

**PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 20, 2023
AGENDA**

- I Approval of July 12, 2023 Board of Trustees Minutes
- II Approval of July/August 2023 Warrants
- III Approval of July/August 2023 Staff Changes
- IV Financial Reports – July/August 2023
- V Director’s Report
 - a) Facade Construction Update
 - b) NYS Construction Aid Application – Security Cameras
 - c) Sexual Harassment Policy Update
 - d) Voting at PWPL
 - e) Excess Equipment List
- VI President's Report
 - a) Nassau County Legislative Breakfast – September 29, 2023
 - b) Upcoming Trustee Training Opportunities
 - c) NYLA Annual Conference – November 1 – 4, 2023
 - d) Defending the Right to Read Virtual Program – September 22, 2023
 - e) Tentative Committee Meeting Schedule for Fall/Winter
- VII Assistant Director
 - a) Hispanic Heritage Month at PWPL
 - b) Summer Recap & Fall Preview of Programs/Services
- IX Friends of the Library
 - a) Minutes of Meetings – July 12, 2023
- X Councils
 - a) Music Advisory Council Concerts 2023-2024
- XI Unfinished Business
 - a) Updated Review of Internal Controls

XII Staff Association

XIII Public Comments

XIV Adjournment

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES ORGANIZATIONAL MEETING
JULY 12, 2023

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

Mr. Keller welcomed all to the organizational meeting at 7:30pm.

OPENING

Mr. Straus administered the Oaths of Office to Ms. Vasa, as Trustee, for a term of five years; and Ms. Moessner, as District Clerk, for one year term. Ms. Moessner will administer the Oath of Office to Mr. Michael Krevor, as Trustee, for a term of five years; and to Michael Tomicich, as Treasurer, for a one-year term within the next few weeks. The Board congratulated all.

OATHS OF OFFICE

Mr. Keller requested approval of the June 21, 2023 Board of Trustees minutes. Ms. Saur moved to approve. All agreed.

APPROVAL OF MINUTES

Mr. Keller requested approval of warrants 23-06-12A and 23-06-12B Ms. Comer moved to approve. All agreed. Mr. Keller requested an approval of two payrolls dated June 8 & June 22, 2023. Ms. Bridges moved to approve. All agreed.

APPROVAL OF WARRANTS

Mr. Keller requested approval of Staff Changes with no appointments, no departures, and one salary adjustment in June 2023. Ms. Saur moved to approve. All agreed.

STAFF CHANGES

Mr. Keller requested a motion to approve the General Municipal Law – Section 104b relating to attorney, accountant, auditor, and technology specialist consultants. Ms. Bridges moved to approve. All agreed.

GENERAL MUNICIPAL LAW

Mr. Keller requested a motion to accept the Investment and Purchasing Policies with no changes from last year. Ms. Bridges moved to approve. All agreed.

**INVESTMENT/
PURCHASING
POLICY**

Mr. Keller requested a motion to approve Bond, Schoeneck & King General Counsel's June 6, 2023 proposal for the fee of \$16,000. Mr. Straus moved to approve. All agreed.

GENERAL COUNSEL

Mr. Keller requested a motion to approve Cullen and Danowski, CPAs engagement letter of May 23, 2023 for \$61,980. Ms. Bridges moved to approve. All agreed.

ACCOUNTING SERVICES

Mr. Keller requested approval of Gryphon Technologies, Inc. 2023-2043 proposal dated June 1, 2023 in the amount of \$64,038. Ms. Bridges motioned to approve. All agreed.

IT MANAGEMENT SERVICES

Mr. Klang stated the accountants reviewed the Rynkar, Vail & Barrett LLP engagement letter dated May 24, 2023 as requested by the Board and found four minor grammatical errors and no substantive changes. Mr. Keller requested a motion to approve the Rynkar, Vail and Barret engagement letter for the fee of \$19,500. Ms. Vasa moved to approve. All agreed.

**AUDITORS
CONTRACT**

Ms. Bridges moved to approve the appointment of Mr. Klang as the Investment Officer. All agreed.

**INVESTMENT
OFFICER**

Mr. Keller moved to approve the appointment of Mr. Klang as the Purchasing Agent. All agreed.

**PURCHASING
AGENT**

Ms. Vasa moved to approve the appointment of Michael Tomicich as the Library Treasurer for 2023-2024 who will take the oath of office in the very near future. All agreed.

TREASURER

Ms. Vasa moved to appoint Lynn Moessner as District Clerk for the 2023 Budget and Trustee Election. All agreed.

DISTRICT CLERK

Mr. Keller received the nominating committee report as provided by Mr. Krevor.

**SLATE OF
OFFICERS**

Ms. Bridges motioned to approve Mr. Keller as Board President. All agreed. Mr. Keller moved to approve Ms. Saur as Vice President. All agreed. Mr. Keller moved to approve Ms. Nancy Comer as Recording Secretary. All agreed. The 3 members being appointed abstained from voting for their own position. The Board congratulated all officers for the coming year.

**APPOINTMENT OF
BOARD OFFICERS**

Mr. Keller requested a motion to accept Webster Bank as the Library's depository for 2023-2024. Ms. Bridges moved to approve. All agreed.

**BANK
DESIGNATION**

Mr. Keller requested a motion to approve \$150 in Petty Cash to be kept in the Finance Office. Ms. Bridges moved to approve. All agreed.

**PETTY CASH
APPROVAL**

Mr. Keller requested the Board sign the Library Officer and Employee Code of Ethics and Conflict of Interest Policy form for the 2023-2024 fiscal year and return to Ms. Moessner. All agreed.

**CODE OF ETHICS
FORM**

Mr. Keller requested a motion to approve the resolution dated July 1, 2023 for prepaid services. Ms. Vasa moved to approve the resolution. All agreed.

**PREPAID SVCS.
RESOLUTION**

Mr. Klang stated that he met with the architects and window glazers. The glass will be arriving next week, and the contractor will also be here next week to stage the project. Glass will be installed in the front area first then proceed to the south wing. A timeline from the glazer will soon be submitted.

**FAÇADE & ROOF
PROJECT**

Mr. Klang informed the Board that he received the updated Change Order #2 letter from H2M fully endorsing the associated expense.

**CHANGE ORDER
#2 FAÇADE & ALC
ROOF**

Mr. Keller requested a motion to approve Change Order #3 in the amount of \$18,109.95. Ms. Vasa moved to approve. All agreed

**CHANGE ORDER
#3 ROOF DRAINS**

Mr. Klang requested the Board's approval of the Library's 2023-2024 Holiday Schedule. Mr. Keller motioned to approve the holiday schedule as presented. All agreed.

**APPROVAL OF
HOLIDAY
SCHEDULE**

Mr. Klang presented a breakdown list of the Library share of PILOT monies for fiscal year 2021-2022 and 2022-2023. The payment was received in June and included an increase in funding.

PILOT FUNDING

Mr. Klang requested the Board approve April 2, 2024 as next year's Personal Registration Day for the Budget Vote/Trustee Election. All agreed.

**PERSONAL
REGISTRATION
DAY**

Mr. Klang requested the Board save the date of September 9, 2023 for the Foundation's informal gala. Ms. Rachel Fox and the Children's Staff will be honorees at the event. The event will be held at the Manhasset Yacht Club from 6 to 8pm.

GALA DATE

Mr. Keller requested approval of Internal Controls. Mr. Straus suggested that a control for the credit card should be added. Mr. Klang will meet with the Policy Committee to work on the appropriate wording. Mr. Keller moved to approve as will be amended. All agreed.

**APPROVAL OF
INTERNAL
CONTROLS**

The Board discussed the February 14, 2024 meeting. Mr. Keller suggested February 13th or 21st. The Board voted for the Tuesday the 13th. The Budget Information Session/Meet the Candidates date will be corrected to March 27. Ms. Bridges moved to approve the Board of Trustees Meeting Schedule for 2023-2024 as amended. All agreed.

**APPROVAL OF
BOARD MEETING
SCHEDULE**

Mr. Keller requested approval of the Warrant Signing Schedule for 2023-2024. Ms. Bridges motioned to accept. All agreed.

**APPROVAL OF
WARRANT
SCHEDULE**

Mr. Keller motioned to approve the Committee Appointments for 2023-2024 Ms. Bridges and Mr. Keller positions were swapped. Mr. Keller stated the committees would attempt to meet 2 times a year and if anyone wished to change their assignment to let Ms. Moessner know. Ms. Vasa motioned to accept. All agreed.

**COMMITTEE
APPOINTMENTS**

Mr. Klang noted the added item to investigate a new generator for the Library to the Facility and Technology Goals and Objectives for 2023-2024. Mr. Klang reviewed all the goals. Ms. Vasa moved to approve. All agreed.

**FACILITY/TECH.
GOALS &
OBJECTIVES**

Mr. Keller requested a motion to approve all Council members for 2023-2024 for the Art Advisory Council. Ms. Bridges moved to approve. All agreed.

**AAC COUNCIL
MEMBERS**

Mr. Keller requested a motion to approve the Children's Advisory Council members. Mr. Straus moved to approve. All agreed.

**CAC COUNCIL
MEMBERS**

Mr. Keller requested a motion to approve the Health Advisory Council members. Ms. Bridges moved to approve. All agreed.

**HAC COUNCIL
MEMBERS**

Mr. Keller requested a motion to approve the Music Advisory Council members. Mr. Straus moved to approve. All agreed.

MAC COUNCIL MEMBERS

Mr. Keller requested a motion to approve the Nautical Advisory Council members, with a new member Mr. George Catallo. Mr. Straus moved to approve. All agreed.

NAC COUNCIL MEMBERS

Mr. Keller requested a motion to approve the Books for Dessert Advisory Board members. Ms. Vasa moved to approve. All agreed

BOOKS FOR DESSERT ADVISORY BD.

Mr. Keller requested a motion to accept ESOL tutors for 2023-2024. Ms. Bridges moved to accept. All agreed.

ESOL TUTORS

Mr. Keller requested a motion to approve the Foundation Board Members for 2023-2024 with two new members: Ms. Rachel Segal and Ms. Samantha Adler. Ms. Saur moved to approve. All agreed.

FOUNDATION MEMBERS

Mr. Keller noted the March 13, 2023 minutes of meeting and the Financial report ending April 30, 2023.

FOUNDATION MINUTES/ FINANCIAL RPT.

Mr. Keller noted the Friends of the Library Board Members for 2023-2024 and the June 14 minutes of meeting.

FRIENDS OF THE LIBRARY

Ms. Lesley Siegel was the Staff Association representative and had no comment.

STAFF ASSOCIATION

There were no public comments.

PUBLIC COMMENTS

Ms. Vasa motioned to adjourn. All agreed.

ADJOURNMENT

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

WARRANTS TO BE VOTED ON

Warrant Number	Amount
23-07-01A	\$ 234,562.20
23-07-01B	\$ 105,095.51
Warrant Total	<u>\$ 339,657.71</u>

<u>Payroll Date</u>	<u>Gross</u>	<u>Net</u>	<u>Processing</u>	<u>Tax Liability</u>
7/6/2023	\$ 139,642.95	\$ 101,537.25	-	\$ 42,258.01
7/20/2023	\$ 134,486.63	\$ 87,154.86	1,940.80	\$ 35,931.98
PAYROLL TOTAL	<u>\$ 274,129.58</u>	<u>\$ 188,692.11</u>	<u>1,940.80</u>	<u>\$ 78,189.99</u>

Prepared By:
Paul Thomaidis
Finance Office

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

WARRANTS TO BE VOTED ON

Warrant Number	Amount
23-08-02A	\$ 321,192.89

Warrant Total	<u>\$ 321,192.89</u>
----------------------	-----------------------------

<u>Payroll Date</u>		<u>Gross</u>		<u>Net</u>		<u>Processing</u>		<u>Tax Liability</u>
8/3/2023	\$	133,802.80	\$	98,140.57	\$	-	\$	39,942.92
8/17/2023	\$	132,264.99	\$	94,862.04	\$	-	\$	39,653.30
8/31/2023	\$	136,568.84	\$	92,884.48	\$	2,019.85	\$	37,396.33
PAYROLL TOTAL	\$	402,636.63	\$	285,887.09	\$	2,019.85	\$	<u>116,992.55</u>

Prepared By:
Paul Thomaidis
Finance Office

PORT WASHINGTON PUBLIC LIBRARY
Balance Sheet - Governmental Funds
July 31, 2023
8.33% of Budget Expensed

	General	Special Aid	Capital Projects	Permanent	Total Governmental Funds	Fiduciary Fund Agency
ASSETS						
Cash						
Unrestricted	\$ 4,797,751	\$ 721,142	\$ 1,028,789	\$	\$ 6,547,682	\$
Restricted				137,075	137,075	
Receivables						
Due from other funds	279,159	2,069			281,228	7,414
Due from component unit	9,327	28,085			37,412	
Prepaid expense	136,523	5,910			142,433	
Total Assets	<u>\$ 5,222,760</u>	<u>\$ 757,206</u>	<u>\$ 1,028,789</u>	<u>\$ 137,075</u>	<u>\$ 7,145,830</u>	<u>\$ 7,414</u>
LIABILITIES						
Payables						
Due to other funds	7,414	37,860	241,299	2,069	288,642	
Other liabilities					-	7,414
Total Liabilities	<u>7,414</u>	<u>37,860</u>	<u>241,299</u>	<u>2,069</u>	<u>288,642</u>	<u>7,414</u>
FUND BALANCES						
Nonspendable:						
Endowment				135,006	135,006	
Restricted: Grants		719,346			719,346	
Assigned:						
Capital projects	2,372,333		787,490		3,159,823	
Retirement contribution	556,749				556,749	
Terminal leave	892,689				892,689	
Unappropriated fund balance	166,500				166,500	
Unassigned: Fund balance	1,227,075				1,227,075	
Total Fund Balances	<u>5,215,346</u>	<u>719,346</u>	<u>787,490</u>	<u>135,006</u>	<u>6,857,188</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 5,222,760</u>	<u>\$ 757,206</u>	<u>\$ 1,028,789</u>	<u>\$ 137,075</u>	<u>\$ 7,145,830</u>	<u>\$ 7,414</u>

Please note: Monthly financial data is subject to change based on the year end close

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund
For One Month Ended July 31, 2023
8.33% of Budget Expensed

	Budget	July 31, 2023		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
REVENUES					
REAL PROPERTY TAXES	\$ 7,213,733	\$	\$	\$ (7,213,733)	0.0%
OTHER TAX ITEMS	100,000			(100,000)	0.0%
FEES - LOST BOOKS	7,500	445	445	(7,055)	5.9%
XEROX REVENUES	9,000	1,280	1,280	(7,720)	14.2%
INTEREST	80,000	15,557	15,557	(64,443)	19.4%
SALE OF USED BOOKS	3,000	79	79	(2,921)	2.6%
SALE OF INSTRUCTIONAL SUPPLIES					N/A
REFUND OF PY EXPENSES					N/A
GIFTS & DONATIONS	12,500			(12,500)	0.0%
MISCELLANEOUS		286	286	286	N/A
STATE AID	8,800			(8,800)	0.0%
Total Revenues	7,434,533	17,647	17,647	(7,416,886)	0.2%
EXPENDITURES					
141 CERTIFIED LIBRARIANS					
.01 CERT.LIB GRADE 29-27-25	134,752	10,671	10,671	124,081	7.9%
.02 CERT.LIB GRADE 21	106,641	8,042	8,042	98,599	7.5%
.03 CERT.LIB GRADE 19	426,810	32,189	32,189	394,621	7.5%
.04 CERT.LIB GRADE 17	433,480	30,404	30,404	403,076	7.0%
.05 CERT.LIB GRADE 15	1,250,591	89,196	89,195	1,161,396	7.1%
.06 CERT.LIB HOLIDAY & SUNDAY	63,049	4,726	4,726	58,323	7.5%
TOTAL CERT. LIBRARIANS	2,415,323	175,228	175,227	2,240,096	7.3%
143 CLERICAL STAFF					
.01 CLERICAL GRADE 11	234,717	17,265	17,265	217,452	7.4%
.02 CLERICAL GRADE 9	50,143	3,781	3,781	46,362	7.5%
.04 CLERICAL GRADE 5	193,933	14,556	14,556	179,377	7.5%
.05 CLERICAL GRADE 3	138,578	7,822	7,822	130,756	5.6%
.06 CLERICAL HOLIDAY & SUNDAY	25,000	775	775	24,225	3.1%
TOTAL CLERICAL STAFF	642,371	44,199	44,199	598,172	6.9%
143 HOURLY STAFF					
.11 BOOKSHELVERS-ADULT	70,000	2,530	2,530	67,470	3.6%
.12 BOOK SHELVERS-CHILDREN	25,000	1,633	1,633	23,367	6.5%
.13 ENGLISH AS A SECOND LANGUA	34,000	2,578	2,578	31,422	7.6%
.14 ISD	87,000	5,643	5,643	81,357	6.5%
.15 COLLECTION MANAGEMENT	80,000	6,037	6,037	73,963	7.5%
.16 INTERLOANS	11,000	1,068	1,068	9,932	9.7%
.17 PERIODICAL SERVICE DESK					N/A
.18 PROCESSING OF BOOKS	36,000	2,960	2,960	33,040	8.2%
.19 TECHNICIANS-MEDIA	15,000	3,137	3,137	11,863	20.9%
.21 STUDENT COMPUTER AIDES	77,000	4,602	4,602	72,398	6.0%
.22 SUNDAY & HOLIDAYS - SUPPORT	36,000	2,820	2,820	33,180	7.8%
.23 INFO. TECH SPEC. II	21,000	1,155	1,155	19,845	5.5%
.24 COMMUNITY OUTREACH	16,000	1,810	1,810	14,190	11.3%
TOTAL HOURLY STAFF	508,000	35,973	35,973	472,027	7.1%
143 BUILDING STAFF					
.31 CUSTODIAL	270,565	18,549	18,549	252,016	6.9%
.32 HOLIDAYS & SUNDAY - CUSTODIA	22,873	1,244	1,244	21,629	5.4%
TOTAL BUILDING STAFF	293,438	19,793	19,793	273,645	6.7%
SEPARATION PAYOUTS					N/A

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month Ended July 31, 2023
8.33% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	July 31, 2023		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
9030.8 SOCIAL SECURITY	\$ 295,224	\$ 19,978	\$ 19,978	\$ 275,246	6.8%
9040.8 WORKER'S COMPENSATION	38,000			38,000	0.0%
9045.8 DISABILITY INSURANCE	10,000	1,129	1,129	8,871	11.3%
9050.8 UNEMPLOYMENT INSURANCE	1,390			1,390	
9060.8 HOSPITAL & MEDICAL INSURANCE					
.01 MEDICAL	975,040	64,425	64,425	910,615	6.6%
.02 DENTAL	26,512	(1,641)	(1,641)	28,153	-6.2%
.03 EYECARE	2,000	350	350	1,650	17.5%
TOTAL HOSPITAL & MEDICAL INSURANCE	1,003,552	63,134	63,134	940,418	6.3%
9010.8 STATE RETIREMENT	475,488			475,488	0.0%
203 EQUIPMENT					
.01 EQUIPMENT - LIBRARY	24,500			24,500	0.0%
.02 EQUIPMENT - COMPUTER	16,850	15,280	15,280	1,570	90.7%
.03 EQUIPMENT - BUILDING	15,000			15,000	0.0%
TOTAL EQUIPMENT	56,350	15,280	15,280	41,070	27.1%
410 PRINT & INFORMATION SERVICES					
.02 SERVICES & CONTINUATIONS				-	
.05 BOOKS-FICTION	50,000	4,132	4,132	45,868	8.3%
.06 BOOKS-NON-FICTION	50,000	1,497	1,497	48,503	3.0%
.07 BOOKS-REFERENCE	35,000	3,673	3,673	31,327	10.5%
.08 BOOKS-CHILDREN	23,500	2,597	2,597	20,903	11.1%
.09 BOOKS-AUDIO & ELECTRONIC	100,000	30,181	30,181	69,819	30.2%
.10 BOOKS-YOUNG ADULT	15,000	1,975	1,975	13,025	13.2%
TOTAL PRINT & INFORMATION SERVICES	273,500	44,055	44,055	229,445	16.1%
411 MACHINE READABLE MATERIAL					
.02 REFERENCE SOFTWARE	60,000	15,675	15,675	44,325	26.1%
.03 COMPUTER SOFTWARE	35,000	5,859	5,859	29,141	16.7%
TOTAL MACHINE READABLE MATERIAL	95,000	21,534	21,534	73,466	22.7%
413 SERIALS					
.01 MICROFORM	4,500			4,500	0.0%
.02 NON-MICROFORM	32,000	2,413	2,413	29,587	7.5%
TOTAL SERIALS	36,500	2,413	2,413	34,087	6.6%
417 A-V MATERIALS					
.02 CHILDREN'S MATERIALS	6,000	863	863	5,137	14.4%
.03 DVD	20,000	751	751	19,249	3.8%
.04 YOUNG ADULT				-	N/A
.05 DIGITAL MEDIA	30,000	2,560	2,560	27,440	8.5%
TOTAL A-V MATERIALS	56,000	4,174	4,174	51,826	7.5%
417 AUDIO RECORDINGS					
.11 VIDEO GAME COLLECTION	10,000	227	227	9,773	2.3%
.12 COMPACT DISKS	6,000	92	92	5,908	1.5%
TOTAL AUDIO RECORDINGS	16,000	319	319	15,681	2.0%
417 A-V RENTAL & MAINTENANCE					
.21 FILM RENTAL-ADULT	3,000			3,000	0.0%
.24 MAINT. & REPAIRS	1,000			1,000	0.0%
.25 BULBS	500			500	0.0%
TOTAL A-V RENTAL & MAINTENANCE	4,500	-		4,500	0.0%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month Ended July 31, 2023
8.33% of Budget Expensed

	Budget	July 31, 2023		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
EXPENDITURES (CONTINUED)					
430 OFFICE & LIBRARY SUPPLIES					
.01 ADULT SERVICES	\$ 600	\$ 244	\$ 244	\$ 356	40.7%
.02 CHILDREN'S SERVICES	3,500	673	673	2,827	19.2%
.03 COLLECTION MANAGEMENT	800	68	68	732	8.5%
.04 COMMUNITY INFO	1,000	240	240	760	24.0%
.05 COMPUTER SERVICES	7,600	1,004	1,004	6,596	13.2%
.06 INFO SERVICES	700	19	19	681	2.7%
.07 MEDIA SERVICES	3,100	820	820	2,280	26.5%
.08 GENERAL OFFICE SUPPLIES	20,000	1,795	1,795	18,205	9.0%
.09 ORAL HISTORY/SPECIAL COLLEC	2,500	579	579	1,921	23.2%
.10 TECHNICAL SERVICES	8,500			8,500	0.0%
.11 OFFICE EQUIPMENT	12,000	1,117	1,117	10,883	9.3%
.12 YOUNG ADULT	400			400	0.0%
TOTAL OFFICE & LIBRARY SUPPLIES	60,700	6,559	6,559	54,141	10.8%
431 TELEPHONE					
.01 TELEPHONE	30,000	1,858	1,858	28,142	6.2%
.02 TELEPHONE MAINTENANCE	5,000			5,000	0.0%
TOTAL TELEPHONE	35,000	1,858	1,858	33,142	5.3%
433 POSTAGE & FREIGHT					
.01 POSTAGE - FREIGHT	25,000	48	48	24,952	0.2%
434 PRINTING					
.01 PRINTED INFO	7,000	2,649	2,649	4,351	37.8%
.04 DISPLAYS & EXHIBITIONS	5,500	2,057	2,057	3,443	37.4%
.05 LEGAL ADVERTISING	5,000			5,000	0.0%
.08 NEWSLETTERS	30,000	3,286	3,286	26,714	11.0%
TOTAL PRINTING	47,500	7,992	7,992	39,508	16.8%
435 TRAVEL & MILEAGE					
.01 MEETINGS	15,000	20	20	14,980	0.1%
.02 MILEAGE	3,000	172	172	2,828	5.7%
.03 STAFF DEVELOPMENT	2,000			2,000	0.0%
TOTAL TRAVEL & MILEAGE	20,000	192	192	19,808	1.0%
436 ALIS/NLS OPERATING SYSTEM					
.01 CIRCULATION CHARGES	35,000	7,760	7,760	27,240	22.2%
.02 OPAC/CONCURRENT SESSION C	25,000	7,642	7,642	17,358	30.6%
.03 NLS	33,000	33,990	33,990	(990)	103.0%
TOTAL ALIS/NLS OPERATING SYSTEM	93,000	49,392	49,392	43,608	53.1%
437 PROGRAM SERVICES					
.01 PROGRAMS -ADULT	16,000	595	595	15,405	3.7%
.02 PROGRAMS - YOUNG ADULT	7,500	298	298	7,202	4.0%
.03 PROGRAMS - JUVENILE	22,000	539	539	21,461	2.5%
.07 MEETING ROOM EXPENSES	1,000			1,000	0.0%
.08 OTHER PROGRAM SUPPORT	10,000	836	836	9,164	8.4%
.13 MEDIA PROGRAMS	8,500	300	300	8,200	3.5%
TOTAL PROGRAM SERVICES	65,000	2,568	2,568	62,432	4.0%
438 MEMBERSHIPS					
.01 MEMBERSHIPS	7,000			7,000	0.0%
439 RENTAL, REPAIR, MAINTENANCE					
OFFICE EQUIPMENT					
.01 EQUIPMENT	14,000	1,700	1,700	12,300	12.1%
.02 COPY EQUIPMENT	14,500	2,480	2,480	12,020	17.1%
.04 COMPUTER	1,000	568	568	432	56.8%
.06 PIANO	1,000	185	185	815	18.5%
TOTAL RENTAL REPAIR, MAINTENANCE	30,500	4,933	4,933	25,567	16.2%
OFFICE EQUIPMENT					

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month Ended July 31, 2023
8.33% of Budget Expensed

	Budget	July 31, 2023		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
EXPENDITURES (CONTINUED)					
440 BUSINESS SERVICES					
.01 ACCOUNTING	\$ 62,000	\$ 5,100	\$ 5,100	\$ 56,900	8.2%
.02 AUDIT	19,500			19,500	0.0%
.05 ELECTION	5,000			5,000	0.0%
.06 LEGAL	30,000	3,162	3,162	26,838	10.5%
.07 PAYROLL	23,500	1,941	1,941	21,559	8.3%
.09 OTHER	20,000	561	561	19,439	2.8%
.10 SECURITY SERVICES	45,000	4,984	4,984	40,016	11.1%
.11 COMPUTER SERVICES	64,800	4,926	4,926	59,874	7.6%
.13 CREDIT CARD FEES	2,000	116	116	1,884	5.8%
TOTAL BUSINESS SERVICES	<u>271,800</u>	<u>20,790</u>	<u>20,790</u>	<u>251,010</u>	7.6%
450 FUEL & UTILITIES					
.01 ELECTRICITY	145,810	13,281	13,281	132,529	9.1%
.02 FUEL	42,000	309	309	41,691	0.7%
.03 WATER POLLUTION CONTROL TA	6,160			6,160	0.0%
.04 WATER TAX	9,000			9,000	0.0%
TOTAL FUEL & UTILITIES	<u>202,970</u>	<u>13,590</u>	<u>13,590</u>	<u>189,380</u>	6.7%
451 CUSTODIAL SUPPLIES					
.01 BULBS	9,200			9,200	0.0%
.02 HOUSEKEEPING MAINT	14,500	2,952	2,952	11,548	20.4%
.03 UNIFORMS	1,000			1,000	0.0%
.04 CLEANING SERVICES	18,200	1,691	1,691	16,509	9.3%
TOTAL CUSTODIAL SUPPLIES	<u>42,900</u>	<u>4,643</u>	<u>4,643</u>	<u>38,257</u>	10.8%
452 REPAIRS TO BLDG & BLDG EQUIP .					
.01 REPAIR TO BUILDING	60,000	7,653	7,653	52,347	12.8%
.02 SUPPLIES FOR BUILDING	20,000			20,000	0.0%
.03 BUILDING IMPROVEMENTS	10,000			10,000	0.0%
.04 REPAIRS TO EQUIPMENT	10,000			10,000	0.0%
TOTAL REPAIRS TO BLDG & BLDG. EQUIP.	<u>100,000</u>	<u>7,653</u>	<u>7,653</u>	<u>92,347</u>	7.7%
454 INSURANCE					
.01 INSURANCE	80,000			80,000	0.0%
455 OTHER OPER. & MAINT .					
.01 MECHANICAL CONTRACTS	32,000	1,329	1,329	30,671	4.2%
.02 GROUND MAINT. CONTRACTS	25,000	1,071	1,071	23,929	4.3%
.03 BUILDING MAINT CONTRACT	19,500	540	540	18,960	2.8%
TOTAL OTHER OPER. & MAINT.	<u>76,500</u>	<u>2,940</u>	<u>2,940</u>	<u>73,560</u>	3.8%
DEBT SERVICE					
INSTALLMENT DEBT- PRINCIPAL	11,451	413	413	11,038	3.6%
INSTALLMENT DEBT INTEREST	1,076	2	2	1,074	0.2%
TOTAL DEBT SERVICE	<u>12,527</u>	<u>415</u>	<u>415</u>	<u>12,112</u>	3.3%
INTERFUND TRANSFERS					
OPERATING TRANSFERS OUT	110,000	-	-	110,000	0.0%
TOTAL EXPENDITURES	<u>\$ 7,501,033</u>	<u>\$ 570,782</u>	<u>\$ 570,781</u>	<u>6,930,252</u>	7.6%
NET CHANGE IN FUND BALANCE			(553,134)		
FUND BALANCE, BEGINNING OF YEAR			5,768,480		
FUND BALANCE, FISCAL YEAR TO DATE			<u>\$ 5,215,346</u>		

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues, Expenditures and Changes in Fund Balances -
Special Revenue, Capital Projects and Permanent Funds
For One Month Ended July 31, 2023
8.33% of Budget Expensed

	Special Revenue	Capital Projects	Permanent
REVENUES			
Interest income	\$ 2,259	\$ 3,223	\$ 429
Miscellaneous revenue	5,543		
State sources			
Total Revenues	<u>7,802</u>	<u>3,223</u>	<u>429</u>
EXPENDITURES			
Program expenses	<u>26,803</u>	<u>4,380</u>	
OTHER FINANCING SOURCES (USES)			
Operating transfers in	429	-	-
Operating transfers (out)			<u>(429)</u>
Total Other Financing Sources (Uses)	<u>429</u>	<u>-</u>	<u>(429)</u>
Net Change in Fund Balance	(18,572)	(1,157)	-
Fund Balance - Beginning of year	<u>737,918</u>	<u>788,647</u>	<u>135,006</u>
Fund Balance - End of month	<u>\$ 719,346</u>	<u>\$ 787,490</u>	<u>\$ 135,006</u>

PORT WASHINGTON PUBLIC LIBRARY
Detailed Schedule of Fund Balance
Special Revenue Fund
For One Month Ended July 31, 2023

Assigned for Special Programs

9/11 PROJECT - 10/02 - SHODELL	\$ 131
ADULT LITERACY GRANT/BOOKS FOR DESSERT	15,733
AMERICAN GIRL DOLLS	233
ART ADVISORY COUNCIL	9,077
BRONSON	10,912
BROWN	5,831
BURTIS	19,309
CHILDREN'S ADVISORY COUNCIL	10,401
CHILDRENS GRANT	2,116
CONSTRUCTION GRANT	578
EPSTEIN BOOK FUND	370
ESL GRANT SUPPLIES/MATERIALS	395
FENDRICK MEMORIAL	1,300
FOUNDATION GRANT CAREER COACHING	18,510
FRIENDS OF THE LIBRARY	24,925
FRIENDS OF THE LIBRARY-BOGEN	41,998
GOODMAN ASSISTIVE TECHNOLOGY	6,230
HEALTH ADVISORY COUNCIL	35,178
HEALTH INFORMATION - ANTI SMOKING	14,729
HEARTS GRANT	22
HOMEGROWN READERS	23,430
JOB SEARCH BOOT CAMP GRANT	102
MAKERSPACE	19,083
MISCELLANEOUS WORKSHOPS	19,922
MORSE FUND	1,856
MUSIC ADVISORY COUNCIL	21,758
NAUTICAL CENTER	255,888
NEA CREATIVE READERS	2,214
NLS BULLET AID	7,456
NLS STATE GRANT COMPUTERS	686
NYS CONSTRUCTION GRANT	21,267
NYS LOBBY RENOVATION GRANT	22,487
NYS MEDIA ROOM RENO GRANT	12,254
OUTDOOR WIFI	3,065
PUBLICATION FUND	7,492
REGIONAL TECH & MEDIA	841
ROBERT STERN	206
S. STEYN MEMORIAL	7,874
SALTZMAN GRANT	6,428
SMALL STUDY ROOM	1,575
SPECIAL TRUST ACCOUNT (MISC)	2,694
SPIELMAN STORY TELLING	375
T. BIER FUND	10,184
TEPPER INTERGENERATIONAL	4,173
THEATER FOR DESSERT	(1,943)
UNDERHILL	24,135
UNGER/BESLITY MEMORIAL - TERRACE	10,962
VERA FIDDLER	264
WHITTEMORE MEMORIAL	2,123
WIFI HOTSPOTS	57
ZUCKER GRANT	12,460
	<u>\$ 719,346</u>

PORT WASHINGTON LIBRARY
 Capital Projects Schedule
 For One Month Ended July 31, 2023
 8.33% of Budget Expensed

Project Description	Budget 6/30/2023	Budget 6/30/2024	Expenditures			Unexpended Balance	Methods of Financing				Ending Fund Balance
			Prior Year Expenditures	Current Year Expenditures	Total Expenditures		Proceeds of Obligations	State	Local Sources	Total	
Carpeting	20,395	20,395	17,324		17,324	3,071			20,395	20,395	3,071
Interior Design Plans	110,000	110,000	124,968		124,968	(14,968)			110,000	110,000	(14,968)
Façade/partial roof replacement/Roof	1,939,558	1,939,558	942,826	4,380	947,206	992,353		376,875	1,311,330	1,688,205	741,000
5 Year Capital Plan - Small Projects	35,757	35,757	27,675		27,675	8,082			35,757	35,757	8,082
Energy Efficiency	179,000	179,000	34,148		34,148	144,852			179,000	179,000	144,852
Makerspace	200,000	200,000	-		-	200,000		200,000	-	200,000	200,000
Interest	27,753	27,753	-		-	27,753			27,753	27,753	27,753
	<u>\$ 2,512,463</u>	<u>\$ 2,512,463</u>	<u>\$ 1,146,941</u>	<u>\$ 4,380</u>	<u>\$ 1,151,321</u>	<u>\$ 1,361,142</u>	<u>\$ -</u>	<u>\$ 576,875</u>	<u>\$ 1,684,235</u>	<u>\$ 2,261,110</u>	<u>\$ 1,109,789</u>
								Funding not yet realized			(325,522)
											<u>\$ 784,267</u>
								Opening Fund Balance			788,647
								Current Year Revenues			
								Current Year Expenditures			(4,380)
								Ending Fund Balance			<u>784,268</u>
								Variance			<u>0</u>

PORT WASHINGTON PUBLIC LIBRARY
Miscellaneous Revenue
For the Year Ended June 30, 2024

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Ear Phones	\$ 3.00												\$ 3.00
Flash USB Drives	7.00												7.00
My Healthy Thing													-
Meeting Room Usage													-
NYS Sales Tax													-
Netlife Dividend													-
PSEGLI Rebate													-
Ulrica Dividend													-
NLS Errata													-
NLS direct access													-
NLS MTA Offset													-
E-Rate Reimbursement													-
Backpack/Totes/Visor/Hats	30.00												30.00
Vending Machine(Refund)	246.00												246.00
Credit Card Point Credit													-
Misc. Cash													-
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													-
Totals	\$ 285.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 285.00

Port Washington Public Library
Variance Report
As of July 31, 2023

Revenues -

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

Expenditures -

- 143.19 Technicians Media – Four part time and one full time employee paid in this category. Expenses may be higher than originally estimated in budget.
- 203.02 Computer Equipment - Purchased (4) new Dell Computers, Dell Server, (3) New OPACs, HP Work Station. Ordered before year end, we will use 22-23 budget to cover some of these expenses.
- 410.09 Books Audio & Electronic – Overdrive Inc. expenditures for audio & electronic books
- 411.02 Reference Software – Payment to Nassau Library System for \$15,674.57, bulk subscription purchase.
- 430.01 Adult Services – Office supplies ordered in previous year.
- 430.02 Children’s Services – Supplies for children’s room
- 430.04 Community Info – Purchase of storage cabinet for \$239.91
- 430.07 Media Services – Items in this code include wireless mic transmitters, and six mic stands
- 430.09 Special Collections – Local history supplies, archival sleeves, archival boxes, artifact tags
- 434.01 Printed Info – Includes payments for brochures, bookmarks, PWPL merchandise from 4imprint
- 434.04 Displays & Exhibitions - PWPL merchandise from 4imprint
- 436.01 Circulation Charges – ILS library fees from July - September
- 436.02 OPAC/Concurrent Session – ILS library fees from July - September
- 436.03 NLS – Fee for annual services provided by Nassau Library Services, paid in July
- 439.04 Maintenance & Repairs Computer – 4 Dell year computer maintenance agreements
- 451.02 Housekeeping Maintenance – includes purchases of building supplies and custodial supplies

PORT WASHINGTON PUBLIC LIBRARY
Balance Sheet - Governmental Funds
August 31, 2023
16.67% of Budget Expensed

	General	Special Aid	Capital Projects	Permanent	Total Governmental Funds	Fiduciary Fund Agency
ASSETS						
Cash						
Unrestricted	\$ 5,329,198	\$ 723,430	\$ 1,032,053	\$	\$ 7,084,681	\$
Restricted				137,510	137,510	
Receivables						
Due from other funds	394,342	2,504			396,846	21,945
Due from component unit	8,277	28,085			36,362	
Prepaid expense	136,523	5,910			142,433	
Total Assets	<u>\$ 5,868,340</u>	<u>\$ 759,929</u>	<u>\$ 1,032,053</u>	<u>\$ 137,510</u>	<u>\$ 7,797,832</u>	<u>\$ 21,945</u>
LIABILITIES						
Payables						
Due to other funds	15,428	17,856	376,486	2,504	412,274	6,517
Other liabilities					-	15,428
Total Liabilities	<u>15,428</u>	<u>17,856</u>	<u>376,486</u>	<u>2,504</u>	<u>412,274</u>	<u>21,945</u>
FUND BALANCES						
Nonspendable:						
Endowment				135,006	135,006	
Restricted: Grants		742,073			742,073	
Assigned:						
Capital projects	2,372,333		655,567		3,027,900	
Retirement contribution	556,749				556,749	
Terminal leave	892,689				892,689	
Unappropriated fund balance	166,500				166,500	
Unassigned: Fund balance	1,864,641				1,864,641	
Total Fund Balances	<u>5,852,912</u>	<u>742,073</u>	<u>655,567</u>	<u>135,006</u>	<u>7,385,558</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 5,868,340</u>	<u>\$ 759,929</u>	<u>\$ 1,032,053</u>	<u>\$ 137,510</u>	<u>\$ 7,797,832</u>	<u>\$ 21,945</u>

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund
For One Month and Two Months Ended August 31, 2023
16.67% of Budget Expensed

	Budget	August 31, 2023		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
REVENUES					
REAL PROPERTY TAXES	\$ 7,213,733	\$ 1,202,289	\$ 1,202,289	\$ (6,011,444)	16.7%
OTHER TAX ITEMS	100,000			(100,000)	0.0%
FEES - LOST BOOKS	7,500	207	652	(6,848)	8.7%
XEROX REVENUES	9,000	323	1,603	(7,397)	17.8%
INTEREST	80,000	15,524	31,081	(48,919)	38.9%
SALE OF USED BOOKS	3,000	399	478	(2,522)	15.9%
SALE OF INSTRUCTIONAL SUPPLIES					N/A
REFUND OF PY EXPENSES					N/A
GIFTS & DONATIONS	12,500			(12,500)	0.0%
MISCELLANEOUS		21	307	307	N/A
STATE AID	8,800			(8,800)	0.0%
Total Revenues	7,434,533	1,218,763	1,236,410	(6,198,123)	16.6%
EXPENDITURES					
141 CERTIFIED LIBRARIANS					
.01 CERT.LIB GRADE 29-27-25	134,752	16,006	26,677	108,075	19.8%
.02 CERT.LIB GRADE 21	106,641	12,062	20,104	86,537	18.9%
.03 CERT.LIB GRADE 19	426,810	48,283	80,472	346,338	18.9%
.04 CERT.LIB GRADE 17	433,480	45,606	76,010	357,470	17.5%
.05 CERT.LIB GRADE 15	1,250,591	127,775	216,969	1,033,622	17.3%
.06 CERT.LIB HOLIDAY & SUNDAY	63,049		4,726	58,323	7.5%
TOTAL CERT. LIBRARIANS	2,415,323	249,732	424,958	1,990,365	17.6%
143 CLERICAL STAFF					
.01 CLERICAL GRADE 11	234,717	35,145	52,408	182,309	22.3%
.02 CLERICAL GRADE 9	50,143	5,673	9,454	40,689	18.9%
.04 CLERICAL GRADE 5	193,933	17,222	31,778	162,155	16.4%
.05 CLERICAL GRADE 3	138,578	12,989	20,811	117,767	15.0%
.06 CLERICAL HOLIDAY & SUNDAY	25,000		775	24,225	3.1%
TOTAL CLERICAL STAFF	642,371	71,029	115,226	527,145	17.9%
143 HOURLY STAFF					
.11 BOOKSHELVERS-ADULT	70,000	3,571	6,101	63,899	8.7%
.12 BOOK SHELVERS-CHILDREN	25,000	2,753	4,386	20,614	17.5%
.13 ENGLISH AS A SECOND LANGUA	34,000	2,330	4,908	29,092	14.4%
.14 ISD	87,000	11,118	16,761	70,239	19.3%
.15 COLLECTION MANAGEMENT	80,000	9,293	15,330	64,670	19.2%
.16 INTERLOANS	11,000	2,202	3,270	7,730	29.7%
.17 PERIODICAL SERVICE DESK					N/A
.18 PROCESSING OF BOOKS	36,000	4,495	7,455	28,545	20.7%
.19 TECHNICIANS-MEDIA	15,000	3,222	6,359	8,641	42.4%
.21 STUDENT COMPUTER AIDES	77,000	8,428	13,030	63,970	16.9%
.22 SUNDAY & HOLIDAYS - SUPPORT	36,000		2,820	33,180	7.8%
.23 INFO. TECH SPEC. II	21,000	1,776	2,931	18,069	14.0%
.24 COMMUNITY OUTREACH	16,000	2,965	4,775	11,225	29.8%
TOTAL HOURLY STAFF	508,000	52,153	88,126	419,874	17.3%
143 BUILDING STAFF					
.31 CUSTODIAL	270,565	27,725	46,274	224,291	17.1%
.32 HOLIDAYS & SUNDAY - CUSTODIA	22,873	935	2,179	20,694	9.5%
TOTAL BUILDING STAFF	293,438	28,660	48,453	244,985	16.5%
SEPARATION PAYOUTS					N/A

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Two Months Ended August 31, 2023
16.67% of Budget Expensed

	Budget	August 31, 2023		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
EXPENDITURES (CONTINUED)					
9030.8 SOCIAL SECURITY	\$ 295,224	\$ 29,809	\$ 49,787	\$ 245,437	16.9%
9040.8 WORKER'S COMPENSATION	38,000			38,000	0.0%
9045.8 DISABILITY INSURANCE	10,000	(269)	860	9,140	8.6%
9050.8 UNEMPLOYMENT INSURANCE	1,390			1,390	
9060.8 HOSPITAL & MEDICAL INSURANCE					
.01 MEDICAL	975,040	68,759	133,184	841,856	13.7%
.02 DENTAL	26,512	(1,256)	(2,897)	29,409	-10.9%
.03 EYECARE	2,000		350	1,650	17.5%
TOTAL HOSPITAL & MEDICAL INSURANCE	1,003,552	67,503	130,637	872,915	13.0%
9010.8 STATE RETIREMENT	475,488			475,488	0.0%
203 EQUIPMENT					
.01 EQUIPMENT - LIBRARY	24,500			24,500	0.0%
.02 EQUIPMENT - COMPUTER	16,850	4,651	19,931	(3,081)	118.3%
.03 EQUIPMENT - BUILDING	15,000	4,658	4,658	10,342	31.1%
TOTAL EQUIPMENT	56,350	9,309	24,589	31,761	43.6%
410 PRINT & INFORMATION SERVICES					
.02 SERVICES & CONTINUATIONS				-	
.05 BOOKS-FICTION	50,000	2,677	6,809	43,191	13.6%
.06 BOOKS-NON-FICTION	50,000	1,558	3,055	46,945	6.1%
.07 BOOKS-REFERENCE	35,000	1,284	4,957	30,043	14.2%
.08 BOOKS-CHILDREN	23,500	1,067	3,664	19,836	15.6%
.09 BOOKS-AUDIO & ELECTRONIC	100,000	6,620	36,801	63,199	36.8%
.10 BOOKS-YOUNG ADULT	15,000	436	2,411	12,589	16.1%
TOTAL PRINT & INFORMATION SERVICES	273,500	13,642	57,697	215,803	21.1%
411 MACHINE READABLE MATERIAL					
.02 REFERENCE SOFTWARE	60,000	(138)	15,537	44,463	25.9%
.03 COMPUTER SOFTWARE	35,000	456	6,315	28,685	18.0%
TOTAL MACHINE READABLE MATERIAL	95,000	318	21,852	73,148	23.0%
413 SERIALS					
.01 MICROFORM	4,500			4,500	0.0%
.02 NON-MICROFORM	32,000	708	3,121	28,879	9.8%
TOTAL SERIALS	36,500	708	3,121	33,379	8.6%
417 A-V MATERIALS					
.02 CHILDREN'S MATERIALS	6,000	301	1,164	4,836	19.4%
.03 DVD	20,000	574	1,325	18,675	6.6%
.04 YOUNG ADULT				-	N/A
.05 DIGITAL MEDIA	30,000	2,692	5,252	24,748	17.5%
TOTAL A-V MATERIALS	56,000	3,567	7,741	48,259	13.8%
417 AUDIO RECORDINGS					
.11 VIDEO GAME COLLECTION	10,000	408	635	9,365	6.4%
.12 COMPACT DISKS	6,000	102	194	5,806	3.2%
TOTAL AUDIO RECORDINGS	16,000	510	829	15,171	5.2%
417 A-V RENTAL & MAINTENANCE					
.21 FILM RENTAL-ADULT	3,000			3,000	0.0%
.24 MAINT. & REPAIRS	1,000			1,000	0.0%
.25 BULBS	500	167	167	333	33.4%
TOTAL A-V RENTAL & MAINTENANCE	4,500	167	167	4,333	3.7%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Two Months Ended August 31, 2023
16.67% of Budget Expensed

	Budget	August 31, 2023		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
EXPENDITURES (CONTINUED)					
430 OFFICE & LIBRARY SUPPLIES					
.01 ADULT SERVICES	\$ 600	\$	\$ 244	\$ 356	40.7%
.02 CHILDREN'S SERVICES	3,500		673	2,827	19.2%
.03 COLLECTION MANAGEMENT	800		68	732	8.5%
.04 COMMUNITY INFO	1,000		240	760	24.0%
.05 COMPUTER SERVICES	7,600		1,004	6,596	13.2%
.06 INFO SERVICES	700	155	174	526	24.9%
.07 MEDIA SERVICES	3,100		820	2,280	26.5%
.08 GENERAL OFFICE SUPPLIES	20,000	460	2,255	17,745	11.3%
.09 ORAL HISTORY/SPECIAL COLLEC	2,500		579	1,921	23.2%
.10 TECHNICAL SERVICES	8,500			8,500	0.0%
.11 OFFICE EQUIPMENT	12,000		1,117	10,883	9.3%
.12 YOUNG ADULT	400			400	0.0%
TOTAL OFFICE & LIBRARY SUPPLIES	60,700	615	7,174	53,526	11.8%
431 TELEPHONE					
.01 TELEPHONE	30,000	1,940	3,798	26,202	12.7%
.02 TELEPHONE MAINTENANCE	5,000			5,000	0.0%
TOTAL TELEPHONE	35,000	1,940	3,798	31,202	10.9%
433 POSTAGE & FREIGHT					
.01 POSTAGE - FREIGHT	25,000	73	121	24,879	0.5%
434 PRINTING					
.01 PRINTED INFO	7,000	590	3,239	3,761	46.3%
.04 DISPLAYS & EXHIBITIONS	5,500		2,057	3,443	37.4%
.05 LEGAL ADVERTISING	5,000			5,000	0.0%
.08 NEWSLETTERS	30,000		3,286	26,714	11.0%
TOTAL PRINTING	47,500	590	8,582	38,918	18.1%
435 TRAVEL & MILEAGE					
.01 MEETINGS	15,000	459	479	14,521	3.2%
.02 MILEAGE	3,000		172	2,828	5.7%
.03 STAFF DEVELOPMENT	2,000			2,000	0.0%
TOTAL TRAVEL & MILEAGE	20,000	459	651	19,349	3.3%
436 ALIS/NLS OPERATING SYSTEM					
.01 CIRCULATION CHARGES	35,000		7,760	27,240	22.2%
.02 OPAC/CONCURRENT SESSION C	25,000		7,642	17,358	30.6%
.03 NLS	33,000		33,990	(990)	103.0%
TOTAL ALIS/NLS OPERATING SYSTEM	93,000		49,392	43,608	53.1%
437 PROGRAM SERVICES					
.01 PROGRAMS -ADULT	16,000	725	1,320	14,680	8.3%
.02 PROGRAMS - YOUNG ADULT	7,500	370	668	6,832	8.9%
.03 PROGRAMS - JUVENILE	22,000		539	21,461	2.5%
.07 MEETING ROOM EXPENSES	1,000			1,000	0.0%
.08 OTHER PROGRAM SUPPORT	10,000	365	1,201	8,799	12.0%
.13 MEDIA PROGRAMS	8,500		300	8,200	3.5%
TOTAL PROGRAM SERVICES	65,000	1,460	4,028	60,972	6.2%
438 MEMBERSHIPS					
.01 MEMBERSHIPS	7,000			7,000	0.0%
439 RENTAL, REPAIR, MAINTENANCE					
OFFICE EQUIPMENT					
.01 EQUIPMENT	14,000	1,681	3,381	10,619	24.2%
.02 COPY EQUIPMENT	14,500	682	3,162	11,338	21.8%
.04 COMPUTER	1,000		568	432	56.8%
.06 PIANO	1,000		185	815	18.5%
TOTAL RENTAL REPAIR, MAINTENANCE	30,500	2,363	7,296	23,204	23.9%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Two Months Ended August 31, 2023
16.67% of Budget Expensed

	Budget	August 31, 2023		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
EXPENDITURES (CONTINUED)					
440 BUSINESS SERVICES					
.01 ACCOUNTING	\$ 62,000	\$ 5,100	\$ 10,200	\$ 51,800	16.5%
.02 AUDIT	19,500			19,500	0.0%
.05 ELECTION	5,000			5,000	0.0%
.06 LEGAL	30,000	2,596	5,758	24,242	19.2%
.07 PAYROLL	23,500	2,020	3,961	19,539	16.9%
.09 OTHER	20,000	470	1,031	18,969	5.2%
.10 SECURITY SERVICES	45,000	3,247	8,231	36,769	18.3%
.11 COMPUTER SERVICES	64,800	5,376	10,302	54,498	15.9%
.13 CREDIT CARD FEES	2,000	136	252	1,748	12.6%
TOTAL BUSINESS SERVICES	271,800	18,945	39,735	232,065	14.6%
450 FUEL & UTILITIES					
.01 ELECTRICITY	145,810	17,311	30,592	115,218	21.0%
.02 FUEL	42,000		309	41,691	0.7%
.03 WATER POLLUTION CONTROL TA	6,160			6,160	0.0%
.04 WATER TAX	9,000	2,891	2,891	6,109	32.1%
TOTAL FUEL & UTILITIES	202,970	20,202	33,792	169,178	16.6%
451 CUSTODIAL SUPPLIES					
.01 BULBS	9,200			9,200	0.0%
.02 HOUSEKEEPING MAINT	14,500	1,092	4,044	10,456	27.9%
.03 UNIFORMS	1,000			1,000	0.0%
.04 CLEANING SERVICES	18,200		1,691	16,509	9.3%
TOTAL CUSTODIAL SUPPLIES	42,900	1,092	5,735	37,165	13.4%
452 REPAIRS TO BLDG & BLDG EQUIP.					
.01 REPAIR TO BUILDING	60,000		7,653	52,347	12.8%
.02 SUPPLIES FOR BUILDING	20,000			20,000	0.0%
.03 BUILDING IMPROVEMENTS	10,000	1,925	1,925	8,075	19.3%
.04 REPAIRS TO EQUIPMENT	10,000			10,000	0.0%
TOTAL REPAIRS TO BLDG & BLDG. EQUIP.	100,000	1,925	9,578	90,422	9.6%
454 INSURANCE					
.01 INSURANCE	80,000			80,000	0.0%
455 OTHER OPER. & MAINT.					
.01 MECHANICAL CONTRACTS	32,000	1,329	2,658	29,342	8.3%
.02 GROUND MAINT. CONTRACTS	25,000	2,729	3,800	21,200	15.2%
.03 BUILDING MAINT CONTRACT	19,500	640	1,180	18,320	6.1%
TOTAL OTHER OPER. & MAINT.	76,500	4,698	7,638	68,862	10.0%
DEBT SERVICE					
INSTALLMENT DEBT- PRINCIPAL	11,451	-	413	11,038	3.6%
INSTALLMENT DEBT INTEREST	1,076	-	2	1,074	0.2%
TOTAL DEBT SERVICE	12,527		415	12,112	3.3%
INTERFUND TRANSFERS					
OPERATING TRANSFERS OUT	110,000	-	-	110,000	0.0%
TOTAL EXPENDITURES	\$ 7,501,033	\$ 581,200	\$ 1,151,978	6,349,055	15.4%
NET CHANGE IN FUND BALANCE			84,432		
FUND BALANCE, BEGINNING OF YEAR			5,768,480		
FUND BALANCE, FISCAL YEAR TO DATE			\$ 5,852,912		

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues, Expenditures and Changes in Fund Balances -
Special Revenue, Capital Projects and Permanent Funds
For One Month and Two Months Ended August 31, 2023
16.67% of Budget Expensed

	Special Revenue	Capital Projects	Permanent
REVENUES			
Interest income	\$ 4,547	\$ 6,486	\$ 864
Miscellaneous revenue	36,547		
State sources			
Total Revenues	<u>41,094</u>	<u>6,486</u>	<u>864</u>
EXPENDITURES			
Program expenses	<u>37,803</u>	<u>139,566</u>	
OTHER FINANCING SOURCES (USES)			
Operating transfers in	864	-	-
Operating transfers (out)			(864)
Total Other Financing Sources (Uses)	<u>864</u>	<u>-</u>	<u>(864)</u>
Net Change in Fund Balance	4,155	(133,080)	-
Fund Balance - Beginning of year	<u>737,918</u>	<u>788,647</u>	<u>135,006</u>
Fund Balance - End of month	<u>\$ 742,073</u>	<u>\$ 655,567</u>	<u>\$ 135,006</u>

PORT WASHINGTON PUBLIC LIBRARY
Detailed Schedule of Fund Balance
Special Revenue Fund
For One Month and Two Months Ended August 31, 2023

Assigned for Special Programs

9/11 PROJECT - 10/02 - SHODELL	\$ 132
ADULT LITERACY GRANT/BOOKS FOR DESSERT	25,787
AMERICAN GIRL DOLLS	234
ART ADVISORY COUNCIL	14,180
BRONSON	10,950
BROWN	5,851
BURTIS	19,375
CHILDREN'S ADVISORY COUNCIL	15,437
CHILDRENS GRANT	2,123
CONSTRUCTION GRANT	580
EPSTEIN BOOK FUND	371
ESL GRANT SUPPLIES/MATERIALS	396
FENDRICK MEMORIAL	1,305
FOUNDATION GRANT CAREER COACHING	18,573
FRIENDS OF THE LIBRARY	18,899
FRIENDS OF THE LIBRARY-BOGEN	42,142
GOODMAN ASSISTIVE TECHNOLOGY	6,251
HEALTH ADVISORY COUNCIL	35,457
HEALTH INFORMATION - ANTI SMOKING	14,779
HEARTS GRANT	22
HOMEGROWN READERS	23,372
JOB SEARCH BOOT CAMP GRANT	103
MAKERSPACE	19,149
MISCELLANEOUS WORKSHOPS	19,922
MORSE FUND	1,863
MUSIC ADVISORY COUNCIL	30,792
NAUTICAL CENTER	257,246
NEA CREATIVE READERS	2,222
NLS BULLET AID	4,369
NLS STATE GRANT COMPUTERS	689
NYS CONSTRUCTION GRANT	21,340
NYS LOBBY RENOVATION GRANT	22,563
NYS MEDIA ROOM RENO GRANT	12,296
OUTDOOR WIFI	3,076
PUBLICATION FUND	7,492
REGIONAL TECH & MEDIA	844
ROBERT STERN	207
S. STEYN MEMORIAL	7,901
SALTZMAN GRANT	6,450
SMALL STUDY ROOM	1,581
SPECIAL TRUST ACCOUNT (MISC)	2,704
SPIELMAN STORY TELLING	376
T. BIER FUND	10,218
TEPPER INTERGENERATIONAL	4,187
THEATER FOR DESSERT	(1,943)
UNDERHILL	24,256
UNGER/BESLITY MEMORIAL - TERRACE	11,000
VERA FIDDLER	264
WHITTEMORE MEMORIAL	2,130
WIFI HOTSPOTS	57
ZUCKER GRANT	12,503
	<u>\$ 742,073</u>

PORT WASHINGTON LIBRARY
Capital Projects Schedule
For Two Months Ended August 31, 2023
16.67% of Budget Expensed

Project Description	Budget 6/30/2023	Budget 6/30/2024	Expenditures			Unexpended Balance	Proceeds of Obligations	Methods of Financing			Ending Fund Balance
			Prior Year Expenditures	Current Year Expenditures	Total Expenditures			State	Local Sources	Total	
Carpeting	20,395	20,395	17,324		17,324	3,071		20,395	20,395	3,071	
Interior Design Plans	110,000	110,000	124,968		124,968	(14,968)		110,000	110,000	(14,968)	
Façade/partial roof replacement/Roof	1,939,558	1,939,558	942,826	135,186	1,078,012	861,546	376,875	1,311,330	1,688,205	610,193	
5 Year Capital Plan - Small Projects	35,757	35,757	27,675		27,675	8,082		35,757	35,757	8,082	
Energy Efficiency	179,000	179,000	34,148		34,148	144,852		179,000	179,000	144,852	
Makerspace	200,000	200,000	-		-	200,000	200,000	-	200,000	200,000	
Interest	27,753	34,239			-	34,239		34,239	34,239	34,239	
	<u>\$ 2,512,463</u>	<u>\$ 2,518,949</u>	<u>\$ 1,146,941</u>	<u>\$ 135,186</u>	<u>\$ 1,282,127</u>	<u>\$ 1,236,822</u>	<u>\$ -</u>	<u>\$ 576,875</u>	<u>\$ 1,690,721</u>	<u>\$ 2,267,596</u>	<u>\$ 985,469</u>
								Funding not yet realized			(325,522)
											<u>\$ 659,947</u>
								Opening Fund Balance			788,647
								Current Year Revenues			6,487
								Current Year Expenditures			(135,186)
								Ending Fund Balance			<u>659,948</u>
								Variance			<u>0</u>

PORT WASHINGTON PUBLIC LIBRARY
Miscellaneous Revenue
For the Year Ended June 30, 2024

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Ear Phones	\$ 3.00												\$ 3.00
Flash USB Drives	7.00	21.00											28.00
My Healthy Thing													-
Meeting Room Usage													-
NYS Sales Tax													-
Metlife Dividend													-
PSEG LI Rebate													-
Utica Dividend													-
NLS E-rate													-
NLS direct access													-
NLS NYA Offset													-
E-Rate Reimbursement													-
Backpack/Totes/Visor/Hats	30.00												30.00
Vending Machine(Refund)	246.00												246.00
Credit Card Point Credit													-
Misc. Cash													-
Local History Image													-
Sales tax payment													-
NYS Unclaimed Funds													-
Naasau County Elections													-
ALIS e-commerce													-
Res./Non-Res. Card													-
Donation													-
Business Card													-
Deposit for architectural plans													-
Refund of Prior Year													-
Totals	\$ 296.00	\$ 21.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 307.00

Port Washington Public Library
Variance Report
As of August 31, 2023

Revenues -

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

Expenditures -

- 143.16 Interloans – Salary for one part time employee in the interloan department. Expenses this year came in higher than originally estimated.
- 143.19 Technicians Media – Four part time and one full time employee paid in this category. Expenses this year came in higher than originally estimated
- 143.24 Community Outreach – Includes 2 part-time employees. Expenses came in higher than originally estimated.
- 203.02 Computer Equipment - Purchased (4) new Dell Computers, Dell Server, (3) New OPACs, HP Work, and new camera server
- 203.03 Building Equipment – Includes purchase of two lobby chairs for \$4,658
- 410.09 Books Audio & Electronic – Overdrive Inc. expenditures for audio & electronic books
- 417.25 Bulbs – Includes purchase of projector lamp bulb
- 430.01 Adult Services – Office supplies ordered in previous year.
- 434.01 Printed Info – Includes payments for brochures, bookmarks, PWPL merchandise from 4imprint
- 434.04 Displays & Exhibitions - PWPL merchandise from 4imprint
- 436.02 OPAC/Concurrent Session – ILS library fees from July - September
- 436.03 NLS – Fee for annual services provided by Nassau Library Services, paid in July
- 439.04 Maintenance & Repairs Computer – 4 Dell 3 year computer maintenance agreements
- 450.04 Water Tax – Includes prior year quarterly billing 4-24-2023 to 7-24-2023
- 451.02 Housekeeping Maintenance – includes purchases of building supplies and custodial supplies purchased early in the year.

ASSURANCES
State Aid for Library Construction Program (FY 2023-2024)

The applicant hereby gives assurances of the following:

SECTION 1: ALL LIBRARIES (ALL BOXES MUST BE CHECKED)

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
- The project will begin land acquisition, construction or continue construction work in the case of a project that has begun but it not complete as the date of the application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding has been met.
- The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.

SECTION 2: FOR LIBRARIES ACQUIRING REAL ESTATE (FIRST 3 BOXES MUST BE CHECKED IF ACQUIRING REAL PROPERTY)

For any project involving the acquisition of real estate (vacant land, or land and a building), the applicant certifies the following:

- The real property acquired in whole or part with State Aid for Library Construction funds has been or will be acquired at or below Fair Market Value.
- The purchase price of the property was or will be derived through bona fide arm's length negotiations and the purchase has been approved by the Library's Board of Trustees upon the advice of person(s) familiar with the suitability of the purchase price.
- State Aid for Library Construction funds will not be used by the applicant to make payments to any individual or entity owning the purchased property if any member of the applicant's board of trustees or any employee of the applicant or any immediate family of any member of the board of trustees has any interest in the property.
- Check if applicable:** The real property to be acquired in whole or part with the State Aid for Library Construction funds is currently owned or has been acquired from the State of NY or a State related entity (e.g. an entity formed under Chapter 43-A of the Public Authorities Law, SUNY colleges and Universities, etc.).
- Check if applicable:** If the purchase price of the property is more than \$150,000, the applicant will obtain or has already obtained an appraisal from a certified Real Estate Appraisal in conformity with USPAP standards. Such appraisal shall be kept on file and will be provided to the State Library upon request.

SECTION 3: ALL LIBRARIES (MUST CHECK 1 BOX)

- The library building or site of the construction project is or will be owned by the applicant or the school district and is, or will be, open to the public.

OR

- The library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

SECTION 4: ALL LIBRARIES (MUST CHECK 1 BOX)

- Per the provisions of Chapter Law 54 of 2014, no State and Municipal Facilities Program (SAM) funding is used as match for any component of the State Aid for Library Construction [Education Law §273-a] project described within this project application.

OR

- If State and Municipal Facilities Program (SAM) Grant money is being used to fund construction in this building, that project is totally separate from the one described in this application AND the SAM grant is **not** being used as match funding for this project application.

SECTION 5: ALL LIBRARIES (BOX MUST BE CHECKED)

- The Library affirmatively states that each of the costs to be funded with award proceeds are capital costs and therefore, as bonded funds, may not be used to pay for, including but not limited to:
- Financing/interest fees or costs
 - Retirement of long-term debt even if the debt was originally interim short-term financing (i.e., must be retired in less than one year)
 - Rental or leased equipment
 - Warranties (other than the manufacturer's warranty customarily provided with such product)
 - Recurring maintenance fees
 - Recurring repair costs
 - Painting, replacement of carpeting, floor and ceiling tiles and window treatments, unless such painting or replacement of carpeting floor and ceiling tiles or window treatments are required to be performed as part of a substantial renovation of the affected space.
 - Recurring software licenses, hosting, maintenance, or training fees
 - Internal labor costs
 - Training end users

AUTHENTICATION OF APPLICATION

This application completed in the preceding pages and accompanying documents for a public library construction aid award to be administered in accordance with the requirements of Education Law §273-a and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the

Port Washington Public

Library at a legal meeting

on August 7th, 2023.

Signature of President, Library Board of Trustees:



Name of President (type or print): William Keller

12. SEXUAL HARASSMENT PREVENTION POLICY

12.1 INTRODUCTION

The Library is committed to maintaining a work environment free from sexual harassment, which is one form of employment discrimination. This policy is one component of the Library's commitment to a discrimination-free work environment.

12.2 POLICY:

- A. This policy applies to all employees, elected and/or appointed officials, and applicants for employment. It also applies to individuals who are not employees of the Library, but who are employees of contractors, subcontractors, vendors, consultants, volunteers, members of the Library's advisory councils and other persons who provide services in the Library's workplace, such as interns and temporary employees.
- B. Sexual harassment is not tolerated by the Library and is prohibited by this policy. This policy prohibits not only behavior that constitutes unlawful harassment, but also other inappropriate or unprofessional behavior that may reasonably be considered offensive or otherwise inappropriate. Employees and other individuals covered under this policy will be subject to disciplinary or other corrective action for any violations of this policy. Where applicable, such discipline shall be in accordance with any statutory rights and/or collective bargaining agreement protections to which the individual may be entitled.
- C. No person covered by this policy shall be subject to adverse employment action because he/she/they make(s) a good faith report of an incident of sexual harassment, or provides information, or otherwise assists in any investigation of a sexual harassment complaint. Any person covered by this policy who retaliates against anyone involved in a sexual harassment investigation is in violation of this policy and subject to remedial or disciplinary action.
- D. The Library will conduct a prompt, thorough, impartial, and appropriate investigation, consistent with this policy, in response to any complaint about sexual harassment. The Library may also investigate other circumstances of inappropriate conduct occurring in its workplace or affecting the terms and conditions of employment for its employees or other individuals working in its workplace. The Library will take appropriate corrective action whenever sexual harassment or other inappropriate conduct is found to have occurred. All employees, including but not limited to department heads and supervisors, are required to cooperate with any internal investigation of sexual harassment conducted by the Library.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and ~~(where applicable)~~ local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Sexual harassment includes unwelcome conduct which is of a sexual nature or which is directed at an individual because of that individual’s actual, self-identified or perceived sex, sexual orientation, gender expression, gender identity, and or the status of being transgender status when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating a hostile work environment, even if the complaining individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; ~~or~~
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual’s employment; or
- Such conduct has the purpose or effect of subjecting an individual to inferior terms, conditions or privileges of employment. ~~(September 18, 2019)~~

A sexually harassing hostile work environment can consist of unwelcome advances, threats, derogatory comments, signs, jokes, pranks, intimidation, physical contact, violence, or other conduct which is of a sexual nature, or which is directed at an individual because of that individual’s sex, sexual orientation, gender expression, gender identity, and the status of being or transgender status, where the conduct alters the terms of employment for the individual subject to the harassment, and such conduct is more than a petty slight or trivial inconvenience. It makes no difference if the individual engaging in such conduct is “just joking” or “teasing” or “playful.”

Sexual harassment can also occur when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Examples of Sexual Harassment

The following is a non-exhaustive list of some of the types of acts that may constitute sexual harassment:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee’s a person’s body or poking another employees’ a person’s body;

- Rape, sexual battery, molestation or attempts to commit these assaults (these acts may be considered criminal conduct, in which case, the victim should also contact local law enforcement).
- Unwanted sexual advances or propositions.
- Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience, including those which occur outside of the physical workplace or in a remote work setting.
- Written conduct such as authoring threatening, derogatory or offensive letters, emails, text messages, or social media posts.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as: d
 - —Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning, explicit or pornographic. This includes sexual displays on Library or personal computers, tablets, cell phones or any other devices in the workplace.
 - Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Intentional misuse of an individual's preferred pronouns.
- Hostile actions taken against an individual because of that individual's sex, gender expression, gender identity, or the status of being transgender.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassers can be a superior, a subordinate, an elected and/or appointed official, a coworker or anyone else in the workplace, including an independent contractor, contract worker, vendor, or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are working remotely or interacting through virtual means, traveling for business, at employer-sponsored events, or other occasions outside of work, *i.e.*, not in the workplace. Calls, texts, emails, and social media usage containing inappropriate messages, language, pictures, videos or graphics may also constitute or contribute to unlawful workplace harassment, even if they occur away from the workplace, on personal devices, or during non-work hours.

What is "Retaliation"?

Retaliation includes any conduct, whether or not in the workplace or employment-related, which might deter a reasonable person from making or supporting a charge of discrimination or harassment and is directed at someone who engages in protected

activity. Protected activity includes opposing a discriminatory practice, making a good faith report of a suspected violation of this policy, filing a harassment complaint, participating in an investigation or proceeding of such a report or complaint, or encouraging a fellow employee to make a report. Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment. Anyone who engages in retaliation prohibited by this policy will be subject to remedial or disciplinary action in accordance with any statutory rights and/or collective bargaining protections to which the individual may be entitled.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee or other person covered by this policy, who has been subjected to, witnesses or becomes aware of behavior that may constitute sexual harassment, is encouraged to report such behavior to a supervisor, department head, the Director of Human Resources or the Library Director. ~~Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, department head, the Director of Human Resources or the Library Director.~~ If possible, the employee or witness should tell the alleged harasser that his/her/their actions are not welcome and must stop immediately.

If an employee makes a report to his/her/their supervisor or department head and believes the supervisor or department head is not taking appropriate action, the employee should report this inaction to the Director of Human Resources or the Library Director. If an employee believes that his/her/their supervisor or department head violated this policy, then the employee should report the matter to a higher-level department head, or to the Library Director.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this policy, and all individuals are encouraged to use this complaint form, but using the form is not required. Regardless of whether being made verbally or in writing, a report of sexual harassment should be as detailed as possible and include the name(s) of the individual(s) involved, any witness(es) to the harassment, direct quotes and/or evidence (e.g., notes, emails, digital recordings, etc.) of the harassment. Individuals who report sexual harassment on behalf of another person should state clearly that the complaint is being made on another person's behalf.

Bystander Intervention

Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is **required** to report it. Generally, there are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help, including:

1. Interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. If a bystander feels unsafe interrupting on their own, they can ask a third party to intervene or assist in interrupting the harassing behavior;
3. Take notes of the potentially harassing behavior;
4. Check-in with the person who has been harassed after the incident to see how they are feeling and let them know the behavior/actions were unacceptable and that it should be reported; or

5. If a bystander feels safe, confront the harassers and tell them their behavior is inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Supervisory Responsibilities

Any supervisor or department head who receives a complaint or information about suspected sexual harassment, or observes conduct that may be sexually harassing behavior or otherwise learns of such conduct, **is required to take appropriate steps to address the conduct and to report such suspected sexual harassment to the Library Director.**

In addition to being subject to discipline if they engaged in sexually harassing conduct or retaliation themselves, supervisors and department heads will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Investigation of Sexual Harassment

All reports, complaints or other information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely and thorough manner commensurate with the nature of the complaint and will be confidential to the extent possible.

In conducting an appropriate and impartial investigation, the Library's procedures will include these protections: The Library will provide appropriate notice of the allegations to anyone who is the subject of a harassment complaint and an opportunity to provide a response to the allegations. Complainants and witnesses will be provided with an appropriate opportunity to present relevant information including documents relevant to the investigation. The Library may adapt and modify the investigatory procedure, in its discretion, based on the nature of the complaint and the conduct at issue.

All employees and other individuals covered under this policy shall be required to cooperate, as needed, in an investigation of suspected sexual harassment. Employees and other individuals who participate in any investigation are protected from retaliation. All persons involved in the reporting and investigation of harassment are obligated to keep the information pertaining to the investigation confidential to the maximum extent possible, to protect the privacy of those involved in the investigation and to allow the Library to conduct an objective and appropriate investigation.

If the Library determines that this policy has been violated, it will take effective remedial action commensurate with the circumstances. Any employee who has been found by the Library to have harassed another employee in violation of this policy will be subject to corrective action, up to and including termination where appropriate. Any appropriate disciplinary action will be taken in accordance with applicable law and/or the terms of any applicable collective bargaining agreement. If it is concluded that a non-employee

has subjected an employee or other person protected by this policy to conduct in violation of this policy, prompt and effective action will be taken to stop the harassment and deter any future harassment.

~~Once the investigation is complete and a determination has been made, the determination will be communicated to the individual who complained, the victim of the harassment (if the victim is not the individual who made the complaint), and the accused harasser. Follow-up interview(s) or other communication(s) with the individual who complained, the victim of the harassment (if the victim is not the individual who made the complaint) and/or any individual who participated in the Library's investigation into a complaint of unlawful harassment may be conducted where appropriate, to ensure that the sexual harassment has not resumed and that no retaliation has occurred. The Library will notify the individual who was subject to the reported conduct and the person who filed the complaint of the conclusion of its investigation and will follow up with that individual as appropriate under the circumstances.~~

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the Library, it is also prohibited by state, federal, and, ~~where applicable,~~ local law. In addition to the procedures described in this policy, individuals may choose to pursue legal remedies with the following governmental entities:

The New York State Division of Human Rights (DHR) enforces the Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 *et seq.*, which prohibits sexual harassment in employment in New York State, and protects employees, and other individuals working in an employer's workplace. A sexual harassment complaint alleging a violation of the Human Rights Law may be filed either with the DHR, subject to a ~~one~~three-year statute of limitations, or in New York State Supreme Court, subject to a three-year statute of limitations.

If unlawful discrimination is found after a hearing, the DHR or the court may award relief, which may include requiring the employer to take action to stop the harassment, to redress the damage caused, including reversing an unlawful employment action, and paying monetary damages, attorneys' fees, and civil fines. The DHR can be contacted at (888) 392-3644 or at www.dhr.ny.gov. The DHR has also established a confidential and toll-free sexual harassment hotline that can be contacted at 1-800-HARASS-3 (1-800-4527-2773), Monday through Friday, 9:00 a.m. to 5:00 p.m. (September 2022)

The U.S. Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 Civil Rights Act (codified as 42 U.S.C. § 2000e *et seq.*). An employee must file a complaint with the EEOC within 300 days from the conduct giving rise to the complaint. The EEOC investigates complaints and may pursue a claim in federal court on behalf of the complaining party or issue a Right to Sue Letter that allows an individual to pursue his/her/their claims in federal court. Federal courts may award remedies if discrimination is found to have occurred. The

EEOC can be contacted by calling 1-800-669-4000 (1-800-669-6820 (TTY)), or at their website: www.eeoc.gov or via email at info@eeoc.gov. If an individual files an administrative complaint with the DHR, the DHR may file the complaint with the EEOC to preserve the individual's right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. For example, the Nassau County Unlawful Discriminatory Practices Law, which is enforced by the Nassau County Commission on Human Rights, may provide protections to individuals who work within Nassau County and award relief if unlawful sexual harassment is found to have occurred.

~~An individual should contact the county, city or town in which they live to find out if such a law exists.~~ If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime, and it may be appropriate to report such conduct to the local police department.

Other Types of Harassment

The Library also prohibits discrimination or harassment on the basis of race, color, creed, ethnicity, disability, religion, national origin, military status, age, arrest record, veteran status, marital status, familial status, domestic violence victim status, criminal history, citizenship, predisposing genetic characteristics, genetic information, or any other category protected by law. For more information, see the Library's Unlawful Harassment Policy.

Questions

If you have any questions about this policy, please contact the Director of Human Resources or the Library Director.

(Sexual Harassment Prevention Policy adopted by the Board of Trustees retroactive to October 9, 2018 on October 17, 2018). (Updated and approved by the Board of Trustees on: September 18, 2019; _____, 2023).

Port Washington Public Library
Sexual Harassment Complaint Form

This form is designed to assist individuals making a report under the Library's Sexual Harassment Prevention Policy. If you believe you are, or have been, subject to conduct in violation of the Sexual Harassment Prevention Policy, or witness or otherwise become aware of such conduct, you are expected to report that information either verbally or in writing. It is the policy of the Library to promptly and thoroughly investigate such reports.

If you wish to make a written report, you may use this form to do so. After completing this form, please submit it to the Director of Human Resources or the Library Director. If you are more comfortable reporting verbally or in another manner, you are welcome to do so.

The Library prohibits retaliation against any individual who opposes a discrimination practice, makes a good faith report of discrimination or harassment, or who participates in an investigation of such reports. Your cooperation in truthfully completing this form and providing as much accurate information as possible will enable us to investigate and respond to these matters.

YOUR INFORMATION

Name: _____
Home Address: _____ Work Address: _____
Personal Phone: _____ Work Phone: _____
Job Title: _____ Email: _____
Preferred Communication Method: _____

SUPERVISOR'S INFORMATION

Immediate Supervisor's Name: _____ Title: _____
Work Phone: _____ Work Address: _____

INFORMATION CONCERNING SUSPECTED HARASSMENT

1. The name of the person(s) involved in your complaint

Name: _____ Title: _____
Work Address: _____ Work Phone: _____
Other identifying information: _____
Relationship to you: Supervisor Subordinate Co-Worker Other: _____

2. Please describe the conduct or incident(s) that are the basis of this report and your reasons for believing the conduct is harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) harassment occurred: _____
Is the harassment continuing? Yes No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint. Please use additional sheets of paper if necessary.

5. Have you previously complained or provided information (verbal or written) about harassment at the Library? If yes, when and to whom did you complain or provide information?

Upon receipt of this report, a Human Resources representative or the Library Director will contact you. Every effort will be made to assure that confidentiality will be maintained throughout the investigatory process to the extent consistent with the need to investigate your report and to take appropriate corrective action. For additional information, see the Sexual Harassment Prevention Policy.

The information provided in this report is true and complete and I request that the Library investigate this complaint and advise me of the outcome of the investigation.

Signature: _____

Date: _____

2023

NASSAU COUNTY EARLY VOTING

Saturday, October 28th through Sunday, November 5th

Days and Hours as follows:

Sat, October 28th - 9am to 6pm	Thurs, November 2nd - 10am to 7pm*
Sun, October 29th - 9am to 6pm	Fri, November 3rd - 10am to 6pm
Mon, October 30th - 6am to 5pm	Sat, November 4th - 9am to 6pm
Tues, October 31st - 10am to 7pm*	Sun, November 5th - 9am to 6pm
Wed, November 1st - 10am to 7pm	

All BOE Hours Same As Above EXCEPT Tuesday October 31st and Thursday November 2nd open until 8PM

EARLY VOTING LOCATIONS

- FIRST CHURCH BALDWIN, UNITED METHODIST**
881 Merrick Rd, Baldwin, NY 11510
- HICKSVILLE LEVITTOWN HALL**
201 Levittown Pkwy, Hicksville, NY 11801
- PLAINVIEW MID-ISLAND Y JCC**
45 Manetto Hill Rd, Plainview, NY 11803
- OYSTER BAY ICE RINK**
1001 Stewart Ave, Bethpage, NY 11714
- SOUTH SHORE JEWISH CENTER**
191 Long Beach Rd, Island Park, NY 11558
- PORT WASHINGTON LIBRARY**
1 Library Dr, Port Washington, NY 11050
- ELMONT PUBLIC LIBRARY**
700 Hempstead Tpke, Elmont, NY 11003
- LAWRENCE COUNTRY CLUB**
101 Causeway, Lawrence, NY 11559
- ROCKVILLE CENTRE RECREATION CENTER**
111 N. Oceanside Rd, Rockville Centre, NY 11570
- FLORAL PARK RECREATION CENTER**
124 Stewart St, Floral Park, NY 11001
- LONG BEACH CITY HALL**
1 West Chester St, Long Beach, NY 11561
- GAYLE COMMUNITY CENTER**
53 Orchard St, Roslyn Heights, NY 11577
- FREEPORT RECREATION CENTER**
130 East Merrick Rd, Freeport, NY 11520
- MASSAPEQUA TOWN HALL SOUTH**
977 Hicksville Rd, Massapequa, NY 11758
- UNIONDALE FIRE DEPARTMENT - WANNES FIRESTATION**
154 Uniondale Ave, Uniondale, NY 11553
- ST. PAUL'S RECREATION CENTER**
295 Stewart Ave, Garden City, NY 11530
- TEMPLE BETH AM**
2377 Merrick Ave, Merrick, NY 11566
- VALLEY STREAM PRESBYTERIAN CHURCH**
130 S. Central Ave, Valley Stream, NY 11580
- GLEN COVE CITY HALL**
9 Glen St, Glen Cove, NY 11542
- NASSAU COUNTY BOARD OF ELECTIONS**
240 Old Country Rd, Mineola, NY 11501
- ST. FRANCES DE CHANTAL CHURCH**
1309 Wantagh Ave, Wantagh, NY 11793
- GREAT NECK HOUSE**
14 Arrandale Ave, Great Neck, NY 11023
- MICHAEL J TULLY PARK**
1801 Evergreen Ave, New Hyde Park, NY 11040
- WEST HEMPSTEAD PUBLIC LIBRARY**
500 Hempstead Ave, West Hempstead, NY 11552
- HEMPSTEAD REC. CENTER /KENNEDY PARK**
335 Greenwich St, Hempstead, NY 11550
- OYSTER BAY COMMUNITY CENTER**
59 Church St, Oyster Bay, NY 11771
- YES WE CAN COMMUNITY CENTER**
141 Garden St, Westbury, NY 11590

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 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 7th.

Election Day

November 7th, 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



APPROVAL TO EXCESS EQUIPMENT

TYPE OF EQUIPMENT	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	QTY.	REASON FOR DISPOSAL	DATE OF BOARD APPROVAL
Orange Chair	Knoll / Herman Miller			2	These were two of the orange chairs located in our lobby. The leather fabric had been ripped due to years of usage. Replaced with two identical orange chairs.	
Office Chair	Steelcase			1	Purple office chair. No longer raises and lowers. Lumbar support was broken and back of chair leaned too far back.	
Date Submitted: 9/20/23						

NASSAU COUNTY
Legislative Breakfast

Long Island Library Resources Council
and
Nassau County Library Association
cordially invite you to attend the

Thirty-Eighth Annual
Legislative Breakfast

Friday, September 29, 2023
8:30 a.m.

Westbury Memorial Public Library
445 Jefferson Street
Westbury, NY 11590

**Friday, September 29 at the
Westbury Memorial Public
Library, 8:30AM**

NLS member library trustees are invited to attend the 38th annual Legislative Breakfast, co-sponsored by the Long Island Library Resources Council and NCLA. To register, email LILRC's Eliscia at ecirrone@lilrc.org.

The meeting is an opportunity for Nassau's library community to inform state senators and assembly members about our impact on Nassau residents and to stress the need for increased state funding for libraries. We will also hear from the state legislators. Your attendance shows our elected officials that library advocates are engaged and committed.

[Directions to WMPL](#)

Upcoming NLS Trustee Training

Don't forget that all library trustees in New York are now required to have two hours of trustee training per year!

Trustee Basics

Join NLS Director Caroline Ashby for this workshop on the fundamental duties and responsibilities of library trustees. Attendance at this event satisfies trustees' 2023 NYS requirement for 2 hours of continuing education. It's not too late to sign up for the session later this week!



- This Friday, September 15, 2023 | 10:00am-12:00pm (in person at the Nassau Library System, 900 Jerusalem Ave., Uniondale, NY 11553) **REGISTER**
- Saturday, November 18, 2023 | 10:00am-12:00pm (in person at the Nassau Library System, 900 Jerusalem Ave., Uniondale, NY 11553) **REGISTER**

Registration is required.

James Hutter

From: New York Library Association <marketing@nyla.org>
Sent: Thursday, September 07, 2023 2:00 PM
To: James Hutter
Subject: #NYLA2023 Annual Conference & Trade Show: 600 and Counting - Have You Registered Yet?

[View this email in your browser](#)



Blackstone Library now offers an unlimited digital audiobook platform for libraries with over 6,500 titles and growing!

No holds, no waiting, and no caps!



NEW YORK LIBRARY ASSOCIATION
Voice of the Library Community



REVIVE
REFRESH
REKINDLE
RENEW YOUR LIBRARY'S FUTURE

NYLA 2023
Annual Conference & Trade Show

November 1st - 4th | Saratoga Springs, New York



#NYLA2023 Conference

Registration is OPEN!

We are so thrilled to join together again in Saratoga Springs from Wednesday, November 1st to Saturday, November 4th! We are hard at work to ensure that #NYLA2023 is the best conference ever. We can't wait to refresh, revive, and rekindle our love of librarianship, together, in November 🍷

Learn more about our programming, conference registration rates, hotel accommodations, and more below 📍

[Conference Registration Form](#)

[Conference Registration Rates](#)

[Conference Programming](#)

[Hotel Accommodations](#)

 **Conference Registration**

CLOSES 10/16!

We have a little over a month to snag the regular rates for #NYLA2023! We want to review what is included with each conference package so you can make an informed decision when purchasing your tickets to the conference of the year!

- **Full Conference** *(Includes Membership Meeting, Keynote, Awards Reception Ticket, and access to the Tradeshow)*
- **Full Conference + Pre-Conference** *(Includes Pre-Con programming, Membership Meeting, Keynote, Awards Reception Ticket, and access to the Tradeshow)*
- **Pre-Conference Only** *(Includes only Pre-Con Day of the event)*
- **Single Day Ticket Only for Thursday, Friday, or Saturday** *(One single day purchase per registrant. Single days include all programming for that day. Friday single day includes Awards Reception Ticket.)*

Want to attend any of our special events? You have to purchase an additional ticket to attend the Intellectual Freedom Breakfast, YSS Empire State Award Luncheon, PLS Author! Author! Luncheon, ESLN Luncheon, and/or the Scholarship Bash.

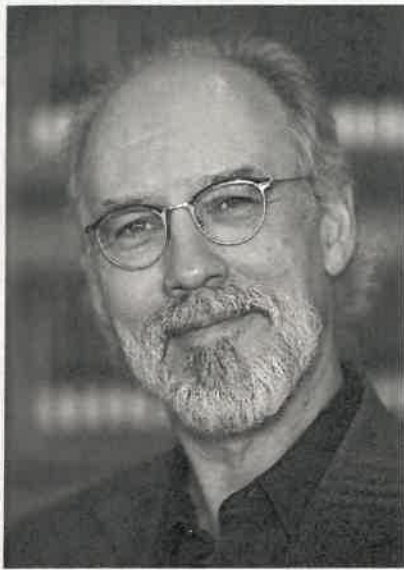
You can view all the details regarding our [conference package plans and special event ticketing pricing here.](#)

Have questions about our conference registration packages and special event tickets? Email Lauren at events@nyla.org!

Conference Registration Form



Call For Volunteers!



DEFENDING THE FREEDOM TO READ

WITH JAMIE LARUE

FOR LIBRARY STAFF,
DIRECTORS, AND TRUSTEES

VIRTUAL - FRIDAY 9/22/23 FROM 9:30 - 10:30 AM

Register at bit.ly/nls-larue2023 or scan:



In recent years, there has been an unprecedented surge of challenges in libraries across the country, primarily focused on resources concerning LGBTQ+ people and people of color. This webinar will focus on the brief history and enduring purpose of the Library Bill of Rights, and a series of both preemptive and follow-up responses to library challenges.

Librarian, consultant, and author **Jamie LaRue** was Executive Director of ALA's Office for Intellectual Freedom and the Freedom to Read Foundation. He now serves as Executive Director of the Garfield County (CO) Public Library District.

- **This webinar will be recorded.** All registrants will receive the recording - please sign up even if you cannot attend the live virtual event.
- Attendees will receive entry links upon registration.
- Certificates/CEUs will be awarded to those who complete the time period.
- If you have any questions or need an accommodation to make your experience more comfortable, please contact Nicole using the information listed below.

Tentative Committee Meeting Schedule for Fall/Winter

Facility Planning Committee – September/October

PR/Marketing Committee – October/November

Policy Committee – November/December

Budget Committee – December/January

Technology Committee – January/February

Community Outreach Committee – February/March

(Specific dates and times of meetings will be confirmed later. All committee meetings will be posted on the Library's calendar of events once confirmed.)

HISPANIC

HERITAGE MONTH 2023

EXPERIENCE HISPANIC CULTURE, ART, MUSIC, AND FOOD!

The Port Washington Public Library is hosting the second annual Hispanic Heritage Month celebration. This month-long festivity, from **September 15th to October 15th**, celebrates the rich history, culture, and contributions of Hispanic and Latinx communities in the United States. The Library invites the Port community to engage with and learn about Hispanic culture through various events and activities.

19
SEPT

CUMBIA, EMPANADA, & AREPA BATTLE
LAPHAM MEETING ROOM • 7:00 P.M.

22
SEPT

AERORUMBA DANCE CLASS
LAPHAM MEETING ROOM • 7:00 P.M.

27
SEPT

KIDS: LOTERÍA
CHILDREN'S WORKSHOP • 4:00 - 4:30 P.M.

27
SEPT

PARAGUAYAN COOKING DEMO
LAPHAM MEETING ROOM • 7:00 P.M.

1
OCT

FIESTA IN THE PARK
BLUMENFELD FAMILY PARK • 2:00 - 6:00 P.M.
RAINDATE: SUNDAY, OCTOBER 8

9
OCT

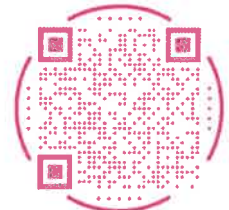
FAMILY FILM: "ENCANTO" (2021- 104 MIN.)
LAPHAM MEETING ROOM • 2:00 P.M.

12
OCT

LATINO TALENT NIGHT
FEATURING TANGO, FLAMENCO & LATIN DANCE PERFORMANCES
LAPHAM MEETING ROOM • 6:00 - 9:00 P.M.

FIESTA IN THE PARK

JOIN US AT BLUMENFELD
PARK FOR A FUN FAMILY
EVENT FOR OUR COMMUNITY
BY OUR COMMUNITY.



SCAN THE PINK QR CODE FOR MORE DETAILS

SPONSORED BY:
PORT WASHINGTON PUBLIC LIBRARY
THE PARENT RESOURCE CENTER
LANDMARK ON MAIN STREET
TOWN OF NORTH HEMPSTEAD

September 1- 30

**AN EXHIBIT OF REMARKABLE
HISPANIC WRITERS
THROUGHOUT HISTORY**
COMMUNITY GALLERY,
2ND FLOOR



For the full details, visit pwpl.org/HHM2023 or scan the QR code

Para los detalles en español, visite pwpl.org/espanol_hhm2023
o escanee el código QR y haga clic en español

PIIPL
port washington public library



MES DE LA CULTURA HISPANA 2023



DISFRUTA LA CULTURA, EL ARTE, LA MÚSICA Y LA COMIDA HISPANA!

La Biblioteca Pública de Port Washington presenta la segunda edición del Mes de la Cultura Hispana. Esta festividad de un mes de duración, del **15 de septiembre al 15 de octubre**, celebra la rica historia, cultura y contribuciones de las comunidades hispana y latina en los Estados Unidos. La Biblioteca invita a la comunidad a participar y aprender sobre la cultura hispana a través de diversos eventos y actividades.

19
SEPT

BATALLA DE CUMBIAS, EMPANADAS, & AREPAS

LAPHAM MEETING ROOM • 7:00 P.M.

22
SEPT

AERORUMBA - CLASE DE BAILE

LAPHAM MEETING ROOM • 7:00 P.M.

27
SEPT

NIÑOS: LOTERÍA

CHILDREN'S WORKSHOP • 4:00 - 4:30 P.M.

27
SEPT

DEMOSTRACIÓN DE COMIDA PARAGUAYA

LAPHAM MEETING ROOM • 7:00 P.M.

1
OCT

FIESTA IN THE PARK

BLUMENFELD FAMILY PARK • 2:00 - 6:00 P.M.

EN CASO DE LLUVIA: DOMINGO, OCTUBRE 8

9
OCT

PELÍCULA FAMILIAR: "ENCANTO" (2021- 104 MIN.)

LAPHAM MEETING ROOM • 2:00 P.M.

12
OCT

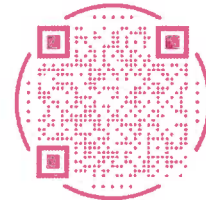
NOCHE DE TALENTOS LATINOS

CON ESPECTÁCULOS DE TANGO, FLAMENCO Y BAILARINES LATINOS.

LAPHAM MEETING ROOM • 6:00 - 9:00 P.M.

FIESTA IN THE PARK

VEN A BLUMENFELD PARK
PARA UN EVENTO
FAMILIAR DIVERTIDO
PARA NUESTRA COMUNIDAD
POR PARTE DE NUESTRA COMUNIDAD.



PARA MÁS DETALLES ESCANEA EL CÓDIGO QR ROSA

PATROCINADO POR:
PORT WASHINGTON PUBLIC LIBRARY
THE PARENT RESOURCE CENTER
LANDMARK ON MAIN STREET
TOWN OF NORTH HEMPSTEAD

Septiembre 1- 30

EXPOSICIÓN DE LOS ESCRITORES
HISPANOS MÁS NOTABLES A LO
LARGO DE LA HISTORIA

COMMUNITY GALLERY,
SEGUNDO PISO



Para más detalles en español, visite pwpl.org/espanol_hhm2023
o escanee el código QR y haga clic en español

PIIPL
port washington public library



HISPANIC

HERITAGE MONTH 2023




CUMBIA, EMPANADA, & AREPA BATTLE!

Join us as our Hispanic ESOL students battle for the best food and dance title! Come enjoy an exceptional performance by Doumbek drummer Casey Bond! There will be flag face painting for kids.

The Hispanic Heritage Month events are made possible through the generous support of the Friends of the Library.



TUESDAY, SEPTEMBER 19



7:00 P.M.



LAPHAM MEETING ROOM
LOWER LEVEL



For the full listing of the Hispanic Heritage Month events, scan the QR code.

Para los detalles en español, visite pwpl.org/espanol_hhm2023 o escanee el código QR y haga clic en español



PIIPL
port washington public library



MES DE LA CULTURA HISPANA 2023



BATALLA DE CUMBIAS, EMPANADAS, & AREPAS!

¡Se parte de esta celebración y apoya a nuestros estudiantes hispanos del programa ESOL quienes competirán por el título de La Mejor Empanada, La Mejor Arepa y La Mejor Cumbia! Acompañadas de la increíble percusionista de Doumbek Casey Bond. Los niños podrán representar a sus países con pintucaritas de las banderas.

Los eventos del Mes de la Cultura Hispana son posibles gracias al generoso apoyo de "The Friends of the Library."



MARTES, SEPTIEMBRE 19



7:00 P.M.



**LAPHAM MEETING ROOM
PLANTA BAJA**



Para obtener la lista completa de los eventos del Mes de la Cultura Hispana, incluidos los enlaces de registro, escanee el código QR.

PIIPL
port washington public library

Friends of the Port Washington Public Library

Not present : Amy Bass, Sara Edelson

Also present : Dilia Kamensky, prospective FOL Board member

Minutes of the July 12, 2023 Hybrid Board Meeting

Pam O'Connell opened the meeting at 10 AM. The September meeting has been changed to September 6th at 9AM in the Children's Room.

June 14, 2023 Meeting Minutes, prepared by Lauren Smith, were accepted.

Mary Alice Kohs presented the treasurer's report, indicating that some FOL money has been put in a CD.

Stephanie Meberg discussed our Annual Appeal's final numbers for 2022-2023. We received the most donations during October through January after Appeal letters had been sent. We have many small donors, with almost 50% of contributions less than \$100 and 75% by check. The whole year yielded \$47,328.90. We mail Appeal letters to people who are already donors from the past 5 years. A zip code mailing would reach new residents and young families who need to know that taxes don't pay for all PWPL programs. Should realtors in Port include FOL in their welcome packets?

ESOL event : Nancy Wright, Pam, Fern Treiber, Margaret DeSiervo and Donna Litke attended this wonderful, well attended 30th anniversary celebration of integrating into the community people from 98 different countries who have received ESOL's language , GED and citizenship training.

Fall Paperback Book Swap : This will take place October 21, 2023 at 2-4 PM during National Friends of Libraries Week. "Save the date" will appear in PWPL's September newsletter.

Fall FOLU : Donna will oversee this November 5, 2023 program at 2:30 PM featuring Stacy Schiff "in conversation" with John O'Connell. "Save the date" will appear in PWPL's October newsletter. A March 10, 2024 date is on hold for our spring FOLU.

B&A : Pam sent the first sponsor e-newsletter, with another planned for September. Karen Sloan will arrange the first planning meeting of the 2024 B&A committee.

Possible Banned Books Program : Rebecca Hughes Parker filed a claim in Arkansas to challenge a law that could put booksellers and librarians in jail if young people access

prohibited books. Rebecca and her colleague Mike Bamberger could make a presentation concerning this case in September. Banned Books Week is October 1-7.

Report from the library : Keith Klang joined the meeting, mentioning that PWPL's book challenge policy has been updated. He thanked FOL members for attending ESOL's 30th anniversary party and for our support of ESOL in general. The 2 Nancy Curtin scholarship winners were tutors for ESOL. Nancy Curtin was sent photos of the scholarship award ceremony. The summer reading program and summer hours have begun. PWPL had 100 hot spots which schools utilized and then returned. Hot spots are still popular and the library will provide hot spot usage statistics. There are ongoing monthly costs for hot spots. With regard to PWPL being open on Sundays in the summer, staff get paid differently on Sunday but the library could be open on Sunday as a cooling center.

New Business : The Foundation's Cocktail Party honoring the children's librarians is to be held Saturday, September 9, 6-8 PM at MBYC. FOL members can individually chip in to purchase a journal ad honoring Rachel Fox and the children's librarians. Patrons who wish to contact us can use fol@pwpl email address which is not for use among ourselves. Pam proposed that we rejoin the NY Library Association Friends of Libraries "Section" costing \$50 annually for a Group Organizational Membership that entitles up to 5 of us to become members of NYLA and receive the bi-monthly e-bulletin, Legislative Alerts, etc. Dilia Kamensky will be launching a FB page for FOL; board members with social media presence need to provide input/content. Instagram could be included. Nancy supervised note card box preparation. Departmental funding requests need to be elicited.

The meeting adjourned at 11:35 AM.

PWPL'S MUSIC ADVISORY COUNCIL'S 2023-2024

Concert Season

**Ying Li,
Piano**



**September 10, 2023
3:00 P.M.**

**Joseph Parrish,
Bass-Baritone**



**October 29, 2023
3:00 P.M.**

**Benjamin Baker,
Violin**



**December 10, 2023
3:00 P.M.**

**Chaeyoung Park,
Piano**



**January 14, 2024
3:00 P.M.**

**Dave Ruch,
Folk Artist**



**February 4, 2024
3:00 P.M.**

**Megan Moore,
Mezzo-Soprano**



**March 3, 2024
3:00 P.M.**

**Risa Hokamura,
Violin**



**April 7, 2024
3:00 P.M.**

**Anthony Trionfano &
Albert Cano Smit,
Woodwind/Piano**



May 5, 2024 • 3:00 P.M.

**Rhonda Kay and
the Backstage Trio**



**June 2, 2024
3:00 P.M.**

PIIPL
port washington public library

These Sunday afternoon concerts are free and are made possible thanks to donations to the Port Washington Library Foundation. Priority seating is given to Port Washington Library cardholders. Concerts may change due to unexpected circumstances. Please check pwpl.org/events for the latest updates.



REVIEW OF INTERNAL CONTROLS

Invoices:

1. Invoices routed to the departments that placed the orders and are approved.
2. Coded by Finance Office
3. Approved by the Director
4. Approved by the Board President or his/her/their designee and another alternating Board member
5. Warrant approved by the full Board

Checks:

1. Prepared by the Finance Office
2. Signed by the Treasurer - except for the Treasurer's check which is approved by a Board member.
3. Mailed by the Administrative Assistant after the warrant is approved by the Board

Accounting Firm:

1. Reviews bank reconciliations
2. Closes financial transactions for the month
3. Produces General Ledger
4. Prepares monthly financial statements for the Director and the Library Board

Payroll:

1. Supervisor's review and approve timecards
2. Finalized payroll is then reviewed by the Director
3. Payroll is submitted by the Finance Office
4. Director reviews final certified payroll once it becomes available

Cash receipts:

1. Cash is collected and counted by two separate collection management staff
2. The Finance Office counts cash and makes bank deposits
3. The Treasurer reviews all cash bank deposits

Credit Card:

1. For use by the Library Director or their designee only
2. No credit card charges will be paid unless an itemized approved voucher is submitted for payment
3. A credit card statement will be included as part of the monthly warrant reports that the Board receives
4. Monthly credit limit is not to exceed \$15,000