

PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
JUNE 21, 2023
AGENDA

- I Approval of May 17, 2023 Board of Trustees Minutes
- II Approval of May 2023 Warrants
- III Approval of May 2023 Staff Changes
- IV Financial
 - a) May Financial Report
- V Director's Report
 - a) Makerspace Design Presentation
 - b) Facility & Technology Goals and Objectives 2022- 2023 Review
 - c) Facility & Technology Goals and Objectives 2023-2024 Draft
 - d) Façade/ALC Roof Construction Update
 - 1) Change Order #2
 - 2) Façade & ALC Roof Funding Revised Resolution
 - e) Breaktime for Nursing Employees and Lactation Accommodation Policy
 - f) Consultants Proposals 2023-2024
 - g) Excess Equipment List – June 21, 2023
- VI President's Report
 - a) Nominating Committee Report
 - b) July 12, Organizational Meeting
 - c) 2022-2023- Vendor List
 - d) Trustee Training Opportunities
- VII Assistant Directors Report
 - a) In-Person Services Update
- VIII Council Reports
 - a) Art Advisory Council Minutes – May 10, 2023
 - b) Children's Advisory Council Minutes – April 27, 2023
 - c) Nautical Advisory Council Minutes – April 3, 2023
- IX Friends of the Library
 - a) Minutes of Meeting – May 3, 2023

(over)

- X Correspondence
 - a) Patron Comments – May 2023

- XI Donation
 - a) Terry Blumenfeld – Books for Dessert

- XII Staff Reports
 - a) Local History – Spring 2023
 - b) 3rd Quarter Statistics

- XIII Staff Association

- XIV Unfinished Business
 - a) Nancy Curtin Scholarship Award

- XV New Business
 - a) Tentative Holiday Calendar 2023-2024
 - b) Foundation Gala – September 9, 2023 at MBYC

- XVI Public Comments

- XVII Adjournment

Mr. Klang reviewed the locations of Automated External Defibrillators and Narcan Kits throughout the Library. The kits are in the Lobby near the restrooms and elevator, outside the Lapham Room, in the Reading Room near the Information Desk, and on the upper level between the Hagedorn Room and the Adult Learning Center. Staff are encouraged to attend annual training on these devices.

**AED/NARCAN
KITS**

Mr. Klang requested a motion to accept the Utica National Insurance dividend of \$6,967.75 for package and non-auto. Mr. Krevor motioned to accept. All agreed.

UTICA DIVIDEND

Ms. Bridges asked Mr. Krevor to chair the Board's Nominating Committee which entails reaching out to Board members for their thoughts on the positions of Board Officers and creating the nominating slate for next year. Mr. Krevor accepted.

**NOMINATING
COMMITTEE
APPOINTEE**

Ms. Bridges noted the New York State Library Budget update in the Board packet. The funding remained the same as last year.

**NYS BUDGET
UPDATE**

Ms. Bridges gave a brief summary of the Facilities Committee meeting. The façade and window replacement project as well as interior design updates were discussed. The Committee received a very exciting preview of the Makerspace mockup. Potential future projects including recarpeting the Administration Wing, Staff Lounge, and Lapham Meeting room were discussed. There was a discussion of future projects include fencing in the Children's Garden and the oil tank under the parking lot. Ms. Bridges would like to add updating the security cameras to the list.

**FACILITY
COMMITTEE
REPORT**

Ms. Bridges noted the American Library Association's Annual Conference & Exhibition will be in Chicago June 22 through 27, 2023 if any Board member would like to attend.

**ALA ANNUAL
CONFERENCE**

Mr. Hutter reviewed in person services and events of the past month noting Earth Day attendance was in the hundreds. The Music Advisory Council concert with William Socolof, and How to Play on Manhasset Bay, which was sponsored by the Nautical Advisory Council, were also well attended. The Immigration in New York State exhibit will be in the Community Gallery through May 20, 2023. Upcoming events include Meet the Author Susan Isaac's discussing her new book *Bad, Bad Seymour Brown* on June 11th.

**IN-PERSON
EVENTS**

Mr. Hutter asked if there were any questions on the Annual Report. The Board had minor corrections. A request to change the approval date to May 17, 2023 was noted. Ms. Vasa moved to approve the annual report. All agreed.

**ANNUAL
REPORT
APPROVAL**

Ms. Bridges noted the Art Advisory Council minutes of April 12, 2023.

AAC MINUTES

Ms. Bridges noted the Friends of the Library minutes of April 19, 2023. The Book and Author event featuring Dani Shapiro was a tremendous success and honored Ms. Amy Bass, President Emerita.

FOL MINUTES

Ms. Bridges noted the correspondence from the Mr. Bobby Keller thanking the Library and its staff for making the Citizen of the Year a special night. The Patron comments for April 2023 were noted and briefly discussed.

**CORRESPOND-
ENCE**

Ms. Bridges noted the very nice Staff Report from Young Adults remarking on the Calm Corner in the teen area. A discussion of purchasing a Sensory Pod ensued.

STAFF REPORTS

The 2nd Quarter statistics were discussed. A question on the decrease in ESOL programs and an explanation were given. The 3rd Quarter statistics will provide a clearer trend. Ms. Bridges suggested a goal be set for signing up new library card holders.

**2nd QUARTER
STATISTICS**

Ms. Janet West was the Staff Association representative and had no comments.

**STAFF
ASSOCIATION**

Mr. Klang mentioned that he is working with a local vendor for the Library to provide free Kayak vouchers in July and August. More information on this exciting new initiative is forthcoming.

**KAYAK
INITIATIVE**

The Board discussed the date of the upcoming Organizational Meeting and decided to have the meeting on July 12, 2023.

**ORGANIZATION-
AL MEETING**

Ms. Bridges requested a motion to adjourn. Mr. Keller moved to adjourn. All agreed.

ADJOURNMENT

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

WARRANTS TO BE VOTED ON

| Warrant Number | Amount |
|-----------------------|-----------------------------|
| 23-05-11A | \$ 207,475.43 |
| 23-05-11B | \$ 86,757.17 |
| Warrant Total | <u>\$ 294,232.60</u> |

| <u>Payroll Date</u> | <u>Gross</u> | <u>Net</u> | <u>Processing</u> | <u>Tax Liability</u> |
|----------------------------|-----------------------------|-----------------------------|---------------------------|-----------------------------|
| 5/11/2023 | \$ 139,423.94 | \$ 101,691.14 | | \$ 42,147.92 |
| 5/25/2023 | \$ 142,036.45 | \$ 91,653.09 | \$ 1,889.50 | \$ 38,705.92 |
| PAYROLL TOTAL | <u>\$ 281,460.39</u> | <u>\$ 193,344.23</u> | <u>\$ 1,889.50</u> | <u>\$ 80,853.84</u> |

Prepared By:
Paul Thomaidis
Finance Office

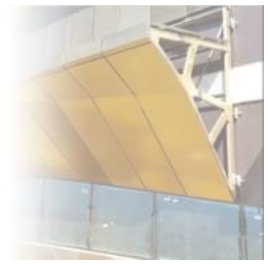
2022-2023 Facility and Technology Goals and Objectives

- Complete Façade remediation and Adult Learning Center roof replacement.
 - **Roof replacement and front façade has been completed. Window replacement to be completed by September 2023.**
- Work closely with the Library's interior designers on upgrades to the Reading Room and MakerSpace Lab.
 - **Reading Room upgrades continue to be made. MakerSpace Lab designs have been created and an anticipated redesign will occur in Late 2023/Early 2024.**
- Review the Five-Year Facility Plan and explore an updated version with the Library's architects and engineers.
 - **Completed**
- Finalize a long-term technology plan.
 - **Completed**
- Review the Library's IT plan and update accordingly.
 - **Completed**
- Continue to train personnel on cybersecurity and review the internal response plan in the event of a cyberattack.
 - **Ongoing**

2023-2024 Facility and Technology Goals and Objectives

- Complete remaining glass and façade replacement.
- Install new security cameras in high traffic areas.
- Abandon/remove the oil tank that sits below the parking lot.
- Work closely with the Library's interior designers on upgrades to the Reading Room, MakerSpace Lab, and other designated areas.
- Have the Library's HVAC vendor perform a new energy audit on the building.
- Explore an updated facility plan with the Library's architects and engineers.
- Review the Library's IT/General Technology plan and update accordingly.
- Continue to train personnel on cybersecurity and review the internal response plan in the event of a cyberattack.

Jeffrey R. Donlon, AIA Associate, CSI, CDT
Façade Consultant • Envelope Specialist • Business Strategist
9 Brook Drive
Stony Brook, NY 11790
631-258-3989
JDonlon.fces@Outlook.com



May 24, 2023

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

Re: Change Order #2

Dear Director Klang:

Thank you for having me brief the Board of Trustees during the May 17, 2023, meeting. I wanted to follow up with you regarding the understandable concerns of the Board. After discussions with the construction team, the architect, and the subcontractor I wanted to ensure that our message is a unified one regarding the proposed yet necessary change order and additions to the scope of the work.

It is my personal and professional opinion that moving forward with the proposed work in the change order is the option that I would recommend at this point in our process. We have exposed many aspects of the current conditions in multiple areas to determine what we can visually identify as “not ideal” or “deficient” work, the preparation of the change order was with this in mind. The recommendations of possible pathways forward I was involved with by discussing along with the entire team what makes the most sense. Knowing that the goal of the library with this project was to ultimately eliminate uncontrolled air and water infiltration exfiltration. The decision in turn will allow the Board to protect the library’s most important asset, the building. I do understand that with this newly learned information it can be somewhat overwhelming to look at it in an aggregate document, however, this was intentionally prepared so that we can minimize, the best way possible, future uncontrollable changes that may arise by the contractor in the future and before the project is closed. More directly, it identifies the systemic problem and leaves very little room for potential inflation by the contractors to continually ask for changes in their scope of work as it continues.

I would like to offer you and the Board of Trustees the recommendation, when asked directly, I would accept the change order, and control the quality of the installation as it moves forward to arrive at the most positive result we can expect and in doing so we retain the materials warranties for the areas that are being repaired.

Thank you for your time and consideration, as always.

Respectfully Submitted,

Jeffrey R. Donlon, AIA Assoc., CSI, CDT
Façade Consultant • Envelope Specialist • Business Strategist

cc: Melissa J. Hoereth, H2M Architects + Engineers
Lawrence Feeley, H2M Architects + Engineers

June 7, 2023

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

**Re: Port Washington Public Library
Façade Renovation and ACL Roof Repair
H2M Project No.: PWLB2001
Change Order No. 2
Contract G**

Dear Director Klang:

Enclosed, please find as submitted by Preferred Construction, Inc. for the above referenced project consisting of the following forms:

- Change Order #2 (AIA G701)
- Contractor Cost Estimate

We have reviewed the submitted change order for compliance with the contract specifications and recommend an increase to the contract sum in the amount of **\$658,088.37**. This change order is for the removal/ replacement of beauty caps, remove/ reinstall pressure plates, perform sealant work around all insulated glazing (IG) units, and removal/ replacement of 165 IG unit pieces. As previously discussed, there are numerous areas of gasket failures at the curtain walls, along with IG/ structural glass unit failures and/ or glass breakage which need to be addressed.

Should you wish to discuss this matter further please contact the undersigned at extension 1215.

Very truly yours,

H2M architects + engineers



Melissa J. Hoereth
Project Designer

Enclosure:
See above

cc:
Lynn Moessner- Administration
Jeffrey R. Donlon – Façade Consultant

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CHANGE ORDER
AIA DOCUMENT G701

OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER



PREFERRED CONSTRUCTION INCORPORATED
BUILDING WITH PRIDE SINCE 1993

PROJECT: **Port Washington Public Library**
(name, address) **1 Library Dr**
Port Washington, NY 11050

TO CONTRACTOR: **Preferred Construction Inc.**
(name, address) **47 Werman Court**
Plainview, NY 11803

CHANGE ORDER NUMBER: **2.2**
DATE: **5/24/2023**
OWNER'S PROJECT #: **28-04-04-03-6-032-012**
AWARD DATE: **4/1/2022**
CONTRACT FOR: **Façade Restoration**

The Contract is changed as follows:

Entitlement: REV 2

As requested by Design Team, to replace beauty caps in their entirety and perform sealant work around all IGU's which are NOT being changed. In lieu of replacing only 165 pcs of glass per CO # 2, it may deem necessary we reseal all of the existing curtainwall system due to the lack of primary and secondary seals as well as the incorrect installation of the IGU's.

Procedure is as follows:

- Remove all beauty caps.
- Remove pressure plates.
- Replace (165) IGU's per field report plus 30 pcs.
- Provide Dow 758 Sealant around perimeter of punched openings to adhere to waterproofing membrane.
- Provide Structural Sealant around IGU's that are to remain (or do not pop during pressure plate removal.)
- Reinstall pressure plates and seal.
- Install new beauty caps.

| Remove / Replace Beauty Caps & Pressure Plates. (Pressure Plates to be and can be reused.) | | | | | | | | | |
|--|------------------------------|------------|-------|-----------------|-----------------------------------|------------|--|-------------------------|--------------|
| IN CONTRACT | | | | CHANGE IN SCOPE | | | | | |
| 1 | Remove 3,000LF in Contract | \$29.00/LF | Labor | \$87,000.00 | Remove additional 2,800 LF | \$29.00/LF | Labor | \$81,200.00 | |
| | | | | | Supply all 5,800 LF | \$20.00/LF | Materials | \$116,000.00 | |
| | Install 3,000 LF in Contract | \$31.00/LF | Labor | \$93,000.00 | Install 2,800 LF | \$31.00/LF | Labor | \$86,800.00 | |
| Seal Perimeter of Punched Openings with Dow 758 to adhere to waterproof membrane at 11 openings. | | | | | | | | | |
| 2 | None in Contract | | | | Silicone Master Cases | Flat | Materials | \$5,520.00 | |
| | | | | | Install 484 LF | \$33.00/LF | Labor | \$15,972.00 | |
| Seal Existing Spandral IGU's with Structural Silicone including Backer rod/Corner Blocks. | | | | | | | | | |
| 3 | None in Contract | | | | Silicone 224 Units | Flat | Materials | \$6,720.00 | |
| | | | | | Install 224 Units x 2hr each | \$155/hr | Labor | \$69,440.00 | |
| Remove & Replace 165 Units IGU as Determined by Field Report plus 30 Added Pieces. | | | | | | | | | |
| 4 | None in Contract | | | | Suply 165 pcs Glass | | Materials | \$147,318.00 | |
| | | | | | Install 165 pcs Glass | | Labor | \$68,062.50 | |
| | | | | | Surcharge for increased cost | | Surcharge | \$9,000.75 | |
| CREDIT Due to Owner for (5) pcs in original contract. | | | | | | | | | |
| 5 | Materials | \$1,332.00 | | | Material Credit (incld surcharge) | | | -\$1,491.84 | |
| | Surcharge | \$159.84 | | | Labor Credit | | | -\$1,650.00 | |
| | Labor | \$1,650.00 | | | | | | | |
| 6 | | | | | | | General Conditions | \$ 10,000.00 | |
| | | | | | | | Subtotal | \$612,891.41 | |
| | | | | | | | <i>OH&P Already Incl'd in Allowance Amount</i> | <i>(Less Allowance)</i> | -\$70,250.00 |
| | | | | | | | GROSS TOTAL | \$542,641.41 | |
| | | | | | | | 10% Overhead | \$ 54,264.14 | |
| | | | | | | | 5% Bonds & Ins. | \$ 29,845.28 | |
| | | | | | | | 5% Profit | \$ 31,337.54 | |
| | | | | | | | TOTAL | \$658,088.37 | |

COMMENTS:
Combining change order #2.0 (new glass) and change order #4.0 (structural and weather seal)
Allowance amount increased

| | |
|--|---|
| H2M Architects & Engineers ARCHITECT Address: 538 Broad Hollow Road, 4th Floor East, Melville, NY 11747 | Port Washington Public Library OWNER or OWNER'S AGENT Address: 1 Library Dr, Port Washington, NY 11050 |
| By: <i>[Signature]</i> | By: |
| Title: <i>SVP</i> | Title: |
| Date: <i>6.9.23</i> | Date: |



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Port Washington Public Library
Façade Renovation and ACL Roof Repair
One Library Drive
Port Washington, NY 11050

CONTRACT INFORMATION:
Contract For: PWLB2001 General
Construction
Date: April 13, 2022

CHANGE ORDER INFORMATION:
Change Order Number: 002
Date: June 1, 2023

OWNER: *(Name and address)*
Port Washington Public Library
One Library Drive
Port Washington, NY 11050

ARCHITECT: *(Name and address)*
H2M architects + engineers
538 Broadhollow Road
Melville, NY 11747

CONTRACTOR: *(Name and address)*
Preferred Construction, Inc.
47 Werman Court
Plainview, NY 11803

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

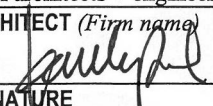
Contract sum increase due to additional services. See back up quote from Preferred Construction Inc.

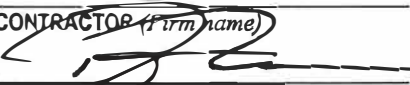
| | |
|--|-----------------|
| The original Contract Sum was | \$ 1,652,000.00 |
| The net change by previously authorized Change Orders | \$ 36,913.64 |
| The Contract Sum prior to this Change Order was | \$ 1,688,913.64 |
| The Contract Sum will be increased by this Change Order in the amount of | \$ 658,088.37 |
| The new Contract Sum including this Change Order will be | \$ 2,347,002.01 |

The Contract Time will be unchanged by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

H2M architects + engineers
 ARCHITECT *(Firm name)*

 SIGNATURE
 Kevin M. Paul, AIA, NCARB, LEED AP,
 CFM Senior Vice President | Director -
 Private Sector Architecture
 PRINTED NAME AND TITLE
 0.5.23
 DATE

Preferred Construction Inc.
 CONTRACTOR *(Firm name)*

 SIGNATURE
 Robert Dale, President
 PRINTED NAME AND TITLE
 6-1-23
 DATE

Port Washington Public Library
 OWNER *(Firm name)*
 SIGNATURE
 Keith Klang, Director
 PRINTED NAME AND TITLE
 DATE



Façade & Adult Learning Center Roof Resolution

RESOLUTION

Whereas the Façade and Adult Learning Center roof renovation is expected to be funded by the Port Washington Public Library; and

Whereas, the Board of Trustees of the Library desires to appropriate sufficient funds from the Library's Capital Fund to pay for the cost of the project,

Now therefore, be it resolved by the Board of Trustees of the Port Washington Public Library:

Section 1. The revised appropriation of a maximum amount not to exceed \$2,500,000 to pay for the project is hereby authorized.

Section 2. This revised resolution shall supersede resolution dated April 20, 2022 and take effect immediately.

Approved by the Port Washington Public Library Board of Trustees at the June 21, 2023 meeting.

Patricia Bridges
President of the Board of Trustees

Break Time for Nursing Employees and Lactation Accommodation Policy

In accordance with New York Labor Law Section 206-c, the Port Washington Public Library “the Library” provides accommodations to employees who choose to express breast milk in the workplace. Employees who need to take time during the workday to express breast milk should notify their supervisor and the Personnel Office preferably prior to their return to work following the birth of their child. The Library will work with the employee to provide a reasonable accommodation to express breast milk at work in accordance with applicable laws and regulations.

Reasonable Break Time

The Library will permit employees to take reasonable break time or allow an employee to use other break time or mealtime to express breast milk each time such employee has reasonable need to express breast milk for up to three (3) years following the birth of their child. The Library will not unreasonably limit the amount of time or the frequency that an employee needs for such breaks.

Typically, such breaks to express breast milk are about 20-30 minutes in duration, once every three hours. However, this may vary depending on the employee’s individual needs and the location of the designated lactation room. Supervisors and the Personnel Office will work closely with an employee to communicate and confirm a break schedule that accommodates the employee’s needs. At a minimum, employees will be provided with breaks of at least 20 minutes, every three hours. An employee may opt to take shorter or less frequent breaks.

Employees may be required to postpone their scheduled break time for no more than 30 minutes if they cannot be spared from their duties until appropriate coverage arrives.

Location to Express Breast Milk

The Library has designated the Administration Conference Room, or another location to be announced, to be made available for use by an employee who chooses to express breast milk in the workplace. The room, or other location, will be in close proximity to the work area, well lit, shielded from view, and free from intrusion from other individuals in the workplace or the public. The room or other location will not be a restroom or toilet stall.

The room designated shall include, at a minimum, a chair, a working surface, nearby access to clean running water, and an electrical outlet.

If the sole purpose or function of the designated room or other location is not dedicated for use by employees to express breast milk, the room or other location will be made available to an employee when needed and will not be used for any other purpose or function while in use by the employee to express breast milk. The Library will notify all other employees as soon as practicable when a room or other location is designated for use to express breast milk.

Employees may use the refrigerator located in a designated location to store breast milk. The Library is not responsible for ensuring the safekeeping of expressed breast milk stored in any workplace refrigerator. Employees are required to store all expressed breast milk in closed containers and bring milk home each evening.

Accommodation Request Process

Prior to returning from parental leave, The Library will send a copy of this policy to the employee (either electronically, by mail to the employee's last known address, or both) and request information from the employee regarding the need for a reasonable accommodation to express breast milk at work. The Library will work with the employee to identify a schedule and location for when and where the employee can express breast milk during work in accordance with this policy.

Employees may also independently request a reasonable accommodation by contacting their supervisor and Personnel Office. Such request may be made orally or in writing. The employee should indicate the need for an accommodation to express breast milk in the workplace. The employee may complete the attached Lactation Accommodation request form and submit it to the Personnel Office.

The Library will respond to a request for a lactation accommodation in writing as quickly as possible but under no circumstances will this amount of time exceed five (5) business days.

The Library understands that an employee's needs with respect to expressing breast milk may change over time. Accordingly, an employee may request a change in any accommodation by contacting their supervisor and Head of Personnel to express the need for such change. The employee should identify what the proposed change is in the request to facilitate the interactive process.

Undue Hardship

If the Library believes that the lactation accommodation requested poses an undue hardship on the Library, the Library will discuss reasonable alternatives with the employee to accommodate the employee's needs and initiate the interactive process as quickly as possible. Under all circumstances, The Library will still provide a room or other location, other than a restroom or toilet stall, that is in close proximity to the work area where an employee can express breast milk in private. The space will meet as many of the requirements and include as many of the amenities as possible. During the time that it takes to respond to a request and/or engage in the interactive process to determine an accommodation, The Library will provide a temporary accommodation to the employee so that the employee can pump in a manner that meets the employee's immediate needs unless doing so poses an undue hardship on the Library.

Retaliation Prohibited

Retaliation or discrimination on the basis of exercising the right to express breast milk at work is unlawful under federal and state law and will not be tolerated by the Library. The Library will not discharge, threaten, penalize, or in any other manner discriminate or

retaliate against an employee for exercising their rights under this policy and applicable laws with respect to requesting or using reasonable accommodations related to expressing breast milk in the workplace. If an employee believes they have been subject to discrimination or retaliation in violation of this policy, they should promptly report it to the Personnel Office.

Questions

Any questions or concerns regarding this policy should be directed to the Library Director or the Personnel Office.

Lactation Accommodation Request Form

This form is intended to be used by an employee requesting a reasonable accommodation to express breast milk in the workplace. Port Washington Public Library (the Library) will provide employees with reasonable unpaid break time each time such employee needs to express breast milk during the workday. The purpose of this form is to gather information regarding the employee's anticipated needs of reasonable break time to express breast milk. The Library understands that an employee's needs in this regard may change over time and accordingly, an employee may submit a request for a different change depending on their needs at any time.

This form should be completed and submitted to the Head of Personnel preferably prior to an employee's return to work from parental leave.

Employees will not be subject to discrimination or retaliation for requesting an accommodation in accordance with the Library's Break Time for Nursing Employees and Lactation Accommodation Policy.

TO BE COMPLETED BY REQUESTING EMPLOYEE

Name: _____

Date: _____

Position/Title: _____

Location: _____

Department: _____

Supervisor Name: _____

Anticipated Break Schedule:

Start Date: _____ End Date: _____ (if "unknown", state "unknown")

Other Information Relevant to Lactation Accommodation:

TO BE COMPLETED BY SUPERVISOR AND HUMAN RESOURCES

Reviewed by (Name/Title): _____

Reviewed by (Name/Title): _____

Date Received: _____

Date Response: _____

Approved as Requested: _____

Modified As Follows:

Explanation of Modified Accommodation:

Signature of Employee: _____

Signature of Human Resources: _____

Signature of Supervisor: _____

PORT WASHINGTON PUBLIC LIBRARY

2023- 2024 PROPOSALS

THREE YEAR COMPARISON

| CATEGORY | CONTACT | 2023-2024 | 2022-2023 | 2020-2021 |
|---|-----------------|-----------|-----------|-----------|
| Bond Schoeneck & King Attorney (General Counsel) | Howard Miller | \$16,000 | \$13,000 | \$12,000 |
| Cullen & Danowski Accountant | Don Hoffmann | 61,980 | \$61,200 | \$57,600 |
| Gryphon Technologies Information Technology | John Whittemore | 64,038 | \$62,790 | \$58,916 |
| Rynkar, Vail & Barrett Auditor (CPA) | Bill Barrett | 19,500 | \$19,200 | \$19,000 |
| | | | | |
| | | | | |

June 6, 2023

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, 2023 through June 30, 2024, at a fee of \$16,000 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 \$215.00 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, 2024, 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, 2023 through and including the date services terminate, at \$215 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.

June 6, 2023
Page 2

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.

Very truly yours,

BOND SCHOENECK KING, PLLC

A handwritten signature in black ink, appearing to read "H M Miller". The signature is written in a cursive, flowing style.

Howard M. Miller

HMM

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.

JAMES E. DANOWSKI, CPA
JILL S. SANDERS, CPA
DONALD J. HOFFMANN, CPA
MICHAEL J. LEONE, CPA
CHRISTOPHER V. REINO, CPA
ALAN YU, CPA



VINCENT D. CULLEN, CPA
(1950 - 2013)
PETER F. RODRIGUEZ, CPA
(RET.)

May 23, 2023

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) during the year ending June 30, 2024.

We will prepare, from information you provide, the Library's annual financial statements for the year ended June 30, 2023 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)

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 Asset/(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, 2024. 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 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.
2. The prevention and detection of fraud.
3. To ensure that the Library complies with the laws and regulations applicable to its activities.
4. 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.
5. 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 14 days' notice to the firm. In the event of termination all fees for work performed will be due and payable by the Library.

Don Hoffmann, CPA will be the engagement partner through December 31, 2023. Another partner will be responsible for the engagement after that point.

Port Washington Public Library

For the Year Ending June 30, 2024

Page 4 of 4

We estimate that our fees for these services to be performed for the year ending June 30, 2024, will be \$61,980, which will be billed at a rate of \$5,165 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:



Donald J. Hoffmann, CPA
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



6/1/2023

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.

A major focus of the past year has been IT security at the library and cloud level. We reacted to new standards from insurance companies swiftly to ensure the best cyber liability protection. We continue to work with administration, staff and the board on industry standard security practices. This is an ever-changing process with moving pieces from across vendors. Equally important are the users and staff. Continued training help users with best security practices. "War gaming" with senior staff ensures protection of both cloud resources and on-site IT.

Upgrades over the year have allowed the library to take advantage of highly sophisticated security and management tools from Microsoft's 365 Defender nonprofit initiative. This brings enterprise level security tools, monitoring and remediation at a fraction of the enterprise level costs.

For patrons the public access computers in the technology lab were upgraded across the board with the newest hardware and software, bringing Windows 11 to the public well ahead of most libraries. Providing cutting edge user experiences with a trained staff has been one of our major efforts.

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.

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 2022/2023

| Hours per 4 weeks | Cost per 4 weeks | Cost per annum |
|--------------------------|-------------------------|-----------------------|
| 80 | \$4926 | \$ 64,038 |

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

May 25, 2023

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 Port Washington Public Library for the fiscal year ended June 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Port Washington Public Library as of and for the fiscal year ended June 30, 2023. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement 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 Port Washington Public Library's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). 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 appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP 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.

Mr. Keith Klang, Director
Port Washington Public Library
May 25, 2023
Page 2 of 8

Audit Scope and Objectives (Continued)

We have also been engaged to report on supplementary information other than RSI that accompanies 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 GAAS, 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.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and 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. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

**Auditor's Responsibilities for the Audit of the Financial Statements
(Continued)**

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. 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) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

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 an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. 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.

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.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

**Auditor's Responsibilities for the Audit of the Financial Statements
(Continued)**

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. 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.

Professional standards requires the auditor on all audits to be aware of the following significant risks of material misstatement:

- Management override of controls
- Improper revenue recognition due to fraud

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of 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.

Mr. Keith Klang, Director
Port Washington Public Library
May 25, 2023
Page 5 of 8

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining 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 accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). 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, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

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.

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 government 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 government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

Mr. Keith Klang, Director
Port Washington Public Library
May 25, 2023
Page 6 of 8

Responsibilities of Management for the Financial Statements (Continued)

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). 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.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

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 those services as set forth below.

William A. Barrett, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit as soon as your accountants complete their year-end work. We propose to perform these audit services and report on your financial statements for an audit fee of \$19,500.

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.

Mr. Keith Klang, Director
Port Washington Public Library
May 25, 2023
Page 7 of 8

Engagement Administration, Fees, and Other (Continued)

We will render our invoices for services performed on a monthly basis. Should the Library require any additional services during the fiscal year ended June 30, 2023, we would propose to render such services on a time basis at our standard billable rates set forth as follows:

| | |
|----------------------|------------|
| Partner | \$225/Hour |
| Manager | \$190/Hour |
| Senior Accountant | \$160/Hour |
| Associate Accountant | \$125/Hour |
| Clerical | \$ 60/Hour |

If you request that we perform additional services not addressed in this engagement letter, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. 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.

Our most recent peer review report accompanies this letter.

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.

Reporting

We will issue a written report upon completion of our audit of Port Washington Public Library's financial statements. Our report will be addressed to management of Port Washington Public Library. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

Mr. Keith Klang, Director
Port Washington Public Library
May 25, 2023
Page 8 of 8

Reporting (Continued)

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.

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.

We appreciate the opportunity to be of service to Port Washington Public Library 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 the attached copy and return it to us.

Very truly yours,


Rynkar, Vail & Barrett, LLP

RESPONSE:

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

Signature

Title

Date

Report on the Firm's System of Quality Control

To the Partners of
Rynkar, Vail & Barrett, LLP
and the Peer Review Committee of the
Pennsylvania Institute of CPAs

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, 2020. 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 an engagement performed under Government Auditing Standards (including a compliance audit under the Single Audit Act).

As part of our peer review, we considered reviews by regulatory entities as communicated to 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, 2020, 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*.

Buffalo, New York
June 3, 2021

EFPR Group, CPAs, PLLC

Port Washington Public Library

Vendor List > \$500

7/1/22 - 6/9/23

| Vendor Name | Total |
|-------------------------------------|---------------|
| N.Y.S. EMPLOYEES HEALTH INS. | \$ 853,266.98 |
| PREFERRED CONSTRUCTION, INC. | \$ 730,704.62 |
| N.Y.S. EMPLOYEES RETIREMENT SYSTEM | \$ 399,402.00 |
| PSEGLI | \$ 127,358.51 |
| OVERDRIVE, INC. | \$ 122,422.80 |
| SALERNO BROKERAGE CORP. | \$ 107,131.59 |
| NASSAU LIBRARY SYSTEM (G) | \$ 89,965.25 |
| ILS SERVICES - OPERATING FUND | \$ 70,251.30 |
| GRYPHON TECHNOLOGIES, INC. | \$ 65,132.00 |
| CULLEN & DANOWSKI, LLP | \$ 61,200.00 |
| ALLIED UNIVERSAL SECURITY SERVICES | \$ 59,531.63 |
| BAKER & TAYLOR INC. | \$ 56,216.38 |
| MIDWEST TAPES | \$ 46,977.10 |
| QUINN & FEINER SERVICE | \$ 44,797.97 |
| NATIONAL GRID-FUEL | \$ 36,391.71 |
| GIS BENEFITS | \$ 34,578.85 |
| T.M. BIER & ASSOCIATES | \$ 34,246.16 |
| H2M ARCHITECTS & ENGINEERS | \$ 34,151.90 |
| ME AND GENERAL DESIGN INC. | \$ 30,552.41 |
| MAF GRAPHICS, INC. | \$ 28,446.00 |
| BUSINESS CARD | \$ 28,094.27 |
| JEFFREY R. DONLON | \$ 26,917.36 |
| KRUEGER INTERNATIONAL, INC. | \$ 24,155.55 |
| SYNCB/AMAZON | \$ 23,536.67 |
| ADP, LLC | \$ 22,050.87 |
| RYNKAR, VAIL & BARETT, LLP | \$ 19,200.00 |
| BOND, SCHOENECK & KING | \$ 17,986.97 |
| INGRAM LIBRARY SERVICES | \$ 16,101.42 |
| POSTMASTER OF GARDEN CITY | \$ 15,325.00 |
| CDW GOVERNMENT, INC. | \$ 14,546.44 |
| AMAZON CAPITAL SERVICES | \$ 13,221.80 |
| IMPERIAL BAG & PAPER CO., INC. | \$ 13,084.64 |
| ISLAND ELEVATOR SERVICES, INC. | \$ 12,954.30 |
| DELL FINANCIAL SERVICES LLC | \$ 12,111.61 |
| THOMSON REUTERS WEST | \$ 11,956.72 |
| SMALL KAPS, INC. | \$ 11,565.00 |
| BRODART CO. | \$ 10,811.19 |
| JOHNSON CONTROLS FIRE PROTECTION LP | \$ 10,743.28 |
| DEMCO, INC. | \$ 10,592.49 |
| NORCOM SOLUTIONS | \$ 10,560.36 |
| TRACSYSTEMS, INC. | \$ 9,459.40 |
| ROCHESTER MIDLAND CORP. | \$ 9,110.60 |
| STAPLES BUSINESS ADVANTAGE | \$ 9,003.85 |

Port Washington Public Library

Vendor List > \$500

7/1/22 - 6/9/23

| Vendor Name | Total |
|--|--------------|
| ELISE MAY | \$ 9,000.00 |
| PORT WASHINGTON WATER DISTRICT | \$ 8,011.43 |
| INGRAM ENTERTAINMENT, INC. | \$ 7,575.61 |
| LANDSCAPES OF LONG ISLAND | \$ 7,322.00 |
| GLOBAL FUELING SYSTEMS INC | \$ 7,125.11 |
| SOUNDVIEW LANDSCAPING & CONTRACTORS | \$ 6,925.00 |
| PRECISION MICROPRODUCTS OF AMER. INC | \$ 6,540.55 |
| WALDNER'S BUSINESS ENVIRONMENTS, INC. | \$ 6,408.34 |
| CHARLES BERMAN, RECEIVER OF TAXES | \$ 5,976.99 |
| KANOPY, INC. | \$ 5,935.00 |
| LEAF | \$ 5,551.64 |
| WINDSTREAM | \$ 5,516.30 |
| SHELTERPOINT LIFE INSURANCE COMPANY | \$ 5,274.08 |
| MICHAEL P. TOMICICH, INC. | \$ 4,800.00 |
| LIBRARY & RECORDS MGMT SYSTEMS INC. | \$ 4,605.00 |
| HEWLETT-PACKARD FINANCIAL SERVICES CO. | \$ 4,559.61 |
| BAYLES GARDEN CENTER INC. | \$ 4,047.92 |
| LIBRARY MARKET | \$ 4,000.00 |
| UNITED STATES POST OFFICE | \$ 4,000.00 |
| GRANITE TELECOMMUNICATIONS LLC | \$ 3,938.78 |
| CFRA | \$ 3,750.00 |
| LIST PARTNERS LLC | \$ 3,710.25 |
| FINER TOUCH PRINTING CORP. | \$ 3,639.54 |
| A TIME FOR KIDS, INC. | \$ 3,405.00 |
| JAMAICA ASH & RUBBISH REMOVAL CO, INC. | \$ 3,388.79 |
| ALL AMERICAN PAINTING INC. | \$ 3,360.00 |
| MELANIE DAVIDOFF | \$ 3,200.00 |
| ALL PRO CARPET CLEANING | \$ 3,090.00 |
| ALLIED FILTER COMPANY | \$ 3,076.97 |
| A+ TECHNOLOGY & SECURITY SOLUTIONS | \$ 3,000.00 |
| QUADIENT LEASING USA, INC. | \$ 2,888.96 |
| MATTHEW BENDER & CO., INC. | \$ 2,862.00 |
| MERGENT, INC. | \$ 2,753.00 |
| B&H PHOTO-VIDEO | \$ 2,731.65 |
| THOMAS GERMANO | \$ 2,700.00 |
| MEESCAN INC. | \$ 2,628.60 |
| HOUSE OF IMPRINTS | \$ 2,550.64 |
| TOP NOTCH SERVICES LLC | \$ 2,500.00 |
| OPTIMUM | \$ 2,469.34 |
| OCLC INC. | \$ 2,319.81 |
| DE LAGE LANDEN FINANCIAL SERVICES | \$ 2,268.51 |
| AZTEC TWO-STEP | \$ 2,200.00 |
| DIMENSION 2 ASSOCIATES | \$ 1,950.10 |

Port Washington Public Library

Vendor List > \$500

7/1/22 - 6/9/23

| Vendor Name | Total |
|--|--------------|
| MTS POWER SYSTEMS | \$ 1,950.00 |
| STEPHEN NACHAMIE | \$ 1,925.00 |
| NEWSDAY MEDIA GROUP | \$ 1,876.00 |
| KNOWBE4, INC. | \$ 1,822.50 |
| FOX GLASS COMPANY EAST | \$ 1,819.00 |
| ELECTRONIX SYS CENTRAL ALARMS INC | \$ 1,803.41 |
| FREDI B DESIGN | \$ 1,800.00 |
| VERIZON | \$ 1,754.55 |
| THE NEW YORK TIMES | \$ 1,716.00 |
| VALUE LINE PUBLISHING, LLC. | \$ 1,700.00 |
| LILYAN STRASSMAN | \$ 1,650.00 |
| LUISA MUNOZ | \$ 1,600.00 |
| HIGH FIDELITY RECORDS & CD'S | \$ 1,583.00 |
| POSTERSIGNS.COM | \$ 1,546.50 |
| DENNIS RAVERTY | \$ 1,250.00 |
| SONIA ARORA | \$ 1,200.00 |
| J.C. EHRlich CO., INC. | \$ 1,138.32 |
| BLACKSTONE PUBLISHING | \$ 1,087.60 |
| ALPER'S HARDWARE | \$ 986.60 |
| JAMES HUTTER | \$ 974.19 |
| NEW READERS PRESS | \$ 963.40 |
| MINUTEMAN PRESS OF PW | \$ 945.90 |
| LONG ISLAND LIBRARY RESOURCES COUNCI | \$ 934.00 |
| RAVE WIRELESS, INC. | \$ 916.67 |
| BRIAN ROSE | \$ 900.00 |
| UNITED PARCEL SERVICE | \$ 879.47 |
| ALL AMERICAN VAN LINES, INC. | \$ 850.00 |
| JOHN VLAHOS | \$ 850.00 |
| INFORMATION TODAY, INC. | \$ 848.30 |
| KEN MCGORRY | \$ 800.00 |
| MARY BETH CRONIN | \$ 800.00 |
| SECURE BY DESIGN INC. | \$ 780.00 |
| ORCA BOOK PUBLISHERS | \$ 776.43 |
| DAVID DENISON | \$ 750.00 |
| GOLD COAST ART CENTER | \$ 750.00 |
| GRASSROOTS ENVIRONMENTAL EDUCATION | \$ 750.00 |
| PLANT A ROW FOR THE HUNGRY PORT WASHINGTON | \$ 750.00 |
| PACIFIC TELEMAGEMENT SERVICES | \$ 713.05 |
| KAREN NOBEL | \$ 700.00 |
| CCH INCORPORATED | \$ 697.09 |
| KAPCO | \$ 657.20 |
| NASSAU COUNTY BOARD OF ELECTIONS | \$ 650.00 |
| TANISHA MITCHELL | \$ 650.00 |

Port Washington Public Library

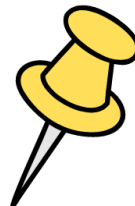
Vendor List > \$500

7/1/22 - 6/9/23

| Vendor Name | Total |
|-----------------------------------|--------------|
| ANTON MEDIA GROUP | \$ 647.40 |
| THE RAY-BLOCK STATIONERY CO, INC. | \$ 628.97 |
| GAYLORD BROS., INC | \$ 627.61 |
| FLASHBAY INC. | \$ 623.00 |
| DIANA VON ROESCHLAUB | \$ 600.00 |
| JOSEPH RAO | \$ 600.00 |
| CLARIS INTERNATIONAL INC. | \$ 595.00 |
| CHESSPLAY, INC. | \$ 575.00 |
| JANWAY COMPANY | \$ 559.00 |
| JUMP BUNCH | \$ 555.00 |
| AYHAN'S MEDITERRANEAN | \$ 550.00 |
| DORIS J BENTER | \$ 550.00 |
| GUITAR CENTER, INC. | \$ 539.98 |
| CATHERINE CATANESE | \$ 525.00 |
| MYRON CORP. | \$ 514.43 |
| AHOLD FINANCIAL SERVICES | \$ 503.01 |
| SWEETWATER | \$ 502.94 |
| JAMES MESSINA | \$ 500.00 |
| JOE KNIPE | \$ 500.00 |
| KITTY KLEIN | \$ 500.00 |



Trustee Bulletin



May 2023

2023 NASSAU LIBRARY TOUR



Get Ready for the 2023 Nassau Library Tour!

NLS is sponsoring a countywide road trip adventure this summer. People of all ages are invited to visit as many Nassau public libraries as they can from June 12-August 12 and then explore the beautiful parks and attractions throughout Nassau's communities.

Participants on this self-guided journey can pick up a Tour map at any participating library and have it marked at each location they visit. Prizes are earned for visiting 5, 15, 30, and 50 of the participating public libraries in Nassau County. Anyone who visits all 58 locations will also be entered to win one of our fabulous grand prize raffles. Trustees are encouraged to participate!

All of the art for the Tour was designed by Kelly Fernandez, an illustrator and librarian at the Floral Park Public Library.

Learn more at <https://tour.nassaulibrary.org/>.

Upcoming NLS Trustee Training

Trustee Basics

Join NLS Director Caroline Ashby for this workshop on the fundamental duties and responsibilities of library trustees. Attendance at this event satisfies trustees' 2023 NYS requirement for 2 hours of continuing education.



- Tuesday, June 13, 2023 | 7:00-9:00pm (VIRTUAL) **REGISTER**
- Friday, September 15, 2023 | 10:00am-12:00pm (in person at the Nassau Library System, 900 Jerusalem Ave., Uniondale, NY 11553) **REGISTER**
- Saturday, November 18, 2023 | 10:00am-12:00pm (in person at the Nassau Library System, 900 Jerusalem Ave., Uniondale, NY 11553) **REGISTER**

Registration is required.

Virtual Trustee Training

The Trustee Handbook Book Club

The popular Trustee Handbook Book Club series is back in 2023 with 6 new training opportunities presented by Jerry Nichols and Rebekkah Smith Aldrich, co-authors of the *Handbook for Library Trustees in New York State*, along with special guests!



Trustee Handbook Book Club

- Financial Planning & Budgeting (Tuesday, June 20, 2023 | 5:00-6:30pm) **REGISTER**
- Strategic Planning (Tuesday, August 15, 2023 | 5:00-6:30pm) **REGISTER**
- Equity, Diversity, Inclusion, Access & Justice (Tuesday, October 17, 2023 | 5:00-6:30pm) **REGISTER**
- Financing & Managing Construction Projects (Tuesday, December 19, 2023 | 5:00-6:30pm) **REGISTER**

Use a [self-assurance form](#) to document your learning and submit it to your library's board president.

2023-24 State Budget Update

The legislature finally passed the 2023-24 budget bills earlier this month.

- Library Operating Aid: \$96.6M (+\$0 from 2022-23)
- Public Library Construction Aid: \$34M (+\$0 from 2022-23)



This is a deeply disappointing outcome for libraries. School Aid was increased \$2.6 Billion statewide, yet not even a dollar could be found to increase library aid.

The state budget did provide for discretionary grants-in-aid (aka "Bullet Aid") funding for which libraries are eligible. \$7.5M was appropriated to the Senate and \$9.8M to the Assembly. Many libraries have submitted funding requests to their state senators and assembly members, and we will know later this year what allocations have been made.

Connect With Us

AAC Meeting Minutes
May 10, 2023

In attendance: Christie Devereaux, Betty Gimbel, Barbara E. Fishman, Ellen Hallie Schiff, Shelly Holtzman, Patti Paris, Pamela Record, Jose Seligson and Vanessa Nastro.

Absent: Raisy Derzie, Linda Sandman, Carol Krieger, Jocelyn Worrell, Lynda Schwartz

Betty opened the meeting at 5:10 pm

- April Minutes were approved.
- Michael Manning forgot one painting during his take down on April 29. It is being stored in Vanessa's office until the artist can pick it up.
- Artist Updates:
 - Barbara, Carol and Patti will visit Carol Gutierrez's studio on June 16. A tentative exhibition date has been set for March and April 2024.
 - Antonio Masi has been approved for an exhibit. Shelley and Ellen have volunteered to Chair his show which has been scheduled for September and October 2024.
 - Jim Graf has not confirmed his tentative exhibition date for May and June 2024.
- Betty requested more in-person meetings.
- AAC Member's show will go up on Friday, June 30. Members can submit one to two pieces, depending on size. Each piece should be clearly labeled on the front and back. Christie will email labels.
- Betty congratulated Jose on his exhibit which was held in London. He sold three pieces.
- Shelley Holtzman sold a piece at her current exhibit at the Unitarian Church in Manhasset. The show is on view until May 22.
- Ellen and Shelley will be part of an exhibit at Frame Gallery in Manorhaven on May 17.
- Christie will be part of an upcoming NAWA exhibit. She will be part of a New Latino Collective exhibition in Portland as well as the Malverne Chamber of Commerce's *Walk Around Show*.

THE NEXT MEETING WILL BE June 14 at 5 p.m. on Zoom

CAC Notes April 27, 2023

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

2022-23 School Year Programs:

November 25 Prestino Magic Show - **64**
December 27 Improv 4 Kids – **90**
December 29 Ballet Long Island: Nutcracker Act II - **116**
January 20 Li Lui - **123**
February 21 Grins & Grins - **120**
February 23 Mister Fish Phenomenal Physics - **85**
April 11 The Funny Poetry Show with Darren Sardelli - **85**
April 13 Bubbledad -**107**
June 11 – Intergenerational Experience at the Cradle of Aviation

2023-24 School Year Programs:

September 30, 2023, Moon Festival – CAC approved funding 1/26/23 (in collaboration with PWLF)
November 24, 2023, Live TV Game Show
December 26, 2023, Plaza Theatrical, Once Upon a Snowflake
December 28, 2023, Magic AI
Feb 20, 2024, David Engel – Dr. Gravity
Feb 22, 2024, LI Science – Spin, Pop, Boom
April 23, 2024, BenAnna Band
April 25, 2024, Jester Jim

Brainstorming future workshops and tweens' night out programs:

Coding – Schreiber H.S. students are currently running program on Scratch
Nautical Flags
Origami - Anne
Mandala - Anne
Knitting – Mary Alice Kohs – Oct 2023
Black-out poetry – April 2023 program – 1
Drones – Andrea Watson
Mahjong – Susie over the summer
Video editing class – series
Bloxels – PWPL tech staff
Mars Rover or Cosmo robot – Susan is checking with NY Hall of Science
Helen Keller – Tony Giordano sculpture - Illissa Sternlicht interpreter
Rainy day activities in the Lapham room

School Year Program Ideas

| | |
|---------------|-------------------------|
| Brain Show | Long Island STEAM Group |
| Eric Calendar | National Circus Project |
| John Reed | Prismatic Magic |
| | Zak Morgan |

Notes:

Reading with Walter was a success, and we hope to bring him back. In the meantime, an 8th grader from Weber offered to bring her rabbits, Cinnabon and Snowball, to read with the children. She came to our 1st & 2nd grade book talk. The kids loved it!
Rachel Segal does social media posts for the Library Foundation – Samantha suggested that she also post CAC sponsored library events.
What percentage of Gala money goes to the CAC? Keith stopped in to talk about it.

CAC Budget: \$5,283.00 Next Meeting: September 7, 2023, at 9:45 a.m.



Port Washington Public Library

Nautical Advisory Council

Meeting Minutes

April 3, 2023

7:00 pm

Zoom

1. Welcome and Introduction of George Catallo. Jeff Zeh provided an overview of the PWPL Advisory Councils and their role for PWPL programming. George introduced himself
2. Bill made a motion to accept the meeting minutes from March 6, 2023. Mary Lu seconded the motion. All in favor.
3. Jeff Zeh reported the current account balance is \$254,752.18, includes interest from last meeting.
4. 2023 Programs
 - a. Manhasset Bay Boat Tour – Holly Byrne provided an update for programs. Council members may be asked to assist with logistics for raffle registrations. Holly will contact council members to volunteer as NAC rep for each tour.

6/14/23 Wednesday

6/26/23 Monday

7/11/23 Tuesday

7/24/23 Monday

8/7/23 Monday

8/29/23 (or 8/30/23 Wednesday if necessary)

Rain Date. 9/6/23 Wednesday

- b. How to Play on Manhasset Bay panel May 15, 7:00 pm – Bill & Mary Lu
 - i. Discussion on title and description. Final decision:
Title: How to Play on Manhasset Bay.
Description: For anyone interested in buying, renting or sharing a boat - or those who are curious about options to enjoy time on the water, join us for a panel discussion with knowledgeable, boating experts who will provide helpful insight. Some of the topics discussed will include power boats, sailboats, Kayaks and paddle boards, as well alternatives to buying a boat such as renting, sharing or chartering, and the approximate costs of purchasing and maintaining a boat. The program is sponsored by the Nautical Advisory Council. Jeff to moderate. Refreshments to be included.
 - c. Interview with a Sailor updates – Jeff & Cindie
 - i. Jeff provided update of meeting with Vanessa Nastro, Local History Department. We will use the stage to record the interviews. Holly, Cindie and Jeff will continue to contact interviewees, schedule Lapham meeting room and finalize questions/prompts.
 - d. Marine Aviation – Bill & Cindie

- i. Bill reported that Chris Bain, Cow Neck Peninsula Historical Society, will provide a presentation in the fall specific to maritime aviation in Port Washington. Chris will develop content. NAC will review prior to the event.

Next meeting date: Tuesday, May 9. Location: Fathoms Hotel, weather permitting.

Terry Blumenfeld

t

May 26, 2023

Port Washington Public Library
One Library Drive
Port Washington, NY 11050

RE: Charitable Donation

Dear Sir or Ms:

Enclosed please find my charitable gift in the amount of \$3,000.00 to support the Books For Dessert Reading Program.

Many thanks.

Sincerely,


Terry Blumenfeld

- The History Center recently created an online resource page for patrons who are interested in researching their home. The page is accessible on the History Center's website under the "Research." The page is featured in the Library's June newsletter and the Department has publicized it on Facebook as well as the Local History Instagram. To date, the resource link has received 4,363 hits on the Library's Facebook page and 97 hits on the Local History Instagram.
- Liz is working to digitize the rest of our oral history interviews so that we can make the entire collection available online. We currently have 56 interviews and transcripts available online.
- Vanessa will conduct a video interview with Jim Flemings, longtime local nautical expert, as part of a Nautical Council project.
- This summer we plan to conduct oral history interviews with Port Washington and other Long Island residents who worked the front lines at the height of the Covid-19 epidemic. A volunteer student at McGill University and Port Washington resident will assist with the interviews.
- An upcoming publication, *The War on Wine* will use one of our images of the Cove Inn on its book cover.
- Vanessa is currently in talks with a graduate research student from SUNY ESF, Syracuse on a potential community exhibition through a New York Sea Grant to celebrate the rich maritime and aquacultural history on Long Island. We hope to exhibit this exciting project in 2024 in the Adler Gallery.

PORT WASHINGTON PUBLIC LIBRARY STATISTICS - 3rd QUARTER 2022-2023

| | | | | 3rd Quarter | | 3rd Qtr |
|---------------------------------------|---------|----------|--------|-------------|---------------|-----------|
| | JANUARY | FEBRUARY | MARCH | TOTAL | YAG% | 2021-2022 |
| CIRCULATION @ FRONT DESK | 12,827 | 12,274 | 13,673 | 38,774 | 40.6% | 27,586 |
| SELF-CHECK ITEMS | 7,988 | 7,609 | 8,334 | 23,931 | 43.1% | 16,726 |
| E-BOOKS (OVERDRIVE) | 8,117 | 7,520 | 7,771 | 23,408 | 9.7% | 21,347 |
| E-MATERIALS (Hoopla+Kanopy) | 1,364 | 1,289 | 1,294 | 3,947 | -14.5% | 4,614 |
| TOTAL CIRCULATIONS | 30,296 | 28,692 | 31,072 | 90,060 | 28.2% | 70,273 |
| TOTAL QUESTIONS | 4,499 | 4,457 | 4,447 | 13,403 | 51.7% | 8,835 |
| PATRONS ENTERING LIBRARY | 21,260 | 18,433 | 23,511 | 63,204 | 49.5% | 42,275 |
| ITEMS BORROWED | 991 | 1,261 | 1,346 | 3,598 | 61.6% | 2,226 |
| ITEMS LOANED | 639 | 534 | 596 | 1,769 | -75.4% | 7,190 |
| SERVICES | | | | | | |
| Adult Computers | 1,363 | 1,281 | 1,631 | 4,275 | 20.5% | 3,549 |
| Children's Computers | 263 | 561 | 693 | 1,517 | 45.3% | 1,044 |
| YA Computers (MAC) | 36 | 23 | 25 | 84 | 75.0% | 48 |
| Online Databases | 14,113 | 12,965 | 14,230 | 41,308 | 8.2% | 38,172 |
| Home Visits | 15 | 12 | 10 | 37 | -24.5% | 49 |
| WiFi (connections) | 10,397 | 9,192 | 11,563 | 31,152 | 335.0% | 7162 |
| WebSite Visits | 19,227 | 17,131 | 19,289 | 55,647 | -16.7% | 66,772 |
| PROGRAMS OFFERED | | | | | | |
| Adult | 59 | 79 | 117 | 255 | 119.8% | 116 |
| YA | 7 | 4 | 12 | 23 | 187.5% | 8 |
| Children | 58 | 40 | 65 | 163 | 103.8% | 80 |
| ESOL | 173 | 217 | 161 | 551 | -21.2% | 699 |
| Non-Library | 20 | 27 | 38 | 85 | 347.4% | 19 |
| TOTAL | 317 | 367 | 393 | 1,077 | 16.8% | 922 |
| PROGRAM ATTENDANCE | | | | | | |
| Adult | 2,228 | 1,483 | 2,828 | 6,539 | 90.4% | 3,434 |
| YA | 68 | 37 | 110 | 215 | 72.0% | 125 |
| Children | 1,687 | 1,224 | 2086 | 4,997 | 178.5% | 1,794 |
| ESOL | 523 | 864 | 1168 | 2,555 | 4.2% | 2,451 |
| Non-Library | 204 | 394 | 797 | 1,395 | 159.3% | 538 |
| TOTAL | 4,710 | 4,002 | 6,989 | 15,701 | 88.2% | 8,342 |
| TOTAL COLLECTION ADDITIONS | 677 | 701 | 907 | 2,285 | -25.8% | 3,079 |
| STUDY RM USE (N,S, Quiet, Record Lab) | 1,099 | 1,074 | 1,405 | 3,578 | 851.6% | 376 |
| TEEN SPACE ROOM USE | 1,586 | 2,516 | 1,257 | 5,359 | 172.6% | 1,966 |
| CHILDREN'S ROOM USE | 5,365 | 4,775 | 5,526 | 15,666 | 69.8% | 9,226 |
| NOTARIZATIONS: People | 195 | 176 | 183 | 554 | -3.1% | 572 |
| Documents | 314 | 268 | 264 | 846 | -5.8% | 898 |
| PATRONS ADDED: | 206 | 176 | 137 | 519 | 6.4% | 488 |
| Notes: | | | | | date prepared | 6/2/2023 |

**PORT WASHINGTON PUBLIC LIBRARY
2023 – 2024 HOLIDAY SCHEDULE (DRAFT)**

| HOLIDAY | DAY | DATE | SCHEDULE |
|--------------------------------------|------------------------------|---|----------------------------|
| INDEPENDENCE DAY | TUESDAY | JULY 4, 2023 | CLOSED |
| LABOR DAY WEEKEND | SATURDAY SUNDAY MONDAY | SEPTEMBER 2, 2023 SEPTEMBER 3, 2023 SEPTEMBER 4, 2023 | CLOSED CLOSED CLOSED |
| COLUMBUS DAY | MONDAY | OCTOBER 9, 2023 | OPEN 1-5 PM |
| THANKSGIVING EVE THANKSGIVING DAY | WEDNESDAY THURSDAY | NOVEMBER 22, 2023 NOVEMBER 23, 2023 | OPEN 11-5 PM CLOSED |
| CHRISTMAS EVE CHRISTMAS DAY | SUNDAY MONDAY | DECEMBER 24, 2023 DECEMBER 25, 2023 | CLOSED CLOSED |
| NEW YEAR'S EVE NEW YEAR'S DAY | SUNDAY MONDAY | DECEMBER 31, 2023 JANUARY 1, 2024 | CLOSED CLOSED |
| MARTIN LUTHER KING, JR. DAY | MONDAY | JANUARY 15, 2024 | OPEN 1-5 PM |
| PRESIDENT'S DAY | MONDAY | FEBRUARY 19, 2024 | OPEN 1-5 PM |
| MEMORIAL DAY | SATURDAY SUNDAY MONDAY | MAY 25, 2024 MAY 26, 2024 MAY 27, 2024 | CLOSED CLOSED CLOSED |
| JUNETEENTH | WEDNESDAY | JUNE 19, 2024 | CLOSED |

For Christmas Eve and New Year's Eve a total of 2 compensatory days should be taken within a pay period before or after the holidays. Election Day – Nov 7th & Veterans' Day - Nov. 11th are Floating Days = F/T & less-than-full-time staff will receive a floating holiday. P/T & hourly employees scheduled on these days will be paid at a rate of time & three quarters for hours worked. Closed Easter Sunday March 31, 2024. (Summer Sundays begin July 2, 2023).