

**SACHEM PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
OCTOBER 18, 2022 - 5:00 P.M.
AGENDA**

1. Call to Order
2. A Pledge of Allegiance
3. Adoption of the Agenda **(Motion)**
4. Guests: Joanne Ortiz, Coordinator of Finance and Christina Bonomo, Library's Internal Auditor
5. Public Expression/Participation
6. Presentation of Annual Audit by Nawrocki Smith LLP (upon arrival)
7. Approval of Minutes of the Regular Board Meeting on September 20, 2022 **(Motion)**
8. Approval of Minutes of the Executive Session on September 20, 2022 **(Motion)**
9. Approval of Treasurer's Report, September 2022 **(Motion)**
 - A. Review of revised Budget Status Report for June 2022 and reading and approval of Budget Status Report for September 2022 **(Motion)**
 - B. Approval of Payroll Expense Report, September 2022 **(Motion)**
 - C. Approval of Payroll Warrants: #9 **(Motion)**, #11 **(Motion)**, #12 **(Motion)**
 - D. Approval of Payroll Summary, September 2022 **(Motion)**
 - E. Approval of Bills: Warrant #10, October 2022 **(Motion)**
10. Reports
 - A. Director's Report
 - B. Assistant Director's Report
 - C. Library Statistical Report
 - D. SCLS Board Report, Susan Tychnowicz
11. Conference Reports
12. Old Business
 - A. Reapproval of Investment Policy **(Motion)**
 - B. Reapproval of Volunteer Policy **(Motion)**
 - C. Review of Staff Computer & Network Usage
 - D. Review of Travel and Reimbursement Policy
 - E. Review of Whistleblower Policy
13. New Business
 - A. Equipment Disposal **(Motion)**
 - B. Approval of Attendance Requests for NYLA in Saratoga Springs **(Motion)**
 - C. Approval of Purchase – Front Plaza Outdoor Benches and Racks **(Motion)**
 - D. Tentative 2023 Board of Trustees Meeting Dates and Review/Approval of Bills* **(Motion)**
 - E. Approval of Café Renovation Project **(Motion)**
 - F. Draft of SCLS Proposed 2023 Budget
14. Other
 - A. Next Board Meeting – Tuesday, November 15, 2022 at 5:00 p.m.
 - B. Reminder: Staff Appreciation Luncheon – Friday, December 9, 2022
15. Executive Session (as needed) **(Motion)**
 - A. Director Annual Review and Evaluation
16. Adjournment **(Motion)**

***PLEASE BRING YOUR PERSONAL CALENDARS FOR 2023 BOARD MEETINGS AND BILL SIGNINGS**

SACHEM PUBLIC LIBRARY
BUDGET STATUS REPORT
FY 2021/2022

JUNE 30, 2022
REVISED

	APPROPRIATION	EXPENDITURES	BALANCE	%
<u>MATERIALS</u>				
Books	\$ 197,607.00	\$ 175,217.73	\$ 22,389.27	89%
Digital Resources	\$ 378,010.00	\$ 390,859.22	\$ (12,849.22)	103%
Media	\$ 100,579.00	\$ 58,017.84	\$ 42,561.16	58%
Periodicals	\$ 20,605.00	\$ 20,494.51	\$ 110.49	99%
<u>BUILDING</u>				
Building Alterations	\$ 258,624.00	\$ 395,841.38	\$ (137,217.38)	153%
Computer Equipment	\$ 179,755.00	\$ 134,792.73	\$ 44,962.27	75%
Equipment	\$ 87,094.00	\$ 177,966.76	\$ (90,872.76)	204%
Hawkins Ave Property Upkeep	\$ 1,000.00	\$ 688.12	\$ 311.88	69%
<u>SUPPLIES</u>				
Custodial Supplies	\$ 28,000.00	\$ 24,869.97	\$ 3,130.03	89%
Office Supplies	\$ 134,335.00	\$ 92,130.99	\$ 42,204.01	69%
<u>SALARIES</u>				
Clerical, Full Time	\$ 1,150,107.00	\$ 1,134,119.02	\$ 15,987.98	99%
Clerical, Part Time	\$ 613,166.00	\$ 576,714.68	\$ 36,451.32	94%
Custodial	\$ 321,262.00	\$ 295,056.46	\$ 26,205.54	92%
Professional	\$ 3,388,749.00	\$ 3,343,645.32	\$ 45,103.68	99%
Sick and Vacation Payable*		\$ (183,470.05)		
<u>UTILITIES</u>				
Electricity	\$ 130,000.00	\$ 135,605.21	\$ (5,605.21)	104%
Gas	\$ 20,000.00	\$ 22,486.14	\$ (2,486.14)	112%
Water	\$ 4,000.00	\$ 3,899.34	\$ 100.66	97%
<u>CONTRACTS</u>				
Cleaning & Exterminating	\$ 9,900.00	\$ 3,230.00	\$ 6,670.00	33%
Equipment Maintenance	\$ 116,160.00	\$ 87,427.87	\$ 28,732.13	75%
SCLS-PALS	\$ 52,232.00	\$ 52,110.96	\$ 121.04	100%
Membership	\$ 6,322.00	\$ 7,861.69	\$ (1,539.69)	124%
Professional & Technical	\$ 110,924.00	\$ 100,070.89	\$ 10,853.11	90%
Refuse Removal	\$ 5,724.00	\$ 6,130.16	\$ (406.16)	107%
Security Personnel	\$ 112,000.00	\$ 112,740.71	\$ (740.71)	101%
Suffolk Cooperative Library Sys.	\$ 114,922.00	\$ 116,676.00	\$ (1,754.00)	102%
<u>LIBRARY OPERATION</u>				
Insurance	\$ 83,440.00	\$ 82,484.20	\$ 955.80	99%
Postage	\$ 37,275.00	\$ 33,240.80	\$ 4,034.20	89%
Printing & Publicity	\$ 70,832.00	\$ 73,561.26	\$ (2,729.26)	104%
Professional Development	\$ 20,000.00	\$ 14,015.54	\$ 5,984.46	70%
Programs	\$ 340,000.00	\$ 368,885.01	\$ (28,885.01)	108%
Telecommunications	\$ 78,440.00	\$ 78,351.34	\$ 88.66	100%
Vehicle Maintenance	\$ 1,480.00	\$ 338.52	\$ 1,141.48	23%
<u>MANDATED EXPENSES</u>				
Dental Insurance	\$ 43,115.00	\$ 33,787.28	\$ 9,327.72	78%
Health Insurance	\$ 1,385,980.00	\$ 1,229,444.20	\$ 156,535.80	89%
New York State Retirement	\$ 848,819.00	\$ 778,390.78	\$ 70,428.22	92%
Social Security	\$ 407,214.00	\$ 391,554.13	\$ 15,659.87	96%
Unemployment Insurance	\$ 3,000.00	\$ 8,260.63	\$ (5,260.63)	275%
Worker's Compensation	\$ 45,967.00	\$ 45,163.41	\$ 803.59	98%
Other Contractual Benefits:	\$ 52,488.00	\$ 52,129.02	\$ 358.98	99%
Disability Insurance	\$ 6,884.00	\$ 6,274.80	\$ 609.20	
EAP	\$ 4,930.00	\$ 4,597.08	\$ 332.92	
Life Insurance	\$ 2,268.00	\$ 1,945.80	\$ 322.20	
Long Term Care	\$ 16,051.00	\$ 11,995.50	\$ 4,055.50	
Long Term Disability	\$ 13,679.00	\$ 19,338.16	\$ (5,659.16)	
Vision Insurance	\$ 8,676.00	\$ 7,977.68	\$ 698.32	
TOTAL	\$ 10,959,127.00	\$ 10,474,789.77	\$ 484,337.23	96%

*Sick day and Vacation payable is an annual adjustment made at the end of each fiscal year to illustrate amount owed for accrued sick and vacation time. This amount is not reflected in the actual budget.

SACHEM PUBLIC LIBRARY
BUDGET STATUS REPORT
FY 2022/2023

SEPTEMBER 30, 2022

	APPROPRIATION		EXPENDITURES		BALANCE	%
<u>MATERIALS</u>						
Books	\$ 248,081.78 *	\$	45,359.00	\$	202,722.78	18%
Digital Resources	\$ 360,666.00 *	\$	195,172.54	\$	165,493.46	54%
Media	\$ 141,205.60 *	\$	13,349.11	\$	127,856.49	9%
Periodicals	\$ 21,181.00	\$	17,516.20	\$	3,664.80	83%
<u>BUILDING</u>						
Building Alterations	\$ 348,210.00 *	\$	175,331.07	\$	172,878.93	50%
Computer Equipment	\$ 189,640.00 *	\$	37,888.24	\$	151,751.76	20%
Equipment	\$ 167,097.33 *	\$	19,175.78	\$	147,921.55	11%
Hawkins Ave Property Upkeep	\$ 3,000.00	\$	162.24	\$	2,837.76	5%
<u>SUPPLIES</u>						
Custodial Supplies	\$ 35,000.00	\$	3,185.21	\$	31,814.79	9%
Office Supplies	\$ 135,250.00	\$	32,322.98	\$	102,927.02	24%
<u>SALARIES</u>						
Clerical, Full Time	\$ 1,016,262.00	\$	188,676.12	\$	827,585.88	19%
Clerical, Part Time	\$ 599,000.00	\$	155,690.49	\$	443,309.51	26%
Custodial	\$ 302,000.00	\$	80,100.98	\$	221,899.02	27%
Professional	\$ 3,541,744.00	\$	942,443.71	\$	2,599,300.29	27%
<u>UTILITIES</u>						
Electricity	\$ 138,000.00	\$	58,965.85	\$	79,034.15	43%
Gas	\$ 20,000.00	\$	885.02	\$	19,114.98	4%
Water	\$ 4,500.00	\$	486.04	\$	4,013.96	11%
<u>CONTRACTS</u>						
Cleaning & Exterminating	\$ 5,000.00	\$	810.00	\$	4,190.00	16%
Equipment Maintenance	\$ 116,200.00	\$	19,911.15	\$	96,288.85	17%
SCLS-PALS	\$ 52,674.00	\$	12,995.58	\$	39,678.42	25%
Membership	\$ 6,322.00	\$	3,973.00	\$	2,349.00	63%
Professional & Technical	\$ 110,000.00	\$	31,253.30	\$	78,746.70	28%
Refuse Removal	\$ 6,097.00	\$	1,604.04	\$	4,492.96	26%
Security Personnel	\$ 115,000.00	\$	27,525.04	\$	87,474.96	24%
Suffolk Cooperative Library Sys.	\$ 117,362.00	\$	58,681.00	\$	58,681.00	50%
<u>LIBRARY OPERATION</u>						
Insurance	\$ 94,031.00	\$	21.00	\$	94,010.00	0%
Postage	\$ 37,475.00	\$	12,380.81	\$	25,094.19	33%
Printing & Publicity	\$ 100,000.00	\$	19,300.95	\$	80,699.05	19%
Professional Development	\$ 22,165.00	\$	3,919.20	\$	18,245.80	18%
Programs	\$ 364,045.99 *	\$	132,533.98	\$	231,512.01	36%
Telecommunications	\$ 60,500.00	\$	24,526.08	\$	35,973.92	41%
Vehicle Maintenance	\$ 1,480.00	\$	705.90	\$	774.10	48%
<u>MANDATED EXPENSES</u>						
Dental Insurance	\$ 43,115.00	\$	8,837.24	\$	34,277.76	20%
Health Insurance	\$ 1,300,000.00	\$	326,876.38	\$	973,123.62	25%
New York State Retirement	\$ 600,000.00	\$	148,351.12	\$	451,648.88	25%
Social Security	\$ 407,214.00	\$	99,722.79	\$	307,491.21	24%
Unemployment Insurance	\$ 3,000.00	\$	3,842.83	\$	(842.83)	128%
Worker's Compensation	\$ 48,975.00	\$	-	\$	48,975.00	0%
Other Contractual Benefits:	\$ 51,972.00	\$	22,866.74	\$	29,105.26	44%
Disability Insurance	\$ 6,251.00	\$	(448.20)	\$	6,699.20	
EAP	\$ 4,633.00	\$	4,547.50	\$	85.50	
Life Insurance	\$ 2,030.00	\$	487.80	\$	1,542.20	
Long Term Care	\$ 11,727.00	\$	11,308.83	\$	418.17	
Long Term Disability	\$ 18,931.00	\$	4,885.90	\$	14,045.10	
Vision Insurance	\$ 8,400.00	\$	2,084.91	\$	6,315.09	

TOTAL	\$ 10,933,465.70	\$ 2,927,348.71	\$ 8,006,116.99	27%
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*Reflects FY 21/22 amounts carried forward from the encumbrances fund balance to the designated appropriation accounts.

Director's Report- October 2022

Correspondence/Donations: Nothing to report this month.

Programming and Publicity:

- Social Worker started back mid-September and has seen 6 clients so far.
- The Jazz Loft in Stony Brook has been added to our collection of passes.
- Garden of Lights 2022 theme is "A Sweet Journey", the vibe will be similar to the children's game Candyland.
- Children's Fall Reading Club- "Reading is Pawsome" had 207 registrants in September, that's 22 more than the overall registration last year!
- 30 people attended the Citizenship Celebration on National Citizenship Day. Ellen Hobson coordinated the event honoring 3 new citizens with "Proud to be an American" mugs made in the Studio, certificates from Senator Weik and American flags.
- The Teen Department's ENL conversation group collaboration with the schools has resumed this school year. 2 middle schools and Sachem East are participating.
- Community Engagement, with the help of a number of staff SPL was present at the 10 elementary schools and 3 middle schools back to school nights. Thank you to Kelly and Christine for putting together the display kits for all of us to use at these events. There was a total of 125 new kindergarten cards and 48 renewals.
- Children's hosted Safety Town with the Holtsville Ecology site and we held a Cat & Dog First Aide program in honor of National Preparedness Month.
- A number of our elementary schools reached out to Kelly to borrow our lawn games or outdoor movie set up for their September events.
- Kelly also attended a Meet and Greet Kindergarten event at Chippewa for the first time this school year.
- Our Children's Department collected over 1300 items for a school supply drive, Megan McGinnis distributed the items to various schools, local churches and to Legislator Piccirillo's supply drive as well.
- Teens and Children's will be resuming the transition work program with SCSD and also partnering with BOCES this school year.

Building and Grounds:

- Main Entrance Plaza project pavers project is complete. The front doors are open to the public.
- Storywalk title for September was *Schools First Day of School* by Adam Rex.
- The beds in our Community Garden have been replenished with topsoil and mums have been planted, Anthony worked in partnership with Cheap Sam's.
- Due a situation with teens breaking in and vandalizing library property after hours, we have extended our security to overnight.

Technology:

- We met with MTL Telephones to discuss additional security cameras, following the vandalization of the Community Garden.

Meetings:

- Department Heads and Think Tank meetings have taken place throughout the month.
- 9/7 Kristen and I met with our dental carrier to discuss changes to coverage.
- 9/8 Friends of the Library meeting, I scheduled Senator Weik and Assemblyman Smith to speak.
- 9/10 Kristen, Kelly S. and I worked the 3 in 1 recycling event.
- 9/13 & 15 Kristen and I held Full Staff meetings.
- 9/19 & 20 Worked back to school nights at Cayuga and Nokomis.
- 9/21 Attended Director's Roundtable and we met with John Tanzi.
- 9/22 Held individual meetings with staff and got a call with JP Morgan Chase.
- 9/23 Attended the Suffolk County Legislative Breakfast along with Amy, Kelly & Christine.

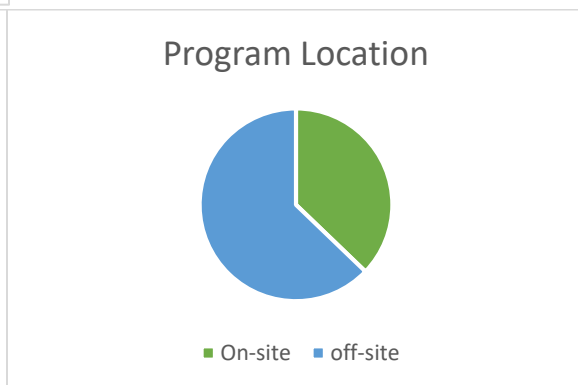
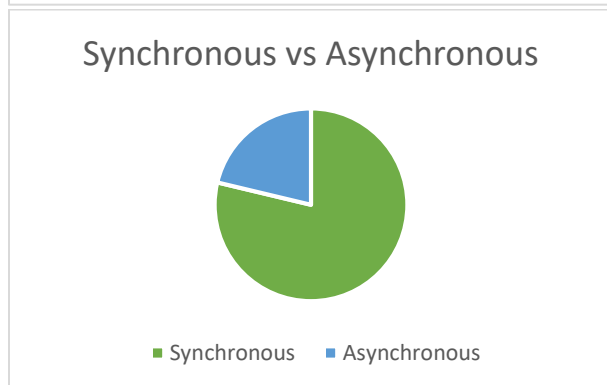
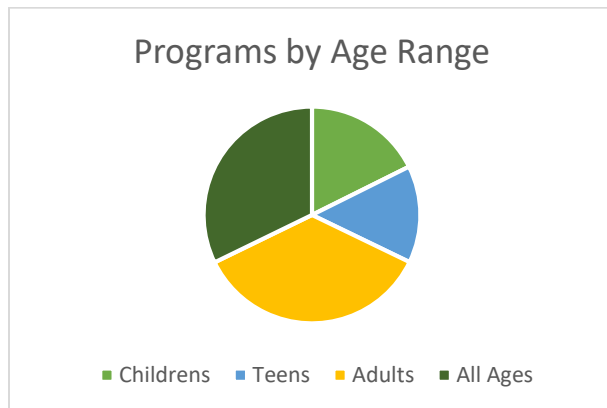
Board Report

Assistant Director

October 20, 2022

Our program numbers are booming. Three-quarters of the way through the year, we are projecting to pass our program numbers from 2019 which had previously been our record.

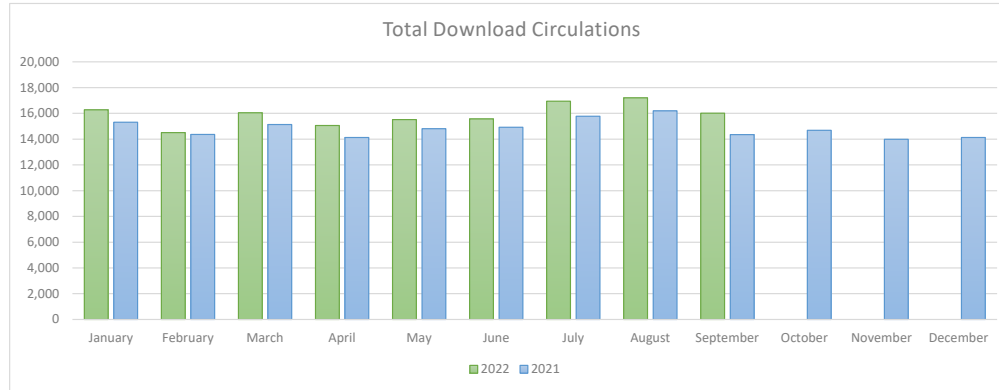
- As of October 1st, our program attendance is at 152,506. Our total for the year in 2019 was 161,336.
- Comprising of Adult 35.6%, All Ages 32.2%, Children 17.6% and Teens 14.5%.
- With Synchronous programming (live or via zoom) at 78.7% and Asynchronous programming at 21.3%.
- 37.2% of all programming happening on-site and 62.8% happening out in our community.



Respectfully Submitted,
Kristen Stroh
Kristen Stroh

TOTAL DOWNLOAD CIRCULATIONS		
Month	2022	2021
January	16,274	15,313
February	14,505	14,364
March	16,044	15,134
April	15,058	14,127
May	15,516	14,809
June	15,568	14,922
July	16,945	15,777
August	17,204	16,194
September	16,014	14,350
October		14,686
November		13,988
December		14,128
Total	143,128	177,792

Monthly Average in 2022	15,903
Monthly Average in 2021	14,816

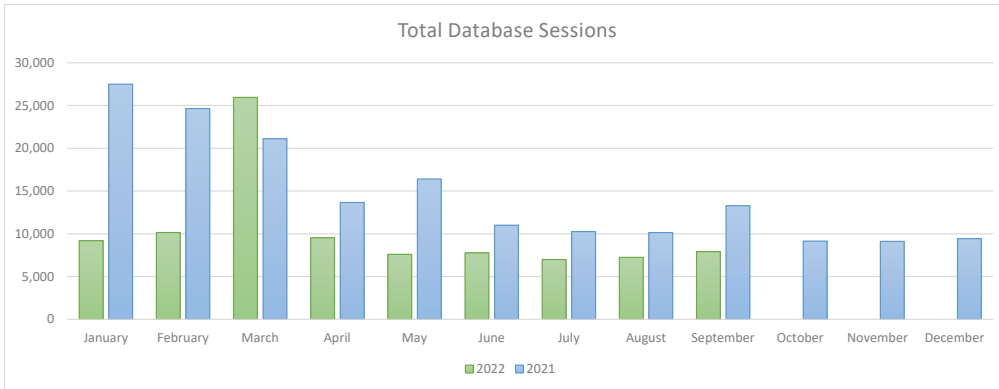


2022 YTD= 143,128
2021 YTD= 177,792

TOTAL DATABASE SESSIONS		
Month	2022	2021
January	9,188	27,496
February	10,146	24,646
March	25,948	21,115
April	9,531	13,658
May	7,598	16,403
June	7,765	10,999
July	6,988	10,255
August	7,240	10,138
September	7,912	13,283
October		9,142
November		9,109
December		9,435
Total	92,316	175,679

* changed how reported in 2021

Monthly Average in 2022	10,257
Monthly Average in 2021	14,640



2022 YTD= 92,316
2021 YTD= 175,679

Month	Child	Teen	Adult
January	1,305	203	7,680
February	1,624	253	8,269
March	1,181	377	24,390
April	511	397	8,623
May	1,346	121	6,131
June	510	105	7,150
July	946	416	5,626
August	1,057	458	5,725
September	719	382	6,811
October			
November			
December			
Total	9,199	2,712	80,405

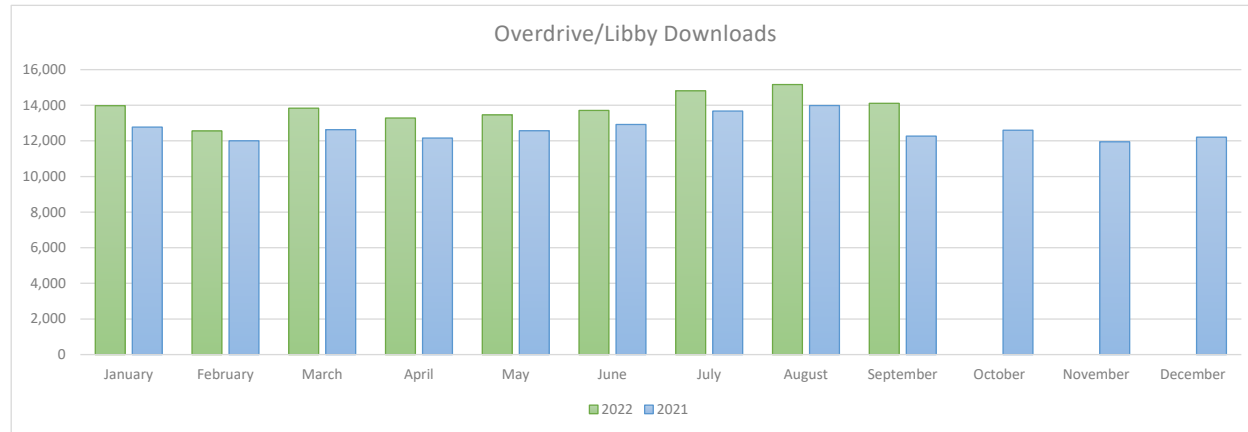
*Child started reporting in 2021

OVERDRIVE/LIBBY DOWNLOADS		
Month	2022	2021
January	13,975	12,774
February	12,557	12,003
March	13,836	12,628
April	13,284	12,159
May	13,459	12,568
June	13,710	12,921
July	14,810	13,675
August	15,163	13,985
September	14,110	12,268
October		12,599
November		11,947
December		12,209
TOTAL	124,904	151,736

Monthly Average in 2022	13,878
Monthly Average in 2021	12,644

SORA DOWNLOADS	
Month	2022
January	15
February	14
March	12
April	13
May	29
June	37
July	14
August	8
September	21
October	
November	
December	
TOTAL	163

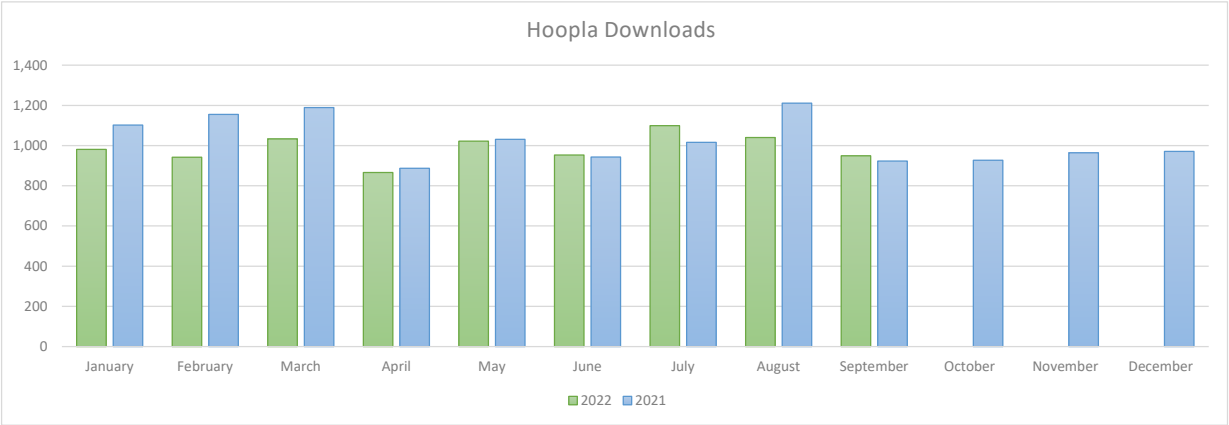
*newly reporting in 2022
partnership with Sachem School District



2022 YTD= 124,904
2021 YTD= 114,981

HOOPLA DOWNLOADS		
Month	2022	2021
January	981	1,102
February	942	1,155
March	1,033	1,189
April	866	887
May	1,022	1,031
June	953	943
July	1,099	1,016
August	1,040	1,211
September	949	923
October		927
November		964
December		971
TOTAL	8,885	12319

Monthly Average in 2022	987
Monthly Average in 2021	1,027

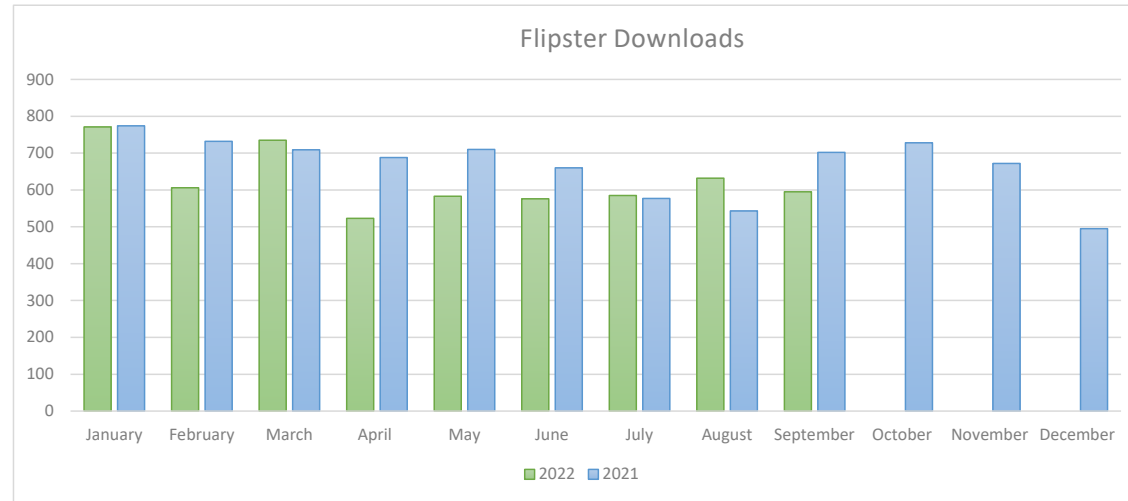


2022 YTD= 8,885
2021 YTD= 9,457

FLIPSTER DOWNLOADS

Month	2022	2021
January	771	774
February	606	732
March	735	709
April	523	688
May	583	710
June	576	660
July	585	577
August	632	543
September	595	702
October		728
November		672
December		495
TOTAL	5606	7990

Monthly Average in 2022	623
Monthly Average in 2021	665

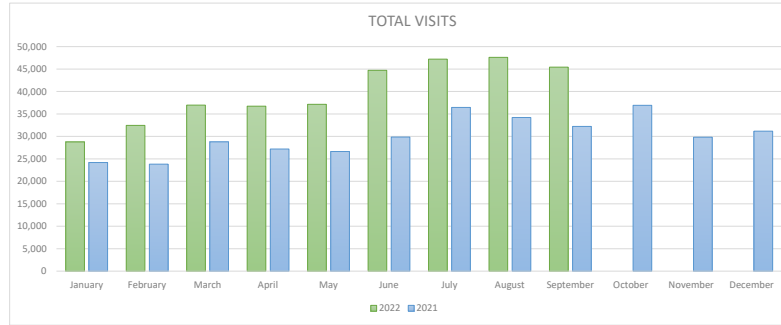


2022 YTD= 5606
2021 YTD= 6095

TOTAL VISITS		
Month	2022	2021
January	28,767	24,189
February	32,458	23,827
March	36,975	28,786
April	36,736	27,197
May	37,151	26,643
June	44,723	29,861
July	47,212	36,457
August	47,610	34,218
September	45,431	32,228
October		36,928
November		29,831
December		31,174
TOTAL	357,061	361,339

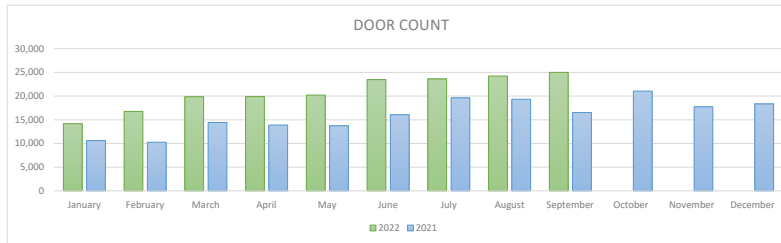
DOOR COUNT		
Month	2022	2021
January	14,167	10,603
February	16,773	10,262
March	19,861	14,431
April	19,891	13,892
May	20,215	13,733
June	23,478	16,075
July	23,610	19,627
August	24,230	19,339
September	25,000	16,530
October		21,053
November		17,725
December		18,346
TOTAL	187,225	191,616

WEBSITE VISITS		
Month	2022	2021
January	14,397	13,586
February	15,242	13,565
March	16,358	14,355
April	15,344	13,305
May	15,696	12,910
June	17,993	13,786
July	19,476	16,830
August	19,274	14,879
September	17,267	15,698
October		15,875
November		12,106
December		12,828
TOTAL	151,047	169,723

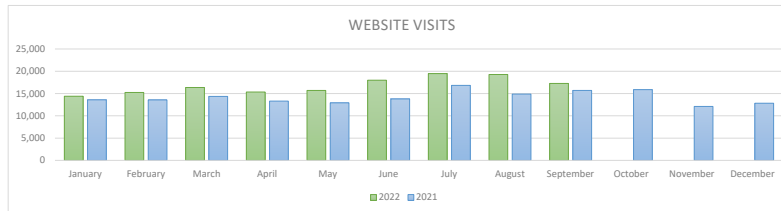


2022 YTD= 357,061
2021 YTD= 361,339

*Total visit= Door Count + Website Visits + 1/2 IO & DG Count



2022 YTD= 187,225
2021 YTD= 191,616

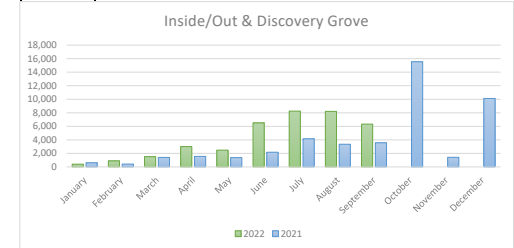


2022 YTD= 151,047
2021 YTD= 169,723

IO & DG VISITS		
Month	2022	2021
January	406	608
February	886	424
March	1,512	1,401
April	3,001	1,557
May	2,480	1,369
June	6,503	2,171
July	8,251	4,146
August	8,211	3,350
September	6,327	3,559
October		15,547
November		1,420
December		10,115
TOTAL	37,577	45,667

2022 YTD= 37,577
2021 YTD= 45,667

*spaces were both closed during a period in the spring of 2022 for maintenance



*new door counter in DG 1/22
* 4/22 added I/O new counter

FACEBOOK REACH	
January	36,051
February	40,095
March	40,334
April	36,866
May	36,930
June	52,029
July	38,278
August	54,744
September	57,585
October	
November	
December	

INSTAGRAM IMPRESSIONS	
January	8,506
February	35,206
March	34,402
April	35,801
May	25,374
June	33,665
July	33,742
August	30,515
September	22,867
October	
November	
December	

TWITTER IMPRESSIONS	
January	18,800
February	13,500
March	13,100
April	12,000
May	9,136
June	10,500
July	6,233
August	7,795
September	5,566
October	
November	
December	

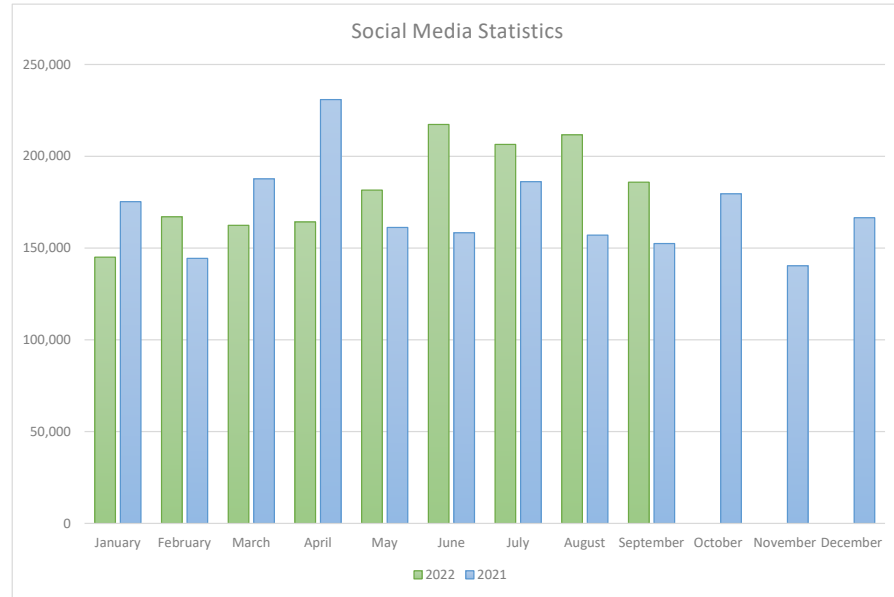
GOOGLE BUSINESS VIEWS	
January	30,500
February	35,100
March	36,500
April	37,700
May	76,200
June	82,900
July	89,100
August	82,300
September	95,700
October	
November	
December	

TOTAL SOCIAL MEDIA		
Month	2022	2021
January	145,039	175,259
February	167,016	144,383
March	162,382	187,680
April	164,206	230,874
May	181,572	161,221
June	217,324	158,311
July	206,453	186,149
August	211,676	157,042
September	185,885	152,455
October		179,539
November		140,330
December		166,505

TIKTOK VIEWS	
January	9,658
February	2,923
March	662
April	1,565
May	983
June	3,626
July	1,400
August	1,002
September	1,476
October	
November	
December	

YouTube Impressions	
January	40,900
February	38,200
March	36,700
April	39,700
May	32,900
June	34,300
July	37,500
August	35,200
September	2,600
October	
November	
December	

SnapChat Views	
January	624
February	1992
March	684
April	574
May	423
June	304
July	200
August	120
September	91
October	
November	
December	

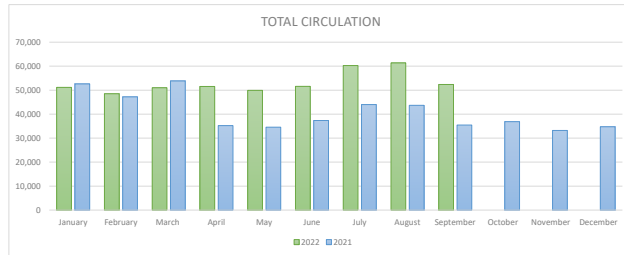


Monthly Average in 2022	182,395
Monthly Average in 2021	169,979

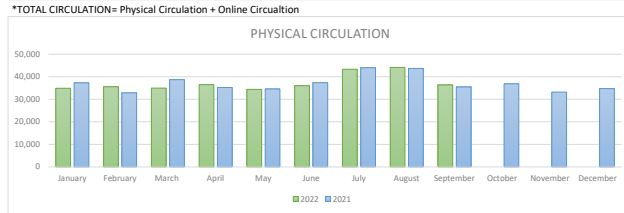
2022 YTD=	1,641,553
2021 YTD=	1,553,374

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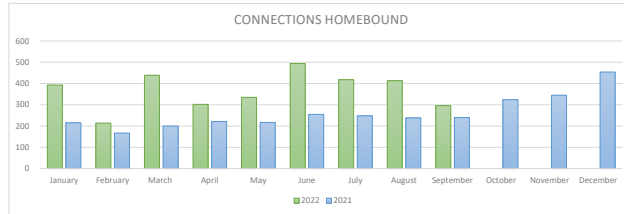
TOTAL CIRCULATION		
Month	2022	2021
January	51,162	52,594
February	48,500	47,200
March	51,007	53,830
April	51,539	35,219
May	49,916	34,567
June	51,586	37,352
July	60,260	43,996
August	61,349	43,679
September	52,368	35,461
October	36,867	
November		33,199
December		34,738
TOTAL	477,687	488,702



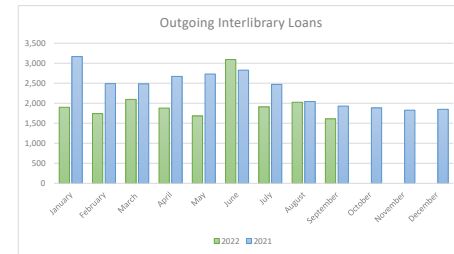
PHYSICAL CIRCULATION		
Month	2022	2021
January	34,889	37,281
February	35,557	32,836
March	34,963	38,696
April	36,481	35,219
May	34,396	34,567
June	36,018	37,352
July	43,315	43,996
August	44,145	43,679
September	36,354	35,461
October	36,867	
November		33,199
December		34,738
TOTAL	336,118	443,891



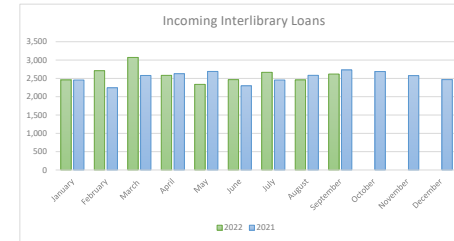
CONNECTIONS HOMEBOUND		
Month	2022	2021
January	393	215
February	214	167
March	439	200
April	302	221
May	335	217
June	494	255
July	418	248
August	413	238
September	296	240
October		324
November		345
December		454
TOTAL	3304	3124



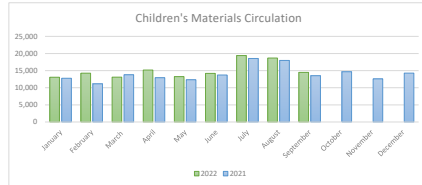
Interlibrary Loans-Outgoing		
Month	2022	2021
January	1,900	3,166
February	1,741	2,490
March	2,096	2,484
April	1,880	2,671
May	1,682	2,730
June	3,091	2,827
July	1,908	2,471
August	2,025	2,043
September	1,610	1,929
October		1,883
November		1,827
December		1,849
TOTAL	17,933	28,370



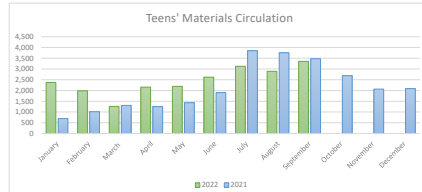
Interlibrary Loans-Incoming		
Month	2022	2021
January	2,457	2,455
February	2,709	2,243
March	3,071	2,579
April	2,582	2,627
May	2,336	2,689
June	2,465	2,297
July	2,665	2,455
August	2,457	2,583
September	2,618	2,729
October		2,686
November		2,575
December		2,466
TOTAL	23,360	30,384



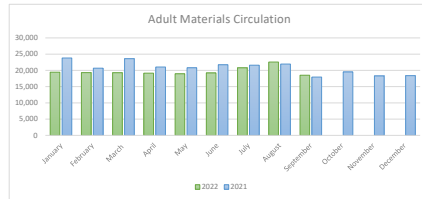
CHILDREN'S MATERIALS		
Month	2022	2021
January	13,067	12,768
February	14,254	11,139
March	13,092	13,787
April	15,170	12,926
May	13,247	12,329
June	14,192	13,718
July	19,396	18,544
August	18,676	17,971
September	14,482	13,512
October		14,668
November		12,584
December		14,272
TOTAL	135,576	168,218



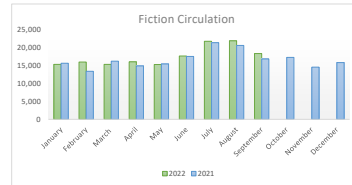
TEENS' MATERIALS		
Month	2022	2021
January	2,373	694
February	1,984	1,013
March	1,260	1,307
April	2,158	1,248
May	2,194	1,431
June	2,619	1,901
July	3,126	3,849
August	2,892	3,753
September	3,356	3,475
October		2,687
November		2,065
December		2,087
TOTAL	21,962	25,510



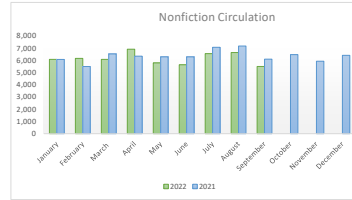
ADULT MATERIALS		
Month	2022	2021
January	19,449	23,819
February	19,314	20,684
March	19,283	23,602
April	19,153	21,045
May	18,955	20,807
June	19,207	21,733
July	20,793	21,603
August	22,577	21,955
September	18,516	17,951
October		19,512
November		18,292
December		18,379
TOTAL	177,247	249,382



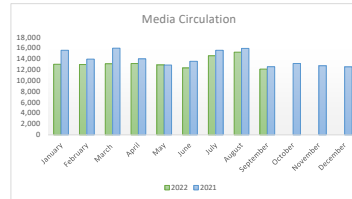
FICTION		
Month	2022	2021
January	15,283	15,597
February	15,934	13,361
March	15,283	16,175
April	15,990	14,849
May	15,244	15,393
June	17,614	17,491
July	21,710	21,319
August	21,837	20,551
September	18,297	16,787
October		17,224
November		14,516
December		15,780
TOTAL	157,192	199,043



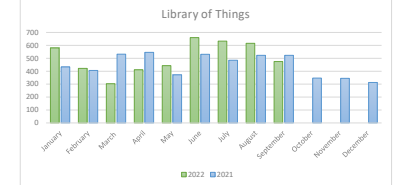
NONFICTION		
Month	2022	2021
January	6,090	6,084
February	6,171	5,505
March	6,090	6,534
April	6,923	6,353
May	5,798	6,296
June	5,647	6,295
July	6,559	7,080
August	6,651	7,184
September	5,508	6,108
October		6,479
November		5,939
December		6,421
TOTAL	55,437	76,278



MEDIA MATERIALS		
Month	2022	2021
January	13,022	15,600
February	12,973	13,970
March	13,110	15,987
April	13,157	14,017
May	12,897	12,878
June	12,334	13,566
July	14,585	15,597
August	15,251	15,944
September	12,131	12,566
October		13,164
November		12,744
December		12,537
TOTAL	119,460	168,570

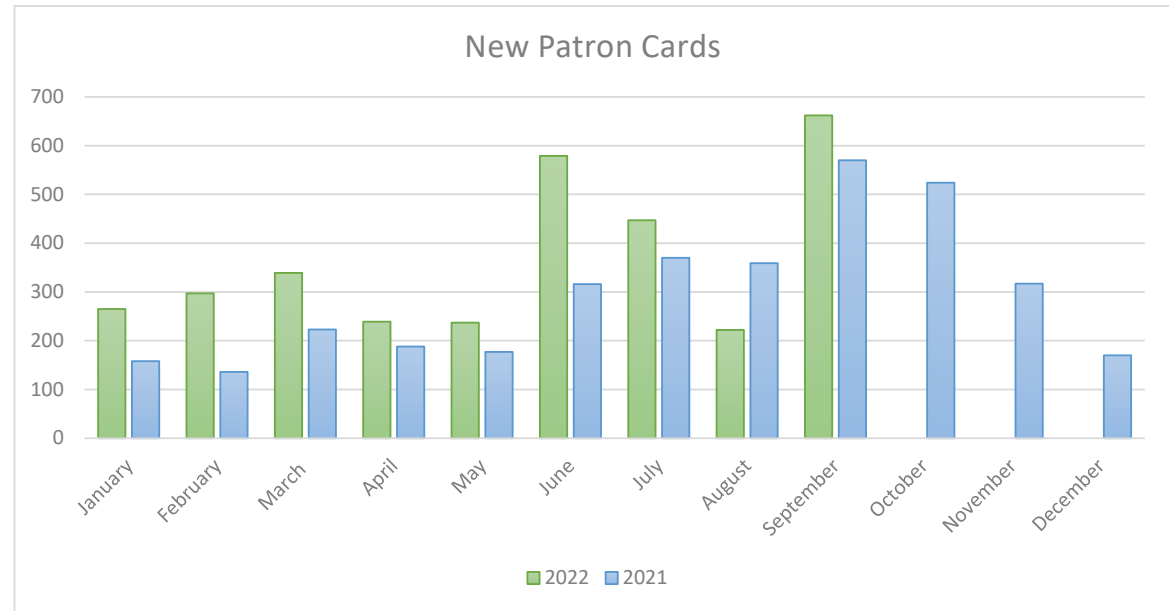


LIBRARY OF THINGS		
Month	2022	2021
January	580	433
February	422	406
March	303	532
April	411	546
May	443	372
June	660	531
July	633	485
August	616	523
September	475	523
October		347
November		345
December		313
TOTAL	4543	5356

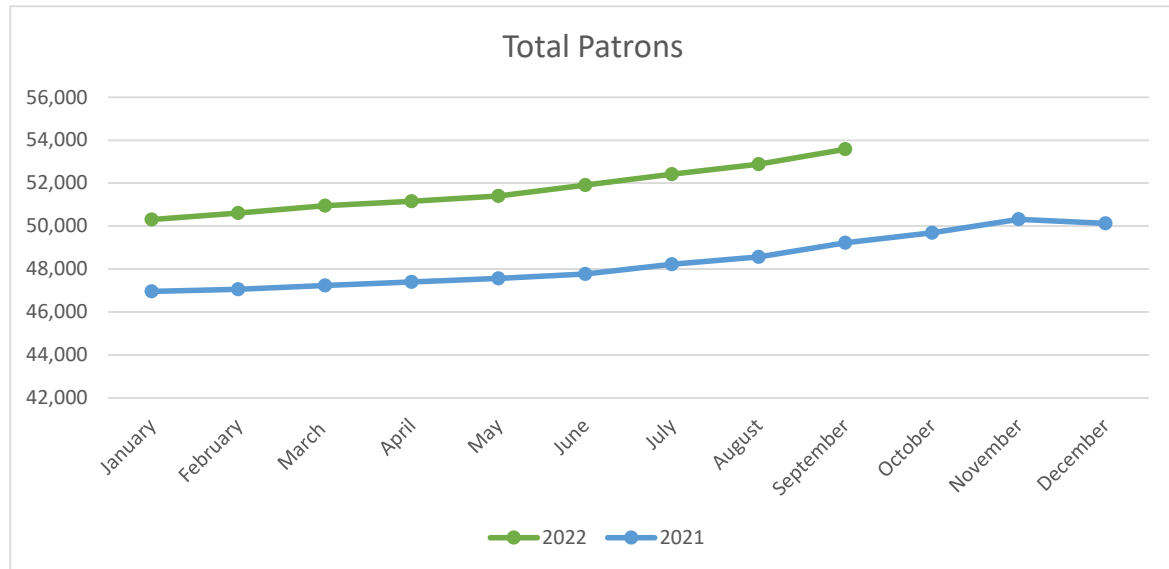


*started in 2021

New Patron Cards		
Month	2022	2021
January	265	158
February	297	136
March	339	223
April	239	188
May	237	177
June	579	316
July	447	370
August	222	359
September	662	570
October		524
November		317
December		170
TOTAL	3,287	3,508

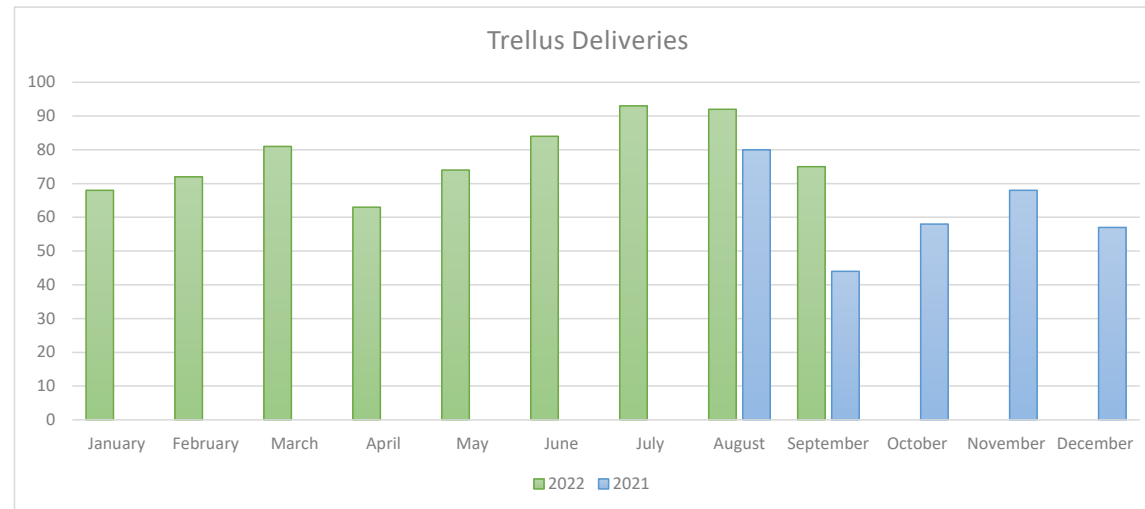


TOTAL PATRONS		
Month	2022	2021
January	50,305	46,960
February	50,614	47,057
March	50,945	47,241
April	51,158	47,403
May	51,408	47,564
June	51,916	47,777
July	52,417	48,220
August	52,880	48,570
September	53,578	49,220
October		49,690
November		50,316
December		50,128
TOTAL	465,221	580,146



Trellus Deliveries		
Date	2022	2021
January	68	0
February	72	0
March	81	0
April	63	0
May	74	0
June	84	0
July	93	0
August	92	80
September	75	44
October		58
November		68
December		57
TOTAL	702	307

Monthly Average in 2022	78
Monthly Average in 2021	61

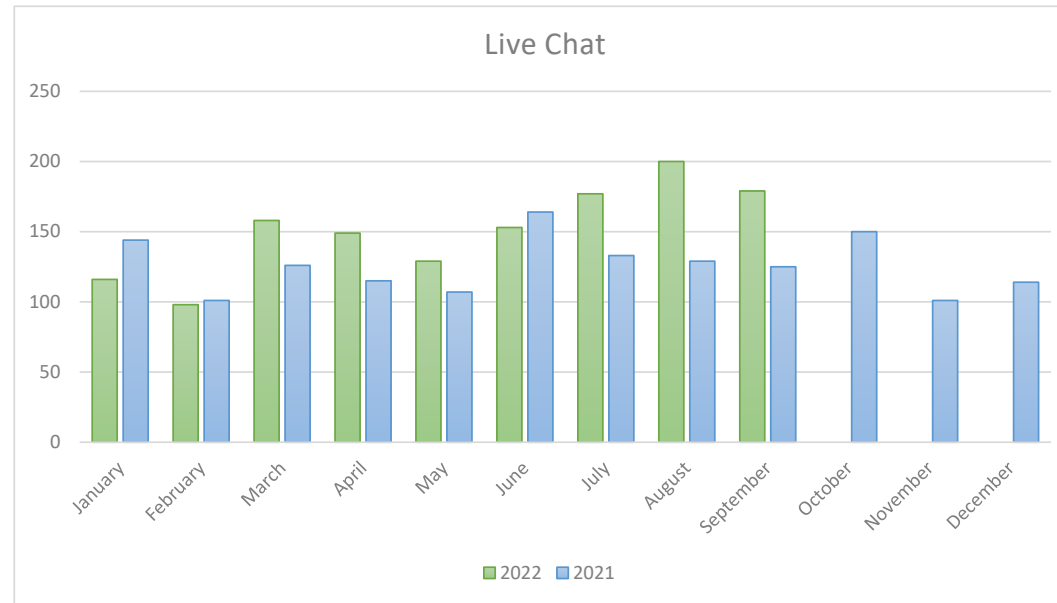


2022 YTD= **702**
 2021 YTD= **124**

*new service started 8/2021

LIVE CHAT STATS		
Month	2022	2021
January	116	144
February	98	101
March	158	126
April	149	115
May	129	107
June	153	164
July	177	133
August	200	129
September	179	125
October		150
November		101
December		114
TOTAL	1359	1509

Monthly Average in 2022	151
Monthly Average in 2021	126



2022 YTD= 1359
2021 YTD= 1144

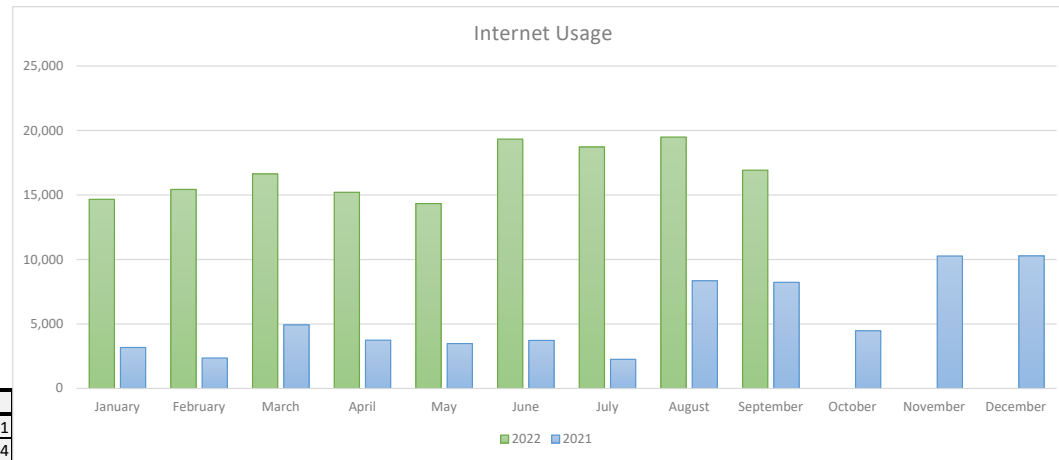
Internet Usage Total		
Month	2022	2021
January	14,665	3,175
February	15,430	2,359
March	16,633	4,927
April	15,210	3,743
May	14,334	3,480
June	19,334	3,724
July	18,722	2,258
August	19,491	8,347
September	16,924	8,228
October		4,470
November		10,268
December		10,276
TOTAL	150,740	65,255

*changed method of reporting in Jan & Aug 2021 & Jan 2022

Month	Childrens	Adults	Teens	WiFi Usage
January	57	4,360	151	5,111
February	227	3,483	154	5,984
March	515	4,230	192	7,950
April	480	4,132	251	7,299
May	364	3,606	192	7,106
June	789	4,019	745	8,242
July	1,071	4,515	591	7,605
August	1,460	5,749	623	7,885
September	1,156	4,436	450	8,280
October				
November				
December				
TOTAL	6,119	38,530	3349	65,462

Month	Copies	Faxes	Other
January	3,701	2,826	309
February	6,428	2,240	128
March	4,984	1,215	39
April	3,751	1,146	26
May	3,782	1,147	28
June	8,825	1,061	65
July	7,003	1,091	347
August	4,089	1,627	102
September	2,497	1,320	33
October			
November			
December			
TOTAL	45,060	13,673	1077

* obtained 2 new copiers in Aug & 2 new mini business centers in Oct 2021



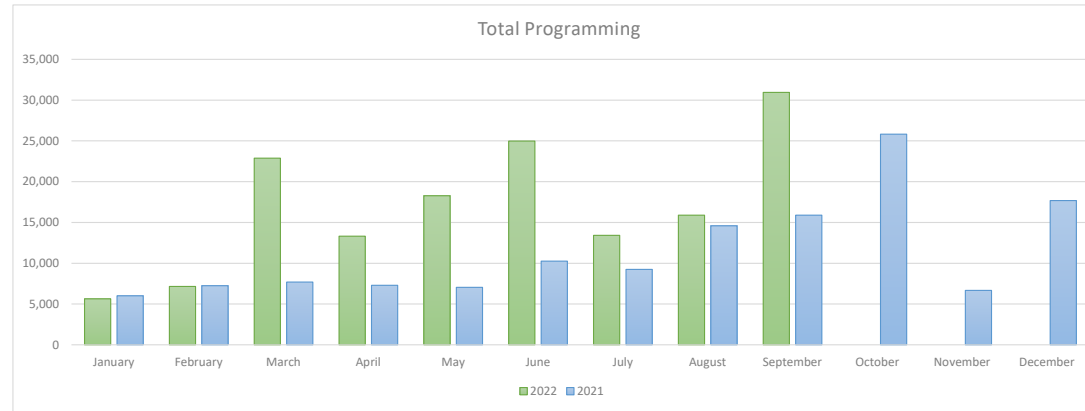
2022 YTD= 150,740
2021 YTD= 40,241

Monthly Average in 2021	16,729
Monthly Average in 2021	5,428

Internet Usage Total= Child, Adult, Teen usage + WiFi+ other

TOTAL PROGRAMS		
Month	2022	2021
January	5,633	6,006
February	7,155	7,244
March	22,884	7,693
April	13,318	7,297
May	18,273	7,046
June	24,980	10,259
July	13,421	9,246
August	15,894	14,588
September	30,948	15,895
October		25,826
November		6,671
December		17,684
TOTAL	152,506	135,455

Monthly Average 2022	16,945
Monthly Average 2021	11,288



YTD 2022= **152,506**
YTD 2021= **85,274**

Programs by Age Range				
Month	Childrens	Teens	Adults	All Ages
January	601	687	4,298	65
February	1,251	832	4,885	187
March	2,516	3,430	5,663	11,275
April	3,198	3,449	5,152	1,519
May	2,967	1,810	3,026	10,470
June	4,841	5,230	5,002	9,907
July	6,516	697	3,730	2,478
August	3,499	4,764	4,214	3,417
September	1,544	1,236	18,364	9,804
October				
November				
December				
Total	26,933	22135	54,334	49122

Programs by Department								
Month	Child	Teens	Programs & Newsle	Reference	Studio	Outreach	Dis Grove	outside groups
January	609	427	1,792	1,848	644	309	4	68
February	1,166	918	2,039	1,859	908	140	125	133
March	1,983	2,721	2,880	2,039	867	12,348	46	128
April	1,509	1,899	1,919	2,191	1,027	4,590	183	137
May	2,187	847	1,277	1,375	756	11,741	90	109
June	3,964	3,697	2,930	1,524	812	8,369	484	155
July	5,406	716	1,509	1,551	827	3,265	147	32
August	2,808	886	1,783	1,750	763	7,557	347	172
September	1,692	836	1,989	1,591	918	23,861	61	204
October								
November								
December								
Total	21,324	12,947	18,118	15728	7522	72,180	1487	1138

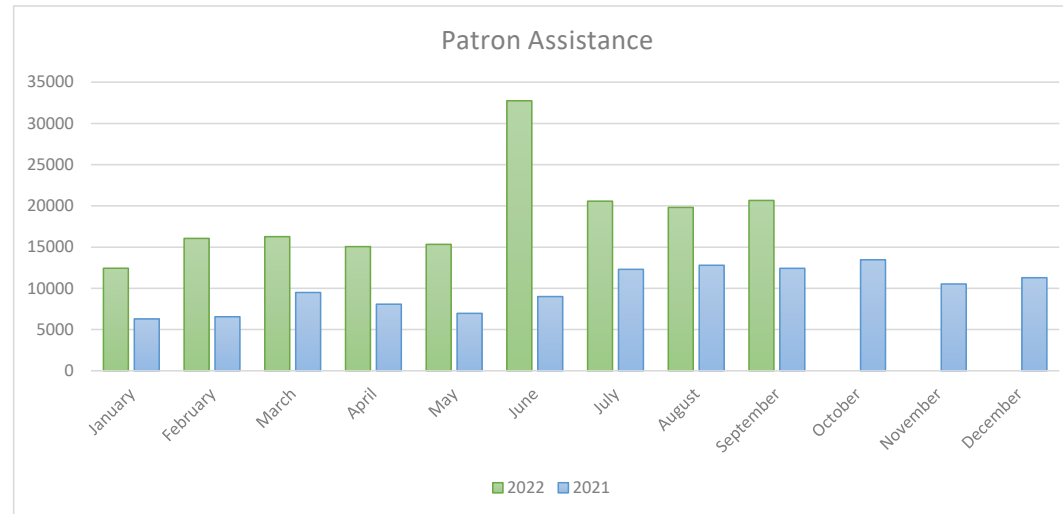
* reintroduced outside groups 11/21

SRC
3200

Programs by Type				
Month	Synchronous	Asynchronous	On-site	off-site
January	1,889	2,882	1,278	344
February	3,480	2,857	2,434	1,009
March	19,203	3,681	5,799	17,085
April	10,150	3,168	6,900	6418
May	14,903	3,370	4,030	14,243
June	22,298	2,682	10,771	14,209
July	6,973	6,448	9,206	4215
August	11,740	4,154	7,154	8,740
September	28,114	2,834	6,260	24,688
October				
November				
December				
Total	118,750	32,076	53,832	90951

PATRON ASSISTANCE		
Month	2022	2021
January	12436	6288
February	16055	6554
March	16267	9,495
April	15058	8,077
May	15331	6,966
June	32,743	9,002
July	20,569	12,303
August	19,813	12,797
September	20,658	12,426
October		13,461
November		10,526
December		11,287
TOTAL	168930	119182

Monthly Average 2022	18,770
Monthly Average 2021	9,932



YTD 2022= **168930**
YTD 2021= **83908**

Month	Child	Teens	Programs & Newsle	Reference	Studio	Outreach	Dis Grove	Circ	Live Chat	Notary
January	371	1,309	1,477	4,529	867	128	0	3,603	116	36
February	934	1,910	1,688	4,013	1,614	168	7	5,567	98	56
March	1,058	2,335	1,927	4,814	1,382	240	7	4,280	158	66
April	742	1,250	1,824	4,434	1,830	189	11	4,568	163	47
May	934	1,583	1,699	4,181	1,328	526	0	4,881	129	70
June	15,747	2,535	2,338	4,447	1,434	248	17	5,754	153	70
July	3,134	2,874	2,423	4,124	1,398	521	12	5,836	177	70
August	1,454	2,054	2,318	5,116	1,366	1,230	64	5,919	200	92
September	2,010	1,770	1,898	4,741	1,748	2130	8	6,117	179	57
October										
November										
December										

* added Notary 1/22



SACHEM PUBLIC LIBRARY Investment Policy

Scope

This investment policy of Sachem Public Library applies to all moneys and other financial resources available for investment.

Objectives

The primary objectives of the library's investment activities are, in priority order:

- 1) To conform with all applicable federal, state, and other legal requirements.
- 2) To adequately safeguard principal.
- 3) To provide sufficient liquidity to meet all operating requirements.
- 4) To obtain a reasonable rate of return.

Delegation of Authority

The Board of Trustees' responsibility for administration of the investment program is delegated to the Director of the Library. The Director, or appointed designee, shall establish procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure.

Prudence

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transactions that might impair public confidence in Sachem Public Library to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs. Library funds are to be utilized, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Diversification

It is the policy of Sachem Public Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

Internal Controls

The Director of the Library, or appointed designee, is responsible for establishing and maintaining an internal control structure to provide reasonable if not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and are recorded properly, and that deposits are managed in compliance with applicable laws and regulations.

Designation of Depositories

The Board of Trustees at their annual reorganizational meeting in July will authorize the banks and trust companies as depositories for monies and investment and primary dealers for repurchase agreements.

The banks and trust companies will be amended each year to reflect the companies authorized at the Board's annual reorganization meeting in July.

Collateralizing of Deposits

In accordance with the provisions of General Municipal Law section 10, all deposits of Sachem Public Library including certificates of deposits and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- 1) By pledge of "eligible securities" with an aggregate "market value" as provided by General Municipal Law section 10, equal to the aggregate amount of deposits from the categories designated in the Permitted Investments section of this policy.
- 2) By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government term not to exceed ninety days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
- 3) By an "irrevocable letter of credit" issued by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization. Such irrevocable letter of credit to be used in favor of the government for a term not to exceed 90 days with an aggregate value equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any.

- 4) By an eligible security bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claim paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

Safekeeping and Collateralization

Eligible securities used for collateralizing deposits shall be held by the depository and/or a third-party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure library funds together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which enable the library to exercise its rights against pledged securities. In the event that the securities are not registered or inscribed in the name of the library, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to Sachem Public Library or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide the frequency of revaluation of eligible securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the library a perfected interest in the securities.

Permitted Investments

The Library authorizes the Director, or appointed designee, to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the types of investments authorized by General Municipal Law Section §11.

- Special time deposit accounts;
- Certificates of deposits;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations issued or fully insured or guaranteed by the State of New York;

All investment obligations shall be payable or redeemable at the option of Sachem Public Library, within such times as the proceeds will be needed to meet expenditures for which the moneys were provided. In the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of Sachem Public Library within two years of the date of purchase.

Authorized Financial Institutions and Dealers

Sachem Public Library shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investment which can be made with each financial institution or dealer. All financial institutions with which the library conducts business must be creditworthy. Banks shall provide their most recent Report of Condition (Call Report) at the request of the Sachem Public Library. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Director of the Library, or appointed designee, is responsible for evaluating ~~on~~ the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listings shall be evaluated at least annually.

Purchase of Investment

The Director of the Library, or appointed designee, is authorized to contract for the purchase of investments:

- 1) Directly from an authorized trading partner.
- 2) By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such a program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the Board of Trustees.
- 3) By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the Board of Trustees.

All obligations, unless registered or inscribed in the name of Sachem Public Library shall be purchased through, delivered to, and held in the custody of a bank or trust company. Such obligations shall be purchased, sold, or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to Sachem Public Library by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law section 10.

The custodial agreement shall provide the securities held by the bank or trust company, as agent of and custodian for the library will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the library a perfected interest in the securities.



Volunteer Policy

Sachem Public Library offers volunteer opportunities on a limited basis through the Teen Services Department. Volunteer opportunities, which are advertised in the Library newsletter and webpage, are open to teens in grades 6-12. Registration is online. By registering, registrants accept the Library's Volunteer Policy for themselves; or for under 18, for their child. The Library reserves the right to assign or decline the services of any volunteer without having to state a reason for the decision.

Volunteers are expected to dress appropriately, report on time, and regard their assignments as a serious commitment. Additionally, volunteers should act in accordance with all Library directives and policies, follow all directions and instructions of the supervising staff member, and reflect positive customer service attitudes to all Library visitors. The Library does not compensate volunteers through wages, benefits, reimbursement of expenses, or any other form of compensation. Understanding that recognition is an important component of a volunteer program and that it is often the only way in which the Library can say "thank you" to a volunteer, each volunteer shall receive a "Certificate of Community Service" upon completion of the opportunity.

Volunteers shall not be used to supplant or replace established staff positions. Additionally, nothing in this policy shall be deemed to create a contract between the volunteer and the Library, nor shall any volunteer be considered an employee of the Library. The Library reserves the right to discontinue volunteer opportunities or terminate the services of any individual volunteer or volunteer group without prior notice and with or without cause at the discretion of the Director or the Director's designee.

Policy Adopted 4/2001
Revised 10/2008, 5/2014



Volunteer Application Form

Applications will be active for the period of July-June.

Name: _____ Date: _____

Address: _____

Home Phone: _____ Cell Phone: _____

If the volunteer hours are required by a school or other program, please indicate: _____

Volunteer Availability: Please fill in the hours you are available to volunteer.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From -							

For Children, grades 1 - 5 and Teens, grades 6 - 12: Grade: _____ Age: _____

If the applicant is under the age of 18, the applicant's Parent/Guardian must complete this section.

Parent/Guardian Name: _____

Address: _____

Telephone: _____ Cell Phone: _____

Emergency Contact Name: _____

Relationship: _____ Telephone: _____ Cell Phone: _____

.....
This section to be completed by Parent/Guardian after the Library notifies the under 18 applicant of an upcoming volunteer opportunity.

Release for Volunteers Under the Age of 18

I have read the Volunteer Policy and the Guidelines and understand the rules that volunteers must

follow. I hereby give _____ permission to perform the volunteer

Volunteer's First and Last Name

opportunity listed below.

Signature of Parent/Guardian: _____ Date: _____

Volunteer Opportunity

Activity

Date

Time

Director's/Designee's Approval:

Signature

Department

Date



Staff Computer and Network Usage Policy

Sachem Public Library maintains computer systems that consist of servers, computers, (including laptops, tablets, etc.) and peripherals attached to a network, as well as a secure wireless network.

Staff is not permitted to change, add to, or remove hardware or software from library computers, servers, or other system components without authorization from the Director or Director's designee. Staff is not permitted to download any programs, files, screensavers, wallpapers, etc., to library computers without permission of the Director or Director's designee.

Staff use of the Library's computers and software is limited to library purposes. Staff members are expected to refrain from personal use of social media software, the Internet, and chat/messaging software during work hours. No staff may borrow, transfer or otherwise use the Library's licensed software, or software installation/activation codes, on any privately-owned computer without the expressed approval of the Director. Staff may not copy any material from a Library computer for use or distribution outside the Library without the prior approval of the Director. Staff may not save personal data on the Library's networked drives. Staff is expected to respect the privacy of other staff members' business files located on departmental shared drives and may not alter, copy, or forward files without the owner's permission. Staff members must not misrepresent themselves by using another staff member's login information.

Library computers and components are the property of Sachem Public Library and staff should not expect a right to privacy when using them. Information sent or received through the network, including e-mails, information through the Internet or any other chat/messaging program, is subject to the scrutiny of the Library.

The Library, as permitted by law, reserves the right to review, audit, intercept, access, and search the network ~~at will~~, monitor data and messages ~~within them at any time for any reason~~, and disclose selected contents ~~with the employee's knowledge. without notice or other restrictions and without staff consent or knowledge~~. Messages sent or received through the network are and remain the property of the Library.

The Library reserves the right to determine the suitability of any information sent or received through its network. Library computers may not be used in ways that are disruptive, offensive to others, harmful to morale, or otherwise improper. Staff is prohibited from displaying, sending or receiving through the Library's network any inappropriate remarks, sexually explicit images, ethnic or racial slurs, or anything that may be construed as harassment. Staff shall not send or receive copyrighted materials, proprietary or confidential information, or otherwise inappropriate or illegal materials.

Staff members who violate this policy will be subject to disciplinary action, or other remedial measures up to and including termination. If staff becomes aware of any violation of this policy, such violation shall be reported immediately to a supervisor or Administration.



Travel and Reimbursement Policy

This policy applies to staff members and trustees, hereto referred to as travelers, who travel on approved Library business. This policy is intended to ensure that travelers understand all travel-related policies and guidelines; incur and document only reasonable and necessary expenditures; and follow consistent reimbursement procedures. Travelers are expected to conduct themselves in a business-like manner and to spend Sachem Public Library funds prudently.

Approval of Travel

- Travel to local stores/vendors must be pre-approved by the Department Head.
- Travel to local conferences and meetings must be requested through a Request to Attend Conference/Meeting form. Both the Department Head and Director pre-approve local meeting travel.
- Travel to conferences and meetings beyond the New York metropolitan area and all overnight travel must be pre-approved by the Director and the Board of Trustees.

Conference Attendance

Whenever possible, the Library will make reservations and pre-pay conference registrations, travel, and lodging. If by pre-arrangement, a traveler was to make his/her own travel arrangements, reimbursement would be consistent with the amount the Library would have paid.

The traveler must be a member of the organization or be an invited speaker in order to be approved for conference attendance. Conference attendees should make a concerted effort to attend as much of the conference as possible. Conference attendance is considered part of the normal work week. No compensatory time will be awarded for longer days, weekend hours and/or time in transit. While travelers should be comfortable while in route, at the conference travelers are expected to dress appropriately and adhere to the standards set forth in the Personnel Manual.

Personal side trips should only take place outside of normal conference hours. Any expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals, or transportation, are the sole responsibility of the traveler and will not be reimbursed. Expenses associated with spousal/companion travel will not be reimbursed.

Transportation

The library encourages staff to choose public transportation options and accommodations that have demonstrated sustainable practices when traveling for work.

~~**Library Vehicle**—The use of the Library's vehicle is encouraged for local travel and for travel beyond the New York metropolitan area when the Director has determined it is more cost effective to drive. Only those who have completed the Library's driver certification and orientation may book and drive the Library's vehicle. Staff is responsible for following the guidelines and policies for use of the Library's vehicle.~~

Personal Vehicles - Travelers who, with pre-approval, use their own vehicles for local travel or travel beyond the New York metropolitan area will receive reimbursement through the submittal of the appropriate reimbursement form at the IRS mileage rate in effect at the time of the travel. When more than one person is attending the same meeting/conference, carpooling is required. It is the vehicle owner's responsibility to carry adequate insurance.

Travelers will not receive reimbursement for costs incurred for repairs to personal vehicles, regardless of whether they result from the actions of the traveler or another individual.

Rental Cars - If pre-approved by the Director, a rental car may be used when renting is considered to be more advantageous than any other means of transportation. The size of the vehicle may vary depending upon the number of travelers. Only Library authorized travelers should be permitted to ride in the rental car. All drivers must be listed with the rental agency. Drivers should decline the purchase of liability coverage, collision damage, and personal accident insurance. Every reasonable effort must be made to return the rental car with a full tank of gas, on time and to the original rental city unless approved for a one-way rental.

Should an accident occur, the driver should call Administration and submit a written accident report as soon as possible to the rental car company, local authorities, and Administration.

Air Travel - Reservations are generally made through the Library. If the traveler is pre-approved to make his/ her own arrangements, reservations should be made for economy class fare. Travelers, who are pre-approved to drive personal vehicles to the airport, will be reimbursed for mileage, as well as, airport parking if applicable. Travelers must use long-term, lower-cost parking when available.

Other Forms of Transportation (Railroads, Motor Coaches, etc.) - Travelers, who use these pre-approved forms of transportation, will receive reimbursement for the price of the economy or coach class tickets.

Ground Transportation and Parking - Travelers are expected to use the most economical ground transportation appropriate under the circumstances. Many hotels have courtesy cars or airport shuttles/ buses which will take the traveler to and from the airport at no charge or for a small fee. When courtesy cars and airport shuttles are not available, a taxi may be used. Travelers will be reimbursed for these and other forms of public transportation including reasonable tips. Parking and toll expenses, including charges for hotel parking, will be reimbursed. The costs of parking tickets, fines, carwashes, valet service, etc., are non-reimbursable.

Transportation between the traveler's hotel and meeting sites will also be reimbursed, if not within walking distance. If free shuttles are available, this mode of transportation should be used.

Lodging

Reservations are generally made through the Library. If the traveler is pre-approved to make his/ her own arrangements, reservations should be made for a standard room at a reasonably priced hotel. In either case the GSA (General Services Administration) rates for lodging will be considered when booking a hotel room. If need be, travelers are required to cancel these reservations in a timely manner to prevent no-show charges. Upon check-in, the traveler should

give the hotel a personal credit card for miscellaneous expenses. No expenses, including meals, may be charged to the Library's credit card. The Library does not pay for room service.

Meals

If meals are included in the conference registration, the traveler is expected to take advantage of this opportunity. If meals are not included, the traveler will be reimbursed for the reasonable cost of meals and tips. The traveler is expected to dine in moderately-priced restaurants and select moderately priced meals. The Library understands that expenses will vary due to the costs in different cities. Charges for alcoholic beverages are not eligible for reimbursement, nor should they be on the same receipt as reimbursable meals.

Telephone Calls

Local calls associated with the trip will be reimbursed but should be kept to a minimum if there is a charge.

Tips

Tipping a porter, housekeeping, a waiter, a driver, etc. should be based on the quality of service rendered. Some restaurants and transportation services include a gratuity in the price, in which case a tip is not necessary. Reasonable and necessary tipping will be reimbursed. A tip for a meal should not exceed 20% of total meal cost. Travelers are ~~reminded~~ recommended to review ~~peruse~~ the tipping guidelines available from Administration.

Cancellations

Travelers should alert Administration in a timely manner should any reservations need to be cancelled. Except under extenuating circumstances, the Library will not reimburse expenses due a traveler for failure to cancel guaranteed reservations.

Tax Exemption

The traveler should contact Administration prior to traveling within New York State to obtain a Tax-Exempt certificate. When checking-in to a New York State hotel, the traveler should confirm that there is a Tax-Exempt certificate on file.

Reimbursement

Travel expenses will be paid if they are reasonable, appropriately documented, properly authorized, and within the guidelines of this policy. It is the responsibility of the traveler to maintain original receipts for all expenses incurred during approved travel. To be reimbursed, the traveler must complete the appropriate reimbursement form; the Conference/Expense Reimbursement or the Multi Day Conference/Expense Reimbursement form. Original itemized receipts must be attached to the form. Each receipt must include a description of the expense and the name of the associated conference or meeting. Receipts must be detailed vendor receipts rather than general charge card transaction slips. To ensure proper accounting and prompt reimbursement, travelers should submit the appropriate reimbursement form within a week of completion of travel.

*Travelers must include their conference badge with their Multi-day Conference/Expense Reimbursement form.

Transportation - The traveler must include original itemized receipts for all travel-related expenses including, if applicable, rental car contract, gas paid for the rental car or Library Vehicle, airline bills, etc.

Lodging - Whenever possible the Library will prepay room and applicable out of state tax with the Library's credit card. The traveler must submit the original itemized hotel bill with the reimbursement form.

Meals - Original itemized receipts for meals must be submitted with the reimbursement form in order to be reimbursed. The receipt must include the provider's name and date, name(s) of any other person on the bill, and purpose of the meal. If one traveler picks up the tab for other traveler's meals, the meal receipt should not be split between separate reimbursement forms. The names of the reimbursable diners included in the receipt should be noted in the explanation section of the appropriate reimbursement form. If the receipt includes charges for individuals ineligible for reimbursement, expenses for those individuals should be deducted and the ineligible meals should be clearly circled on the submitted receipt. Charges for alcoholic beverages are not eligible for reimbursement, nor should they be on the same receipt as reimbursable meals.

Miscellaneous - Other expenses will be reimbursed if determined to be reasonable and necessary. Generally, the Library assumes travelers will check no more than one bag. Miscellaneous expenses must be itemized and documented. Please obtain receipts for all amounts whenever possible.

Examples include:

- Expenses associated with baggage handling and storage, including pre-approved excess baggage charges
- Business telephone/fax
- Mailing services

Non-Reimbursable Expenses

The Library will not reimburse travelers for personal expenses. The following is a list of personal expenses (in addition to those that have been identified in other sections of the policy), which are not eligible for reimbursement as Library business expenses:

- Amenities such as movies, mini-bar refreshments, health club facilities or Internet
- Childcare, baby-sitting, house-sitting, or pet-sitting costs
- Personal clothing or accessories
- Grooming expenses such as haircuts and toiletries
- Prescriptions, over-the-counter medications, or other medical expenses
- Magazines, books, or other personal reading materials
- Expenses related to non-Library activities
- Personal telephone calls
- Airline club membership dues
- Airline travel insurance costs
- Incremental costs for first or business class tickets
- Fines for traffic/parking violations
- Personal travel/entertainment
- Lost or damaged baggage or personal items.



Whistleblower Policy

The Sachem Public Library's ~~policies~~ requires Trustees, administrators, staff and volunteers to observe high standards of business and personal ethics in the conduct of their duties. As representatives of the Library, Trustees, administrators, staff and volunteers must practice honesty and integrity in fulfilling their responsibilities and must comply with all applicable Library policies, laws and regulations. The Library's internal controls and operating procedures are intended to detect and to prevent or deter improper activities. Even the best systems of control, however, cannot provide absolute safeguards against irregularities. Intentional and unintentional violations of laws, regulations, policies, and procedures may occur and may constitute wrongful actions. The Library encourages its Trustees, administrators, staff and volunteers to report suspected or actual, illegal or improper activity, financial or otherwise ~~as detailed in Library policies~~. Examples of wrongful actions, or suspected wrongful actions, that give rise to the responsibility to report include incorrect financial reporting, unlawful activity, activities that are inconsistent with Library policies and activities that otherwise amount to serious improper conduct.

No Retaliation

This policy is intended to encourage and enable Trustees, administrators, staff, volunteers and others to raise serious concerns about business practices within the Library prior to seeking resolution outside the Library. No one who, in good faith, reports a suspected violation of law, regulation or Library policy ~~the Code~~ shall suffer harassment, retaliation, or adverse employment consequences. Retaliation against someone who has reported a violation is subject to discipline up to and including termination of employment.

Reporting Responsibility and Concerns

Trustees, administrators, staff and volunteers are responsible for complying with the Code and for reporting suspected or actual violations of law, regulation or Library policy ~~the Code in accordance with this policy~~. In most cases, the immediate staff supervisor is in the best position to address an area of concern. Supervisors are required to inform the Director of reported complaints. If the reporting party is not comfortable speaking with the immediate supervisor or the immediate supervisor's response is not satisfactory, the reporting party is encouraged to speak directly to the Director. Supervisors and Department Heads are required to report suspected violations of Library policies or any applicable law to the Director. If the suspected or actual violation concerns the Director, the matter should be reported directly to the President of the Board of Trustees. A matter involving a Trustee should be reported to the President of the Board. This policy shall not be construed to prevent or discourage anyone from reporting any suspected criminal or illegal activity to a law enforcement authority.

Confidentiality

Reports of violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Director is designated to administer this Whistleblower Policy and has the responsibility of exploring all reported or suspected staff-related violations. The Director will acknowledge receipt of the report and notify the reporting individual, if known, within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The Director will notify the Board of Trustees of the complaint and/or allegation. Should the violation be reported to the Board President, the President shall acknowledge receipt of the report or suspected violations, inform the named Board member, and notify the entire Board so that a committee of Board members may be formed to investigate and recommend appropriate action in a timely manner.

Acting in Good Faith

The filer of a complaint concerning a ~~suspected-violation~~ ~~or suspected-violation~~ of law regulation or Library policy ~~the Code, policies or law~~ must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation ~~of the Code~~. Any allegation that proves not to be substantiated and which proves to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Distribution:

A copy of this policy will be distributed to all Trustees, administrators, staff and volunteers who provide substantial services to the Library.

Disposal of Equipment

October 18, 2022

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

The Following Was Disposed:		
1	Wacom Intuous Drawing Tablets originally from DesTeenation	Refuse
1	Wooden Arts and Crafts Cabinet in the Teen Department	Refuse
1	6-foot Study Table in the Community Room	Refuse

Respectfully submitted,


Neely McCahey

Conference Attendance Request

October 18, 2022

The director recommends attendance at the following conference.

Neely McCahey, Chris DeCristofaro, Ally Mercado, Jennifer Caskey, Sara Neil, Alex Boris and Andrew Tarantowicz to attend the NYLA Annual Conference and Trade Show in Saratoga Springs from November 2-5, 2022.

Hotel accommodations and conference registration for the seven attendees not to exceed \$4,590.00

Respectfully submitted,

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

Neely McCahey

Approval of Purchase

October 18, 2022

I recommend to the Board of Trustees to approve the purchase for outdoor benches, bike racks, u-racks and trash receptacles for the front entry plaza to Belson Outdoors, LLC at 627 Amersale Drive in Naperville, IL 60563-3602 in the amount of \$13,333.29.

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
Director

BOARD OF TRUSTEES MEETING DATES FOR 2023

<u>Month</u>	<u>Date</u>	<u>Bills Available</u>	<u>Trustee**</u>
January	Tuesday, January 17, 2023	1/12/2023	Robert Winowitch
February	Monday, February 27, 2023	2/23/2023	Robert Winowitch
*March	Tuesday, March 21, 2023	3/16/2023	Thomas Lohr
April	Tuesday, April 18, 2023	4/13/2023	Marguerite Barone
May	Tuesday, May 16, 2023	5/11/2023	Marguerite Barone
June	Tuesday, June 20, 2023	6/15/2023	Diane Longo
July	Tuesday, July 18, 2023	7/13/2023	Diane Longo
August	Tuesday, August 15, 2023	8/10/2023	Diane Longo
September	Tuesday, September 19, 2023	9/14/2023	Susan Tychnowicz
October	Tuesday, October 17, 2023	10/12/2023	Susan Tychnowicz
November	Tuesday, November 21, 2023	11/16/2023	Susan Tychnowicz
December	Tuesday, December 19, 2023	12/14/2023	Robert Winowitch

PLEASE BRING YOUR PERSONAL CALENDARS SO WE MAY SET THESE DATES

- All Regular Scheduled Board Meeting times are set for 5:00 p.m.
- *The Annual Budget Hearing will be on the March Board Meeting.
- **Bills may be signed anytime between date available and Board Meeting.
- **Budget Vote Tuesday, April 4, 2023**

Marguerite Barone
Home #289-6359
Cell #631-525-2899

Thomas Lohr
Home #675-1009
Cell #631-879-3830

Diane Longo
Home #580-9172
Cell #631-786-5228

Susan Tychnowicz
Home #585-2951
Cell #631-332-6836

Robert Winowitch
Home #585-4009
Cell #631-512-3481


Approved by the Sachem Public Library Board of Trustees at their regular monthly meeting on October 18, 2022.

Board Authorization

October 18, 2022

I recommend the Board approve the proposal for Architectural Services related to the Café Renovation Project submitted by John Tanzi Architects 129 Main Street- Unit 620 Stony Brook, New York 11790, in the amount of \$12,500.00.

Respectfully submitted,


Neely McCahey



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

October 5, 2022

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

Enclosed with this memo is a **Draft SCLS 2023 Operating Budget** for your review and consideration. Included along with the draft budget is a cover memorandum explaining some of the income and expense lines and an estimated Member Support Chart.

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

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

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

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

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

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

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

SCLS FY 2023 Budget Hearings:

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

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

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

Proposed SCLS 2023 Operating Budget

Notes on the Attached 2023 Budget:

FORMAT

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

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

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

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

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

REVENUES

Operational

* *State Aid* (which includes *Local Sponsor Aid*, *Outreach*, *CLA*, *CBA*, *Institutional Library Aid*, and *Member Library Aid*) is being projected at a significant increase from what budgeted for 2022. This is because we received an increase of over 5% this year so next year, even with an expected smaller (2-3%) increase, on “paper” the increase seems large. This is due to the timing of the State setting the budget and then the delay until we actually receive aid. In any case, this year, it is a “good” problem.

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

* *Rental* revenue is revenue we receive to rent space to the Long Island Library Resources Council and Eastern Suffolk BOCES.

* *Member Library Support* indicates the libraries’ proposed contribution to our cooperative services. We are proposing an increase of 1.5% in 2023. SCLS recognizes the challenges that the member libraries face in preparing their own budget with the overall increase in costs they face and recognizing the constraints of the “tax-cap.” We want to be sure that the level of member support remains commensurate with those challenges and State mandates.

* *PALS Revenue* (Partnership of Automated Libraries in Suffolk) represents a direct reimbursement for SCLS staffing and services to the consortium. This amount is subject to adjustment during the PALS budget process. Fifty-two member libraries currently participate in the PALS consortium for an integrated

library circulation/inventory management system. The PALS Executive Board and membership will vote on their FY 2023 budget and make the final determination on this budget line before the final SCLS FY 2023 proposed budget is presented to the member libraries.

Central Library

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

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

* *ILL Delivery Support* is not funded since Saturday delivery is not taking place and not anticipated to resume in 2023.

Direct Offset

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

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

* *Suffolk e-Resources* is proposed to increase by 3.5%. This includes the income contributed by all member libraries for the shared databases in the Suffolk e-Resources collection. This modest increase, which would be the second in a planned three year cycle, would allow us some flexibility in the collection’s development.

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

* *Downloadable Media* income and expenses are still being discussed with the member libraries and the figure included in this draft budget is a “placeholder” at this time. The service continues to see strong growth. Between January-August of 2022 usage was up 8% from last year. This is higher growth than we saw in 2021 but considerably less growth in usage than we saw during the height of the pandemic.

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

Transfer

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

EXPENDITURES

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

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

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

* *Health Insurance/Health Insurance Retirees* overall premiums are projected to increase a small amount, due to some retirements and changes in staff, based on current projections. The NYSHIP plan sends regular cost estimates so if we receive new information before a final budget is presented we will update our estimates to reflect NYSHIPS.

* *Dental* insurance premiums will decrease from what was budgeted in 2022 based on new estimates.

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

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

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

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

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

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

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

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

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

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

* *Office and Library Supplies* shows a small decrease based on current usage patterns.

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

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

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

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

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

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

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

* *Computer Services* includes a wide variety of services used by both SCLS and the member libraries.

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

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

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

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

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

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

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

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

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

Summary

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

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

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

Member Support Note

While overall member support would change 1.5% in 2023 some individual member libraries will see a change of a different amount based on the formula that

we use to calculate these payments. Member Support is based on both the service population (which is being recalculated this year for the first time in a decade due to the 2020 census being complete) and the amount of annual expenditures that a library reports on their State Report (which can change significantly each year.) For this budget/member support chart we are using the 2021 State Report figures. Please see the attached chart.

Budget Process

This is the first draft of the SCLS FY 2023 Budget. We welcome any comments, questions, or concerns that anyone may have about this draft budget. After further review, adjustment, and consideration of any input received from the member libraries SCLS will present a final proposed FY 2023 Budget for your consideration in early November and the budget vote will take place throughout both November and December.

2023 BUDGET REVENUE

	2021	2022	2023	2022 to 2023	2022 to 2023
SOURCE	Rev. Budget	Budget	Proposed	\$ Change	% Change
N. Y. State	3,187,691	2,656,409	2,883,774	227,365	8.56%
Local Services Support Aid (LSS)	306,749	306,749	330,753	24,004	7.83%
Outreach	262,238	218,531	235,160	16,629	7.61%
SCLS: CLA	174,391	145,326	156,407	11,081	7.62%
Misc. Grants	0	242,000	0	(242,000)	0.00%
Interest	10,000	5,000	5,000	0	0.00%
Rental	56,180	57,500	58,100	600	1.04%
Delivery Service	500	500	1,500	1,000	200.00%
Mailing Overdues	15,000	15,000	15,000	0	0.00%
Miscellaneous	10,000	10,000	10,000	0	0.00%
Contributions	100	100	100	0	0.00%
Programs/Rooms	5,000	5,000	6,000	1,000	20.00%
Library Contract Service	165,000	162,000	162,000	0	0.00%
Member Library Support	2,328,334	2,328,334	2,363,259	34,925	1.50%
PALS Admin. Fee	627,434	644,422	644,422	0	0.00%
RFID Support	0			0	0.00%
Sub-Total (Operational)	7,148,617	6,796,871	6,871,475	74,604	1.10%
<i>Central Library support</i>					
Non-fiction (Overdrive)	12,000	12,000	12,000	0	0.00%
Homework Help	55,000	55,000	55,000	0	0.00%
ILL Delivery Support	0	0	0	0	0.00%
Sub-Total (Central Library)	67,000	67,000	67,000	0	0.00%
<i>DIRECT OFFSET</i>					
LLSA Member Libraries	520,748	433,957	467,287	33,330	7.68%
CLA CBA Central Library	414,551	345,458	371,799	26,341	7.62%
Suffolk E-Resources	722,400	744,000	770,040	26,040	3.50%
Coordinated Orders	700,000	1,000,000	1,200,000	200,000	20.00%
Downloadable Media	4,946,362	5,193,680	5,531,127	337,447	6.50%
SCLS: CBA	18,581	15,484	16,500	1,016	6.56%
Dedicated Library Aid (Grants)	10,712	8,926	31,500	22,574	252.90%
Misc. Grants	0			0	0.00%
Sub-Total (Direct Offset)	7,333,354	7,741,505	8,388,253	646,748	8.35%
Transfer from Unappropriated					
Fund Balance	0	0	100,000	100,000	0.00%
Sub-Total (Non-Operational)	-	-	100,000	100,000	0.00%
TOTAL REVENUE	14,548,971	14,605,376	15,426,728	821,352	5.62%

2023 Budget Expenditures

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

2023 Budget Expenditures

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

Proposed 2023 MEMBER LIBRARY SUPPORT @ 1.50% (OVERALL INCREASE)						
BASED ON ANNUAL REPORT FINANCIALS: 2021						
	ACT		PROP		\$ Change	% Change
	2022		2023		PROP 2023	PROP 2023
	ML SUPP		ML SUPP		FROM 2022 ACT	FROM 2022 ACT
AMAGANSETT	11,057		11,223		166	1.50%
AMITYVILLE	33,060		34,036		976	2.95%
BABYLON	19,121		19,213		92	0.48%
BAYPORT-BLUE POINT	23,736		23,633		(103)	-0.43%
BAY SHORE-BRIGHTWATERS	42,645		44,063		1,418	3.33%
BRENTWOOD	107,019		109,473		2,454	2.29%
BROOKHAVEN	11,057		11,501		444	4.02%
CENTER MORICHES	37,385		40,868		3,483	9.32%
CENTRAL ISLIP	46,327		50,460		4,133	8.92%
COLD SPRING HARBOR	18,699		19,177		478	2.56%
COMMACK	31,701		31,853		152	0.48%
COMSEWOGUE	63,978		64,490		512	0.80%
CONNETQUOT	63,660		62,235		(1,425)	-2.24%
COPIAGUE	42,458		43,882		1,424	3.35%
CUTCHOGUE-NEW SUFFOLK	11,057		11,513		456	4.12%
DEER PARK	36,138		36,321		183	0.51%
EAST HAMPTON	26,626		31,505		4,879	18.32%
EAST ISLIP	38,956		38,212		(744)	-1.91%
ELWOOD	18,725		19,162		437	2.33%
EMMA S CLARK	64,331		67,037		2,706	4.21%
FLOYD MEMORIAL	11,057		11,223		166	1.50%
HALF HOLLOW HILLS	71,603		73,577		1,974	2.76%
HAMPTON BAYS	23,405		25,026		1,621	6.93%
HAMPTON	11,057		11,223		166	1.50%
HARBORFIELDS	37,332		37,399		67	0.18%
HAUPPAUGE	23,717		23,772		55	0.23%
HUNTINGTON	71,252		69,987		(1,265)	-1.78%
ISLIP	33,768		32,389		(1,379)	-4.08%
JOHN JERMAIN	11,057		16,798		5,741	51.92%
LINDENHURST	54,141		53,115		(1,026)	-1.90%
LONGWOOD	84,485		86,084		1,599	1.89%
MASTICS-MORICHES-SHIRLEY	89,348		85,685		(3,663)	-4.10%
MATTITUCK	11,057		11,223		166	1.50%
MIDDLE COUNTRY	122,961		123,089		128	0.10%
MONTAUK	11,057		11,223		166	1.50%
NORTH BABYLON	39,218		38,708		(510)	-1.30%
NORTH SHORE	43,589		42,315		(1,274)	-2.92%
NORTHPORT-EAST NORTHPORT	76,978		77,922		944	1.23%
PATCHOGUE-MEDFORD	88,255		86,793		(1,462)	-1.66%
PORT JEFFERSON	32,582		33,705		1,123	3.45%
QUOGUE	11,057		11,223		166	1.50%
RIVERHEAD	51,451		51,842		391	0.76%
ROGERS MEMORIAL	32,003		36,509		4,506	14.08%
SACHEM	117,362		116,720		(642)	-0.55%
SAYVILLE	30,584		30,938		354	1.16%
SHELTER ISLAND	11,057		11,223		166	1.50%
SMITHTOWN	160,973		160,821		(152)	-0.09%
SOUTH COUNTRY	30,623		29,880		(743)	-2.43%
SOUTH HUNTINGTON	57,956		58,547		591	1.02%
SOUTHOLD	11,057		11,223		166	1.50%
WEST BABYLON	38,560		38,655		95	0.25%
WEST ISLIP	40,283		40,655		372	0.92%
WESTHAMPTON	21,799		25,390		3,591	16.47%
WYANDANCH	17,914		18,520		606	3.38%
TOTALS:	2,328,334		2,363,259		34,925	1.50%

Library	# of Downloads	%	# of Downloads	%	%	Library	2022	2022	Total	%	2023	2023	Total	%	% Inc.
	10/20-9/21	Of Total	9/21-8/22	Of Total	Change		Base	Usage	2022	Of Total	Base	Usage	2023	Of Total	COST
	Use		Use		20/21			Payment	Payment	2022		Payment	Payment	2023	2022/2023
	19/20		20/21		21/22					Cost				Cost	
Amagansett	12,128	0.42%	12,635	0.41%	4.18%	Amagansett	\$ 9,618	\$19,585	\$ 29,203	0.56%	\$ 10,242	\$20,297	\$ 30,539	0.55%	5%
Amityville	27,653	0.96%	30,060	0.97%	8.70%	Amityville	\$ 9,618	\$44,656	\$54,274	1.04%	\$ 10,242	\$48,289	\$58,531	1.06%	8%
Babylon	26,722	0.92%	29,122	0.94%	8.98%	Babylon	\$ 9,618	\$43,152	\$52,770	1.02%	\$ 10,242	\$46,782	\$57,024	1.03%	8%
Bay Shore	43,357	1.50%	44,097	1.42%	1.71%	Bay Shore	\$ 9,618	\$70,015	\$79,633	1.53%	\$ 10,242	\$70,839	\$81,081	1.47%	2%
Bayport	34,468	1.19%	37,617	1.21%	9.14%	Bayport	\$ 9,618	\$55,661	\$65,279	1.26%	\$ 10,242	\$60,429	\$70,671	1.28%	8%
Brentwood	33,242	1.15%	33,593	1.08%	1.06%	Brentwood	\$ 9,618	\$53,681	\$63,299	1.22%	\$ 10,242	\$53,965	\$64,207	1.16%	1%
Brookhaven	7,521	0.26%	7,977	0.26%	6.06%	Brookhaven	\$ 9,618	\$12,145	\$21,763	0.42%	\$ 10,242	\$12,814	\$23,056	0.42%	6%
Center Moriches	52,229	1.80%	59,186	1.91%	13.32%	Center Moriches	\$ 9,618	\$84,342	\$93,960	1.81%	\$ 10,242	\$95,078	\$105,320	1.90%	12%
Central Islip	18,948	0.65%	19,683	0.64%	3.88%	Central Islip	\$ 9,618	\$30,598	\$40,216	0.77%	\$ 10,242	\$31,619	\$41,861	0.76%	4%
Cold Spring Har	38,099	1.32%	40,187	1.30%	5.48%	Cold Spring Har	\$ 9,618	\$61,524	\$71,142	1.37%	\$ 10,242	\$64,557	\$74,799	1.35%	5%
Commack	38,383	1.33%	39,791	1.28%	3.67%	Commack	\$ 9,618	\$61,983	\$71,601	1.38%	\$ 10,242	\$63,921	\$74,163	1.34%	4%
Comsewogue	94,460	3.26%	96,037	3.10%	1.67%	Comsewogue	\$ 9,618	\$152,539	\$162,157	3.12%	\$ 10,242	\$154,276	\$164,518	2.97%	1%
Connetquot	83,484	2.88%	81,004	2.61%	-2.97%	Connetquot	\$ 9,618	\$134,814	\$144,432	2.78%	\$ 10,242	\$130,127	\$140,369	2.54%	-3%
Copague	23,133	0.80%	24,742	0.80%	6.96%	Copague	\$ 9,618	\$37,356	\$46,974	0.90%	\$ 10,242	\$39,746	\$49,988	0.90%	6%
Cutchogue	18,284	0.63%	19,629	0.63%	7.36%	Cutchogue	\$ 9,618	\$29,526	\$39,144	0.75%	\$ 10,242	\$31,533	\$41,775	0.76%	7%
Deer Park	26,636	0.92%	26,963	0.87%	1.23%	Deer Park	\$ 9,618	\$43,013	\$52,631	1.01%	\$ 10,242	\$43,314	\$53,556	0.97%	2%
East Hampton	58,979	2.04%	65,050	2.10%	10.29%	East Hampton	\$ 9,618	\$95,242	\$104,860	2.02%	\$ 10,242	\$104,498	\$114,740	2.07%	9%
East Islip	48,215	1.67%	51,643	1.67%	7.11%	East Islip	\$ 9,618	\$77,860	\$87,478	1.68%	\$ 10,242	\$82,961	\$93,203	1.69%	7%
Elwood	33,083	1.14%	34,878	1.13%	5.43%	Elwood	\$ 9,618	\$53,424	\$63,042	1.21%	\$ 10,242	\$56,029	\$66,271	1.20%	5%
Emma S Clark	153,956	5.32%	166,449	5.37%	8.11%	Emma S Clark	\$ 9,618	\$248,616	\$258,234	4.97%	\$ 10,242	\$267,388	\$277,630	5.02%	8%
Floyd Memorial	17,343	0.60%	19,449	0.63%	12.14%	Floyd Memorial	\$ 9,618	\$28,006	\$37,624	0.72%	\$ 10,242	\$31,243	\$41,485	0.75%	10%
Half Hollow Hills	129,996	4.49%	126,886	4.09%	-2.39%	Half Hollow Hills	\$ 9,618	\$209,924	\$219,542	4.23%	\$ 10,242	\$203,833	\$214,075	3.87%	-2%
Hampton	13,000	0.45%	13,979	0.45%	7.53%	Hampton	\$ 9,618	\$20,993	\$30,611	0.59%	\$ 10,242	\$22,456	\$32,698	0.59%	7%
Hampton Bays	39,325	1.36%	40,983	1.32%	4.22%	Hampton Bays	\$ 9,618	\$63,504	\$73,122	1.41%	\$ 10,242	\$65,836	\$76,078	1.38%	4%
Harborfields	66,664	2.30%	69,516	2.24%	4.28%	Harborfields	\$ 9,618	\$107,653	\$117,271	2.26%	\$ 10,242	\$111,672	\$121,914	2.20%	4%
Hauppauge	26,043	0.90%	26,011	0.84%	-0.12%	Hauppauge	\$ 9,618	\$42,056	\$51,674	0.99%	\$ 10,242	\$41,785	\$52,027	0.94%	1%
Huntington	49,263	1.70%	83,235	2.69%	68.96%	Huntington	\$ 9,618	\$79,553	\$89,171	1.72%	\$ 10,242	\$133,711	\$143,953	2.60%	61%
Islip	37,381	1.29%	38,337	1.24%	2.56%	Islip	\$ 9,618	\$60,365	\$69,983	1.35%	\$ 10,242	\$61,586	\$71,828	1.30%	3%
John Jermain	33,991	1.17%	35,120	1.13%	3.32%	John Jermain	\$ 9,618	\$54,890	\$64,508	1.24%	\$ 10,242	\$56,418	\$66,660	1.21%	3%
Lindenhurst	52,507	1.81%	57,818	1.87%	10.11%	Lindenhurst	\$ 9,618	\$84,791	\$94,409	1.82%	\$ 10,242	\$92,880	\$103,122	1.86%	9%
Longwood	112,546	3.89%	119,501	3.86%	6.18%	Longwood	\$ 9,618	\$181,745	\$191,363	3.68%	\$ 10,242	\$191,969	\$202,211	3.66%	6%
Mastics	63,166	2.18%	64,798	2.09%	2.58%	Mastics	\$ 9,618	\$102,004	\$111,622	2.15%	\$ 10,242	\$104,093	\$114,335	2.07%	2%
Mattituck	22,284	0.77%	24,269	0.78%	8.91%	Mattituck	\$ 9,618	\$35,985	\$45,603	0.88%	\$ 10,242	\$38,986	\$49,228	0.89%	8%
Middle Country	98,769	3.41%	99,790	3.22%	1.03%	Middle Country	\$ 9,618	\$159,497	\$169,115	3.26%	\$ 10,242	\$160,305	\$170,547	3.08%	1%
Montauk	15,676	0.54%	18,223	0.59%	16.25%	Montauk	\$ 9,618	\$25,314	\$34,932	0.67%	\$ 10,242	\$29,274	\$39,516	0.71%	13%
North Babylon	35,727	1.23%	37,418	1.21%	4.73%	North Babylon	\$ 9,618	\$57,694	\$67,312	1.30%	\$ 10,242	\$60,109	\$70,351	1.27%	5%
North Shore	71,591	2.47%	74,590	2.41%	4.19%	North Shore	\$ 9,618	\$115,609	\$125,227	2.41%	\$ 10,242	\$119,823	\$130,065	2.35%	4%
Northport	103,904	3.59%	112,874	3.64%	8.63%	Northport	\$ 9,618	\$167,790	\$177,408	3.42%	\$ 10,242	\$181,324	\$191,566	3.46%	8%
Patchogue-Medford	73,338	2.53%	79,911	2.58%	8.96%	Patchogue-Medford	\$ 9,618	\$118,430	\$128,048	2.47%	\$ 10,242	\$128,371	\$138,613	2.51%	8%
Port Jefferson	50,717	1.75%	52,721	1.70%	3.95%	Port Jefferson	\$ 9,618	\$81,901	\$91,519	1.76%	\$ 10,242	\$84,692	\$94,934	1.72%	4%
Quogue	14,762	0.51%	15,380	0.50%	4.19%	Quogue	\$ 9,618	\$23,838	\$33,456	0.64%	\$ 10,242	\$24,707	\$34,949	0.63%	4%
Riverhead	66,283	2.29%	70,553	2.28%	6.44%	Riverhead	\$ 9,618	\$107,037	\$116,655	2.25%	\$ 10,242	\$113,338	\$123,580	2.23%	6%
Rogers Memorial	59,326	2.05%	64,959	2.10%	9.49%	Rogers Memorial	\$ 9,618	\$95,803	\$105,421	2.03%	\$ 10,242	\$104,352	\$114,594	2.07%	9%
Sachem	149,430	5.16%	171,270	5.53%	14.62%	Sachem	\$ 9,618	\$241,308	\$250,926	4.83%	\$ 10,242	\$275,133	\$285,375	5.16%	14%
Sayville	54,080	1.87%	56,155	1.81%	3.84%	Sayville	\$ 9,618	\$87,331	\$96,949	1.87%	\$ 10,242	\$90,209	\$100,451	1.82%	4%
Shelter Island	17,156	0.59%	19,977	0.64%	16.44%	Shelter Island	\$ 9,618	\$27,704	\$37,322	0.72%	\$ 10,242	\$32,092	\$42,334	0.77%	13%
Smithtown	263,277	9.10%	282,481	9.12%	7.29%	Smithtown	\$ 9,618	\$425,154	\$434,772	8.37%	\$ 10,242	\$453,785	\$464,027	8.39%	7%
South Country	37,328	1.29%	38,213	1.23%	2.37%	South Country	\$ 9,618	\$60,279	\$69,897	1.35%	\$ 10,242	\$61,386	\$71,628	1.30%	2%
South Huntington	81,197	2.81%	86,167	2.78%	6.12%	South Huntington	\$ 9,618	\$131,121	\$140,739	2.71%	\$ 10,242	\$138,421	\$148,663	2.69%	6%
Southold	25,600	0.88%	27,660	0.89%	8.05%	Southold	\$ 9,618	\$41,340	\$50,958	0.98%	\$ 10,242	\$44,434	\$54,676	0.99%	7%
West Babylon	40,493	1.40%	42,643	1.38%	5.31%	West Babylon	\$ 9,618	\$65,390	\$75,008	1.44%	\$ 10,242	\$68,503	\$78,745	1.42%	5%
West Islip	46,909	1.62%	51,412	1.66%	9.60%	West Islip	\$ 9,618	\$75,751	\$85,369	1.64%	\$ 10,242	\$82,590	\$92,832	1.68%	9%
Westhampton	51,381	1.78%	54,803	1.77%	6.66%	Westhampton	\$ 9,618	\$82,973	\$92,591	1.78%	\$ 10,242	\$88,037	\$98,279	1.78%	6%
Wyandanch	1,138	0.04%	1,369	0.04%	20.30%	Wyandanch	\$ 9,618	\$1,838	\$11,456	0.22%	\$ 10,242	\$2,199	\$12,441	0.22%	9%
Total	2,894,571	100%	3,098,814	100%	7.06%	Total	\$519,372	\$4,674,308	\$5,193,680	100%	\$553,068	\$4,978,015	\$5,531,083	100%	
							10.0%	90.0%	5.0%		10.0%	90.0%	6.5%		