**PORT WASHINGTON PUBLIC LIBRARY**

# BOARD OF TRUSTEES MEETING

Hagedorn Meeting Room

**September 16, 2026**

7:30 PM

# AGENDA

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I Approval of July 8, 2026 & August 18, 2026, Board of Trustees Minutes

II Approval of July/August 2026 Warrants

III Approval of July/August 2026 Staff Changes

IV Financial Reports – July/August 2026

V Director's Report
- a) Voting at PWPL
- b) Nassau County Grant Award
- c) Staff Conference Attendance Requests
- d) Excess Equipment List

VI President's Report
- a) Legislative Breakfast – September 18, 2026, at 8:00am at NLS
- b) In-Person Trustee Basics Training – October 17, 2026, from 10:00am-12pm at NLS
- c) Port Washington Foundation Gala – October 17, 2026, from 5:00pm-7:00pm at Manhasset Bay Yacht Club.
- d) NLS Annual Meeting – December 2, 2026, at 7:00am at NLS

VII Assistant Director
- a) Summer Recap & Fall Preview of Programs and Services

VIII Councils
- a) Art Council Meeting Minutes – August 12, 2026

IX Friends of the Library
- a) Meeting Minutes – July 8, 2026

X Staff Report
- a) Statistics 2025-2026 Fiscal Year End

XI Correspondence
- a) Patron Comments – July/August

XII New Business
a) Procurement Policy

XIII Old Business
a) 2026-2027 Facility and Technology Goals – For Approval
b) 2026-2027 Board Meeting Schedule – For Approval

XIV Staff Association

XV Public Comments

XVI Adjournment

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES ORGANIZATIONAL MEETING
JULY 08, 2026

| | | |
|---|---|---|
| Attending: | Bill Keller, Presiding | Adrienne Saur, Trustee |
| | Nancy Comer, Trustee | Michael Krevor, Trustee |
| | Julie Lim, Trustee | Sima Vasa, Trustee |
| | Keith Klang, Director | James Hutter, Assistant Director |
| | In Attendance: Ronald Lazo (Staff Association), Allison Stanley | |

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***OPENING***

Mr. Keller welcomed all to the Organizational Meeting at 7:30 p.m.

***OATHS OF OFFICE***

Mr. Keller was sworn in as Trustee, for a term of five years, Ms. Nancy Comer, as Trustee, for a term of five years and to Ms. Allison Stanley as District Clerk for a one-year term. Mr. Paul Thomaidis will be sworn in as Treasurer within the next few days for a one-year term.

***APPROVAL OF MINUTES***

Mr. Keller requested approval of the June 17, 2026, Board of Trustees minutes. Ms. Comer moved to approve. Ms. Saur seconded. All agreed.

***APPROVAL OF WARRANTS***

Mr. Keller requested approval of warrants 26-6-12A and 26-6-12B. Ms. Vasa moved to approve. Mr. Krevor seconded. All agreed. Mr. Keller requested approval of two payrolls dated June 4 & June 18, 2026. Ms. Lim moved to approve. Ms. Comer seconded. All agreed. Mr. Keller requested approval of general budget transfers for year ending June 30, 2026, in the amount of $340,920. Ms. Saur moved to approve. Ms. Vasa seconded. All agreed.

***BUDGET TRANSFERS CAPITAL PROJECT***

Mr. Keller requested approval of a resolution to transfer $15,000 from the General Fund to a Capital budget line. The purpose is to cover the expenditures related to the security camera project. Mr. Krevor moved to approve. Ms. Lim seconded. All agreed.

***STAFF CHANGES***

Mr. Keller requested approval of Staff Changes with one appointment, no departures, and no adjustments in June 2026. Ms. Vasa moved to approve. Ms. Saur seconded. All agreed.

***GENERAL MUNICIPAL LAW***

Mr. Keller requested a motion to approve the General Municipal Law – Section 104b relating to the professional services of attorney, accountant, auditor, and technology specialist. Mr. Krevor moved to approve. Ms, Lim seconded. All agreed.

***INVESTMENT/ PURCHASING POLICY***

Mr. Keller requested a motion to accept the Investment and Purchasing Policies with no changes from last year. Ms. Saur moved to approved.. Mr. Krevor seconded. All agreed.

***GENERAL COUNSEL***

Mr. Keller requested a motion to approve Bond, Schoeneck & King's General Counsel June 30, 2026, proposal for the fee of $21,000. Ms. Saur moved to approve. Ms. Vasa seconded. All agreed.

Mr. Keller requested a motion to approve Cullen and Danowski, CPA engagement letter of June 30, 2026, for $64,920. Ms. Comer moved to approve. Mr. Krevor seconded. All agreed.

***ACCOUNTING SERVICES***

Mr. Keller requested approval of Gryphon Technologies, Inc.'s engagement letter dated June 30, 2026, in the amount of $73,086. Ms. Saur moved to approve. Mr. Krevor seconded. All agreed.

***IT MANAGEMENT SERVICES***

Mr. Keller requested a motion to approve the Rynkar, Vail & Barrett LLP engagement letter dated June 30, 2026, for the fee of $20,650. Ms. Vasa moved to approve. Ms. Saur seconded. All agreed.

***AUDITOR'S CONTRACT***

Mr. Keller requested a motion to approve the appointment of Mr. Klang as the Investment Officer. Ms. Comer moved to approve. Ms. Vasa seconded. All agreed.

***INVESTMENT OFFICER***

Mr. Keller requested a motion to approve the appointment of Mr. Klang as the Purchasing Agent. Ms. Vasa moved to approve. Ms. Comer seconded. All agreed.

***PURCHASING AGENT***

Mr. Keller requested a motion to approve the appointment of Paul Thomaidis as the Library Treasurer for 2026-2027, Ms. Saur moved to approve. Ms. Vasa seconded. All agreed.

***TREASURER***

Mr. Keller requested a motion to approve the appointment of Allison Stanley as District Clerk for the 2026-2027 Budget and Trustee Election. Mr. Krevor moved to approve. Ms. Lim seconded. All agreed.

***DISTRICT CLERK***

Mr. Krevor moved to approve Mr. Keller as Board President. Mr. Keller abstained. All agreed. Mr. Krevor moved to approve Ms. Saur as Vice President. Ms. Saur abstained. All agreed. Mr. Krevor moved to approve Ms. Nancy Comer as Recording Secretary. Ms. Comer abstained. All agreed. 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 2026-2027. Ms. Vasa moved to approve. Ms. Lim seconded. All agreed.

***BANK DESIGNATION***

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

***PETTY CASH APPROVAL***

Mr. Keller requested Board members sign their Library Officer and Employee Code of Ethics and the Conflict of Interest Policy for the 2026-2027 fiscal year and return the form to Ms. Stanley. All agreed.

***CODE OF ETHICS FORM***

Mr. Keller requested a motion to approve the resolution dated July 8, 2026, for prepaid public utility services. Ms. Vasa moved to approve the resolution. Ms. Saur seconded. All agreed.

***PREPAID SVCS. RESOLUTION***

Mr. Klang requested the Board's approval of the Library's 2026-2027 Holiday Schedule. Ms. Comer moved to approve the holiday schedule as presented. Ms. Saur seconded. All agreed.

***APPROVAL OF HOLIDAY SCHEDULE***

Mr. Klang reviewed PWPL Facility and Technology Goals for 2025-2026 and Draft Facility and Technology Goals for 2026-2027.

***FACILITY & TECH***

Mr. Klang presented a breakdown list of the Library share of PILOT monies for fiscal year 2025-2026. The payment of $151,364.46 was received in June.

***PILOT MONEY***

Mr. Klang requested the Board approve March 30, 2027 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 October 17, 2026, for the Foundation's Gala. Mara Silverstein, Kathleen Schechter and Kelly McMasters will be the honorees. The event will be held at the Manhasset Bay Yacht Club from 5 to 7pm.

***GALA DATE***

Mr. Klang reminded Trustees of variety of upcoming Trustee Training opportunities. Two hours of Trustee Training are required to be completed by December 31, 2026.

***TRUSTEE TRAINING***

Mr. Klang requested Board approval of the IT Department excess list. Ms. Comer moved to approve. Ms. Vasa seconded. All agreed.

***EXCESS LIST***

Mr. Keller requested approval of Internal Controls. Ms. Saur moved to approve. Ms. Comer seconded. All agreed.

***INTERNAL CONTROL***

Mr. Keller signed the Resolution regarding confidential employees for the 2026-2027 fiscal year. Ms. Saur moved to approve. Ms. Vasa seconded. All agreed.

***CONFIDENTIAL EMPLOYEES RESOLUTION***

Mr. Keller requested approval of the Board Meeting Schedule for 2026-2027 noting there would be no August meeting. September 16, 2026, date was approved. The rest of the meeting schedule for 2026-2027 was tabled to be approved at the September Board Meeting.

***APPROVAL OF BOARD MEETING SCHEDULE***

Mr. Keller requested approval of the Warrant Signing Schedule for 2026-2027. Ms. Vasa moved to accept. Ms. Comer seconded. All agreed.

***APPROVAL OF WARRANT SCHEDULE***

Mr. Keller requested approval of the Committee Appointments for 2026-2027. Ms. Comer moved to approve. Ms. Saur seconded. All agreed.

***COMMITTEE APPOINTMENTS***

Mr. Keller noted that the Nassau Library System meeting where the PWPL Director and Trustees are specifically invited is July 27, 2026. If interested, Trustees can attend any meeting. The NLS annual meeting will be on December 2, 2026.

***NLS BOARD MEETING SCHEDULE***

Mr. Hutter discussed some of the many PWPL summer of 2026 events such as Summer Reading Kickoff, E-Waste and Paper Shredding. Mr. Hutter also briefly discussed forthcoming upgrades to the Library's building WiFi.

***PWPL SUMMER EVENTS***

Mr. Keller requested a motion to approve all Council members for 2026-2027 for the Art Advisory Council and noted minutes from June 10, 2026, Children's Advisory Council, Health Advisory Council, Music Advisory Council and noted minutes from June 11, 2026, Nautical Advisory, Books for Dessert Advisory Board and noted minutes from February 26, 2026, and ESOL tutors. Ms. Comer moved to approve. Ms. Saur seconded. All agreed.

***COUNCILS, ESOL TUTORS AND ADVISORY BOARD MEMBERS***

| | |
|---|---|
| Mr. Keller requested a motion to approve the Foundation Board Members for 2026-2027 and minutes from May 18, 2026. Ms. Vasa moved to approve. Ms. Saur seconded. All agreed. | ***FOUNDATION MEMBERS / MINUTES*** |
| Mr. Keller noted the Friends of the Library Board Members for 2026-2027 and June 10, 2026, Meeting Minutes. | ***FRIENDS OF THE LIBRARY / MINUTES*** |
| Mr. Keller requested the Board to resolve a resolution for NLS Resource Sharing Code 2027-2031. Ms. Comer moved to approve. Ms. Vasa seconded. All agreed | ***NLS RESOURCE SHARING CODE*** |
| Mr. Ronald Lazo was the Staff Association representative and had no comments. | ***STAFF ASSOCIATION*** |
| There were no public comments. | ***PUBLIC COMMENTS*** |
| Mr. Keller requested a motion to adjourn the Public Meeting at 9:35 p.m. so that the Board could move to an Executive Session to discuss personnel matters. Mr. Krevor moved to approve. Ms. Lim seconded. All agreed. Mr. Keller motioned to adjourn the Executive Session at 9:58 p.m. Ms. Saur moved to approve. Ms. Lim seconded. All agreed. Mr. Keller made a motion to adjourn the public meeting at 9:59 p.m. Ms. Lim moved to approve. Ms. Saur seconded. All agreed. | ***ADJOURNMENT*** |

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
AUGUST 18, 2026

| | | |
|---|---|---|
| Participants: | Bill Keller, Presiding | Michael Krevor |
| | Matthew Straus | Nancy Comer |
| | Adrienne Saur | |
| | Keith Klang | |

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***OPENING***

Mr. Keller opened the meeting at 2:04 p.m.

***STAFF RESOLUTION***

Mr. Keller requested a motion to approve the agreement dated August 14, 2026 between PWPL and employee # 07001007. Ms. Saur moved to approve. Mr. Straus seconded. All agreed.

***ADJOURNMENT***

Mr. Straus moved to adjourn at 2:05 p.m. Ms. Saur seconded. All agreed.

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**PORT WASHINGTON PUBLIC LIBRARY**
**BOARD MEETING**
**JULY 2026 REPORTS**

**WARRANTS TO BE VOTED ON**

| Warrant Number | Amount |
|---|---|
| 26-7-1A | $ 97,831.71 |
| 26-7-1B | $ 306,934.80 |
| **Warrant Total** | $ 404,766.51 |

| Payroll Date | Gross | Net | Processing | Tax Liability |
|---|---|---|---|---|
| 7/2/2026 | $ 158,408.01 | $ 115,221.73 | | $ 45,856.83 |
| 7/16/2026 | $ 161,274.72 | $ 113,522.85 | | $ 46,804.39 |
| 7/30/2026 | $ 152,422.86 | $ 102,850.46 | $ 2,359.90 | $ 40,815.69 |
| **PAYROLL TOTAL** | $ 472,105.59 | $ 331,595.04 | $ 2,359.90 | $ 133,476.91 |

Prepared By:
Mayra Fenig
Finance Department

**PORT WASHINGTON PUBLIC LIBRARY**
**BOARD MEETING**
**AUGUST 2026 REPORTS**

**WARRANTS TO BE VOTED ON**

| Warrant Number | | Amount |
|---|---|---|
| 26-8-2A | | $ 129,837.98 |
| 26-8-2B | | $ 183,780.91 |
| | **Warrant Total** | $ 313,618.89 |

| Payroll Date | Gross | Net | Processing | Tax Liability |
|---|---|---|---|---|
| 8/13/2026 | $ 155,946.73 | $ 111,385.87 | | $ 45,295.55 |
| 8/27/2026 | $ 149,858.59 | $ 95,049.25 | $ 2,303.30 | $ 38,265.18 |
| **PAYROLL TOTAL** | $ 305,805.32 | $ 206,435.12 | $ 2,303.30 | $ 83,560.73 |

Prepared By:
Mayra Fenig
Finance Department

**PORT WASHINGTON PUBLIC LIBRARY**
**Balance Sheet - Governmental Funds**
July 31, 2026
8.33% of Budget Expensed

| | General | Special Aid | Capital Projects | Permanent | Total Governmental Funds | Fiduciary Fund Agency |
|---|---|---|---|---|---|---|
| **ASSETS** | | | | | | |
| Cash | | | | | | |
| Unrestricted | $ 3,660,407 | $ 803,858 | $ 227,967 | $ | $ 4,692,232 | $ |
| Restricted | | | | 152,798 | 152,798 | |
| Receivables | | | | | | |
| Accounts receivable | | | | | - | |
| Due from other funds | 406,434 | 17,792 | | | 424,226 | 25,742 |
| Due from component unit | (32) | 12,438 | | | 12,406 | |
| Prepaids | 115,109 | 3,670 | | | 118,779 | |
| Other Assets | 630 | | | | 630 | |
| Total Assets | $ 4,182,548 | $ 837,758 | $ 227,967 | $ 152,798 | $ 5,401,071 | $ 25,742 |
| **LIABILITIES** | | | | | | |
| Payables | | | | | | |
| Accounts Payable | | | | | - | |
| Due to other funds | 25,742 | 219,380 | 187,054 | 17,792 | 449,968 | |
| Other liabilities | 334 | | | | 334 | 25,742 |
| Total Liabilities | 26,076 | 219,380 | 187,054 | 17,792 | 450,302 | 25,742 |
| **FUND BALANCES** | | | | | | |
| Nonspendable: | | | | | | |
| Prepaid | 115,739 | | | | 115,739 | |
| Endowment | | | | 135,006 | 135,006 | |
| Restricted: Grants | | 618,378 | | | 618,378 | |
| Assigned: | | | | | | |
| Capital projects | 2,340,870 | | 40,913 | | 2,381,783 | |
| Retirement contribution | 462,749 | | | | 462,749 | |
| Terminal leave | 667,545 | | | | 667,545 | |
| Unappropriated fund balance | 170,000 | | | | 170,000 | |
| Unassigned: Fund balance | 399,569 | | | | 399,569 | |
| Total Fund Balances | 4,156,472 | 618,378 | 40,913 | 135,006 | 4,950,769 | - |
| Total Liabilities and Fund Balances | $ 4,182,548 | $ 837,758 | $ 227,967 | $ 152,798 | $ 5,401,071 | $ 25,742 |

**PORT WASHINGTON PUBLIC LIBRARY**
**Statement of Revenues and Expenditures - General Fund**
For One Month Ended July 31, 2026
8.33% of Budget Expensed

| | Budget | July 31, 2026 One Month | July 31, 2026 Year to Date | Balance Remaining | % of Annual Budget |
|---|---|---|---|---|---|
| **REVENUES** | | | | | |
| REAL PROPERTY TAXES | $ 7,830,725 | $ | $ | $ (7,830,725) | 0.0% |
| OTHER TAX ITEMS | 100,000 | | | (100,000) | 0.0% |
| FEES - LOST BOOKS | 7,500 | 435 | 435 | (7,065) | 5.8% |
| XEROX REVENUES | 9,000 | 1,118 | 1,118 | (7,882) | 12.4% |
| INTEREST | 112,200 | 9,699 | 9,699 | (102,501) | 8.6% |
| SALE OF USED BOOKS | 3,000 | | | (3,000) | 0.0% |
| SALE OF INSTRUCTIONAL SUPPLIES | | | | | N/A |
| REFUND OF PY EXPENSES | | | | | N/A |
| GIFTS & DONATIONS | | 400 | 400 | 400 | N/A |
| MISCELLANEOUS | 12,500 | 3,922 | 3,922 | (8,578) | 31.4% |
| STATE AID | 8,800 | | | (8,800) | 0.0% |
| INTERFUND TRANSFERS IN | | | | | N/A |
| Total Revenues | 8,083,725 | 15,574 | 15,574 | (8,068,151) | 0.2% |
| **EXPENDITURES** | | | | | |
| 141 CERTIFIED LIBRARIANS | | | | | |
| .01 CERT.LIB GRADE 29-27-25 | 156,140 | 17,887 | 17,887 | 138,253 | 11.5% |
| .02 CERT.LIB GRADE 21 | 121,790 | 14,653 | 14,653 | 107,137 | 12.0% |
| .03 CERT.LIB GRADE 19 | 406,430 | 35,986 | 35,986 | 370,444 | 8.9% |
| .04 CERT.LIB GRADE 17 | 446,580 | 52,152 | 52,152 | 394,428 | 11.7% |
| .05 CERT.LIB GRADE 15 | 1,132,850 | 134,027 | 134,026 | 998,824 | 11.8% |
| .06 CERT.LIB HOLIDAY & SUNDAY | 63,049 | 4,103 | 4,103 | 58,946 | 6.5% |
| TOTAL CERT. LIBRARIANS | 2,326,839 | 258,808 | 258,807 | 2,068,032 | 11.1% |
| 143 CLERICAL STAFF | | | | | |
| .01 CLERICAL GRADE 11 | 417,410 | 39,228 | 39,228 | 378,182 | 9.4% |
| .02 CLERICAL GRADE 9 | 114,910 | 13,164 | 13,164 | 101,746 | 11.5% |
| .04 CLERICAL GRADE 5 | 382,120 | 47,561 | 47,561 | 334,559 | 12.4% |
| .05 CLERICAL GRADE 3 | 45,370 | 10,610 | 10,610 | 34,760 | 23.4% |
| .06 CLERICAL HOLIDAY & SUNDAY | 25,000 | 3,680 | 3,680 | 21,320 | 14.7% |
| TOTAL CLERICAL STAFF | 984,810 | 114,243 | 114,243 | 870,567 | 11.6% |
| 143 HOURLY STAFF | | | | | |
| .12 BOOK SHELVERS-CHILDREN | 30,000 | 4,925 | 4,925 | 25,075 | 16.4% |
| .13 ENGLISH AS A SECOND LANGUA | 34,000 | 108 | 108 | 33,892 | 0.3% |
| .14 ISD | 87,000 | 14,815 | 14,815 | 72,185 | 17.0% |
| .15 COLLECTION MANAGEMENT | 161,000 | 15,401 | 15,401 | 145,599 | 9.6% |
| .18 PROCESSING OF BOOKS | 38,000 | 2,560 | 2,560 | 35,440 | 6.7% |
| .19 TECHNICIANS-MEDIA | 15,000 | 3,675 | 3,675 | 11,325 | 24.5% |
| .21 COMPUTER AIDES | 77,000 | 9,186 | 9,186 | 67,814 | 11.9% |
| .22 SUNDAY & HOLIDAYS - SUPPORT | 42,000 | 6,394 | 6,394 | 35,606 | 15.2% |
| .23 INFO. TECH SPEC. II | 13,000 | | | 13,000 | 0.0% |
| .24 COMMUNITY OUTREACH | 16,000 | | | 16,000 | 0.0% |
| TOTAL HOURLY STAFF | 513,000 | 57,064 | 57,064 | 455,936 | 11.1% |
| 143 BUILDING STAFF | | | | | |
| .31 CUSTODIAL | 331,510 | 39,175 | 39,175 | 292,335 | 11.8% |
| .32 HOLIDAYS & SUNDAY - CUSTODIA | 22,873 | 2,816 | 2,816 | 20,057 | 12.3% |
| TOTAL BUILDING STAFF | 354,383 | 41,991 | 41,991 | 312,392 | 11.8% |
| SEPARATION PAYOUTS | | | | | N/A |

**PORT WASHINGTON PUBLIC LIBRARY**
**Statement of Revenues and Expenditures - General Fund (Continued)**
For One Month Ended July 31, 2026
8.33% of Budget Expensed

| | Budget | July 31, 2026 One Month | July 31, 2026 Year to Date | Balance Remaining | % of Annual Budget |
|---|---|---|---|---|---|
| **EXPENDITURES (CONTINUED)** | | | | | |
| 9030.8 SOCIAL SECURITY | $ 319,696 | $ 34,774 | $ 34,774 | $ 284,922 | 10.9% |
| 9040.8 WORKER'S COMPENSATION | 38,000 | 14,689 | 14,689 | 23,311 | 38.7% |
| 9045.8 DISABILITY INSURANCE | 10,000 | 1,084 | 1,084 | 8,916 | 10.8% |
| 9050.8 UNEMPLOYMENT INSURANCE | 1,390 | | | 1,390 | |
| 9060.8 HOSPITAL & MEDICAL INSURANCE | | | | | |
| .01 MEDICAL | 1,117,353 | 83,600 | 83,600 | 1,033,753 | 7.5% |
| .02 DENTAL | 36,512 | 2,032 | 2,032 | 34,480 | 5.6% |
| .03 EYECARE | 2,000 | 1,189 | 1,189 | 811 | 59.5% |
| TOTAL HOSPITAL & MEDICAL INSURANCE | 1,155,865 | 86,821 | 86,821 | 1,069,044 | 7.5% |
| 9010.8 STATE RETIREMENT | 729,512 | | | 729,512 | 0.0% |
| 203 EQUIPMENT | | | | | |
| .01 EQUIPMENT - LIBRARY | 24,500 | 754 | 754 | 23,746 | 3.1% |
| .02 EQUIPMENT - COMPUTER | 16,850 | 6,882 | 6,882 | 9,968 | 40.8% |
| .03 EQUIPMENT - BUILDING | 15,000 | 1,060 | 1,060 | 13,940 | 7.1% |
| TOTAL EQUIPMENT | 56,350 | 8,696 | 8,696 | 47,654 | 15.4% |
| 410 PRINT & INFORMATION SERVICES | | | | | |
| .02 SERVICES & CONTINUATIONS | | | | - | |
| .05 BOOKS-FICTION | 50,000 | 1,719 | 1,719 | 48,281 | 3.4% |
| .06 BOOKS-NON-FICTION | 50,000 | 2,745 | 2,745 | 47,255 | 5.5% |
| .07 BOOKS-REFERENCE | 35,000 | 1,323 | 1,323 | 33,677 | 3.8% |
| .08 BOOKS-CHILDREN | 23,500 | 617 | 617 | 22,883 | 2.6% |
| .09 BOOKS-AUDIO & ELECTRONIC | 125,000 | 33,303 | 33,303 | 91,697 | 26.6% |
| .10 BOOKS-YOUNG ADULT | 15,000 | 290 | 290 | 14,710 | 1.9% |
| TOTAL PRINT & INFORMATION SERVICES | 298,500 | 39,997 | 39,997 | 258,503 | 13.4% |
| 411 MACHINE READABLE MATERIAL | | | | | |
| .02 REFERENCE SOFTWARE | 60,000 | | | 60,000 | 0.0% |
| .03 COMPUTER SOFTWARE | 40,000 | 7,333 | 7,333 | 32,667 | 18.3% |
| TOTAL MACHINE READABLE MATERIAL | 100,000 | 7,333 | 7,333 | 92,667 | 7.3% |
| 413 SERIALS | | | | | |
| .01 MICROFORM | 4,500 | | | 4,500 | 0.0% |
| .02 NON-MICROFORM | 28,000 | 2,831 | 2,831 | 25,169 | 10.1% |
| TOTAL SERIALS | 32,500 | 2,831 | 2,831 | 29,669 | 8.7% |
| 417 A-V MATERIALS | | | | | |
| .02 CHILDREN'S MATERIALS | 4,000 | 327 | 327 | 3,673 | 8.2% |
| .03 DVD | 16,000 | 523 | 523 | 15,477 | 3.3% |
| .04 YOUNG ADULT | | | | - | N/A |
| .05 DIGITAL MEDIA | 30,000 | 3,872 | 3,872 | 26,128 | 12.9% |
| TOTAL A-V MATERIALS | 50,000 | 4,722 | 4,722 | 45,278 | 9.4% |
| 417 AUDIO RECORDINGS | | | | | |
| .11 VIDEO GAME COLLECTION | 10,000 | 643 | 643 | 9,357 | 6.4% |
| .12 COMPACT DISKS | 6,000 | 189 | 189 | 5,811 | 3.2% |
| TOTAL AUDIO RECORDINGS | 16,000 | 832 | 832 | 15,168 | 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 | | | 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, 2026
8.33% of Budget Expensed

| | Budget | July 31, 2026 One Month | July 31, 2026 Year to Date | Balance Remaining | % of Annual Budget |
|---|---|---|---|---|---|
| **EXPENDITURES (CONTINUED)** | | | | | |
| 430 OFFICE & LIBRARY SUPPLIES | | | | | |
| .01 ADULT SERVICES | $ 600 | $ 170 | $ 170 | $ 430 | 28.3% |
| .02 CHILDREN'S SERVICES | 3,500 | 599 | 599 | 2,901 | 17.1% |
| .03 COLLECTION MANAGEMENT | 800 | 452 | 452 | 348 | 56.5% |
| .04 COMMUNITY INFO | 1,000 | | | 1,000 | 0.0% |
| .05 COMPUTER SERVICES | 7,600 | 608 | 608 | 6,992 | 8.0% |
| .06 INFO SERVICES | 700 | 109 | 109 | 591 | 15.6% |
| .07 MEDIA SERVICES | 7,100 | | | 7,100 | 0.0% |
| .08 GENERAL OFFICE SUPPLIES | 25,000 | 2,239 | 2,239 | 22,761 | 9.0% |
| .09 ORAL HISTORY/SPECIAL COLLEC | 2,500 | 263 | 263 | 2,237 | 10.5% |
| .10 TECHNICAL SERVICES | 8,500 | | | 8,500 | 0.0% |
| .11 OFFICE EQUIPMENT | 17,000 | 680 | 680 | 16,320 | 4.0% |
| .12 YOUNG ADULT | 400 | | | 400 | 0.0% |
| TOTAL OFFICE & LIBRARY SUPPLIES | 74,700 | 5,120 | 5,120 | 69,580 | 6.9% |
| 431 TELEPHONE | | | | | |
| .01 TELEPHONE | 25,000 | 1,310 | 1,310 | 23,690 | 5.2% |
| .02 TELEPHONE MAINTENANCE | 5,000 | | | 5,000 | 0.0% |
| TOTAL TELEPHONE | 30,000 | 1,310 | 1,310 | 28,690 | 4.4% |
| 433 POSTAGE & FREIGHT | | | | | |
| .01 POSTAGE - FREIGHT | 25,000 | 18 | 18 | 24,982 | 0.1% |
| 434 PRINTING | | | | | |
| .01 PRINTED INFO | 7,000 | 60 | 60 | 6,940 | 0.9% |
| .04 DISPLAYS & EXHIBITIONS | 5,500 | 348 | 348 | 5,152 | 6.3% |
| .05 LEGAL ADVERTISING | 5,000 | | | 5,000 | 0.0% |
| .08 NEWSLETTERS | 30,000 | 5,690 | 5,690 | 24,310 | 19.0% |
| TOTAL PRINTING | 47,500 | 6,098 | 6,098 | 41,402 | 12.8% |
| 435 TRAVEL & MILEAGE | | | | | |
| .01 MEETINGS | 13,000 | | | 13,000 | 0.0% |
| .02 MILEAGE | 1,000 | 73 | 73 | 927 | 7.3% |
| .03 STAFF DEVELOPMENT | 3,000 | | | 3,000 | 0.0% |
| TOTAL TRAVEL & MILEAGE | 17,000 | 73 | 73 | 16,927 | 0.4% |
| 436 ALIS/NLS OPERATING SYSTEM | | | | | |
| .01 CIRCULATION CHARGES | 43,000 | 11,105 | 11,105 | 31,895 | 25.8% |
| .02 OPAC/CONCURRENT SESSION C | 33,000 | 7,742 | 7,742 | 25,258 | 23.5% |
| .03 NLS | 38,000 | 37,475 | 37,475 | 525 | 98.6% |
| TOTAL ALIS/NLS OPERATING SYSTEM | 114,000 | 56,322 | 56,322 | 57,678 | 49.4% |
| 437 PROGRAM SERVICES | | | | | |
| .01 PROGRAMS -ADULT | 16,000 | 1,250 | 1,250 | 14,750 | 7.8% |
| .02 PROGRAMS - YOUNG ADULT | 7,500 | 673 | 673 | 6,827 | 9.0% |
| .03 PROGRAMS - JUVENILE | 22,000 | 2,743 | 2,743 | 19,257 | 12.5% |
| .07 MEETING ROOM EXPENSES | 1,000 | | | 1,000 | 0.0% |
| .08 OTHER PROGRAM SUPPORT | 10,000 | 271 | 271 | 9,729 | 2.7% |
| .13 MEDIA PROGRAMS | 8,500 | | | 8,500 | 0.0% |
| TOTAL PROGRAM SERVICES | 65,000 | 4,937 | 4,937 | 60,063 | 7.6% |
| 438 MEMBERSHIPS | | | | | |
| .01 MEMBERSHIPS | 5,000 | | | 5,000 | 0.0% |
| 439 RENTAL, REPAIR, MAINTENANCE OFFICE EQUIPMENT | | | | | |
| .01 EQUIPMENT | 14,000 | 2,225 | 2,225 | 11,775 | 15.9% |
| .02 COPY EQUIPMENT | 19,500 | 3,205 | 3,205 | 16,295 | 16.4% |
| .04 COMPUTER | 1,000 | | | 1,000 | 0.0% |
| .06 PIANO | 2,000 | | | 2,000 | 0.0% |
| TOTAL RENTAL REPAIR, MAINTENANCE OFFICE EQUIPMENT | 36,500 | 5,430 | 5,430 | 31,070 | 14.9% |

PORT WASHINGTON PUBLIC LIBRARY
**Statement of Revenues and Expenditures - General Fund (Continued)**
For One Month Ended July 31, 2026
8.33% of Budget Expensed

| | Budget | July 31, 2026 One Month | July 31, 2026 Year to Date | Balance Remaining | % of Annual Budget |
|---|---|---|---|---|---|
| **EXPENDITURES (CONTINUED)** | | | | | |
| 440 BUSINESS SERVICES | | | | | |
| .01 ACCOUNTING | $ 65,000 | $ 5,275 | $ 5,275 | $ 59,725 | 8.1% |
| .02 AUDIT | 20,500 | | | 20,500 | 0.0% |
| .05 ELECTION | 5,000 | | | 5,000 | 0.0% |
| .06 LEGAL | 31,150 | 630 | 630 | 30,520 | 2.0% |
| .07 PAYROLL | 28,500 | 2,360 | 2,360 | 26,140 | 8.3% |
| .09 OTHER | 20,000 | 4,405 | 4,405 | 15,595 | 22.0% |
| .10 SECURITY SERVICES | 60,000 | 2,925 | 2,925 | 57,075 | 4.9% |
| .11 COMPUTER SERVICES | 68,360 | 10,760 | 10,760 | 57,600 | 15.7% |
| .13 CREDIT CARD FEES | 2,000 | 12 | 12 | 1,988 | 0.6% |
| TOTAL BUSINESS SERVICES | 300,510 | 26,367 | 26,367 | 274,143 | 8.8% |
| 450 FUEL & UTILITIES | | | | | |
| .01 ELECTRICITY | 160,810 | 17,862 | 17,862 | 142,948 | 11.1% |
| .02 FUEL | 42,000 | | | 42,000 | 0.0% |
| .03 WATER POLLUTION CONTROL TA | 6,160 | | | 6,160 | 0.0% |
| .04 WATER TAX | 15,000 | | | 15,000 | 0.0% |
| TOTAL FUEL & UTILITIES | 223,970 | 17,862 | 17,862 | 206,108 | 8.0% |
| 451 CUSTODIAL SUPPLIES | | | | | |
| .01 BULBS | 2,200 | 902 | 902 | 1,298 | 41.0% |
| .02 HOUSEKEEPING MAINT | 14,500 | 1,421 | 1,421 | 13,079 | 9.8% |
| .03 UNIFORMS | 1,000 | | | 1,000 | 0.0% |
| .04 CLEANING SERVICES | 14,000 | | | 14,000 | 0.0% |
| TOTAL CUSTODIAL SUPPLIES | 31,700 | 2,323 | 2,323 | 29,377 | 7.3% |
| 452 REPAIRS TO BLDG & BLDG EQUIP. | | | | | |
| .01 REPAIR TO BUILDING | 60,000 | 384 | 384 | 59,616 | 0.6% |
| .02 SUPPLIES FOR BUILDING | 20,000 | 333 | 333 | 19,667 | 1.7% |
| .03 BUILDING IMPROVEMENTS | 17,000 | 1,750 | 1,750 | 15,250 | 10.3% |
| .04 REPAIRS TO EQUIPMENT | 18,000 | 10,333 | 10,333 | 7,667 | 57.4% |
| TOTAL REPAIRS TO BLDG & BLDG. EQUIP. | 115,000 | 12,800 | 12,800 | 102,200 | 11.1% |
| 454 INSURANCE | | | | | |
| .01 INSURANCE | 95,000 | | | 95,000 | 0.0% |
| 455 OTHER OPER. & MAINT. | | | | | |
| .01 MECHANICAL CONTRACTS | 33,000 | | | 33,000 | 0.0% |
| .02 GROUND MAINT. CONTRACTS | 25,000 | 325 | 325 | 24,675 | 1.3% |
| .03 BUILDING MAINT CONTRACT | 23,500 | 4,178 | 4,178 | 19,322 | 17.8% |
| TOTAL OTHER OPER. & MAINT. | 81,500 | 4,503 | 4,503 | 76,997 | 5.5% |
| DEBT SERVICE | | | | | |
| INSTALLMENT DEBT- PRINCIPAL | - | - | - | - | N/A |
| INSTALLMENT DEBT INTEREST | - | - | - | - | N/A |
| TOTAL DEBT SERVICE | | | | - | N/A |
| INTERFUND TRANSFERS | | | | | |
| OPERATING TRANSFERS OUT | 15,000 | 15,000 | 15,000 | - | 100.0% |
| TOTAL EXPENDITURES | $ 8,268,725 | $ 832,048 | $ 832,047 | 7,436,678 | 10.1% |
| NET CHANGE IN FUND BALANCE | | | (816,473) | | |
| FUND BALANCE, BEGINNING OF YEAR | | | 4,972,945 | | |
| FUND BALANCE, FISCAL YEAR TO DATE | | | $ 4,156,472 | | |

**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, 2026
8.33% of Budget Expensed

| | Special Revenue | Capital Projects | Permanent |
|---|---|---|---|
| **REVENUES** | | | |
| Interest income | 2,080 | $ - | $ 395 |
| Miscellaneous revenue | 7,210 | | |
| State sources | | | |
| Total Revenues | 9,290 | - | 395 |
| **EXPENDITURES** | | | |
| Program expenses | 39,562 | 4,595 | - |
| **OTHER FINANCING SOURCES (USES)** | | | |
| Operating transfers in | 395 | 15,000 | - |
| Operating transfers (out) | - | - | (395) |
| Total Other Financing Sources (Uses) | 395 | 15,000 | (395) |
| Net Change in Fund Balance | (29,877) | 10,405 | - |
| Fund Balance - Beginning of year | 648,255 | 30,508 | 135,006 |
| Fund Balance - End of month | $ 618,378 | $ 40,913 | $ 135,006 |

| **INTEREST REVENUE** | Current Month | Year To Date |
|---|---|---|
| General Fund & Capital Projects Fund | $ 9,699 | $ 9,699 |
| Special Revenue Fund | 2,080 | 2,080 |
| Permanent Fund | 395 | 395 |
| | $ 12,174 | $ 12,174 |

Note: Interest earned in the capital projects fund bank account is recorded in the general fund and is reflected on page 2 of this report. Additionally, interest earned in the permanent fund bank account gets transferred to the special revenue fund on a monthly basis.

**PORT WASHINGTON PUBLIC LIBRARY**
**Detailed Schedule of Fund Balance**
**Special Revenue Fund**
For One Month Ended July 31, 2026

**Assigned for Special Programs**

| | |
|---|---|
| 9/11 PROJECT - 10/02 - SHODELL | $ 149 |
| ADULT LITERACY GRANT/BOOKS FOR DESSERT | 6,520 |
| AMERICAN GIRL DOLLS | 137 |
| ART ADVISORY COUNCIL | 11,580 |
| BRONSON | 12,348 |
| BROWN | 6,599 |
| BURTIS | 21,851 |
| CHILDREN'S ADVISORY COUNCIL | 6,974 |
| CHILDRENS GRANT | 2,395 |
| CONSTRUCTION GRANT | 655 |
| CREATIVE READERS | (10,000) |
| EPSTEIN BOOK FUND | 419 |
| ESL GRANT SUPPLIES/MATERIALS | 326 |
| FENDRICK MEMORIAL | 1,471 |
| FOUNDATION GRANT CAREER COACHING | 6,255 |
| FRIENDS OF THE LIBRARY | (4,721) |
| FRIENDS OF THE LIBRARY-BOGEN | 49,837 |
| GOODMAN ASSISTIVE TECHNOLOGY | 7,031 |
| HEALTH ADVISORY COUNCIL | 5,403 |
| HEALTH INFORMATION - ANTI SMOKING | 19,596 |
| HEARTS GRANT | 25 |
| HOMEGROWN READERS | 22,850 |
| JOB SEARCH BOOT CAMP GRANT | 3 |
| MAKERSPACE | 3,610 |
| MISCELLANEOUS WORKSHOPS | 13,149 |
| MORSE FUND | 2,101 |
| MUSIC ADVISORY COUNCIL | 18,473 |
| NAUTICAL CENTER | 255,847 |
| NEA CREATIVE READERS | 171 |
| NLS BULLET AID | 16,963 |
| NLS STATE GRANT COMPUTERS | 777 |
| NYS CONSTRUCTION GRANT | 3,746 |
| NYS LOBBY RENOVATION GRANT | 12,408 |
| NYS MEDIA ROOM RENO GRANT | 13,867 |
| OUTDOOR WIFI | 716 |
| PUBLICATION FUND | 8,113 |
| REGIONAL TECH & MEDIA | 952 |
| ROBERT STERN | 233 |
| S. STEYN MEMORIAL | 8,911 |
| SALTZMAN GRANT | 7,274 |
| SMALL STUDY ROOM | 1,366 |
| SPECIAL TRUST ACCOUNT (MISC) | 3,049 |
| SPIELMAN STORY TELLING | 424 |
| T. BIER FUND | 11,524 |
| TEPPER INTERGENERATIONAL | 1,090 |
| THEATER FOR DESSERT | 6,704 |
| UNDERHILL | 26,006 |
| UNGER/BESLITY MEMORIAL - TERRACE | 12,044 |
| VERA FIDDLER | 298 |
| WHITTEMORE MEMORIAL | 2,402 |
| WIFI HOTSPOTS | 65 |
| ZUCKER GRANT | 18,392 |
| | $ 618,378 |

Port Washington Public Library
Variance Report
As of July 31, 2026

**Expenditures -**

- 143.05 Clerical Grade 5 - Expenditures are coming in higher than originally anticipated
- 143.19 Technicians-Media - Expenditures are coming in higher than originally anticipated.
- 9040.8 Workers Comp – 2026-2027 workers comp bill paid to Salerno in July
- 411.02 Computer Equipment – IMAC purchases from Apple made in July for $6,882
- 410.09 Books Audio & Electronic – comprised of e-book and audiobook purchases from Overdrive Inc.
- 430.03 Collection Management - Cash drawer and thermal rolls were purchased in July
- 436.01 Circulation Charges – Quarterly payment made in July
- 436.02 OPAC - Quarterly payment made in July
- 436.03 NLS – Annual membership payment made in July
- 440.09 Other – Includes two months of wifi expenditures from T-Mobile
- 452.04 Repairs to Equipment – Main expense was for the repairs to the MZI unit, replacing the motor and pully in July.

**PORT WASHINGTON PUBLIC LIBRARY**
**Balance Sheet - Governmental Funds**
August 31, 2026
8.33% of Budget Expensed

| | General | Special Aid | Capital Projects | Permanent | Total Governmental Funds | Fiduciary Fund Agency |
|---|---|---|---|---|---|---|
| **ASSETS** | | | | | | |
| Cash | | | | | | |
| Unrestricted | $ 4,389,309 | $ 805,942 | $ 228,558 | $ | $ 5,423,809 | $ |
| Restricted | | | | 153,195 | 153,195 | |
| Receivables | | | | | | |
| Accounts receivable | | | | | - | |
| Due from other funds | 422,738 | 18,189 | | | 440,927 | 29,627 |
| Due from component unit | (32) | 12,438 | | | 12,406 | |
| Prepaids | 6,758 | 3,670 | | | 10,428 | |
| Other Assets | 630 | | | | 630 | |
| Total Assets | $ 4,819,403 | $ 840,239 | $ 228,558 | $ 153,195 | $ 6,041,395 | $ 29,627 |
| **LIABILITIES** | | | | | | |
| Payables | | | | | | |
| Accounts Payable | | | | | - | |
| Due to other funds | 29,627 | 231,393 | 191,345 | 18,189 | 470,554 | |
| Other liabilities | 334 | | | | 334 | 29,627 |
| Total Liabilities | 29,961 | 231,393 | 191,345 | 18,189 | 470,888 | 29,627 |
| **FUND BALANCES** | | | | | | |
| Nonspendable: | | | | | | |
| Prepaid | 7,388 | | | | 7,388 | |
| Endowment | | | | 135,006 | 135,006 | |
| Restricted: Grants | | 608,846 | | | 608,846 | |
| Assigned: | | | | | | |
| Capital projects | 2,355,870 | | 37,213 | | 2,393,083 | |
| Retirement contribution | 462,749 | | | | 462,749 | |
| Terminal leave | 667,545 | | | | 667,545 | |
| Unappropriated fund balance | 170,000 | | | | 170,000 | |
| Unassigned: Fund balance | 1,125,890 | | | | 1,125,890 | |
| Total Fund Balances | 4,789,442 | 608,846 | 37,213 | 135,006 | 5,570,507 | - |
| Total Liabilities and Fund Balances | $ 4,819,403 | $ 840,239 | $ 228,558 | $ 153,195 | $ 6,041,395 | $ 29,627 |

**PORT WASHINGTON PUBLIC LIBRARY**
**Statement of Revenues and Expenditures - General Fund**
For One Month and Two months Ended August 31, 2026
16.67% of Budget Expensed

| | Budget | August 31, 2026 One Month | August 31, 2026 Year to Date | Balance Remaining | % of Annual Budget |
|---|---|---|---|---|---|
| **REVENUES** | | | | | |
| REAL PROPERTY TAXES | $ 7,830,725 | $ 1,305,121 | $ 1,305,121 | $ (6,525,604) | 16.7% |
| OTHER TAX ITEMS | 100,000 | 3,959 | 3,959 | (96,041) | 4.0% |
| FEES - LOST BOOKS | 7,500 | 258 | 693 | (6,807) | 9.2% |
| XEROX REVENUES | 9,000 | 1,298 | 2,416 | (6,584) | 26.8% |
| INTEREST | 112,200 | 8,012 | 17,711 | (94,489) | 15.8% |
| SALE OF USED BOOKS | 3,000 | | | (3,000) | 0.0% |
| SALE OF INSTRUCTIONAL SUPPLIES | | | | | N/A |
| REFUND OF PY EXPENSES | | 83 | 83 | 83 | N/A |
| GIFTS & DONATIONS | | 2,000 | 2,400 | 2,400 | N/A |
| MISCELLANEOUS | 12,500 | 425 | 4,347 | (8,153) | 34.8% |
| STATE AID | 8,800 | 9,229 | 9,229 | 429 | 104.9% |
| INTERFUND TRANSFERS IN | | | | | N/A |
| Total Revenues | 8,083,725 | 1,330,385 | 1,345,959 | (6,737,766) | 16.7% |
| **EXPENDITURES** | | | | | |
| 141 CERTIFIED LIBRARIANS | | | | | |
| .01 CERT.LIB GRADE 29-27-25 | 156,140 | 12,011 | 29,898 | 126,242 | 19.1% |
| .02 CERT.LIB GRADE 21 | 121,790 | 9,368 | 24,021 | 97,769 | 19.7% |
| .03 CERT.LIB GRADE 19 | 406,430 | 24,164 | 60,150 | 346,280 | 14.8% |
| .04 CERT.LIB GRADE 17 | 446,580 | 35,015 | 87,167 | 359,413 | 19.5% |
| .05 CERT.LIB GRADE 15 | 1,132,850 | 87,699 | 221,724 | 911,126 | 19.6% |
| .06 CERT.LIB HOLIDAY & SUNDAY | 63,049 | | 4,103 | 58,946 | 6.5% |
| TOTAL CERT. LIBRARIANS | 2,326,839 | 168,257 | 427,063 | 1,899,776 | 18.4% |
| 143 CLERICAL STAFF | | | | | |
| .01 CLERICAL GRADE 11 | 417,410 | 26,294 | 65,522 | 351,888 | 15.7% |
| .02 CLERICAL GRADE 9 | 114,910 | 8,993 | 22,157 | 92,753 | 19.3% |
| .04 CLERICAL GRADE 5 | 382,120 | 31,916 | 79,477 | 302,643 | 20.8% |
| .05 CLERICAL GRADE 3 | 45,370 | 7,124 | 17,734 | 27,636 | 39.1% |
| .06 CLERICAL HOLIDAY & SUNDAY | 25,000 | | 3,680 | 21,320 | 14.7% |
| TOTAL CLERICAL STAFF | 984,810 | 74,327 | 188,570 | 796,240 | 19.1% |
| 143 HOURLY STAFF | | | | | |
| .12 BOOK SHELVERS-CHILDREN | 30,000 | 3,717 | 8,642 | 21,358 | 28.8% |
| .13 ENGLISH AS A SECOND LANGUA | 34,000 | | 108 | 33,892 | 0.3% |
| .14 ISD | 87,000 | 10,932 | 25,747 | 61,253 | 29.6% |
| .15 COLLECTION MANAGEMENT | 161,000 | 11,312 | 26,713 | 134,287 | 16.6% |
| .18 PROCESSING OF BOOKS | 38,000 | 2,406 | 4,966 | 33,034 | 13.1% |
| .19 TECHNICIANS-MEDIA | 15,000 | 2,030 | 5,705 | 9,295 | 38.0% |
| .21 COMPUTER AIDES | 77,000 | 6,620 | 15,806 | 61,194 | 20.5% |
| .22 SUNDAY & HOLIDAYS - SUPPORT | 42,000 | | 6,394 | 35,606 | 15.2% |
| .23 INFO. TECH SPEC. II | 13,000 | | | 13,000 | 0.0% |
| .24 COMMUNITY OUTREACH | 16,000 | | | 16,000 | 0.0% |
| TOTAL HOURLY STAFF | 513,000 | 37,017 | 94,081 | 418,919 | 18.3% |
| 143 BUILDING STAFF | | | | | |
| .31 CUSTODIAL | 331,510 | 26,203 | 65,378 | 266,132 | 19.7% |
| .32 HOLIDAYS & SUNDAY - CUSTODIA | 22,873 | | 2,816 | 20,057 | 12.3% |
| TOTAL BUILDING STAFF | 354,383 | 26,203 | 68,194 | 286,189 | 19.2% |
| 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, 2026
16.67% of Budget Expensed

| | Budget | August 31, 2026 One Month | Year to Date | Balance Remaining | % of Annual Budget |
|---|---|---|---|---|---|
| **EXPENDITURES (CONTINUED)** | | | | | |
| 9030.8 SOCIAL SECURITY | $ 319,696 | $ 22,103 | $ 56,877 | $ 262,819 | 17.8% |
| 9040.8 WORKER'S COMPENSATION | 38,000 | | 14,689 | 23,311 | 38.7% |
| 9045.8 DISABILITY INSURANCE | 10,000 | (185) | 899 | 9,101 | 9.0% |
| 9050.8 UNEMPLOYMENT INSURANCE | 1,390 | | | 1,390 | |
| 9060.8 HOSPITAL & MEDICAL INSURANCE | | | | | |
| .01 MEDICAL | 1,117,353 | 200,368 | 283,968 | 833,385 | 25.4% |
| .02 DENTAL | 36,512 | 6,590 | 8,622 | 27,890 | 23.6% |
| .03 EYECARE | 2,000 | 45 | 1,234 | 766 | 61.7% |
| TOTAL HOSPITAL & MEDICAL INSURANCE | 1,155,865 | 207,003 | 293,824 | 862,041 | 25.4% |
| 9010.8 STATE RETIREMENT | 729,512 | | | 729,512 | 0.0% |
| 203 EQUIPMENT | | | | | |
| .01 EQUIPMENT - LIBRARY | 24,500 | 696 | 1,450 | 23,050 | 5.9% |
| .02 EQUIPMENT - COMPUTER | 16,850 | 1,001 | 7,883 | 8,967 | 46.8% |
| .03 EQUIPMENT - BUILDING | 15,000 | 1,196 | 2,256 | 12,744 | 15.0% |
| TOTAL EQUIPMENT | 56,350 | 2,893 | 11,589 | 44,761 | 20.6% |
| 410 PRINT & INFORMATION SERVICES | | | | | |
| .02 SERVICES & CONTINUATIONS | | | | - | |
| .05 BOOKS-FICTION | 50,000 | 4,997 | 6,716 | 43,284 | 13.4% |
| .06 BOOKS-NON-FICTION | 50,000 | 1,844 | 4,589 | 45,411 | 9.2% |
| .07 BOOKS-REFERENCE | 35,000 | 1,323 | 2,646 | 32,354 | 7.6% |
| .08 BOOKS-CHILDREN | 23,500 | 2,067 | 2,684 | 20,816 | 11.4% |
| .09 BOOKS-AUDIO & ELECTRONIC | 125,000 | 13,136 | 46,439 | 78,561 | 37.2% |
| .10 BOOKS-YOUNG ADULT | 15,000 | 172 | 462 | 14,538 | 3.1% |
| TOTAL PRINT & INFORMATION SERVICES | 298,500 | 23,539 | 63,536 | 234,964 | 21.3% |
| 411 MACHINE READABLE MATERIAL | | | | | |
| .02 REFERENCE SOFTWARE | 60,000 | 9,990 | 9,990 | 50,010 | 16.7% |
| .03 COMPUTER SOFTWARE | 40,000 | 1,051 | 8,384 | 31,616 | 21.0% |
| TOTAL MACHINE READABLE MATERIAL | 100,000 | 11,041 | 18,374 | 81,626 | 18.4% |
| 413 SERIALS | | | | | |
| .01 MICROFORM | 4,500 | | | 4,500 | 0.0% |
| .02 NON-MICROFORM | 28,000 | 21,907 | 24,738 | 3,262 | 88.4% |
| TOTAL SERIALS | 32,500 | 21,907 | 24,738 | 7,762 | 76.1% |
| 417 A-V MATERIALS | | | | | |
| .02 CHILDREN'S MATERIALS | 4,000 | 170 | 497 | 3,503 | 12.4% |
| .03 DVD | 16,000 | 2,095 | 2,618 | 13,382 | 16.4% |
| .04 YOUNG ADULT | | | | - | N/A |
| .05 DIGITAL MEDIA | 30,000 | 3,728 | 7,600 | 22,400 | 25.3% |
| TOTAL A-V MATERIALS | 50,000 | 5,993 | 10,715 | 39,285 | 21.4% |
| 417 AUDIO RECORDINGS | | | | | |
| .11 VIDEO GAME COLLECTION | 10,000 | 378 | 1,021 | 8,979 | 10.2% |
| .12 COMPACT DISKS | 6,000 | 783 | 972 | 5,028 | 16.2% |
| TOTAL AUDIO RECORDINGS | 16,000 | 1,161 | 1,993 | 14,007 | 12.5% |
| 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 and Two months Ended August 31, 2026
16.67% of Budget Expensed

| | Budget | August 31, 2026 One Month | August 31, 2026 Year to Date | Balance Remaining | % of Annual Budget |
|---|---|---|---|---|---|
| **EXPENDITURES (CONTINUED)** | | | | | |
| 430 OFFICE & LIBRARY SUPPLIES | | | | | |
| .01 ADULT SERVICES | $ 600 | $ 149 | $ 319 | $ 281 | 53.2% |
| .02 CHILDREN'S SERVICES | 3,500 | 616 | 1,215 | 2,285 | 34.7% |
| .03 COLLECTION MANAGEMENT | 800 | | 452 | 348 | 56.5% |
| .04 COMMUNITY INFO | 1,000 | (608) | | 1,000 | 0.0% |
| .05 COMPUTER SERVICES | 7,600 | 1,362 | 1,471 | 6,129 | 19.4% |
| .06 INFO SERVICES | 700 | 109 | 109 | 591 | 15.6% |
| .07 MEDIA SERVICES | 7,100 | | | 7,100 | 0.0% |
| .08 GENERAL OFFICE SUPPLIES | 25,000 | 3,475 | 5,714 | 19,286 | 22.9% |
| .09 ORAL HISTORY/SPECIAL COLLEC | 2,500 | | 263 | 2,237 | 10.5% |
| .10 TECHNICAL SERVICES | 8,500 | | | 8,500 | 0.0% |
| .11 OFFICE EQUIPMENT | 17,000 | 4,472 | 5,152 | 11,848 | 30.3% |
| .12 YOUNG ADULT | 400 | | | 400 | 0.0% |
| TOTAL OFFICE & LIBRARY SUPPLIES | 74,700 | 9,575 | 14,695 | 60,005 | 19.7% |
| | | | | | |
| 431 TELEPHONE | | | | | |
| .01 TELEPHONE | 25,000 | 1,385 | 2,695 | 22,305 | 10.8% |
| .02 TELEPHONE MAINTENANCE | 5,000 | | | 5,000 | 0.0% |
| TOTAL TELEPHONE | 30,000 | 1,385 | 2,695 | 27,305 | 9.0% |
| | | | | | |
| 433 POSTAGE & FREIGHT | | | | | |
| .01 POSTAGE - FREIGHT | 25,000 | 35 | 53 | 24,947 | 0.2% |
| | | | | | |
| 434 PRINTING | | | | | |
| .01 PRINTED INFO | 7,000 | 807 | 867 | 6,133 | 12.4% |
| .04 DISPLAYS & EXHIBITIONS | 5,500 | | 348 | 5,152 | 6.3% |
| .05 LEGAL ADVERTISING | 5,000 | | | 5,000 | 0.0% |
| .08 NEWSLETTERS | 30,000 | | 5,690 | 24,310 | 19.0% |
| TOTAL PRINTING | 47,500 | 807 | 6,905 | 40,595 | 14.5% |
| | | | | | |
| 435 TRAVEL & MILEAGE | | | | | |
| .01 MEETINGS | 13,000 | | | 13,000 | 0.0% |
| .02 MILEAGE | 1,000 | | 73 | 927 | 7.3% |
| .03 STAFF DEVELOPMENT | 3,000 | | | 3,000 | 0.0% |
| TOTAL TRAVEL & MILEAGE | 17,000 | | 73 | 16,927 | 0.4% |
| | | | | | |
| 436 ALIS/NLS OPERATING SYSTEM | | | | | |
| .01 CIRCULATION CHARGES | 43,000 | | 11,105 | 31,895 | 25.8% |
| .02 OPAC/CONCURRENT SESSION C | 33,000 | | 7,742 | 25,258 | 23.5% |
| .03 NLS | 38,000 | | 37,475 | 525 | 98.6% |
| TOTAL ALIS/NLS OPERATING SYSTEM | 114,000 | | 56,322 | 57,678 | 49.4% |
| | | | | | |
| 437 PROGRAM SERVICES | | | | | |
| .01 PROGRAMS -ADULT | 16,000 | 1,631 | 2,881 | 13,119 | 18.0% |
| .02 PROGRAMS - YOUNG ADULT | 7,500 | 1,069 | 1,742 | 5,758 | 23.2% |
| .03 PROGRAMS - JUVENILE | 22,000 | 811 | 3,554 | 18,446 | 16.2% |
| .07 MEETING ROOM EXPENSES | 1,000 | | | 1,000 | 0.0% |
| .08 OTHER PROGRAM SUPPORT | 10,000 | 271 | 542 | 9,458 | 5.4% |
| .13 MEDIA PROGRAMS | 8,500 | 4,250 | 4,250 | 4,250 | 50.0% |
| TOTAL PROGRAM SERVICES | 65,000 | 8,032 | 12,969 | 52,031 | 20.0% |
| | | | | | |
| 438 MEMBERSHIPS | | | | | |
| .01 MEMBERSHIPS | 5,000 | 540 | 540 | 4,460 | 10.8% |
| | | | | | |
| 439 RENTAL, REPAIR, MAINTENANCE OFFICE EQUIPMENT | | | | | |
| .01 EQUIPMENT | 14,000 | 632 | 2,857 | 11,143 | 20.4% |
| .02 COPY EQUIPMENT | 19,500 | 1,310 | 4,515 | 14,985 | 23.2% |
| .04 COMPUTER | 1,000 | | | 1,000 | 0.0% |
| .06 PIANO | 2,000 | | | 2,000 | 0.0% |
| TOTAL RENTAL REPAIR, MAINTENANCE OFFICE EQUIPMENT | 36,500 | 1,942 | 7,372 | 29,128 | 20.2% |

**PORT WASHINGTON PUBLIC LIBRARY**
**Statement of Revenues and Expenditures - General Fund (Continued)**
For One Month and Two months Ended August 31, 2026
16.67% of Budget Expensed

| | Budget | August 31, 2026 One Month | Year to Date | Balance Remaining | % of Annual Budget |
|---|---|---|---|---|---|
| **EXPENDITURES (CONTINUED)** | | | | | |
| 440 BUSINESS SERVICES | | | | | |
| .01 ACCOUNTING | $ 65,000 | $ 5,545 | $ 10,820 | $ 54,180 | 16.6% |
| .02 AUDIT | 20,500 | | | 20,500 | 0.0% |
| .05 ELECTION | 5,000 | | | 5,000 | 0.0% |
| .06 LEGAL | 31,150 | 5,121 | 5,751 | 25,399 | 18.5% |
| .07 PAYROLL | 28,500 | 2,303 | 4,663 | 23,837 | 16.4% |
| .09 OTHER | 20,000 | 7,103 | 11,508 | 8,492 | 57.5% |
| .10 SECURITY SERVICES | 60,000 | 5,459 | 8,384 | 51,616 | 14.0% |
| .11 COMPUTER SERVICES | 68,360 | 5,622 | 16,382 | 51,978 | 24.0% |
| .13 CREDIT CARD FEES | 2,000 | | 12 | 1,988 | 0.6% |
| TOTAL BUSINESS SERVICES | 300,510 | 31,153 | 57,520 | 242,990 | 19.1% |
| 450 FUEL & UTILITIES | | | | | |
| .01 ELECTRICITY | 160,810 | 20,328 | 38,190 | 122,620 | 23.7% |
| .02 FUEL | 42,000 | 57 | 57 | 41,943 | 0.1% |
| .03 WATER POLLUTION CONTROL TA | 6,160 | | | 6,160 | 0.0% |
| .04 WATER TAX | 15,000 | | | 15,000 | 0.0% |
| TOTAL FUEL & UTILITIES | 223,970 | 20,385 | 38,247 | 185,723 | 17.1% |
| 451 CUSTODIAL SUPPLIES | | | | | |
| .01 BULBS | 2,200 | 25 | 927 | 1,273 | 42.1% |
| .02 HOUSEKEEPING MAINT | 14,500 | 2,789 | 4,210 | 10,290 | 29.0% |
| .03 UNIFORMS | 1,000 | 33 | 33 | 967 | 3.3% |
| .04 CLEANING SERVICES | 14,000 | | | 14,000 | 0.0% |
| TOTAL CUSTODIAL SUPPLIES | 31,700 | 2,847 | 5,170 | 26,530 | 16.3% |
| 452 REPAIRS TO BLDG & BLDG EQUIP. | | | | | |
| .01 REPAIR TO BUILDING | 60,000 | 716 | 1,100 | 58,900 | 1.8% |
| .02 SUPPLIES FOR BUILDING | 20,000 | 5,484 | 5,817 | 14,183 | 29.1% |
| .03 BUILDING IMPROVEMENTS | 17,000 | | 1,750 | 15,250 | 10.3% |
| .04 REPAIRS TO EQUIPMENT | 18,000 | 971 | 11,304 | 6,696 | 62.8% |
| TOTAL REPAIRS TO BLDG & BLDG. EQUIP. | 115,000 | 7,171 | 19,971 | 95,029 | 17.4% |
| 454 INSURANCE | | | | | |
| .01 INSURANCE | 95,000 | | | 95,000 | 0.0% |
| 455 OTHER OPER. & MAINT. | | | | | |
| .01 MECHANICAL CONTRACTS | 33,000 | 4,884 | 4,884 | 28,116 | 14.8% |
| .02 GROUND MAINT. CONTRACTS | 25,000 | 4,045 | 4,370 | 20,630 | 17.5% |
| .03 BUILDING MAINT CONTRACT | 23,500 | 3,356 | 7,534 | 15,966 | 32.1% |
| TOTAL OTHER OPER. & MAINT. | 81,500 | 12,285 | 16,788 | 64,712 | 20.6% |
| DEBT SERVICE | | | | | |
| INSTALLMENT DEBT- PRINCIPAL | - | - | - | - | N/A |
| INSTALLMENT DEBT INTEREST | - | - | - | - | N/A |
| TOTAL DEBT SERVICE | | | | - | N/A |
| INTERFUND TRANSFERS | | | | | |
| OPERATING TRANSFERS OUT | 15,000 | - | 15,000 | - | 100.0% |
| TOTAL EXPENDITURES | $ 8,268,725 | $ 697,416 | $ 1,529,462 | 6,739,263 | 18.5% |
| NET CHANGE IN FUND BALANCE | | | (183,503) | | |
| FUND BALANCE, BEGINNING OF YEAR | | | 4,972,945 | | |
| FUND BALANCE, FISCAL YEAR TO DATE | | | $ 4,789,442 | | |

**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, 2026
16.67% of Budget Expensed

| | Special Revenue | Capital Projects | Permanent |
|---|---|---|---|
| **REVENUES** | | | |
| Interest income | 4,164 | $ - | $ 792 |
| Miscellaneous revenue | 20,530 | | |
| State sources | | | |
| Total Revenues | 24,694 | - | 792 |
| **EXPENDITURES** | | | |
| Program expenses | 64,895 | 8,295 | - |
| **OTHER FINANCING SOURCES (USES)** | | | |
| Operating transfers in | 792 | 15,000 | - |
| Operating transfers (out) | - | - | (792) |
| Total Other Financing Sources (Uses) | 792 | 15,000 | (792) |
| Net Change in Fund Balance | (39,409) | 6,705 | - |
| Fund Balance - Beginning of year | 648,255 | 30,508 | 135,006 |
| Fund Balance - End of month | $ 608,846 | $ 37,213 | $ 135,006 |

| **INTEREST REVENUE** | Current Month | Year To Date |
|---|---|---|
| General Fund & Capital Projects Fund | $ 8,012 | $ 17,711 |
| Special Revenue Fund | 2,084 | 4,164 |
| Permanent Fund | 397 | 792 |
| | $ 10,493 | $ 22,667 |

Note: Interest earned in the capital projects fund bank account is recorded in the general fund and is reflected on page 2 of this report. Additionally, interest earned in the permanent fund bank account gets transferred to the special revenue fund on a monthly basis.

**PORT WASHINGTON PUBLIC LIBRARY**
**Detailed Schedule of Fund Balance**
**Special Revenue Fund**
For One Month and Two months Ended August 31, 2026

**Assigned for Special Programs**

| | | |
|---|---|---|
| 9/11 PROJECT - 10/02 - SHODELL | $ | 149 |
| ADULT LITERACY GRANT/BOOKS FOR DESSERT | | 6,543 |
| AMERICAN GIRL DOLLS | | 137 |
| ART ADVISORY COUNCIL | | 11,685 |
| BRONSON | | 12,391 |
| BROWN | | 6,621 |
| BURTIS | | 21,925 |
| CHILDREN'S ADVISORY COUNCIL | | 6,998 |
| CHILDRENS GRANT | | 2,403 |
| CONSTRUCTION GRANT | | 657 |
| CREATIVE READERS | | (10,000) |
| EPSTEIN BOOK FUND | | 420 |
| ESL GRANT SUPPLIES/MATERIALS | | 327 |
| FENDRICK MEMORIAL | | 1,476 |
| FOUNDATION GRANT CAREER COACHING | | 6,276 |
| FRIENDS OF THE LIBRARY | | (4,820) |
| FRIENDS OF THE LIBRARY-BOGEN | | 49,850 |
| GOODMAN ASSISTIVE TECHNOLOGY | | 7,055 |
| HEALTH ADVISORY COUNCIL | | 4,166 |
| HEALTH INFORMATION - ANTI SMOKING | | 19,663 |
| HEARTS GRANT | | 25 |
| HOMEGROWN READERS | | 22,708 |
| JOB SEARCH BOOT CAMP GRANT | | 4 |
| MAKERSPACE | | 3,622 |
| MISCELLANEOUS WORKSHOPS | | 12,604 |
| MORSE FUND | | 2,108 |
| MUSIC ADVISORY COUNCIL | | 16,281 |
| NAUTICAL CENTER | | 249,537 |
| NEA CREATIVE READERS | | 172 |
| NLS BULLET AID | | 17,021 |
| NLS STATE GRANT COMPUTERS | | 779 |
| NYS CONSTRUCTION GRANT | | 3,758 |
| NYS LOBBY RENOVATION GRANT | | 12,450 |
| NYS MEDIA ROOM RENO GRANT | | 13,914 |
| OUTDOOR WIFI | | 719 |
| PUBLICATION FUND | | 8,113 |
| REGIONAL TECH & MEDIA | | 955 |
| ROBERT STERN | | 234 |
| S. STEYN MEMORIAL | | 8,941 |
| SALTZMAN GRANT | | 7,299 |
| SMALL STUDY ROOM | | 1,370 |
| SPECIAL TRUST ACCOUNT (MISC) | | 3,059 |
| SPIELMAN STORY TELLING | | 426 |
| T. BIER FUND | | 11,563 |
| TEPPER INTERGENERATIONAL | | 1,093 |
| THEATER FOR DESSERT | | 6,726 |
| UNDERHILL | | 26,129 |
| UNGER/BESLITY MEMORIAL - TERRACE | | 12,085 |
| VERA FIDDLER | | 299 |
| WHITTEMORE MEMORIAL | | 2,410 |
| WIFI HOTSPOTS | | 65 |
| ZUCKER GRANT | | 18,455 |
| | $ | 608,846 |

Port Washington Public Library
Variance Report
As of August 31, 2026

**Revenues –**

- State Aid – Received 90% payment from LLSA in August for $9,229

**Expenditures -**

- 143.05 Clerical Grade 3 - Expenditures are coming in higher than originally anticipated
- 143.12 Bookshelvers Children - Expenditures are coming in higher than originally anticipated
- 143.14 ISD - Expenditures are coming in higher than originally anticipated
- 143.19 Technicians-Media - Expenditures are coming in higher than originally anticipated.
- 9040.8 Workers Comp – 2026-2027 workers comp bill paid to Salerno in July
- 411.02 Computer Equipment – IMAC purchases from Apple made in July for $6,882
- 410.09 Books Audio & Electronic – Comprised of e-book and audiobook purchases from Overdrive Inc.
- 413.02 Non-Microform – Main expense is annual magazine subscriptions through Rivistas for $21,741
- 430.02 Children's Services – Comprised of supplies, puzzles, and childrens books
- 430.03 Collection Management – Cash drawer and thermal rolls were purchased in July
- 430.11 Office Equipment – Includes purchase of sublimation ink catridges.
- 436.03 NLS – Annual membership payment made in July
- 437.13 Media Programs – Media expenses moved from FOL media account
- 440.09 Other – Includes two months of Wi-Fi expenditures from T-Mobile
- 451.02 Housekeeping Maintenance – Includes purchases of various cleaning supplies and paper goods
- 452.02 Supplies for Building – Mainly includes HVAC filters and new lobby carpet
- 452.04 Repairs to Equipment – Main expense was for the repairs to the MZI unit, replacing the motor and pully in July.
- 455.03 Building Maintenance Contract – Includes elevator and HVAC maintenance contract expenditures

2026

# NASSAU COUNTY

# EARLY VOTING

## Saturday, October 24th through Sunday, November 1st

**Days and Hours as follows:**

**Sat, October 24th - 9am to 6pm**
**Sun, October 25th - 9am to 6pm**
**Mon, October 26th - 7am to 6pm**
**Tues, October 27th - 10am to 7pm***
**Wed, October 28th - 10am to 7pm***
**Thurs, October 29th - 9am to 6pm**
**Fri, October 30th - 9am to 6pm**
**Sat, October 31st - 9am to 6pm**
**Sun, November 1st - 9am to 6pm**

*On Tue. Oct. 27th & Wed. Oct. 28th, the Board of Elections Early Voting site in Mineola only is open an additional hour – until 8pm.

## EARLY VOTING LOCATIONS

- **FIRST PRESBYTERIAN CHURCH**
  717 St. Lukes Pl, Baldwin, NY 11510
- **OYSTER BAY ICE RINK**
  1001 Stewart Ave, Bethpage, NY 11714
- **ELMONT PUBLIC LIBRARY**
  700 Hempstead Tpke, Elmont, NY 11003
- **FLORAL PARK RECREATION CENTER**
  124 Stewart St, Floral Park, NY 11001
- **FREEPORT RECREATION CENTER**
  130 East Merrick Rd, Freeport, NY 11520
- **ST. PAUL'S RECREATION CENTER**
  295 Stewart Ave, Garden City, NY 11530
- **GLEN COVE CITY HALL**
  9 Glen St, Glen Cove, NY 11542
- **GREAT NECK HOUSE**
  14 Arrandale Ave, Great Neck, NY 11024
- **HEMPSTEAD REC. CENTER / KENNEDY PARK**
  335 Greenwich St, Hempstead, NY 11550
- **HICKSVILLE LEVITTOWN HALL**
  201 Levittown Pkwy, Hicksville, NY 11801
- **ISLAND PARK LIBRARY**
  176 Long Beach Rd, Island Park, NY 11558
- **LAWRENCE COUNTRY CLUB**
  101 Causeway, Lawrence, NY 11559
- **LONG BEACH CITY HALL**
  1 West Chester St, Long Beach, NY 11561
- **MASSAPEQUA TOWN HALL SOUTH**
  977 Hicksville Rd, Massapequa, NY 11758
- **EMPIRE HOSE COMPANY #3**
  2300 Merrick Ave, Merrick, NY 11566
- **NASSAU COUNTY BOARD OF ELECTIONS**
  240 Old Country Rd, Mineola, NY 11501
- **MICHAEL J TULLY PARK**
  1801 Evergreen Ave, New Hyde Park, NY 11040
- **PLAINVIEW MID-ISLAND Y JCC**
  45 Manetto Hill Rd, Plainview, NY 11803
- **PORT WASHINGTON LIBRARY**
  1 Library Dr, Port Washington, NY 11050
- **ROCKVILLE CENTRE PUBLIC LIBRARY**
  221 N. Village Ave, Rockville Centre, NY 11570
- **GAYLE COMMUNITY CENTER**
  53 Orchard St, Roslyn Heights, NY 11577
- **JOHN J BYRNE COMMUNITY CENTER**
  925 Jerusalem Ave, Uniondale, NY 11553
- **VALLEY STREAM PRESBYTERIAN CHURCH**
  130 S. Central Ave, Valley Stream, NY 11580
- **ST. FRANCES DE CHANTAL CHURCH**
  1309 Wantagh Ave, Wantagh, NY 11793
- **WEST HEMPSTEAD PUBLIC LIBRARY**
  500 Hempstead Ave, West Hempstead, NY 11552
- **YES WE CAN COMMUNITY CENTER**
  141 Garden St, Westbury, NY 11590
- **WILLISTON PARK AMERICAN LEGION**
  730 Willis Ave, Williston Park, NY 11596

**Locations Subject To Change. Every polling place is accessible to voters with physical disabilities.*

Any eligible voter who resides in Nassau County may vote at any of the above Early Voting sites on the dates and during the times listed. Any voter who has been issued an absentee ballot or an early vote by mail ballot is not permitted to vote on a voting machine at an early voting site (or on election day) but may vote by affidavit ballot.

**Election Day**

*__NOTE__: On Election Day, Nov. 3rd, voters must go to their regular designated polling place.
**Reminder**: If you vote during early voting, you will not be permitted to vote again on the day of the Election or on a subsequent day of Early Voting.

BOARD OF ELECTIONS NASSAU COUNTY N.Y.

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

2026

# CONDADO DE NASSAU

# VOTACIÓN ANTICIPADA

## Sábado, 24 de octubre al domingo, 1 de noviembre

**Días y horarios como se indica:**

**Sábado, 24 de octubre - 9am to 6pm**
**Domingo, 25 de octubre - 9am to 6pm**
**Lunes, 26 de octubre - 7am to 6pm**
**Martes, 27 de octubre - 10am to 7pm***
**Miércoles, 28 de octubre - 10am to 7pm***
**Jueves, 29 de octubre - 9am to 6pm**
**Viernes, 30 de octubre - 9am to 6pm**
**Sábado, 31 de octubre - 9am to 6pm**
**Domingo, 1 de noviembre - 9am to 6pm**

*El martes 27 de octubre y el miércoles 28 de octubre, únicamente el centro de Votación Anticipada de la Junta Electoral en Mineola estará abierto una hora adicional, hasta las 8 p. m. *

## LUGARES DE VOTACIÓN ANTICIPADA

- **FIRST PRESBYTERIAN CHURCH**
  717 St. Lukes Pl, Baldwin, NY 11510
- **OYSTER BAY ICE RINK**
  1001 Stewart Ave, Bethpage, NY 11714
- **ELMONT PUBLIC LIBRARY**
  700 Hempstead Tpke, Elmont, NY 11003
- **FLORAL PARK RECREATION CENTER**
  124 Stewart St, Floral Park, NY 11001
- **FREEPORT RECREATION CENTER**
  130 East Merrick Rd, Freeport, NY 11520
- **ST. PAUL'S RECREATION CENTER**
  295 Stewart Ave, Garden City, NY 11530
- **GLEN COVE CITY HALL**
  9 Glen St, Glen Cove, NY 11542
- **GREAT NECK HOUSE**
  14 Arrandale Ave, Great Neck, NY 11024
- **HEMPSTEAD REC. CENTER / KENNEDY PARK**
  335 Greenwich St, Hempstead, NY 11550
- **HICKSVILLE LEVITTOWN HALL**
  201 Levittown Pkwy, Hicksville, NY 11801
- **ISLAND PARK LIBRARY**
  176 Long Beach Rd, Island Park, NY 11558
- **LAWRENCE COUNTRY CLUB**
  101 Causeway, Lawrence, NY 11559
- **LONG BEACH CITY HALL**
  1 West Chester St, Long Beach, NY 11561
- **MASSAPEQUA TOWN HALL SOUTH**
  977 Hicksville Rd, Massapequa, NY 11758
- **EMPIRE HOSE COMPANY #3**
  2300 Merrick Ave, Merrick, NY 11566
- **NASSAU COUNTY BOARD OF ELECTIONS**
  240 Old Country Rd, Mineola, NY 11501
- **MICHAEL J TULLY PARK**
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- **YES WE CAN COMMUNITY CENTER**
  141 Garden St, Westbury, NY 11590
- **WILLISTON PARK AMERICAN LEGION**
  730 Willis Ave, Williston Park, NY 11596

*Lugares sujetos a cambios. Todos los centros de votación son accesibles para los votantes con discapacidades físicas.*

Todos Cualquier votante elegible que resida en el condado de Nassau puede votar en cualquiera de los centros de Votación Anticipada mencionados anteriormente, en las fechas y durante los horarios indicados. Todo votante a quien se le haya emitido una boleta de voto en ausencia o una boleta de voto anticipado por correo no podrá votar en una máquina de votación en un centro de Votación Anticipada (ni el Día de las Elecciones), pero podrá votar mediante una boleta de declaración jurada.

**Día de las elecciones**

***NOTA**: El Día de las Elecciones, 3 de noviembre, los votantes deben acudir a su centro de votación habitual asignado. *
**Recordatorio**: Si vota durante el período de votación anticipada, no se le permitirá volver a votar el Día de las Elecciones ni en un día posterior de Votación Anticipada

BOARD OF ELECTIONS NASSAU COUNTY N.Y.

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

# PORT WASHINGTON PUBLIC LIBRARY

**LEAVE REQUEST** **DATE** 07/09/26

*INSTRUCTIONS*: Please type. Complete the request, providing full details of the reason for the request. Submit the form to the first agency indicated in the Routing section below, which will approve or disapprove and pass to the next agency listed, etc. The form will then be duplicated copies will be routed as indicated below. If expenses are approved, it will be necessary for the employee to submit a Conference and Meeting Expense Account form after the leave is completed.

PERSONNEL COPY FINANCE OFFICE EMPLOYEE DEPARTMENT AGENCY HEAD

| EMPLOYEE | | | |
|---|---|---|---|
| Name | Luisa Munoz | Classification | |
| Agency | Children's | Position | |

**ACTIVITY** ALSC Conference in Buffalo, NY - October 1-3
(Association for Library Service to Children) Biennial Conference

| LEAVE REQUESTED With Pay | | Without Pay | |
|---|---|---|---|
| ☑ Meeting | ☐ Conference | ☐ Meeting | ☐ Conference |
| ☐ Special Vacation | ☐ Program | ☐ Special Vacation | ☐ Program |
| ☐ Library Time | ☐ Annual Leave | ☐ Maternity | ☐ Extended Illness |
| ☐ Other (Specify in Activity) | | ☐ Other (Specify in Activity) | |
| FROM: 10/1/26 | TO: (Inclusive) 10/3/26 | FROM: | TO: (Inclusive) |

| PROJECTED EXPENSES | | | | | |
|---|---|---|---|---|---|
| ☑ Transportation | $ 306.00 | ☐ Bus/Taxi | ☑ Registration | $ 529.00 | ☐ Other |
| ☑ Hotel | $ 1,655.00 | ☐ Mileage x (70¢) | ☐ Refreshments | | |
| ☑ Meals | $ 100.00 | ☐ Tolls/Parking | ☐ Gratuities | | TOTAL $2,590.00 |

**REASON FOR REQUEST**

I would like to request leave to attend the Association for Library Service to Children (ALSC) conference. As the first conference since 2019, it presents a valuable opportunity for professional development, networking, and learning about the latest practices in children's library services.

I understand and agree to comply with the rules and conditions of this form

Luisa Munoz
Signature

| ROUTING | Signature | Approved | Disapproved | Date | Remarks |
|---|---|---|---|---|---|
| Agency Head | [signature] | ✓ | | 7/9/26 | |
| Assistant Director | [signature] | ✓ | | 7/13/26 | |
| Director | [signature] | ✓ | | 7/9/26 | |

**EXPENSES APPROVED**

☐ No expenses approved.

☐ Expenses will be approved after the date of the activity upon presentation of appropriate receipts and bills, not to exceed $ 2,590.00

[signature]
Director's Signature

# PORT WASHINGTON PUBLIC LIBRARY

**LEAVE REQUEST** **DATE** 09/01/26

*INSTRUCTIONS*: Please type. Complete the request, providing full details of the reason for the request. Submit the form to the first agency indicated in the Routing section below, which will approve or disapprove and pass to the next agency listed, etc. The form will then be duplicated copies will be routed as indicated below. If expenses are approved, it will be necessary for the employee to submit a Conference and Meeting Expense Account form after the leave is completed.

PERSONNEL COPY FINANCE OFFICE EMPLOYEE DEPARTMENT AGENCY HEAD

| **EMPLOYEE** | | | |
|---|---|---|---|
| Name | Ronald Lazo | Classification | |
| Agency | Maintenance | Position | Head of Maintenance |

**ACTIVITY**

| **LEAVE REQUESTED** | With Pay | | Without Pay | |
|---|---|---|---|---|
| ☐ Meeting | ☑ Conference | | ☐ Meeting | ☐ Conference |
| ☐ Special Vacation | ☐ Program | | ☐ Special Vacation | ☐ Program |
| ☐ Library Time | ☐ Annual Leave | | ☐ Maternity | ☐ Extended Illness |
| ☐ Other (Specify in Activity) | | | ☐ Other (Specify in Activity) | |
| FROM: 10/04/26 | TO: (Inclusive) | 10/06/26 | FROM: | TO: (Inclusive) |

| **PROJECTED EXPENSES** | | | | | |
|---|---|---|---|---|---|
| ☐ Transportation | ☐ Bus/Taxi | | ☑ Registration | $1,695 | ☐ Other |
| ☐ Hotel | ☑ Mileage x (70¢) | $400 | ☐ Refreshments | | |
| ☐ Meals | ☑ Tolls/Parking | $100 | ☐ Gratuities | | TOTAL $2,195.00 |

**REASON FOR REQUEST**

2026 School Facilities Manager Conference.Where topics like energy conservation, safe design principles, workplace violence prevention, and practical strategies for planning, operations, and team leadership will be covered in the educational sessions. Hotel included in conference registration, three nights lodging (Sunday-Tuesday) three breakfasts, two lunches.

**ROUTING**

| | Signature | Approved | Disapproved | Date | Remarks |
|---|---|---|---|---|---|
| Agency Head | | | | | |
| Assistant Director | Jon Hutt | ✓ | | 9/1/26 | Should be a great Conference! |
| Director | | | | | |

**EXPENSES APPROVED**

☐ No expenses approved.

☐ Expenses will be approved after the date of the activity upon presentation of appropriate receipts and bills, not to exceed $

Director's Signature

PWPL 0111 Re Revised 6/2016

# PORT WASHINGTON PUBLIC LIBRARY

## LEAVE REQUEST

**DATE** 09/08/26

*INSTRUCTIONS*: Please type. Complete the request, providing full details of the reason for the request. Submit the form to the first agency indicated in the Routing section below, which will approve or disapprove and pass to the next agency listed, etc. The form will then be duplicated copies will be routed as indicated below. If expenses are approved, it will be necessary for the employee to submit a Conference and Meeting Expense Account form after the leave is completed.

PERSONNEL COPY    FINANCE OFFICE    EMPLOYEE    DEPARTMENT    AGENCY HEAD

| EMPLOYEE | | | |
|---|---|---|---|
| Name | James Hutter | Classification | |
| Agency | Administration | Position | Assistant Director |

**ACTIVITY** NYLA Annual Conference 2026

| LEAVE REQUESTED | With Pay | | Without Pay | |
|---|---|---|---|---|
| ☐ Meeting | ☑ Conference | | ☐ Meeting | ☐ Conference |
| ☐ Special Vacation | ☐ Program | | ☐ Special Vacation | ☐ Program |
| ☐ Library Time | ☐ Annual Leave | | ☐ Maternity | ☐ Extended Illness |
| ☐ Other (Specify in Activity) | | | ☐ Other (Specify in Activity) | |
| FROM: 11/04/26 | TO: (Inclusive) 11/07/26 | | FROM: | TO: (Inclusive) |

| PROJECTED EXPENSES | | | | | | |
|---|---|---|---|---|---|---|
| ☐ Transportation | | ☐ Bus/Taxi | | ☑ Registration | $405 | ☐ Other |
| ☑ Hotel | $700 | ☑ Mileage x (76¢) | $ 350.00 | ☐ Refreshments | | |
| ☑ Meals | $300 | ☑ Tolls/Parking | $60 | ☑ Gratuities | $60 | TOTAL $1,875.00 |

**REASON FOR REQUEST**

NYLA Annual Conference 2026 in Saratoga Springs, NY. This conference is largely geared towards public libraries and will discuss new trends, policy considerations, and programming ideas.

I understand and agree to comply with the rules and conditions of this form

Signature

**ROUTING**

| | Signature | Approved | Disapproved | Date | Remarks |
|---|---|---|---|---|---|
| Agency Head | | | | | |
| Assistant Director | | | | | |
| Director | | ✓ | | | |

**EXPENSES APPROVED**

☐ No expenses approved.

☑ Expenses will be approved after the date of the activity upon presentation of appropriate receipts and bills, not to exceed $ 1,875.00

Director's Signature

PWPL 0111 Re Revised 6/2016

**PORT WASHINGTON PUBLIC LIBRARY** **DEPARTMENT:**

APPROVAL TO EXCESS EQUIPMENT (07/06/2026)

| TYPE OF EQUIPMENT | MANUFACTURER | MODEL NUMBER | SERIAL NUMBER | QTY. | REASON FOR DISPOSAL |
|---|---|---|---|---|---|
| HP Color LaserJet Enterprise M553 Printer. | HP | M553 | JPBCK6T1QH | 1 | This Printer is no longer working, past warranty and has been replaced. |
| Canon Pixma MG7120 Printer | Canon | Pixma MG7120 | ACYR12184 | 1 | This Printer is no longer working, past warranty and has been replaced. |
| | | | | | |
| | | | | | |
| Date Submitted: | | | | Board Approved: | |

**September 2026**
**PORT WASHINGTON PUBLIC LIBRARY** **DEPARTMENT: Maintenance**

# APPROVAL TO EXCESS EQUIPMENT

| TYPE OF EQUIPMENT | MANUFACTURER | MODEL NUMBER | SERIAL NUMBER | QTY. | REASON FOR DISPOSAL | DATE OF BOARD APPROVAL |
|---|---|---|---|---|---|---|
| Book shelving in North Wing | N/A | N/A | N/A | **1** | Severely damaged upon removal | |
| Wall mount shelving ESOL office | N/A | N/A | N/A | **2** | No longer functional | |
| Generator Battery | Ultra Power | 1024m | N/A | **1** | Was recommended for replacement due to age when preventive maintenance was performed | |
| Solar Shades | N/A | N/A | N/A | **8** | No longer functional | |
| White Bench from TSD | N/A | N/A | N/A | **1** | No longer functional | |
| Jumbo Plastic signs | N/A | N/A | N/A | **2** | No longer functional | |
| Date Submitted: 09/01/2026 | | | | | | |

## PWPL ART COLLECTION: RECOMMENDATIONS FOR DEACCESSIONING

We currently have approximately 30 pieces of art in the basement. Of these pieces, several are strong candidates for deaccessioning. These items have little to no monetary value, are taking up a significant amount of storage space, and many of them are damaged. None of the following pieces have formal accession records. I recommend that these pieces be permanently removed from our collection and disposed of.

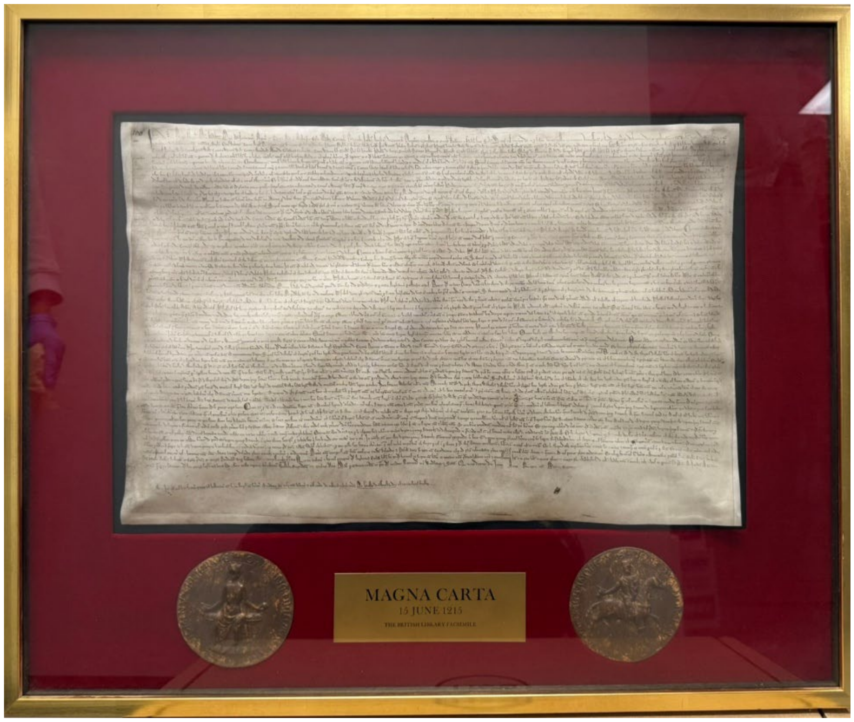
Liz Agramonte
Head Archivist
The History Center at the Port Washington Public Library

**Title:** The Bride from Imilchil, Morocco
**Artist:** Margaret Courtney-Clerk
**Date:** 1996
**Size:** 36 x 36"
**Condition:** Fair; some scratches on print surface and damaged corners
**Provenance:** Unknown
**Approximate Value:** $50
**Reason for Deaccessioning:** Taking up lots of space due to its large size; piece is damaged

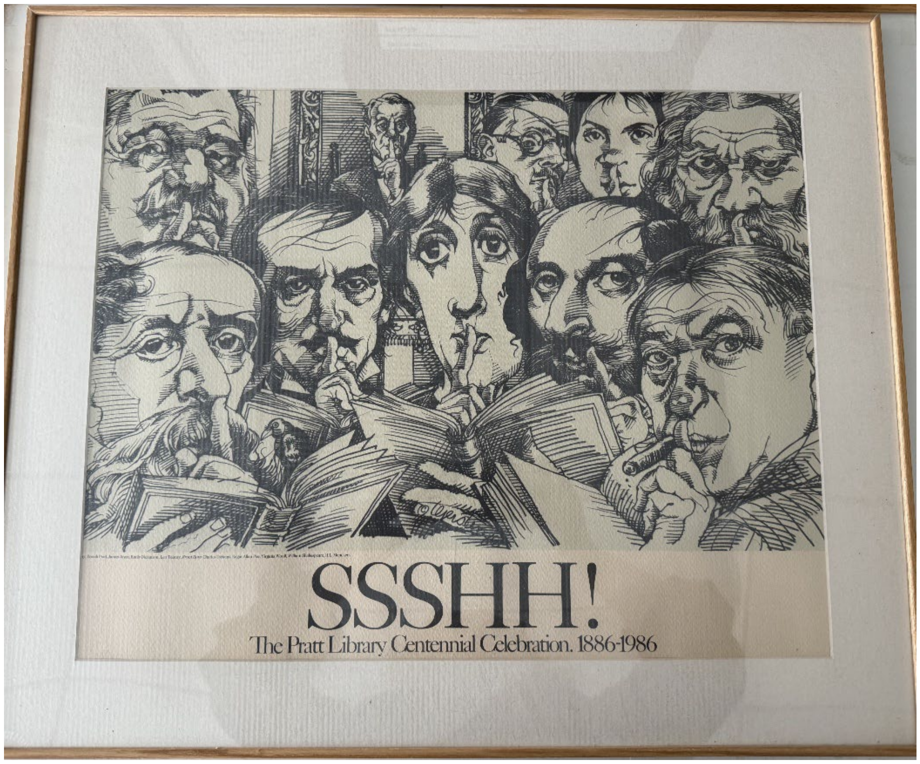

**Title:** Tween Scene Mosaic
**Artist:** Port Washington Tweens
**Date:** 2007
**Size:** 28 x 53.5"
**Condition:** Fair; some tiles are loose and held together by tape
**Provenance:** Created by Port Washington Tweens in 2007, used to hang in Children's Room before renovation
**Approximate Value:** $50
**Reason for Deaccessioning:** Taking up lots of space due to its large size; piece is damaged


**Title:** King Bidgood's in the Bathtub
**Artist:** Don Wood
**Date:** Unknown
**Size:** 25 x 21.5”
**Condition:** Fair; water damaged
**Provenance:** Unknown
**Approximate Value:** $25
**Reason for Deaccessioning:** Piece is damaged


**Title:** Untitled
**Artist:** Unknown
**Date:** Unknown
**Size:** 32.5 x 23"
**Condition:** Fair; paper is warped
**Provenance:** Unknown
**Approximate Value:** $25
**Reason for Deaccessioning:** Taking up lots of space due to its large size; piece is damaged




**Title:** Magna Carta Facsimile
**Artist:** Westerham Press Ltd.
**Date:** 1976
**Size:** 27.5 x 23"
**Condition:** Fair; paper is warped
**Provenance:** Unknown
**Approximate Value:** $50
**Reason for Deaccessioning:** Piece is damaged




**Title:** SSSHH! The Pratt Library Centennial Celebration, 1886-1986
**Artist:** Unknown
**Date:** 1986
**Size:** 24.5 x 20.5"
**Condition:** Fair; frame is damaged and foxing evident on piece
**Provenance:** Unknown
**Approximate Value:** $10
**Reason for Deaccessioning:** Piece and frame are damaged


**Title:** Hampton Library 1990
**Artist:** McMullan
**Date:** 1990
**Size:** 29 x 23"
**Condition:** Poor; piece is water damaged and has mold
**Provenance:** Unknown
**Approximate Value:** $10
**Reason for Deaccessioning:** Piece is related to another library; piece is heavily damaged


Long Island Library Resources Council
&
Nassau County Library Association
Cordially Invite You To Attend the
41st Annual Nassau County
LEGISLATIVE BREAKFAST
Friday, September 18, 2026 at 8:00 A.M.
Hosted by the Nassau Library System
900 Jerusalem Avenue, Uniondale, NY 11553
RSVP by September 14 at: bit.ly/2026nassaubreakfast
Please contact Gina Staffa at Gstaffa@nassaulibrary.org with any questions

NASSAU LIBRARY SYSTEM
*Strengthening Nassau's Public Libraries*

# Trustee Bulletin

## Trustee Basics on Saturday, October 17


Perfect for recently elected or appointed trustees and useful as a refresher for all, this workshop covers the roles and responsibilities of library trustees. We're offering an in person session of Trustee Basics at the Nassau Library System on Saturday, October 17, from 10am-12pm.

Presented by Caroline Ashby, NLS Director. Continental breakfast will be served.

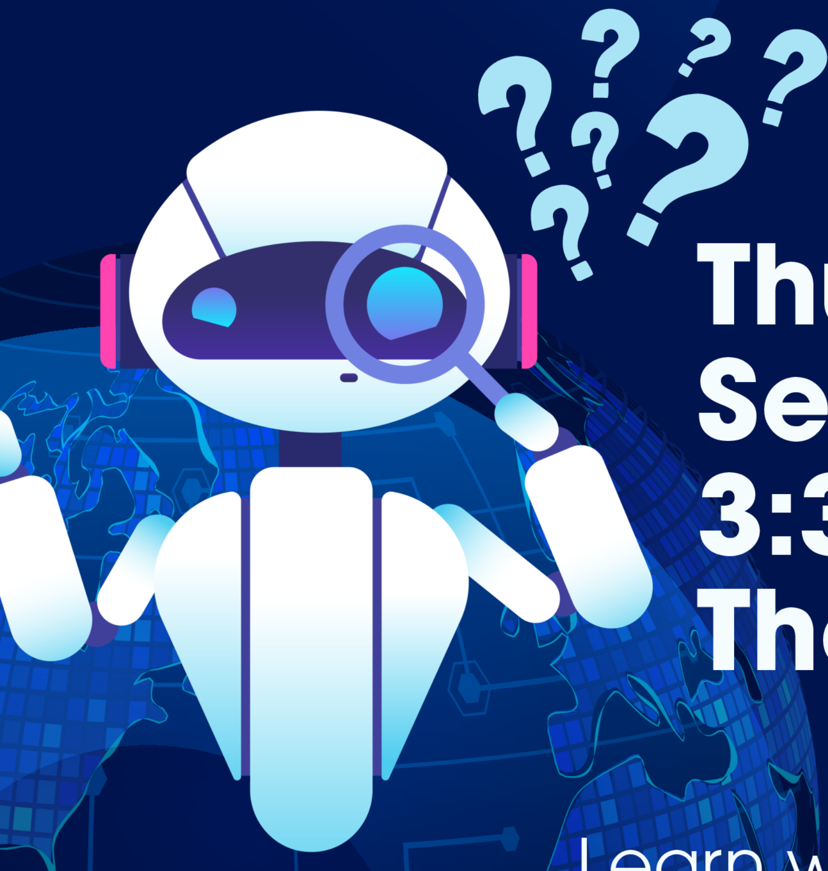
*Directions to Nassau Library System*

**Register for Trustee Basics**

## Connect With Us

PWPL
port washington **public** library

# AI For The Perplexed



## Thursday, September 24
## 3:30pm–4:30pm
## The Lab

Learn what "Generative AI" is and the different types of AI that are available online to use to increase productivity, streamline workflows and get correct information on the web (with a little background research!)

Register here

# HISPANIC HERITAGE MONTH

September 15 to October 15

2026

## EXPERIENCE HISPANIC CULTURE, ART, MUSIC, AND FOOD!

The Port Washington Public Library is hosting the fifth annual Hispanic Heritage Month celebration. This month-long festivity, from **September 15th to October 15th 2026,** celebrates the rich history, culture, and contributions of Hispanic and Latin communities in the United States. The Library invites the Port community to engage with and learn about Hispanic culture through various events and activities.

**TUES 15 SEPT** — **ART LECTURE WITH THOMAS GERMANO: OAXACA**
LAPHAM ROOM · 2:00 P.M.

**TUES 15 SEPT** — **COOKING DEMO**
LAPHAM ROOM · 6:30 P.M.

**THURS 17 SEPT** — **KIDS BILINGUAL BINGO**
CHILDREN'S WORKSHOP ROOM · 4:00 P.M.
**GRADES K-6**

**SAT 19 SEPT** — **RUNWAY**
LAPHAM ROOM · 2:00 P.M.

**SAT 26 SEPT** — **DANCES OF THE HISPANIC WORLD**
LAPHAM ROOM · 1:00 P.M.

**SUN 4 OCT** — **FIESTA IN THE PARK**
BLUMENFELD FAMILY PARK· 1:00 P.M. - 5:00 P.M.
***RAINDATE: SUNDAY, OCTOBER 11***

**WED 16 OCT** — **FEEL THE BEAT! A NIGHT OF LATIN MUSIC & DANCE**
LAPHAM ROOM · 6:00 P.M.

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

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

## FIESTA IN THE PARK

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

***SCAN THE QR CODE FOR MORE DETAILS***

**PROUDLY SPONSORED BY:**

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

## ONE LANGUAGE MANY TRADITIONS

**SEPTEMBER 15- OCTOBER 15**
**COMMUNITY GALLERY,**
**2ND FLOOR**

AN EXHIBIT SHOWCASING UNIQUE CUSTOMS ACROSS HISPANIC COUNTRIES

PWPL
port washington **public** library

FOL
FRIENDS OF THE PORT WASHINGTON PUBLIC LIBRARY

FIESTA in the PARK
SOMOS PORT WASHINGTON

# 5TH ANNUAL PORT WASHINGTON CELEBRATION OF HISPANIC HERITAGE MONTH

LATIN BAND

FOOD TRUCKS

DANCE & ART

KIDS' ACTIVITIES

**SUNDAY OCTOBER 4**

**1 TO 5 PM BLUMENFELD PARK**

**RAIN DATE: SUNDAY OCTOBER 11**

SCAN ME!

#MovingForward
#SeguimosAdelante

PROUDLY PRESENTED BY

Parent Resource Center

PWPL port washington public library

The Town of North Hempstead Nassau County, New York 1784

LANDMARK ON MAIN STREET
JEANNE RIMSKY THEATER

POLICE Port Washington, N.Y. 1921

The Port Washington Police Department, Council Member Mariann Dalimonte, and the Port Washington Public Library Present


# Let's Talk About Community Safety!

## TOPICS FOR DISCUSSION:

- Phone Scams
- Mail & Phishing Scams
- Computer Scams
- Increase in Auto Theft
- Check Fraud
- Identity Theft
- Debit Card Scams
- General Safety Tips
- Credit Card Skimming
- Cybersecurity Tips

## Thursday, October 20, 2026 at 3:00pm

The Lapham Room, Port Washington Public Library 1 Library Dr., Port Washington, NY 11050

This is free and open to the public.

**Featured speakers:**

Town of North Hempstead Council Member Mariann Dalimonte
Representatives from the Port Washington Police Department
Representatives from the Port Washington Public Library

| PORT WASHINGTON PUBLIC LIBRARY STATISTICS - YEAR END 2025-2026 | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | SEPTEMBER | DECEMBER | MARCH | JUNE | TOTAL | YAG 24 to 25 | LAST YEAR | YAG 23 to 24 | LAST YEAR |
| | 1st | 2nd | 3rd | 4th | | % Change | | % Change | |
| Circulation - Front Desk | 36,550 | 49,038 | 34,701 | 31,140 | 151,429 | 3.3659 | 146,498 | -3.7160 | 152,152 |
| Self-Checks | 22,701 | 16,403 | 21,317 | 20,877 | 81,298 | 1.3653 | 80,203 | -14.2801 | 93,564 |
| E-books -Overdrive | 33,361 | 31,689 | 32,570 | 33,420 | 131,040 | 12.5406 | 116,438 | 6.4683 | 109,364 |
| E-Materials (Hoopla+Kanopy) | 5,301 | 5,772 | 5,468 | 5,750 | 22,291 | 8.7950 | 20,489 | 19.1082 | 17,202 |
| TOTAL CIRCULATION | 97,913 | 87,532 | 94,056 | 91,187 | 370,688 | 3.8409 | 356,977 | -4.1111 | 372,282 |
| PATRONS ENTERING LIBRARY | 64,476 | 74,345 | 68,507 | 73,621 | 280,949 | -4.3119 | 293,609 | 5.9811 | 277,039 |
| | | | | | | | | | |
| | | | | | | | | | |
| SERVICES | | | | | | | | | |
| Adult Computers | 5,312 | 5,617 | 5,780 | 6,092 | 22,801 | 7.5113 | 21,208 | 3.9200 | 20,408 |
| Children's Computers | 1,325 | 1,304 | 1,347 | 1,393 | 5,369 | -18.1929 | 6,563 | -3.9655 | 6,834 |
| YA MAC & GAMES | 578 | 598 | 490 | 644 | 2,310 | 243.7500 | 672 | 111.3208 | 318 |
| Online Databases | 51,599 | 50,685 | 51,425 | 58,347 | 212,056 | 9.7900 | 193,147 | 9.7838 | 175,934 |
| Home Visits | 28 | 25 | 25 | 21 | 99 | -18.1818 | 121 | -34.5946 | 185 |
| WiFi (connections) | 28,190 | 32,127 | 31,676 | 34,622 | 126,615 | -2.8564 | 130,338 | 6.3289 | 122580 |
| WebSite Visits | 66,047 | 61,812 | 65,137 | 64,599 | 257,595 | 3.6721 | 248,471 | 4.7724 | 237,153 |
| | | | | | | | | | |
| PROGRAMS OFFERED | | | | | | | | | |
| Adult | 199 | 234 | 239 | 252 | 924 | 7.5669 | 859 | -5.7080 | 911 |
| YA | 43 | 39 | 42 | 28 | 152 | -14.1243 | 177 | 65.4206 | 107 |
| Children | 141 | 158 | 184 | 157 | 640 | 11.1111 | 576 | 36.4929 | 422 |
| ESOL | 163 | 391 | 402 | 429 | 1,385 | 0.1446 | 1,383 | -11.8547 | 1,569 |
| Non-Library | 86 | 120 | 157 | 117 | 480 | -4.5726 | 503 | 18.6321 | 424 |
| TOTAL | 630 | 942 | 1024 | 983 | 3,579 | 2.3156 | 3,498 | 1.8934 | 3,433 |
| | | | | | | | | | |
| PROGRAM ATTENDANCE | | | | | | | | | |
| Adult | 4,220 | 5,355 | 6,477 | 6,848 | 22,900 | 0.7302 | 22,734 | 5.1575 | 21,619 |
| YA | 503 | 415 | 560 | 196 | 1,674 | 9.1977 | 1,533 | 29.8052 | 1181 |
| Children | 3,707 | 5,670 | 5,883 | 6,165 | 21,425 | 26.2522 | 16,970 | 10.6258 | 15,340 |
| ESOL | 2,215 | 4,898 | 5,518 | 5,773 | 18,404 | 102.5534 | 9,086 | 8.4766 | 8,376 |
| Non-Library | 1,754 | 2,386 | 3,136 | 3,123 | 10,399 | 9.9028 | 9,462 | 4.5178 | 9,053 |
| TOTAL | 11,899 | 18,724 | 21,574 | 22,145 | 74,802 | 25.1183 | 59,785 | 7.5173 | 55,605 |
| | | | | | | | | | |
| TOTAL COLLECTION ADDITIONS | 2,271 | 2,012 | 2,413 | 2,584 | 9,280 | 2.1464 | 9,085 | -3.1656 | 9,382 |
| NOTARIZATIONS: People | 493 | 533 | 925 | 1,055 | 3,006 | 4.7752 | 2,869 | 29.4091 | 2,217 |
| Documents | 910 | 759 | 1330 | 1,360 | 4,359 | 11.5975 | 3,906 | 22.2918 | 3,194 |
| PATRONS ADDED | 466 | 344 | 292 | 272 | 1,374 | 0.5857 | 1,366 | -17.6116 | 1658 |
| **NOTES:** | | | | | | | | Date Prepared | 8/28/2026 |

Notes:

PATRON COMMENTS

July & August 2026

| Received From | Date | Comment | Forwarded/ Responded |
|---|---|---|---|
| **Z** | 7/10 | "Janitors do a great job. Touchless faucets and towel dispensers are excellent" | J.H.-emailed and shared w R.L. |
| | | | |
| **R.G.** | 8/1 | "We are a family of 4 visiting by sailboat. This is the best Library we ever saw." | J.H. emailed |
| **D.B.** | 8/1 | "Tony T is the most amazing person I've ever met. I spent 47 years in the record business and wanted to acknowledge him." | J.H. emailed T.T. |
| **S.S.** | 8/15 | "I think we should have more Gordon Korman Books." | J.H. Left voicemail and emailed R.F. & L.G. |
| **J.B.** | 8/24 | "Samantha Wong in The Lab is outstanding, knowledgeable, warm and eager to assist. | J.H emailed patron and Samantha. |
| **M.D.** | 8/25 | "Would like to be able to checkout a embroidery machine and laminator. | J.H. emailed M.D. & J.G. |
| **K.L.** | 8/31 | "I am most grateful for the help Steven gave me in The Lab." | J.H emailed patron and S.C. to share feedback. |
| **H.S.** | 8/31 | "Once again Jeff Zeh put on an amazing lecture on Paleontology. All his lectures are top notch. His choices have kept us coming to Library events for the last 3 years!" | J.H. emailed patron and shared with J.Z. |
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Good afternoon!
I just had to pass along my compliments about Shon. Yesterday I went to the workshop led by Shon called "Libby for the Perplexed". The workshop was wonderful!
Shon had great patience; much appreciated because I am not really iphone/computer savvy. He patiently answered my questions and went at my own pace as he was explaining the process. I was so happy that he did not rush through his explanations; I had the time to take my own notes!
I also appreciate that he came prepared with a handout listing the instructions. I have a written list of steps that I can refer to at any time.
The result? I now have a clear understanding of how I can access books on Libby and transfer them to my Kindle!!! This is super exciting for me because I am a voracious reader (just ask the staff at the checkout desk who all know me!). This will save me time and money. (Previously I would buy a book on Amazon in order to read it on my Kindle). I also realized that I can go to Libby and read books on my phone. Shon even explained what Kanopy is and showed us how to access it.
Would you please forward this email to Shon?
I would love for him to see it.

E.M.

**(Resolution to incorporate the Use of Corporate Credit Cards policy into the Library Policy Manual was approved by the Board at the November 16, 2005 meeting.)**

Purchases in excess of three thousand dollars ($3,000) shall be subject to competitive quotations. These competitive quotations must be in written proposals, written quotations or verbal quotations. All quotations shall be recorded. **(January 2015)**

The Board of Trustees reserves the right to reject any and all quotations which it determines are not in the best interests of the Library by reason of quality and/or not adhering to the specifications as described in the request for quotations.

All awards to other than the lowest responsible offeror must be documented containing all information justifying the reason and explanation for awarding to other than the lowest responsible offeror.

Contract awards will be made to local merchants, all else being equal.

**The Board of Trustees shall annually review this policy. (November 1993)**

## 3.1 CAPITALIZATION POLICY

The Library defines capital assets as non-consumable assets with a normal service life of more than two (2) years. In order to provide for the proper control and conservation of Library property, the Director or designee shall account for capital expenditures in accordance with the following guidelines:

Capitalization of Assets

1. Equipment items that cost more than five hundred dollars ($500) will be capitalized and depreciated.
2. Equipment items that cost less than five hundred dollars ($500) will be expensed.
3. All non-equipment capital assets costing in excess of five thousand dollars ($5,000) shall be capitalized and depreciated.
4. All non-equipment capital assets costing less than five thousand dollars ($5,000) shall be expensed.

Fixed assets with a service life of more than two (2) years following the date of acquisition will be capitalized. Useful lives will be determined in the year of purchase based on general guidelines obtained from professional organizations and the asset's present condition. The Library will use the straight-line method of depreciation and depreciation expense will be calculated beginning the year of acquisition.

**(Resolution to incorporate the Capitalization Policy was passed by the Library Board of Trustees at the annual organizational meeting on July 11, 2007.)**

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**(Resolution to incorporate the Capitalization Policy was passed by the Library Board of Trustees at the annual organizational meeting on July 11, 2007.)**

port washington public library

# PWPL 2026-2027 Facility and Technology Goals

## Facility Goals:

1. Continue to execute projects listed in the Library's Facility Conditions Study.
2. Complete masonry upgrades to perimeter walkways and building exterior.
3. Implement new window treatments in necessary locations.
4. Install additional security cameras in public areas.
5. Discuss preliminary plans and phasing of the roof renovation and solar panel replacement project with the Library's architects and engineers.

## Technology Goals:

1. Install new WiFi access points throughout the Library.
2. Continue to expand technology offerings in The Lab and throughout the Library.
3. Discuss and develop policy and procedures related to artificial intelligence.
4. Review the Library's IT/General Technology Plan and update accordingly. Continue to train personnel on cybersecurity and review the internal response plan in the event of a cyberattack.
5. Update PWPL.org for accessibility compliance.

September 16, 2026

PWPL

port washington public library

**BOARD OF TRUSTEES MEETING**

**SCHEDULE JULY 2026– JUNE 2027**

| DATE | MEETING |
|---|---|
| July 8 | Organizational |
| August 19 | No Meeting |
| September 16 | Regular Meeting |
| October 21 | Regular Meeting |
| November 18 | Regular Meeting |
| December 16 | Regular Meeting |
| January 20 | Regular Meeting |
| February 10 (Second Wednesday) | Budget Hearing/Board Meeting |
| March 17 | Budget Hearing/Board Meeting |
| March 24 (Fourth Wednesday) | Budget Information Session/Meet the Candidate(s) |
| April 6 | Budget Vote/Trustee Election |
| April 14 (Second Wednesday) | Regular Meeting |
| May 19 | Regular Meeting |
| June 16 | Regular Meeting |

**Notes:** Public Session of Meetings begins at 7:30 pm in the Hagedorn Meeting Room.

**FYI** Rosh Hashanah — September 12, 2026
Yom Kippur — September 20, 2026
President's Day — February 15, 2027
Easter — March 28, 2027
Passover — April 21, 2027