PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 20, 2019
AGENDA

A. Presentation of the Proposed 2019-2020 Library Operating Budget
B. Trustee’s Discussion of the Proposed 2019-2020 Library Operating Budget
C. Public Comments

I Approval of February 20, 2019 Board of Trustees Minutes

II Approval of February 2019 Warrants

III Approval of February 2019 Staff Changes

IV Financial
   a) February Financial Reports
   b) Budget Transfers

V Director's Report
   a) Annual Report for Public Libraries 2018
   b) EPDM Roofing Project Lead Agency Resolution
   c) ESOL Renovation
   d) Volunteer Breakfast – June 9, 2019
   e) 2019 May W. Newburger Women's Roll of Honor – Nancy Wright

VI President's Report
   a) Audit
   b) Collateralization Agreement
   c) 2019-20 Budget Draft
   d) Trustee Election – April 9, 2019
   e) Budget Information Session/Meet the Candidates Night – March 27, 2019
   f) Facilities Committee Architectural Interior Designer Contract

VII Councils
   a) Art Advisory Council – Minutes of February 6, 2019
   b) Children's Advisory Council - Minutes of February 26, 2019
   c) Music Advisory Council – Minutes of February 27, 2019

VIII Foundation
   a) Minutes of Meeting – January 14, 2019

IX Friends of the Library
   a) Minutes of Meeting - February (over)
X  Correspondence
   a) Patron Comments

XI  Donation
    a) Kathleen Emerman

XII Staff Reports
    a) Local History Research Request Report

XIII Staff Association

XIV Public Comments

XV Unfinished Business
    1) “Other” code

XVI Adjournment
PORT WASHINGTON PUBLIC LIBRARY

BUDGET BROCHURE

OPERATING BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2020

March 20, 2019
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A message from the President of the Library Board of Trustees

The Port Washington Public Library is a center for community engagement, knowledge, and personal enrichment. As the Library Board of Trustees presents the proposed 2020 fiscal budget to the public, we want to acknowledge how the contributions of our taxpayers and the generosity of our donors enabled us to sustain our mission in so many ways. We also want to express our deep appreciation for the work and commitment of our Friends of the Library, the Library Foundation, and our Library Councils. Here are just a few of the significant highlights from this past year:

• The Library’s top leadership transitioned, as Keith Kiang took over as Library Director for Nancy Curtin, becoming only the fifth Library Director in our 126-year history.

• The Children’s Library officially opened in a dramatically enhanced space, including a workshop room that has helped us develop and expand our programming, and an environmentally friendly garden.

• We reorganized the main level and mezzanine so as to maximize space and expand work areas for our patrons while maintaining easy access to our diverse collection of books, music, films, publications, audiobooks, e-books, graphic novels, and video games.

• Our computer center has moved to the lower level as a core element of our new technology-focused “Maker Space.” That move has enabled the ongoing expansion of our ESOL classrooms.

• We presented world-class lectures and performances that were attended by more than 50,000 people, including a talk by Pulitzer-Prize winning author Jennifer Egan. Overall, more than 375,000 people visited the Library during 2018.

• Our peerless staff—many of whom are Port residents and some of whom have worked at the Library for more than 20 years—continued to provide our Library community with best-in-class service.

• Our carefully curated archives, our local history collection, and the Karen and Ed Adler Gallery remain important resources and sources of joy and celebration for the community and the wider world.

We aspire to keep the Library in tune with the needs and desires of our patrons, and we are committed to staying abreast of current trends and ideas.

The proposed budget for the fiscal year 2020 reflects the Board’s twin goals of ensuring that the Library continues to be a place of life-long learning and enjoyment for the Port Washington community while also reflecting fiscal responsibility. We believe the proposed 2020 budget, which includes a 1.24% reduction in the budget, does just that.

Please come out to vote on Tuesday, April 9. We appreciate your patronage and your input, and look forward to continuing to enhance the lives of our families, friends, and the Port Washington community.

Kind Regards,

John M. O’Connell
President, PWPL Board of Trustees
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<td>Employee Benefits - Retirement</td>
<td>508,430</td>
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<td>540,063</td>
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<td>12,543</td>
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<td>5,300,704</td>
<td>5,404,185</td>
<td>5,186,831</td>
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<td>28,500</td>
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<td>518,205</td>
<td>523,125</td>
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<tr>
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## REVENUES

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<td><strong>7,274,269</strong></td>
<td><strong>7,396,895</strong></td>
<td><strong>7,455,057</strong></td>
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## EXPENDITURES

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<td><strong>Subtotal - Equipment, Repairs, and Transfers</strong></td>
<td><strong>720,350</strong></td>
<td><strong>716,248</strong></td>
<td><strong>383,982</strong></td>
<td><strong>582,221</strong></td>
<td><strong>167,504</strong></td>
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<td>Bonds - Principal &amp; Interest</td>
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<td>516,205</td>
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<tr>
<td><strong>Principal &amp; Interest</strong></td>
<td>-</td>
<td>-</td>
<td>523,685</td>
<td>516,205</td>
<td>523,125</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>7,382,264</strong></td>
<td><strong>7,289,282</strong></td>
<td><strong>7,142,802</strong></td>
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PORT WASHINGTON PUBLIC LIBRARY  
GENERAL FUND BALANCE ANALYSIS  
Proposed Budget for Fiscal Year Ending June 30, 2020

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<td>556,913</td>
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<td>520,978</td>
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<td>Building Operations</td>
<td>375,672</td>
<td>309,840</td>
<td>305,958</td>
<td>307,482</td>
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<td>Equipment, Repairs and Transfers to Capital</td>
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<td>516,205</td>
<td>523,125</td>
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<td>23,897</td>
<td>(6,000)</td>
<td>6,482</td>
</tr>
<tr>
<td>Foundation Grant Career Coaching</td>
<td>5,685</td>
<td>6,750</td>
<td>2</td>
<td>355</td>
</tr>
<tr>
<td>Foundation Storytelling</td>
<td>333</td>
<td>4</td>
<td>(498)</td>
<td>603</td>
</tr>
<tr>
<td>Foundation Intergenerational</td>
<td>1,097</td>
<td>7,000</td>
<td>(7,032)</td>
<td>11,754</td>
</tr>
<tr>
<td>Adult Literacy</td>
<td>11,707</td>
<td>7,000</td>
<td>(11,518)</td>
<td>11,754</td>
</tr>
<tr>
<td>Job Boot Camp</td>
<td>4</td>
<td>1,688</td>
<td>(1,688)</td>
<td></td>
</tr>
<tr>
<td>Epstein Book Fund</td>
<td>348</td>
<td>2</td>
<td>(75)</td>
<td>785</td>
</tr>
<tr>
<td>American Girl Dolls</td>
<td>857</td>
<td>27</td>
<td>(6,118)</td>
<td>4,156</td>
</tr>
<tr>
<td>Parent Child Home Program</td>
<td>10,247</td>
<td>18</td>
<td>(2,771)</td>
<td>1,924</td>
</tr>
<tr>
<td>NLS - Computers</td>
<td>647</td>
<td>4</td>
<td>651</td>
<td></td>
</tr>
<tr>
<td>NLS - Bullet Aid</td>
<td>20,042</td>
<td>110</td>
<td>20,152</td>
<td></td>
</tr>
<tr>
<td>NLS - ESL Grant Supplies</td>
<td>4,477</td>
<td>200</td>
<td>(2,771)</td>
<td>1,924</td>
</tr>
<tr>
<td>NLS - Bullet Aid Children’s Garden</td>
<td>10,000</td>
<td>48</td>
<td>(10,048)</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>62,368</td>
<td>124,768</td>
<td>(103,595)</td>
<td>83,981</td>
</tr>
</tbody>
</table>

| State Grants                                               |                                           |          |           |              |
| Reserve for Special Programs and Projects                  |                                           |          |           |              |
| State Grants                                               | 9/11 Project - 10/02 Shodell              | 124      | 1         | 125          |
| Construction Grant                                         | 546                                       | 2        | 548       |
| Media Room Renovation Grant                                | 25,259                                    | 139      | 25,398    |
| Construction Grant                                         | 20,037                                    | 110      | 20,147    |
| Lobby Renovation Grant                                     | 25,184                                    | 135      | 25,194    |
| Goodman Assistive Technology                               |                                           | 5,006    | (5,006)   | 71,537       |
| Total                                                      | 71,150                                    | 5,006    | 71,537    |

| Local - Specific Purposes                                   |                                           |          |           |              |
| Local - Specific Purposes                                   |                                           |          |           |              |
| Art Advisory Council                                       | 6,470                                     | 2,700    | 28        | 110          | (6,049)   | 3,260   |
| Health Information Center                                  | 28,627                                    | 158      | 242       | (176)        | 29,051   |
| Health Information-Anti Smoking                            | 22,793                                    | 121      | (1,000)   | 21,994      |
| Burris                                                     | 18,192                                    | 100      | 18,292    |
| Underhill                                                  | 22,096                                    | 121      | 22,276    |
| Brown Fund                                                 | 5,495                                     | 29       | 5,524     |
| Hendrick Memorial                                          | 1,226                                     | 6        | 1,232     |
| Morse Fund                                                 | 1,749                                     | 10       | 1,759     |
| Nautical Center                                            | 35,662                                    | 1,270    | 87        | 11           | (1,763) | 15,267 |
| Children’s Grant                                           | 1,994                                     | 11       | 2,005     |
| Children’s Advisory Council                                | 14,258                                    | 1,250    | 63        | 10,266      |
| S. Steyn Memorial Book Fund                                | 7,223                                     | 38       | 7,261     |
| Vera Fiddler                                               | 248                                       | 2        | 250       |
| Unger / Beslity Memorial Fund                              | 10,327                                    | 58       | 10,385    |
| Whittemore Memorial Fund                                  | 2,000                                     | 11       | 2,011     |
| Saltzman Grant                                             | 6,053                                     | 37       | 6,050     |
| Total                                                      | 164,613                                   | 5,220    | 422       | (14,292)    | 156,643 |

| Local - General Library Purposes                           |                                           |          |           |              |
| Local - General Library Purposes                           |                                           |          |           |              |
| Music Advisory Council                                     | 8,122                                     | 21,000   | 52        | 243          | (16,149) | 13,268 |
| Special Trust Account                                      | 2,538                                     | 14       | (30)      | 2,552       |
| Publication Fund                                           | 5,716                                     | 533      | (10,480)  | 6,219        |
| Miscellaneous Workshops                                    | 26,648                                    | 14,252   | (4,545)   | 5,592        |
| National Endowment for Arts                                | 10,000                                    | 37       | 10,037    |
| Bronson                                                    | 10,381                                    | 56       | 10,381    |
| Total                                                      | 53,305                                    | 45,885   | 243       | (31,204)    | 63,388   |

<p>| Total                                                      | $351,436                                  | $181,779 | $1,856    | $665         | (154,987) | $380,749 |</p>
<table>
<thead>
<tr>
<th></th>
<th>Reserve Balance</th>
<th>Revenues</th>
<th>Expenditures</th>
<th>Reserve Balance</th>
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</thead>
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<td>June 30, 2017</td>
<td>Donations</td>
<td>Interest</td>
<td>Transfers</td>
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<tr>
<td>Permanent Fund</td>
<td>$135,005</td>
<td>$ -</td>
<td>$665</td>
<td>$ (665)</td>
</tr>
<tr>
<td>Art Advisory Council</td>
<td>$22,240</td>
<td>$ -</td>
<td>$110</td>
<td>$ (110)</td>
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<tr>
<td>Health Information Center</td>
<td>49,181</td>
<td>242</td>
<td>(242)</td>
<td></td>
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<tr>
<td>Music Advisory Council</td>
<td>49,406</td>
<td>243</td>
<td>(243)</td>
<td></td>
</tr>
<tr>
<td>Nautical Center</td>
<td>2,296</td>
<td>11</td>
<td>(11)</td>
<td></td>
</tr>
<tr>
<td>Underhill Grant</td>
<td>11,882</td>
<td>59</td>
<td>(59)</td>
<td></td>
</tr>
<tr>
<td>Total Permanent Fund</td>
<td>$135,005</td>
<td>$ -</td>
<td>$665</td>
<td>$ (665)</td>
</tr>
</tbody>
</table>
PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
FEBRUARY 20, 2019

Attending: John O'Connell, Presiding Patricia Bridges
Nancy Comer William Keller
Michael Krevor Sima Vasa
Keith Klang

BUDGET HEARING

Mr. O'Connell 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 personnel matters. The public portion of the meeting began with the first public budget hearing to review the 2019-20 budget draft.

Mr. Klang presented a brief page by page review of the proposed 2019-2020 Budget. Mr. Klang noted the budget decrease of -1.24% and the proposed tax levy of 0.00% which is fully compliant with the state mandated tax-cap limit.

Ms. Bridges thanked Mr. O'Connell, Mr. Keller and Mr. Krevor on the Budget Committee and Mr. Klang for presenting a fiscally responsible budget.

Mr. O'Connell requested comments from the public. Mr. Strauss a member of the community and prospective candidate for the Board also thanked the Board for keeping the tax levy low.

Ms. Horn, a community member and prospective candidate for the Board, asked whether underspent funds for programs could transferred to other overspent codes. Mr. O'Connell explained that the Board can approve budget transfers between codes as necessary.

Mr. O'Connell thanked everyone for attending and stated that there will be two more budget hearings; one on March 20 and another on March 27th followed by a Meet the Candidates night sponsored by the League of Women Voters.

REGULAR MEETING

Mr. O'Connell requested approval of the January 16, 2019 Board of Trustees minutes. Ms. Bridges motioned to approve. All agreed.

Mr. O'Connell requested approval of the January Warrants 19-01-07A and 19-01-07B. Mr. Keller motioned to approve. All agreed.
Ms. Bridges motioned to accept the Staff Changes of one appointment, no departures and 21 salary adjustments. All agreed.

Mr. O’Connell requested comments on the January Financial Report representing 58% of budget expensed. Mr. Krevor questioned the underspending in Adult programming. Mr. Klang explained that several programs were coded to the FOL and should have been through Adult Programming. This will be corrected moving forward.

Mr. O’Connell requested a motion to approve the general fund budget transfers for year ending June 30, 2018 amounting to $237,653 from various codes as recommended by the Library accountants. Mr. Keller motioned to approve. All agreed.

Mr. O’Connell requested a motion to approve a budget revision in the amount of $49,208. The Board resolved to increase the General Fund separation expenditure budget line, funded by the assigned for separation pay as recommended by the Library accountants. Ms. Comer motion to approve. All agreed.

Mr. Klang discussed the progress made in the ESOL classroom and meeting spaces renovation. Ms. Bridges expressed concern about security and signage for the bookable meeting areas suggesting the staff analyze camera placement and prepare signage. Mr. Hutter, Head of Technology, stated there is a camera in that area. Mr. Klang added that the ESOL Office would be moved to the south end of the building where the public space is located.

Mr. Klang requested approval of Change Order #1 reflecting a modification from broadloom carpet to carpet tiles. Mr. Keller motioned to approve. All agreed.

Mr. Klang requested the Board approve the enclosed updated Smoking policy to include Vaping. Ms. Bridges motioned to approve. All agreed.

Mr. O’Connell requested Mr. Klang forward the library cell phone usage policy to the Policy Committee for their review. Mr. Krevor questioned former quiet areas in the Library. Mr. O’Connell suggested signage be prepared to be respectful of others.

Mr. Klang suggested two dates for a Volunteer Breakfast in the Spring. Mr. O’Connell stated the Library would not be what it is without its many wonderful volunteers and thought it was a nice gesture of thanks. All agreed.

Mr. Keller motioned to approve the 2018-2019 bullet aid obtained by former Senator Phillips in the amount of $10,000. All agreed.

Mr. Klang reviewed the enclosed Marketing Plan prepared by the Community Relations/Marketing Committee and Ms. Cotumaccio, Head of Community Relations. Mr. O’Connell thanked Ms. Bridges and Ms. Vasa for their help in preparing the plan. Mr. O’Connell suggested that the Foundation be asked to
be Brand Ambassadors on Facebook as well. Mr. Keller suggested that the Library help fill out census forms on-line for patrons. Mr. O'Connell requested a quarterly update from Ms. Cotumaccio on the plan's progress.

Mr. Klang stated that the Facilities Committee reviewed interior design proposals and recommend obtaining a more detailed proposal from Me & General Interior Designers. The Board motioned to allow Mr. Klang to speak with interior designer with no funding attached. Ms. Bridges motioned to approve. All agreed.

Ms. Comer explained that the goal is to develop a set of standards for colors, fabrics, furniture, etc. to present a more cohesive theme throughout the Library.

Mr. Klang requested the Board's approval to open the Library on Wednesday, February 27 for a community forum on the selection of a new Superintendent of Schools from 9:30 – 11:00 am. Ms. Bridges motioned to approve, and Ms. Vasa seconded. All agreed.

Mr. O'Connell requested a motion to approve Diana Regino as Chief Election Inspector for the April 9 Budget Vote/Trustee Election. Ms. Comer motioned to approve. All agreed.

Mr. O'Connell announced that the ALA Annual conference will be June 20-25, 2019 in Washington, D.C. inviting Board members to attend.

Mr. O'Connell noted the Property Tax Cap form prepared by the accountants through the Office of the State Comptroller stating the Library does not plan to override the tax cap for fiscal year ending 2020.

Mr. O'Connell noted the Art Advisory Council minutes of December 12, 2018 and January 9, 2019; the Music Advisory Council minutes of January 16, 2019; and the Nautical Advisory Council minutes of January 14, 2019.

Mr. O'Connell requested a motion to approve Amy Urban as a new member of the Nautical Advisory Council. Mr. Keller motioned to approve. All agreed.

Mr. O'Connell noted the Foundation financial report for month ending January 31, 2019.

Mr. O'Connell announced that the Friends of the Library will be celebrating their 50th Book and Author Event on May 10, 2019 at the North Hills Country Club in Manhasset suggesting the Board get their tickets early.

Mr. O'Connell noted the Friends of the Library January 9, 2019 minutes of meeting.

Mr. O'Connell noted the Patron Comments for January 2019.
Mr. O'Connell noted the thank you letter from Ms. Monsour thanking administration and the Board for their encouragement and support of her attendance at the NLS Administrator's Certificate Program.

The Board discussed the 2nd quarter statistics noting the increase in e-books, items borrowed, and patrons entering the library. The Database Usage report was discussed. Mr. Keller asked if NLS could confirm similar trends at other libraries.

Ms. Gordon was the Staff Association representative for this month.

Mr. O'Connell noted the Long Island Library Conference “Lighting the Way” at the Melville Marriot on May 9, 2019. Ms. Bridges plans to attend.

Mr. Strauss, a community member, stated he spends a lot of time in the Library as an active attorney working remotely using study rooms. He appreciates the open spaces throughout the Library that can be used to work collaboratively.

Mr. Klang stated the Collateralization Agreement is still being reviewed by each party’s lawyers and hopes to present to the Board at the next meeting.

Ms. Bridges motioned to adjourn. All agreed.
PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING
FEBRUARY 2019 REPORTS

WARRANTS TO BE VOTED ON

<table>
<thead>
<tr>
<th>Warrant Number</th>
<th>Amount</th>
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</thead>
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<td>19-02-08A</td>
<td>$50,888.29</td>
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<tr>
<td>19-02-08B</td>
<td>$149,517.87</td>
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Warrant Total $200,406.16

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<th>Gross</th>
<th>Net</th>
<th>Processing</th>
<th>Tax Liability</th>
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</thead>
<tbody>
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<td>2/7/2019</td>
<td>$130,852.97</td>
<td>$91,834.20</td>
<td>$258.92</td>
<td>$39,510.26</td>
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<tr>
<td>2/21/2019</td>
<td>$127,798.79</td>
<td>$82,900.56</td>
<td>$1,467.56</td>
<td>$34,396.69</td>
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</tbody>
</table>

PAYROLL TOTAL $258,651.76 $174,734.76 $1,726.48 $73,906.95

Prepared By:
Paul Thomaidis
Finance Office
Port Washington Public Library
Board Resolution
March 20, 2019

**General Fund Budget Transfers**

Resolved: To make the following general fund budget transfers for the year ending June 30, 2019:

To:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>9050.8</td>
<td>Unemployment</td>
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<td>436.03</td>
<td>NLS</td>
<td>3,000.00</td>
</tr>
<tr>
<td>439.04</td>
<td>Computer</td>
<td>3,000.00</td>
</tr>
<tr>
<td>440.06</td>
<td>Legal</td>
<td>8,000.00</td>
</tr>
<tr>
<td>450.04</td>
<td>Water Tax</td>
<td>1,500.00</td>
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<tr>
<td>9785.6</td>
<td>Lease Principal</td>
<td>4,095.00</td>
</tr>
<tr>
<td>9785.7</td>
<td>Lease Interest</td>
<td>905.00</td>
</tr>
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</table>

$ 26,500.00

From:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<td>435.01</td>
<td>Meetings</td>
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<tr>
<td>417.04</td>
<td>Young Adult</td>
<td>3,000.00</td>
</tr>
<tr>
<td>451.01</td>
<td>Bulbs</td>
<td>3,000.00</td>
</tr>
<tr>
<td>451.04</td>
<td>Cleaning Services</td>
<td>8,000.00</td>
</tr>
<tr>
<td>439.05</td>
<td>Detection 3M</td>
<td>1,500.00</td>
</tr>
<tr>
<td>451.01</td>
<td>Bulbs</td>
<td>5,000.00</td>
</tr>
</tbody>
</table>

$ 26,500.00
Port Washington Public Library
Annual Report For Public And Association Libraries - 2018

1. GENERAL LIBRARY INFORMATION

Please note: Bibliostat CollectConnect is now compatible with major browsers including Google Chrome, Mozilla Firefox, Safari and Internet Explorer.

Please be advised Bibliostat CollectConnect is now using a new interface. If you have accessed or if you believe you may have accessed the old Bibliostat Collect, please click the new link here and you will be taken to the new interface. Please be sure you exit and close the old Bibliostat Collect before you begin your survey.

Report all information in Part 1 as of December 31, 2018, except for questions related to the current library director/manager (questions 1.37 through 1.45).

1.1 Library ID Number
1.2 Library Name
1.3 Name Status (State use only)
1.4 Structure Status (State use only)
1.5 Community
1.6 Beginning Fiscal Reporting Year
1.7 Ending Fiscal Reporting Year
1.8 Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?
1.9 If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.
1.10 Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.
1.11 Beginning Local Fiscal Year
1.12 Ending Local Fiscal Year
1.13 Address Status
1.14 Street Address
1.15 City
1.16 Zip Code
1.17 Mailing Address
1.18 City
1.19 Zip Code
1.20 Telephone Number (enter 10 digits only and hit the Tab key; enter N/A if no telephone number)
1.21 Fax Number (enter 10 digits only and hit the Tab key; enter (516) 883-7927

N/A if no fax number

1.22 E-Mail Address to Contact the Library (Enter N/A if no e-mail address)  
library@pwpl.org

1.23 Library Home Page URL (Enter N/A if no home page URL)  
www.pwpl.org

1.24 Population Chartered to Serve (per 2010 Census)  
31,071

1.25 Indicate the type of library as stated in the library's charter (select one):  
PUBLIC

1.26 Indicate the area chartered to serve as stated in the library's charter (select one):  
School District

1.27 During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.  
N

1.28 Indicate the type of charter the library currently holds (select one):  
Absolute

1.29 Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter  
09/23/1994

1.30 Date the library was last registered  
11/07/1995

1.31 Federal Employer Identification Number  
116001316

1.32 County  
NASSAU

1.33 School District  
Port Washington

1.34 Town/City  
North Hempstead

1.35 Library System  
Nassau Library System

THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

NOTE: For questions 1.37 through 1.45, report all information for the current library director/manager.

1.37 Title of Library Director/ Manager (select one):  
Mr.

1.38 First Name of Library Director/Manager  
Keith

1.39 Last Name of Library Director/Manager  
Klang

1.40 NYS Public Librarian Certification Number  
25120

1.41 What is the highest education level of the library manager/director?  
Master's Degree

1.42 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?  
Y

1.43 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.  
Y

1.44 E-mail Address of the Director/Manager  
kklang@pwpl.org

1.45 Fax Number of the Director/Manager  
(516) 883-7927

1.46 Is the library a member of the New York State and Local  
Y
Retirement System?

1.47 Does the library charge fees for library cards to people residing outside the system's service area? Y

1.48 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2018? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.49. Y

1. Name of municipality or district holding the public vote: Port Washington Union Free School District

2. Indicate the type of municipality or district holding the public vote: School District

3. Date the vote was held (mm/dd/2018): 04/10/2018

4. Was the vote successful? Y/N Y

5. What type of public vote was it? budget vote (school district public library only)

6a. Most recent prior year approved appropriation from a public vote: $7,104,023

6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: $68,241

6c. Total proposed appropriation (sum of 6a and 6b): $7,172,264

This question should only be answered if "No" was answered in Q1.48 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.49 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2018) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.50. Y

1. Name of municipality or district holding the public vote

2. Indicate the type of municipality or district holding the public vote

3. Date the last successful vote was held (mm/dd/yyyy)

4. What type of public vote was it?

5. What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?

1.50 Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.51.

1. Name of contracting municipality or district: N/A

2. Is this a written contractual agreement? N/A

3. Population of the geographic area served by this contract: N/A

4. Dollar amount of contract: N/A

5. Enter the appropriate code for range of services provided (select one): N/A
For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.

2. LIBRARY COLLECTION

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

This section of the survey (2.1-2.22) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

PRINT MATERIALS

Cataloged Books

2.1 Adult Fiction Books 27,914
2.2 Adult Non-fiction Books 39,584
2.3 Total Adult Books (Total questions 2.1 & 2.2) 67,498
2.4 Children's Fiction Books 16,857
2.5 Children's Non-fiction Books 12,809
2.6 Total Children's Books (Total questions 2.4 & 2.5) 29,666
2.7 Total Cataloged Books (Total questions 2.3 & 2.6) 97,164

Other Print Materials

2.8 Total Uncataloged Books 760
2.9 Total Print Serials 25,273
2.10 All Other Print Materials 375
2.11 Total Other Print Materials (Total questions 2.8 through 2.10) 26,408
2.12 Total Print Materials (Total questions 2.7 and 2.11) 123,572

ALL OTHER MATERIALS

Electronic Materials

2.13 Electronic Books 83,812
2.14 Local Electronic Collections 42
2.15 NOVELNY Electronic Collections 16
2.16 Total Electronic Collections (Total questions 2.14 and 2.15) 58
2.17 Audio - Downloadable Units 14,562
2.18 Video - Downloadable Units
2.19 Other Electronic Materials (Include items that are not included in the above categories, such as e-suchs, electronic files; collections of digital photographs; and electronic government documents, reference tools, scores and maps.)
2.20 Total Electronic Materials (Total questions 2.13, 2.16, 2.17, 2.18 and 2.19) 113,170

Non-Electronic Materials
2.21 Audio - Physical Units
2.22 Video - Physical Units
2.23 Other Non-Electronic Materials (includes films, slides, etc.) 175
2.24 Total Other Materials Holdings (Total questions 2.21 through 2.23) 48,334
2.25 GRAND TOTAL HOLDINGS (Total questions 2.12, 2.20 and 2.24) 285,076

CURRENT SERIAL SUBSCRIPTIONS
2.26 Current Print Serial Subscriptions 454

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.
2.27 Cataloged Books 6,936
2.28 All Other Print Materials 75
2.29 Electronic Materials 14,076
2.30 All Other Materials 3,368
2.31 Total Additions (Total questions 2.27 through 2.30) 24,455

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.28 as of the end of the fiscal year reported in Part 1; report information on questions 3.29 through 3.80 for the 2018 calendar year. Please click here to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Part 1.

LIBRARY USE

3.1 Library visits (total annual attendance) 375,855
3.2 Registered resident borrowers 25,488
3.3 Registered non-resident borrowers 9

Please report information on WRITTEN POLICIES as of 12/31/18.

WRITTEN POLICIES (Answer Y for Yes, N for No)

3.4 Does the library have an open meeting policy? Y
3.5 Does the library have a policy protecting the confidentiality of library records? Y
3.6 Does the library have an Internet use policy? Y
3.7 Does the library have a disaster plan? Y
3.8 Does the library have a board-approved conflict of interest policy? Y
3.9 Does the library have a board-approved whistle blower policy?

Please report information on ACCESSIBILITY as of 12/31/18.

ACCESSIBILITY (Answer Y for Yes, N for No)

3.10 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)? Y

3.11 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)? Y

3.12 Does the library have large print books? Y

3.13 Does the library have assistive technology for the blind and visually impaired? Y

3.14 - If so, what do you have?

- screen reader, such as JAWS or Windoweyes Yes
- refreshable Braille keyboard No
- screen magnification software, such as Zoomtext Yes
- electronic scanning and reading software, such as OpenBook No

3.15 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? Y

Please report information on LIBRARY SPONSORED PROGRAMS as of the end of the fiscal year reported in Part 1.

LIBRARY SPONSORED PROGRAMS

3.16 Adult Program Sessions 2,068
3.17 Young Adult Program Sessions 46
3.18 Children's Program Sessions 390
3.19 All Other Program Sessions 5
3.20 Total Number of Program Sessions (Total questions 3.16 through 3.19) 2,509

3.21 One-on-One Program Sessions 1,908

3.22 Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? Yes

3.23 Adult Program Attendance 30,889
3.24 Young Adult Program Attendance 758
3.25 Children's Program Attendance 13,048
3.26 All Other Program Attendance 89
3.27 Total Program Attendance (Total questions 3.23 through 3.26) 44,784

3.28 One-on-One Program Attendance 1,908
Please report information on SUMMER READING PROGRAMS for the 2018 calendar year.

**SUMMER READING PROGRAM**

3.29 - Indicate which of the following apply to the summer reading program(s) offered by the library during the summer of 2018 (check all that apply):

a. Program(s) for children                        Yes
b. Program(s) for young adults                   Yes
c. Program(s) for Adults                         Yes
d. Summer Reading at New York Libraries name and/or logo used  Yes

e. Collaborative Summer Library Program (CSLP Manual, provided through the New York State Library, used)  No
f. N/A                                              No

3.30 Library outlets offering the summer reading program
3.31 Children registered for the library's summer reading program  258
3.32 Young adults registered for the library's summer reading program  34
3.33 Adults registered for the library's summer reading program  62
3.34 Total number registered for the library's summer reading program (total 3.31 + 3.32 + 3.33)  354
3.35 Children's program sessions - Summer 2018  136
3.36 Young adult program sessions - Summer 2018  9
3.37 Adult program sessions - Summer 2018  6
3.38 Total program sessions - Summer 2018 (total 3.35 + 3.36 + 3.37)  151
3.39 Children's program attendance - Summer 2018  2,790
3.40 Young adult program attendance - Summer 2018  117
3.41 Adult program attendance - Summer 2018  307
3.42 Total program attendance - Summer 2018 (total 3.39 + 3.40 + 3.41)  3,214

**COLLABORATORS**

3.43 Public school district(s) and/or BOCES  1
3.44 Non-public school(s)  1
3.45 Childcare center(s)  1
3.46 Summer camp(s)  0
3.47 Municipality/Municipalities  1
3.48 Literacy provider(s)  0
3.49 Other (describe using the State note)  1
3.50 Total Collaborators (total 3.43 through 3.49)  5

Please report information on EARLY LITERACY PROGRAMS for the 2018 calendar year.

**EARLY LITERACY PROGRAMS**

3.51 Did the library offer early literacy programs? (Enter Y for Y
Yes, N for No)

3.52 - Indicate types of programs offered (check all that apply)
   a. Focus on birth - school entry (kindergarten) Yes
   b. Focus on parents & caregivers Yes
   c. Combined audience Yes
   d. N/A No

3.53 - Number of sessions
   a. Focus on birth - school entry (kindergarten) 0
   b. Focus on parents & caregivers 0
   c. Combined audience 510
   d. N/A 0

3.54 Total Sessions 510

3.55 - Attendance at sessions
   a. Focus on birth - school entry (kindergarten) 0
   b. Focus on parents & caregivers 0
   c. Combined audience 11,303
   d. N/A 0

3.56 Total Attendance 11,303

3.57 - Collaborators (check all that apply):
   a. Childcare center(s) No
   b. Public School District(s) and/or BOCES Yes
   c. Non-Public School(s) No
   d. Health care providers/agencies No
   e. Other (describe using the State note) No

Please report information on ADULT LITERACY for the 2018 calendar year.

ADULT LITERACY

3.58 Did the library offer adult literacy programs? Yes
3.59 Total group program sessions 84
3.60 Total one-on-one program sessions N/A
3.61 Total group program attendance 1,121
3.62 Total one-on-one program attendance N/A

3.63 - Collaborators (check all that apply)
   a. Literacy NY (Literacy Volunteers of America) No
   b. Public School District(s) and/or BOCES No
   c. Non-Public Schools No
   d. Other (see instructions and describe using Note) Yes

Please report information on PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) for the 2018 calendar year.

PROGRAMS FOR ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL)

3.64 Did the library offer programs for English Speakers of Other Languages (ESOL)? (Enter Y for Yes, N for No) Y
3.65 Children's program sessions 0
DIGITAL LITERACY

3.76  Did the library offer digital literacy programs?  Y
3.77  Total group program sessions  50
3.78  Total one-on-one program sessions  382
3.79  Total group program attendance  843
3.80  Total one-on-one program attendance  382

4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Part 1. (Please note: Internal Library usage is not considered part of circulation)

CATALOGED BOOK CIRCULATION

4.1  Adult Fiction Books  50,500
4.2  Adult Non-fiction Books  33,250
4.3  Total Adult Books (Total questions 4.1 & 4.2)  83,750
4.4  Children's Fiction Books  63,355
4.5  Children's Non-fiction Books  15,630
4.6  Total Children's Books (Total questions 4.4 & 4.5)  78,985
4.7  Total Cataloged Book Circulation (Total question 4.3 & 4.6)  162,735

CIRCULATION OF OTHER MATERIALS

4.8  Circulation of Adult Other Materials  74,166
4.9  Circulation of Children's Other Materials  11,421
4.10  Total Circulation of Other Materials (Total questions 4.8, 4.9)  85,587

4.11  Physical Item Circulation (Total questions 4.7 & 4.10)  248,322

ELECTRONIC USE

4.12  Use of Electronic Material  41,470
4.13  Successful Retrieval of Electronic Information  43,434
4.14 Electronic Content Use (Total questions 4.12 & 4.13) 84,904
4.15 Total Circulation of Materials (Total questions 4.11 & 4.12) 289,792
4.16 Total Collection Use (Total questions 4.13 & 4.15) 333,226
4.17 Grand Total Circulation of Children's Materials (Total questions 4.6 & 4.9) 90,406

REFERENCE TRANSACTIONS
4.18 Total Reference Transactions 84,639
4.19 Does the library offer virtual reference? Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)
4.20 TOTAL MATERIALS RECEIVED 33,664

INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)
4.21 TOTAL MATERIALS PROVIDED 24,519

5. TECHNOLOGY AND TELECOMMUNICATIONS

Report all information as of December 31, 2018.

SYSTEMS AND SERVICES
5.1 Automated circulation system? Y
5.2 Online public access catalog (OPAC)? Y
5.3 Electronic access to the OPAC from outside the library? Y
5.4 Annual number of visits to the library's web site 281,938
5.5 Does the library use Internet filtering software on any computer? Y
5.6 Does your library use social media? Y
5.7 Does the library file for E-rate benefits? Y
5.8 Is the library part of a consortium for E-rate benefits? Y
5.9 If yes, in which consortium are you participating? Nassau Library System
5.10 Name of the person responsible for the library's Information Technology (IT) services James Hutter
5.11 IT contact's telephone number (enter 10 digits only and hit the Tab key) (516) 883-4400
5.12 IT contact's email address hutterj@pwpl.org

6. STAFF INFORMATION

Note: Report figures as of the last day of the fiscal year reported in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1 The number of hours per workweek used to compute FTE for all paid library personnel in this section. 35

BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS
6.2 Library Director (certified) 1
6.3 Vacant Library Director (certified)
6.4 Librarian (certified)
6.5 Vacant Librarian (certified)
6.6 Library Manager (not certified)
6.7 Vacant Library Manager (not certified)
6.8 Library Specialist/Paraprofessional (not certified)
6.9 Vacant Library Specialist/Paraprofessional (not certified)
6.10 Other Staff
6.11 Vacant Other Staff
6.12 TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10) 60.80
6.13 VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11) 0.00

**SALARY INFORMATION**

6.14 FTE - Entry Level Librarian (certified) 1
6.15 Salary - Entry Level Librarian (certified) $61,490
6.16 FTE - Library Director (certified) 1
6.17 Salary - Library Director (certified) $174,035
6.18 FTE - Library Manager (not certified) 0
6.19 Salary - Library Manager (not certified) N/A

**7. MINIMUM PUBLIC LIBRARY STANDARDS**

Report all information as of December 31, 2018. Please click [here](#) to read general instructions before completing this section.

7.1 1. Is governed by board-approved written bylaws which outline the responsibilities and procedures of the library board of trustees. Y

7.2 2. Has a board-approved written long range plan of service. Y

7.3 3. Presents a board-approved annual report to the community on the library's progress in meeting its goals and objectives. Y

7.4 4. Has board-approved written policies for the operation of the library. Y

7.5 5. Presents annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service. Y

7.6 6. Periodically evaluates the effectiveness of the library's collection and services in meeting community needs. Y

7.7 7. Is open the minimum standard number of public service hours for population served. (see instructions) Y

8. Maintains a facility to meet community needs, including adequate:

7.8 8a. space Y

7.9 8b. lighting Y

7.10 8c. shelving Y

7.11 8d. seating Y
9. Provides equipment and connections to meet community needs and provide access to other library catalogs and other electronic information, including but not limited to the following:

7.13 9a. telephone Y
7.14 9b. photocopier (see instructions) Y
7.15 9c. microcomputer or terminal Y
7.16 9d. printer Y
7.17 9e. Fax capability (see instructions) Y
7.18 10. Distributes board-approved printed information listing the library's hours open, borrowing rules, services, location and phone number. Y
7.19 11. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8 Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1 Main Library 1
8.2 Branches 0
8.3 Bookmobiles 0
8.4 Other Outlets 0
8.5 TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4) 1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6 Minimum Weekly Total Hours - Main Library 66.00
8.7 Minimum Weekly Total Hours - Branch Libraries 0.00
8.8 Minimum Weekly Total Hours - Bookmobiles 0.00
8.9 Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8) 66.00

8.10 Annual Total Hours - Main Library 3,604.00
8.11 Annual Total Hours - Branch Libraries 0.00
8.12 Annual Total Hours - Bookmobiles 0.00
8.13 Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12) 3,604.00

9. SERVICE OUTLET INFORMATION

Report all information as of the end of the fiscal year reported in Part 1. Please click here to read general instructions before completing this section.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.
If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available in the survey by clicking here.

| 1. Outlet Name                  | Port Washington Public Library |
| 2. Outlet Name Status          | 00 (for no change)             |
| 3. Street Address              | 1 Library Drive                |
| 4. Outlet Street Address Status| 00 (for no change)             |
| 5. City                        | Port Washington               |
| 6. Zip Code                    | 11050                         |
| 7. Phone (enter 10 digits only)| (516) 883-4400                 |
| 8. Fax Number (enter 10 digits only)| (516) 883-7927               |
| 9. E-mail Address              | library@pwpl.org              |
| 11. County                     | Nassau                        |
| 12. School District            | Port Washington UFSD          |
| 13. Library System             | Nassau Library System         |
| 14. Outlet Type Code (select one): | CE                       |
| 15. Public Service Hours Per Year for This Outlet | 3,604                     |
| 16. Number of Weeks This Outlet is Open | 52                      |
| 17. Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)? | Y                        |
| 18. Is the meeting space available for public use even when the outlet is closed? | N                        |
| 19. Total number of non-library sponsored programs, meetings and/or events at this outlet | 293                      |
| 20. Enter the appropriate outlet code (select one): | LRF                        |
| 21. Who owns this outlet building? | School District             |
| 22. Who owns the land on which this outlet is built? | School District             |
| 23. Indicate the year this outlet was initially constructed | 1970                      |
| 24. Indicate the year this outlet underwent a major renovation costing $25,000 or more | 2018                      |
| 25. Square footage of the outlet | 47,000                     |
| 26. Number of internet computers at this outlet used by general public | 40                       |
| 27. Number of uses (sessions) of public Internet computers per year | 40,804                     |
| 28. Type of connection on the outlet's public Internet computers | Cable                     |
| 29. Maximum download speed of connection on the outlet's public Internet computers | 11 Greater than or equal to 100 mbps and less than 1 gbps |
| 30. Maximum upload speed of connection on the outlet's public Internet computers | 10 Greater than or equal to 50 mbps and less than 100 mbps |
| 31. Internet Provider          | Cablevision/Optimum          |
| 32. WiFi Access                | No restrictions to access    |
33. Number of wireless sessions provided by the library wireless service per year 143,115
34. Does the outlet have interactive videoconferencing capability for public use? N
35. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair? Y
36. Is every public part of the outlet accessible to a person in a wheelchair? Y
37. Does your outlet have a Makerspace? Y
38. LIBID 4400285330
39. FSCSID NY0374
40. Number of Bookmobiles in the Bookmobile Outlet Record 0
41. Outlet Structure Status 00 (for no change from previous year)

10. OFFICERS AND TRUSTEES

Report information about trustee meetings as of December 31, 2018. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS
10.1 Total number of board meetings held during calendar year (January 1, 2018 to December 31, 2018) 12

NUMBER OF TRUSTEES AND TERMS
10.2 Does your library have a range of trustees stated in the library’s charter documents (incorporation)? Yes
10.3 If yes, what is the range? 5-7
10.4 If your library has a range, how many voting positions are stated in the library's current by-laws? 7
10.6 Does your library’s charter documents (incorporation) state a specified term for trustees? If no, please explain in a Note. Yes
10.7 If yes, what is the trustee term length, as stated in your library’s charter documents (incorporation)? 5

BOARD MEMBER SELECTION
10.8 Enter Board Member Selection Code (select one): EP - board members are elected in a public election

List Officers and Board Members as of February 1, 2019. Complete one record for each board member. There must be a record for each voting position, whether filled or vacant. Do not include non-voting positions.

BOARD PRESIDENT
10.9 Title (drop-down): Mr., Mrs., Ms., Miss, Dr., The Honorable, The Reverend, Other (specify using the Note), Mr. or Vacant
10.10 First Name John
10.11 Last Name O'Connell
10.12 Mailing Address 10 North Washington
10.13 City
10.14 Zip Code (5 digits only)
10.15 Phone (enter 10 digits only)
10.16 E-mail Address
10.17 Term Begins - Month
10.18 Term Begins - Year (yyy)
10.19 Term Expires - Month
10.20 Term Expires - Year (yyy)
10.21 Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).
10.22 The date the Oath of Office was taken (mm/dd/yyyy)
10.23 The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)
10.24 Is this a brand new trustee?

You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into Collect (but do not include the Board President—this information should still be entered directly into the survey). If you choose to send your data for uploading, you must enter the data into the spreadsheet form available here. Complete this form and email it to bibliostat@btol.com.

1. Title of Board Member (select one): Mr.
2. First Name of Board Member Lee
3. Last Name of Board Member Aitken
4. Mailing Address 88 Mackey Avenue Port Washington 11050
5. City
6. Zip Code (5 digits only)
7. E-mail address robert.lee.aitken@pwpl.org
8. Office Held or Trustee Vice President
9. Term Begins - Month July
10. Term Begins - Year (year) 2014
11. Term Expires June 2019
12. Term Expires - Year (yyy)
13. Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position).
14. The date the Oath of Office (mm/dd/yyyy) was taken 07/03/2014
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/09/2014
16. Is this a brand new trustee? N
17. Title of Board Member (select one): Ms.
18. First Name of Board Member Sima
19. Last Name of Board Member Vasa
20. Mailing Address 115A Bayview Avenue
21. City Port Washington
6. Zip Code (5 digits only) 11050
   7. E-mail address sima.vasa@pwpl.org
   8. Office Held or Trustee Trustee
   9. Term Begins - Month July
   10. Term Begins - Year (year) 2018
   11. Term Expires June
   12. Term Expires - Year (yyyy) 2023
   13. Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
   14. The date the Oath of Office (mm/dd/yyyy) was taken 07/11/2018
   15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/20/2018
   16. Is this a brand new trustee? Y
   1. Title of Board Member (select one): Mr.
   2. First Name of Board Member William
   3. Last Name of Board Member Keller
   4. Mailing Address 25 Plymouth Road
   5. City Port Washington
   6. Zip Code (5 digits only) 11050
   7. E-mail address bill.keller@pwpl.org
   8. Office Held or Trustee Trustee
   9. Term Begins - Month July
   10. Term Begins - Year (year) 2016
   11. Term Expires June
   12. Term Expires - Year (yyyy) 2021
   13. Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
   14. The date the Oath of Office (mm/dd/yyyy) was taken 07/06/2016
   15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/07/2016
   16. Is this a brand new trustee? N
   1. Title of Board Member (select one): Ms.
   2. First Name of Board Member Patricia
   3. Last Name of Board Member Bridges
   4. Mailing Address 32 Litchfield Road
   5. City Port Washington
   6. Zip Code (5 digits only) 11050
   7. E-mail address patricia.bridges@pwpl.org
   8. Office Held or Trustee Secretary
   9. Term Begins - Month July
   10. Term Begins - Year (year) 2017
   11. Term Expires June
12. Term Expires - Year (yyyy) 2022
13. Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 07/05/2017
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/10/2017
16. Is this a brand new trustee? N
1. Title of Board Member (select one): Ms.
2. First Name of Board Member Nancy
3. Last Name of Board Member Comer
4. Mailing Address 7 Harbor View Port Washington
5. City 11050
6. Zip Code (5 digits only) nancy.comer@pwpl.org
7. E-mail address Trustee
8. Office Held or Trustee
9. Term Begins - Month July
10. Term Begins - Year (year) 2016
11. Term Expires June
12. Term Expires - Year (yyyy) 2021
13. Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 07/06/2016
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/07/2016
16. Is this a brand new trustee? N
1. Title of Board Member (select one): Mr.
2. First Name of Board Member Michael
3. Last Name of Board Member Krevor
4. Mailing Address 21 Franklin Avenue Port Washington
5. City 11050
6. Zip Code (5 digits only) michael.krevor@pwpl.org
7. E-mail address Trustee
8. Office Held or Trustee
9. Term Begins - Month July
10. Term Begins - Year (year) 2018
11. Term Expires June
12. Term Expires - Year (yyyy) 2023
13. Is this trustee serving a full term? If No, add a Note (for example, this trustee was appointed to complete the remainder of a term of a trustee who resigned their position). Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 07/11/2018
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/20/2018
16. Is this a brand new trustee? N

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

Specify by name the municipalities or school districts which are the source of funds.

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3. Y

1. Source of Funds
   School District
2. Name of funding County, Municipality or School District
   Port Washington UFSD
3. Amount
   $6,675,553
4. Subject to public vote held in reporting year or in a previous reporting year(s). Y
5. Written Contractual Agreement Y

11.2 TOTAL LOCAL PUBLIC FUNDS $6,675,553

SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA) $9,017
11.4 Central Library Aid (CLDA and/or CBA) $0
11.5 Additional State Aid received from the System $10,000
11.6 Federal Aid received from the System $0
11.7 Other Cash Grants $0

11.8 TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7) $19,017

OTHER STATE AID

11.9 State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants $5,906

FEDERAL AID FOR LIBRARY OPERATION

11.10 LSTA $0
11.11 Other Federal Aid $0

11.12 TOTAL FEDERAL AID (Add Questions 11.10 and 11.11) $0

11.13 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE $2,709

OTHER RECEIPTS

11.14 Gifts and Endowments $157,155
11.15 Fund Raising $0
11.16 Income from Investments $23,707
11.17 Library Charges $55,059
11.18 Other $776,927

11.19 TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17, 11.18) $1,012,848
11.20 **TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)** $7,716,033

11.21 **BUDGET LOANS** $0

**TRANSFERS**

11.22 From Capital Fund (Same as Question 14.8) $42,826

11.23 From Other Funds $0

11.24 **TOTAL TRANSFERS (Add Questions 11.22 and 11.23)** $42,826

11.25 BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2018 (Same as Question 12.40 of previous year if fiscal year has not changed) $3,096,874

11.26 **GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.41)** $10,855,733

**12. OPERATING FUND DISBURSEMENTS**

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click [here](http://collectconnect.baker-taylor.com:8080/SurveyReport.aspx?IncludeAnno=N&Impersonate=&ResponseTypes=CY&SelectSection=ALL&Section) to read general instructions before completing this section.

**STAFF EXPENDITURES**

Salaries & Wages Paid from Library Funds

12.1 Certified Librarians $2,220,923

12.2 Other Staff $1,201,989

12.3 **Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)** $3,422,912

12.4 Employee Benefits Expenditures $1,469,445

12.5 **Total Staff Expenditures (Add Questions 12.3 and 12.4)** $4,892,357

**COLLECTION EXPENDITURES**

12.6 Print Materials Expenditures $253,311

12.7 Electronic Materials Expenditures $87,749

12.8 Other Materials Expenditures $55,318

12.9 **Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)** $396,378

**CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.10 From Local Public Funds (71PF) $124,857

12.11 From Other Funds (71OF) $0

12.12 **Total Capital Expenditures (Add Questions 12.10 and 12.11)** $124,857

**OPERATION AND MAINTENANCE OF BUILDINGS**

Repairs to Building & Building Equipment

12.13 From Local Public Funds (72PF) $50,785

12.14 From Other Funds (72OF) $0
12.15 Total Repairs (Add Questions 12.13 and 12.14) $50,785
12.16 Other Disbursements for Operation & Maintenance of Buildings $309,840
12.17 Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16) $360,625

MISCELLANEOUS EXPENSES
12.18 Office and Library Supplies $52,901
12.19 Telecommunications $29,621
12.20 Binding Expenses $0
12.21 Postage and Freight $20,350
12.22 Professional & Consultant Fees $330,913
12.23 Equipment $39,857
12.24 Other Miscellaneous $338,462
12.25 Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.20, 12.21, 12.22, 12.23 and 12.24) $812,104
12.26 CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE $32,639

DEBT SERVICE

Capital Purposes Loans (Principal and Interest)
12.27 From Local Public Funds (73PF) $523,685
12.28 From Other Funds (73OF) $0
12.29 Total (Add Questions 12.27 and 12.28) $523,685
12.30 Budget Loans (Principal and Interest) $0
12.31 Shcrt-Term Loans $0
12.32 Total Debt Service (Add Questions 12.29, 12.30 and 12.31) $523,685
12.33 TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.25, 12.26 and 12.32) $7,142,645

TRANSFERS

Transfers to Capital Fund
12.34 From Local Public Funds (76PF) $200,000
12.35 From Other Funds (76OF) $0
12.36 Total Transfers to Capital Fund (Add Questions 12.34 and 12.35; same as Question 13.8) $200,000
12.37 Transfer to Other Funds $0
12.38 TOTAL TRANSFERS (Add Questions 12.36 and 12.37) $200,000
12.39 Total Disbursements and Transfers (Add Questions 12.33 and 12.38) $7,342,645
12.40 Balance in Operating Fund - Ending Balance for the Fiscal Year Ending 2018 $3,513,088
12.41 Grand Total Disbursements, Transfers & Balance (Add Questions 12.39 and 12.40; same as Question 11.26) $10,855,733

ASSURANCE

12.42 The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "Annual Report" was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).

03/20/2019

FISCAL AUDIT

12.43 Last audit performed (mm/dd/yyyy) 06/30/2018
12.44 Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy) 07/01/2017-06/30/2018
12.45 Indicate type of audit (select one): Private Accounting Firm

CAPITAL FUND

12.46 Does the library have a Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report. Y

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES
13.1 Revenues from Local Government Sources $643,701
13.2 All Other Revenues from Local Sources $0
13.3 Total Revenues from Local Sources (Add Questions 13.1 and 13.2) $643,701

STATE AID FOR CAPITAL PROJECTS
13.4 State Aid Received for Construction $471,910
13.5 Other State Aid $0
13.6 Total State Aid (Add Questions 13.4 and 13.5) $471,910

FEDERAL AID FOR CAPITAL PROJECTS
13.7 Total Federal Aid $0

INTERFUND REVENUE
13.8 Transfer from Operating Fund (Same as Question 12.36) $200,000
13.9 Total Revenues (Add Questions 13.3, 13.6, 13.7 and 13.8) $1,315,611

13.10 Non-Revenue Receipts $0
13.11 Total Cash Receipts (Add Questions 13.9 and 13.10) $1,315,611

13.12 Balance in Capital Fund - Beginning Balance for Fiscal Year Ending 2018 (Same as Question 14.11 of previous year, if fiscal year has not changed) $1,121,443
13.13 Total Cash Receipts and Balance(Add Questions 13.11 and 13.12; same as Question 14.12) $2,437,054

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click here to read general instructions before completing this...
### PROJECT EXPENDITURES

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.1</td>
<td>Construction</td>
<td>$2,351,087</td>
</tr>
<tr>
<td>14.2</td>
<td>Incidental Construction</td>
<td>$0</td>
</tr>
</tbody>
</table>

**Other Disbursements**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.3</td>
<td>Purchase of Buildings</td>
<td>$0</td>
</tr>
<tr>
<td>14.4</td>
<td>Interest</td>
<td>$0</td>
</tr>
<tr>
<td>14.5</td>
<td>Collection Expenditures</td>
<td>$0</td>
</tr>
<tr>
<td>14.6</td>
<td>Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)</td>
<td>$0</td>
</tr>
</tbody>
</table>

**TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.7</td>
<td>TOTAL PROJECT EXPENDITURES</td>
<td>$2,351,087</td>
</tr>
</tbody>
</table>

**TRANSFER TO OPERATING FUND (Same as Question 11.22)**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.8</td>
<td>TRANSFER TO OPERATING FUND</td>
<td>$42,826</td>
</tr>
</tbody>
</table>

**NON-PROJECT EXPENDITURES**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.9</td>
<td>NON-PROJECT EXPENDITURES</td>
<td>$0</td>
</tr>
</tbody>
</table>

**TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.10</td>
<td>TOTAL CASH DISBURSEMENTS AND TRANSFERS</td>
<td>$2,393,913</td>
</tr>
</tbody>
</table>

**BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2018**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.11</td>
<td>BALANCE IN CAPITAL FUND</td>
<td>$43,141</td>
</tr>
</tbody>
</table>

**TOTAL CASH DISBURSEMENTS AND BALANCE (Add Questions 14.10 and 14.11; same as Question 13.13)**

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.12</td>
<td>TOTAL CASH DISBURSEMENTS AND BALANCE</td>
<td>$2,437,054</td>
</tr>
</tbody>
</table>

### 15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY.

### 16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

*Note: See instructions for definitions and calculations of each of these Federal Totals.*

<table>
<thead>
<tr>
<th>Question</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.1</td>
<td>Total ALA-MLS</td>
<td>20.48</td>
</tr>
<tr>
<td>16.2</td>
<td>Total Librarians</td>
<td>20.48</td>
</tr>
<tr>
<td>16.3</td>
<td>All Other Paid Staff</td>
<td>32.73</td>
</tr>
<tr>
<td>16.4</td>
<td>Total Paid Employees</td>
<td>53.21</td>
</tr>
<tr>
<td>16.5</td>
<td>State Government Revenue</td>
<td>$24,923</td>
</tr>
<tr>
<td>16.6</td>
<td>Federal Government Revenue</td>
<td>$0</td>
</tr>
<tr>
<td>16.7</td>
<td>Other Operating Revenue</td>
<td>$1,015,557</td>
</tr>
<tr>
<td>16.8</td>
<td>Total Operating Revenue</td>
<td>$7,716,033</td>
</tr>
<tr>
<td>16.9</td>
<td>Other Operating Expenditures</td>
<td>$1,205,368</td>
</tr>
<tr>
<td>16.10</td>
<td>Total Operating Expenditures</td>
<td>$6,494,103</td>
</tr>
<tr>
<td>16.11</td>
<td>Total Capital Expenditures</td>
<td>$2,518,770</td>
</tr>
<tr>
<td>16.12</td>
<td>Print Materials</td>
<td>123,197</td>
</tr>
<tr>
<td>16.13</td>
<td>Total Registered Borrowers</td>
<td>25,497</td>
</tr>
<tr>
<td>16.14</td>
<td>Other Capital Revenue and Receipts</td>
<td>$200,000</td>
</tr>
</tbody>
</table>
16.15 Total Number of Internet Terminals Used by the General Public: 40

16.16 Total Uses (sessions) of Public Internet Computers Per Year: 40,804

16.17 Total Wireless Sessions Provided by the Library Wireless Service Per Year: 143,115

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1 LIB ID: 4400285330
17.2 Interlibrary Relationship Code: ME
17.3 Legal Basis Code: LD
17.4 Administrative Structure Code: SO
17.5 FSCS Public Library Definition: Y
17.6 Geographic Code: SD1
17.7 FSCS ID: NY0374
17.8 SED CODE: 280404700003
17.9 INSTITUTION ID: 800000049112

SUGGESTED IMPROVEMENTS

Library Name: PORT WASHINGTON PUBLIC LIBRARY
Library System: Nassau Library System
Name of Person Completing Form: James Hutter/Janet West/Jean Bennett
Phone Number: (516) 883-4400

I am satisfied that this resource (Collect) is meeting library needs:

Neither Agree nor Disagree

Applying this resource (Collect) will help improve library services to the public:

Neither Agree nor Disagree

Please share with us your suggestions for improving the Annual Report. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!

We are sure you hear this often, but it would be EXTREMELY helpful to have the State Report ask for ONLY calendar year or fiscal year - not a mix and match of both. Thank you!
Board of Trustees Resolution

March 20, 2019

At the meeting of March 20, 2019, the Library Board of Trustees:

Resolved to agree to be the lead agency on the Library’s application to the New York State Education Department for the replacement of the EPDM roof for the library.

John O’Connell
President, Library Board of Trustees

Date
THIRD PARTY SECURITY AND CUSTODIAN AGREEMENT  
(Collateralized Municipal Deposits)

THIS THIRD PARTY SECURITY AND CUSTODIAN AGREEMENT (this “Agreement”), made and executed as of ____________ is between Port Washington Public Library ("Local Government"), Sterling National Bank ("Bank") and The Bank of New York Mellon ("Custodian").

WITNESSETH

WHEREAS, Local Government desires to maintain or continue to maintain public deposits with the Bank;

WHEREAS, the Bank desires to obtain such deposits and to provide security therefor as required by the New York General Municipal Law, Banking Law and other applicable statutes, Sections 10 and 11 and in accordance with the provisions of 12 USCA §1823(c);

WHEREAS, the Custodian agrees to provide safekeeping services and to hold any securities pledged by the Bank in a custodial account established for the benefit of the Local Government as secured party pursuant to this Agreement;

NOW, THEREFORE, in consideration of the mutual promises set forth hereafter, the parties hereto agree as follows:


   (a) The Bank, to secure the timely payment of Uninsured Deposits heretofore or hereafter made by the Local Government, including any interest due thereon and any costs or expenses incurred by Local Government arising out of the collection of such Uninsured Deposits upon default, shall provide the Local Government with Eligible Collateral having an Adjusted Market Value equal to the Collateral Requirement. Whenever Eligible Collateral is provided pursuant to this paragraph, the Bank hereby grants to the Local Government a pledge of and security interest in and to such Eligible Collateral and shall deliver such Eligible Collateral to the Custodian in the manner prescribed in Section 2 of this Agreement. The security interest of the Local Government in Eligible Collateral shall terminate upon the transfer of such Eligible Collateral from the Account. Eligible Letters of Credit and Eligible Surety Bonds provided pursuant to this paragraph shall be subject to the prior approval of the Local Government unless the Local Government has approved in writing the form of an Eligible Letter of Credit or Eligible Surety Bond to be issued by a specific entity or the form of such Eligible Letter of Credit or Eligible Surety Bond is attached hereto as an Exhibit.

   (b) The Custodian will daily determine the Adjusted Market Value of the Eligible Collateral provided pursuant to this Agreement (except that the Bank shall provide to the Custodian the Market Value of Eligible Surety Bonds). If the Adjusted Market Value of such Eligible Collateral is less than the Collateral Requirement, the Custodian will so notify the Bank and the Bank shall, upon such notice, be required to provide additional Eligible Collateral having an Adjusted Market Value equal to or greater than such deficiency no later than one Business Day after receipt of such notice. If the Adjusted Market Value of the Eligible Collateral provided pursuant to this Agreement exceeds the Collateral Requirement, the Custodian, at the direction of the Bank, shall transfer securities from the Account, or in the case of other Eligible Collateral, cause or consent to a reduction in the amount thereof, to the extent of such excess.

   (c) The Bank may substitute Eligible Collateral ("Substitute Collateral") for any Eligible Collateral previously provided pursuant to this Agreement so long as the Substitute Collateral has an Adjusted Market Value equal to or greater than the Eligible Collateral which it will replace. The Bank shall give Written or Oral Instructions to the Custodian with respect to any proposed substitution. If the Substitute Collateral described in such Written or Oral Instructions consists exclusively of Eligible Collateral having sufficient Adjusted Market Value, the Custodian, at the direction of the Bank, shall transfer the Eligible Collateral out of the Account against delivery to the Account on the same Business Day of the Substitute Collateral. In the event the Substitute Collateral described in such notice consists of an Eligible Letter of Credit or Eligible Surety Bond, the prior consent of the Local Government shall be required before the Bank or Custodian may complete the substitution described in such notice unless the Local Government has,
in writing, previously approved and consented to the form and issuer of the Eligible Letter of Credit and/or Eligible Surety Bond to be provided as Substitute Collateral.

2. Custody of Eligible Collateral

(a) The Bank and Local Government hereby appoint the Custodian as custodian of all Eligible Collateral at any time delivered to the Custodian pursuant to this Agreement. The Custodian hereby accepts appointment as such Custodian and agrees to establish and maintain the Account and appropriate records identifying the Eligible Collateral as pledged by the Bank to the Local Government. Securities in the Account shall be kept separate and apart from the general assets of the Custodian and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or liability of the Custodian or any other person or entity. The Custodian, in performing its duties and responsibilities pursuant to this Agreement, shall act as custodian for, and agent of, the Local Government.

(b) The Bank and Local Government agree that Eligible Collateral delivered to the Custodian for deposit in the Account may be in the form of credits to the accounts of Custodian at the Book Entry System or a Depository or by delivery to the Custodian of physical certificates in a form suitable for transfer or with an assignment in blank to the Local Government or Custodian. The Bank and Local Government hereby authorize the Custodian on a continuous and ongoing basis to deposit in the Book Entry System and/or the Depositories all Eligible Collateral that may be deposited therein and to utilize the Book Entry System and/or Depositories and the receipt and delivery of physical Securities or any combination thereof in connection with its performance hereunder. Eligible Collateral credited to the Account and deposited in the Book Entry System or Depositories or other financial intermediaries will be represented in accounts of Custodian that include only assets held by Custodian for its customers, and including but not limited to accounts in which Custodian acts in a fiduciary, agency or representative capacity. Eligible Collateral that is not held in the Book Entry System, Depositories or through another financial intermediary will be held in the Custodian’s vault and physically segregated from securities and other non-cash property belonging to the Custodian. The Custodian shall identify on its books and records any Eligible Collateral delivered by Book Entry System, the Custodian’s record shall at all times show the interest in book-entry form held in the Account and will record the Local Government’s entitlement to such Eligible Collateral.

(c) (i) The Custodian shall provide to the Local Government weekly and monthly statements reflecting the activity in the Account. Upon request, the Custodian shall also provide to the Local Government a daily statement on any Business Day on which Eligible Collateral is transferred to or from the Account.

(ii) Local Government agrees that it shall promptly review all statements and shall promptly advise Custodian by Oral or Written Instruction of any error, omission or inaccuracy in such statements. In the event that Custodian receives such a Written or Oral Instruction identifying a specific concern with respect to the Market Value, Adjusted Market Value, or any other matter connected with the Account, Custodian shall undertake to correct any errors, failures or omissions, provided that Custodian determines in its sole discretion that such error, failure or omission actually occurred. Any such corrections shall be reflected on subsequent statements.

(d) The Account shall not be subject to any security interest, lien or any right of set-off by or against the Custodian.

(e) With respect to all Eligible Collateral held in the Account, the Custodian by itself, or through the use of the Book Entry System or the appropriate Depository, shall, unless otherwise instructed to the contrary by the Bank: (i) collect all income and other payments reflecting interest and principal on the Eligible Collateral in the Account and credit such amounts to the account of the Bank; (ii) forward to the Bank copies of all information or documents that it may receive from an issuer of Eligible Collateral which, in the opinion of the Custodian, is intended for the beneficial owner of the Eligible Collateral including, without limitation all proxies and other authorizations properly executed and all proxy statements, notices and reports; (iii) execute, as Custodian, any certificates of ownership, affidavits, declarations or other certificates under any tax laws now or hereafter in effect in connection with the collection of bond and note coupons; (iv) hold directly, or through the Book Entry System or Depository, all rights issued with respect to any Eligible Collateral held by the Custodian hereunder; and (v) upon receipt of Written Instructions from the Bank, the Custodian will exchange Eligible Collateral held hereunder for other securities and/or cash in connection with (a) any
conversion privilege, reorganization, recapitalization, redemption in kind, consolidation, tender offer or exchange offer, or (b) any exercise, subscription, purchase or other similar rights.

3. **Events of Default:**

In the event the Bank shall: (a) fail to pay the Local Government any amount of the Deposits by the Local Government covered by this Agreement in accordance with the terms of such Deposit, (b) become insolvent, or (c) should the Bank fail or suspend active operations, the Deposits in such Bank shall become due and payable immediately and the Local Government shall have the right to unilaterally demand delivery of all Eligible Collateral in the Account by notice to the Custodian and to sell such securities at public or private sale. In the event of such sale, the Local Government, after deducting all legal expenses and other costs, including reasonable attorneys fees, from the proceeds of such sale, shall apply the remainder towards any one or more of the liabilities of the Bank to the Local Government and shall return the surplus, if any, to the Bank.

4. **Representation and Warranties**

(a) **Representations of the Bank.** The Bank represents and warrants, which representations and warranties shall be deemed to be continuing, that:

1. it is the legal and actual owner, free and clear of all liens and claims, of all Eligible Collateral pledged pursuant to this Agreement;

2. this Agreement was executed by an officer of the Bank who was authorized by the Bank's board of directors to do so and will at all times be maintained as an official record of the Bank;

3. all securities pledged pursuant to this Agreement are Eligible Collateral;

4. the Bank is a banking organization located and authorized to do business in the State of New York;

5. all acts, conditions and things required to exist, happen or to be performed on its part precedent to and in the execution and delivery of this Agreement exist or have happened or have been performed.

(b) **Representations of the Local Government.** The Local Government hereby represents and warrants, which representations and warranties shall be deemed to be continuing, that:

1. this Agreement has been legally and validly entered into, does not and will not violate any statute or regulation applicable to it and is enforceable against the Local Government in accordance with its terms;

2. the appointment of the Custodian has been duly authorized and no other action by the Local Government is required and this Agreement was executed by an officer of the Local Government duly authorized to do so;

3. it will not transfer or assign its rights or interests in or with respect to any Eligible Collateral pledged pursuant to this Agreement, except as authorized pursuant to Section 3 of the Agreement;

4. all acts, conditions and things required to exist, happen or to be performed on its part precedent to and in the execution and delivery of this Agreement exist or have happened or have been performed.
5. Concerning the Custodian.

(a) The Custodian represents and warrants that it is a bank as defined by the New York State Banking Law, a national banking association or a trust company as defined by the New York State Banking Law, and is located in a banking organization, organized and existing under the laws of the State of New York, and is not directly or indirectly controlled by or under common control with, the Bank.

(b) The Custodian shall not be liable for any loss or damage, including counsel fees, resulting from its action or omission to act or otherwise, except for any loss, damage, claim or expense arising out of its own negligence or willful misconduct, and shall have no obligation hereunder for any loss or damage, including counsel fees, which are sustained or incurred by reason of any action or inaction by the Book Entry System or any Depository. The Custodian may, with respect to questions of law, apply for and obtain the advice and opinion of counsel and shall be fully protected with respect to anything done or omitted by it in good faith and conformity with such advice or opinion. The Local Government and Bank agree, jointly and severally, to indemnify the Custodian and to hold it harmless against any and all costs, expenses, damages, liabilities or claims, including reasonable fees and expenses of counsel, which the Custodian may sustain or incur or which may be asserted against the Custodian by reason of or as a result of any action taken or omitted by the Custodian in connection with operating under this Agreement except those costs, expenses, damages, liabilities or claims arising out of the negligence or willful misconduct of the Custodian or any of its employees or duly appointed agents. This indemnity shall be a continuing obligation of the Local Government and Bank notwithstanding the termination of this Agreement.

(c) The Custodian shall not be responsible for, or considered to be the Custodian of, any Eligible Collateral received by it for deposit in the Account until the Custodian actually receives and collects such Eligible Collateral directly or by the final crediting of the Custodian's account on the books of the Book Entry System or the appropriate Depository. The Custodian will be entitled to reverse any credits made on the Local Government's behalf where such credits have been previously made and the Eligible Collateral is not finally collected.

(d) The Custodian shall have no duties or responsibilities whatsoever except such duties and responsibilities as are specifically set forth in this Agreement and no covenant or obligation shall be implied against the Custodian in connection with this Agreement. In no event shall Custodian be liable to Local Government, Bank or any third party for special, indirect or consequential damages, or lost profits or loss of business, arising in connection with this Agreement.

(e) The Local Government's authorized officer, upon reasonable notice, shall have access to the Custodian's books and records maintained with respect to the Local Government's interest in the Account during the Custodian's normal business hours. Upon the reasonable request of the Local Government, copies of any such books and records shall be provided by the Custodian to the Local Government or the Local Government's authorized officer at the Local Government's expense.

(f) In performing hereunder, the Custodian may enter into subcontracts, agreements and understandings with third parties (including subsidiaries of The Bank of New York Mellon Corporation), whenever and on such terms and conditions as it deems necessary or appropriate. No such subcontract, agreement or understanding shall discharge the Custodian from its obligations hereunder.

(g) Reliance on Pricing Services. Custodian is authorized to utilize any generally recognized pricing information service (including brokers and dealers of securities) in order to perform its valuation responsibilities hereunder, and the Bank and the Local Government agree that Custodian shall not be liable for any loss, damage, expense, liability or claim (including attorneys' fees) incurred as a result of errors or omissions of any such pricing information service, broker or dealer.

(h) Force Majeure. Custodian shall not be responsible or liable for any failure or delay in the performance of its obligations under this Agreement arising out of or caused, directly or indirectly, by circumstances beyond its reasonable control, including without limitation, acts of God, earthquakes, fires, floods, wars, civil or military disturbances, sabotage, epidemics, riots, loss or malfunctions of utilities, computer (hardware or software) or communications service outside of Custodian's reasonable control, labor disputes, acts of civil or military authority, or...
governmental, judicial or regulatory action; provided however, that Custodian shall use its best efforts to resume normal performance as soon as practicable under the circumstances.

(i) Bank shall pay to Custodian the fees and charges as may be agreed upon from time to time. Bank shall also reimburse Custodian for out-of-pocket expenses which are a normal incident of the services provided hereunder.

6. Termination

Any of the parties hereto may terminate this Agreement by giving to the other parties a notice in writing specifying the date of such termination, which shall be the earlier of (i) not less than 90 days after the date of giving such notice or (ii) the date on which the Deposits are repaid in full. Such notice shall not affect or terminate the Local Government's security interest in the Eligible Collateral in the Account. Upon termination hereof, the Custodian shall follow such reasonable Written Instructions of the Bank and the Local Government concerning the transfer of custody of Eligible Collateral, collateral records and other items. In the event of a discrepancy between Written Instructions of the Bank and the Local Government, the Custodian shall act pursuant to the Local Government's Written Instructions. Upon the date set forth in the termination notice, this Agreement shall terminate except as otherwise provided herein and all obligations of the parties to each other hereunder shall cease.

7. Miscellaneous.

(a) The Local Government and Bank each agrees to furnish to the Custodian a new Certificate in the event that any present Authorized Person ceases to be an Authorized Person or in the event that any other Authorized Persons are appointed and authorized. Until such new Certificate is received, the Custodian shall be fully protected in acting upon Oral or Written Instructions or signatures of the present Authorized Persons.

(b) Any Written Instructions or other instrument in writing authorized or required by this Agreement shall be given to the Custodian and shall be sufficiently given if sent to the Custodian by regular mail to its offices at One Wall Street, 4th Floor, New York, New York 10286, Attn: BDS—GCS Collateral Management, or at such other place as the Custodian may from time to time designate in writing.

(c) Any notice or other instrument in writing authorized or required by this Agreement to be given to the Bank shall be sufficiently given if sent to the Bank by regular mail to its offices at 25 West 45th Street Suite 1300, New York, NY 10036 or at such other place as the Bank may from time to time designate in writing.

(d) Any notice or other instrument in writing, authorized or required by this Agreement to be given to the Local Government shall be sufficiently given if sent to the Local Government by regular mail to its offices at, or at such other offices as the Local Government may from time to time designate in writing.

(e) In case any provision in or obligation under this Agreement shall be invalid, illegal or unenforceable in any jurisdiction, the validity, legality and enforceability of the remaining provisions or obligations shall not in any way be affected or impaired thereby and if any provision is inapplicable to any person or circumstances, it shall nevertheless remain applicable to all other persons and circumstances.

(f) This Agreement may not be amended or modified in any manner except by written agreement executed by all of the parties hereto.

(g) This Agreement shall extend to and be binding upon the parties hereto, and their respective successors and assigns; provided however, that this Agreement shall not be assignable by any party without the written consent of the other parties.

(h) This Agreement shall be construed in accordance with the substantive laws of the State of New York, without regard to conflicts of laws principles thereof. Bank, Local Government and Custodian hereby consent to the jurisdiction of a state or federal court situated in New York in connection with any dispute arising hereunder. Bank, Local Government and Custodian hereby irrevocably waive, to the fullest extent permitted by applicable law, any
objection which it may now or hereafter have to the laying of venue of any such proceeding brought in such a court and any claim that such proceeding brought in such a court has been brought in an inconvenient forum. Bank, Local Government and Custodian each hereby irrevocably waives any and all rights to trial by jury in any legal proceeding arising out of or relating to this Agreement.

(i) **Waiver of Immunity.** To the extent that in any jurisdiction any party may now or hereafter be entitled to claim, for itself or its assets, immunity from suit, execution, attachment (before or after judgment) or other legal process, each party irrevocably agrees not to claim, and it hereby waives, such immunity in connection with this Agreement.

(j) **It is the express purpose of this agreement to comply with the provisions of 12 USCA §1823(e) and New York General Municipal Law §§10 and 11.**

(k) **Execution; Counterparts.** This Agreement may be executed in any number of counterparts by means of (i) a DocuSign® electronic signature, (ii) an original, manual signature, or (iii) a faxed, scanned or photocopied manual signature. Each DocuSign®, faxed, scanned or photocopied manual signature shall for all purposes have the same validity, legal effect and admissibility in evidence as an original manual signature and the parties hereby waive any objection to the contrary. Each such counterpart shall be deemed to be an original, but such counterparts shall, together, constitute only one instrument.

8. **Definitions.**

Whenever used in this Agreement, the following terms shall have the following meanings:

(a) "Account" shall mean the custodial account established with the Custodian for the benefit of the Local Government as secured party in accordance with this Agreement.

(b) "Adjusted Market Value" shall be one hundred percent of Market Value, except that: (1) in the case of Eligible Collateral enumerated in subparagraphs (v), (vi) and (vii) of Exhibit "B", the Adjusted Market Value shall be an amount equal to its Market Value multiplied by 0.9 if such Eligible Collateral is not rated in the highest rating category by at least one Nationally Recognized Statistical Rating Agency, but is so rated in the second highest rating category, and an amount equal to its Market Value multiplied by 0.8 if such Eligible Security is not so rated in one of the two highest categories, but is so rated in the third highest rated category; (2) in the case of Eligible Collateral enumerated in subparagraphs (viii), (x) and (xi) of Exhibit "B", the Adjusted Market Value shall be an amount equal to its Market Value multiplied by 0.8; (3) in the case of Eligible Collateral enumerated in subparagraph (ix) of Exhibit "B", the Adjusted Market Value shall be an amount equal to its Market Value multiplied by 0.7; and (4) in the case of Eligible Letters of Credit, the Adjusted Market Value shall be an amount equal to its Market Value divided by 1.4.

(c) "Authorized Person" shall be any officer of the Local Government or Bank, as the case may be, duly authorized to give Oral Instructions or Written Instructions on behalf of Local Government or Bank, such persons to be designated in a Certificate substantially in the form of Exhibit "C" attached hereto, as such Exhibit may be amended from time to time.

(d) "Book Entry System" shall mean the Federal Reserve/Treasury Book Entry System for receiving and delivering U.S. Government Securities.

(e) "Business Day" shall mean any day on which the Custodian and the Bank are open for business and on which the Book Entry System and/or the Depositories are open for business.

(f) "Certificate" shall mean the Certificate attached hereto as Exhibit "C".

(g) "Collateral Requirement" shall mean the amounts required in Exhibit "A" unless the Bank and Local Government agree to a different amount in accordance with this Agreement.

(h) "Depository" shall include the Depository Trust Company, the Participants Trust Company and other securities depositories and clearing agencies (and their successors and nominees) registered with the Securities and
Exchange Commission or otherwise regulated by appropriate federal or state agencies as a securities depository or clearing agency.

(i) "Deposits" shall mean all deposits by the Local Government in the Bank that are available for all uses generally permitted by the Bank to the Local Government for actually and finally collected funds under the Bank's account agreement or policies.

(j) "Eligible Collateral" shall mean any securities of the types enumerated in the Schedule of Eligible Collateral attached hereto as Exhibit "B" as such Schedule may be amended by the parties in writing from time to time, Eligible Letters of Credit, and Eligible Surety Bonds.

(k) "Eligible Letter of Credit" shall mean an irrevocable letter of credit issued in favor of the Local Government for a term not to exceed ninety days by either: (1) a bank (other than the Bank) whose commercial paper and other unsecured short-term debt obligations (or, in the case of a bank which is the principal subsidiary of a holding company, whose holding company’s commercial paper and other unsecured short-term debt obligations) are rated in one of three highest rating categories based on the credit of such bank or holding company by at least one Nationally Recognized Statistical Rating Organization, or (2) a bank (other than the Bank) which is in compliance with applicable Federal minimum risk-based capital requirements.

(l) "Eligible Surety Bond" shall mean a bond executed by an insurance company authorized to do business in the State of New York, the claims paying ability of which is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

(m) "Margin Percentage" shall mean the percentage indicated on Exhibit B attached hereto with respect to particular types of Eligible Collateral.

(n) "Market Value" shall mean, with respect to any Eligible Security held in the Account, the market value of such Eligible Security as made available to the Custodian by a generally recognized source selected by the Custodian plus, if not reflected in the market value, any accrued interest thereon, or, if such source does not make available a market value, the market value shall be as determined by the Custodian in its sole discretion based on information furnished to the Custodian by one or more brokers or dealers; provided however that, if agreed in writing by the parties hereto, the Bank may provide the Custodian with such Market Values. The Market Value of Eligible Letters of Credit and Eligible Surety Bonds shall be the face amount thereof.

(o) "Nationally Recognized Statistical Rating Organization" shall mean Moody's, Standard and Poor's, Fitch, Duff and Phelps, BankWatch and IBCA and in the case of Eligible Surety Bonds, shall also include Bests.

(p) "Oral Instructions" shall mean verbal instructions actually received by the Custodian from an Authorized Person or from a person reasonably believed by the Custodian to be an Authorized Person.

(q) "Substitute Collateral" shall have the meaning set forth in paragraph C of Section 1 of this Agreement.

(r) "Uninsured Deposits" shall mean that portion of the Local Government's Deposits with the Bank which exceeds the insurance coverage available from the Federal Deposit Insurance Corporation.

(s) "Written Instructions" shall mean written communications actually received by the Bank or the Custodian from an Authorized Person or from a person reasonably believed by the Bank or the Custodian to be an Authorized Person by a computer, telex, telexcopier or any other system whereby the receiver of such communications is able to verify by codes or otherwise with a reasonable degree of certainty the identity of the sender of such communication.
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective officers thereunto duly authorized and their respective seals to be hereunto affixed, as of the day and year first above written.

PORT WASHINGTON PUBLIC LIBRARY

By: __________________________
Title: _________________________

STERLING NATIONAL BANK

By: John Sillings
Title: SVP, CIO & Treasurer

THE BANK OF NEW YORK MELLON

By: __________________________
Title: _________________________
EXHIBIT A
Collateral Requirement

Collateral Requirement. On any Business Day that the Local Government has Uninsured Deposits in the Bank, the Bank, in accordance with paragraph b of Section 1 of this Agreement, agrees to deliver or cause to be delivered to the Custodian for deposit in the Account, Eligible Collateral having an Adjusted Market Value equal to the Collateral Requirement. For purposes of this Agreement, Collateral Requirement shall mean the amount of such Uninsured Deposits times the Margin Percentage, if any.
EXHIBIT B
Schedule of Eligible Collateral

Margin %

102 (i) Obligations issued by the United States of America, an agency thereof or a United States government sponsored corporation or obligations fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government sponsored corporation.

102 (iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.

102 (iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.

102 (v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

102 (viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
EXHIBIT C
CERTIFICATE OF AUTHORIZED PERSONS
(Local Government - Oral and Written Instructions)

The undersigned hereby certifies that he/she is the duly elected and acting ____________ of Port Washington Public Library (the "Local Government"), and further certifies that the following officers or employees of the Local Government have been duly authorized in conformity with the Local Government’s ____________ to deliver Oral and Written Instructions to The Bank of New York Mellon ("Custodian") pursuant to the Third Party Custodian Agreement between the Local Government, Sterling National Bank ("Bank") and Custodian dated ____________, and that the signatures appearing opposite their names are true and correct:

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This certificate supersedes any certificate of authorized individuals you may currently have on file.

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<td>Budget Vote/Trustee Election</td>
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AAC Meeting Minutes
February 6, 2019

In attendance: Christie Devereaux, Pam Record, Linda Sandman, Armond Saidai, Allan Fishkind, Rachelle Krieger, Betty Gimbel, Shellie Schneider, Shelley Holtzman, Raisy Derzie, Ellen Hallie Schiff and Vanessa Nastro.

Betty and Shellie opened the meeting at 7:00 pm

January minutes were approved.

Preview Committee reported on the artists (conditional) accepted at the 6:30pm Preview Committee which include:

Valentine Loufi: Mixed media on paper

Priscilla Cicariello: Paintings
Vanessa will follow up with Ms. Cicariello about a possible September 2019 exhibit

Xiomaro: Photography
Armond and Allan will contact the artist

Elsabe Dixon: Sculpture
Allan will follow up with the artist to discuss logistics and install of these works

Raphael Zollinger: Photography
Shelley and Ellen will contact the artist

Gail Kolflat: Paintings
Christie will contact the artist

Lisa Petker Mintz: Mixed media
Ellen will contact the artist and ask her to re-submit a more cohesive body of work

Michael White: Drawings and watercolors
Raisy and Shellie will contact the artist

The Ann Pellaton reception on February 2 was a triumph with approximately 150 guests. Both Tom and R John Pellaton were extremely thankful to the Art Advisory Council and the Library for hosting the event and the month long exhibit of their late mother’s artwork.
The Pellaton exhibit will come down the morning of March 1 and the March exhibit (Dan Welden) will go up at 12pm.

The Council has requested that additional requirements be added to the online application form. Artists should submit a cohesive body of work for consideration. Vanessa will add to the Wuffoo form.

The Art Council is still concerned with strollers being parked in the Gallery close to the artwork. Members remarked that several strollers had interfered with the hanging of a previous exhibit.

THE NEXT MEETING WILL BE March 13th AT 7:00 PM in Hagedorn
Children’s Advisory Council Meeting Minutes
Tuesday, February 26, 2019

In attendance: Amy Christake, Gregg Donovan, Michele Hyde, Elise Tepper, Jeff Zeh

I. Review of Winter Programs
   Jester Jim – amazing! 115 in attendance
   Keith Munslow – amazing! 112 in attendance
      Ling Tang – very talented dancer; the kids were engaged and followed along in their seats
      This was the first time having Ling Tang and working with Flushing Town Hall.
      They were easy to work with. Will look into other programs with them.
   Brent Daniels – music technology; really fun and well attended
   Mr. Fish – consistently great with the audience and a big hit; 114 in attendance

   Tweens’ Nights (self-portrait collage; rock decorating) and workshops (book folding, knitting, Bloxels, drop-in crafts) were all successful.

II. Upcoming Programs
   Spring Break – 4/23 Bubblemania
   4/25 Crabgrass Puppet Theater – Three Little Pigs Build a Better House

III. Bus Trip update
   Sunday, March 3/31 will be the next Intergenerational trip – this time to NBC Studio!
   Registration begins 3/11 for ages 9 and up with a grandparent/great aunt or uncle/special someone. With great thanks to the Tepper Intergenerational Fund.

IV. 2019-20 Programs
   October – possibly Prismatic Magic or David Engel
   Thanksgiving – 11/29/19 – National Circus Project
   December – 12/26/19 Petra Puppets – Holiday Talent Show
     12/27/19 Rolie Polie Guacamole band
   January – perhaps Ling Tang again; possibly combined with “Sandwiched In”
     -possibly a reading activity/contest based on a Super Bowl pool
   February – 2/18/20 Christopher Agostino (face painting and storytelling)
     2/20/20 Nick the Balloonatic (new performer)
   March – considering something to do with “March Madness” – i.e. a basketball themed program and/or a “Sweet 16” reading bracket
   Spring Break – 4/14/20 Leland Faulkner (storyteller)
     4/16/20 Grins & Grins (great comedy duo; awaiting confirmation)
Tweens’ Nights – 6/18 – Sands Point Civic Association – creating pollinator boxes for bees

Other ideas – In collaboration with the Nautical Advisory Council, perhaps Nautical Flags (Andrea Watson did a fabulous job a few years back – worth repeating) and/or something through the Cold Spring Harbor Whaling Museum workshops

-more ideas include: classic movies/tv shows; memes (perhaps created from classic literature); astronomy; slime; spa night

V. Earth Day info – With Earth Day (4/22) falling during Easter and Passover celebrations; it is hard to find an appropriate date to schedule a big event. There will be a craft in the workshop.
2020 marks the 50th anniversary of Earth Day and will be a great opportunity to have a big celebration. With the Great Library Card Adventure during April it was discussed that the “prize” each participant receives be related to Earth Day (a reusable lunch bag or something similar).

VII. PTA Showcase – no information available yet. Is usually held in April; however, the quality of the showcase has dropped in recent years.

VIII. Budget - $10,767.00

IX. Next meeting date – Tuesday, May 21, 2019 at 9:30am
Music Advisory Council
Minutes of February 27, 2019 Meeting

Present: Betty Bock, Judy Farrar-Feuss, Jill Hackett, Nettie Jonath, Sharon Maier-Kennelly
Absent: Joyce Bruno, Louise Cazazian, Stanley Gerard, Jane Murphy

Location: Betty Bock’s House. Thank you, Betty for hosting us! Betty Bock chaired the meeting; The Council continues to send healing wishes out to Jane Murphy as well as Betty Bock.

1. Minutes of November’s meeting were reviewed. Betty asked for two small amendments to include the dates held in November as 10 & 17 and the spelling of Aizuri Quartet is corrected.


3. Old Business
   A. If Sharon is not at a concert and the green room (or any other issue) comes up, MAC members should consult with Jeff Zeh and/or the Librarian-in-Charge.
   B. Water tumblers: Sharon must arrange based on where they are stored.
   C. Nettie continuing to distribute flyers
   D. No news re: Harrison bequest.

4. New Business
   A. Betty’s thanks acknowledged with wishes for her full recovery.
   B. Discussion continued about the Aizuri String to move forward with the November date. Discussion about other artists as well.
   C. Ready to contract Yi-Nuo Wang (Piano) for 1/12/20
   D. Ready to contract Jonathan Swensen (Cello): 2/9/20
   E. Committee is excited about Edward (Ned) Hanlon for March when he can commit to a date.
   F. Discussion on jazz – leaning toward finalizing Brandon Goldberg for May but committee will review other artists recommended by Sharon (Matt Wilson, Ted Rosenthal & Michelle Coltrane)
   G. Folk Duo: Janis let committee know she reached out to Kathy Mattea who needs more money than budget allows. She would like to reach out to Janis Ian but will seek Jane Murphy’s opinion.
   H. Judy & Betty can both serve as future page turners as needed.
   I. Everyone was asked to listen to some of the potential artists.

5. Monitors
   a. Tomer Gewirtzman: Betty can’t serve as monitor one. Joyce will pick up at train; Jill & Nettie on food duty.
   b. April 14: Yoo-Jin Jang: Betty will be monitor one (replacing Joyce); Jill will do food. Judy will page turn. Stan said yes for monitor 3.
   c. May 4: Argus String Quartet: Louise will be monitor 1; Betty will do 2 & food; Jane agreed that entire committee should unite on stage to introduce.

6. Next Meeting: Wednesday, March 3, 2019 1:15 PM. This meeting will also take place at Betty Bock’s House.

7. Meet adjourned with all wishing Betty well with her hip replacement.

8. Respectfully submitted, Sharon Maier-Kennelly