PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 16, 2019
AGENDA

I Approval of September 18, 2019 Board of Trustees Minutes

II Approval of September 2019 Warrants

III Approval of September 2019 Staff Changes

IV Financial Reports
- a) September Financial Report
- b) Budget Transfers
- c) Separation Payout Resolution
- d) Petty Cash Resolution
- e) Year End Letter – June 30, 2019

V Director's Report
- a) Facilities Update –
  1. Lavatories
  2. Local History Architect Proposal – September 19, 2019
  3. Facility Time Line Update
  4. Other Facility Projects
- b) Emergency Preparedness & Recovery Plan/Pocket Response Plan
- c) Janitorial Invitation to Bid
- d) NYLA 2019 Annual Conference – James Hutter
- e) Website Update
- f) Excess Equipment Lists

VI President's Report
- a) Vendor List – 2018 - 2019
- b) Direct Access Statistics – 2017-2018
- c) Facilities Committee
- d) Prioritization Committee

VII Councils
- a) Children's Advisory Council Minutes of Meeting – September 17, 2019
- b) Health Advisory Council Minutes of Meeting – September 23, 2019

VIII Foundation
- a) Minutes of Meeting – June 17, and July 15, 2019
- b) Financial Report – July 31, and August 31, 2019
- c) New Member – Michelle Durand Bio

(over)

IX Correspondence
a) Ms. Ciccariello Letter dated September 2019
b) Patron Comments – September

X Staff Reports
a) Children's Services – Summer 2019

XI Staff Association

XII Public Comments

XIII Adjournment

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
SEPTEMBER 18, 2019

Attending:	John O'Connell, Presiding	Patricia Bridges
	Nancy Comer	William Keller
	Michael Krevor	Adrienne Saur
	Sima Vasa	Keith Klang

OPENING

Mr. O'Connell opened the public portion of the organizational meeting at 7:35 p.m. stating the Board met at 7:00 p.m. and elected to go into Executive Session to discuss contracts.

FAÇADE EVALUATION PRESENTATION

Mr. O'Connell went off agenda and invited the engineers in attendance to speak first. Ms. Pansy Cheng from H2M Architects & Engineers, who prepared the 2017 Facility Evaluation Report, introduced Jeffrey Donlon, a façade consultant, with extensive knowledge and experience in building envelopes. Mr. Donlon reviewed his proposal for façade evaluation services and answered the Board's questions. Mr. O'Connell thanked Ms. Cheng and Mr. Donlon for attending the meeting.

APPROVAL OF MINTUES

Mr. O'Connell requested a motion to approve the July 11, 2019 Board of Trustees minutes. Mr. Krevor & Ms. Saur requested changes to the minutes. Ms. Bridges motioned to approve the minutes as amended. All agreed.

APPROVAL OF WARRANTS

Mr. O'Connell requested approval of July warrants 19-07-1A and 19-07-01B with two payrolls, and August warrants 19-08-02A and 19-08-02B with two payrolls. Ms. Bridges motioned to approve. All agreed.

STAFF CHANGES

Mr. O'Connell requested approval of the July staff changes with 3 appointments and 3 salary adjustment, as well as August staff changes with 3 appointments and 3 departures. Mr. Keller and Ms. Vasa motioned to approve. All agreed.

FINANCIAL REPORTS

Mr. O'Connell asked if there were any questions or comments on the July and August financial reports presented in the new format. Mr. Krevor requested that zeroes be added if there are no expenditures and percentages for unbudgeted items be removed. Mr. Klang will notify the accountants.

ADULT LEARNING CENTER

Mr. Klang reported that final punch items were being addressed today and that the closeout package has been received for the Adult Learning Center. Final payment will be made following approval by the architect. Mr. Klang reported that the facilities committee met earlier this week to discuss various items relating to on-going and planned work. The Library is working on lounge area items such as selecting furniture and custom millwork for shelving. Mr. Klang invited the Board to attend the ribbon cutting ceremony on October 2, at 12:00 pm. Ms. Bridges expressed concern that the area is being branded as ESOL only and requested the area be available for additional bookable meeting spaces that have been requested for many years. Mr. O'Connell noted that the décor should strike a balance and be inviting to all patrons.

INTERIOR DESIGN FIRM

Mr. Klang informed the Board that a meeting with the interior design firm will be set in the coming weeks.

FACILITY TIMELINE

Mr. Klang provided the Board a facility project timeline for the upcoming year including lobby update, lavatories, roof renovation, and curtain wall system. Mr. Klang will give an update on smaller projects regarding the 5-year facility plan in October. Mr. O'Connell requested future updates be marked in bold. Ms. Comer suggested adding other projects, such as the Reading Room and the Lab, to the timeline.

LAVATORIES

Mr. Klang reported that Mr. Zalben, architect for the lavatories renovation, is answering questions from New York State and expects approval by the end of October. Mr. Zalben recommends starting with the lavatories in the Lab before proceeding to the Lobby.

SEQRA REVISED ROOF RESOLUTION

Mr. Klang requested the Board approve a revised SEQRA resolution for the partial roof reconstruction with verbiage that includes a new energy efficient modified bituminous roof system and minor repairs. Ms. Bridges motioned to approve. All agreed.

APPROVAL OF FAÇADE PROPOSAL

Mr. Keller motioned to approve the proposal for façade evaluation services submitted by Jeffrey R. Donlon, AIA. All agreed.

NEW CAMERAS

Mr. Klang discussed the funding letter for updating cameras signed by Ms. Bridges to expedite the submission for grant money for the project.

LABOR RETENTION LETTER

The Board reviewed the Bond Schoeneck & King Labor Retention letter dated July 17, 2019. Ms. Comer motioned to approve the Labor and Employment matters letter. All agreed.

UNIVERSITY PARTNERSHIPS

Mr. Klang spoke of the university partnerships with Adelphi and Hofstra. Laura Bentancurt, an Adelphi undergraduate intern is working in Adult Services and ESOL, and Keara Durand a graduate student is working at Hofstra with Books for Dessert on evaluation data.

NLS FAIR ACCESS

Mr. Klang spoke about the NLS resolution in support of fair access to digital content. Mr. O'Connell motioned that the Board vote to express support for the NLS resolution. Ms. Vasa and Mr. Krevor seconded. All agreed.

SEXUAL HARASSMENT PREVENTION POLICY

Mr. Klang reviewed the highlighted changes to the Sexual Harassment Prevention policy as submitted by library counsel. Ms. Vasa motioned to approve changes. All agreed.

PET POLICY UPDATE

Mr. Klang discussed the changes to the Pet Policy to make it more open ended. General Policy Standards of Conduct now reads Pets may not be brought into the Library with the exception of service animals as defined by applicable law. Ms. Bridges motioned to approve. Seconded by Ms. Vasa. All agreed.

MEETING ROOM POLICY

Mr. Klang presented the Meeting Room policy to address a recent issue with a room reservation. All patrons state they have read the Meeting Room Policy which contains the prohibited uses paragraph when reserving a room. Ms. Bridges requested that staff reinforce the policy.

BOARD RETREAT

Mr. O'Connell stated there will be a Board Retreat on October 26, 2019 at 9:00 am. An agenda with hyperlinks to informational websites will be forwarded.

LEGISLATIVE BREAKFAST

Mr. O'Connell invited Board members to attend the 34th Annual Legislative Breakfast on Friday, October 4, 2019 at 8:30 am at the Nassau Library System.

NYLA ANNUAL CONFERENCE

Mr. O'Connell invited Board members to attend the New York Library Association's Annual Conference on November 13-16, 2019 in Saratoga Springs.

LILRC ANNUAL CONFERENCE

Mr. O'Connell announced the Long Island Library Resources Council 28th Annual Conference on *Libraries and the Future: Libraries in a Post Privacy World* on October 11, 2019 at the Heritage Club in Bethpage from 8:00 am to 4:00 pm.

PRIORITIZATION COMMITTEE REPORT

Ms. Vasa reported on the Prioritization Committee's meeting. The meeting focused on forensic data for strategic planning.

AAC MINUTES

Mr. O'Connell noted the Art Advisory Council minutes of June 12, 2019.

FOUNDATION

Mr. O'Connell noted the Foundation minutes of May 13, 2019.

Mr. O'Connell noted the Foundation report dated May 31, 2019.

FRIENDS OF THE LIBRARY

Mr. O'Connell noted the Friends of the Library minutes of June 19, 2019 and July 31, 2019.

PATRON COMMENTS

Mr. O'Connell noted the Patron Comments for July/August 2019. Ms. Saur agreed that the Library should offer a course in Ancestry. The Local History Department is planning more genealogy programs.

DONATIONS

Mr. O'Connell requested a motion to accept the following donations; The Cooper Foundation $1000.00 unrestricted donation, Mr. Blumenfeld donation of $3000.00 for Books for Dessert, Mr. Casey unrestricted donation of $20, and Mr. Trachtman unrestricted donation of $20. Ms. Bridges motioned to approve. All agreed.

YEAR-END STATISTICS

Mr. Hutter discussed the year end statistics that were presented in the new requested format. The Board liked the color coding and requested negative numbers be in red and fewer decimal places to make it less busy. A discussion of the statistics ensued. The Board requested a total room booking statistic be included.

Ms. Davidoff thanked the Board for allowing her to attend the incredible ALA conference held in Washington, D.C. The Board thanked Ms. Davidoff for meeting with the Board and her informative report.

ALA CONFERENCE REPORT

There was no staff association representative this month.

STAFF ASSOC.

Mr. O'Connell noted the Newsday article of the film debuted at the Library entitled "Feeling Through" by Mr. Tarango.

Ms. Bridges motioned to adjourn. All agreed.

ADJOURNMENT

PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING
SEPTEMBER 2019 REPORTS

WARRANTS TO BE VOTED ON

Warrant Number	Amount
19-09-03A	$ 72,973.24
19-09-03B	$ 121,296.15
Warrant Total	$ 194,269.39

Payroll Date	Gross	Net	Processing	Tax Liability
9/5/2019	$ 125,142.85	$ 89,193.08	$ 260.65	$ 37,101.67
9/19/2019	$ 115,548.85	$ 73,719.08	$ 296.30	$ 31,431.38
PAYROLL TOTAL	$ 240,691.70	$ 162,912.16	$ 556.95	$ 68,533.05

Prepared By:
Paul Thomaidis
Finance Office

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund
For the One and Three Months Ended September 30, 2019
25% of Budget Expensed

	Budget	September 30, 2019 One Month	Three Months	Balance Remaining	% of Annual Budget
REVENUES					
REAL PROPERTY TAXES	$ 7,072,264	$ 589,355	$ 1,768,065	$ 5,304,199	25.0%
OTHER TAX ITEMS	65,000		96,796	(31,796)	148.9%
LOST BOOKS	43,000	2,120	6,058	36,942	14.1%
XEROX REVENUES	20,000	2,278	5,732	14,268	28.7%
INTEREST -A FUND	11,000	5,290	15,530	(4,530)	141.2%
SALE OF USED BOOKS	4,500	1,939	2,205	2,295	49.0%
REFUND OF PY EXPENSES		1,869	1,869	(1,869)	
GIFTS & DONATIONS			1,040	(1,040)	
MISCELLANEOUS	10,000	274	1,541	8,459	15.4%
COFFEE BAR - REVENUE		569	1,829	(1,829)	
COFFEE BAR - COSTS		(909)	(1,827)	1,827	
STATE AID	6,500		8,200	(1,700)	126.2%
Total Revenues	7,232,264	602,785	1,907,038	5,325,226	26.4%
EXPENDITURES					
141 CERTIFIED LIBRARIANS					
.01 CERT.LIB GRADE 29-27-25	122,700	9,230	27,691	95,009	22.6%
.02 CERT.LIB GRADE 21	95,000			95,000	
.03 CERT.LIB GRADE 19	376,750	28,337	84,991	291,759	22.6%
.04 CERT.LIB GRADE 17	507,590	38,187	114,563	393,027	22.6%
.05 CERT.LIB GRADE 15	1,113,411	81,014	250,404	863,007	22.5%
.06 CERT.LIB HOLIDAY & SUNDAY	63,049		5,662	57,387	9.0%
TOTAL CERT. LIBRARIANS	2,278,500	156,768	483,311	1,795,189	21.2%
143 CLERICAL STAFF					
.01 CLERICAL GRADE 11	112,980	8,498	25,494	87,486	22.6%
.02 CLERICAL GRADE 9	106,064	2,128	5,993	100,071	5.7%
.04 CLERICAL GRADE 5	165,703	15,899	47,005	118,698	28.4%
.05 CLERICAL GRADE 3	53,810	4,015	11,774	42,036	21.9%
.06 CLERICAL HOLIDAY & SUNDAY	25,000		1,193	23,807	4.8%
TOTAL CLERICAL STAFF	463,557	30,540	91,459	372,098	19.7%
143 HOURLY STAFF					
.11 BOOKSHELVERS-ADULT	70,000	5,517	15,074	54,926	21.5%
.12 BOOK SHELVERS-CHILDREN	22,000	1,415	4,385	17,615	19.9%
.13 ENGLISH AS A SECOND LANGUA	33,000	2,317	6,992	26,008	21.2%
.14 ISD	110,000	5,815	18,674	91,326	17.0%
.15 COLLECTION MANAGEMENT	50,000	4,761	16,241	33,759	32.5%
.16 INTERLOANS	9,000	696	2,241	6,759	24.9%
.17 PERIODICAL SERVICE DESK	11,000			11,000	
.18 PROCESSING OF BOOKS	30,000	2,485	7,693	22,307	25.6%
.19 TECHNICIANS-MEDIA	15,000	834	2,590	12,410	17.3%
.21 STUDENT COMPUTER AIDS	65,000	5,726	17,478	47,522	26.9%
.22 SUNDAY & HOLIDAYS - SUPPORT	35,000		2,271	32,729	6.5%
.23 INFO. TECH SPEC. II	19,000	1,477	4,394	14,606	23.1%
.24 COMMUNITY OUTREACH	8,000			8,000	
TOTAL HOURLY STAFF	477,000	31,043	98,033	378,967	20.6%
143 BUILDING STAFF					
.31 CUSTODIAL	254,220	19,150	57,160	197,060	22.5%
.32 HOLIDAYS & SUNDAY - CUSTODIA	22,873	303	1,384	21,489	6.1%
TOTAL BUILDING STAFF	277,093	19,453	58,544	218,549	21.1%
SEPARATION PAYOUTS		2,887	2,887	(2,887)	

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For the One and Three Months Ended September 30, 2019
25% of Budget Expensed

	Budget	September 30, 2019 One Month	September 30, 2019 Three Months	Balance For Year	% of Annual Budget
EXPENDITURES (CONTINUED)					
9030.8 SOCIAL SECURITY	$ 267,455	$ 17,618	$ 53,868	$ 213,587	20.1%
9040.8 WORKER'S COMPENSATION	38,000		33,210	4,790	87.4%
9045.8 DISABILITY	10,000	① (178)	1,193	8,807	11.9%
9050.8 UNEMPLOYMENT	600			600	
9060.8 HOSPITAL & MEDICAL INSURANCE					
.01 MEDICAL	844,057	73,035	182,654	661,403	21.6%
.02 DENTAL	26,512	② (1,174)	2,482	24,030	9.4%
.03 EYECARE	2,000	150	1,199	801	60.0%
TOTAL HOSPITAL & MEDICAL INSURANCE	872,569	72,011	186,335	686,234	21.4%
9010.8 STATE RETIREMENT	506,430			506,430	
203 EQUIPMENT					
.01 EQUIPMENT - LIBRARY	24,500	748	5,739	18,761	23.4%
.02 EQUIPMENT - COMPUTER	16,850		2,934	13,916	17.4%
.03 EQUIPMENT - BUILDING	15,000			15,000	
TOTAL EQUIPMENT	56,350	748	8,673	47,677	15.4%
410 PRINT & INFORMATION SERVICES					
.05 BOOKS-FICTION	50,000	3,695	12,201	37,799	24.4%
.06 BOOKS-NON-FICTION	50,000	2,970	9,793	40,207	19.6%
.07 BOOKS-REFERENCE	35,000	4,813	11,557	23,443	33.0%
.08 BOOKS-CHILDREN	23,500	1,078	3,931	19,569	16.7%
.09 BOOKS-AUDIO & ELECTRONIC	75,000	1,749	25,512	49,488	34.0%
.10 BOOKS-YOUNG ADULT	15,000	292	2,841	12,159	18.9%
TOTAL PRINT & INFORMATION SERVICES	248,500	14,597	65,835	182,665	26.5%
411 MACHINE READABLE MATERIAL					
.02 REFERENCE SOFTWARE	60,000		13,425	46,575	22.4%
.03 COMPUTER SOFTWARE	35,000		4,830	30,170	13.8%
TOTAL MACHINE READABLE MATERIAL	95,000		18,255	76,745	19.2%
413 SERIALS					
.01 MICROFORM	4,500			4,500	
.02 NON-MICROFORM	32,000	126	25,800	6,200	80.6%
TOTAL SERIALS	36,500	126	25,800	10,700	70.7%
417 A-V MATERIALS					
.02 CHILDREN'S MATERIALS	6,000	178	336	5,664	5.6%
.03 DVD	35,000	861	4,223	30,777	12.1%
.05 Digital Media	20,000			20,000	
TOTAL A-V MATERIALS	61,000	1,039	4,559	56,441	7.5%
417 AUDIO RECORDINGS					
.11 VIDEO GAME COLLECTION	10,000		1,076	8,924	10.8%
.12 COMPACT DISKS	6,000	471	980	5,020	16.3%
TOTAL AUDIO RECORDINGS	16,000	471	2,056	13,944	12.9%
417 A-V RENTAL & MAINTENANCE					
.21 FILM RENTAL-ADULT	3,000	920	920	2,080	30.7%
.24 MAINT. & REPAIRS	1,000			1,000	
.25 BULBS	500			500	
TOTAL A-V RENTAL & MAINTENANCE	4,500	920	920	3,580	20.4%

① Negative balance represents employees contribution to the disability plan.
② The balance represents payroll deductions for the employees' share of premiums.
The premium for the current month was paid in the prior month causing a negative balance for the month

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For the One and Three Months Ended September 30, 2019
25% of Budget Expensed

	Budget	September 30, 2019 One Month	September 30, 2019 Three Months	Balance For Year	Balance % of Annual Budget
EXPENDITURES (CONTINUED)					
430 OFFICE & LIBRARY SUPPLIES					
.01 ADULT SERVICES	$ 600	$ 348	$ 348	$ 252	58.0%
.02 CHILDREN'S SERVICES	3,500	51	842	2,658	24.1%
.03 COLLECTION MANAGEMENT	800		77	723	9.6%
.04 COMMUNITY INFO	1,000			1,000	
.05 COMPUTER SERVICES	7,600	1,343	2,326	5,274	30.6%
.06 INFO SERVICES	700	92	132	568	18.9%
.07 MEDIA SERVICES	3,100	1,547	2,116	984	68.3%
.08 GENERAL OFFICE SUPPLIES	20,000	1,790	3,992	16,008	20.0%
.09 ORAL HISTORY/SPECIAL COLLEC	2,500		1,051	1,449	42.0%
.10 TECHNICAL SERVICES	8,500	486	2,097	6,403	24.7%
.11 OFFICE EQUIPMENT	17,000	1,331	2,314	14,686	13.6%
.12 YOUNG ADULT	400		18	382	4.5%
TOTAL OFFICE & LIBRARY SUPPLIES	65,700	6,988	15,313	50,387	23.3%
431 TELEPHONE					
.01 TELEPHONE	26,000	3,352	8,173	17,827	31.4%
.02 TELEPHONE MAINTENANCE	5,000			5,000	
TOTAL TELEPHONE	31,000	3,352	8,173	22,827	26.4%
433 POSTAGE & FREIGHT					
.01 POSTAGE - FREIGHT	25,000	138	5,299	19,701	21.2%
434 PRINTING					
.01 PRINTED INFO	7,000	1,110	2,258	4,742	32.3%
.04 DISPLAYS & EXHIBITIONS	5,500			5,500	
.05 LEGAL ADVERTISING	5,000			5,000	
.08 NEWSLETTERS	23,000	1,942	8,376	14,624	36.4%
TOTAL PRINTING	40,500	3,052	10,634	29,866	26.3%
435 TRAVEL & MILEAGE					
.01 MEETINGS	15,000	215	3,024	11,976	20.2%
.02 MILEAGE	3,000	31	293	2,707	9.8%
.03 STAFF DEVELOPMENT	2,000			2,000	
TOTAL TRAVEL & MILEAGE	20,000	246	3,317	16,683	16.6%
436 ALIS/NLS OPERATING SYSTEM					
.01 CIRCULATION CHARGES	35,000		9,014	25,986	25.8%
.02 OPAC/CONCURRENT SESSION C	20,000		5,632	14,368	28.2%
.03 NLS	33,000		33,566	(566)	101.7%
TOTAL ALIS/NLS OPERATING SYSTEM	88,000		48,212	39,788	54.8%
437 PROGRAM SERVICES					
.01 PROGRAMS -ADULT	16,000	1,075	2,050	13,950	12.8%
.02 PROGRAMS - YOUNG ADULT	7,500	200	1,098	6,402	14.6%
.03 PROGRAMS - JUVENILE	22,000	830	1,160	20,840	5.3%
.07 MEETING ROOM EXPENSES	1,000			1,000	
.08 OTHER PROGRAM SUPPORT	10,000	51	1,074	8,926	10.7%
.13 MEDIA PROGRAMS	8,500	700	3,750	4,750	44.1%
TOTAL PROGRAM SERVICES	65,000	2,856	9,132	55,868	14.0%
438 MEMBERSHIPS					
.01 MEMBERSHIPS	7,000		625	6,375	8.9%
439 RENTAL, REPAIR, MAINTENANCE OFFICE EQUIPMENT					
.01 EQUIPMENT	14,000		2,120	11,880	15.1%
.02 COPY EQUIPMENT	14,500	1,208	6,849	7,651	47.2%
.04 COMPUTER	1,000		247	753	24.7%
.06 PIANO	1,000			1,000	
TOTAL RENTAL REPAIR, MAINTENANCE OFFICE EQUIPMENT	30,500	1,208	9,216	21,284	30.2%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For the One and Three Months Ended September 30, 2019
25% of Budget Expensed

	Budget	September 30, 2019 One Month	September 30, 2019 Three Months	Balance For Year	Balance % of Annual Budget
EXPENDITURES (CONTINUED)					
440 BUSINESS SERVICES					
.01 ACCOUNTING	$ 54,000	$ 9,400	$ 14,100	$ 39,900	26.1%
.02 AUDIT	18,500			18,500	
.05 ELECTION	5,000		650	4,350	13.0%
.06 LEGAL	12,000	1,000	3,869	8,131	32.2%
.07 PAYROLL	23,500	342	3,367	20,133	14.3%
.09 OTHER	20,000	1,210	5,005	14,995	25.0%
.10 SECURITY SERVICES	45,000	3,579	10,787	34,213	24.0%
.11 COMPUTER SERVICES	60,040	4,532	19,406	40,634	32.3%
.13 CREDIT CARD FEES	2,000	212	545	1,455	27.3%
TOTAL BUSINESS SERVICES	240,040	20,275	57,729	182,311	24.0%
450 FUEL & UTILITIES					
.01 ELECTRICITY	129,250		30,092	99,158	23.3%
.02 FUEL	40,560	38	623	39,937	1.5%
.03 WATER POLLUTION CONTROL TA	6,160			6,160	
.04 WATER TAX	5,100		2,221	2,879	43.5%
TOTAL FUEL & UTILITIES	181,070	38	32,936	148,134	18.2%
451 CUSTODIAL SUPPLIES					
.01 BULBS	10,200	(61)	169	10,031	1.7%
.02 HOUSEKEEPING MAINT	14,500	281	1,158	13,342	8.0%
.03 UNIFORMS	1,000		46	954	4.6%
.04 CLEANING SERVICES	43,200	850	9,100	34,100	21.1%
TOTAL CUSTODIAL SUPPLIES	68,900	1,070	10,473	58,427	15.2%
452 REPAIRS TO BLDG & BLDG EQUIP.					
.01 REPAIR TO BUILDING	60,000	5,086	10,947	49,053	18.2%
.02 SUPPLIES FOR BUILDING	20,000	1,072	4,834	15,166	24.2%
.03 BUILDING IMPROVEMENTS	10,000		395	9,605	4.0%
.04 REPAIRS TO EQUIPMENT	10,000		3,802	6,198	38.0%
TOTAL REPAIRS TO BLDG & BLDG. EQUIP.	100,000	6,158	19,978	80,022	20.0%
454 INSURANCE					
.01 INSURANCE	70,000			70,000	
455 OTHER OPER. & MAINT.					
.01 MECHANICAL CONTRACTS	32,000	2,870	9,032	22,968	28.2%
.02 GROUND MAINT. CONTRACTS	25,000	1,711	5,162	19,838	20.6%
.03 BUILDING MAINT CONTRACT	19,500	463	3,765	15,735	19.3%
TOTAL OTHER OPER. & MAINT.	76,500	5,044	17,959	58,541	23.5%
DEBT SERVICE					
INSTALLMENT DEBT- PRINCIPAL	-	348	1,040	(1,040)	
INSTALLMENT DEBT INTEREST	-	66	203	(203)	
TOTAL DEBT SERVICE		414	1,243	(1,243)	
INTERFUND TRANSFERS					
OPERATING TRANSFERS OUT	564,000	-	564,000	-	100.0%
TOTAL EXPENDITURES	$ 7,382,264	$ 398,882	$ 1,949,177	5,433,087	26.4%
NET CHANGE IN FUND BALANCE			(42,139)		
FUND BALANCE, BEGINNING OF YEAR			4,093,911		
FUND BALANCE, END OF YEAR			$ 4,051,772		

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues, Expenditures and Changes in Fund Balances -
Special Revenue, Capital Projects and Permanent Funds
For the One and Three Months Ended September 30, 2019
25% of Budget Expensed

	Special Revenue	Capital Projects	Permanent
REVENUES			
Interest income	$	$ 156	$
Gifts and donations			
Total Revenues	-	156	-
OTHER FINANCING SOURCES			
Operating transfers in		564,000	
Total Revenues and Other Financing Sources	-	564,156	-
EXPENDITURES			
Program expenses		22,826	
Net Change in Fund Balance	-	541,330	-
Fund Balance - Beginning of year	439,215	5,075	135,006
Fund Balance - End of month	$ 439,215	$ 546,405	$ 135,006

PORT WASHINGTON PUBLIC LIBRARY
Detailed Schedule of Fund Balance
Special Revenue Fund
For the One and Three Months Ended September 30, 2019
25% of Budget Expensed

Assigned for Special Programs

PUBLICATION FUND	$	6,464
FRIENDS OF THE LIBRARY		29,037
FRIENDS OF THE LIBRARY-BOGEN		27,893
EPSTEIN BOOK FUND		357
NLS BULLET AID		30,609
9/11 PROJECT - 10/02 - SHODELL		127
NYS MEDIA ROOM RENO GRANT		11,812
NLS STATE GRANT COMPUTERS		662
FOUNDATION GRANT CAREER COACHING		3,307
AMERICAN GIRL DOLLS		742
NYS CONSTRUCTION GRANT		20,501
ESL GRANT SUPPLIES/MATERIALS		1,041
PARENT CHILD HOME PROGRAM		4,841
NYS LOBBY RENOVATION GRANT		25,763
ADULT LITERACY GRANT/BOOKS FOR DESSERT		12,710
JOB BOOT CAMP GRANT		10,000
CONSTRUCTION GRANT		558
CHILDRENS GRANT		2,040
FOUNDATION INTERGENERATIONAL		895
SPIELMAN STORY TELLING		361
SALTZMAN GRANT		6,196
ZUCKER GRANT		2,121
NATIONAL ENDOWMENT FOR ARTS		2,136
MISCELLANEOUS WORKSHOPS		40,416
UNGER/BESLITY MEMORIAL		10,566
VERA FIDDLER		253
ART ADVISORY COUNCIL		6,203
MUSIC ADVISORY COUNCIL		11,674
HEALTH INFORMATION CENTER		35,086
BURTIS		18,613
UNDERHILL		22,859
BROWN		5,621
FENDRICK MEMORIAL		1,253
MORSE FUND		1,789
BRONSON		10,519
S. STEYN MEMORIAL		7,590
SPECIAL TRUST ACCOUNT (MISC)		2,597
WHITTEMORE MEMORIAL		2,046
NAUTICAL CENTER		18,375
CHILDREN'S ADVISORY COUNCIL		11,171
HEALTH INFORMATION - ANTI SMOKING		20,271
GOODMAN ASSISTIVE TECHNOLOGY		12,140
	$	439,215

PORT WASHINGTON PUBLIC LIBRARY
Miscellaneous Revenue
For the Year Ended June 30, 2020

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
Ear Phones	$ 5.00	$ 10.00	$ 2.00										$ 17.00
Flash Disc	18.00	45.00	57.50										120.50
Consolidated Vending													-
My Healthy Thing	103.78		162.18										265.96
Meeting Room Usage	185.00	50.00											235.00
NYS Sales Tax													-
Metlife Dividend			34.32										34.32
Better World Books													-
Utica Dividend													-
ESOL BID													-
NLS Erate													-
NLS direct access													-
NLS MTA Offset													-
Broadview Erate													-
Verizon Erate													-
Quench USA													-
Poland Spring Direct													-
Backpack/Totes/Visor/Hats	15.00		20.00										35.00
Televend - Commission													-
Vending Machine Refund			(1.25)										(1.25)
Credit Card Point Credit													-
Misc. Cash													-
Local History Image													-
Sales tax payment													-
NYS Unclaimed Funds													-
Statistics		834.89											834.89
ALIS e-commerce													-
Res./Non-Res. Card													-
Donation													-
Business Card													-
Volunteer Brunch													-
Refund of Prior Year													-
ReadyRefresh- Nestle													-
Fischer Magic Sales													-
Sale of Old Records to Mr. Cheapo													-
Totals	$ 326.78	$ 939.89	$ 274.75	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,541.42

Port Washington Public Library
Variance Report
As of September 30, 2019

Expenditures

- 9040.8 Workers Compensation – This expenditure includes a renewal of workers comp. insurance policy.
- 9060.03 Eye Care – This expenditure includes reimbursement through payroll of employees expenses for eye care (eyeglasses, contact lenses, etc.) – Max $150 per year, per employee.
- 413.02 Non Microform – This expenditure includes subscriptions and yearbooks.
- 430.01 Adult Services – This expenditure includes a subscription to Bookpage and monthly book review magazine.
- 430.07 Media Services – This expenditure includes supplies and DVD cases from Amazon.
- 430.09 Oral History – This expenditure includes boxes, envelopes, and folders being purchased off Amazon.
- 434.08 Newsletters – This expenditure includes monthly newsletters from MAF Graphics and Small Kaps.
- 436.03 NLS – This expenditure includes item charges and member library support fee for services by the Nassau Library System. It was billed for payment from the library's 2019-20 budget.
- 437.13 Media Programs – This expenditure includes sports film screening and a multimedia program.
- 450.04 Water Tax – This expenditure quarterly water bills.
- Operating Transfer Out – The transfer out represents the budgeted transfer to the capital projects fund.
- Separation Payout – This item was not included in the 2019-2020 budget. A budget transfer will be proposed in November 2019 to allocate a portion of the budget to this account.
- Installment Debt - This item was not included in the 2019-2020 budget. A budget transfer will be proposed in November 2019 to allocate a portion of the budget to this account.

Port Washington Public Library
Board Resolution
October 16, 2019

General Fund Budget Transfers

Resolved: To make the following general fund budget transfers for the year ending June 30, 2019:

To:

Code	Description	Total
141.04	Cert. Lib Grade 17	34,081.05
141.05	Cert. Lib Grade 15	26,245.12
141.06	Cert. Lib Holiday & Sunday	12,959.49
143.01	Clerical Grade 11	114.11
143.12	Book Shelvers - Children	1,581.11
143.15	Collection Management	19,307.11
143.18	Processing of Books	1,221.10
143.21	Student Computer Aids	950.29
143.22	Sunday & Holidays Support	1,118.63
143.31	Custodial	765.52
203.02	Equipment Computer	5,187.00
417.03	A-V Materials: DVD	50.00
410.07	Books: Reference	1,600.00
410.08	Books: Children	4,800.00
410.09	Books: Audio & Electric	16,500.00
451.03	Uniforms	590.00
436.01	Circulation Charges	2,200.00
436.02	OPAC/Concurrent Sessions CHGS	2,050.00
430.01	Adult Services	80.00
430.07	Media Services	150.00
430.11	Office Equipment	4,170.00
455.01	Mechanical	370.00
455.02	Grounds	1,350.00
440.01	Accounting	250.00
440.06	Legal	8,370.00
440.10	Security Services	5,580.00
440.11	Computer Services Expense	4,440.00
440.13	Credit Card Fees	260.00
434.01	Printed Info.	250.00
434.08	Newsletters	14,250.00
439.02	Copy Equipment	4,350.00
439.06	Piano	690.00
452.03	Building Improvements	65.00
431.01	Telephone	1,950.00
435.03	Staff Development	1,150.00
		$ 179,045.53

Port Washington Public Library
Board Resolution
October 16, 2019

From:

141.03	Cert. Lib Grade 19	98,343.53
143.14	ISD	5,187.00
417.04	A-V Materials: Young Adult	50.00
9060.80	Medical	18,190.00
410.05	Books: Fiction	7,000.00
410.06	Books: Non-Fiction	4,500.00
410.1	Books: Young Adult	5,400.00
451.04	Cleaning Services	590.00
436.03	NLS	2,900.00
430.10	Technical Services	4,400.00
455.03	Building	1,720.00
440.05	Election	1,600.00
440.07	Payroll	5,250.00
440.09	Other	12,050.00
434.04	Displays & Exhibits	3,600.00
434.05	Legal Advertising	2,000.00
439.01	Equipment	2,100.00
439.04	Computer Equipment	1,000.00
452.03	Supplies for Building	65.00
431.02	Telephone Maintenance	1,950.00
435.03	Mileage	1,150.00
		$ 179,045.53

CULLEN & DANOWSKI, LLP

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: October 10, 2019
Re: Budget Revision/Separation Payout

As part of the 2019-20 budget the Library did not include an estimate for separation payouts. As of September 30, 2019, separation payouts amounted to $2,887. The Library has a balance of approximately $364,487 in the Assigned for Separation Pay. We are recommending that the Board approve a budget revision in the amount of $3,500 to cover the unanticipated separation payouts and be funded by appropriating this amount from the assignment. Any unused funds will be returned to the assignment after the additional separation payments are made.

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

> Resolved: to increase the General Fund separation expenditure budget line, funded by the use of the assigned for separation pay in the amount of $3,500.

CULLEN & DANOWSKI, LLP

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: October 10, 2019
Re: Petty Cash

The Library has purchased a self-checkout device that will allow patrons to pay late fees and fines through cash or credit card transactions. In order to provide change for cash payments it is requested that a $100 petty cash fund for the machine be established.

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

> Resolved: to establish a petty cash account in the amount of $100 for the self-checkout device.

DRAFT

CULLEN & DANOWSKI, LLP

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

Memo

To: Port Washington Library Board of Directors

From: Donald Hoffmann, CPA

Date: October 16, 2019

RE: Library's 2018-19 Year End

We have closed the Library's books for the year ended June 30, 2019. As part of the process we want to provide the Board with the actual results of operations for the year so that it can make decisions regarding the allocation of year end fund balances. As you are aware, these are preliminary numbers and are subject to change after the Library's annual audit is complete.

General fund's unassigned fund balance at June 30, 2019 before any Board authorized adjustments:

June 30, 2018		
Unassigned: Fund Balance		$ 807,776
July 1, 2018 - June 30, 2019		
Actual Revenue Budget Surplus		
Other revenue	18,157	18,157
Actual Expenditure Budget Surplus		
Salaries	335,370	
Utilities	37,516	
Hospital & medical insurance	106,083	
Other benefits	91,115	
Other expenses	69,832	639,916
Assigned: Appropriated for subsequent year's		(50,000)
Change in Nonspendable prepaids		(2,341)
June 30, 2019		
Unassigned: Fund Balance		$ 1,413,508

Total fund balance is comprised of the Library's nonspendable, assigned, and unassigned fund balance. A breakdown of these categories is shown in the following pages. The operating surplus can also be viewed in total fund balance as follows:

June 30, 2018		
Total Fund Balance		$ 3,515,441
July 1, 2018 - June 30, 2019		
Actual Revenue	7,304,921	
Less:		
Actual Expenditure	(6,996,809)	
Total Operating Surplus		308,112
June 30, 2019		
Total Fund Balance		$ 3,823,553

Explanation of Budget Shortfalls/Surpluses

An explanation of the surpluses, other than the "other expense" category, are as follows:

Revenues:

- Overall revenues were over budget by $18,157. This surplus was primarily due to the Library earning more in interest during the year than budgeted ($36,987) and more in miscellaneous revenue ($18,202) than anticipated. These surpluses were offset by the Library receiving less than anticipated in in PILOT ($23,204) and fines, fees, commissions and other charges ($15,601) than anticipated.

Expenditures:

- Salaries – The original budget was developed based upon the employee list at that time. The Library saw a savings due to retirement positions that were not filled and budgeted vacancies that were not filled.

- Utilities – The increase in utility costs was less than the amount anticipated during budgeting time.

- Hospital and medical insurance – The increase in hospital and medical insurance was less than the amount anticipated during budgeting time.

- Other Benefits – The surplus in other benefits is largely within social security and the state retirement system. The surplus in social security and the state retirement system is directly related to the budget surplus within salaries.

CULLEN & DANOWSKI, LLP
Certified Public Accountants
1650 Route 112 ● Port Jefferson Station ● New York 11776-3060

Board Considerations

Over the years the Board has generally tried to maintain the unassigned fund balance at between 5% and 10% of its next year's budget. Before any final adjustments, the June 30, 2019 unassigned fund balance is 19.1% ($1,413,508/$7,382,264) of the Library's 2019-2020 budget.

In addition to maintaining financial stability the Library is faced with three pressing financial needs. These needs are:

- Maintaining a healthy fund balance while staying within the property tax cap. The tax Cap Limit is the lesser of CPI increase or 2%. We anticipate that the CPI increase for the 2020-21 year will be approximately 1.7%.

- Potential payouts to retiring employees (i.e., terminal leave). These payouts would normally be based on current contractual obligations; however, this funding would be critical if the Library were to offer an early retirement incentive. The long term liability for terminal leave payments is approximately $766,241 and the Library has designated $364,487 to help offset these payments.

- Future capital projects, such as the items defined in the five year capital plan. The Library has traditionally funded future capital projects through designations since it is not permitted to use capital reserves. Systematically building up a designation prior to doing a capital project avoids having to significantly increase the budget in the year of the project or borrowing through bond issuance.

Currently, the Total Fund Balance is as follows:

	June 30, 2018	June 30, 2019
Nonspendable:		
Prepaids	$ 81,741	$ 84,081
Assigned:		
Appropriated for subsequent year's expenditures	188,000	150,000
Capital projects	1,718,369	1,572,369
Retirement contribution	221,241	221,241
Terminal leave	413,695	364,487
Unappropriated fund balance	84,619	17,867
Unassigned: Fund balance	807,776	1,413,508
Total Fund Balances	$ 3,515,441	$ 3,823,553

Recommendations

In order to reduce the Unassigned Fund Balance to the desired rate of 10% we recommend the Board designate $300,000 to fund future capital projects and an additional $100,000 to the designation for terminal leave.

CULLEN & DANOWSKI, LLP

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

Approving the above recommendation will address the Library's future financial needs and at the same time enable the Library to maintain overall financial stability. The Capital Projects Assignment would increase from $1,572,369 to $1,872,369 and the assignment for terminal leave would increase from $364,487 to $464,487. This will aid in the funding for the items outlined in the Library's five year capital plan and would set aside funds for costs associated with future retirements.

If the Board were to approve this designation the June 30, 2019 unassigned fund balance would be reduced to $1,013,508 or 13.7% of the Library's 2019-2020 budget.

STEVEN ZALBEN, ARCHITECT Architecture
seventy south road sands point, new york 11050
phone 516 944-8590
fax 516 944-8607

September 19, 2019

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

Re: Local History Renovations

Dear Mr. Klang:

In our discussions and emails regarding the renovation of the Local History space at the Port Washington Public Library, we have identified a few particular items.

Base on those discussions, I have prepared the following list of items and the estimated cost for those items for your use.

- New archival shelving, open, 8 foot high by 2 feet deep by 30LF @$75/cf, Total estimated cost, $36,000.
- Museum style display cases, 3 feet high by 30 inches deep by 48 inches wide with storage drawers below and integral lighting, $8000@ x 8, Total estimated cost. $64,000.00.
- Special UV window treatment for preservation purposes, 300sf@ $20/sf, Total estimated cost $6000.00

Should you need any additional information, please let me know.

Sincerely,

Steven Zalben, AIA

Facility Project Timeline for 2019-2020:

Facility Project	Start Date	Estimated Completion Date
Adult Learning Center Furniture (including new millwork cabinetry)	September 2019 **New millwork being fabricated** **FF&E being finalized**	December 2019
Lobby Update: Resurfacing/painting of Lobby Desk and installation of new digital screens, explore options for new shelving for self-check pickups	October 2019 **Resurfacing/painting in Lobby by end of month.** **Digital Screen installation being finalized.**	December 2019
Overall Design Standards	**Meeting Date set for 10/22 with Facilities Committee and Staff**	Ongoing Through 2020
Lavatory Renovations	Upon NYS Approval proceed to bid and begin work in December 2019/January 2020	June 2020
Roof Renovation	**Plans sent to New York State for Approval** **Estimated start date Spring 2020**	Summer 2020
Evaluation of Curtain Wall System	October 2019 **Inspection by façade consultant taking place the second and third week of October**	November 2019
North Wing, Teen Area and Reading Room	Fall 2019 **Meeting Date set for 10/22 with Facilities Committee and Staff**	TBD
MakerSpace Lab: Continual additions and evaluation of the space	Ongoing – New renderings requested Fall 2019	Ongoing
Local History: Creation of a Local History exhibition space, redefining the Local History Room to better house valuable collections and serve as research space.	July 2019 **New exhibition space set-up in Local History Annex.** **Community Revitalization Program Grant Application Filed.**	Ongoing
Various Facility Revitalization Projects (As part of the 5-year plan)	Ongoing **Update provided to the board at October board meeting.**	Ongoing

Updated 10/19 KTK

Port Washington Public Library

Facilities – 5 Year Plan Action Items – Based Upon H2M Recommendations

Wednesday, October 9th, 2019

Project	Description	Start Date	Status	Notes
New Exit Signs in Cellar	Exit sign is needed in Boiler Room.	Oct 23rd 2019	Planned	Albertson Electric has been made aware. There is already an outlet in close proximity, so this is hopefully an easy fix/install. It is on a current list of items for Albertson to address and an install date is set.
Wooden Joists in Boiler Room Removed	All wooden joists / former office structure must be removed to meet code requirements.	2019	Complete	The wooden joists have been dismantled and removed from the Boiler Room.
Water Damage / Leaking at West Exit in Cellar	Water appears to be entering the cellar ceiling and creating damage near the West Exit.	2019	Complete	Concrete has been reinforced. The stairwell has been re-caulked and we will monitor to see if water is able to penetrate the basement.
Draining Issues on Terrace	There have been ongoing issues with drainage on the Terrace and this has likely been causing leaks in Admin Wing Ceiling.	2019	Complete	The drain has been cleaned and it seems this has helped with the leaks. This should be an annual cleaning project. Targeting end of Fall.
Reset the Paving Stones on the Terrace	The paving stones on the Terrace have shifted over time. Dirt and debris have accumulated between and underneath the stones.	Spring 2020	Planned	There is concern that, due to the weight of the stones, we may need to call in a tradesman /vendor to deal with the reset. Phil and team are unsure how to best lift/store/manage/replace the 30lb paving stones.
Spackle & Paint Sheetrock in Admin Wing	There is cosmetic damage to the walls in Admin Wing due to weight on the roof shifting (Terrace paving stones) and water leaks (Terrace draining issues).	Spring 2020	Planned	Since this damage is cosmetic in nature, Phil and team are waiting until the paving stones have been reset and the drains have been cleared (this is what likely caused the damage in the first place). Once that is complete, they will perform spackle/paint.
Inspection of Hot and Cold Water Pumps	Hot and Cold Water Pumps in the Boiler Room may be near end of life and need rebuild or replacement.	2019	Complete	One hot water pump was rebuilt/replaced last year. It has been warrantied. We are monitoring the other hot water pump. If the segment under the pump starts to leak, it will need replacement. It is inspected annually by our vendor.
Remove Wood Pipe Supports on Roof	Piping supports on roof should not be made of wood. These need to be replaced with a different material.	Fall 2019	Planned	A blocking that is 100% recycled plastic has been ordered and is now on-site. Installation will take place soon.

INVITATION TO BID

FOR

JANITORIAL SERVICES

Port Washington Public Library
One Library Drive
Port Washington, New York 11050

INFORMATION

1. Receipt and Opening of Bids

The Board of Trustees, Port Washington Public Library, Port Washington, Town of North Hempstead, Nassau County, New York invites proposals for:

JANITORIAL SERVICES

At the Port Washington Public Library, One Library Drive, Port Washington, Town of North Hempstead, Nassau County, New York 11050.

Bids are to be returned to the Office of the Library Director, Port Washington Public Library, Port Washington, New York, on or before

[insert day, date, and time]

Bids so enclosed shall be sent or delivered to:

Keith Klang, Director
Port Washington Public Library
One Library Drive
Port Washington, NY 11050

2. Sales Tax

No charge will be allowed for federal, state or municipal sales and excise taxes from which the Board of Trustees is exempt. Exemption certificates, if required, will be furnished.

3. Award

The award of the contract will be made by formal action of the Library Board of Trustees as soon after the opening of proposals as is practicable.

4. Qualifications

The successful bidder will be required to furnish proof of the company's qualifications to provide these services, and proof that the current organizational and financial status of the company is up-to-date and accurate as of the date of this proposal.

5. Insurance

The successful bidder will not commence any work until evidence of having all required liability insurance has been produced. Such insurance must have been obtained at the contractor's own expense and must have the approval of the Library Director as to limit, form and amount. See insurance requirements (Appendix A).

6. Damage to Existing Property

Any damage to the existing property caused by the contractor or agents thereof must be repaired to the pre-existing condition.

7. Addenda and Interpretation

Interpretation of the meaning of specifications or other documents should be made to:

Keith Klang, Director
Port Washington Public Library
One Library Drive
Port Washington, NY 11050

Or e-mailed to kklang@pwpl.org not later than seven (7) days prior to the due date for proposals.

8. Site of Services

The site of the services will be in the existing space with the exception of the basement level of the Library.

9. Inspection of Service Site

Prospective contractors must visit the areas to be serviced with plans in hand at least once before submitting a proposal, to become familiar with the layout and scope. The Library's Head Custodian and an Associate will meet with contractors during business hours. Please call for an appointment at 516-883-4400, ext. 1990.

10. Specifications for Janitorial Services

A complete description of the work is included in the Specifications section which follows.

11. Accessibility

Public service in the Library will cease during the first hour of work, 9pm-10pm, with the occasional exception of the Lapham (large) Meeting Room. The contractor will be responsible for avoiding that area, when in public use, during that time period.

12. Liability Insurance

The contractor shall maintain such insurance as shall be protection from claims under the Workmen's Compensation Act and also such insurance as shall be protection from claims for damages for personal injury, including death, while his employees are on Library premises.

The contractor hereby agrees to indemnify and hold harmless the Library, its agents and employees from and against any and all loss, expense, damage or injury caused or occasioned, directly or indirectly, by the contractor's act of negligence or the act or negligence of any sub-contractor or agent or employees in performing any of the work called for in this contract. (See Appendix A).

13. Terms of Payment

The contractor will invoice the Library for services rendered, and the Library will make payment within thirty (30) days of receipt of the invoice.

14. Due Date for Submittals

The contractor will, within five (5) days of the award of contract, deliver to the Library proof of the qualifications of the bidder to provide the work, and proof that the current organizational and financial status of the company is up-to-date and accurate as of the date of his proposal, as well as proof of ownership of liability insurance as indicated above.

15. Informational Items

a. As soon as the contract has been awarded, the Library's project coordinator / Head custodian will meet with the contractor.

b. All work must be performed in accordance with the scope of work provided.

c. The daily work schedule should begin at 9 pm and must be completed by 12 Midnight, Monday - Friday. Cleaners should be onsite 3hrs nightly.

SPECIFICATIONS FOR JANITORIAL SERVICES

NYSDOL PRC#2018900263

Supply all labor, equipment and cleaning products to provide the cleaning services outlined below from Monday-Friday between the hours of 9pm – 12am:

- Use commercial-grade Hepa-Vacuums, one of which should have a beater bar or brush roll, to vacuum the approximately 36,000 square feet of carpet throughout the building, including stairs, each night. Use of the library's "ride-on" iVac vacuum will be permitted upon mutual agreement and contract fee reduction (due to library supplied equipment). This includes:
    - Lower Level
    - Lobby
    - 1st Floor
    - 2nd Floor
    - Lapham, Hagedorn, Mezzanine Meeting Rooms

- Adult Learning Center
- Children's Story Circle

- Clean 7 rest rooms throughout the building nightly. This includes 10 toilets, 4 urinals, 11 sinks, and all floor and wall tiles
  - Empty and damp-wipe exterior waste receptacles
  - Empty the feminine hygiene waste receptacles and replace waste bags
  - Replenish toilet covers
  - Clean and disinfect counter tops and sinks
  - Sanitize toilets and urinals with bowl cleaners
  - Clean and replenish all dispensers (paper, soap, etc.)
  - Clean and polish bright work on sinks and flush meters
  - Spot clean doors, wall partitions and tile walls
  - Sweep and mop all bathroom flooring with a disinfecting cleaner

- Sweep all wooden flooring in the Children's Room nightly

- Sweep and mop lobby floors nightly

- Wipe and clean public tables in the following areas weekly, or more frequently on an as needed basis:

  - Reading Room
  - South Wing, South Wing Study Rooms
  - North Wing
  - Computer Lab
  - Mezzanine
  - Children's Library and workshop

    - All Non porous hard surfaces should be wiped with green seal, eco based or similar product. All wood surfaces should be wiped with Murphy's oil soap or similar product.

- On an as needed basis when requested by the library:
  - Strip and seal floors in lobby with a low-gloss sealer

- On a bi-annual basis, or on an as needed basis when requested by the library:
  - Scrub lobby restroom floors

- Set building alarm and vacate the building at 12am.

- **Cleaning products used should be bio-based, containing no or minimal Volatile Organic Compounds (VOCs).** ***It is the Library's intent to comply with the New York State "GREEN CLEANING PRODUCTS" Legislative Mandate in effect since September 1, 2006.***

Products proposed for use in the Library that are third-party documented by an acknowledged environmental testing laboratory and certified for environmental impact and efficacy, impact on indoor air quality and overall indoor environment, especially as they may affect children, are preferred over non-documented products.

The successful bidder will use cleaning products which are documented through manufacturer's literature, SDS / MSDS, or Third Party Certification Testing as to their environmental efficacy, and potential health/environmental impacts on indoor building occupants, and will be evaluated by the Port Washington Public Library.

" BIO- BASED PRODUCT is a commercial product defined as a renewable source that contains extracts and oils derived from plants (botanicals), minerals, clays and marine and forestry products, which meet or exceed the performance of their petrochemical equivalents.

" PETROCHEMICAL" is defined as being manufactured and derived from crude petroleum oil or natural gas.

The Library reserves the right to award cleaning product components separately or together as a program, whichever alternative provides the best value and ensures usage compatibility, system integrity, and product effectiveness.

The Port Washington Public Library is bound by NYSDOL Article 9 for service contracts, and the successful bidder will pay employees at the specified prevailing wage rate indicated by NYS for this service. All appropriate documents from New York State regarding these requirements are attached (See attached).

FORM OF PROPOSAL

JANITORIAL SERVICES

FOR THE BOARD OF TRUSTEES OF THE PORT WASHINGTON PUBLIC LIBRARY
ONE LIBRARY DRIVE
PORT WASHINGTON, NEW YORK 11050

We, the undersigned have visited the site, and have carefully examined all specifications as well as the Form of Proposal.

The undersigned proposes to provide the entire package of material, labor and services listed and explained below and in the enclosed documents, at the cost listed below:

1. MATERIALS $_____

2. LABOR $_____

3. GRAND TOTAL _____Dollars ($_____)

We have ascertained all conditions and limitations applying to the contract affecting cost of the services and have clearly observed all of the existing conditions, requirements, and limitations. We propose to furnish all labor, equipment and materials and to provide the services in accordance with the specifications.

We further agree that this proposal is a firm bid and shall remain in effect for a period of ninety (90) calendar days from the date of reception of bids, and that within said period of ninety (90) days, the library may accept or reject this proposal or by mutual agreement extend the time of acceptance.

We further agree that in consideration of a NOTICE OF AWARD, we will begin providing the services required by the enclosed documents within 30 days.

Respectfully submitted,

_____ (Please staple a business card to this proposal)

_____ (Name of Firm)

PORT WASHINGTON PUBLIC LIBRARY

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or competitor;

2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to opening directly or indirectly, to any other bidder or to any competitor; and

3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

We, the undersigned, propose to furnish all labor, equipment and materials called for, in full accordance with the specifications and instructions in the attached bid proposal, and agree to all conditions therein.

COMPANY _____ SIGNED _____

DATE _____

ADDRESS _____ TITLE _____

_____

TELEPHONE_____ FAX _____

EMAIL _____

APPENDIX A

Port Washington Public Library
Insurance Requirements For Independent Contractors/Sub-Contractors
Page One of Two

The independent contractor shall maintain at a minimum the following insurance giving evidence of same to Port Washington Public Library on **the form of Certificates of Insurance, copies of the General Liability Declaration Page and copy of the Additional Insured Endorsement, providing 30 days notice of cancellation, non-renewal or material change.** New York State licensed carrier is preferred; any non-licensed carriers will be accepted at the Municipalities discretion. The insurance carrier must have an A.M. Best Rating of at least A- IX. All subcontractors must adhere to the same insurance requirements.

I. Workers Compensation and NYS Disability

Coverage	Statutory
Extensions	Voluntary Compensation; All States Coverage
Employers	Liability – Unlimited

II. Commercial General Liability

Coverage and Limits	Occurrence - 1988 ISO or equivalent	
	General Aggregate	$2,000,000
	Products & Completed Operations	$2,000,000
	Personal & Advertising Injury	$1,000,000
	Per Occurrence Limit	$1,000,000
	Fire Damage	$ 50,000
	Medical Expense	$ 5,000
Additional Insured	Port Washington Public Library, all elected and appointed officials, employees and volunteers using ISO Form CG2010 (B) or equivalent including Products and Completed Operations.	
Extension – Mandatory	Aggregate Limits to apply per project. Contractual Liability	
Extension – If possible	Endorsement showing that this policy is considered primary and non-contributory. Waiver of Subrogation in favor of the additional insured.	
Special	Hold Harmless as per the attached or equivalent to sample.	

III. Automobile Insurance

Limit	$1,000,000. Combined Single Limit
If possible:	
Additional Insured	Port Washington Public Library, all elected and appointed officials, employees and volunteers.

Port Washington Public Library
Insurance Requirements For Independent Contractors/Sub-Contractors
Page Two of Two

IV. Umbrella Liability - Suggested

Coverage	Umbrella Form, or Excess Follow Form
Suggested Limit	$2,000,000.
Additional Insured	Port Washington Public Library, all elected and appointed officials, employees and volunteers.

INDEMNIFICATION/HOLD HARMLESS AGREEMENT

The Vendor/Contractor shall indemnify and hold harmless the Port Washington Public Library, its officers, employees, and/or agents from any and all liability, damage, loss, claims, demands and actions of any nature whatsoever, for any reason whatsoever, foreseeable of unforeseeable, which arises out of or is connected with, or is claimed to arise out of to be connected with, any undertaking, product, goods, merchandise, products, services sold and/or work supplied, furnished or performed by the Vendor/Contractor or its subcontractors, agents, servants, or employees, including without limiting the generality of the forgoing, all liability, damages, loss, claims, attorneys, court and adjusting fees, demands and actions on account of personal injury, death or property loss to the Port Washington Public Library its officers, employees, agents or to any other persons, third parties, or property, but shall
not include claims resulting from the gross negligence or willful misconduct of the Port Washington Public Library. This indemnity and hold harmless is intended to be as broad as is permitted by law and to include claims of every kind and nature – for tort, under contract; for strict liability or other liability without fault; under statute, rule, regulation or order; and otherwise.

IN WITNESS WHEREOF, the undersigned has duly executed this Agreement the ___ day of _____, 201__.

_____
Name of Firm

_____
Address

_____
Contractor's Signature

_____
(Please Print Name and Title)

Witness:

_____
Signature

_____
Date

_____
Print Name

PORT WASHINGTON PUBLIC LIBRARY

LEAVE REQUEST

DATE 09/26/19

INSTRUCTIONS: Please type. Complete the request, providing full details of the reason for the request. Submit the form to the first agency indicated in the Routing section below, which will approve or disapprove and pass to the next agency listed, etc. The form will then be duplicated copies will be routed as indicated below. If expenses are approved, it will be necessary for the employee to submit a Conference and Meeting Expense Account form after the leave is completed.

PERSONNEL COPY | FINANCE OFFICE | EMPLOYEE | DEPARTMENT | AGENCY HEAD

EMPLOYEE			
Name	James Hutter	Classification	Librarian II
Agency	Computer Services	Position	Agency Head

ACTIVITY NYLA 2019 Annual Conference in Saratoga Springs, NY

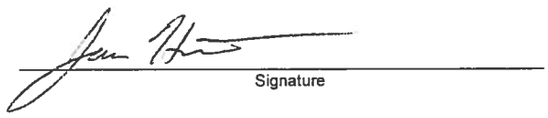
LEAVE REQUESTED	With Pay		Without Pay	
☐ Meeting	☑ Conference		☐ Meeting	☑ Conference
☐ Special Vacation	☐ Program		☐ Special Vacation	☐ Program
☐ Library Time	☐ Annual Leave		☐ Maternity	☐ Extended Illness
☐ Other (Specify in Activity)			☐ Other (Specify in Activity)	
FROM: 11/13/19	TO: (Inclusive)	11/15/19	FROM: 11/16/19	TO: (Inclusive) 11/16/19

PROJECTED EXPENSES							
☐ Transportation		☐ Bus/Taxi		☑ Registration	$300	☐ Other	
☑ Hotel	$550	☑ Mileage	$ 275.00	☐ Refreshments			
☑ Meals	$ 180.00	☐ Tolls/Parking	$ 25.00	☑ Gratuities	$ 60.00	TOTAL	$1,390.00

REASON FOR REQUEST

Attending and presenting at the 2019 NYLA Annual Conference.

I understand and agree to comply with the rules and conditions of this form



Signature

ROUTING

Signature	Approved	Disapproved	Date	Remarks
Agency Head				
Assistant Director				
Director				

EXPENSES APPROVED

☐ No expenses approved.

☐ Expenses will be approved after the date of the activity upon presentation of appropriate receipts and bills, not to exceed $

Director's Signature

PWPL 0111 Revised 7/00

Port Washington Public Library

pwpl.org

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PWPL
port washington public library

HOURS
Mon, Tues, Thurs, Fri – 9 am to 9 pm
Wed – 11 am to 9 pm
Sat – 9 am to 5 pm
Sun – 1 pm to 5 pm

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(516) 883-4400

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FOL INVITES YOU TO CELEBRATE SUSAN ISAACS!

Susan Isaacs, Port's own best-selling author, will discuss her brand-new novel, *Takes One to Know One*, at a special Friends of the Library program on Sunday, October 6 at 2:30 p.m.

Following the program, a reception and book signing will take place in the art gallery. Dolphin Book Shop will be selling books at the event.

Port Washington residents are given priority entrance until 10 minutes before the program begins, so arrive early as seating is limited.

Upcoming Events

VIEW MONTHLY CALENDAR

ADULT EVENTS
CHILDREN'S EVENTS
TEEN EVENTS

CHESS
2:00 PM - 5:00 PM
10/1/2019
Join us for a game! 2 p.m. on Tuesdays

ADULT LEARNING CENTER RIBBON CUTTING CEREMONY
12:00 PM - 1:30 PM
10/2/2019
Adult Learning Center - Ribbon Cutting Ceremony

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Hoopla - Music, movies, TV, e-books, audiobooks and comics.

Download Ebooks & Audiobooks
Libby by OverDrive - Thousands of e-books and audiobooks.

Download Magazines, Movies, TV & More
RBdigital - Magazines, courses, movies, TV &

PORT WASHINGTON PUBLIC LIBRARY **DEPARTMENT: Computer Services**

APPROVAL TO EXCESS EQUIPMENT

TYPE OF EQUIPMENT	MANUFACTURER	MODEL NUMBERS	SERIAL NUMBERS	QTY.	REASON FOR DISPOSAL
Desktop	HP COMPAQ	Elite 8100	2UA10608Q3	1	**Out of Warranty / No Longer Working.** Computer is damaged and too slow to run newer operating systems. **Warranty Expired in 2014.**
Desktop	HP COMPAQ	Elite 8200	2UA12207KJ	1	**Out of Warranty / No Longer Working.** Computer is damaged and too slow to run newer operating systems. **Warranty Expired in 2014.**
Desktop	HP COMPAQ	Elite 8100	2UA10608Q2	1	**Out of Warranty / No Longer Working.** Computer is damaged and too slow to run newer operating systems. **Warranty Expired in 2014.**
Desktop	HP COMPAQ	SFF 8300	2UA3071VNC	1	**Out of Warranty / No Longer Working.** Computer is damaged and too slow to run newer operating systems. **Warranty Expired in 2016.**
AiO PC	HP PRO	3420	MXL2151LK1	1	**Out of Warranty / No Longer Working.** Computer is damaged and too slow to run newer operating systems. **Warranty Expired in 2015.**
AiO PC	HP PRO	3420	MXL2151LK3	1	**Out of Warranty / No Longer Working.** Computer is damaged and too slow to run newer operating systems. **Warranty Expired in 2015.**
AiO PC	LENOVO	A70Z	S172321	1	**Out of Warranty / No Longer Working.** Computer is damaged and too slow to run newer operating systems. **Warranty Expired in 2011.**
AiO PC	LENOVO	A70Z	S1X5773	1	**Out of Warranty / No Longer Working.** Computer is damaged and too slow to run newer operating systems. **Warranty Expired in 2014.**
AiO PC	LENOVO	A70Z	S171813	1	**Out of Warranty / No Longer Working.** Computer is damaged and too slow to run

TYPE OF EQUIPMENT	MANUFACTURER	MODEL NUMBERS	SERIAL NUMBERS	QTY.	REASON FOR DISPOSAL
					newer operating systems. **Warranty Expired in 2011.**
AiO PC	LENOVO THINKCENTRE	M71Z	MJHXPTY	1	**Out of Warranty / No Longer Working.** Computer is damaged and too slow to run newer operating systems. **Warranty Expired in 2015.**
AiO PC	LENOVO	A70Z	S1C1580	1	**Out of Warranty / No Longer Working.** Computer is damaged and too slow to run newer operating systems. **Warranty Expired in 2013.**
Barcode Scanner	METROLOGIC	MS9540	8606370463	1	Barcode scanner is damaged and no longer working. **Device Warranty is Expired.**
Barcode Scanner	HONEWELL	1400 G1D	1218282C1F	1	Barcode scanner is damaged and no longer working. **Device Warranty is Expired.**
Telephone Paging Amplifier	BOGEN	TPU35B	N/A	1	**Paging Amplifier is damaged and not working properly.** Device is approximately 20 years old.
Label Writer	DYMO EL60	90645	0094968	1	Label Writer is damaged. Warranty is Expired.
Label Writer	DYMO 330	90891	0049800	1	Label Writer is damaged. Warranty is Expired.
Server	DELL POWEREDGE	T610	GKL9XL1	1	**Out of Warranty / No Longer Working.** Computer is damaged and too slow to run newer operating systems. **Server was purchased in 2010 and Warranty Expired in 2017.**
Server	DELL POWEREDGE	2950	7QCXSF1	1	**Out of Warranty / No Longer Working.** Computer is damaged and too slow to run newer operating systems. **Server was purchased in 2008 and Warranty Expired in 2011.**
Flat Panel Monitor	DELL	1707FPt	CN-02Y315-71618-41G-AAPB	1	**Monitor is damaged and out of warranty.** It is also in 4:3 format, not supporting modern websites and software.
Flat Panel Monitor	DELL	1703FPt	CN-0CC280-71618-642-ADUF	1	**Monitor is damaged and out of warranty.** It is also in 4:3 format, not supporting modern websites and software.

iPad	APPLE	A1566	DMPS99SXHG5G	1	**Out of Warranty / No Longer Working.** iPad no longer holds a charge and can not boot.
AiO PC	LENOVO TC A70Z	U3U	S1T7653	1	**Out of Warranty / No Longer Working.** Computer is damaged and too slow to run newer operating systems. **Warranty Expired in 2012.**
				1	
Date Submitted: 10/8/19					Board Approval – October 16, 2019

PORT WASHINGTON PUBLIC LIBRARY **DEPARTMENT: Maintenance**

APPROVAL TO EXCESS EQUIPMENT

TYPE OF EQUIPMENT	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	QTY.	REASON FOR DISPOSAL
Wooden Chairs w/metal frames				16	Donated to Local Schools (10)
					(6 damaged and no longer usable in the Library)
Portable White Board				1	Damaged and unusable
Date Submitted: October 8, 2019				Board Approved:	

Vendors >$500
2018-19 Fiscal Year

Name	Amount
N.Y.S. EMPLOYEES HEALTH INS.	$ 806,383.95
N.Y.S. EMPLOYEES RETIREMENT SYSTEM	$ 483,184.00
W.J. NORTHRIDGE CONSTRUCTION	$ 154,185.00
SALERNO BROKERAGE CORP.	$ 100,590.79
NASSAU LIBRARY SYSTEM (G)	$ 99,814.50
PSEGLI	$ 96,374.94
BAKER & TAYLOR INC.	$ 96,120.19
STEVEN DUBNER LANDSCAPING, INC.	$ 68,758.00
OVERDRIVE, INC.	$ 66,518.26
GRYPHON TECHNOLOGIES, INC.	$ 59,022.00
CULLEN & DANOWSKI, LLP	$ 54,000.00
SUMMIT SECURITY SERVICES, INC.	$ 51,558.05
ILS SERVICES - OPERATING FUND	$ 51,427.66
CDW GOVERNMENT, INC.	$ 48,567.48
AGATI INC.	$ 48,198.87
MIDWEST TAPES	$ 38,876.01
QUINN & FEINER SERVICE	$ 37,201.68
METLIFE	$ 33,397.50
BUSINESS CARD	$ 31,983.23
NAHAS RUG CO., INC.	$ 29,422.35
SYNCB/AMAZON	$ 29,090.12
JAN-PRO OF GREATER NEW YORK	$ 28,375.00
NATIONAL GRID-FUEL	$ 27,958.22
RIVISTAS SUBSCRIPTION SERVICES	$ 25,328.32
BOND, SCHOENECK & KING	$ 24,846.81
JOHNSON CONTROLS FIRE PROTECTION LP	$ 22,290.01
MAF GRAPHICS, INC.	$ 21,362.00
RYNKAR, VAIL & BARETT, LLP	$ 18,400.00
NORCOM SOLUTIONS	$ 18,198.10
POSTMASTER FLUSHING	$ 18,000.00
LIBRARY INTERIORS INC.	$ 17,787.06
BROADVIEW NETWORKS	$ 16,099.52
ME AND GENERAL DESIGN INC.	$ 16,000.00
SMALL KAPS, INC.	$ 15,892.50
ALIS-OPERATING FUND	$ 15,734.18
ADP, LLC	$ 14,369.72
EXECUTIVE CONSULTANTS OF NY, CORP.	$ 13,660.00
LIBRARY & RECORDS MGMT SYSTEMS INC.	$ 13,395.40
ROCHESTER MIDLAND CORP.	$ 13,352.84
LANDSCAPES OF LONG ISLAND	$ 10,688.00
STEVEN ZALBEN, ARCHITECT	$ 9,981.83
THOMSON REUTERS WEST	$ 9,591.96
DE LAGE LANDEN FINANCIAL SERVICES	$ 9,074.04
IMPERIAL BAG & PAPER CO., INC.	$ 8,185.66

Vendors >$500
2018-19 Fiscal Year

Name	Amount
TRI STATE IRON & METAL CO. INC.	$ 7,900.00
BRIDGEALL LIBRARIES LIMITED	$ 7,592.00
A & L BLACKTOP, INC.	$ 7,050.00
LINKEDIN CORPORATION	$ 7,000.00
SHELTERPOINT LIFE INSURANCE COMPANY	$ 6,902.28
BERMELLO AJAMIL & PARTNERS	$ 6,850.00
BRODART CO.	$ 6,700.96
T. M. BIER & ASSOCIATES	$ 6,500.00
STAPLES BUSINESS ADVANTAGE	$ 6,324.19
DIMENSION 2 ASSOCIATES	$ 6,126.00
TRACSYSTEMS, INC.	$ 6,075.85
RECORDED BOOKS, LLP.	$ 5,810.15
ALBERTSON ELECTRIC INC.	$ 5,631.00
ISLAND ELEVATOR SERVICES, INC.	$ 5,583.00
CREATIVE SNOW BY COW BAY INC.	$ 5,400.00
DEPT. OF LABOR - UNEMPLOYMENT INSURANCE	$ 5,204.43
PORT WASHINGTON WATER DISTRICT	$ 5,171.16
MINEOLA SIGNS & AWNINGS	$ 4,725.00
DAWN MURNAK HOUSE OF DESIGN INC.	$ 4,400.00
DAVID DENISON	$ 4,375.00
DISCOUNT OFFICE SERVICES INC.	$ 4,220.41
FURNITURE MEDIC	$ 4,200.00
ALLIED FILTER COMPANY	$ 4,003.19
NEOPOST POSTAGE-ON-CALL	$ 4,000.00
DRS IMAGING SERVICES LLC	$ 3,570.04
FREDI B DESIGN	$ 3,550.00
PASTPERFECT SOFTWARE INC.	$ 3,398.00
KOHLER RONAN, LLC	$ 3,248.25
OPENING THE BOOK NORTH AMERICA	$ 3,222.11
CFRA	$ 3,160.00
WAX WORKS, INC.	$ 3,130.59
HOME DEPOT	$ 3,091.10
LIST PARTNERS LLC	$ 3,077.55
LEE H. SKOLNICK ARCHIT. & DESIGN	$ 3,075.21
GAYLORD BROS., INC	$ 2,950.69
MATTHEW BENDER & CO., INC.	$ 2,646.27
BAYLES GARDEN CENTER INC.	$ 2,584.99
ALL AMERICAN PAINTING INC.	$ 2,350.00
SPECTRUM DESIGNS	$ 2,348.49
A+ TECHNOLOGY & SECURITY SOLUTIONS	$ 2,250.00
MERGENT, INC.	$ 2,133.00
MINUTEMAN PRESS OF PW	$ 2,120.71
SEN SOURCE	$ 2,116.00
ANTHONY'S WORLD OF FLOORS, INC.	$ 2,058.00

Vendors >$500
2018-19 Fiscal Year

Name	Amount
4S SHOWCASE	$ 2,017.50
FORMLABS INC.	$ 1,830.46
NEWSDAY MEDIA GROUP	$ 1,820.00
BIBLIOTHECA, LLC.	$ 1,789.31
FINER TOUCH PRINTING CORP.	$ 1,711.80
PORT WASH UNION FREE SCHOOL DISTRICT	$ 1,699.85
AHOLD FINANCIAL SERVICES	$ 1,688.99
PRECISION MICROPRODUCTS OF AMER. INC	$ 1,626.39
JAMAICA ASH & RUBBISH REMOVAL CO, INC.	$ 1,625.30
BLACKSTONE PUBLISHING	$ 1,600.46
ARENA SPORT & GRAPHICS	$ 1,441.85
LONG ISLAND LIBRARY RESOURCES COUNCI	$ 1,321.00
CCH INCORPORATED	$ 1,269.15
ENVIROSCIENCE CONSULTANTS INC.	$ 1,192.00
VALUE LINE PUBLISHING, INC.	$ 1,050.00
OCS AMERICA, INC.	$ 1,020.00
PWUFSD ORGANIZATION FUND	$ 1,000.00
SOUNDVIEW LANDSCAPING & CONTRACTORS	$ 1,000.00
ADWAR VIDEO	$ 930.00
SWANK MOVIE LICENSING USA	$ 876.00
FILEMAKER INC. Total	$ 875.00
CHIEF GRAPHIX	$ 855.00
HEWLETT-PACKARD FINANCIAL SERVICES CO.	$ 829.02
HERMAN MILLER, INC.	$ 823.12
ALL PRO CARPET CLEANING	$ 819.00
CLEARVIEW GENERAL CONTRACTING, INC.	$ 800.00
STRIKEFORCE	$ 800.00
DELL MARKETING L.P.	$ 770.61
JANWAY COMPANY	$ 767.21
G.E. PICKERING, INC.	$ 700.15
COLE INFORMATION SERVICES	$ 677.95
CCP SOLUTIONS, INC.	$ 659.64
THE RAY-BLOCK STATIONERY CO, INC.	$ 638.30
FINDAWAY WORLD, LLC	$ 594.33
FARONICS TECHNOLOGIES USA INC	$ 585.90
CRESTLINE SPECIALTIES, INC.	$ 584.79
INFORMATION TODAY, INC.	$ 557.10
MELISSA & DOUG, LLC	$ 531.57
ALL AMERICAN VAN LINES, INC.	$ 500.00

Calculations of Amounts Due and Owed - Alphabetical

	Library	Total Borrowed	Total Lent	Net Direct Access [1]	Adjusted Net Direct Access [2]	Payment From	Payment To
1	Baldwin	14769	17384	2,615	2,383		$595.70
2	Bayville	6715	1610	(5,105)	(4,652)	($1,162.92)	
3	Bellmore	8906	13542	4,636	4,224		$1,056.08
4	Bethpage	12329	13376	1,047	954		$238.51
5	East Meadow	20016	35943	15,927	14,513		$3,628.17
6	East Rockaway	6892	14644	7,752	7,064		$1,765.91
7	East Williston	2420	4548	2,128	1,939		$484.76
8	Elmont	18564	22401	3,837	3,496		$874.07
9	Farmingdale	11467	17408	5,941	5,413		$1,353.36
10	Floral Park	8754	2053	(6,701)	(6,106)	($1,526.49)	
11	Franklin Square	12266	9298	(2,968)	(2,704)	($676.11)	
12	Freeport	14861	8912	(5,949)	(5,421)	($1,355.18)	
13	Garden City	7892	22842	14,950	13,622		$3,405.61
14	Glen Cove	10646	12893	2,247	2,047		$511.87
15	Gold Coast	11744	8085	(3,659)	(3,334)	($833.52)	
16	Great Neck	22943	6918	(16,025)	(14,602)	($3,650.50)	
17	Hempstead	18020	3461	(14,559)	(13,266)	($3,316.54)	
18	Hewlett-Woodmere	8772	32582	23,810	21,696		$5,423.92
19	Hicksville	14325	8840	(5,485)	(4,998)	($1,249.48)	
20	Hillside	8148	9226	1,078	982		$245.57
21	Island Park	4414	9165	4,751	4,329		$1,082.28
22	Island Trees	11380	3053	(8,327)	(7,588)	($1,896.89)	
23	Jericho	3642	17041	13,399	12,209		$3,052.29
24	Lakeview	3692	1866	(1,826)	(1,664)	($415.96)	
25	Levittown	27504	26738	(766)	(698)	($174.49)	
26	Locust Valley	3334	10224	6,890	6,278		$1,569.54
27	Long Beach	19620	10151	(9,469)	(8,628)	($2,157.04)	
28	Lynbrook	22504	8585	(13,919)	(12,683)	($3,170.75)	
29	Malverne	8581	5939	(2,642)	(2,407)	($601.85)	
30	Manhasset	8916	26019	17,103	15,584		$3,896.06
31	Massapequa	12455	13468	1,013	923		$230.76
32	Merrick	9342	23937	14,595	13,299		$3,324.74
33	Mineola	12209	8745	(3,464)	(3,156)	($789.10)	
34	North Bellmore	25656	5331	(20,325)	(18,520)	($4,630.04)	
35	North Merrick	11535	7413	(4,122)	(3,756)	($938.99)	
36	Oceanside	17619	24948	7,329	6,678		$1,669.55
37	Oyster Bay	6331	4062	(2,269)	(2,068)	($516.88)	
38	Peninsula	36710	5405	(31,305)	(28,525)	($7,131.28)	
39	Plainedge	14765	9746	(5,019)	(4,573)	($1,143.33)	
40	Plainview	15619	20938	5,319	4,847		$1,211.67
41	Port Washington	10818	14483	3,665	3,340		$834.89
42	Rockville Centre	11796	24868	13,072	11,911		$2,977.80
43	Roosevelt	4282	4493	211	192		$48.07
44	Roslyn	11564	22621	11,057	10,075		$2,518.78
45	Sea Cliff	9886	2502	(7,384)	(6,728)	($1,682.08)	
46	Seaford	9944	9598	(346)	(315)	($78.82)	
47	Shelter Rock	19648	19066	(582)	(530)	($132.58)	
48	Syosset	11072	16703	5,631	5,131		$1,282.74
49	Uniondale	12851	9976	(2,875)	(2,620)	($654.93)	
50	Valley Stream	15954	7936	(8,018)	(7,306)	($1,826.50)	
51	Wantagh	14021	12157	(1,864)	(1,698)	($424.62)	
52	West Hempstead	10689	14667	3,978	3,625		$906.19
53	Westbury	7229	11180	3,951	3,600		$900.04
54	Williston Park	16027	3068	(12,959)	(11,808)	($2,952.06)	
	Total	**682,058**	**682,058**	**0**	**0**	**($45,088.91)**	**$45,088.91**

[1] Net Direct Access equals number of lent items less number of borrowed items.

[2] Adjusted Net Direct Access = Net Direct Access reduced by the % of total circulation that are direct access transactions. In 2017 the reduction was 8.88%.

over

Nassau Library System

2018 Direct Access Statistics

Calculations of Amounts Due and Owed - Alphabetical

	Library	Total Borrowed	Total Lent	Net Direct Access [1]	Adjusted Net Direct Access [2]	Payment From [3]	Payment To [3]
1	Baldwin	12616	17964	5,348	4,858		$1,214.53
2	Bayville	5089	2183	(2,906)	(2,640)	($659.95)	
3	Bellmore	7262	16831	9,569	8,692		$2,173.12
4	Bethpage	10660	15516	4,856	4,411		$1,102.80
5	East Meadow	18684	34734	16,050	14,580		$3,644.96
6	East Rockaway	7538	13605	6,067	5,511		$1,377.82
7	East Williston	2344	4140	1,796	1,631		$407.87
8	Elmont	17903	24255	6,352	5,770		$1,442.54
9	Farmingdale	10496	15871	5,375	4,883		$1,220.66
10	Floral Park	9590	2484	(7,106)	(6,455)	($1,613.77)	
11	Franklin Square	11334	9359	(1,975)	(1,794)	($448.52)	
12	Freeport	12694	7518	(5,176)	(4,702)	($1,175.47)	
13	Garden City	8831	22261	13,430	12,200		$3,049.95
14	Glen Cove	9422	12484	3,062	2,782		$695.38
15	Gold Coast	11195	7724	(3,471)	(3,153)	($788.26)	
16	Great Neck	19912	17641	(2,271)	(2,063)	($515.74)	
17	Hempstead	16533	3042	(13,491)	(12,255)	($3,063.81)	
18	Hewlett-Woodmere	7801	32436	24,635	22,378		$5,594.61
19	Hicksville	14215	8027	(6,188)	(5,621)	($1,405.29)	
20	Hillside	11335	10278	(1,057)	(960)	($240.04)	
21	Island Park	5046	8771	3,725	3,384		$845.95
22	Island Trees	11419	2640	(8,779)	(7,975)	($1,993.71)	
23	Jericho	3757	15474	11,717	10,644		$2,660.93
24	Lakeview	2893	1413	(1,480)	(1,344)	($336.11)	
25	Levittown	23651	24444	793	720		$180.09
26	Locust Valley	4494	7346	2,852	2,591		$647.69
27	Long Beach	17938	9026	(8,912)	(8,096)	($2,023.92)	
28	Lynbrook	20612	9746	(10,866)	(9,871)	($2,467.67)	
29	Malverne	7869	4812	(3,057)	(2,777)	($694.24)	
30	Manhasset	8822	22042	13,220	12,009		$3,002.26
31	Massapequa	10449	12554	2,105	1,912		$478.05
32	Merrick	7743	26433	18,690	16,978		$4,244.50
33	Mineola	12510	7700	(4,810)	(4,369)	($1,092.35)	
34	North Bellmore	35844	2393	(33,451)	(30,387)	($7,596.72)	
35	North Merrick	11738	6236	(5,502)	(4,998)	($1,249.50)	
36	Oceanside	16206	22450	6,244	5,672		$1,418.01
37	Oyster Bay	6383	3729	(2,654)	(2,411)	($602.72)	
38	Peninsula	36865	4276	(32,589)	(29,604)	($7,400.96)	
39	Plainedge	14173	9186	(4,987)	(4,530)	($1,132.55)	
40	Plainview	18083	18319	236	214		$53.60
41	Port Washington	10334	14921	4,587	4,167		$1,041.71
42	Rockville Centre	10184	21986	11,802	10,721		$2,680.23
43	Roosevelt	3656	4932	1,276	1,159		$289.78
44	Roslyn	10215	19690	9,475	8,607		$2,151.77
45	Sea Cliff	10722	2601	(8,121)	(7,377)	($1,844.28)	
46	Seaford	9951	8827	(1,124)	(1,021)	($255.26)	
47	Shelter Rock	17517	18283	766	696		$173.96
48	Syosset	11082	16636	5,554	5,045		$1,261.31
49	Uniondale	11586	8671	(2,915)	(2,648)	($662.00)	
50	Valley Stream	15552	8417	(7,135)	(6,481)	($1,620.36)	
51	Wantagh	12851	12761	(90)	(82)	($20.44)	
52	West Hempstead	10126	12664	2,538	2,306		$576.38
53	Westbury	7904	10512	2,608	2,369		$592.28
54	Williston Park	16897	2282	(14,615)	(13,276)	($3,319.07)	
	Total	**660,526**	**660,526**	**0**	**0**	**($44,222.73)**	**$44,222.73**

[1] Net Direct Access equals number of lent items less number of borrowed items.

[2] Adjusted Net Direct Access = Net Direct Access reduced by the % of total circulation that are direct access transactions. In 2018 the reduction was 9.16%.

[3] Payment to and from is calculated by multiplying the Adjusted Net Direct Access by $0.25 per item

Children's Advisory Council Meeting
Tuesday September 17, 2019

In attendance: Amy Christake, Michele Hyde, Nancy Gordon, Elise Tepper, and Lori Tyras

Review of Summer Programs:

Smart Start was a great reading program!
Over 100 people attended the Reading Club.

Mario the Maker Magician – approximately 80 people attended.

STEAM Saturdays were well attended too!
- Moveable Space Vehicle
- Create a comet
- Cradle of Aviation – portable planetarium
- Dawn Braccio – crafts

End of Summer STEAM celebration – Adrienne Saur
Miss Leslie's Dance Party
Universal Stories

Upcoming Events for 2019-2020:

Halloween Mask Making with Chris Vivas on 10/26

Not So Spooky Shorts (Scooby Doo, Tom & Jerry, Toy Story of Terror) on 10/25

Thanksgiving Program – National Circus Project

Making Holiday Magic
Spa Tweens Night on 11/22

December break: Petra Puppets; Rolie Polie Guacamolie Band

Chinese New Year – Li Liu on 1/31 (entire library, not just children)

February break: Christopher Agostino (story telling & face painting); Nick the Balloonatic

March Madness idea – Tournament of Books?
- 2 brackets for different age groups
- Sports related?
- Fiction/non-fiction?
- Graphic Novels?

Spring break: Leland Faulkner (storyteller); Grins & Grins (comedy duo)

Earth Day theme to the Great Library Adventure this year
- Re-usable giveaway (lunch bags? Bookmark with seeds?)
- Does the CAC want to sponsor a performance?

Non-CAC events:
-Chess – 4 sessions
-Hispanic Heritage Month
-Gold Coast International Festival
-How to Raise a Reader, Pamela Paul on 11/20
-Andrea Watson – Flying Drones – 5/6 graders, 1 event over 2 days

<u>Ideas for Tweens' Nights:</u>
Karaoke event in February or March
Improv event
Nautical Flags
3D printing
Intergenerational Movie Night
Plant a Row for the Hungry

<u>Ideas for Bus Trip in April/May 2020:</u>
- MSG
- Yankee Stadium
- Museum of the Moving Image
- Museum of Natural History
- Broadway Show

Hold off on additional programming until school calendar comes out for 2020-2021

Next Meeting: Tuesday, December 3, 2019 at 9:30am

Budget: $11,156.49

Health Advisory Council

Minutes

September 23, 2019

Meeting was convened at 7:00 pm

Present: Tina Fuchs, co-chair; Sarah Hogenauer, co-chair; Dr. Joan Easton; Katharine Crean; Dr. William Knight; Janet West of the Library Staff.

Upcoming Programs:

The HAC has arranged two October programs: Breast Cancer Awareness, which will be presented by Edith Katz and the Hadassah organization on Wednesday night October 23, and a Food Day celebration coordinated by nutritionist Jill Eisenberg, which will be held on Thursday night October 24.

Future Program Planning:

Katharine Crean is working on arranging a possible dentistry program for December. Co-chair Tina Fuchs will work with outreach coordinator Leslie Kang of Northwell Health to plan this year's "Ask the Experts" program, which will be held on Sunday March 29, 2020. Possible topics include vision problems, kidney health, diabetes, and orthopedics. The Council is looking forward to completing the planning for this program. Dr. Will Knight is interested in arranging for a program on vaccinations for the individual from infancy through maturity, and will approach Dr. Dr. Alan Bulbin of North Shore Infectious Diseases to present a program in the spring of 2020.

Future program possibilities for 2020 include: nutrition; dermatology; mosquito-borne illness; the alexander technique; and alternative therapies.

The next meeting of the Health Council will be held Tuesday night November 19 at 7:30.

Janet West

PWPL

Karen and Ed Adler Gallery Sept., 2019

Port Washington Public Library ,
One Library Drive,
Port Washington, NY 11050

Dear Friends:

I want to thank you all for the opportunity to exhibit Mary Olmsted Johnson's paintings in the Karen & Ed Adler Gallery. It was an honor to display her life of dedication to painting – this during the difficult period between two World Wars, and the devastating Great Depression of the 1930s.

Mary painted during these years – years that were not friendly to the artist or the art world. She participated during the period referred to as Social Realism, and painted to focus on the "humanity" of people during this time. I, as a child lived through this time and remember it clearly.

Mary's paintings were examples of this time, featuring the Human experience, not just beautiful scenes – the working person. I lived with these paintings all of my life and they were "family members."

Women didn't have the option to exhibit, but my mother had some opportunity through her teaching "Hand Drawing" period at the University Of Michigan, School of Architecture, and years of teaching at the many NYC private schools, including the Walden School in NY. She painted until her untimely death from Cancer in 1950. I loved the Port Washington Public Library, and my opportunity to work there many years. With Gratitude, Priscilla Johnson Ciccariello

PATRON COMMENTS

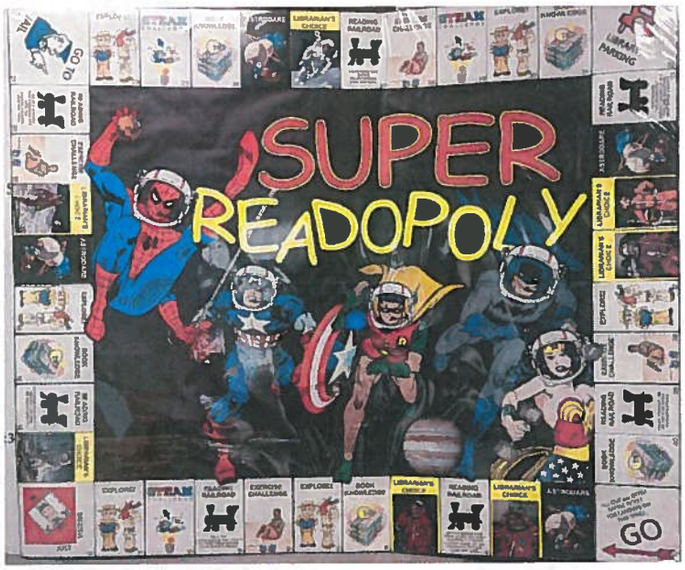
SEPTEMBER 2019

Received From	Date	Comment	Forwarded/ Responded
M&S M	9/26/19	Hi, and congratulations on your new position! My husband & I are seniors and do not drive at night – would you please offer more movies in the afternoon in the future? Thank you	J.Z. & J.G.
Anonymous	9/27/19	Clock in main lobby please	K.K.

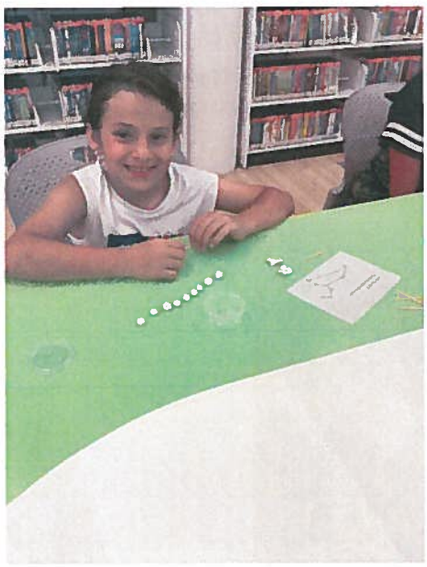
Children's Services
Summer Report – 2019

Summer Reading Club

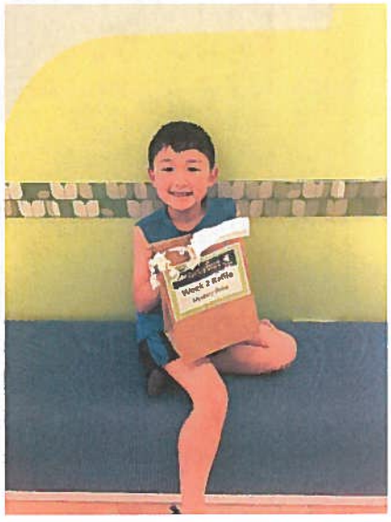
It wouldn't be summer in the library without our summer reading club! This summer we brought back our monopoly-like gameboard. We updated some of the challenges and slightly altered the gameboard to coincide with this year's theme *A Universe of Stories*. What could be better than superheroes wearing space helmets?! The requirement to receive a certificate and an invitation to our end of summer STEAM Party was to read 5 books. There were also additional activities that could be completed just for the participant's added enjoyment such as completing a STEAM challenge.



STEAM Challenge:



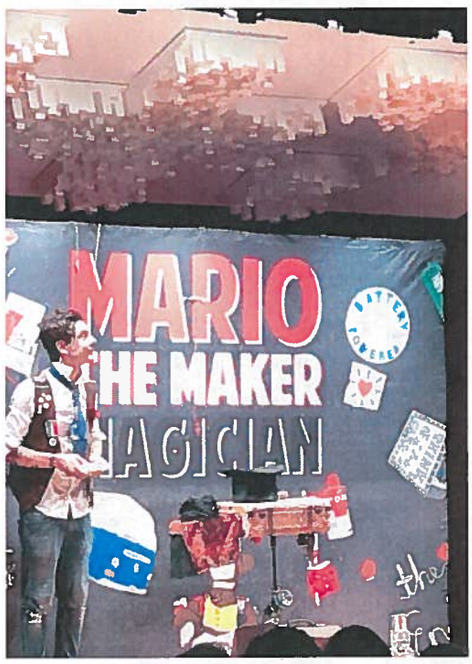
Some happy winners of our weekly raffles:

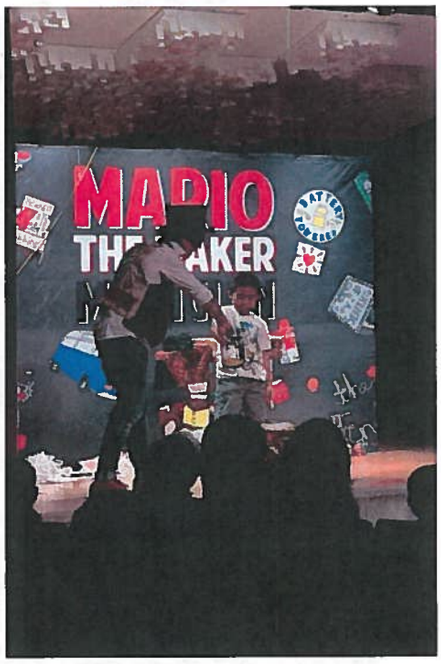


Our youngest patrons are not ignored either, we once again offered the *Smart Start* program which is an early literacy experience for preschoolers of all ages. Playing, reading, singing, talking and writing with children are all activites that help prepare them to read on their own. Below is what their gamecard looked like. The activities are meant to do along with an adult.

Summer Kick-Off

Our summer kicked off on Friday, July 12th with the Mario the Maker Magician.





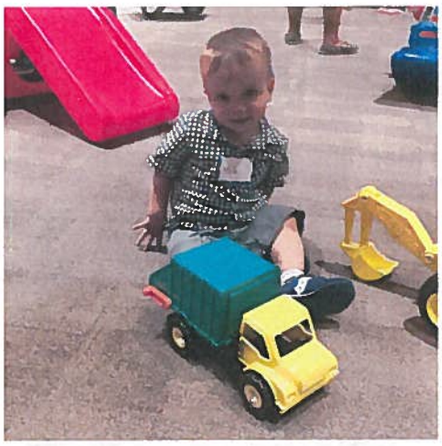
Let the Summer Programs Begin!

Over 60 workshops, programs, story times and films were held for the children of Port Washington, their parents and caregivers. Because I think that the pictures of our happy attendees speak for themselves what follows (in no apparent order) are some of the photos that were taken at just a few of our many programs as well as some short descriptions of what they entailed.

Although we failed to take photos of some of our staple, amazingly popular programs **Sing and Swing Story Time** for ages 18 to 36 months led by Lesley Siegel had back to back sessions on Fridays at 9:30 and 10:30am limiting each class to 50 participants! The same situation of capacity crowds also occurred for our all ages **Ready, Set Story Time** led by Susie Orenstein held on Mondays at 9:30 and 10:30 am.

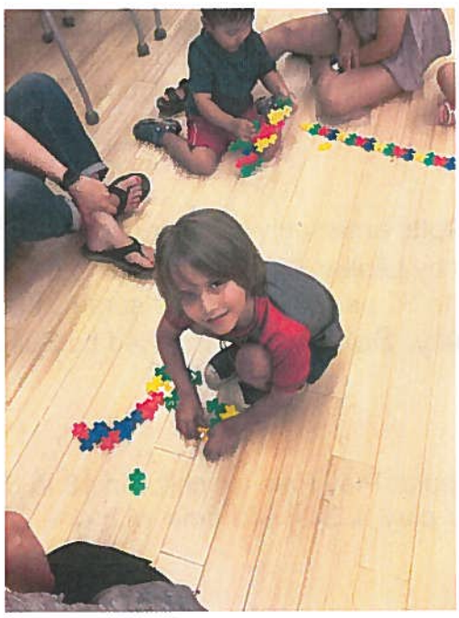
Play Pals

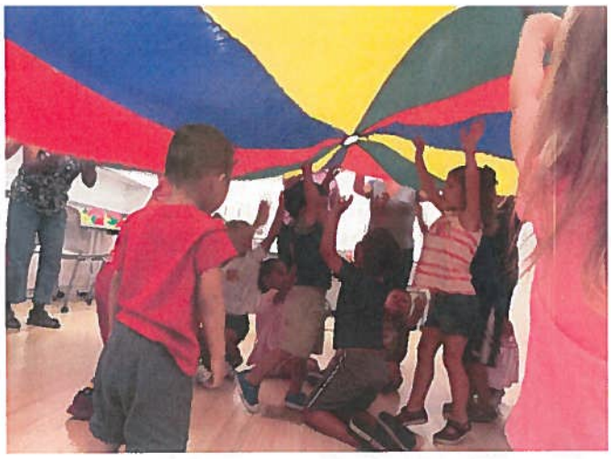
Another regularly slated program and extremely popular Play Pals for children 18 to 36 months is led by Fran Powell. Grownups and children get to play and spend time with one another while meeting other adults and children.



1-2-3 Full STEAM Ahead

As you will see in many of the descriptions and photos that follow our workshop room is getting a ton of us. 1-2-3 Full STEAM Ahead for children ages 3 to 5 was just one of those programs.





Bilingual Pajama Story Time

Staff members Jessica Jansen and Javiera Arenas had fun reading stories and singing songs in both English and Spanish.

Pop-Up Story Times

Our pop-up story times were very successful. Residents belonging to our email list received an email a few days before the story time was scheduled with the location and time of the event.

Librarian's Choice

A program that worked perfectly with my personality of being a total procrastinator was a workshop I led in which I decided each week what the group would do. It was a mystery until the day of the program. Maybe we would read a book, maybe we would do a craft, maybe we would play a game. Participants didn't know until they came each week!

One *Librarian's Choice* consisted of a visit from Jean-Marie Posner and Edith Katz as they discussed the importance of honeybees in the world. They brought bees with them and the kids painted pollinator boxes.

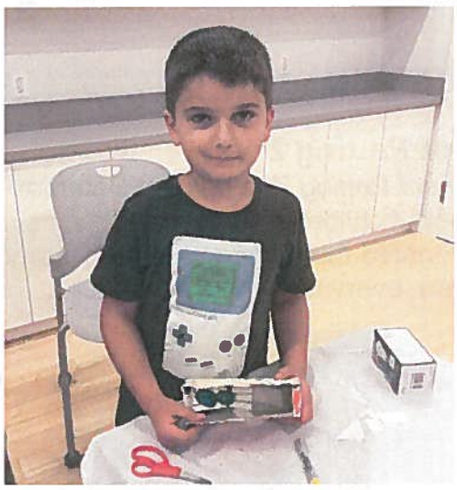
Instrument Petting Zoo

The *Instrument Petting Zoo* held on Saturday, July 20th for people of all ages was enjoyed by a large number of children. Chrystal DeKams manager of *Wright Music* as well as some other staff members donated their time and many, many instruments for our patrons to try. We had great feedback from everyone who attended.

Steam Saturdays

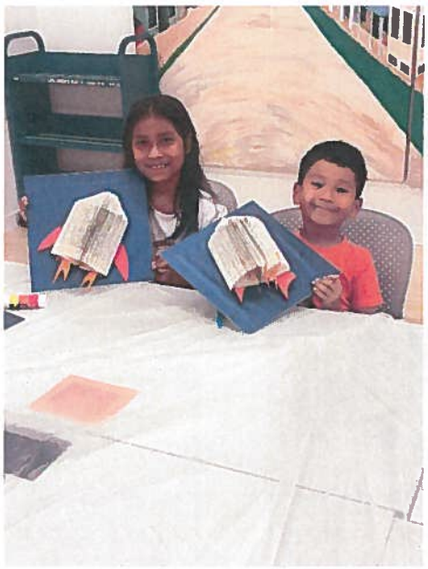
Every Saturday morning a different STEAM program was held.

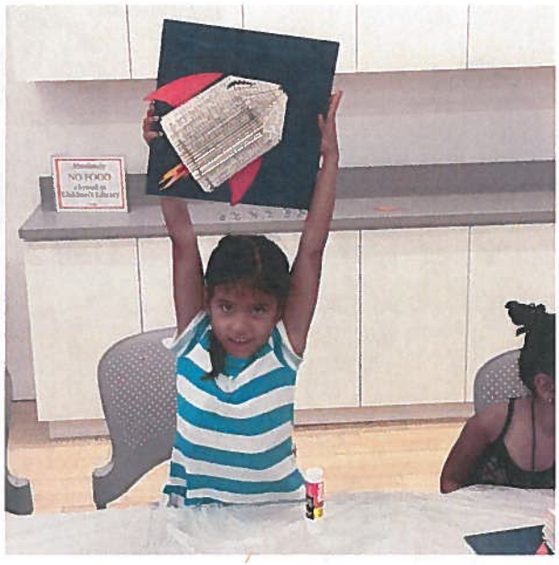
Movable Spacecraft held on Saturday July 13th and consisted of participants producing a vehicle out of upcycled items and then seeing how far it would move.



Create a Comet on Saturday, July 20th:

On Saturday, August 3rd, participants used discarded books to create their very own rocket ship.





Living Light

One of our *Tweens' night out* consisted of learning about the phenomenon of bioluminescence.

Knitting Camp

Led by FOL member Mary Alice Kohs a small group of participants met for a few weeks to learn the basics of knitting.

Book Discussions

What would a library be without book discussions?!? During the summer we hold a book discussion for third graders, another discussion group for fourth graders and one for fifth and sixth graders.

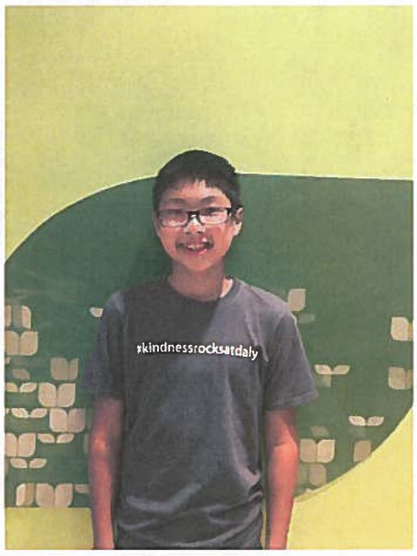
5th and 6th grade book discussion

We Once Again Get By with a "Little Help from our Friends"

Because a huge number of our Port Washington children seem to be in camp during the day we offer our 5th and 6th grade volunteers time slots during the hours of 10-6:00 (and 9-5:00 on Saturday). We feel this was a way to ensure that the kids who were not lucky enough to be in camp could participate. The Junior Volunteers help with the summer reading club as well as other tasks.

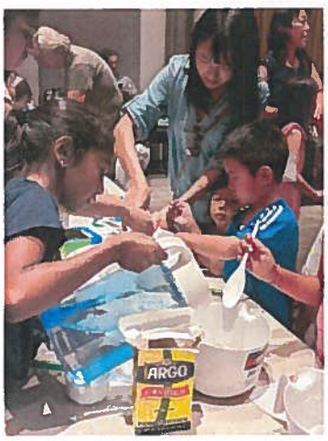
To satisfy the kids who weren't able to volunteer due to the time constriction we also offered programs every Tuesday night for the same age group -- 5th and 6th graders.

A few of our wonderful volunteers:

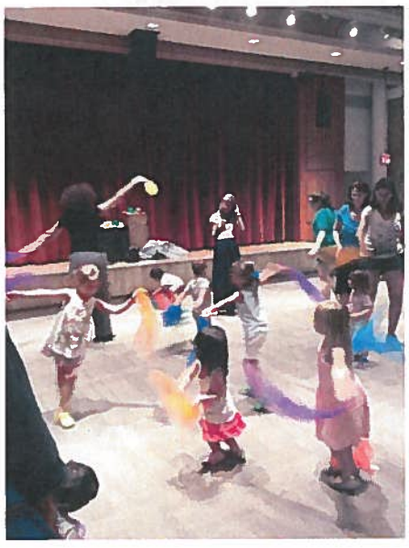


Summer Reading Finale

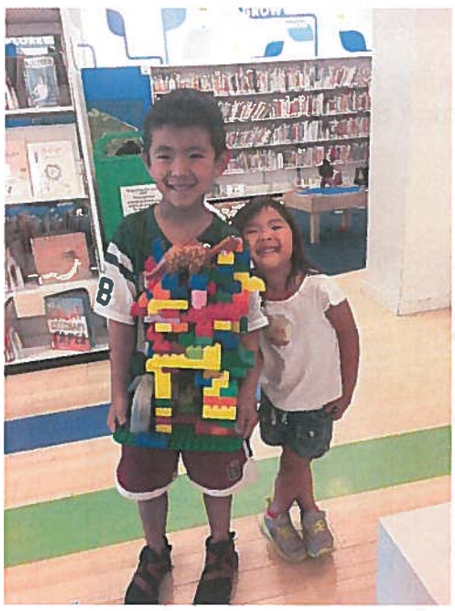
Summer Reading Club participants and their friends were invited to a STEAM Fair. Thank you again to Adrienne Saur for helping with the arrangement of the finale. Among the things participants could do was to make a hoover craft using recycled materials, make kinetic sand, use virtual reality goggles, launch a rocket that was powered by Alka Seltzer and more.



"Dance Party with Lesley" was held on Thursday evening August 16th and then again on the morning of August 26th to celebrate the end of the Smart Start program. A fun time was had by all.



It was a busy, sometimes chaotic, but great summer in the children's room. So many happy, beautiful faces visited us to take advantage of the programs, collections, and staff members that work at the Port Washington Public Library. As usual, when summarizing our summer events I can go on and on but I will end here with just a few more photos of children enjoying our space (which by the way, we are still tweaking – have you seen our new carpeting in the story area or cabinet in the fairy tale section?!).



Submitted by:
Rachel S. Fox

Rachel S. Fox
Director of Children's Services