

**PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 19, 2023
AGENDA**

- I Approval of March 15, 2023 Board of Trustees Minutes
- II Approval of March 2023 Warrants
- III Approval of March 2023 Staff Changes
- IV Financial
 - a) March Financial Report
 - b) January – March Program Expenses
- V Director's Report
 - a) Check Positive Pay – Webster Bank
 - b) Façade/ALC Roof Update
 - c) Printing and Copying Policy
 - d) Energy Conservation Measures Recap
 - e) Excess Equipment List
- VI President's Report
 - a) Budget/Trustee Election Results
 - b) Book and Author Event – May 11, 2023
 - c) Volunteer Breakfast – April 30, 2023
- VII Assistant Director's Report
 - a) In-Person Services Update
 - b) Nassau Libraries Tour
- VIII Councils
 - a) Art Advisory Council Minutes – February 8, 2023
- IX Foundation
 - a) Minutes of January 23, 2023
 - b) Financial Report– January 31, 2023
- X Friends of the Library
 - a) Minutes of March 8, 2023
- XI Correspondence
 - a) Patron Comments – March 2023

(over)

XII Staff Association – Denise Hernandez

XIII Public Comments

XIV Adjournment

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
MARCH 15, 2023

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

BUDGET HEARING

Ms. Bridges opened the meeting at 7:40 p.m. stating that the Board met at 7:00 p.m. and resolved to go into Executive Session to discuss contracts. The public portion of the meeting began with the second public budget hearing to review the 2023-2024 proposed budget. ***OPENING***

Mr. Klang presented a page-by-page synopsis of the proposed 2023-2024 budget. Mr. Klang noted the two percent (2%) tax levy and a one point six one percent (1.61%) increase in the budget. The proposed budget total is \$7,501,003. ***PROPOSED BUDGET***

Ms. Bridges requested comments from the public. Julie Lim asked questions about permanent funds, electronics, contracts, and staffing levels. ***PUBLIC COMMENTS***

Ms. Bridges moved to approve presenting this budget to the public at the Budget Information Session. All agreed. ***APPROVAL OF BUDGET***

REGULAR MEETING

Ms. Bridges requested approval of the February 15, 2023 Board of Trustees minutes. Mr. Straus motioned to approve. All agreed. ***OPENING***

Ms. Bridges requested a motion to approve February warrants 23-02-08A and 23-02-08B. Ms. Vasa moved to approve. All agreed. ***WARRANTS***

Ms. Bridges requested a motion to approve two payrolls. Ms. Comer moved to approve. All agreed. ***PAYROLL***

Ms. Bridges noted there was one staff departure this month. Ms. Vasa motioned to approve. All agreed. ***STAFF CHANGES***

Ms. Bridges requested comments or questions on the February 2023 financial report. There were questions on bank rates, custodial supplies, and a minor correction to the hourly staff code. Mr. Klang answered all questions. ***FINANCIAL REPORT***

Mr. Klang gave an update on the Adult Learning Center Roof and Façade restoration project. The knife edge on the roof is expected to be finished in the coming weeks. A mockup of the replacement glass will be installed, water tested, and approved by the Architect and Project Manager also in the coming weeks. Glass installation to continue upon mockup approval. This project is expected to be completed in full by summer. Construction materials will be removed and relocated to the rear of the building by the end of the month.

**ALC ROOF AND
FAÇADE UPDATE**

Mr. Klang noted there will be a Budget Information Session next Wednesday, March 22 at 7:30pm and there will not be a Meet the Candidates Night since Ms. Vasa and Mr. Krevor are running uncontested for the two open seats.

**BUDGET
INFORMATION
SESSION**

Mr. Klang asked the Board to approve the proposed Volunteer Appreciation Breakfast on Sunday, April 30, 2023 at 10:30 am. All agreed.

**VOLUNTEER
BREAKFAST**

Mr. Klang requested approval of the Excess Equipment list dated March 1, 2023. Mr. Straus moved to approve. All agreed.

**EXCESS
EQUIPMENT**

Ms. Bridges reviewed the dates of the next Budget Information Session on March 22, 2023; Personal Registration Day, Monday, March 27; and the Budget Vote/Trustee Election on Tuesday, April 4, 2023. Ms. Bridges thanked Ms. Moessner for her work on getting out the many absentee ballots to homebound voters.

**ELECTION
INFORMATION**

Ms. Bridges noted the early registration date through March 31 for the ALA Annual Conference being held June 22 through 27, 2023.

**ALA ANNUAL
CONFERENCE**

Ms. Saur gave a report from the Technology Committee noting the recent review of the Library's IT Security plan. The Library is now eligible for the lower cost non-profit computer licenses through Microsoft. Know Be 4 training for staff and the Board continues and has been very useful.

**TECHNOLOGY
COMMITTEE
REPORT**

Mr. Klang spoke about Library Advocacy Day which was cancelled due to the weather. The Library did have a representative, Ms. Davidoff, who met with representatives. The meeting with Senator Martins on Friday, March 10 was postponed due to a family emergency. Mr. Klang is attempting to set up a virtual meeting with the Senator before the end of the month and will keep the Board updated.

ADVOCACY DAY

A Zoom meeting has set up with Assemblywoman Gina Sillitti on Monday, March 20th and Mr. Klang will forward the information to the Board.

Mr. Hutter started his remarks by highlighting our ESOL Department's 30 years of service, including mention of a March 3rd article in the Port Washington Times featuring Ms. Peggy O'Hanlon, ESOL staff and volunteers. Ms. Buitron recently worked with a patron to gain U.S. citizenship. Mr. Hutter then discussed many of the programs that had taken place in previous weeks, highlighting our FOL Book Swap, Books for Dessert Author Visit with Andrea Pinkney, and other programs. He also discussed some of our upcoming programs, taking place in March.

**IN-PERSON
SERVICES UPDATE**

Mr. Hutter presented an update of Year One of the Strategic Plan reviewing the major goals to promote equitable pathways to individual fulfillment; Foster a warm, safe, and supportive atmosphere for all; and provide our community with opportunities to thrive. Mr. Hutter discussed how those goals were addressed this past year.

**STRATEGIC PLAN
REVIEW YEAR ONE**

Ms. Bridges noted the Art Advisory Council minutes of January 11, 2023, the Children’s Advisory Council notes of January 26, 2023, and the Books For Dessert minutes of January 26, 2023.

**COUNCILS’
MINUTES**

Ms. Bridges noted the Friends of the Library minutes of February 8, 2023.

FOL MINUTES

Ms. Bridges noted the February 2023 Patron Comments.

**PATRON
COMMENTS**

Mr. Jeff Zeh was the Staff Association representative this month and stated that staff contract negotiations will be starting.

**STAFF
ASSOCIATION**

Mr. Klang reviewed some available courses that will satisfy the 2 hours of Trustee Training required by a new law that is in effect beginning this calendar year.

**TRUSTEE
TRAINING**

Mr. Klang mentioned the upcoming partnership with the Town of North Hempstead and Port Washington Police Department at the Adult Activity Center on April 18. The subject of this event will be Crime Prevention and Ms. Davidoff and Mr. Hutter will speak about cybersecurity.

NEW BUSINESS

Ms. Julie Lim was present at this meeting and praised the ESOL staff, as well as complimenting the Board and the Library staff for the great work they do that makes this Library a gem. Ms. Bridges thanked Ms. Lim for attending this evening’s meeting. Mr. Zeh spoke about hybrid programming and recorded programs on the Library’s YouTube page.

**PUBLIC
COMMENTS**

Ms. Bridges motioned to adjourn. All agreed.

ADJOURNMENT

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

WARRANTS TO BE VOTED ON

Warrant Number	Amount
23-03-09A	\$ 198,583.89
23-03-09B	\$ 58,059.37

Warrant Total \$ 256,643.26

<u>Payroll Date</u>		<u>Gross</u>		<u>Net</u>		<u>Processing</u>		<u>Tax Liability</u>
3/2/2023	\$	134,781.89	\$	97,588.87	\$	-	\$	41,201.72
3/16/2023	\$	143,370.16	\$	102,888.36	\$	-	\$	43,501.49
3/30/2023	\$	140,720.90	\$	95,266.29	\$	1,914.00	\$	39,096.75
PAYROLL TOTAL	\$	418,872.95	\$	295,743.52	\$	1,914.00	\$	123,799.96

Prepared By:
Paul Thomaidis
Finance Office

PORT WASHINGTON PUBLIC LIBRARY
Balance Sheet - Governmental Funds
 March 31, 2023
 75% of Budget Expensed

	General	Special Aid	Capital Projects	Permanent	Total Governmental Funds	Fiduciary Fund Agency
ASSETS						
Cash						
Unrestricted	\$ 5,187,860	\$ 712,375	\$ 1,016,283		\$ 6,916,518	\$
Restricted				135,409	135,409	
Receivables						
Due from other funds	28,040	20,194			48,234	10,598
Due from component unit	9,141	28,085			37,226	
Total Assets	<u>\$ 5,225,041</u>	<u>\$ 760,654</u>	<u>\$ 1,016,283</u>	<u>\$ 135,409</u>	<u>\$ 7,137,387</u>	<u>\$ 10,598</u>
LIABILITIES						
Payables						
Due to other funds	30,389	(4,469)	31,072	403	57,395	1,437
Other liabilities					-	9,161
Total Liabilities	<u>30,389</u>	<u>(4,469)</u>	<u>31,072</u>	<u>403</u>	<u>57,395</u>	<u>10,598</u>
FUND BALANCES						
Nonspendable:						
Endowment				135,006	135,006	
Restricted: Grants		765,123			765,123	
Assigned:						
Capital projects	2,372,333		985,211		3,357,544	
Retirement contribution	556,749				556,749	
Terminal leave	892,689				892,689	
Unappropriated fund balance	166,500				166,500	
Unassigned: Fund balance	1,206,381				1,206,381	
Total Fund Balances	<u>5,194,652</u>	<u>765,123</u>	<u>985,211</u>	<u>135,006</u>	<u>7,079,992</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 5,225,041</u>	<u>\$ 760,654</u>	<u>\$ 1,016,283</u>	<u>\$ 135,409</u>	<u>\$ 7,137,387</u>	<u>\$ 10,598</u>

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund
For One Month and Nine Months Ended March 31, 2023
75% of Budget Expensed

	Budget	March 31, 2023		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
REVENUES					
REAL PROPERTY TAXES	\$ 7,072,264	\$ 589,355	\$ 5,304,197	\$ (1,768,067)	75.0%
OTHER TAX ITEMS	100,000			(100,000)	0.0%
FEES - LOST BOOKS	7,500	603	3,110	(4,390)	41.5%
XEROX REVENUES	9,000	987	7,714	(1,286)	85.7%
INTEREST	3,000	6,553	18,430	15,430	614.3%
SALE OF USED BOOKS	4,500	4	1,765	(2,735)	39.2%
SALE OF INSTRUCTIONAL SUPPLIES		425	425		N/A
REFUND OF PY EXPENSES			830	830	N/A
GIFTS & DONATIONS	12,500	30	30	(12,470)	0.2%
MISCELLANEOUS		62	13,112	13,112	N/A
STATE AID	7,000	9,611	9,611	2,611	137.3%
Total Revenues	7,215,764	607,630	5,359,224	(1,856,540)	74.3%
EXPENDITURES					
141 CERTIFIED LIBRARIANS					
.01 CERT.LIB GRADE 29-27-25	132,110	15,244	99,085	33,025	75.0%
.02 CERT.LIB GRADE 21	104,550	12,063	78,406	26,144	75.0%
.03 CERT.LIB GRADE 19	418,440	48,283	313,840	104,600	75.0%
.04 CERT.LIB GRADE 17	567,030	43,890	194,925	372,105	34.4%
.05 CERT.LIB GRADE 15	1,089,112	146,681	968,814	120,298	89.0%
.06 CERT.LIB HOLIDAY & SUNDAY	63,049	11,890	48,392	14,657	76.8%
TOTAL CERT. LIBRARIANS	2,374,291	278,051	1,703,462	670,829	71.7%
143 CLERICAL STAFF					
.01 CLERICAL GRADE 11	175,880	20,295	131,914	43,966	75.0%
.02 CLERICAL GRADE 9	49,160	5,672	20,798	28,362	42.3%
.04 CLERICAL GRADE 5	190,130	21,934	151,153	38,977	79.5%
.05 CLERICAL GRADE 3	98,700	11,388	74,024	24,676	75.0%
.06 CLERICAL HOLIDAY & SUNDAY	25,000	2,765	11,576	13,424	46.3%
TOTAL CLERICAL STAFF	538,870	62,054	389,465	149,405	72.3%
143 HOURLY STAFF					
.11 BOOKSHELVERS-ADULT	70,000	4,427	33,233	36,767	47.5%
.12 BOOK SHELVERS-CHILDREN	25,000	2,657	20,943	4,057	83.8%
.13 ENGLISH AS A SECOND LANGUA	34,000	2,609	15,292	18,708	45.0%
.14 ISD	87,000	5,559	56,796	30,204	65.3%
.15 COLLECTION MANAGEMENT	80,000	9,174	51,775	28,225	64.7%
.16 INTERLOANS	11,000	1,586	10,222	778	92.9%
.17 PERIODICAL SERVICE DESK					N/A
.18 PROCESSING OF BOOKS	36,000	4,468	26,265	9,735	73.0%
.19 TECHNICIANS-MEDIA	15,000	2,305	13,274	1,726	88.5%
.21 STUDENT COMPUTER AIDES	77,000	7,778	44,042	32,958	57.2%
.22 SUNDAY & HOLIDAYS - SUPPORT	36,000	4,281	27,931	8,069	77.6%
.23 INFO. TECH SPEC. II	21,000	1,970	10,640	10,360	50.7%
.24 COMMUNITY OUTREACH	16,000	2,676	14,028	1,972	87.7%
TOTAL HOURLY STAFF	508,000	49,490	324,441	183,559	63.9%
143 BUILDING STAFF					
.31 CUSTODIAL	274,090	26,752	181,401	92,689	66.2%
.32 HOLIDAYS & SUNDAY - CUSTODIA	22,873	2,529	13,784	9,089	60.3%
TOTAL BUILDING STAFF	296,963	29,281	195,185	101,778	65.7%
SEPARATION PAYOUTS		2,889	2,889	(2,889)	N/A

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Nine Months Ended March 31, 2023
75% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	March 31, 2023		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
9030.8 SOCIAL SECURITY	\$ 284,436	\$ 30,880	\$ 196,265	\$ 88,171	69.0%
9040.8 WORKER'S COMPENSATION	38,000		27,622	10,378	72.7%
9045.8 DISABILITY INSURANCE	10,000	(268)	846	9,154	8.5%
9050.8 UNEMPLOYMENT INSURANCE	1,390			1,390	
9060.8 HOSPITAL & MEDICAL INSURANCE					
.01 MEDICAL	850,019	89,107	690,860	159,159	81.3%
.02 DENTAL	26,512	(1,252)	14,069	12,443	53.1%
.03 EYECARE	2,000	66	1,589	411	79.5%
TOTAL HOSPITAL & MEDICAL INSURANCE	878,531	87,921	706,518	172,013	80.4%
9010.8 STATE RETIREMENT	421,349		298,263	123,086	70.8%
203 EQUIPMENT					
.01 EQUIPMENT - LIBRARY	51,034		37,658	13,376	73.8%
.02 EQUIPMENT - COMPUTER	16,850		2,590	14,260	15.4%
.03 EQUIPMENT - BUILDING	15,000	5,884	5,884	9,116	39.2%
TOTAL EQUIPMENT	82,884	5,884	46,132	36,752	55.7%
410 PRINT & INFORMATION SERVICES					
.02 SERVICES & CONTINUATIONS				-	
.05 BOOKS-FICTION	50,000	4,446	23,228	26,772	46.5%
.06 BOOKS-NON-FICTION	50,000	8,506	25,091	24,909	50.2%
.07 BOOKS-REFERENCE	35,000	2,463	23,807	11,193	68.0%
.08 BOOKS-CHILDREN	23,500	2,110	13,506	9,994	57.5%
.09 BOOKS-AUDIO & ELECTRONIC	95,000	9,539	102,914	(7,914)	108.3%
.10 BOOKS-YOUNG ADULT	15,000	1,459	6,032	8,968	40.2%
TOTAL PRINT & INFORMATION SERVICES	268,500	28,523	194,578	73,922	72.5%
411 MACHINE READABLE MATERIAL					
.02 REFERENCE SOFTWARE	60,000		52,435	7,565	87.4%
.03 COMPUTER SOFTWARE	35,000	2,401	25,512	9,488	72.9%
TOTAL MACHINE READABLE MATERIAL	95,000	2,401	77,947	17,053	82.0%
413 SERIALS					
.01 MICROFORM	4,500			4,500	0.0%
.02 NON-MICROFORM	32,000		26,419	5,581	82.6%
TOTAL SERIALS	36,500		26,419	10,081	72.4%
417 A-V MATERIALS					
.02 CHILDREN'S MATERIALS	6,000		506	5,494	8.4%
.03 DVD	20,000	1,560	19,103	897	95.5%
.04 YOUNG ADULT				-	N/A
.05 DIGITAL MEDIA	25,000	2,461	18,684	6,316	74.7%
TOTAL A-V MATERIALS	51,000	4,021	38,293	12,707	75.1%
417 AUDIO RECORDINGS					
.11 VIDEO GAME COLLECTION	10,000	617	4,690	5,310	46.9%
.12 COMPACT DISKS	6,000	914	3,350	2,650	55.8%
TOTAL AUDIO RECORDINGS	16,000	1,531	8,040	7,960	50.3%
417 A-V RENTAL & MAINTENANCE					
.21 FILM RENTAL-ADULT	3,000		833	2,167	27.8%
.24 MAINT. & REPAIRS	1,000			1,000	0.0%
.25 BULBS	500			500	0.0%
TOTAL A-V RENTAL & MAINTENANCE	4,500	-	833	3,667	18.5%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Nine Months Ended March 31, 2023
75% of Budget Expensed

	Budget	March 31, 2023		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
EXPENDITURES (CONTINUED)					
430 OFFICE & LIBRARY SUPPLIES					
.01 ADULT SERVICES	\$ 600	\$ 111	\$ 578	\$ 22	96.3%
.02 CHILDREN'S SERVICES	3,500	63	673	2,827	19.2%
.03 COLLECTION MANAGEMENT	800	91	278	522	34.8%
.04 COMMUNITY INFO	1,000	13	655	345	65.5%
.05 COMPUTER SERVICES	7,600	628	2,204	5,396	29.0%
.06 INFO SERVICES	700	278	385	315	55.0%
.07 MEDIA SERVICES	3,100	219	4,554	(1,454)	146.9%
.08 GENERAL OFFICE SUPPLIES	20,000	1,425	12,943	7,057	64.7%
.09 ORAL HISTORY/SPECIAL COLLEC	2,500		75	2,425	3.0%
.10 TECHNICAL SERVICES	8,500	126	3,126	5,374	36.8%
.11 OFFICE EQUIPMENT	12,000	1,726	10,845	1,155	90.4%
.12 YOUNG ADULT	400		596	(196)	149.0%
TOTAL OFFICE & LIBRARY SUPPLIES	60,700	4,680	36,912	23,788	60.8%
431 TELEPHONE					
.01 TELEPHONE	26,000	1,987	20,602	5,398	79.2%
.02 TELEPHONE MAINTENANCE	5,000		4,738	262	94.8%
TOTAL TELEPHONE	31,000	1,987	25,340	5,660	81.7%
433 POSTAGE & FREIGHT					
.01 POSTAGE - FREIGHT	25,000	106	9,251	15,749	37.0%
434 PRINTING					
.01 PRINTED INFO	7,000		2,067	4,933	29.5%
.04 DISPLAYS & EXHIBITIONS	5,500	1,000	1,622	3,878	29.5%
.05 LEGAL ADVERTISING	5,000	899	1,114	3,886	22.3%
.08 NEWSLETTERS	23,000	3,408	28,358	(5,358)	123.3%
TOTAL PRINTING	40,500	5,307	33,161	7,339	81.9%
435 TRAVEL & MILEAGE					
.01 MEETINGS	15,000	1,600	2,734	12,266	18.2%
.02 MILEAGE	3,000	26	26	2,974	0.9%
.03 STAFF DEVELOPMENT	2,000		2,475	(475)	123.8%
TOTAL TRAVEL & MILEAGE	20,000	1,626	5,235	14,765	26.2%
436 ALIS/NLS OPERATING SYSTEM					
.01 CIRCULATION CHARGES	35,000		23,623	11,377	67.5%
.02 OPAC/CONCURRENT SESSION C	20,000		21,626	(1,626)	108.1%
.03 NLS	33,000		34,044	(1,044)	103.2%
TOTAL ALIS/NLS OPERATING SYSTEM	88,000		79,293	8,707	90.1%
437 PROGRAM SERVICES					
.01 PROGRAMS -ADULT	16,000	2,325	11,575	4,425	72.3%
.02 PROGRAMS - YOUNG ADULT	7,500	117	2,465	5,035	32.9%
.03 PROGRAMS - JUVENILE	22,000	1,951	16,669	5,331	75.8%
.07 MEETING ROOM EXPENSES	1,000	16	78	922	7.8%
.08 OTHER PROGRAM SUPPORT	10,000	1,338	4,566	5,434	45.7%
.13 MEDIA PROGRAMS	8,500		3,450	5,050	40.6%
TOTAL PROGRAM SERVICES	65,000	5,747	38,803	26,197	59.7%
438 MEMBERSHIPS					
.01 MEMBERSHIPS	7,000	1,418	2,620	4,380	37.4%
439 RENTAL, REPAIR, MAINTENANCE					
OFFICE EQUIPMENT					
.01 EQUIPMENT	14,000		12,412	1,588	88.7%
.02 COPY EQUIPMENT	14,500	682	10,230	4,270	70.6%
.04 COMPUTER	1,000			1,000	0.0%
.06 PIANO	1,000			1,000	0.0%
TOTAL RENTAL REPAIR, MAINTENANCE	30,500	682	22,642	7,858	74.2%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Nine Months Ended March 31, 2023
75% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	March 31, 2023		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
440 BUSINESS SERVICES					
.01 ACCOUNTING	\$ 61,200	\$ 5,100	\$ 47,220	\$ 13,980	77.2%
.02 AUDIT	19,000		19,200	(200)	101.1%
.05 ELECTION	5,000	750	1,119	3,881	22.4%
.06 LEGAL	30,000		9,965	20,035	33.2%
.07 PAYROLL	23,500	1,914	18,267	5,233	77.7%
.09 OTHER	20,000	1,004	5,698	14,302	28.5%
.10 SECURITY SERVICES	45,000	7,024	42,413	2,587	94.3%
.11 COMPUTER SERVICES	60,040	4,830	45,270	14,770	75.4%
.13 CREDIT CARD FEES	2,000	106	1,067	933	53.4%
TOTAL BUSINESS SERVICES	265,740	20,728	190,219	75,521	71.6%
450 FUEL & UTILITIES					
.01 ELECTRICITY	129,250	5,961	94,145	35,105	72.8%
.02 FUEL	40,560		23,851	16,709	58.8%
.03 WATER POLLUTION CONTROL TA	6,160		5,977	183	97.0%
.04 WATER TAX	7,000		7,203	(203)	102.9%
TOTAL FUEL & UTILITIES	182,970	5,961	131,176	51,794	71.7%
451 CUSTODIAL SUPPLIES					
.01 BULBS	10,200		130	10,070	1.3%
.02 HOUSEKEEPING MAINT	14,500	3,716	7,125	7,375	49.1%
.03 UNIFORMS	1,000	41	200	800	20.0%
.04 CLEANING SERVICES	29,000		5,590	23,410	19.3%
TOTAL CUSTODIAL SUPPLIES	54,700	3,757	13,045	41,655	23.8%
452 REPAIRS TO BLDG & BLDG EQUIP .					
.01 REPAIR TO BUILDING	60,000	2,449	25,846	34,154	43.1%
.02 SUPPLIES FOR BUILDING	20,000		16,042	3,958	80.2%
.03 BUILDING IMPROVEMENTS	10,000		7,877	2,123	78.8%
.04 REPAIRS TO EQUIPMENT	10,000	885	3,981	6,019	39.8%
TOTAL REPAIRS TO BLDG & BLDG. EQUIP.	100,000	3,334	53,746	46,254	53.7%
454 INSURANCE					
.01 INSURANCE	70,000		79,315	(9,315)	113.3%
455 OTHER OPER. & MAINT .					
.01 MECHANICAL CONTRACTS	32,000	3,435	31,849	151	99.5%
.02 GROUND MAINT. CONTRACTS	25,000		9,516	15,484	38.1%
.03 BUILDING MAINT CONTRACT	19,500	541	4,618	14,882	23.7%
TOTAL OTHER OPER. & MAINT.	76,500	3,976	45,983	30,517	60.1%
DEBT SERVICE					
INSTALLMENT DEBT- PRINCIPAL	4,838	408	16,128	(11,290)	333.4%
INSTALLMENT DEBT INTEREST	136	6	129	7	94.9%
TOTAL DEBT SERVICE	4,974	414	16,257	(11,283)	326.8%
INTERFUND TRANSFERS					
OPERATING TRANSFERS OUT	380,000	-	-	380,000	0.0%
TOTAL EXPENDITURES	\$ 7,408,798	\$ 642,381	\$ 5,020,196	2,388,602	67.8%
NET CHANGE IN FUND BALANCE			339,028		
FUND BALANCE, BEGINNING OF YEAR			4,855,624		
FUND BALANCE, FISCAL YEAR TO DATE			\$ 5,194,652		

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues, Expenditures and Changes in Fund Balances -
Special Revenue, Capital Projects and Permanent Funds
For One Month and Nine Months Ended March 31, 2023
75% of Budget Expensed

	Special Revenue	Capital Projects	Permanent
REVENUES			
Interest income	\$ 10,373	\$ 18,469	\$ 1,832
Miscellaneous revenue	209,178	251,353	
State sources			
Total Revenues	<u>219,551</u>	<u>269,822</u>	<u>1,832</u>
EXPENDITURES			
Program expenses	<u>181,050</u>	<u>512,698</u>	
OTHER FINANCING SOURCES (USES)			
Operating transfers in	1,832	-	-
Operating transfers (out)			<u>(1,832)</u>
Total Other Financing Sources (Uses)	<u>1,832</u>	<u>-</u>	<u>(1,832)</u>
Net Change in Fund Balance	40,333	(242,876)	-
Fund Balance - Beginning of year	<u>724,790</u>	<u>1,228,087</u>	<u>135,006</u>
Fund Balance - End of month	<u>\$ 765,123</u>	<u>\$ 985,211</u>	<u>\$ 135,006</u>

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

Assigned for Special Programs

9/11 PROJECT - 10/02 - SHODELL	\$ 130
ADULT LITERACY GRANT/BOOKS FOR DESSERT	21,905
AMERICAN GIRL DOLLS	356
ART ADVISORY COUNCIL	9,521
BRONSON	10,772
BROWN	5,757
BURTIS	19,062
CHILDREN'S ADVISORY COUNCIL	5,283
CHILDRENS GRANT	2,089
CONSTRUCTION GRANT	571
EPSTEIN BOOK FUND	365
ESL GRANT SUPPLIES/MATERIALS	390
FENDRICK MEMORIAL	1,284
FOUNDATION GRANT CAREER COACHING	20,654
FRIENDS OF THE LIBRARY	58,026
FRIENDS OF THE LIBRARY-BOGEN	43,323
GOODMAN ASSISTIVE TECHNOLOGY	6,150
HEALTH ADVISORY COUNCIL	36,045
HEALTH INFORMATION - ANTI SMOKING	14,391
HEARTS GRANT	1,012
HOMEGROWN READERS	23,342
JOB SEARCH BOOT CAMP GRANT	101
MAKERSPACE	6,378
MISCELLANEOUS WORKSHOPS	23,858
MORSE FUND	1,833
MUSIC ADVISORY COUNCIL	22,788
NAUTICAL CENTER	255,582
NEA CREATIVE READERS	2,186
NLS BULLET AID	19,482
NLS STATE GRANT COMPUTERS	678
NYS CONSTRUCTION GRANT	20,995
NYS LOBBY RENOVATION GRANT	22,198
NYS MEDIA ROOM RENO GRANT	12,097
OUTDOOR WIFI	3,373
PUBLICATION FUND	7,394
REGIONAL TECH & MEDIA	830
ROBERT STERN	204
S. STEYN MEMORIAL	7,773
SALTZMAN GRANT	6,346
SMALL STUDY ROOM	1,555
SPECIAL TRUST ACCOUNT (MISC)	2,660
SPIELMAN STORY TELLING	370
T. BIER FUND	10,053
TEPPER INTERGENERATIONAL	260
THEATER FOR DESSERT	5,037
UNDERHILL	23,680
UNGER/BESLITY MEMORIAL - TERRACE	10,822
VERA FIDDLER	260
WHITTEMORE MEMORIAL	2,095
WIFI HOTSPOTS	56
ZUCKER GRANT	13,751
	<u>\$ 765,123</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		\$ 3.00	\$ 1.00	\$ 10.00	\$ 7.00	\$ 1.00	\$ 2.00	\$ 2.00				\$ 27.00
Flash USB Drives	7.00				14.00								28.00
My Healthy Thing													
Meeting Room Usage													
NYS Sales Tax													
Maille Dividend			39.00										
PSEG LI Rebate					720.00				39.00				78.00
Utica Dividend													720.00
NLS Erate													
NLS direct access													
NLS MTA Offset													
E-Rate Reimbursement		3,517.08											3,517.08
Backpack/Totes/Visor/Hats		(2.50)	(1.75)		(3.25)	354.86	173.50		30.00				30.00
Vending Machine/(Refund)													520.86
Credit Card Point Credit													
Misc. Cash													
Local History Image													
Sales tax payment													
NYS Unclaimed Funds													
Nassau County Elections		2,500.00	350.00	2,500.00									8,200.00
ALIS e-commerce													
Res./Non-Res. Card													
Donation													
Business Card													
Deposit for architectural plans													
Refund of Prior Year													
Totals	\$ 8.00	\$ 6,014.58	\$ 390.25	\$ 2,501.00	\$ 740.75	\$ 361.86	\$ 3,024.50	\$ 9.00	\$ 62.03	\$ -	\$ -	\$ -	\$ 13,111.97

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

Revenues -

- Interest – Interest rates have increased, also increased due to new high yield bank account
- State Sources – Received the full payment for the 2022 Local Library Services Aid(LLSA) for \$9,611 in March 2023.

Expenditures -

- 141.05 Cert. Lib Grade 15 – Includes 15 full-time and 1 part time-library grade 15 employees. Expenses came in higher than originally estimated.
- 143.16 Interloans – Salary for one part time employee in the interloan department. Expenses this year came in higher than originally estimated.
- 143.19 Technicians Media – Four part time and one full time employee paid in this category. Expenses this year came in higher than originally estimated
- 143.24 Community Outreach – Includes 2 part-time employees. Expenses came in higher than originally estimated.
- 410.09 Books Audio & Electronic – Overdrive Inc. expenditures for audio & electronic books
- 411.02 Reference Software – Various software purchases through Nassau Library System including EBSCO, Library Elite Digital, LOTE Online, Niche Academy, Consumer Reports, Linked In, and Morningstar.
- 417.03 DVD – Includes 1,100 DVD cases purchased and reclassified from Media services. Also includes DVD purchases from Midwest Tapes.
- 430.01 Adult Services – Includes puzzles, board games, card games, and office supplies for adult service department
- 430.07 Media Services – Items in this code include cable protectors, wireless mic system, guitar amplifiers, speakers, cabinet case, and surge protectors.
- 430.11 Office Equipment – Includes expenses for Toner and Specialized document scanner
- 430.12 Young Adult – Purchase of graphing calculators and electric pencil sharpeners for teenspace.
- 431.02 Telephone Maintenance –Includes activation fee to Norcom Solutions for telephone services. Usually paid in the beginning of the year.
- 434.08 Newsletters – Includes monthly library newsletter expenditures for Small Kaps and MAF Graphics
- 435.03 Staff Development –LIU 702 Human Resources(Public Library Administration) class for Melanie Davidoff. Also includes Kantola Training for harassment prevention courses.
- 436.02 OPAC/Concurrent Session – ILS member library fees paid quarterly. First quarterly was paid in July, second quarter was paid October (covers 10/1 through 12/31), third quarterly payment was made in January.
- 436.03 NLS – Annual NLS payment for member services was paid in July for \$34,044.
- 439.01 Repair Maintenance Office Equip – Includes TM Bier expenses for facilities management system.
- 440.02 Business Services Audit – Audit of 21-22 year from Rynkar, Vail, & Barrett LLP progress billings #1, #2, #3 and #4 for \$5,000, \$7,200, \$4,200 and \$3,000 respectively.
- 440.10 Business Services Security - Code is made up of all invoices from Allied Universal Security.
- 450.03 Water Pollution – Comprised of water pollution control levy paid in February 2023
- 450.04 Water Tax – Quarterly payments for water bills, one payment made in August(covers 4/26 to 7/26) and one made in November (covers 7/26 to 10/24) and one made in February(covers 10/24 to 1/23)
- 454.01 Insurance – Annual insurance was paid in October for \$76,335
- 455.01 Mechanical Contracts – testing of fire alarm, elevator, and sprinkler systems, HVAC maintenance contract
- 9785.6 Lease Principal – Includes HP and Dell Lease payments. Annual payment to Dell was made in October for \$12,111

Updates to Copying and Printing Charges

April 2023

Current copying cost:

- 10 cents per page (black and white)
- 50 cents per page (color)

Current printing cost:

- 5 cents per page (black and white)
- 50 cents per page (color)

Current cost for a print card:

- 50 cents per special print card
- Note, patrons can use their library card as a print card

Proposed Changes:

- Both printing and copying costs will change to 5 cents per page black & white, 10 cents per page color.
- All existing patrons and new patrons in our print system will get 50 cents allowance added to their card each day, with an "allowance purse" or credit cap set at 50 cents total.
- Allowance will permit patrons to print up to 10 free black & white pages or 5 free color pages each day (or a mix of both, not to exceed 50 cents total).
- Print cards will be free, though patrons will be encouraged to sign-up for a library card that they can add money to if necessary.

PROGRAM COSTS AND ATTENDANCE						
JANUARY - MARCH 2023						
Title	Event Start Date	Age Group	Program Type	(In-Person)	(Virtual)	Cost
A Time For Kids - 1-2-3 Play with Me	01/04/2023 @ 11:30am	Children	Workshop	33	0	
A Time For Kids - 1-2-3 Play with Me	01/11/2023 @ 11:30am	Children	Workshop	47	0	
A Time For Kids - 1-2-3 Play with Me	01/18/2023 @ 11:30am	Children	Workshop	45	0	
A Time For Kids - 1-2-3 Play with Me	01/25/2023 @ 11:30am	Children	Workshop	39	0	
A Time For Kids - 1-2-3 Play with Me	02/01/2023 @ 11:30am	Children	Workshop	43	0	
A Time For Kids - 1-2-3 Play with Me	03/01/2023 @ 11:30am	Children	Workshop	43	0	
A Time For Kids - 1-2-3 Play with Me	03/08/2023 @ 11:30am	Children	Workshop	42	0	
A Time For Kids - 1-2-3 Play with Me	03/15/2023 @ 11:30am	Children	Workshop	55	0	
A Time For Kids - 1-2-3 Play with Me	03/22/2023 @ 11:30am	Children	Workshop	53	0	
A Time For Kids - 1-2-3 Play with Me	03/29/2023 @ 11:30am	Children	Workshop	42	0	
A Time For Kids	01/09/2023 @ 10:45am	Children	Other	54	0	
A Time For Kids	02/06/2023 @ 10:45am	Children	Other	50	0	
A Time For Kids	03/06/2023 @ 10:45am	Children	Other	56	0	
A Time For Kids-Baby Start	01/09/2023 @ 10:00am	Children	Other	44	0	
A Time For Kids-Baby Start	02/06/2023 @ 10:00am	Children	Other	40	0	
A Time For Kids-Baby Start	03/06/2023 @ 10:00am	Children	Other	30	0	
				716		\$ 2,750
Alex Pollack - Advanced Beginner Mah-Jongg Class	02/14/2023 @ 3:30pm	Adults	Games, Workshop	22	0	
Alex Pollack - Advanced Beginner Mah-Jongg Class	02/21/2023 @ 3:30pm	Adults	Games, Workshop	22	0	
Alex Pollack - Advanced Beginner Mah-Jongg Class	02/28/2023 @ 3:30pm	Adults	Games, Workshop	22	0	
Alex Pollack - Advanced Beginner Mah-Jongg Class	03/07/2023 @ 3:30pm	Adults	Games, Workshop	22	0	
Alex Pollack - Advanced Beginner Mah-Jongg Class	03/14/2023 @ 3:30pm	Adults	Games, Workshop	22	0	
Alex Pollack - Advanced Beginner Mah-Jongg Class	03/21/2023 @ 3:30pm	Adults	Games, Workshop	22	0	
Alex Pollack - Advanced Beginner Mah-Jongg Class	03/28/2023 @ 3:30pm	Adults	Games, Workshop	22	0	
Alex Pollack - Beginner Mah-Jongg Class	02/17/2023 @ 2:30pm	Adults	Games, Workshop	22	0	
Alex Pollack - Beginner Mah-Jongg Class	02/24/2023 @ 2:30pm	Adults	Games, Workshop	22	0	
Alex Pollack - Beginner Mah-Jongg Class	03/03/2023 @ 2:30pm	Adults	Games, Workshop	22	0	
Alex Pollack - Beginner Mah-Jongg Class	03/10/2023 @ 2:30pm	Adults	Games, Workshop	22	0	
Alex Pollack - Beginner Mah-Jongg Class	03/17/2023 @ 2:30pm	Adults	Games, Workshop	22	0	
Alex Pollack - Beginner Mah-Jongg Class	03/24/2023 @ 2:30pm	Adults	Games, Workshop	22	0	
Alex Pollack - Beginner Mah-Jongg Class	03/31/2023 @ 2:30pm	Adults	Games, Workshop	22	0	
				308	0	\$ 3,360
Afternoon on Broadway with Stephen Nachamie - African American Voices on the Broadway M	02/13/2023 @ 3:00pm	Adults	Lecture	10	34	\$ 275
Afternoon on Broadway with Stephen Nachamie - Ashman and Menken - Creators of Little Sho	01/23/2023 @ 3:00pm	Adults	Lecture	19	41	\$ 275
Afternoon on Broadway with Stephen Nachamie - Lynn Ahrens and Stephen Flaherty	03/20/2023 @ 3:00pm	Adults	Lecture	11	46	\$ 275
Art Lecture with Alice Schwarz - The Art of Artemisia Gentileschi	03/21/2023 @ 12:00pm	Adults	Lecture	13	39	
Art Lecture with Alice Schwarz - The Art of Jan Steen	01/17/2023 @ 12:00pm	Adults	Lecture	16	47	
Art Lecture with Alice Schwarz - The Art of Juan de Pareja	02/14/2023 @ 12:00pm	Adults	Lecture	11	26	
				40	112	\$ 900
Art Lecture with Thomas Germano - The Obama Portraits	02/09/2023 @ 3:00pm	Adults	Lecture	21	39	
Art Lecture with Thomas Germano - Picasso Celebration (1973-2023)	01/26/2023 @ 3:00pm	Adults	Lecture	29	53	

PROGRAM COSTS AND ATTENDANCE						
JANUARY - MARCH 2023						
Title	Event Start Date	Age Group	Program Type	(In-Person)	(Virtual)	Cost
Art Lecture with Thomas Germano - The Art of Dublin	03/09/2023 @ 3:00pm	Adults	Lecture	27	53	
				77	145	\$ 900
Artist Talk with PWPL Artist in Residence Beverly Crilly	01/21/2023 @ 3:00pm	Adults	Exhibit, Lecture	45	0	\$ 200
Books for Dessert Author Event	03/13/2023 @ 10:00am	Adults	Author Event, Book Disc	35	0	\$ 5,000
Build a Painting	02/08/2023 @ 6:00pm	Children	Arts & Crafts	5	0	\$ 200
Chess	01/04/2023 @ 5:00pm	Children	Games, Workshop	12	0	
Chess	01/11/2023 @ 5:00pm	Children	Games, Workshop	10	0	
Chess	01/18/2023 @ 5:00pm	Children	Games, Workshop	9	0	
Chess	01/25/2023 @ 5:00pm	Children	Games, Workshop	8	0	
Chess	03/01/2023 @ 5:00pm	Children	Games, Workshop	11	0	
Chess	03/08/2023 @ 5:00pm	Children	Games, Workshop	11	0	
Chess	03/15/2023 @ 5:00pm	Children	Games, Workshop	11	0	
Chess	03/22/2023 @ 5:00pm	Children	Games, Workshop	7	0	
Chess	03/29/2023 @ 5:00pm	Children	Games, Workshop	8	0	
				87	0	\$ 1,035
Creative Readers	01/07/2023 @ 10:00am	Children	Other	29	0	
Creative Readers	01/07/2023 @ 11:15am	Children	Other	28	0	
Creative Readers	01/14/2023 @ 10:00am	Children	Other	25	0	
Creative Readers	01/14/2023 @ 11:15am	Children	Other	25	0	
Creative Readers	01/21/2023 @ 10:00am	Children	Other	25	0	
Creative Readers	01/21/2023 @ 11:15am	Children	Other	25	0	
Creative Readers	01/28/2023 @ 10:00am	Children	Other	25	0	
Creative Readers	01/28/2023 @ 11:15am	Children	Other	25	0	
Creative Readers	02/04/2023 @ 10:00am	Children	Other	25	0	
Creative Readers	02/04/2023 @ 11:15am	Children	Other	25	0	
Creative Readers	02/11/2023 @ 10:00am	Children	Other	25	0	
Creative Readers	02/11/2023 @ 11:15am	Children	Other	25	0	
Creative Readers	03/04/2023 @ 10:00am	Children	Other	25	0	
Creative Readers	03/04/2023 @ 11:15am	Children	Other	25	0	
Creative Readers	03/11/2023 @ 10:00am	Children	Other	25	0	
Creative Readers	03/11/2023 @ 11:15am	Children	Other	25	0	
Creative Readers	03/25/2023 @ 10:00am	Children	Other	25	0	
Creative Readers	03/25/2023 @ 11:15am	Children	Other	25	0	
Creative Readers Training	01/05/2023 @ 4:30pm	Children	Other	10	0	
				467	0	\$ 4,800
Elevator Pitch	02/25/2023 @ 10:00am	Adults	Career and Finance	15	0	\$ 600
Empire Safety Council Defensive Driving Course	01/14/2023 @ 9:30am	Adults	Community Service, Wc	20	0	
Empire Safety Council Defensive Driving Course	03/25/2023 @ 9:30am	Adults	Community Service, Wc	0	0	

PROGRAM COSTS AND ATTENDANCE						
JANUARY - MARCH 2023						
Title	Event Start Date	Age Group	Program Type	(In-Person)	(Virtual)	Cost
				20	0	\$ 270
ESOL Lunar New Year 2023	01/26/2023 @ 6:15pm	Children, Teens	ESOL, Music/Theater Per	400	0	\$ 1,250
Exercise Class	01/23/2023 @ 5:00pm	Adults	Health & Wellness	26	0	
	01/30/2023 @ 5:00pm	Adults	Health & Wellness	27	0	
Exercise Class	02/06/2023 @ 5:00pm	Adults	Health & Wellness	25	0	
Exercise Class	02/13/2023 @ 5:00pm	Adults	Health & Wellness	25	0	
Exercise Class	03/06/2023 @ 5:00pm	Adults	Health & Wellness	24	0	
Exercise Class	03/13/2023 @ 5:00pm	Adults	Health & Wellness	25	0	
Exercise Class	03/20/2023 @ 5:00pm	Adults	Health & Wellness	24	0	
Exercise Class	03/27/2023 @ 5:00pm	Adults	Health & Wellness	25	0	
				201	0	\$ 800
Five-Part Virtual Vegetable Gardening Series - Part Five - DIY Fertilizers and Environmentally-Fri	03/28/2023 @ 7:00pm	Adults	Civic Engagement, Food/Cooking, Lecture		30	
Five-Part Virtual Vegetable Gardening Series - Part Four - Water Wise Gardening	03/21/2023 @ 7:00pm	Adults	Civic Engagement, Food/Cooking, Lecture		31	
Five-Part Virtual Vegetable Gardening Series - Part One - Starting Seeds, Indoors and Out	02/28/2023 @ 7:00pm	Adults	Civic Engagement, Workshop		61	
Five-Part Virtual Vegetable Gardening Series - Part Three - Getting the Most Out of the Season	03/14/2023 @ 7:00pm	Adults	Civic Engagement, Food/Cooking Lecture	0	31	
Five-Part Virtual Vegetable Gardening Series - Part Two - You CAN Grow Food in Containers	03/07/2023 @ 7:00pm	Adults	Civic Engagement, Food/Cooking, Work		48	
				0	201	\$ 750
Grins & Grins	02/21/2023 @ 2:30pm	Children	Other	121	0	\$ 625
Irish Musical Celebration with Peadar Hickey	03/12/2023 @ 3:00pm	Adults	Music/Theater Perform	101	0	\$ 500
Joel Zelnik Trio featuring Stan Edwards - A Tribute to Bill Evans and Tony Bennett	02/26/2023 @ 3:00pm	Adults	Music/Theater Perform	98	0	\$ 800
Larry & Joe in Concert: A SoundSwap Event of Venezuelan and Appalachian Folk Music	01/27/2023 @ 7:30pm	Adults	Music/Theater Perform	65	0	\$ 1,200
Linked In - How to Maximize Your LinkedIn Profile	01/28/2023 @ 1:00pm	Adults	Career and Finance	24	0	
LinkedIn Settings	01/28/2023 @ 10:00am	Adults	Career and Finance	24	0	
Linked In workshops				48	0	\$ 600
MAC Concert: Lun Li, violin	03/05/2023 @ 3:00pm	Adults	Music/Theater Perform	103	0	\$ 1,650
Magic Workshop with Ari Bisk	02/16/2023 @ 4:30pm	Children	Workshop	7	0	\$ 175
Mister Fish in Phenomenal Physics	02/23/2023 @ 2:30pm	Children	Other	85	0	\$ 600

PROGRAM COSTS AND ATTENDANCE						
JANUARY - MARCH 2023						
Title	Event Start Date	Age Group	Program Type	(In-Person)	(Virtual)	Cost
Music Advisory Council Concert	02/05/2023 @ 3:00pm	Adults	Music/Theater Perform	65	0	\$ 1,200
Music Advisory Council Concert	03/26/2023 @ 3:00pm	Adults	Music/Theater Perform	98	0	\$ 1,200
Read with Walter the Therapy Dog	01/14/2023 @ 2:30pm	Children	Other	15	0	\$ 50
Sandwiched In with Dennis Raverty - African American Art from the Jazz Age	02/17/2023 @ 12:00pm	Adults	Lecture	13	29	\$ 250
Sandwiched In with Dennis Raverty - The Delineation of Desire in 1920s Commercial Illustration	03/17/2023 @ 12:00pm	Adults	Lecture	9	31	\$ 250
Sandwiched In with Eco-Photo Explorers - Queen Anne's Revenge: Exploring the Legend of Blackbeard	01/27/2023 @ 12:00pm	Adults	Lecture	17	25	\$ 295
Sandwiched In with John Lancaster - Author of "The Great Air Race"	01/13/2023 @ 12:00pm	Adults	Lecture	62	41	\$ 250
Sandwiched In with Ken Seligson - Author of "The Maya and Climate Change"	03/24/2023 @ 12:00pm	Adults	Lecture	32	21	\$ 250
Sandwiched In with Lisa Hurwitz - Director of "The Automat"	01/20/2023 @ 12:00pm	Adults	Film, Lecture	82	0	\$ 550
Sandwiched In with Ron Brown - Sacred Avenue of the Pharaohs	02/10/2023 @ 12:00pm	Adults	Lecture	32	44	\$ 250
Sandwiched In with Ron Brown - The Royal Avenue of London	03/10/2023 @ 12:00pm	Adults	Lecture	33	44	\$ 250
Sandwiched In with Tanisha Mitchell - Marian Anderson - An American Icon	02/24/2023 @ 12:00pm	Adults	Lecture	10	28	\$ 400
				290	263	\$ 2,745
Singles (60+) Discussion Group - Give Yourself a Treat	02/01/2023 @ 7:00pm	Adults	Health & Wellness, Work	12	0	
Singles (60+) Discussion Group - Topic - Mindful Resolutions	01/04/2023 @ 7:00pm	Adults	Health & Wellness, Work	0	0	
				12	0	\$ 450
SoundSwap Presents: JOHN FORD OF THE STRAWBS IN CONCERT! - Live at Lapham	02/17/2023 @ 7:30pm	Adults, Everyone	Music/Theater Perform	97	0	\$ 1,200
SoundSwap: Singer / Songwriter Barry Waller "Live at Lapham"	02/03/2023 @ 7:30pm	Adults	Music/Theater Perform	71	0	\$ 350
The Port Washington Peninsula: A Rich and Random History - Part 1	03/23/2023 @ 7:00pm	Adults	Civic Engagement, Lectu	64	68	\$ 250
Traditions of Chinese Acrobatics with Li Liu (Also added Barrett Felker, Anna Lee	01/20/2023 @ 4:00pm	Children	Music/Theater Perform	123	0	\$ 850
Virtual Sandwiched In with Brian Rose - Gene Kelly - Singing and Dancing in the Rain	02/03/2023 @ 12:00pm	Adults	Lecture	0	53	
Virtual Sandwiched In with Brian Rose - The Magic of Fred Astaire	01/06/2023 @ 12:00pm	Adults	Lecture	0	35	
				0	88	\$ 600
Virtual Sandwiched In with Jo Ann Tufo - Women of Valor: Heroines of the American Revolution	03/03/2023 @ 12:00pm	Adults	Lecture	0	0	\$ 200
Virtual Sandwiched In with Patricia DelGiorno - Women War Correspondents During WWII	03/31/2023 @ 12:00pm	Adults	Lecture	0	27	\$ 250
Teen SAT Prep Series on Zoom	1/21 - 2/11	Teens (Grades 7-12)		48		\$ 200
				3,967	1,025	\$39,335

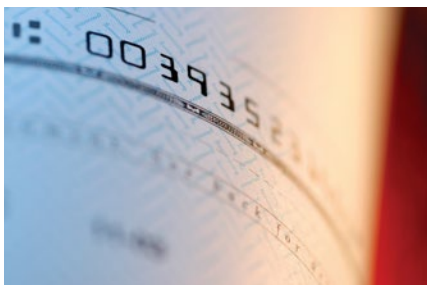
Check Positive Pay



Preventing check fraud and reducing risk.



Check Positive Pay is an automated service that provides early detection of suspicious checks through a daily verification process. If you're looking to protect your business against losses due to fraudulent activity, your Webster Bank Relationship Manager can help put fraud mitigation services to work for your business.



You'll be able to proactively take a stand against check fraud by putting advanced preventative measures in place.

Improved control over check payments

- Detect fraudulent, altered or counterfeit checks before the payment is processed
- Each business day, checks presented for payment undergo thorough validation procedures, ensuring only checks the company has written are paid
- Unauthorized checks are held and an alert is sent immediately for review and determination
- If no decision is made by cutoff time, the item is automatically returned

Cost savings and increased efficiency

- Reduce potential losses by identifying errors or fraudulent activity before checks are paid
- Automated check verification reduces time and labor associated with performing it manually
- Reduce expenses of canceled checks

Greater security

- Offers monitoring and protection against fraud
- Brings security in knowing default decisions of return will be made if deadline is missed
- Enhances protection with an optional payee name verification service



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See how Webster Bank can help your business thrive. For more information about Check Positive Pay services, speak to your Relationship Manager, call **212.575.8020**, or visit **snb.com/check-positive-pay**.



Check Positive Pay

How it Works		
Step 1	Step 2	Step 3
<p>You send check information to Webster Bank regarding the checks the company has written.</p> <p>Check information includes check issue file (account number, check number, issue date and dollar amount of each check), along with check void data.</p> <p>Check issue and check void files can be sent electronically via eTreasury or Direct Transmission, or they can be manually entered via eTreasury.</p>	<p>Webster Bank verifies the information and validates by account number, check serial number, and dollar amount. An optional payee verification service validates by payee name.</p> <p>Checks that match exactly what is provided are processed with same-day or next-day payment, depending on time of receipt.</p> <p>You are immediately alerted to any discrepancies and given the option to review them online and determine whether to pay or return.</p>	<p>Payee receives payment in designated account.</p>



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Updates to Copying and Printing Charges

April 2023

Current copying cost:

- 10 cents per page (black and white)
- 50 cents per page (color)

Current printing cost:

- 5 cents per page (black and white)
- 50 cents per page (color)

Current cost for a print card:

- 50 cents per special print card
- Note, patrons can use their library card as a print card

Proposed Changes:

- Both printing and copying costs will change to 5 cents per page black & white, 10 cents per page color.
- All existing patrons and new patrons in our print system will get 50 cents allowance added to their card each day, with an "allowance purse" or credit cap set at 50 cents total.
- Allowance will permit patrons to print up to 10 free black & white pages or 5 free color pages each day (or a mix of both, not to exceed 50 cents total).
- Print cards will be free, though patrons will be encouraged to sign-up for a library card that they can add money to if necessary.

Completed

Table 4: Energy Conservation Measures – No Cost

Energy Conservation Measures			Estimated Annual Savings		Project Economics				Environmental Impact			
Energy Conservation Measure ("ECM") Number	ECM Name and Description	ECM Type	Estimated Annual Savings	Estimated Annual \$ Savings	Estimated Project Cost	Potential Rebates	Estimated Project Cost after rebates	Estimated Payback after rebates (in years)	Barrel of Oil Equivalent	CO2 Impact (in metric tons)	Cars Removed from Roads	Number of smartphones charged
1	Seasonal Chilled Water Supply Temperature Adjustment	No Cost	9500 kWh	\$ 1,900.00	\$ -	\$ -	\$ -	\$ -	15.60	6.70	1.40	856,619.00
	Adjust the chilled water supply temperature set point from 45° to 50° during the shoulder months. During the spring and fall seasons, 45° is not needed to provide cooling. Systems perform and respond well to increasing the set point during the mild seasons. Rule of thumb is for every degree increased in the chilled water supply temperature, 3% savings is achieved. 15% savings in the chiller consumption can be expected. Please use caution and ensure levels of humidity stay within range.											
2	Seasonal Hot Water Supply Temperature Adjustment	No Cost	1592 Therms	\$ 1,577.23	\$ -	\$ -	\$ -	\$ -	19.50	8.40	1.80	1,076,304.00
	Adjust the Hot water supply temperature set point from 180° to 170° and set the boiler modulator at 163 during the shoulder months. During the spring and fall seasons, 180° is not needed to provide cooling. Systems perform and respond well to increasing the set point during the mild seasons. Rule of thumb is for every degree in the hot water supply temperature, 1 degrees savings is achieved in natural gas. 10% savings in the boiler consumption. 10% consumption can be expected.											
3	Adjust fan modes on thermostats to run in AUTO mode instead of ON	No Cost	5750.344 kWh	\$ 2,875.17	\$ -	\$ -	\$ -	\$ -	9.40	4.10	0.86	518,511.00
	By placing the fan control in the "AUTO" position, the run time of the fans can be significantly reduced, and an improvement in building comfort conditions can be expected as this will reduce the introduction of unconditioned air into the building. Savings based on estimated Motor Horse Power.											
			Subtotal	\$ 6,352.40	\$ -	\$ -	\$ -	-	44.50	19.20	4.06	2,451,434.00

Completed

Energy Conservation Measures			Estimated Annual Savings		Project Economics				Environmental Impact			
Energy Conservation Measure ("ECM") Number	ECM Name and Description	ECM Type	Estimated Annual Savings	Estimated Annual \$ Savings	Estimated Project Cost	Potential Rebates	Estimated Project Cost after rebates	Estimated Payback after rebates (in years)	Barrel of Oil Equivalent	CO2 Impact (in metric tons)	Cars Removed from Roads	Number of smartphones charged
4	<p>Multizone 1 AHU VFD Reprogramming</p> <p>This multizone AHU is currently running based on the Variable Frequency Drive. Such drive has been defaulted to 80% and runs this way all year round. We are proposing running the VFD based on static pressure differential to ensure the equipment is providing sufficient conditioned air and air change overs are achieved. Savings based on estimated Motor Horse Power.</p>	Low Cost	3643.00 kWh	\$ 728.55	\$ 312.00	\$ -	\$ 312.00	\$ 0.43	6.00	2.60	0.55	328,491.00
5	<p>Multizone 2 AHU VFD Reprogramming</p> <p>This multizone AHU is currently running based on the Variable Frequency Drive. Such drive has been defaulted to 80% and runs this way all year round. We are proposing running the VFD based on static pressure differential to ensure the equipment is providing sufficient conditioned air and air change overs are achieved. Savings based on estimated Motor Horse Power.</p>	Low Cost	3643.00 kWh	\$ 728.55	\$ 312.00	\$ -	\$ 312.00	\$ 0.43	6.00	2.60	0.55	328,491.00
6	<p>Multizone 3 AHU VFD Reprogramming</p> <p>This multizone AHU is currently running based on the Variable Frequency Drive. Such drive has been defaulted to 80% and runs this way all year round. We are proposing running the VFD based on static pressure differential to ensure the equipment is providing sufficient conditioned air and air change overs are achieved. Savings based on estimated Motor Horse Power.</p>	Low Cost	3643.00 kWh	\$ 728.55	\$ 312.00	\$ -	\$ 312.00	\$ 0.43	6.00	2.60	0.55	328,491.00
7	<p>Multizone 4 AHU VFD Reprogramming</p> <p>This multizone AHU is currently running based on the Variable Frequency Drive. Such drive has been defaulted to 80% and runs this way all year round. We are proposing running the VFD based on static pressure differential to ensure the equipment is providing sufficient conditioned air and air change overs are achieved. Savings based on estimated Motor Horse Power.</p>	Low Cost	3643.00 kWh	\$ 728.55	\$ 312.00	\$ -	\$ 312.00	\$ 0.43	6.00	2.60	0.55	328,491.00
8	<p>Multizone 5 AHU VFD Reprogramming</p> <p>This multizone AHU is currently running based on the Variable Frequency Drive. Such drive has been defaulted to 80% and runs this way all year round. We are proposing running the VFD based on static pressure differential to ensure the equipment is providing sufficient conditioned air and air change overs are achieved. Savings based on estimated Motor Horse Power.</p>	Low Cost	3643.00 kWh	\$ 728.55	\$ 312.00	\$ -	\$ 312.00	\$ 0.43	6.00	2.60	0.55	328,491.00
9	<p>OA Reset Programming for Condensing Water Return Set Point</p> <p>The condensing water return set point is defaulted to 76°. This means that the fan that is cooling down the water returning to the chiller runs nonstop during the extreme weather and for most of the shoulder months. We are proposing running the CW setpoint 12° above the outside air wet bulb temperature and between 80° and 85°. Water savings can also be expected. Savings based on 1HP fan assumption.</p>	Low Cost	513.00kWh	\$ 102.70	\$ 390.00	\$ -	\$ 390.00	\$ 3.80	0.84	0.36	0.08	46,257.00
			Subtotal	\$ 3,745.45	\$ 1,950.00	\$ -	\$ 1,950.00	0.99	30.84	13.36	2.81	1,688,712.00

Completed

Energy Conservation Measures			Estimated Annual Savings		Project Economics				Environmental Impact			
Energy Conservation Measure ("ECM") Number	ECM Name and Description	ECM Type	Estimated Annual Savings	Estimated Annual \$ Savings	Estimated Project Cost	Potential Rebates	Estimated Project Cost after rebates	Estimated Payback after rebates (in years)	Barrel of Oil Equivalent	CO2 Impact (in metric tons)	Cars Removed from Roads	Number of smartphones charged
10	Chilled Water Pumps - Installation of VFD Installation of Variable Frequency Drive to ramp up or down the pump based on the differential pressure. The system currently runs at 100% regardless of how satisfied the system is. By installing the variable frequency drive, we are able to ramp down the motor and achieve additional savings.	Capital	10698.00 kW	\$ 2,139.61					17.50	7.60	1.60	964,463.00
	Hot Water Supply Pumps - Installation of VFD Installation of Variable Frequency Drive to ramp up or down the pump based on the differential pressure. The system currently runs at 100% regardless of how satisfied the system is. By installing the variable frequency drive, we are able to ramp down the motor and achieve additional savings.	Capital	4563.00 kWh	\$ 912.51	\$ 44,671.00	\$ 4,100.00	\$ 40,571.00	9.06	7.50	3.20	0.69	411,448.00
	Condenser Water Pumps - Installation of VFD Installation of Variable Frequency Drive to ramp up or down the pump based on the differential pressure. The system currently runs at 100% regardless of how satisfied the system is. By installing the variable frequency drive, we are able to ramp down the motor and achieve additional savings.	Capital	7132kWh	\$ 1,426.41					11.70	5.00	1.10	643,096.00
13	Installation of Building Analytics - Electric Savings Building Analytics through Real Time Energy Management (RTEM) is a cutting-edge technology that continuously sends a building's live and historical performance data to an advanced cloud-based system where it is transformed into actionable insights for property owners, building managers, and tenants. If recommendations are implemented savings between 15-30% can be achieved while increasing the comfort of the building occupant.	Capital	106380 kWh	\$ 24,790.00					174.00	75.20	16.00	9,592,334.00
	Installation of Building Analytics - Gas Savings Building Analytics through Real Time Energy Management (RTEM) is a cutting-edge technology that continuously sends a building's live and historical performance data to an advanced cloud-based system where it is transformed into actionable insights for property owners, building managers, and tenants. If recommendations are implemented savings between 15-30% can be achieved while increasing the comfort	Capital	5784.75 Therms	\$ 6,440.71	\$ 34,510.98	\$ 10,953.29	\$ 24,157.69	\$ 0.77	71.00	30.70	6.50	1,910,898.00
Subtotal				\$ 35,709.24	\$ 79,181.98	\$ 14,453.29	\$ 64,728.69	\$ 4.92	281.70	121.70	25.89	15,522,239.00

Items tabled per advice from TMBA

APPROVAL TO EXCESS EQUIPMENT

TYPE OF EQUIPMENT	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	QTY.	REASON FOR DISPOSAL	DATE OF BOARD APPROVAL
Old TeenSpace Metal Chairs				6	These were the old chairs that were used in TeenSpace. They are made of metal and rusted.	
Round Metal Table				1	This was a table used in the TeenSpace. The metal table is rusted out.	
Office Chairs	Steelcase			6	These are the old Steelcase chairs from Adult Services. These chairs have damaged fabric, broken pneumatic lifts, broken/cracked armrests.	
Metal Mesh Chairs				4	These metal chairs had been utilized outdoors on the Terrace and are now rusted after a few seasons of use.	
Date Submitted: 4/19/23						

FOL BOARD OF DIRECTORS 2022–2023

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Nancy Wright, Vice President
Margaret DeSiervo, Vice President
Lauren Smith, Secretary
Mary Alice Kohs, Treasurer
Amy G. Bass, President Emerita

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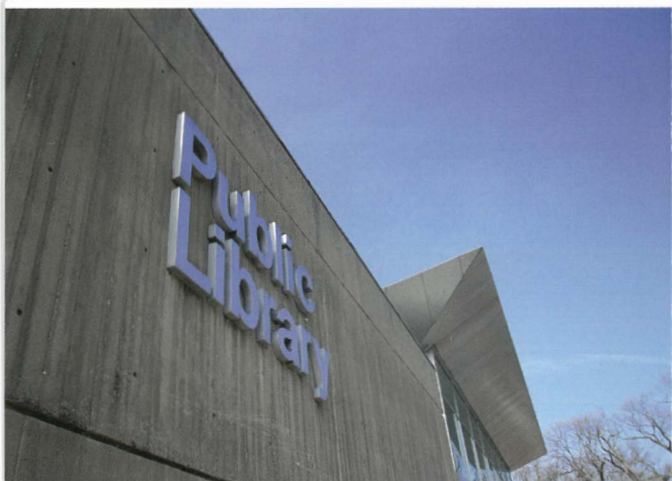
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Sylvia Kamisher
Eleanor Rybecky
Selma Willner

CONTACT THE FOL

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Port Washington, NY, 11050
www.pwpl.org/fol
fol@pwpl.org
516-883-4400, x1108



WHAT ARE FRIENDS FOR...

The FOL, founded in 1966, is the library's longest-serving volunteer organization. We are dedicated to strengthening the ties between the library and the community through fundraising, programming, outreach, and advocacy. The FOL is a 501(c)(3) organization that provides key financial support to all library departments, including funding the following popular programs and services:

- Free museum passes
- Loanable Kindles and Chromebooks
- Library of Games and Gadgets
- Podcast studio
- 3D printers
- Adult lectures and author events
- Tutor.com online homework help
- SoundSwap concerts
- Free SAT/ACT prep
- Hispanic Heritage Celebration
- Banned Books Week programs
- Children's Chess Program
- Adult and Teen Book Clubs
- Pride Month programs
- Great Library Card Adventure
- Citizenship classes
- Lunar New Year Festival
- Teen Late Night Study Hall

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FEATURING

DANI SHAPIRO

*Author of the acclaimed new
novel Signal Fires and best-
selling memoir Inheritance*

IN CONVERSATION WITH

DANIEL PAISNER

*Author, ghostwriter
and podcaster*



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THE GARDEN CITY HOTEL
45 Seventh Street, Garden City

DANI SHAPIRO

Signal Fires
(Knopf Publishing Group)



Photo: Beowulf Sheehan

Dani Shapiro is the author of 11 books and the host and creator of the hit podcast “Family Secrets.”

Her most recent novel, *Signal Fires*, her sixth and first in 15 years, was named a best book of 2022 by *Time Magazine*, *The Washington Post*, *Amazon*, NPR and others, and is a national best-seller. It explores the shattering aftermath of a deadly car accident involving three teenagers, two families, and the consequences of a long-hidden lie.

Shapiro’s most recent memoir, *Inheritance: A Memoir of Genealogy, Paternity, and Love* (2020), recounts how she learned through a recreational DNA test that her father was not her biological parent. It was an instant *New York Times* best-seller and will be the basis of a feature film. Her other memoirs include the best-sellers *Slow Motion*, *Devotion*, and *Hourglass*.

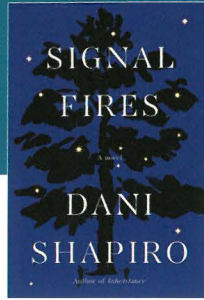
Shapiro has also written for the screen. She is currently adapting Sue Miller’s best-selling novel *Monogamy* for a film with Holly Hunter projected to star and produce. She is also adapting *Signal Fires* for television.

Still Writing, Shapiro’s book on the process and craft of writing, is being reissued on the occasion of its tenth anniversary this year. She has taught writing at Columbia University and New York University, and is the co-founder of the Sirenland Writers Conference in Positano, Italy.

She lives in Litchfield County, Connecticut, with her family.

SIGNAL FIRES

What the critics are saying



“Dani Shapiro’s profound new novel jumps around in time to piece together the story of three teenagers, a car accident, two families and what persists even after neighborhoods change, people grow old, relationships fray and collective memories fade.”

NPR Fresh Air 10 Favorite Books of the Year

“A powerful work that delves into the consequences of a long-hidden lie.”

Washington Post 50 Best Fiction Books of 2022

“Gorgeous ... Have your tissues ready.”

A Real Simple Best Book of the Year

“The author’s attention to craft is so detailed, so invisible, that 250 pages feel simultaneously taut and timeless.”

Los Angeles Times

“As Shapiro draws connections between seemingly disparate threads, she creates a moving portrait of guilt, grief, and fate. And she shows, in aching terms, how life is made up of random moments—missed opportunities and curious circumstances—and that it only takes a second for everything to change.”

Time Magazine 10 Best Fiction Books of 2022

“A beautiful exploration of the connections between two families and the reverberations from a teenager’s lie ... Shapiro imagines in luminous prose how each of the characters’ lives might have gone if things had turned out differently.”

Publishers Weekly

“The celebrated memoirist returns to fiction with a lyrical and propulsive novel ... the richly drawn characters and moody atmospheric make the book hard to put down.”

Oprah Daily

DANIEL PAISNER

Author, ghostwriter and podcaster



Daniel Paisner is a journalist, author, and podcaster with more than 70 books to his credit, including 17 *New York Times* best-sellers.

As a celebrated ghostwriter he is the “voice” of Serena Williams, Steve Aoki, John Kasich, Whoopi Goldberg, Denzel Washington, Ron Darling, Gilbert Gottfried, Anthony Quinn, and dozens of other celebrities. Paisner is the winner of two NAACP Image Awards for his work with *Shark Tank* panelist and serial entrepreneur Daymond John. His novel *A Single Happened Thing* was named an Indies Finalist as best book of the year by the editors of *Foreword Reviews*. A longtime supporter of the FOL, he was a featured author at this Luncheon for his nonfiction book *Horizontal Hold* in 1992.

Paisner has been profiled in *The Wall Street Journal*, *The New York Times*, *ESPN: The Magazine* and on NPR. *New York* magazine called him “the world’s most prolific ghost,” which, as he notes, may or may not have been a compliment. Paisner hosts the popular podcast *As Told To*, which features interviews with fellow ghostwriters and co-authors on the art of collaboration. His most recent novel, the “darkly funny and painfully true” *Balloon Dog*, was published in June 2022.

A graduate of Tufts University with a B.A. in English, Paisner received an M.S. in Journalism from Boston University.

He lives in Port with his family.

AMY G. BASS

FOL President Emerita



Amy G. Bass, our first-ever Luncheon Honoree, is the FOL’s President Emerita following a long and illustrious tenure as President. Thanks to her dedication and grace, the FOL has become an indispensable partner to the library and one of Port’s most well-respected organizations. The FOL’s Annual Book & Author Luncheon is the North Shore’s leading book event, having featured many literary luminaries, and is a beloved community tradition due to her vision.

A Port Washingtonian since the age of three, Amy is a Schreiber High grad and a lifelong patron and devotee of our library. She recalls many visits to the old Belleview Avenue library building as a child and teen. Her first contact with the FOL came in 1986 when she attended this very event, where one of the featured authors was Luncheon-favorite and frequent program moderator Susan Isaacs. Amy joined the FOL board in 1988.

Amy’s commitment to the Port Washington community is evidenced by her many leadership positions. These include serving as President of the Board of Education for the Port Washington School District, founding President and now President Emerita of The Ed Foundation, board member of the League of Women Voters of Port Washington-Manhasset and chair of its annual State of the Town Luncheon, and 30-year board member of the Community Chest of Port Washington.

She has received too many honors to list – and the FOL is proud to add to that number.



You are cordially invited to:

Volunteer Appreciation Breakfast

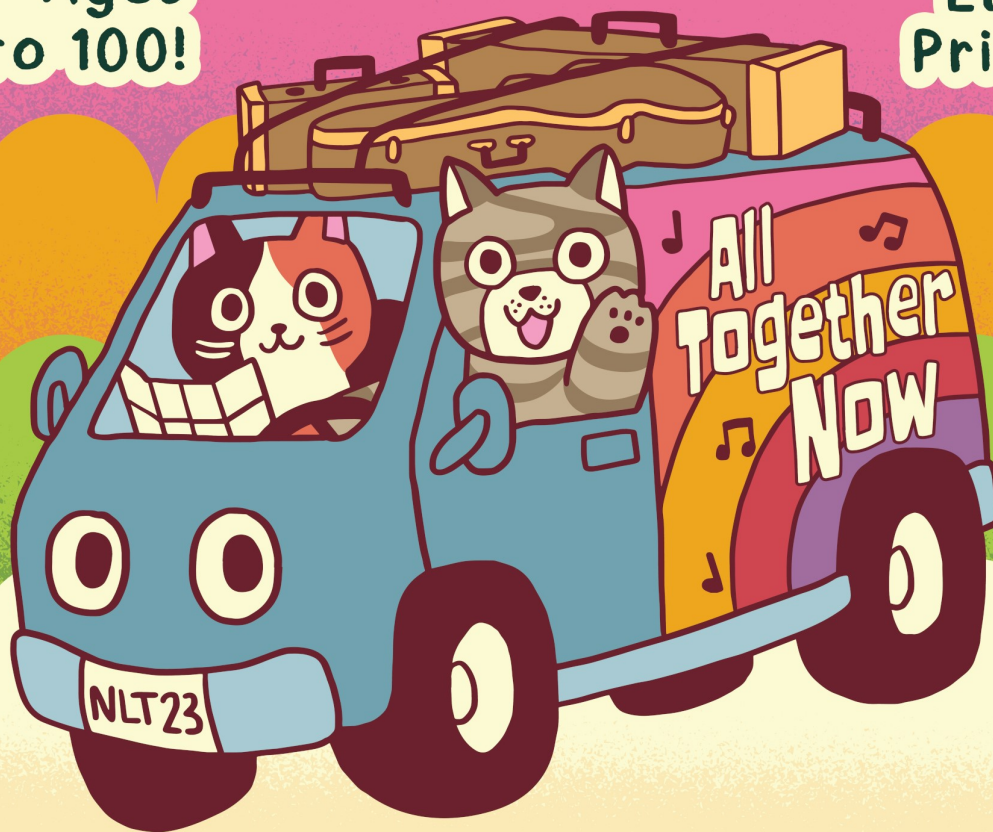
Sunday, April 30, 2023 at 10:30 a.m.
in the Lapham Meeting Room

June 12 - August 12

2023 NASSAU LIBRARY TOUR

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Road trip to as many of
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#NassauLibraryTour



AAC Meeting Minutes February 8, 2023

In attendance: Christie Devereaux, Betty Gimbel, Linda Sandman, Toby Ozure, Barbara Fishman, Patti Paris, Pamela Record, Shellie Schneider, Jose Seligson, Ellen Schiff, Carol Krieger, and Liz Agramonte.

Absent: Shelley Holtzman, Jocelyn Worrall, Raizy Derzie, and Lynda Schwartz.

- Betty opened the meeting at 5:05 p.m.
- January minutes were approved.
- Beverly Crilly's show will come down on Friday, March 3.
- Michael Manning's show will go up on Saturday, March 4. The artist and an additional custodian will be present for the installation.
- Carol spoke to Teresa at the Port Washington Post Office regarding the art cards that are being damaged in transit. She believes that the damage is being caused by a sorting machine in the USPS' Melville facilities. The next time the art cards are sent out, the library will include a note to the post office instructing them to flip the cards so that they are marked on the black and white side. Hopefully this will solve the problem.
- Carole Freysz Gutierrez has been approved for a studio visit. Barbara, Carol, and Patti will contact the artist.
- The Council agreed that Antonio Masi should be invited to exhibit his watercolors at the library. Linda will reach out to the artist to extend the invitation.
- Jim Graf's studio visit was not scheduled because he is not reachable.
- Linda has been in touch with Demetrius Manouselis. Linda, Toby, and Jocelyn will schedule a studio visit to select works for his show when he returns from Greece.
- Beth Atkinson has been scheduled for a show in September-October 2023.
- A vote was held on the format of future AAC meetings. It was decided that going forward, all meetings will be held on Zoom, with the exception of preview months (January, April, October) when we will meet in person.

THE NEXT MEETING WILL TAKE PLACE ON MARCH 8TH AT 5PM.

