

**PORT WASHINGTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
September 21, 2022  
AGENDA**

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- I Approval of July 6, 2022 Board of Trustees Minutes
- II Approval of July/August 2022 Warrants
- III Approval of July/August 2022 Staff Changes
- IV Financial Report - July/August
  - a) Terminal Leave Resolution
  - b) General Budget Transfers
- V Director's Report
  - a) ALC Roof/Facade Construction Update
  - b) Interior Design Projects
  - c) Material Selection Policy Update
  - d) Sexual Harassment Policy Update
  - e) HEARTS Grant
  - f) Excess Equipment List
- VI President's Report
  - a) Nassau County Legislative Breakfast – September 30, 2022
  - b) NYLA Annual Conference – November 2 – 5, 2022
  - c) Foundation Event – October 9, 2022
  - d) Area 7 Trustees Notice
- VII Assistant Director
  - a) Strategic Plan Update
  - b) Fall Programs and Services
- VIII Foundation
  - a) Minutes of Meeting – June 13, 2022
- IX Friends of the Library
  - a) Minutes of Meetings – June 8, 2022 and July 13, 2022
- X Councils
  - a) Art Advisory Council Minutes – June 8, 2022
  - b) Nautical Advisory Council Minutes – May 17, 2022
  - c) Music Advisory Council Concerts 2022-2023

(over)

- XI Correspondence
  - a) Patron Comments – July/August
  - b) Long Island Cares - Email
  
- XII Unfinished Business
  - a) Facilities & Technology Goals and Objectives
  - b) Rynkar, Vail & Barrett Engagement Letter Revised
  
- XIII Staff Reports
  - a) Year End Statistics
  
- XIV Staff Association
  
- XV Public Comments
  
- XV Adjournment

PORT WASHINGTON PUBLIC LIBRARY  
UNAPPROVED MINUTES OF  
THE BOARD OF TRUSTEES ORGANIZATIONAL MEETING  
JULY 6, 2022

Attending:            Patricia Bridges, Presiding            Nancy Comer  
                              Bill Keller                                        Michael Krevor  
                              Adrienne Saur                                      Keith Klang

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Ms. Bridges welcomed all to the organizational meeting at 7:30pm. **OPENING**

Ms. Bridges swore her Oath of Office before Ms. Moessner, a notary public. Ms. Bridges trustee term is for five years. Ms. Wanna will give Ms. Moessner the Oath of Office for District Clerk on July 7, 2022. The term for District Clerk is one year. Ms. Moessner will give the Oath of Office to Mr. Michael Tomicich on July 7, 2022 as Treasurer for a one-year term. The Board congratulated all. **OATHS OF OFFICE**

Ms. Bridges requested approval of the June 15, 2022 Board of Trustees minutes. Ms. Comer moved to approve. All agreed. **APPROVAL OF MINUTES**

Ms. Bridges requested approval of warrants 22-06-12A and 22-06-12B Mr. Keller motioned to approve. All agreed. Ms. Bridges requested an approval of two payrolls dated June 9 & June 23, 2022. Mr. Keller moved to approve. All agreed. **APPROVAL OF WARRANTS**

Ms. Bridges noted Staff Changes were one salary adjustment in May 2022, and one appointment, three departures and two salary adjustments in June 2022. Mr. Keller motioned to approve. All agreed. **STAFF CHANGES**

Ms. Bridges requested a motion to approve the General Municipal Law – Section 104b relating to attorney, accountant, auditor, and technology specialist consultants. Mr. Krevor requested that auditors be included as this service was out to bid last year. Mr. Keller motioned to approve with the addition of auditors. All agreed. **GENERAL MUNICIPAL LAW**

Ms. Bridges requested a motion to accept the Investment and Purchasing policies. Mr. Keller motioned to approve. All agreed. **INVESTMENT/ PURCHASING POLICY**

Ms. Bridges requested a motion to approve Bond, Schoeneck & King General Counsel Services June 9, 2022 proposal for the fee of \$13,000. Ms. Comer moved to approve. All agreed. **GENERAL COUNSEL**

Ms. Bridges requested a motion to approve Cullen and Danowski, CPAs engagement letter of July 1, 2022 for \$61,200. Mr. Krevor motioned to approve. All agreed. **ACCOUNTING SERVICES**

Ms. Bridges requested approval of Gryphon Technologies 2022-2023 proposal dated June 8, 2022 in the amount of \$62,790. Ms. Comer motioned to approve. All agreed. **IT MANAGEMENT SERVICES**

A discussion of the auditing services engagement letter ensued. Mr. Krevor requested that the wording on page 4 be clarified. The language regarding risks of material misstatement can be read to suggest incorrectly that the library has had this risk in the past. Mr. Klang will contact Rynkar, Vail & Barrett and follow-up at the September Board meeting.

**AUDITORS  
CONTRACT**

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

**INVESTMENT  
OFFICER**

Mr. Krevor motioned to approve the appointment of Mr. Klang as the Purchasing Agent. All agreed.

**PURCHASING  
AGENT**

Ms. Bridges motioned to approve the appointment of Michael Tomicich as the Library Treasurer for 2022-2023 who will be sworn in on July 7, 2022. All agreed.

**TREASURER**

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

**DISTRICT CLERK**

Ms. Bridges received the nominating committee report as provided by Mr. Straus and read by Mr. Krevor.

**SLATE OF  
OFFICERS**

Mr. Krevor requested the 3 members being appointed abstain from voting for their own position and they did. Mr. Krevor read the nominating committee slate of officers and motioned to approve as: Board President – Ms. Patricia Bridges. All agreed. Recording Secretary – Ms. Nancy Comer. All agreed. Vice President – Mr. William Keller. All agreed. The Board congratulated all officers for the coming year.

**APPOINTMENT OF  
BOARD OFFICERS**

Ms. Bridges requested a motion to accept Webster Bank as the Library's depository for 2022-2023. Mr. Keller motioned to approve. All agreed.

**BANK  
DESIGNATION**

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

**PETTY CASH  
APPROVAL**

Ms. Bridges requested the Board sign the Library Officer and Employee Code of Ethics and Conflict of Interest Policy form for the 2022-2023 fiscal year and return to Ms. Moessner. All agreed.

**CODE OF ETHICS  
FORM**

Ms. Bridges requested a motion to approve the resolution dated July 1, 2022 for prepaid services. Mr. Keller motioned to approve the resolution. All agreed.

**PREPAID SVCS.  
RESOLUTION**

Mr. Klang informed the Board that Ms. Pansy Cheng has left H2M Architects and Ms. Melissa Hoereth will be taking over the Façade and Roof project going forward. Ms. Hoereth has been with Ms. Cheng from the beginning of this project.

**FAÇADE & ROOF  
PROJECT**

Mr. Klang presented the breakdown of grant funding for the Façade and Roof project. The remainder will be funded by the Capital Fund.

**GRANT  
ALLOCATION**

Mr. Klang requested the Board's approval of the Library's 2022-2023 Holiday Schedule. Mr. Keller motioned to approve the holiday schedule as presented. All agreed.

**APPROVAL OF  
HOLIDAY  
SCHEDULE**

Mr. Keller motioned to approve March 27, 2023 as next year's Personal Registration Day for the Budget Vote/Trustee Election. All agreed.

**PERSONAL  
REGISTRATION  
DAY**

Mr. Klang informed the Board of a tentative date of October 9, 2022 for the Foundation's informal gala. Mr. Klang and Ms. Bridges will be honorees at the gala to show appreciation for the Library's response to the Covid-19 pandemic. The event will be held at the Manhasset Yacht Club.

**GALA DATE**

Mr. Klang reported that PILOT funding was received early this year and was an increase from last year.

**PILOT FUNDING**

Mr. Klang reviewed the recently enacted New York State law that will mitigate the effects of the ruling last week by Supreme Court of the United States by designating gun-free "sensitive places", which includes libraries. The Library's policy has a sentence prohibiting weapons in the Library or on Library property.

**SENSITIVE  
PLACES**

Ms. Bridges requested approval of Internal Controls. Mr. Krevor suggested that Item 4 under Invoices be changed to read "Approved by the Board President or his/her/their designee, and another alternating Board member". Ms. Bridges motioned to approve as amended. All agreed.

**APPROVAL OF  
INTERNAL  
CONTROLS**

The Board had a brief discussion of the early September meeting. Ms. Moessner will send out a poll later this month to schedule the September meeting. Mr. Keller motioned to approve remaining dates on the Board of Trustees Meeting Schedule for 2022-2023. All agreed.

**APPROVAL OF  
BOARD MEETING  
SCHEDULE**

Ms. Bridges requested approval of the Warrant Signing Schedule for 2022-2023. Mr. Krevor motioned to accept. All agreed.

**APPROVAL OF  
WARRANT  
SCHEDULE**

Ms. Bridges motioned to approve the Committee Appointments for 2022-2023 which remain unchanged from last year. Ms. Bridges requested that Ms. Moessner send dates to the committee to schedule meetings. All agreed.

**COMMITTEE  
APPOINTMENTS**

The agenda item for Facility and Technology Goals and Objectives for 2022-2023 will be in the September Board Packet.

**FACILITY/TECH.  
GOALS &  
OBJECTIVES**

Mr. Hutter reported that attendance in June was up 33% from last year and includes the early voting hours. Mr. Keller suggested placing a sign to welcome voters and inform them what is available at the Library during the August and November primary and general election. The Summer Reading theme of "Oceans of Possibilities" is also carried through to the Adult Programming, Teens, and Children's. Along Manhasset Bay Photography Exhibit and Sandwiched-In Program with Alan Dinn – The Purdy Boat Company also tie into the theme. Four concerts are scheduled at the Band Shell and the LIRR Ride and Read has returned this summer.

**IN-PERSON  
SERVICES**

Ms. Bridges requested a motion to approve all Council members for 2022-2023 for the Art Advisory Council. Mr. Keller moved to approve. All agreed.	<b>AAC COUNCIL MEMBERS</b>
Ms. Bridges requested a motion to approve the Children’s Advisory Council members. Ms. Saur moved to approve. All agreed.	<b>CAC COUNCIL MEMBERS</b>
Ms. Bridges requested a motion to approve the Health Advisory Council members. Mr. Keller moved to approve. All agreed.	<b>HAC COUNCIL MEMBERS</b>
Ms. Bridges requested a motion to approve the Music Advisory Council members. Mr. Keller moved to approve. All agreed.	<b>MAC COUNCIL MEMBERS</b>
Ms. Bridges requested a motion to approve the Nautical Advisory Council members, with a new member Ms. Audra Signer. Ms. Saur moved to approve. All agreed.	<b>NAC COUNCIL MEMBERS</b>
Ms. Bridges requested a motion to approve the Books for Dessert Advisory Board members. Ms. Saur motion to approve. All agreed	<b>BOOKS FOR DESSERT ADVISORY BD.</b>
Mr. Keller moved to accept ESOL tutors for 2022-2023. All agreed.	<b>ESOL TUTORS</b>
Ms. Bridges requested a motion to approve the Foundation Board Members for 2022-2023 with two new members: Ms. Denise Seldman Benun and Ms. Michelle Lewis Salzman. Ms. Saur moved to approve. All agreed.	<b>FOUNDATION MEMBERS</b>
Ms. Bridges noted the Friends of the Library Board Members for 2022-2023.	<b>FRIENDS OF THE LIBRARY</b>
Mr. Viner was the Staff Association representative and had no comment.	<b>STAFF ASSOCIATION</b>
There were no public comments.	<b>PUBLIC COMM.</b>
Mr. Keller motioned to adjourn. All agreed.	<b>ADJOURNMENT</b>

**PORT WASHINGTON PUBLIC LIBRARY  
BOARD MEETING  
JULY 2022 REPORTS**

**WARRANTS TO BE VOTED ON**

<b>Warrant Number</b>	<b>Amount</b>
22-07-01A	\$ 287,560.85
22-07-01B	\$ 145,539.01

<b>Warrant Total</b>	<b><u>\$ 433,099.86</u></b>
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<b><u>Payroll Date</u></b>		<b><u>Gross</u></b>		<b><u>Net</u></b>		<b><u>Processing</u></b>		<b><u>Tax Liability</u></b>
7/7/2022	\$	139,121.01	\$	100,322.81	\$	-	\$	42,890.42
7/21/2022	\$	191,313.91	\$	110,114.36	\$	1,997.85	\$	55,810.72
<b>PAYROLL TOTAL</b>	<b>\$</b>	<b>330,434.92</b>	<b>\$</b>	<b>210,437.17</b>	<b>\$</b>	<b>1,997.85</b>	<b>\$</b>	<b>98,701.14</b>

Prepared By:  
Paul Thomaidis  
Finance Office

**PORT WASHINGTON PUBLIC LIBRARY  
BOARD MEETING  
AUGUST 2022 REPORTS**

**WARRANTS TO BE VOTED ON**

<b>Warrant Number</b>	<b>Amount</b>
22-08-02A	\$ 198,681.46

<b>Warrant Total</b>	<b><u>\$ 198,681.46</u></b>
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<b><u>Payroll Date</u></b>		<b><u>Gross</u></b>		<b><u>Net</u></b>		<b><u>Processing</u></b>		<b><u>Tax Liability</u></b>
8/4/2022	\$	131,602.19	\$	95,678.33				\$ 40,158.06
8/18/2022	\$	133,616.84	\$	86,847.51	\$	1,964.05	\$	36,572.10
<b>PAYROLL TOTAL</b>	<b>\$</b>	<b>265,219.03</b>	<b>\$</b>	<b>182,525.84</b>	<b>\$</b>	<b>1,964.05</b>	<b>\$</b>	<b><u>76,730.16</u></b>

Prepared By:  
Paul Thomaidis  
Finance Office



**PORT WASHINGTON PUBLIC LIBRARY**  
**Balance Sheet - Governmental Funds**  
July 31, 2022  
8.33% of Budget Expensed

	General	Special Aid	Capital Projects	Permanent	Total Governmental Funds	Fiduciary Fund Agency
<b>ASSETS</b>						
Cash						
Unrestricted	\$ 4,272,944	\$ 773,284	\$ 1,367,420	\$	\$ 6,413,648	\$
Restricted				135,161	135,161	
Receivables						
Due from other funds	217,813	1,580			219,393	(3,503)
Due from component unit	8,447	9,195			17,642	
Prepaid Expenditures					-	
Total Assets	<u>\$ 4,499,204</u>	<u>\$ 784,059</u>	<u>\$ 1,367,420</u>	<u>\$ 135,161</u>	<u>\$ 6,785,844</u>	<u>\$ (3,503)</u>
<b>LIABILITIES</b>						
Payables						
Accounts Payable	77,183	23,476	122,516		223,175	
Due to other funds	(2,078)	80,855	136,958	155	215,890	
Accrued Liabilities					-	
Due to ERS	101,139				101,139	
Other liabilities					-	(3,503)
Total Liabilities	<u>176,244</u>	<u>104,331</u>	<u>259,474</u>	<u>155</u>	<u>540,204</u>	<u>(3,503)</u>
<b>FUND BALANCES</b>						
Nonspendable:						
Prepays	-				-	
Endowment				135,006	135,006	
Restricted: Grants		679,728			679,728	
Assigned:						
Capital projects	2,372,333		1,107,946		3,480,279	
Retirement contribution	454,741				454,741	
Terminal leave	921,634				921,634	
Unappropriated fund balance	166,500				166,500	
Unassigned: Fund balance	407,752				407,752	
Total Fund Balances	<u>4,322,960</u>	<u>679,728</u>	<u>1,107,946</u>	<u>135,006</u>	<u>6,245,640</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 4,499,204</u>	<u>\$ 784,059</u>	<u>\$ 1,367,420</u>	<u>\$ 135,161</u>	<u>\$ 6,785,844</u>	<u>\$ (3,503)</u>

**PORT WASHINGTON PUBLIC LIBRARY**  
**Statement of Revenues and Expenditures - General Fund**  
For One Month Ended July 31, 2022  
8.33% of Budget Expensed

	Budget	July 31, 2022		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
<b>REVENUES</b>					
REAL PROPERTY TAXES	\$ 7,072,264	\$	\$	\$ (7,072,264)	0.0%
OTHER TAX ITEMS	100,000			(100,000)	0.0%
FINES, FEES - LOST BOOKS	7,500	115	115	(7,385)	1.5%
XEROX REVENUES	9,000	70	70	(8,930)	0.8%
INTEREST - A FUND	3,000	663	663	(2,337)	22.1%
SALE OF USED BOOKS	4,500	36	36	(4,464)	0.8%
REFUND OF PY EXPENSES					N/A
GIFTS & DONATIONS	12,500			(12,500)	0.0%
MISCELLANEOUS		8	8	8	N/A
STATE AID	7,000			(7,000)	0.0%
FEDERAL SOURCES					N/A
<b>Total Revenues</b>	<b>7,215,764</b>	<b>892</b>	<b>892</b>	<b>(7,214,872)</b>	
<b>EXPENDITURES</b>					
<b>141 CERTIFIED LIBRARIANS</b>					
.01 CERT.LIB GRADE 29-27-25	132,110	7,622	7,622	124,488	5.8%
.02 CERT.LIB GRADE 21	104,550	6,031	6,031	98,519	5.8%
.03 CERT.LIB GRADE 19	418,440	24,142	24,141	394,299	5.8%
.04 CERT.LIB GRADE 17	567,030	11,651	11,650	555,380	2.1%
.05 CERT.LIB GRADE 15	1,089,112	76,036	76,036	1,013,076	7.0%
.06 CERT.LIB HOLIDAY & SUNDAY	63,049			63,049	0.0%
<b>TOTAL CERT. LIBRARIANS</b>	<b>2,374,291</b>	<b>125,482</b>	<b>125,480</b>	<b>2,248,811</b>	<b>5.3%</b>
<b>143 CLERICAL STAFF</b>					
.01 CLERICAL GRADE 11	175,880	10,147	10,147	165,733	5.8%
.02 CLERICAL GRADE 9	49,160			49,160	0.0%
.04 CLERICAL GRADE 5	190,130	13,803	13,803	176,327	7.3%
.05 CLERICAL GRADE 3	98,700	5,694	5,694	93,006	5.8%
.06 CLERICAL HOLIDAY & SUNDAY	25,000			25,000	0.0%
<b>TOTAL CLERICAL STAFF</b>	<b>538,870</b>	<b>29,644</b>	<b>29,644</b>	<b>509,226</b>	<b>5.5%</b>
<b>143 HOURLY STAFF</b>					
.11 BOOKSHELVERS-ADULT	70,000	1,037	1,037	68,963	1.5%
.12 BOOK SHELVERS-CHILDREN	25,000	303	303	24,697	1.2%
.13 ENGLISH AS A SECOND LANGUA	34,000	185	185	33,815	0.5%
.14 ISD	87,000	1,599	1,599	85,401	1.8%
.15 COLLECTION MANAGEMENT	80,000	1,447	1,447	78,553	1.8%
.16 INTERLOANS	11,000	275	275	10,725	2.5%
.17 PERIODICAL SERVICE DESK					N/A
.18 PROCESSING OF BOOKS	36,000	596	596	35,404	1.7%
.19 TECHNICIANS-MEDIA	15,000	309	309	14,691	2.1%
.21 STUDENT COMPUTER AIDS	77,000	1,407	1,407	75,593	1.8%
.22 SUNDAY & HOLIDAYS - SUPPORT	36,000			36,000	0.0%
.23 INFO. TECH SPEC. II	21,000	231	231	20,769	1.1%
.24 COMMUNITY OUTREACH	16,000	380	380	15,620	2.4%
<b>TOTAL HOURLY STAFF</b>	<b>508,000</b>	<b>7,769</b>	<b>7,769</b>	<b>500,231</b>	<b>1.5%</b>
<b>143 BUILDING STAFF</b>					
.31 CUSTODIAL	274,090	13,236	13,236	260,854	4.8%
.32 HOLIDAYS & SUNDAY - CUSTODIA	22,873			22,873	0.0%
<b>TOTAL BUILDING STAFF</b>	<b>296,963</b>	<b>13,236</b>	<b>13,236</b>	<b>283,727</b>	<b>4.5%</b>
<b>SEPARATION PAYOUTS</b>					N/A

**PORT WASHINGTON PUBLIC LIBRARY**  
**Statement of Revenues and Expenditures - General Fund (Continued)**  
For One Month Ended July 31, 2022  
8.33% of Budget Expensed

	Budget	July 31, 2022		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
<b>EXPENDITURES (CONTINUED)</b>					
9030.8 SOCIAL SECURITY	\$ 284,436	\$ 17,205	\$ 17,205	\$ 267,231	6.0%
9040.8 WORKER'S COMPENSATION	38,000			38,000	0.0%
9045.8 DISABILITY INSURANCE	10,000	1,168	1,168	8,832	11.7%
9050.8 UNEMPLOYMENT INSURANCE	1,390			1,390	
9060.8 HOSPITAL & MEDICAL INSURANCE					
.01 MEDICAL	850,019	133,703	133,703	716,316	15.7%
.02 DENTAL	26,512	4,401	4,401	22,111	16.6%
.03 EYECARE	2,000	169	169	1,831	8.5%
TOTAL HOSPITAL & MEDICAL INSURANCE	878,531	138,273	138,273	740,258	15.7%
9010.8 STATE RETIREMENT	421,349			421,349	0.0%
203 EQUIPMENT					
.01 EQUIPMENT - LIBRARY	24,500	4,738	4,738	19,762	19.3%
.02 EQUIPMENT - COMPUTER	16,850			16,850	0.0%
.03 EQUIPMENT - BUILDING	15,000			15,000	0.0%
TOTAL EQUIPMENT	56,350	4,738	4,738	51,612	8.4%
410 PRINT & INFORMATION SERVICES					
.02 SERVICES & CONTINUATIONS				-	
.05 BOOKS-FICTION	50,000	478	478	49,522	1.0%
.06 BOOKS-NON-FICTION	50,000	1,874	1,874	48,126	3.7%
.07 BOOKS-REFERENCE	35,000	4,282	4,282	30,718	12.2%
.08 BOOKS-CHILDREN	23,500	797	797	22,703	3.4%
.09 BOOKS-AUDIO & ELECTRONIC	95,000	23,761	23,761	71,239	25.0%
.10 BOOKS-YOUNG ADULT	15,000	1,301	1,301	13,699	8.7%
TOTAL PRINT & INFORMATION SERVICES	268,500	32,493	32,493	236,007	12.1%
411 MACHINE READABLE MATERIAL					
.02 REFERENCE SOFTWARE	60,000	424	424	59,576	0.7%
.03 COMPUTER SOFTWARE	35,000	8,849	8,849	26,151	25.3%
TOTAL MACHINE READABLE MATERIAL	95,000	9,273	9,273	85,727	9.8%
413 SERIALS					
.01 MICROFORM	4,500			4,500	0.0%
.02 NON-MICROFORM	32,000	22,901	22,901	9,099	71.6%
TOTAL SERIALS	36,500	22,901	22,901	13,599	62.7%
417 A-V MATERIALS					
.02 CHILDREN'S MATERIALS	6,000	34	34	5,966	0.6%
.03 DVD	20,000	2,408	2,408	17,592	12.0%
.04 YOUNG ADULT				-	N/A
.05 DIGITAL MEDIA	25,000	2,296	2,296	22,704	9.2%
TOTAL A-V MATERIALS	51,000	4,738	4,738	46,262	9.3%
417 AUDIO RECORDINGS					
.11 VIDEO GAME COLLECTION	10,000	771	771	9,229	7.7%
.12 COMPACT DISKS	6,000	440	440	5,560	7.3%
TOTAL AUDIO RECORDINGS	16,000	1,211	1,211	14,789	7.6%
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, 2022  
8.33% of Budget Expensed

	Budget	July 31, 2022		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
<b>EXPENDITURES (CONTINUED)</b>					
<b>430 OFFICE &amp; LIBRARY SUPPLIES</b>					
.01 ADULT SERVICES	\$ 600	\$	\$	\$ 600	0.0%
.02 CHILDREN'S SERVICES	3,500	259	259	3,241	7.4%
.03 COLLECTION MANAGEMENT	800	203	203	597	25.4%
.04 COMMUNITY INFO	1,000			1,000	0.0%
.05 COMPUTER SERVICES	7,600	300	300	7,300	3.9%
.06 INFO SERVICES	700	70	70	630	10.0%
.07 MEDIA SERVICES	3,100	1,173	1,173	1,927	37.8%
.08 GENERAL OFFICE SUPPLIES	20,000	623	623	19,377	3.1%
.09 ORAL HISTORY/SPECIAL COLLEC	2,500	463	463	2,037	18.5%
.10 TECHNICAL SERVICES	8,500	1,039	1,039	7,461	12.2%
.11 OFFICE EQUIPMENT	12,000	188	188	11,812	1.6%
.12 YOUNG ADULT	400			400	0.0%
<b>TOTAL OFFICE &amp; LIBRARY SUPPLIES</b>	<b>60,700</b>	<b>4,318</b>	<b>4,318</b>	<b>56,382</b>	<b>7.1%</b>
<b>431 TELEPHONE</b>					
.01 TELEPHONE	26,000	3,682	3,682	22,318	14.2%
.02 TELEPHONE MAINTENANCE	5,000	2,103	2,103	2,897	42.1%
<b>TOTAL TELEPHONE</b>	<b>31,000</b>	<b>5,785</b>	<b>5,785</b>	<b>25,215</b>	<b>18.7%</b>
<b>433 POSTAGE &amp; FREIGHT</b>					
.01 POSTAGE - FREIGHT	25,000	83	83	24,917	0.3%
<b>434 PRINTING</b>					
.01 PRINTED INFO	7,000	744	744	6,256	10.6%
.04 DISPLAYS & EXHIBITIONS	5,500	100	100	5,400	1.8%
.05 LEGAL ADVERTISING	5,000			5,000	0.0%
.08 NEWSLETTERS	23,000	4,677	4,677	18,323	20.3%
<b>TOTAL PRINTING</b>	<b>40,500</b>	<b>5,521</b>	<b>5,521</b>	<b>34,979</b>	<b>13.6%</b>
<b>435 TRAVEL &amp; MILEAGE</b>					
.01 MEETINGS	15,000			15,000	0.0%
.02 MILEAGE	3,000			3,000	0.0%
.03 STAFF DEVELOPMENT	2,000	250	250	1,750	12.5%
<b>TOTAL TRAVEL &amp; MILEAGE</b>	<b>20,000</b>	<b>250</b>	<b>250</b>	<b>19,750</b>	<b>1.3%</b>
<b>436 ALIS/NLS OPERATING SYSTEM</b>					
.01 CIRCULATION CHARGES	35,000	7,931	7,931	27,069	22.7%
.02 OPAC/CONCURRENT SESSION C	20,000	6,992	6,992	13,008	35.0%
.03 NLS	33,000	34,044	34,044	(1,044)	103.2%
<b>TOTAL ALIS/NLS OPERATING SYSTEM</b>	<b>88,000</b>	<b>48,967</b>	<b>48,967</b>	<b>39,033</b>	<b>55.6%</b>
<b>437 PROGRAM SERVICES</b>					
.01 PROGRAMS -ADULT	16,000	950	950	15,050	5.9%
.02 PROGRAMS - YOUNG ADULT	7,500			7,500	0.0%
.03 PROGRAMS - JUVENILE	22,000	801	801	21,199	3.6%
.07 MEETING ROOM EXPENSES	1,000			1,000	0.0%
.08 OTHER PROGRAM SUPPORT	10,000	727	727	9,273	7.3%
.13 MEDIA PROGRAMS	8,500	1,350	1,350	7,150	15.9%
<b>TOTAL PROGRAM SERVICES</b>	<b>65,000</b>	<b>3,828</b>	<b>3,828</b>	<b>61,172</b>	<b>5.9%</b>
<b>438 MEMBERSHIPS</b>					
.01 MEMBERSHIPS	7,000	123	123	6,877	1.8%
<b>439 RENTAL, REPAIR, MAINTENANCE</b>					
<b>OFFICE EQUIPMENT</b>					
.01 EQUIPMENT	14,000	2,373	2,373	11,627	17.0%
.02 COPY EQUIPMENT	14,500	4,302	4,302	10,198	29.7%
.04 COMPUTER	1,000			1,000	0.0%
.06 PIANO	1,000			1,000	0.0%
<b>TOTAL RENTAL REPAIR, MAINTENANCE</b>					
<b>OFFICE EQUIPMENT</b>	<b>30,500</b>	<b>6,675</b>	<b>6,675</b>	<b>23,825</b>	<b>21.9%</b>

**PORT WASHINGTON PUBLIC LIBRARY**  
**Statement of Revenues and Expenditures - General Fund (Continued)**  
For One Month Ended July 31, 2022  
8.33% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	July 31, 2022		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
<b>440 BUSINESS SERVICES</b>					
.01 ACCOUNTING	\$ 61,200	\$ 5,000	\$ 5,000	\$ 56,200	8.2%
.02 AUDIT	19,000			19,000	0.0%
.05 ELECTION	5,000			5,000	0.0%
.06 LEGAL	30,000	1,210	1,210	28,790	4.0%
.07 PAYROLL	23,500	1,998	1,998	21,502	8.5%
.09 OTHER	20,000	549	549	19,451	2.7%
.10 SECURITY SERVICES	45,000	4,769	4,769	40,231	10.6%
.11 COMPUTER SERVICES	60,040	9,902	9,902	50,138	16.5%
.13 CREDIT CARD FEES	2,000	105	105	1,895	5.3%
<b>TOTAL BUSINESS SERVICES</b>	<b>265,740</b>	<b>23,533</b>	<b>23,533</b>	<b>242,207</b>	<b>8.9%</b>
<b>450 FUEL &amp; UTILITIES</b>					
.01 ELECTRICITY	129,250	14,721	14,721	114,529	11.4%
.02 FUEL	40,560	830	830	39,730	2.0%
.03 WATER POLLUTION CONTROL TA	6,160			6,160	0.0%
.04 WATER TAX	7,000			7,000	0.0%
<b>TOTAL FUEL &amp; UTILITIES</b>	<b>182,970</b>	<b>15,551</b>	<b>15,551</b>	<b>167,419</b>	<b>8.5%</b>
<b>451 CUSTODIAL SUPPLIES</b>					
.01 BULBS	10,200	34	34	10,166	0.3%
.02 HOUSEKEEPING MAINT	14,500	1,854	1,854	12,646	12.8%
.03 UNIFORMS	1,000			1,000	0.0%
.04 CLEANING SERVICES	29,000	550	550	28,450	1.9%
<b>TOTAL CUSTODIAL SUPPLIES</b>	<b>54,700</b>	<b>2,438</b>	<b>2,438</b>	<b>52,262</b>	<b>4.5%</b>
<b>452 REPAIRS TO BLDG &amp; BLDG EQUIP.</b>					
.01 REPAIR TO BUILDING	100,000			100,000	0.0%
.02 SUPPLIES FOR BUILDING		1,515	1,515	(1,515)	N/A
.03 BUILDING IMPROVEMENTS				-	N/A
.04 REPAIRS TO EQUIPMENT		31	31	(31)	N/A
<b>TOTAL REPAIRS TO BLDG &amp; BLDG. EQUIP.</b>	<b>100,000</b>	<b>1,546</b>	<b>1,546</b>	<b>98,454</b>	<b>1.5%</b>
<b>454 INSURANCE</b>					
.01 INSURANCE	70,000	5	5	69,995	
<b>455 OTHER OPER. &amp; MAINT.</b>					
.01 MECHANICAL CONTRACTS	76,500	1,109	1,109	75,391	1.4%
.02 GROUND MAINT. CONTRACTS		746	746	(746)	N/A
.03 BUILDING MAINT CONTRACT		972	972	(972)	N/A
<b>TOTAL OTHER OPER. &amp; MAINT.</b>	<b>76,500</b>	<b>2,827</b>	<b>2,827</b>	<b>73,673</b>	<b>3.7%</b>
<b>DEBT SERVICE</b>					
INSTALLMENT DEBT- PRINCIPAL	4,838	395	395	4,443	8.2%
INSTALLMENT DEBT INTEREST	136	20	20	116	14.7%
<b>TOTAL DEBT SERVICE</b>	<b>4,974</b>	<b>415</b>	<b>415</b>	<b>4,559</b>	<b>8.3%</b>
<b>INTERFUND TRANSFERS</b>					
OPERATING TRANSFERS OUT	380,000	-	-	380,000	0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,382,264</b>	<b>\$ 529,996</b>	<b>\$ 529,994</b>	<b>6,852,270</b>	<b>7.2%</b>
<b>NET CHANGE IN FUND BALANCE</b>			(529,102)		
<b>FUND BALANCE, BEGINNING OF YEAR</b>			4,852,062		
<b>FUND BALANCE, END OF YEAR</b>			<b>\$ 4,322,960</b>		

**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, 2022  
8.33% of Budget Expensed

	Special Revenue	Capital Projects	Permanent
<b>REVENUES</b>			
Interest income	\$ 499	\$ 953	\$ 87
Miscellaneous revenue	20,526		
State sources			
Total Revenues	<u>21,025</u>	<u>953</u>	<u>87</u>
<b>EXPENDITURES</b>			
Program expenses	<u>47,369</u>	<u>121,094</u>	
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in	87	-	-
Operating transfers (out)			<u>(87)</u>
Total Other Financing Sources (Uses)	<u>87</u>	<u>-</u>	<u>(87)</u>
Net Change in Fund Balance	(26,257)	(120,141)	-
Fund Balance - Beginning of year	<u>705,985</u>	<u>1,228,087</u>	<u>135,006</u>
Fund Balance - End of month	<u>\$ 679,728</u>	<u>\$ 1,107,946</u>	<u>\$ 135,006</u>

**PORT WASHINGTON PUBLIC LIBRARY**  
**Detailed Schedule of Fund Balance**  
**Special Revenue Fund**  
For One Month Ended July 31, 2022

**Assigned for Special Programs**

PUBLICATION FUND	\$ 7,270
FRIENDS OF THE LIBRARY	31,749
FRIENDS OF THE LIBRARY-BOGEN	44,658
EPSTEIN BOOK FUND	360
NLS BULLET AID	25,383
9/11 PROJECT - 10/02 - SHODELL	128
NYS MEDIA ROOM RENO GRANT	11,920
NLS STATE GRANT COMPUTERS	668
FOUNDATION GRANT CAREER COACHING	(35,421)
AMERICAN GIRL DOLLS	351
NYS CONSTRUCTION GRANT	20,688
ESL GRANT SUPPLIES/MATERIALS	474
HOMEGROWN READERS	19,225
NYS LOBBY RENOVATION GRANT	21,873
ADULT LITERACY GRANT/BOOKS FOR DESSERT	21,520
JOB SEARCH BOOT CAMP GRANT	(290)
CONSTRUCTION GRANT	563
CHILDRENS GRANT	2,059
TEPPER INTERGENERATIONAL	257
SPIELMAN STORY TELLING	365
SALTZMAN GRANT	6,253
ZUCKER GRANT	11,070
OUTDOOR WIFI	3,324
MAKERSPACE	3,787
WIFI HOTSPOTS	56
SMALL STUDY ROOM	1,532
REGIONAL TECH & MEDIA	818
NEA CREATIVE READERS	2,155
MISCELLANEOUS WORKSHOPS	29,617
UNGER/BESLITY MEMORIAL - TERRACE	10,664
VERA FIDDLER	256
ART ADVISORY COUNCIL	5,579
MUSIC ADVISORY COUNCIL	28,939
HEALTH ADVISORY COUNCIL	35,879
BURTIS	18,783
UNDERHILL	23,182
BROWN	5,673
FENDRICK MEMORIAL	1,265
MORSE FUND	1,806
BRONSON	10,615
S. STEYN MEMORIAL	7,660
SPECIAL TRUST ACCOUNT (MISC)	2,621
WHITTEMORE MEMORIAL	2,065
ROBERT STERN	201
NAUTICAL CENTER	257,642
CHILDREN'S ADVISORY COUNCIL	11,113
HEALTH INFORMATION - ANTI SMOKING	17,313
GOODMAN ASSISTIVE TECHNOLOGY	6,060
	<u>\$ 679,728</u>





**PORT WASHINGTON PUBLIC LIBRARY**

**Balance Sheet - Governmental Funds**

August 31, 2022

16.67% of Budget Expensed

	<u>General</u>	<u>Special Aid</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total Governmental Funds</u>	<u>Fiduciary Fund Agency</u>
<b>ASSETS</b>						
Cash						
Unrestricted	\$ 4,855,585	\$ 774,032	\$ 1,368,815	\$	\$ 6,998,432	\$
Restricted				135,291	135,291	
Receivables						
Due from other funds	203,088	1,710			204,798	(3,503)
Due from component unit	7,368	9,196			16,564	
Due from other governments	1,000				1,000	
Total Assets	<u>\$ 5,067,041</u>	<u>\$ 784,938</u>	<u>\$ 1,368,815</u>	<u>\$ 135,291</u>	<u>\$ 7,356,085</u>	<u>\$ (3,503)</u>
<b>LIABILITIES</b>						
Payables						
Due to other funds	5,389	64,708	138,380	285	208,762	(7,467)
Due to ERS	101,139				101,139	
Other liabilities					-	3,964
Total Liabilities	<u>106,528</u>	<u>64,708</u>	<u>138,380</u>	<u>285</u>	<u>309,901</u>	<u>(3,503)</u>
<b>FUND BALANCES</b>						
Nonspendable:						
Endowment				135,006	135,006	
Restricted: Grants		720,230			720,230	
Assigned:						
Capital projects	2,372,333		1,230,435		3,602,768	
Retirement contribution	454,741				454,741	
Terminal leave	921,634				921,634	
Unappropriated fund balance	166,500				166,500	
Unassigned: Fund balance	1,045,305				1,045,305	
Total Fund Balances	<u>4,960,513</u>	<u>720,230</u>	<u>1,230,435</u>	<u>135,006</u>	<u>7,046,184</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 5,067,041</u>	<u>\$ 784,938</u>	<u>\$ 1,368,815</u>	<u>\$ 135,291</u>	<u>\$ 7,356,085</u>	<u>\$ (3,503)</u>

**PORT WASHINGTON PUBLIC LIBRARY**  
**Statement of Revenues and Expenditures - General Fund**  
For One Month and Two Months Ended August 31, 2022  
16.67% of Budget Expensed

	Budget	August 31, 2022		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
<b>REVENUES</b>					
REAL PROPERTY TAXES	\$ 7,072,264	\$ 1,000,000	\$ 1,000,000	\$ (6,072,264)	14.1%
OTHER TAX ITEMS	100,000			(100,000)	0.0%
FINES, FEES - LOST BOOKS	7,500	742	857	(6,643)	11.4%
XEROX REVENUES	9,000	762	832	(8,168)	9.2%
INTEREST -A FUND	3,000	935	1,598	(1,402)	53.3%
SALE OF USED BOOKS	4,500	323	359	(4,141)	8.0%
REFUND OF PY EXPENSES					N/A
GIFTS & DONATIONS	12,500			(12,500)	0.0%
MISCELLANEOUS		6,015	6,023	6,023	N/A
STATE AID	7,000			(7,000)	0.0%
FEDERAL SOURCES					N/A
<b>Total Revenues</b>	<b>7,215,764</b>	<b>1,008,777</b>	<b>1,009,669</b>	<b>(6,206,095)</b>	<b>14.0%</b>
<b>EXPENDITURES</b>					
<b>141 CERTIFIED LIBRARIANS</b>					
.01 CERT.LIB GRADE 29-27-25	132,110	10,163	17,784	114,326	13.5%
.02 CERT.LIB GRADE 21	104,550	8,042	14,073	90,477	13.5%
.03 CERT.LIB GRADE 19	418,440	32,188	56,330	362,110	13.5%
.04 CERT.LIB GRADE 17	567,030	15,534	27,185	539,845	4.8%
.05 CERT.LIB GRADE 15	1,089,112	101,455	177,491	911,621	16.3%
.06 CERT.LIB HOLIDAY & SUNDAY	63,049	554	554	62,495	0.9%
<b>TOTAL CERT. LIBRARIANS</b>	<b>2,374,291</b>	<b>167,936</b>	<b>293,417</b>	<b>2,080,874</b>	<b>12.4%</b>
<b>143 CLERICAL STAFF</b>					
.01 CLERICAL GRADE 11	175,880	13,530	23,677	152,203	13.5%
.02 CLERICAL GRADE 9	49,160			49,160	0.0%
.04 CLERICAL GRADE 5	190,130	16,160	29,963	160,167	15.8%
.05 CLERICAL GRADE 3	98,700	7,592	13,286	85,414	13.5%
.06 CLERICAL HOLIDAY & SUNDAY	25,000	265	265	24,735	1.1%
<b>TOTAL CLERICAL STAFF</b>	<b>538,870</b>	<b>37,547</b>	<b>67,191</b>	<b>471,679</b>	<b>12.5%</b>
<b>143 HOURLY STAFF</b>					
.11 BOOKSHELVERS-ADULT	70,000	4,572	5,609	64,391	8.0%
.12 BOOK SHELVERS-CHILDREN	25,000	3,116	3,419	21,581	13.7%
.13 ENGLISH AS A SECOND LANGUA	34,000	1,076	1,261	32,739	3.7%
.14 ISD	87,000	11,017	12,616	74,384	14.5%
.15 COLLECTION MANAGEMENT	80,000	5,129	6,576	73,424	8.2%
.16 INTERLOANS	11,000	1,104	1,379	9,621	12.5%
.17 PERIODICAL SERVICE DESK					N/A
.18 PROCESSING OF BOOKS	36,000	3,020	3,616	32,384	10.0%
.19 TECHNICIANS-MEDIA	15,000	1,466	1,775	13,225	11.8%
.21 STUDENT COMPUTER AIDS	77,000	6,105	7,512	69,488	9.8%
.22 SUNDAY & HOLIDAYS - SUPPORT	36,000	477	477	35,523	1.3%
.23 INFO. TECH SPEC. II	21,000	1,167	1,398	19,602	6.7%
.24 COMMUNITY OUTREACH	16,000	1,249	1,629	14,371	10.2%
<b>TOTAL HOURLY STAFF</b>	<b>508,000</b>	<b>39,498</b>	<b>47,267</b>	<b>460,733</b>	<b>9.3%</b>
<b>143 BUILDING STAFF</b>					
.31 CUSTODIAL	274,090	19,876	33,112	240,978	12.1%
.32 HOLIDAYS & SUNDAY - CUSTODIA	22,873	313	313	22,560	1.4%
<b>TOTAL BUILDING STAFF</b>	<b>296,963</b>	<b>20,189</b>	<b>33,425</b>	<b>263,538</b>	<b>11.3%</b>
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, 2022  
16.67% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	August 31, 2022		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
9030.8 SOCIAL SECURITY	\$ 284,436	\$ 19,406	\$ 36,611	\$ 247,825	12.9%
9040.8 WORKER'S COMPENSATION	38,000	27,622	27,622	10,378	72.7%
9045.8 DISABILITY INSURANCE	10,000	(1,539)	(371)	10,371	-3.7%
9050.8 UNEMPLOYMENT INSURANCE	1,390			1,390	
9060.8 HOSPITAL & MEDICAL INSURANCE					
.01 MEDICAL	850,019	56,836	190,539	659,480	22.4%
.02 DENTAL	26,512	(1,206)	3,195	23,317	12.1%
.03 EYECARE	2,000	864	1,033	967	51.7%
TOTAL HOSPITAL & MEDICAL INSURANCE	878,531	56,494	194,767	683,764	22.2%
9010.8 STATE RETIREMENT	421,349			421,349	0.0%
203 EQUIPMENT					
.01 EQUIPMENT - LIBRARY	24,500	(393)	4,345	20,155	17.7%
.02 EQUIPMENT - COMPUTER	16,850			16,850	0.0%
.03 EQUIPMENT - BUILDING	15,000			15,000	0.0%
TOTAL EQUIPMENT	56,350	(393)	4,345	52,005	7.7%
410 PRINT & INFORMATION SERVICES					
.02 SERVICES & CONTINUATIONS				-	
.05 BOOKS-FICTION	50,000	(472)	6	49,994	
.06 BOOKS-NON-FICTION	50,000	(1,861)	13	49,987	
.07 BOOKS-REFERENCE	35,000	(2,309)	1,973	33,027	5.6%
.08 BOOKS-CHILDREN	23,500	(797)		23,500	0.0%
.09 BOOKS-AUDIO & ELECTRONIC	95,000	(777)	22,984	72,016	24.2%
.10 BOOKS-YOUNG ADULT	15,000	(962)	339	14,661	2.3%
TOTAL PRINT & INFORMATION SERVICES	268,500	(7,178)	25,315	243,185	9.4%
411 MACHINE READABLE MATERIAL					
.02 REFERENCE SOFTWARE	60,000	10,367	10,791	49,209	18.0%
.03 COMPUTER SOFTWARE	35,000	(3,754)	5,095	29,905	14.6%
TOTAL MACHINE READABLE MATERIAL	95,000	6,613	15,886	79,114	16.7%
413 SERIALS					
.01 MICROFORM	4,500			4,500	0.0%
.02 NON-MICROFORM	32,000	1,268	24,169	7,831	75.5%
TOTAL SERIALS	36,500	1,268	24,169	12,331	66.2%
417 A-V MATERIALS					
.02 CHILDREN'S MATERIALS	6,000	(34)		6,000	0.0%
.03 DVD	20,000	(689)	1,719	18,281	8.6%
.04 YOUNG ADULT				-	N/A
.05 DIGITAL MEDIA	25,000	(136)	2,160	22,840	8.6%
TOTAL A-V MATERIALS	51,000	(859)	3,879	47,121	7.6%
417 AUDIO RECORDINGS					
.11 VIDEO GAME COLLECTION	10,000	(771)		10,000	0.0%
.12 COMPACT DISKS	6,000	(109)	331	5,669	5.5%
TOTAL AUDIO RECORDINGS	16,000	(880)	331	15,669	2.1%
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, 2022  
16.67% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	August 31, 2022		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
<b>430 OFFICE &amp; LIBRARY SUPPLIES</b>					
.01 ADULT SERVICES	\$ 600	\$ 40	\$ 40	\$ 560	6.7%
.02 CHILDREN'S SERVICES	3,500	(259)		3,500	0.0%
.03 COLLECTION MANAGEMENT	800	(203)		800	0.0%
.04 COMMUNITY INFO	1,000			1,000	0.0%
.05 COMPUTER SERVICES	7,600	(300)		7,600	0.0%
.06 INFO SERVICES	700	(70)		700	0.0%
.07 MEDIA SERVICES	3,100	(1,173)		3,100	0.0%
.08 GENERAL OFFICE SUPPLIES	20,000	(470)	153	19,847	0.8%
.09 ORAL HISTORY/SPECIAL COLLEC	2,500	(424)	39	2,461	1.6%
.10 TECHNICAL SERVICES	8,500	(932)	107	8,393	1.3%
.11 OFFICE EQUIPMENT	12,000	(61)	127	11,873	1.1%
.12 YOUNG ADULT	400	91	91	309	22.8%
<b>TOTAL OFFICE &amp; LIBRARY SUPPLIES</b>	<b>60,700</b>	<b>(3,761)</b>	<b>557</b>	<b>60,143</b>	<b>0.9%</b>
<b>431 TELEPHONE</b>					
.01 TELEPHONE	26,000	27	3,709	22,291	14.3%
.02 TELEPHONE MAINTENANCE	5,000		2,103	2,897	42.1%
<b>TOTAL TELEPHONE</b>	<b>31,000</b>	<b>27</b>	<b>5,812</b>	<b>25,188</b>	<b>18.7%</b>
<b>433 POSTAGE &amp; FREIGHT</b>					
.01 POSTAGE - FREIGHT	25,000	33	116	24,884	0.5%
<b>434 PRINTING</b>					
.01 PRINTED INFO	7,000	202	946	6,054	13.5%
.04 DISPLAYS & EXHIBITIONS	5,500	(50)	50	5,450	0.9%
.05 LEGAL ADVERTISING	5,000			5,000	0.0%
.08 NEWSLETTERS	23,000		4,677	18,323	20.3%
<b>TOTAL PRINTING</b>	<b>40,500</b>	<b>152</b>	<b>5,673</b>	<b>34,827</b>	<b>14.0%</b>
<b>435 TRAVEL &amp; MILEAGE</b>					
.01 MEETINGS	15,000			15,000	0.0%
.02 MILEAGE	3,000			3,000	0.0%
.03 STAFF DEVELOPMENT	2,000	(250)		2,000	0.0%
<b>TOTAL TRAVEL &amp; MILEAGE</b>	<b>20,000</b>	<b>(250)</b>		<b>20,000</b>	<b>0.0%</b>
<b>436 ALIS/NLS OPERATING SYSTEM</b>					
.01 CIRCULATION CHARGES	35,000		7,931	27,069	22.7%
.02 OPAC/CONCURRENT SESSION C	20,000		6,992	13,008	35.0%
.03 NLS	33,000		34,044	(1,044)	103.2%
<b>TOTAL ALIS/NLS OPERATING SYSTEM</b>	<b>88,000</b>		<b>48,967</b>	<b>39,033</b>	<b>55.6%</b>
<b>437 PROGRAM SERVICES</b>					
.01 PROGRAMS - ADULT	16,000		950	15,050	5.9%
.02 PROGRAMS - YOUNG ADULT	7,500	920	920	6,580	12.3%
.03 PROGRAMS - JUVENILE	22,000	281	1,082	20,918	4.9%
.07 MEETING ROOM EXPENSES	1,000			1,000	0.0%
.08 OTHER PROGRAM SUPPORT	10,000	(748)	(21)	10,021	-0.2%
.13 MEDIA PROGRAMS	8,500		1,350	7,150	15.9%
<b>TOTAL PROGRAM SERVICES</b>	<b>65,000</b>	<b>453</b>	<b>4,281</b>	<b>60,719</b>	<b>6.6%</b>
<b>438 MEMBERSHIPS</b>					
.01 MEMBERSHIPS	7,000		123	6,877	1.8%
<b>439 RENTAL, REPAIR, MAINTENANCE</b>					
<b>OFFICE EQUIPMENT</b>					
.01 EQUIPMENT	14,000		2,373	11,627	17.0%
.02 COPY EQUIPMENT	14,500	(746)	3,556	10,944	24.5%
.04 COMPUTER	1,000			1,000	0.0%
.06 PIANO	1,000			1,000	0.0%
<b>TOTAL RENTAL REPAIR, MAINTENANCE</b>	<b>30,500</b>	<b>(746)</b>	<b>5,929</b>	<b>24,571</b>	<b>19.4%</b>

**PORT WASHINGTON PUBLIC LIBRARY**  
**Statement of Revenues and Expenditures - General Fund (Continued)**  
For One Month and Two Months Ended August 31, 2022  
16.67% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	August 31, 2022		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
<b>440 BUSINESS SERVICES</b>					
.01 ACCOUNTING	\$ 61,200	\$ 5,000	\$ 10,000	\$ 51,200	16.3%
.02 AUDIT	19,000			19,000	0.0%
.05 ELECTION	5,000			5,000	0.0%
.06 LEGAL	30,000	(1,210)		30,000	0.0%
.07 PAYROLL	23,500		1,998	21,502	8.5%
.09 OTHER	20,000	422	971	19,029	4.9%
.10 SECURITY SERVICES	45,000	608	5,377	39,623	11.9%
.11 COMPUTER SERVICES	60,040	(5,072)	4,830	55,210	8.0%
.13 CREDIT CARD FEES	2,000	105	210	1,790	10.5%
<b>TOTAL BUSINESS SERVICES</b>	<b>265,740</b>	<b>(147)</b>	<b>23,386</b>	<b>242,354</b>	<b>8.8%</b>
<b>450 FUEL &amp; UTILITIES</b>					
.01 ELECTRICITY	129,250	5,484	20,205	109,045	15.6%
.02 FUEL	40,560	(485)	345	40,215	0.9%
.03 WATER POLLUTION CONTROL TA	6,160			6,160	0.0%
.04 WATER TAX	7,000	3,092	3,092	3,908	44.2%
<b>TOTAL FUEL &amp; UTILITIES</b>	<b>182,970</b>	<b>8,091</b>	<b>23,642</b>	<b>159,328</b>	<b>12.9%</b>
<b>451 CUSTODIAL SUPPLIES</b>					
.01 BULBS	10,200	(34)		10,200	0.0%
.02 HOUSEKEEPING MAINT	14,500	(1,776)	78	14,422	0.5%
.03 UNIFORMS	1,000			1,000	0.0%
.04 CLEANING SERVICES	29,000	2,540	3,090	25,910	10.7%
<b>TOTAL CUSTODIAL SUPPLIES</b>	<b>54,700</b>	<b>730</b>	<b>3,168</b>	<b>51,532</b>	<b>5.8%</b>
<b>452 REPAIRS TO BLDG &amp; BLDG EQUIP .</b>					
.01 REPAIR TO BUILDING	100,000			100,000	0.0%
.02 SUPPLIES FOR BUILDING		(235)	1,280	(1,280)	N/A
.03 BUILDING IMPROVEMENTS				-	N/A
.04 REPAIRS TO EQUIPMENT		(31)		-	N/A
<b>TOTAL REPAIRS TO BLDG &amp; BLDG. EQUIP.</b>	<b>100,000</b>	<b>(266)</b>	<b>1,280</b>	<b>98,720</b>	<b>1.3%</b>
<b>454 INSURANCE</b>					
.01 INSURANCE	70,000	(5)		70,000	0.0%
<b>455 OTHER OPER. &amp; MAINT .</b>					
.01 MECHANICAL CONTRACTS	76,500	863	1,972	74,528	2.6%
.02 GROUND MAINT. CONTRACTS			746	(746)	N/A
.03 BUILDING MAINT CONTRACT		(89)	883	(883)	N/A
<b>TOTAL OTHER OPER. &amp; MAINT.</b>	<b>76,500</b>	<b>774</b>	<b>3,601</b>	<b>72,899</b>	<b>4.7%</b>
<b>DEBT SERVICE</b>					
INSTALLMENT DEBT- PRINCIPAL	4,838	396	791	4,047	16.3%
INSTALLMENT DEBT INTEREST	136	18	38	98	27.9%
<b>TOTAL DEBT SERVICE</b>	<b>4,974</b>	<b>414</b>	<b>829</b>	<b>4,145</b>	<b>16.7%</b>
<b>INTERFUND TRANSFERS</b>					
OPERATING TRANSFERS OUT	380,000	-	-	380,000	0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,382,264</b>	<b>\$ 371,223</b>	<b>\$ 901,218</b>	<b>6,481,046</b>	<b>12.2%</b>
<b>NET CHANGE IN FUND BALANCE</b>			108,451		
<b>FUND BALANCE, BEGINNING OF YEAR</b>			4,852,062		
<b>FUND BALANCE, END OF YEAR</b>			<b>\$ 4,960,513</b>		

Note: Negative balances in the 'One Month' column are due to the reversal of prior year accruals out of the July expenditures.

**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, 2022  
16.67% of Budget Expensed

	Special Revenue	Capital Projects	Permanent
<b>REVENUES</b>			
Interest income	\$ 1,248	\$ 2,348	\$ 218
Miscellaneous revenue	74,206		
State sources			
Total Revenues	<u>75,454</u>	<u>2,348</u>	<u>218</u>
<b>EXPENDITURES</b>			
Program expenses	<u>61,427</u>		
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in	218	-	-
Operating transfers (out)			<u>(218)</u>
Total Other Financing Sources (Uses)	<u>218</u>	<u>-</u>	<u>(218)</u>
Net Change in Fund Balance	14,245	2,348	-
Fund Balance - Beginning of year	<u>705,985</u>	<u>1,228,087</u>	<u>135,006</u>
Fund Balance - End of month	<u>\$ 720,230</u>	<u>\$ 1,230,435</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, 2022

**Assigned for Special Programs**

PUBLICATION FUND	\$ 7,270
FRIENDS OF THE LIBRARY	29,746
FRIENDS OF THE LIBRARY-BOGEN	44,709
EPSTEIN BOOK FUND	360
NLS BULLET AID	25,517
9/11 PROJECT - 10/02 - SHODELL	128
NYS MEDIA ROOM RENO GRANT	11,934
NLS STATE GRANT COMPUTERS	668
FOUNDATION GRANT CAREER COACHING	6,154
AMERICAN GIRL DOLLS	351
NYS CONSTRUCTION GRANT	20,712
ESL GRANT SUPPLIES/MATERIALS	474
HOMEGROWN READERS	19,174
NYS LOBBY RENOVATION GRANT	21,899
ADULT LITERACY GRANT/BOOKS FOR DESSERT	21,935
JOB SEARCH BOOT CAMP GRANT	(3,845)
CONSTRUCTION GRANT	563
CHILDRENS GRANT	2,061
TEPPER INTERGENERATIONAL	257
SPIELMAN STORY TELLING	365
SALTZMAN GRANT	6,260
ZUCKER GRANT	11,083
OUTDOOR WIFI	3,328
MAKERSPACE	6,292
WIFI HOTSPOTS	56
SMALL STUDY ROOM	1,534
HEARTS GRANT	1,000
REGIONAL TECH & MEDIA	819
NEA CREATIVE READERS	2,158
MISCELLANEOUS WORKSHOPS	29,618
UNGER/BESLITY MEMORIAL - TERRACE	10,676
VERA FIDDLER	257
ART ADVISORY COUNCIL	5,740
MUSIC ADVISORY COUNCIL	29,020
HEALTH ADVISORY COUNCIL	35,968
BURTIS	18,805
UNDERHILL	23,221
BROWN	5,679
FENDRICK MEMORIAL	1,266
MORSE FUND	1,808
BRONSON	10,627
S. STEYN MEMORIAL	7,669
SPECIAL TRUST ACCOUNT (MISC)	2,624
WHITTEMORE MEMORIAL	2,067
ROBERT STERN	201
NAUTICAL CENTER	258,846
CHILDREN'S ADVISORY COUNCIL	9,926
HEALTH INFORMATION - ANTI SMOKING	17,183
GOODMAN ASSISTIVE TECHNOLOGY	6,067
	<u>\$ 720,230</u>

**PORT WASHINGTON PUBLIC LIBRARY**  
**Miscellaneous Revenue**  
For the Year Ended June 30, 2023

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Total
Ear Phones	\$ 1.00												\$ 1.00
Flash USB Drives	7.00												7.00
Consolidated Vending		(2.50)											(2.50)
My Healthy Thing													-
Meeting Room Usage													-
NYS Sales Tax													-
Metlife Dividend													-
Utica Dividend													-
NLS Erate													-
NLS direct access													-
NLS MTA Offset													-
Broadview Erate													-
Verizon Erate													-
E-Rate Reimbursement		3,517.08											3,517.08
Backpack/Totes/Visor/Hats													-
Vending Machine Refund													-
Credit Card Point Credit													-
Misc. Cash													-
Local History Image													-
Sales tax payment													-
NYS Unclaimed Funds													-
Nassau County Elections		2,500.00											2,500.00
Statistics													-
ALIS e-commerce													-
Res./Non-Res. Card													-
Donation													-
Business Card													-
Deposit for architectural plans													-
Refund of Prior Year													-
ReadyRefresh- Nestle													-
PKLW - Childrens Room													-
<b>Totals</b>	<b>\$ 8.00</b>	<b>\$ 6,014.58</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,022.58</b>



Port Washington Public Library  
Variance Report  
As of August 31, 2022

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**Revenues -**

- Interest – Interest rates have increased

**Expenditures -**

- 9040.8 Workers Comp – Workers comp bill was paid on 8/16/22 and covers the period 7/1/22-7/1/23
- 9060.83 Eyecare – Staff reimbursement for eyecare up to \$150 per employee
- 413.02 Serials Non-Microform – Annual periodical subscription paid in July for \$22,688 to Rivistas.
- 431.02 Telephone Maintenance –Includes activation fee to Norcom Solutions for telephone services. Usually paid in the beginning of the year.
- 436.02 OPAC/Concurrent Session – ILS member library fees paid quarterly. First quarterly was paid in July.
- 436.03 NLS – Annual NLS payment for member services was paid in July for \$34,044.

**Port Washington Public Library**  
Board Resolution  
September 21, 2022

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**General Fund Budget Transfers**

Resolved: To make the following general fund budget transfers for the year ending June 30, 2022:

<u>To:</u>	<u>Code</u>	<u>Description</u>	<u>Total</u>
	141.01	Cert Lib Grade 29-27-25	\$500.00
	141.02	Cert Lib Grade 21	400.00
	141.03	cert Lib Grade 19	1,550.00
	141.05	Cert Lib Grade 15	184,500.00
	141.06	Cert Lib Holiday	15,000.00
	143.01	Clerical Grade 11	700.00
	143.04	Clerical Grade 5	20,500.00
	143.05	Clerical Grade 3	9,300.00
	143.12	Book Shelves-Children	5,200.00
	143.14	ISD	28,500.00
	143.16	Interloans	3,000.00
	143.18	Processing of Books	1,800.00
	143.19	Technicians-Media	2,000.00
	143.22	Sunday & Holiday	1,600.00
	143.24	Community Outreach	2,200.00
	143.31	Custodial	5,800.00
	410.08	Books-Children	9,900.00
	410.09	Books-Audio & Electronic	23,200.00
	410.10	Books- Young Adult	3,500.00
	411.03	Computer Software	8,800.00
	417.05	Digital Media	6,500.00
	417.11	Video Game Collection	3,300.00
	430.01	Office Supplies: Adult Serv.	260.00
	430.02	Office Supplies: Children Serv.	850.00
	430.03	Collection Management	460.00
	430.06	Info Services	25.00
	430.07	Media Services	3,500.00
	430.08	General Office Supplies	950.00
	431.01	Telephone	7,100.00
	434.08	Newsletter	7,900.00
	435.03	Staff Development	350.00
	436.02	OPAC/Concurrent Session	5,250.00
	439.02	Copy Equipment	1,400.00
	440.01	Accounting	1,100.00
	440.09	Other	1,250.00
	440.10	Security Services	20,100.00
	440.11	Computer Services	3,200.00
	451.02	Housekeeping Maint	950.00
	451.03	Uniforms	425.00
	452.01	Repairs to Building	1,350.00
	452.02	Supplies for Building	900.00
	455.01	Mechanical Contracts	1,100.00
			<u>\$396,170.00</u>

**Port Washington Public Library**  
Board Resolution  
September 21, 2022

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From:

143.04	Cert. Lib. Grade 17	\$215,275.00
143.06	Clerical Holiday	13,000.00
143.11	Book Shelves - Adult	27,000.00
143.13	English as a 2 <sup>nd</sup> Language	17,000.00
143.15	Collection Management	7,000.00
143.21	Student Computer Aids	9,000.00
143.23	Info Tech Spec	5,000.00
9040.8	Workers Comp	10,000.00
410.02	Books-Non-Fiction	15,000.00
411.02	Reference Software	8,500.00
413.02	Non-Microform	4,000.00
417.02	Children's Materials	3,000.00
430.05	Computer Services	4,500.00
430.10	Technical Services	3,000.00
430.11	Office Equipment	3,000.00
431.02	Telephone Maintenance	2,500.00
434.01	Printed Info	2,400.00
434.04	Displays & Exhibitions	3,600.00
433.01	Postage-Freight	3,600.00
435.01	Meetings	14,500.00
437.03	Programs-Juvenile	12,200.00
440.06	Legal	10,000.00
450.01	Electricity	<u>3,095.00</u>
		\$396,170.00

### III – LIBRARY MATERIALS POLICY

#### 1.0 MATERIAL SELECTION POLICY

##### 1.1 PHILOSOPHY OF LIBRARY OPERATION

We believe that humanity's greatest asset is the ability to communicate observations, experiences, hopes, meditations, fears, joys and sorrows across all barriers of time and space through the written word and other forms of expression.

We believe the role of a public library in a free society is to hold open a window through which people may freely view the whole panorama of human thought and experience in literature, science, the arts, philosophy, religion, history and politics, and in every field in which humanity's thoughts have been recorded.

We believe this is the role which we, as trustees of such a library, have a duty to fulfill, limited only by the physical and financial resources made available to us.

We oppose any attempt to shape our collection of library materials by any standards of literary, political, religious, artistic or social orthodoxy which we believe would impair the fulfillment of this duty.

We believe that in adhering to these views we maintain the highest traditions of library service as exemplified by the Library Bill of Rights, (Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.). Statement on Labeling (Adopted July 13, 1951. Amended June 25, 1971; July 1, 1981; June 26, 1990, by the ALA Council.), the Freedom to Read Statement (Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee, amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.) and the Freedom to View Statement (Adopted January 10, 1990 by the ALA Council.)

We delegate authority to the Library Director to act on behalf of the trustees in selecting books and other library materials in accordance with this policy.

##### 1.2 LIBRARY MISSION STATEMENT

The Port Washington Public Library is an inclusive center for community engagement, knowledge, and personal enrichment.

##### 1.3 AUTHORITY AND RESPONSIBILITY FOR THE MAINTENANCE OF LIBRARY COLLECTIONS

The Board of Trustees hires a professional Library Director who is responsible for the selection of library materials. The Library Director may authorize other professional staff to execute this policy in developing the Library collection.

### III – LIBRARY MATERIALS POLICY

#### 1.4 CRITERIA FOR SELECTION

Judgments of professionally trained staff members, qualified reviewers, and experts in specific subject areas provide a balance of opinion as the basis for selection. Criteria include:

- Accuracy
- Authority and competence in presentation
- Availability of information elsewhere
- Contemporary significance
- Comprehensiveness in breadth and scope
- Format
- Historical significance
- Interest to community
- Originality/Uniqueness of subject or approach
- Permanent Value
- Popular demand
- Price
- Quality in content and format
- Recentness of data
- Recommendations from the community
- Relation to existing collection
- Reputation of authors, publishers, or producers
- Scarcity of information in subject area

#### 1.5 WITHDRAWAL OF MATERIALS

Materials are regularly discarded from the Library's collection. Factors considered for removal are physical condition, space limitations, circulation, usefulness, age, accuracy, uniqueness of material and availability elsewhere. Withdrawn materials in good condition may be made available for sale in the Library.

#### 1.6 POLICY ON CONTROVERSIAL MATERIALS AND USE OF LIBRARY MATERIAL

The Library recognizes that some materials are controversial and that any given item may offend an individual library user. Selections will be made solely on the merits of the works in relation to building of the collection, as stated in the aforementioned criteria, and to serving the Port Washington community, not on the basis of anticipated approval or disapproval. Acquisition or use of any item does not imply the Library's endorsement of its contents.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be segregated to protect the Library user from its content.

### III – LIBRARY MATERIALS POLICY

The use of materials may be controlled to the extent required to preserve them, but no further.

Responsibility for the use of Library materials by children will rest with their parents or legal guardians.

#### 1.7 RECONSIDERATION OF LIBRARY MATERIALS

Recognizing that there may be some requests for reconsideration of materials, the following procedures have been developed to assure that requests to add or withdraw items are handled in an attentive and consistent manner.

Guidelines:

- a. Refer the patron to the LIC of ordering the collection in question. If a discussion with the librarian does not resolve the concern, the complainant is asked to complete a Request for Reconsideration of Library Materials form.
- b. The request form will be referred to a committee appointed by the Library Director.
- c. The committee will reconsider the item in question using the Materials Selection Policy and reviews from standard collection development sources.
- d. The Library Director will write to the patron regarding the committee's recommended action. Comments of individual committee members are to be held confidential by all concerned.
- e. If the patron desires further action, he/she/they may appeal in writing to the Board of Trustees of the Library. **(June 1996)**
- f. **Once an item has been reconsidered, it cannot be reconsidered again for at least 5 (five) years.**

#### 1.8 FORM FOR RECONSIDERATION OF LIBRARY MATERIALS

Request to Withdraw or Add:

Format:

Title:

Author/Presenter:

### III – LIBRARY MATERIALS POLICY

Is your request to withdraw/add this material based upon personal exposure to it, upon reports you have heard, or both?

Have you read/listened to/seen the entire work?

Have you read any reviews of this work?

What specific objections do you have concerning this work?

What action would you like the Library staff to take in this matter?

Name of person making request:

Library Card #:

Address:

Telephone:

Is this request on behalf of a group or organization?

If so, please name:

Today's Date:

The above form must be filled out completely for the reconsideration process to move forward.

The Library routinely responds to patrons' requests to add materials. However, if a patron requests material that had originally been considered and rejected for purchase, or if a patron challenges the Library's decision not to purchase a specific item, this would fall into the RECONSIDERATION OF LIBRARY MATERIALS category. (June 1996)

#### 2.0 DONATION OF LIBRARY MATERIAL

Library material on a specific subject, offered as a donation by an organization whose interests relate to that subject, may not be accepted by the Library with a guarantee that it will be added to the collection.

A donation by an organization of money to purchase material on a specific subject may be accepted. The selection of titles will be made by professional librarians trained to evaluate material and to maintain a balanced collection on the subject.

**See V. 4.0 Gift Acceptance Policy for further information.**

# I – GENERAL POLICY

## 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



## I – GENERAL POLICY

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 sex, gender expression, gender identity, and the status of being transgender 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, gender expression, gender identity, and the status of being transgender where the conduct alters the terms of employment for the individual subject to the harassment. 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 body or poking another employees' body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions.
- Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.
- Written conduct such as authoring threatening, derogatory or offensive letters, e-mails, text messages, or social media posts.

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- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - 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 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.
- Hostile actions taken against an individual because of that individual's sex, gender expression, gender identity, and 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 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.

### **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 behavior that may constitute sexual harassment, is encouraged to report such behavior to a supervisor, department

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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 names of the individual(s) involved, any witness(es) to the harassment, direct quotes and/or evidence (*e.g.*, notes, e-mails, 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.

### **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

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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.

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 complaint alleging a violation of the Human Rights Law may be filed either with the DHR, subject to a one-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](http://www.dhr.ny.gov). **The DHR has also established a sexual harassment hotline that can be contacted at 1-800-427-2773.**

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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](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto: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. 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 September 18, 2019).**

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## **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.

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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.

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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?

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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: \_\_\_\_\_



On behalf of HEARTS PW, it is our pleasure to fund your grant request for our 2022-2023 cycle. We know that this program will bring much joy to the community.

We love hearing how the grants are able to benefit our Port Washington community. We ask that you please share any photos and a summary of the program and the experience at the conclusion of the grant. Please send this to [info@heartspw.org](mailto:info@heartspw.org) and to our Grants Chair, Michele Posner at [micheleposner@hotmail.com](mailto:micheleposner@hotmail.com).

Many thanks,  
Eric Gewirtz  
HEARTS PW Board President

DATE <u>7/15/2022</u>	
PAY TO THE ORDER OF <u>PORT WASHINGTON PUBLIC LIBRARY</u>	\$ <u>1000.00</u>
<u>One-thousand and 00</u> / <u>100</u>	DOLLARS 
FOR <u>22/23 Grants</u>	



APPROVAL TO EXCESS EQUIPMENT

TYPE OF EQUIPMENT	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	QTY.	REASON FOR DISPOSAL	DATE OF BOARD APPROVAL
round Table				2	Chipped edges, No longer used	
Desk tables				3	Old rubber edge desk tops no longer being used	
old chairs from Quiet study rooms				8	Damaged or non working	
Folding Tables from Hagedorn				2	1 damaged 1 missing wheels	
Date Submitted:						



## Legislative Breakfast - Nassau County

- When **September 30, 2022**
- 8:00 AM - 10:00 AM
- Location -  
Island Trees Public Library - 38 Farmedge Rd., Levittown

### REGISTRATION

- **RSVP**

**Long Island  
Library Resources Council**

and

**NASSAU COUNTY  
LIBRARY ASSOCIATION**

cordially invite you to attend the

**Thirty-Seventh Annual  
Legislative Breakfast**

Friday September 30, 2022

Breakfast and Registration Begin at 8:00 a.m.

Island Trees Public Library  
38 Farmedge Rd., Levittown  
<https://lilrc.org/event-4930000>



## **NYLA 2022 Annual Conference & Trade Show - Back to The Future!**

**Wednesday, November 2nd - Saturday, November 5th  
Saratoga Springs, NY**

The NYLA Annual Conference will take place Wednesday, November 2nd – Saturday, November 5th at the Saratoga Springs City Center in Saratoga Springs.

### **Message from NYLA President, Beth Merkle**

It is an exciting time for our library association and we are optimistic about NYLA's future – and the future of our members and members' libraries. The past two years have taught us that change is inevitable and humbling and that our strength is in coming together to rethink, rework, and reinvent what we have known.

Together we have weathered the storm. Together in Saratoga Springs, we will get back to something we used to do all the time – thinking about the future:

- Thinking “what’s next?” with enthusiasm
- Taking the lessons from the pandemic and the injustices and inequities it has laid bare and moving forward on a better path
- Bringing many voices to the table – virtual or literal – and listening without judgment
- Seeing the infinite possibilities instead of the inside of the boxes that we put ourselves and others in

Let's get back to that. Let's get... Back to the Future.

You are cordially invited to attend  
the Port Washington Library Foundation's

# Cocktails & Celebration!

*Saluting Our Exceptional Library*

**HONORING**

**Patricia Bridges**

*President of the Board of Trustees*

**Keith Klang**

*Library Director*

*with a tribute to the staff  
of the Port Washington Public Library*

**Sunday, October 9, 2022**

**6 to 8 p.m.**

Open Bar & Hors d'oeuvres  
50/50 Raffle

**Manhasset Bay Yacht Club  
455 Main Street, Port Washington**

*Cocktail Attire*



**PORT WASHINGTON**  
LIBRARY FOUNDATION

## Notice for Library Trustees in NLS Area 7

Great Neck, Manhasset, Port Washington, Roslyn, Shelter Rock

Dear Library Trustees in NLS Area 7,

The Nassau Library System is governed by a 9-member Board of Trustees, with each seat representing an Area comprised of several libraries. The current term of the seat for the Area 7 representative on the NLS Board of Trustees will expire on December 31, 2022. The incumbent, Bill Keller of Port Washington, is completing an unexpired term. He is eligible to run for a full term and is seeking re-election. This email is to notify you of the expiration of the term and invite any additional candidates to come forward.

The next term will begin January 1, 2023 and end December 31, 2027. The NLS Board meets on the 4th Monday of the month at 7:30 p.m. or the 3rd Monday to avoid holidays. Any additional interested candidates should email a brief bio to Caroline Ashby, NLS Director, at [cashby@nassaulibrary.org](mailto:cashby@nassaulibrary.org) by October 1.

A virtual Area meeting at which the trustees of Area 7 libraries will be asked to nominate an individual to represent the Area on the NLS Board (with each library represented at the meeting having one vote) will be scheduled this fall.

The Area's nominee will go on to be in consideration for election by all member libraries at the virtual NLS Annual Meeting, with each library represented at the meeting having one vote. The NLS Annual Meeting is scheduled to be held on Wednesday, December 7 at 7:30 p.m.

NLS trustees must be over 18 years of age and should be residents of the Area they represent on the NLS Board. Nominees for the NLS Board need not be member library trustees, although it is preferable that they are. Employees of NLS or its member libraries may not serve as NLS trustees.

Please don't hesitate to contact me if you have any questions about serving on the NLS Board or the election process, or if you would like to suggest any additional topics for the Area meeting to be held this fall. Caroline Ashby, NLS Director, can be reached at [cashby@nassaulibrary.org](mailto:cashby@nassaulibrary.org) or 516-292-8920 x220.

I hope you and your loved ones are well.

Sincerely,

Caroline Ashby, NLS Director

cc: The Directors of the libraries in Area 7

## Port Washington Public Library - Strategic Plan 2022 - 2025

**Mission:** The Port Washington Public Library is an inclusive center for community engagement, knowledge, and personal enrichment

**Vision:** To enhance the wellbeing of every community member

**Values:** **Access** - Expansive & equitable opportunities for our community to connect with the wider world  
**Community** - Relationships, partnerships and alliances that create positive and beneficial growth and fosters a spirit of interconnectedness  
**Empowerment** - Enabling people/community members to reach their full potential

**Priorities:** Satisfy curiosity: lifelong learning  
 Access for all: outreach to underserved populations  
 Learn to read and write: literacy for all ages  
 Visit a comfortable place: physical and virtual spaces  
 Succeed in school: homework help  
 Make informed decisions: information fluency

Year 1 = 1/2022 - 1/2023  
 Year 2 = 1/2023 - 1/2024  
 Year 3 = 1/2024 - 1/2025

### GOAL 1: PROMOTE EQUITABLE PATHWAYS TO INDIVIDUAL FULFILLMENT

#### Objective 1.1: Expand service and eliminate barriers to build relationships

	Lead	Start Date	Completion
Activity 1.1.1: Establish a bilingual librarian position	Admin	2	3
Activity 1.1.2: Become a fine-free organization	Admin	1	1
Fine Free has been implemented as January 2022. Feedback from the community has been positive. There has been no negative impact on materials availability. Whenever possible, we have reduced or removed all fees for programs and other services, so that family finances are not a barrier to access.			
Activity 1.1.3: Recalibrate programming methods to address changing needs of local family audiences	Children's	1	3
We have introduced a regularly scheduled bilingual storytime. We have introduced evening storytimes, which are virtual, to support working families. We are looking to introduce more Saturday programming. We will continue to do outreach programming, meaning that our programs will be taking place in areas outside the library, in other parts of the community. Whenever possible, we have reduced or removed the costs to all of our programs. We conducted bilingual story times at Sands Point as part of a partnership with the PRC and our Hispanic Heritage Month event series is being conducted in partnership with the PRC.			
Activity 1.1.4: Streamline membership processes	Circulation	1	2
Will add "preferred first name" to library card application to promote inclusivity. Will remove option for Digital Library Cards, since that was more COVID-focused. We will steer people towards physical cards, since the expirations are longer. We will continue to look for ways to streamline library card processing.			
Activity 1.1.5: Ensure all public communications and publicity instruments are multilingual and accessible	CoRe	2	2
Activity 1.1.6: Partner with other departments to integrate multilingual service supports into all library services	ESOL	2	3
Activity 1.1.7: Create a plan to expand the library footprint in Manorhaven, including on-site services in the neighborhood	ESOL	2	3

#### Objective 1.2: Reintroduce the library to the community post-pandemic

Activity 1.2.1: Develop a comprehensive toolkit for offsite engagement events in partnership with local businesses	Adult/Teen	2	3
Activity 1.2.2: Create a long-term marketing plan	CoRe	2	2
Activity 1.2.3: Create programs to highlight the maker equipment and staff technology expertise	Tech	1	2
Work has begun on reimagining our MakerSpace so that we can house new equipment and support classroom/workshop space. We are looking to set up drop-in instructional sessions to walk patrons through use of the recording space.			

### GOAL 2: FOSTER A WARM, SAFE, AND SUPPORTIVE ATMOSPHERE FOR ALL

#### Objective 2.1: Ensure patrons feel comfortable in all library spaces

	Lead	Start Year	Completion
Activity 2.1.1: Create a long-term facilities plan	Admin	2	2
Activity 2.1.2: Produce orientation/introduction videos, live tours, and virtual tours of the facility	CoRe	1	1
Work on this activity is on hold until we fill our Community Relations position.			
Activity 2.1.3: Develop presence on new, popular communication platforms, including those favored by ESOL community members	CoRe	1	3
Work on this activity is on hold until we fill our Community Relations position.			
Activity 2.1.4: Produce library services orientation videos/tours for non-English speakers	ESOL	1	1
Work on this activity is on hold until we fill our Community Relations position.			
Activity 2.1.5: Adapt library spaces to better allow for flexible use	Facilities	2	3
Activity 2.1.6: Perform an accessibility audit on physical spaces, virtual spaces, and library website	Tech	2	3

#### Objective 2.2: Equip learners of all ages with tools and resources to succeed

Activity 2.2.1: Establish a "College Pioneers" program for students who would be the first in their families to attend college	Adult/Teen	2	3
Activity 2.2.2: Expand number of days Homework Help is provided, with a focus on supporting students from underserved populations	Children's	2	3
Activity 2.2.3: Launch a "master-in-residence" program series to highlight local expertise in the arts, sciences, and beyond	Programming	3	3

### GOAL 3: PROVIDE OUR COMMUNITY OPPORTUNITIES TO THRIVE

#### Objective 3.1: Improve collections and services that support real-world skills

	Lead	Start Year	Completion
Activity 3.1.1: Create a vocational tools collection and expand circulating "Games and Gadgets" collections including support materials and classes	Adult/Teen	1	3
Work on this area continues. We will begin to poll the community to determine what vocational tools may be needed.			
Activity 3.1.2: Offer "Welcome to the United States" courses to help recent arrivals acclimate to day-to-day-life in their new home	ESOL	2	2
Activity 3.1.3: Offer basic courses on car maintenance, cleaning tips, building/home repair, and plumbing	Admin/Facilities	2	3
Activity 3.1.4: Provide basic life skills programs like cooking, sewing, finance and banking, woodworking, repair, tech skills geared towards all ages	Programming	1	3
Cooking, finance, tech, and banking programs are currently underway, with more planned. We continue to explore programming in the areas of sewing and woodworking.			
Activity 3.1.5: Purchase advanced maker tools and provide classes in their use, focusing on material manipulation and audio/video content creation	Tech	1	3
Work has begun on reimagining our MakerSpace so that we can house new equipment and support classroom/workshop space. We are looking to set up drop-in instructional sessions to walk patrons through use of the recording space and hope to add video equipment, beyond a basic webcam.			

#### Objective 3.2: Embrace literacy, creativity, and writing skill as a priority for all

Activity 3.2.1: Pilot a community-wide public art project with multiple avenues for programming and public participation	Adult/Teen/Art	2	3
Activity 3.2.2: Coordinate a "PortCon" created by patron-led committees, centered around all things loved by, and in the community	Adult/Teen	3	3

Activity 3.2.3:	Expanding reading enrichment classes for underserved or special needs children, adults, and their families/caregivers	Children's	1	3
	GreenTree Foundation Grant will be used to start a "Creative Arts" version of our Books for Dessert Program. Creative Readers program has returned for Fall of 2022. We will continue to build out our Homegrown Readers program. Exploring possibility of a Book Club Discussion in Spanish.			
Activity 3.2.4:	Create digital literacy/safety tutorial videos for multiple platforms that includes a mechanism for patrons to leave feedback or ask questions	Tech	2	3

**Objective 3.3: Position the library as the 'common-ground' for community organizations and groups**

Activity 3.3.1:	Actively seek out opportunities for the library to facilitate conversations around difficult topics affecting our community	Admin	1	3
	Discussions are currently underway with local community groups and stakeholders to host events regarding difficult topics.			
Activity 3.3.2:	Establish the library as the prime conduit to foster local communication and collaborative development efforts between local organizations	CoRe	1	2
	The Library will continue to offer to act as conduit for communication and collaboration between community partners. Our Earth Day, Pride, and Hispanic Heritage Month events in 2022 have served to address this activity.			
Activity 3.3.3:	Offer residents the opportunity to meet local community groups and local governmental organizations through a large, hosted event.	CoRe	3	3

"Lead" Guide	
Abbreviation	Full Description
Admin	Administration Offices
Adult	Adult Services Department
Circulation	Circulation Department
Children's	Children's Department
CoRe	Community Relations Department
ESOL	English for Speakers of Other Languages Department
Facilities	Facilities Department
Programming	Programming Department
Tech	Technology Department
Teen	Teen / Young Adult Services Department

## AAC Meeting Minutes

June 8, 2022

In attendance: Christie Devereaux, Betty Gimbel, Shelley Holtzman, Jocelyn Worrall, Toby Ozure, Shellie Schneider, Pamela Record, Linda Sandman, Barbara Fishman, Ellen Schiff, and Liz Rowland

Absent: Raizy Derzie, Patti Paris, Allan Fishkind, Armond Saidai, Carol Krieger, Lynda Schwartz, and Jose Seligson

- Christie opened the meeting at 5:03 p.m.
- May minutes were approved.
- Betty reported on Shari Werner quilts seen during the studio visit attended by herself, Carol Krieger, and Linda Sandman. It was determined that the Chairs of the show should be involved in making final selections of works for the exhibition. Another studio visit attended by all Chairs will be planned to facilitate the selection.
- Christie has spoken to Demetrius Manouselis about a studio visit. The artist is available 7 days a week after 10 a.m. through the early afternoon. Linda, Toby, and Jocelyn to coordinate a day/time to visit.
- No current updates on Michael Manning.
- For the AAC Members Exhibition, it was reiterated that only 1 large piece or 2 small pieces by each member will be displayed. Christie to email loan agreement and display exhibit labels to all members. Council members to contact RJohn regarding Ann Pellaton works and Amanda Klein regarding Marion Klein works for the show. Show will go up on Friday, July 1; exhibit will be shown July 2 through August 30 with takedown on Wednesday, August 31.
- No corrections on gallery schedule.
- Gallery refabrication has been tabled until further notice.
- Liz reported that there were 32 attendees at the Ellen Piccolo lecture. Vanessa is waiting to hear back from Jeff Zeh about possible dates for a Mary Ahern lecture.
- A reminder to Council members that no art installs should take place on Saturdays or Sundays, and on Wednesday mornings before 11 a.m. custodial staff may be scarce.

**THE NEXT MEETING WILL TAKE PLACE ON AUGUST 10<sup>TH</sup> IN THE HAGEDORN MEETING ROOM AT 5PM.**



Port Washington Public Library

Nautical Advisory Council

Meeting Minutes

Tuesday, May 17, 2022

7:00 pm Via zoom

In attendance: Jeff Zeh, Holly Byrne, Marilu Dempsey, Bill Palofax, Leslie Wollin, Joel Ziev.  
Guest Audra Montefusco-Signer.

1. Welcome by Jeff Zeh. Jeff provided an overview of the council structure and history, including Ginger Marshall-Martus contribution.
2. Committee reviewed and Holly made in a motion to approve of previous meeting minutes, April 19, 2022. Bill P seconded. All in favor.
3. Financial Report – Jeff Zeh presented available funds as \$257,842.55. Recent expenses include annual subscription for mobile app services for “Along Manhasset Bay.”
4. Update of PWPL Programs
  - a. “Ocean of Possibilities” – summer reading theme. NAC will sponsor the following programs:
    - i. July 1 - Humpback Whale calls presented by Julia Zeh
    - ii. Some of the weekly Sandwiched in programs will follow the Oceans theme.
    - iii. Eco Photo Explorers scheduled for July 29 at 12 noon. Program summary Tubbataha: Coral kingdom of the Sulu sea. The Tubbataha Reefs lie 93 miles from the nearest land in the Philippine’s Sulu Sea and are at the epicenter of global marine biodiversity in the region known as the Coral Triangle. This will be a hybrid event.
    - iv. NAC rep will intro the event. Discussion of collateral items to have all events. Suggested items to include:
      1. Themed archives and items from library, i.e. books on topic.
      2. Info about “Along Manhasset Bay” app and book
      3. Brief questionnaire. Holly will compile draft questions.
      4. Info about NAC
      5. Committee members invited to help prepare in advance.
    - v. Jeff will provide to board members to share about upcoming events.
5. Off-site Programs
  - a. Bill reported on Earth Day event hosted by PWPL on April 24. It was a wide range of interest and found different methods of presentation provided best connection to passersby. Free COVID test drew in engagement. Jeff

complemented their friendly and engaging manor. Jeff reported that 9 – 10 other vendors attended.

- b. Bill shared comments from app users asking for additional stops in the app, include expanded topics. Discussion for aerial history application.
  - c. HarborFest, June 5, 2022. PWPL table on Town Dock.
    - i. Volunteers needed. Event is 10 – 4. Sign up in 2-hour shifts. Jeff & Joel not available that day.
      - 1. Set up -
      - 2. 10 -12 – Leslie +
      - 3. 12 – 2 - Holly
      - 4. 2 – 4
      - 5. Take Down
    - ii. Suggestion: provide bigger screen with looping slide show of the app.
  - d. On Manhasset Bay boat tours with Elixir
    - i. Postpone June date to July. 3 spots reserved for captain, crew + docent. There are 24 spots for participants plus one for NAC rep for total of 25 in addition to the 3 for crew.
    - ii. PWPL staff working on registration or name randomizer method
    - iii. To Do: draft marketing content. Description should elaborate to define minimum age and age-appropriate topic.
    - iv. To Do: PWPL working on final insurance agreement with LIBR
6. Other Programs
- a. Jeff and Holly met with Sarah Deonarine, ED of Manhasset Bay Protection Committee to share NAC projects on the water.
7. Jeff welcomed Audra to join the council. Audra expressed interest in joining. Audra will provide short bio to present to Library Board of Trustees

Next meeting

Monday, June 13 at 7:00 pm

Topic: NAC Meeting

Date: May 17, 2022 06:59 PM Eastern Time (US and Canada)

Meeting Recording:

<https://us02web.zoom.us/rec/share/Ny1BioTKcMMpWiQFizWIHDmm3Xwab-6yijVKyn4DSPlugY0ryDWcwb4wBI1Wzxa.pzedD98jfawzxSY>

Access Passcode: Y45W^0%L

## **MUSIC ADVISORY COUNCIL CONCERT SCHEDULE 2022-2023**

**Nov. 27, 2022**

Narek Arutyunian  
Clarinetist

**Feb. 5, 2023**

Megan Moore  
Mezzo Soprano

**March 5, 2023**

Lun Li  
Violinist

**March 26, 2023**

Albert Cano Smit  
Pianist

**April 23, 2023**

William Socolof  
(awaiting contract)



**From:** [wgonyou@licares.org](mailto:wgonyou@licares.org) <[wgonyou@licares.org](mailto:wgonyou@licares.org)>  
**Sent:** Monday, August 29, 2022 12:52 PM  
**To:** Lynn Moessner <[moessner@pwpl.org](mailto:moessner@pwpl.org)>  
**Subject:** LIC Thanks You!



August 29, 2022

Port Washington Library  
1 Liberty Ln  
Port Washington, NY 11050-2470

Dear Port Washington Library,

Long Island Cares, Inc., The Harry Chapin Food Bank gratefully acknowledges receipt of a total of 110 pounds of pet food received on 08/02/2022.

In addition to distributing more than 13.8 million pounds of emergency food and supplies to over 500 member agencies and programs in 2021, Long Island Cares, Inc. seeks to heighten public awareness about hunger and provides skills training to foster self-sufficiency among the population that benefits from our services.

Many times hunger and poverty are hard to see. By outward appearances, we may not know a family is struggling or that a school age child does not have enough food at home. People needing help are often filled with shame when they seek assistance and no matter how kind the food pantry worker may be, the worried parent keeps thinking, "I can't feed my kids."

You have helped to feed your neighbors in need. You have helped spread the word that hunger exists on Long Island. You are making a difference in the lives of families who count on Long Island Cares to put enough food on the table. You have made it possible to provide more fresh food to clients. Children will go to bed less hungry at night. Seniors will suffer less hardship. For all of that, we thank you. Your neighbors thank you.

With your help, Long Island Cares will continue to serve the community. Thank you for your unwavering support!

Sincerely,



William E. Gonyou, M.S.  
Community Events and Food Drive Manager

## **2022-2023 Facility and Technology Goals and Objectives**

- Complete Façade remediation and Adult Learning Center roof replacement.
- Work closely with the Library's interior designers on upgrades to the Reading Room and MakerSpace Lab.
- Review the Five-Year Facility Plan and explore an updated version with the Library's architects and engineers.
- Finalize a long-term technology plan.
- Review the Library's IT plan and update accordingly.
- Continue to train personnel on cybersecurity and review the internal response plan in the event of a cyberattack.

**PORT WASHINGTON PUBLIC LIBRARY STATISTICS - 4th QUARTER 2021-2022**

	APRIL	MAY	JUNE	4th Quarter TOTAL	YAG%	4th Qtr 2020-2021
CIRCULATION @ FRONT DESK	9,438	8,068	8,916	26,422	16.9%	22,601
SELF-CHECK ITEMS	5,504	4,534	5,876	15,914	20.7%	13,184
E-BOOKS (OVERDRIVE)	6,567	7,235	7,028	20,830	3.0%	20,218
E-MATERIALS (Hoopla+Kanopy)	1,248	1,294	1,298	3,840	-22.7%	4,970
<b>TOTAL CIRCULATIONS</b>	<b>22,757</b>	<b>21,131</b>	<b>23,118</b>	<b>67,006</b>	<b>9.9%</b>	<b>60,973</b>
<b>TOTAL QUESTIONS</b>	<b>3,027</b>	<b>2,829</b>	<b>3,476</b>	<b>9,332</b>	<b>133.0%</b>	<b>4,005</b>
<b>PATRONS ENTERING LIBRARY</b>	<b>16,854</b>	<b>15,337</b>	<b>19,126</b>	<b>51,317</b>	<b>80.4%</b>	<b>28,439</b>
<b>ITEMS BORROWED</b>	<b>812</b>	<b>827</b>	<b>826</b>	<b>2,465</b>	<b>41.8%</b>	<b>1,738</b>
<b>ITEMS LOANED</b>	<b>2,444</b>	<b>7,241</b>	<b>6,305</b>	<b>15,990</b>	<b>44.2%</b>	<b>11,088</b>
<b>SERVICES</b>						
Adult Computers	1,249	1,227	1,302	3,778	27.6%	2,961
Children's Computers	439	289	397	1,125	2400.0%	45
YA Computers (MAC)	19	20	43	82	925.0%	8
Online Databases	11,352	11,105	11,941	34,398	3.1%	33,379
Home Visits	14	16	20	50	11.1%	45
WiFi (connections)	8,055	8,518	9,343	25,916	69.6%	15,285
WebSite Visits	22,660	15,610	16,725	54,995	-6.7%	58,955
<b>PROGRAMS OFFERED</b>						
Adult	51	30	54	135	18.4%	114
Jobs & Careers	6	3	3	12		N/A
YA	3	6	9	18	157.1%	7
Children	24	31	31	86	26.5%	68
ESOL	219	253	138	610	24.5%	490
Non-Library	9	22	19	50		0
<b>TOTAL</b>	<b>312</b>	<b>345</b>	<b>254</b>	<b>911</b>	<b>34.2%</b>	<b>679</b>
<b>PROGRAM ATTENDANCE</b>						
Adult	1,630	1,677	2,253	5,560	34.7%	4,128
Jobs & Careers	59	44	20	123		
YA	29	17	239	285	427.8%	54
Children	966	1,621	993	3,580	54.1%	2,323
ESOL	619	684	404	1,707	21.7%	1,403
Non-Library	217	257	367	841		0
<b>TOTAL</b>	<b>3,520</b>	<b>4,300</b>	<b>4,276</b>	<b>12,096</b>	<b>53.0%</b>	<b>7,908</b>
<b>TOTAL COLLECTION ADDITIONS</b>	<b>1,022</b>	<b>1,111</b>	<b>1,067</b>	<b>3,200</b>	<b>84.5%</b>	<b>1,734</b>
STUDY RM USE (N,S, Quiet, Record Lab)	276	276	478	1,030		0
TEEN SPACE ROOM USE	614	731	1053	2,398		0
CHILDREN'S ROOM USE	3,385	2,681	3,674	9,740	100.0%	4,869
NOTARIZATIONS: People	161	168	188	517	182.5%	183
Documents	239	240	333	812	195.3%	275
<b>PATRONS ADDED:</b>	<b>139</b>	<b>109</b>	<b>148</b>	<b>396</b>	<b>57.8%</b>	<b>251</b>
Nautical App Stats: 556 (September 13, 2022)						
Notes:					date prepared	9/13/2022