

COMSEWOGUE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 21, 2023

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 – 10/26/2023 & 11/09/2023
- J. REPORTS FROM STANDING COMMITTEES
- K. OLD BUSINESS
 - 1. BUILDING REPAIR: PARKING LOT PROJECT/CAPITAL IMPROVEMENT – FUND TRANSFER
 - 2. OTHER
- L. NEW BUSINESS
 - 1. ANNUAL FINANCIAL STATEMENT & AUDIT 2022/23 – PRESENTATION
 - 2. SCLS PROPOSED 2024 BUDGET
 - 3. PERSONNEL CHANGES
 - 4. DATES OF UPCOMING REGULAR BOARD MEETINGS
 - 5. OTHER
- M. PERIOD FOR PUBLIC EXPRESSION
- N. EXECUTIVE SESSION (If needed)
- O. ADJOURNMENT

As board agendas and meeting notices are generally set one week in advance, the board may announce new business or change posted items, as warranted by circumstances and the best interests of the library.

C

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE
COMSEWOGUE PUBLIC LIBRARY, PORT JEFFERSON STATION, NEW YORK
OCTOBER 17, 2023

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

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

ABSENT WITH NOTIFICATION:
Trustee Spence

ALSO PRESENT: Assistant Director Andrea Malchiodi

President McCrary conducted the Pledge of Allegiance.

MOTION by Trustee Rossini, seconded by Trustee Olson, to approve the minutes of the regular meeting held on September 19, 2023. Discussion followed. Approved unanimously.

There was no correspondence for the Board.

MOTION by Trustee DeStefano, seconded by Trustee Olson, to accept the Director's Report dated October 2023. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the Personnel Report dated October 17, 2023. 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 period ending August 31, 2023, as prepared by the Library District Treasurer. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to approve warrant 10/23/1, dated October 17, 2023, in the amount of \$172,628.38. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the payroll and payroll warrants for September 28, 2023 (\$128,926.77) and October 12, 2023 (\$135,779.38). Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the proposal from Johnson Controls for the CO Detection System Project, not to exceed \$12,748.28; to be funded by the Capital Improvement Fund designation and to increase the 2023-2024 operating budget by the same amount. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee DeStefano, to approve the Parking Lot proposal by A&L Blacktop, Inc. cost not to exceed \$15,850; project will be funded by the Capital Improvement Fund designation and will increase the 2023-2024 operating budget by the same amount. Discussion followed. Approved unanimously.

MOTION by Trustee Rossini, seconded by Trustee Olson, to accept the resignation of Brigitte Simpson (effective September 28, 2023), with thanks for services rendered. 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 Rossini, seconded by Trustee DeStefano, to adjourn the meeting at 6:42 P.M. Approved unanimously.

Secretary, Board of Trustees

**Director's Report
November 2023**

Personnel

10/19 Staff Potluck Day

10/19 Health/Wellness Event

10/20 Wear Pink Day (Breast Health)

11/8 Staff Training Day (Active Assailant Response Training, Sexual Harassment Prevention and Response Training, Teambuilding Activities) (organized by A. Malchiodi and staff)

11/14 NYS Annual Trustee Education 2023 – Library Trustees and Library Law –
Workshop with Kevin Verbesey, SCLS

Operations

10/21 Great Give Back

10/30 Safety Committee Meeting

11/7 Meeting with auditor to discuss report (C. Spena, D. Engelhardt)

Building & Grounds

- Phase 1 of LED Emergency Lighting Project has begun
- CO Detection System Upgrade Project is substantially complete

Professional Activities

10/17-19 Internet Librarian Conference (online) (variety of staff)

10/23 Empire State Libraries Dinner (A. Malchiodi)

10/26 Suffolk Library Association Annual Dinner Meeting (A. Malchiodi)

11/1-4 New York Library Association Annual Conference (Saratoga) (A. Malchiodi)

11/9 Planning Meetings with John Tanzi re: Adult and Children/Teen Department Projects

11/13 Benchmarking Webinar (DE, AM)

11/16 Zone Meeting (Brookhaven Library Directors)

Community Activities

10/27 Autumn Splendor Dinner Honoring Port Jefferson Rotary (Infant Jesus Social Ministry)
(Rotary, Decision, Jefferson's Ferry, Camp Pa-Qua-Tuck, Hope Children's Fund activities)

Comsewogue Public Library

Personnel Report
November 21, 2023

New Appointments/Promotions:

Danielle Braun, Librarian I (FT) – Children’s Services, effective November 6, 2023. Salary \$2,415 biwk.
{previously 25 hours}

Resignations:

*Samantha Wolcott, Librarian I (PT) – Adult Services, effective November 10, 2023.

*Requires Board Motion

Comsewogue Public Library
Statistical Report 2023/2024

E-3

October 2023

	Oct 2023	Oct 2022	% Change	To Date- 2023/24	To Date- 2022/23	To Date - % Change	
Patron Registration							
Comsewogue Borrower Registration:							
1	Adult	71	76	-6.58%	9,087	8,709	4.34%
2	Juvenile	23	29	-20.69%	3,062	2,928	4.58%
3	Total	94	105	-10.48%	12,149	11,637	4.40%
Mount Sinai Borrower Registration:							
4	Comsewogue Library	116	28	314.29%	4,636	4,218	9.91%
5	Port Jefferson Library	17	13	30.77%	1,654	1,516	9.10%
Miller Place Borrower Registration:							
6	Comsewogue Library	39	36	8.33%	4,608	4,260	8.17%
7	Port Jefferson Library	27	23	17.39%	2,091	1,900	10.05%
8	Total CPL Members	249	169	47.34%	21,393	20,115	6.35%
9	Library Visits	9,383	9,567	-1.92%	41,679	41,004	1.65%
10	Curbside Pick Up	29	27	7.41%	104	127	-18.11%
Transactions							
11	Circulation of Physical Items:	24,490	25,606	-4.36%	106,707	106,833	-0.12%
Circulation of Electronic Items:							
12	Over Drive-Audio/eBooks	8,397	7,974	5.30%	36,951	33,630	9.88%
13	Hoopla	708	761	-6.96%	2,815	3,028	-7.03%
14	Kanopy	156	123	26.83%	677	634	6.78%
Circulation Other:							
15	Museum Passes	62	55	12.73%	411	362	13.54%
16	Library of Things	147	66	122.73%	663	397	67.00%
Library of Things include devices, games, tools, etc. Reporting started 1/2022							
17	Public Computer Sessions	805	776	3.74%	3,265	2,995	9.02%
18	Public Wireless Sessions	1,687	1,799	-6.23%	6,357	6,836	-7.01%
Interlibrary Loan:							
19	Items Loaned	1,041	1,120	-7.05%	4,282	4,388	-2.42%
20	Items Borrowed	1,667	1,545	7.90%	6,756	6,826	-1.03%

Adult Programming: October 2023

<u>Program Name</u>	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
Concert: Evan & James	1	119	90
Dogs & Mental Health	1	6	4
ONLINE Breathe Together	5	62	6,6,6,7,4
ONLINE New English Speaker Conversation	5	n/a	6,12,7,8,3
Electrifying Your Home	1	7	5
What's In A Name? Comsewogue History	1	38	27
ONLINE Trivia (Email)	5	x,x,x,15,x	32,9,30,28,42
Bus Trip: Essex Steam Train \$150	1	40	36
Yoga Nidra	2	18	6,6
ONLINE Exploring Meditation (Zoom)	4	17	8,5,6,1
Medicaid ABD Enrollment	1	n/a	5
Mah-Jongg & More	1	n/a	8
Calming Art Club	1	20	12
Handmade Ceramic Bowl \$5	2	15,15	13,12
Everyday Matinees	2	12,16	11,10
Knit & Crochet	1	n/a	3
Zoom Basics	1	10	6
Smartphone Photography 101	1	37	23
Volunteer Fair (19 organizations attending)	1	n/a	91
Historical Fiction Book Club	1	6	4
AARP Smart Driver Course	2	13	10,10

Adult Programming: Summary

Rob Scott Pumpkin Snickerdoodle Cookies	3	20,20,20	18,16,15
Write This Way	1	20	15
Fall Photo Shoot	1	17 families	43
ONLINE One-on-One Genealogy (Zoom)	Appt	4	4
Haunted Tea Party	2	24,24	17,24
Flu Shots & Health Screenings	1	n/a	19
Senior Advocate	Appt	5	5
Computer Cleanup & Security	1	16	12
Career Counseling	Appt	3	3
One-on-One Appointments	unlimited	4	4
Social Work Appointments	unlimited	18	18
TOTALS	49	661	831

	<u>Sessions</u>	<u>Registered</u>	<u>Attended</u>
October 2023	49	661	831
YTD 2023	426	5015	6681
October 2022	48	654	1039
YTD 2022	450	4395	7837

Children & Teen October 2023 Program Statistics Summary

	Oct '23	Oct '22		YTD '23	YTD '22	
Family:						
Total # of Sessions	7	3		61	34	
Total # of Attendees	359	169		2,789	2,073	
Birth-PreK:						
Total # of Sessions	31	21		270	180	
Total # of Attendees	714	525		7,102	4,320	
Grades K-5:						
Total # of Sessions	16	15		213	128	
Total # of Attendees	227	335		4,835	3,994	
Grades 6-12:						
Total # of Sessions	16	18		211	168	
Total # of Attendees	299	183		3,548	1,866	
TOTAL # of <u>ALL</u> Sessions	70	57		755	510	
TOTAL # of <u>ALL</u> Attendees	1,599	1,212		18,274	12,253	

G

COMSEWOGUE PUBLIC LIBRARY
BALANCE SHEET - CASH BASIS
 As of September 30, 2023

ASSETS

Current Assets

Checking/Savings

1101 · Credit Card Bank Acct-Peoples	50.00
1102 · Checking Account	8,052.80
1106 · Cash on Hand Fund	350.00
1109 · Savings Account	2,448,026.02
1110 · Savings-Capital Improvements	497,367.75
1114 · Savings-Termination Pay	154,384.37
1115 · Checking-Termination	38,240.00
1121 · Petty Cash Fund	150.00
1122 · Cash Register Fund	210.00
1123 · Copier/Printer Fund	150.00
1150 · UNDEPOSITED FUND	0.00

Total Checking/Savings 3,146,980.94

Other Current Assets

1150 · ACCOUNTS RECEIVABLE - YEAR END	0.00
1153 · PATRON ACCOUNTS-DISC TICKETS	13,121.40
1154 · PREPAID EXPENSES	1,710.00

Total Other Current Assets 14,831.40

Total Current Assets 3,161,812.34

TOTAL ASSETS 3,161,812.34

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2184 · Annuity	0.00
2185 · Employee Ins - enrollee contrib	195.78
2186 · Retirement	0.00
2187 · AFLAC - Cancer Care	271.44
2188 · AFLAC - Accident Ins	84.28
2189 · AFLAC - Sickness	0.00
2189 · AFLAC - Personal Sickness Ind.	0.00
2190 · AFLAC - Short Term Disability	187.56
2191 · Reserve for Encumbrances	141,378.43
2194 · Aflac - Hospital	148.08

Total Other Current Liabilities 142,265.57

Total Current Liabilities 142,265.57

Total Liabilities 142,265.57

Equity

2200 · General Fund Balance	3,712,734.62
2201 · Capital Improvement Fund	493,310.25
2202 · Termination Payment Fund	192,546.57
Net Income	-1,379,044.67

Total Equity 3,019,546.77

TOTAL LIABILITIES & EQUITY 3,161,812.34

J

COMSEWOGUE PUBLIC LIBRARY

STATEMENT OF REVENUE

For the Period Ending September 30, 2023

	<u>September 23</u>	<u>July 23 - September 23</u>
Revenue		
3301 · Tax Revenues	0.00	1,431.79
3302 · Fines	63.94	384.64
3304 · Interest Earned	9,278.89	32,668.61
3305 · Unclassified rev.-Copies	747.00	2,161.75
3306 · Unclassified rev.-Books	243.73	1,219.45
3307 · Unclassified rev.-Other	13.14	56.73
3309 · Video Books	0.00	0.00
3308 · State Aid	0.00	0.00
3310 · Grants Received	0.00	0.00
3311 · Miscellaneous Income	0.00	451.26
3312 · Local Sponsor Aid	0.00	6,300.00
3313 · PILOT Revenue	0.00	0.00
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>10,346.70</u>	<u>44,674.23</u>

COMSEWOGUE PUBLIC LIBRARY

EXPENSES BUDGET VS ACTUAL

For the Period Ending September 30, 2023

Expense	<u>ACTUAL</u>		Budget	\$ Over Budget
	SEPTEMBER	JULY - SEPTEMBER		
4401 · Computer Supplies	1,158.36	4,970.49	15,500.00	-10,529.51
4402 · Computer Equipment/Parts	0.00	2,200.89	28,000.00	-25,799.11
4403 · Furniture & Equipment	878.40	3,456.91	52,000.00	-48,543.09
4404 · Salaries-Professional	165,107.13	509,567.09	2,204,668.00	-1,695,100.91
4405 · Salaries-Clerical	59,042.54	183,722.81	816,962.00	-633,239.19
4406 · Salaries-Custodial	6,737.60	21,445.67	97,625.00	-76,179.33
4407 · Salaries-Guard	2,145.87	5,429.08	30,673.00	-25,243.92
4410 · Library Books	17,105.74	26,713.52	120,500.00	-93,786.48
4412 · Audio Video	1,369.06	2,724.39	22,300.00	-19,575.61
4413 · Periodicals	79.20	12,069.53	15,000.00	-2,930.47
4414 · Computer Software	1,399.75	2,027.15	7,000.00	-4,972.85
4415 · Electronic Data Base	3,528.25	9,115.47	238,000.00	-228,884.53
4417 · OTHER THINGS LENDING	1,307.98	7,313.34	17,500.00	-10,186.66
4420 · Library Programs	0.00	0.00	0.00	0.00
4421 · Program Contractors	0.00	0.00	0.00	0.00
4421A · Adult	5,958.00	14,463.29	62,000.00	-47,536.71
4421B · Children/Teen	6,381.00	14,946.00	62,000.00	-47,054.00
4422 · Program Supplies	0.00	0.00	0.00	0.00
4422A · Adult	541.00	1,276.72	7,000.00	-5,723.28
4422B · Children/Teen	1,322.71	4,073.29	24,000.00	-19,926.71
4428 · Conferences	170.00	551.83	10,000.00	-9,448.17
4429 · Circulation	80.93	30,539.85	60,000.00	-29,460.15
4430 · Office & Library Supplies	994.73	2,329.93	14,500.00	-12,170.07
4431 · Telecommunications	625.04	2,343.96	9,800.00	-7,456.04
4432 · Cartage	271.68	815.04	3,000.00	-2,184.96
4433 · Postage	2,890.43	3,590.43	13,000.00	-9,409.57
4434 · Publicity and Printing	10,797.22	18,797.22	52,500.00	-33,702.78
4435 · Annual Election	0.00	0.00	3,700.00	-3,700.00
4436 · SCLS Contract Fee	0.00	64,172.00	64,490.00	-318.00
4437 · Accounting and Legal	3,323.33	20,055.44	83,000.00	-62,944.56
4438 · Membership Dues	0.00	325.00	2,950.00	-2,625.00
4439 · Equipment/Blding Maint & Repair	24,872.47	45,672.87	172,500.00	-126,827.13
4440 · Snow Removal	0.00	0.00	13,500.00	-13,500.00
4441 · Building Security	10,444.77	19,909.39	74,500.00	-54,590.61
4450 · Utilities	1,542.16	35,165.86	138,000.00	-102,834.14
4451 · Custodial Supplies	2,526.90	4,303.32	16,000.00	-11,696.68
4453 · Employees Assistance Program	3,084.25	3,084.25	3,250.00	-165.75
4454 · Insurance - Library	64,331.93	64,331.93	65,266.00	-934.07
4456 · Rental Expenses	1,821.50	4,945.88	19,850.00	-14,904.12
4471 · Workers Compensation Insurance	23,534.00	23,534.00	28,991.00	-5,457.00
4472 · Life Insurance	994.34	1,883.42	5,600.00	-3,716.58
4473 · Dental Insurance	5,179.35	9,951.11	33,000.00	-23,048.89
4474 · VISION INS	623.17	1,232.01	4,000.00	-2,767.99
4476 · 9020.8 Retirement Expense	0.00	0.00	342,500.00	-342,500.00
4477 · 9030.8 Social Security Expense	17,504.34	54,379.79	237,500.00	-183,120.21
4478 · Unemployment Insurance	0.00	85.12	1,200.00	-1,114.88
4479 · 9060.8 Health Insurance	61,992.67	186,203.61	896,605.00	-710,401.39
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	720.00	-720.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.00
Total Expense	511,667.80	1,423,718.90	6,503,150.00	-5,079,431.10

COMSEWOGUE PUBLIC LIBRARY

H

WARRANT DETAIL REPORT - 11/23/01

November 21, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
11/21/2023	26461	4 Corners Produce	1102 Checking Account 4422B Library Programs:Program Supplies:Children/Teen	\$312.50 \$312.50
11/21/2023	26462	A Time For Kids, Inc.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$725.00 \$725.00
11/21/2023	26463	American Express	1102 Checking Account 4403 Furniture & Equipment 4414 Computer Software 4410 Library Books 4439 Equipment/Bldg Maint & Repair 4428 Conferences 4437 Accounting and Legal 4422A Library Programs:Program Supplies:Adult 4422B Library Programs:Program Supplies:Children/Teen	\$61.09 \$12.20 \$18.99 \$48.84 \$619.75 \$6,900.00 \$352.78 \$5,589.65 \$13,603.30
11/21/2023	26464	American Library Association	1102 Checking Account 4428 Conferences	\$641.00 \$641.00
11/21/2023	26465	B&H Photo-Video	1102 Checking Account 4402 Computer Equipment/Parts 4401 Computer Supplies	\$28.12 \$674.10 \$702.22
11/21/2023	26466	Baker & Taylor	1102 Checking Account 4410 Library Books 4410 Library Books	\$135.50 \$2,145.13 \$2,280.63
11/21/2023	26467	Baking Coach, Inc.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen 4421A Library Programs:Program Contractors:Adult	\$1,485.00 \$990.00 \$2,475.00
11/21/2023	26468	Best Climate Control Corp.	1102 Checking Account 4403 Furniture & Equipment	\$22,307.90 \$22,307.90
11/21/2023	26469	BK Fire Suppression & Security Systems	1102 Checking Account	

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 11/23/01

November 21, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
			4439 Equipment/Blding Maint & Repair	\$3,500.00
				\$3,500.00
11/21/2023	26470	Blick Art Materials	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$99.36
				\$99.36
11/21/2023	26471	Brodart Company	1102 Checking Account	
			4410 Library Books	\$2,837.51
			4410 Library Books	\$7,603.81
				\$10,441.32
11/21/2023	26472	Children's Museum of Manhattan	1102 Checking Account	
			4417 OTHER THINGS LENDING	\$400.00
				\$400.00
11/21/2023	26473	Cold Spring Harbor Fire House Museum	1102 Checking Account	
			4417 OTHER THINGS LENDING	\$40.00
				\$40.00
11/21/2023	26474	De Lage Landen Financial Services, Inc.	1102 Checking Account	
			4456 Rental Expenses	\$1,562.19
				\$1,562.19
11/21/2023	26475	Discount School Supply	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$65.09
			4422A Library Programs:Program Supplies:Adult	\$160.98
				\$226.07
11/21/2023	26476	Drum Industrial Sales Corp.	1102 Checking Account	
			4451 Custodial Supplies	\$2,783.93
				\$2,783.93
11/21/2023	26477	Fun Express, LLC	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$727.56
			4422A Library Programs:Program Supplies:Adult	\$68.26
				\$795.82
11/21/2023	26478	Giery, Peter	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$185.11
				\$185.11
11/21/2023	26479	GovConnection, Inc.	1102 Checking Account	
			4401 Computer Supplies	\$1,785.00
				\$1,785.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 11/23/01

November 21, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
11/21/2023	26480	Griffin, Frances Daisy	1102 Checking Account 4422A Library Programs:Program Supplies:Adult	\$53.75 \$53.75
11/21/2023	26481	Guardian	1102 Checking Account 4472 Life Insurance 4473 Dental Insurance 4474 VISION INS 2185 Employee Ins - enrollee contrib	\$978.19 \$4,970.50 \$640.05 \$112.95 \$6,701.69
11/21/2023	26482	Guerin, Susan	1102 Checking Account 4428 Conferences	\$36.68 \$36.68
11/21/2023	26483	Gutmann, Sarah	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$200.00 \$200.00
11/21/2023	26484	High Hopes Productions LLC	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$465.00 \$465.00
11/21/2023	26485	Holocaust Mem & Tolerance Ctr-Nassau Cty	1102 Checking Account 4417 OTHER THINGS LENDING	\$300.00 \$300.00
11/21/2023	26486	Holtz, Loretta	1102 Checking Account 4428 Conferences	\$16.37 \$16.37
11/21/2023	26487	HON Company	1102 Checking Account 4403 Furniture & Equipment	\$2,239.53 \$2,239.53
11/21/2023	26488	ID Label, Inc.	1102 Checking Account 4430 Office & Library Supplies	\$632.85 \$632.85
11/21/2023	26489	Ingram Library Services	1102 Checking Account 4410 Library Books	\$41.34 \$41.34

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 11/23/01

November 21, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
11/21/2023	26490	JanWay Company USA, Inc.	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$615.44 \$615.44
11/21/2023	26491	JK Tech Solutions, Inc DBA Sharper Traini	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$660.00 \$660.00
11/21/2023	26492	Just A Hobby Inc.	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$500.00 \$500.00
11/21/2023	26493	Kanopy, Inc	1102 Checking Account 4415 Electronic Data Base	\$391.00 \$391.00
11/21/2023	26494	Kelly-Edmunds, Anne	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$450.00 \$450.00
11/21/2023	26495	Kidnastics, Inc.	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$750.00 \$750.00
11/21/2023	26496	Kix, Holly	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$250.00 \$250.00
11/21/2023	26497	Library Market	1102 Checking Account 4414 Computer Software	\$5,000.00 \$5,000.00
11/21/2023	26498	Long Island Rail Road	1102 Checking Account 4422A Library Programs:Program Supplies:Adult	\$1,075.00 \$1,075.00
11/21/2023	26499	Long Island Science Center	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$275.00 \$275.00
11/21/2023	26500	Losquadro, Jaclyn	1102 Checking Account 4421A Library Programs:Program Contractors:Adult	\$150.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 11/23/01

November 21, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
				\$150.00
11/21/2023	26501	Lunarola, Michele	1102 Checking Account	
			4428 Conferences	\$60.59
				\$60.59
11/21/2023	26502	Majestic Mud Handmade Pottery LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$500.00
				\$500.00
11/21/2023	26503	Malchiodi, Andrea	1102 Checking Account	
			4428 Conferences	\$936.07
				\$936.07
11/21/2023	26504	Marlena Bein Design	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$550.00
				\$550.00
11/21/2023	26505	Matthew Bender & Co. Inc.	1102 Checking Account	
			4410 Library Books	\$105.00
				\$105.00
11/21/2023	26506	MCJ Cleaning Services	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$3,700.00
				\$3,700.00
11/21/2023	26507	Midwest Tape	1102 Checking Account	
			4412 Audio Video	\$2,626.57
			4415 Electronic Data Base	\$1,486.95
				\$4,113.52
11/21/2023	26508	Minard, Danielle	1102 Checking Account	
			4428 Conferences	\$16.36
				\$16.36
11/21/2023	26509	Nabco Entrances, Inc.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$280.00
				\$280.00
11/21/2023	26510	Nassau County Library Association	1102 Checking Account	
			4410 Library Books	\$73.45
				\$73.45
11/21/2023	26511	New York Irrigation, Inc.	1102 Checking Account	
			4439 Equipment/Blding Maint & Repair	\$60.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 11/23/01

November 21, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
				\$60.00
11/21/2023	26512	New York Times	1102 Checking Account	
			4413 Periodicals	\$24.00
				\$24.00
11/21/2023	26513	New York Times	1102 Checking Account	
			4413 Periodicals	\$55.20
				\$55.20
11/21/2023	26514	Noodle Soup	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$80.00
				\$80.00
11/21/2023	26515	NYS Employees' Health Ins Pending Account	1102 Checking Account	
			4479 9060.8 Health Insurance	\$63,301.01
			2185 Employee Ins - enrollee contrib	\$3,665.21
				\$66,966.22
11/21/2023	26516	NYS Employees Retirement System	1102 Checking Account	
			4476 9020.8 Retirement Expense	\$336,645.00
				\$336,645.00
11/21/2023	26517	Ozkaya, Charyl	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$400.00
				\$400.00
11/21/2023	26518	PAYCHEX	1102 Checking Account	
			4437 Accounting and Legal	\$205.40
				\$205.40
11/21/2023	26519	Paychex of New York	1102 Checking Account	
			4437 Accounting and Legal	\$150.00
				\$150.00
11/21/2023	26520	Paychex of New York LLC	1102 Checking Account	
			4437 Accounting and Legal	\$895.44
				\$895.44
11/21/2023	26521	Photos of the Heart	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$600.00
				\$600.00
11/21/2023	26522	Plastic Forming Company, Inc	1102 Checking Account	

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 11/23/01

November 21, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
			4417 OTHER THINGS LENDING	\$1,074.46
				\$1,074.46
11/21/2023	26523	Port Jefferson Free Library	1102 Checking Account	
			3306 Unclassified rev.-Books	\$3.99
				\$3.99
11/21/2023	26524	Quigley, Deborah A.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$300.00
				\$300.00
11/21/2023	26525	Quirk-Senyk, Jennifer	1102 Checking Account	
			4428 Conferences	\$127.03
				\$127.03
11/21/2023	26526	R.C. Gluck Associates LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$195.00
				\$195.00
11/21/2023	26527	Ray-Block Stationery Co., Inc	1102 Checking Account	
			4456 Rental Expenses	\$40.15
				\$40.15
11/21/2023	26528	Rodriguez, Robert	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$900.00
				\$900.00
11/21/2023	26529	Royal Princess Prep Party Company	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$1,350.00
				\$1,350.00
11/21/2023	26530	S & S Worldwide, Inc.	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$141.78
				\$141.78
11/21/2023	26531	Scott, Robert G.	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$2,100.00
			4421B Library Programs:Program Contractors:Children/Teen	\$1,050.00
				\$3,150.00
11/21/2023	26532	Searles Graphics, Inc.	1102 Checking Account	
			4434 Publicity and Printing	\$10,589.00

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 11/23/01

November 21, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
				\$10,589.00
11/21/2023	26533	Securitas Security Serv. USA	1102 Checking Account	
			4441 Building Security	\$7,483.13
				\$7,483.13
11/21/2023	26534	Sensational Playtime Inc.	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$1,800.00
				\$1,800.00
11/21/2023	26535	Sparling, Nicole Summers	1102 Checking Account	
			4421B Library Programs:Program Contractors:Children/Teen	\$325.00
				\$325.00
11/21/2023	26536	Spena, Catherine	1102 Checking Account	
			4428 Conferences	\$35.78
				\$35.78
11/21/2023	26537	Staples Business Credit	1102 Checking Account	
			4430 Office & Library Supplies	\$1,049.79
			4422A Library Programs:Program Supplies:Adult	\$46.88
			4422B Library Programs:Program Supplies:Children/Teen	\$74.66
			4451 Custodial Supplies	\$26.37
				\$1,197.70
11/21/2023	26538	Suffolk Cooperative Library System	1102 Checking Account	
			4422B Library Programs:Program Supplies:Children/Teen	\$500.00
			4415 Electronic Data Base	\$23,555.00
			4429 Circulation	\$105.84
				\$24,160.84
11/21/2023	26539	Suffolk County Historical Society	1102 Checking Account	
			4438 Membership Dues	\$50.00
				\$50.00
11/21/2023	26540	Theresa's Programs LLC	1102 Checking Account	
			4421A Library Programs:Program Contractors:Adult	\$1,900.00
			4421B Library Programs:Program Contractors:Children/Teen	\$1,750.00
				\$3,650.00
11/21/2023	26541	Thomas Klise/Crimson Multimedia	1102 Checking Account	
			4412 Audio Video	\$632.39

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT - 11/23/01

November 21, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
				\$632.39
11/21/2023	26542	Top Tier Test Prep	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$2,000.00 \$2,000.00
11/21/2023	26543	Unique Management Services, Inc.	1102 Checking Account 4429 Circulation	\$291.25 \$291.25
11/21/2023	26544	Uplift Desk	1102 Checking Account 4403 Furniture & Equipment	\$618.00 \$618.00
11/21/2023	26545	Utica National Insurance Co.	1102 Checking Account 4471 Workers Compensation Insurance	\$4,824.00 \$4,824.00
11/21/2023	26546	Vamos, Michelle	1102 Checking Account 4421B Library Programs:Program Contractors:Children/Teen	\$1,595.00 \$1,595.00
11/21/2023	26547	W.B. Mason Co., Inc.	1102 Checking Account 4430 Office & Library Supplies	\$517.20 \$517.20
11/21/2023	26548	Winters Bros. Hauling of LI, LLC	1102 Checking Account 4432 Cartage	\$271.68 \$271.68
11/21/2023	26549	WhenToWork Inc	1102 Checking Account 4414 Computer Software	\$520.00 \$520.00
TOTAL				\$569,929.63

COMSEWOGUE PUBLIC LIBRARY

10/26/2023 Payroll
Check Register

WARRANT DETAIL REPORT

October 26, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
10/26/2023	26453	Equitable Financial	1102 Checking Account 2184 Annuity	\$4,272.00 \$4,272.00
10/26/2023	26454	NYS Employees Retirement System	1102 Checking Account 2186 Retirement 2186 Retirement	\$3,358.41 \$328.00 \$3,686.41
TOTAL				\$7,958.41

APPROVED
 OCT 26 2023
Jenna J. Enghardt

10/26/2023 Payroll Warrant

Payroll Warrant	\$ 7,958.41
<u>Paychex Payroll</u>	<u>\$120,947.79</u>
TOTAL	\$128,906.20

COMSEWOGUE PUBLIC LIBRARY

WARRANT DETAIL REPORT

November 9, 2023

DATE	NUM	NAME	ACCOUNT	DEBIT
11/09/2023	26455	Aflac	1102 Checking Account	
			2187 AFLAC - Cancer Care	\$271.44
			2188 AFLAC - Accident Ins	\$84.28
			2190 AFLAC - Short Term Disability	\$187.56
			2194 Aflac - Hospital	\$148.08
				\$691.36 ✓
11/09/2023	26456	AT&T	1102 Checking Account	
			4431 Telecommunications	\$109.72
				\$109.72 ✓
11/09/2023	26457	Equitable Financial	1102 Checking Account	
			2184 Annuity	\$6,472.00
				\$6,472.00 ✓
11/09/2023	26458	National Grid	1102 Checking Account	
			4450 Utilities	\$1,072.41
				\$1,072.41 ✓
11/09/2023	26459	Optimum	1102 Checking Account	
			4431 Telecommunications	\$628.12
				\$628.12 ✓
11/09/2023	26460	Verizon	1102 Checking Account	
			4431 Telecommunications	\$108.75
				\$108.75 ✓
TOTAL				\$9,082.36

11/09/2023 Payroll Warrant

Payroll Warrant	\$ 9,082.36
Paychex Payroll	\$115,723.27
TOTAL	\$124,805.63

APPROVED
NOV 06 2023
John J. Enghardt

Comsewogue Public Library
Capital Improvement Projects - Parking Lot
Fund Transfer & 2023/24 Budget Increase

November 21, 2023

As per Board Motion on 10/17/23, the contract for the Parking Lot Project was awarded to A&L Blacktop, Inc., for the Quote amount of \$15,850. This project is not to exceed \$15,850 and is to be funded by the Capital Improvement Fund assignment and will increase the 2023-2024 operating budget by the same amount.

<i>From:</i>	<u>Amount</u>	<i>To:</i>	<u>Amount</u>
Capital Imp Fund account	\$15,850.00	General Operating account (4439) Equipment/Building Maintenance	\$15,850.00
<u>Total transfer out</u>	\$15,850.00	<u>Total transfers in</u>	\$15,850.00



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

November 8, 2022

To: Member Library Directors;
 Boards of Trustees
 From: Kevin Verbesey
 Re: **SCLS Proposed FY 2024 Budget**

Enclosed with this memo is the **Proposed SCLS FY 2024 Operating Budget** for your review and consideration.

At its meeting on November 8, 2023 the SCLS Board of Trustees approved the enclosed SCLS FY 2024 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 29, 2023.

Attached to this memo are the final proposed SCLS FY 2024 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 4, 2023.

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.

Expenditures

- 1) *Salaries* overall decrease from the first draft. This is due primarily to expected staffing changes in Shipping departmentd.
- 2) *Retirement and Social Security* have been adjusted from the previous estimates based on new estimates and the updated adjustments in the salary lines.
- 3) *Medical Insurance Retirees* hve been adjusted up \$5,000 from the first draft.
- 4) *Security Services* have been increased by \$142 from the first draft.
- 5) *Electricity* has been adjusted down from the first draft based on newer cost estimates.
- 6) *Electricity* costs have been revised down from the first estimate based on current cost projections.
- 7) *Contract Services* have been increased by over \$90,000 from the first draft based upon an expected outsourcing of an additional delivery route beginning in 2024.
- 8) *Facility Renovations* have been adjusted down \$33,000 from the first draft as we received additional cost estimates on a generator project that we expect to complete in 2024.

The bottom line after these changes have been made is that **the overall SCLS 2024 Budget is projected to increase by 5.26% (\$815,262.)** The operations side will increase by 3.63% (\$251,240) and the Direct Offset side will increase by 6.29% (\$528,022.) Most of the increase is due to the additional spending on Downloadable Media.

Member Support, overall, will increase 1% (\$23,515) in 2024.

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 and the library's expenditures for the prior year (2022.) If your library's disbursements (less capital expenditures and debt service – as defined in your New York State Annual Report) increased more than the County average then your contribution change will be greater than the average. The version that is enclosed with this memo is the final member support chart for 2024.

If possible, please address this issue at your next Board meeting and return the enclosed ballot to SCLS before December 29, 2023. Should you have any questions, please feel free to contact me.

Thank you for your continued support of our collaborative efforts.

2024 BUDGET REVENUE

	2022	2023	2024	2023 to 2024	2023 to 2024
SOURCE	Budget	Budget	Proposed	\$ Change	% Change
N. Y. State	2,656,409	2,883,774	2,941,535	57,761	2.00%
Local Services Support Aid	306,749	330,753	337,368	6,615	2.00%
Outreach	218,531	235,160	239,863	4,703	2.00%
SCLS: CLA	145,326	156,407	159,535	3,128	2.00%
Misc. Grants	242,000	0	0	0	0.00%
Interest	5,000	5,000	65,000	60,000	1200.00%
Rental	57,500	58,100	59,000	900	1.55%
Delivery Service	500	1,500	1,500	0	0.00%
Mailing Overdues	15,000	15,000	15,000	0	0.00%
Miscellaneous	10,000	10,000	15,000	5,000	50.00%
Contributions	100	100	100	0	0.00%
Programs/Rooms	5,000	6,000	12,000	6,000	100.00%
Library Contract Service	162,000	162,000	162,000	0	0.00%
Member Library Support	2,328,334	2,351,617	2,375,132	23,515	1.00%
PALS Admin. Fee	644,422	679,331	752,949	73,618	10.84%
Sustainable Libraries Initiative	0	20,000	30,000	10,000	50.00%
RFID Support	0	0	0	0	0.00%
Sub-Total (Operational)	6,796,871	6,914,742	7,165,982	251,240	3.63%
<i>Central Library support</i>					
Shared Services	12,000	12,000	53,000	41,000	341.67%
Homework Help	55,000	55,000	55,000	0	0.00%
Sub-Total (Central Library)	67,000	67,000	108,000	41,000	61.19%
<i>DIRECT OFFSET</i>					
LLSA Member Libraries	433,957	467,287	476,633	9,346	2.00%
CLA CBA Central Library	345,458	371,799	379,235	7,436	2.00%
Suffolk E-Resources	744,000	770,040	793,141	23,101	3.00%
Coordinated Orders	1,000,000	1,200,000	1,300,000	100,000	8.33%
Downloadable Media	5,193,680	5,531,127	5,918,306	387,179	7.00%
SCLS: CBA	15,484	16,500	16,830	330	2.00%
Dedicated Library Aid (Grants)	8,926	31,500	32,130	630	2.00%
Misc. Grants	0	0	0	0	0.00%
Sub-Total (Direct Offset)	7,741,505	8,388,253	8,916,275	528,022	6.29%
Transfer from Unappropriated Fund Balance	0	130,000	125,000	(5,000)	-3.85%
Sub-Total (Non-Operational)	-	130,000	125,000	(5,000)	-3.85%
TOTAL REVENUE	14,605,376	15,499,995	16,315,257	815,262	5.26%

2024 Budget Expenditures

ACCOUNT TITLE	2022	2023	2024	2023 to 2024	2023 to 2024
	Budget	Budget	Proposed	\$ Change	% Change
<i>SALARIES</i>					
LIBRARIANS	1,305,985	1,492,060	1,640,159	148,099	9.93%
CLERICAL	1,029,845	1,069,789	1,115,073	45,284	4.23%
Shipping & Maint.	376,835	365,357	266,714	(98,643)	-27.00%
SUBSTITUTES & HOURLY	175,813	167,266	140,036	(27,230)	-16.28%
SUB-TOTAL (Salaries)	2,888,478	3,094,472	3,161,982	67,510	2.18%
<i>FIXED CHARGES & FRINGE BENEFITS</i>					
RETIREMENT	400,000	400,000	435,000	35,000	8.75%
SOCIAL SECURITY	220,768	232,312	237,000	4,688	2.02%
WORKER'S COMP.	41,500	37,500	40,000	2,500	6.67%
UNEMPLOYMENT	1,000	1,000	1,000	0	0.00%
DISABILITY	5,000	5,000	5,500	500	10.00%
HEALTH INSURANCE	445,000	460,000	600,000	140,000	30.43%
MEDICAL INS. RETIREES	500,000	520,000	550,000	30,000	5.77%
DENTAL	42,000	38,000	42,000	4,000	10.53%
OPTICAL	4,500	4,500	6,000	1,500	33.33%
FLEX PLAN	500	500	500	0	0.00%
SICK & VAC. PAYOUTS	85,000	95,000	100,000	5,000	5.26%
LONG TERM CARE INS.	2,500	2,000	2,000	0	0.00%
INSURANCE INCENTIVE	26,000	42,000	45,000	3,000	7.14%
Empl. Assist. Program	2,000	1,800	1,800	0	0.00%
SUB-TOTAL (Fixed & Fringe)	1,775,768	1,839,612	2,065,800	226,188	12.30%
<i>PROFESSIONAL FEES</i>					
SUB-TOTAL (Professional Fees)	62,350	57,050	57,050	0	0.00%
<i>LIBRARY MATERIALS</i>					
BOOKS	2,500	10,000	8,000	(2,000)	-20.00%
DOWNLOADABLE MEDIA	100,000	105,000	105,000	0	0.00%
HOMEWORK HELP	366,000	306,000	306,000	0	0.00%
SUB-TOTAL	468,500	421,000	419,000	(2,000)	-0.48%
<i>DIRECT OFFSET</i>					
LLSA MEMBER LIBRARIES	433,957	467,287	476,633	9,346	2.00%
CLA CBA CNTRL LIBRARY	345,458	371,799	379,235	7,436	2.00%
SUFFOLK E-RESOURCES	744,000	770,040	793,141	23,101	3.00%
COORDINATED ORDERS	1,000,000	1,200,000	1,300,000	100,000	8.33%
DOWNLOADABLE MEDIA	5,193,680	5,531,127	5,918,306	387,179	7.00%
CBA MATERIALS	15,484	16,500	16,830	330	2.00%
Dedicated Library Aid	8,926	31,500	32,130	630	2.00%
Misc. Grants	-	0	0	0	0.00%
SUB-TOTAL	7,741,505	8,388,253	8,916,275	528,022	6.29%

2024 Budget Expenditures

ACCOUNT TITLE	2022	2023	2024	2023 to 2024	2023 to 2024
	Budget	Budget	Proposed	\$ Change	% Change
<i>OPERATIONS</i>					
OFFICE & LIB. SUPPLIES	44,500	40,500	40,500	0	0.00%
TELEPHONE VOICE	26,000	23,000	20,000	(3,000)	-13.04%
ISP SERVICE	60,000	35,000	30,000	(5,000)	-14.29%
Line of Credit INTEREST	100	100	100	0	0.00%
POSTAGE & FRGHT SCLS	12,500	15,000	15,000	0	0.00%
POSTAGE OVERDUES	12,000	9,000	9,000	0	0.00%
PUBLICITY & PRINTING	30,000	50,000	30,000	(20,000)	-40.00%
TRAVEL	20,500	23,500	23,500	0	0.00%
LOST IN TRANSIT	13,500	10,000	8,000	(2,000)	-20.00%
OVERDUE SUPPLIES	3,500	3,500	0	(3,500)	-100.00%
MEMBERSHIP DUES	25,000	25,000	23,000	(2,000)	-8.00%
MAINT. - OFFICE EQUIP.	18,050	16,000	15,000	(1,000)	-6.25%
COMPUTER SERVICES	260,500	261,500	263,000	1,500	0.57%
VEHICLE OPERATION	40,700	35,000	32,500	(2,500)	-7.14%
VEHICLE MAINTENANCE	12,000	17,500	20,000	2,500	14.29%
SECURITY SERVICES	21,500	21,858	22,000	142	0.65%
TRUSTEE EXPENSE	2,500	2,000	2,000	0	0.00%
PROGRAMS	59,500	51,300	35,000	(16,300)	-31.77%
PROF. DEVELOPMENT	35,500	37,000	52,500	15,500	41.89%
Misc	-	0	0	0	0.00%
SUB-TOTAL	697,850	676,758	641,100	(35,658)	-5.27%
<i>BUILDING OPERATIONS</i>					
GAS	21,000	31,000	25,000	(6,000)	-19.35%
ELECTRICITY	36,000	47,000	38,050	(8,950)	-19.04%
WATER	1,500	1,200	1,200	0	0.00%
SUPPLIES-JANITORIAL	2,500	2,000	2,500	500	25.00%
CONTRACT SERVICES	307,125	358,800	452,800	94,000	26.20%
REPAIR - BLDG. & EQUIP.	40,000	40,000	50,000	10,000	25.00%
SUB-TOTAL	408,125	480,000	569,550	89,550	18.66%
INSURANCE	77,800	77,850	104,500	26,650	34.23%
EQUIPMENT - LENDING LIBRARY	5,000	5,000	5,000	0	0.00%
EQUIPMENT - SYSTEM	55,000	45,000	35,000	(10,000)	-22.22%
EQUIPMENT - VEHICLES	275,000	65,000	65,000	0	0.00%
FACILITY RENOVATIONS	150,000	350,000	275,000	(75,000)	-21.43%
SUB-TOTAL	562,800	542,850	484,500	(58,350)	-10.75%
TOTAL EXPENDITURES	14,605,376	15,499,995	16,315,257	815,262	5.26%

Proposed 2024 MEMBER LIBRARY SUPPORT @ 1.00% (OVERALL INCREASE)

BASED ON ANNUAL REPORT FINANCIALS: 2022

	ACT 2023 ML SUPP	PROP 2024 ML SUPP	\$ Change PROP 2024 FROM 2023 ACT	% Change PROP 2024 FROM 2022 ACT
AMAGANSETT	11,168	11,280	112	1.00%
AMITYVILLE	33,869	34,939	1,070	3.16%
BABYLON	19,119	19,254	135	0.71%
BAYPORT-BLUE POINT	23,517	25,853	2,336	9.93%
BAY SHORE-BRIGHTWATERS	43,846	44,201	355	0.81%
BRENTWOOD	108,934	111,626	2,692	2.47%
BROOKHAVEN	11,444	11,567	123	1.07%
CENTER MORICHES	40,667	41,770	1,103	2.71%
CENTRAL ISLIP	50,211	50,480	269	0.54%
COLD SPRING HARBOR	19,082	18,928	(154)	-0.81%
COMMACK	31,696	31,703	7	0.02%
COMSEWOGUE	64,172	63,321	(851)	-1.33%
CONNETQUOT	61,929	62,972	1,043	1.68%
COPIAGUE	43,666	43,696	30	0.07%
CUTCHOGUE-NEW SUFFOLK	11,456	11,462	6	0.05%
DEER PARK	36,142	35,386	(756)	-2.09%
EAST HAMPTON	31,350	33,268	1,918	6.12%
EAST ISLIP	38,024	38,651	627	1.65%
ELWOOD	19,068	19,477	409	2.14%
EMMA S CLARK	66,706	66,752	46	0.07%
FLOYD MEMORIAL	11,168	11,280	112	1.00%
HALF HOLLOW HILLS	73,215	74,630	1,415	1.93%
HAMPTON BAYS	24,902	26,050	1,148	4.61%
HAMPTON	11,168	11,280	112	1.00%
HARBORFIELDS	37,215	37,247	32	0.09%
HAUPPAUGE	23,655	23,058	(597)	-2.52%
HUNTINGTON	69,643	69,302	(341)	-0.49%
ISLIP	32,230	33,549	1,319	4.09%
JOHN JERMAIN	16,710	16,771	61	0.37%
LINDENHURST	52,854	51,702	(1,152)	-2.18%
LONGWOOD	85,659	87,046	1,387	1.62%
MASTICS-MORICHES-SHIRLEY	85,263	78,750	(6,513)	-7.64%
MATTITUCK	11,168	11,841	673	6.03%
MIDDLE COUNTRY	122,483	125,339	2,856	2.33%
MONTAUK	11,168	11,280	112	1.00%
NORTH BABYLON	38,518	38,599	81	0.21%
NORTH SHORE	42,107	42,650	543	1.29%
NORTHPORT-EAST NORTHPORT	77,539	77,243	(296)	-0.38%
PATCHOGUE-MEDFORD	86,365	87,374	1,009	1.17%
PORT JEFFERSON	33,539	33,707	168	0.50%
QUOGUE	11,168	11,280	112	1.00%
RIVERHEAD	51,587	52,189	602	1.17%
ROGERS MEMORIAL	36,329	36,846	517	1.42%
SACHEM	116,145	118,460	2,315	1.99%
SAYVILLE	30,786	31,248	462	1.50%
SHELTER ISLAND	11,168	11,280	112	1.00%
SMITHTOWN	160,026	163,088	3,062	1.91%
SOUTH COUNTRY	29,733	30,153	420	1.41%
SOUTH HUNTINGTON	58,259	59,592	1,333	2.29%
SOUTHOLD	11,168	11,280	112	1.00%
WEST BABYLON	38,464	39,844	1,380	3.59%
WEST ISLIP	40,455	40,459	4	0.01%
WESTHAMPTON	25,265	26,133	868	3.44%
WYANDANCH	18,429	17,996	(433)	-2.35%
TOTALS:	2,351,617	2,375,132	23,515	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

2024 SCLS Budget

The Board of Trustees of the _____ Library

Approved

Disapproved

The Proposed 2024 Budget of the Suffolk Cooperative Library System,
approved by the SCLS Board of Trustees on November 8, 2023.

Signed: _____ Date: _____

Please return to SCLS. Attention Director's Office no later than
Friday, December 29, 2023



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

October 4, 2023

To: Member Library Directors & Boards of Trustees
From: Kevin Verbese
Re: SCLS Draft FY 2024 Budget

Enclosed with this memo is a **Draft SCLS 2024 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 2024 fiscal year will require that we redouble our advocacy efforts with New York State. The many years of stagnant State support for our cooperative services is beginning to place a strain on our ability to continue to serve the member libraries without asking them for even greater contributions to our shared efforts. SCLS continues to be in strong financial shape which allows us to maintain most all of our focus on supporting the member libraries. However, if New York State continues to short-change public libraries and library services it will become more and more difficult for us to do so.

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 but this growth requires additional support staff. PALS is working to bring online a new discovery tool, Vega, and we are hopeful that will happen in 2024. We continue to expand outreach services with programs like the Libraries Nourish initiative, and we will spend time in 2024 figuring out how we can best support the member libraries as they address the various social challenges they are facing in our communities. Youth Services will continue to run popular programs like the Battle of the Books, Authors Unlimited, and the Great Giveback. We are, however, concerned about how the significant rise in materials challenges will impact our member libraries and some of our popular youth services programming. The Sustainable Libraries Initiative will be working to grow the program by bringing on new members, both locally and nationally, and will be working next year to determine the feasibility of SCLS adding a "shred truck" to our service menu. 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.

Our new five-year union contract was agreed upon earlier this year so we have some level of cost certainty with staffing over the next number of years. We continue to save money with our commitment to sustainability and have additional projects planned around our facility (a new generator) that will enhance that work and ensure that we are able to support the work of the member libraries under any conditions.

One seemingly never-ending challenge is the significant increases in usage of our online services, particularly e-books and e-audiobooks. This is an important area where we, and the member libraries, make a large investment in direct patron services. How to continue to meet patron demand is an area that we, and the member library directors, will be discussing regularly in 2024.

This year we introduced a newly updated “SCLS Gateway” for library staff and trustees as well as a “refreshed” Livebrary.com page for library users. We have committed additional staff to working on those platforms regularly to ensure they are as valuable and relevant as possible for the Suffolk library community.

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 own library.

SCLS FY 2024 Budget Hearings:

October, 20, 2023, 10:00 a.m.
Shelter Island Public Library
East End Director’s Meeting

Wednesday, October 25, 2023, 2:00 p.m.
Online, the link to attend is:
<https://us06web.zoom.us/j/85994728786?pwd=LbRdzGNbsNtdpDWWJlubXDdDOrWQIL.1>

Wednesday, November 8, 2023, 5:30 p.m.
Suffolk Cooperative Library System

Proposed SCLS 2024 Operating Budget

Notes on the Attached 2024 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 small increase from what budgeted for 2023. It will require all of our efforts to educate our New York State legislators about the importance of public libraries and library services and the critical role libraries play in communities all across Suffolk.

* *Interest* revenue has increased significantly due to higher rates and an improvement in the timing of the State paying our aid.

* *Rental* revenue is money 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 2024. 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 2024 budget and make the final determination on this budget line before the final SCLS FY 2024 proposed budget is presented to the member libraries.

Central Library (Patchogue-Medford)

* *Shared Services* reflects the contributions for non-fiction eBook content on the Countywide Downloads service on Live-brary.com, as well as funding they supply for other regional databases and services.

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

Direct Offset

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

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

* *Suffolk e-Resources* is proposed to increase by 3%. This includes the income contributed by all member libraries for the shared databases in the Suffolk e-Resources collection. This modest increase, which would be the third 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 2023 usage was up 12.4% from last year. This is 50% higher growth than we saw during the corresponding period in 2022.

* *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 \$125,000 will be used to reduce the need for additional member support charges and to help fund the long planned generator upgrade project.

EXPENDITURES

* *Salaries* show an overall increase of 4.19%. This is due both to increases in current staff salaries related to our new union contract and to an increase in the number of SCLS staff members from the start of 2023.

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

* *Health Insurance/Health Insurance Retirees* premiums are projected to increase significantly, due to plan cost increases and staffing changes. 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 NYSHIP's guidance.

* *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 \$105,000 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 set for the next two years as we are in the middle of a three-year contract for the service.

* *CBA Materials/CLA/CBA Central Library/LLSA Member Libraries* are all "offset" or "pass through" lines that increase / decrease as State support changes.

If State funding increases or decreases 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 should be considered as a “placeholder” at this time.

* *Coordinated Orders* are offset by the corresponding income line in the SCLS budget and are designed to maximize cost savings for participating member libraries.

* *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.

* *Telephone Voice* decreases based upon anticipated costs in 2024.

* *ISP Service* shows decreases due to a new contract that was negotiated with our 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 many years and fully anticipate that we will not in 2024 as well.

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

* *Publicity and Printing* shows an large decrease as more of this work is now done through social media.

* *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* will change 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 decrease due to current estimates and the continued success of our commitment to sustainability.

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

* *Insurance* costs are increasing reflective of current 2024 cost estimates. The increases are due to rising insurance rates and the policies for the new vehicles that we have purchased over the last few years.

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

* *Facility Renovations* includes money budgeted to purchase and install a new and larger generator.

Summary

The draft FY 2024 SCLS Budget shows an operational revenue increase of 3.04% or \$210,049.

Member Support in 2024 is projected to increase 1.5% or \$35,274.

This draft budget is still in development and we expect some meaningful changes may be made before a final proposed budget is approved by the SCLS Board, and sent to you for a vote, in early November.

Member Support Note

While overall member support would change 1.5% in 2024 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 did not change this year) and the annual expenditures that a library reports on their State Report (which can change each year.) For this budget/member support chart we are using the 2022 State Report figures. Please see the attached chart.

Budget Process

This is the first draft of the SCLS FY 2024 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 2024 Budget for your consideration in early November and the budget vote will take place throughout both November and December.

We look forward to receiving your input on this draft budget and discussing it with you.

2024 BUDGET REVENUE

	2022	2023	2024	2023 to 2024	2023 to 2024
SOURCE	Budget	Budget	Proposed	\$ Change	% Change
N. Y. State	2,656,409	2,883,774	2,941,533	57,759	2.00%
Local Services Support Aid	306,749	330,753	337,368	6,615	2.00%
Outreach	218,531	235,160	239,863	4,703	2.00%
SCLS: CLA	145,326	156,407	159,535	3,128	2.00%
Misc. Grants	242,000	0	0	0	0.00%
Interest	5,000	5,000	65,000	60,000	1200.00%
Rental	57,500	58,100	59,000	900	1.55%
Delivery Service	500	1,500	1,500	0	0.00%
Mailing Overdues	15,000	15,000	15,000	0	0.00%
Miscellaneous	10,000	10,000	15,000	5,000	50.00%
Contributions	100	100	100	0	0.00%
Programs/Rooms	5,000	6,000	12,000	6,000	100.00%
Library Contract Service	162,000	162,000	162,000	0	0.00%
Member Library Support	2,328,334	2,351,617	2,386,891	35,274	1.50%
PALS Admin. Fee	644,422	679,331	700,000	20,669	3.04%
Sustainable Libraries Initiative	0	20,000	30,000	10,000	50.00%
RFID Support	0	0	0	0	0.00%
Sub-Total (Operational)	6,796,871	6,914,742	7,124,791	210,049	3.04%
<i>Central Library support</i>					
Shared Services	12,000	12,000	53,000	41,000	341.67%
Homework Help	55,000	55,000	55,000	0	0.00%
Sub-Total (Central Library)	67,000	67,000	108,000	41,000	61.19%
<i>DIRECT OFFSET</i>					
LLSA Member Libraries	433,957	467,287	476,633	9,346	2.00%
CLA CBA Central Library	345,458	371,799	379,235	7,436	2.00%
Suffolk E-Resources	744,000	770,040	793,141	23,101	3.00%
Coordinated Orders	1,000,000	1,200,000	1,300,000	100,000	8.33%
Downloadable Media	5,193,680	5,531,127	5,918,306	387,179	7.00%
SCLS: CBA	15,484	16,500	16,830	330	2.00%
Dedicated Library Aid (Grants)	8,926	31,500	32,130	630	2.00%
Misc. Grants	0	0	0	0	0.00%
Sub-Total (Direct Offset)	7,741,505	8,388,253	8,916,275	528,022	6.29%
Transfer from Unappropriated Fund Balance	0	130,000	125,000	(5,000)	100.00%
Sub-Total (Non-Operational)	-	130,000	125,000	(5,000)	100.00%
TOTAL REVENUE	14,605,376	15,499,995	16,274,065	774,070	4.99%

2024 Budget Expenditures

ACCOUNT TITLE	2022	2023	2024	2023 to 2024	2023 to 2024
	Budget	Budget	Proposed	\$ Change	% Change
<i>SALARIES</i>					
LIBRARIANS	1,305,985	1,492,060	1,640,159	148,099	9.93%
CLERICAL	1,029,845	1,069,789	1,116,311	46,522	4.35%
Shipping & Maint.	376,835	365,357	331,152	(34,205)	-9.36%
SUBSTITUTES & HOURLY	175,813	167,266	136,660	(30,606)	-18.30%
SUB-TOTAL (Salaries)	2,888,478	3,094,472	3,224,282	129,810	4.19%
<i>FIXED CHARGES & FRINGE BENEFITS</i>					
RETIREMENT	400,000	400,000	390,000	(10,000)	-2.50%
SOCIAL SECURITY	220,768	232,312	242,000	9,688	4.17%
WORKER'S COMP.	41,500	37,500	40,000	2,500	6.67%
UNEMPLOYMENT	1,000	1,000	1,000	0	0.00%
DISABILITY	5,000	5,000	5,500	500	10.00%
HEALTH INSURANCE	445,000	460,000	600,000	140,000	30.43%
MEDICAL INS. RETIREES	500,000	520,000	545,000	25,000	4.81%
DENTAL	42,000	38,000	42,000	4,000	10.53%
OPTICAL	4,500	4,500	6,000	1,500	33.33%
FLEX PLAN	500	500	500	0	0.00%
SICK & VAC. PAYOUTS	85,000	95,000	100,000	5,000	5.26%
LONG TERM CARE INS.	2,500	2,000	2,000	0	0.00%
INSURANCE INCENTIVE	26,000	42,000	45,000	3,000	7.14%
Empl. Assist. Program	2,000	1,800	1,800	0	0.00%
SUB-TOTAL (Fixed & Fringe)	1,775,768	1,839,612	2,020,800	181,188	9.85%
<i>PROFESSIONAL FEES</i>	62,350	57,050	57,050	0	0.00%
SUB-TOTAL (Professional Fees)	62,350	57,050	57,050	0	0.00%
<i>LIBRARY MATERIALS</i>					
BOOKS	2,500	10,000	8,000	(2,000)	-20.00%
DOWNLOADABLE MEDIA	100,000	105,000	105,000	0	0.00%
HOMEWORK HELP	366,000	306,000	306,000	0	0.00%
SUB-TOTAL	468,500	421,000	419,000	(2,000)	-0.48%
<i>DIRECT OFFSET</i>					
LLSA MEMBER LIBRARIES	433,957	467,287	476,633	9,346	2.00%
CLA CBA CNTRL LIBRARY	345,458	371,799	379,235	7,436	2.00%
SUFFOLK E-RESOURCES	744,000	770,040	793,141	23,101	3.00%
COORDINATED ORDERS	1,000,000	1,200,000	1,300,000	100,000	8.33%
DOWNLOADABLE MEDIA	5,193,680	5,531,127	5,918,306	387,179	7.00%
CBA MATERIALS	15,484	16,500	16,830	330	2.00%
Dedicated Library Aid	8,926	31,500	32,130	630	2.00%
Misc. Grants	-	0	0	0	0.00%
SUB-TOTAL	7,741,505	8,388,253	8,916,275	528,022	6.29%

2024 Budget Expenditures

ACCOUNT TITLE	2022	2023	2024	2023 to 2024	2023 to 2024
	Budget	Budget	Proposed	\$ Change	% Change
<i>OPERATIONS</i>					
OFFICE & LIB. SUPPLIES	44,500	40,500	40,500	0	0.00%
TELEPHONE VOICE	26,000	23,000	20,000	(3,000)	-13.04%
ISP SERVICE	60,000	35,000	30,000	(5,000)	-14.29%
Line of Credit INTEREST	100	100	100	0	0.00%
POSTAGE & FRGHT SCLS	12,500	15,000	15,000	0	0.00%
POSTAGE OVERDUES	12,000	9,000	9,000	0	0.00%
PUBLICITY & PRINTING	30,000	50,000	30,000	(20,000)	-40.00%
TRAVEL	20,500	23,500	23,500	0	0.00%
LOST IN TRANSIT	13,500	10,000	8,000	(2,000)	-20.00%
OVERDUE SUPPLIES	3,500	3,500	0	(3,500)	-100.00%
MEMBERSHIP DUES	25,000	25,000	23,000	(2,000)	-8.00%
MAINT. - OFFICE EQUIP.	18,050	16,000	15,000	(1,000)	-6.25%
COMPUTER SERVICES	260,500	261,500	263,000	1,500	0.57%
VEHICLE OPERATION	40,700	35,000	32,500	(2,500)	-7.14%
VEHICLE MAINTENANCE	12,000	17,500	20,000	2,500	14.29%
SECURITY SERVICES	21,500	21,858	21,858	0	0.00%
TRUSTEE EXPENSE	2,500	2,000	2,000	0	0.00%
PROGRAMS	59,500	51,300	35,000	(16,300)	-31.77%
PROF. DEVELOPMENT	35,500	37,000	52,500	15,500	41.89%
Misc	-	0	0	0	0.00%
SUB-TOTAL	697,850	676,758	640,958	(35,800)	-5.29%
<i>BUILDING OPERATIONS</i>					
GAS	21,000	31,000	25,000	(6,000)	-19.35%
ELECTRICITY	36,000	47,000	39,000	(8,000)	-17.02%
WATER	1,500	1,200	1,200	0	0.00%
SUPPLIES-JANITORIAL	2,500	2,000	2,500	500	25.00%
CONTRACT SERVICES	307,125	358,800	360,500	1,700	0.47%
REPAIR - BLDG. & EQUIP.	40,000	40,000	50,000	10,000	25.00%
SUB-TOTAL	408,125	480,000	478,200	(1,800)	-0.38%
INSURANCE	77,800	77,850	104,500	26,650	34.23%
EQUIPMENT - LENDING LIBRARY	5,000	5,000	5,000	0	0.00%
EQUIPMENT - SYSTEM	55,000	45,000	35,000	(10,000)	-22.22%
EQUIPMENT - VEHICLES	275,000	65,000	65,000	0	0.00%
FACILITY RENOVATIONS	150,000	350,000	308,000	(42,000)	-12.00%
SUB-TOTAL	562,800	542,850	517,500	(25,350)	-4.67%
TOTAL EXPENDITURES	14,605,376	15,499,995	16,274,065	774,070	4.99%

**Proposed 2024 MEMBER LIBRARY SUPPORT @ 1.50% (OVERALL INCREASE)
 BASED ON ANNUAL REPORT FINANCIALS: 2022**

	ACT 2023 ML SUPP	PROP 2024 ML SUPP	\$ Change PROP 2024 FROM 2023 ACT	% Change PROP 2024 FROM 2022 ACT
AMAGANSETT	11,168	11,336	168	1.50%
AMITYVILLE	33,869	35,112	1,243	3.67%
BABYLON	19,119	19,349	230	1.20%
BAYPORT-BLUE POINT	23,517	25,981	2,464	10.48%
BAY SHORE-BRIGHTWATERS	43,846	44,420	574	1.31%
BRENTWOOD	108,934	112,179	3,245	2.98%
BROOKHAVEN	11,444	11,624	180	1.57%
CENTER MORICHES	40,667	41,977	1,310	3.22%
CENTRAL ISLIP	50,211	50,730	519	1.03%
COLD SPRING HARBOR	19,082	19,021	(61)	-0.32%
COMMACK	31,696	31,860	164	0.52%
COMSEWOGUE	64,172	63,634	(538)	-0.84%
CONNETQUOT	61,929	63,284	1,355	2.19%
COPIAGUE	43,666	43,912	246	0.56%
CUTCHOGUE-NEW SUFFOLK	11,456	11,518	62	0.54%
DEER PARK	36,142	35,562	(580)	-1.60%
EAST HAMPTON	31,350	33,433	2,083	6.64%
EAST ISLIP	38,024	38,843	819	2.15%
ELWOOD	19,068	19,573	505	2.65%
EMMA S CLARK	66,706	67,082	376	0.56%
FLOYD MEMORIAL	11,168	11,336	168	1.50%
HALF HOLLOW HILLS	73,215	75,000	1,785	2.44%
HAMPTON BAYS	24,902	26,179	1,277	5.13%
HAMPTON	11,168	11,336	168	1.50%
HARBORFIELDS	37,215	37,432	217	0.58%
HAUPPAUGE	23,655	23,172	(483)	-2.04%
HUNTINGTON	69,643	69,645	2	0.00%
ISLIP	32,230	33,716	1,486	4.61%
JOHN JERMAIN	16,710	16,854	144	0.86%
LINDENHURST	52,854	51,958	(896)	-1.70%
LONGWOOD	85,659	87,477	1,818	2.12%
MASTICS-MORICHES-SHIRLEY	85,263	79,140	(6,123)	-7.18%
MATTITUCK	11,168	11,899	731	6.55%
MIDDLE COUNTRY	122,483	125,959	3,476	2.84%
MONTAUK	11,168	11,336	168	1.50%
NORTH BABYLON	38,518	38,790	272	0.71%
NORTH SHORE	42,107	42,861	754	1.79%
NORTHPORT-EAST NORTHPORT	77,539	77,625	86	0.11%
PATCHOGUE-MEDFORD	86,365	87,806	1,441	1.67%
PORT JEFFERSON	33,539	33,874	335	1.00%
QUOGUE	11,168	11,336	168	1.50%
RIVERHEAD	51,587	52,447	860	1.67%
ROGERS MEMORIAL	36,329	37,028	699	1.92%
SACHEM	116,145	119,047	2,902	2.50%
SAYVILLE	30,786	31,403	617	2.00%
SHELTER ISLAND	11,168	11,336	168	1.50%
SMITHTOWN	160,026	163,896	3,870	2.42%
SOUTH COUNTRY	29,733	30,302	569	1.91%
SOUTH HUNTINGTON	58,259	59,887	1,628	2.79%
SOUTHOLD	11,168	11,336	168	1.50%
WEST BABYLON	38,464	40,041	1,577	4.10%
WEST ISLIP	40,455	40,659	204	0.50%
WESTHAMPTON	25,265	26,263	998	3.95%
WYANDANCH	18,429	18,085	(344)	-1.87%
TOTALS:	2,351,617	2,386,891	35,274	1.50%

DECEMBER 2023

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JANUARY 2024

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14	15 ML King Day	16 Meeting	17	18	19	20
21	22	23	24	25	26	27
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		December 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	February 2024 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	Calendars by Vertex42.com © 2022 Vertex42 LLC. Free to print. https://www.vertex42.com/calendars/ 2024 Calendars 2025 Calendars		

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