

**PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 15, 2023
AGENDA**

BUDGET HEARING

- A. Presentation of the Proposed 2023-2024 Library Operating Budget
 - B. Trustee's Discussion of the Proposed 2023-2024 Library Operating Budget
 - C. Public Comments
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- I Approval of February 15, 2023 Board of Trustees Minutes
- II Approval of February 2023 Warrants
- III Approval of February 2023 Staff Changes
- IV Financial
 - a) February Financial Report
- V Director's Report
 - a) Façade & ALC Roof Construction Update
 - b) Budget Information Session/Meet the Candidates – March 22, 2023
 - c) Volunteer Brunch – April 30, 2023
 - d) Excess Equipment List
- VI President's Report
 - a) Budget Vote and Trustee Election – April 4, 2023
 - b) 2023 ALA Conference – June 22-27, 2023
 - c) Technology Committee Report
 - d) Library Advocacy 2023
- VII Assistant Directors Report
 - a) In-Person Services Update
 - b) Strategic Plan Update – Year 1
- VIII Councils
 - a) Art Advisory Council Minutes of January 11, 2023
 - b) Children's Advisory Council Minutes of January 26, 2023
 - c) Books for Dessert Advisory Board Minutes of January 26, 2023

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- IX Friends of the Library
 - a) Minutes of Meeting – February 8, 2023
- X Correspondence:
 - a) Patron Comments
- XI Staff Association
- XII New/Unfinished Business
 - a) Trustee Training
 - b) PW Police Department & Town of North Hempstead Program Partnership
- XIII Public Comments
- XIV Adjournment

PORT WASHINGTON PUBLIC LIBRARY
BUDGET BROCHURE

OPERATING BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2024

March 15, 2023

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A Message from the President of the Library Board of Trustees

The Port Washington Public Library Board of Trustees hereby presents its proposed 2023-2024 fiscal year budget to the public with a 2% tax levy increase, the first increase since 2019. As always, we have diligently ensured that the Library is run efficiently and that all expenses are managed and contained as best as possible. With that in consideration, we have developed this budget with a recognition of the needs of our community, the requirements to keep our facility in shape, and a regard to the current fiscal environment. We feel that this is a well thought-out and forward-thinking budget which will allow us to continue to serve the community in a way that you have come to count on.

We wish to express our appreciation to all constituents, whose collective contributions have enabled us to deliver on our mission through this unique and unprecedented time in history. Thanks to the generosity of our donors and volunteers, and to the dedication of our peerless staff, the Library has adapted and evolved in new and transformative ways to meet today's needs.

Here are just a few of the significant highlights from this past year:

- In-person and online lifelong enrichment continued with English classes, Children's Story Time, Books for Dessert (our reading program for adults with intellectual disabilities), world-class lectures, book discussions, exercise classes, and more.
- Substantial progress was completed in our multi-year, multi-million dollar facilities maintenance and improvement plan, with upgrades and repairs made to our restrooms, roof, and façade.
- Musical events, featuring top-class performers from all genres, took place in our Library and at Sunset Park.
- Our immensely popular Manhasset Bay Boat Tour program returned, allowing those without boat access the ability to experience Port Washington's beautiful waters.
- Special cultural celebrations commenced, honoring both Hispanic Heritage Month and Lunar New Year.
- Popular services, such as VHS to DVD conversion, virtual one-on-one tech help, job and career training, and document notarization were provided.
- Additional museum passes were made available, and many patrons utilized our "*Library of Games and Gadgets*," which offers loanable Chromebooks, Wi-Fi hotspots, musical instruments, lawn games, GoPro cameras, video game consoles, and more to take home.
- Digital content, such as eBooks, eAudiobooks, music, movies, training videos, and television shows were readily available through popular services such as Libby, Kanopy, LinkedIn Learning, and Hoopla.
- Home delivery of materials to ensure our most vulnerable community members continue to access Library items.

We sincerely appreciate your patronage and engagement. As we look to the future, we will strive to enhance the lives of our families, friends, and the Port Washington community. Please come to the Library to vote on Tuesday, April 4th between 7:00 a.m. and 9:00 p.m.

Kind Regards,
Patricia Bridges
President, PWPL Board of Trustees

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2024

	2024	2023		2022	
	Proposed Budget	Budget	Projected Actual	Budget	Actual
REVENUES					
Real Property Taxes	7,213,733	7,072,264	7,072,264	7,072,264	7,072,264
Payments in Lieu of Taxes	100,000	100,000	124,000	100,000	123,667
Use of Money & Property	80,000	3,000	30,390	3,000	3,226
Other Local Revenue	32,000	33,500	34,829	33,500	35,136
State Sources	8,800	7,000	8,800	7,000	8,876
Federal Sources	-	-	-	-	476
Total Revenues	<u>7,434,533</u>	<u>7,215,764</u>	<u>7,270,283</u>	<u>7,215,764</u>	<u>7,243,645</u>
Other Sources: Operating transfers			-		-
Total Revenue & Other Sources			<u>7,270,283</u>		<u>7,243,645</u>
Assigned - Terminal Leave	-	-		-	
Assigned - Capital Projects	-	100,000		100,000	
Assigned - Appropriated Fund Balance	66,500	66,500		66,500	
Total Revenues & App Fund Bal	<u>7,501,033</u>	<u>7,382,264</u>		<u>7,382,264</u>	
EXPENDITURES					
SALARIES, TERMINAL LEAVE ACCRUALS, & EMPLOYEE BENEFITS					
Salaries	3,859,132	3,718,124	3,513,576	3,604,385	3,562,378
Terminal Leave	-	-	2,889	-	78,100
Employee Benefits - Retirement	475,488	421,349	402,422	572,236	481,387
Employee Benefits - Medical	975,040	850,019	833,690	813,572	759,220
Employee Benefits - Other	373,126	362,338	320,530	353,637	314,839
Subtotal - Salaries, Terminal Leave Accruals & Employee Benefits	<u>5,682,786</u>	<u>5,351,830</u>	<u>5,073,107</u>	<u>5,343,830</u>	<u>5,195,924</u>
LIBRARY MATERIALS					
Books - Fiction	50,000	50,000	46,058	50,000	45,903
Books - Non-fiction	50,000	50,000	33,516	50,000	34,224
Books - Reference	35,000	35,000	31,894	35,000	31,445
Books - Children's	23,500	23,500	23,414	23,500	33,333
Books - Audio & Electronic - Teen/Adult/Child	100,000	95,000	111,054	85,000	110,195
Books - Young Adult	15,000	15,000	14,985	15,000	18,469
Software & Online Databases	95,000	95,000	98,792	95,000	97,818
Periodicals	36,500	36,500	29,592	36,500	32,321
Media - DVD/CD	72,000	67,000	68,317	67,000	79,346
Subtotal - Library Materials	<u>477,000</u>	<u>467,000</u>	<u>457,622</u>	<u>457,000</u>	<u>483,054</u>
LIBRARY OPERATIONS					
Office & Library Supplies	60,700	60,700	55,389	65,700	61,108
Telephone	35,000	31,000	33,024	31,000	35,399
Postage & Freight	25,000	25,000	21,154	25,000	21,229
Printing	47,500	40,500	43,711	40,500	40,252
Staff Conference & Training	20,000	20,000	6,150	20,000	4,734
ALIS/NLS	93,000	88,000	93,737	88,000	92,922
Program Services	69,500	69,500	62,058	69,500	48,265
Memberships	7,000	7,000	5,100	7,000	5,025
Maint. Office Equip.	30,500	30,500	30,794	30,500	30,843
Accounting/Legal	135,000	133,700	124,457	132,500	118,868
Security Service	45,000	45,000	57,857	45,000	65,015
Computer Service	64,800	60,040	63,040	60,040	63,236
General	27,000	27,000	23,363	27,000	30,256
Subtotal - Library Operations	<u>660,000</u>	<u>637,940</u>	<u>619,834</u>	<u>641,740</u>	<u>617,152</u>
BUILDING OPERATIONS					
Fuel & Utilities	202,970	182,970	214,232	182,970	165,858
Custodial	119,400	131,200	88,451	145,400	85,217
Insurance	80,000	70,000	76,145	70,000	72,995
Subtotal - Building Operations	<u>402,370</u>	<u>384,170</u>	<u>378,828</u>	<u>398,370</u>	<u>324,070</u>
Subtotal Expenditures	<u>7,222,156</u>	<u>6,840,940</u>	<u>6,529,391</u>	<u>6,840,940</u>	<u>6,620,200</u>
EQUIPMENT, REPAIRS, & TRANSFERS					
Equipment	56,350	56,350	57,324	56,350	37,168
Repairs & Alterations	100,000	100,000	98,689	100,000	102,090
Transfers to Capital	110,000	380,000	380,000	380,000	380,000
Subtotal - Equipment, Repairs, & Transfers	<u>266,350</u>	<u>536,350</u>	<u>536,013</u>	<u>536,350</u>	<u>519,258</u>
DEBT SERVICE					
Bonds - Principal & Interest	-	-	-	-	-
Installment Debt - Principal & Interest	12,527	4,974	17,085	4,974	4,974
Subtotal - Debt Service	<u>12,527</u>	<u>4,974</u>	<u>17,085</u>	<u>4,974</u>	<u>4,974</u>
Total Expenditures	<u>7,501,033</u>	<u>7,382,264</u>	<u>7,082,489</u>	<u>7,382,264</u>	<u>7,144,432</u>
Tax Levy Increase	2.00%				
Budget Levy Increase	1.61%				

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2024
Summary With Prior Years' Budgets

	2024 Proposed Budget	2023 Budget	2022 Budget	2021 Budget	2020 Budget
REVENUES					
Real Property Taxes	7,213,733	7,072,264	7,072,264	7,072,264	7,072,264
Payments in Lieu of Taxes	100,000	100,000	100,000	65,000	65,000
Interest	80,000	3,000	3,000	11,000	11,000
Other Local Revenue	32,000	33,500	33,500	77,500	77,500
State Sources	8,800	7,000	7,000	6,500	6,500
Total Revenues	7,434,533	7,215,764	7,215,764	7,232,264	7,232,264
Assigned - Terminal Leave	-	-	-	-	-
Assigned - Capital Projects	-	100,000	100,000	100,000	-
Assigned - Appropriated Fund Balance	66,500	66,500	66,500	50,000	50,000
Total Revenues & App Fund Bal	7,501,033	7,382,264	7,382,264	7,382,264	7,282,264
EXPENDITURES					
SALARIES, TERMINAL LEAVE					
ACCRUALS, & EMPLOYEE BENEFITS					
Salaries	3,859,132	3,718,124	3,604,385	3,496,150	3,496,150
Terminal Leave	-	-	-	-	-
Employee Benefits - Retirement	475,488	421,349	572,236	506,430	506,430
Employee Benefits - Medical	975,040	850,019	813,572	844,057	844,057
Employee Benefits - Other	373,126	362,338	353,637	344,567	344,567
MTA Tax	-	-	-	-	-
Subtotal - Salaries, Terminal Leave Accruals, & Employee Benefits	5,682,786	5,351,830	5,343,830	5,191,204	5,191,204
LIBRARY MATERIALS					
Books - Fiction	50,000	50,000	50,000	50,000	50,000
Books - Non-fiction	50,000	50,000	50,000	50,000	50,000
Books - Reference	35,000	35,000	35,000	35,000	35,000
Books - Children's	23,500	23,500	23,500	23,500	23,500
Books - Audio & Electronic Teen/Adult/Child	100,000	95,000	85,000	75,000	75,000
Books - Young Adult	15,000	15,000	15,000	15,000	15,000
Software & Online Databases	95,000	95,000	95,000	95,000	95,000
Periodicals	36,500	36,500	36,500	36,500	36,500
Media - DVD/CD	72,000	67,000	67,000	77,000	77,000
Subtotal - Library Materials	477,000	467,000	457,000	457,000	457,000
LIBRARY OPERATIONS					
Office & Library Supplies	60,700	60,700	65,700	65,700	65,700
Telephone	35,000	31,000	31,000	31,000	31,000
Postage & Freight	25,000	25,000	25,000	25,000	25,000
Printing	47,500	40,500	40,500	40,500	40,500
Staff Conference & Training	20,000	20,000	20,000	20,000	20,000
ALIS/NLS	93,000	88,000	88,000	88,000	88,000
Program Services	69,500	69,500	69,500	69,500	69,500
Memberships	7,000	7,000	7,000	7,000	7,000
Maint. Office Equip.	30,500	30,500	30,500	30,500	30,500
Accounting/Legal	135,000	133,700	132,500	108,000	108,000
Security Service	45,000	45,000	45,000	45,000	45,000
Computer Service	64,800	60,040	60,040	60,040	60,040
General	27,000	27,000	27,000	27,000	27,000
Subtotal - Library Operations	660,000	637,940	641,740	617,240	617,240
BUILDING OPERATIONS					
Fuel & Utilities	202,970	182,970	182,970	181,070	181,070
Custodial	119,400	131,200	145,400	145,400	145,400
Insurance	80,000	70,000	70,000	70,000	70,000
Subtotal - Building Operations	402,370	384,170	398,370	396,470	396,470
Subtotal Expenditures	7,222,156	6,840,940	6,840,940	6,661,914	6,661,914
EQUIPMENT, REPAIRS, & TRANSFERS					
Equipment	56,350	56,350	56,350	56,350	56,350
Repairs & Alterations	100,000	100,000	100,000	100,000	100,000
Transfers to Capital	110,000	380,000	380,000	564,000	564,000
Subtotal - Equipment, Repairs, & Transfers	266,350	536,350	536,350	720,350	720,350
DEBT SERVICE					
Bonds - Principal & Interest	-	-	-	-	-
Installment Debt - Principal & Interest	12,527	4,974	4,974	-	-
Subtotal - Debt Service	12,527	4,974	4,974	-	-
Total Expenditures	7,501,033	7,382,264	7,382,264	7,382,264	7,382,264

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2024
Summary With Prior Years' Actuals

	2024 Proposed Budget	2023 Projected Actual	2022 Actual	2021 Actual	2020 Actual
REVENUES					
Real Property Taxes	7,213,733	7,072,264	7,072,264	7,072,264	7,072,264
Payments in Lieu of Taxes	100,000	100,000	123,667	107,973	100,050
Interest	80,000	3,000	3,226	2,880	46,193
Other Local Revenue	32,000	33,500	35,136	77,301	64,892
State Sources	8,800	7,000	8,876	13,864	9,111
Federal Sources	-	-	476	-	-
Total Revenues	7,434,533	7,215,764	7,243,645	7,274,282	7,292,510
Other Sources: Operating transfers			-	-	-
Total Revenue & Other Sources	7,434,533	7,215,764	7,243,645	7,274,282	7,292,510
Assigned - Terminal Leave	-	-	-	-	-
Assigned - Capital Projects	-	-	-	-	-
Assigned - Appropriated Fund Balance	66,500	-	-	-	-
Total Revenues & App Fund Bal	7,501,033	7,215,764	7,243,645	7,274,282	7,292,510
EXPENDITURES					
SALARIES, TERMINAL LEAVE ACCRUALS, & EMPLOYEE BENEFITS					
Salaries	3,859,132	3,718,124	3,562,378	3,286,050	3,276,694
Terminal Leave	-	-	78,100	-	42,853
Employee Benefits - Retirement	475,488	421,349	481,387	457,802	469,161
Employee Benefits - Medical	975,040	850,019	759,220	743,527	699,989
Employee Benefits - Other	373,126	362,338	314,839	275,746	311,464
MTA Tax	-	-	-	-	-
Subtotal - Salaries, Terminal Leave Accruals, & Employee Benefits	5,682,786	5,351,830	5,195,924	4,763,125	4,800,161
LIBRARY MATERIALS					
Books and Information Services					
Books - Service Continuations	-	-	-	-	1,790
Books - Fiction	50,000	50,000	45,903	24,689	51,237
Books - Non-fiction	50,000	50,000	34,224	32,881	48,015
Books - Reference	35,000	35,000	31,445	33,915	31,813
Books - Children's	23,500	23,500	33,333	9,680	15,810
Books - Audio & Electronic Teen/Adult/	100,000	95,000	110,195	109,567	101,692
Books - Young Adult	15,000	15,000	18,469	7,282	10,986
Software & Online Databases	95,000	95,000	97,818	103,037	77,966
Periodicals	36,500	36,500	32,321	29,691	28,749
Media - DVD/CD	72,000	67,000	79,346	64,988	52,339
Media - Audio/Recordings & Rental	-	-	-	-	-
Subtotal - Library Materials	477,000	467,000	483,054	415,730	420,397
LIBRARY OPERATIONS					
Office & Library Supplies	60,700	60,700	61,108	45,280	50,274
Telephone	35,000	31,000	35,399	34,036	32,493
Postage & Freight	25,000	25,000	21,229	17,798	18,402
Printing	47,500	40,500	40,252	45,296	48,599
Staff Conference & Training	20,000	20,000	4,734	7,519	13,641
ALIS/NLS	93,000	88,000	92,922	93,718	93,502
Program Services	69,500	69,500	48,265	31,600	37,908
Memberships	7,000	7,000	5,025	2,907	3,242
Maint. Office Equip.	30,500	30,500	30,843	26,080	30,387
Accounting/Legal	135,000	133,700	118,868	112,471	128,404
Security Service	45,000	45,000	65,015	61,321	35,916
Computer Service	64,800	60,040	63,236	63,016	62,916
General	27,000	27,000	30,256	37,895	21,317
Subtotal - Library Operations	660,000	637,940	617,152	578,937	577,001
BUILDING OPERATIONS					
Fuel & Utilities	202,970	182,970	165,858	131,878	114,016
Custodial	119,400	131,200	85,217	87,948	104,078
Insurance	80,000	70,000	72,995	66,143	67,762
Subtotal - Building Operations	402,370	384,170	324,070	285,969	285,856
Subtotal Expenditures	7,222,156	6,840,940	6,620,200	6,043,761	6,083,415
EQUIPMENT, REPAIRS, & TRANSFERS					
Equipment	56,350	56,350	37,168	38,280	59,242
Repairs & Alterations	100,000	100,000	102,090	94,008	97,776
Transfers to Capital	110,000	380,000	380,000	564,000	564,000
Subtotal - Equipment, Repairs, & Transfers	266,350	536,350	519,258	696,288	721,018
DEBT SERVICE					
Bond - Principal & Interest	-	-	-	-	-
Installment Debt - Principal & Interest	12,527	4,974	4,974	4,974	4,974
Subtotal - Debt Service	12,527	4,974	4,974	4,974	4,974
Total Expenditures	7,501,033	7,382,264	7,144,432	6,745,023	6,809,407

PORT WASHINGTON PUBLIC LIBRARY
GENERAL FUND BALANCE ANALYSIS
Proposed Budget for Fiscal Year Ending June 30, 2024

	2023 Projected Actual	2022 Actual	2021 Actual	2020 Actual
Revenues	<u>7,215,764</u>	<u>7,243,645</u>	<u>7,274,282</u>	<u>7,292,510</u>
Expenditures				
Salaries, Terminal Leave and Benefits	5,351,830	5,195,924	4,763,125	4,800,161
Library Materials	467,000	483,054	415,730	420,397
Library Operations	637,940	617,152	578,937	577,001
Building Operations	384,170	324,070	285,969	285,856
Equipment, Repairs, & Transfers to Capital	536,350	519,258	696,288	721,018
Debt Service	<u>4,974</u>	<u>4,974</u>	<u>4,974</u>	<u>4,974</u>
Total Expenditures	<u>7,382,264</u>	<u>7,144,432</u>	<u>6,745,023</u>	<u>6,809,407</u>
Excess (Deficiency) of Revenues over Expenditures	(166,500)	99,213	529,259	483,103
Fund Balance - Beginning of Year	<u>4,851,975</u>	<u>4,752,762</u>	<u>4,223,503</u>	<u>3,740,400</u>
Fund Balance - End of Year	4,685,475	4,851,975	4,752,762	4,223,503
Nonspendable:				
Prepays	-	(102,806)	(100,495)	(34,127)
Advances	-	-	-	-
Assigned For:				
Terminal Leave	(892,689)	(892,689)	(921,634)	(621,634)
Employee Retirement Contributions	(454,741)	(556,749)	(454,741)	(221,241)
Capital Projects	(2,272,333)	(2,372,333)	(2,372,333)	(2,237,333)
Encumbrances	-	(26,534)	(3,928)	-
Subsequent Year's Budget	<u>(166,500)</u>	<u>(166,500)</u>	<u>(166,500)</u>	<u>(150,000)</u>
Unassigned Fund Balance	<u><u>899,212</u></u>	<u><u>734,364</u></u>	<u><u>733,131</u></u>	<u><u>959,168</u></u>

PORT WASHINGTON PUBLIC LIBRARY
Schedule of Revenues and Expenditures
By Grant - Special Aid Fund
For The Year Ended June 30, 2022

	Reserved for Special Programs and Projects June 30, 2021	Revenues			Expenditures	Reserved for Special Programs and Projects June 30, 2022
		Grants & Donations	Interest	Transfers		
<u>Miscellaneous Grants</u>						
Friends of the Library	\$ 33,943	\$ 65,420	\$	\$	\$ (63,390)	\$ 35,973
Friends of the Library - Bogen	33,156	18,043	45		(6,622)	44,622
Foundation Grant Career Coaching	2,001	34,371	3		(36,375)	-
Foundation Storytelling	364					364
Foundation Intergenerational	592				(336)	256
Adult Literacy	17,005	11,152	25		(6,148)	22,034
Job Boot Camp	-	34,345			(34,345)	-
Epstein Book Fund	359					359
American Girl Dolls	478				(127)	351
Parent Child Home Program	14,718	5,162	21		(691)	19,210
NLS - Computers	666		1			667
NLS - Bullet Aid	30,833	25,000	46		(27,425)	28,454
NLS - ESL Grant Supplies	757		1		(284)	474
	<u>134,872</u>	<u>193,493</u>	<u>142</u>	<u>-</u>	<u>(175,743)</u>	<u>152,764</u>
<u>State Grants</u>						
9/11 Project - 10/02 Shodell	128					128
Construction Grant	562		1			563
Media Room Renovation Grant	11,897		14			11,911
Construction Grant	20,647		25			20,672
Lobby Renovation Grant	21,831		27			21,858
Goodman Assistive Technology	6,048		7			6,055
	<u>61,113</u>	<u>-</u>	<u>74</u>	<u>-</u>	<u>-</u>	<u>61,187</u>
<u>Local - Specific Purposes</u>						
Art Advisory Council	8,399		9	24	(2,739)	5,693
Health Information Center	35,723		44	53		35,820
Health Information-Anti Smoking	18,279		21		(1,000)	17,300
Burtis	18,746		23			18,769
Underhill	23,116		28			23,144
Brown Fund	5,661		7	13		5,681
Fendrick Memorial	1,262		2			1,264
Morse Fund	1,802		2			1,804
Nautical Center	264,393	2,500	318	2	(9,243)	257,970
Children's Grant	2,055		3			2,058
Children's Advisory Council	11,615		14		(525)	11,104
S. Steyn Memorial Book Fund	7,645		9			7,654
Vera Fiddler	256					256
Unger / Beslity Memorial Fund	10,642		13			10,655
Whittemore Memorial Fund	2,061		3			2,064
Robert Stern - Books	100	100				200
Zucker Grant	10,124	4,500	14		(2,148)	12,490
Saltzman Grant	6,241		8			6,249
Outdoor Wi-Fi	4,349	2,100	6		(3,133)	3,322
Maker Space	10,004		7		(6,227)	3,784
Russell and Jane Stern - Wi-Fi Hotspots	56					56
Regional Technology & Media	294	1,796	1		(1,274)	817
Small Study Room Upgrade	-	12,000	1		(10,470)	1,531
	<u>442,823</u>	<u>22,996</u>	<u>533</u>	<u>92</u>	<u>(36,759)</u>	<u>429,685</u>
<u>Local - General Library Purposes</u>						
Music Advisory Council	29,471	261	36	54	(936)	28,886
Special Trust Account	2,615		3			2,618
Publication Fund	6,666	685			(81)	7,270
Miscellaneous Workshops	29,617					29,617
National Endowment for Arts	2,151		3			2,154
Bronson	10,595		13			10,608
	<u>81,115</u>	<u>946</u>	<u>55</u>	<u>54</u>	<u>(1,017)</u>	<u>81,153</u>
Total	<u>\$ 719,923</u>	<u>\$ 217,435</u>	<u>\$ 804</u>	<u>\$ 146</u>	<u>\$ (213,519)</u>	<u>\$ 724,789</u>

PORT WASHINGTON PUBLIC LIBRARY
Schedule of Revenues and Expenditures by Account -
Permanent Fund
For The Year Ended June 30, 2022

	Reserve	Revenues		Transfers	Expenditures	Reserve
	Balance	Donations	Interest			Balance
	June 30, 2021					June 30, 2022
<u>Permanent Fund</u>						
Art Advisory Council	\$ 22,240	\$	\$ 24	\$ (24)	\$	\$ 22,240
Health Information Center	49,181		53	(53)		49,181
Music Advisory Council	49,406		54	(54)		49,406
Nautical Center	2,296		2	(2)		2,296
Underhill Grant	11,882		13	(13)		11,882
Total Permanent Fund	<u>\$ 135,005</u>	<u>\$ -</u>	<u>\$ 146</u>	<u>\$ (146)</u>	<u>\$ -</u>	<u>\$ 135,005</u>

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
FEBRUARY 15, 2023

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

BUDGET HEARING

Ms. Bridges opened the meeting at 7:45 p.m. stating that the Board met at 7:00 p.m. and resolved to go into Executive Session to discuss contracts. Ms. Bridges announced the meeting would begin with the first budget hearing on the 2023-2024 proposed budget.

OPENING

Mr. Klang gave a page-by-page summary of the 2023-24 proposed budget noting the draft message from the President of the Board and asking if anyone had any comments or suggestions to forward them prior to next week. Mr. Klang noted the 2% percent (2%) tax levy and 1.61 percent increase in the budget.

***PROPOSED
BUDGET***

Ms. Bridges requested comments from the public. There were no public comments.

***PUBLIC
COMMENTS***

REGULAR MEETING

Ms. Bridges requested approval of the January 18, 2023, Board of Trustees minutes. Ms. Vasa moved to approve. All agreed.

***APPROVAL OF
MINUTES***

Ms. Bridges requested a motion to approve warrants 23-01-07A and 23-01-07B. Mr. Straus moved to approve. All agreed. Ms. Bridges requested a motion to approve the two payrolls dated January 5 and 19, 2023. Mr. Keller moved to approve. All agreed.

***APPROVAL OF
WARRANTS &
PAYROLL***

Ms. Bridges stated there were three appointments, one departure, and no salary adjustments in the Staff Changes for January 2023. Ms. Vasa motioned to approve the staff changes. All agreed.

STAFF CHANGES

Ms. Bridges welcomed Mr. William Barrett from Rynkar, Vail, & Barrett, who presented the Library audit year-ending June 2022. Mr. Barrett stated that the Library was in very good financial condition. The Board thanked Mr. Barrett for coming and reviewing the audit report. Mr. Keller moved to accept the audit. All agreed.

***AUDIT Y/E
JUNE 30, 2022***

Ms. Bridges asked if there were any questions regarding the January Financial Report. There was a question on the election revenue which was explained. Ms. Vasa moved to approve. All agreed.

***FINANCIAL
REPORT***

Mr. Klang stated the roof construction was 95% complete and the next phase of window replacement and sealing will begin in March. Mr. Klang discussed the plan for the work being performed on the glass. The project will start on the north side of the building along Locust Avenue. Construction would proceed in a counterclockwise pattern and limit the impact on staff and programming as best as possible. The timeline was discussed, and Mr. Klang stated the new completion date would be by the summer.

**FAÇADE & ROOF
UPDATE**

Mr. Klang read the Election timeline noting the next Budget Hearing will be on March 15, 2023. A Budget Information Session, and if necessary, a Meet the Candidates Night will be on March 22, 2023 at 7:30pm. Personal Registration Day is March 27, and the Budget Vote/Trustee Election will be on April 4, 2023 from 7:00am to 9:00pm.

**ELECTION
TIMELINE**

Mr. Klang reviewed the Nassau County Board of Elections' Early Voting Polling Place Agreements. Voting would take place in the Lobby beginning Saturday, June 17th through Sunday, June 25th; on Primary day June 27th (if necessary); as well as General Election Day, November 7th in the Lapham Room if acceptable to the Board. Mr. Keller moved to accept. All agreed.

**N.C. COUNTY
BOARD OF
ELECTIONS EARLY
VOTING**

Mr. Klang informed the Board that as part of our Manorhaven Outreach goal English classes will begin in the Adult Activity Center later in February and run through the end of June. Mr. Klang thanked Councilwoman Mariann Dalimonte and the Town of North Hempstead for allowing the Library to use the Center.

**MANORHAVEN
OUTREACH**

Mr. Klang requested the Board approve the Excess Equipment list dated February 1, 2023. Ms. Comer moved to approve. All agreed.

**EXCESS
EQUIPMENT**

Ms. Bridges requested a motion to appoint Diana Regino as Chief Election Inspector for this year's election. Mr. Keller moved to approve. All agreed.

**CHIEF ELECTION
INSPECTOR**

Ms. Bridges requested a motion to accept the Property Tax Form noting there will be no override of the cap in the fiscal year ending 2024. Mr. Keller moved to accept. All agreed.

**PROPERTY TAX
CAP FORM**

Mr. Keller stated there would be a bus at the office of the Nassau Library System for Advocacy Day in Albany on Tuesday, February 28, 2023. A tentative meeting with Senator Martins is scheduled for March 10th at 11:00am to be confirmed closer to this date. A meeting will be scheduled with Assemblywoman Sillitti in the near future.

ADVOCACY DAY

Mr. Hutter reported that attendance continues to climb as we try to reach our pre-pandemic goal. The Library had two Lunar New Year celebrations in late January with attendance emulating a mini Worldfest. Exercise classes, sponsored by the Health Advisory Council returned in January; Teen Study Hall evenings, were hosted by Ms. Gerbasi head of our Young Adults; Music Advisory Council held a piano concert; AARP Tax Help is back; and gaming classes, including Mahjong; were all well attended. Two new museum passes have been added, and the FOL Book swap will return on March 4th.

**IN-PERSON
SERVICES**

Ms. Bridges suggested that some of the Nautical Council funds be earmarked for renting Kayaks in two-hour blocks for the Library to give out tickets similar to the museum pass program to promote getting out on the water. Mr. Klang has spoken to a local rental company that is receptive to this idea.

**NAC KAYAK
TOURS**

Ms. Bridges noted the Art Advisory Council minutes of December 14, 2022, and the Children's Advisory Council Minutes of January 26, 2023.

**AAC/CAC MINUTES
OF MEETINGS**

Ms. Bridges noted the Foundation minutes of November 14, 2022 and the Financial report ending December 30, 2022 with donations still coming in for the Gala.

**FOUNDATION
MINUTES/
FINANCIAL RPT.**

Ms. Bridges noted the Friends of the Library minutes of January 11, 2023 noting the change in venue for the Book and Author event being held at the Garden City Hotel with the ability to host more guests.

FOL MINUTES

Ms. Bridges noted the Patron Comments and also questioned the look of the new calendar.

**PATRON
COMMENTS**

Mr. Klang thanked Ms. Saur for her help in coordinating the Nancy Curtin Scholarship with Schreiber School who will present this award at the award ceremony in mid-June.

**NANCY CURTIN
SCHOLARSHIP**

The Staff Association representative was Anne Sachs and the Board thanked her for attending.

**STAFF
ASSOCIATION**

There were no Public Comments.

**PUBLIC
COMMENTS**

Ms. Bridges requested a motion to adjourn. Ms. Vasa moved to adjourn. All agreed.

ADJOURNMENT

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

WARRANTS TO BE VOTED ON

Warrant Number	Amount
23-02-08A	\$ 148,793.17
23-02-08B	\$ 69,775.98
Warrant Total	<u>\$ 218,569.15</u>

<u>Payroll Date</u>	<u>Gross</u>	<u>Net</u>	<u>Processing</u>	<u>Tax Liability</u>
2/2/2023	\$ 137,016.27	\$ 99,294.27	\$ 539.32	\$ 41,879.34
2/16/2023	\$ 135,813.95	\$ 87,453.97	\$ 1,936.25	\$ 36,535.34
PAYROLL TOTAL	<u>\$ 272,830.22</u>	<u>\$ 186,748.24</u>	<u>\$ 2,475.57</u>	<u>\$ 78,414.68</u>

Prepared By:
Paul Thomaidis
Finance Office

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund
For One Month and Eight Months Ended February 28, 2023
66.67% of Budget Expensed

	Budget	February 28, 2023		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
REVENUES					
REAL PROPERTY TAXES	\$ 7,072,264	\$ 589,355	\$ 4,714,842	\$ (2,357,422)	66.7%
OTHER TAX ITEMS	100,000			(100,000)	0.0%
FEES - LOST BOOKS	7,500	37	2,507	(4,993)	33.4%
XEROX REVENUES	9,000	581	6,727	(2,273)	74.7%
INTEREST	3,000	4,206	11,877	8,877	395.9%
SALE OF USED BOOKS	4,500	405	1,761	(2,739)	39.1%
REFUND OF PY EXPENSES			830	830	N/A
GIFTS & DONATIONS	12,500			(12,500)	0.0%
MISCELLANEOUS		9	13,050	13,050	N/A
STATE AID	7,000			(7,000)	0.0%
Total Revenues	7,215,764	594,593	4,751,594	(2,464,170)	65.9%
EXPENDITURES					
141 CERTIFIED LIBRARIANS					
.01 CERT.LIB GRADE 29-27-25	132,110	10,162	83,841	48,269	63.5%
.02 CERT.LIB GRADE 21	104,550	8,041	66,343	38,207	63.5%
.03 CERT.LIB GRADE 19	418,440	32,189	265,558	152,882	63.5%
.04 CERT.LIB GRADE 17	567,030	26,973	151,035	415,995	26.6%
.05 CERT.LIB GRADE 15	1,089,112	94,923	822,134	266,978	75.5%
.06 CERT.LIB HOLIDAY & SUNDAY	63,049	7,474	36,502	26,547	57.9%
TOTAL CERT. LIBRARIANS	2,374,291	179,762	1,425,413	948,878	60.0%
143 CLERICAL STAFF					
.01 CLERICAL GRADE 11	175,880	13,529	111,619	64,261	63.5%
.02 CLERICAL GRADE 9	49,160	3,782	15,126	34,034	30.8%
.04 CLERICAL GRADE 5	190,130	14,623	129,219	60,911	68.0%
.05 CLERICAL GRADE 3	98,700	7,593	62,636	36,064	63.5%
.06 CLERICAL HOLIDAY & SUNDAY	25,000	1,519	8,811	16,189	35.2%
TOTAL CLERICAL STAFF	538,870	41,046	327,411	211,459	60.8%
143 HOURLY STAFF					
.11 BOOKSHELVERS-ADULT	70,000	3,398	28,806	41,194	41.2%
.12 BOOK SHELVERS-CHILDREN	25,000	2,138	18,286	6,714	73.1%
.13 ENGLISH AS A SECOND LANGUA	34,000	1,960	12,683	21,317	37.3%
.14 ISD	87,000	4,209	51,238	35,762	58.9%
.15 COLLECTION MANAGEMENT	80,000	5,714	42,601	37,399	53.3%
.16 INTERLOANS	11,000	1,039	8,636	2,364	78.5%
.17 PERIODICAL SERVICE DESK					N/A
.18 PROCESSING OF BOOKS	36,000	2,699	21,797	14,203	60.5%
.19 TECHNICIANS-MEDIA	15,000	1,578	10,969	4,031	73.1%
.21 STUDENT COMPUTER AIDS	77,000	5,373	36,264	40,736	47.1%
.22 SUNDAY & HOLIDAYS - SUPPORT	36,000	3,863	23,650	12,350	65.7%
.23 INFO. TECH SPEC. II	21,000	1,192	8,670	12,330	41.3%
.24 COMMUNITY OUTREACH	16,000	1,923	11,352	4,648	71.0%
TOTAL HOURLY STAFF	508,000	35,086	274,952	233,048	54.1%
143 BUILDING STAFF					
.31 CUSTODIAL	274,090	14,967	154,649	119,441	56.4%
.32 HOLIDAYS & SUNDAY - CUSTODIA	22,873	1,966	11,255	11,618	49.2%
TOTAL BUILDING STAFF	296,963	16,933	165,904	131,059	55.9%
SEPARATION PAYOUTS		2,889	2,889	(2,889)	N/A

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Eight Months Ended February 28, 2023
66.67% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	February 28, 2023		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
9030.8 SOCIAL SECURITY	\$ 284,436	\$ 19,854	\$ 165,385	\$ 119,051	58.1%
9040.8 WORKER'S COMPENSATION	38,000		27,622	10,378	72.7%
9045.8 DISABILITY INSURANCE	10,000	(177)	1,114	8,886	11.1%
9050.8 UNEMPLOYMENT INSURANCE	1,390			1,390	
9060.8 HOSPITAL & MEDICAL INSURANCE					
.01 MEDICAL	850,019	64,709	601,753	248,266	70.8%
.02 DENTAL	26,512	1,516	15,321	11,191	57.8%
.03 EYECARE	2,000		1,523	477	76.2%
TOTAL HOSPITAL & MEDICAL INSURANCE	878,531	66,225	618,597	259,934	70.4%
9010.8 STATE RETIREMENT	421,349		298,263	123,086	70.8%
203 EQUIPMENT					
.01 EQUIPMENT - LIBRARY	51,034	4,123	37,658	13,376	73.8%
.02 EQUIPMENT - COMPUTER	16,850		2,590	14,260	15.4%
.03 EQUIPMENT - BUILDING	15,000			15,000	0.0%
TOTAL EQUIPMENT	82,884	4,123	40,248	42,636	48.6%
410 PRINT & INFORMATION SERVICES					
.02 SERVICES & CONTINUATIONS				-	
.05 BOOKS-FICTION	50,000	264	18,782	31,218	37.6%
.06 BOOKS-NON-FICTION	50,000	3,096	16,586	33,414	33.2%
.07 BOOKS-REFERENCE	35,000	7,235	21,344	13,656	61.0%
.08 BOOKS-CHILDREN	23,500	541	11,396	12,104	48.5%
.09 BOOKS-AUDIO & ELECTRONIC	95,000	6,096	93,375	1,625	98.3%
.10 BOOKS-YOUNG ADULT	15,000	405	4,573	10,427	30.5%
TOTAL PRINT & INFORMATION SERVICES	268,500	17,637	166,056	102,444	61.8%
411 MACHINE READABLE MATERIAL					
.02 REFERENCE SOFTWARE	60,000		52,435	7,565	87.4%
.03 COMPUTER SOFTWARE	35,000	4,606	23,111	11,889	66.0%
TOTAL MACHINE READABLE MATERIAL	95,000	4,606	75,546	19,454	79.5%
413 SERIALS					
.01 MICROFORM	4,500			4,500	0.0%
.02 NON-MICROFORM	32,000	467	26,419	5,581	82.6%
TOTAL SERIALS	36,500	467	26,419	10,081	72.4%
417 A-V MATERIALS					
.02 CHILDREN'S MATERIALS	6,000		506	5,494	8.4%
.03 DVD	20,000	880	17,543	2,457	87.7%
.04 YOUNG ADULT				-	N/A
.05 DIGITAL MEDIA	25,000	2,490	16,224	8,776	64.9%
TOTAL A-V MATERIALS	51,000	3,370	34,273	16,727	67.2%
417 AUDIO RECORDINGS					
.11 VIDEO GAME COLLECTION	10,000	609	4,073	5,927	40.7%
.12 COMPACT DISKS	6,000	331	2,436	3,564	40.6%
TOTAL AUDIO RECORDINGS	16,000	940	6,509	9,491	40.7%
417 A-V RENTAL & MAINTENANCE					
.21 FILM RENTAL-ADULT	3,000		833	2,167	27.8%
.24 MAINT. & REPAIRS	1,000			1,000	0.0%
.25 BULBS	500			500	0.0%
TOTAL A-V RENTAL & MAINTENANCE	4,500	-	833	3,667	18.5%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Eight Months Ended February 28, 2023
66.67% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	February 28, 2023		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
430 OFFICE & LIBRARY SUPPLIES					
.01 ADULT SERVICES	\$ 600	\$ 293	\$ 467	\$ 133	77.8%
.02 CHILDREN'S SERVICES	3,500		610	2,890	17.4%
.03 COLLECTION MANAGEMENT	800	36	187	613	23.4%
.04 COMMUNITY INFO	1,000	642	642	358	64.2%
.05 COMPUTER SERVICES	7,600	30	1,576	6,024	20.7%
.06 INFO SERVICES	700		108	592	15.4%
.07 MEDIA SERVICES	3,100	1,273	4,335	(1,235)	139.8%
.08 GENERAL OFFICE SUPPLIES	20,000	3,683	11,518	8,482	57.6%
.09 ORAL HISTORY/SPECIAL COLLEC	2,500		75	2,425	3.0%
.10 TECHNICAL SERVICES	8,500	186	3,000	5,500	35.3%
.11 OFFICE EQUIPMENT	12,000	2,144	9,119	2,881	76.0%
.12 YOUNG ADULT	400	312	596	(196)	149.0%
TOTAL OFFICE & LIBRARY SUPPLIES	60,700	8,599	32,233	28,467	53.1%
431 TELEPHONE					
.01 TELEPHONE	26,000	1,767	18,615	7,385	71.6%
.02 TELEPHONE MAINTENANCE	5,000		4,738	262	94.8%
TOTAL TELEPHONE	31,000	1,767	23,353	7,647	75.3%
433 POSTAGE & FREIGHT					
.01 POSTAGE - FREIGHT	25,000	64	9,145	15,855	36.6%
434 PRINTING					
.01 PRINTED INFO	7,000	102	2,067	4,933	29.5%
.04 DISPLAYS & EXHIBITIONS	5,500	225	622	4,878	11.3%
.05 LEGAL ADVERTISING	5,000	215	215	4,785	4.3%
.08 NEWSLETTERS	23,000	3,408	24,950	(1,950)	108.5%
TOTAL PRINTING	40,500	3,950	27,854	12,646	68.8%
435 TRAVEL & MILEAGE					
.01 MEETINGS	15,000		1,134	13,866	7.6%
.02 MILEAGE	3,000			3,000	0.0%
.03 STAFF DEVELOPMENT	2,000	875	2,475	(475)	123.8%
TOTAL TRAVEL & MILEAGE	20,000	875	3,609	16,391	18.0%
436 ALIS/NLS OPERATING SYSTEM					
.01 CIRCULATION CHARGES	35,000		23,623	11,377	67.5%
.02 OPAC/CONCURRENT SESSION C	20,000		21,626	(1,626)	108.1%
.03 NLS	33,000		34,044	(1,044)	103.2%
TOTAL ALIS/NLS OPERATING SYSTEM	88,000		79,293	8,707	90.1%
437 PROGRAM SERVICES					
.01 PROGRAMS -ADULT	16,000	1,425	9,250	6,750	57.8%
.02 PROGRAMS - YOUNG ADULT	7,500	178	2,348	5,152	31.3%
.03 PROGRAMS - JUVENILE	22,000	3,418	14,718	7,282	66.9%
.07 MEETING ROOM EXPENSES	1,000		62	938	6.2%
.08 OTHER PROGRAM SUPPORT	10,000	584	3,228	6,772	32.3%
.13 MEDIA PROGRAMS	8,500		3,450	5,050	40.6%
TOTAL PROGRAM SERVICES	65,000	5,605	33,056	31,944	50.9%
438 MEMBERSHIPS					
.01 MEMBERSHIPS	7,000		1,202	5,798	17.2%
439 RENTAL, REPAIR, MAINTENANCE					
OFFICE EQUIPMENT					
.01 EQUIPMENT	14,000	968	12,412	1,588	88.7%
.02 COPY EQUIPMENT	14,500	1,853	9,548	4,952	65.8%
.04 COMPUTER	1,000			1,000	0.0%
.06 PIANO	1,000			1,000	0.0%
TOTAL RENTAL REPAIR, MAINTENANCE					
OFFICE EQUIPMENT	30,500	2,821	21,960	8,540	72.0%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Eight Months Ended February 28, 2023
66.67% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	February 28, 2023		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
440 BUSINESS SERVICES					
.01 ACCOUNTING	\$ 61,200	\$ 5,100	\$ 42,120	\$ 19,080	68.8%
.02 AUDIT	19,000	3,000	19,200	(200)	101.1%
.05 ELECTION	5,000	369	369	4,631	7.4%
.06 LEGAL	30,000	1,524	9,965	20,035	33.2%
.07 PAYROLL	23,500	2,475	16,353	7,147	69.6%
.09 OTHER	20,000	538	4,694	15,306	23.5%
.10 SECURITY SERVICES	45,000	1,298	35,389	9,611	78.6%
.11 COMPUTER SERVICES	60,040		40,440	19,600	67.4%
.13 CREDIT CARD FEES	2,000	184	961	1,039	48.1%
TOTAL BUSINESS SERVICES	265,740	14,488	169,491	96,249	63.8%
450 FUEL & UTILITIES					
.01 ELECTRICITY	129,250	5,365	88,184	41,066	68.2%
.02 FUEL	40,560	6,440	23,851	16,709	58.8%
.03 WATER POLLUTION CONTROL TA	6,160	5,977	5,977	183	97.0%
.04 WATER TAX	7,000	729	7,203	(203)	102.9%
TOTAL FUEL & UTILITIES	182,970	18,511	125,215	57,755	68.4%
451 CUSTODIAL SUPPLIES					
.01 BULBS	10,200	72	130	10,070	1.3%
.02 HOUSEKEEPING MAINT	14,500	1,539	3,409	11,091	23.5%
.03 UNIFORMS	1,000		159	841	15.9%
.04 CLEANING SERVICES	29,000		5,590	23,410	19.3%
TOTAL CUSTODIAL SUPPLIES	54,700	1,611	9,288	45,412	17.0%
452 REPAIRS TO BLDG & BLDG EQUIP .					
.01 REPAIR TO BUILDING	60,000		23,397	36,603	39.0%
.02 SUPPLIES FOR BUILDING	20,000		16,042	3,958	80.2%
.03 BUILDING IMPROVEMENTS	10,000	305	7,877	2,123	78.8%
.04 REPAIRS TO EQUIPMENT	10,000		3,096	6,904	31.0%
TOTAL REPAIRS TO BLDG & BLDG. EQUIP.	100,000	305	50,412	49,588	50.4%
454 INSURANCE					
.01 INSURANCE	70,000		79,315	(9,315)	113.3%
455 OTHER OPER. & MAINT .					
.01 MECHANICAL CONTRACTS	32,000	1,998	28,414	3,586	88.8%
.02 GROUND MAINT. CONTRACTS	25,000		9,516	15,484	38.1%
.03 BUILDING MAINT CONTRACT	19,500	380	4,077	15,423	20.9%
TOTAL OTHER OPER. & MAINT.	76,500	2,378	42,007	34,493	54.9%
DEBT SERVICE					
INSTALLMENT DEBT- PRINCIPAL	4,838	407	15,720	(10,882)	324.9%
INSTALLMENT DEBT INTEREST	136	8	123	13	90.4%
TOTAL DEBT SERVICE	4,974	415	15,843	(10,869)	318.5%
INTERFUND TRANSFERS					
OPERATING TRANSFERS OUT	380,000	-	-	380,000	0.0%
TOTAL EXPENDITURES	\$ 7,408,798	\$ 454,150	\$ 4,380,710	3,028,088	59.1%
NET CHANGE IN FUND BALANCE			370,884		
FUND BALANCE, BEGINNING OF YEAR			4,855,624		
FUND BALANCE, FISCAL YEAR TO DATE			\$ 5,226,508		

PORT WASHINGTON PUBLIC LIBRARY
Detailed Schedule of Fund Balance
Special Revenue Fund
For One Month and Eight Months Ended February 28, 2023

Assigned for Special Programs

9/11 PROJECT - 10/02 - SHODELL	\$ 129
ADULT LITERACY GRANT/BOOKS FOR DESSERT	22,202
AMERICAN GIRL DOLLS	355
ART ADVISORY COUNCIL	9,623
BRONSON	10,738
BROWN	5,738
BURTIS	19,000
CHILDREN'S ADVISORY COUNCIL	6,388
CHILDRENS GRANT	2,082
CONSTRUCTION GRANT	569
EPSTEIN BOOK FUND	364
ESL GRANT SUPPLIES/MATERIALS	389
FENDRICK MEMORIAL	1,279
FOUNDATION GRANT CAREER COACHING	21,185
FRIENDS OF THE LIBRARY	27,131
FRIENDS OF THE LIBRARY-BOGEN	43,608
GOODMAN ASSISTIVE TECHNOLOGY	6,130
HEALTH ADVISORY COUNCIL	35,982
HEALTH INFORMATION - ANTI SMOKING	14,494
HEARTS GRANT	1,009
HOMEGROWN READERS	23,267
JOB SEARCH BOOT CAMP GRANT	101
MAKERSPACE	6,357
MISCELLANEOUS WORKSHOPS	24,338
MORSE FUND	1,827
MUSIC ADVISORY COUNCIL	22,567
NAUTICAL CENTER	254,751
NEA CREATIVE READERS	2,179
NLS BULLET AID	22,476
NLS STATE GRANT COMPUTERS	675
NYS CONSTRUCTION GRANT	20,927
NYS LOBBY RENOVATION GRANT	22,127
NYS MEDIA ROOM RENO GRANT	12,058
OUTDOOR WIFI	3,362
PUBLICATION FUND	7,414
REGIONAL TECH & MEDIA	828
ROBERT STERN	203
S. STEYN MEMORIAL	7,748
SALTZMAN GRANT	6,325
SMALL STUDY ROOM	1,550
SPECIAL TRUST ACCOUNT (MISC)	2,651
SPIELMAN STORY TELLING	369
T. BIER FUND	10,021
TEPPER INTERGENERATIONAL	260
THEATER FOR DESSERT	5,020
UNDERHILL	23,569
UNGER/BESLITY MEMORIAL - TERRACE	10,787
VERA FIDDLER	259
WHITTEMORE MEMORIAL	2,089
WIFI HOTSPOTS	56
ZUCKER GRANT	13,706
	<u>\$ 738,262</u>

PORT WASHINGTON PUBLIC LIBRARY

Miscellaneous Revenue

For the Year Ended June 30, 2023

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Total
Ear Phones	\$ 1.00		\$ 3.00	\$ 1.00	\$ 10.00	\$ 7.00	\$ 1.00	\$ 2.00					\$ 25.00
Flash USB Drives	7.00				14.00			7.00					28.00
My Healthy Thing													
Meeting Room Usage													
NYS Sales Tax													
Mellie Dividend			39.00										39.00
PSEG LI Rebate					720.00								720.00
Ulica Dividend													
NLS Erate													
NLS direct access													
NLS MTA Offset													
E-Rate Reimbursement		3,517.08											3,517.08
Backpack/Totes/Visor/Hats		(2.50)	(1.75)		(3.25)	354.86	173.50						520.86
Vending Machine/(Refund)													
Credit Card Point Credit													
Misc. Cash													
Local History Image													
Sales tax payment													
NYS Unclaimed Funds													
Nassau County Elections		2,500.00	350.00	2,500.00			2,850.00						8,200.00
ALIS e-commerce													
Res./Non-Res. Card													
Donation													
Business Card													
Deposit for architectural plans													
Refund of Prior Year													
Totals	\$ 8.00	\$ 6,014.58	\$ 390.25	\$ 2,501.00	\$ 740.75	\$ 361.86	\$ 3,024.50	\$ 9.00	\$ -	\$ -	\$ -	\$ -	\$ 13,049.94

Port Washington Public Library
Variance Report
As of February 28, 2023

Revenues -

- Interest – Interest rates have increased, also increased due to new high yield bank account

Expenditures -

- 410.09 Books Audio & Electronic – Overdrive Inc. expenditures for audio & electronic books
- 411.02 Reference Software – Various reference software purchases through Nassau Library System including EBSCO, Library Elite Digital, LOTE Online, Niche Academy, Consumer Reports, Linked In, and Morningstar.
- 413.02 Serials Non-Microform – Annual periodical subscription paid in July for \$22,688 to Revistas.
- 417.03 DVD – Includes 1,100 DVD cases purchased and reclassified from Media services. Also includes DVD purchases from Midwest Tapes.
- 430.07 Media Services – Items in this code include cable protectors, wireless mic system, guitar amplifiers, speakers, cabinet case, and surge protectors.
- 430.12 Young Adult – Purchase of graphing calculators and electric pencil sharpeners for teenspace.
- 431.02 Telephone Maintenance – Includes activation fee to Norcom Solutions for telephone services. Usually paid in the beginning of the year.
- 434.08 Newsletters – Includes monthly library newsletter expenditures for Small Kaps and MAF Graphics
- 435.03 Staff Development – LIU 702 Human Resources (Public Library Administration) class for Melanie Davidoff. Also includes Kantola Training for harassment prevention courses.
- 436.02 OPAC/Concurrent Session – ILS member library fees paid quarterly. First quarterly was paid in July, second quarter was paid October (covers 10/1 through 12/31).
- 436.03 NLS – Annual NLS payment for member services was paid in July for \$34,044.
- 439.01 Repair Maintenance Office Equipment – Includes TM Bier expenses for facilities management system.
- 440.02 Business Services Audit – Audit of 21-22 year from Rynkar, Vail, & Barrett LLP progress billings #1, #2, #3 and #4 for \$5,000, \$7,200, \$4,200 and \$3,000 respectively.
- 440.10 Business Services Security - Code is made up of all invoices from Allied Universal Security.
- 450.04 Water Tax – Quarterly payments for water bills, one payment made in August (covers 4/26 to 7/26) and one made in November (covers 7/26 to 10/24) and one made in February (covers 10/24 to 1/23)
- 452.02 Supplies for Building – Code is comprised of custodial supplies from Imperial Bag & Paper Co as well as filter and belt purchases from Quinn & Feiner and Allied Filter Company
- 452.03 Building Improvements – Locust avenue railroad tie replacement from Soundview Landscaping
- 454.01 Insurance – Annual insurance was paid in October for \$76,335
- 455.01 Mechanical Contracts – testing of fire alarm, elevator, and sprinkler systems
- 9785.6 Lease Principal – Includes HP and Dell Lease payments. Annual payment to Dell was made in October for \$12,111



SAVE THE DATE

Volunteer Appreciation Breakfast

Sunday, April 30, 2023 at 10:30 a.m.
in the Lapham Meeting Room

APPROVAL TO EXCESS EQUIPMENT

TYPE OF EQUIPMENT	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	QTY.	REASON FOR DISPOSAL	DATE OF BOARD APPROVAL
Collapsible Tent				1	This was a collapsible tent that was used for outdoor story times in the Children's Garden. Unfortunately, the tent only lasted one season, due to weather.	
Metal Desk				1	Desk was damaged and had been stored in the garage for years. It is rusted, damaged, and unusable.	
Book Cart				1	Book cart is damaged from age and use and unable to be repaired.	
Purple Footrest / Table				1	Small footrest / book table. Is very old and damaged, scratched. Extremely worn.	
Plastic Folding Table				2	Plastic folding tables that are damaged. The legs no longer function correctly and the tables are very scratched.	
Decorative Water Fountain				1	A very old, leaky decorative water fountain that is in pieces. It is constructed of metal and the entire fountain is rusted.	
Date Submitted: 3/1/23						

ELECTION TIMELINE 2023

Budget Information Session	Wednesday– March 22, 2023
Personal Registration Day	Monday – March 27, 2023
Budget Vote/Trustee Election	Tuesday - April 4, 2023

Rates & Registration

Secure your spot today!

Register Now (<https://shibboleth.compusystems.com/alaannual.php>)

Take advantage of early rate discounts through March 31!

As part of the **Full Registration** package, you will have access to educational programming; exhibitors and LIVE stages in the Library Marketplace; Opening and Closing sessions; ALA President's Program; Auditorium Speakers; the Job Placement Center; and so much more. **Full Registration** covers Thursday, June 22 through Tuesday, June 27, and all sessions except for Preconferences and optional Ticketed Events.

Exhibits-Only Registration allows access to the Library Marketplace only (Saturday through Monday).

Registration Rates

Early: Through March 31 | **Advance:** April 1 - June 16 | **Standard:** June 17 - June 27

ALA Member



Early –\$385

Advance –\$440

Standard –\$490

ALA and Division Members. Must show proof of membership.

Other Member

Early – \$240

Advance – \$260

Standard – \$300

(Non-Salaried, Retired, Student, Support Staff, Trustee). Must show proof of membership.

Non-Member

Early – \$500

Advance – \$575

Standard – \$605

Port Washington Public Library - Strategic Plan 2022 - 2025

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

Vision: To enhance the wellbeing of every community member

Values: **Access** - Expansive & equitable opportunities for our community to connect with the wider world

Community - Relationships, partnerships and alliances that create positive and beneficial growth and fosters a spirit of interconnectedness

Empowerment - Enabling people/community members to reach their full potential

Priorities: Satisfy curiosity: lifelong learning

Access for all: outreach to underserved populations

Learn to read and write: literacy for all ages

Visit a comfortable place: physical and virtual spaces

Succeed in school: homework help

Make informed decisions: information fluency

Year 1 = 1/2022 - 1/2023

Year 2 = 1/2023 - 1/2024

Year 3 = 1/2024 - 1/2025

GOAL 1: PROMOTE EQUITABLE PATHWAYS TO INDIVIDUAL FULFILLMENT

Objective 1.1: Expand service and eliminate barriers to build relationships

	Lead	Start Date	Completion
Activity 1.1.1: Establish a bilingual librarian position	Admin	2	3
Activity 1.1.2: Become a fine-free organization	Admin	1	1
Activity 1.1.3: Recalibrate programming methods to address changing needs of local family audiences	Children's	1	3
Activity 1.1.4: Streamline membership processes	Circulation	1	2
Activity 1.1.5: Ensure all public communications and publicity instruments are multilingual and accessible	CoRe	2	2
Activity 1.1.6: Partner with other departments to integrate multilingual service supports into all library services	ESOL	2	3
Activity 1.1.7: Create a plan to expand the library footprint in Manorhaven, including on-site services in the neighborhood	ESOL	2	3

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

Activity 1.2.1: Develop a comprehensive toolkit for offsite engagement events in partnership with local businesses	Adult/Teen	2	3
Activity 1.2.2: Create a long-term marketing plan	CoRe	2	2
Activity 1.2.3: Create programs to highlight the maker equipment and staff technology expertise	Tech	1	2
Work has begun on reimagining our MakerSpace so that we can house new equipment and support classroom/workshop space. We are looking to set up drop-in instructional sessions to walk patrons through use of the recording space.			

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

Lead Start Year Completion

Objective 2.1: Ensure patrons feel comfortable in all library spaces

Activity 2.1.1:	Create a long-term facilities plan	Admin	2	2
Activity 2.1.2:	Produce orientation/introduction videos, live tours, and virtual tours of the facility	CoRe	1	1
	Work on this activity is currently on hold as we continue to onboard our new Community Relations staff member.			
Activity 2.1.3:	Develop presence on new, popular communication platforms, including those favored by ESOL community members	CoRe	1	3
	Work on this area is underway, as our Community Relations staff member partners with ESOL to publicize events.			
Activity 2.1.4:	Produce library services orientation videos/tours for non-English speakers	ESOL	1	1
	Work on this activity is currently on hold as we continue to onboard our new Community Relations staff member.			
Activity 2.1.5:	Adapt library spaces to better allow for flexible use	Facilities	2	3
Activity 2.1.6:	Perform an accessibility audit on physical spaces, virtual spaces, and library website	Tech	2	3

Objective 2.2: Equip learners of all ages with tools and resources to succeed

Activity 2.2.1:	Establish a "College Pioneers" program for students who would be the first in their families to attend college	Adult/Teen	2	3
Activity 2.2.2:	Expand number of days Homework Help is provided, with a focus on supporting students from underserved populations	Children's	2	3
Activity 2.2.3:	Launch a "master-in-residence" program series to highlight local expertise in the arts, sciences, and beyond	Programming	3	3

GOAL 3: PROVIDE OUR COMMUNITY OPPORTUNITIES TO THRIVE

Lead Start Year Completion

Objective 3.1: Improve collections and services that support real-world skills

Activity 3.1.1:	Create a vocational tools collection and expand circulating "Games and Gadgets" collections including support materials and classes	Adult/Teen	1	3
	Work on this area continues. In February of 2023 we started added tools to our collection.			
Activity 3.1.2:	Offer "Welcome to the United States" courses to help recent arrivals acclimate to day-to-day-life in their new home	ESOL	2	2
Activity 3.1.3:	Offer basic courses on car maintenance, cleaning tips, building/home repair, and plumbing	Admin/Facilities	2	3
Activity 3.1.4:	Provide basic life skills programs like cooking, sewing, finance and banking, woodworking, repair, tech skills geared towards all ages	Programming	1	3
	Cooking, finance, tech, and banking programs are currently underway, with more planned. We continue to explore programming in the areas of sewing and woodworking.			
Activity 3.1.5:	Purchase advanced maker tools and provide classes in their use, focusing on material manipulation and audio/video content creation	Tech	1	3
	Work has begun on reimagining our MakerSpace so that we can house new equipment and support classroom/workshop space. We are looking to set up drop-in instructional sessions to walk patrons through use of the recording space and hope to add video equipment, beyond a basic webcam.			

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

Activity 3.2.1:	Pilot a community-wide public art project with multiple avenues for programming and public participation	Adult/Teen/Art	2	3
Activity 3.2.2:	Coordinate a "PortCon" created by patron-led committees, centered around all things loved by, and in the community	Adult/Teen	3	3
Activity 3.2.3:	Expanding reading enrichment classes for underserved or special needs children, adults, and their families/caregivers	Children's	1	3
	GreenTree Foundation Grant will be used to start a "Creative Arts" version of our Books for Dessert Program. Creative Readers program has returned for Fall of 2022. We will continue to build out our Homegrown Readers program. Exploring possibility of a Book Club Discussion in Spanish.			
Activity 3.2.4:	Create digital literacy/safety tutorial videos for multiple platforms that includes a mechanism for patrons to leave feedback or ask questions	Tech	2	3

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

Activity 3.3.1:	Actively seek out opportunities for the library to facilitate conversations around difficult topics affecting our community	Admin	1	3
	The Library has hosted a number of community discussions surrounding difficult topics and will continue to engage with local community groups and stakeholders to host events similar events.			
Activity 3.3.2:	Establish the library as the prime conduit to foster local communication and collaborative development efforts between local organizations	CoRe	1	2

The Library will continue to offer to act as conduit for communication and collaboration between community partners. Our Earth Day, Pride, Lunar New Year, and Hispanic Heritage Month events have served to address this activity.			
Activity 3.3.3: Offer residents the opportunity to meet local community groups and local governmental organizations through a large, hosted event.	CoRe	3	3

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

AAC Meeting Minutes January 11, 2023

In attendance: Christie Devereaux, Betty Gimbel, Linda Sandman, Jose Seligson, Ellen Schiff, Carol Krieger, and Liz Agramonte.

Absent: Toby Ozure, Barbara Fishman, Shelley Holtzman, Jocelyn Worrall, Patti Paris, Pamela Record, Raizy Derzie, Shellie Schneider, and Lynda Schwartz.

- Betty opened the meeting at 5:19 p.m.
- December minutes were approved.
- Artist submissions were reviewed. A studio visit will be scheduled with Carole Freysz Gutierrez. The AAC would also like to exhibit works by watercolorist Antonio Masi and will contact him to extend an invitation.
- Beverly Crilly's show was hung on Tuesday, January 3. Her show will now be coming down on Friday, March 3.
- Some of the art cards from the last three shows have exhibited flaws upon receipt, which appears to be a mail sorting issue. Carol will go to the Post Office and investigate.
- Toby and Jose visited Michael Manning's studio on January 7. He will be exhibiting sculptures and some large-scale paintings from his "Yellow more..." series of works. His show will be going up on Saturday, March 4 and coming down Saturday, April 29. His Artist Talk will be on Saturday, April 1 at 3 p.m.
- Linda reported on her December visit to Beth Atkinson's studio with Toby and Jocelyn. A show of Beth Atkinson's work is tentatively scheduled for September-October of 2023.
- Ellen reported on her, Shelley, and Lynda's meeting with Patrick Aiveoli. Based on his current body of work, it was decided that he should be rejected for now but encouraged to resubmit at a future date.
- Jocelyn, Betty, and Carol will schedule a visit to Jim Graf's studio in February or March.
- Linda, Betty, and one more person will schedule another visit to Demetrius Manouselis' studio to make final selections for his upcoming show in May-June.

THE NEXT MEETING WILL TAKE PLACE ON FEBRUARY 8TH AT 5PM.

CAC Notes January 26, 2023

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

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
February 23 Mister Fish Phenomenal Physics
April 11 The Funny Poetry Show with Darren Sardelli
April 13 Bubbledad

Reading with Walter the therapy dog was a success. Depending on his owner's schedule, we will try to have it as a monthly event.

2023-24 School Year Programs:

September 30 Moon Festival – CAC approved funding 1/26/23 (in collaboration with PWLF)

Brainstorming future workshops and tweens' night out programs:

Coding – Schreiber H.S. students are currently running program on Scratch
Nautical Flags
Origami - Anne
Mandala - Anne
Knitting – Mary Alice Kohs
Yoga – Lenora Gimm – January Tweens' Night Out – cancelled due to no registrants
Calligraphy
Floral arrangement – Elise Tepper will ask for Mother's Day or Valentine's Day
Black-out poetry – April 2023 program
Drones – Andrea Watson
Mahjong
Obstacle Course or dance party - need to find an instructor for these types of programs.
Intergenerational Trip - Long Island Ducks, Moving Image, NY Hall of Science

2023-24 School Year Program Ideas

Anthony Salazar Magic	Long Island STEAM Group Fire & Ice
Brady Rhymer	Magic AI – December 28, 2023
Brain Show	National Circus Project
David Engel	Plaza Theatrical or Crabgrass Theater
Eric Calendar	Prismatic Magic
Jester Jim	Zak Morgan
John Reed	

Notes:

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? Paul, in finance is checking to see if Debbie from the Foundation can answer that question.

CAC Budget: 7,584.00

Next Meeting: April 20, 2023 at 9:30 a.m.

Port Washington Public Library
Books for Dessert Advisory Board Meeting

Minutes

January 26, 2023

Present via Zoom: Georgia DeYoung

Present in person: Nancy Comer, Elise May, Kate Monsour, Anne Sacks, Evelyn Schonbrun, Marian Weissman

The meeting was called to order at 1:35 p.m.

I. Minutes

The minutes from the December 1, 2022, meeting were approved.

II. Financial Report

Ms. Monsour reported that Books for Dessert currently has a balance of \$25,268.99. The board discussed the funding for the Books for Dessert program as well as the program's yearly expenditures. Ms. Monsour stated that she would meet with library director Keith Klang to get clarification about the transfer of funds from the Library Foundation to the Books for Dessert budget. Ms. Comer asked Ms. Monsour to create an annual budget for the current fiscal year to share with the advisory board.

III. Reports from Leaders

Ms. Schonbrun reported that both groups had recently finished reading Andrea Davis Pinkney's *She Persisted: Harriet Tubman*. She stated that the groups had trouble grasping the concept of the Underground Railroad, and that viewing the film *Harriet* greatly improved the groups' understanding of the idea. The groups have started reading *Dear Mr. President: Letters from A Slave Girl* (also by Ms. Pinkney). This book takes the form of imaginary letters exchanged between an enslaved child and President Abraham Lincoln. Ms. Schonbrun stated that each group could choose to read the entire book or selected sections depending on their reading speed. Both groups are looking forward to Ms. Pinkney's author visit on March 13, 2023.

IV. Future Leader Search

Ms. Sacks, Ms. Weissman, and Ms. Monsour met on January 30th to discuss the Books for Dessert leader position. Ms. Monsour shared the subcommittee's recommendations with the group. Ms. Weissman wrote a job listing to be posted on the Port Washington Teacher's Association Retired Teacher's Chapter website. The board discussed other venues for promoting the position, including the library website, Port Washington and neighboring school districts, and other educational institutions that serve individuals with IDD.

V. Meet the Author Luncheon

Ms. Monsour reported that the Books for Dessert Meet the Author Luncheon will take place on Monday March 13th 2023. Andrea Davis Pinkney will be speaking and signing books. Ms. Comer asked any available board members to attend the luncheon and also volunteer to help with the event set up on the day of the program.

VI. Theater for Dessert

Ms. May and Ms. Monsour reported that the Theater for Dessert schedule has been finalized. Rehearsals will begin on Tuesday April 4th and culminate in a performance for family and friends on Tuesday June 6th. Ms. May has finished a first draft of the script for the production and has hired staff to assist with the project.

VII. Expanding the Advisory Board

Ms. Comer asked the board members to suggest potential new board members at our next meeting.

VIII. Library Advocacy Day Video

Ms. Monsour mentioned that the Nassau Library System is looking for volunteers to be part of a video highlighting Nassau Libraries' role in language learning and literacy. Ms. Schonbrun stated that she would be happy to be part of the video. Ms. Monsour said that she would reach out to several book club participants to see if they would like to take part as well. The video would be part of a larger advocacy effort on behalf of the Nassau Library System to increase state funding to libraries.

IX. 20th Anniversary

Ms. Monsour mentioned that 2023 marks the 20th anniversary of the Books for Dessert program. The board agreed to discuss ways to mark the anniversary at our next meeting.

X. Next Advisory Board Meeting Dates

The board selected the following dates for their next two meetings:

Friday February 24th at 1:30 p.m.

XI. Adjournment

The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Kate Monsour



Home About MHLS Topics Calendar Member Libraries For the Public



Trustee Handbook Book Club

Home Trustee Handbook Book Club



Trustee Handbook Book Club

Join co-authors of the *Handbook for Library Trustees of New York State* Jerry Nichols and Rebekkah Smith Aldrich and special guests for this fun and informative series! For each session, trustees are encouraged to read a chapter of the Trustee Handbook and send in questions that the authors will address during each session.

Trustees from all public library systems in New York State are welcome. Library Directors from across the state are welcome to attend as well. All sessions count towards the New York State Trustee Education Requirement.

2023 Sessions:

Trustee Handbook Book Club: Open Meetings Law with Kristin O'Neill, Committee on Open Government (Tuesday, February 21, 2023 | 5:00-6:30pm) [REGISTER](#)

The Board-Director Relationship (Tuesday, April 18, 2023 | 5:00-6:30pm) [REGISTER](#)

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](#)

Previous Sessions:

2021

Duties & Responsibilities (October 19, 2021) | [Recording Available Here](#)

Preparation:

- a) Read the chapter: [Duties & Responsibilities](#)
- b) Thoughts to consider before watching the webinar recording:
 - What is your purpose as a Library Trustee?
 - What do you believe is the mission of your Library in the community?
 - Have you received a thorough orientation about the Library, its services and how it functions?
 - How can the Board be most effective as the public body entrusted with the future of the community's library?
- c) Watch the [Duties & Responsibilities recording](#) below.
- d) Review the program using the [Duties & Responsibilities Post-Session Toolkit](#).

Trustee Handbook Book Club Duties and R



Library Board Meetings (November 16, 2021) | [Recording Available Here](#)

Preparation:

- a) Read the chapter: [Library Board Meetings](#)
- b) Thoughts to consider before the watching the webinar recording:
 - Are your meetings well organized with a standard agenda and materials distributed well in advance?
 - Do all Board members regularly attend and are well prepared?
 - Are you familiar with and faithfully follow the Open Meetings Law?
 - Do you review and approve all bills and personnel actions?
 - Are you fully apprised of all library activities from the various departments?
- c) Watch the [Library Board Meetings recording](#) below.
- d) Review the program using the [Library Board Meetings Post-Session Toolkit](#).

Trustee Handbook Bookclub: Library Board



Personnel (December 14, 2021) | [Recording Available Here](#)

Preparation:

- a) Read the chapter: [Personnel](#)
- b) Thoughts to consider before the program:
 - Do you abide by the Best Practices rubric: “Director selects; Board appoints”?
 - Do you approve all personnel actions (even retroactively), including salary increases, promotions and terminations?
 - If applicable, do you understand your responsibilities under NYS Civil Service Law?
 - Does your Board treat the director as the CEO and avoid micromanagement?
 - Do you provide sufficient compensation to attract quality staff and a competent library director?
 - Do you avoid all appearances of nepotism in the hiring and promotional process?
- c) Watch the [Library Board Meetings recording](#) below.
- d) Review the program using the [Personnel Post-Session Toolkit](#).

Trustee Handbook Book Club Personnel



Trustee Handbook Book Club After Party (December 22, 2021) | [Recording Available Here](#)

Trustee Handbook Book Club After Party



2022

Budgets & Finance (January 18, 2022) | [Recording Available Here](#)

Preparation:

- a) Read the chapter: [Budgets & Finance](#)
- b) Thoughts to consider before the program:
 - Is your long-range plan taken into consideration during the budget planning process?
 - Once your budget is drafted by the director, is it reviewed by the treasurer and Finance Committee before presented to the full board?
 - Does your board have adequate policies and procedures in place to make budget adjustments during the course of the fiscal year?
 - Does your board have a capital fund, and a related capital fund reserve policy, to save for high-cost activities related to the facility?
 - Does your board engage in a process of multi-year budget planning to prepare for the future?
- c) Watch the [Budgets & Finance recording](#) below.
- d) Review the program using the [Budgets & Finance Post-Session Toolkit](#).

Facilities (February 22, 2022) | [Recording Available Here](#)

Preparation:

- a) Read the chapter: [Facilities](#)
- b) Thoughts to consider before the program:

- Is your library facility completely accessible to folks with physical disabilities? If not, do you have a policy that makes it clear how folks of all abilities can access all library services equitably?
 - Has your board adopted an environmental sustainability policy to ensure everything from how the facility is cleaned to how renovations and expansions are designed takes into consideration the natural environment and the environment in which library workers and patrons experience your library facility?
 - Has your board engaged in scenario planning to prepare for significant severe weather events or major disruptions such as extended power outages?
 - Has your board engaged a firm to conduct an energy audit of the facility?
- c) Watch the [Facilities recording](#) below
- d) Review the program using the [Facilities Post-Session Toolkit](#)

Policies & Risk Management (March 29, 2022) | [Recording Available Here](#)

Preparation:

- a) Read the chapters: [Risk Management](#) & [Library Policies](#)
- b) Thoughts to consider before the program:
- Is your library facility completely accessible to folks with physical disabilities? If not, do you have a policy that makes it clear how folks of all abilities can access all library services equitably?
 - Has your board adopted an environmental sustainability policy to ensure everything from how the facility is cleaned to how renovations and expansions are designed takes into consideration the natural environment and the environment in which library workers and patrons experience your library facility?
 - Has your board engaged in scenario planning to prepare for significant severe weather events or major disruptions such as extended power outages?
 - Has your board engaged a firm to conduct an energy audit of the facility?
- c) Watch the [Policies & Risk Management recording](#) below
- d) Review the program using the [Policies & Risk Management Post-Session Toolkit](#)

Ethics & Conflicts of Interest + Intellectual Freedom, Censorship and Privacy (April 19, 2022) | [Recording Available Here](#)

Preparation:

- a) Read the chapters: [Ethics & Conflicts of Interest + Intellectual Freedom, Censorship and Privacy](#)
- b) Thoughts to consider before the program:
- Does your board have an up-to-date Conflict of Interest policy which includes the requirement that all trustees sign a disclosure form annually?
 - Has your board adopted a Code of Ethics?
 - Does your board have an anti-nepotism policy?

- Has the board recently reviewed its collection development policy and challenge of library materials form and procedure?
 - Does the library's collection development policy reflect the principles of the American Library Association's Library Bill of Rights and Freedom to Read Statement?
- c) Watch the [Ethics & Conflicts of Interest + Intellectual Freedom, Censorship and Privacy recording below](#)
- d) Review the program using the [Ethics & Conflicts of Interest + Intellectual Freedom, Censorship and Privacy Post-Session Toolkit](#)

Planning & Evaluation (May 3rd, 2022) | [Recording Available Here](#)

Preparation:

- a) Read the chapter: [Planning & Evaluation](#)
- b) Thoughts to consider before the program:
- Is the library's current long-range plan based on feedback received from the community?
 - Are the goals and objectives of the plan designed to meet the needs expressed by the community?
 - Are budget decisions based on goals expressed in the board-approved long-range plan?
 - Does the library have an operational plan to address gaps in resources necessary to be successful in achieving the goals set in the long-range plan?
 - Does the board annually evaluate the goals in the plan and adjust them accordingly?
- c) Watch the [Planning & Evaluation recording below](#)
- d) Review the program using the [Planning & Evaluation Post-Session Toolkit](#)

PR & Advocacy (June 14th, 2022) | [Recording Available Here](#)

Preparation:

- a) Read the chapter: [PR & Advocacy](#)
- b) Thoughts to consider before the program:
- Have you articulated your personal "why"?
 - Why the library matters to you personally and why you give of your time and energy to this institution?
 - Do you have a good understanding of all library services and programs offered in person and online?
 - Do you know who your municipal leaders are? County legislators? State and federal representatives?
 - Is it easy for a new resident in your service area to access library services?
 - Have you adequately funded budget lines related to outreach and public relations?
- c) Watch the [PR & Advocacy recording below](#)
- d) Review the program using the [PR & Advocacy Post-Session Toolkit](#)

Trustee Handbook Book Club After Party Part II (July 25, 2022) | [Recording Available Here](#)

Effective Meetings Using Parliamentary Procedures (October 27, 2022) | [Recording Available Here](#)

Co-Moderators for the series:

- Brian M. Hildreth, Executive Director, Southern Tier Library System
- Ron Kirsop, Executive Director, Pioneer Library System.

[Submit Your Questions Here](#)

Resources:

- [Audits of Public Libraries](#) (Office of the State Comptroller)
 - [Top Five Common Findings in OSC Audits of Libraries \(MHLS\)](#) (attached)
- [Related Local Government Management Guides](#) (Office of the State Comptroller)
 - [Reserve Funds](#)
 - [Seeking Competition in Procurement](#)
- [Public Library District Toolkit: Strategies to Assure Your Library's Legal and Financial Stability](#) (New York State Library)
 - [Public Library District Facilities](#) (New York State Library)
- [Public Library Collection Management Policy Template and Guide.](#)

Promotional Partners

