

**PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
December 21, 2022
AGENDA**

- I Approval of November 16, 2022 Board of Trustees Minutes
- II Approval of November 2022 Warrants
- III Approval of November 2022 Staff Changes
- IV Financial Report
 - a) November Financial Report
 - b) General Budget Transfer – December 14, 2022
- V Director's Report
 - a) Roof and Façade Update
 - b) Trustee Education Policy
 - c) Library Advocacy Day in Albany – February 28, 2023
 - d) Excess Equipment List
- VI President's Report
 - a) Budget Committee Upcoming Meeting – January 5, 2023
 - b) NLS Annual Meeting Report
 - c) Budget/Election Timeline
- VII Assistant Director
 - a) In-Person Services Update
 - b) Technology Responsibilities
- VIII Councils
 - a) Children's Advisory Council – Minutes of November 3, 2022
 - b) Music Advisory Council
 - 1. November 9, 2022 Discussion Items
 - 2. New Member – Mark Hanlon
 - c) Nautical Advisory Council – New Member Cindie Leigh
- IX Foundation
 - a) Minutes of Meeting – October 27, 2022
 - b) Financial Report – October 31, 2022
- X Friends of the Library
 - a) Minutes of Meeting – November 9, 2022

(over)

- XI Correspondence
 - a) Nassau County Department of Assessment Letter of November 4, 2022
 - b) Patron Comments
- XII Staff Report
 - a) ESOL Report
- XIII Staff Association – Lesley Siegel
- XIV Public Comments
- XV New Business
 - a) Nancy Curtin Scholarship 2023
- XVI Adjournment

**PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING
NOVEMBER 2022 REPORTS**

WARRANTS TO BE VOTED ON

Warrant Number	Amount
22-11-05A	\$ 666,971.79
22-11-05B	\$ 55,486.47
Warrant Total	<u>\$ 722,458.26</u>

<u>Payroll Date</u>		<u>Gross</u>		<u>Net</u>		<u>Processing</u>		<u>Tax Liability</u>
11/10/2022	\$	139,360.94	\$	100,570.54	\$	-	\$	42,617.20
11/23/2022	\$	140,578.26	\$	91,231.80	\$	1,916.95	\$	39,153.49
PAYROLL TOTAL	\$	279,939.20	\$	191,802.34	\$	1,916.95	\$	81,770.69

Prepared By:
Paul Thomaidis
Finance Office

PORT WASHINGTON PUBLIC LIBRARY
Balance Sheet - Governmental Funds
November 30, 2022
41.67% of Budget Expensed

	General	Special Aid	Capital Projects	Permanent	Total Governmental Funds	Fiduciary Fund Agency
ASSETS						
Cash						
Unrestricted	\$ 4,532,031	\$ 776,873	\$ 1,374,046	\$	\$ 6,682,950	\$
Restricted				135,788	135,788	
Receivables						
Due from other funds	402,376	782	(1,422)		401,736	(5,299)
Due from component unit	9,171	28,086			37,257	
Total Assets	<u>\$ 4,943,578</u>	<u>\$ 805,741</u>	<u>\$ 1,372,624</u>	<u>\$ 135,788</u>	<u>\$ 7,257,731</u>	<u>\$ (5,299)</u>
LIABILITIES						
Payables						
Due to other funds	9,425	56,391	337,306	782	403,904	(7,467)
Other liabilities					-	2,168
Total Liabilities	<u>9,425</u>	<u>56,391</u>	<u>337,306</u>	<u>782</u>	<u>403,904</u>	<u>(5,299)</u>
FUND BALANCES						
Nonspendable:						
Endowment				135,006	135,006	
Restricted: Grants		749,350			749,350	
Assigned:						
Capital projects	2,372,333		1,035,318		3,407,651	
Retirement contribution	556,749				556,749	
Terminal leave	892,689				892,689	
Unappropriated fund balance	166,500				166,500	
Unassigned: Fund balance	945,882				945,882	
Total Fund Balances	<u>4,934,153</u>	<u>749,350</u>	<u>1,035,318</u>	<u>135,006</u>	<u>6,853,827</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 4,943,578</u>	<u>\$ 805,741</u>	<u>\$ 1,372,624</u>	<u>\$ 135,788</u>	<u>\$ 7,257,731</u>	<u>\$ (5,299)</u>

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund
For One Month and Five Months Ended November 30, 2022
41.67% of Budget Expensed

	Budget	November 30, 2022		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	506	1,870	(5,630)	24.9%
XEROX REVENUES	9,000	1,054	3,919	(5,081)	43.5%
INTEREST -A FUND	3,000	872	4,329	1,329	144.3%
SALE OF USED BOOKS	4,500	504	1,155	(3,345)	25.7%
REFUND OF PY EXPENSES		830	830	830	N/A
GIFTS & DONATIONS	12,500			(12,500)	0.0%
MISCELLANEOUS		741	9,655	9,655	N/A
STATE AID	7,000			(7,000)	0.0%
FEDERAL SOURCES					N/A
Total Revenues	7,215,764	951,284	2,968,535	(4,247,229)	41.1%
EXPENDITURES					
141 CERTIFIED LIBRARIANS					
.01 CERT.LIB GRADE 29-27-25	132,110	10,163	53,354	78,756	40.4%
.02 CERT.LIB GRADE 21	104,550	8,041	42,218	62,332	40.4%
.03 CERT.LIB GRADE 19	418,440	32,189	168,989	249,451	40.4%
.04 CERT.LIB GRADE 17	567,030	15,535	81,556	485,474	14.4%
.05 CERT.LIB GRADE 15	1,089,112	101,449	532,627	556,485	48.9%
.06 CERT.LIB HOLIDAY & SUNDAY	63,049	7,212	18,983	44,066	30.1%
TOTAL CERT. LIBRARIANS	2,374,291	174,589	897,727	1,476,564	37.8%
143 CLERICAL STAFF					
.01 CLERICAL GRADE 11	175,880	13,530	71,031	104,849	40.4%
.02 CLERICAL GRADE 9	49,160	3,781	3,781	45,379	7.7%
.04 CLERICAL GRADE 5	190,130	15,252	85,350	104,780	44.9%
.05 CLERICAL GRADE 3	98,700	7,592	39,859	58,841	40.4%
.06 CLERICAL HOLIDAY & SUNDAY	25,000	1,587	5,472	19,528	21.9%
TOTAL CLERICAL STAFF	538,870	41,742	205,493	333,377	38.1%
143 HOURLY STAFF					
.11 BOOKSHELVERS-ADULT	70,000	3,604	18,452	51,548	26.4%
.12 BOOK SHELVERS-CHILDREN	25,000	2,245	12,174	12,826	48.7%
.13 ENGLISH AS A SECOND LANGUA	34,000	1,266	7,513	26,487	22.1%
.14 ISD	87,000	5,771	34,432	52,568	39.6%
.15 COLLECTION MANAGEMENT	80,000	6,571	24,871	55,129	31.1%
.16 INTERLOANS	11,000	1,100	5,238	5,762	47.6%
.17 PERIODICAL SERVICE DESK					N/A
.18 PROCESSING OF BOOKS	36,000	3,006	13,765	22,235	38.2%
.19 TECHNICIANS-MEDIA	15,000	1,757	7,096	7,904	47.3%
.21 STUDENT COMPUTER AIDS	77,000	4,713	24,402	52,598	31.7%
.22 SUNDAY & HOLIDAYS - SUPPORT	36,000	5,553	12,022	23,978	33.4%
.23 INFO. TECH SPEC. II	21,000	1,064	5,241	15,759	25.0%
.24 COMMUNITY OUTREACH	16,000	1,902	6,416	9,584	40.1%
TOTAL HOURLY STAFF	508,000	38,552	171,622	336,378	33.8%
143 BUILDING STAFF					
.31 CUSTODIAL	274,090	22,334	104,020	170,070	38.0%
.32 HOLIDAYS & SUNDAY - CUSTODIA	22,873	2,417	7,023	15,850	30.7%
TOTAL BUILDING STAFF	296,963	24,751	111,043	185,920	37.4%
SEPARATION PAYOUTS		2,889	2,889	(2,889)	N/A

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Five Months Ended November 30, 2022
41.67% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	November 30, 2022		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
9030.8 SOCIAL SECURITY	\$ 284,436	\$ 20,518	\$ 106,565	\$ 177,871	37.5%
9040.8 WORKER'S COMPENSATION	38,000		27,622	10,378	72.7%
9045.8 DISABILITY INSURANCE	10,000	(181)	343	9,657	3.4%
9050.8 UNEMPLOYMENT INSURANCE	1,390			1,390	
9060.8 HOSPITAL & MEDICAL INSURANCE					
.01 MEDICAL	850,019	60,773	387,328	462,691	45.6%
.02 DENTAL	26,512	1,619	10,825	15,687	40.8%
.03 EYECARE	2,000		1,377	623	68.9%
TOTAL HOSPITAL & MEDICAL INSURANCE	878,531	62,392	399,530	479,001	45.5%
9010.8 STATE RETIREMENT	421,349	298,263	298,263	123,086	70.8%
203 EQUIPMENT					
.01 EQUIPMENT - LIBRARY	51,034		31,308	19,726	61.3%
.02 EQUIPMENT - COMPUTER	16,850	2,590	2,590	14,260	15.4%
.03 EQUIPMENT - BUILDING	15,000			15,000	0.0%
TOTAL EQUIPMENT	82,884	2,590	33,898	48,986	40.9%
410 PRINT & INFORMATION SERVICES					
.02 SERVICES & CONTINUATIONS				-	
.05 BOOKS-FICTION	50,000	2,041	7,524	42,476	15.0%
.06 BOOKS-NON-FICTION	50,000	3,549	7,716	42,284	15.4%
.07 BOOKS-REFERENCE	35,000	853	10,581	24,419	30.2%
.08 BOOKS-CHILDREN	23,500	3,519	5,589	17,911	23.8%
.09 BOOKS-AUDIO & ELECTRONIC	95,000	9,025	56,231	38,769	59.2%
.10 BOOKS-YOUNG ADULT	15,000	1,078	2,828	12,172	18.9%
TOTAL PRINT & INFORMATION SERVICES	268,500	20,065	90,469	178,031	33.7%
411 MACHINE READABLE MATERIAL					
.02 REFERENCE SOFTWARE	60,000		10,791	49,209	18.0%
.03 COMPUTER SOFTWARE	35,000	1,219	11,206	23,794	32.0%
TOTAL MACHINE READABLE MATERIAL	95,000	1,219	21,997	73,003	23.2%
413 SERIALS					
.01 MICROFORM	4,500			4,500	0.0%
.02 NON-MICROFORM	32,000	148	25,192	6,808	78.7%
TOTAL SERIALS	36,500	148	25,192	11,308	69.0%
417 A-V MATERIALS					
.02 CHILDREN'S MATERIALS	6,000	208	208	5,792	3.5%
.03 DVD	20,000	3,438	12,991	7,009	65.0%
.04 YOUNG ADULT				-	N/A
.05 DIGITAL MEDIA	25,000	2,448	8,827	16,173	35.3%
TOTAL A-V MATERIALS	51,000	6,094	22,026	28,974	43.2%
417 AUDIO RECORDINGS					
.11 VIDEO GAME COLLECTION	10,000	500	2,315	7,685	23.2%
.12 COMPACT DISKS	6,000	462	1,136	4,864	18.9%
TOTAL AUDIO RECORDINGS	16,000	962	3,451	12,549	21.6%
417 A-V RENTAL & MAINTENANCE					
.21 FILM RENTAL-ADULT	3,000		833	2,167	27.8%
.24 MAINT. & REPAIRS	1,000			1,000	0.0%
.25 BULBS	500			500	0.0%
TOTAL A-V RENTAL & MAINTENANCE	4,500	-	833	3,667	18.5%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Five Months Ended November 30, 2022
41.67% of Budget Expensed

	Budget	November 30, 2022		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
EXPENDITURES (CONTINUED)					
430 OFFICE & LIBRARY SUPPLIES					
.01 ADULT SERVICES	\$ 600	\$ 17	\$ 57	\$ 543	9.5%
.02 CHILDREN'S SERVICES	3,500	75	488	3,012	13.9%
.03 COLLECTION MANAGEMENT	800	151	151	649	18.9%
.04 COMMUNITY INFO	1,000			1,000	0.0%
.05 COMPUTER SERVICES	7,600	198	968	6,632	12.7%
.06 INFO SERVICES	700		47	653	6.7%
.07 MEDIA SERVICES	3,100	907	2,631	469	84.9%
.08 GENERAL OFFICE SUPPLIES	20,000	559	5,411	14,589	27.1%
.09 ORAL HISTORY/SPECIAL COLLEC	2,500	36	75	2,425	3.0%
.10 TECHNICAL SERVICES	8,500	57	1,181	7,319	13.9%
.11 OFFICE EQUIPMENT	12,000	1,261	2,411	9,589	20.1%
.12 YOUNG ADULT	400	193	284	116	71.0%
TOTAL OFFICE & LIBRARY SUPPLIES	60,700	3,454	13,704	46,996	22.6%
431 TELEPHONE					
.01 TELEPHONE	26,000	3,476	11,786	14,214	45.3%
.02 TELEPHONE MAINTENANCE	5,000	1,350	4,738	262	94.8%
TOTAL TELEPHONE	31,000	4,826	16,524	14,476	53.3%
433 POSTAGE & FREIGHT					
.01 POSTAGE - FREIGHT	25,000	153	8,814	16,186	35.3%
434 PRINTING					
.01 PRINTED INFO	7,000	10	1,770	5,230	25.3%
.04 DISPLAYS & EXHIBITIONS	5,500		397	5,103	7.2%
.05 LEGAL ADVERTISING	5,000			5,000	0.0%
.08 NEWSLETTERS	23,000	2,423	14,796	8,204	64.3%
TOTAL PRINTING	40,500	2,433	16,963	23,537	41.9%
435 TRAVEL & MILEAGE					
.01 MEETINGS	15,000	974	1,104	13,896	7.4%
.02 MILEAGE	3,000			3,000	0.0%
.03 STAFF DEVELOPMENT	2,000			2,000	0.0%
TOTAL TRAVEL & MILEAGE	20,000	974	1,104	18,896	5.5%
436 ALIS/NLS OPERATING SYSTEM					
.01 CIRCULATION CHARGES	35,000		15,863	19,137	45.3%
.02 OPAC/CONCURRENT SESSION C	20,000		13,984	6,016	69.9%
.03 NLS	33,000		34,044	(1,044)	103.2%
TOTAL ALIS/NLS OPERATING SYSTEM	88,000		63,891	24,109	72.6%
437 PROGRAM SERVICES					
.01 PROGRAMS - ADULT	16,000	1,300	5,125	10,875	32.0%
.02 PROGRAMS - YOUNG ADULT	7,500	500	1,970	5,530	26.3%
.03 PROGRAMS - JUVENILE	22,000	350	5,978	16,022	27.2%
.07 MEETING ROOM EXPENSES	1,000			1,000	0.0%
.08 OTHER PROGRAM SUPPORT	10,000	359	1,926	8,074	19.3%
.13 MEDIA PROGRAMS	8,500		2,950	5,550	34.7%
TOTAL PROGRAM SERVICES	65,000	2,509	17,949	47,051	27.6%
438 MEMBERSHIPS					
.01 MEMBERSHIPS	7,000	914	1,037	5,963	14.8%
439 RENTAL, REPAIR, MAINTENANCE					
OFFICE EQUIPMENT					
.01 EQUIPMENT	14,000	2,458	9,105	4,895	65.0%
.02 COPY EQUIPMENT	14,500	1,017	6,331	8,169	43.7%
.04 COMPUTER	1,000			1,000	0.0%
.06 PIANO	1,000			1,000	0.0%
TOTAL RENTAL REPAIR, MAINTENANCE	30,500	3,475	15,436	15,064	50.6%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Five Months Ended November 30, 2022
41.67% of Budget Expensed

	Budget	November 30, 2022		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
EXPENDITURES (CONTINUED)					
440 BUSINESS SERVICES					
.01 ACCOUNTING	\$ 61,200	\$ 5,100	\$ 26,820	\$ 34,380	43.8%
.02 AUDIT	19,000			19,000	0.0%
.05 ELECTION	5,000			5,000	0.0%
.06 LEGAL	30,000	1,050	4,183	25,817	13.9%
.07 PAYROLL	23,500	1,917	9,745	13,755	41.5%
.09 OTHER	20,000	786	3,159	16,841	15.8%
.10 SECURITY SERVICES	45,000	5,342	24,107	20,893	53.6%
.11 COMPUTER SERVICES	60,040	4,830	24,600	35,440	41.0%
.13 CREDIT CARD FEES	2,000	106	568	1,432	28.4%
TOTAL BUSINESS SERVICES	265,740	19,131	93,182	172,558	35.1%
450 FUEL & UTILITIES					
.01 ELECTRICITY	129,250	8,295	67,242	62,008	52.0%
.02 FUEL	40,560		2,422	38,138	6.0%
.03 WATER POLLUTION CONTROL TA	6,160			6,160	0.0%
.04 WATER TAX	7,000	3,382	6,474	526	92.5%
TOTAL FUEL & UTILITIES	182,970	11,677	76,138	106,832	41.6%
451 CUSTODIAL SUPPLIES					
.01 BULBS	10,200		58	10,142	0.6%
.02 HOUSEKEEPING MAINT	14,500	(2,255)	594	13,906	4.1%
.03 UNIFORMS	1,000			1,000	0.0%
.04 CLEANING SERVICES	29,000		3,090	25,910	10.7%
TOTAL CUSTODIAL SUPPLIES	54,700	(2,255)	3,742	50,958	6.8%
452 REPAIRS TO BLDG & BLDG EQUIP .					
.01 REPAIR TO BUILDING	60,000		5,018	54,982	8.4%
.02 SUPPLIES FOR BUILDING	20,000		9,640	10,360	48.2%
.03 BUILDING IMPROVEMENTS	10,000		7,572	2,428	75.7%
.04 REPAIRS TO EQUIPMENT	10,000	2,377	3,056	6,944	30.6%
TOTAL REPAIRS TO BLDG & BLDG. EQUIP.	100,000	2,377	25,286	74,714	25.3%
454 INSURANCE					
.01 INSURANCE	70,000	(190)	76,145	(6,145)	108.8%
455 OTHER OPER. & MAINT .					
.01 MECHANICAL CONTRACTS	32,000	1,163	18,419	13,581	57.6%
.02 GROUND MAINT. CONTRACTS	25,000	2,283	5,654	19,346	22.6%
.03 BUILDING MAINT CONTRACT	19,500	540	2,456	17,044	12.6%
TOTAL OTHER OPER. & MAINT.	76,500	3,986	26,529	49,971	34.7%
DEBT SERVICE					
INSTALLMENT DEBT- PRINCIPAL	4,838	403	14,504	(9,666)	299.8%
INSTALLMENT DEBT INTEREST	136	12	95	41	69.9%
TOTAL DEBT SERVICE	4,974	415	14,599	(9,625)	293.5%
INTERFUND TRANSFERS					
OPERATING TRANSFERS OUT	380,000	-	-	380,000	0.0%
TOTAL EXPENDITURES	\$ 7,408,798	\$ 748,472	\$ 2,890,006	4,518,792	39.0%
NET CHANGE IN FUND BALANCE			78,529		
FUND BALANCE, BEGINNING OF YEAR			4,855,624		
FUND BALANCE, FISCAL YEAR TO DATE			\$ 4,934,153		

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, 2022
41.67% of Budget Expensed

	Special Revenue	Capital Projects	Permanent
REVENUES			
Interest income	\$ 4,088	\$ 7,579	\$ 715
Miscellaneous revenue	138,042		
State sources			
Total Revenues	<u>142,130</u>	<u>7,579</u>	<u>715</u>
EXPENDITURES			
Program expenses	<u>118,285</u>	<u>200,348</u>	
OTHER FINANCING SOURCES (USES)			
Operating transfers in	715	-	-
Operating transfers (out)			<u>(715)</u>
Total Other Financing Sources (Uses)	<u>715</u>	<u>-</u>	<u>(715)</u>
Net Change in Fund Balance	24,560	(192,769)	-
Fund Balance - Beginning of year	<u>724,790</u>	<u>1,228,087</u>	<u>135,006</u>
Fund Balance - End of month	<u>\$ 749,350</u>	<u>\$ 1,035,318</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, 2022

Assigned for Special Programs

PUBLICATION FUND	\$ 7,392
FRIENDS OF THE LIBRARY	42,018
FRIENDS OF THE LIBRARY-BOGEN	44,393
EPSTEIN BOOK FUND	362
NLS BULLET AID	16,644
9/11 PROJECT - 10/02 - SHODELL	129
NYS MEDIA ROOM RENO GRANT	11,986
NLS STATE GRANT COMPUTERS	671
FOUNDATION GRANT CAREER COACHING	22,254
AMERICAN GIRL DOLLS	353
NYS CONSTRUCTION GRANT	20,802
ESL GRANT SUPPLIES/MATERIALS	395
HOMEGROWN READERS	24,200
NYS LOBBY RENOVATION GRANT	21,995
ADULT LITERACY GRANT/BOOKS FOR DESSERT	26,631
JOB SEARCH BOOT CAMP GRANT	100
CONSTRUCTION GRANT	566
CHILDRENS GRANT	2,070
TEPPER INTERGENERATIONAL	258
SPIELMAN STORY TELLING	367
SALTZMAN GRANT	6,288
ZUCKER GRANT	14,468
OUTDOOR WIFI	3,342
MAKERSPACE	6,319
WIFI HOTSPOTS	56
SMALL STUDY ROOM	1,541
HEARTS GRANT	1,003
REGIONAL TECH & MEDIA	823
NEA CREATIVE READERS	2,166
MISCELLANEOUS WORKSHOPS	27,698
UNGER/BESLITY MEMORIAL - TERRACE	10,722
VERA FIDDLER	258
ART ADVISORY COUNCIL	10,145
MUSIC ADVISORY COUNCIL	28,013
HEALTH ADVISORY COUNCIL	36,305
BURTIS	18,887
UNDERHILL	23,365
BROWN	5,704
FENDRICK MEMORIAL	1,272
MORSE FUND	1,816
BRONSON	10,674
S. STEYN MEMORIAL	7,702
SPECIAL TRUST ACCOUNT (MISC)	2,635
WHITTEMORE MEMORIAL	2,076
ROBERT STERN	202
NAUTICAL CENTER	253,516
CHILDREN'S ADVISORY COUNCIL	8,268
HEALTH INFORMATION - ANTI SMOKING	14,407
GOODMAN ASSISTIVE TECHNOLOGY	6,093
	<u>\$ 749,350</u>

Port Washington Public Library
Variance Report
As of November 30, 2022

Revenues -

- Interest – Interest rates have increased

Expenditures -

- 9040.8 Workers Comp – Workers comp bill was paid on 8/16/22 and covers the period 7/1/22-7/1/23
- 9060.83 Eye care – Staff reimbursement for eye care up to \$150 per employee
- 9010.80 State Retirement – Annual ERS bill for the year was paid in November. This bill covers the ERS expenditure through 3/31/23.
- 203.01 Equipment Library – Furniture for Hagedorn and meeting rooms
- 410.09 Books Audio & Electronic – Overdrive Inc. expenditures for audio & electronic books
- 413.02 Serials Non-Microform – Annual periodical subscription paid in July for \$22,688 to Revistas.
- 417.03 DVD – Includes 1,100 DVD cases purchased and reclassified from Media services. Also includes DVD purchases from Midwest Tapes.
- 430.07 Media Services – Items in this code include cable protectors, wireless mic system, guitar amplifiers, speakers, cabinet case, and surge protectors.
- 431.02 Telephone Maintenance –Includes activation fee to Norcom Solutions for telephone services. Usually paid in the beginning of the year.
- 434.08 Newsletters – Includes monthly library newsletter expenditures for Small Kaps and MAF Graphics
- 436.02 OPAC/Concurrent Session – ILS member library fees paid quarterly. First quarterly was paid in July, second quarter was paid October (covers 10/1 through 12/31).
- 436.03 NLS – Annual NLS payment for member services was paid in July for \$34,044.
- 439.01 Repair Maintenance Office Equipment – TM Bier expenses for facilities management system.
- 450.04 Water Tax – Quarterly payments for water tax, one payment made in August(covers 4/26 to 7/26) and one made in November (covers 4/26 to 7/26)
- 452.03 Building Improvements – Locust avenue railroad tie replacement from Soundview Landscaping
- 454.01 Insurance – Annual insurance was paid in October for \$76,335
- 455.01 Mechanical Contracts – testing of fire alarm, elevator, and sprinkler systems
- 9785.6 Lease Principal – Includes HP and Dell Lease payments. Annual payment to Dell was made in October for \$12,111

Port Washington Public Library

Board Resolution

December 14, 2022

General Fund Budget Transfers

Resolved: To make the following general fund budget transfers for the year ending June 30, 2022:

To:	<u>Code</u>	<u>Description</u>	<u>Amounts</u>
	143.04	Clerical Grade 5	\$50,000.00
	143.05	Clerical Grade 3	30,000.00
	203.01	Equipment-Library	8,000.00
	410.09	Audio and Electronic	4,000.00
	411.03	Computer Software	1,000.00
	413.01	Microform	4,000.00
	417.05	Digital Media	2,500.00
	430.11	Office Equipment	600.00
	437.03	Programs-Juvenile	50.00
	439.02	Copy Equipment	<u>200.00</u>
			\$100,350.00

From:			
	141.04	Cert. Lib. Grade 17	\$50,000.00
	141.05	Cert. Lib. Grade 15	30,000.00
	9010.80	State Retirement	<u>20,350.00</u>
			\$100,350.00

DRAFT PWPL Trustee Training Policy

Each member of the Board of Trustees, elected or appointed, is required to complete a minimum of two hours of trustee education each calendar year, pursuant to Section 260(d) of the New York State Education Law.

Trustee education topics may include financial oversight, accountability, fiduciary responsibilities and the general powers and duties of a library trustee.

Trustee education providers and activities, including topics and formats, are approved by the New York State Library acting on behalf of the Commissioner of Education. Additionally, the State Library authorizes public library systems to approve additional trustee education providers and activities.

New York State Library's approved providers are:

- New York State Library/Division of Library Development
- Public Library Systems/Public Library System Directors Organization
- WebJunction
- New York Library Association (including all sections and roundtables)
- New York Reference and Research Library Resources Councils (including LILRC)
- Empire State Library Network (*formerly New York 3Rs Association*)
- American Library Association (including United for Libraries and other divisions)

Trustee education may be delivered online or in person. Acceptable presentation formats include lectures, workshops, webinars, online courses, and local, state, or national library association conferences.

Trustees will send completion certificates issued by an approved provider, or if one is unavailable, a designated self-assurance form, to the Library Director by December 1 of each year. The Library Director, on behalf of the Board President, will keep a record of trustee continuing education activities.

Compliance will be tracked through the Library's Annual Report to the State

Should a trustee fail to submit evidence of completion by December 31 of each year, they will be suspended from duty until such evidence is filed with the Board President or Library Director as described previously. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the Board.

This policy goes into effect on January 1, 2023.

We Libraries!

CLRC’s advocacy objective is to educate librarians and library assistants in effective advocacy skills to use on behalf of their libraries, and to keep them informed regarding the status of legislation affecting their library’s ability to serve their patrons.

Advocacy Day

In cooperation with our professional partners at **NYLA**, a statewide Library Advocacy Day is held annually in Albany. The event will be held in-person on **Tuesday, February 28, 2023.**

CLRC member libraries have submitted stories on how they help their communities and students. The stories were compiled and sent to our regional representatives in March 2022. [CLICK HERE](#) to read the stories. What a powerful way to advocate for increased funding and support!



March 2022

Central New York Libraries
Helping Our Communities

Mailing List Signup



Contact



CLRC Regional Legislative Guide

APPROVAL TO EXCESS EQUIPMENT

TYPE OF EQUIPMENT	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	QTY.	REASON FOR DISPOSAL
Coin Box	Jamex / Xerox	6557-RX	J00011967	1	Old coin box, does not work with new copiers.
Coin Box	Jamex / Xerox	6557-RX	J00011921	1	Old coin box, does not work with new copiers.
Coin Box	Jamex / Xerox	6557-RX	J00011969	1	Old coin box, does not work with new copiers.
Audio Equipment Rack				1	Rack is from original building renovation and is no longer needed. Does not support newer equipment and does not have adequate cooling.
OptiPlex 3030 All-In-One Computer	Dell	OptiPlex 3030 All-In-One	662D842	1	Not working. Support Service Expired.
HP ProBook 640 G1	HP	ProBook 640 G1	5CG52855TD	1	Not working. Support Service Expired.
Date Submitted: 12/21/22				Board Approved:	



Annual Meeting
December 7, 2022 | 7:30-8:30 p.m.
Agenda

Welcome & Remarks by NLS Board President Carl Williams

Call to Order & Pledge of Allegiance

Introduction of NLS Trustees and Director

Featured Speaker: Chris Boivin presents “The Importance of Marketing and Promotion for Public Libraries”

Election of NLS Trustees

Bill Keller, Area 7

[Great Neck, Manhasset, Port Washington, Roslyn, Shelter Rock]

For a 5-year term – Jan. 2023 - Dec. 2027

George O. Williams, Area 8

[Bayville, Glen Cove, Gold Coast, Jericho, Locust Valley, Oyster Bay-East Norwich, Sea Cliff, Syosset]

For a 5-year term – Jan. 2023 - Dec. 2027

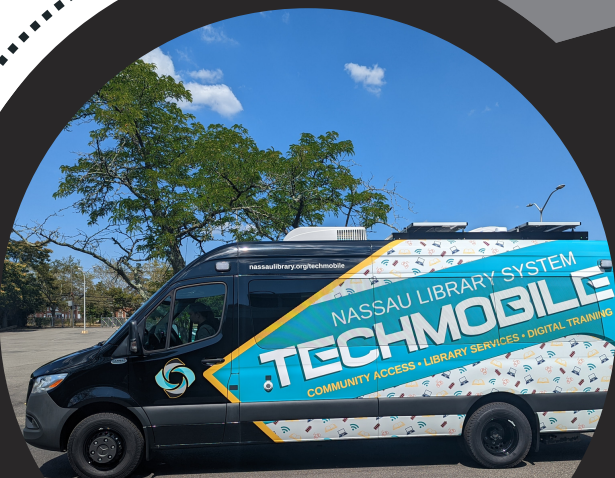
Overview of Trustee Training Requirement

Presentation of Proposed NLS 2023 Operating Budget

Adjournment

2022 IN BRIEF

Delivered by the
Nassau Library System



There have been many encouraging signs for Nassau's 54 public libraries in 2022. Circulation has outpaced 2020 and 2021 every month, and is now within reach of 2019 metrics. Some libraries are even seeing better circulation and more active patrons per month than in 2019. That's a credit to the hardworking library staff and trustees who ensure their communities have access to the best possible library services.

We're proud to support those efforts at the Nassau Library System. We mailed 116,000 Hello Library postcards, launched the Techmobile, and partnered with NICE Bus to keep libraries visible and vibrant in their communities in 2022. We're ready to achieve great things with member libraries in 2023.

Caroline Ashby, Director



In its first two months of operation, the new **NLS Techmobile**, funded via a grant from LILRC and the New York State Library, traveled to 18 library and community partner events, making a big impression on over **1,000 community members** who took tours of the custom-designed van, learned about member library services, or received one-on-one technology assistance.

Efficiencies & Savings

Over **1.3 million items** were transported to and from member libraries, with an average of **over 5,500 materials moved per day**.

NYS Construction Aid totaling over \$2M was recommended by NLS this year for applications from **18 member libraries** to improve local library facilities.

NLS coordinated advocacy efforts that resulted in **\$485K in Bullet Aid** from Nassau State Senators and Assemblymembers to member libraries.

NLS obtained over **\$200K in E-rate reimbursements** for member libraries.

With the MLD Reinvention committee, NLS launched a **centralized purchasing and floating collection pilot project**, establishing a successful mechanism for cost-savings and reductions in wait times for popular materials.



HELLO LIBRARY POSTCARD PROJECT

NLS mailed over 116,000 postcards to households in Nassau County without library cards to raise awareness of how libraries help people save money. People who do not currently have library cards may not realize the breadth of services contemporary libraries offer in addition to materials and programs, including museum passes, libraries of things, digital books, and free workspace.

Resources & Discovery

Patrons checked out nearly **1.6 million items** from the **Nassau Digital Doorway** collection of ebooks, audiobooks, and digital magazines.

Over **1,200 database subscription orders** were coordinated, resulting in significant savings for member libraries.

NLS was among the first organizations to adopt **BTCat**, which allows for a **streamlined cataloging workflow**, and NLS is now considered a national model for the implementation of this tool.

Over **67,000 new titles were cataloged** for the ILS that is shared by 51 member libraries.

Over **4,000 interlibrary loan requests** for items not owned by member libraries or available via LILink were processed and delivered by NLS staff.

NLS staff conducted 21 one-on-one trainings on **Gale Analytics**, a market research platform that **aids libraries in updating services and modernizing publicity**.

Over **5,000 IT helpdesk** queries for support were answered by NLS staff.

NLS hosts and maintains over **3,100 email accounts** for member libraries and their staff. **Over 150 new accounts** have been added this year to date.

NLS staff enhanced, maintained, or upgraded **47 library websites** and **9 new ones** were also developed and launched this year.

Patron Point, the automated email messaging platform connected to the ILS, sent over **1.1M automated alerts and reminders** to library patrons.



NICE BUS PARTNERSHIP

Our partnership with NICE Bus continued this year as NLS coordinated a valuable marketing opportunity. Metal signs were installed at bus stops within walking distance of Nassau public libraries at no cost. The signs serve to direct riders to library facilities and promote services. Each participating library customized their sign to provide specific messaging about resources such as ebooks, audiobooks, streaming, career help, classes for all ages, language learning, museum passes and more. Signs also feature a scannable QR code that leads to the library's website.

The “**Libraries Help You Grow**” digital advocacy campaign featuring patron and staff messaging in support of increased library funding reached over **25,000 people on social media**.

NLS exchanged **27,700 communications with libraries** on topics ranging from management to finance, public service, technology operations, facilities and more.

The **Library Marketing Repository**, where member library staff can find and utilize digital and printable marketing materials, was launched and currently contains **over 440 assets** in English and Spanish.

A **bi-weekly email newsletter**, "What's New at NLS," was launched to facilitate communication with member library staff.

NLS staff reestablished weekly service to the **Nassau Correctional Center**, facilitating a **book club for women in recovery** and **delivering over 1,000 books** requested by inmates to the collection in the jail library.

NLS worked intensively with 4 member libraries on the creation of **new strategic plans**.

NLS exchanged **27,700 communications with libraries** on topics ranging from management to finance, public service, technology operations, facilities and more.

Over **6,300 library staff and trustees** participated in **432 continuing education sessions, meetings, and product trainings** facilitated or hosted by NLS.

Using ARPA funding, NLS hosted the National Digital Inclusion Alliance for training on the **Digital Navigator** model for serving patrons with technology, and Davis Erin Anderson for workshops for staff and trustees on **data privacy** and protecting personal information online.

NLS partnered with NoveList's Angela Hursh to deliver a five-part workshop series on **Library Marketing Foundations** for member library staff.

NLS staff facilitated specialized **customer service workshops** at 6 member libraries for staff and managers.

NLS welcomed **Dr. Kawanna Bright**, a national expert on assessing services in libraries, for a workshop on examining **policies and procedures to ensure they are equitable to all**.



JONES BEACH ENGAGEMENT

Member library staff joined NLS staff at two MLD + NLS outreach events at Jones Beach concerts over the summer. We shared how people can save money by visiting their library and downloading free e-books, taking out museum passes, utilizing free workspaces, and borrowing so many things besides books.

Member libraries were able to facilitate **Summer Reading Programs** for over **102,000 children and teens** with the help of NLS trainings and support.

NLS loaned over **700 items from its Youth and Outreach equipment collections** to support member library programming and offsite engagement activities.

Forty-nine member libraries participated in The Great Give Back, a statewide initiative that gives library users the opportunity to enrich their communities.

NLS Youth Services offered a series of workshops from the Eric Carle Museum of Picture Book Art about using picture books to **promote social & emotional health, learn about race and representation, and core skills** that youth service librarians need in their early literacy programs.

NLS Youth Services partnered with Girls Rising for a library tour this summer with **inspiring workshops for teens** to follow their dreams, build their self-esteem, and reach their goals.

NLS provided **332 pieces of equipment and supplies** to support new member library outdoor youth programming initiatives using NYS Family Literacy funding.



Current NLS Board Members

Officers:

President – Carl Williams
 Vice President – John Scaparro
 Treasurer – Pat Mars
 Secretary – Kathleen McDonough-Kobbe

Trustee	Area	Libraries in Area	Contact	Term Expires
Carl Williams	1	Baldwin , Freeport, Island Park, Lakeview, Long Beach, Oceanside, Rockville Centre	cwilliams@nassaulibrary.org	12/31/2024
Kathleen McDonough-Kobbe	2	East Rockaway, Hewlett- Woodmere, Lynbrook , Malverne, Peninsula, Valley Stream	kkobbe@nassaulibrary.org	12/31/2026
Deborah Mabry	3	Bellmore, Merrick, North Bellmore, North Merrick, Roosevelt, Uniondale	dmabry@nassaulibrary.org	12/31/2024
John Scaparro	4	Island Trees, Levittown, Massapequa, Plainedge, Seaford , Wantagh	jscaparro@nassaulibrary.org	12/31/2025
Monique Hardial	5	Elmont , Floral Park, Franklin Square, Hillside, West Hempstead	mhardial@nassaulibrary.org	12/31/2025
Patricia Mars	6	East Meadow, East Williston, Garden City, Hempstead, Mineola, Williston Park	pmars@nassaulibrary.org	12/21/2023
Bill Keller	7	Great Neck, Manhasset, Port Washington , Roslyn, Shelter Rock	bkeller@nassaulibrary.org	12/31/2022
Henry Burney	8	Bayville, Glen Cove, Gold Coast, Jericho, Locust Valley, Oyster Bay , Sea Cliff, Syosset	hburney@nassaulibrary.org	12/31/2022
Laurie Rozakis	9	Bethpage, Farmingdale , Hicksville, Plainview, Westbury	lrozakis@nassaulibrary.org	12/31/2026

Biographies of NLS Trustee Nominees

Area 7 Nominee: Bill Keller

- Representing Great Neck, Manhasset, Port Washington, Roslyn, Shelter Rock
- *For a 5-year term – Jan. 2023 - Dec. 2027*

Bill Keller has served as a Trustee of the Port Washington Public Library since 2016 and the Nassau Library System since 2021. He currently serves as the Vice President of the PWPL Board. He also serves on the Finance and Community Outreach Committees. Bill is a strong advocate for the role of public libraries play in our local communities and in NYS as a whole and has lobbied the Governor and local legislators to increase funding for public libraries.

Bill retired in January 2021 from his position as the VP for Finance & Administration of Queens College, CUNY. Until August of 2022, he served as a part-time Special Advisor to Queens College's President working to develop new service-learning courses for students and to increase services to entrepreneurs in Queens County. From March of 2005 through July of 2013, Bill held the same position at CUNY's Kingsborough Community College in Brooklyn, NY. Prior to joining CUNY, Bill held several senior management positions in the public and private sectors. In the private sector, he was a Research Analyst and Management Consultant for Gartner, Inc., Chief Administrative Officer of the Municipal Finance Division of Lehman Brothers, and a Management Consultant with Deloitte. For NYC he served as the Deputy Commissioner of the NYC Department of Information Technology & Telecommunications (DoITT) and as the Chief Operating Officer of the Health & Hospital Corporation's Metropolitan Hospital Center. Bill also served as a NYC Urban Fellow in the Mayor's Office of Operations and was a secondary social studies teacher for five years including two years as a National Teacher Corps Intern in Schenectady, NY. Bill is also the Co-President of his alumni class at the University of Pennsylvania.

Bill has an MBA in Management from NYU's Stern School of Business, an MA in Teaching from SUNY-Albany, and a BA in History & Urban Studies from the University of Pennsylvania.

Bill is the father of three children. He grew up in Port Washington and moved back to town with his wife Lynn in 2004.

Area 8 Nominee: George O. Williams

- Representing Bayville, Glen Cove, Gold Coast, Jericho, Locust Valley, Oyster Bay-East Norwich, Sea Cliff, Syosset
- *For a 5-year term – Jan. 2023 - Dec. 2027*

George O. Williams has been a Trustee of the Sea Cliff Village Library for five years and serves as that Board's Financial Secretary. He has been a resident of Sea Cliff for 35 years. He retired from Webb Institute in Glen Cove where he was Professor of Science and also Chair of the Library Committee. He is currently Director of Maritime Technology for a Chilean firm focused on the use of green hydrogen as an energy storage medium. He has particular interest in the issues surrounding licensing agreements for electronic media and is committed to open and free access to information.

Top 10 Things To Know About NY's New Trustee Education Requirements

1. Beginning January 1, 2023, each member of a board of trustees is required to complete a minimum of 2 hours of trustee education annually. ([Education Law 260-d](#) added by [Chapter 468 of the Laws of 2021](#)).
2. The Law applies to all public and association libraries and to all trustees, appointed or elected.
3. Per Education Law, trustee education topics may include financial oversight, accountability, fiduciary responsibilities and the general powers and duties of a library trustee.
4. Training can be completed in any format: online or in person; live or pre-recorded; in a lecture, workshop, webinar, or conference session.
5. NYS recommends boards establish a written policy and procedures related to trustee education and compliance.
6. The State Library has pre-approved the trustee education from several providers, including NLS, LILRC, New York State Library/Division of Library Development, NYLA, and ALA. Suggestions for online training available at <https://www.nassaulibrary.org/trusteeinfo/trustee-info>.
7. Compliance will be tracked on the *Annual Report for Public and Association Libraries*.
8. Evidence of completion (certificate issued by the provider or signed self-assurance) to be filed with the library board president.
9. NLS offers trustee training for individual boards (contact Director Caroline Ashby, cashby@nassaulibrary.org) and group sessions. Save the date for Trustee Basics on the fundamental duties and responsibilities of library trustees on Sat., Feb. 4, 2023 from 10AM-12PM at NLS.
10. More information is available from the New York State Library at <https://www.nysl.nysed.gov/libdev/trustees/education.htm>.

2023 Proposed NLS Budget

NLS operates on a calendar year basis, and the NLS Board will vote on the approval of the 2023 budget at their December 20 board meeting. This budget is for NLS' General Fund only. It covers the cost of NLS operations and services to member libraries. It does not include the money received by NLS for pass-through to the member libraries, specific-purpose grants, nor ILS & Associated Services costs, which are paid by the 51 libraries that participate in the shared ILS.

Although NLS operates on a calendar year basis, the State operates on an April-March fiscal year. Public library system aid is not forward-funded, so NLS never knows what its state aid will be for the upcoming year at the time our budget must be developed and adopted. For that reason, we project state aid revenues at the amount received the previous year. In the case of 2023, we expect those revenue projections may be high, as many economists say a recession is likely and the federal Covid stimulus funds received by NYS are no longer in play. We have attempted to draft a budget that can withstand recession and a resulting decrease in state aid. We have budgeted for essential programs and services and allocated the remainder to our capital fund. In 2023, we look forward to expanding our member library training and workshop opportunities as well as the collection of items we lend to member libraries for outreach activities. We will also increase our investment in printing and publicity so that we can enhance the visibility of libraries in their communities and support systemwide awareness projects, like the planned 2023 Nassau Library Tour.

State aid accounts for 74% of our revenue and member library support accounts for 25% of our revenue. We thank member libraries for their overwhelming support of our 2022-2023 member library support proposal, passed by a strong majority of member library boards in Fall 2021.

This proposed budget was discussed at the November NLS board meeting, as well as at the December Member Library Directors Executive Board meeting. A final budget hearing will be on the agenda for the December 20 NLS Board meeting. See calendar.nassaulibrary.org for more information on attending.

	2023 Estimated Revenue	2022 Actual Revenue	Difference between 2022 Actual Revenue and 2023 Estimated	
			\$	%
<u>State Aid for NLS Service Center</u> ⁽¹⁾				
State Aid - Basic	\$2,296,352	\$2,296,352	\$0	0.00%
State Aid - Local Services Support	\$280,460	\$280,460	\$0	0.00%
State Aid - Coordinated Outreach	\$236,510	\$236,510	\$0	0.00%
State Aid - Supplemental Aid	\$285,349	\$285,349	\$0	0.00%
Total State Aid	\$3,098,671	\$3,098,671	\$0	0.00%
 <u>NLS Miscellaneous Income</u>				
Member Library Support	\$1,050,000	\$1,055,183	(\$5,183)	-0.49%
Interest	\$18,000	\$5,000	\$13,000	260.00%
Rental Income	\$240	\$240	\$0	0.00%
Database Administration Fee	\$36,000	\$37,000	(\$1,000)	-2.70%
Gifts/Donations/Miscellaneous	\$0	\$0	\$0	0.00%
Insurance Recoveries/Dividends	\$3,000	\$3,000	\$0	0.00%
Total Miscellaneous Income	\$1,107,240	\$1,100,423	\$6,817	0.62%
Total Service Center Revenue	\$4,205,911	\$4,199,094	\$6,817	0.16%
% State Aid is of Total Service Center Revenue	73.67%	73.79%		

2023 Projected Expenditures (without Capital Transfer)	\$3,893,611
2023 Projected Transfer to Capital	\$312,300
2023 Estimated Revenue	\$4,205,911

Proposed 2023 Budget

	2023 Proposed Budget		2022 Budget (Amended)	
Staff				
Salaries	\$1,834,818		\$1,850,590	
Staff Benefits	<u>\$788,063</u>		<u>\$825,532</u>	
Total Staff	\$2,622,881	67.4%	\$2,676,122	69.3%
Retiree Benefits	\$289,673	7.4%	\$256,703	6.7%
Library Materials	\$75,823	1.9%	\$58,820	1.5%
General Operations	\$242,318	6.2%	\$189,813	4.9%
Facilities & Maintenance	\$231,095	5.9%	\$255,721	6.6%
Delivery	\$431,821	11.1%	\$421,827	10.9%
Total Budget	\$3,893,611	100.0%	\$3,859,006	100.0%
Transfer to Capital Fund	\$312,300		\$ 120,000	
Grand Total	\$4,205,911		\$3,979,006	

Overall increase in 2023 Operating Budget = 0.90%

CODE	DESCRIPTION	Proposed 2023 Budget	Approved / Amended 2022 Budget	2023 Proposed & 2022 Budget Differences		Projected 2022 Expenses	NOTES
				\$	%		
Salaries							Budget amended as of 10/24/22 board meeting.
6014100	Salaries-MLS	\$1,079,874	\$1,034,160	\$45,714	4.4%	\$953,608	Salary increases subject to collective bargaining.
6014200	Salaries-Other	\$754,943	\$816,430	(\$61,487)	-7.5%	\$689,063	Salary increases subject to collective bargaining.
	Subtotal Salaries	\$1,834,818	\$1,850,590	(\$15,772)	-0.9%	\$1,642,671	
Employee Benefits							
9901000	NYS Retirement	\$231,203	\$244,850	(\$13,647)	-5.6%	\$177,066	10/25/22 - NLS' portion of the Retirement invoice (4/1/22 - 3/31/23)
9903000	Social Security/Medicare (FICA)	\$138,239	\$142,284	(\$4,045)	-2.8%	\$124,073	10/25/22 - Payroll driven (Social Security 6.2% up to \$155,100 + Medicare 1.45%).
9904000	Workers Compensation	\$14,734	\$20,390	(\$5,656)	-27.7%	\$15,223	12/5/22 - Estimate based on 2023 percentage rates and projected 2023 salary.
9905500	Disability Insurance	\$1,289	\$1,326	(\$37)	-2.8%	\$1,361	12/5/22 Rates based on 2023 estimated rates.
9906001	Health Insurance	\$383,907	\$397,767	(\$13,860)	-3.5%	\$313,455	12/05/22 Based on NYSHIP actual 2023 rates.
9906002	Dental Insurance	\$18,690	\$18,915	(\$225)	-1.2%	\$17,105	10/27/22 2023 based on actual rates from provider.
	Subtotal Employee Benefits	\$788,063	\$825,532	(\$37,469)	-4.5%	\$648,283	
Retiree Benefits							
9906003	Retiree Health Insurance	\$197,050	\$165,666	\$31,384	18.9%	\$159,116	12/05/22 Projected rates based on NYSHIP actual retiree rates for 2023.
9906004	Medicare Reimbursement	\$92,623	\$91,037	\$1,586	1.7%	\$85,118	10/27/22 Medicare Reimbursement dated with 2023 Medicare Part B premium rates, IRMMA calculated using 2022 amounts.
	Subtotal Retiree Benefits	\$289,673	\$256,703	\$32,970	12.8%	\$244,234	
	Total Personnel	\$2,912,554	\$2,932,825	(\$20,271)	-0.7%	\$2,535,188	
Library Materials							
7141000	Books / AV Materials/Pamphlets	\$6,060	\$12,000	(\$5,940)	-49.5%	\$10,885	10/31/22 Anticipated centralized order/floating pilot.
7141100	Software / Licenses	\$15,000	\$16,000	(\$1,000)	-6.3%	\$13,171	
7141301	Periodicals	\$600	\$1,240	(\$640)	-51.6%	\$454	2022 included professional publications and Newsday online 2021= \$1,110; 2020= \$1,834; 2019=\$1,791; 2018=\$1,802; 2017=\$2,009; 2016=\$2,004 (Newsday currently \$145, \$11.96/ month)
7141401	Interlibrary Loan Charges	\$26,793	\$25,500	\$1,293	5.1%	\$13,102	10/27/22 OCLC rate year is July - June. 2023 is budgeted 6 months @ current rate (\$13,101.92) and 6 months @ increased rate (\$13,691.50) based on past increase (4.5%).
7141402	Bibliographic Records	\$1,800	\$1,800	\$0	0.0%	\$1,807	10/27/22 WebClarity <i>BookWhere</i> annual maintenance costs (7 licenses).
7141403	Cataloger's Tools	\$25,570	\$2,220	\$23,350	1051.8%	\$26,210	10/27/22 Addition of BTCat - \$24,000.
7141500	Pamphlets	\$0	\$60	(\$60)	-100.0%	\$42	2023 Moved to 7141000
	Total Library Materials	\$75,823	\$58,820	\$17,003	28.9%	\$65,671	

CODE	DESCRIPTION	Proposed 2023 Budget	Approved / Amended 2022 Budget	2023 Proposed & 2022 Budget Differences		Projected 2022 Expenses	NOTES
				\$	%		
General Operations							
7243001	Supplies - NLS	\$13,000	\$11,000	\$2,000	18.2%	\$8,731	10/27/22 Actual Costs 2018=\$10,800, 2019=\$12,400, 2020=\$16,000, 2021=\$6,200
7243002	Supplies - Member Libs / Serv. Programs	\$12,000	\$7,500	\$4,500	60.0%	\$3,502	Includes fm. Family Lit. Grant expenditures
7243101	Telephone (includes alarm line)	\$7,850	\$8,110	(\$260)	-3.2%	\$5,333	10/27/22 2022 - Ring Central (main phones) \$6,500 Optimum (alarm lines) \$960 Plus 5%
7243102	Internet/Mobile Data	\$3,535	\$4,300	(\$765)	-17.8%	\$1,797	10/31/22 Optimum for building Wi-Fi backup; Cell phone and Techmobile hotspots - \$1,232; Add additional hotspot.
7243300	Postage/Freight	\$16,800	\$16,840	(\$40)	-0.2%	\$16,839	10/27/22 Postcard Mailer = \$15,000; Postage Machine = \$1,800 (\$150/mo.)
7243400	Printing/Publicity	\$45,000	\$20,000	\$25,000	125.0%	\$16,017	10/27/22 YA, Postcard Campaign and TechMobile promotions; Promotions for 2023 Library Tour
7243501	Professional Conferences & Cont. Ed.	\$20,000	\$6,000	\$14,000	233.3%	\$2,690	2020=\$14,205; 2019=\$30,838; 2018=\$24,936; 2017=\$26,460; 2016=\$24,467; 2015=\$15,334 See
7243502	Local Travel Reimbursements	\$1,000	\$1,000	\$0	0.0%	\$450	10/27/22 Based on 2018 and 2019 amounts
7243504	NLS Staff - Workshops/Programs/Mtgs	\$4,000	\$4,120	(\$120)	-2.9%	\$2,097	
7243505	Trustee - Workshops/Programs/Mtgs	\$2,000	\$1,000	\$1,000	100.0%	\$100	
7243600	Member Lib - Workshops/Programs/Mtgs	\$29,000	\$23,000	\$6,000	26.1%	\$18,385	
7243701	Prof Fees - Audit/Fiscal	\$21,000	\$20,000	\$1,000	5.0%	\$19,042	10/27/2022 Per AI Coster full audit for NLS/ILS should come in under \$35,000
7243702	Prof Fees - Legal	\$18,000	\$13,500	\$4,500	33.3%	\$13,864	Tom Volz, general attorney: Includes general counsel retainer and estimated hourly labor/personnel.
	Subtotal Prof Fees	\$39,000	\$33,500	\$5,500	16.4%	\$32,906	
7243704	Purchased Services - Payroll	\$3,719	\$3,420	\$299	8.8%	\$3,405	Based on 28 employees.
7243706	Purchased Services - Off-site Web Services	\$10,150	\$9,070	\$1,080	11.9%	\$2,766	10/27/22 DNS, domain names, Amazon cloud services, Azure
7243707	Purchased Services - Fringe Benefits	\$4,800	\$4,640	\$160	3.4%	\$3,698	Annual OMNI fee (the 3rd party administrator for 403b accounts), GASB calculator for year-end audit (2 yr. fee and 1st year report update of 2yr agreement) and Employee Assistance Program.
7243709	Purchased Services - Talking Books	\$600	\$500	\$100	20.0%	\$604	10/27/22 For Nassau residents use of the 800 phone service 2022 - \$380 for 6 months
7243710	Purchased Services - Marketing & Communications	\$4,000	\$4,000	\$0	0.0%	\$1,000	2023 Library Tour
	Subtotal Purchased Svcs	\$23,269	\$21,630	\$1,639	7.6%	\$11,474	
72438	Memberships	\$10,864	\$10,185	\$679	6.7%	\$10,194	
72439	Equip (Repair/Maint/Lease)	\$15,000	\$21,628	(\$6,628)	-30.6%	\$15,855	
	Total General Operations	\$242,318	\$189,813	\$52,505	27.7%	\$146,370	

CODE	DESCRIPTION	Proposed 2023 Budget	Approved / Amended 2022 Budget	2023 Proposed & 2022 Budget Differences		Projected 2022 Expenses	NOTES
				\$	%		
Facilities Operation and Maintenance							
725001	Utilities - Electric	\$72,000	\$59,000	\$13,000	22.0%	\$56,815	2022- Already spent \$46,246 2021=\$51,241; 2020=\$45,330; 2019=\$54,808; 2018=\$58,353; 2017=\$56,501
725002	Utilities - Gas Heat	\$18,000	\$17,000	\$1,000	5.9%	\$13,366	2022- Spent \$8,881; 2021= \$14,379; 2020=\$12,800; 2019=\$13,154; 2018= \$14,457; 2017=\$12,303
725003	Utilities - Water	\$300	\$250	\$50	20.0%	\$250	
	Subtotal Utilities	\$90,300	\$76,250	\$14,050	18.4%	\$70,431	
7245100	Maintenance Supplies	\$4,500	\$5,500	(\$1,000)	-18.2%	\$5,373	10/31/22 - 2022 includes \$1,450 purchase of restroom/cleaning consumable products.
7245201	Repairs to Building/Capital Expenditures	\$20,000	\$43,000	(\$23,000)	-53.5%	\$54,738	2022=roof repairs, parking lot sealing, garage electrical upgrade. 2020=\$7,346; 2019=\$14,876; 2018=\$16,090; 2017=\$26,564; 2016=\$14,861
7345401	Insurance	\$37,150	\$35,885	\$1,265	3.5%	\$35,022	6% increase over 2022.
7346900	Building Service Contracts	\$57,220	\$62,500	(\$5,280)	-8.4%	\$60,036	
7020303	Computer Equipment Purchases	\$12,925	\$16,000	(\$3,075)	-19.2%	\$15,548	
7020304	Furniture Purchases	\$5,000	\$10,586	(\$5,586)	-52.8%	\$8,970	Necessitated by staffing changes.
7020306	Other Equipment Purchases	\$4,000	\$6,000	(\$2,000)	-33.3%	\$3,096	
	Total Facilities Operation	\$231,095	\$255,721	(\$24,626)	-9.6%	\$253,215	
Delivery Services							
7345402	Automobile Insurance	\$15,000	\$16,000	(\$1,000)	-6.3%	\$13,801	10/31/22 - 10% increase over 2021 premium based on premium increase from 2020 to 2021. 2022 includes addition of Techmobile. 2023 includes a 6% increase.
7447101	Vehicle Operation	\$7,400	\$5,700	\$1,700	29.8%	\$4,414	2023-1,560 gallons (Tavis 1,080 gal @ \$3.80/gal, Gab 480 gal @ \$4.80); 2022 increase anticipates higher fuel costs and Techmobile addition (Diesel).
7447102	Vehicle Maintenance	\$3,000	\$3,000	\$0	0.0%	\$1,909	
7447103	Purchased Services - Delivery	\$401,421	\$391,627	\$9,794	2.5%	\$365,854	
7447104	Delivery Supplies	\$5,000	\$5,000	\$0	100.0%	\$3,439	Replace shelving
7447104	Lost/Damaged in Transit	\$0	\$500	(\$500)	-100.0%	\$0	As per the Resource Sharing Code NLS is no longer reimbursing for items lost in transit.
	Total Delivery Service	\$431,821	\$421,827	\$9,994	2.4%	\$389,416	
	Total Budget	\$3,893,611	\$3,859,006	\$34,605	0.9%	\$3,389,860	
	Transfer to Capital Fund	\$312,300	\$120,000				2023 transfer anticipates replacement of primary NLS delivery van and planning for building renovations.
	Grand Total	\$4,205,911	\$3,979,006				



Take advantage of all we have to offer to our member libraries:

Professional Consulting:

- NYS regulations and legal issues
- Policies and best practices
- Long range and operational planning
- Expertise in cataloging, youth services, outreach, IT, customer service, marketing, reference, facilities, finance

Circulation and Delivery:

- Daily weekday materials delivery and sorting
- Cataloging and records maintenance
- Cooperative circulation system
- Interlibrary loan
- Automated notices and alerts

Continuing Education:

- Trustee training
- Custom on- and off-site training
- Webinars and video tutorials
- Special events and guest speakers
- Facilitation of peer-to-peer learning

IT and Network Support:

- Website hosting and maintenance
- Broadband internet
- IT helpdesk
- Email hosting
- Website design and development
- Federal E-rate coordination
- Network monitoring

Promotion, Advocacy and Funding:

- Government and media relations
- Coordinated messaging campaigns
- NYS Construction Aid administration
- Marketing asset repository
- Techmobile to support digital inclusion and outreach activities

Digital Resources:

- OverDrive consortium administration, including coordination of purchasing
- Discounted rates for databases and digital services
- Vendor relations and account maintenance

Statistics and Data:

- Monthly Key Performance Indicator reports
- NYS Annual Report support
- Per-capita and other operational reports
- Digital services performance reports

Programming and Outreach:

- Summer Reading administration
- Long Island Reads coordination
- Book club at Nassau County jail
- Early Literacy, Maker and STEM kits
- Outreach event equipment loans
- Community partnership projects

To find out about these services and more, contact us at nls@nassaulibrary.org or 516-292-8920

ELECTION TIMELINE 2023

Nominating Petitions available	February 1, 2023
Nominating Petitions Due	Monday - March 6, 2023
Absentee Ballot Applications - Available	Monday - February 13, 2023
Budget Hearing #1	Wednesday - February 15, 2023
Budget Hearing #2	Wednesday – March 15, 2023
Meet the Candidates Night	Wednesday – March 22, 2023
Budget Information Session	Wednesday– March 22, 2023
Personal Registration Day	Monday – March 27, 2023
Budget Vote/Trustee Election	Tuesday - April 4, 2023

CAC Notes November 3, 2022

In attendance: Michele Hyde, Elise Tepper, Amy Christake

The Moon Festival was a great success. Attendance: 105. The program included a Chinese cultural fashion show, storytelling about the history of the moon festival, a Chinese acrobat, and a mooncake demonstration which included audience participation. Several patrons commented on how wonderful it was.

New program – Read with Walter. Walter is a certified pet therapy dog. He was introduced to the library by Michele Hyde. Starting in January, Walter will come to the library once a month for 90 minutes. Children can sign up in advance to read to him for 10 minutes. Parents and families will also be allowed to participate.

2022-23 School Year Programs:

November 25 Prestino Magic Show
December 27 Improv 4 Kids
December 29 Ballet Long Island: Nutcracker Act II
February 21 Grins & Grins
February 23 Mister Fish Phenomenal Physics
April 11 The Funny Poetry Show with Darren Sardelli
April 13 Bubbledad

Upcoming Tweens' Night Out:

Gift wrapping with Elise Tepper December 13 at 7:00 p.m.

Brainstorming future workshops and tweens' night out programs:

Coding – Schreiber H.S. students are currently running program on Scratch
Nautical Flags
Origami - Anne
Mandala - Anne
Knitting – Mary Alice Kohs
Yoga – Lenora Gimm
Henna - Priyanka
Calligraphy
Floral arrangement – Elise Tepper will ask
Black-out poetry – April 2023 program
Drones – Andrea Watson
Mahjong
Obstacle Course or dance party - need to find an instructor for these types of programs.
Intergenerational Bus Trip to MoMath

2023-24 School Year Program Ideas

Anthony Salazar Magic	Long Island STEAM Group Fire & Ice
Brady Rhymer	National Circus Project
Brain Show	Plaza Theatrical or Crabgrass Theater
David Engel	Prismatic Magic
Eric Calendar	Zak Morgan
Jester Jim	

CAC Budget: 9,937.00

Next Meeting: January 26, 2023 at 9:30 a.m.

MAC Meeting: Nov. 9, 2022 11:15 AM

MAC members:

- Betty Bock
- Joyce Bruno
- Louise Cazazian
- Judy Feuss
- Mark Hanlon
- Jane Murphy

Items to discuss, including walking tour where needed

1. Easels for auditorium on concert days. Where found. Where to use.
Any monitor: please do this s soon as you arrive.
2. Member name tags. Put your name on yours and bring to concerts.
Spares in manila envelope on small stand next to kitchen door: vestibule of auditorium
3. Auditorium Doors:
Rear—entrance to auditorium
Front— don't use except for emergency (except for intermission and after concert is finished
Outside aisle: front and rear (to street) not during concert –no programs handed out there
4. Concert programs- daytime staff should leave same on table at rear vestibule (about 100-125)
Monitor assigned to rear door hands these out to patrons
5. Bathrooms for patrons at rear of other large room and upstairs and then to slight right—across hall
for performers: in hallway behind stage : code to open locked door _____
6. Paying the performers: If from an agency, checks will be mailed to agency Monday after concert
Self- employed –monitor # 1: pick up check at front desk from staff member behind counter
7. Monitor # 1: tell staff tech person when you wish him/her to dim ceiling lights: about 2-3 minutes after 3 pm to signal patrons to get seated and quiet—same after intermission.
8. Monitors: arrival times: #1 meets LIRR at 1:04 (?), all others: 2:20—no later than 2:30. Easels to set up
9. Betty will bring her 3" high foam chair pad for page turner –except piano concert. We use straight back and seat chair (one of several lined up against far side wall)
10. Monitor # one: sit in front row closest to doorways. If anyone tries to get in this doorway just as concert is starting, etc., use hand signals and stern face for person to back out!!
11. Monitors: other than back door and # One should spread yourselves around auditorium. Anyone disturbing others should be asked to leave. The library has a uniformed guard on duty also.
12. Sunday "staff person –in-charge" will have a copy of our chart showing telephone numbers and on duty status. 'we can call on him/her for help if needed.
13. Luisa Munoz is the new Community Relations person (replaces Andrea Niedermann) .She will come to our meeting at 11:30 am to help with getting flyers ready. That person will have a copy of our chart showing telephone numbers and on duty status. We need help in going to businesses with these.
14. Show all where clamp-on battery operated lights (for black music stands are kept in audio booth.)
15. Music stands are in cubby where piano is also stored to right of stage.

From: Betty Bock <mrsrmb@verizon.net>
Sent: Sunday, November 20, 2022 8:42 AM
To: Lynn Moessner <moessner@pwpl.org>
Subject: RE: New MAC Member

Here is why we suggested he join MAC.

Both Joyce Bruno and Jane Murphy are soloists at the small Catholic Church in Manor Haven. Mark is in the choir.

Judy Feuss is the pianist for the Mineola Choir. Her husband and Mark Hanlon both sing in that choir. And, of course, Mark is the father of Ned Hanlon (both are bass-baritones) and nurtured his son's music gift. Ned is a member of the Metropolitan Opera and was our March 2021 MAC concert. That was the last concert we had before the Covid shutdown.

I suggested to Mark that he might want to include the above to the Library Board. I don't have his address.

Mark told me he recently sold his Port home and moved to smaller Port Washington quarters. He is a lawyer in town.

Betty

Potential Nautical Advisory Council Member – Cindie Leigh

Here is a brief bio in support of my interest in a position on the Nautical Advisory Council.

I am presently the CEO of Fathoms Hospitality, which owns and operates the Fathoms Hotel and Marina located at 433 Main Street, Port Washington, NY.

I am a lawyer who attended New York University School of Law and practiced briefly at a large Wall Street firm as a litigation associate before leaving to raise my family. I subsequently attended CW Post University to obtain a Masters in Library and Information Science, and have spent the majority of my career as a Law Librarian, most recently at Hofstra University School of Law.

My husband and business partner Steve was born and raised in Port Washington (Schreiber '70). I am from Great Neck.

I have recently been elected to the board of the Port Washington Business Improvement District. I am humbled by the support of the Port Washington community in running our business and am happy to give back. I have spent most of my life gazing at Manhasset Bay. It continues to be a source of comfort, joy and wonder. I am happy to volunteer my time to support the life of the Bay, as well as Port Washington's storied nautical history.

MATTHEW R. CRONIN, IAO
Acting County Assessor



NASSAU COUNTY DEPARTMENT OF ASSESSMENT

240 Old Country Road, Mineola, New York 11501 (516) 571-1500

November 4, 2022

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

Dear Director Klang:

On behalf of County Executive Bruce Blakeman, I want to take this opportunity to thank you for allowing the Department of Assessment to hold its annual Property Tax Exemptions Workshop at the Port Washington Public Library on October 27.

The workshop was a tremendous success thanks in part to everyone – from the custodial staff to the front desk – who helped us along the way. I especially want to commend Lynn Moessner for helping us coordinate and setup the workshop. She is an outstanding individual and true professional.

I look forward to working with you and your staff again next year so that we can continue to bring this worthwhile County outreach program to your community.

Cordially,

A handwritten signature in cursive script that reads "Matthew R. Cronin".

MATTHEW R. CRONIN, IAO
Acting County Assessor

MRC:ry

December 2, 2022

To Members of the Library Board:

This past year has been a year of recovery! The number of tutors and students has increased dramatically and are equal to pre-COVID levels. Starting in January 2022 we slowly began opening in-person classes here at the library. There are now 44 classes, both in-person and on Zoom. Some students are not able to come to the library due to issues of childcare, transportation or work schedules. Having the choice of Zoom or in-person classes has turned out to be a blessing.

Here are some notable numbers:

Number of active tutors :43

Number of classes: 44

Number of In-Person classes: 27

Number of Zoom classes: 17

Number of current students enrolled in ESOL classes: 250

Number of countries currently represented: 31

Number of current languages spoken: 19

Number of participants in the Homework Help program (elementary school aged children and Schreiber High School volunteers): 20 children 17 volunteers

Here are some highlights over the past year:

1) In January 2022 we started in-person classes. The total of in-person and on-line students was 486 contact hours (396 on-line and 90 in-person.) The latest figure is from October 2022. There was a total of 652 student contact hours (152 on-line and 500 in-person.) ESOL staff and techs from the Tech Department continued to provide support. This involved being available at the beginning of the sessions, helping with troubleshooting during the class, if needed, and making sure the Zoom sessions were closed appropriately. The number of Zoom classes has decreased as tutors and students began to feel safer coming to the library. ESOL staff have continued to give one-on-one sessions for tutors to help them feel more secure in their ability to use Zoom.

2) We had several ESOL Tutor training sessions thanks to funding from the Friends of the Library. In February, ESOL tutors participated in a session of exchanging ideas for activities in the classroom ("Tutor Swap") led by Port resident and ESOL Teacher Trainer at Hunter College, Dr. Laura Baecher. Attendees shared their favorite activities and came away with new teaching techniques.

Another workshop focused on "Teaching Verbs with Verve". ESOL Guru, Nick Miraflores presented this dynamic session, demonstrating student-centered activities and ways to make learning grammar fun (yes, there is such a thing!)

3) In March 2022 writing teacher, author and poet, Sonia Arora, led the way for a project, "Hope Through the Eyes of an Immigrant". Sonia first offered training for tutors in how to get students motivated to write. Then she went into the classes to assist the tutors in this heartwarming writing project. All students who submitted essays were part of a contest and their work was displayed in the Community Gallery throughout July and August. Funding through FOL enabled us to offer gift cards to the first, second and third prize winners.

Here are some touching portions of the essays:

- “My hope for the future is that the library will continue to function for many, many more years. A big thank you to each of the teachers who give us their knowledge, because with their help they change the world, the world of each of the students. Gratitude is when the memory of the help that the library and its teachers gave you is kept in the heart.” Nicaragua
- “I dream better life for my family and me. I dream better with my work. I dream to get better my English.” Colombia
- “I wish all the people of the world to be kind to each other and always live in peace.” Iran
- “My hope for homeless people is that they find shelter. My hope is that the rich people give food to the poor people. May this world be beautiful.” Bangladesh
- “I am hopeful that the world can change when the human being wakes up, then fear and doubt will disappear.” Peru
- “There is always a big wall in front of my hope. The wall in front of me now is to speak English. My hope is to speak English with many people. First, I want to overcome the wall in front of me.” Japan
- “The library gives me an opportunity to learn languages (actually we learn lots of things such as cultures, histories, etc...) I would like to call the library staffs, teachers and my classmates as “Angels.” Thank you so much for you all giving me a “Hope” to live stronger and tougher.” Korea
- “I hope the war between Russia and Ukraine would end and Ukrainians could go back home and have a normal life.” China

4) Our Homework Help Program started in-person in October 2022. This program involves Schreiber High School students in good academic standing, assisting elementary school aged students with their homework. The students are children of immigrants who don’t have enough English language skills to help their children. There was a decrease in the number of students participating this year because all classes are now in-person only.

5) Our Citizenship Preparation classes have expanded. We now have four tutors who teach these classes. So far this year, nine students have passed the Citizenship Test and have been sworn in. Another eight students are currently enrolled in our Citizenship Prep Classes.

6) Our GED program will need to replace our English/Language Arts volunteer tutor this coming January. The current tutor is still not comfortable with Zoom and prefers to teach in person. We are hoping to find a licensed teacher by January.

7) This year’s ESOL party was on Zoom, hopefully for the last time! All tutors’ names were noted and honored with certificates. Students received recognition for their determination to learn English. We announced the winners of the writing contest and those students read their stories. Then everyone participated in a game, “Guess the Country.” Although it was an upbeat event, it doesn’t compare with an in-person gathering. We hope to celebrate in Manorhaven Park next summer.

8) In September and October, our library participated in “Hispanic Heritage Month”. The Parent Resource Center and Landmark on Main Street invited us to share a day of celebrating the rich cultures of the many Central and South American countries living in Port Washington. The event, on Oct. 2, was a huge success. Our library had arts and crafts from seven different countries and tables were decorated with items from each culture. It is estimated that over 600 people attended this event.

Aside from the Oct.2 celebration, the library planned a variety of activities including:

A book display in Spanish featuring famous Latin American authors
Fitness Rumba Class
Family Movie Night featuring the film, “Coco”
Play Lotería
Dance Demonstration and Lesson by Viki Martinez and Johnny Rodriguez
Zumbaton, Rumba mix Class
The Power of Food- Demo, Cooking Tips and Tasting Tostados

Lastly and sadly, one of our beloved tutors, Ted Goldsmith, died unexpectedly on September 4. Ted was the epitome of an outstanding, caring teacher. He taught from the heart and was able to instill confidence in all his students.

Here are a few quotes from Ted’s writing class students:

- “He was indeed an incredible teacher and mentor. He touched many lives with his kindness and words of encouragement. May his gentle soul rest in peace.” Marusa, Nigeria
- “It will take a long time to accept the sad fact. Ted is like an American father to me. I would like to say, ‘thank you’ a million times to him. He always said, ‘I wish I could teach English forever.’ I really appreciate Port Washington Library ESOL class which saved my life in NY.” Kaori, Japan

To quote Ted:

“It has been a great source of gratification to me how we have bonded. The longer I live, the more I believe we have paths we are intended to follow. It’s virtually impossible to describe our group dynamic to someone else. In the many years of teaching, this has been an experience unlike any other. I am truly grateful for all of you.”

The words above could have been written by any of our students about their tutors and Ted’s words beautifully express how meaningful being an ESOL tutor has been for our amazing volunteers. Without our volunteers, we wouldn’t have a program. Our ESOL tutors are the most giving, caring and compassionate people I have ever known. Thank you for allowing our ESOL program to grow and to offer new programs and services.

Thank you for all your enduring support.

Submitted by:
Peggy O’Hanlon
ESOL Coordinator

Nancy Curtin Scholarship 2023 Outline

- Scholarship awards, in the amount of \$500 each, will be given to two graduating Schreiber High School Seniors.
- The awards will be joint funded by the FOL and Foundation.
- The awards will be given following an application and interview process. A committee made up of PWPL staff will handle this process.
- The recipients will be awarded at a ceremony at the Library with representatives from the Board of Trustees, FOL, and Foundation present.
- The recipients will be awarded at Schreiber's annual scholarship awards ceremony.
- Scholarship recipients will participate in PWPL activities during the summer of 2023, with specifics to be determined later.
- The tentative timeline of the scholarship will be as follows:
 - o Scholarship awards announced — March 2023.
 - o Applications open – April 2023.
 - o Interviews of applicants – May 2023.
 - o Scholarships awarded – June 2023.