

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF NOVEMBER 19, 2020

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library was held in the Northport Library Conference Room on Thursday, November 19, 2020.

I. CALL TO ORDER

Chairperson Margaret Hartough called the meeting to order at 10:00am. Also present were Jacqueline Elsas, Judith Bensimon, Assistant Director Nancy Morcerf and Director James Olney. Absent with previous notice were Elizabeth McGrail and Georganne White.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE REVISED AGENDA

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

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. Bensimon moved to approve minutes of October 15, 2020, seconded by Mrs. Elsas and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Elsas moved to approve warrant for \$270,405.69, page 4221, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$221,194.60, page 4222, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$184,126.15, page 4223, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve warrant for \$853,572.76, page 4224, seconded by Mrs. Elsas and unanimously carried.

B. Payroll Register

Mrs. Elsas moved to approve payroll of \$193,054.24, page 2284, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Elsas moved to approve payroll of \$202,871.44, page 2285, seconded by Mrs. Bensimon and unanimously carried.

Mrs. Bensimon moved to approve payroll of \$199,009.38, page 2286, seconded by Mrs. Elsas and unanimously carried.

D. Review of Monthly Expenditures

E. Review of Statistical Summary

VII. COMMUNICATIONS

The Library received a donation from Andrea and Tim Gladding in Memory of Owen and Nancy Olney.

VIII. DIRECTOR'S REPORT

Administration

Mask enforcement continues as incidents of infection rise around the globe.

Staff meetings are being held exclusively via Zoom and inter-office telephone conversations are strongly encouraged over face-to-face meetings among the staff.

A power outage shorted out the fire panel at the Northport building rendering it unusable. The fire department was notified, notifications were sent to staff, signage was placed on all fire pulls, stand-alone smoke/carbon monoxide detectors were installed, and a twenty-four hour fire watch was implemented. We are still awaiting the parts needed to replace the damaged panel.

Patron programs will continue to be held exclusively online through March of 2021. The feasibility of in-person programs will be discussed in February based on improving conditions.

Buildings and Grounds

The roof over the Community Services office has a significant leak. A second repair was performed in hopes that it can be remedied until the new roof is installed.

The Northport gallery walls have been repainted and the pedestrian bridge power washed to enable paint touch up before the winter.

The carpet was cleaned at the East Northport building resulting in a marked improvement, particularly in the high-trafficked areas.

Network and Systems

The Suffolk Cooperative Library System has requested pricing from vendors for incremental increases in Internet bandwidth for its member libraries. As technology advances this increase in bandwidth is a necessity and now more affordable. However, this increase in bandwidth will tax our older firewall which manages all Internet traffic so research has begun to find a suitable replacement.

Circulation

Since the return bins have been open for four months, it is time to go back to collecting fees for overdue materials. All returns are still being backdated 7 days to ensure that patrons are not charged for the days their item was in quarantine.

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Community Services

The staff in this department has been relocated into a number of offices due to an elusive roof leak. Each of the three staff members are now located on a different floor in the Northport building based on desk availability.

A new *Road to Reading* logo created by Community Services will debut in the January newsletter.

A virtual meeting with AARP representatives was held to explore ways to provide tax preparation services to patrons in 2021. One of the ways proposed would be to make appointments for patrons to bring their documentation in to be scanned by an AARP representative and then to set up a second appointment for patrons to pick up their completed return on a later date.

The public libraries in the Town of Huntington have been combining resources to host online programs jointly. This increases attendance and divides both the costs and labor associated with these programs. A recent *Falls Prevention* workshop provided by Northwell Health reached 85 patrons in the Town of Huntington.

Adult and Teen Services

The *Create, Format & Email Your Resume* and *How to Start a Freelance Business* programs each had eight patrons participate. Topics included resume formatting in Word and steps for business formation, registration, financing, insuring, and the hiring of employees vs. independent contractors.

The first medicine collection since pre-COVID was successful since many patrons were storing these items for months in anticipation of the return of this service.

Children and Family Services

Even though the children's Halloween parade had to be cancelled, the Children and Family Services staff kept up the tradition by wearing Halloween costumes. A *Room on a Broom* take home craft was provided to 200 children in the community to safely celebrate the holiday at home.

The library offered 24 programs online for children this month with 309 participants. The ten recordings of online programs received 124 views.

To compensate for all the great toys and learning manipulatives that had to be stored, a colorful hopscotch rug and sensory floor tiles were added for hands-free fun.

IX. PERSONNEL REPORT

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

X. ADOPTION OF COVID-19 SAFETY POLICY

Mrs. Elsas moved to approve COVID-19 Safety policy (see attached), seconded by Mrs. Bensimon and unanimously carried.

XI. ADOPTION OF LGS-01 RETENTION AND DISPOSITION SCHEDULE

Mrs. Bensimon moved to approve LGS-01 Retention and Disposition schedule (see attached), seconded by Mrs. Elsas and unanimously carried.

XII. SCLS PROPOSED 2021 BUDGET

Mrs. Elsas moved to approve and vote on the SCLS PROPOSED 2021 BUDGET (see attached), seconded by Mrs. Bensimon and unanimously carried.

XIII. REVISION OF INVESMENT POLICY 2020/2021

Mrs. Bensimon moved to approve Revision of Investment Policy 2020/2021 (see attached), seconded by Mrs. Elsas and unanimously carried.

XIV. OTHER BUSINESS

After discussion of low patronage on Sundays, Mrs. Elsas moved to suspend Sunday openings of both buildings beginning November 29, 2020 until further notice, seconded by Mrs. Bensimon and unanimously carried.

XV. DATES OF FUTURE MEETING

Thursday, December 17, 2020	10:00am	Regular Meeting
Thursday, January 21, 2021	10:00am	Budget Work Session
Thursday, January 21, 2021	11:00am	Regular Meeting

XVI. ADJOURNMENT

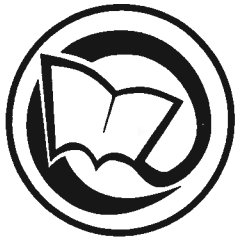
Mrs. Bensimon moved to adjourn the meeting at 11:19am, seconded by Mrs. Elsas and unanimously carried.

Respectfully Submitted



Judith Bensimon

Secretary



Northport-East Northport Public Library

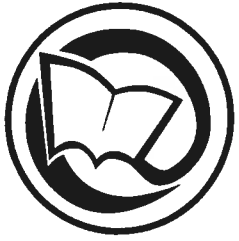
151 Laurel Avenue • Northport, NY 11768 • 631-261-6930
185 Larkfield Road • East Northport, NY 11731 • 631-261-2313
www.nenpl.org

Dear Board Member:

The regular meeting of the Board of Trustees of the Northport-East Northport Public Library will be held on **Thursday, November 19, 2020, 10:00 AM** in the Board Conference Room.

REVISED AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda (Motion required)
- IV. Period for Public Expression
- V. Minutes of previous meeting (Motion required)
- VI. Financial Secretary & Treasurer's Report
 - A. Approval of warrants (Motion required)
 - B. Acceptance of payroll registers (Motion required)
 - C. Review of monthly expenditures
 - D. Review of statistical summary
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. Adoption of COVID-19 Safety Policy (Motion required)
- XI. Adoption of LGS-01 Retention and Disposition Schedule (Motion required)
- XII. SCLS Proposed 2021 Budget (Motion required)
- XIII. Revision of Investment Policy 2020/2021 (Motion required)
- XIV. Other Business
- XV. Date of next library board meetings:
Thursday, December 17, 2020, 10:00 AM – Regular Board Meeting
Thursday, January 21, 2021, 10:00 AM – Budget Work Session
Thursday, January 22, 2021, 11:00 AM – Regular Board Meeting
- XVI. Adjournment



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LIBRARY BOARD MEETING

NOVEMBER 19, 2020

ACCOUNTS PAYABLE

4221 10/14/20	\$270,405.69	Two Hundred and Seventy Thousand Four Hundred and Five Dollars & Sixty Nine Cents
4222 10/28/20	\$221,194.60	Two Hundred and Twenty One Thousand One Hundred and Ninety Four Dollars & Sixty Cents
4223 11/11/20	\$184,126.15	One Hundred and Eighty Four Thousand One Hundred and Twenty Six Dollars & Fifteen Cents
4224 11/19/20	\$853,572.76	Eight Hundred and Fifty Three Thousand Five Hundred and Seventy Two Dollars & Seventy Six Cents


PAYROLL REGISTER

2284 10/16/20	\$193,054.24	One Hundred Ninety Three Thousand Fifty Four Dollars & Twenty Four Cents
2285 10/30/20	\$202,871.44	Two Hundred and Two Thousand Eight Hundred and Seventy One Dollars & Forty Four Cents
2286 11/13/20	\$199,009.38	One Hundred and Ninety Nine Thousand Nine Dollars & Thirty Eight Cents

PERSONNEL REPORT
Approval of the Following Personnel Matters
November 19, 2020

A. Salary Increase	<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
B. New Employees	<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
	Jibran Babar	PT Custodial Worker I/Step 1	Buildings & Grounds	12/07/20
C. Resignations	<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
D. Retirement	<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
E. Other	<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>

Report approved by Board of Trustees


 Secretary



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COVID-19 SAFETY POLICY

I. PURPOSE

The following rules and procedures are enacted as a supplement to the Library's existing Maintenance of Public Order Policy which governs the conduct of patrons in the Library pursuant to Education Law § 262.

The purpose of this Policy is to set forth the Library rules and procedures enacted as a result of the COVID-19 pandemic, and the ensuing State of Emergency that began March 7, 2020. This Policy is designed to increase the level of safety for both patrons and staff.

II. USE OF MASKS/FACE COVERINGS

All patrons over the age of two shall be required to cover their nose and mouth with a cloth mask when in the Library buildings.

Patrons who refuse to properly wear a cloth mask will be asked to leave the Library buildings. Patrons who do not have a cloth mask will be offered one.

III. SOCIAL DISTANCING

Pursuant to the guidance of the Center for Disease Control (CDC), the Library expects all patrons who are not part of the same family/group to practice adequate social distancing. The CDC recommends at least six feet (about 2 arms' length) from other people. The Library Policy is to enforce the same. The Library has also taken the following steps to allow for better social distancing:

- Security will be at the main entrance to monitor the number of people entering the building;
- Plexiglas has been installed at public service desks, reading room tables, and computer stations;
- Furniture has been re-arranged and seating capacity has been reduced;
- Time spent by patrons in the library will be limited.

IV. HEALTH

As with our staff, the Library expects that patrons **will not** enter the Library if they are sick or if they are experiencing COVID-19 symptoms, or if they have tested positive for COVID-19 and have not yet received a follow-up negative COVID-19 test, or if they are under quarantine orders.

XI. Adoption of LGS-01 Retention and Disposition
Schedule (Motion required)

Resolution

The Northport-East Northport Public Library adopts the LGS-01 Retention and Disposition Schedule for New York Local Government Records issued by the New York State Archives for administering the library's records management.

Approved 11/19/2020



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

November 5, 2020

To: Member Library Directors;
Boards of Trustees
From: Kevin Verbeseey
Re: **SCLS Proposed FY 2021 Budget**

Enclosed with this memo is the **Proposed SCLS FY 2021 Operating Budget** for your review and consideration.

At its meeting on November 5, 2020 the SCLS Board of Trustees approved the enclosed SCLS FY 2021 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, 2020.

Attached to this memo are the final proposed SCLS FY 2020 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 7, 2020.

There have been only three changes made from the "draft" budget that was distributed in October. The changes are based upon additional feedback from PALS and the Zones that we have received subsequent to the "draft" budget being developed. The reasons behind each change are listed below.

Income

- 1) *PALS* will decrease 0.17% (\$1,062) from the previous estimate. This is the budget that was adopted by the PALS Executive Committee and voted on by the membership.

- 2) *Downloadable Media* is listed at a 27.5% increase in this draft which is up from a 20% estimate in the first draft. Once feedback has been received from a final Zone this number will be finalized. All revenue in this line is offset by expenditures so while very important to the member libraries and SCLS it is non-material to the SCLS overall budget.

Expenditures

- 1) *Downloadable Media* is listed at a 27.5% increase in this draft which is up from a 20% estimate in the first draft. Once feedback has been received from a final Zone this number will be finalized. All revenue in this line is offset by expenditures so while very important to the member libraries and SCLS it is non-material to the SCLS overall budget.
- 2) *Insurance* has been updated (and decreased a small amount from the first draft) based on updated cost projections for 2021.

The bottom line after these changes have been made is that the overall SCLS 2021 Budget is projected to decrease by 3.75%. The operations side will decrease by 15.59%% (\$1,062,366) and the Direct Offset side will increase by 7.94% (\$514,195) and all of that increase is due to the additional spending on Downloadable Media projected for 2021.

Member Support will increase by 2% (\$45,654) in 2021 over what it is in 2020.

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 not changed this year) and the library's expenditures for the prior year (2019.) If your library's disbursements (less capital expenditures and debt service – as defined in your New York State Annual Report) increased more than the County average then your contribution change will be greater than the average. The version that is enclosed with this memo is the final member support chart for 2021.

If possible, please address this issue at your next Board meeting and return the enclosed ballot to SCLS before December 31, 2020. Should you have any questions, please feel free to contact me.

Thank you for your continued support of our collaborative efforts.

2021 BUDGET REVENUE

SOURCE	2019 Budget	2020 Budget	2021 Proposed	2020 to 2021 \$ Change	2020 to 2021 % Change
N. Y. State	2,848,170	2,848,170	2,017,811	(830,359)	-29.15%
Local Services Support Aid (LSS)	328,865	328,865	233,073	(95,792)	-29.13%
Outreach	234,307	234,307	166,044	(68,263)	-29.13%
SCLS: CLA	162,847	162,847	115,403	(47,444)	-29.13%
Misc. Grants	10,000	10,000	0	(10,000)	-100.00%
Interest	11,000	25,000	10,000	(15,000)	-60.00%
Rental	54,000	55,080	56,180	1,100	2.00%
Delivery Service	2,000	2,000	500	(1,500)	-75.00%
Mailing Overdues	30,000	21,000	15,000	(6,000)	-28.57%
Miscellaneous	35,000	35,000	10,000	(25,000)	-71.43%
Contributions	300	300	100	(200)	-66.67%
Programs/Rooms	10,000	13,500	5,000	(8,500)	-62.96%
Library Contract Service	170,000	165,000	165,000	0	0.00%
Member Library Support	2,260,078	2,282,680	2,328,334	45,654	2.00%
PALS Admin. Fee	616,402	628,496	627,434	(1,062)	-0.17%
RFID Support	0	0		0	0.00%
Sub-Total (Operational)	6,772,969	6,812,245	5,749,879	(1,062,366)	-15.59%
<i>Central Library support</i>					
Non-fiction (Overdrive)	12,000	12,000	12,000	0	0.00%
Homework Help	55,000	55,000	55,000	0	0.00%
ILL Delivery Support	60,000	60,000	0	(60,000)	-100.00%
Sub-Total (Central Library)	127,000	127,000	67,000	(60,000)	-47.24%
<i>DIRECT OFFSET</i>					
LLSA Member Libraries	465,283	465,283	329,730	(135,553)	-29.13%
CLA CBA Central Library	379,971	379,971	269,272	(110,699)	-29.13%
Suffolk E-Resources	722,400	722,400	722,400	0	0.00%
Coordinated Orders	1,000,000	1,000,000	700,000	(300,000)	-30.00%
Downloadable Media	3,117,465	3,879,496	4,946,362	1,066,866	27.50%
SCLS: CBA	16,080	16,080	11,903	(4,177)	-25.98%
Institutional Library Aid	9,333	9,333	7,091	(2,242)	-24.02%
Misc. Grants	0	0		0	0.00%
Sub-Total (Direct Offset)	5,710,532	6,472,563	6,986,758	514,195	7.94%
Transfer from Unappropriated					
Fund Balance	0	125,000	225,000	100,000	80.00%
Sub-Total (Non-Operational)	-	125,000	225,000	100,000	80.00%
TOTAL REVENUE	12,610,501	13,536,808	13,028,637	(508,171)	-3.75%

2021 Budget Expenditures

ACCOUNT TITLE	2019	2020	2021	2020 to 2021	2020 to 2021
	Budget	Budget	Proposed	\$ Change	% Change
<i>SALARIES</i>					
LIBRARIANS	1,190,618	1,164,847	1,216,847	52,000	4.46%
CLERICAL	1,125,995	1,096,022	907,219	(188,803)	-17.23%
Shipping & Maint.	202,633	243,974	287,504	43,530	17.84%
SUBSTITUTES & HOURLY	262,754	318,850	62,819	(256,031)	-80.30%
SUB-TOTAL (Salaries)	2,782,000	2,823,693	2,474,389	(349,304)	-12.37%
<i>FIXED CHARGES & FRINGE BENEFITS</i>					
RETIREMENT	400,000	400,000	420,000	20,000	5.00%
SOCIAL SECURITY	212,823	216,016	186,690	(29,326)	-13.58%
WORKER'S COMP.	41,000	41,500	41,500	0	0.00%
UNEMPLOYMENT	1,000	1,000	75,000	74,000	7400.00%
DISABILITY	6,500	6,500	6,000	(500)	-7.69%
HEALTH INSURANCE	553,500	553,500	500,000	(53,500)	-9.67%
MEDICAL INS. RETIREES	610,350	610,350	550,000	(60,350)	-9.89%
DENTAL	47,500	43,500	40,000	(3,500)	-8.05%
OPTICAL	4,500	4,000	3,500	(500)	-12.50%
FLEX PLAN	500	500	500	0	0.00%
SICK & VAC. PAYOUTS	85,000	85,000	85,000	0	0.00%
LONG TERM CARE INS.	3,500	3,500	2,500	(1,000)	-28.57%
INSURANCE INCENTIVE	21,000	22,500	23,000	500	2.22%
Empl. Assist. Program	3,000	3,000	2,000	(1,000)	-33.33%
SUB-TOTAL (Fixed & Fringe)	1,990,173	1,990,866	1,935,690	(55,176)	-2.77%
<i>PROFESSIONAL FEES</i>	61,583	62,950	60,850	(2,100)	-3.34%
SUB-TOTAL (Professional Fees)	61,583	62,950	60,850	(2,100)	-3.34%
<i>LIBRARY MATERIALS</i>					
BOOKS	3,500	3,500	1,000	(2,500)	-71.43%
DOWNLOADABLE MEDIA	144,732	155,000	100,000	(55,000)	-35.48%
HOMEWORK HELP	360,000	320,000	320,000	0	0.00%
SUB-TOTAL	508,232	478,500	421,000	(57,500)	-12.02%
<i>DIRECT OFFSET</i>					
LLSA MEMBER LIBRARIES	465,283	465,283	329,730	(135,553)	-29.13%
CLA CBA CNTRL LIBRARY	379,971	379,971	269,272	(110,699)	-29.13%
CBA MATERIALS	16,080	16,080	11,903	(4,177)	-25.98%
SUFFOLK E-RESOURCES	722,400	722,400	722,400	0	0.00%
DOWNLOADABLE MEDIA	3,117,465	3,879,496	4,946,362	1,066,866	27.50%
COORDINATED ORDERS	1,000,000	1,000,000	700,000	(300,000)	-30.00%
Institutional Library Books	9,333	9,333	7,091	(2,242)	-24.02%
Misc. Grants	0	-	0	0	0.00%
SUB-TOTAL	5,710,532	6,472,563	6,986,758	1,276,226	22.35%

2021 Budget Expenditures

ACCOUNT TITLE	2019 Budget	2020 Budget	2021 Proposed	2019 to 2020 \$ Change	2019 to 2020 % Change
<i>OPERATIONS</i>					
OFFICE & LIB. SUPPLIES	46,000	51,000	30,000	(21,000)	-41.18%
TELEPHONE VOICE	20,400	22,000	22,000	0	0.00%
ISP SERVICE	63,600	63,500	60,000	(3,500)	-5.51%
Line of Credit INTEREST	100	100	100	0	0.00%
POSTAGE & FRGHT SCLS	13,500	15,000	10,000	(5,000)	-33.33%
POSTAGE OVERDUES	24,500	21,000	12,000	(9,000)	-42.86%
PUBLICITY & PRINTING	60,000	60,000	30,000	(30,000)	-50.00%
TRAVEL	26,750	29,000	10,000	(19,000)	-65.52%
LOST IN TRANSIT	10,000	13,500	13,500	0	0.00%
OVERDUE SUPPLIES	6,450	6,500	3,500	(3,000)	-46.15%
MEMBERSHIP DUES	18,000	26,000	25,000	(1,000)	-3.85%
MAINT. - OFFICE EQUIP.	37,750	33,350	23,800	(9,550)	-28.64%
COMPUTER SERVICES	282,200	295,000	260,000	(35,000)	-11.86%
VEHICLE OPERATION	27,500	43,300	38,300	(5,000)	-11.55%
VEHICLE MAINTENANCE	8,000	14,000	12,000	(2,000)	-14.29%
SECURITY SERVICES	32,000	25,000	21,500	(3,500)	-14.00%
TRUSTEE EXPENSE	2,500	3,500	2,500	(1,000)	-28.57%
PROGRAMS	35,000	49,000	29,000	(20,000)	-40.82%
PROF. DEVELOPMENT	40,000	44,000	15,000	(29,000)	-85.91%
Misc	0		0	0	0.00%
SUB-TOTAL	754,250	814,750	618,200	(196,550)	-24.12%
<i>BUILDING OPERATIONS</i>					
GAS	16,000	20,000	21,000	1,000	5.00%
ELECTRICITY	55,000	40,000	38,000	(2,000)	-5.00%
WATER	1,500	1,500	1,500	0	0.00%
SUPPLIES-JANITORIAL	4,000	3,500	2,500	(1,000)	-28.57%
CONTRACT SERVICES	410,081	415,936	307,062	(108,874)	-26.18%
REPAIR - BLDG. & EQUIP.	50,000	50,000	25,000	(25,000)	-50.00%
SUB-TOTAL	536,581	530,936	395,062	(135,874)	-25.59%
INSURANCE	57,150	72,550	71,688	(862)	-1.19%
EQUIPMENT - LENDING LIBRARY	27,500	30,000	5,000	(25,000)	-83.33%
EQUIPMENT - SYSTEM	62,500	65,000	35,000	(30,000)	-46.15%
EQUIPMENT - VEHICLES	0	125,000	0	(125,000)	-100.00%
FACILITY RENOVATIONS	120,000	70,000	25,000	(45,000)	-64.29%
SUB-TOTAL	267,150	362,550	136,688	(225,862)	-62.30%
TOTAL EXPENDITURES	12,610,501	13,536,808	13,028,637	(508,171)	-3.75%

**Proposed 2021 MEMBER LIBRARY SUPPORT @ 2.00% (OVERALL INCREASE)
 BASED ON ANNUAL REPORT FINANCIALS: 2019**

	ACT 2020 ML SUPP	PROP 2021 CAL ML SUPP	INCR PROP 2021 FROM 2020 ACT	\$ Change PROP 2021 FROM 201920CT
AMAGANSETT	10,840	11,057	217	2.00%
AMITYVILLE	33,248	33,301	53	0.16%
BABYLON	19,046	19,336	290	1.52%
BAYPORT-BLUE POINT	22,578	22,288	710	3.14%
BAY SHORE-BRIGHTWATERS	41,450	41,735	285	0.69%
BRENTWOOD	103,615	106,223	2,608	2.52%
BROOKHAVEN	10,840	11,057	217	2.00%
CENTER MORICHES	36,687	37,074	387	1.05%
CENTRAL ISLIP	44,256	45,435	1,179	2.66%
COLD SPRING HARBOR	17,762	18,522	760	4.28%
COMMACK	30,676	31,522	846	2.76%
COMSEWOGUE	61,586	65,462	3,876	6.29%
CONNETQUOT	62,357	63,870	1,513	2.43%
COPIAGUE	42,850	42,658	(192)	-0.45%
CUTCHOGUE-NEW SUFFOLK	10,840	11,057	217	2.00%
DEER PARK	35,464	36,166	702	1.98%
EAST HAMPTON	26,179	27,144	965	3.69%
EAST ISLIP	37,795	38,316	521	1.38%
ELWOOD	17,623	18,479	856	4.86%
EMMA S CLARK	64,656	65,760	1,104	1.71%
FLOYD MEMORIAL	10,840	11,057	217	2.00%
HALF HOLLOW HILLS	73,435	73,451	16	0.02%
HAMPTON BAYS	22,992	23,118	126	0.55%
HAMPTON	10,840	11,057	217	2.00%
HARBORFIELDS	37,309	37,507	198	0.53%
HAUPPAUGE	21,798	22,662	864	3.96%
HUNTINGTON	70,546	71,753	1,207	1.71%
ISLIP	33,294	33,886	592	1.78%
JOHN JERMAIN	10,840	11,057	217	2.00%
LINDENHURST	53,399	53,801	402	0.75%
LONGWOOD	82,299	83,821	1,522	1.85%
MASTICS-MORICHES-SHIRLEY	91,349	91,129	(220)	-0.24%
MATTITUCK	10,840	11,057	217	2.00%
MIDDLE COUNTRY	120,213	126,716	6,503	5.41%
MONTAUK	10,840	11,057	217	2.00%
NORTH BABYLON	38,466	38,751	285	0.74%
NORTH SHORE	43,533	44,357	824	1.89%
NORTHPORT-EAST NORTHPORT	75,312	76,566	1,254	1.67%
PATCHOGUE-MEDFORD	85,017	87,378	2,361	2.78%
PORT JEFFERSON	32,200	33,262	1,062	3.30%
QUOGUE	10,840	11,057	217	2.00%
RIVERHEAD	50,392	50,883	491	0.97%
ROGERS MEMORIAL	32,694	32,810	116	0.35%
SACHEM	113,855	115,990	2,135	1.88%
SAYVILLE	29,054	29,916	862	2.97%
SHELTER ISLAND	10,840	11,057	217	2.00%
SMITHTOWN	153,318	156,223	2,905	1.89%
SOUTH COUNTRY	29,748	30,871	1,123	3.78%
SOUTH HUNTINGTON	56,851	58,021	1,170	2.06%
SOUTHOLD	10,840	11,057	217	2.00%
WEST BABYLON	38,456	38,962	506	1.32%
WEST ISLIP	40,061	40,491	430	1.07%
WESTHAMPTON	20,524	21,094	570	2.78%
WYANDANCH	19,497	18,997	(500)	-2.56%
TOTALS:	2,282,680	2,328,334	45,654	2.00%

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY
INVESTMENT POLICY
2020/2021

I. SCOPE

This investment policy applies to all monies and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the Northport-East Northport Public Library's investment activities are, in priority order,

- to conform with all applicable federal, state, and other legal requirements,
- to adequately safeguard principal,
- to provide sufficient liquidity to meet all operating requirements, and
- to obtain a reasonable rate of return.

III. DELEGATION OF AUTHORITY

The Northport-East Northport Public Library Board of Trustees' responsibility for administration of the investment program is delegated to the Director of the Library who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. INVESTMENT PROCEDURES

These investment procedures apply to all monies and other financial resources available for investment by the Northport-East Northport Public Library in compliance with the Northport-East Northport Public Library Investment Policy. The Northport-East Northport Public Library policy is to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

Such procedures include an adequate internal control structure to provide a satisfactory level of accountability based on reports incorporating description and amounts of investments, transaction dates, and other relevant information provided to the Board of Trustees on a monthly basis.

Investments will be managed to meet liquidity needs for the current month plus one month based on forecasted needs. Within the provisions of the Northport-East Northport Investment Policy every effort will be made to maximize return on investments through rate comparisons with consideration to locality of institution and past business practices.

V. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Northport-East Northport Public Library to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial decisions.

VI. DIVERSIFICATION

It is the policy of the Northport-East Northport Public Library to diversify its deposits and investments by financial institutions, by investment instrument, and by maturity scheduling.

VII. INTERNAL CONTROLS

It is the policy of the Northport-East Northport Public Library for all monies collected by any officer or employee of the Northport-East Northport Public Library to transfer those funds to the Accounting Clerk within two (2) days of deposit, or within the time period specified in law, whichever is shorter.

The Director of the Library is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization, recorded properly, and are managed in compliance with applicable laws and regulations.

VIII. DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for deposits and investment of Northport-East Northport Public Library monies up to the maximum amounts are:

<u>Depository Name</u>	<u>Maximum Amount</u>
First National Bank of L.I.	\$7,500,000.00
Hanover Bank	\$1,500,000.00
Flushing Bank	\$1,000,000.00

IX. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law Section 10 all deposits of the Northport-East Northport Public Library including certificates of deposit and special time deposit, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of “eligible securities” with an aggregate “market value” as provided by General Municipal Law section 10, equal to the aggregate amount of excess deposits.
2. By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the Northport-East Northport Public Library for a term not to exceed ninety (90) days with an aggregate value equal to one hundred and forty percent (140%) of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk based capital requirements.
3. By an eligible surety bond payable to the Northport-East Northport Public Library for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.
4. Secured by an “irrevocable letter of credit” issued by a Federal Home Loan Bank (FHLB) whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, accept such letter of credit payable to the Northport-East Northport Public Library as security for the payment of one hundred percent (100%) of the aggregate amount and the agreed upon interest, if any.

X. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by a depository and/or third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure Northport-East Northport Public Library deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted, or released, and the events which will enable the Northport-East Northport Public Library to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Northport-East Northport Public Library or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the Northport-East Northport Public Library, will be kept separate

and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be comingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution, or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Northport-East Northport Public Library a perfected interest in the securities.

XI. PERMITTED INVESTMENTS

As authorized by General Municipal Law, Section 11, the Northport-East Northport Public Library authorizes the Director of the Library to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of Deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Cooperative investment program established in accordance with Article 5G of the New York State General Municipal Law, as amended, and Article 3A of the General Municipal Law (Chapter 623 of the Laws of 1998);
- Qualified Reciprocal Deposit Program as allowed under Chapter 128 of NYS Laws of 2012 amended sections 10 and 11 of the General Municipal Law; and
- Repurchase Agreements involving the purchase and sale of direct obligations of the United States.

All investment obligations shall be payable or redeemable to the option of the Northport-East Northport Public Library, within such time as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Northport-East Northport Public Library within two years of the date of purchase.

XII. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Northport-East Northport Public Library shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Northport-East Northport Public Library. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Director of the Library is responsible for evaluating the financial position and maintaining a listing of proposed depositaries, trading partners, and custodians. Such listing shall be evaluated at least annually.

XIII. PURCHASE OF INVESTMENT

The Director of the Library is authorized to contract for the purchase of investments:

1. Directly from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the Northport-East Northport Public Library shall be purchased through, delivered to, and held in the custody of a bank or trust company. Such obligations shall be purchased, sold, or presented for redemption or repayment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Northport-East Northport Public Library by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, Section 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for the Northport-East Northport Public Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Northport-East Northport Public Library a perfected interest in the securities.