

**PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 20, 2023
AGENDA**

- I Approval of November 15, 2023 Board of Trustees Minutes
- II Approval of November 2023 Warrants
- III Approval of November 2023 Staff Changes
- IV Financial Report
 - a) November Financial Report
- V Director's Report
 - a) Staff Association MOA
 - b) Confidential Employee Resolution
 - c) Library Advocacy Day in Albany – February 7, 2024
 - d) Special Election – February 2024
 - e) Non-Resident Library Card
 - f) Excess Equipment List
- VI President's Report
 - a) NLS Annual Meeting Report
 - b) Budget/Election Timeline
 - c) Facilities Committee Report
- VII Assistant Director
 - a) Job and Career Update
 - b) Website Accessibility Update
 - c) AARP Tax Help
- VIII Councils
 - a) Children's Advisory Council – Minutes of December 7, 2023
- IX Foundation
 - a) Roots Leadership Initiative
 - b) Financial Report – September 30, 2023
- X Friends of the Library
 - a) Minutes of Meeting –November 8, 2023

- XI Correspondence
 - a) Patron Comments

- XII Staff Report
 - a) NYLA Report – Lori Gerbasi
 - b) NYLA Report – James Hutter

- XIII Staff Association

- XIV Public Comments

- XV New Business

- XVI Adjournment

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
NOVEMBER 15, 2023

Participants: Bill Keller, Presiding Patricia Bridges
Nancy Comer Michael Krevor
Adrienne Saur Matthew Straus
Keith Klang

Mr. Keller opened the public meeting at 7:30 pm requesting a motion to open. Ms. Bridges moved to open. Mr. Krevor seconded. All agreed.	OPENING
Mr. Keller requested a motion to approve the October 18, 2023 Board of Trustees meeting minutes. Ms. Bridges moved to approve. Mr. Straus seconded. All agreed.	APPROVAL OF MINUTES
Mr. Keller requested a motion to approve the October 2023 warrants 23-10-04A and 23-10-04B. Ms. Bridges moved to approve. All agreed. Mr. Keller requested a motion to approve two payrolls on 10/12/23 and 10/26/23. Mr. Krevor moved to approve. Ms. Saur seconded. All agreed.	APPROVAL OF OCTOBER WARRANTS
Mr. Keller read the Staff Changes for October 2023 stating there was one appointment, two departures, and no salary adjustments. Mr. Straus moved to accept. Ms. Bridges seconded. All agreed.	STAFF CHANGES SEPTEMBER
Mr. Keller read the resolution for Employee #258 and requested a motion to approve. Ms. Bridges moved to approve. Mr. Krevor seconded. All agreed.	STAFF CHANGE
Mr. Keller requested questions or comments on the October financial reports. Mr. Klang answered questions regarding staffing coverage and security guards.	FINANCIAL REPORT
Mr. Klang informed the Board that Ms. Hillary Moreira, the Library's attorney, provided Sexual Harassment Prevention training to the staff in-person this year. Managers now have a higher level of responsibility. Many ESOL Volunteers were trained earlier this month. Mr. Keller noted New York State also has videos available for training.	SEXUAL HARASSMENT PREVENTION TRAINING
Mr. Klang discussed the locations of the new security cameras in the North Wing, South Wing, Teen Space, Local History, and the Adler Art Gallery. No one is actively following footage. A new server in the basement is capable of holding more footage if necessary. Trustees suggested that the PWPL may want to purchase additional cameras in next year's budget.	NEW SECURITY CAMERAS

Another suggestion was to purchase additional hard drives to increase the retention period.

Mr. Klang reviewed the Security Guards coverage hours at the Library. Guards are on-site Monday through Friday from 3:30pm – 9:30pm; on Saturday from 11:00am – 5:00pm; and Sunday 1:00 – 5:30pm. Mr. Klang was asked to keep an eye on security requests from staff. We should plan to add more hours during the summer.

**SECURITY
GUARD HOURS**

Mr. Klang informed the Board that the Library will receive a \$10,167.36 matching fund from the NYS Countywide Shared Services for the Library's Dental Plan Consortium for the year 2020-2021.

**MATCHING FUND
NYS SHARE
SERVICES**

Mr. Klang stated that the Library hosted Early Voting in the Lobby for 9 consecutive days. There was also an increase in foot traffic from 1,000 to 2,200 on Election Day from the prior Tuesday.

EARLY VOTING

Mr. Klang told the Board that the contractor has addressed all punch list items for the Roof and Façade project. There are one or two close-out documents being prepared for review by the Library's consultant and will be signed off by H2M Architects. This will represent the completion of the project.

**ROOF & FAÇADE
CLOSEOUT**

Mr. Klang requested approval of an Excess Equipment list from Computer Services. Ms. Bridges moved to approve. All agreed. A second Excess Equipment list from Maintenance includes shelving and folding tables. Mr. Straus moved to approve. Ms. Saur seconded. All agreed.

**EXCESS
EQUIPMENT
LISTS**

Mr. Klang announced that there will be an electronic-shredding event on Saturday, December 2, 2023. Both the PWPL and the public will be able to dispose of electronics in a safe manner.

**ELECTRONIC
RECYCLING**

Mr. Keller requested a motion to approve the NLS Member Library support for 2024 and 2025. Ms. Bridges moved to approve. The Board voted unanimously to approve, six approve, zero against, and one Board member was not present.

**NLS MEMBER
SUPPORT 2024 &
2025**

Mr. Keller announced to the Board that the NLS 2023 Annual Meeting will be on December 6 at 7:30pm and virtual attendance is also available. A speaker will present a discussion on free speech and libraries. One-half hour of continuing education credits will be offered for those who attend.

**NLS ANNUAL
MEETING**

Mr. Keller noted that two (2) hours of Trustee Training must be completed by the end of December. There are recordings of Trustee Handbook seminars for people to view if they need to meet this requirement.

**TRUSTEE
TRAINING**

Mr. Keller stated that Library Advocacy Day will be February 7, 2024 in Albany.

ADVOCACY DAY

The Library has partnered with the Helen Keller National Center (HKNC) as part of its strategic plan outreach goal. A special all staff training was offered on working with sight and hearing-impaired people was given by Eleanor Coley-Brody, the HKNC's Regional Representative. She also discussed how their members navigate the world The Health Advisory Committee has teamed with Helen Keller National Center to do an event at the Library on February 13, 2024 to discuss new innovations for people losing their vision and hearing.

**HELEN KELLER
NATIONAL
CENTER
PARTNERSHIP**

Mr. Hutter reviewed the various Homework Help programs provided by the Library such as: ESOL Mondays and Thursdays for elementary age children, the Ed Foundation on Tuesday afternoons provides guidance in reading, writing, math, and language skills for third graders with the help of educators, high school students and talented residents; and Wednesday afternoons a non-denominational program by the United Methodist Church of Port Washington provide help for middle school children.

**HOMEWORK
HELP**

Mr. Hutter also informed the Board that the Library phone system now has an option for Spanish speaking patrons.

PHONE OPTION

Mr. Keller noted the Art Advisory Committee meeting minutes of September 12, 2023

AAC MINUTES

Mr. Keller noted the Foundation minutes of July 10, 2023 as well as the financial report ending July 31, 2023.

**FOUNDATION
MINUTES/FINAN-
CIALS**

Mr. Keller noted the Friends of the Library minutes of meeting dated October 18, 2023. There will be a special event this Sunday with Rebecca Hughes Parker and Mike Bamberger discussing the Arkansas case.

FOL MINUTES

Mr. Keller noted the year-end statistics 2022-2023. There was a question on the decrease in added items.

**YEAR-END
STATISTICS**

Mr. Keller noted the Association of Bookmobile and Outreach Services Annual Conference Report by Ms. Monsour stating it was very interesting and would be nice to share with the staff.

**BOOKMOBILE &
OUTREACH
CONFERENCE**

Mr. Keller noted the donation from Senator Martins of Rapid-At-Home Covid test kits to be distributed to patrons. The expiration date has been lengthened to 2025.

COVID TEST KITS

Mr. Keller noted the October 2023 Patron Comments and stated they were very complimentary.

**PATRON
COMMENTS**

The Staff Association representative this month was Mala Shanka. Ms. Shanka had no comments or issues to report.

STAFF ASSOC.

Mr. Keller mentioned the NLS program that purchases multiple copies of best sellers for member libraries. Keith will monitor the PWPL's utilization of the program.

**NLS BEST
SELLER
PURCHASING
PROGRAM**

Trustees requested that the PWPL improve the displays of our books and magazines to increase circulation. It was suggested that staff should visit Barnes & Noble or other bookstores for ideas. It was also suggested that we highlight "Staff Picks" as a way to market our collection. Such picks were offered in the past.

BOOK DISPLAYS

There were no public comments.

**PUBLIC
COMMENTS**

Ms. Bridges motioned to adjourn. Mr. Krevor seconded. All agree.

ADJOURNMENT

**PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING
NOVEMBER 2023 REPORTS**

WARRANTS TO BE VOTED ON

Warrant Number	Amount
23-11-05	\$ 1,146,527.63

Warrant Total	<u>\$ 1,146,527.63</u>
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<u>Payroll Date</u>	<u>Gross</u>	<u>Net</u>	<u>Processing</u>	<u>Tax Liability</u>
11/9/2023	\$ 142,714.03	\$ 104,437.96	-	\$ 43,206.65
11/22/2023	\$ 143,776.63	\$ 92,472.72	2,061.85	\$ 39,009.27
PAYROLL TOTAL	<u>\$ 286,490.66</u>	<u>\$ 196,910.68</u>	<u>\$ 2,061.85</u>	<u>\$ 82,215.92</u>

Prepared By:
Mayra Fenig
Finance Department

PORT WASHINGTON PUBLIC LIBRARY

Balance Sheet - Governmental Funds

November 30, 2023

41.67% of Budget Expensed

	<u>General</u>	<u>Special Aid</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total Governmental Funds</u>	<u>Fiduciary Fund Agency</u>
ASSETS						
Cash						
Unrestricted	\$ 3,900,525	\$ 730,305	\$ 1,041,860	\$	\$ 5,672,690	\$
Restricted				138,817	138,817	
Receivables						
Accounts receivable		55			55	
Due from other funds	1,261,477	3,811			1,265,288	10,305
Due from component unit	8,205	28,085			36,290	
Prepaid expense	136,523	5,910			142,433	
Total Assets	<u>\$ 5,306,730</u>	<u>\$ 768,166</u>	<u>\$ 1,041,860</u>	<u>\$ 138,817</u>	<u>\$ 7,255,573</u>	<u>\$ 10,305</u>
LIABILITIES						
Payables						
Accounts Payable	110,622	15,202			125,824	
Due to other funds	10,305	17,513	1,243,964	3,811	1,275,593	
Other liabilities					-	10,305
Due to ERS					-	
Total Liabilities	<u>120,927</u>	<u>32,715</u>	<u>1,243,964</u>	<u>3,811</u>	<u>1,401,417</u>	<u>10,305</u>
FUND BALANCES						
Nonspendable:						
Prepaid	137,343	3,650			140,993	
Endowment				135,006	135,006	
Restricted: Grants		731,801			731,801	
Assigned:						
Capital projects	2,372,333				2,372,333	
Retirement contribution	556,749				556,749	
Terminal leave	889,799				889,799	
Unappropriated fund balance	66,500				66,500	
Unassigned: Fund balance (deficit)	1,163,079		(202,104)		960,975	
Total Fund Balances	<u>5,185,803</u>	<u>735,451</u>	<u>(202,104)</u>	<u>135,006</u>	<u>5,854,156</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 5,306,730</u>	<u>\$ 768,166</u>	<u>\$ 1,041,860</u>	<u>\$ 138,817</u>	<u>\$ 7,255,573</u>	<u>\$ 10,305</u>

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund
For One Month and Five Months Ended November 30, 2023
41.67% of Budget Expensed

	Budget	November 30, 2023		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
REVENUES					
REAL PROPERTY TAXES	\$ 7,213,733	\$ 601,144	\$ 3,005,722	\$ (4,208,011)	41.7%
OTHER TAX ITEMS	100,000			(100,000)	0.0%
FEES - LOST BOOKS	7,500	408	1,142	(6,358)	15.2%
XEROX REVENUES	9,000	202	2,488	(6,512)	27.6%
INTEREST	80,000	12,359	72,268	(7,732)	90.3%
SALE OF USED BOOKS	3,000	395	655	(2,345)	21.8%
SALE OF INSTRUCTIONAL SUPPLIES					N/A
REFUND OF PY EXPENSES		554	554	554	N/A
GIFTS & DONATIONS	12,500			(12,500)	0.0%
MISCELLANEOUS		286	390	390	N/A
STATE AID	8,800		8,669	(131)	98.5%
Total Revenues	7,434,533	615,348	3,091,888	(4,342,645)	41.6%
EXPENDITURES					
141 CERTIFIED LIBRARIANS					
.01 CERT.LIB GRADE 29-27-25	134,752	10,671	55,336	79,416	41.1%
.02 CERT.LIB GRADE 21	106,641	8,042	41,845	64,796	39.2%
.03 CERT.LIB GRADE 19	426,810	32,189	167,438	259,372	39.2%
.04 CERT.LIB GRADE 17	433,480	32,120	159,912	273,568	36.9%
.05 CERT.LIB GRADE 15	1,250,591	85,142	445,644	804,947	35.6%
.06 CERT.LIB HOLIDAY & SUNDAY	63,049	7,336	20,094	42,955	31.9%
TOTAL CERT. LIBRARIANS	2,415,323	175,500	890,269	1,525,054	36.9%
143 CLERICAL STAFF					
.01 CLERICAL GRADE 11	234,717	21,111	109,230	125,487	46.5%
.02 CLERICAL GRADE 9	50,143	3,781	19,663	30,480	39.2%
.04 CLERICAL GRADE 5	193,933	11,482	61,548	132,385	31.7%
.05 CLERICAL GRADE 3	138,578	10,964	50,942	87,636	36.8%
.06 CLERICAL HOLIDAY & SUNDAY	25,000	2,988	6,910	18,090	27.6%
TOTAL CLERICAL STAFF	642,371	50,326	248,293	394,078	38.7%
143 HOURLY STAFF					
.11 BOOKSHELVERS-ADULT	70,000	3,071	13,179	56,821	18.8%
.12 BOOK SHELVERS-CHILDREN	25,000	1,845	8,998	16,002	36.0%
.13 ENGLISH AS A SECOND LANGUA	34,000	1,117	10,918	23,082	32.1%
.14 ISD	87,000	5,149	26,162	60,838	30.1%
.15 COLLECTION MANAGEMENT	80,000	6,540	29,631	50,369	37.0%
.16 INTERLOANS	11,000	1,444	6,535	4,465	59.4%
.17 PERIODICAL SERVICE DESK					N/A
.18 PROCESSING OF BOOKS	36,000	3,006	13,993	22,007	38.9%
.19 TECHNICIANS-MEDIA	15,000	2,917	10,159	4,841	67.7%
.21 STUDENT COMPUTER AIDES	77,000	6,259	26,910	50,090	34.9%
.22 SUNDAY & HOLIDAYS - SUPPORT	36,000	3,302	6,637	29,363	18.4%
.23 INFO. TECH SPEC. II	21,000	4,073	11,778	9,222	56.1%
.24 COMMUNITY OUTREACH	16,000	975	7,068	8,932	44.2%
TOTAL HOURLY STAFF	508,000	39,698	171,968	336,032	33.9%
143 BUILDING STAFF					
.31 CUSTODIAL	270,565	18,687	95,881	174,684	35.4%
.32 HOLIDAYS & SUNDAY - CUSTODIA	22,873	2,075	7,313	15,560	32.0%
TOTAL BUILDING STAFF	293,438	20,762	103,194	190,244	35.2%
SEPARATION PAYOUTS			467	(467)	N/A

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Five Months Ended November 30, 2023
41.67% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	November 30, 2023		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
9030.8 SOCIAL SECURITY	\$ 295,224	\$ 20,865	\$ 103,132	\$ 192,092	34.9%
9040.8 WORKER'S COMPENSATION	38,000			38,000	0.0%
9045.8 DISABILITY INSURANCE	10,000	(190)	316	9,684	3.2%
9050.8 UNEMPLOYMENT INSURANCE	1,390			1,390	
9060.8 HOSPITAL & MEDICAL INSURANCE					
.01 MEDICAL	975,040	62,938	353,826	621,214	36.3%
.02 DENTAL	26,512	(1,123)	8,367	18,145	31.6%
.03 EYECARE	2,000	140	585	1,415	29.3%
TOTAL HOSPITAL & MEDICAL INSURANCE	1,003,552	61,955	362,778	640,774	36.1%
9010.8 STATE RETIREMENT	475,488	442,487	442,487	33,001	93.1%
203 EQUIPMENT					
.01 EQUIPMENT - LIBRARY	24,500		4,003	20,497	16.3%
.02 EQUIPMENT - COMPUTER	16,850			16,850	0.0%
.03 EQUIPMENT - BUILDING	15,000		1,164	13,836	7.8%
TOTAL EQUIPMENT	56,350		5,167	51,183	9.2%
410 PRINT & INFORMATION SERVICES					
.02 SERVICES & CONTINUATIONS				-	
.05 BOOKS-FICTION	50,000	832	9,658	40,342	19.3%
.06 BOOKS-NON-FICTION	50,000	550	9,976	40,024	20.0%
.07 BOOKS-REFERENCE	35,000	2,339	11,525	23,475	32.9%
.08 BOOKS-CHILDREN	23,500		5,183	18,317	22.1%
.09 BOOKS-AUDIO & ELECTRONIC	100,000	3,520	53,137	46,863	53.1%
.10 BOOKS-YOUNG ADULT	15,000	109	1,979	13,021	13.2%
TOTAL PRINT & INFORMATION SERVICES	273,500	7,350	91,458	182,042	33.4%
411 MACHINE READABLE MATERIAL					
.02 REFERENCE SOFTWARE	60,000		15,537	44,463	25.9%
.03 COMPUTER SOFTWARE	35,000		11,654	23,346	33.3%
TOTAL MACHINE READABLE MATERIAL	95,000		27,191	67,809	28.6%
413 SERIALS					
.01 MICROFORM	4,500			4,500	0.0%
.02 NON-MICROFORM	32,000	(369)	3,397	28,603	10.6%
TOTAL SERIALS	36,500	(369)	3,397	33,103	9.3%
417 A-V MATERIALS					
.02 CHILDREN'S MATERIALS	6,000		574	5,426	9.6%
.03 DVD	20,000	2,294	8,957	11,043	44.8%
.04 YOUNG ADULT				-	N/A
.05 DIGITAL MEDIA	30,000	689	8,705	21,295	29.0%
TOTAL A-V MATERIALS	56,000	2,983	18,236	37,764	32.6%
417 AUDIO RECORDINGS					
.11 VIDEO GAME COLLECTION	10,000	1,208	2,342	7,658	23.4%
.12 COMPACT DISKS	6,000	470	1,646	4,354	27.4%
TOTAL AUDIO RECORDINGS	16,000	1,678	3,988	12,012	24.9%
417 A-V RENTAL & MAINTENANCE					
.21 FILM RENTAL-ADULT	3,000		1,125	1,875	37.5%
.24 MAINT. & REPAIRS	1,000			1,000	0.0%
.25 BULBS	500		167	333	33.4%
TOTAL A-V RENTAL & MAINTENANCE	4,500	-	1,292	3,208	28.7%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Five Months Ended November 30, 2023
41.67% of Budget Expensed

	Budget	November 30, 2023		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
EXPENDITURES (CONTINUED)					
430 OFFICE & LIBRARY SUPPLIES					
.01 ADULT SERVICES	\$ 600	\$ 78	\$ 760	\$ (160)	126.7%
.02 CHILDREN'S SERVICES	3,500	19	1,028	2,472	29.4%
.03 COLLECTION MANAGEMENT	800	50	192	608	24.0%
.04 COMMUNITY INFO	1,000		36	964	3.6%
.05 COMPUTER SERVICES	7,600	932	2,709	4,891	35.6%
.06 INFO SERVICES	700		240	460	34.3%
.07 MEDIA SERVICES	3,100	455	1,048	2,052	33.8%
.08 GENERAL OFFICE SUPPLIES	20,000	2,760	6,358	13,642	31.8%
.09 ORAL HISTORY/SPECIAL COLLEC	2,500	203	359	2,141	14.4%
.10 TECHNICAL SERVICES	8,500	802	1,845	6,655	21.7%
.11 OFFICE EQUIPMENT	12,000		5,742	6,258	47.9%
.12 YOUNG ADULT	400	247	247	153	61.8%
TOTAL OFFICE & LIBRARY SUPPLIES	60,700	5,546	20,564	40,136	33.9%
431 TELEPHONE					
.01 TELEPHONE	30,000	1,987	11,192	18,808	37.3%
.02 TELEPHONE MAINTENANCE	5,000	2,175	3,577	1,423	71.5%
TOTAL TELEPHONE	35,000	4,162	14,769	20,231	42.2%
433 POSTAGE & FREIGHT					
.01 POSTAGE - FREIGHT	25,000	361	7,653	17,347	30.6%
434 PRINTING					
.01 PRINTED INFO	7,000	80	1,815	5,185	25.9%
.04 DISPLAYS & EXHIBITIONS	5,500		100	5,400	1.8%
.05 LEGAL ADVERTISING	5,000			5,000	0.0%
.08 NEWSLETTERS	30,000	3,378	14,405	15,595	48.0%
TOTAL PRINTING	47,500	3,458	16,320	31,180	34.4%
435 TRAVEL & MILEAGE					
.01 MEETINGS	15,000	3,508	4,240	10,760	28.3%
.02 MILEAGE	3,000		184	2,816	6.1%
.03 STAFF DEVELOPMENT	2,000		1,650	350	82.5%
TOTAL TRAVEL & MILEAGE	20,000	3,508	6,074	13,926	30.4%
436 ALIS/NLS OPERATING SYSTEM					
.01 CIRCULATION CHARGES	35,000		15,520	19,480	44.3%
.02 OPAC/CONCURRENT SESSION C	25,000		15,285	9,715	61.1%
.03 NLS	33,000		33,990	(990)	103.0%
TOTAL ALIS/NLS OPERATING SYSTEM	93,000		64,795	28,205	69.7%
437 PROGRAM SERVICES					
.01 PROGRAMS - ADULT	16,000	1,075	4,720	11,280	29.5%
.02 PROGRAMS - YOUNG ADULT	7,500	315	2,035	5,465	27.1%
.03 PROGRAMS - JUVENILE	22,000	400	6,397	15,603	29.1%
.07 MEETING ROOM EXPENSES	1,000			1,000	0.0%
.08 OTHER PROGRAM SUPPORT	10,000	2,000	3,751	6,249	37.5%
.13 MEDIA PROGRAMS	8,500	125	2,125	6,375	25.0%
TOTAL PROGRAM SERVICES	65,000	3,915	19,028	45,972	29.3%
438 MEMBERSHIPS					
.01 MEMBERSHIPS	7,000			7,000	0.0%
439 RENTAL, REPAIR, MAINTENANCE					
OFFICE EQUIPMENT					
.01 EQUIPMENT	14,000	967	6,762	7,238	48.3%
.02 COPY EQUIPMENT	14,500	683	6,532	7,968	45.0%
.04 COMPUTER	1,000			1,000	0.0%
.06 PIANO	1,000		485	515	48.5%
TOTAL RENTAL REPAIR, MAINTENANCE					
OFFICE EQUIPMENT	30,500	1,650	13,779	16,721	45.2%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Five Months Ended November 30, 2023
41.67% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	November 30, 2023		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
440 BUSINESS SERVICES					
.01 ACCOUNTING	\$ 62,000	\$ 5,425	\$ 26,175	\$ 35,825	42.2%
.02 AUDIT	19,500			19,500	0.0%
.05 ELECTION	5,000			5,000	0.0%
.06 LEGAL	30,000	4,000	13,045	16,955	43.5%
.07 PAYROLL	23,500	2,062	10,089	13,411	42.9%
.09 OTHER	20,000	269	3,727	16,273	18.6%
.10 SECURITY SERVICES	45,000	4,242	21,639	23,361	48.1%
.11 COMPUTER SERVICES	64,800	5,376	21,054	43,746	32.5%
.13 CREDIT CARD FEES	2,000	105	717	1,283	35.9%
TOTAL BUSINESS SERVICES	<u>271,800</u>	<u>21,479</u>	<u>96,446</u>	<u>175,354</u>	35.5%
450 FUEL & UTILITIES					
.01 ELECTRICITY	145,810	8,725	59,372	86,438	40.7%
.02 FUEL	42,000		791	41,209	1.9%
.03 WATER POLLUTION CONTROL TA	6,160			6,160	0.0%
.04 WATER TAX	9,000	2,810	5,701	3,299	63.3%
TOTAL FUEL & UTILITIES	<u>202,970</u>	<u>11,535</u>	<u>65,864</u>	<u>137,106</u>	32.5%
451 CUSTODIAL SUPPLIES					
.01 BULBS	9,200		214	8,986	2.3%
.02 HOUSEKEEPING MAINT	14,500	4,396	9,067	5,433	62.5%
.03 UNIFORMS	1,000		215	785	21.5%
.04 CLEANING SERVICES	18,200			18,200	0.0%
TOTAL CUSTODIAL SUPPLIES	<u>42,900</u>	<u>4,396</u>	<u>9,496</u>	<u>33,404</u>	22.1%
452 REPAIRS TO BLDG & BLDG EQUIP .					
.01 REPAIR TO BUILDING	60,000	18,104	26,624	33,376	44.4%
.02 SUPPLIES FOR BUILDING	20,000		5,483	14,517	27.4%
.03 BUILDING IMPROVEMENTS	10,000		3,052	6,948	30.5%
.04 REPAIRS TO EQUIPMENT	10,000		1,229	8,771	12.3%
TOTAL REPAIRS TO BLDG & BLDG. EQUIP.	<u>100,000</u>	<u>18,104</u>	<u>36,388</u>	<u>63,612</u>	36.4%
454 INSURANCE					
.01 INSURANCE	80,000		81,501	(1,501)	101.9%
455 OTHER OPER. & MAINT .					
.01 MECHANICAL CONTRACTS	32,000	1,365	18,446	13,554	57.6%
.02 GROUND MAINT. CONTRACTS	25,000	385	5,983	19,017	23.9%
.03 BUILDING MAINT CONTRACT	19,500	380	2,843	16,657	14.6%
TOTAL OTHER OPER. & MAINT.	<u>76,500</u>	<u>2,130</u>	<u>27,272</u>	<u>49,228</u>	35.6%
DEBT SERVICE					
INSTALLMENT DEBT- PRINCIPAL	11,451	-	12,525	(1,074)	109.4%
INSTALLMENT DEBT INTEREST	1,076	-	2	1,074	0.2%
TOTAL DEBT SERVICE	<u>12,527</u>		<u>12,527</u>	<u>-</u>	100.0%
INTERFUND TRANSFERS					
OPERATING TRANSFERS OUT	110,000	-	-	110,000	0.0%
TOTAL EXPENDITURES	<u>\$ 7,501,033</u>	<u>\$ 903,289</u>	<u>\$ 2,966,109</u>	<u>4,534,924</u>	39.5%
NET CHANGE IN FUND BALANCE			125,779		
FUND BALANCE, BEGINNING OF YEAR			5,060,024		
FUND BALANCE, FISCAL YEAR TO DATE			<u>\$ 5,185,803</u>		

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues, Expenditures and Changes in Fund Balances -
Special Revenue, Capital Projects and Permanent Funds
For One Month and Five Months Ended November 30, 2023
41.67% of Budget Expensed

	Special Revenue	Capital Projects	Permanent
REVENUES			
Interest income	\$ 11,422	\$ 16,294	\$ 2,171
Miscellaneous revenue	92,827		
State sources			
Total Revenues	<u>104,249</u>	<u>16,294</u>	<u>2,171</u>
EXPENDITURES			
Program expenses	<u>112,537</u>	<u>1,387,045</u>	
OTHER FINANCING SOURCES (USES)			
Operating transfers in	2,171	-	-
Operating transfers (out)			<u>(2,171)</u>
Total Other Financing Sources (Uses)	<u>2,171</u>	<u>-</u>	<u>(2,171)</u>
Net Change in Fund Balance	(6,117)	(1,370,751)	-
Fund Balance - Beginning of year	<u>737,918</u>	<u>1,168,647</u>	<u>135,006</u>
Fund Balance - End of month	<u>\$ 731,801</u>	<u>\$ (202,104)</u>	<u>\$ 135,006</u>

PORT WASHINGTON PUBLIC LIBRARY
Detailed Schedule of Fund Balance
Special Revenue Fund

For One Month and Five Months Ended November 30, 2023

Assigned for Special Programs

9/11 PROJECT - 10/02 - SHODELL	\$ 133
ADULT LITERACY GRANT/BOOKS FOR DESSERT	16,852
AMERICAN GIRL DOLLS	236
ART ADVISORY COUNCIL	13,243
BRONSON	11,059
BROWN	5,910
BURTIS	19,570
CHILDREN'S ADVISORY COUNCIL	12,074
CHILDRENS GRANT	2,145
CONSTRUCTION GRANT	586
EPSTEIN BOOK FUND	375
ESL GRANT SUPPLIES/MATERIALS	344
FENDRICK MEMORIAL	1,318
FOUNDATION GRANT CAREER COACHING	15,752
FRIENDS OF THE LIBRARY	43,482
FRIENDS OF THE LIBRARY-BOGEN	41,400
GOODMAN ASSISTIVE TECHNOLOGY	6,314
HEALTH ADVISORY COUNCIL	33,388
HEALTH INFORMATION - ANTI SMOKING	14,928
HEARTS GRANT	23
HEMIGROWN READERS	23,438
JOB SEARCH BOOT CAMP GRANT	104
MAKERSPACE	19,341
MISCELLANEOUS WORKSHOPS	19,922
MORSE FUND	1,881
MUSIC ADVISORY COUNCIL	28,156
NAUTICAL CENTER	254,564
NEA CREATIVE READERS	2,244
NLS BULLET AID	(8,601)
NLS STATE GRANT COMPUTERS	696
NYS CONSTRUCTION GRANT	21,554
NYS LOBBY RENOVATION GRANT	22,790
NYS MEDIA ROOM RENO GRANT	12,419
OUTDOOR WIFI	3,106
PUBLICATION FUND	7,492
REGIONAL TECH & MEDIA	852
ROBERT STERN	209
S. STEYN MEMORIAL	7,980
SALTZMAN GRANT	6,515
SMALL STUDY ROOM	1,597
SPECIAL TRUST ACCOUNT (MISC)	2,731
SPIELMAN STORY TELLING	380
T. BIER FUND	10,321
TEPPER INTERGENERATIONAL	4,229
THEATER FOR DESSERT	(1,943)
UNDERHILL	24,615
UNGER/BESLITY MEMORIAL - TERRACE	11,110
VERA FIDDLER	267
WHITTEMORE MEMORIAL	2,151
WIFI HOTSPOTS	58
ZUCKER GRANT	12,491
	<u>\$ 731,801</u>

Port Washington Public Library
Variance Report
As of November 30, 2023

Revenues -

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

Expenditures -

- 143.16 Interloans - Expenses this year are coming in higher than originally estimated.
- 143.19 Technicians Media - Expenses this year came in higher than originally estimated.
- 143.23 Info Tech Sec II – Expenses this year came in higher than originally estimated.
- 9010.8 State Retirement – Paid annual invoice of \$442,487 in November
- 410.09 Books Audio & Electronic – Overdrive Inc. expenditures for audio & electronic books.
- 430.01 Adult Services – Office supplies ordered from Amazon Capital Services, bulk of expense were made in September.
- 431.02 Telephone Maintenance – payments to NORCOM for prepaid block of 15 hours of service
- 435.03 Staff Development – LIU 704 Admin of public library facilities and technology for Melanie Davidoff
- 436.02 OPAC – includes two quarterly payments to ILS, quarterly payments are \$7,642.47 per quarter
- 436.03 NLS – Fee for annual services provided by Nassau Library Services, paid in July
- 450.04 Water Tax – includes two quarters of water tax covering 4-24-23 through 10-23-23
- 454.01 Insurance – Paid annual policy package for insurance in September for \$81,501 in September
- 455.01 Mechanical contracts – include annual fire sprinkler and extinguisher inspection for \$7,668
- 9785.6 Lease Principal – Lease payment for Dell computers for the lab

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

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Ear Phones	\$ 1.00		\$ 11.00	\$ 3.00									\$ 15.00
Flash USB Drives	7.00	21.00	7.00										35.00
My Healthy Thing													-
Meeting Room Usage													-
NYS Sales Tax													-
Melife Dividend				40.56									40.56
PSEGLI Rebate													-
Utica Dividend													-
NLS Erate													-
NLS direct access													-
NLS MTA Offset													-
E-Rate Reimbursement													-
Backpack/Totes/Visor/Hats	15.00												15.00
Vending Machine/(Refund)			(1.75)		284.88								283.13
Credit Card Point Credit													-
Misc. Cash													-
Local History Image													-
Sales tax payment													-
NYS Unclaimed Funds													-
Nassau County Elections													-
ALIS e-commerce													-
Res./Non-Res. Card													-
Donation													-
Business Card													-
Deposit for architectural plans													-
Refund of Prior Year													-
Totals	\$ 23.00	\$ 21.00	\$ 16.25	\$ 43.56	\$ 284.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 388.69

MEMORANDUM OF AGREEMENT

MEMORANDUM OF AGREEMENT made and entered into this 20th day of November, 2023, by and between the negotiating committees for the Port Washington Public Library ("Library"), and the Port Washington Public Library Staff Association represented by United Public Service Employees Union ("Union").

WHEREAS, the parties have engaged in negotiations in good faith in an effort to arrive at a successor agreement to a contract that expired on June 30, 2023, and;

WHEREAS, the parties have arrived at a tentative agreement covering the period July 1, 2023 – June 30, 2027;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereby stipulate and agree as follows:

1. The provisions of this Memorandum are subject to ratification by the respective parties to the contract.
2. The signatories below agree to recommend this Memorandum for ratification.
3. A copy of this document has been furnished to representatives of the Library and the Union.
4. All proposals not covered herein made by either party during the course of negotiations shall be deemed withdrawn.
5. The provisions of the prior Agreement shall be carried forward except as indicated in the attached Exhibit "A".
6. Unless otherwise noted, all changes shall be prospective from the ratification of this Memorandum of Agreement.

For the Library

(Date)

[Signature] Amanda Barber, UCR
[Signature] Vivian H.

[Signature] Tom Seylan

[Signature] Jack Doherty

For the Union

(Date)

11/20/23

NEW BUSINESS

For-fee Library Cards for People Not Residing in NLS' Service Area

Update of the System-wide Charge for Cards with Direct Access Borrowing Privileges

Background / Contextual Information

Regulation §90.3 of the NYS Commissioner of Education prohibits the issuance of for-fee borrower cards by a member library to the residents of their public library system's service area. This applies to local use only cards as well as system-wide access cards.

However, for-fee cards may be issued to those who reside outside of NLS' service area.

****If for-fee cards are issued for *local library use only*, the amount charged is solely at the discretion of the issuing library, however, it must not be more than the cost of a for-fee card that allows system-wide (i.e. direct access) borrowing.****

In December 2021, MLD decided that the fee should allow adult heads of household and their dependents to receive individual cards to protect the privacy of their library usage. The fee should not, however, enable adult children or extended family to receive their own cards unless they purchase their own membership.

The amount of the system-wide charge is calculated by NLS and approved by Member Library Directors.

This minimum fee is calculated by multiplying the average net local per capita local support of NLS member libraries as reported in their most recent annual reports to the State by the average number of people per household in Nassau County as per the Census. We have been rounding the amount of the charge to a multiple of \$5 for some time.

The existing minimum charge for for-fee cards with direct access borrowing privileges issued to those who reside outside NLS' service area is \$415 in 2023.

Updated Calculations

The average net local support per capita of NLS member libraries based on numbers reported in **2022** annual reports to the State using 2020 Census populations (**\$138.78**) multiplied by the average number of people per household in Nassau County as per 2022 ACS 1-Year Estimates (**2.99**) equals **\$414.95**.

Rounded to the closest \$5 multiple = **\$415**. This is the same as the 2023 cost.

Request

MLD approval of the 2024 charge for for-fee cards (**\$415**) effective **Jan. 1, 2024** via a member library vote at the November 22, 2023 meeting.

APPROVAL TO EXCESS EQUIPMENT

TYPE OF EQUIPMENT	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	QTY.	REASON FOR DISPOSAL	DATE OF BOARD APPROVAL
Office Chair				1	Old leather office chair. No longer works properly.	
Carpet Cleaner	Bissel	BG10		1	This carpet cleaner no longer works properly. Repairs have been unsuccessful.	
Carpet Cleaner	Advance	SC100		1	This carpet cleaner no longer works properly. Repairs have been unsuccessful.	
Whiteboard				2	These whiteboards are unstable and prone to falling over. The wheels are bent and the frame is no longer stable.	
Date Submitted: 12/20/23						

ELECTION TIMELINE 2024

Nominating Petitions available	February 1, 2024
Nominating Petitions Due	Friday – March 8, 2024
Absentee Ballot Applications - Available	Monday – February 12, 2024
Budget Hearing #1	Tuesday - February 13, 2024
Budget Hearing #2	Wednesday – March 20, 2024
Meet the Candidates Night	Wednesday – March 27, 2024
Budget Information Session	Wednesday– March 27, 2024
Personal Registration Day	Tuesday – April 2, 2024
Budget Vote/Trustee Election	Tuesday - April 9, 2024

Facility Project Timeline

Updated December 2023

Facility Project Description	Anticipated Start Date	Estimated Completion Date
TechLab redesign with assistance from Me & General Designs.	Winter 2024	Spring 2024
Install new cantilever shelving for magazines in the Reading Room.	Winter 2024	Spring 2024
Upgrade the interior design of the Reading Room, with assistance from Me & General Designs.	Winter 2024	Summer 2024
Repaint miscellaneous areas.	Winter 2024	Winter 2024
Install new carpet in Children's Library and Lapham and replace damaged carpet tile outside Hagedorn and near Reading Room.	Winter 2024	Spring 2024
Drain and abandon the oil tank beneath the parking lot.	Winter 2024	Summer 2024
Repair roof area above TeenSpace and Local History.	Winter 2024	Spring 2024
Replace failing steel fence above Children's Garden.	Winter 2024	Spring 2024
Coordinate a new feasibility study for a long-term facility plan.	Spring 2024	TBA
Replace building generator		

Green = Active Projects

Amber = Projects Being Investigated and Researched

Red= Projects on Pause

CAC Notes December 7, 2023

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

2023-24 School Year Programs:

October 7, 2023, Moon Festival – CAC approved funding 1/26/23 (in collaboration with PWLF)

November 24, 2023, Live TV Game Show – **79 – Great time! Looking to book them again for Thanksgiving 2024**

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

December 28, 2023, Magic AI

Feb 20, 2024, ~~David Engel – Dr. Gravity~~ *He cancelled.* -Will find a different performer or show a movie

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

April 23, 2024, BenAnna Band

April 25, 2024, Jester Jim

Brainstorming future workshops and tweens' night out programs:

Autism awareness month program – April – plan a sensory friendly film for early 2024

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

Escape Room – had in November – Harry Potter Themed, very successful! We will have another one in 2024

Intergenerational Trip – Spyscape, Manhasset Bay boat tour, Balloon Museum

Knitting – Mary Alice Kohs – Oct 2023 – great! Will try to do another during winter 2024.

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

Mahjong – Susie over the summer

Mr. Buckman – science workshops

Pickle Ball - summer

Rainy day activities in the Lapham room

Science Museum of Long Island – animal classes

Sphero Bolt programs – **Wonderful program called Robotics Fun!** Will hold more of these in 2024

STEAM events run by Alexa Saur

School Year Program Ideas for 2024-25

Bubble Trouble

Dance Arts

Dance Works

KerboomKidz

K-Pop dance routines

John Reed Magic

Mario the Maker Magician

National Circus Project

CAC Budget: \$ 12,034.08

Next Meeting: March 14, 2024 at 9:45 a.m.



THE ROOTS LEADERSHIP PROGRAM

The Roots Leadership Program is an innovative new program for Schreiber sophomores and juniors designed by the leadership of the Port Washington Library Foundation to develop civic leadership with a focus on creative communication, the power of networking for good, and hands-on project experiences.

Applications will be open for our first Roots Leadership Program (RLP) cohort from January 3rd through January 22nd, 2023.

Participants in RLP:

- Gain leadership and teamwork skills through skill-building and experiential training in communications (storytelling & self-marketing), creative multimedia (podcast & video production, social media), and relationship-building (networking).
- Participate in a teen-led, outcome-driven project in partnership with local nonprofit arts and environmental organizations.
- Broaden and enrich peer and community connections.

EXPECTATIONS

The pilot RLP Spring program will be a three-month commitment from February through April for high school sophomores and juniors. Selected teens are expected to:

- Attend five sessions* during February through April from 3 to 5pm
- Create a project pitch to meet a need facing a local nonprofit.
- Work well in a team, as well as independently.
- Serve as ambassadors of the Port Washington Public Library Foundation in the broader community.

APPLICATION PROCESS

This is a competitive application process. RLP students are selected based on a variety of criteria, including thoughtful and timely completion of the application. Applications must be submitted by January 5th by 5PM using this Google form: [RLP Application Form](#). Applicants will be notified of their application status by **February 1st, 2024**.

*** (sessions tentatively scheduled for 2/11, 3/3, 3/17, 4/7, 4/14 but this is subject to change)** Any questions about specific internship positions or the internship application can be directed to bethain@gmail.com or michelleglewis@gmail.com

NYLA 2023

In November, I had the opportunity to attend the NYLA conference in Saratoga, where I co-presented on the topic of Teen Calming Corners. Teens have been particularly challenged with depression, anxiety, and increased stress levels since the onset of the pandemic. In an effort to address this, Renee McGrath, NLS Youth Services Manager, collaborated with the Hicksville Public Library and the Port Washington Public Library to create calming corners in their teen rooms. The purpose was to provide stress management strategies and to assess if a calming corner would work in a public library setting.

During my presentation I provided an overview of setting up the PWPL calm corner and discussed what items were effective and which items were less successful in the space. In addition, I shared the positive impact the calm corner has had on our teens.

Here are some of our teens favorite calm corner items.



Yogibo Bean bags



Breathing Buddha



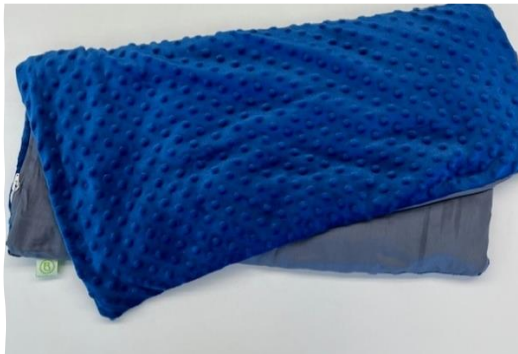
Fidget toys



Mini shredder to shred your worries



Senory Fidget strips



Weighted lap pad

In addition to presenting, I was able to attend the following presentations:

Where the Wild Teens Are presented by Katie Smith

Ms. Smith shared tips and tricks along with advice on how to recruit teens and how to make them regular library users.

Werewolf on Campus: Gamification and Misinformation presented by Abigail Adams

Attendees were able to participate in Ms. Adams fiction-based game that was designed to teach undergraduate students to recognize markers of misinformation.

How Vinyl Got It's Groove Back by presented by Alexandra Blau and Tom Wojciechowski

Ms. Blau and Mr. Wojciechowski shared their library's unique listening space and extensive vinyl collection.

Attending the NYLA Conference provided me an opportunity to share our library's calm corner experience with colleagues and I am excited to share my conference experience with the PWPL staff. I would like to thank Keith Klang, James Hutter, and the board of trustees for granting me the opportunity to present and attend the NYLA conference.

Respectfully submitted,

Lori Gerbasi

Head of Teen Services

November 2023

New York Library Association (NYLA) Annual Conference 2023 Report December 2023 Prepared by James Hutter

Thursday

Tech Trends for Libraries in 2024

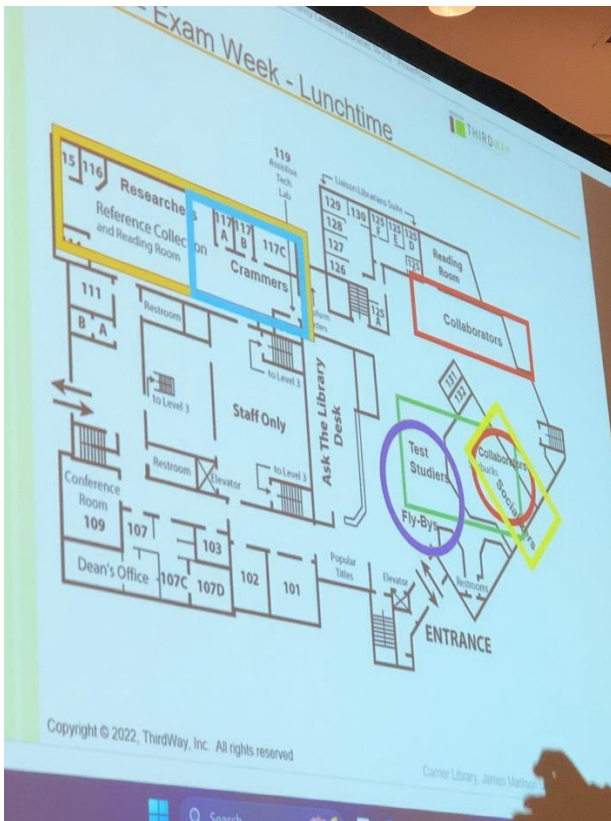
As we wrap up 2023 and move towards 2024, what will library technologies look like in the year to come? This panel of tech-minded librarians and library administrators will discuss exciting trends, essential services, security concerns, and critical skills that librarians should possess for effective patron services and library operation.

- I had the honor of presenting this session along with James Hartmann (Wantagh), Nick Tanzi (South Huntington) and Chris DeCristofaro (Sachem). It was excellently attended, with our room running out of capacity and attendees sitting on the floor and in the hallway outside the entrance. During this session we talked about trends we see for 2024 in areas such as Artificial Intelligence (AI), Maker Spaces, Digital Literacy, and Digital Privacy/Security. The audience was very engaged and had excellent questions at the end of our presentation.

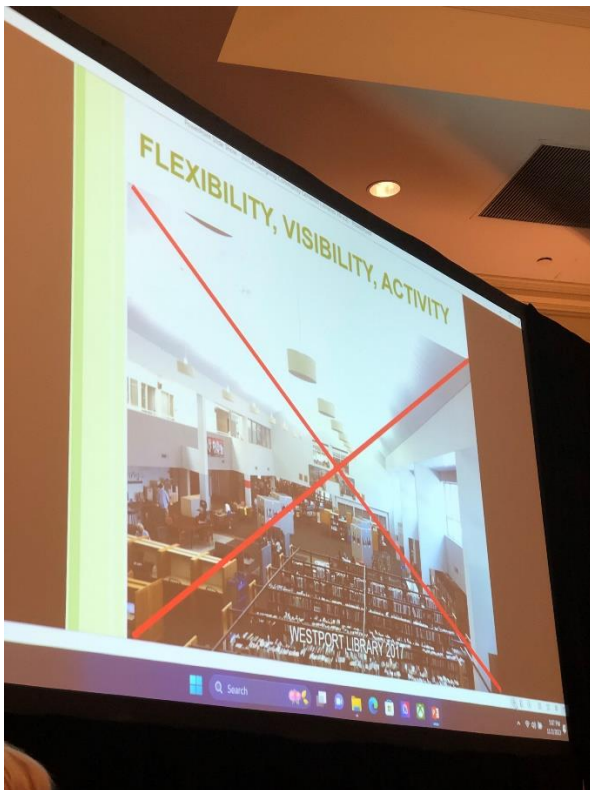
Designing community centered libraries

The most important patron of your library may be the one who is not a current user. How do you identify and create space to meet hidden community needs? How can you optimize the size and location of your collection based on circulation velocity? What can a daypart analysis of current library usage tell you about your space? Join NYU professor and author of "Library Space Planning: A PLA Guide" (ALA, 2019) for a rich discussion of how to better plan for a renovation or new construction. Presented by David Vinjamuri and Henry Myerberg.

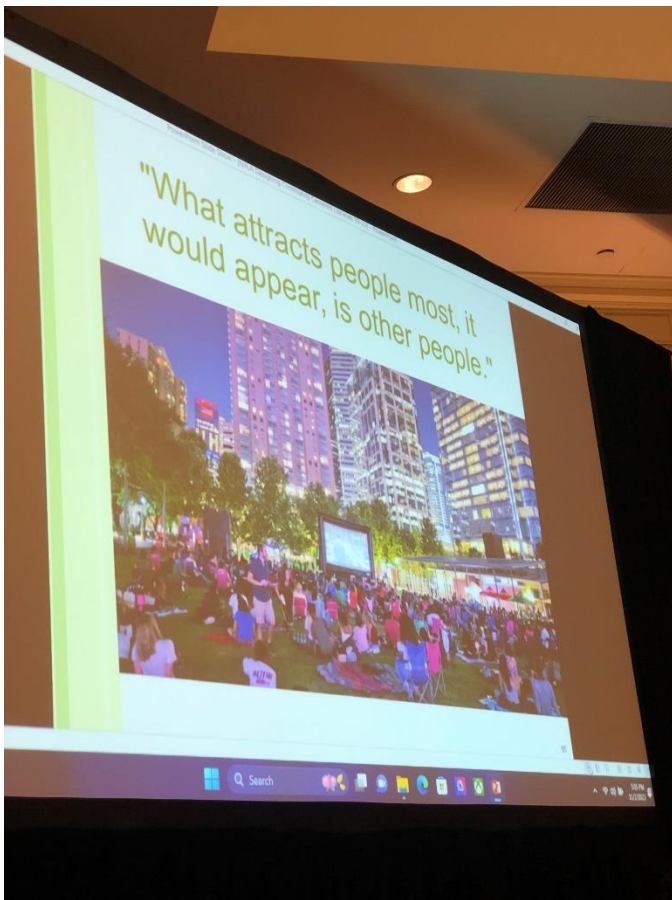
- Ask questions of patrons. "Do you find it easy to navigate the library?"
- Observe their behavior.
- It is great to discover "oh, I didn't know this is a problem for people" when it comes to space.
- When talking to patrons about library layouts, one-on-ones are better than focus groups. Focus groups always have an "alpha" that takes over the discussion and you miss everyone else's opinions.
- "Train your front of library staff to know the question a patron has by the look on their face."
- "Face out" books should be at eye level.
- We should just mount a GoPro on a patron and have them use the library. Have them give running commentary.
- Go and sit and watch people for an hour. It will tell you so much about problems that people are running into.
- There is a company called "Field Notes" that may do this research.
- Libraries are not a warehouse.
- When you take new books, put them on a shelf (where they don't circulate) and you have a 3-year weeding policy, you are euthanizing your books in your collection. It is all about how you display books!
- When laying out your space, "keep books in shadow, keep people in daylight."



Above: You can generate heat maps using special hardware. You can also start to map out what parts of the library are busy at certain hours and see if groups that congregate at different hours are causing conflict with each other (quiet study area is next to morning story time area, etc.).



Above: Libraries that are composed of immovable stacks and immovable furniture desperately need to add flexibility to their spaces.



Above: “What attracts people most, it would appear, is other people.” Libraries that are not creating inviting spaces and in-person programs are going to struggle to maintain foot traffic. You need to bring people into the library, which in turn, brings more people.

Friday

Teen Calming Corners

Teen mental health has been a top story in the news. More than any other population, teens have been negatively affected by the pandemic and many are struggling with feelings of anxiety, depression, and high levels of stress. Nassau Library System partnered with two of its member libraries to establish Calming Corners in their teen rooms. The purpose was twofold: To provide simple coping mechanisms to relieve stress and anxiety, and to test what would work in a library setting.

This program reviewed an 11-month experiment with input from the two teen librarians (Port Washington and Hicksville) that have had the calming corners in their libraries and NLS Youth Services Manager, Renee McGrath

- It was excellent to see Lori Gerbasi’s presentation from PWPL! She did a great job of describing our Teen Calming Corner, covering both things that worked and things that didn’t.

Pushing Boundaries without Pushing Buttons

Libraries play a unique role in providing social infrastructure during the course of a wide variety of different situations, environments and challenges. How do libraries push the boundaries of social responsibility without pushing buttons? Join staff from the Ithaca, Rochester and New York City areas for a candid discussion on lessons learned and actionable steps, as well as opportunities for you to share your experiences!

- Social justice is a way to keep libraries relevant.
- Forcing accountability with staff can be pushing a boundary, necessarily.

- When dealing with staff or patron issues, feelings are not facts.
- *Concern Trolling* is when staff say "oh, I've heard from people that...." Ok, what are the facts here?
- Do not be afraid to say "No thank you, this is not what this meeting is about" when staff start going off in all sorts of directions. It is a way to keep things focused.
- You must delegate. You must let people fail. It is the best way to push a boundary.
- If you are doing everything on your own, you are doing it wrong.
- The power of saying no.
- Library staff need to prioritize their mental health.

Memorable Tech Experiences on a Budget!

Too often, high-tech is synonymous with high cost. This needn't be the case! An exploration of budget-sensitive techniques for adopting current and emerging technologies at the library, along with strategies for communicating value to our communities.

- We should do an A.I. Generative Art class!
- Batch photo scanners for the lab so that patrons can scan multiple photos very quickly.

How We Got Our Groove Back

LBPL staff members Tom Wojciechowski and Alexandra Blau, two life-long music lovers and record collectors have seen the changes in the music industry. With record sales topping \$1 billion dollars, and vinyl sales beating CD sales for the first time in a generation, young record buyers are a driving force in the changing landscape of physical media. New record stores, affordable turntables and a healthy dose of nostalgia have lead the original vinyl generation to reclaim their collections from their dusty attic bins. While other libraries have begun to circulate vinyl (again), Tom and Alexandra recognized that it wasn't just about the record. By pairing a unique and atmospheric listening space with programming that allows library patrons to share their bliss in record collecting, they have turned listening to music into an activity and not just a backdrop.

- We should investigate ordering vinyl from Amazon since we already have an account.
- Baker & Taylor also sells vinyl.
- Record all new titles into a library Discogs.org account that patrons can easily use as a search/browsing tool. It also helps with inventory tracking (so you do not order duplicates).
- Can Reno bring the portable record player to the Amsterdam? Bring some records?
- It would be amazing if we could set up a listening station again at PWPL. We had that many years ago!