

**NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**  
Meeting of November 15, 2005 Approved

The regular monthly meeting of the Board of Trustees of the Northport-East Northport Public Library was held on November 15, 2005 in the Conference Room of the Northport Library.

**1) CALL TO ORDER**

Ruth McKay called the meeting to order at 10:00 AM. Also attending were C. Annette Carr, Elizabeth McGrail, William Martin, Robert Little, Director Stephanie Heineman, Assistant Director Eileen Minogue, and Assistant Director James Olney.

Henry Graber and Don Fischer of Graber & Co., library accountants, attended.  
Douglas McNally, library counsel, attended.

**2) MINUTES OF PREVIOUS MEETING**

Mr. Little moved to approve the minutes of October 18, 2005 as amended, seconded by Mr. Martin and unanimously carried.

**3) FINANCIAL SECRETARY & TREASURER'S REPORT**

**A. Acceptance of Auditor's Report on Examination**

Mr. Martin moved to accept the Auditor's Report on Examination, Henry Graber & Co., seconded by Mr. Little and unanimously carried.

Mr. Little moved to establish a requirement for a second signature on checks over \$8,000. to be signed by a designated trustee or Assistant Director James Olney. The designated Trustee, December 1, 2005 – June 30, 2008, Elizabeth McGrail, seconded by Mr. Martin and unanimously carried.

**B. Approval of warrants**

Mrs. McGrail moved to approve warrant for \$231,094.27, page 3536, seconded by Mrs. Carr and unanimously carried.

Mrs. Carr moved to approve warrant for \$63,085.55, page 3537, seconded by Mr. Little and unanimously carried.

Mr. Little moved to approve warrant for \$800.00, page 3538, COURTYARD FUND, seconded by Mr. Martin and unanimously carried.

Mr. Martin moved to approve warrant for \$235,677.08, page 3539, seconded by Mrs. McGrail and unanimously carried.

The Board accepted the payroll for the period ending:

October 21, 2005	Page 1871	\$181,588.35
November 4, 2005	Page 1872	174,068.13

4) COMMUNICATIONS

The Bellomo family's letter and contribution for the courtyard.

Letter from the law office of Henry Lung regarding his client Jonathan Canales request for restitution in an arson incident at the library on January 2, 2005.

5) DIRECTOR'S REPORT

The Director's Report was given orally. In addition to the packet she reported on the following:

Author Gordon Korman's program was well received.

The Superintendents Conference Day was attended by Assistant Director James Olney, Head of Reference Nancy Morcerf and Head of Youth Services Doris Gebel. They presented a workshop entitled Homework Begins At NENPL.ORG.

6) PERSONNEL REPORT

Mrs. Carr moved to approve "C" Resignations in the Personnel Report, seconded by Mr. Little and unanimously carried. Page Attached

PERSONNEL REPORT ADDENDUM

Mr. Little moved to approve "C" Resignations in the Personnel Report, seconded by Mrs. McGrail and unanimously carried. Page Attached

8) SUFFOLK COOPERATIVE LIBRARY SYSTEM

Bruce E. Massis, Director of the Suffolk Cooperative Library System, has tendered his resignation.

A. Return on Investment Report

SCLS has presented the first SCLS Return on Investment (ROI) Report covering the period of July 2004 – June 2005.

B. SCLS Proposed 2006 Operating Budget

Mr. Martin moved to approve the SCLS Proposed 2006 Operating Budget, seconded by Mrs. McGrail and unanimously carried. 4 Pages Attached

9) UNFINISHED BUSINESS

B. Library Courtyard

Comments from our patrons show that they are very happy with the new courtyard.

10) OTHER

Trustee William Martin will be resigning his position as Library Trustee as of December because he is relocating. Mrs. Heineman, Director, expressed her gratitude and appreciation for his efforts as a member of the Board.

11) DATE OF NEXT MEETING

Tuesday, December 20, 2005 at 10:00 AM - Regular meeting

12) EXECUTIVE SESSION

Mrs. McGrail moved to go out of the regular meeting and convene in Executive Session to discuss the staff contract, seconded by Mrs. Carr and unanimously carried.

13) ADJOURNMENT

Mrs. McGrail moved to go out of the Executive Session, return to the Regular Meeting and adjourn, seconded by Mrs. Carr and unanimously carried.

Respectfully submitted,

*Elizabeth A. McGrail*

Elizabeth McGrail  
Secretary

**PERSONNEL REPORT**  
Approval of the Following Personnel Matters  
November 15, 2005

**A. Salary Increase**

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

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
Richard Beadon	Page/Step 1	Reference – Npt	10/27/05

**D. Retirement**

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

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**PERSONNEL REPORT  
ADDENDUM**

Approval of the Following Personnel Matters  
November 15, 2005

**A. Salary Increase**

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

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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**C. Resignations**

<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Nancy Chu	PT Librarian I/Step 7	Reference – Npt	12/02/05
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**D. Retirement**

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


<u>Name</u>	<u>Position &amp; Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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## Suffolk Cooperative Library System

627 NORTH SUNRISE SERVICE ROAD / PO BOX 9000 / BELLPORT, NY 11713-9000  
TEL: 631-286-1600 FAX: 631-286-1647  
[www.suffolk.lib.ny.us](http://www.suffolk.lib.ny.us)

November 3, 2005

To: Member Library Directors;  
Boards of Trustees  
From: Bruce E. Massis   
Re: Proposed SCLS 2006 Operating Budget

At its meeting of November 2, 2005 the SCLS Board of Trustees approved the enclosed SCLS 2006 Operating Budget and authorized its submission for member library approval.

With the exception of a few minor adjustments in the chart of member financial participation this budget is the same sent to you and reviewed at individual meetings and the budget hearings throughout the County.

Often we are asked why every library does not have the same increase. The reason is that member library financial participation is determined by both population served and expenditures for the prior year (2004). If your library's disbursements (less capital costs and debt service) increased more than the average or if your population increased due to your share of library service contracts, your contribution increase will be greater than the average.

If possible, please address this issue at your next Board meeting and return the enclosed ballot to SCLS as soon as possible. Should you have any questions, please feel free to call.

Thank you for your continued support of SCLS.

LINE	DESCRIPTION	2005	2006	2007	2008	2009	2010
100	GENERAL						
101	PERSONNEL						
102	OPERATING						
103	DEPRECIATION						
104	MAINTENANCE						
105	TRAVEL						
106	COMPUTER						
107	TELEPHONE						
108	POSTAGE						
109	RENT						
110	INSURANCE						
111	SECURITY						
112	TRAINING						
113	CONFERENCES						
114	OTHER						
199	TOTAL						

**SCLS**

**2006 PROPOSED BUDGET**

**SEPTEMBER 26, 2005**

## 2006 PROPOSED BUDGET INCOME

	2004	2005	2006	\$
SOURCE				CHANGE
N. Y. State	2,285,292	2,285,292	2,285,292	0
Local Sponsor Aid	298,656	298,656	298,656	0
Outreach	214,842	214,842	214,842	0
Interest	80,000	38,000	38,000	0
Rental	9,120	9,120	9,120	0
Delivery Service	15,600	15,600	19,800	4,200
Mailing Overdues (PALS)	88,000	88,000	88,000	0
LI Talking Book Library	100,000	110,000	115,000	5,000
VRC Services		685,000	685,000	0
Miscellaneous	29,178	29,178	29,178	0
Printing	28,000	28,000	28,000	0
Contributions	4,000	4,000	4,000	0
Programs	6,000	6,000	6,000	0
Library Contract Service	148,158	127,826	164,884	37,058
Telecommunication Rebate	30,000	30,000	30,000	0
SCLS Retirement Designated Fund (Transfer)	0	8,037	0	(8,037)
PRI/Member Libraries	0	0	0	0
E-Rate Discount PRI Network	158,000	74,700	0	(74,700)
Community Service (Member Item)	-	107,750	0	(107,750)
CLA CBA Central Library		321,200	321,200	0
LLSA Member Libraries		403,611	403,611	0
Coordinated Orders		318,000	318,000	0
<b>SUB TOTAL</b>	<b>3,494,846</b>	<b>5,202,812</b>	<b>5,058,583</b>	<b>(144,229)</b>
SCLS: CLA	139,588	139,588	139,588	0
SCLS: CBA	16,802	16,802	16,802	0
<b>Member Library Support (18.9%)</b>	<b>1,614,322</b>	<b>1,743,468</b>	<b>2,072,952</b>	<b>329,484</b>
PALS Revenue General	395,550	403,620	418,920	15,300
PALS Revenue Telecommunications		30,600	51,007	20,407
<b>PALS Revenue Total</b>		<b>434,220</b>	<b>469,927</b>	<b>35,707</b>
<b>TOTAL INCOME</b>	<b>5,661,108</b>	<b>7,536,890</b>	<b>7,757,852</b>	<b>220,962</b>



## 2006 PROPOSED BUDGET EXPENDITURES

	<b>ACCOUNT TITLE</b>	<b>2005</b>	<b>2006</b>	<b>\$</b>	<b>%</b>
				<b>CHANGE</b>	<b>CHANGE</b>
	<b><i>SALARIES</i></b>				
10 5020	LIBRARIANS	1,163,783	1,217,812	54,029	
10 5010					
10 5030	CLERICAL	1,437,941	1,430,369	(7,572)	
10 5050	MAINTENANCE	266,597	210,433	(56,164)	
10 5040	SUBSTITUTES & HOURLY	118,418	118,418	0	
	<b>SUB-TOTAL</b>	<b>2,986,739</b>	<b>2,977,032</b>	<b>(9,707)</b>	<b>-0.33%</b>
	<b><i>FIXED CHARGES &amp; FRINGE BENEFITS</i></b>				
10 5110	RETIREMENT	354,044	384,280	30,236	
10 5100	SOCIAL SECURITY	221,850	221,850	0	
10 5180	WORKER'S COMPENSATION	36,000	36,000	0	
10 5125	UNEMPLOYMENT	6,000	6,000	0	
10 5120	DISABILITY	10,000	10,000	0	
10 5150	HEALTH INSURANCE	413,400	457,220	43,820	
10 5160	HEALTH INSURANCE RET.	270,400	299,062	28,662	
10 5130	DENTAL	22,500	23,625	1,125	
10 5140	OPTICAL	8,800	9,240	440	
10 1255	FLEXIBLE SPENDING	1,000	1,000	0	
10 5190	SICK & VACATION PAYOUTS	60,000	60,000	0	
10 5185	LONG TERM CARE INSURANCE	12,200	12,200	0	
10 5170	INSURANCE INCENTIVE	5,000	5,000	0	
	<b>SUB-TOTAL</b>	<b>1,421,194</b>	<b>1,525,477</b>	<b>104,283</b>	<b>7.34%</b>
10 5200	<b><i>PROFESSIONAL FEES</i></b>	<b>59,618</b>	<b>48,883</b>	<b>(10,735)</b>	<b>-18.01%</b>
	<b>SUB-TOTAL</b>	<b>59,618</b>	<b>48,883</b>	<b>(10,735)</b>	<b>-18.01%</b>
	<b><i>LIBRARY MATERIALS</i></b>				
10 5235	SEARCH SERVICES	1,000	500	(500)	
10 5310	BOOKS	15,000	4,500	(10,500)	
10 5270	VIDEOS	1,000	0	(1,000)	
10 5280	SERIALS	12,000	0	(12,000)	
10 5200	VRC SUBSCRIPTIONS	640,000	655,000	15,000	
10 5290	SERIALS-MICROFILM	16,000	0	(16,000)	
10 5310	LIB. MATLS./OTHER BOOKS	0	0	0	
10 5300	CBA MATERIALS	16,802	16,802	0	
10 5299	CLA CBA Central Library	321,200	321,200	0	
	LLSA Member Libraries	403,611	403,611	0	
10 5959	Coordinated Orders	318,000	318,000	0	
	Digital' Historic Newspapers	24,638	0	(24,638)	
	<b>SUB-TOTAL</b>	<b>1,769,251</b>	<b>1,719,613</b>	<b>(49,638)</b>	<b>-2.81%</b>

## 2006 PROPOSED BUDGET EXPENDITURES

		<i>2005</i>	<i>2006</i>	<i>\$</i>	<i>%</i>
					<i>CHANGE</i>
	<i><b>OPERATIONS</b></i>				
10 5340	OFFICE & LIBRARY SUPPLIES	83,755	70,655	(13,100)	
10 5230	LIVE LIBRARIAN	0	10,735	10,735	
10 5380	TELEPHONE VOICE	18,000	18,000	0	
10 5390	PRI/ISDN TELECOM	310,000	220,000	(90,000)	
10 5400	FRAME RELAY	38,400	89,407	51,007	
10 5410	ISP SERVICE	70,525	211,500	140,975	
10 5415	VRC TELECOM	30,000	30,000	0	
10 5950	RAN INTEREST	40,000	40,000	0	
10 5470	POSTAGE & FREIGHT	50,000	50,000	0	
10 5480	PUBLICITY & PRINTING	700	500	(200)	
10 5490	TRAVEL	12,550	12,150	(400)	
	CONTR.-OTHER LIBRARIES	750	750	0	
10 5460	CONTR- OVERDUE PROCESSING	84,000	84,000	0	
10 5520	MEMBERSHIP DUES	6,000	3,000	(3,000)	
10 5350	RENTAL/ MAINT. OFF. EQUIP.	61,000	60,000	(1,000)	
10 5540	OTHER OPER. COMP. SERVICES	135,800	134,800	(1,000)	
5810 5820	VEHICLE OPERATION	40,000	40,000	0	
10 5800	VEHICLE MAINTENANCE	6,000	6,000	0	
10 5500	TRUSTEE EXPENSE	3,500	2,500	(1,000)	
10 5560	PROGRAMS	9,000	1,000	(8,000)	
10 5510	TRUSTEE PROF. DEVELOPMENT	6,000	4,000	(2,000)	
10 5510	PROFESSIONAL DEVELOPMENT	28,975	28,475	(500)	
	<b>SUB-TOTAL</b>	<b>1,034,955</b>	<b>1,117,472</b>	<b>82,517</b>	<b>7.97%</b>
	<i><b>BUILDING OPERATIONS</b></i>				
10 5830	GAS	38,233	43,233	5,000	
10 5840	ELECTRICITY	64,000	69,700	5,700	
10 5850	WATER	1,900	1,900	0	
10 5860	CUST. SUPPLIES-JANITORIAL	8,500	8,500	0	
10 5870	CONTRACT SERVICES	42,000	42,000	0	
10 5880	REPAIR OF BLDG. & EQUIP.	9,500	9,500	0	
	<b>SUB-TOTAL</b>	<b>164,133</b>	<b>174,833</b>	<b>10,700</b>	<b>6.52%</b>
5890 5895	<i><b>INSURANCE</b></i>	<b>54,000</b>	<b>56,282</b>	<b>2,282</b>	
	<b>SUB-TOTAL</b>	<b>54,000</b>	<b>56,282</b>	<b>2,282</b>	<b>4.23%</b>
10 5900	<i><b>EQUIPMENT</b></i>	<b>47,000</b>	<b>41,500</b>	<b>(5,500)</b>	
	<b>SUB-TOTAL</b>	<b>47,000</b>	<b>41,500</b>	<b>(5,500)</b>	<b>-11.70%</b>
10 5940	<i><b>Anticipated Wages Increase</b></i>	<b>0</b>	<b>96,760</b>	<b>96,760</b>	
	<b>SUB-TOTAL</b>	<b>0</b>	<b>96,760</b>	<b>96,760</b>	<b>100.00%</b>
	<b>TOTAL</b>	<b>7,536,890</b>	<b>7,757,852</b>	<b>220,962</b>	<b>2.93%</b>
	<b>INCOME</b>	<b>7,536,890</b>	<b>7,757,852</b>	<b>220,962</b>	<b>2.93%</b>
	<i><b>BALANCE</b></i>	<b>0</b>	<b>0</b>		
	Key Sheet 17 line E113		7,757,852		

**PROPOSED MEMBER LIBRARY SUPPORT - CALENDAR 2006 @ 18.9%**

**BASED ON 2004 ANNUAL REPORT FINANCIAL INFORMATION MINUS SPECIAL FUNDING**

1,036,492	2,072,984	<b>OCTOBER 5, 2005</b>				9,844			
4:59 PM	SERVICE AREA	SUPPORT	AR 04 DISB -						
LAST UPDATED:	CENSUS POP 2000	BY 00 POP	CAP EXPEND	DISBURSMTS	PROP	ACTUAL	INCR	ML Supp	
10/5/2005	w/CNTRTS 00POP	0.7128298	& GRANTS	0.00751087	CAL 06	CAL 05	PROP CAL 05	as % of Tot	
MIN=9,844	.5MIN=4,922	6,707		634,014	ML SUPP	ML SUPP	from 04 ACT	Lib Budg	
AMAGANSETT	1,328	4,922	370,237	4,922	9,844	8,278	18.9%	1.4%	
QUOQUE	1,576 +	4,922	351,698	4,922	9,844	8,278	18.9%	2.6%	
HAMPTON LIBRARY	1,866	4,922	533,905	4,922	9,844	8,278	18.9%	1.7%	
SHELTER ISLAND	2,228	4,922	330,912	4,922	9,844	8,278	18.9%	2.2%	
CUTCHOQUE	3,392	3,575	834,714	6,269	9,844	8,278	18.9%	1.0%	
MONTAUK	3,849	4,922	384,815	4,922	9,844	8,278	18.9%	2.0%	
FLOYD MEMORIAL	5,296	4,922	531,619	4,922	9,844	8,278	18.9%	1.2%	
MATTITUCK	5,770	4,225	748,120	5,619	9,844	8,278	18.9%	1.0%	
SOUTHOLD	5,978	4,922	580,791	4,922	9,844	8,278	18.9%	1.5%	
JOHN JERMAIN	6,631	4,922	641,055	4,922	9,844	8,278	18.9%	1.3%	
COLD SPRING HARB	8,349	5,951	1,026,362	7,709	13,660	12,348	10.6%	1.1%	
BROOKHAVEN	8,712 /	6,210	485,156	3,634	9,844	8,278	18.9%	1.8%	
WESTHAMPTON	9,090 +	6,480	803,412	6,034	12,514	10,942	14.4%	1.2%	
HAUPPAUGE	10,243	7,302	1,149,205	8,632	15,933	13,952	14.2%	1.0%	
WYANDANCH	10,725	7,645	498,939	3,747	11,393	9,748	16.9%	1.6%	
BABYLON	11,793	8,406	1,386,154	10,411	18,818	15,537	21.1%	1.0%	
ELWOOD	13,023	9,283	1,050,929	7,893	17,177	15,644	9.8%	1.4%	
PORT JEFFERSON	13,515 **	9,634	2,357,915	17,710	27,344	22,479	21.6%	0.9%	
BAYPORT	13,355	9,520	1,539,894	11,566	21,086	17,639	19.5%	1.2%	
EAST HAMPTON	13,573	9,675	1,163,358	8,738	18,413	15,262	20.6%	1.2%	
HAMPTON BAYS	13,690 +	9,759	991,534	7,447	17,206	14,063	22.3%	1.3%	
ROGERS MEMORIAL	14,138	10,078	2,562,293	19,245	29,323	24,562	19.4%	0.9%	
COMMACK	15,537	11,075	2,637,617	19,811	30,886	26,563	16.3%	1.0%	
SOUTH COUNTRY	17,688 /	12,609	1,834,270	13,777	26,386	22,141	19.2%	1.1%	
WYVILLE	18,012	12,839	1,961,775	14,735	27,574	23,492	17.4%	1.1%	
ISLIP	19,475 **	13,882	2,005,647	15,064	28,947	25,517	13.4%	1.0%	
CENTER MORICHES	20,202 +	14,401	1,341,907	10,079	24,479	23,164	5.7%	1.3%	
HARBORFIELDS	18,396	13,113	2,665,819	20,023	33,136	28,157	17.7%	0.8%	
AMITYVILLE	25,476	18,160	1,712,623	12,863	31,023	25,999	19.3%	1.6%	
DEER PARK	25,656	18,288	2,301,426	17,286	35,574	29,731	19.7%	1.4%	
EAST ISLIP	25,796	18,388	2,221,758	16,687	35,075	29,563	18.6%	1.1%	
NORTH SHORE P L	27,908	19,894	2,926,233	21,979	41,872	33,653	24.4%	1.2%	
WEST BABYLON	28,271	20,152	1,978,463	14,860	35,012	29,839	17.3%	1.2%	
COPIAQUE	28,605	20,390	2,893,060	21,729	42,120	34,315	22.7%	1.3%	
WEST ISLIP	29,158	20,785	2,489,993	18,702	39,487	33,061	19.4%	1.2%	
NORTH BABYLON	30,666	21,860	2,081,997	15,638	37,497	31,734	18.2%	1.5%	
BAY SHORE	32,634 **	23,262	2,006,589	15,071	38,334	32,848	16.7%	1.6%	
HUNTINGTON	33,853	24,131	4,837,154	36,331	60,463	50,214	20.4%	0.9%	
RIVERHEAD	34,186 +	24,369	2,280,929	17,132	41,501	34,738	19.5%	1.6%	
CENTRAL ISLIP	34,583	24,652	2,025,103	15,210	39,862	33,084	20.5%	1.7%	
SOUTH HUNTINGTON	37,045	26,407	3,125,840	23,478	49,885	40,504	23.2%	1.0%	
CONNETHQUOT	40,816	29,095	4,659,435	34,996	64,091	51,898	23.5%	1.4%	
COMSEWOGUE	40,155 **	28,624	3,408,450	25,600	54,224	47,100	15.1%	1.2%	
NORTHPORT	36,602	26,091	6,647,657	49,930	76,021	63,459	19.8%	0.9%	
LINDENHURST	42,597	30,364	3,090,421	23,212	53,576	45,067	18.9%	1.5%	
H HOLLOW HILLS	43,616	31,091	5,328,829	40,024	71,115	62,719	13.4%	1.1%	
EMMA S CLARK	45,668	32,554	3,373,839	25,340	57,894	50,064	15.6%	1.3%	
MASTICS-MOR-SH	50,907 +	36,288	5,994,274	45,022	81,310	66,661	22.0%	1.1%	
PATCHOGUE-MEDF	50,724	36,158	5,933,505	44,566	80,723	67,401	19.8%	1.2%	
LONGWOOD	57,739	41,158	4,235,686	31,814	72,972	61,313	19.0%	1.4%	
MIDDLE COUNTRY	60,679	43,254	9,783,574	73,483	116,737	91,287	27.9%	1.0%	
WENTWOOD	77,140	54,988	4,711,331	35,386	90,374	72,891	24.0%	1.7%	
SACHEM	82,161	58,567	5,873,410	44,114	102,681	85,157	20.6%	1.3%	
SMITHTOWN	115,715	82,485	7,791,069	58,518	141,003	126,899	11.1%	1.4%	
TOTALS:	1,425,786	1,036,492	136,482,700	1,036,492	2,072,984	1,743,469	18.9%	1.22%	

Overall populations increased by the following: \*\* = Two contract areas contracting with two libraries;  
+ = SCLS-brokered contract(s) shared with multiple libraries; / = Apportioned population of two libraries serving one district