

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 16, 2021

A G E N D A

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF MINUTES
- D. CORRESPONDENCE
- E. DIRECTOR'S REPORT
 - 1. DIRECTOR'S REPORT
 - 2. PERSONNEL REPORT
 - 3. COVID-19 UPDATE
 - 4. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 10/28/2021 & 11/10/2021
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. LIBRARY CHARTER AMENDMENT
 - 2. OTHER
- L. NEW BUSINESS
 - 1. PROPOSED SCLS 2022 BUDGET
 - 2. SCLS TRUSTEE ELECTION
 - 3. LIBRARY TRUSTEE RECRUITMENT PROCESS
 - 4. PERSONNEL CHANGES
 - 5. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 6. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (if needed)
- O. ADJOURNMENT

C

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
OCTOBER 19, 2021**

President DeStefano called the meeting to order at 6:00 p.m.

PRESENT: Trustee DeStefano
Trustee Olson
Trustee Rossini
Trustee McCrary
Director Engelhardt

ABSENT WITH NOTIFICATION:
Trustee Spence

GUEST(S): Library Auditors Donald Hoffman and Richard Coffey, Cullen & Danowski, LLP

President DeStefano conducted the Pledge of Allegiance.

MOTION by Trustee McCrary seconded by Trustee Rossini, to advance to section L-1 of the agenda (Annual Financial Statement & Audit 2020/21 – Presentation). Discussion followed. Approved unanimously.

Library Auditors Hoffmann and Coffey left after their presentation and discussion with the Board.

MOTION by Trustee Rossini seconded by Trustee McCrary, to accept the Annual Financial Statement and Audit as prepared and presented by Donald Hoffmann, CPA of Cullen & Danowski, LLP, for fiscal year ending June 30, 2021. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Rossini, to return to the regular order of the agenda. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Rossini, to approve the minutes of the regular meeting held on September 21, 2021. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the Director's Report dated October 2021. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee DeStefano, to accept the Personnel Report dated October 19, 2021. Discussion followed. Approved unanimously.

The Director reported there has been no change to the Library's COVID-19 protocols.

There were no questions or statements from the public.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to accept the Financial Reports for the period ending August 31, 2021, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to approve warrant 10/21/1, dated October 19, 2021, in the amount of \$242,270.00. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the payroll and payroll warrants for September 30, 2021 (\$126,746.41) and October 14, 2021 (\$110,877.51). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee DeStefano, seconded by Trustee McCrary, that pursuant to the April 20, 2021 and September 21, 2021 Board Motions authorizing the Waterproofing South Wall and East Wall Project, the Board authorizes the \$8,200.00 increase of the 2021/2022 operating budget to budget line (4439) Equipment & Building Maintenance. The Board further authorizes the transfer of \$8,200.00 from the Capital Improvement Fund to the general operating account. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, that pursuant to the Clarification of Grant (3/21/19) reviewed by the Board in April 2019, transfer \$4,500.00 from the Capital Improvement Fund to the general operating account. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee McCrary, to approve the revised Comsewogue Public Library Employee Dress Policy. Discussion followed. Approved unanimously.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to approve the resignations of Kristen Reese (effective September 29, 2021) and Colin Strohm (effective September 21, 2021) with thanks for services rendered. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to approve the medical/parental leave request of Christina Heaney, effective October 4, 2021, to June 28, 2022. The first twelve weeks of leave are pursuant to the Family Medical Leave Act (FMLA). Discussion followed. Approved unanimously.

The Library Board reviewed the dates of upcoming regular board meetings and schedule of Audit of Claims by Trustee.

There were no questions or statements from the public.

MOTION by Trustee McCrary, seconded by Trustee Rossini, to adjourn the meeting at 7:08 P.M.
Approved unanimously.

Secretary, Board of Trustees



COMSEWOGUE PUBLIC LIBRARY Employee Dress Policy

Comsewogue Public Library strives to give an impression of "smart-casual" with employee wardrobe choices. A smart-casual dress code is a mixture of a casual and formal attire. It is a professional dress style that incorporates wardrobe pieces into an outfit to achieve a clean, yet comfortable, semi-formal appearance. There are a wide variety of clothing options to choose including skirts, dresses, trousers, slacks, sweaters, collared shirts or blouses and possibly a blazer or a jacket depending on the occasion.

Employees represent the Library while working at the Library or at an off-site location and are responsible to help ensure their appearance makes a positive impression.

All employees are responsible for their personal appearance and hygiene. Employees are expected to be neat and clean.

Attire cannot interfere with job performance or job safety.

Clothing is to be clean and wrinkle free, without holes or frayed areas.

Clothing is to be an acceptable length and provide adequate coverage. All employees must be able to reach a high shelf, bend to the floor and lean over without an issue of eliminating adequate coverage.

Employees are to exercise good taste and common sense when selecting appropriate work attire. If unsure if something is appropriate to wear to work, wear something known to be appropriate; get clarification from your Supervisor and then you will know for sure for the next time.

If employees are scheduled to take part in a business meeting, traditional business attire is expected, as appropriate (use discretion).

Shirts with logos, images, text, etc., on the front or back, except for those promoting current Library programs and official Library apparel, are unacceptable.

Employees are not to wear hats on the job, unless they are CPL-issued and for specific occasions/promotions.

Library Shirts

Official CPL shirts may be worn on any day. Promotional Tees may be worn in conjunction with specific library promotions and during specified periods, ex. Summer Reading Club or other program/campaign promotion.

Shorts

Employees may wear "smart-casual" shorts. Acceptable shorts are plain Bermuda, long khaki-style shorts or dark denim shorts that hit just above (max. about 1" above) or at the knee.

Shorts are to be fitted/tailored/flat or pleated-front shorts, in a solid color cotton/twill or more conservative material; dark denim shorts are permissible; shorts must not be faded, frayed, torn, or cut off.

Shorts must be paired with a collared shirt and non-athletic footwear; pairing with a T-shirt and athletic shoes is too casual for most library job titles and not appropriate in most cases. An exception would be wearing an official CPL promotional t-shirt, such as is worn by some public-facing staff to advertise summer reading clubs.

Jean shorts are to be paired with an official CPL shirt. Page and Custodial staff are not required to pair an official CPL shirt when wearing jean shorts.

Shorts to avoid:

- athletic, cargo, drawstring, utility, hiking, etc.
- faded, frayed, ripped, cutoff, etc.
- acid or stonewash jean

Custodial staff are welcome to wear shorts, though they should, for safety reasons, choose pants over shorts for some tasks/when working with certain materials where skin exposure could be an issue.

Skirts/Dresses

Employees who choose to wear a skirt or dress must be sure the length is appropriate (approx. 1" above knee or longer).

Jeans

Dress/"smart" jeans may be worn by any employee on any day, but only when paired with an official CPL shirt. Page and Custodial staff are not required to pair an official CPL shirt when wearing jeans.

"Smart" jeans are a good quality jean that are new(ish) looking and untornd. They are fitted/tailored with a flat or pleated-front in a solid color. Jeans must be of proper fit, look clean, and must not be faded, frayed, torn, or cut-off.

Jeans to avoid:

- faded, frayed, torn, cut, etc
- acid or stonewash
- pattern or multi-color

Acceptable Clothing for Pages

Pants (including jeans/excluding sweats), shorts or skirts/dresses that are an appropriate length and are neat, clean and of proper fit. Pants are not be faded, frayed, torn, or cut-off.

Due to the nature of their daily duties, pages must wear closed-toe shoes.

Acceptable Clothing for Custodians

Workpants, jeans or shorts that are neat, clean and of proper fit. Pants are not to be faded, frayed, torn, or cut-off. Custodial staff, for safety reasons, should choose pants over shorts for some tasks/when working with certain materials where skin exposure could be an issue.

Due to the nature of their daily duties, custodians must wear closed-toe shoes (sturdy sneakers or work boots).

Reasonable accommodation of religious beliefs

The Comsewogue Public Library respects the importance of the individually-held religious beliefs of its applicants and employees. The Library will reasonably accommodate a staff member's religious beliefs as reflected in workplace attire and grooming unless the accommodation interferes with the capacity of the Library to maintain a workplace that is safe and productive. Those requesting a workplace attire accommodation based on religious beliefs should contact Administration. If Administration has or believes it has a legitimate basis for questioning the sought dress/grooming with regard to the particular belief or practice for which the accommodation has been requested, it may request of the applicant or employee as to information reasonably required to evaluate the request.

Discretion

The Director has final discretion as to appropriate dress in the workplace.

Employees may request to dress outside the terms of the dress code for specific reasons (moving furniture, cleaning, special projects, etc.,) and should obtain their supervisor's approvals prior to appearing in the workplace in such clothing.

Employees may be directed to change or punch out and return home to change clothes, and, in such an instance, may be required to make up lost time or to sustain a loss of pay equivalent to the lost time.

**Director's Report
November 2021**

Personnel

- The staff has appreciated receiving ongoing, online training produced by Ryan Dowd which addresses the safest and most effective ways for those working in buildings open to the public to assist and manage the challenges that often arise when working with the homeless and/or those with substance abuse issues and /or those with mental health issues.

Operations

- COVID Update: Made some preschool toys available in early learning play area of Children's Department, along with safety/cleanliness protocols, planning for spring indoor events with community room divided (smaller group meeting rooms)
- To help illustrate the *return on investment* the public enjoys as a result of its support of the Library, checkout receipts now list the estimated dollar value of items borrowed during the transaction, i.e. what the person would likely have spent if they had bought the items instead
- *Blood Pressure Cuff Lending Program* will soon begin, as we'll receive the equipment on 11/17 and continue preparations to roll out (in partnership with SCLS, AHA, and SB Medicine)

Building & Grounds

- The skylight in the Children's Department has been badly leaking and needs replacement. I am gathering additional information to share regarding next steps. In the meantime, a plastic cover installed over the unit is preventing water from getting in.

Professional Activities

10/20 Civil Service Meeting, Smithtown

10/21 Suffolk County Library Association Annual Dinner
(CPL's Jennifer Bagliavio honored)

10/28 Suicide Prevention Webinar

11/3-6 New York State Library Association Annual Conference, Syracuse (DE & DB)

11/9 Narcan Training

Community Activities

- Service on several local boards and their committees
- Partnering with Girl Scout Troop re: Silver Award Project

Comsewogue Public Library

Personnel Report
November 16, 2021

New Appointments:

Melanie Fales, Page (PT), effective November 8, 2021. Salary \$15.00 hr.

Sherly Ritter, Guard (PT), effective November 2, 2021. Salary \$18.73 hr.

Resignations:

* Joseph Masarik, Guard (PT), effective October 28, 2021.

* Christopher Krawchuk, Custodial Worker I (PT), effective November 3, 2021.

* Melanie Fales, Page (PT), effective November 9, 2021.

*Requires Board Motion

*Comsewogue Public Library
Statistical Report 2021/2022*

E-4

October 2021

	October 2021	Oct 2020	% Change	To Date- 2021/22	To Date- 2020/21	To Date - % Change	
Patron Registration							
* Comsewogue Borrower Registration:							
1	Adult	58	23	152.17%	8,826	8,987	-1.79%
2	Juvenile	28	0	N/A	3,012	3,095	-2.68%
3	Total	86	23	273.91%	11,838	12,082	-2.02%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	22	13	69.23%	4,361	4,567	-4.51%
5	Port Jefferson Library	13	13	0.00%	1,649	1,846	-10.67%
Miller Place Borrower Registration:							
6	Comsewogue Library	12	10	20.00%	4,390	4,670	-6.00%
7	Port Jefferson Library	17	4	325.00%	2,047	2,459	-16.75%
8	Total CPL Members	120	46	160.87%	20,589	21,319	-3.42%
9	Library Visits	7,578	5,519	37.31%	31,887	19,099	66.96%
Transactions							
10	Circulation of Library Materials	25,519	25,311	0.82%	108,819	98,724	10.23%
Circulation / Downloads:							
11	Over Drive-Audio/eBooks	7,651	7,617	0.45%	32,322	31,941	1.19%
12	Hoopla	847	1,017	-16.72%	3,294	3,986	-17.36%
13	Kanopy	136	142	-4.23%	755	451	67.41%
Circulation Other:							
14	Museum Passes**	42	7	500.00%	163	16	918.75%
15	Hotspots	50	31	61.29%	222	124	79.03%
16	Rokus***	2	2	0.00%	10	17	-41.18%
17	Wonderbooks	77	42	83.33%	370	182	103.30%
Prior to Aug 2021 stats did not include "Print on Demand" museum passes				* Rokus in office for repair 8/1/21- 10/7/21			
18	Public Computer Sessions	736	488	50.82%	2,659	1,615	64.64%
19	Public Wireless Sessions	1,626	775	109.81%	6,875	2,826	143.28%
Interlibrary Loan:							
20	Items Loaned	1,065	1,344	-20.76%	4,441	5,302	-16.24%
21	Items Borrowed	1,460	1,672	-12.68%	6,317	6,679	-5.42%
Collection (current count at month end)							
22	Books - Adult	59,539	59,671				-0.22%
23	Books - Juvenile	67,926	69,386				-2.10%
24	Books - Total	127,465	129,057				-1.23%
25	AV - Audio Books	6,838	6,737				1.50%
26	AV - Compact Discs	11,740	12,609				-6.89%
27	AV - DVDs	21,788	21,697				0.42%
28	AV- Video Games	282	282				0.00%
29	Curbside pick-up started 6/15/20, 43 cars were served for October 2021.						

Stat totals are for fiscal year except where noted with *

Adult Programming: October 2021

E-5

Program Name	Sessions	Registered	Attended
ONLINE Living Better With Healthy Choices (Zoom)	1	4	0
Child Car Seat Safety Checks	1	1	10
ONLINE Concert: Serenade Duo (Zoom/Facebook)	1	9	8
		<i>views</i>	275
Meditation On The Lawn	1	26	9
ONLINE Rob Scott Cooking Demo Videos (YouTube)	4	n/a	21,15,4,15
		<i>views</i>	72,60,53,115
ONLINE Breathe Together (Zoom)	4	32	8,6,7,6
Shared with other libraries on Long Island			
Flu Shot Clinics	2	n/a	37,28
ONLINE New English Speakers (Zoom)	4	n/a	5,6,6,8
DIY Fall Terrariums \$5pp	2	13,17	8,11
Plus 6 additional kits sold			
ONLINE Zumba	2	21	9,4
ONLINE Broadway Returns! (Zoom)	1	10	12
		<i>views</i>	60
ONLINE Make Elderberry Syrup (Zoom)	1	12	6
		<i>views</i>	18
Knit & Crochet	1	6	5
Defensive Driving	1	24	23
Ewaste Recycling	1	n/a	37
			1400lbs collected
ONLINE Trivia	3	16,23,n/a	45,36,22
Senior Advocate	appt	6	6
Everyday Matinees	1	15	13
Word/Excel for Job Seekers	1	11	9
ONLINE Chairbics (Zoom)	3	20	2,5,1
		<i>views</i>	10,13,1
Write This Way	1	24	13

Adult Programming: Summary

Rob Scott's Cozy Baking At Home (Zoom)	2	8,2	8,2
Virtual Volunteer Fair (website)	1	n/a	183 clicks
ONLINE Mindfulness Meditation (Zoom)	1	33	8
ONLINE One-on-One Caregiver Support (Zoom)	appt	1	1
ONLINE One-on-One Genealogy (Zoom)	appt	4	4
ONLINE Rob Scott Live (Zoom/Facebook)	1	n/a	16
		views	449
Stromboli \$5pp	1	24	12
Plus 12 additional kits sold			
HIICAP Counseling	appt	3	3
Computer Basics	1	7	6
ONLINE Food Festival - Rob Scott (Facebook Live)	1	n/a	14
Shared with other libraries around the country		views	1700
ONLINE Travel Tuesday: Southern Italy (YouTube)	1	n/a	20
		views	20
ONLINE Eat Smart New York Cooking Demo (Zoom)	1	1	2
		views	1
After Dinner Book Club with Author	1	5	1
ONLINE Gentle Yoga (Zoom)	1	14	7
		views	1
Shredding Time	1	n/a	100
One-On-One Appointments	appt	4	2
TOTALS	49	396	855

* View counts as of 11/1/21

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
October 2021	49	396	855
YTD 2021	432	3647	7016
October 2020	43	226	546
YTD 2020	386	3371	5336

E-6

Children and Teen Services Department
October 2021 Statistics

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				Totals
	Total	Sessions	Children	Adults	Teens	
Folktale Fun: Native American Cat Tales*** Children, All Ages	10	1	9	7		16
Great Give Back: Pumpkins for Pantry Children, All Ages			150			150
Take and Make: Pumpkin Pancakes Children, All Ages	29		29	29		58
Lullaby Together Time: Happiness Grows Children, Birth - 12 Months, With Caregiver	6	1	6	6		12
Babies Boogie Children, Birth - 17 Months, With Caregiver	12	1	9	9		18
Bala Baby Children, Birth - 17 Months, With Caregiver	12	1	12	12		24
Baby Start Children, Birth - 17 Months, With Caregiver	13	1	8	8		16
CPL Storytime Children, Birth - Pre-K, With Caregiver		3	36	30		66
Fun With Toddlers Children, 12 - 35 Months, With Caregiver	14	1	12	12		24
Toddler Tango Children, 18 - 35 Months With Caregiver	12	1	11	11		22
A Time for Kids: Celebrate the Library Children, 18 Months - Pre-K, With Caregiver	25	2	20	20		40
Tales for Tots: Happy Birthday Children, 2.5 Years - Pre-K, With Caregiver	12	1	8	8		16
ClubHouse Kids Children, 3 Years - Pre-K, With Caregiver	10	1	4	3		7
Fire Truck Partry Children, 3 Years - Pre-K, With Caregiver	21	2	17	17		34
Masks Only Bingo Children, 3 Years -Grade 5 With Caregiver	9	1	6	4		10
Fire Truck Fun Children, Grades K - 2	15	1	10			10

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
Guinea Pig Party Students, Grades K - 2	23	1	17			17
Sketch and Stretch Yoga Students, Grades K-2	15	1	10			10
Stem Workshop Students, Grades K-5	23	2	17			17
Cover to Cover: Bunnacula Students, Grades 3-5	17	1	12			12
Halloween Mickey Students, Grades 3-5	17	1	13			13
Sketch and Stretch Yoga Students, Grades 3-5	14	1	9			9
Teen Agents of Change Students, Grades 6-12	9				4	4
Teen Bully Prevention Workshop Students, Grades 6-12	18	1			11	11
Teen DIY Wood Owls Students, Grades 6-12	18	1			12	12
Teen Great Giveback: Harvest Centerpieces Students, Grades 6-12	20	1			15	15
Teen Halloween Costume Bash Students, Grades 6-12	13	1			5	5
Teen Light-Up Mickey Ghost Students, Grades 6-12	21	1			17	17
Teen Overview of College Essays Students, Grades 6-12	18	1			9	9
Teen Remote Community Services Students, Grades 6-12		5			17	17
Teen Retro Video Game Night Students, Grades 6-12	20	1			17	17
Teen Take and Make: Carmel Candy Apple Students, Grades 6-12	24				24	24
Pre-Licensing Course Ages 16 and Up	10	1			9	9
Totals	480	38	425	176	140	741

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
SUMMARY OF STATISTICS	Oct. '21	Sept. '21	YTD '21	YTD '20		
TOTAL # OF SESSIONS	38	35	452	280		
TOTAL # OF CHILDREN	425	285	9,135	3,092		
TOTAL # OF ADULTS	176	188	2,190	1,180		
TOTAL # OF TEENS	140	88	1,878	1,123		
TOTAL # OF PATRONS	741	561	13,203	5,348		

**** Sessions are sequential. Patrons register once and attend all listed sessions.**

***** Entire family registers with one library card.**

COMSEWOGUE PUBLIC LIBRARY

BALANCE SHEET - CASH BASIS

As of September 30, 2021

ASSETS

Current Assets

Checking/Savings

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	8,270.04
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	2,435,372.60
1110 · Savings-Capital Improvements	792,625.41
1114 · Savings-Termination Pay	233,675.51
1115 · Checking-Termination	38,240.00
1121 · Petty Cash Fund	150.00
1122 · Cash Register Fund	210.00
1123 · Copier/Printer Fund	150.00
1150 · UNDEPOSITED FUND	0.00

Total Checking/Savings 3,509,093.56

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	1,472.80
1154 · PREPAID EXPENSES	8,500.00

Total Other Current Assets 9,972.80

Total Current Assets

3,519,066.36

TOTAL ASSETS

3,519,066.36

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2184 · Annuity	0.00
2185 · Health Ins - enrollee contrib	2,237.52
2186 · Retirement	0.00
2187 · AFLAC - Cancer Care	557.46
2188 · AFLAC - Accident Ins	214.26
2189 · AFLAC - Sickness	0.00
2189 · AFLAC - Personal Sickness Ind.	0.00
2190 · AFLAC -Short Term Disability	412.74
2191 · Reserve for Encumbrances	39,519.64
2194 · Afiac - Hospital	283.50

Total Other Current Liabilities 43,225.12

Total Current Liabilities 43,225.12

Total Liabilities

43,225.12

Equity

2200 · General Fund Balance	3,598,706.69
2201 · Capital Improvement Fund	792,444.10
2202 · Termination Payment Fund	271,797.75
Net Income	-1,187,107.30

Total Equity 3,475,841.24

TOTAL LIABILITIES & EQUITY

3,519,066.36

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending September 30, 2021

	<u>September 21</u>	<u>July 21 - September 21</u>
Revenue		
3301 · Tax Revenues	0.00	0.00
3302 · Fines	38.26	110.44
3304 · Interest Earned	350.16	1,121.20
3305 · Unclassified rev.-Copies	875.00	3,234.04
3306 · Unclassified rev.-Books	118.78	1,273.12
3307 · Unclassified rev.-Other	13.00	49.99
3308 · State Aid	0.00	0.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	0.00	15,000.00
3312 · Local Sponsor Aid	0.00	6,106.00
3316 · Refund Excess Mortgage	0.00	0.00
3318 · Services - Miller Place	0.00	0.00
3319 · Services - Mount Sinai	0.00	0.00
Total Revenue	<u>1,395.20</u>	<u>26,894.79</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending September 30, 2021

Expense	ACTUAL		Budget	\$ Over Budget
	SEPTEMBER	JULY - SEPTEMBER		
4401 · Computer Supplies	37.27	2,690.74	12,000.00	-9,309.26
4402 · Computer Equipment/Parts	313.57	1,164.88	15,000.00	-13,835.12
4403 · Furniture & Equipment	684.42	684.42	23,000.00	-22,315.58
4404 · Salaries-Professional	218,283.93	457,173.54	1,967,760.00	-1,510,586.46
4405 · Salaries-Clerical	79,220.61	167,474.74	881,223.00	-713,748.26
4406 · Salaries-Custodial	7,359.72	15,033.55	70,008.00	-54,974.45
4407 · Salaries-Guard	2,612.69	6,273.76	67,101.00	-60,827.24
4410 · Library Books	6,216.47	13,947.75	125,600.00	-111,652.25
4412 · Audio Video	2,469.35	3,804.15	38,000.00	-34,195.85
4413 · Periodicals	1,085.30	13,448.06	15,600.00	-2,151.94
4414 · Computer Software	13.40	1,064.54	9,000.00	-7,935.46
4415 · Electronic Data Base	25,616.13	31,256.02	235,000.00	-203,743.98
4417 · OTHER THINGS LENDING	1,200.00	7,490.00	17,500.00	-10,010.00
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	3,760.00	6,974.76	60,000.00	-53,025.24
4421B · Children/Teen	3,202.00	7,103.00	60,000.00	-52,897.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	172.21	564.96	9,000.00	-8,435.04
4422B · Children/Teen	165.26	6,665.05	14,000.00	-7,334.95
4428 · Conferences	20.00	1,100.76	12,000.00	-10,899.24
4429 · Circulation	95.25	30,938.52	61,000.00	-30,061.48
4430 · Office & Library Supplies	892.23	1,766.34	17,000.00	-15,233.66
4431 · Telecommunications	932.66	2,496.35	10,000.00	-7,503.65
4432 · Cartage	193.50	580.50	3,600.00	-3,019.50
4433 · Postage	1,917.62	3,016.63	13,000.00	-9,983.37
4434 · Publicity and Printing	9,671.00	10,346.22	36,000.00	-25,653.78
4435 · Annual Election	0.00	17.99	4,000.00	-3,982.01
4436 · SCLS Contract Fee	0.00	65,462.00	65,462.00	0.00
4437 · Accounting and Legal	1,274.25	18,538.31	82,500.00	-63,961.69
4438 · Membership Dues	0.00	325.00	3,000.00	-2,675.00
4439 · Equipment/Building Maint & Repair	19,909.52	47,999.80	170,350.00	-122,350.20
4440 · Snow Removal	0.00	0.00	12,500.00	-12,500.00
4441 · Building Security	7,833.26	14,375.89	75,000.00	-60,624.11
4450 · Utilities	23,787.48	45,600.50	116,000.00	-70,399.50
4451 · Custodial Supplies	853.23	1,791.51	16,000.00	-14,208.49
4453 · Employees Assistance Program	0.00	3,102.50	3,300.00	-197.50
4454 · Insurance - Library	0.00	0.00	61,000.00	-61,000.00
4456 · Rental Expenses	1,704.56	4,894.29	20,000.00	-15,105.71
4471 · Workers Compensation Insurance	0.00	0.00	27,250.00	-27,250.00
4472 · Life Insurance	489.38	1,491.40	6,600.00	-5,108.60
4473 · Dental Insurance	3,026.69	9,222.70	41,000.00	-31,777.30
4474 · VISION INS	454.32	1,362.96	6,600.00	-5,237.04
4476 · 9020.8 Retirement Expense	0.00	0.00	407,000.00	-407,000.00
4477 · 9030.8 Social Security Expense	23,199.57	48,691.51	224,000.00	-175,308.49
4478 · Unemployment Insurance	0.00	0.00	2,000.00	-2,000.00
4479 · 9060.8 Health Insurance	52,688.83	158,066.49	765,000.00	-606,933.51
4480 · Sunday Opening	0.00	0.00	0.00	0.00
4481 · Bond Interest	0.00	0.00	27,375.00	-27,375.00
4482 · Bond Principal	0.00	0.00	265,000.00	-265,000.00
4483 · Bond Administrative	0.00	0.00	763.00	-763.00
Total Expense	501,355.68	1,214,002.09	6,174,092.00	-4,960,089.91

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**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
November 16, 2021**

Date	Num	Name	Account	Debit
11/16/2021	24202	A Shred Away Inc. A Shred Away Inc.	1102 · Checking Account 4421A · Adult	300.00 300.00
11/16/2021	24203	A Time For Kids, Inc. A Time For Kids, Inc.	1102 · Checking Account 4421B · Children/Teen	400.00 400.00
11/16/2021	24204	Ace Hardware Ace Hardware	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	29.11 29.11
11/16/2021	24205	Advanced Plant Care, Inc. Advanced Plant Care, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	175.00 175.00
11/16/2021	24206	American Express American Express American Express American Express American Express American Express American Express American Express American Express American Express American Express	1102 · Checking Account 3307 · Unclassified rev.-Other 4402 · Computer Equipment/Parts 4403 · Furniture & Equipment 4410 · Library Books 4414 · Computer Software 4417 · OTHER THINGS LENDING 4422A · Adult 4422B · Children/Teen 4429 · Circulation 4430 · Office & Library Supplies 4451 · Custodial Supplies	32.53 32.01 175.57 12.99 453.07 335.93 292.79 224.45 18.98 210.33 65.92 1,854.57
11/16/2021	24207	B&H Photo-Video B&H Photo-Video	1102 · Checking Account 4417 · OTHER THINGS LENDING	383.65 383.65
11/16/2021	24208	Baker & Taylor Baker & Taylor Baker & Taylor	1102 · Checking Account 4410 · Library Books 4410 · Library Books	1,057.48 31.47 1,088.95
11/16/2021	24209	Baking Coach, Inc. Baking Coach, Inc. Baking Coach, Inc.	1102 · Checking Account 4421B · Children/Teen 4421A · Adult	834.00 425.00 1,259.00
11/16/2021	24210	Blackstone Publishing Blackstone Publishing	1102 · Checking Account 4412 · Audio Video	57.90 57.90
11/16/2021	24211	Brodart Company Brodart Company Brodart Company	1102 · Checking Account 4410 · Library Books 4410 · Library Books	10,812.41 2,631.79 13,444.20
11/16/2021	24212	Cullen & Danowski, LLP Cullen & Danowski, LLP	1102 · Checking Account 4437 · Accounting and Legal	11,100.00 11,100.00
11/16/2021	24213	De Lage Landen Financial Servic... De Lage Landen Financial Servic...	1102 · Checking Account 4456 · Rental Expenses	1,466.00 1,466.00
11/16/2021	24214	Demco Demco	1102 · Checking Account 4430 · Office & Library Supplies	704.00 704.00
11/16/2021	24215	Discount School Supply Discount School Supply Discount School Supply	1102 · Checking Account 4422B · Children/Teen 4422A · Adult	75.99 23.96

**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
November 16, 2021**

Date	Num	Name	Account	Debit
				99.95
11/16/2021	24216	Drum Industrial Sales Corp. Drum Industrial Sales Corp.	1102 · Checking Account 4451 · Custodial Supplies	2,004.35
				2,004.35
11/16/2021	24217	Engelhardt, Debra Engelhardt, Debra	1102 · Checking Account 4428 · Conferences	70.00
				70.00
11/16/2021	24218	Fitness Figures NY Inc. Fitness Figures NY Inc.	1102 · Checking Account 4421A · Adult	320.00
				320.00
11/16/2021	24219	Fun Express, LLC Fun Express, LLC	1102 · Checking Account 4422B · Children/Teen	270.55
				270.55
11/16/2021	24220	GovConnection, Inc. GovConnection, Inc.	1102 · Checking Account 4401 · Computer Supplies	1,548.00
				1,548.00
11/16/2021	24221	Green Earth Craft, Inc Green Earth Craft, Inc	1102 · Checking Account 4421B · Children/Teen	225.00
				225.00
11/16/2021	24222	Guardian Guardian Guardian Guardian Guardian	1102 · Checking Account 4472 · Life Insurance 4473 · Dental Insurance 4474 · VISION INS 2185 · Health Ins - enrollee contrib	910.50 5,169.24 632.40 111.60
				6,823.74
11/16/2021	24223	Gutmann, Sarah Gutmann, Sarah	1102 · Checking Account 4421A · Adult	400.00
				400.00
11/16/2021	24224	Ingram Library Services Ingram Library Services	1102 · Checking Account 4410 · Library Books	57.31
				57.31
11/16/2021	24225	JK Tech Solutions, Inc DBA Shar... JK Tech Solutions, Inc DBA Shar...	1102 · Checking Account 4421A · Adult	200.00
				200.00
11/16/2021	24226	Kanopy, Inc Kanopy, Inc	1102 · Checking Account 4415 · Electronic Data Base	354.00
				354.00
11/16/2021	24227	Lebron, Adrienne Lebron, Adrienne	1102 · Checking Account 4421B · Children/Teen	500.00
				500.00
11/16/2021	24228	LinkedIn Corporation LinkedIn Corporation	1102 · Checking Account 4415 · Electronic Data Base	7,000.00
				7,000.00
11/16/2021	24229	Long Island Library Resources C... Long Island Library Resources C...	1102 · Checking Account 4438 · Membership Dues	835.00
				835.00
11/16/2021	24230	Long Island Rail Road Long Island Rail Road	1102 · Checking Account 4421A · Adult	656.00
				656.00
11/16/2021	24231	MCJ Cleaning Services MCJ Cleaning Services	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	3,650.00

**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
November 16, 2021**

Date	Num	Name	Account	Debit
				3,650.00
11/16/2021	24232	Merenda, John Merenda, John	1102 · Checking Account 4421A · Adult	100.00
				100.00
11/16/2021	24233	Midwest Tape Midwest Tape Midwest Tape	1102 · Checking Account 4412 · Audio Video 4415 · Electronic Data Base	2,502.64 1,534.22
				4,036.86
11/16/2021	24234	Nagel, Lauren Nagel, Lauren	1102 · Checking Account 4421B · Children/Teen	250.00
				250.00
11/16/2021	24235	Napoletano, Christina Napoletano, Christina	1102 · Checking Account 4421B · Children/Teen	600.00
				600.00
11/16/2021	24236	New York State Education Depar... New York State Education Depar...	1102 · Checking Account 4437 · Accounting and Legal	60.00
				60.00
11/16/2021	24237	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	55.20
				55.20
11/16/2021	24238	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	20.00
				20.00
11/16/2021	24239	North Shore Library North Shore Library	1102 · Checking Account 3306 · Unclassified rev.-Books	31.98
				31.98
11/16/2021	24240	NYLA NYLA	1102 · Checking Account 4428 · Conferences	578.00
				578.00
11/16/2021	24241	NYS Employees' Health Ins Pend... NYS Employees' Health Ins Pend... NYS Employees' Health Ins Pend...	1102 · Checking Account 4479 · 9060.8 Health Insurance 2185 · Health Ins - enrollee contrib	57,593.31 3,050.17
				60,643.48
11/16/2021	24242	NYS Employees Retirement Syst... NYS Employees Retirement Syst...	1102 · Checking Account 4476 · 9020.8 Retirement Expense	417,060.00
				417,060.00
11/16/2021	24243	NYS Parks NYS Parks	1102 · Checking Account 4417 · OTHER THINGS LENDING	395.00
				395.00
11/16/2021	24244	Olsen, Deborah Olsen, Deborah	1102 · Checking Account 4428 · Conferences	20.00
				20.00
11/16/2021	24245	OTC BRANDS, INC. OTC BRANDS, INC.	1102 · Checking Account 4422B · Children/Teen	35.49
				35.49
11/16/2021	24246	Ozkaya, Charyl Ozkaya, Charyl	1102 · Checking Account 4421A · Adult	100.00
				100.00
11/16/2021	24247	PAYCHEX PAYCHEX	1102 · Checking Account 4437 · Accounting and Legal	163.12
				163.12

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**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
November 16, 2021**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
11/16/2021	24248	Paychex of New York Paychex of New York	1102 · Checking Account 4437 · Accounting and Legal	140.00 <hr/> 140.00
11/16/2021	24249	Paychex of New York LLC Paychex of New York LLC	1102 · Checking Account 4437 · Accounting and Legal	1,191.31 <hr/> 1,191.31
11/16/2021	24250	Quigley, Deborah A. Quigley, Deborah A.	1102 · Checking Account 4421A · Adult	200.00 <hr/> 200.00
11/16/2021	24251	R.C. Gluck Associates LLC R.C. Gluck Associates LLC	1102 · Checking Account 4421A · Adult	67.00 <hr/> 67.00
11/16/2021	24252	Rhode Island Novelty Rhode Island Novelty	1102 · Checking Account 4422B · Children/Teen	36.58 <hr/> 36.58
11/16/2021	24253	Rodriguez, Robert Rodriguez, Robert	1102 · Checking Account 4421B · Children/Teen	900.00 <hr/> 900.00
11/16/2021	24254	Rotorpro Rotorpro	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	995.00 <hr/> 995.00
11/16/2021	24255	S & S Worldwide, Inc. S & S Worldwide, Inc.	1102 · Checking Account 4422B · Children/Teen	83.59 <hr/> 83.59
11/16/2021	24256	Schnupp, Jeanne Marie Schnupp, Jeanne Marie	1102 · Checking Account 4421A · Adult	225.00 <hr/> 225.00
11/16/2021	24257	Scholastic Library Publishing Scholastic Library Publishing	1102 · Checking Account 4415 · Electronic Data Base	2,052.00 <hr/> 2,052.00
11/16/2021	24258	School Specialty School Specialty	1102 · Checking Account 4422B · Children/Teen	53.32 <hr/> 53.32
11/16/2021	24259	Schuck, Jason T. Schuck, Jason T.	1102 · Checking Account 4421A · Adult	150.00 <hr/> 150.00
11/16/2021	24260	Scott, Robert G. Scott, Robert G.	1102 · Checking Account 4421A · Adult	980.00 <hr/> 980.00
11/16/2021	24261	Securitas Security Serv. USA Securitas Security Serv. USA	1102 · Checking Account 4441 · Building Security	6,721.89 <hr/> 6,721.89
11/16/2021	24262	Sparling, Nicole Summers Sparling, Nicole Summers	1102 · Checking Account 4421B · Children/Teen	300.00 <hr/> 300.00
11/16/2021	24263	Spena, Catherine Spena, Catherine	1102 · Checking Account 4428 · Conferences	20.00 <hr/> 20.00
11/16/2021	24264	Staples Business Credit Staples Business Credit Staples Business Credit Staples Business Credit	1102 · Checking Account 4401 · Computer Supplies 4430 · Office & Library Supplies 4422A · Adult	13.98 582.46 76.99 <hr/>

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**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
November 16, 2021**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
				673.43
11/16/2021	24265	Suffolk Cooperative Library System	1102 · Checking Account	
		Suffolk Cooperative Library System	4428 · Conferences	130.00
		Suffolk Cooperative Library System	4429 · Circulation	92.40
				<u>222.40</u>
11/16/2021	24266	Suffolk County Historical Society	1102 · Checking Account	
		Suffolk County Historical Society	4438 · Membership Dues	50.00
				<u>50.00</u>
11/16/2021	24267	Theresa's Programs LLC	1102 · Checking Account	
		Theresa's Programs LLC	4421A · Adult	675.00
				<u>675.00</u>
11/16/2021	24268	Thomas Klise/Crimson Multimedia	1102 · Checking Account	
		Thomas Klise/Crimson Multimedia	4412 · Audio Video	63.66
				<u>63.66</u>
11/16/2021	24269	Three Village Historical Society	1102 · Checking Account	
		Three Village Historical Society	4410 · Library Books	23.35
				<u>23.35</u>
11/16/2021	24270	Unique Management Services, Inc.	1102 · Checking Account	
		Unique Management Services, Inc.	4429 · Circulation	62.65
				<u>62.65</u>
11/16/2021	24271	Vamos Martial Arts Inc	1102 · Checking Account	
		Vamos Martial Arts Inc	4421B · Children/Teen	300.00
				<u>300.00</u>
11/16/2021	24272	Vamos, Michelle	1102 · Checking Account	
		Vamos, Michelle	4421B · Children/Teen	300.00
				<u>300.00</u>
11/16/2021	24273	VerifiedFirst	1102 · Checking Account	
		VerifiedFirst	4437 · Accounting and Legal	53.00
				<u>53.00</u>
11/16/2021	24274	W.B. Mason Co., Inc.	1102 · Checking Account	
		W.B. Mason Co., Inc.	4430 · Office & Library Supplies	148.05
				<u>148.05</u>
11/16/2021	24275	Winters Bros. Hauling of LI, LLC	1102 · Checking Account	
		Winters Bros. Hauling of LI, LLC	4432 · Cartage	193.50
				<u>193.50</u>
TOTAL				<u>558,306.14</u>

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10/25/21

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
October 28, 2021

10/28/2021 Payroll
Check Register

1-1

Date	Num	Name	Account	Debit
10/28/2021	24192	Equitable Financial Equitable Financial	1102 - Checking Account 2184 - Annuity	4,252.00 ✓ 4,252.00 ✓
10/28/2021	24193	National Grid National Grid	1102 - Checking Account 4450 - Utilities	1,032.80 ✓ 1,032.80 ✓
10/28/2021	24194	NYS Employees Retirement Syst... NYS Employees Retirement Syst... NYS Employees Retirement Syst... NYS Employees Retirement Syst...	1102 - Checking Account 2186 - Retirement 2186 - Retirement 2186 - Retirement	2,583.01 117.30 202.00 2,902.31 ✓
TOTAL				8,187.11

10/28/2021 Payroll Warrant

Payroll Warrant \$ 8,187.11
Paychex Payroll \$ 108,410.05
TOTAL \$ 116,597.16



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11/08/21

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
November 10, 2021

11/10/2021 Payroll
Check Register

Date	Num	Name	Account	Debit
11/10/2021	24195	Aflac	1102 - Checking Account	
		Aflac	2187 - AFLAC - Cancer Care	371.64
		Aflac	2188 - AFLAC - Accident Ins	142.84
		Aflac	2190 - AFLAC - Short Term Disabil...	275.16
		Aflac	2194 - Aflac - Hospital	189.00
				<hr/>
				978.64
11/10/2021	24196	AT&T	1102 - Checking Account	
		AT&T	4431 - Telecommunications	52.43
				<hr/>
				52.43
11/10/2021	24198	Equitable Financial	1102 - Checking Account	
		Equitable Financial	2184 - Annuity	4,252.00
				<hr/>
				4,252.00
11/10/2021	24199	Optimum	1102 - Checking Account	
		Optimum	4431 - Telecommunications	625.37
				<hr/>
				625.37
11/10/2021	24200	PSEGLI	1102 - Checking Account	
		PSEGLI	4450 - Utilities	7,968.21
				<hr/>
				7,968.21
11/10/2021	24201	Verizon	1102 - Checking Account	
		Verizon	4431 - Telecommunications	97.33
				<hr/>
				97.33
				<hr/>
				13,973.98
TOTAL				<hr/>
				13,973.98

check # 24197 - void - printer error @

11/10/2021 Payroll Warrant

Payroll Warrant	\$ 13,973.98
<u>Paychex Payroll</u>	<u>\$ 104,339.75</u>
TOTAL	\$ 118,313.73

**RESOLUTION OF A SPECIAL MEETING OF THE BOARD OF TRUSTEES OF
COMSEWOGUE PUBLIC LIBRARY**

We, the undersigned, being the president and the secretary of the Comsewogue Public Library, a corporation organized and existing pursuant to an absolute charter granted by the Regents of the University of the State of New York, hereby certify that the following is a true and complete copy of a resolution duly adopted by the affirmative vote of not less than three-fourths of the whole number of trustees at a meeting held on the _____ day of _____ 2021, and that such resolution remains in full force and effect.

RESOLVED: That the board of trustees of Comsewogue Public Library hereby request that the Board of Regents of the University of the State of New York amend the absolute charter of such corporation to designate the service area to be the Brookhaven-Comsewogue Union Free School District; to state that trustees shall be elected by the qualified voters of the Brookhaven-Comsewogue Union Free School District; to state that vacancies due to cause other than the expiration of term shall be filled by the board of trustees until the next election; to add the Internal Revenue Service language necessary for tax exempt status under section 501(c)(3); and to designate the Commissioner of Education as the representative of the corporation upon whom process in any action or proceeding against it may be served.

RESOLVED: That the president and secretary of the corporation, on behalf of the board of trustees be and they hereby are authorized to execute a petition to be addressed "To the Regents of the University of the State of New York" for such purpose.

IN WITNESS WHEREOF, we have made, signed and acknowledged this application on the _____ day of _____ 2021.

Corinne DeStefano, President, Board of Trustees
Comsewogue Public Library

John Rossini, Secretary, Board of Trustees
Comsewogue Public Library

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

On this _____ day of _____ 2021 before me personally came Corinne DeStefano and John Rossini, to me known to be the persons described in and who executed the foregoing application, and they severally duly acknowledged to me that they executed the same.

PETITION FOR AMENDMENT OF CHARTER

TO THE REGENTS OF THE UNIVERSITY OF THE STATE OF NEW YORK

We the undersigned, being the President and Secretary of Comsewogue Public Library do hereby apply to the Regents of the University of the State of New York for an amendment to the absolute charter of Comsewogue Public Library, and do make, sign and acknowledge the following statements:

1. The name of the corporation is Comsewogue Public Library.
2. A provisional charter was granted to this corporation on November 18, 1966; which provisional charter was amended and made absolute on September 26, 1969.
3. The trustees hereby request that the absolute charter be amended to designate the service area to be the Brookhaven-Comsewogue Union Free School District; to state that trustees shall be elected by the qualified voters of the Brookhaven-Comsewogue Union Free School District; to state that vacancies due to cause other than the expiration of term shall be filled by the board of trustees until the next election; to add the Internal Revenue Service language necessary for tax exempt status under section 501(c)(3); and to designate the Commissioner of Education as the representative of the corporation upon whom process in any action or proceeding against it may be served.

IN WITNESS WHEREOF, we have made, signed and acknowledged this application on the _____ day of _____ 2021.

Corinne DeStefano, President, Board of Trustees
Comsewogue Public Library

John Rossini, Secretary, Board of Trustees
Comsewogue Public Library

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

On this _____ day of _____ 2021 before me personally came Corinne DeStefano and John Rossini, to me known to be the persons described in and who executed the foregoing application, and they severally duly acknowledged to me that they executed the same.



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000
TEL: 631-286-1600 • FAX: 631-286-1647

November 1, 2021

To: Member Library Directors;
Boards of Trustees
From: Kevin Verbese
Re: **SCLS Proposed FY 2022 Budget**

Enclosed with this memo is the **Proposed SCLS FY 2022 Operating Budget** for your review and consideration.

At its meeting on November 1, 2021 the SCLS Board of Trustees approved the enclosed SCLS FY 2022 Operating Budget and authorized its submission for member library approval. In order for this proposal to take effect more than 2/3 of member libraries must vote to approve the proposed budget before December 31, 2021.

Attached to this memo are the final proposed SCLS FY 2022 Budget, a final proposed Member Support Chart, and your budget ballot. **Please print the ballot out and use it to record your library vote.**

To gain a full understanding of this proposed budget, and its impact on the member libraries, we ask that you review both this packet and the previously distributed "draft" budget packet that was dated October 6, 2021.

There have been only a limited number of changes made from the "draft" budget that was distributed in October. The changes are based upon additional information and feedback that we have received subsequent to the "draft" budget being developed. The reasons behind each change are listed below.

Income

- 1) *Library Service Contracts* has been adjusted down \$3,000 from the previous estimate based on current projections. This number may also be impacted by new census information that we may or may not receive in time to effect 2022 contracts.
- 2) *Downloadable Media* is listed at a 5% increase in this draft which is up from a flat number in the first draft. Once feedback has been received from the Zones this number will be finalized. All revenue in this line is offset by expenditures so

while very important to the member libraries and SCLS it is non-material to the SCLS overall budget.

Expenditures

- 1) *Salaries* overall increase \$19,682 from the first draft. This is due primarily to staffing that will be needed to operate the "mini-SLED" which SCLS is receiving a \$242,000 ARPA grant for in 2022. Individual salary lines have also been adjusted based on current and expected staffing in 2022.
- 2) *Retirement and Social Security* have been adjusted from the previous estimates based on new estimates and the updated adjustments in the salary lines.
- 3) *Downloadable Media* is listed at a 5% increase in this draft which is up from a flat number in the first draft. Once feedback has been received from the Zones this number will be finalized. All expenditures in this line are offset by revenue so while very important to the member libraries and SCLS it is non-material to the SCLS overall budget.
- 4) *Programs* have been increased by \$18,000 from the first draft. This is due primarily to programing that SCLS will be hosting related to the ARPA grant of \$242,000 which we will receive in 2022.
- 5) *Electricity* costs have been revised down \$2,000 from the first estimate based on current cost projections.
- 6) *Equipment – Vehicles* costs have been revised down \$5,000 from the first estimate based on current cost projections.

The bottom line after these changes have been made is that **the overall SCLS 2022 Budget is projected to increase by 0.39% (\$56,405.)** The operations side will decrease by 4.92% (\$351,746) and the Direct Offset side will increase by 5.57% (\$408,151.) Most of the increase is due to the additional spending on Downloadable Media and a projected increase in coordinated orders.

Member Support, overall, will not change in 2022.

We are often asked why every library does not have the same percentage change in member support. Member library financial participation is determined by a formula that includes the library's service population (which has not changed this year) and the library's expenditures for the prior year (2020.) If your library's disbursements (less capital expenditures and debt service – as defined in your New York State Annual Report) increased more than the County average then your contribution change will be greater than the average. The version that is enclosed with this memo is the final member support chart for 2022.

If possible, please address this issue at your next Board meeting and return the enclosed ballot to SCLS before December 31, 2021. Should you have any questions, please feel free to contact me.

Thank you for your continued support of our collaborative efforts.

2022 BUDGET REVENUE

SOURCE	2020 Budget	2021 Rev. Budget	2022 Proposed	2021 to 2022 \$ Change	2021 to 2022 % Change
N. Y. State	2,848,170	3,187,691	2,656,409	(531,282)	-16.67%
Local Services Support Aid (LSS)	328,865	306,749	306,749	0	0.00%
Outreach	234,307	262,238	218,531	(43,707)	-16.67%
SCLS: CLA	162,847	174,391	145,326	(29,065)	-16.67%
Misc. Grants	10,000	0	242,000	242,000	0.00%
Interest	25,000	10,000	5,000	(5,000)	-50.00%
Rental	55,080	56,180	57,500	1,320	2.35%
Delivery Service	2,000	500	500	0	0.00%
Mailing Overdues	21,000	15,000	15,000	0	0.00%
Miscellaneous	35,000	10,000	10,000	0	0.00%
Contributions	300	100	100	0	0.00%
Programs/Rooms	13,500	5,000	5,000	0	0.00%
Library Contract Service	165,000	165,000	162,000	(3,000)	-1.82%
Member Library Support	2,282,680	2,328,334	2,328,334	0	0.00%
PALS Admin. Fee	628,496	627,434	644,422	16,988	2.71%
RFID Support	0	0		0	0.00%
Sub-Total (Operational)	6,812,245	7,148,617	6,796,871	(351,746)	-4.92%
<i>Central Library support</i>					
Non-fiction (Overdrive)	12,000	12,000	12,000	0	0.00%
Homework Help	55,000	55,000	55,000	0	0.00%
ILL Delivery Support	60,000	0	0	0	0.00%
Sub-Total (Central Library)	127,000	67,000	67,000	0	0.00%
<i>DIRECT OFFSET</i>					
LLSA Member Libraries	465,283	520,748	433,957	(86,791)	-16.67%
CLA CBA Central Library	379,971	414,551	345,458	(69,093)	-16.67%
Suffolk E-Resources	722,400	722,400	744,000	21,600	2.99%
Coordinated Orders	1,000,000	700,000	1,000,000	300,000	42.86%
Downloadable Media	3,879,496	4,946,362	5,193,680	247,318	5.00%
SCLS: CBA	16,080	18,581	15,484	(3,097)	-16.67%
Institutional Library Aid	9,333	10,712	8,926	(1,786)	-16.67%
Misc. Grants	0	0		0	0.00%
Sub-Total (Direct Offset)	6,472,563	7,333,354	7,741,505	408,151	5.57%
Transfer from Unappropriated Fund Balance	125,000	0	0	0	0.00%
Sub-Total (Non-Operational)	125,000	-	-	0	0.00%
TOTAL REVENUE	13,536,808	14,548,971	14,605,376	56,405	0.39%

2022 Budget Expenditures

ACCOUNT TITLE	2020	2021	2022	2021 to 2022	2021 to 2022
	Budget	Rev. Budget	Proposed	\$ Change	% Change
<u>SALARIES</u>					
LIBRARIANS	1,164,847	1,268,847	1,305,985	37,138	2.93%
CLERICAL	1,096,022	948,526	1,029,845	81,319	8.57%
Shipping & Maint.	243,974	304,647	376,835	72,188	23.70%
SUBSTITUTES & HOURLY	318,850	151,068	175,813	24,745	16.38%
SUB-TOTAL (Salaries)	2,823,693	2,673,088	2,888,478	215,390	8.06%
<u>FIXED CHARGES & FRINGE BENEFITS</u>					
RETIREMENT	400,000	420,000	400,000	(20,000)	-4.76%
SOCIAL SECURITY	216,016	203,175	220,768	17,593	8.66%
WORKER'S COMP.	41,500	41,500	41,500	0	0.00%
UNEMPLOYMENT	1,000	50,000	1,000	(49,000)	-98.00%
DISABILITY	6,500	6,000	5,000	(1,000)	-16.67%
HEALTH INSURANCE	553,500	500,000	445,000	(55,000)	-11.00%
MEDICAL INS. RETIREES	610,350	550,000	500,000	(50,000)	-9.09%
DENTAL	43,500	40,000	42,000	2,000	5.00%
OPTICAL	4,000	3,500	4,500	1,000	28.57%
FLEX PLAN	500	500	500	0	0.00%
SICK & VAC. PAYOUTS	85,000	85,000	85,000	0	0.00%
LONG TERM CARE INS.	3,500	2,500	2,500	0	0.00%
INSURANCE INCENTIVE	22,500	23,000	26,000	3,000	13.04%
Empl. Assist. Program	3,000	2,000	2,000	0	0.00%
SUB-TOTAL (Fixed & Fringe)	1,990,866	1,927,175	1,775,768	(151,407)	-7.86%
<u>PROFESSIONAL FEES</u>	62,950	60,850	62,350	1,500	2.47%
SUB-TOTAL (Professional Fees)	62,950	60,850	62,350	1,500	2.47%
<u>LIBRARY MATERIALS</u>					
BOOKS	3,500	3,500	2,500	(1,000)	-28.57%
DOWNLOADABLE MEDIA	155,000	100,000	100,000	0	0.00%
HOMEWORK HELP	320,000	366,000	366,000	0	0.00%
SUB-TOTAL	478,500	469,500	468,500	(1,000)	-0.21%
<u>DIRECT OFFSET</u>					
LLSA MEMBER LIBRARIES	465,283	520,748	433,957	(86,791)	-16.67%
CLA CBA CNTRL LIBRARY	379,971	414,551	345,458	(69,093)	-16.67%
CBA MATERIALS	16,080	18,581	15,484	(3,097)	-16.67%
SUFFOLK E-RESOURCES	722,400	722,400	744,000	21,600	2.99%
DOWNLOADABLE MEDIA	3,879,496	4,946,362	5,193,680	247,318	5.00%
COORDINATED ORDERS	1,000,000	700,000	1,000,000	300,000	42.86%
Institutional Library Books	9,333	10,712	8,926	(1,786)	-16.67%
Misc. Grants	-	-	0	0	0.00%
SUB-TOTAL	6,472,563	7,333,354	7,741,505	1,268,942	19.60%

2022 Budget Expenditures

ACCOUNT TITLE	2020	2021	2022	2021 to 2022	2021 to 2022
	Budget	Rev. Budget	Proposed	\$ Change	% Change
<i>OPERATIONS</i>					
OFFICE & LIB. SUPPLIES	51,000	30,000	44,500	14,500	48.33%
TELEPHONE VOICE	22,000	22,000	26,000	4,000	18.18%
ISP SERVICE	63,500	60,000	60,000	0	0.00%
Line of Credit INTEREST	100	100	100	0	0.00%
POSTAGE & FRGHT SCLS	15,000	10,000	12,500	2,500	25.00%
POSTAGE OVERDUES	21,000	12,000	12,000	0	0.00%
PUBLICITY & PRINTING	60,000	30,000	30,000	0	0.00%
TRAVEL	29,000	10,000	20,500	10,500	105.00%
LOST IN TRANSIT	13,500	13,500	13,500	0	0.00%
OVERDUE SUPPLIES	6,500	3,500	3,500	0	0.00%
MEMBERSHIP DUES	26,000	25,000	25,000	0	0.00%
MAINT. - OFFICE EQUIP.	33,350	23,800	18,050	(5,750)	-24.16%
COMPUTER SERVICES	295,000	260,000	260,500	500	0.19%
VEHICLE OPERATION	43,300	38,300	40,700	2,400	6.27%
VEHICLE MAINTENANCE	14,000	12,000	12,000	0	0.00%
SECURITY SERVICES	25,000	21,500	21,500	0	0.00%
TRUSTEE EXPENSE	3,500	2,500	2,500	0	0.00%
PROGRAMS	49,000	50,000	59,500	9,500	19.00%
PROF. DEVELOPMENT	44,000	15,000	35,500	20,500	136.67%
Misc		604,054	0	(604,054)	0.00%
SUB-TOTAL	814,750	1,243,254	697,850	(545,404)	-43.87%
<i>BUILDING OPERATIONS</i>					
GAS	20,000	21,000	21,000	0	0.00%
ELECTRICITY	40,000	38,000	36,000	(2,000)	-5.26%
WATER	1,500	1,500	1,500	0	0.00%
SUPPLIES-JANITORIAL	3,500	2,500	2,500	0	0.00%
CONTRACT SERVICES	415,936	307,062	307,125	63	0.02%
REPAIR - BLDG. & EQUIP.	50,000	35,000	40,000	5,000	14.29%
SUB-TOTAL	530,936	405,062	408,125	3,063	0.76%
INSURANCE	72,550	71,688	77,800	6,112	8.53%
EQUIPMENT - LENDING LIBRARY	30,000	5,000	5,000	0	0.00%
EQUIPMENT - SYSTEM	65,000	35,000	55,000	20,000	57.14%
EQUIPMENT - VEHICLES	125,000	-	275,000	275,000	100.00%
FACILITY RENOVATIONS	70,000	325,000	150,000	(175,000)	-53.85%
SUB-TOTAL	362,550	436,688	562,800	126,112	28.88%
TOTAL EXPENDITURES	13,536,808	14,548,971	14,605,376	56,405	0.39%

**Proposed 2022 MEMBER LIBRARY SUPPORT @ 0.00% (OVERALL INCREASE)
BASED ON ANNUAL REPORT FINANCIALS: 2020**

	ACT 2021 ML SUPP	PROP 2022 ML SUPP	INCR PROP 2022 FROM 2021 ACT	\$ Change PROP 2022 FROM 2021 ACT
AMAGANSETT	11,057	11,057	-	0.00%
AMITYVILLE	33,301	33,060	(241)	-0.72%
BABYLON	19,336	19,121	(215)	-1.11%
BAYPORT-BLUE POINT	23,288	23,736	448	1.92%
BAY SHORE-BRIGHTWATERS	41,735	42,645	910	2.18%
BRENTWOOD	106,223	107,019	796	0.75%
BROOKHAVEN	11,057	11,057	-	0.00%
CENTER MORICHES	37,074	37,385	311	0.84%
CENTRAL ISLIP	45,435	46,327	892	1.96%
COLD SPRING HARBOR	18,522	18,699	177	0.96%
COMMACK	31,522	31,701	179	0.57%
* COMSEWOGUE	65,462	63,978	(1,484)	-2.27%
CONNETQUOT	63,870	63,660	(210)	-0.33%
COPIAGUE	42,658	42,458	(200)	-0.47%
CUTCHOGUE-NEW SUFFOLK	11,057	11,057	-	0.00%
DEER PARK	36,166	36,138	(28)	-0.08%
EAST HAMPTON	27,144	26,626	(518)	-1.91%
EAST ISLIP	38,316	38,956	640	1.67%
ELWOOD	18,479	18,725	246	1.33%
EMMA S CLARK	65,760	64,331	(1,429)	-2.17%
FLOYD MEMORIAL	11,057	11,057	-	0.00%
HALF HOLLOW HILLS	73,451	71,603	(1,848)	-2.52%
HAMPTON BAYS	23,118	23,405	287	1.24%
HAMPTON	11,057	11,057	-	0.00%
HARBORFIELDS	37,507	37,332	(175)	-0.47%
HAUPPAUGE	22,662	23,717	1,055	4.66%
HUNTINGTON	71,753	71,252	(501)	-0.70%
ISLIP	33,886	33,768	(118)	-0.35%
JOHN JERMAIN	11,057	11,057	-	0.00%
LINDENHURST	53,801	54,141	340	0.63%
LONGWOOD	83,821	84,485	664	0.79%
MASTICS-MORICHES-SHIRLEY	91,129	89,348	(1,781)	-1.95%
MATTITUCK	11,057	11,057	-	0.00%
MIDDLE COUNTRY	126,716	122,961	(3,755)	-2.96%
MONTAUK	11,057	11,057	-	0.00%
NORTH BABYLON	38,751	39,218	467	1.21%
NORTH SHORE	44,357	43,589	(768)	-1.73%
NORTHPORT-EAST NORTHPORT	76,566	76,978	412	0.54%
PATCHOGUE-MEDFORD	87,378	88,255	877	1.00%
PORT JEFFERSON	33,262	32,582	(680)	-2.04%
QUOGUE	11,057	11,057	-	0.00%
RIVERHEAD	50,883	51,451	568	1.12%
ROGERS MEMORIAL	32,810	32,003	(807)	-2.46%
SACHEM	115,990	117,362	1,372	1.18%
SAYVILLE	29,916	30,584	668	2.23%
SHELTER ISLAND	11,057	11,057	-	0.00%
SMITHTOWN	156,223	160,973	4,750	3.04%
SOUTH COUNTRY	30,871	30,623	(248)	-0.80%
SOUTH HUNTINGTON	58,021	57,956	(65)	-0.11%
SOUTHOLD	11,057	11,057	-	0.00%
WEST BABYLON	38,962	38,560	(402)	-1.03%
WEST ISLIP	40,491	40,283	(208)	-0.51%
WESTHAMPTON	21,094	21,799	705	3.34%
WYANDANCH	18,997	17,914	(1,083)	-5.70%
TOTALS:	2,328,334	2,328,334	-	0.00%



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000
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October 6, 2021

To: Member Library Directors & Boards of Trustees
From: Kevin Verbesev
Re: SCLS Draft FY 2022 Budget

Enclosed with this memo is a **Draft SCLS 2022 Operating Budget** for your review and consideration. Included along with the draft budget is a cover memorandum explaining some of the income and expense lines and an estimated Member Support Chart.

As is SCLS practice, during the month of October we ask you to review the coming year's draft budget proposal and offer your comments and suggestions prior to us presenting a final budget version for a membership vote in November and December.

The 2022 fiscal year should be one with significantly fewer financial challenges than we faced in both 2020 and 2021 as we have a better idea of where we stand with State funding. Obviously, there is still much uncertainty with COVID-19 so we are structuring our FY 2022 budget in a way that will allow us the greatest flexibility possible so that we can adjust to any new circumstances caused by the pandemic and to our member libraries changing needs.

Fortunately, we came into this crisis in very strong financial shape and that has allowed us to focus on supporting the member libraries as their services have evolved throughout the pandemic. Modifications to the services that the member libraries provide to their communities has also required that SCLS modify our operations as well.

We are going into the final year of our union contract so we have a large degree of "cost certainty" in 2022. The huge increase in usage of online services during the height of the pandemic has also moderated to a large extent which will mean less will need to be invested in those services. We expect some of the changes brought on by the pandemic like remote meetings, trainings, and workshops will continue and we are looking to improve our ability to meet those needs.

We are hopeful that we can use some American Recovery Plan Act (ARPA) funding to add a new mobile service vehicle to our fleet and continue to redeploy both the SLED and the resources in the Lending Library.

We will work to continue to provide our fifty-six member libraries with the depth and quality of services that they have come to expect from SCLS. Please review this proposal and contact me with any questions or concerns that you may have. I also welcome you to join us at one of our budget hearings that are listed below. We hope that this information will assist you in your decision-making and provide you with important data that you will need to manage your library.

SCLS FY 2022 Budget Hearings:

Wednesday, October 27, 2021, 2:00 p.m. (ONLINE)

<https://us06web.zoom.us/j/83929833083?pwd=M3hBSnl2ZTJxZ2I5d3pWcWRuY0c1Zz09>

Friday, October 29, 2021, 10:00 a.m.

East End Director's Meeting

Cutchogue – New Suffolk Free Library

27550 Main Road

Cutchogue, New York 11935

Monday, November 1, 2021, 6:30 p.m.

SCLS Board Meeting

Suffolk Cooperative Library System

627 N Sunrise Service Road, Bellport, New York 11733

Proposed SCLS 2022 Operating Budget

Notes on the Attached 2022 Budget:

FORMAT

You will note that the income (revenue) side of the SCLS Proposed Budget sheet is divided into three distinct sections; “Operational”, “Central Library”, and “Direct Offset.” This is done to better reflect the nature of how SCLS and the partnership with our member libraries actually work.

The “Operational” section supports mainly our staff costs, facilities, supplies, utilities, professional services, insurance, and equipment.

The “Central Library Support” section highlights the area where our Central Library, Patchogue-Medford, supports our system-wide efforts.

The “Direct Offset” includes a number of large shared services and/or coordinated orders that we help maintain. One hundred percent of the income in the “Direct Offset” section is “pass through” and goes out to member libraries or vendors at the exact same levels as what comes in. Not a single cent of it “stays at SCLS.”

We present the budget this way to make it easier for you to review what is happening at SCLS as it relates to our “operations” and the specific coordinated services and/or programs that we work with you on.

REVENUES

Operational

* *State Aid* (which includes *Local Sponsor Aid, Outreach, CLA, CBA, Institutional Library Aid, and Member Library Aid*) is being projected at no change from what we received in 2021, minus the restoration of 2020 funds that were withheld. The great “unknown” is what the new Governor will propose but at this point we feel confident that our State funding should be relatively stable next year.

* *Misc Grants* revenue includes \$242,000 in ARPA funding that will be used to purchase a “mini-SLED” to be used for member library technology programming as well as bring digital connectivity and instruction out into Suffolk County communities.

* *Interest* revenue has decreased significantly due to the late payments of State aid and current returns.

* *Rental* revenue is anticipated to increase based upon our agreements with the Long Island Library Resources Council and Eastern Suffolk BOCES.

* *Member Library Support* indicates the libraries’ proposed contribution to our cooperative services. We are proposing no increase in 2022. SCLS recognizes the challenges that the member libraries face in preparing their own budget with Covid-19 and within the rules and regulations of the “tax-cap.” We want to be sure that the level of member support remains commensurate with those State mandated limits.

* *PALS Revenue* (Partnership of Automated Libraries in Suffolk) represents a direct reimbursement for SCLS staffing and services to the consortium. This amount is subject to adjustment during the PALS budget process. Fifty-two member libraries currently participate in the PALS consortium for an integrated library circulation/inventory management system. The PALS Executive Board and membership will vote on their FY 2022 budget and make the final determination on this budget line before the final SCLS FY 2022 proposed budget is presented to the member libraries.

Central Library

* *Non-fiction Overdrive* reflects the contribution from the Patchogue-Medford Library for non-fiction eBook content on the Countywide Downloads service on Live-brary.com.

* *Homework Help* reflects the contribution from the Patchogue-Medford Library for the Countywide Live Study Help service through Live-brary.com

* *ILL Delivery Support* is not funded since Saturday delivery is not taking place and not anticipated to resume in 2022.

Direct Offset

* *LLSA Member Libraries* is "State Aid" for the member libraries.

* *CLA/CBA Central Library* is "State Aid" for the Central Library.

* *Suffolk e-Resources* is proposed to increase by 3%. This includes the income contributed by all member libraries for the shared databases in the Suffolk e-Resources collection. This modest increase, which would be the first in over a decade, would allow us some flexibility in the collection's development.

* *Coordinated Orders* is income for a variety of coordinated orders for all types of products and services that SCLS manages. Increases in this line are more than offset by cost savings in participating member library's budgets.

* *Downloadable Media* income and expenses are still being discussed with the member libraries and the figure included in this draft budget is just a "placeholder" at this time. The service's growth has moderated over the last few months as the dramatic increases in usage during the height of the pandemic has been sustained but usage is no longer growing.

EXPENDITURES

* *Salaries* show an overall increase of 7.32%. SCLS drastically cut staff in response to Covid-19 and we have added some new staff in 2021. Some of the individual lines within salaries change at different amounts based upon salary and staffing changes and reclassifications. We are entering the final year of our five-year union contract so will be re-negotiating that in 2022

* *Retirement* expenses will increase a modest amount based on current estimates.

* *Unemployment* costs drop by almost their entirety as SCLS self-insures for this insurance and has made all payments due to Covid-19 layoffs.

* *Health Insurance/Health Insurance Retirees* premiums are projected to decrease around 10% based on current expenses. The NYSHIP plan sends regular cost estimates so if we receive new information before a final budget is presented we will update our estimates to reflect NYSHIPS.

* *Dental and Optical* insurance premiums will increase by a small dollar amount (though the percentage seems large) based on new estimates.

Overall SCLS personnel costs will increase by around \$78,000 in this budget proposal for 2022.

* This year SCLS will be contributing \$100,000 towards the cost of the *Downloadable Media*, \$12,000 of the SCLS contribution will be used to pay the annual platform fee and the remainder will go towards the purchase of materials for the collection.

* *Homework Help* costs are being budgeted at the same amount as 2021 so that we have flexibility if and service extension is needed as it was last year.

* *CBA Materials/CLA/CBA Central Library/LLSA Member Libraries* are all "offset" or "pass through" lines that are increased / decreased as State support is. If State support changes at a rate other than what we have projected these lines will change as well and balance with changes on the income side.

* *Downloadable Media* costs are still being discussed with the member libraries and the figure included in this draft budget is just a "placeholder" at this time.

* *Coordinated Orders* are offset by the corresponding income line on the SCLS balance sheet and by cost savings in participating member library's budgets.

* *Institutional Library Books* are items purchased through the annual "jail grant" that SCLS gets from New York State. The expenditure will match whatever amount the grant actually is.

* *Misc. Grants* are bullet aid and other legislative grants that SCLS passes through to the member libraries. The entire expense is offset on the revenue side of our budget. Since the amount received is so unpredictable and offsets completely in both revenue and expenditures it is listed as \$0 on the budget.

* *Office and Library Supplies* shows a large increase but is still significantly lower than they were "pre-pandemic." This change is based mostly on anomalies related to supply usage during the Covid shutdowns.

* *Telephone Voice* increases based upon anticipated costs in 2022.

* *Line of Credit Interest* is the cost of borrowing money to meet cash flow requirements while awaiting State Aid payments. We have not used this line of credit for the past fifteen years and hope not to this year as well.

* *Postage and Freight SCLS* shows an increase due to an increase in out-of-system borrowing of library materials.

* *Travel* increases significantly as we expect that more in person programming and conferences will take place in 2022. It is still at a level much reduced from pre-pandemic but significantly more than in 2021 where there were limited in-person events.

* *Maintenance – Office Equipment* includes costs for copiers, print management systems, and shipping department equipment and shows a decrease based upon contracts and needs.

* *Computer Services* includes a wide variety of services used by both SCLS and the member libraries. This area will decrease due to some ended services and contractual arrangements that decrease costs.

* *Vehicle Operation and Maintenance* increases due to more vehicle use with the Lending Library and SLED anticipated to be back in full service in 2022.

* *Programs* are the cost of SCLS putting on workshops, seminars, and events for member library staff, administrators, and trustees. They decrease reflective of the fact that we anticipate doing more online programming in 2022 than pre-pandemic

* *Professional Development* is the cost of SCLS staff programs, classes, workshops, seminars, and conference attendance. It is still at a level much reduced from pre-pandemic but significantly more than in 2021 where there were limited in-person events.

* *Repair – Building & Equipment* has increased by \$5,000 to ensure that our building is maintained up to our high standards.

* *Insurance* costs are increased reflective of current 2022 cost estimates.

* *Equipment System* increases by a significant amount and this is due to a need to replace computers, docking stations, and other technology accessories. This line is less than it was pre-pandemic but has increased from its lower pandemic level.

* *Equipment Vehicle* includes the purchase of the “mini-SLED” that will be offset by an ARPA grant and the purchase of a new delivery vehicle as a few of our larger vehicles will need to be replaced over the coming years as they reach limits to the level where we can count on their reliability.

* *Facility Renovations* is reduced because in 2021 we had budgeted to do a large cesspool replacement project and have no similar sized needs in 2022.

Summary

The draft FY 2022 SCLS Budget shows an operational revenue decrease of almost \$350,000 but that is due only to extra revenue we received in 2021 which had been held back from us by New York State in 2020. Not including that extra revenue, the decrease in the operational budget is closer to \$12,000.

Member Support in 2022 is projected to not change.

This draft budget is still in development and we expect some meaningful changes may be made before a final proposed budget is approved in early November.

Member Support Note

While overall member support would not change in 2022 some individual member libraries will see a change of a different amount based on the formula that we use to calculate these payments. Member Support is based on both the service population and the amount of annual expenditures that a library reports on their State Report (which can change significantly each year.) For this budget/member support chart we are using the 2020 State Report figures. Please see the attached chart.

Budget Process

This is the first draft of the SCLS FY 2022 Budget. We welcome any comments, questions, or concerns that anyone may have about this draft budget. After further review, adjustment, and consideration of any input received from the member libraries SCLS will present a final proposed FY 2022 Budget for your consideration in early November and the budget vote will take place throughout both November and December.

2022 BUDGET REVENUE

	2020	2021	2022	2021 to 2022	2021 to 2022
SOURCE	Budget	Rev. Budget	Proposed	\$ Change	% Change
N. Y. State	2,848,170	3,187,691	2,656,409	(531,282)	-16.67%
Local Services Support Aid (LSS)	328,865	306,749	306,749	0	0.00%
Outreach	234,307	262,238	218,531	(43,707)	-16.67%
SCLS: CLA	162,847	174,391	145,326	(29,065)	-16.67%
Misc. Grants	10,000	0	242,000	242,000	0.00%
Interest	25,000	10,000	5,000	(5,000)	-50.00%
Rental	55,080	56,180	57,500	1,320	2.35%
Delivery Service	2,000	500	500	0	0.00%
Mailing Overdues	21,000	15,000	15,000	0	0.00%
Miscellaneous	35,000	10,000	10,000	0	0.00%
Contributions	300	100	100	0	0.00%
Programs/Rooms	13,500	5,000	5,000	0	0.00%
Library Contract Service	165,000	165,000	165,000	0	0.00%
Member Library Support	2,282,680	2,328,334	2,328,334	0	0.00%
PALS Admin. Fee	628,496	627,434	644,422	16,988	2.71%
RFID Support	0	0		0	0.00%
Sub-Total (Operational)	6,812,245	7,148,617	6,799,871	(348,746)	-4.88%
<i>Central Library support</i>					
Non-fiction (Overdrive)	12,000	12,000	12,000	0	0.00%
Homework Help	55,000	55,000	55,000	0	0.00%
ILL Delivery Support	60,000	0	0	0	0.00%
Sub-Total (Central Library)	127,000	67,000	67,000	0	0.00%
<i>DIRECT OFFSET</i>					
LLSA Member Libraries	465,283	520,748	433,957	(86,791)	-16.67%
CLA CBA Central Library	379,971	414,551	345,458	(69,093)	-16.67%
Suffolk E-Resources	722,400	722,400	744,000	21,600	2.99%
Coordinated Orders	1,000,000	700,000	1,000,000	300,000	42.86%
Downloadable Media	3,879,496	4,946,362	4,946,362	0	0.00%
SCLS: CBA	16,080	18,581	15,484	(3,097)	-16.67%
Institutional Library Aid	9,333	10,712	8,926	(1,786)	-16.67%
Misc. Grants	0	0		0	0.00%
Sub-Total (Direct Offset)	6,472,563	7,333,354	7,494,187	160,833	2.19%
Transfer from Unappropriated					
Fund Balance	125,000	0	0	0	0.00%
Sub-Total (Non-Operational)	125,000	-	-	0	0.00%
TOTAL REVENUE	13,536,808	14,548,971	14,361,058	(187,913)	-1.29%

2022 Budget Expenditures

ACCOUNT TITLE	2020	2021	2022	2021 to 2022	2021 to 2022
	Budget	Rev. Budget	Proposed	\$ Change	% Change
<i>SALARIES</i>					
LIBRARIANS	1,164,847	1,268,847	1,252,865	(15,982)	-1.26%
CLERICAL	1,096,022	948,526	1,035,733	87,207	9.19%
Shipping & Maint.	243,974	304,647	376,835	72,188	23.70%
SUBSTITUTES & HOURLY	318,850	151,068	203,363	52,295	34.62%
SUB-TOTAL (Salaries)	2,823,693	2,673,088	2,868,796	195,708	7.32%
<i>FIXED CHARGES & FRINGE BENEFITS</i>					
RETIREMENT	400,000	420,000	435,000	15,000	3.57%
SOCIAL SECURITY	216,016	203,175	219,450	16,275	8.01%
WORKER'S COMP.	41,500	41,500	41,500	0	0.00%
UNEMPLOYMENT	1,000	50,000	1,000	(49,000)	-98.00%
DISABILITY	6,500	6,000	5,000	(1,000)	-16.67%
HEALTH INSURANCE	553,500	500,000	445,000	(55,000)	-11.00%
MEDICAL INS. RETIREES	610,350	550,000	500,000	(50,000)	-9.09%
DENTAL	43,500	40,000	42,000	2,000	5.00%
OPTICAL	4,000	3,500	4,500	1,000	28.57%
FLEX PLAN	500	500	500	0	0.00%
SICK & VAC. PAYOUTS	85,000	85,000	85,000	0	0.00%
LONG TERM CARE INS.	3,500	2,500	2,500	0	0.00%
INSURANCE INCENTIVE	22,500	23,000	26,000	3,000	13.04%
Empl. Asslst. Program	3,000	2,000	2,000	0	0.00%
SUB-TOTAL (Fixed & Fringe)	1,990,866	1,927,175	1,809,450	(117,725)	-6.11%
<i>PROFESSIONAL FEES</i>	62,950	60,850	62,350	1,500	2.47%
SUB-TOTAL (Professional Fees)	62,950	60,850	62,350	1,500	2.47%
<i>LIBRARY MATERIALS</i>					
BOOKS	3,500	3,500	2,500	(1,000)	-28.57%
DOWNLOADABLE MEDIA	155,000	100,000	100,000	0	0.00%
HOMEWORK HELP	320,000	366,000	366,000	0	0.00%
SUB-TOTAL	478,500	469,500	468,500	(1,000)	-0.21%
<i>DIRECT OFFSET</i>					
LLSA MEMBER LIBRARIES	465,283	520,748	433,957	(86,791)	-16.67%
CLA CBA CNTRL LIBRARY	379,971	414,551	345,458	(69,093)	-16.67%
CBA MATERIALS	16,080	18,581	15,484	(3,097)	-16.67%
SUFFOLK E-RESOURCES	722,400	722,400	744,000	21,600	2.99%
DOWNLOADABLE MEDIA	3,879,496	4,946,362	4,946,362	0	0.00%
COORDINATED ORDERS	1,000,000	700,000	1,000,000	300,000	42.86%
Institutional Library Books	9,333	10,712	8,926	(1,786)	-16.67%
Misc. Grants	-	-	0	0	0.00%
SUB-TOTAL	6,472,563	7,333,354	7,494,187	1,021,624	15.78%

2022 Budget Expenditures

ACCOUNT TITLE	2020	2021	2022	2021 to 2022	2021 to 2022
	Budget	Rev. Budget	Proposed	\$ Change	% Change
<i>OPERATIONS</i>					
OFFICE & LIB. SUPPLIES	51,000	30,000	44,500	14,500	48.33%
TELEPHONE VOICE	22,000	22,000	26,000	4,000	18.18%
ISP SERVICE	63,500	60,000	60,000	0	0.00%
Line of Credit INTEREST	100	100	100	0	0.00%
POSTAGE & FRGHT SCLS	15,000	10,000	12,500	2,500	25.00%
POSTAGE OVERDUES	21,000	12,000	12,000	0	0.00%
PUBLICITY & PRINTING	60,000	30,000	30,000	0	0.00%
TRAVEL	29,000	10,000	20,500	10,500	105.00%
LOST IN TRANSIT	13,500	13,500	13,500	0	0.00%
OVERDUE SUPPLIES	6,500	3,500	3,500	0	0.00%
MEMBERSHIP DUES	26,000	25,000	25,000	0	0.00%
MAINT. - OFFICE EQUIP.	33,350	23,800	18,050	(5,750)	-24.16%
COMPUTER SERVICES	295,000	260,000	260,500	500	0.19%
VEHICLE OPERATION	43,300	38,300	40,700	2,400	6.27%
VEHICLE MAINTENANCE	14,000	12,000	12,000	0	0.00%
SECURITY SERVICES	25,000	21,500	21,500	0	0.00%
TRUSTEE EXPENSE	3,500	2,500	2,500	0	0.00%
PROGRAMS	49,000	50,000	41,500	(8,500)	-17.00%
PROF. DEVELOPMENT	44,000	15,000	35,500	20,500	136.67%
Misc		604,054	0	(604,054)	0.00%
SUB-TOTAL	814,750	1,243,254	679,850	(563,404)	-45.32%
<i>BUILDING OPERATIONS</i>					
GAS	20,000	21,000	21,000	0	0.00%
ELECTRICITY	40,000	38,000	38,000	0	0.00%
WATER	1,500	1,500	1,500	0	0.00%
SUPPLIES-JANITORIAL	3,500	2,500	2,500	0	0.00%
CONTRACT SERVICES	415,936	307,062	307,125	63	0.02%
REPAIR - BLDG. & EQUIP.	50,000	35,000	40,000	5,000	14.29%
SUB-TOTAL	530,936	405,062	410,125	5,063	1.25%
INSURANCE	72,550	71,688	77,800	6,112	8.53%
EQUIPMENT - LENDING LIBRARY	30,000	5,000	5,000	0	0.00%
EQUIPMENT - SYSTEM	65,000	35,000	55,000	20,000	57.14%
EQUIPMENT - VEHICLES	125,000	-	280,000	280,000	#DIV/0!
FACILITY RENOVATIONS	70,000	325,000	150,000	(175,000)	-53.85%
SUB-TOTAL	362,550	436,688	567,800	131,112	30.02%
TOTAL EXPENDITURES	13,536,808	14,548,971	14,361,058	(187,913)	-1.29%

**Proposed 2022 MEMBER LIBRARY SUPPORT @ 0.00% (OVERALL INCREASE)
 BASED ON ANNUAL REPORT FINANCIALS: 2020**

	ACT 2021 ML SUPP	PROP 2022 ML SUPP	INCR PROP 2022 FROM 2021 ACT	\$ Change PROP 2022 FROM 2021 ACT
AMAGANSETT	11,057	11,057	-	0.00%
AMITYVILLE	33,301	33,060	(241)	-0.72%
BABYLON	19,336	19,121	(215)	-1.11%
BAYPORT-BLUE POINT	23,288	23,736	448	1.92%
BAY SHORE-BRIGHTWATERS	41,735	42,645	910	2.18%
BRENTWOOD	106,223	107,019	796	0.75%
BROOKHAVEN	11,057	11,057	-	0.00%
CENTER MORICHES	37,074	37,385	311	0.84%
CENTRAL ISLIP	45,435	46,327	892	1.96%
COLD SPRING HARBOR	18,522	18,699	177	0.96%
COMMACK	31,522	31,701	179	0.57%
COMSEWOGUE	65,462	63,978	(1,484)	-2.27%
CONNETHQUOT	63,870	63,660	(210)	-0.33%
COPIAGUE	42,658	42,458	(200)	-0.47%
CUTCHOGUE-NEW SUFFOLK	11,057	11,057	-	0.00%
DEER PARK	36,166	36,138	(28)	-0.08%
EAST HAMPTON	27,144	26,626	(518)	-1.91%
EAST ISLIP	38,316	38,956	640	1.67%
ELWOOD	18,479	18,725	246	1.33%
EMMA S CLARK	65,760	64,331	(1,429)	-2.17%
FLOYD MEMORIAL	11,057	11,057	-	0.00%
HALF HOLLOW HILLS	73,451	71,603	(1,848)	-2.52%
HAMPTON BAYS	23,118	23,405	287	1.24%
HAMPTON	11,057	11,057	-	0.00%
HARBORFIELDS	37,507	37,332	(175)	-0.47%
HAUPPAUGE	22,662	23,717	1,055	4.66%
HUNTINGTON	71,753	71,252	(501)	-0.70%
ISLIP	33,886	33,768	(118)	-0.35%
JOHN JERMAIN	11,057	11,057	-	0.00%
LINDENHURST	53,801	54,141	340	0.63%
LONGWOOD	83,821	84,485	664	0.79%
MASTICS-MORICHES-SHIRLEY	91,129	89,348	(1,781)	-1.95%
MATTITUCK	11,057	11,057	-	0.00%
MIDDLE COUNTRY	126,716	122,961	(3,755)	-2.96%
MONTAUK	11,057	11,057	-	0.00%
NORTH BABYLON	38,751	39,218	467	1.21%
NORTH SHORE	44,357	43,589	(768)	-1.73%
NORTHPORT-EAST NORTHPORT	76,566	76,978	412	0.54%
PATCHOGUE-MEDFORD	87,378	88,255	877	1.00%
PORT JEFFERSON	33,262	32,582	(680)	-2.04%
QUOGUE	11,057	11,057	-	0.00%
RIVERHEAD	50,883	51,451	568	1.12%
ROGERS MEMORIAL	32,810	32,003	(807)	-2.46%
SACHEM	115,990	117,362	1,372	1.18%
SAYVILLE	29,916	30,584	668	2.23%
SHELTER ISLAND	11,057	11,057	-	0.00%
SMITHTOWN	156,223	160,973	4,750	3.04%
SOUTH COUNTRY	30,871	30,623	(248)	-0.80%
SOUTH HUNTINGTON	58,021	57,956	(65)	-0.11%
SOUTHOLD	11,057	11,057	-	0.00%
WEST BABYLON	38,962	38,560	(402)	-1.03%
WEST ISLIP	40,491	40,283	(208)	-0.51%
WESTHAMPTON	21,094	21,799	705	3.34%
WYANDANCH	18,997	17,914	(1,083)	-5.70%
TOTALS:	2,328,334	2,328,334	-	0.00%

Recruiting a Diverse Board of Trustees

Draft / 11-15-21 /written by D. Engelhardt

Why Recruit a Diverse Board?

- Ensure a variety of skillsets, perspectives, backgrounds, experiences, ways of thinking, ways of working, and resources are included
- Promote creativity and innovation
- Help identify and/or eliminate any Board/Library biases, blind spots, and prejudices that may be present within the culture
- Promote equity throughout the Library
- Become more adaptable, more effective, make better decisions, and excel in risk management
- Avoid near-sightedness and groupthink

How to Recruit a Diverse Board

- Develop, articulate and embrace a vision for a culture of inclusivity
- Write a compelling Board Diversity statement that includes definitions, intentions, strategies, goals, objectives, tasks, and a timeline

Sample Board Diversity Statement-

Comsewogue Public Library seeks to identify and recruit perspective prospective board members with skill and integrity, without regard to race, color, religion, creed, citizenship, national origin, age, sex, gender, pregnancy, gender identity/expression, sexual orientation, marital status, disability (including neurodiversity), genetic information, veteran status, or any other legally protected basis, in accordance with applicable federal, state, or local law, except when it is to serve the purpose of creating a more diverse board of trustees.

The library aims for the highest standards of fairness and equal opportunity, covering all aspects of board service and community representation and adhering to all laws and regulations.

Communicate

- Open and thoughtful Board discussion of how Board, Library, constituents, and community might benefit from Board diversity, what might be missed if Board is too homogenous
- Review of Board nomination/recruitment process, and anticipate which people it is likely to attract

Recruit

- Create a pipeline of diverse trustee candidates, casting a wide net, consulting traditional and nontraditional sources
- Network with a variety of community organizations, including those representing racial and ethnic groups, the Chamber of Commerce, members of other nonprofit boards, tap the community volunteer network, ask library members for suggestions
- Publicize the board vacancy online, in print, and in the Library

- Tell prospective board members why they are wanted and needed, and invite their questions
- Avoid tokenism (a merely symbolic effort), and understand a trustee is not able to represent an entire subset of the population
- Be sure your recruitment materials and website reflect the type of diversity you want to attract

Board Dynamics

- Consider beginning with a discussion of inclusiveness, then move on to board diversity and equity goals
- Create and continue to foster an environment inclusive of new ideas and ways of doing things
- Foster productive discussion and debate
- Avoid confrontation
- Expect biases, as they are common
- Consider training to help illustrate why the Library's commitment to diversity and inclusion is important and beneficial

Questions a Board Can Ask Itself

- Are people of color comfortable serving on the board?
- Does the board consider race and ethnicity issues when setting policy and making decisions for the library?
- What, if anything, could the board do differently to become even more inclusive and welcoming?
- What, if anything, could the board do differently to better address the needs of communities of color?

Inclusive Boards Demonstrate

1. **Commitment-** Board values align with diversity, equity, and inclusion
2. **Courage-** Board is willing to challenge and change the status quo
3. **Awareness of Unconscious Bias-** Board is aware of its members' personal blind spots
4. **Curiosity-** Board maintains an open mindset and trustees listen without judgement
5. **Cultural Intelligence-** Board is effective in cross-cultural interactions
6. **Collaboration-** Board empowers others and leverages the thinking of diverse groups

DECEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
			1	2	3	4			
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24 Christmas Eve	25 Christmas Day			
26 Kwanzaa begins	27	28	29	30	31 New Year's Eve				
		November 2021 S M T W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30			January 2022 S M T W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31			Calendars by Vertex42.com © 2018 Vertex42 LLC. Free to print.	

JANUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 New Year's Day
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 ML King Day	18	19	20	21	22
23	24	25	26	27	28	29
30	31	December 2021 S M T W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		February 2022 S M T W Th F Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28		Calendars by Vertex42.com © 2019 Vertex42 LLC. Free to print.
		2022 Calendars		2023 Calendars		

FEBRUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Presidents' Day	22	23	24	25	26
27	28					

January 2022

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 2022

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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