

PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 15, 2013
AGENDA

- I Approval of April 17, 2013 Board of Trustees Minutes
- II Approval of April 2013 Warrants
- III Approval of April 2013 Staff Changes
- IV Financial
 - a) April Financial Report
 - b) Budget Transfer
- V Director's Report
 - a) Nook Report
 - b) Report on Long Overdue Library Materials with Attorney Letter
 - c) Children's Library
 - d) H2M Proposal – LP13-249
 - e) American Air Power Museum/PAC Fundraiser
 - f) Facility Projects
 - g) ESOL 20th Anniversary Festival
 - h) Landscaping Contract
 - i) Meeting w/Congresswoman Carolyn McCarthy
 - j) Pine Tree Foundation Grant Application
 - k) NYS Environmental Excellence Awards
- VI President's Report
 - a) Election Procedures
 - b) Long Island Library Conference
 - c) J. Burden Dinner
- VII Assistant Director's Report
- VIII Councils
 - a) AAC Minutes of April 10, 2013 Meeting
 - b) CAC Minutes of April 23, 2013 Meeting
 - c) HAC Minutes of April 9, 2013 Meeting
 - d) MAC Minutes of April 17, 2013 Meeting
 - e) NAC Minutes of March 12, 2013
 - f) Books for Dessert Minutes of April 15, 2013
- IX Friends of the Library

- X Foundation
- XI Correspondence
 - a) David Lopez letter
 - b) Elise May Email
 - c) Nicholas Seery Email
 - d) Patron Comments
- XII Donations
- XIII Staff Reports
 - a) Children's Services – February – April 2013
 - b) Second Quarter Statistics
 - c) What's New in Audiobooks (April)
- XIV Staff Association
- XV Public Comments
- XVI Unfinished Business
- XVII New Business
- XVIII Adjournment

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
APRIL 17, 2013

Attending: Lee Aitken, Presiding
Patricia Bridges
Thomas Donoghue
Nancy Curtin

Myron Blumenfeld
Nancy Comer
John O'Connell

Mr. Aitken opened the public meeting at 7:45 p.m. stating the Board resolved to go into Executive Session at 7:00 to discuss labor matters. **OPENING**

Mr. O'Connell motioned approval of the March 20, 2013 Minutes of Meeting. All agreed. **MINUTES OF MEETING**

Mr. Aitken requested a motion to approve warrants 13-03-09A and 13-03-09B. Mrs. Bridges motioned approval. All agreed. **WARRANTS**

Mr. Aitken noted two new staff members. Mr. O'Connell motioned approval of staff changes. All agreed. **STAFF CHANGES**

Mr. Aitken requested any questions on the March 31, 2013 financial report reflecting 75% of budget expended. Mr. Blumenfeld pointed out the "In Lieu of Taxes" was running at 133% and suggested that the library follow the school's formula to forecast this number. Mr. Blumenfeld questioned whether the MTA tax would be deleted next year. Mrs. Curtin said no, a refund will have to be applied for each year. Mr. Blumenfeld suggested that the code 417-12, which is under \$500, be combined with Maintenance and Repairs. Mr. Blumenfeld thanked Mrs. Curtin for the newsletter expense clarification. Mr. O'Connell moved to accept the March financial report. All agreed. **FINANCIAL REPORT**

Mrs. Curtin requested the Board approve the General Fund Budget Transfer dated April 17, 2013. Mr. O'Connell motioned approval. All agreed. **BUDGET TRANSFER**

Mrs. Curtin informed the Board that after consultation with the Children's Room staff the Library is not going to move ahead with the 1100 Architect proposal for the Children's Room renovation, but would like to hold the proposal for possible future use in the Media Room. Mrs. Curtin will be seeking an additional architect's ideas and moving the project forward as soon as possible. **CHILDREN'S ROOM RENOVATION**

Mrs. Curtin removed the second bullet from the Mission Statement which was redundant. Mr. Blumenfeld suggested a special Ad Hoc Committee be appointed to review this section of the policy manual. Mr. Aitken appointed Mr. Blumenfeld to fill in for Mr. Burden, and Mr. O'Connell of the Policy Committee to review this statement.

**MISSION
STATEMENT**

Mr. Blumenfeld requested that Mrs. Bridges meet with Jackie Kelly to consider ways to increase the email addresses to include more of the 12,000 homes in Port Washington.

**EMAIL
ADDRESSES**

Mrs. Curtin requested the Board approve Corinne Camarata, Jackie Kelly, and Reno Bracchi's attendance at the American Library Association Annual Conference in Chicago on June 28 – July 2, 2013. Mr. O'Connell motioned approval. All agreed.

**ALA ANNUAL
CONFERENCE**

The Museum Pass program's latest listing was noted. Mrs. Bridges suggested that anything new added to the list be asterisked. Mrs. Curtin thanked the FOL for their sponsorship of this program.

**MUSEUM PASS
PROGRAM**

Mrs. Curtin informed the Board that the FOL purchased Nooks which are now in circulation. Ms. Bridges stated that she would be interested to have some feedback from the patrons on this new program. Mrs. Curtin stated the late fee is \$1 a day.

NOOKS

Mrs. Curtin attended an interesting lecture at NLS. The speaker was the Chief Operating Officer from the Darien Library. He looks at the Library from a business point of view. Where should you put your money? Where will the future lead us? Mrs. Comer questioned his statement on physical books. There is still a need for them. Mr. O'Connell noted that the Library is naturally moving in the direction of purchasing more eBooks and reducing reference books. Mr. Aitken stated a balance is necessary.

NLS LECTURE

Mrs. Curtin requested approval from the Board for a filmmaker to use the Library parking lot after hours on Sunday May 5th weather permitting. Mrs. Curtin noted the Location Agreement was prepared by Howard Miller. Mr. Blumenfeld motioned approval. All agreed.

FILMMAKER

Mr. Blumenfeld requested that more programs be available on Mother's Day and Father's Day this year. Mrs. Curtin will speak to the Children's Room staff.

**MOTHER'S &
FATHER'S DAY**

Mrs. Curtin informed the Board that the Library's application to LIPA's Commercial Efficiency Program has been pre-approved. The Library will receive the rebate upon presentation of invoices and a LIPA post inspection.

**LIPA LIGHT
BULB REBATE**

Mr. Aitken reported the results of this year's Budget Vote/Trustee Election. The budget was passed with 508 Yes votes and 85 No votes. Three very qualified candidates ran for office this year. Mr. Donoghue and Mr. Krevor were elected to 5 year terms. Mrs. Bridges thanked Amy Bass and the Friends of the Library for their work in getting out the vote.

**BUDGET VOTE/
TRUSTEE
ELECTION
RESULTS**

Mr. Aitken noted the Long Island Library Conference will take place on Thursday, May 2, 2013 requesting a representative of the Board be in attendance. Mrs. Bridges will consider attending. Mrs. Bass would also like to attend.

**L.I. LIBRARY
CONFERENCE**

Mr. Aitken noted the Volunteer Brunch was a wonderful way to thank those who work tirelessly throughout the year on behalf of the Library. It's nice to hear each council and group's summation of yearly projects. Mr. Blumenfeld suggested that next year each table be labeled.

**VOLUNTEER
BRUNCH**

Mr. Aitken moved to place the Library Voting Procedures discussion on the May Agenda since counsel could not be in attendance.

**VOTING
PROCEDURES**

Mrs. Camarata reviewed the Annual Report noting that total circulation of books was up overall by 3.5%, even though our holdings had been reduced by about 4%. In particular, children's book circulation increased by about 11%. Circulation of videos and CDs rose 5.5% over last year, and total program attendance increased 12.5%. Website visits are up, as is use of library computers and the number of visitors. In general usage is up. Mr. Blumenfeld motioned to ratify the Annual Report. All agreed.

**ANNUAL
REPORT**

Mrs. Bass expressed concern regarding the possible parking problem for the May 6th Citizen of the Year event which coincides with Landmark's event. Mrs. Bridges suggested the security guard be stationed at the entrance.

Mrs. Bass reported that the Book and Author registration is going well. The Amsterdam will be a sponsoring partner. Mrs. Bass commended Mrs. O'Connell for her diligent work in securing publicity. Mrs. Bass expects to be able to raise \$50,000 dollars to help sponsor library programs during this year. Mrs. Bass also discussed FOL University and the Susan Isaacs book collection on Women's Issues.

FOL UPDATE

Mr. Aitken noted the Library Foundation year to date report on financial activity dated February 28, 2013.

**FOUNDATION
REPORT**

Patron Comments were noted.

**PATRON
COMMENTS**

Mr. Aitken requested a motion to approve a donation in memory of Paul Hawthorne from Ms. Neuman and a donation from Mr. Blumenfeld to the Children's Room Fund. Mrs. Curtin thanked Mr. Blumenfeld for helping to secure a \$10,000 donation for the Children's Library Renovation. Mr. O'Connell motioned approval. All agreed.

DONATIONS

Mr. Aitken noted the last Young Adult Services report from Mrs. Ponzini. The Board will miss her. The reports always make interesting reading. What's New in Audiobooks report for March was also noted.

**STAFF
REPORTS**

There was no representative from the Staff Association.

STAFF ASSOC.

Mr. O'Connell questioned the Fund Balance remaining in the Anniversary Celebration fund.

ANNIV. FUND.

Mr. O'Connell requested a report on how the lawyer's letters were working on retrieving overdue books. Mrs. Curtin said that the letters are working well and that she will provide a statistical report next month.

**OVERDUE
BOOKS**

Mrs. Bridges requested more instructional programs for Twitter, Facebook, etc. and perhaps a Tech Desk.

**TECH
PROGRAMS**

Mr. Donoghue and Mr. O'Connell motioned to adjourn. All agreed.

ADJOURNMENT

PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING

APRIL 2013 REPORTS

WARRANTS TO BE VOTED ON

Warrant Number	Amount
13-04-10A	\$ 45,366.41
13-04-10B	\$ 112,163.92

WARRANT TOTAL \$ 157,530.33

CAPITAL FUND

CAPITAL FUND TOTAL \$ -

Payroll Date	Gross	Net	Processing	Tax Liability
4/11/2013	\$ 153,250.67	\$ 108,511.82	\$ 216.65	\$ 47,546.20
4/25/2013	\$ 123,208.20	\$ 79,116.26	\$ 154.70	\$ 36,239.48
PAYROLL TOTAL	<u>\$ 276,458.87</u>	<u>\$ 187,628.08</u>	<u>\$ 371.35</u>	<u>\$ 83,785.68</u>

Prepared By:
Christine DiPasquale
Finance Office

**PORT WASHINGTON PUBLIC LIBRARY
COMPARATIVE GENERAL FUND OPERATING STATEMENT
For the Ten Months Ended April 30, 2013
83% OF BUDGET EXPENSED**

	1 Month Ended April 30, 2013	1/12 of Annual Budget	10 Months April 30, 2013	10 Months Budget	Annual Budget	% of YTD Budget
REVENUES						
REAL PROPERTY TAXES	\$ 558,873.00	\$ 558,873.17	\$5,588,730.00	\$5,588,731.70	\$ 6,706,478.00	83%
IN LIEU OF TAXES	0.00	4,333.33	69,198.02	43,333.30	52,000.00	133%
FINES, FEES - LOST BOOKS	3,448.31	3,333.33	34,599.22	33,333.30	40,000.00	87%
FINES, FEES, - LOST VIDEO TAPES	306.00	1,000.00	5,914.42	10,000.00	12,000.00	49%
XEROX REVENUES	1,776.02	1,437.50	17,190.95	14,375.00	17,250.00	100%
INTEREST	643.20	833.33	8,580.70	8,333.30	10,000.00	86%
GIFTS AND DONATIONS	0.00	0.00	2,750.00	0.00	0.00	0%
SALE OF USED BOOKS	303.92	408.33	4,014.82	4,083.30	4,900.00	82%
MISCELLANEOUS	3,720.20	833.33	10,462.19	8,333.30	10,000.00	105%
COFFEE BAR REVENUE	1,097.75	0.00	9,745.79	0.00	0.00	0%
COFFEE BAR COSTS	(1,957.94)	0.00	(11,206.25)	0.00	0.00	0%
AUTHOR SIGNING - REVENUE	0.00	0.00	854.00	0.00	0.00	0%
AUTHOR SIGNING BOOK COSTS	79.46	0.00	(4,403.66)	0.00	0.00	0%
STATE AID	770.14	333.33	7,701.36	3,333.30	4,000.00	193%
SUBTOTAL REVENUES	569,060.06	571,385.65	5,744,131.56	5,713,856.50	6,856,628.00	84%
DESIGNATED FUND BAL.	0.00	6,250.00	75,000.00	62,500.00	75,000.00	100%
TOTAL REVENUES	569,060.06	577,635.65	5,819,131.56	5,776,356.50	6,931,628.00	84%
EXPENDITURES						
141 CERTIFIED LIBRARIANS						
.01 CERT.LIB GRADE 29-27-25	11,949.00	12,944.17	127,854.30	129,441.70	155,330.00	82%
.02 CERT.LIB GRADE 21	9,405.20	10,189.17	100,635.64	101,891.70	122,270.00	82%
.03 CERT.LIB GRADE 19	25,040.40	27,517.50	267,932.28	275,175.00	330,210.00	81%
.04 CERT.LIB GRADE 17	48,167.56	57,697.33	536,122.08	576,973.30	692,368.00	77%
.05 CERT.LIB GRADE 15	50,045.96	57,231.08	535,784.49	572,310.80	686,773.00	78%
.06 CERT.LIB HOLIDAY & SUNDAY	4,463.35	4,916.67	49,357.57	49,166.70	59,000.00	84%
TOTAL CERT. LIBRARIANS	149,071.47	170,495.92	1,617,686.36	1,704,959.20	2,045,951.00	79%
143 CLERICAL STAFF						
.01 CLERICAL GRADE 11	8,076.60	8,884.17	86,419.62	88,841.70	106,610.00	81%
.02 CLERICAL GRADE 9	7,904.96	8,699.17	83,665.07	86,991.70	104,390.00	80%
.03 CLERICAL GRADE 7	4,438.00	4,877.50	47,486.60	48,775.00	58,530.00	81%
.04 CLERICAL GRADE 5	12,895.12	14,175.50	137,977.78	141,755.00	170,106.00	81%
.05 CLERICAL GRADE 3	6,241.20	6,875.83	66,566.64	68,758.30	82,510.00	81%
.06 CLERICAL HOLIDAY & SUNDAY	1,910.93	2,166.67	18,393.89	21,666.70	26,000.00	71%
TOTAL CLERICAL STAFF	41,466.81	45,678.84	440,509.60	456,788.40	548,146.00	80%
143 HOURLY STAFF						
.10 MEDIA SHELVERS-ADULT	1,676.22	3,250.00	17,596.18	32,500.00	39,000.00	45%
.11 BOOK SHELVERS-ADULT	6,713.09	5,750.00	53,344.57	57,500.00	69,000.00	77%
.12 BOOK SHELVERS-CHILDREN	856.39	916.67	8,164.43	9,166.70	11,000.00	74%
.13 ENGLISH AS A SECOND LANGUA	1,846.45	2,750.00	22,015.34	27,500.00	33,000.00	67%
.14 ISD	8,878.41	7,083.33	86,599.24	70,833.30	85,000.00	102%
.15 COLLECTION MANAGEMENT	2,781.95	6,500.00	46,549.66	65,000.00	78,000.00	60%
.16 INTERLOANS	2,191.82	2,975.00	21,186.65	29,750.00	35,700.00	59%
.17 PERIODICAL SERVICE DESK	779.74	1,083.33	7,123.72	10,833.30	13,000.00	55%
.18 PROCESSING OF BOOKS	1,856.97	2,083.33	17,843.28	20,833.30	25,000.00	71%
.19 TECHNICIANS - MEDIA	2,371.41	2,416.67	22,326.72	24,166.70	29,000.00	77%
.20 ADULT SERVICES	2,403.12	3,083.33	26,444.86	30,833.30	37,000.00	71%
.21 STUDENT COMPUTER AIDS	4,337.61	3,416.67	36,261.94	34,166.70	41,000.00	88%

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<u>.22 SUNDAY & HOLIDAYS - SUPPOR</u>	<u>2,906.96</u>	<u>3,583.33</u>	<u>37,123.28</u>	<u>35,833.30</u>	<u>43,000.00</u>	<u>86%</u>
TOTAL HOURLY STAFF	39,600.14	44,891.66	402,579.87	448,916.60	538,700.00	75%
<u>143 BUILDING STAFF</u>						
.31 CUSTODIAL	19,924.90	22,656.67	230,775.54	226,566.70	271,880.00	85%
<u>.32 HOLIDAYS & SUNDAY - CUSTODI</u>	<u>1,286.73</u>	<u>2,916.67</u>	<u>13,665.14</u>	<u>29,166.70</u>	<u>35,000.00</u>	<u>39%</u>
TOTAL BUILDING STAFF	21,211.63	25,573.34	244,440.68	255,733.40	306,880.00	80%
<u>TERMINAL LEAVE</u>	<u>24,797.22</u>	<u>0.00</u>	<u>39,917.44</u>	<u>0.00</u>	<u>0.00</u>	<u>0%</u>
<u>9030.8 SOCIAL SECURITY</u>	<u>20,533.51</u>	<u>21,927.92</u>	<u>199,945.20</u>	<u>219,279.20</u>	<u>263,135.00</u>	<u>76%</u>
<u>9040.8 WORKER'S COMPENSATION</u>	<u>0.00</u>	<u>3,240.00</u>	<u>29,403.00</u>	<u>32,400.00</u>	<u>38,880.00</u>	<u>76%</u>
<u>9045.8 DISABILITY</u>	<u>1,950.38</u>	<u>833.33</u>	<u>2,668.61</u>	<u>8,333.30</u>	<u>10,000.00</u>	<u>27%</u>
<u>9050.8 UNEMPLOYMENT</u>	<u>0.00</u>	<u>50.00</u>	<u>(912.00)</u>	<u>500.00</u>	<u>600.00</u>	<u>-152%</u>
<u>9060.8 HOSPITAL & MEDICAL INSURANCE</u>						
.01 MEDICAL	36,797.79	47,562.00	492,681.73	475,620.00	570,744.00	86%
.02 DENTAL	1,559.13	2,123.50	19,168.96	21,235.00	25,482.00	75%
<u>.03 EYECARE</u>	<u>90.00</u>	<u>166.67</u>	<u>1,230.00</u>	<u>1,666.70</u>	<u>2,000.00</u>	<u>62%</u>
TOTAL HOSPITAL & MEDICAL INSUR	38,446.92	49,852.17	513,080.69	498,521.70	598,226.00	86%
<u>9010.8 STATE RETIREMENT</u>	<u>0.00</u>	<u>47,933.58</u>	<u>596,391.75</u>	<u>479,335.80</u>	<u>575,203.00</u>	<u>104%</u>
<u>9089.8 MTA TAX</u>	<u>0.00</u>	<u>974.50</u>	<u>8,124.61</u>	<u>9,745.00</u>	<u>11,694.00</u>	<u>69%</u>
<u>203 EQUIPMENT</u>						
.01 EQUIPMENT - LIBRARY	0.00	833.33	4,493.16	8,333.30	10,000.00	45%
.02 EQUIPMENT - COMPUTER	2,260.00	1,250.00	5,663.02	12,500.00	15,000.00	38%
<u>.03 EQUIPMENT - BUILDING</u>	<u>0.00</u>	<u>1,250.00</u>	<u>1,936.00</u>	<u>12,500.00</u>	<u>15,000.00</u>	<u>13%</u>
TOTAL EQUIPMENT	2,260.00	3,333.33	12,092.18	33,333.30	40,000.00	30%
<u>410 PRINT & INFORMATION SERVICES</u>						
.05 BOOKS-FICTION	3,649.31	4,666.67	35,079.20	46,666.70	56,000.00	63%
.06 BOOKS-NON-FICTION	3,498.63	5,833.33	38,779.07	58,333.30	70,000.00	55%
.07 BOOKS-REFERENCE	616.45	4,416.67	29,013.75	44,166.70	53,000.00	55%
.08 BOOKS-CHILDREN & YOUNG AD	2,943.03	4,000.00	24,681.46	40,000.00	48,000.00	51%
<u>.09 BOOKS-AUDIO & ELECTRONIC</u>	<u>3,199.12</u>	<u>3,750.00</u>	<u>31,010.45</u>	<u>37,500.00</u>	<u>45,000.00</u>	<u>69%</u>
TOTAL PRINT & INFORMATION SERV	13,906.54	22,666.67	158,563.93	226,666.70	272,000.00	58%
<u>411 MACHINE READABLE MATERIAL</u>						
.02 REFERENCE SOFTWARE	0.00	4,166.67	40,068.60	41,666.70	50,000.00	80%
<u>.03 COMPUTER SOFTWARE</u>	<u>533.94</u>	<u>1,083.33</u>	<u>11,228.01</u>	<u>10,833.30</u>	<u>13,000.00</u>	<u>86%</u>
TOTAL MACHINE READABLE MATERI	533.94	5,250.00	51,296.61	52,500.00	63,000.00	81%
<u>413 SERIALS</u>						

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.01 MICROFORM	0.00	333.33	6,893.89	3,333.30	4,000.00	172%
.02 NON-MICROFORM	273.11	2,666.67	24,723.87	26,666.70	32,000.00	77%
TOTAL SERIALS	273.11	3,000.00	31,617.76	30,000.00	36,000.00	88%
417 A-V MATERIALS						
.02 CHILDREN'S MATERIALS	524.38	750.00	5,025.53	7,500.00	9,000.00	56%
.03 DVD	1,687.82	2,833.33	25,996.05	28,333.30	34,000.00	76%
.04 YOUNG ADULT	289.08	333.33	1,854.68	3,333.30	4,000.00	46%
TOTAL A-V MATERIALS	2,501.28	3,916.66	32,876.26	39,166.60	47,000.00	70%
417 AUDIO RECORDINGS						
.11 VIDEO GAME COLLECTION	0.00	833.33	3,492.05	8,333.30	10,000.00	35%
.12 COMPACT DISKS	410.64	916.67	4,842.10	9,166.70	11,000.00	44%
TOTAL A-V RECORDINGS	410.64	1,750.00	8,334.15	17,500.00	21,000.00	40%
417 A-V RENTAL & MAINTENANCE						
.21 FILM RENTAL-ADULT	33.00	250.00	1,708.00	2,500.00	3,000.00	57%
.24 MAINT. & REPAIRS	0.00	166.67	814.72	1,666.70	2,000.00	41%
.25 BULBS	0.00	41.67	0.00	416.70	500.00	0%
TOTAL A-V RENTAL & MAINTENANC	33.00	458.34	2,522.72	4,583.40	5,500.00	46%
430 OFFICE & LIBRARY SUPPLIES						
.01 ADULT SERVICES	0.00	50.00	74.52	500.00	600.00	12%
.02 CHILDREN'S SERVICES	372.46	208.33	990.57	2,083.30	2,500.00	40%
.03 COLLECTION MANAGEMENT	0.00	66.67	501.29	666.70	800.00	63%
.04 COMMUNITY INFO	0.00	83.33	0.00	833.30	1,000.00	0%
.05 COMPUTER SERVICES	0.00	633.33	806.45	6,333.30	7,600.00	11%
.06 INFO SERVICES	94.97	58.33	287.31	583.30	700.00	41%
.07 MEDIA SERVICES	0.00	258.33	4,279.60	2,583.30	3,100.00	138%
.08 GENERAL OFFICE SUPPLIES	759.95	1,833.33	21,144.05	18,333.30	22,000.00	96%
.09 ORAL HISTORY/SPECIAL COLLE	0.00	208.33	733.19	2,083.30	2,500.00	29%
.10 TECHINCAL SERVICES	760.20	708.33	4,311.54	7,083.30	8,500.00	51%
.11 OFFICE EQUIPMENT	2,486.18	333.33	3,516.90	3,333.30	4,000.00	88%
.12 YOUNG ADULT	5.42	33.33	17.41	333.30	400.00	4%
TOTAL OFFICE & LIBRARY SUPPLIES	4,479.18	4,474.97	36,662.83	44,749.70	53,700.00	68%
431 TELEPHONE						
.01 TELEPHONE	2,898.94	2,000.00	18,901.83	20,000.00	24,000.00	79%
.02 TELEPHONE MAINTENANCE	0.00	416.67	990.00	4,166.70	5,000.00	20%
TOTAL TELEPHONE	2,898.94	2,416.67	19,891.83	24,166.70	29,000.00	69%
433 POSTAGE & FREIGHT						
.01 POSTAGE - FREIGHT	127.73	2,500.00	19,330.86	25,000.00	30,000.00	64%
434 PRINTING						
.01 PRINTED INFO	0.00	583.33	4,435.72	5,833.30	7,000.00	63%
.04 DISPLAYS & EXHIBITIONS	139.00	208.33	1,460.05	2,083.30	2,500.00	58%
.05 LEGAL ADVERTISING	0.00	166.67	0.00	1,666.70	2,000.00	0%
.08 NEWSLETTERS	1,895.00	1,916.67	18,950.00	19,166.70	23,000.00	82%
TOTAL PRINTING	2,034.00	2,875.00	24,845.77	28,750.00	34,500.00	72%
435 TRAVEL & MILEAGE						

**PORT WASHINGTON PUBLIC LIBRARY
COMPARATIVE GENERAL FUND OPERATING STATEMENT
For the Ten Months Ended April 30, 2013
83% OF BUDGET EXPENSED**

	1 Month Ended April 30, 2013	1/12 of Annual Budget	10 Months April 30, 2013	10 Months Budget	Annual Budget	% of YTD Budget
.01 MEETINGS	15.00	666.67	3,368.93	6,666.70	8,000.00	42%
.02 MILEAGE	0.00	166.67	527.26	1,666.70	2,000.00	26%
.03 STAFF DEVELOPMENT	67.30	166.67	1,768.30	1,666.70	2,000.00	88%
TOTAL TRAVEL & MILEAGE	82.30	1,000.01	5,664.49	10,000.10	12,000.00	47%
436 ALIS/NLS OPERATING SYSTEM						
.01 CIRCULATION CHARGES	2,777.84	3,967.00	24,671.84	39,670.00	47,604.00	52%
.02 OPAC/CONCURRENT SESSION	1,200.21	1,607.33	12,357.78	16,073.30	19,288.00	64%
.03 NLS	0.00	1,931.67	23,180.00	19,316.70	23,180.00	100%
TOTAL NASSAU LIBRARY SYSTEM	3,978.05	7,506.00	60,209.62	75,060.00	90,072.00	67%
437 PROGRAM SERVICES						
.01 PROGRAMS - ADULT	616.50	1,250.00	12,167.00	12,500.00	15,000.00	81%
.02 PROGRAMS - YOUNG ADULT	402.96	541.67	3,367.62	5,416.70	6,500.00	52%
.03 PROGRAMS - JUVENILE	325.00	1,708.33	17,621.19	17,083.30	20,500.00	86%
.07 MEETING ROOM EXPENSES	0.00	83.33	260.54	833.30	1,000.00	26%
.08 OTHER PROGRAM SUPPORT	177.09	458.33	2,269.70	4,583.30	5,500.00	41%
.10 BUSINESS ADVISORY	0.00	0.00	750.00	0.00	0.00	0%
.13 MEDIA PROGRAMS	275.00	625.00	3,750.00	6,250.00	7,500.00	50%
.14 ANNIVERSARY CELEBRATION	(331.00) ①	0.00	24,997.52	0.00	0.00	0%
.15 PLANNING STUDIES	0.00	0.00	4,563.81	0.00	0.00	0%
TOTAL PROGRAM SERVICES	1,465.55	4,666.66	69,747.38	46,666.60	56,000.00	125%
438 MEMBERSHIPS						
.01 MEMBERSHIPS	0.00	166.67	3,535.00	1,666.70	2,000.00	177%
TOTAL MEMBERSHIPS	0.00	166.67	3,535.00	1,666.70	2,000.00	177%
439 RENTAL, REPAIR, MAINTENANCE OFFICE EQUIPMENT						
.01 EQUIPMENT	1,083.33	1,166.67	11,368.36	11,666.70	14,000.00	81%
.02 COPY EQUIPMENT	297.28	1,208.33	9,461.10	12,083.30	14,500.00	65%
.04 COMPUTER	0.00	83.33	145.00	833.30	1,000.00	15%
.05 DETECTION 3M	0.00	125.00	0.00	1,250.00	1,500.00	0%
.06 PIANO	(165.00) ②	83.33	1,000.00	833.30	1,000.00	100%
TOTAL RENT, REPAIR & MAINT. OFFICE EQUIPMENT	1,215.61	2,666.66	21,974.46	26,666.60	32,000.00	69%
440 BUSINESS SERVICES						
.01 ACCOUNTING	4,935.00	4,935.00	49,350.00	49,350.00	59,220.00	83%
.02 AUDIT	0.00	1,216.67	15,950.00	12,166.70	14,600.00	109%
.05 ELECTION	1,115.00	250.00	1,962.75	2,500.00	3,000.00	65%
.06 LEGAL	0.00	1,625.00	13,124.47	16,250.00	19,500.00	67%
.07 PAYROLL	371.35	625.00	6,587.30	6,250.00	7,500.00	88%
.09 OTHER	34.29	241.67	283.12	2,416.70	2,900.00	10%
.10 SECURITY SERVICES	2,187.39	2,524.33	21,304.78	25,243.30	30,292.00	70%
.11 COMPUTER SERVICES	4,822.32	5,003.33	45,255.52	50,033.30	60,040.00	75%
TOTAL BUSINESS SERVICES	13,465.35	16,421.00	153,817.94	164,210.00	197,052.00	78%
450 FUEL & UTILITIES						
.01 ELECTRICITY	13,680.36	12,530.08	88,482.97	125,300.80	150,361.00	59%
.02 FUEL	4,080.54	3,380.00	17,978.40	33,800.00	40,560.00	44%
.03 WATER POLLUTION CONTROL T	0.00	488.33	6,042.97	4,883.30	5,860.00	103%
.04 WATER TAX	0.00	420.17	2,873.32	4,201.70	5,042.00	57%

**PORT WASHINGTON PUBLIC LIBRARY
COMPARATIVE GENERAL FUND OPERATING STATEMENT
For the Ten Months Ended April 30, 2013
83% OF BUDGET EXPENSED**

	1 Month Ended April 30, 2013	1/12 of Annual Budget	10 Months April 30, 2013	10 Months Budget	Annual Budget	% of YTD Budget
TOTAL FUEL & UTILITIES	17,760.90	16,818.58	115,377.66	168,185.80	201,823.00	57%
451 CUSTODIAL SUPPLIES						
.01 BULBS	0.00	891.67	613.69	8,916.70	10,700.00	6%
.02 HOUSEKEEPING MAINT	635.19	1,208.33	8,398.98	12,083.30	14,500.00	58%
.03 UNIFORMS	180.00	41.67	242.54	416.70	500.00	49%
.04 CLEANING SERVICES	1,984.00	1,958.33	18,910.80	19,583.30	23,500.00	80%
TOTAL CUSTODIAL SUPPLIES	2,799.19	4,100.00	28,166.01	41,000.00	49,200.00	57%
452 REPAIRS TO BLDG & BLDG EQUIP.						
.01 REPAIR TO BUILDING	1,527.00	4,583.33	14,225.64	45,833.30	55,000.00	26%
.02 SUPPLIES FOR BUILDING	0.00	416.67	3,311.70	4,166.70	5,000.00	66%
.03 BUILDING IMPROVEMENTS	0.00	833.33	6,847.00	8,333.30	10,000.00	68%
.04 REPAIRS TO EQUIPMENT	0.00	416.67	1,826.13	4,166.70	5,000.00	37%
TOTAL REPAIRS	1,527.00	6,250.00	26,210.47	62,500.00	75,000.00	35%
454 INSURANCE						
.01 INSURANCE	0.00	5,050.92	62,504.42	50,509.20	60,611.00	103%
.02 RISK MANAGEMENT	0.00	375.00	4,452.50	3,750.00	4,500.00	99%
TOTAL INSURANCE	0.00	5,425.92	66,956.92	54,259.20	65,111.00	103%
455 OTHER OPER. & MAINT. CONTRACTS						
.01 MECHANICAL CONTRACTS	1,036.00	1,666.67	16,790.00	16,666.70	20,000.00	84%
.02 GROUND MAINT. CONTRACTS	775.00	1,666.67	14,296.38	16,666.70	20,000.00	71%
.03 BUILDING MAINT CONTRACT	558.64	1,375.00	15,692.10	13,750.00	16,500.00	95%
TOTAL OTHER OPERATION & MAINTENANCE CONTRACTS	2,369.64	4,708.34	46,778.48	47,083.40	56,500.00	83%
SUBTOTAL	411,200.03	533,822.74	5,090,309.14	5,338,227.40	6,405,873.00	79%
DEBT SERVICE						
BOND PRINCIPAL	0.00	35,000.00	420,000.00	350,000.00	420,000.00	100%
BOND INTEREST	0.00	8,812.92	105,755.00	88,129.20	105,755.00	100%
SUBTOTAL DEBT SERVICE	0.00	43,812.92	525,755.00	438,129.20	525,755.00	100%
INTERFUND TRANSFERS						
SUBTOTAL EXPENDITURES	411,200.03	577,635.66	5,616,064.14	5,776,356.60	6,931,628.00	81%
ENCUMBRANCES						
EQUIPMENT ENCUMBRANCE	0.00	1,139.14	4,020.24	11,391.40	13,669.65	29%
TOTAL ENCUMBRANCES	0.00	1,139.14	4,020.24	11,391.40	13,669.65	29%
TOTAL EXPENDITURES	411,200.03	578,774.80	5,620,084.38	5,787,748.00	6,945,297.65	81%
REVENUES OVER EXPENDITURES	\$ 569,060.06	\$ 577,635.65	\$ 5,819,131.56	\$5,776,356.50	\$ 6,931,628.00	84%

Footnotes:

- 1) A vendor credit was issued in April, no other expenditures were accrued in April for this account.
- 2) A check was voided in April, no other expenditures were accrued in April for this account.

PORT WASHINGTON PUBLIC LIBRARY

Miscellaneous Revenue

For the Year Ended June 30, 2013

	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Total
Lost Cards													
Newsletters			12.00				15.00	20.00					47.00
Ear Phones	31.00	31.00	26.00	25.00	38.00	29.00	30.00	23.00	30.00	26.00			289.00
Fax Cards	57.00	56.50	46.50	40.50	29.50	55.50	11.50						297.00
Flash Disc	8.00	16.00	32.00	32.00	40.00	8.00	32.00	24.00	24.00	32.00			248.00
Consolidated Vending	102.22	53.13		72.69		25.19	91.93	43.41	28.81				417.38
Bank credit													
Meeting Room Usage	290.00	145.00			20.00	225.00	220.00	580.00	575.00	145.00			2,200.00
NYS Sales Tax									(20.61)				(20.61)
Verizon Wireless E-Rate													
Mettlife Divident						57.72			14.43				72.15
Salemo Ins. Dividend										3,191.18			3,191.18
Ulrica Dividend													
NLS E-rate													
NLS direct access													
Broadview E-rate													
Broadview Networks													
Credit Card Point Reward						996.20	545.50	716.85	115.66	326.02			2,700.23
Non Resident Card													
Quench USA													
Bank service charge corrections													
Backpack/Totes			(138.00)						(138.00)				(414.00)
Manhasset Library Photo Copy				15.00				15.00	15.00				45.00
Verizon - Commission													
Televend - Commission		9.11			7.57								35.25
Staples Refund				519.61				16.57					519.61
Misc. Cash Donation	130.00	30.00	60.00	450.00				150.00	65.00				885.00
Donation reclass				(50.00)									(50.00)
KIRGIS (Teachers)													
Better World Books													
Lost and Found Sales													
Roor Plan													
Furniture/Equipment Sale													
Totals	\$ 618.22	\$ 340.74	\$ 38.50	\$ 1,104.80	\$ 135.07	\$ 1,258.61	\$ 945.93	\$ 1,590.83	\$ 709.29	\$ 3,720.20	\$ -	\$ -	\$ 10,462.19

Expenditures

- 9010.8 State Retirement - The Library historically pays the NYS Employee's Retirement invoice in December.
- 9050.8 Unemployment - The Library received a refund of unemployment payments for an employee in October.
- 143.14 ISD - Employees are paid an hourly rate based on need. The cost for 2011-12 and 2012-13 through April were \$85,337 and \$86,599, respectively.
- 413.01 Microform - The Library annually pays Proquest Company. The expense to this vendor for 2011-12 and 2012-13 were at \$14,410 and \$6,894, respectively.
- 430.07 Media Services - Expenditures are based on need and do not represent monthly spending habits. The Library is currently phasing out the VHS tapes and replacing them with DVD's. The Library is purchasing plastic security cases for the new DVD's.
- 430.08 General Office Supplies - In October, the Library purchased new library cards and paid an annual payment to the printer supplies & monitoring company.
- 436.03 NLS - This expenditure represents a onetime annual payment.
- 438.01 Memberships - The Library paid its onetime membership fee to the American Library Association.
- 439.06 Piano - The Library has the piano tuned before each performance.
- 440.02 Audit - This amount is a portion of the audit fee for the 2011-12 audit.
- 450.03 Water Pollution Control Tax - The Library annually pays the Receiver of Taxes in February. The costs for 2011-12 and 2012-13 were \$5,509 and \$6,043, respectively.
- 454.01 Insurance - This account represents the annual insurance payment.
- 454.02 Risk Management - Payments are made twice a year. The costs for the service in 2011-12 and 2012-13 were \$4,538 and \$4,453, respectively.
- 455.03 Building Maint Contract - The Library has paid its yearly fire alarm contract.

**PORT WASHINGTON PUBLIC LIBRARY
GENERAL FUND
Balance Sheet
April 30, 2013**

ASSETS

CNB GF MM	\$ 1,647,083
CNB GF CHECKING	36,349
PETTY CASH	980
DUE FROM SPECIAL REVENUE FUND	5,157
DUE FROM AGENCY	104
DUE FROM COMPONENT UNIT	63
PREPAID EXPENDITURES	<u>5,105</u>
 TOTAL ASSETS	 <u>\$ 1,694,841</u>

LIABILITIES

NYS RETIREMENT PAYABLE	\$ 158,720
UNCLAIMED WAGES	<u>933</u>
 TOTAL LIABILITIES	 <u>159,653</u>

FUND BALANCE

ASSIGNED: DESIGNATED FOR RETIREMENT CONTRIBUTIO	\$ 253,741
ASSIGNED: DESIGNATED FOR TERMINAL LEAVE	286,695
ASSIGNED: DESIGNATED FOR LIBRARY'S ANNIV. CEL.	31,553
ASSIGNED: DESIGNATED FOR CAPITAL PROJECTS	150,000
ASSIGNED: DESIGNATED FOR PLANNING STUDIES	48,176
ASSIGNED: APPROPRIATED FUND BALANCE	75,000
ASSIGNED: UNAPPROPRIATED - ENCUMBRANCES	9,649
UNASSIGNED FUND BALANCE	<u>680,374</u>
 TOTAL FUND BALANCE	 <u>1,535,188</u>
 TOTAL LIABILITIES AND FUND BALANCE	 <u>\$ 1,694,841</u>

CONFIDENTIAL

**PORT WASHINGTON PUBLIC LIBRARY
SPECIAL REVENUE FUND
Balance Sheet
April 30, 2013**

ASSETS

CNB SPECIAL AIDE	\$	318,423
DUE FROM PERMANENT FUND		<u>30</u>
TOTAL ASSETS	\$	<u><u>318,453</u></u>

LIABILITIES

DUE TO GENERAL FUND	\$	<u>5,157</u>
TOTAL LIABILITIES		<u>5,157</u>

FUND BALANCE

RESTRICTED: SPECIAL PROGRAMS		<u>313,296</u>
		<u>313,296</u>
TOTAL LIABILITIES AND FUND BALANCE	\$	<u><u>318,453</u></u>

**PORT WASHINGTON PUBLIC LIBRARY
PERMANENT FUND
Balance Sheet
April 30, 2013**

ASSETS

CNB MONEY MARKET	\$ 135,035
	<u> </u>
TOTAL ASSETS	\$ 135,035
	<u> </u>

LIABILITIES

DUE TO SPECIAL AID FUND	\$ 30
	<u> </u>
TOTAL LIABILITIES	30
	<u> </u>

FUND BALANCE

NONSPENDABLE: ENDOWMENT	135,005
	<u> </u>
TOTAL LIABILITIES AND FUND BALANCE	\$ 135,035
	<u> </u>

CONFIDENTIAL

**PORT WASHINGTON PUBLIC LIBRARY
CAPITAL FUND
Balance Sheet
April 30, 2013**

ASSETS

CNB CAPITAL	\$ 375,472
TOTAL ASSETS	<u>\$ 375,472</u>

LIABILITIES

RETAINAGE PAYABLE	\$ 14,307
TOTAL LIABILITIES	<u>14,307</u>

FUND BALANCE

ASSIGNED: UNAPPROPRIATED - ENCUMBRANCE	6,810
ASSIGNED: DESIGNATED FOR CAPITAL PROJECTS	<u>354,355</u>
TOTAL FUND BALANCE	<u>361,165</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 375,472</u>

CONFIDENTIAL

Port Washington Public Library
Board Resolution
May 15, 2013

General Fund Budget Transfers

Resolved: To make the following general fund budget transfers for the year ended June 30, 2013:

To:

<u>Code</u>	<u>Description</u>	<u>Total</u>
19010800.01	STATE RETIREMENT	\$ 21,188.75
17410143.14	ISD	25,000.00
17410413.01	MICROFORM	2,900.00
17410430.07	MEDIA SERVICES	1,179.60
17410430.08	GENERAL OFFICE SUPPLIES	3,000.00
17410438.01	MEMBERSHIPS	1,535.00
17410440.02	AUDIT	1,350.00
17410450.03	WATER POLLUTION CONTROL TAX	182.97
17410454.01	INSURANCE	1,893.42
17410455.03	BUILDING MAINT. CONTRACT	2,000.00
		<u>\$ 60,229.74</u>

From:

19060800.01	MEDICAL	\$ 21,188.75
17410141.04	CERT.LIB GRADE 17	25,000.00
17410413.02	NON-MICROFORM	2,900.00
17410430.05	COMPUTER SERVICES	4,179.60
17410440.11	COMPUTER SERVICES	2,885.00
17410450.02	FUEL	4,076.39
		<u>\$ 60,229.74</u>

BREAKDOWN OF MATERIAL BILLED AND RETURNED TO PATRONS
RECEIVING ATTORNEY LETTER

<u>Period Covered</u>	<u>Letters Mailed</u>	<u>Value of Material Outstanding</u>	<u>Value of Material Paid for or Returned</u>	<u>Value of Material Still Outstanding</u>
Dec. 1, 2011 - March 31, 2012	21	2699.33	1912.67	786.66
April 1, 2012 - June 30, 2012	9	1878.75	1499.95	378.80
July 1, 2012 - Sept. 30, 2012	7	1661.19	945.31	715.88
Oct. 1, 2012 - Dec. 31, 2012	13	2079.28	1633.38	445.90
Jan 1, 2013 - March 31, 2013	18	3133.02	595.35	2537.67
			To Date	

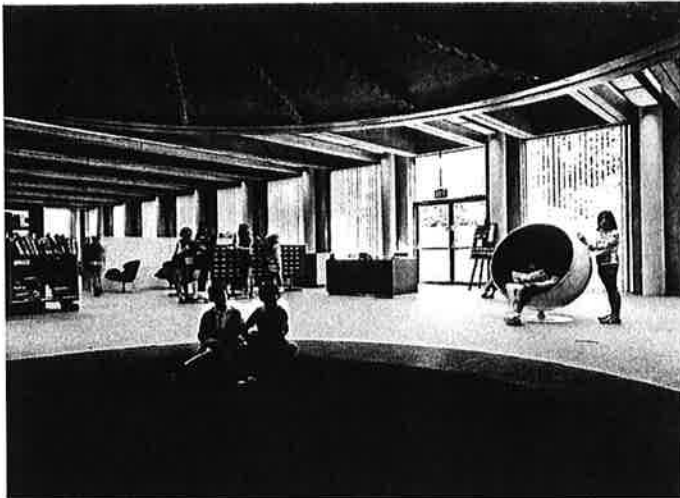
Planning for the Renovation of the Port Washington Public Library Children's Services Department

Some Perspective

To date we have invested a good amount of thought and effort, along with some money, in trying to determine how we might redesign the Children's Services Department to better reflect 21st century needs, service patterns and aesthetics. This is a long and careful process, and all of our efforts to date have helped to formulate our thinking, giving us information and perspective as we move forward.

When this library building opened in 1970 it represented a radical change in both design and function from that of the small Bellevue Avenue library building that preceded it. The interior was startlingly modern and a departure from what the community had been accustomed to. The new building was embraced immediately by some, and over time by others, and it has stood the test of time, continuing to serve us well, undergoing a major expansion/renovation in 2001.

Now we stand at another crossroad as we prepare to bring this new initiative forward, one that will require a bold, imaginative vision, a new vision that will also need to stand the test of time. This will be more difficult today, in an era of hyper-rapid change.



Children's Room circa 1972



Looking at these photos of the original Children's Room (with the addition of the fabulous Fritz Scholder paintings on the wall) it is startling to see the contrast between the open airy uncluttered space that existed in the original design and the ever more filled-in, cluttered space we have arrived at today. In 1970 and for several years thereafter, the entire picture book collection was contained along the south wall. During the 80's and early 90's there was an explosion in publishing – some would argue that too much was published – and we felt the need to increase our shelf space. Now print publishing is contracting again, so we are looking to reduce our shelf space and repurpose the existing space to address current needs.

Specifics

Administration and Children's Room staff have worked with four different architects/space designers, beginning in 2010.

- Donald and Liisa Sclare Architects
Worked with staff and administration to review and determine goals of project. A series of public charrettes were held which resulted in an initial plan for renovation and redesign that was submitted by Mr. Sclare and also presented in a slide show.
Total cost: \$6,000
- Kimberly Bolan and Associates
Telephone conferences, email correspondence and a full day on site visit resulted in guidelines for collection size and weeding as well as shelving requirements. This became the basis for additional extensive weeding of the children's collections. Two possible redesigns were also submitted.
Total cost: \$5,000
- Library Interiors/LibraryRecordsManagement
An onsite consultation with representatives from both firms resulted in some recommendations for change. No formal redesign drawings have been received to date.
Total cost: pending, not to exceed \$3,000
- 1100 Architect
Met with firm principal Jurgen Rheims on site to review objectives for renovation. This firm has done two Robin Hood Foundation public school projects, as well as other school library and public library children's spaces, receiving design awards for two of the projects. Requested and received proposal for further work.
Total cost: none

There are a number of other architectural firms in the New York area that have done Robin Hood Foundation projects whose work we have reviewed online. These are pro bono projects that are supported by the foundation, and have resulted in some terrific renovations. Administration would like to visit one or two of these sites and talk to one more architectural firm before weighing all the information and making a recommendation as to how the library should proceed.

The library has always been a leader in the community. With public buildings comes a public trust – to create environments that respect and value our citizens and embody our pride in community. This is reflected in truly inspired civic spaces, and the library can be the best and most important civic space in the community, welcoming and serving all residents of Port Washington.

Overview to Date

- Crowding conditions in the Children's Room become a source of concern
- Library Trustee Myron Blumenfeld gives the library a grant (through the Library Foundation) to hire local architect Donald Sclare (Donald and Liisa Sclare Architects) to begin a renovation plan
- Plan is presented at a library board meeting and the board asks for additional information on current trends in children development and children's library spaces
- Presentations are made to the board by Kim Burgeon of the Burgeon Group and Kathy Deere, Head of the Family Place Project
- Library contracts with Kimberly Bolan and Associates
- Library contracts with Library Interiors/LibraryResourceManagement – final formal study not yet received.
- Library meets with Jurgen Rheims, principal, 1100 Architect – requests and receives proposal for study

Things to Consider

The architects under consideration have all done very good work, have excellent reputations and are known quantities. As we move forward and make our decision about who will do the renovation, the most important factors will be:

1. Cost
2. Scope and creativity of vision
3. Compatibility in the working relationship
4. Respect for the library's concerns



architects + engineers

575 Broad Hollow Road tel 631.756.8000
Melville, NY 11747 fax 631.694.4122

February 18, 2013

Mrs. Nancy Curtin, Director
Port Washington Public Library
One Library Drive
Port Washington, New York 11050

**Re: Port Washington Public Library
Emergency Generator
H2M Proposal No.: LP13-249**

Dear Mrs. Curtin:

Holzmacher, McLendon & Murrell, P.C. (H2M) is pleased to provide this proposal for engineering services, design and construction documents, bidding phase services and construction services in conjunction with the proposed emergency generator at One Library Drive, Port Washington, New York.

In consideration of the above, we propose to provide the following professional services:

TASK I. – DESIGN CONSTRUCTION DOCUMENTS

- A. Design and size a new natural gas emergency generator unit. All existing building loads will be added to the generator with the exception of the chiller and chilled water pumps.
- B. Design new natural gas service and gas piping systems. Coordinate gas service requirements with National Grid. It is assumed natural gas is available at the required pressure and the need for a gas booster system will not be required. Costs for a gas booster system are not included in this proposal.
- C. Design new power and control feeds to interface with new automatic transfer switch.
- D. Design new generator foundation.
- E. Develop construction cost opinion.
- F. Coordinate size requirements and locations to meet all code clearance requirements as per the National Electric Code.
- G. Preparation of construction bid documents, including plans, form of proposal, contract, general requirements, and detailed specifications.
- H. Project coordination meeting with the Owner.
- I. Provide two (2) sets of final plans and specifications to the Owner for review and approval.
- J. Submission of all plans and specifications to NYSED for permit approvals.



TASK II. – BIDDING AND SOLICITATION PHASE

- A. Reproduce contract documents and solicit bids on behalf of the Owner.
- B. Provide clarification of construction documents during bidding phase.
- C. Attend bid opening and tabulate bids.
- D. Review low bid contractor qualifications and make recommendation of award.

TASK III. – CONSTRUCTION ADMINISTRATION SERVICES DURING CONSTRUCTION

- A. Pre-Construction Conference: H2M will conduct a pre-construction conference with the contractor and representatives of the Owner. The purpose of the conference is to introduce the participants in the project and to familiarize the contractor with the policies and procedures to be followed during the project. Minutes of the meeting will be prepared and distributed by H2M.
- B. Review of shop drawings and other contractor submittals: All required shop drawings and submittals will be reviewed for conformance with the contract documents. Any required changes will be noted on the submittal until the submittal conforms to the design and contract drawings and specifications for the project. The contract specifications clearly delineate the required content of shop drawings and the required procedure for submittal and resubmittal of shop drawings.
- C. Review of contractor payment requisitions: The contract documents will require that a construction cost breakdown be provided by the contractor at the beginning of the project. The cost breakdown will be reviewed to ensure that adequate detail is provided to properly assess the progress payments due and to ensure that the cost breakdown is fairly distributed among the various construction tasks and not "front-end loaded". H2M will review the contractor's payment requests in conjunction with the approved construction cost breakdown and recommend payment by the Owner.
- D. General responsibilities during construction: H2M will review and advise the Owner as to the acceptability of all subcontractors, material suppliers, materials, equipment and proposed substitutes. H2M will also issue instructions to the contractor on behalf of the Owner regarding interpretations and negotiation of change orders. Supplementary drawings may be prepared as required to resolve problems due to unforeseen subsurface conditions or other actual field conditions encountered. Throughout the construction period, H2M personnel will be available to discuss the project status.
- E. Review and documentation of construction progress for conformity with the contract documents, coordination with contractors and contractor scheduling, coordination and reporting to designated Owner personnel regarding construction progress, reviewing requisitions for payment including all change order proposals submitted by contractors, attending project meetings and conducting and documenting final inspection. H2M has allowed three (3) meetings for this proposal.



- F. Final Inspection: Upon completion of the work, H2M will conduct a final inspection and prepare punch lists for the contract of any incomplete or unacceptable work. A dollar value will be assigned to punch list items, and recommendations will be made to the Owner regarding payment and release of Retainage.

H2M's preliminary cost opinion for a 200 kw natural gas generator is \$350,000.00

FEE SCHEDULE

We propose to provide the services described above in accordance with the following fee schedule.

TASK I. Design Construction Documents (Lump Sum)	\$17,250.00
TASK II. Bidding and Solicitation Phase (Lump Sum)	\$1,500.00
TASK III. Construction Administration Services During Construction (Lump Sum)	\$5,750.00
TOTAL FEE:	\$24,500.00

The professional lump sum fees above do not include any incurred reimbursable expenses. Outside expenses will be billed as reimbursable expenses at our direct cost. Reimbursable expenses include all NYSED permit filing fees, postage and mileage. Invoices will be prepared on a monthly basis for the work completed to date. Each invoice will include a detailed description of services and a breakdown of reimbursable expenses.

Reimbursable Expense Estimate: \$750.00

H2M proposes to complete the design and preparation of contract documents within eight (8) weeks of your authorization to proceed. H2M also proposes to bill the Port Washington Public Library monthly based on our percent complete. Any additional fees for changes in the scope of work will be identified and agreed upon, prior to the commencement of additional work.

Should this proposal be acceptable to the Port Washington Public Library, please sign below and on the two (2) attached proposal statements and return a copy of this proposal and one (1) executed copy of the proposal statement to our office.

We appreciate the opportunity to provide the Port Washington Public Library with professional engineering services. If you have any questions, please feel free to contact the undersigned at (631) 756-8000 extension 1413.

Very truly yours,
HOLZMACHER, McLENDON & MURRELL, P.C.

Jeffrey L. Czajka, P.E., LEED AP
Vice President

cc: GYP, EVI – H2M



PROPOSAL AGREED & ACCEPTED BY:

Signature: _____

Print Name: _____

Title: _____

Client: Port Washington Public Library
Address: One Library Drive
Port Washington, New York 11050

Date: _____

HOLZMACHER, McLENDON & MURRELL, P.C.

PROPOSAL STATEMENT

PROPOSAL TO: PORT WASHINGTON PUBLIC LIBRARY DATE: 02/15/2013

PROJECT: EMERGENCY GENERATOR
(LP13-249)

The following clauses constitute HOLZMACHER, McLENDON & MURRELL, P.C.'s terms, hereinafter referred to as H2M, by which H2M agrees to perform services under this proposal. Should the parties agree to modify same, it must be accomplished by the parties by written instrument. On acceptance of the proposal and/or commencement of the work, this proposal statement and the proposal shall constitute the agreement between Client and H2M.

1. **EXTENT OF PROPOSAL STATEMENT:** This statement and the attached proposal represents the entire and integrated proposal statement between Client and H2M and supersedes all prior negotiations, representations, or agreements, either written or oral. This agreement may be amended only by written instrument signed by both Client and H2M.

2. **GOVERNING LAW:** Unless otherwise specified within this proposal statement, this statement shall be governed by the law of the principal place of business of H2M.

3. **GENERAL:**

3.1 If a dispute arises out of any of the provisions contained herein, H2M and the Client agree to exercise good faith efforts to resolve the matter fairly, amicably and in a timely manner. If the dispute cannot be settled through discussion, each party agrees to endeavor to settle the dispute through non-binding mediation. The mediation shall be conducted under the auspices of the American Arbitration Association (AAA) and in accordance with the construction industry mediation rules of the AAA. The parties agree to resort to arbitration, litigation or other court proceedings, only in the event mediation efforts fail to resolve the dispute. Regardless of the outcome of the mediation, the costs associated with the mediation, exclusive of attorney fees, expert fees and other costs not related to the actual cost of administering the mediation, shall be borne equally by the parties.

3.2 Neither party shall hold the other responsible for damages or delay in performance caused by Acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's employees and agents.

3.3 In the event any provisions of this statement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

3.4 H2M intends to render its services under this agreement in accordance with generally accepted professional practices for the intended use of the project and makes no warranty either expressed or implied.

3.5 Any opinion of the construction cost prepared by H2M represents its judgment as a design professional and is supplied for the general guidance of the Client. Since H2M has no control over the cost of labor and materials,

competitive bidding or market conditions, H2M does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to client.

3.6 H2M has not been retained or compensated to provide design and construction review services relating to the Contractor's safety precautions or to means, methods, techniques, sequences, or procedures required for the Contractor to perform his work, but not relating to the final or completed structure. Omitted services include but are not limited to shoring, scaffolding, underpinning, temporary retainment of excavations and any erection methods and temporary bracing.

3.7 Both, the Client and H2M certify that the individual that has executed this statement on their behalf is empowered to execute and bind their respective party to the terms and conditions of this proposal statement.

4. **TERMINATION:** This agreement may be terminated by either party by seven (7) days written notice in the event of substantial failure to perform in accordance with the terms of this agreement by the other party through no fault of the terminating party. If this agreement is terminated, H2M shall be paid for services performed to the termination notice date plus termination expenses. Termination expenses are defined as reimbursable expenses directly attributable to termination plus 15 percent of the total compensation unearned at the time of termination to account for H2M's rescheduling adjustments, reassignment of personnel and related costs incurred due to termination.

5. **DELEGATION OF DUTIES:** Neither Client nor H2M shall delegate his duties under this agreement without the written consent of the other.

6. **HOURLY RATES OF COMPENSATION:** Where hourly rates of compensation are proposed as the method of payment, it shall be computed as: TOTAL PAYROLL COST plus 1.5 times TOTAL PAYROLL COST as an allowance for overhead and profit for the number of hours that employees are directly employed on the project including travel. TOTAL PAYROLL COST is calculated as the sum of: 1) direct salary charged to the project; and 2) the ratio of the latest fiscal year benefits of all employees (vacations, sick leave, holidays, insurance, taxes, pensions, and other benefits) to all direct salaries; multiplied by direct salary charged to the project. Additional services, when required, will be invoiced at hourly rates of compensation plus reimbursable expenses.

7. REIMBURSABLE EXPENSES: Reimbursable expenses are in addition to compensation to H2M for basic and additional services and include expenditures made by H2M, its employees or consultants in the interest of the project. Reimbursable expenses include but are not limited to:

7.1 Expenses of transportation, subsistence and lodging when traveling in connection with the project.

7.2 Expenses of long distance, toll telephone calls, telegrams, messenger service, faxes, express charges, computer charges, reproduction, and fees paid for securing approval of authorities having jurisdiction over the project.

7.3 Sub-contractor expenses, plus a 10 percent mark-up to cover H2M handling and administration costs.

7.4 When authorized in advance by Client, expense of overtime work requiring higher than normal rates, and expense of preparing perspectives, renderings or models.

8. PAYMENTS TO H2M:

8.1 Progress payments shall be made in proportion to services rendered and as indicated within this proposal and shall be due and owing within thirty (30) days of H2M's submittal of its invoice. Past due amounts owed shall include a charge at the maximum legal rate of interest from the thirtieth (30th) day.

8.2 If Client fails to make payments due H2M, H2M may, after giving seven (7) days written notice to Client, suspend services under this proposal and seek full payment plus interest and all reasonable attorney fees incurred for collection of said fees. If H2M suspends work due to non-payment, H2M will not be responsible for any delays or associated costs incurred by the Client.

8.3 The amount of any sales, excise, value added, gross receipts or any other type of tax that may be imposed by any taxing entity or authority shall be in addition to fees and costs described in the proposal and proposal statement.

8.4 Payment of invoices for services shall not be subject to or contingent upon receipt of payment from third parties, unless otherwise agreed in writing.

8.5 A Cost of Living adjustment shall be made to lump sum or unit price fees, and maximum fees, wherever they appear, if the Consumer Price Index (CPI-U), U.S. City Average, exceeds six (6) percent in any 12-month period commencing with the first day of the month of the date of the proposal. The adjustment shall be calculated based on the percentage increase in CPI-U, from the inception date of the proposal, for the effort completed each month. The adjustment shall be added to the lump sum or unit costs, or to the maximum fee.

9. INSURANCE, INDEMNITY AND LIABILITY:

9.1 H2M INSURANCE: H2M shall acquire and maintain statutory workers compensation insurance coverage, employer's liability, comprehensive general liability insurance coverage and professional liability insurance coverage. Upon request, H2M can provide the Client a certificate of insurance.

9.2 LIMITATION OF PROFESSIONAL LIABILITY: The Client agrees to limit H2M's liability to the Client on the project, due to H2M's professional negligent acts, errors or omissions such that the total aggregate liability of H2M shall not exceed fifty thousand (\$50,000) dollars or H2M's total fee for services rendered on this project, whichever is greater.

9.3 HAZARDOUS WASTE CLAIM (*Definition*): "Hazardous Waste Claim" shall mean any claim arising out of, or based upon, the dispersal, discharge, escape, release or saturation of smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids, gases or any other materials, irritant, contaminant or pollutant, whether such discharge is sudden or gradual.

9.4 LIMITATION OF LIABILITY: Client agrees to bring no claim against H2M either directly or by means of impleader, third party claim or cross claim, in any action relating in whole or in part to any hazardous waste claim as defined in 9.3.

9.5 CLAIM INDEMNIFICATION: In the event H2M is a party to any action arising out of a hazardous waste claim, Client agrees to indemnify H2M to the maximum extent permitted by law, award, judgment or settlement against the H2M provided that such indemnification shall not apply to such portion of the award judgment or settlement unrelated to the hazardous waste claim.

9.6 DEFENSE COST INDEMNIFICATION-CLIENT'S OPTION TO DEFEND:

9.6.1 In the event H2M is a party to any action arising in whole or part out of a hazardous waste claim, Client agrees to indemnify H2M for all costs (including attorneys' fees) incurred by H2M in defending such action.

9.6.2 Client may, at its option, elect to defend H2M in any action described in 9.6.1 provided that Client indemnifies H2M for any judgment, settlement or other payment to any claimant whether or not attributable to the hazardous waste claim portion of such action.

9.7 CONTRACTOR'S INSURANCE: The Client shall require all Contractors and any Subcontractors, prior to the commencement of their work, to submit evidence that they have obtained for the period of the Construction Contract and guarantee period comprehensive general liability insurance coverage (including completed operations coverage). This coverage shall provide for bodily injury and property damage arising directly or indirectly out of, or in connection with, the performance of the work under the Construction Contract, and have a limit of not less than \$1 million for all damages arising out of bodily injury, sickness or death of one person and an aggregate of \$3 million for damages arising out of bodily injury, sickness and death of two or more persons in any one occurrence. The property damage portion will provide for a limit of not less than \$500,000 for all damages arising out of injury to or destruction of property of others arising directly or indirectly out of or in connection with the performance of the work under the Construction Contract and in any one occurrence including explosion, collapse and underground exposures. Included in such coverage will be contractual coverage sufficiently broad to insure the provision of 9.8 "Indemnity." The comprehensive general liability insurance will include as additional named Insureds: Client; H2M and each of its officers, agents and employees.

HOLZMACHER, McLENDON & MURRELL, P.C.

PROPOSAL STATEMENT

9.8 INDEMNITY: Client will require that any Contractor or Subcontractors performing work in connection with Drawings and Specifications produced under this agreement to hold harmless, indemnify and defend, Client and H2M, its consultants, and each of its officers, agents and employees from any and all liability claims, losses or damage arising out of, or alleged to arise from, the Contractor's (or Subcontractor's) negligence in the performance of the work described in the Construction Contract documents, but not including liability that may be due to the sole negligence of Client, H2M, its consultants or officers, agents and employees.

10. CLIENT'S RESPONSIBILITIES: Client shall

10.1 Designate in writing a person authorized to act as Client's representative. Client or his representative shall receive and examine documents submitted by H2M, interpret and define Client's policies and render decisions and authorization in writing promptly to prevent unreasonable delay in the progress of H2M services.

10.2 Furnish soils data including but not limited to reports, test borings, test pits, probings, subsurface exploration, soil bearing values, percolation tests, ground corrosion and resistivity test, all with appropriate professional interpretation, as may be required.

10.3 Guarantee full and free access for H2M to enter upon all property required for the performance of H2M services under this agreement.

10.4 Hold all required special meetings, serve all required public and private notices, receive and act upon all protests and fulfill all requirements necessary in the development of the contracts and pay all costs incident thereto, including special application fees for review of project documents.

10.5 Provide H2M with standard bid documents required and advertise for proposals from bidders, open the proposals at the appointed time and place and pay costs incident thereto.

11. NOMINAL/RESIDENT CONSTRUCTION REVIEW SERVICES:

11.1 If requested by Client, or recommended by H2M and approved in writing by Client, H2M shall provide one or more full time resident project

representatives to assist H2M in order to render more extensive representation at the project site during the construction phase. Such resident construction review services shall be paid for by Client as Additional Services as defined within this agreement. The limits of the authority, duties and responsibilities of a resident project representative shall be described before such services begin by written instruments.

11.2 By means of the more extensive on-site observations of the work in progress, H2M will endeavor to provide further protection for Client against defects and deficiencies in the Contractor's work, but the furnishing of such services shall not include construction review of the Contractor's construction means, methods, techniques, sequences or procedures, or of any safety precautions and programs in connection with the work, and H2M shall not be responsible for the Contractor's failure to carry out the work in accordance with the Construction Contract.

11.3 On projects where H2M has been engaged to provide nominal (periodic) or resident construction observation services, H2M will provide these services based on an agreed upon construction observation schedule. If the schedule is extended due to changes/actions of the client, contractor or another party other than H2M, than the fee paid to H2M shall be increased to cover the additional costs incurred or the services under construction observation will be terminated as of that date.

12. OWNERSHIP OF DOCUMENTS: All drawings, specifications and other work product of H2M for the project are instruments of service for this project only and shall remain the property of H2M whether the project is completed or not. Reuse of any of the instruments of service of H2M by Client on extensions of this project or on any other project without the written permission of H2M shall be at Client's risk and Client agrees to defend, indemnify and hold harmless H2M from all claims, damages, and expenses including attorneys' fees arising out of such unauthorized reuse of H2M instruments of service by Client or by others acting through Client. Any reuse or adaptation of H2M instruments of service shall entitle H2M to further compensation in amounts to be agreed upon by Client and H2M.

13. PROPOSAL EXPIRATION: The offer to perform the proposed services described in the cover letter attached herewith is extended for ninety (90) days from the date of said letter. Extensions of this proposal shall be in writing only.

AGREED AND ACCEPTED:

CLIENT: _____

SIGNED BY: _____

TITLE: _____

DATE: _____

H2M/HOLZMACHER, McLENDON & MURRELL, P.C.

SIGNED BY:  _____
Jeffrey L. Czajka, P.E., LEED AP

TITLE: VICE PRESIDENT _____

DATE: 02/15/2013 _____
(LP13-249)

ENGINEERS, ARCHITECTS, SCIENTISTS, PLANNERS, SURVEYORS

The Nassau County Member Library Directors
Cordially Invite You to the Sixth Annual
Fundraising Event for
New Yorker for Better Libraries

We've Done Land, We've Done Sea – Now We're Doing Air!
Join us at

The American Air Power Museum
(1230 New Hwy, Farmingdale, NY 11735)
Thursday, June 6, 2013 at 6 PM

Help support NYLIBS-PAC while dining in an authentic WWII 1940's airplane hangar. Our private party will allow you to get up close to the mighty "warbirds". Docents will be available to guide you through the many world class exhibits inside the museum.

Hot Buffet Dinner, Beer, Wine, Soda
Music, Food, Fun, Raffle Baskets, 50/50 Raffle
\$50 Per Person



NYLIBS-PAC was created in 2003 by New York library advocates to:
Maintain and increase aid to libraries and library systems.

Sustain and improve library and information services for the people of New York State.
Support elected officials who are pro-library.

The NYLIBS-PAC has been successful in seeing that the New York State Legislature has made over \$14 million available to libraries for construction projects and supports legislation to increase state aid to libraries.

The Nassau County Member Library Directors Funding PAC Committee: Janis Schoen, Co-Chair; Frank McKenna, Co-Chair; Debbie Podolski; Maureen Chiofalo; Lisa Paulo; Ken Bellafiore; Mamie Eng; Trina Reed; Jan Heinlein; Elizabeth Goldfrank.



Complete and return by May 15, 2013. Please make checks payable to the New Yorkers for Better Libraries PAC and send to NYLIBS-PAC c/o Nassau Library System, 900 Jerusalem Avenue, Uniondale, NY 11553.

Buffet Dinner - \$50.00 per person
Number attending _____ X \$50 = _____
(List names below and provide contact information for one)

Name/Company/Organization

Email Address

Address

City, State, Zip

I can not attend. Please find my donation enclosed.

Additional methods of sponsorship:

Event Sponsor

Buffet Sponsor - \$1,500

Raffles Sponsor - \$1,000

Table Sign - \$500

Program Journal Ad

Full Page Ad = \$500

Half Page Ad = \$325

Quarter Page Ad = \$125

Business Card Ad = \$50

To best represent your donation in our program journal and sponsorships, please email your company's logo and information to nclanews@hotmail.com



INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement ("AGREEMENT") made as of March 1, 2013 by John DLeo & Sons Inc. ("CONTRACTOR") located at 18 Hickory Road, Port Washington, New York and the Port Washington Public Library, a corporation organized under the Education Law of the State of New York ("LIBRARY") located at One Library Drive, Port Washington, New York.

WHEREAS, the LIBRARY desires to retain the services of the CONTRACTOR; and
WHEREAS, the CONTRACTOR is an independent contractor desirous of doing business with the LIBRARY and providing services to the LIBRARY as an independent contractor; and
WHEREAS, the CONTRACTOR has represented to the LIBRARY that it is specifically trained, experienced, and/or competent to perform the services under this AGREEMENT and the LIBRARY has relied upon such representations; and

WHEREAS, it is the intent of the parties hereto that any services performed under this AGREEMENT will be in conformity with all applicable federal, state and local laws; and
WHEREAS, the LIBRARY and the CONTRACTOR, as a result of their mutual negotiations, have agreed upon the terms and conditions set forth herein,

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is agreed as follows:

1. The terms of this AGREEMENT will commence in March 2013 for the services described below. All services required to be performed under this AGREEMENT by the CONTRACTOR will be in effect until February 2015.
2. Either party to this AGREEMENT shall have the right, at any time, to terminate this AGREEMENT, without cause, by providing the other party sixty (60) days' written notice of such termination.
3. The CONTRACTOR agrees to provide the service(s) (collectively hereinafter referred to as "SERVICES") in a manner satisfactory to the LIBRARY and on a timely basis:
 - a) Lawn, shrub and hedge maintenance to include:
 - i) Spring clean-up
 - ii) Weekly maintenance
 - iii) Pruning of shrubs and hedges
 - iv) Fertilizing of shrubs and hedges
 - v) Fall clean-up

4. As compensation for the SERVICES rendered by the CONTRACTOR under this AGREEMENT, the LIBRARY shall pay the CONTRACTOR at the mutually negotiated rates listed below:

a) Spring clean-up	\$ 1,070.00
b) Weekly maintenance	\$ 7,434.00
c) Pruning of shrubs and hedges	\$ 615.00
d) Fertilizing of shrubs and hedges	\$ 1,102.00
e) Fall clean-up	\$ 1,323.00
TOTAL	\$11,544.00

18. If any legal action is commenced or necessary to enforce or interpret the terms of this AGREEMENT, the prevailing party shall be entitled to reasonable attorneys' fees, costs, and necessary disbursements in addition to any other relief to which that party may be entitled.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT the _____ day of _____ in _____.

PORT WASHINGTON PUBLIC LIBRARY

By: _____

Name: NANCY CURTIN
LIBRARY DIRECTOR

CONTRACTOR

By: _____

Name: JOHN DI LEO
JOHN DI LEO & SONS, INC.

Pine Tree Foundation of New York
Grant/Proposal Application Form

Date of proposal: 5/7/13 Tax ID/Registration Number: 11007598
(Copy of IRS exemption letter to be attached)

Name of Institution: Port Washington Public Library

Executive Director or President of the Institution: Nancy Curtin

Please attach List of Board Members or Trustees on separate page or page from current Annual Report

Address: One Library Drive Port Washington, NY 11050

Phone Number: 516-883-4401 E-Mail Address: curtinn@pwpl.org

Contact Person for the Project: Nancy Curtin

Title: Library Director

Contact person's phone number: 516-883-4401

E-mail: curtinn@pwpl.org

Institution Background: Describe in 300 words or less or include relevant pages from Annual Report

Project Title & Description: Describe in 600 words or less. Include timeline and project details.
Include how this project fits with the mission and/or research aims of your institution. (attach)

Amount Requested for the specific project: \$10,000

Budget Line Items: _____ (attach)

Other Funder(s) for the Project (if applicable) _____ (attach)

Other Pertinent Information (if applicable) _____ (attach)

Authorized Signer

Library Director
Title/Position

May 7, 2013
Date

Note: Completed application should be sent electronically in MS-Word format. Annual reports and other support documents may be provided electronically or sent in printed format to: Pine Tree Foundation of New York, 1324 Lexington Avenue, Suite 229, New York, NY 10128

NEW YORK STATE ENVIRONMENTAL EXCELLENCE AWARDS



2013 Application Brochure

New York State Department of Environmental Conservation



AAC Minutes
April 10, 2013

Present: Lynda Schwartz, Rita Katz, Barbara Fishman, Aaron Morgan, Eileen Neville, Betty Gimbel, Shellie Schneider, Marion Klein and Jackie Kelly

First part of the meeting was to preview new work (7:30PM)

Artist #1 Edmond Gabbay- There was interest in the landscapes. It was felt that more work needs to be seen.

Artist #2 Michael Boruch- Vote was No

Artist #3 Marla Lipkin- Previously seen. Vote was Yes

Artist #4 Christie Deveraux- Seascapes. Vote was Yes

Artist #5 Chin Shin- Vote was No

Artist #6 Bradle Berd- Vote was No

Thanks were given to Eileen, Shelley and Rachele for chairing the April show by Megan Sirriani Brand. The reception was well attended. Megan, who is part of a studio group In Sea Cliff, has invited the art council to visit. Save the date: May 18th. More details to follow.

May was supposed to be artist Catherine Eckdahl, however she has health issues and needs to cancel. Megan Brand will extend her exhibit through May..

June exhibit will be work of Luca Piola Chairs, Eileen and Betty.
Hanging will be May 31st. Show will come down on July 1st.

July- Aug. AAC members' exhibit. Aaron will chair. Work will be hung on July 1st

September- Artist, Debra Goertz. Chair will be Marion Klein

We are looking for new, fresh members to join our council. If you have any names to submit, please bring them to the next meeting.

Meeting ended at 8:30PM

Next Meeting will be May 8th at 8:00

Respectfully submitted,
Shellie Schneider,
Substituting for Pam Record

Children's Advisory Council
Committee Meeting Minutes
April 23, 2013

In attendance: Michele Hyde, Nancy Gordon, Susan Kass, Joni Simon, Elyse Tepper and Jeff Zeh.

I. Review of Showcase (April 8, 2013)

Standouts:

Robert Austin-Magic - www.austinmagic.com - Although they did not see his performance, he was very impressive at his booth.

Flow Circus-Magic and Juggling www.flowcircus.com - good variety, good for Tweens

Sammie and Tudie - www.imaginationplayhouse.com - magic/comedy show

David Engel Theme shows - www.davidengel.biz - we would be interested in the Jedi Adventure for Halloween 2013.

Patricia Shih-Singer/songwriter and workshops - www.patriciashih.com - we have had her in the past with good results.

NY Chinese Cultural Center-performances/workshops www.nychineseculturalcenter.org - we would be interested in booking for Chinese New Year January 2015 (note: January 2014 we have booked Chinese Acrobat Li Lu).

Prismatic Magic-Laser programs - www.prismaticmagic.com - we have had in the past with good results.

Robin Greenstein-Karaoke, variety of programs - www.robingreenstein.com

Feats of Memory - www.FeatsOfMemory.com

Long Island Children's Museum- Especially the Nano particles program - www.licm.org

II. Review of recent programs

Jester Jim-great

Gwendolyn Querzaire - Presutti

Constant Wonder-good

Donna Washington

North Shore Animal League-successful

Still have problems with registration-inappropriate ages coming to some programs, how to deal with this at time of registration-ask children's date of birth?

III. 2013 Programs for balance of the year:

Jester Jim booked for the Junior Aide Lock-In this August

Crabgrass Puppet Theater - Jack and the Beanstalk booked for post Thanksgiving Day

Story Crafters - Winter Tales booked for December

Tween's Night: On July 16 Rachel Fox will present a food related activity; on August 6 teen magician Even Kirsh will present a magic show.

IV. 2014 Needs/Ideas

February 2014 Break, perhaps Flow Circus

Spring Break 2014: Sammie and Tudie for younger and maybe a workshop for older

Halloween 2014: David Engel or Mad Science of Long Island

Note: Joni likes working with Encore Booking Agency.

Joni would like to have Brady Rymer again for a future program

V. Summer Reading Club: Theme "Dig into Reading" Prestino (Magic) booked for kick off program on July 12.

VI. Intergenerational Trip Ideas

Legoland in Yonkers: <http://www.legolanddiscoverycenter.com/westchester>

NBC Studios, backstage tour: <http://www.nbcstudiotour.com/>:

NY Transit Museum: <http://www.mta.info/mta/museum/#group>

NY Firefighters Museum <http://www.nycfiremuseum.org/>:

Fashion Institute of Technology: <http://www.fitnyc.edu/13666.asp>

Planetarium at the Cradle of Aviation:

http://www.cradleofaviation.org/plan_your_visit/jetblue_sky_theater_planetarium.html

Sony Wonderlab: <http://www.sonywondertechlab.com/>

Long Island Maritime Museum: <http://www.limaritime.org/>

As of March 31, 2013 Fund balance: \$15,028.44

Next meeting: September 17, 2013 at 9:30AM

Respectfully submitted by Susan Kass

Minutes

Health Advisory Council

April 9, 2013

Meeting was convened at 7:30 pm on April 9, 2013.

Present: Sarah Hogenauer, Co-Chair; Tina Fuchs, Co-Chair; Dr. Joan Easton; Dr. William Knight; Library Trustee Mike Blumenfeld; Katherine Crean, R.N.; Janet West of the Library Staff.

Minutes of the meeting of February 19 were approved.

New Member

The Council welcomed Katherine Crean, R.N., a new member. She is a longtime resident of Port Washington with wide-ranging medical experience, who is currently working at St. Francis Hospital. She is well-known to the Library staff and our patrons as the nurse who conducts our monthly blood pressure screenings in the reading room.

Programs

Final arrangements for our four-person April 18 panel presentation are underway. "Ethics and End-of-Life Choices" will be introduced and moderated by Council member Dr. William Knight. The program is expected to be very popular and well-attended. Tony Traguado of the Media Services Department has agreed to tape the program, and signed release forms will be obtained from the participants. Health proxy forms will be available.

Planning for our May 15 program, the Research Investigators Science Expo, is also in its final stages. This will feature the Fellows of the Feinstein Institute at North Shore University Hospital, who will present their research in a manner appropriate for a lay audience. Local resident Gerard Honig will facilitate. Publicity for the event will be sent to the science departments of local public and private high schools.

The focus of our October 22 program, featuring *New York Times* columnist Perri Klass, remains under discussion. Council members have tentatively decided to ask Ms. Klass to speak on the effects on violence in the media on young people, and the consequences of childrens' exposure to violent computer and video games, movies and television shows. Dr. Joan Easton of the Council will re-contact Ms. Klass with this suggestion.

The next meeting of the HAC is scheduled for Tuesday night June 4 at 7:30.

Janet West

Port Washington Public Library

April 10, 2013

MUSIC ADVISORY COUNCIL

Minutes of 4-17-2013

Present: Betty Bock, , Frances Hettinger, Nettie Jonath, Jane Murphy, Bernie Schneider, Mary Watts, Jessica Ley (staff liaison)

Absent: Jonathan Watkins, Phyllis Brusiloff

The meeting was called to order by Bernie Schneider, co-chair, at 1:20 pm

1. Minutes of March 20, 2013, were corrected to acknowledge that Bernie, Nettie, Fran and Phyllis attended the Volunteer Appreciation Breakfast.
2. Financial Report. Accepted as received.
3. Old business:
 - a) Betty and Bernie have listened to pianist Juho Pohjonen on his website and liked him
 - b) Mary booked Apollo trio for May 18 but will have to reschedule since the Library needed that date for a joint event with Landmark. Michael Brown has been booked for 9/15/13 – contracts have been signed and returned.
 - c) The new meeting notification system has proved acceptable for all.
 - d) Discussion of Patch.com events reporting. Jackie gives them information and they choose what to include and when. Events are different for each zip code.
 - e) Checks for performers with management will be mailed after the concert. Checks for performers not represented will be in the designated box located in the Circulation dept. office on the bookcase behind the desk.
 - f) The Music Club contribution to MAC has been received and credited by the Finance Dept.
4. New Business
 - a) The concert with Dave Sear on April 7th was very well attended. Bernie will speak with him about talking less at future performances.
 - b) After a discussion of the archives, it was agreed that Bernie and Mary would speak with Janet West for an update.
5. Monitor Schedule update

5-12 Adam Neiman: 1-Betty 2-Mary 3- Bernie
6. Next Meeting: May 15, 2013 @ 1:15 pm (the final meeting of the season for roundup and evaluation)

Respectfully submitted,
Jessica Ley, staff liaison

Nautical Advisory Council – Minutes for March 12, 2013

Attendees: Andrea Watson, Alan Dinn, Craig Albrecht, Alan Bergman, Sue Miller, Joel Ziev, Bill Simon and Jeff Zeh

The meeting began at 7:33 pm. The minutes from the January 10, 2013 meeting were approved unanimously. The budget report indicated a balance of \$22,343.47 as of 1/31/13.

The first items discussed were the two upcoming events being sponsored by the Nautical Council:

The first event is entitled “**The Long Island Sound Cleanup: Where Are We, What is to be Done,**” with **Thomas Andersen from Save the Sound**, an environmental advocacy organization. It will be held on **Tuesday March 26, 2013 at 7:30 pm** in the Library’s Lapham Meeting Room. Sue Miller, who helped organize this event, said she would email some publicity material to the Council members so that they could help spread the word.

The second event is entitled “**What’s Happening in the America’s Cup? With Dawn Riley**, Executive Director at Oakcliff Sailing and past America’s Cup Captain. This event will be held on **Thursday May 2, 2013 at 7:30 pm** in the Library’s Lapham Meeting Room. Further publicity material will be forthcoming to help promote this event. The Council agreed to give Dawn Riley an honorarium from the Nautical Council in the amount of \$300.00.

We also briefly discussed another event coming up in October 2013. The Library will be hosting an exhibit on loan from the Cold Spring Harbor Whaling Museum which commemorates the bicentennial of the War of 1812. This exhibit will be on display for the whole month of October. Arthur Donovan has said he will speak to Dr. Josh Smith, a professor of Maritime History, if he would be willing to give a talk during the month of October.

Next we spoke about the upcoming annual boat tours being sponsored once again by the Nautical Council. Sue Miller distributed information with the dates of all 8 tours we are planning and asked for volunteers to agree to host individual tours. She said she would email the updated list with the names of those who have agreed to host a tour. The registration will begin on the first Monday in June. The Council agreed to once again ask Jennifer Wilson-Pines, Exec. Dir. Manhasset Bay Protection Committee, if she would be willing to join some of these tours as an additional host. In the past she has provided some insightful history and environmental info about Manhasset Bay to those on board.

Mary Lu Dempsey then updated the Council on the latest with the Model Boat Regatta which the Nautical Council is sponsoring again this year. The Council will provide support

in the amount of \$800.00 to the Chamber of Commerce. Mary Lu informed us that the pre-assembly was complete, and that school training dates had been set and that classroom trainers were in the process of being assigned. She mentioned that they have been fortunate to have most of their volunteers agree to help again this year, with special thanks to Bill Brakman who has been a big help again this year. The Model Boat Regatta will be held at Baxter Pond on June 2, with June 9 being the rain date.

Next, there was a discussion of the current membership of the Nautical Council and the possibility of adding new members and a review of members who have not had an active role for some time. Some ideas for new members included Dr. Josh Smith, a nautical history professor who now resides in Port Washington. Also the addition of a representative from the Sportsmen's Club was mentioned.

The last item discussed was a possible future program with Long Island Traditions, a local organization which focuses on maritime history, boat building and other Long Island cultural traditions. Nancy Solomon from Long Island Traditions has contacted the Library regarding an exhibit they are interesting in showing. The size of this exhibit may not work for the space available but some other type of event may be possible.

The next meeting for the Nautical Council will be on Tuesday May 7, 2013 at 7:30 pm in the Local History Room.

The meeting was adjourned at 8:20 pm.

Port Washington Public Library
Books for Dessert
Minutes
April 15, 2013

Present: Nancy Comer; Lee Fertitta; Carol Trimarchi; Annmarie Benzinger; Marian Weissman, Nancy Curtin, Penelope Madry.

The meeting was called to order at 6:12 p.m.

I. The minutes from February 11, 2013 were approved.

II. Leader Reports:

Annmarie Benzinger's group finished "Sadako and the Thousand Cranes" and the group made paper cranes. They will repeat making the cranes for a photo shoot for the local press. They have started to read "Secret Admirer Mystery," a totally different kind of story.

Carol Trimarchi has finished "PinBalls" with her group and has started "White Fang." They love to read but not discuss. She continues to encourage discussion.

III. Financials

As of 3/31/13, the balance was \$8,344.96, not including the Jaggar grant or the SEPTA contribution. Penelope Madry will explore the Wish You Well grant application. Lee Fertitta reported that the Bill and Melinda Gates Foundation grants for which Books for Dessert might apply are restricted to the Pacific Northwest. We could apply for computers.

IV. SEPTA

Georgia DeYoung made the March meeting and as a result, SEPTA is making a \$100 contribution to Books for Dessert. She will attend a future meeting to emphasize the transition from school to Books for Dessert. It was determined that Annmarie Benzinger would approach Kathleen Mooney, Port Washington Schools Superintendent, and perhaps meet with her with Georgia DeYoung to facilitate the process.

V. Evaluation Subcommittee report

Tabled until the next meeting. Discussion centered on what information was and was not available from the forms used last year. Anecdotal snippets would be welcome in any case and leaders were strongly encouraged to add them to their session reports. Filming each group 3 times a year would provide an opportunity to view positive developments in individuals. [The library's Media department has the capability to do the filming; whether and how much to edit would be up to the Books for Dessert Advisory Council]. Nancy Comer discussed the Jaggar Grant and our need for a partner in academia. Lee Fertitta was asked to research contacts for her at Hofstra and Adelphi.

V. Mission Statement

Choose two or three phrases from the drafts for next meeting.

VI. New Business

1. A marketing plan to provide the schools with information was discussed. Lee Fertitta will create a mockup for discussion. It should include:
Books for Dessert Brochure
Letter of introduction (one for participant; one for family)
Newspaper article(s)
Colorful container
2. Annmarie Benzinger brought up the idea of using picture books to reinforce a story. She and Marian Weissman have a collection and they will choose several titles to be ordered. Authors include Eve Bunting and Patricia Palacco. These books could be added to the Books for Dessert library bookshelf.
3. Nancy Comer reported that CMA has difficulty keeping track of the scheduled sessions. The schedules can be re-sent via email. Possible letter of emphasis discussed, i.e., maintaining continuity, calling if not coming, etc.

VII. Next meeting: **Monday, May 20, 2013**

Respectfully submitted,

Lee Fishel Fertitta

From: David lopez

Subject: The most exciting moment in my life!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!

The most exciting moment in my life

The most exciting moment in my life was passing my English final exam at Nassau Community College. It meant the world to me because it made me realize how smart a person I really am. In addition, I proved wrong most of the people who doubted me for so many years. I felt so proud of myself and I was on cloud nine because of the hard work that I put into getting prepared for the final exam. I want to thank Peggy and Haydee for this wonderful ESOL program. I worked with Ted Goldsmith, English teacher extraordinaire. Having put in the hard work into preparing for the final exam showed me that hard work does pay off. The sky is the limit for me and I am looking forward to great things. Thank you Ted for being there for me and helping me and getting me to believe and feel confident in myself. Thanks a million! LOVE,
David

Nancy Curtin

From: Elise May [mailto:stardimetheater@yahoo.com]
Sent: Monday, April 22, 2013 2:24 PM
To: Nancy Curtin; Betsy Golan; Christine Stehn
Cc: Ann Marie Fitzpatrick; Sheila Bluni; Rachel Fox; Joni Simon; Keith Klang; Elena Box; Casey Murphy; Linda Nutter
Subject: Creative Readers

To All at SEPTA and the PWPL:

We did it! We just finished our first full year of Creative Readers. None of this could have happened without the overwhelming support of SEPTA and the Port Washington Public Library.

Whereas I need and want to extend my appreciation to everyone involved, I must first and foremost thank Ann Marie Fitzpatrick, without whom the program would not run like the well-oiled machine it does. Her dedication and accessibility have allowed me to focus on the needs of the children and the growth of the program rather than the mechanics of coordinating the support structure.

Sheila Bluni has been wonderful as a behavioral specialist offering support to our high school/elementary school buddies. Her presence has given an extra level of security, while her non-intrusive nature has empowered the teens to work through behavioral situations they may have never encountered before.

At the library, Rachel Fox, Director of Children's Services, has embraced Creative Readers, allowing it to grow and flourish and truly have a home. All of the Children's Room librarians have been wonderfully supportive with all aspects of the program. Joni Simon makes sure our space is booked and set up as per our needs. Keith Klang makes sure all our books are inter-loaned so each student can have one when needed. We even have our own Creative Readers shelf, which makes us feel very welcomed. Each week the librarian in the room is wonderful as 24 buddies come through their doors with the addition of parents and attending adults and, in another hour, another 24 joyfully enter sharing the excitement of their Creative Readers lesson. Of course, none of this would happen were it not for the unwavering support of the mission of Creative Readers by Library Director, Nancy Curtin.

Big thanks go to my assistant and my guest teaching artists for sharing their expertise and talents; Elena Box, Casey Cheffo and Dr. Linda Nutter.

I just attended the Arts in Special Education Consortium where it was plain to see we are doing the right thing by using the arts as a conduit for learning in the special needs population. Integrating theater, music, movement and art and using a multi-sensory approach to literature allows our students to learn in ways that imprint, impress upon and work for them. This program is by no means one way learning. The high school buddies gain incredible insight and appreciation by working with their younger buddy. It is a win-win situation.

As you know, we are set with dates for Creative Readers for 2013-14 with dates as follows:

Fall 2013 Session: October 5th training, Oct. 19th, 26th, Nov. 2nd, 9th, 16th and 23rd

Winter 2014: Jan. 11th, 18th, 25th, Feb. 1st and 8th

Spring 2014: March 1st, 8th, 15th, 22nd, 29th, April 5th

The library will be supporting the program on the artistic side, while SEPTA will continue their support with SEPTA personnel. I can't think of a better marriage. Thank you for the honor of officiating!

With deep appreciation,

Elise May
Creative Readers Program Director

Creative Readers primary goal is literary enrichment to increase the joy of reading for K-2, 3-5 grade students by turning books into a multi-sensory experience offering all learners the ability to be challenged, motivated and successful. Our secondary goal, of no less importance, is to offer a space for unique learners of all kinds, some of whom are schooled outside the district, to socialize and work together creatively.

~~Elise May~~
Storytime Theater/Expressive Elocution
~~43 Hillview Avenue~~
Port Washington, NY 11050
~~516 833-2569~~
~~Email: elisemay@expressive-elocution.com~~
Web: www.expressive-elocution.com

Nancy Curtin

From: Elly Shodell
Sent: Thursday, May 02, 2013 2:47 PM
To: Nancy Curtin
Subject: RE: In Service

We are so glad that you will enjoy the book and have purchased it for your mom. With all the recent publicity about the new Gatsby film and book, we are sure it will create new interest in your mom's generation.

Best wishes,

Elly Shodell

Elly Shodell
Local History Center Director
Port Washington Public Library
Port Washington, New York 11050

www.pwpl.org

From: Nancy Curtin
Sent: Thursday, April 25, 2013 9:27 AM
To: Elly Shodell
Subject: Fwd: In Service

Nancy Curtin
Sent from my iPhone

Begin forwarded message:

From: Nicholas Seery <njseery@gmail.com>
Date: April 24, 2013, 6:44:47 PM EDT
To: <curtinn@pwpl.org>
Subject: In Service

Just wanted to let you know that i had ordered the book " in Service" The service worker in the old Long Island estates you published.

I got it for my 89 year old mom. Her grandfather (and my great grandfather)worked on the Mackey estate as a dairy man.

She was thrilled to find his name listed. John Kern. She always told me stories how he had to walk in the snow down Glen Cove Road from where he lived to the estate.

Thanks for the history

Nicholas Seery

PATRON COMMENTS

APRIL 2013

Received From	Date	Comment
Anonymous	4/17/13	Please provide us with vanilla syrup for coffee. Thanks
V. M.	4/17/13	I just wanted to compliment Reno in Media Services. He is always so pleasant and helpful. Today he patiently showed me how to use the Nook I really appreciate it!
J. F.	4/17/13	I would recommend that books in the circulating fiction shelves <u>not</u> be placed on the bottom shelf. Many of us are no longer 12 years old.
Anonymous	4/22/13	We need more comfortable chairs in the auditorium
Anonymous	4/22/13	Get a variety for the Cold Drinks vending machine,.
E. R.	4/22/13	We need a third and fourth yoga series with Karen.
R. L.	4/22/13	I'm appalled to find the bookshelves in Adult non-fiction & children's non-fiction half full I'm told you are repurposing these spaces. Trust me there are many of us who don't want repurposing. We <u>like</u> books – <u>tangible books</u> . Please note this suggestion. Please stop storing and discarding books – they should be on the shelves to be browsed. Thank you!

Children's Services February-April 2013

Programs

As they say "a picture is worth a thousand words." Below are some photo highlights from our ongoing story times, class visits and in-house workshops.

Mother Goose story time with Joni Simon and Fran Powell



Staff member Dan Chuzmir with his wife and baby Betsy



Story Time with Miss Lucy and Mr. Mike



It seems however many classes we add for our youngest age group there is still a demand. A new addition to our offerings: Music Story Time with Miss Lesley and her assistant Mr. Keith draws a large crowd.



Typical stroller traffic during a story time. Can you say valet!??!



Tweens learn about dogs from members of the North Shore Animal League during one of our monthly *Tweens Night Out*



Ongoing Book Discussion:

Our tween monthly book discussion is now in its eleventh year. Keith Klang and I alternate leading a group of 10-15 children who participate. Here is a list of the books we have discussed most recently:

February 26th, 2013 – *When You Reach Me* by Rebecca Stead

March 26th 2013- no meeting - Passover

April 16th 2013 – *Afternoon of the Elves* by Gennifer Choldenko

Joni Simon leads an active book discussion for the 3rd and 4th graders

February 21st 2013 - *Pie* by Sarah Weeks

March 21st 2013- *Mr. Chickee's Funny Money* by Christopher Curtis

April 18th 2013- *The Lemonade War* by Jacqueline Davis

Special Performances And Workshops:

February 22 – Br'er Rabbit and Friends with storyteller Gwendolyn Quezaire-Presutti. Besides telling stories about Br'er Rabbit Quezaire-Presutti told participants how Brother Turtle used his mind to outsmart Old Coyote; why the crocodile has lumps on his back and why dogs and cats are no longer friends.

March 27 – **Constant Wonder**

Alice and Connie from *Constant Wonder* has participants mesmerized as they told stories, had children pretending to be all types of animals; and enjoying dancing and singing along with their music.



March 28 - Jester Jim

Jester Jim presented a show filled with outrageous visual gags and amazing stunts. If you didn't have a chance to catch his performance be sure to check out his website on which you can watch a clip of his program: www.jesterjim.com. He was so great we invited him to come and for our annual volunteer overnight in August.



Young Birders Club

10 children and their adults took a walk with Holly Byrnes from the North Shore Audubon Society to Stannards Brook Park where they observed birds and their habitats. Upon their return they excitedly told me they saw Mallard Ducks, Robins and Cardinals and they made bird nests.



Great Library Card Adventure

The 11th Great Library Card Adventure ran from April 1-28th. Although I expected a smaller turnout due to the shortage of school librarians (the program is a collaborative effort between the public library and the schools) we had 989 participants. Using the same format as the last few years children went on an actual scavenger hunt throughout the children's room searching for clues. Everyone, parents included seemed to enjoy this. Children and parents alike even learned things about our collection. The participation prize this year was a string bag. The Friends of the Library were listed on the bottom of the prize as being the co-sponsors. It was a close game until the very end. The winning grade this year was the 3rd graders with 190 students coming to play and learn more about the public library. Second graders were behind them with 182 students coming to visit.

Although the school librarians are always excited to pick a book for each of the winning classes and keep them on a special shelf in their library we discussed possibly moving the Great Library Card Adventure to mid-school year in the future. Sam, a young boy in one of the

classes we visited asked me why it was so late in the year. He commented that the winning grade never gets to enjoy the books they have won as the school year is just about over when they arrive. Good point Sam! We also decided that now with ELA testing in the elementary schools in April the schools are very busy that month.



Gavin Gerbasi plays for the first time!



Steven Maissel, son of staff member Lesley Siegel gets his first clue.



We could not run the GLCA if not for our around the clock volunteers.



A young girl enjoying the game.



Three proud Great Library Card Adventure finishers.

New Program – Baby Bump

It was only a matter of time before we added a program for our parents-to-be!

from Fran Powell:

We launched a new program in Children's Services this winter for first time expectant moms. "Baby Bump" brought together eight pregnant moms with their spouses to have the opportunity to speak informally with other pregnant moms while also talking to a professional on pregnancy. During the three-week program, mother's and father's to-be met with a midwife, a doula and a board certified lactation consultant. At the end of the three weeks, parents received a Born to Read bag filled with plenty of helpful resources and an age appropriate book for the new baby. We also had parent's fill out a questionnaire and evaluation. The results were praise for the program on how informative it was, and they offered suggestions for future "Baby Bump" programming.



New to our Room

We added an ipad about a month ago to our row of computers available to our patrons. To limit the possibility of damage it has been cabled to a table and has a protective rubber sleeve around it. Many fun and educational apps were installed. I am almost hesitant to say this out loud (or even to type it) but we have had no problems with it to date and feedback has been very positive.

On the flip side of new technology however – Keith Klang and I have been especially busy helping people with their kindles, nooks and ipads. It is a very time consuming venture when a patron comes down to the busy children's room needing assistance with their devices.

Collaborations

PWCCP Collaboration

Working with the Port Washington Child Care Partnership we developed a booklet called "We're Bored: Screen free things to do in a restaurant, car or any place you are bored." It was filled with games that could be played without the use of a computer screen. Remember / Spy or the License Plate Game?!?!?! The PWCCP paid for the printing of the booklets and they were given as an added prize to every participant of the Great Library Card Adventure as well as in other venues outside of the library.

Working with Kidsport

Five separate class visits were set up with Kidsport during the month of April in which children came for a story time and to play the Great Library Card Adventure. It was so much fun and a great way to reach out to kids who might not otherwise be able to come to the library. I see many more collaborations like these in the future.

Collaboration with ESL and the Parent Resource Center from Fran Powell

Peggy O'Hanlon has enrolled 40 new adult students (who primarily live in Manorhaven) in beginner and intermediate ESL classes at Our Lady of Fatima Parish. Peggy's responsibility was to enroll the students, test them and provide the teachers, who by the way are all volunteers. The Parent Resource Center's responsibility (Lisa Grossman) was to hire the babysitters needed for the children who will be at the program while their parents' are in classes. According to Lisa Grossman, they were given a sizable grant from TD bank just for that purpose. They will have enough money to take them into the next year. I (Fran Powell) have recommended to many of my families in the Parent-Child Home Program these new classes being given. I was happy to see at least three of my families taking advantage of it.

The Children's Room has put together Child Care Provider Kits that consist of books, a video, a flannel board story and a music CD that the babysitters can use in order to help with the children who will be attending the program while their parents are taking classes.

There will be 17 sessions for the year. Held on Thursdays from 7-9pm.
The class will be continuous and go through mid june.

Continuing Education

Special Needs Workshops

I attended a series of workshops at NLS discussing programs for patrons with special needs. Since the onset of our co-sponsored program Creative Readers we have become more aware of a real need in our community for more programs for this population of children.

On February 13th I listened to Evan Oppenheim from the Compass Project as he spoke about strategies for hiring and managing employment for people with disabilities. His organization targets "high functioning" adolescents and young adults (aged 13-26) with a range of special needs. He discussed how everyone has strengths and can bring value to an organization. He told us that 1/3 of all employees at Walgreens are special needs. Also addressing the group were two adults who had Aspergers. They described their past experiences growing up as well as their experiences as an adult. One of the young men had an MLS degree. Attending this workshop gave me a few pointers that I had not known in working with one of the employees in the children's room who is special needs. We now have a checklist for her to mark as she finishes each of her tasks. This has become a source of pride for her and has lessened our frustration as in the past each time she finished a task she would ask us what she was to do next. Such a simple idea but we hadn't thought of it!

On March 4th I went to a class entitled "Autism Friendly Storytimes." Coincidentally this year we had two children on the autism spectrum attending our afterschool storytime (Keith Klang and I alternate running the program). The woman who spoke (Tricia Twarogowski) was so interesting and again gave me so many easy tips that I hadn't thought about. The tips were useful when dealing with any group of kids. When I got back from this workshop we made a few simple changes to the afterschool group and had dramatic results. One thing we now do is put out carpet squares for the kids so that they each have their own space in the storycircle (touching, squeezing, hugging and pushing was a big issue with everyone in the class). Another thing we have instated was hanging up a flannel board schedule of what we will be

doing in the group. The schedule board just has a list of words – story, song, story, fingerplay, etc.. We take off the word as we complete the activity. This simple idea has made the transition between activities much smoother.

Besides my taking pages of notes while I was in the workshop Ms. Twarogowski also gave us a list of websites that we could go to for ideas and guidance. She has a blog full of information as well.

The final workshop I went was on April 8th entitled “Programming for Older Kids and Teens with ASD – What’s after Storytime.” It was led by Barbara Klipper who has a book coming out with ALA in the fall entitled *Serving the Spectrum*. She too had many good ideas about how to run programs.

The thought that struck me the most was said by both women. It was something to the effect of –parents are in needs of programs for their special needs kids, do not be hesitant to add such a program just by thinking you do not have the experience working with that population, if you make a mistake the parents will understand, they are just so happy that the library is offering them something and you can only get better by trying. This summer we are going to add an “inclusive storytime” to our line-up and have been discussing offering a program similar to *Books for Dessert* to our children’s room readers.

Another observation that both women made was something we need to keep in mind when we do renovate the children’s room. Keep it simple! If we are to do programs with this population in our storycircle we need to tone down all the busyness that is on the walls. This is a huge distraction. Good point as we have found that to be the case with many kids in our story hour groups.

Grant Writing Workshop from Keith Klang:

For two Saturdays, March 9th and March 16th, I attended an Introduction to Grant Writing Course through Nassau Community’s Continuing Education Program. The class was taught by a Grant Writer from Winthrop University Hospital.

The course was designed for individuals who have had little to no experience looking for an applying for grants. The first session discussed evaluating your organization and deciding which grants are appropriate to apply for. The instructor also highlighted several places online to seek out new grants. The second session focused more the basic ins and outs of writing your first grant proposal. The instructor walked the class through the step-by-step process of what should and should not be written in the grant.

Earlier this year I applied for my first grant to fund the Creative Readers Program that currently runs in collaboration with SEPTA (Special Education PTA). I believe going forward using both that experience as well as the knowledge gained from the course that I’ll be better equipped to both seek out and apply for grants to support the programs we have at the Port Washington Public Library.

that situation, however they rose to the occasion and did what they thought was the right thing to do.

I am happy to report that after having many tests taken at the hospital, everything appears to be normal. Maybeⁿ April 15th (tax day) was all too stressful for me!

Out of the Mouths of Babes

Because no one ever takes the time to put good comments in the suggestion box this year we added a graffiti writing space at the end of the Great Library Card Adventure game so children could comments (good or bad) about the scavenger hunt. There were no bad! Here were some of the quotes:

"It was fun but it was hard and I had a lot of fun" – Anya

"I thought is was a great way to get to know the library!" – Anonymous

"I really loved it, especially when I did it with my friends." – Jae

"It was SMF (so much fun)!"

"I think it was awesome!"

"Best game ever! Totally!"

"It was very fun and I wanted to find more clues" –Tyler

"It was really fun and now I can find biographies really quickly."

"It was fun and I could find stuff easier. I liked it and I got to play with my friend. I enjoyed it. The prize was good too. "

"I like this game because it was really challenging."

"It was the funniest thing on Earth!"

Hope you all came to play because if you didn't you missed a fun time!

Submitted By:

Rachel S. Fox

Rachel S. Fox
Children's Services

PORT WASHINGTON PUBLIC LIBRARY STATISTICS -2ND QUARTER 2012-2013

				2nd Quarter	2011
	OCTOBER	NOVEMBER	DECEMBER	TOTAL	TOTAL
TOTAL CIRCULATION	33,756	35,687	38,273	107,716	105,469
TOTAL QUESTIONS	9,082	9,123	7,893	26,098	28,595
PATRONS ENTERING LIBRARY	27,394	40,628	28,674	96,696	97,838
ITEMS BORROWED	2,352	1,780	2,188	6,320	6,990
ITEMS LOANED	3,442	1,953	2,900	8,295	10,599
SERVICES					
Adult Computers	2,992	3,366	3,222	9,580	11,498
Children's Computers	1,563	1,989	1,348	4,900	4,515
Online Databases	4,950	3,828	3,758	12,536	17,919
Tutor.com	231	217	206	654	667
Homebound Visits	4	2	4	10	
WebSite Visits	16,260	15,296	14,166	45,722	48,313
TOTAL	26,000	24,698	22,704	73,402	82,912
PROGRAMS OFFERED					
Adult	105	79	72	256	245
YA	2	1	1	4	6
Children	45	29	21	95	103
ESOL	117	104	63	284	387
Non-Library	38	32	27	97	94
TOTAL	307	245	184	736	835
PROGRAM ATTENDANCE					
Adult	2,424	2,557	1,590	6,571	6,235
YA	39	6	10	55	131
Children	1,220	844	859	2,923	2,802
ESOL	734	506	386	1,626	1,775
Non-Library	816	835	744	2,395	3,087
TOTAL	5,233	4,748	3,589	13,570	14,030
TOTAL COLLECTION ADDITIONS	1,445	1,083	976	3,504	4,031
STUDY ROOM USE (N,S & Quiet)	1,297	1,424	1,232	3,953	4,972
TEEN SPACE ROOM USE	936	1,600	858	3,394	2,670
Authorizations:					
People	85	75	77	237	N/A
Documents	142	127	111	380	N/A
Notes: Hurricane Sandy Closed 10/29 - 11-1					

WHAT'S NEW IN AUDIOBOOKS?

Following is a list of our most recent (April) audio CD acquisitions.

*Coming Soon

<i>Title</i>	<i>Author</i>	<i>Call Number</i>
*Angel's Flight	Connelly, Michael	FIC Connelly cd
*Black Count, The	Reiss, Tom	B Dumas R cd
Burgess Boys, The	Strout, Elizabeth	FIC Strout cd
Calculated in Death	Robb, J.D.	MYS FIC Robb cd
Call for the Dead	leCarré, John	FIC leCarré cd
*Camille	Dumas, Alexander	FIC Dumas cd
*Carthage	Oates, Joyce Carol	FIC Oates cd
Cloud Atlas	Mitchell, David	FIC Mitchell cd
*Cover of Snow: A Novel	Milchman, Jenny	FIC Milchman cd
*Dance of the Seagull, The	Camilleri, Andrea	MYS FIC Camilleri cd
*Death of Yesterday	Beaton, M.C.	MYS FIC beaton cd
*Daddy's Gone A Hunting	Clark, Mary Higgins	MYS FIC Clark cd
*Don't Go	Scottoline, Lisa	FIC Scottoline cd
*Dracula's Guest and Other Stories	Stoker, Bram	SS Stoker cd
Elephant Keepers' Children, The	Hóeg, Peter	FIC Hóeg cd
End of Your Life Book Club, The	Schwalbe, Will	B Schwalbe cd
Family Pictures	Green, Jane	FIC Green cd
*Fatherhood and Other Stories	Cook, Thomas H.	SS Cook cd
*Gods and Beasts	Mina, Denise	MYS FIC Mina cd
*Golden Egg, The	Leon, Donna	FIC Leon cd
*His Majesty's Hope	Macneal, Susan Elia	MYS FIC Macneal cd
*Hit, The	Baldacci, David	FIC Baldacci cd
*Idiot, The	Dostoevsky, Fyodor	FIC Dostoevsky cd
*If I Die in a Combat Zone	O'Brien, Tim	959.7 O cd
*John Quincy Adams	Unger, Harlow Giles	B Adams U cd
*King's Deception, The	Berry, Steve	FIC Berry cd
*Last Cavalier, The	Dumas, Alexander	FIC Dumas cd
*Last Lion: Winston Spencer Churchill	Manchester, William	B Churchill M cd

*Leaving Everything Most Loved	Winspear, Jacqueline	FIC Winspear cd
*Let's Explore Diabetes with Owls	Sedaris, David	814 Sedaris cd
*Life After Life	Atkinson, Kate	FIC Atkinson cd
*Man on the Third Floor, The	Bernays, Anne	FIC Bernays cd
Manuscript Found in Accra	Coelho, Paulo	FIC Coelho cd
*Me the People	Bleyer, Kevin	342.7302 B cd
Medical Myths, Lies and Half-Truths	Novella, Prof. Steven	610 N cd
Mom & Me & Mom	Angelou, Maya	B Angelou cd
Murder Below Montparnasse	Black, Cara	MYS FIC Black cd
*Murder of Quality, A	Le Carré, John	FIC Le Carré cd
Mythology	Hamilton, Edith	292.13 H cd
*Paris: The Novel	Rutherford, Edward	FIC Rutherford cd
Proof of Heaven	Alexander, Eben MD	133.9013 A cd
*Robert Ludlum's The Utopia Experiment	Mills, Kyle	FIC Mills cd
*Seeds of Hope	Goodall, Jane	580 G cd
*7 th Month, The	Gardner, Lisa	FIC Gardner cd
Six Years	Coben, Harlan	FIC Coben cd
*Sleight of Hand	Margolin, Phillip	FIC Margolin cd
Tenth of December	Saunders, George	SS Saunders cd
*Tooth Tattoo, The	Lovesey, Peter	MYS FIC Lovesey cd
*12 th of Never, The	Patterson, James	FIC Patterson cd
*Wedding Night: A Novel	Kinsella, Sophie	FIC Kinsella cd
*Woman Upstairs, The	Messud, Claire	FIC Messud cd