

SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 16, 2021 - 5:00 P.M.
AGENDA

1. Call to Order
2. A Pledge of Allegiance
3. Adoption of the Agenda **(Motion)**
4. Public Expression/Participation
5. Approval of Minutes of the Regular Board Meeting on October 19, 2021 **(Motion)**
6. Approval of Executive Minutes of the Board Meeting on October 19, 2021 **(Motion)**
7. Approval of Treasurer's Report, October 2021 **(Motion)**
 - A. Approval of Payroll Expense Report, October 2021 **(Motion)**
 - B. Approval of Payroll Warrants: #13 **(Motion)**, #14 **(Motion)**, #16 **(Motion)**
 - C. Approval of Payroll Summary, October 2021 **(Motion)**
 - D. Approval of Bills: Warrant #15, November 2021 **(Motion)**
8. Reports
 - A. Director's Report
 - B. Assistant Director's Report
 - C. Library Statistical Report
 - D. SCLS Board Report, Susan Tychnowicz
9. Old Business
 - A. SCLS 2022 Budget **(Motion)**
10. New Business
 - A. SCLS Trustee Election **(Motion)**
 - B. Disposal of Equipment **(Motion)**
 - C. Approval of CIT Bill to be paid out of schedule **(Motion)**
 - D. Organizational Chart
 - E. Approval of Laser Engraver **(Motion)**
11. Other
 - A. Reminder: Staff Appreciation Luncheon – Wednesday, December 8, 2021
 - B. Holiday Lights - December 6-10, 13-17, 20-21 at 5:30-8:30 p.m.
 - C. Holiday Lights and Nighttime Market Saturday, December 11th 5:30-8:30 p.m.
 - D. The Next Board Meeting – Tuesday, December 21, 2021 at 5:00 p.m.
12. Executive Session (if needed) **(Motion)**
13. Personnel Report **(Motion)**
14. Adjournment **(Motion)**

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 19, 2021
5:00 P.M.**

The regular meeting of Sachem Public Library Board of Trustees was attended by Marguerite Barone, Thomas Lohr, Susan Tychnowicz, Robert Winowitch, Neely McCahey and Sandra Bartalis.

Diane Longo informed the trustees that she would not be available for the October 19, 2021 Board meeting and was formally excused.

The Board members previewed the board meeting items on the agenda electronically prior to the meeting. Trustee, Marguerite Barone reviewed all warrants with the Director before having them presented to the Board for their approval.

The meeting was called to order at 5:06 p.m.

The meeting began with a pledge of allegiance.

The Board adopted the agenda. (Lohr, Barone; unanimous)

Joanne Ortiz, Coordinator of Finance and Christina Bonomo, Library's Internal Auditor and two community members observed the Board meeting attend as guests.

Public Expression/Participation

None

Presentation

Marguerite Barone introduced Mr. Tellier of Nawrocki, Smith LLP to the guests and the Library Board of Trustees. Mr. Tellier introduced himself as audit partner of Nawrocki, Smith LLP. Mr. Tellier reviewed the annual auditor's report for the 2020/2021 fiscal year and found everything in order. Mr. Tellier made no recommendations to the Library Board. Mr. Tellier stated the library is running efficiently and effectively. Mr. Tellier thanked the Board and complimented Joanne Ortiz and the Administrative staff for their assistance and thorough preparation of the library audit. The Board and Ms. McCahey thanked Mr. Tellier for spending the time to review the annual audit. The Board and Ms. McCahey also thanked Joanne Ortiz and Christina Bonomo for their thorough preparation of the library audit.

Minutes

The Board approved the Minutes of the Regular Board Meeting on September 21, 2021. (Winowitch, Tychnowicz; unanimous)

The minutes of an Executive Session on September 21, 2021 were approved. (Tychnowicz, Barone; unanimous)

Treasurer's Report

The Treasurer's Report for September 2021 in the amount of \$7,196,348.04 was approved. (Barone, Lohr; unanimous)

Payroll and Related Expenses

The Payroll and Related Expenses for September 2021 in the amount of \$511,963.59 were approved. (Lohr, Winowitch; unanimous)

Payroll Warrant #9 dated September 2, 2021 in the amount of \$20,955.26 was approved. (Winowitch, Tychnowicz; unanimous)

Payroll Warrant #10 dated September 16, 2021 in the amount of \$130,248.88 was approved. (Tychnowicz, Barone; unanimous)

Payroll Warrant #12 dated September 20, 2021 in the amount of \$20,168.52 was approved. (Barone, Lohr; unanimous)

The September 2021 Payroll Summary was approved. (Lohr, Winowitch; unanimous)

Schedule of Bills

The October 19, 2021 Schedule of Bills, warrant #11 in the amount of \$259,650.19 was approved. (Winowitch, Tychnowicz; unanimous)

Director's Report

The Board reviewed the Director's report with interest. Ms. McCahey reported to the Board that the library has been nominated for the best library of Long Island and the polls are now open. A tentative date for May 21, 2022 has been scheduled for the 3 in 1 recycling event. Ms. McCahey informed the Board that the installation of a book drop at the Brookhaven Town Hall will be coming soon. Sachem Public Library will use Channel 18 on Optimum to make public service announcements about the book drop. Ms. McCahey shared stories from patrons who volunteered in a campaign about *Library Stories*. 850 people attend the Fire Safety night. Filming for the Battle of Bands has begun in the library. This year voting and viewing will take place virtually.

Assistant Director's Report

Mrs. Stroh reported on Summer Reading Club Stats from this year to the last 2 years pre-covid. She reported that the Summer Reading Club is slowing moving toward normalcy. The Adult Summer Reading Club reached a new record number of participants this year.

Library Statistics

The Board reviewed all the library statistics with interest.

SCLS Board Report

Mrs. Tychnowicz reported to the Board that SCLS has begun their long-range plans; including their 5-year plan, budget prep and conference recommendations. Mrs. Tychnowicz also

informed the Board that the Trustee workshop has begun tonight at 5pm. The topic was *Duties and Responsibilities* and the workshop will be recorded. She also stated the library trustees will need to engage in 2 hours of trustee continuing education beginning January 2023.

Old Business

The revision of the Designated Spaces Policy was approved. (Tychnowicz, Barone; unanimous)

The revision of the Study Policy was approved with a grammatical change. (Barone, Lohr; unanimous)

The group discussed the Directors Review Evaluation Procedure. The Board approved the procedure. (Lohr, Winowitch; unanimous)

New Business

The SCLS Draft 2022 Budget was presented to the Board for review. The Board will vote on the final version of this budget at the November Board meeting.

On the Director's recommendation the Board approved the purchase of an Envisionware site license in the amount of \$10,392.62. The bundle includes the RFID suite, one-stop self-service, gate with radar and people counter, pads with software, reader and all necessary licensing. (Tychnowicz, Barone; unanimous)

The Board approved the dates for the regular monthly Board of Trustees meetings for 2022 and determined of rotation for monthly signing of bills. (Barone, Lohr; unanimous)

Other

The following was approved:

On the Directors recommendation the Board approved a delayed opening for a Staff Development Day for Friday, November 5, 2021. (Winowitch, Tychnowicz; unanimous)

The next Board Meeting will be held on Tuesday, November 16, 2021 at 5:00 p.m.

The Staff Appreciation Luncheon will be held Wednesday, December 8, 2021.

Executive Session

The Board adjourned into Executive Session at 6:02 p.m. to discuss employment history of a particular person. (Winowitch, Tychnowicz; unanimous)

Regular Session resumed at 6:30 p.m.

Personnel Report

The Personnel Report was approved. (Tychnowicz, Winowitch; unanimous)

Adjournment

The meeting was adjourned at 6:31 p.m. (Barone, Tychnowicz; unanimous)

Respectfully submitted,

Thomas Lohr

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES
EXECUTIVE SESSION**

October 21, 2021

The Board adjourned into Executive Session at 6:02 p.m. to discuss employment history of a particular person. (Winowitch, Tychnowicz; unanimous)

The Executive Session ended at 6:30 p.m. (Barone, Tychnowicz; unanimous)

Respectfully submitted,

Thomas Lohr

SACHEM PUBLIC LIBRARY
BUDGET STATUS REPORT
FY 2021/2022

OCTOBER 31, 2021

		APPROPRIATION	EXPENDITURES	BALANCE	%
<u>MATERIALS</u>					
Books	\$	200,000.00	\$ 43,035.04	\$ 156,964.96	22%
Digital Resources	\$	338,010.00	\$ 185,478.88	\$ 152,531.12	55%
Media	\$	130,100.00	\$ 22,951.92	\$ 107,148.08	18%
Periodicals	\$	20,605.00	\$ 1,595.46	\$ 19,009.54	8%
<u>BUILDING</u>					
Building Alterations	\$	215,500.00	\$ 178,522.51	\$ 36,977.49	83%
Computer Equipment	\$	179,755.00	\$ 68,461.71	\$ 111,293.29	38%
Equipment	\$	87,094.00	\$ 9,110.32	\$ 77,983.68	10%
Hawkins Ave Property Upkeep	\$	1,000.00	\$ 156.00	\$ 844.00	16%
<u>SUPPLIES</u>					
Custodial Supplies	\$	28,000.00	\$ 6,824.62	\$ 21,175.38	24%
Office Supplies	\$	134,335.00	\$ 28,177.29	\$ 106,157.71	21%
<u>SALARIES</u>					
Clerical, Full Time	\$	1,135,607.00	\$ 649,950.62	\$ 485,656.38	57%
Clerical, Part Time	\$	613,166.00	\$ 208,983.28	\$ 404,182.72	34%
Custodial	\$	321,262.00	\$ 96,824.08	\$ 224,437.92	30%
Professional	\$	3,388,749.00	\$ 1,204,519.34	\$ 2,184,229.66	36%
<u>UTILITIES</u>					
Electricity	\$	130,000.00	\$ 63,924.52	\$ 66,075.48	49%
Gas	\$	20,000.00	\$ 825.95	\$ 19,174.05	4%
Water	\$	4,000.00	\$ 3,021.84	\$ 978.16	76%
<u>CONTRACTS</u>					
Cleaning & Exterminating	\$	9,900.00	\$ 1,280.00	\$ 8,620.00	13%
Equipment Maintenance	\$	116,160.00	\$ 33,276.21	\$ 82,883.79	29%
SCLS-PALS	\$	52,232.00	\$ 13,059.00	\$ 39,173.00	25%
Membership	\$	6,322.00	\$ 2,087.00	\$ 4,235.00	33%
Professional & Technical	\$	110,924.00	\$ 28,596.53	\$ 82,327.47	26%
Refuse Removal	\$	5,724.00	\$ 1,998.72	\$ 3,725.28	35%
Security Personnel	\$	112,000.00	\$ 37,509.98	\$ 74,490.02	33%
Suffolk Cooperative Library Sys.	\$	114,922.00	\$ 57,995.00	\$ 56,927.00	50%
<u>LIBRARY OPERATION</u>					
Insurance	\$	83,440.00	\$ 94,031.00	\$ (10,591.00)	113%
Postage	\$	37,275.00	\$ 11,957.36	\$ 25,317.64	32%
Printing & Publicity	\$	70,832.00	\$ 20,964.94	\$ 49,867.06	30%
Professional Development	\$	20,000.00	\$ 3,734.85	\$ 16,265.15	19%
Programs	\$	340,000.00	\$ 104,813.13	\$ 235,186.87	31%
Telecommunications	\$	49,940.00	\$ 27,038.38	\$ 22,901.62	54%
Vehicle Maintenance	\$	1,480.00	\$ 222.65	\$ 1,257.35	15%
<u>MANDATED EXPENSES</u>					
Dental Insurance	\$	43,115.00	\$ 12,237.00	\$ 30,878.00	28%
Health Insurance	\$	1,385,980.00	\$ 413,160.55	\$ 972,819.45	30%
New York State Retirement	\$	848,819.00	\$ 279,980.84	\$ 568,838.16	33%
Social Security	\$	407,214.00	\$ 159,022.27	\$ 248,191.73	39%
Unemployment Insurance	\$	3,000.00	\$ -	\$ 3,000.00	0%
Worker's Compensation	\$	45,967.00	\$ -	\$ 45,967.00	0%
Other Contractual Benefits:	\$	52,488.00	\$ 25,661.93	\$ 26,826.07	49%
Disability Insurance	\$	6,884.00	\$ (589.80)	\$ 7,473.80	
EAP	\$	4,930.00	\$ 4,505.00	\$ 425.00	
Life Insurance	\$	2,268.00	\$ 691.20	\$ 1,576.80	
Long Term Care	\$	16,051.00	\$ 11,401.07	\$ 4,649.93	
Long Term Disability	\$	13,679.00	\$ 6,856.92	\$ 6,822.08	
Vision Insurance	\$	8,676.00	\$ 2,797.54	\$ 5,878.46	
TOTAL	\$	10,864,917.00	\$ 4,100,990.72	\$ 6,763,926.28	38%

Director's Report- November 2021

General Information:

- Library welcomes Joanna Bonura and Samantha Haase, full timers, at Patron Services and Reference Department respectively.
- Friends of Sachem Library celebrated their 35th Anniversary, we held a brunch for them at the October 14th meeting which took place during National Library Week. Thank you, Kristen, for your efforts in planning a lovely event.
- Senator Weik held mobile office hours here for the first time, she met with 12-15 different constituents. The Library has scheduled her for our next politics and pastries in March 2022.
- Church of the Resurrection and Holy Cross Lutheran Church both wrote notes of thanks for the donations collected during the Great Give Back food drive, coordinated by Kelly.

Programming and Publicity:

- 1,236 new patron emails were added to our eblast subscriber list, bringing the total up to 31,614.
- 850 people attended the 1st Annual Fire Prevention Event, in coordination with Councilman LaValle, Holbrook, Farmingville and Ronkonkoma Fire Departments and Brookhaven Town Fire Commissioner. We appreciate Nick Cormier who dressed as Sparky the Fire Dog for our little patrons.
- 3,500 people came through for the library's Fall Festival on October 2, thank you to all who coordinated the event.
- We had 8,500 throughout the 5 nights of Goosebumps in the Garden, our LARGEST attendance yet! Thank you to Rebecca, Dana, Cara, Anthony, Joanne, Krista, Christine L's, Bernadette, Marybeth and everyone who helped create, execute, breakdown and covered desks throughout the week- WONDERFUL JOB EVERYONE.
- Children's distributed 199 Take and Make crafts last month. Children's also introduced a fun new event for Halloween, they held their 1st Trunk or Treat which was a huge success, 345 participants visited 11 staff cars (pictures included).
- Teens and Children's held 2 Homeschooling tours, they got some traction and are actively working on launching homeschooling resources on the webpage,

Building and Grounds:

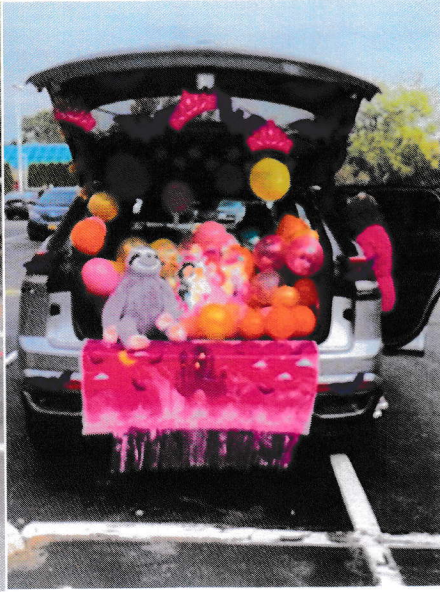
- Down lighting was mounted in 5 locations in the Community Garden prior to opening of the Haunted Garden.
- Brian power washed all the hard surfaces in Discovery Grove.
- Robert supervised the sprinklers being shut off for the season.
- Darren repaired holes in the fencing along the roof.

Technology and Things:

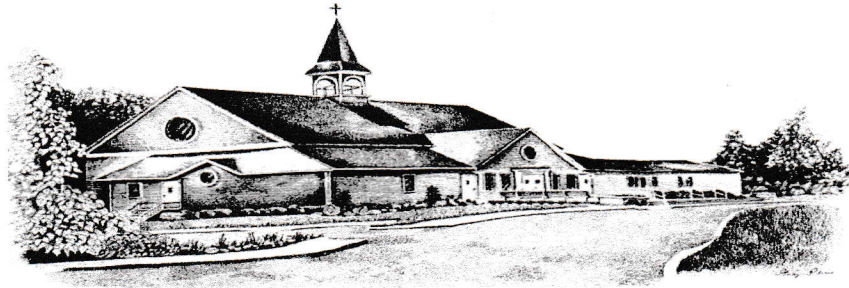
- Jamie and Denise coordinated some webpage modifications with Steve from Visionary Graphics. The goal was to freshen up the aesthetic and shorten the scroll of the page. Changes were introduced November 11th.
- 2 new access points are being installed in Inside Out, this addition will improve staff capabilities for our garden events.

Meetings:

- 10/1,2,3 Legislative Breakfast, Fall Festival, Farmingville Street Fair.
- 10/5,6,7 Ronkonkoma COC, Senator Weik @ SPL, FHCOC, I presented to the Library Administrators class.
- 10/8 Fire Prevention Event.
- 10/13, 14 Meeting with LaValle's team at Town Hall, Friends 35th Anniversary.
- 10/18-22, Haunted Garden, Civil Service meeting, SCLA Dinner.
- 10/26, 28 Full Staff meeting, Trunk or Treat.



R. C. CHURCH OF THE RESURRECTION
50 GRANNY ROAD
FARMINGVILLE, NY 11738



October 25, 2021

Re: Donations

This is to acknowledge the generous donation of toys and other items to the Parish Outreach here at Resurrection by the Sachem Public Library of 150 Holbrook Road in Holbrook.

If you have any questions please call the parish Monday through Friday 9am to 3pm.

Patricia O'Reilly
Parish Outreach/Pat O'Reilly

Church of the Resurrection

HOLY CROSS LUTHERAN CHURCH



307 Hawkins Avenue, Ronkonkoma, NY 11779 + 631-588-9509 Rev. Claudia D. Raggie, Pastor

hclc@optonline.net www.holycross-lutheran.org www.crosswordsandgifts.com

"Helping people to know and share the love of Christ."

October 26, 2021

Sachem Public Library
150 Holbrook Road
Holbrook, NY 11741

Dear Staff and members of the Sachem Public Library,

The family of Holy Cross Lutheran Church wishes to thank you for your very generous donation to our Red Wagon Food pantry during this difficult time for many families. As we distribute groceries for Thanksgiving to those who visit us, your care and concern for these community members who benefit from our party is amazing. We deeply appreciate what that you have done for us with your joyful heart. Thank you again for enabling the far reaching effects of providing groceries to our neighbors here in central Suffolk County.

Yours in Christ,

Rev. Claudia D. Raggie
Pastor

*There are many needs
and you are helping to
meet them.
Thank you
Pastor Raggie*

Board Report

Assistant Director

November 16, 2021

On November 5, 2021 we hosted a staff development day. We were closed to the public from 9am-12:45pm in order to have as much staff participate as possible.

- Out of 100 active staff members, 67 participated.
- Staff rotated through 3 training sessions; mini-business center training, public service desk & customer service training and building safety tours.
- Trainings were videoed for those who could not attend to watch later and we'll follow up with several more safety tours over this month and next.
- We surveyed the staff afterwards for feedback on the day; 100% liked the rotational format of the day, 82% found the business center trainings useful and 85% found the public service trainings useful.
- We also surveyed the staff on the training topics they would like to see in the future.

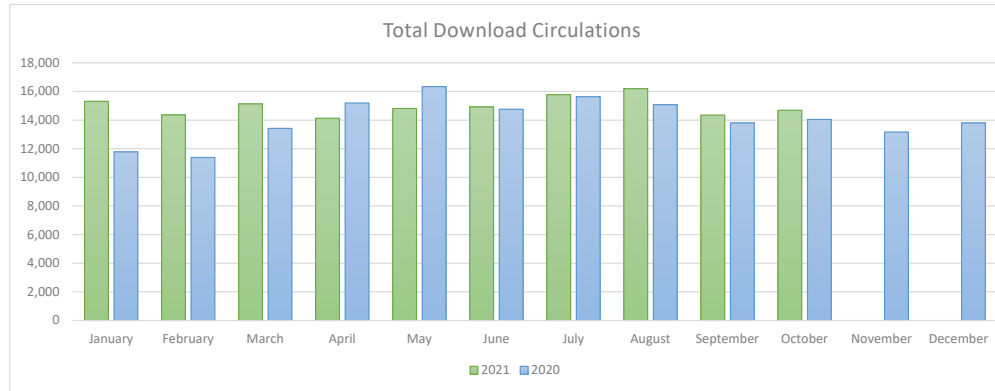
Respectfully Submitted,

Kristen Stroh

Kristen Stroh

TOTAL DOWNLOADS CIRCULATION		
Month	2021	2020
January	15,313	11,780
February	14,364	11,388
March	15,134	13,421
April	14,127	15,194
May	14,809	16,336
June	14,922	14,759
July	15,777	15,633
August	16,194	15,079
September	14,350	13,799
October	14,686	14,047
November	0	13,164
December	0	13,799
Total	149,676	168,399

Monthly Average in 2021	14,967
Monthly Average in 2020	14,033

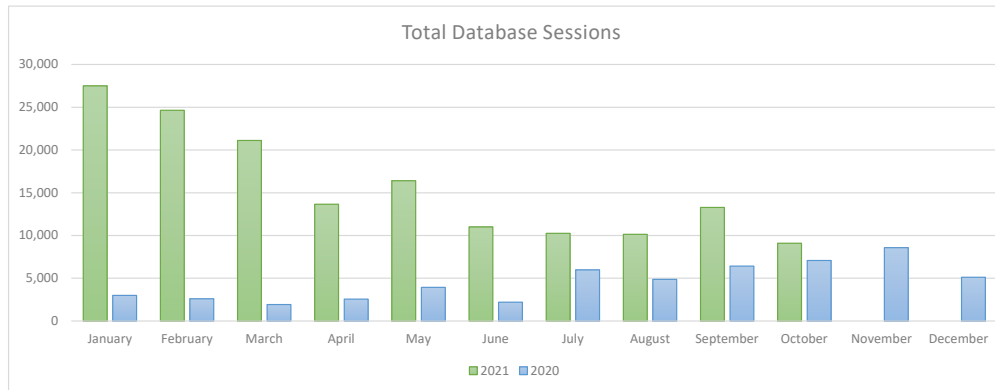


2021 YTD= 149,676
2020 YTD= 141,436

TOTAL DATABASE SESSIONS		
Month	2021	2020
January	27,496	2,995
February	24,646	2,595
March	21,115	1,925
April	13,658	2,560
May	16,403	3,936
June	10,999	2,201
July	10,255	5,975
August	10,138	4,869
September	13,283	6,421
October	9,096	7,078
November	0	8,577
December	0	5,118
Total	157,089	54,250

* changed how reported

Monthly Average in 2021	15,709
Monthly Average in 2020	4,517



2021 YTD= 157,089
2020 YTD= 40,555

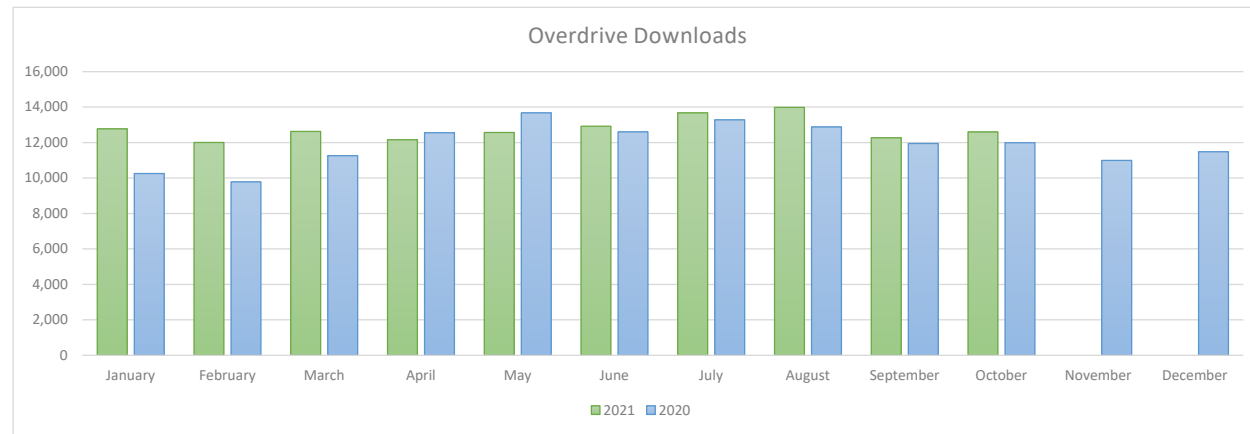
Month	Child	Teen	Adult
January	4,755	63	22,678
February	2,456	936	21,254
March	3,548	450	17,117
April	1,010	424	12,224
May	1,654	293	14,456
June	692	348	9,959
July	264	300	9,691
August	743	64	9,331
September	1,775	410	11,098
October	2,240	129	6,727
November	0	0	0
December	0	0	0
Total	19,137	3,417	134,535

*Child newly reporting

OVERDRIVE DOWNLOADS

Month	2021	2020
January	12,774	10,253
February	12,003	9,779
March	12,628	11,260
April	12,159	12,554
May	12,568	13,675
June	12,921	12,602
July	13,675	13,281
August	13,985	12,879
September	12,268	11,947
October	12,599	11,990
November	0	10,993
December	0	11,480
TOTAL	127,580	142,693

Monthly Average in 2021	12,758
Monthly Average in 2020	11,891

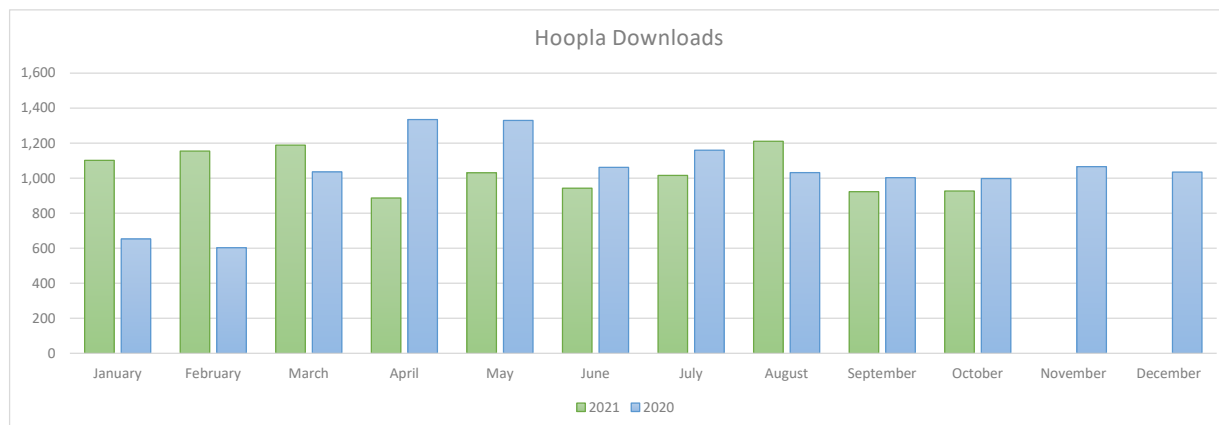


2021 YTD= 127,580
2020 YTD= 120,220

HOOPLA DOWNLOADS

Month	2021	2020
January	1,102	653
February	1,155	603
March	1,189	1,036
April	887	1,335
May	1,031	1,330
June	943	1,062
July	1,016	1,160
August	1,211	1,032
September	923	1,003
October	927	998
November	0	1,066
December	0	1,035
TOTAL	10,384	12313

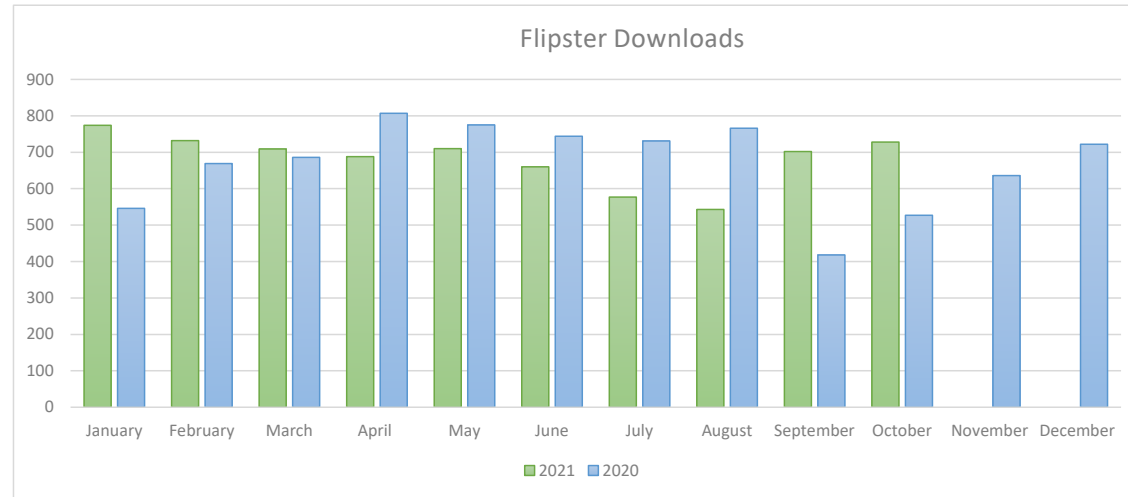
Monthly Average in 2021	1,038
Monthly Average in 2020	1,026



FLIPSTER DOWNLOADS

Month	2021	2020
January	774	546
February	732	669
March	709	686
April	688	807
May	710	775
June	660	744
July	577	731
August	543	766
September	702	418
October	728	527
November	0	636
December	0	722
TOTAL	6823	8027

Monthly Average in 2021	682
Monthly Average in 2020	669

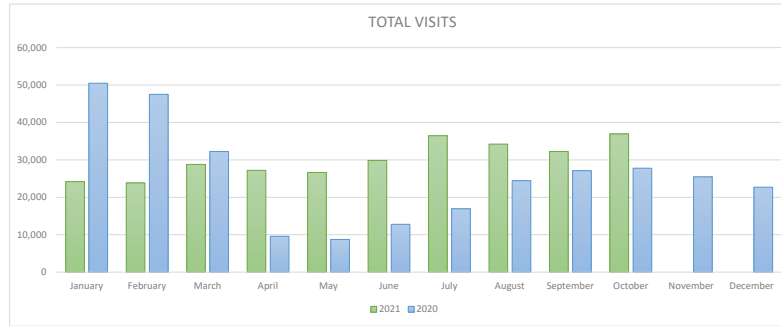


2021YTD= 6823
2020 YTD= 6669

TOTAL VISITS		
Month	2021	2020
January	24,189	50,482
February	23,827	47,520
March	28,786	32,236
April	27,197	9,593
May	26,643	8,734
June	29,861	12,785
July	36,457	16,928
August	34,218	24,438
September	32,228	27,116
October	36,928	27,778
November	0	25,446
December	0	22,705
TOTAL	300,334	305,761

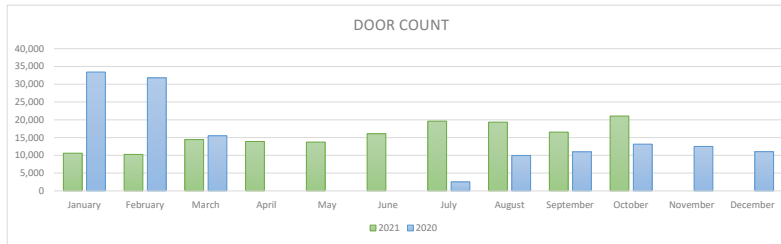
DOOR COUNT		
Month	2021	2020
January	10,603	33,438
February	10,262	31,796
March	14,431	15,499
April	13,892	0
May	13,733	0
June	16,075	0
July	19,627	2,508
August	19,339	9,933
September	16,530	10,981
October	21,053	13,147
November	0	12,501
December	0	11,026
TOTAL	155,545	140,829

WEBSITE VISITS		
Month	2021	2020
January	13,586	17,044
February	13,565	15,724
March	14,355	16,737
April	13,305	9,593
May	12,910	8,734
June	13,786	12,785
July	16,830	14,420
August	14,879	14,505
September	15,698	16,135
October	15,875	14,631
November		12,945
December		11,679
TOTAL	144,789	164,932

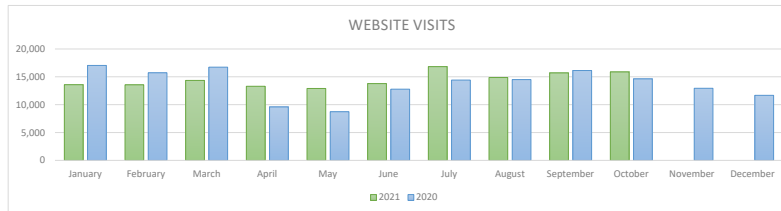


2021 YTD= 300,334
2020 YTD= 305,761

*Total visit= Door Count + Website Visits



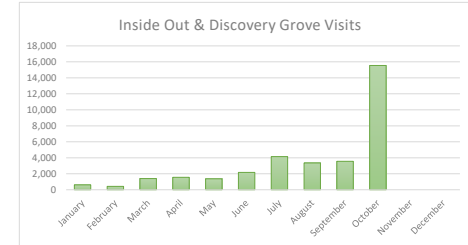
2021 YTD= 155,545
2020 YTD= 140,829



2021 YTD= 144,789
2020 YTD= 164,932

I/O & DG VISITS	
Month	2021
January	608
February	424
March	1,401
April	1,557
May	1,369
June	2,171
July	4,146
August	3,350
September	3,559
October	15,547
November	0
December	0
TOTAL	34,132

* Haunted Garden & Fall Festival included



FACEBOOK REACH

January	16,964
February	20,053
March	29,084
April	27,851
May	24,099
June	39,418
July	34,193
August	39,675
September	33,739
October	40,541
November	0
December	0

*changed method of reporting

INSTAGRAM IMPRESSIONS

January	36,529
February	14,116
March	28,283
April	33,554
May	20,249
June	14,517
July	26,658
August	26,706
September	17,201
October	30,542
November	0
December	0

TWITTER IMPRESSIONS

January	30,900
February	30,900
March	39,000
April	82,000
May	36,800
June	26,700
July	36,000
August	31,500
September	14,600
October	19,200
November	0
December	0

GOOGLE BUSINESS VIEWS

January	25,200
February	24,500
March	27,500
April	31,700
May	31,200
June	31,900
July	35,600
August	1,523
September	36,800
October	36,500
November	0
December	0

TOTAL SOCIAL MEDIA		
Month	2021	2020
January	175,259	62,203
February	144,383	61,918
March	187,680	102,208
April	230,874	137,758
May	161,221	112,083
June	158,311	96,633
July	186,149	121,838
August	157,042	116,705
September	152,455	106,462
October	179,539	102,577
November	0	119,690
December	0	131,391

TIKTOK VIEWS

January	3,553
February	5,585
March	5,688
April	1,789
May	2,324
June	5,462
July	2,388
August	6,928
September	4,003
October	1,339
November	0
December	0

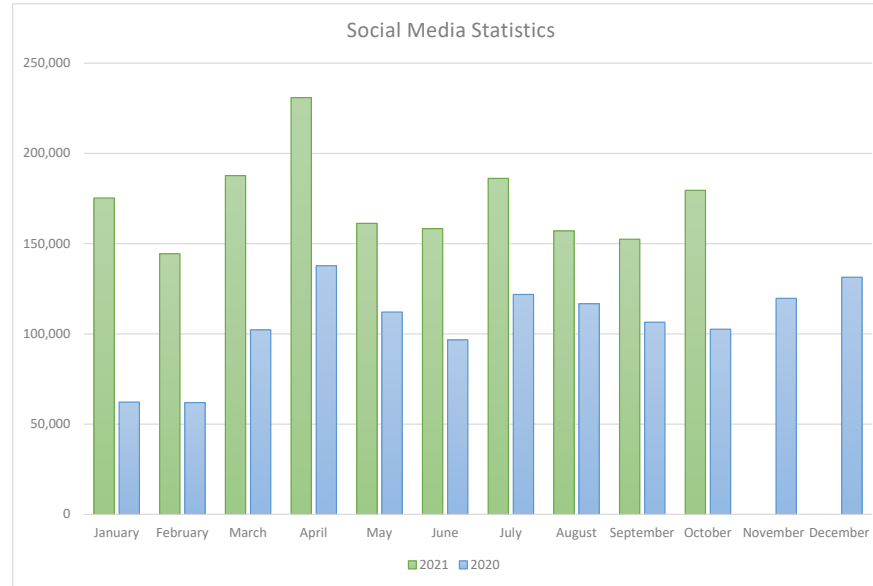
YouTube Impressions

January	61,800
February	48,900
March	57,800
April	53,700
May	45,395
June	38,800
July	50,200
August	50,500
September	45,600
October	50,600
November	0
December	0

SnapChat Views

January	313
February	329
March	325
April	280
May	1,154
June	1,514
July	1,110
August	210
September	512
October	817
November	0
December	0

*NEW reporting



Monthly Average in 2021

173,291

Monthly Average in 2020

105,959

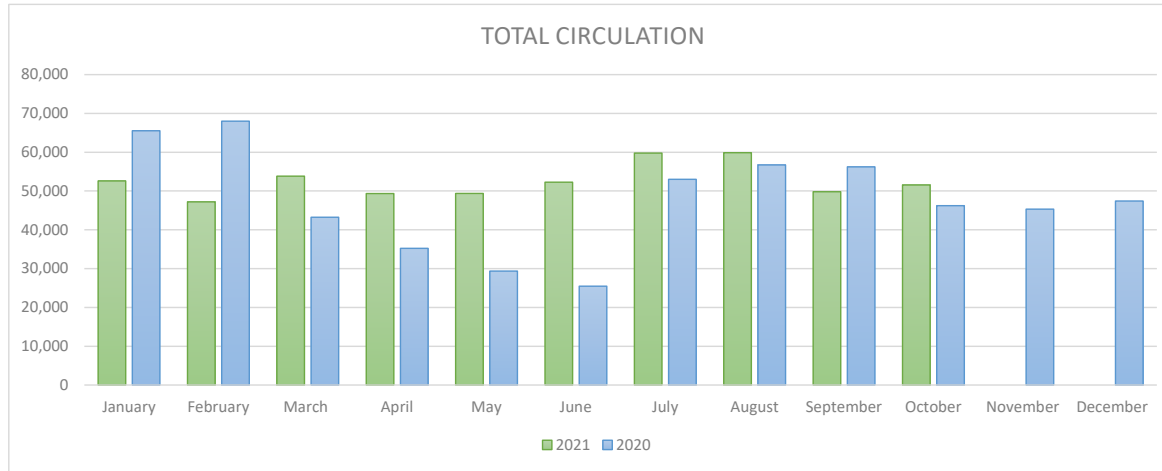
2021 YTD= 1,732,913

2020 YTD= 1,020,385



TOTAL CIRCULATION

Month	2021	2020
January	52,594	65,527
February	47,200	68,001
March	53,830	43,240
April	49,346	35,225
May	49,376	29,366
June	52,274	25,471
July	59,773	53,014
August	59,873	56,720
September	49,811	56,220
October	51,553	46,221
November	0	45,326
December	0	47,422
TOTAL	525,630	571,753

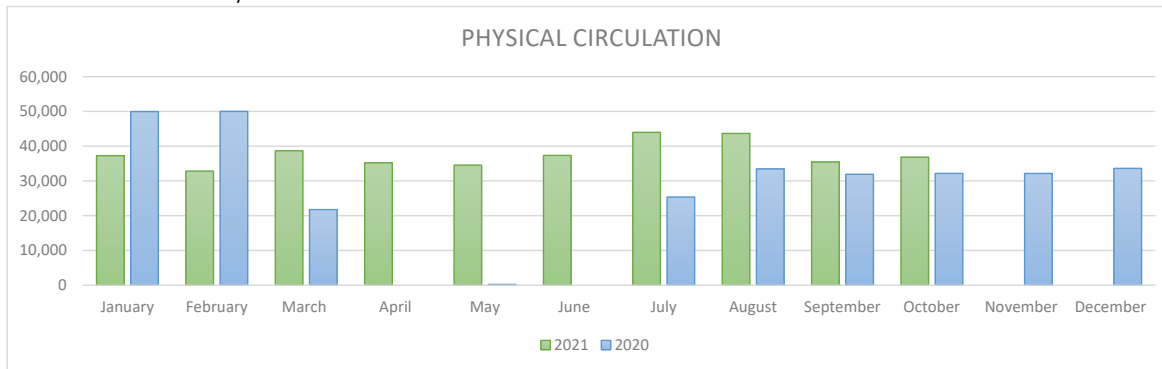


2021 YTD= 525,630
2020 YTD= 479,005

PHYSICAL CIRCULATION

Month	2021	2020
January	37,281	49,966
February	32,836	50,020
March	38,696	21,762
April	35,219	0
May	34,567	223
June	37,352	0
July	43,996	25,375
August	43,679	33,467
September	35,461	31,921
October	36,867	32,174
November	0	32,162
December	0	33,623
TOTAL	375,954	310,693

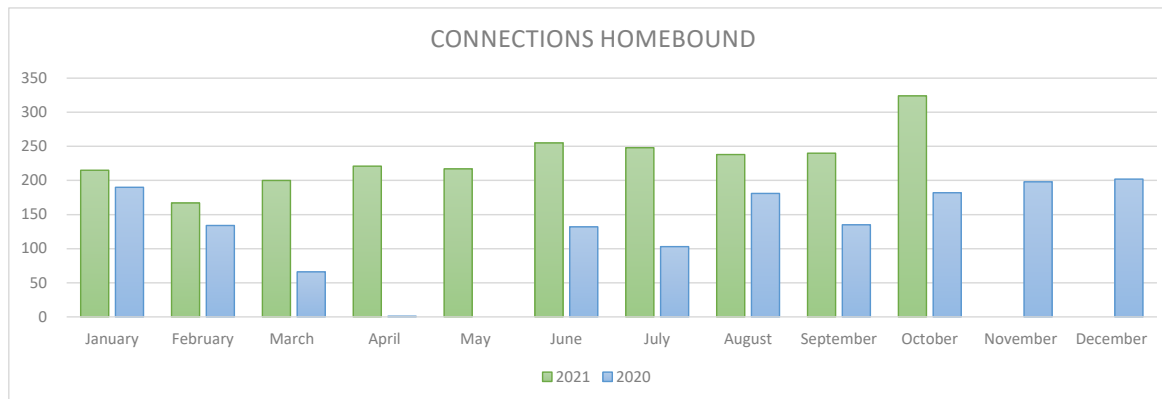
*TOTAL CIRCULATION= Physical Circulation + Online Circulation



2021 YTD= 375,954
2020 YTD= 244,908

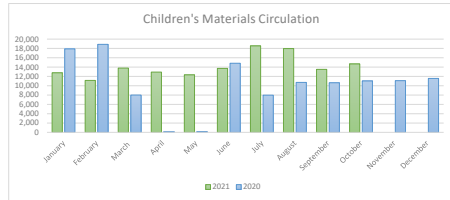
CONNECTIONS HOMEBOUND

Month	2021	2020
January	215	190
February	167	134
March	200	66
April	221	1
May	217	0
June	255	132
July	248	103
August	238	181
September	240	135
October	324	182
November	0	198
December	0	202
TOTAL	2325	1524

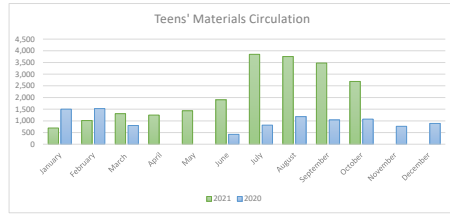


2021 YTD= 2,325
2020 YTD= 1124

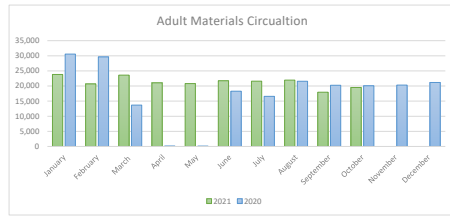
CHILDREN'S MATERIALS			
Month	2021	2020	
January	12,768	17,901	
February	11,139	18,875	
March	13,787	8,001	
April	12,926	77	
May	12,329	116	
June	13,718	14,822	
July	18,544	7,976	
August	17,971	10,712	
September	13,512	10,633	
October	14,668	11,021	
November	0	11,084	
December	0	11,565	
TOTAL	141,362	122,784	



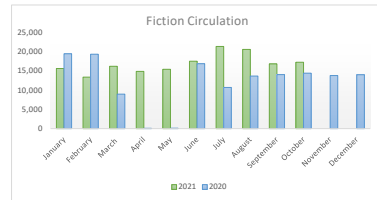
TEENS' MATERIALS			
Month	2021	2020	
January	694	1,501	
February	1,013	1,525	
March	1,307	801	
April	1,248	0	
May	1,431	0	
June	1,901	422	
July	3,849	817	
August	3,753	1,181	
September	3,475	1,039	
October	2,687	1,075	
November	0	767	
December	0	890	
TOTAL	21,358	10,018	



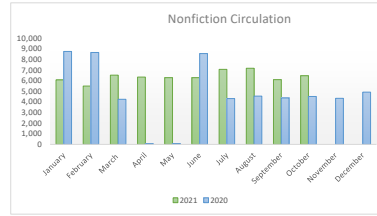
ADULT MATERIALS			
Month	2021	2020	
January	23,819	30,564	
February	20,684	29,620	
March	23,602	13,686	
April	21,045	153	
May	20,807	122	
June	21,735	18,282	
July	21,603	16,582	
August	21,955	21,574	
September	17,951	20,249	
October	19,512	20,078	
November	0	20,311	
December	0	21,167	
TOTAL	212,711	212,388	



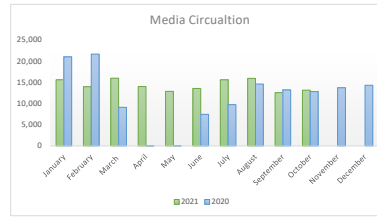
FICTION			
Month	2021	2020	
January	15,597	19,419	
February	13,361	19,307	
March	16,175	8,947	
April	14,849	86	
May	15,393	113	
June	17,491	16,840	
July	21,319	10,681	
August	20,551	13,640	
September	16,787	14,015	
October	17,224	14,388	
November	0	13,773	
December	0	13,982	
TOTAL	168,747	145,193	



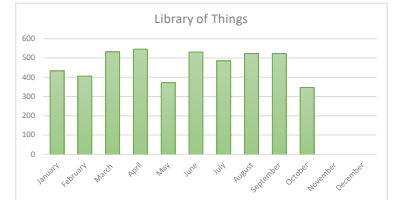
NONFICTION			
Month	2021	2020	
January	6,084	8,770	
February	5,505	8,672	
March	6,534	4,255	
April	6,353	64	
May	6,296	78	
June	6,295	8,570	
July	7,080	4,323	
August	7,184	4,555	
September	6,108	4,379	
October	6,479	4,521	
November	0	4,347	
December	0	4,931	
TOTAL	63,918	57,465	



MEDIA MATERIALS			
Month	2021	2020	
January	15,600	21,017	
February	13,970	21,673	
March	15,987	9,106	
April	14,017	28	
May	12,878	47	
June	13,566	7,454	
July	15,597	9,731	
August	15,944	14,608	
September	12,566	13,202	
October	13,164	12,821	
November	0	13,730	
December	0	14,317	
TOTAL	143,289	137,736	



LIBRARY OF THINGS			
Month	2021		
January	433		
February	406		
March	532		
April	546		
May	372		
June	531		
July	485		
August	523		
September	523		
October	347		
November			
December			
TOTAL	4698		

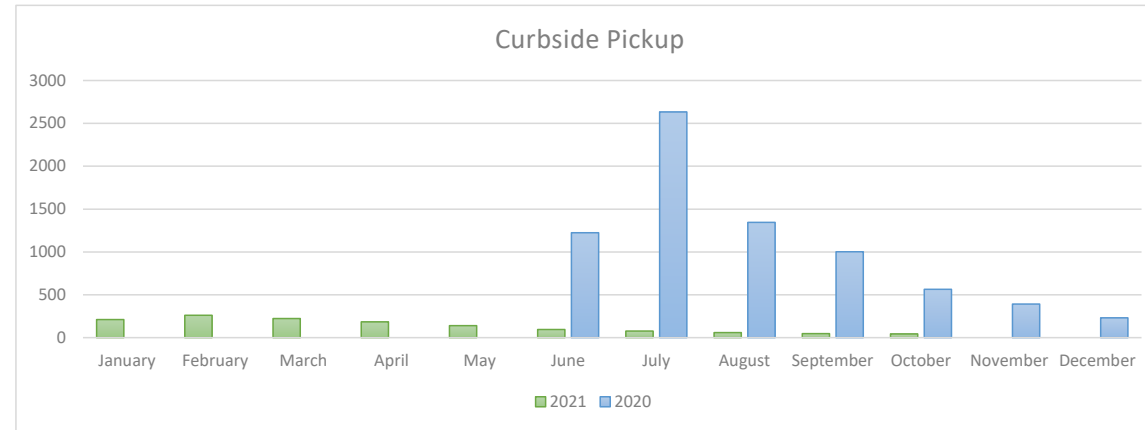


* new for 2021

Curbside Pickup

Date	2021	2020
January	211	0
February	261	0
March	223	0
April	184	0
May	140	0
June	95	1,224
July	77	2,633
August	59	1,345
September	47	1,002
October	43	564
November		392
December		231
TOTAL	1,340	7,391

Monthly Average in 2021 **134**
 Monthly Average in 2020 1,056



2021 YTD= 1340
2020 YTD= 6768

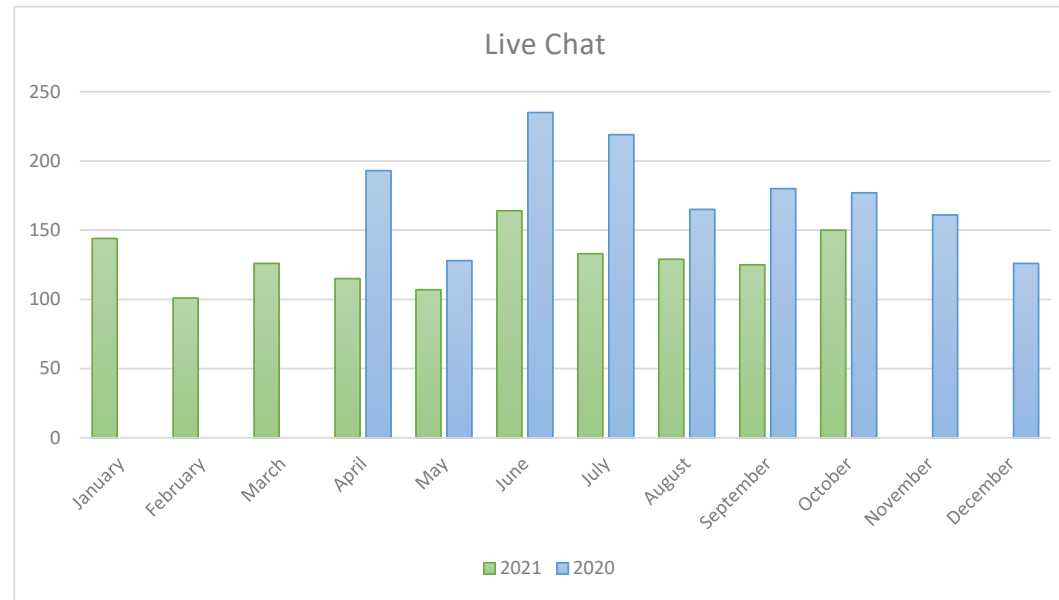
***started in June 2020**

LIVE CHAT STATS

Month	2021	2020
January	144	0
February	101	0
March	126	0
April	115	193
May	107	128
June	164	235
July	133	219
August	129	165
September	125	180
October	150	177
November		161
December		126
TOTAL	1294	1584

Monthly Average in 2021 **129**

Monthly Average in 2020 176



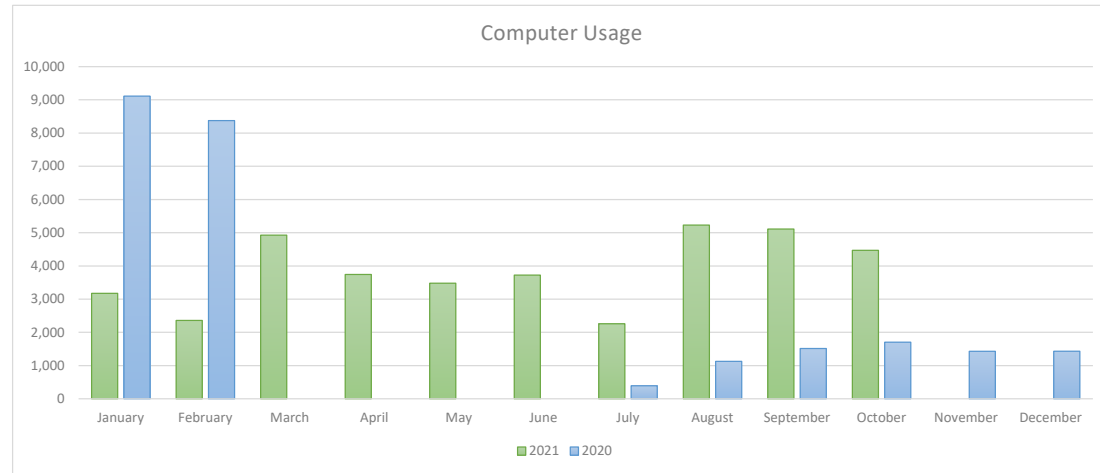
2021 YTD= **1294**
2020 YTD= 1297

*Started in April 2020

Computer Usage Total		
Month	2021	2020
January	3,175	9,113
February	2,359	8,376
March	4,927	0
April	3,743	0
May	3,480	0
June	3,724	0
July	2,258	391
August	5,230	1,127
September	5,111	1,514
October	4,470	1,704
November	0	1,430
December	0	1,432
TOTAL	38,477	25,087

*changed method of reporting

Month	Childrens	Adults	Teens
January	0	3,034	141
February	4	2,238	117
March	9	4,781	137
April	3	3,612	128
May	22	3,298	160
June	48	3,226	450
July	151	1,716	391
August	105	4,642	483
September	28	4,741	342
October	110	4,053	307
November	0	0	0
December	0	0	0
TOTAL	480	35,341	2656



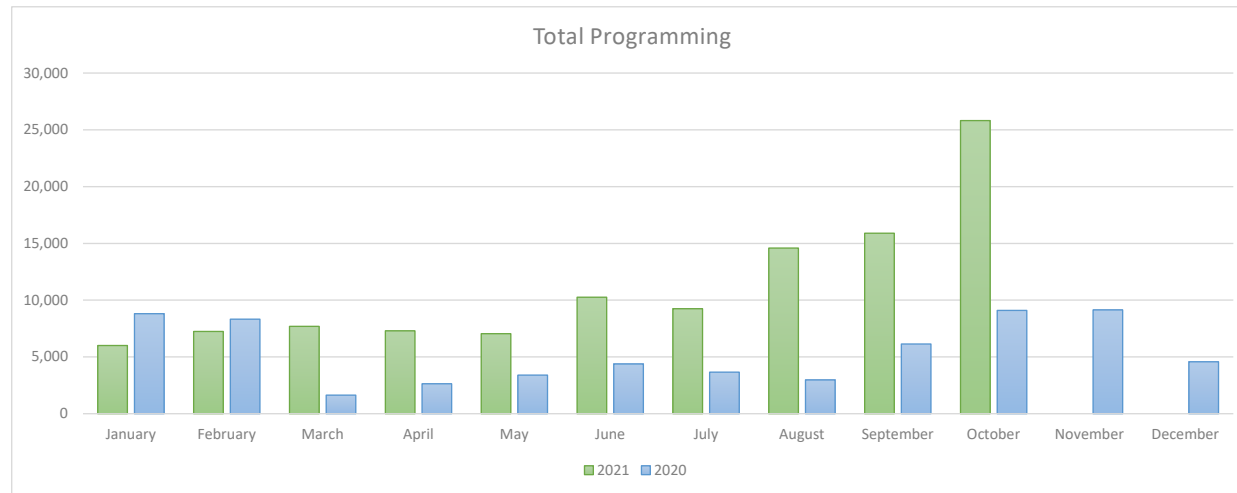
2021 YTD= 38,477
2020 YTD= 22,225

Monthly Average in 2021 3,848
Monthly Average in 2020 2,090

Month	2021	2020
January	6,006	8,807
February	7,244	8,325
March	7,693	1,636
April	7,297	2,636
May	7,046	3,400
June	10,259	4,380
July	9,246	3,660
August	14,588	2,974
September	15,895	6,139
October	25,813	9,097
November		9,141
December		4,572
TOTAL	111,087	64,767

*changed method of reporting

Monthly Average 2021 **11,109**
Monthly Average 2020 **5,398**

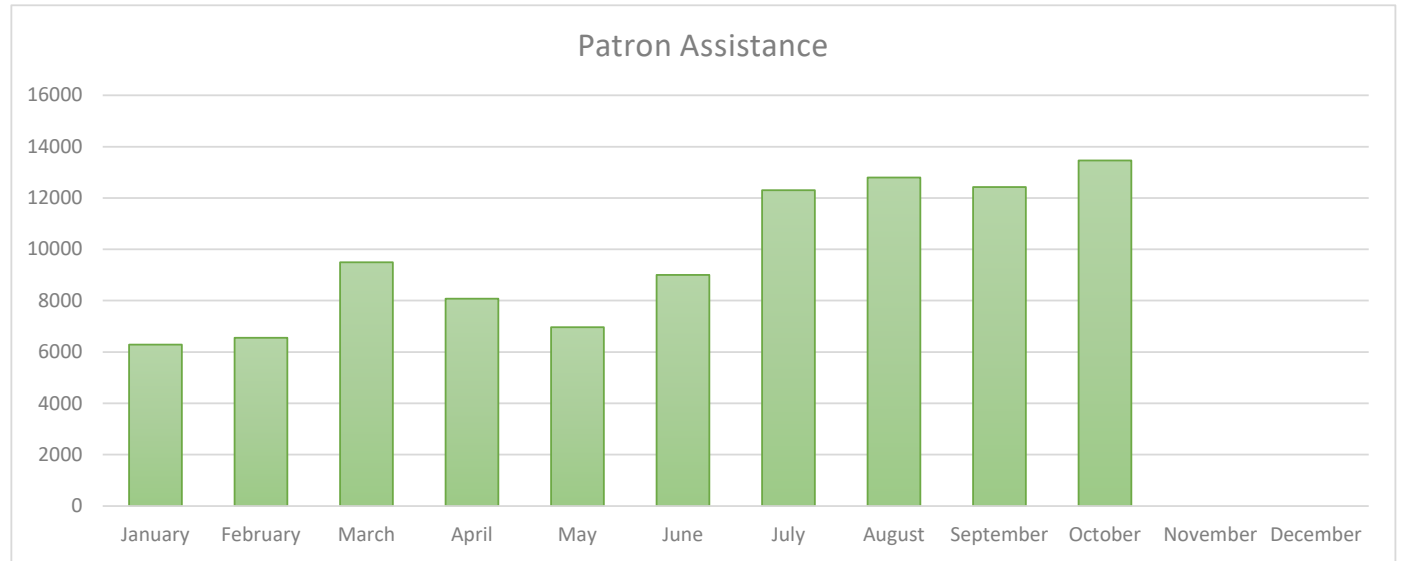


YTD 2021= 111,087
YTD 2020= 64,767

Month	Childrens	Teens	Adults	All Ages
January	1,526	317	3,802	700
February	2,654	775	3,787	89
March	1,902	1,662	3,606	195
April	776	1,885	4,360	276
May	1,006	1,338	3,551	251
June	1,082	4,629	3,207	2,391
July	3,375	1,258	4,295	318
August	4,299	4,170	4,991	1,128
September	2,547	3,252	4,048	6,048
October	2,514	1,393	4,177	17,729
November				
December				

Month	Child	Teens	Comm Serv	Reference	Studio	Outreach	Dis Grove
January	1,517	1,008	1,053	296	330	1,793	9
February	2,577	864	1,708	157	314	1,608	16
March	1,902	889	1,409	328	498	2,657	10
April	776	2,070	1546	535	329	1,950	91
May	986	1453	2082	504	559	1,401	61
June	732	3,841	1451	505	311	3,159	260
July	2140	795	2026	517	515	3,160	93
August	3264	1164	2716	470	288	6,618	68
September	846	525	1,647	609	612	11,649	7
October	1,427	522	1,358	9,246	843	12,338	79
November	72	0	0	44	0	0	4
December	0	0	0	0	0	0	0

Month	2021
January	6288
February	6554
March	9,495
April	8,077
May	6,966
June	9,002
July	12,303
August	12,797
September	12,426
October	13,461
November	0
December	0
TOTAL	97369

[illegible]



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

November 1, 2021

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

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

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

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

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

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

Income

- 1) *Library Service Contracts* has been adjusted down \$3,000 from the previous estimate based on current projections. This number may also be impacted by new census information that we may or may not receive in time to effect 2022 contracts.

- 2) *Downloadable Media* is listed at a 5% increase in this draft which is up from a flat number in the first draft. Once feedback has been received from the Zones this number will be finalized. All revenue in this line is offset by expenditures so

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

Expenditures

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

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

Member Support, overall, will not change in 2022.

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

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

Thank you for your continued support of our collaborative efforts.

2022 BUDGET REVENUE

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

2022 Budget Expenditures

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

2022 Budget Expenditures

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

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

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



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

BALLOT

2022 SCLS Budget

The Board of Trustees of the _____ Library

☐

Approved

☐

Disapproved

The Proposed 2022 Budget of the Suffolk Cooperative Library System,
approved by the SCLS Board of Trustees on November 1, 2021.

Signed: _____ Date: _____

Please return to SCLS. Attention Director's Office no later than
December 31, 2021



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

November 2, 2021

TO: MEMBER LIBRARY DIRECTORS IN THE
TOWN OF BROOKHAVEN
FROM: KEVIN VERBESEY, DIRECTOR
SUBJECT: ENCLOSED BALLOT

In compliance with the Bylaws of the Suffolk Cooperative Library System, enclosed you will find five ballots to elect a trustee to represent the **TOWN OF BROOKHAVEN** on the SCLS Board. PLEASE NOTE THE DEADLINE FOR RETURNING BALLOTS TO THE SCLS DIRECTOR'S OFFICE IS MONDAY, DECEMBER 31, 2021.

For your information, I quote below Article VIII, Section 5, of the System's Bylaws:

Section 5 Each member library shall have five votes to be cast by written ballot after official action at a board meeting. The ballots must be returned to SCLS for counting by 5:00 p.m. on the specified date. A plurality shall be required to elect. In case of ties there will be a run off. Results of the balloting will be communicated by memo to all libraries within one week of the completion of the ballot.



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

B A L L O T

TO: BOARD OF TRUSTEES IN THE
TOWN OF **BROOKHAVEN**

FROM: KEVIN VERBESEY, DIRECTOR

Please cast your vote for the following candidate to serve on the System Board to fill a term beginning January 5, 2022 – December 31, 2024

☐

Harold Trabold

Signed

Library

**PLEASE RETURN THIS BALLOT TO THE SCLS DIRECTOR'S OFFICE
NO LATER THAN MONDAY, DECEMBER 31ST by 5:00 P.M.**



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

BALLOT

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Disposal of Equipment

November 16, 2021

A motion is needed to dispose of the following equipment that is obsolete, no longer usable or unable to be repaired:

<u>The Following Was Disposed in October:</u>		
(1)	Sharp AR-M277 Copier, Children's Dept. Copier was given to the library by Central Business Systems. Copier is not on the Equipment List	No longer needed - Donation to Habitat for Humanity
(1)	Resurfacer - Venmill Hybrid 2.0, serial number 180705HY10 -	Refuse
(1)	Tan Office Chair from Community Services	Refuse
(2)	Cash Registers	Refuse

Respectfully submitted,



Neely McCahey

CIT Bill to be Paid Out of Schedule

November 16, 2021

I recommend the Board approve the CIT bill to be paid with the out of schedule bills in order to avoid late fees. CIT is the bank in which payment is issued for the lease of the mini-business centers located throughout the library. CIT has strict terms of NET 30.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Neely McCahey". The signature is fluid and cursive, with the first name "Neely" and last name "McCahey" clearly distinguishable.

Neely McCahey

Approval of Laser Engraver

November 16, 2021

I recommend the Board approve the purchase of a new laser engraver for the Studio to Boss Laser, LCC at 608 Trestle Point, Sanford, FL 32771, in the amount of \$13,021.72. Boss Laser, LCC was the lowest of four estimates.

Respectfully submitted,

A handwritten signature in black ink, reading "Neely McCahey". The signature is written in a cursive, flowing style.

Neely McCahey