

**PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 18, 2020
AGENDA**

- I Approval of October 21, 2020 Board of Trustees Minutes
- II Approval of October 2020 Warrants
- III Approval of October 2020 Staff Changes
- IV Financial Reports – October 2020
 - a) General Fund Budget Transfers
- V Director’s Report
 - a) Micro-Cluster Protocols
 - b) Facility Update
 - 1) Lavatories Renovation
 - 2) LED Conversion Phase IV
 - 3) Roof Probe – Adult Learning Center
 - c) Adult Literacy Workforce Development Project
 - d) Retention Resolution
- VI President's Report
 - a) NLS Annual Meeting (Virtual) – December 7, 2020
 - b) NLS Member Library Support Request 2021
 - c) ILS & Associated Services Request for Library Support 2021
 - d) Finance Committee Report
 - e) Marketing Committee Report
- VII Assistant Director
 - a) Phase IV In-Person Service
 - b) Strategic Planning
 - c) Marketing Digital Services Initiative
- VIII Councils
 - a) Books for Dessert – Minutes of July 20, 2020
- IX Foundation
 - a) Minutes of Meeting – October 19, 2020

(over)

- X Friends of the Library
 - a) Minutes of Meeting – October 14, 2020
- XI Correspondence
 - a) Patron Comments
- XII Donations
 - a) Laptops
- XIII New Business
- XIV Staff Association
- XV Public Comments
- XVI Adjournment

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES TELECONFERENCE MEETING
OCTOBER 21, 2020

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

Ms. Bridges opened the public portion of the virtual meeting at 7:35 pm stating that the Board elected to go into Executive Session at 7:00 pm to discuss staffing and contracts.

OPENING

Ms. Bridges requested a motion to approve the September 16, 2020 Board of Trustees minutes of meeting. Mr. Keller motioned to approve. All agreed.

APPROVAL OF MINUTES

Ms. Bridges requested a motion to approve the September 2020 warrants 20-09-03A and 20-09-03B with two payrolls. Ms. Vasa motioned to approve. All agreed.

APPROVAL OF WARRANTS

Ms. Bridges noted there was one staff appointment, one departure, and no salary adjustments this month. Ms. Vasa motioned to accept. All agreed.

STAFF CHANGES

Ms. Bridges requested questions or comments on the September financial report. Ms. Saur asked about the PPE supplies and printing of newsletters. Mr. Klang will confirm the code for other advertising.

FINANCIAL REPORTS

Ms. Bridges stated the Year End Memo was discussed with the library's accountants and it was recommended that the unassigned balance be reduced. The Board resolved to assign \$500,000 to future capital projects, and \$200,000 to terminal leave. Mr. Keller motioned to approve. All agreed.

YEAR-END MEMO RESOLUTION

Ms. Bridges requested a motion to approve the resolution dated June 30, 2020 for General Fund budget transfers for the year ending June 30, 2020 amounting to \$97,600. Mr. Keller motioned to approve. All agreed.

BUDGET TRANSFER RESOLUTIONS

Ms. Bridges requested a motion to approve the resolution dated October 31, 2020 for general fund budget transfers for the year ending June 30, 2021 in the amount of \$6,400. Ms. Vasa motioned to approve. All agreed.

Mr. Klang informed the Board that the lavatories project is progressing well. The lower level lavatories will be completed shortly, and the Lobby area will begin soon after the completion of this phase. Patrons will be directed to use the staff elevator instead of the public elevator once the Lobby lavatories renovation begins. The Board asked questions about the use of the lab area now that the bathrooms are almost complete.

Mr. Klang discussed the alternate H2M roof repair which would be in addition to H2M's façade repair. This repair option would include the aluminum splayed roof above the Adult Learning Center. H2M would be able to perform both projects and allow the library to remain open. Mr. Krevor questioned the price difference between Task 2A and 3A and the lump sum of \$25,000. Mr. Klang will have the attorney review and clarify. The Board expressed the desire to move quickly to prevent further degradation.

**ALTERNATE
ROOF REPAIR**

Mr. Klang informed the Board that he is working with the lawyers to create a Pandemic Operations Plan for the Library and Staff before the end of the year. This will be presented to the Staff Association and needs to be approved by April 2021 to be compliant with New York State labor law.

**PANDEMIC
OPERATIONS
PLAN**

Mr. Klang invited Board members to attend the NLS virtual budget hearing on October 29 at 7 pm. All ILS & Associated Budget information is included in this month's packet. Ms. Vasa asked how the fees were calculated. Ms. Bridges explained the services and fee structure. The ILS & Member Library Services resolutions will be voted on at the November Board meeting.

**ILS & MEMBER
LIBRARY SVCS
RESOLUTION**

Mr. Klang told the Board that the draft RFP for Auditor services is finished. According to Library policy a request for proposal should be sent out every five years. Mr. Keller suggested that the Finance Committee review the draft.

AUDITOR RFP

Mr. Klang stated that upon hearing the troubling news of swastikas spray painted at the PAL building, a message was posted on the Library's social media sites denouncing this terrible act. Mr. Klang thanked Ms. Bridges, Mr. Hutter and Ms. Niederman for helping get the message out. Mr. Straus suggested more programming related to anti-discrimination. Mr. Keller and Ms. Comer suggested similar training sessions and programs such as those facilitated by the Anti-Defamation League. Ms. Vasa has a connection to an anti-bias training instructor and will follow up.

**ANTI-
DISCRIMINATION
POSTINGS**

Ms. Bridges requested a Facilities Committee report. Ms. Comer noted there was nothing further to add regarding lavatories, roofing, and façade projects previously discussed.

**FACILITIES
COMMITTEE RPT.**

Ms. Bridges read the Areas of Focus poll results from Board members for the Strategic Plan which includes: Satisfy Curiosity – Life Long learning; Access for All – Outreach to the underserved populations; Learn to read and write – Literacy for all ages; Visit a comfortable space – Physical and digital spaces; Succeed in school – Homework help; and Make informed decisions – Information fluency. Mr. Hutter is working with the staff to prepare questions to poll community members to obtain their input. Mr. Keller thanked Ms. Scherer and Mr. Hutter for rolling out the poll.

**STRATEGIC
PLAN “AREAS
OF FOCUS”**

Ms. Vasa reported on the Technology Committee meeting. The committee discussed training patrons in the use of technologies, security of patron data from cyber-attacks, obtaining more Zoom licenses with a branding opportunity using virtual backgrounds, bridging the digital divide, as well as obtaining more Chromebooks and hot spots.

**TECHNOLOGY
UPDATE**

Ms. Bridges suggested that the coordinators of the Board committees schedule future meetings through Mr. Klang. Mr. Hutter pointed out that these meetings can be set up using Microsoft Teams and can work collaboratively with access via PWPL email addresses to all Microsoft software.

Mr. Hutter gave the Board a Phase IV update regarding circulation, curbside service, and on-site visits. A people counter was installed by the stairs going to the Reading Room to help determine who is coming in to browse the collection versus grab-and-go services. Book circulation continues to increase. Mr. Krevor inquired Saturday usage since re-opening in late September.

**PHASE IV
UPDATE**

Mr. Hutter told the Board that the ballpark figure for installation of a 20 KW generator to cover lights, server room, and phone system was \$35,000-\$55,000. There are currently four other libraries in Nassau County with a generator. The Board would be in favor of pursuing a replacement for the outdated generator. Mr. Klang will meet with the facilities manager and current vendor and begin discussing a replacement.

GENERATOR

Mr. Hutter reviewed the year-end statistics noting that there were many numbers in the red caused by the closure of the Library for several months due to the global pandemic. There were also some bright spots including the fact that e-books and digital services saw a significant increase. There were over 200 notaries during the last quarter and Mr. Hutter thanked Ms. Moessner. The patrons appreciate the continuation of this service.

**YEAR-END
STATISTICS**

Mr. Hutter discussed that the Phishing tests are paying off. The percentage of those clicking on fake emails has been cut by more than half and training will continue to bring the number even lower. The Board would like to see

**PHISHING/INTER-
NET SECURITY**

programs about Internet Security and Phishing for patrons. Mr. Hutter has this type of programming scheduled in December.

Ms. Bridges noted the Children’s Advisory Council minutes of meeting for September 22, 2020.

**COUNCIL
MINUTES**

Ms. Bridges noted the Foundation Minutes of June 15, 2020 and September 14, 2020. Ms. Bridges noted there was no end-date for the UnGala. Mr. Klang explained that the Foundation would follow-up with an email extending the Ungala in place of the annual appeal. Mr. Keller requested that a description of the different services or programs provided by the Friends of the Library and the Foundation be placed on the website.

**FOUNDATION
MINUTES**

Ms. Bridges noted the Friends of the Library minutes of September 9, 2020. Mr. Keller reminded the Board that Sunday, October 25th at 1:30pm FOL University will present Professor Douglas Ruskoff, a colleague of his from CUNY Queens, discussing his book *Team Human Manifesto*.

FOL MINUTES

Ms. Comer motioned to approve the generous donation of Russell & Jane Stern Charitable Foundation of \$6,000 designated for the purchase of hot spots for school children. All agreed.

DONATIONS

Ms. Vasa motioned to approve an undesignated \$25 donation from Evelyn Napolin as a thank you for the Library’s home delivery service. All agreed.

Mr. Klang reviewed the updated Covid-19 financial impact report. A breakdown finances from March through re-opening of curbside services. Ms. Vasa found no surprises in the report.

**COVID-19
FINANCIAL RPT.**

Mr. Keller thought all the publicity for Vanessa Nastro’s book *Along Manhasset Bay* was incredible. All agreed and thanked Ms. Niederman for the great job.

**LOCAL HISTORY
BOOK**

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

ADJOURNMENT

**PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING
OCTOBER 2020 REPORTS**

WARRANTS TO BE VOTED ON

Warrant Number	Amount
20-10-04A	\$ 178,383.48
20-10-04B	\$ 77,408.44
Warrant Total	<u>\$ 255,791.92</u>

<u>Payroll Date</u>		<u>Gross</u>		<u>Net</u>		<u>Processing</u>		<u>Tax Liability</u>
10/1/2020	\$	120,727.52	\$	86,343.76	\$	-	\$	36,954.70
10/15/2020	\$	122,138.62	\$	87,158.51	\$	542.90	\$	37,252.96
10/29/2020	\$	127,365.84	\$	87,283.79	\$	-	\$	36,748.97
PAYROLL TOTAL	\$	370,231.98	\$	260,786.06	\$	542.90	\$	<u>110,956.63</u>

Prepared By:
Paul Thomaidis
Finance Office

PORT WASHINGTON PUBLIC LIBRARY
Balance Sheet - Governmental Funds
 October 31, 2020

	General	Special Aid	Capital Projects	Permanent	Total Governmental Funds	Fiduciary Fund Agency
ASSETS						
Cash						
Unrestricted	\$ 4,768,256	\$ 615,445	\$ 44,146	\$	\$ 5,427,847	\$
Restricted				138,269	138,269	
Receivables						
Accounts receivable		1,093			1,093	
Due from other funds		76,903	745,431		822,334	2,717
Due from component unit	3,974	6,437			10,411	
Total Assets	<u>\$ 4,772,230</u>	<u>\$ 699,878</u>	<u>\$ 789,577</u>	<u>\$ 138,269</u>	<u>\$ 6,399,954</u>	<u>\$ 2,717</u>
LIABILITIES						
Payables						
Accounts payable	\$				\$ -	
Accrued liabilities/Retirement Payable	110,826				110,826	
Due to other funds	811,739	10,048		3,264	825,051	
Other liabilities	933				933	2,717
Unearned credits						
Collections in Advance					-	
Total Liabilities	<u>923,498</u>	<u>10,048</u>	<u>-</u>	<u>3,264</u>	<u>936,810</u>	<u>2,717</u>
FUND BALANCES						
Nonspendable: Endowment						
Restricted: Grants		689,830		135,005	135,005	
Assigned:						
Capital projects	2,237,333		789,577		3,026,910	
Retirement contribution	221,241				221,241	
Terminal leave	621,634				621,634	
Unappropriated fund balance	150,000				150,000	
Unassigned: Fund balance	618,524				618,524	
Total Fund Balances	<u>3,848,732</u>	<u>689,830</u>	<u>789,577</u>	<u>135,005</u>	<u>5,463,144</u>	
Total Liabilities and Fund Balances	<u>\$ 4,772,230</u>	<u>\$ 699,878</u>	<u>\$ 789,577</u>	<u>\$ 138,269</u>	<u>\$ 6,399,954</u>	<u>\$ 2,717</u>

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund
For the Four Months Ended October 31, 2020
33% of Budget Expensed

	Budget	October 31, 2020		Balance Remaining	% of Annual Budget
		One Month	Four Months		
REVENUES					
REAL PROPERTY TAXES	\$ 7,072,264	\$	\$ 1,500,000	\$ (5,572,264)	21.2%
OTHER TAX ITEMS	65,000			(65,000)	0.0%
LOST BOOKS	43,000	23	341	(42,659)	0.8%
XEROX REVENUES	20,000		(100)	(20,100)	-0.5%
INTEREST - A FUND	11,000	87	1,996	(9,004)	18.1%
SALE OF USED BOOKS	4,500		630	(3,870)	14.0%
GIFTS & DONATIONS		25	1,025	1,025	N/A
MISCELLANEOUS	10,000		1,270	(8,730)	12.7%
COFFEE BAR - REVENUE		90	124	124	N/A
COFFEE BAR - COSTS		(543)	63	63	N/A
STATE AID	6,500			(6,500)	0.0%
Total Revenues	7,232,264	(318)	1,505,349	(5,726,915)	20.8%
EXPENDITURES					
141 CERTIFIED LIBRARIANS					
.01 CERT.LIB GRADE 29-27-25	122,700	9,722	42,289	80,411	34.5%
.02 CERT.LIB GRADE 21	95,000	7,693	33,465	61,535	35.2%
.03 CERT.LIB GRADE 19	376,750	30,322	131,903	244,847	35.0%
.04 CERT.LIB GRADE 17	507,590	24,167	105,126	402,464	20.7%
.05 CERT.LIB GRADE 15	1,113,411	91,596	385,690	727,721	34.6%
.06 CERT.LIB HOLIDAY & SUNDAY	63,049	2,703	2,703	60,346	4.3%
TOTAL CERT. LIBRARIANS	2,278,500	166,203	701,176	1,577,324	30.8%
143 CLERICAL STAFF					
.01 CLERICAL GRADE 11	112,980	8,951	39,439	73,541	34.9%
.02 CLERICAL GRADE 9	106,064	2,013	8,566	97,498	8.1%
.04 CLERICAL GRADE 5	165,703	17,867	77,721	87,982	46.9%
.05 CLERICAL GRADE 3	53,810	4,295	18,684	35,126	34.7%
.06 CLERICAL HOLIDAY & SUNDAY	25,000	441	441	24,559	1.8%
TOTAL CLERICAL STAFF	463,557	33,567	144,851	318,706	31.2%
143 HOURLY STAFF					
.11 BOOKSHELVERS-ADULT	70,000	3,343	15,876	54,124	22.7%
.12 BOOK SHELVERS-CHILDREN	22,000	1,327	6,865	15,135	31.2%
.13 ENGLISH AS A SECOND LANGUA	33,000	3,160	10,587	22,413	32.1%
.14 ISD	110,000	3,918	16,986	93,014	15.4%
.15 COLLECTION MANAGEMENT	50,000	4,812	20,948	29,052	41.9%
.16 INTERLOANS	9,000	975	3,682	5,318	40.9%
.17 PERIODICAL SERVICE DESK	11,000			11,000	0.0%
.18 PROCESSING OF BOOKS	30,000	1,704	8,427	21,573	28.1%
.19 TECHNICIANS-MEDIA	15,000	1,136	5,229	9,771	34.9%
.21 STUDENT COMPUTER AIDS	65,000	4,714	17,739	47,261	27.3%
.22 SUNDAY & HOLIDAYS - SUPPORT	35,000	976	1,160	33,840	3.3%
.23 INFO. TECH SPEC. II	19,000	1,511	5,733	13,267	30.2%
.24 COMMUNITY OUTREACH	8,000	1,111	4,155	3,845	51.9%
TOTAL HOURLY STAFF	477,000	28,687	117,387	359,613	24.6%
143 BUILDING STAFF					
.31 CUSTODIAL	254,220	20,169	87,733	166,487	34.5%
.32 HOLIDAYS & SUNDAY - CUSTODIA	22,873	881	1,280	21,593	5.6%
TOTAL BUILDING STAFF	277,093	21,050	89,013	188,080	32.1%
SEPARATION PAYOUTS					N/A

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For the Four Months Ended October 31, 2020
33% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	October 31, 2020		Balance Remaining	% of Annual Budget
		One Month	Four Months		
9030.8 SOCIAL SECURITY	\$ 267,455	\$ 18,288	\$ 77,296	\$ 190,159	28.9%
9040.8 WORKER'S COMPENSATION	38,000		26,592	11,408	70.0%
9045.8 DISABILITY INSURANCE	10,000	1,430	835	9,165	8.4%
9050.8 UNEMPLOYMENT INSURANCE	600	(8,562) ^①		600	
9060.8 HOSPITAL & MEDICAL INSURANCE					
.01 MEDICAL	837,657	75,875	302,920	534,737	36.2%
.02 DENTAL	26,512	1,412	8,787	17,725	33.1%
.03 EYECARE	2,000	518	1,587	413	79.4%
TOTAL HOSPITAL & MEDICAL INSURANCE	866,169	77,805	313,294	552,875	36.2%
9010.8 STATE RETIREMENT	506,430			506,430	0.0%
203 EQUIPMENT					
.01 EQUIPMENT - LIBRARY	24,500			24,500	0.0%
.02 EQUIPMENT - COMPUTER	16,850		3,462	13,388	20.5%
.03 EQUIPMENT - BUILDING	15,000		8,126	6,874	54.2%
TOTAL EQUIPMENT	56,350		11,588	44,762	20.6%
410 PRINT & INFORMATION SERVICES					
.05 BOOKS-FICTION	50,000	1,966	2,550	47,450	5.1%
.06 BOOKS-NON-FICTION	50,000	3,937	4,310	45,690	8.6%
.07 BOOKS-REFERENCE	35,000		5,006	29,994	14.3%
.08 BOOKS-CHILDREN	23,500	1,232	1,619	21,881	6.9%
.09 BOOKS-AUDIO & ELECTRONIC	75,000	8,435	34,619	40,381	46.2%
.10 BOOKS-YOUNG ADULT	15,000	1,657	1,663	13,337	11.1%
TOTAL PRINT & INFORMATION SERVICES	248,500	17,227	49,767	198,733	20.0%
411 MACHINE READABLE MATERIAL					
.02 REFERENCE SOFTWARE	60,000		13,529	46,471	22.5%
.03 COMPUTER SOFTWARE	35,000	1,523	9,475	25,525	27.1%
TOTAL MACHINE READABLE MATERIAL	95,000	1,523	23,004	71,996	24.2%
413 SERIALS					
.01 MICROFORM	4,500			4,500	0.0%
.02 NON-MICROFORM	32,000	78	26,143	5,857	81.7%
TOTAL SERIALS	36,500	78	26,143	10,357	71.6%
417 A-V MATERIALS					
.02 CHILDREN'S MATERIALS	6,000	79	142	5,858	2.4%
.03 DVD	35,000	463	5,119	29,881	14.6%
.05 DIGITAL MEDIA	20,000	7,486	10,049	9,951	50.2%
TOTAL A-V MATERIALS	61,000	8,028	15,310	45,690	25.1%
417 AUDIO RECORDINGS					
.11 VIDEO GAME COLLECTION	10,000	1,448	2,181	7,819	21.8%
.12 COMPACT DISKS	6,000	395	1,816	4,184	30.3%
TOTAL AUDIO RECORDINGS	16,000	1,843	3,997	12,003	25.0%
417 A-V RENTAL & MAINTENANCE					
.21 FILM RENTAL-ADULT	3,000	42	125	2,875	4.2%
.24 MAINT. & REPAIRS	1,000			1,000	0.0%
.25 BULBS	500			500	0.0%
TOTAL A-V RENTAL & MAINTENANCE	4,500	42	125	4,375	2.8%

① Negative balance reflects the reversal of prior year accounts payable.

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For the Four Months Ended October 31, 2020
33% of Budget Expensed

	Budget	October 31, 2020		Balance Remaining	% of Annual Budget
		One Month	Four Months		
EXPENDITURES (CONTINUED)					
430 OFFICE & LIBRARY SUPPLIES					
.01 ADULT SERVICES	\$ 850	\$	\$ 845	\$ 5	99.4%
.02 CHILDREN'S SERVICES	3,500	246	383	3,117	10.9%
.03 COLLECTION MANAGEMENT	800		621	179	77.6%
.04 COMMUNITY INFO	1,000			1,000	0.0%
.05 COMPUTER SERVICES	7,600	459	5,751	1,849	75.7%
.06 INFO SERVICES	700	152	181	519	25.9%
.07 MEDIA SERVICES	3,100	870	973	2,127	31.4%
.08 GENERAL OFFICE SUPPLIES	20,000	1,321	3,585	16,415	17.9%
.09 ORAL HISTORY/SPECIAL COLLEC	2,500			2,500	0.0%
.10 TECHNICAL SERVICES	8,500	173	513	7,987	6.0%
.11 OFFICE EQUIPMENT	17,000	876	2,682	14,318	15.8%
.12 YOUNG ADULT	400			400	0.0%
TOTAL OFFICE & LIBRARY SUPPLIES	65,950	4,097	15,534	50,416	23.6%
431 TELEPHONE					
.01 TELEPHONE	26,000	2,659	8,486	17,514	32.6%
.02 TELEPHONE MAINTENANCE	5,000		2,261	2,739	45.2%
TOTAL TELEPHONE	31,000	2,659	10,747	20,253	34.7%
433 POSTAGE & FREIGHT					
.01 POSTAGE - FREIGHT	25,000	4,240	4,501	20,499	18.0%
434 PRINTING					
.01 PRINTED INFO	7,000	351	1,805	5,195	25.8%
.04 DISPLAYS & EXHIBITIONS	5,500	15	651	4,849	11.8%
.05 LEGAL ADVERTISING	5,000			5,000	0.0%
.08 NEWSLETTERS	23,000	5,632	14,030	8,970	61.0%
TOTAL PRINTING	40,500	5,998	16,486	24,014	40.7%
435 TRAVEL & MILEAGE					
.01 MEETINGS	15,000	1,340	1,365	13,635	9.1%
.02 MILEAGE	3,000			3,000	0.0%
.03 STAFF DEVELOPMENT	2,000	1,750	2,224	(224)	111.2%
TOTAL TRAVEL & MILEAGE	20,000	3,090	3,589	16,411	17.9%
436 ALIS/NLS OPERATING SYSTEM					
.01 CIRCULATION CHARGES	35,000		9,542	25,458	27.3%
.02 OPAC/CONCURRENT SESSION C	20,000		5,780	14,220	28.9%
.03 NLS	34,100		34,098	2	100.0%
TOTAL ALIS/NLS OPERATING SYSTEM	89,100		49,420	39,680	55.5%
437 PROGRAM SERVICES					
.01 PROGRAMS -ADULT	16,000	250	4,350	11,650	27.2%
.02 PROGRAMS - YOUNG ADULT	7,500	432	1,182	6,318	15.8%
.03 PROGRAMS - JUVENILE	22,000	700	2,727	19,273	12.4%
.07 MEETING ROOM EXPENSES	1,000			1,000	0.0%
.08 OTHER PROGRAM SUPPORT	10,000	314	314	9,686	3.1%
.13 MEDIA PROGRAMS	8,500	800	2,200	6,300	25.9%
TOTAL PROGRAM SERVICES	65,000	2,496	10,773	54,227	16.6%
438 MEMBERSHIPS					
.01 MEMBERSHIPS	7,000	79	79	6,921	1.1%
439 RENTAL, REPAIR, MAINTENANCE					
OFFICE EQUIPMENT					
.01 EQUIPMENT	14,000	2,339	4,650	9,350	33.2%
.02 COPY EQUIPMENT	14,500	878	7,011	7,489	48.4%
.04 COMPUTER	1,000			1,000	0.0%
.06 PIANO	1,000			1,000	0.0%
TOTAL RENTAL REPAIR, MAINTENANCE					
OFFICE EQUIPMENT	30,500	3,217	11,661	18,839	38.2%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For the Four Months Ended October 31, 2020
33% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	October 31, 2020		Balance Remaining	% of Annual Budget
		One Month	Four Months		
440 BUSINESS SERVICES					
.01 ACCOUNTING	\$ 54,000	\$ 5,050	\$ 19,150	\$ 34,850	35.5%
.02 AUDIT	18,500			18,500	0.0%
.05 ELECTION	5,000			5,000	0.0%
.06 LEGAL	12,000	1,000	4,541	7,459	37.8%
.07 PAYROLL	23,500	543	2,633	20,867	11.2%
.09 OTHER	20,000	1,535	6,758	13,242	33.8%
.10 SECURITY SERVICES	45,000	4,566	15,857	29,143	35.2%
.11 COMPUTER SERVICES	60,040	4,982	18,578	41,462	30.9%
.13 CREDIT CARD FEES	2,000	170	557	1,443	27.9%
TOTAL BUSINESS SERVICES	240,040	17,846	68,074	171,966	28.4%
450 FUEL & UTILITIES					
.01 ELECTRICITY	129,250	15,131	48,945	80,305	37.9%
.02 FUEL	40,560	40	114	40,446	0.3%
.03 WATER POLLUTION CONTROL TA	6,160			6,160	0.0%
.04 WATER TAX	5,100			5,100	0.0%
TOTAL FUEL & UTILITIES	181,070	15,171	49,059	132,011	27.1%
451 CUSTODIAL SUPPLIES					
.01 BULBS	10,200			10,200	0.0%
.02 HOUSEKEEPING MAINT	14,500	2,441	6,313	8,187	43.5%
.03 UNIFORMS	1,000			1,000	0.0%
.04 CLEANING SERVICES	43,200			43,200	0.0%
TOTAL CUSTODIAL SUPPLIES	68,900	2,441	6,313	62,587	9.2%
452 REPAIRS TO BLDG & BLDG EQUIP .					
.01 REPAIR TO BUILDING	60,000		1,620	58,380	2.7%
.02 SUPPLIES FOR BUILDING	20,000	1,289	8,240	11,760	41.2%
.03 BUILDING IMPROVEMENTS	10,000			10,000	0.0%
.04 REPAIRS TO EQUIPMENT	10,000		439	9,561	4.4%
TOTAL REPAIRS TO BLDG & BLDG. EQUIP.	100,000	1,289	10,299	89,701	10.3%
454 INSURANCE					
.01 INSURANCE	70,000			70,000	0.0%
455 OTHER OPER. & MAINT .					
.01 MECHANICAL CONTRACTS	32,000		12,310	19,690	38.5%
.02 GROUND MAINT. CONTRACTS	25,000	746	4,686	20,314	18.7%
.03 BUILDING MAINT CONTRACT	19,500	160	1,408	18,092	7.2%
TOTAL OTHER OPER. & MAINT.	76,500	906	18,404	58,096	24.1%
DEBT SERVICE					
INSTALLMENT DEBT- PRINCIPAL	4,300	365	1,453	2,847	33.8%
INSTALLMENT DEBT INTEREST	750	49	205	545	27.3%
TOTAL DEBT SERVICE	5,050	414	1,658	3,392	32.8%
INTERFUND TRANSFERS					
OPERATING TRANSFERS OUT	564,000	-	-	564,000	0.0%
TOTAL EXPENDITURES	\$ 7,382,264	\$ 431,152	\$ 1,876,975	5,505,289	25.4%
NET CHANGE IN FUND BALANCE			(371,626)		
FUND BALANCE, BEGINNING OF YEAR			4,220,358		
FUND BALANCE, END OF YEAR			\$ 3,848,732		

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues, Expenditures and Changes in Fund Balances -
Special Revenue, Capital Projects and Permanent Funds
For the Four Months Ended October 31, 2020
33% of Budget Expensed

	Special Revenue	Capital Projects	Permanent
REVENUES			
Interest income	\$ 276	\$ 19	\$ 62
Miscellaneous revenue	43,711		
Total Revenues	<u>43,987</u>	<u>19</u>	<u>62</u>
EXPENDITURES			
Program expenses	<u>25,139</u>	<u>60,605</u>	
OTHER FINANCING SOURCES (USES)			
Operating transfers in	62	-	-
Operating transfers (out)			<u>(62)</u>
Total Other Financing Sources (Uses)	<u>62</u>	<u>-</u>	<u>(62)</u>
Net Change in Fund Balance	18,910	(60,586)	-
Fund Balance - Beginning of year	<u>670,920</u>	<u>850,163</u>	<u>135,005</u>
Fund Balance - End of month	<u>\$ 689,830</u>	<u>\$ 789,577</u>	<u>\$ 135,005</u>

PORT WASHINGTON PUBLIC LIBRARY
Detailed Schedule of Fund Balance
Special Revenue Fund
For the Four Months Ended October 31, 2020

Assigned for Special Programs

PUBLICATION FUND	\$ 7,044
FRIENDS OF THE LIBRARY	14,026
FRIENDS OF THE LIBRARY-BOGEN	28,075
EPSTEIN BOOK FUND	359
NLS BULLET AID	30,818
9/11 PROJECT - 10/02 - SHODELL	128
NYS MEDIA ROOM RENO GRANT	11,891
NLS STATE GRANT COMPUTERS	666
FOUNDATION GRANT CAREER COACHING	8,024
AMERICAN GIRL DOLLS	724
NYS CONSTRUCTION GRANT	20,637
ESL GRANT SUPPLIES/MATERIALS	742
HEMGROWN READERS	15,109
NYS LOBBY RENOVATION GRANT	21,821
ADULT LITERACY GRANT/BOOKS FOR DESSERT	24,283
JOB SEARCH BOOT CAMP GRANT	10,005
CONSTRUCTION GRANT	561
CHILDRENS GRANT	2,053
TEPPER INTERGENERATIONAL	751
SPIELMAN STORY TELLING	364
SALTZMAN GRANT	6,237
ZUCKER GRANT	5,710
OUTDOOR WIFI	5,001
WIFI HOTSPOTS	4,221
NEA CREATIVE READERS	2,150
MISCELLANEOUS WORKSHOPS	30,198
UNGER/BESLITY MEMORIAL - TERRACE	10,637
VERA FIDDLER	256
ART ADVISORY COUNCIL	3,384
MUSIC ADVISORY COUNCIL	9,856
HEALTH ADVISORY COUNCIL	35,679
BURTIS	18,737
UNDERHILL	23,098
BROWN	5,658
FENDRICK MEMORIAL	1,262
MORSE FUND	1,801
BRONSON	10,589
S. STEYN MEMORIAL	7,641
SPECIAL TRUST ACCOUNT (MISC)	2,614
WHITTEMORE MEMORIAL	2,060
ROBERT STERN	100
NAUTICAL CENTER	273,196
CHILDREN'S ADVISORY COUNCIL	6,350
HEALTH INFORMATION - ANTI SMOKING	19,269
GOODMAN ASSISTIVE TECHNOLOGY	6,045
	<u>\$ 689,830</u>

Port Washington Public Library
Variance Report
As of October 31, 2020

Expenditures

- 9040.8 Workers Compensation – Payment of premium for workers compensation insurance
- 9060.803 Eyecare – Paid Eyecare insurance
- 143.04 Clerical Grade 5 – This expenditure includes payroll for staff members in the circulation department
- 143.24 Community Outreach – This expenditure includes payroll for one staff member in the ESOL department.
- 203.03 Equipment Building – Mitel Officelink with Cloudlink - (phone system software – 50% deposit)
- 410.09 Books-Audio & Electronic – This expenditure includes audiobooks and E-books from Overdrive and Blackstone Publishing.
- 413.02 Non-Microform – Renewal of multiple subscriptions for 2020-21
- 417.05 Digital Media – Payments made for Midwest Tapes and Hoopla Invoices from May through September
- 430.01 Adult Services – Roku travel cases
- 430.03 Collection Management – Office supplies and paper bags for curbside pickup
- 430.05 Computer Services – Webcams and headsets
- 431.02 Telephone Maintenance – This expenditure includes additional repair/service hours for the phone system
- 434.08 Newsletters – Newsletter design and printing
- 435.03 Staff Development – Paid NLS for staff Member's Tuition
- 436.03 NLS – NLS Member Library Support Fee - 2020
- 439.02 Copy Equipment – Payment for postage machine lease and facilities management system
- 452.02 Supplies for Building – Protective sneeze guards, HVAC filters and disinfectant cleaner
- 455.01 Mechanical Contracts – Fire alarm/sprinkler system test & inspect.

Port Washington Public Library
 Board Resolution
 November 30, 2020

General Fund Budget Transfers

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

To:

Code	Description	Total
A430.01	Adult Services	600.00
A430.03	Collection Management	200.00
A435.03	Staff Development	1,000.00
		\$ 1,800.00

From:

A9060.801	Hospital & Medical Insurance	1,800.00
		\$ 1,800.00
		\$ -

PWPL's Covid-19 'Micro-Cluster' Protocols

Based on the New York State 'Micro-Cluster' Strategy

Update November 2020

Yellow Zone – Precautionary Zone

Under NYS 'Micro-Cluster' Strategy Such Activity Restrictions Include:

- Non-essential gathers are limited to no more than 25 people
- Houses of worship are subject to a capacity limit of 50% of its maximum occupancy and shall adhere to Department of Health guidance
- Restaurants and taverns must limit any one seated group or party size to 4 people
- Schools shall adhere to applicable guidance issued by the Department of Health regarding mandatory testing of students and school personnel

Metrics for Entering Yellow Zone: Geographic area has 7-day rolling average positivity above 2.5% for 10 days AND Geographic area has 10 or more new daily cases per 100,000 residents on 7-day average

If local region enters a Yellow Zone, PWPL will continue all services listed under Phase IV of PWPL Ahead, the Library's safety re-opening plan including in person services such as browsing, public computing, access to copy/scan/fax, in-person librarian assistance, and curbside 'grab and go' service. The Library will closely monitor the situation and advice from local and state officials.

Orange Zone – Warning Zone

Under NYS 'Micro-Cluster' Strategy Such Activity Restrictions Include:

- Non-essential gatherings shall be limited to 10 people
- Houses of worship are subject to a capacity limit of the lesser of 33% of maximum occupancy or 25 people, whichever is fewer
- Restaurants and taverns must cease serving patrons food or beverage inside on-premises but may provide outdoor service, and may be open for takeout or delivery, provided that any one seated group or party must not exceed 4 people
- Schools must close for in-person instruction, except as otherwise provided in Executive Order.

- Certain non-essential businesses, for which there is a higher risk of transmission of the COVID-19 virus, shall reduce in-person workforce by 100%; such businesses include:
 - Gyms, fitness centers or classes
 - Hair salons and barbershops
 - All other personal care services including but not limited to spas, tattoo or piercing parlors, nail technicians and nail salons, cosmetologists, estheticians, the provision of laser hair removal and electrolysis

Metrics for Entering Orange Zone: Geographic area has 7-day rolling average positivity above 3% for 10 days AND Geographic area has 10 or more new daily cases per 100,000 residents on 7-day average

If local region enters an Orange Zone, PWPL will curtail all in-building services to the public. No patrons will be allowed inside the Library. All staff will continue to report for work on-site. Curbside 'grab and go service' will continue. All virtual events and services will also continue.

Red Zone – Micro-Cluster

Under NYS 'Micro-Cluster' Strategy Such Activity Restrictions Include:

- No non-essential gatherings of any size
- Houses of worship are subject to a capacity limit of 25% of maximum occupancy or 10 people, whichever is fewer
- Restaurants and taverns must cease serving patrons food or beverage on-premises and may be open for takeout or delivery only
- Schools must close for in-person instruction, except as otherwise provided in Executive Order.
- All non-essential businesses in the red zone, which do not meet the criteria below, shall reduce in-person workforce by 100%.

Metrics for Entering Red Zone: Geographic area has 7-day rolling average positivity above 4% for 10 days AND Geographic area has 10 or more new daily cases per 100,000 residents on 7-day average

If local region enters a Red Zone, PWPL will close all in-person services, including curbside service. Staff will be sent home to work remotely with only essential employees, designated by the Director, allowed on-site. All virtual events and services will continue.

LED Lighting Conversion Project

As of November 10, 2020

PWPL is working toward completing Phase IV (final phase) of our lighting conversion over to LED. We are working closely with our lighting consultant, Steve Kaplan, to receive bulbs at the lowest possible rate with rebate qualification.

The list below includes the final areas that still need to be addressed.

- ~~Hallway to Administration Wing (with ramp)~~ Completed
- Administration Hallway
- ~~TSD Hallway~~ Completed
- Garage Hallway
- Front Entrance Outside
- ~~Bathrooms~~ Installation During Renovation
- Employee work desks
- Lapham Kitchen
- 4' LED tubes by administrator secretary desk
- High hat CFL to LED throughout library. (admin offices, hallways, etc.)
- ~~Move any emergency lighting possible to generator and off battery backup units.~~ Completed
- Adult Services Office Wing
- ~~Local History Annex~~ Completed
- Children's Library: Re-configure fluorescent bulbs as they expire, along with emergency lighting.

From: Shakema Miller <smiller@nassaulibrary.org>

Date: Friday, October 30, 2020 at 4:19 PM

Good afternoon:

Thank you for applying for this year's NYS Adult Literacy-Workforce Development project. I am happy to inform you that you/your library has been chosen to participate. Further information regarding the training schedule and other participation requirements is forthcoming. Once again, congratulations! I look forward to working with you all!

Have a great weekend!

Shakema



RETENTION RESOLUTION

RESOLVED, By the Board of Trustees of the Port Washington Public Library that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Board President

Date



You are cordially invited to the

Nassau Library System 2020 Annual Meeting

to be held virtually on
Monday, December 7 from 7:30-8:30 p.m.

call Gina Staffa at 516-292-8920 x 221

Special Guest Speaker:

Tracie D. Hall

Executive Director of the
American Library Association



Join us virtually via Zoom and:

- Hear from ALA's new Executive Director, Tracie D. Hall, on the essential role libraries have to play in closing the information poverty gap
- Vote in the election of NLS trustees from Areas 4 and 5
- Review the proposed 2021 NLS operating budget with NLS Director Caroline Ashby

We request at least 1 trustee join us from each member library to participate in the election of NLS trustees for 2021-2025.

Area 4 Nominee - John Scaparro

Representing Island Trees, Levittown, Massapequa, Plainedge, Seaford, and Wantagh Libraries

John Scaparro is a married father of two daughters; he has been a Seaford resident for the last twenty-seven years. He is a retired Detective Sergeant from the New York City Police Department after serving for twenty seven years. He has a Bachelor's degree in Organizational Management from St Joseph's College. John is currently a Trustee for the Seaford Public Library, has served on the Board of Directors of Memorare Caterers, is a Past Grand Knight for the Knights of Columbus Memorare Council and is currently their Financial Secretary.

John Scaparro has over twenty years of supervisory and administrative experience in both the public and private sector.

Area 5 Nominee - Monique Hardial

Representing Elmont, Floral Park, Franklin Square, Hillside, and West Hempstead Libraries

Monique Hardial has served as Trustee of the Elmont Memorial Library since 2009, serving as the Board President for two years (2014-2016). First elected to the Board during her last year of law school, Monique truly embodied the duty of being a public servant. She advocated tirelessly for her community, holding the line on tax increases for 8 years after the Great Recession hit, implementing environmental and technologically friendly measures all while ensuring a healthy budget for technology programming for seniors and children. Every year since being elected, She has chaired the Scholarship Committee, which has raised, in partnership with Broad Hollow Theater, as much as \$4,000 and awarded it to graduating seniors attending college. Most recently, she ran for Nassau County Legislator in Nassau's third legislative district.

Monique strongly believes that a library is a community's safe haven from politics, socio-economic status, age discrimination, and any and all forms of divisiveness; and that Libraries provide access to knowledge and a window of opportunity for everyone through books, computers, programming and dedicated staff.

She looks forward to working with all other member library trustees in Area 5 and across Nassau to ensure that our libraries offer the highest standards for access to learning for all members of our community.

As a mom of two young boys and as an Attorney, she tries to teach her sons the importance of public service and volunteerism. Hanging in her Foyer you will find the motto, "A lawyer is either a social engineer, or a parasite on society," by Charles Hamilton Houston.

To: Member Library Trustees

From: Caroline Ashby, NLS Director

Re: **Member Library Support of NLS for 2021 – Request for Approval by Member Library Boards**

Please vote on this request at your Oct. or Nov. Board Meeting

2021 Member Library Support Request

NLS is requesting member library board approval of member library support for calendar year 2021. **Each library is being asked to contribute the same amount to NLS (member library support + ILS fees) in 2021 as they did in 2020.** This has been an unprecedented year for all of us. Our region's economic outlook for 2021 is unpredictable too. As a result of the uncertainty we are all facing, we are only seeking a one-year commitment.

Throughout this year's crisis, NLS has been there every step of the way – implementing digital library cards, expanding access to ebooks and digital services, communicating state directives and initiatives to keep directors informed, coordinating orders of PPE, developing reopening and safety plan best practices, preparing library staff for the changed realities of customer service today, and promoting library successes to the media and elected officials. There is widespread agreement that it is more important than ever for member libraries to continue collaboration and cooperation via NLS to face the challenges ahead. Directors have already identified new and amplified needs from NLS as a result of COVID-19; they have not identified any NLS services of decreasing importance. In order for NLS to continue to provide the leadership and support required for these efforts, NLS must have enough resources to do so.

As a result of aggressive renegotiation of the contracts held for ILS & Associated Services participants, we are able to decrease ILS participation fees by \$102,000 in 2021. This member library support proposal offsets the temporary decreases on ILS & Associated Services contracts with increased billing for member library support so that each library pays a total contribution for 2021 that is the same as 2020. (See attached chart.) Libraries that do not participate in the shared ILS will be billed the same amount for member library support in 2021 as they were in 2020.

This would provide NLS with an additional \$102,000 in member library support revenue in 2021, and, based on preliminary budget projections, we are confident it would allow us to continue to provide all existing services to member libraries and potentially also pivot towards new and amplified needs that have been identified by member libraries during this critical time.

NLS learned two-thirds into our budget year that our 2020 state aid revenue would be cut nearly \$650,000. It is not expected to be restored next year. NLS has been proactive in managing finances this year by reducing staff by 4 positions through attrition (13% of our workforce). We have curtailed discretionary spending. Nevertheless, without additional revenue the losses NLS will sustain would result in diminished services for member libraries.

Member library support of NLS supports services to member libraries that are not mandated by the State including delivery service. Other services supported by this funding are: administration of the OverDrive

consortium and database coordinated orders; E-rate assistance; NLS staff-mediated out-of-system interlibrary loans; continuing education and training offered by NLS that is not related to State mandates or requirements; NLS email accounts for member libraries and/or their staff; hosting libraries' websites; and website design, enhancement and problem-solving assistance.

Since 2014, NLS has used a four-factor formula to calculate each library's share of member library support that gives equal weight to population, cardholders, materials expenditures, and net circulation. Under ordinary circumstances we would have employed the four-factor formula and updated the base year data used in the calculations to the most recent annual reports (2019). In that scenario libraries experienced great variation in their costs. To increase NLS' member library support revenue by \$102,000 using the four-factor formula, although most libraries would have a slight decrease, about a quarter of the libraries would have seen their total contributions (ILS participation fees + member library support) increase by more than 2%. It was felt that member libraries would not want to see major fluctuations in their overall contributions to NLS this year, especially since the changes would not be phased-in over two years as has been done in the past.

Please note that there has been no increase in the total amount of member library support requested since 2013. (However, during that time there have been changes in the amounts that individual libraries were asked to pay because of updates to the statistical base year for the calculations.)

Whatever the outcome of member library support for 2021, it will be an anomalous year. NLS will be in conversation with member libraries throughout next year so that we can develop a multi-year proposal for member library support beyond 2021 that uses our formula and reflects the services our membership needs and wants us to provide.

Voting

Please complete the attached vote form and return it to Gina Staffa via NLS delivery, mail, or email at gstaffa@nassaulibrary.org by December 1, 2020. An affirmative vote by at least 28 member library boards is required for the proposed member library support of NLS to be approved. If this request is approved it is binding on all member libraries. If a library does not pay its share of an approved member library support request, it will become a member library not in good standing and consequently have NLS services suspended.

In the past, NLS' requests for member library support have been approved by an overwhelming majority of member libraries – with our last two requests being approved by 96% super majorities.

Timeline

Member library boards are asked to vote on this request at their October or November 2020 meetings.

Member libraries operate on three different fiscal years. If this request is approved:

- Libraries that operate on a calendar year will be billed in January 2021;
- Libraries that operate on a June-May fiscal year will be billed in June 2021;
- Libraries that operate on a July-June fiscal year will be billed in July 2021.

If You Have Questions about this Request

A virtual information session will be held Thursday, Oct. 29 at 8 p.m. The link to attend is <https://global.gotomeeting.com/join/326796109>. You may also contact me with any questions at cashby@nassaulibrary.org or by phone at 516-292-8920 x220.



MEMBER LIBRARY BOARD VOTE

NLS' Request for Member Library Support of NLS for 2021

Please return the completed form to Gina Staffa (gstaffa@nassaulibrary.org) at NLS.

Both originals and scanned forms are acceptable.

The Board of Trustees of the Port Washington Public Library voted to
___ approve / ___ disapprove NLS' request for Member Library Support for calendar year 2021
in the amount of \$ 37,428 at a meeting held on November 21, 2020.

The vote was: # For ___ # Against ___ # Abstained ___

Signature of the President of the Board: _____
(or the trustee who presided at the meeting at which the vote was taken)

President's Name: Patricia Bridges
(or the trustee who presided at the meeting at which the vote was taken)

If this request is approved by 28 or more member library boards, the decision will be binding on all member libraries. Member libraries will be billed for the 2021 calendar year support based on their fiscal years.

- Libraries that operate on a calendar year basis will be billed in January 2021;
- Libraries with a June – May fiscal year will be billed in June 2021;
- Libraries with a July – June fiscal year will be billed in July 2021.

Library	2020 ILS Fees	Proposed 2021 ILS Fees	Decrease ILS 2020 to 2021	2020 Member Library Support	Proposed Increase MLS 2020 to 2021	Proposed 2021 Member Library Support	2020 Total Contribution (ILS + MLS)	Proposed 2021 Total Contribution (ILS + MLS)
Baldwin	\$48,284	\$46,230	(\$2,054)	\$23,224	\$2,054	\$25,278	\$71,508	\$71,508
Bayville	\$7,841	\$7,354	(\$487)	\$4,774	\$487	\$5,260	\$12,615	\$12,615
Bellmore	\$23,476	\$22,481	(\$995)	\$11,264	\$995	\$12,259	\$34,740	\$34,740
Bethpage	\$39,000	\$35,933	(\$3,066)	\$15,196	\$3,066	\$18,262	\$54,196	\$54,196
Bryant (Roslyn)	\$45,170	\$42,256	(\$2,913)	\$19,327	\$2,913	\$22,240	\$64,497	\$64,497
East Meadow	\$79,047	\$68,972	(\$10,075)	\$45,931	\$10,075	\$56,006	\$124,978	\$124,978
East Rockaway	\$20,513	\$19,206	(\$1,308)	\$7,909	\$1,308	\$9,217	\$28,422	\$28,422
East Williston	\$5,315	\$5,225	(\$90)	\$2,070	\$90	\$2,160	\$7,385	\$7,385
Elmont	\$58,378	\$54,646	(\$3,732)	\$36,808	\$3,732	\$40,540	\$95,186	\$95,186
Farmingdale	\$46,912	\$43,661	(\$3,251)	\$29,864	\$3,251	\$33,115	\$76,776	\$76,776
Floral Park	\$20,720	\$19,382	(\$1,339)	\$10,868	\$1,339	\$12,207	\$31,588	\$31,588
Franklin Square	\$37,305	\$35,604	(\$1,702)	\$16,320	\$1,702	\$18,022	\$53,625	\$53,625
Freeport	\$43,894	\$40,045	(\$3,849)	\$27,017	\$3,849	\$30,866	\$70,911	\$70,911
Garden City	\$50,845	\$49,003	(\$1,842)	\$21,754	\$1,842	\$23,596	\$72,599	\$72,599
Glen Cove	\$27,915	\$25,587	(\$2,328)	\$16,516	\$2,328	\$18,844	\$44,431	\$44,431
Gold Coast	\$16,055	\$14,864	(\$1,191)	\$10,968	\$1,191	\$12,159	\$27,023	\$27,023
Great Neck* (No 2020 payment)	N/A**	N/A	N/A	\$56,461	\$0	\$56,461	\$56,461	\$56,461
Hempstead	\$38,037	\$36,562	(\$1,476)	\$23,985	\$1,476	\$25,461	\$62,022	\$62,022
Henry Waldinger (VS)	\$30,243	\$28,749	(\$1,493)	\$20,074	\$1,493	\$21,567	\$50,317	\$50,317
Hewlett-Woodmere	\$64,018	\$62,530	(\$1,488)	\$27,621	\$1,488	\$29,109	\$91,639	\$91,639
Hicksville	\$47,068	\$44,709	(\$2,359)	\$24,535	\$2,359	\$26,894	\$71,603	\$71,603
Hillside	\$35,840	\$34,834	(\$1,005)	\$16,539	\$1,005	\$17,544	\$52,379	\$52,379
Island Park	\$16,990	\$16,842	(\$148)	\$6,820	\$148	\$6,968	\$23,810	\$23,810
Island Trees	\$18,287	\$16,696	(\$1,591)	\$10,674	\$1,591	\$12,265	\$28,961	\$28,961
Jericho	N/A**	N/A	N/A	\$25,349	\$0	\$25,349	\$25,349	\$25,349
Lakeview	\$10,697	\$10,659	(\$38)	\$4,693	\$38	\$4,731	\$15,390	\$15,390
Levittown	\$71,725	\$69,685	(\$2,041)	\$38,030	\$2,041	\$40,071	\$109,755	\$109,755
Locust Valley	\$14,675	\$13,605	(\$1,070)	\$5,644	\$1,070	\$6,714	\$20,319	\$20,319
Long Beach	\$51,540	\$47,461	(\$4,079)	\$28,941	\$4,079	\$33,020	\$80,481	\$80,481
Lynbrook	\$25,300	\$23,823	(\$1,477)	\$13,924	\$1,477	\$15,401	\$39,224	\$39,224
Malverne	\$12,939	\$12,289	(\$650)	\$5,720	\$650	\$6,370	\$18,659	\$18,659
Manhasset	\$40,715	\$37,629	(\$3,087)	\$17,109	\$3,087	\$20,196	\$57,824	\$57,824
Massapequa	\$58,194	\$55,410	(\$2,783)	\$38,614	\$2,783	\$41,397	\$96,808	\$96,808
Merrick	\$32,700	\$30,175	(\$2,524)	\$16,153	\$2,524	\$18,677	\$48,853	\$48,853
Mineola	\$22,974	\$21,826	(\$1,147)	\$12,369	\$1,147	\$13,516	\$35,343	\$35,343
North Bellmore	\$29,250	\$26,100	(\$3,150)	\$16,635	\$3,150	\$19,785	\$45,885	\$45,885
North Merrick	\$24,536	\$23,340	(\$1,197)	\$14,933	\$1,197	\$16,130	\$39,469	\$39,469
Oceanside	\$62,932	\$60,146	(\$2,787)	\$27,930	\$2,787	\$30,717	\$90,862	\$90,862
Oyster Bay	\$23,527	\$21,970	(\$1,557)	\$11,132	\$1,557	\$12,689	\$34,659	\$34,659
Peninsula	\$63,946	\$63,029	(\$917)	\$27,514	\$917	\$28,431	\$91,460	\$91,460
Plainedge	\$27,191	\$25,290	(\$1,901)	\$14,269	\$1,901	\$16,170	\$41,460	\$41,460
Plainview	\$66,210	\$61,723	(\$4,487)	\$30,907	\$4,487	\$35,394	\$97,117	\$97,117
Port Washington	\$61,285	\$57,955	(\$3,330)	\$34,098	\$3,330	\$37,428	\$95,383	\$95,383
Rockville Centre	\$51,347	\$48,589	(\$2,758)	\$20,167	\$2,758	\$22,925	\$71,514	\$71,514
Roosevelt	\$14,065	\$13,865	(\$200)	\$13,697	\$200	\$13,897	\$27,762	\$27,762
Sea Cliff	\$7,369	\$6,757	(\$612)	\$4,158	\$612	\$4,770	\$11,527	\$11,527
Seaford	\$23,845	\$22,535	(\$1,310)	\$11,885	\$1,310	\$13,195	\$35,730	\$35,730
Shelter Rock	\$45,032	\$42,644	(\$2,388)	\$22,573	\$2,388	\$24,961	\$67,605	\$67,605
Syosset	N/A**	N/A	N/A	\$36,630	\$0	\$36,630	\$36,630	\$36,630
Uniondale	\$32,123	\$29,469	(\$2,655)	\$20,952	\$2,655	\$23,607	\$53,075	\$53,075
Wantagh	\$28,384	\$27,536	(\$848)	\$14,649	\$848	\$15,497	\$43,033	\$43,033
West Hempstead	\$44,332	\$43,528	(\$804)	\$19,318	\$804	\$20,122	\$63,650	\$63,650
Westbury	\$35,970	\$33,696	(\$2,273)	\$21,115	\$2,273	\$23,388	\$57,085	\$57,085
Williston Park	\$9,139	\$8,879	(\$260)	\$4,736	\$260	\$4,996	\$13,875	\$13,875
Total	\$1,813,095	\$1,710,984	(\$102,111)	\$1,060,363	\$102,111	\$1,162,473	\$2,873,457	\$2,873,457

* Great Neck has not paid Member Library Support since 2016, but has indicated they intend to do so for 2021. Their 2020 pricing was calculated using the same factors and base year data (2017) that were applied to all member libraries.

** Great Neck, Jericho, and Syosset have standalone ILS's and do not pay ILS fees to NLS.

**Now more than ever, we are better and more resilient together.
Take advantage of all we have to offer to our member libraries:**

Professional Consulting:

- NYS regulations and legal issues
- Policies and best practices
- Long range and operational planning
- Expertise in cataloging, youth services, outreach, IT, customer service, reference, facilities, finance

Circulation and Delivery:

- Daily weekday materials delivery and sorting
- Cataloging and records maintenance
- Cooperative circulation system
- Interlibrary loan
- Automated notices and alerts

Continuing Education:

- Trustee training
- Custom on- and off-site training
- Webinars and video tutorials
- Special events and guest speakers
- Facilitation of peer-to-peer learning

IT and Network Support:

- Website hosting & maintenance
- Broadband internet
- IT helpdesk
- Website and email hosting
- Website design and development
- Federal E-rate coordination
- Network monitoring

Digital Resources:

- OverDrive consortium administration, including coordination of purchasing
- Discounted rates for databases and digital services
- Vendor relations and account maintenance

Promotion, Advocacy and Funding:

- Cooperative publicity and social media
- Government and media relations
- Coordinated messaging campaigns
- NYS Construction Aid administration
- Specialized services grants and awards

Statistics and Data:

- Monthly Key Performance Indicator reports
- NYS Annual Report support
- Per-capita and other operational reports
- Digital services performance reports

Programming and Outreach:

- Summer Reading administration
- Long Island Reads coordination
- Book club at Nassau County jail
- Early Literacy, Maker and STEM kits
- Outreach event equipment loans
- Community partnership projects

Nassau Library System

SUSPENSION OF NLS SERVICES TO MEMBER LIBRARIES NOT IN GOOD STANDING

Libraries that do not pay their share of member library support of NLS that has been approved by at least a majority of member library boards will be considered to be not in good standing.

1. NLS will not **host** the library's **web site**.
2. NLS will not provide **website design** and **maintenance assistance**.
3. NLS will not provide **email accounts** for the library and/or its staff.
4. NLS will not provide **E-rate reimbursement assistance**.
5. NLS will not provide **grant proposal assistance**.
[EXCEPTION: NLS will provide assistance with library applications for grant programs offered by the State Library / DLD for which all member libraries of public library systems are eligible as well as for State Construction Aid.]
6. The staffs, directors and trustees of a library not in good standing will not be allowed to participate in NLS sponsored or arranged **continuing education (CE) without charge if NLS paid fees for outside presenter. The fee for participation in this will vary based of the cost of the outside presenter**.
[EXCEPTION: State grant or aid program funded CE or CE provided as part of a state mandate such as coordinated outreach services or in support of state requirements for libraries (such as annual reports to the state and compliance with minimum standards) will continue to be open to all member libraries. These CE opportunities are provided by NLS without charge.]
7. NLS staff will not **facilitate a community-based planning process**.
8. NLS will not provide **staff-mediated interlibrary loan** service.
9. NLS will not provide **delivery service** to a library not in good standing. Such a library must pick up from and return items to the NLS Service Center. This includes items borrowed or loaned via LLink.
10. Libraries not in good standing may not participate in the **Premium Level** group subscription to **Tutor.com's online homework assistance**.
11. Libraries not in good standing may not participate in the **NLS NDD Consortium for access to downloadable ebooks and audiobooks** via OverDrive.
12. Libraries not in good standing may not participate in the **discounted subscriptions to databases and online services that are not in the Core Collection** that are offered by NLS.
13. Libraries not in good standing may not participate in **NLS' Core Collection of Databases**.

A list of services that would be suspended for NLS member libraries not in good standing was originally approved by the NLS Board of Trustees on Dec. 27, 2012.

Nassau Library System

Proposed ILS & Associated Services Budget - 2021

This budget is for ILS & Associated Services as defined by the ILS & Associated Services Agreement signed by every participating library in 2018. More specifically, this budget covers the cost of the Integrated Library System (ILS), the online catalog, the fiber optic network for Participating Libraries, and the software (INN-Reach) that powers LILink. It also covers salaries and benefits of the 6 NLS positions that work on these technology services.

This proposal consists of two documents: [1] Revenue & Expenses Budget for Calendar Year 2021, and [2] Participating Libraries Schedule of Fees.

2020 was and continues to be a challenge for everyone, but we are proud of the work we have been able to accomplish. During 2020, we processed digital card requests for over 8,000 patrons, provided frequent loan rule changes, fine waiving, and updated due dates as library policies changed, and trained hundreds of member library staff on Tableau reporting, accessing Sierra remotely using Chrome Remote desktop, and modifying newsletters using Patron Point. We answered over 5,000 tickets during spring and summer 2020. During those same months of 2019 we answered approximately 2000.

The attached Revenue & Expenses Budget is substantially similar to that of prior years. In response to the uncertainty every library is facing, we were able to negotiate cost savings with several vendors and remove a large scale enterprise UPS battery along with its required maintenance. 2020 also saw the departure of our long time ILS Specialist Diane Miller. This position was filled by Seyon Sinclair, but at an additional cost savings. We foresee additional potential savings in the staffing line in 2021.

Last year the ILS & Associated Services Advisory Council and the NLS Board jointly approved redundant internet lines from Crown Castle. These lines are eligible for reimbursement from the Federal E-rate program and our contract with Crown Castle is dependent upon the receipt of this funding. We are therefore showing both the full pre-reimbursement cost of these lines, as well as the estimated reimbursement as a revenue. While this leads to an overall budget increase, **there is an almost 5% decrease in the expenses borne by member libraries.**

The Participating Libraries Schedule of Fees lists the fees to be paid by each Participating Library for these services. ILS and Associated Services have always been provided on a cost recovery basis, with participating libraries paying proportionately based on usage factors. The same three usage factors that were used to calculate each participating library's share of the projected expenses for ILS & Associated Services for calendar year 2020 were used again for this proposed budget – patron records, item records and circulation transactions.

Each Participating Library's share of the cost is based on the following formula:

Number of Patron Records: \$0.13 per record [Based a three-year average]

Number of Item Records: \$0.13 per record [Based a three-year average]

Circulation Transactions: \$0.13 per transaction [Based a three-year average]

Individual libraries' fees may go up or down more than this based on their proportional usage of the ILS. Libraries that have experienced greater declines in circulation than other Participating Libraries as well as those who have engaged in more aggressive weeding of their collections and/or patron records have decreased their proportion of ILS usage and therefore have a proportionate decrease in their overall fees.

**RESOLUTION FOR BOARDS OF TRUSTEES
OF PARTICIPATING ILS & ASSOCIATED SERVICES LIBRARIES**

**To Vote on the 2021 ILS & Associated Services Budget and/or appoint the Library Director
as the Library Board’s Representative to a Vote on the budget.**

As per the Agreement for ILS & Associated Services signed by every Participating Library in 2018, the Nassau Library System (NLS) Board of Trustees seeks a recommendation on the 2021 ILS & Associated Services Budget and Participating Libraries Schedule of Fees.

Based on that agreement, NLS will hold a budget hearing for libraries to ask questions and supply comments. Votes for or against recommending the proposed budget must be transmitted to the Nassau Library System either at or prior to the ILS Advisory Council meeting on November 19.

2020 Hearing & Voting Deadline Dates

October 29th, 2020 at 7:00PM – Online Budget Hearing & Opportunity to Comment

<https://global.gotomeeting.com/join/326796109>

November 19th, 2020 at 9:30 am – Deadline to vote to recommend this budget and schedule of fees to the NLS Board of Trustees. The voting representatives of Participating Libraries must submit said authorization before this date. Scanned resolutions can be emailed to rdrake@nassaulibrary.org.

In order to participate in the recommendation to vote, we request that each Participating Library Board of Trustees pass the following motion. This motion must either be mailed prior to the November 19th, 2020 meeting or transmitted digitally to the Nassau Library System prior to that date.

Motion for Participating Libraries

The Board of Trustees of the Port Washington Public library, upon due consideration of the proposed 2021 ILS & Associated Services Budget and Participating Libraries Schedule of Fees, hereby resolves to vote in favor of said recommended budget and schedule of fees and hereby appoints Keith Klang, Library Director to submit this authorization to NLS prior to the November 19th, 2020 deadline.

Board President’s Signature

Date

Patricia Bridges
Print Board President’s Name

PWPL Strategic Plan Status Update

Presenting Finalized “Core Values” from PWPL Staff and “Areas of Focus” from the Trustees:

Here are the three **Core Values** as determined by participating staff:

- ACCESS
- EMPOWERMENT
- COMMUNITY

Here are the six **Areas of Focus** as determined via ranked vote by the PWPL Board of Trustees:

- Satisfy Curiosity: Lifelong learning
- Access for All: Outreach to underserved populations
- Learn to Read and Write: Literacy for all ages
- Visit a Comfortable Space: Physical and digital spaces
- Succeed in School: Homework help
- Make Informed Decisions: Information fluency

Potential Questions to be Posed to Community Members for Data Collection Post-Zoom Session, as Selected by PWPL Staff:

- What do you think is the best thing (most important; most valuable) about living in this community? What do you most like about this place?
- What is the biggest issue facing the community right now? What will the conditions around that issue be like five years from now - better, or worse?
- How has the community changed in the past five years? Ten years?
- If you wanted to convince someone to move here, or to stay here, what would you say or use to ‘sell’ this community to them?
- When it comes to the future of this community, what do you most hope for? What do you hope for, locally/regionally? What do you hope for, globally?

PWPL Digital Services – Winter Marketing Plan

DIGITAL SERVICES MARKETING PUSH FOR WINTER

- **Social Media Marketing Push – Utilizing Edited Videos, Fun Photos, and Graphics**
- **Team Competition – Staff Teams Will Be Competing to Increase Service Usage**
- **Advertising in Local Papers – Focusing on Primary Services - Libby, Kanopy, Hoopla, and Lynda.com**
- **Continued Highlighting of Services in PWPL Newsletter – With Team Competition Reporting**

DIGITAL SERVICES PERFORMANCE - TEAM COMPETITION

From Tuesday, December 1st to Monday, March 1st (90 Days) we will be tracking activity for our digital services and attempting to increase usage by way of a friendly staff competition. The Green Team will be responsible for promoting Kanopy and Hoopla to patrons while the Orange Team will be promoting Libby and Lynda. The team that manages to advance their services' stats and obtain a larger *increase by percentage* in usage than the other team wins a socially distant bagel party. Each team will receive a digital "toolbox" for promotional help; everything from custom email signatures to wearable stickers to talking points with patrons and status updates will be given every two weeks at the all staff meeting. After 90 days we will see which efforts paid off.

**Port Washington Public Library
Books for Dessert Advisory Board Meeting
Minutes
July 20, 2020**

Present via Zoom: Annmarie Benzinger, Nancy Comer, Georgia DeYoung, Elise May, Kate Monsour, Marion Rosenbaum, Evelyn Schonbrun, and Marian Weissman

The meeting was called to order at 10:00 a.m.

I. Minutes from the July 6, 2020 meeting were approved.

II. Virtual Meeting Pilot Program

The board discussed the challenges involved with hosting the Books for Dessert program virtually. Ms. Comer noted the extensive planning required for virtual programs and asked the board if it would be appropriate to pay the group leaders for the time they spend planning the virtual meetings. Ms. May agreed that virtual programs require a significant amount of preparation and expressed her support for paying group leaders for their prep time. Ms. DeYoung also agreed and stated that, as a parent advocate, she was also aware of the preparation necessary for virtual programs. Ms. Comer asked Ms. Benzinger, Ms. Schonbrun, and Ms. Weissman to keep track of the hours they spend preparing for the virtual group meeting so that they can be properly compensated.

Ms. Schonbrun reported that she and Ms. Benzinger met to discuss the participant list and material selection for the pilot program. They selected 11 possible participants from AHRC, CMA, and the Nicholas Center. Ms. Comer mentioned that it would be necessary to find out if the potential participants had the ability and equipment to connect to the internet and participate in the program. Ms. Comer and Ms. Monsour will contact AHRC, CMA, and the Nicholas Center to find out if they would allow the board to contact participants directly and if the potential participants would need help with equipment or internet access.

Ms. Benzinger and Ms. Schonbrun selected *Martin Rising: Requiem for A King* by Andrea Davis Pinkney for the virtual meeting. This title is a collection of biographical poems about Martin Luther King. The leaders plan on choosing one or two poems to read and discuss during the meeting. Ms. Weissman stated that poetry would lend itself to the virtual meeting format, as the poems were short enough to be completed in one or two sessions. Ms. Comer noted that the participants may expect to read an entire book over the course of multiple sessions, as they have in the past. Ms. May mentioned that the pilot program is meant to determine what challenges and opportunities a virtual meeting would present to the leaders and participants. She also mentioned that the subject matter of the book was timely, relevant, and could lead to meaningful discussion.

III. Meet the Author Event

Ms. Monsour reported that she emailed Andrea Davis Pinkney to inform her that the Meet the Author event rescheduled for October 26, 2020 would have to be postponed indefinitely. Ms. Pinkney was very understanding in her reply and offered to do a virtual program in place of an in-person event. The board discussed the possibility of having an in-person event in the Spring,

as well as the challenges of having a virtual event. Ms. May noted that a virtual event might be better than an in-person event if participants were required to wear masks and maintain social distancing and if no food was permitted at the event. The board agreed to revisit this topic at a later date.

IV. Group Leader Job Description and Ad

Ms. Weissman reported that the job posting she wrote was not included in the latest issue of *Port of Call*, the newsletter of the Retired Educators Chapter of the Port Washington Teachers Association. The board agreed that the posting should be submitted for inclusion in the Fall issue, and that the position should be advertised in other publications. The board agreed that the Books for Dessert program would benefit from an additional group leader in the future, especially if library policy necessitates smaller in-person group meetings or long-term virtual meetings.

VI. Next Committee Meeting Dates

The board will meet on Monday August 3rd at 10 a.m.

VII. Adjournment

The meeting was adjourned at 11:05 a.m.

Respectfully submitted,
Kate Monsour

