 46 world languages	Watched	10	19	7	121	39	14	0	2	0	25	25	49	311	\$714
Mango Languages	Language learning instruction	Sessions	92	127	113	134	101	110	125	97	138	81	94	77	1,289	\$2,747
Mometrix	Online test preparation service	Sessions	62	31	10	21	4	9	20	16	13	7	18	34	245	\$2,699
Morning Star	Investment research database and newsletters	Sessions	120	170	125	141	176	98	150	173	174	164	98	118	1,707	\$2,128
NewsBank	Online access to the Port Washington News	Searches	43	45	116	12	2	53	12	30	18	41	41	151	564	\$1,162
Niche Academy	Video tutorials for Library's online services	Views	75	95	20	45	54	25	19	49	40	30	65	32	549	\$1,286
Nuvav Legal	NYS legal documents and forms	Sessions	19	16	16	14	8	13	25	13	4	3	7	9	147	NLS Core
Overdrive**	Digital ebooks, audiobooks, magazines, comics and videos	Checkouts	10,428	9,403	9,896	8,888	9,703	8,756	9,761	10,244	9,423	9,107	9,424	9,792	114,825	\$60,100
Pronunciator	Language learning instruction	Logins	8	11	13	9	3	4	5	7	17	16	14	16	123	NLS Core
Proquest	Multiple newspaper and magazine databases	Searches	235	323	381	274	235	230	202	184	253	228	250	256	3,051	NLS Core
Reference Solutions	Online directory of US telephone and company information	Searches	113	60	110	1,414	47	80	46	53	37	35	95	106	2,196	\$3,475
TrueFlix	Science and Social Studies student resources	Sessions	19	3	3	4	2	1	2	1	2	110	2	1	150	\$2,282
Tumble Books	Online animated picture books for students	Views	16	25	18	21	8	5	5	14	9	7	19	3	150	\$450
Tutor.com	Live homework help and career assistance service	Sessions	20	8	10	15	5	5	4	5	25	13	26	29	165	\$5,092
ValueLine	Investment databases of companies and industries	Searches	2,397	2,493	2,567	2,619	2,724	2,778	2,667	2,774	3,301	3,367	2,963	3,170	33,820	\$3,009
		Total	16,473	14,910	15,657	16,122	15,655	14,187	15,297	16,138	15,274	15,280	15,444	16,187	186,624	\$140,294

Tracking data type varies by vendor

*Costs are reported for Annual subscriptions unless otherwise noted

** Monthly Fees

NLS Core 2024	\$16,152
Overdrive Consortium 2024-25	\$48,992
TOTAL	\$205,438