

PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 21, 2020
AGENDA

- I Approval of September 16, 2020 Board of Trustees Minutes
- II Approval of September 2020 Warrants
- III Approval of September 2020 Staff Changes
- IV Financial Reports –September 2020
 - a) General Fund Budget Transfers – June 30, 2020
 - b) Year End Memo
 - c) General Fund Budget Transfers – October 31, 2020
- V Director's Report
 - a) Facilities Update
 - 1. Lavatories
 - 2. H2M – Roof Replacement Adult Learning Center & Construction Admin. Services
 - b) Pandemic Operations Plan
 - c) Member Library Support – ILS Services
 - d) Audit RFP
- VI President's Report
 - a) Facilities Committee Report
 - b) Strategic Planning Poll on "Focus Points"
 - c) Technology Committee Report
- VII Assistant Director
 - a) Phase IV In-Person Services
 - b) Generator Update
 - c) Year-End Statistics
 - d) Phishing & IT Security
- VIII Councils
 - a) Children's Advisory Council Minutes of September 22, 2020
- IX Foundation
 - a) Minutes of Meeting – June 15, 2020

(over)

- X Friends of the Library
 - a) Minutes of Meeting – September 9, 2020
- XI Donations
 - a) Jane & Russell Stern – Designated
 - b) Evelyn Napolin – Undesignated
- XII Unfinished Business
 - a) Revised Covid-19 Impact Financial Report
- XIII Staff Association
- XIV Public Comments
- XV Adjournment

**PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES TELECONFERENCE MEETING
SEPTEMBER 16, 2020**

Participants: Patricia Bridges, Presiding
Bill Keller
Adrienne Saur
Matthew Straus

Nancy Comer
Michael Krevor
Sima Vasa
Keith Klang

Ms. Bridges opened the virtual meeting at 7:35 pm.

OPENING

Ms. Bridges requested a motion to approve the August 12, 2020 Board of Trustees minutes of meeting. Ms. Vasa motioned to approve. All agreed.

**APPROVAL OF
MINUTES**

Ms. Bridges requested a motion to approve the August 2020 warrants 20-08-02A and 20-08-02B with one payroll. Ms. Comer motioned to approve. All agreed.

**APPROVAL OF
WARRANTS**

Ms. Bridges noted there was one staff appointment, Ms. Niederman as head of Community Relations, there were no departures and no salary adjustments this month. Mr. Keller motioned to accept. All agreed.

STAFF CHANGES

Ms. Bridge requested questions or comments on the July and August financial reports. A question on the workers compensation code and NLS were answered by Mr. Klang. Mr. Klang will check with head of finance and confirm his answer.

**FINANCIAL
REPORTS**

Mr. Klang introduced Nicole Scherer, Assistant Director of NLS, who led a discussion on selecting six areas of focus for the new strategic plan. These areas of focus along with community-based goals and objectives will form the state mandated Strategic Plan. Ms. Scherer suggested choosing three areas of focus from core values and three from progressive ideas. Ms. Saur suggested that a rank polling (Google-poll or survey) be set up to finalize the top three areas of focus. This will give members some additional time to reflect on this evening's discussion. The Board thanked Ms. Scherer for attending the meeting and for her guidance.

**STRATEGIC
PLAN**

Mr. Klang informed the Board that demolition has begun for the lavatories project. Mr. Zalben has been on-site and approved most of the submittals of materials. The project completion is estimated for approximately six weeks each for the lower level and upper level lavatories. Mr. Zalben will provide a report on the auto door openers and door swings at next month's meeting.

**LAVATORIES
PROJECT**

Mr. Klang reported that Senator Anna Kaplan has nominated the library to receive \$300,000 in a SAM grant for the lavatories and makerspace projects. The Board is appreciative of Senator Kaplan's nomination.

**SAM GRANT
LAVATORIES/
MAKER SPACE**

Mr. Klang stated H2M is preparing working drawings for submission to New York State Education Department for a building permit for the façade renovation as well as a rough timeline. Mr. Klang reported that a Letter of Intent was sent to the NYSED and requested that the Board approve a SEQRA resolution for the facade project. Mr. Keller motioned to approve. All agreed.

**LETTER OF
INTENT FAÇADE/
SEQRA
RESOLUTION**

Mr. Klang presented the Cullen and Danowski 3-Year expenditure report for Covid-19 financial impact. The Board suggested the report be refined to clearly define the March through September time period for this year and previous years to understand the pandemic's financial impact. Mr. Klang will speak to the accountants. Mr. Klang informed the Board that Mr. Hoffman, from Cullen and Danowski LLP, is planning to attend the October meeting to present the year-end memo.

**COVID
FINANCIAL
REPORT**

Mr. Klang informed the Board that the Library has extended hours of service for on-site visits from 24 hours a week to 30 hours per week. The Library will open Saturdays from 10am to 4pm beginning next week. Curbside pickup continues from 10am to 6pm weekdays with the addition of Saturdays.

**EXTENDED
HOURS**

Mr. Klang requested that the Board approve the confidential employee resolution for Ms. Andrea Niederman. The Board commented on her impressive resume, and Mr. Straus motioned to approve the resolution. All agreed.

**CONFIDENTIAL
EMPLOYEE
RESOLUTION**

Ms. Bridges invited members of the Board to attend the Nassau County Legislative Breakfast virtually on October 1 and 2, 2020 at 9:00 am.

**N.C.
LEGISLATIVE
BREAKFAST**

Ms. Bridges invited Board members to attend the New York Library Association's Annual Virtual Conference on November 5 – 6, 2020

**NYLA ANNUAL
CONFERENCE**

Ms. Bridges informed the Board of the 29th Annual LILRC Conference on October 9, 2020 via Zoom.

**LILRC 29TH
ANNUAL CONF.**

Ms. Bridges reported on the ad hoc Strategic Plan Committee meeting. A survey was on the website from June through August and was also sent to patrons via email. The discussion focused on what was being learned, how can the committee condense this information to move forward, and how can the library share this information with the community as a tool. Ms. Vasa Volunteered to help guide a staff member to analyze data to build internal competency.

**AD HOC
STRATEGIC
PLANNING
COMMITTEE**

A suggestion was made to use the Microsoft cloud storage for documents to be shared among committee members. Mr. Klang noted that access to the entire Microsoft Office Suite is available to all board members using their PWPL email. Technology staff can put together a brief overview on sharing documents.

Ms. Bridges reported on the Community Outreach Committee meeting where they reset the framework of their goals, bridging the digital divide, addressing diversity in the community, creating vibrant partnerships, addressing minority owned local businesses, and satellite opportunities.

**COMMUNITY
OUTREACH
COMMITTEE**

Mr. Hutter spoke about the Library's concern with the increase in phishing emails targeting schools and libraries. Hackers will try to install ransomware that will require a payment to unlock data. The technical staff has been doing systematic testing with staff and Board members because of the high threat level. All staff are being trained in ways to spot phishing emails. Mr. Hutter thanked the Board for participating in the test and taking the training sessions.

**TECHNICAL
UPDATE**

Mr. Hutter noted the tech staff has begun installation of the Mitel OfficeLink application to staff. This will allow staff, when working from home, to make and receive calls as if they are at the Library. Wi-Fi has been extended to the rear of the parking lot through Foundation funding.

**MITEL
OFFICELINK**

Mr. Hutter reviewed NLS stats on curbside checkouts which were 1000 in June, 6,800 in July with the blend of on-site and curbside, and 9,100 items for a full month in August.

**CURBSIDE
SERVICE**

Mr. Hutter informed the Board that the Library is working with NLS to provide anti-racism training for all staff using "Wider Stand" a research based anti-racist training program. Mr. Klang noted there are enough licenses for the Board to also participate.

**ANTI-RACISM
TRAINING**

Ms. Bridges noted she has received the Foundation Un-Gala invitation honoring Beth Ain and Edie Katz. The Foundation minutes of March 9, 2020 were noted as well as the Foundation financial report dated June 30, 2020.

FOUNDATION

Ms. Bridges noted the Friends of the Library Minutes of July 29, 2020. The FOL is working with the League of Women Voters and Library staff next Tuesday, September 22 for National Voter Registration Day. There will be tables set up outside of the Library entrance.

**FRIENDS OF THE
LIBRARY**

Ms. Comer gave an oral report on the Books for Dessert Advisory Board subcommittee's meetings over the summer. There are no formal approved minutes. This pilot program will attempt to bring back Books for Dessert

**BOOKS FOR
DESSERT**

virtually. Ms. Monsour has done a terrific job in contacting participants and getting permission and assisting with technical setup. The program hopes to start up in October with a small group to see how it will work. There has been a lot of interest in the program.

Ms. Bridges noted the patron comments commending the library for providing notary service during the pandemic.

**PATRON
COMMENTS**

Ms. Bridges noted the ESOL Summer Together report, the Local History report and the *Along Manhasset Bay* book release. The Board asked where they could buy it. The publishers release date is October 5.

STAFF REPORTS

Ms. Bridges noted the 2nd quarter statistics. The Board was interested in the March to September time frame. The year-ending June 30, 2020 will be prepared for the next meeting. Mr. Krevor suggested that a keeping a count on who goes upstairs/downstairs versus who picks up in the Lobby and leaves will give a clearer view on how the Library is being utilized.

Ms. Anchico was the Staff Association representative at this month's meeting. She informed the Board that she has taken over as President of the Staff Association. The Board congratulated Ms. Anchico.

**STAFF
ASSOCIATION**

There were no public comments.

**PUBLIC
COMMENTS**

Mr. Klang reviewed the options for Library's generator; updating the current generator, renting, or purchasing a new one. Ms. Bridges suggested getting a quote from MTS on upgrading the current generator.

**GENERATOR
REPORT**

Ms. Bridges requested a motion to adjourn. Mr. Keller motioned; Ms. Comer seconded. All agreed.

ADJOURNMENT.

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

WARRANTS TO BE VOTED ON

| Warrant Number | Amount |
|----------------|-----------------------------|
| 20-09-03A | \$ 163,516.02 |
| 20-09-03B | \$ 69,899.33 |
| | Warrant Total |
| | <u>\$ 233,415.35</u> |

| Payroll Date | Gross | Net | Processing | Tax Liability |
|----------------------|-----------------------------|-----------------------------|----------------------|----------------------------|
| 9/3/2020 | \$ 122,936.09 | \$ 88,118.07 | - | \$ 37,360.87 |
| 9/17/2020 | \$ 122,810.51 | \$ 80,421.96 | 265.95 | \$ 33,635.20 |
| PAYROLL TOTAL | <u>\$ 245,746.60</u> | <u>\$ 168,540.03</u> | <u>265.95</u> | <u>\$ 70,996.07</u> |

Prepared By:
Paul Thomaidis
Finance Office

PORT WASHINGTON PUBLIC LIBRARY
Balance Sheet - Governmental Funds
September 30, 2020

| | General | Special Aid | Capital Projects | Permanent | Total Governmental Funds | Fiduciary Fund Agency |
|--|---------------------|-------------------|-------------------|-------------------|--------------------------------|--------------------------|
| ASSETS | | | | | | |
| Cash | | | | | | |
| Unrestricted | \$ 5,268,039 | \$ 615,406 | \$ 44,144 | \$ 138,260 | \$ 5,927,589 | \$ |
| Restricted | | | | | 138,260 | |
| Receivables | | | | | | |
| Accounts receivable | | 1,092 | | | 1,092 | |
| Due from other funds | | 80,258 | 766,992 | | 847,250 | |
| Due from component unit | 3,974 | 6,437 | | | 10,411 | 7,626 |
| Total Assets | <u>\$ 5,272,013</u> | <u>\$ 703,193</u> | <u>\$ 811,136</u> | <u>\$ 138,260</u> | <u>\$ 6,924,602</u> | <u>\$ 7,626</u> |
| LIABILITIES | | | | | | |
| Payables | | | | | | |
| Accounts payable | \$ 10,400 | | | | \$ 10,400 | |
| Accrued liabilities/Retirement Payable | 110,825 | | | | 110,825 | |
| Due to other funds | 841,573 | 10,048 | | 3,255 | 854,876 | |
| Other liabilities | 933 | | | | 933 | 7,626 |
| Unearned credits | | | | | | |
| Collections in Advance | | | | | | |
| Total Liabilities | <u>963,731</u> | <u>10,048</u> | <u>-</u> | <u>3,255</u> | <u>977,034</u> | <u>7,626</u> |
| FUND BALANCES | | | | | | |
| Nonspendable: Endowment | | | | 135,005 | 135,005 | |
| Restricted: Grants | | 693,145 | | | 693,145 | |
| Assigned: | | | | | | |
| Capital projects | 1,737,333 | | 811,136 | | 2,548,469 | |
| Retirement contribution | 221,241 | | | | 221,241 | |
| Terminal leave | 421,634 | | | | 421,634 | |
| Unappropriated fund balance | 150,000 | | | | 150,000 | |
| Unassigned: Fund balance | <u>1,778,074</u> | | | | <u>1,778,074</u> | |
| Total Fund Balances | <u>4,308,282</u> | <u>693,145</u> | <u>811,136</u> | <u>135,005</u> | <u>5,947,568</u> | |
| Total Liabilities and Fund Balances | <u>\$ 5,272,013</u> | <u>\$ 703,193</u> | <u>\$ 811,136</u> | <u>\$ 138,260</u> | <u>\$ 6,924,602</u> | <u>\$ 7,626</u> |

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund
For the Three Months Ended September 30, 2020
25% of Budget Expensed

| | Budget | September 30, 2020 | | | Balance Remaining | % of Annual Budget |
|----------------------------------|--------------|--------------------|--------------|----------------|-------------------|--------------------|
| | | One Month | Three Months | | | |
| REVENUES | | | | | | |
| REAL PROPERTY TAXES | \$ 7,072,264 | \$ 500,000 | \$ 1,500,000 | \$ (5,572,264) | | 21.2% |
| OTHER TAX ITEMS | 65,000 | | | (65,000) | | 0.0% |
| LOST BOOKS | 43,000 | 59 | 318 | (42,682) | | 0.7% |
| XEROX REVENUES | 20,000 | | (100) | (20,100) | | -0.5% |
| INTEREST -A FUND | 11,000 | 642 | 1,909 | (9,091) | | 17.4% |
| SALE OF USED BOOKS | 4,500 | 630 | 630 | (3,870) | | 14.0% |
| GIFTS & DONATIONS | | | 1,000 | 1,000 | | N/A |
| MISCELLANEOUS | 10,000 | 1,270 | 1,270 | (8,730) | | 12.7% |
| COFFEE BAR - REVENUE | | | 34 | 34 | | N/A |
| COFFEE BAR - COSTS | | | 606 | 606 | | N/A |
| STATE AID | 6,500 | | | (6,500) | | 0.0% |
| Total Revenues | 7,232,264 | 502,601 | 1,505,667 | (5,726,597) | | 20.8% |
| EXPENDITURES | | | | | | |
| 141 CERTIFIED LIBRARIANS | | | | | | |
| .01 CERT.LIB GRADE 29-27-25 | 122,700 | 14,582 | 32,567 | 90,133 | | 26.5% |
| .02 CERT.LIB GRADE 21 | 95,000 | 11,540 | 25,772 | 69,228 | | 27.1% |
| .03 CERT.LIB GRADE 19 | 376,750 | 45,484 | 101,581 | 275,169 | | 27.0% |
| .04 CERT.LIB GRADE 17 | 507,590 | 36,250 | 80,959 | 426,631 | | 15.9% |
| .05 CERT.LIB GRADE 15 | 1,113,411 | 136,007 | 294,094 | 819,317 | | 26.4% |
| .06 CERT.LIB HOLIDAY & SUNDAY | 63,049 | | | 63,049 | | 0.0% |
| TOTAL CERT. LIBRARIANS | 2,278,500 | 243,863 | 534,973 | 1,743,527 | | 23.5% |
| 143 CLERICAL STAFF | | | | | | |
| .01 CLERICAL GRADE 11 | 112,980 | 13,428 | 30,488 | 82,492 | | 27.0% |
| .02 CLERICAL GRADE 9 | 106,064 | 3,823 | 6,553 | 99,511 | | 6.2% |
| .04 CLERICAL GRADE 5 | 165,703 | 26,800 | 59,854 | 105,849 | | 36.1% |
| .05 CLERICAL GRADE 3 | 53,810 | 6,443 | 14,389 | 39,421 | | 26.7% |
| .06 CLERICAL HOLIDAY & SUNDAY | 25,000 | | | 25,000 | | 0.0% |
| TOTAL CLERICAL STAFF | 463,557 | 50,494 | 111,284 | 352,273 | | 24.0% |
| 143 HOURLY STAFF | | | | | | |
| .11 BOOKSHELVERS-ADULT | 70,000 | 5,173 | 12,533 | 57,467 | | 17.9% |
| .12 BOOK SHELVERS-CHILDREN | 22,000 | 2,690 | 5,538 | 16,462 | | 25.2% |
| .13 ENGLISH AS A SECOND LANGUA | 33,000 | 4,029 | 7,427 | 25,573 | | 22.5% |
| .14 ISD | 110,000 | 5,488 | 13,068 | 96,932 | | 11.9% |
| .15 COLLECTION MANAGEMENT | 50,000 | 7,833 | 16,136 | 33,864 | | 32.3% |
| .16 INTERLOANS | 9,000 | 1,377 | 2,707 | 6,293 | | 30.1% |
| .17 PERIODICAL SERVICE DESK | 11,000 | | | 11,000 | | 0.0% |
| .18 PROCESSING OF BOOKS | 30,000 | 3,299 | 6,723 | 23,277 | | 22.4% |
| .19 TECHNICIANS-MEDIA | 15,000 | 1,715 | 4,093 | 10,907 | | 27.3% |
| .21 STUDENT COMPUTER AIDS | 65,000 | 6,180 | 13,025 | 51,975 | | 20.0% |
| .22 SUNDAY & HOLIDAYS - SUPPORT | 35,000 | 184 | 184 | 34,816 | | 0.5% |
| .23 INFO. TECH SPEC. II | 19,000 | 2,178 | 4,222 | 14,778 | | 22.2% |
| .24 COMMUNITY OUTREACH | 8,000 | 1,558 | 3,044 | 4,956 | | 38.1% |
| TOTAL HOURLY STAFF | 477,000 | 41,704 | 88,700 | 388,300 | | 18.6% |
| 143 BUILDING STAFF | | | | | | |
| .31 CUSTODIAL | 254,220 | 30,253 | 67,564 | 186,656 | | 26.6% |
| .32 HOLIDAYS & SUNDAY - CUSTODIA | 22,873 | 160 | 399 | 22,474 | | 1.7% |
| TOTAL BUILDING STAFF | 277,093 | 30,413 | 67,963 | 209,130 | | 24.5% |
| SEPARATION PAYOUTS | | | | | | N/A |

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For the Three Months Ended September 30, 2020
25% of Budget Expensed

| | Budget | September 30, 2020 | | Balance Remaining | % of Annual Budget |
|-------------------------------------|------------|--------------------|--------------|-------------------|--------------------|
| | | One Month | Three Months | | |
| EXPENDITURES (CONTINUED) | | | | | |
| 9030.8 SOCIAL SECURITY | \$ 267,455 | \$ 31,772 | \$ 59,008 | \$ 208,447 | 22.1% |
| 9040.8 WORKER'S COMPENSATION | 38,000 | 26,592 | 26,592 | 11,408 | 70.0% |
| 9045.8 DISABILITY INSURANCE | 10,000 | (355) ^① | (595) | 10,595 | -6.0% |
| 9050.8 UNEMPLOYMENT INSURANCE | 600 | | 8,562 | (7,962) | 1427.0% |
| 9060.8 HOSPITAL & MEDICAL INSURANCE | | | | | |
| .01 MEDICAL | 844,057 | 175,928 | 227,045 | 617,012 | 26.9% |
| .02 DENTAL | 26,512 | 5,685 | 7,375 | 19,137 | 27.8% |
| .03 EYECARE | 2,000 | 150 | 1,069 | 931 | 53.5% |
| TOTAL HOSPITAL & MEDICAL INSURANCE | 872,569 | 181,763 | 235,489 | 637,080 | 27.0% |
| 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 | 3,190 | 3,462 | 13,388 | 20.5% |
| .03 EQUIPMENT - BUILDING | 15,000 | 8,126 | 8,126 | 6,874 | 54.2% |
| TOTAL EQUIPMENT | 56,350 | 11,316 | 11,588 | 44,762 | 20.6% |
| 410 PRINT & INFORMATION SERVICES | | | | | |
| .05 BOOKS-FICTION | 50,000 | 568 | 584 | 49,416 | 1.2% |
| .06 BOOKS-NON-FICTION | 50,000 | 381 | 373 | 49,627 | 0.7% |
| .07 BOOKS-REFERENCE | 35,000 | 1,212 | 5,006 | 29,994 | 14.3% |
| .08 BOOKS-CHILDREN | 23,500 | 263 | 387 | 23,113 | 1.6% |
| .09 BOOKS-AUDIO & ELECTRONIC | 75,000 | 20,669 | 26,184 | 48,816 | 34.9% |
| .10 BOOKS-YOUNG ADULT | 15,000 | 6 | 6 | 14,994 | |
| TOTAL PRINT & INFORMATION SERVICES | 248,500 | 23,099 | 32,540 | 215,960 | 13.1% |
| 411 MACHINE READABLE MATERIAL | | | | | |
| .02 REFERENCE SOFTWARE | 60,000 | 12,462 | 13,529 | 46,471 | 22.5% |
| .03 COMPUTER SOFTWARE | 35,000 | 5,631 | 7,952 | 27,048 | 22.7% |
| TOTAL MACHINE READABLE MATERIAL | 95,000 | 18,093 | 21,481 | 73,519 | 22.6% |
| 413 SERIALS | | | | | |
| .01 MICROFORM | 4,500 | | | 4,500 | 0.0% |
| .02 NON-MICROFORM | 32,000 | 25,818 | 26,065 | 5,935 | 81.5% |
| TOTAL SERIALS | 36,500 | 25,818 | 26,065 | 10,435 | 71.4% |
| 417 A-V MATERIALS | | | | | |
| .02 CHILDREN'S MATERIALS | 6,000 | 63 | 63 | 5,937 | 1.1% |
| .03 DVD | 35,000 | 4,217 | 4,656 | 30,344 | 13.3% |
| .05 Digital Media | 20,000 | 484 | 2,563 | 17,437 | 12.8% |
| TOTAL A-V MATERIALS | 61,000 | 4,764 | 7,282 | 53,718 | 11.9% |
| 417 AUDIO RECORDINGS | | | | | |
| .11 VIDEO GAME COLLECTION | 10,000 | 1,531 | 733 | 9,267 | 7.3% |
| .12 COMPACT DISKS | 6,000 | 1,400 | 1,421 | 4,579 | 23.7% |
| TOTAL AUDIO RECORDINGS | 16,000 | 2,931 | 2,154 | 13,846 | 13.5% |
| 417 A-V RENTAL & MAINTENANCE | | | | | |
| .21 FILM RENTAL-ADULT | 3,000 | | 83 | 2,917 | 2.8% |
| .24 MAINT. & REPAIRS | 1,000 | | | 1,000 | 0.0% |
| .25 BULBS | 500 | | | 500 | 0.0% |
| TOTAL A-V RENTAL & MAINTENANCE | 4,500 | | 83 | 4,417 | 1.8% |

^① Employee contributions for disability exceed premiums for the month.

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For the Three Months Ended September 30, 2020
25% of Budget Expensed

| | Budget | September 30, 2020 | | Balance Remaining | % of Annual Budget |
|----------------------------------|---------------|---------------------------|---------------------|--------------------------|---------------------------|
| | | One Month | Three Months | | |
| EXPENDITURES (CONTINUED) | | | | | |
| 430 OFFICE & LIBRARY SUPPLIES | | | | | |
| .01 ADULT SERVICES | \$ 600 | \$ 493 | \$ 845 | \$ (245) | 140.8% |
| .02 CHILDREN'S SERVICES | 3,500 | 25 | 137 | 3,363 | 3.9% |
| .03 COLLECTION MANAGEMENT | 800 | 401 | 621 | 179 | 77.6% |
| .04 COMMUNITY INFO | 1,000 | | | 1,000 | 0.0% |
| .05 COMPUTER SERVICES | 7,600 | 4,683 | 5,292 | 2,308 | 69.6% |
| .06 INFO SERVICES | 700 | | 29 | 671 | 4.1% |
| .07 MEDIA SERVICES | 3,100 | | 103 | 2,997 | 3.3% |
| .08 GENERAL OFFICE SUPPLIES | 20,000 | | 2,264 | 17,736 | 11.3% |
| .09 ORAL HISTORY/SPECIAL COLLEC | 2,500 | | | 2,500 | 0.0% |
| .10 TECHNICAL SERVICES | 8,500 | 18 | 340 | 8,160 | 4.0% |
| .11 OFFICE EQUIPMENT | 17,000 | 427 | 1,806 | 15,194 | 10.6% |
| .12 YOUNG ADULT | 400 | | | 400 | 0.0% |
| TOTAL OFFICE & LIBRARY SUPPLIES | <u>65,700</u> | <u>6,047</u> | <u>11,437</u> | <u>54,263</u> | <u>17.4%</u> |
| 431 TELEPHONE | | | | | |
| .01 TELEPHONE | 26,000 | 1,250 | 5,827 | 20,173 | 22.4% |
| .02 TELEPHONE MAINTENANCE | 5,000 | | 2,261 | 2,739 | 45.2% |
| TOTAL TELEPHONE | <u>31,000</u> | <u>1,250</u> | <u>8,088</u> | <u>22,912</u> | <u>26.1%</u> |
| 433 POSTAGE & FREIGHT | | | | | |
| .01 POSTAGE - FREIGHT | <u>25,000</u> | <u>261</u> | <u>261</u> | <u>24,739</u> | <u>1.0%</u> |
| 434 PRINTING | | | | | |
| .01 PRINTED INFO | 7,000 | 1,329 | 1,454 | 5,546 | 20.8% |
| .04 DISPLAYS & EXHIBITIONS | 5,500 | 276 | 636 | 4,864 | 11.6% |
| .05 LEGAL ADVERTISING | 5,000 | | | 5,000 | 0.0% |
| .08 NEWSLETTERS | 23,000 | 5,582 | 8,398 | 14,602 | 36.5% |
| TOTAL PRINTING | <u>40,500</u> | <u>7,187</u> | <u>10,488</u> | <u>30,012</u> | <u>25.9%</u> |
| 435 TRAVEL & MILEAGE | | | | | |
| .01 MEETINGS | 15,000 | | 25 | 14,975 | 0.2% |
| .02 MILEAGE | 3,000 | | | 3,000 | 0.0% |
| .03 STAFF DEVELOPMENT | 2,000 | | 474 | 1,526 | 23.7% |
| TOTAL TRAVEL & MILEAGE | <u>20,000</u> | | <u>499</u> | <u>19,501</u> | <u>2.5%</u> |
| 436 ALIS/NLS OPERATING SYSTEM | | | | | |
| .01 CIRCULATION CHARGES | 35,000 | 9,542 | 9,542 | 25,458 | 27.3% |
| .02 OPAC/CONCURRENT SESSION C | 20,000 | 5,780 | 5,780 | 14,220 | 28.9% |
| .03 NLS | 33,000 | 34,098 | 34,098 | (1,098) | 103.3% |
| TOTAL ALIS/NLS OPERATING SYSTEM | <u>88,000</u> | <u>49,420</u> | <u>49,420</u> | <u>38,580</u> | <u>56.2%</u> |
| 437 PROGRAM SERVICES | | | | | |
| .01 PROGRAMS -ADULT | 16,000 | 2,675 | 4,100 | 11,900 | 25.6% |
| .02 PROGRAMS - YOUNG ADULT | 7,500 | 450 | 750 | 6,750 | 10.0% |
| .03 PROGRAMS - JUVENILE | 22,000 | 1,356 | 2,027 | 19,973 | 9.2% |
| .07 MEETING ROOM EXPENSES | 1,000 | | | 1,000 | 0.0% |
| .08 OTHER PROGRAM SUPPORT | 10,000 | | | 10,000 | 0.0% |
| .13 MEDIA PROGRAMS | 8,500 | 1,400 | 1,400 | 7,100 | 16.5% |
| TOTAL PROGRAM SERVICES | <u>65,000</u> | <u>5,881</u> | <u>8,277</u> | <u>56,723</u> | <u>12.7%</u> |
| 438 MEMBERSHIPS | | | | | |
| .01 MEMBERSHIPS | <u>7,000</u> | | | <u>7,000</u> | <u>0.0%</u> |
| 439 RENTAL, REPAIR, MAINTENANCE | | | | | |
| OFFICE EQUIPMENT | | | | | |
| .01 EQUIPMENT | 14,000 | 2,311 | 2,311 | 11,689 | 16.5% |
| .02 COPY EQUIPMENT | 14,500 | 4,490 | 6,133 | 8,367 | 42.3% |
| .04 COMPUTER | 1,000 | | | 1,000 | 0.0% |
| .06 PIANO | 1,000 | | | 1,000 | 0.0% |
| TOTAL RENTAL REPAIR, MAINTENANCE | | | | | |
| OFFICE EQUIPMENT | | | | | |
| | <u>30,500</u> | <u>6,801</u> | <u>8,444</u> | <u>22,056</u> | <u>27.7%</u> |

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For the Three Months Ended September 30, 2020
25% of Budget Expensed

| | Budget | September 30, 2020 | | | Balance Remaining | % of Annual Budget |
|--------------------------------------|---------------------|--------------------|---------------------|---------------------|-------------------|--------------------|
| | | One Month | Three Months | | | |
| EXPENDITURES (CONTINUED) | | | | | | |
| 440 BUSINESS SERVICES | | | | | | |
| .01 ACCOUNTING | \$ 54,000 | \$ 9,400 | \$ 14,100 | \$ 39,900 | | 26.1% |
| .02 AUDIT | 18,500 | | | 18,500 | | 0.0% |
| .05 ELECTION | 5,000 | | | 5,000 | | 0.0% |
| .06 LEGAL | 12,000 | 2,995 | 3,541 | 8,459 | | 29.5% |
| .07 PAYROLL | 23,500 | 1,824 | 2,090 | 21,410 | | 8.9% |
| .09 OTHER | 20,000 | 2,909 | 5,223 | 14,777 | | 26.1% |
| .10 SECURITY SERVICES | 45,000 | 7,466 | 11,291 | 33,709 | | 25.1% |
| .11 COMPUTER SERVICES | 60,040 | 9,064 | 13,596 | 46,444 | | 22.6% |
| .13 CREDIT CARD FEES | 2,000 | 209 | 387 | 1,613 | | 19.4% |
| TOTAL BUSINESS SERVICES | <u>240,040</u> | <u>33,867</u> | <u>50,228</u> | <u>189,812</u> | | 20.9% |
| 450 FUEL & UTILITIES | | | | | | |
| .01 ELECTRICITY | 129,250 | 17,611 | 33,814 | 95,436 | | 26.2% |
| .02 FUEL | 40,560 | 39 | 74 | 40,486 | | 0.2% |
| .03 WATER POLLUTION CONTROL TA | 6,160 | | | 6,160 | | 0.0% |
| .04 WATER TAX | 5,100 | 1,151 | | 5,100 | | 0.0% |
| TOTAL FUEL & UTILITIES | <u>181,070</u> | <u>18,801</u> | <u>33,888</u> | <u>147,182</u> | | 18.7% |
| 451 CUSTODIAL SUPPLIES | | | | | | |
| .01 BULBS | 10,200 | | | 10,200 | | 0.0% |
| .02 HOUSEKEEPING MAINT | 14,500 | 1,975 | 3,872 | 10,628 | | 26.7% |
| .03 UNIFORMS | 1,000 | 462 | | 1,000 | | 0.0% |
| .04 CLEANING SERVICES | 43,200 | | | 43,200 | | 0.0% |
| TOTAL CUSTODIAL SUPPLIES | <u>68,900</u> | <u>2,437</u> | <u>3,872</u> | <u>65,028</u> | | 5.6% |
| 452 REPAIRS TO BLDG & BLDG EQUIP. | | | | | | |
| .01 REPAIR TO BUILDING | 60,000 | | 1,620 | 58,380 | | 2.7% |
| .02 SUPPLIES FOR BUILDING | 20,000 | 3,011 | 6,951 | 13,049 | | 34.8% |
| .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. | <u>100,000</u> | <u>3,011</u> | <u>9,010</u> | <u>90,990</u> | | 9.0% |
| 454 INSURANCE | | | | | | |
| .01 INSURANCE | <u>70,000</u> | | | <u>70,000</u> | | 0.0% |
| 455 OTHER OPER. & MAINT. | | | | | | |
| .01 MECHANICAL CONTRACTS | 32,000 | 1,062 | 12,310 | 19,690 | | 38.5% |
| .02 GROUND MAINT. CONTRACTS | 25,000 | 2,543 | 3,940 | 21,060 | | 15.8% |
| .03 BUILDING MAINT CONTRACT | 19,500 | 551 | 1,248 | 18,252 | | 6.4% |
| TOTAL OTHER OPER. & MAINT. | <u>76,500</u> | <u>4,156</u> | <u>17,498</u> | <u>59,002</u> | | 22.9% |
| DEBT SERVICE | | | | | | |
| INSTALLMENT DEBT- PRINCIPAL | - | 724 | 1,088 | (1,088) | | N/A |
| INSTALLMENT DEBT INTEREST | - | 105 | 156 | (156) | | N/A |
| TOTAL DEBT SERVICE | | <u>829</u> | <u>1,244</u> | <u>(1,244)</u> | | N/A |
| INTERFUND TRANSFERS | | | | | | |
| OPERATING TRANSFERS OUT | <u>564,000</u> | | - | <u>564,000</u> | | 0.0% |
| TOTAL EXPENDITURES | <u>\$ 7,382,264</u> | <u>\$ 832,215</u> | <u>\$ 1,445,823</u> | <u>\$ 5,936,441</u> | | 19.6% |
| NET CHANGE IN FUND BALANCE | | | | 59,844 | | |
| FUND BALANCE, BEGINNING OF YEAR | | | | <u>4,248,438</u> | | |
| FUND BALANCE, END OF YEAR | | | | <u>\$ 4,308,282</u> | | |

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues, Expenditures and Changes in Fund Balances -
Special Revenue, Capital Projects and Permanent Funds
For the Three Months Ended September 30, 2020
25% of Budget Expensed

| | Special Revenue | Capital Projects | Permanent |
|---------------------------------------|--------------------|---------------------|-------------------|
| REVENUES | | | |
| Interest income | \$ 236 | \$ 17 | \$ 53 |
| Miscellaneous revenue | <u>37,481</u> | | |
| Total Revenues | <u>37,717</u> | 17 | 53 |
| EXPENDITURES | | | |
| Program expenses | <u>15,545</u> | 39,044 | |
| OTHER FINANCING SOURCES (USES) | | | |
| Operating transfers in | 53 | - | - |
| Operating transfers (out) | | | (53) |
| Total Other Financing Sources (Uses) | 53 | - | (53) |
| Net Change in Fund Balance | 22,225 | (39,027) | - |
| Fund Balance - Beginning of year | <u>670,920</u> | <u>850,163</u> | <u>135,005</u> |
| Fund Balance - End of month | <u>\$ 693,145</u> | <u>\$ 811,136</u> | <u>\$ 135,005</u> |

PORT WASHINGTON PUBLIC LIBRARY
Detailed Schedule of Fund Balance
Special Revenue Fund
For the Three Months Ended September 30, 2020

Assigned for Special Programs

| | |
|--|-------------------|
| PUBLICATION FUND | \$ 6,918 |
| FRIENDS OF THE LIBRARY | 19,424 |
| FRIENDS OF THE LIBRARY-BOGEN | 28,073 |
| EPSTEIN BOOK FUND | 359 |
| NLS BULLET AID | 30,816 |
| 9/11 PROJECT - 10/02 - SHODELL | 128 |
| NYS MEDIA ROOM RENO GRANT | 11,890 |
| NLS STATE GRANT COMPUTERS | 666 |
| FOUNDATION GRANT CAREER COACHING | 9,224 |
| AMERICAN GIRL DOLLS | 724 |
| NYS CONSTRUCTION GRANT | 20,635 |
| ESL GRANT SUPPLIES/MATERIALS | 742 |
| HOMEGROWN READERS | 15,615 |
| NYS LOBBY RENOVATION GRANT | 21,820 |
| ADULT LITERACY GRANT/BOOKS FOR DESSERT | 24,281 |
| JOB SEARCH BOOT CAMP GRANT | 10,004 |
| CONSTRUCTION GRANT | 561 |
| MISC. GRANTS | - |
| CHILDRENS GRANT | 2,053 |
| TEPPER INTERGENERATIONAL | 901 |
| SPIELMAN STORY TELLING | 364 |
| SALTZMAN GRANT | 6,237 |
| ZUCKER GRANT | 5,710 |
| OUTDOOR WIFI | 5,000 |
| NEA CREATIVE READERS | 2,150 |
| MISCELLANEOUS WORKSHOPS | 30,453 |
| UNGER/BESLTY MEMORIAL - TERRACE | 10,636 |
| VERA FIDDLER | 256 |
| ART ADVISORY COUNCIL | 3,382 |
| MUSIC ADVISORY COUNCIL | 9,853 |
| HEALTH ADVISORY COUNCIL | 35,674 |
| BURTIS | 18,735 |
| UNDERHILL | 23,096 |
| BROWN | 5,658 |
| FENDRICK MEMORIAL | 1,262 |
| MORSE FUND | 1,801 |
| BRONSON | 10,588 |
| S. STEYN MEMORIAL | 7,640 |
| SPECIAL TRUST ACCOUNT (MISC) | 2,614 |
| WHITTEMORE MEMORIAL | 2,059 |
| ROBERT STERN | 100 |
| NAUTICAL CENTER | 273,179 |
| CHILDREN'S ADVISORY COUNCIL | 6,550 |
| HEALTH INFORMATION - ANTI SMOKING | 19,269 |
| GOODMAN ASSISTIVE TECHNOLOGY | 6,045 |
| | <u>\$ 693,145</u> |

PORT WASHINGTON PUBLIC LIBRARY

Miscellaneous Revenue

For the Year Ended June 30, 2021

| | Jul-20 | Aug-20 | Sep-20 | Oct-20 | Nov-20 | Dec-20 | Jan-21 | Feb-21 | Mar-21 | Apr-21 | May-21 | Jun-21 | Total |
|-----------------------------------|-----------|----------|-----------|----------|-----------|-----------------|-----------|----------|-----------|----------|-----------|----------|--------------------|
| | \$ | | | | | | | | | | | | \$ |
| Ear Phones | | | | | | | | | | | | | |
| Flash Disc | | | | | | | | | | | | | |
| Consolidated Vending | | | | | | | | | | | | | |
| (My Healthy Thing | | | | | | | | | | | | | |
| Meeting Room Usage | | | | | | | | | | | | | |
| NYS Sales Tax | | | | | | | | | | | | | |
| MetLife Dividend | | | | | | | | | | | | | |
| Better World Books | | | | | | | | | | | | | |
| Utica Dividend | | | | | | | | | | | | | |
| ESOL Bid | | | | | | | | | | | | | |
| NLS Erata | | | | | | | | | | | | | |
| NLS direct access | | | | | | | | | | | | | |
| NLS MTA Offset | | | | | | | | | | | | | |
| Broadview Erata | | | | | | | | | | | | | |
| Venzon Erata | | | | | | | | | | | | | |
| Quench USA | | | | | | | | | | | | | |
| Poland Spring Direct | | | | | | | | | | | | | |
| E-Rate Reimbursement | | | | | | | | | | | | | |
| Backpack/Totes/Vision/Hats | | | | | | | | | | | | | |
| Money used to test self check | | | | | | | | | | | | | |
| Televerbend - Commission | | | | | | | | | | | | | |
| Vending Machine Refund | | | | | | | | | | | | | |
| Credit Card Point Credit | | | | | | | | | | | | | |
| Misc. Cash | | | | | | | | | | | | | |
| Local History Image | | | | | | | | | | | | | |
| Sales tax payment | | | | | | | | | | | | | |
| NYS Unclaimed Funds | | | | | | | | | | | | | |
| Statistics | | | | | | | | | | | | | |
| All IS e-commerce | | | | | | | | | | | | | |
| Res./Non-Res. Card | | | | | | | | | | | | | |
| Donation | | | | | | | | | | | | | |
| Business Card | | | | | | | | | | | | | |
| Volunteer Branch | | | | | | | | | | | | | |
| Refund of Prior Year | | | | | | | | | | | | | |
| ReadyRefresh- Nestle | | | | | | | | | | | | | |
| Fischer Magic Sales | | | | | | | | | | | | | |
| Sale of Old Records to Mr. Cheapo | | | | | | | | | | | | | |
| Totals | \$ | - | \$ | - | \$ | 1,270.18 | \$ | - | \$ | - | \$ | - | \$ 1,270.18 |

Port Washington Public Library
Variance Report
As of September 30, 2020

Expenditures

- 9040.8 Workers Compensation – Payment of premium for workers compensation insurance
- 9060.803 Eyecare – Paid Eyecare insurance for September
- 203.03 Equipment Building – Mitel Officelink with Cloudlink - (phone system software – 50% deposit)
- 413.02 Non-Microform – Renewal of multiple subscriptions for 2020-21
- 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
- 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

June 30, 2020

General Fund Budget Transfers

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

To:

| Code | Description | Total |
|--------|---|---------------------|
| 141.01 | SALARIES: CERTI. LIB. GRADE 29-27-25 | 2,000.00 |
| 141.03 | SALARIES: CERT. LIB GRADE 19 | 5,000.00 |
| 143.01 | SALARIES: CLERICAL GRADE 11 | 1,500.00 |
| 143.04 | SALARIES: CLERICAL GRADE 5 | 24,000.00 |
| 143.05 | SALARIES: CLERICAL GRADE 3 | 600.00 |
| 143.11 | SALARIES: BOOK SHELVERS - ADULT | 2,000.00 |
| 143.15 | SALARIES: COLLECTION MANAGEMENT | 9,900.00 |
| 143.16 | SALARIES: INTERLOANS | 1,400.00 |
| 143.18 | SALARIES: PROCESSING OF BOOKS | 4,200.00 |
| 143.19 | SALARIES: TECHNICIANS | 3,800.00 |
| 143.21 | SALARIES: STUDENT COMPUTER AIDS | 9,400.00 |
| 143.24 | SALARIES: COMMUNITY OUTREACH | 1,900.00 |
| 143.31 | SALARIES: CUSTODIAL | 3,100.00 |
| 417.05 | A-V MATERIALS: DIGITAL MEDIA | 6,600.00 |
| 440.11 | PROFESSIONAL SERVICES: COMPUTER SERV | 3,000.00 |
| 434.01 | PUBLICITY AND PRINTING: PRINTED INFO | 700.00 |
| 439.02 | RENT, REPAIR & MAINT. OFFICE EQUIP.: CC | 1,100.00 |
| 439.04 | RENT, REPAIR & MAINT. OFFICE EQUIP.: CC | 500.00 |
| 431.01 | TELEPHONE: TELEPHONE | 3,900.00 |
| 452.02 | REPAIRS: SUPPLIES FOR BUILDING | 4,400.00 |
| 452.04 | REPAIRS: REPAIRS TO EQUIPMENT | 600.00 |
| 9050.1 | EMPLOYEE BENEFITS: UNEMPLOYMENT | 8,000.00 |
| | | <u>\$ 97,600.00</u> |

From:

| | | |
|--------|---|---------------------|
| 141.02 | SALARIES: CERT. LIB GRADE 21 | 68,800.00 |
| 417.03 | A-V MATERIALS: DVD | 6,600.00 |
| 440.1 | PROFESSIONAL SERVICES: SECURITY SERVIC | 3,000.00 |
| 434.08 | PUBLICITY AND PRINTING: DISPLAYS & EXH | 700.00 |
| 439.01 | RENT, REPAIR & MAINT. OFFICE EQUIP.: EC | 1,600.00 |
| 413.01 | SERIALS: MICROFORM | 3,900.00 |
| 452.01 | REPAIRS: REPAIR TO BUILDING | 5,000.00 |
| 9060.1 | EMPLOYEE BENEFITS: MEDICAL | 8,000.00 |
| | | <u>\$ 97,600.00</u> |



Certified Public Accountants
1650 Route 112 • Port Jefferson Station • New York 11776-3060

Memo

To: Port Washington Library Board of Directors
From: Donald Hoffmann, CPA
Date: October 9, 2020
RE: Library's 2019-20 Year End

We have closed the Library's books for the year ended June 30, 2020. As part of the process we want to provide the Board with the actual results of operations for the year so that it can make decisions regarding the allocation of year end fund balances. As you are aware, these are preliminary numbers and are subject to change after the Library's annual audit is complete.

General fund's unassigned fund balance at June 30, 2020 before any Board authorized adjustments:

June 30, 2019

| | |
|--------------------------|------------|
| Unassigned: Fund Balance | \$ 965,391 |
|--------------------------|------------|

July 1, 2019 - June 30, 2020

| | |
|-------------------------------|---------------|
| Actual Revenue Budget Surplus | |
| Other revenue | <u>60,245</u> |
| | 60,245 |

| | |
|-----------------------------------|----------------|
| Actual Expenditure Budget Surplus | |
| Salaries | 225,104 |
| Utilities | 67,054 |
| Hospital & medical insurance | 144,068 |
| Other benefits | 78,934 |
| Other expenses | <u>147,907</u> |
| | 663,067 |

| | |
|--|-----------|
| Assigned: Appropriated for subsequent year's | (150,000) |
|--|-----------|

| | |
|---|---------|
| Use of capital assignment for subsequent year's | 100,000 |
|---|---------|

| | |
|---|---------|
| Unused appropriated assignment for terminal leave | (5,647) |
|---|---------|

| | |
|---------------------------------|---------------|
| Change in Nonspendable prepaids | <u>55,643</u> |
|---------------------------------|---------------|

June 30, 2020

| | |
|--------------------------|---------------------|
| Unassigned: Fund Balance | <u>\$ 1,688,699</u> |
|--------------------------|---------------------|



Certified Public Accountants
1650 Route 112 • Port Jefferson Station • New York 11776-3060

Total fund balance is comprised of the Library's nonspendable, assigned, and unassigned fund balance. A breakdown of these categories is shown in the following pages. The operating surplus can also be viewed in total fund balance as follows:

June 30, 2019

| | |
|--------------------|--------------|
| Total Fund Balance | \$ 3,740,400 |
|--------------------|--------------|

July 1, 2019 - June 30, 2020

| | |
|----------------|-----------|
| Actual Revenue | 7,292,509 |
|----------------|-----------|

Less:

| | |
|--------------------|--------------------|
| Actual Expenditure | <u>(6,785,564)</u> |
|--------------------|--------------------|

| | |
|-------------------------|---------|
| Total Operating Surplus | 506,945 |
|-------------------------|---------|

June 30, 2020

| | |
|--------------------|---------------------|
| Total Fund Balance | <u>\$ 4,247,345</u> |
|--------------------|---------------------|

Explanation of Budget Shortfalls/Surpluses

An explanation of the surpluses, other than the "other expense" category, are as follows:

Revenues:

- Overall revenues were over budget by \$60,245. This surplus was primarily due to the Library earning more in PILOT (\$35,050), interest during the year than budgeted (\$35,193) and more in miscellaneous revenue (\$17,576) than anticipated. These surpluses were offset by the Library receiving less than anticipated in fines, fees, commissions and other charges (\$29,735) than anticipated.

Expenditures:

- Salaries – The actual expenditures were approximately \$225,000 below the budget. The original budget was developed based upon the employee list at that time. The Library saw a savings due to retirement positions that were not filled and budgeted vacancies that were not filled. In addition, salary increases were less than anticipated during budgeting time. The 2019-2020 budget provided for a 2.25% increase in salaries.
- Utilities – The increase in utility costs was less than the amount anticipated during budgeting time. This is partially due to the Library being closed as a result of the COVID-19 pandemic. The actual expenditures were approximately \$67,000 below budget.

- Hospital and medical insurance – The increase in hospital and medical insurance was less than the amount anticipated during budgeting time. The actual expenditures were approximately \$144,000 below the budget.
- Other Benefits – The budget surplus in other benefits is largely within social security and the state retirement system. The surplus in social security and the state retirement system is directly related to the budget surplus within salaries.

Board Considerations

Over the years the Board has generally tried to maintain the unassigned fund balance at between 5% and 10% of its next year's budget. Before any final adjustments, the June 30, 2020 unassigned fund balance is 22.9% (\$1,688,699/\$7,382,264) of the Library's 2020-2021 budget.

In addition to maintaining financial stability the Library is faced with three pressing financial needs. These needs are:

- Maintaining a healthy fund balance while staying within the property tax cap. The tax Cap Limit is the lesser of CPI increase or 2%. We anticipate that the CPI increase for the 2021-22 year will be approximately in the range of 1.3 to 1.6%.
- Potential payouts to retiring employees (i.e., terminal leave). These payouts would normally be based on current contractual obligations; however, this funding would be critical if the Library were to offer an early retirement incentive. The long term liability for terminal leave payments is approximately \$797,806 and the Library has designated \$421,634 to help offset these payments.
- Future capital projects, such as the items defined in the five year capital plan. The Library has traditionally funded future capital projects through designations since it is not permitted to use capital reserves. Systematically building up a designation prior to doing a capital project avoids having to significantly increase the budget in the year of the project or borrowing through bond issuance.



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Currently, the Total Fund Balance is as follows:

| | <u>June 30, 2019</u> | <u>June 30, 2020</u> |
|---|----------------------|----------------------|
| Nonspendable: | | |
| Prepays | \$ 84,081 | \$ 28,438 |
| Assigned: | | |
| Appropriated for subsequent year's expenditures | 150,000 | 150,000 |
| Capital projects | 1,837,333 | 1,737,333 |
| Retirement contribution | 221,241 | 221,241 |
| Terminal leave | 464,487 | 421,634 |
| Unappropriated fund balance | 17,867 | - |
| Unassigned: Fund balance | 965,391 | 1,688,699 |
| Total Fund Balances | <u>\$ 3,740,400</u> | <u>\$ 4,247,345</u> |

Recommendations

In order to reduce the Unassigned Fund Balance to the desired rate of 10% we recommend the Board designate \$300,000 to fund future capital projects and an additional \$100,000 to the designation for terminal leave.

Approving the above recommendation will address the Library's future financial needs and at the same time enable the Library to maintain overall financial stability. The Capital Projects Assignment would increase from \$1,737,333 to \$2,037,333 and the assignment for terminal leave would increase from \$421,634 to \$521,634. This will aid in the funding for the items outlined in the Library's five year capital plan and would set aside funds for costs associated with future retirements.

If the Board were to approve this designation the June 30, 2020 unassigned fund balance would be reduced to \$1,288,699 or 17.5% of the Library's 2020-2021 budget.

Port Washington Public Library

Board Resolution

October 31, 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 |
|---------|------------------------------|--------------------------|
| A9785.6 | Installment Debt - Principal | 4,300.00 |
| A9785.7 | Installment Debt - Interest | 750.00 |
| A430.01 | Adult Services | 250.00 |
| A436.03 | NLS | 1,100.00 |
| | | <hr/> <u>\$ 6,400.00</u> |

From:

| | | |
|-----------|------------------------------|--------------------------|
| A9060.801 | Hospital & Medical Insurance | 6,400.00 |
| | | <hr/> <u>\$ 6,400.00</u> |



architects + engineers

538 Broad Hollow Road, 4th Floor East
Melville, NY 11747 | tel 631.756.8000

September 16, 2020

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

**Re: Proposal for Construction Documentation and Construction Administration Services
for Adult Learning Center Roof Replacement at Port Washington Public Library
H2M Proposal No: LP20-1114**

Dear Director Klang:

It has been a pleasure working with you and the Library Board on the Façade Restoration project, and we respectfully submit this request for additional services and fee revision for professional architectural services in conjunction with the above-reference project at the Port Washington Public Library.

Our original contract LP20-0239 dated 2/6/2020 includes sealant and gasket replacement on the Adult Learning Center clerestory windows in the as part of the Façade Restoration project. Per our 90% coordination meeting on 8/31/2020, it is our understanding that the water infiltration issues at the Adult Learning Center have worsen. To prevent advanced degradation of the new gaskets and sealants due to existing roof leaks, the Library has requested H2M to provide a fee proposal to include replacement of the aluminum splayed roof above the Adult Learning Center in this project, to be bid out as an Add Alternate.

In comparing the 1999 as-built drawings prepared by Donald & Liisa Sclare Architects and the approved roofing submittals prepared by the project's roofing subcontractor, it is unclear if the existing roof substrate is lightweight concrete as specified, or has been substituted with another material that may have become saturated and needs to be replaced as part of the roof replacement project.

Also, per our 2017 Facility Evaluation Report, the roof framing over the computer area had begun to rust. At that time it appeared that the framing was still structurally sound, but it may have further deteriorated due to water infiltration. We will need to perform destructive probes above the ceiling to confirm the structural integrity of the framing, to ascertain that the substrate for the aluminum soffit panels is in good condition.

Based upon our virtual meeting on 9/14/2020 and the aforementioned, H2M recommends the following investigative services to be performed, to further understand the existing material composition and extent of damage caused, which would help determine the best course of remedial action. Upon completion of the investigation, H2M will prepare additional construction documents for the roof replacement to be included in the Façade Restoration drawings as an Add Alternate, and provide construction administration services for the roof replacement portion of the project.

A. Scope of Additional Services:

Task 1A - Infrared & Nuclear Roof Moisture Analysis at the Adult Learning Center Roof

- H2M will retain a subconsultant for required infrared and nuclear roof moisture analysis to determine the locations and extent of moisture within the roof substrate above the Adult Learning Center.
- H2M will coordinate between the Library, its Façade Consultant and our subconsultant regarding work, scheduling and documentation to obtain required infrared and nuclear analysis.

- Subconsultant will perform a visual and infrared thermographic survey of the roof above the Adult Learning Center to detect areas of sub-surface moisture, including the use of a nuclear gauge. (Note: The Library shall provide supervision personnel at night for the subconsultant to perform infrared survey obtain high-quality information.)
- Subconsultant will extract selected core samples from the existing roof and document roof components and effective R-Values. They will also take selected core samples and/or moisture probes of the roof to verify the presence of water. (Note: All test cuts performed during the inspection shall be filled and sealed using compatible materials and National Roofing Contractors Association (NRCA) approved techniques.)
- Subconsultant will mark out the affected areas on the roof membrane with long-lasting spray paint.
- Subconsultant will provide one (1) full-color comprehensive report documenting the survey techniques and findings, including the following information:
 - Weather Conditions
 - Thermographic and Nuclear Testing Principles
 - Roof Construction Details
 - Survey Procedures
 - Thermograms (digital infrared images) and control photos (digital visible light images taken during the survey) of sample areas of wet insulation observed during the scan.
 - Scaled AutoCAD drawings of the roof(s) indicating areas of water-damage.
 - Summary of findings, including total square footage of roof, number of wet areas detected, total square footage of wet areas and its percentages to the total roof.

Task 2A – Invasive Probes above Adult Learning Center Ceiling

- H2M will perform destructive / invasive probes above the Adult Learning Center ceiling where damaged, to verify conditions of the structural steel framing, integrity of the aluminum soffit panel substrate, and saturation level of the ceiling insulation.
- Destructive openings will be coordinated with and repaired by the Library's Facilities Management.

Task 3A – Construction Documentation for Roof Replacement

- Conduct site visit(s) to field measure the existing roof above Adult Learning Center; input in AutoCAD 2019.
- Prepare Construction Documents, including but not limited to the following:
 - Enlarged Partial Roof Plan
 - Roof edge details (front, rear and sides)
 - Overhang details (front, rear and sides)
 - Base flashing details at low-slope roofing
 - Internal roof gutter and drain details
 - 3-Dimensional details at corner wall/roof intersections (front and rear)
- Research, evaluate and specify products to be used in this project, including:
 - Low-slope roofing
 - Aluminum roof panels
 - Roof drain
 - Aluminum panels
 - Soffit vents
 - Aluminum drip edge
- Revise Front-End and Division 1 specifications to include Add Alternate.
- Meeting with Library Director to review Construction Documentation progress at 90% completion point (budgeted as 1 meeting).
- Provide copies of progress drawings at meetings, as required.

- Prepare a Construction Cost Opinion for the Add Alternate Work and review with Owner.

Task 4A – Construction Administration for Roof Replacement

- Submittal Review: H2M will provide submittal reviews for products associated with the Roof Replacement work. Any required changes will be noted on the submittal until the submittal conforms to the design and contract drawings and specifications for the project.
- Construction Observation and Monitoring: During the construction meetings for the façade project, H2M will visit the site to observe project construction and monitor the progress of roof replacement work by the General Contractor. Any discussion relating to the roof replacement work will be incorporated into the meeting minutes for the façade restoration project.
- Substantial Completion Inspection: Upon substantial completion of the work, H2M will conduct a field inspection of the roof and prepare a list of any incomplete or unacceptable work, and incorporate noted deficient items into the punch list for the façade restoration work for issuance to the General Contractor.
- Manufacturer's Inspection: H2M will attend a roof inspection with a qualified representative from the roofing manufacturer to generate a list of corrective work required before the warranty can be issued.
- Closeout Documents: H2M will review manufacturer's and installer's warranties submitted by the General Contractor as part of the Operation & Maintenance Manuals.

B. Compensation Schedule:

I. Additional Services

- Since the scope of roof replacement work is dependent on our findings and therefore remains ambiguous at this point, H2M would propose an initial fee billable on an hourly rate in accordance with the attached fee schedule, with a not-to-exceed estimate of \$25,000, to provide the above investigative services and basic roof / panel replacement work *.
 - * The \$25,000 not-to-exceed estimate will be re-reviewed upon completion of the investigation, when a scope of roof replacement work can be confirmed. If it is determined that the substrates are in good condition as specified and no additional remediation work is required, our fees for Tasks 2A – 3A will be billed as a lump sum of \$25,000.
- The infrared roof scan will be billed to the library as a reimbursable expense, at a 1.1 multiplier for contract administration purposes.

| | | | |
|--|---|--|------------------|
| TASK 1A | Infrared & Nuclear Roof Moisture Analysis | Reimbursable Expense with 1.1 multiplier | \$ 2,475 |
| TASK 2A | Invasive Probes above Adult Learning Center Ceiling | Est. Hourly Rates: | 1,280 |
| TASK 3A | Construction Documentation - Roof Replacement | Est. Hourly Rates: | 20,920 |
| TASK 4A | Construction Administration | Est. Hourly Rates (based on 3-month duration): | 2,800 |
| Total Additional Services (assumed 3-month construction): | | | \$ 27,475 |

Our services will be provided in accordance with the AIA Document B101-2017 previously executed on 6/6/2020. Should the terms and conditions outlined in this proposal be acceptable to Port Washington Public Library, please return a signed copy of this correspondence.

We appreciate the opportunity to continue to work with the Port Washington Public Library on this project. If you have any questions or require further clarification, please feel free to contact the undersigned at Extension 1322.

Very truly yours,
H2M architects + engineers

Pansy Cheng, RA, CID, LEED AP
Senior Architect

Authorization for LP 20-0114



Michael J. Bonacasa, AIA
Senior Vice President

Signature

Date

Name and Title

encls: 9/16/2020 Fee Proposal - Infrared and Nuclear Roof Moisture Analysis
2020 H2M hourly rates



September 16, 2020

Pansy Cheng
H2M architects + engineers
538 Broad Hollow Rd
4th Floor East
Melville, NY 11747

QUOTATION: INFRA-RED AND NUCLEAR ROOF MOISTURE ANALYSIS AND MAP

This Quotation specifies the equipment used, procedures followed, fee charged, and services and documentation provided by Infra-red Analyzers, Inc. in determining the locations and extent of moisture within your roof's insulation.

The FLIR ThermaCAM PM390, PM395, P65, S65 or 695 and the Troxler 3216 or 3430 Nuclear Gauge shall be used to test the following roof(s) for sub-surface moisture:

Port Washington Public Library – Port Washington, NY
Approximately 1,800 square feet on approximately 1 level

The Infra-red Analyzers Certified Thermographer shall perform the following services:

- 1. Visual Inspection:** Meet with a person familiar with the roof's history and visually inspect the roof before the scan.
- 2. Thermographic Testing:** Scan the entire roof with the infra-red camera for sub-surface moisture in the top layer of insulation and outline the affected areas on the roof membrane with long lasting spray paint. **Please note: The infrared survey must be performed at night in order to obtain high-quality information.** We typically arrive just before sunset to set up our equipment, and we will need unrestricted access to the roof(s) throughout the evening to complete the testing.
- 3. Nuclear Testing:** Lay out the entire field of the roof with grid points, using 5-foot intervals on the X and Y axes. Perform a nuclear test on each grid point and record the findings on a draft drawing of the roof.
- 4. Calibration and Verification Procedures:** Calibrate the nuclear gauge by verifying the presence or absence of moisture through the use of physical core samples and moisture probes. Any test holes shall be filled and sealed using compatible materials and National Roofing Contractor's Association (NRCA)

approved techniques and shall not impair the integrity of the waterproof membrane. Coordinate the findings of the Infra-red Testing with the results of the Nuclear Survey and analyze all grid points to determine relative amounts of moisture within the bottom roof's insulation. Outline the moisture-damaged areas of the bottom layer of roofing with long-lasting spray paint.

- 5. Construction Details:** Provide a Core Analysis of the existing roof(s), which shall include documentation of roof components and effective R-Values.
 - 6. AutoCAD® Documentation:** Prepare and submit scaled AutoCAD® drawings (blueprints) of the roof(s) with the water-damaged areas marked on them.
 - 7. Comprehensive Report:** Prepare and submit a final report documenting the survey techniques and findings. The report can be provided in paper and an emailed digital copy and will include the following information:
 - Weather Conditions
 - Thermographic and Nuclear Testing Principles
 - Roof Construction Details
 - Survey Procedures
 - AutoCAD® Drawings:
 - (4) 24" x 36" masters and (2) 11" x 17" field copies
 - Summary of Findings:
 - Total Square Footage of Roof(s)
 - Number of Wet Areas Detected
 - Total Square Footage of Wet Areas
 - Percentage of Wet Area
- ◆ **Cost of Service:** The fee for the Infra-red and Nuclear Roof Moisture Analysis and Map is **\$2,250.00**, which includes all equipment, travel, labor, and laboratory costs. This is the minimum charge for providing the testing and report under this contract. Significant increases in the size of the roof or changes in the scope of work may result in additional cost. Cost includes one full-color written report and an emailed digital copy. Additional fees may apply for extra copies of the written report. Your organization shall provide blueprints or scaled drawings of the roof(s), if available.
 - ◆ **Sales Tax:** Services **performed in Connecticut, New York and certain other States are taxable**. The figure quoted above does not include any applicable State sales and/or use tax. In some instances, projects are eligible for sales tax exemptions. We have included a form below (**State Tax Eligibility Declaration**) to determine if **the location of the proposed project** is subject to State tax and whether you may be exempt from such taxation. Please complete this form and provide documentation of exemption, if applicable.
Regardless of your location or status, we must receive this State tax documentation before we can schedule your service.

- ◆ **Payment Terms:** Payment shall be made **within 30 days** after completion of the on-site service.

** **Infra-red Analyzers offers the option of paying for your service with MasterCard, VISA or Discover card.**

Please notify us when scheduling your service dates if you intend to use this option.

Credit card charges are processed at time of shipment of the final report.

This Quotation is valid for 90 days from today's date. Please call us if you have any questions regarding this quotation or if we can help in any way.

Today's Date: September 16, 2020

Signed: 
G. Peter Brooks, President

- ◆ **Certificate of Insurance:** Please indicate if proof of insurance is required (circle one): **YES NO**

** If your company needs to be listed as an **Additional Insured**,
please indicate below how you would like this designation to read on the certificate:

-
- ◆ **Agreement of Terms:** To accept this proposal, please sign below agreeing to the terms outlined above and return **the entire quotation including Sales Tax Eligibility Declaration** to Infra-red Analyzers, Inc. along with a purchase order or verbal approval authorizing the inspection. Our toll-free fax number is 866-506-3522. We will schedule the work at your convenience after receiving your signed authorization.

Authorized Signature

_____/_____/_____

Date

Printed Name

Purchase Order #

Sales & Use Taxes

We are required by certain States to collect sales and/or use taxes on services we perform in those States, unless our customer can claim tax-exempt status and provide us with a copy of an exemption or resale certificate prior to the service date. As there are many different circumstances that could affect a customer's potential exemption from these taxes, each customer must make this determination according to prevailing law and the specific nature of their business/project classification.

If you are unsure whether you can claim exemption from State taxes for this service, please contact your customer where the service will be performed or the relevant State tax department for assistance.

Because of the timelines enforced upon us by each State, it is important that we know whether you are tax-exempt as early as possible. Should you decide to purchase the service listed in this quotation, we ask that, when you return the signed quotation authorizing the service, you also complete and return the **State Tax Eligibility Declaration** below, along with appropriate certification documents.

All required paperwork must be returned to our office before we are able to schedule the service. Thank you for your understanding.

State Tax Eligibility Declaration

To the best of your knowledge, are the services you are requesting from us subject to taxation in the State in which they will be performed? Circle one: **YES** **NO**

If you answered “No” above, please sign below and return this form to us. If you answered “Yes”, please answer the questions below and return the signed form to us with applicable documentation.

Can you claim exemption from applicable sales and/or use taxes in the State in which the service will be performed? Circle one: **YES** **NO**

If “Yes”, please indicate your reason for the exemption:

Tax-exempt organization as classified by your State

If you have been classified as a tax-exempt organization, you should have already been issued a tax-exemption certificate by the State. Please forward a copy of this certificate to us.

Services provided by Infra-red Analyzers will be “resold” to your customer.

If you claim a “resale” exemption, please complete and return the appropriate State Tax Resale Certificate to us.

Other reason (please specify): _____

If you are claiming tax exemption for any other reason, please forward a copy of the applicable exemption certification to us.

I understand that if the services approved under this contract are in fact subject to State tax, I will be liable for all applicable State taxes regardless of any declarations made in this form.

Signature

Title

/ /

Date

2020 Hourly Rate Schedule

| Classification | Rate |
|---|----------|
| ADMINISTRATIVE SUPPORT PROFESSIONAL | \$85.00 |
| ASSISTANT DEPARTMENT MANAGER - ENG | \$190.00 |
| ASSISTANT DEPARTMENT MANAGER - SCI | \$160.00 |
| ASSISTANT STUDIO DIRECTOR | \$195.00 |
| BIM SPECIALIST | \$125.00 |
| CAD / BIM PROGRAM MANAGER | \$145.00 |
| CADD SUPPORT TECHNICIAN | \$80.00 |
| CADD TECHNICIAN 1 | \$80.00 |
| CHIEF PLANNER | \$205.00 |
| CHIEF SURVEYOR | \$230.00 |
| CONSTRUCTION ADMINISTRATOR | \$155.00 |
| CONSTRUCTION INSPECTOR 1 | \$95.00 |
| CONSTRUCTION INSPECTOR 2 | \$120.00 |
| CONSTRUCTION INSPECTOR 3 | \$130.00 |
| DEPARTMENT MANAGER - ENG | \$250.00 |
| DEPARTMENT MANAGER - SCIENTIST | \$215.00 |
| DEPUTY DIVISION DIRECTOR | \$280.00 |
| DEPUTY MARKET DIRECTOR | \$280.00 |
| DIRECTOR GIS SERVICES | \$210.00 |
| DIRECTOR OF OPERATIONS | \$265.00 |
| DISCIPLINE DIRECTOR | \$305.00 |
| DISCIPLINE ENGINEER | \$200.00 |
| FIELD SUPERVISOR - CONSTRUCTION SERVICES | \$140.00 |
| FIRE INVESTIGATOR | \$145.00 |
| GIS SPECIALIST 2 | \$120.00 |
| INTERIOR DESIGNER | \$110.00 |
| INTERN | \$60.00 |
| MARKET DIRECTOR | \$305.00 |
| MGR OF CONST INSPECTION William F. Brennan | \$160.00 |
| OFFICE DIRECTOR | \$265.00 |
| OFFICE SURVEYOR 1 | \$125.00 |
| PRACTICE LEADER/MANAGER - ARCH | \$260.00 |
| PRACTICE LEADER/MANAGER - ENG | \$240.00 |
| PRACTICE LEADER/MANAGER - LANDSCAPE ARCHITECT | \$210.00 |
| PRACTICE LEADER/MANAGER - SCI | \$235.00 |
| PRINCIPAL | \$350.00 |
| PROJECT ARCHITECT 1 | \$110.00 |
| PROJECT ARCHITECT 2 | \$130.00 |
| PROJECT ARCHITECT 3 | \$140.00 |
| PROJECT DOCUMENT CONTROL SPECIALIST | \$90.00 |
| PROJECT DESIGNER 1 - ARCH/ENG | \$110.00 |
| PROJECT DESIGNER 2 - ARCH Melissa Hoereth | \$125.00 |
| PROJECT DESIGNER 2 - ENG | \$128.00 |
| PROJECT DESIGNER 3 - ARCH | \$130.00 |
| PROJECT ENGINEER 1 | \$130.00 |
| PROJECT ENGINEER 2 | \$145.00 |

| Classification | Rate |
|---|----------|
| PROJECT PLANNER 1 | \$90.00 |
| PROJECT SCIENTIST 1 | \$100.00 |
| PROJECT SCIENTIST 2 | \$120.00 |
| PROJECT SURVEYOR | \$100.00 |
| RESIDENT ARCHITECT | \$210.00 |
| RESIDENT ENGINEER | \$185.00 |
| SR. ADMINISTRATIVE SUPPORT PROFESSIONAL | \$95.00 |
| SR. ARCHITECT 1 | \$155.00 |
| SR. ARCHITECT 2 Pansy Cheng | \$180.00 |
| SR. ARCHITECT 3 | \$200.00 |
| SR. CADD TECHNICIAN 1 | \$90.00 |
| SR. CADD TECHNICIAN 2 | \$105.00 |
| SR. CONSTRUCTION INSPECTOR 1 | \$130.00 |
| SR. CONSTRUCTION INSPECTOR 2 | \$155.00 |
| SR. DESIGNER 1 | \$150.00 |
| SR. DESIGNER 1 - ENG | \$145.00 |
| SR. DISCIPLINE ENGINEER | \$220.00 |
| SR. ENVIRONMENTAL PLANNER | \$190.00 |
| SR. ENVIRONMENTAL SCIENTIST 1 | \$170.00 |
| SR. ENVIRONMENTAL SCIENTIST 2 | \$210.00 |
| SR. INTERIOR DESIGNER | \$175.00 |
| SR. LANDSCAPE ARCHITECT | \$175.00 |
| SR. PROJECT ENGINEER 1 | \$170.00 |
| SR. PROJECT ENGINEER 2 | \$180.00 |
| SR. PROJECT ENTITLEMENT SPECIALIST 2 | \$210.00 |
| SR. PROJECT PLANNER | \$140.00 |
| SR. PROJECT SCIENTIST 1 | \$130.00 |
| SR. PROJECT SCIENTIST 2 | \$150.00 |
| SR. SITE PLANNER | \$210.00 |
| SR. SURVEYOR | \$115.00 |
| STAFF DESIGNER 1 | \$85.00 |
| STAFF DESIGNER 2 Kathleen McBride | \$90.00 |
| STAFF DESIGNER 3 | \$100.00 |
| STAFF ENGINEER 1 | \$100.00 |
| STAFF ENGINEER 2 | \$110.00 |
| STAFF ENVIRONMENTAL PLANNER | \$75.00 |
| STAFF INTERIOR DESIGNER 2 | \$85.00 |
| STAFF LANDSCAPE ARCHITECT | \$110.00 |
| STAFF PERMITTING SPC 2 | \$95.00 |
| STAFF SCIENTIST 1 | \$75.00 |
| STAFF SCIENTIST 2 | \$85.00 |
| STUDIO DIRECTOR | \$235.00 |
| SURVEY CREW MEMBER | \$105.00 |
| TECHNICAL ADVISOR - ENG | \$240.00 |



New York Labor and Employment Law Report

Calling All Public Employers: Time to Develop a Pandemic Operations Plan

September 22, 2020

By: Christopher T. Kurtz and Jacqueline A. Giordano

This past Labor Day, Governor Cuomo signed legislation which requires all New York State public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The new legislation will constitute New York State Labor Law Section 27-c, and clearly serves as a political response to the effects of the sudden onset of the COVID-19 pandemic this past Spring. Such a plan must be finalized and published by **April 1, 2021**.

The April 1, 2021 effective date of this new pandemic operations plan has been a source of confusion among many public employers and legal practitioners. The plan was initially required to be established within 30 days of the law's enactment (October 7, 2020), but an approval memorandum issued by the Governor's office extended the deadline, stating: "In order to afford affected public employers and public unions enough time to adequately prepare the required operations plans, I have secured an agreement with the Legislature to make certain technical changes to the bill, including an extension of the date by which the operations plans are required to be completed to April 1, 2021." The press release from the Governor's Office announcing the new legislation further confirms this point.

For the purposes of this new law, "public employer" is defined to include the State of New York and any county, city, town, village or other political subdivision or civil division of the state, public authority, commission or public benefit corporation, or any other public corporation, agency, instrumentality, or unit of government which exercises governmental powers under the laws of the State. The definition excludes school districts and boards of cooperative educational services that are required to adopt school safety plans pursuant to Education Law Section 2801-a, but the new legislation also amends Education Law Section 2801-a to require that such safety plans include protocols for responding to a declared public health emergency involving a communicable disease that are "substantially consistent" with the provisions of Labor Law Section 27-c.

Topics

- 9th Circuit
- Administrative Exemption
- Affirmative Action
- Albany County
- Americans with Disabilities Act
- Arbitration
- Arrest Record
- Background Checks
- Ban the Box Legislation
- Bond, Schoeneck & King, PLLC
- Call-In Pay
- Class Action Waivers
- Compensation History
- Criminal Conviction Record
- Cybersecurity
- Data Privacy
- Discharge and Discipline
- Disaster Relief
- Domestic Violence Victim Status
- Earned Sick Time Act
- EEOC
- EEO-1 Form
- Employee Benefits
- Employee Privacy
- Employee Scheduling
- Employment Contracts
- Employment Discrimination
- Equal Employment Opportunity Commission
- Executive Exemption
- Fair Labor Standards Act
- Faithless Servant Doctrine
- Family and Medical Leave Act
- Federal Contractors
- FLSA
- Harassment
- Higher Education
- Hiring Process

provides such a handbook to its employees. The plan must also be accessible either on the employer's website or on the internet accessible by employees.

Notably, the law also provides that the Department of Labor will establish an online portal for public employees to report violations of health and safety rules for communicable diseases.

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Report

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.

Nassau Library System

2021 Proposed Budget
ILS and Associated Services

| CODE | DESCRIPTION | Proposed 2021 Budget | Approved 2020 Budget | Proposed Budget | | 2020 Jan 1 - August 31 | NOTES |
|---------------------------|---|----------------------------|----------------------------|--------------------|---------------|---------------------------|--|
| | | | | Difference | % | | |
| Salaries | | | | | | | |
| 60142-01 | Full Time | \$ 482,148 | \$ 499,340 | \$ (17,192) | -3.4% | \$ 319,565.99 | 2021 salary increases subject to collective bargaining. Also includes estimates for holiday coverage/limited unexpected overtime. |
| 60142-02 | Part Time | \$ 19,227 | \$ 19,037 | \$ 190 | 1.0% | \$ 12,209.40 | |
| | Subtotal Salaries | \$ 501,375 | \$ 518,377 | \$ (17,002) | -3.3% | \$ 331,775.39 | |
| Employee Benefits | | | | | | | |
| 99010 | NYS Retirement | \$ 83,051 | \$ 79,096 | \$ 3,955 | 5.0% | \$ - | 2021 costs are estimated. |
| 99030 | Social Security | \$ 41,244 | \$ 39,280 | \$ 1,964 | 5.0% | \$ 24,898.63 | Payroll driven |
| 99040 | Workers Compensation | \$ 1,642 | \$ 1,564 | \$ 78 | 5.0% | \$ 1,488.00 | 2021 costs are estimated. |
| 99055 | Disability Insurance | \$ 420 | \$ 400 | \$ 20 | 5.0% | \$ 346.00 | 2021 costs are estimated. |
| 99060-01 | Health Insurance | \$ 93,283 | \$ 88,841 | \$ 4,442 | 5.0% | \$ 41,529.48 | 2021 costs are estimated. |
| 99060-02 | Dental Insurance | \$ 3,696 | \$ 3,520 | \$ 176 | 5.0% | \$ 2,141.28 | 2021 costs are estimated. |
| 9906003 | Retiree Health Insurance | \$ 13,000.00 | \$ - | \$ 13,000 | 0.0% | \$ - | 2020 saw ILS Services' first retirement |
| | Subtotal Employee Benefits | \$ 236,336 | \$ 212,701 | \$ 23,635 | 11.1% | \$ 70,403.39 | |
| | Total Personnel | \$ 737,711 | \$ 731,078 | \$ 6,633 | 0.9% | \$ 402,178.78 | |
| Operating Expenses | | | | | | | |
| 71410 | Books and Subscriptions | \$ 100.00 | \$ 100 | \$ - | 0.0% | \$ - | |
| 71411 | Software / Licenses | \$ 5,000.00 | \$ 5,500 | \$ (500) | -9.1% | \$ 29.00 | Includes Fresh Desk ticket system, Office, Site 24x7, Antivirus, Zoho Vault, Tableau, Anydesk |
| 72430-01 | Office Supplies | \$ 800.00 | \$ 1,000 | \$ (200) | -20.0% | \$ 110.76 | |
| 72430-02 | Library Mailers | \$ 6,500.00 | \$ 8,500 | \$ (2,000) | -23.5% | \$ 4,944.07 | Ordered in bulk to save \$, used as needed |
| 72431 | Telephone | \$ 1,000.00 | \$ 1,000 | \$ - | 0.0% | \$ 479.20 | 2 Optimum lines for computer room |
| 72433 | Postage & Shipping | \$ 100.00 | \$ 100 | \$ - | 0.0% | \$ - | |
| 72438 | Professional Memberships | \$ 200.00 | \$ 200 | \$ - | 0.0% | \$ 110.00 | IUG (Innovative Users Group) |
| 72454 | Insurance | \$ 4,500.00 | \$ 4,500 | \$ - | 0.0% | \$ - | Cybersecurity and insurance for leased equipment in Participating Libraries. Also for the proportion of NLS insurance that covers ILS & Associated Services equipment at the central site (which is less costly than a separate policy). |
| 72435-01 | Professional Conferences & Continuing Education | \$ 8,000.00 | \$ 12,000 | \$ (4,000) | -33.3% | \$ 2,346.40 | Expected IUG & NYLA |
| 72437-02 | Professional Services - Legal | \$ 1,000.00 | \$ 1,000 | \$ - | 0.0% | \$ - | Legal fees ILS & Associated Services - generally contract evaluation. |
| 72437-03 | Professional Services - Audit/Fiscal | \$ 13,000.00 | \$ 13,000 | \$ - | 0.0% | \$ 13,000.00 | Proportional share of NLS' audit costs for ILS & Associated Services |
| 72437-04 | Payroll Processing Service | \$ 825.00 | \$ 825 | \$ - | 0.0% | \$ 573.34 | ILS & Associated Services portion of NLS payroll processing costs |
| 72439-03 | Notice Printer Lease/Maintenance | \$ 6,300 | \$ 6,000 | \$ 300 | 5.0% | \$ 4,560.00 | Ricoh. Contract has up to a 5% increase mid-year |
| 72439-04 | Copier Maintenance | \$ 750.00 | \$ 750 | \$ - | 0.0% | \$ 592.50 | Now paid to NLS for portion of usage. |
| 70203-03 | Computer Equipment | \$ 1,500.00 | \$ 2,500 | \$ (1,000) | -40.0% | \$ 1,196.87 | Computer equipment for central site staff. No routine replacements scheduled 2021 |
| | Total Operating Expenses | \$ 49,575 | \$ 56,975 | \$ (7,400) | -13.0% | \$ 27,942.14 | |

2021 Proposed Budget
ILS and Associated Services

| CODE | DESCRIPTION | Proposed 2021 Budget | Approved 2020 Budget | Proposed Budget | | 2020 Jan 1 - August 31 | NOTES |
|---------------------------|--------------------------------------|----------------------------|----------------------------|---------------------|---------------|---------------------------|---|
| | | | | Difference | % | | |
| Purchased Services | | | | | | | |
| 57100 | Participating Library Fiber Circuits | \$ 321,732 | \$ 394,266 | \$ (72,534) | -18% | \$ 268,800.00 | Crown Castle. Decreased cost negotiated beginning July 1st 2020. Reimbursement by E-rate |
| 72431-02 | Central Site Fiber Circuits | \$ 151,908 | \$ 166,270 | \$ (14,362) | -9% | \$ 110,026.45 | Crown Castle. Decreased cost negotiated beginning July 1st 2020 |
| | Redundant Lines (note E-rate below) | \$ 312,000 | \$ 312,000 | 100% | | | Off-set by E-Rate reimbursement and decreased costs in above two lines negotiated 2019 |
| 72439-02 | Server Room Upkeep | \$ 6,000.00 | \$ 17,000 | \$ (11,000) | -65% | \$ 667.00 | First Tech (server room cleaning, \$2668), UPS Batteries |
| 72439-05 | INN-Reach | \$ 71,304 | \$ 71,304 | \$ - | 0% | \$ 53,477.76 | III - Software that powers LILink |
| 72439-06 | Print & Time Management | \$ 2,000 | \$ 2,000 | \$ - | 0% | \$ 1,940.00 | Comprise (SAM) license |
| 72439-07 | Sierra Maintenance Renewal | \$ 510,790 | \$ 514,000 | \$ (3,210) | -1% | \$ 269,148.37 | Negotiated a \$1200 decreased cost in 2020 and 2021 due to Covid. \$10000 increase expected for new catalog. 3.5% increase in contract. Note 2021 cost without discount is expected to be: \$60,959 |
| 72439-08 | ILS Enhancements | \$ 35,000 | \$ 46,200 | \$ (11,200) | -24% | \$ 41,709.38 | Patron Point. Also includes transaction costs for e-commerce fund & expected new catalog maintenance costs |
| 72439-09 | Catalog Enhancements | \$ 13,500 | \$ 17,000 | \$ (3,500) | -21% | \$ 17,000.00 | Content Café from Baker & Taylor. 20% decrease in cost negotiated. |
| 72439-10 | ILS Network Equipment & Support | \$ 86,250 | \$ 102,000 | \$ (15,750) | -15% | \$ 55,056.13 | CoreBITS (First 6 months negotiated at 20% discount). Includes funds for unexpected support or replacement equipment, also filtering for redundant lines. |
| | Total Purchased Services | \$ 1,510,484 | \$ 1,330,039 | \$ 180,444 | 13.6% | \$ 817,825.09 | |
| Other | | | | | | | |
| 9500000 | Transfer to Capital Fund | \$ 97,000 | \$ 215,000 | \$ (118,000) | -54.9% | \$ - | New projection for replacement of the networking equipment in 2025 is 97,000 per year. |
| | Total Other | \$ 97,000 | \$ 215,000 | \$ (118,000) | -54.9% | \$ - | 2020 UPS battery removal expense came in lower than expected. |
| | Grand Total | \$ 2,394,770 | \$ 2,333,093 | \$ 61,677 | 2.64% | \$ 1,247,946.01 | |

| REVENUE CODE | DESCRIPTION | Proposed 2021 Budget | Approved 2020 Budget | Amended Budget | | 2020 Jan 1 - August 31 | NOTES |
|-----------------|--|----------------------------|----------------------------|------------------|--------------|---------------------------|---|
| | | | | Difference | % | | |
| REVENUE | | | | | | | |
| 41050 | Usage Charge - Circulation | \$ 885,119 | \$ 952,465 | \$ (67,346) | -7.1% | \$ 714,348.96 | 2021 budget based on an average of 2017/2018/2019 Circulation |
| 41060 | Usage Charge - Patron Records | \$ 80,662 | \$ 84,085 | \$ (3,423) | -4.1% | \$ 63,063.51 | 2021 budget based on an average of patron record snapshots taken 2018/2019/2020 |
| 41070 | Usage Charge - Item Records | \$ 745,203 | \$ 776,545 | \$ (31,342) | -4.0% | \$ 582,408.66 | 2021 budget based on an average of patron record snapshots taken 2018/2019/2020 |
| 40100 | Participating Libraries Fiber Circuits | \$ 460,800 | \$ 460,800 | \$ - | 0.0% | \$ 307,200.00 | Crown Castle |
| 40200 | Acquisitions Maintenance | \$ 45,746 | \$ 44,198 | \$ 1,548.00 | 3.5% | \$ 33,149.22 | 26 libraries; 3.5% increase in 2021 III contract for second year |
| 40300 | INN-Reach Fee for Non-ILS Services Libraries | \$ 15,000 | \$ 15,000 | \$ - | 0.0% | \$ 15,000.00 | Fee was set by the ILS & Associated Services Council; it matches SCLS fee |
| 40400 | Sierra User Licenses | \$ - | \$ - | \$ - | 0.0% | \$ - | Placeholder budget line for licenses that may be purchased by participating libraries |
| | E-Rate Reimbursement for Redundant Lines | \$ 162,240.00 | \$ - | \$ 162,240.00 | 0.0% | \$ - | Expected reimbursement for Crown Castle redundant lines |
| | Total Library Revenue | \$ 2,394,770 | \$ 2,333,093 | \$ 61,677 | 2.64% | \$ 1,715,170 | |

2021 Proposed Schedule of Fees

ILS & Associated Services Budget

[Proposed Schedule]

- | | |
|-------------|---|
| Before 9/16 | - Send Budget to ILS Services Advisory Council members |
| 9/16 | - Mention to MLD meeting that budget process will be discussed at council |
| 9/17 | - ILS Services Council discussion |
| 10/14 | - Send budget to Directors |
| 10/21 | - MLD Meeting, Reminder to Directors |
| 10/22 | - ILS Services Council meeting – reminder to directors |
| 10/29 | - Budget Hearings Online @ 7:00PM |
| 11/02 | - send to Board Presidents |
| 11/19 | - ILS Services Council meeting, due date for budget recommendation sheets |
| 11/23 | - NLS board meeting, report on the recommendation |
| 12/7 | - NLS annual meeting |
| 12/28 | - NLS board vote |

**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 _____ [insert library name], upon due consideration of the proposed 2021 ILS & Associated Services Budget and Participating Libraries Schedule of Fees, hereby resolves to vote _____ [insert 'in favor of' or 'against'] said recommended budget and schedule of fees and hereby appoints _____ [insert Individual's name] to submit this authorization to NLS prior to the November 19th, 2020 deadline.

Board President's Signature

Date

Print Board President's Name

PWPL AREAS OF FOCUS POLL RESULTS

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

- 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

Compiled by Nicole Scherer
NLS Assistant Director

| PORT WASHINGTON PUBLIC LIBRARY STATISTICS - YEAR END 2019-2020 | | | | | | | | | |
|---|-----------|----------|--------|--------|---------|--------------------------|-------------------|--------------------------|-------------------|
| | SEPTEMBER | DECEMBER | MARCH | JUNE | TOTAL | YAG 18 to 19 % Change | LAST YEAR 2019 | YAG 17 to 18 % Change | LAST YEAR 2018 |
| CIRCULATION | 49,720 | 47,112 | 46,953 | 1,028 | 144,813 | 43.04 | 254,233 | 0.03 | 254,165 |
| SELF-CHECKS | 15,392 | 16,988 | 14,308 | 0 | 46,688 | | | | |
| E-BOOKS | 14,101 | 13,435 | 14,161 | 20,668 | 62,365 | 37.75 | 45,274 | 15.63 | 39,153 |
| DIGITAL (HOOPLA+RB+KANOPY) | 3,687 | 3,763 | 5,111 | 10,315 | 22,876 | 96.72 | 11,629 | 61.09 | 7,219 |
| TOTAL CIRCULATION | 82,900 | 81,298 | 75,422 | 32,011 | 271,631 | 9.01 | 298,513 | 2.06 | 292,491 |
| TOTAL QUESTIONS | 26,844 | 24,795 | 20,443 | 45 | 72,127 | 26.93 | 98,712 | 16.63 | 84,639 |
| PATRONS ENTERING LIBRARY | 106,809 | 78,619 | 81,197 | 0 | 266,625 | 37.10 | 423,857 | 12.75 | 375,919 |
| ITEMS BORROWED | 8,437 | 8,583 | 5,544 | 322 | 22,886 | 18.81 | 28,189 | 57.66 | 17,880 |
| ITEMS LOANED | 14,194 | 14,200 | 6,167 | 170 | 34,731 | 20.26 | 28,881 | 4.63 | 27,602 |
| SERVICES | | | | | | | | | |
| Adult Computers | 9,115 | 8,400 | 7,836 | 0 | 25,351 | 23.39 | 33,089 | 1.78 | 32,510 |
| Children's Computers | 2,675 | 1,915 | 1,554 | 0 | 6,144 | 32.48 | 9,099 | 12.70 | 8,074 |
| YA MAC | 401 | 332 | 264 | 0 | 997 | 60.20 | 2,505 | 14.24 | 2,921 |
| Online Databases | 24,936 | 24,215 | 26,783 | 45,515 | 121,449 | 30.08 | 93,364 | 5.24 | 88,715 |
| Tutor.com | 202 | 137 | 233 | 303 | 875 | 41.78 | 1,503 | 1.08 | 1,487 |
| Home Visits | 46 | 40 | 30 | 0 | 116 | 25.16 | 155 | 10.71 | 140 |
| WebSite Visits | 71,089 | 67,022 | 69,745 | 48,557 | 256,413 | 0.10 | 256,669 | 18.35 | 314,357 |
| PROGRAMS OFFERED | | | | | | | | | |
| Adult | 225 | 280 | 206 | 114 | 825 | 9.24 | 909 | 12.08 | 811 |
| YA | 22 | 12 | 16 | 13 | 63 | 6.78 | 59 | 28.26 | 46 |
| Children | 113 | 121 | 117 | 86 | 437 | 13.29 | 504 | 28.90 | 391 |
| ESOL | 177 | 407 | 308 | 128 | 1,020 | 14.29 | 1,190 | 5.33 | 1,257 |
| Non-Library | 55 | 89 | 80 | 0 | 224 | 24.07 | 295 | 2.43 | 288 |
| TOTAL | 592 | 909 | 727 | 341 | 2,569 | 13.12 | 2,957 | 5.87 | 2,793 |
| PROGRAM ATTENDANCE | | | | | | | | | |
| Adult | 6,085 | 6,849 | 4,756 | 5,595 | 23,285 | 17.14 | 28,103 | 41.09 | 19,918 |
| YA | 240 | 138 | 256 | 50 | 684 | 43.14 | 1,203 | 42.37 | 845 |
| Children | 3,205 | 3,565 | 3,130 | 4,079 | 13,979 | 17.36 | 16,915 | 35.72 | 12,463 |
| ESOL | 1,021 | 2,326 | 2,148 | 652 | 6,147 | 15.85 | 7,305 | 33.42 | 10,971 |
| Non-Library | 948 | 2,479 | 1,845 | 0 | 5,272 | 37.91 | 8,491 | 6.12 | 8,001 |
| TOTAL | 11,499 | 15,357 | 12,135 | 10,376 | 49,367 | 20.40 | 62,017 | 18.81 | 52,198 |
| TOTAL COLLECTION ADDITIONS | 3,523 | 2,963 | 2,816 | 322 | 9,624 | 19.86 | 12,009 | 4.08 | 12,520 |
| STUDY ROOM USE (N,S & Quiet) | 3,812 | 3,772 | 3,224 | 0 | 10,808 | 31.73 | 15,832 | 4.33 | 15,175 |
| TEEN SPACE ROOM USE | 2,382 | 3,680 | 5,472 | 0 | 11,534 | 18.82 | 14,208 | 22.24 | 18,271 |
| NOTARIZATIONS: | People | 472 | 412 | 388 | 222 | 1,494 | 17.05 | 1,801 | 13.77 |
| | Documents | 725 | 641 | 620 | 355 | 2,341 | 14.90 | 2,751 | 11.29 |
| PATRONS ADDED | | 572 | 401 | 432 | 164 | 1,569 | 17.20 | 1,895 | 5.87 |
| NOTES: Cov-19 Pandemic mid March. World Festival in 2018 (Patrons Entering Library) | | | | | | | | | |

Notes:

Children's Advisory Council Meeting
September 22, 2020 at 3pm
Via Zoom

In attendance: Priyanka Berry, Amy Christake, Rachel Fox, Michele Hyde, Andrea Niederman, Elise Tepper and a "welcome back" visit by Keith Klang

Given the pandemic and virtual nature of programming, today's meeting was more of a brainstorming session to evaluate what has worked well with the new format and come up with new possibilities.

The December programs that were booked last year, such as the Nutcracker ballet, will hopefully be rescheduled for December 2021, as they do not translate well to the virtual platform.

The programs scheduled for February break of 2021 will be reevaluated as the date nears based on what has/has not changed at the time.

What has worked well:

Story times
Preschool dance party
Chat & Snack for tweens
Workshops
Outside workshops in the garden (socially distanced)
Crafts-to-go

What has not:

Full length non interactive performances – low attendance

New ideas:

Tin Pan Alley
A collaboration with The Cooking Lab
Origami (participants can pick up the materials from the library in advance of the workshop)
Neighborhood street games (the children's room can provide supplies, such as chalk...)
Mask making
Creative writing
A choral group/montage – perhaps Mrs. Friedman, Schreiber general music teacher and drama coordinator, can assist
Netflix "watch party"
Scavenger hunt

Past Program Statistics:

February 2020 break
Christopher Agostino, Storyfaces 2/18/20, attendance 115
Nick the Ballonatic 2/20/20, attendance 128

April 2020

VirtualTraveling Rainforest Museum, attendance 110

Upcoming:

Family Bingo 10/29

Prestino, magician 11/27

Budget: 6,549.19

We will meet via Zoom again on Tuesday, December 8th at 2pm.