

**PORT WASHINGTON PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
November 17, 2021  
AGENDA**

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- I Approval of October 20, 2021 Board of Trustees Minutes
- II Approval of October 2021 Warrants
- III Approval of October 2021 Staff Changes
- IV Financial Reports – October 2021
  - a) Special Revenue Fund Descriptions
- V Director's Report
  - a) PWPL Re-Opening Safety Plan
  - b) DASNY Lavatories Grant
  - c) Facility Update
    - 1) Retaining Wall Project
    - 2) Façade/ALC Roof Replacement Update
    - 3) Interior Design Update
    - 4) Basement Reorganization
  - d) Library Materials Fine Free Draft Policy
  - e) Workmen's Compensation Refund
  - e) Nautical Council Chair
  - f) Excess Equipment List
- VI President's Report
  - a) NLS Annual Meeting (Virtual) – December 8, 2021
  - b) NLS Member Library Support Request 2022
  - c) ILS & Associated Services Request for Library Support 2022
- VII Assistant Director
  - a) In-Person Services Update
  - b) Redundant Internet Line
  - c) Recording Studio
- VIII Councils
  - a) Art Advisory Minutes – September 22, 2021
    - 1) New members – Carol Krieger and Jocelyn Worrall
  - b) Nautical Advisory Minutes – September 21, 2021

(over)

- IX Foundation
  - a) Minutes of Meeting – September 13, 2021
  - b) Financial Report – September 30, 2021
- X Friends of the Library
  - a) Minutes of Meeting – October 13, 2021
- XI Staff Reports
  - a) ESOL Fall 2021
  - b) 1<sup>st</sup> Quarter Statistics 2021
- XII Correspondence
  - a) Patron Comments
- XIII Staff Association
- XIV Public Comments
- XV Adjournment



Mr. Klang informed the Board that a retaining wall on the northwest corner of the Library property is being remediated. A local landscaping firm is performing the work and the project will be completed in the next few weeks. The cost of the project is below the amount that would mandate the bid process.

**RETAINING  
WALL  
REMEDICATION**

The interior redesign of Teen Space has restarted. New wooden stools and garbage receptacles are in places around the Library. An onsite visit from Me and General, the Library's interior designers, has been scheduled.

**TEENSPACE RE-  
DESIGN**

Mr. Klang requested the Board approve a retroactive increase in the credit card limit. For the past four years the limit has been at \$15,000 however, this is not reflected in the Policy Manual. A discussion of the checks and balances ensued. Mr. Klang will modify the policy manual to reflect the increase in the credit card limit. Mr. Straus motioned to approve. All agreed.

**CREDIT CARD  
LIMIT INCREASE**

Mr. Klang noted the article in the New York Times, in Newsday and on NPR, regarding overdue fines. A discussion of going fine free for overdue materials followed. Mr. Klang stated eliminating overdue fines will help the Library reach a segment of the population truly in need. This change is addressed in the Strategic Plan to be presented for approval by Mr. Hutter. Mr. Klang will work on a written policy to present to the Board in the next few months. The Library also plans to publicize this change. Ms. Vasa suggested that this is an opportunity to talk about community responsibility.

**FINE FREE  
LIBRARY**

Mr. Klang informed the Board that the quarterly statistics report will break the Jobs and Careers number out from the Adult Programs number and track Wi-Fi statistics as well. This change will track onsite WiFi access. A recommendation to track hybrid (virtual/in-person) attendance will also be in the 2<sup>nd</sup> quarterly report.

**QUARTERLY  
STATISTICS  
REPORT  
CHANGES**

Mr. Klang requested approval of the Excess Equipment List dated October 2021. Ms. Vasa so moved. All agreed.

**EXCESSED  
EQUIPMENT**

Ms. Bridges noted the NYLA Virtual and In-Person 2021 Annual Conference. Virtual programming will take place on Thursday and Friday, October 28<sup>th</sup> and October 29<sup>th</sup>. Ms. Monsour and Ms. Davidoff will present *Books for Dessert – Engaging Adults with Intellectual Disabilities* on Friday at 10:00am. In-Person programming will be on Wednesday, November 3<sup>rd</sup> through Saturday, November 6<sup>th</sup>. Mr. Klang suggested Board members contact Ms. Moessner to register for the conference.

**NYLA ANNUAL  
CONFERENCE**

Ms. Bridges invited the Board to attend the Trustee Handbook Book Club program on November 16, 2021 regarding Library Board Meetings and December 14, 2021 on Personnel.

**TRUSTEE  
HANDBOOK  
BOOK CLUB**

Ms. Bridges noted that Mr. Keller is the candidate for the uncontested Area 7 seat on the NLS Board. Votes will be cast at the December NLS annual meeting. Mr. Klang will forward the date and time of this meeting.

**AREA 7 NLS  
SEAT**

Ms. Bridges noted the new law regarding trustee training beginning January 1<sup>st</sup>, 2023. Trustees shall complete a minimum of 2 hours of Trustee continuing education annually. A certificate or signed self-assurance of completion is to be presented to the President of the Board. More information to follow.

**TRUSTEE  
TRAINING LAW**

Mr. Hutter again thanked all involved in the preparation of the Strategic Plan noting that all suggestions have been incorporated into the final version and requested that the Board formally approve the plan this evening. Ms. Vasa suggested the items for each goal be listed chronologically if possible. Mr. Klang stated that this could be done in the evaluative version. Ms. Bridges requested a motion to approve the Strategic Plan for 2022-2024. Mr. Straus so moved. All agreed.

**APPROVAL OF  
STRATEGIC  
PLAN**

Mr. Hutter announced that the Annual Report prepared by Ms. West, Ms. Bennett, Ms. Moessner, and himself has been officially accepted and approved by New York State as of July 16, 2021.

**ANNUAL  
REPORT**

Mr. Hutter updated the Board on Phase IV+ In-Person Services. In-person programming in the Garden, on the Terrace, and access to study areas and the Mezzanine has been going well. The Library was involved in Port Outdoors with music on the Terrace, as well as a table on Main Street. Off-site programs at the Sousa Bandshell have also been well attended.

**IN-PERSON/  
OFF-SITE  
PROGRAMMING**

November 1<sup>st</sup> is the official start date for some indoor, in-person programming. Programs such as ESOL classes and Books for Dessert will start to be scheduled onsite.

Ms. Bridges noted the Art Advisory Council July 14, 2021 meeting minutes, as well as the Nautical Advisory Council August 3, 2021 minutes of meeting. Ms. Watson, sadly, will be leaving the Nautical Council to join her family in Michigan.

**COUNCILS'  
MINUTES**

Ms. Bridges noted the Foundation June 14, 2021 meeting minutes, as well as the financial reports for June, July, and August 2021. Ms. Bridges asked if there was an end date for the Un-Gala. This will be discussed at the next meeting on November 3, 2021.

**FOUNDATION  
MINUTES/  
FINANCIAL RPTS**

Ms. Bridges noted the Friends of the Library September 15, 2021 meeting minutes. Ms. Bridges stated the Friends of the Library fall fund raising letter was sent out this week and included a card with a list of all services.

**FOL MEETING  
MINUTES**

Ms. Bridges noted the one Patron Comment for September regarding Zoom calls. Mr. Hutter informed the Board that this situation is being addressed by improving the Wi-Fi in those areas.

**PATRON  
COMMENT**

Ms. Bridges noted the wonderful review of the Children’s Library Summer 2021 activities. Ms. Bridges stated she was amazed by what was accomplished and thanked Ms. Fox and staff for their report.

**CHILDREN’S  
LIBRARY  
SUMMER 2021**

Ms. Niederman reviewed the PWPL On-The-Go campaign. She noted that this was a transformative year, with the Library going beyond the train station. The purpose of the campaign is to get out into the community to expand the Library’s brand. The Library of Games and Gadgets had a strong debut this summer. Ms. Niederman thanked Ms. Bennett for her help in putting this campaign together.

**PWPL ON-THE-  
GO CAMPAIGN**

Mr. Hausdorff introduced himself, stated he was grateful to be here, and that he had no comments.

**STAFF  
ASSOCIATION**

There were no public comments.

**PUBLIC  
COMMENT**

Ms. Bridges motioned to adjourn in memory of Hal Spielman who was a longtime member of the Foundation, an ardent supporter of the Library, and a mover and shaker in our community. All agreed.

**ADJOURNMENT**

**PORT WASHINGTON PUBLIC LIBRARY  
BOARD MEETING  
OCTOBER 2021 REPORTS**

**WARRANTS TO BE VOTED ON**

<b>Warrant Number</b>	<b>Amount</b>
21-10-04A	\$ 89,087.00
21-10-04B	\$ 137,227.81

<b>Warrant Total</b>	<b><u>\$ 226,314.81</u></b>
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<b><u>Payroll Date</u></b>		<b><u>Gross</u></b>		<b><u>Net</u></b>		<b><u>Processing</u></b>		<b><u>Tax Liability</u></b>
10/14/2021	\$	138,352.05	\$	99,266.27			\$	43,167.28
10/28/2021	\$	137,040.80	\$	90,104.60	\$	1,337.05	\$	38,807.76
<b>PAYROLL TOTAL</b>	<b>\$</b>	<b>275,392.85</b>	<b>\$</b>	<b>189,370.87</b>	<b>\$</b>	<b>1,337.05</b>	<b>\$</b>	<b>81,975.04</b>

Prepared By:  
Paul Thomaidis  
Finance Office

**PORT WASHINGTON PUBLIC LIBRARY**  
**Balance Sheet - Governmental Funds**  
October 31, 2021  
33.33% of Budget Expensed

	<u>General</u>	<u>Special Aid</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total Governmental Funds</u>	<u>Fiduciary Fund Agency</u>
<b>ASSETS</b>						
Cash						
Unrestricted	\$ 4,535,235	\$ 735,543	\$ 1,403,414	\$	\$ 6,674,192	\$
Restricted				138,375	138,375	
Receivables						
Due from other funds	13,269	3,369			16,638	8,161
Due from component unit	10,470	9,194			19,664	
Total Assets	<u>\$ 4,558,974</u>	<u>\$ 748,106</u>	<u>\$ 1,403,414</u>	<u>\$ 138,375</u>	<u>\$ 6,848,869</u>	<u>\$ 8,161</u>
<b>LIABILITIES</b>						
Payables						
Due to other funds	8,161	17,848	(8,059)	3,369	21,319	3,480
Due to ERS	126,507				126,507	
Other liabilities					-	4,681
Total Liabilities	<u>134,668</u>	<u>17,848</u>	<u>(8,059)</u>	<u>3,369</u>	<u>147,826</u>	<u>8,161</u>
<b>FUND BALANCES</b>						
Nonspendable:						
Prepays	-				-	
Endowment				135,006	135,006	
Restricted: Grants		730,258			730,258	
Assigned:						
Capital projects	2,137,333		1,411,473		3,548,806	
Retirement contribution	221,241				221,241	
Terminal leave	621,634				621,634	
Unappropriated fund balance	166,500				166,500	
Unassigned: Fund balance	1,277,598				1,277,598	
Total Fund Balances	<u>4,424,306</u>	<u>730,258</u>	<u>1,411,473</u>	<u>135,006</u>	<u>6,701,043</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 4,558,974</u>	<u>\$ 748,106</u>	<u>\$ 1,403,414</u>	<u>\$ 138,375</u>	<u>\$ 6,848,869</u>	<u>\$ 8,161</u>



**PORT WASHINGTON PUBLIC LIBRARY**  
**Statement of Revenues and Expenditures - General Fund**  
For the Four Months Ended October 31, 2021  
33.33% of Budget Expensed

	Budget	October 31, 2021		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
<b>REVENUES</b>					
REAL PROPERTY TAXES	\$ 7,072,264	\$ 500,000	\$ 2,000,000	\$ (5,072,264)	28.3%
OTHER TAX ITEMS	100,000			(100,000)	0.0%
FINES, FEES - LOST BOOKS	7,500	413	1,661	(5,839)	22.1%
XEROX REVENUES	9,000	1,226	3,556	(5,444)	39.5%
INTEREST -A FUND	3,000	74	292	(2,708)	9.7%
SALE OF USED BOOKS	4,500		562	(3,938)	12.5%
REFUND OF PY EXPENSES			2,129	2,129	N/A
GIFTS & DONATIONS		10	20	20	N/A
MISCELLANEOUS	12,500	22	120	(12,380)	1.0%
COFFEE BAR - REVENUE					N/A
COFFEE BAR - COSTS					N/A
STATE AID	7,000		7,988	988	114.1%
<b>Total Revenues</b>	<b>7,215,764</b>	<b>501,745</b>	<b>2,016,328</b>	<b>(5,199,436)</b>	<b>27.9%</b>
<b>EXPENDITURES</b>					
<b>141 CERTIFIED LIBRARIANS</b>					
.01 CERT.LIB GRADE 29-27-25	129,220	9,940	42,742	86,478	33.1%
.02 CERT.LIB GRADE 21	102,250	7,865	33,820	68,430	33.1%
.03 CERT.LIB GRADE 19	402,910	30,992	133,265	269,645	33.1%
.04 CERT.LIB GRADE 17	539,440	24,717	106,283	433,157	19.7%
.05 CERT.LIB GRADE 15	1,059,939	93,031	408,312	651,627	38.5%
.06 CERT.LIB HOLIDAY & SUNDAY	63,049	8,726	12,982	50,067	20.6%
<b>TOTAL CERT. LIBRARIANS</b>	<b>2,296,808</b>	<b>175,271</b>	<b>737,404</b>	<b>1,559,404</b>	<b>32.1%</b>
<b>143 CLERICAL STAFF</b>					
.01 CLERICAL GRADE 11	172,020	13,231	56,895	115,125	33.1%
.02 CLERICAL GRADE 9	108,504		1,808	106,696	1.7%
.04 CLERICAL GRADE 5	145,990	14,928	57,674	88,316	39.5%
.05 CLERICAL GRADE 3	57,050	16,839	31,323	25,727	54.9%
.06 CLERICAL HOLIDAY & SUNDAY	25,000	1,328	1,482	23,518	5.9%
<b>TOTAL CLERICAL STAFF</b>	<b>508,564</b>	<b>46,326</b>	<b>149,182</b>	<b>359,382</b>	<b>29.3%</b>
<b>143 HOURLY STAFF</b>					
.11 BOOKSHELVERS-ADULT	70,000	2,906	11,732	58,268	16.8%
.12 BOOK SHELVERS-CHILDREN	25,000	2,208	9,873	15,127	39.5%
.13 ENGLISH AS A SECOND LANGUA	34,000	(8,004)	5,117	28,883	15.1%
.14 ISD	87,000	8,992	32,882	54,118	37.8%
.15 COLLECTION MANAGEMENT	80,000	5,791	18,972	61,028	23.7%
.16 INTERLOANS	11,000	1,040	4,109	6,891	37.4%
.17 PERIODICAL SERVICE DESK	8,000			8,000	0.0%
.18 PROCESSING OF BOOKS	36,000	2,892	10,944	25,056	30.4%
.19 TECHNICIANS-MEDIA	15,000	3,788	10,641	4,359	70.9%
.21 STUDENT COMPUTER AIDS	77,000	4,455	17,820	59,180	23.1%
.22 SUNDAY & HOLIDAYS - SUPPORT	36,000	4,140	6,466	29,534	18.0%
.23 INFO. TECH SPEC. II	21,000			21,000	0.0%
.24 COMMUNITY OUTREACH	8,000	1,328	5,118	2,882	64.0%
<b>TOTAL HOURLY STAFF</b>	<b>508,000</b>	<b>29,536</b>	<b>133,674</b>	<b>374,326</b>	<b>26.3%</b>
<b>143 BUILDING STAFF</b>					
.31 CUSTODIAL	268,140	21,903	91,340	176,800	34.1%
.32 HOLIDAYS & SUNDAY - CUSTODIA	22,873	2,357	5,323	17,550	23.3%
<b>TOTAL BUILDING STAFF</b>	<b>291,013</b>	<b>24,260</b>	<b>96,663</b>	<b>194,350</b>	<b>33.2%</b>
<b>SEPARATION PAYOUTS</b>					

**PORT WASHINGTON PUBLIC LIBRARY**  
**Statement of Revenues and Expenditures - General Fund (Continued)**  
For the Four Months Ended October 31, 2021  
33.33% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	October 31, 2021		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
9030.8 SOCIAL SECURITY	\$ 275,735	\$ 20,280	\$ 88,259	\$ 187,476	32.0%
9040.8 WORKER'S COMPENSATION	38,000		27,537	10,463	72.5%
9045.8 DISABILITY INSURANCE	10,000	1,126	523	9,477	5.2%
9050.8 UNEMPLOYMENT INSURANCE	1,390			1,390	
9060.8 HOSPITAL & MEDICAL INSURANCE					
.01 MEDICAL	813,572	53,168	305,775	507,797	37.6%
.02 DENTAL	26,512	1,561	6,238	20,274	23.5%
.03 EYECARE	2,000		552	1,448	27.6%
TOTAL HOSPITAL & MEDICAL INSURANCE	842,084	54,729	312,565	529,519	37.1%
9010.8 STATE RETIREMENT	572,236			572,236	0.0%
203 EQUIPMENT					
.01 EQUIPMENT - LIBRARY	24,500		6,367	18,133	26.0%
.02 EQUIPMENT - COMPUTER	16,850	843	843	16,007	5.0%
.03 EQUIPMENT - BUILDING	15,000			15,000	0.0%
TOTAL EQUIPMENT	56,350	843	7,210	49,140	12.8%
410 PRINT & INFORMATION SERVICES					
.02 SERVICES & CONTINUATIONS				-	
.05 BOOKS-FICTION	50,000	334	3,490	46,510	7.0%
.06 BOOKS-NON-FICTION	50,000	929	2,453	47,547	4.9%
.07 BOOKS-REFERENCE	35,000	4,567	6,930	28,070	19.8%
.08 BOOKS-CHILDREN	23,500	327	2,813	20,687	12.0%
.09 BOOKS-AUDIO & ELECTRONIC	85,000	7,572	41,071	43,929	48.3%
.10 BOOKS-YOUNG ADULT	15,000	557	4,226	10,774	28.2%
TOTAL PRINT & INFORMATION SERVICES	258,500	14,286	60,983	197,517	23.6%
411 MACHINE READABLE MATERIAL					
.02 REFERENCE SOFTWARE	60,000		11,219	48,781	18.7%
.03 COMPUTER SOFTWARE	35,000	795	6,379	28,621	18.2%
TOTAL MACHINE READABLE MATERIAL	95,000	795	17,598	77,402	18.5%
413 SERIALS					
.01 MICROFORM	4,500			4,500	0.0%
.02 NON-MICROFORM	32,000	500	24,902	7,098	77.8%
TOTAL SERIALS	36,500	500	24,902	11,598	68.2%
417 A-V MATERIALS					
.02 CHILDREN'S MATERIALS	6,000	84	399	5,601	6.7%
.03 DVD	25,000	469	4,716	20,284	18.9%
.04 YOUNG ADULT				-	N/A
.05 DIGITAL MEDIA	20,000	577	5,852	14,148	29.3%
TOTAL A-V MATERIALS	51,000	1,130	10,967	40,033	21.5%
417 AUDIO RECORDINGS					
.11 VIDEO GAME COLLECTION	10,000	154	1,278	8,722	12.8%
.12 COMPACT DISKS	6,000	510	1,004	4,996	16.7%
TOTAL AUDIO RECORDINGS	16,000	664	2,282	13,718	14.3%
417 A-V RENTAL & MAINTENANCE					
.21 FILM RENTAL-ADULT	3,000			3,000	0.0%
.24 MAINT. & REPAIRS	1,000			1,000	0.0%
.25 BULBS	500			500	0.0%
TOTAL A-V RENTAL & MAINTENANCE	4,500	-		4,500	0.0%

**PORT WASHINGTON PUBLIC LIBRARY**  
**Statement of Revenues and Expenditures - General Fund (Continued)**  
For the Four Months Ended October 31, 2021  
33.33% of Budget Expensed

	Budget	October 31, 2021		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
<b>EXPENDITURES (CONTINUED)</b>					
<b>430 OFFICE &amp; LIBRARY SUPPLIES</b>					
.01 ADULT SERVICES	\$ 600	\$	\$ 95	\$ 505	15.8%
.02 CHILDREN'S SERVICES	3,500	326	1,050	2,450	30.0%
.03 COLLECTION MANAGEMENT	800	296	328	472	41.0%
.04 COMMUNITY INFO	1,000		56	944	5.6%
.05 COMPUTER SERVICES	7,600	108	307	7,293	4.0%
.06 INFO SERVICES	700	71	71	629	10.1%
.07 MEDIA SERVICES	3,100	196	1,696	1,404	54.7%
.08 GENERAL OFFICE SUPPLIES	20,000	1,517	4,590	15,410	23.0%
.09 ORAL HISTORY/SPECIAL COLLEC	2,500	28	28	2,472	1.1%
.10 TECHNICAL SERVICES	8,500		30	8,470	0.4%
.11 OFFICE EQUIPMENT	17,000	1,076	2,190	14,810	12.9%
.12 YOUNG ADULT	400		21	379	5.3%
<b>TOTAL OFFICE &amp; LIBRARY SUPPLIES</b>	<b>65,700</b>	<b>3,618</b>	<b>10,462</b>	<b>55,238</b>	<b>15.9%</b>
<b>431 TELEPHONE</b>					
.01 TELEPHONE	26,000	2,498	8,766	17,234	33.7%
.02 TELEPHONE MAINTENANCE	5,000	2,406	2,406	2,594	48.1%
<b>TOTAL TELEPHONE</b>	<b>31,000</b>	<b>4,904</b>	<b>11,172</b>	<b>19,828</b>	<b>36.0%</b>
<b>433 POSTAGE &amp; FREIGHT</b>					
.01 POSTAGE - FREIGHT	25,000	136	4,317	20,683	17.3%
<b>434 PRINTING</b>					
.01 PRINTED INFO	7,000	728	1,199	5,801	17.1%
.04 DISPLAYS & EXHIBITIONS	5,500		1,352	4,148	24.6%
.05 LEGAL ADVERTISING	5,000			5,000	0.0%
.08 NEWSLETTERS	23,000	2,592	8,426	14,574	36.6%
<b>TOTAL PRINTING</b>	<b>40,500</b>	<b>3,320</b>	<b>10,977</b>	<b>29,523</b>	<b>27.1%</b>
<b>435 TRAVEL &amp; MILEAGE</b>					
.01 MEETINGS	15,000			15,000	0.0%
.02 MILEAGE	3,000		9	2,991	0.3%
.03 STAFF DEVELOPMENT	2,000	1,550	1,550	450	77.5%
<b>TOTAL TRAVEL &amp; MILEAGE</b>	<b>20,000</b>	<b>1,550</b>	<b>1,559</b>	<b>18,441</b>	<b>7.8%</b>
<b>436 ALIS/NLS OPERATING SYSTEM</b>					
.01 CIRCULATION CHARGES	35,000	8,856	17,712	17,288	50.6%
.02 OPAC/CONCURRENT SESSION C	20,000	5,632	11,265	8,735	56.3%
.03 NLS	33,000		34,098	(1,098)	103.3%
<b>TOTAL ALIS/NLS OPERATING SYSTEM</b>	<b>88,000</b>	<b>14,488</b>	<b>63,075</b>	<b>24,925</b>	<b>71.7%</b>
<b>437 PROGRAM SERVICES</b>					
.01 PROGRAMS -ADULT	16,000	1,050	5,775	10,225	36.1%
.02 PROGRAMS - YOUNG ADULT	7,500	975	2,901	4,599	38.7%
.03 PROGRAMS - JUVENILE	22,000	310	3,299	18,701	15.0%
.07 MEETING ROOM EXPENSES	1,000			1,000	0.0%
.08 OTHER PROGRAM SUPPORT	10,000	1,105	2,234	7,766	22.3%
.13 MEDIA PROGRAMS	8,500			8,500	0.0%
<b>TOTAL PROGRAM SERVICES</b>	<b>65,000</b>	<b>3,440</b>	<b>14,209</b>	<b>50,791</b>	<b>21.9%</b>
<b>438 MEMBERSHIPS</b>					
.01 MEMBERSHIPS	7,000	914	914	6,086	13.1%
<b>439 RENTAL, REPAIR, MAINTENANCE</b>					
<b>OFFICE EQUIPMENT</b>					
.01 EQUIPMENT	14,000		3,340	10,660	23.9%
.02 COPY EQUIPMENT	14,500	959	6,839	7,661	47.2%
.04 COMPUTER	1,000			1,000	0.0%
.06 PIANO	1,000			1,000	0.0%
<b>TOTAL RENTAL REPAIR, MAINTENANCE</b>	<b>30,500</b>	<b>959</b>	<b>10,179</b>	<b>20,321</b>	<b>33.4%</b>

**PORT WASHINGTON PUBLIC LIBRARY**  
**Statement of Revenues and Expenditures - General Fund (Continued)**  
For the Four Months Ended October 31, 2021  
33.33% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	October 31, 2021		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
<b>440 BUSINESS SERVICES</b>					
.01 ACCOUNTING	\$ 60,000	\$ 5,350	\$ 20,150	\$ 39,850	33.6%
.02 AUDIT	19,000			19,000	0.0%
.05 ELECTION	5,000			5,000	0.0%
.06 LEGAL	30,000	462	2,743	27,257	9.1%
.07 PAYROLL	23,500	517	1,421	22,079	6.0%
.09 OTHER	20,000	3,666	11,630	8,370	58.2%
.10 SECURITY SERVICES	45,000	2,975	9,051	35,949	20.1%
.11 COMPUTER SERVICES	60,040	5,072	18,938	41,102	31.5%
.13 CREDIT CARD FEES	2,000	104	416	1,584	20.8%
<b>TOTAL BUSINESS SERVICES</b>	<b>264,540</b>	<b>18,146</b>	<b>64,349</b>	<b>200,191</b>	<b>24.3%</b>
<b>450 FUEL &amp; UTILITIES</b>					
.01 ELECTRICITY	129,250	17,022	56,713	72,537	43.9%
.02 FUEL	40,560	203	579	39,981	1.4%
.03 WATER POLLUTION CONTROL TA	6,160			6,160	0.0%
.04 WATER TAX	7,000			7,000	0.0%
<b>TOTAL FUEL &amp; UTILITIES</b>	<b>182,970</b>	<b>17,225</b>	<b>57,292</b>	<b>125,678</b>	<b>31.3%</b>
<b>451 CUSTODIAL SUPPLIES</b>					
.01 BULBS	10,200	150	150	10,050	1.5%
.02 HOUSEKEEPING MAINT	14,500	1,778	2,473	12,027	17.1%
.03 UNIFORMS	1,000			1,000	0.0%
.04 CLEANING SERVICES	43,200		850	42,350	2.0%
<b>TOTAL CUSTODIAL SUPPLIES</b>	<b>68,900</b>	<b>1,928</b>	<b>3,473</b>	<b>65,427</b>	<b>5.0%</b>
<b>452 REPAIRS TO BLDG &amp; BLDG EQUIP .</b>					
.01 REPAIR TO BUILDING	60,000	11,372	14,784	45,216	24.6%
.02 SUPPLIES FOR BUILDING	20,000	3,149	6,536	13,464	32.7%
.03 BUILDING IMPROVEMENTS	10,000		3,230	6,770	32.3%
.04 REPAIRS TO EQUIPMENT	10,000	810	7,174	2,826	71.7%
<b>TOTAL REPAIRS TO BLDG &amp; BLDG. EQUIP.</b>	<b>100,000</b>	<b>15,331</b>	<b>31,724</b>	<b>68,276</b>	<b>31.7%</b>
<b>454 INSURANCE</b>					
.01 INSURANCE	70,000		3	69,997	
<b>455 OTHER OPER. &amp; MAINT .</b>					
.01 MECHANICAL CONTRACTS	32,000	2,135	4,732	27,268	14.8%
.02 GROUND MAINT. CONTRACTS	25,000	1,493	4,710	20,290	18.8%
.03 BUILDING MAINT CONTRACT	19,500		1,331	18,169	6.8%
<b>TOTAL OTHER OPER. &amp; MAINT.</b>	<b>76,500</b>	<b>3,628</b>	<b>10,773</b>	<b>65,727</b>	<b>14.1%</b>
<b>DEBT SERVICE</b>					
INSTALLMENT DEBT- PRINCIPAL	4,627	382	1,519	3,108	32.8%
INSTALLMENT DEBT INTEREST	347	33	139	208	40.1%
<b>TOTAL DEBT SERVICE</b>	<b>4,974</b>	<b>415</b>	<b>1,658</b>	<b>3,316</b>	<b>33.3%</b>
<b>INTERFUND TRANSFERS</b>					
OPERATING TRANSFERS OUT	380,000	-	380,000	-	100.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,382,264</b>	<b>\$ 459,748</b>	<b>\$ 2,345,885</b>	<b>5,036,379</b>	<b>31.8%</b>
<b>NET CHANGE IN FUND BALANCE</b>			(329,557)		
<b>FUND BALANCE, BEGINNING OF YEAR</b>			4,753,863		
<b>FUND BALANCE, END OF YEAR</b>			<b>\$ 4,424,306</b>		

**PORT WASHINGTON PUBLIC LIBRARY**  
**Statement of Revenues, Expenditures and Changes in Fund Balances -**  
**Special Revenue, Capital Projects and Permanent Funds**  
For the Four Months Ended October 31, 2021  
33.33% of Budget Expensed

	Special Revenue	Capital Projects	Permanent
<b>REVENUES</b>			
Interest income	\$ 188	\$ 360	\$ 35
Miscellaneous revenue	51,118	100,000	
State sources			
Total Revenues	51,306	100,360	35
<b>EXPENDITURES</b>			
Program expenses	41,006	62,111	
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating transfers in	35	380,000	-
Operating transfers (out)			(35)
Total Other Financing Sources (Uses)	35	380,000	(35)
Net Change in Fund Balance	10,335	418,249	-
Fund Balance - Beginning of year	719,923	993,224	135,006
Fund Balance - End of month	\$ 730,258	\$ 1,411,473	\$ 135,006

**PORT WASHINGTON PUBLIC LIBRARY**  
**Detailed Schedule of Fund Balance**  
**Special Revenue Fund**  
For the Four Months Ended October 31, 2021

**Assigned for Special Programs**

PUBLICATION FUND	\$ 7,056
FRIENDS OF THE LIBRARY	47,632
FRIENDS OF THE LIBRARY-BOGEN	28,166
EPSTEIN BOOK FUND	359
NLS BULLET AID	30,842
9/11 PROJECT - 10/02 - SHODELL	128
NYS MEDIA ROOM RENO GRANT	11,900
NLS STATE GRANT COMPUTERS	666
FOUNDATION GRANT CAREER COACHING	2,303
AMERICAN GIRL DOLLS	478
NYS CONSTRUCTION GRANT	20,653
ESL GRANT SUPPLIES/MATERIALS	552
HOMEGROWN READERS	14,512
NYS LOBBY RENOVATION GRANT	21,837
ADULT LITERACY GRANT/BOOKS FOR DESSERT	19,910
JOB SEARCH BOOT CAMP GRANT	-
CONSTRUCTION GRANT	562
CHILDRENS GRANT	2,055
TEPPER INTERGENERATIONAL	392
SPIELMAN STORY TELLING	364
SALTZMAN GRANT	6,242
ZUCKER GRANT	9,979
OUTDOOR WIFI	6,450
MAKERSPACE	10,007
WIFI HOTSPOTS	56
REGIONAL TECH & MEDIA	295
NEA CREATIVE READERS	2,152
MISCELLANEOUS WORKSHOPS	29,618
UNGER/BESLITY MEMORIAL - TERRACE	10,645
VERA FIDDLER	256
ART ADVISORY COUNCIL	8,107
MUSIC ADVISORY COUNCIL	29,492
HEALTH ADVISORY COUNCIL	35,746
BURTIS	18,752
UNDERHILL	23,126
BROWN	5,663
FENDRICK MEMORIAL	1,263
MORSE FUND	1,803
BRONSON	10,597
S. STEYN MEMORIAL	7,647
SPECIAL TRUST ACCOUNT (MISC)	2,616
WHITTEMORE MEMORIAL	2,061
ROBERT STERN	100
NAUTICAL CENTER	261,265
CHILDREN'S ADVISORY COUNCIL	11,619
HEALTH INFORMATION - ANTI SMOKING	18,284
GOODMAN ASSISTIVE TECHNOLOGY	6,050
	<u>\$ 730,258</u>



Port Washington Public Library  
Variance Report  
As of October 31, 2021

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**Revenues -**

- A3840.0 State Aid – The Library received a payment from NLS in the amount of \$7,988 (90% payment) received in August.

**Expenditures -**

- 143.05 Clerical Grade 3 – Salary expense for Haydee was moved to this code from ESL (code 143.13)
- 143.19 Technicians-Media – Variance due to increase need for electronic resources to setup for meetings and programs normally held in person. Hours increased for employees as a result.
- 143.24 Community Outreach - This expenditure includes payroll for two staff members in this department, the prior year included mainly one staff member(second staff member hired in April 2020)
- 9040.8 Workers Comp - Workers compensation premium for the 21-22 year paid in July 2021.
- 410.09 Book Audio & Electronic – This expenditure includes audiobooks and E-books from Overdrive and Blackstone Publishing.
- 413.02 Non-Microform – Variance is due to upfront payment to Rivistas Subscription Services for subscription services in the amount of \$24,215.22.
- 430.07 Media Services – Speakers and hard shell road case for travel purposes purchased.
- 431.02 Telephone Maintenance – Bill for the annual maintenance and service of telephone systems was made in October 2021 in the amount of \$2,406.
- 435.03 Staff Development – Includes tuition for Melanie for taking a public library administration class at LIU in the amount of \$1,550 paid in October.
- 436.03 NLS – Variance is due to a one-time payment to Nassau Library System membership. This was paid in July 2021.
- 440.09 Other – Expenditures in the account mostly reflect payments to T-Mobile for Wi-Fi hotspots.
- 452.04 Repairs to Equipment – Furnished and installed a new motor and pulley for MZ5 (HVAC) and the elevator inspection.
- Operating Transfers Out – Transfer to capital fund in the amount of \$380,000 was booked in September 2021.



# Special Revenue Fund Descriptions

Updated November 2021

**Publication Fund:** Funds associated with sale of books published by PWPL.

**Friends of the Library:** Funds given to the Library from the Friends of the Library for various programs and services.

**Bogen (Friends of the Library):** Funds designated for new and old 'classics' in all formats.

**Epstein Book Fund:** Funds designated for classic literature.

**NLS Bullet Aid:** Funds received from local legislators.

**9/11 Project:** 9/11 Local History grant funding.

**NYS Media Room Grant:** Funds designated for reimagining former Media Area (now MakerSpace)

**NLS State Grant Computers:** Funds designated for on-site computers.

**Foundation Grant Career Coaching:** Funds designated for career coaching workshops.

**American Girl Dolls:** Funds designated for loanable American Girl Doll expenses.

**NYS Construction Grant:** Funds received from NYS construction aid.

**ESL Grant Supplies/Materials:** Funds designated for ESOL.

**Homegrown Readers:** Funds designated for the Homegrown Readers Program.

**NYS Lobby Renovation Grant:** Funds designated for Lobby renovations.

**Adult Literacy Grant/Books for Dessert:** Funds designated for the Books for Dessert Program.

**Job Search Bootcamp Grant:** Funds designated for the Job Search Bootcamp Program.

**Construction Grant:** Funds designated for upgrades to HVAC building management system.

**Childrens Grant:** Funds designated for Creative Readers Program.

**Tepper Intergenerational:** Funds designated for intergenerational programming.

**Spielman Story Telling:** Funds designated for children's story telling programs.

**Saltzman Grant:** Funds designated for services to those in-need populations.

**Zucker Grant:** Funds designated for children's programming.

**Outdoor WiFi:** Funds designated for outdoor WiFi access points.

**Makerspace:** Funds designated for the Makerspace.

**WiFi Hotspots:** Funds designated for loanable Wifi hotspots.

**Regional Tech and Media:** Long Island Library Resources Council grant for autism-sensory kit.

**NEA Creative Readers:** National Endowment for the Arts grant for Creative Readers.

**Miscellaneous Workshops:** Funds associated with in-house programs and workshops.

**Unger/Beslity Memorial:** Funds designated for improvements to the Terrace.

**Vera Fiddler:** Funds designated for book purchases.

**Art Advisory Council:** Funds designated to support the Art Advisory Council.

**Music Advisory Council:** Funds designated to support the Music Advisory Council.

**Health Advisory Council:** Funds designated to support the Health Advisory Council.

**Burtis:** Unrestricted endowment fund.

**Underhill:** Unrestricted endowment fund.

**Brown:** Funds designated for gardening books and magazines.

**Fendrich Memorial:** Funds designated for the Young Adult Area.

**Morse:** Funds designated for a journalism award to a Schreiber High School senior. Unclear when this award stopped being given.

**Bronson:** Unrestricted funds.

**Steyn Memorial Fund:** Funds designated for books related to sub-Saharan Africa.

**Special Trust Account:** Funds designated for miscellaneous expenses.

**Whittemore Memorial:** Designated funds for books and materials.

**Robert Stern:** Funds designated for book purchases.

**Nautical Center:** Funds designated for the Nautical Center and Nautical Advisory Council.

**Children's Advisory Council:** Funds designated for the Children's Advisory Council.

**Health Information – Anti Smoking:** Funds designated for anti-smoking workshops in partnership with PW schools.

**Goodman Assistive Technology:** Funds designated for purchases of new assistive technology.



## **‘PWPL Ahead’**

**PWPL’s Reopening Workplace Safety Plan**

**Created by PWPL’s Safety Committee**

**May 2020**

**(Revised November 2021)**

The Port Washington Public Library (PWPL or Library) Board of Trustees is authorized to take the steps necessary to serve the community under its mission, with the health and safety of the Library staff and patrons as its main priority. Therefore, the Board of Trustees has adopted this Reopening Workplace Safety Plan, as part of a review and assessment of potential risks, effective June 17, 2020 (re-adopted after updates on November 17, 2021).

The primary goals of this policy are to safeguard the health and well-being of all our staff and patrons. Our duty is to ensure that we provide reasonable access to Library services while still protecting our employees and community. By taking the measures outlined in this Plan, we will reduce the risk of infection in, around, and on Library property, materials and all equipment used by Library staff and patrons.

### ***People, Place, Process***

The reopening of PWPL will occur over four “Phases,” keeping in mind the **People, Place, and Process** considerations outlined in New York State’s “NY Forward” plan. The timeline listed for each phase will be in accordance with all Executive Orders and other laws, rules, and regulations applicable to the Library. PESH (Public Employee Safety and Health) guidelines for employees to return to work and the Center for Disease Control and Prevention (CDC) guidelines for best practices to keep the staff and public safe, will be followed.

**PEOPLE** – Includes: Employees & Patrons; Gathering Size; Social Distance; Mental Health & Wellness; Vulnerable Populations

#### **Patron Policies: Personal Protective Equipment (PPE) Policy:**

- A face covering is required inside the building for all patrons 2 years of age and older, regardless of vaccination status.
- Proper-fitting masks or face coverings may be cloth or any material that is authorized by, or in compliance with, applicable New York State Executive Orders (including #202.17) or future executive guidance or laws.
- Proper-fitting masks or face coverings are those that completely cover the mouth and nose in accordance with guidelines issued by the CDC.
- Patrons who cannot medically tolerate the wearing of a mask or face covering are asked to contact the Library before visiting so reasonable accommodations for services can be worked out.

### **Patrons Policies: Guidelines for Library Conduct:**

- Patrons are not permitted to approach other patrons to comment, confront or question their PPE or distancing practices. Concerns regarding the practices of other patrons should be handled by Library staff only.
- Patrons should not enter the Library if they have any COVID symptoms.
- Along with wearing proper PPE, the Library will strictly enforce social distancing guidelines of at least 6 feet between all individuals on Library property.
- Hand sanitizer and/or hand sanitizer stations will be provided for use.
- Patrons refusing to adhere to this policy will be warned or requested to leave the Library, and may also be subject to corrective action, including possible banning, as outlined in the Library's Code of Conduct.

### **Vendor and Outside Consultant Policies: PPE**

- Vendors and outside consultants are required to wear a proper-fitting mask or face covering at all times while in the Library.
- Proper-fitting masks and face coverings may be cloth or any material that is authorized by, or in compliance with, applicable New York State Executive Orders (including #202.17) or future executive guidance or laws.
- Proper-fitting masks or face coverings are those that completely cover the mouth and nose in accordance with guidelines issued by the CDC.

### **Staff Policies: PPE**

- All staff, regardless of vaccination status, are required to wear a proper-fitting mask or face covering at all times while inside the Library facility and when interacting with other staff and/or patrons inside the Library facility. Any staff member who does not have their own face mask or shield will be provided with one upon entering the Library.
- Staff will be required to view a safety webinar, based on CDC guidance, and participate in any training designated by the Library Director and/or Board of Trustees.
- Proper-fitting masks and face coverings may be any material that is authorized by, or in compliance with, applicable New York State Executive Orders (including #202.17) or future executive guidance or laws.
- Proper-fitting masks or face coverings are those that completely cover the mouth and nose in accordance with guidelines issued by the CDC.
- The Assistant Director will act as coordinator to field all questions regarding COVID-19 from staff.

### **Volunteers/Library Affiliated Individuals**

- Volunteers and Library Affiliated Individuals may be screened/questioned before coming onsite for official library duties. Questions may include whether they have tested positive for COVID-19 in the past 14 days or have had COVID-19 symptoms in the past 14 days or have had close contact with a confirmed or suspected COVID-19 case in the past 14 days. Individuals may be sent home depending on the answers to these screening questions.

### **Staff Polices: Guidelines for Returning to Work**

- All staff must ensure that they are healthy when reporting to work. Employees must not have any symptoms or fever. Anyone who does not appear well will be sent home or to seek medical attention. Staff may be screened/questioned before starting work each day as to whether they have tested positive for COVID-19 in the past 14 days, or have had COVID-19 symptoms in the past 14 days, or have had close contact with a confirmed or suspected COVID-19 case in the past 14 days. Staff members may be sent home depending on the answers to these screening questions.
- Any staff members who live with or are in close contact with a person with COVID-19, or who test positive for COVID-19, must notify the Library Director that they are not able to report to work and the reason why. The Library Director will be responsible for tracing efforts.
- Staff will have access to an isolated space on-site if feeling unwell, and unable to immediately go home.
- Staff members who have traveled to high-risk areas may be quarantined.
- Staff levels will remain compliant with applicable Executive Orders (*e.g.*, 50%)
- All employees and patrons will keep a 6 ft distance from each other.
- Employee hours will fall within 6AM-11PM on weekdays, 8AM-6PM on Saturdays and 8AM-7pm on Sundays, or as needed in emergencies. Hours are subject to change. Breaks and lunch hours will be staggered to maintain proper social distancing.
- There will be designated locations for deliveries and pick up of materials at both the front and rear entrances.
- Mental health workshops and resources will be made available to all staff members.
- An anonymous complaint procedure for staff to report COVID-19 safety violations will be established.
- The Assistant Director will act as coordinator to field all questions regarding COVID-19 from staff.

**PLACE** – Includes: Access & Screening; Capacity Requirements; Cleaning & Hygiene; PPE; Frequent Use; Travel & Transportation

- Staff should avoid sharing surfaces or objects. When this is not possible, gloves should be worn. All work areas will be sanitized daily.
- Hand sanitizers and wipes will be situated in various locations near work areas and entrances/exits.
- Regular cleaning and disinfection of the Library will occur continuously.
- Clear signage will be present to remind employees and the public of proper public hygiene, enhanced safety protocols, appropriate use of PPE, and cleaning procedures in place.

**PROCESS** – Includes: Test, Trace, and Isolate; Training; Risk; People Policies; Communication

- Cleaning, disinfection, and contact tracing will occur in the event of a positive case.
- Individuals will be notified if they have come in close contact with someone who was infected.
- Protocols will be in place for members of the public when they return inside the Library.

***Any staff member who is found to be in violation of these policies may be subject to disciplinary action.***



## ***Phased Re-Opening Strategy***

As the Long Island Region begins to reopen, PWPL (if it is deemed safe) will proceed to enter the next Phase specified with the information below. The planned 'Phases' below are simply the best estimation of how PWPL will proceed. ***Note: Phasing timeline and objectives within each Phase is subject to change.***

### **Phase 1 – Began May 2020**

- Services, materials, programs, and events will continue to be offered remotely.
- Maintenance staff return on-site.
- The entire building is cleaned and sanitized.
- HVAC adjustments will be made, and new filters will be installed.
- PPE will be inventoried (gloves, masks, face shields, etc.) with additional orders placed as necessary.
- Work areas will be spread out to extent possible. Certain furniture will be removed or relocated temporarily.
- Work areas that will see first return of staff will be prepared.

### **Phase 2 – Began June 2020**

- Services, materials, programs and events will continue to be offered remotely.
- A percentage of various Department staff return to work on-site in alternate Green and Orange Teams.
- Book collection will be organized, and processing of new materials will resume.
- Contactless deliveries from vendors will resume.
- Incoming US mail will still be held off-site and collected once a week. After a period of approximately two weeks, interoffice mail and daily US mail delivery/pick-up will resume.
- Process to accept returned materials will be finalized.
- Begin to accept and quarantine returned materials for a period of 72 hours.

### **Phase 3 – Began July 2020**

- Some services and all programs and events will continue to be offered remotely.
- Full curbside service for materials will be implemented for the public in the parking lot. Patrons in cars will be encouraged to stay in cars. Patrons coming by bike or on foot will be asked to wait in a queue at a safe physical distance for pick-up/drop-off. Curbside hours of operation will vary from normal operating hours and will be subject to change.
- Paper printouts and 3D printed objects will be available for curbside pick-up.
- Home delivery/pick-up of materials will resume.

#### **Phase 4 – Began August 2020**

- Members of the public will be allowed to return into the Library. Hours may be limited for specific age groups. Building capacity may be limited.
- Browsing and in-person borrowing will resume.
- A larger percentage of staff from all departments will return for on-site work. Staff will continue to work in alternate Green and Orange Teams.
- Hours may vary from normal operating hours.
- Some in-person services will resume.
- All indoor programs and events will continue to be offered remotely.
- Outdoor programs and events, that can occur at a safe distance, will be allowed.
- Services at some public desks will resume (sneeze guards installed at all open service desks).
- Meeting rooms will remain closed and public seating will be limited.
- Curbside service will continue for patrons who wish to still use it.

#### **Phase 4+ - Began June 2021**

- Masks **or face covering**, for unvaccinated patrons 2 years and older, will be required inside the Library.
- Individuals who are not members of the same household or have not consented to be near each other, are asked to maintain 6 feet of social distance.
- Pre-pandemic hours of operation will resume on June 14, 2021:
  - o Monday, Tuesday, Thursday, and Friday 9am to 9pm, Wednesday 11am to 9pm, Saturday 9am to 5pm and Sunday 1pm to 5pm.
- Staff teams will fully reunify beginning June 14, 2021.
- Individual indoor seating will be available in select locations of the Library.
- Curbside services will continue to be available.
- Events and programs will continue virtually and outdoors.
- Quarantine of materials will be eliminated on July 1, 2021.
- Building capacity and patron time limits will be subject to change.
- Bookable quiet study rooms will be available.
- The Café area will re-open.
- Indoor events, programs, and meetings will be evaluated.
- **Indoor in-person events, programs and meetings will begin. Face coverings will be required for all patrons in attendance. Seating will be setup to allow for social distancing. Capacity limits will be in place.**

#### **Beyond Phase 4+ - TBA**

- At the appropriate time, when it is deemed safe, the Library will return to normal operations.

**The practices and policies in this plan may be modified at the sole discretion of the Library and/or as needed to conform with New York State Executive Orders, official health-related guidance, and any federal, state, and local government laws, rules and regulations.**

**Questions or concerns regarding this policy should be brought to the Library Director.**

**This plan will remain in effect until the Board of Trustees votes to remove or revise it as necessary.**



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October 21, 2021

Keith Klang  
Port Washington Public Library  
1 Library Drive  
Port Washington, NY 11050

RE: Workers Compensation Audit  
Carrier: Utica National Insurance of TX  
Policy #: 3598236  
Policy Term: 7/1/2020 to 7/1/2021

Dear Mr. Klang:

Enclosed is the audit for the Library's Workers Compensation Policy for the period of 7/1/2020 to 7/1/2021. The audit shows the following payrolls:

<u>Classification</u>	<u>Estimated Payroll</u>	<u>Actual Audited Payroll</u>
Clerical Office	\$771,630	\$376,586
Public Library – Prof'l	\$2,770,000	\$2,585,197
Public Library – All Other	\$320,000	\$277,726

This means that the annual audited Workers Compensation premium is \$23,658. The Library paid an estimated premium of \$26,592 thus, there is a refund of \$2,934.

***Please note we can only verify the rates, if the above figures are incorrect please advise so we may correct the audit.***

Our Credit Memo is enclosed for the return premium.

Sincerely yours,

*Nicole L. Morton*

Nicole L. Morton  
NLM:jo  
Enc.

APPROVAL TO EXCESS EQUIPMENT

TYPE OF EQUIPMENT	MANUFACTURER	MODEL NUMBER	SERIAL NUMBER	QTY.	REASON FOR DISPOSAL	DATE OF BOARD APPROVAL
Wooden Storage Unit from Lobby				1	Wooden storage unit from the lobby is chipped / cracked in multiple places and beyond repair. It not longer fits the aesthetic selected by Me & General Design, as well.	
Metal Book Bin				2	These are the old book bins that were located on the island in the parking lot and on the sidewalk. Bins are rusted and have been replaced with a new, larger book bin. One bin has no bottom, due to rust.	
Red Chairs, Metal Frame				8	These are older chairs from the lounge that were dinged and scratched and have since been replaced.	
Metal Meeting Room Chairs				21	These are the old metal chairs from the meeting rooms that have since been replaced. These chairs are rusted.	
Plastic Childrens' Stools/Chairs				8	These stools turned into an item for children to jump off of. They are extremely unstable and unsafe.	
Desk Mount Cabinets				2	Old Children's Room Office Cabinets that only mount to the	





## **2022 and 2023 Member Library Support**

### **Request for Approval by Member Library Boards by December 7, 2021**

NLS is requesting member library board approval of member library support for calendar years 2022 and 2023. Since 2014, NLS has used a four-factor formula to calculate each library's share that gives equal weight to population, cardholders, materials expenditures, and net circulation. NLS relies on the libraries' Annual Reports to NYS for the data used in the calculations, as well as ILS reports for components of the cardholder and circulation data. NLS has not effected an increase in the total amount of member library support since 2013 and once again we are proposing no overall increase. The attached charts fully explicate the following proposal:

- **Two-year deal for 2022 + 2023** so libraries have stable and predictable obligations.
- **Total request of \$1,050,000.** This is a slight decrease from this year's total of \$1,060,363.
- **Use of a three-year average for each of the factors in the formula.** Historically we have used the most recent annual reports available (currently 2020) in our calculations. In this proposal we have used an average of 2018, 2019, and 2020 data for each of the factors in the formula. (The average is not necessary for the population factor, as the chartered population of each library district is static for 10 years.) This prevents single-year anomalies in libraries' circumstances from causing dramatic shifts in their calculations. We began using 3-year averages in the calculation of ILS fees in 2020 for the same reasons, based on the recommendation of participating libraries.
- **A two-year implementation of the new amounts for individual libraries.** This means that the impact of any increase due would be spread over the course of two years, with half of the increase due in 2022 and the other half due in 2023. Half of any reduction due would be credited to the libraries due them in each of the two years. This is what has been done in the past without objections by the libraries.

Member library support of NLS supports services to member libraries that are not mandated by the State, including delivery service. Other services supported by this funding are: administration of the OverDrive consortium and database coordinated orders; E-rate assistance; NLS staff-mediated out-of-system interlibrary loans; continuing education and training offered by NLS; NLS email accounts for member libraries and/or their staff; hosting libraries' websites; and website design, enhancement and problem-solving assistance. Following the attached charts is a document outlining the services withheld from member libraries not in good standing, should they choose not to pay member library support. Currently all member libraries are in good standing.

## **Voting**

Please complete the attached vote form and return it to Gina Staffa via NLS delivery, mail, or email at [gstaffa@nassaulibrary.org](mailto:gstaffa@nassaulibrary.org) by December 7, 2021. An affirmative vote by at least 28 member library boards is required for the proposed member library support of NLS to be approved. If this request is approved it is binding on all member libraries.

In the past, NLS' requests for member library support have been approved by an overwhelming majority of member libraries – with our last 3 requests being approved by at least 96% super majorities. We are sincerely grateful for your support.

## **If You Have Questions About This Request**

A virtual information session will be held Thursday, November 4 at 7 p.m. The link to attend is <https://global.gotomeeting.com/join/359822133>. You may also contact me with any questions at [cashby@nassaulibrary.org](mailto:cashby@nassaulibrary.org) or by phone at 516-292-8920 x220.





## MEMBER LIBRARY BOARD VOTE

### NLS' Request for Member Library Support of NLS for 2022 and 2023

Please return the completed form to Gina Staffa (gstaffa@nassaulibrary.org) at NLS by December 7, 2021. Original or scanned forms are acceptable.

The Board of Trustees of the \_\_\_\_\_ Library voted to  
\_\_\_\_ approve / \_\_\_\_ disapprove NLS' request for Member Library Support for calendar years 2022  
and 2023 at a meeting held on \_\_\_\_\_, 2021.

The vote was: # For \_\_\_\_ # Against \_\_\_\_ # Abstained \_\_\_\_

Signature of the President of the Board: \_\_\_\_\_  
*(or the trustee who presided at the meeting at which the vote was taken)*

President's Name: \_\_\_\_\_  
*(or the trustee who presided at the meeting at which the vote was taken)*

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If this request is approved by 28 or more member library boards, the decision will be binding on all member libraries. Member libraries will be billed for the 2022 calendar year support based on their fiscal years.

- Libraries that operate on a calendar year basis will be billed in January 2022;
- Libraries with a June – May fiscal year will be billed in June 2022;
- Libraries with a July – June fiscal year will be billed in July 2022.

**Two-Year Implementation of 2022 and 2023 Member Library Support**  
Based on 3-Year averages of each factor - 2018, 2019, 2020

<u>Library</u>	<b>Member Library Support paid in 2021 (same as 2020)</b>	<b>Proposed for 2022 Calculated 3-Year (2018, 2019, 2020) average of each factor</b>	<b>Total Increase or (Decrease)</b>	<b>1st Half of Increase or Decrease to be Paid in <u>2022</u></b>	<b>2nd Half of Increase or Decrease to be Paid in <u>2023</u></b>
Baldwin	<b>\$23,224</b>	<b>\$23,253</b>	\$29	<b>\$23,239</b> (\$23,224 + \$15)	<b>\$23,253</b> (\$23,239 + \$14)
Bayville	<b>\$4,774</b>	<b>\$4,778</b>	\$4	<b>\$4,776</b> (\$4,774 + \$2)	<b>\$4,778</b> (\$4,776 + \$2)
Bellmore	<b>\$11,264</b>	<b>\$10,830</b>	(\$434)	<b>\$11,047</b> (\$11,264 - \$217)	<b>\$10,830</b> (\$11,047 - \$217)
Bethpage	<b>\$15,196</b>	<b>\$16,161</b>	\$965	<b>\$15,679</b> (\$15,196 + \$483)	<b>\$16,161</b> (\$15,679 + \$482)
Bryant (Roslyn)	<b>\$19,327</b>	<b>\$18,877</b>	(\$450)	<b>\$19,102</b> (\$19,327 - \$225)	<b>\$18,877</b> (\$19,102 - \$225)
East Meadow	<b>\$45,931</b>	<b>\$43,241</b>	(\$2,690)	<b>\$44,586</b> (\$45,931 - \$1,345)	<b>\$43,241</b> (\$44,586 - \$1,345)
East Rockaway	<b>\$7,909</b>	<b>\$7,887</b>	(\$22)	<b>\$7,898</b> (\$7,909 - \$11)	<b>\$7,887</b> (\$7,898 - \$11)
East Williston	<b>\$2,070</b>	<b>\$2,043</b>	(\$27)	<b>\$2,057</b> (\$2,070 - \$13)	<b>\$2,043</b> (\$2,057 - \$14)
Elmont	<b>\$36,808</b>	<b>\$35,300</b>	(\$1,508)	<b>\$36,054</b> (\$36,808 - \$754)	<b>\$35,300</b> (\$36,054 - \$754)
Farmingdale	<b>\$29,864</b>	<b>\$30,060</b>	\$196	<b>\$29,962</b> (\$29,864 + \$98)	<b>\$30,060</b> (\$29,962 + \$98)
Floral Park	<b>\$10,868</b>	<b>\$10,988</b>	\$120	<b>\$10,928</b> (\$10,868 + \$60)	<b>\$10,988</b> (\$10,928 + \$60)
Franklin Square	<b>\$16,320</b>	<b>\$16,836</b>	\$516	<b>\$16,578</b> (\$16,320 + \$258)	<b>\$16,836</b> (\$16,578 + \$258)
Freeport	<b>\$27,017</b>	<b>\$25,473</b>	(\$1,544)	<b>\$26,245</b> (\$27,017 - \$772)	<b>\$25,473</b> (\$26,245 - \$772)
Garden City	<b>\$21,754</b>	<b>\$22,942</b>	\$1,188	<b>\$22,348</b> (\$21,754 + \$594)	<b>\$22,942</b> (\$22,348 + \$594)
Glen Cove	<b>\$16,516</b>	<b>\$16,341</b>	(\$175)	<b>\$16,429</b> (\$16,516 - \$87)	<b>\$16,341</b> (\$16,429 - \$88)
Gold Coast	<b>\$10,968</b>	<b>\$11,343</b>	\$375	<b>\$11,156</b> (\$10,968 + \$188)	<b>\$11,343</b> (\$11,156 + \$187)
Great Neck	<b>\$56,461</b>	<b>\$46,969</b>	(\$9,492)	<b>\$51,715</b> (\$56,461 - \$4,746)	<b>\$46,969</b> (\$51,715 - \$4,746)
Hempstead	<b>\$23,985</b>	<b>\$22,845</b>	(\$1,140)	<b>\$23,415</b> (\$23,985 - \$570)	<b>\$22,845</b> (\$23,415 - \$570)

**Two-Year Implementation of 2022 and 2023 Member Library Support**  
Based on 3-Year averages of each factor - 2018, 2019, 2020

<u>Library</u>	<b>Member Library Support paid in 2021 (same as 2020)</b>	<b>Proposed for 2022 Calculated 3-Year (2018, 2019, 2020) average of each factor</b>	<b>Total Increase or (Decrease)</b>	<b>1st Half of Increase or Decrease to be Paid in <u>2022</u></b>	<b>2nd Half of Increase or Decrease to be Paid in <u>2023</u></b>
Henry Waldinger (Valley Stream)	<b>\$20,074</b>	<b>\$19,292</b>	(\$782)	<b>\$19,683</b> (\$20,074 - \$391)	<b>\$19,292</b> (\$19,683 - \$391)
Hewlett-Woodmere	<b>\$27,621</b>	<b>\$29,706</b>	\$2,085	<b>\$28,664</b> (\$27,621 + \$1,043)	<b>\$29,706</b> (\$28,664 + \$1,042)
Hicksville	<b>\$24,535</b>	<b>\$23,807</b>	(\$728)	<b>\$24,171</b> (\$24,535 - \$364)	<b>\$23,807</b> (\$24,171 - \$364)
Hillside	<b>\$16,539</b>	<b>\$15,858</b>	(\$681)	<b>\$16,199</b> (\$16,539 - \$340)	<b>\$15,858</b> (\$16,199 - \$341)
Island Park	<b>\$6,820</b>	<b>\$6,932</b>	\$112	<b>\$6,876</b> (\$6,820 + \$56)	<b>\$6,932</b> (\$6,876 + \$56)
Island Trees	<b>\$10,674</b>	<b>\$10,313</b>	(\$361)	<b>\$10,494</b> (\$10,674 - \$180)	<b>\$10,313</b> (\$10,494 - \$181)
Jericho	<b>\$25,349</b>	<b>\$29,078</b>	\$3,729	<b>\$27,214</b> (\$25,349 + \$1,865)	<b>\$29,078</b> (\$27,214 + \$1,864)
Lakeview	<b>\$4,693</b>	<b>\$4,271</b>	(\$422)	<b>\$4,482</b> (\$4,693 - \$211)	<b>\$4,271</b> (\$4,482 - \$211)
Levittown	<b>\$38,030</b>	<b>\$41,841</b>	\$3,811	<b>\$39,936</b> (\$38,030 + \$1,906)	<b>\$41,841</b> (\$39,936 + \$1,905)
Locust Valley	<b>\$5,644</b>	<b>\$5,523</b>	(\$121)	<b>\$5,584</b> (\$5,644 - \$60)	<b>\$5,523</b> (\$5,584 - \$61)
Long Beach	<b>\$28,941</b>	<b>\$30,074</b>	\$1,133	<b>\$29,508</b> (\$28,941 + \$567)	<b>\$30,074</b> (\$29,508 + \$566)
Lynbrook	<b>\$13,924</b>	<b>\$13,760</b>	(\$164)	<b>\$13,842</b> (\$13,924 - \$82)	<b>\$13,760</b> (\$13,842 - \$82)
Malverne	<b>\$5,720</b>	<b>\$5,675</b>	(\$45)	<b>\$5,698</b> (\$5,720 - \$22)	<b>\$5,675</b> (\$5,698 - \$23)
Manhasset	<b>\$17,109</b>	<b>\$16,499</b>	(\$610)	<b>\$16,804</b> (\$17,109 - \$305)	<b>\$16,499</b> (\$16,804 - \$305)
Massapequa	<b>\$38,614</b>	<b>\$38,442</b>	(\$172)	<b>\$38,528</b> (\$38,614 - \$86)	<b>\$38,442</b> (\$38,528 - \$86)
Merrick	<b>\$16,153</b>	<b>\$16,286</b>	\$133	<b>\$16,220</b> (\$16,153 + \$67)	<b>\$16,286</b> (\$16,220 + \$66)
Mineola	<b>\$12,369</b>	<b>\$13,004</b>	\$635	<b>\$12,687</b> (\$12,369 + \$318)	<b>\$13,004</b> (\$12,687 + \$317)

**Two-Year Implementation of 2022 and 2023 Member Library Support**  
Based on 3-Year averages of each factor - 2018, 2019, 2020

<u>Library</u>	Member Library Support paid in 2021 (same as 2020)	Proposed for 2022 Calculated 3-Year (2018, 2019, 2020) average of each factor	Total Increase or (Decrease)	1st Half of Increase or Decrease to be Paid in <u>2022</u>	2nd Half of Increase or Decrease to be Paid in <u>2023</u>
North Bellmore	\$16,635	\$16,068	(\$567)	\$16,352 (\$16,635 - \$283)	\$16,068 (\$16,352 - \$284)
North Merrick	\$14,933	\$13,441	(\$1,492)	\$14,187 (\$14,933 - \$746)	\$13,441 (\$14,187 - \$746)
Oceanside	\$27,930	\$29,014	\$1,084	\$28,472 (\$27,930 + \$542)	\$29,014 (\$28,472 + \$542)
Oyster Bay	\$11,132	\$10,822	(\$310)	\$10,977 (\$11,132 - \$155)	\$10,822 (\$10,977 - \$155)
Peninsula	\$27,514	\$27,330	(\$184)	\$27,422 (\$27,514 - \$92)	\$27,330 (\$27,422 - \$92)
Plainedge	\$14,269	\$13,531	(\$738)	\$13,900 (\$14,269 - \$369)	\$13,531 (\$13,900 - \$369)
Plainview	\$30,907	\$30,268	(\$639)	\$30,588 (\$30,907 - \$319)	\$30,268 (\$30,588 - \$320)
Port Washington	\$34,098	\$33,990	(\$108)	\$34,044 (\$34,098 - \$54)	\$33,990 (\$34,044 - \$54)
Rockville Centre	\$20,167	\$20,905	\$738	\$20,536 (\$20,167 + \$369)	\$20,905 (\$20,536 + \$369)
Roosevelt	\$13,697	\$11,288	(\$2,409)	\$12,493 (\$13,697 - \$1,204)	\$11,288 (\$12,493 - \$1,205)
Sea Cliff	\$4,158	\$4,104	(\$54)	\$4,131 (\$4,158 - \$27)	\$4,104 (\$4,131 - \$27)
Seaford	\$11,885	\$12,306	\$421	\$12,096 (\$11,885 + \$211)	\$12,306 (\$12,096 + \$210)
Shelter Rock	\$22,573	\$21,738	(\$835)	\$22,156 (\$22,573 - \$417)	\$21,738 (\$22,156 - \$418)
Syosset	\$36,630	\$37,149	\$519	\$36,890 (\$36,630 + \$260)	\$37,149 (\$36,890 + \$259)
Uniondale	\$20,952	\$19,757	(\$1,195)	\$20,355 (\$20,952 - \$597)	\$19,757 (\$20,355 - \$598)
Wantagh	\$14,649	\$16,087	\$1,438	\$15,368 (\$14,649 + \$719)	\$16,087 (\$15,368 + \$719)
West Hempstead	\$19,318	\$19,725	\$407	\$19,522 (\$19,318 + \$204)	\$19,725 (\$19,522 + \$203)
Westbury	\$21,115	\$21,167	\$52	\$21,141 (\$21,115 + \$26)	\$21,167 (\$21,141 + \$26)
Williston Park	\$4,736	\$4,785	\$49	\$4,761 (\$4,736 + \$25)	\$4,785 (\$4,761 + \$24)

The following pages show how the dollar amounts were calculated for each of the 4 factors.

**Four-Factor Formula for 2022**  
**Member Library Support for Each Factor and Total**  
**Factors based on 3-Year Average \$1,050,000**

Library	Factor 1 Population Portion of Support <sup>(1)</sup>	Factor 2 Materials Expenditures Portion of Support <sup>(2)</sup>	Factor 3 Cardholders Portion of Support <sup>(3)</sup>	Factor 4 Net Circulation Portion of Support <sup>(4)</sup>	TOTAL Member Library Support <sup>(5)</sup>
Baldwin	\$6,646	\$4,576	\$6,411	\$5,620	\$23,253
Bayville	\$1,350	\$994	\$1,192	\$1,242	\$4,778
Bellmore	\$2,538	\$2,782	\$2,621	\$2,889	\$10,830
Bethpage	\$3,879	\$4,114	\$4,274	\$3,894	\$16,161
Bryant (Roslyn)	\$3,529	\$6,362	\$3,826	\$5,160	\$18,877
East Meadow	\$10,545	\$14,571	\$8,871	\$9,255	\$43,241
East Rockaway	\$1,987	\$1,514	\$2,021	\$2,364	\$7,887
East Williston	\$517	\$452	\$469	\$604	\$2,043
Elmont	\$10,121	\$8,054	\$11,705	\$5,419	\$35,300
Farmingdale	\$8,077	\$6,187	\$9,047	\$6,750	\$30,060
Floral Park	\$3,210	\$1,946	\$3,083	\$2,748	\$10,988
Franklin Square	\$5,074	\$4,057	\$3,467	\$4,238	\$16,836
Freeport	\$8,089	\$5,438	\$8,346	\$3,600	\$25,473
Garden City	\$4,528	\$6,972	\$5,008	\$6,435	\$22,942
Glen Cove	\$5,457	\$3,780	\$3,430	\$3,674	\$16,341
Gold Coast	\$2,295	\$4,054	\$2,315	\$2,679	\$11,343
Great Neck	\$9,022	\$13,359	\$12,425	\$12,163	\$46,969
Hempstead	\$10,907	\$3,065	\$6,910	\$1,962	\$22,845
Henry Waldinger (VS)	\$7,592	\$3,559	\$4,739	\$3,402	\$19,292
Hewlett	\$4,120	\$11,350	\$4,603	\$9,633	\$29,706
Hicksville	\$8,035	\$5,224	\$6,141	\$4,407	\$23,807
Hillside	\$4,616	\$2,786	\$4,058	\$4,398	\$15,858
Island Park	\$1,694	\$2,329	\$1,679	\$1,230	\$6,932
Island Trees	\$3,122	\$1,849	\$3,020	\$2,322	\$10,313
Jericho	\$3,511	\$9,825	\$4,284	\$11,457	\$29,078
Lakeview	\$1,071	\$1,692	\$1,169	\$339	\$4,271
Levittown	\$9,419	\$13,655	\$8,992	\$9,775	\$41,841
Locust Valley	\$1,376	\$1,805	\$1,135	\$1,207	\$5,523
Long Beach	\$7,823	\$5,980	\$9,483	\$6,788	\$30,074
Lynbrook	\$3,932	\$2,970	\$3,678	\$3,181	\$13,760
Malverne	\$1,723	\$1,025	\$1,362	\$1,564	\$5,675
Manhasset	\$3,272	\$5,283	\$3,255	\$4,689	\$16,499
Massapequa	\$9,541	\$9,998	\$9,599	\$9,303	\$38,442
Merrick	\$3,636	\$3,980	\$3,867	\$4,803	\$16,286
Mineola	\$3,805	\$3,388	\$2,820	\$2,990	\$13,004
North Bellmore	\$5,279	\$3,246	\$4,380	\$3,162	\$16,068
North Merrick	\$2,845	\$4,492	\$2,851	\$3,253	\$13,441
Oceanside	\$7,457	\$5,600	\$7,609	\$8,347	\$29,014
Oyster Bay	\$2,673	\$3,229	\$2,288	\$2,632	\$10,822
Peninsula	\$7,203	\$3,685	\$5,362	\$11,080	\$27,330
Plainedge	\$3,895	\$3,684	\$3,682	\$2,270	\$13,531
Plainview	\$5,804	\$6,764	\$7,079	\$10,621	\$30,268
Port Washington	\$6,288	\$8,725	\$9,199	\$9,778	\$33,990
Rockville Centre	\$4,445	\$4,467	\$4,640	\$7,353	\$20,905
Roosevelt	\$3,567	\$4,364	\$2,673	\$685	\$11,288
Sea Cliff	\$1,011	\$1,074	\$980	\$1,039	\$4,104
Seaford	\$3,287	\$3,418	\$2,924	\$2,677	\$12,306
Shelter Rock	\$5,502	\$4,003	\$5,017	\$7,215	\$21,738
Syosset	\$6,922	\$7,425	\$10,272	\$12,530	\$37,149
Uniondale	\$6,401	\$3,950	\$7,446	\$1,960	\$19,757
Wantagh	\$3,604	\$5,287	\$3,560	\$3,636	\$16,087
West Hempstead	\$3,464	\$5,950	\$3,888	\$6,423	\$19,725
Westbury	\$5,322	\$3,313	\$8,109	\$4,423	\$21,167
Williston Park	\$1,475	\$844	\$1,235	\$1,231	\$4,785
<b>Total</b>	<b>\$262,500</b>	<b>\$262,500</b>	<b>\$262,500</b>	<b>\$262,500</b>	<b>\$1,050,000</b>

**Notes:**

<sup>1</sup> 2010 Population Chartered to Serve as per DLD.

<sup>2</sup> Materials Expenditures 3-year average from 2018, 2019, 2020 Member Library Reports to State.

<sup>3</sup> Resident & Library Fund District Cardholders 3-year average. Resident cardholders from 2018, 2019, 2020 Reports to State. LFD cardholders from 2018, 2019, 2020 ILS Services reports.

<sup>4</sup> 3-year average for all components (2018, 2019, 2020). Net circulation = total circ less items loaned via direct access to the cardholders of other member libraries and less items lent via ILL (i.e. items sent to other libraries to fill the holds/requests of those libraries' cardholders). Source of total circ and items lent via ILL (interlibrary loan) from Member Library Reports to the State. Source of items loaned via direct access = ILS Services statistical reports and statistics from the three non-ILS Services libraries.

<sup>5</sup> Total Member Support requested for 2022 decreased to \$1,050,000.

## Factor 1 - Population Chartered to Serve 3-Year Average

Chart #2

## Four-Factor Formula for 2022

	Alphabetical by Library	Population Chartered to Serve	% of Total Population	Factor 1 Portion of Support
1	Baldwin	32,837	2.53171%	\$6,646
2	Bayville	6,669	0.51418%	\$1,350
3	Bellmore	12,539	0.96675%	\$2,538
4	Bethpage	19,166	1.47769%	\$3,879
5	Bryant (Roslyn)	17,435	1.34423%	\$3,529
6	East Meadow	52,102	4.01703%	\$10,545
7	East Rockaway	9,818	0.75696%	\$1,987
8	East Williston	2,556	0.19707%	\$517
9	Elmont	50,010	3.85574%	\$10,121
10	Farmingdale	39,909	3.07696%	\$8,077
11	Floral Park	15,863	1.22303%	\$3,210
12	Franklin Square	25,069	1.93280%	\$5,074
13	Freeport	39,967	3.08143%	\$8,089
14	Garden City	22,371	1.72479%	\$4,528
15	Glen Cove	26,964	2.07891%	\$5,457
16	Gold Coast	11,339	0.87423%	\$2,295
17	Great Neck	44,580	3.43709%	\$9,022
18	Hempstead	53,891	4.15496%	\$10,907
19	Henry Waldinger (VS)	37,511	2.89208%	\$7,592
20	Hewlett	20,356	1.56944%	\$4,120
21	Hicksville	39,700	3.06085%	\$8,035
22	Hillside	22,808	1.75848%	\$4,616
23	Island Park	8,370	0.64532%	\$1,694
24	Island Trees	15,424	1.18918%	\$3,122
25	Jericho	17,348	1.33752%	\$3,511
26	Lakeview	5,291	0.40793%	\$1,071
27	Levittown	46,540	3.58821%	\$9,419
28	Locust Valley	6,801	0.52435%	\$1,376
29	Long Beach	38,655	2.98028%	\$7,823
30	Lynbrook	19,427	1.49781%	\$3,932
31	Malverne	8,514	0.65642%	\$1,723
32	Manhasset	16,166	1.24639%	\$3,272
33	Massapequa	47,145	3.63485%	\$9,541
34	Merrick	17,964	1.38501%	\$3,636
35	Mineola	18,799	1.44939%	\$3,805
36	North Bellmore	26,085	2.01114%	\$5,279
37	North Merrick	14,055	1.08363%	\$2,845
38	Oceanside	36,847	2.84088%	\$7,457
39	Oyster Bay	13,207	1.01825%	\$2,673
40	Peninsula	35,590	2.74397%	\$7,203
41	Plainedge	19,244	1.48370%	\$3,895
42	Plainview	28,676	2.21090%	\$5,804
43	Port Washington	31,071	2.39556%	\$6,288
44	Rockville Centre	21,962	1.69326%	\$4,445
45	Roosevelt	17,626	1.35895%	\$3,567
46	Sea Cliff	4,995	0.38511%	\$1,011
47	Seaford	16,242	1.25225%	\$3,287
48	Shelter Rock	27,188	2.09618%	\$5,502
49	Syosset	34,200	2.63680%	\$6,922
50	Uniondale	31,630	2.43865%	\$6,401
51	Wantagh	17,808	1.37299%	\$3,604
52	West Hempstead	17,116	1.31963%	\$3,464
53	Westbury	26,294	2.02725%	\$5,322
54	Williston Park	7,287	0.56182%	\$1,475
	<b>Totals</b>	<b>1,297,027</b>	<b>100%</b>	<b>\$262,500</b>

		Descending by Factor 1 Population
1	Hempstead	53,891
2	East Meadow	52,102
3	Elmont	50,010
4	Massapequa	47,145
5	Levittown	46,540
6	Great Neck	44,580
7	Freeport	39,967
8	Farmingdale	39,909
9	Hicksville	39,700
10	Long Beach	38,655
11	Henry Waldinger (VS)	37,511
12	Oceanside	36,847
13	Peninsula	35,590
14	Syosset	34,200
15	Baldwin	32,837
16	Uniondale	31,630
17	Port Washington	31,071
18	Plainview	28,676
19	Shelter Rock	27,188
20	Glen Cove	26,964
21	Westbury	26,294
22	North Bellmore	26,085
23	Franklin Square	25,069
24	Hillside	22,808
25	Garden City	22,371
26	Rockville Centre	21,962
27	Hewlett	20,356
28	Lynbrook	19,427
29	Plainedge	19,244
30	Bethpage	19,166
31	Mineola	18,799
32	Merrick	17,964
33	Wantagh	17,808
34	Roosevelt	17,626
35	Bryant (Roslyn)	17,435
36	Jericho	17,348
37	West Hempstead	17,116
38	Seaford	16,242
39	Manhasset	16,166
40	Floral Park	15,863
41	Island Trees	15,424
42	North Merrick	14,055
43	Oyster Bay	13,207
44	Bellmore	12,539
45	Gold Coast	11,339
46	East Rockaway	9,818
47	Malverne	8,514
48	Island Park	8,370
49	Williston Park	7,287
50	Locust Valley	6,801
51	Bayville	6,669
52	Lakeview	5,291
53	Sea Cliff	4,995
54	East Williston	2,556

Total dollar amount attributed to each of the four factors is 1/4 (\$262,500) of the total amount of member support requested (\$1,050,000).

## Factor 2 - Materials Expenditures 3-Year Average

## Four-Factor Formula for 2022

	Alphabetical by Library	Average 2018, 2019, 2020 Materials Expenditures	% of Total Materials Expenditure	Factor 2 Portion of Support
1	Baldwin	\$215,885	1.743%	\$4,576
2	Bayville	\$46,883	0.379%	\$994
3	Bellmore	\$131,231	1.060%	\$2,782
4	Bethpage	\$194,093	1.567%	\$4,114
5	Bryant (Roslyn)	\$300,167	2.424%	\$6,362
6	East Meadow	\$687,433	5.551%	\$14,571
7	East Rockaway	\$71,422	0.577%	\$1,514
8	East Williston	\$21,340	0.172%	\$452
9	Elmont	\$379,971	3.068%	\$8,054
10	Farmingdale	\$291,885	2.357%	\$6,187
11	Floral Park	\$91,821	0.741%	\$1,946
12	Franklin Square	\$191,395	1.545%	\$4,057
13	Freeport	\$256,575	2.072%	\$5,438
14	Garden City	\$328,918	2.656%	\$6,972
15	Glen Cove	\$178,327	1.440%	\$3,780
16	Gold Coast	\$191,273	1.544%	\$4,054
17	Great Neck	\$630,247	5.089%	\$13,359
18	Hempstead	\$144,615	1.168%	\$3,065
19	Henry Waldinger (VS)	\$167,895	1.356%	\$3,559
20	Hewlett	\$535,493	4.324%	\$11,350
21	Hicksville	\$246,466	1.990%	\$5,224
22	Hillside	\$131,441	1.061%	\$2,786
23	Island Park	\$109,877	0.887%	\$2,329
24	Island Trees	\$87,246	0.704%	\$1,849
25	Jericho	\$463,539	3.743%	\$9,825
26	Lakeview	\$79,831	0.645%	\$1,692
27	Levittown	\$644,222	5.202%	\$13,655
28	Locust Valley	\$85,176	0.688%	\$1,805
29	Long Beach	\$282,142	2.278%	\$5,980
30	Lynbrook	\$140,112	1.131%	\$2,970
31	Malverne	\$48,381	0.391%	\$1,025
32	Manhasset	\$249,261	2.013%	\$5,283
33	Massapequa	\$471,693	3.809%	\$9,998
34	Merrick	\$187,790	1.516%	\$3,980
35	Mineola	\$159,861	1.291%	\$3,388
36	North Bellmore	\$153,159	1.237%	\$3,246
37	North Merrick	\$211,941	1.711%	\$4,492
38	Oceanside	\$264,212	2.133%	\$5,600
39	Oyster Bay	\$152,342	1.230%	\$3,229
40	Peninsula	\$173,861	1.404%	\$3,685
41	Plainedge	\$173,790	1.403%	\$3,684
42	Plainview	\$319,121	2.577%	\$6,764
43	Port Washington	\$411,620	3.324%	\$8,725
44	Rockville Centre	\$210,752	1.702%	\$4,467
45	Roosevelt	\$205,862	1.662%	\$4,364
46	Sea Cliff	\$50,649	0.409%	\$1,074
47	Seaford	\$161,238	1.302%	\$3,418
48	Shelter Rock	\$188,868	1.525%	\$4,003
49	Syosset	\$350,318	2.829%	\$7,425
50	Uniondale	\$186,343	1.505%	\$3,950
51	Wantagh	\$249,440	2.014%	\$5,287
52	West Hempstead	\$280,703	2.267%	\$5,950
53	Westbury	\$156,316	1.262%	\$3,313
54	Williston Park	\$39,799	0.321%	\$844
	<b>Totals</b>	<b>\$12,384,240</b>	<b>100%</b>	<b>\$262,500</b>

	Library	Descending by Factor 2 Materials Expenditures
1	East Meadow	\$687,433
2	Levittown	\$644,222
3	Great Neck	\$630,247
4	Hewlett	\$535,493
5	Massapequa	\$471,693
6	Jericho	\$463,539
7	Port Washington	\$411,620
8	Elmont	\$379,971
9	Syosset	\$350,318
10	Garden City	\$328,918
11	Plainview	\$319,121
12	Bryant (Roslyn)	\$300,167
13	Farmingdale	\$291,885
14	Long Beach	\$282,142
15	West Hempstead	\$280,703
16	Oceanside	\$264,212
17	Freeport	\$256,575
18	Wantagh	\$249,440
19	Manhasset	\$249,261
20	Hicksville	\$246,466
21	Baldwin	\$215,885
22	North Merrick	\$211,941
23	Rockville Centre	\$210,752
24	Roosevelt	\$205,862
25	Bethpage	\$194,093
26	Franklin Square	\$191,395
27	Gold Coast	\$191,273
28	Shelter Rock	\$188,868
29	Merrick	\$187,790
30	Uniondale	\$186,343
31	Glen Cove	\$178,327
32	Peninsula	\$173,861
33	Plainedge	\$173,790
34	Henry Waldinger (VS)	\$167,895
35	Seaford	\$161,238
36	Mineola	\$159,861
37	Westbury	\$156,316
38	North Bellmore	\$153,159
39	Oyster Bay	\$152,342
40	Hempstead	\$144,615
41	Lynbrook	\$140,112
42	Hillside	\$131,441
43	Bellmore	\$131,231
44	Island Park	\$109,877
45	Floral Park	\$91,821
46	Island Trees	\$87,246
47	Locust Valley	\$85,176
48	Lakeview	\$79,831
49	East Rockaway	\$71,422
50	Sea Cliff	\$50,649
51	Malverne	\$48,381
52	Bayville	\$46,883
53	Williston Park	\$39,799
54	East Williston	\$21,340

Total dollar amount attributed to each of the four factors is 1/4 (\$262,500) of the total amount of member support requested (\$1,050,000).



## Factor 3 - Resident and LFD Cardholders 3-Year Average

LFD = LIS 2018-2020 Reports

## Four-Factor Formula for 2022

Chart #4

	Alphabetical by Library	Average 2018, 2019, 2020 Resident and LFD Cardholders	% of Total Resident and LFD Cardholders	Factor 3 Portion of Support
1	Baldwin	16,656	2.44240%	\$6,411
2	Bayville	3,097	0.45419%	\$1,192
3	Bellmore	6,809	0.99841%	\$2,621
4	Bethpage	11,103	1.62817%	\$4,274
5	Bryant (Roslyn)	9,939	1.45743%	\$3,826
6	East Meadow	23,045	3.37926%	\$8,871
7	East Rockaway	5,252	0.77009%	\$2,021
8	East Williston	1,218	0.17865%	\$469
9	Elmont	30,409	4.45905%	\$11,705
10	Farmingdale	23,502	3.44633%	\$9,047
11	Floral Park	8,010	1.17457%	\$3,083
12	Franklin Square	9,006	1.32062%	\$3,467
13	Freeport	21,682	3.17940%	\$8,346
14	Garden City	13,010	1.90771%	\$5,008
15	Glen Cove	8,910	1.30659%	\$3,430
16	Gold Coast	6,013	0.88173%	\$2,315
17	Great Neck	32,278	4.73322%	\$12,425
18	Hempstead	17,953	2.63254%	\$6,910
19	Henry Walinger (VS)	12,312	1.80540%	\$4,739
20	Hewlett	11,958	1.75354%	\$4,603
21	Hicksville	15,954	2.33946%	\$6,141
22	Hillside	10,542	1.54590%	\$4,058
23	Island Park	4,362	0.63958%	\$1,679
24	Island Trees	7,845	1.15042%	\$3,020
25	Jericho	11,130	1.63208%	\$4,284
26	Lakeview	3,036	0.44524%	\$1,169
27	Levittown	23,360	3.42545%	\$8,992
28	Locust Valley	2,948	0.43229%	\$1,135
29	Long Beach	24,636	3.61261%	\$9,483
30	Lynbrook	9,555	1.40112%	\$3,678
31	Malverne	3,538	0.51885%	\$1,362
32	Manhasset	8,456	1.24002%	\$3,255
33	Massapequa	24,938	3.65690%	\$9,599
34	Merrick	10,046	1.47317%	\$3,867
35	Mineola	7,327	1.07446%	\$2,820
36	North Bellmore	11,379	1.66859%	\$4,380
37	North Merrick	7,407	1.08619%	\$2,851
38	Oceanside	19,767	2.89859%	\$7,609
39	Oyster Bay	5,944	0.87157%	\$2,288
40	Peninsula	13,931	2.04281%	\$5,362
41	Plainedge	9,567	1.40283%	\$3,682
42	Plainview	18,391	2.69681%	\$7,079
43	Port Washington	23,899	3.50444%	\$9,199
44	Rockville Centre	12,053	1.76747%	\$4,640
45	Roosevelt	6,943	1.01815%	\$2,673
46	Sea Cliff	2,547	0.37349%	\$980
47	Seaford	7,597	1.11401%	\$2,924
48	Shelter Rock	13,034	1.91127%	\$5,017
49	Syosset	26,685	3.91302%	\$10,272
50	Uniondale	19,344	2.83651%	\$7,446
51	Wantagh	9,249	1.35625%	\$3,560
52	West Hempstead	10,101	1.48119%	\$3,888
53	Westbury	21,068	3.08931%	\$8,109
54	Williston Park	3,210	0.47066%	\$1,235
<b>Total</b>		<b>681,953</b>	<b>100%</b>	<b>\$262,500</b>

	Library	Descending by Factor 3 Resident and LFD Cardholders
1	Great Neck	32,278
2	Elmont	30,409
3	Syosset	26,685
4	Massapequa	24,938
5	Long Beach	24,636
6	Port Washington	23,899
7	Farmingdale	23,502
8	Levittown	23,360
9	East Meadow	23,045
10	Freeport	21,682
11	Westbury	21,068
12	Oceanside	19,767
13	Uniondale	19,344
14	Plainview	18,391
15	Hempstead	17,953
16	Baldwin	16,656
17	Hicksville	15,954
18	Peninsula	13,931
19	Shelter Rock	13,034
20	Garden City	13,010
21	Henry Walinger (VS)	12,312
22	Rockville Centre	12,053
23	Hewlett	11,958
24	North Bellmore	11,379
25	Jericho	11,130
26	Bethpage	11,103
27	Hillside	10,542
28	West Hempstead	10,101
29	Merrick	10,046
30	Bryant (Roslyn)	9,939
31	Plainedge	9,567
32	Lynbrook	9,555
33	Wantagh	9,249
34	Franklin Square	9,006
35	Glen Cove	8,910
36	Manhasset	8,456
37	Floral Park	8,010
38	Island Trees	7,845
39	Seaford	7,597
40	North Merrick	7,407
41	Mineola	7,327
42	Roosevelt	6,943
43	Bellmore	6,809
44	Gold Coast	6,013
45	Oyster Bay	5,944
46	East Rockaway	5,252
47	Island Park	4,362
48	Malverne	3,538
49	Williston Park	3,210
50	Bayville	3,097
51	Lakeview	3,036
52	Locust Valley	2,948
53	Sea Cliff	2,547
54	East Williston	1,218

Total dollar amount attributed to each of the four factors is 1/4 (\$262,500) of the total amount of member support requested (\$1,050,000).

## Factor 4 - Net Circulation 3-Year Average

## Four-Factor Formula for 2022

	Alphabetical by Library	Average 2018, 2019, 2020 Net Circulation	% of Total Net Circ	Factor 4 Portion of Support
1	Baldwin	144,263	2.14103%	\$5,620
2	Bayville	31,884	0.47320%	\$1,242
3	Bellmore	74,169	1.10076%	\$2,889
4	Bethpage	99,956	1.48346%	\$3,894
5	Bryant (Roslyn)	132,450	1.96571%	\$5,160
6	East Meadow	237,551	3.52553%	\$9,255
7	East Rockaway	60,685	0.90064%	\$2,364
8	East Williston	15,512	0.23022%	\$604
9	Elmont	139,108	2.06453%	\$5,419
10	Farmingdale	173,257	2.57134%	\$6,750
11	Floral Park	70,533	1.04680%	\$2,748
12	Franklin Square	108,794	1.61464%	\$4,238
13	Freeport	92,401	1.37134%	\$3,600
14	Garden City	165,172	2.45135%	\$6,435
15	Glen Cove	94,305	1.39960%	\$3,674
16	Gold Coast	68,772	1.02065%	\$2,679
17	Great Neck	312,217	4.63368%	\$12,163
18	Hempstead	50,372	0.74759%	\$1,962
19	Henry Walinger (VS)	87,329	1.29607%	\$3,402
20	Hewlett	247,254	3.66955%	\$9,633
21	Hicksville	113,131	1.67900%	\$4,407
22	Hillside	112,890	1.67543%	\$4,398
23	Island Park	31,583	0.46873%	\$1,230
24	Island Trees	59,604	0.88459%	\$2,322
25	Jericho	294,089	4.36463%	\$11,457
26	Lakeview	8,704	0.12918%	\$339
27	Levittown	250,917	3.72391%	\$9,775
28	Locust Valley	30,979	0.45976%	\$1,207
29	Long Beach	174,226	2.58573%	\$6,788
30	Lynbrook	81,647	1.21174%	\$3,181
31	Malverne	40,157	0.59598%	\$1,564
32	Manhasset	120,354	1.78620%	\$4,689
33	Massapequa	238,797	3.54404%	\$9,303
34	Merrick	123,290	1.82978%	\$4,803
35	Mineola	76,747	1.13902%	\$2,990
36	North Bellmore	81,163	1.20455%	\$3,162
37	North Merrick	83,501	1.23926%	\$3,253
38	Oceanside	214,264	3.17993%	\$8,347
39	Oyster Bay	67,567	1.00278%	\$2,632
40	Peninsula	284,400	4.22084%	\$11,080
41	Plainedge	58,261	0.86467%	\$2,270
42	Plainview	272,625	4.04608%	\$10,621
43	Port Washington	250,988	3.72496%	\$9,778
44	Rockville Centre	188,743	2.80117%	\$7,353
45	Roosevelt	17,577	0.26086%	\$685
46	Sea Cliff	26,669	0.39579%	\$1,039
47	Seaford	68,709	1.01973%	\$2,677
48	Shelter Rock	185,202	2.74861%	\$7,215
49	Syosset	321,624	4.77328%	\$12,530
50	Uniondale	50,311	0.74668%	\$1,960
51	Wantagh	93,320	1.38498%	\$3,636
52	West Hempstead	164,857	2.44667%	\$6,423
53	Westbury	113,528	1.68489%	\$4,423
54	Williston Park	31,594	0.46889%	\$1,231
	<b>Totals</b>	<b>6,738,005</b>	<b>100%</b>	<b>\$262,500</b>

	Library	Descending by Factor 4 Net Circulation
1	Syosset	321,624
2	Great Neck	312,217
3	Jericho	294,089
4	Peninsula	284,400
5	Plainview	272,625
6	Port Washington	250,988
7	Levittown	250,917
8	Hewlett	247,254
9	Massapequa	238,797
10	East Meadow	237,551
11	Oceanside	214,264
12	Rockville Centre	188,743
13	Shelter Rock	185,202
14	Long Beach	174,226
15	Farmingdale	173,257
16	Garden City	165,172
17	West Hempstead	164,857
18	Baldwin	144,263
19	Elmont	139,108
20	Bryant (Roslyn)	132,450
21	Merrick	123,290
22	Manhasset	120,354
23	Westbury	113,528
24	Hicksville	113,131
25	Hillside	112,890
26	Franklin Square	108,794
27	Bethpage	99,956
28	Glen Cove	94,305
29	Wantagh	93,320
30	Freeport	92,401
31	Henry Walinger (VS)	87,329
32	North Merrick	83,501
33	Lynbrook	81,647
34	North Bellmore	81,163
35	Mineola	76,747
36	Bellmore	74,169
37	Floral Park	70,533
38	Gold Coast	68,772
39	Seaford	68,709
40	Oyster Bay	67,567
41	East Rockaway	60,685
42	Island Trees	59,604
43	Plainedge	58,261
44	Hempstead	50,372
45	Uniondale	50,311
46	Malverne	40,157
47	Bayville	31,884
48	Williston Park	31,594
49	Island Park	31,583
50	Locust Valley	30,979
51	Sea Cliff	26,669
52	Roosevelt	17,577
53	East Williston	15,512
54	Lakeview	8,704

Total dollar amount attributed to each of the four factors is 1/4 (\$262,500) of the total amount of member support requested (\$1,050,000).

The following pages show three years of data and the average for the Materials Expenditures, Cardholders, and Net Circulation factors.

## Factor 2 - Materials Expenditures

Library	2020 Factor 2 Materials Expenditures	2019 Factor 2 Materials Expenditures	2018 Factor 2 Materials Expenditures	3-Year Average Factor 2
Baldwin	\$200,114	\$224,723	\$222,818	\$215,885
Bayville	\$32,966	\$53,773	\$53,910	\$46,883
Bellmore	\$114,936	\$131,189	\$147,568	\$131,231
Bethpage	\$182,335	\$196,520	\$203,424	\$194,093
Bryant (Roslyn)	\$276,392	\$294,332	\$329,776	\$300,167
East Meadow	\$642,735	\$662,183	\$757,381	\$687,433
East Rockaway	\$67,364	\$73,385	\$73,518	\$71,422
East Williston	\$17,276	\$20,056	\$26,688	\$21,340
Elmont	\$365,448	\$390,880	\$383,584	\$379,971
Farmingdale	\$270,796	\$306,979	\$297,881	\$291,885
Floral Park	\$82,999	\$98,497	\$93,967	\$91,821
Franklin Square	\$187,767	\$182,695	\$203,724	\$191,395
Freeport	\$230,691	\$262,232	\$276,801	\$256,575
Garden City	\$376,452	\$311,280	\$299,021	\$328,918
Glen Cove	\$167,651	\$183,904	\$183,426	\$178,327
Gold Coast	\$191,138	\$206,828	\$175,853	\$191,273
Great Neck	\$609,480	\$621,060	\$660,201	\$630,247
Hempstead	\$75,357	\$144,937	\$213,552	\$144,615
Henry Waldinger (VS)	\$155,588	\$171,561	\$176,535	\$167,895
Hewlett	\$522,044	\$567,591	\$516,843	\$535,493
Hicksville	\$238,593	\$259,172	\$241,632	\$246,466
Hillside	\$119,231	\$141,834	\$133,259	\$131,441
Island Park	\$99,759	\$108,027	\$121,845	\$109,877
Island Trees	\$72,442	\$99,990	\$89,305	\$87,246
Jericho	\$445,861	\$489,097	\$455,658	\$463,539
Lakeview	\$42,844	\$90,075	\$106,574	\$79,831
Levittown	\$600,595	\$726,065	\$606,006	\$644,222
Locust Valley	\$81,485	\$88,111	\$85,933	\$85,176
Long Beach	\$340,332	\$257,659	\$248,435	\$282,142
Lynbrook	\$128,649	\$142,603	\$149,084	\$140,112
Malverne	\$39,011	\$50,412	\$55,720	\$48,381
Manhasset	\$262,070	\$258,194	\$227,519	\$249,261
Massapequa	\$473,890	\$449,574	\$491,616	\$471,693
Merrick	\$166,452	\$199,092	\$197,825	\$187,790
Mineola	\$143,057	\$163,293	\$173,233	\$159,861
North Bellmore	\$159,188	\$126,517	\$173,771	\$153,159
North Merrick	\$210,004	\$212,102	\$213,718	\$211,941
Oceanside	\$243,644	\$294,970	\$254,023	\$264,212
Oyster Bay	\$147,641	\$150,561	\$158,824	\$152,342
Peninsula	\$151,949	\$191,375	\$178,260	\$173,861
Plainedge	\$165,700	\$175,143	\$180,528	\$173,790
Plainview	\$295,841	\$314,659	\$346,863	\$319,121
Port Washington	\$421,649	\$416,832	\$396,378	\$411,620
Rockville Centre	\$217,918	\$230,942	\$183,396	\$210,752
Roosevelt	\$154,643	\$157,383	\$305,560	\$205,862
Sea Cliff	\$47,357	\$51,785	\$52,804	\$50,649
Seaford	\$162,953	\$168,059	\$152,702	\$161,238
Shelter Rock	\$174,370	\$197,748	\$194,487	\$188,868
Syosset	\$350,225	\$336,898	\$363,832	\$350,318
Uniondale	\$155,361	\$192,467	\$211,200	\$186,343
Wantagh	\$222,753	\$288,226	\$237,341	\$249,440
West Hempstead	\$265,594	\$289,569	\$286,946	\$280,703
Westbury	\$138,022	\$159,629	\$171,296	\$156,316
Williston Park	\$35,334	\$40,855	\$43,208	\$39,799
<b>Total</b>	<b>\$11,743,946</b>	<b>\$12,623,523</b>	<b>\$12,785,252</b>	<b>\$12,384,240</b>

## Factor 3 - Cardholder

Library	2020 Factor 3 Cardholders	2019 Factor 3 Cardholders	2018 Factor 3 Cardholders	3-Year Average Factor 3
Baldwin	16,358	16,453	17,157	16,656
Bayville	2,887	2,877	3,528	3,097
Bellmore	6,500	6,648	7,278	6,809
Bethpage	10,894	10,782	11,634	11,103
Bryant (Roslyn)	9,750	9,696	10,371	9,939
East Meadow	22,461	22,760	23,914	23,045
East Rockaway	5,085	5,065	5,605	5,252
East Williston	1,198	1,180	1,277	1,218
Elmont	28,667	28,409	34,150	30,409
Farmingdale	23,134	23,034	24,339	23,502
Floral Park	7,881	7,906	8,243	8,010
Franklin Square	8,765	9,017	9,236	9,006
Freeport	19,194	21,181	24,671	21,682
Garden City	12,853	12,831	13,345	13,010
Glen Cove	8,435	8,701	9,595	8,910
Gold Coast	5,797	5,947	6,295	6,013
Great Neck	30,836	30,815	35,184	32,278
Hempstead	16,980	17,248	19,630	17,953
Henry Waldinger (VS)	11,923	11,930	13,083	12,312
Hewlett	11,550	11,275	13,050	11,958
Hicksville	15,520	15,710	16,632	15,954
Hillside	10,138	10,288	11,201	10,542
Island Park	4,245	4,197	4,643	4,362
Island Trees	7,512	7,851	8,173	7,845
Jericho	11,643	11,857	9,890	11,130
Lakeview	2,843	3,118	3,148	3,036
Levittown	22,651	22,718	24,711	23,360
Locust Valley	2,859	2,853	3,132	2,948
Long Beach	24,008	24,069	25,832	24,636
Lynbrook	8,929	8,989	10,747	9,555
Malverne	3,466	3,459	3,690	3,538
Manhasset	8,248	8,420	8,701	8,456
Massapequa	24,060	24,573	26,182	24,938
Merrick	9,667	9,873	10,599	10,046
Mineola	7,148	7,201	7,633	7,327
North Bellmore	11,140	10,655	12,342	11,379
North Merrick	6,742	7,479	8,001	7,407
Oceanside	19,522	19,491	20,288	19,767
Oyster Bay	5,794	5,834	6,203	5,944
Peninsula	13,467	13,822	14,504	13,931
Plainedge	8,841	9,475	10,384	9,567
Plainview	18,363	17,771	19,039	18,391
Port Washington	23,320	22,888	25,488	23,899
Rockville Centre	11,881	11,978	12,301	12,053
Roosevelt	7,036	7,767	6,027	6,943
Sea Cliff	2,514	2,502	2,625	2,547
Seaford	7,373	7,533	7,885	7,597
Shelter Rock	12,196	12,765	14,141	13,034
Syosset	25,421	27,210	27,424	26,685
Uniondale	18,044	19,771	20,216	19,344
Wantagh	8,939	9,164	9,644	9,249
West Hempstead	9,652	9,931	10,720	10,101
Westbury	21,007	20,227	21,969	21,068
Williston Park	3,164	3,160	3,305	3,210
<b>Total</b>	<b>658,501</b>	<b>668,354</b>	<b>719,005</b>	<b>681,953</b>

## Factor 4 - Net Circulation

Library	2020 Factor 4 Net Circulation	2019 Factor 4 Net Circulation	2018 Factor 4 Net Circulation	3-Year Average Factor 4
Baldwin	125,505	160,149	147,135	144,263
Bayville	35,469	30,142	30,041	31,884
Bellmore	68,746	78,300	75,461	74,169
Bethpage	89,984	108,045	101,838	99,956
Bryant (Roslyn)	111,425	149,373	136,551	132,450
East Meadow	147,083	305,344	260,225	237,551
East Rockaway	57,768	63,578	60,710	60,685
East Williston	17,080	15,917	13,539	15,512
Elmont	126,267	138,398	152,660	139,108
Farmingdale	144,919	187,307	187,545	173,257
Floral Park	54,045	78,691	78,864	70,533
Franklin Square	93,751	117,994	114,638	108,794
Freeport	72,968	97,389	106,845	92,401
Garden City	156,368	179,572	159,576	165,172
Glen Cove	77,172	106,043	99,701	94,305
Gold Coast	52,813	72,685	80,817	68,772
Great Neck	219,576	432,697	284,379	312,217
Hempstead	47,685	50,238	53,194	50,372
Henry Waldinger (VS)	78,501	94,160	89,326	87,329
Hewlett	218,122	269,778	253,863	247,254
Hicksville	91,572	121,635	126,186	113,131
Hillside	102,382	122,407	113,882	112,890
Island Park	29,720	33,762	31,268	31,583
Island Trees	51,385	63,554	63,873	59,604
Jericho	264,253	307,455	310,558	294,089
Lakeview	4,478	12,160	9,474	8,704
Levittown	195,076	280,588	277,088	250,917
Locust Valley	28,041	31,110	33,785	30,979
Long Beach	163,173	180,329	179,177	174,226
Lynbrook	79,432	86,707	78,803	81,647
Malverne	36,891	42,467	41,114	40,157
Manhasset	95,401	130,717	134,945	120,354
Massapequa	204,467	270,394	241,531	238,797
Merrick	112,892	123,354	133,625	123,290
Mineola	71,779	80,210	78,253	76,747
North Bellmore	78,018	78,593	86,877	81,163
North Merrick	67,524	78,142	104,838	83,501
Oceanside	190,728	240,441	211,622	214,264
Oyster Bay	57,873	72,676	72,153	67,567
Peninsula	229,317	322,127	301,757	284,400
Plainedge	55,624	62,080	57,080	58,261
Plainview	252,207	266,066	299,602	272,625
Port Washington	237,468	265,144	250,352	250,988
Rockville Centre	164,284	203,558	198,386	188,743
Roosevelt	7,885	21,088	23,758	17,577
Sea Cliff	26,874	27,481	25,651	26,669
Seaford	61,324	72,234	72,570	68,709
Shelter Rock	141,437	208,774	205,394	185,202
Syosset	281,231	341,738	341,902	321,624
Uniondale	20,372	63,581	66,980	50,311
Wantagh	88,190	97,546	94,225	93,320
West Hempstead	140,403	182,158	172,009	164,857
Westbury	94,695	121,189	124,700	113,528
Williston Park	32,825	32,333	29,623	31,594
<b>Total</b>	<b>5,754,468</b>	<b>7,379,598</b>	<b>7,079,949</b>	<b>6,738,005</b>

# Nassau Library System

## SUSPENSION OF NLS SERVICES TO MEMBER LIBRARIES NOT IN GOOD STANDING

**Libraries that do not pay their share of member library support of NLS that has been approved by at least a majority of member library boards will be considered to be not in good standing.**

1. NLS will not **host** the library's **web site**.
2. NLS will not provide **website design** and **maintenance assistance**.
3. NLS will not provide **email accounts** for the library and/or its staff.
4. NLS will not provide **E-rate reimbursement assistance**.
5. NLS will not provide **grant proposal assistance**.  
[EXCEPTION: NLS will provide assistance with library applications for grant programs offered by the State Library / DLD for which all member libraries of public library systems are eligible as well as for State Construction Aid.]
6. The staffs, directors and trustees of a library not in good standing will not be allowed to participate in NLS sponsored or arranged **continuing education (CE) without charge if NLS paid fees for outside presenter. The fee for participation in this will vary based of the cost of the outside presenter**.  
[EXCEPTION: State grant or aid program funded CE or CE provided as part of a state mandate such as coordinated outreach services or in support of state requirements for libraries (such as annual reports to the state and compliance with minimum standards) will continue to be open to all member libraries. These CE opportunities are provided by NLS without charge.]
7. NLS staff will not **facilitate a community-based planning process**.
8. NLS will not provide **staff-mediated interlibrary loan** service.
9. NLS will not provide **delivery service** to a library not in good standing. Such a library must pick up from and return items to the NLS Service Center. This includes items borrowed or loaned via LLink.
10. Libraries not in good standing may not participate in the **Premium Level** group subscription to **Tutor.com's online homework assistance**.
11. Libraries not in good standing may not participate in the **NLS NDD Consortium for access to downloadable ebooks and audiobooks** via OverDrive.
12. Libraries not in good standing may not participate in the **discounted subscriptions to databases and online services that are not in the Core Collection** that are offered by NLS.
13. Libraries not in good standing may not participate in **NLS' Core Collection of Databases**.

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A list of services that would be suspended for NLS member libraries not in good standing was originally approved by the NLS Board of Trustees on Dec. 27, 2012.

**Now more than ever, we are better and more resilient together.  
Take advantage of all we have to offer to our member libraries:**

### **Professional Consulting:**

- NYS regulations and legal issues
- Policies and best practices
- Long range and operational planning
- Expertise in cataloging, youth services, outreach, IT, customer service, reference, facilities, finance

### **Circulation and Delivery:**

- Daily weekday materials delivery and sorting
- Cataloging and records maintenance
- Cooperative circulation system
- Interlibrary loan
- Automated notices and alerts

### **Continuing Education:**

- Trustee training
- Custom on- and off-site training
- Webinars and video tutorials
- Special events and guest speakers
- Facilitation of peer-to-peer learning

### **IT and Network Support:**

- Website hosting and maintenance
- Broadband internet
- IT helpdesk
- Email hosting
- Website design and development
- Federal E-rate coordination
- Network monitoring

### **Digital Resources:**

- OverDrive consortium administration, including coordination of purchasing
- Discounted rates for databases and digital services
- Vendor relations and account maintenance

### **Promotion, Advocacy and Funding:**

- Cooperative publicity and social media
- Government and media relations
- Coordinated messaging campaigns
- NYS Construction Aid administration
- Specialized services grants and awards

### **Statistics and Data:**

- Monthly Key Performance Indicator reports
- NYS Annual Report support
- Per-capita and other operational reports
- Digital services performance reports

### **Programming and Outreach:**

- Summer Reading administration
- Long Island Reads coordination
- Book club at Nassau County jail
- Early Literacy, Maker and STEM kits
- Outreach event equipment loans
- Community partnership projects



**RESOLUTION FOR BOARDS OF TRUSTEES  
OF PARTICIPATING ILS & ASSOCIATED SERVICES LIBRARIES**

**To Vote on the 2022 ILS & Associated Services Budget and/or appoint the Library Director  
as the Library Board’s Representative to a Vote on the budget.**

As per the Agreement for ILS & Associated Services signed by every Participating Library in 2018, the Nassau Library System (NLS) Board of Trustees seeks a recommendation on the 2022 ILS & Associated Services Budget and Participating Libraries Schedule of Fees.

Based on that agreement, NLS will hold a budget hearing for libraries to ask questions and supply comments. Votes for or against recommending the proposed budget must be transmitted to the Nassau Library System either at or prior to the ILS Advisory Council meeting on December 2nd.

**2021 Hearing & Voting Deadline Dates**

**November 1, 2021 at 7:00 PM VIRTUAL** – Online Budget Hearing & Opportunity to Comment

<https://global.gotomeeting.com/join/578056157>

**December 2, 2021 at 9:30 AM** – Deadline to vote to recommend this budget and schedule of fees to the NLS Board of Trustees. The voting representatives of Participating Libraries must submit said authorization before this date. Scanned resolutions can be emailed to [rdrake@nassaulibrary.org](mailto:rdrake@nassaulibrary.org).

In order to participate in the recommendation to vote, we request that each Participating Library Board of Trustees pass the following motion. This motion must either be mailed or transmitted digitally to the Nassau Library System prior to November 18, 2021.

**Motion for Participating Libraries**

The Board of Trustees of the \_\_\_\_\_ [insert library name], upon due consideration of the proposed 2022 ILS & Associated Services Budget and Participating Libraries Schedule of Fees, hereby resolves to vote \_\_\_\_\_ [insert ‘in favor of’ or ‘against’] said recommended budget and schedule of fees and hereby appoints \_\_\_\_\_ [insert Individual’s name] to submit this authorization to NLS prior to **December 2<sup>nd</sup>, 2021**

\_\_\_\_\_  
Board President’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Board President’s Name

# Nassau Library System

## Proposed ILS & Associated Services Budget - 2022

This budget is for ILS & Associated Services as defined by the ILS & Associated Services Agreement signed by every participating library in 2018. More specifically, this budget covers the cost of the Integrated Library System (ILS), the online catalog, the fiber optic network for Participating Libraries, and the software (INN-Reach) that powers LILink. It also covers salaries and benefits of the NLS positions that work on these technology services.

This proposal consists of two documents: [1] Revenue & Expenses Budget for Calendar Year 2022, and [2] Participating Libraries Schedule of Fees.

2021 was a productive year that saw our upgrade to SAM PX, a cloud-based version of the software, and the completion of the redundant fiber line installations. As a development partner, we have worked with Innovative Interfaces Incorporated (III) to evaluate their new online catalog which we look forward implementing next year. 2022 also saw a renewed focus on in-person, virtual, and asynchronous training opportunities; we added video guides for the Sierra acquisitions module, SAM, and using Title Source 360. We held quarterly meetings with Baker & Taylor, Q&A sessions with Comprise, demos with D-Tech International, as well as our regular suite of trainings. Additionally, we have made ongoing enhancements to our monthly KPI reports to include SAM statistics, Wi-Fi reports, hourly circulation reports, and more.

The biggest challenge in preparing this budget was the expiration of the discounts negotiated during 2020 related to the COVID pandemic. In 2021 we were able to decrease our budget by \$102,000 based on these discounts. The 2022 budget sees a \$103,000 increase. As a result, the 2022 budget is very similar to that passed in 2020, but an increase over last year. The attached Revenue & Expenses Budget is otherwise substantially similar to that seen in recent years. As 2022 will bring due the final payments on the loan taken out to purchase networking equipment 5 years ago, we were able to decrease our capital transfer expectations. The budget also reflects the staffing changes of 2021 – a retirement, a promotion with more responsibility, and a new hire.

The Participating Libraries Schedule of Fees lists the fees to be paid by each Participating Library for these services. ILS and Associated Services have always been provided on a cost recovery basis, with participating libraries paying proportionately based on usage factors. The same three usage factors that were used to calculate each participating library's share of the projected expenses for ILS & Associated Services for calendar year 2021 were used again for this proposed budget – patron records, item records, and circulation transactions – however, the ILS & Associated Services Advisory Council voted to change how circulation transactions are counted. Historically, we counted the number of transactions that occurred at a given library building. The formula is now based on the number of transactions performed by the patrons of each library's chartered area. As a result, a library no longer incurs a greater proportion of fees for serving the patrons of other libraries.

Each Participating Library's share of the cost is based on the following formula:

<i>Number of Patron Records:</i>	<i>\$0.164 per record</i>	<i>[Based a three-year average]</i>
<i>Number of Item Records:</i>	<i>\$0.164 per record</i>	<i>[Based a three-year average]</i>
<i>Circulation Transactions:</i>	<i>\$0.164 per transaction</i>	<i>[Based a three-year average]</i>

Individual libraries' fees may go up or down more than this based on their proportional usage of the ILS. Libraries that have experienced greater declines in circulation than other Participating Libraries as well as those who have engaged in more aggressive weeding of their collections and/or patron records have decreased their proportion of ILS usage and therefore have a proportionate decrease in their overall fees.

## [Proposed Schedule]

- ~~Before 9/15~~ - Send Budget to ILS Services Advisory Council members
- ~~9/15~~ - Mention at MLD meeting that budget process will be discussed at council
- ~~9/23~~ - ILS Services Council discussion
- ~~10/20~~ - MLD Meeting, Vote on direct access fees
- ~~10/21~~ - ILS Services Council meeting - discuss the direct access vote, confirm budget
- 10/22 - Send budget to Directors, Boards asked to vote
- 10/29 - Send to Board Presidents
- 11/01 - Budget Hearings Online @ 7:00PM  
<https://global.gotomeeting.com/join/578056157>
- 11/22 - NLS board meeting, report on the recommendation
- 12/2 - ILS Services Council meeting, due date for budget recommendation sheets
- 12/8 - NLS annual meeting
- 12/20 - NLS board vote

**2022 Proposed Budget  
ILS and Associated Services**

CODE	DESCRIPTION	PROPOSED 2022 Budget	AMENDED 2021 Budget	Proposed Budget Difference		2021	NOTES
				\$	%	Jan 1 - September 31	
<b>Salaries</b>							
60142-01	Full Time	\$ 500,000	\$ 482,431	\$ 17,569	3.6%	\$ 330,430.99	2022 salary increases subject to collective bargaining. Includes estimates for holiday coverage/limited unexpected overtime and posted job: IT Operations Specialist.
60142-02	Part Time	\$ -	\$ -	\$ -		\$ -	
	<b>Subtotal Salaries</b>	<b>\$ 500,000</b>	<b>\$ 482,431</b>	<b>\$ 17,569</b>	<b>3.6%</b>	<b>\$ 330,430.99</b>	
<b>Employee Benefits</b>							
99010	NYS Retirement	\$ 80,000	\$ 83,051	\$ (3,051)	-3.7%	\$ -	2022 costs are estimated. Includes estimate for upcoming hire.
99030	Social Security	\$ 45,368	\$ 41,244	\$ 4,124	10.0%	\$ 24,523.76	Payroll driven.
99040	Workers Compensation	\$ 1,500	\$ 1,642	\$ (142)	-8.7%	\$ 1,154.00	2022 costs are estimated. Includes estimate for upcoming hire.
99055	Disability Insurance	\$ 462	\$ 420	\$ 42	10.0%	\$ 189.60	2022 costs are estimated. Includes estimate for upcoming hire.
99060-01	Health Insurance	\$ 105,593	\$ 93,283	\$ 12,310	13.2%	\$ 64,484.37	2022 costs are estimated. Includes estimate for upcoming hire.
99060-02	Dental Insurance	\$ 4,123	\$ 3,696	\$ 427	11.5%	\$ 2,826.36	2022 costs are estimated. Includes estimate for upcoming hire.
9906003	Retiree Health Insurance	\$ 19,628	\$ 15,876	\$ 3,752	23.6%	\$ 9,147.60	Two retirees as of 2022
	<b>Subtotal Employee Benefits</b>	<b>\$ 256,674</b>	<b>\$ 239,212</b>	<b>\$ 17,462</b>	<b>7.3%</b>	<b>\$ 93,178.09</b>	
	<b>Total Personnel</b>	<b>\$ 756,674</b>	<b>\$ 721,643</b>	<b>\$ 35,031</b>	<b>4.9%</b>	<b>\$ 423,609.08</b>	
<b>Operating Expenses</b>							
71410	Books and Subscriptions	\$ 100	\$ 100	\$ -	0.0%	\$ -	
71411	Software / Licenses	\$ 7,250	\$ 5,000	\$ 2,250	45.0%	\$ 322.44	Includes Fresh Desk ticket system, Office, Site 24x7, Antivirus, Zoho Vault, Tableau, Anydesk. Includes new messaging system and software for upcoming hire
72430-01	Office Supplies	\$ 800	\$ 800	\$ -	0.0%	\$ -	
72430-02	Library Mailers	\$ 6,500	\$ 6,500	\$ -	0.0%	\$ 5,406.00	Ordered in bulk to save \$, used as needed
72431	Telephone	\$ 1,000	\$ 1,000	\$ -	0.0%	\$ 1,152.76	Switched to VOIP in 2021
72433	Postage & Shipping	\$ 100	\$ 100	\$ -	0.0%	\$ -	
72438	Professional Memberships	\$ 200	\$ 200	\$ -	0.0%	\$ -	IUG (Innovative Users Group)
72454	Insurance	\$ 4,500	\$ 4,500	\$ -	0.0%	\$ -	Cybersecurity and insurance for leased equipment in Participating Libraries. Also for the proportion of NLS insurance that covers ILS & Associated Services equipment at the central site (which is less costly than a separate policy).
72435-01	Professional Conferences & Continuing Education	\$ 8,000	\$ 4,000	\$ 4,000	100.0%	\$ 1,700.00	Expected IUG & NYLA. IT Training for upcoming hire
72437-02	Professional Services - Legal	\$ 1,000	\$ 1,000	\$ -	0.0%	\$ -	Legal fees ILS & Associated Services - generally contract evaluation.
72437-03	Professional Services - Audit/Fiscal	\$ 13,000	\$ 13,000	\$ -	0.0%	\$ 12,551.17	Proportional share of NLS' audit costs for ILS & Associated Services
72437-04	Payroll Processing Service	\$ 825	\$ 825	\$ -	0.0%	\$ 578.00	ILS & Associated Services portion of NLS payroll processing costs
72439-03	Notice Printer Lease/Maintenance	\$ 6,300	\$ 6,300	\$ -	0.0%	\$ 4,788.02	Ricoh. Contract has up to a 5% increase mid-year
72439-04	Copier Maintenance	\$ 750	\$ 750	\$ -	0.0%	\$ 296.25	Now paid to NLS for portion of usage.
70203-03	Computer Equipment	\$ 1,500	\$ 1,500	\$ -	0.0%	\$ 866.15	Computer equipment for central site staff. One replacement scheduled 2022
	<b>Total Operating Expenses</b>	<b>\$ 51,825</b>	<b>\$ 45,575</b>	<b>\$ 6,250</b>	<b>13.7%</b>	<b>\$ 27,660.79</b>	

**2022 Proposed Budget  
ILS and Associated Services**

CODE	DESCRIPTION	PROPOSED 2022 Budget	AMENDED 2021 Budget	Proposed Budget Difference		2021 Jan 1 - September 31	NOTES
				\$	%		
<b>Purchased Services</b>							
57100	Participating Library Fiber Circuits	\$ 344,436	\$ 344,436	\$ -	0%	\$ 262,660	Crown Castle. Decreased cost negotiated beginning July 1st 2020. Reimbursement by Erate.
72431-02	Central Site Fiber Circuits	\$ 155,148	\$ 155,148	\$ -	0%	\$ 116,338	Crown Castle. Decreased cost negotiated beginning July 1st 2020
72431-03	Redundent Lines	\$ 149,760	\$ 149,760	\$ -	100%	\$ 112,320	Off-set by E-Rate reimbursement and decreased costs in above two lines. Negotiated 2019
72439-02	Server Room Upkeep	\$ 6,000	\$ 6,000	\$ -	0%	\$ 1,115	First Tech (server room cleaning, \$2668), UPS Batteries. Discontinued Vertiv 2020.
72439-05	INN-Reach	\$ 71,304	\$ 71,304	\$ -	0%	\$ 53,478	III Inn-Reach - Software that powers LILink
72439-06	Print & Time Management	\$ 8,175	\$ 2,000	\$ 6,175	309%	\$ 1,940	Comprise (SAM) license. Moved to the cloud in 2021.
72439-07	Sierra Maintenance Renewal	\$ 561,000	\$ 510,790	\$ 50,210	10%	\$ 367,993	Negotiated a 31200 decreased cost in 2020 and 2021 due to Covid ending in 2022. 3.5% increase in contract. \$10000 increase expected for new catalog.
72439-08	ILS Enhancements	\$ 55,000	\$ 35,000	\$ 20,000	57%	\$ 40,921	Patron Point. Also includes transaction costs for e-commerce fund.
72439-09	Catalog Enhancements	\$ 17,000	\$ 13,500	\$ 3,500	26%	\$ 13,500	Negotiated decrease expires in 2022.
72439-10	ILS Network Equipment & Support	\$ 94,870	\$ 86,250	\$ 8,620	10%	\$ 59,162	CoreBTS. Includes funds for unexpected support or replacement equipment, also filtering for redundant lines.
	<b>Total Purchased Services</b>	<b>\$ 1,462,693</b>	<b>\$ 1,374,188</b>	<b>\$ 88,505</b>	<b>6.4%</b>	<b>\$ 1,029,426</b>	
<b>Other</b>							
9500000	Transfer to Capital Fund	\$ 65,000	\$ 91,124	\$ (26,124)	-28.7%	\$ 45,000	2022 sees the final payments on the De Lage Landen loan. Fund currently has ~\$550,000. Expected network replacements in 2025 is \$750,000.
	<b>Total Other</b>	<b>\$ 65,000</b>	<b>\$ 91,124</b>	<b>\$ (26,124)</b>	<b>-28.7%</b>	<b>\$ 45,000</b>	
	<b>Grand Total</b>	<b>\$ 2,336,192</b>	<b>\$ 2,232,530</b>	<b>\$ 103,662</b>	<b>4.64%</b>	<b>\$ 1,525,696</b>	

CODE	DESCRIPTION	Proposed 2022 Budget	Amended 2021 Budget	Proposed Budget Difference		2021 Jan 1 - September 31	NOTES
				\$	%		
41050	Usage Charge - Circulation	\$ 804,549	\$ 885,119	\$ (80,570)	-9.1%	\$ 663,839	2022 budget based on an average of 2018/2019/2020 Circulation
41060	Usage Charge - Patron Records	\$ 98,620	\$ 80,662	\$ 17,958	22.3%	\$ 60,497	2022 budget based on an average of patron record snapshots taken 2019/2020/2021
41070	Usage Charge - Item Records	\$ 908,055	\$ 745,203	\$ 162,852	21.9%	\$ 558,902	2022 budget based on an average of item record snapshots taken 2019/2020/2021
40100	Participating Libraries Fiber Circuits	\$ 460,800	\$ 460,800	\$ -	0.0%	\$ 345,500	Crown Castle costs paid by Participating Libraries
40200	Acquisitions Maintenance	\$ 49,168	\$ 45,746	\$ 3,421.78	7.5%	\$ 32,990	27 libraries, 3.5% increase in 2022 III contract for second year.
40300	INN-Reach Fee for Non-ILS Services Libraries	\$ 15,000	\$ 15,000	\$ -	0.0%	\$ 15,000	Fee was set by the ILS & Associated Services Council; it matches SCLS fee.
40400	Sierra User Licenses	\$ -	\$ -	\$ -	0.0%	\$ -	Placeholder budget line for licenses that may be purchased by participating libraries
	<b>Total Library Revenue</b>	<b>\$ 2,336,192</b>	<b>\$ 2,232,530</b>	<b>\$ 103,662</b>	<b>4.64%</b>	<b>\$ 1,676,727</b>	

# 2022 Proposed Schedule of Fees

## ILS & Associated Services Budget

DATA PULLED	2021	2020	2019	2021	2020	2019	2020	2019	2018	2022 Proposed	COST					
Library	ITEMS	ITEMS	ITEMS	ITEMS AVERAGE	PATRONS	PATRONS	PATRONS	PATRONS AVERAGE	CIRCS	CIRCS	CIRCS	CIRC AVERAGE	2020 fees	2021 FEES	0.164 Per Factor	Acquisitions
BALDWIN	149804	162687	165151	159214	16421	16446	16,510	16459	58,042	153,954	164,016	125337	\$ 48,284.04	\$ 46,230.38	\$ 49,365.69	\$1,821.03
BAYVILLE	19699	19120	20983	19934	3056	2978	2,920	2985	16,372	31,319	32,896	26862	\$ 7,841.13	\$ 7,354.27	\$ 8,164.08	0
BELLMORE	69649	67836	74245	70577	6506	6583	6,690	6593	34,538	76,627	80,263	63809	\$ 23,475.95	\$ 22,481.33	\$ 23,120.56	0
BETHPAGE	119591	127389	139778	128919	11477	10997	10,827	11100	48,452	103,910	112,472	88278	\$ 38,999.61	\$ 35,933.43	\$ 37,440.82	\$1,821.03
EAST MEADOW	200858	195616	194969	197148	23040	22651	22,863	22851	82,541	227,808	281,213	197187	\$ 79,047.15	\$ 68,971.80	\$ 68,418.56	\$0
EAST ROCKAWAY	62445	63457	65312	63738	5365	5207	5,136	5236	36,998	62,313	67,019	55443	\$ 20,513.47	\$ 19,205.55	\$ 20,404.44	0
EAST WILLISTON	18214	18275	17146	17878	1237	1233	1,184	1218	8,450	17,186	17,540	14392	\$ 5,314.97	\$ 5,224.57	\$ 5,492.09	0
ELMONT	198297	203154	198334	199928	28726	28936	28,166	28609	79,637	140,423	170,634	130231	\$ 58,378.15	\$ 54,646.45	\$ 58,838.12	\$1,821.03
FARMINGDALE	123163	121890	123825	122959	23423	23290	23,117	23277	68,818	155,056	167,877	130584	\$ 46,911.70	\$ 43,660.50	\$ 45,398.43	0
FLORAL PARK	54420	58122	72254	61599	8045	8022	7,921	7996	38,887	68,235	73,679	60267	\$ 20,720.32	\$ 19,381.66	\$ 21,297.31	0
FRANKLIN SQUARE	131588	133098	132388	132358	9309	8858	9,020	9062	65,368	119,807	122,639	102605	\$ 37,305.24	\$ 35,603.58	\$ 40,020.10	\$0
FREEPORT	157134	159555	173672	163454	19032	19674	21,579	20095	51,222	100,398	112,951	88190	\$ 43,893.78	\$ 40,044.55	\$ 44,565.20	\$1,821.03
GARDEN CITY	145554	167136	175286	162659	13460	13048	12,936	13148	77,852	148,112	157,148	127704	\$ 50,844.69	\$ 49,002.63	\$ 49,775.75	\$1,821.03
GLEN COVE	70182	75130	80382	75231	8239	8501	8,721	8487	41,357	89,873	98,522	76584	\$ 27,915.21	\$ 25,587.47	\$ 26,289.58	\$1,821.03
GOLD COAST	35141	34492	35603	35079	5894	5850	5,746	5830	30,107	61,034	73,075	54739	\$ 16,055.05	\$ 14,864.20	\$ 15,686.16	\$1,821.03
HEMPSTEAD	209511	215987	220174	215224	16298	17124	17,258	16893	17,477	48,127	52,552	39385	\$ 38,037.43	\$ 36,561.50	\$ 44,526.44	\$1,821.03
HEWLETT	175284	172823	176414	174840	12124	11805	11,479	11803	126,014	235,269	240,248	200510	\$ 64,017.53	\$ 62,529.57	\$ 63,493.15	\$1,821.03
HICKSVILLE	172648	190181	189622	184150	17485	15630	15,710	16275	57,164	116,699	126,536	100133	\$ 47,067.97	\$ 44,708.69	\$ 49,291.57	\$1,821.03
HILLSIDE	121068	121550	121188	121269	10475	10201	10,315	10330	39,784	110,317	116,824	88975	\$ 35,839.71	\$ 34,834.41	\$ 36,174.14	\$1,821.03
ISLAND PARK	75750	79399	77015	77388	4314	4319	4,247	4293	19,138	39,420	40,581	33046	\$ 16,989.84	\$ 16,841.67	\$ 18,815.34	\$0
ISLAND TREES	47332	51654	52021	50336	7579	7572	7,889	7680	24,216	62,758	69,014	51996	\$ 18,287.00	\$ 16,696.38	\$ 18,041.91	0
LAKEVIEW	66265	65089	64606	65320	2867	2978	3,034	2960	4,499	14,457	13,060	10672	\$ 10,696.60	\$ 10,658.79	\$ 12,948.07	0
LEVITOWN	227683	232092	236861	232212	23545	22843	22,771	23053	121,047	229,491	238,554	196364	\$ 71,725.36	\$ 69,684.64	\$ 74,067.16	\$1,821.03
LOCUST VALLEY	57815	56264	59680	57920	2900	2883	2,856	2880	17,773	31,515	33,534	27607	\$ 14,674.65	\$ 13,605.15	\$ 14,498.69	\$1,821.03
LONG BEACH	111775	134815	170439	139010	25192	24265	24,221	24559	67,693	163,366	169,881	133647	\$ 51,540.33	\$ 47,461.48	\$ 48,743.37	\$1,821.03
LYNBROOK	72946	77671	81550	77389	9409	9059	9,173	9214	45,870	89,815	95,531	77072	\$ 25,300.07	\$ 23,822.67	\$ 26,842.65	0
MALVERNE	46600	46464	47429	46831	3365	3520	3,568	3484	21,501	40,995	43,103	35200	\$ 12,938.64	\$ 12,288.81	\$ 14,024.46	0
MANHASSET	108183	118670	121354	116069	8497	8350	8,455	8434	66,915	112,733	130,915	103521	\$ 40,715.38	\$ 37,628.76	\$ 37,395.94	\$1,821.03
MASSAPEQUA	161545	163786	164958	163430	23796	24163	24,573	24177	81,396	203,839	221,980	169072	\$ 58,193.79	\$ 55,410.46	\$ 58,495.30	0
MERRICK	69671	70267	73366	71101	9635	9751	9,902	9763	46,231	100,721	115,881	87611	\$ 32,699.71	\$ 30,175.47	\$ 27,629.90	\$1,821.03
MINEOLA	72048	73327	75096	73490	6665	7293	7,210	7056	43,864	74,086	80,610	66187	\$ 22,973.75	\$ 21,826.44	\$ 24,064.21	0
NORTH BELLMORE	92032	90456	89559	90682	11344	11240	10,660	11081	58,469	106,606	103,817	89631	\$ 29,249.81	\$ 26,100.10	\$ 31,388.67	\$1,821.03
NORTH MERRICK	72602	80342	86862	79935	6667	6790	7,489	6982	42,648	81,150	80,978	68259	\$ 24,536.32	\$ 23,339.51	\$ 25,448.86	\$1,821.03
OCEANSIDE	156448	186480	191351	178093	20203	19655	19,555	19804	126,973	212,215	220,278	186489	\$ 62,932.35	\$ 60,145.54	\$ 63,039.30	0
OYSTER BAY	86062	89293	93069	89475	6022	5836	5,841	5900	29,748	62,111	65,888	52582	\$ 23,526.88	\$ 21,970.04	\$ 24,264.89	\$1,821.03
PENINSULA	105014	111630	114036	110227	14084	13628	13,944	13885	163,409	325,768	333,282	274153	\$ 63,946.35	\$ 63,029.37	\$ 65,315.46	\$1,821.03
PLAINEDGE	110512	109232	109486	109743	8867	8890	9,485	9081	32,928	65,516	67,095	55180	\$ 27,191.48	\$ 25,290.16	\$ 28,536.60	\$1,821.03
PLAINVIEW	155705	156872	157063	156547	18979	18688	17,978	18548	123,529	242,687	254,732	206983	\$ 66,209.86	\$ 61,722.96	\$ 62,660.74	\$1,821.03
PORT WASHINGTON	143665	148026	149179	146957	24279	23540	22,908	23576	104,373	233,607	242,361	193447	\$ 61,285.14	\$ 57,955.00	\$ 59,692.61	0
ROCKVILLE CENTRE	137005	144544	147844	143131	12256	12462	12,512	12410	88,812	171,785	183,383	147993	\$ 51,346.94	\$ 48,588.80	\$ 49,779.63	\$1,821.03
ROOSEVELT	72359	72353	71357	72023	7267	7766	7,416	7483	8,974	24,850	24,741	19522	\$ 14,065.02	\$ 13,864.85	\$ 16,240.54	\$1,821.03
ROSLYN	120063	125113	127362	124179	10482	9996	9,860	10113	73,118	140,175	158,662	123985	\$ 45,169.59	\$ 42,256.24	\$ 42,357.43	\$1,821.03
SEA CLIFF	20768	20652	21326	20915	2549	2544	2,511	2541	13,500	29,506	31,750	24919	\$ 7,368.87	\$ 6,756.71	\$ 7,933.55	0
SEAFORD	87126	87477	88872	87825	7420	7410	7,535	7455	31,773	65,742	71,844	56453	\$ 23,844.90	\$ 22,535.07	\$ 24,884.21	\$0
SHELTER ROCK	90794	92215	93954	92321	12412	12119	12,386	12306	90,098	169,163	192,166	150476	\$ 45,031.82	\$ 42,643.81	\$ 41,836.78	\$1,821.03
UNIONDALE	117240	116083	120409	117911	18360	19221	18,829	18803	23,016	72,334	84,360	59903	\$ 32,123.35	\$ 29,468.83	\$ 32,245.24	\$1,821.03
VALLEY STREAM	103861	104989	108266	105705	12604	13012	13,178	12931	34,141	88,973	94,751	72622	\$ 30,242.50	\$ 28,749.24	\$ 31,366.37	0
WANTAGH	85104	87980	84367	85817	8883	9002	9,169	9018	63,604	100,102	101,717	88474	\$ 28,384.32	\$ 27,536.47	\$ 30,062.73	0
WEST HEMPSTEAD	117882	120088	123889	120620	8717	9756	10,004	9492	96,952	170,651	171,184	146262	\$ 44,332.16	\$ 43,527.99	\$ 45,325.39	0
WESTBURY	102939	106097	107644	105560	20799	21084	20,877	20920	37,444	103,289	117,957	86230	\$ 35,969.81	\$ 33,696.35	\$ 34,884.44	0
WILLISTON PARK	21621	22628	23551	22600	3202	3224	3,210	3212	24,084	45,034	47,922	39013	\$ 9,138.90	\$ 8,879.39	\$ 10,631.35	0
	5350665	5549546	5710547	5536919	602772	599913	601344	601343	2806816	5740927	6169616	4905786	\$ 1,813,094.60	\$ 1,710,983.69	\$ 1,811,223.98	\$49,167.78

## AAC Meeting Minutes September 22, 2021

In attendance: Betty Gimbel, Shellie Schneider, Christie Devereaux, Shelley Holtzman, Ellen H. Schiff, Barbara E. Fishman, Lynda Schwartz, Jose Seligson, Allan Fiskind, Pam Record and Vanessa Nastro.

Absent: Armond Saidai, Patti Paris, Raisy Derzie

Betty opened the meeting at 5:08 p.m.

- July minutes were approved.
- Christie and Betty gave a Preview Meeting Report. The following artists have been accepted for studio visits:
  - Beverly Crilly: Lynda, Shelley and Ellen have volunteered to visit the artist's studio.
  - Mary Ahern: Betty, Jose and Allan have volunteered to visit the artist's studio.
- Christie reported on the September/October exhibit install. The council encountered several issues with the complicated install. Artwork was damaged onsite and needed to be repaired. The artist also removed a large piece in order to repair it off-site.
- Possible choices for the January/February exhibit are Mary Ahern or a retrospective of Marion Klein's work, a long standing AAC member who recently passed away. Barbara will contact Marion's daughter to review potential artwork.
- Past exhibiting artist Hiromitsu Kuroo donated a painting to the library as a thank you for his virtual exhibit last year- Christie delivered the piece to Vanessa. Keith has agreed to send the artist a thank you letter.
- After reviewing two potential members, Carol Krieger and Jocelyn Worrall were unanimously accepted to the council.

**THE NEXT MEETING WILL TAKE PLACE IN PERSON IN THE LAPHAM ROOM ON October 13 AT 5PM**

## NAC Minutes - 9/21/21

Attendees: Andrea Watson, Bill Palafox, Mary Lu Dempsey, Joel Ziev, Holly Byrne and Jeff Zeh

Budget Report: Balance as of 9/21/21 is \$264,374.18

The first item discussed was a clarification between the Library' Historical Walking Tour App and the Let's Walk PW initiative by Residents Forward. The Let's Walk PW is some signage placed throughout town to encourage people to walk instead of drive to locations and attractions in town as well as to promote local businesses and organizations such as the Library. Whereas the Walking Tour App is a mobile device app which was demonstrated at the meeting. Council members were encouraged to try it out even if they are just at home. There was further discussion of making an effort to coordinate or complement the work that the Cow Neck Historical Society is doing.

Next we discussed the Manhasset Bay Photography exhibit (currently on display at the Library) and the idea of creating a short video that is a narrated virtual tour of the photography exhibit which could be posted publicly and shared with different audiences who may not come in to the Library to see the Exhibit. This will need to wait until the two large drone photos are refabricated and remounted. There was some discussion of other uses of the many other drone photos that are now in the Library's collection.

We then turned to programming and an update on the eventual return of in-person and hybrid programming. Jeff said that all of his other adult programs will be virtual through the end of the year. He also added that he was in the process of setting up a program with William Van Dorp that is a Field Guide to Ships in NY Harbor. Jeff then shared the Program Planning document that will be a tool to assist with identifying topics and audiences to target as well as different styles of programming. There were some edits and additional columns added to the document. (See the document for further details)



Further discussion led to an idea for an off-site program, at a location outside of the Library (i.e. Mill Pond Acres or the Amsterdam) where a video of the Photography Exhibit or a virtual program of some kind could be shared with a group of people. A communal meeting space would be needed as well as the technology and staff or volunteer to facilitate it. Safety was one concern to make sure that people were a safe distance from each other, etc. Another concern was wanting to make these types of programs accessible to everyone in the community, not just one smaller group of people.

The final item was scheduling the next meeting for the beginning of November. This meeting was recorded and shared with the rest of the Council.

PATRON COMMENTS

OCTOBER 2021

Received From	Date	Comment	Forwarded/ Responded
M.M.	10/13/2021	Add "JoJo's Bizarre Adventure"	LG/
R.C	10/15/2021	The new book drop boxes are too high to reach if you are not drive an SUV. I drive a civic and had to get out of my car to reach the opening.	JH/JH
S.M.	10/18/2021	<p>I just wanted to thank you for taking your time to meet with me this morning and accommodating me.</p> <p>I really wanted to extend my gratitude to Denise for taking her time to listen to my concerns and for going beyond the call of duty to ensure that my needs were addressed. Please extend my sincere appreciation for her kindness and professionalism.</p>	JH/JH
B.S.	10/20/2021	As a senior citizen I wonder if the PWPL would consider keeping the bottom shelves empty for ease in reading titles of DVDs & Audio Books	JH/JW/KM

## English for Speakers of Other Languages (ESOL)

November 9, 2021

What a year this has been! I don't even have to mention the word that changed our world. Despite the fear of going outside, and the feelings of isolation, our ESOL program managed to flourish throughout the COVID-19 pandemic. Our students and tutors alike appreciated the time spent together. Some people felt it was the highlight of their week. Some classes became open sessions in which people shared their feelings about the pandemic and about the anti-Asian sentiments that have arisen in our country. It was important that our students had an outlet to discuss these sentiments in an open and accepting environment.

When tutors had to use Zoom to teach, we initially had only 9 ESOL classes in April 2020. We currently have 39 classes, close to the pre-COVID number of 45 classes. Training in Zoom is what made all the difference. When COVID-19 hit and the library closed, we had to train our tutors not only how to use Zoom, but how to use it specifically for ESOL teaching. Luckily, there were some outstanding trainers who inspired and encouraged our tutors to continue teaching through Zoom. The library's Tech Dept. was an invaluable resource, providing tech support for the Zoom classes.

Here are some notable numbers:

Number of active tutors :40

Number of Tutors waiting for in person classes:20

Number of current students enrolled in ESOL classes: 205

Number of participants of Spanish class: 12

Number of countries currently represented: 30

Number of current languages spoken: 18

Number of participants in the Homework Help program (elementary school aged children and Schreiber High School volunteers): 41 children 40 volunteers

Here are some highlights over the past year:

- 1) We had six ESOL Tutor training sessions. Aside from learning teaching techniques using Zoom, we had a session on "Teaching Computer Skills to Enhance Learning." This focused on using google, excel and power point to improve teaching skills. Its intention was also to bridge the digital divide by having students use google, learn how to highlight, cut and paste, etc... These newly learned skills are essential for students to compete in our technological world.
- 2) In order to keep up with the need for technical assistance with Zoom for most of our ESOL tutors, our ESOL staff jumped in and helped provide tech support for more than 15 classes. This involved being present at the beginning of the sessions, troubleshooting for a number of Zoom issues, providing support during the classes and giving one-on-one sessions for tutors to help them feel more secure in their ability to use Zoom.
- 3) ESOL staff member Lesly Sagastume was given a grant for the "Workplace Development Project" through Nassau Library System. The training program included 16 hours of online training

through Zoom and 18 hours of field work. The focus was to assist the Spanish speaking community with resume writing and job searching. Many of the participants of the grant never had a resume or their concept of a resume was very different than here in the US. Lesly helped participants to create an acceptable resume in English as well as provide information on job searching and interviewing skills. She continues to assist people in need of these services in Spanish.

- 4) In the spring, we had two workshops on "COVID-19: The Variants and the Vaccine." We were very fortunate to hire a top -notch epidemiologist, specializing in vaccines, who spoke English and Spanish. Both presentations are on our library's ESOL website.
- 5) ESOL students participated in the COVID-19 Memory Project, writing their stories about how COVID-19 affected their lives. One of the students, Jessica, had her story chosen to be printed in Newsday.
- 6) During the summer, you may have noticed a large sign on the fence near the library's parking lot regarding learning English in 2021. Since the sign was put up this summer, we had almost 100 new students register for classes and dozens of former students returning. Our ESOL Dept. is buzzing with new people and previous students and we are all thrilled. We appreciate the support of the Board, Keith and James in approving the signage.
- 7) Our Homework Help Program has also expanded. This program is designed for Schreiber High School students in good academic standing, to assist elementary school aged students with their homework. Most of the students are children of immigrants who don't have enough English language skills to help their children. Last year we helped 25 children. This year we have 41 children enrolled in the program.
- 8) For the first time, we bought books for some of our students to keep. These were for our Citizenship Preparation Classes and for TASC/GED students. So far this year, six students have passed the Citizenship Test and have been sworn in. Another six students are currently enrolled in our Citizenship Prep Classes.

Our program finally has volunteers to teach all 4 skills of the TASC/GED (English, Social Studies, Math and Science). As the classes were all online, it was much easier for our students to use the books at home. Finally, students could write in the books and know they can study using the books anytime.

- 9) This year's ESOL party was on Zoom was surprisingly well attended. We announced the names of all our ESOL tutors, had two student speakers express their appreciation for their tutors and had an ESOL student sing and play guitar. Afterwards, everyone sang, "This Land is Your Land, This Land is My Land", the quintessential ESOL song. We ended with a scavenger hunt and two lucky students won gift certificates. It was a heartwarming event which isn't easy on Zoom!

Last year we were hoping to purchase decorative paintings or posters for the Adult Learning Center. Everything was put on hold due to COVID19. This is something we hope to do this year. Along with Administration, we will be looking for wall hangings, paintings or posters with multi-cultural themes.




We are slowly bringing some ESOL Classes back into the building and purchasing a separate “Meeting Owl” just for ESOL is on our wish list. It looks like future ESOL classes will include hybrid classes of in-person and remote learning. We have a number of students who could only attend Zoom classes (due to child-care or transportation issues or work schedules, for example). Having a “Meeting Owl” and a computer in the classroom would help in allowing students to continue their English studies.

Our volunteer tutors are the backbone of our program and deserve some formal recognition. When we are able to meet in a large gathering, we plan to have an ESOL Volunteer Tutor Appreciation Brunch.

**Lastly, I’ve included some student quotes about their tutors over the past year (my favorite part of this report):**

“I think my teacher is a very hardworking teacher. She has a very fair and legitimate class.”

“My teacher is so good teacher!”

“Congratulations on the wonderful volunteer work that you have been doing for so long, it is an honor to be part of your meetings, I was very happy to receive this certificate, I hope to be able to participate always!!!   

From a student who returned to Japan:

“The friendship with Sonia, Helen and another girls started from the ESOL class in the library which you coordinated for us. I really enjoyed the class and got confidence and more friends as I became able to speak English. It's one of my best memories of my life. I appreciate that you've been working so hard for the people from another countries.”

“Million thanks to you. Being able to help someone learn something is a talent. You are a teacher, support, mentor and philosopher all in one! I cannot imagine how I could survive here in USA without all your help. Thank you for making difference in my life.”

Thank you for all your enthusiastic support.

Submitted by:  
Peggy O’Hanlon  
ESOL Coordinator

**PORT WASHINGTON PUBLIC LIBRARY STATISTICS - 1st QUARTER 2021-2022**

				1st Quarter		1st Qtr
	JULY	AUGUST	SEPTEMBER	TOTAL	YAG%	2020-2021
CIRCULATION @ FRONT DESK	9,599	8,954	8,448	27,001	44.90%	18,634
SELF-CHECK ITEMS	5,451	5,358	5,237	16,046	135.42%	6,816
E-BOOKS (OVERDRIVE)	7,119	7,718	6,747	21,584	4.45%	20,664
E-MATERIALS (Hoopla+Kanopy)	1,621	1,598	1,317	4,536	49.60%	9,000
<b>TOTAL CIRCULATIONS</b>	<b>23,790</b>	<b>23,628</b>	<b>21,749</b>	<b>69,167</b>	<b>25.50%</b>	<b>55,114</b>
TOTAL QUESTIONS	2,388	2,105	2,370	6,863	770.94%	788
PATRONS ENTERING LIBRARY	11,240	11,417	10,615	33,272	69.69%	19,607
ITEMS BORROWED	820	792	786	2,398	70.39%	8,098
ITEMS LOANED	2,591	3,142	2,443	8,176	57.87%	5,179
<b>SERVICES</b>						
Adult Computers	1,201	1,227	1,238	3,666	292.51%	934
Children's Computers	61	52	101	214	7033.33%	3
YA Computers (MAC)	6	80	30	116	11500.00%	1
Online Databases	11,501	11,813	11,120	34,434	11.85%	39,062
Home Visits	17	17	15	49	716.67%	6
WiFi (connections)	2,394	2,344	2,348	7,086	95.85%	3618
WebSite Visits	22,036	20,532	20,293	62,861	3.18%	60,923
<b>PROGRAMS OFFERED</b>						
Adult	28	21	30	79	33.61%	119
Jobs & Careers	3	10	5	18	10.00%	20
YA	6	1	2	9	12.50%	8
Children	36	20	12	68	38.74%	111
ESOL	81	94	141	316	150.79%	126
Non-Library	0	0	3	3	N/A	N/A
<b>TOTAL</b>	<b>154</b>	<b>146</b>	<b>193</b>	<b>493</b>	<b>35.44%</b>	<b>364</b>
<b>PROGRAM ATTENDANCE</b>						
Adult	1,078	1,052	1,813	3,943	34.74%	6,042
Jobs & Careers	48	183	29	260	46.28%	484
YA	94	15	42	151	115.71%	70
Children	882	620	436	1,938	18.50%	2,378
ESOL	365	341	371	1,077	59.56%	675
Non-Library	0	0	23	23	N/A	N/A
<b>TOTAL</b>	<b>2,467</b>	<b>2,211</b>	<b>2,714</b>	<b>7,392</b>	<b>23.39%</b>	<b>9,649</b>
<b>TOTAL COLLECTION ADDITIONS</b>	<b>956</b>	<b>911</b>	<b>1,019</b>	<b>2,886</b>	<b>17.22%</b>	<b>2,462</b>
STUDY ROOM USE (N,S & Quiet)	9	66	95	170	N/A	N/A
TEEN SPACE ROOM USE	0	0	402	402	N/A	N/A
CHILDREN'S ROOM USE	2,213	2,202	2,242	6,657	N/A	N/A
NOTARIZATIONS:       People	163	181	128	472	290.08%	121
Documents	279	269	209	757	318.23%	181
<b>PATRONS ADDED:</b>	<b>184</b>	<b>171</b>	<b>149</b>	<b>504</b>	<b>112.66%</b>	<b>237</b>
Notes:					date prepared	11/5/2021