

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
OCTOBER 18, 2022

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. OTHER
- F. PERIOD FOR PUBLIC EXPRESSION
- G. FINANCIAL REPORTS
- H. APPROVAL OF BILLS
- I. REVIEW OF PAYROLL AND PAYROLL WARRANTS – 9/29/2022 & 10/13/2022
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. OTHER
- L. NEW BUSINESS
 - 1. ANNUAL FINANCIAL STATEMENT & AUDIT 2021/22 - PRESENTATION
 - 2. PROPOSED POLICY REVISIONS:
 - A. COLLECTION DEVELOPMENT POLICY
 - B. LIBRARY MEMBERSHIP & CIRCULATION POLICY
 - 3. SCLS DRAFT BUDGET
 - 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
SEPTEMBER 20, 2022**

President McCrary called the meeting to order at 6:03 p.m.

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

ABSENT WITH NOTIFICATION:

Trustee Rossini

President McCrary conducted the Pledge of Allegiance.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to approve the minutes of the regular meeting held on August 16, 2022. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the Director's Report dated September 2022. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the Personnel Report dated September 20, 2022. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

MOTION by Trustee Spence, seconded by Trustee DeStefano, to accept the Revised Financial Reports for the periods ending June 30, 2022, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Spence, seconded by Trustee Olson, to accept the Financial Reports for the periods ending July 31, 2022, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to approve warrant 9/22/1, dated September 20, 2022, in the amount of \$239,349.41. Discussion followed. Approved unanimously.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the payroll and payroll warrants for August 18, 2022 (\$122,992.62), September 1, 2022 (\$133,553.45) and September 15, 2022 (\$115,884.02). Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee Olson, seconded by Trustee Spence, to adopt the revised Program Fee Policy. 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 Spence, seconded by Trustee Olson, to adjourn the meeting at 6:42 P.M. Approved unanimously.

Secretary, Board of Trustees

Director's Report

October 2022

Personnel

~~Assistant Library Director Andrea Malchiodi began employment with the Library on 9/26. Andrea and I have been working closely together as she gets to know the staff, service program, and library facility as well as assumes her new duties and responsibilities.~~

Operations

The Board is invited to attend a brief reception at the Library on Thursday, 10/20, at 10am where CPL will receive a plaque commemorating the Library's achieving sustainability certification. Members of the Suffolk Cooperative Library System administration, as well as Councilman Kornreich and Legislator Hahn are planning to attend.

Board President Chris McCrary will meet this week with a patron who claims she was unfairly treated at the Library. The Director promptly and thoroughly investigated the matter immediately following the patron's complaint, finding no breach of policy or procedure and no unequal treatment. The Director spoke with and emailed the patron, as did Kevin Seaman in the days leading up to this week's meeting. President McCrary was originally apprised of the matter and provided with details in a timely fashion.

A member of the Comsewogue Community Facebook page complained online that her child couldn't do homework or be tutored at the Library that day since, she said, it had been too noisy. The staff and I conducted a timely review and found the department was not busy at the time in question. (There were a few young teens enjoying visiting, plus the tutor and child and a few other people. A Librarian addressed the teens during their visit to remind them of the behavior expected of them. The Facebook post received many comments. The person who made the original post did not contact the Library.

Building & Grounds

The boilers are set to be loaded on 10/18 onto a truck in Michigan for delivery to LI. Boiler 2 has been removed from the building. We are in the process of arranging

D. Engelhardt is studying opportunities for government funding re: the 2023 installation of electric vehicle parking lot chargers. Some libraries already have these (Middle Country, Lindenhurst) and others are planning for them now, as PSEGLI offers approximately 90% infrastructure funding. I will bring information to the board for a decision in the coming months. If this is something CPL might eventually look to offer the community, and/or that the community might come to expect, it could be worth doing while we can get funding toward it. The Library System had John Tanzi draft a proposal all the libraries can consider and I will share it at a future meeting. The document is called *Proposal for Architectural & Engineering Services related to Suffolk County Libraries – EV Charging Station Initiative*.

Professional Activities

- 9/23 Suffolk Libraries Legislative Breakfast (Smithtown)
- 10/4 Gang Violence Training by Suffolk County Gang Intelligence Unit (SCLS) (A. Malchiodi)
- 10/3 Empire State Libraries Event (Dick Lusak, among others, was honored)
(on DE's time and self-funded)
- 10/6 Partnership of Automated Libraries of Suffolk Meeting (SCLS)

Community Activities – Mather, Rotary, Jefferson's Ferry, Decision

- 10/5 Assemblyman Englebright visited CPL for a tour

Comsewogue Public Library

Personnel Report

October 18, 2022

New Appointments:

Stacey Furey, Librarian I (PT) – Children’s Services, effective September 19, 2022. Salary \$30.76 hr.

Andrea Malchiodi, Assistant Library Director (FT), effective September 26, 2022.

Salary \$3,443 biweekly.

Franklin Keith, Guard (PT), effective September 20, 2022. Salary \$19.94 hr.

Randall Lombardi, Librarian Trainee (PT) – Children’s Services, effective September 29, 2022. Salary \$24.31 hr

Valerie Comneck, Librarian I (Call-In) – Children’s Services, effective October 5, 2022. Salary \$30.76 hr.

FMLA/Leave of Absence:

*Patricia Eickwort, Library Clerk (FT) – Circulation, effective September 9, 2022 – December 5, 2022.

*Requires Board Motion

Comsewogue Public Library
Statistical Report 2022/2023

E-3

September 2022

	Sept 2022	Sept 2021	% Change	To Date- 2022/23	To Date- 2021/22	To Date - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	100	94	6.38%	8,853	8,915	-0.70%
2	Juvenile	31	38	-18.42%	3,042	3,051	-0.29%
3	Total	131	132	-0.76%	11,895	11,966	-0.59%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	53	26	103.85%	4,692	4,732	-0.85%
5	Port Jefferson Library	27	17	58.82%	1,505	1,642	-8.34%
Miller Place Borrower Registration:							
6	Comsewogue Library	47	25	88.00%	4,703	4,790	-1.82%
7	Port Jefferson Library	32	28	14.29%	2,120	2,041	3.87%
8	Total CPL Members	231	183	26.23%	21,290	21,488	-0.92%
9	Library Visits *	9,071	7,553	20.10%	31,437	24,309	29.32%
10	Curbside Pick Up	38	43	-11.63%	100	119	-15.97%
Transactions							
11	Circulation of Physical Items:	24,924	25,314	-1.54%	81,227	83,300	-2.49%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	8,168	7,701	6.06%	25,656	24,671	3.99%
13	Hoopla	686	739	-7.17%	2,267	2,447	-7.36%
14	Kanopy	149	214	-30.37%	511	619	-17.45%
Circulation Other:**							
15	Museum Passes	65	51	n/a	296	121	n/a
16	Library of Things	91		n/a	331		n/a
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	669	656	1.98%	2,219	1,923	15.39%
18	Public Wireless Sessions	1,648	1,594	3.39%	5,037	5,249	-4.04%
Interlibrary Loan:							
19	Items Loaned	1,075	1,084	-0.83%	3,268	3,376	-3.20%
20	Items Borrowed	1,698	1,749	-2.92%	5,281	4,857	8.73%

*Estimated due to door counter malfunction 12/22/21- 1/20/22 Door Counter since replaced

**Prior to Aug 2021 stats did not include "Print on Demand" museum passes

Adult Programming: September 2022

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
Medicaid Enrollment Assistance	1	n/a	1
ONLINE Rob Scott Cooking Demo Videos (YouTube)	4	<i>redirect clicks</i>	86,80,73,40
		<i>views</i>	141,45,21,43
Mah-Jongg & More	2	11	3,3
ONLINE Breathe Together (Zoom)	4	41	6,6,7,6
ONLINE New English Speakers (Zoom)	4	n/a	4,6,5,3
Career Counseling	appt	4	1
Everyday Matinees	2	38,16	35,7
Active Shooter Incidents	1	18	16
OUTDOOR Tai Chi On The Lawn	3	39	20,25,16
Knit & Crochet	1	2	4
Repair Café	1	n/a	15
AARP Smart Driver Course	2	24	20,20
How to Find & Apply for Federal Jobs	1	13	11
Food Storage & Preparedness Pantry	1	10	10
Learn Mah-Jongg	3	20	15,16,16
Oktoberfest German Apple Cake	2	19,20	16,19
Write This Way	1	15	8
Defensive Driving	1	16	15
ONLINE Trivia (Email)	1	12	23
All About Zoom	1	9	5
Video Vacation: Rhode Island (YouTube)	1	n/a	10

Adult Programming: Summary

ONLINE One-on-One Genealogy (Zoom)	appt	4	4
Flu Shot Clinic	1	n/a	10
9/11: Another Day That Will Live In Infamy	1	11	6
OUTDOOR Fall Picnic	1	n/a	25
	j		
ONLINE Food Festival - Rob Scott (Facebook Live)	1	<i>engagements</i>	10
Shared with other libraries around the country			
Conflict Resolution 101	1	8	4
One-on-One Appointments	unlimited	8	8
Social Work Intern	unlimited	to follow	to follow
TOTALS	42	358	739

* View counts as of 10/13/22

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
September 2022	42	358	739
YTD 2022	402	3708	6765
September 2021	45	351	587
YTD 2021	383	3251	6161

Children and Teen Services Department

September 2022 Statistics

Program Title	Patrons Registered		Patrons in Attendance for All Sessions			Totals
	Total	Sessions	Children	Adults	Teens	
Folktale Fun: The Badger and the Magic Fan All ages w/caregiver	13	1	14	12		26
Mirabel Visits the Library*** All ages w/caregiver	56	3	63	55		118
Lullaby Together Time: Leaves are Falling Birth-12 mon, w/caregiver	10	1	9	9		18
Zumbini Birth-35 mon, w/caregiver	35	2	35	32		67
Evening Mother Goose Birth-prek, w/caregiver	21	1	9	12		21
Come Play with Play Hooray Birth-prek, w/caregiver	54	3	46	40		86
Fun With Toddlers** 12-35 mon w/caregiver	55	8	133	129		262
Kidnastics 12 mon-prek, w/caregiver	57	3	41	41		82
A Time for Kids: Mr Frog's Number Train 18 mon-prek, w/caregiver	56	3	40	42		82
Tot's Night Out 18 mon-prek, w/caregiver	18	1	9	12		21
Tales for Tots: International Day of Peace 2.5 years-prek, w/caregiver	17	1	10	10		20
Construction Zone 3 years-prek, w/caregiver	Drop-in	1	24	23		47
Birdhouses for Grandparent's Day Grades K-2	15	1	15			15
Fall Trees Grades K-2	17	1	13			13
The Pigeon Will Ride the Roller Coaster Grades K-2	20	1	15			15

Program Title	Patrons Registered		Patrons in Attendance for All Sessions			Totals
	Total	Sessions	Children	Adults	Teens	
Chess Club Grades K-5	23	2	16			16
Fall Free-for-All Grades K-5	40	2	32			32
Sun, Moon and Stars Grades 1-5	51	2	37			37
Birdhouses for Grandparent's Day Grades 3-5	15	1	11			11
DIY Shrinky Dinks Grades 3-5	20	1	8			8
Table-Top Game Night Grades 3-5	19	1	8			8
Agents of Change Grades 6-9	7	1			4	4
Back to School Jeopardy Grades 6-12	20	1			17	17
Chess Buddies Volunteers Grades 6-12	11	2			7	7
Intro to 3D Printing with Tinkercad Grades 6-12	16	1			9	9
Pinwheels for Peace Grades 6-12	23	1			13	13
Puppets for Community Service Grades 6-12	24	1			13	13
Remote Community Service Grades 6-12		5			5	5
Shrinky Dink Creation Workshop Grades 6-12	14	1			11	11
Sketch & Stretch Yoga Grades 6-12	7	1			2	2
Table-Top Game Night Grades 6-12	10	1			10	10
Totals	744	55	588	417	91	1096

Program Title	Patrons Registered		Patrons in Attendance for All Sessions			Totals
	Total	Sessions	Children	Adults	Teens	
<u>SUMMARY OF STATISTICS</u>	Sept '22	Sept '21	YTD '22	YTD '21		
TOTAL # OF SESSIONS	55	36	455	416		
TOTAL # OF CHILDREN	588	285	6,675	8,710		
TOTAL # OF ADULTS	417	188	2,702	2,014		
TOTAL # OF TEENS	91	88	1,671	1,738		
TOTAL # OF PATRONS	1,096	561	11,048	12,462		

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

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

Language other than English

Digital Literacy

COMSEWOGUE PUBLIC LIBRARY
BALANCE SHEET - CASH BASIS
 As of August 31, 2022

ASSETS

Current Assets

Checking/Savings

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	142,409.93
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	2,915,527.37
1110 · Savings-Capital Improvements	781,634.99
1114 · Savings-Termination Pay	234,104.81
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 4,112,827.10

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	8,399.65
1154 · PREPAID EXPENSES	500.00

Total Other Current Assets 8,899.65

Total Current Assets 4,121,726.75

TOTAL ASSETS 4,121,726.75

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	237.63
2186 · Retirement	110.67
2187 · AFLAC - Cancer Care	371.64
2188 · AFLAC - Accident Ins	142.84
2189 · AFLAC - Sickness	0.00
2189 · AFLAC - Personal Sickness Ind.	0.00
2190 · AFLAC - Short Term Disability	275.16
2191 · Reserve for Encumbrances	78,765.74
2194 · Aflac - Hospital	262.20

Total Other Current Liabilities 80,165.88

Total Current Liabilities 80,165.88

Total Liabilities 80,165.88

Equity

2200 · General Fund Balance	3,772,257.69
2201 · Capital Improvement Fund	780,573.55
2202 · Termination Payment Fund	272,265.30
Net Income	-783,535.67

Total Equity 4,041,560.87

TOTAL LIABILITIES & EQUITY 4,121,726.75

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending August 31, 2022

	<u>August 22</u>	<u>July 22 - August 22</u>
Revenue		
3301 · Tax Revenues	46.72	46.72
3302 · Fines	55.05	179.20
3304 · Interest Earned	715.26	1,433.80
3305 · Unclassified rev.-Copies	729.00	1,611.00
3306 · Unclassified rev.-Books	429.22	1,008.32
3307 · Unclassified rev.-Other	29.25	63.49
3308 · State Aid	0.00	0.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	0.00	5.00
3312 · Local Sponsor Aid	6,287.00	6,287.00
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>8,291.50</u>	<u>10,634.53</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending August 31, 2022

Expense	<u>ACTUAL</u>		Budget	\$ Over Budget
	AUGUST	JULY - AUGUST		
4401 · Computer Supplies	1,317.10	2,283.70	13,000.00	-10,716.30
4402 · Computer Equipment/Parts	201.94	201.94	28,000.00	-27,798.06
4403 · Furniture & Equipment	7,081.60	7,081.60	52,000.00	-44,918.40
4404 · Salaries-Professional	153,905.38	242,618.22	2,134,860.00	-1,892,241.78
4405 · Salaries-Clerical	62,512.83	99,418.35	865,153.00	-765,734.65
4406 · Salaries-Custodial	8,027.44	12,290.71	105,814.00	-93,523.29
4407 · Salaries-Guard	2,243.25	3,491.19	30,070.00	-26,578.81
4410 · Library Books	6,339.79	8,364.70	125,000.00	-116,635.30
4412 · Audio Video	1,404.28	1,421.77	33,000.00	-31,578.23
4413 · Periodicals	127.20	10,736.80	15,000.00	-4,263.20
4414 · Computer Software	601.88	601.88	8,000.00	-7,398.12
4415 · Electronic Data Base	11,811.05	11,811.05	240,000.00	-228,188.95
4417 · OTHER THINGS LENDING	5,155.00	5,655.00	17,500.00	-11,845.00
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	3,566.00	4,794.52	62,000.00	-57,205.48
4421B · Children/Teen	6,819.00	8,444.00	62,000.00	-53,556.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	703.94	786.78	7,000.00	-6,213.22
4422B · Children/Teen	1,338.12	1,707.84	22,000.00	-20,292.16
4428 · Conferences	2,956.74	3,054.14	11,000.00	-7,945.86
4429 · Circulation	54.75	29,734.63	60,000.00	-30,265.37
4430 · Office & Library Supplies	1,813.97	1,813.97	16,000.00	-14,186.03
4431 · Telecommunications	780.74	1,557.05	9,800.00	-8,242.95
4432 · Cartage	226.40	452.80	3,000.00	-2,547.20
4433 · Postage	0.00	700.00	13,000.00	-12,300.00
4434 · Publicity and Printing	585.92	8,585.92	36,000.00	-27,414.08
4435 · Annual Election	0.00	0.00	3,700.00	-3,700.00
4436 · SCLS Contract Fee	0.00	63,978.00	63,978.00	0.00
4437 · Accounting and Legal	3,467.16	19,781.25	82,500.00	-62,718.75
4438 · Membership Dues	0.00	325.00	2,920.00	-2,595.00
4439 · Equipment/Blding Maint & Repair	30,578.47	50,730.27	178,000.00	-127,269.73
4440 · Snow Removal	0.00	0.00	13,500.00	-13,500.00
4441 · Building Security	6,692.53	6,692.53	76,552.00	-69,859.47
4450 · Utilities	13,232.15	23,373.75	120,000.00	-96,626.25
4451 · Custodial Supplies	1,175.42	1,175.42	16,000.00	-14,824.58
4453 · Employees Assistance Program	3,102.50	3,102.50	3,250.00	-147.50
4454 · Insurance - Library	420.00	420.00	63,380.00	-62,960.00
4456 · Rental Expenses	1,529.16	3,289.62	19,400.00	-16,110.38
4471 · Workers Compensation Insurance	0.00	0.00	27,000.00	-27,000.00
4472 · Life Insurance	0.00	465.15	5,600.00	-5,134.85
4473 · Dental Insurance	0.00	2,462.28	33,000.00	-30,537.72
4474 · VISION INS	0.00	301.99	4,300.00	-3,998.01
4476 · 9020.8 Retirement Expense	0.00	0.00	311,000.00	-311,000.00
4477 · 9030.8 Social Security Expense	16,994.91	26,868.71	230,000.00	-203,131.29
4478 · Unemployment Insurance	0.00	0.00	2,000.00	-2,000.00
4479 · 9060.8 Health Insurance	65,236.51	123,595.17	822,439.00	-698,843.83
4480 · Sunday Opening	0.00	0.00	0.00	0.00
4481 · Bond Interest	0.00	0.00	22,500.00	-22,500.00
4482 · Bond Principal	0.00	0.00	290,000.00	-290,000.00
4483 · Bond Administrative	0.00	0.00	679.00	-679.00
Total Expense	422,003.13	794,170.20	6,360,895.00	-5,566,724.80

12:10 PM

10/17/22

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 10/22/01 - October 18, 2022

H

Date	Num	Name	Account	Debit
10/18/2022	25217	A Time For Kids, Inc. A Time For Kids, Inc.	1102 · Checking Account 4421B · Children/Teen	550.00 <hr/> 550.00
10/18/2022	25218	Ace Hardware Ace Hardware	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	31.63 <hr/> 31.63
10/18/2022	25219	Adamko, Patricia Adamko, Patricia	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30 <hr/> 510.30
10/18/2022	25220	Adamko, Walter Adamko, Walter	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30 <hr/> 510.30
10/18/2022	25221	Advanced Plant Care, Inc. Advanced Plant Care, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	200.00 <hr/> 200.00
10/18/2022	25222	Albanese, Catherine Albanese, Catherine	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30 <hr/> 510.30
10/18/2022	25223	American Express American Express American Express American Express American Express American Express American Express American Express American Express American Express	1102 · Checking Account 4401 · Computer Supplies 4402 · Computer Equipment/Parts 4403 · Furniture & Equipment 4414 · Computer Software 4417 · OTHER THINGS LENDING 4422A · Adult 4422B · Children/Teen 4430 · Office & Library Supplies 4439 · Equipment/Blding Maint & ... 4451 · Custodial Supplies	342.02 66.67 278.79 73.85 200.00 111.90 68.00 257.88 313.44 44.99 <hr/> 1,757.54
10/18/2022	25224	B&H Photo-Video B&H Photo-Video	1102 · Checking Account 4402 · Computer Equipment/Parts	43.54 <hr/> 43.54
10/18/2022	25225	Baker & Taylor Baker & Taylor Baker & Taylor	1102 · Checking Account 4410 · Library Books 4410 · Library Books	61.73 1,266.67 <hr/> 1,328.40
10/18/2022	25226	Baking Coach, Inc. Baking Coach, Inc.	1102 · Checking Account 4421B · Children/Teen	1,665.00 <hr/> 1,665.00
10/18/2022	25227	Beelicious Honey Inc. Beelicious Honey Inc.	1102 · Checking Account 4421A · Adult	250.00 <hr/> 250.00
10/18/2022	25228	Brodart Company Brodart Company Brodart Company	1102 · Checking Account 4410 · Library Books 4410 · Library Books	1,416.70 4,459.02 <hr/> 5,875.72
10/18/2022	25229	Brooklyn Botanic Garden Brooklyn Botanic Garden	1102 · Checking Account 4417 · OTHER THINGS LENDING	125.00 <hr/> 125.00
10/18/2022	25230	Budd-Walsh, Judith Budd-Walsh, Judith	1102 · Checking Account 4421 · Program Contractors	225.00 <hr/> 225.00
10/18/2022	25231	Chicago Distribution Center	1102 · Checking Account	

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 10/22/01 - October 18, 2022

Date	Num	Name	Account	Debit
		Chicago Distribution Center	4415 · Electronic Data Base	22.50
				22.50
10/18/2022	25232	Courtney Anne Chicvak Mediatio... Courtney Anne Chicvak Mediatio...	1102 · Checking Account 4421A · Adult	150.00
				150.00
10/18/2022	25233	Cradle of Aviation Museum Cradle of Aviation Museum	1102 · Checking Account 4417 · OTHER THINGS LENDING	750.00
				750.00
10/18/2022	25234	De Lage Landen Financial Servic... De Lage Landen Financial Servic...	1102 · Checking Account 4456 · Rental Expenses	1,519.72
				1,519.72
10/18/2022	25235	DeFigueiredo, Anna DeFigueiredo, Anna	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
10/18/2022	25236	Demco Demco	1102 · Checking Account 4430 · Office & Library Supplies	241.73
				241.73
10/18/2022	25237	DeRosalia, Angela DeRosalia, Angela	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
10/18/2022	25238	DiNapoli, James DiNapoli, James	1102 · Checking Account 4421A · Adult	750.00
				750.00
10/18/2022	25239	Discount School Supply Discount School Supply	1102 · Checking Account 4422B · Children/Teen	118.10
				118.10
10/18/2022	25240	Drum Industrial Sales Corp. Drum Industrial Sales Corp.	1102 · Checking Account 4451 · Custodial Supplies	1,327.15
				1,327.15
10/18/2022	25241	Engelhardt, Debra Engelhardt, Debra	1102 · Checking Account 4453 · Employees Assistance Pro...	65.76
				65.76
10/18/2022	25242	EnvisionWare EnvisionWare	1102 · Checking Account 4414 · Computer Software	1,073.59
				1,073.59
10/18/2022	25243	Forkin, Donna Forkin, Donna	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
10/18/2022	25244	Forkin, James Forkin, James	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
10/18/2022	25245	Fort, Brenda Fort, Brenda	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
10/18/2022	25246	Fun Express, LLC Fun Express, LLC	1102 · Checking Account 4422B · Children/Teen	490.78
				490.78
10/18/2022	25247	Giaquinto and Company Giaquinto and Company	1102 · Checking Account 4437 · Accounting and Legal	10,250.00
				10,250.00
10/18/2022	25248	Giery, Peter	1102 · Checking Account	

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 10/22/01 - October 18, 2022

Date	Num	Name	Account	Debit
		Giery, Peter	4439 · Equipment/Blding Maint & ...	211.43
				211.43
10/18/2022	25249	Gilmore, Barbara Gilmore, Barbara	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
10/18/2022	25250	Gilmore, Frederick Gilmore, Frederick	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
10/18/2022	25251	Gomer, Regina Gomer, Regina	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
10/18/2022	25252	Green Earth Craft, Inc Green Earth Craft, Inc	1102 · Checking Account 4421B · Children/Teen	500.00
				500.00
10/18/2022	25253	Guardian Guardian Guardian Guardian Guardian	1102 · Checking Account 4472 · Life Insurance 4473 · Dental Insurance 4474 · VISION INS 2185 · Employee Ins - enrollee con...	518.79 2,706.96 343.56 59.04
				3,628.35
10/18/2022	25254	Gutmann, Sarah Gutmann, Sarah	1102 · Checking Account 4421A · Adult	400.00
				400.00
10/18/2022	25255	Hall, Dianne Hall, Dianne	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
10/18/2022	25256	Hall, Erik Hall, Erik	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
10/18/2022	25257	High Hopes Productions LLC High Hopes Productions LLC	1102 · Checking Account 4421B · Children/Teen	930.00
				930.00
10/18/2022	25258	HomeStyle Landscaping & Desig... HomeStyle Landscaping & Desig...	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	4,507.00
				4,507.00
10/18/2022	25259	Information Today, Inc. Information Today, Inc.	1102 · Checking Account 4410 · Library Books	319.73
				319.73
10/18/2022	25260	Ingram Library Services Ingram Library Services Ingram Library Services	1102 · Checking Account 4410 · Library Books 4410 · Library Books	59.05 65.61
				124.66
10/18/2022	25261	Iovino, Daniel Iovino, Daniel	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
10/18/2022	25262	Iovino, Maria Iovino, Maria	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
10/18/2022	25263	Jaffe, Karen Jaffe, Karen	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
10/18/2022	25264	JK Tech Solutions, Inc DBA Shar...	1102 · Checking Account	

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10/17/22

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 10/22/01 - October 18, 2022

Date	Num	Name	Account	Debit
		JK Tech Solutions, Inc DBA Shar...	4421A · Adult	440.00
		JK Tech Solutions, Inc DBA Shar...	4421B · Children/Teen	250.00
				690.00
10/18/2022	25265	Just A Hobby Inc. Just A Hobby Inc.	1102 · Checking Account 4421A · Adult	450.00
				450.00
10/18/2022	25266	Kanopy, Inc Kanopy, Inc	1102 · Checking Account 4415 · Electronic Data Base	341.00
				341.00
10/18/2022	25267	Kidnastics, Inc. Kidnastics, Inc.	1102 · Checking Account 4421B · Children/Teen	750.00
				750.00
10/18/2022	25268	King, George King, George	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
10/18/2022	25269	King, Katherine King, Katherine	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
10/18/2022	25270	Lebron, Adrienne Lebron, Adrienne	1102 · Checking Account 4421B · Children/Teen	250.00
				250.00
10/18/2022	25271	Long Island Library Resources C... Long Island Library Resources C...	1102 · Checking Account 4438 · Membership Dues	835.00
				835.00
10/18/2022	25272	Lusak, Richard Lusak, Richard	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
10/18/2022	25273	McHugh, Joan McHugh, Joan	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
10/18/2022	25274	MCJ Cleaning Services MCJ Cleaning Services	1102 · Checking Account 4439 · Equipment/Bldg Maint & ...	3,700.00
				3,700.00
10/18/2022	25275	Metropolitan Data Solutions Man... Metropolitan Data Solutions Man...	1102 · Checking Account 4401 · Computer Supplies	1,651.20
				1,651.20
10/18/2022	25276	Midwest Tape Midwest Tape Midwest Tape	1102 · Checking Account 4412 · Audio Video 4415 · Electronic Data Base	2,275.83
				1,247.90
				3,523.73
10/18/2022	25277	Mill Neck Interpreter Services Mill Neck Interpreter Services	1102 · Checking Account 4421A · Adult	1,350.00
				1,350.00
10/18/2022	25278	Minard, Danielle Minard, Danielle	1102 · Checking Account 4428 · Conferences	5.87
				5.87
10/18/2022	25279	New York State Unemployment I... New York State Unemployment I...	1102 · Checking Account 4478 · Unemployment Insurance	227.00
				227.00
10/18/2022	25280	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	55.20

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 10/22/01 - October 18, 2022

Date	Num	Name	Account	Debit
				55.20
10/18/2022	25281	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	22.00
				22.00
10/18/2022	25282	NYS Employees' Health Ins Pend... NYS Employees' Health Ins Pend... NYS Employees' Health Ins Pend...	1102 · Checking Account 4479 · 9060.8 Health Insurance 2185 · Employee Ins - enrollee con...	59,709.03 3,708.41
				63,417.44
10/18/2022	25283	NYLA NYLA	1102 · Checking Account 4428 · Conferences	350.00
				350.00
10/18/2022	25284	NYSSMA Manual NYSSMA Manual	1102 · Checking Account 4410 · Library Books	65.00
				65.00
10/18/2022	25285	O'Connell, Carol O'Connell, Carol	1102 · Checking Account 4479 · 9060.8 Health Insurance	1,632.90
				1,632.90
10/18/2022	25286	O'Neil, Mary Ellen O'Neil, Mary Ellen	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
10/18/2022	25287	Olsen, Deborah Olsen, Deborah	1102 · Checking Account 4428 · Conferences	20.00
				20.00
10/18/2022	25288	Pantomo, Brandon Pantomo, Brandon	1102 · Checking Account 4479 · 9060.8 Health Insurance	714.30
				714.30
10/18/2022	25289	Pavone, Lisa Pavone, Lisa	1102 · Checking Account 4421B · Children/Teen	330.00
				330.00
10/18/2022	25290	PAYCHEX PAYCHEX	1102 · Checking Account 4437 · Accounting and Legal	179.01
				179.01
10/18/2022	25291	Paychex of New York Paychex of New York	1102 · Checking Account 4437 · Accounting and Legal	140.00
				140.00
10/18/2022	25292	Paychex of New York LLC Paychex of New York LLC	1102 · Checking Account 4437 · Accounting and Legal	885.10
				885.10
10/18/2022	25293	Pizza By Tano, Inc Pizza By Tano, Inc	1102 · Checking Account 4421A · Adult	200.00
				200.00
10/18/2022	25294	Popielaski, Joan Popielaski, Joan	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
10/18/2022	25295	Popielaski, William Popielaski, William	1102 · Checking Account 4479 · 9060.8 Health Insurance	510.30
				510.30
10/18/2022	25296	Quadient Finance USA, Inc. Quadient Finance USA, Inc.	1102 · Checking Account 4433 · Postage	700.00
				700.00
10/18/2022	25297	Quigley, Deborah A.	1102 · Checking Account	

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 10/22/01 - October 18, 2022

Date	Num	Name	Account	Debit
		Quigley, Deborah A.	4421A · Adult	200.00
				200.00
10/18/2022	25298	R.C. Gluck Associates LLC R.C. Gluck Associates LLC	1102 · Checking Account 4421A · Adult	195.00
				195.00
10/18/2022	25299	Ray-Block Stationery Co., Inc Ray-Block Stationery Co., Inc	1102 · Checking Account 4456 · Rental Expenses	23.95
				23.95
10/18/2022	25300	Rhode Island Novelty Rhode Island Novelty	1102 · Checking Account 4422B · Children/Teen	79.95
				79.95
10/18/2022	25301	Rodriguez, Robert Rodriguez, Robert	1102 · Checking Account 4421B · Children/Teen	900.00
				900.00
10/18/2022	25302	Rotorpro Rotorpro	1102 · Checking Account 4439 · Equipment/Blding Maint & ...	625.00
				625.00
10/18/2022	25303	Royal Princess Prep Party Comp... Royal Princess Prep Party Comp...	1102 · Checking Account 4421B · Children/Teen	750.00
				750.00
10/18/2022	25304	S & S Worldwide, Inc. S & S Worldwide, Inc.	1102 · Checking Account 4422B · Children/Teen	38.12
				38.12
10/18/2022	25305	SAV-ON Printing SAV-ON Printing	1102 · Checking Account 4434 · Publicity and Printing	134.00
				134.00
10/18/2022	25306	SCLS - PALS SCLS - PALS	1102 · Checking Account 4429 · Circulation	6,879.13
				6,879.13
10/18/2022	25307	Scott, Robert G. Scott, Robert G.	1102 · Checking Account 4421A · Adult	649.00
				649.00
10/18/2022	25308	Securitas Security Serv. USA Securitas Security Serv. USA	1102 · Checking Account 4441 · Building Security	7,064.07
				7,064.07
10/18/2022	25309	Sessa, Sheryl Sessa, Sheryl	1102 · Checking Account 4479 · 9060.8 Health Insurance	714.30
				714.30
10/18/2022	25310	Solomon R. Guggenheim Founda... Solomon R. Guggenheim Founda...	1102 · Checking Account 4417 · OTHER THINGS LENDING	500.00
				500.00
10/18/2022	25311	Sparling, Nicole Summers Sparling, Nicole Summers	1102 · Checking Account 4421B · Children/Teen	300.00
				300.00
10/18/2022	25312	Spena, Catherine Spena, Catherine	1102 · Checking Account 4428 · Conferences	20.00
				20.00
10/18/2022	25313	Staples Business Credit Staples Business Credit	1102 · Checking Account 4430 · Office & Library Supplies	43.42
				43.42
10/18/2022	25314	Suffolk Cooperative Library System	1102 · Checking Account	

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

Warrant 10/22/01 - October 18, 2022

Date	Num	Name	Account	Debit
		Suffolk Cooperative Library System	4422B · Children/Teen	450.00
		Suffolk Cooperative Library System	4429 · Circulation	104.40
				<u>554.40</u>
10/18/2022	25315	Suffolk County Vanderbilt Museum	1102 · Checking Account	
		Suffolk County Vanderbilt Museum	4417 · OTHER THINGS LENDING	600.00
				<u>600.00</u>
10/18/2022	25316	Theresa's Programs LLC	1102 · Checking Account	
		Theresa's Programs LLC	4421A · Adult	1,100.00
		Theresa's Programs LLC	4421B · Children/Teen	450.00
				<u>1,550.00</u>
10/18/2022	25317	TRANE US INC.	1102 · Checking Account	
		TRANE US INC.	4439 · Equipment/Blding Maint & ...	3,910.00
				<u>3,910.00</u>
10/18/2022	25318	Unique Management Services, Inc.	1102 · Checking Account	
		Unique Management Services, Inc.	4429 · Circulation	128.15
				<u>128.15</u>
10/18/2022	25319	VerifiedFirst	1102 · Checking Account	
		VerifiedFirst	4437 · Accounting and Legal	28.62
				<u>28.62</u>
10/18/2022	25320	Vivas, Chris	1102 · Checking Account	
		Vivas, Chris	4421B · Children/Teen	750.00
				<u>750.00</u>
10/18/2022	25321	W.B. Mason Co., Inc.	1102 · Checking Account	
		W.B. Mason Co., Inc.	4430 · Office & Library Supplies	50.94
				<u>50.94</u>
10/18/2022	25322	Washburn, Elizabeth	1102 · Checking Account	
		Washburn, Elizabeth	4479 · 9060.8 Health Insurance	714.30
				<u>714.30</u>
10/18/2022	25323	Washburn, John	1102 · Checking Account	
		Washburn, John	4479 · 9060.8 Health Insurance	714.30
				<u>714.30</u>
10/18/2022	25324	Whaling Museum	1102 · Checking Account	
		Whaling Museum	4421B · Children/Teen	650.00
				<u>650.00</u>
10/18/2022	25325	Winters Bros. Hauling of LI, LLC	1102 · Checking Account	
		Winters Bros. Hauling of LI, LLC	4432 · Cartage	226.40
				<u>226.40</u>
				<u>226.40</u>
		TOTAL		<u><u>162,647.03</u></u>

10:12 AM
09/27/22

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
September 29, 2022

I-1
09/29/2022 Payroll
Check Register

Date	Num	Name	Account	Debit
09/29/2022	25207	Equitable Financial Equitable Financial	1102 - Checking Account 2184 - Annuity	5,142.00 5,142.00 ✓
09/29/2022	25208	National Grid National Grid	1102 - Checking Account 4450 - Utilities	180.68 180.68 ✓
09/29/2022	25209	NYS Employees Retirement Syst... NYS Employees Retirement Syst... NYS Employees Retirement Syst...	1102 - Checking Account 2186 - Retirement 2186 - Retirement	4,459.23 903.00 5,362.23 ✓
09/29/2022	25210	Suffolk County Water Authority Suffolk County Water Authority	1102 - Checking Account 4450 - Utilities	908.61 908.61 ✓
TOTAL				11,593.52

09/29/2022 Payroll Warrant

Payroll Warrant	\$ 11,593.52
<u>Paychex Payroll</u>	<u>\$ 112,649.06</u>
TOTAL	\$ 124,242.58

12:41 PM

10/11/22

COMSEWOGUE PUBLIC LIBRARY WARRANT DETAIL REPORT

October 13, 2022

I-2
10/13/2022 Payroll
Check Register

Date	Num	Name	Account	Debit
10/13/2022	25211	Aflac	1102 · Checking Account	
		Aflac	2187 · AFLAC - Cancer Care	557.46
		Aflac	2188 · AFLAC - Accident Ins	214.26
		Aflac	2190 · AFLAC - Short Term Disabil...	412.74
		Aflac	2194 · Aflac - Hospital	283.50
				<hr/> 1,467.96 ✓
10/13/2022	25212	AT&T	1102 · Checking Account	
		AT&T	4431 · Telecommunications	55.36
				<hr/> 55.36 ✓
10/13/2022	25213	Equitable Financial	1102 · Checking Account	
		Equitable Financial	2184 · Annuity	5,142.00
				<hr/> 5,142.00 ✓
10/13/2022	25214	Optimum	1102 · Checking Account	
		Optimum	4431 · Telecommunications	625.25
				<hr/> 625.25 ✓
10/13/2022	25215	PSEGLI	1102 · Checking Account	
		PSEGLI	4450 · Utilities	12,295.76
				<hr/> 12,295.76 ✓
10/13/2022	25216	Verizon	1102 · Checking Account	
		Verizon	4431 · Telecommunications	99.33
				<hr/> 99.33 ✓
TOTAL				<hr/> 19,685.66

10/13/2022 Payroll Warrant

Payroll Warrant	\$ 19,685.66
<u>Paychex Payroll</u>	<u>\$ 113,880.83</u>
TOTAL	\$ 133,566.49



Comsewogue Public Library

Collection Development Policy

The Comsewogue Public Library selects, acquires, and provides free and open access to materials that **help-assist** the Library **meet in meeting** its collection objectives. Materials are selected and retained in a variety of formats for the interest, information, and enlightenment of all **people patrons** in the community served.

Responsibility for the collection, including selection (or in the case of a gift, acceptance) and retention, ultimately rests with the Library Director.

The day-to-day responsibility of selecting collection materials is delegated to qualified **information** professional staff members who **are to** employ the criteria listed in this policy.

It is the responsibility of the **individual patron** to establish, should **he/she/they** desire, ~~limits on a~~ **on person's and/or their children's** access (reading, listening, viewing) to specific **resources**; including access of a child of a patron.

Materials selection may be ~~influenced~~ **guided** by existing collection content and by budget and space restrictions.

Collection Objectives:

- Promote literacy
- Promote inclusivity
- Support continuous, lifelong learning
- Support the community's educational, civic, and cultural activities and interests
- **Help Assist** people ~~function as to become~~ **functioning** members of society
- Encourage freedom of expression
- Provide access to a variety of opinions and **widely** diverse views
- Provide connections to community resources and governmental agencies
- Provide materials that enrich the individual's enjoyment of life

Items will receive individual consideration in terms of quality, scholarship, artistic merit, intended audience, etc. No one standard can be applied in all cases.

Collection Criteria:

Selection and retention criteria are based on:

- **Attention Reviews** of critics, **reviewers**, media, public, inclusion in standard bibliographies, indexes
- Suitability for library use (format, ease of use, etc.)
- Suitability of content/subject/style in relation to intended audience
- Relevance as a "document of the times"
- Relation to the Library's existing collection and/or to other available material on the subject

- Author/artist/publisher/producer's authority/qualifications/accuracy
- Cost and availability

Items should enhance the existing Library collection, taking into account/focusing upon:

- Importance of **title work** when compared to other works on subject
- Importance to the collection/of subject/of point of view
- Adequate **Extent of existent** retrospective and current subject coverage
- Adequate coverage when there is a scarcity of published material on the subject
- Representation of an important movement, genre, trend, or national culture
- Artistic presentation and experimentation
- Contemporary materials of current interest/possible future significance
- Contemporary materials representing various points of view
- Contemporary materials reflecting current conditions, trends, controversies
- Content by and about a wide array of people and cultures
- Content meeting needs, interests, and abilities of community served
- Regular auditing of collection and addressing of gaps
- Identification and addressing of unexpressed community information needs

Materials are not excluded based on the origin, background, or views of their creators.

Collection Assessment/Maintenance:

Library materials are continuously assessed based on specific criteria for appropriateness for continued inclusion in the collection based on condition, content, relevance, and demand.

The de-selection of materials is a formal, necessary, routine process conducted by information professional staff members to ensure and maintain collection vitality, size, and scope.

Consideration is given to a variety of factors and de-selection criteria may be weighed differently depending on the materials in question and the situation at hand.

Deselected materials may be **sent forwarded** to another not-for-profit entity, recycled, or discarded.

Displays and Library-Initiated Programs:

- *Displays and Library-initiated programs are designed and developed by the Library's professionals and such incorporate their expertise regarding information resources, community interests, the collections of and the services available from the Library.*
- *Any items from the Library's collection may be displayed at any time*
- *Opinions presented by speakers at public fora are those of the speakers and do not reflect an endorsement by the Library.*
- *Complaints concerning displays and Library-initiated programs are to be considered within the same framework utilized with regard to any other disputed materials, as reflected in the Reconsideration of Materials Section.*

Reconsideration of Materials:

While an individual may reject a library resource for themselves, they may not exercise censorship restricting access to **resources** by others. A community member may formally question the appropriateness of a particular item in the collection through the submission to the Library Director of a completed *Request for Reconsideration of Material* form, available at cplib.org.

A request for reconsideration must be filed by an individual (on behalf of themselves) who currently resides in the Comsewogue, Mount Sinai, or Miller Place School Districts.

The materials objection/reevaluation request process is to be **applied in a timely and consistent manner:**

- Collection Development Policy is presented and explained
- *Request for Reevaluation of a Library Resource* form is provided and explained
- Completed form referred to Review Committee (consisting of the Director and two **qualified information** professionals, as selected by the Director)
- Review Committee reevaluates title within framework of Collection Development Policy
- Library Director reports to community member the Committee's determination



Comsewogue Public Library

Library Membership & Circulation Policy

Library Membership/Library Card Registration

A library card/account will be issued to anyone showing 2 proofs of permanent residency in the Comsewogue School District. Library card/account may also be issued to residents of Miller Place and Mt. Sinai School Districts ("contract districts"), provided the proposition for Library Services has passed at each contract district's annual school district vote.

Proof of residency requires current identification indicating name and street address, ~~such as:~~

- ~~• Driver's License or Department of Motor Vehicles issued ID Card~~
- ~~• Utility Bill~~
- ~~• Lease~~
- ~~• Piece of Mail Postmarked within 1 Month~~
- ~~• Personal Check~~
- ~~• Vehicle Insurance Certificate~~

A current list of acceptable proofs of residency is available at the Library and on the Library's website.

Lost/Stolen/Damaged Card Replacement Fee

A replacement fee of \$2.00 is charged for a lost or stolen library card. Lost or stolen library cards should be immediately reported to the Library. Library cardholders are responsible for the replacement cost of any items checked out to their card before it is reported lost. A claim that a member did not check out items on his/her card must be supported by a police report (dated within 2 weeks of checkout) listing the theft of the card and/or of lost/stolen items.

Account/Registration Renewal

A Comsewogue District resident's library card registration must be renewed (residency verified with **the appropriate** ~~two~~ forms of identification, ~~each showing name and street address~~, every 3 years. The same library card will continue to be used upon renewal.

Per the contract for library services with the two contract districts (Miller Place and Mt. Sinai School Districts), residents library cards must renew accounts and verify residency annually, beginning each July 1, with a choice of the household joining either the Comsewogue Public Library or the Port Jefferson Free Library.

New proof of residency is required in the event that an account is expired or mail is returned.

Borrowing

Limits and Loan Periods

A member may borrow up to 80 items. Comsewogue Public Library is a "fine free" library (excluding date-specific reserved items such as, and not limited to, museum passes and lawn games).

Item	—	Limit	Loan Period (days)	Fine
Music & Memory MP3 players		No Limit	28	No Fine
Books, Audiobooks, CDs, Magazines		No Limit	21	No Fine
Library of things—Devices*	—	1	14	No Fine
Library of things—Other**		No Limit	14	No Fine
DVDs	—	40 items (20 New)	7	No Fine
Video Games	—	5 items	7	No Fine
Museum Passes	—	2 items	2 or 7	\$10 per day

*includes, but not limited to, WIFI hotspots, roku, eReaders, launchpads, CD converter, energy meters

**includes, but not limited to, cake pans, Wonderbooks, J Learning Games

The loan period of Library items varies by item type. An up-to-date list of all loan periods is posted in the Library and on the Library's website.

A Comsewogue Public Library member with proper identification need not present a library card in order to be served.

Comsewogue Library items eligible for renewal will be automatically renewed.

Fines accumulate daily on overdue museum passes until they are returned, reach a maximum fine (currently \$100), or are declared lost by either the cardholder or the library.

Non-Circulating Collections

The following are to be used only in the library:

- Reference materials
- Newspapers
- Microfilm

"Direct Access" Borrowing

Cardholders from libraries in Suffolk County may borrow most items from other libraries in Suffolk County. Direct Access borrowing would follow the lending library's limit/loan/fine rules.

Excluded from Direct Access Borrowing:

- Library of Things ("Other Things Library")

- Museum Passes
- Video games
- J Big Books

A Direct Access borrower with proper identification need not present a library card in order to be served.

Overdue / Lost Library Items

Library cardholders are responsible for the payment of fines on overdue materials and of the replacement cost of library materials that are returned damaged or are declared lost or stolen.

Whether to accept a replacement item provided by a borrower is at the discretion of the Library Director.

The Library does not accept the return of or provide refunds or credits for lost/stolen materials if they are recovered after a person has paid replacement charges. Once the Library receives payment for a lost item, the item becomes the property of the borrower.

Library accounts which have accrued charges/fee/fines totaling \$5 or more will be "stopped" until the account is cleared (paid).

Notifications to Cardholders

In an effort to recover overdue materials, cardholders will receive the following notifications:

- 7 days after an unreturned item's due date - overdue notice is sent (by email or US mail, depending on a cardholder's previously-selected preference).
- 21 days after unreturned item's due date – cardholder's library account is billed for the cost of the item and a bill is mailed via US mail. Returning the item will satisfy this bill.
- 28 days after unreturned item's due date – cardholder's library account is "stopped" and cardholder will be unable to use their library card until item is returned or replacement cost is paid.
- Unreconciled accounts are, after 60 days, shared with a collection agency. (see below)

Debt Collection/Return of Materials

The Library is obligated to its taxpayers to attempt the recovery of all outstanding debt and/or library materials. Cardholders with long overdue materials (60 days or more) are subject to contact from a collection agency. A \$10 collection agency fee is charged to the library cardholder's account, plus billed item amounts. Items may still be returned at this point, contact the Library's Circulation Department or bring the item to the Library to return.

Payment Methods

At the Library: Cash, personal check or U.S. Postal Money Order

By Mail: Personal Check or U.S. Postal Money Order - Include cardholder's library card number in the note/memo field of mailed payment, as well as the notice or a note indicating item(s) being paid.

Administration
Comsewogue Public Library
170 Terryville Rd.
Port Jefferson Station, NY 11776

Online: Credit Card - Pay using a credit card via your library account, accessible from the Library's website, www.cplib.org. The Library does not retain credit card information. Payment may be made on all accumulated fines or for individual items. Note that a minimum fine amount of \$1.00 is required to use online payment.

Those using a public computer to pay fines should take special care to log out of the account when finished. Credit card payment is not currently possible at Library public service desks.

Delinquent account information cannot be shared and fines cannot be paid by phone.

*Board Approved - 12/15/2015
revised to include existing loan periods – 1/29/2016
revised & Board approved - 3/16/2021*



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

October 5, 2022

To: Member Library Directors & Boards of Trustees
From: Kevin Verbese
Re: SCLS Draft FY 2023 Budget

Enclosed with this memo is a **Draft SCLS 2023 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 2023 fiscal year will hopefully see us continue to return much more towards "normal" as the pandemic subsides. Much has changed for our member libraries, and SCLS, since the start of the pandemic so we will continue to structure our budget in a way that will allow us flexibility to adjust to our member libraries' changing needs.

SCLS continues to be in strong financial shape and that allows us to maintain most all of our focus on supporting the member libraries. Outward facing services like the Lending Library, SLED, and the TECH Van continue to grow in use and elements are added to each on a regular basis. PALS is working to bring online a new, and vastly improved, discovery tool. We continue to expand outreach services like the Healthy Libraries Initiative, Social Work Interns project, Blood Pressure Loaner Kit program, and we will continue to look for ways to expand these offerings and build upon them. Youth Services will continue to run popular programs like the Battle of the Books, Authors Unlimited, and the Great Giveback. Our area specialists continue to focus on continuing education and training as well as supporting staff at the member libraries in their areas of expertise. The last few years have been very difficult ones for the staffs at our member libraries and we continue to work to provide them with resources and tools they need to assist them with the myriad of challenges they face.

Internally at SCLS, our union contract expires at the end of 2022 so we will be working with our staff/union to negotiate a fair contract that acknowledges their hard work as well as ensures SCLS' long term fiscal health. We continue to save money with our commitment to sustainability and have additional projects planned around our facility (landscaping, a new

electric delivery vehicle, additional generator power, and the exploration of additional solar panels) that will enhance that work and ensure that we are able to support the work of the member libraries under any conditions.

The increases in usage of online services we saw during the pandemic has continued but it has moderated to an extent. Online services are still an important area where we, and the member libraries, make a large investment in direct patron services. In the coming year we will be introducing a newly updated "SCLS Gateway" to allow our member library staff easier access to our resources as well as a "refreshed" Livebrary.com page for library users around Suffolk.

We remain committed to continuing 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 2023 Budget Hearings:

Friday, October 21, 2022, 10:00 a.m.
East End Director's Meeting
Southold Free Library
53705 Main Road
Southold, New York

Tuesday, October 25, 2022, 2:00 p.m. (Online)
<https://us06web.zoom.us/j/89199121790?pwd=dWtMd2xpMUJ3OU4yNUhQS2Q5ZHdaZz09>

Monday, October 31, 2022, 1:30 p.m.
Suffolk Cooperative Library System
627 N Sunrise Service Road,
Bellport, New York

Proposed SCLS 2023 Operating Budget

Notes on the Attached 2023 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 a significant increase from what budgeted for 2022. This is because we received an increase of over 5% this year so next year, even with an expected smaller (2-3%) increase, on "paper" the increase seems large. This is due to the timing of the State setting the budget and then the delay until we actually receive aid. In any case, this year, it is a "good" problem.

* *Misc Grants* revenue has been zeroed out. Last year we included \$242,000 in ARPA funding that was used to purchase the TECH Van. We do not expect extra Federal funds in 2023.

* *Rental* revenue is revenue we receive to rent space to 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 an increase of 1.5% in 2023. SCLS recognizes the challenges that the member libraries face in preparing their own budget with the overall increase in costs they face and recognizing the constraints of the "tax-cap." We want to be sure that the level of member support remains commensurate with those challenges and State mandates.

* *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 2023 budget and make the final determination on this budget line before the final SCLS FY 2023 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 2023.

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 3.5%. 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 second in a planned three year cycle, 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 a "placeholder" at this time. The service continues to see strong growth. Between January-August of 2022 usage was up 8% from last year. This is higher growth than we saw in 2021 but considerably less growth in usage than we saw during the height of the pandemic.

* *Dedicated Library Aid (Grant)* is a new classification of State Aid that combines the former Family Literacy, Adult Literacy, and Institutional (Jail) aid grant program.

Transfer

* *Unappropriated Fund Balance* transfer of \$100,000 to reduce the need for additional member support charges and to use funds from an unexpected Construction grant received in 2022.

EXPENDITURES

* *Salaries* show an overall increase of 2.7%. We are currently negotiating a new contract with our staff so this figure will be adjusted as we move forward with those negotiations.

* *Retirement* expenses will stay flat due to some retirements and changes in staff.

* *Workers Compensation* costs drop by almost 10% due to new projected rates.

* *Health Insurance/Health Insurance Retirees* overall premiums are projected to increase a small amount, due to some retirements and changes in staff, based on current projections. 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* insurance premiums will decrease from what was budgeted in 2022 based on new estimates.

* *Sick and Vacation Payouts* are a contractual obligation and one that more staff are again using.

* *Insurance Incentive* are a contractual obligation and one that some of our new staff is using. The fact we are paying more here is more than offset by savings in our Health Insurance costs since we pay employees who opt out of the insurance a smaller amount than we would pay for their insurance.

* *Professional Fees* includes attorney, internal/external auditors, some required periodic audit reports, and some HR fees.

* 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, in this draft, at the same amount as 2022 but negotiations with the vendor are ongoing and this figure may be adjusted before a final budget is proposed.

* *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 small decrease based on current usage patterns.

* *Telephone Voice* decreases based upon anticipated costs in 2023.

* *ISP Service* shows a large decrease due to a new contract that was negotiated with a new vendor.

* *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* shows an increase as more programming and conferences are moving back to in-person from all of the remote events over the last few years.

* *Lost in Transit* is reimbursements for items that are lost or damaged during the delivery process. This number is decreasing due to current projections and the decrease in overall ILL since the pandemic.

* *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.

* *Vehicle Operation and Maintenance* mostly balances due to SCLS adding electric vehicles which decreases gas costs but the new larger vehicles (SLED and TECH Van) are more costly to perform maintenance on.

* *Programs* are the cost of SCLS putting on workshops, seminars, and events for member library staff, administrators, and trustees.

* *Professional Development* is the cost of SCLS staff programs, classes, workshops, seminars, and conference attendance.

* *Gas and Electric* costs will increase due to general across the board energy cost increases.

* *Contract Services* includes things like the outsourced part of our delivery, the cleaning of our building, snow removal, lawn maintenance, and other operations costs. This line will increase due primarily to general energy cost increases.

* *Insurance* costs are increased reflective of current 2023 cost estimates.

* *Equipment System* decreases by a significant amount and this is due to larger expenditures needed to 2022 to replace computers, docking stations, and other technology accessories.

* *Equipment Vehicle* includes the purchase of a new electric delivery vehicle.

* *Facility Renovations* includes money budgeted to do some significant landscaping now that the cesspool project is complete, add generator power, and explore an additional solar array.

Summary

The draft FY 2023 SCLS Budget shows an operational revenue increase of 1.1% or \$74,604.

Member Support in 2023 is projected to increase 1.5% or \$34,925.

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 change 1.5% in 2023 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 (which is being recalculated this year for the first time in a decade due to the 2020 census being complete) 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 2021 State Report figures. Please see the attached chart.

Budget Process

This is the first draft of the SCLS FY 2023 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 2023 Budget for your consideration in early November and the budget vote will take place throughout both November and December.

2023 BUDGET REVENUE

SOURCE	2021 Rev. Budget	2022 Budget	2023 Proposed	2022 to 2023 \$ Change	2022 to 2023 % Change
N. Y. State	3,187,691	2,656,409	2,883,774	227,365	8.56%
Local Services Support Aid (LSS)	306,749	306,749	330,753	24,004	7.83%
Outreach	262,238	218,531	235,160	16,629	7.61%
SCLS: CLA	174,391	145,326	156,407	11,081	7.62%
Misc. Grants	0	242,000	0	(242,000)	0.00%
Interest	10,000	5,000	5,000	0	0.00%
Rental	56,180	57,500	58,100	600	1.04%
Delivery Service	500	500	1,500	1,000	200.00%
Mailing Overdues	15,000	15,000	15,000	0	0.00%
Miscellaneous	10,000	10,000	10,000	0	0.00%
Contributions	100	100	100	0	0.00%
Programs/Rooms	5,000	5,000	6,000	1,000	20.00%
Library Contract Service	165,000	162,000	162,000	0	0.00%
Member Library Support	2,328,334	2,328,334	2,363,259	34,925	1.50%
PALS Admin. Fee	627,434	644,422	644,422	0	0.00%
RFID Support	0			0	0.00%
Sub-Total (Operational)	7,148,617	6,796,871	6,871,475	74,604	1.10%
<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	0	0	0	0	0.00%
Sub-Total (Central Library)	67,000	67,000	67,000	0	0.00%
<i>DIRECT OFFSET</i>					
LLSA Member Libraries	520,748	433,957	467,287	33,330	7.68%
CLA CBA Central Library	414,551	345,458	371,799	26,341	7.62%
Suffolk E-Resources	722,400	744,000	770,040	26,040	3.50%
Coordinated Orders	700,000	1,000,000	1,200,000	200,000	20.00%
Downloadable Media	4,946,362	5,193,680	5,531,127	337,447	6.50%
SCLS: CBA	18,581	15,484	16,500	1,016	6.56%
Dedicated Library Aid (Grants)	10,712	8,926	31,500	22,574	252.90%
Misc. Grants	0			0	0.00%
Sub-Total (Direct Offset)	7,333,354	7,741,505	8,388,253	646,748	8.35%
Transfer from Unappropriated					
Fund Balance	0	0	100,000	100,000	0.00%
Sub-Total (Non-Operational)	-	-	100,000	100,000	0.00%
TOTAL REVENUE	14,548,971	14,605,376	15,426,728	821,352	5.62%

2023 Budget Expenditures

ACCOUNT TITLE	2021	2022	2023	2022 to 2023	2022 to 2023
	Rev. Budget	Budget	Proposed	\$ Change	% Change
<i>SALARIES</i>					
LIBRARIANS	1,268,847	1,305,985	1,444,449	138,464	10.60%
CLERICAL	948,526	1,029,845	1,011,869	(17,976)	-1.75%
Shipping & Maint.	304,647	376,835	344,653	(32,182)	-8.54%
SUBSTITUTES & HOURLY	151,068	175,813	165,405	(10,408)	-5.92%
SUB-TOTAL (Salaries)	2,673,088	2,888,478	2,966,375	77,897	2.70%
<i>FIXED CHARGES & FRINGE BENEFITS</i>					
RETIREMENT	420,000	400,000	400,000	0	0.00%
SOCIAL SECURITY	203,175	220,768	222,500	1,732	0.78%
WORKER'S COMP.	41,500	41,500	37,500	(4,000)	-9.64%
UNEMPLOYMENT	50,000	1,000	1,000	0	0.00%
DISABILITY	6,000	5,000	5,000	0	0.00%
HEALTH INSURANCE	500,000	445,000	450,000	5,000	1.12%
MEDICAL INS. RETIREES	550,000	500,000	510,000	10,000	2.00%
DENTAL	40,000	42,000	38,000	(4,000)	-9.52%
OPTICAL	3,500	4,500	4,500	0	0.00%
FLEX PLAN	500	500	500	0	0.00%
SICK & VAC. PAYOUTS	85,000	85,000	95,000	10,000	11.76%
LONG TERM CARE INS.	2,500	2,500	2,000	(500)	-20.00%
INSURANCE INCENTIVE	23,000	26,000	42,000	16,000	61.54%
Empl. Assist. Program	2,000	2,000	1,800	(200)	-10.00%
SUB-TOTAL (Fixed & Fringe)	1,927,175	1,775,768	1,809,800	34,032	1.92%
<i>PROFESSIONAL FEES</i>	60,850	62,350	55,850	(6,500)	-10.43%
SUB-TOTAL (Professional Fees)	60,850	62,350	55,850	(6,500)	-10.43%
<i>LIBRARY MATERIALS</i>					
BOOKS	3,500	2,500	3,000	500	20.00%
DOWNLOADABLE MEDIA	100,000	100,000	100,000	0	0.00%
HOMEWORK HELP	366,000	366,000	366,000	0	0.00%
SUB-TOTAL	469,500	468,500	469,000	500	0.11%
<i>DIRECT OFFSET</i>					
LLSA MEMBER LIBRARIES	520,748	433,957	467,287	33,330	7.68%
CLA CBA CNTRL LIBRARY	414,551	345,458	371,799	26,341	7.62%
CBA MATERIALS	18,581	15,484	16,500	1,016	6.56%
SUFFOLK E-RESOURCES	722,400	744,000	770,040	26,040	3.50%
DOWNLOADABLE MEDIA	4,946,362	5,193,680	5,531,127	337,447	6.50%
COORDINATED ORDERS	700,000	1,000,000	1,200,000	200,000	20.00%
Dedicated Library Aid	10,712	8,926	31,500	22,574	252.90%
Misc. Grants	-	-	0	0	0.00%
SUB-TOTAL	7,333,354	7,741,505	8,388,253	1,054,899	14.38%

2023 Budget Expenditures

ACCOUNT TITLE	2021	2022	2023	2022 to 2023	2022 to 2023
	Rev. Budget	Budget	Proposed	\$ Change	% Change
<i>OPERATIONS</i>					
OFFICE & LIB. SUPPLIES	30,000	44,500	40,500	(4,000)	-8.99%
TELEPHONE VOICE	22,000	26,000	23,000	(3,000)	-11.54%
ISP SERVICE	60,000	60,000	35,000	(25,000)	-41.67%
Line of Credit INTEREST	100	100	100	0	0.00%
POSTAGE & FRGHT SCLS	10,000	12,500	15,000	2,500	20.00%
POSTAGE OVERDUES	12,000	12,000	9,000	(3,000)	-25.00%
PUBLICITY & PRINTING	30,000	30,000	30,000	0	0.00%
TRAVEL	10,000	20,500	23,500	3,000	14.63%
LOST IN TRANSIT	13,500	13,500	10,000	(3,500)	-25.93%
OVERDUE SUPPLIES	3,500	3,500	3,500	0	0.00%
MEMBERSHIP DUES	25,000	25,000	25,000	0	0.00%
MAINT. - OFFICE EQUIP.	23,800	18,050	16,000	(2,050)	-11.36%
COMPUTER SERVICES	260,000	260,500	261,500	1,000	0.38%
VEHICLE OPERATION	38,300	40,700	35,000	(5,700)	-14.00%
VEHICLE MAINTENANCE	12,000	12,000	15,000	3,000	25.00%
SECURITY SERVICES	21,500	21,500	21,500	0	0.00%
TRUSTEE EXPENSE	2,500	2,500	2,000	(500)	-20.00%
PROGRAMS	50,000	59,500	50,000	(9,500)	-15.97%
PROF. DEVELOPMENT	15,000	35,500	37,000	1,500	4.23%
Misc	604,054	-	0	0	0.00%
SUB-TOTAL	1,243,254	697,850	652,600	(45,250)	-6.48%
<i>BUILDING OPERATIONS</i>					
GAS	21,000	21,000	30,000	9,000	42.86%
ELECTRICITY	38,000	36,000	45,000	9,000	25.00%
WATER	1,500	1,500	1,200	(300)	-20.00%
SUPPLIES-JANITORIAL	2,500	2,500	2,000	(500)	-20.00%
CONTRACT SERVICES	307,062	307,125	358,800	51,675	16.83%
REPAIR - BLDG. & EQUIP.	35,000	40,000	40,000	0	0.00%
SUB-TOTAL	405,062	408,125	477,000	68,875	16.88%
INSURANCE	71,688	77,800	77,850	50	0.06%
EQUIPMENT - LENDING LIBRARY	5,000	5,000	5,000	0	0.00%
EQUIPMENT - SYSTEM	35,000	55,000	45,000	(10,000)	-18.18%
EQUIPMENT - VEHICLES	-	275,000	60,000	(215,000)	100.00%
FACILITY RENOVATIONS	325,000	150,000	420,000	270,000	180.00%
SUB-TOTAL	436,688	562,800	607,850	45,050	8.00%
TOTAL EXPENDITURES	14,548,971	14,605,376	15,426,728	821,352	5.62%

Proposed 2023 MEMBER LIBRARY SUPPORT @ 1.50% (OVERALL INCREASE)**BASED ON ANNUAL REPORT FINANCIALS: 2021**

	ACT	PROP	\$ Change	% Change
	2022	2023	PROP 2023	PROP 2023
	ML SUPP	ML SUPP	FROM 2022 ACT	FROM 2022 ACT
AMAGANSETT	11,057	11,223	166	1.50%
AMITYVILLE	33,060	34,036	976	2.95%
BABYLON	19,121	19,213	92	0.48%
BAYPORT-BLUE POINT	23,736	23,633	(103)	-0.43%
BAY SHORE-BRIGHTWATERS	42,645	44,063	1,418	3.33%
BRENTWOOD	107,019	109,473	2,454	2.29%
BROOKHAVEN	11,057	11,501	444	4.02%
CENTER MORICHES	37,385	40,868	3,483	9.32%
CENTRAL ISLIP	46,327	50,460	4,133	8.92%
COLD SPRING HARBOR	18,699	19,177	478	2.56%
COMMACK	31,701	31,853	152	0.48%
COMSEWOGUE	63,978	64,490	512	0.80%
CONNETQUOT	63,660	62,235	(1,425)	-2.24%
COPIAGUE	42,458	43,882	1,424	3.35%
CUTCHOGUE-NEW SUFFOLK	11,057	11,513	456	4.12%
DEER PARK	36,138	36,321	183	0.51%
EAST HAMPTON	26,626	31,505	4,879	18.32%
EAST ISLIP	38,956	38,212	(744)	-1.91%
ELWOOD	18,725	19,162	437	2.33%
EMMA S CLARK	64,331	67,037	2,706	4.21%
FLOYD MEMORIAL	11,057	11,223	166	1.50%
HALF HOLLOW HILLS	71,603	73,577	1,974	2.76%
HAMPTON BAYS	23,405	25,026	1,621	6.93%
HAMPTON	11,057	11,223	166	1.50%
HARBORFIELDS	37,332	37,399	67	0.18%
HAUPPAUGE	23,717	23,772	55	0.23%
HUNTINGTON	71,252	69,987	(1,265)	-1.78%
ISLIP	33,768	32,389	(1,379)	-4.08%
JOHN JERMAIN	11,057	16,798	5,741	51.92%
LINDENHURST	54,141	53,115	(1,026)	-1.90%
LONGWOOD	84,485	86,084	1,599	1.89%
MASTICS-MORICHES-SHIRLEY	89,348	85,685	(3,663)	-4.10%
MATTITUCK	11,057	11,223	166	1.50%
MIDDLE COUNTRY	122,961	123,089	128	0.10%
MONTAUK	11,057	11,223	166	1.50%
NORTH BABYLON	39,218	38,708	(510)	-1.30%
NORTH SHORE	43,589	42,315	(1,274)	-2.92%
NORTHPORT-EAST NORTHPORT	76,978	77,922	944	1.23%
PATCHOGUE-MEDFORD	88,255	86,793	(1,462)	-1.66%
PORT JEFFERSON	32,582	33,705	1,123	3.45%
QUOGUE	11,057	11,223	166	1.50%
RIVERHEAD	51,451	51,842	391	0.76%
ROGERS MEMORIAL	32,003	36,509	4,506	14.08%
SACHEM	117,362	116,720	(642)	-0.55%
SAYVILLE	30,584	30,938	354	1.16%
SHELTER ISLAND	11,057	11,223	166	1.50%
SMITHTOWN	160,973	160,821	(152)	-0.09%
SOUTH COUNTRY	30,623	29,880	(743)	-2.43%
SOUTH HUNTINGTON	57,956	58,547	591	1.02%
SOUTHOLD	11,057	11,223	166	1.50%
WEST BABYLON	38,560	38,655	95	0.25%
WEST ISLIP	40,283	40,655	372	0.92%
WESTHAMPTON	21,799	25,390	3,591	16.47%
WYANDANCH	17,914	18,520	606	3.38%
TOTALS:	2,328,334	2,363,259	34,925	1.50%

2023 Downloads at 6.5% Net Increase
DRAFT

Library	# of Downloads	%	# of Downloads	%	%	Library	2022	2022	Total	%	2023	2023	Total	%
	10/20-9/21	Of Total	9/21-8/22	Of Total	Change		Base	Usage	2022	Of Total	Base	Usage	2023	Of Total
		Use		Use	20/21			Payment	Payment	2022		Payment	Payment	2023
		10/20		20/21	21/22					Cost				Cost
Amagansett	12,128	0.42%	12,635	0.41%	4.18%	Amagansett	\$ 9,618	\$19,585	\$ 29,203	0.56%	\$ 10,242	\$20,297	\$ 30,539	0.55%
Amityville	27,653	0.96%	30,060	0.97%	8.70%	Amityville	\$ 9,618	\$44,656	\$54,274	1.04%	\$ 10,242	\$48,289	\$58,531	1.06%
Babylon	26,722	0.92%	29,122	0.94%	8.95%	Babylon	\$ 9,618	\$41,152	\$52,770	1.02%	\$ 10,242	\$46,782	\$57,024	1.03%
Bay Shore	43,357	1.50%	44,097	1.42%	1.71%	Bay Shore	\$ 9,618	\$70,015	\$79,633	1.53%	\$ 10,242	\$70,819	\$81,061	1.47%
Bayport	34,468	1.19%	37,617	1.21%	9.14%	Bayport	\$ 9,618	\$55,661	\$65,279	1.26%	\$ 10,242	\$60,429	\$70,671	1.28%
Brentwood	33,242	1.15%	33,593	1.08%	1.06%	Brentwood	\$ 9,618	\$53,681	\$63,299	1.22%	\$ 10,242	\$53,965	\$64,207	1.16%
Brookhaven	7,521	0.26%	7,977	0.26%	6.06%	Brookhaven	\$ 9,618	\$12,145	\$21,763	0.42%	\$ 10,242	\$12,814	\$23,056	0.42%
Center Moriches	52,229	1.80%	59,186	1.91%	13.32%	Center Moriches	\$ 9,618	\$84,342	\$93,960	1.81%	\$ 10,242	\$95,078	\$105,320	1.90%
Central Islip	18,948	0.65%	19,683	0.64%	3.88%	Central Islip	\$ 9,618	\$30,598	\$40,216	0.77%	\$ 10,242	\$31,619	\$41,861	0.76%
Cold Spring Har	38,099	1.32%	40,187	1.30%	5.48%	Cold Spring Har	\$ 9,618	\$61,524	\$71,142	1.37%	\$ 10,242	\$64,557	\$74,799	1.35%
Commack	38,383	1.33%	39,793	1.28%	3.67%	Commack	\$ 9,618	\$61,983	\$71,601	1.38%	\$ 10,242	\$63,921	\$74,163	1.45%
Comstock	94,460	3.26%	96,037	3.10%	1.67%	Comstock	\$ 9,618	\$152,519	\$162,157	3.12%	\$ 10,242	\$154,276	\$164,518	2.97%
Connetquot	83,484	2.88%	81,004	2.61%	2.97%	Connetquot	\$ 9,618	\$134,914	\$144,432	2.78%	\$ 10,242	\$130,127	\$140,369	2.54%
Copiasque	23,133	0.80%	24,743	0.80%	6.96%	Copiasque	\$ 9,618	\$37,356	\$46,974	0.90%	\$ 10,242	\$39,746	\$49,988	0.90%
Cutchogue	18,284	0.61%	19,679	0.61%	7.36%	Cutchogue	\$ 9,618	\$29,526	\$39,144	0.75%	\$ 10,242	\$31,533	\$41,775	0.76%
Deer Park	26,636	0.92%	26,963	0.87%	1.21%	Deer Park	\$ 9,618	\$43,013	\$52,631	1.01%	\$ 10,242	\$43,314	\$53,556	0.97%
East Hampton	58,979	2.04%	65,050	2.10%	10.29%	East Hampton	\$ 9,618	\$95,242	\$104,860	2.02%	\$ 10,242	\$104,498	\$114,740	2.07%
East Islip	48,215	1.67%	51,643	1.67%	7.11%	East Islip	\$ 9,618	\$77,860	\$87,478	1.68%	\$ 10,242	\$82,961	\$93,203	1.69%
Elwood	31,083	1.14%	34,878	1.13%	5.43%	Elwood	\$ 9,618	\$51,424	\$63,042	1.21%	\$ 10,242	\$56,029	\$66,271	1.20%
Emma S Clark	153,956	5.32%	166,449	5.37%	8.11%	Emma S Clark	\$ 9,618	\$248,616	\$258,234	4.97%	\$ 10,242	\$267,388	\$277,630	5.02%
Floyd Memorial	17,343	0.60%	19,449	0.61%	12.14%	Floyd Memorial	\$ 9,618	\$28,006	\$37,624	0.72%	\$ 10,242	\$31,243	\$41,485	0.75%
Half Hollow Hills	129,996	4.49%	126,886	4.09%	2.39%	Half Hollow Hills	\$ 9,618	\$209,924	\$219,542	4.23%	\$ 10,242	\$203,813	\$214,075	3.87%
Hampton	13,000	0.45%	13,979	0.45%	7.53%	Hampton	\$ 9,618	\$20,993	\$30,611	0.59%	\$ 10,242	\$22,456	\$32,698	0.59%
Hampton Bays	39,325	1.36%	40,983	1.32%	4.22%	Hampton Bays	\$ 9,618	\$63,504	\$73,122	1.41%	\$ 10,242	\$65,836	\$76,078	1.38%
Harborfields	66,664	2.30%	69,516	2.24%	4.28%	Harborfields	\$ 9,618	\$107,653	\$117,271	2.26%	\$ 10,242	\$111,672	\$121,914	2.20%
Hauppauge	76,043	0.90%	76,011	0.84%	0.12%	Hauppauge	\$ 9,618	\$42,056	\$51,674	0.99%	\$ 10,242	\$41,785	\$52,027	0.94%
Huntington	49,263	1.70%	83,235	2.69%	68.96%	Huntington	\$ 9,618	\$79,551	\$89,171	1.72%	\$ 10,242	\$133,711	\$143,953	2.60%
Islip	37,181	1.29%	38,137	1.24%	2.56%	Islip	\$ 9,618	\$60,365	\$69,983	1.35%	\$ 10,242	\$61,586	\$71,828	1.30%
John Jermain	33,991	1.17%	35,120	1.13%	3.37%	John Jermain	\$ 9,618	\$54,890	\$64,508	1.24%	\$ 10,242	\$56,418	\$66,660	1.21%
Lindenhurst	57,507	1.81%	57,818	1.87%	0.11%	Lindenhurst	\$ 9,618	\$84,791	\$94,409	1.82%	\$ 10,242	\$92,880	\$103,122	1.86%
Longwood	112,546	3.89%	119,501	3.86%	6.18%	Longwood	\$ 9,618	\$181,745	\$191,363	3.68%	\$ 10,242	\$191,969	\$202,211	3.66%
Mastic	63,166	2.18%	64,798	2.09%	2.58%	Mastic	\$ 9,618	\$107,885	\$117,422	2.15%	\$ 10,242	\$104,093	\$114,335	2.07%
Mattituck	22,284	0.77%	24,269	0.78%	8.91%	Mattituck	\$ 9,618	\$35,995	\$45,603	0.88%	\$ 10,242	\$38,986	\$49,228	0.89%
Middle Country	98,769	3.41%	99,790	3.22%	1.01%	Middle Country	\$ 9,618	\$159,497	\$169,115	3.26%	\$ 10,242	\$160,305	\$170,547	3.08%
Montauk	15,676	0.54%	18,223	0.59%	16.25%	Montauk	\$ 9,618	\$25,314	\$34,932	0.67%	\$ 10,242	\$29,274	\$39,516	0.71%
North Babylon	35,727	1.23%	37,418	1.21%	4.71%	North Babylon	\$ 9,618	\$57,094	\$67,312	1.30%	\$ 10,242	\$60,109	\$70,351	1.27%
North Shore	71,591	2.47%	74,590	2.41%	4.19%	North Shore	\$ 9,618	\$115,609	\$125,227	2.41%	\$ 10,242	\$119,823	\$130,065	2.35%
Northport	101,904	3.59%	112,874	3.64%	8.61%	Northport	\$ 9,618	\$167,790	\$177,408	3.42%	\$ 10,242	\$181,324	\$191,566	3.46%
Patchogue-Medford	73,338	2.51%	79,911	2.58%	8.96%	Patchogue-Medford	\$ 9,618	\$118,410	\$128,028	2.47%	\$ 10,242	\$128,371	\$138,613	2.51%
Port Jefferson	50,717	1.75%	52,721	1.70%	3.95%	Port Jefferson	\$ 9,618	\$81,901	\$91,519	1.76%	\$ 10,242	\$84,692	\$94,934	1.72%
Quogue	14,762	0.51%	15,380	0.50%	4.19%	Quogue	\$ 9,618	\$21,838	\$33,456	0.64%	\$ 10,242	\$24,707	\$34,949	0.63%
Riverhead	66,283	2.29%	70,553	2.28%	6.44%	Riverhead	\$ 9,618	\$107,037	\$116,655	2.25%	\$ 10,242	\$113,338	\$123,580	2.23%
Rogers Memorial	59,326	2.05%	64,959	2.10%	9.49%	Rogers Memorial	\$ 9,618	\$95,803	\$105,421	2.03%	\$ 10,242	\$108,352	\$118,594	2.07%
Sachem	149,430	5.16%	171,270	5.53%	14.62%	Sachem	\$ 9,618	\$241,308	\$250,926	4.81%	\$ 10,242	\$275,133	\$285,375	5.16%
Sayville	54,080	1.87%	56,155	1.81%	3.84%	Sayville	\$ 9,618	\$87,131	\$96,749	1.87%	\$ 10,242	\$90,209	\$100,451	1.82%
Shelter Island	17,156	0.59%	19,977	0.64%	16.44%	Shelter Island	\$ 9,618	\$27,704	\$37,322	0.72%	\$ 10,242	\$32,092	\$42,334	0.77%
Smithtown	263,277	9.10%	282,441	9.12%	7.29%	Smithtown	\$ 9,618	\$425,154	\$434,772	8.72%	\$ 10,242	\$453,785	\$464,027	8.39%
South Country	37,328	1.29%	38,211	1.21%	2.37%	South Country	\$ 9,618	\$60,279	\$69,897	1.35%	\$ 10,242	\$61,316	\$71,628	1.01%
South Huntington	81,197	2.81%	86,167	2.78%	6.12%	South Huntington	\$ 9,618	\$131,121	\$140,739	2.71%	\$ 10,242	\$138,421	\$148,663	2.69%
Southold	25,600	0.88%	27,660	0.89%	8.05%	Southold	\$ 9,618	\$41,140	\$50,758	0.98%	\$ 10,242	\$44,434	\$54,676	0.99%
West Babylon	40,493	1.40%	42,643	1.38%	5.11%	West Babylon	\$ 9,618	\$65,390	\$75,008	1.44%	\$ 10,242	\$68,503	\$78,745	1.42%
West Islip	46,909	1.62%	51,412	1.66%	9.60%	West Islip	\$ 9,618	\$75,751	\$85,369	1.64%	\$ 10,242	\$82,590	\$92,832	1.68%
Westhampton	51,381	1.78%	54,803	1.77%	6.66%	Westhampton	\$ 9,618	\$82,973	\$92,591	1.78%	\$ 10,242	\$88,037	\$98,279	1.78%
Wyandanch	1,138	0.04%	1,369	0.04%	20.30%	Wyandanch	\$ 9,618	\$1,838	\$11,456	0.22%	\$ 10,242	\$2,199	\$12,441	0.22%
Total	2,894,571	100%	3,098,814	100%	7.06%	Total	\$519,372	\$4,674,308	\$5,193,680	100%	\$553,068	\$4,978,015	\$5,531,083	100%
							10.0%	90.0%	5.0%		10.0%	90.0%	6.5%	

NOVEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11 Veterans Day	12
13	14	15	16	17	18	19
20	21	22	23	24 Thanksgiving	25	26
27	28	29	30			

October 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					

December 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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DECEMBER 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	22	23	24 Christmas Eve
25 Christmas Day	26	27	28	29	30	31

November 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			

January 2023

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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JANUARY 2023

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 ML King Day	17	18	19	20	21																																																																																				
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