

NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY

MEETING OF NOVEMBER 20, 2025

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 20, 2025.

I. CALL TO ORDER

Vice President Lisa Herskowitz called the meeting to order at 10:02am. Also present were Trustees Jacqueline Elsas, Michelle Glennon, Margaret Hartough, Assistant Director Andrew Salomon, Director James Olney. Absent with previous notice was President Carolyn McQuade.

II. PLEDGE OF ALLEGIANCE was recited by those attending.

III. ADOPTION OF THE AGENDA

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

IV. PERIOD FOR PUBLIC EXPRESSION

V. MINUTES OF PREVIOUS MEETING

Mrs. Glennon moved to approve minutes of October 23, 2025, seconded by Mrs. Hartough and unanimously carried.

VI. FINANCIAL SECRETARY & TREASURER'S REPORT

A. Approval of Warrants

Mrs. Hartough moved to approve warrant for \$215,082.93, page 4424, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve warrant for \$224,62.72. Page 4425, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve warrant for \$138,495.16, page 4426, seconded by Mrs. Hartough and unanimously carried.

B. Payroll Register

Mrs. Hartough moved to approve payroll of \$221,192.06, page 2426, seconded by Mrs. Elsas and unanimously carried.

Mrs. Elsas moved to approve payroll of \$226,090.60, page 2427, seconded by Mrs. Glennon and unanimously carried.

C. Review of Monthly Expenditures

D. Review of Statistical Summary

VII. COMMUNICATION

No Communications to Report

VIII. DIRECTOR'S REPORT

Administration

Annual staff trainings are currently taking place. *Sexual Harassment Prevention Training* has already been completed by 90% of the staff. *Network Security Training* is ongoing and has been assigned through our online subscription to KnowBe4 Security Awareness Training software. *Workplace Violence Prevention Training* will be offered as an in-person workshop.

The lower-level restrooms in the Northport building are almost complete. The electronic assist openers still need to be installed. The old staff restroom on the main level in the Northport Building has been gutted. This will be a family/all gender bathroom for the public when renovations are completed.

Fifteen staff members took advantage of the annual staff flu shot clinic provided by Northwell Health Huntington Hospital.

Adult and Teen Services

In partnership with the Northport Union Free School District, we are hosting students from the Northport High School as part of the School District's *Day of Service* requirement. Teens helped prepare seed packets for the Seed Library and created letters, signs and bookmarks to help support Veterans in the Community in honor of Veteran's Day.

The October donation theme was "Pasta & Sauce" to benefit community members using the food pantry located at the Northport High School.

Building and Grounds

The water heater that services the Northport Café failed and has been replaced.

Annual fire inspections have been completed in both buildings.

Tree work was performed in Northport which included pruning, removing dead limbs from the oak tree on the front lawn and removal of the infected purple plum tree in the courtyard.

Children and Family Services

In response to patron requests, Children and Family Services is offering additional programs to better serve working parents. An additional session of PJ Storytime has been added to the Northport offerings (usually held at EN) and more regularly scheduled Saturday morning Storytimes are being planned.

All four Kindergarten classes from 5th Avenue Elementary School visited the library this month.

All four Kindergarten classes from 5th Avenue Elementary School visited the library this month. The annual Halloween Storytime Parade was held at both buildings and was attended by 242 patrons.

Community Services

Community Services and Administration consulted with staff from the Mastic-Moriches-Shirley Community Library regarding their library café.

One of our Community Services librarians attended the *Library Marketing and Communications Conference* held in St. Louis. This conference is specifically designed for library marketing and communications and included two full days of content.

The Staff No-Carve Pumpkin Contest was a huge success. There were 26 amazing entries and the pumpkin design that received the most votes was adorned with exquisite owls.

Eighty-six patrons joined duo Donna Lee and Kenny Hendricks for an exciting and interactive musical show, *A Tribute to the Legends*. These two vocalists performed songs by legendary artists including Barbra Streisand, Frank Sinatra, Billy Joel, Donna Summer, and many more.

Eighty-one patrons attended *Gotcha Covered*, a Long Island-based band, that has been playing in various venues to capacity crowds for the past eight years. This performance showcased the timeless music of best-loved singer/songwriters of the 1970s and beyond, including The Eagles, Elton John, Chicago, Tom Petty, Carly Simon, Steely Dan, and many more.

Thirty-one patrons participated in the *Friends of the Library Autumn Tea* with Margaret M. Johnson, author of fourteen cookbooks, for a program that included tea history, teatime recipes, and a discussion of modern-day variations on afternoon teas. Participants also met with members of the Friends of the Library and learned about ways in which the Friends help support the mission of the Northport-East Northport Public Library.

Customer Service and Materials Management

Blood Pressure Kit circulation has increased, which may be a result of better visibility on the new shelving behind the circulation desk in the Northport Building.

Discard statistics were higher than usual because staff is weeding adult fiction, S-Z, in both buildings.

Network and Systems

The annual Network Security Training has been completed by 82% of staff.

The AED pads were replaced in both buildings as well as the Narcan and bleeding kits to ensure all supplies are up-to-date.

DialMyCalls, our emergency closing announcement program, has been updated and a test will be scheduled later this week.

IX.

PERSONNEL REPORT

Mrs. Elsas moved to approve "B." (New Employees) in the Personnel Report, seconded by Mrs. Glennon and unanimously carried.

Mrs. Glennon moved to approve "C." (Resignations) in the Personnel Report, seconded by Mrs. Hartough and unanimously carried.

Mrs. Hartough moved to approve "E." (Other) in the Personnel Report, seconded by Mrs. Elsas and unanimously carried.

X.

SCLS PROPOSED 2026 BUDGET

Mrs. Elsas moved to approve SCLS Proposed Budget 2026, (see attached) seconded by Mrs. Glennon and unanimously carried.

XI.

ELECTION OF SCLS BOARD OF TRUSTEE REPRESENTATIVE FOR THE TOWN OF HUNTINGTON

Board Members cast Ballots for the Election of SCLS Board of Trustee Representative for the Town of Huntington

XII.

REVIEW AND DISCUSSION OF BID PROPOSALS FOR ROOF REPLACEMENT PROJECT

Mrs. Hartough move to approve bid for Roof Replacement Project (see attached), seconded by Mrs. Elsas and unanimously carried.

XIII.

OTHER BUSINESS

Mr. Olney will be meeting with staff and an Architect regarding cabinet replacement in the Cafés.

A book checked out over 40 years ago was returned to the Library

Mr. Olney spoke about the inability to rent voting machines for the Library Budget Vote in April

XI.

DATES OF FUTURE MEETINGS

Thursday, December 18, 2025

10:00am

Budget Work Session

Thursday, December 18, 2025

11:00am

Regular Board Meeting

Thursday, January 22, 2026

10:00am

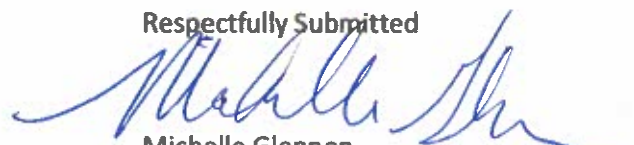
Regular Board Meeting

XII.

ADJOURNMENT

Mrs. Elsas moved to adjourn meeting at 11:59am, seconded by Mrs. Glennon and unanimously carried.

Respectfully Submitted



Michelle Glennon

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 20, 2025, 10:00 AM** in the Board Conference Room.

A G E N D A

- I. Call to Order
- II. Pledge of Allegiance
- III. Adoption of Agenda (Motion required)
- IV. Period for Public Expression
- V. Minutes of previous meeting (Motion required)
- VI. Financial Secretary & Treasurer's Report
 - A. Approval of warrants (Motion required)
 - B. Acceptance of payroll registers (Motion required)
 - C. Review of monthly expenditures
 - D. Review of statistical summary
- VII. Communications
- VIII. Director's Report
- IX. Personnel Report (Motion required)
- X. SCLS Proposed 2026 Budget (Motion required)
- XI. Election of SCLS Board of Trustee Representative for the Town of Huntington
- XII. Review and discussion of Bid Proposals for Roof Replacement Project (Motion required)
- XIII. Other Business
- XIV. Date of next library board meetings:
Thursday, December 18, 2025, 10:00 AM – Budget Work Session
Thursday, December 18, 2025, 11:00 AM – Regular Board Meeting
Thursday, January 22, 2026, 10:00 AM – Regular Board Meeting
- XV. Adjournment

**LIBRARY BOARD MEETING
NOVEMBER 20, 2025**

ACCOUNTS PAYABLE

4424 10/22/25	\$215,082.93	Two Hundred & Fifteen Thousand Eight Two Dollars & Ninety Three Cents
4425 11/5/25	\$224,652.72	Two Hundred & Twenty Four Thousand Six Hundred & Fifty Two Dollars & Seventy Two Cents
4426 11/20/25	\$138,495.16	One Hundred & Thirty Eight Thousand Four Hundred & Ninety Five Dollars & Sixteen Cents

PAYROLL REGISTER

2426 10/24/25	\$221,192.06	Two Hundred & Twenty One Thousand One Hundred & Ninety Two Dollars & Six Cents
2427 11/7/25	\$226,090.60	Two Hundred & Twenty Six Thousand Ninety Dollars & Sixty Cents



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

November 4, 2025

To: Member Library Directors;
Boards of Trustees
From: Kevin Verbesey
Re: **SCLS Proposed FY 2026 Budget**

Enclosed with this memo is the **Proposed SCLS FY 2026 Operating Budget** for your review and consideration.

At its meeting on November 4, 2025 the SCLS Board of Trustees approved the enclosed SCLS FY 2026 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, 2025.

Attached to this memo are the final proposed SCLS FY 2026 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 1, 2025.

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

Income

- 1) *Miscellaneous Grants* has been updated to include a NYS Construction Grant that SCLS expects to receive for phase one of our HVAC replacement project in 2026.
- 2) *Downloadable Media* has been updated to reflect the proposed increase of 6% that was recommended by the Committee of member directors working with us on that issue.
- 3) *Transfer from Unappropriated Fund Balance* has been updated to reflect the expected cost of SCLS share of phase one of our HVAC replacement project.

Expenditures

- 1) *Salaries* have been updated to reflect our expected expenditures in this area for 2026.
- 2) *Insurance Incentive* has been updated to reflect updated estimates.
- 3) *Homework Help* has been updated to reflect a newly negotiated contract for the service that lowered costs by almost 20%.
- 4) *Downloadable Media* has been updated to reflect the proposed increase of 6% in expenditures for the service that was recommended by the Committee of member directors working with us on that issue.
- 5) *Publicity and Printing, Travel, Programs, and Professional Development* have all been adjusted to reflect current costs estimates in these areas.
- 6) *Water and Equipment-Non-capital* have been adjusted to reflect new costs estimates.
- 7) *Contract Services* has increased in this estimate due to a newly negotiated contract for our daily delivery service to the member libraries.
- 8) *Facility Renovations* have been adjusted to reflect the expected total cost of phase one of our HVAC replacement project.

The bottom line, after these changes have been made, is that **the overall SCLS 2026 Budget is projected to increase by 13.62% (\$2,262,559.)** The operations side will increase by 11.33% (\$853,306) and the Direct Offset side will increase by 7.52% (\$674,253) and a fund balance transfer is planned in 2026 to pay SCLS share of phase one of our HVAC replacement project. Of the overall increase of \$2.3M almost \$2M of it is related to the HVAC replacement project, increases in coordinated orders, and the increase in downloads contributions.

Member Support, overall, will increase 2% (\$48,140) in 2026.

We are sometimes 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 and the library's expenditures for the prior year (2024.) If a library's disbursements (less capital expenditures and debt service – as defined in the New York State Annual Report) increased more than the County average then the contribution change will be greater than the average. The version that is enclosed with this memo is the final member support chart for 2026.

If possible, please address this issue at your next Board meeting and return the enclosed ballot to SCLS before December 31, 2025. Should you have any questions, please feel free to contact me.

Thank you for your continued support of our collaborative efforts.

2026 BUDGET INCOME

	2024	2025	2026	2025 to 2026	2025 to 2026
SOURCE	Budget	Approved	Proposed	\$ Change	% Change
N. Y. State	2,941,535	2,986,503	2,997,427	10,924	0.37%
Local Services Support Aid	337,368	342,800	344,080	1,280	0.37%
Outreach	239,863	268,425	269,434	1,009	0.38%
SCLS: CLA	159,535	187,575	188,271	696	0.37%
Misc. Grants	0	0	735,000	735,000	0.00%
Interest	65,000	100,000	180,000	80,000	80.00%
Rental	59,000	60,000	62,000	2,000	3.33%
Delivery Service	1,500	1,600		(1,600)	-100.00%
Mailing Overdues	15,000	12,000		(12,000)	-100.00%
Miscellaneous	15,000	25,000	46,000	21,000	84.00%
Contributions	100	100		(100)	-100.00%
Programs/Rooms	12,000	12,000		(12,000)	-100.00%
Library Contract Service	162,000	315,000	281,000	(34,000)	-10.79%
Member Library Support	2,375,132	2,410,860	2,459,000	48,140	2.00%
PALS Admin. Fee	752,949	772,423	765,380	(7,043)	-0.91%
Sustainable Libraries Initiative	30,000	40,000	60,000	20,000	50.00%
Sub-Total (Operational)	7,165,982	7,534,286	8,387,592	853,306	11.33%
<i>Central Library support</i>					
Shared Services	53,000	53,000	53,000	0	0.00%
Homework Help	55,000	55,000	55,000	0	0.00%
Sub-Total (Central Library)	108,000	108,000	108,000	0	0.00%
<i>DIRECT OFFSET</i>					
LLSA Member Libraries	476,633	484,300	486,115	1,815	0.37%
Central Library Aid	379,235	380,825	382,246	1,421	0.37%
Suffolk E-Resources	793,141	816,935	816,935	0	0.00%
Coordinated Orders	1,300,000	1,000,000	1,300,000	300,000	30.00%
Downloadable Media	5,918,306	6,273,354	6,649,755	376,401	6.00%
SCLS: CBA	16,830	0	0	0	0.00%
Dedicated Library Aid (Jail/Lov	32,130	16,050	10,666	(5,384)	-33.55%
Misc. Grants	0	0	0	0	0.00%
Sub-Total (Direct Offset)	8,916,275	8,971,464	9,645,717	674,253	7.52%
Transfer from Unappropriated					
Fund Balance	125,000	0	735,000	735,000	0.00%
Sub-Total (Non-Operational)	125,000	-	735,000	735,000	0.00%
TOTAL INCOME	16,315,257	16,613,750	18,876,309	2,262,559	13.62%

2026 Budget Expenditures

ACCOUNT TITLE	2024	2025	2026	2025 to 2026	2025 to 2026
	Budget	Budget	Proposed	\$ Change	% Change
<u>SALARIES</u>					
LIBRARIAN	1,640,159	1,656,213	1,795,835	139,622	8.43%
STAFF - F/T	1,115,073	1,234,046	1,264,899	30,853	2.50%
SHIPPING & MAINTENANCE	140,036	264,098	274,756	10,658	4.04%
STAFF - P/T	266,714	192,879	231,652	38,773	20.10%
SUB-TOTAL (Salaries)	3,161,982	3,347,236	3,567,142	219,906	6.57%
<u>FIXED CHARGES & FRINGE BENEFITS</u>					
RETIREMENT	435,000	535,000	575,000	40,000	7.48%
SOCIAL SECURITY	237,000	251,000	262,000	11,000	4.38%
WORKER'S COMPENSATION	40,000	45,000	45,500	500	1.11%
UNEMPLOYMENT	1,000	500	500	0	0.00%
DISABILITY	5,500	5,500	5,500	0	0.00%
HEALTH INSURANCE	600,000	630,000	625,000	(5,000)	-0.79%
MEDICAL INS. RETIREES	550,000	550,000	575,000	25,000	4.55%
DENTAL	42,000	42,000	41,000	(1,000)	-2.38%
OPTICAL	6,000	5,000	5,000	0	0.00%
FLEX PLAN	500	500	1,000	500	100.00%
SICK & VAC. PAYOUTS	100,000	90,000	85,000	(5,000)	-5.56%
LONG TERM CARE INSURANCE	2,000	1,500	1,000	(500)	-33.33%
INSURANCE INCENTIVE	45,000	35,000	45,000	10,000	28.57%
EMPLOYEE ASSIST. PROGRAM	1,800	1,800	1,800	0	0.00%
SUB-TOTAL (Fixed & Fringe)	2,065,800	2,192,800	2,268,300	75,500	3.44%
<u>PROFESSIONAL FEES</u>	57,050	57,300	58,600	1,300	2.27%
SUB-TOTAL (Professional Fees)	57,050	57,300	58,600	1,300	2.27%
<u>LIBRARY MATERIALS</u>					
BOOKS	8,000	8,000	8,500	500	6.25%
DOWNLOADABLE MEDIA	105,000	105,000	125,000	20,000	19.05%
HOMEWORK HELP	306,000	332,000	267,500	(64,500)	-19.43%
SUB-TOTAL	419,000	445,000	401,000	(44,000)	-9.89%
<u>DIRECT OFFSET</u>					
LLSA MEMBER LIBRARIES	476,633	484,300	486,115	1,815	0.37%
CLA CBA CNTRL LIBRARY	379,235	380,825	382,246	1,421	0.37%
SUFFOLK E-RESOURCES	793,141	816,935	816,935	0	0.00%
COORDINATED ORDERS	1,300,000	1,000,000	1,300,000	300,000	30.00%
DOWNLOADABLE MEDIA	5,918,306	6,273,354	6,649,755	376,401	6.00%
CBA MATERIALS	16,830	0	0	0	0.00%
DEDICATED LIBRARY AID	32,130	16,000	10,666	(5,334)	-33.34%
MISC. GRANTS	0	0	0	0	0.00%
SUB-TOTAL	8,916,275	8,971,414	9,645,717	674,303	7.52%

2026 Budget Expenditures

ACCOUNT TITLE	2024	2025	2026	2025 to 2026	2025 to 2026
	Budget	Budget	Proposed	\$ Change	% Change
<i>OPERATIONS</i>					
OFFICE & LIB. SUPPLIES	40,500	41,000	40,000	(1,000)	-2.44%
TELEPHONE VOICE	20,000	23,000	28,000	5,000	21.74%
ISP SERVICE	30,000	27,000	27,000	0	0.00%
Line of Credit INTEREST	100	100	100	0	0.00%
POSTAGE & FRGHT SCLS	15,000	15,000	22,500	7,500	50.00%
POSTAGE OVERDUES	9,000	7,500	0	(7,500)	-100.00%
PUBLICITY & PRINTING	30,000	30,000	35,000	5,000	16.67%
TRAVEL	23,500	25,500	27,500	2,000	7.84%
LOST IN TRANSIT	8,000	7,000	7,000	0	0.00%
OVERDUE SUPPLIES	0	0	0	0	0.00%
MEMBERSHIP DUES	23,000	24,000	28,000	4,000	16.67%
MAINT. - OFFICE EQUIP.	15,000	14,400	14,000	(400)	-2.78%
COMPUTER SERVICES	263,000	284,100	312,500	28,400	10.00%
VEHICLE OPERATION	32,500	36,400	33,400	(3,000)	-8.24%
VEHICLE MAINTENANCE	20,000	15,000	12,000	(3,000)	-20.00%
SECURITY SERVICES	22,000	22,000	22,000	0	0.00%
TRUSTEE EXPENSE	2,000	3,500	3,500	0	0.00%
PROGRAMS	35,000	35,000	40,000	5,000	14.29%
PROF. DEVELOPMENT	52,500	49,500	52,000	2,500	5.05%
Misc	0	0	0	0	0.00%
SUB-TOTAL	641,100	660,000	704,500	44,500	6.74%
<i>BUILDING OPERATIONS</i>					
GAS	25,000	21,000	22,000	1,000	4.76%
ELECTRICITY	38,050	35,000	35,000	0	0.00%
WATER	1,200	2,000	2,000	0	0.00%
SUPPLIES-JANITORIAL	2,500	2,500	2,500	0	0.00%
CONTRACT SERVICES	452,800	462,000	518,500	56,500	12.23%
REPAIR - BLDG. & EQUIP.	50,000	50,000	50,000	0	0.00%
SUB-TOTAL	569,550	572,500	630,000	57,500	10.04%
<i>INSURANCE</i>	104,500	87,500	92,050	4,550	5.20%
<i>EQUIPMENT - NON CAPITAL</i>	5,000	5,000	5,000	0	0.00%
<i>EQUIPMENT - CAPITAL</i>	35,000	35,000	34,000	(1,000)	-2.86%
<i>EQUIPMENT - VEHICLES</i>	65,000	65,000	0	(65,000)	-100.00%
<i>FACILITY RENOVATIONS</i>	275,000	175,000	1,470,000	1,295,000	740.00%
SUB-TOTAL	484,500	367,500	1,601,050	1,233,550	335.66%
TOTAL EXPENDITURES	16,315,257	16,613,750	18,876,309	2,262,559	13.62%

Proposed 2026 MEMBER LIBRARY SUPPORT @ 2.00% (OVERALL INCREASE)

BASED ON ANNUAL REPORT FINANCIALS: 2024

	ACT 2025 ML SUPP	PROP 2026 ML SUPP	\$ Change PROP 2026 FROM 2025 ACT	% Change PROP 2026 FROM 2025 ACT
AMAGANSETT	11,450	11,680	230	2.01%
AMITYVILLE	35,850	36,372	522	1.46%
BABYLON	19,570	21,054	1,484	7.58%
BAYPORT-BLUE POINT	26,626	25,558	(1,068)	-4.01%
BAY SHORE-BRIGHTWATERS	44,932	45,666	734	1.63%
BRENTWOOD	114,091	116,568	2,477	2.17%
BROOKHAVEN	12,098	12,539	441	3.65%
CENTER MORICHES	42,494	43,116	622	1.46%
CENTRAL ISLIP	51,510	51,078	(432)	-0.84%
COLD SPRING HARBOR	19,242	19,287	45	0.23%
COMMACK	32,234	32,887	653	2.03%
COMSEWOGUE	65,310	66,159	849	1.30%
CONNETQUOT	62,790	63,434	644	1.03%
COPIAGUE	44,569	45,582	1,013	2.27%
CUTCHOGUE-NEW SUFFOLK	12,122	11,819	(303)	-2.50%
DEER PARK	35,668	35,955	287	0.80%
EAST HAMPTON	34,535	36,449	1,914	5.54%
EAST ISLIP	39,165	40,303	1,138	2.91%
ELWOOD	19,282	19,811	529	2.74%
EMMA S CLARK	69,252	69,722	470	0.68%
FLOYD MEMORIAL	11,450	11,680	230	2.01%
HALF HOLLOW HILLS	77,485	79,942	2,457	3.17%
HAMPTON BAYS	25,555	25,716	161	0.63%
HAMPTON	11,450	11,680	230	2.01%
HARBORFIELDS	37,822	37,106	(716)	-1.89%
HAUPPAUGE	23,785	23,490	(295)	-1.24%
HUNTINGTON	69,285	71,110	1,825	2.63%
ISLIP	34,104	33,209	(895)	-2.62%
JOHN JERMAIN	18,724	19,714	990	5.29%
LINDENHURST	53,542	55,759	2,217	4.14%
LONGWOOD	90,699	91,931	1,232	1.36%
MASTICS-MORICHES-SHIRLEY	78,333	82,504	4,171	5.32%
MATTITUCK	11,450	12,114	664	5.80%
MIDDLE COUNTRY	124,526	127,884	3,358	2.70%
MONTAUK	11,450	11,680	230	2.01%
NORTH BABYLON	38,665	39,429	764	1.98%
NORTH SHORE	43,611	42,129	(1,482)	-3.40%
NORTHPORT-EAST NORTHPORT	75,931	76,996	1,065	1.40%
PATCHOGUE-MEDFORD	86,454	89,803	3,349	3.87%
PORT JEFFERSON	34,549	34,896	347	1.00%
QUOGUE	11,450	11,680	230	2.01%
RIVERHEAD	52,655	53,279	624	1.19%
ROGERS MEMORIAL	37,664	37,832	168	0.45%
SACHEM	120,503	122,146	1,643	1.36%
SAYVILLE	31,552	32,286	734	2.33%
SHELTER ISLAND	11,450	11,680	230	2.01%
SMITHTOWN	163,702	166,315	2,613	1.60%
SOUTH COUNTRY	29,677	30,570	893	3.01%
SOUTH HUNTINGTON	60,939	62,908	1,969	3.23%
SOUTHOLD	11,450	11,680	230	2.01%
WEST BABYLON	39,864	40,620	756	1.90%
WEST ISLIP	41,256	41,859	603	1.46%
WESTHAMPTON	27,127	28,171	1,044	3.85%
WYANDANCH	19,911	24,163	4,252	21.36%
TOTALS:	2,410,860	2,459,000	48,140	2.00%



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

November 4, 2025

To: Member Library Directors & Boards of Trustees
From: Kevin Verbesey
Re: **Proposed Live-brary.com Downloads Costs for 2026**

Attached please find the breakdown of the proposed cost model for the Live-brary.com Downloads for 2026.

In 2025 the member libraries contributed \$6,273,354 for purchases of materials for the Downloads service. (Every dollar that the member libraries contribute towards the service is used to purchase materials to lend to patrons.) SCLS pays the service platform fee for the Overdrive service out of our regular operating budget.

The usage for the service in the last twelve months has increased by 7.52%.

October 1, 2023 – September 30, 2024 --- 3,795,916

October 1, 2024 – September 30, 2025 --- 4,081,417

Based on member library input we are proposing an overall increase in the member library contributions for the Live-brary.com Downloads in 2026 of 6% to bring the total contributions to \$6,649,755. SCLS will contribute \$125,000 and Patchogue-Medford \$12,000 for a total budget of \$6,786,755.

During the course of 2025 SCLS worked with a committee of member library director's representative of the five region zones to try to determine strategies to make this critical service more sustainable for libraries and library users throughout Suffolk County. After those discussions it was decided that modifications will be made to the service loan rules, purchasing policies, and advocacy on behalf of the service will be significantly increased. All of these steps are being planned in order to ensure that this fast growing and popular service remains viable and valuable to Suffolk's library users for years to come.

Please note that the Live-brary.com Download fee is calculated with a "base fee" that every library pays at the same rate regardless of size or service usage. The "base fee" of the member libraries is \$10,000 per participating library. The remaining charge is based on the amount of usage from each individual library's patrons. Libraries whose patrons borrow more - pay more, at a proportional rate.

Library	# of Downloads	%	# of Downloads	%	%	Library	2025	2025	Total	%	2026	2026	Total	%	% Inc.
	10/13-9/24	Of Total	10/24-9/25	Of Total	Change		Base	Usage	2025	Of Total	Base	Usage	2026	Of Total	COST
	Use		Use		23/24			Payment	Payment	2025		Payment	Payment	2026	10/25/2026
	23/24		24/25		24/25					Cost				Cost	
Amagansett	14,131	0.37%	15,249	0.37%	7.91%	Amagansett	\$ 10,000	\$21,343	\$ 31,343	0.50%	\$ 10,000	\$22,827	\$ 32,827	0.49%	4.7%
Amityville	37,187	0.98%	38,678	0.95%	4.01%	Amityville	\$ 10,000	\$56,167	\$66,167	1.05%	\$ 10,000	\$57,900	\$ 67,900	1.02%	2.6%
Babylon	32,597	0.86%	35,154	0.86%	7.84%	Babylon	\$ 10,000	\$49,235	\$59,235	0.99%	\$ 10,000	\$52,624	\$ 62,624	0.94%	5.7%
Bay Shore	62,395	1.66%	70,415	1.73%	11.78%	Bay Shore	\$ 10,000	\$95,149	\$105,149	1.61%	\$ 10,000	\$105,409	\$ 115,409	1.74%	9.8%
Bayport	48,478	1.28%	52,083	1.28%	7.40%	Bayport	\$ 10,000	\$73,221	\$83,221	1.28%	\$ 10,000	\$77,937	\$ 87,937	1.32%	5.7%
Brentwood	17,737	0.99%	41,937	1.03%	11.13%	Brentwood	\$ 10,000	\$56,998	\$66,998	1.12%	\$ 10,000	\$62,778	\$ 72,778	1.09%	8.6%
Brookhaven	9,885	0.26%	10,662	0.26%	5.84%	Brookhaven	\$ 10,000	\$14,930	\$24,930	0.41%	\$ 10,000	\$15,661	\$ 25,661	0.39%	2.9%
Center Moriches	79,428	2.10%	85,766	2.10%	7.71%	Center Moriches	\$ 10,000	\$120,270	\$138,270	1.98%	\$ 10,000	\$128,389	\$ 138,389	2.08%	6.2%
Central Islip	26,022	0.69%	30,166	0.74%	15.92%	Central Islip	\$ 10,000	\$39,304	\$49,304	0.74%	\$ 10,000	\$45,158	\$ 55,158	0.83%	11.9%
Cold Spring Har	40,812	1.08%	40,513	0.99%	-0.73%	Cold Spring Har	\$ 10,000	\$61,642	\$71,642	1.18%	\$ 10,000	\$60,647	\$ 70,647	1.06%	-1.4%
Commack	51,136	1.35%	55,287	1.37%	9.49%	Commack	\$ 10,000	\$77,236	\$87,236	1.35%	\$ 10,000	\$83,811	\$ 93,811	1.41%	7.5%
Compuway	118,274	3.06%	122,607	3.00%	5.45%	Compuway	\$ 10,000	\$175,620	\$185,620	2.89%	\$ 10,000	\$183,539	\$ 193,539	2.91%	4.3%
Conantquot	99,295	2.62%	105,391	2.58%	6.14%	Conantquot	\$ 10,000	\$149,975	\$159,975	2.45%	\$ 10,000	\$157,767	\$ 167,767	2.52%	4.9%
Copogue	33,607	0.89%	36,449	0.89%	8.46%	Copogue	\$ 10,000	\$50,760	\$60,760	0.94%	\$ 10,000	\$54,563	\$ 64,563	0.97%	6.3%
Cutchogue	22,882	0.60%	24,180	0.59%	5.67%	Cutchogue	\$ 10,000	\$34,561	\$44,561	0.75%	\$ 10,000	\$36,197	\$ 46,197	0.69%	3.7%
Deer Park	33,516	0.88%	35,731	0.88%	6.61%	Deer Park	\$ 10,000	\$50,623	\$60,623	0.94%	\$ 10,000	\$53,488	\$ 63,488	0.95%	4.7%
East Hampton	85,476	2.25%	95,145	2.33%	11.31%	East Hampton	\$ 10,000	\$129,103	\$139,103	2.11%	\$ 10,000	\$142,429	\$ 152,429	2.29%	9.6%
East Islip	66,773	1.76%	71,824	1.76%	7.56%	East Islip	\$ 10,000	\$100,854	\$110,854	1.69%	\$ 10,000	\$107,518	\$ 117,518	1.77%	6.0%
Elwood	42,473	1.12%	47,128	1.15%	10.96%	Elwood	\$ 10,000	\$64,151	\$74,151	1.25%	\$ 10,000	\$70,549	\$ 80,549	1.21%	8.6%
Emma S Clark	199,084	5.24%	207,790	5.09%	4.39%	Emma S Clark	\$ 10,000	\$300,651	\$310,651	4.81%	\$ 10,000	\$311,055	\$ 321,055	4.83%	3.3%
Floyd Memorial	25,743	0.68%	29,871	0.73%	16.04%	Floyd Memorial	\$ 10,000	\$38,882	\$48,882	0.78%	\$ 10,000	\$44,716	\$ 54,716	0.82%	11.9%
Half Hollow Hills	142,830	3.76%	146,653	3.59%	2.68%	Half Hollow Hills	\$ 10,000	\$215,731	\$225,731	3.74%	\$ 10,000	\$219,535	\$ 229,535	3.45%	1.7%
Hampton	13,956	0.37%	15,760	0.39%	12.93%	Hampton	\$ 10,000	\$21,079	\$31,079	0.52%	\$ 10,000	\$23,592	\$ 33,592	0.51%	8.1%
Hampton Bays	46,919	1.24%	51,917	1.27%	10.56%	Hampton Bays	\$ 10,000	\$70,927	\$80,927	1.39%	\$ 10,000	\$77,718	\$ 87,718	1.32%	8.4%
Harborfields	83,963	2.21%	92,697	2.27%	10.40%	Harborfields	\$ 10,000	\$126,818	\$136,818	2.12%	\$ 10,000	\$138,765	\$ 148,765	2.24%	8.7%
Hempstead	28,935	0.76%	31,651	0.78%	9.39%	Hempstead	\$ 10,000	\$43,703	\$53,703	0.94%	\$ 10,000	\$47,381	\$ 57,381	0.86%	6.8%
Huntington	107,961	2.84%	115,652	2.83%	7.12%	Huntington	\$ 10,000	\$163,064	\$173,064	2.71%	\$ 10,000	\$173,127	\$ 183,127	2.75%	5.8%
Islip	50,940	1.32%	55,235	1.35%	10.38%	Islip	\$ 10,000	\$75,580	\$85,580	1.35%	\$ 10,000	\$82,685	\$ 92,685	1.39%	8.3%
John Jermain	40,966	1.08%	43,616	1.07%	6.47%	John Jermain	\$ 10,000	\$61,875	\$71,875	1.17%	\$ 10,000	\$65,292	\$ 75,292	1.13%	4.8%
Lindenhurst	77,659	2.05%	82,771	2.03%	6.58%	Lindenhurst	\$ 10,000	\$117,296	\$127,296	2.05%	\$ 10,000	\$123,906	\$ 133,906	2.01%	5.2%
Longwood	141,172	3.72%	151,762	3.77%	8.92%	Longwood	\$ 10,000	\$213,226	\$223,226	3.56%	\$ 10,000	\$230,177	\$ 240,177	3.61%	7.6%
Mastic	72,717	1.92%	80,815	1.98%	11.14%	Mastic	\$ 10,000	\$109,832	\$119,832	2.01%	\$ 10,000	\$120,978	\$ 130,978	1.97%	9.3%
Matinecock	29,587	0.78%	31,159	0.76%	5.31%	Matinecock	\$ 10,000	\$44,688	\$54,688	0.87%	\$ 10,000	\$46,644	\$ 56,644	0.85%	3.6%
Middle Country	115,307	3.04%	120,610	2.96%	4.60%	Middle Country	\$ 10,000	\$174,160	\$184,160	3.04%	\$ 10,000	\$180,549	\$ 190,549	2.97%	3.5%
Montauk	24,571	0.65%	29,608	0.73%	20.50%	Montauk	\$ 10,000	\$37,112	\$47,112	0.72%	\$ 10,000	\$44,322	\$ 54,322	0.82%	15.3%
North Babylon	53,310	1.40%	56,285	1.38%	5.58%	North Babylon	\$ 10,000	\$80,519	\$90,519	1.23%	\$ 10,000	\$84,257	\$ 94,257	1.42%	4.1%
North Shore	89,270	2.35%	98,709	2.42%	10.57%	North Shore	\$ 10,000	\$134,833	\$144,833	2.43%	\$ 10,000	\$147,764	\$ 157,764	2.37%	8.9%
Northport	138,375	3.65%	145,890	3.57%	5.43%	Northport	\$ 10,000	\$209,002	\$219,002	3.47%	\$ 10,000	\$218,393	\$ 228,393	3.43%	4.3%
Patchogue-Medford	99,907	2.63%	108,236	2.65%	8.34%	Patchogue-Medford	\$ 10,000	\$150,900	\$160,900	2.64%	\$ 10,000	\$162,026	\$ 172,026	2.59%	6.9%
Port Jefferson	57,285	1.51%	61,499	1.51%	7.36%	Port Jefferson	\$ 10,000	\$86,323	\$96,323	1.61%	\$ 10,000	\$92,062	\$ 102,062	1.53%	5.7%
Queens	20,249	0.53%	23,359	0.57%	15.36%	Queens	\$ 10,000	\$30,584	\$40,584	0.64%	\$ 10,000	\$34,968	\$ 44,968	0.68%	10.8%
Riverhead	89,552	2.36%	95,890	2.35%	7.08%	Riverhead	\$ 10,000	\$135,239	\$145,239	2.29%	\$ 10,000	\$143,544	\$ 153,544	2.31%	5.7%
Rogers Memorial	77,078	2.03%	79,931	1.96%	3.70%	Rogers Memorial	\$ 10,000	\$116,419	\$126,419	2.17%	\$ 10,000	\$119,654	\$ 129,654	1.95%	2.6%
Sachem	219,906	5.79%	239,043	5.86%	8.70%	Sachem	\$ 10,000	\$332,146	\$342,146	5.23%	\$ 10,000	\$357,840	\$ 367,840	5.53%	7.5%
Sayville	68,026	1.79%	74,207	1.82%	9.09%	Sayville	\$ 10,000	\$102,747	\$112,747	1.89%	\$ 10,000	\$111,086	\$ 121,086	1.82%	7.4%
Shelter Island	25,054	0.66%	25,551	0.63%	1.98%	Shelter Island	\$ 10,000	\$37,842	\$47,842	0.79%	\$ 10,000	\$38,249	\$ 48,249	0.73%	0.9%
Smithtown	139,210	8.94%	167,996	9.02%	8.49%	Smithtown	\$ 10,000	\$512,343	\$522,343	8.52%	\$ 10,000	\$550,879	\$ 560,879	8.43%	7.4%
South Country	45,923	1.21%	48,522	1.19%	5.66%	South Country	\$ 10,000	\$69,362	\$79,362	1.31%	\$ 10,000	\$72,636	\$ 82,636	1.24%	4.1%
South Huntington	105,110	2.77%	110,308	2.70%	4.95%	South Huntington	\$ 10,000	\$158,758	\$168,758	2.65%	\$ 10,000	\$165,128	\$ 175,128	2.63%	3.8%
Southold	33,693	0.89%	38,252	0.94%	13.53%	Southold	\$ 10,000	\$50,890	\$60,890	0.98%	\$ 10,000	\$57,262	\$ 67,262	1.01%	10.5%
West Babylon	48,782	1.29%	51,759	1.27%	6.10%	West Babylon	\$ 10,000	\$73,680	\$83,680	1.34%	\$ 10,000	\$77,482	\$ 87,482	1.32%	4.5%
West Islip	70,189	1.85%	74,676	1.83%	6.39%	West Islip	\$ 10,000	\$106,014	\$116,014	1.69%	\$ 10,000	\$111,788	\$ 121,788	1.83%	5.0%
Westhampton	69,860	1.84%	73,825	1.81%	5.68%	Westhampton	\$ 10,000	\$105,517	\$115,517	1.84%	\$ 10,000	\$110,514	\$ 120,514	1.81%	4.3%
Wyandanch	2,812	0.07%	3,067	0.08%	9.07%	Wyandanch	\$ 10,000	\$4,247	\$14,247	0.23%	\$ 10,000	\$4,591	\$ 14,591	0.22%	2.4%
Total	3,795,916	100%	4,081,417	100%	7.52%	Total	\$948,000	\$5,733,354	\$6,273,354	100%	\$ 548,000	\$ 5,199,755	\$6,649,755	100%	
							8.6%	91.4%	6.8%		8.1%	91.9%	6.8%		



November 17, 2025

Northport - East Northport Public Library
151 Laurel Avenue
Northport, New York 11768

Attn: Board of Trustees

Re: **Northport - East Northport Public Library**
East Northport Building
Roofing Replacement Project

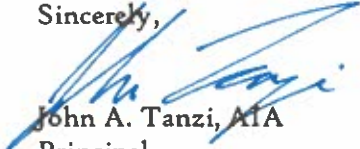
Contractor Recommendation
Barrett Roofs, Inc.

Board of Trustees,

I have reviewed the bid packages that were received and had a post-bid discussion with Brian Wynne, President of **Barrett Roofs, Inc.** (Low Bidder) to review their understanding of the project scope and their bid amount. They have acknowledged the full scope of this project and I find them qualified to perform this contract.

We recommend that **Barrett Roofs, Inc.** be awarded the East Northport Building - Roofing Replacement Project Contract for the **Total Contract Amount of \$375,000.00**. If you concur, please vote on a resolution to award and let me know when complete – I will then get the ball rolling for the Notice of Award & Notice to Proceed process.

Sincerely,



John A. Tanzi, AIA
Principal

John Tanzi Architects

Architecture | Engineering | Interiors

129 Main Street – Unit 620, Stony Brook, New York 11790
631-751-0108 www.jtarchitects.net



Official Bid Results

Date: November 13, 2025 - 2:00pm

Project: Northport - East Northport Public Library - East Northport Building
Roofing Replacement Project

Bidder	Total Bid Amount	Unit Price 1	Unit Price 2	
Preferred Exterior	\$341,600.00	\$18.00	\$5.00	Withdrawn
Barrett Roofs, Inc.	\$375,000.00	\$18.00	\$15.00	
Milcon Construction Corp.	\$388,300.00	\$31.80	\$16.45	
Statewide Roofing, Inc.	\$419,069.00	\$50.00	\$50.00	
Proton Construction Corp.	\$423,000.00	\$18.00	\$12.00	
GTS Construction Corp.	\$467,000.00	\$25.00	\$20.00	
AI Roofing and Siding of Long Island	\$489,500.00	\$25.00	\$7.50	

Note: Unit Prices are not utilized in determining the Lowest Bidder. The descriptions of each below is provided for reference only:

Unit Price 1 (Add & Deduct): Replace 1 Square Foot of Existing Metal Decking

Unit Price 2 (Add & Deduct): Replace 1 Square Foot of Existing Wood Decking

John Tanzi Architects

Architecture | Engineering | Interiors

129 Main Street - Unit 620, Stony Brook, New York 11790

631-751-0108 www.jtarchitects.net

**XII. Roof Replacement Project
(Motion
required)**

WHEREAS at the bid opening for the East Northport Building - Roofing Replacement Project on November 13, 2025 bids were received from seven companies, and

WHEREAS John Tanzi Architects, has reviewed the bids and the bid packets, and based on the bid details from the information provided, has determined Barrett Roofs Inc. to be the apparent lowest responsible bidder and has recommended the library award the contract to Barrett Roofs Inc., and

THEREFORE, the Board of Trustees resolved to award the contract to Barrett Roofs Inc. for the total contract amount of three hundred seventy-five thousand dollars (\$375,000).

PERSONNEL REPORT

Approval of the Following Personnel Matters
November 20, 2025

A. Salary Increase

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

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Nancy Morcerf	PT Librarian I/Step 14	Adult & Teen Svcs	12/01/25
Elizabeth Aitken	Page/\$17.20 hr.	Adult & Teen Svcs	08/23/25
Sabina Anderson	Page/\$17.00 hr.	Children & Family Svcs	11/24/25

C. Resignations

<u>Name</u>	<u>Position & Grade/Step</u>	<u>Department</u>	<u>Effective Date</u>
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Patricia Botter	PT Library Clerk/Step 1	Customer Svc & Mtrls	10/30/25
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D. Retirement

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

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Effective Date</u>
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Promotion

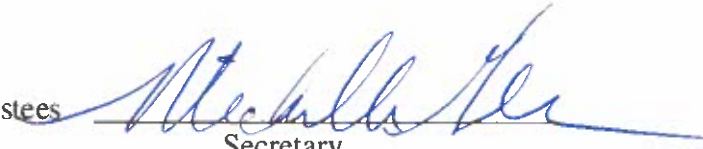
Request for Change of Status

Christine Farrugia	FT Librarian I*/Step 9 *presently Permanent PT	Children & Family Svcs	12/01/25
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Request for Leave of Absence

Regan Sofarelli	Page	Children & Family Svcs	11/18/25-03/06/25
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Report approved by Board of Trustees


Secretary