



Board of Trustees Meeting

Minutes & Agenda

November 14, 2022

**MINUTES OF THE SAYVILLE LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, October 11, 2022**

PRESENT:

Marianne Bastian
Joseph Loughren
Linda Halliday
Louisa Kieffer
Jennifer Fowler, Director
Jody D'Ambrosio, Business Manager

ABSENT WITH EXCUSE:

Debra Mitchell

Magdalena Michalik, *Baldessari & Coster, LLP*

Library Board President Joseph Loughren called the meeting to order at 7:08 PM.

After review, a motion was made to approve the Minutes of the September 12, 2022 Regular Board Meeting. (Kieffer, Halliday) Motion carried 4 – 0.

After review, a motion was made to accept the Agenda. (Bastian, Halliday) Motion carried 4 – 0.

After review, a motion was made to approve the October 1-11, 2022 Authorization list. (Halliday, Kieffer) Motion carried 4 – 0.

After review, a motion was made to approve the September 13-30, 2022 Prepaid Authorization list. (Halliday, Bastian) Motion carried 4 – 0.

After review, a motion was made to approve the October 1-11, 2022 Capital Fund Authorization list. (Kieffer, Halliday) Motion carried 4 – 0.

After review, a motion was made to approve the September 2022 Payroll Warrant as presented by L. Kieffer. (Bastian, Halliday) Motion carried 4 – 0.

The Treasurer's Monthly Financial Reports (Schedule of Appropriations) for the period ending September 30, 2022 were reviewed.

The Director's Report dated October 11, 2022 was reviewed.

The statistics and circulation figures for September 2022 were reviewed.

A report from the Adult Program Coordinator was reviewed.

The Assistant Director's Report was reviewed.

The Buildings and Grounds Report was reviewed.

After a review led by Magdalena Michalik from Baldessari & Coster, LLP, a motion was made to approve the Financial Statement for the Fiscal Year ending June 30, 2022. (Halliday, Bastian) Motion carried 4 – 0.

After review, a motion was made to approve the Proposed Resource Sharing Code Amendments. (Bastian, Halliday) Motion carried 4 – 0.

A motion was made to retroactively approve the Hydronic Pipe Sectioning performed by Hartcorn Plumbing & Heating, Inc. for the amount of \$15,415. (Halliday, Kieffer) Motion carried 4 – 0.

After review, a motion was made to approve the amendments to the Library's Materials Selection Policy. (Kieffer, Halliday) Motion carried 4 – 0.

The SCLS Draft of fiscal year 2023 Budget was reviewed.

After discussion, the Meeting room request from Courtney Fenyo was approved. (Bastian, Halliday) Motion carried 4 – 0.

The calendar of events for October 2022 and November 2022 were reviewed.

The next regular meeting of the Library Board will be held on Monday, November 14, 2022 at 7:00 PM.

A motion was made to adjournment the meeting at 8:37 PM. (Bastian) Motion carried 4 – 0.

Respectfully Submitted
Jennifer Fowler, Director

As taken by
Jody D'Ambrosio

Debra Mitchell
Board Secretary

Meeting of the Sayville Library Board of Trustees
Monday, November 14, 2022, 7:00 PM
Agenda

Page **1** of **2**

- I. Convening
 - A. Call to Order
 - B. Pledge of Allegiance
- II. Reading and Acceptance of the Minutes & Agenda
 - A. The minutes of the October 11, 2022 Regular Board Meeting*
 - B. Corrections or amendments to the Agenda*
- III. Financial Matters
 - A. Examination and approval of the November 1-14, 2022 authorization*
 - B. Examination and approval of the October 12-31, 2022 **Prepaid** authorization list*
 - C. Examination and approval of the October 12-31, 2022 **Prepaid Capital Fund** authorization list*
 - D. Examination and approval of the November 1-14, 2022 **Capital Fund** authorization*
 - E. Examination and approval of the October 2022 Payroll Warrant*
 - F. Review of the District Treasurer's Monthly Reports (Schedule of Appropriations) for the period ending October 31, 2022
- IV. Opportunity for Public Expression
- V. Committee Reports
 - A. Budget & Finance Bastian & Halliday
 - B. Services & Programs Kieffer & Mitchell
 - C. Personnel Kieffer & Mitchell
 - D. By-Laws & Policies Bastian & Halliday
- VI. Administration Reports
 - A. Director's Monthly Report
 - B. Statistics and circulation figures for October 2022
 - C. Head of Community Outreach Services Report
 - D. Assistant Director's Monthly Report
- VII. Unfinished Business
 - A. Geothermal System Investigation Update
 - B. Approval of the SCLS Draft FY23 Budget*
- VIII. New Business
 - A. Approval of Notary Policy*
 - B. Approval of Trip Waiver Form*

Meeting of the Sayville Library Board of Trustees
Monday, November 14, 2022, 7:00 PM
Agenda

Page **2** of **2**

- C. Approval of purchase of new desktop computers*
- D. Approval of purchase of cabinetry and furniture for Makerspace*
- E. Approval of purchase of new flooring for Makerspace*

IX. Correspondence

- A. Thank you card from Islip Patron

X. Exhibits, Miscellaneous Library Information

- A. The Neighborhood House Meeting Room Request*

XI. Executive Session*

XII. Announcements

- A. The next regular meeting will take place at 7:00 PM Monday, December 12, 2022.

XIII. Adjournment*

* indicates action may be needed



Board of Trustees Meeting

Financial Matters

November 14, 2022

Sayville Library General Fund
Cash Disbursements
November 1 - 14, 2022

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Original Amount</u>
11/14/2022	13522	10100 · GENERAL FUND OPERATING	A SHRED AWAY		(400.00)
10/08/2022	10/08/22 - ON-SITE	5900C · LIBRARY PROGRAMS - ADULTS		(400.00)	400.00
TOTAL				(400.00)	400.00
11/14/2022	13523	10100 · GENERAL FUND OPERATING	A TIME FOR KIDS, INC.		(480.00)
10/12/2022	10/12/22 - BIRD	5900D · LIBRARY PROGRAMS - JUV		(160.00)	160.00
10/17/2022	10/17/22 - HIDDEN	5900D · LIBRARY PROGRAMS - JUV		(160.00)	160.00
10/26/2022	10/26/22 - HALLOWEEN	5900D · LIBRARY PROGRAMS - JUV		(160.00)	160.00
TOTAL				(480.00)	480.00
11/14/2022	13524	10100 · GENERAL FUND OPERATING	ADP, INC.		(478.80)
10/28/2022	618065259	5437D · PAYROLL / ADP		(478.80)	478.80
TOTAL				(478.80)	478.80
11/14/2022	13525	10100 · GENERAL FUND OPERATING	AMAZON CAPITAL SERVICES		(960.97)
11/01/2022	17YY-FT43-KHPH	5410B · BOOKS - ADULT		(34.94)	34.94
		5411A · LIBRARY OF THINGS		(33.78)	33.78
		5412Q · VIDEO GAMES - ADULT		(29.99)	29.99
		5430A · OFFICE SUPPLIES		(171.71)	171.71
		5430B · COMPUTER EQUIP & SUPPL		(239.72)	239.72
		5451 · CUSTODIAL SUPPLIES		(189.91)	189.91
		5900C · LIBRARY PROGRAMS - ADULTS		(51.34)	51.34
		5900D · LIBRARY PROGRAMS - JUV		(34.97)	34.97
		5900E · LIBRARY PROGRAMS - TEEN		(174.61)	174.61
TOTAL				(960.97)	960.97

Sayville Library General Fund
Cash Disbursements
November 1 - 14, 2022

11/14/2022	13526	10100 · GENERAL FUND OPERATING	BAKER & TAYLOR	(9,179.85)
07/28/2022	5017882966	5410E · BOOKS STANDING ORDERS	(47.17)	47.17
09/14/2022	5017953112	5410D · BOOKS - YA	(267.96)	267.96
		5416B · VENDOR PROCESSING	(11.84)	11.84
09/15/2022	5017954565	5410B · BOOKS - ADULT	(357.89)	357.89
		5416B · VENDOR PROCESSING	(11.10)	11.10
09/15/2022	5017958291	5410B · BOOKS - ADULT	(509.93)	509.93
		5416B · VENDOR PROCESSING	(12.58)	12.58
09/16/2022	5017954907	5410C · BOOKS - JUVENILE	(531.61)	531.61
		5416B · VENDOR PROCESSING	(22.20)	22.20
09/16/2022	5017954904	5410C · BOOKS - JUVENILE	(1,839.93)	1,839.93
		5416B · VENDOR PROCESSING	(72.52)	72.52
09/19/2022	5017961766	5410D · BOOKS - YA	(391.63)	391.63
		5416B · VENDOR PROCESSING	(16.28)	16.28
09/23/2022	5017966713	5410B · BOOKS - ADULT	(666.50)	666.50
		5416B · VENDOR PROCESSING	(19.98)	19.98
09/23/2022	5017971131	5410C · BOOKS - JUVENILE	(142.64)	142.64
		5416B · VENDOR PROCESSING	(6.66)	6.66
09/23/2022	5017968531	5410B · BOOKS - ADULT	(66.72)	66.72
		5416B · VENDOR PROCESSING	(2.96)	2.96
09/29/2022	5017977222	5410D · BOOKS - YA	(105.34)	105.34
		5416B · VENDOR PROCESSING	(2.22)	2.22
09/30/2022	5017980912	5410B · BOOKS - ADULT	(538.44)	538.44
		5416B · VENDOR PROCESSING	(18.50)	18.50
10/04/2022	5017974604	5410B · BOOKS - ADULT	(66.72)	66.72
		5416B · VENDOR PROCESSING	(2.96)	2.96
10/05/2022	5017987624	5410B · BOOKS - ADULT	(115.63)	115.63
		5416B · VENDOR PROCESSING	(5.04)	5.04
10/06/2022	5017989936	5410C · BOOKS - JUVENILE	(124.91)	124.91
		5416B · VENDOR PROCESSING	(5.18)	5.18

Sayville Library General Fund

Cash Disbursements

November 1 - 14, 2022

10/07/2022	5017997261	5410E · BOOKS STANDING ORDERS	(253.46)	253.46
10/10/2022	5017993441	5410B · BOOKS - ADULT	(507.72)	507.72
		5416B · VENDOR PROCESSING	(17.62)	17.62
10/11/2022	5017997759	5410D · BOOKS - YA	(207.62)	207.62
		5416B · VENDOR PROCESSING	(8.14)	8.14
10/12/2022	5017999084	5410B · BOOKS - ADULT	(105.68)	105.68
		5416B · VENDOR PROCESSING	(2.96)	2.96
10/13/2022	5017999639	5410B · BOOKS - ADULT	(45.77)	45.77
		5416B · VENDOR PROCESSING	(2.22)	2.22
10/14/2022	5018006935	5410C · BOOKS - JUVENILE	(89.19)	89.19
		5416B · VENDOR PROCESSING	(2.22)	2.22
10/17/2022	5018010184	5410B · BOOKS - ADULT	(150.15)	150.15
10/20/2022	5018016016	5410D · BOOKS - YA	(303.74)	303.74
		5416B · VENDOR PROCESSING	(13.32)	13.32
10/24/2022	5018019086	5410B · BOOKS - ADULT	(749.56)	749.56
		5416B · VENDOR PROCESSING	(22.20)	22.20
10/24/2022	5018021826	5410E · BOOKS STANDING ORDERS	(208.41)	208.41
10/26/2022	5018012086	5410B · BOOKS - ADULT	(49.21)	49.21
		5416B · VENDOR PROCESSING	(2.22)	2.22
10/26/2022	5018027014	5410C · BOOKS - JUVENILE	(107.32)	107.32
		5416B · VENDOR PROCESSING	(5.18)	5.18
10/28/2022	5018031168	5410B · BOOKS - ADULT	(331.80)	331.80
		5416B · VENDOR PROCESSING	(11.10)	11.10
TOTAL			(9,179.85)	9,179.85
11/14/2022	13527	10100 · GENERAL FUND OPERATING	BOA - JEN	(572.65)
10/27/2022	BD 10/27/22	5430A · OFFICE SUPPLIES	(30.00)	30.00
		5434 · PUBLICITY AND PRINTING	(25.00)	25.00
		5435 · TRAVEL	(217.84)	217.84
		5436 · CONTR W/ OTHERSCOMP SVCS	(299.81)	299.81
TOTAL			(572.65)	572.65

Sayville Library General Fund
Cash Disbursements
November 1 - 14, 2022

11/14/2022	13528	10100 · GENERAL FUND OPERATING	BOA - MC		(3,155.19)
10/27/2022	BD 10/27/22	5203B · FURNITURE & OTHER EQUIPMENT		(1,313.70)	1,313.70
		5410B · BOOKS - ADULT		(60.03)	60.03
		5411B · BOARD GAMES		(19.99)	19.99
		5412P · VIDEO GAMES - TEEN		(448.18)	448.18
		5430A · OFFICE SUPPLIES		(14.99)	14.99
		5436 · CONTR W/ OTHERSCOMP SVCS		(279.92)	279.92
		5900C · LIBRARY PROGRAMS - ADULTS		(221.28)	221.28
		5900D · LIBRARY PROGRAMS - JUV		(397.32)	397.32
		5900E · LIBRARY PROGRAMS - TEEN		(399.78)	399.78
TOTAL				<u>(3,155.19)</u>	<u>3,155.19</u>
11/14/2022	13529	10100 · GENERAL FUND OPERATING	BRINKMANN'S HARDWARE		(20.98)
10/17/2022	228503/1	5430B · COMPUTER EQUIP & SUPPL		(20.98)	20.98
TOTAL				<u>(20.98)</u>	<u>20.98</u>
11/14/2022	13530	10100 · GENERAL FUND OPERATING	C.S.E.A. EMPLOYEE BENEFIT FUND		(2,817.39)
10/02/2022	NOV 2022	90608 · HOSPITAL & MEDICAL INSURANCE		(2,817.39)	2,817.39
TOTAL				<u>(2,817.39)</u>	<u>2,817.39</u>
11/14/2022	13531	10100 · GENERAL FUND OPERATING	CAVENDISH SQUARE		(201.48)
10/25/2022	CAL338508I	5410C · BOOKS - JUVENILE		(201.48)	201.48
TOTAL				<u>(201.48)</u>	<u>201.48</u>
11/14/2022	13532	10100 · GENERAL FUND OPERATING	CENTER POINT LARGE PRINT		(114.68)

Sayville Library General Fund
Cash Disbursements
November 1 - 14, 2022

10/03/2022	1963636	5410B · BOOKS - ADULT		(114.68)	114.68
TOTAL				<u>(114.68)</u>	<u>114.68</u>
11/14/2022	13533	10100 · GENERAL FUND OPERATING	CITI CARDS		(624.93)
11/02/2022		5900E · LIBRARY PROGRAMS - TEEN		(36.78)	36.78
		5438 · MEMBERSHIP DUES		(195.53)	195.53
		5900D · LIBRARY PROGRAMS - JUV		(285.51)	285.51
		5900E · LIBRARY PROGRAMS - TEEN		(24.08)	24.08
		5900E · LIBRARY PROGRAMS - TEEN		(83.03)	83.03
TOTAL				<u>(624.93)</u>	<u>624.93</u>
11/14/2022	13534	10100 · GENERAL FUND OPERATING	CNA SURETY		(70.00)
11/01/2022	NOTARY	6454 · INSURANCE BUILDING LIABILITY		(70.00)	70.00
TOTAL				<u>(70.00)</u>	<u>70.00</u>
11/14/2022	13535	10100 · GENERAL FUND OPERATING	CONKLIN, DIANA		(550.00)
10/06/2022	10/06/22 - DRIFTWOOD	5900C · LIBRARY PROGRAMS - ADULTS		(250.00)	250.00
		5900G · LIBRARY PROGRAMS - REIMBURSABLE		(300.00)	300.00
TOTAL				<u>(550.00)</u>	<u>550.00</u>
11/14/2022	13536	10100 · GENERAL FUND OPERATING	CSEA		(1,563.78)
10/31/2022	DUES - OCT 22	206025 · UNION DUES W/H		(1,563.78)	1,563.78
TOTAL				<u>(1,563.78)</u>	<u>1,563.78</u>
11/14/2022	13537	10100 · GENERAL FUND OPERATING	DEMCO		(73.10)
10/25/2022	7208721	5416 · TECHNICAL PROCESSING		(73.10)	73.10

Sayville Library General Fund
Cash Disbursements
November 1 - 14, 2022

TOTAL				(73.10)	73.10
11/14/2022	13538	10100 · GENERAL FUND OPERATING	EMERALD ISLAND SUPPLY COMPANY		(921.45)
10/12/2022	334925	5451 · CUSTODIAL SUPPLIES		(921.45)	921.45
TOTAL				<u>(921.45)</u>	<u>921.45</u>
11/14/2022	13539	10100 · GENERAL FUND OPERATING	FALLON, JOSEPHINE		(111.22)
11/01/2022	REIMBURSE - NOV 22	90608 · HOSPITAL & MEDICAL INSURANCE		(111.22)	111.22
TOTAL				<u>(111.22)</u>	<u>111.22</u>
11/14/2022	13540	10100 · GENERAL FUND OPERATING	FLUID IMAGERY		(668.75)
10/18/2022	34399	5436B · SERVICE CALLS/CONTRACTS		(93.75)	93.75
11/01/2022	34763	5436 · CONTR W/ OTHERSCOMP SVCS		(575.00)	575.00
TOTAL				<u>(668.75)</u>	<u>668.75</u>
11/14/2022	13541	10100 · GENERAL FUND OPERATING	GALE/CENGAGE LEARNING		(703.01)
10/10/2022	79444459	5410B · BOOKS - ADULT		(140.95)	140.95
10/10/2022	79444909	5410B · BOOKS - ADULT		(90.00)	90.00
10/11/2022	79455080	5410B · BOOKS - ADULT		(23.99)	23.99
10/13/2022	79471024	5410B · BOOKS - ADULT		(81.72)	81.72
10/13/2022	79471490	5410B · BOOKS - ADULT		(107.96)	107.96
10/19/2022	79503970	5410B · BOOKS - ADULT		(24.79)	24.79
10/20/2022	79513032	5410B · BOOKS - ADULT		(88.50)	88.50
10/24/2022	79537264	5410B · BOOKS - ADULT		(28.49)	28.49
10/24/2022	79534360	5410B · BOOKS - ADULT		(30.39)	30.39
10/24/2022	79536245	5410B · BOOKS - ADULT		(57.73)	57.73
10/24/2022	79535894	5410B · BOOKS - ADULT		<u>(28.49)</u>	<u>28.49</u>

Sayville Library General Fund
Cash Disbursements
November 1 - 14, 2022

TOTAL				(703.01)	703.01
11/14/2022	13542	10100 · GENERAL FUND OPERATING	GOYKIN, ROBERT		(159.61)
11/01/2022	REIMBURSE - NOV 22	90608 · HOSPITAL & MEDICAL INSURANCE		(159.61)	159.61
TOTAL				<u>(159.61)</u>	<u>159.61</u>
11/14/2022	13543	10100 · GENERAL FUND OPERATING	GREENSPAN, MARSHA		(111.22)
11/01/2022	REIMBURSE - NOV 22	90608 · HOSPITAL & MEDICAL INSURANCE		(111.22)	111.22
TOTAL				<u>(111.22)</u>	<u>111.22</u>
11/14/2022	13544	10100 · GENERAL FUND OPERATING	HAASE LANDSCAPING		(1,418.76)
10/06/2022	13980	5469D · GROUNDS		(459.38)	459.38
10/12/2022	14143	5469D · GROUNDS		(500.00)	500.00
11/03/2022	14265	5469D · GROUNDS		(459.38)	459.38
TOTAL				<u>(1,418.76)</u>	<u>1,418.76</u>
11/14/2022	13545	10100 · GENERAL FUND OPERATING	HEID, ALAN		(340.20)
11/01/2022	REIMBURSE - NOV 22	90608 · HOSPITAL & MEDICAL INSURANCE		(340.20)	340.20
TOTAL				<u>(340.20)</u>	<u>340.20</u>
11/14/2022	13546	10100 · GENERAL FUND OPERATING	INFOBASE		(691.42)
10/18/2022	INV434651	5410E · BOOKS STANDING ORDERS		(691.42)	691.42
TOTAL				<u>(691.42)</u>	<u>691.42</u>
11/14/2022	13547	10100 · GENERAL FUND OPERATING	JANWAY COMPANY USA		(986.03)

Sayville Library General Fund
Cash Disbursements
November 1 - 14, 2022

10/25/2022	141517	5430A · OFFICE SUPPLIES	(986.03)	986.03
TOTAL			<u>(986.03)</u>	<u>986.03</u>
11/14/2022	13548	10100 · GENERAL FUND OPERATING		(150.00)
10/27/2022	10/27/22 - HISTORY	5900C · LIBRARY PROGRAMS - ADULTS	(150.00)	150.00
TOTAL			<u>(150.00)</u>	<u>150.00</u>
11/14/2022	13549	10100 · GENERAL FUND OPERATING		(229.00)
10/31/2022	320495	5413D · ONLINE DATABASES	(229.00)	229.00
TOTAL			<u>(229.00)</u>	<u>229.00</u>
11/14/2022	13550	10100 · GENERAL FUND OPERATING		(275.00)
10/07/2022	10/07/22 - HALLOWEEN	5900D · LIBRARY PROGRAMS - JUV	(137.50)	137.50
		5900E · LIBRARY PROGRAMS - TEEN	(137.50)	137.50
TOTAL			<u>(275.00)</u>	<u>275.00</u>
11/14/2022	13551	10100 · GENERAL FUND OPERATING		(148.25)
11/01/2022	13932800	5439F · OFFICE EQUIP, RENT, COPIER	(148.25)	148.25
TOTAL			<u>(148.25)</u>	<u>148.25</u>
11/14/2022	13552	10100 · GENERAL FUND OPERATING		(664.01)
11/01/2022	REIMBURSE - NOV 22	90608 · HOSPITAL & MEDICAL INSURANCE	(664.01)	664.01
TOTAL			<u>(664.01)</u>	<u>664.01</u>
11/14/2022	13553	10100 · GENERAL FUND OPERATING		(300.00)
		LINTHWAITE, DARA		

Sayville Library General Fund
Cash Disbursements
November 1 - 14, 2022

10/03/2022	10/03/22 - APPLE	5900D · LIBRARY PROGRAMS - JUV	(300.00)	300.00
TOTAL			<u>(300.00)</u>	<u>300.00</u>
11/14/2022	13554	10100 · GENERAL FUND OPERATING		(350.00)
11/05/2022	11/5/22 - FAN FEST	5900D · LIBRARY PROGRAMS - JUV	(350.00)	350.00
TOTAL			<u>(350.00)</u>	<u>350.00</u>
11/14/2022	13555	10100 · GENERAL FUND OPERATING		(200.00)
10/06/2022	10/06/22 - MONSTER	5900C · LIBRARY PROGRAMS - ADULTS	(200.00)	200.00
TOTAL			<u>(200.00)</u>	<u>200.00</u>
11/14/2022	13556	10100 · GENERAL FUND OPERATING		(2,001.13)
09/29/2022	502732426	5412B · AV, AUDIO BOOKS - ADULT	(39.99)	39.99
09/30/2022	502754747	5412C · AV, VIDEO DVD - ADULT	(142.62)	142.62
		5416B · VENDOR PROCESSING	(34.16)	34.16
09/30/2022	502754749	5412I · AV VIDEO/DVD - JUV	(91.66)	91.66
		5416B · VENDOR PROCESSING	(16.87)	16.87
10/10/2022	502799303	5412A · AV,COMPACT DISC & VINYL - ADULT	(73.95)	73.95
		5416B · VENDOR PROCESSING	(20.83)	20.83
10/10/2022	502799299	5412C · AV, VIDEO DVD - ADULT	(287.82)	287.82
		5416B · VENDOR PROCESSING	(60.42)	60.42
10/10/2022	502799301	5412I · AV VIDEO/DVD - JUV	(88.14)	88.14
		5416B · VENDOR PROCESSING	(22.74)	22.74
10/28/2022	502887545	5412A · AV,COMPACT DISC & VINYL - ADULT	(10.39)	10.39
		5416B · VENDOR PROCESSING	(4.11)	4.11
10/28/2022	502886802	5412B · AV, AUDIO BOOKS - ADULT	(39.99)	39.99
10/28/2022	502886804	5412O · AV VIDEO/DVD - YA	(178.68)	178.68
10/28/2022	502887541	5412C · AV, VIDEO DVD - ADULT	(354.98)	354.98
		5416B · VENDOR PROCESSING	(68.04)	68.04

Sayville Library General Fund
Cash Disbursements
November 1 - 14, 2022

10/28/2022	502887543	5412I · AV VIDEO/DVD - JUV	(50.36)	50.36
		5416B · VENDOR PROCESSING	(15.16)	15.16
10/31/2022	502902421	5413D · ONLINE DATABASES	(400.22)	400.22
TOTAL			(2,001.13)	2,001.13
11/14/2022	13557	10100 · GENERAL FUND OPERATING		(900.00)
		MODERN JUSTICE BAND LTD		
10/23/2022	10/23/22 - MODERN	5900C · LIBRARY PROGRAMS - ADULTS	(900.00)	900.00
TOTAL			(900.00)	900.00
11/14/2022	13558	10100 · GENERAL FUND OPERATING		(162.50)
		MOORE, JAYMIE		
11/04/2022	PETTY - OCT	5410B · BOOKS - ADULT	(39.98)	39.98
		5469D · GROUNDS	(24.00)	24.00
		5900D · LIBRARY PROGRAMS - JUV	(31.50)	31.50
		5900E · LIBRARY PROGRAMS - TEEN	(15.97)	15.97
		5430A · OFFICE SUPPLIES	(51.05)	51.05
TOTAL			(162.50)	162.50
11/14/2022	13559	10100 · GENERAL FUND OPERATING		(267.00)
		NABCO ENTRANCES, INC.		
10/06/2022	90135739	5452A · MAINTENANCE & REPAIRS-BUILDING	(267.00)	267.00
TOTAL			(267.00)	267.00
11/14/2022	13560	10100 · GENERAL FUND OPERATING		(160.00)
		NATURAL HERITAGE TRUST		
10/22/2022	10/22/22 - BAYARD	5900C · LIBRARY PROGRAMS - ADULTS	(160.00)	160.00
TOTAL			(160.00)	160.00
11/14/2022	13561	10100 · GENERAL FUND OPERATING		(106.32)
		NEWSDAY		

Sayville Library General Fund
Cash Disbursements
November 1 - 14, 2022

10/18/2022	BD 10/18/22	5413C · PERIODICAL NONMICROFORM NEWS	(106.32)	106.32
TOTAL			<u>(106.32)</u>	<u>106.32</u>
11/14/2022	13562	10100 · GENERAL FUND OPERATING		(330.00)
		NYS DEC		
10/24/2022	9990000559998	5452A · MAINTENANCE & REPAIRS-BUILDING	(330.00)	330.00
TOTAL			<u>(330.00)</u>	<u>330.00</u>
11/14/2022	13563	10100 · GENERAL FUND OPERATING		(35,521.40)
		NYS EMPLOYEES' HEALTH INSURANCE PENDING		
11/07/2022	DEC 2022	90608 · HOSPITAL & MEDICAL INSURANCE	(35,521.40)	35,521.40
TOTAL			<u>(35,521.40)</u>	<u>35,521.40</u>
11/14/2022	13564	10100 · GENERAL FUND OPERATING		(340.20)
		O'ROURKE, SANDRA		
11/01/2022	REIMBURSE - NOV 22	90608 · HOSPITAL & MEDICAL INSURANCE	(340.20)	340.20
TOTAL			<u>(340.20)</u>	<u>340.20</u>
11/14/2022	13565	10100 · GENERAL FUND OPERATING		(78.40)
		OCEAN JANITORIAL SUPPLY, INC.		
11/02/2022	589075	5451 · CUSTODIAL SUPPLIES	(78.40)	78.40
TOTAL			<u>(78.40)</u>	<u>78.40</u>
11/14/2022	13566	10100 · GENERAL FUND OPERATING		(340.20)
		OLSON, WILLIAM		
11/01/2022	REIMBURSE - NOV 22	90608 · HOSPITAL & MEDICAL INSURANCE	(340.20)	340.20
TOTAL			<u>(340.20)</u>	<u>340.20</u>
11/14/2022	13567	10100 · GENERAL FUND OPERATING		(209.30)
		OPTIMUM		
10/25/2022	NOV 2022	5431A · TELECOMMUNICATIONS	(209.30)	209.30
			<u>(209.30)</u>	<u>209.30</u>

Sayville Library General Fund
Cash Disbursements
November 1 - 14, 2022

TOTAL				(209.30)	209.30
11/14/2022	13568	10100 · GENERAL FUND OPERATING	PATCHOGUE ADVANCE, INC., THE		(349.00)
10/27/2022	172261	5434 · PUBLICITY AND PRINTING		(349.00)	349.00
TOTAL				(349.00)	349.00
11/14/2022	13569	10100 · GENERAL FUND OPERATING	PEDERSEN, MARY		(111.22)
11/01/2022	REIMBURSE - NOV 22	90608 · HOSPITAL & MEDICAL INSURANCE		(111.22)	111.22
TOTAL				(111.22)	111.22
11/14/2022	13570	10100 · GENERAL FUND OPERATING	POSTMASTER SAYVILLE		(575.00)
11/04/2022	POSTAGE	5433B · LIBRARY BULK MAILING		(575.00)	575.00
TOTAL				(575.00)	575.00
11/14/2022	13571	10100 · GENERAL FUND OPERATING	POSTMASTER WEST SAYVILLE		(125.00)
11/04/2022	POSTAGE	5433B · LIBRARY BULK MAILING		(125.00)	125.00
TOTAL				(125.00)	125.00
11/14/2022	13572	10100 · GENERAL FUND OPERATING	ROEDER, KATHY		(300.00)
10/08/2022	10/08/22 - BABY	5900D · LIBRARY PROGRAMS - JUV		(300.00)	300.00
TOTAL				(300.00)	300.00
11/14/2022	13573	10100 · GENERAL FUND OPERATING	RUBIN-RUQUET, STEPHANIE		(170.10)
11/01/2022	REIMBURSE - NOV 22	90608 · HOSPITAL & MEDICAL INSURANCE		(170.10)	170.10
TOTAL				(170.10)	170.10

Sayville Library General Fund
Cash Disbursements
November 1 - 14, 2022

11/14/2022	13574	10100 · GENERAL FUND OPERATING	SCALA GIOKAS, DEBRA		(100.00)
10/11/2022	10/11/22 - UNRAVEL	5900C · LIBRARY PROGRAMS - ADULTS		(100.00)	100.00
TOTAL				<u>(100.00)</u>	<u>100.00</u>
11/14/2022	13575	10100 · GENERAL FUND OPERATING	SCHNUPP, JEANNE		(225.00)
10/26/2022	10/26/22 - HAUNTING	5900C · LIBRARY PROGRAMS - ADULTS		(225.00)	225.00
TOTAL				<u>(225.00)</u>	<u>225.00</u>
11/14/2022	13576	10100 · GENERAL FUND OPERATING	SCLS P.A.L.S.		(5,533.98)
10/01/2022	81521	5439C · OFFICE EQUIP, RENT, CIRC SYS		(5,533.98)	5,533.98
TOTAL				<u>(5,533.98)</u>	<u>5,533.98</u>
11/14/2022	13577	10100 · GENERAL FUND OPERATING	SCOTT, ROBERT		(495.00)
10/04/2022	10/04/22 - PASTA	5900C · LIBRARY PROGRAMS - ADULTS		(285.00)	285.00
		5900G · LIBRARY PROGRAMS - REIMBURSABLE		(210.00)	210.00
TOTAL				<u>(495.00)</u>	<u>495.00</u>
11/14/2022	13578	10100 · GENERAL FUND OPERATING	SEARLES GRAPHICS, INC.		(4,995.00)
10/13/2022	20960	5434 · PUBLICITY AND PRINTING		(4,995.00)	4,995.00
TOTAL				<u>(4,995.00)</u>	<u>4,995.00</u>
11/14/2022	13579	10100 · GENERAL FUND OPERATING	STAHLBERG, JOHN		(150.00)
11/01/2022	TREASURER- NOV	5437C · PROF FEES TREASURER		(150.00)	150.00
TOTAL				<u>(150.00)</u>	<u>150.00</u>

Sayville Library General Fund
Cash Disbursements
November 1 - 14, 2022

11/14/2022	13580	10100 · GENERAL FUND OPERATING	SUFFOLK COOPERATIVE LIBRARY SY		(2,350.00)
10/05/2022	88447	5433A · POSTAGE AND FREIGHT		(72.00)	72.00
10/24/2022	88483	5437A · PROF FEES ACCOUNTING		(2,200.00)	2,200.00
11/08/2022	88570	5433A · POSTAGE AND FREIGHT		(78.00)	78.00
TOTAL				<u>(2,350.00)</u>	<u>2,350.00</u>
11/14/2022	13581	10100 · GENERAL FUND OPERATING	THERMAL SOLUTIONS, INC		(592.50)
10/24/2022	103212	5452A · MAINTENANCE & REPAIRS-BUILDING		(592.50)	592.50
TOTAL				<u>(592.50)</u>	<u>592.50</u>
11/14/2022	13582	10100 · GENERAL FUND OPERATING	TRAVELING ART PROGRAMS LLC		(350.00)
10/13/2022	10/13/22 - FALL	5900C · LIBRARY PROGRAMS - ADULTS		(210.00)	210.00
		5900G · LIBRARY PROGRAMS - REIMBURSABLE		(140.00)	140.00
TOTAL				<u>(350.00)</u>	<u>350.00</u>
11/14/2022	13583	10100 · GENERAL FUND OPERATING	ULINE		(94.87)
10/11/2022	155025385	5900D · LIBRARY PROGRAMS - JUV		(94.87)	94.87
TOTAL				<u>(94.87)</u>	<u>94.87</u>
11/14/2022	13584	10100 · GENERAL FUND OPERATING	UTICA NATIONAL INSURANCE GROUP		(5,812.00)
10/31/2022	SD 10/31/22	90408 · WORKERS COMPENSATION		(5,812.00)	5,812.00
TOTAL				<u>(5,812.00)</u>	<u>5,812.00</u>
11/14/2022	13585	10100 · GENERAL FUND OPERATING	VAIL, AMY		(250.00)

Sayville Library General Fund
Cash Disbursements
November 1 - 14, 2022

10/27/2022	10/27/22 - ART	5900D · LIBRARY PROGRAMS - JUV	(250.00)	250.00
TOTAL			<u>(250.00)</u>	<u>250.00</u>
11/14/2022	13586	10100 · GENERAL FUND OPERATING		(150.00)
11/07/2022	11/7/22 - COLD	5900C · LIBRARY PROGRAMS - ADULTS	(150.00)	150.00
TOTAL			<u>(150.00)</u>	<u>150.00</u>
11/14/2022	13587	10100 · GENERAL FUND OPERATING		(555.28)
10/31/2022	BD 10/31/22	5431 · TELEPHONE	(555.28)	555.28
TOTAL			<u>(555.28)</u>	<u>555.28</u>
11/14/2022	13588	10100 · GENERAL FUND OPERATING		(592.45)
10/03/2022	233177213	5451 · CUSTODIAL SUPPLIES	(54.15)	54.15
10/17/2022	233505478	5430A · OFFICE SUPPLIES	(538.30)	538.30
TOTAL			<u>(592.45)</u>	<u>592.45</u>
11/14/2022	13589	10100 · GENERAL FUND OPERATING		(140.00)
10/12/2022	20582	5434 · PUBLICITY AND PRINTING	(140.00)	140.00
TOTAL			<u>(140.00)</u>	<u>140.00</u>
11/14/2022	13590	10100 · GENERAL FUND OPERATING		(200.00)
10/18/2022	10/18/22 - REVISING	5900E · LIBRARY PROGRAMS - TEEN	(200.00)	200.00
TOTAL			<u>(200.00)</u>	<u>200.00</u>
11/14/2022	13591	10100 · GENERAL FUND OPERATING		(170.10)

Sayville Library General Fund
Cash Disbursements
November 1 - 14, 2022

11/01/2022	REIMBURSE - NOV 22	90608 · HOSPITAL & MEDICAL INSURANCE	(170.10)	170.10
TOTAL			<u>(170.10)</u>	<u>170.10</u>
11/14/2022	13592	10100 · GENERAL FUND OPERATING	WINTERS BROS. HAULING OF L.I. LLC	(202.85)
10/31/2022	2876975	5469A · SANITATION	(202.85)	202.85
TOTAL			<u>(202.85)</u>	<u>202.85</u>
11/14/2022	13593	10100 · GENERAL FUND OPERATING	NEW YORK STATE & LOCAL	(163,445.00)
11/09/2022	2023	90100 · STATE RETIREMENT	(163,445.00)	163,445.00
TOTAL			<u>(163,445.00)</u>	<u>163,445.00</u>
		TOTAL CASH DISBURSEMENT	\$ (258,142.53)	

Sayville Library General Fund
Cash Disbursements - PREPAID

October 12 - 31, 2022

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Original Amount</u>
10/21/2022	13511	10100 · GENERAL FUND OPERATING	COFFEE DISTRIBUTING CORP.		(537.00)
10/15/2022	CDC512674	5436 · CONTR W/ OTHERSCOMP SVCS		(537.00)	537.00
TOTAL				(537.00)	537.00
10/21/2022	13512	10100 · GENERAL FUND OPERATING	LEAF		(338.39)
10/19/2022	13806735	5439F · OFFICE EQUIP, RENT, COPIER		(338.39)	338.39
TOTAL				(338.39)	338.39
10/21/2022	13513	10100 · GENERAL FUND OPERATING	NEW YORK TIMES		(243.75)
10/09/2022	BD 10/09/22	5413C · PERIODICAL NONMICROFORM NEWS		(243.75)	243.75
TOTAL				(243.75)	243.75
10/21/2022	13514	10100 · GENERAL FUND OPERATING	NYS EMPLOYEES' HEALTH INSURANCE PENDING		(35,521.40)
10/11/2022	582	90608 · HOSPITAL & MEDICAL INSURANCE		(35,521.40)	35,521.40
TOTAL				(35,521.40)	35,521.40
10/21/2022	13515	10100 · GENERAL FUND OPERATING	SCWA		(127.87)
09/27/2022	BD 10/03/22	5450C · WATER		(127.87)	127.87
TOTAL				(127.87)	127.87
10/21/2022	13516	10100 · GENERAL FUND OPERATING	SHELTERPOINT LIFE INSURANCE COMPANY (1)		(2,572.83)
09/30/2022	07/01/22-09/30/22	90558 · DISABILITY INSURANCE		(2,572.83)	2,572.83
TOTAL				(2,572.83)	2,572.83

Sayville Library General Fund
Cash Disbursements - PREPAID

October 12 - 31, 2022

10/21/2022	13517	10100 · GENERAL FUND OPERATING	PSEGLI 92-2		(10,091.95)
10/13/2022	BD 10/13/22	5450A · ELECTRICITY		(10,091.95)	10,091.95
TOTAL				(10,091.95)	10,091.95
10/21/2022	13518	10100 · GENERAL FUND OPERATING	PSEGLI 93-0		(14.97)
10/13/2022	BD 10/13/22	5450A · ELECTRICITY		(14.97)	14.97
TOTAL				(14.97)	14.97
10/21/2022	13519	10100 · GENERAL FUND OPERATING	SCWA		(1,000.51)
10/05/2022	BD10/05/22	5450C · WATER		(1,000.51)	1,000.51
TOTAL				(1,000.51)	1,000.51
10/21/2022	13520	10100 · GENERAL FUND OPERATING	THOMPSON, MALACHI		(20.50)
08/08/2022	LIRR REFUND	5900G · LIBRARY PROGRAMS - REIMBURSABLE		(20.50)	20.50
TOTAL				(20.50)	20.50
10/31/2022	13521	10100 · GENERAL FUND OPERATING	NEW YORK LIBRARY ASSOCIATION		(590.00)
09/13/2022	NYLA_MORGAN	5435B · SEMINAR EXPENSES		(230.00)	230.00
09/13/2022	NYLA_JENN	5435A · MEETING EXPENSES		(230.00)	230.00
09/15/2022	NYLA_TIM	5435B · SEMINAR EXPENSES		(130.00)	130.00
TOTAL				(590.00)	590.00
		TOTAL PREPAID CASH DISBURSEMENT		\$	(51,059.17)

11/04/22

Sayville Public Library - Capital Fund
Cash Disbursement - PREPAID
October 12 - 31, 2022

Date	Num	Account	Name	Paid Amount	Original Amount
10/21/2022	9046	10200G · CASH PEOPLES UNITED CHECKING	HARTCORN PLUMBING & HEATING, INC.		-15,415.00
10/04/2022	84611	5452A0 · MAINT & REPAIRS - BUILDING		-15,415.00	15,415.00
TOTAL				-15,415.00	15,415.00

11/10/22

Sayville Public Library - Capital Fund

Cash Disbursement

November 1 - 14, 2022

Date	Num	Account	Name	Paid Amount	Original Amount
11/14/2022	9047	10200G · CASH PEOPLES UNITED CHECKING	DELL MARKETING L.P.		-9,686.00
11/07/2022	10626617865	5203B0 · COMPUTER EQUIPMENT		-9,686.00	9,686.00
TOTAL				-9,686.00	9,686.00
11/14/2022	9048	10200G · CASH PEOPLES UNITED CHECKING	P.W. GROSSER CONSULTING, INC.		-4,953.00
10/25/2022	SLI2201.0 - 2	5452A0 · MAINT & REPAIRS - BUILDING		-4,953.00	4,953.00
TOTAL				-4,953.00	4,953.00
		TOTAL CAPITAL CASH DISBURSEMENT		\$ (14,639.00)	

DEPARTMENT	HOURS		EARNINGS			GROSS	STATUTORY DEDUCTIONS		VOL DEDS.	NET PAY
	Reg / O/T	Hours 3 & 4	Reg / O/T	Earn 3 & 4	Earn 5		Federal	State/Local		
100 PROFESSIONAL	936.50	165.50	38,756.29	5,043.94		43,800.23 67.61% of CO	4,995.64 FIT 2,715.64 SS 635.10 MED	2,052.05 STATE SUI SDI 197.66 FLI LOCAL	33,204.14	PAYS 26
200 CLERICAL	593.75	36.00	11,828.05	879.12		12,707.17 19.62% of CO	555.14 FIT 787.84 SS 184.24 MED	298.81 STATE SUI SDI 58.29 FLI LOCAL	10,822.85	PAYS 22
300 CUSTODIAL	146.25	30.75	2,831.14	808.58		3,639.72 5.62% of CO	286.10 FIT 225.65 SS 52.76 MED	114.36 STATE SUI SDI 18.61 FLI LOCAL	2,942.24	PAYS 5
400 SECURITY	77.25	8.50	1,419.56	224.13		1,643.69 2.54% of CO	117.48 FIT 101.91 SS 23.84 MED	43.28 STATE SUI SDI 8.39 FLI LOCAL	1,348.79	PAYS 4
500 PAGES	181.25	18.00	2,718.75	270.00		2,988.75 4.61% of CO	20.00 FIT 185.29 SS 43.33 MED	9.72 STATE SUI SDI 13.35 FLI LOCAL	2,717.06	PAYS 12
** GRAND TOTAL **	1,935.00	258.75	57,553.79	7,225.77		64,779.56	5,974.36 FIT 4,016.33 SS 939.27 MED	2,518.22 STATE SUI SDI 296.30 FLI LOCAL	51,035.08	NET CASH 46,058.95 PAYS 69

SUM

DEPARTMENT	HOURS		EARNINGS			GROSS	STATUTORY DEDUCTIONS			VOL DEDS.	NET PAY
	Reg / O/T	Hours 3 & 4	Reg / O/T	Earn 3 & 4	Earn 5		Federal	State/Local			
100 PROFESSIONAL	874.75	222.50	37,006.70	6,786.43		43,793.13 67.57% of CO	5,044.46 FIT 2,715.15 SS 635.02 MED	2,061.00 STATE SUI SDI 197.61 FLI LOCAL	33,139.89	PAYS	26
200 CLERICAL	521.00	117.00	10,380.75	2,580.02		12,960.77 20.00% of CO	587.67 FIT 803.57 SS 187.91 MED	311.46 STATE SUI SDI 59.66 FLI LOCAL	11,010.50	PAYS	21
300 CUSTODIAL	158.00	15.00	3,210.62	331.48		3,542.10 5.46% of CO	275.59 FIT 219.62 SS 51.37 MED	110.60 STATE SUI SDI 18.10 FLI LOCAL	2,866.82	PAYS	5
400 SECURITY	72.00	9.50	1,329.94	256.22		1,586.16 2.45% of CO	135.09 FIT 98.34 SS 22.99 MED	42.99 STATE SUI SDI 8.11 FLI LOCAL	1,278.64	PAYS	4
500 PAGES	177.50	18.00	2,662.50	270.00		2,932.50 4.52% of CO	21.29 FIT 181.84 SS 42.53 MED	7.75 STATE SUI SDI 13.84 FLI LOCAL	2,665.25	PAYS	11
* * GRAND TOTAL * *	1,803.25	382.00	54,590.51	10,224.15		64,814.66	6,064.10 FIT 4,018.52 SS 939.82 MED	2,533.80 STATE SUI SDI 297.32 FLI LOCAL	50,961.10	NET CASH 46,066.42 PAYS	67

SUM



**Sayville
Library**

**Board of Trustees
Meeting**

Unfinished Business

November 14, 2022



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 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%
Sub-Total (Operational)	7,148,617	6,796,871	6,914,742	117,871	1.73%
Central Library support					
Non-fiction (Overdrive)	12,000	12,000	12,000	0	0.00%
Homework Help	55,000	55,000	55,000	0	0.00%
ILL Delivery Support	0	0	0	0	0.00%
Sub-Total (Central Library)	67,000	67,000	67,000	0	0.00%
DIRECT OFFSET					
LLSA Member Libraries	520,748	433,957	467,287	33,330	7.68%
CLA CBA Central Library	414,551	345,458	371,799	26,341	7.62%
Suffolk E-Resources	722,400	744,000	770,040	26,040	3.50%
Coordinated Orders	700,000	1,000,000	1,200,000	200,000	20.00%
Downloadable Media	4,946,362	5,193,680	5,531,127	337,447	6.50%
SCLS: CBA	18,581	15,484	16,500	1,016	6.56%
Dedicated Library Aid (Grants)	10,712	8,926	31,500	22,574	252.90%
Misc. Grants	0			0	0.00%
Sub-Total (Direct Offset)	7,333,354	7,741,505	8,388,253	646,748	8.35%
Transfer from Unappropriated Fund Balance	0	0	130,000	130,000	0.00%
Sub-Total (Non-Operational)	-	-	130,000	130,000	0.00%
TOTAL REVENUE	14,548,971	14,605,376	15,499,995	894,619	6.13%

2023 Budget Expenditures

ACCOUNT TITLE	2021	2022	2023	2022 to 2023	2022 to 2023
	Rev. Budget	Budget	Proposed	\$ Change	% Change
<u>SALARIES</u>					
LIBRARIANS	1,268,847	1,305,985	1,492,060	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%
<u>FIXED CHARGES & FRINGE BENEFITS</u>					
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%
<u>PROFESSIONAL FEES</u>	60,850	62,350	57,050	(5,300)	-8.50%
SUB-TOTAL (Professional Fees)	60,850	62,350	57,050	(5,300)	-8.50%
<u>LIBRARY MATERIALS</u>					
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%
<u>DIRECT OFFSET</u>					
LLSA MEMBER LIBRARIES	520,748	433,957	467,287	33,330	7.68%
CLA CBA CNTRL LIBRARY	414,551	345,458	371,799	26,341	7.62%
CBA MATERIALS	18,581	15,484	16,500	1,016	6.56%
SUFFOLK E-RESOURCES	722,400	744,000	770,040	26,040	3.50%
DOWNLOADABLE MEDIA	4,946,362	5,193,680	5,531,127	337,447	6.50%
COORDINATED ORDERS	700,000	1,000,000	1,200,000	200,000	20.00%
Dedicated Library Aid	10,712	8,926	31,500	22,574	252.90%
Misc. Grants	-	-	0	0	0.00%
SUB-TOTAL	7,333,354	7,741,505	8,388,253	1,054,899	14.38%

2023 Budget Expenditures

ACCOUNT TITLE	2021	2022	2023	2022 to 2023	2022 to 2023
	Rev. Budget	Budget	Proposed	\$ Change	% Change
<i>OPERATIONS</i>					
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%
SUB-TOTAL	1,243,254	697,850	676,758	(21,092)	-3.02%
<i>BUILDING OPERATIONS</i>					
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%
SUB-TOTAL	405,062	408,125	480,000	71,875	17.61%
<i>INSURANCE</i>	71,688	77,800	77,850	50	0.06%
<i>EQUIPMENT - LENDING LIBRARY</i>	5,000	5,000	5,000	0	0.00%
<i>EQUIPMENT - SYSTEM</i>	35,000	55,000	45,000	(10,000)	-18.18%
<i>EQUIPMENT - VEHICLES</i>	-	275,000	65,000	(210,000)	100.00%
<i>FACILITY RENOVATIONS</i>	325,000	150,000	350,000	200,000	133.33%
SUB-TOTAL	436,688	562,800	542,850	(19,950)	-3.54%
TOTAL EXPENDITURES	14,548,971	14,605,376	15,499,995	894,619	6.13%

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

	ACT 2022 ML SUPP	PROP 2023 ML SUPP	\$ Change PROP 2023 FROM 2022 ACT	% Change PROP 2023 FROM 2022 ACT
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%
TOTALS:	2,328,334	2,351,617	23,283	1.00%



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 of Trustees Meeting

New Business

November 14, 2022

Notary Services **[DRAFT]**

Notary Services are offered free of charge for the benefit of the community. Library employees who hold a valid New York State Notary License are available on-site in the Library during regular operating hours, with the exception of 30 minutes before closing. Appointments are strongly recommended to ensure the availability of on-site notaries.

Notary appointments can be scheduled online through the Library's website. Patrons can also call the Library to make an appointment and/or confirm the availability of a Notary on-site.

Any member of the community utilizing the Library's notary services must appear in-person and present a valid New York State Driver's license or other government-issued photo identification. The document to be notarized must be signed in the presence of the Notary. The complete document must be present at the time of notarization.

Library Notaries **WILL NOT** do the following:

- notarize a will, trust, living will, codicil or any similar document establishing terms for the disposition of one's property to take effect after death (Note: a "consent to probate" or "waiver of process" may be notarized by a Library Notary.)
- notarize a marriage certificate or any related documents.
- verify that a document is a true and accurate copy of an existing record or document.
- provide legal advice and should not be relied upon as such.
- pre-date or post-date a notarization.
- provide witnesses. Witnesses may not be solicited from other staff members or patrons using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of a valid New York State Driver's license or other government issued photo identification. The witness must also be present at the time of notarization.

Please note that documents in a language other than English are not eligible for notarization at the Library at this time. Library Notaries must be able to communicate directly with the signer without the use of a translator.

The Library reserves the right to refuse notary services at its discretion.

Trip Waiver & Release Form **[DRAFT]**

Trip Title: _____

Date: _____

In consideration of my acceptance as a participant in the cited Library sponsored activity, I agree not to sue or hold liable the Library for any personal injuries or loss or damage to property sustained by me resulting from my participation during the course of the trip. I release and discharge the Sayville Library, its Director, Trustees, Officers, Agents and Employees from liability of any kind, including their negligence or the negligence of others, which results in personal injury or loss or damage to me or my property. I expressly waive any right I, or my estate, may have to assert claims, demands or actions on the matter of any anticipated or unanticipated damages, costs or expenses sustained as a result of injury or loss. Furthermore, while the Library aims to give all participants the best possible experience, I acknowledge that neither the Library nor the Library Coordinator is responsible for delays or inconveniences caused by circumstances beyond their control.

Furthermore, I am fully aware that there are time restrictions involved on trips set forth by the Library and the tour companies. I understand that it is my responsibility to be at any and all designated areas at the time stated by the Library Coordinator or his/her designee. Failure to do so will be my sole responsibility and may result in the necessity of securing my own transportation to return to the trip origin point at no cost or responsibility to the Library.

Furthermore, I understand that participants under the age of 18 must be accompanied by an adult and that I am responsible for the participants under the age of eighteen accompanying me.

Print Name: _____

Signature: _____

Date: _____

Phone Number: _____ Cell Phone Number: _____

If you responsible for trip participants under the age of 18, please list their names here:

In the event of illness, injury or emergency, please supply the following emergency contact information.

Name: _____

Phone: _____ Relationship: _____



Jennifer T. Fowler, Library Director

88 Greene Avenue
Sayville, NY 11782
631-589-4440
www.sayvillelibrary.org

New Business

MEMO

To: Board of Trustees
From: Jennifer T. Fowler, Director
Date: November 14, 2022
Re: Approval of Purchase of New Desktop Computers

Please see attached quote from Dell Technologies in the amount of \$11,835.57 for 15 new desktop computers to replace outdated staff and public computers.



A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000133169313.3	Sales Rep	Lauren Watson
Total	\$11,835.57	Phone	(800) 456-3355, 80000
Customer #	105903048	Email	L_Watson@Dell.com
Quoted On	Oct. 20, 2022	Billing To	ACCOUNTS PAYABLE
Expires by	Nov. 19, 2022		SAYVILLE LIBRARY
	Dell National Cooperative		88 GREENE AVE
Contract Name	Purchasing Alliance-NCPA		BUSINESS OFF
	Master Agreement		SAYVILLE, NY 11782-2745
Contract Code	C000000005600		
Customer Agreement #	NCPA 01-42		
Deal ID	24650328		

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you are ready to place an order. Thank you for shopping with Dell!

Regards,
Lauren Watson

Shipping Group

Shipping To	Shipping Method
ACCOUNTS PAYABLE SAYVILLE LIBRARY 88 GREENE AVE BUSINESS OFF SAYVILLE, NY 11782 (631) 589-4440	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell 24 Monitor - P2422H, 60.5cm (23.8")	\$211.19	6	\$1,267.14
Dell Laser Wired Mouse - MS3220 - Black	\$21.43	6	\$128.58
OptiPlex 5000 Small Form Factor	\$695.99	15	\$10,439.85

Subtotal:	\$11,835.57
Shipping:	\$0.00
Environmental Fee:	\$0.00
Non-Taxable Amount:	\$11,835.57
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total:	\$11,835.57
---------------	--------------------

Shipping Group Details

Shipping To

ACCOUNTS PAYABLE
SAYVILLE LIBRARY
88 GREENE AVE
BUSINESS OFF
SAYVILLE, NY 11782
(631) 589-4440

Shipping Method

Standard Delivery

	Quantity	Subtotal
Dell 24 Monitor - P2422H, 60.5cm (23.8")	6	\$1,267.14

Estimated delivery if purchased today:
Oct. 26, 2022
Contract # C000000005600
Customer Agreement # NCPA 01-42

Description	SKU	Unit Price	Quantity	Subtotal
Dell 24 Monitor - P2422H, 60.5cm (23.8")	210-BBCC	-	6	-
Dell Limited Hardware Warranty	814-5380	-	6	-
Advanced Exchange Service, 3 Years	814-5381	-	6	-

	Quantity	Subtotal
Dell Laser Wired Mouse - MS3220 - Black	6	\$128.58

Estimated delivery if purchased today:
Oct. 26, 2022
Contract # C000000005600
Customer Agreement # NCPA 01-42

Description	SKU	Unit Price	Quantity	Subtotal
Dell Laser Wired Mouse - MS3220 - Black	570-ABGN	-	6	-

	Quantity	Subtotal
OptiPlex 5000 Small Form Factor	15	\$10,439.85

Estimated delivery if purchased today:
Oct. 26, 2022
Contract # C000000005600
Customer Agreement # NCPA 01-42

Description	SKU	Unit Price	Quantity	Subtotal
OptiPlex 5000 Small Form Factor	210-BCRJ	-	15	-
12th Generation Intel Core i5-12500 (6 Cores/18MB/12T/3.0GHz to 4.6GHz/65W)	338-CCWC	-	15	-
Windows 10 Pro (Includes Windows 11 Pro License) English, French, Spanish	619-AQMP	-	15	-
No Microsoft Office License Included	658-BCSB	-	15	-
8GB (1x8GB) DDR4 Non-ECC Memory	370-AGFP	-	15	-
M.2 2230 256GB PCIe NVMe Class 35 Solid State Drive	400-BEUW	-	15	-
M.2 22x30 Thermal Pad	412-AAQT	-	15	-
M2X3.5 Screw for SSD/DDPE	773-BBBC	-	15	-
Intel Integrated Graphics	490-BBFG	-	15	-
240 W internal power supply unit (PSU), 85% Efficient, 80 Plus Bronze	329-BGMJ	-	15	-
System Power Cord (Philippine/TH/US)	450-AAOJ	-	15	-
DVD+/-RW Bezel	325-BDSH	-	15	-
8x DVD+/-RW 9.5mm Slimline Optical Disk Drive	429-ABFH	-	15	-

CMS Essentials DVD no Media	658-BBTV	-	15	-
No Media Card Reader	379-BBHM	-	15	-
Chassis Intrusion Switch	461-AAIY	-	15	-
No Additional Add In Cards	382-BBHX	-	15	-
No Additional Video Ports	492-BCKH	-	15	-
SupportAssist	525-BBCL	-	15	-
Dell(TM) Digital Delivery Cirrus Client	640-BBLW	-	15	-
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	658-BBMR	-	15	-
Waves Maxx Audio	658-BBRB	-	15	-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	15	-
Dell Optimizer	658-BEQP	-	15	-
Windows PKID Label	658-BFDQ	-	15	-
SW Driver, Intel Rapid Storage Technology, OptiPlex 5000	658-BFJT	-	15	-
ENERGY STAR Qualified	387-BBLW	-	15	-
Dell Watchdog Timer	379-BESJ	-	15	-
Quick Start Guide	340-CYET	-	15	-
Print on Demand Label	389-BDQH	-	15	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	15	-
Shipping Material	340-CQYR	-	15	-
Shipping Label	389-BBUU	-	15	-
Regulatory Label for OptiPlex 5000 SFF 240W	389-ECPK	-	15	-
No Hard Drive Bracket, Dell OptiPlex	575-BBKX	-	15	-
Intel Core i5 vPro Essentials Processor Label	340-CYUO	-	15	-
Desktop BTS/BTP Shipment	800-BBIP	-	15	-
No Keyboard Selected	580-AABG	-	15	-
Dell Optical Mouse - MS116 (Black)	570-ABIE	-	15	-
No Cable Cover	325-BCZQ	-	15	-
Fixed Hardware Configuration	998-FOZC	-	15	-
Internal Speaker	520-AARD	-	15	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	15	-
Intel vPro Essentials	631-ADES	-	15	-
Dell Limited Hardware Warranty Plus Service	804-9043	-	15	-
ProSupport Plus: Accidental Damage Service, 3 Years	804-9091	-	15	-
ProSupport Plus: Keep Your Hard Drive, 3 Years	804-9092	-	15	-
ProSupport Plus: Next Business Day Onsite 3 Years	804-9093	-	15	-
ProSupport Plus: 7x24 Technical Support, 3 Years	804-9094	-	15	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	15	-

Subtotal:	\$11,835.57
Shipping:	\$0.00
Environmental Fee:	\$0.00
Estimated Tax:	\$0.00
<hr/>	
Total:	\$11,835.57



Jennifer T. Fowler, Library Director

88 Greene Avenue
Sayville, NY 11782
631-589-4440
www.sayvillelibrary.org

New Business

MEMO

To: Board of Trustees

From: Jennifer T. Fowler, Director

Date: November 14, 2022

Re: Approval of Purchase of Cabinetry and Furniture for Makerspace

Please see attached quote from A.R. Kropp & Sons in the amount of \$40,419.60 for furniture and cabinetry for the Library's Makerspace.



A.R. KROPP CO. & SONS

SERVICE DISABLED VETERAN OWNED SMALL BUSINESS

FURNITURE - LIBRARY SHELVING CUSTOM MILLWORK

1515-B FIFTH INDUSTRIAL COURT - BAY SHORE - NY - 11706 - (631) 549-9240 - FAX (631) 423-3661

TO

Sayville Library
88 Greene Avenue
Sayville, New York 11782
Attn: Jennifer Fowler (Director)

AR KROPP LLC
DUNS # 037056983
CAGE CODE # 5UU53

QUOTATION NO. 1109-022-1
(REFER TO ABOVE NUMBER ON ALL CORRESPONDENCE)

PROJECT: Media Technologies Proposal (NYS Contract PC68417) DATE: 9-Nov-22

ITEM	DESCRIPTION	UNIT LIST PRICE	EXTENDED LIST AMOUNT
MS-SAY	<p>Provide the requested Media Technologies furniture for the new Makerspace Area inclusive of:</p> <ol style="list-style-type: none"> 1. Caseloads Cabinetry 2. Work Tables with Stools <p>All items are provided on Media Technologies NYS Contract PC69555, and include delivery and installation. The attached spreadsheet provides a detailed breakout of the components to be provided.</p> <p style="text-align: right;">Total Product List..... \$62,184.00 Less 48% Per NYS Contract..... -\$29,848.32 Total Net Material Cost..... \$32,335.68 Inside Delivery Per NYS Contract..... \$8,083.92</p> <p>Total Net Material, Delivery, I/D & Installation Per NYS Contract..... \$40,419.60</p> <p>Please make PO to the address below:</p> <p style="text-align: center;">Mediatechnologies, LLC C/O A.R. Kropp Co. & Sons 892 Industrial Park Drive Shelby, MI 49455 NYS Contract PC69555</p>		
COLOR	As Selected	KD	x
TERMS	AS PER NYS CONTRACT PC69555	ERECTED	ESTIMATED DELIVERY
			12-14 Weeks
		INSTALLED BY	A.R. Kropp Co.
		FOB	DESTINATION

CUSTOMER ACCEPTANCE

BY: _____
TITLE: _____
DATE: _____

PRICES WILL REMAIN IN EFFECT FOR 30 DAYS FROM DATE OF THIS QUOTE

A.R. KROPP CO. & SONS

SUBMITTED BY: _____ Signature on file

Greg Kropp
COPY TO: _____

SAYVILLE RFQ MEDIA TECH MAKERSPACE LIST BREAKOUT

QTY	DESCRIPTION	MODEL #	LIST	EXTENDED LIST
SINK WALL CABINETS AND OPEN WORKSTATIONS				
1	DEFINITIONS CUPBOARD 24"D X 84"H WITH A FIXED VERTICAL SUPPORT AND ADJUSTABLE SHELVES	STCS-482484-LL-H?P?A	\$4,014.00	\$4,014.00
1	2" X 84"H FACE FILLER	FACEFILL0284	\$196.00	\$196.00
2	KIRBY RECTANGULAR SINGLE-FACE 24"D X 72"W X 29"H WORKSURFACE WITH LOOSE BACKSPLASH	KRB-C2472L-29-SF	\$1,456.00	\$2,912.00
4	GROMMETS	A30GU	\$16.00	\$64.00
1	DEFINITIONS SINK CABINET VANITY ADA / REMOVABLE ANGLED PANEL FOR ACCESS TO PLUMBING / 34"H	SBSCV-362436-LL-CT (MOD TO 34"H)	\$1,386.00	\$1,386.00
1	HPL TOP FOR ADA UNIT 24"D X 36"W	ECTBL-C-2436	\$223.00	\$223.00
4	HANNAH ARMLESS POLY TASK CHAIRS	HAN007	\$747.00	\$2,988.00
MAKERSPACE TABLES AND STOOLS				
3	PORTER TABLES 30" X 60" ADJUSTABLE HEIGHT 27 1/4" - 41 1/4" WITH HAND CRANK / FLIP-TOP / MOBILE (2 CASTERS ARE LOCKING) / ALPINE WHITE MARKERBOARD TOPS WITH PVC EDGES	PT22-C3060-ADJ-FT-4C	\$2,471.00	\$7,413.00
3	PORTER TABLES 30" X 60" ADJUSTABLE HEIGHT 27 1/4" - 41 1/4" WITH HAND CRANK / FLIP-TOP / MOBILE (2 CASTERS ARE LOCKING) / BUTCHER BLOCK TOPS	PT22-BB3060-ADJ-4C	\$3,289.00	\$9,867.00
24	BELLA STOOLS / 25"H / LAMINATE SHELL	BES-25L	\$745.00	\$17,880.00
WINDOW WALL CABINETS WITH COUNTERTOP				

6	DEFINITIONS CUPBOARD STORAGE WITH DRAWER & ADJUSTABLE SHELF 36"W X 24"D X 36"H	SBCSD-362436-LL-H?P?AB-CT	\$2,068.00	\$12,408.00
2	4" X 36"H FACE FILLER	FACEFILL0436	\$98.00	\$196.00
1	CONTINUOUS HPL TOP WITH PVC EDGE WITH LOOSE BACKSPLASH	ECTBL-C-24228	\$2,637.00	\$2,637.00
TOTAL LIST				\$62,184.00



Jennifer T. Fowler, Library Director

88 Greene Avenue
Sayville, NY 11782
631-589-4440
www.sayvillelibrary.org

New Business

MEMO

To: Board of Trustees
From: Jennifer T. Fowler, Director
Date: November 14, 2022
Re: Approval of Purchase of New Flooring for Makerspace

Please see attached quotes from Milburn Flooring (amount of \$8,275.84) and R&D Carpet & Tile Corp. (amount of \$7,570.09). An attempt to obtain a third quote was unsuccessful.

We request for a motion for approval for the R&D Carpet & Tile Corp quote. A sample of the flooring will be provided at the Board Meeting.

Proposal # P2222363-1

9/16/2022

Sayville Library
88 Green Avenue
Sayville, NY 11782

Contact: Jennifer Fowler
Email: jennifer@sayvillelibrary.org
Phone: 631-589-4440 | Fax:

Job: Sayville Library - Maker Space and Elevator

Shaw Industries, Inc. OGS# PC69411 Contract

- **FURNISH**
I479V - OXIDIZED
Color: Travertine V-2
Shaw Industries, Inc. OGS# PC69411
650.00 SQFT @ \$4.20 \$2,730.00
- **INSTALL**
LVT Installation (no pattern; excludes materials)
Shaw Industries, Inc. OGS# PC69411
650.00 SQFT @ \$5.46 \$3,549.00
- **FURNISH & INSTALL**
4" Vinyl Base Installation (excludes materials)
Color: To Be Selected
Shaw Industries, Inc. OGS# PC69411
120.00 LNFT @ \$3.28 \$393.60
6" Base Material and Installation
- **FURNISH & INSTALL**
Carpet Demolition (standard)
Shaw Industries, Inc. OGS# PC69411
73.00 SQYD @ \$6.38 \$465.74
- **FURNISH & INSTALL**
Skimcoat - (LVT requires two skimcoats)
Shaw Industries, Inc. OGS# PC69411
650.00 SQFT @ \$1.75 \$1,137.50
NY State List Price \$2.75 per SF



Proposal # P2222363-1

NOTE: Library is Responsible for Removal and Replacement of Items.

Grand Total	\$8,275.84
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We at Milburn Mills look forward to serving your needs. If you have any questions or concerns, please feel free to contact me at the number listed. Thank you.

Sincerely,

Christine Hartt

Account Executive

(See next page for acceptance)



Proposal # P2222363-1

We hereby propose to furnish material and labor complete in accordance with the above specifications for the sum of: Eight Thousand Two Hundred Seventy Five Dollars and Eighty Four Cents.

All material is guaranteed to be as specified, and all work will be completed in a workman-like manner according to standard practices. Our installers are not responsible for the following:

1. The removal of plumbing fixtures, electrical fixtures, or gas appliances
2. The connecting and/or disconnecting of IT related equipment (computers, printers, etc.)
3. The cutting of doors
4. Obstacles and breakables which have not been cleared from the work area at the time of installation
5. Damage due to structural settling or movement

Customer understands that there may be dye-lot variations from samples. Carpet pile crushing, matting, soiling, roll marks or tile shade variations are not considered to be manufacturing defects. For Wood/Sports Flooring, customer is responsible for:

1. Removal of all gym equipment
2. Allowing a minimum of 72 hours of recovery time before any activities are resumed
3. Maintenance of athletic schedule to ensure all practices and activities will be held during appropriate times
4. Taking necessary precautions regarding fire alarms while work is being performed

Note: This proposal may be withdrawn by us if not accepted within 60 days.

TERMS & CONDITIONS: Payment shall be made to Milburn Sales Co. Inc., d.b.a. Milburn Flooring Mills, Copiague, New York 11726, for the amount owed as follows: 33% deposit required to proceed with sales order; 33% payment due prior to shipping; balance due upon job completion. Proper supporting documentation such as materials provided, services rendered, and certified payroll shall be provided with all payments. If any invoice is not paid when due, interest may be added to and payable on all overdue amounts at the maximum percentage allowed under applicable New York laws. Customer shall pay all costs of collection, including without limitation, reasonable attorney fees. Notification via certified mail of any concerns in quality of service or materials must be received immediately upon completion of service. Milburn Sales Co, Inc.'s acceptance of award or purchase order in no way indicates an agreement of issuers terms and conditions.

INSTALLATION WARRANTY: Milburn Flooring is proud to offer an extended 18-month guarantee on all new flooring installations. During this 18-month timeframe if an installation issue exists please contact your salesperson for assistance so we may schedule a site inspection to determine the appropriate corrective action. Delays in payment may result in cancellation of warranty work. All warranty issues that may be present in no way shall defer payment(s) due. Warranty work relating to Material Issues may require manufacturer inspection prior to work being performed. Performing work prior to manufacturer approval of warranty claim may void the warranty and all necessary work will be required to be paid by the customer. Please note: Installation issues that are reported outside the 18-month timeframe will be handled on a case by case basis and may constitute a new Proposal and Purchase Order prior to starting any work.

ACCEPTANCE OF PROPOSAL: The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Signature of Acceptance

Print Name

Date

Setting a Higher Standard in Floor Covering

20 35th Street, Copiague, NY 11726 • Tel: 631.842.1600 / Fax: 631.768.9056 • milburnflooring.com

Quotation

15928

9/14/2022

R & D CARPET & TILE CORP.
72 ROME STREET
FARMINGDALE, NY 11735
TEL. (631) 492-2020
FAX (631) 492-2121
EMAIL: info@RDCarpet.com
www.rdcarpetandtile.com

Bill To Sayville Library
88 Greene Ave
Sayville NY 11782
Tim Sicurella
Telephone (631) 589-4440
Fax (631) 589-6128

By Alan Rosengarten Ext 119
RE Flooring - Omnia Contract

Terms

Location Sayville Library
88 Greene Ave
Sayville NY 11782
Work Area Computer Lab/Maker Space
Contact Tim Sicurella
Telephone (631) 589-4440

Architect
Telephone
Drawing

Material	Color	Qty	Unit	Cost	Total
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WE WILL FURNISH AND INSTALL THE
FOLLOWING MATERIAL:

Milkliken Fortified Foundations 2.5 LVT 18x18 - Charlotte #CHT209		650	Sq Ft	3.53	2294.50
LVT Labor		650	Sq Ft	4.53	2944.50
LVT Adhesive		1	pails	136.89	136.89
Johnsonite 4" Vinyl Cove Base - Color TBD		120	Ln Ft	4.78	573.60
Rip up and disposal of existing Carpet and Base		70	Sq Yds	7.83	548.10
Floor Prep - Skim Coat		650	Sq Ft	1.65	1072.50

ALTERNATE - If Forbo Marmoleum Tile is selected
Graphite or Dove Blue in lieu of LVT, add \$1,670.50

Furniture to be moved by others

ALL WORK TO BE PERFORMED BY FORBO
CERTIFIED MASTER MECHANICS



Quotation

15928

9/14/2022

R & D CARPET & TILE CORP.
72 ROME STREET
FARMINGDALE, NY 11735
TEL. (631) 492-2020
FAX (631) 492-2121
EMAIL: info@RDCarpet.com
www.rdcarpetandtile.com

Bill To Sayville Library

TOTAL	\$7,570.09
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This Quote Excludes Off-Hours Work, Attic Stock, Phasing & Applicable Sales Tax.
Floor Preparation Is An Estimate. Additional Floor Preparation (If Required) Will Be Billed At \$4.00/Lb.
Please Note, Pricing Is Valid For 45 Days From Date Of Quote.

If accepted, please sign and fax back with PO# _____, BSR# _____ or Authorization# _____

If hard copy available, please fax also.

Signature

Print Name

Date





**Sayville
Library**

**Board of Trustees
Meeting**

**Miscellaneous
Library Information**

November 14, 2022



APPLICATION FOR USE OF SAYVILLE LIBRARY'S MEETING ROOM

Please complete this form and return to Library Administration for Board consideration and approval. All applications will be approved up to four (4) months only from the date of the application. A copy of documentation showing the organization's not-for-profit status and/or mission statement **must** be attached. The Library reserves the right to cancel reservations due to unexpected Library purposes or needs.

☒ Check here if this is your organization's first time filling out an application

1. Name of Organization The Neighborhood House
Address of Organization 132 Clyde Street, Suite 1B, West Sayville
2. Date(s) Requested Dec 6 012 Time Requested 6:00 pm to 7:30 pm
Dec 13
3. Nature of function (specify and describe) Cookie Exchange for our
past group members.
4. Expected number of participants 50
5. Please indicate items you will need for your meeting:
tables (max. 10) X chairs (max. 72) X movie screen

**All refreshment items are the responsibility of the organization/persons using the meeting room.
Arranging the room is the responsibility of the organization/persons using the space.**

6. Name of person making application (**LIBRARY DISTRICT RESIDENT ONLY**)

Name: Linda A Butelli

7. Name of adult supervisor(s) _____ Phone _____

☒ I have received a copy of the rules governing the use of Sayville Library's meeting room and agree to abide by them.

☐ I have supplied a Certificate of Insurance naming the Library and its Board of Trustees as additional insured, if required.

Signature of applicant Rani Goldman Date 11/4/22

Date submitted _____ Board decision date _____ Director decision date _____ Date notified _____

Room assignment: Meeting Rm. A ☐ Meeting Rm. B ☐ Meeting Rm. A&B ☐ Meeting Rm. C ☐
Group Study Rm. ☐ Conference Rm. ☐ Children's Activity Rm. ☐ Portico Room ☐

The Neighborhood House was created by community members concerned about the epidemic of people dying by suicide or drug overdose, and the absence of hope that is permeating our society. As professionals who work with bereaved individuals in a variety of fields, we know that grieving can be isolating and lonely, and very often it is not understood or supported. We set out to create a place where people can come together with others also grieving a loved one and learn about normal grieving, realize their own strength and capacity for growth, and begin to live again with hope.

Some of the services we provide include:

- Support groups for children and adults grieving the loss of a family member or loved one to suicide or overdose.
- Support groups for individuals grieving the loss of a family member or loved one due to COVID-19.
- Community workshops on suicide prevention, substance abuse awareness, social media safety, stress management, and grieving during the holidays.
- Balance For Health Care, lunch & heal sessions for front line health care workers in Suffolk County.
- Motivational speakers in schools focusing on resilience and empowering student voice.

Through our support groups we provide a unique community experience in which participants share a home-cooked dinner together through the generosity of community volunteers, engage in professionally-led support groups with peers, and work cooperatively in expressive art activities together before returning home. Our groups meet weekly for 8-week cycles throughout the year. Participants can sign up as many times as they want or need. There is never a cost to participate. Connections traditionally runs in multiple locations in Suffolk County and soon to be in Nassau County. At this time, Connections and Connections-COVID support groups are offered virtually and we welcome calls for more information.

We believe that by connecting with one another, we can restore hope, and with the restoration of hope, people will heal.