

PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 16, 2021
AGENDA

- I Approval of May 19, 2021 Board of Trustees Minutes
- II Approval of May 2021 Warrants
- III Approval of May 2020 Staff Changes
- IV Financial
 - a) May Financial Report
 - b) Budget Transfers – June 10, 2021
- V Director's Report
 - a) Board Objectives 2020- 2021 Review
 - b) Non-Service Goals and Objectives 2021-2022 Draft
 - c) Facilities Update
 - 1. Lavatories Renovation Close-out
 - 2. Façade Timeline – May 24, 2021
 - 3. Hunter Landscape Irrigation Wi-Fi
 - d) Consultants Proposals 2021-2022
 - e) Unlawful Harassment and Discrimination Policy Update
 - f) PWPL Ahead-Re-Opening Safety Plan Update – Phase 4+
- VI President's Report
 - a) Nominating Committee Report
 - b) Facilities Committee Report
 - c) July 7, Organizational Meeting
 - d) 2020-2021- Vendor List
 - e) NLS Member Meeting Schedule 2021
 - f) NLS Direct Access/Resource Sharing Code
- VII Assistant Directors Report
 - a) Strategic Plan Update
 - b) In-Person Services
 - c) New WiFi Hotspot Partnership
- VIII Council Reports
 - a) Art Advisory Council Minutes of May 12, 2021

(over)

- IX Foundation
 - a) Minutes of March 8, and May 17, 2021
 - b) Financial Report – April 30, 2021
- X Correspondence
 - a) Patron Comments
- XI Staff Reports
 - a) 3rd Quarter Statistics & April 2021
- XII Staff Association
- XIII Unfinished/New Business
 - a) Mask Policy Update
- XIV Public Comments
- XV Adjournment

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES TELECONFERENCE MEETING
MAY 19, 2021

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

Ms. Bridges began the public portion of the teleconference meeting at 7:41 pm stating the Board met at 7:15 pm and resolved to go into Executive Session to discuss staffing.	OPENING
Ms. Bridges requested a motion to approve the April 21, 2021 Board of Trustees minutes of meeting. Ms. Vasa motioned to approve. All agreed.	APPROVAL OF MINUTES
Ms. Bridges requested a motion to approve the April 2021 warrant 21-04-10A with 3 payrolls. Mr. Keller motioned to approve. All agreed.	APPROVAL OF WARRANTS
Ms. Bridges requested a motion to approve the April 2021 staff changes with 4 appointments, two departures, and no salary adjustments. Ms. Vasa motioned to approve. All agreed.	APPROVAL OF STAFF CHANGES
Ms. Bridges asked if there were any questions on the April Financial Report. There were no comments.	FINANCIAL REPORT
Mr. Klang stated that a soft opening of the Lobby lavatories to staff was launched two weeks ago. The lavatories are closed this week due to final plumbing connections that will be completed this weekend. The lavatories will then be opened to the public. The public elevator on the south side of the building is now re-opened.	LAVATORIES UPDATE
Mr. Klang requested approval of the SEQRA resolution for the Makerspace which is required as part of the application for a SAM grant. Mr. Keller motioned to approve. All agreed.	SEQRA MAKERSPACE
Mr. Klang reviewed the 10 Re-Opening Safety Plan Phase 4+ Procedures for transitioning back to normal pre-pandemic operations. A discussion of mask wearing, meeting room openings and program events ensued. The Library will continue to follow CDC guidelines. Mr. Klang will report in two weeks how the implementation of Phase 4+ is working. Ms. Vasa commended Mr. Klang and his team for doing a great job with the re-opening plans.	PHASE 4+ REOPENING PROCEDURES

Mr. Klang informed the Board that with the July 4th holiday falling on a Sunday this year it is traditionally celebrated on the following Monday. The library will be closed on Monday, July 5, 2021. The Board had no questions on this decision.

**JULY 4TH
HOLIDAY
CLOSING**

Mr. Klang requested approval of the new Social Media Policy which was reviewed by the policy committee and library counsel. Ms. Bridges noted it was very thorough and thanked Mr. Straus, Mr. Krevor, and all involved in the preparation. Mr. Keller motioned to approve. All agreed.

**SOCIAL MEDIA
POLICY**

Mr. Klang requested approval of the updated Statement of Non-Discrimination provided by Library counsel. Mr. Straus motioned to approve. All agreed.

**STATEMENT OF
NON-
DISCRIMINATION**

Mr. Klang requested approval of the Excess Equipment listed dated May 10, 2021. Mr. Keller motioned to approve. All agreed.

EXCESS EQUIP.

Ms. Bridges requested that Ms. Saur head the Nominating Committee. Ms. Saur agreed and will send out an email to board members to schedule a time to discuss the slate for President, Vice-President, and Recording Secretary of the Board for 2021-2022. Ms. Saur will report the slate at the June 16th meeting.

**NOMINATING
COMMITTEE**

Ms. Bridges stated that in keeping with the Open Meetings Law, where two or more trustees are together, that going forward all meetings of Board Committees will be put on the public calendar.

**OPEN MEETINGS
LAW**

Ms. Bridges reported that the Strategic Plan Committee met with Nicole Scherer for in-depth strategic sessions.

**STRATEGIC
PLAN**

Ms. Bridges announced a reminder for the virtual ALA Annual Conference on July 23-29, 2021. Ms. Bridges encouraged Board members to attend United for Libraries which she found interesting in a previous seminar.

**ALA ANNUAL
CONFERENCE**

Mr. Hutter reported on outdoor events and services stating that Earth Day was a huge success with over 200 attendees. Children's story times are being held in the Children's Garden with temporary tents as well as in Blumenfeld Park. The Library will be participating in Port Outdoors on Lower Main Street evenings with a concert this Thursday on the terrace. The Library is speaking with the Farmer's Market to figure out how the Library can be best represented at that event. ESOL workshops are being scheduled on the terrace.

**OUTDOOR
EVENTS/
SERVICES**

The terrace is open to people to take in the view. Additional furniture will arrive at the end of the month and smaller planters have been installed.

Mr. Hutter spoke of a new self-check scan app (Meescan) for smartphones that could be used in-house and potentially off-site. Mr. Hutter announced the walking app has been launched which is a GPS guided walking tour for “Along Manhasset Bay” thanks to a generous donation from Virginia Martus. The app will be translated into multi-languages and also used for boating tours along Manhasset Bay.

NEW APPS

Ms. Vasa noticed there was no Library logo or branding on the walking tour application. Mr. Hutter will have the library logo added to the application.

Mr. Hutter reviewed some digital statistics that were strong Hoopla, Kanopy, Lynda.com and Morning Star. Lynda.com has been purchased by Linked-In Learning. Overdrive is strong with a 47% increase from last year.

DIGITAL STATS

Ms. Bridges noted the Friends of the Library minutes of April 21, 2021 meeting. Ms. Bridges stated the Book and Author event went very smoothly and seamlessly. Ms. Bridges thanked Amy Bass, and all the Friends for pulling off a wonderful event in the midst of a pandemic. The Board appreciates their hard work on behalf of the Library.

FRIENDS OF THE LIBRARY

Ms. Bridges noted the 2nd Quarter Statistics Report. Mr. Krevor noted Adult computers were reported but no Children’s or Teens. Mr. Hutter stated that two computers are now up and running in the Children’s area with more to follow in the Teen area. Mr. Klang noted that while it is difficult to see red numbers it was good to see that we were getting usage in the last quarter of 2020. Ms. Vasa noted the silver lining in getting more teen participation virtually.

2ND QUARTER STATISTICS

Ms. Bridges noted the April Press clippings and stated that the Board appreciates these being put into the packet.

APRIL PRESS CLIPPINGS

Ms. Marianne Hart, of the Circulation Department, introduced herself as the Staff Association representative for this month. Ms. Hart had no additional comments. The Board welcomed her.

STAFF ASSOCIATION

Mr. Klang stated that the Library would be ready in emergency situations to open on Sundays during the summer to serve as a cooling center.

SUMMER SUNDAYS

Mr. Klang noted the Library Organizational Meeting would be held on July 7, 2021.

ORGANIZATIONAL MEETING

Ms. Comer asked about new curb cuts in the front of the Library in addition to the handicapped curb cut. Mr. Hutter and Mr. Lorusso are reviewing options.

***NEW BUSINESS
CURB CUTS***

Ms. Bridges motioned to adjourn. All agreed.

ADJOURNMENT

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

WARRANTS TO BE VOTED ON

Warrant Number	Amount
21-05-11A	\$ 72,184.56
21-05-11B	\$ 90,897.51
21-05-11C	\$ 151,796.00
Warrant Total	<u>\$ 314,878.07</u>

<u>Payroll Date</u>		<u>Gross</u>		<u>Net</u>		<u>Processing</u>		<u>Tax Liability</u>
5/13/2021	\$	132,324.98	\$	94,889.83	\$	-	\$	40,409.71
5/27/2021	\$	134,349.68	\$	87,557.29	\$	1,788.60	\$	36,961.21
PAYROLL TOTAL	\$	266,674.66	\$	182,447.12	\$	1,788.60	\$	77,370.92

Prepared By:
Paul Thomaidis
Finance Office

PORT WASHINGTON PUBLIC LIBRARY

Balance Sheet - Governmental Funds

May 31, 2021

92% of Budget Expensed

	<u>General</u>	<u>Special Aid</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total Governmental Funds</u>	<u>Fiduciary Fund Agency</u>
ASSETS						
Cash						
Unrestricted	\$ 4,094,687	\$ 735,308	\$ 1,402,967	\$	\$ 6,232,962	\$
Restricted				138,330	138,330	
Receivables						
Accounts receivable		4,994			4,994	
Due from other funds	56,809	3,325			60,134	5,983
Due from component unit	4,324	21,437			25,761	
Prepaid Expenditures	6,119				6,119	
Total Assets	<u>\$ 4,161,939</u>	<u>\$ 765,064</u>	<u>\$ 1,402,967</u>	<u>\$ 138,330</u>	<u>\$ 6,468,300</u>	<u>\$ 5,983</u>
LIABILITIES						
Payables						
Accrued liabilities/Retirement Payable	\$ 110,825	\$	\$	\$	\$ 110,825	\$
Due to other funds	5,983	24,046	32,763	3,325	66,117	
Other liabilities	933				933	5,983
Total Liabilities	<u>117,741</u>	<u>24,046</u>	<u>32,763</u>	<u>3,325</u>	<u>177,875</u>	<u>5,983</u>
FUND BALANCES						
Nonspendable:						
Prepays	6,119				6,119	
Endowment				135,005	135,005	
Restricted: Grants		741,018			741,018	
Assigned:						
Capital projects	2,137,333		1,370,204		3,507,537	
Retirement contribution	221,241				221,241	
Terminal leave	621,634				621,634	
Unappropriated fund balance	150,000				150,000	
Unassigned: Fund balance	907,871				907,871	
Total Fund Balances	<u>4,044,198</u>	<u>741,018</u>	<u>1,370,204</u>	<u>135,005</u>	<u>6,290,425</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 4,161,939</u>	<u>\$ 765,064</u>	<u>\$ 1,402,967</u>	<u>\$ 138,330</u>	<u>\$ 6,468,300</u>	<u>\$ 5,983</u>

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund
For the Eleven Months Ended May 31, 2021
92% of Budget Expensed

	Budget	May 31, 2021		Balance Remaining	% of Annual Budget
		One Month	Eleven Months		
REVENUES					
REAL PROPERTY TAXES	\$ 7,072,264	\$ 500,000	\$ 5,900,000	\$ (1,172,264)	83.4%
OTHER TAX ITEMS	65,000			(65,000)	0.0%
FINES, FEES - LOST BOOKS	43,000	796	2,022	(40,978)	4.7%
XEROX REVENUES	20,000	2	73	(19,927)	0.4%
INTEREST - A FUND	11,000	75	2,568	(8,432)	23.3%
SALE OF USED BOOKS	4,500		1,555	(2,945)	34.6%
REFUND OF PY EXPENSES			10,689	10,689	N/A
GIFTS & DONATIONS			1,035	1,035	N/A
MISCELLANEOUS	10,000	6,747	61,808	51,808	618.1%
COFFEE BAR - REVENUE			104	104	N/A
COFFEE BAR - COSTS			(145) ①	(145)	N/A
STATE AID	6,500	1,775	13,365	6,865	205.6%
Total Revenues	7,232,264	509,395	5,993,074	(1,239,190)	82.9%
EXPENDITURES					
141 CERTIFIED LIBRARIANS					
.01 CERT.LIB GRADE 29-27-25	122,700	9,722	115,201	7,499	93.9%
.02 CERT.LIB GRADE 21	95,000	7,693	91,162	3,838	96.0%
.03 CERT.LIB GRADE 19	376,750	30,323	359,323	17,427	95.4%
.04 CERT.LIB GRADE 17	507,590	24,168	286,377	221,213	56.4%
.05 CERT.LIB GRADE 15	1,113,411	93,698	1,077,800	35,611	96.8%
.06 CERT.LIB HOLIDAY & SUNDAY	63,049	6,653	13,574	49,475	21.5%
TOTAL CERT. LIBRARIANS	2,278,500	172,257	1,943,437	335,063	85.3%
143 CLERICAL STAFF					
.01 CLERICAL GRADE 11	112,980	13,029	124,982	(12,002)	110.6%
.02 CLERICAL GRADE 9	106,064	1,952	22,363	83,701	21.1%
.04 CLERICAL GRADE 5	165,703	14,602	197,030	(31,327)	118.9%
.05 CLERICAL GRADE 3	53,810	4,295	50,898	2,912	94.6%
.06 CLERICAL HOLIDAY & SUNDAY	25,000	866	2,115	22,885	8.5%
TOTAL CLERICAL STAFF	463,557	34,744	397,388	66,169	85.7%
143 HOURLY STAFF					
.11 BOOKSHELVERS-ADULT	70,000	4,141	46,512	23,488	66.4%
.12 BOOK SHELVERS-CHILDREN	22,000	1,855	18,689	3,311	85.0%
.13 ENGLISH AS A SECOND LANGUA	33,000	2,189	28,334	4,666	85.9%
.14 ISD	110,000	7,697	55,783	54,217	50.7%
.15 COLLECTION MANAGEMENT	50,000	3,834	52,776	(2,776)	105.6%
.16 INTERLOANS	9,000	1,052	11,347	(2,347)	126.1%
.17 PERIODICAL SERVICE DESK					N/A
.18 PROCESSING OF BOOKS	30,000	2,857	27,118	2,882	90.4%
.19 TECHNICIANS-MEDIA	15,000	2,137	17,580	(2,580)	117.2%
.21 STUDENT COMPUTER AIDS	65,000	4,746	57,466	7,534	88.4%
.22 SUNDAY & HOLIDAYS - SUPPORT	35,000	3,316	10,937	24,063	31.2%
.23 INFO. TECH SPEC. II	19,000	1,511	17,009	1,991	89.5%
.24 COMMUNITY OUTREACH	8,000	2,027	13,865	(5,865)	173.3%
TOTAL HOURLY STAFF	466,000	37,362	357,416	108,584	76.7%
143 BUILDING STAFF					
.31 CUSTODIAL	254,220	20,168	239,438	14,782	94.2%
.32 HOLIDAYS & SUNDAY - CUSTODIA	22,873	2,148	11,763	11,110	51.4%
TOTAL BUILDING STAFF	277,093	22,316	251,201	25,892	90.7%
SEPARATION PAYOUTS					

① Included in this line are monthly invoices for a coffee machine.

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For the Eleven Months Ended May 31, 2021
92% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	May 31, 2021		Balance Remaining	% of Annual Budget
		One Month	Eleven Months		
9030.8 SOCIAL SECURITY	\$ 267,455	\$ 19,549	\$ 216,395	\$ 51,060	80.9%
9040.8 WORKER'S COMPENSATION	38,000		26,592	11,408	70.0%
9045.8 DISABILITY INSURANCE	10,000	1,453	2,757	7,243	27.6%
9050.8 UNEMPLOYMENT INSURANCE	3,100		1,915	1,185	61.8%
9060.8 HOSPITAL & MEDICAL INSURANCE					
.01 MEDICAL	833,357	56,867	725,710	107,647	87.1%
.02 DENTAL	26,512	3,816	19,668	6,844	74.2%
.03 EYECARE	2,000		1,812	188	90.6%
TOTAL HOSPITAL & MEDICAL INSURANCE	861,869	60,683	747,190	114,679	86.7%
9010.8 STATE RETIREMENT	506,430		442,846	63,584	87.4%
203 EQUIPMENT					
.01 EQUIPMENT - LIBRARY	24,500		2,039	22,461	8.3%
.02 EQUIPMENT - COMPUTER	16,850	2,129	8,080	8,770	48.0%
.03 EQUIPMENT - BUILDING	15,000	449	11,451	3,549	76.3%
TOTAL EQUIPMENT	56,350	2,578	21,570	34,780	38.3%
410 PRINT & INFORMATION SERVICES					
.02 SERVICES & CONTINUATIONS				-	
.05 BOOKS-FICTION	50,000	6,976	15,444	34,556	30.9%
.06 BOOKS-NON-FICTION	50,000	5,924	24,918	25,082	49.8%
.07 BOOKS-REFERENCE	35,000	5,245	27,217	7,783	77.8%
.08 BOOKS-CHILDREN	23,500	2,522	7,605	15,895	32.4%
.09 BOOKS-AUDIO & ELECTRONIC	86,000	8,374	99,610	(13,610)	115.8%
.10 BOOKS-YOUNG ADULT	15,000	1,303	4,188	10,812	27.9%
TOTAL PRINT & INFORMATION SERVICES	259,500	30,344	178,982	80,518	69.0%
411 MACHINE READABLE MATERIAL					
.02 REFERENCE SOFTWARE	60,000	499	56,393	3,607	94.0%
.03 COMPUTER SOFTWARE	35,000	3,205	43,857	(8,857)	125.3%
TOTAL MACHINE READABLE MATERIAL	95,000	3,704	100,250	(5,250)	105.5%
413 SERIALS					
.01 MICROFORM	4,500			4,500	0.0%
.02 NON-MICROFORM	32,000	1,417	29,412	2,588	91.9%
TOTAL SERIALS	36,500	1,417	29,412	7,088	80.6%
417 A-V MATERIALS					
.02 CHILDREN'S MATERIALS	6,000		142	5,858	2.4%
.03 DVD	35,000	1,850	12,152	22,848	34.7%
.04 YOUNG ADULT				-	N/A
.05 DIGITAL MEDIA	20,000	2,577	30,393	(10,393)	152.0%
TOTAL A-V MATERIALS	61,000	4,427	42,687	18,313	70.0%
417 AUDIO RECORDINGS					
.11 VIDEO GAME COLLECTION	10,000	332	7,193	2,807	71.9%
.12 COMPACT DISKS	6,000	874	4,498	1,502	75.0%
TOTAL AUDIO RECORDINGS	16,000	1,206	11,691	4,309	73.1%
417 A-V RENTAL & MAINTENANCE					
.21 FILM RENTAL-ADULT	3,000		125	2,875	4.2%
.24 MAINT. & REPAIRS	1,000			1,000	0.0%
.25 BULBS	500			500	0.0%
TOTAL A-V RENTAL & MAINTENANCE	4,500	-	125	4,375	2.8%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For the Eleven Months Ended May 31, 2021
92% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	May 31, 2021		Balance Remaining	% of Annual Budget
		One Month	Eleven Months		
430 OFFICE & LIBRARY SUPPLIES					
.01 ADULT SERVICES	\$ 1,450	\$	\$ 944	\$ 506	65.1%
.02 CHILDREN'S SERVICES	3,500	178	1,116	2,384	31.9%
.03 COLLECTION MANAGEMENT	1,000		728	272	72.8%
.04 COMMUNITY INFO	1,000			1,000	0.0%
.05 COMPUTER SERVICES	9,100	288	9,439	(339)	103.7%
.06 INFO SERVICES	700		536	164	76.6%
.07 MEDIA SERVICES	3,100	1,234	2,968	132	95.7%
.08 GENERAL OFFICE SUPPLIES	20,000	1,934	10,712	9,288	53.6%
.09 ORAL HISTORY/SPECIAL COLLEC	2,500			2,500	0.0%
.10 TECHNICAL SERVICES	8,500	209	1,252	7,248	14.7%
.11 OFFICE EQUIPMENT	17,000	452	5,805	11,195	34.1%
.12 YOUNG ADULT	400		40	360	10.0%
TOTAL OFFICE & LIBRARY SUPPLIES	68,250	4,295	33,540	34,710	49.1%
431 TELEPHONE					
.01 TELEPHONE	26,000	4,963	26,784	(784)	103.0%
.02 TELEPHONE MAINTENANCE	5,000		2,261	2,739	45.2%
TOTAL TELEPHONE	31,000	4,963	29,045	1,955	93.7%
433 POSTAGE & FREIGHT					
.01 POSTAGE - FREIGHT	25,000	119	10,697	14,303	42.8%
434 PRINTING					
.01 PRINTED INFO	7,000	430	3,291	3,709	47.0%
.04 DISPLAYS & EXHIBITIONS	5,500	1,065	2,714	2,786	49.3%
.05 LEGAL ADVERTISING	5,000	690	3,023	1,977	60.5%
.08 NEWSLETTERS	25,000	2,522	29,750	(4,750)	119.0%
TOTAL PRINTING	42,500	4,707	38,778	3,722	91.2%
435 TRAVEL & MILEAGE					
.01 MEETINGS	15,000		2,091	12,909	13.9%
.02 MILEAGE	3,000			3,000	0.0%
.03 STAFF DEVELOPMENT	3,100		3,049	51	98.4%
TOTAL TRAVEL & MILEAGE	21,100		5,140	15,960	24.4%
436 ALIS/NLS OPERATING SYSTEM					
.01 CIRCULATION CHARGES	35,000	8,856	36,795	(1,795)	105.1%
.02 OPAC/CONCURRENT SESSION C	20,000	5,633	22,825	(2,825)	114.1%
.03 NLS	34,100		34,098	2	100.0%
TOTAL ALIS/NLS OPERATING SYSTEM	89,100	14,489	93,718	(4,618)	105.2%
437 PROGRAM SERVICES					
.01 PROGRAMS - ADULT	16,000	2,050	12,325	3,675	77.0%
.02 PROGRAMS - YOUNG ADULT	7,500	600	2,807	4,693	37.4%
.03 PROGRAMS - JUVENILE	22,000	512	7,322	14,678	33.3%
.07 MEETING ROOM EXPENSES	1,000			1,000	0.0%
.08 OTHER PROGRAM SUPPORT	10,000	540	2,333	7,667	23.3%
.13 MEDIA PROGRAMS	8,500	700	3,850	4,650	45.3%
TOTAL PROGRAM SERVICES	65,000	4,402	28,637	36,363	44.1%
438 MEMBERSHIPS					
.01 MEMBERSHIPS	7,000		2,608	4,392	37.3%
439 RENTAL, REPAIR, MAINTENANCE					
OFFICE EQUIPMENT					
.01 EQUIPMENT	14,000	2,373	10,047	3,953	71.8%
.02 COPY EQUIPMENT	14,500	1,152	14,154	346	97.6%
.04 COMPUTER	1,000	173	173	827	17.3%
.06 PIANO	1,000			1,000	0.0%
TOTAL RENTAL REPAIR, MAINTENANCE	30,500	3,698	24,374	6,126	79.9%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For the Eleven Months Ended May 31, 2021
92% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	May 31, 2021		Balance Remaining	% of Annual Budget
		One Month	Eleven Months		
440 BUSINESS SERVICES					
.01 ACCOUNTING	\$ 54,000	\$ 10,500	\$ 53,150	\$ 850	98.4%
.02 AUDIT	19,000		19,000	-	100.0%
.05 ELECTION	5,000	2,370	3,841	1,159	76.8%
.06 LEGAL	12,000	2,000	13,355	(1,355)	111.3%
.07 PAYROLL	23,500	3,598	15,301	8,199	65.1%
.09 OTHER	20,000	4,038	24,822	(4,822)	124.1%
.10 SECURITY SERVICES	45,000	8,806	50,377	(5,377)	111.9%
.11 COMPUTER SERVICES	60,040	10,464	53,052	6,988	88.4%
.13 CREDIT CARD FEES	2,000	105	1,384	616	69.2%
TOTAL BUSINESS SERVICES	240,540	41,881	234,282	6,258	97.4%
450 FUEL & UTILITIES					
.01 ELECTRICITY	129,250	5,257	87,679	41,571	67.8%
.02 FUEL	40,560	3,392	11,931	28,629	29.4%
.03 WATER POLLUTION CONTROL TA	6,160		4,768	1,392	77.4%
.04 WATER TAX	5,100	279	2,682	2,418	52.6%
TOTAL FUEL & UTILITIES	181,070	8,928	107,060	74,010	59.1%
451 CUSTODIAL SUPPLIES					
.01 BULBS	10,200	2,280	3,579	6,621	35.1%
.02 HOUSEKEEPING MAINT	14,500	1,012	12,653	1,847	87.3%
.03 UNIFORMS	1,300	195	1,457	(157)	112.1%
.04 CLEANING SERVICES	33,300			33,300	0.0%
TOTAL CUSTODIAL SUPPLIES	59,300	3,487	17,689	41,611	29.8%
452 REPAIRS TO BLDG & BLDG EQUIP .					
.01 REPAIR TO BUILDING	60,000	1,700	12,570	47,430	21.0%
.02 SUPPLIES FOR BUILDING	25,500	3,257	30,197	(4,697)	118.4%
.03 BUILDING IMPROVEMENTS	10,000	5,100	6,937	3,063	69.4%
.04 REPAIRS TO EQUIPMENT	10,000	5,739	9,190	810	91.9%
TOTAL REPAIRS TO BLDG & BLDG. EQUIP.	105,500	15,796	58,894	46,606	55.8%
454 INSURANCE					
.01 INSURANCE	70,000		66,809	3,191	95.4%
455 OTHER OPER. & MAINT .					
.01 MECHANICAL CONTRACTS	32,000	2,060	29,164	2,836	91.1%
.02 GROUND MAINT. CONTRACTS	25,000	2,830	17,868	7,132	71.5%
.03 BUILDING MAINT CONTRACT	19,500	5,850	12,158	7,342	62.3%
TOTAL OTHER OPER. & MAINT.	76,500	10,740	59,190	17,310	77.4%
DEBT SERVICE					
INSTALLMENT DEBT- PRINCIPAL	4,300	748	4,048	252	94.1%
INSTALLMENT DEBT INTEREST	750	80	511	239	68.1%
TOTAL DEBT SERVICE	5,050	828	4,559	491	90.3%
INTERFUND TRANSFERS					
OPERATING TRANSFERS OUT	564,000	-	564,000	-	100.0%
TOTAL EXPENDITURES	\$ 7,382,264	\$ 510,373	\$ 6,150,874	1,231,390	83.3%
NET CHANGE IN FUND BALANCE			(157,800)		
FUND BALANCE, BEGINNING OF YEAR			4,201,998		
FUND BALANCE, END OF YEAR			\$ 4,044,198		

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues, Expenditures and Changes in Fund Balances -
Special Revenue, Capital Projects and Permanent Funds
For the Eleven Months Ended May 31, 2021
92% of Budget Expensed

	Special Revenue	Capital Projects	Permanent
REVENUES			
Interest income	\$ 562	\$ 157	\$ 123
Miscellaneous revenue	168,595	50,274	
Total Revenues	<u>169,157</u>	<u>50,431</u>	<u>123</u>
EXPENDITURES			
Program expenses	<u>99,182</u>	<u>94,390</u>	
OTHER FINANCING SOURCES (USES)			
Operating transfers in	123	564,000	-
Operating transfers (out)			<u>(123)</u>
Total Other Financing Sources (Uses)	<u>123</u>	<u>564,000</u>	<u>(123)</u>
Net Change in Fund Balance	70,098	520,041	-
Fund Balance - Beginning of year	<u>670,920</u>	<u>850,163</u>	<u>135,005</u>
Fund Balance - End of month	<u>\$ 741,018</u>	<u>\$ 1,370,204</u>	<u>\$ 135,005</u>

Port Washington Public Library
Board Resolution
June 10, 2020

General Fund Budget Transfers

Resolved: To make the following general fund budget transfers for the year ending June 30, 2021:

To:

<u>Code</u>	<u>Description</u>	<u>Total</u>
A143.01	Clerical Staff - Clerical Grade 11	12,500.00
A143.04	Clerical Staff - Clerical Grade 5	31,500.00
A143.15	Hourly Staff –Collection Management	3,000.00
A143.16	Hourly Staff - Interloans	2,500.00
A143.19	Hourly Staff – Technicians-Media	2,600.00
A143.24	Hourly Staff - Community Outreach	6,000.00
A410.09	Books- Audio & Electronic	14,000.00
A411.03	Computer Software	9,000.00
A417.05	Digital Media	10,500.00
A430.05	Computer Services	500.00
A431.01	Telephone	1,000.00
A434.08	Newsletters	5,000.00
A436.01	NLS-Circulation Charges	2,000.00
A436.02	NLS – OPAC/Concurrent Session	3,000.00
A440.06	Legal	1,500.00
A440.09	Other	5,000.00
A440.10	Security Services	5,500.00
A451.03	Uniforms	200.00
A452.02	Supplies for Building	5,000.00
		\$ 120,300.00

From:

A.141.04	Certified Librarians - Grade 17	120,300.00
		\$ 120,300.00

Board of Trustees Objectives 2020-2021 Review

1. Support the community to bridge digital and social divides brought on by Covid-19. This includes adapting our current building to the unique moment and making more technology and services available inside and outside the physical building.

Completed

Adjustments were made on a rolling basis. More in-person services available as vaccinations scale upward.

2. Continue to optimize service areas and improve building infrastructure through the following projects in 2020-2021:

- a. Complete bathroom renovations that will improve user experience and accessibility on the Lower Level and Lobby Level.

Completed

- b. Work with architect and project manager on plans to remediate the Library's façade.

Completed

September 2021 set as tentative start date for the project

- c. Work with the interior designer to adapt initial plan to Covid-19, and the health concerns associated with it.

In Progress

Projects temporarily put on hold due to the pandemic now restarting.

- d. Continue to enhance and improve the MakerSpace Lab. Pursue architectural proposals for reimagining of the space.

Incomplete

Project was put on hold due to the pandemic. Re-opening of MakerSpace will occur in July 2021.

- e. Re-evaluate PWPL's 5-year facility plan, originally created in 2017, to plan for the next 2-3 years.

Incomplete

Re-evaluation pushed back due to pandemic delays.

3. Complete a new strategic plan with staff, stakeholders and community members.

Completed

4. Create a Diversity Statement for PWPL and ensure that the Library seeks out candidates for employment from all backgrounds.

Completed

5. Evaluate services and programs to ensure that they are representative of the diverse community the Library serves and fosters a welcoming environment for everyone.

Completed

6. Seek out vendors that are Minority and Women Business Enterprises (MBWE) when requesting quotes, bids and RFPs.

Completed

7. Assess fine-free initiative for children's and teen materials to gauge impact if it were to be implemented Library-wide.

Completed

8. Explore green initiatives and find ways to make the Library a more sustainable facility.

- Complete Phase IV (final Phase) of LED light installation.

Completed

- Continue to work with HVAC consultants, TMBA, to evaluate Library's systems to reduce emissions and unnecessary energy output.

Completed

9. Evaluate marketing of programs and services using defined metrics. Choose at least 3 library services and track/evaluate usage based on marketing and promotion.

Completed

Lynda.com (LinkedIn Learning), Hoopla, and Kanopy

10. Encourage the Library to discover 5 new community partnerships.

Completed

Littig House, Truth Center, AGATE, Business Improvement District, Transit Solutions

11. Work with stakeholders, such as the FOL and Foundation, to develop future fundraising ideas and initiatives.

Completed

Facility and Technology Goals and Objectives for 2021-2022 - Draft

June 2021

- 1) Adapt public and staff areas to a post-pandemic world.
- 2) Complete Façade and Adult Learning Center roof repair.
- 3) Enhance and improve the MakerSpace Lab.
- 4) Make advancements in meeting room spaces to allow for virtual and hybrid events.
- 5) Explore options for replacing the Library's generator and create an emergency refuge center.
- 6) Work with HVAC monitoring consultants on multi-year plan to reduce the Library's overall energy use.
- 7) Create a long-term technology plan.
- 8) Review the Library's Annual IT Plan and update accordingly.
- 9) Continue to train personnel on cybersecurity and create a response plan in the event of an attack.

**Port Washington Public Library
Façade Restoration timeline**

Date	Milestone	Duration
✓ 6/8/2020	Fee proposal approved	
✓ 6/18/2020 – 6/26/2020	Field Verification	
✓ 8/17/2020	CD submission – 60%	
✓ 8/26/2020	CD submission – 90%	
✓ 10/30/2020	Roof Replacement Proposal approved	
✓ 11/6/2020	Destructive Probe #1	
✓ 11/9/2020	Field Verification & Infrared Scan – Roof	
✓ 11/10/2020	Webex meeting: Destructive Probe #1	
✓ 11/20/2020	Destructive Probe #2	
✓ 12/4/2020	Webex meeting: Destructive Probe #2	
✓ 1/20/2021	Library Board Virtual Meeting re: Roof Replacement	
✓ 4/16/2021	CD completion – 100%	
✓ 5/11/2021	Asbestos Report provided by Enviroscience	
✓ 5/17/2021	SED submittal	
✓ 5/24/2021	SED Pre-Screening comments received	
▪ 6/7/2021	Bidding	
▪ 6/17/2021	Pre-bid Walkthrough - 10:00 am	
▪ 7/6/2021	Bids Opening - 2:00 pm	
▪ 7/12/2021	Pre-Award Meeting - 10:30 am	
▪ 7/16/2021	Award Recommendation submitted	
▪ 7/21/2021	Board approval for Contract Award	
▪ 8/15/2021	NYS Library Grant Application	
▪ 8/17/2021	SED permit approved	(12 weeks from submittal?)
▪ 8/24/2021	Bid awarded	(1 week from SED permit)
▪ 8/30/2021	Construction Kickoff Meeting - 10:30 am	
▪ 9/7/2021	School reopens	
▪ 9/13/2021	Construction starts	
▪ 11/25/2021	Thanksgiving	
▪ 11/29/2021	Substantial Completion	(12 weeks)
▪ 12/25/2021	Christmas	
▪ 1/1/2022	New Year's Day	
▪ 1/3/2022	Project closeout	(4 weeks)



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HOWARD M. MILLER, ESQ.
millerH@bsk.com
P: 516.267.6318
F: 516.267.6301

June 9, 2021

VIA ELECTRONIC MAIL

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

Re: *General Counsel Retainer*

Dear Keith:

This will confirm the Port Washington Library's retention of the law firm of Bond, Schoeneck & King, PLLC as general counsel for a period of one (1) year, from July 1, 2021 through June 30, 2022, at a fee of \$12,000 per year, payable in four (4) equal advance quarterly installments, plus reasonable expenses incurred.

The retainer shall cover general legal advice, attendance at Board meetings upon request, review of existing contracts and assistance with Library budget votes, including review of public notices.

Excluded from the retainer shall be extensive research projects, drafting new contracts and litigation. Our services performed at the request of the Library which are not within the retainer as described in the prior paragraph shall be paid by the Library at a reduced blended rate of \$200.00 per hour for any attorney from our firm who works on the matter.

In the event the Library terminates the services of BOND Schoeneck King, PLLC prior to June 30, 2021, BOND Schoeneck King, PLLC shall be entitled to be paid for all time expended by members of the firm on behalf of the Library in all matters from July 1, 2020 through and including the date services terminate, at \$200 per hour. Credit will be given for amounts already paid under the retainer.

If this agreement is acceptable, please sign and return the original of this letter and retain the signed copy for your files.

Kindly attach for our records a copy of the Board Minutes containing the Resolution authorizing you to sign this retainer on behalf of the Library.

request, review of existing contracts and assistance with Library budget votes, including review of public
If this agreement is acceptable, please sign and return the original of this letter and retain the signed copy for
your records.

BOND SCHOENECK KING, PLLC



Howard M. Miller

HMM/dmg

ACCEPTED:

PORT WASHINGTON PUBLIC LIBRARY

By: _____
Keith Klang
Library Director

Date: _____

BOND, SCHOENECK & KING, PLLC
TERMS OF REPRESENTATION

These Terms of Representation, together with the accompanying engagement letter, constitute the agreement between Bond, Schoeneck & King, PLLC ("Bond" or "we") and the client or clients identified in that engagement letter (the "Client" or "you"), under which Bond will represent Client in the matter or matters described in the engagement letter.

1. **Our Client.** Our representation extends solely to Client, as identified in the accompanying engagement letter, and not to its constituents (including its officers, managers, members, directors, shareholders or employees) or to any affiliated or related entities, or their constituents. There are no third party beneficiaries of this agreement. Client understands that, unless appropriate written consents are obtained, it should not provide us with confidential information regarding any constituent or affiliated/related entity during the course of this representation (and doing so will not make the constituent or affiliate/related entity a client of Bond).

2. **Our Services.** The scope of our services is described in and strictly limited by the accompanying engagement letter. Any changes in scope must be confirmed in writing. Unless otherwise provided in the engagement letter, Bond is not serving as Client's general counsel nor is it responsible for determining whether Client has insurance coverage in connection with our representation, the amounts and limits of any such coverage, or notifying any insurance carrier of the existence of coverage, or our involvement in a matter.

When we provide you with our opinion regarding a matter, it will be based on our best professional judgment. However, that judgment is limited by the facts provided by you and known to us at that time, as well as the law as it then exists. It is expressly acknowledged by you that any such opinions shall not be considered by you as representations, promises or guarantees of results which might be obtainable, nor shall you consider any such opinions to be warranties or representations of a particular outcome or resolution of your matter.

3. **Client Responsibilities.** In order to ensure our ability to provide services to you, you agree to keep us informed of any relevant information or developments relating to your matter and to provide Bond with all pertinent information regarding the subject of our representation, or as otherwise reasonably requested by us. You also agree to cooperate fully, truthfully and timely with us, including making you, your employees or others available to us when necessary. You will keep us advised of how to contact you.

If, during the course of our representation of you, you affiliate with, acquire, are acquired by, or merge with another entity, you agree to provide us with sufficient notice to permit us to determine if that action gives rise to a conflict of interest with any of our other clients and, if so, agree that Bond may take any action that it believes is appropriate or necessary under the applicable Rules of Professional Conduct.

4. **Fees and Expenses.** Unless otherwise provided in the accompanying engagement letter, our billings with respect to this matter will be based on the time (in quarter hour increments) that our attorneys, paralegals, and other service professionals devote to it. The hourly rates for those attorneys, paralegals and other service professionals who will work on Client matters vary, with specific rates reflecting the knowledge, experience and expertise of each individual assigned, time constraints imposed by the circumstances, the complexities of the matter and other relevant factors. The currently applicable rates may be specified in the accompanying engagement letter. It is our practice to increase our hourly rates from time to time, generally effective each October 1.

Our bills to Client, which will be on a monthly basis (unless otherwise agreed to in the accompanying engagement letter) and payable within 30 days, will also include any expenses (copying charges, fax charges, postage, messenger services, mileage, long distance telephone charges, computerized-research, e-discovery and other electronic data charges, etc.) incurred or advanced by us on Client's account or which are due to be paid on Client's account. These expenses may be incurred in the normal course without advance approval from Client. In-house charges (such as copying charges, fax charges, charges for processing, producing and/or storing e-discovery materials, etc.) will be billed at our standard charge rate. You agree that expenses incurred to third parties will either be forwarded to Client for direct payment or, if paid by our firm, billed to you at the rate charged by those third parties. If Client fails to make payment of our fees and disbursements as provided in this letter, consistent with our obligations to Client under the Rules of Professional Conduct, we may discontinue our representation of Client and/or take other appropriate action. Discontinuation of representation does not eliminate Client's responsibility for fees and expenses already incurred. In addition, we reserve the right to assess a monthly service charge of 2% per month on any accounts more than 30 days in arrears. In no event will the service charge be greater than that permitted by any applicable law. We also reserve the right to charge a service fee of no more than 2% for payment of fees and/or disbursements by credit card.

A Client may have insurance coverage that will apply to some or all of our fees and expenses. Regardless of the limits of that coverage (or its discontinuation), Client remains responsible to us for all billed fees and expenses.

We will bill Client for our time and expense in responding to subpoenas (or other judicial orders), auditor's letters or other proceedings, requests and requirements arising out of or related to our representation of Client in any matter.

If requested, we will, if possible, provide you with an estimate and/or budget for a matter. Such estimates/budgets, however, cannot be predicted with certainty and therefore are not binding unless we have expressly agreed to limit our fees accordingly.

If you disagree with any invoice, you must notify us of the nature of your dispute within 30 days of your receipt of that invoice. You agree that your failure to do so will result in that invoice becoming your final binding obligation.

While we make every effort to bill fairly and clearly, occasionally fee disagreements arise between attorneys and their clients. If there is any dispute regarding our fees, Client may have the right to arbitrate that dispute pursuant to 22 NYCRR part 137.

5. **Disputes and Claims.** Except to the extent required by 22 NYCRR part 137, any dispute or claim arising out of or in any way relating to the Firm's representation of you, including, but not limited to, any claim of tort, breach of fiduciary duty, legal malpractice, negligence or breach of contract shall be finally settled by confidential arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on the award may be entered in any court having jurisdiction thereof. The place of arbitration shall be in the city and

state of the Bond office where the legal work was substantially performed. This agreement to confidential arbitration shall constitute an irrevocable waiver of each party's right to a trial by jury, but the arbitrators shall have the power to grant any remedy for money damages or equitable relief that would be available to such party in a dispute before a court of law in the jurisdiction where the arbitration is being held. The Statute of Limitations for any such disputes or claims shall be two years from when the dispute or claim first arose. You acknowledge that, before agreeing to these terms, you have had a full and fair opportunity to consult with independent counsel concerning these specific provisions.

6. Communications. We agree that during the course of this engagement each of us will communicate and/or otherwise make documents available electronically, including through e-mail and/or the use of cloud computing. Although the use of technology involves some risk that third parties may access confidential communications, we both understand and agree that the benefits of using this technology outweigh the risks of unintended disclosure. If there are specific communications that you wish sent only through encrypted and/or password protected (or other) means, you agree to advise us. You will make sure that any computer or device you use in communicating with us is private and secure, password protected and not accessible by a third party, as that could impact the attorney-client privilege.

7. In-Firm Privilege. Our firm has a General Counsel who provides legal advice to our lawyers and staff. If any of Bond's lawyers representing you communicate with Bond's General Counsel (or his or her designee, including outside counsel) regarding our firm's rights and obligations with respect to its representation of you, you agree that those are privileged and confidential communications of Bond and protected by the attorney-client privilege. You will not be billed for those communications.

8. Files. Either during or at the conclusion of our representation of Client in connection with this matter, at its request and provided outstanding fees and costs have been paid, we will return to Client its papers and property in our possession, reserving the right at any time to convert and return file materials in electronic format, at our discretion. Client may be charged reasonable costs associated with researching, retrieving, compiling, copying and/or delivering file contents in response to Client's request. Our internal records and documents related to this representation will be retained solely by us. These internal materials include firm administrative records, time and expense reports, accounting records and internal work product (including notes, drafts, internal memoranda, research, etc., prepared for the internal use of our lawyers). We retain the right to destroy or dispose of these internal materials after a reasonable period of time following the end of our representation of Client, without further notice to you. Unless we notify you differently, we generally will maintain Client materials of significance for a period of seven years following the end of the matter. Thereafter, you agree that we may destroy them without further notice to you.

9. Termination of Representation. You have the right to terminate our representation at any time for any reason. However, termination does not affect your responsibility for our fees and expenses. We may terminate our representation of Client in accordance with the applicable Rules of Professional Conduct. Reasons for which we may terminate our representation of you include (but are not limited to): (1) nonpayment of our fees or expenses; (2) your failure or refusal to cooperate as needed;

(3) your misrepresentation of or failure to disclose material facts; (4) your refusal to accept our advice; (5) discovery of a conflict with another client of Bond; (6) your material breach of our engagement letter and/or these Terms; or (7) any other reason permitted or required under the applicable Rules of Professional Conduct. In the event that we terminate this engagement before completion, we will take such steps as are reasonably practicable to protect your interests in the matter, and you agree to cooperate in any action necessary for our withdrawal. We will be entitled to be paid for all services rendered and other costs or expenses incurred on your behalf through the date of withdrawal. If withdrawal is subject to approval by a court or arbitration panel, we will promptly request such permission, and your consent to withdrawal shall not be unreasonably withheld. Unless terminated earlier, our representation of Client will terminate upon completion of the services which we were retained to provide. Files will be returned pursuant to Section "8" above and consistent with the Rules of Professional Conduct.

10. Governing Law and Venue. The rights and obligations of you and Bond arising under or in connection with our representation of you on this matter will be governed by the laws of the state of the Bond office where the legal work was substantially performed without regard to conflicts of laws principles. In the event that any part or parts of these Terms and Conditions of Representation are deemed to be unlawful, all other provisions remain in full force and effect.

11. Waiver of Conflicts. During the term of this engagement, we agree that we will not accept representation of another client to pursue interests that are directly adverse to your interests unless and until we have made full disclosure to you of all the relevant facts, circumstances and implications of our undertaking the two representations, and you have consented to our representation of the other client and agreed to waive any existing conflict. You agree, however, that you will not unreasonably withhold your consent and waiver of any conflict if we can confirm to you in good faith that the following criteria are met: (i) there is no substantial relationship between any matter in which we are representing or have represented you and the matter for the other client; (ii) our representation of the other client will not implicate any confidential information we have received from you; (iii) our effective representation of you and the discharge of our professional responsibilities to you will not be prejudiced by our representation of the other client; and (iv) the other client has also consented in writing based on our full disclosure of the relevant facts, circumstances and implications of our undertaking the two representations.

12. Acceptance of Terms of Representation. Your agreement to this engagement constitutes your knowing acceptance of the foregoing Terms of Representation, and an acknowledgement that you have had the right to consult with independent counsel regarding all of them. If any of them are unacceptable to you, please advise us now so that we can resolve any differences and proceed with a clear, complete and consistent understanding of our relationship.



VINCENT D. CULLEN, CPA
(1950 - 2013)

JAMES E. DANOWSKI, CPA
PETER F. RODRIGUEZ, CPA
JILL S. SANDERS, CPA
DONALD J. HOFFMANN, CPA
CHRISTOPHER V. REINO, CPA
ALAN YU, CPA

June 9, 2021

Board of Trustees
Port Washington Public Library
One Library Drive
Port Washington, New York 11050

Dear Members of the Board and Management:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide the Port Washington Public Library (Library) for the year ending June 30, 2022.

We will prepare, from information you provide, the Library's annual financial statements in accordance with accounting principles generally accepted in the United States of America. These financial statements will include the following:

Management's Discussion and Analysis (MD&A)

Basic Financial Statements:

- Statement of Net Position
- Statement of Activities
- Balance Sheet - Governmental Funds
- Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
- Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds
- Reconciliation of the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances to the Statement of Activities
- Notes to Financial Statements

Required Supplementary Information other than MD&A:

- Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - General Fund
- Schedule of Library's Proportionate Share of the Net Pension Liability
- Schedule of Library Contributions
- Schedule of Changes in the Library's Total OPEB Liability and Related Ratios

Other Supplementary Information:

- Schedule of Project Expenditures – Capital Projects Fund
- Schedule of Revenues and Expenditures by Grant - Special and Fund
- Schedule of Revenues and Expenditures by Account - Permanent Fund

As part of our engagement, we will also provide the Library with various accounting services throughout the year. Specifically we will:

- Assist the Library in the closing of the books for the year ending June 30, 2022. This process will include all funds and year-end adjusting journal entries.
- Assist the Library in preparing for its annual external audit.
- Review the Library's books and records throughout the year to ensure that the books are maintained on a timely basis. The review will include comparison of actual results of operation to budget and the comparison of account balances to independent sources.
- Review the reconciliation of the Library's books and records to all bank accounts for proper account balances and identify reconciling items that may require adjustments to the books and records.
- Propose adjusting journal entries throughout the year as deemed appropriate.
- Provide monthly financial reports that are to be submitted to the Board of Trustees.
- Assist in the preparation of the annual budget.
- Assist in the projection of year-end account balances.
- Prepare and file the annual financial report for the New York State Office of the State Comptroller.
- Review quarterly and annual payroll returns.
- Communicate and meet with the Director and Board regarding financial matters as required.

Our Responsibilities

The objective of our engagement is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance

with laws and regulations. However, we will inform the appropriate level of management of any material errors and any evidence of information that comes to our attention during the performance of our procedures that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our procedures regarding any wrongdoing within the entity or noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARS:

1. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
2. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
3. The prevention and detection of fraud.
4. To ensure that the Library complies with the laws and regulations applicable to its activities.
5. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements.
6. To provide us with:
 - a. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
 - b. Additional information that may be requested for the purpose of the preparation of the financial statements, and
 - c. Unrestricted access to persons within the Library of whom we determine necessary to communicate.

As part of our engagement, we will issue a disclaimer that will state that the financial statements were not subjected to an audit, review or compilation engagement by us and, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them.

Other Relevant Information

We shall respond to the reasonable inquiries of the Library's auditors to review our working papers related to matters of continuing accounting significance.

The Library may terminate this agreement for any reason upon 7 days' notice to the firm.

Port Washington Public Library

For the Year Ending June 30, 2022

Page 4 of 4

Don Hoffmann, CPA, is the engagement partner and is responsible for supervising the engagement.

We estimate that our fees for these services to be performed for the year ending June 30, 2022, will be \$60,000, which will be billed at a rate of \$5,000 per month. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur any additional costs.

In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We may use the Library's name in a list of our clients for marketing purposes.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to prepare the financial statements and to provide accounting services described herein, and our respective responsibilities.

Very truly yours,

Cullen & Danowski, LLP
For the Firm:



Partner

RESPONSE

This letter correctly sets forth the understanding of the Port Washington Public Library.

By: Board of Trustees

By: Library Management

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Gryphon Technologies, Inc.

2 Crestwood Rd

Port Washington, NY 11050



6/1/2021

Port Washington Public Library: IT Management

Prepared for: Port Washington Public Library

Prepared by: John Whitemore

OVERVIEW

The Port Washington Public Library (PWPL) maintains a service agreement with Gryphon Technologies, Inc. (GTI) The arrangement has allowed PWPL to expand its technological offerings to the public and remain one of Nassau County's most innovative public libraries.

The services provided have seen PWPL increase its technological capabilities and offerings to the public. GTI has been actively identifying all areas where cost savings can be maximized through proper purchasing contracts, limited industry offers and expertise in free open-source software alternatives. Innovation and cost savings have been mutually attainable goals.

With the necessity altering services due to the Covid-19 pandemic, the library was able to leverage its investment in hybrid on-premises and cloud infrastructure. The libraries IT infrastructure was rapidly overhauled to accommodate the need for remote work and patron facing services available during the pandemic.

In the coming year, the focus will remain on IT infrastructure in the cloud and the expansive capabilities thereof. The same tools quickly deployed for alternative remote work can be harnessed for new and enhanced workflows for staff and their interactions with patrons.

With more resources in the cloud, security of the IT infrastructure will be as important as ever. The backend IT work combines with data retention analysis, staff training and "war gaming" out various scenarios with administration.

On the hardware side of there are many opportunities to refresh the library's offerings to the public and tailor them to these still unique times. Implementation of a new "MDM" (mobile device management) platform has begun. This will allow widespread use of tablets, mobile devices, and variety of other assets, managed by the library, available to staff and patrons. Digital content, apps and programming can be curated and customized for a target audience in real time.

We continue to look at every tool which will allow the library to provide the services which the community is accustomed and more importantly expand into new areas of service.

Recognizing the budget issues local agencies face, GTI would like to extend the agreement for the fiscal year 2021/2022 at a modest 2% increase.

SERVICES PROVIDED

List of services covered by the agreement:

- Operation and management of day-to-day tasks associated with the operational activity of the Library's IT/Computer infrastructure:
 - system management and administration;
 - operational management;
 - network management;
 - user account management;
 - general IT support;
 - quality assurance;
 - project management;
 - security and auditing;
 - capacity planning;
 - reporting and documentation;
 - disaster recovery;
 - data backup and storage;
 - cloud infrastructure management;
 - mobile device management;
 - remote access platforms;
 - cloud platform migration and training
- Resolution of any IT related problems at PWPL including management of third-party suppliers for the library.
- Maintenance tasks associated with the library IT infrastructure including planned changes to in house software solutions, hardware upgrades, software upgrades etc.
- Management and planning advice associated with the development of the Library's hardware and software IT systems and related IT operations.
- Staff training as required.
- Consulting services.
- Project management.

COST

The cost structure for this agreement is based on an agreed upon number of hours of service provided by the company during a set period. For this agreement the billing period is every four weeks.

For PWPL fiscal year 2021/2022

Hours per 4 weeks	Cost per 4 weeks	Cost per annum
80	\$4,622	\$60,086

The hours are provided from the four-week billed pool of 80 hours, distributed as necessary across those four weeks. The four-week period allows for greater flexibility for both the client and provider if time requirements are higher in particular weeks. Additional hours are available at standard consulting rates of \$90 an hour.

- 1)** For each billed period there will be documentation of the general activities of the period and project development updates.
- 2)** Coverage is continuous for every week of the agreement.

John Whittemore

President
Gryphon Technologies, Inc
john.whittemore@gryphontech.net



22 Jericho Turnpike
Mineola, NY 11501
516.747.0110

275 Madison Avenue
New York, NY 10016
212.785.1800

May 20, 2021

cpa@rynkarc.com
www.rynkarc.com

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

We are pleased to confirm our understanding of the services we are to provide to the Port Washington Public Library for the fiscal year ended June 30, 2021. We will audit the financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information including the related notes to the financial statements, which collectively comprise the basic financial statements of the Port Washington Public Library as of and for the fiscal year ended June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Port Washington Public Library's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Port Washington Public Library's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of Revenues, Expenditures and changes in Fund Balance - Budget and Actual - General Fund.
- 3) Schedule of Library's Proportionate Share of the Net Pension Liability.
- 4) Schedule of Library Pension Contributions.
- 5) Schedule of Changes in the Library's Total OPEB Liability and Related Ratios.

We have also been engaged to report on supplementary information other than RSI that accompanies the Port Washington Public Library's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Project Expenditures -
Capital Projects Fund.
- 2) Schedule of Revenues and Expenditures
by Grant - Special Aid Fund.
- 3) Schedule of Revenues and Expenditures
by Account - Permanent Fund.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Port Washington Public Library's financial statements. Our report will be addressed to the Board of Trustees of the Port Washington Public Library. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting (3) misappropriation of assets, or (4) violation of laws or governmental regulations that are attributable to the Library or to acts by management or employees acting on behalf of the Library.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the Library and its environment; including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Port Washington Public Library's compliance with the provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Library from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

Management Responsibilities (continued)

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Library involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Library received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Library complies with applicable laws and regulations.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Rynkar, Vail & Barrett, LLP, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement. With regard to an exempt offering document with which Rynkar, Vail & Barrett, LLP is not involved, you agree to clearly indicate in the exempt offering document that Rynkar, Vail & Barrett, LLP is not involved with the contents of such offering document. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Management Responsibilities (continued)

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, fees and other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing. Should it be necessary for our audit staff to prepare these items then we would bill for these services as set forth below.

The audit documentation for this engagement is the property of Rynkar, Vail & Barrett, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a Regulator or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Rynkar, Vail & Barrett, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to a Regulator or its designee. The Regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit as soon as your accountants complete their year-end work. William A. Barrett is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We propose to perform these audit services and report on your financial statements for an audit fee of \$19,000. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Engagement Administration, fees and other (continued)

Should the Library require any additional services during the fiscal year ended June 30, 2022, we would propose to render such services on a time basis at our standard billable rates set forth as follows:

Partner	\$225/Hour
Manager	\$185/Hour
Senior Accountant	\$155/Hour
Associate Accountant	\$125/Hour
Clerical	\$ 60/Hour

Our most recent peer review report accompanies this letter.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service. Our attendance at a Board meeting to review your financial statements is an expected service of this engagement.

We wish to thank you for the opportunity to continue to serve the Port Washington Public Library and believe that this letter accurately summarizes the significant terms of our engagement. Should you desire any further information, please do not hesitate to contact us. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us in the envelope provided.

Very truly yours,


RYNKAR, VAIL & BARRETT, LLP

Response:

This letter correctly sets forth the understanding of the Port Washington Public Library.

Management Signature

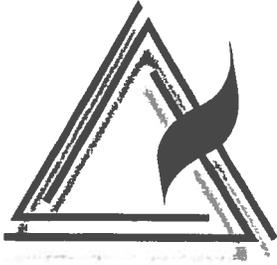
Governance Signature

Title

Title

Date

Date



NOWICKI
AND COMPANY, LLP

Certified Public Accountants

490 Center Road / Suite 300
West Seneca, New York 14224
Phone / 716.681.6367
Fax / 716.681.6711
www.nowickico.com

Report on the Firm's System of Quality Control

December 12, 2017

Raymond M. Nowicki, CPA
Managing Partner

Paul E. Kiel, CPA
Partner

Laura M. Geiger, CPA
Partner

Erin C. Kropski, CPA
Manager

Christopher R. Bussick, CPA
Manager

Christopher F. Finnegan, CPA
Manager

Amy E. Ballachino, CPA
Manager

Jill M. Gish
Administrator

To the Partners of
Rynkar, Vail & Barrett, LLP
and the Peer Review Committee of the NYS Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Rynkar, Vail & Barrett, LLP (the firm) in effect for the year ended September 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included a singular audit subject to Government Auditing Standards and compliance under the Single Audit Act.

December 12, 2017
Page 2

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Rynkar, Vail & Barrett, LLP in effect for the year ended September 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Rynkar, Vail & Barrett, LLP has received a peer review rating of *pass*.

A handwritten signature in black ink that reads "Nowicki and Company, LLP". The signature is written in a cursive, flowing style.

Nowicki and Company, LLP
Certified Public Accountants

I – GENERAL POLICY

11.0 UNLAWFUL HARASSMENT AND DISCRIMINATION POLICY

It is the policy of Port Washington Public Library that all employees and applicants, as well as everyone with whom we do business (e.g., outside vendors, consultants, customers, contractors), should be able to enjoy a work environment free from harassment and discrimination based on race, color, creed, ethnicity, gender, age, sexual orientation, disability, religion, national origin, marital, familial, military or veteran status, domestic violence victim status, criminal history, citizenship, predisposing genetic characteristics, genetic information, or any other basis protected by federal, state or local law. Discrimination and/or harassment which violates the law will not be tolerated.

11.1 HARASSMENT AND DISCRIMINATION

Discrimination consists of treating an employee differently in the terms or conditions of his or her employment on the basis of the employee's race, color, creed, gender, age, sexual orientation, religion, ethnic or national origin, disability, veteran status, military status, arrest record, marital status, familial status, domestic violence victim status, criminal history, citizenship, predisposing genetic characteristics, genetic information or any other protected status.

Harassment consists of unwelcome statements or actions based on an individual's age, race, creed, color, national origin, sexual orientation, military status, ~~disability~~, predisposing genetic characteristics, marital status, familial status, domestic violence victim status, criminal history, citizenship, genetic information or any other protected status that has or would have the effect of subjecting an individual to inferior terms, conditions or privileges of employment or has the purpose of unreasonably and substantially interfering with the individual's work performance or creating an intimidating, hostile or offensive work environment that is, or would be, offensive to a person of reasonable sensitivity and sensibilities.

It makes no difference if the harassment is "just joking" or "teasing" or "playful." Following is a partial list of examples of harassing conduct:

- Visual conduct such as derogatory posters, photographs, cartoons, drawings, gestures, or computer or television broadcasts
- Verbal conduct such as ethnic or religious jokes, or derogatory comments, slurs, innuendoes, epithets or threats (including those uttered over radio or television broadcasts)
- Physical conduct such as touching, blocking movements or assault
- Retaliation for reporting harassment or threatening to report harassment

~~The harassing conduct must be sufficiently severe, persistent or pervasive to constitute harassment and limited, isolated remarks or actions generally will not be sufficient to create a hostile environment. Unlawful harassment does not include petty slights or trivial~~

I – GENERAL POLICY

inconveniences, but rather unwanted conduct that impacts the work environment as described above.

It is unlawful for members of the same protected group/class to harass each other, and for members of one protected group/class to harass members of another protected group/class. Harassment based on any protected characteristic set forth above is unlawful regardless of whether it involved: co-worker harassment; harassment by a supervisor, department head or harassment by persons doing business with or for the Library.

11.2 Complaint Procedure

The Library's complaint procedure provides for an immediate, thorough and objective investigation of any claim of harassment or discrimination, appropriate disciplinary action against one found to have engaged in prohibited harassment/discrimination, and appropriate remedies for any victim of harassment. A claim of harassment may exist even if the employee has not lost a job or economic benefit.

Each employee, supervisor and manager is responsible for maintaining a workplace free from harassment and discrimination. Accordingly, any employee who believes the actions or words of a co-worker, supervisor, manager or individual with whom the Library is doing business constitute unwelcome harassment or discrimination should take the following actions:

- If possible, tell the harasser that his or her actions are not welcome and must stop.
- Promptly report the incident to the Library Director, Assistant Library Director or the Human Resources Director. This may be done either verbally or in writing. It is strongly encouraged that employees file a written complaint (Form A). The complaint should be as detailed as possible and include the names of the individuals involved, witnesses, direct quotes and or evidence (*i.e.*, notes, e-mails, etc.).

All incidents of harassment/discrimination will be expeditiously investigated and handled as discreetly as possible. Supervisors and managerial personnel must take timely and appropriate corrective action when instances of harassment come to their attention. The Library is responsible for investigating any case of alleged or suspected harassment/discrimination, even if the victim makes no complaint or does not want the matter pursued. The accused shall be afforded an opportunity to present his or her version of events in the presence of a union representative or attorney where required by law. All individuals are hereby directed and required to cooperate with the Library in fulfilling its investigative function. All complaints of harassment/discrimination and the investigation of complaint(s) are confidential to the maximum extent consistent with law and the Library's obligations to conduct a thorough investigation.

I – GENERAL POLICY

If the investigation is conclusive, corrective action will be taken in a timely manner and appropriate measures will be taken to deter any future harassment/discrimination. Appropriate disciplinary action, which may include termination, will be taken in accordance with applicable law. Once a determination has been made, it will be communicated to the employee who complained, as well as to the accused harasser.

Retaliation of any kind against an employee who makes a good-faith report of harassment/discrimination or who participates in an investigation into a harassment/discrimination complaint is strictly prohibited. Follow-up interview(s) with the complainant will be conducted for an appropriate period of time, to ensure that the harassment has not resumed and that no retaliatory action has been taken.



'PWPL Ahead'

PWPL's Reopening Workplace Safety Plan

May 2020

(Revised June 2021)

Created by PWPL's Safety Committee

Port Washington Public Library

One Library Drive

Port Washington, NY 11050

Keith Klang, Library Director

E: kklang@pwpl.org

T: 516-883-3728 (work)

The Port Washington Public Library (PWPL or Library) Board of Trustees is authorized to take the steps necessary to serve the community under its mission, with the health and safety of the Library staff and patrons as its main priority. Therefore, the Board of Trustees has adopted this Reopening Workplace Safety Plan, as part of a review and assessment of potential risks, effective June 17, 2020 (re-adopted after updates on June 16, 2021).

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

People, Place, Process

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

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

Patron Policies: Personal Protective Equipment (PPE) Policy:

- A face covering will be required at all times while on library property (including outdoor areas) for all visitors over 2 years of age who are not fully vaccinated.
- Proper-fitting masks and face coverings may be cloth or any material that is authorized by, or in compliance with, applicable New York State Executive Orders (including #202.17) or future executive guidance or laws.
- Proper-fitting masks or face coverings are those that completely cover the mouth and nose in accordance with guidelines issued by the CDC.
- Individuals who are not fully vaccinated and cannot medically tolerate the wearing of a mask or face covering are asked to contact the Library before visiting so reasonable accommodations for services can be worked out.

Patrons Policies: Guidelines for Library Conduct:

- Patrons are not permitted to approach other patrons to comment, confront or question their PPE or distancing practices. Concerns regarding the practices of other patrons should be handled by Library staff only.
- Patrons should not enter the Library if they have any COVID symptoms.

- Along with wearing proper PPE, the Library will strictly enforce social distancing guidelines of at least 6 feet between all individuals on Library property.
- Hand sanitizer and/or hand sanitizer stations will be provided for use.
- Patrons refusing to adhere to this policy will be warned or requested to leave the Library, and may also be subject to corrective action, including possible banning, as outlined in the Library's Code of Conduct.

Vendor and Outside Consultant Policies: PPE

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

Staff Policies: PPE

- All staff are required to wear a proper-fitting mask or face covering at all times while on Library property (including outdoor areas); inside the Library facility; and when interacting with other staff and/or patrons. Any staff member who does not have their own face mask or shield will be provided with one upon entering the Library.
- All staff are required to wear a proper-fitting mask or face covering at all times, even if they have received a vaccine.
- Staff will be required to view the CDC safety webinar and participate in any training designated by the Library Director and/or Board of Trustees.
- Proper-fitting masks and face coverings may be any material that is authorized by, or in compliance with, applicable New York State Executive Orders (including #202.17) or future executive guidance or laws.
- Proper-fitting masks or face coverings are those that completely cover the mouth and nose in accordance with guidelines issued by the CDC.
- All custodial staff must maintain a daily cleaning/disinfecting log.
- The Library will provide gloves, hand sanitizer and disinfectant wipes to all staff for regular use.
- An anonymous complaint procedure for staff to report COVID-19 safety violations will be established.
- The Assistant Director will act as coordinator to field all questions regarding COVID-19 from staff.

Staff Polices: Guidelines for Returning to Work

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

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

- Staff should avoid sharing surfaces or objects. When this is not possible, gloves should be worn. All work areas will be sanitized daily.
- A cleaning log will be kept for all work areas, public areas (upon reopening), and bathrooms.

- Hand sanitizers and wipes will be situated in various locations near work areas and entrances/exits.
- Regular cleaning and disinfection of the Library will occur continuously.
- Clear signage will be present to remind employees and the public of proper public hygiene, enhanced safety protocols, appropriate use of PPE, and cleaning procedures in place.

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

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

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

Phased Re-Opening Strategy

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

Phase 1

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

Phase 2

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

Phase 3

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

Phase 4

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

Phase 4+

- Masks, for unvaccinated patrons 2 years and older, will be required inside the Library.
- Individuals who are not members of the same household, or have not consented to be in close proximity to each other, are asked to maintain 6 feet of social distance.
- Pre-pandemic hours of operation will resume on June 14, 2021:
 - o Monday, Tuesday, Thursday and Friday 9am to 9pm, Wednesday 11am to 9pm, Saturday 9am to 5pm and Sunday 1pm to 5pm.
- Staff teams will fully reunify beginning June 14, 2021.
- Individual indoor seating will be available in select locations of the Library.
- Curbside services will continue to be available.
- Events and programs will continue virtually and outdoors.
- Quarantine of materials will be eliminated on July 1, 2021.
- Building capacity and patron time limits will be subject to change.
- Indoor events, programs, and meetings will be evaluated.

Beyond Phase 4:

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

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

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

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



**2021 Schedule
for Member Library Director & Trustee Attendance
at NLS Board Meetings**

NLS Board meetings begin at 7:30 p.m., unless otherwise announced.

January 25	Hicksville, Hillside, Island Park, Island Trees, Jericho
February 22	North Bellmore, North Merrick, Oceanside, Oyster Bay
March 22	Lakeview, Levittown, Locust Valley, Long Beach, Lynbrook
April 26	Malverne, Manhasset, Massapequa, Merrick, Mineola
May 24	Glen Cove, Gold Coast, Great Neck, Hempstead, Hewlett-Woodmere
June 28	Wantagh, West Hempstead, Westbury, Williston Park
July 26	Baldwin, Bayville, Bellmore, Bethpage
August 23	Rockville Centre, Roosevelt, Roslyn, Sea Cliff
September 27	Seaford, Shelter Rock, Syosset, Uniondale, Valley Stream
October 25	Farmingdale, Floral Park, Franklin Square, Freeport, Garden City
November 22	Peninsula, Plainedge, Plainview, Port Washington
December 20	East Meadow, East Rockaway, East Williston, Elmont
December 8	2021 Annual Meeting

If you can't attend the meeting for which you are scheduled, you and at least one trustee are encouraged to attend another meeting if your schedule allows.

You do not have to notify NLS if you will not be attending the meeting for which your library is scheduled or if you will be attending another meeting instead.

Regardless of this schedule, all Member Library Directors and Trustees are welcome at all NLS Board Meetings.

Resource Sharing Code - 2022-2026

The proposed draft of the Resource Sharing Code is substantially similar to the last version, however a number of sections have been re-arranged and the 90.3 Compliance Plan has been included. The substantive changes from the prior version are noted below.

Change Log & Notes

- Lines 11-16 – New introduction
- Lines 27-33 – New index
- Lines 34-64 – Definitions section now includes definitions for NLS ILS, NLS Service Area, MLD, an explanation of Out-of-System ILL, and On Site/In Library Use
- Lines 67-83 – New Card section is largely rewritten
- Lines 84-94 – Extenuating Circumstance section is new
- Lines 95-106 – Digital Cards section is new
- Line 111 – Explicitly says courtesy cards may be given expiration dates less than 3 years
- Line 120 – The section previously called ‘New Cards’ is renamed to Current Cardholders Who Have Relocated
- Lines 133-141 - Linked Cards section is new
- Line 151 – NLS may also offer State Mandated Access Cards
- Lines 159-163 – Statement added about holds fulfillment
- Lines 171-176 – Loan Period section is new
- Line 189 – ‘Non-ALIS libraries’ is changed to Libraries Not Participating in the NLS ILS
- Lines 213-218 – Section no longer includes rented materials
- Lines 241-242 – All libraries may now place holds on behalf of SMAC holders
- Lines 243-245 – Future consideration of patron-selected pickup location is new
- Lines 255-261 – Floating Materials section is new
- Lines 262-265 – Consortially-Purchased Collections section is new
- Lines 266-269 – Book Club section is new
- Lines 270-272 – Catalog Maintenance section is new
- Line 273 – Financial Obligations section no longer includes NLS reimbursement for Items Lost in Transit
- Line 321 – Added, “This process may be modified or discontinued based on a majority vote of the MLD.”
- Line 377 – Removed from this section, “Materials purchased with state or federal funds may not be restricted; they must be made available to all who reside in NLS’ service area with valid member library or State Mandated Access Cards.”

- Lines 456-469 – Shorter descriptions of unserved areas
- Line 513 – New Member Library Input section still in progress



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Resource Sharing Code 2022-2026

The Direct Access Plan of the Nassau Library System

10 **INTRODUCTION**

11 The Nassau Library System is a cooperative library system chartered under State Educational
12 Law 255. It is a consortium comprised of 54 member libraries and a service center for the
13 libraries. Each member library is independent, autonomous, supported by local taxes, and
14 governed by its own board of trustees. All public libraries in Nassau County are members of
15 NLS. This Direct Access Plan, approved by all member libraries, is created in accordance with
16 the New York State Commissioner of Education regulation 90.3. CR 9.

17 All individuals have a fundamental right to library service across Nassau County.

18 The member libraries of the Nassau Library System therefore agree to:

- 19 • Treat all library users with respect.
- 20 • Facilitate prompt handling of interloans and direct access transactions.
- 21 • Solve patron delinquencies promptly so that library use is neither unreasonably
22 denied nor delayed.
- 23 • Provide first-rate customer service and seamless resource sharing.

24 In order to further define the nature of this right to service, this code provides for the
25 requirements of resource sharing among Nassau Library System member libraries. There are
26 seven component sections:

27 **A. Definitions**

28 **B. Library Cards**

29 **C. Borrowing and Sharing Materials**

30 **D. Financial Obligations**

31 **E. On Site/In Library Use**

32 **F. 90.3 Compliance**

33 **G. Member Library Input and Cooperation**

34 **A. DEFINITIONS**

35 **NLS** as used throughout this document is the Nassau Library System.

36 **NLS ILS** as used throughout this document is the shared Integrated Library System currently
37 used by 51 of the 54 member libraries of the Nassau Library System.

38 **NLS Service Area:** NLS serves the entirety of Nassau County less East Massapequa, which is
39 within the Amityville School District and served by the Amityville Public Library, a school
40 district public library.

41 **Central Libraries:** East Meadow and Levittown are the Central Libraries of NLS. They
42 provide additional reference services to residents of the system's service area in return for
43 additional Central Book Aid and Central Library Development Aid from New York State.

44 **MLD:** Member Library Directors.

45 **Commissioner of Education's Regulation §90.3** requires that libraries allow cardholders of
46 other member libraries direct access, and any member of the public in-library/on-site use.

47 **Holds:** Holds, reserves and requests are interchangeable terms for requesting material that
48 is not immediately available to a patron.

49 **Direct Access:** Cardholders of one NLS member library borrowing material in person at
50 another NLS member library that is not their home library.

51 **Interlibrary Loan (aka "Interloan" or "ILL"):** Library materials, or copies of the materials,
52 borrowed by or lent to other libraries within NLS or libraries outside NLS, including
53 borrowing resulting from patron-placed holds. Out-of-system ILL is the borrowing of
54 materials not owned by an NLS or Suffolk Cooperative Library System member library or
55 available within the LLink catalog.

56 **LLink:** The catalog that integrates the holdings of NLS and Suffolk Cooperative Library
57 System member libraries, including the stand-alone libraries in each system.

58 **Delinquency:** A patron is defined as delinquent if the online circulation system requires an
59 override when checking out. Delinquency thresholds are set by a patron's home library and
60 follow the patron to other libraries.

61 **Claims Returned:** When a patron claims to have returned items that are shown as checked
62 out to them.

63 **On Site/In Library Use:** Anyone using materials, computers, online information or
64 attending programs/events in a library facility.

65

66 **B. LIBRARY CARDS**

67 **New Cards**

68 Cards shall be issued to any individual who provides at least one form of identification
69 proving identity and residence within a library's chartered area. Libraries may not require
70 more than two forms of identification.

71 Recommended acceptable identification is defined as follows:

- 72 A. A valid driver's license or other identification with a photo and a current residential
73 address*; and
- 74 B. A utility bill, credit card bill, current car registration, insurance card, property tax bill,
75 mortgage statement, bank statement, typed lease, landlord's notarized letter, or school
76 identification.

77 * A U.S. Government-issued military I.D. will be accepted as one form of identification.

78 The individual's legal name and address should be entered into the patron record along
79 with phone number and/or email address if these are provided. Age, sex, or other
80 identifying characteristics shall not be entered in the patron record.

81 Cards shall be valid for at least three years unless they are courtesy cards, cards provided to
82 individuals living within a contract for service area, digital cards, cards intended for
83 staff/administrative use, or cards given to people with certain extenuating circumstances.

84 **Extenuating Circumstances**

85 Certain individuals have situations that cannot be safely or respectfully accommodated
86 under normal card issuance policies. Directors, or their designees, are authorized to
87 provide cards with different identification/residency requirements, different lengths of
88 validity, or with different name/address/contact information, when doing so best allows
89 these individuals to use library services more safely or equitably than other code provisions
90 permit.

91 Some examples of extenuating circumstances may include:

- 92 • Patrons with orders of protections
- 93 • Individuals with unclear permanent habitation, or habitation within domestic violence
94 shelters, half-way houses, or rehabilitation centers.

95 **Digital Cards**

96 In an effort to provide improved access to digital resources, NLS will host a digital card
97 application which will direct card requests either to libraries that have opted to receive
98 these requests, or to NLS staff for processing.

99 Digital cards can be used for digital services only and cannot be used to borrow physical
100 materials from any member libraries, or to place requests for physical items from any
101 library. Digital cards processed by NLS will only be available to individuals over 13 years of
102 age. Digital cards processed by NLS will have their expiration date set four months from the

103 date the application is processed. When processed by NLS staff, reasonable efforts will be
104 made to confirm a patron's appropriate address and home library, and NLS will not process
105 applications from existing patrons when they are identified. Errors to this process will be
106 reported to member libraries for correction.

107 **Local Use Only Cards (aka Courtesy Cards)**

108 Libraries may designate some library cards as "local use only" which should prevent such
109 cardholders from borrowing materials from other NLS member libraries via direct access. In
110 order to ensure that the local-use-only restriction is honored, it must be noted in a patron's
111 record. Courtesy cards may be given expiration dates of less than 3 years.

112 **For-Fee Borrower Cards**

113 For-fee cards may be issued to those who reside outside of the Nassau Library System's
114 service area (Nassau County less East Massapequa, which is within the Amityville School
115 District and served by the Amityville Public Library). If for-fee cards are issued for local
116 library use only, the amount charged is solely at the discretion of the issuing library. The
117 charge for a for-fee card that allows system-wide borrowing must not be less than the
118 system-wide fee, which is calculated by NLS and approved annually by the Member Library
119 Directors.

120 **Current Cardholders Who Have Relocated**

121 When a patron moves and applies for a library card but is delinquent at another NLS
122 member library, the patron's new home library is obligated to issue a card if the patron
123 otherwise meets the eligibility criteria for a library card. Staff must use the existing patron
124 record, which maintains the delinquency record. The library issuing the new card may not
125 waive or adjust any existing delinquencies.

126 **Expired Cards**

127 If a patron's library card issued by another NLS member library is expired, the lending library
128 should override the block if:

- 129 • the expiration date is within **one month**; and
- 130 • the patron is not delinquent; and
- 131 • the patron presents a valid photo ID with an address that matches the one in the
132 patron's record.

133 **Linked Cards**

134 Patron records can be "linked". This functionality should be used to signify that a
135 cardholder has the right to pick up materials on behalf of another individual/patron record.
136 Examples of this include:

- 137 • Staff members who also have a resident library card elsewhere in the system
- 138 • Courtesy card holders who also have a resident library card elsewhere in the system
- 139 • Individuals who have been granted the right to pick up materials on behalf of another
140 individual/patron record

- 141
- Individuals who are the legal guardian(s) of an individual with a juvenile card.

142 **State Mandated Access Cards**

143 State Mandated Access Cards allow individuals who live within NLS' service area in areas
144 that are untaxed for local public library service to borrow materials from the member
145 libraries of the Nassau Library System.

146 Because the State does not allow a fee to be charged for these cards and because the
147 individuals issued these cards are not currently taxed for local library service, the State has
148 approved some limitations on their use. These limitations are outlined in Section F (90.3
149 Compliance).

150 State Mandated Access Cards shall be issued by the Levittown and East Meadow Public
151 Libraries as well as the Nassau Library System. Information about how to apply for these
152 cards is maintained on NLS' website.

153

154 **C. BORROWING AND SHARING MATERIALS**

155 Member libraries of the Nassau Library System are required to lend materials to all
156 individuals who have been issued a valid borrower’s card with direct access privileges by
157 any NLS member library. The only restrictions that may be applied are those outlined in
158 Section F (§90.3 Compliance).

159 Unless 90.3 compliant restrictions have been applied, libraries shall fulfill all holds and
160 otherwise share all circulatable materials with any patron of the Nassau Library System.
161 The free and complete sharing of materials guarantees the most rapid and efficient
162 fulfillment of patron requests. The holds paging system automatically prioritizes local
163 materials for locally-generated holds.

164 **Identification**

165 The member libraries of NLS agree to lend material to all individuals who present:

- 166 • a valid borrower’s card as defined by the issuing NLS member library; or
- 167 • a state mandated access card; or
- 168 • a current valid photo ID with an address, provided that the patron has a valid NLS
169 member library card or state mandated access card, is not delinquent, and the
170 address on the ID matches the one in the patron’s record.

171 **Loan Periods**

172 In order to provide Nassau County residents equitable access to shared materials, libraries
173 are encouraged to adopt the following preferred loan periods.

Circulating Print Materials Over 1 Year Old	28 Days
Circulating New Print Non-Fiction	14 Days
Circulating New Print Fiction	14 Days
Circulating Audiovisual Materials Over 1 Year Old	7 Days
Circulating New Audiovisual Materials	3 Days

174 Express collections may contain any new print item newer than 1 year old as long as the
175 library owns at least one copy available for system-wide hold fulfillment.

176 Loans shall otherwise be determined by the checkout facility.

177 **Delinquency**

178 Libraries must refuse to honor the direct access borrowing privileges of any delinquent
179 patron.

180 Cardholders of NLS ILS libraries may resolve their NLS ILS delinquencies at any NLS ILS
181 library. Certain delinquencies may be resolved via the e-commerce function in the NLS ILS
182 online catalog.

183 Cardholders of libraries not participating in the NLS ILS who are delinquent in the NLS ILS
184 may resolve their delinquencies at any NLS ILS library. These delinquencies cannot be
185 resolved via the e-commerce function in the NLS ILS online catalog.

186 Cardholders of NLS ILS libraries must resolve delinquencies at libraries not participating in
187 the NLS ILS with the specific library not participating in the NLS ILS where the delinquency
188 originated.

189 **Libraries Not Participating in the NLS ILS**

190 Libraries not participating in the NLS ILS must allow borrowing privileges to patrons of NLS
191 ILS libraries. Conversely, NLS ILS libraries must allow borrowing privileges to patrons of
192 libraries not participating in the NLS ILS.

193 The absence of a patron record in the NLS ILS database must not be an obstacle to
194 borrowing. Libraries participating in NLS ILS are required to enter patrons of the libraries not
195 participating in the NLS ILS into the NLS ILS database if such patron records do not exist.

196 Libraries not participating in the NLS ILS are responsible for entering, maintaining and
197 appropriately deleting online delinquency records for fines, overdue materials and lost
198 cards in the NLS ILS. Libraries not participating in the NLS ILS are also responsible for
199 checking the delinquency status of NLS ILS patrons in the NLS ILS database before loaning
200 materials to them.

201 **Renewal of Materials**

202 Renewal of materials is determined by the borrowing rules of the library where the material
203 was originally checked out. These rules are applied automatically in the NLS ILS database.

204 Libraries not participating in the NLS ILS must call NLS ILS libraries for permission to renew
205 their materials.

206 NLS ILS libraries must call libraries not participating in the NLS ILS for permission to renew
207 their materials.

208 **Damaged Items and Multi-Part Sets**

209 All libraries are encouraged to check the condition of material before checkout and upon
210 return. Some damage to materials is to be expected and is part of the cost of doing
211 business. Library staff should make note of any blatant physical damage.

212 Multi-part sets should be checked for completeness at check-out and check-in.

213 **Returning Materials**

214 All materials shall be returnable at any NLS member library except:

- 215 • material borrowed from outside the system via interlibrary loan, and
- 216 • special collections as designated by the owning library and identified on the material as
217 such. Material borrowed through LLink is not considered an out-of-system interlibrary loan
218 and may be returned to any library.

219 **Claims Returned**

220 All NLS member libraries shall use the Claims Returned feature.

221 When a patron of any library claims an item belonging to another library has been returned,
222 the library receiving the claim shall mark the item Claims Returned. Such items that may be
223 renewed should be renewed before using the Claims Returned feature to allow the patron
224 and the libraries involved more time to look for the item.

225 If the report is for an item belonging to a library not participating in the NLS ILS, the library
226 receiving the report must contact the owning library so that they may mark the item Claims
227 Returned.

228 Reports of such Claims Returned items shall be periodically produced by NLS for the
229 purpose of searching for such items.

230 If the Claims Returned items have not been found within 6 months of the Claims Returned
231 date, the owning library may request payment from the patron's home library. Libraries
232 which fail to request such payment within one year of the Claims Returned date shall forfeit
233 their right to reimbursement from the patron's home library.

234 **Holds**

235 Holds for items in the NLS ILS database may be placed by cardholders of NLS ILS libraries
236 themselves or by the staff of NLS ILS libraries on their behalf.

237 Holds for items in the NLS ILS database may be placed in the NLS ILS database by the staff of
238 libraries not participating in the NLS ILS on behalf of their patrons.

239 Holds for items owned by libraries not participating in the NLS ILS may be placed by patrons
240 using LILink or by staff on their behalf.

241 All libraries may place holds for items in the NLS ILS database on behalf of state mandated
242 access cardholders.

243 Currently patrons are not able to choose their preferred pickup location when placing holds
244 through the online catalog. This feature may be enabled in the future following a vote by a
245 majority of the MLD.

246 Libraries shall place holds for patrons of other libraries, changing the pickup location to the
247 patron's home library. A staff member may only designate the pick-up location as the
248 patron's home library or the transacting library. A library choosing to allow a patron of
249 another library to pick up materials at their library should be aware of the effect on their
250 own holds queue.

251 Libraries may request through NLS an out-of-system interlibrary loan for materials not
252 available within the NLS service area or the LILink catalog. All NLS libraries, including
253 libraries not participating in the NLS ILS, should be canvassed for materials to fill holds prior
254 to submission of an out-of-system interlibrary loan request to NLS.

255 **Floating Materials**

256 In order to facilitate the efficient sharing of materials, certain materials may "float"
257 between NLS ILS participating libraries. Floating materials are materials that get shelved

258 where they are checked in, as opposed to transiting back to the owning library. NLS ILS
259 Participating Libraries are encouraged to interfile these materials into their collections but
260 may return them to the owning library. Floating materials shall be periodically recalled as
261 necessary for the effective maintenance of the collection.

262 **Consortially-Purchased Collections**

263 The MLD and/or Central Libraries may approve certain consortially-purchased collections,
264 which shall float to all libraries within the NLS ILS. These items shall be periodically recalled
265 as necessary for the effective maintenance of the collection.

266 **Book Clubs**

267 Libraries shall not request titles newer than one year for book clubs. If a library runs a book
268 club on a title newer than one year, they shall purchase all copies necessary for their
269 readers.

270 **Catalog Maintenance**

271 Libraries are encouraged to have their technical services staff report errors spotted in
272 bibliographic records to the NLS Cataloging Services team.

273 **D. FINANCIAL OBLIGATIONS**

274 **Fines**

275 Fines collected through in-person transactions are retained by the library where the
276 payment is made. Fines may also be paid through e-commerce from home or at a library.
277 Fines paid through e-commerce are automatically remitted to the owning library.

278 If a patron pays fines not at his/her home library and the fines include a collection agency
279 fee, such fee should be remitted to the patron's home library.

280 **Billed But Unpaid Items**

281 In situations where a patron has lost but not paid for an item owned by a member library
282 that is not their home library, reimbursement, if sought, must be requested no earlier than
283 6 months after the bill date but no later than one year from the bill date. Reimbursement
284 must be made within 3 months of receiving the bill from the owning library.

285 A good faith effort to recover the material should be made.

286 Member libraries, when billing another library for a lost item, will not charge each other
287 processing fees, collection agency fees or other penalties.

288 **Lost and Paid Items**

289 If a patron loses an item belonging to another library and seeks to clear their record at a
290 non-owning library, there are four choices for payment:

- 291
- 292 • The patron should use the e-commerce feature, if possible, which will clear their
293 record, and if they find the material at a later date, they may be entitled to a refund
294 from the owning library, depending on its refund policy. All fees and fines including
any collection agency fees are automatically remitted to the patron's home library.
 - 295 • The patron may pay with a check or cash at the owning library, which will clear their
296 record, and, if the material is found at a later date, they may be entitled to a refund
297 depending on the refund policy of the owning library.
 - 298 • The patron may pay with a check payable to the library accepting the payment, or
299 cash at the non-owning library, which will clear their record, and if the material is
300 found at a later date, they may be entitled to a refund depending on the refund
301 policy of the owning library. Funds collected for lost material, including collection
302 agency fees collected, must be remitted by check from the library accepting
303 payment to the owning library.
 - 304 • If a library offers point of sale credit card payment, it must remit the funds collected
305 via check to the owning library. If the material is found at a later date, the patron
306 may be entitled to a refund depending on the refund policy of the owning library.

307 **Damaged Items**

308 Libraries should consider that some damage to materials is to be expected and is part of the
309 cost of doing business when deciding if the damage is significant enough to request
310 reimbursement from another library. Reimbursement, if sought, should be requested as

311 soon as possible after receiving the damaged item. Reimbursement must be made within 3
312 months of receiving the bill from the owning library.

313 **Replacement Copy in Lieu of Payment for Lost Material**

314 Acceptance of a replacement copy in lieu of payment for lost material must be approved in
315 advance by the owning library.

316 **Direct Access Plus-Use Reimbursement**

317 NLS annually compiles direct access borrowing statistics based on circulation statistics
318 provided by NLS ILS and information provided by the libraries not participating in the NLS
319 ILS.

320 NLS manages the reimbursement process. Payments from 'negative-use' libraries are made
321 to NLS. NLS in turn disburses the reimbursements to the 'plus-use' libraries. This process
322 may be modified or discontinued based on a majority vote of the MLD.

323 The difference between the number of items borrowed and loaned via direct access is used
324 to determine if a library is a 'plus use' or a 'negative use' library.

325 Libraries that experience 'plus use' direct access borrowing are reimbursed. Libraries that
326 experience 'negative use' are billed for their share of the cost of the reimbursements. The
327 amounts due from 'negative-use libraries' and to 'plus-use' libraries are reduced by the
328 overall percentage of direct access borrowing.

329 Calculations are based on circulation statistics during a given year.

330 **E. ON SITE / IN LIBRARY USE**

331 Commissioner's Regulation §90.3 requires that all individuals residing within the boundaries
332 of a library system not be excluded from the on-site use of the library resources of any of its
333 member libraries. In addition, the State Division of Library Development has stated that no
334 resident of New York State may be excluded from the on-site use of these library resources.

335 On-site access to library resources may not be denied because of lack of a library card,
336 expired registration or delinquent status.

337 This does not preclude a library from enforcing its policies and procedures for proper
338 conduct including the suspension of on-site access privileges of individuals pursuant to its
339 enforcement of its statutory and regulatory rights. However, such individuals maintain their
340 rights to on-site use of NLS member libraries other than the library that has suspended their
341 on-site use privileges.

342 **Computers and Online Information**

343 Libraries may not restrict the use of computers (including laptops, tablets, iPads, etc.)
344 designated for public use in the library since these computers are needed to access online
345 information whether available on the Internet or in databases to which a library subscribes.
346 Online information is a reference resource.

347 Although on-site use of public access computers may not be limited to local residents, local
348 residents may be given preference in their use.

349 Local procedures regulating the use of computers must be consistently applied to both
350 residents and non-residents.

351 Registration for computer use may be required, but should not be onerous or be used as a
352 barrier to access. Library cards may not be required as the only acceptable form of
353 identification.

354 PC time management and print control systems must allow for non-resident use.

355 **Other Equipment**

356 Libraries may not restrict use of any equipment used to access information. Local
357 procedures regulating the use of such equipment must be consistently applied to both
358 residents and non-residents, including any fees charged.

359 **Programs/Events**

360 Library programs must be open to both residents and non-residents, although local
361 residents may be given preference. Non-residents must be accommodated on a space-
362 available basis.

363 The fact that certain program costs may be covered in whole or in part by local public funds
364 or by private funds (e.g. Friends) does not exempt libraries from the requirement that non-
365 residents must be accommodated on a space available basis.

366 State and federally funded programs must be available to all on an equal basis.

367 **F. 90.3 Compliance**

368 **1. How individuals residing within the boundaries of the Nassau Library System but**
369 **outside the chartered-to-serve areas of NLS Member Libraries receive library services.**

370 NLS and its Central Libraries will issue State Mandated Access Cards without charge to
371 individuals living in areas untaxed for library services within NLS' service area provided
372 that these individuals present proof of identity and residence. These cards are valid for
373 one year and must be renewed annually.

374 "For-fee" cards may not be issued to individuals residing within NLS' service area. This
375 applies to local use only cards as well as system-wide access cards. Libraries may
376 continue to offer "for-fee" cards to persons who reside outside of NLS' service area.

377 **Limitations on Materials Borrowed**

378 Member libraries may restrict the loan of materials purchased with private donations
379 (including Friends of the Library) to local taxpayers.

380 Member libraries may not automatically limit the loan of new books and audiovisual
381 materials to their local cardholders. In order to restrict the loan of these materials to
382 those residing outside their chartered-to-serve areas, the excessive-borrowing triggers
383 listed in #4 must be met.

384 Member libraries may restrict the loan of special, pilot or experimental collections (such
385 as e-readers, equipment, and museum passes), to the residents of their chartered-to-
386 serve areas.

387 Borrowing privileges and access to library services are subject to suspension if an
388 individual fails to observe the rules and regulations or follow the policies of NLS member
389 libraries.

390 **Interlibrary Loans**

391 NLS' Central Libraries will make interlibrary loans available to State Mandated Access
392 Cardholders.

393 **2. How persons living within NLS' boundaries in an area where a member library chooses**
394 **to withdraw from the system will be served.**

395 Persons living within the service area of an NLS member library that chooses to
396 withdraw from NLS will continue to be entitled to on-site use of NLS member libraries as
397 defined in Commissioner's Regulation §90.3(a)(8) and required by §90.3(d)(i) with the
398 limitations on computer and Internet use and program attendance specified in F(1)
399 above. However, they will no longer be able to borrow materials of NLS member
400 libraries via direct access borrowing.

401 Libraries should not be encouraged to withdraw from NLS in order to avoid compliance
402 with §90.3. Allowing a library that withdraws from the system to restrict the loan of
403 their materials and the on-site use of computers to their local cardholders, while at the
404 same time mandating that the libraries remaining in the System extend borrowing is
405 unfair and is a disincentive to §90.3 compliance.

406

407 **3. Serious inequities and hardship and the criteria used to make the determination.**

408 NLS considers “serious inequities and hardships” to be those conditions that adversely
409 and unfairly affect the residents of the areas chartered to serve by NLS member
410 libraries. In addition to excessive borrowing by individuals who reside outside of a
411 member library’s chartered-to-serve area or contract for service areas, other factors
412 that can result in inequitable overuse of a library by the cardholders of other member
413 libraries include:

- 414 • Excessive use of a library’s collection by individuals residing outside the area that
415 a library is chartered to serve
- 416 • Excessive use of a library’s collection by residents of a geographic and/or
417 administrative area that is not within the service area of another NLS member
418 library or does not have a contract for service with another NLS member library
- 419 • Excessive use of a library’s facilities and services

420 Many libraries can’t accommodate a significant increase in use without the degradation
421 of services. Substantial increases in in-library users can be a hardship for a library with
422 space and facilities constraints as well as a political liability if local taxpayers are
423 “crowded” by out-of-district users. This can be caused by:

- 424 ✓ A library not open Sundays or as many hours as nearby libraries
- 425 ✓ A serious inadequacy of parking
- 426 ✓ The failure of a library to adequately serve its local residents because of chronic
427 underfunding.

428 **4. Excessive borrowing by patrons outside of an NLS member library’s chartered service**
429 **area.**

430 In order to restrict the loan of materials to cardholders of other member libraries and
431 the untaxed, the following excessive-borrowing triggers must be met:

- 432 • Libraries that can document that at least **1%** of their total circulation is to out-of-
433 district borrowers may limit the loan of books purchased less than a year ago to
434 local residents. **A waiver from the Commissioner is not required for the**
435 **imposition of this limitation, nor is the approval of other member libraries.**
- 436 • Libraries that can document that at least **3%** of their total circulation is to out-of-
437 district borrowers may limit the loan of non-print materials purchased less than
438 a year ago to local residents. **A waiver from the Commissioner is not required**
439 **for the imposition of this limitation nor is the approval of other member**
440 **libraries.**
- 441 • Libraries that can document that at least **5%** of their total circulation is to out-of-district
442 borrowers may limit the loan of all non-print materials to local residents. **A waiver from**
443 **the Commissioner is required for the imposition of this limitation.** A request for a
444 waiver, made in consultation with the NLS Director, does not require the approval of
445 other member libraries.

446 • Libraries that can document that at least **5%** of their total circulation is to out-of-
447 district borrowers may restrict the loan **to the untaxed** of all materials (print and
448 non-print) other than those purchased with state or federal funds. **A waiver**
449 **from the Commissioner is required for the imposition of this limitation.** A
450 request for a waiver, made in consultation with the NLS Director, does not
451 require the approval of other member libraries.

452 **5. Unserved and Underserved Populations within NLS' Service Area**

453 At the time of this document's approval the following areas are untaxed and considered
454 unserved even though the residents of these areas may obtain State Mandated Access
455 Cards:

456 Bellerose Village (Population = 1,173): Village Board voted against a contract for
457 service.

458 Bellerose Terrace (Estimated population = 2,157)

459 Floral Park Centre (Estimated population = 810)

460 Cathedral Gardens (Estimated population = 100): Located in the Hempstead School
461 District but not in the Village of Hempstead. Hempstead is served by a village
462 library.

463 Old Westbury (Estimated population = 2,200): The part of the Village of Old
464 Westbury located in the East Williston School District.

465 Brookville School District (Estimated population = 2,150): This former elementary
466 school district became a part of Locust Valley School District and is comprised of
467 parts of 5 Villages (Matinecock, Muttontown, Upper Brookville, Old Brookville and
468 Brookville). The public vote to create a library funding district and contract for
469 service with one of three possible libraries was defeated by the voters in 2013.

470 Other unserved areas throughout the county have been resolved through the use of
471 contracts for service which offer their residents full library benefits. The ten library
472 funding districts in effect at the time of this document's approval are:

- 473 ✓ Bay Park is served by the East Rockaway Public Library (village library)
- 474 ✓ Carle Place is served by the Westbury Memorial Public Library (school district
475 public library)
- 476 ✓ East Franklin Square is served by the Elmont Public Library (school district public
477 library)
- 478 ✓ Fernwood Terrace is served by the Garden City Public Library (village library)
- 479 ✓ Hewlett Harbor is served by the Lynbrook Public Library (village library)
- 480 ✓ Mill Brook is served by the Valley Stream Public Library (village library)
- 481 ✓ North Malverne is served by the Malverne Public Library (village library)
- 482 ✓ North Lynbrook is served by the Malverne Public Library (village library)
- 483 ✓ North Valley Steam is served by the Elmont Public Library (school district public
484 library)

485 ✓ South Lynbrook is served by the Lynbrook Library (village library)

486 Residents living within chartered or contracted service areas are served by member

487 libraries that routinely meet or exceed the minimum standards for service as defined

488 in Commissioner's Regulation §90.2 and therefore are not underserved.

489 Contracts may be accepted, revised, or discontinued without the adoption of a

490 revised direct access plan.

491

492 **G. Member Library Cooperation and Input**

493 **Cooperation**

494 The system plan of service, of which the Resource Sharing Code is a part, is a contract
495 between the State Education Department and NLS that allows the system to obtain state
496 aid. As a condition of system membership, the member libraries agree to comply with
497 Commissioner's Regulations. It is the system's responsibility to assure member libraries
498 are abiding by the terms of membership.

499 **Violations of this Code**

500 The Directors of the libraries involved in a dispute about a violation of this code should first
501 attempt to resolve it on a library-to-library basis. If this is not possible, the matter should
502 be referred to the NLS Director.

503 If the NLS Director and the Directors of the libraries involved are unable to resolve the issue
504 within 30 days, the matter should be submitted by the complainant to the MLD Executive
505 Board, in writing, with a copy to the Director of the library against which the complaint is
506 lodged.

507 The Directors of the libraries involved will be invited to appear before the MLD Executive
508 Board to discuss the complaint. The MLD Executive Board will present its
509 recommendations, in writing, to the libraries involved within 30 days.

510 In the event that the matter is still unresolved within 45 days following the transmittal of
511 the recommendations of the MLD Executive Board, the matter shall be referred by the MLD
512 Executive Board to the NLS Board of Trustees for resolution.

513 **Member Library Input**

514 From 2017-2021, NLS collected comments from member libraries on the areas or topics
515 they were interested in re-envisioning. In the spring of 2021, a Resource Sharing Code
516 Committee composed of five directors, a circulation staff liaison, and the NLS Assistant
517 Director, Technology Operations developed a draft of the 2022-2026 Resource Sharing Code
518 with proposed language addressing these comments. The committee voted to bring this
519 draft to the Member Library Directors for approval. The MLD reviewed and approved this
520 draft at their May 19, 2021 meeting and it was reviewed by the NLS board that same
521 month.

Strategic Plan 2021 - 2024

NASSAU LIBRARY SYSTEM
Strengthening Nassau's Public Libraries



What NLS is about:

MISSION

- TO SUPPORT AND STRENGTHEN MEMBER LIBRARIES

VALUES

- **COMMUNITY**
 - *Inclusiveness, cooperation, consensus*
- **LEADERSHIP**
 - *Organization, motivation, momentum*
- **RESPONSIVENESS**
 - *Flexible, adaptable, dependable*
- **INTEGRITY**
 - *Equity, quality, trustworthiness*

PRIORITIES

- Strive for **equity** and **fairness** in our practice
- Explore and achieve **operational efficiencies**
- Increase internal and external **stakeholder awareness** of NLS services
- Model the importance of **accessibility** and **universal design**
- Support member library and community **COVID recovery efforts**
- Support **data-driven decision-making** with improved data awareness and transparency
- Promote the transfer of **skills and knowledge** between experts across libraries

Strategic Plan 2021 - 2024

RAISE THE PROFILE OF OUR MEMBER LIBRARIES IN THEIR COMMUNITIES

- **Spearhead efforts to identify nonusers and engage the entire community and increase awareness of the value of libraries**
 - Develop a user-friendly toolkit for community needs assessment with concrete action steps for libraries
 - Increase marketing capacity and expertise at both NLS and member libraries
 - Explore advanced tools and strategies to identify and market to nonusers and target populations
 - Take the lead in cooperative promotion and public relations efforts, including the coordination of a county-wide user engagement initiative every other year
 - Develop a repository of shareable digital marketing assets that highlight shared services, projects, and advocacy efforts
- **Empower all member library staff and trustees to be everyday advocates for libraries**
 - Train library staff and trustees on how to effectively communicate the impact of the library on their communities
 - Promote deeper engagement by member library trustees and staff with State and local legislators
 - Support member library participation in advocating for change in the library and related industries
- **Connect member libraries with community partners**
 - Bring community based organizations to NLS at least quarterly to share information and provide specialized training
 - Work with partners and agencies to bring expertise, including social work interns, to member libraries to enhance support for both staff and community members

Strategic Plan 2021 - 2024

FOSTER CONFIDENCE, CAPACITY, AND A SENSE OF ALLIANCE AMONG OUR MEMBERS

- **Offer a well-rounded suite of continuing education opportunities**
 - Focus on expressed needs by offering continuing education opportunities at least once per year on each of the following topics: user experience; sustainability; library trends; equitable service to target populations; universal design
 - Build confidence and expertise among member library staff to support their work in addressing the digital divide
 - Establish a core curriculum of 'library basics' training on topics such as facilities, collections, public service, technology, ILS, workplace safety, social media, marketing, and cataloging
- **Focus on trustee development**
 - Offer at least two trustee development workshops annually
 - Distribute relevant and timely information to all trustees with valid email addresses at least 3 times per year
- **Prepare member library directors and staff for success in their roles**
 - Work biannually with cohorts of member libraries on strategic planning
 - Establish different mechanisms to deliver 'NLS Orientation' to new member library staff and administrators
 - Develop and launch a training program for new administrators in HR, management, facilities, budgeting, legal topics
 - Encourage standardization of policies and procedures to improve user experience across member libraries
 - Facilitate skills-based mentorship programs to connect library staff across competencies in addition to cohorts

Strategic Plan 2021 - 2024

FOSTER CONFIDENCE, CAPACITY, AND A SENSE OF ALLIANCE AMONG OUR MEMBERS *(continued)*

- **Assist member libraries as they realign services in response to post-pandemic conditions**
 - Support the gathering and use of data to examine and find solutions to common challenges and assess library progress
 - Explore the development of consortial bestsellers collection distributed by NLS
 - Continue to facilitate the development of consortially-managed medical/legal collections
 - Convene member library staff to talk about the future of the library to encourage the sharing of ideas and strategies biannually

Strategic Plan 2021 - 2024

ENSURE EASY, CONVENIENT ACCESS TO SYSTEM SERVICES AND EXPERTISE

- **Deepen our relationship with each individual member library**
 - Send teams of NLS staff to each member library for system introduction sessions
 - Create and share an “NLS Expertise” directory to facilitate direct, easy communication
- **Expand channels of communication and access to resources**
 - Make continuing education more accessible to staff via virtual programs, hybrid programs, “in-service” sessions, and archived recordings and notes
 - Streamline current communications with a weekly eblast with events and campaigns to member library staff
 - Add a listserv for marketing, social media, member library event promotion, and community distributions
 - Experiment with new communication methods to keep stakeholders informed
- **Improve digital presence and online usability**
 - Adopt a new online catalog with improved search and accessibility
 - Utilize online catalog as a platform for public messaging
 - Review member library websites to ensure they are accessible to all potential users
 - Define and clarify the scope of NLS website creation and consulting services
 - Encourage adoption of staff member specific Sierra usernames
 - Strengthen existing NLS social media platforms as public-facing awareness tools and launchpads for shareable assets

Strategic Plan 2021 - 2024

MODEL ROCK SOLID OPERATIONS AND TEAMWORK

- **Update policies and document procedures**
 - Develop a long term facilities plan
 - Prepare an employee handbook and establish any new policies that arise in relation to it
- **Refresh onboarding and off-boarding procedures**
 - Create and update job descriptions for all NLS employees
 - Establish cataloging procedure documentation
- **Inspire and engage NLS staff with shared vision of an increasingly collaborative future**
 - Hold quarterly staff meetings that reinforce the organization's values and priorities.
 - Establish cohorts of member library staff and NLS liaisons to create best practice toolkits and resources for targeted public services
 - Platform opportunities for NLS staff to work across departments to devise new initiatives, crosstrain, and find solutions for shared challenges
 - Encourage NLS staff to seize opportunities to share their expertise with colleagues and audiences across NYS and beyond

This strategic plan was crafted in response to feedback from trustees, administrators and staff from the public libraries of Nassau County, NY obtained via surveys and focus groups held from December 2020 through March 2021. It was approved by the Nassau Library System Board of Trustees on May 24, 2021.

AAC Meeting Minutes May 12, 2021

In attendance: Betty Gimbel, Shellie Schneider, Christie Devereaux, Barbara E. Fishman, Shelley Holtzman, Linda Sandman, Patti Paris, Raisy Derzie and Vanessa Nastro.

Absent: Allan Fishkind, Rachelle Krieger, Toby Ozure, Pamela Record, Armond Saidai, Jose Seligson, Ellen Hallie Schiff, Lynda Schwartz and Reuben Bechtold.

Betty opened the meeting at 12:35 p.m.

- Members discussed the gallery schedule for 2021.
 - The Members' Show will be July 2nd - August 30th. Art drop-off will be Thursday, July 1st between 9am-12pm. Toby and Christie are the exhibit chairs. Members may include either one large piece or two medium/small pieces. Christie will email members proper labeling templates which must be included with each submitted work.
 - There were four artists whose 2020 exhibits were postponed due to the pandemic. Council members will reach out to artists Lori Horowitz, Pauline Galiana, Rshanak Keyghobadi and Ellen Piccolo to reschedule their exhibits. Council members will also ask artists if they would like to present a virtual program about their work.
 - Hiromitsu Kuroo, whose September 2020 exhibit was postponed, will be returning to Japan and will no longer exhibit at the Library.
- Due to the limited number of artists and lack of recent submissions, the Council has decided to offer artists a two-month long exhibit. Shelley Holtzman suggested announcing the reopening of the gallery in the Library's newsletter to attract more artist submissions.
- Vanessa notified the Council that art receptions have been cancelled until further notice.
- AAC Meetings will continue to take place virtually, on the second Wednesday of the month. The start time has been changed from 7 p.m. to 4 p.m.
- The Council congratulated Christie Devereaux who has been nominated as the new President of the National Association of Women Artists (NAWA).
- Shellie Schneider and Reuben Bechtold are working on a proposal to re-fabricate the gallery wall panels. They reached out to locals Fred Blumlein and Kat Strauss for input on materials.

THE NEXT MEETING WILL TAKE PLACE VIRTUALLY ON June 9 at 4 p.m.

PORT WASHINGTON PUBLIC LIBRARY STATISTICS - 3rd QUARTER 2020-2021

				3rd Quarter		3rd Qtr
	JANUARY	FEBRUARY	MARCH	TOTAL	YAG%	2020
CIRCULATION @ FRONT DESK	7,303	7,269	8,438	23,010	-53.9%	49,953
SELF-CHECK ITEMS @ FRONT DESK	4,154	2,975	4,367	11,496	-19.7%	14,308
E-BOOKS (OVERDRIVE)	7,232	6,826	7,203	21,261	50.1%	14,161
TOTAL CIRCULATIONS	18,689	17,070	12,805	48,564	-35.6%	75,422
TOTAL QUESTIONS	1,048	1,228	1,039	3,315	-83.8%	20,443
PATRONS ENTERING LIBRARY	5,991	11,125	7,609	24,725	-69.5%	81,197
ITEMS BORROWED	612	590	823	2,025	-63.5%	5,544
ITEMS LOANED	3,028	3,316	3,453	9,797	58.9%	6,167
SERVICES						
Adult Computers	587	495	847	1,929	-75.4%	7,836
Children's Computers	0	0	0	0	-100.0%	1,554
YA Computers (MAC)	0	0	0	0	-100.0%	512
Online Databases	14,286	12,716	13,614	40,616	51.6%	26,783
Home Visits	14	16	12	42	40.0%	30
WebSite Visits	21,327	21,949	20,647	63,923	-8.3%	69,745
PROGRAMS OFFERED						
Adult	25	40	44	109	-47.1%	206
YA	2	2	2	6	-62.5%	16
Children	16	15	24	55	-53.0%	117
ESOL	173	163	197	533	73.1%	308
Non-Library	0	0	0	0	-100.0%	80
TOTAL	216	220	267	703	-3.3%	727
PROGRAM ATTENDANCE						
Adult	996	1,216	2,299	4,511	-5.2%	4,756
YA	8	15	40	63	-75.4%	256
Children	833	674	1,052	2,559	-18.2%	3,130
ESOL	586	613	762	1,961	-8.7%	2,148
Non-Library	0	0	0	0	-100.0%	1,845
TOTAL	2,423	2,518	4,152	9,093	-25.1%	12,135
TOTAL COLLECTION ADDITIONS	552	573	851	1,976	-29.8%	2,816
STUDY ROOM USE (N,S & Quiet)	0	0	0	0	-100.0%	3,224
TEEN SPACE ROOM USE					-46.6%	5,472
CHILDREN'S ROOM USE	813	814	1,294	2,921		N/A
NOTARIZATIONS: People	70	55	85	210	-45.9%	388
Documents	125	75	122	322	-48.1%	620
PATRONS ADDED:	62	81	101	244	-43.5%	432
Notes: .						date prepared 6/10/2021