I Approval of April 15, 2020 Board of Trustees Minutes

II Approval of April 2020 Warrants

III Approval of April 2020 Staff Changes

IV Financial
   a) April Financial Report
   b) Budget Transfers Resolution

V Director's Report
   a) Coronavirus Update
   b) Utica Dividend Check
   c) Lavatories Bid Award – Light House Designs, Inc.
   d) Pre-Opening Plan
   e) Strategic Plan

VI President's Report
   a) Budget/Trustee Election Update (Emergency Meeting May 5, 2020)
   b) Nominating Committee

VII Friends of the Library
   a) Minutes of Meeting – April 30, 2020

VIII Staff Reports
   a) Digital Statistics
   b) Local History

IX Correspondence
   c) Patron Comments

X Donation
   a) P.W. Retired Educators – April 5, 2020

XI Staff Association

XII Public Comments

XIII Adjournment
Mr. O’Connell opened the public portion of the video-conference meeting at 7:30 p.m.

Mr. O’Connell introduced Howard Miller, the Library’s Attorney, to discuss the postponed budget vote, the trustee seat being vacated by Mr. O’Connell, and the re-opening of the building. Mr. Miller informed the Board that all school budget votes have been put on hold. Mr. Miller stated some concepts being discussed are tying into the school vote, use of absentee ballots, on-line voting, or selecting a different vote date. The state will provide guidance to the schools soon, but for now we are in a legal no-man’s land. Mr. Miller will forward the Executive Order upon receipt. Mr. O’Connell questioned whether the budget could be rolled forward. Mr. Miller will research that question. The building will be opened incrementally when an Executive Order is issued. Mr. Klang informed the Board that NLS is working on collaborative guidelines with Library Directors for a phased-in opening plan. Mr. Miller invited the Board to view his website and participate in update webinars given on Tuesdays at 12:00 pm. The Board thanked Mr. Miller for attending and his guidance.

Mr. O’Connell requested approval of the March 18, 2020 Board of Trustees minutes. Ms. Bridges motioned to approve the minutes. All agreed.

Mr. O’Connell requested approval of the March 31, 2020 Board of Trustees minutes. Ms. Comer motioned to approve. All agreed.

Mr. O’Connell requested approval of the March Warrant 20-03-09A. Mr. Keller motioned to approve. All agreed.

Mr. O’Connell requested approval of two payrolls. Ms. Comer motioned to approve. All agreed.

Mr. O’Connell noted the one staff change in the March 2020 Staff Changes. Mr. Keller motioned to approve. All agreed.

Mr. O’Connell requested comments or questions on the March Financial Report dated March 31, 2020. There were no comments or questions.

Mr. Klang updated the Board on the impact of the coronavirus. The Governor has put New York on pause until April 29, 2020. Paul Thomaidis has been preparing the warrants and Phil Lorusso has been maintaining the building allowing the elevators and HVAC maintenance to continue.
Mr. Klang explained that after speaking to the lawyer and auditors, a temporary emergency procedure has been put in place for approving warrants. Mr. Klang and Mr. O’Connell will review the warrants during the closure of the building. Mr. O’Connell will sign the checks and the Board as usual will receive the warrants reports at the monthly meeting.

Mr. Klang stated that all items currently checked out are extended until September 1 and library cards have been extended through December 2020 for all patrons. There will be no fines during the closure and all signage asks patrons to hold all items until further notice. On-line programming continues virtually, including ESOL classes, story times, jobs and career, media and adult programming.

Mr. Klang noted the staff efforts to keep the Library on everyone’s mind; by reaching out personally to call patrons, preparing the PWPL newsletter, writing articles for local newspapers, and social media postings. Ms. Bridges asked about a live-chat with patrons able to ask librarians questions. Mr. Hutter noted a similar platform being used in East Meadow. Mr. Klang stated that this is something he will look in to.

Mr. Klang told the board that Laura Curran, the Nassau County Executive, mentioned libraries stepping up and producing Personal Protective Equipment in her recent briefings and the Governor highlighted public libraries as well.

Mr. Klang informed the Board that e-notary service has begun. We are the first library to offer this service in Nassau County. The notarization is performed via video-conference as per the Governor’s Executive Order 202.7. All that is needed is a smartphone and access to the Zoom app.

Mr. Klang thanked Mr. Keller for forwarding information about a Queens College Information Science oral history project. Ms. Nastro, Library Archivist, is working on a project to get testimonials from different segments of the community of how they are coping with the current pandemic. A volunteer has been out taking pictures of the town and what is happening in the community at this moment to document this historical time.

Mr. Klang broached the subject of the Nancy Curtin Internship stating approximately 7 applications have been received. Ms. Bridges suggested that the internship be placed on hold until further notice.

Mr. Klang requested the Board accept the Workmen’s Compensation Package Policy dividend check as undesignated. Mr. Keller motioned to approve. All agreed.

Mr. Klang has been in contact with Nicole Scherer regarding the Strategic Plan and the committee will work on the Mission and Vision statements at this time, while other objectives related to the planning process are tentatively put on hold.
Mr. Klang told the Board that the façade remediation has been put on hold as well as all other renovation projects. The contracts in the packet are the final version as prepared and accepted by both attorneys. A Board approval will be requested when the library is ready to move forward with the façade remediation project. Mr. Krevor asked about SED approval. Mr. Klang stated that the permit process has also been put on hold.

Ms. Bridges requested a report on the financial impact of the coronavirus. Mr. Klang will work with Mr. Thomaidis and the accountants to put together a projection. Mr. Klang stated that full-time and part-time employees are being paid. Sundays have been eliminated, and part timers are keeping with their scheduled hours from March.

Mr. O’Connell noted that the Budget Vote/Trustee election was previously discussed.

Mr. O’Connell noted the Friends of the Library March 11, 2020 minutes of meeting.

There were no staff comments and the staff association representative was Jonathan Guildroy.

Ms. West and Mr. Guildroy noted the amount of mail that would be needed to sort through.

Mr. Bengelsdorf an ESOL teacher commented on the quality of the Library’s Board of Trustees. Mr. O’Connell thanked Mr. Bengelsdorf for attending the meeting and for his years of volunteer service.

Mr. Krevor asked what the Library can do to help the community with the 2020 census. Mr. Klang said the ESOL teachers were working with the students to walk them through the process and were working with Sonia Arora, a Town of North Hempstead Census Committee member, to prepare flyers for distribution in prominent places throughout town. Ms. Bridges noted the enumerators were on hold. The due date has been moved to October 31, 2020. Approximately 50% of the population has responded to date.

Mr. O’Connell requested a motion to adjourn. Mr. Keller motioned and all agreed.
PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING
APRIL 2020 REPORTS

WARRANTS TO BE VOTED ON

<table>
<thead>
<tr>
<th>Warrant Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-04-10A</td>
<td>$185,508.38</td>
</tr>
<tr>
<td>20-04-10B</td>
<td>$126,141.18</td>
</tr>
</tbody>
</table>

Warrant Total $311,649.56

<table>
<thead>
<tr>
<th>Payroll Date</th>
<th>Gross</th>
<th>Net</th>
<th>Processing</th>
<th>Tax Liability</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/2/2020</td>
<td>$119,102.70</td>
<td>$85,913.06</td>
<td>-</td>
<td>$35,625.96</td>
</tr>
<tr>
<td>4/16/2020</td>
<td>$121,998.07</td>
<td>$87,420.69</td>
<td>$1,795.95</td>
<td>$36,526.03</td>
</tr>
<tr>
<td>4/30/2020</td>
<td>$116,965.32</td>
<td>$80,724.72</td>
<td>-</td>
<td>$32,349.55</td>
</tr>
</tbody>
</table>

PAYROLL TOTAL $358,066.09 $254,058.47 $1,795.95 $104,501.54

Prepared By:
Paul Thomaidis
Finance Office
## Balance Sheet - Governmental Funds
### April 30, 2020

83% of Budget Expensed

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>General</th>
<th>Special Aid</th>
<th>Capital Projects</th>
<th>Permanent</th>
<th>Total Governmental Funds</th>
<th>Fiduciary Fund Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$4,660,601</td>
<td>$614,957</td>
<td>$44,113</td>
<td>$5,319,671</td>
<td>$138,159</td>
<td>$138,159</td>
</tr>
<tr>
<td>Unrestricted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Receivables | | | | | | |
| Accounts receivable | | | | | | |
| Due from other funds | | | | | | |
| Due from component unit | | | | | | |
| Total Receivables | $4,729,782 | $918,644 | $942,475 | $138,159 | $6,729,060 | $7,003 |

| LIABILITIES | | | | | | |
| Payables | | | | | | |
| Accrued liabilities/Retirement Payable | $148,395 | | | $148,395 | | |
| Due to other funds | $956,773 | $10,048 | $67,908 | 3,154 | $1,037,883 | 7,003 |
| Other liabilities | 933 | | | | $933 | 7,003 |

| Unearned credits | | | | | | |
| Collections in Advance | $223,633 | | | $223,633 | | |

| Total Liabilities | $1,106,101 | $233,681 | $67,908 | 3,154 | $1,410,844 | 7,003 |

| FUND BALANCES | | | | | | |
| Nonspendable: Endowment | | | | | | |
| Restricted: Grants | 684,963 | 684,963 | | | |

| Assigned: | | | | | | |
| Appropriated for subsequent year's expenditures | 150,000 | | | 150,000 | | |
| Capital projects | 1,837,333 | 874,567 | | 2,711,900 | | |
| Retirement contribution | 221,241 | | | 221,241 | | |
| Terminal leave | 461,600 | | | 461,600 | | |
| Unappropriated fund balance | 100,521 | | | 100,521 | | |
| Unassigned: Fund balance | 852,986 | | | 852,986 | | |

| Total Fund Balances | $3,623,681 | $684,963 | $874,567 | $135,005 | $5,318,216 | |

| Total Liabilities and Fund Balances | $4,729,782 | $918,644 | $942,475 | $138,159 | $6,729,060 | $7,003 |
## PORT WASHINGTON PUBLIC LIBRARY

Statement of Revenues and Expenditures - General Fund

For the One and Ten Months Ended March 31, 2020

83% of Budget Expensed

### Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>April 30, 2020 One Month</th>
<th>April 30, 2020 Ten Months</th>
<th>Balance Remaining</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Property Taxes</td>
<td>$7,072,264</td>
<td>$350,000</td>
<td>$5,654,195</td>
<td>$1,418,069</td>
<td>79.9%</td>
</tr>
<tr>
<td>Other Tax Items</td>
<td>65,000</td>
<td></td>
<td></td>
<td></td>
<td>0.0%</td>
</tr>
<tr>
<td>Lost Books</td>
<td>43,000</td>
<td>30</td>
<td>15,636</td>
<td>27,364</td>
<td>36.4%</td>
</tr>
<tr>
<td>Xerox Revenues</td>
<td>20,000</td>
<td>16,368</td>
<td>3,632</td>
<td></td>
<td>81.8%</td>
</tr>
<tr>
<td>Interest - A Fund</td>
<td>11,000</td>
<td>1,131</td>
<td>44,094</td>
<td>(33,094)</td>
<td>400.9%</td>
</tr>
<tr>
<td>Sale of Used Books</td>
<td>4,500</td>
<td>2,777</td>
<td>1,723</td>
<td></td>
<td>61.7%</td>
</tr>
<tr>
<td>Refund of FY Expenses</td>
<td></td>
<td></td>
<td></td>
<td>4,338</td>
<td>(4,338) N/A</td>
</tr>
<tr>
<td>Gifts &amp; Donations</td>
<td>100</td>
<td>2,490</td>
<td>(2,490)</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>10,000</td>
<td>3,659</td>
<td>7,490</td>
<td>2,510</td>
<td>74.9%</td>
</tr>
<tr>
<td>Coffee Bar - Revenue</td>
<td></td>
<td></td>
<td></td>
<td>5,421</td>
<td>(5,421) N/A</td>
</tr>
<tr>
<td>Coffee Bar - Costs</td>
<td></td>
<td></td>
<td></td>
<td>3,637</td>
<td>N/A</td>
</tr>
<tr>
<td>State Aid</td>
<td>6,500</td>
<td>9,111</td>
<td>(2,611)</td>
<td></td>
<td>140.2%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$7,232,264</td>
<td>$354,880</td>
<td>$5,758,283</td>
<td>$1,473,981</td>
<td>79.6%</td>
</tr>
</tbody>
</table>

### Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>April 30, 2020 One Month</th>
<th>April 30, 2020 Ten Months</th>
<th>Balance Remaining</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>141 Certified Librarians</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>.01 Cert. Lib Grade 29-27-25</td>
<td>122,700</td>
<td>13,845</td>
<td>101,486</td>
<td>21,214</td>
<td>82.7%</td>
</tr>
<tr>
<td>.02 Cert. Lib Grade 21</td>
<td>95,000</td>
<td></td>
<td></td>
<td></td>
<td>0.0%</td>
</tr>
<tr>
<td>.03 Cert. Lib Grade 19</td>
<td>376,750</td>
<td>42,715</td>
<td>310,016</td>
<td>66,734</td>
<td>82.3%</td>
</tr>
<tr>
<td>.04 Cert. Lib Grade 17</td>
<td>507,590</td>
<td>44,661</td>
<td>380,231</td>
<td>127,359</td>
<td>74.9%</td>
</tr>
<tr>
<td>.05 Cert. Lib Grade 15</td>
<td>1,113,411</td>
<td>115,824</td>
<td>873,056</td>
<td>240,355</td>
<td>78.4%</td>
</tr>
<tr>
<td>.06 Cert. Lib Holiday &amp; Sunday</td>
<td>63,049</td>
<td>4,014</td>
<td>52,646</td>
<td>10,403</td>
<td>83.5%</td>
</tr>
<tr>
<td><strong>Total Certified Librarians</strong></td>
<td>2,278,500</td>
<td>221,059</td>
<td>1,717,435</td>
<td>561,065</td>
<td>75.4%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>April 30, 2020 One Month</th>
<th>April 30, 2020 Ten Months</th>
<th>Balance Remaining</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>143 Clerical Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>.01 Clerical Grade 11</td>
<td>112,980</td>
<td>12,747</td>
<td>93,053</td>
<td>19,927</td>
<td>82.4%</td>
</tr>
<tr>
<td>.02 Clerical Grade 9</td>
<td>106,064</td>
<td>2,960</td>
<td>17,688</td>
<td>88,376</td>
<td>16.7%</td>
</tr>
<tr>
<td>.04 Clerical Grade 5</td>
<td>165,703</td>
<td>25,503</td>
<td>181,291</td>
<td>(15,588)</td>
<td>109.4%</td>
</tr>
<tr>
<td>.05 Clerical Grade 3</td>
<td>53,810</td>
<td>6,199</td>
<td>44,066</td>
<td>9,744</td>
<td>81.9%</td>
</tr>
<tr>
<td>.06 Clerical Holiday &amp; Sunday</td>
<td>25,000</td>
<td>1,363</td>
<td>13,110</td>
<td>11,890</td>
<td>52.4%</td>
</tr>
<tr>
<td><strong>Total Clerical Staff</strong></td>
<td>463,357</td>
<td>48,772</td>
<td>349,208</td>
<td>114,349</td>
<td>75.3%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>April 30, 2020 One Month</th>
<th>April 30, 2020 Ten Months</th>
<th>Balance Remaining</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>143 Hourly Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>.11 Bookshelvers-Adult</td>
<td>70,000</td>
<td>8,947</td>
<td>55,736</td>
<td>14,264</td>
<td>79.6%</td>
</tr>
<tr>
<td>.12 Bookshelvers-Children</td>
<td>22,000</td>
<td>2,852</td>
<td>16,911</td>
<td>5,089</td>
<td>76.9%</td>
</tr>
<tr>
<td>.13 English as a Second Langua</td>
<td>33,000</td>
<td>3,682</td>
<td>24,059</td>
<td>8,941</td>
<td>72.9%</td>
</tr>
<tr>
<td>.14 ISD</td>
<td>110,000</td>
<td>9,079</td>
<td>62,079</td>
<td>47,921</td>
<td>56.4%</td>
</tr>
<tr>
<td>.15 Collection Management</td>
<td>50,000</td>
<td>9,836</td>
<td>40,221</td>
<td>(10,221)</td>
<td>120.4%</td>
</tr>
<tr>
<td>.16 Interloans</td>
<td>9,000</td>
<td>1,411</td>
<td>8,578</td>
<td>422</td>
<td>95.3%</td>
</tr>
<tr>
<td>.17 Periodical Service Desk</td>
<td>11,000</td>
<td></td>
<td></td>
<td>11,000</td>
<td>0.0%</td>
</tr>
<tr>
<td>.18 Processing of Books</td>
<td>30,000</td>
<td>3,997</td>
<td>26,275</td>
<td>3,725</td>
<td>87.6%</td>
</tr>
<tr>
<td>.19 Technicians-Media</td>
<td>15,000</td>
<td>3,252</td>
<td>11,500</td>
<td>(800)</td>
<td>105.3%</td>
</tr>
<tr>
<td>.21 Student Computer Aids</td>
<td>65,000</td>
<td>8,969</td>
<td>57,144</td>
<td>7,856</td>
<td>87.9%</td>
</tr>
<tr>
<td>.22 Sunday &amp; Holidays - Support</td>
<td>35,000</td>
<td>2,348</td>
<td>30,653</td>
<td>4,307</td>
<td>88.5%</td>
</tr>
<tr>
<td>.23 Info. Tech Spec. II</td>
<td>19,000</td>
<td>2,152</td>
<td>13,826</td>
<td>5,174</td>
<td>72.8%</td>
</tr>
<tr>
<td>.24 Community Outreach</td>
<td>8,000</td>
<td>1,564</td>
<td>6,426</td>
<td>1,174</td>
<td>85.3%</td>
</tr>
<tr>
<td><strong>Total Hourly Staff</strong></td>
<td>477,000</td>
<td>58,109</td>
<td>378,418</td>
<td>98,582</td>
<td>79.3%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>April 30, 2020 One Month</th>
<th>April 30, 2020 Ten Months</th>
<th>Balance Remaining</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>143 Building Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>.31 Custodial</td>
<td>254,220</td>
<td>28,726</td>
<td>208,862</td>
<td>45,358</td>
<td>82.2%</td>
</tr>
<tr>
<td>.32 Holidays &amp; Sunday - Custodia</td>
<td>22,873</td>
<td>1,402</td>
<td>21,464</td>
<td>8,409</td>
<td>63.2%</td>
</tr>
<tr>
<td><strong>Total Building Staff</strong></td>
<td>277,093</td>
<td>30,128</td>
<td>223,326</td>
<td>53,767</td>
<td>80.6%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>April 30, 2020 One Month</th>
<th>April 30, 2020 Ten Months</th>
<th>Balance Remaining</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Separation Payouts</td>
<td>48,500</td>
<td></td>
<td></td>
<td>42,853</td>
<td>5.64%</td>
</tr>
</tbody>
</table>

140%
### PORT WASHINGTON PUBLIC LIBRARY

Statement of Revenues and Expenditures - General Fund (Continued)

For the One and Ten Months Ended March 31, 2020

83% of Budget Expensed

<table>
<thead>
<tr>
<th>EXPENDITURES (CONTINUED)</th>
<th>Budget</th>
<th>April 30, 2020</th>
<th>Balance Remaining</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>9030.8 SOCIAL SECURITY</td>
<td>$267,455</td>
<td>$26,607</td>
<td>$199,717</td>
<td>$67,738</td>
</tr>
<tr>
<td>9040.8 WORKER'S COMPENSATION</td>
<td>38,000</td>
<td>33,210</td>
<td>4,790</td>
<td>87.4%</td>
</tr>
<tr>
<td>9045.8 DISABILITY</td>
<td>10,000</td>
<td>(275)</td>
<td>1,386</td>
<td>8,614</td>
</tr>
<tr>
<td>9050.8 UNEMPLOYMENT</td>
<td>600</td>
<td>600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9060.8 HOSPITAL &amp; MEDICAL INSURANCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>.01 MEDICAL</td>
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### EXPENDITURES (CONTINUED)

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<th>% of Annual Budget</th>
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<td>4,397</td>
<td>5,603</td>
<td></td>
</tr>
<tr>
<td>TOTAL REPAIRS TO BLDG &amp; BLDG EQUIP.</td>
<td>$100,000</td>
<td>3,503</td>
<td>51,870</td>
<td>48,130</td>
</tr>
<tr>
<td><strong>454 INSURANCE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>.01 INSURANCE</td>
<td>70,000</td>
<td>69,121</td>
<td>879</td>
<td></td>
</tr>
<tr>
<td><strong>455 OTHER OPER. &amp; MAINT.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>.01 MECHANICAL CONTRACTS</td>
<td>32,000</td>
<td>1,975</td>
<td>24,858</td>
<td>7,142</td>
</tr>
<tr>
<td>.02 GROUND MAINT. CONTRACTS</td>
<td>25,000</td>
<td>711</td>
<td>11,328</td>
<td>13,672</td>
</tr>
<tr>
<td>.03 BUILDING MAINT CONTRACT</td>
<td>19,500</td>
<td>767</td>
<td>8,206</td>
<td>11,294</td>
</tr>
<tr>
<td>TOTAL OTHER OPER. &amp; MAINT.</td>
<td>76,500</td>
<td>3,453</td>
<td>44,392</td>
<td>32,108</td>
</tr>
<tr>
<td><strong>DEBT SERVICE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSTALLMENT DEBT-PRINCIPAL</td>
<td>4,750</td>
<td>-</td>
<td>3,156</td>
<td>1,594</td>
</tr>
<tr>
<td>INSTALLMENT DEBT INTEREST</td>
<td>750</td>
<td>-</td>
<td>575</td>
<td>175</td>
</tr>
<tr>
<td>TOTAL DEBT SERVICE</td>
<td>5,500</td>
<td>-</td>
<td>3,731</td>
<td>1,769</td>
</tr>
<tr>
<td><strong>INTERFUND TRANSFERS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPERATING TRANSFERS OUT</td>
<td>564,000</td>
<td>-</td>
<td>564,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>$ 7,448,631</td>
<td>$ 648,856</td>
<td>$ 5,875,002</td>
<td>$ 1,573,629</td>
</tr>
</tbody>
</table>

**NET CHANGE IN FUND BALANCE**

(116,719)

**FUND BALANCE, BEGINNING OF YEAR**

3,740,400

**FUND BALANCE, END OF YEAR**

$ 3,623,681
PORT WASHINGTON PUBLIC LIBRARY  
Statement of Revenues, Expenditures and Changes in Fund Balances -  
Special Revenue, Capital Projects and Permanent Funds  
For the One and Ten Months Ended March 31, 2020  
83% of Budget Expensed  

<table>
<thead>
<tr>
<th></th>
<th>Special Revenue</th>
<th>Capital Projects</th>
<th>Permanent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest income</td>
<td>$4,016</td>
<td>$436</td>
<td>$1,365</td>
</tr>
<tr>
<td>Miscellaneous revenue</td>
<td>421,160</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>425,176</td>
<td>436</td>
<td>1,365</td>
</tr>
</tbody>
</table>

| **EXPENDITURES**         |                 |                  |           |
| Program expenses         | 137,066         | 91,779           |           |

| **OTHER FINANCING SOURCES (USES)** |       |                  |           |
| Operating transfers in    | 1,365 | 564,000          | -         |
| Operating transfers (out) |       |                  | (1,365)   |
| **Total Other Financing Sources (Uses)** | 1,365 | 564,000          | (1,365)   |

| **Net Change in Fund Balance** | 289,475 | 472,657 | - |
| **Fund Balance - Beginning of year** | 395,488 | 401,910 | 135,005 |
| **Fund Balance - End of month** | $684,963 | $874,567 | $135,005 |
|-------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Ear Phones                                | $ 5.00 | $ 10.00| $ 2.00 | $ 10.00| $ 9.00 | $ 5.00 | $ 12.00| $ 14.00| $ 8.00 | $ 75.00|        |        |        |
| Flash Disc                                | 18.00  | 45.00  | 57.50  | 9.00   | 9.00   | 7.00   | 14.00  | 14.00  | 7.00   | 180.50 |        |        |        |
| My Healthy Thing                          | 103.78 | 162.18 | 91.47  | 176.10 | 123.86 | 156.47 | 110.85 | 924.71 |        | 1,385.00|        |        |        |
| Meeting Room Usage                        | 185.00 | 50.00  | 207.50 | 125.00 | 817.50 | 1,385.00|        |        |        |        |        |        | (26.64)|        |
| NYS Sales Tax                             | (26.64)| (26.64)| (26.64)| (26.64)| (26.64)| (26.64)| (26.64)| (26.64)| (26.64)| (26.64)| (26.64)| (26.64)| (26.64)|        |
| Metlife Dividend                          | 34.32  | 34.32  | 34.32  | 34.32  | 34.32  | 34.32  | 34.32  | 34.32  | 34.32  | 34.32  | 34.32  | 34.32  |        |
| Better World Books                        | -      | -      | -      | -      | -      | -      | -      | -      | -      | -      | -      | -      | -      |
| Utica Dividend                            | 3,624.19| 3,624.19|        |        |        |        |        |        |        |        |        |        |        |
| ESSL BID                                  | -      |        |        |        |        |        |        |        |        |        |        |        |        |
| NLS Erate                                 | -      |        |        |        |        |        |        |        |        |        |        |        |        |
| NLS direct access                         | -      |        |        |        |        |        |        |        |        |        |        |        |        |
| NLS MTA Offset                            | -      |        |        |        |        |        |        |        |        |        |        |        |        |
| Verizon Erate                             | -      |        |        |        |        |        |        |        |        |        |        |        |        |
| Quench USA                                | -      |        |        |        |        |        |        |        |        |        |        |        |        |
| Poland Spring Direct                      | -      |        |        |        |        |        |        |        |        |        |        |        |        |
| Backpack/Totes/Visor/Hats                 | 15.00  | 20.00  | 15.00  | 45.00  | 45.00  | 95.00  |        |        |        |        |        |        |        |
| Money used to test self check             | (5.25) | 7.50   |        |        |        |        |        |        |        |        |        |        | 2.25   |
| Televen - Commission                      | -      |        |        |        |        |        |        |        |        |        |        |        |        |
| Vending Machine Refund                    | (1.25) | (1.25) |        |        |        |        |        |        |        |        |        |        |        |
| Credit Card Point Credit                  | -      |        |        |        |        |        |        |        |        |        |        |        |        |
| Misc. Cash                                | -      |        |        |        |        |        |        |        |        |        |        |        |        |
| Local History Image                       | -      |        |        |        |        |        |        |        |        |        |        |        |        |
| Sales tax payment                         | -      |        |        |        |        |        |        |        |        |        |        |        |        |
| NYS Unclaimed Funds                       | -      |        |        |        |        |        |        |        |        |        |        |        |        |
| Statistics                                | 834.89 |        |        |        |        |        |        |        |        |        |        |        |        |
| ALIS e-commerce                           | -      |        |        |        |        |        |        |        |        |        |        |        |        |
| Res./Non-Res. Card                        | 400.00 | 400.00 |        |        |        |        |        |        |        |        |        |        |        |
| Donations                                 | -      |        |        |        |        |        |        |        |        |        |        |        |        |
| Business Card                             | -      |        |        |        |        |        |        |        |        |        |        |        |        |
| Volunteer Brunch                          | -      |        |        |        |        |        |        |        |        |        |        |        |        |
| Refund of Prior Year                      | (105.50)| (105.50)|        |        |        |        |        |        |        |        |        |        |        |
| ReadyRefresh- Nestle                      | -      |        |        |        |        |        |        |        |        |        |        |        |        |
| Fischer Magic Sales                       | -      |        |        |        |        |        |        |        |        |        |        |        |        |
| Sale of Old Records to Mr. Cheapo         | -      |        |        |        |        |        |        |        |        |        |        |        |        |
| Totals                                    | $ 221.28| $ 939.85| $ 274.75| $ 120.22| $ 454.10| $ 46.32| $ 274.86| $ 1,400.72| $ 99.21| $ 3,658.51| - | - | $ 7,489.86|
Expenditures

- 143.04 Clerical Grade 5 – This expenditure includes payroll for part-time employees.
- 143.15 Collection Management – This expenditure includes salaries for part-time employees.
- 143.19 Technicians-Media – This expenditure includes salaries for technicians.
- 9010.8 State Retirement – Library pays the Library’s annual contribution to the plan in December 2019.
- 203.03 Equipment – Building – This expenditure includes a camera system upgrade and smart pads.
- 410.09 Books-Audio & Electronic – This expenditure includes audiobooks and E-books.
- 430.07 Media Services – This expenditure includes supplies such as flash drives, DVD cases, music stands, and office supplies.
- 434.01 Printed Info – This expenditure includes signs and posters throughout the Library.
- 434.08 Newsletters – This expenditure includes monthly newsletter subscriptions.
- 436.03 NLS – This expenditure includes item charges and member library support fee for services by the Nassau Library System. This fee is paid annually.
- 439.02 Copy Equipment – This expenditure includes monthly payments for copy machines – Xerox, etc.
- 439.04 Computer – This expenditure includes Chromebooks licenses and hardware services.
- 439.06 Piano – This expenditure includes payments for technician to tune piano in the Lapham room.
- 440.02 Audit – This expenditure includes audit payments to Rynkar, Vail & Barett, LLP.
- 452.03 Building Improvements – This expenditure includes, installation and programming of digital monitors, new entrance mat, painting, 2 sliding cabinet doors, and a custom leaf shape area rug.
- 454.01 Insurance – This expenditure is for the liability insurance and the main policy was paid in October 2019.
- Operating Transfer Out – The transfer out represents the budgeted transfer to the capital projects fund.
**General Fund Budget Transfers**

Resolved: To make the following general fund budget transfers for the year ending June 30, 2020:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>410.09</td>
<td>Books-Audio &amp; Electronic</td>
<td>2,500.00</td>
</tr>
<tr>
<td>430.07</td>
<td>Media Services</td>
<td>500.00</td>
</tr>
<tr>
<td>434.08</td>
<td>Newsletters</td>
<td>7,500.00</td>
</tr>
<tr>
<td>439.02</td>
<td>Copy Equipment</td>
<td>1,000.00</td>
</tr>
<tr>
<td>439.06</td>
<td>Piano</td>
<td>1,000.00</td>
</tr>
<tr>
<td>440.02</td>
<td>Audit</td>
<td>500.00</td>
</tr>
<tr>
<td>452.03</td>
<td>Building Improvements</td>
<td>6,000.00</td>
</tr>
</tbody>
</table>

$ 19,000.00

From:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>9060.801</td>
<td>Hospital &amp; Medical Ins. Medical</td>
<td>19,000.00</td>
</tr>
</tbody>
</table>

$ 19,000.00

$ -
### Dividend Payment at 15% For 2018 Term

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>Agent</th>
<th>Reference Number</th>
<th>Paid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>003377089</td>
<td>Y9825</td>
<td>Y9825-20200416-72[60138]</td>
<td>6,568.05</td>
</tr>
</tbody>
</table>

- Gross Dividend: 6,568.05
- Less Partial Payment: 0.00
- Less Premium Balance Owed: 0.00
- Net Dividend: 6,568.05

---

**Group Number**: 381  
**Name**: PORT WASHINGTON PUBLIC LIBRARY ETAL  
**Check Number**: 0000139149  
**Date**: Apr/16/2020  
**Total Paid Amount**: $6,568.05

---

**SIX THOUSAND FIVE HUNDRED SIXTY-EIGHT AND 5/100 DOLLARS**

**PAY TO THE ORDER OF:**  
PORT WASHINGTON PUBLIC LIBRARY ETAL  
1 LIBRARY DRIVE  
PORT WASHINGTON, NY 110500000

**Authorized Signature**
**Utica National Insurance Group**

PORT WASHINGTON PUBLIC LIBRARY ETAL
1 LIBRARY DRIVE
PORT WASHINGTON, NY 11050

<table>
<thead>
<tr>
<th>Check Date:</th>
<th>Apr/16/2020</th>
<th>Check No.</th>
<th>0000139558</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Number</td>
<td>005099055</td>
<td>Agent</td>
<td>Y9825</td>
</tr>
<tr>
<td>Reference Number</td>
<td>Y9825-20200416-73(59749)</td>
<td>Paid Amount</td>
<td>30.01</td>
</tr>
</tbody>
</table>

Dividend Payment at 15% For 2018 Term

- Gross Dividend: 30.01
- Less Partial Payment: 0.00
- Less Premium Balance Owed: 0.00
- Net Dividend: 30.01

---

<table>
<thead>
<tr>
<th>Group Number</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>381</td>
<td>PORT WASHINGTON PUBLIC LIBRARY ETAL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Date</th>
<th>Total Paid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000139558</td>
<td>Apr/16/2020</td>
<td>$30.01</td>
</tr>
</tbody>
</table>

---

**Utica National Insurance Group**

P.O. Box 530, Utica, NY 13503-0530

Date: Apr/16/2020
Amount: $30.01

****THIRTY AND 1/100 DOLLARS****

PAY TO THE ORDER OF:

PORT WASHINGTON PUBLIC LIBRARY ETAL
1 LIBRARY DRIVE
PORT WASHINGTON, NY 11050

Authorized Signature

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND - NOT A WHITE BACKGROUND

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW
BID FORM

LAVATORIES RENOVATION

FOR THE BOARD OF TRUSTEES OF THE PORT WASHINGTON PUBLIC LIBRARY
ONE LIBRARY DRIVE
PORT WASHINGTON, NEW YORK 11050

We, the undersigned have visited the site, and have carefully examined all specifications as well as the Form of Proposal.

The undersigned proposes to provide the entire package of material, labor and services listed and explained below and in the enclosed documents, at the costs listed below:

1. LABOR
   $180,000.00
2. MATERIALS (list)
   $80,000.00
3. ALL OTHER COSTS (disposal, delivery, etc.)
   $73,000.00
4. GRAND TOTAL
   $333,000.00

We have ascertained all conditions and limitations applying to the contract affecting cost of the services, and have clearly observed all of the existing conditions, requirements, and limitations. We propose to furnish all labor, equipment and materials and to provide the services in accordance with the specifications.

We further agree that this proposal is a firm bid and shall remain in effect for a period of ninety (90) calendar days from the date of reception of bids, and that within said period of ninety (90) days, the library may accept or reject this proposal or by mutual agreement extend the time of acceptance.

We further agree that in consideration of a NOTICE OF AWARD, we will begin providing the services required by the enclosed documents within 30 days after the receipt of the NOTICE TO PROCEED.

Respectfully submitted,

Signature

Alexander Onasis, President
Print Name and Title

LIGHT HOUSE DESIGNS
1913 Deer Park Ave.
Deer Park, NY 11729
(631) 392-1944
Alexander M. Onasis
President
(718) 690-5343
Fax: (718) 504-3933
lighthousedesigns@gmail.com
PWPL Ahead

A Re-Opening Plan for our Library

May 2020

The re-opening plan will occur over 4 Phases, keeping in mind the People, Place and Process outlined by Governor Cuomo. The timeline listed for each phase will be dependent on Executive Orders from the Governor and the PAUSE Program. OSHA guidelines for employees to return to work will be strictly adhered to. CDC guidelines for best practices to keep the staff and public safe will be followed, with updates as we receive them.

Staff and Community Safety are the primary concern.

**PEOPLE** – Employees and Customers; Gathering Size; Social Distance; PPE, Mental Health & Wellness; Vulnerable Populations

**PLACES** – Access & Screening; Capacity Requirements; Cleaning & Hygiene; PPE; Frequent Use; Travel & Transportation

**PROCESS** – Test, Trace, & Isolate; Training; Risk; People Policies; Communication

**Phase I: Building Preparation (~2 Weeks)**
- Maintenance Staff return to work.
- Building sanitation plan in place.
- Deep clean of the entire building.
- HVAC adjustments/new filters.
- PPE in-hand (gloves, masks, face shields, etc.).
- Spread work areas out as much as possible.
- Ready the work areas that will see first return of staff (Collection Management, TSD, Maintenance, Admin).

**Phase 2: >% of Staff Return to Library (~2 Weeks)**
- Face coverings (cloth masks, disposable mask) will be required for all staff. PWPL will supply along with any other PPE necessary to execute work safely.
- Team A/B will be determined within departments before employees return to work. Shifts will be worked out so that there is minimal interaction amongst staff while in the Library.
- Shared surfaces will be disinfected regularly. Staff Lounge will be closed. Hand- scan timeclocks will be covered or removed, and staff will report hours directly to their supervisor.
• Collection Management, TSD and some Admin staff will return to work first. Rest of staff will continue to work remotely.
• No public access will be allowed, and no curbside service will be available in this phase.
• Deliveries from vendors will resume but be contactless.
• Temperature checks? Antibody Tests? Employees over certain age returning to work? Unknowns right now.

Phase 3: Curbside Service (~4 weeks)

• Clear directional signage for the public installed.
• Staff will begin to implement curbside service to the public.
• Parking lot monitored by facility staff. Patrons in cars will be encouraged to stay in cars. Patrons come by bike or by foot will be asked to wait in a queue at a safe social distance.
• Staff will wear appropriate PPE when handling materials and delivering to patrons/cars.
• Begin to accept returns, quarantine materials.

Phase 4: <% of Staff Return to Library and Public Returns (TBD)

• A < % (TBD) of staff will return to work. Staff who can still work remotely will continue to do so.
• Some amount of the public will be allowed to return to the Library.
• Sneeze guards Installed at all public service desks.
• Meeting rooms will remain closed and public seating will be limited.
• The Library will be a ‘Grab and Go’ location. No loitering or idling.
• Building will be regularly sanitized, and shared surfaces will draw extra attention.
• Curbside service will stay in place for patrons who wish to still use it.
• TBD - Limit capacity? Senior Hours? Expand service hours to prevent crowding?

A/B Team Assignments

Maintenance:
Team A –
Team B –

Circulation:
Team A –
Team B –
Computer Services:
Team A –
Team B –

Adult/Teen Services:
Team A –
Team B –

Children’s Services:
Team A –
Team B –

ESOL:
Team A –
Team B –

TSD:
Team A –
Team B –

Reference:
Team A –
Team B –
Current Mission Statement (PWPL):
The Port Washington Public Library is a center for community engagement, knowledge, and personal enrichment.

Current Vision Statement (PWPL):
None

Proposed Mission Statement (PWPL):
The Port Washington Public Library is an inclusive center for community engagement, knowledge, and personal enrichment.

Proposed Vision Statement (PWPL):
Enhancing the wellbeing of every community member.
## PWPL 2020 Electronic Usage Statistics - YTD April

<table>
<thead>
<tr>
<th>Databases</th>
<th>Description</th>
<th>Data Type</th>
<th>Jan.</th>
<th>Feb.</th>
<th>March</th>
<th>April</th>
<th>YTD 2020 Totals</th>
<th>Costs 2020 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>****Ancestry Library</td>
<td>Genealogy database &amp; census data</td>
<td>Searches</td>
<td>290</td>
<td>393</td>
<td>9</td>
<td>0</td>
<td>692</td>
<td>$1,046</td>
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<tr>
<td>Britannica</td>
<td>Online encyclopedia</td>
<td>Sessions</td>
<td>71</td>
<td>35</td>
<td>15</td>
<td>1</td>
<td>122</td>
<td>NOVEL</td>
</tr>
<tr>
<td>Chilton’s Automotive</td>
<td>Automotive repair manuals and resources</td>
<td>Hits</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>$1,321</td>
</tr>
<tr>
<td>Consumer Reports</td>
<td>Consumer products/services ratings and reviews</td>
<td>Visits</td>
<td>51</td>
<td>77</td>
<td>62</td>
<td>70</td>
<td>260</td>
<td>$4,300</td>
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<tr>
<td>Ebsco</td>
<td>Novelist reader’s advisory service for fiction &amp; non-fiction</td>
<td>Searches</td>
<td>114</td>
<td>136</td>
<td>83</td>
<td>128</td>
<td>461</td>
<td>$3,508</td>
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<tr>
<td>Galenet</td>
<td>Multiple periodical and newspaper databases</td>
<td>Searches</td>
<td>83</td>
<td>148</td>
<td>137</td>
<td>73</td>
<td>441</td>
<td>$2,409</td>
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<tr>
<td>HeritageQuest</td>
<td>Genealogy database</td>
<td>Searches</td>
<td>25</td>
<td>98</td>
<td>34</td>
<td>431</td>
<td>588</td>
<td>NLS Core</td>
</tr>
<tr>
<td>**Hoopla</td>
<td>Stream movies, music, audiobooks, ebooks &amp; TV shows</td>
<td>Circulations</td>
<td>586</td>
<td>649</td>
<td>1,223</td>
<td>1,905</td>
<td>4,363</td>
<td>$7,485</td>
</tr>
<tr>
<td>Learning Express</td>
<td>Career guidance and test preparation service</td>
<td>Sessions</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>NLS Core</td>
</tr>
<tr>
<td>Lynda.com</td>
<td>Online training videos and courses</td>
<td>Views</td>
<td>912</td>
<td>797</td>
<td>795</td>
<td>3,188</td>
<td>5,692</td>
<td>$7,000</td>
</tr>
<tr>
<td>Mango Languages</td>
<td>Language learning instruction</td>
<td>Sessions</td>
<td>70</td>
<td>114</td>
<td>103</td>
<td>247</td>
<td>534</td>
<td>$2,305</td>
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<tr>
<td>MorningStar</td>
<td>Investment research database &amp; newsletters</td>
<td>Sessions</td>
<td>181</td>
<td>143</td>
<td>408</td>
<td>421</td>
<td>1,153</td>
<td>$1,966</td>
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<tr>
<td>NewsBank</td>
<td>PW News, LI newspapers &amp; news magazines</td>
<td>Searches</td>
<td>218</td>
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<td>55</td>
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<td>NYS legal documents &amp; forms</td>
<td>Sessions</td>
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<td>6</td>
<td>7</td>
<td>12</td>
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<tr>
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<td>Multiple newspaper and magazine databases</td>
<td>Searches</td>
<td>181</td>
<td>151</td>
<td>169</td>
<td>314</td>
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<tr>
<td>Reference USA</td>
<td>Online directory of U.S. telephone &amp; company information</td>
<td>Searches</td>
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<td>76</td>
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<td>Tumble Books</td>
<td>Online animated picture books for students</td>
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<td>78</td>
<td>380</td>
<td>330</td>
<td>904</td>
<td>$434</td>
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<td>***Zinio/RB Digital</td>
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* Tracking data type varies by vendor
** Hoopla monthly fees Jan-April 2020
*** RBdigital monthly fees Jan-April 2020 & Audiobooks
**** Ancestry Library cannot provide remote (home) usage figures

NLS Core: $93,850
Local History Center Report

Local History Center (LHC) Report

Present Projects:

• Covid-19 Public Memory Project
  LHC has debuted a new archival project, which will result in a new special collection: The Covid-19 Public Memory Project. Vanessa Nastro has reached out to various residents who have already contributed numerous digital photographs. Several staff members will also be contributing personal items. Vanessa has reached out to Tracy Warzer, Program Coordinator at the Amsterdam to involve their residents in this project. The Port News has recently published an article about the project and the Library has featured it on its Facebook page.

• Telephone Directory Database
  LHC has begun to digitize its telephone directory collection beginning with its earliest years, 1925-1930. This ongoing project is funded by the FOL. The database was created by Advantage Preservation and will be accessible via a link on the LHC website. The goal of this project is to present digital surrogates of our overly accessed telephone directories, which have now become too fragile and damaged for public use.

• The publication release for Along Manhasset Bay has been postponed until further notice due to Covid-19.

• Former owner of the Mason Studio, Val Gelo was interviewed several months ago. The video is now available on the Library’s YouTube channel. Tony Traguardo has been working with Local History to also release video content and interviews on Pete Fornatale and Schreiber High School’s 50th Reunion. This content will also be available on the Library’s YouTube channel.

Future Projects:

• Port to Port: North Shore/South Shore History Series
  Archivists Vanessa Nastro and Regina Feeney (Freeport Memorial Library) will present a virtual history lecture, “We’ve Been Here Before: Resilience after Epidemics, Pandemics and Natural Disasters.” The lecture will be pre-recorded and available on the Port Washington and Freeport Memorial Library’s website by early June.

• Vanessa has been corresponding with Patti Sicular, a fashion historian and former manager of Ford Modeling Agency (and Schreiber High School Graduate) for a possible virtual exhibit and/or lecture on the history of
fashion. Ms. Sicular has access to many archival photographs, many of which connect the fashion industry to Port Washington.

- Vanessa has been corresponding with the grandson of Alan Freeman, a former KYC Commodore to acquire a personal archive of photographs and possibly other ephemera on Long Island and maritime history.
<table>
<thead>
<tr>
<th>Received From</th>
<th>Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>K. B.</td>
<td>4/13/2020</td>
<td>Hi, I just read about you both printing face shields for the hospitals. That is marvelous. Sean and I were actually just discussing whether you might be doing this even though the library is closed. Good for you. Be well.</td>
</tr>
<tr>
<td>E. (ESOL Tutor)</td>
<td>4/14/2020</td>
<td>&quot;Thank you, James, Peggy and Christina, for making this Zoom-based class possible. We thought it would be a few dreadful months before we could reunite as a class... But thanks to your help and the resources offered by the library, a depressing Friday morning turned into a productive morning of learning and laughter.</td>
</tr>
<tr>
<td>J. S.</td>
<td>4/17/2020</td>
<td>Thank you so much! My wallet was stolen in London with the card inside. Didn’t matter because I primarily use the Libby interface, but that now seems to have kicked me out. With this information I can get it going again and also try some of the services (such as the genealogical resource) that can help make this odd period purposeful. I’ve been very impressed with the library’s embrace of the community during the crisis. Thank you!</td>
</tr>
</tbody>
</table>
Port Washington Teachers Association Retired Educators Chapter  
99 Campus Drive  
Port Washington, NY 11050  

5th April 2020  

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

To whom it may concern,  

Enclosed please find a $100 charitable donation to the PWPL. Thank you for your contribution to our community, and for making your space available to us throughout the year.  

Sincerely,  

[Signature]  

Geri Ganzekaufer,  
Treasurer, PWTA Retired Educators
Today's North Hempstead local heroes are Melanie Davidoff and James Hutter, Technology Librarians at the Port Washington Public Library. Melanie and James, in coordination with the wonderful leaders at the Port Washington Public Library, have used their impressive knowledge and skills to 3D print personal protective equipment for local first responders and hospitals. They have worked with the Port Washington – North Hempstead Office of Emergency Management to target assistance to those who are working on the front lines to protect our population. To date, they have made and donated 243 printed face shields, with more on the way!

We sincerely thank Melanie and James for giving so generously of their time and knowledge to support those on the front lines, as well as the Port Washington Public Library for providing them with the necessary resources to do so. Keep up the great work!

Town of North Hempstead

We give thanks to our Local Heroes

Melanie Davidoff
Port Washington

James Hutter
Port Washington