

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 15, 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 – 10/27/2022 & 11/10/2022
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. PROPOSED SCLS 2023 BUDGET
 - 2. OTHER
- L. NEW BUSINESS
 - 1. SCLS RESOURCE SHARING CODE AMENDMENT
 - 2. PERSONNEL CHANGES
 - 3. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 4. 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 18, 2022**

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

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

ABSENT WITH NOTIFICATION:

ALSO PRESENT: Assistant Director Andrea Malchiodi

GUESTS: Library Auditors Donald Hoffman and Richard Coffey, Cullen & Danowski, LLP

President McCrary conducted the Pledge of Allegiance.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to advance to section L-1 of the agenda (Annual Financial Statement & Audit 2021/22 – 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 Spence, 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, 2022. Discussion followed. Approved unanimously.

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

MOTION by Trustee Spence, seconded by Trustee Rossini, to approve the minutes of the regular meeting held on September 20, 2022. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to accept the Director's Report dated October 2022. Discussion followed. Approved unanimously.

MOTION by Trustee Olson, seconded by Trustee Rossini, to accept the Personnel Report dated October 18, 2022. Discussion followed. Approved unanimously.

There were no questions or statements from the public.

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

MOTION by Trustee Olson, seconded by Trustee Rossini, to approve warrant 10/22/1, dated October 18, 2022, in the amount of \$162,647.03. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to accept the payroll and payroll warrants for September 29, 2022 (\$124,242.58) and October 13, 2022 (\$133,566.49) Discussion followed. Approved unanimously.

There are no reports from standing committees.

MOTION by Trustee Rossini, seconded by Trustee Olson, to adopt the revised Collection Development Policy including final edits provided by the Board. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to adopt the revised Library Membership & Circulation Policy including final edits provided by the Board. Discussion followed. Approved unanimously.

The Board reviewed the 2023 SCLS Draft Budget. The SCLS final proposed budget will be presented for Board action at the November meeting.

MOTION by Trustee Rossini, seconded by Trustee Olson, to approve the medical leave request pursuant to the Family Medical Leave Act (FMLA) of Patricia Eickwort, effective September 9, 2022 to December 5, 2022. Discussion followed. Approved unanimously.

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

The Board acknowledges Deborah Olsen's years of service with thanks and wish her the best in her retirement.

There were no questions or statements from the public.

MOTION by Trustee Rossini, seconded by Trustee Spence, to adjourn the meeting at 7:34 P.M. Approved unanimously.

Secretary, Board of Trustees



Comsewogue Public Library

Collection Development Policy

The Comsewogue Public Library selects, acquires, and provides free and open access to materials that assist the Library in meeting its collection objectives. Materials are selected and retained in a variety of formats for the interest, information, and enlightenment of all 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 professional staff members who are to employ the criteria listed in this policy.

It is the responsibility of the patron to establish, should he/she/they desire, limits on access (reading, listening, viewing) to specific resources; including access of a child of a patron.

Materials selection may be 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
- Assist people to become functioning members of society
- Encourage freedom of expression
- Provide access to a variety of opinions and 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:

- Reviews of critics, 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 work when compared to other works on subject
- Importance to the collection/of subject/of point of view
- 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 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 or a minor child) 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.

A current list of acceptable proofs of residency is available at the Library and on the Library's website under Membership and under About/Library Documents.

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 forms of identification, 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).

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

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 must present their Suffolk public library card in good standing or two acceptable proofs of identification to borrow items at the Circulation Desk.

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.

Director's Report

November 2022

Personnel

Catherine Spena has been extremely helpful in ensuring all Business Office/Administrative/HR deadlines and other details are seen to in the wake of D. Olsen's planned departure. Staffing recommendations are in development and will follow. (We continue to communicate with Civil Service as we plan.)

Sara Blonder (Circulation) is interning at CPL re: her Radio and Television Production course of study through SCCC, and has already been of great assistance. Ms. Blonder will be working with us on a variety of projects. CPL will have the opportunity to engage with SCCC media students over time through this internship program.

Operations

10/20 Sustainability Certification Ceremony, CPL

Building & Grounds

11/13 - Boiler Project – pre-installation plumbing work was completed and boiler units were delivered to the Boiler Room. (Best Climate Control awaiting delivery of additional hydronic equipment.)

Professional Activities

11/10 Vision 2022 Meeting, SCLS (DE, AM, DB, JQS represented CPL)

11/10 Your Hiring Philosophy (Zoom via LILRC) (DE attended)

Community Activities

11/5 Camp Fall Cleanup (Rotary-Owned Camp for Special Needs Children), Center Moriches (DE, AM)

11/15 PJST Civic at CPL (AM attending)

Respectfully Submitted,

Debbie Engelhardt

Comsewogue Public Library

Personnel Report
November 15, 2022

New Appointments/Promotions:

Glennis Carpino, Library Clerk (PT) – Circulation, effective October 11, 2022. Salary \$19.08 hr.
{was previously a Page}

Danielle Minard, Librarian II (FT) – Adult Services, effective October 23, 2022. Salary \$2,746 biweekly.
{promotion from Librarian I}

Joan Popielaski, Library Clerk (Temp.) – Circulation, effective October 31, 2022. Salary \$25.02 hr.

Maria Iovino, Library Clerk (Temp.) – Circulation, effective November 3, 2022. Salary \$25.02 hr.

Danielle Braun, Librarian I – Children’s Services (25 hrs./wk.), effective November 1, 2022.
Salary \$30.76 hr.
{increased from 17.5 hrs./wk.}

FMLA/Leave of Absence:

*Nicole Cortes, Librarian II (FT) – Children’s Services, effective October 8, 2022 – September 1, 2023.
{October 8, 2022 – December 31, 2022 FMLA; January 1, 2023 – September 1, 2023 Parental Leave (part-time April 10, 2023 – September 1, 2023)}

*Lisa Randall, Librarian I (PT) – Children’s Services, effective October 28, 2022 – January 21, 2023.

Resignations/Retirement:

*Deborah Olsen, Associate Administrator (FT) – Administration, effective October 27, 2022.

*Requires Board Motion

*Comsewogue Public Library
Statistical Report 2022/2023*

E-3

October 2022

	Oct 2022	Oct 2021	% Change	To Date- 2022/23	To Date- 2021/22	To Date - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	76	58	31.03%	8,709	8,826	-1.33%
2	Juvenile	29	28	3.57%	2,928	3,012	-2.79%
3	Total	105	86	22.09%	11,637	11,838	-1.70%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	28	22	27.27%	4,218	4,361	-3.28%
5	Port Jefferson Library	13	13	0.00%	1,516	1,649	-8.07%
Miller Place Borrower Registration:							
6	Comsewogue Library	36	12	200.00%	4,260	4,390	-2.96%
7	Port Jefferson Library	23	17	35.29%	1,900	2,047	-7.18%
8	Total CPL Members	169	120	40.83%	20,115	20,589	-2.30%
9	Library Visits *	9,567	7,578	26.25%	41,004	31,887	28.59%
10	Curbside Pick Up	27	43	-37.21%	127	162	-21.60%
Transactions							
11	Circulation of Physical Items:	25,606	25,519	0.34%	106,833	108,819	-1.83%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	7,974	7,651	4.22%	33,630	32,322	4.05%
13	Hoopla	761	847	-10.15%	3,028	3,294	-8.08%
14	Kanopy	123	136	-9.56%	634	755	-16.03%
Circulation Other:**							
15	Museum Passes	11	42	-73.81%	307	163	88.34%
16	Library of Things	66		n/a	397		n/a
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	776	736	5.43%	2,995	2,659	12.64%
18	Public Wireless Sessions	1,799	1,626	10.64%	6,836	6,875	-0.57%
Interlibrary Loan:							
19	Items Loaned	1,120	1,065	5.16%	4,388	4,441	-1.19%
20	Items Borrowed	1,545	1,460	5.82%	6,826	6,317	8.06%

*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: October 2022

E-4

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
Child Car Seat Safety Checks	1	2	1
Email Basics	1	6	6
Pumpkin Patch Terrariums \$5	2	20,20	16,18
ONLINE Breathe Together (Zoom)	4	43	5,6,5,6
ONLINE New English Speakers (Zoom)	4	n/a	2,3,5,1
ONLINE Rob Scott Cooking Demo Videos (YouTube)	4	<i>redirect clicks</i>	71,59,54,42
		<i>views</i>	54,412,68,5
Career Counseling	appt	4	4
Medicaid Enrollment Assistance	1	n/a	2
Mah-Jongg & More	2	14	7,7
Making Pizza	1	19	15
Concert: Penny Lane	1	122	91
Flu Shot Clinic	1	n/a	22
Voter Registration Drive	1	n/a	3
Everyday Matinees	2	40,40	29,31
ONLINE One-on-One Genealogy (Zoom)	appt	4	4
AARP Smart Driver Course	2	22	21,21
Painted Silk Scarf \$10	2	15,15	13,14
Knit & Crochet	1	2	2
ONLINE Food Festival - Rob Scott (Facebook Live)	1	<i>engagements</i>	12
Shared with other libraries around the country			
Virtual Volunteer Fair	1	<i>redirect clicks</i>	143
ONLINE Trivia (Email)	2	15,n/a	24,30

Adult Programming: Summary

ONLINE Loving-Kindness Meditation (Zoom)	2	30	9,7
		<i>views</i>	<i>50,31 (29,21-7day)</i>
Dried Flower Pumpkin Centerpiece \$15	2	14,18	12,17
Rob Scott Pasta e Fagioli	2	24,24	21,21
HIICAP	appt	4	4
Defensive Driving	1	22	21
Belly Dance	2	20	9,10
Fall Photo Shoot	1	18 families	59
Thrills & Chills Book Club	1	9	7
ONLINE Password Management (Zoom)	1	15	7
		<i>views</i>	<i>38 (31-7day)</i>
Write This Way	1	15	8
Haunting Tales from Salem to Long Island	1	17	11
One-on-One Appointments	unlimited	0	0
Social Work Intern	unlimited	21	21
TOTALS	48	654	1039

* View counts as of 11/7/22

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
October 2022	48	654	1039
YTD 2022	450	4395	7837
October 2021	49	396	855
YTD 2021	432	3647	7016

Children and Teen Services Department

October 2022 Statistics

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				Totals
	Total	Sessions	Children	Adults	Teens	
Great Give Back Pumpkins for Pantry Donation All ages w/caregiver		1	100			100
Halloween Storywalk All ages w/caregiver	36	2	36	33		69
Babies Boogie Birth-17 mon, w/caregiver	16	1	10	10		20
Baby Start Birth-17 mon, w/caregiver	18	1	14	15		29
Bilingual Rhyme Time Birth-35 mon, w/caregiver	28	2	21	19		40
Zumbini Birth-35 mon, w/caregiver	24	2	19	22		41
Come Play with Play Hooray Birth-prek, w/caregiver	54	3	40	40		80
Crafts a la Carte 12 mon-prek, w/caregiver		1	12	11		23
Kidnastics 12 mon-prek, w/caregiver	61	3	47	49		96
A Time for Kids: Pumpkin Fun 18 mon-prek, w/caregiver	48	3	32	33		65
Toddler Tango 18 mon-prek, w/caregiver	20	1	17	17		34
Tales for Tots: Pumpkin Time 2.5 years-prek, w/caregiver	20	1	16	14		30
Fire Truck Party 3 years-prek, w/caregiver	30	2	31	31		62
Big Pumpkin 3.5 years-prek, w/caregiver	9	1	5			5
Fire Truck Fun Grades K-2	19	1	20	9		29
Halloween Fun Grades K-2	24	1	19			19

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
School Visit: Eng. Lang. Learners Clinton Grades K-2		1	67	12		79
Three Little Pumpkins Grades K-2	21	1	13			13
Chess Club Grades K-5	20	2	16			16
Mummy Donut Holes Grades K-5	48	2	34			34
Nature at Night Grades K-5	40	2	30			30
School Visit: Eng. Lang. Learners Boyle & Norwood Grades K-5		1	29	4		33
Pumpkin Centerpiece Grades 3-5	19	1	6			6
Skull Designer Grades 3-5	15	1	10			10
Cover to Cover Grades 4&5	11	1	8			8
School Visit: Reading Classes Boyle Road Grades 4&5		1	52	6		58
Chess Buddies Grades 6-12	11	2			7	7
Fall Paint Night Grades 6-12	24	1			16	16
Great Give Back Bibs & Bags for Babies Grades 6-12	23	1			18	18
Halloween Cat Toys Grades 6-12	33	1			22	22
Letters to Veterans Grades 6-12	18	1			14	14
Monster Brownies Grades 6-12	23	1			20	20

Program Title	Patrons Registered	Patrons in Attendance for All Sessions				
	Total	Sessions	Children	Adults	Teens	Totals
Pumpkin Patch Terrariums Grades 6-12	20	1			12	12
Remote Community Service Grades 6-12		5			11	11
SAT Prep Night Grades 6-12	54	2			37	37
Table Top Game Night Grades 6-12	10	1			5	5
Zombie Special Effects Makeup Grades 6-12	16	1			7	7
Pre-Licensing Course Teens with NYS Driving Permit	20	1			14	14
Totals	833	57	704	325	183	1212
<u>SUMMARY OF STATISTICS</u>	Oct '22	YTD '22				
TOTAL # OF SESSIONS	57	512				
TOTAL # OF CHILDREN	704	7,379				
TOTAL # OF ADULTS	325	3,027				
TOTAL # OF TEENS	183	1,854				
TOTAL # OF PATRONS	1,212	12,260				

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

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

Language other than English

COMSEWOGUE PUBLIC LIBRARY
BALANCE SHEET - CASH BASIS
 As of September 30, 2022

ASSETS**Current Assets****Checking/Savings**

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	8,856.48
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	2,438,153.67
1110 · Savings-Capital Improvements	782,149.11
1114 · Savings-Termination Pay	234,143.29
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	<u>3,502,452.55</u>
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Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	7,463.65
1154 · PREPAID EXPENSES	500.00

Total Other Current Assets	<u>7,963.65</u>
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Total Current Assets

<u>3,510,416.20</u>

TOTAL ASSETS

<u><u>3,510,416.20</u></u>

LIABILITIES & EQUITY**Liabilities****Current Liabilities****Other Current Liabilities**

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	207.47
2186 · Retirement	110.67
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	78,765.74
2194 · Aflac - Hospital	283.50

Total Other Current Liabilities	<u>80,551.84</u>
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Total Current Liabilities	<u>80,551.84</u>
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Total Liabilities

80,551.84

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	-1,395,232.18

Total Equity

<u>3,429,864.36</u>

TOTAL LIABILITIES & EQUITY

<u><u>3,510,416.20</u></u>

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending September 30, 2022

	<u>September 22</u>	<u>July 22 - September 22</u>
Revenue		
3301 · Tax Revenues	0.00	46.72
3302 · Fines	16.95	196.15
3304 · Interest Earned	664.41	2,098.21
3305 · Unclassified rev.-Copies	534.00	2,145.00
3306 · Unclassified rev.-Books	148.65	1,156.97
3307 · Unclassified rev.-Other	14.10	77.59
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	0.00	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>1,378.11</u>	<u>12,012.64</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending September 31, 2022

Expense	ACTUAL		Budget	\$ Over Budget
	SEPTEMBER	JULY - SEPTEMBER		
4401 · Computer Supplies	878.84	3,162.54	13,000.00	-9,837.46
4402 · Computer Equipment/Parts	168.27	370.21	28,000.00	-27,629.79
4403 · Furniture & Equipment	0.00	7,081.60	52,000.00	-44,918.40
4404 · Salaries-Professional	227,865.19	470,483.41	2,134,860.00	-1,664,376.59
4405 · Salaries-Clerical	92,846.25	192,264.60	865,153.00	-672,888.40
4406 · Salaries-Custodial	12,334.42	24,625.13	105,814.00	-81,188.87
4407 · Salaries-Guard	3,629.08	7,120.27	30,070.00	-22,949.73
4410 · Library Books	8,353.81	16,718.51	125,000.00	-108,281.49
4412 · Audio Video	1,761.72	3,183.49	33,000.00	-29,816.51
4413 · Periodicals	77.20	10,814.00	15,000.00	-4,186.00
4414 · Computer Software	920.86	1,522.74	8,000.00	-6,477.26
4415 · Electronic Data Base	19,943.38	31,754.43	240,000.00	-208,245.57
4417 · OTHER THINGS LENDING	1,816.00	7,471.00	17,500.00	-10,029.00
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	5,071.00	9,865.52	62,000.00	-52,134.48
4421B · Children/Teen	3,220.00	11,664.00	62,000.00	-50,336.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	98.58	885.36	7,000.00	-6,114.64
4422B · Children/Teen	695.32	2,403.16	22,000.00	-19,596.84
4428 · Conferences	564.46	3,618.60	11,000.00	-7,381.40
4429 · Circulation	339.60	30,074.23	60,000.00	-29,925.77
4430 · Office & Library Supplies	1,398.54	3,212.51	16,000.00	-12,787.49
4431 · Telecommunications	783.22	2,340.27	9,800.00	-7,459.73
4432 · Cartage	226.40	679.20	3,000.00	-2,320.80
4433 · Postage	2,280.71	2,980.71	13,000.00	-10,019.29
4434 · Publicity and Printing	10,589.00	19,174.92	36,000.00	-16,825.08
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	1,775.40	21,556.65	82,500.00	-60,943.35
4438 · Membership Dues	0.00	325.00	2,920.00	-2,595.00
4439 · Equipment/Blding Maint & Repair	11,501.53	62,231.80	178,000.00	-115,768.20
4440 · Snow Removal	0.00	0.00	13,500.00	-13,500.00
4441 · Building Security	6,365.62	13,058.15	76,552.00	-63,493.85
4450 · Utilities	15,033.99	38,407.74	120,000.00	-81,592.26
4451 · Custodial Supplies	2,030.50	3,205.92	16,000.00	-12,794.08
4453 · Employees Assistance Program	0.00	3,102.50	3,250.00	-147.50
4454 · Insurance - Library	60,588.41	61,008.41	63,380.00	-2,371.59
4456 · Rental Expenses	1,775.36	5,064.98	19,400.00	-14,335.02
4471 · Workers Compensation Insurance	26,606.00	26,606.00	27,000.00	-394.00
4472 · Life Insurance	938.58	1,403.73	5,600.00	-4,196.27
4473 · Dental Insurance	4,915.56	7,377.84	33,000.00	-25,622.16
4474 · VISION INS	587.10	889.09	4,300.00	-3,410.91
4476 · 9020.8 Retirement Expense	0.00	0.00	311,000.00	-311,000.00
4477 · 9030.8 Social Security Expense	25,385.69	52,254.40	230,000.00	-177,745.60
4478 · Unemployment Insurance	0.00	0.00	2,000.00	-2,000.00
4479 · 9060.8 Health Insurance	59,709.03	183,304.20	822,439.00	-639,134.80
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	613,074.62	1,407,244.82	6,360,895.00	-4,953,650.18

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11/14/22

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COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 11/22/01 - November 15, 2022

Date	Num	Name	Account	Debit
11/15/2022	25336	4 Corners Produce 4 Corners Produce	1102 · Checking Account 4422 · Program Supplies	240.00 240.00
11/15/2022	25337	A Time For Kids, Inc. A Time For Kids, Inc.	1102 · Checking Account 4421B · Children/Teen	525.00 525.00
11/15/2022	25338	Advanced Plant Care, Inc. Advanced Plant Care, Inc.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	200.00 200.00
11/15/2022	25339	American Express American Express American Express American Express American Express	1102 · Checking Account 4428 · Conferences 4414 · Computer Software 4422A · Adult 4422B · Children/Teen	115.00 532.31 203.60 1,287.65 2,138.56
11/15/2022	25340	B&H Photo-Video B&H Photo-Video	1102 · Checking Account 4401 · Computer Supplies	442.80 442.80
11/15/2022	25341	Baker & Taylor Baker & Taylor Baker & Taylor	1102 · Checking Account 4410 · Library Books 4410 · Library Books	612.64 102.31 714.95
11/15/2022	25342	Benter, Doris J. Benter, Doris J.	1102 · Checking Account 4421B · Children/Teen	275.00 275.00
11/15/2022	25343	Best Climate Control Corp. Best Climate Control Corp.	1102 · Checking Account 4403 · Furniture & Equipment	22,863.65 22,863.65
11/15/2022	25344	Brodart Company Brodart Company Brodart Company	1102 · Checking Account 4410 · Library Books 4410 · Library Books	2,331.01 8,347.82 10,678.83
11/15/2022	25345	Brown, Alyssa Brown, Alyssa	1102 · Checking Account 4421A · Adult	100.00 100.00
11/15/2022	25346	Bush, Debra Bush, Debra	1102 · Checking Account 4428 · Conferences	16.25 16.25
11/15/2022	25347	Children's Museum of Manhattan Children's Museum of Manhattan	1102 · Checking Account 4417 · OTHER THINGS LENDING	350.00 350.00
11/15/2022	25348	Cobalt Electric Corp. Cobalt Electric Corp.	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	1,700.00 1,700.00
11/15/2022	25349	Cold Spring Harbor Fire House Museum Cold Spring Harbor Fire House Museum	1102 · Checking Account 4417 · OTHER THINGS LENDING	40.00 40.00
11/15/2022	25350	Conklin, Diana Conklin, Diana	1102 · Checking Account 4421 · Program Contractors	835.00 835.00
11/15/2022	25351	Cornell Cooperative Extension, Suffolk Co Cornell Cooperative Extension, Suffolk Co	1102 · Checking Account 4421B · Children/Teen	400.00

**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 11/22/01 - November 15, 2022**

Date	Num	Name	Account	Debit
				400.00
11/15/2022	25352	Cullen & Danowski, LLP Cullen & Danowski, LLP	1102 · Checking Account 4437 · Accounting and Legal	11,500.00
				11,500.00
11/15/2022	25353	Danziger, Oksana Danziger, Oksana	1102 · Checking Account 4421A · Adult	870.00
				870.00
11/15/2022	25354	De Lage Landen Financial Services, Inc. De Lage Landen Financial Services, Inc.	1102 · Checking Account 4456 · Rental Expenses	1,519.72
				1,519.72
11/15/2022	25355	Drum Industrial Sales Corp. Drum Industrial Sales Corp.	1102 · Checking Account 4451 · Custodial Supplies	97.90
				97.90
11/15/2022	25356	Fun Express, LLC Fun Express, LLC Fun Express, LLC	1102 · Checking Account 4422B · Children/Teen 4422A · Adult	28.04 142.63
				170.67
11/15/2022	25357	Giery, Peter Giery, Peter	1102 · Checking Account 4428 · Conferences	356.20
				356.20
11/15/2022	25358	GovConnection, Inc. GovConnection, Inc.	1102 · Checking Account 4401 · Computer Supplies	1,783.69
				1,783.69
11/15/2022	25359	Guardian Guardian Guardian Guardian Guardian	1102 · Checking Account 4473 · Dental Insurance 4472 · Life Insurance 4474 · VISION INS 2185 · Employee Ins - enrollee contrib	2,584.62 444.54 336.31 60.44
				3,425.91
11/15/2022	25360	Holocaust Mem & Tolerance Ctr-Nassau... Holocaust Mem & Tolerance Ctr-Nassau...	1102 · Checking Account 4417 · OTHER THINGS LENDING	300.00
				300.00
11/15/2022	25361	Information Today, Inc. Information Today, Inc.	1102 · Checking Account 4410 · Library Books	410.80
				410.80
11/15/2022	25362	JK Tech Solutions, Inc DBA Sharper Tra... JK Tech Solutions, Inc DBA Sharper Tra...	1102 · Checking Account 4421A · Adult	160.00
				160.00
11/15/2022	25363	Kanopy, Inc Kanopy, Inc	1102 · Checking Account 4415 · Electronic Data Base	317.00
				317.00
11/15/2022	25364	Keene, Michael T. Keene, Michael T.	1102 · Checking Account 4421A · Adult	25.00
				25.00
11/15/2022	25365	Kent Adhesive Products Co Kent Adhesive Products Co	1102 · Checking Account 4430 · Office & Library Supplies	149.50
				149.50
11/15/2022	25366	Kidnastics, Inc. Kidnastics, Inc.	1102 · Checking Account 4421B · Children/Teen	750.00
				750.00
11/15/2022	25367	Long Island Rail Road Long Island Rail Road	1102 · Checking Account 4421A · Adult	840.50

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 11/22/01 - November 15, 2022

Date	Num	Name	Account	Debit
				840.50
11/15/2022	25368	MCJ Cleaning Services MCJ Cleaning Services	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	3,700.00
				3,700.00
11/15/2022	25369	MD Design Studio MD Design Studio	1102 · Checking Account 4421B · Children/Teen	320.00
				320.00
11/15/2022	25370	Merenda, John Merenda, John	1102 · Checking Account 4421A · Adult	100.00
				100.00
11/15/2022	25371	Midwest Tape Midwest Tape Midwest Tape	1102 · Checking Account 4412 · Audio Video 4415 · Electronic Data Base	1,844.42
				1,421.11
				3,265.53
11/15/2022	25372	Minard, Danielle Minard, Danielle	1102 · Checking Account 4428 · Conferences	990.77
				990.77
11/15/2022	25373	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	22.00
				22.00
11/15/2022	25374	New York Times New York Times	1102 · Checking Account 4413 · Periodicals	55.20
				55.20
11/15/2022	25375	Noah's Ark Animal Workshop Inc. Noah's Ark Animal Workshop Inc.	1102 · Checking Account 4422B · Children/Teen	1,633.80
				1,633.80
11/15/2022	25376	NYS Employees' Health Ins Pending Ac... NYS Employees' Health Ins Pending Ac... NYS Employees' Health Ins Pending Ac...	1102 · Checking Account 4479 · 9060.8 Health Insurance 2185 · Employee Ins - enrollee contrib	59,709.03
				3,708.41
				63,417.44
11/15/2022	25377	Ozkaya, Charyl Ozkaya, Charyl	1102 · Checking Account 4421A · Adult	100.00
				100.00
11/15/2022	25378	Parker-Morales, Christine Parker-Morales, Christine	1102 · Checking Account 4428 · Conferences	32.50
				32.50
11/15/2022	25379	Pavone, Lisa Pavone, Lisa	1102 · Checking Account 4421B · Children/Teen	330.00
				330.00
11/15/2022	25380	Paychex of New York Paychex of New York	1102 · Checking Account 4437 · Accounting and Legal	140.00
				140.00
11/15/2022	25381	Paychex of New York LLC Paychex of New York LLC	1102 · Checking Account 4437 · Accounting and Legal	912.21
				912.21
11/15/2022	25382	Photos of the Heart Photos of the Heart	1102 · Checking Account 4421A · Adult	550.00
				550.00
11/15/2022	25383	Quigley, Deborah A. Quigley, Deborah A.	1102 · Checking Account 4421A · Adult	200.00
				200.00

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
Warrant 11/22/01 - November 15, 2022

Date	Num	Name	Account	Debit
11/15/2022	25384	R.C. Gluck Associates LLC R.C. Gluck Associates LLC	1102 · Checking Account 4421A · Adult	195.00 <hr/> 195.00
11/15/2022	25385	Rotorpro Rotorpro	1102 · Checking Account 4439 · Equipment/Blding Maint & Repair	995.00 <hr/> 995.00
11/15/2022	25386	Rutledge, Amy Rutledge, Amy	1102 · Checking Account 4421A · Adult	300.00 <hr/> 300.00
11/15/2022	25387	Salvato, Susan Salvato, Susan	1102 · Checking Account 4421A · Adult	30.00 <hr/> 30.00
11/15/2022	25388	School Specialty School Specialty	1102 · Checking Account 4422A · Adult	27.23 <hr/> 27.23
11/15/2022	25389	Schnupp, Jeanne Marie Schnupp, Jeanne Marie	1102 · Checking Account 4421A · Adult	225.00 <hr/> 225.00
11/15/2022	25390	Schuck, Jason T. Schuck, Jason T.	1102 · Checking Account 4421A · Adult	150.00 <hr/> 150.00
11/15/2022	25391	Scott, Robert G. Scott, Robert G.	1102 · Checking Account 4421A · Adult	907.00 <hr/> 907.00
11/15/2022	25392	Securitas Security Serv. USA Securitas Security Serv. USA	1102 · Checking Account 4441 · Building Security	6,106.23 <hr/> 6,106.23
11/15/2022	25393	Spena, Catherine Spena, Catherine	1102 · Checking Account 4428 · Conferences	20.00 <hr/> 20.00
11/15/2022	25394	Staples Business Credit Staples Business Credit	1102 · Checking Account 4430 · Office & Library Supplies	738.13 <hr/> 738.13
11/15/2022	25395	Suffolk Cooperative Library System Suffolk Cooperative Library System	1102 · Checking Account 4429 · Circulation	81.60 <hr/> 81.60
11/15/2022	25396	Theresa's Programs LLC Theresa's Programs LLC Theresa's Programs LLC	1102 · Checking Account 4421A · Adult 4421B · Children/Teen	1,075.00 375.00 <hr/> 1,450.00
11/15/2022	25397	Top Tier Test Prep Top Tier Test Prep	1102 · Checking Account 4421B · Children/Teen	2,000.00 <hr/> 2,000.00
11/15/2022	25398	Unique Management Services, Inc. Unique Management Services, Inc.	1102 · Checking Account 4429 · Circulation	279.60 <hr/> 279.60
11/15/2022	25399	VerifiedFirst VerifiedFirst	1102 · Checking Account 4437 · Accounting and Legal	137.70 <hr/> 137.70
11/15/2022	25400	W.B. Mason Co., Inc. W.B. Mason Co., Inc.	1102 · Checking Account 4430 · Office & Library Supplies	224.97 <hr/> 224.97

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11/14/22

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

Warrant 11/22/01 - November 15, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Debit</u>
				224.97
11/15/2022	25401	Whaling Museum	1102 · Checking Account	
		Whaling Museum	4421B · Children/Teen	350.00
				350.00
11/15/2022	25402	Winters Bros. Hauling of LI, LLC	1102 · Checking Account	
		Winters Bros. Hauling of LI, LLC	4432 · Cartage	226.40
				226.40
TOTAL				154,410.24

11:55 AM

10/25/22

COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
October 27, 2022

I-1

10/27/2022 Payroll
Check Register

Date	Num	Name	Account	Debit
10/27/2022	25326	Equitable Financial	1102 · Checking Account	
		Equitable Financial	2184 · Annuity	5,042.00
				5,042.00
10/27/2022	25327	NYS Employees Retirement Syst...	1102 · Checking Account	
		NYS Employees Retirement Syst...	2186 · Retirement	3,068.03
		NYS Employees Retirement Syst...	2186 · Retirement	402.00
				3,470.03
TOTAL				8,512.03

Handwritten initials and checkmarks

10/27/2022 Payroll Warrant

Payroll Warrant	\$ 8,512.03
<u>Paychex Payroll</u>	<u>\$ 115,482.48</u>
TOTAL	\$ 123,994.51



9:52 AM
11/09/22

**COMSEWOGUE PUBLIC LIBRARY
WARRANT DETAIL REPORT
November 10, 2022**

I-2
11/10/2022 Payroll
Check Register

Date	Num	Name	Account	Debit
11/10/2022	25328	Aflac Aflac Aflac Aflac Aflac	1102 · Checking Account 2187 · AFLAC - Cancer Care 2188 · AFLAC - Accident Ins 2190 · AFLAC - Short Term Disability 2194 · Aflac - Hospital	 306.84 96.88 275.16 120.60 <hr/> 799.48 ✓
11/10/2022	25329	AT&T AT&T	1102 · Checking Account 4431 · Telecommunications	 <hr/> 53.74 ✓ 53.74
11/10/2022	25330	Equitable Financial Equitable Financial	1102 · Checking Account 2184 · Annuity	 <hr/> 9,042.00 ✓ 9,042.00
11/10/2022	25331	Equitable Financial Equitable Financial	1102 · Checking Account 4405 · Salaries-Clerical	 <hr/> 30,000.00 ✓ 30,000.00
11/10/2022	25332	National Grid National Grid	1102 · Checking Account 4450 · Utilities	 <hr/> 1,522.11 ✓ 1,522.11
11/10/2022	25333	Optimum Optimum	1102 · Checking Account 4431 · Telecommunications	 <hr/> 625.25 ✓ 625.25
11/10/2022	25334	PSEGLI PSEGLI	1102 · Checking Account 4450 · Utilities	 <hr/> 8,610.59 ✓ 8,610.59
11/10/2022	25335	Verizon Verizon	1102 · Checking Account 4431 · Telecommunications	 <hr/> 96.80 ✓ 96.80
TOTAL				<hr/> <hr/> 50,749.97

11/10/2022 Payroll Warrant

Payroll Warrant	\$ 50,749.97
<u>Paychex Payroll</u>	<u>\$ 147,711.73</u>
TOTAL	\$ 198,461.70



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

November 1, 2022

To: Member Library Directors & Boards of Trustees

From: Kevin Verbesev

Re: **Proposed Live-brary.com Downloads Costs for 2023**

Attached please find the breakdown of the proposed cost model for the Live-brary.com Downloads for 2023.

In 2022 the member libraries contributed \$5,193,680 for purchases of materials for the Downloads service. (Every dollar that the member libraries contribute towards the service is used to purchase materials to lend to patrons.) SCLS pays the service platform fee for the Overdrive service out of our regular operating budget.

The usage for the service in the last twelve months has increased by 8.01%.

October 1, 2020 – September 30, 2021 --- 2,894,715

October 1, 2021 – September 30, 2022 --- 3,126,573

Based on member library input we are proposing an increase in the member library contributions for the Live-brary.com Downloads in 2023 of 6.50% to bring the total contributions to \$5,531,083. SCLS will contribute \$105,000 and Patchogue-Medford \$12,000 for a total budget of \$5,648,083.

Please note that the Live-brary.com Download fee is calculated with a “base fee” that every library pays at the same rate regardless of size or service usage. The combined “base fee” of the member libraries equals 10% of the total cost of the service. The remaining 90% of the total cost is charged based on the amount of usage from each individual library’s patrons. Libraries whose patrons borrow more - pay more, at a proportional rate.

We hope that all member libraries will continue to offer this service to their patrons in 2023 but if you decide for any reason that you would no longer like to offer the service please inform me of that fact -- in writing – by December 31, 2022. At that time these charges will be applied for 2023.

If you have any questions, comments, or concerns please do not hesitate to contact me.

2023 Downloads at 6.5% Net Increase
FINAL

Library	18/20-9/21			18/21-9/22			Library	2022				2023			
	# of Downloads	%	Of Total	# of Downloads	%	Change		Base	Usage	Total	%	Base	Usage	Total	%
	Use		Use	Use	2021	21/22		Payment	Payment	Cost		Payment	Payment	Cost	
	19/28		20/21												
Amagansett	12,128	0.42%	12,481	0.41%	4.56%	Amagansett	\$ 9,618	\$19,585	\$ 29,203	0.56%	\$ 10,242	\$20,190	\$ 30,433	0.55%	4%
Amblyville	27,453	0.90%	28,272	0.97%	9.47%	Amblyville	\$ 9,618	\$44,656	\$54,274	1.04%	\$ 10,242	\$48,198	\$58,448	1.06%	2%
Babylon	26,722	0.92%	29,233	0.94%	10.00%	Babylon	\$ 9,618	\$41,152	\$52,778	1.02%	\$ 10,242	\$46,798	\$57,848	1.03%	8%
Bay Shore	41,357	1.50%	44,429	1.42%	2.47%	Bay Shore	\$ 9,618	\$70,015	\$79,633	1.53%	\$ 10,242	\$77,728	\$88,988	1.46%	2%
Bozport	34,468	1.19%	38,203	1.22%	10.84%	Bozport	\$ 9,618	\$15,661	\$65,279	1.26%	\$ 10,242	\$60,825	\$71,067	1.28%	9%
Brentwood	32,242	1.15%	34,683	1.09%	2.54%	Brentwood	\$ 9,618	\$13,681	\$43,299	1.22%	\$ 10,242	\$54,269	\$64,511	1.17%	2%
Brookhaven	7,521	0.26%	7,992	0.26%	6.28%	Brookhaven	\$ 9,618	\$12,145	\$21,763	0.42%	\$ 10,242	\$12,726	\$22,968	0.42%	6%
Center Moriches	62,229	1.80%	60,001	1.92%	14.88%	Center Moriches	\$ 9,618	\$84,342	\$93,960	1.81%	\$ 10,242	\$92,331	\$102,773	1.91%	13%
Central Islip	16,948	0.63%	19,739	0.63%	4.17%	Central Islip	\$ 9,618	\$30,598	\$48,216	0.77%	\$ 10,242	\$31,428	\$41,670	0.75%	4%
Cold Spring Har	38,099	1.32%	40,843	1.30%	6.79%	Cold Spring Har	\$ 9,618	\$41,524	\$71,142	1.37%	\$ 10,242	\$64,777	\$75,019	1.36%	5%
Commack	38,383	1.33%	39,963	1.28%	4.11%	Commack	\$ 9,618	\$41,983	\$71,601	1.38%	\$ 10,242	\$63,624	\$73,866	1.34%	3%
Commewogue	94,460	2.28%	96,210	3.09%	2.17%	Commewogue	\$ 9,618	\$152,539	\$162,157	3.12%	\$ 10,242	\$153,660	\$163,902	2.96%	3%
Conantquot	81,484	2.88%	81,213	2.60%	-2.72%	Conantquot	\$ 9,618	\$134,814	\$144,432	2.78%	\$ 10,242	\$129,304	\$139,546	2.52%	3%
Coppage	23,133	0.80%	25,140	0.80%	8.68%	Coppage	\$ 9,618	\$17,356	\$46,974	0.90%	\$ 10,242	\$40,027	\$50,269	0.91%	7%
Cutchogue	18,284	0.63%	20,211	0.64%	9.45%	Cutchogue	\$ 9,618	\$29,526	\$39,144	0.75%	\$ 10,242	\$31,861	\$42,103	0.76%	2%
Deer Park	26,834	0.92%	27,241	0.87%	2.27%	Deer Park	\$ 9,618	\$43,013	\$52,631	1.01%	\$ 10,242	\$43,372	\$53,614	0.97%	8%
East Hampton	58,979	2.04%	65,620	2.10%	11.26%	East Hampton	\$ 9,618	\$95,242	\$104,860	2.02%	\$ 10,242	\$104,478	\$114,720	2.07%	9%
East Islip	46,215	1.67%	52,317	1.67%	8.51%	East Islip	\$ 9,618	\$77,860	\$87,478	1.68%	\$ 10,242	\$83,297	\$93,539	1.69%	7%
Elwood	33,083	1.14%	34,932	1.12%	5.39%	Elwood	\$ 9,618	\$53,424	\$63,042	1.21%	\$ 10,242	\$55,617	\$65,859	1.19%	4%
Emma S Clark	154,958	5.32%	167,560	5.36%	8.84%	Emma S Clark	\$ 9,618	\$248,616	\$258,234	4.97%	\$ 10,242	\$266,783	\$277,825	5.01%	7%
Floyd Memorial	17,343	0.60%	19,783	0.63%	14.08%	Floyd Memorial	\$ 9,618	\$28,006	\$37,624	0.72%	\$ 10,242	\$31,501	\$41,743	0.75%	11%
Half Hollow Hills	129,996	4.49%	127,707	4.08%	-1.76%	Half Hollow Hills	\$ 9,618	\$209,924	\$219,542	4.23%	\$ 10,242	\$203,330	\$213,572	3.86%	3%
Hampton	13,000	0.45%	13,942	0.45%	7.25%	Hampton	\$ 9,618	\$20,993	\$30,611	0.59%	\$ 10,242	\$22,198	\$32,440	0.59%	6%
Hampton Bays	39,125	1.36%	41,223	1.32%	4.82%	Hampton Bays	\$ 9,618	\$43,504	\$53,122	1.41%	\$ 10,242	\$45,611	\$55,873	1.37%	7%
Harborfields	46,664	2.30%	49,589	2.23%	4.39%	Harborfields	\$ 9,618	\$107,653	\$117,271	2.26%	\$ 10,242	\$110,797	\$121,039	2.19%	3%
Hempstead	26,043	0.90%	26,125	0.84%	1.08%	Hempstead	\$ 9,618	\$42,056	\$51,674	0.99%	\$ 10,242	\$41,914	\$52,156	0.94%	1%
Huntington	49,263	1.70%	54,460	2.70%	71.45%	Huntington	\$ 9,618	\$79,553	\$89,171	1.72%	\$ 10,242	\$134,474	\$144,716	2.42%	62%
Islip	37,181	1.29%	38,625	1.24%	3.33%	Islip	\$ 9,618	\$60,365	\$69,983	1.35%	\$ 10,242	\$61,497	\$71,739	1.30%	3%
John Jermain	33,991	1.17%	35,286	1.13%	3.81%	John Jermain	\$ 9,618	\$54,890	\$64,508	1.24%	\$ 10,242	\$56,181	\$66,423	1.20%	3%
Lindenhurst	52,507	1.81%	58,728	1.88%	11.85%	Lindenhurst	\$ 9,618	\$84,791	\$94,409	1.82%	\$ 10,242	\$93,505	\$103,747	1.88%	10%
Longwood	112,546	3.89%	120,521	3.85%	7.09%	Longwood	\$ 9,618	\$181,745	\$191,363	3.68%	\$ 10,242	\$191,889	\$202,131	3.65%	6%
Mastic	63,166	2.18%	65,189	2.08%	3.20%	Mastic	\$ 9,618	\$102,004	\$111,622	2.15%	\$ 10,242	\$103,792	\$114,034	2.06%	2%
Matinecock	22,284	0.77%	24,528	0.78%	10.07%	Matinecock	\$ 9,618	\$35,985	\$45,603	0.88%	\$ 10,242	\$39,053	\$49,295	0.89%	8%
Middle Country	98,789	3.41%	100,375	3.22%	1.83%	Middle Country	\$ 9,618	\$159,497	\$169,115	3.26%	\$ 10,242	\$160,132	\$170,374	3.08%	1%
Montauk	15,676	0.54%	18,466	0.59%	17.80%	Montauk	\$ 9,618	\$22,314	\$34,932	0.67%	\$ 10,242	\$29,401	\$39,643	0.72%	13%
North Babylon	35,727	1.23%	37,878	1.21%	6.02%	North Babylon	\$ 9,618	\$57,694	\$67,312	1.30%	\$ 10,242	\$60,308	\$70,550	1.28%	5%
North Shore	71,591	2.47%	75,433	2.41%	5.37%	North Shore	\$ 9,618	\$115,609	\$125,227	2.41%	\$ 10,242	\$120,102	\$130,344	2.36%	4%
Northport	103,904	3.59%	114,470	3.66%	10.17%	Northport	\$ 9,618	\$167,790	\$177,408	3.42%	\$ 10,242	\$182,255	\$192,497	3.48%	9%
Patchogue-Medford	73,338	2.53%	80,906	2.59%	10.32%	Patchogue-Medford	\$ 9,618	\$118,438	\$128,056	2.47%	\$ 10,242	\$128,816	\$139,058	2.51%	9%
Port Jefferson	50,717	1.73%	52,752	1.69%	4.01%	Port Jefferson	\$ 9,618	\$81,901	\$91,519	1.76%	\$ 10,242	\$83,990	\$94,232	1.70%	3%
Queens	14,762	0.51%	15,698	0.50%	6.34%	Queens	\$ 9,618	\$23,838	\$33,456	0.64%	\$ 10,242	\$24,994	\$35,236	0.64%	5%
Riverhead	46,283	2.39%	48,856	2.27%	6.90%	Riverhead	\$ 9,618	\$107,037	\$116,655	2.25%	\$ 10,242	\$112,814	\$123,056	2.22%	5%
Rogers Memorial	59,326	2.03%	65,644	2.10%	10.65%	Rogers Memorial	\$ 9,618	\$95,803	\$105,421	2.03%	\$ 10,242	\$104,516	\$114,758	2.07%	9%
Sachem	149,430	5.16%	173,648	5.55%	16.21%	Sachem	\$ 9,618	\$241,308	\$250,926	4.83%	\$ 10,242	\$276,476	\$286,718	5.18%	14%
Savville	54,080	1.87%	56,398	1.80%	4.29%	Savville	\$ 9,618	\$87,331	\$96,949	1.87%	\$ 10,242	\$89,795	\$100,037	1.81%	3%
Shelter Island	17,156	0.59%	20,376	0.65%	18.77%	Shelter Island	\$ 9,618	\$27,704	\$37,322	0.72%	\$ 10,242	\$32,442	\$42,684	0.77%	14%
Smithtown	263,277	9.10%	285,264	9.12%	8.35%	Smithtown	\$ 9,618	\$425,154	\$434,772	8.37%	\$ 10,242	\$454,187	\$464,429	8.40%	7%
South Country	37,328	1.29%	38,532	1.25%	3.25%	South Country	\$ 9,618	\$60,279	\$69,897	1.35%	\$ 10,242	\$61,349	\$71,591	1.29%	2%
South Huntington	81,197	2.81%	86,532	2.77%	6.57%	South Huntington	\$ 9,618	\$131,121	\$140,739	2.71%	\$ 10,242	\$137,773	\$148,015	2.68%	5%
Southold	25,600	0.88%	27,988	0.90%	9.33%	Southold	\$ 9,618	\$41,340	\$50,958	0.98%	\$ 10,242	\$44,561	\$54,803	0.99%	8%
West Babylon	40,493	1.40%	42,622	1.36%	5.26%	West Babylon	\$ 9,618	\$65,298	\$75,088	1.44%	\$ 10,242	\$67,861	\$78,103	1.41%	4%
West Islip	46,909	1.62%	52,072	1.67%	11.01%	West Islip	\$ 9,618	\$75,751	\$85,369	1.64%	\$ 10,242	\$82,907	\$93,149	1.68%	9%
Westhampton	51,181	1.78%	55,181	1.76%	7.60%	Westhampton	\$ 9,618	\$82,973	\$92,591	1.78%	\$ 10,242	\$87,857	\$98,099	1.77%	6%
Wyandanch	1,138	0.04%	1,390	0.04%	22.14%	Wyandanch	\$ 9,618	\$1,838	\$18,456	0.22%	\$ 10,242	\$2,213	\$12,455	0.23%	9%
Total	2,894,571	100%	3,126,573	100%	8.02%	Total	\$819,372	\$4,674,388	\$5,193,688	100%	\$853,868	\$4,978,815	\$5,531,883	100%	
							10.0%	90.0%	8.8%		10.0%	90.0%	6.5%		



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

November 1, 2022

To: Member Library Directors;
Boards of Trustees
From: Kevin Verbesev
Re: **SCLS Proposed FY 2023 Budget**

Enclosed with this memo is the **Proposed SCLS FY 2023 Operating Budget** for your review and consideration.

At its meeting on October 31, 2022 the SCLS Board of Trustees approved the enclosed SCLS FY 2023 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, 2022.

Attached to this memo are the final proposed SCLS FY 2023 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 5, 2022.

There have been some 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) *Member Library Support* has been adjusted down to an overall 1% increase (from the 1.5% that was initially proposed) based on current projections and budgetary expectations.
- 2) *PALS Administrative Fee* has been increased to reflect the finalized PALS budget that was passed by consortium members in the last month.

- 3) *Sustainable Libraries Initiative* income of \$20,000 was added in order to reflect expected contributions from the SLI as the program grows and brings in new members.

Expenditures

- 1) *Salaries* overall increase from the first draft. This is due primarily to staffing additions to support the SLI, Lending Library, and Social Media team. SCLS and our staff union are currently negotiating terms of a new contract which will impact these lines as well.
- 2) *Health Insurance* and *Social Security* have been adjusted from the previous estimates based on new estimates and the updated adjustments in the salary lines.
- 3) *Professional Fees* have been adjusted up \$1,200 from the first draft based upon an increase in cost for our internal auditors.
- 4) *Books* have been increased by \$4,500 from the first draft so that SCLS can make a greater investment in the “pool collections” of books that libraries use for discussions and programming.
- 5) *Downloadable Media* have been increased by \$5,000 from the first draft so that SCLS can make a greater investment into the downloads collection of eBooks and eAudio that is purchased from Overdrive.
- 6) *Electricity* costs have been revised down \$2,000 from the first estimate based on current cost projections.
- 7) *Homework Help* which includes VetNow and JobsNow has been decreased by \$60,000 in the first draft based upon a newly negotiated contract for the services.
- 8) *Publicity and Printing* and been increased by \$20,000 from the first draft to reflect the need to better promote some of our shared online services which can be done using the expertise of our Social Media team.
- 9) *Vehicle Maintenance* costs have been raised \$2,500 from the first estimate based on current cost projections.
- 10) *Security Services* has been increased \$358 from the first draft to reflect current cost estimates.
- 11) *Programs* has been increased \$1,300 from the first draft (which is still a decrease of almost 14% from the current FY) to reflect current cost estimates.
- 12) *Gas and Electricity* have both been increased from the first draft to reflect current cost estimates.

13) *Equipment-Vehicles* has been increased by \$5,000 from the first draft (to \$65,000.) These are funds for the purchase of a new delivery vehicle.

14) *Facility Renovations* have been reduced by \$70,000 from the first draft as one of the projects initially included has been completed.

The bottom line after these changes have been made is that **the overall SCLS 2023 Budget is projected to increase by 6.13% (\$894,619.)** The operations side will increase by 1.73% (\$117,871) and the Direct Offset side will increase by 8.35% (\$646,748.) Most of the increase is due to the additional spending on Downloadable Media and a projected increase in coordinated orders.

Member Support, overall, will increase 1% (\$23,283) in 2023.

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 changed this year due to the release of the 2020 Census) and the library's expenditures for the prior year (2021.) If your library's disbursements (less capital expenditures and debt service – as defined in your New York State Annual Report) or population 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 2023.

If possible, please address this issue at your next Board meeting and return the enclosed ballot to SCLS before December 31, 2022. Should you have any questions, please feel free to contact me.

Thank you for your continued support of our collaborative efforts.

2023 BUDGET REVENUE

	2021	2022	2023	2022 to 2023	2022 to 2023
SOURCE	Rev. Budget	Budget	Proposed	\$ Change	% 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	2,351,617	23,283	1.00%
PALS Admin. Fee	627,434	644,422	679,331	34,909	5.42%
Sustainable Libraries Initiative	0	0	20,000	20,000	100.00%
RFID Support	0	0	0	0	0.00%
Sub-Total (Operational)	7,148,617	6,796,871	6,914,742	117,871	1.73%
<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	130,000	130,000	0.00%
Sub-Total (Non-Operational)	-	-	130,000	130,000	0.00%
TOTAL REVENUE	14,548,971	14,605,376	15,499,995	894,619	6.13%

2023 Budget Expenditures

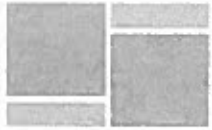
ACCOUNT TITLE	2021	2022	2023	2022 to 2023	2022 to 2023
	Rev. Budget	Budget	Proposed	\$ Change	% Change
<i>SALARIES</i>					
LIBRARIANS	1,268,847	1,305,985	1,492,060	186,075	14.25%
CLERICAL	948,526	1,029,845	1,069,789	39,944	3.88%
Shipping & Maint.	304,647	376,835	365,357	(11,478)	-3.05%
SUBSTITUTES & HOURLY	151,068	175,813	167,266	(8,547)	-4.86%
SUB-TOTAL (Salaries)	2,673,088	2,888,478	3,094,472	205,994	7.13%
<i>FIXED CHARGES & FRINGE BENEFITS</i>					
RETIREMENT	420,000	400,000	400,000	0	0.00%
SOCIAL SECURITY	203,175	220,768	232,312	11,544	5.23%
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	460,000	15,000	3.37%
MEDICAL INS. RETIREES	550,000	500,000	520,000	20,000	4.00%
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	1,839,612	63,844	3.60%
<i>PROFESSIONAL FEES</i>					
SUB-TOTAL (Professional Fees)	60,850	62,350	57,050	(5,300)	-8.50%
<i>LIBRARY MATERIALS</i>					
BOOKS	3,500	2,500	10,000	7,500	300.00%
DOWNLOADABLE MEDIA	100,000	100,000	105,000	5,000	5.00%
HOMEWORK HELP	366,000	366,000	306,000	(60,000)	-16.39%
SUB-TOTAL	469,500	468,500	421,000	(47,500)	-10.14%
<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	50,000	20,000	66.67%
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	17,500	5,500	45.83%
SECURITY SERVICES	21,500	21,500	21,858	358	1.67%
TRUSTEE EXPENSE	2,500	2,500	2,000	(500)	-20.00%
PROGRAMS	50,000	59,500	51,300	(8,200)	-13.78%
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	676,758	(21,092)	-3.02%
<i>BUILDING OPERATIONS</i>					
GAS	21,000	21,000	31,000	10,000	47.62%
ELECTRICITY	38,000	36,000	47,000	11,000	30.56%
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	480,000	71,875	17.61%
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	65,000	(210,000)	100.00%
FACILITY RENOVATIONS	325,000	150,000	350,000	200,000	133.33%
SUB-TOTAL	436,688	562,800	542,850	(19,950)	-3.54%
TOTAL EXPENDITURES	14,548,971	14,605,376	15,499,995	894,619	6.13%

**Proposed 2023 MEMBER LIBRARY SUPPORT @ 1.00% (OVERALL INCREASE)
BASED ON ANNUAL REPORT FINANCIALS: 2021**

	ACT 2022 ML SUPP	PROP 2023 ML SUPP	\$ Change PROP 2023 FROM 2022 ACT	% Change PROP 2023 FROM 2022 ACT
AMAGANSETT	11,057	11,168	111	1.00%
AMITYVILLE	33,060	33,869	809	2.45%
BABYLON	19,121	19,119	(2)	-0.01%
BAYPORT-BLUE POINT	23,736	23,517	(219)	-0.92%
BAY SHORE-BRIGHTWATERS	42,645	43,846	1,201	2.82%
BRENTWOOD	107,019	108,934	1,915	1.79%
BROOKHAVEN	11,057	11,444	387	3.50%
CENTER MORICHES	37,385	40,667	3,282	8.78%
CENTRAL ISLIP	46,327	50,211	3,884	8.38%
COLD SPRING HARBOR	18,699	19,082	383	2.05%
COMMACK	31,701	31,696	(5)	-0.02%
COMSEWOGUE	63,978	64,172	194	0.30%
CONNETQUOT	63,660	61,929	(1,731)	-2.72%
COPIAGUE	42,458	43,666	1,208	2.85%
CUTCHOGUE-NEW SUFFOLK	11,057	11,456	399	3.61%
DEER PARK	36,138	36,142	4	0.01%
EAST HAMPTON	26,626	31,350	4,724	17.74%
EAST ISLIP	38,956	38,024	(932)	-2.39%
ELWOOD	18,725	19,068	343	1.83%
EMMA S CLARK	64,331	66,706	2,375	3.69%
FLOYD MEMORIAL	11,057	11,168	111	1.00%
HALF HOLLOW HILLS	71,603	73,215	1,612	2.25%
HAMPTON BAYS	23,405	24,902	1,497	6.40%
HAMPTON	11,057	11,168	111	1.00%
HARBORFIELDS	37,332	37,215	(117)	-0.31%
HAUPPAUGE	23,717	23,655	(62)	-0.26%
HUNTINGTON	71,252	69,643	(1,609)	-2.26%
ISLIP	33,768	32,230	(1,538)	-4.55%
JOHN JERMAIN	11,057	16,710	5,653	51.13%
LINDENHURST	54,141	52,854	(1,287)	-2.38%
LONGWOOD	84,485	85,659	1,174	1.39%
MASTICS-MORICHES-SHIRLEY	89,348	85,263	(4,085)	-4.57%
MATTITUCK	11,057	11,168	111	1.00%
MIDDLE COUNTRY	122,961	122,483	(478)	-0.39%
MONTAUK	11,057	11,168	111	1.00%
NORTH BABYLON	39,218	38,518	(700)	-1.78%
NORTH SHORE	43,589	42,107	(1,482)	-3.40%
NORTHPORT-EAST NORTHPORT	76,978	77,539	561	0.73%
PATCHOGUE-MEDFORD	88,255	86,365	(1,890)	-2.14%
PORT JEFFERSON	32,582	33,539	957	2.94%
QUOGUE	11,057	11,168	111	1.00%
RIVERHEAD	51,451	51,587	136	0.26%
ROGERS MEMORIAL	32,003	36,329	4,326	13.52%
SACHEM	117,362	116,145	(1,217)	-1.04%
SAYVILLE	30,584	30,786	202	0.66%
SHELTER ISLAND	11,057	11,168	111	1.00%
SMITHTOWN	160,973	160,026	(947)	-0.59%
SOUTH COUNTRY	30,623	29,733	(890)	-2.91%
SOUTH HUNTINGTON	57,956	58,259	303	0.52%
SOUTHOLD	11,057	11,168	111	1.00%
WEST BABYLON	38,560	38,464	(96)	-0.25%
WEST ISLIP	40,283	40,455	172	0.43%
WESTHAMPTON	21,799	25,265	3,466	15.90%
WYANDANCH	17,914	18,429	515	2.87%
TOTALS:	2,328,334	2,351,617	23,283	1.00%



SUFFOLK COOPERATIVE LIBRARY SYSTEM

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

BALLOT

2023 SCLS Budget

The Board of Trustees of the _____ Library

Approved

Disapproved

The Proposed 2023 Budget of the Suffolk Cooperative Library System,
approved by the SCLS Board of Trustees on October 31, 2022.

Signed: _____ Date: _____

Please return to SCLS. Attention Director's Office no later than
December 31, 2022



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

September 13, 2022

To: SCLS Member Library Directors and Boards of Trustees
From: Kevin Verbesev

Re: Proposed Resource Sharing Code Amendments

Attached please find a copy of proposed changes to the Suffolk Cooperative Library System's Resource Sharing Code. In the attached Code additions are in **BOLD** and deletions are in ~~strikethrough~~.

The limited number of changes (both additions and deletions) are being recommended in order to ensure that the Code is reflective of current practices. The guiding philosophy of the document remains the idea that *reciprocal* borrowing by both individual library users (direct access) and by member libraries (interlibrary loan) is good for all parties involved.

All of the proposed changes have been developed, discussed, debated, and unanimously recommended for approval by the SCLS Resource Sharing Advisory Committee of member library directors. The SCLS Board of Trustees unanimously approved the changes at their September 6, 2022 meeting and has authorized me to distribute them to you for a vote.

In order for this proposed amendment to take effect two-thirds of the member library's Board of Trustees must vote for their approval.

Attached please find a copy of the revised Code and a copy of the ballot. Please complete and return the ballot to the Director's Office at SCLS by December 1, 2022.

Please do not hesitate to contact me if you have any questions or concerns at all about this issue. I would be happy to visit with any interested member library directors or Boards of Trustees to discuss the Resource Sharing Code and the proposed changes.



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

BALLOT

To: SCLS DIRECTOR'S OFFICE

At the Board meeting held _____ the _____

_____ Library voted on the proposed amendments to
the SCLS Resource Sharing Code as outlined in the memorandum dated September 13,
2022.

Accept _____

Reject _____

Signed _____
Library Director

Please return to the Director's Office at SCLS by December 1, 2022

SUFFOLK COOPERATIVE

LIBRARY SYSTEM

Resource

Sharing

Code

ADOPTED 6/84

REVISED 12/85; 5/87; 6/89; 4/94; 5/96; 6/99; 7/02; 9/07; 5/10, 12/14,
[2022]

SCLS RESOURCE SHARING CODE

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New York State Commissioner of Education's Regulation 90.3 (1-5)

SCLS RESOURCE SHARING CODE

(Adopted July 1, 1984; revised 12/4/85; 5/31/87, 6/30/89, 4/6/94, 5/1/96, 6/2/99, 7/18/01, 7/17/02, 9/5/07, 5/5/10, 12/3/14, [2022])

INTRODUCTION

The Resource Sharing Code provides minimum standards for sharing of resources among Suffolk Cooperative Library System (SCLS) member libraries. However, libraries are encouraged to do more to facilitate resource sharing so that our patrons are well-served regardless of the library they are using.

Resource Sharing has three components:

Direct Access: cardholders of one library borrowing material in person from another SCLS member library that is not their home library.

Interlibrary Loan: cardholders borrowing materials obtained from other libraries, as a result of holds initiated by themselves or by the library.

III. In-library/On-site Use: any New York State resident using library resources on the premises of any SCLS member library.

I. DIRECT ACCESS

A. Member Library Responsibilities

1. Member libraries of the Suffolk Cooperative Library System (hereinafter referred to as SCLS) agree to make the resources of their collections available to any borrower possessing a valid full-service borrower's card in good standing issued by any member library of SCLS. A full-service borrower's card is a card issued by any member library to a resident of a community within the library's chartered service area or a borrower's card issued by any member library to a nonresident as part of a library service contract. The following restrictions apply to direct access borrowing at the discretion of each library:

- a) Materials which do not circulate locally by reason of their inclusion in a special collection may be withheld from circulation to direct access borrowers.
- b) Any material which is in high demand at the local library may be withheld from circulation to direct access borrowers.

- c) Materials which have been in a library's collection less than one year may be withheld from circulation to direct access borrowers.
 - d) A library may restrict direct access borrowing by residents of any individual library service area if this borrowing exceeds 3.5% of its annual circulation to local patrons or if its direct access circulation in the aggregate exceeds 7% of its local circulation. The SCLS direct access samples and the library's annual circulation for the previous six months as reported on SCLS circulation statistics shall be the basis for such a determination. Local circulation shall be defined for this purpose as the sum of a library's annual circulation plus the number of books borrowed by its resident card holders through direct access during the last sample period minus the number of books lent by the library to residents of other communities through direct access during the last sample period.
 - e) Each member library may deny local borrowing privileges of any delinquent direct access borrower, who after notice, fails to return overdue library material[.] ~~[or who fails to pay any fines or charges levied by reason of this borrowing.]~~
2. Each member library agrees to accept the initial responsibility for the recovery of any materials it lends through direct access borrowing. If materials are not returned to the lending library after due notice, each member library agrees to accept ~~financial~~ responsibility ~~for~~ **[to assist the lending library in recovering]** materials not returned by its patrons borrowed through direct access.
 3. Each member library agrees to share with the home library and SCLS the name of any direct access borrower who, after due notice, has failed to pay for or return materials borrowed from that library.
 4. If a patron returns direct access material long overdue and the lending library has already been reimbursed there will be no refund of the reimbursement previously received.
 5. Each member library agrees that fines and charges for direct access borrowing will be the same as those levied for local borrowing.
 6. Each member library agrees that the loan period for local and direct access cardholders will be the same.

7. Each member library agrees to share with other member libraries the delinquency status of its own patrons.
8. Each member library agrees to accept for return to the home library through the SCLS delivery any material belonging to any SCLS member library. The patron's responsibility for any materials ends once accepted for return by any SCLS member library.

B. SCLS Responsibilities

1. SCLS agrees to be responsible for the delivery of materials belonging to SCLS member libraries that have been returned to other member libraries. SCLS agrees to be financially responsible for any materials lost in transit.
2. SCLS agrees to maintain and update a Countywide patron database that is accessible by each member library.
3. SCLS agrees to tabulate direct access statistics annually and to provide a copy of this tabulation to each member library.
4. SCLS agrees to establish a contract fee which must be charged to any unserved contracting area. The contract fee shall equal the Countywide average per capita support of libraries. The fee is calculated each year based upon submissions in the most recently approved Annual State Reports and becomes effective July 1.

II. INTERLIBRARY LOAN

A. Member Library Responsibilities

1. Member libraries of the Suffolk Cooperative Library System agree to make available the resources of their collections, to other member libraries for loan to any patron possessing a valid full-service borrower's card in good standing.

A full-service borrower's card is a card issued by any member library to a resident of a community within the library's chartered service area or a card issued to a non-resident as part of a library service contract.

The following restrictions apply to interlibrary loan borrowing at the discretion of each library:

- a) Materials which do not circulate locally by reason of their inclusion in a special collection may be withheld from circulation to interlibrary loan borrowers.

- b) Any material which is in high demand at the local library may be withheld from circulation to interlibrary loan borrowers.
 - c) Materials which have been in a library's collection less than one year may be withheld from circulation to interlibrary loan borrowers.
- 2. Each member library agrees to be responsible for materials borrowed through interlibrary loan and to make every effort to recover these materials and ~~[to pay any costs incidental to their loss.]~~ **[to assist the lending library in recovering materials not returned by its patrons borrowed through interlibrary loan.]**
 - 3. Each member library agrees to honor the loan period for interlibrary loan materials stipulated by the lending library and to honor any use restrictions imposed by the lending library.

B. SCLS Responsibilities

SCLS agrees to be responsible for the delivery and return of materials borrowed through interlibrary loan. It agrees to be financially responsible for any interlibrary loan materials lost in transit.

III. IN-LIBRARY/ON-SITE USE

In-library/On-Site Use is governed by New York State Commissioner of Education's Regulation 90.3 (1-5). (Appendix I)

IV. SYSTEM-WIDE SERVICES

System-wide services, other than those mandated by New York State, shall be available only to patrons of fully participating libraries in the SCLS Service Program holding a full-service borrower's card in good standing.

V. MAINTENANCE OF UNION CATALOG and COUNTYWIDE PATRON DATABASE

A. Member Library Responsibilities

Each member library agrees to furnish SCLS with a copy of the bibliographic record of each title currently in its collection.

Each member library agrees to furnish SCLS with a copy of the patron record of each current cardholder.

B. SCLS Responsibilities

SCLS agrees to maintain and update a union catalog of materials held by the member libraries of the SCLS as required by New York State Commissioner of Education's Regulation 90.3 and to provide access to this catalog to the member libraries.

SCLS agrees to maintain and update a Countywide patron database and to provide access to this database to the member libraries.

VI. CODE OBSERVANCE AND REVISION

A. Member Library Responsibilities

Each member library agrees that as a member of SCLS it will be bound by the terms of this agreement and by the terms of any subsequent agreement which is modified according to the provisions of paragraph V. B.

B. SCLS Responsibilities

SCLS agrees that it will review the Code regularly for the purpose of recommending to the member libraries any necessary changes in the Code. It agrees that any recommendations for changes to the Code are to be made to the member library Boards of Trustees and that no changes in the Code will be implemented without prior agreement of the Boards of Trustees of two-thirds of its member libraries.

APPENDIX I

§90.3 Approval of public library systems (revised May 18, 2009)

(a) Definitions

(b) A public library system may be approved for State aid under sections 272 and 273 of the Education Law if it complies with the provisions of the aforementioned sections of the Education Law and the provisions of this section.

(c) Full approval shall not be given to a public library system unless it will serve at least 200,000 people or 4,000 square miles of area. Provisional approval may be given to a public library system which will serve at least 50,000 persons, provided the area includes three or more political subdivisions, and provided further that a satisfactory plan is submitted for expansion of service during the ensuing five-year period.

(d) (1) In order to qualify for full approval, a public library system plan of service shall provide for:

(i) on site use, by all individuals residing within the boundaries of the public library system, of the total library resources within the system. No such individual shall pay a fee for such on-site use. No such individual shall be excluded from on-site use of the library resources of the system or any of its member libraries because of age, cultural, economic or civic status.

(ii) direct access, by all individuals residing within the boundaries of the public library system, to the library resources within the system, by acceptance of a borrower's card issued by the system or by any member library in the system. Such card shall be issued at no cost to the individual and shall be honored on the same basis as that specified for resident borrowers in each member library. No resident shall be excluded from direct access to the library resources of the system or any of its member libraries because of age, cultural, economic or civic status.

(iii) a procedure, whereby a member libraries may discuss, modify or amend the conditions, procedures, and agreed upon means of implementing, changing or altering the conditions of direct access within the system service area pursuant to paragraphs (2) and (3) of this subdivision. The system board of trustees, prior to submission of a plan of service for approval by the commissioner, shall by majority vote of the member libraries obtain ratification of the direct access provision. The plan shall be accompanied by a statement of agreement signed by the president of the public library system board of trustees and the presidents of the board of trustees of a majority of the member libraries.

(iv) an analysis of the library resources available to unserved and underserved populations residing within the system's boundaries in a format prescribed by the commissioner. Such analysis shall include, but shall not be limited to:

- (a) a description of the unserved and underserved populations residing within the system's boundaries;
- (b) a description of any deficiencies in library resources currently available to individuals residing within the system's boundaries;
- (c) a summary of recommended actions to expand the availability of library resources to unserved and underserved populations residing within the system's boundaries;
- (d) a timetable for taking action on recommendations; and
- (e) assignment of responsibilities for providing library resources to unserved and underserved populations.

(2) Subject to the approval of the majority of the member libraries, certain modifications to unrestricted direct access as described in subparagraphs (ii) and (iii) of this paragraph may be made without the approval of the commissioner. An approved plan of service must describe the conditions under which such modifications will be implemented. If such conditions change, the public library system shall submit an amendment of the plan of service to the department in a format and according to a timetable established by the commissioner. The plan shall describe the conditions under which registered member libraries:

(i) shall not be required to provide free direct access to their materials and services to residents of a jurisdiction of 10,000 population or more which has not exercised the authority contained in section 255 of the Education Law, or other pertinent legislative act, to establish and maintain a public library, or which is not contracting for public library service in accordance with section 256 of the Education Law.

(ii) may place restrictions upon the loan of library resources. Such restrictions shall be limited to nonprint materials and equipment, and printed materials less than one year old, including fiction and nonfiction books and periodicals. Such materials must have been purchased from local funds.

(iii) may place restrictions upon attendance at library programs. If attendance must be limited, local residents may be given first access to them. Such programs must have been supported entirely from local funds.

(3) Subject first to the approval of the majority of the member libraries, and then to the approval of the commissioner, certain additional modifications to unrestricted direct access may be made for individual member libraries beyond those described in paragraph (2) of this subdivision. Such requests from individual libraries, once approved by the majority of the member libraries according to the procedures outlined in subparagraph (iii) of paragraph (1) of this subdivision, shall be submitted by the public library system to the commissioner for approval in a format and according to a timetable determined by the commissioner. The system board of trustees shall not unreasonably delay

consideration of transmission of a member library's request to the commissioner. No such request will be approved if it includes a fee or charge to an individual for a borrower's card. The request for approval of additional modifications to unrestricted direct access shall be in writing and shall include, but is not limited to, the following:

(i) documentation of the serious inequities and hardships affecting the resident borrowers of the member library making the request;

(ii) the proposed modifications to unrestricted direct access that will be implemented and a description of the anticipated impact on resident and non-resident borrowers;

(iii) a proposed timeframe within which such modifications will be in effect; and

(iv) recommendations for remedying the underlying inequity with a proposed timetable for action.

(4) Provisional approval may be granted, provided that each member library of the system shall have the right to borrow for one or more of its cardholders from any other member library of the public library system any book or other material on the same basis as that provided by the lending member library applicable to its resident cardholder.

(5) The provisional approval of a public library system may be extended by the commissioner for a period of not more than three years after the expiration of the original five-year period, upon satisfactory proof that immediate full compliance with paragraph (1) of this subdivision would result in specific extreme hardship to such system or its participating libraries and upon the condition that such public library system submit to the commissioner, prior to such extension, a satisfactory plan for compliance with paragraph (1) of this subdivision within the period of such extension. As a further condition of such extension, the commissioner may require a demonstration by the public library system of free access to a portion of the population served by such system. Each such library system shall annually submit a report of progress toward full compliance with paragraph (1) of this subdivision.

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 (observed)	27	28	29	30	31 New Years' Eve
		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	Calendars by Vertex42.com © 2019 Vertex42 LLC. Free to print. 2022 Calendars 2023 Calendars

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	
22	23	24	25	26	27	28	
29	30	31					
		December 2022 Sa M Tu 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 2023 Sa M Tu 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 © 2022 Vertex42 LLC. Free to print. https://www.vertex42.com/calendars/ 2023 Calendars 2024 Calendars	

FEBRUARY 2023

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 Presidents' Day	21	22	23	24	25	
26	27	28					
		January 2023 Sa M Tu 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 2023 Sa M Tu 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 © 2022 Vertex42 LLC. Free to print. https://www.vertex42.com/calendars/ 2023 Calendars 2024 Calendars	