

**PORT WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES' MEETING**

**March 18, 2026**

**Hagedorn Meeting Room**

**7:30pm**

**AGENDA**

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**BUDGET HEARING**

- A. Presentation of the Proposed 2026-2027 Library Operating Budget
  - B. Trustee's Discussion of the Proposed 2026-2027 Library Operating Budget
  - C. Public Comments
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- I Approval of Board of Trustees Minutes February 11, 2026
  - II Approval of February 2026 Warrants
  - III Approval of February 2026 Staff Changes
  - IV Financial Report
    - a) February Financial Report
  - V Director's Report
    - a) NYS Bullet Aid Grant
    - b) ReWild Garden Grant
    - c) Homegrown Readers/PRC Partnership
    - d) Trustee Training – March 19, 2026
    - e) NYS Board of Regents Amendment to Minimum Standards
    - f) Split Unit Replacement – IT Room
  - VI President's Report
    - a) Election Timeline
    - b) Library Advocacy Updates
    - c) FOL Book & Author – May 1, 2026
    - d) Long Island Library Conference – May 14, 2026
    - e) Cybersecurity Training
  - VII Assistant Director Report
    - a) America 250 Celebrations
    - b) Helen Keller Certificate
  - VIII Advisory Councils
    - a) Art Advisory Council Minutes of Meeting – February 11, 2026
    - b) Health Advisory Council Minutes of Meeting – February 11, 2026
    - c) Nautical Advisory Council - Minutes of Meeting – January 13, 2026
    - d) Children's Advisory Council - Minutes of Meeting – January 7, 2026 (over)

- IV Foundation
  - a) Minutes of Meeting – February 9, 2026
  
- X Friends of the Library
  - a) Minutes of Meeting – February 11, 2026
  
- XI Correspondence
  - a) Long Island Cares Food Bank
  
- XII Old Business
  
- XIII New Business
  - a) Statements of Staff and Patron Responsibility
  
- XIV Staff Association
  
- XV Public Comments
  
- XVI Adjournment

PORT WASHINGTON PUBLIC LIBRARY  
UNAPPROVED MINUTES OF  
THE BOARD OF TRUSTEES MEETING  
FEBRUARY 11, 2026

Participants: Bill Keller, Presiding                      Sima Vasa, Trustee  
                  Michael Krevor, Trustee                     Nancy Comer, Trustee  
                  Matthew Straus, Trustee                    James Hutter, Assistant Director  
                  Keith Klang, Director  
                  In Attendance: Rachel Fox (Staff Association), Allison Stanley

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Mr. Keller stated the Board met at 6:45 p.m. and went into Executive Session where the Board discussed personnel matters. Mr. Keller commenced the public portion of the meeting at 8:08 p.m. announcing that tonight is the first of three Budget Hearings for the 2026-2027 proposed budget. Mr. Klang then reviewed the proposed budget which calls for a 3.21% budget increase and 4.34% tax levy increase which is below the allowable tax cap.

OPENING

Mr. Keller requested a motion to approve the January 14, 2026, Board of Trustees meeting minutes. Mr. Straus moved to approve. Ms. Comer seconded. All agreed.

APPROVAL OF  
MINUTES

Mr. Keller requested a motion to approve the January 2026 warrants 26-1-7A and 26-1-7B. Mr. Krevor moved to approve. Mr. Straus seconded. All agreed. Mr. Keller requested a motion to approve two payrolls on 1/15/2026 and 1/29/2026. Ms. Comer moved to approve. Mr. Straus seconded. All agreed.

APPROVAL OF  
WARRANTS

Mr. Keller read the Staff Changes for January 2026 stating there were no appointments, three departures, and six salary adjustments. Ms. Vasa moved to approve. Ms. Comer seconded. All agreed.

APPROVAL OF STAFF  
CHANGES

Mr. Keller noted the January Financial Report.

FINANCIAL REPORTS

Mr. Keller requested a motion to approve the Terminal Leave Budget Transfer Resolution dated February 5, 2026 to cover expenditures by increasing the General Fund Separation Expenditure in the amount of \$54,189.00. Ms. Vasa moved to approve. Mr. Krevor seconded. All agreed.

TERMINAL LEAVE  
BUDGET

Mr. Klang along with Mr. Keller, Mr. Hutter, Ms. Davidoff and Mr. Traguardo attended Library Advocacy Day in Albany, NY on February 3. Everyone in attendance had the opportunity to meet with elected officials, or their Staff, to advocate for library funding. Additional meetings will be held locally in the coming weeks.

ADVOCACY DAY

Mr. Klang noted the Election Timeline for 2026.

ELECTION TIMELINE

Nominating Petitions Available	Tuesday – February 3, 2026
Budget Hearing #1	Wednesday – February 11, 2026
Nomination Petitions Due	Monday – March 16, 2026
Absentee Ballot Available	Wednesday – March 18, 2026
Budget Hearing #2	Wednesday – March 18, 2026
Budget Information Session/Meet the Candidates	Tuesday – March 31, 2026
Personal Registration Day	Tuesday - April 7, 2026
Budget Vote/Trustee Election	Tuesday - April 14, 2026

Mr. Klang noted that Ms. Elise May facilitated a staff training earlier in the day entitled, Learning About Dis/Ability. The training offered insights and tips on how the Library can better serve individuals with disabilities. There was also a panel of parents with children who have disabilities who offered their experience using the Library and provided constructive feedback.

STAFF TRAINING

Mr. Klang requested approval for two staff members, Michelle Karnsombob and Amy Christake, to attend the Public Library Association Conference held this coming April in Minneapolis, MN. Ms. Vasa moved to approve. Mr. Straus seconded. All agreed.

CONFERENCE TRAINING

TAX HELP

Mr. Klang noted that the Library is hosting Tax Assistance with AARP every Tuesday beginning in February through April 7, 2026.

COMMUNITY OUTREACH COMMITTEE

Mr. Straus updated the Board on the Community Outreach Committee. The Committee met on February 9 and discussed a variety of potential new outreach opportunities including a public utilities information forum with the PW water, sewer and garbage districts. Other outreach ideas including partnering with local organizations who support those in need, including the elderly and disabled and the fire department.

Mr. Keller requested the approval of the Tax Cap Form for 2026-2027. Mr. Krevor moved to approve. Ms. Vasa seconded. All agreed.

APPROVAL OF TAX CAP

Mr. Keller requested that Ms. Lynn Moessner be approved as the Chief Election Inspector. Ms. Vasa moved to approve. Ms. Comer seconded. All agreed.

CHIEF ELECTION INSPECTOR

Unapproved Meeting Minutes February 11, 2026

Mr. Keller noted the Nassau Library System 2026 Board Meeting schedule.

NLS SCHEDULE

Mr. Hutter noted the Community Spotlight on Mr. Craig Thomas on March 1, 2026.

EVENTS

Mr. Hutter shared with the Board a demonstration of *The New York Times* All Access, a new service the Library is offering that allows all PWPL cardholders to access a digital version of *The New York Times*.

THE NEW YORK  
TIMES

Mr. Keller noted the Art Advisory Council minutes dated January 14, 2026.

AAC MINUTES

Mr. Keller noted the Friends of the Library minutes dated January 14, 2026.

FOL MINUTES

Mr. Keller noted the Foundation minutes dated September 8, 2025.

FOUNDATION  
MINUTES

Mr. Keller noted the Patron Comments.

PATRON COMMENTS

Ms. Fox was the Staff Association representative this month and had no comments.

STAFF ASSOCIATION

Mr. Keller moved to adjourn the meeting at 9:10 p.m. All agreed.

ADJOURNMENT

**BOARD MEETING  
FEBRUARY 2026 REPORTS**

**WARRANTS TO BE VOTED ON**

<b>Warrant Number</b>	<b>Amount</b>
26-2-8A	\$ 180,107.05
26-2-8B	\$ 116,068.18
<b>Warrant Total</b>	<b><u><u>\$ 296,175.23</u></u></b>

<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>
2/12/2026	\$ 159,734.88	\$ 116,396.34		\$ 46,650.90
2/26/2026	\$ 157,721.45	\$ 102,668.52	\$ 2,292.10	\$ 40,854.16
<b>PAYROLL TOTAL</b>	<b><u><u>\$ 317,456.33</u></u></b>	<b><u><u>\$ 219,064.86</u></u></b>	<b><u><u>\$ 2,292.10</u></u></b>	<b><u><u>\$ 87,505.06</u></u></b>

Prepared By:  
Mayra Fenig  
Finance Department

**PORT WASHINGTON PUBLIC LIBRARY**  
**Balance Sheet - Governmental Funds**  
February 28, 2026  
66.67% of Budget Expensed

	General	Special Aid	Capital Projects	Permanent	Total Governmental Funds	Fiduciary Fund Agency
<b>ASSETS</b>						
Cash						
Unrestricted	\$ 4,035,136	\$ 793,647	\$ 225,071	\$	\$ 5,053,854	\$
Restricted				150,857	150,857	
Receivables						
Accounts receivable					-	
Due from other funds	355,866	15,851			371,717	23,540
Due from component unit	(32)	12,438			12,406	
Prepays		3,670			3,670	
Other Assets	630				630	
Total Assets	<u>\$ 4,391,600</u>	<u>\$ 825,606</u>	<u>\$ 225,071</u>	<u>\$ 150,857</u>	<u>\$ 5,593,134</u>	<u>\$ 23,540</u>
<b>LIABILITIES</b>						
Payables						
Due to other funds	23,540	167,191	188,675	15,851	395,257	
Other liabilities					-	23,540
Total Liabilities	<u>23,540</u>	<u>167,191</u>	<u>188,675</u>	<u>15,851</u>	<u>395,257</u>	<u>23,540</u>
<b>FUND BALANCES</b>						
Nonspendable:						
Prepaid	630				630	
Endowment				135,006	135,006	
Restricted: Grants		658,415			658,415	
Assigned:						
Capital projects	2,355,870		36,396		2,392,266	
Retirement contribution	462,749				462,749	
Terminal leave	667,545				667,545	
Unappropriated fund balance	239,000				239,000	
Unassigned: Fund balance	642,266				642,266	
Total Fund Balances	<u>4,368,060</u>	<u>658,415</u>	<u>36,396</u>	<u>135,006</u>	<u>5,197,877</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 4,391,600</u>	<u>\$ 825,606</u>	<u>\$ 225,071</u>	<u>\$ 150,857</u>	<u>\$ 5,593,134</u>	<u>\$ 23,540</u>

**PORT WASHINGTON PUBLIC LIBRARY**  
**Statement of Revenues and Expenditures - General Fund**  
For One Month and Eight Months Ended February 28, 2026  
66.67% of Budget Expensed

	Budget	February 28, 2026		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
<b>REVENUES</b>					
REAL PROPERTY TAXES	\$ 7,505,261	\$ 625,438	\$ 5,003,507	\$ (2,501,754)	66.7%
OTHER TAX ITEMS	100,000			(100,000)	0.0%
FEES - LOST BOOKS	7,500	474	3,329	(4,171)	44.4%
XEROX REVENUES	9,000	1,440	10,385	1,385	115.4%
INTEREST	112,200	7,358	79,892	(32,308)	71.2%
SALE OF USED BOOKS	3,000	683	1,081	(1,919)	36.0%
SALE OF INSTRUCTIONAL SUPPLIES					N/A
REFUND OF PY EXPENSES					N/A
GIFTS & DONATIONS			1,750	1,750	N/A
MISCELLANEOUS	12,500	183	5,823	(6,677)	46.6%
STATE AID	8,800		9,223	423	104.8%
INTERFUND TRANSFERS IN			96,792	96,792	N/A
<b>Total Revenues</b>	<b>7,758,261</b>	<b>635,576</b>	<b>5,211,782</b>	<b>(2,546,479)</b>	<b>67.2%</b>
<b>EXPENDITURES</b>					
<b>141 CERTIFIED LIBRARIANS</b>					
.01 CERT.LIB GRADE 29-27-25	151,960	11,688	101,248	50,712	66.6%
.02 CERT.LIB GRADE 21	118,530	9,118	78,809	39,721	66.5%
.03 CERT.LIB GRADE 19	305,660	23,512	202,005	103,655	66.1%
.04 CERT.LIB GRADE 17	679,040	34,088	290,158	388,882	42.7%
.05 CERT.LIB GRADE 15	1,180,708	82,992	791,545	389,163	67.0%
.06 CERT.LIB HOLIDAY & SUNDAY	63,049	5,972	35,245	27,804	55.9%
<b>TOTAL CERT. LIBRARIANS</b>	<b>2,498,947</b>	<b>167,370</b>	<b>1,499,010</b>	<b>999,937</b>	<b>60.0%</b>
<b>143 CLERICAL STAFF</b>					
.01 CLERICAL GRADE 11	326,470	28,788	256,545	69,925	78.6%
.02 CLERICAL GRADE 9	111,840	8,603	74,401	37,439	66.5%
.04 CLERICAL GRADE 5	416,570	31,133	248,713	167,857	59.7%
.05 CLERICAL GRADE 3		6,934	32,914	(32,914)	N/A
.06 CLERICAL HOLIDAY & SUNDAY	25,000	3,435	19,803	5,197	79.2%
<b>TOTAL CLERICAL STAFF</b>	<b>879,880</b>	<b>78,893</b>	<b>632,376</b>	<b>247,504</b>	<b>71.9%</b>
<b>143 HOURLY STAFF</b>					
.12 BOOK SHELVERS-CHILDREN	25,000	3,009	25,210	(210)	100.8%
.13 ENGLISH AS A SECOND LANGUA	34,000	1,485	11,291	22,709	33.2%
.14 ISD	87,000	9,756	66,591	20,409	76.5%
.15 COLLECTION MANAGEMENT	161,000	10,589	78,052	82,948	48.5%
.18 PROCESSING OF BOOKS	36,000	2,151	25,425	10,575	70.6%
.19 TECHNICIANS-MEDIA	15,000	2,489	19,073	(4,073)	127.2%
.21 COMPUTER AIDES	77,000	5,372	40,274	36,726	52.3%
.22 SUNDAY & HOLIDAYS - SUPPORT	36,000	6,121	40,712	(4,712)	113.1%
.23 INFO. TECH SPEC. II	18,000			18,000	0.0%
.24 COMMUNITY OUTREACH	16,000	1,105	5,632	10,368	35.2%
<b>TOTAL HOURLY STAFF</b>	<b>505,000</b>	<b>42,077</b>	<b>312,260</b>	<b>192,740</b>	<b>61.8%</b>
<b>143 BUILDING STAFF</b>					
.31 CUSTODIAL	336,410	25,492	219,594	116,816	65.3%
.32 HOLIDAYS & SUNDAY - CUSTODIA	22,873	3,624	16,220	6,653	70.9%
<b>TOTAL BUILDING STAFF</b>	<b>359,283</b>	<b>29,116</b>	<b>235,814</b>	<b>123,469</b>	<b>65.6%</b>
SEPARATION PAYOUTS	96,215		150,404	(54,189)	156.3%

**PORT WASHINGTON PUBLIC LIBRARY**  
**Statement of Revenues and Expenditures - General Fund (Continued)**  
For One Month and Eight Months Ended February 28, 2026  
66.67% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	February 28, 2026		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
9030.8 SOCIAL SECURITY	\$ 324,598	\$ 23,170	\$ 206,013	\$ 118,585	63.5%
9040.8 WORKER'S COMPENSATION	38,000		18,409	19,591	48.4%
9045.8 DISABILITY INSURANCE	10,000	(198)	1,152	8,848	11.5%
9050.8 UNEMPLOYMENT INSURANCE	1,390			1,390	
9060.8 HOSPITAL & MEDICAL INSURANCE					
.01 MEDICAL	1,009,452	67,044	765,074	244,378	75.8%
.02 DENTAL	26,512	2,769	23,004	3,508	86.8%
.03 EYECARE	2,000		1,121	879	56.1%
TOTAL HOSPITAL & MEDICAL INSURANCE	1,037,964	69,813	789,199	248,765	76.0%
9010.8 STATE RETIREMENT	605,345		469,165	136,180	77.5%
203 EQUIPMENT					
.01 EQUIPMENT - LIBRARY	24,500		1,891	22,609	7.7%
.02 EQUIPMENT - COMPUTER	16,850	363	5,176	11,674	30.7%
.03 EQUIPMENT - BUILDING	15,000		9,356	5,644	62.4%
TOTAL EQUIPMENT	56,350	363	16,423	39,927	29.1%
410 PRINT & INFORMATION SERVICES					
.02 SERVICES & CONTINUATIONS				-	
.05 BOOKS-FICTION	50,000	5,616	25,124	24,876	50.2%
.06 BOOKS-NON-FICTION	50,000	4,600	24,082	25,918	48.2%
.07 BOOKS-REFERENCE	35,000	2,672	11,679	23,321	33.4%
.08 BOOKS-CHILDREN	23,500	4,445	13,611	9,889	57.9%
.09 BOOKS-AUDIO & ELECTRONIC	125,000	9,701	106,019	18,981	84.8%
.10 BOOKS-YOUNG ADULT	15,000	1,275	3,833	11,167	25.6%
TOTAL PRINT & INFORMATION SERVICES	298,500	28,309	184,348	114,152	61.8%
411 MACHINE READABLE MATERIAL					
.02 REFERENCE SOFTWARE	60,000		57,292	2,708	95.5%
.03 COMPUTER SOFTWARE	35,000	1,368	31,434	3,566	89.8%
TOTAL MACHINE READABLE MATERIAL	95,000	1,368	88,726	6,274	93.4%
413 SERIALS					
.01 MICROFORM	4,500			4,500	0.0%
.02 NON-MICROFORM	28,000	452	29,499	(1,499)	105.4%
TOTAL SERIALS	32,500	452	29,499	3,001	90.8%
417 A-V MATERIALS					
.02 CHILDREN'S MATERIALS	4,000	151	2,157	1,843	53.9%
.03 DVD	16,000	1,871	11,060	4,940	69.1%
.04 YOUNG ADULT				-	N/A
.05 DIGITAL MEDIA	30,000	3,776	25,921	4,079	86.4%
TOTAL A-V MATERIALS	50,000	5,798	39,138	10,862	78.3%
417 AUDIO RECORDINGS					
.11 VIDEO GAME COLLECTION	10,000	250	5,072	4,928	50.7%
.12 COMPACT DISKS	6,000	558	3,680	2,320	61.3%
TOTAL AUDIO RECORDINGS	16,000	808	8,752	7,248	54.7%
417 A-V RENTAL & MAINTENANCE					
.21 FILM RENTAL-ADULT	3,000		1,341	1,659	44.7%
.24 MAINT. & REPAIRS	1,000			1,000	0.0%
.25 BULBS	500			500	0.0%
TOTAL A-V RENTAL & MAINTENANCE	4,500	-	1,341	3,159	29.8%

**PORT WASHINGTON PUBLIC LIBRARY**  
**Statement of Revenues and Expenditures - General Fund (Continued)**  
For One Month and Eight Months Ended February 28, 2026  
66.67% of Budget Expended

	Budget	February 28, 2026		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
<b>EXPENDITURES (CONTINUED)</b>					
430 OFFICE & LIBRARY SUPPLIES					
.01 ADULT SERVICES	\$ 600	\$ 34	\$ 814	\$ (214)	135.7%
.02 CHILDREN'S SERVICES	3,500	197	1,020	2,480	29.1%
.03 COLLECTION MANAGEMENT	800		229	571	28.6%
.04 COMMUNITY INFO	1,000			1,000	0.0%
.05 COMPUTER SERVICES	7,600	415	4,542	3,058	59.8%
.06 INFO SERVICES	700	65	743	(43)	106.1%
.07 MEDIA SERVICES	3,100		4,848	(1,748)	156.4%
.08 GENERAL OFFICE SUPPLIES	20,000	524	20,789	(789)	103.9%
.09 ORAL HISTORY/SPECIAL COLLEC	2,500	189	606	1,894	24.2%
.10 TECHNICAL SERVICES	8,500			8,500	0.0%
.11 OFFICE EQUIPMENT	12,000	2,839	15,825	(3,825)	131.9%
.12 YOUNG ADULT	400		166	234	41.5%
TOTAL OFFICE & LIBRARY SUPPLIES	60,700	4,263	49,582	11,118	81.7%
431 TELEPHONE					
.01 TELEPHONE	30,000	1,225	11,569	18,431	38.6%
.02 TELEPHONE MAINTENANCE	5,000			5,000	0.0%
TOTAL TELEPHONE	35,000	1,225	11,569	23,431	33.1%
433 POSTAGE & FREIGHT					
.01 POSTAGE - FREIGHT	25,000		433	24,567	1.7%
434 PRINTING					
.01 PRINTED INFO	7,000	419	5,213	1,787	74.5%
.04 DISPLAYS & EXHIBITIONS	5,500		2,797	2,703	50.9%
.05 LEGAL ADVERTISING	5,000	1,242	1,242	3,758	24.8%
.08 NEWSLETTERS	30,000	9,057	26,944	3,056	89.8%
TOTAL PRINTING	47,500	10,718	36,196	11,304	76.2%
435 TRAVEL & MILEAGE					
.01 MEETINGS	13,000	1,972	2,933	10,067	22.6%
.02 MILEAGE	1,000	158	452	548	45.2%
.03 STAFF DEVELOPMENT	3,000	585	2,083	917	69.4%
TOTAL TRAVEL & MILEAGE	17,000	2,715	5,468	11,532	32.2%
436 ALIS/NLS OPERATING SYSTEM					
.01 CIRCULATION CHARGES	40,000		31,096	8,904	77.7%
.02 OPAC/CONCURRENT SESSION C	30,000		23,156	6,844	77.2%
.03 NLS	36,000		36,657	(657)	101.8%
TOTAL ALIS/NLS OPERATING SYSTEM	106,000		90,909	15,091	85.8%
437 PROGRAM SERVICES					
.01 PROGRAMS - ADULT	16,000	2,225	15,033	967	94.0%
.02 PROGRAMS - YOUNG ADULT	7,500		721	6,779	9.6%
.03 PROGRAMS - JUVENILE	22,000	3,169	10,090	11,910	45.9%
.07 MEETING ROOM EXPENSES	1,000		1,868	(868)	186.8%
.08 OTHER PROGRAM SUPPORT	10,000	271	2,168	7,832	21.7%
.13 MEDIA PROGRAMS	8,500	350	2,100	6,400	24.7%
TOTAL PROGRAM SERVICES	65,000	6,015	31,980	33,020	49.2%
438 MEMBERSHIPS					
.01 MEMBERSHIPS	5,000		1,570	3,430	31.4%
439 RENTAL, REPAIR, MAINTENANCE					
OFFICE EQUIPMENT					
.01 EQUIPMENT	14,000	593	2,121	11,879	15.2%
.02 COPY EQUIPMENT	14,500	2,877	10,918	3,582	75.3%
.04 COMPUTER	1,000			1,000	0.0%
.06 PIANO	1,000	175	1,225	(225)	122.5%
TOTAL RENTAL REPAIR, MAINTENANCE					
OFFICE EQUIPMENT	30,500	3,645	14,264	16,236	46.8%

**PORT WASHINGTON PUBLIC LIBRARY**  
**Statement of Revenues and Expenditures - General Fund (Continued)**  
For One Month and Eight Months Ended February 28, 2026  
66.67% of Budget Expended

EXPENDITURES (CONTINUED)	Budget	February 28, 2026		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
440 BUSINESS SERVICES					
.01 ACCOUNTING	\$ 63,500	\$ 5,275	\$ 42,565	\$ 20,935	67.0%
.02 AUDIT	20,000	5,000	15,250	4,750	76.3%
.05 ELECTION	5,000			5,000	0.0%
.06 LEGAL	30,390	147	5,108	25,282	16.8%
.07 PAYROLL	23,500	2,992	19,976	3,524	85.0%
.09 OTHER	20,000	787	5,260	14,740	26.3%
.10 SECURITY SERVICES	60,000	4,731	37,968	22,032	63.3%
.11 COMPUTER SERVICES	66,744	5,830	27,800	38,944	41.7%
.13 CREDIT CARD FEES	2,000	13	164	1,836	8.2%
TOTAL BUSINESS SERVICES	<u>291,134</u>	<u>24,775</u>	<u>154,091</u>	<u>137,043</u>	52.9%
450 FUEL & UTILITIES					
.01 ELECTRICITY	145,810	17,229	109,175	36,635	74.9%
.02 FUEL	42,000	19,750	39,208	2,792	93.4%
.03 WATER POLLUTION CONTROL TA	6,160		8,741	(2,581)	141.9%
.04 WATER TAX	9,000	892	5,791	3,209	64.3%
TOTAL FUEL & UTILITIES	<u>202,970</u>	<u>37,871</u>	<u>162,915</u>	<u>40,055</u>	80.3%
451 CUSTODIAL SUPPLIES					
.01 BULBS	2,200	20	34	2,166	1.5%
.02 HOUSEKEEPING MAINT	14,500	1,558	17,738	(3,238)	122.3%
.03 UNIFORMS	1,000	664	1,120	(120)	112.0%
.04 CLEANING SERVICES	14,000		2,300	11,700	16.4%
TOTAL CUSTODIAL SUPPLIES	<u>31,700</u>	<u>2,242</u>	<u>21,192</u>	<u>10,508</u>	66.9%
452 REPAIRS TO BLDG & BLDG EQUIP .					
.01 REPAIR TO BUILDING	60,000	1,246	55,437	4,563	92.4%
.02 SUPPLIES FOR BUILDING	20,000	544	10,615	9,385	53.1%
.03 BUILDING IMPROVEMENTS	10,000		2,955	7,045	29.6%
.04 REPAIRS TO EQUIPMENT	10,000	1,498	6,093	3,907	60.9%
TOTAL REPAIRS TO BLDG & BLDG. EQUIP.	<u>100,000</u>	<u>3,288</u>	<u>75,100</u>	<u>24,900</u>	75.1%
454 INSURANCE					
.01 INSURANCE	90,000	4,042	86,134	3,866	95.7%
455 OTHER OPER. & MAINT .					
.01 MECHANICAL CONTRACTS	32,000	1,638	21,173	10,827	66.2%
.02 GROUND MAINT. CONTRACTS	25,000	2,250	14,588	10,412	58.4%
.03 BUILDING MAINT CONTRACT	19,500	1,108	20,637	(1,137)	105.8%
TOTAL OTHER OPER. & MAINT.	<u>76,500</u>	<u>4,996</u>	<u>56,398</u>	<u>20,102</u>	73.7%
DEBT SERVICE					
INSTALLMENT DEBT- PRINCIPAL	-	-	-	-	N/A
INSTALLMENT DEBT INTEREST	-	-	-	-	N/A
TOTAL DEBT SERVICE	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	N/A
INTERFUND TRANSFERS					
OPERATING TRANSFERS OUT	77,825	-	77,825	-	100.0%
TOTAL EXPENDITURES	<u>\$ 8,171,301</u>	<u>\$ 553,134</u>	<u>\$ 5,557,655</u>	<u>2,613,646</u>	68.0%
NET CHANGE IN FUND BALANCE			(345,873)		
FUND BALANCE, BEGINNING OF YEAR			4,713,933		
FUND BALANCE, FISCAL YEAR TO DATE			<u>\$ 4,368,060</u>		

Port Washington Public Library  
Variance Report  
As of February 28, 2026

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**Revenues -**

- State Aid: Received 24-25 Local Library Service aid in the amount of \$9,223 in August 2025
- Transfers In – amounts returned to the capital assignments for closed capital projects

**Expenditures -**

- 143.01 Clerical Grade 11 - Expenditures are coming in higher than originally anticipated
- 143.12 Bookshelvers-Children - Expenditures are coming in higher than originally anticipated.
- 143.19 Technicians-Media - Expenditures are coming in higher than originally anticipated.
- 143.22 Sunday and Holiday – Expenses are usually higher in November and December due to holidays. Expenses are coming in higher than originally anticipated.
- 9060.08 Dental – Includes 9 monthly expenditures to guardian for dental insurance.
- 9010.8 State Retirement – Annual bill was paid in November. The expenditure balance covers the period July 2025 through March 2026(75% of the year). Variance appears reasonable at this time.
- Books-Audio & Electronic – Includes payments to OverDrive
- 411.02 Reference Software – comprised of payments to NLS, roughly \$44,539 was spent in January for annual licences and the 2026 core package.
- 411.03 Computer Software – Mainly consists of licenses and web hosting fees through Gryphon Technologies
- 413.02 Serials Non-Microform – Mainly includes a payment to Rivistas Subscription Services paid in July in the amount of \$23,208.
- 417.03 DVD – balance in accounts reflects Midwest tape expenditures for DVDs.
- 417.05 Digital Media – Mainly expenses to Midwest tapes for HOOPLA & Kanopy, Inc for ticket purchases
- 430.07 Media Services – Mainly includes payments for new soundboard for Lapham, conference room camera system, loudspeaker, virtualizer, and video tripod.
- 430.08 Office Supplies – Mainly consists of office supplies from Staples, new print cards, POP displays, labels, toner, printer paper, dry erase board, quickbooks checks, and summer staff T-shirts.
- 430.11 Office Equipment – Mainly includes toner purchases and about \$2500 in resin/filament
- 434.08 Newsletters – February expense includes payments to MAF graphics for Jan-Feb & Feb-March Newsletters and small caps for the March/April newsletter.
- 436.01 Circulation Charges – Includes three quarterly payments
- 436.02 OPAC – Includes 3 quarterly payments
- 436.03 NLS – Annual Library support fee paid in July in the amount of \$36,657.
- 437.01 Programs-Adult – Comprised mostly of Sandwiched In programs, and Gold Coat Film festival expenses
- 437.07 Meeting Room – Includes expenses for the mounting hardware and labor for the mezzanine TV.
- 439.06 Piano – Tuning expenditures, coming in higher than estimated.
- 440.07 Payroll – Includes 8 months of ADP expenditures and bill for W2s.
- 450.02 Fuel – National Grid utility expenses through 2/17/26, expenses coming in higher than anticipated.
- 450.03 Water Pollution Tax – Annual bill paid in January for \$8,741.
- 451.02 Housekeeping Maintenance – Includes payments to Imperial Dade, Amazon, Uline, and Ocean Janitorial Supply for various housekeeping items including paper goods, hand sanitizers, facial tissue and various cleaning supplies.
- 452.01 Repairs to Building– Main expenditures consist of HVAC system repair from lightning strike, AC unit nets, painting, cooling tower replacement, and various plumbing repair work from Quinn and Feiner and Tri-County Plumbing.
- 454.01 Insurance – Annual bill paid in November in the amount of \$82,092. Paid once a year. Negative amount in December is due to the foundations portion of the insurance collected in December. Includes roughly \$4k for cyber liability policy premiums.

Port Washington Public Library  
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- 455.03 Building Maint Contract - Includes mostly monthly trash removal fees, and HVAC system maintenance fees.

The NYS Board of Regents has approved an amendment to paragraph (4) of subdivision (b) of section 90.2 of the Regulations of the Commissioner of Education relating to New York Public and Association Library Minimum Standard #4 Board-approved written policies.

The standard now includes specific policies which must be reviewed and updated at least once every five years or earlier if required by law:

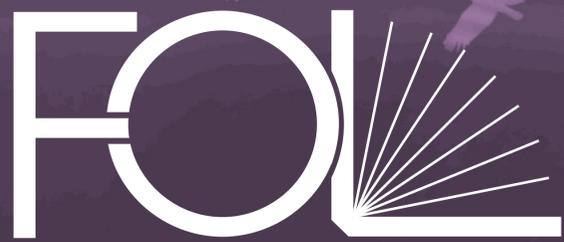
- The selection of library materials and reconsideration of such selection
- Public usage of library space and meeting rooms
- Codes of conduct
- Confidentiality of library records
- Internal library policies related to:
  - Personnel policies that ensure consistent staff management and fair employment practices
  - Disaster preparedness
  - Financial control policies that fulfill the legal and fiduciary responsibilities of the governing body and promote fiscal oversight, accountability, and sustainable management

To support libraries in developing or reconsidering these policies, the Public Library System Directors Organization (PULISDO) and the New York State Library have updated the [Helpful Information for Meeting Minimum Public Library Standards](#) webpage. Please contact your public library system for more information about the policies.

## ELECTION TIMELINE 2026

Nominating Petitions Available	Tuesday – February 3, 2026
Budget Hearing #1	Wednesday – February 11, 2026
Nomination Petitions Due	Monday – March 16, 2026
Absentee Ballot Available	Wednesday – March 18, 2026
Budget Hearing #2	Wednesday – March 18, 2026
Budget Information Session/Meet the Candidates	Tuesday – March 31, 2026
Personal Registration Day	Tuesday - April 7, 2026
Budget Vote/Trustee Election	Tuesday - April 14, 2026

	<b>Last Year Enacted</b>	<b>Gov. Exec. Budget</b>	<b>Assembly One House</b>	<b>Senate One House</b>
<b>Operating Aid</b>	\$106.2 million	\$104.67 million	\$109 million	\$114.67 million
<b>Construction Aid</b>	\$44 million	\$34 million	\$70 million	\$54 million
<b>NOVELny</b>	\$3 million	\$3 million	\$3 million	\$3.1 million
<b>Office of Cult. Ed.</b>	NA	\$12 million	\$12 million	\$12 million



FRIENDS OF THE  
PORT WASHINGTON  
PUBLIC LIBRARY

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# BOOK & AUTHOR LUNCHEON

FRIDAY, MAY 1, 2026

11 AM – 1:30 PM

THE GARDEN CITY HOTEL



Reserve your sponsorship or individual tickets online at [pwpl.org/fol/reserve](http://pwpl.org/fol/reserve) or pick up a reservation brochure in the library. Ticket price is \$150. Reserve early to guarantee seating! For information email [fol@pwpl.org](mailto:fol@pwpl.org).

◀ SCAN THE QR CODE TO RESERVE



FEATURING

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IN CONVERSATION WITH

**MEG  
WOLITZER**

*Moderator and  
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**2026**

# LONG ISLAND LIBRARY CONFERENCE

FEATURING KEYNOTE SPEAKER

## Jamar Rahming



Jamar Rahming is the Chief Executive Officer of the Cuyahoga County Public Library and president-elect of the Public Library Association. With more than 20 years of library leadership experience, he is nationally recognized for innovative, community-centered initiatives and award-winning library service. He has received multiple national honors, including Library Journal's Movers & Shakers and the ALA's I Love My Library Award.

THURSDAY, MAY 14, 2026

MELVILLE MARRIOTT



For more information and updates, please go to  
<https://libconference.org>





# CERTIFICATE OF RECOGNITION

PRESENTED ON FEBRUARY 27, 2026 TO:

## Port Washington Library

In recognition of your dedicated partnership with Helen Keller Services and your commitment to expanding employment opportunities for individuals who are blind, DeafBlind, or have low vision.

  
John Filek, Executive Director  
Helen Keller National Center

  
Dr. Susan Ruzeński, CEO  
Helen Keller Services

  
Jeff Kunkel, Chief of Programs  
Helen Keller Services for the Blind

BECAUSE IT TAKES MORE THAN FOOD TO FEED THE HUNGRY



10 Davids Drive (Harry Chapin Way)  
Hauppauge, NY 11788  
www.licares.org | 631.582.FOOD (3663)

February 10, 2026

Port Washington Library  
1 Library Dr  
Port Washington, NY 11050-2741

Dear Port Washington Library,

On behalf of everyone at Long Island Cares, The Harry Chapin Regional Food Bank, thank you for your generous donation of goods. Your gifts totaling 39 pounds in 2025 shows your kindness and commitment to our mission make a meaningful difference for individuals and families across Long Island who are facing food insecurity.

Because of supporters like you, we can provide nutritious food and essential items to children, seniors, veterans, and families in need. Your donation helps ensure that no one in our community must face hunger alone, and it strengthens our ability to respond to the growing demand for services.

We are deeply grateful for your compassion and generosity. Your support not only fills shelves, it brings hope, dignity, and reassurance to our neighbors during challenging times.

Sincerely,

A handwritten signature in black ink, appearing to read "Lucas Essigman".

Lucas Essigman  
Food Drive Coordinator

This donation is tax-deductible under the limits of federal & state laws. No good or services were received in whole or in part in consideration of this donation. Federal Tax ID #11-2524512.



*"To know is to care. To care is to act. To act is to **make a difference.**"*  
- Harry Chapin, Founder, Long Island Cares