

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING NOVEMBER 15, 2018

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Thursday, November 15, 2018.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:05am. Also present were Jacqueline Elsas, Georganne White and Director James Olney. Absent with previous notice were Elizabeth McGrail, Judith Bensimon and Assistant Director Nancy Morcerf.

II. PLEDGE OF ALLIGENCE was recited by those attending.

III. ADOPTION OF THE AGENDA

Mrs. Elsas moved to approve the agenda, seconded by Ms. White and unanimously carried.

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Ms. White moved to approve minutes of October 18, 2018, seconded by Mrs. Elsas and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURE'S REPORT

A. Approval of Warrants

Mrs. Elsas moved to approve warrant for \$192,388.35, page 4142, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$288,845.39, page 4143, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$807,929.51, page 4144, seconded by Ms. White and unanimously carried.

B. Payroll Register

Ms. White moved to approve payroll of \$195,518.06, page 2228, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$201,076.96, page 2229, seconded by Ms. White and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

- VII. COMMUNICATIONS
No Communications to Report

- VII. DIRECTOR'S REPORT

Administration

The library hosted an Employee Assistance Program (EAP) for the staff entitled *Developing Cultural Competency*. Methods were provided for gaining self-awareness of personal thoughts, feelings, and behaviors when responding to a vast array of people who are culturally diverse.

Safety and security education continued this month with staff completing the *Choking and the Heimlich Maneuver* training.

The library is testing a survey tool called *Project Outcome* developed by the Public Library Association (PLA). This tool is designed to help libraries understand and share the impact of library programs and services with survey instruments to measure and analyze outcomes.

The library will begin offering patrons the ability to check out the Internet, just like a book. Checking out a mobile Wi-Fi hotspot will provide remote access to the Internet even while traveling.

Buildings and Grounds

The sinkhole in the East Northport parking lot has been repaired and the area regraded to correct the flow of rainwater into the storm drain.

The Northport pedestrian bridge was power washed to remove the surface dirt that had accumulated. Repainting of the bridge is scheduled for next Spring to address the areas where rust is beginning to form.

Network and Systems

The emergency notification buttons have been upgraded to use hardwired power adapters to eliminate the battery consumption and increase their reliability. The emergency notification signal repeater was also replaced after failing during a periodic testing.

Circulation

Visits to the schools by our Teen librarians has inspired 40 students to apply for library cards. Library card applications distributed at a recent Mom's Group program also led to additional cardholders.

The circulation of travel DVDs is on the rise now that these materials are interfiled with our travel book collection.

Community Services

Sixty patrons had their documents shredded as Shredding Day turned into slicker day and the Nor-easter's rain and wind caused an early end to this popular program.

Patricia Summers shared Croatia's pristine beaches, turquoise water, delicious food, Roman ruins, friendly people, and hand-crafted items with the 39 patrons in attendance for *Croatia: Cultured and Calming*.

The Long Island Flute Choir performed pieces by Hayden, Chabrier, Wetzler, Lombardo, and Cohen for 111 patrons.

The Volunteer Fair introduced 24 organizations to the 157 patrons attending. Organizational representatives were complemented both the room layout and number of prospective volunteers.

Adult and Teen Services

Acclaimed author Jason Reynolds presented at the 27th Annual Speaking of writing Distinguished Author Visit. Approximately 200 middle school students listened to Mr. Reynolds speak about his difficult childhood, reluctant reading, and path to becoming an author. The students thoroughly enjoyed his visit and asked questions about all aspects of his life.

Librarians visited the Northport Middle School to present the wealth of content available through the library's website. In particular, the students were most interested in how to download eBooks onto their school-issued Chromebooks.

Children and Family Services

The Children's and Family Services staff set the tone with their costumes for a fun-filled Halloween at the library. One hundred nine enthusiastic patrons participated in the holiday storytime and parade inside the Northport building.

The library has added a new monthly drop-in program called *Calm, Cool, and Connected*. This program focuses on mindfulness practices for school age children.

A two-hour professional development training was provided for eight elementary school teachers and included online demonstrations of Brainfuse, CultureGrams, National Geographic for Kids, NovelList, Overdrive, Hoopla, Libby App and Open Dyslexic Font. Librarians also booktalked many new non-fiction series, picture books for older kids, graphic novels, and educator collection titles.

A new format of audio books is being added to the collection called VOX books. A permanently attached VOX reader transforms a print book into an all-in-one read-along.

IX. PERSONNEL REPORT

Mrs. Elsas moved to approve "B. New Employees" in the personnel report, seconded by Ms. White and unanimously carried.

Ms. White moved to approve "E. Other" in the personnel report, seconded by Mrs. Elsas and unanimously carried.

- X. SCLS PROPOSED 2019 BUDGET
Mrs. Elsas moved to approve SCLS proposed 2019 Budget (see attached), seconded by Ms. White and unanimously carried.

- XI. ELECTIONS OF SCLS BOARD OF TRUSTEES REPRESENTATIVE FOR THE TOWNS OF HUNTINGTON AND SMITHTOWN
Mr. Olney distributed ballots to the Trustees to register their vote. (see attached)

- XII. REVISION OF LIBRARY PROGRAM REFRESHMENT POLICY
Mrs. Elsas move to approve revision to the Library Program Refreshment policy, (see attached) seconded by Ms. White and unanimously carried.

- XIII. REVISION OF LIBRARY STAFF MEETING REFRESHMENT POLICY
Ms. White moved to approve revision to the Library Staff Meeting Policy, (see attached) seconded by Mrs. Elsas and unanimously carried.

- XIV. OTHER BUSINESS
The Northport- East Northport Library was awarded Three Stars in the 2018 Star Library Rating. (see attached)

- XV. DATES OF FUTURE MEETINGS
Thursday, December 20, 2018 10:00am Regular Meeting
Thursday, January 17, 2019 10:00am Budget Work Session
Thursday January 17, 2019 11:00am Regular Meeting

- XVI. ADJOURNMENT
Mrs. Elsas moved to adjourn meeting at 11:38, seconded by Ms. White and unanimously carried.

Respectfully Submitted,



Judith Bensimon
Secretary



Northport-East Northport Public Library

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185 Larkfield Road • East Northport, NY 11731 • 631-261-2313
www.nenpl.org

Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, November 15, 2018, 10:00 AM** in the Board Conference Room.

AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda (Motion required)
- IV. Period for Public Expression
- V. Minutes of previous meeting (Motion required)
- VI. Financial Secretary & Treasurer's Report
 - A. Approval of warrants (Motion required)
 - B. Acceptance of payroll registers (Motion required)
 - C. Review of monthly expenditures
 - D. Review of statistical summary
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required) (to be distributed at meeting)
- X. SCLS Proposed 2019 Budget (Motion required)
- XI. Election of SCLS Board of Trustees Representative for the Towns of Huntington and Smithtown
- XII. Revision of Library Program Refreshment Policy (Motion required)
- XIII. Revision of Library Staff Meeting Refreshment Policy (Motion required)
- XIV. Other Business
- XV. Date of next library board meetings:
Thursday, December 20, 2018, 10:00 AM – Regular Meeting
Thursday, January 17, 2019, 10:00 AM – Budget Work Session
Thursday, January 17, 2019, 11:00 AM – Regular Meeting
- XVI. Adjournment

**LIBRARY BOARD MEETING
NOVEMBER 15, 2018**

ACCOUNTS PAYABLE

4142 10/17/18	\$ 192,388.35	One Hundred Ninety Two Thousand, Three Hundred Eighty Eight Dollars, & Thirty Five Cents
4143 10/31/18	\$ 288,845.39	Two Hundred Eighty Eight Thousand, Eight Hundred Forty Five Dollars, & Thirty Nine Cents
4144 11/15/18	\$ 807,929.51	Eight Hundred Seven Thousand, Nine Hundred Twenty Nine Dollars, & Fifty One Cents

PAYROLL REGISTER

2228 10/19/18	\$ 195,518.06	One Hundred Ninety Five Thousand, Five Hundred Eighteen Dollars, & Six Cents
2229 11/2/18	\$ 201,076.96	Two Hundred One Thousand, Seventy Six Dollars, & Ninety Six Cents

SUFFOLK
COOPERATIVE
LIBRARY SYSTEM

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

November 5, 2018

To: Member Library Directors;
Boards of Trustees
From: Kevin Verbese
Re: **SCLS Proposed FY 2019 Budget**

Enclosed with this memo is the **Proposed SCLS FY 2019 Operating Budget** for your review and consideration.

At its meeting on November 5, 2018 the SCLS Board of Trustees approved the enclosed SCLS FY 2019 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, 2018.

Attached to this memo are the final proposed SCLS FY 2019 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 3, 2018.

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

Income

- 1) *Member Support* will remain at the same overall amount as it is in 2018. The first draft had a 1% increase in Member Support but after additional budgeting projections that has been backed down to no increase for 2019.
- 2) *PALS Administrative Fees* have been adjusted to reflect the final PALS budget as approved by their membership. The final budget shows a slightly larger decrease in payments to SCLS than had been projected in the first draft.

3) *Downloadable Media* income increases significantly from the first draft based upon current usage statistics for the Live-brary.com service and input from the member libraries and zones. The final number will be sent to all member libraries under separate cover once all input is received. That final figure will not have a material effect on the actual SCLS budget since every cent of revenue is matched by the same amount on the expenditures side of the budget.

Expenditures

- 1) *Salaries – Substitute and Hourly* expenses were increased by \$1,875 from the initial draft based upon an updated projection of staff costs for 2019.
- 2) *Social Security* expenses were increased by \$143 from the initial draft based upon an updated projection of staff costs for 2019.
- 3) *Health Insurance and Health Insurance – Retirees* have both been updated to reflect newer projections from our insurance carrier. The first draft showed a 9% increase in both while this draft reduces that increase to 8%.
- 4) *Downloadable Media* expenditures increase significantly from the first draft based upon current usage statistics for the Live-brary.com service and input from the member libraries and zones. The final number will be sent to all member libraries under separate cover once all input is received. That final figure will not have a material effect on the actual SCLS budget since every cent of expenditures is matched by the same amount on the revenue side of the budget.
- 5) *Membership Dues* have been increased to reflect current projections. The vast majority of the increase will be going towards an enhanced New York Library Association membership.
- 6) *Computer Services* have been updated (and decreased a small amount from the first draft) based on updated cost projections for 2019.
- 7) *Vehicle Operations* have been updated (and increased a very small amount from the first draft) based on updated cost projections for 2019.
- 8) *Supplies – Janitorial* has been updated (and increased a very small amount from the first draft) based on updated cost projections for 2019.
- 9) *Contract Services* have been updated (and decreased a modest amount from the first draft) based on updated cost projections for 2019.

The bottom line after these changes have been made is that the overall SCLS 2019 Budget is projected to increase by 4.68%. The operations side will decrease by 0.25%% (\$17,151) and the Direct Offset side will increase by 4.68% (\$563,948.)

The total of Member Support will stay the same in 2019 as it was in 2018.

Often we are asked why every library does not have the same percentage change in member support. Member library financial participation is determined by a formula that includes the library's service population (which has not changed this year) and the library's expenditures for the prior year (2017.) If your library's disbursements (less capital expenditures and debt service – as defined in your New York State Annual Report) increased more than the County average then your contribution change will be greater than the average. **The version that is enclosed with this memo is the final member support chart for 2019.**

If possible, please address this issue at your next Board meeting and return the enclosed ballot to SCLS before December 31, 2018. Should you have any questions, please feel free to contact me.

Thank you for your continued support of our collaborative efforts.

2019 BUDGET REVENUE

	2017	2018	2019	2018 to 2019	2018 to 2019
SOURCE	Budget	Budget	Proposed	\$ Change	% Change
N. Y. State	2,751,058	2,806,079	2,848,170	42,091	1.50%
Local Support Aid (LSSA)	317,652	324,005	328,865	4,860	1.50%
Outreach	226,318	230,844	234,307	3,463	1.50%
SCLS: CLA	157,294	160,440	162,847	2,407	1.50%
Misc. Grants	0	10,000	10,000	0	0.00%
Interest	7,500	10,000	11,000	1,000	10.00%
Rental	44,500	47,500	54,000	6,500	13.68%
Delivery Service	3,000	2,500	2,000	(500)	-20.00%
Mailing Overdues	93,000	93,000	30,000	(63,000)	-67.74%
Miscellaneous	40,000	40,000	35,000	(5,000)	-12.50%
Contributions	500	300	300	0	0.00%
Programs/Rooms	5,500	5,500	10,000	4,500	81.82%
Library Contract Service	185,000	170,000	170,000	0	0.00%
Member Library Support	2,226,678	2,260,078	2,260,078	0	0.00%
PALS Admin. Fee	615,886	629,874	616,402	(13,472)	-2.14%
E-rate Refunds	5,000	0	0	0	0.00%
RFID Support	0	0	0	0	0.00%
Sub-Total (Operational)	6,678,886	6,790,120	6,772,969	(17,151)	-0.25%
<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%
Delivery-Saturday	60,000	60,000	60,000	0	0.00%
Sub-Total (Central Library)	127,000	127,000	127,000	0	0.00%
<i>DIRECT OFFSET</i>					
LLSA Member Libraries	449,419	458,407	465,283	6,876	1.50%
CLA CBA Central Library	367,016	374,356	379,971	5,615	1.50%
Suffolk E-Resources	700,400	722,400	722,400	0	0.00%
Coordinated Orders	1,000,000	900,000	1,000,000	100,000	11.11%
Downloadable Media	2,138,179	2,309,233	3,117,465	808,232	35.00%
SCLS: CBA	15,531	15,842	16,080	238	1.50%
Institutional Library Aid	9,015	9,195	9,333	138	1.50%
Misc. Grants	0	0	0	0	0.00%
Sub-Total (Direct Offset)	4,679,560	4,789,433	5,710,532	921,099	19.23%
Transfer from Unappropriated Fund Balance	200,000	340,000	0	(340,000)	-100.00%
Sub-Total (Non-Operational)	200,000	340,000	-	(340,000)	-100.00%
TOTAL REVENUE	11,685,446	12,046,553	12,610,501	563,948	4.68%

2018 BUDGET EXPENDITURES

ACCOUNT TITLE	2017	2018	2019	2018 to 2019	2018 to 2019
	Budget	Budget	Proposed	\$ Change	% Change
<u>SALARIES</u>					
LIBRARIANS	1,326,650	1,375,300	1,190,618	(184,682)	-13.43%
CLERICAL	1,086,768	1,060,349	1,125,995	65,646	6.19%
Shipping & Maint.	186,931	192,524	202,633	10,109	5.25%
SUBSTITUTES & HOURLY	218,500	228,665	262,754	34,089	14.91%
SUB-TOTAL (Salaries)	2,818,849	2,856,838	2,782,000	(74,838)	-2.62%
<u>FIXED CHARGES & FRINGE BENEFITS</u>					
RETIREMENT	410,000	430,000	400,000	(30,000)	-6.98%
SOCIAL SECURITY	215,642	218,548	212,823	(5,725)	-2.62%
WORKER'S COMP.	41,000	40,000	41,000	1,000	2.50%
UNEMPLOYMENT	2,500	1,000	1,000	0	0.00%
DISABILITY	6,500	6,500	6,500	0	0.00%
HEALTH INSURANCE	457,550	512,500	553,500	41,000	8.00%
MEDICAL INS. RETIREES	518,486	565,150	610,350	45,200	8.00%
DENTAL	44,000	45,000	47,500	2,500	5.56%
OPTICAL	5,500	5,000	4,500	(500)	-10.00%
FLEX PLAN	500	500	500	0	0.00%
SICK & VAC. PAYOUTS	85,000	80,000	85,000	5,000	6.25%
LONG TERM CARE INS.	2,500	2,500	3,500	1,000	40.00%
INSURANCE INCENTIVE	9,300	18,600	21,000	2,400	12.90%
Empl. Assst. Program	3,000	3,000	3,000	0	0.00%
SUB-TOTAL (Fixed & Fringe)	1,801,478	1,928,298	1,990,173	61,875	3.21%
<u>PROFESSIONAL FEES</u>	56,483	59,383	61,583	2,200	3.70%
SUB-TOTAL (Professional Fees)	56,483	59,383	61,583	2,200	3.70%
<u>LIBRARY MATERIALS</u>					
BOOKS	4,250	2,500	3,500	1,000	40.00%
DOWNLOADABLE MEDIA	140,000	144,732	144,732	0	0.00%
HOMEWORK HELP	365,000	365,000	360,000	(5,000)	-1.37%
SUB-TOTAL	509,250	512,232	508,232	(4,000)	-0.78%
<u>DIRECT OFFSET</u>					
LLSA MEMBER LIBRARIES	449,419	458,407	465,283	6,876	1.50%
CLA CBA CNTRL LIBRARY	367,016	374,356	379,971	5,615	1.50%
CBA MATERIALS	15,531	15,842	16,080	238	1.50%
SUFFOLK E-RESOURCES	700,400	722,400	722,400	0	0.00%
DOWNLOADABLE MEDIA	2,138,179	2,309,233	3,117,465	808,232	35.00%
COORDINATED ORDERS	1,000,000	900,000	1,000,000	100,000	11.11%
Institutional Library Books	9,015	9,195	9,333	138	1.50%
Misc. Grants	0	0	0	0	0.00%
SUB-TOTAL	4,679,560	4,789,433	5,710,532	921,099	19.23%

2018 BUDGET EXPENDITURES

ACCOUNT TITLE	2017	2018	2019	2018 to 2019	2018 to 2019
	Budget	Budget	Proposed	\$ Change	% Change
OPERATIONS					
OFFICE & LIB. SUPPLIES	49,000	45,000	46,000	1,000	2.22%
TELEPHONE VOICE	22,860	21,900	20,400	(1,500)	-6.85%
ISP SERVICE	69,600	69,600	63,600	(6,000)	-8.62%
Line of Credit INTEREST	500	100	100	0	0.00%
POSTAGE & FRGHT SCLS	32,100	16,000	13,500	(2,500)	-15.63%
POSTAGE OVERDUES	73,500	73,500	24,500	(49,000)	-66.67%
PUBLICITY & PRINTING	75,000	60,000	60,000	0	0.00%
TRAVEL	21,750	22,000	26,750	4,750	21.59%
LOST IN TRANSIT	10,000	10,000	10,000	0	0.00%
OVERDUE SUPPLIES	10,500	10,500	6,450	(4,050)	-38.57%
MEMBERSHIP DUES	15,000	15,000	18,000	3,000	20.00%
MAINT. - OFFICE EQUIP.	35,026	35,500	37,750	2,250	6.34%
COMPUTER SERVICES	314,222	272,200	282,200	10,000	3.67%
VEHICLE OPERATION	28,016	27,600	27,500	(100)	-0.36%
VEHICLE MAINTENANCE	12,000	10,000	8,000	(2,000)	-20.00%
SECURITY SERVICES	0	38,189	32,000	(6,189)	-16.21%
TRUSTEE EXPENSE	3,500	2,500	2,500	0	0.00%
PROGRAMS	30,000	35,000	35,000	0	0.00%
PROF. DEVELOPMENT	48,000	40,000	40,000	0	0.00%
Misc	0	0	0	0	0.00%
SUB-TOTAL	850,574	804,589	754,250	(50,339)	-6.26%
BUILDING OPERATIONS					
GAS	13,500	14,500	16,000	1,500	10.34%
ELECTRICITY	98,000	75,000	55,000	(20,000)	-26.67%
WATER	1,200	1,500	1,500	0	0.00%
SUPPLIES-JANITORIAL	4,000	4,000	4,000	0	0.00%
CONTRACT SERVICES	379,402	397,630	410,081	12,451	3.13%
REPAIR - BLDG. & EQUIP.	50,000	50,000	50,000	0	0.00%
SUB-TOTAL	546,102	542,630	536,581	(6,049)	-1.11%
INSURANCE	48,150	48,150	57,150	9,000	18.69%
EQUIPMENT - LENDING LIBRARY	20,000	27,500	27,500	0	0.00%
EQUIPMENT - SYSTEM	55,000	50,000	62,500	12,500	25.00%
EQUIPMENT - VEHICLES	40,000	37,500	0	(37,500)	-100.00%
FACILITY RENOVATIONS	260,000	390,000	120,000	(270,000)	-69.23%
SUB-TOTAL	423,150	553,150	267,150	(286,000)	-51.70%
TOTAL EXPENDITURES	11,685,446	12,046,553	12,610,501	563,948	4.68%

Proposed 2019 MEMBER LIBRARY SUPPORT @ 0.00% (OVERALL INCREASE)

BASED ON ANNUAL REPORT FINANCIALS: 2017

New ML Total Funding 2,260,078	SERVICE AREA	SUPPORT	2017 AR DISB	DISBURSMTS	ACT	PROP	PRC
1,130,039	CENSUS POP 2010	BY 2010 POP	12.32-	0.00564182	2018	2019 CAL	FROM
New Minimum Payment 10,733	w/CNTRTS 00POP 5,367	0.7403963 7,248	(11.7+12.12+12.31)	0.00564182 951,199	ML SUPP	ML SUPP	
AMAGANSETT	1,365	5,367	748,861	5,367	10,733	10,733	
AMITYVILLE	26,210	19,405	2,555,748	14,419	33,809	33,825	
BABYLON	11,797	8,734	1,831,737	10,334	18,409	19,069	
BAYPORT-BLUE POINT	13,965	10,340	2,119,548	11,958	22,731	22,298	
BAY SHORE-BRIGHTWATERS	33,374	24,710	2,926,721	16,512	39,793	41,219	
BRENTWOOD	87,253	64,602	6,626,572	37,386	103,354	101,988	
BROOKHAVEN	9,953	7,369	858,637	3,363	10,733	10,733	
CENTER MORICHES	24,603	18,216	3,231,882	18,234	36,016	36,450	
CENTRAL ISLIP	37,383	27,678	2,804,010	15,820	43,327	43,498	
COLD SPRING HARBOR	8,556	6,335	2,085,917	11,768	17,469	18,103	
COMMACK	15,349	11,364	3,358,002	18,945	30,994	30,310	
COMSEWOGUE	44,686	33,085	4,818,537	27,185	60,608	60,271	
CONNETHQUOT	40,164	29,737	5,693,505	32,122	64,035	61,859	
COPIAGUE	30,505	22,586	3,449,152	19,460	41,675	42,045	
CUTCHOGUE-NEW SUFFOLK	3,698	2,312	1,492,582	8,421	10,733	10,733	
DEER PARK	25,760	19,073	3,039,199	17,147	36,462	36,219	
EAST HAMPTON	15,789	11,690	2,410,719	13,601	24,139	25,291	
EAST ISLIP	25,176	18,640	3,237,015	18,263	37,180	36,903	
ELWOOD	13,353	9,887	1,480,324	8,352	17,819	18,238	
EMMA S CLARK	48,424	35,853	4,973,530	28,050	63,906	63,913	
FLOYD MEMORIAL	6,089	5,367	958,119	5,367	10,733	10,733	
HALF HOLLOW HILLS	48,558	35,952	6,370,331	35,940	71,894	71,892	
HAMPTON BAYS	15,468	11,452	1,925,421	10,863	22,712	22,315	
HAMPTON	1,827	5,367	1,112,790	5,367	10,733	10,733	
HARBORFIELDS	18,722	13,862	4,022,504	22,694	36,146	36,556	
HAUPPAUGE	10,784	7,984	2,478,169	13,981	21,850	21,966	
HUNTINGTON	34,810	25,773	7,685,112	43,358	70,426	69,131	
ISLIP	19,401	14,364	3,092,892	17,450	32,897	31,814	
JOHN JERMAIN	6,741	5,367	1,317,449	5,367	10,733	10,733	
LINDENHURST	42,011	31,105	3,871,992	21,845	54,231	52,950	
LONGWOOD	65,435	48,448	5,897,837	33,275	82,332	81,722	
MASTICS-MORICHES-SHIRLEY	55,159	40,840	8,712,713	49,156	91,204	89,995	
MATHTTUCK	5,844	4,225	1,153,539	6,508	10,733	10,733	
MIDDLE COUNTRY	62,562	46,321	13,192,363	74,429	120,490	120,750	
MONTAUK	3,326	5,367	828,255	5,367	10,733	10,733	
NORTH BABYLON	30,052	22,250	2,784,230	15,708	38,131	37,959	
NORTH SHORE	30,785	22,793	3,595,195	20,283	42,905	43,077	
NORTHPORT-EAST NORTHPORT	36,113	26,738	8,873,913	50,065	74,778	76,803	
PATCHOGUE-MEDFORD	52,929	39,188	8,268,523	46,650	86,108	85,538	
PORT JEFFERSON	15,480	11,461	3,810,333	21,497	32,802	32,959	
QUOGUE	2,095	5,367	745,401	5,367	10,733	10,733	
RIVERHEAD	40,161	29,735	3,384,805	19,096	48,086	48,832	
ROGERS MEMORIAL	13,443	9,953	3,927,835	22,160	32,136	32,113	
SACHEM	83,196	61,598	8,753,935	49,388	110,333	110,986	
SAYVILLE	18,580	13,757	2,717,291	15,330	28,853	29,087	
SHELTER ISLAND	2,392	5,367	658,175	5,367	10,733	10,733	
SMITHTOWN	117,801	87,219	11,339,641	63,976	150,108	151,196	
SOUTH COUNTRY	19,905	14,738	2,503,608	14,125	28,843	28,863	
SOUTH HUNTINGTON	38,650	28,616	4,921,452	27,766	56,678	56,382	
SOUTHOLD	6,332	5,367	900,257	5,367	10,733	10,733	
WEST BABYLON	27,918	20,670	3,049,362	17,204	37,904	37,874	
WEST ISLIP	28,042	20,762	3,338,903	18,838	39,313	39,600	
WESTHAMPTON	9,481	7,020	2,336,940	13,185	20,679	20,204	
WYANDANCH	11,702	8,664	1,947,498	10,987	18,450	19,652	
TOTALS:	1,499,157	1,130,039	200,218,981	1,130,039	2,260,078	2,260,078	

PERSONNEL REPORT
Approval of the Following Personnel Matters
November 15, 2018

A. Salary Increase

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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B. New Employees

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Kaia Beatty	Page/\$11.00 hr.	Children & Family – EN	11/19/18
Ciara Connor	Page/\$11.00 hr.	Children & Family – EN	11/19/18
Caleigh Byrne	Page/\$11.00 hr.	Circulation – EN	11/26/18

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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D. Retirement

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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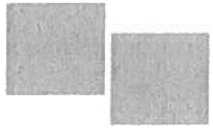
E. Other

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Promotion Kathleen Zazzaro	Permanent PT Library Clerk/Step 1	Circulation	11/16/18

Report approved by Board of Trustees



 Secretary



SUFFOLK COOPERATIVE LIBRARY SYSTEM

XI. Election of SCLS Board of Trustees Representative
for the Towns of Huntington and Smithtown

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

November 5, 2018

TO: MEMBER LIBRARY DIRECTORS IN THE
TOWNS OF HUNTINGTON & SMITHTOWN

FROM: KEVIN VERBESEY, DIRECTOR

SUBJECT: ENCLOSED BALLOT

In compliance with the Bylaws of the Suffolk Cooperative Library System, enclosed you will find five ballots to elect a trustee to represent the **TOWNS OF HUNTINGTON & SMITHTOWN** on the SCLS Board. PLEASE NOTE THE DEADLINE FOR RETURNING BALLOTS TO THE SCLS DIRECTOR'S OFFICE IS MONDAY, DECEMBER 31, 2018.

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

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



**SUFFOLK
COOPERATIVE
LIBRARY SYSTEM**

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

BALLOT

TO: BOARD OF TRUSTEES IN THE
TOWNS OF HUNTINGTON & SMITHTOWN
FROM: KEVIN VERBESEY, DIRECTOR

Please cast your vote for the following candidate to serve on the System Board to fill a term beginning January 2, 2019 – December 31, 2021

Michele Lauer-Bader

Official ballots will be distributed at meeting.

Library

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

**XII. Revision of Library Program Refreshment Policy
(Motion required)**

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
LIBRARY PROGRAM REFRESHMENT POLICY**

Refreshments are served at selected Library programs. When planning refreshments for a program, Library staff should choose food and beverages which are economical and easy to serve. Food requiring minimal handling and simple clean-up is encouraged. The nutrition content and allergy potential of foods should also be considered.

Types of programs which include refreshments are as follows:

- When a reception is held to commemorate a special event or a special program.
Examples: **bookmark** contest receptions, end of a reading club, **Newbery** Club finale, gallery exhibit, **birthday cake** to celebration of a children's book character's anniversary as in **Winnie the Pooh** family program, a **concert** program with a "meet-the-artists" reception.
- To attract a hard-to-reach audience for a program **Example: pizza for a teen book discussion.** and/or to provide an atmosphere conducive to discussion.
Examples: **New Mother's** Discussion group or topical. , **Current Events** series with Prof. **D'Innocenzo, Short Story Central.**
- To draw out a theme of a program.
Example: a special snack represented by some aspect of the stories being told or discussed.
- An intermission for a lengthy workshop or program
Examples: 3-hour babysitting workshop, 4-hour film & discussion program.
- Café treats may be used as incentives or prizes or to promote the café service.
Examples: **Summer Reading Club** Discount coupons, **Halloween Parade coupon,** **discount coupon for seniors attending afternoon movies**

N.B. It is important to note that approximately 80% of Library programs for adults and 90% of programs for teens and children do not include refreshments.

**XIII. Library Staff Meeting Refreshment Policy
(Motion required)**

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
LIBRARY STAFF MEETING REFRESHMENT POLICY**

Staff meetings held during those times which would normally encompass an employee's break time and/or lunchtime generally include a refreshment.

Meals and refreshment expenses will be authorized by Administration for the following meetings:

- Board Meetings (monthly)
- Department Head Meetings (monthly)
- Page Appreciation Meetings (monthly)
- General Staff Meetings (semi-annual)
- Staff Development Workshops (quarterly)
- Annual Department Head Meeting
- Other meetings as approved