

There will be a Regular Meeting of the Board of Trustees of the Brentwood Public Library on Thursday, October 27, 2022, at the Brentwood Public Library, 34 Second Avenue, Brentwood, NY 11717.

AGENDA

M	S	A

- I. Call to Order
- II. Pledge of Allegiance
- III. Public Expression
- IV. Approval of Agenda
- V. Approval of Minutes
- VI. Correspondence
- VII. Financial
 - a. Financial Report – September, 2022
 - b. Collateral Report – September, 2022
 - c. Bills for October, 2022
- VIII. Reports
 - a. Board
 - b. Director
 - c. Assistant Director
 - d. Business Manager
 - e. Attorney
 - f. Approval of Personnel Changes
- IX. Unfinished Business
- X. New Business
 - a. Proposed SCLS Resource Sharing Code Amendments
- XI. Other
- XII. Suggestion Box
- XIII. Public Expression
- XIV. The next meeting of the Board of Trustees will be on Thursday, November 17, 2022 at 5:30 pm. Bills for November will be reviewed by Ms. Dorina Barksdale
- XV. Executive Session for Personnel & Legal Matters
- XVI. Adjournment

Brentwood Public Library
Board of Trustees Monthly Meeting Minutes
September 29, 2022

Present:

Mary Reid, President
Ellen Edelstein, Vice President
Francis Picart, Trustee
William Menendez, Trustee
Dorina Barksdale, Trustee

Absent with notice: None

Public Attendance: Kris Schumacher

Thomas Tarantowicz, Director,
Xibe Solis, Assistant Director,
Matthew Morley, Business Manager

Also Present:

Miranda Hatziangelou, Board Secretary
Tia Johnson, Office Assistant

I. Call to Order

The meeting was called to order at 5:30 pm by Board President Mary Reid.

II. Pledge of Allegiance, led by Francis Picart

III. Public Expression

The floor was opened to public expression. There was none.

IV. Approval of Agenda

Board President Mary Reid moved, Ellen Edelstein seconded, to accept the agenda as presented. All in favor.

V. Approval of Minutes

a. Ellen Edelstein moved, Francis Picart seconded, to accept the minutes of the July 6, 2022 re-organization meeting. All in favor.

b. Dorina Barksdale moved, William Menendez seconded, to accept the minutes of the July 6, 2022 board meeting, as amended. All in favor.

VI. Correspondence

Library Director Thomas Tarantowicz presented to the Board a thank you card from the family of Terry Wagner, former Trustee, for the condolences and flowers sent them on the occasion of the passing of their loved one, a thank you card from Vivian Hart for attending the PRONTO Gala, and a plaque recognizing the Brentwood Public Library's Silver Lifetime Membership of the NAACP.

VII. Financial

- a) Francis Picart moved, Wiliam Menendez seconded, to accept the Treasurer's Monthly Reports for May, June and July 2022, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- b) Dorina Barksdale moved, Ellen Edelstein seconded, to accept the Financial Reports for June, July and August 2022, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- c) Ellen Edelstein moved, Francis Picart seconded, to accept the Collateral Reconciliation Reports dated June, July and August, 2022, as per review and recommendation of the Business Manager, Matthew Morley. All in favor.
- d) Bills for the month of July 2022 were audited by Ellen Edelstein. Ms. Edelstein moved, Dorina Barksdale seconded, to approve the expenditures in the amount of \$658,775.20. All in favor.
- e) Bills for the month of August 2022 were audited by William Menendez. Mr. Menendez moved, Ellen Edelstein seconded, to approve the expenditures in the amount of \$617,036.49. All in favor.
- f) Bills for the month of September 2022 were audited by Ms Mary Reid. Mrs. Reid moved, William Menendez seconded, to approve the expenditures in the amount of \$577,256.27. All in favor.

VIII. Reports

- a. Board Members reported on meetings and library events attended. Ellen Edelstein attended the Brentwood Public Library's outdoor concerts, several Senior Citizen's Meetings, the Sisters of St. Joseph event, and several Parade Committee meetings where the next Marshal was chosen to be SCCC's Dr. Ed Bonohue. Ms. Edelstein also attended SCLS functions and meetings, several Historical Society meetings, the meetings in preparation for the Chamber of Commerce Gala, which was, by the way a huge success, Terry Wagner's wake, an Eagle Scout Court of Honor, National Night Out at the Brentwood Public Library, a dedication ceremony at the Smithtown Library in honor of Assistant Director Xibe Solis' late father, an function for Senator

Boyle, a function for Senator Weik, the ROBS meeting and Maria Regina Board meeting. Francis Picart attended an SCLS Meeting, the NAACP Festival, which was very nice, and the Legislative Breakfast. William Menendez had nothing to report. Dorina Barksdale attended the Chamber of Commerce meeting, tended to the Community Garden and Carwash Fundraiser, the Town of Islip Recognition event, the Garden Harvesting, Movie Night at the Brentwood Public Library, and the Islip Housing Authority meeting.

- b. The Director's report was accepted. Library Director Thomas Tarantowicz attended the Legislative breakfast with Francis Picart, whose seat on the SCLS Board is up for election; the nominating caucus will take place before the next board meeting, on October 27th, 2022 at 5:15pm, if anyone should choose to attend. The Library's renovation project, which will include the septic systems, parking lots, and outdoor areas, is on course, the plans are expected to be complete soon and will hopefully be presented to the Board, the public and to the NYS Dormitory Authority before the end of this year. Finally, Library Director Thomas Tarantowicz discussed that just this morning, the Brentwood Public Library was certified as a "Sustainable Library," the thirteenth Library to ever earn this designation through the Sustainable Libraries Initiatives Sustainable Libraries Certification Program, a program recognized by the International Federation of Library Associations at the 2019 World Congress in Athens, Greece and the first program in the United States to be honored through their "Green Libraries" Award.

- c. The Assistant Director's report was accepted. Assistant Library Director Xibelualka Solis discussed Assemblyman Keith Brown's visit this past Tuesday. The Assemblyman procured \$25,000 in grant money for the Brentwood Public Library that went toward the creation of an Adult/teen makerspace, and was invited to come see it completed.

- d. The Business Manager's report was accepted. Business Manager Matthew Morley discussed the nearly completed annual audit, and that, while the HVAC issues the Library had been having were addressed, we are now preparing the heating system for the upcoming winter.

- e. The Library Attorney's report. There was none.

- f. Personnel report:
Ellen Edelstein moved, William Menendez seconded, to accept personnel changes as reported. All in favor.

IX. Unfinished Business. There was none.

X. New Business

a. Approval of Diversity, Inclusion & Equality Policy.

Ellen Edelstein moved, Dorina Barksdale seconded, to approve the Diversity, Inclusion & Equality Policy as presented. All in favor.

b. Approval of Sustainability & Environmental Policy.

Francis Picart moved, William Menendez seconded, to approve the Sustainability & Environmental Policy as presented. All in favor.

XI. Other. There was none.

XII. Suggestion Box. Suggestions were read to the Board by Assistant Library Director Xibelualka Solis, and included several patrons noting how helpful the Brentwood Public Library staff are, and how pleasant their visit to the Library was, including a thank you specifically for Librarian Peter Carmona and another for Librarian James Klopp. Other suggestions included a complaint that some books are too high for seniors, while others are too low, a request to bring back Hogs Farm Museum passes, to reinstate the ability to pay in cash or with a check/money order, to move Audiobooks to higher shelves, to provide paper towels by the water fountain, to increase the time of use allowed on the computers, to provide more copy machines and/or a fax machine separate from the copy machine, that the Library hours be posted on the front door, that the Library have more toys/games/movies, a request for a Yu-Ghi-Oh Tournament, that the Library have more available social worker hours, and a complaint that the building was too warm during a fingerpainting workshop.

XIII. Public Expression. There was none

XIV. Date/Time of next board meeting

The next regular meeting of the Board of Trustees will take place on Thursday, October 27, 2022 at 5:30 pm.

XV. Executive Session

Board President Mary Reid moved to adjourn the meeting to Executive Session for legal matters/personnel matters at 6:10 pm. All in favor.

Board President Mary Reid moved to reconvene the meeting at 6:38 pm.

XVI. Adjournment

There being no further business Board President Mary Reid moved to adjourn the meeting at 6:39 pm.

Respectfully submitted

Miranda Hatziangelou

Secretary to the Board

Tia J. Johnson

Assistant Secretary to the Board

BRENTWOOD PUBLIC LIBRARY - GENERAL FUND

Revenues & Expenditures (unaudited)

Month of September 2022

Fiscal Year-to-Date : July 1, 2022 to September 30, 2022

	Actual	Percent	Actual	Budget	Difference	Percent
Revenues						
119801 · Local Public Funds	\$ 608,738.92	7.78%	\$ 1,901,650.04	\$ 7,829,867.00	\$ (5,928,216.96)	24.29%
119811 · Library Fines	\$ 160.57	100.00%	\$ 437.68	\$ -	\$ 437.68	100.00%
119812 · Library Replacement Charges	\$ 87.95	100.00%	\$ 1,202.10	\$ -	\$ 1,202.10	100.00%
119821 · Other Receipts	\$ 3,214.01	12.86%	\$ 14,113.01	\$ 25,000.00	\$ (10,886.99)	56.45%
119831 · Federal & State Aid	\$ -	0.00%	\$ 24,031.00	\$ 25,000.00	\$ (969.00)	96.12%
119908 · Interest Income	\$ 114.86	100.00%	\$ 539.62	\$ -	\$ 539.62	100.00%
Total Revenues	\$ 612,316.31	7.77%	\$ 1,941,973.45	\$ 7,879,867.00	\$ (5,937,893.55)	24.65%
Expenditures						
110140 · Salaries & Wages	\$ 504,583.96	11.19%	\$ 1,173,077.93	\$ 4,509,793.00	\$ (3,336,715.07)	26.01%
111900 · Employee Benefits	\$ 111,940.19	5.74%	\$ 338,456.49	\$ 1,950,074.00	\$ (1,611,617.51)	17.36%
113440 · Professional Fees	\$ 3,687.18	2.93%	\$ 18,415.37	\$ 126,000.00	\$ (107,584.63)	14.62%
113450 · Professional Development	\$ 5,045.00	14.84%	\$ 13,457.65	\$ 34,000.00	\$ (20,542.35)	39.58%
113900 · Library Programs & Activities						
112102 · History Programs	\$ -	0.00%	\$ 450.00	\$ 2,500.00	\$ (2,050.00)	18.00%
112103 · ADULT PROGRAMS	\$ 3,310.00	6.97%	\$ 8,225.00	\$ 47,500.00	\$ (39,275.00)	17.32%
112104 · JUVENILE PROGRAMS	\$ 3,653.00	18.27%	\$ 7,587.00	\$ 20,000.00	\$ (12,413.00)	37.94%
112105 · YA PROGRAMS	\$ 900.00	6.00%	\$ 1,400.00	\$ 15,000.00	\$ (13,600.00)	9.33%
112106 · Career & Learning Programs	\$ 400.00	4.00%	\$ 400.00	\$ 10,000.00	\$ (9,600.00)	4.00%
112107 · Maker Space Programs	\$ 200.00	100.00%	\$ 200.00	\$ -	\$ 200.00	100.00%
112111 · General Activities	\$ -	0.00%	\$ -	\$ 5,000.00	\$ (5,000.00)	0.00%
Total 113900 · Library Programs & Activities	\$ 8,463.00	8.46%	\$ 18,262.00	\$ 100,000.00	\$ (81,738.00)	18.26%
114001 · Library Collection & Materials						
114901 · General & All Patrons	\$ 3,477.18	2.17%	\$ 33,060.96	\$ 160,000.00	\$ (126,939.04)	20.66%
114903 · Adult & Reference	\$ 12,092.19	10.99%	\$ 46,646.53	\$ 110,000.00	\$ (63,353.47)	42.41%
114904 · Children	\$ 6,060.04	10.10%	\$ 11,006.03	\$ 60,000.00	\$ (48,993.97)	18.34%
114905 · Young Adult	\$ 3,658.78	12.20%	\$ 7,709.89	\$ 30,000.00	\$ (22,290.11)	25.70%
114906 · Career & Learning	\$ 2,343.31	11.72%	\$ 3,150.53	\$ 20,000.00	\$ (16,849.47)	15.75%
Total 114001 · Library Collection & Materials	\$ 27,631.50	7.27%	\$ 101,573.94	\$ 380,000.00	\$ (278,426.06)	26.73%
115000 · Library Operations	\$ 30,762.65	8.10%	\$ 95,926.55	\$ 380,000.00	\$ (284,073.45)	25.24%
117000 · Building Operations	\$ 31,284.19	7.82%	\$ 89,109.37	\$ 400,000.00	\$ (310,890.63)	22.28%
Total Expenditures	\$ 723,397.67	9.18%	\$ 1,848,279.30	\$ 7,879,867.00	\$ (6,031,587.70)	23.46%
Revenue in excess (deficit) of Expenditures	\$ (111,081.36)	100.00%	\$ 93,694.15	\$ -	\$ 93,694.15	100.00%

**Brentwood Public Library
Collateralization of Deposits
9/30/2022**

<u>HSBC Bank</u>	
<u>Checking & Demand Account(s)</u>	
General Fund - Accounts Payable #7518	\$ 64,977.76
General Fund - Pre-Paid #7500	1,326.14
Capital Improvement Fund - Accounts Payable #7488	1,001,033.39
Grant Fund - Accounts Payable #7526	68,578.87
Special Bequest Fund - Accounts Payable #7496	102,276.86
<u>Timed & Savings Account(s)</u>	
Money Market Depository Account #7372	\$ 3,462.25
Total Deposits held by HSBC Bank	<u>\$ 1,241,655.27</u>
FDIC coverage of Checking & Demand Accounts	250,000.00
FDIC coverage of Timed & Savings Account	<u>3,462.25</u>
Deposits not insured by FDIC	<u>\$ 988,193.02</u>

<u>BNY Mellon Bank</u>	
U.S. Treasuries (Bills, Notes, Bonds, etc.)	\$ 1,006,615.35
State and Municipal Bonds	<u>-</u>
Total value of eligible securities under NY Gen Mun L § 10 (2015) held as collateral by Third Party Custodian	<u>\$ 1,006,615.35</u>

<u>Compliance</u>	
Collateral assets to uninsured deposits ratio	101.86%
Collateral assets in excess of uninsured deposits	\$ 18,422.33
Collateral assets to uninsured deposits required ratio	102.00%
Collateral assets requirement	\$ 1,007,956.88
Collateral shortfall of requirement	\$ (1,341.53)

**Brentwood Public Library
Collateralization of Deposits
9/30/2022**

<u>M&T Bank</u>	
<u>Checking & Demand Account(s)</u>	
BPL Public Fund Deposits #8834	\$ 3,909,332.50
Total Deposits held by People's United Bank	<u>\$ 3,909,332.50</u>
FDIC coverage of Checking & Demand Accounts	<u>250,000.00</u>
Deposits not insured by FDIC	\$ 3,659,332.50

<u>BNY Mellon Bank</u>	
U.S. Treasuries (Bills, Notes, Bonds, etc.)	\$ 3,732,848.72
State and Municipal Bonds	<u>-</u>
Total value of eligible securities under NY Gen Mun L § 10 (2015) held as collateral by Third Party Custodian	\$ 3,732,848.72

<u>Compliance</u>	
Collateral assets to uninsured deposits ratio	102.01%
Collateral assets in excess of uninsured deposits	\$ 73,516.22
Collateral assets to uninsured deposits required ratio	102.00%
Collateral assets requirement	\$ 3,732,519.15
Collateral in excess of requirement	\$ 329.57

BRENTWOOD PUBLIC LIBRARY
Disbursements and Expenditures
October 2022

General Fund

Payroll	9/30/2022	\$	170,036.46
Payroll	10/14/2022	\$	167,695.41
Payroll	-	\$	-
Accounts Payable checks (HSBC)		\$	48,345.27
Prepaid checks (HSBC)		\$	347.91
Accounts Payable checks (People's United)		\$	159,529.30
Petty Cash		\$	-

Grant Fund

Accounts Payable checks (HSBC)		\$	-
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Capital Improvement Fund

Accounts Payable checks (HSBC)		\$	24,489.55
Ck # 1314 7/27/22 Fidele Construction Inc.		\$	34,100.00

Special Bequest Fund

Accounts Payable checks (HSBC)		\$	-
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\$ 604,543.90

BRENTWOOD PUBLIC LIBRARY-GENERAL FUND
Check register for the month of
October 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
110701 · HSBC A/P CHECKING #7518			
10/06/2022	74754	ADELE BENNETT	-714.30
10/06/2022	74755	ADMIN PARTNERS, LLC.	-12.50
10/06/2022	74756	CANDIDA GARTNER	-510.30
10/06/2022	74757	CLAUDIA LIGGIO	-510.30
10/06/2022	74758	CSEA LIFE INSURANCE	-911.55
10/06/2022	74759	CYNTHIA DOUGHERTY (1)	-510.30
10/06/2022	74760	DE LAGE LANDEN FINANCIAL SERVICES	-256.13
10/06/2022	74761	DESIDERIO GOMEZ	-510.30
10/06/2022	74762	DIANE CATANZARO (1)	-510.30
10/06/2022	74763	DIANE GORMAN	-510.30
10/06/2022	74764	DOMINICK LIGGIO	-510.30
10/06/2022	74765	EDANA CICHANOWICZ	-714.30
10/06/2022	74766	EDWARD T. LENIHAN, JR.	-510.30
10/06/2022	74767	EMIGDIA BONILLA	-510.30
10/06/2022	74768	FABIOLA D'ACHIARDI	-510.30
10/06/2022	74769	JOSEPH DIPAOLO	-510.30
10/06/2022	74770	JUAN RIVERA	-295.50
10/06/2022	74771	LINDA MANFRE -	-510.30
10/06/2022	74772	LORRAINE J. MALONEY	-510.30
10/06/2022	74773	MARCIA PRYLUCK	-714.30
10/06/2022	74774	MARCIA RILEY	-510.30
10/06/2022	74775	MARCY KUPFERMAN	-510.30
10/06/2022	74776	MARGARET BRITTON	-510.30
10/06/2022	74777	MARY ANN KOFERL	-714.30
10/06/2022	74778	MARY JANE BECK (1)	-510.30
10/06/2022	74779	MARY JEAN GERKE	-510.30
10/06/2022	74780	MARY JOSEPHINE LENIHAN	-510.30
10/06/2022	74781	MARY TRUSINSKI	-510.30
10/06/2022	74782	MOISES BONILLA	-510.30
10/06/2022	74783	MONA PIERRE-LOUIS	-510.30
10/06/2022	74784	MONICA A. POWERS	-714.30
10/06/2022	74785	NORMAN KUPFERMAN	-510.30
10/06/2022	74786	OPTIMUM (1)	-1,091.53
10/06/2022	74787	PATRICK PIERRE-LOUIS	-510.30
10/06/2022	74788	PHILIP TRUSINSKI	-510.30
10/06/2022	74789	PITNEY BOWES GLOBAL FINANCIAL	-203.61
10/06/2022	74790	PSEGLI - S	-15.53
10/06/2022	74791	READY REFRESH BY NESTLE	-104.37

BRENTWOOD PUBLIC LIBRARY-GENERAL FUND
Check register for the month of
October 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/06/2022	74792	RHEA POLLOCK (1)	-510.30
10/06/2022	74793	ROBIN NORRIS (1)	-510.30
10/06/2022	74794	ROSE CURTO	-510.30
10/06/2022	74795	ROSEMARIE HALLAS	-510.30
10/06/2022	74796	ROYAL STAR ASSOCIATES	-630.00
10/06/2022	74797	T-MOBILE	-399.20
10/06/2022	74798	THE NEW YORK TIMES (1)	-80.00
10/06/2022	74799	THOMAS A, GORMAN	-510.30
10/06/2022	74800	TIMOTHY P. DOUGHERTY	-510.30
10/06/2022	74801	VAUGHAN MALONEY	-510.30
10/06/2022	74802	VIVIAN MARTINEZ (1)	-510.30
10/06/2022	74803	WILLIAM CICHANOWICZ	-714.30
10/06/2022	74804	WINTERS BROS. HAULING OF LI, LLC	-414.07
10/14/2022	74805	DAILY NEWS	-85.00
10/14/2022	74806	Home Depot Credit Services	-70.78
10/14/2022	74807	NYS UNEMPLOYMENT INSURANCE	-572.00
10/14/2022	74808	PITNEY BOWES PURCHASE POWER	-400.00
10/14/2022	74809	Suburban Exterminating Service, Inc.	-321.71
10/21/2022	74810	KONICA MINOLTA BUSINESS SOLUTIONS USA,	-743.72
10/21/2022	74811	A MANO BAKING COMPANY	-250.00
10/21/2022	74812	A TIME FOR KIDS, INC.	-450.00
10/21/2022	74813	ALEC FERRETTI	-100.00
10/21/2022	74814	AMERICAN LIBRARY ASSOCIATION- PURCHASE	-57.51
10/21/2022	74815	AMERICAN LIBRARY ASSOCIATION (MEMBER)	-366.00
10/21/2022	74816	AMY VAIL	-225.00
10/21/2022	74817	ANTHONY DAVID SETTEDUCATI	-300.00
10/21/2022	74818	BOSSLASER	-899.00
10/21/2022	74819	CCP SOLUTIONS, LLC	-62.64
10/21/2022	74820	CHARLES CORNETTA	-833.33
10/21/2022	74821	CONSTANCE T. HAYDOCK, LANDSCAPE ARCHITECT	-500.00
10/21/2022	74822	CORNELL COOPERATIVE EXT SUFF CTY	-175.00
10/21/2022	74823	DATA SHREDDING SERVICE, INC.	-605.00
10/21/2022	74824	DEMCO, INC.	-90.80
10/21/2022	74825	DISCOUNT SCHOOL SUPPLY	-110.12
10/21/2022	74826	DONNA COANE	-200.00
10/21/2022	74827	DOREEN MCILWAINE	-300.00
10/21/2022	74828	EMILY KAZANECKI	-20.13
10/21/2022	74829	ERIC M. HOFMEISTER	-666.67
10/21/2022	74830	FIRST UNUM LIFE INSURANCE CO.	-207.12

BRENTWOOD PUBLIC LIBRARY-GENERAL FUND
Check register for the month of
October 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/21/2022	74831	FUN EXPRESS, LLC	-682.85
10/21/2022	74832	GARLAND FIRE SYSTEMS	-210.00
10/21/2022	74833	HOME HEALTH AND SPIRIT CORPORATION	-250.00
10/21/2022	74834	HOOPLA - MIDWEST	-346.18
10/21/2022	74835	HUB DIRECTION USA	-475.00
10/21/2022	74836	Information Today Inc.	-319.73
10/21/2022	74837	INNER STRENGTH ACUPUNCTURE, P.C.	-225.00
10/21/2022	74838	ISLAND ELEVATOR	-268.00
10/21/2022	74839	JESSICA DAMIANO	-400.00
10/21/2022	74840	JON KNOWS HOW LLC	-200.00
10/21/2022	74841	JONATHAN SHEA	-150.00
10/21/2022	74842	KELLY GORDON	-225.00
10/21/2022	74843	KRISTEN BREWI	-125.00
10/21/2022	74844	Lakeshore Learning Materials	-302.10
10/21/2022	74845	LESLIE CORTEZ-MINERA	-100.00
10/21/2022	74846	LISAMARIE CURLEY	-280.00
10/21/2022	74847	NICOLE J. CHRISTIAN	-345.00
10/21/2022	74848	QUILL CORPORATION	-1,292.18
10/21/2022	74849	QUOGUE WILDLIFE REFUGE	-300.00
10/21/2022	74850	ROBERT OTTONE	-600.00
10/21/2022	74851	S & S Worldwide, Inc.	-680.25
10/21/2022	74852	SCORE LONG ISLAND	-200.00
10/21/2022	74853	SCOTT BENDJY	-75.00
10/21/2022	74854	SHARPER TRAINING SOLUTIONS, INC.	-880.00
10/21/2022	74855	Suffolk Cooperative Library System	-250.00
10/21/2022	74856	THE BAKING COACH, INC.	-465.00
10/21/2022	74857	THE META ESPORTS & GAMING, LLC	-500.00
10/21/2022	74858	THE NEW YORK CITY MARIACHI INC.	-850.00
10/21/2022	74859	THOMSON REUTERS WEST	-540.30
10/21/2022	74860	TRAVELINGARTPROGRAMS LLC	-295.00
10/21/2022	74861	ULINE	-972.62
10/21/2022	74862	VANDERBILT MUSEUM	-600.00
10/21/2022	74863	WOODS MENS & BOYS CLOTHING	-539.84
10/21/2022	74864	THE META ESPORTS & GAMING, LLC	-250.00
Total 110701 · HSBC A/P CHECKING #7518			-48,345.27

BRENTWOOD PUBLIC LIBRARY-GENERAL FUND
Check register for the month of
October 2022

Date	Num	Name	Amount
110702 · HSBC PREPAID #7500			
10/06/2022	1378	Costco Wholesale Membership	-234.20
10/13/2022	1379	Costco Wholesale Membership	-53.95
10/21/2022	1380	Costco Wholesale Membership	-59.76
Total 110702 · HSBC PREPAID #7500			-347.91
110704 · M&T / People's United #8834			
10/05/2022	1023	CSEA, INCORPORATED	-3,475.83
10/05/2022	1024	PSEGLI - L	-25,328.35
10/14/2022	1025	BOSSLASER	-5,525.00
10/14/2022	1026	CAPITAL ONE BANK	-6,312.82
10/14/2022	1027	STANDARD SECURITY LIFE INS CO	-4,538.91
10/14/2022	1028	UTICA NATIONAL INSURANCE CO.	-29,124.00
10/21/2022	1029	BAKER & TAYLOR	-11,913.83
10/21/2022	1030	Dell Marketing L.P.	-13,650.75
10/21/2022	1031	GREY HOUSE PUBLISHING	-3,295.00
10/21/2022	1032	MIDWEST TAPE	-3,247.72
10/21/2022	1033	P. A.L.S (SCLS)	-7,670.84
10/21/2022	1034	GOVCONNECTION	-2,066.73
10/21/2022	1035	AMAZON	-9,125.43
10/21/2022	1036	CDW-GOVERNMENT INC.	-1,715.33
10/21/2022	1037	BUDGET LIBRARY SUPPLIES	-2,797.00
10/21/2022	1038	Ocean Janitorial Supply	-1,844.65
10/21/2022	1039	LPS OFFICE INTERIORS	-27,897.11
Total 110704 · M&T / People's United #8834			-159,529.30
TOTAL			-208,222.48

BRENTWOOD PUBLIC LIBRARY - CAPITAL FUND
Check register for the month of
As of October 31, 2022

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Credit</u>
13-0701 · HSBC A/P CHECKING #7488 (HSBC A/P CHECKING)			
10/14/2022	MMJ ELECTRICAL INC.	1318	4,000.00
10/14/2022	BEATTY HARVEY COCO ARCHITECTS, LLP	1319	20,489.55
Total 13-0701 · HSBC A/P CHECKING #7488 (HSBC A/P CHECKING)			24,489.55
TOTAL			24,489.55

PERSONNEL CHANGES

October 27, 2022

PROMOTIONS:

Juan Delgado, Library Clerk, P/T, \$16.98/hr, effective October 10, 2022

James R. Klopp, Librarian I (Reference), F/T, \$62,335.00, effective October 5, 2022

Cinthya Castillo, Librarian I (Literacy), F/T, \$61,115.60, effective June 2, 2022

RESIGNED:

Destiny Flores, Library Clerk, P/T, effective November 2, 2022

Michele Daniels, Librarian I (Children's), P/T, effective November 12, 2022



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

September 13, 2022

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

Re: Proposed Resource Sharing Code Amendments

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

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

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

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

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

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



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

BALLOT

To: SCLS DIRECTOR'S OFFICE

At the Board meeting held _____ the _____

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

Accept _____

Reject _____

Signed _____
Library Director

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

**SUFFOLK COOPERATIVE
LIBRARY SYSTEM**

*Resource
Sharing
Code*

ADOPTED 6/84

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

SCLS RESOURCE SHARING CODE

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

SCLS RESOURCE SHARING CODE

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

INTRODUCTION

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

Resource Sharing has three components:

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

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

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

I. DIRECT ACCESS

A. Member Library Responsibilities

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

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

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

B. SCLS Responsibilities

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

II. INTERLIBRARY LOAN

A. Member Library Responsibilities

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

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

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

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

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

B. SCLS Responsibilities

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

III. IN-LIBRARY/ON-SITE USE

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

IV. SYSTEM-WIDE SERVICES

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

V. MAINTENANCE OF UNION CATALOG and COUNTYWIDE PATRON DATABASE

A. Member Library Responsibilities

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

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

B. SCLS Responsibilities

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

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

VI. **CODE OBSERVANCE AND REVISION**

A. Member Library Responsibilities

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

B. SCLS Responsibilities

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

APPENDIX I

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

(a) Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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