

**PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 16, 2024
AGENDA**

- I Approval of September 18, 2024 Board of Trustees Minutes
- II Approval of September 2024 Warrants
- III Approval of September 2024 Staff Changes
- IV Financial Report September 2024
 - a) Year End 2023-2024 Memo
 - b) Budget Transfers
- V Director's Report
 - a) Facility Assessment Report – Pansy Cheng
 - b) Voting at PWPL
 - c) Emergency Response Review with Nassau County Police Dept.
 - d) Queens & Brooklyn Library Tours
 - e) NYLA Conference – Syracuse, NY
- VI President's Report
 - a) Review of ILS Services 2025 Budget Resolution
 - b) Trustee Training
 - c) NLS Annual Meeting In-Person December 4, 2024, at NLS
 - d) Legislative Breakfast Report
- VII Assistant Director
 - a) Interior Projects Update
 - b) Upcoming Programs and Events
- VIII Councils
 - a) Art Advisory Council Minutes of Meeting – September 11, 2024
 - b) Health Advisory Council 2024-2025 Programming
- IX Friends of the Library
 - a) Minutes of September 11, 2024
- X Staff Reports
 - a) ESOL Report – October 8, 2024
- XI Correspondence
 - a) Patron Comments

(over)

XII Staff Association

XIII Public Comments

XIV Adjournment

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
SEPTEMBER 18, 2024

Participants: Bill Keller, Presiding
Nancy Comer
Adrienne Saur
Sima Vasa

Patricia Bridges
Michael Krevor
Matthew Straus
Keith Klang

Mr. Keller commenced the public portion of the meeting at 7:40 pm. He stated the Board met at 7:00pm and resolved to go into Executive Session to discuss personnel matters.

OPENING

Mr. Keller requested a motion to approve the July 10, 2024, Board of Trustees minutes of meeting. Ms. Bridges moved to approve. Ms. Vasa seconded. All agreed.

**APPROVAL OF
MINUTES**

Mr. Keller requested a motion to approve the July 2024 warrants 24-07-01A, 23-07-01B, and August 24-08-02A and 24-08-02B with payrolls dated 7/4/2024, 7/18/2024, 8/1/2024, 8/15/2024 and 8/29/2024. Ms. Bridges moved to approve. Ms. Vasa seconded. All agreed.

**APPROVAL OF
JULY/AUGUST
WARRANTS**

Mr. Keller requested a motion to approve the July and August staff changes with two July appointments, one departure, and no salary adjustments and one August appointment, no departures, and no salary adjustments. Ms. Bridges moved to approve. Ms. Vasa seconded. All agreed.

**JULY/AUGUST
STAFF CHANGES**

Mr. Keller asked if there were any questions on the July/August Financial Reports. There were no questions on the reports.

**FINANCIAL
REPORTS**

Mr. Keller requested the Board approve the Budget Revision/Separation Payout resolution as recommended by the Library accountants, to increase the General Fund separation expenditure budget line, funded by the use of the assigned for separation pay in the amount of \$112,493. Ms. Bridges moved to approve. Mr. Krevor seconded. All agreed.

**SEPARATION
PAYOUT
RESOLUTION**

Mr. Klang gave an update on the Lab project stating that Mr. Hutter has been meeting with Me + General to discuss lighting, selection of furniture, and installation dates.

LAB UPDATE

Mr. Klang requested the Board retroactively approve the Assurances Form signed in August, by Mr. Keller, to meet the NYS Construction aid grant filing date. The form is part of the grant paperwork required for the masonry replacement project at the rear Emergency Door. Ms. Bridges moved to approve. Ms. Vasa seconded. All agreed.

**ASSURANCES
FORM FOR
MASONRY
PROJECT**

Mr. Klang informed the Board that the Library has received the final grant re-imbursement for the Adult Learning Center Roof and Façade project. This closes out the project.

**FAÇADE/ALC
FINAL GRANT
PAYMENT**

Mr. Klang stated that the Library is hosting Early Voting and Election Day for the upcoming General Election. A detailed discussion about procedures that will be put in place to handle the volume of voters expected to visit the Library during this voting cycle ensued. Voting will take place in the Lapham Meeting room, there will be two guards for the entire voting period, Port Washington Police will have a presence, traffic flow, and parking were also discussed.

**EARLY VOTING/
ELECTION DAY**

Mr. Klang informed the Board that an insurance audit was completed and the Library has received a Workers Compensation Policy refund of \$1,813.

**WORKERS COMP
REFUND**

Mr. Keller reminded the Board that the Nassau County Legislative Breakfast is Friday, September 20, 2024, at the Farmingdale Public Library and invited members to attend, if possible. Mr. Keller will report back.

**LEGISLATIVE
BREAKFAST**

Mr. Keller announced that the New York Library Association annual conference will be in Syracuse from November 6-9. Board Members are encouraged to attend, if possible.

**NYLA ANNUAL
CONFERENCE**

Mr. Keller informed the Board that Long Island Library Resource Council's 33rd Annual Conference entitled *Libraries and the Future: The Future of Reading* will be held on Friday, October 18, 2024 from 8:00am to 3:00pm at the Heritage Club at Bethpage. This conference will provide 3 hours of Professional Development credit for Trustees who have not yet met the required hours for this year.

**LILRC ANNUAL
CONFERENCE**

Mr. Keller also read a flyer with additional Trustee Training opportunities provided by the Nassau Library System to also help meet the required two hours of training for this year.

**TRUSTEE
TRAINING
CREDITS**

Ms. Comer reported on the Facility Committee Meeting that took place on September 4, 2024. The committee discussed Facility and Technology Objectives for 2024-2025, design items such as furniture with Cristina from Me + General, carpet cleaning every 4 – 6 months in heavy traffic areas. It was suggested that a feasibility study be conducted to determine if the Café can be relocated.

**FACILITY
COMMITTEE RPT.**

Mr. Hutter reviewed the upcoming events celebrating Hispanic Heritage Month and thanked the Friends of the Library for their ongoing support of the many scheduled programs.

**HISPANIC
HERITAGE
MONTH**

Mr. Hutter gave the Board a recap of Summer programs which included Boat Tours, guitar lessons, Summer Reading Program “Adventure Begins at Your Library”. Lab workshops were held such as Tinkercad, Cricut Craft and Smartphones for the Perplexed. Splish Splash and Adventureland discount tickets were very popular. Upcoming Fall programs include the Moon Festival, Craft Swap, Fiesta in the Park, Crime and Fraud Prevention Workshop, to name a few.

**SUMMER
PROGRAMS
RECAP/FALL
PREVIEW
PROGRAMS**

Mr. Keller noted the Art Advisory Council minutes of July 10, 2024 and August 14, 2024, as well as the Music Advisory Council’s 2024-2025 Concert Schedule.

AAC MINUTES

Mr. Keller noted the Foundation minutes of June 3, 2024. Mr. Keller requested a motion to approve Beth Silfin as a new member of the Foundation. Ms. Vasa moved to approve. Ms. Bridges seconded. All agreed.

**FOUNDATION
MINUTES/NEW
MEMBER**

Mr. Keller noted the Friends of the Library minutes of July 10, 2024, stating the FOL Book Swap is on October 19 and FOL University on November 10, 2024.

FOL MINUTES

Liz Agramonte, presented an overview of the Local History report on the Monfort Cemetery clean-up. The Town of North Hempstead, Cow Neck Peninsula Historical Society and the Port Washington Public Library worked together to rehabilitate Monfort’s headstones in preparation for the 250th anniversary of the American Revolution and the signing of the Declaration of Independence in 2026.

**LOCAL HISTORY
REPORT**

Mr. Keller noted the 2023-2024 year-end statistics report. A discussion of the self-check locations ensued, and Ms. Bridges suggested moving one of the Lobby self-checks to the Children’s room on a trial basis.

**YEAR-END
STATISTICS**

Mr. Keller noted the Thank You cards sent by the Nancy Curtin Scholarship winners who were very appreciative of being selected and thankful for the Library’s support. The Patron comments for July/August were also noted.

**CORRESPOND-
ENCE**

Mr. Keller requested a motion to accept two donations. The first from artist Jim Graf who and another from Mill Pond Acres. The donation from Mill Pond Acres was split between the Friends of the Library and the Foundation.

DONATIONS

Mr. Klang referred to the Standards of Conduct policy which hasn’t been updated in several years and suggested the policy be reviewed and revised. Included in this month’s packet is the draft Statements of Port Washington Public Library and Patron Responsibility policy. An initial discussion ensued, and Mr. Klang will have further discussions with staff and present a final version to the Board at a future meeting.

**STANDARDS OF
CONDUCT
POLICY**

Mr. Klang requested the Board approve the Facility & Technology Objectives for 2024-2025 that were recently reviewed after being tabled in July. Ms. Bridges moved to approve. Mr. Straus seconded. All agreed.

***FACILITY
COMMITTEE RPT.***

The Staff Association representative for this month was Liz Agramonte who had nothing to report from the staff.

***STAFF
ASSOCIATION***

Julie Lim attended this meeting and stated it is fascinating to observe how smoothly the Board conducts their meetings.

***PUBLIC
COMMENTS***

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

ADJOURNMENT

PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING
SEPTEMBER 2024 REPORTS

WARRANTS TO BE VOTED ON

Warrant Number	Amount
24-9-3A	\$ 166,766.55
24-9-3B	\$ 249,591.87
Warrant Total	<u><u>\$ 416,358.42</u></u>

<u>Payroll Date</u>		<u>Gross</u>		<u>Net</u>		<u>Processing</u>		<u>Tax Liability</u>
9/12/2024	\$	135,543.06	\$	97,891.68	\$	-	\$	40,185.53
9/26/2024	\$	140,273.39	\$	88,283.92	\$	2,216.10	\$	36,229.67
PAYROLL TOTAL	<u>\$</u>	<u>275,816.45</u>	<u>\$</u>	<u>186,175.60</u>	<u>\$</u>	<u>2,216.10</u>	<u>\$</u>	<u>76,415.20</u>

Prepared By:
Mayra Fenig
Finance Department

DOCUMENT PLACE HOLDER

PORT WASHINGTON PUBLIC LIBRARY
Balance Sheet - Governmental Funds
September 30, 2024
25% of Budget Expensed

	General	Special Aid	Capital Projects	Permanent	Total Governmental Funds	Fiduciary Fund Agency
ASSETS						
Cash						
Unrestricted	\$ 3,813,245	\$ 754,811	\$ 1,189,598	\$	\$ 5,757,654	\$
Restricted				143,475	143,475	
Receivables						
Accounts receivable					-	
Due from other funds	1,248,692	8,470	127,929		1,385,091	20,997
Due from component unit	19,876	11,480			31,356	
Prepaid expense					-	
Total Assets	<u>\$ 5,081,813</u>	<u>\$ 774,761</u>	<u>\$ 1,317,527</u>	<u>\$ 143,475</u>	<u>\$ 7,317,576</u>	<u>\$ 20,997</u>
LIABILITIES						
Payables						
Accounts Payable					-	
Due to other funds	158,926	108,521	1,130,172	8,469	1,406,088	
Other liabilities					-	20,997
Due to ERS	135,958				135,958	
Total Liabilities	<u>294,884</u>	<u>108,521</u>	<u>1,130,172</u>	<u>8,469</u>	<u>1,542,046</u>	<u>20,997</u>
FUND BALANCES						
Nonspendable:						
Prepaid	110,360	3,650			114,010	
Endowment				135,006	135,006	
Restricted: Grants		662,590			662,590	
Assigned:						
Capital projects	2,140,826		187,355		2,328,181	
Retirement contribution	556,749				556,749	
Terminal leave	882,646				882,646	
Unappropriated fund balance	109,000				109,000	
Unassigned: Fund balance	987,348				987,348	
Total Fund Balances	<u>4,786,929</u>	<u>666,240</u>	<u>187,355</u>	<u>135,006</u>	<u>5,775,530</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 5,081,813</u>	<u>\$ 774,761</u>	<u>\$ 1,317,527</u>	<u>\$ 143,475</u>	<u>\$ 7,317,576</u>	<u>\$ 20,997</u>

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund
For One Month and Three Months Ended September 30, 2024
25% of Budget Expensed

		September 30, 2024		Balance	% of Annual
	Budget	One Month	Year to Date	Remaining	Budget
REVENUES					
REAL PROPERTY TAXES	\$ 7,357,901	\$ 613,158	\$ 1,839,475	\$ (5,518,426)	25.0%
OTHER TAX ITEMS	100,000			(100,000)	0.0%
FEES - LOST BOOKS	7,500	(31)	958	(6,542)	12.8%
XEROX REVENUES	9,000	1,036	2,632	(6,368)	29.2%
INTEREST	139,400	8,490	19,824	(119,576)	14.2%
SALE OF USED BOOKS	3,000	(240)	5	(2,995)	0.2%
SALE OF INSTRUCTIONAL SUPPLIES					N/A
REFUND OF PY EXPENSES		1,813	1,813	1,813	N/A
GIFTS & DONATIONS	12,500		100	(12,400)	0.8%
MISCELLANEOUS		(6,537)	82	82	N/A
STATE AID	8,800		9,009	209	102.4%
Total Revenues	7,638,101	617,689	1,873,898	(5,764,203)	24.5%
EXPENDITURES					
141 CERTIFIED LIBRARIANS					
.01 CERT.LIB GRADE 29-27-25	147,530	8,043	36,315	111,215	24.6%
.02 CERT.LIB GRADE 21	111,190	6,274	28,327	82,863	25.5%
.03 CERT.LIB GRADE 19	445,230	10,542	85,393	359,837	19.2%
.04 CERT.LIB GRADE 17	564,408	23,022	107,901	456,507	19.1%
.05 CERT.LIB GRADE 15	1,187,140	60,345	290,306	896,834	24.5%
.06 CERT.LIB HOLIDAY & SUNDAY	63,049	2,031	10,675	52,374	16.9%
TOTAL CERT. LIBRARIANS	2,518,547	110,257	558,917	1,959,630	22.2%
143 CLERICAL STAFF					
.01 CLERICAL GRADE 11	267,700	10,767	59,097	208,603	22.1%
.02 CLERICAL GRADE 9	106,810	5,664	26,472	80,338	24.8%
.04 CLERICAL GRADE 5	270,740	7,383	57,604	213,136	21.3%
.05 CLERICAL GRADE 3	85,740	4,748	14,636	71,104	17.1%
.06 CLERICAL HOLIDAY & SUNDAY	25,000	293	1,780	23,220	7.1%
TOTAL CLERICAL STAFF	755,990	28,855	159,589	596,401	21.1%
143 HOURLY STAFF					
.11 BOOKSHELVERS-ADULT	70,000			70,000	0.0%
.12 BOOK SHELVERS-CHILDREN	25,000	5,772	15,284	9,716	61.1%
.13 ENGLISH AS A SECOND LANGUA	34,000	2,431	15,760	18,240	46.4%
.14 ISD	87,000	452	9,886	77,114	11.4%
.15 COLLECTION MANAGEMENT	80,000	(11)	26,796	53,204	33.5%
.16 INTERLOANS	11,000			11,000	0.0%
.18 PROCESSING OF BOOKS	36,000	444	8,016	27,984	22.3%
.19 TECHNICIANS-MEDIA	15,000	(2,085)	3,477	11,523	23.2%
.21 STUDENT COMPUTER AIDES	77,000	785	17,480	59,520	22.7%
.22 SUNDAY & HOLIDAYS - SUPPORT	36,000	1,437	4,325	31,675	12.0%
.23 INFO. TECH SPEC. II	21,000			21,000	0.0%
.24 COMMUNITY OUTREACH	16,000	(223)	2,660	13,340	16.6%
TOTAL HOURLY STAFF	508,000	9,002	103,684	404,316	20.4%
143 BUILDING STAFF					
.31 CUSTODIAL	327,320	11,815	60,835	266,485	18.6%
.32 HOLIDAYS & SUNDAY - CUSTODIA	22,873	1,644	6,749	16,124	29.5%
TOTAL BUILDING STAFF	350,193	13,459	67,584	282,609	19.3%
SEPARATION PAYOUTS			112,493	(112,493)	N/A

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Three Months Ended September 30, 2024
25% of Budget Expensed

	Budget	September 30, 2024		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
EXPENDITURES (CONTINUED)					
9030.8 SOCIAL SECURITY	\$ 316,154	\$ 11,174	\$ 70,491	\$ 245,663	22.3%
9040.8 WORKER'S COMPENSATION	38,000		20,799	17,201	54.7%
9045.8 DISABILITY INSURANCE	10,000	(1,556)	(653)	10,653	-6.5%
9050.8 UNEMPLOYMENT INSURANCE	1,390			1,390	
9060.8 HOSPITAL & MEDICAL INSURANCE					
.01 MEDICAL	1,033,100	186,204	353,152	679,948	34.2%
.02 DENTAL	26,512	2,446	7,272	19,240	27.4%
.03 EYECARE	2,000	50	1,214	786	60.7%
TOTAL HOSPITAL & MEDICAL INSURANCE	1,061,612	188,700	361,638	699,974	34.1%
9010.8 STATE RETIREMENT	526,384			526,384	0.0%
203 EQUIPMENT					
.01 EQUIPMENT - LIBRARY	24,500	3,345	10,885	13,615	44.4%
.02 EQUIPMENT - COMPUTER	16,850	(15,368)	6,159	10,691	36.6%
.03 EQUIPMENT - BUILDING	15,000	694	832	14,168	5.5%
TOTAL EQUIPMENT	56,350	(11,329)	17,876	38,474	31.7%
410 PRINT & INFORMATION SERVICES					
.02 SERVICES & CONTINUATIONS				-	
.05 BOOKS-FICTION	50,000	(2,563)	6,341	43,659	12.7%
.06 BOOKS-NON-FICTION	50,000	(3,500)	4,015	45,985	8.0%
.07 BOOKS-REFERENCE	35,000	(360)	6,110	28,890	17.5%
.08 BOOKS-CHILDREN	23,500	(910)	1,216	22,284	5.2%
.09 BOOKS-AUDIO & ELECTRONIC	100,000	4,851	46,468	53,532	46.5%
.10 BOOKS-YOUNG ADULT	15,000	(2,056)	1,013	13,987	6.8%
TOTAL PRINT & INFORMATION SERVICES	273,500	(4,538)	65,163	208,337	23.8%
411 MACHINE READABLE MATERIAL					
.02 REFERENCE SOFTWARE	60,000		18,005	41,995	30.0%
.03 COMPUTER SOFTWARE	35,000	2,834	8,700	26,300	24.9%
TOTAL MACHINE READABLE MATERIAL	95,000	2,834	26,705	68,295	28.1%
413 SERIALS					
.01 MICROFORM	4,500			4,500	0.0%
.02 NON-MICROFORM	28,000	330	3,350	24,650	12.0%
TOTAL SERIALS	32,500	330	3,350	29,150	10.3%
417 A-V MATERIALS					
.02 CHILDREN'S MATERIALS	4,000	(151)	71	3,929	1.8%
.03 DVD	20,000	1,027	2,881	17,119	14.4%
.04 YOUNG ADULT				-	N/A
.05 DIGITAL MEDIA	30,000	(2,740)	3,126	26,874	10.4%
TOTAL A-V MATERIALS	54,000	(1,864)	6,078	47,922	11.3%
417 AUDIO RECORDINGS					
.11 VIDEO GAME COLLECTION	10,000	796	2,167	7,833	21.7%
.12 COMPACT DISKS	6,000	782	1,631	4,369	27.2%
TOTAL AUDIO RECORDINGS	16,000	1,578	3,798	12,202	23.7%
417 A-V RENTAL & MAINTENANCE					
.21 FILM RENTAL-ADULT	3,000	1,125	1,157	1,843	38.6%
.24 MAINT. & REPAIRS	1,000			1,000	0.0%
.25 BULBS	500		79	421	15.8%
TOTAL A-V RENTAL & MAINTENANCE	4,500	1,125	1,236	3,264	27.5%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Three Months Ended September 30, 2024
25% of Budget Expensed

		September 30, 2024		Balance	% of Annual
	Budget	One Month	Year to Date	Remaining	Budget
EXPENDITURES (CONTINUED)					
430 OFFICE & LIBRARY SUPPLIES					
.01 ADULT SERVICES	\$ 600	\$ (83)	\$ 147	\$ 453	24.5%
.02 CHILDREN'S SERVICES	3,500	162	608	2,892	17.4%
.03 COLLECTION MANAGEMENT	800	(828)		800	0.0%
.04 COMMUNITY INFO	1,000	619	797	203	79.7%
.05 COMPUTER SERVICES	7,600	774	3,032	4,568	39.9%
.06 INFO SERVICES	700	289	289	411	41.3%
.07 MEDIA SERVICES	3,100	560	2,879	221	92.9%
.08 GENERAL OFFICE SUPPLIES	20,000	(1,846)	3,648	16,352	18.2%
.09 ORAL HISTORY/SPECIAL COLLEC	2,500			2,500	0.0%
.10 TECHNICAL SERVICES	8,500			8,500	0.0%
.11 OFFICE EQUIPMENT	12,000	4,179	4,778	7,222	39.8%
.12 YOUNG ADULT	400			400	0.0%
TOTAL OFFICE & LIBRARY SUPPLIES	60,700	3,826	16,178	44,522	26.7%
431 TELEPHONE					
.01 TELEPHONE	30,000	1,243	5,392	24,608	18.0%
.02 TELEPHONE MAINTENANCE	5,000			5,000	0.0%
TOTAL TELEPHONE	35,000	1,243	5,392	29,608	15.4%
433 POSTAGE & FREIGHT					
.01 POSTAGE - FREIGHT	25,000	96	220	24,780	0.9%
434 PRINTING					
.01 PRINTED INFO	7,000	379	578	6,422	8.3%
.04 DISPLAYS & EXHIBITIONS	5,500	339	339	5,161	6.2%
.05 LEGAL ADVERTISING	5,000	99	99	4,901	2.0%
.08 NEWSLETTERS	30,000	3,786	8,647	21,353	28.8%
TOTAL PRINTING	47,500	4,603	9,663	37,837	20.3%
435 TRAVEL & MILEAGE					
.01 MEETINGS	15,000	155	175	14,825	1.2%
.02 MILEAGE	3,000	81	164	2,836	5.5%
.03 STAFF DEVELOPMENT	2,000		500	1,500	25.0%
TOTAL TRAVEL & MILEAGE	20,000	236	839	19,161	4.2%
436 ALIS/NLS OPERATING SYSTEM					
.01 CIRCULATION CHARGES	40,000		8,380	31,620	21.0%
.02 OPAC/CONCURRENT SESSION C	30,000		8,121	21,879	27.1%
.03 NLS	36,000		35,324	676	98.1%
TOTAL ALIS/NLS OPERATING SYSTEM	106,000		51,825	54,175	48.9%
437 PROGRAM SERVICES					
.01 PROGRAMS -ADULT	16,000	72	2,822	13,178	17.6%
.02 PROGRAMS - YOUNG ADULT	7,500	(27)	7,131	369	95.1%
.03 PROGRAMS - JUVENILE	22,000	(29)	10,050	11,950	45.7%
.07 MEETING ROOM EXPENSES	1,000			1,000	0.0%
.08 OTHER PROGRAM SUPPORT	10,000	381	5,623	4,377	56.2%
.13 MEDIA PROGRAMS	8,500			8,500	0.0%
TOTAL PROGRAM SERVICES	65,000	397	25,626	39,374	39.4%
438 MEMBERSHIPS					
.01 MEMBERSHIPS	7,000		2,507	4,493	35.8%
439 RENTAL, REPAIR, MAINTENANCE					
OFFICE EQUIPMENT					
.01 EQUIPMENT	14,000		3,381	10,619	24.2%
.02 COPY EQUIPMENT	14,500		4,622	9,878	31.9%
.04 COMPUTER	1,000	48	48	952	4.8%
.06 PIANO	1,000		750	250	75.0%
TOTAL RENTAL REPAIR, MAINTENANCE					
OFFICE EQUIPMENT	30,500	48	8,801	21,699	28.9%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Three Months Ended September 30, 2024
25% of Budget Expensed

	Budget	September 30, 2024		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
EXPENDITURES (CONTINUED)					
440 BUSINESS SERVICES					
.01 ACCOUNTING	\$ 62,000	\$ 5,180	\$ 16,515	\$ 45,485	26.6%
.02 AUDIT	19,500			19,500	0.0%
.05 ELECTION	5,000			5,000	0.0%
.06 LEGAL	30,000	(336)	168	29,832	0.6%
.07 PAYROLL	23,500	4,353	8,958	14,542	38.1%
.09 OTHER	20,000	434	8,920	11,080	44.6%
.10 SECURITY SERVICES	50,000	3,041	12,027	37,973	24.1%
.11 COMPUTER SERVICES	64,800	4,722	15,270	49,530	23.6%
.13 CREDIT CARD FEES	2,000	149	496	1,504	24.8%
TOTAL BUSINESS SERVICES	<u>276,800</u>	<u>17,543</u>	<u>62,354</u>	<u>214,446</u>	22.5%
450 FUEL & UTILITIES					
.01 ELECTRICITY	145,810	2,421	36,133	109,677	24.8%
.02 FUEL	42,000	70	108	41,892	0.3%
.03 WATER POLLUTION CONTROL TA	6,160			6,160	0.0%
.04 WATER TAX	9,000		4,210	4,790	46.8%
TOTAL FUEL & UTILITIES	<u>202,970</u>	<u>2,491</u>	<u>40,451</u>	<u>162,519</u>	19.9%
451 CUSTODIAL SUPPLIES					
.01 BULBS	2,200			2,200	0.0%
.02 HOUSEKEEPING MAINT	14,500	596	4,723	9,777	32.6%
.03 UNIFORMS	1,000	(315)	94	906	9.4%
.04 CLEANING SERVICES	8,200	712	6,889	1,311	84.0%
TOTAL CUSTODIAL SUPPLIES	<u>25,900</u>	<u>993</u>	<u>11,706</u>	<u>14,194</u>	45.2%
452 REPAIRS TO BLDG & BLDG EQUIP .					
.01 REPAIR TO BUILDING	60,000	7,247	16,392	43,608	27.3%
.02 SUPPLIES FOR BUILDING	20,000	(122)	585	19,415	2.9%
.03 BUILDING IMPROVEMENTS	10,000	(7,396)	550	9,450	5.5%
.04 REPAIRS TO EQUIPMENT	10,000		1,496	8,504	15.0%
TOTAL REPAIRS TO BLDG & BLDG. EQUIP.	<u>100,000</u>	<u>(271)</u>	<u>19,023</u>	<u>80,977</u>	19.0%
454 INSURANCE					
.01 INSURANCE	<u>85,000</u>	<u>85,157</u>	<u>85,157</u>	<u>(157)</u>	100.2%
455 OTHER OPER. & MAINT .					
.01 MECHANICAL CONTRACTS	32,000	10,437	15,362	16,638	48.0%
.02 GROUND MAINT. CONTRACTS	25,000	746	6,607	18,393	26.4%
.03 BUILDING MAINT CONTRACT	<u>19,500</u>	<u>563</u>	<u>5,489</u>	<u>14,011</u>	28.1%
TOTAL OTHER OPER. & MAINT.	<u>76,500</u>	<u>11,746</u>	<u>27,458</u>	<u>49,042</u>	35.9%
DEBT SERVICE					
INSTALLMENT DEBT- PRINCIPAL	11,562	12,112	12,112	(550)	104.8%
INSTALLMENT DEBT INTEREST	<u>549</u>	<u>-</u>	<u>-</u>	<u>549</u>	0.0%
TOTAL DEBT SERVICE	<u>12,111</u>	<u>12,112</u>	<u>12,112</u>	<u>(1)</u>	100.0%
INTERFUND TRANSFERS					
OPERATING TRANSFERS OUT	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	N/A
TOTAL EXPENDITURES	<u>\$ 7,794,101</u>	<u>\$ 488,247</u>	<u>\$ 1,958,060</u>	<u>5,836,041</u>	25.1%
NET CHANGE IN FUND BALANCE			(84,162)		
FUND BALANCE, BEGINNING OF YEAR			<u>4,871,091</u>		
FUND BALANCE, FISCAL YEAR TO DATE			<u>\$ 4,786,929</u>		

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues, Expenditures and Changes in Fund Balances -
Special Revenue, Capital Projects and Permanent Funds
For One Month and Three Months Ended September 30, 2024
25% of Budget Expensed

	Special Revenue	Capital Projects	Permanent
REVENUES			
Interest income	\$ 7,495	\$ 11,813	\$ 1,425
Miscellaneous revenue	63,374		
State sources			
	<hr/>	<hr/>	<hr/>
Total Revenues	70,869	11,813	1,425
	<hr/>	<hr/>	<hr/>
EXPENDITURES			
Program expenses	41,893	33,422	
	<hr/>	<hr/>	<hr/>
OTHER FINANCING SOURCES (USES)			
Operating transfers in	1,425	-	-
Operating transfers (out)			(1,425)
	<hr/>	<hr/>	<hr/>
Total Other Financing Sources (Uses)	1,425	-	(1,425)
	<hr/>	<hr/>	<hr/>
Net Change in Fund Balance	30,401	(21,609)	-
	<hr/>	<hr/>	<hr/>
Fund Balance - Beginning of year	632,189	208,964	135,006
	<hr/>	<hr/>	<hr/>
Fund Balance - End of month	\$ 662,590	\$ 187,355	\$ 135,006
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

PORT WASHINGTON PUBLIC LIBRARY
Detailed Schedule of Fund Balance
Special Revenue Fund
For One Month and Three Months Ended September 30, 2024

Assigned for Special Programs

9/11 PROJECT - 10/02 - SHODELL	\$ 138
ADULT LITERACY GRANT/BOOKS FOR DESSERT	24,212
AMERICAN GIRL DOLLS	158
ART ADVISORY COUNCIL	15,148
BRONSON	11,478
BROWN	6,134
BURTIS	20,311
CHILDREN'S ADVISORY COUNCIL	10,811
CHILDRENS GRANT	2,226
CONSTRUCTION GRANT	608
EPSTEIN BOOK FUND	389
ESL GRANT SUPPLIES/MATERIALS	303
FENDRICK MEMORIAL	1,368
FOUNDATION GRANT CAREER COACHING	6,358
FRIENDS OF THE LIBRARY	51,923
FRIENDS OF THE LIBRARY-BOGEN	46,871
GOODMAN ASSISTIVE TECHNOLOGY	6,553
HEALTH ADVISORY COUNCIL	26,957
HEALTH INFORMATION - ANTI SMOKING	14,459
HEARTS GRANT	23
HOMEOWNED READERS	23,364
JOB SEARCH BOOT CAMP GRANT	3
MAKERSPACE	(70,605)
MISCELLANEOUS WORKSHOPS	19,452
MORSE FUND	1,953
MUSIC ADVISORY COUNCIL	21,545
NAUTICAL CENTER	262,957
NEA CREATIVE READERS	159
NLS BULLET AID	3,132
NLS STATE GRANT COMPUTERS	722
NYS CONSTRUCTION GRANT	22,370
NYS LOBBY RENOVATION GRANT	11,533
NYS MEDIA ROOM RENO GRANT	12,890
OUTDOOR WIFI	3,224
PUBLICATION FUND	7,588
REGIONAL TECH & MEDIA	885
ROBERT STERN	217
S. STEYN MEMORIAL	8,283
SALTZMAN GRANT	6,762
SMALL STUDY ROOM	1,657
SPECIAL TRUST ACCOUNT (MISC)	2,834
SPIELMAN STORY TELLING	394
T. BIER FUND	10,712
TEPPER INTERGENERATIONAL	4,176
THEATER FOR DESSERT	3,077
UNDERHILL	25,964
UNGER/BESLITY MEMORIAL - TERRACE	11,531
VERA FIDDLER	277
WHITTEMORE MEMORIAL	2,233
WIFI HOTSPOTS	60
ZUCKER GRANT	16,813
	<u>\$ 662,590</u>

Port Washington Public Library
Variance Report
As of September 30, 2024

Revenues -

- State Aid: Received 23-24 Local Library Service aid 90% on August for \$9,009

Expenditures -

- 143.12 Book Shelves – Children - Expenses this year are coming in higher than estimated. Possible we have adult bookshelves being coded to this code
- 143.13 ESL - Expenses this year are coming in higher than estimated
- 9040.8 Workers Comp – Annual bill paid in July for \$20,799
- 9060.83 Eyecare – balance represents eye care reimbursements mostly made in July
- 203.01 Equip Library – Purchased 4 new displays and an OPAC station
- 203.02 Equip Computer – payments to Dell Marketing L.P for computers and computer equipment
- 410.09 Books Audio & Electronic – Overdrive Inc. expenditures for audio & electronic books.
- 417.21 Film Rental-Adult – Includes payment to Gold Coast Art System for film festival
- 430.04 Community Info – Foldable zip pocket totes from 4imprint
- 430.05 Computer services – Mainly comprised of purchase to CDW Government for switch, hard drive and trans receiver.
- 430.07 Media Services – Includes payments for DVD security cases, mixing board carrying case, and microphone/cable carrying bags.
- 430.11 Office Equipment – Mainly ink and toner purchases
- 436.03 NLS – Includes annual payment to NLS for services made in July.
- 437.02 Young Adult- Mainly due to \$5,000 expense for Expressive Elocution
- 437.03 Juvenile – Mainly due to \$5,000 expense for Expressive Elocution
- 437.08 Program Support – Mainly due to BAI project expense to Blumlein Associates.
- 439.02 Copy Equipment – Includes quarterly payments to Precision Microproducts for copy machine usage, lease fees, and copier usage fees.
- 439.06 Piano – Piano tuning expenditures
- 440.07 Payroll – ADP, LLC Payments for payroll services
- 440.09 Business Services Other – Mainly consists of mobile hotspots, water cooler maintenance, and treasurer services
- 450.04 Water Tax – Quarterly water bill, usually higher in the summer
- 451.04 Cleaning Services – Includes payment to All Pro Carpet for carpet cleaning for \$6,177
- 454.01 Insurance – Annual insurance payment made in September
- 455.01 Mechanical Contracts – Main expense is to Johnson Controls for the fire sprinklers and alarm.

PORT WASHINGTON PUBLIC LIBRARY
Miscellaneous Revenue
For the Year Ended June 30, 2025

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total
Ear Phones	\$ 3.00	\$ 5.00											\$ 8.00
Flash USB Drives	-	21.00											21.00
My Healthy Thing													-
Meeting Room Usage													-
NYS Sales Tax													-
Melife Dividend			51.51										51.51
PSEGLI Rebate													-
Utica Dividend													-
NLS Erate													-
NLS direct access													-
NLS MTA Offset													-
NYS Countywide Shared Services													-
E-Rate Reimbursement													-
Backpack/Totes/Visor/Hats													-
Vending Machine/(Refund)													-
Credit Card Point Credit													-
Misc. Cash	1.42	0.22											1.64
Local History Image													-
Sales tax payment													-
NYS Unclaimed Funds													-
Nassau County Elections													-
ALIS e-commerce													-
Res./Non-Res. Card													-
Donation													-
Business Card													-
Deposit for architectural plans													-
Refund of Prior Year													-
Piano Tuning/Usage													-
Totals	\$ 4.42	\$ 26.22	\$ 51.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82.15

Port Washington Public Library

Board Resolution

October 16, 2024

General Fund Budget Transfers

Resolved: To make the following general fund budget transfers for the year ending June 30, 2024:

TO:

CODE	DESCRIPTION	TRANSFER IN (\$)
141.01	CERTI. LIB. GRADE 29-27-25	9000
141.02	CERT. LIB GRADE 21	2000
141.03	CERT. LIB GRADE 19	8500
141.06	CERT. LIB HOLIDAY & SUNDAY	11000
143.01	CLERICAL GRADE 11	43000
143.02	CLERICAL GRADE 9	8500
143.12	BOOK SHELVERS - CHILDREN	6500
143.13	ENGLISH AS A SECOND LANGUAGE	1250
143.15	COLLECTION MANAGEMENT	13000
143.17	PERIODICAL SERVICE DESK	200
143.18	PROCESSING OF BOOKS	3900
143.19	TECHNICIANS	15000
143.21	STUDENT COMPUTER AIDS	4300
143.23	INFO. TECH SPEC. II	14500
203.02	EQUIP.: EQUIPMENT - COMPUTER	3700
417.03	A-V MATERIALS: DVD	800
417.05	A-V MATERIALS: DIGITAL MEDIA	4700
410.08	BOOKS AND INFORMATION SERVICES: BOOKS - CHILDREN	500
410.09	BOOKS AND INFORMATION SERVICES: BOOKS - AUDIO & ELECTRONIC	49000
451.02	CUSTODIAL SUPPLIES: HOUSE KEEPING MAINTENANCE	9000
451.04	CUSTODIAL SUPPLIES: CLEANING SERVICES	2700
454.01	INSURANCE: INSURANCE	5500
436.02	NASSAU LIBRARY SYSTEM: OPAC/CONCURRENT SESSIONS CHGS	7000
436.03	NASSAU LIBRARY SYSTEM: NLS	1000
430.01	OFFICE AND LIBRARY SUPPLIES: ADULT SERVICES	1500
430.03	OFFICE AND LIBRARY SUPPLIES: COLLECTION MANAGEMENT EXPENSES	700
430.06	OFFICE AND LIBRARY SUPPLIES: INFO SERVICES	100
430.07	OFFICE AND LIBRARY SUPPLIES: MEDIA SERVICES	10000
430.08	OFFICE AND LIBRARY SUPPLIES: GENERAL OFFICE SUPPLIES	4500
430.11	OFFICE AND LIBRARY SUPPLIES: OFFICE EQUIPMENT	3500
455.01	OTHER OPERATION & MAINT. EXPENDITURES: MECHANICAL	8500
455.02	OTHER OPERATION & MAINT. EXPENDITURES: GROUNDS	3000
433.01	POSTAGE AND FREIGHT: POSTAGE - FRIEGHT	1800
440.01	PROFESSIONAL SERVICES: ACCOUNTING	11000
440.06	PROFESSIONAL SERVICES: LEGAL	500

Port Washington Public Library

Board Resolution

October 16, 2024

440.07	PROFESSIONAL SERVICES: PAYROLL	2500
440.09	PROFESSIONAL SERVICES: OTHER	18000
440.10	PROFESSIONAL SERVICES: SECURITY SERVICES	18000
437.03	PROGRAM SERVICES: PROGRAMS - JUVENILES	3000
434.08	PUBLICITY AND PRINTING: NEWLETTERS	9000
439.02	RENT, REPAIR & MAINT. OFFICE EQUIP.: COPY EQUIPMENT	3000
439.06	RENT, REPAIR & MAINT. OFFICE EQUIP.: PIANO	300
452.02	REPAIRS: SUPPLIES FOR BUILDING	13000
452.03	REPAIRS: BUILDING IMPROVEMENTS	11000
452.04	REPAIRS: REPAIRS TO EQUIPMENT	15000
435.03	TRAVEL, EDUCATION AND CONFERENCE: STAFF DEVELOPMENT	1000
411.03	MACHINE READABLE MATERIALS: COMPUTER SOFTWARE	8200
9060.2	EMPLOYEE BENEFITS: DENTAL	3500
9785.6	DEBT SERVICE - PRINCIPAL: INSTALLMENT PURCHASE	1100

The total amount of transfer-in is \$376,250.

FROM:

CODE	DESCRIPTION	TRANSFER OUT (\$)
141.04	SALARIES: CERT. LIB GRADE 17	35000
141.05	SALARIES: CERT. LIB GRADE 15	65000
143.04	SALARIES: CLERICAL GRADE 5	15000
143.05	SALARIES: CLERICAL GRADE 3	8000
143.11	SALARIES: BOOK SHELVERS - ADULT	30000
143.14	SALARIES: ISD	25000
143.22	SALARIES: SUNDAY & HOLIDAYS - SUPPORT	5000
143.31	SALARIES: CUSTODIAL	10000
455.03	BUILDING	15000
435.01	TRAVEL, EDUCATION AND CONFERENCE: MEETINGS	5000
450.01	UTILITIES: ELECTRICITY	28250
9010.1	EMPLOYEE BENEFITS: NYS EMPLOYEES RETIREMENT	5000
9030.1	EMPLOYEE BENEFITS: SOCIAL SECURITY & MEDICARE	15000
9040.1	EMPLOYEE BENEFITS: WORKER COMPENSATION	10000
9045.1	EMPLOYEE BENEFITS: DISABILITY	5000
9060.1	EMPLOYEE BENEFITS: MEDICAL	100000

The total amount of transfer-out is \$376,250.



Certified Public Accountants

1650 Route 112 ● Port Jefferson Station ● New York 11776-3060

Memo

To: Port Washington Library Board of Trustees
From: Cullen & Danowski, LLP
Date: October 16, 2024
Re: Budget Revision/Capital Assignment

As part of the 2023-24 budget the Library budgets for interfund transfers to the capital projects fund to fund new and ongoing capital projects. Due to the unanticipated expenses relating to the Façade/Partial Roof Replacement and carpeting projects, the annual budgeted transfer was not enough to cover the project expenditures for both the Façade/Partial Roof Replacement and the carpeting project. We are recommending the Library appropriate money from the assignment for capital to fund the project deficits for both projects. The Library has a balance of approximately \$2,630,907 in the Assignment for Capital. We are recommending that the Board approve a budget revision in the amount of \$490,081 to provide funding to cover the project deficits by appropriating this amount from the assignment, effective for 6/30/2024.

If the Board agrees with our recommendation it would need to pass the following resolutions:

Resolved: to increase the General Fund transfer out to capital expenditure budget line, funded by the use of the assignment for capital in the amount of \$490,081.



Mei Wo Design

9 Brook Drive, Stony Brook NY 11790

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Proposed Professional Facility Conditions Study for

PORT WASHINGTON PUBLIC LIBRARY

1 Library Drive, Port Washington NY 11050

Submission Date: Revised September 5, 2024



Facility Conditions Report

▪ Introduction.....	Page 1
▪ Architectural.....	Page 2
▪ Structural.....	Page 8
▪ Plumbing.....	Page 10
▪ HVAC.....	Page 12
▪ Electrical.....	Page 16
▪ Occupancy Levels.....	Page 19
▪ Conclusion.....	Page 20

Appendices

- Appendix 1 – Original Architectural Roof Submittal
- Appendix 2 – Roof Piping Supports
- Appendix 3 – Bench Seating Profile
- Appendix 4 – Floor Plans with Occupancy Levels
- Appendix 5 – Magnitude of Construction Costs



Mei Wo Design

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Revised September 5, 2024

Keith Klang, Library Director
Port Washington Public Library
1 Library Drive
Port Washington, NY 11050
[Via email: kklang@pwpl.org](mailto:kklang@pwpl.org)

Re: Proposed Professional Facility Conditions Study
for Port Washington Public Library

Dear Keith:

Pursuant to your request, Mei Wo Design is pleased to provide this Facility Conditions Report which included a 5-year Prioritized Maintenance Plan.

Introduction

Since the last facility assessment, it appears that the Library has actively addressed issues outlined in the previous facility assessment report. Notable changes include:

- The (5) plastic skylights above the Mezzanine area had been temporarily removed, cleaned and reinstalled with new caulking around perimeter;
- The sidewalk concrete cracks along southeast area had been cleaned and caulked;
- The offices and conference rooms in the Upper Level east area were transformed into an Adult Learning Center with classrooms and group meeting rooms;
- The previous Lower Level office next to the ramp was remodeled into a welcoming Staff Lounge;
- Gypsum wallboards in the Administration Area corridor had been remediated to eliminated cracks;
- The Lower Level stacks area was remodeled into a Computer Lab;
- New accessible toilet rooms were added adjacent to Computer Lab area in the Lower Level;
- Toilet Rooms at the Main Level had been remodeled;
- A podcasting / sound studio was added next to the new accessible toilet rooms;
- Lounge furniture was added to the Upper Level
- Privacy pods were added to the mezzanine level outside of the Quiet Study rooms;
- Portion of the existing Technical Services area were reduced to accommodate more room at the adjacent building serves area;
- The concrete planters previously in the terrace had been removed, alleviating structural distress to the roof below;
- The asphaltic parking lot had been recoated and restriped.

Most importantly, the Library underwent a major façade restoration project to remediate water leaks throughout the interior of the building. The project includes:

- Replacement of all the caulking / sealants of the exterior curtain walls;
- Replacement of cracked spandrel panels and glazing;
- Replacement the knife-edged aluminum façade panels above the main entrance with solid phenolic panels;
- Replacement of the low-slope roofing above the new Adult Learning Center and adjacent wings, including gutter roof drains.



As an update to the previous Facility Evaluation Report prepared by H2M architects + engineers in 2017, our team conducted a visual survey of the Port Washington Public Library building on May 1, 2024 to assess its general conditions, determine where deficiencies existing, outline repair recommendations, and estimate the probable cost for each repair and its priority. Attachment 1 includes paired photos showing the damage and recommended repairs discussed in this report. It is recommended that all repairs described in this attachment should be detailed and designed by a NYS registered professional architect and/or engineer.

Note that this assessment was a visual inspection of the building and its various sub-systems only. No destructive investigations (such as probes, excavation, test pits, scans, etc.) were performed.

Our findings and recommendations are as follows:

Architectural

Environmental Conditions:

The 9" x 9" floor tiles in the existing Pantry area below the stage at the Auditorium, the vestibule east of the stage, and the Projection Booth above the existing Pantry are suspected to be asbestos containing materials (ACM) (photo A01). Some of the floor tiles at the stage vestibule are also cracked and loose (photo A02).

Two (2) rooms in the sub-basement (the room with lockers and the room with mobile shelving) were also observed to have similar 9" x 9" floor tiles, which are likely to contain asbestos (photos A03 & A04).

We recommend these to be sampled and tested by a certified asbestos investigator and, if found to contain asbestos, be properly abated and replaced.

Accessibility:

The existing stage is accessed by steps on each side of the Auditorium and therefore not accessible for wheelchair occupants (photo A05). In addition, access to the small pantry below the stage is by a small stair (photo A06), which is not compliant with accessibility referenced standard for wheelchair users. Since the stairs are adjacent to the stage, it is recommended that that a wheelchair lift be installed for handicapped occupants to access the stage as well as the pantry.

The 1st floor café adjacent to the main entrance of the library has a base cabinet below the sink (photo A07), which does not provide adequate knee clearances for wheelchair users. The sink's diagonal placement also does not provide the required 30" minimum width for wheelchair users' approach to the sink. We recommend that the café cabinets be modified to meet accessibility requirements.

Children's Area:

Despite the attractive and inviting interior design concept by the architect of the Children's Room, there remain some elements that are unsuitable to the users – children. For example, the sharp corners at the circulation desk, bookcases, etc. are hazardous to young children (photos A08, A09 & A10). Coved bases in floors were capped with aluminum strips at end that present a jagged edge, which may cause harm to a child (photos A11 & A12).



The front elevation of the circulation counter facing the main entrance of the Children's Room is 3'-6" high (photo A13). Although the side counter is 2'-10" meeting accessibility requirements, the height of the front counter is taller than most of the children, obstructing visual supervision from the circulation staff.

The colorful curvilinear bench shelving that is currently used to displace books protrudes 18" from the wall along the egress path (see Appendix 3). According to ICC A117.1 – 2009, which is the referenced standard for accessibility standards by Building Code of New York State, objects between 27" – 80" above finish floor (AFF) should not protrude more than 4 inches along the egress path (photo A15). Some of the bench shelving that protrudes 18" from the wall are 30" high (photos A16 & A17). This poses a hazard to patrons with vision impairments.

The original as-built drawings specified resilient flooring in certain areas in the children's space. It appears that the flooring specifications had been value-engineered during construction to be bamboo flooring with vinyl flooring tape over such (photos A18 & A19). Bamboo flooring, although a sustainable choice, is not a suitable commercial installation as it does not stand up to regular abuse and maintenance requirements needed for commercial properties. According to the Finish Schedule on Drawing A9-01 prepared by Lee H. Skolnick Architecture + Design Partnership dated 6/3/2015, the specified bamboo flooring was "Wellmade, Natural Vertical, NV90". According to the manufacturer's website, the specified flooring has a 10-year commercial warranty (photo A20); however, the limited warranty only covers light use commercial areas such as business offices and boutique shops. Public libraries are considered heavy-use commercial spaces due to foot traffic, rolling cart loads, etc., therefore products with a minimum commercial warranty duration of 20 years are typically specified.

The Finish Schedule on A9-01 also called for coated metal panels at the locations of the existing vinyl flooring tape, which was probably a substitution for value-engineering purposes. Vinyl flooring tape is not a durable solution to create colorful decals as they lack a proper wear layer to sustain heavy traffic.

There are (3) floor portals in the Toddler's area used as faux terrariums for decorative purposes (photo 21). Although this feature greatly enhanced the design and atmosphere of the area, 3/4" clear acrylic glass covers were specified by the architect (photo A22).

Plexiglas / acrylic glass scratches can be removed using chemical acrylic cleaner, sandpaper and polish (such as Novus products). However, for long-term durability in a high-traffic environment, it is recommended that the glass covers be replaced with 3/4" thick monolithic laminated low-iron glass to preserve the clarity of the transparency while providing safety for foot-traffic.

Low-iron glass has the same surface hardness and resistance to abrasion and scratching as standard clear glass, and its ultra-clear color rendition is as protected from scratches and scuffs as clear glass. Monolithic laminated low-iron glass is produced using 2-ply of low-iron glass with a polybutyral interlayer sandwiched between them, making the composite a safety glazing meeting ANSI Z97.1 and CPSC 16 CFR 1201 standard code requirements.

Based on numerous issues identified above, it is recommended that the Children's Room be renovated with durable, low-maintenance and abuse-resistant materials for the safety of its intended occupants, as well as to meet accessibility requirements.



Computer Lab:

During our site visit, it was observed that the exit doors from the Computer Lab to the Gallery were propped open (photo A23). The fire-rating label on the door indicates the doors have a 1-1/2 hour fire-resistant rating (photo A24). However, according to the door schedule on Drawing A6.01 and the hardware schedule in the project manual prepared by Donald & Liisa Sclare Architects for the 1999 building addition, no magnetic hold-opens were specified (photo A25). There appears to be low-voltage wiring to the closer body, however it is unclear whether the wiring is for fire alarm notification or magnetic hold-opens.

If confirmed that none exists, it is strongly recommended that magnetic hold-opens be installed, so the door leaves can be de-energized to release the door, to enable automatic closing to isolate the zone in the event of a fire.

In the new accessible toilet rooms in the Computer Lab, the knee protections were observed to be missing under lavatories (photos A26, A27 & A28). According to ICC A117.1-2009, exposed pipes and surfaces below lavatories shall be installed to prevent scalding of the knees for wheelchair users (photo A29). Although prefabricated lavatory shields are commercially available (photo 30), we recommend a custom millwork access panel to be installed under the lavatories to preserve the design aesthetics of the toilet rooms while complying with accessibility codes (photo A31).

We also observed that the accessible urinal in the Men's toilet room was flushing automatically every few minutes during our walkthrough (see A32). Possible causes may be debris under the diaphragm or inside the diaphragm bypass, or broken parts inside the diaphragm assembly. It is recommended that the automatic flush valve be repaired to conserve water usage. During a subsequent field visit on 7/19/2024, this issue was observed to have been remediated.

Staff Lounge:

A cut-out on the gypsum board wall was observed at the duct chase, presumably to process access to the damper (photo A33). It is recommended to install a prefabricated access panel with concealed drywall bead to provide maintenance access (photo A34).

The exhaust fan in the toilet room was observed to produce deafening noise during its operation. In addition, the exhaust fan was manually controlled by a switch (photo A35). It is recommended to replace the existing exhaust fan with a new, quiet model controlled by motion sensor to conserve energy while maintaining a quiet atmosphere.

Corridor:

The corridors at the Gallery and Administration areas are finished with broadloom carpet that is past its prime. The carpet has rips and tears that should be replaced with carpet tiles (photo A14).

The steps from the corridor from Tech. Services and the side exist of the Auditorium are finished with broadloom carpet without nosing strips (photo A36). ICC.A117.1-2009 Section 504.5.1 requires nosing strips with contrast color to be installed on accessible stairways (photo A37). It is recommended the carpet at the nosing on each step be cut out and replaced with nosing strips to define step edges, which offer enhanced visibility for low-light conditions or people with visual impairments, as well as preventing slip-and-falls. Nosing strips also enhance the durability of the stair tread and floor covering used on the staircase by eliminating excessive wear patterns, especially in areas of heavy usage.



Mechanical Room:

At the far end of the Mechanical Room, a hollow metal door with a missing door knob leads to a shaft with a steel ship's ladder reaching up to grade (photo A38). The floor access door at grade was unlocked (photo 39), leaving the shaft (and therefore the Mechanical Room) accessible from grade without security measures. As the Mechanical Room leads to the Computer Lab and the rest of the library spaces, it leaves the library vulnerable to unauthorized access. However, it was observed that the floor access door has a removable exterior turn / lift handle on the exterior side to secure the library during afterhours.

We observed ponding water at a floor drain in the Mechanical Room with an open condensate pipe dumping water onto the drain (photo A40). The source of the condensate is unclear; however, it appears that the drainpipe is either clogged or unable to handle the capacity of water pooling onto it. It is recommended that the drainpipe to be snaked and cleared of debris, and provide further investigation of the capacity of the drainpipe if the issue persists. Refer to section Plumbing – Sanitary System for further discussion.

During our site visit, we noticed a plastic pan collecting oil drip from one of the multi-zone air handlers (photos A41 & A42). Refer to section HVAC – Multizone Air Handlers (MZ-3) for further discussion.

An open flexible duct was observed near the entrance to the Mechanical Room (photo A43). It appears to be some type of exhaust air simply dumped into the space without treatment (hopefully not from the new toilet rooms in the Computer Lab). It is recommended to further investigate the source of the ductwork and provide proper venues for exhaustion if needed.

Main Level:

We observed that the termination of the steel stair handrail from the Reading Room to the Lobby was damaged (photo A44). It is recommended to repair / replace the existing handrail for accessibility compliance.

Reading Room:

The open spiral staircase from the Adult Reading Room to the Mezzanine Level, although not an egress staircase as there are other means of egress, has guardrails that are not compliant with code requirements for fall protection (photo A45). The existing railing is 36" high; the code requires 42" high for guard rails, similar to those from the Computer Lab to the Non-Fiction Collection. It is recommended to replace the handrail with 42" high guardrail.

Terrace:

We observed penetrations at the roof pavers that may be the cause of water infiltration of the building and damage to the façade / soffit (photos A46 & A47). It is recommended to fill the penetration with injected epoxy to remediate the penetration.

We also observed a make-shift hose bib at the exterior of the building on the Terrace that appears to be collecting condensate water from the roof as a source (photo A48). We surmised that it is an improvised solution to provide water to hose the terrace down for cleaning. It is recommended that a proper water source / piping be provided for the hose bib.



Programming Office:

The staff in the Programming Office reported a leak on the wall and from the ductwork above the ceiling (photos A51 – A52). It was also observed that their office lacks air circulation as only a 12" x 8" diffuser serves the 3-person office (photo A49).

Roof:

According to the approved submittals by Donald & Liia Sclare Architects on 7/26/2000 (Appendix 1), the existing roofing is "Ultra-Gard" single-ply EPDM as manufactured by Johns Manville, installed by HST Roofing in Bayshore, NY. We could not locate the warranty documents to confirm the coverage duration; however, most commercial EPDM roof warranties carry a 20-year duration. Given that it was installed in 2000, the warranty (if any) is likely expired.

The roofing on the main building was observed to have passed its useful life. The membrane is spongy and soft underfoot, indicating that moisture was trapped between the membrane and the insulation board underneath (photo A53). Seam separation between the membrane was observed (photo A54), most like due to temperature fluctuations and exposure to UV rays, which could lead to water seepage and compromise the effectiveness of the entire roofing system. Some of the membrane has severe deterioration (photo A55) that may have resulted in water infiltration and potential damage to the underlying structure (refer to "Structural – Building Interior" section). It is our strong recommendation that the existing roofing and insulation to be replaced in the near future, with proper insulation pitches to the roof drain. Refer to the Structural – Building Interior section of this report for roof slab investigation.

We observed significant ponding of stormwater near most of the roof drains, particularly on the main roof where the existing skylights are located (photos A56 & A57). It appears that there are only (2) roof drains that handle the stormwater on the entire main roof, which is roughly 6,600 sq. ft. In addition, the taller roofs from the south and north towers are discharging stormwater onto the main roof, increasing the burden on the (2) roof drains (photo A58). Ponding adjacent to roof drains indicates that the drainage pipe could no longer effectively handle the amount of stormwater (photo A60). It is recommended to snake the pipes to investigate if they are simply clogged; further calculations of the roof drainage capacity based on rainfall rate should be performed by a NYS licensed plumbing engineer to verify if additional roof drains are required.

There appears to be no discernable pitch on the roof to direct stormwater to the roof drains, as ponding water was observed near parapets as well (photo A59). Also, the integrated solar panels were observed to be waterlogged (photos A61 & A62), which compromised their collection of solar energy as indicated on the display in the lobby. It is our understanding that Soprema, the original manufacturer of the thin-film solar system (photo A63), had discontinued the product merely two years after they were released due to performance issues. It is recommended that the solar system be replaced with a ballasted solar array system to allow flexibility while avoiding punctures on the new roofing system. See the Electrical – Photovoltaic System section of this report for further discussion. A NYS licensed structural engineer should be consulted for additional loading requirements if a new PV system is to be installed.

PVC electrical conduits were observed all over the roof. PVC conduits are an inexpensive alternative to galvanized steel; however, they have become soft and bent due to heat from the sun (photo A64). At some locations the conduit has cracked, no longer protecting the wiring inside (photo A65). It is



recommended that the conduits to be replaced with galvanized steel type to ensure adequate protection of wiring for roof equipment.

Some of the concrete parapet walls exhibit cracking and spalling (photos A66 & A67). It is recommended to patch and inject all cracked and spalled concrete with epoxy.

Fireproofing:

From the main roof looking into the steel roof framing of the Adult Learning Center through its clerestory windows, we observed that the existing sprayed fireproofing had deteriorated and no longer offers fire protection (photo A68). In reviewing the construction documents prepared by Donald & Liisa Sclare Architects dated 3/1/1999, fireproofing was not shown on the building section of the Adult Learning Center; however, section 07253 of the project manual dated 10/8/1999 for the project included spray fireproofing. It is recommended to perform a code review of the building and determine if fireproofing is required by code, and restore the fireproofing to provide coverage if needed.

Building Exterior:

As mentioned under the Structural – Building Exterior section below, the exterior concrete structure exhibited signs of freeze/thaw damage. In addition, a penetration was observed on the southeast side of the exterior wall (photo A69) that should be patched with epoxied concrete to avoid potential air and water infiltration.

The exterior soffit above the main entrance and on the south side of the building under the roof terrace were observed to have water damage (photos A70 & A47). The leaks above the main entrance may have been caused by leaks prior to the undertaking of the façade renovation project. See section under "Terrace" above for discussion regarding the water stains under the roof terrace.

The aluminum gutters along the north side of the building along Locust Avenue are observed to be bent (photo A71). It is recommended that the gutters be replaced.

There is an existing abandoned outlet box on the north side of the building along the foundation wall on Locust Avenue (photo A72). It is partially buried by the adjacent precast concrete panel and contains electrical wiring. It can become a source of air and/or water penetration into the building, particularly if the ground is covered with snow. We recommend that the wiring be tested to confirm that it is not electrified and serves no other purposes; then the wires be snipped back if they are abandoned. The outlet box should be cleaned of the excess debris, and filled with polyurethane spray foam to seal off the penetration. Then, cover the spray foam with a cap sheet or other material and fill over the cap sheet with parging to match the existing color and texture of the surrounding pre-cast concrete panels into which the hole is cut.

An abandoned exterior conduit is found on the northeast corner of the library building (photo A73), which may have been used on the previously installed exterior lighting system. It should be removed as the conduit is not capped off and open to weather.



Structural

The Library building is a three-story structure with concrete slab and beam construction and a partial basement. The extensions from the original building are constructed with steel framing and hung steel mezzanines from the original concrete structure.

Building Exterior:

Generally, the building structure is in good structural condition. The structural deficiencies found during the inspection were mostly superficial and related to water intrusion. We have included some recommended preventative repairs that can be made to the structure to extend the structure's lifespan.

The concrete structure and foundation at the exterior of the building has multiple locations where what we believe to be pre-existing construction deficiencies are starting to degrade (photos S01, S02, S04, S05, S07 & S09). At these locations, it appears that the original concrete was constructed with honeycombing and what appears to be desegregation due to over consolidation of the concrete. These locations appear to be providing areas for decreased durability and increased permeability which appear to exhibit the beginning of structural damage.

The superficial concrete damage should be repaired to avoid any future damage occurring to the structure. All exterior concrete with superficial damage is susceptible to freeze and thaw damage which could in the future degrade the structural integrity of the concrete. The repairs include utilizing an epoxy mortar which can fill any voids in the concrete surface and injecting epoxy where there are cracks. Note that this repair method is not required and is a conservative preventive measure.

There is one location on the east side where the façade does not properly cover a steel beam connection (photo S03). It is recommended to apply sealant to the exposed shear connection to prevent water intrusion.

There is one location on the north side wall where there is an uncovered electrical box (photos S11). See Architectural Section under Building Exterior for recommendations for repairs.

There are also multiple locations at the exterior of the building where it appears there may be some potential for water intrusion (photos S10, S20 & S28). At some of these locations, joint sealant has cracked/shrunk or is nonexistent and will create a potential location for water intrusion (photos S06 & S52). All failed and improper joint sealants should be replaced to avoid potential water intrusion to the building.

Also, generally it appears the concrete at the exterior of the building has been weathered and in need of protective coating. It is recommended to apply a concrete sealant over the extent of the structure. If the library elects not to perform any exterior concrete repairs the sealant will also protect the concrete from further damage by creating a hydrophobic surface.

On the roof, it appears the steel framing for the equipment screens are rusted and out of plumb (photos S48 & S49). The plumbness issues may be due to a degradation of the connection points at the roof. It is recommended to further explore the connection points to ensure that structural damage has not occurred. We recommend further investigation by creating openings at the connection points to inspect



the connection points for potential structural damage. It is also recommended to scrape clean and repaint all rusted steel for the enclosures.

The mechanical equipment also is placed on improper supports such as wood (photo S47).

Building Interior:

At the south wing area there is one location where a continuous crack is found at the roof slab and it appears to have calcification which would indicate water intrusion through the roofing membrane (photo S65). We recommend further exploring these areas from above to determine if the roof has been compromised.

The interior of the structure has minor superficial damage on the concrete surfaces in a few locations (photos S63, S64, S66 & S67). If a reroofing project were to commence, it is recommended that the top side of the slab be inspected by a structural engineer to determine if there is any structural degradation of the concrete. We also recommend patching and injecting all cracked and spalled concrete with epoxy.

There is also a location on the north side first floor adjacent to the steel framed mezzanine that has an improperly installed column (photos S58 & S59). It is unclear what the column is supporting, and it is recommended to further explore why the column had been installed. Based on these conditions it appears that the column may have been added to increase the load carrying capacity of the beam above. We recommend further exploring the purpose of the mezzanine column; if the column is structurally necessary, it is recommended to install proper connections and supports.

Site:

There are some locations on the site surrounding the building which have significant structural damage. Both the retaining walls on the north and south sides of the property have significant spall and cracking damage (photos S13, S33, S34, S37 & S40). We recommend repairing the concrete in these areas by injecting the cracks with epoxy and patching the spalls with epoxied mortar.

The rails attached to the retaining walls have severe corrosion damage at the bases with improper repairs/fasteners (photos S13, S14, S35 - S40). It is recommended to replace all exterior railings in kind at the library. Subsequent to our field visit, the library reported that new railings have been installed.

There are areas of concrete which have observed high levels of moisture (photo S08, S9 & S12). It appears that the grade is pitched improperly away from the building. All improperly sloped grade should also be pitched away from the building to limit the water saturation of the exterior concrete.

Some locations of exposed foundation wall were observed to have some minor cracking, which were damaged due to high moisture (photos S21 & S22). It is recommended that these locations be coated with clear sealant and all cracks injected with epoxy.

The basement access stair on the southwest corner of the building also has some signs of water intrusion damage (photo S29). The steel supports are rusted and there are multiple locations of water intrusion evidence at the walls and bottom of the slab (photo 30). It is recommended to properly waterproof the sidewalk slab to limit the water intrusion into the stairwell.



Plumbing

Gas System:

An existing high pressure gas service enters the property from Main Street to the exterior meter rig located along the southwest corner of the building (photo P01). The service pipe is regulated down to a low-pressure service and goes through a 7M rotary gas meter, which can handle 7,000 MBH. The exterior gas piping must be protected from corrosion, which would be either galvanized piping or painted. The existing piping is galvanized but still has evident surface rust on the piping, threads, and valves. It is recommended to sand off all the surface rust and paint the gas piping, valves and threads to protect further from corrosion.

There is an existing air condenser installed beneath the meter rig (photo P02). This condenser may affect the working clearance of the meter rig and should be reviewed with national grid on the relocation of the condenser. The condenser may also be considered a source of ignition and shall be located a minimum of 18-inches from the gas meter (photo P03). It is recommended to relocate the A/C condenser located below the gas meter rig.

Interior gas piping looks to be in fair condition.

The exterior gas piping on the roof is being supported by wood blocks (photo P04). Wood degrades over time, dries out and may be blown away, and is not an adequate way to evenly distribute the weight of the piping. In addition, the gas piping on the roof needs to be supported at every turn. It is recommended to replace and roof supports with a product designed to support piping on roofs. Some of these manufacturers include Miro Industries, KnuckleHead (Appendix 2), and Dura-Blok.

Water Utilities:

A 2" domestic water service is tapped off an existing water main on Main Street and enters into an exterior heated enclosure located on the south end of the property (photo P05). The heated enclosure includes a 2" water meter and a 2" Zurn Wilkins 375 Reduced Pressure Zone Device, that protects the water main and required by the NYS Health Department (photo P06). There is evidence of corrosion and pipe leaks within the heated enclosure. It is recommended to replace the piping within the backflow enclosure.

The 4" Fire Service is tapped off an existing water main on Main Street and enters the building at the south end and through a backflow preventer in the building (photo P07). The backflow is a Zurn Wilkins 350DA, Double Check Valve Detector Assembly.

An exterior water curb valve was located at the corner of the building that extends past grade and is a tripping hazard and should be cut down to be flushed with grade (photo P08). It is recommended to modify the exterior curb valve in order for the top of the cover to be flushed with grade to prevent a tripping hazard.

Domestic Water System and Piping:

The 2" water service described in the utilities section supplies adequate pressure and flow for the building demand. The piping is in fair condition and there are no known issues of the interior domestic piping.



There is a chemical feed system for the HVAC equipment. Whenever there is chemical handling, an emergency eye wash should be provided for the safety of the occupants. It is recommended to install an emergency eyewash near the chemical feed system; options include a hard piped eye wash, or a wall mounted portable unit.

Hot Water System:

There is an electric 80-gallon water heater located in the boiler room, State Model ES80DORT 210, which is listed as a residential style water heater (photo P09). The water heater supplies the lavatories, kitchenette sinks and janitor sinks. Based on the Serial Number, the manufactured date of the water heater is February 2013, and is therefore over 11 years old. Electric storage tank water heaters have an average life expectancy of 10-15 years as per American Society of Heating and Refrigeration Engineers (ASHRAE). It is recommended to replace the existing residential style water heater with a commercial grade tank type water heater due to its age.

There is an existing Hot Water Circulating system, but it appears the piping arrangement does not match the installation manual and shows clear evidence of pipe corrosion (photo P10). The circulation pump's purpose is to maintain domestic hot water in the building piping and reduce the wait time at the faucet for hot water. It is recommended to reconfigure the pipes to match the manufacturer's recommendations and to support the piping in an approved method.

Sanitary System:

The existing sanitary system seems to be in fair condition as there were no known issues of system backing up or leaks.

An existing sanitary pipe is located above an electrical panel and encroaches into the dedicated Electrical space above the electrical equipment as per the National Electric Code (NEC) (photos P11 & P12). It is recommended to relocate the sanitary piping away from the dedicated electrical equipment space to meet code requirements.

There is a floor drain in the Mechanical Room that had a water stain surrounding the floor drain signifying the flooring has inadequate pitch toward the drain. In addition, there is a flexible condensate tube (secured by painter's tape) that is draining into the drain (photo P13). It is recommended to reinstall the floor drain and modify the pitch of the floor surrounding the drain to assure proper drainage. In addition, replacing the drain to be a funnel drain, which is essentially an attached funnel above the finished floor, can be used to help the condensate tubing to direct the condensate into the drain. This is only recommended if the funnel drain will not create a tripping hazard.

Storm Drainage System:

Some of the flat roof portions have excessive ponding near the roof drains due to inadequate pitching. The capacity of the existing roof drains also appears inadequate to handle the amount of stormwater from multiple roofs. Ponding of water increases the risk of roof leaks, a slipping hazard to colder months, and adds additional weight onto the roof (photos P14 & P15). It is recommended to replace the existing roof with new insulation to properly pitch the roof to the storm drains.

There were no known issues of the internal storm drain piping system.



Plumbing Fixtures:

Several men's and women's rooms are located throughout the building. The bathrooms are provided with flush valve type water closets and flush valve urinals. The lavatory faucets and flush valves are provided with sensors for automatic operation. The fixtures all appeared to be in good condition. No issues were reported by the facility.

Lavatories in the public toilets have hard wired faucets and have the power supply mounted below the sink. Some of these lavatories are required to be accessible (photo P16). All exposed piping below the lavatory for ADA accessibility must be protected either with a shroud, or insulation around the supply and drain piping to prevent scalding. Any power supplies, cabling and piping that may interfere with the wheelchair toe clearance should be relocated to conform with accessibility requirements (photo P17).

Fuel Storage:

Per the drawings provided by the facility, a 4,000-gallon fuel oil storage tank is located in the basement. It was reported by the Library that the oil tank was relocated under the existing parking lot during construction. An electronic leak/level detection panel (by Omntec) is located in the basement facility office. The tank provides oil to the dual fuel boiler. It was reported to Mei Wo Design that the library primarily burns gas at this point and has not used oil in almost 3 years. Subsequently, the Library had informed us that the tank had been drained and filled with an inert material, such as sand, concrete slurry or foam, and therefore abandoned in place.

Fire Sprinkler System:

The building is provided with a dedicated 4-inch fire water service which serves the basement level and the mechanical room (photo P18). The backflow prevention device and alarm valve are located in the mechanical room where the service enters the building, and the fire department connection is piped to a free-standing Siamese connection (photo P19). The sprinkler system is in satisfactory condition.

The remaining levels of the building are not provided with fire sprinkler coverage. If the Library would like to consider the installation of a full building sprinkler system, Mei Wo Design can provide the Library with a Fire Sprinkler system design.

Heating, Ventilation & Air Conditioning (HVAC)

The Port Washington library is provided with HVAC (Heating, Ventilating, and Air-Conditioning) via several different types of air handling systems.

Multizone Air Handlers (MZ-1, MZ-2, MZ-3):

In the basement there are three multizone HVAC units that provide heating, ventilation, and air-conditioning to a large portion of the building (photo H01). Based on the 1967 design drawings the units have the following capacity:

Unit No.	# of zones	Locations Served	Supply Air (CFM)
MZ-1	7	North Side of Building	15,000
MZ-2	6	Central Area- Vestibule, Lobby, Meeting Room, etc.	30,000
MZ-3	2	South Side of Building	20,000



All the units seem to be part of the original building setup but have been upgraded with Yaskawa variable speed drive supply fans and electronic zone damper actuators. Each air handler comes equipped with both a hot water coil and a chilled water coil. Although the units seem to sufficiently provide heating and cooling, there have been previous instances of reported problems such as leaking condensate drain pans and coils. Additionally, it was observed that there is a slow leak on the control valves of MZ-3. Due to what appears to be rust on the stem of the control valve, the leak appears very dark. It is recommended that the library's HVAC's maintenance company clean the valve of rust and tighten the valve as necessary to stop the leak (photo H11).

The supply air ductwork is distributed through unexcavated areas of the basement and ascends to the floors above through vertical risers.

The three units draw outdoor ventilation air through louvers situated in the foundation wall, which are open to below-grade area wells next to the main entry door. The library has reported concerns about odors from vehicle exhaust infiltrating the building through these areaways. Upon inspection, we observed that the intakes are positioned approximately 21 ft from the curb. While this distance should theoretically prevent odors from permeating the building, it is advised that this issue be reevaluated when strategizing the replacement of the current units in the future.

All three units have surpassed their typical lifespan but are still being serviced and utilized. It is advisable for the Library to strategize for the replacement of the air handlers within the coming decade should any problems arise. Considering the significant expenses involved in such an undertaking, it's recommended to conduct a feasibility study beforehand to assess various options and associated costs before initiating the design phase.

Custom Built Roof Mounted Air Handlers (MZ-4 , MZ-5)

On the roof, there are two (2) custom-built HVAC units, manufactured by Seasons Four (photo H02). Each unit is equipped with two Yaskawa variable speed drives for fan control. Constructed from stainless steel, these units feature hot water coils and chilled water coils. The supply and return ductwork are side-connected and installed on the roof, both insulated and weatherproofed, and appear to be in good condition. However, it's worth noting that accessing these units during the site visit required walking on the exterior ductwork, which is not recommended. Thus, it's advised to explore alternative means of access for maintenance purposes.

These units seem to have been installed around the year 2000 as part of the building additions project. Initially, the original design drawings indicated the installation of two (2) new multizone units in the basement. However, it appears that at some point, the decision was made to switch to rooftop multizone units instead. Although these units are approaching the end of their expected lifespan, with proper maintenance, they should remain operational for at least another five (5) years.

Packaged Rooftop HVAC Units (RTAC-1, RTAC-2):

On the roof, there are also two (2) Trane HVAC units (photo H03). RTAC-2 is gas-fired and appears to offer both heating and cooling (approximately 12-1/2 tons), while RTAC-1 seems to be a cooling-only unit (approximately 4 tons). Manufactured in 2000, both units seem to be in decent condition, with no reported operational issues during the site visit. Typically, these units have a lifespan of 15 to 20 years. Equipped with outdoor air dampers for ventilation, these units utilize R-22 refrigerant, which is obsolete in new HVAC equipment as it is no longer manufactured. Both units employ roof-mounted ductwork for



both supply and return air distribution. The ductwork, insulated and sealed with a weatherproofing membrane, is in good condition.

It is recommended that the Library plans to replace these units within the next few years. The new HVAC units should include integral dehumidification controls, variable speed compressors, and modulating outdoor air controls to enhance system efficiency during partial load conditions. Curb adapters can be utilized to retain the existing roof curbs and ductwork.

Chiller:

Cooling via chilled water is facilitated by a 200-ton Trane water-cooled Helical Rotary chiller (photo H04). Situated in the basement mechanical room, this unit utilizes R-134A refrigerant and supplies chilled water to the multizone air handlers both in the basement and on the roof. Adjacent to the chiller, there's a Trane refrigerant leak monitoring panel. Installed around 2000, the chiller is approximately 24 years old. During our field walkthrough, the system wasn't operational, yet the facility reported no significant operational issues with the chiller. Typically, chillers have a lifespan of about 20 to 25 years, suggested replacement within the next five (5) years is advisable.

Cooling Tower:

Situated on the building's roof is an EVAPCO closed-loop evaporative cooling tower (Model LSTA 4-181) (photo H05). This two-cell apparatus appears to be constructed from stainless steel. Installed in 1993, the tower is approximately 31 years old. According to past information provided by the Library, the cooling tower is rated for 450 gpm and underwent repairs to its fans, shafts, and bearings a few years ago. Additionally, automatic water treatment was integrated into the system. During our field walkthrough, the tower wasn't operational, yet no issues were reported. Typically, cooling towers have a lifespan of about 15 to 20 years, suggesting replacement within the next few years is recommended.

Chilled Water & Condenser Water Pumps:

In the basement mechanical room, a total of three (3) base-mounted centrifugal pumps are situated (photo H06). One pump is dedicated to serving the chilled water distribution, while another serves the condenser water loop connecting the chiller and the cooling tower. Positioned between these two, the middle pump functions as a standby and can be configured, through bypass valves, to serve either the chilled water or condenser water systems in case of an emergency. According to the 1967 design drawings, the chilled water pump is rated at 360 gpm at 38 ft, and the condenser water pump is rated for 450 gpm at 40 ft.

During the field walkthrough, the pumps were not operational. It's recommended to routinely inspect them for leaks and ensure proper functioning.

The facility reported that the chilled water system is treated with a glycol (anti-freeze) solution to prevent coil freezing in the multizone air handler units. However, the exact percentage of glycol solution could not be determined during the field visit.

Boiler:

Heating is facilitated by a Smith cast iron sectional boiler featuring a Power Flame dual-fuel (gas/oil) burner, situated in the basement mechanical room (photo H07). This boiler, rated for approximately 3,500 MBH, supplies hot water to the multizone air handler units. According to facility reports, gas has been the primary fuel source for the past three years. Installed around 2000, the boiler seems to be in good to fair condition. With proper maintenance, its lifespan can surpass 25-30 years.



Hot Water Pumps:

In the basement mechanical room, there are two (2) vertical in-line centrifugal pumps dedicated to supplying hot water throughout the building (photo H08). According to the 1967 design drawings, these pumps are rated at approximately 130 gpm at 21 ft. While one of the pumps displays evidence of past leaks and corrosion, it remains operational. It's important to conduct regular inspections of the pumps to detect any leaks and ensure proper functionality.

Chemical Treatment:

Chemical shot feeders are positioned at both the hot water heating pumps and the chilled water pumps. Additionally, there are automatic chemical feed systems dedicated to the condenser water loop. It's imperative that all chemical feed systems receive regular monitoring and maintenance by a qualified water treatment contractor.

Fan Coil Units:

It was observed that there are two (2) Trane fan coil units on the main floor near the History/Young Adult areas. These units were reported to provide both heating and cooling and appear to be in good condition.

Ductless Split AC Units:

Multiple ductless split air-conditioning units are employed to offer supplementary cooling (photo H09). These units were spotted in IT closets and the Children's Area. While these units differ in age, the usual lifespan of a split unit is roughly 15 years. As they age and encounter issues, they can be replaced individually.

Exhaust Fans:

There are several roof mounted fans that provide exhaust for various portions of the facility. While some fans are in good/fair condition, there is one fan is older and appears to be inoperable (photo H10). It is recommended to be replaced as soon as possible.

Elevator Machine Room:

There were two (2) elevator machine rooms, once located within the boiler room and is not enclosed within a separate room. The second machine room has its own room but has no temperature control. Since there were no reported complaints of temperature control for the elevator machine equipment at the time of the site visit, it is assumed that the heat dissipation from the elevator equipment is minimal.

Temperature Control System:

The Library is equipped with local temperature sensors distributed throughout the building, which relay data to an automatic temperature control system (ATC). Manufactured by Andover and seemingly installed by T.M. Bier Associates, this system oversees and regulates various components, including the (3) multizone air handlers (MZ-1, MZ-2, and MZ-3), the (2) custom-built Seasons Four multizone units (MZ-4 and MZ-5), the chiller water system, the hot water system, the (2) packaged rooftop HVAC units, the building exhaust fans, the parking lot lights, and the variable frequency drives associated with the five multizone air handling units. Although the system is reportedly operational, the ATC appears to be an older iteration of Andover controls and will likely necessitate upgrading when the HVAC system is replaced.



Electrical

Electrical Distribution System:

The utility electrical service is fed to the downstairs electrical service switchgear. The voltage is a 3-phase voltage 120/208Volt 3-phase which measures 208 volts phase-to-phase and 120 volts phase-to-neutral. The main fused disconnect switch is rated at 2000 amps meaning the service was sized at 1600 amps. The electrical switchgear is a General Electric AV-Line Switchboard that appears to be from the 1960's. The 2000 amp main fused disconnect switch is also from GE. There is a cabinet section with the Long Island Power Authority CT's which feeds the electric meter. The meter is #80352472 85200276.

The main distribution panel is located adjacent to the main fused disconnect switch. The panel contains 15 GE circuit breakers for each of the building's main loads (photo E01)

The useful life of GE electrical switchgear is 30 to 40 years. The equipment in the library is approximately 60 years old. Scheduling a replacement is far less cost than experiencing an equipment failure resulting in an emergency call.

It would be recommended to upgrade the circuit breakers to new ones. It is also recommended to perform an Infrared Test on the terminals and the conductors.

Electrical Sub-Panels:

There are various sub panels throughout the library. Most of them appear to be fairly new and in good working order.

The subpanel in the auditorium projection booth is a 1960's vintage GE 225 amp panel. There is a note on it stating that when the lights in the front rows blink, the breaker should be shut off. This could be a loose connection, a loose bulb, or it could be a sign of an overloaded circuit. Arcing is a concern making this a potential fire hazard. A licensed electrician should be called in to inspect the circuit (photo E02)

Sub Panel #3 Electrical Room: Subpanel #3 is a 400 amp 3-phase panel in the electrical room which has duct tape over the circuit breaker for the Fans E3 & E4. In marker is written "Leave Off". This should be investigated by a licensed electrician (photo E03).

Electrical Outlets:

The electrical outlets in the Children's Center have baby-proofing plastic outlet covers but the receptacles are not tamper-resistant. The 2017 NEC requires tamper resistant in child-care facilities (photo E04)

Emergency Generator:

The library has a 15kW Kohler natural gas fired, 3-phase that appears to be vintage 1960's. The generator has been sized to supply emergency power to the north and south staircases, the exits, the lobby, the restrooms, and lighting in the gallery and media room (photo E05).

It is recommended the Library consult with a licensed electrical engineer for a generator feasibility study to identify the types of loads, the areas that need to be protected during an electrical outage and its anticipated duration, in order to size a replacement emergency generator. Based on a 10,000 kWh monthly consumption, a 40kW generator would be sufficient. Natural gas is the recommended fuel



because it offers a more reliable delivery system during climate-based emergencies than diesel, but it has a 30% higher upfront cost.

The location of the generator would also need to be considered, whether it is on grade or on the flat roof. Additional structural support is needed if it is planned to be located on the flat roof.

Interior Lighting:

The 2020 NY State Energy Code specifies a lighting power density of 0.78W/ft² for libraries with a recommended illumination level of 200 lux to 500 lux in the reading section where 1 lux equals 1 lumen per square meter.

The lighting in the library consisted of a variety of lighting fixtures and applications. General lighting is provided by 2' x 4' recessed panel fixtures, recessed high-hats, decorative pendants, hanging pendants, and LED track lights. Many of the fixtures use an LED T8 bulb. An inventory list should be requested from the library and checked to verify if they are all LED.

The measured illumination levels were:

- A light level of 400.5 lumen/m² (lux) was measured in the conference room at desk height (photo E10).
- A light level of 1330 lumen/m² (lux) was measured in the Adult Learning Center at desk height (photo E11). Light level increased due to available sunlight.
- A light level of 404.8 lumen/m² (lux) was measured in the Main Reading Room at desk height (photo E12).
- A light level of 229.0 lumen/m² (lux) was measured in the Auditorium at desk height with the lights on low setting (photo E13).
- A light level of 368.0 lumen/m² (lux) was measured in the Computer Room at desk height (photo E14).
- A light level of 1911 lumen/m² (lux) was measured on the stage when stage lighting was on (photo E15).

The readings indicate the library illumination is within the recommended guidelines of the NYS Energy Code. The Adult Learning Center and the stage are outliers due to extenuating circumstances. The Adult Learning Center has a large number of windows; on sunny days there is a tremendous amount of sunlight, which affects the light level reading. The stage lighting has a high amount illumination by design.

There was one noticeable deficiency with the emergency lighting. An exit sign exiting the cellar work was found to be covered in duct tape. This should be investigated. It may just be a mechanical issue with the mounting bracket (photo E06).

Exterior Lighting:

Exterior Lighting is provided by decorative flood lights and utility-owned pole lights. Illumination readings were not taken because the site inspection was performed during daylight hours. An inventory list should be requested from the library and checked to verify if they are all LED.



Photovoltaic System:

The library currently has a rooftop thin-film solar PV system spread out over the three roofs. There are three inverters in the electrical room totaling 38kW AC. There is an impressive real-time display in the lobby informing the guests of the actual generation. During our visit it displayed that 9.27kW was being generated.

An inspection of the roof found that there is considerable usable roof area. There is some shading from the trees at the roof closest to Main Street; these trees should be trimmed. There is shading in the middle roof from the HVAC equipment. There is shading on the north roof from the building (photo E07). Given that, we must take into account setbacks and fire department access to comply with the Non-residential Rooftop Access section of the 2020 Fire Code of New York State.

We need to verify the roof loading with the structural engineer, but we can estimate a ballasted system with a 5° tilt angle. The roof azimuth is 190°, with an estimate of 7,000 sq. ft. of usable roof for solar panels. A conservative estimate would show that the library has the roof capacity for a 70kW DC system or roughly double the size of the current system. A calculation using the online tool PV Watts shows that this system would produce 85,315 kWh/year or an average of 7,000k Wh/month. From the information in the generator section, the estimated monthly consumption was estimated to be 10,000k Wh per month. Therefore, the solar PV system can be projected to offset 70% of the monthly consumption on a yearly average basis.

There are several financing options available for non-profits. One is a cash purchase; the other is a power purchase agreement (PPA). With the cash purchase, the library benefits from all the federal and state incentives. With a PPA, the library purchases the power produced by the solar at a fixed rate for a certain period of time from the PPA provider, who pays for and manages the installation. The PPA provider would benefit from all the federal and state incentives and sell power to the library. The library would purchase power at a lower rate than it is now.

Security System:

Port Washington Library is a part of the Nassau Library System (NLS). The NLS is committed to protecting the privacy of the records of all of the users of its ILS (Integrated Library System). As such, the PWPL only keeps personal data of online users when necessary for the operation of the library's borrowing system.

The Security System also includes CCTV cameras placed in certain areas. These cameras allow staff to monitor certain behavior to ensure compliance with library regulations. These areas include reading areas, study rooms, and computer labs to assist staff in identifying disruptive behavior, and enforcing the quiet zones.

IT Data Network:

The library IT data network system appears adequate and that there are no reported issues.

Automatic Checkout System:

The library utilizes an Apple/Android PWPL self-checkout app for music, films, audio-books, and e-books (photo E08).

Cell-phone Charging Station

The first floor Computer Lab has a Kwikboost cell-phone charging station (photo E09).



Advanced Technology

The library has (20) personal computers in the Computer Center. The library also serves as a hotspot. The library also utilizes two 3-D printers in The Lab.

Fire Alarm System

The library uses a Simplex Fire Alarm Control Panel and Simplex TruAlert devices throughout the building. The library hosts regular fire alarm and egress inspections throughout the year. There were no reported problems with the FA system.

Elevator System

An Elevator Controls H900 control system in the sub-basement is used for elevator control. There were no reported issues with the elevator controls.

Occupancy Levels

As requested by the Library, Mei Wo Design field measured the following existing spaces in the Library to determine their occupancy capacities. Please refer to the floor plans under Appendix 4 for illustration of the following occupancy calculations.

- Lapham Meeting Room (lower level):
 - 242 people (seating only)
 - 113 people (tables and chairs)
 - 339 people (standing room only)
- Art Gallery (lower level):
 - 33 people
- Children's Workshop Room (lower level):
 - 29 people
- Terrace (main level):
 - 236 people (seating only)
 - 110 people (tables and chairs)
 - 331 people (standing room only)
- Teen Room (main level):
 - 26 people (tables and chairs)
 - 78 people (standing room only)
- Hagedorn Meeting Room (upper level):
 - 104 people (seating only)
 - 48 people (tables and chairs)
 - 146 people (standing room only)



- Mezzanine Meeting Room (upper level):
 - 50 people (seating only)
 - 23 people (tables and chairs)
 - 70 people (standing room only)
- Classroom A (upper level):
 - 11 people (tables and chairs)
- Classroom B (upper level):
 - 9 people (tables and chairs)

Conclusion

It is important to note that the typical life cycle for a building is 50 years. This building surpasses this typical time period and remains in good working condition. Based on our observations, it appears that only minor repairs need to be made to the structure. To keep a building of this age in service, continued reinforcement, rebuilding and major repairs are eventually needed to keep the building in working order. See Appendix 5 for a summary of magnitude of construction costs for work items identified and categorized by priority.

The repairs which were discussed in the prior section are minor in nature and will be necessary to keep this building in service and prevent future damage and deterioration. It is also important to note that the observations shown in this report likely will not reflect damages or defects that may arise in the future. Therefore, we recommend that the building continue to be inspected on a regular basis as directed by NYSED by a NYS registered professional architect and engineer.



A01 – Pantry flooring below Stage in Auditorium



A02– Flooring in East Vestibule of Stage



A03 – Sub-basement floor tile



A04 – Sub-basement floor tile



A05 – Auditorium Stage Accessibility



A06 – Pantry Accessibility



A07 – Café Accessibility



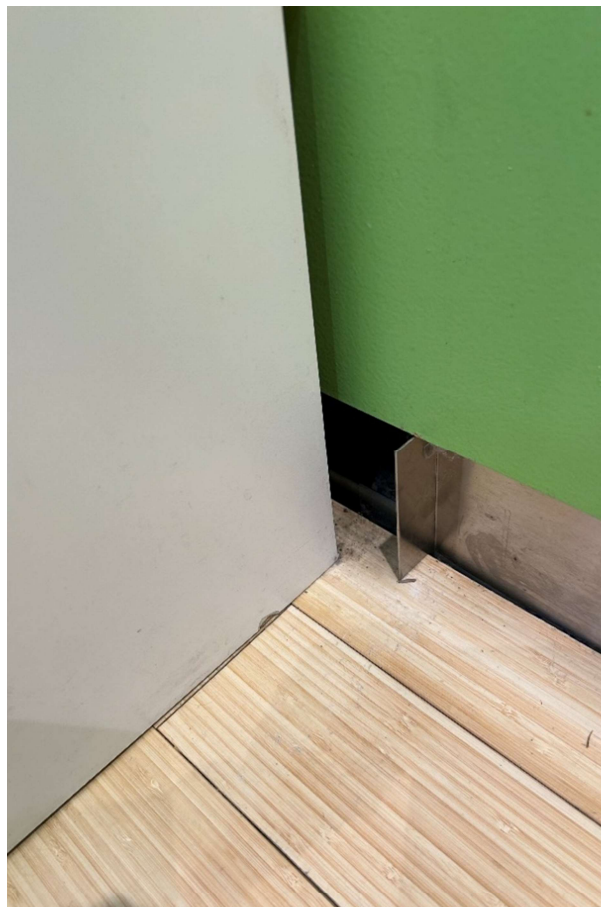
A08 – Children's Circulation Desk



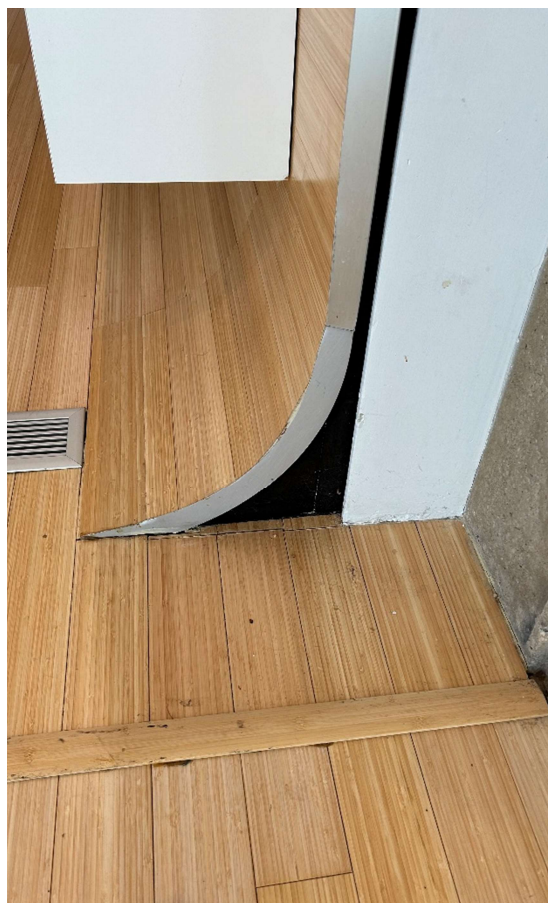
A09 – Children's Display Shelving



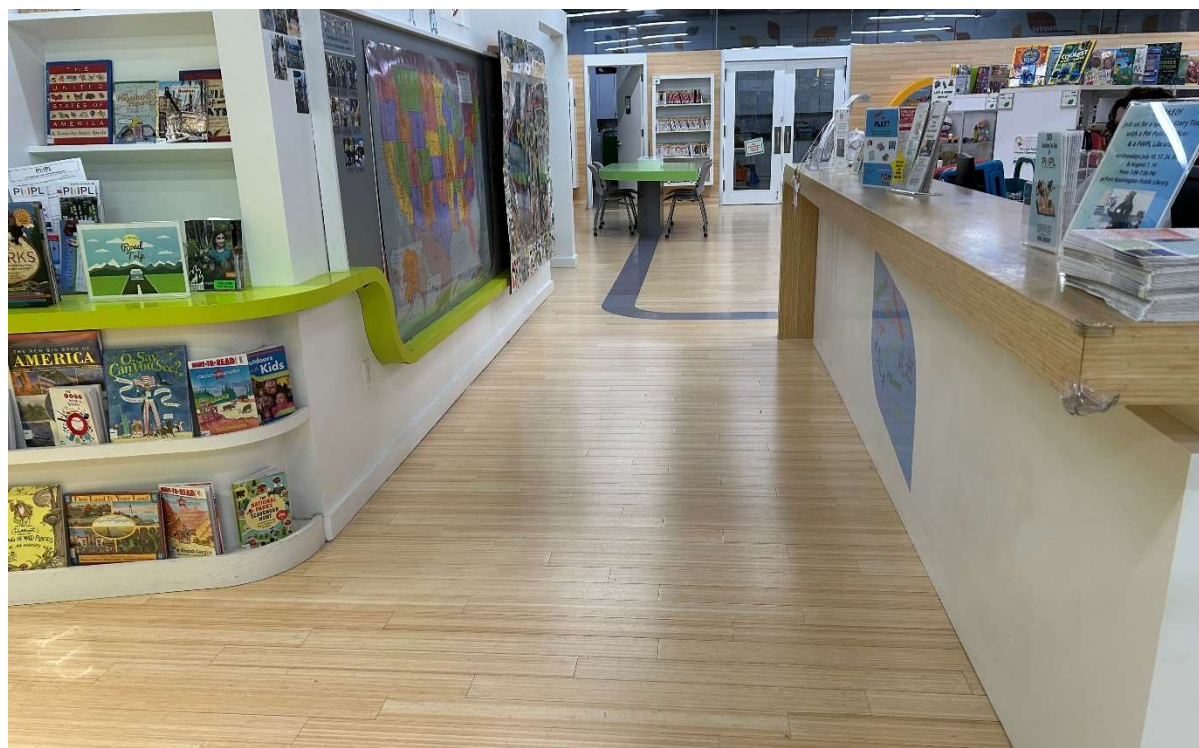
A10 – Children's Bookcase



A11 – Aluminum Base



A12 – Aluminum Cove Base



A13– Children's Circulation Desk



A14 – Broadloom Carpet tear

ICCI A117.1-2009

307.2 Protrusion Limits. Objects with leading edges more than 27 inches (685 mm) and not more than 80 inches (2030 mm) above the floor shall protrude 4 inches (100 mm) maximum horizontally into the circulation path.

EXCEPTION: Handrails shall be permitted to protrude 4½ inches (115 mm) maximum.

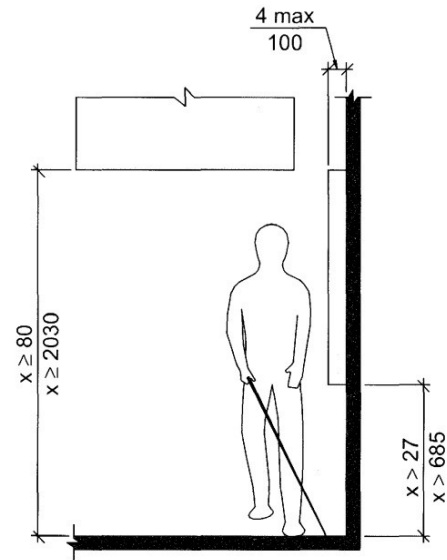


FIG. 307.2
 LIMITS OF PROTRUDING OBJECTS

A15 – Protruding Objects



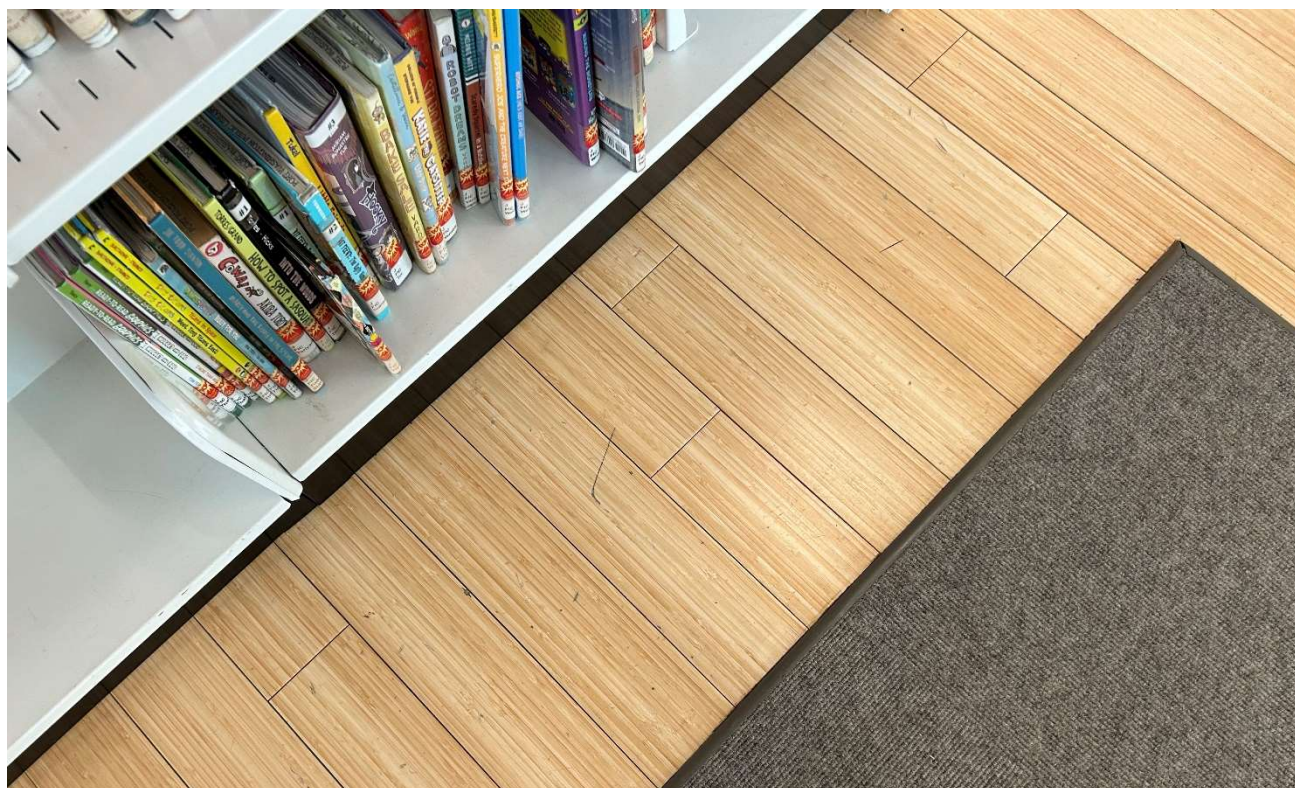
A16– Children's Bench Display



A17 – Children's Bench Display



A18 – Children's Vinyl Flooring Tape



Wellmade HDPC® Waterproof Hardwood or Waterproof Strand Bamboo Flooring

Warranty

LIFETIME RESIDENTIAL LIMITED WEAR WARRANTY & 10 Year Commercial Limited Warranty

What the Lifetime Flooring Residential Limited Warranty Covers:
This flooring is warranted that:

- Will not wear through the finish under normal household traffic conditions (scratches or reduction in gloss level is not considered wear)
- Will be free of manufacturing defects
- Wear-through is defined as total loss of pattern in a minimum of 2 square inch area, readily visible from a distance of 6 feet.

What the Commercial Flooring Limited Warranty Covers:
This floor is warranted for 10 years of commercial* use from the date of original purchaser:

- Will not wear through the finish under normal traffic conditions (scratches or reduction in gloss level is not considered wear)
- Will be free of manufacturing defects

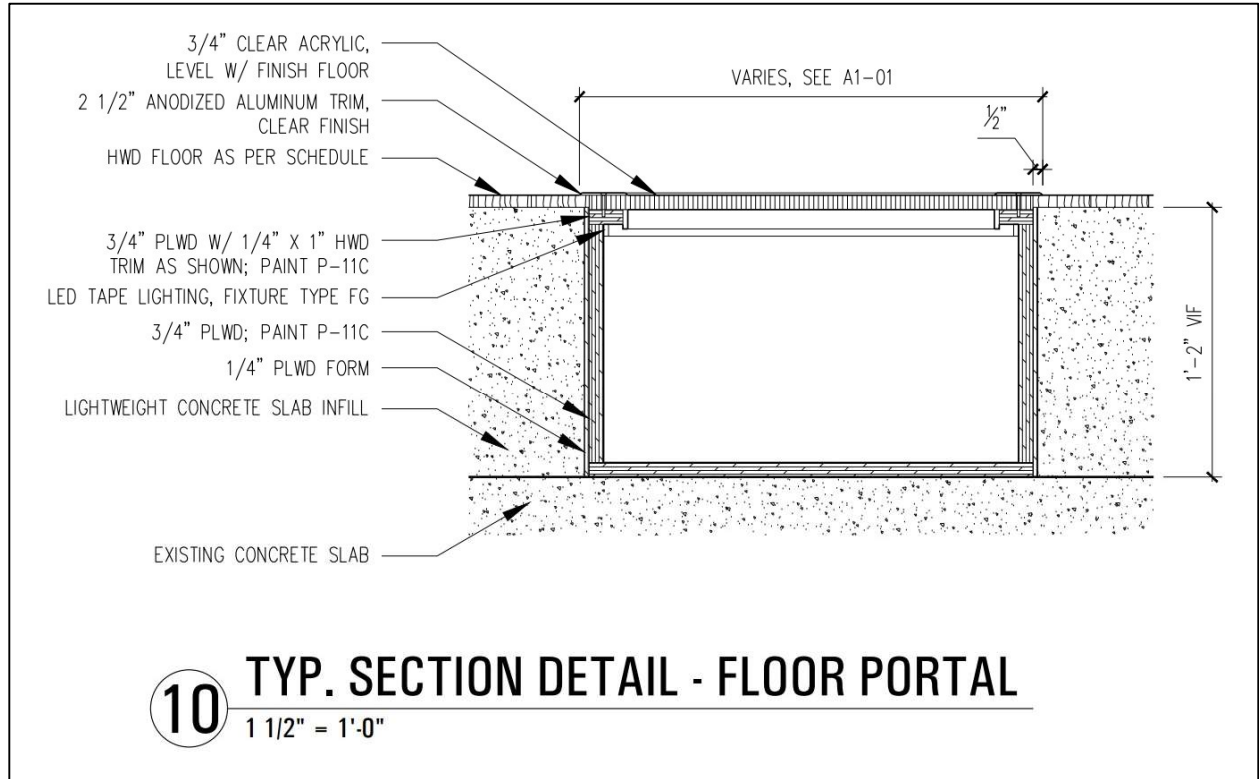
**Commercial is defined as areas such as business offices and boutique shops. Heavier traffic areas, entry foyers, food preparation areas, or any area where there are heavy rolling loads are not covered by this warranty*

Moisture Warranty
Wellmade warrants the flooring in its original manufactured state to the original purchaser from the date of purchase, under normal and reasonable use, that the surface, when properly installed, shall be resistant to damage from typical damp mopping or normal household spills that are not left unattended. The Moisture Warranty does

A20 – Bamboo Flooring Warranty



A21 – Children's Floor Terrarium



A22 – Floor Terrarium Portal Section



A23 – Computer Lab Fire-rated Door



A24 – Computer Lab Fire-rated Door Label



HARDWARE SET 16

DOOR #

L-25
 L-38
 M-15
 M-16

ITEM DESCRIPTION

1EA. PAIR DOORS 3'0 x 6'10
 1EA. PAIR DOORS 3'0 x 6'10
 1EA. PAIR DOORS 3'0 x 6'10
 1EA. PAIR DOORS 3'0 x 6'10

Alterations and Addition
 to the Port Washington Library

Hardware Schedule

HS - 6

M-17

1EA. PAIR DOORS 3'0 x 6'10

EACH PAIR TO HAVE

<u>MNF</u>	<u>QTY</u>	<u>TYPE</u>	<u>ITEM DESCRIPTION</u>
STA	6.0	HINGE	FBB179 4.5x4.5 x US26D
ARR	2.0	EXIT DEVICE	FS3608 x SL08 x US32D
ARR	2.0	CLOSER	6015D1 x AL
IVE	4.0	SILENCER	20

A25 – Fire-rated Door Hardware Specifications



A26 – Computer Lab Toilet Rooms



A27 – Family Toilet Room



A28 – Men's Toilet Room

ICC A117.1-2009

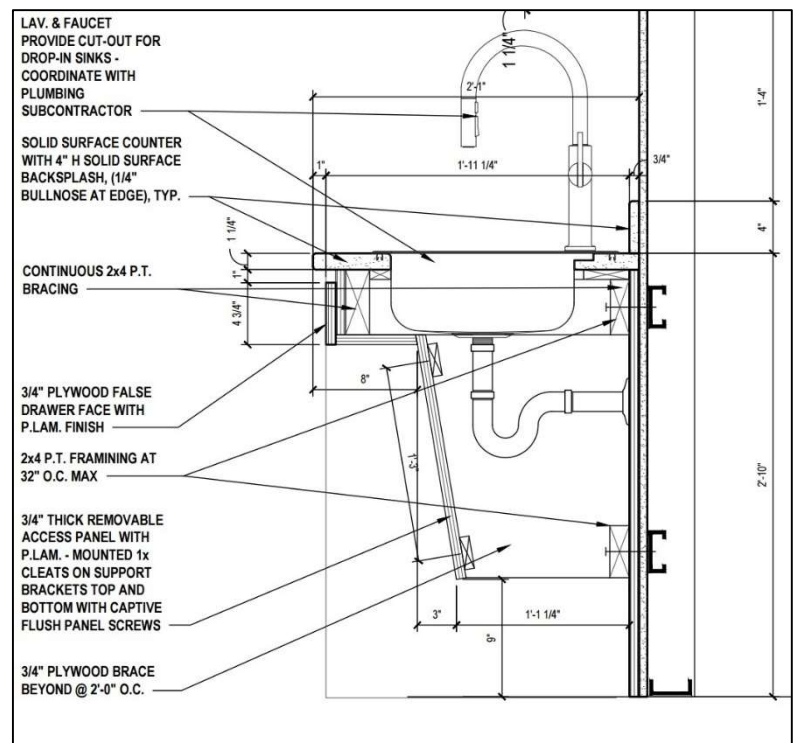
depth of 11 inches (280 mm) maximum or, if automatic, shall be activated within a reach depth of 11 inches (280 mm) maximum. Water and soap flow shall be provided with a reach depth of 11 inches (280 mm) maximum.

606.6 Exposed Pipes and Surfaces. Water supply and drainpipes under lavatories and sinks shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatories and sinks.

A29 – Accessibility Code for under Lavatories



A30 – Prefabricated Lavatory Shield



A31 – Custom Millwork Lavatory Shield



A32 – Men's Toilet Room Urinal



A33 – Staff Lounge Gyp. Board



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FLUSH ACCESS DOORS FOR DRYWALL SURFACES



KDW

The KDW has a textured frame and bead so drywall joint compound can be applied in sufficient thickness to conceal flange. Prepunched holes in the flange facilitate fastening the flange to framing members with drywall screws.

A34– Proposed Access Panel



A35 – Aluminum Base

504.4 Tread Surface. Stair treads shall comply with Section 302 and shall have a slope not steeper than 1:48.

504.5 Nosings. The radius of curvature at the leading edge of the tread shall be $\frac{1}{2}$ inch (13 mm) maximum. Nosings that project beyond risers shall have the underside of the leading edge curved or beveled. Risers shall be permitted to slope under the tread at an angle of 30 degrees maximum from vertical. The permitted projection of the nosing shall be $1\frac{1}{2}$ inches (38 mm) maximum over the tread or floor below.

504.5.1 Visual contrast. The leading 2 inches (51 mm) of the tread shall have visual contrast of dark-on-light or light-on-dark from the remainder of the tread.

A37 – Nosing Strip Code Requirements



A36– Lower Level Corridor Steps

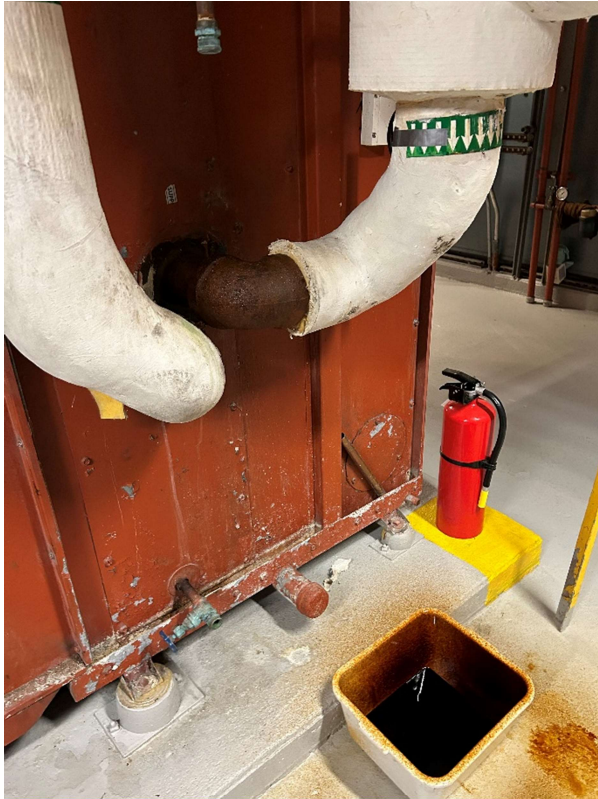


A38 – Mechanical Room Door to Access Hatch

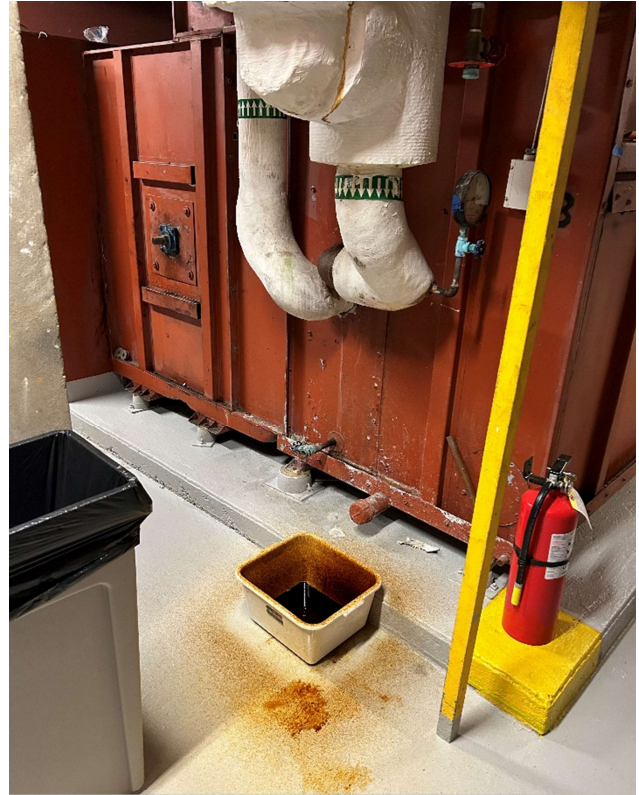


A40 – Mechanical Room Condensate Pipe





A41 – Mechanical Room Oil Drip



A42 – Mechanical Room Oil Drip



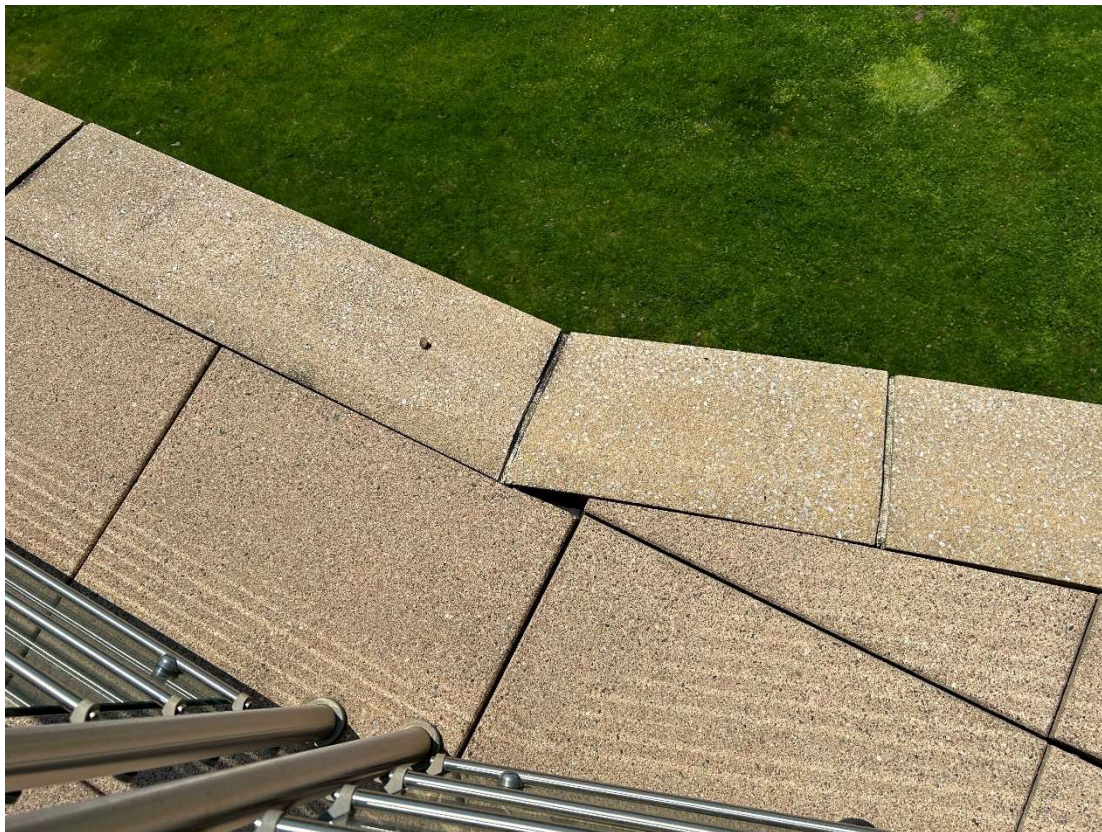
A43 – Mechanical Room Flex Duct



A44 – Main Level Handrail



A45 – Circular Stair Open Handrail



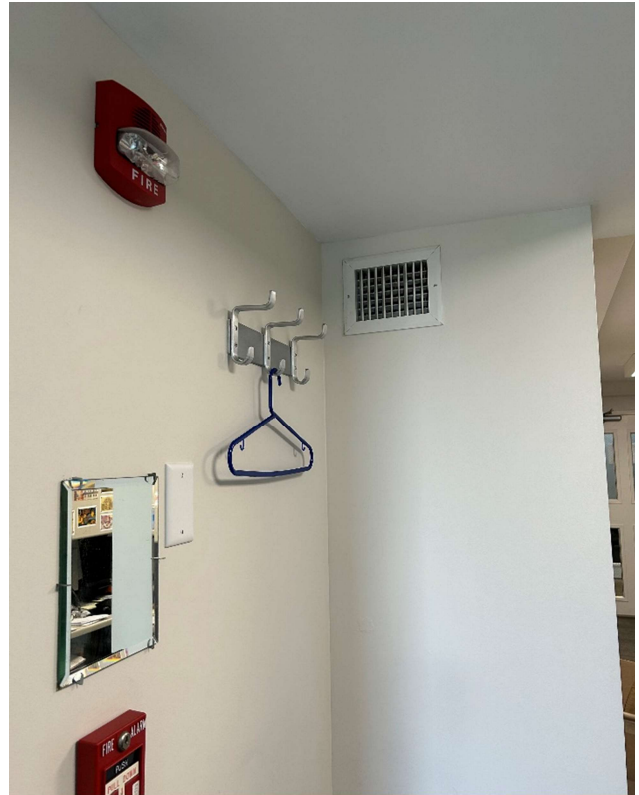
A46 – Terrace Paver Penetrations



A47 – Terrace Paver Leakage



A48 – Make-shift Hose Bib



A49 – Insufficient Air in Programming Office



A50 – Leak from Duct



A51 – Leak in Programming Office



A52 – Leak in Programming Office



A53 – Roof Membrane



A54– Seams between Roof Membrane



A55 – Roof Membrane Deterioration



A56 – Ponding at Roof Drain



A57 – Ponding at Roof Drain



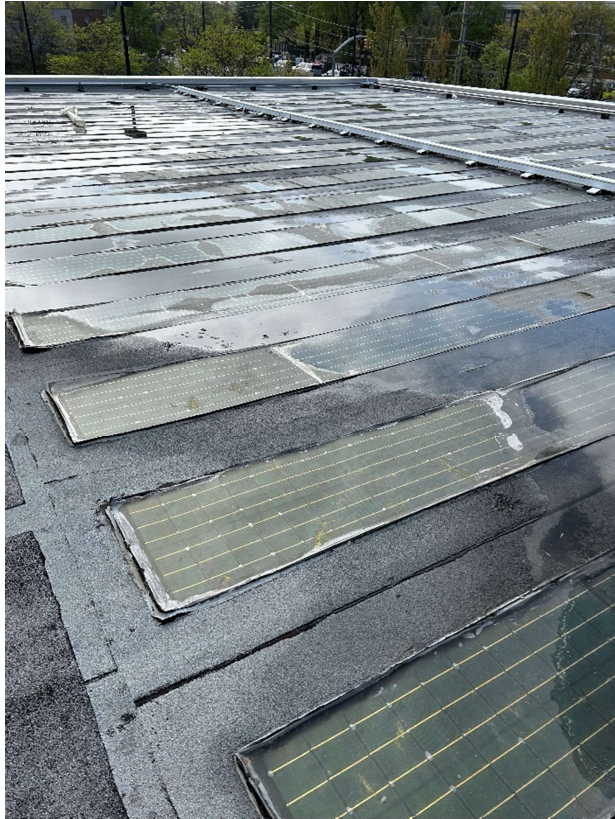
A58 – Discharge Pipe from South Tower



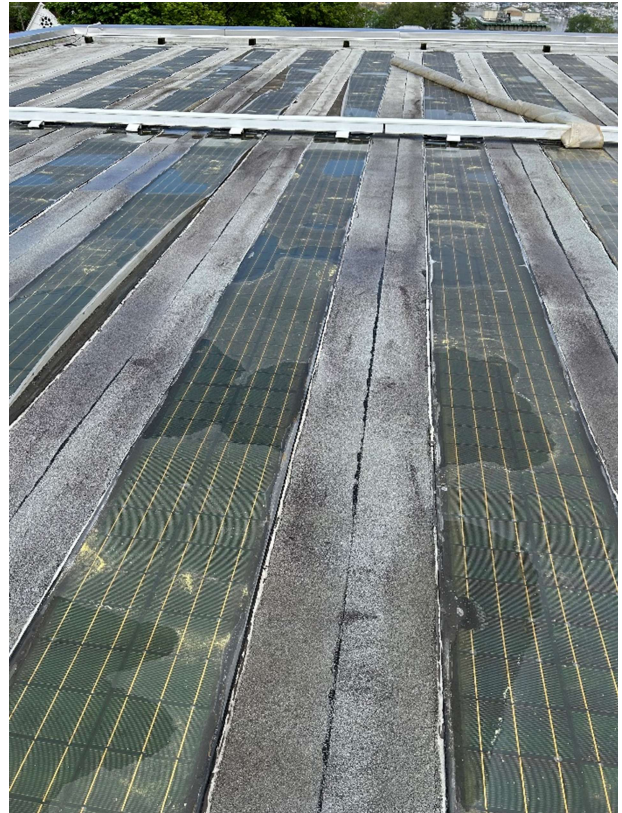
A59 – Ponding at Roof Parapet



A60 – Ponding at Roof Drain



A61 – Waterlogged Integrated Solar Panels



A62 – Waterlogged Integrated Solar Panels



PRODUCTS

SOPRASOLAR System by SOPREMA North America

Sept. 15, 2011



SOPRASOLAR Systems transform an unused rooftop into a reliable, clean source of renewable energy. The roof system is a combination of a multi-ply roofing membrane and thin-film solar laminates. The result is a lightweight and flexible integrated photovoltaic system that is less costly to install and has a quicker ROI than traditional crystalline PV systems. By using adhesives to fasten the thin film, roof penetrations are eliminated.

SOPRASOLAR System by SOPREMA North America.

(740) 506-0906

www.soprasolar.us

A63 – Integrated Solar Panels Manufacturer



A64 – PVC Conduit on Roof



A65 – PVC Conduit on Roof



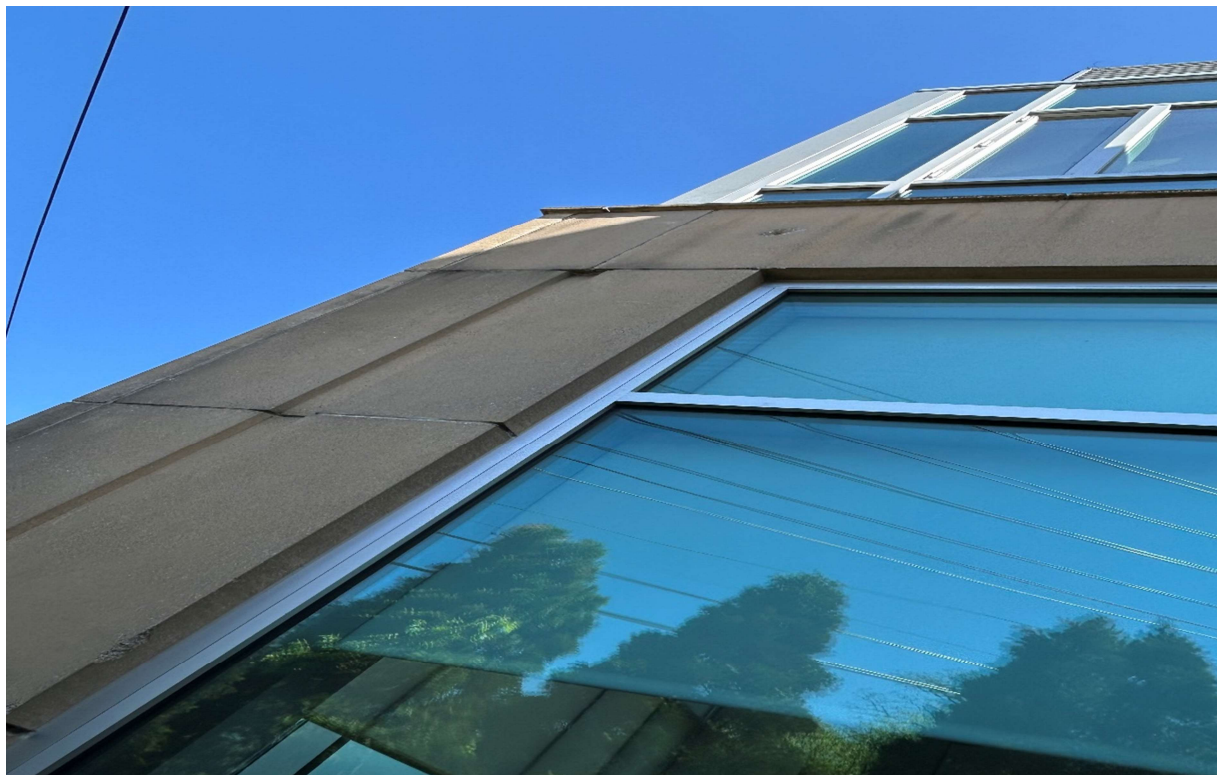
A66 – Concrete Parapet Wall on Roof



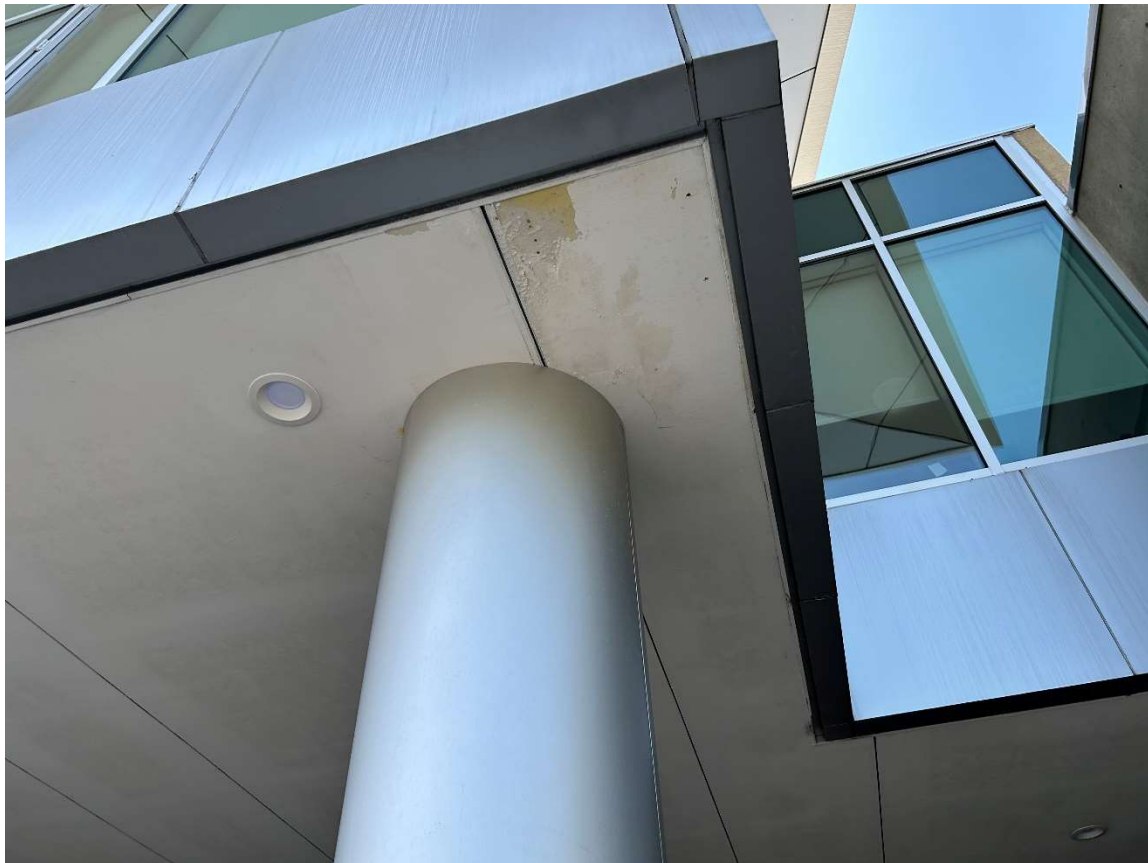
A67 – Concrete Parapet Wall on Roof



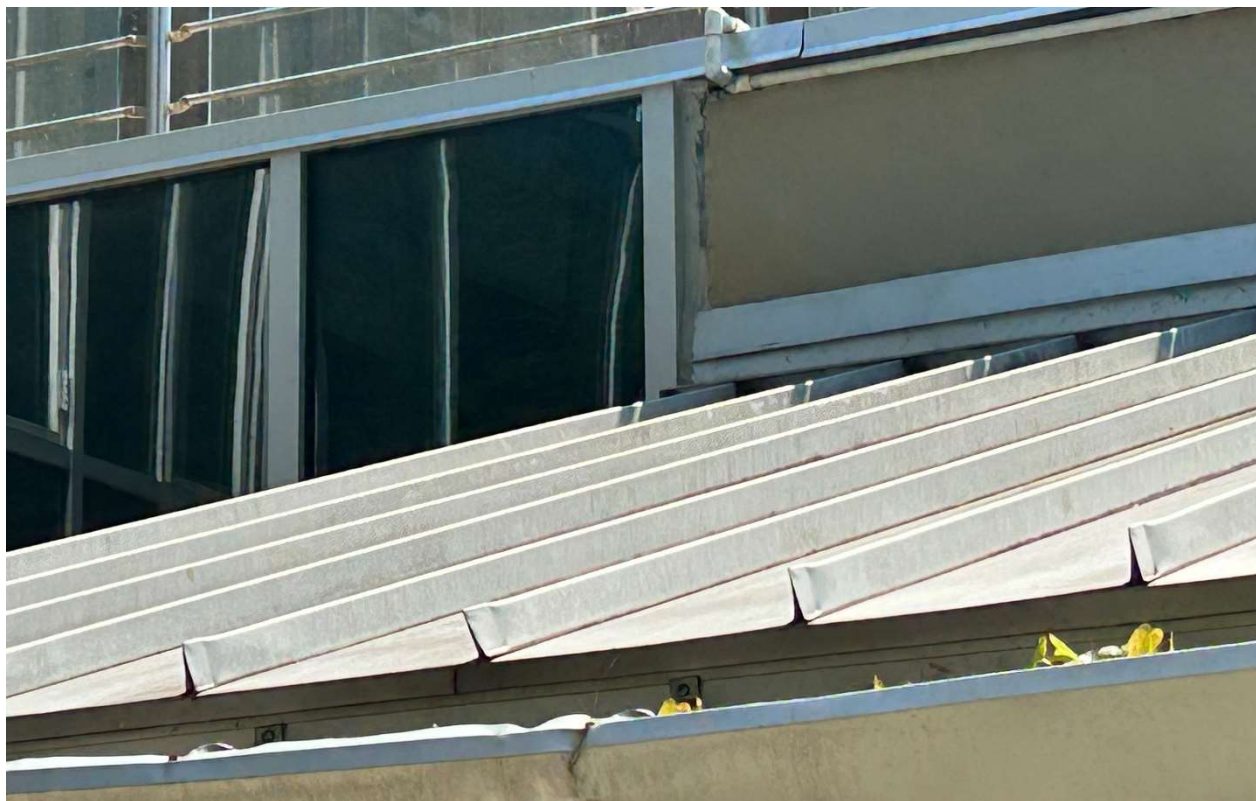
A68 – Fireproofing Deterioration



A69 – Precast Concrete Wall Penetration



A70 – Water Damage on Exterior Soffit



A71 – Bent Gutters on North Side



A72 – Abandoned Outlet Box



A73 – Abandoned Conduit



A74 – Art Gallery



S01 – East Side Corner Cracking & Desegregation



S02 – East Side Desegregation



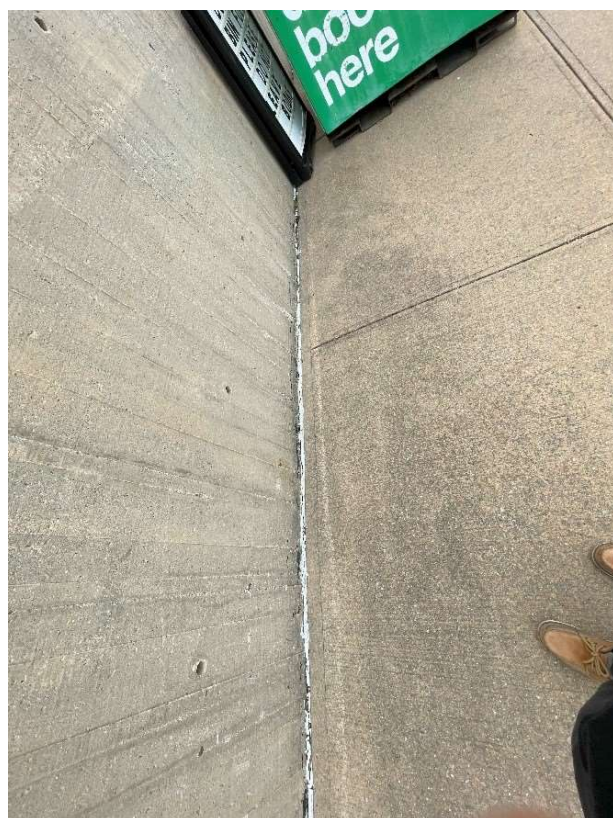
S03 – Exposed Framing Connection



S04 – East Side Spall



S05 – East Side Desegregation



S06 – East Side Expansion Joint



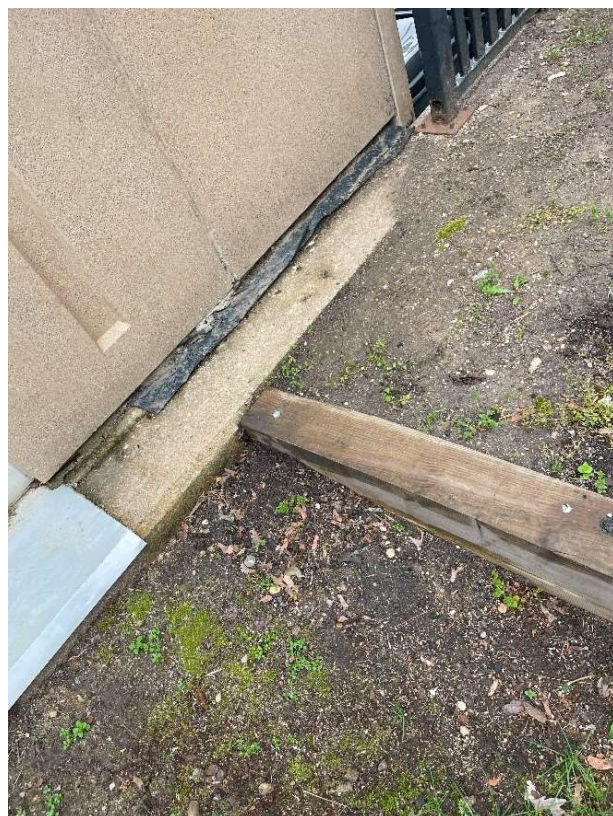
S07 – East Side Corner Cracking



S08 – East Side Corner Cracking & Saturation



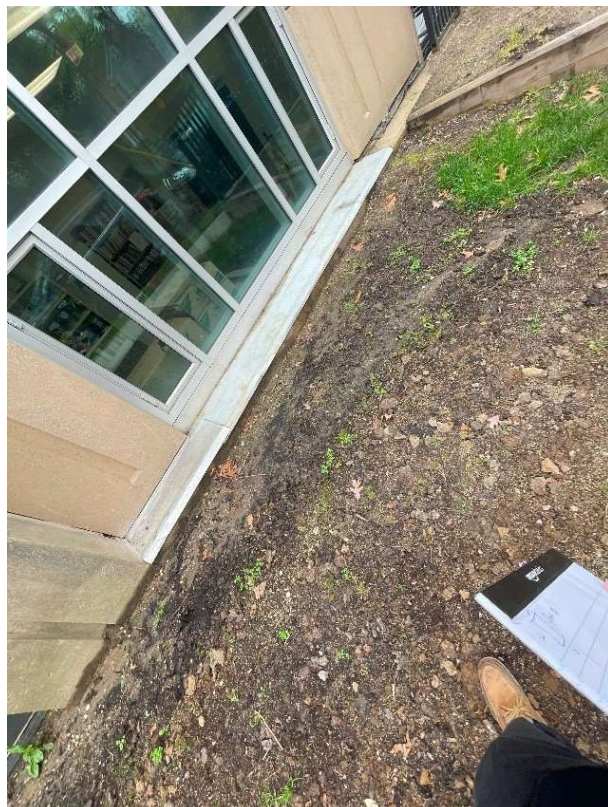
S09 – East Side Honeycombing & Saturation



S10 – Damaged Flashing



S11 – Exposed Embedded Electrical Box



S12 – Grade Issues



S13 – Spalled Concrete & Fastener Miss



S14 – Railing Fastener Misses



S15 – West Side Spall



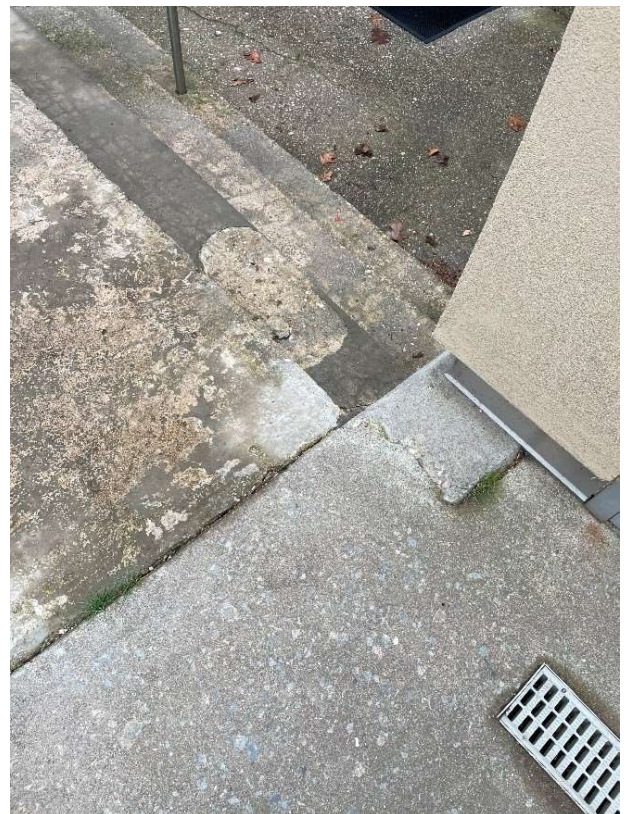
S16 – West Side Entryway Moisture



S17 – West Side Step Spall



S18 – West Side Foundation Wall Crack



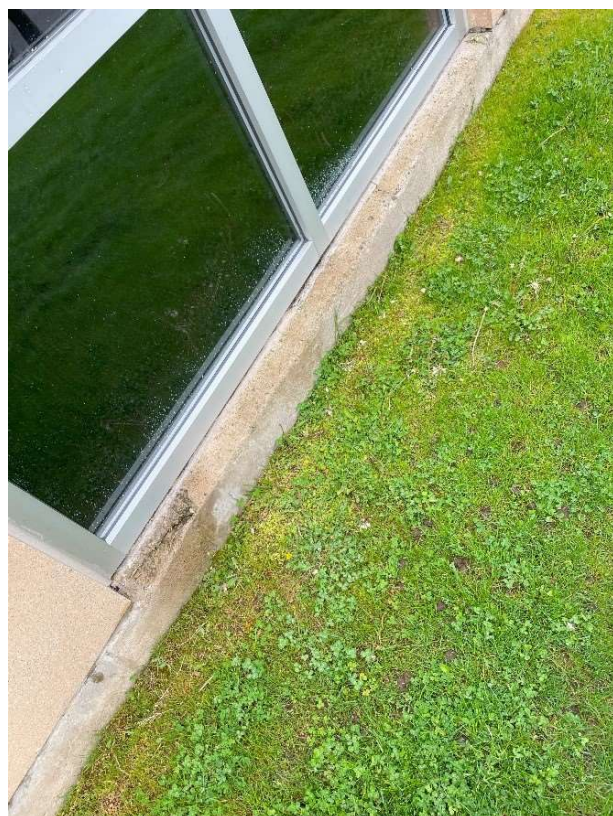
S19 – West Side Step Spall



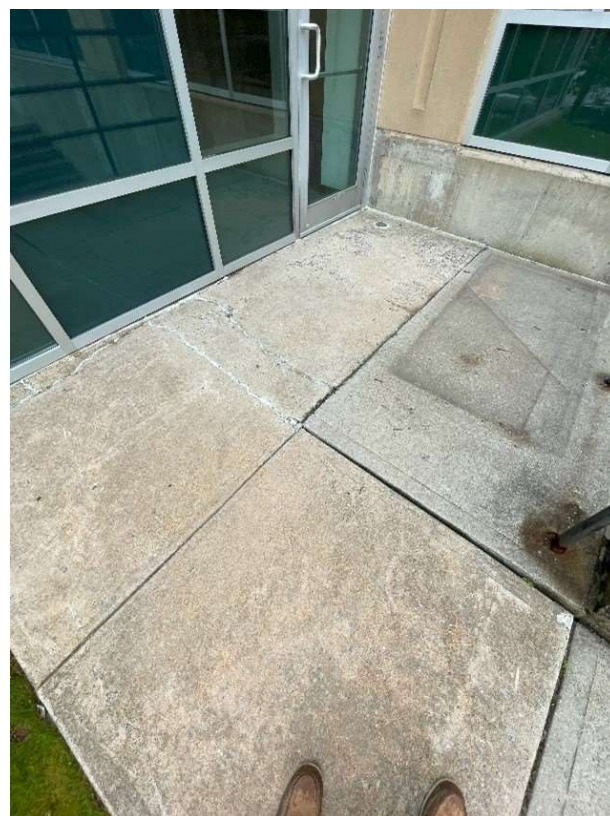
S20 – Façade Moisture



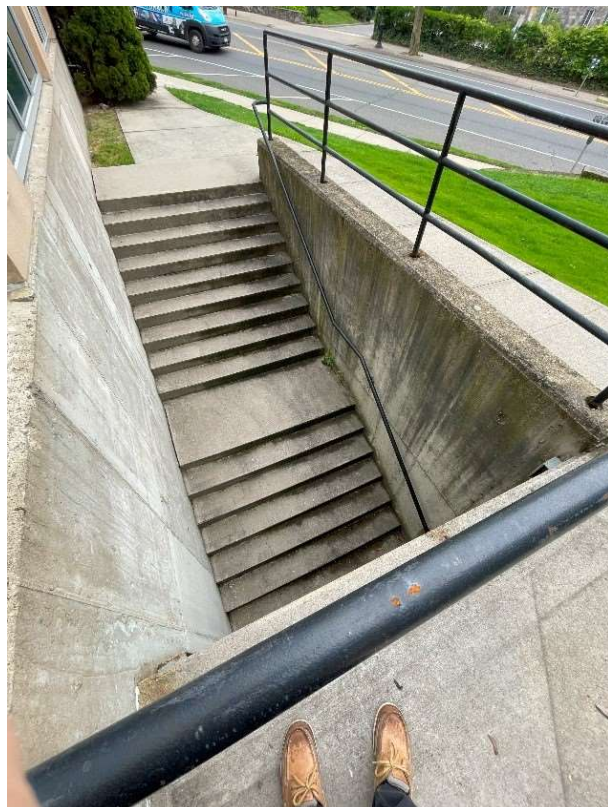
S21 – South Side Foundation Crack



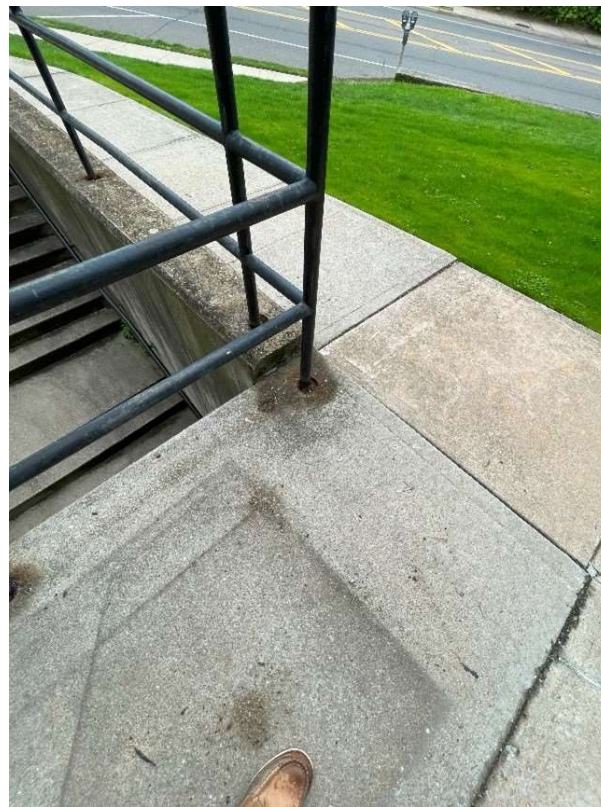
S22 – South Side Foundation Spall



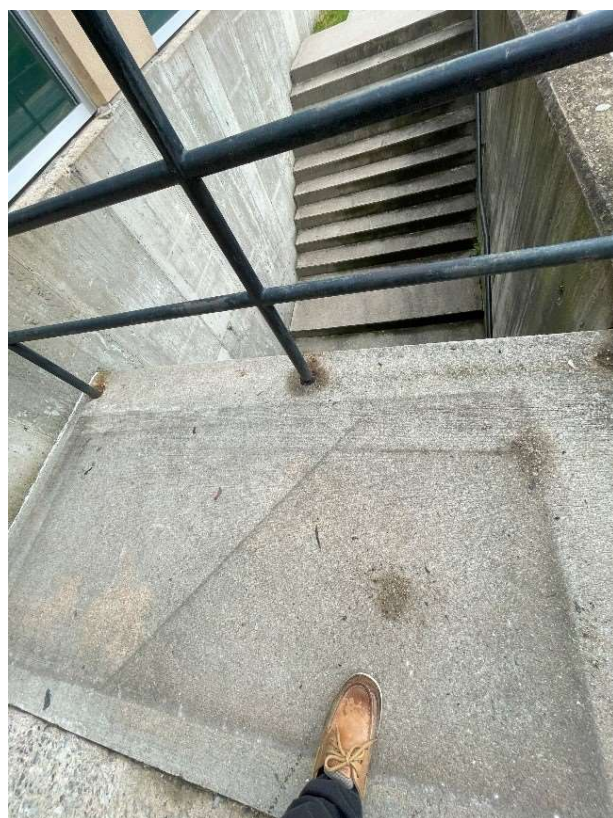
S23 – South Slab Cracking



S24 – South Side Moisture



S25 – South Side Railing Damage



S26 – South Side Railing Damage



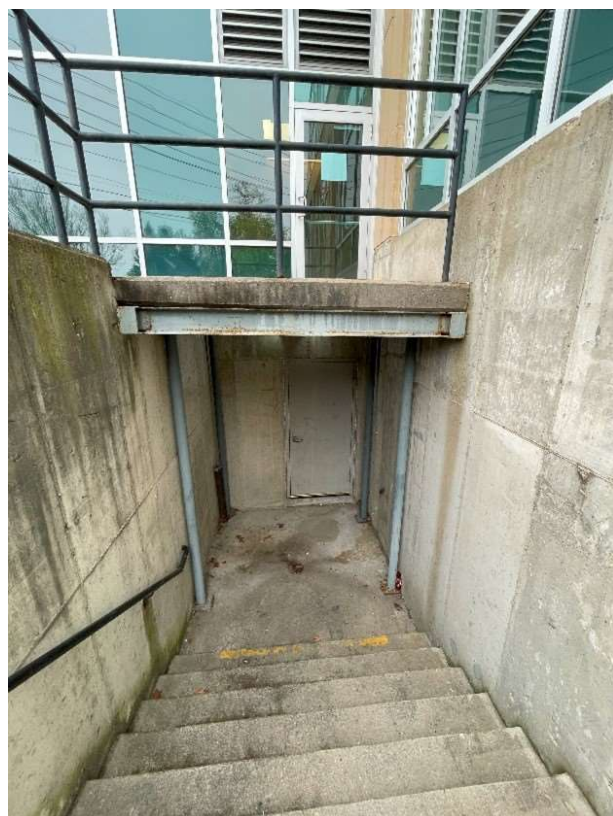
S27 – South Side Sealant Damage



S28 – Stair Sealant Miss



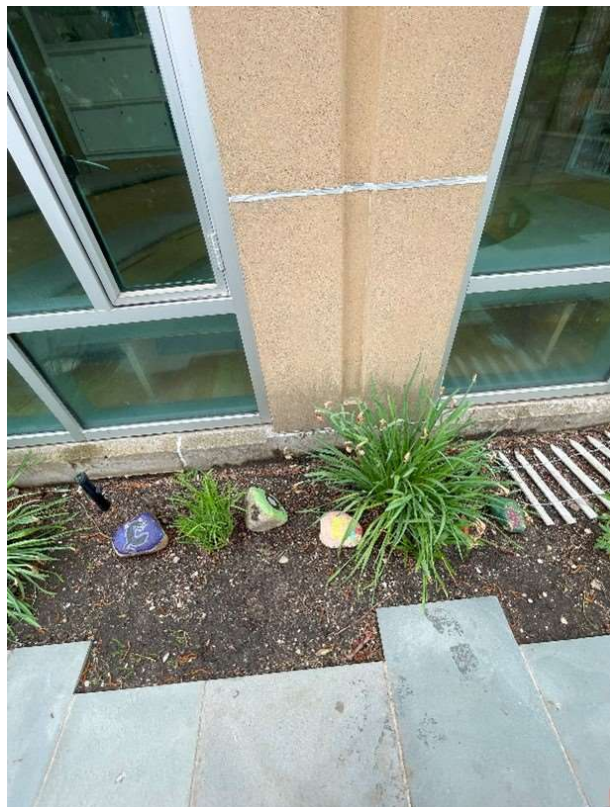
S29 – Slab Water Staining



S30 – Steel Rusting



S31 – Foundation High Moisture



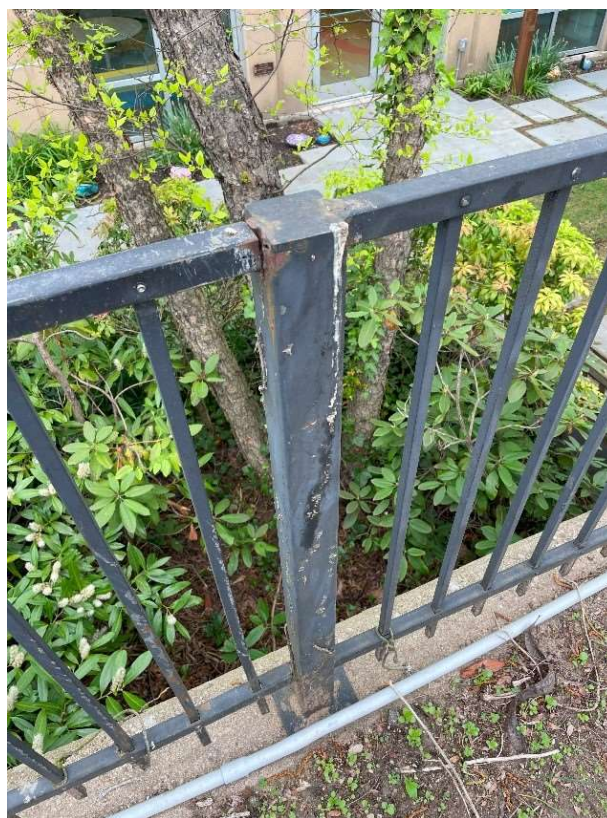
S32 – Foundation High Moisture



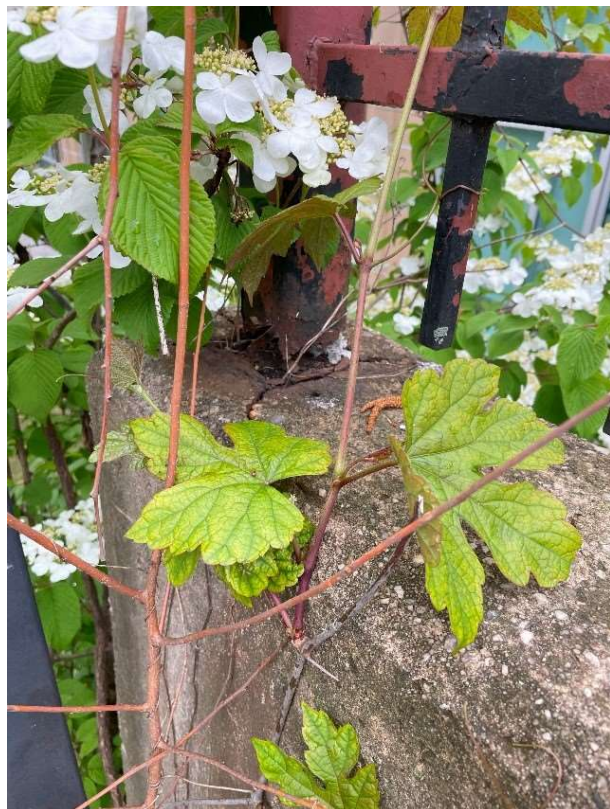
S33 – Retaining Wall Desegregation



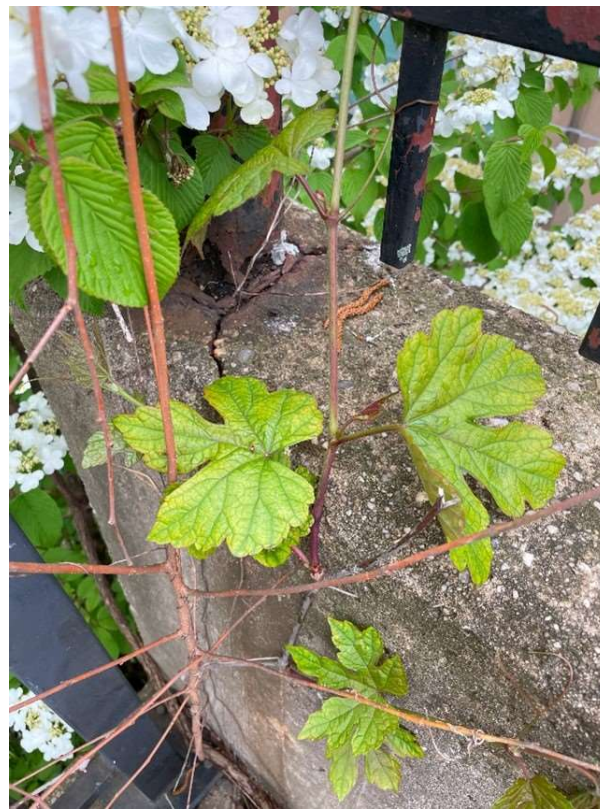
S34 – Retaining Wall Honeycomb / Crack



S35 – Railing Failing



S36 – Railing Corrosion & Spall



S37 – Railing Corrosion & Spall



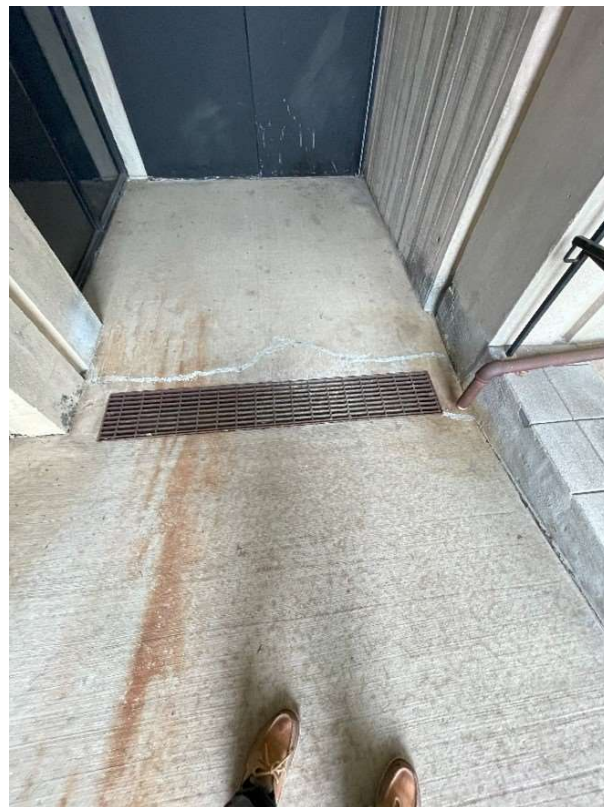
S38 – Railing Corrosion & Crack



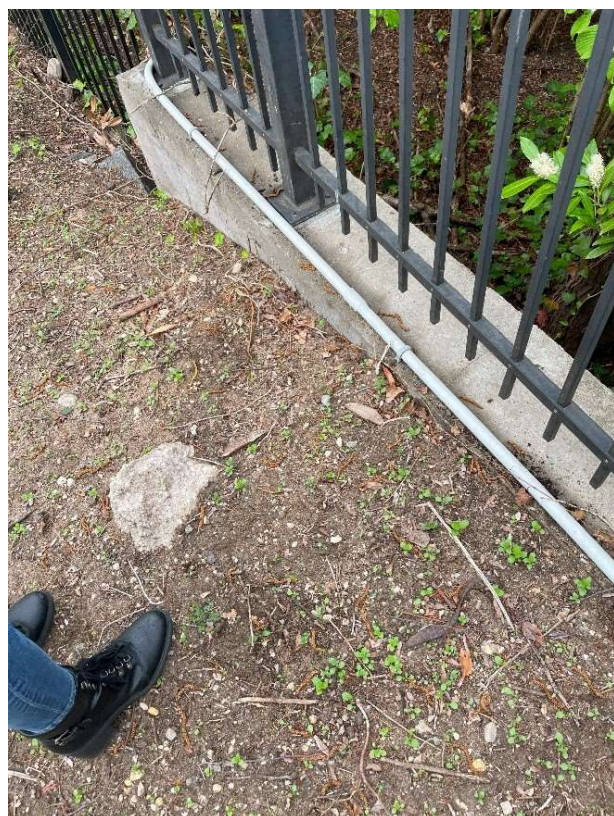
S39 – Railing Corrosion & Spall



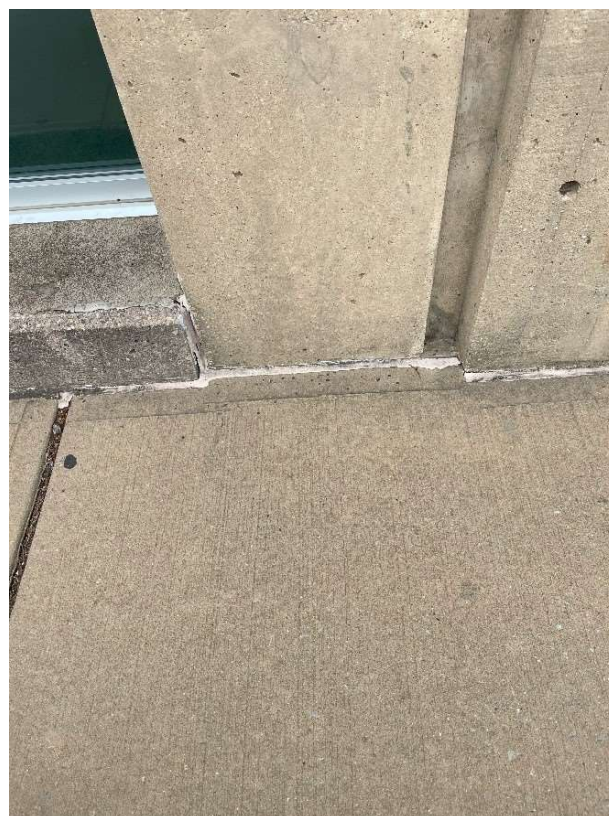
S40 – Railing Corrosion & Crack



S41 – East Side Slab Crack



S42 – Railing Fastener Misses



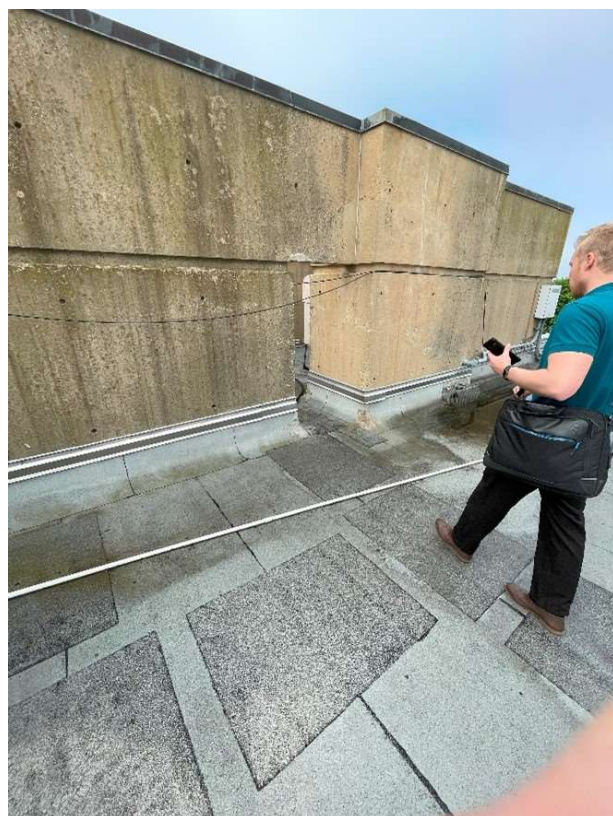
S43 – East Side Sealant Failing



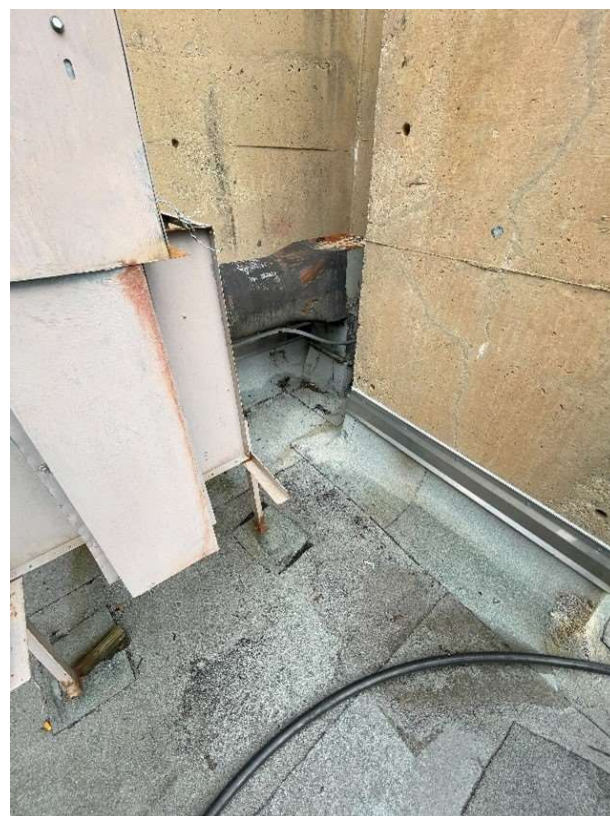
S44 – East Side Foundation Spall



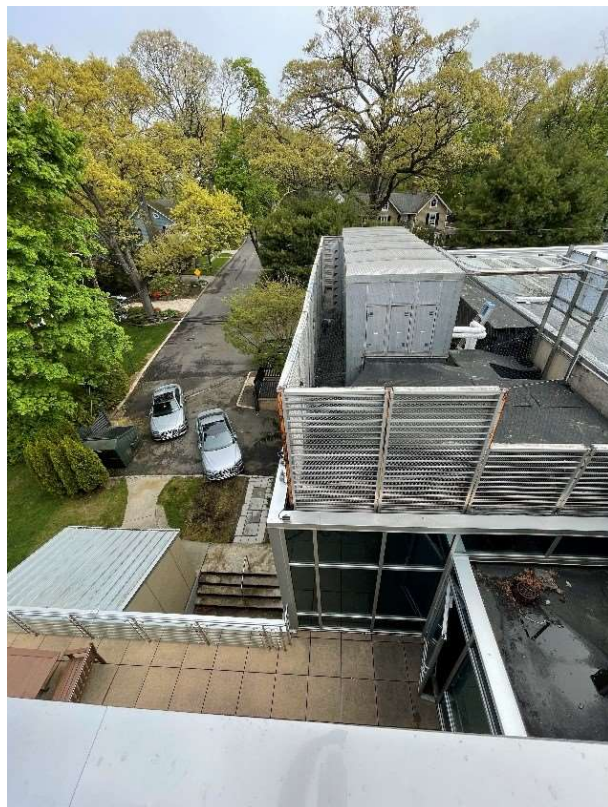
S45 – East Side Fireproofing Failure



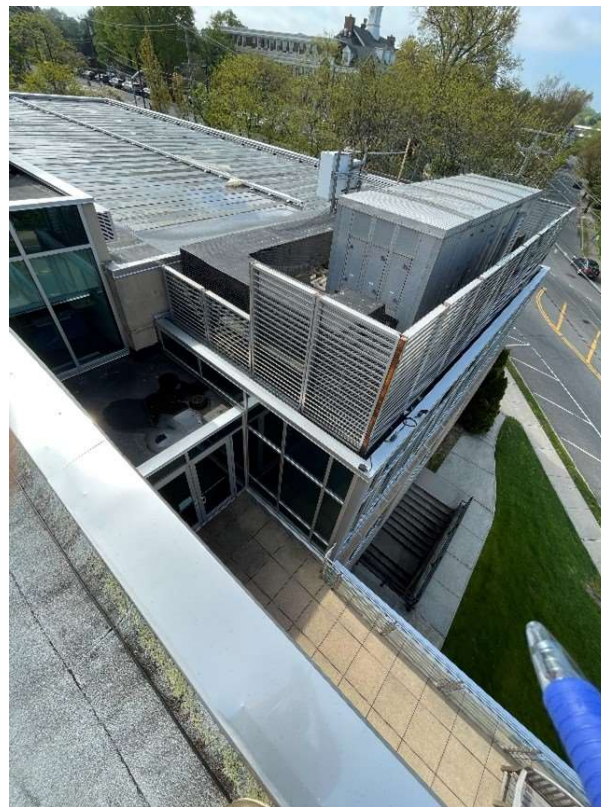
S46 – Roof Bulkhead Moisture



S47 – Improper Equipment Support



S48 – Screening Support Rust & Leaning



S49 – Screening Support Rust & Leaning



S50 – Railing Support Attachment Repair



S51 – Basement Mechanical Room Floor Drain



S52 – Improper Exterior Penetration



S53 – Evidence of Water Infiltration



S54 – Basement Foundation Cracking



S55 – Foundation Water Staining Ceiling



S56 – Exposed Rebar Rust in Opening



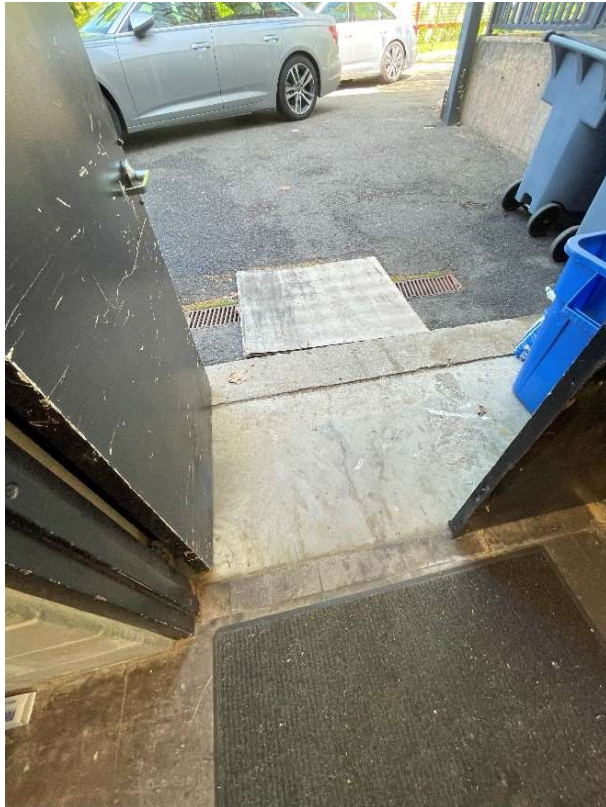
S57 – North Side Water Intrusion



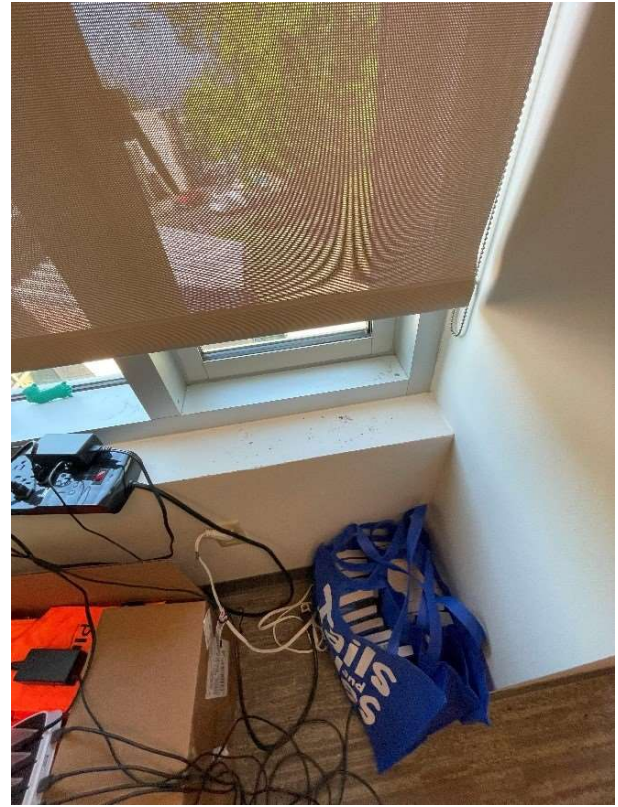
S58 – Top of Improper Column



S59 – Base of Improper Column



S60 – Northwest Entry Slab Crack



S61 – North Window Water Intrusion



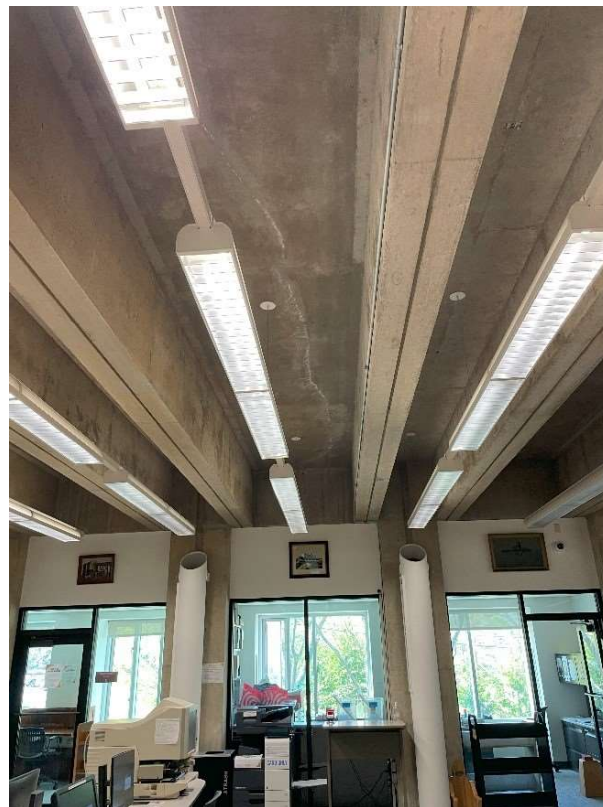
S62 – South Window Seal Failure



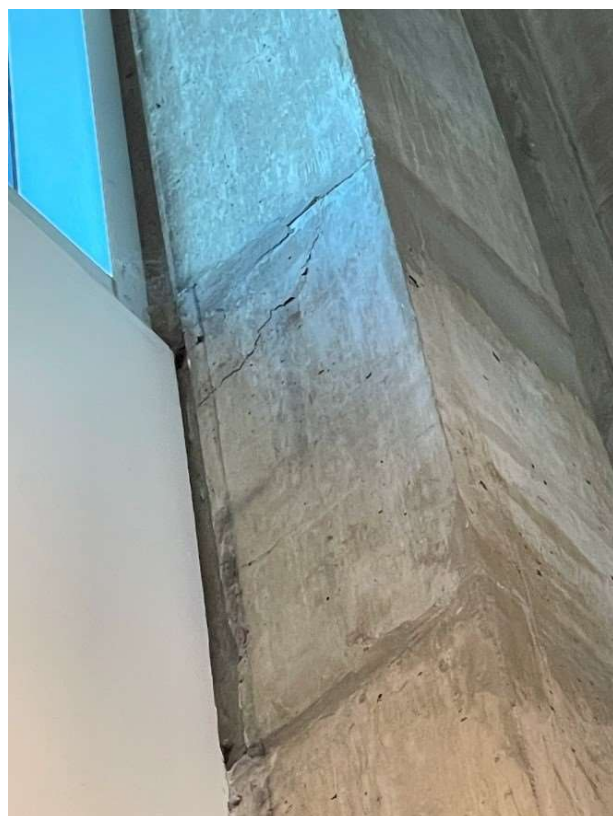
S63 – Concrete Crack at Window Head



S64 – beam End Damage at Civil Service



S65 – Calcification & Slab Cracking



S66 – South Wing Atrium Column Cracking



S67 – North Wing Atrium Column Cracking



P01 – Gas Meter Rig



P02 – Gas Meter Rig and Condenser

CLEARANCE GUIDELINES:	
SITUATION	MINIMUM DISTANCE
STANDARD ELECTRIC METER (NOT CONSIDERED A SOURCE OF IGNITION)	ELECTRIC METER TO EITHER GAS METER OR REGULATOR VENT: 12 INCHES HORIZONTAL
IGNITION SOURCE	36 INCHES RECOMMENDED / 18 INCHES MINIMUM FROM GAS METER AND 36 INCHES MINIMUM DISTANCE FROM REGULATOR VENT TERMINUS TO SOURCE OF IGNITION (PER NATIONAL FUEL GAS CODE 5.8.5.1)
OPERABLE WINDOWS, DOOR, SOFFIT VENT, OTHER OPENINGS INTO BUILDING	18 INCHES HORIZONTAL AND 6 FEET VERTICAL (WHERE PRACTICAL) FROM REGULATOR VENT TERMINUS
VENT TERMINUS UNDER FLAT OVERHANG	IF OVERHANG PROTRUDING LESS THAN 6 FEET VENT TERMINUS IS ACCEPTABLE UNDER OVERHANG.
CENTRAL A/C UNIT (CONSIDERED A SOURCE OF IGNITION)	36 INCHES PREFERRED / 18 INCHES MINIMUM FROM GAS METER 36 INCHES FROM REGULATOR VENT TERMINUS
VENT TERMINUS UNDER AWNING/CANOPY WITH SIDES ENCLOSED	18 INCHES HORIZONTAL
FORCED AIR INTAKE LARGE RESIDENTIAL, COMMERCIAL OR INDUSTRIAL	REQUIRES ENGINEERING APPROVAL
VENT TERMINUS CLEARANCE ABOVE FINAL GRADE	18 INCHES PREFERRED / 12 INCHES MINIMUM
VENT TERMINUS ABOVE KNOWN FLOOD LINE	18 INCHES PREFERRED / 12 INCHES MINIMUM
VENT TERMINUS TO A CATEGORY 3 DIRECT VENT HEATERS	3 FEET FROM INTAKE OR EXHAUST OR PER MFG. SPECS.
VENT TERMINUS TO SEWER VENT	18 INCHES RECOMMENDED
ELECTRICAL OUTLET	NO MINIMUM DISTANCE – NOT CONSIDERED A SOURCE OF IGNITION

* DEFINITION OF PREFERRED / RECOMMENDED / SHOULD: INDICATES BEST PRACTICE AND IS THE ACTION THAT IS EXPECTED TO BE PERFORMED AS DESCRIBED UNLESS THERE IS A COMPELLING REASON NOT TO DO SO, WHICH IS AGREED TO BY NATIONAL GRID AREA SUPERVISOR.

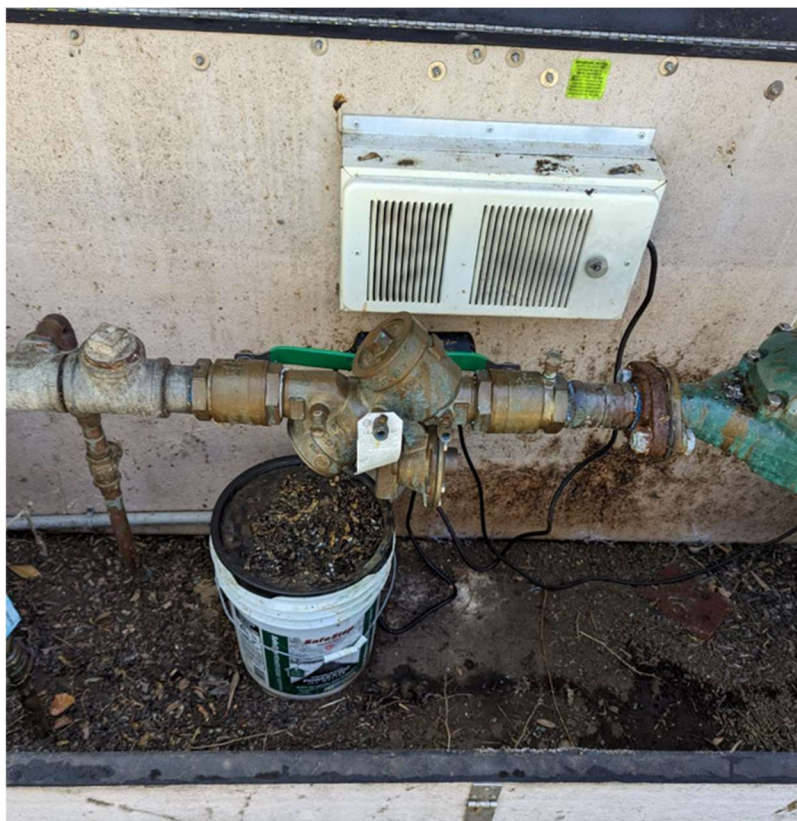
P03 – National Grid Blue Book Gas Meter Clearance Guidelines



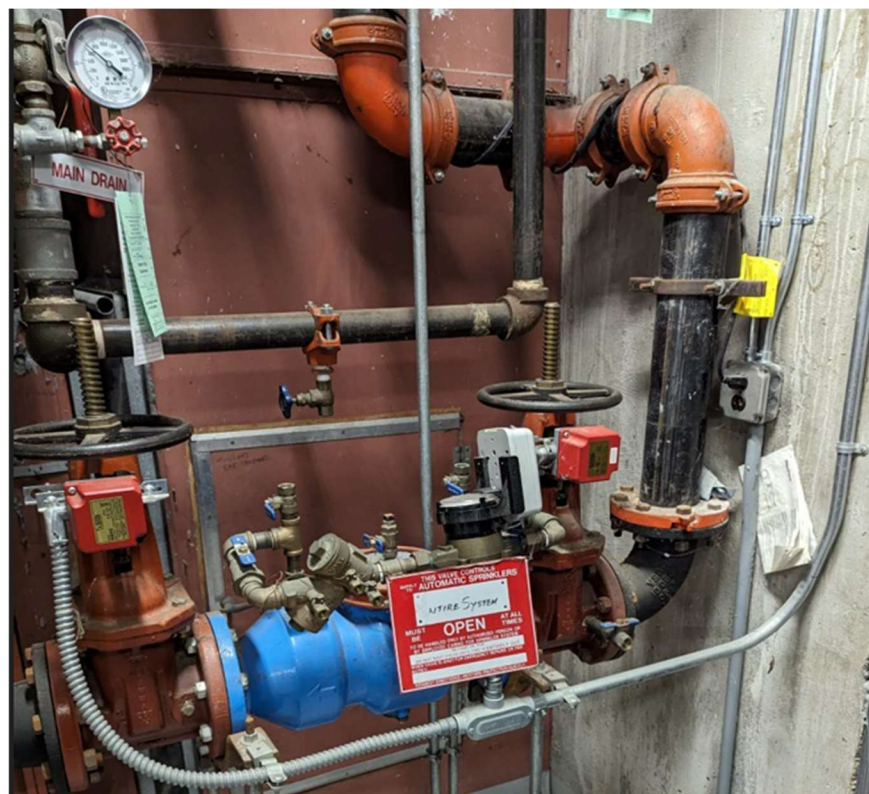
P04 – Rooftop Gas Piping Wood and Inadequate Support



P05 – 2" Domestic Service Heated Enclosure



P06 – Domestic Backflow in Heated Enclosure



P07 – Fire Service Backflow Prevention System



P08 – Extended Curb Valve



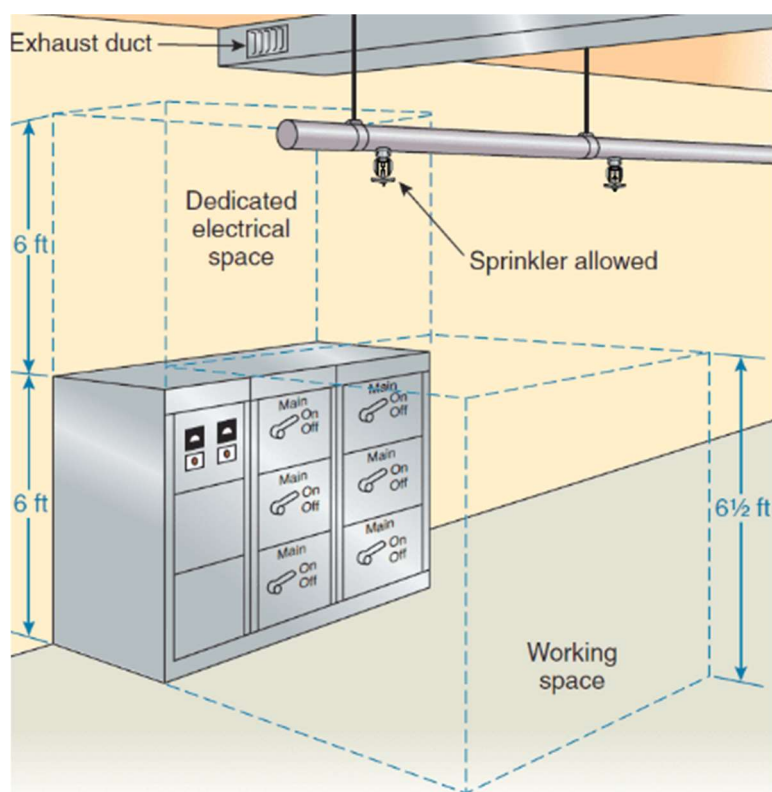
P09 – Water Heater



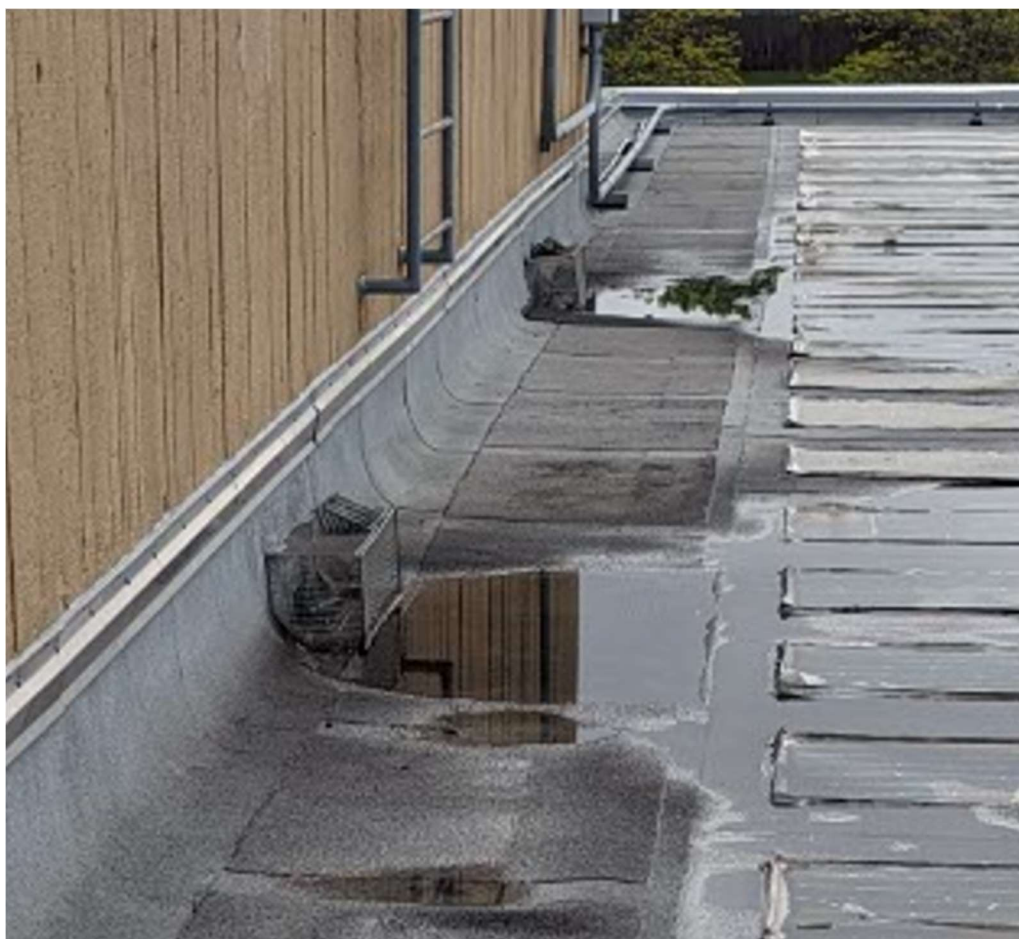
P10 – Water Heater's Corrosion and Wood Support



P11 – Pipe above Electrical Equipment



P12 – NEC Electrical Equipment Clearance



P13 – Ponding of Roof



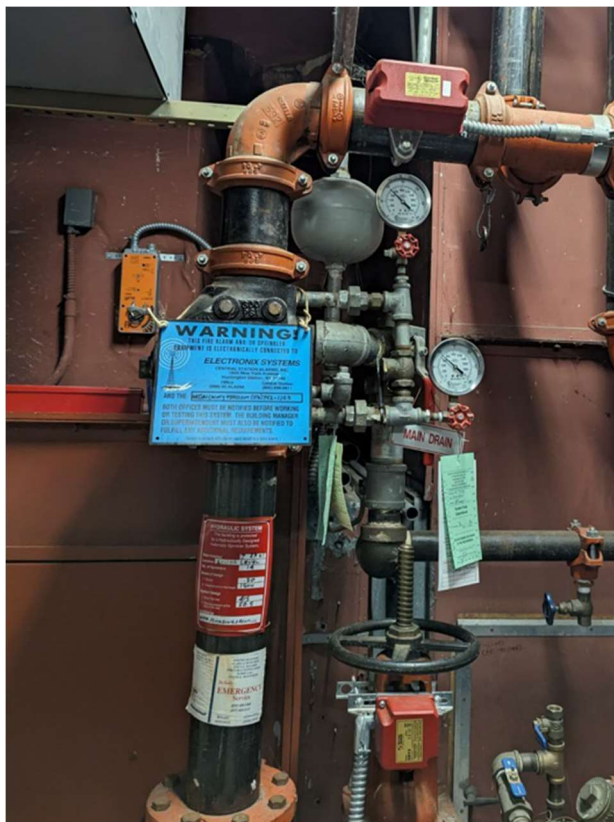
P14 – Ponding of Roof



P15 – ADA lavatory



P16 – Below ADA lavatory



P17 – Alarm Valve



P18 – Siamese Connection



H01 – Typical Multizone Air Conditioner



H02 – Typical Custom Built MZ



H03 – Typical Packaged Rooftop A/C



H04 - Chiller



H05 – Cooling Tower



H06 – Chilled & Condenser Water Pumps



H07 - Boiler



H08 – Hot Water Pumps



H09 – Typical Ductless Split Condensing Unit



H10 – Typical Exhaust Fan in Poor Condition



H11 – HVAC Unit Leak



E01 - Main Distribution Panel



E02 - Projection Booth Sub Panel



E03 - Sub Panel #3 Electrical Room



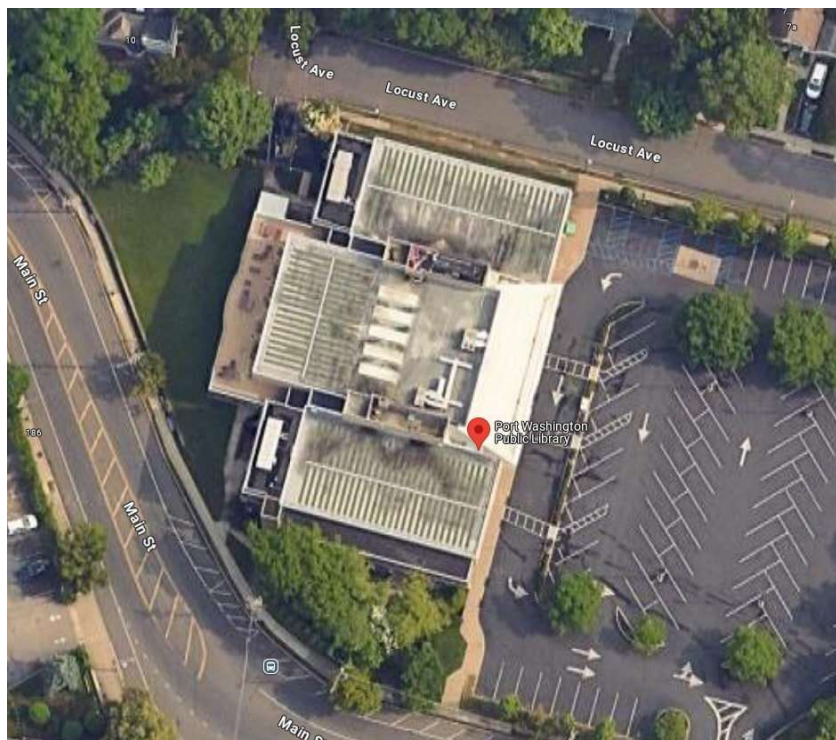
E04 - Receptacle Children's Center



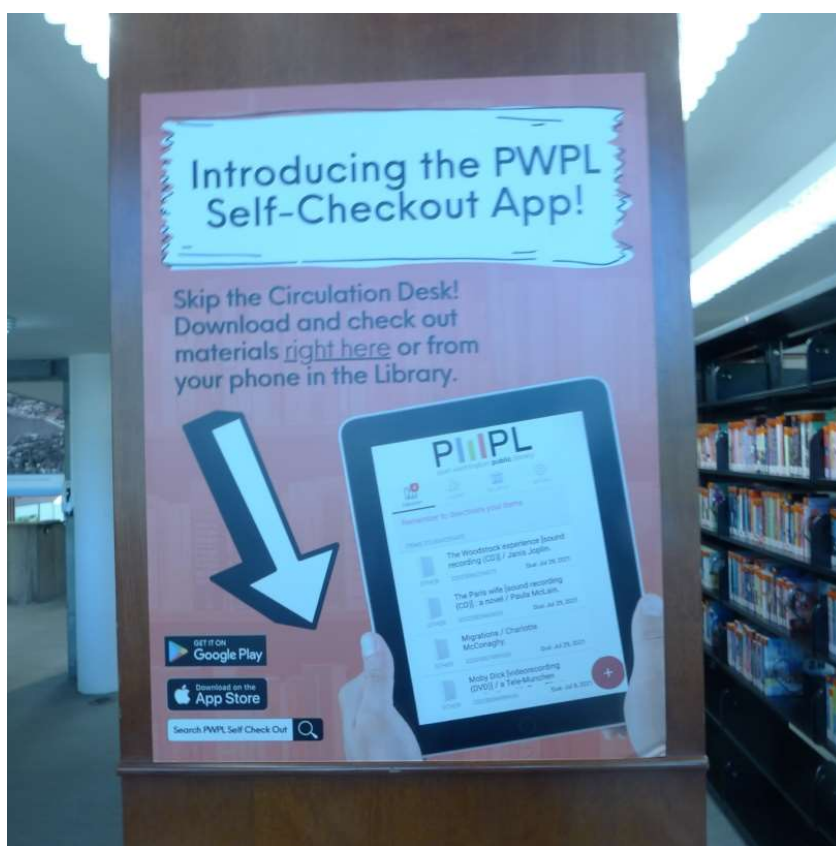
E05 - Emergency Generator



E06- Exit Sign



E07 - Aerial Photo



E08 - Self Checkout App



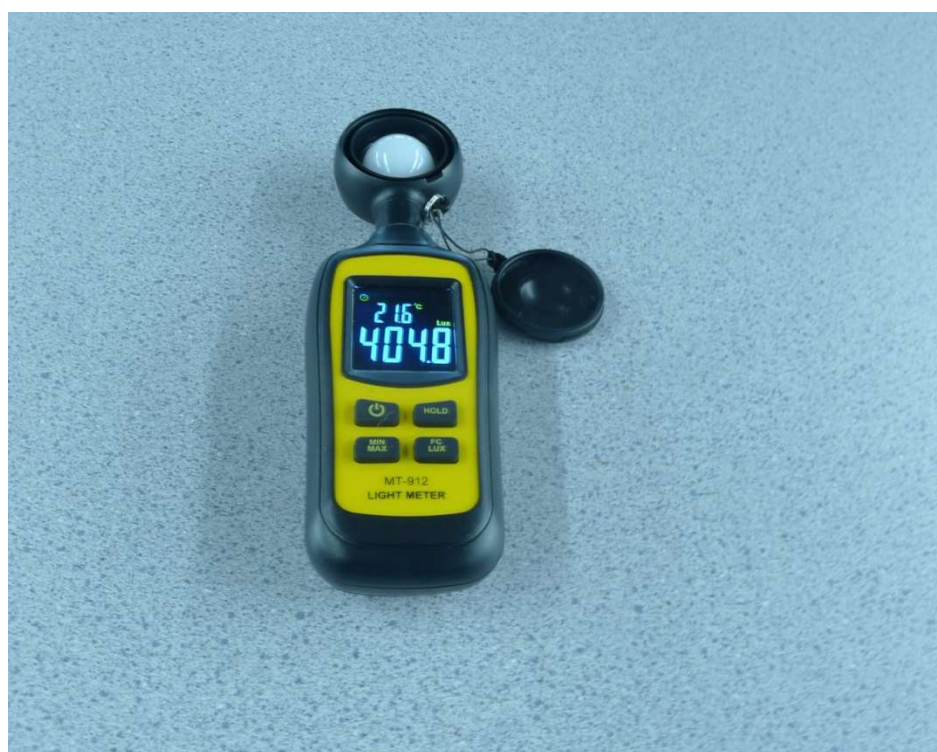
E09 - Cell-phone Charging



E10 - Conference Room Illumination



E11 - Adult Learning Center Illumination



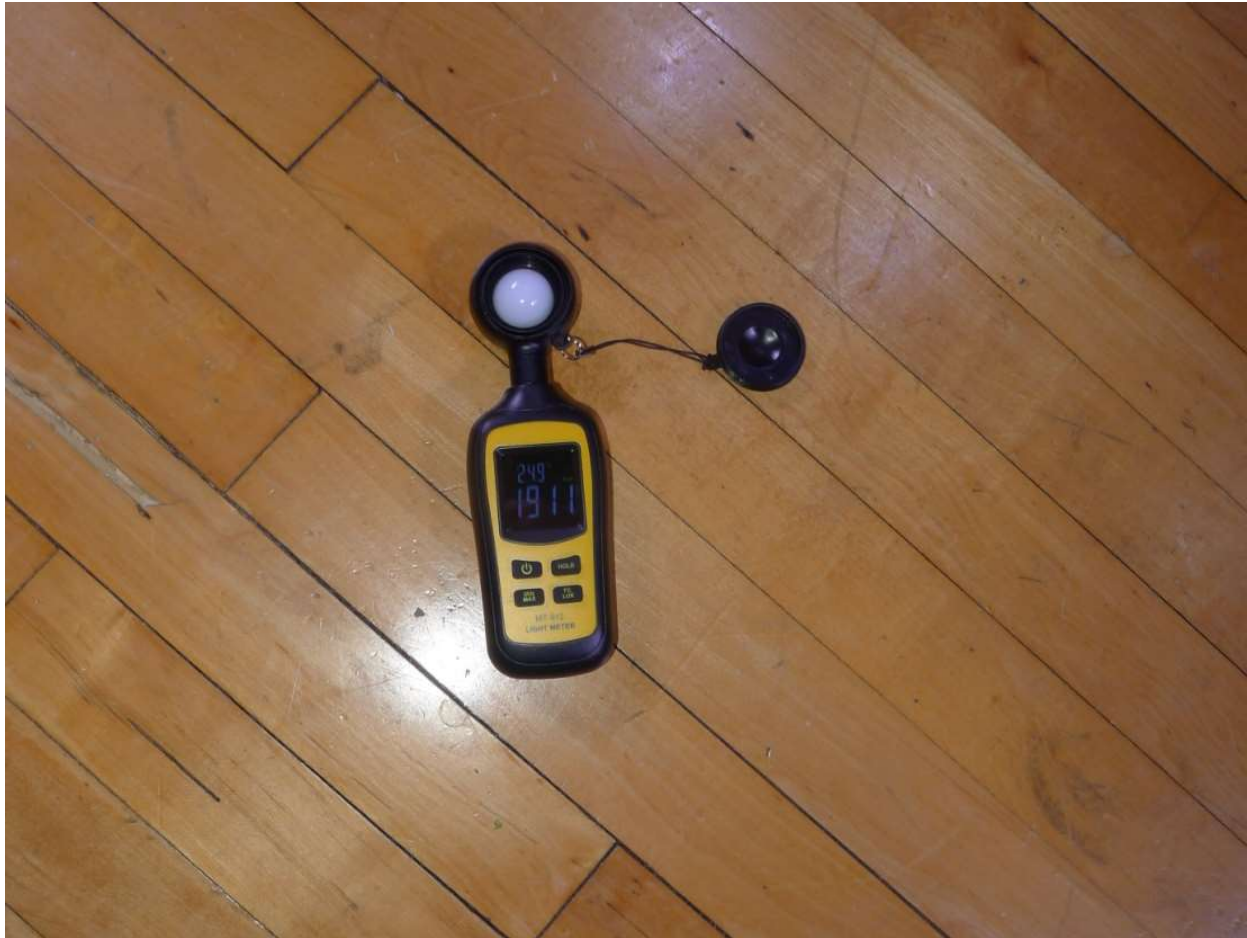
E12 - Main Reading Room Illumination



E13 - Auditorium Illumination



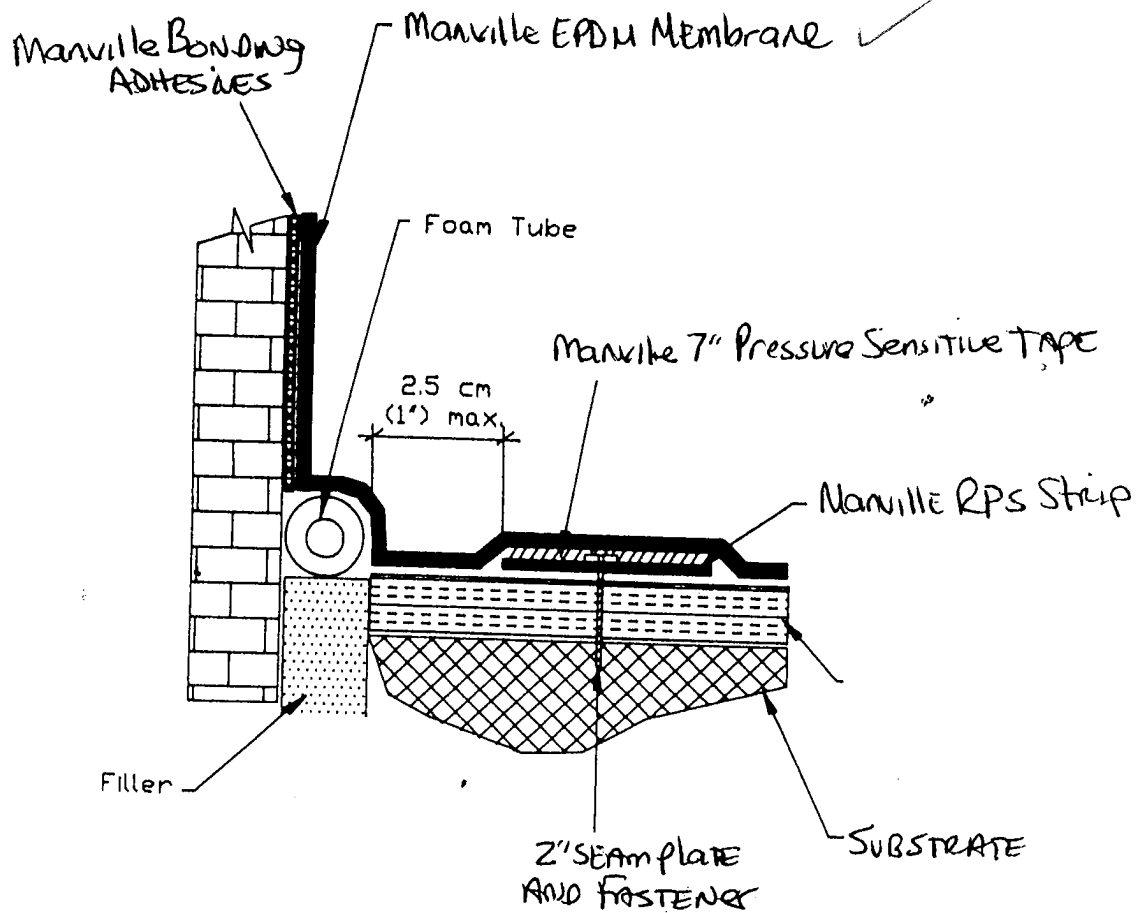
E14 - Computer Room Illumination



E15 - Stage Illumination

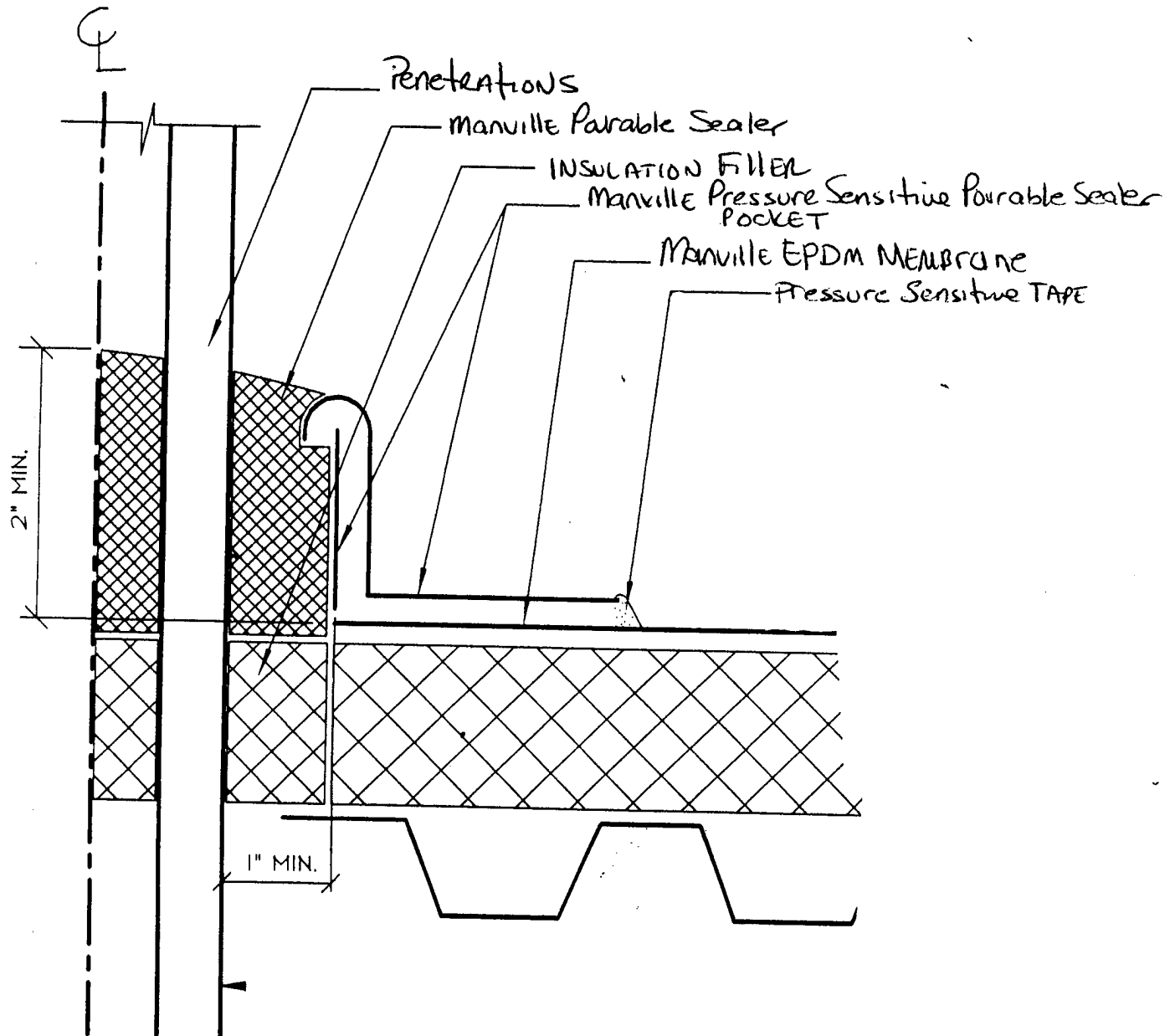
ADHERED
SPEC

EXPANSION Joint @ Wall

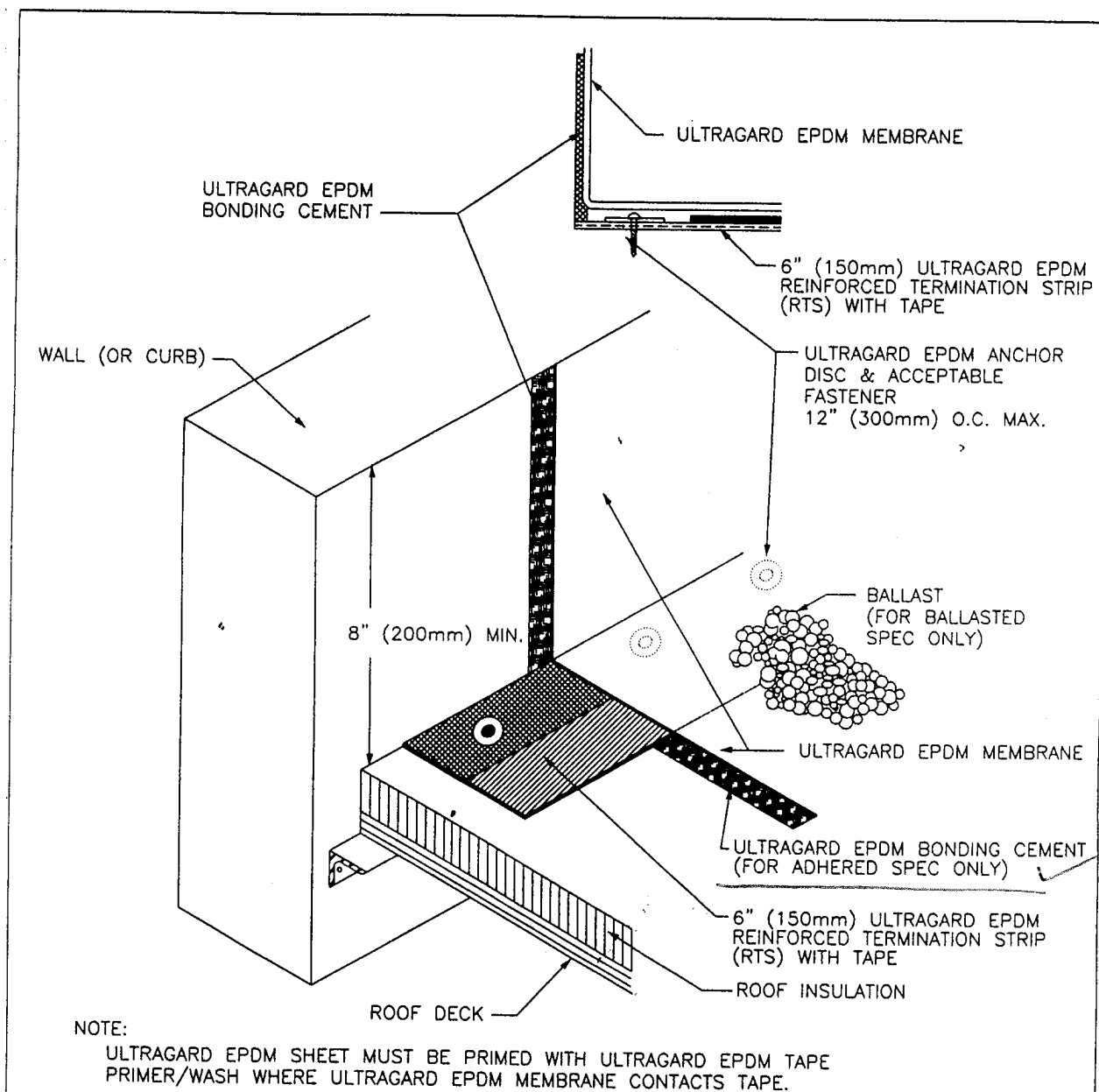



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99 JEFFERSON AVENUE
BAY SHORE, NY 11706

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99 JEFFERSON AVENUE
BAY SHORE, NY 11706



**TYP. Pourable SEALER
POCKET**



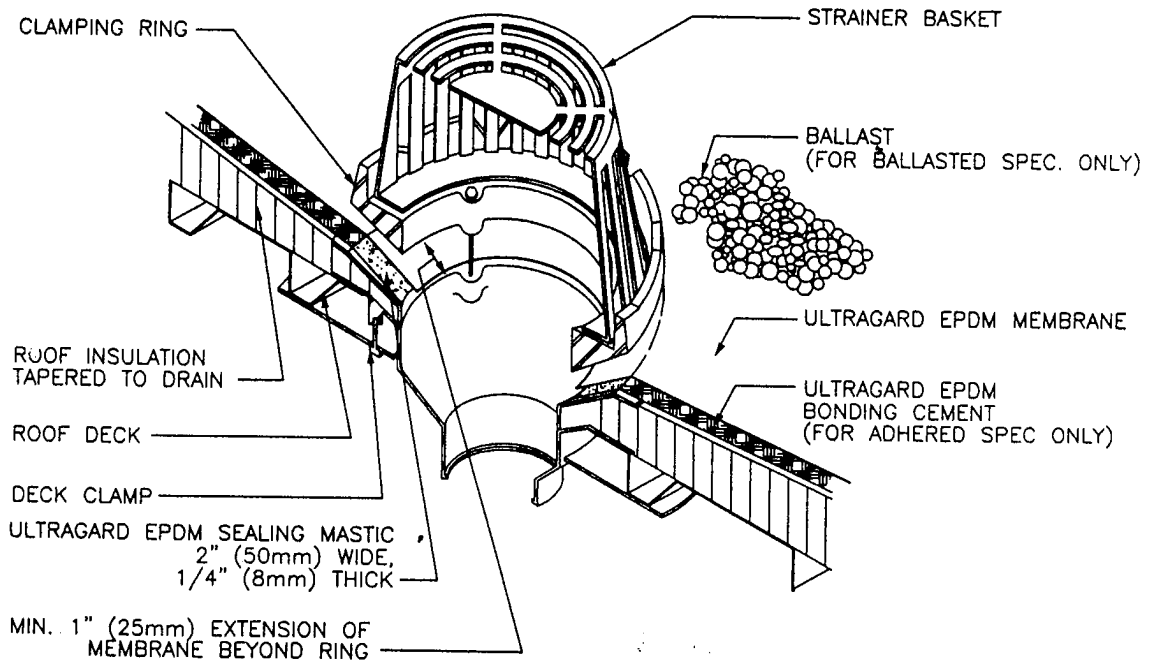
DRAWING NO. EB-2T	UltraGard® WALL OR CURB FLASHING WITH ULTRAGARD EPDM REINFORCED TERMINATION STRIP (RTS) WITH TAPE			 Johns Manville
	SCALE N.T.S.	ISSUE DATE 5-1-98	CAD SP02BFWA	



Johns Manville

UltraGard™

**Single Ply Roofing Systems (EPDM)
Standard Details**



DRAWING NO.

ED-1

UltraGard™ FLASHING TO METAL ROOF DRAIN

SCALE

N.T.S.

ISSUE DATE

5-1-98

CAD

SP01DRN



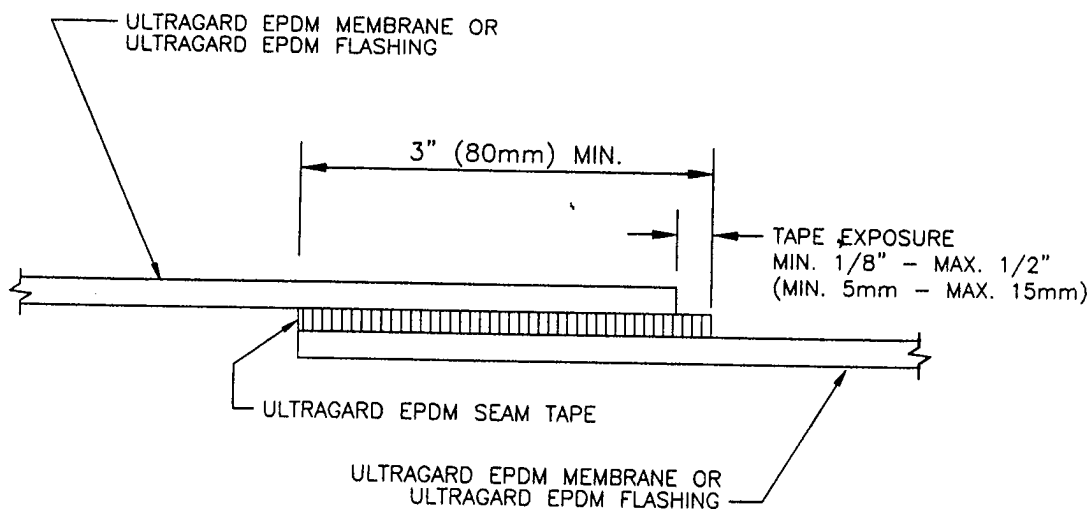
EPDM



Johns Manville

UltraGard™

**Single Ply Roofing Systems (EPDM)
Standard Details**



NOTES:

1. WHEN TAPE EXPOSURE IS LESS THAN 1/8" (5mm), TOP MEMBRANE SHOULD BE TRIMMED FLUSH WITH TAPE EDGE AND SEAM AREA CAULKED WITH ULTRAGARD EPDM LAP CAULK.
2. BOTH SURFACES TO BE MATED MUST BE CLEANED (WHEN REQUIRED) WITH ULTRAGARD EPDM SPLICE CLEANER OR ULTRAGARD EPDM TAPE PRIMER/WASH.

DRAWING NO. EL-1T	UltraGard LAP SPLICE WITH SEAM TAPE			
	SCALE	ISSUE DATE	CAD	
	N.T.S.	5-1-98	SP01LAP2	

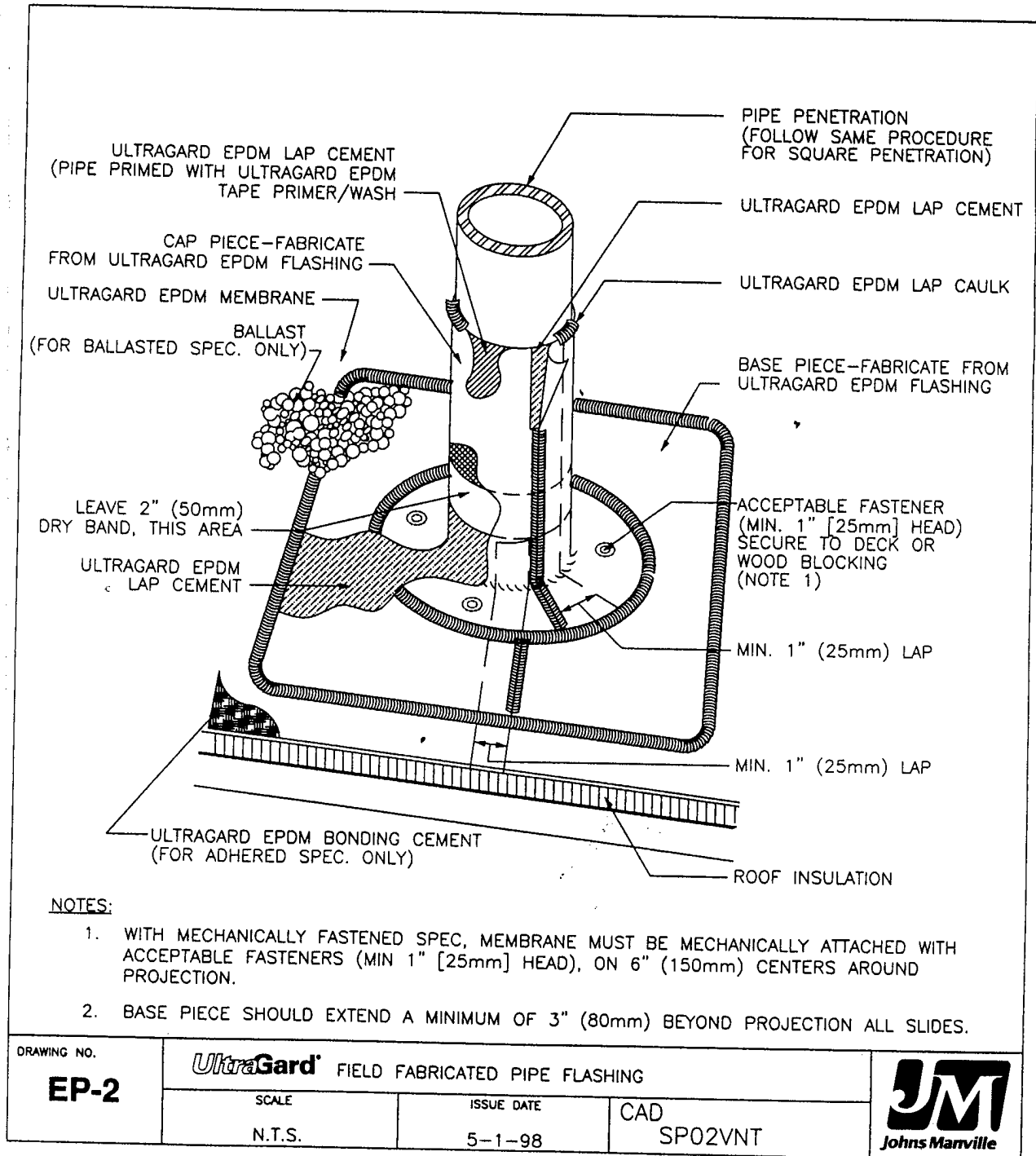
EPDM



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UltraGard

Single Ply Roofing Systems (EPDM)
Standard Details



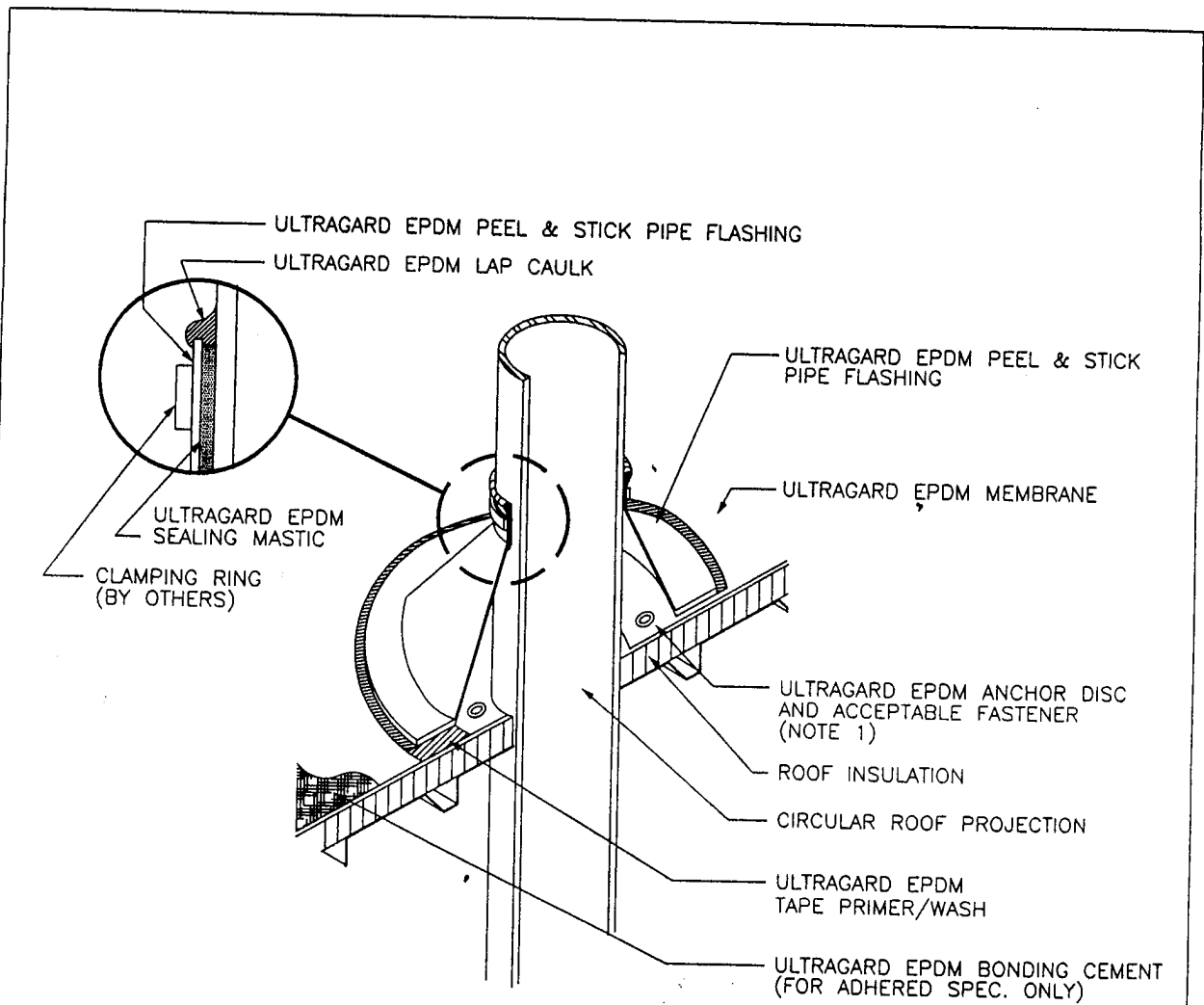
EPDM



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Single Ply Roofing Systems (EPDM)
Standard Details



NOTES:

(1) WITH MECHANICALLY FASTENED SPEC., MEMBRANE MUST BE MECHANICALLY ATTACHED WITH ULTRAGARD EPDM ANCHOR DISC ON 6" (150mm) CENTERS AROUND PROJECTION.

(2) DO NOT OVERLAP THE FLANGES FROM ADJACENT PIPE FLASHINGS.

DRAWING NO. EP-1T	UltraGard ULTRAGARD EPDM PEEL AND STICK PIPE FLASHING			
	SCALE N.T.S.	ISSUE DATE 5-1-98	CAD SP01VNT2	

EPDM

Approved _____
Approved as Noted ✓ _____
Returned for Correction _____
Disapproved _____

Checked by: DS
Resubmit _____
Copies for Review _____
Date: 7/26/00

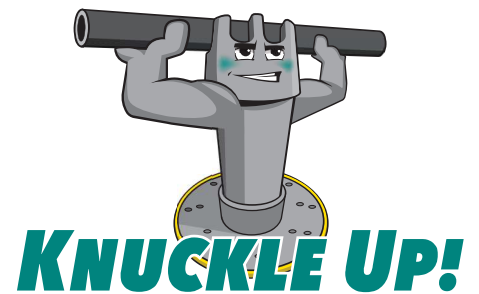
Reviewing is only for conformance with the design concept of the project and compliance with the information specified in the contract document. The contractor is responsible for dimensions in the construction and for erecting the structure for information that pertains solely to the fabrication, erection, and the various techniques, sequences and procedures of construction and the arrangement of the work of the trades.

Donald & Liisa Selare Architects

60 East 42nd Street • New York • NY 10165 • (212) 370-4460

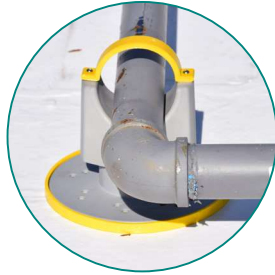
KnuckleHead

Rooftop Support System



Lite Pipe Supports

Lite Pipe Supports are commonly used for condensation pipes and electrical conduit. They are compatible with one 1-inch nominal pipe (a single 1.1315-inch outside diameter pipe) or two ½" nominal pipes (0.840-inch outside diameter pipes).



Heavy Pipe Supports

Heavy Pipe KnuckleHeads can support larger pipes up to 2 ½-inch nominal pipe size (3 inches outside diameter) such as PVC, natural gas lines or water lines.



Solar Supports

Solar Supports provide an angled structure for roof-mounted solar panels. The head is designed to position framing up to 1 5/8 inch at a fixed 15-degree angle. Each head is capable of resisting up to 750 lbs. of wind uplift force.



Strut Supports

Strut Supports are designed to accommodate square steel channels which in turn can be configured to support piping, mechanical equipment, such as HVAC, or extended metal walkways and solar arrays.



Paver Supports

Paver Supports are deployed to construct raised flooring that protects the roofing membrane and mechanical components from foot traffic. They can be used with concrete paver tiles and composite decking to create access flooring, garden terraces and plaza decks.



Extension Kits

KnuckleHead Extensions increase elevations of pipes, struts, solar arrays or walkways. Kits include an 8-, 12-, or 18-inch extension cylinder that fits into the Universal Base, a threaded rod and coupling and GREEN LINK Adhesive/Sealant.



Accessories

Custom-engineered weatherproof KnuckleStraps, -Caps and -Clips are used to secure pipes and struts where high winds from seismic events may be a factor. KnucklePads are used to protect the roof membrane and minimize the effects of vibration. These accessories are molded from tough urethane polymers with a special "safety yellow" tint.



GREEN LINK Adhesive/ Sealant

GREEN LINK Adhesive/Sealant can be used to bond the KnuckleHead Universal Base directly to the roof membrane, or to seal around the base perimeter and mechanical fastener heads.

BENEFITS

The KnuckleHead Rooftop Support System keeps equipment high and dry; prevents damage caused by ponding water and ice; helps limit roof membrane tears; secures pipes and solar arrays in high wind or seismic conditions; helps prevent sagging, broken pipelines; provides enduring installations that contribute to building sustainability.

KEY DESIGN FEATURES

An expanded Universal Base that fits all head designs. The 7" diameter base provides 38.5 square inches of surface area that creates a stable foundation and evenly distributes load. The heads can be rotated to adjust height.

COMPOSITION

KnuckleHeads are custom molded from resilient, reinforced nylon which has excellent strength and weathering properties. The tensile strength of reinforced nylon is comparable to aluminum and is used as a replacement for that metal in many applications. KnuckleHeads are lightweight so they add little to total roof load, but each can support up to 600 lbs.

INSTALLATION

KnuckleHeads can be loose laid, mechanically attached, bonded with adhesive, or attached using both mechanical fasteners and adhesive; halo target flashings, base pads and other accessories are available.

WEATHERING

Tough, reinforced nylon KnuckleHeads have been performing in the field for more than 10 years with constant exposure to high and low temperature extremes, freeze-thaw cycles, UV exposure and stress without showing signs of deterioration.

WARRANTY

A 10-year warranty is available.



GREEN LINK ECO-ENGINEERING

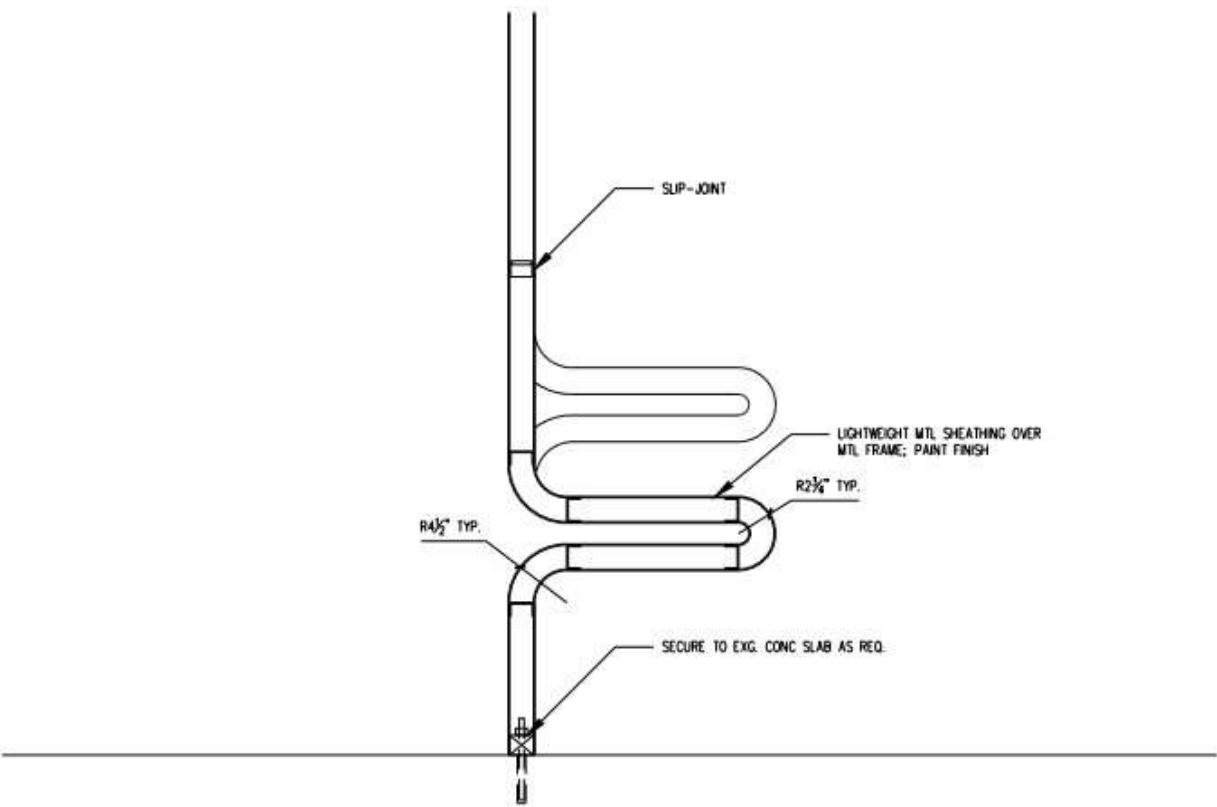
GREEN LINK was established to discover innovative solutions to higher performance and more sustainable construction. Our focus is designing and producing innovative polymeric architectural products which include the KnuckleHead Support System, as well as specialty products for clean rooms and other controlled environments. We work with contractors, architects, building owners and facility managers to engineer and produce the best possible solutions to meet the construction challenges of the 21st century.



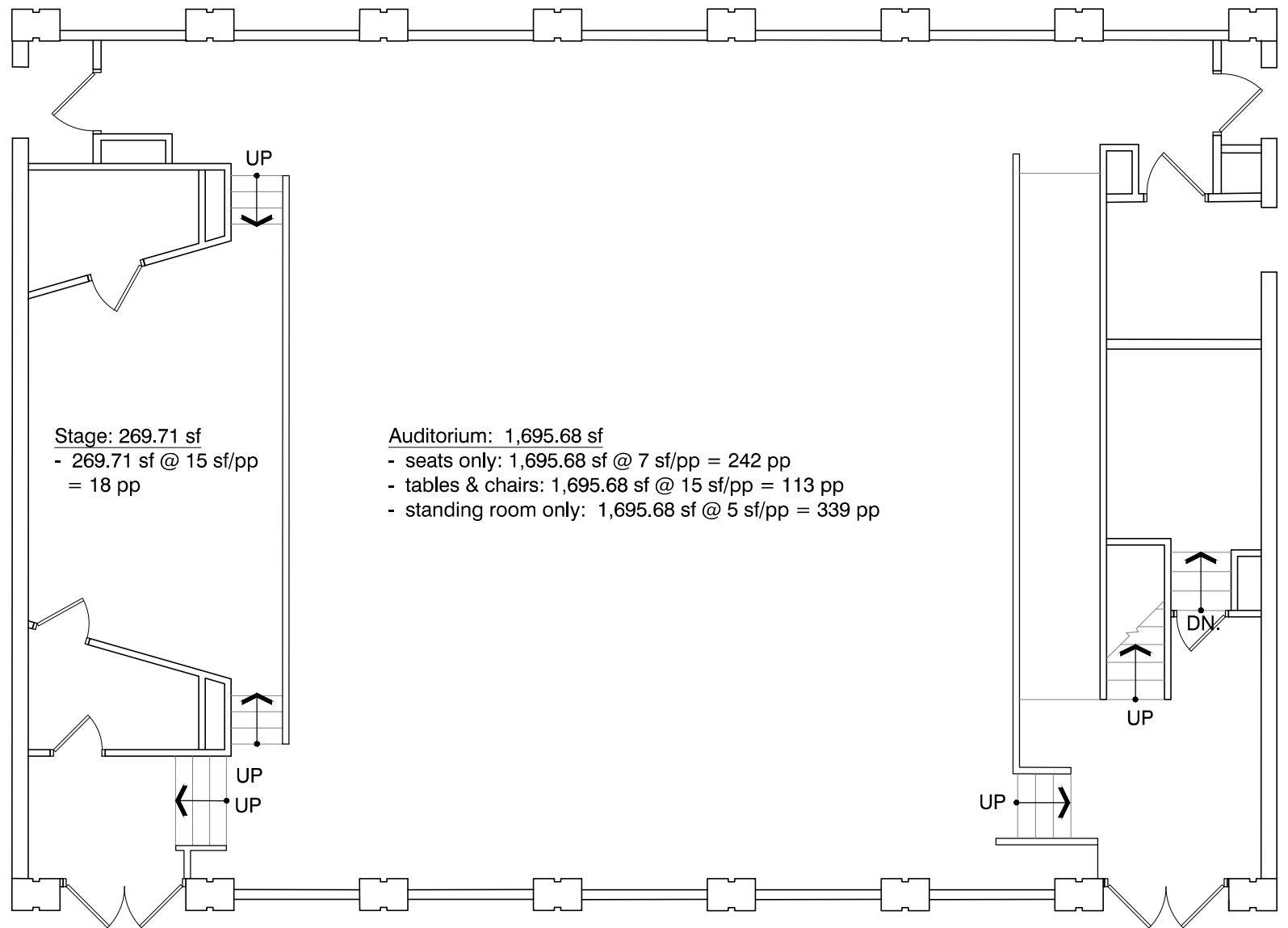
269.216.9229 | 888.672.9897 | www.greenlinkengineering.com
5519 East Cork Street, Kalamazoo, MI 49048

GREEN LINK
ECO-ENGINEERING

Appendix 3 – Bench Seating Profile



2 **DETAIL: BENCH SEATING**
1 1/2" - 1'-0"



1
EX-1

EXISTING FLOOR PLAN - LAPHAM MEETING ROOM

SCALE: 1/8" = 1'-0"



Mei Wo Design

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t | 631. 877. 0555
e | pcheng@meiwo-design.com

PROJECT

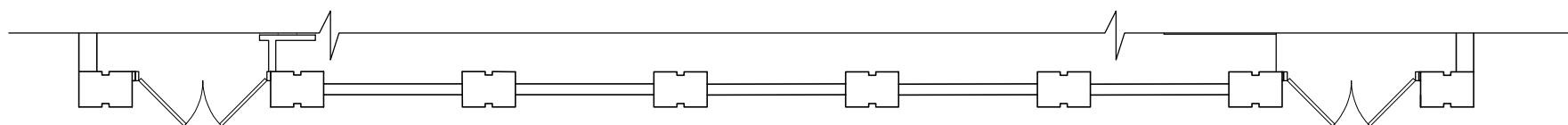
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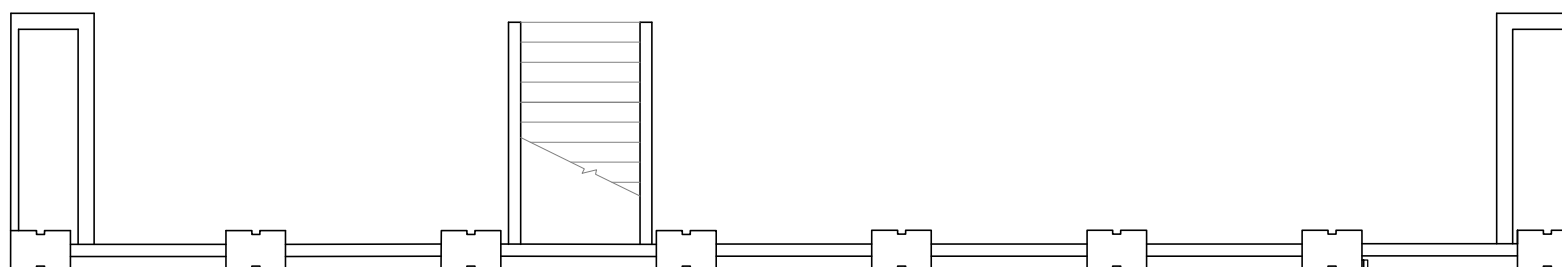
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2024-03

DWG. NO.

EX-1 of **1**



Art Gallery: 1,000.93 sf
- 1,000.93 sf @ 30 sf/pp = 33 pp



1
EX-2

EXISTING FLOOR PLAN - ART GALLERY

SCALE: 1/8" = 1'-0"



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EX-2 of **1**

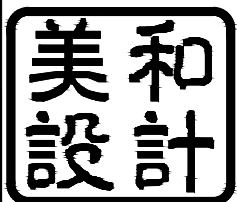
Children's Workshop Room: 581.19 sf
- 581.19 sf @ 20 sf/pp = 29 pp

1

EX-3

EXISTING FLOOR PLAN - CHILDREN'S WORKSHOP ROOM

SCALE: 1/4" = 1'-0"



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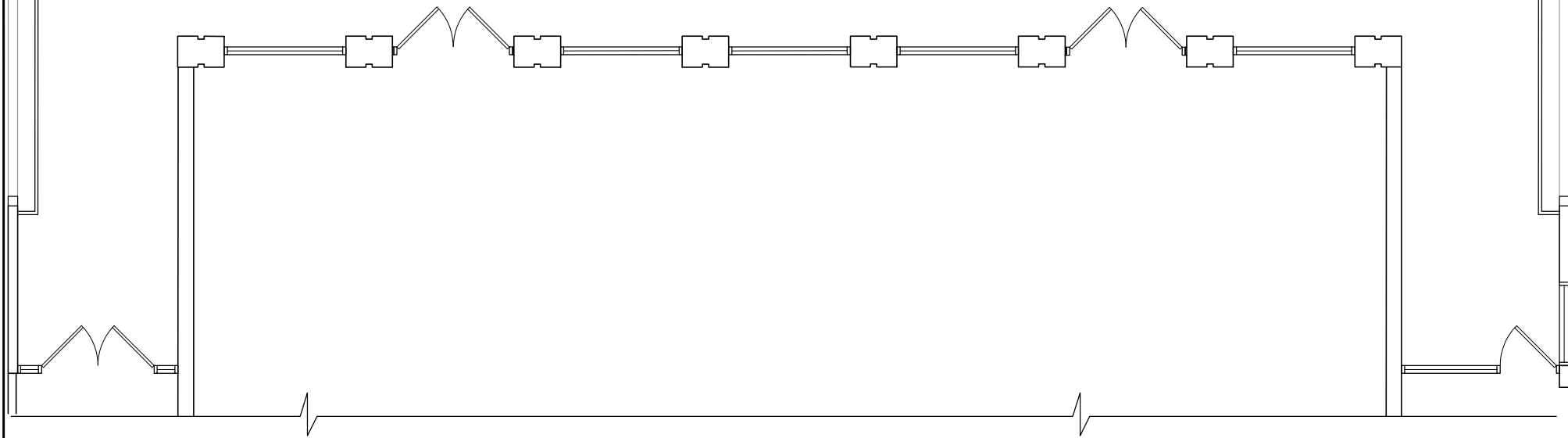
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EX-3 of **1**

Terrace: 1,656.02 sf

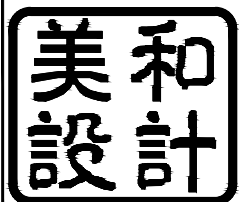
- seats only: 1,656.02 sf @ 7 sf/pp = 236 pp
- tables & chairs: 1,656.02 sf @ 15 sf/pp = 110 pp
- standing room only: 1,656.02 sf @ 5 sf/pp = 331 pp



1
EX-4

EXISTING FLOOR PLAN - OUTDOOR TERRACE

SCALE: 1/8" = 1'-0"



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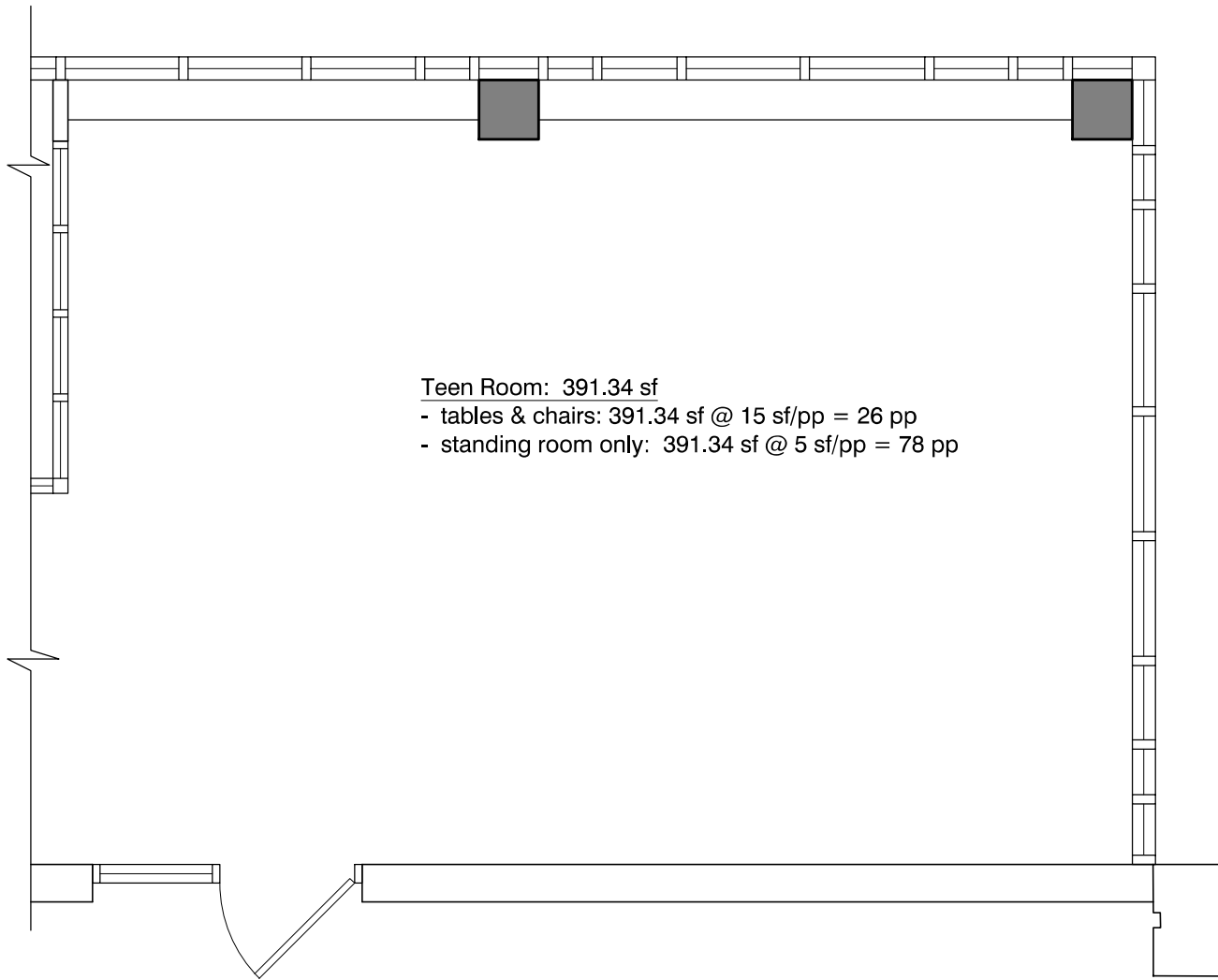
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EX-4 of 1

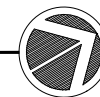


Teen Room: 391.34 sf
 - tables & chairs: 391.34 sf @ 15 sf/pp = 26 pp
 - standing room only: 391.34 sf @ 5 sf/pp = 78 pp

1
EX-5

EXISTING FLOOR PLAN - NORTH WING TEEN SPACE

SCALE: 1/4" = 1'-0"



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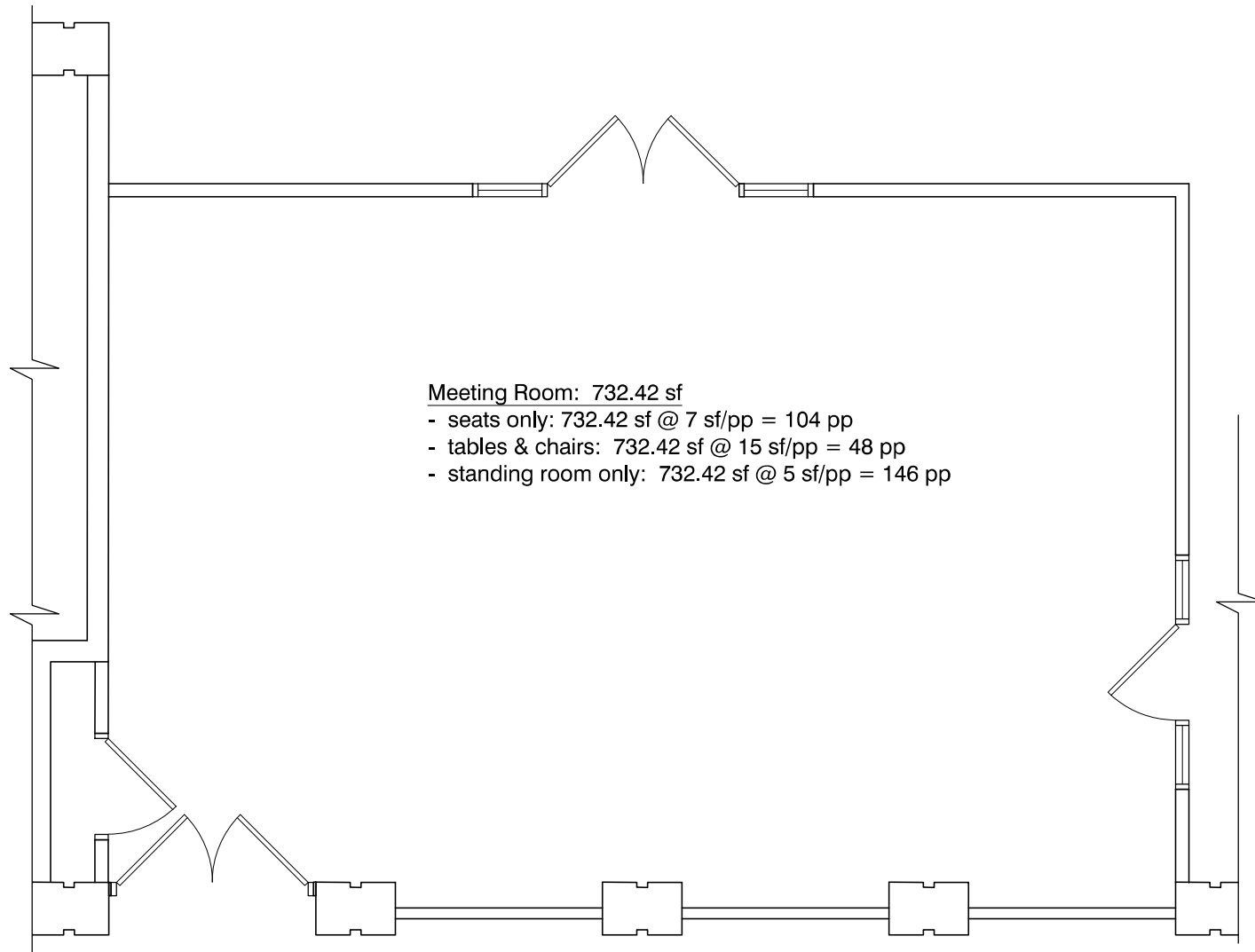
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EX-5 of **1**



1
EX-6

EXISTING FLOOR PLAN - HAGEDORN MEETING ROOM

SCALE: 3/16" = 1'-0"



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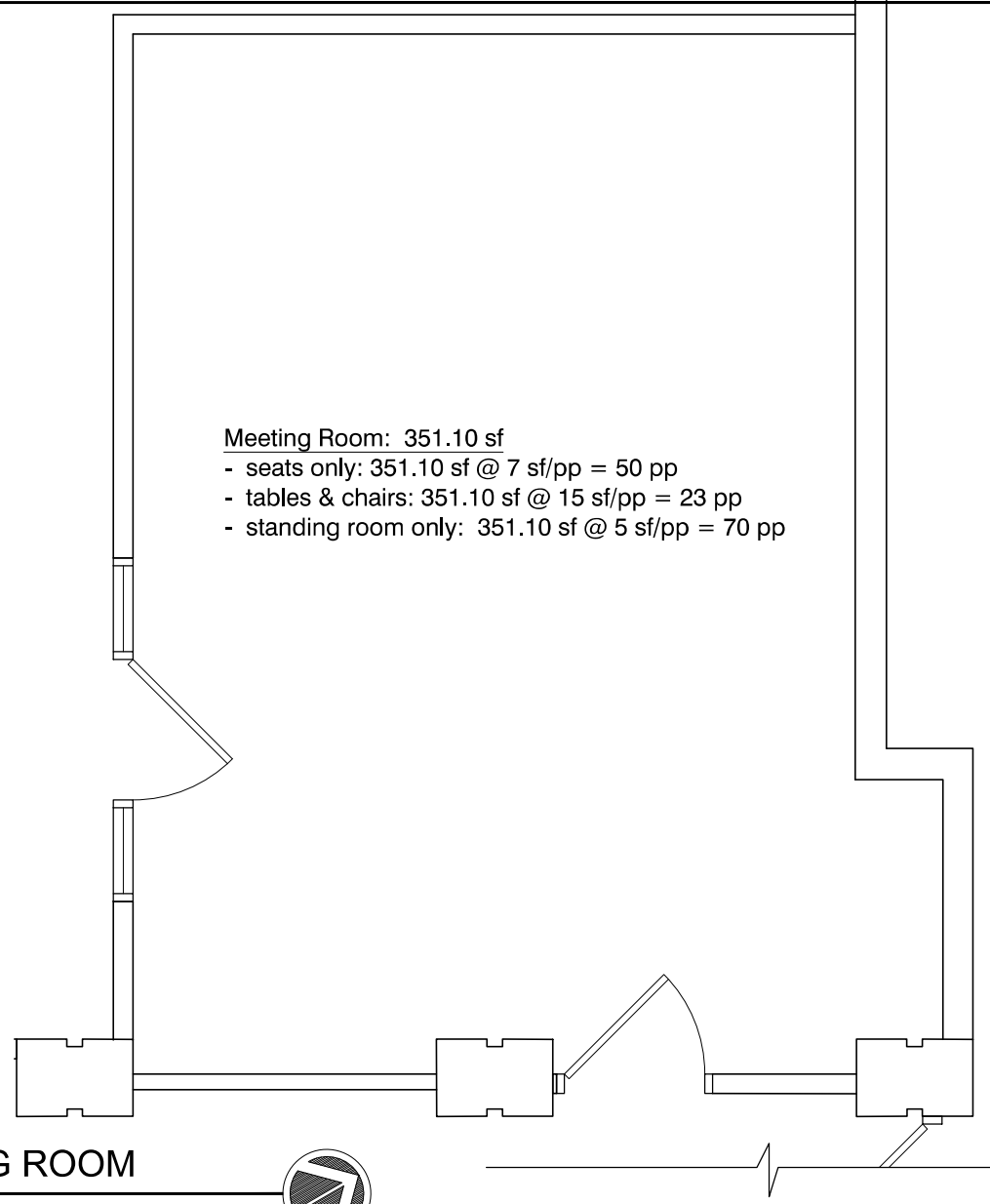
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EX-6 of **1**



- Meeting Room: 351.10 sf
- seats only: 351.10 sf @ 7 sf/pp = 50 pp
 - tables & chairs: 351.10 sf @ 15 sf/pp = 23 pp
 - standing room only: 351.10 sf @ 5 sf/pp = 70 pp

1
EX-7

EXISTING FLOOR PLAN - MEZZINE MEETING ROOM

SCALE: 1/4" = 1'-0"



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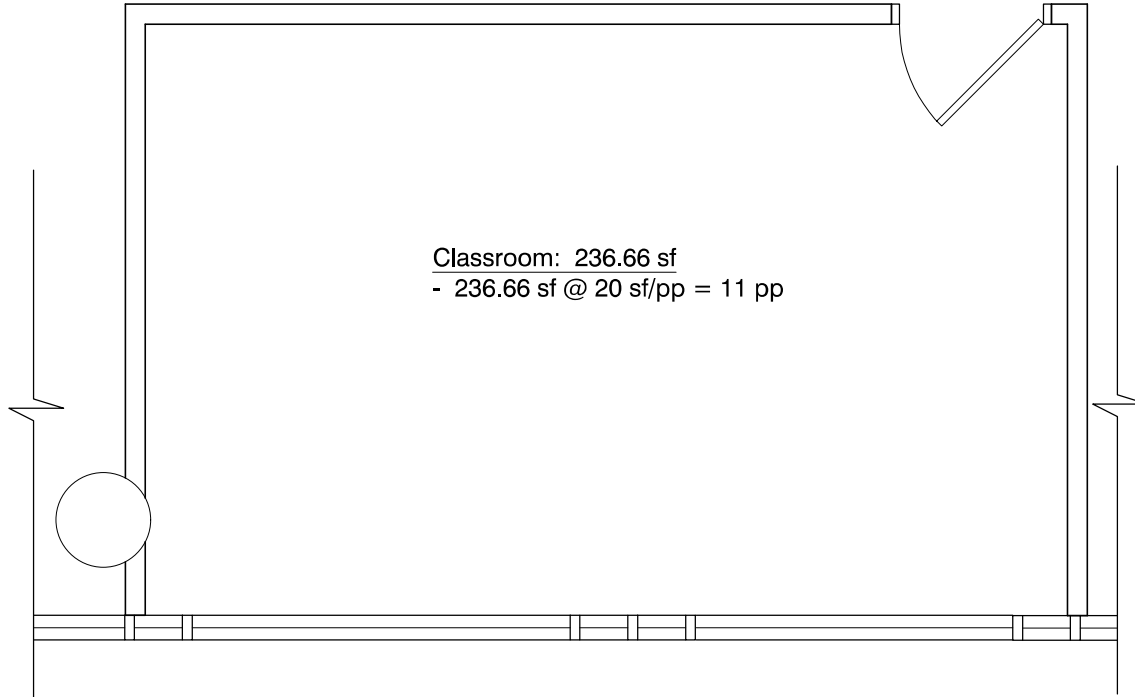
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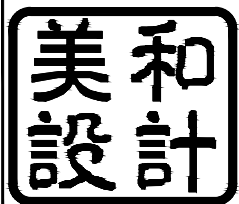
EX-7 of **1**



1
EX-8

EXISTING FLOOR PLAN - ADULT LEARNING CENTER - CLASSROOM A

SCALE: 1/4" = 1'-0"



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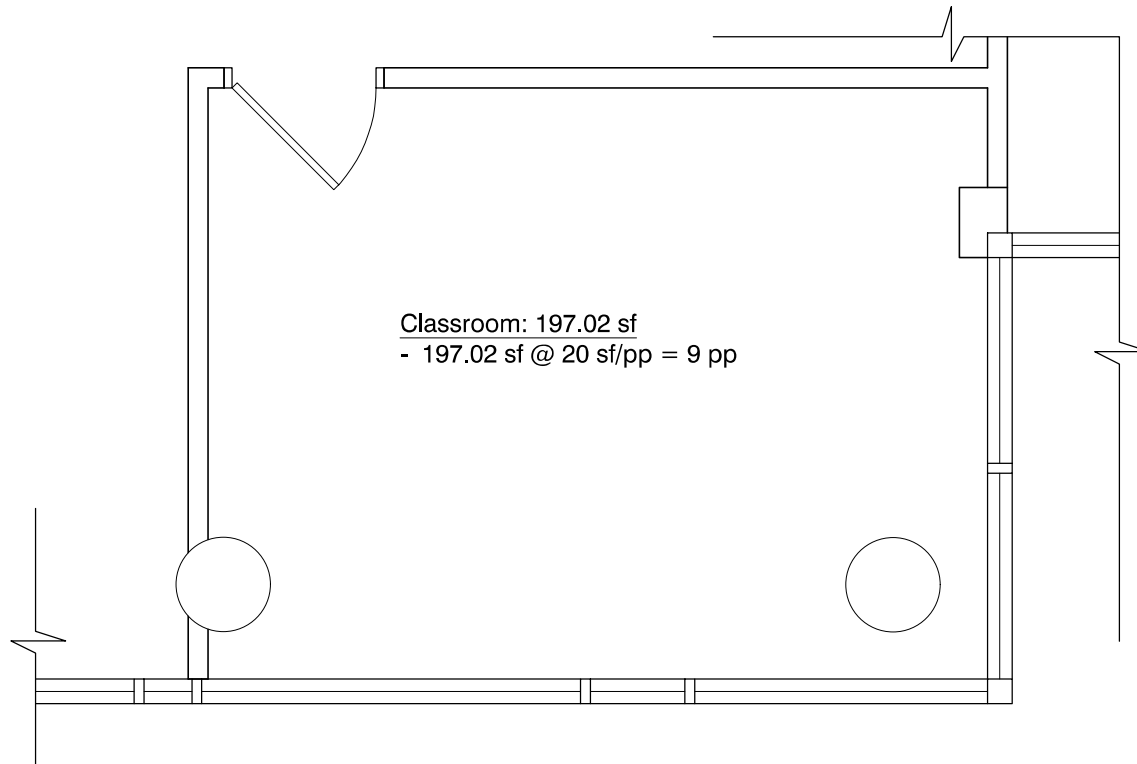
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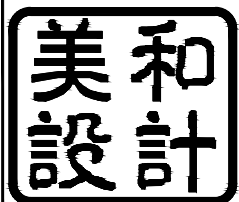
EX-8 of **1**



1
EX-9

EXISTING FLOOR PLAN - ADULT LEARNING CENTER - CLASSROOM B

SCALE: 1/4" = 1'-0"



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EX-9 of **1**

**Port Washington Public Library
Capital Maintenance Projects**

Revised 9/5/2024

Trade	Description of Work	Year 1	Year 3	Year 5
Architectural				
	Environmental		\$ 23,000.00	
	Accessibility - stage, pantry, café		\$ 80,000.00	
	Children's Area - Millwork		\$ 45,000.00	
	Computer Lab - Exit Signs	\$ 800.00		
	Computer Lab - Lavatory Shrouds	\$ 3,500.00		
	Staff Lounge - access panel	\$ 750.00		
	Staff Lounge - Exhaust Fan	\$ 500.00		
	Gallery / Admin Corridor - Carpeting		\$ 22,500.00	
	Corridor - Nosing Strips	\$ 800.00		
	Steel Handrail Bracket Repair	\$ 500.00		
	Reading Room Circular Stair Guard Rail		\$ 4,500.00	
	Fill Penetration at Roof Pavers		\$ 1,200.00	
	Roof Replacement	\$ 301,120.00		
	Fireproofing Patching		\$ 54,000.00	
	New aluminum gutters	\$ 2,000.00		
	Subtotal - Architectural	\$ 309,970.00	\$ 230,200.00	\$ -
Structural				
	Crack / Spall / Desegregation		\$ 34,700.00	
	Railing - Corrosion / Spall	\$ 29,300.00		
	Sealant	\$ 2,150.00		
	Grading		\$ 20,000.00	
	Flashing		\$ 400.00	
	Coating for entire building			\$ 255,000.00
	Exposed Framing Connection		\$ 250.00	
	Steel Rusting		\$ 1,600.00	
	Reapply fireproofing on steel framing		\$ 4,100.00	
	Roof screening support	\$ 23,200.00		
	Basement foundation cracking		\$ 1,250.00	
	Column / Slab Cracking		\$ 4,800.00	
	Subtotal - Structural	\$ 54,650.00	\$ 67,100.00	\$ 255,000.00
Plumbing				
	Replace wood pipe supports at roof		\$ 3,000.00	
	Gas Meter Rig sanding/painting			\$ 5,000.00
	Relocate A/C condenser		\$ 3,500.00	
	Replace Water Piping in Heated Enclosure			\$ 4,000.00
	Modify curb valve due to tripping hazard	\$ 2,500.00		
	Install Eyewash (portable)	\$ 1,500.00		
	Replace Water Heater and associated piping	\$ 25,000.00		
	Relocate sanitary piping above Electrical Equipment			\$ 4,000.00
	Add lavatory pipe insulations at ADA lavatories	\$ 4,000.00		
	Drain and abandon oil tank	\$ 3,000.00		
	Replace Floor Drain in Mechanical Room		\$ 6,000.00	
	Repitch Roof to decrease ponding (see architecture section)			
	Maintenance Inspections: gas pipes	\$ -		\$ 1,200.00
	Subtotal - Plumbing	\$ 36,000.00	\$ 12,500.00	\$ 14,200.00
Mechanical				
	Engineer Full review of HVAC System - Feasibility Study		\$ 17,500.00	
	ATC system replacement			\$ 250,000.00
	Two (2) Packaged Rooftop A/C Replacements			\$ 200,000.00
	Potential for new chiller			\$ 375,000.00
	Potential for new cooling tower			\$ 175,000.00
	Maintenance Inspections: Cold + Hot Water Pumps	\$ 5,000.00		
	Maintenance Inspections: Water Treatment	\$ 2,500.00		
	Replace Exhaust fan	\$ 6,500.00		
	Remove or drain oil tank	\$ 2,500.00		
	Subtotal - Mechanical	\$ 16,500.00	\$ 17,500.00	\$ 1,000,000.00
Electrical				
	Electrical Outlets	\$ 2,000.00		\$ 125,000.00
	Emergency Generator w/ ATS (+ maintenance)	\$ 28,000.00	\$ 1,000.00	\$ 1,000.00
	Electrical SubPanels- Projection Room (+ maintenance)	\$ 3,000.00	\$ 150.00	\$ 150.00
	Photovoltaic System (+ maintenance)	\$ 175,000.00	\$ 5,000.00	\$ 5,000.00
	Electrical Distribution System (+ maintenance)	\$ 275,000.00	\$ 3,000.00	\$ 3,000.00
	Abandon Outlet Box	\$ 1,000.00		
	Abandon Conduit	\$ 800.00		
	Subtotal - Electrical	\$ 484,800.00	\$ 9,150.00	\$ 134,150.00
Total		\$ 901,920.00	\$ 336,450.00	\$ 1,403,350.00

2024

NASSAU COUNTY EARLY VOTING

Saturday, October 26th through Sunday, November 3rd

Days and Hours as follows:

Sat, October 26th - 9am to 6pm	Thurs, October 31st - 9am to 6pm
Sun, October 27th - 9am to 6pm	Fri, November 1st - 9am to 6pm
Mon, October 28th - 7am to 6pm	Sat, November 2nd - 9am to 6pm
Tues, October 29th - 10am to 7pm*	Sun, November 3rd - 9am to 6pm
Wed, October 30th - 10am to 7pm*	

All BOE Hours Same As Above EXCEPT Tuesday October 29th and Wednesday October 30th open until 8PM

EARLY VOTING LOCATIONS

OYSTER BAY ICE RINK

1001 Stewart Ave, Bethpage, NY 11714

ELMONT PUBLIC LIBRARY

700 Hempstead Tpke, Elmont, NY 11003

FLORAL PARK RECREATION CENTER

124 Stewart St, Floral Park, NY 11001

FREEPORT RECREATION CENTER

130 East Merrick Rd, Freeport, NY 11520

ST. PAUL'S RECREATION CENTER

295 Stewart Ave, Garden City, NY 11530

GLEN COVE CITY HALL

9 Glen St, Glen Cove, NY 11542

GREAT NECK HOUSE

14 Arrandale Ave, Great Neck, NY 11023

HEMPSTEAD REC. CENTER /KENNEDY PARK

335 Greenwich St, Hempstead, NY 11550

HOFSTRA UNIVERSITY

1000 Fulton Ave, Hempstead, NY 11549
(located in the Theatre Lobby of the Sondra and David S. Mack Student Center)

HICKSVILLE LEVITTOWN HALL

201 Levittown Pkwy, Hicksville, NY 11801

SOUTH SHORE JEWISH CENTER

191 Long Beach Rd, Island Park, NY 11558

LAWRENCE COUNTRY CLUB

101 Causeway, Lawrence, NY 11559

LONG BEACH CITY HALL

1 West Chester St, Long Beach, NY 11561

MASSAPEQUA TOWN HALL SOUTH

977 Hicksville Rd, Massapequa, NY 11758

TEMPLE BETH AM

2377 Merrick Ave, Merrick, NY 11566

NASSAU COUNTY BOARD OF ELECTIONS

240 Old Country Rd, Mineola, NY 11501

MICHAEL J TULLY PARK

1801 Evergreen Ave, New Hyde Park, NY 11040

PLAINVIEW MID-ISLAND Y JCC

45 Manetto Hill Rd, Plainview, NY 11803

PORT WASHINGTON LIBRARY

1 Library Dr, Port Washington, NY 11050

ROCKVILLE CENTRE RECREATION CENTER

111 N. Oceanside Rd, Rockville Centre, NY 11570

GAYLE COMMUNITY CENTER

53 Orchard St, Roslyn Heights, NY 11577

SYOSSET PUBLIC LIBRARY

225 S Oyster Bay Rd, Syosset, NY 11791

VALLEY STREAM PRESBYTERIAN CHURCH

130 S. Central Ave, Valley Stream, NY 11580

ST. FRANCIS DE CHANTAL CHURCH

1309 Wantagh Ave, Wantagh, NY 11793

WEST HEMPSTEAD PUBLIC LIBRARY

500 Hempstead Ave, West Hempstead, NY 11552

YES WE CAN COMMUNITY CENTER

141 Garden St, Westbury, NY 11590

WILISTON PARK AMERICAN LEGION

730 Willis Ave, Williston Park, NY 11596

*Locations Subject To Change

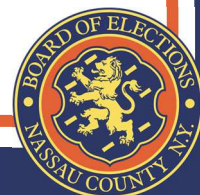
Every polling place is accessible to voters with physical disabilities. Any eligible voter who resides in Nassau County may vote. Any voter who has been issued an absentee ballot and early vote by mail ballot is not permitted to vote on a voting machine at an early voting site or on election day, but may vote by affidavit ballot. Any eligible voter may vote at any of the above locations during the times listed EXCEPT on November 5th.

Election Day

November 5th, go to your designated polling place

If you vote during early voting, you will not be permitted to vote on the day of the Election or on a subsequent day of Early Voting.

Visit **NASSAUVOTES.COM** or call **(516) 571-VOTE** for more voting information



2024

CONDADO DE NASSAU

VOTACIÓN ANTICIPADA

Sábado, 26 de octubre al domingo, 3 de noviembre

Días y horarios como se indica:

Sábado, 26 de octubre - 9am to 6pm

Jueves, 31 de octubre - 9am to 6pm

Domingo, 27 de octubre - 9am to 6pm

Viernes, 1 de noviembre - 9am to 6pm

Lunes, 28 de octubre - 7am to 6pm

Sábado, 2 de noviembre - 9am to 6pm

Martes, 29 de octubre - 10am to 7pm*

Domingo, 3 de noviembre - 9am to 6pm

Miércoles, 30 de octubre - 10am to 7pm*

Todos los horarios de BOE son los mismos que los de arriba, EXCEPTO el martes, 29 de octubre y el miércoles, 30 de octubre, que estará abierto hasta las 8:00 p. m.

LUGARES DE VOTACIÓN ANTICIPADA

OYSTER BAY ICE RINK

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ELMONT PUBLIC LIBRARY

700 Hempstead Tpke, Elmont, NY 11003

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FREEPORT RECREATION CENTER

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9 Glen St, Glen Cove, NY 11542

GREAT NECK HOUSE

14 Arrandale Ave, Great Neck, NY 11023

HEMPSTEAD REC. CENTER /KENNEDY PARK

335 Greenwich St, Hempstead, NY 11550

HOFSTRA UNIVERSITY

1000 Fulton Ave, Hempstead, NY 11549
(se encuentra en el vestíbulo del teatro del Sondra and David S. Mack Student Center)

HICKSVILLE LEVITTOWN HALL

201 Levittown Pkwy, Hicksville, NY 11801

SOUTH SHORE JEWISH CENTER

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1 West Chester St, Long Beach, NY 11561

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YES WE CAN COMMUNITY CENTER

141 Garden St, Westbury, NY 11590

WILISTON PARK AMERICAN LEGION

730 Willis Ave, Williston Park, NY 11596

Lugares sujetos a cambios

Todos los lugares de votación tienen acceso para los votantes con discapacidades físicas. Cualquier votante elegible que viva en el condado de Nassau puede votar. Cualquier votante al que le hayan emitido una papeleta de voto en ausencia y voto anticipado por correo no puede votar en una máquina de votación en un lugar de votación anticipada o el día de las elecciones, pero puede votar por medio una papeleta de declaración jurada. Cualquier votante elegible puede votar en cualquiera de los lugares mencionados arriba durante los horarios listados EXCEPTO el 5 de noviembre.

Día de las elecciones

5 de noviembre de 2024, vaya al lugar de votación designado

Si vota durante la votación anticipada, no podrá votar el día de la elección ni en ningún otro día después de la votación anticipada.

Visite **NASSAUVOTES.COM** o llame al **(516) 571-VOTE** para obtener más información sobre la votación





**NYLA 2024 Annual Conference & Trade Show
Oncenter | Syracuse, New York | November 6-
9, 2024**

**Conference Registration Information
Conference Registration is now open!**

\$280 Full Conference

Registration questions can be directed to Lauren Hoyt
at events@nyla.org.

Registration will close October 11, 2024



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

**Vote on the 2025 ILS & Associated Services Budget and/or appoint the Library Director
as the Library Board's Representative to 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 2025 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 21st, 2024.

2024 Hearing & Voting Deadline Dates

October 29, 2024 at 7:00 PM VIRTUAL – Online Budget Hearing & Opportunity to Comment
<https://meet.goto.com/157726445>

November 21, 2024 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 vote on the budget recommendation, we request that each Participating Library Board of Trustees pass the following motion. This motion must either be mailed or transmitted digitally to the Nassau Library System prior to November 21, 2024.

Motion for Participating Libraries

The Board of Trustees of the _____ [insert library name], upon due consideration of the proposed 2025 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 **November 21st, 2024.**

Board President's Signature

Date

Print Board President's Name

Nassau Library System

Proposed ILS & Associated Services Budget - 2025

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 NLS positions that work on these technology services.

This proposal consists of two documents: [1] Revenue & Expenses Budget for Calendar Year 2025, and [2] Participating Libraries Schedule of Fees.

In 2024, we negotiated contracts with Crown Castle & Lightpath for fiber optic internet lines, resulting in a 49% decrease to the costs of that service. We also released the Vega online catalog which includes new features such as predictive text, improved accessibility, Lexile/Reading level information and more. We arranged a KnowBe4 group buy for cybersecurity awareness training, decreased costs by using in house expertise over our prior network services provider, and hired a cybersecurity firm to assist us in keeping our data and network safe. Lastly, we negotiated a long-term licensing deal with Meraki which establishes both substantial discounts as well as locked-in prices for network licenses, allowing us to predict these ongoing expenses.

In 2025, we expect to release a new and updated consortium mobile app. We also expect to have an updated SMS notification service, a learning management system to better assist with Sierra/ILS training, and ongoing improvements to Vega. We intend to implement improved network and security devices across member library networks as part of an ongoing focus on safety and security.

Even with the many initiatives completed this year and those expected next year, we are extremely pleased to be able to show an overall budget decrease of 7.5%. This is the result of the aggressive fiber negotiations as well as the Meraki licensing deal which allow us to reduce contributions to the ILS Capital Fund to the minimum while still being prepared for unexpected maintenance and future upgrades. Due to varying usage factors – patron records, item records, transactions – libraries see variable increases/decreases to their individual charges, however, the largest decrease is with the Crown Castle/Fiber Optic line charges. Beginning January 1, 2025 these will decrease for all libraries, generally from \$800 to \$364 per month, resulting in a total net savings paid for ILS & Associates Services for all libraries.

The Participating Libraries Schedule of Fees lists the fees to be paid by each Participating Library for these services. ILS & 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 2024 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:

<i>Number of Patron Records:</i>	<i>\$0.186 per record</i>	<i>[Based a three-year average]</i>
<i>Number of Item Records:</i>	<i>\$0.186 per record</i>	<i>[Based a three-year average]</i>
<i>Circulation Transactions:</i>	<i>\$0.186 per transaction</i>	<i>[Based a three-year average]</i>

Please note: individual libraries' fees may go up or down more than the overall budget increase 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.

**Proposed 2025
ILS Associated Services Budget**

CODE	DESCRIPTION	PROPOSED 2025 Budget	AMENDED 2024 Budget	Proposed Budget Difference		NOTES
				\$	%	
Salaries						
60142-01	Full Time	\$ 551,800	\$ 538,175	\$ 13,625	2.5%	2025 salary increases subject to collective bargaining. Includes estimates for holiday coverage/limited unexpected overtime.
60142-02	Part Time	\$ -	\$ -	\$ -		
	Subtotal Salaries	\$ 551,800	\$ 538,175	\$ 13,625	2.5%	
Employee Benefits						
99010	NYS Retirement	\$ 89,943	\$ 70,400	\$ 19,543	27.8%	2025 costs are estimated.
99030	Social Security	\$ 42,300	\$ 42,900	\$ (600)	-1.4%	Payroll driven.
99040	Workers Compensation	\$ 1,900	\$ 1,545	\$ 355	23.0%	2025 costs are estimated.
99055	Disability Insurance	\$ 200	\$ 499	\$ (299)	-59.9%	2025 costs are estimated.
99060-01	Health Insurance	\$ 151,457	\$ 134,135	\$ 17,322	12.9%	2025 costs are estimated.
99060-02	Dental Insurance	\$ 4,390	\$ 4,510	\$ (120)	-2.7%	2025 costs are estimated.
9906003	Retiree Health Insurance	\$ 33,220	\$ 28,621	\$ 4,599	16.1%	Two retirees as of 2025
9906004	Medicare Part B Reimbursement	\$ 2,200	\$ 2,100	\$ 100	4.8%	One beneficiary as of 2025
	Subtotal Employee Benefits	\$ 325,610	\$ 284,710	\$ 40,900	14.4%	
	Total Personnel	\$ 877,410	\$ 822,885	\$ 54,526	6.6%	
Operating Expenses						
71410	Books and Subscriptions	\$ 100	\$ 100	\$ -	0.0%	
71411	Software / Licenses	\$ 5,500	\$ 5,500	\$ -	0.0%	Includes Fresh Desk ticket system, Office, Site 24x7, Antivirus, Zoho Vault, Tableau, Anydesk
72430-01	Office Supplies	\$ 300	\$ 800	\$ (500)	-62.5%	
72430-02	Library Mailers	\$ 1,000	\$ 600	\$ 400	66.7%	Ordered in bulk, used as needed. Moved to cheaper notice paper
72431	Telephone	\$ 1,200	\$ 1,200	\$ -	0.0%	Switched to VOIP in 2021
72433	Postage & Shipping	\$ 100	\$ 100	\$ -	0.0%	
72438	Professional Memberships	\$ 200	\$ 200	\$ -	0.0%	IUG (Innovative Users Group)
72454	Insurance	\$ 4,500	\$ 4,750	\$ (250)	-5.3%	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	Continuing Education	\$ 8,500	\$ 11,000	\$ (2,500)	-22.7%	Expected IUG & NYLA.
72437-02	Professional Services - Legal	\$ 500	\$ 1,000	\$ (500)	-50.0%	Legal fees ILS & Associated Services - generally contract evaluation.
72437-03	Professional Services - Audit/Fiscal	\$ 12,000	\$ 13,000	\$ (1,000)	-7.7%	Proportional share of NLS' audit costs for ILS & Associated Services
72437-04	Payroll Processing Service	\$ 825	\$ 1,000	\$ (175)	-17.5%	ILS & Associated Services portion of NLS payroll processing costs
72439-03	Notice Printer Lease/Maintenance	\$ 1,100	\$ 1,100	\$ -	0.0%	Transitioned to cheaper notice printer. Cost is for toner
72439-04	Copier Maintenance	\$ 250	\$ 800	\$ (550)	-68.8%	Fewer copies being printed
70203-03	Computer Equipment	\$ 2,000	\$ 3,000	\$ (1,000)	-33.3%	Computer equipment for central site staff. One replacement scheduled 2025
	Total Operating Expenses	\$ 38,075	\$ 44,150	\$ (6,075)	-13.8%	

Proposed 2025 ILS Associated Services Budget

CODE	DESCRIPTION	PROPOSED 2025 Budget	AMENDED 2024 Budget	Proposed Budget Difference		NOTES
				\$	%	
Purchased Services						
57100	Participating Library Fiber Circuits (Crown Castle)	\$ 231,504	\$ 294,436	\$ (62,932)	-21%	Crown Castle. Decreased cost negotiated beginning July 1st 2024. Not E-Rated
72431-02	Central Site Fiber Circuits	\$ 11,796	\$ 85,148	\$ (73,352)	-86%	(One Lightpath line, One Crown Castle) Contracts negotiated 2024. Offset by E-Rate
72431-03	Redundent Lines (Lightpath)	\$ 127,975	\$ 139,760	\$ (11,785)	-8%	Off-set by E-Rate reimbursement. Contract with Lightpath negotiated 2024
72439-02	Server Room Upkeep	\$ 2,500	\$ 2,500	\$ -	0%	First Tech (server room cleaning twice a year, \$1800), UPS Batteries.
72439-05	INN-Reach	\$ 75,646	\$ 73,443	\$ 2,203	3%	III Inn-Reach - Software that powers LILink
72439-06	Print & Time Management	\$ 9,750	\$ 9,750	\$ -	0%	Comprise (SAM) license. Moved to the cloud in 2021.
72439-07	Sierra Maintenance Renewal	\$ 738,219	\$ 670,214	\$ 68,005	10%	2.5% increase in new contract & first full year Vega catalog
72439-08	ILS Enhancements	\$ 36,000	\$ 32,600	\$ 3,400	10%	Patron Point. Newly includes SMS notices & estimated SMS charges
72439-09	Catalog Enhancements	\$ 10,000	\$ 25,000	\$ (15,000)	-60%	TS360 Reviews. Book covers dropped in 2024.
7243912	E-Commerce Processor Fees	\$ 42,000	\$ 42,533	\$ (533)	-	Payment processing costs for catalog e-commerce and self-check terminals
72439-10	ILS Network Equipment & Support	\$ 55,000	\$ 77,000	\$ (22,000)	-29%	NRI Secure as of mid 2024. Due to planned device replacement, we don't expect to need many spare devices for unexpected device failures
	Total Purchased Services	\$ 1,340,390	\$ 1,452,384	\$ (111,994)	-7.7%	
Other						
9500000	Transfer to Capital Fund	\$ 500	\$ 123,938	\$ (123,438)	-99.6%	2022 saw the final payments on the De Lage Landen loan. E-rate reimbursements are routinely transferred to capital when received. 2025-2026 Sees the expected replacement of most network devices at a cost of ~\$400,000 and a new mobile app
	Total Other	\$ 500	\$ 123,938	\$ (123,438)	-99.6%	
	Grand Total	\$ 2,256,375	\$ 2,443,356	\$ (186,981)	-7.65%	

REVENUE CODE	DESCRIPTION	PROPOSED 2025 Budget	AMENDED 2024 Budget	Proposed Budget Difference		NOTES
				\$	%	
41050	Usage Charge - Circulation	\$ 914,543	\$ 792,382	\$ 122,162	15.4%	2025 budget based on an average of 2021/2022/2023 Circulation
41060	Usage Charge - Patron Records	\$ 126,887	\$ 126,408	\$ 480	0.4%	2025 budget based on an average of patron record snapshots taken 2022/2023/2024
41070	Usage Charge - Item Records	\$ 916,956	\$ 998,538	\$ (81,583)	-8.2%	2025 budget based on an average of item record snapshots taken 2022/2023/2024
40100	Participating Libraries Fiber Circuits	\$ 231,504	\$ 460,800	\$ (229,296)	-49.8%	Crown Castle costs paid by Participating Libraries
40200	Acquisitions Maintenance	\$ 51,485	\$ 50,229	\$ 1,255.72	2.5%	26 libraries, 2.5% increase in 2024 ILL contract
40300	INN-Reach Fee for Non-ILS Services Libraries	\$ 15,000	\$ 15,000	\$ -	0.0%	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
	Total ILS Revenue	\$ 2,256,375	\$ 2,443,356	\$ (186,982)	-7.65%	

2025 Proposed Schedule of Fees

ILS & Associated Services Budget

DATA PULLED	2024	2023	2022	Snapshots 9/1	2024	2023	2022	Snapshots 9/1	2023	2022	2021	Full Calendar Year			2025 Proposed	COST
Library	ITEMS	ITEMS	ITEMS	ITEMS AVERAGE	PATRONS	PATRONS	PATRONS	PATRONS AVERAGE	CIRCS	CIRCS	CIRCS	CIRC AVERAGE	2023 FEES	2024 FEES	0.186 Per Factor	Acquisitions
BALDWIN	112801	131605	141352	128586	16363	16366	16041	16257	119581	113671	84235	105829	\$ 48,205.25	\$ 47,289.91	\$ 46,624.93	\$1,980.18
BAYVILLE	16876	17804	18622	17767	3758	3505	3355	3539	12198	26098	23767	20688	\$ 8,343.38	\$ 8,598.07	\$ 7,810.95	0
BELLMORE	68780	69984	70068	69611	7756	7413	7260	7476	61721	58173	50828	56907	\$ 23,523.67	\$ 24,337.24	\$ 24,922.95	0
BETHPAGE	99868	107507	114497	107291	13299	13685	12627	13204	90852	82192	74000	82348	\$ 37,584.05	\$ 37,961.82	\$ 37,728.67	\$1,980.18
EAST MEADOW	172464	179557	183618	178546	30680	28277	25573	28177	252128	217681	77972	182594	\$ 62,727.18	\$ 66,242.61	\$ 72,412.90	\$0
EAST ROCKAWAY	54927	55495	56744	55722	6018	6382	5949	6116	48013	50338	54603	50985	\$ 21,302.55	\$ 21,730.74	\$ 20,985.08	0
EAST WILLISTON	17008	17795	16711	17171	1180	1368	1344	1297	17628	16669	15818	16705	\$ 5,940.90	\$ 6,344.39	\$ 6,542.30	0
ELMONT	192874	198290	200343	197169	32247	31839	31087	31724	176590	138411	126219	147073	\$ 62,554.93	\$ 67,135.19	\$ 69,929.80	\$1,980.18
FARMINGDALE	118059	117592	118540	118064	28226	27076	25541	26948	130681	145526	113885	130031	\$ 46,674.23	\$ 49,631.66	\$ 51,157.81	0
FLORAL PARK	49202	56554	57261	54339	9139	9123	8822	9028	54647	53130	51875	53217	\$ 21,339.24	\$ 21,977.61	\$ 21,684.69	0
FRANKLIN SQUARE	108165	108351	118591	111702	10058	9858	8873	9596	137572	125326	97144	120014	\$ 41,789.04	\$ 43,836.52	\$ 44,884.16	\$0
FREEPORT	150138	157570	156810	154839	15545	21104	19753	18801	74754	58104	55370	62743	\$ 44,583.20	\$ 45,246.44	\$ 43,967.18	\$1,980.18
GARDEN CITY	106691	105929	112456	108359	13932	15338	14705	14658	131027	135139	140390	135519	\$ 50,240.35	\$ 49,453.50	\$ 48,087.63	\$1,980.18
GLEN COVE	54991	61777	63639	60136	10900	10505	9460	10288	67276	66235	59066	64192	\$ 25,668.64	\$ 25,379.90	\$ 25,038.64	\$1,980.18
GOLD COAST	34117	33938	33941	33999	7119	6744	6308	6724	45947	43004	42826	43926	\$ 15,420.78	\$ 15,463.70	\$ 15,744.53	\$1,980.18
HEMPSTEAD	203854	206006	208825	206228	18063	17975	17902	17980	33629	31474	19204	28102	\$ 46,484.12	\$ 48,403.68	\$ 46,929.78	\$1,980.18
HEWLETT	179420	178069	172390	176626	14919	14185	13288	14131	299727	184707	218449	234294	\$ 68,625.91	\$ 71,143.15	\$ 79,059.55	\$1,980.18
HICKSVILLE	115601	115268	117819	116229	24784	22992	21654	23143	84345	77375	79085	80268	\$ 47,564.69	\$ 44,296.85	\$ 40,853.23	\$1,980.18
HILLSIDE	118682	119266	121494	119814	12725	11932	11314	11990	106659	104226	73229	94705	\$ 37,372.40	\$ 39,831.22	\$ 42,130.67	\$1,980.18
ISLAND PARK	75298	75214	77427	75980	5066	5125	4765	4985	33106	30673	29568	31116	\$ 20,157.37	\$ 20,928.31	\$ 20,847.00	\$0
ISLAND TREES	52166	51776	49648	51197	7066	6637	8448	7384	44170	44389	32095	40218	\$ 17,575.22	\$ 17,687.80	\$ 18,376.49	0
LAKEVIEW	47338	49399	58287	51675	3004	3052	3015	3024	11090	8817	4525	8144	\$ 13,392.91	\$ 13,047.19	\$ 11,688.67	0
LEVITTOWN	216709	217697	224750	219719	30200	28183	25876	28086	187057	185423	183854	185445	\$ 77,901.25	\$ 80,473.77	\$ 80,584.44	\$1,980.18
LOCUST VALLEY	48421	52618	54647	51895	3368	3266	3040	3225	39460	31274	32635	34456	\$ 15,654.81	\$ 16,637.92	\$ 16,661.20	\$1,980.18
LONG BEACH	101837	118157	118554	112849	30812	28750	26900	28821	143564	138051	108653	130089	\$ 47,133.18	\$ 48,342.13	\$ 50,547.24	\$1,980.18
LYNBROOK	69832	74359	75003	73065	11047	11263	10289	10866	79125	72164	68987	73425	\$ 27,695.96	\$ 28,618.85	\$ 29,268.28	0
MALVERNE	47037	46553	45752	46447	4268	4257	3817	4114	42463	38981	32245	37896	\$ 14,736.96	\$ 15,799.62	\$ 16,453.13	0
MANHASSET	102957	105993	104601	104517	10052	10261	9441	9918	114679	99600	111276	108518	\$ 39,136.18	\$ 40,609.86	\$ 41,469.32	\$1,980.18
MASSAPEQUA	164963	162351	158317	161877	28292	27119	26017	27143	154352	179202	128588	154047	\$ 58,610.64	\$ 61,641.52	\$ 63,810.46	0
MERRICK	63545	61780	70302	65209	10963	11053	10357	10791	96057	88238	81092	88462	\$ 28,237.63	\$ 29,143.34	\$ 30,589.99	\$1,980.18
MINEOLA	67272	70672	73268	70404	8275	7396	7142	7604	60872	59140	58684	59565	\$ 25,121.41	\$ 25,927.14	\$ 25,588.70	0
NORTH BELLMORE	87157	89132	93923	90071	14294	14001	12985	13760	94980	93447	90666	93031	\$ 34,252.50	\$ 36,139.94	\$ 36,616.27	\$1,980.18
NORTH MERRICK	59206	62214	63893	61771	7714	7584	7136	7478	79430	66726	71419	72525	\$ 26,103.04	\$ 26,057.79	\$ 26,369.96	0
OCEANSIDE	100951	108944	122324	110740	24556	23058	21512	23042	227915	206095	220632	218214	\$ 65,548.67	\$ 65,402.29	\$ 65,471.19	0
OYSTER BAY	70504	78613	84265	77794	6570	6784	6404	6586	50101	48005	44682	47596	\$ 25,003.52	\$ 25,388.03	\$ 24,547.54	\$1,980.18
PENINSULA	104347	104186	105563	104699	15250	13971	12911	14044	341357	339323	258798	313159	\$ 67,018.57	\$ 72,621.84	\$ 80,333.77	\$1,980.18
PLAINEDGE	72147	102980	103846	92991	10657	10002	9278	9979	67979	63179	47858	59672	\$ 29,981.26	\$ 31,814.25	\$ 30,251.41	\$1,980.18
PLAINVIEW	156658	152090	151029	153259	24243	22851	21230	22775	236002	234684	187397	219361	\$ 64,925.67	\$ 69,387.11	\$ 73,543.41	\$1,980.18
PORT WASHINGTON	136041	136588	140848	137826	29400	28037	26325	27921	233576	234804	176497	214959	\$ 61,609.99	\$ 66,002.04	\$ 70,811.19	0
ROCKVILLE CENTRE	111612	112441	121587	115213	14036	14337	13706	14026	167605	158937	131389	152644	\$ 50,290.61	\$ 51,380.55	\$ 52,430.30	\$1,980.18
ROOSEVELT	72762	71659	71474	71965	7957	8252	7770	7993	16546	13835	8171	12851	\$ 16,952.70	\$ 17,534.47	\$ 17,262.41	\$1,980.18
ROSLYN	110076	113530	116042	113216	11950	11955	11328	11754	107720	125896	130375	121330	\$ 44,447.08	\$ 46,331.29	\$ 45,810.06	\$1,980.18
SEA CLIFF	19965	19987	20559	20170	3204	3078	2888	3057	22308	21288	19967	21188	\$ 8,021.50	\$ 8,097.96	\$ 8,261.13	0
SEAFORD	76734	78740	80524	78666	8285	8464	8153	8301	55798	52230	48026	52018	\$ 25,560.28	\$ 26,159.64	\$ 25,851.15	\$0
SHELTER ROCK	86278	85090	87143	86170	12800	11873	10504	11726	193433	185494	154203	177710	\$ 43,358.61	\$ 47,294.72	\$ 51,262.72	\$1,980.18
UNIONDALE	103472	103437	102922	103277	22689	21738	20849	21759	59607	56532	32499	49546	\$ 31,525.61	\$ 32,278.55	\$ 32,472.19	\$1,980.18
VALLEY STREAM	98136	98418	98713	98422	14430	14706	13902	14346	72757	64806	49947	62503	\$ 31,381.90	\$ 31,921.37	\$ 32,600.53	0
WANTAGH	60243	64761	79875	68293	10224	10281	9705	10070	76182	83571	81872	80542	\$ 31,743.00	\$ 31,697.64	\$ 29,556.27	0
WEST HEMPSTEAD	106984	109466	113733	110061	10060	10381	9694	10045	215862	189592	174672	193375	\$ 49,602.75	\$ 54,020.79	\$ 58,307.53	0
WESTBURY	91882	99563	113733	110061	10060	10381	9694	10045	215862	189592	174672	193375	\$ 49,602.75	\$ 54,020.79	\$ 58,307.53	0
WILLISTON PARK	21097	22335	21606	21679	3694	3779	3640	3704	23992	27473	31526	27664	\$ 10,652.76	\$ 10,352.29	\$ 9,866.80	0
	4778145	4937753	5073709	4929869	704608	689780	652181	682190	5367025	5034922	4348747	4916898	\$ 1,853,758.32	\$ 1,917,327.43	\$ 1,958,385.94	\$51,484.72

[Proposed Schedule]

- Before 9/19 - Send Budget to ILS Services Advisory Council members
- 9/18 - Mention at MLD meeting that budget process will be discussed at council
- 9/19 - ILS Services Council discussion
- 9/30 - send budget to directors, Boards asked to vote
- 10/16 - MLD Meeting, reminder to directors, Q&A after MLD for directors
- 10/17 - ILS Services Council meeting – reminder to directors
- 10/21 - Send to Board Presidents
- 10/29 - Budget Hearing Online @ 7:00PM
<https://meet.goto.com/157726445>
- 11/21 - ILS Services Council meeting, due date for budget recommendation sheets
- 11/25 - NLS board meeting, report on the recommendation
- 12/4 - NLS annual meeting
- 12/23 - NLS board vote

NASSAU LIBRARY SYSTEM

Trustee Info

NLS extends a huge thank you to all member library trustees for volunteering to help our member libraries remain strong and responsive to the needs of their communities.

Public library trustees have weighty responsibilities, and we want you to be as effective as possible. NLS is available for consultations with individual member library boards on a range of topics, including Director-Board relations, strategic planning, financial and fiduciary responsibilities, laws and regulations affecting libraries, and advocacy, among others.

Helpful resources for Boards of Trustees:

Trustee Education

- [Trustee Education Requirements in New York State](#)
- [New York State Library](#). Recorded webinars from the NYSL.
- [Trustee Handbook Book Club](#). Recorded webinars and resources from the authors of the Handbook for Library Trustees of New York State.
- Recorded NLS events:
 - [Trustee Basics](#). Two-hour training on the fundamental duties and responsibilities of library trustees, presented by NLS Director Caroline Ashby. Recorded 7/16/24.
 - [Civil Service in New York State](#). Ninety-minute presentation on civil service rules and their application to Nassau's public libraries, presented by Henry Waldinger Memorial Library Director Mamie Eng. Recorded 2/15/24.
 - [Defending the Freedom to Read with Jamie LaRue](#). One-hour presentation on censorship and book challenges with former Executive Director of ALA's Office of Intellectual Freedom. Recorded 9/22/23.
 - [Shelf Censorship: Preserving Public Libraries as Free Speech Sanctuaries](#). Forty-minute presentation by Aaron Terr, Director of Public Advocacy at the Foundation for Individual Rights and Expression, at the 2023 NLS Annual Meeting. Recorded 12/6/23.
- [Sample Self-Assurance Form](#). Form to report completion of trustee education activities.

General

- [Handbook for Library Trustees of New York State \(2023\)](#)
- [Minimum Public Library Standards in NYS](#)
- [Regents' Statement on the Governance Role of a Trustee or Board Member](#)
- [Key Acronyms Used in Nassau's Public Libraries](#)

Legal

- [Public Library Law in New York State \(2006\)](#). This publication is a compilation of statutes and regulations in New York State that pertain to public libraries.

- [Library Laws and Regulations in NYS, 2006-Present](#)
- [Ask the Lawyer Recently Asked Questions](#). Buffalo-based attorney Stephanie “Cole” Adams answers questions from the NY library community.
- [Oath of Office](#). Required for all library trustees, except those of [association libraries](#).

Effective Meetings

- [Robert’s Rules of Order – Simple Motions Chart](#)
- [Open Meetings Law](#)

Library Support Organizations

- [NYLA Library Trustees Association Section](#)
- [United for Libraries: ALA Association of Library Trustees, Advocates, Friends and Foundations](#)
- [New Yorkers for Better Libraries PAC](#)

NASSAU LIBRARY SYSTEM

Trustee Basics

November 2 @ 10:00 am - 12:00 pm

Trustee Basics

In person at:

Nassau Library System
900 Jerusalem Avenue
Uniondale, NY 11553

Saturday, November 2 | 10am-12pm

Join NLS Director Caroline Ashby for a workshop on the fundamental duties and responsibilities of library trustees. Attendance at this event fully satisfies trustees' NYS requirement for 2 hours of continuing education this year.

Register: <https://forms.gle/uxfLuEsRPFd5ZNBx6>

Refreshments will be served.

2.0 hours of trustee education credit will be awarded to attendees.

Please contact Gina Staffa at 516-292-8920 x221 or gstaffa@nassaulibrary.org with any questions.

AAC Meeting Minutes September 11, 2024

In attendance: Betty Gimbel, Christie Devereaux, Shelley Holtzman, Ellen Hallie Schiff, Jose Seligson, Patti Paris, Carol Krieger, Dave Bett, Craig Werle

Absent: Pam Record, Raisy Derzie, Lynda Schwartz, Toby Ozure, Jocelyn Worrall, Linda Sandman, Barbara E. Fishman, Shellie Schneider

- The meeting started at 5:05 PM, and the August 14th minutes were approved.
- There have been very positive comments about Antonio Masi's show and thank you to Shelley and Ellen for installing the exhibit. The reception/talk will take place from 2 to 4PM on October 5th. Betty and Christie will help with the reception.
- Craig spoke to Jonathan Butterick, and it was decided that his show will be in May-June of 2026.
- Betty mentioned that for sales, there are red dots and a sales pad in Lynn's office. It was mentioned that the signs for information about purchasing artwork need to be corrected. They currently read that information is at the front desk. The information is actually on the second floor at the information desk.

The AAC looked at the submissions of the following artists.

1. Heather Heckel: Her work is all 12" X 12" squares and/or circles of images of nature. The AAC members were undecided about whether she should have an exhibit. Christie will call to see if she has larger works.
2. Marc Josloff: AAC members suggested a studio visit and Christie, Patti and possibly, Barbara will visit his studio. Christie will call Barbara to see if she would like to go as well.
3. Joyce Weidenaar: Craig will call to set up a date for a studio visit. Betty, Patti and Craig will go to see her work.
4. Susan Rostan: The AAC members did not see a cohesive body of work that would merit an exhibit.
5. Janet Strugat's Wufoo submission will be sent to everyone for evaluation.

Finally, Betty suggested that we need more input from other AAC members.

- Betty reviewed the responsibility of the chairperson.
 1. Set up a date for the studio visit.
 2. Discuss the Artist Guidelines and go over the checklist with the artists
 3. Mention suggested 20% donations from sales

4. Make certain that there is a record of sales to be recorded on sales slip and put red dots on sold works

5. Discuss Reception/Talk date. Contact Jeff Zeh first (Adult Program Coordinator)

extension 1303, zehj@pwpl.org.

6. For food for the reception, Betty brought in the menu and explained what the options

7. are. The chair person needs to contact Ayan's at (C) 516-404-4558 three days before the reception. Order one medium size Mediterranean platter of appetizers, one large platter of desserts and milk. Contact the custodians to set up the table and make coffee. The tablecloths have been washed and are ready for the next reception.

New Business

- Christie reviewed the updated Gallery Schedule. We need an artist for January – February and March-April of 2025.

The meeting ended at: 6:05 PM.

Respectfully submitted,

Christie Devereaux

The next AAC Meeting will be on October 9th, 2024 at 5:00PM

Health Advisory Council

Recent/Upcoming Programs

Ongoing Programs:

Weekly Exercise Class: Incorporating Pilates, stretching, and yoga.

Weekly Chair Yoga Class: Low-impact yoga workout.

Tai Chi for Health and Fall Prevention: This evidence-based program is proven to reduce falls, and improve fitness, and is designed for older adults interested in improving balance, flexibility, and strength.

Medicaid Sign-Up Help: Assistance for low-income individuals who qualify for Medicaid assistance, provided by the Nassau-Suffolk Hospital Council in Hauppauge.

St. Francis Outreach Bus: Sent by the Community Outreach Department of St. Francis Hospital. Nurses provide basic health screenings, including blood pressure and blood sugar checks, and provide immunizations.

Monthly Hypertension Screenings: Nurses from St. Francis Hospital conduct blood pressure checks in the Library's Reading Room one day per month.

Mindfulness & Meditation: 2025 goal: have a series of classes at PWPL.

Individual Programs:

Food Day Celebration: Every October, local nutritionist Jill Eisenberg, MS, RD, CDN, in cooperation with Grassroots Environmental Education, presents a program celebrating Food Day, a national day to promote sustainable agriculture and advocate for responsible, healthy food practices.

Author Lecture: In the Face of Catastrophe: How a Traumatic Brain Injury Became a Blessing, written by Caryn Hirshleifer and Jennifer Goldman. After a stroke leaves Jenn comatose and clinging to life just days before her 31st birthday, she and her family face an overwhelming and painful journey. In diary entries, this memoir shares memories from each family member as they move forward and heal relying on the power of family and community, with the hopes that their moving story can inspire those who are struggling with similar experiences.

Amy Christake
October 2024

October 8, 2024

Dear Members of the Library Board,

This past year, our ESOL population has continued to grow in leaps and bounds. We served over 300 students from 36 countries this past spring- the most ever in one semester!

Here are some notable numbers:

Number of active tutors: 44

Number of classes: 55

Number of Zoom classes: 9

Number of students enrolled in classes: 307

Number of countries currently represented: 36

Number of current languages spoken: 17

Number of participants in the Homework Help program: 26 children, 25 volunteers

Here are highlights for this past year's programming:

- Two ESOL In-service tutor training workshops were given to provide ongoing training for current ESOL tutors. Nick Miraflores and local resident and ESOL Teacher/Trainer, Jeannine Daly gave excellent presentations, which inspired our tutors to try new teaching techniques. New potential tutors attended three tutor training workshops and 6-8 weeks of training with experienced tutors. We hope to meet the need of an increase in beginning level students by providing more trained tutors.
- Nineteen students passed the Citizenship Test and were presented with a special "Certificate of Citizenship Citation" from House of Representative Tom Suozzi's office and from the library. Students were thrilled to be honored in this special way and many were teary-eyed. Just for the record, all students who took the Preparation class have passed the exam!
- In the spring we offered "CPR in Spanish." There were 20 participants who all received CPR packets. This fall we will host, "Defensive Driving" in Spanish. We have recently partnered with State Farm Insurance who will refer their clients to our Defensive Driving program.
- This year, for the first time, we organized a "Breast Cancer Awareness" workshop in Spanish.
- "What Every Immigrant Needs to Know" was presented in English and in Spanish. This practical workshop covers the basics of knowing Centigrade/Fahrenheit to learning intercultural customs (yes, waiting in line is a must in the U. S.!).
- Port Washington Community Outreach Roundtable Committee- the ESOL Department has been representing the library at monthly meetings. The group's mission is to "facilitate connection and coordination among the many dedicated organizations that serve Port Washington families in need."

- **Hispanic Heritage Month**

On October 6, 2024, Hispanic Heritage Month was celebrated with a “Fiesta in the Park.” This was organized in collaboration with Landmark on Main Street, the Parent Resource Center and the Town of North Hempstead. Over 600 attendees explored 18 different Hispanic country displays which highlighted crafts for children, informational panels, and traditional clothing. Our ESOL students led the way in organizing the tables and felt proud to share their rich cultural heritage. ESOL Assistant, Alejandra Prada, has done an extraordinary job of creating exciting programs. Aside from this event, the library hosted a variety of programs throughout the month, including dance and music performances, a cooking demonstration, an Aerorumba class, dance instruction and more.

From September 15 to October 15, (Hispanic Heritage Month), ESOL Assistant Alejandra Prada, created an exceptional display in the Community Gallery entitled, “Female Hispanic Authors Exhibit”. Come and explore the lives of these extraordinary women!

- **Lunar New Year**

On February 18, we celebrated Lunar New Year. Chinese and Korean groups performed traditional dances and music including a Dragon Dance, a Ribbon Dance, a Fan Dance, and a Korean Women’s Drum Dance. Eight-year-old Stefanie Zhang mesmerized the audience by elegantly playing the “guzheng”, a traditional Chinese instrument. Other features included a Tai chi demonstration, Chinese Calligraphy and Paper Cutting. Our ESOL students who were involved with the planning were amazed at how many non-Asian residents in Port Washington attended the event. It was estimated that 350-400 people came and celebrated this important holiday. Last year’s celebration was such a success, attendees have requested more countries that celebrate this special holiday be involved. Also requested were more activities for all ages.

Here are comments on the Lunar New Year Celebration:

“We loved the dancing dragons. They were awesome!”

“I’m was happy to see it first time. I enjoy it.”

“Fun for all ages: my grandchildren are having a ball!”

“ The volunteers are very nice. I think you guys should have more cool events.”

“Love all the beautiful traditional clothing!”

“I love the way everything look!”

“The event is beautiful. The library decorations make it very festive. Thank you for doing this for our community. “

“So proud of our PWPL and our town. Thank you for sharing all about this beautiful celebration and the beauty of the Asian Culture. To many more multi-cultured events.”

- Finally, we celebrated the Certificate Ceremony and End of the Year Party on June 27. New citizens of the US were recognized, as were all ESOL volunteers and students. Several of our students performed dances and songs from their countries and expressed gratitude that they could share their cultural backgrounds. It was a very memorable night!

Programming for the upcoming year:

- 1) We hope to continue with the programming and services noted above. Additionally, we will be offering "Spanish for Beginners", a monthly Spanish Book Club and we'll continue to offer "Spanish for Intermediates." Depending on the level of interest, we may offer "Mandarin for Beginners" which will be taught by our newest ESOL staff member, Peter Li. Peter has made a significant connection to our Chinese community in Port Washington, assisting with Lunar New Year Celebration plans, and improving our Chinese book collection.
- 2) Next March, we plan to celebrate Women's History Month by displaying the exhibit, "Ladies from Your Past." This exhibit honors 200 women around the world and highlights their accomplishments.
- 3) The Homework Help program, organized by outstanding and warm-hearted ESOL staff member, Haydee Buitron, assists elementary school- aged children with their school work. Participants are children whose parents do not speak English well enough to help their children with homework. Schreiber High School students in good academic standing, help children one-on-one. As an additional activity, we hope to have mini-parties throughout the year celebrating U.S. holidays. This will help children acclimate to U.S. cultural celebrations.
- 4) Brazilian Mardi Gras

This year we hope to add "Carnivale", a celebration of Brazil's rich and dazzling Mardi Gras. With an increase of students from Brazil this year, this event is sure to be a winner.

Our ESOL Department continues to re-invent itself with new programming every year. We started out only as an English language program and have grown into a place that offers many programs and services to community members who are trying to adjust to life in the US. Whether to help those who need CPR instruction or to those who need preparation classes for the GED or Citizenship, our library is here to meet the need.

Thank you for all your support of our programming and services throughout the year!

Respectfully submitted by:

Peggy O'Hanlon
ESOL Coordinator

PATRON COMMENTS

SEPTEMBER 2024

[illegible]