PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 15, 2025
AGENDA

I   Approval of December 18, 2024 Board of Trustees Minutes

II   Approval of December 2024 Warrants

III   Approval of December 2024 Staff Changes

IV   Financial Report
     a) December Financial Report
     b) Budget Transfers

V   Director's Report
     a) 2025-2026 Proposed Budget Draft
     b) Approval of Civil Service Letter
     c) Amazon Business Prime Account
     d) Construction Aid Reimbursement
     e) Non- Resident Library Card Fee
     f) Maintenance Approval to Excess Equipment

VI   President's Report
     a) Nautical Advisory Council
     b) Election Timeline
     c) Library Advocacy Day – February 5, 2025
     d) Save the Date Book & Author – May 2, 2025

VII   Assistant Director
     a) Strategic Plan Extension Resolution
     b) The Lab Redesign Update

VIII Councils
     a) Art Advisory Council Minutes – December 11, 2024

IX   Foundation
     a) Minutes of Meeting – November 18, 2024

X   Friends of the Library
     a) Minutes of Meeting – December 11, 2024

(over)

XI   Correspondence
           a) Patron Comments – December 2024

XII   Staff Association

XIII   New Business
           a) Trustees Board Member Resolution.

XIV   Public Comments

XV   Adjournment

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
December 18, 2024

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

Mr. Keller commenced the public portion of the meeting at 7:45 pm. He stated the Board met at 7:00pm and resolved to go into Executive Session to discuss personnel matters.

OPENING

Mr. Keller requested a motion to approve the November 20, 2024, Board of Trustees minutes of meeting. Ms. Comer moved to approve. Ms. Vasa agreed.

APPROVAL OF MINUTES

Mr. Keller requested a motion to approve the November 2024 warrants 24-11-5A and 24-11-5B. Ms. Comer moved to approve. Ms. Vasa seconded. Mr. Keller requested a motion to approve two payrolls dated 11/7/2024 and 11/21/2024. Mr. Straus moved to approve. All agreed.

APPROVAL OF WARRANTS

Mr. Keller read the staff changes for November 2024 with one appointment, no departures, and no salary adjustments Ms. Vasa moved to approve. All agreed.

STAFF CHANGES

Mr. Keller went off agenda and asked Mr. Klang to introduce Mr.Whittemore, the Library's IT consultant. Mr. Whittemore discussed the best options for upgrading the library's phone system and reviewed quotes from three phone companies.   He expressed the benefits of remaining with our existing company Norcom due to reliability and pricing. Mr. Whittemore stated that staff PC's are due for upgrades. Microsoft will no longer be supporting Windows 10 as of late next year. Mr. Klang and the Board thanked Mr. Whittemore for his presentation.

NEW PHONE SYSTEM / IT UPDATES

Mr. Keller asked if there were any questions on the November 2024 Financial Reports. Mr. Krevor questioned the interest rate from Webster Bank. Mr. Klang stated that a increase from 3.4% has been negotiated to 3.7%. A request was made that the Postage expense be noted as a semi-annual expense in the monthly Financial Report. Mr. Klang will discuss with Ms. Fenig.

FINANCIAL REPORTS

Mr. Klang gave an update on the Lab renovation stating the Lab was intermittently closed for painting, electrical wiring, new lighting, wallpapering,

LAB UPDATE

signage and installation of cabinetry. Work remaining on this project fabrication of the glass wall, carpeting and furniture. The aim is to complete the project in early 2025.

Mr. Klang discussed the New York Liquid Asset Fund (NYLAF) used at the Nassau Library System and a few other local schools and libraries with a 4.5% interest rate. The Board questioned where the money is held. Mr. Klang will arrange for a NYLAF representative to attend a future meeting.

NY LIQUID ASSET FUND

Mr. Klang reported on NYLA conference highlights which included transforming library's spaces to meet user needs, Community partnerships, Cardholder signup policies, and Social Media marketing.

NYLA CONFRENCE

Mr. Keller informed the Board of the newly elected NLS Board members, and noted the "Nassau Library System's 2024 In Brief" that is included in this month's packet.

NLS REPORT

Mr. Keller noted the Election timeline stating nominating petitions are available February 1st and are due back on March 10, 2025. The first Budget Hearing will be on February 12, 2025.

BUDGET - ELECTION TIMELINE

Mr. Keller reminded the Board to complete their two hours of annual Trustee training by December 31, 2024.

TRUSTEE TRAINING

Mr. Keller noted Library Advocacy Day is February 5th and invited Board members to attend.

ADVOCACY DAY

Mr. Hutter gave an update on interior projects. He noted The Lab project is 50% complete. The three new chatboxes are a big success. New magazine shelving is being installed in the Reading Room. The Administrative Conference Room will be refurbished the week of January 6, 2025 with new furniture and a wall mounted television.

INTERIOR PROJECTS

Mr. Hutter stated February is Black History Month and there will be several programs to celebrate. AARP tax help will be returning as well as a Lunar New Year celebration. Several events are scheduled for children during the holiday recess.

WINTER PROGRAMS

Mr. Keller noted that the Children's Advisory Council minutes of November 14, 2024.

COUNCIL MINUTES

Mr. Keller noted the Friends of the Library minutes of November 13, 2024. The Book and Author luncheon will be on May 2, 2025.

FOL MINUTES

Mr. Keller noted a letter from Ms. Price complimenting the entire PWPL staff. He also noted the November 2024 patron comments.

CORRESPOND-ANCES

Mr. Keller requested a motion to approve a donation from Antonio Masi. Ms. Comer moved to approve. Ms. Vasa seconded. All agreed.

DONATIONS

Mr. Keller requested a motion to approve a donation from Ms. Adams in memory of Thomas Donoghue. Mr. Straus moved to approve. Ms. Vasa seconded. All agreed.

Ms. Gill was the Staff Associate representative this month had no comments.

STAFF ASSOCIATION

There was no public comments.

PUBLIC COMMENTS

Ms. Comer motioned to adjourn and all agreed.

ADJOURNMENT

PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING
DECEMBER 2024 REPORTS

WARRANTS TO BE VOTED ON

Warrant Number	Amount
24-12-6A	$ 109,032.42
24-12-6B	$ 148,154.89
Warrant Total	$ 257,187.31

Payroll Date	Gross	Net	Processing	Tax Liability
12/5/2024	$ 148,663.90	$ 107,510.14		$ 44,414.60
12/19/2024	$ 150,264.07	$ 96,972.90	$ 2,471.70	$ 39,594.39
PAYROLL TOTAL	$ 298,927.97	$ 204,483.04	$ 2,471.70	$ 84,008.99

Prepared By:
Mayra Fenig
Finance Department

PORT WASHINGTON PUBLIC LIBRARY
Balance Sheet - Governmental Funds
December 31, 2024
50% of Budget Expensed

	General	Special Aid	Capital Projects	Permanent	Total Governmental Funds	Fiduciary Fund Agency
ASSETS						
Cash						
Unrestricted	$ 3,366,881	$ 761,685	$ 1,200,433	$	$ 5,328,999	$
Restricted				144,782	144,782	
Receivables						
Accounts receivable					-	
Due from other funds	1,345,249	9,776	127,929		1,482,954	31,825
Due from component unit	23,294	199			23,493	
Other Assets	630				630	
Total Assets	$ 4,736,054	$ 771,660	$ 1,328,362	$ 144,782	$ 6,980,858	$ 31,825
LIABILITIES						
Payables						
Accounts Payable					-	
Due to other funds	169,754	25,041	1,310,208	9,776	1,514,779	
Other liabilities					-	31,825
Due to ERS	135,958				135,958	
Total Liabilities	305,712	25,041	1,310,208	9,776	1,650,737	31,825
FUND BALANCES						
Nonspendable:						
Prepaid	110,360	3,650			114,010	
Endowment				135,006	135,006	
Restricted: Grants		742,969			742,969	
Assigned:						
Capital projects	2,140,826		18,154		2,158,980	
Retirement contribution	556,749				556,749	
Terminal leave	882,646				882,646	
Unappropriated fund balance	109,000				109,000	
Unassigned: Fund balance	630,761				630,761	
Total Fund Balances	4,430,342	746,619	18,154	135,006	5,330,121	-
Total Liabilities and Fund Balances	$ 4,736,054	$ 771,660	$ 1,328,362	$ 144,782	$ 6,980,858	$ 31,825

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund
For One Month and Six Months Ended December 31, 2024
50% of Budget Expensed

	Budget	December 31, 2024		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
REVENUES					
REAL PROPERTY TAXES	$ 7,357,901	$ 613,159	$ 3,678,951	$ (3,678,950)	50.0%
OTHER TAX ITEMS	100,000			(100,000)	0.0%
FEES - LOST BOOKS	7,500	145	1,899	(5,601)	25.3%
XEROX REVENUES	9,000	654	5,100	(3,900)	56.7%
INTEREST	139,400	30,723	68,382	(71,018)	49.1%
SALE OF USED BOOKS	3,000		525	(2,475)	17.5%
SALE OF INSTRUCTIONAL SUPPLIES					N/A
REFUND OF PY EXPENSES			1,813	1,813	N/A
GIFTS & DONATIONS	12,500	500	600	(11,900)	4.8%
MISCELLANEOUS		2,803	3,557	3,557	N/A
STATE AID	8,800	4,422	13,431	4,631	152.6%
Total Revenues	7,638,101	652,406	3,774,258	(3,863,843)	49.4%
EXPENDITURES					
141 CERTIFIED LIBRARIANS					
.01 CERT.LIB GRADE 29-27-25	147,530	17,022	76,034	71,496	51.5%
.02 CERT.LIB GRADE 21	111,190	13,279	59,310	51,880	53.3%
.03 CERT.LIB GRADE 19	445,230	34,247	165,302	279,928	37.1%
.04 CERT.LIB GRADE 17	564,408	51,540	228,557	335,851	40.5%
.05 CERT.LIB GRADE 15	1,187,140	138,643	613,735	573,405	51.7%
.06 CERT.LIB HOLIDAY & SUNDAY	63,049	9,072	35,935	27,114	57.0%
TOTAL CERT. LIBRARIANS	2,518,547	263,803	1,178,873	1,339,674	46.8%
143 CLERICAL STAFF					
.01 CLERICAL GRADE 11	267,700	28,110	118,200	149,500	44.2%
.02 CLERICAL GRADE 9	106,810	20,118	68,355	38,455	64.0%
.04 CLERICAL GRADE 5	270,740	26,224	121,562	149,178	44.9%
.05 CLERICAL GRADE 3	85,740	10,026	38,029	47,711	44.4%
.06 CLERICAL HOLIDAY & SUNDAY	25,000	2,827	10,317	14,683	41.3%
TOTAL CLERICAL STAFF	755,990	87,305	356,463	399,527	47.2%
143 HOURLY STAFF					
.12 BOOK SHELVERS-CHILDREN	55,000	10,159	39,182	15,818	71.2%
.13 ENGLISH AS A SECOND LANGUA	54,000	7,325	32,586	21,414	60.3%
.14 ISD	87,000	5,831	22,889	64,111	26.3%
.15 COLLECTION MANAGEMENT	111,000	13,750	59,242	51,758	53.4%
.18 PROCESSING OF BOOKS	36,000	3,633	15,518	20,482	43.1%
.19 TECHNICIANS-MEDIA	15,000	4,251	12,145	2,855	81.0%
.21 COMPUTER AIDES	77,000	13,840	49,767	27,233	64.6%
.22 SUNDAY & HOLIDAYS - SUPPORT	36,000	8,170	22,471	13,529	62.4%
.23 INFO. TECH SPEC. II	21,000			21,000	0.0%
.24 COMMUNITY OUTREACH	16,000	668	4,378	11,622	27.4%
TOTAL HOURLY STAFF	508,000	67,627	258,178	249,822	50.8%
143 BUILDING STAFF					
.31 CUSTODIAL	327,320	28,719	129,096	198,224	39.4%
.32 HOLIDAYS & SUNDAY - CUSTODIA	22,873	3,248	15,913	6,960	69.6%
TOTAL BUILDING STAFF	350,193	31,967	145,009	205,184	41.4%
SEPARATION PAYOUTS	112,493		112,493		100.0%

		December 31, 2024		Balance	% of Annual
	Budget	One Month	Year to Date	Remaining	Budget
EXPENDITURES (CONTINUED)					
9030.8 SOCIAL SECURITY	$ 316,154	$ 33,328	$ 147,281	$ 168,873	46.6%
9040.8 WORKER'S COMPENSATION	38,000		20,799	17,201	54.7%
9045.8 DISABILITY INSURANCE	10,000	(270)	48	9,952	0.5%
9050.8 UNEMPLOYMENT INSURANCE	1,390		1,936	(546)	139.3%
9060.8 HOSPITAL & MEDICAL INSURANCE					
.01 MEDICAL	1,033,100	87,686	585,852	447,248	56.7%
.02 DENTAL	26,512	(1,110)	7,425	19,087	28.0%
.03 EYECARE	2,000		1,614	386	80.7%
TOTAL HOSPITAL & MEDICAL INSURANCE	1,061,612	86,576	594,891	466,721	56.0%
9010.8 STATE RETIREMENT	526,384		543,830	(17,446)	103.3%
203 EQUIPMENT					
.01 EQUIPMENT - LIBRARY	24,500		10,885	13,615	44.4%
.02 EQUIPMENT - COMPUTER	16,850		8,846	8,004	52.5%
.03 EQUIPMENT - BUILDING	15,000		832	14,168	5.5%
TOTAL EQUIPMENT	56,350		20,563	35,787	36.5%
410 PRINT & INFORMATION SERVICES					
.02 SERVICES & CONTINUATIONS				-	
.05 BOOKS-FICTION	50,000	6,575	24,892	25,108	49.8%
.06 BOOKS-NON-FICTION	50,000	5,330	15,687	34,313	31.4%
.07 BOOKS-REFERENCE	35,000	1,756	10,193	24,807	29.1%
.08 BOOKS-CHILDREN	23,500	1,555	9,771	13,729	41.6%
.09 BOOKS-AUDIO & ELECTRONIC	100,000	6,363	72,433	27,567	72.4%
.10 BOOKS-YOUNG ADULT	15,000	586	3,894	11,106	26.0%
TOTAL PRINT & INFORMATION SERVICES	273,500	22,165	136,870	136,630	50.0%
411 MACHINE READABLE MATERIAL					
.02 REFERENCE SOFTWARE	60,000		18,005	41,995	30.0%
.03 COMPUTER SOFTWARE	35,000	1,188	12,312	22,688	35.2%
TOTAL MACHINE READABLE MATERIAL	95,000	1,188	30,317	64,683	31.9%
413 SERIALS					
.01 MICROFORM	4,500			4,500	0.0%
.02 NON-MICROFORM	28,000	22,809	26,580	1,420	94.9%
TOTAL SERIALS	32,500	22,809	26,580	5,920	81.8%
417 A-V MATERIALS					
.02 CHILDREN'S MATERIALS	4,000	126	652	3,348	16.3%
.03 DVD	20,000	788	6,223	13,777	31.1%
.04 YOUNG ADULT				-	N/A
.05 DIGITAL MEDIA	30,000	2,916	14,179	15,821	47.3%
TOTAL A-V MATERIALS	54,000	3,830	21,054	32,946	39.0%
417 AUDIO RECORDINGS					
.11 VIDEO GAME COLLECTION	10,000	419	4,877	5,123	48.8%
.12 COMPACT DISKS	6,000	738	3,843	2,157	64.1%
TOTAL AUDIO RECORDINGS	16,000	1,157	8,720	7,280	54.5%
417 A-V RENTAL & MAINTENANCE					
.21 FILM RENTAL-ADULT	3,000		1,282	1,718	42.7%
.24 MAINT. & REPAIRS	1,000			1,000	0.0%
.25 BULBS	500		79	421	15.8%
TOTAL A-V RENTAL & MAINTENANCE	4,500	-	1,361	3,139	30.2%

| | | December 31, 2024 | | Balance | % of Annual |
	Budget	One Month	Year to Date	Remaining	Budget
EXPENDITURES (CONTINUED)					
430 OFFICE & LIBRARY SUPPLIES					
.01 ADULT SERVICES	$ 600	$ 93	$ 360	$ 240	60.0%
.02 CHILDREN'S SERVICES	3,500	15	1,447	2,053	41.3%
.03 COLLECTION MANAGEMENT	800		232	568	29.0%
.04 COMMUNITY INFO	1,000		872	128	87.2%
.05 COMPUTER SERVICES	7,600		3,892	3,708	51.2%
.06 INFO SERVICES	700	161	491	209	70.1%
.07 MEDIA SERVICES	3,100	51	7,012	(3,912)	226.2%
.08 GENERAL OFFICE SUPPLIES	20,000	1,742	9,084	10,916	45.4%
.09 ORAL HISTORY/SPECIAL COLLEC	2,500		226	2,274	9.0%
.10 TECHNICAL SERVICES	8,500	1,185	1,213	7,287	14.3%
.11 OFFICE EQUIPMENT	12,000		7,622	4,378	63.5%
.12 YOUNG ADULT	400			400	0.0%
TOTAL OFFICE & LIBRARY SUPPLIES	60,700	3,247	32,451	28,249	53.5%
431 TELEPHONE					
.01 TELEPHONE	30,000	1,705	11,038	18,962	36.8%
.02 TELEPHONE MAINTENANCE	5,000			5,000	0.0%
TOTAL TELEPHONE	35,000	1,705	11,038	23,962	31.5%
433 POSTAGE & FREIGHT					
.01 POSTAGE - FREIGHT	25,000	38	559	24,441	2.2%
434 PRINTING					
.01 PRINTED INFO	7,000		478	6,522	6.8%
.04 DISPLAYS & EXHIBITIONS	5,500		484	5,016	8.8%
.05 LEGAL ADVERTISING	5,000		99	4,901	2.0%
.08 NEWSLETTERS	30,000	1,725	13,658	16,342	45.5%
TOTAL PRINTING	47,500	1,725	14,719	32,781	31.0%
435 TRAVEL & MILEAGE					
.01 MEETINGS	15,000	108	890	14,110	5.9%
.02 MILEAGE	3,000	42	278	2,722	9.3%
.03 STAFF DEVELOPMENT	2,000	26	526	1,474	26.3%
TOTAL TRAVEL & MILEAGE	20,000	176	1,694	18,306	8.5%
436 ALIS/NLS OPERATING SYSTEM					
.01 CIRCULATION CHARGES	40,000		16,759	23,241	41.9%
.02 OPAC/CONCURRENT SESSION C	30,000		16,242	13,758	54.1%
.03 NLS	36,000		35,324	676	98.1%
TOTAL ALIS/NLS OPERATING SYSTEM	106,000		68,325	37,675	64.5%
437 PROGRAM SERVICES					
.01 PROGRAMS -ADULT	16,000		5,372	10,628	33.6%
.02 PROGRAMS - YOUNG ADULT	7,500	75	7,461	39	99.5%
.03 PROGRAMS - JUVENILE	22,000	148	15,934	6,066	72.4%
.07 MEETING ROOM EXPENSES	1,000			1,000	0.0%
.08 OTHER PROGRAM SUPPORT	10,000	381	6,766	3,234	67.7%
.13 MEDIA PROGRAMS	8,500			8,500	0.0%
TOTAL PROGRAM SERVICES	65,000	604	35,533	29,467	54.7%
438 MEMBERSHIPS					
.01 MEMBERSHIPS	7,000	100	2,686	4,314	38.4%
439 RENTAL, REPAIR, MAINTENANCE					
OFFICE EQUIPMENT					
.01 EQUIPMENT	14,000		6,765	7,235	48.3%
.02 COPY EQUIPMENT	14,500	2,667	9,274	5,226	64.0%
.04 COMPUTER	1,000		48	952	4.8%
.06 PIANO	1,000		620	380	62.0%
TOTAL RENTAL REPAIR, MAINTENANCE					
OFFICE EQUIPMENT	30,500	2,667	16,707	13,793	54.8%

| | | December 31, 2024 | | Balance | % of Annual |
	Budget	One Month	Year to Date	Remaining	Budget
EXPENDITURES (CONTINUED)					
440 BUSINESS SERVICES					
.01 ACCOUNTING	$ 62,000	$ 5,180	$ 32,420	$ 29,580	52.3%
.02 AUDIT	19,500			19,500	0.0%
.05 ELECTION	5,000			5,000	0.0%
.06 LEGAL	30,000	105	429	29,571	1.4%
.07 PAYROLL	23,500		12,033	11,467	51.2%
.09 OTHER	20,000	484	17,942	2,058	89.7%
.10 SECURITY SERVICES	50,000	4,508	32,582	17,418	65.2%
.11 COMPUTER SERVICES	64,800	5,172	31,236	33,564	48.2%
.13 CREDIT CARD FEES	2,000	77	717	1,283	35.9%
TOTAL BUSINESS SERVICES	276,800	15,526	127,359	149,441	46.0%
450 FUEL & UTILITIES					
.01 ELECTRICITY	145,810	6,519	66,729	79,081	45.8%
.02 FUEL	42,000		3,323	38,677	7.9%
.03 WATER POLLUTION CONTROL TA	6,160			6,160	0.0%
.04 WATER TAX	9,000		7,883	1,117	87.6%
TOTAL FUEL & UTILITIES	202,970	6,519	77,935	125,035	38.4%
451 CUSTODIAL SUPPLIES					
.01 BULBS	2,200			2,200	0.0%
.02 HOUSEKEEPING MAINT	14,500		7,566	6,934	52.2%
.03 UNIFORMS	1,000		113	887	11.3%
.04 CLEANING SERVICES	8,200		11,244	(3,044)	137.1%
TOTAL CUSTODIAL SUPPLIES	25,900		18,923	6,977	73.1%
452 REPAIRS TO BLDG & BLDG EQUIP .					
.01 REPAIR TO BUILDING	60,000	375	26,752	33,248	44.6%
.02 SUPPLIES FOR BUILDING	20,000	3,039	10,217	9,783	51.1%
.03 BUILDING IMPROVEMENTS	10,000	1,576	2,126	7,874	21.3%
.04 REPAIRS TO EQUIPMENT	10,000		8,202	1,798	82.0%
TOTAL REPAIRS TO BLDG & BLDG. EQUIP.	100,000	4,990	47,297	52,703	47.3%
454 INSURANCE					
.01 INSURANCE	85,000		85,134	(134)	100.2%
455 OTHER OPER. & MAINT .					
.01 MECHANICAL CONTRACTS	32,000	2,645	20,077	11,923	62.7%
.02 GROUND MAINT. CONTRACTS	25,000	2,039	30,899	(5,899)	123.6%
.03 BUILDING MAINT CONTRACT	19,500	563	7,018	12,482	36.0%
TOTAL OTHER OPER. & MAINT.	76,500	5,247	57,994	18,506	75.8%
DEBT SERVICE					
INSTALLMENT DEBT- PRINCIPAL	11,562	-	12,112	(550)	104.8%
INSTALLMENT DEBT INTEREST	549	-	-	549	0.0%
TOTAL DEBT SERVICE	12,111		12,112	(1)	100.0%
INTERFUND TRANSFERS					
OPERATING TRANSFERS OUT	-	-	-	-	N/A
TOTAL EXPENDITURES	$ 7,906,594	$ 664,029	$ 4,215,732	3,690,862	53.3%
NET CHANGE IN FUND BALANCE			(441,474)		
FUND BALANCE, BEGINNING OF YEAR			4,871,816		
FUND BALANCE, FISCAL YEAR TO DATE			$ 4,430,342		

	Special Revenue	Capital Projects	Permanent
REVENUES			
Interest income	$ 14,370	$	$ 2,731
Miscellaneous revenue	101,004		
State sources			
Total Revenues	115,374	-	2,731
EXPENDITURES			
Program expenses	89,396	108,739	
OTHER FINANCING SOURCES (USES)			
Operating transfers in	2,731	-	-
Operating transfers (out)			(2,731)
Total Other Financing Sources (Uses)	2,731	-	(2,731)
Net Change in Fund Balance	28,709	(108,739)	-
Fund Balance - Beginning of year	714,260	126,893	135,006
Fund Balance - End of month	$ 742,969	$ 18,154	$ 135,006

INTEREST REVENUE	Current Month	Year To Date
General Fund & Capital Projects Fund	$ 30,723	$ 68,382
Special Revenue Fund	2,364	14,370
Permanent Fund	449	2,731
	$ 33,536	$ 85,483

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

Assigned for Special Programs

9/11 PROJECT - 10/02 - SHODELL	$	140
ADULT LITERACY GRANT/BOOKS FOR DESSERT		21,569
AMERICAN GIRL DOLLS		144
ART ADVISORY COUNCIL		15,384
BRONSON		11,598
BROWN		6,198
BURTIS		20,522
CHILDREN'S ADVISORY COUNCIL		9,719
CHILDRENS GRANT		2,249
CONSTRUCTION GRANT		615
EPSTEIN BOOK FUND		393
ESL GRANT SUPPLIES/MATERIALS		306
FENDRICK MEMORIAL		1,382
FOUNDATION GRANT CAREER COACHING		5,622
FRIENDS OF THE LIBRARY		35,990
FRIENDS OF THE LIBRARY-BOGEN		74,741
GOODMAN ASSISTIVE TECHNOLOGY		6,621
HEALTH ADVISORY COUNCIL		25,292
HEALTH INFORMATION - ANTI SMOKING		14,609
HEARTS GRANT		24
HOMEGROWN READERS		23,073
JOB SEARCH BOOT CAMP GRANT		3
MAKERSPACE		11,586
MISCELLANEOUS WORKSHOPS		19,452
MORSE FUND		1,973
MUSIC ADVISORY COUNCIL		19,054
NAUTICAL CENTER		255,441
NEA CREATIVE READERS		161
NLS BULLET AID		3,164
NLS STATE GRANT COMPUTERS		729
NYS CONSTRUCTION GRANT		22,603
NYS LOBBY RENOVATION GRANT		11,653
NYS MEDIA ROOM RENO GRANT		13,024
OUTDOOR WIFI		3,258
PUBLICATION FUND		7,688
REGIONAL TECH & MEDIA		894
ROBERT STERN		219
S. STEYN MEMORIAL		8,369
SALTZMAN GRANT		6,832
SMALL STUDY ROOM		1,674
SPECIAL TRUST ACCOUNT (MISC)		2,864
SPIELMAN STORY TELLING		399
T. BIER FUND		10,823
TEPPER INTERGENERATIONAL		4,220
THEATER FOR DESSERT		3,109
UNDERHILL		26,350
UNGER/BESLITY MEMORIAL - TERRACE		11,651
VERA FIDDLER		280
WHITTEMORE MEMORIAL		2,256
WIFI HOTSPOTS		61
ZUCKER GRANT		16,988
	$	742,969

PORT WASHINGTON PUBLIC LIBRARY
Miscellaneous Revenue
For the Year Ended June 30, 2025

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total
Ear Phones	$ 3.00	$ 5.00		$ 3.00	$ 3.00	$ 2.00							$ 16.00
Flash USB Drives	-	21.00			7.00								28.00
My Healthy Thing													
Meeting Room Usage				120.00									120.00
NYS Sales Tax													-
Metlife Dividend			51.51										51.51
PSEGLI Rebate													-
Utica Dividend													-
NLS Erate													-
NLS direct access													-
NLS MTA Offset													-
NYS Countywide Shared Services													-
E-Rate Reimbursement					140.68								140.68
Backpack/Totes/Visor/Hats				15.00									15.00
Vending Machine/(Refund)				381.70									381.70
Credit Card Point Credit													-
Misc. Cash	1.42	0.22		1.29		1.00							3.93
Local History Image													
Sales tax payment													-
NYS Unclaimed Funds													-
Nassau County Elections						2,500.00							2,500.00
ALIS e-commerce													-
Res./Non-Res. Card													-
Donation													-
Business Card													-
Deposit for architectural plans													-
Refund of Prior Year													-
Piano Tuning/Usage						300.00							300.00
Totals	$ 4.42	$ 26.22	$ 51.51	$ 520.99	$ 150.68	$ 2,803.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,556.82

Revenues -

- State Aid: Received 23-24 Local Library Service aid 90% on August for $9,009

Expenditures -

- 143.02 Clerical Grade 9 – Expenditures are coming higher than originally anticipated
- 143.32 Holidays Custodial – November and December holiday and Sunday pay account for roughly half of the account balance
- 9050.8 Unemployment Ins. - Received a bill from NYS Unemployment Insurance on 10/25 for $1,936.
- 9060.83 Eyecare – balance represents eye care reimbursements mostly made in July.
- 9010.8 State Retirement – Annual ERS bill paid in November for $543,830.
- 410.09 Books Audio & Electronic – Overdrive Inc. expenditures for audio & electronic books.
- 413.02 Serials Non-Microform – Annual payment to Rivistas Subscription Services paid in December in the amount of $22,457.
- 417.12 Compact Disks – Includes CD purchases from Midwest Tapes and High Fidelity Records & CD's
- 430.04 Community Info – Main expenses include foldable zip pocket totes from 4imprint.
- 430.07 Media Services – Includes payments for DVD security cases, mixing board carrying case, Behringer mixer and stage box, and microphone/cable carrying bags.
- 430.11 Office Equip – Mainly consists of Toner, Ink, and 3d printer filament expenses.
- 436.03 NLS – Includes annual payment to NLS for services made in July.
- 437.02 Young Adult- Mainly due to $5,000 expense for Expressive Elocution.
- 437.03 Juvenile – Mainly due to $5,000 expense for Expressive Elocution.
- 437.08 Program Support – Mainly due to BAI project expense to Blumlein Associates.
- 439.02 Copy Equipment – Copy Machine use payments to LEAF and Precision Microproducts
- 439.06 Piano – Consists of piano tuning expenditures.
- 440.09 Business Services Other – Mainly consists of mobile hotspots, water cooler maintenance, and treasurer services.
- 440.10 Security Services – YTD balance consists of monthly expenditures for Allied Universal Services.
- 450.04 Water Tax – Includes 3 quarterly water bills, the bill is usually higher in the summer resulting in the variance.
- 451.04 Cleaning Services – Includes payments to All Pro Carpet for carpet cleaning, Top Notch Services for pressure washing, and also includes expenses for stripped and waxed flooring.
- 452.04 Repairs to Equipment – Main expenses are for the emergency repair of CO detectors and the garden camera.
- 454.01 Insurance – Annual insurance payment made in September.
- 455.01 Mechanical Contracts – Main expense is to Johnson Controls for the fire sprinklers and alarm.
- 455.02 Ground Maintenance – Mainly consists of landscaping and planting work from Landscapes of Long Island for $24,492. Also includes services from Organic Solutions.
- Debt Service Principal – Variance due to annual lease payment to Dell computers made in September.

General Fund Budget Transfers

Resolved: To make the following general fund budget transfers for the year ending June 30, 2024:

TO:

CODE	DESCRIPTION	TRANSFER IN ($)
143.12	BOOK SHELVERS - CHILDREN	30,000
143.13	ENGLISH AS A SECOND LANGUAGE	20,000
143.15	COLLECTION MANAGEMENT	31,000

The total amount of transfer-in is $81,000

FROM:

CODE	DESCRIPTION	TRANSFER OUT ($)
143.11	SALARIES: BOOK SHELVERS - ADULT	70,000
143.16	INTERLOANS	11,000

The total amount of transfer-out is $81,000

PORT WASHINGTON PUBLIC LIBRARY

BUDGET DETAIL

Proposed Budget for Fiscal Year Ending June 30, 2026

Draft 1-15-2025

GENERAL FUND BUDGET

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2026

	2026 Proposed Budget	2025 Budget	2025 Projected Actual	2024 Budget	2024 Actual
REVENUES					
Real Property Taxes	7,505,261	7,357,901	7,357,901	7,213,733	7,213,732
Payments in Lieu of Taxes	100,000	100,000	119,000	100,000	119,755
Use of Money and Property	112,200	139,400	135,794	80,000	170,356
Other Local Revenue	32,000	32,000	22,541	32,000	83,341
State Sources	8,800	8,800	9,009	8,800	9,632
Total Revenues	7,758,261	7,638,101	7,644,245	7,434,533	7,596,816
Appropriated:					
Assigned - Retirement	47,000	47,000		-	
Assigned - Capital Projects	-	-		-	
Assigned - Appropriated Fund Balance	192,000	109,000		66,500	
Total Revenues & App Fund Bal	7,997,261	7,794,101		7,501,033	
EXPENDITURES					
SALARIES, TERMINAL LEAVE ACCRUALS, & EMPLOYEE BENEFITS					
Salaries	4,243,110	4,132,730	3,609,692	3,859,132	3,770,006
Terminal Leave	-	-	112,493	-	7,153
Employee Benefits - Retirement	605,345	526,384	543,830	475,488	467,823
Employee Benefits - Medical	1,009,452	1,033,100	995,599	975,040	873,707
Employee Benefits - Other	402,500	394,056	323,233	373,126	333,692
Subtotal - Salaries, Terminal Leave Accruals, & Employee Benefits	6,260,407	6,086,270	5,584,847	5,682,786	5,452,381
LIBRARY MATERIALS					
Books - Fiction	50,000	50,000	46,961	50,000	46,164
Books - Non-fiction	50,000	50,000	46,857	50,000	45,767
Books - Reference	35,000	35,000	33,249	35,000	33,203
Books - Children's	23,500	23,500	22,719	23,500	23,960
Books - Audio & Electronic Teen/Adult/Child	125,000	100,000	146,567	100,000	148,211
Books - Young Adult	15,000	15,000	11,940	15,000	11,267
Software & Online Databases	95,000	95,000	95,411	95,000	101,687
Periodicals	32,500	32,500	28,771	36,500	29,652
Media - DVD/CD/Digital	66,000	70,000	67,987	72,000	67,846
Subtotal - Library Materials	492,000	471,000	500,463	477,000	507,757
LIBRARY OPERATIONS					
Office & Library Supplies	60,700	60,700	71,166	60,700	70,706
Telephone	35,000	35,000	25,399	35,000	29,495
Postage & Freight	25,000	25,000	26,750	25,000	26,560
Printing	47,500	47,500	44,287	47,500	53,085
Staff Conference & Training	17,000	20,000	11,894	20,000	11,384
NLS	106,000	106,000	97,526	93,000	97,796
Program Services	69,500	69,500	80,097	69,500	57,143
Memberships	5,000	7,000	1,006	7,000	1,208
Maint. Office Equip.	30,500	30,500	35,696	30,500	31,846
Accounting/Legal	137,390	135,000	141,157	135,000	138,665
Security Service	60,000	50,000	67,378	45,000	60,370
Computer Service	66,744	64,800	62,554	64,800	62,712
General	27,000	27,000	44,935	27,000	38,729
Subtotal - Library Operations	687,334	678,000	709,843	660,000	679,699
BUILDING OPERATIONS					
Fuel & Utilities	202,970	202,970	184,696	202,970	166,317
Custodial	108,200	102,400	114,609	119,400	118,130
Insurance	90,000	85,000	85,134	80,000	84,225
Subtotal - Building Operations	401,170	390,370	384,440	402,370	368,672
Subtotal Expenditures	7,840,911	7,625,640	7,179,594	7,222,156	7,008,509
EQUIPMENT, REPAIRS, & TRANSFERS					
Equipment	56,350	56,350	52,351	56,350	47,573
Repairs & Alterations	100,000	100,000	101,537	100,000	132,609
Transfers to Capital	-	-	-	110,000	612,581
Subtotal - Equipment, Repairs, & Transfers	156,350	156,350	153,888	266,350	792,763
DEBT SERVICE					
Debt Service - Principal & Interest	-	12,111	12,111	12,527	12,526
Subtotal - Debt Service	-	12,111	12,111	12,527	12,526
Total Expenditures	7,997,261	7,794,101	7,345,593	7,501,033	7,813,798
Operating Surplus/(Deficit)	**(239,000)**	**(156,000)**	**298,652**	**(66,500)**	**(216,982)**
Tax Levy Increase	2.00%				
Budget Increase	2.61%				

PORT WASHINGTON PUBLIC LIBRARY
PROJECTED UNASSIGNED FUND BALANCE
Proposed Budget for Fiscal Year Ending June 30, 2026

Unassigned Fund Balance as of June 30, 2024	814,632
Estimated Revenues Under Budget June 30, 2025	6,144
Estimated Expenditures Under Budget June 30, 2025	448,508
Total Estimated Unassigned Fund Balance as of June 30, 2025	1,269,284
Change in Appropriated Assignments	112,493
Opening Encumbrances	16,382
Opening Nonspendable Prepaids	110,360
Funding of Assignments	-
Change in Appropriated Unassigned Fund Balance - 2026 Budget	(192,000)
Estimated Unassigned Fund Balance as of June 30, 2025	1,316,519

Fund Balance as of June 30:

	2025 Projected	2024 Actual	Changes
Nonspendable Prepaids	-	110,360	(110,360)
Appropriated for Subsequent Year's Expenditures	192,000	109,000	83,000
Capital	2,429,046	2,429,046	-
Retirement Contribution	462,749	509,749	(47,000)
Terminal Leave	770,153	882,646	(112,493)
Assigned for Encumbrances	-	16,382	(16,382)
Unassigned Fund Balance	1,316,519	814,632	501,887
	5,170,467	4,871,815	298,652

PORT WASHINGTON PUBLIC LIBRARY
ESTIMATED REVENUES
Proposed Budget for Fiscal Year Ending June 30, 2026

| | | 2026 | 2025 | | 2024 | |
| | | Budget | Budget | Est. Actual | Budget | Actual |
	Code	July - June	July - June	July - June	July - June	July - June
REVENUES						
Local Sources						
Real Property Tax	1001.00	7,505,261	7,357,901	7,357,901	7,213,733	7,213,732
Other Tax Items	1201.00	100,000	100,000	119,000	100,000	119,755
Total Local Sources		7,605,261	7,457,901	7,476,901	7,313,733	7,333,487
Use of Money and Property	2401.00	112,200	139,400	135,794	80,000	170,356
Other Local Revenue						
Fees - Lost Books	2082.01	7,500	7,500	4,210	7,500	4,539
Xerox Revenues	2082.03	9,000	9,000	10,670	9,000	9,352
Sale of Property and Compensation for Loss	2670.00	3,000	3,000	1,260	3,000	1,757
Miscellaneous (Refund of PY/ gifts and Donations/Misc)	2701/2705/ 2770	12,500	12,500	6,401	12,500	67,693
Total Other Local Sources		32,000	32,000	22,541	32,000	83,341
State Sources		8,800	8,800	9,009	8,800	9,632
Total		7,758,261	7,638,101	7,644,245	7,434,533	7,596,816
Total Revenues and Other Sources						7,596,816
Assigned - Retirement		47,000	47,000		-	
Assigned - Capital Projects		-	-		-	
Assigned - Appropriated Fund Balance		192,000	109,000		66,500	
Total Revenues and Appropriated Fund Balance		7,997,261	7,794,101		7,501,033	

Excess (Shortfall)	-

Tax Increase/(Decrease)	2.00%
Budget Increase/(Decrease)	2.61%

PORT WASHINGTON PUBLIC LIBRARY
BUDGET APPROPRIATIONS
Proposed Budget for Fiscal Year Ending June 30, 2026

| | | 2026 | | 2025 | | 2024 | |
| | | Budget July - June | | Budget July - June | Est. Actual Expenditures & Encumbrances July - June | Budget July - June | Actual Expenditures & Encumbrances July - June |
	Code						
EXPENDITURES							
Salaries, Terminal Leave & Employee Benefits							
Salaries							
Certified Librarians							
Administrative	141.01	151,960	(1)	147,530	147,530	134,752	143,077
Grade 21	141.02	118,530	(1)	111,190	111,190	106,641	108,600
Grade 19	141.03	305,660	(1)	445,230	309,766	426,810	434,935
Grade 17	141.04	679,040	(1)	564,408	418,404	433,480	397,569
Grade 15	141.05	1,180,708	(1)	1,187,140	1,122,945	1,250,591	1,182,063
Holiday & Sunday	141.06	63,049	(3)	63,049	74,543	63,049	73,578
		2,498,947		2,518,547	2,184,378	2,415,323	2,339,822
Support Staff							
Grade 11	143.01	326,470	(1)	267,700	212,940	234,717	276,731
Grade 9	143.02	111,840	(1)	106,810	114,015	50,143	58,595
Grade 5	143.04	416,570	(1)	270,740	225,337	193,933	175,268
Grade 3	143.05	-	(1)	85,740	66,189	138,578	127,821
Holiday & Sunday	143.06	25,000	(3)	25,000	24,967	25,000	22,859
		879,880		755,990	643,448	642,371	661,274
Hourly Staff							
Book Shelvers - Adult	143.11	-	(8)	70,000	37,000	70,000	36,344
Book Shelvers - Children's	143.12	25,000	(3)	25,000	38,600	25,000	31,173
ESL	143.13	34,000	(3)	34,000	59,708	34,000	35,231
ISD	143.14	87,000	(3)	87,000	40,319	87,000	58,686
Collection Management	143.15	161,000	(8)	80,000	107,527	80,000	92,600
Interloan	143.16	-	(8)	11,000	-	11,000	9,680
Periodical Service Desk	143.17	-	(3)	-	-	-	124
Processing of Books	143.18	36,000	(3)	36,000	28,092	36,000	39,863
Technicians - Media	143.19	15,000	(3)	15,000	18,659	15,000	29,783
Computer Aides	143.21	77,000	(3)	77,000	84,918	77,000	81,240
Holiday & Sunday	143.22	36,000	(3)	36,000	33,802	36,000	27,316
Info. Tech. Spec. II	143.23	18,000	(8)	21,000	-	21,000	35,251
Community Outreach	143.24	16,000	(3)	16,000	13,769	16,000	14,170
		505,000		508,000	462,394	508,000	491,461
Building Staff							
Custodial	143.31	336,410	(1)	327,320	297,255	270,565	255,749
Holiday & Sunday	143.32	22,873	(3)	22,873	22,217	22,873	21,700
		359,283		350,193	319,472	293,438	277,449
Total Salaries		4,243,110		4,132,730	3,609,692	3,859,132	3,770,006
Separation Payouts	145.01	-	(3)	-	112,493	-	7,153
Employee Benefits							
Medical	9060.8/0.01	1,009,452	(4)	1,033,100	995,599	975,040	873,707
Dental	9060.8/0.02	26,512	(2)	26,512	25,606	26,512	29,824
Eye care	9060.8/0.03	2,000	(2)	2,000	1,614	2,000	1,640
Social Security & Medicare	9030.8	324,598	(5)	316,154	272,513	295,224	276,021
Workers' Compensation	9040.4	38,000	(2)	38,000	20,799	38,000	21,807
Disability	9045.8	10,000	(3)	10,000	764	10,000	4,400
Unemployment	9050.8	1,390	(3)	1,390	1,936	1,390	-
NYS Retirement System	9010.8	605,345	(6)	526,384	543,830	475,488	467,823
Total Employee Benefits		2,017,297		1,953,540	1,862,662	1,823,654	1,675,222
Total Salaries, Terminal Leave and Employee Benefits		6,260,407		6,086,270	5,584,847	5,682,786	5,452,381

		2026		2025		2024	
					Est. Actual Expenditures & Encumbrances		Actual Expenditures & Encumbrances
	Code	Budget July - June		Budget July - June	Encumbrances July - June	Budget July - June	Encumbrances July - June
EXPENDITURES							
Library Materials							
Books - Fiction	410.05	50,000	(3)	50,000	46,961	50,000	46,164
Books - Non-fiction	410.06	50,000	(3)	50,000	46,857	50,000	45,767
Books - Reference	410.07	35,000	(3)	35,000	33,249	35,000	33,203
Books - Children	410.08	23,500	(3)	23,500	22,719	23,500	23,960
Books - Audio & Electronic Children/Teen/Adult	410.09	125,000	(8)	100,000	146,567	100,000	148,211
Books - Young Adult	410.10	15,000	(3)	15,000	11,940	15,000	11,267
Software & Databases							
Reference Database	411.02	60,000	(3)	60,000	58,713	60,000	58,590
Computer Software	411.03	35,000	(3)	35,000	36,698	35,000	43,097
Total Software & Databases		95,000		95,000	95,411	95,000	101,687
Periodicals							
Microform	413.01	4,500	(3)	4,500	-	4,500	
Non-microform	413.02	28,000	(3)	28,000	28,771	32,000	29,652
Total Periodicals		32,500		32,500	28,771	36,500	29,652
Media - DVD/CD/Digital							
Children's' A/V	417.02	4,000	(3)	4,000	1,762	6,000	1,759
DVD	417.03	16,000	(8)	20,000	20,044	20,000	20,753
Digital Media	417.05	30,000	(3)	30,000	34,031	30,000	34,561
Video Game Collection	417.11	10,000	(3)	10,000	6,699	10,000	5,546
Compact Discs	417.12	6,000	(3)	6,000	5,452	6,000	5,227
Total Media - Visual & Music		66,000		70,000	67,987	72,000	67,846
Total Library Materials		492,000		471,000	500,463	477,000	507,757
Library Operations							
Office & Library Supplies							
Adult Services	430.01	600	(3)	600	1,940	600	1,910
Children's Services	430.02	3,500	(3)	3,500	3,437	3,500	3,311
Collection Management	430.03	800	(3)	800	1,156	800	1,485
Community Information	430.04	1,000	(3)	1,000	872	1,000	186
Computer Services	430.05	7,600	(3)	7,600	7,341	7,600	7,010
Information Services	430.06	700	(3)	700	792	700	789
Media Services	430.07	3,100	(3)	3,100	12,706	3,100	12,850
General Office	430.08	20,000	(3)	20,000	24,621	20,000	24,470
Oral History/Special Collection	430.09	2,500	(3)	2,500	942	2,500	969
Technical Services	430.10	8,500	(3)	8,500	2,067	8,500	2,051
Office Equipment	430.11	12,000	(3)	12,000	15,293	12,000	15,325
Young Adult	430.12	400	(3)	400	-	400	350
Total Office & Library Supplies		60,700		60,700	71,166	60,700	70,706
Telephone							
Telephone Service	431.01	30,000	(3)	30,000	25,399	30,000	25,918
Telephone Maintenance	431.02	5,000	(3)	5,000	-	5,000	3,577
Total Telephone		35,000		35,000	25,399	35,000	29,495

		2026		2025			2024	
						Est. Actual Expenditures & Encumbrances		Actual Expenditures & Encumbrances
	Code	Budget July - June		Budget July - June		July - June	Budget July - June	July - June
EXPENDITURES								
Library Operations (continued)								
Postage & Freight	433.01	25,000	(3)	25,000		26,750	25,000	26,560
Printing								
Printed Information	434.01	7,000	(3)	7,000		6,647	7,000	6,788
Displays & Exhibits	434.04	5,500	(3)	5,500		5,662	5,500	5,490
Legal Advertising	434.05	5,000	(3)	5,000		2,338	5,000	2,313
Newspaper	434.08	30,000	(3)	30,000		29,639	30,000	38,494
Total Printing		47,500		47,500		44,287	47,500	53,085
Staff Conference & Training								
Meetings	435.01	13,000	(8)	15,000		8,377	15,000	7,925
Mileage	435.02	1,000	(8)	3,000		567	3,000	529
Staff Development	435.03	3,000	(8)	2,000		2,950	2,000	2,930
Total Staff Conference & Training		17,000		20,000		11,894	20,000	11,384
NLS								
Circulation Charges	436.01	40,000	(3)	40,000		32,222	35,000	32,279
OPAC/Charges	436.02	30,000	(3)	30,000		31,980	25,000	31,527
NLS	436.03	36,000	(3)	36,000		33,324	33,000	33,990
Total NLS		106,000		106,000		97,526	93,000	97,796
Program Services								
Film Rental - Adult	417.21	3,000	(3)	3,000		1,077	3,000	1,125
Maintenance & Repair	417.24	1,000	(3)	1,000		-	1,000	-
Projector Bulbs	417.25	500	(3)	500		190	500	167
Adult Services	437.01	16,000	(3)	16,000		14,893	16,000	14,509
Young Adult Services	437.02	7,500	(3)	7,500		3,726	7,500	3,402
Children's Services	437.03	22,000	(3)	22,000		37,887	22,000	24,824
Meeting Room Expense	437.07	1,000	(3)	1,000		-	1,000	-
Other Program Support	437.08	10,000	(3)	10,000		15,324	10,000	6,791
Media Services	437.13	8,500	(3)	8,500		7,000	8,500	6,325
Total Program Services		69,500		69,500		80,097	69,500	57,143
Memberships	438.01	5,000	(8)	7,000		1,006	7,000	1,208
Maintenance Office Equipment								
Equipment	439.01	14,000	(3)	14,000		16,236	14,000	13,525
Copy Equipment	439.02	14,500	(3)	14,500		17,857	14,500	17,086
Computer	439.04	1,000	(3)	1,000		115	1,000	-
Piano	439.06	1,000	(3)	1,000		1,488	1,000	1,235
Total Maint. Office Equipment		30,500		30,500		35,696	30,500	31,846
Accounting & Legal								
Accounting	440.01	63,500	(8)	62,000		62,000	62,000	72,480
Audit	440.02	20,000	(8)	19,500		19,500	19,500	10,300
Legal	440.06	30,390	(9)	30,000		30,777	30,000	30,303
Payroll	440.07	23,500	(3)	23,500		28,880	23,500	25,582
Total Accounting & Legal		137,390		135,000		141,157	135,000	138,665
Security Services	440.10	60,000	(8)	50,000		67,378	45,000	60,370
Computer Services	440.11	66,744	(10)	64,800		62,554	64,800	62,712
General								
Election	440.05	5,000	(3)	5,000		1,500	5,000	1,477
Miscellaneous	440.09	20,000	(3)	20,000		41,899	20,000	35,462
Credit Card Fees	440.13	2,000	(3)	2,000		1,536	2,000	1,790
Total General		27,000		27,000		44,935	27,000	38,729
Total Library Operations		687,334		678,000		709,843	660,000	679,699

| | | 2026 | | 2025 | | 2024 | |
| | | Budget
July - June | | Budget
July - June | Est. Actual
Expenditures &
Encumbrances
July - June | Budget
July - June | Actual
Expenditures &
Encumbrances
July - June |
	Code						
EXPENDITURES							
Building Operations							
Fuel & Utilities							
Electricity	450.01	145,810	(3)	145,810	129,503	145,810	115,483
Fuel	450.02	42,000	(3)	42,000	38,975	42,000	37,095
Water Pollution Control Tax	450.03	6,160	(3)	6,160	6,300	6,160	6,151
Water	450.04	9,000	(3)	9,000	9,919	9,000	7,588
Total Fuel & Utilities		202,970		202,970	184,696	202,970	166,317
Custodial							
Maintenance Contracts	455.01/.02/.03	76,500	(3)	76,500	76,595	76,500	70,404
Bulbs	451.01	2,200	(3)	2,200	2,000	9,200	2,822
Housekeeping & Mainten.	451.02	14,500	(3)	14,500	18,158	14,500	23,222
Uniforms	451.03	1,000	(3)	1,000	871	1,000	908
Cleaning Services	451.04	14,000	(8)	8,200	16,986	18,200	20,774
Total Custodial		108,200		102,400	114,609	119,400	118,130
Insurance							
Insurance Premiums	454.01	90,000	(8)	85,000	85,134	80,000	84,225
Total Insurance		90,000		85,000	85,134	80,000	84,225
Total Building Operations		401,170		390,370	384,440	402,370	368,672
Equipment, Repairs & Transfers							
Equipment							
Library	203.01	24,500	(3)	24,500	16,124	24,500	13,781
Computer	203.02	16,850	(3)	16,850	21,230	16,850	20,539
Building	203.03	15,000	(3)	15,000	14,997	15,000	13,253
Total Equipment		56,350		56,350	52,351	56,350	47,573
Repairs & Maintenance	452.01/.02/.0	100,000	(3)	100,000	101,537	100,000	132,609
						-	
Transfers to Capital			(11)		-	110,000	612,581
						-	
Total Equipment, Repairs & Transfers		156,350		156,350	153,888	266,350	792,763
						-	
Debt Service							
Lease Principal	9785.60	-	(8)	11,562	11,562	11,451	12,504
Lease Interest	9785.70	-	(8)	549	549	1,076	22
Total Debt Service		-		12,111	12,111	12,527	12,526
Total Expenditures		7,997,261		7,794,101	7,345,593	7,501,033	7,813,798

(1)   See Salary Schedule

(2)   Employee Benefits

	2025 Budgeted Amount	Rate Increase	2024 Budgeted Budget
Dental Insurance	26,512	0%	26,512
Eye Care	2,000	0%	2,000
Workers Compensation	38,000	0%	38,000

Estimated rate increases provided by Library Director

(3)   Budget amount remained the same as the previous year

(4)   Hospitalization - Estimated costs for Employees 2023 and 2024 (Projected for 2024 - 10.0%)

		2025 Projected Costs	2026 Est. Costs	Total
	95/95			
-	Family	-	-	-
1	Family (30 hrs.)	16,454	18,099	34,553
	95/50 - After 7/85			
9	Individual Policies	75,900	83,490	159,390
-	Individual Policy (21 hrs.)	-	-	-
-	Individual Policy (28 hrs.)	-	-	-
5	Family Policies	70,491	77,540	148,031
	Family Policies (30 hrs.)	-	-	-
1	Family Policies (28 hrs.)	11,279	12,406	23,685
	Family Policies (25 hrs.)	-	-	-
	93.5/50 - After 7/15			
12	Individual Policies	99,602	109,562	209,164
4	Family Policies	55,860	61,446	117,306
Retirees				
	100/100			
	Ind. Policies - Mediprime 1	-	-	-
-	Family Policies - Mediprime 2	-	-	-
	95/95			
-	Family Policies - Mediprime 2	-	-	-
	93.5/50			
1	Individual Policy	8,300	9,130	
	95/50			
3	Individual Policy	25,300	27,830	53,130
16	Ind. Policies - Mediprime 1	50,329	55,362	105,691
1	Ind. Policy - Medi 1 (28 Hrs.)	2,516	2,768	5,284
1	Family Policy	14,098	15,508	29,606
1	Family Policy Medi 2 (30 hrs)	5,164	5,680	10,844
4	Family Policy - Medi 2	24,099	26,509	50,608
28	Medicare Reimbursements w/ spo	31,080	31,080	62,160 cost based on average
	Total Health Insurance	490,472	536,410	1,009,452
	Contingency			
				1,009,452

(5)   Social Security

Total Salaries	4,243,110	
Terminal Leave	-	
	4,243,110	
FICA	7.65%	
Total Social Security	324,598	* FICA cap ignored, immaterial

(6)   Employees Retirement System
       Estimated cost for 6/30/24 budget (used 2024 projected bill plus 2%)

Projected Bill	593,475	
	102.00%	
Projected for 2024	605,345	(11,870)

(7)   See amortization schedules - page 12

(8)   Budget amount adjusted based on anticipated need

(9)	Howard Miller - legal retainer	13,390
	Legal - other	17,000
		30,390

| (10)	John Whittemore	64,734
	Web Hosting per year	210
	Web Designer ($450/quarter)	1,800
		66,744

(11)   Budgeted amount to increase assignment for capital.

PORT WASHINGTON PULIC LIBRARY
CAPITAL BUDGET/ACTIVITY
Proposed Budget for Fiscal Year Ending June 30, 2026

				Expenditures as of 11/30/2024			
Project Description	Budget 06/30/2024	2024-2025 Funding/Transfer	Budget 06/30/2025	Prior Year Expenditures	Current Year Expenditures	Total Expenditures	Unexpended Balance
Carpeting	21,809		21,809	21,809		21,809	-
Interior Design Plans	181,000		181,000	124,968	32,475	157,443	23,557
Façade/partial roof replacement	2,598,280	A	2,598,280	2,598,280		2,598,280	-
5 Year Capital Plan - Small Projects	35,757		35,757	27,675		27,675	8,082
Energy Efficiency	179,000		179,000	34,148	17,184	51,332	127,668
Makerspace Lab	200,000	A	200,000	82,071	40,445	122,516	77,484
	3,215,846	-	3,215,846	2,888,951	90,104	2,979,055	236,791

A Grant Funding included:
   Façade/partial roof replacement   379,283
   Makerspace Lab   200,000
                                            579,283
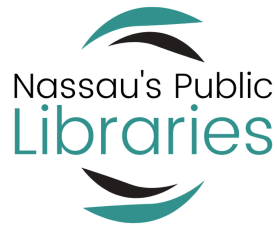
February 3, 2025

Nassau County Civil Service Commission
40 Main St # 200
Hempstead, NY 11550

Dear Commissioners Foskey, DeLuca, and Markowitz,

We, the library administrators and duly-elected or appointed Boards of Trustees of the undersigned libraries, formally request a waiver of the residency requirement for the following titles: Librarian I; Librarian II; Librarian III; Library Assistant Director; and Library Director.

Despite the best efforts of our libraries and the diligent staff at the Nassau County Civil Service Commission, an increasing number of Nassau's public libraries have not been able to adequately staff their facilities for several years, causing a severe detriment to their ability to serve the information needs of our communities. It also puts unfair strain on current staff members.

Between 2022 and 2024, Nassau library canvasses for both full and part-time positions were unsuccessful 60% of the time. Our neighboring counties to the east and west have no residency requirement for employment in their public libraries, putting Nassau's libraries at a distinct competitive disadvantage for recruiting and retaining employees. As a result of these circumstances, we are experiencing significant operational disruptions, including fewer programs offered, limitations on the use of facilities, delays in rolling out new services, and in some cases, temporary and permanent reductions to hours open.

We understand that we are the only county in New York State that currently requires residency for professional librarian positions. Waiving the residency requirement for these titles will enable a larger pool of qualified candidates and help to relieve our hiring difficulties. We aim to provide the outstanding library service that Nassau's residents expect and deserve, and we need your approval of this request to be successful in that pursuit.

Please direct any questions about this request to Caroline Ashby, Director, Nassau Library System. We appreciate your consideration and look forward to relief from this untenable situation.

Sincerely,
[List of Libraries that sign on]

Cc: NYS Civil Service Commissioner Timothy Hogues
        NYS Deputy Commissioner Joe Cavazos
        NYS Director of Municipal Services Maria Keneally
        Assemblymember Michaelle Solages
        NC Civil Service Director of Administration Angela Grasso
        NC Civil Service Personnel Specialist IV Ralph Misiti
        NC Civil Service Personnel Specialist IV Michelle Hertz

New Amazon Business Benefits for New York Libraries

amazon business

Libraries can join with their existing Amazon Business account or create a new Amazon Business account to receive these special member benefits. Offer exclusive to New York Public Libraries.

- **$0 Business Prime membership**
  - $1,299 value per account
  - Up to 100 users per account

- $10,000+ pre-approved line of credit line with Pay by Invoice

- +25% off on 4,400+ office supplies

- +25% off 2,200+ IT peripherals

- Tax exemption on all purchases

- Dedicated Account Executive
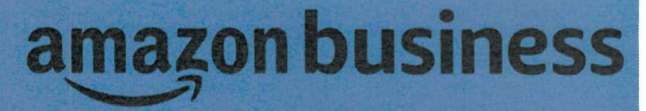
Security Camera Upgrade - Grant

REMITTANCE ADVICE for CHECK NO.   10236306

A

NOTICE: To access remittance information on any one of your NYS payments, visit https://esupplier.sfs.ny.gov/

Agency Code and Description	Tele Inquiry No	Voucher No	Payee Reference/Invoice No		Ref/Inv Date	Payment Amount
SED01 State Education Department	518/486-9084	655677F	SA0386240602	655677F	11/27/24	4,422.00

GOV'T ENTITIES, VENDORS, NOT-FOR-PROFITS:
Go to http://www.osc.state.ny.us/state-vendors for Electronic Payments information

Non-Negotiable	Check Total		$4,422.00

DETACH HERE BEFORE CASHING ⬇   PLEASE CASH WITHIN 180 DAYS

07135259

$4,422.00

State of New York
DEPARTMENT OF TAXATION AND FINANCE
DIVISION OF THE TREASURY

DECEMBER 04, 2024   SED01

Check No. 10236306

29-55
213

A

KNOW YOUR ENDORSER

$4,422.00

Pay to the
Order of: **PORT WASHINGTON PUBLIC LIBRARY**

KeyBank N.A.

Thomas P. DiNapoli
State Comptroller

Amanda Hiller
Acting Commissioner, Taxation and Finance

⑈10236306⑈ ⑆021300556⑆ 320993202789⑈

NEW BUSINESS

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

2025 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 be less 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 minimum charge for for-fee cards with direct access borrowing privileges issued to those who reside outside NLS' service area was $415 in 2024.

Updated Calculations

The average net local support per capita of NLS member libraries based on numbers reported in **2023** annual reports to the State or library-issued budget information using 2020 Census populations (**$141.35**) multiplied by the average number of people per household in Nassau County as per 2023 ACS 1-Year Estimates (**2.97**) equals **$419.80**.

Rounded to the closest $5 multiple = **$420.**

Request

MLD approval of the 2025 charge for for-fee cards (**$420**) effective **Jan. 1, 2025** via a member library vote at the January 29, 2025 meeting.
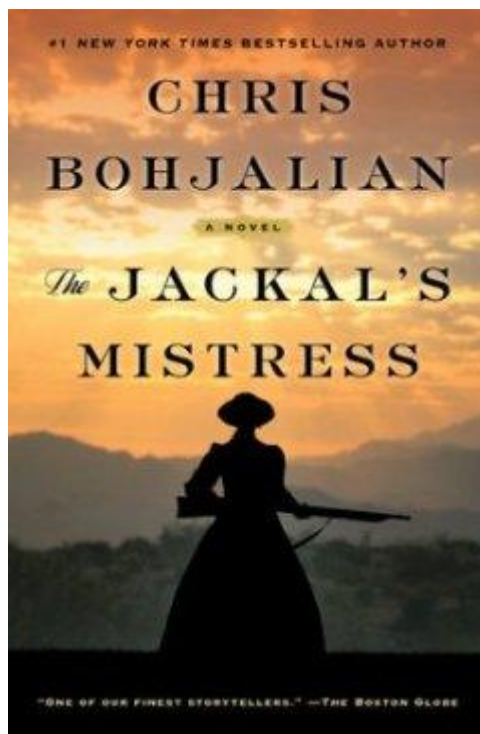
APPROVAL TO EXCESS EQUIPMENT

TYPE OF EQUIPMENT	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	QTY.	REASON FOR DISPOSAL	DATE OF BOARD APPROVAL
Wood Table				1	This furniture is the old table that is in the Administration Conference Room. It is worn out, chipped, scratched, and no longer needed.	
Computer Chair with Wheels	Steelcase			10	This furniture item is part of the Administration Conference Room, Director's Office, and Assistant Director's Office. It is worn out, chipped, scratched, and no longer needed.	
Date Submitted: 1/15/2025						

ELECTION TIMELINE 2025	
Nominating Petitions available	February 3, 2025
Nominating Petitions Due	Monday – March 10, 2025
Absentee Ballot Applications - Available	Monday – February 10, 2025
Budget Hearing #1	Wednesday – February 12, 2025
Budget Hearing #2	Wednesday – March 19, 2025
Budget Information Session/Meet the Candidates	Wednesday – March 26, 2025
Personal Registration Day	Tuesday – April 1, 2025
Budget Vote/Trustee Election	Tuesday - April 8, 2025

LIBRARY ADVOCACY DAY

FEBRUARY 5TH, 2025

#LAD25

The 2025 New York State Legislative Session will arrive before we know it. #LAD25 will be held on February 5th, 2025, with Pre-Advocacy Day on February 4th, 2025. Registration is required for Pre-Advocacy Day attendance. Stay tuned for hotel accommodations, pre-advocacy day registration form, and all other materials to prepare for #LAD25

#1 NEW YORK TIMES BESTSELLING AUTHOR

CHRIS BOHJALIAN

A NOVEL

The **JACKAL'S MISTRESS**

"ONE OF OUR FINEST STORYTELLERS." —THE BOSTON GLOBE

Save the Date!

The Friends of the Library's 56th Annual
Book & Author Luncheon
Friday, May 2, 2025, 11 a.m.
The Garden City Hotel

Featuring Chris Bohjalian
the #1 New York Times bestselling author of *The Flight Attendant* and *Midwives* (an Oprah Book Club pick),
discussing his forthcoming historical novel
The Jackal's Mistress
one of Barnes & Noble's "most anticipated" books of 2025

in conversation with bestselling novelist and LI resident
Alyson Richman
author of *The Time Keepers* and *The Lost Wife*

Port Washington Public Library - Strategic Plan 2022 - 2024

Mission: The Port Washington Public Library is an inclusive center for community engagement, knowledge, and personal enrichment

Vision: To enhance the wellbeing of every community member

Values: **Access** - Expansive & equitable opportunities for our community to connect with the wider world
Community - Relationships, partnerships and alliances that create positive and beneficial growth and fosters a spirit of interconnectedness
Empowerment - Enabling people/community members to reach their full potential

Priorities: Satisfy curiosity: lifelong learning
Access for all: outreach to underserved populations
Learn to read and write: literacy for all ages
Visit a comfortable place: physical and virtual spaces
Succeed in school: homework help
Make informed decisions: information fluency

Key	
	Green Means Year 3 Activity Completed
	Grey Means Year 2 Activity Completed
	Grey Means Year 1 Activity Completed
	Gold Means Progress Ongoing

Year 1 = 1/2022 - 1/2023
Year 2 = 1/2023 - 1/2024
Year 3 = 1/2024 - 1/2025
Year 4 = 1/2025 - 6/2025

GOAL 1: PROMOTE EQUITABLE PATHWAYS TO INDIVIDUAL FULFILLMENT

Objective 1.1: Expand service and eliminate barriers to build relationships

		Lead	Start Date	Completion
Activity 1.1.1:	Establish a bilingual librarian position	Admin	2	3
	We currently have bilingual staff in all departments. We currently have three bilingual librarians on staff (two in Children's and one in Adult Services).			
Activity 1.1.2:	Become a fine-free organization	Admin	1	1
	Fine Free has been implemented as January 2022. Feedback from the community has been positive. There has been no negative impact on materials availability. Whenever possible, we have reduced or removed all fees for programs and other services, so that family finances are not a barrier to access.			
Activity 1.1.3:	Recalibrate programming methods to address changing needs of local family audiences	Children's	1	3
	We have introduced a regularly scheduled bilingual storytime. We have introduced evening storytimes, which are virtual, to support working families. We are looking to introduce more weekend programming. We will continue to do outreach programming, meaning that our programs will be taking place in areas outside the library, in other parts of the community. Whenever possible, we have reduced or removed the costs to all of our programs. We conducted bilingual story times at Sands Point as part of a partnership with the PRC and our Hispanic Heritage Month event series is being conducted in partnership with the PRC.			
Activity 1.1.4:	Streamline membership processes	Circulation	1	2
	Internally, "preferred first names" are allowed on library card application to promote inclusivity. Will remove option for Digital Library Cards, since that was more COVID-focused. We will steer people towards physical cards, since the expirations are longer. We will continue to look for ways to streamline library card processing.			
Activity 1.1.5:	Ensure all public communications and publicity instruments are multilingual and accessible	CoRe	2	2
	Library services that are conducted by bilingual staff are promoted in other languages.			
Activity 1.1.6:	Partner with other departments to integrate multilingual service supports into all library services	ESOL	2	3
	By ensuring there are bilingual staff in all departments, we have seen better collaboration between departments when developing programs and services.			
Activity 1.1.7:	Create a plan to expand the library footprint in Manorhaven, including on-site services in the neighborhood	ESOL	2	3
	We are currently conducting English classes in the Adult Activities Center, as well as technology seminars. We are also working with Our Lady Fatima, the Manorhaven Pool, and Koastal Paddle. We have a Little Free Library in front of the Manorhaven Village Hall. We continue to look for opportunities to provide library services in this region.			

Objective 1.2: **Reintroduce the library to the community post-pandemic**

		Lead	Start Year	Completion
Activity 1.2.1:	Develop a comprehensive toolkit for offsite engagement events in partnership with local businesses	Adult/Teen	2	3
	We continue to support the Port Promenade initiative and Halloween on Main (BID). Library Director serves on the Board of Directors for the Chamber of Commerce.			
Activity 1.2.2:	Create a long-term marketing plan	CoRe	2	3
	Our Head of Community Relations has been studying more effective ways to market library events and services to our population. Work here is ongoing.			
Activity 1.2.3:	Create programs to highlight the maker equipment and staff technology expertise	Tech	1	2
	Work has begun on reimagining our MakerSpace so that we can house new equipment and support classroom/workshop space. We are looking to set up drop-in instructional sessions to walk patrons through use of the recording space. We have conducted a number of maker programs in the last year and they have been very successful.			

GOAL 2: FOSTER A WARM, SAFE, AND SUPPORTIVE ATMOSPHERE FOR ALL

		Lead	Start Year	Completion
Objective 2.1:	**Ensure patrons feel comfortable in all library spaces**			
Activity 2.1.1:	Create a long-term facilities plan	Admin	2	3
	There is now a yearly facilities plan for normal maintenance activities. A short-term plan for facility improvements has been generated. In 2024, Mei Wo Design and their engineering team created a new building assessment.			
Activity 2.1.2:	Produce orientation/introduction videos, live tours, and virtual tours of the facility	CoRe	1	3
	We will work on constructing a 3D tour of the library. We have conducted a number of live tours for various groups.			
Activity 2.1.3:	Develop presence on new, popular communication platforms, including those favored by ESOL community members	CoRe	1	3
	We are re-evaluating our work in this activity. For a time, we were using WhatsApp to share COVID and vaccine information.			
Activity 2.1.4:	Produce library services orientation videos/tours for non-English speakers	ESOL	1	1
	Our goal is to make any 3D tour of the library presented in multiple languages.			
Activity 2.1.5:	Adapt library spaces to better allow for flexible use	Facilities	2	3
	Work in this activity is ongoing. We have modified our policies and procedures to allow for more flexible use of our meeting spaces to allow for more flexible use by students. Additional tables and seating have been added to our North Wing.			
Activity 2.1.6:	Perform an accessibility audit on physical spaces, virtual spaces, and library website	Tech	2	3
	Work in this activity has started. The Helen Keller National Center provided feedback to our staff regarding the library's building and website. An accessibility tool was added to our website. Additional assistive listening devices have been added to our Lapham meeting space. We plan to make a greater effort to showcase library accessibility technology that is available to patrons. We continue to offer curbside pickup.			

		Lead	Start Year	Completion
Objective 2.2:	**Equip learners of all ages with tools and resources to succeed**			
Activity 2.2.1:	Establish a "College Pioneers" program for students who would be the first in their families to attend college	Adult/Teen	2	3
	We have started to offer additional types of college preparation programs, including utilizing facilitators that are bilingual. More work in this activity is still needed.			
Activity 2.2.2:	Expand number of days Homework Help is provided, with a focus on supporting students from underserved populations	Children's	2	3
	As of 2023, PWPL now offers four days of homework assistance. We continue to look for opportunities to offer additional forms of homework help, specifically in-person assistance.			
Activity 2.2.3:	Launch a "master-in-residence" program series to highlight local expertise in the arts, sciences, and beyond	Programming	3	3
	We have started to offer workshops that are facilitated by local masters covering topics such as sailing/boating, gardening, computer programming, and other topics.			

GOAL 3: PROVIDE OUR COMMUNITY OPPORTUNITIES TO THRIVE

		Lead	Start Year	Completion
Objective 3.1:	**Improve collections and services that support real-world skills**			
Activity 3.1.1:	Create a vocational tools collection and expand circulating "Games and Gadgets" collections including support materials and classes	Adult/Teen	1	3
	Work on this area continues. In February of 2023 we started added tools to our collection and more are added as requested by either patrons or staff.			
Activity 3.1.2:	Offer "Welcome to the United States" courses to help recent arrivals acclimate to day-to-day-life in their new home	ESOL	2	2
	We offer a workshop entitled "What Every Immigrant Needs to Know." Our ESOL staff are constantly working to develop seminars that help our new residents acclimate to living in the United States.			

Activity 3.1.3:	Offer basic courses on car maintenance, cleaning tips, building/home repair, and plumbing	Admin/Facilities	2	3
	More needs to be done in this area to help meet this need and it will be a focus for 2025. PWPL will be hosting a "Repair Café" in 2025 to help residents fix items such as simple electronics and appliances.			
Activity 3.1.4:	Provide basic life skills programs like cooking, sewing, finance and banking, woodworking, repair, tech skills geared towards all ages	Programming	1	3
	Cooking, finance, tech, and banking programs are currently underway, with more planned. We continue to explore programming in the areas of sewing and woodworking.			
Activity 3.1.5:	Purchase advanced maker tools and provide classes in their use, focusing on material manipulation and audio/video content creation	Tech	1	3
	Work has begun on reimagining our MakerSpace so that we can house new equipment and support classroom/workshop space. We are looking to set up drop-in instructional sessions to walk patrons through use of the recording space and hope to add video equipment, beyond a basic webcam. In 2024, we have started to conduct maker workshops and seminars.			

Objective 3.2: Embrace literacy, creativity, and writing skill as a priority for all

Activity 3.2.1:	Pilot a community-wide public art project with multiple avenues for programming and public participation	Adult/Teen/Art	2	3
	Staff are in the planning stages for conducting a community-wide art project for 2025.			
Activity 3.2.2:	Coordinate a "PortCon" created by patron-led committees, centered around all things loved by, and in the community	Adult/Teen	3	3
	Staff are interested in doing an event of this scope, but it is looking more realistic that an event of this type is conducted in 2025.			
Activity 3.2.3:	Expanding reading enrichment classes for underserved or special needs children, adults, and their families/caregivers	Children's	1	3
	GreenTree Foundation Grant was used to start a "Creative Arts" version of our Books for Dessert Program entitled "Theater for Dessert" in 2023. Creative Readers program has returned for Fall of 2022. Creative Readers summer sessions took place in 2024. We will continue to build out our Homegrown Readers program. Exploring possibility of a Book Club Discussion in Spanish.			
Activity 3.2.4:	Create digital literacy/safety tutorial videos for multiple platforms that includes a mechanism for patrons to leave feedback or ask questions	Tech	2	3
	We have greatly increased the number of Tech One-on-One appointments that have taken place in our library, which has worked to meet the digital literacy needs of our patrons. We will continue to offer programs and events related to digital literacy and privacy.			

Objective 3.3: Position the library as the 'common-ground' for community organizations and groups

Activity 3.3.1:	Actively seek out opportunities for the library to facilitate conversations around difficult topics affecting our community	Admin	1	3
	The Library has hosted a number of community discussions surrounding difficult topics and will continue to engage with local community groups and stakeholders to host events similar events.			
Activity 3.3.2:	Establish the library as the prime conduit to foster local communication and collaborative development efforts between local organizations	CoRe	1	2
	The Library will continue to offer to act as conduit for communication and collaboration between community partners. Our Earth Day, Pride, Lunar New Year, and Hispanic Heritage Month events have served to address this activity.			
Activity 3.3.3:	Offer residents the opportunity to meet local community groups and local governmental organizations through a large, hosted event.	CoRe	3	3
	We have hosted a number of community partner meetings at our library in recent years. In addition, we have constructed a Port Washington Referral Guide to help link up residents with local non-profits.			

"Lead" Guide	
Abbreviation	**Full Description**
Admin	Administration Offices
Adult	Adult Services Department
Circulation	Circulation Department
Children's	Children's Department
CoRe	Community Relations Department
ESOL	English for Speakers of Other Languages Department
Facilities	Facilities Department
Programming	Programming Department
Tech	Technology Department
Teen	Teen / Young Adult Services Department

P|||PL

port washington **public** library

RESOLUTION

January 15, 2025

The Board of Trustees resolves to extend the current 3-year Strategic Plan, covering calendar years 2022 to 2024, until June 30, 2025.

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William Keller, President

AAC Meeting Minutes December 11, 2024

In attendance: Dave Bett, Christie Devereaux, Barbara E. Fishman, Betty Gimbel, Patti Paris, Toby Ozure, Pam Record, Shellie Schneider, Jose Seligson, Ellen Hallie Schiff, Jocelyn Worrall Craig Werle

Absent: Raisy Derzie, Lynda Schwartz, Linda Sandman, Carol Krieger, Shelley Holtzman

- The meeting started at 5:04, and the November Minutes were approved by Christie and Toby.
- Betty shared the postcard information for the Alan Richards exhibit.
- Betty and Christie will visit the home/studio of Joyce Weidenaar on December 12. Her show will be installed on March 3rd, and the reception and artist talk will be from on March 8th.
- Dave Bett presented artists from the Brooklyn Museum for possible exhibitions in the gallery. Then Barbara E. Fishman and Patti Paris presented artists agreed upon by Carol, Barbara, and Patti from the Hecksher Biennial for possible exhibitions in the gallery. After the presentations, it was suggested that the AAC Members should review the suggested artist below and prepare to discuss them at the January Meeting. Thank you to Dave Bett and Carol, Barbara, and Patti for taking the time to look at and present these artists to the AAC.

- The results were as follows.

  Numbers 1-8 are artists suggested by Dave Bett

  1) Yongjoe Kim does very nice cityscapes.
  2) Brenda Zlamany does portraits and the group like her work.
  3) Chitra Ganesh work is inspired by Hindu culture, and the AAC liked this work.
  4) Eric Hibit Whimsical and fun with texture
  5) Monica Srivaslava- Her work looked slightly like Warhol's work.
  6) https://pemarinzin.com/
  7) http://www.jonathanallen.org/available-work
  8) Paul Cambell – He creates abstract canvases with bold broad strokes.

  Other Artists from the Brooklyn Museum

  9) https://sylviamaier.com/
  10) http://www.jasonyarmosky.com/selected-works-2
  11)) Karen Cunningham's work is oil on gesso board or wood panels, and her style has a post-modern look.

12) Rhesa Paul- Unstretched canvases painted in blue. Some are abstract and some are still life
13) Mary Temple does abstract paintings and installations. The AAC members were not very excited about her work.
14) Kyungtae Kim – His paintings have a feeling of loneliness and the members liked his work.
15) Frederick Mershimer Nocturnal city and landscapes
16) https://leslierobertsart.com/home.html
17) https://jimtorok.com/pages/art.php
18) https://www.rodneyewing.com/
19) https://www.sarahbedford.com
20) http://www.jenniferlcoates.com/
21) https://www.takurasuzuki.com/2024

Artists from the Hecksher Museum suggested by Barbara, Patti and Carol.

1) Fernando Carpaneda -Not appropriate subject matter for the library

2) Gail Postal- Her work was ok.

3) Mark W. Van Wagner – Got mixed reviews. Some members thought it was

   good and some thought it was boring.

4) Sheryl Ruth Kolitsopoulous – Her work was very pleasant and well done.)

The meeting ended at 5:55
Respectively submitted,
Christie Devereaux

The next AAC Meeting will be on January 8, 2025 at 5PM

PATRON COMMENTS

DECEMBER 2024

Received From	Date	Comment	Forwarded/ Responded
R.L.R.	12/10/24	Please make some access ramps nearer the main entrance.	JH
S. H.	12/10/24	You should have Scrabble tournaments for Middle School students on weekends especially this time of year when its too cold to play outside. There are a lot of kids in town who are good at Scrabble and would enjoy it.	JH/LG/JR
K. L	12/10/24	Could you please put a clock in the lobby over the check out desk? It will be helpful to know how much time we have before a meeting or event starts.	JH/JG
P.	12/18/24	Glass fused jewelry by Naomi 347-575-4434	JH