

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF NOVEMBER 17, 2022

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 17, 2022.

I. CALL TO ORDER

Chairperson Carolyn McQuade called the meeting to order at 10:04am. Also present were Jacqueline Elsas, Margaret Hartough, Georganne White, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous notice was Michelle Glennon.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

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

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETINGS

Mrs. Elsas moved to approve minutes of meeting of October 20, 2022, seconded by Ms. White and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Hartough moved to approve warrant for \$191,794.41, page 4304, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$276,867.89, page 4305, seconded by Ms. White and unanimously carried.

Ms. White moved to approve warrant for \$110,037.96, page 4306, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve warrant for \$544,658.00, page 4307, seconded by Mrs. Elsas and unanimously carried.

C. Payroll Register

Mrs. Elsas moved to approve payroll of \$189,867.38, page 2342, seconded by Ms. White and unanimously carried.

Ms. White moved to approve payroll of \$188,545.86 page 2343, seconded by Mrs. Hartough and unanimously carried.

D. Review of Monthly Expenditures

E. Review of Statistical Summary

- VII. MOTION TO CONVENE IN EXECUTIVE SESSION TO DISCUSS STAFF CONTRACT NEGOTIATIONS  
Mrs. Hartough moved to convene in Executive Session to discuss staff contract negotiations at 10:20am, seconded by Mrs. Elsas and unanimously carried.

Mrs. Hartough moved to exit Executive Session and return to regular meeting at 11:00am, seconded by Mrs. Elsas and unanimously carried.

- VIII. COMMUNICATIONS

The Board received a Thank You from the family of Dorothy Kruse

- IX. DIRECTOR'S REPORT

**Administration**

A service provided by *DialMyCalls*, will provide an efficient method to communicate with staff regarding emergency closures. This flexible notification system will enable the library to send mass voice messages, bulk text messages or emails in seconds.

Resolute communication between our Branch Librarian and the Town of Huntington has resulted in the cleanout of the storm drain at the entrance to the parking lot in East Northport. The next step is for the Town of Huntington to address a number of sinkholes forming in the parking lot.

**Adult and Teen Services**

Wowbrary has replaced the Library's website listing of *Items New to the Collection*. This service enables patrons to subscribe to email updates listing new items and provides a link to our catalog to place holds on these items.

A new *ViewScan4* microfilm machine is now available in the Northport building. Color-coded buttons on the display provide a user-friendly method for browsing, editing, and sharing images directly from the software with the simple click of a button.

The library hosted the Color Run Pre-Race Pick Up. The *Drug and Alcohol Task Force* was very appreciative of using the Community Room in Northport to coordinate the registration process.

Seventy-three teen volunteers participated in *The Great Give Back* to make cozy, no-sew blankets to donate to the puppies and kittens at the animal shelter as they await their fur-ever homes.

**Buildings and Grounds**

The exterior handrails at East Northport and the main staircase risers and lower handrail at Northport have been repainted.

Electrical outlets with USB ports were added to a work surface in the Northport children's room for students to charge their Chromebooks and other electronic devices.

The Northport building server room air conditioning unit has been repaired a number of times and is still not functioning properly.

### **Children and Family Services**

Our first Storywalk has been installed in the park adjacent to the East Northport building and has already been featured in an article in the *Northport Journal*.

The Department Head completed the *Family Place Libraries* training required to maintain our library's status. This nationwide network of children's librarians embrace the fact that literacy begins at birth and that libraries can help build healthy communities by nourishing healthy families. *Family Place Libraries* transform libraries into community centers for early literacy and learning, parent education and engagement, family support, and community connectivity helping to ensure all children enter school ready and able to learn.

Our patrons love doing our monthly scavenger hunt each time they visit. To be more sustainable, we now have the sheets in plastic sleeves to enable them to be wiped off and reused.

The library held Halloween costume parades at both buildings with nearly 200 patrons in attendance.

### **Community Services**

The *Ink Stories* exhibit has traveled to *The Firefly Artists* new gallery in Northport village. The framed prints will be on display in the gallery through the month of November in honor of Veteran's Day. All of the prints have been compiled into a commemorative book that serves as a companion piece and travels with the exhibit.

Monthly Defensive Driving Classes continue to fill up; however, the long, early morning lines that were occurring initially seem to have subsided. A number of patrons do come at 9 am on registration days, but then the rest of the spots are filled gradually throughout the day or the next day.

Travel expert Patricia Summers presented *Surprising Sicily* to 60 patrons in attendance. Patrons learned of the island's ancient ruins, beaches, festivals, cuisine, and wines.

Educators from *Quogue Wildlife Refuge* shared *All about Bats* with 17 patrons. Attendees learned about bat anatomy and their physical adaptations, the various lifestyles of bats from all over the world—including Long Island—and their ecological importance to the planet.

Township Theatre Group presented *When Life Throws Up Hurdles, Jump!* to 50 patrons in attendance. This performance of short comedic plays that focused on the unexpected ways that family and friends conquer life's little challenges.

#### **Customer Service and Materials Management**

New library cards were issued to 124 residents. Part of the increase can be attributed to recent class visits.

A meeting was held with representatives from Midwest Tape to review their digital processing services. This service provides shelf-ready products that use imaging technology to create customized digital packaging.

Credit is given to staff's due diligence for checking on missing items since our library only had to request reimbursement for one item that was lost in transit while being transported between libraries.

#### **Network and Systems**

There is an issue with the screen in the Northport community room. It seems glue from the tensioning tabs is seeping out and is causing the screen to stick to itself when retracted into the ceiling. We have contacted both the installer and manufacturer for a remedy.

#### **X. PERSONNEL REPORT**

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

Ms. White moved to approve "C. Resignations" in the personnel report, seconded by Mrs. Hartough and unanimously carried.

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

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

#### **XI. SCLS PROPOSED 2023 BUDGET**

Mrs. White move to approve SCLS proposed budget, (see attached) seconded by Mrs. Hartough and unanimously carried.

The board received ballots (see attached) to elect candidate to serve on the System Board.

XII. OTHER BUSINESS

Mrs. Hartough moved to approve proposed skylight replacement (see attached) at the East Northport Library seconded by Elsas and unanimously carried.

Mrs. Elsas moved to approve authorization of funds assigned for Capital Improvement to facilitate implementation (see attached), seconded by Ms. White and unanimously carried.

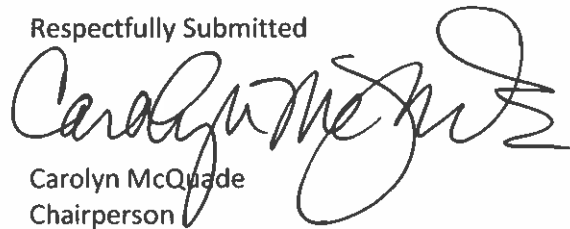
XI. FUTURE MEETINGS

Thursday, December 15, 2022	10:00am	Budget Work Session
Thursday December 15, 2022	11:00am	Regular Board Meeting
Thursday, January 12, 2023	10:00am	Regular Board Meeting

XII. ADJOURNMENT

Mrs. Hartough moved to adjourn meeting at 12:05 pm, seconded by Mrs. Elsas and unanimously carried.

Respectfully Submitted



Carolyn McQuade  
Chairperson



# Northport-East Northport Public Library

151 Laurel Avenue • Northport, NY 11768 • 631-261-6930  
185 Larkfield Road • East Northport, NY 11731 • 631-261-2313  
[www.nenpl.org](http://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 17, 2022, 10:00 AM** in the Board Conference Room.

## A G E N D A

- 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. Motion to convene in Executive Session to discuss staff contract negotiations (Motion required)
- VIII. Communications
- IX. Director's Report
- X. Personnel Report (Motion required)
- XI. SCLS Proposed 2023 Budget (Motion required)
- XII. Other Business
- XIII. Date of next library board meetings:  
Thursday, December 15, 2022, 10:00 AM – Budget Work Session  
Thursday, December 15, 2022, 11:00 AM – Regular Board Meeting  
Thursday, January 12, 2023, 10:00 AM – Regular Board Meeting
- XIV. Adjournment

**LIBRARY BOARD MEETING  
NOVEMBER 17, 2022**

***ACCOUNTS PAYABLE***

4304 10/26/22	\$191,794.41	One Hundred & Ninety One Thousand Seven Hundred and Ninety Four Dollars & Forty One Cents
4305 11/09/22	\$276,867.89	Two Hundred & Seventy Six Thousand Eight Hundred and Sixty Seven Dollars & Eighty Nine Cents
4306 11/17/22	\$110,037.96	One Hundred & Ten Thousand Thirty Seven Dollars & Ninety Six Cents
4307 11/10/22	\$544,658.00	Five Hundred & Forty Four Thousand Six Hundred and Fifty Eight Dollars

***PAYROLL REGISTER***

2342 10/28/22	\$189,867.38	One Hundred and Eighty Nine Thousand Eight Hundred and Sixty Seven Dollars & Thirty Eight Cents
2343 11/10/22	\$188,545.86	One Hundred and Eighty Eight Thousand Five Hundred and Forty Five Dollars & Eighty Six Cents

# PERSONNEL REPORT

Approval of the Following Personnel Matters  
November 17, 2022

## A. Salary Increase

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

## B. New Employees

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

Sophia LoCascio	Cafe Worker/\$15.80 hr.	Community Services	11/21/2022
-----------------	-------------------------	--------------------	------------

## C. Resignations

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

Alexis Rotbart	PT Librarian I Trainee	Adult & Teen Svcs	12/22/2022
----------------	------------------------	-------------------	------------

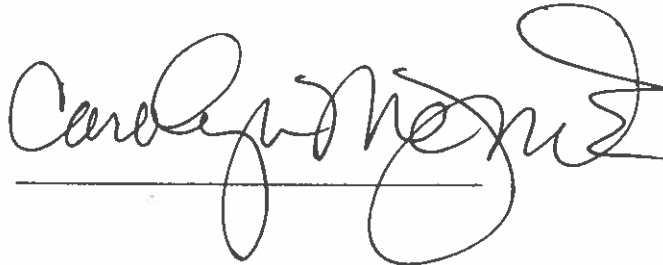
## D. Retirement

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

## E. Other

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

Report approved by Board of Trustees



\_\_\_\_\_



## PERSONNEL REPORT ADDENDUM

Approval of the Following Personnel Matters  
November 17, 2022

### A. Salary Increase

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

### B. New Employees

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

Willem Lynn	PT Library Clerk/Step 1	Customer Svc & Mtrls	11/21/2022
Juliann Gross	Page/\$15.30 hr.	Customer Svc & Mtrls	11/21/2022
Taylor Boswith	PT Library Clerk/Step 1	Customer Svc & Mtrls	12/05/2022

### C. Resignations

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

### D. Retirement

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

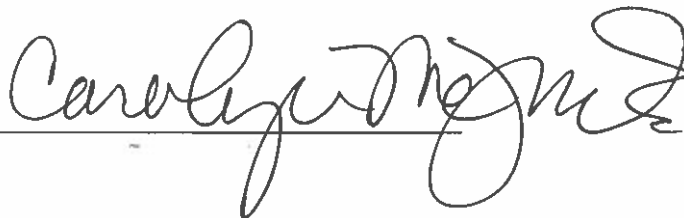
### E. Other

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
-------------	----------------------------------	-------------------	-----------------------

#### Request for Leave of Absence

James Noonan	PT Library Clerk/Step 1	Adult & Teen Svcs	12/20/22-12/29/22
Jules Nguyen	Page/\$15.30 hr.	Children & Family Svcs	12/23/22-01/02/23

Report approved by Board of Trustees



Carol Lynn



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

November 1, 2022

To: Member Library Directors;  
Boards of Trustees  
From: Kevin Verbesev  
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

SOURCE	2021	2022	2023	2022 to 2023	2022 to 2023
	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%
<b>SUB-TOTAL (Salaries)</b>	<b>2,673,088</b>	<b>2,888,478</b>	<b>3,094,472</b>	<b>205,994</b>	<b>7.13%</b>
<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%
<b>SUB-TOTAL (Fixed &amp; Fringe)</b>	<b>1,927,175</b>	<b>1,775,768</b>	<b>1,839,612</b>	<b>63,844</b>	<b>3.60%</b>
<b><i>PROFESSIONAL FEES</i></b>	<b>60,850</b>	<b>62,350</b>	<b>57,050</b>	<b>(5,300)</b>	<b>-8.50%</b>
<b>SUB-TOTAL (Professional Fees)</b>	<b>60,850</b>	<b>62,350</b>	<b>57,050</b>	<b>(5,300)</b>	<b>-8.50%</b>
<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%
<b>SUB-TOTAL</b>	<b>469,500</b>	<b>468,500</b>	<b>421,000</b>	<b>(47,500)</b>	<b>-10.14%</b>
<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%
<b>SUB-TOTAL</b>	<b>7,333,354</b>	<b>7,741,505</b>	<b>8,388,253</b>	<b>1,054,899</b>	<b>14.38%</b>

## 2023 Budget Expenditures

ACCOUNT TITLE	2021	2022	2023	2022 to 2023	2022 to 2023
	Rev. Budget	Budget	Proposed	\$ Change	% Change
<b>OPERATIONS</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>BUILDING OPERATIONS</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>INSURANCE</b>	<b>71,688</b>	<b>77,800</b>	<b>77,850</b>	<b>50</b>	<b>0.06%</b>
<b>EQUIPMENT - LENDING LIBRARY</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0.00%</b>
<b>EQUIPMENT - SYSTEM</b>	<b>35,000</b>	<b>55,000</b>	<b>45,000</b>	<b>(10,000)</b>	<b>-18.18%</b>
<b>EQUIPMENT - VEHICLES</b>	<b>-</b>	<b>275,000</b>	<b>65,000</b>	<b>(210,000)</b>	<b>100.00%</b>
<b>FACILITY RENOVATIONS</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 2022 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%
CONNETQUOT	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

---

November 1, 2022

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

In compliance with the Bylaws of the Suffolk Cooperative Library System, enclosed you will find five ballots to elect a trustee to represent the **TOWN OF HUNTINGTON** on the SCLS Board. PLEASE NOTE THE DEADLINE FOR RETURNING BALLOTS TO THE SCLS DIRECTOR'S OFFICE IS MONDAY, DECEMBER 31, 2022.

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.

## BALLOT

TO: BOARD OF TRUSTEES IN THE  
TOWN OF HUNTINGTON

FROM: KEVIN VERBESEY, DIRECTOR

Please cast your vote for the following candidate to serve on the System Board to fill a term beginning January 4, 2023 – December 31, 2025

Eileen Sullivan

---

Signed

---

Library

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

**Board of Trustees of the Northport-East Northport Public Library  
Proposed Skylight Replacement  
at the East Northport Building**

**TYPE II ACTION**

WHEREAS, the Board of Trustees of the Northport-East Northport Public Library (the "Board of Trustees") is proposing to replace skylights at the East Northport building located at 185 Larkfield Road, hamlet of East Northport, Town of Huntington, Suffolk County, New York (hereinafter the "Proposed Action"); and

WHEREAS, the Board of Trustees has retained VHB Engineering, Surveying, Landscape Architecture and Geology, P.C. to review the proposed action, the State Environmental Quality Review Act and its implementing regulations at 6 NYCRR Part 617, and to make a recommendation to the Board as to the proper classification of the proposed action; and

WHEREAS, the Proposed Action at the East Northport building specifically includes the replacement of existing skylights (at grade level), including all associated flashing, caulking and interior patching and paint; and

WHEREAS, pursuant to 6 NYCRR §§ 617.5(c)(1) and (2) of the implementing regulations of the State Environmental Quality Review Act, the "*maintenance or repair involving no substantial changes in an existing structure or facility*"; and "*replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings...*" are Type II actions;

THEREFORE, BE IT RESOLVED, that the Board of Trustees, as lead agency, after review of the action proposed at East Northport Public Library, 6 NYCRR §617.5, and the opinion provided by VHB Engineering, Surveying, Landscape Architecture and Geology, P.C., hereby determines that the proposed action is a Type II Action pursuant to 6 NYCRR §§ 617.5(c)(1) and (2) of the implementing regulations of the State Environmental Quality Review Act, and will, therefore, by definition, have no significant adverse impacts on the environment.

The Board of Trustees of the Northport-East Northport Public Library authorize proceeding with the Skylight Replacement Project at our East Northport building, and further authorizes the use of funds assigned for Capital Improvement to facilitate implementation.