

**SACHEM PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
NOVEMBER 15, 2022 - 5:00 P.M.  
AGENDA**

1. Call to Order
2. A Pledge of Allegiance
3. Adoption of the Agenda **(Motion)**
4. Public Expression/Participation
5. Approval of Minutes of the Regular Board Meeting on October 18, 2022 **(Motion)**
6. Approval of Executive Minutes of the Board Meeting on October 18, 2022 **(Motion)**
7. Approval of Treasurer's Report, October 2022 **(Motion)**
  - A. Approval of Payroll Expense Report, October 2022 **(Motion)**
  - B. Approval of Payroll Warrants: #13 **(Motion)**, #14 **(Motion)**, #16 **(Motion)**
  - C. Approval of Payroll Summary, October 2022 **(Motion)**
  - D. Approval of Bills: Warrant #15, November 2022 **(Motion)**
8. Reports
  - A. Assistant Director's Report
  - B. Library Statistical Report
  - C. Conference Reports
  - D. SCLS Board Report, Susan Tychnowicz
9. Old Business
  - A. Approval of the Revised Staff Computer & Network Usage Policy **(Motion)**
  - B. Approval of the Revised Travel and Reimbursement Policy **(Motion)**
  - C. Approval of the Revised Whistleblower Policy **(Motion)**
  - D. Review of Revised Weapons Policy
  - E. Review of Revised Smoke-Free Workplace Policy
  - F. Approval of Revised SCLS Resources Sharing **(Motion)**
  - G. SCLS 2022 Budget **(Motion)**
10. New Business
  - A. Disposal of Equipment **(Motion)**
  - B. Formal Approval of Staff Sick Time Bank **(Motion)**
  - C. Approval of Early Closure -December 10, 2022 **(Motion)**
  - D. Approval of JP Morgan Chase Bank NA to be added to the Bills to be Paid Out Schedule **(Motion)**
  - E. Approval of Purchase –Discovery Grove Awnings **(Motion)**
11. Other
  - A. Reminder: Staff Appreciation Luncheon – Friday, December 9, 2022
  - B. Holiday Lights - December 5-9, 12-16
  - C. Nighttime Event Saturday, December 10<sup>th</sup> 5:30-8:30 p.m.
  - D. The Next Board Meeting – Tuesday, December 20, 2022 at 5:00 p.m.
12. Executive Session (if needed) **(Motion)**
13. Personnel Report **(Motion)**
14. Adjournment **(Motion)**

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

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

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

The meeting was called to order at 5:04 p.m.

The meeting began with a pledge of allegiance.

The Board adopted the agenda. (Longo, Winowitch; unanimous)

Joanne Ortiz, Coordinator of Finance and Christina Bonomo, Library's Internal Auditor attended the Board Meeting as Guests.

**Public Expression/Participation**

None

**Presentation**

Ms. McCahey introduced Mr. Tellier of Nawrocki, Smith LLP to the guests and to the Library Board of Trustees. Mr. Tellier introduced himself as audit partner of Nawrocki, Smith LLP. Mr. Tellier reviewed the annual auditor's report for the 2021/2022 fiscal year and found everything in order. Mr. Tellier made no recommendations to the Library Board. He stated the library is running efficiently and effectively. Mr. Tellier thanked the Board and complimented Joanne Ortiz, Christina Bonomo and the Administrative staff for their assistance and thorough preparation of the library audit. The Board and Ms. McCahey thanked Mr. Tellier for spending the time to review the annual audit. The Board and Ms. McCahey also thanked Joanne Ortiz and Christina Bonomo for their thorough preparation of the library audit.

**Minutes**

The Board approved the Minutes of the Regular Board Meeting on September 20, 2022. (Winowitch, Lohr; unanimous)

The minutes of an Executive Session on September 20, 2022 were approved. (Lohr, Barone; unanimous)

**Treasurer's Report**

The Treasurer's Report for September 2022 in the amount of \$7,147,408.23 was approved. (Tychnowicz, Longo; unanimous)

The Board reviewed and approved the revised Budget Status Report for June 2022 and approved the October Budget Status Report. (Longo, Winowitch; unanimous)

## **Payroll and Related Expenses**

The Payroll and Related Expenses for September 2022 in the amount of \$531,071.92 were approved. (Winowitch, Lohr; unanimous)

Payroll Warrant #9 dated September 1, 2022 in the amount of \$13,745.81 was approved. (Lohr, Barone; unanimous)

Payroll Warrant #11 dated September 15, 2022 in the amount of \$138,627.61 was approved. (Barone, Tychnowicz; unanimous)

Payroll Warrant #12 dated September 20, 2022 in the amount of \$19,891.00 was approved. (Tychnowicz, Longo; unanimous)

The September 2022 Payroll Summary was approved. (Winowitch, Lohr; unanimous)

## **Schedule of Bills**

The October 18, 2022 Schedule of Bills, warrant #10 in the amount of \$285,896.41 was approved. (Longo, Barone; unanimous)

## **Director's Report**

The Board reviewed the Director's report with interest. Ms. McCahey that the Fall Reading Club registration is currently at 323 participants.

## **Assistant Director's Report**

Mrs. Stroh's report included programming stats and the numbers are projected to surpass the library program statistics from 2019.

## **Library Statistics**

The Board reviewed all the monthly numbers with interest.

## **SCLS Board Report**

Mrs. Tychnowicz reported to the Board that SCLS had reviewed the proposed budget draft for 2023. She also stated that that were 17 applicants for the 2023 construction grant.

## **Conference Reports**

The Board reviewed Conference Reports from staff members who attended the Accelerated Leadership Certificate Program sponsored by SkillPath.

## **Old Business**

The Board reapproved the Investment Policy. (Tychnowicz, Longo; unanimous)

The Board reapproved the Volunteer Policy. (Longo, Winowitch; unanimous)

The Board reviewed the Staff Computer & Network Usage Policy.

The Board reviewed the Travel and Reimbursement Policy.

The Board reviewed the Whistleblower Policy.

### **New Business**

The Board approved the Equipment Disposal. (Winowitch, Lohr; unanimous)

The Board approved the attendance requests for NYLA in Saratoga Springs. (Longo, Winowitch; unanimous)

The Board approved the purchase of the front plaza outdoor benches and racks. (Winowitch, Lohr; unanimous)

The Board approved the dates for the 2023 monthly Board of Trustees meetings and determined the rotation for monthly signing of bills. The date for the February Board was decided on February 27, 2023. (Lohr, Barone; unanimous)

The Board approved the architectural proposal for the Café Renovation Project. (Barone, Tychnowicz; unanimous)

The SCLS Draft 2023 Budget was presented to the Board for review. The Board will vote on the final version the budget at the November Board meeting.

### **Other**

The next Board Meeting will be held on Tuesday, November 15, 2022 at 5:00 p.m.

The Staff Appreciation Luncheon will be held Friday, December 9, 2022.

### **Executive Session**

The Board adjourned into Executive Session at 6:25 p.m. to discuss the Director's evaluation. (Longo, Winowitch; unanimous)

Regular Session resumed at 7:33 p.m.

### **Adjournment**

The meeting was adjourned at 7:33 p.m. (Longo, Winowitch; unanimous)

Respectfully submitted,

Robert Winowitch

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

**October 18, 2022**

The Board adjourned into Executive Session at 6:25 p.m. to the Director's evaluation. (Longo, Winowitch; unanimous)

The Executive Session ended at 7:33 p.m. (Lohr, Winowitch; unanimous)

Respectfully submitted,

Robert Winowitch

SACHEM PUBLIC LIBRARY  
BUDGET STATUS REPORT  
FY 2022/2023

OCTOBER 31, 2022

	APPROPRIATION	EXPENDITURES	BALANCE	%
<b><u>MATERIALS</u></b>				
Books	\$ 248,081.78	\$ 61,986.73	\$ 186,095.05	25%
Digital Resources	\$ 360,666.00	\$ 202,321.94	\$ 158,344.06	56%
Media	\$ 141,205.60	\$ 15,701.28	\$ 125,504.32	11%
Periodicals	\$ 21,181.00	\$ 17,691.69	\$ 3,489.31	84%
<b><u>BUILDING</u></b>				
Building Alterations	\$ 348,210.00	\$ 197,918.48	\$ 150,291.52	57%
Computer Equipment	\$ 189,640.00	\$ 40,713.54	\$ 148,926.46	21%
Equipment	\$ 167,097.33	\$ 21,642.23	\$ 145,455.10	13%
Hawkins Ave Property Upkeep	\$ 3,000.00	\$ 162.24	\$ 2,837.76	5%
<b><u>SUPPLIES</u></b>				
Custodial Supplies	\$ 35,000.00	\$ 4,513.76	\$ 30,486.24	13%
Office Supplies	\$ 135,250.00	\$ 36,703.64	\$ 98,546.36	27%
<b><u>SALARIES</u></b>				
Clerical, Full Time	\$ 1,016,262.00	\$ 245,956.72	\$ 770,305.28	24%
Clerical, Part Time	\$ 599,000.00	\$ 201,574.36	\$ 397,425.64	34%
Custodial	\$ 302,000.00	\$ 104,077.91	\$ 197,922.09	34%
Professional	\$ 3,541,744.00	\$ 1,218,075.59	\$ 2,323,668.41	34%
<b><u>UTILITIES</u></b>				
Electricity	\$ 138,000.00	\$ 78,807.78	\$ 59,192.22	57%
Gas	\$ 20,000.00	\$ 1,185.01	\$ 18,814.99	6%
Water	\$ 4,500.00	\$ 486.04	\$ 4,013.96	11%
<b><u>CONTRACTS</u></b>				
Cleaning & Exterminating	\$ 5,000.00	\$ 1,080.00	\$ 3,920.00	22%
Equipment Maintenance	\$ 116,200.00	\$ 24,002.07	\$ 92,197.93	21%
SCLS-PALS	\$ 52,674.00	\$ 12,995.58	\$ 39,678.42	25%
Membership	\$ 6,322.00	\$ 4,808.00	\$ 1,514.00	76%
Professional & Technical	\$ 110,000.00	\$ 36,918.70	\$ 73,081.30	34%
Refuse Removal	\$ 6,097.00	\$ 2,138.72	\$ 3,958.28	35%
Security Personnel	\$ 115,000.00	\$ 47,279.11	\$ 67,720.89	41%
Suffolk Cooperative Library Sys.	\$ 117,362.00	\$ 58,681.00	\$ 58,681.00	50%
<b><u>LIBRARY OPERATION</u></b>				
Insurance	\$ 94,031.00	\$ 97,235.38	\$ (3,204.38)	103%
Postage	\$ 37,475.00	\$ 15,755.81	\$ 21,719.19	42%
Printing & Publicity	\$ 100,000.00	\$ 25,156.95	\$ 74,843.05	25%
Professional Development	\$ 22,165.00	\$ 6,461.20	\$ 15,703.80	29%
Programs	\$ 364,045.99	\$ 190,711.92	\$ 173,334.07	52%
Telecommunications	\$ 60,500.00	\$ 26,434.43	\$ 34,065.57	44%
Vehicle Maintenance	\$ 1,480.00	\$ 705.90	\$ 774.10	48%
<b><u>MANDATED EXPENSES</u></b>				
Dental Insurance	\$ 43,115.00	\$ 12,008.56	\$ 31,106.44	28%
Health Insurance	\$ 1,300,000.00	\$ 455,658.88	\$ 844,341.12	35%
New York State Retirement	\$ 600,000.00	\$ 197,555.22	\$ 402,444.78	33%
Social Security	\$ 407,214.00	\$ 128,273.16	\$ 278,940.84	32%
Unemployment Insurance	\$ 3,000.00	\$ 6,573.28	\$ (3,573.28)	219%
Worker's Compensation	\$ 48,975.00	\$ -	\$ 48,975.00	0%
Other Contractual Benefits:	\$ 51,972.00	\$ 25,475.42	\$ 26,496.58	49%
Disability Insurance	\$ 6,251.00	\$ (576.00)	\$ 6,827.00	
EAP	\$ 4,633.00	\$ 4,547.50	\$ 85.50	
Life Insurance	\$ 2,030.00	\$ 666.00	\$ 1,364.00	
Long Term Care	\$ 11,727.00	\$ 11,308.83	\$ 418.17	
Long Term Disability	\$ 18,931.00	\$ 6,625.63	\$ 12,305.37	
Vision Insurance	\$ 8,400.00	\$ 2,903.46	\$ 5,496.54	
<b>TOTAL</b>	<b>\$ 10,933,465.70</b>	<b>\$ 3,825,428.23</b>	<b>\$ 7,108,037.47</b>	<b>35%</b>

## Board Report

Assistant Director

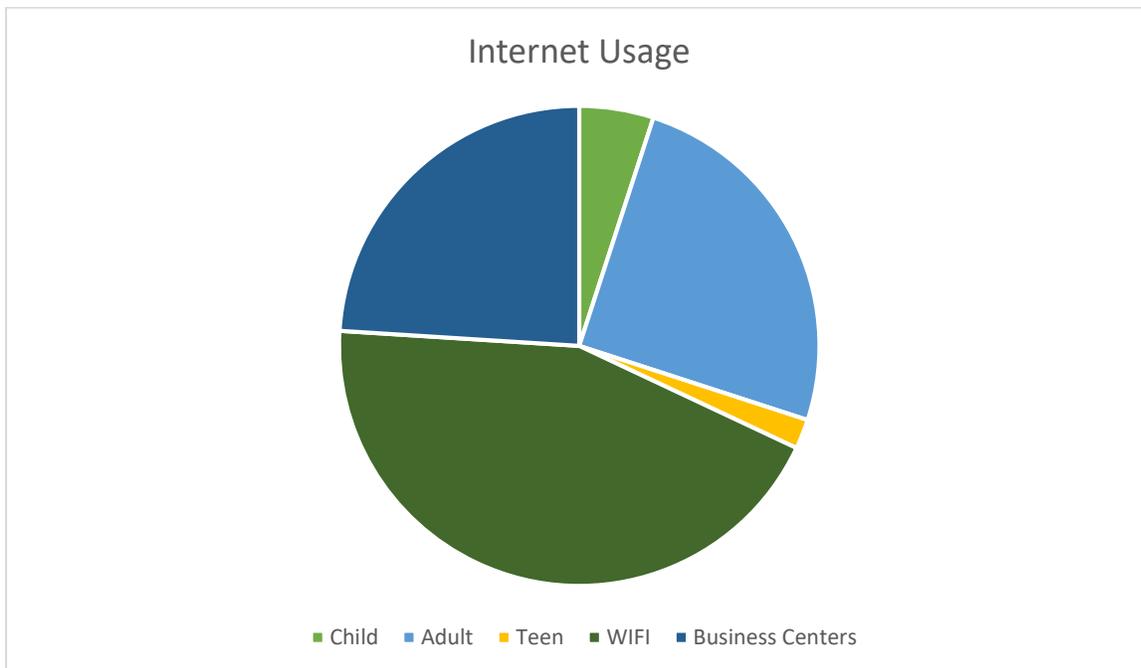
November 15, 2022

We have seen a 162% increase in our internet stats so far this year over last year. Several factors are playing into this:

- The volume of traffic we have seen coming through the door has increase by 16% from last year; more people means more internet usage.
- Our exterior WIFI is available 24 hours a day.
- Introduction of 2 mini business centers for the public back in October of last year that use the internet to scan, print from remote devices and charge patrons using credit card readers.
- We've also changed the way we collect stats since last year; after carefully reviewing what the state report says qualifies as internet usage we did an audit and started collecting stats from other devices that use the internet as well. We've included scanners, mobile print jobs, peek-a-book, in-house Chromebook and iPad usage, creation station and gaming computers to our tally.

Here's a break down of where are usage comes from.

- WIFI is at 44%, Adult is 25%, Business centers make up 24%, Children's is 5% and Teens at 2%.



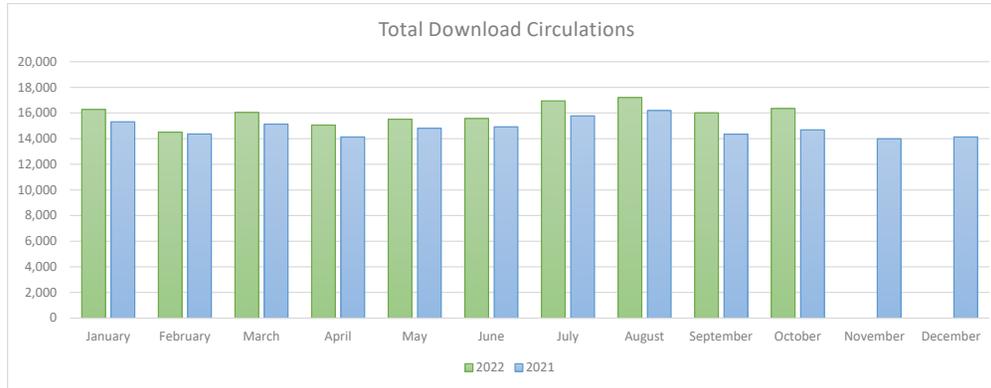
Respectfully Submitted,

*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	16,347	14,686
November		13,988
December		14,128
<b>Total</b>	<b>159,475</b>	<b>177,792</b>

<b>Monthly Average in 2022</b>	<b>15,948</b>
<b>Monthly Average in 2021</b>	<b>14,816</b>

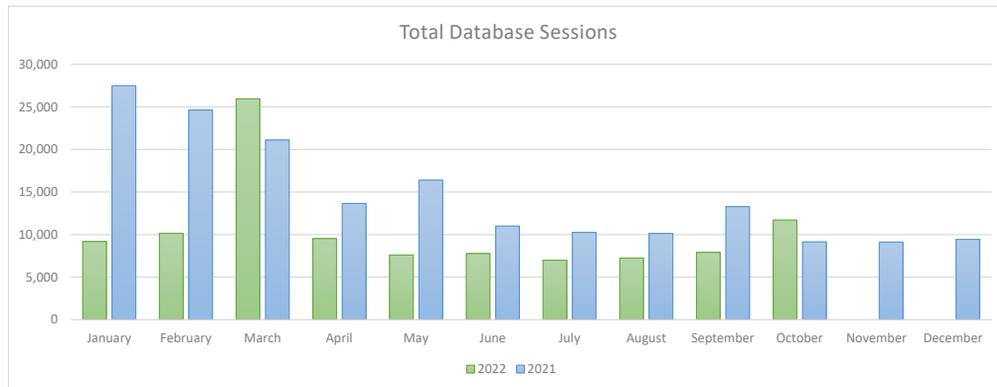


2022 YTD= 159,475  
2021 YTD= 177,792

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	11,708	9,142
November		9,109
December		9,435
<b>Total</b>	<b>104,024</b>	<b>175,679</b>

\* changed how reported in 2021

<b>Monthly Average in 2022</b>	<b>10,402</b>
<b>Monthly Average in 2021</b>	<b>14,640</b>



2022 YTD= 104,024  
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	1,618	205	9,885
November			
December			
<b>Total</b>	<b>10,817</b>	<b>2,917</b>	<b>90,290</b>

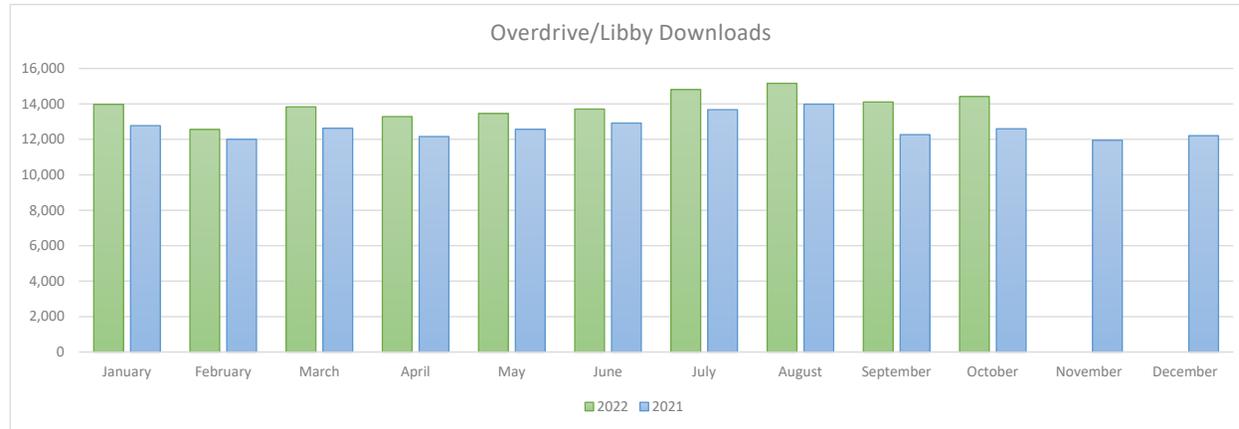
\*Child started reporting in 2021

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	14,417	12,599
November		11,947
December		12,209
<b>TOTAL</b>	<b>139,321</b>	<b>151,736</b>

<b>Monthly Average in 2022</b>	<b>13,932</b>
<b>Monthly Average in 2021</b>	<b>12,644</b>

SORA DOWNLOADS	
Month	2022
January	15
February	14
March	12
April	13
May	29
June	37
July	14
August	8
September	21
October	39
November	
December	
<b>TOTAL</b>	<b>202</b>

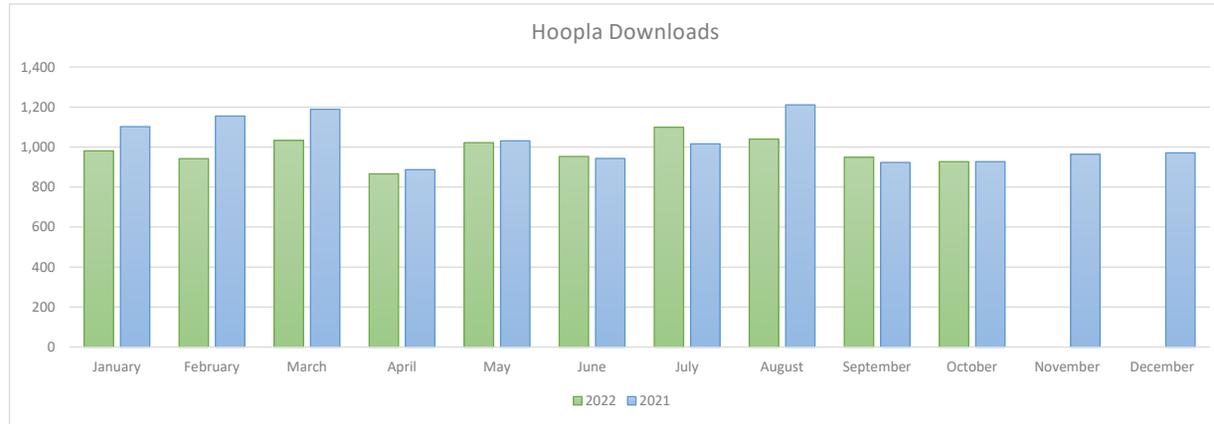
\*newly reporting in 2022  
partnership with Sachem School District



**2022 YTD= 139,321**  
**2021 YTD= 127,580**

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	927
November		964
December		971
<b>TOTAL</b>	<b>9,812</b>	<b>12319</b>

<b>Monthly Average in 2022</b>	<b>981</b>
<b>Monthly Average in 2021</b>	<b>1,027</b>

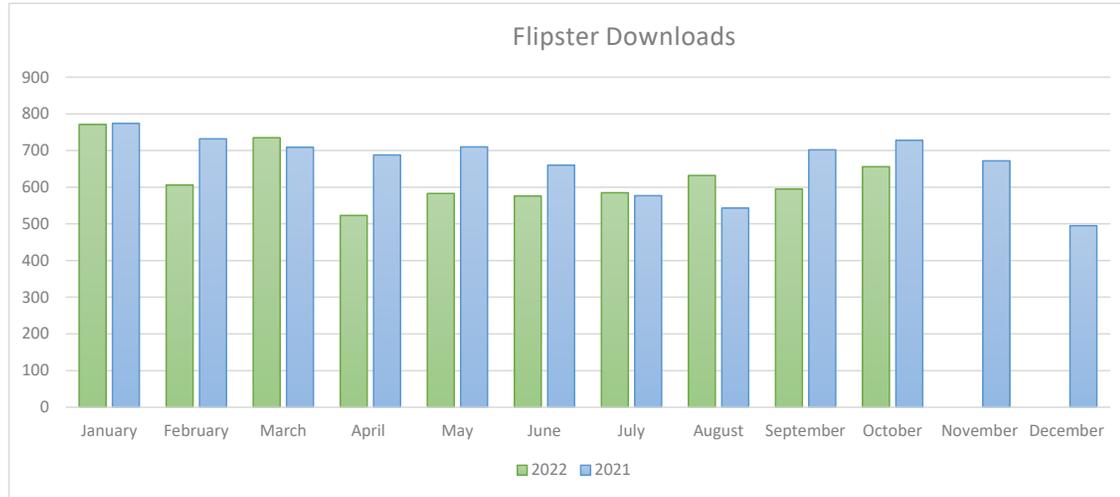


**2022 YTD= 9,812**  
**2021 YTD= 10,384**

**FLIPSTER DOWNLOADS**

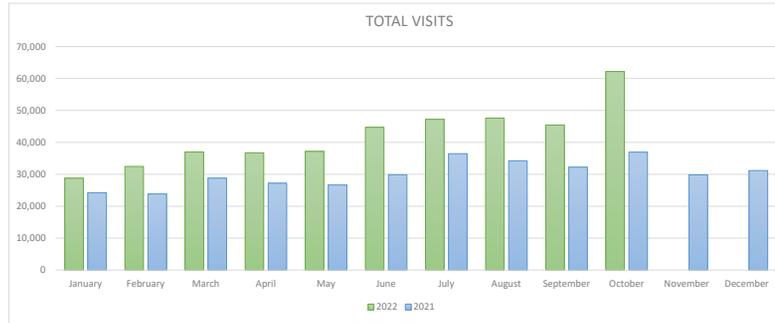
Month	2022	2021
January	771	774
February	606	732
March	735	709
April	523	688
May	583	710
June	576	660
July	585	577
August	632	543
September	595	702
October	656	728
November		672
December		495
<b>TOTAL</b>	<b>6262</b>	<b>7990</b>

<b>Monthly Average in 2022</b>	<b>626</b>
<b>Monthly Average in 2021</b>	<b>665</b>



**2022 YTD= 6262**  
**2021 YTD= 7990**

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	62,193	36,928
November		29,831
December		31,174
<b>TOTAL</b>	<b>419,254</b>	<b>361,339</b>

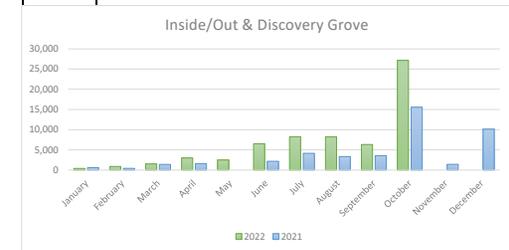


2022 YTD= 419,254  
2021 YTD= 300,334

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	0
June	6,503	2,171
July	8,251	4,146
August	8,211	3,350
September	6,327	3,559
October	27,150	15,547
November		1,420
December		10,115
<b>TOTAL</b>	<b>64,727</b>	<b>44,298</b>

2022 YTD= 64,727  
2021 YTD= 32,763

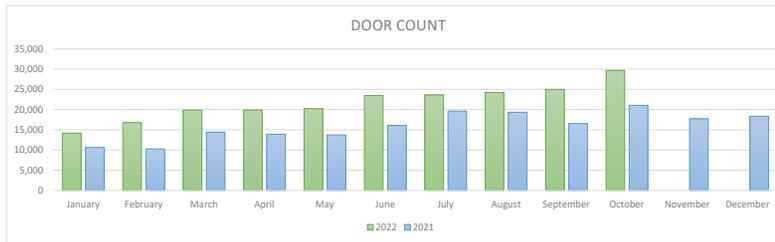
\* spaces were both closed during a period in the spring of 2022 for maintenance



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

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	29,695	21,053
November		17,725
December		18,346
<b>TOTAL</b>	<b>216,920</b>	<b>191,616</b>

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



2022 YTD= 216,920  
2021 YTD= 155,545

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	18,923	15,875
November		12,106
December		12,828
<b>TOTAL</b>	<b>169,970</b>	<b>169,723</b>



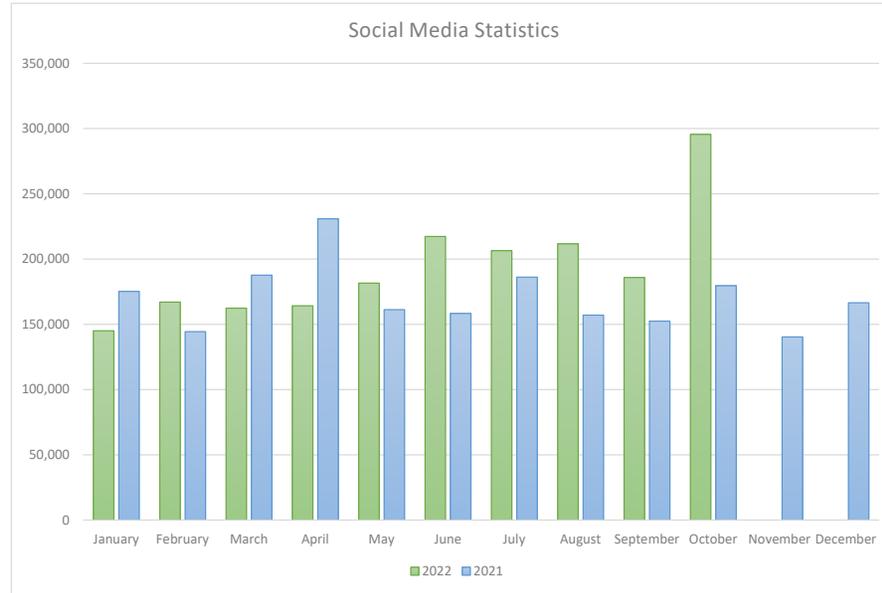
2022 YTD= 169,970  
2021 YTD= 144,789

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	79,691
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	295,584	179,539
November		140,330
December		166,505

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	54,960
November	
December	

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	8,045
November	
December	



Monthly Average in 2022 **193,714**  
 Monthly Average in 2021 **169,979**

2022 YTD= **1,937,137**  
 2021 YTD= **1,732,913**

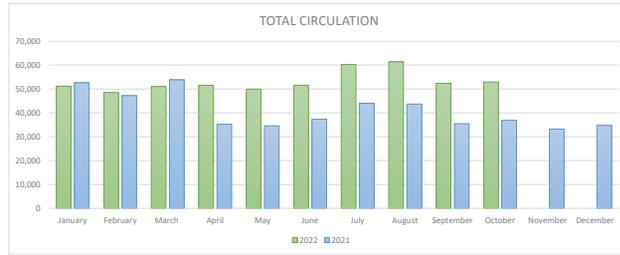
TWITTER IMPRESSIONS	
January	18,800
February	13,500
March	13,100
April	12,000
May	9,136
June	10,500
July	6,233
August	7,795
September	5,566
October	5,765
November	
December	

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	44,100
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	102,902
November	
December	

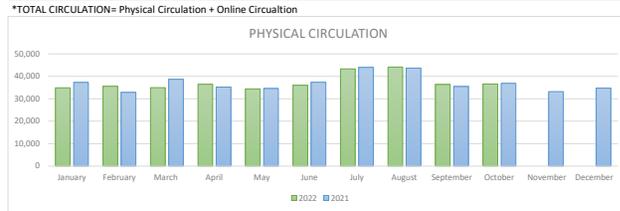
SnapChat Views	
January	624
February	1992
March	684
April	574
May	423
June	304
July	200
August	120
September	91
October	121
November	
December	

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	52,934	36,867
November		33,199
December		34,738
<b>TOTAL</b>	<b>530,621</b>	<b>488,702</b>



2022 YTD= 530,621  
2021 YTD= 420,765

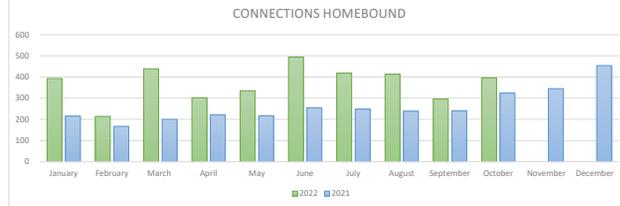
PHYSICAL CIRCULATION		
Month	2022	2021
January	34,889	37,281
February	35,557	32,836
March	34,963	38,696
April	36,481	35,219
May	34,396	34,567
June	36,018	37,352
July	43,315	43,996
August	44,145	43,679
September	36,354	35,461
October	36,587	36,867
November		33,199
December		34,738
<b>TOTAL</b>	<b>372,705</b>	<b>443,891</b>



\*TOTAL CIRCULATION= Physical Circulation + Online Circulation

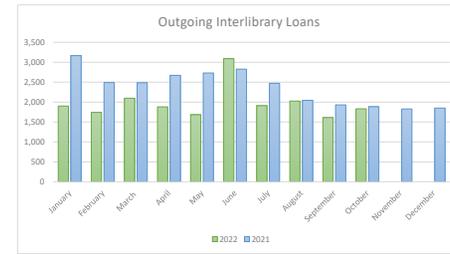
2022 YTD= 372,705  
2021 YTD= 375,954

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	396	324
November		345
December		454
<b>TOTAL</b>	<b>3700</b>	<b>3124</b>



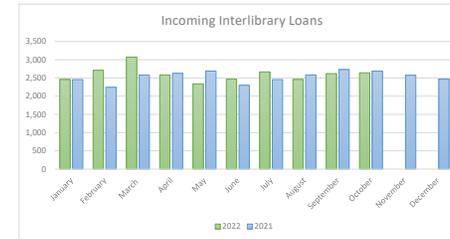
2022 YTD= 3,700  
2021 YTD= 2,325

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	1,831	1,883
November		1,827
December		1,849
<b>TOTAL</b>	<b>19,764</b>	<b>28,370</b>



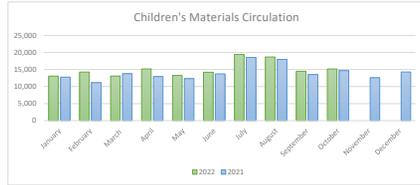
2022 YTD= 19,764  
2021 YTD= 24,694

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	2,640	2,686
November		2,575
December		2,466
<b>TOTAL</b>	<b>26,000</b>	<b>30,384</b>

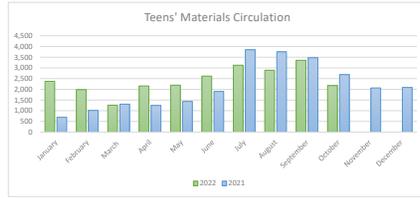


2022 YTD= 26,000  
2021 YTD= 25,343

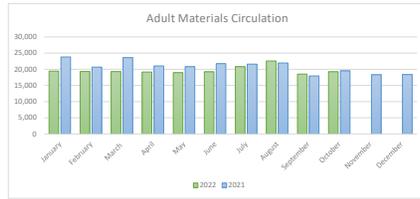
CHILDREN'S MATERIALS		
Month	2022	2021
January	13,067	12,768
February	14,254	11,239
March	13,092	13,797
April	15,170	12,926
May	13,247	12,329
June	14,192	13,718
July	19,296	18,544
August	18,076	17,971
September	14,482	13,512
October	15,156	14,668
November	12,584	
December	14,272	
<b>TOTAL</b>	<b>150,732</b>	<b>168,218</b>



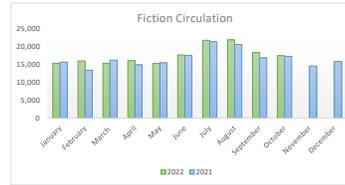
TEENS' MATERIALS		
Month	2022	2021
January	2,373	694
February	1,984	1,013
March	1,260	1,307
April	2,158	1,248
May	2,194	1,431
June	2,619	1,901
July	3,126	3,849
August	2,892	3,753
September	3,256	3,475
October	2,177	2,687
November	2,065	
December	2,087	
<b>TOTAL</b>	<b>24,139</b>	<b>25,510</b>



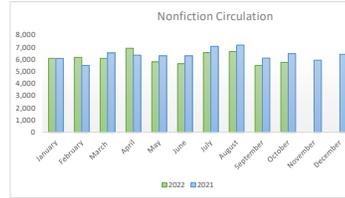
ADULT MATERIALS		
Month	2022	2021
January	19,449	23,819
February	19,314	20,684
March	19,283	23,602
April	19,153	21,045
May	18,955	20,807
June	19,207	21,733
July	20,793	21,603
August	22,577	21,955
September	18,516	17,951
October	19,234	19,512
November	18,292	
December	18,379	
<b>TOTAL</b>	<b>196,481</b>	<b>249,382</b>



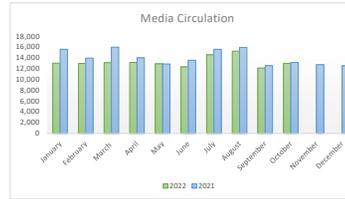
FICTION		
Month	2022	2021
January	15,283	15,597
February	15,934	13,361
March	15,283	16,175
April	15,990	14,849
May	15,244	15,393
June	17,614	17,491
July	21,710	21,319
August	21,837	20,551
September	18,297	16,787
October	17,397	17,224
November	14,516	
December	15,780	
<b>TOTAL</b>	<b>174,589</b>	<b>199,043</b>



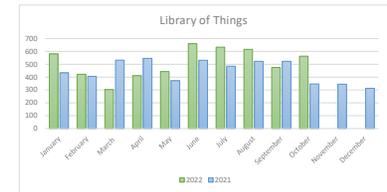
NONFICTION		
Month	2022	2021
January	6,090	6,084
February	6,171	5,505
March	6,090	6,534
April	6,923	6,353
May	5,798	6,296
June	5,647	6,295
July	6,559	7,080
August	6,651	7,184
September	5,508	6,108
October	5,753	6,479
November	5,939	
December	6,421	
<b>TOTAL</b>	<b>61,190</b>	<b>76,278</b>



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	12,988	13,164
November	12,744	
December	12,537	
<b>TOTAL</b>	<b>132,448</b>	<b>168,570</b>

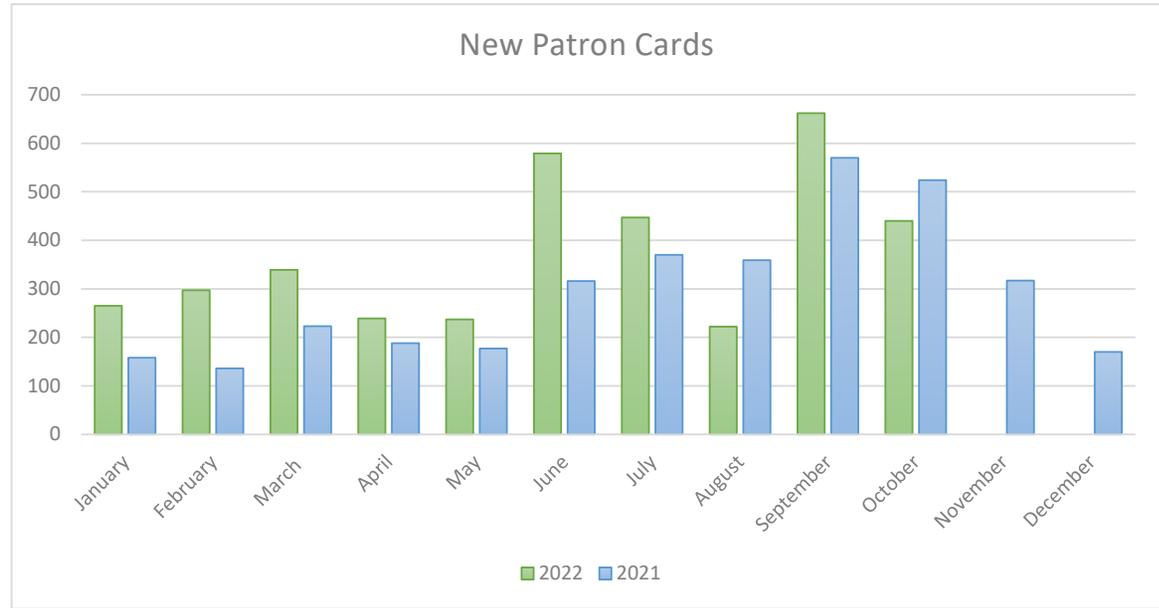


LIBRARY OF THINGS		
Month	2022	2021
January	580	433
February	422	406
March	303	532
April	411	546
May	443	372
June	660	531
July	633	485
August	616	523
September	475	523
October	563	347
November	345	
December	313	
<b>TOTAL</b>	<b>5106</b>	<b>5356</b>

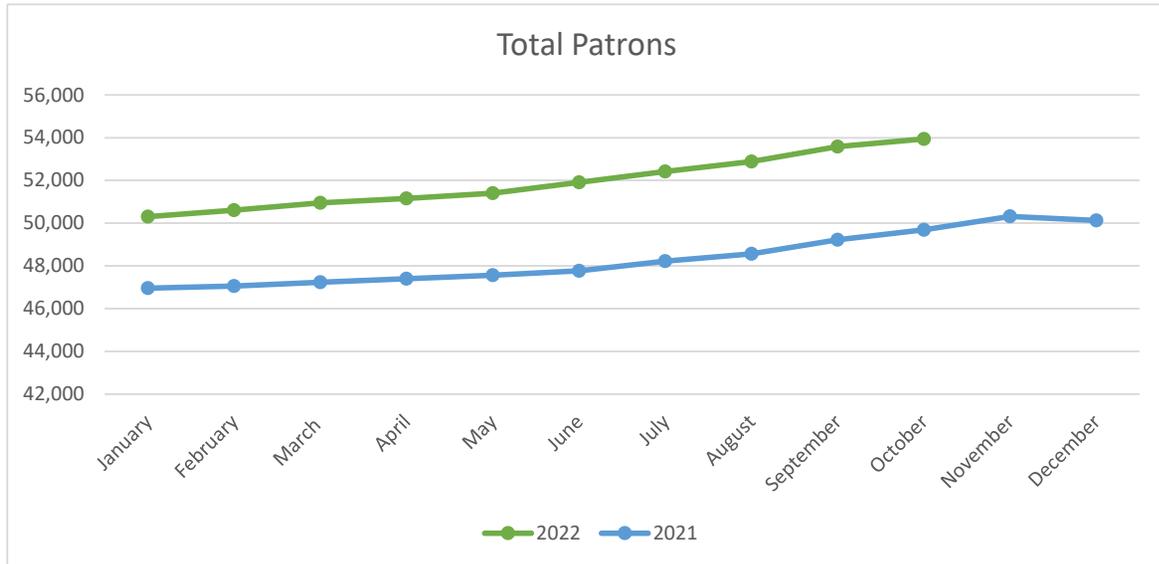


\*started in 2021

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	440	524
November		317
December		170
<b>TOTAL</b>	<b>3,727</b>	<b>3,508</b>

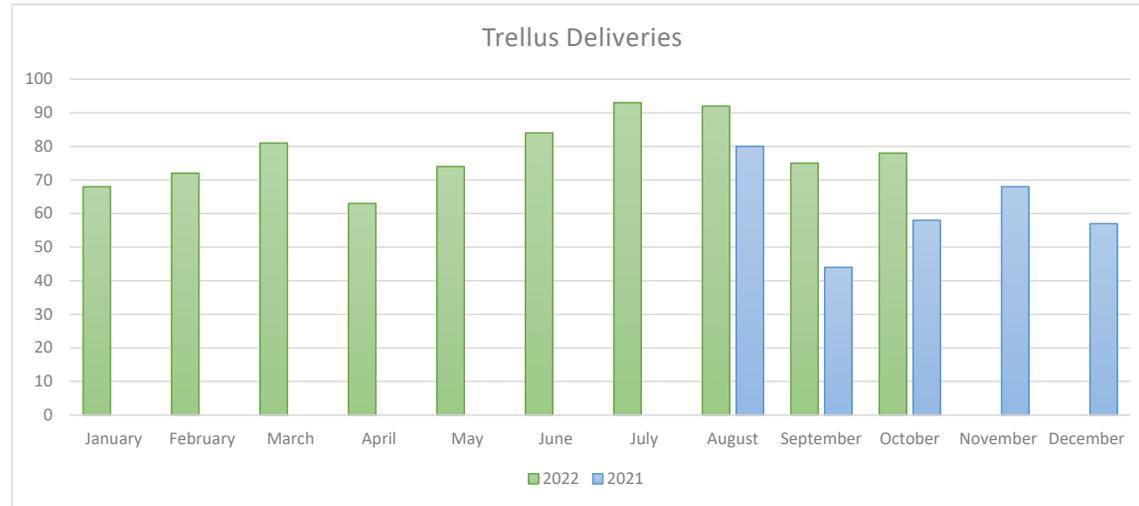


TOTAL PATRONS		
Month	2022	2021
January	50,305	46,960
February	50,614	47,057
March	50,945	47,241
April	51,158	47,403
May	51,408	47,564
June	51,916	47,777
July	52,417	48,220
August	52,880	48,570
September	53,578	49,220
October	53,943	49,690
November		50,316
December		50,128
<b>TOTAL</b>	<b>519,164</b>	<b>580,146</b>



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	78	58
November		68
December		57
<b>TOTAL</b>	<b>780</b>	<b>307</b>

<b>Monthly Average in 2022</b>	<b>78</b>
<b>Monthly Average in 2021</b>	<b>61</b>

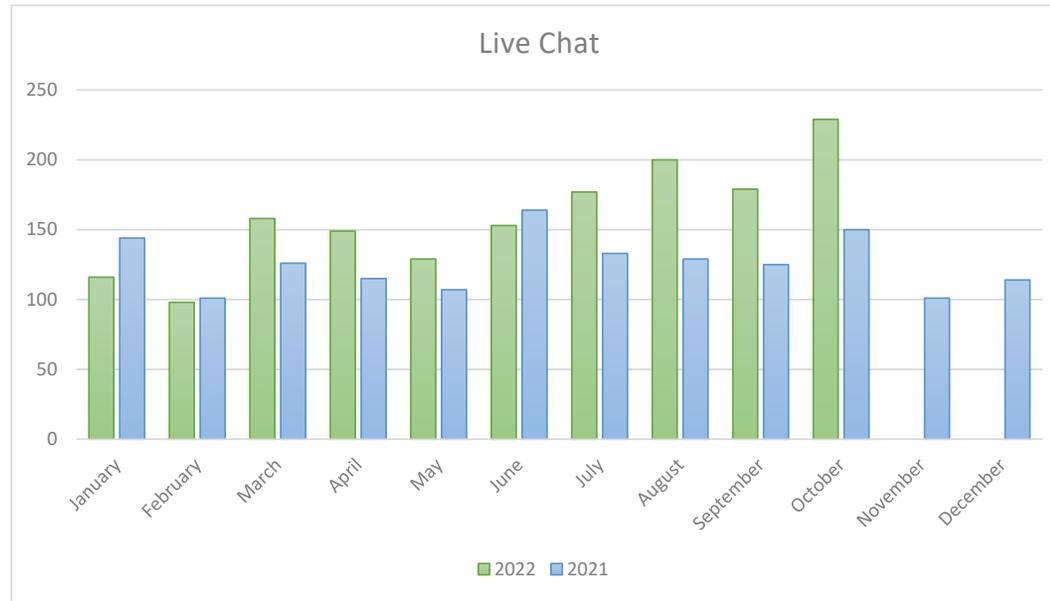


2022 YTD= 780  
2021 YTD= 182

\*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	229	150
November		101
December		114
<b>TOTAL</b>	<b>1588</b>	<b>1509</b>

<b>Monthly Average in 2022</b>	<b>159</b>
<b>Monthly Average in 2021</b>	<b>126</b>



**2022 YTD= 1588**  
**2021 YTD= 1294**

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	20,361	4,470
November		10,268
December		10,276
<b>TOTAL</b>	<b>171,101</b>	<b>65,255</b>

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

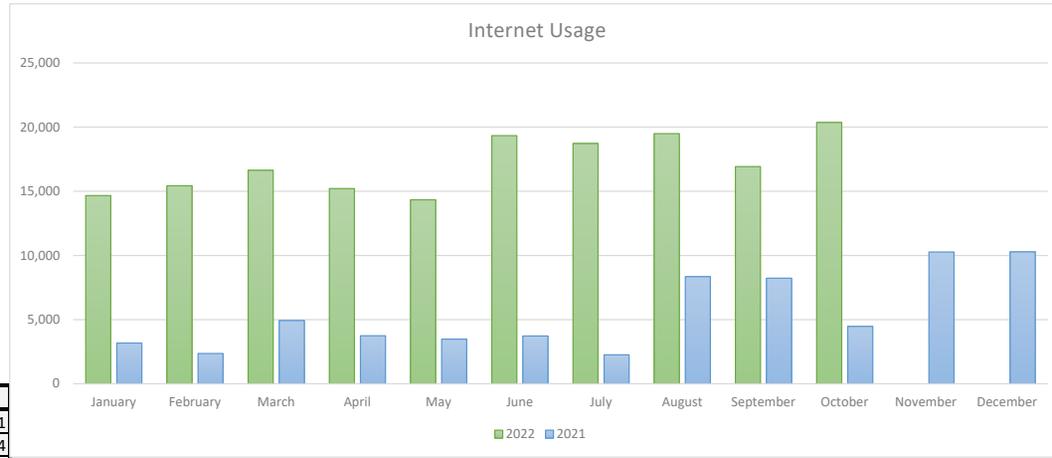
Month	Childrens	Adults	Teens	WiFi Usage
January	57	4,360	151	5,111
February	227	3,483	154	5,984
March	515	4,230	192	7,950
April	480	4,132	251	7,299
May	364	3,606	192	7,106
June	789	4,019	745	8,242
July	1,071	4,515	591	7,605
August	1,460	5,749	623	7,885
September	1,156	4,436	450	8,280
October	1,571	4,902	465	9,577
November				
December				
<b>TOTAL</b>	<b>7,690</b>	<b>43,432</b>	<b>3,814</b>	<b>75,039</b>

Monthly Average in 2021	17,110
Monthly Average in 2021	5,428

other= scanning & remote printing using WiFi

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	2,795	1,754	694
November			
December			
<b>TOTAL</b>	<b>47,855</b>	<b>15,427</b>	<b>1,771</b>

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

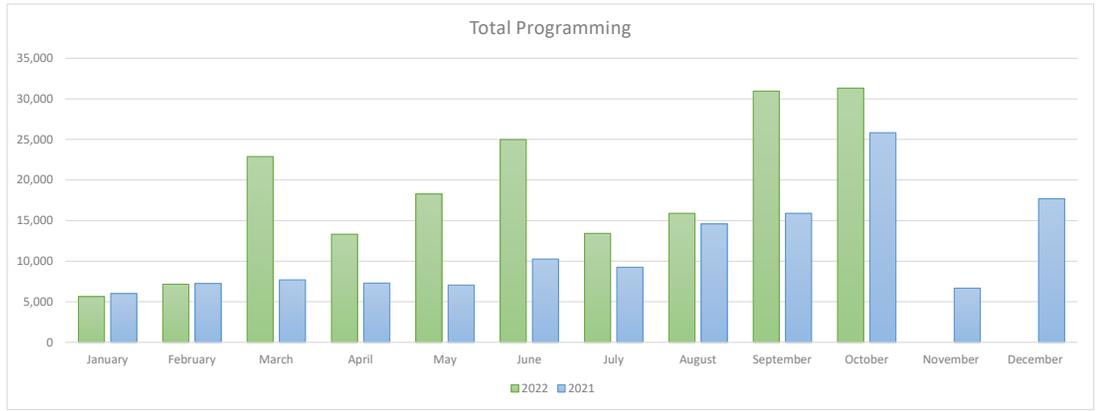


Internet Usage Total= Child, Adult, Teen usage + WiFi+ other

2022 YTD= 171,101  
2021 YTD= 44,711

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	31,319	25,826
November		6,671
December		17,684
<b>TOTAL</b>	<b>183,825</b>	<b>135,455</b>

Monthly Average 2022	18,383
Monthly Average 2021	11,288



YTD 2022= **183,825**  
 YTD 2021= **111,100**

Programs by Age Range				
Month	Childrens	Teens	Adults	All Ages
January	583	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	1,047	1,713	5,261	23,298
November				
December				
<b>Total</b>	<b>27,962</b>	<b>23848</b>	<b>59,595</b>	<b>72420</b>

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	1,524	833	2,842	18,242	1,019	6,780	79	137
November								
December								
<b>Total</b>	<b>22,848</b>	<b>13,780</b>	<b>20,960</b>	<b>33970</b>	<b>8541</b>	<b>78,960</b>	<b>1566</b>	<b>1275</b>

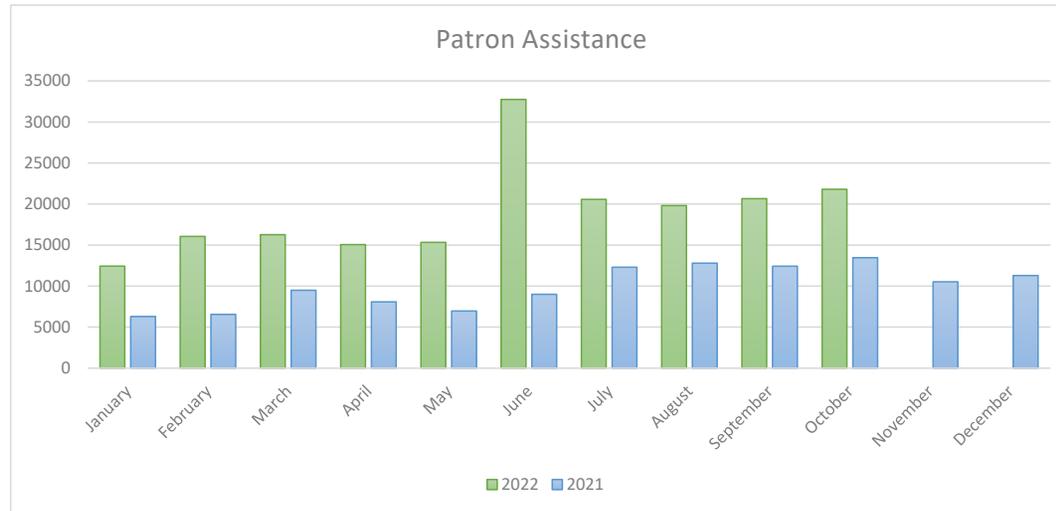
183,825  
 \* reintroduced outside groups 11/21

SRC 3200  
 schools  
 FF & HG

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	27,989	3,330	23,781	7,538
November				
December				
<b>Total</b>	<b>146,739</b>	<b>35,406</b>	<b>77,613</b>	<b>98489</b>

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	21,799	13,461
November		10,526
December		11,287
<b>TOTAL</b>	<b>190729</b>	<b>119182</b>

<b>Monthly Average 2022</b>	<b>19,073</b>
<b>Monthly Average 2021</b>	<b>9,932</b>



YTD 2022= **190729**  
YTD 2021= **97369**

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	2,310	1,570	1,941	4,423	1,816	292	103	9,062	229	53
November										
December										

\* added Notary 1/22



## **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, monitor data and messages, and disclose selected contents with the employee's 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.

***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 recommended to review 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.

Policy Adopted 1/2005  
Revised 6/2005, 7/2005, 9/2006, 3/2012, 10/2016, 11/2022



## **Whistleblower Policy**

The Sachem Public Library 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. 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 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. 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 of law, regulation or Library policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. 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.



## Weapons Policy

In accordance with New York State gun laws which designates libraries as “sensitive locations” ~~to provide the most secure environment,~~ no weapons will be allowed on Library premises; other than those carried by police officers. The Library premises include the building, grounds, outdoor program spaces (including Inside/Out), and parking lot, as well as all vehicles parked in the Library parking lot.

Knives and other bladed weapons without specific work-related functions are not appropriate in the workplace. Other types of weapons not specified here but are capable of harming others are also not permitted in the Library.

Policy Adopted 4/2001  
Revised 1/2011,  
Submitted to the Board unrevised 12/2016  
Revised 11/2022



## Smoke-Free Workplace Policy

In accordance with the 2017 New York State expanded Article 13-E of the Public Health Law, also known as the Clean Indoor Air Act, the library is a smoke-free workplace. Smoking, including the use of electronic cigarettes, is prohibited in the Library and in Library vehicles. Smoking and vaping are also prohibited within 100 feet of entrances, exits and other outdoor program spaces.

Staff wishing to smoke must do so in designated areas outside the Library building during break or lunch time. ~~Cigarette disposal units have been installed at the staff entrance and in the staff patio area.~~

Policy Adopted 4/2001  
Revised 1/2011, 9/2013  
Submitted to Board unrevised 12/2017  
Revised 11/2022



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September 13, 2022

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

**Re: Proposed Resource Sharing Code Amendments**

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

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

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

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

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

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



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# BALLOT

To: SCLS DIRECTOR'S OFFICE

At the Board meeting held \_\_\_\_\_ the \_\_\_\_\_

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

Accept \_\_\_\_\_

Reject \_\_\_\_\_

Signed \_\_\_\_\_  
Library Director

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

**SUFFOLK COOPERATIVE  
LIBRARY SYSTEM**

*Resource  
Sharing  
Code*

ADOPTED 6/84

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

# SCLS RESOURCE SHARING CODE

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

# **SCLS RESOURCE SHARING CODE**

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

## **INTRODUCTION**

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

Resource Sharing has three components:

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

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

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

### **I. DIRECT ACCESS**

#### **A. Member Library Responsibilities**

1. Member libraries of the Suffolk Cooperative Library System (hereinafter referred to as SCLS) agree to make the resources of their collections available to any borrower possessing a valid full-service borrower's card in good standing issued by any member library of SCLS. A full-service borrower's card is a card issued by any member library to a resident of a community within the library's chartered service area or a borrower's card issued by any member library to a nonresident as part of a library service contract. The following restrictions apply to direct access borrowing at the discretion of each library:
  - a) Materials which do not circulate locally by reason of their inclusion in a special collection may be withheld from circulation to direct access borrowers.
  - b) Any material which is in high demand at the local library may be withheld from circulation to direct access borrowers.

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

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

**B. SCLS Responsibilities**

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

**II. INTERLIBRARY LOAN**

**A. Member Library Responsibilities**

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

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

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

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

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

B. SCLS Responsibilities

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

**III. IN-LIBRARY/ON-SITE USE**

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

**IV. SYSTEM-WIDE SERVICES**

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

**V. MAINTENANCE OF UNION CATALOG and COUNTYWIDE PATRON DATABASE**

A. Member Library Responsibilities

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

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

B. SCLS Responsibilities

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

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

VI. **CODE OBSERVANCE AND REVISION**

A. Member Library Responsibilities

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

B. SCLS Responsibilities

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

## APPENDIX I

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

(a) Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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November 1, 2022

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

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

At its meeting on October 31, 2022 the SCLS Board of Trustees approved the enclosed SCLS FY 2023 Operating Budget and authorized its submission for member library approval. In order for this proposal to take effect more than 2/3 of member libraries must vote to approve the proposed budget before December 31, 2022.

Attached to this memo are the final proposed SCLS FY 2023 Budget, a final proposed Member Support Chart, and your budget ballot. **Please print the ballot out and use it to record your library vote.**

To gain a full understanding of this proposed budget, and its impact on the member libraries, we ask that you review both this packet and the previously distributed “draft” budget packet that was dated October 5, 2022.

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

**Income**

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

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

## **Expenditures**

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

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

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

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

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

We are often asked why every library does not have the same percentage change in member support. Member library financial participation is determined by a formula that includes the library's service population (which has changed this year due to the release of the 2020 Census) and the library's expenditures for the prior year (2021.) If your library's disbursements (less capital expenditures and debt service – as defined in your New York State Annual Report) or population increased more than the County average then your contribution change will be greater than the average. The version that is enclosed with this memo is the final member support chart for 2023.

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

Thank you for your continued support of our collaborative efforts.

## 2023 BUDGET REVENUE

	2021	2022	2023	2022 to 2023	2022 to 2023
SOURCE	Rev. Budget	Budget	Proposed	\$ Change	% Change
N. Y. State	3,187,691	2,656,409	2,883,774	227,365	8.56%
Local Services Support Aid (LSS)	306,749	306,749	330,753	24,004	7.83%
Outreach	262,238	218,531	235,160	16,629	7.61%
SCLS: CLA	174,391	145,326	156,407	11,081	7.62%
Misc. Grants	0	242,000	0	(242,000)	0.00%
Interest	10,000	5,000	5,000	0	0.00%
Rental	56,180	57,500	58,100	600	1.04%
Delivery Service	500	500	1,500	1,000	200.00%
Mailing Overdues	15,000	15,000	15,000	0	0.00%
Miscellaneous	10,000	10,000	10,000	0	0.00%
Contributions	100	100	100	0	0.00%
Programs/Rooms	5,000	5,000	6,000	1,000	20.00%
Library Contract Service	165,000	162,000	162,000	0	0.00%
Member Library Support	2,328,334	2,328,334	2,351,617	23,283	1.00%
PALS Admin. Fee	627,434	644,422	679,331	34,909	5.42%
Sustainable Libraries Initiative	0	0	20,000	20,000	100.00%
RFID Support	0	0	0	0	0.00%
<b>Sub-Total (Operational)</b>	<b>7,148,617</b>	<b>6,796,871</b>	<b>6,914,742</b>	<b>117,871</b>	<b>1.73%</b>
<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%
<b>Sub-Total (Central Library)</b>	<b>67,000</b>	<b>67,000</b>	<b>67,000</b>	<b>0</b>	<b>0.00%</b>
<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%
<b>Sub-Total (Direct Offset)</b>	<b>7,333,354</b>	<b>7,741,505</b>	<b>8,388,253</b>	<b>646,748</b>	<b>8.35%</b>
Transfer from Unappropriated					
Fund Balance	0	0	130,000	130,000	0.00%
<b>Sub-Total (Non-Operational)</b>	<b>-</b>	<b>-</b>	<b>130,000</b>	<b>130,000</b>	<b>0.00%</b>
<b>TOTAL REVENUE</b>	<b>14,548,971</b>	<b>14,605,376</b>	<b>15,499,995</b>	<b>894,619</b>	<b>6.13%</b>

## 2023 Budget Expenditures

ACCOUNT TITLE	2021	2022	2023	2022 to 2023	2022 to 2023
	Rev. Budget	Budget	Proposed	\$ Change	% Change
<b><i>SALARIES</i></b>					
LIBRARIANS	1,268,847	1,305,985	1,492,060	186,075	14.25%
CLERICAL	948,526	1,029,845	1,069,789	39,944	3.88%
Shipping & Maint.	304,647	376,835	365,357	(11,478)	-3.05%
SUBSTITUTES & HOURLY	151,068	175,813	167,266	(8,547)	-4.86%
SUB-TOTAL (Salaries)	2,673,088	2,888,478	3,094,472	205,994	7.13%
<b><i>FIXED CHARGES &amp; FRINGE BENEFITS</i></b>					
RETIREMENT	420,000	400,000	400,000	0	0.00%
SOCIAL SECURITY	203,175	220,768	232,312	11,544	5.23%
WORKER'S COMP.	41,500	41,500	37,500	(4,000)	-9.64%
UNEMPLOYMENT	50,000	1,000	1,000	0	0.00%
DISABILITY	6,000	5,000	5,000	0	0.00%
HEALTH INSURANCE	500,000	445,000	460,000	15,000	3.37%
MEDICAL INS. RETIREES	550,000	500,000	520,000	20,000	4.00%
DENTAL	40,000	42,000	38,000	(4,000)	-9.52%
OPTICAL	3,500	4,500	4,500	0	0.00%
FLEX PLAN	500	500	500	0	0.00%
SICK & VAC. PAYOUTS	85,000	85,000	95,000	10,000	11.76%
LONG TERM CARE INS.	2,500	2,500	2,000	(500)	-20.00%
INSURANCE INCENTIVE	23,000	26,000	42,000	16,000	61.54%
Empl. Assist. Program	2,000	2,000	1,800	(200)	-10.00%
SUB-TOTAL (Fixed & Fringe)	1,927,175	1,775,768	1,839,612	63,844	3.60%
<b><i>PROFESSIONAL FEES</i></b>					
SUB-TOTAL (Professional Fees)	60,850	62,350	57,050	(5,300)	-8.50%
<b><i>LIBRARY MATERIALS</i></b>					
BOOKS	3,500	2,500	10,000	7,500	300.00%
DOWNLOADABLE MEDIA	100,000	100,000	105,000	5,000	5.00%
HOMEWORK HELP	366,000	366,000	306,000	(60,000)	-16.39%
SUB-TOTAL	469,500	468,500	421,000	(47,500)	-10.14%
<b><i>DIRECT OFFSET</i></b>					
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
<b><i>OPERATIONS</i></b>					
OFFICE & LIB. SUPPLIES	30,000	44,500	40,500	(4,000)	-8.99%
TELEPHONE VOICE	22,000	26,000	23,000	(3,000)	-11.54%
ISP SERVICE	60,000	60,000	35,000	(25,000)	-41.67%
Line of Credit INTEREST	100	100	100	0	0.00%
POSTAGE & FRGHT SCLS	10,000	12,500	15,000	2,500	20.00%
POSTAGE OVERDUES	12,000	12,000	9,000	(3,000)	-25.00%
PUBLICITY & PRINTING	30,000	30,000	50,000	20,000	66.67%
TRAVEL	10,000	20,500	23,500	3,000	14.63%
LOST IN TRANSIT	13,500	13,500	10,000	(3,500)	-25.93%
OVERDUE SUPPLIES	3,500	3,500	3,500	0	0.00%
MEMBERSHIP DUES	25,000	25,000	25,000	0	0.00%
MAINT. - OFFICE EQUIP.	23,800	18,050	16,000	(2,050)	-11.36%
COMPUTER SERVICES	260,000	260,500	261,500	1,000	0.38%
VEHICLE OPERATION	38,300	40,700	35,000	(5,700)	-14.00%
VEHICLE MAINTENANCE	12,000	12,000	17,500	5,500	45.83%
SECURITY SERVICES	21,500	21,500	21,858	358	1.67%
TRUSTEE EXPENSE	2,500	2,500	2,000	(500)	-20.00%
PROGRAMS	50,000	59,500	51,300	(8,200)	-13.78%
PROF. DEVELOPMENT	15,000	35,500	37,000	1,500	4.23%
Misc	604,054	-	0	0	0.00%
<b>SUB-TOTAL</b>	<b>1,243,254</b>	<b>697,850</b>	<b>676,758</b>	<b>(21,092)</b>	<b>-3.02%</b>
<b><i>BUILDING OPERATIONS</i></b>					
GAS	21,000	21,000	31,000	10,000	47.62%
ELECTRICITY	38,000	36,000	47,000	11,000	30.56%
WATER	1,500	1,500	1,200	(300)	-20.00%
SUPPLIES-JANITORIAL	2,500	2,500	2,000	(500)	-20.00%
CONTRACT SERVICES	307,062	307,125	358,800	51,675	16.83%
REPAIR - BLDG. & EQUIP.	35,000	40,000	40,000	0	0.00%
<b>SUB-TOTAL</b>	<b>405,062</b>	<b>408,125</b>	<b>480,000</b>	<b>71,875</b>	<b>17.61%</b>
<b><i>INSURANCE</i></b>	<b>71,688</b>	<b>77,800</b>	<b>77,850</b>	<b>50</b>	<b>0.06%</b>
<b><i>EQUIPMENT - LENDING LIBRARY</i></b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0.00%</b>
<b><i>EQUIPMENT - SYSTEM</i></b>	<b>35,000</b>	<b>55,000</b>	<b>45,000</b>	<b>(10,000)</b>	<b>-18.18%</b>
<b><i>EQUIPMENT - VEHICLES</i></b>	<b>-</b>	<b>275,000</b>	<b>65,000</b>	<b>(210,000)</b>	<b>100.00%</b>
<b><i>FACILITY RENOVATIONS</i></b>	<b>325,000</b>	<b>150,000</b>	<b>350,000</b>	<b>200,000</b>	<b>133.33%</b>
<b>SUB-TOTAL</b>	<b>436,688</b>	<b>562,800</b>	<b>542,850</b>	<b>(19,950)</b>	<b>-3.54%</b>
<b>TOTAL EXPENDITURES</b>	<b>14,548,971</b>	<b>14,605,376</b>	<b>15,499,995</b>	<b>894,619</b>	<b>6.13%</b>

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

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



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

## BALLOT

### 2023 SCLS Budget

The Board of Trustees of the \_\_\_\_\_ Library

Approved

Disapproved

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

## Board Authorization

November 15, 2022

I recommend the Board formally approve the a Staff Sick Time Bank for individual staff members to donate a certain number of sick hours within parameters set forth by Library Administration.

The established Sick Time Bank may be used with approval by Library Administration for the benefit of a staff member who is in a unique circumstance.

Respectfully submitted,

A handwritten signature in black ink that reads "Neef Melahy". The signature is written in a cursive style with a large, looping "N" and "M".

### Disposal of Equipment

November 15, 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:		
3	Chromebooks (#'s 7, 11 & 16) – Library of Things	Damage -Replacement fee \$350
7	Chromebooks (#'s 3, 4, 5, 6, 8, 10, 12) – Library of Things	Lost, stolen or overdue
1	In-house laptop #18	Stolen has been turned off remotely
1	Basket cart	Refuse

Respectfully submitted,



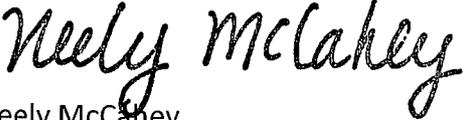
Neely McCahey

## Board Authorization

November 15, 2022

The library's regular business hours for Saturday, December 10, 2022 is 9:30am to 5:00 p.m. I recommend the Board of Trustees approve the library to close at 4:00 p.m. and reopen at 5:30 p.m. for the December 10, 2022 Nighttime Holiday Event. The early closure will allow staff adequate preparation time for the Saturday evening holiday event.

Respectfully submitted,

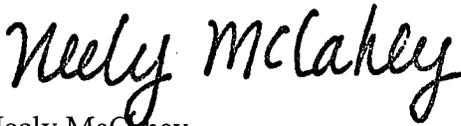
  
Neely McCahey

**JP Morgan Chase Bill to be Paid Out of Schedule**

**November 15, 2022**

I recommend the Board approve the JP Morgan Chase Bank NA bill to be paid with the first of the month bills. JP Morgan Chase Bank NA replaces the Citibank Credit Card monthly invoice. Citibank's NYS contract has expired October 2022 and JP Morgan Chase is recommended by NYS to be used as the library's credit card.

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

November 15, 2022

I recommend to the Board of Trustees to approve the purchase and installation for two KE Elite Awnings for Discovery Grove to Long Island Awnings Corp. at 60 Ralph Avenue in Copiague, NY 11726 for the amount of \$16,958.

Respectfully submitted,

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

Neely McCahey