

**PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 15, 2021
AGENDA**

- I Approval of November 17, 2021 Board of Trustees Minutes
- II Approval of November 2021 Warrants
- III Approval of November 2021 Staff Changes
- IV Financial Report
 - a) November Financial Report
- V Director's Report
 - a) COVID-19 Re-Opening Safety Plan Update
 - b) Facilities Update
 - 1. Façade/ALC Roof Rebid Timeline
 - 2. Teen Space Redesign
 - 3. Basement Reorganization
 - c) Deferred Compensation Plan
 - d) PSEG LI Rebate
 - e) Excess Equipment List
- VI President's Report
 - a) Budget Committee Upcoming Meeting
 - b) NLS Annual Meeting Report
 - c) Budget/Election Timeline
 - d) Virtual Library Advocacy Day – March 2, 2022
- VII Assistant Director
 - a) In-Person Services Update
- VIII Councils
 - a) Children's Advisory Council – Minutes of November 2, 2021.
- IX Friends of the Library
 - a) Minutes of Meeting –November 10, 2021
- X Correspondence
 - a) Sandman Email
 - b) Patron Comments

(over)

- XI Donations
 - a) Robert & Teresa Stern – Purchase of Books
- XII Staff Report
- XIII Staff Association
- XIV Public Comments
- XV New Business
 - a) Mobile Library
- XVI Adjournment

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
November 17, 2021

Participants:	Patricia Bridges, Presiding Bill Keller Sima Vasa Matthew Straus (remote)	Nancy Comer Michael Krevor Adrienne Saur Keith Klang
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Ms. Bridges opened the public meeting at 7:35 pm	OPENING
Ms. Bridges requested a motion to approve the October 20, 2021 Board of Trustees meeting minutes. Ms. Vasa motioned to approve. All agreed.	APPROVAL OF MINUTES
Ms. Bridges requested a motion to approve the October 2021 warrants 21-10-04A and 21-10-04B. Ms. Vasa motioned to approve. All agreed Ms. Bridges requested a motion to approve two payrolls 10/14 and 10/28. Mr. Keller motioned to approve. All agreed.	APPROVAL OF WARRANTS/PAY ROLLS
Ms. Bridges stated there was one appointment and one departure in the Staff Changes for October and no salary adjustments. Mr. Keller motioned to accept. All agreed.	STAFF CHANGES
Ms. Bridges asked if there were any questions about the October 2021 financial report. There were no questions.	FINANCIAL REPORT
Ms. Bridges reviewed the Special Revenue Fund Descriptions included in the packet which clarified what the designated usage of funds, grants, and financial aid. Ms. Bridges thanked Mr. Klang stating this was very helpful.	SPECIAL REVENUE FUNDS
Mr. Klang requested the approval of the updated PWPL Ahead: Re-Opening Workplace Safety Plan with some minor tweaks requiring a face covering for patrons 2 years and older and also for in-person events, programs, and meetings that will begin November 1, 2021 with a 33% capacity. Two minor changes were requested. Mr. Krevor motioned to approve as amended. All agreed.	PWPL RE-OPENING WORKPLACE SAFETY PLAN
Mr. Klang told the Board that the DASNY grant for \$100,000 for the lavatories' renovation was received and credited Senator Anna Kaplan for helping the Library obtain this funding.	DASNY GRANT FOR LAVATORIES
Mr. Klang informed the Board that the retaining wall has been completed on the northwest corner of the property. The wall is not only aesthetically pleasing but also safer.	RETAINING WALL REPAIR

Mr. Klang noted the re-bid for the façade and Adult Learning Center roof will begin with the legal notice going out in early December, a mandatory walk-through in early January, and the bid opening in early February. The Board gave suggestions how to reach qualified bidders.

**FAÇADE & ALC
ROOF RE-BID**

Mr. Klang reported the interior designers are working on the Teen Space area and will be coming on-site after Thanksgiving.

**NEW DESIGN OF
TEEN SPACE**

Mr. Klang stated that the custodial staff are working on re-organizing the basement. A pod has been placed in the rear of the library for temporary storage while each department reviews what they need to keep in storage. Mr. Krevor asked about an exhibition of some items discovered.

**BASEMENT RE-
ORGANIZATION**

Mr. Klang requested approval of the updated Collection Management Policy which removes late fees for circulating materials and achieves the goal of a fine free Library. Mr. Keller motioned to approve. All agreed.

**FINE FREE
POLICY**

Mr. Klang noted the Workers Compensation refund of \$2,954 stating the fluctuation was due to staffing on-site and at home in the last year.

**WORKERS
COMP. REFUND**

Mr. Klang reported that Andrea Watson a long-time member of the Nautical Council, former Board Member, and Friend of the Library is moving. There will be a tribute to Ms. Watson in the December newsletter. Ms. Holly Byrne has graciously accepted to step in as interim chairperson to be confirmed at the July Organizational Meeting.

**NAUTICAL
COUNCIL
CHAIRPERSON**

Ms. Vasa motioned to approve the November 2021 Excess Equipment List. All agreed.

**EXCESS
EQUIPMENT LIST**

Ms. Bridges reminded the Board of the NLS Annual Meeting which will be virtual on December 8, 2021 at 7:30 pm.

**NLS ANNUAL
MTG.**

Ms. Bridges requested a vote to approve the 2022 and 2023 Nassau Library System Member Support. The vote was 6 For and 1 Abstained.

**NLS MEMBER
SUPPORT VOTE**

Ms. Bridges requested a vote to approve the ILS & Associated Services Budget for 2022. The vote was 6 in Favor and 1 Abstained.

**ILS BUDGET
VOTE**

Mr. Hutter discussed the expansion of in-person services. Additional seating has been added to the North Wing and Mezzanine outside the Hagedorn Room. There has been an increase of a teen presence with the opening of school. The North Wing has been modified for teens. The Mezzanine has quiet study spaces available, and the north and south study rooms are available for booking on-line. More programs returned in November in the Lapham and Hagedorn Rooms with safety protocols in place.

**IN-PERSON
SERVICES**

Books for Dessert has returned on-site and participants are happy to be back. Mr. Hutter read a touching comment from Ms. Monsour regarding the return of the program. Ms. Comer wanted to commend Ms. Monsour for the spectacular job she has been doing with the Books for Dessert group.	BOOKS FOR DESSERT PROGRAM
Mr. Hutter reviewed added services with two new self-checkouts located in the Reading Room and Media area in the north wing.	NEW SELF-CHECKS
A new redundant internet line will help to reduce outages and has been paid for by NLS through a grant.	NEW INTERNET LINE
The recording studio has reopened. Ms. Niederman was the first to test out the revamped space.	RECORDING STUDIO
Ms. Bridges noted the Art Advisory Council minutes of September 22, 2021. Ms. Comer motioned to accept the two new members, Ms. Carole Krieger and Ms. Jocelyn Worrall.	COUNCIL MINUTES
Ms. Bridges acknowledged the Nautical Council minutes of September 21, 2021.	
Ms. Bridges noted the Foundation minutes of September 2021.	FOUNDATION MINUTES
Ms. Bridges cited the Foundation Financial Report ending September 30, 2021.	FOUNDATION FINANCIAL RPT.
Ms. Bridges noted the Friends of the Library minutes of October 13, 2021 meeting.	FOL MINUTES
Ms. Bridge noted the interesting Staff reports this month, one from ESOL and the 1 st Quarter Statistics 2021.	STAFF REPORTS
Ms. Bridges noted the October 2021 Patron Comments. Ms. Comer asked about the new book drop comment. Mr. Hutter stated the Library is lowering the curb to reduce the height of the new book bin and increase accessibility.	PATRON COMMENTS
There was no Staff Association representative this month.	STAFF ASSOC.
There were no Public Comments.	PUBLIC COMMENTS
Ms. Bridges requested a motion to adjourn. Ms. Vasa motioned. All agreed.	ADJOURNMENT

**PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING
NOVEMBER 2021 REPORTS**

WARRANTS TO BE VOTED ON

Warrant Number	Amount
21-11-05A	\$ 96,237.55
21-11-05B	\$ 642,289.16

Warrant Total	<u>\$ 738,526.71</u>
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<u>Payroll Date</u>		<u>Gross</u>		<u>Net</u>		<u>Processing</u>		<u>Tax Liability</u>
11/10/2021	\$	139,719.95	\$	100,755.66			\$	43,333.86
11/24/2021	\$	140,932.73	\$	93,310.84	\$	1,547.80	\$	40,288.91
PAYROLL TOTAL	\$	280,652.68	\$	194,066.50	\$	1,547.80	\$	<u>83,622.77</u>

Prepared By:
Paul Thomaidis
Finance Office

PORT WASHINGTON PUBLIC LIBRARY
Balance Sheet - Governmental Funds
November 30, 2021
41.67% of Budget Expensed

	General	Special Aid	Capital Projects	Permanent	Total Governmental Funds	Fiduciary Fund Agency
ASSETS						
Cash						
Unrestricted	\$ 4,495,402	\$ 735,589	\$ 1,403,501	\$	\$ 6,634,492	\$
Restricted				138,384	138,384	
Receivables						
Due from other funds	20,971	3,378			24,349	8,161
Due from component unit		9,195			9,195	
Total Assets	<u>\$ 4,516,373</u>	<u>\$ 748,162</u>	<u>\$ 1,403,501</u>	<u>\$ 138,384</u>	<u>\$ 6,806,420</u>	<u>\$ 8,161</u>
LIABILITIES						
Payables						
Due to other funds	8,161	6,397	11,631	3,378	29,567	2,943
Due to ERS	126,507				126,507	
Other liabilities					-	5,218
Total Liabilities	<u>134,668</u>	<u>6,397</u>	<u>11,631</u>	<u>3,378</u>	<u>156,074</u>	<u>8,161</u>
FUND BALANCES						
Nonspendable:						
Prepays	-				-	
Endowment				135,006	135,006	
Restricted: Grants		741,765			741,765	
Assigned:						
Capital projects	2,137,333		1,391,870		3,529,203	
Retirement contribution	221,241				221,241	
Terminal leave	621,634				621,634	
Unappropriated fund balance	166,500				166,500	
Unassigned: Fund balance	<u>1,234,997</u>				<u>1,234,997</u>	
Total Fund Balances	<u>4,381,705</u>	<u>741,765</u>	<u>1,391,870</u>	<u>135,006</u>	<u>6,650,346</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 4,516,373</u>	<u>\$ 748,162</u>	<u>\$ 1,403,501</u>	<u>\$ 138,384</u>	<u>\$ 6,806,420</u>	<u>\$ 8,161</u>

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund
For the Five Months Ended November 30, 2021
41.67% of Budget Expensed

	Budget	November 30, 2021		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
REVENUES					
REAL PROPERTY TAXES	\$ 7,072,264	\$ 946,777	\$ 2,946,777	\$ (4,125,487)	41.7%
OTHER TAX ITEMS	100,000			(100,000)	0.0%
FINES, FEES - LOST BOOKS	7,500	160	1,821	(5,679)	24.3%
XEROX REVENUES	9,000	65	3,622	(5,378)	40.2%
INTEREST -A FUND	3,000	70	362	(2,638)	12.1%
SALE OF USED BOOKS	4,500	387	949	(3,551)	21.1%
REFUND OF PY EXPENSES		2,934	5,063	5,063	N/A
GIFTS & DONATIONS			20	20	N/A
MISCELLANEOUS	12,500	7	127	(12,373)	1.0%
COFFEE BAR - REVENUE					N/A
COFFEE BAR - COSTS					N/A
STATE AID	7,000		7,988	988	114.1%
Total Revenues	7,215,764	950,400	2,966,729	(4,249,035)	41.1%
EXPENDITURES					
141 CERTIFIED LIBRARIANS					
.01 CERT.LIB GRADE 29-27-25	129,220	9,940	52,682	76,538	40.8%
.02 CERT.LIB GRADE 21	102,250	7,866	41,686	60,564	40.8%
.03 CERT.LIB GRADE 19	402,910	30,992	164,257	238,653	40.8%
.04 CERT.LIB GRADE 17	539,440	24,717	131,000	408,440	24.3%
.05 CERT.LIB GRADE 15	1,059,939	97,406	505,718	554,221	47.7%
.06 CERT.LIB HOLIDAY & SUNDAY	63,049	6,540	19,522	43,527	31.0%
TOTAL CERT. LIBRARIANS	2,296,808	177,461	914,865	1,381,943	39.8%
143 CLERICAL STAFF					
.01 CLERICAL GRADE 11	172,020	13,231	70,126	101,894	40.8%
.02 CLERICAL GRADE 9	108,504		1,808	106,696	1.7%
.04 CLERICAL GRADE 5	145,990	19,041	76,714	69,276	52.5%
.05 CLERICAL GRADE 3	57,050	7,421	38,744	18,306	67.9%
.06 CLERICAL HOLIDAY & SUNDAY	25,000	995	2,477	22,523	9.9%
TOTAL CLERICAL STAFF	508,564	40,688	189,869	318,695	37.3%
143 HOURLY STAFF					
.11 BOOKSHELVERS-ADULT	70,000	2,371	14,103	55,897	20.1%
.12 BOOK SHELVERS-CHILDREN	25,000	1,890	11,763	13,237	47.1%
.13 ENGLISH AS A SECOND LANGUA	34,000	1,336	6,453	27,547	19.0%
.14 ISD	87,000	10,081	42,963	44,037	49.4%
.15 COLLECTION MANAGEMENT	80,000	5,411	24,383	55,617	30.5%
.16 INTERLOANS	11,000	981	5,090	5,910	46.3%
.17 PERIODICAL SERVICE DESK	8,000			8,000	0.0%
.18 PROCESSING OF BOOKS	36,000	2,623	13,567	22,433	37.7%
.19 TECHNICIANS-MEDIA	15,000	1,145	11,786	3,214	78.6%
.21 STUDENT COMPUTER AIDS	77,000	4,148	21,968	55,032	28.5%
.22 SUNDAY & HOLIDAYS - SUPPORT	36,000	7,699	14,165	21,835	39.3%
.23 INFO. TECH SPEC. II	21,000			21,000	0.0%
.24 COMMUNITY OUTREACH	8,000	1,576	6,694	1,306	83.7%
TOTAL HOURLY STAFF	508,000	39,261	172,935	335,065	34.0%
143 BUILDING STAFF					
.31 CUSTODIAL	268,140	21,526	112,866	155,274	42.1%
.32 HOLIDAYS & SUNDAY - CUSTODIA	22,873	1,718	7,041	15,832	30.8%
TOTAL BUILDING STAFF	291,013	23,244	119,907	171,106	41.2%
SEPARATION PAYOUTS					

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For the Five Months Ended November 30, 2021
41.67% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	November 30, 2021		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
9030.8 SOCIAL SECURITY	\$ 275,735	\$ 20,671	\$ 108,930	\$ 166,805	39.5%
9040.8 WORKER'S COMPENSATION	38,000		27,537	10,463	72.5%
9045.8 DISABILITY INSURANCE	10,000	(173)	350	9,650	3.5%
9050.8 UNEMPLOYMENT INSURANCE	1,390			1,390	
9060.8 HOSPITAL & MEDICAL INSURANCE					
.01 MEDICAL	813,572	59,424	365,199	448,373	44.9%
.02 DENTAL	26,512	1,561	7,799	18,713	29.4%
.03 EYECARE	2,000	410	962	1,038	48.1%
TOTAL HOSPITAL & MEDICAL INSURANCE	842,084	61,395	373,960	468,124	44.4%
9010.8 STATE RETIREMENT	572,236	506,028	506,028	66,208	88.4%
203 EQUIPMENT					
.01 EQUIPMENT - LIBRARY	24,500		6,367	18,133	26.0%
.02 EQUIPMENT - COMPUTER	16,850	2,586	3,429	13,421	20.4%
.03 EQUIPMENT - BUILDING	15,000	8,459	8,459	6,541	56.4%
TOTAL EQUIPMENT	56,350	11,045	18,255	38,095	32.4%
410 PRINT & INFORMATION SERVICES					
.02 SERVICES & CONTINUATIONS				-	
.05 BOOKS-FICTION	50,000	1,206	4,696	45,304	9.4%
.06 BOOKS-NON-FICTION	50,000	2,912	5,365	44,635	10.7%
.07 BOOKS-REFERENCE	35,000	2,076	9,006	25,994	25.7%
.08 BOOKS-CHILDREN	23,500	2,333	5,146	18,354	21.9%
.09 BOOKS-AUDIO & ELECTRONIC	85,000	4,223	45,294	39,706	53.3%
.10 BOOKS-YOUNG ADULT	15,000	793	5,019	9,981	33.5%
TOTAL PRINT & INFORMATION SERVICES	258,500	13,543	74,526	183,974	28.8%
411 MACHINE READABLE MATERIAL					
.02 REFERENCE SOFTWARE	60,000		11,219	48,781	18.7%
.03 COMPUTER SOFTWARE	35,000	1,050	7,429	27,571	21.2%
TOTAL MACHINE READABLE MATERIAL	95,000	1,050	18,648	76,352	19.6%
413 SERIALS					
.01 MICROFORM	4,500	4,366	4,366	134	97.0%
.02 NON-MICROFORM	32,000	138	25,040	6,960	78.3%
TOTAL SERIALS	36,500	4,504	29,406	7,094	80.6%
417 A-V MATERIALS					
.02 CHILDREN'S MATERIALS	6,000	865	1,264	4,736	21.1%
.03 DVD	25,000	1,404	6,120	18,880	24.5%
.04 YOUNG ADULT				-	N/A
.05 DIGITAL MEDIA	20,000	4,678	10,530	9,470	52.7%
TOTAL A-V MATERIALS	51,000	6,947	17,914	33,086	35.1%
417 AUDIO RECORDINGS					
.11 VIDEO GAME COLLECTION	10,000	1,975	3,253	6,747	32.5%
.12 COMPACT DISKS	6,000	832	1,836	4,164	30.6%
TOTAL AUDIO RECORDINGS	16,000	2,807	5,089	10,911	31.8%
417 A-V RENTAL & MAINTENANCE					
.21 FILM RENTAL-ADULT	3,000			3,000	0.0%
.24 MAINT. & REPAIRS	1,000			1,000	0.0%
.25 BULBS	500			500	0.0%
TOTAL A-V RENTAL & MAINTENANCE	4,500	-		4,500	0.0%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For the Five Months Ended November 30, 2021
41.67% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	November 30, 2021		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
430 OFFICE & LIBRARY SUPPLIES					
.01 ADULT SERVICES	\$ 600	\$	\$ 95	\$ 505	15.8%
.02 CHILDREN'S SERVICES	3,500	964	2,014	1,486	57.5%
.03 COLLECTION MANAGEMENT	800		328	472	41.0%
.04 COMMUNITY INFO	1,000		56	944	5.6%
.05 COMPUTER SERVICES	7,600		307	7,293	4.0%
.06 INFO SERVICES	700		71	629	10.1%
.07 MEDIA SERVICES	3,100	1,011	2,707	393	87.3%
.08 GENERAL OFFICE SUPPLIES	20,000	3,941	8,531	11,469	42.7%
.09 ORAL HISTORY/SPECIAL COLLEC	2,500	426	454	2,046	18.2%
.10 TECHNICAL SERVICES	8,500	327	357	8,143	4.2%
.11 OFFICE EQUIPMENT	17,000		2,190	14,810	12.9%
.12 YOUNG ADULT	400	13	34	366	8.5%
TOTAL OFFICE & LIBRARY SUPPLIES	65,700	6,682	17,144	48,556	26.1%
431 TELEPHONE					
.01 TELEPHONE	26,000	2,397	11,163	14,837	42.9%
.02 TELEPHONE MAINTENANCE	5,000		2,406	2,594	48.1%
TOTAL TELEPHONE	31,000	2,397	13,569	17,431	43.8%
433 POSTAGE & FREIGHT					
.01 POSTAGE - FREIGHT	25,000	6,350	10,667	14,333	42.7%
434 PRINTING					
.01 PRINTED INFO	7,000		1,199	5,801	17.1%
.04 DISPLAYS & EXHIBITIONS	5,500		1,352	4,148	24.6%
.05 LEGAL ADVERTISING	5,000			5,000	0.0%
.08 NEWSLETTERS	23,000	2,592	11,018	11,982	47.9%
TOTAL PRINTING	40,500	2,592	13,569	26,931	33.5%
435 TRAVEL & MILEAGE					
.01 MEETINGS	15,000			15,000	0.0%
.02 MILEAGE	3,000		9	2,991	0.3%
.03 STAFF DEVELOPMENT	2,000		1,550	450	77.5%
TOTAL TRAVEL & MILEAGE	20,000		1,559	18,441	7.8%
436 ALIS/NLS OPERATING SYSTEM					
.01 CIRCULATION CHARGES	35,000		17,712	17,288	50.6%
.02 OPAC/CONCURRENT SESSION C	20,000		11,265	8,735	56.3%
.03 NLS	33,000		34,098	(1,098)	103.3%
TOTAL ALIS/NLS OPERATING SYSTEM	88,000		63,075	24,925	71.7%
437 PROGRAM SERVICES					
.01 PROGRAMS -ADULT	16,000	1,050	6,825	9,175	42.7%
.02 PROGRAMS - YOUNG ADULT	7,500	300	3,201	4,299	42.7%
.03 PROGRAMS - JUVENILE	22,000	628	3,927	18,073	17.9%
.07 MEETING ROOM EXPENSES	1,000			1,000	0.0%
.08 OTHER PROGRAM SUPPORT	10,000	280	2,514	7,486	25.1%
.13 MEDIA PROGRAMS	8,500			8,500	0.0%
TOTAL PROGRAM SERVICES	65,000	2,258	16,467	48,533	25.3%
438 MEMBERSHIPS					
.01 MEMBERSHIPS	7,000	1,289	2,203	4,797	31.5%
439 RENTAL, REPAIR, MAINTENANCE					
OFFICE EQUIPMENT					
.01 EQUIPMENT	14,000	2,339	5,679	8,321	40.6%
.02 COPY EQUIPMENT	14,500	1,148	7,987	6,513	55.1%
.04 COMPUTER	1,000			1,000	0.0%
.06 PIANO	1,000			1,000	0.0%
TOTAL RENTAL REPAIR, MAINTENANCE					
OFFICE EQUIPMENT	30,500	3,487	13,666	16,834	44.8%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For the Five Months Ended November 30, 2021
41.67% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	November 30, 2021		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
440 BUSINESS SERVICES					
.01 ACCOUNTING	\$ 60,000	\$ 5,000	\$ 25,150	\$ 34,850	41.9%
.02 AUDIT	19,000			19,000	0.0%
.05 ELECTION	5,000			5,000	0.0%
.06 LEGAL	30,000	2,546	5,289	24,711	17.6%
.07 PAYROLL	23,500	1,337	2,758	20,742	11.7%
.09 OTHER	20,000	3,644	15,274	4,726	76.4%
.10 SECURITY SERVICES	45,000	1,762	10,813	34,187	24.0%
.11 COMPUTER SERVICES	60,040	4,982	23,920	36,120	39.8%
.13 CREDIT CARD FEES	2,000	105	521	1,479	26.1%
TOTAL BUSINESS SERVICES	264,540	19,376	83,725	180,815	31.6%
450 FUEL & UTILITIES					
.01 ELECTRICITY	129,250	9,541	66,254	62,996	51.3%
.02 FUEL	40,560	858	1,437	39,123	3.5%
.03 WATER POLLUTION CONTROL TA	6,160			6,160	0.0%
.04 WATER TAX	7,000	3,030	3,030	3,970	43.3%
TOTAL FUEL & UTILITIES	182,970	13,429	70,721	112,249	38.7%
451 CUSTODIAL SUPPLIES					
.01 BULBS	10,200	380	530	9,670	5.2%
.02 HOUSEKEEPING MAINT	14,500	896	3,369	11,131	23.2%
.03 UNIFORMS	1,000			1,000	0.0%
.04 CLEANING SERVICES	43,200	2,634	3,484	39,716	8.1%
TOTAL CUSTODIAL SUPPLIES	68,900	3,910	7,383	61,517	10.7%
452 REPAIRS TO BLDG & BLDG EQUIP .					
.01 REPAIR TO BUILDING	60,000	10,508	25,291	34,709	42.2%
.02 SUPPLIES FOR BUILDING	20,000	2,383	8,919	11,081	44.6%
.03 BUILDING IMPROVEMENTS	10,000		3,230	6,770	32.3%
.04 REPAIRS TO EQUIPMENT	10,000	29	7,202	2,798	72.0%
TOTAL REPAIRS TO BLDG & BLDG. EQUIP.	100,000	12,920	44,642	55,358	44.6%
454 INSURANCE					
.01 INSURANCE	70,000		3	69,997	
455 OTHER OPER. & MAINT .					
.01 MECHANICAL CONTRACTS	32,000	8,714	13,446	18,554	42.0%
.02 GROUND MAINT. CONTRACTS	25,000	325	5,035	19,965	20.1%
.03 BUILDING MAINT CONTRACT	19,500	390	1,721	17,779	8.8%
TOTAL OTHER OPER. & MAINT.	76,500	9,429	20,202	56,298	26.4%
DEBT SERVICE					
INSTALLMENT DEBT- PRINCIPAL	4,627	384	1,903	2,724	41.1%
INSTALLMENT DEBT INTEREST	347	31	170	177	49.0%
TOTAL DEBT SERVICE	4,974	415	2,073	2,901	41.7%
INTERFUND TRANSFERS					
OPERATING TRANSFERS OUT	380,000	-	380,000	-	100.0%
TOTAL EXPENDITURES	\$ 7,382,264	\$ 993,005	\$ 3,338,887	4,043,377	45.2%
NET CHANGE IN FUND BALANCE			(372,158)		
FUND BALANCE, BEGINNING OF YEAR			4,753,863		
FUND BALANCE, END OF YEAR			\$ 4,381,705		

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues, Expenditures and Changes in Fund Balances -
Special Revenue, Capital Projects and Permanent Funds
For the Five Months Ended November 30, 2021
41.67% of Budget Expensed

	Special Revenue	Capital Projects	Permanent
REVENUES			
Interest income	\$ 234	\$ 447	\$ 44
Miscellaneous revenue	76,163	100,000	
State sources			
Total Revenues	<u>76,397</u>	<u>100,447</u>	<u>44</u>
EXPENDITURES			
Program expenses	<u>54,599</u>	<u>81,801</u>	
OTHER FINANCING SOURCES (USES)			
Operating transfers in	44	380,000	-
Operating transfers (out)			<u>(44)</u>
Total Other Financing Sources (Uses)	<u>44</u>	<u>380,000</u>	<u>(44)</u>
Net Change in Fund Balance	21,842	398,646	-
Fund Balance - Beginning of year	<u>719,923</u>	<u>993,224</u>	<u>135,006</u>
Fund Balance - End of month	<u>\$ 741,765</u>	<u>\$ 1,391,870</u>	<u>\$ 135,006</u>



'PWPL Ahead'

PWPL's Reopening Workplace Safety Plan

Created by PWPL's Safety Committee

May 2020

(Revised December 2021)

The Port Washington Public Library (PWPL or Library) Board of Trustees is authorized to take the steps necessary to serve the community under its mission, with the health and safety of the Library staff and patrons as its main priority. Therefore, the Board of Trustees has adopted this Reopening Workplace Safety Plan, as part of a review and assessment of potential risks, effective June 17, 2020 (re-adopted, after updates, on December 15, 2021).

The primary goals of this policy are to safeguard the health and well-being of all our staff and patrons. Our duty is to ensure that we provide reasonable access to Library services while still protecting our employees and community. By taking the measures outlined in this Plan, we will reduce the risk of infection in, around, and on Library property, materials and all equipment used by Library staff and patrons.

People, Place, Process

The reopening of PWPL will occur over four “Phases,” keeping in mind the **People, Place, and Process** considerations outlined in New York State’s “NY Forward” plan. The timeline listed for each phase will be in accordance with all Executive Orders and other laws, rules, and regulations applicable to the Library. PESH (Public Employee Safety and Health) guidelines for employees to return to work and the Center for Disease Control and Prevention (CDC) guidelines for best practices to keep the staff and public safe, will be followed.

PEOPLE – Includes: Employees & Patrons; Gathering Size; Social Distance; Mental Health & Wellness; Vulnerable Populations

Patron Policies: Personal Protective Equipment (PPE) Policy:

- A face covering is required inside the building for all patrons 2 years of age and older, regardless of vaccination status.
- Proper-fitting masks or face coverings may be cloth or any material that is authorized by, or in compliance with, applicable New York State Executive Orders (including #202.17) or future executive guidance or laws.
- Proper-fitting masks or face coverings are those that completely cover the mouth and nose in accordance with guidelines issued by the CDC.
- Patrons who cannot medically tolerate the wearing of a mask or face covering are asked to contact the Library before visiting so reasonable accommodations for services can be worked out.

Patrons Policies: Guidelines for Library Conduct:

- Patrons are not permitted to approach other patrons to comment, confront or question their PPE or distancing practices. Concerns regarding the practices of other patrons should be handled by Library staff only.
- Patrons should not enter the Library if they have any COVID symptoms.
- Along with wearing proper PPE, the Library will strictly enforce social distancing guidelines of at least 6 feet between all individuals on Library property.
- Hand sanitizer and/or hand sanitizer stations will be provided for use.
- Patrons refusing to adhere to this policy will be warned or requested to leave the Library, and may also be subject to corrective action, including possible banning, as outlined in the Library's Code of Conduct.

Vendor and Outside Consultant Policies: PPE

- Vendors and outside consultants are required to wear a proper-fitting mask or face covering at all times while in the Library.
- Proper-fitting masks and face coverings may be cloth or any material that is authorized by, or in compliance with, applicable New York State Executive Orders (including #202.17) or future executive guidance or laws.
- Proper-fitting masks or face coverings are those that completely cover the mouth and nose in accordance with guidelines issued by the CDC.

Staff Policies: PPE

- All staff, regardless of vaccination status, are required to wear a proper-fitting mask or face covering at all times while inside the Library facility and when interacting with other staff and/or patrons inside the Library facility. Any staff member who does not have their own face mask or shield will be provided with one upon entering the Library.
- Staff will be required to view a safety webinar, based on CDC guidance, and participate in any training designated by the Library Director and/or Board of Trustees.
- Proper-fitting masks and face coverings may be any material that is authorized by, or in compliance with, applicable New York State Executive Orders (including #202.17) or future executive guidance or laws.
- Proper-fitting masks or face coverings are those that completely cover the mouth and nose in accordance with guidelines issued by the CDC.
- The Assistant Director will act as coordinator to field all questions regarding COVID-19 from staff.

Volunteers/Library Affiliated Individuals

- Volunteers and Library Affiliated Individuals may be screened/questioned before coming onsite for official library duties. Questions may include whether they have tested positive for COVID-19 in the past 14 days or have had COVID-19 symptoms in the past 14 days or have had close contact with a confirmed or suspected COVID-19 case in the past 14 days. Individuals may be sent home depending on the answers to these screening questions.

Staff Polices: Guidelines for Returning to Work

- All staff must ensure that they are healthy when reporting to work. Employees must not have any symptoms or fever. Anyone who does not appear well will be sent home or to seek medical attention. Staff may be screened/questioned before starting work each day as to whether they have tested positive for COVID-19 in the past 14 days, or have had COVID-19 symptoms in the past 14 days, or have had close contact with a confirmed or suspected COVID-19 case in the past 14 days. Staff members may be sent home depending on the answers to these screening questions.
- Any staff members who live with or are in close contact with a person with COVID-19, or who test positive for COVID-19, must notify the Library Director that they are not able to report to work and the reason why. The Library Director will be responsible for tracing efforts.
- Staff will have access to an isolated space on-site if feeling unwell, and unable to immediately go home.
- Staff members who have traveled to high-risk areas may be quarantined.
- Staff levels will remain compliant with applicable Executive Orders (*e.g.*, 50%)
- All employees and patrons will keep a 6 ft distance from each other.
- Employee hours will fall within 6AM-11PM on weekdays, 8AM-6PM on Saturdays and 8AM-7pm on Sundays, or as needed in emergencies. Hours are subject to change. Breaks and lunch hours will be staggered to maintain proper social distancing.
- There will be designated locations for deliveries and pick up of materials at both the front and rear entrances.
- Mental health workshops and resources will be made available to all staff members.
- An anonymous complaint procedure for staff to report COVID-19 safety violations will be established.
- The Assistant Director will act as coordinator to field all questions regarding COVID-19 from staff.

PLACE – Includes: Access & Screening; Capacity Requirements; Cleaning & Hygiene; PPE; Frequent Use; Travel & Transportation

- Staff should avoid sharing surfaces or objects. When this is not possible, gloves should be worn. All work areas will be sanitized daily.
- Hand sanitizers and wipes will be situated in various locations near work areas and entrances/exits.
- Regular cleaning and disinfection of the Library will occur continuously.
- Clear signage will be present to remind employees and the public of proper public hygiene, enhanced safety protocols, appropriate use of PPE, and cleaning procedures in place.

PROCESS – Includes: Test, Trace, and Isolate; Training; Risk; People Policies; Communication

- Cleaning, disinfection, and contact tracing will occur in the event of a positive case.
- Individuals will be notified if they have come in close contact with someone who was infected.
- Protocols will be in place for members of the public when they return inside the Library.

Any staff member who is found to be in violation of these policies may be subject to disciplinary action.

Phased Re-Opening Strategy

As the Long Island Region begins to reopen, PWPL (if it is deemed safe) will proceed to enter the next Phase specified with the information below. The planned 'Phases' below are simply the best estimation of how PWPL will proceed. ***Note: Phasing timeline and objectives within each Phase is subject to change.***

Phase 1 – Began May 2020

- Services, materials, programs, and events will continue to be offered remotely.
- Maintenance staff return on-site.
- The entire building is cleaned and sanitized.
- HVAC adjustments will be made, and new filters will be installed.
- PPE will be inventoried (gloves, masks, face shields, etc.) with additional orders placed as necessary.
- Work areas will be spread out to extent possible. Certain furniture will be removed or relocated temporarily.
- Work areas that will see first return of staff will be prepared.

Phase 2 – Began June 2020

- Services, materials, programs and events will continue to be offered remotely.
- A percentage of various Department staff return to work on-site in alternate Green and Orange Teams.
- Book collection will be organized, and processing of new materials will resume.
- Contactless deliveries from vendors will resume.
- Incoming US mail will still be held off-site and collected once a week. After a period of approximately two weeks, interoffice mail and daily US mail delivery/pick-up will resume.
- Process to accept returned materials will be finalized.
- Begin to accept and quarantine returned materials for a period of 72 hours.

Phase 3 – Began July 2020

- Some services and all programs and events will continue to be offered remotely.
- Full curbside service for materials will be implemented for the public in the parking lot. Patrons in cars will be encouraged to stay in cars. Patrons coming by bike or on foot will be asked to wait in a queue at a safe physical distance for pick-up/drop-off. Curbside hours of operation will vary from normal operating hours and will be subject to change.
- Paper printouts and 3D printed objects will be available for curbside pick-up.
- Home delivery/pick-up of materials will resume.

Phase 4 – Began August 2020

- Members of the public will be allowed to return into the Library. Hours may be limited for specific age groups. Building capacity may be limited.
- Browsing and in-person borrowing will resume.
- A larger percentage of staff from all departments will return for on-site work. Staff will continue to work in alternate Green and Orange Teams.
- Hours may vary from normal operating hours.
- Some in-person services will resume.
- All indoor programs and events will continue to be offered remotely.
- Outdoor programs and events, that can occur at a safe distance, will be allowed.
- Services at some public desks will resume (sneeze guards installed at all open service desks).
- Meeting rooms will remain closed and public seating will be limited.
- Curbside service will continue for patrons who wish to still use it.

Phase 4+ - Began June 2021

- Masks or face coverings for patrons 2 years and older, will be required inside the Library.
- Individuals who are not members of the same household or have not consented to be near each other, are asked to maintain 6 feet of social distance.
- Pre-pandemic hours of operation will resume on June 14, 2021:
 - Monday, Tuesday, Thursday, and Friday 9am to 9pm, Wednesday 11am to 9pm, Saturday 9am to 5pm and Sunday 1pm to 5pm.
- Staff teams will fully reunify beginning June 14, 2021.
- Individual indoor seating will be available in select locations of the Library.
- Curbside services will continue to be available.
- Events and programs will continue virtually and outdoors.
- Quarantine of materials will be eliminated on July 1, 2021.
- Building capacity and patron time limits will be subject to change.
- Bookable quiet study rooms will be available.
- The Café area will re-open.
- Indoor events, programs, and meetings will be evaluated.
- Indoor in-person events, programs and meetings will begin November 1, 2021. Face coverings will be required for all patrons in attendance. Seating will be setup to allow for social distancing. Capacity limits will be in place.
- Indoor meeting spaces will be available for the public to request and use beginning January 3, 2022. To request a meeting space, the requesting individual will be required to review the Library's current safety protocols and agree to fully adhere to them.

Beyond Phase 4+ - TBA

- At the appropriate time, when it is deemed safe, the Library will return to normal operations.

The practices and policies in this plan may be modified at the sole discretion of the Library and/or as needed to conform with New York State Executive Orders, official health-related guidance, and any federal, state, and local government laws, rules and regulations.

Questions or concerns regarding this policy should be brought to the Library Director.

This plan will remain in effect until the Board of Trustees votes to remove or revise it as necessary.

**Port Washington Public Library
Façade Restoration timeline**

Date	Milestone	Duration
▪ 12/13/2021	Bidding	
▪ 1/11/2022	Pre-bid Walkthrough - 10:00 am	
▪ 2/8/2022	Bids Opening - 2:00 pm	
▪ 2/16/2022	Pre-Award Meeting - 10:30 am	
▪ 2/28/2022	Award Recommendation submitted	
▪ 3/16/2022	Board approval for Contract Award	
▪ 3/18/2022	Bid awarded	
▪ 3/22/2022	Construction Kickoff Meeting - 10:30 am	
▪ 4/18/2022	Construction starts	
▪ 7/8/2022	Substantial Completion	(12 weeks)
▪ 8/5/2022	Project closeout	(4 weeks)

Prepared by H2M/pc
Revised 12/02/2022

Adoption of the State of New York Deferred Compensation Plan

WHEREAS, The Port Washington Public Library wishes to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the “Plan”) for voluntary participation of all eligible employees; and

WHEREAS, The Port Washington Public Library is a local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law* and

WHEREAS, The Port Washington Public Library has reviewed the Plan established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York; and

WHEREAS, the purpose of the Plan is to encourage employees to make and continue careers with The Port Washington Public Library by providing eligible employees with a convenient and tax-favored method of saving on a regular and long-term basis and thereby provide for their retirement;

* A local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law includes: a county, city, town, village or other political subdivision as defined in Section 131 of the retirement and Social Security law or civil division of the State; a school district or other governmental entity operating a public school, college, or university; a public improvement or special district, a public authority, commission , or public benefit corporation; or any other public corporation, agency or instrumentality or unit of government which exercises governmental powers under the laws of the State.

NOW, THEREFORE, it is hereby:

RESOLVED, that The Port Washington Public Library hereby adopts the Plan for the voluntary participation of all eligible employees; and it is further

RESOLVED, that the appropriate officials of The Port Washington Public Library are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the Plan; and it is further

RESOLVED, that the Administrative Services Agency is hereby authorized to file copies of these resolutions and other required documents with the President of the State of New York Civil Service Commission.

Adopted the _____ day of _____, 20____, at a meeting of the _____.

I hereby certify that The Port Washington Public Library is a local public employer within the meaning of Section 5 of the State Finance Law and that the adoption of the Plan has received all required approvals of any local governing body or officer and otherwise complies with local law.

Witnesseth by:

By:

Consent of the Deferred
Compensation Board of the
State of New York to
Local Public Employer's
Participation

By: _____

FOR SECURITY PURPOSES, THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK



PSEG Long Island
333 Earle Ovington Boulevard, Ste 403
Uniondale, NY 11553

JPMorgan Chase Bank, N.A.
Syracuse, NY

9000173425
50-937/213

DATE
11/19/2021

NET AMOUNT
\$*****4,000.00



Four Thousand And No/100 Dollars

00000951-0001-000000-001-TFISIP00112221281166-REG10LETRSD01-00-0-00000952

Pay To The Order Of PORT WASHINGTON
ONE LIBRARY DRIVE MAIN STREET
PT WASH, NY 11050

AUTHORIZED SIGNATURE

SIGNATURE HAS A BLUE-GREEN BACKGROUND • BORDER CONTAINS MICROPRINTING MP

APPROVAL TO EXCESS EQUIPMENT

TYPE OF EQUIPMENT	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	QTY.	REASON FOR DISPOSAL	DATE OF BOARD APPROVAL
Mesh File Cart				1	Cart is unused, due to its age and flimsy-ness. Tends to fall over.	
Book Carts				4	These carts have been in storage since they were broken, unusable and unable to be repaired.	
Book Shelf Frames				16	Old book shelf frames that are at end of life. Frames are unstable.	
Storage Cabinet	Steel Case			10	These storage cabinets have been in storage and are broken and unusable.	
Book Shelving				160	The majority of these shelves belong to larger pieces that are no longer used in the building. Others shelf pieces are damaged, scratched, rusty.	
End Panels				8	We are keeping some end panels, but removing these 8. They are scratched or damaged.	
Wood End Panels				4	We are keeping some end panels, but removing these 8. They are scratched or damaged.	
Desk Parts (Wood & Metal)				8	These parts have been in deep storage and belong to desks	

ELECTION TIMELINE 2022

Nominating Petitions available	February 1, 2022
Nominating Petitions Due	Monday - March 14, 2022
Absentee Ballot Applications - Available	Monday - February 14, 2022
Budget Hearing #1	Wednesday - February 16, 2022
Budget Hearing #2	Wednesday – March 16, 2022
Meet the Candidates Night	Wednesday – March 30, 2022
Budget Information Session	Wednesday– March 30, 2022
Personal Registration Day	Tuesday – April 5, 2022
Budget Vote/Trustee Election	Tuesday - April 12, 2022

CAC Notes November 2, 2021

Overview of programs and events that took place since last meeting on April 2, 2021. In April, the CAC sponsored The Cooking Lab (40 people attended virtually) and Grow Your Own Microgreens (55 people picked up seed packets). The Tepper Family Foundation sponsored Baby Rhyme Time in May and October as well as the up-coming Intergenerational Collage Workshop on November 6.

Upcoming programs:

Family Lego Challenge during the week of Thanksgiving – pick up a bag of Legos in the Children’s Room and create something that represents Port Washington to your family, send the librarians a photo. The winner receives the 2022 Guinness World Records.

Adventures in Art: Brick Artist Nathan Sawaya (pre-recorded video)

Crafts to Go with Doris Benter – Sept. painted pencil box, Oct. Blue Dog Halloween painting, Nov. agate necklace and mosaic box, Jan./Feb. Harry Potter Owl Pillow, Apr./May Kusama Flower Sculpture, July mosaic seahorse.

Brainstorming future programs:

Amaryllis bulb workshop in December

Small in-door, in person craft workshops during December break

Seed library – Spring 2022

Composting workshop (possibly with Transition Town) – Spring 2022

Knitting when we can do in person programs again – highlight Tom Daley, Olympic Gold Medal diver, knitting during the Olympics.

The Human Library – articles from Michele (might make a nice Intergenerational program)

<https://humanlibrary.org>

<https://www.upworthy.com/check-out-a-human-library-where-you-borrow-people-instead-of-books>

Ideas from the Strategic Planning Committee Meeting Michele attended in April:

DIY Programs – if anyone has ideas for this type of program please email the group

Outreach to parts of town such as Manorhaven and Littig House Community Center (PWPL on the Go and Little Free Library)

Intergenerational programs on mental health, computer literacy, second languages, financial literacy

CAC Budget: 11,681

Next Meeting: Thursday, December 9 at 9:30 a.m.

From: Linda S.>
Sent: Monday, November 29, 2021 2:40 PM
To: Keith Klang <kklang@pwpl.org>
Subject: Acknowledging a Good Experience

Dear Keith:

I am writing this letter of acknowledgement, since I feel all too often "positive experiences" very often go unspoken.

I am on the Art Council and this was my first experience bringing an artist "full circle" in planning for their exhibition and finally executing it.

It is with the cooperation and assistance of the Port Washington Library Staff, that I was able to complete this project successfully. The people listed below were active participants in helping Roshank execute her ambitious program of events.

Vanessa was in constant communication with the artist (Roshanak), and made every effort to encourage her to participate in making her exhibit something the "whole" community could benefit from, both "young and old". She guided Roshanak and myself in meeting "time constraints" and informing us of what the library requires in following its guidelines.

Many thanks to the "Custodial Staff", namely Phil, Flaminio, and Toni for assisting, whenever necessary, in helping to install Roshanak's exhibit. At times they were inventive and creative in solving our problems. They were most cooperative and attentive in offering their assistance.

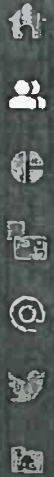
Besides Roshanak's exhibition, she provided a "children's workshop". Thanks to the help and guidance of Amy Christake, this event was executed seamlessly.

In addition, Roshanak presented a "lecture", for the adult community, which was most informative. Thanks to Jeff Zeh, the Adult Programming Coordinator, who organized the ZOOM and Michelle Karnsomtob and Bob Walkman, who assisted Roshanak on the day of her lecture, enabling her to bring this worthwhile event to the community on ZOOM.

I, as well as Roshanak I am sure, felt supported, encouraged and comfortable with the help she received from "ALL" the staff mentioned above. Therefore, jointly we thank you for your professionalism and assistance in making this experience a memorable one, for us both, and for the community. Thank you "ALL".

With appreciation,

Linda S.



Address

Phone



Summary Profile **Timeline** Relationships

Edit Donation

Actions

Date
12/1/2021

Soft Credits

Amount
\$100.00

Tribute

Non-Deductible
\$0.00

Acknowledgements

Fund
PWPL MISC

Acknowledged?
Yes

Campaign

Assign Letter

Appeal

Method
 Cash Check Credit Card EFT In Kind

Attachments

Check Number
6922

Check Date
11/16/2021

Note
Purchase of Books - This has a matching grant from Bank of America

Tribute Information

Tribute Family's Mailing Address

Tribute Name

Tribute Type

Nassau Library System Digital Inclusion Van

NLS is pursuing the procurement of a tech-enabled van that would be maintained by NLS and reservable by all member libraries. NLS is hoping to have the van ready for launch by Summer 2022.

Photos of a similar vehicle:



Potential Uses:

- Pop up events/temp. outdoor library
- In person offsite training (one on one or small group)
- Offsite lending of hotspots/devices by the hour

- Mobile Geek Squad
- Promote libraries as centers for digital inclusion
- Promote/demo digital library services
- Outreach at community/town/county events, parks, public spaces

Outfitted With:

- Built-in vehicle wifi that extends outside vehicle
- Hotspots, Laptops/ipads for lending
- Storage of folding tables/chairs for outdoor pop-up events
- Information about library programs and services
- Awning
- Exterior lighting
- PA system for bullhorn, music
- Graphic wrap
- Swivel seat with counter
- Interior laptop counters with seating
- Wheelchair lift
- AC/heat
- Security cameras
- Double glass doors