WEST ISLIP PUBLIC LIBRARY

Meeting of the Board of Trustees November 17, 2021

Agenda

Call to order
Welcome taxpayers - Period for public expression
Approve Minutes of the October 20, 2021 Monthly Meeting – Action Item*
Donations – October – Action Item*
Financial Reports: June, July, August, September, October, 2021 -- Action Item*
Approve September/October Warrants – Action Item*
Approve additional Invoices – Action Item*

OLD BUSINESS

- Director's Report November 17, 2021
- HVAC Project

NEW BUSINESS

- Personnel Report –Action Item*
- Library Budget and Trustee Vote
- Library Budget FY 2022-2023
- Brightwaters Landscaping - Snow Removal Proposal 2021-2022 – Action Item*
- Sexual Harassment Policy – Action Item*
- SCLS Budget 2022 - Snow Removal Proposal 2021-2022 – Action Item*
- Material Selection Policy – Action Item*

Added 11/16/2021

- Repair/upgrade Audio System in Meeting Room D – Astoria Communications--Action Item*
- Renewal of Sentricon Termite Control – Suburban Exterminating – Action Item*

Period for public expression

Next Meeting:
Wednesday, December 15, 2021

UNAPPROVED

West Islip Public Library
Board Meeting Minutes November 17, 2021

Present:

Marilyn Gutierrez, President
Dana Waite Esposito, Vice President
Simonne Harkavy
Louise Sokolowski
Margaret Bell
Andrew Hamm, Library Director
Grace O'Connor, Library Board Secretary

Meeting was called to order by Marilyn Gutierrez at 3:10 p.m. Welcomed visitors. None present.

Dana Esposito made a motion to approve the minutes of the October 20, 2021 monthly meeting. Simonne Harkavy seconded. Unanimous.

Simonne Harkavy made a motion to approve the Donation Report for October 2021 (See addendum to minutes). Louise Sokolowski seconded. Unanimous.

Margaret Bell made a motion to approve the Payroll Warrants of October 28 and November 10, 2021, the Library Warrant of November 17, 2021, and the Capital Warrant of November 17, 2021 (see addendum to minutes). Dana Esposito seconded. Unanimous.

Marilyn Gutierrez made a motion to approve additional invoices to be paid with the Payroll Warrant of November 24, 2021 (see addendum to minutes). Louise Sokolowski seconded. Unanimous.

Dana Esposito made a motion to approve the Personnel report dated November 17, 2021 (see addendum to minutes). Margaret Bell seconded. Unanimous.

Margaret Bell made a motion to approve the renewal of the 2021/2022 contracts with Brightwaters Landscaping to plow the parking lot and walkways and to clear town sidewalk around the property, priced per storm as per the contract (see addendum to minutes). Louise Sokolowski seconded. Unanimous.

Dana Esposito made a motion to reapprove the West Islip Public Library Sexual Harassment Policy and Complaint Form (see addendum to minutes). Marilyn Gutierrez seconded. Unanimous

Simonne Harkavy made a motion to approve/ the SCLS Budget for 2022 (see addendum to minutes). Margaret Bell seconded. Unanimous.

Louise Sokolowski made a motion to reapprove the West Islip Public Library Material Selection Policy and Complaint Form (see addendum to minutes). Dana Esposito seconded. Unanimous.

Dana Esposito made a motion to approve the proposal from Astoria Communications to repair/upgrade the audio in the AV System in Meeting Room D at a cost of $4,805.00. Simonne Harkavy seconded. Unanimous.

Margaret Bell made a motion to renew the maintenance agreement with Suburban Exterminating for the Sentricon termite protection system for January 1, 2022 to December 31, 2022, at a cost of $1,091.00. Louise Sokolowski seconded. Unanimous.

There being no further business, meeting was adjourned at 4:55 p.m. on a motion made by Simone Harkavy. Dana Esposito seconded.

The next Board Meeting will be held on December 15, 2021.

Respectfully submitted,

Grace O'Connor
Library Board Secretary

WEST ISLIP PUBLIC LIBRARY
3 Higbie Lane, West Islip, NY 11795

Donations for the month of: October 2021

Second District Federated Garden Clubs of NYS	**$100.00**

WP12/cal

The payrolls and the warrants approved at the November 17, 2021 Board of Trustee meeting

Library Fund

Payroll	Date: 10/28/2021	Tax Impound	$ 20,786.96			Page 1 & 2
		Direct Deposit	$ 44,816.16			Page 1 & 2
		Net Checks	$ 6,004.68			Page 1 & 2
		Warrant	$ 24,352.52	Check #'s:	8800 - 8808	Page 3
Payroll	Date: 11/10/2021	Tax Impound	$ 19,664.34			Page 4 & 5
		Direct Deposit	$ 44,098.57			Page 4 & 5
		Net Checks	$ 5,833.10			Page 4 & 5
		Warrant	$ 11,299.74	Check #'s:	8809 - 8811	Page 6
Warrant	Date: 11/17/2021	Warrant	$ 354,168.50	Check #'s:	8812- 8883	Page 7 & 8
		Total Library Fund:	$ 531,024.57			

Capital Fund

Warrant	Date: 11/17/2021	Warrant	$ 21,376.29	Check #'s:	1116 - 1117	Page 9
		Total Capital Fund:	$ 21,376.29			
		Total All Funds	$ 552,400.86			

S&M

Liability Recap	**Taxes Debited**	Federal Income Tax		7,202.43		
		Earned Income Credit Advances		.00		
		Social Security - EE		4,298.59		
		Social Security - ER		4,298.57		
		Social Security Adj - EE		.00		
		Medicare - EE		1,005.30		
		Medicare - ER		1,005.31		
		Medicare Adj - EE		.00		
		Medicare Surtax - EE		.00		
		Medicare Surtax Adj - EE		.00		
		Federal Unemployment Tax		.00		
		FMLA-PSL Payments Credit		.00		
		FMLA-PSL ER FICA Credit		.00		
		FMLA-PSL Health Care Premium Credit		.00		
		Employee Retention Qualified Payments Credit		.00		
		Employee Retention Qualified Health Care Credit		.00		
		COBRA Premium Assistance Payments		.00		
		State Income Tax		2,976.76		
		State Unemployment Insurance - EE		.00		
		State Unemployment Insurance - ER		.00		
		State Unemployment Insurance Adj - EE		.00		
		State Disability Insurance - EE		.00		
		State Disability Insurance - ER		.00		
		State Disability Insurance Adj - EE		.00		
		State Family Leave Insurance - EE		.00		
		State Family Leave Insurance - ER		.00		
		State Family Leave Insurance Adj - EE		.00		
		State Medical Leave Insurance - EE		.00		
		State Medical Leave Insurance - ER		.00		
		Workers' Benefit Fund Assessment - EE		.00		
		Workers' Benefit Fund Assessment - ER		.00		
		Transit Tax - EE		.00		
		Local Income Tax		.00		
		School District Tax		.00		
		Total Taxes Debited	Acct. No. **XXXXX2315** Tran/ABA **XXXXXXXXX**	**20,786.96**		
	Other Transfers	ADP Direct Deposit	Acct. No. **XXXXX2315** Tran/ABA **XXXXXXXXX**	44,816.16		
		ADP Check	Acct. No. **XXXXX2315** Tran/ABA **XXXXXXXXX**	6,004.68		
		Total Amount Debited From Your Accounts			**71,607.80**	**Total Liability**
						71,607.80
Bank Debits and Other Liability		Adjustments/Prepay/Voids		.00		**71,607.80**
Taxes - Your Responsibility		State Disability Insurance - EE		62.38		
		Total Taxes Your Responsibility			**62.38**	**71,670.18**

Includes Taxes that are your responsibility

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Net Pay	Checks				6,004.68	
	Direct Deposits				44,816.16	
	Subtotal Net Pay					**50,820.84**
	Adjustments				.00	
	Total Net Pay Liability (Net Cash)					**50,820.84**

Taxes			You are responsible for Depositing these amounts		Amount debited from your account		
Federal	**Agency**	**Rate**	**EE withheld**	**ER contrib.**	**EE withheld**	**ER contrib.**	
	Federal Income Tax				7,202.43		
	Earned Income Credit Advances						
	Social Security				4,298.59	4,298.57	
	Medicare				1,005.30	1,005.31	
	Medicare Surtax						
	Federal Unemployment Tax						
	Subtotal Federal				**12,506.32**	**5,303.88**	**17,810.20**
	FMLA-PSL Payments Credit						
	FMLA-PSL ER FICA Credit						
	FMLA-PSL Health Care Premium Credit						
	Employee Retention Qualified Payments Cre						
	Employee Retention Qualified Health Care						
	Cobra Premium Assistance Payments						
	Total Federal				**12,506.32**	**5,303.88**	**17,810.20**
State	NY State Income Tax				2,976.76		
	NY State Unemployment Insurance-ER						
	NY State Disability Insurance-EE		62.38				
	Subtotal NY		**62.38**		**2,976.76**		**3,039.14**
	Total Taxes		**62.38**	**.00**	**15,483.08**	**5,303.88**	**20,849.34**

Amount ADP Debited From Account XXXXX2315	**Tran/ABA XXXXXXXXX**		**20,786.96**	Excludes Taxes That Are Your Responsibility
Other Transfers	ADP Direct Deposit	44,816.16		55 Employee Transactions
	ADP Check	6,004.68		
Amount ADP Debited From Account XXXXX2315	**Tran/ABA XXXXXXXXX**		**50,820.84**	
Total Amount ADP Debited From Your Accounts			**71,607.80**	

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West Islip Public Library
Check Detail
October 28, 2021

Type	Num	Date	Name	CheckAmount
Bill Pmt -Check	8800	10/28/2021	Baldessari & Coster, LLP	$ 10,200.00
Bill Pmt -Check	8801	10/28/2021	J.J. Stanis and Company, Inc.	$ 1,523.25
Bill Pmt -Check	8802	10/28/2021	Johnson Controls	$ 4,556.83
Bill Pmt -Check	8803	10/28/2021	MetLife	$ 1,000.00
Bill Pmt -Check	8804	10/28/2021	Metropolitan Life Insurance Co.	$ 1,285.00
Bill Pmt -Check	8805	10/28/2021	National Grid	$ 600.64
Bill Pmt -Check	8806	10/28/2021	Pacific Telemanagement Services	$ 92.17
Bill Pmt -Check	8807	10/28/2021	Suffolk Cty Vanderbilt Museum	$ 1,100.00
Bill Pmt -Check	8808	10/28/2021	Johnson Controls	$ 3,994.63
			1035 · FNBLI Checking	$ 24,352.52

Liability Recap	**Taxes Debited**	Federal Income Tax			7,081.43		
		Earned Income Credit Advances			.00		
		Social Security - EE			3,867.21		
		Social Security - ER			3,867.22		
		Social Security Adj - EE			.00		
		Medicare - EE			983.79		
		Medicare - ER			983.78		
		Medicare Adj - EE			.00		
		Medicare Surtax - EE			.00		
		Medicare Surtax Adj - EE			.00		
		Federal Unemployment Tax			.00		
		FMLA-PSL Payments Credit			.00		
		FMLA-PSL ER FICA Credit			.00		
		FMLA-PSL Health Care Premium Credit			.00		
		Employee Retention Qualified Payments Credit			.00		
		Employee Retention Qualified Health Care Credit			.00		
		COBRA Premium Assistance Payments			.00		
		State Income Tax			2,880.91		
		State Unemployment Insurance - EE			.00		
		State Unemployment Insurance - ER			.00		
		State Unemployment Insurance Adj - EE			.00		
		State Disability Insurance - EE			.00		
		State Disability Insurance - ER			.00		
		State Disability Insurance Adj - EE			.00		
		State Family Leave Insurance - EE			.00		
		State Family Leave Insurance - ER			.00		
		State Family Leave Insurance Adj - EE			.00		
		State Medical Leave Insurance - EE			.00		
		State Medical Leave Insurance - ER			.00		
		Workers' Benefit Fund Assessment - EE			.00		
		Workers' Benefit Fund Assessment - ER			.00		
		Transit Tax - EE			.00		
		Local Income Tax			.00		
		School District Tax			.00		
		Total Taxes Debited	Acct. No. **XXXXX2315**	Tran/ABA **XXXXXXXXX**	**19,664.34**		
	Other Transfers	ADP Direct Deposit	Acct. No. **XXXXX2315**	Tran/ABA **XXXXXXXXX**	44,098.57		
		ADP Check	Acct. No. **XXXXX2315**	Tran/ABA **XXXXXXXXX**	5,833.10		**Total Liability**
		Total Amount Debited From Your Accounts				**69,596.01**	**69,596.01**
	Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00		**69,596.01**
	Taxes - Your Responsibility	State Disability Insurance - EE			63.17		**Includes Taxes that are your responsibility**
		Total Taxes Your Responsibility				**63.17**	**69,659.18**

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SSM

Net Pay	Checks	5,833.10	
	Direct Deposits	44,098.57	
	Subtotal Net Pay		**49,931.67**
	Adjustments	.00	
	Total Net Pay Liability (Net Cash)		**49,931.67**

Taxes			You are responsible for Depositing these amounts		Amount debited from your account		
Federal	**Agency**	**Rate**	**EE withheld**	**ER contrib.**	**EE withheld**	**ER contrib.**	
	Federal Income Tax				7,081.43		
	Earned Income Credit Advances						
	Social Security				3,867.21	3,867.22	
	Medicare				983.79	983.78	
	Medicare Surtax						
	Federal Unemployment Tax						
	Subtotal Federal				**11,932.43**	**4,851.00**	**16,783.43**
	FMLA-PSL Payments Credit						
	FMLA-PSL ER FICA Credit						
	FMLA-PSL Health Care Premium Credit						
	Employee Retention Qualified Payments Cre						
	Employee Retention Qualified Health Care						
	Cobra Premium Assistance Payments						
	Total Federal				**11,932.43**	**4,851.00**	**16,783.43**
State	NY State Income Tax				2,880.91		
	NY State Unemployment Insurance-ER						
	NY State Disability Insurance-EE		63.17				
	Subtotal NY		**63.17**		**2,880.91**		**2,944.08**
	Total Taxes		**63.17**	**.00**	**14,813.34**	**4,851.00**	**19,727.51**

	Amount ADP Debited From Account XXXXX2315	**Tran/ABA XXXXXXXXX**	**19,664.34**	Excludes Taxes That Are Your Responsibility
Other Transfers	ADP Direct Deposit	44,098.57		57 Employee Transactions
	ADP Check	5,833.10		
	Amount ADP Debited From Account XXXXX2315	**Tran/ABA XXXXXXXXX**	**49,931.67**	
Total Amount ADP Debited From Your Accounts			**69,596.01**	

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West Islip Public Library
Check Detail
November 10, 2021

Type	Num	Date	Name	Check Amount
Bill Pmt -Check	8809	11/10/2021	MetLife	$ 1,000.00
Bill Pmt -Check	8810	11/10/2021	Metropolitan Life Insurance Co.	$ 1,285.00
Bill Pmt -Check	8811	11/10/2021	PSEGLI	$ 9,014.74
			1035 · FNBLI Checking	$ 11,299.74

West Islip Public Library
Check Detail
November 17, 2021

Type	Num	Date	Name	Check Amount
Bill Pmt -Check	8812	11/17/2021	ADP, Inc. (2)	$ 603.55
Bill Pmt -Check	8813	11/17/2021	Alicia Villafana	$ 100.00
Bill Pmt -Check	8814	11/17/2021	As You Wish Parties	$ 1,250.00
Bill Pmt -Check	8815	11/17/2021	Baker & Taylor Books	$ 5,450.74
Bill Pmt -Check	8816	11/17/2021	Bibliotheca	$ 234.98
Bill Pmt -Check	8817	11/17/2021	BK Fire Suppression & Security Systems	$ 465.96
Bill Pmt -Check	8818	11/17/2021	Block Island Seafood Co.	$ 375.00
Bill Pmt -Check	8819	11/17/2021	Brentwood Public Library	$ 6.00
Bill Pmt -Check	8820	11/17/2021	Brian Doxey	$ 41.33
Bill Pmt -Check	8821	11/17/2021	Business Card	$ 2,250.58
Bill Pmt -Check	8822	11/17/2021	Cablevision / Optimum	$ 233.32
Bill Pmt -Check	8823	11/17/2021	Carbonite Inc.	$ 31.00
Bill Pmt -Check	8824	11/17/2021	Carr Business Systems	$ 90.36
Bill Pmt -Check	8825	11/17/2021	CDW Government	$ 28.60
Bill Pmt -Check	8826	11/17/2021	Cengage Learning, Inc.	$ 195.94
Bill Pmt -Check	8827	11/17/2021	Center Point Large Print	$ 200.76
Bill Pmt -Check	8828	11/17/2021	Chocoliccous	$ 1,787.50
Bill Pmt -Check	8829	11/17/2021	Chris Murphy	$ 800.00
Bill Pmt -Check	8830	11/17/2021	Coffee Distributing Corp	$ 375.83
Bill Pmt -Check	8831	11/17/2021	Debra Wefering	$ 300.00
Bill Pmt -Check	8832	11/17/2021	Discount School Supply	$ 65.25
Bill Pmt -Check	8833	11/17/2021	Friends of West Islip Public Library	$ 986.00
Bill Pmt -Check	8834	11/17/2021	Home Depot Credit Services	$ 154.92
Bill Pmt -Check	8835	11/17/2021	Inkredible Ink	$ 245.00
Bill Pmt -Check	8836	11/17/2021	Just a Hobby, Inc.	$ 450.00
Bill Pmt -Check	8837	11/17/2021	Kanopy, Inc.	$ 58.00
Bill Pmt -Check	8838	11/17/2021	Kristen Duer	$ 625.00
Bill Pmt -Check	8839	11/17/2021	Lauren Blum	$ 495.00
Bill Pmt -Check	8840	11/17/2021	Lisamarie Curley	$ 165.00
Bill Pmt -Check	8841	11/17/2021	Lookout Books	$ 416.44
Bill Pmt -Check	8842	11/17/2021	Margot Harris	$ 150.00
Bill Pmt -Check	8843	11/17/2021	Mergent, Inc.	$ 1,130.00
Bill Pmt -Check	8844	11/17/2021	Michelle Vamos	$ 375.00
Bill Pmt -Check	8845	11/17/2021	Midwest Tape	$ 535.79
Bill Pmt -Check	8846	11/17/2021	Monte Plumbing, Inc.	$ 650.00
Bill Pmt -Check	8847	11/17/2021	Nicole Quadrone	$ 1,200.00
Bill Pmt -Check	8848	11/17/2021	Nicole Sparling	$ 600.00
Bill Pmt -Check	8849	11/17/2021	NYS and Local Retirement System	$ 268,073.00
Bill Pmt -Check	8850	11/17/2021	NYS Employees' Health Insurance	$ 23,532.87
Bill Pmt -Check	8851	11/17/2021	Organic Care, Inc.	$ 550.00
Bill Pmt -Check	8852	11/17/2021	Oriental Trading Co., Inc.	$ 91.52
Bill Pmt -Check	8853	11/17/2021	Pam Varacek	$ 1,500.00
Bill Pmt -Check	8854	11/17/2021	Patron - Atahan Bayram	$ 15.99
Bill Pmt -Check	8855	11/17/2021	POSTMASTER	$ 962.77
Bill Pmt -Check	8856	11/17/2021	ProQuest LLC	$ 7,996.28

West Islip Public Library
Check Detail
November 17, 2021

Type	Num	Date	Name	Check Amount
Bill Pmt -Check	8857	11/17/2021	Quill Corporation	$ 262.06
Bill Pmt -Check	8858	11/17/2021	Rhonda Rauch	$ 25.03
Bill Pmt -Check	8859	11/17/2021	Robert G. Scott	$ 39.00
Bill Pmt -Check	8860	11/17/2021	Ronco	$ 460.34
Bill Pmt -Check	8861	11/17/2021	Rowman & Littlefield Publishing Group	$ 110.21
Bill Pmt -Check	8862	11/17/2021	S.J. Electric Inc.	$ 2,260.00
Bill Pmt -Check	8863	11/17/2021	School Specialty	$ 253.62
Bill Pmt -Check	8864	11/17/2021	SCLS	$ 850.00
Bill Pmt -Check	8865	11/17/2021	Sharper Training Solutions	$ 475.00
Bill Pmt -Check	8866	11/17/2021	Staples Contract & Commercial	$ 100.98
Bill Pmt -Check	8867	11/17/2021	Suburban Pest Prevention, LLC	$ 1,091.00
Bill Pmt -Check	8868	11/17/2021	Suffolk County Water Authority	$ 939.87
Bill Pmt -Check	8869	11/17/2021	Suffolk Printing	$ 3,758.00
Bill Pmt -Check	8870	11/17/2021	The Baking Coach, Inc.	$ 2,200.00
Bill Pmt -Check	8871	11/17/2021	The Hartford	$ 11,159.50
Bill Pmt -Check	8872	11/17/2021	The Whaling Museum	$ 400.00
Bill Pmt -Check	8873	11/17/2021	Theresa's Programs LLC	$ 350.00
Bill Pmt -Check	8874	11/17/2021	Thomson ReutersWest Pymt Ctr.	$ 169.33
Bill Pmt -Check	8875	11/17/2021	ULINE	$ 350.78
Bill Pmt -Check	8876	11/17/2021	Value Line	$ 1,103.00
Bill Pmt -Check	8877	11/17/2021	Verizon	$ 464.23
Bill Pmt -Check	8878	11/17/2021	Verizon Business	$ 3.67
Bill Pmt -Check	8879	11/17/2021	Vicki Luckman	$ 900.00
Bill Pmt -Check	8880	11/17/2021	W.B. Mason Co., Inc.	$ 222.61
Bill Pmt -Check	8881	11/17/2021	Waterlogic Americas	$ 49.99
Bill Pmt -Check	8882	11/17/2021	William Schulman	$ 150.00
Bill Pmt -Check	8883	11/17/2021	Winters Bros. Hauling of LI Inc.	$ 175.00
			1035 · FNBLI Checking	$ 354,168.50

West Islip Public Library
Check Detail - Capital
November 17, 2021

Type	Num	Date	Name	Check Amount
Bill Pmt -Check	1116	11/17/2021	Astoria Communication	$ 13,755.97
Bill Pmt -Check	1117	11/17/2021	Milburn Flooring	$ 7,620.32
			1035 · FNBLI Checking	$ 21,376.29

West Islip Public Library
Invoices Approved to be Paid
For the Period From November 18, 2021 - December 14, 2021

Library Warrant

Date (est)	Name	Purpose		Amount
11/24/21	High Hopes Productions	Childrens Special Activities	$	310.00
11/24/21	GSB Dance	Childrens Special Activities	$	200.00
11/24/21	The Baking Coach	Childrens Special Activities	$	1,500.00
11/24/21	Carr Business	printers	$	290.00
11/24/21	Amazon	Amazon	$	754.27

Total	**$**	**3,054.27**

Note: these invoices are in addition to the normal payroll invoices

West Islip Public Library
Personnel Report
11/17/2021

Employee	Action	Department	Title	Effective Date	Rate
Amanda Lowe	Hire - Part time	Adult	Librarian I	11/18/2021	$ 29.10
Sharon Garfield	Hire - Part time	Circulation	Library Clerk	11/15/2021	$ 16.55

As approved at the reorganization meeting the following staff will be paid their health insurance buyout with the 12/9/2021 payroll

		% of individual premium	
Alt	Kathleen	40%	$ 5,159.38
Coletti	Liana	40%	$ 5,159.38
Cramer	Mary	20%	$ 2,579.69
Forshée	Melissa	40%	$ 5,159.38
Hunter	Teresa	40%	$ 5,159.38
Miller	Carol	20%	$ 2,579.69
Prate	Dawn	40%	$ 5,159.38
Rogler	Renee	20%	$ 2,579.69
Santoro	Janice	40%	$ 5,159.38
Sullivan	Elizabeth	40%	$ 5,159.38
Thaxter	Catherine	40%	$ 5,159.38
Total			$ 49,014.11

Note - Cost Library pays for a full time employee taking health insurance is $12,898.44 for Individual and $21,162.72 Family.

Snow Plowing Proposal 2020-2021

Brightwaters Landscaping Corp.
P.O. Box 383
ISLIP TERRACE, NY 11752
(631) 841 - 2600

Name: West Islip Library
Address: 3 Higbie Lane
City: West Islip **State:** NY **Zip:** 11795

Description of work under contract: Plow parking lot & shovel walkways.
Priced on a per-storm basis

1 - 2in	$325.00
2.5 – 4in	$440.00
4.5 – 6in	$540.00
6.5 – 8in	$640.00
8.5 –10in	$760.00
10.5 –12in	$890.00
12.5in and up	$105.00 (Per-Inch thereafter)
Calcium Chloride application (salt)	$290.00 (Billed per-trip)
Ice Melt Application	$175.00 (Billed Per Application)

Heavy snow requiring Skid loader will be billed at an hourly rate of $300.00/hr.

* Salt will be applied upon completion of every storm. If there is any re-freezing after completion of services, it is the owner or property managers responsibility to contact the contractor if additional applications are necessary.
*Contractor shall start plowing at 2". Any storm ½" and above Salt will be applied.
* All snow will be pushed to the furthest side of the property to access as much parking as possible.
* If vehicles are parked in the area to be plowed, the contractor will plow as much area as possible under the circumstances. It is the customer's responsibility to have the automobiles moved. If the contractor is called to return for a second trip, then the customer will be billed accordingly.
* The contractor is not responsible for snow melting and re-freezing, or snow drifts due to high winds after snow have been cleared. Once the contractor has left the site it is the owner or managers responsibility to maintain contact with the contractor and notify them of any change in the conditions of the parking area.
* A certificate of insurance will be mailed or faxed at owner or manager's request.
*We hereby propose to furnish material and labor to complete in accordance with the above specification, for the sum of:
See above pricing
Invoices will be mailed after every storm and are due upon receipt.
*All work will be completed in a workman like manor according to standard practices. Any alteration or deviation from above specifications involving extra costs will be excused only upon written requests and will become an extra charge over and above the estimate.

Brightwaters Landscaping Corp. Authorization

Signature _____ DATE 10 / 20 / 2021

Acceptance of proposal the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Owner or Manager Authorization

Signature _____ DATE 11 / 17 / 2021

Snow Plowing Proposal 2021-2022

Brightwaters Landscaping Corp.
P.O. Box 383
ISLIP TERRACE, NY 11752
(631) 841 - 2600

Name: West Islip Library
Address: 3 Higbie Lane
City: West Islip **State:** NY **Zip:** 11795

Description of work under contract: Town walkway around property.
Priced on a per-storm basis

1 - 2in	$200.00
2.5 – 4in	$
4.5 – 6in	$
6.5 – 8in	$
8.5 –10in	$400.00
10.5 –12in	$
12.5in and up	$50.00 (Per-inch thereafter)
Calcium Chloride application (salt)	$ N/A (Billed per-trip)
Ice Melt Application	$ 95.00 (Billed Per Application)

Heavy snow requiring Skid loader will be billed at an hourly rate of $300.00/hr.

* Salt will be applied upon completion of every storm. If there is any re-freezing after completion of services, it is the owner or property managers responsibility to contact the contractor if additional applications are necessary.
*Contractor shall start plowing at 2". Any storm ½" and above Salt will be applied.
* All snow will be pushed to the furthest side of the property to access as much parking as possible.
* If vehicles are parked in the area to be plowed, the contractor will plow as much area as possible under the circumstances. It is the customer's responsibility to have the automobiles moved. If the contractor is called to return for a second trip, then the customer will be billed accordingly.
* The contractor is not responsible for snow melting and re-freezing, or snow drifts due to high winds after snow have been cleared. Once the contractor has left the site it is the owner or managers responsibility to maintain contact with the contractor and notify them of any change in the conditions of the parking area.
* A certificate of insurance will be mailed or faxed at owner or manager's request.
*We hereby propose to furnish material and labor to complete in accordance with the above specification, for the sum of:
See above pricing
Invoices will be mailed after every storm and are due upon receipt.
*All work will be completed in a workman like manor according to standard practices. Any alteration or deviation from above specifications involving extra costs will be excused only upon written requests and will become an extra charge over and above the estimate.

Brightwaters Landscaping Corp. Authorization

Signature _____ DATE 10 / 20 / 2021

Acceptance of proposal the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined above.

Owner or Manager Authorization

Signature _____ DATE 11 / 17 / 2021

Sexual Harassment Policy for All Employers in New York State

Combating Sexual Harassment

Introduction

The West Islip Public Library is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the West Islip Public Library commitment to a discrimination-free work environment. Sexual harassment is against the law[1] and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the West Islip Public Library. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Remember: Preventing Sexual Harassment is Everyone's Responsibility

Policy:

1. The West Islip Public Library policy applies to all employees, trustees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with the West Islip Public Library in the remainder of this document, the term "employees" refers to this collective group.

2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).

3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The West Islip Public Library will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the West Islip Public Library who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, trustees, paid or unpaid interns, or non-employees[2] working in the workplace who believe they have been subject to such retaliation should inform a supervisor, the Business Manager, or the Library Director. All employees, trustees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

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[1] While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes includeage, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

[2] A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

Adoption of this policy does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the West Islip Public Library to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

5. The West Islip Public Library will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The West Islip Public Library will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

6. All employees are encouraged to report any harassment or behaviors that violate this policy. The West Islip Public Library will provide all employees a complaint form for employees to report harassment and file complaints.

7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the West Islip Public Library

8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

9. The Library will do Sexual Harassment Prevention training in accordance with NY State Requirements.

What Is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;

- Such conduct is made either explicitly or implicitly a term or condition of employment; or

- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.

- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.

- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.

- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:

- Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
- Sabotaging an individual's work;
- Bullying, yelling, name-calling.
-

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The West Islip Public Library cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, Business Manager or the Library Director. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, Business Manager, or Library Director.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to Library Director.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The West Islip Public Library will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Library Director will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.

- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.

- Request and review all relevant documents, including all electronic communications.

- Interview all parties involved, including any relevant witnesses;

- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
    - A list of all documents reviewed, along with a detailed summary of relevant documents;
    - A list of names of those interviewed, along with a detailed summary of their statements;
    - A timeline of events;
    - A summary of prior relevant incidents, reported or unreported; and
    - The basis for the decision and final resolution of the complaint, together with any corrective action(s).

- Keep the written documentation and associated documents in a secure and confidential location.

- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.

- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections And External Remedies

Sexual harassment is not only prohibited by the West Islip Public Library but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the West Islip Public Library employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to The West Islip Public Library does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Approved October 16, 2019; Approved October 21, 2020; Approved November 17, 2021

Model Complaint Form for Reporting Sexual Harassment

NEW YORK STATE | Combating Sexual Harassment

West Islip Public Library

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to Business Manager Teresa Hunter or Library Director Andrew Hamm, West Islip Public Library, 3 Higbie Lane, West Islip, NY 11795. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/programs/combating-sexual-harassment-workplace

COMPLAINANT INFORMATION

Name: _____

Work Address: _____ Work Phone: _____

Job Title: _____ Email: _____

Select Preferred Communication Method: ___Email ___Phone ___In person

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____

Title: _____

Work Phone: _____ Work Address: _____

Adoption of this form does not constitute a conclusive defense to charges of unlawful sexual harassment. Each claim of sexual harassment will be determined in accordance with existing legal standards, with due consideration of the particular facts and circumstances of the claim, including but not limited to the existence of an effective anti-harassment policy and procedure.

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made about:

   Name: _____ Title: _____

   Work Address: _____ Work Phone: _____

   Relationship to you: ____Supervisor ____Subordinate ____Co-Worker ____Other

2. Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

   _____

   _____

   _____

3. Date(s) sexual harassment occurred: _____

   Is the sexual harassment continuing? ____Yes ____No

4. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

   _____

   _____

The last question is optional, but may help the investigation.

5. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

   _____

If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ *Date:* _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, follow your sexual harassment prevention policy.

An investigation involves:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

While the process may vary from case to case, all allegations should be investigated promptly and resolved as quickly as possible. The investigation should be kept confidential to the extent possible.

Document the findings of the investigation and basis for your decision along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

Approved October 16, 2019; Approved October 21, 2020; Approved November 17, 2021

SUFFOLK
COOPERATIVE
LIBRARY SYSTEM

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

November 1, 2021

To: Member Library Directors;
Boards of Trustees
From: Kevin Verbesey
Re: **SCLS Proposed FY 2022 Budget**

Enclosed with this memo is the **Proposed SCLS FY 2022 Operating Budget** for your review and consideration.

At its meeting on November 1, 2021 the SCLS Board of Trustees approved the enclosed SCLS FY 2022 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, 2021.

Attached to this memo are the final proposed SCLS FY 2022 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 6, 2021.

There have been only a limited number of 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) *Library Service Contracts* has been adjusted down $3,000 from the previous estimate based on current projections. This number may also be impacted by new census information that we may or may not receive in time to effect 2022 contracts.

2) *Downloadable Media* is listed at a 5% increase in this draft which is up from a flat number in the first draft. Once feedback has been received from the Zones 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) *Salaries* overall increase $19,682 from the first draft. This is due primarily to staffing that will be needed to operate the "mini-SLED" which SCLS is receiving a $242,000 ARPA grant for in 2022. Individual salary lines have also been adjusted based on current and expected staffing in 2022.

2) *Retirement* and *Social Security* have been adjusted from the previous estimates based on new estimates and the updated adjustments in the salary lines.

3) *Downloadable Media* is listed at a 5% increase in this draft which is up from a flat number in the first draft. Once feedback has been received from the Zones this number will be finalized. All expenditures in this line are offset by revenue so while very important to the member libraries and SCLS it is non-material to the SCLS overall budget.

4) *Programs* have been increased by $18,000 from the first draft. This is due primarily to programing that SCLS will be hosting related to the ARPA grant of $242,000 which we will receive in 2022.

5) *Electricity* costs have been revised down $2,000 from the first estimate based on current cost projections.

6) *Equipment – Vehicles* costs have been revised down $5,000 from the first estimate based on current cost projections.

The bottom line after these changes have been made is that **the overall SCLS 2022 Budget is projected to increase by 0.39% ($56,405.)** The operations side will decrease by 4.92% ($351,746) and the Direct Offset side will increase by 5.57% ($408,151.) Most of the increase is due to the additional spending on Downloadable Media and a projected increase in coordinated orders.

Member Support, overall, will not change in 2022.

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 (2020.) 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 2022.

If possible, please address this issue at your next Board meeting and return the enclosed ballot to SCLS before December 31, 2021. Should you have any questions, please feel free to contact me.

Thank you for your continued support of our collaborative efforts.

2022 BUDGET REVENUE

SOURCE	2020 Budget	2021 Rev. Budget	2022 Proposed	2021 to 2022 $ Change	2021 to 2022 % Change
N. Y. State	2,848,170	3,187,691	2,656,409	(531,282)	-16.67%
Local Services Support Aid (LSS	328,865	306,749	306,749	0	0.00%
Outreach	234,307	262,238	218,531	(43,707)	-16.67%
SCLS: CLA	162,847	174,391	145,326	(29,065)	-16.67%
Misc. Grants	10,000	0	242,000	242,000	0.00%
Interest	25,000	10,000	5,000	(5,000)	-50.00%
Rental	55,080	56,180	57,500	1,320	2.35%
Delivery Service	2,000	500	500	0	0.00%
Mailing Overdues	21,000	15,000	15,000	0	0.00%
Miscellaneous	35,000	10,000	10,000	0	0.00%
Contributions	300	100	100	0	0.00%
Programs/Rooms	13,500	5,000	5,000	0	0.00%
Library Contract Service	165,000	165,000	162,000	(3,000)	-1.82%
Member Library Support	2,282,680	2,328,334	2,328,334	0	0.00%
PALS Admin. Fee	628,496	627,434	644,422	16,988	2.71%
RFID Support	0	0		0	0.00%
Sub-Total (Operational)	6,812,245	7,148,617	6,796,871	(351,746)	-4.92%
Central Library support					
Non-fiction (Overdrive)	12,000	12,000	12,000	0	0.00%
Homework Help	55,000	55,000	55,000	0	0.00%
ILL Delivery Support	60,000	0	0	0	0.00%
Sub-Total (Central Library)	127,000	67,000	67,000	0	0.00%
DIRECT OFFSET					
LLSA Member Libraries	465,283	520,748	433,957	(86,791)	-16.67%
CLA CBA Central Library	379,971	414,551	345,458	(69,093)	-16.67%
Suffolk E-Resources	722,400	722,400	744,000	21,600	2.99%
Coordinated Orders	1,000,000	700,000	1,000,000	300,000	42.86%
Downloadable Media	3,879,496	4,946,362	5,193,680	247,318	5.00%
SCLS: CBA	16,080	18,581	15,484	(3,097)	-16.67%
Institutional Library Aid	9,333	10,712	8,926	(1,786)	-16.67%
Misc. Grants	0	0		0	0.00%
Sub-Total (Direct Offset)	6,472,563	7,333,354	7,741,505	408,151	5.57%
Transfer from Unappropriated Fund Balance	125,000	0	0	0	0.00%
Sub-Total (Non-Operational)	125,000	-	-	0	0.00%
TOTAL REVENUE	13,536,808	14,548,971	14,605,376	56,405	0.39%

10/27/21

2022 Budget Expenditures

ACCOUNT TITLE	2020 Budget	2021 Rev. Budget	2022 Proposed	2021 to 2022 $ Change	2021 to 2022 % Change
SALARIES					
LIBRARIANS	1,164,847	1,268,847	1,305,985	37,138	2.93%
CLERICAL	1,096,022	948,526	1,029,845	81,319	8.57%
Shipping & Maint.	243,974	304,647	376,835	72,188	23.70%
SUBSTITUTES & HOURLY	318,850	151,068	175,813	24,745	16.38%
SUB-TOTAL (Salaries)	2,823,693	2,673,088	2,888,478	215,390	8.06%
FIXED CHARGES & FRINGE BENEFITS					
RETIREMENT	400,000	420,000	400,000	(20,000)	-4.76%
SOCIAL SECURITY	216,016	203,175	220,768	17,593	8.66%
WORKER'S COMP.	41,500	41,500	41,500	0	0.00%
UNEMPLOYMENT	1,000	50,000	1,000	(49,000)	-98.00%
DISABILITY	6,500	6,000	5,000	(1,000)	-16.67%
HEALTH INSURANCE	553,500	500,000	445,000	(55,000)	-11.00%
MEDICAL INS. RETIREES	610,350	550,000	500,000	(50,000)	-9.09%
DENTAL	43,500	40,000	42,000	2,000	5.00%
OPTICAL	4,000	3,500	4,500	1,000	28.57%
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	2,500	2,500	0	0.00%
INSURANCE INCENTIVE	22,500	23,000	26,000	3,000	13.04%
Empl. Assist. Program	3,000	2,000	2,000	0	0.00%
SUB-TOTAL (Fixed & Fringe)	1,990,866	1,927,175	1,775,768	(151,407)	-7.86%
PROFESSIONAL FEES	62,950	60,850	62,350	1,500	2.47%
SUB-TOTAL (Professional Fees)	62,950	60,850	62,350	1,500	2.47%
LIBRARY MATERIALS					
BOOKS	3,500	3,500	2,500	(1,000)	-28.57%
DOWNLOADABLE MEDIA	155,000	100,000	100,000	0	0.00%
HOMEWORK HELP	320,000	366,000	366,000	0	0.00%
SUB-TOTAL	478,500	469,500	468,500	(1,000)	-0.21%
DIRECT OFFSET					
LLSA MEMBER LIBRARIES	465,283	520,748	433,957	(86,791)	-16.67%
CLA CBA CNTRL LIBRARY	379,971	414,551	345,458	(69,093)	-16.67%
CBA MATERIALS	16,080	18,581	15,484	(3,097)	-16.67%
SUFFOLK E-RESOURCES	722,400	722,400	744,000	21,600	2.99%
DOWNLOADABLE MEDIA	3,879,496	4,946,362	5,193,680	247,318	5.00%
COORDINATED ORDERS	1,000,000	700,000	1,000,000	300,000	42.86%
Institutional Library Books	9,333	10,712	8,926	(1,786)	-16.67%
Misc. Grants	-	-	0	0	0.00%
SUB-TOTAL	6,472,563	7,333,354	7,741,505	1,268,942	19.60%

2022 Budget Expenditures

ACCOUNT TITLE	2020 Budget	2021 Rev. Budget	2022 Proposed	2021 to 2022 $ Change	2021 to 2022 % Change
OPERATIONS					
OFFICE & LIB. SUPPLIES	51,000	30,000	44,500	14,500	48.33%
TELEPHONE VOICE	22,000	22,000	26,000	4,000	18.18%
ISP SERVICE	63,500	60,000	60,000	0	0.00%
Line of Credit INTEREST	100	100	100	0	0.00%
POSTAGE & FRGHT SCLS	15,000	10,000	12,500	2,500	25.00%
POSTAGE OVERDUES	21,000	12,000	12,000	0	0.00%
PUBLICITY & PRINTING	60,000	30,000	30,000	0	0.00%
TRAVEL	29,000	10,000	20,500	10,500	105.00%
LOST IN TRANSIT	13,500	13,500	13,500	0	0.00%
OVERDUE SUPPLIES	6,500	3,500	3,500	0	0.00%
MEMBERSHIP DUES	26,000	25,000	25,000	0	0.00%
MAINT. - OFFICE EQUIP.	33,350	23,800	18,050	(5,750)	-24.16%
COMPUTER SERVICES	295,000	260,000	260,500	500	0.19%
VEHICLE OPERATION	43,300	38,300	40,700	2,400	6.27%
VEHICLE MAINTENANCE	14,000	12,000	12,000	0	0.00%
SECURITY SERVICES	25,000	21,500	21,500	0	0.00%
TRUSTEE EXPENSE	3,500	2,500	2,500	0	0.00%
PROGRAMS	49,000	50,000	59,500	9,500	19.00%
PROF. DEVELOPMENT	44,000	15,000	35,500	20,500	136.67%
Misc		604,054	0	(604,054)	0.00%
SUB-TOTAL	814,750	1,243,254	697,850	(545,404)	-43.87%
BUILDING OPERATIONS					
GAS	20,000	21,000	21,000	0	0.00%
ELECTRICITY	40,000	38,000	36,000	(2,000)	-5.26%
WATER	1,500	1,500	1,500	0	0.00%
SUPPLIES-JANITORIAL	3,500	2,500	2,500	0	0.00%
CONTRACT SERVICES	415,936	307,062	307,125	63	0.02%
REPAIR - BLDG. & EQUIP.	50,000	35,000	40,000	5,000	14.29%
SUB-TOTAL	530,936	405,062	408,125	3,063	0.76%
INSURANCE	72,550	71,688	77,800	6,112	8.53%
EQUIPMENT - LENDING LIBRARY	30,000	5,000	5,000	0	0.00%
EQUIPMENT - SYSTEM	65,000	35,000	55,000	20,000	57.14%
EQUIPMENT - VEHICLES	125,000	-	275,000	275,000	100.00%
FACILITY RENOVATIONS	70,000	325,000	150,000	(175,000)	-53.85%
SUB-TOTAL	362,550	436,688	562,800	126,112	28.88%
TOTAL EXPENDITURES	*13,536,808*	*14,548,971*	*14,605,376*	56,405	0.39%

Proposed 2022 MEMBER LIBRARY SUPPORT @ 0.00% (OVERALL INCREASE)
BASED ON ANNUAL REPORT FINANCIALS: 2020

	ACT 2021 ML SUPP	*PROP* 2022 ML SUPP	INCR PROP 2022 FROM 2021 ACT	*$ Change* PROP 2022 FROM 2021 ACT
AMAGANSETT	11,057	**11,057**	-	0.00%
AMITYVILLE	33,301	**33,060**	(241)	-0.72%
BABYLON	19,336	**19,121**	(215)	-1.11%
BAYPORT-BLUE POINT	23,288	**23,736**	448	1.92%
BAY SHORE-BRIGHTWATERS	41,735	**42,645**	910	2.18%
BRENTWOOD	106,223	**107,019**	796	0.75%
BROOKHAVEN	11,057	**11,057**	-	0.00%
CENTER MORICHES	37,074	**37,385**	311	0.84%
CENTRAL ISLIP	45,435	**46,327**	892	1.96%
COLD SPRING HARBOR	18,522	**18,699**	177	0.96%
COMMACK	31,522	**31,701**	179	0.57%
COMSEWOGUE	65,462	**63,978**	(1,484)	-2.27%
CONNETQUOT	63,870	**63,660**	(210)	-0.33%
COPIAGUE	42,658	**42,458**	(200)	-0.47%
CUTCHOGUE-NEW SUFFOLK	11,057	**11,057**	-	0.00%
DEER PARK	36,166	**36,138**	(28)	-0.08%
EAST HAMPTON	27,144	**26,626**	(518)	-1.91%
EAST ISLIP	38,316	**38,956**	640	1.67%
ELWOOD	18,479	**18,725**	246	1.33%
EMMA S CLARK	65,760	**64,331**	(1,429)	-2.17%
FLOYD MEMORIAL	11,057	**11,057**	-	0.00%
HALF HOLLOW HILLS	73,451	**71,603**	(1,848)	-2.52%
HAMPTON BAYS	23,118	**23,405**	287	1.24%
HAMPTON	11,057	**11,057**	-	0.00%
HARBORFIELDS	37,507	**37,332**	(175)	-0.47%
HAUPPAUGE	22,662	**23,717**	1,055	4.66%
HUNTINGTON	71,753	**71,252**	(501)	-0.70%
ISLIP	33,886	**33,768**	(118)	-0.35%
JOHN JERMAIN	11,057	**11,057**	-	0.00%
LINDENHURST	53,801	**54,141**	340	0.63%
LONGWOOD	83,821	**84,485**	664	0.79%
MASTICS-MORICHES-SHIRLEY	91,129	**89,348**	(1,781)	-1.95%
MATTITUCK	11,057	**11,057**	-	0.00%
MIDDLE COUNTRY	126,716	**122,961**	(3,755)	-2.96%
MONTAUK	11,057	**11,057**	-	0.00%
NORTH BABYLON	38,751	**39,218**	467	1.21%
NORTH SHORE	44,357	**43,589**	(768)	-1.73%
NORTHPORT-EAST NORTHPORT	76,566	**76,978**	412	0.54%
PATCHOGUE-MEDFORD	87,378	**88,255**	877	1.00%
PORT JEFFERSON	33,262	**32,582**	(680)	-2.04%
QUOGUE	11,057	**11,057**	-	0.00%
RIVERHEAD	50,883	**51,451**	568	1.12%
ROGERS MEMORIAL	32,810	**32,003**	(807)	-2.46%
SACHEM	115,990	**117,362**	1,372	1.18%
SAYVILLE	29,916	**30,584**	668	2.23%
SHELTER ISLAND	11,057	**11,057**	-	0.00%
SMITHTOWN	156,223	**160,973**	4,750	3.04%
SOUTH COUNTRY	30,871	**30,623**	(248)	-0.80%
SOUTH HUNTINGTON	58,021	**57,956**	(65)	-0.11%
SOUTHOLD	11,057	**11,057**	-	0.00%
WEST BABYLON	38,962	**38,560**	(402)	-1.03%
WEST ISLIP	40,491	**40,283**	(208)	-0.51%
WESTHAMPTON	21,094	**21,799**	705	3.34%
WYANDANCH	18,997	**17,914**	(1,083)	-5.70%
TOTALS:	**2,328,334**	**2,328,334**	-	**0.00%**

SUFFOLK
COOPERATIVE
LIBRARY SYSTEM

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

BALLOT

2022 SCLS Budget

The Board of Trustees of the West Islip Public Library

☑ Approved

☐ Disapproved

The Proposed 2022 Budget of the Suffolk Cooperative Library System, approved by the SCLS Board of Trustees on November 1, 2021.

Signed: _____ Date: 11-17-2021

Please return to SCLS. Attention Director's Office no later than December 31, 2021

WEST ISLIP PUBLIC LIBRARY
MATERIALS SELECTION POLICY AND PRINCIPLES

PREAMBLE

Good public library service is measured by faithful adherence to standards that are steadfast in determination to present as wide a spectrum of significant library materials as its budget can support and its physical capacity can contain.

The Materials Selection Policy of the West Islip Public Library is detailed to clarify numerous factors considered guidelines for adding library materials to this library.

The West Islip Public Library Board of Trustees, concerned for the well-being of the community and the proper function of the library, recognize that freedom of expression is one of the cornerstones of our democratic society.

The members recognize that it is the responsibility of every tolerant, rational and informed citizen to resist encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

The members recognize that it is the right of any group, political or sectarian, to recommend to its members that they abstain from reading / listening to / viewing library materials of which such a group may disapprove; that it is the right and duty of parents to exercise control upon the library materials they consider suitable or unsuitable for their children.

The members believe that the functioning of the American Democracy presupposes the existence of an adult society possessed of the ability, if left to itself, to distinguish freely between the meretricious and the valuable, between obscenity and decency, between banality and creative vigor.

It is the belief of the Board of Trustees that there is great danger in coercive action which strives to impose criteria against which communication media must be judged.

A public library should first, last and always act as a bulwark to assure intellectual freedom. The First Amendment is the safeguard guaranteeing and protecting the individual's right to freedom of expression.

The following documents state the position of the American Library Association and its member libraries. They are appended to the West Islip Public Library Materials Selection Policy which was originally adopted by this Board on December 4, 1961:

The Freedom to Read Statement, (prepared by the Westchester Conference of ALA and the American Book Publishers' Council) the Freedom to View Statement (endorsed by ALA) and the Library Bill of Rights (adopted by the ALA Council)

MATERIAL SELECTION POLICY AND PRINCIPLES

MISSION

The West Islip Public Library selects materials in accordance with its mission statement, which reads:
"The West Islip Public Library exists to enhance the quality of life of the citizens of the West Islip Community by connecting them to each other and the world, through the provision of quality library materials, services, and facilities, so that they may obtain and use information vital to the enrichment of their lives and its enjoyment."

AUTHORITY

The authority to establish policy regarding the selection of library materials resides with the Board of Trustees of the West Islip Public Library.

RESPONSIBILITY

The Library Director is responsible to the Library Board of Trustees for the implementation of policy and for the selection and development of the library collection. This responsibility may be delegated in part by the Director to appropriate qualified staff. Confidence is placed on their knowledge of accepted criteria supplemented by the use of the many recognized selection aids available.

AIDS TO MATERIALS SELECTION

Since it is impossible to have every item read / listened to / viewed by a librarian before it is acquired for the collection, skilled use is made of such selection aids as basic general lists, current reviewing journals, special bibliographies, and current general lists. Although these tools are a major source of information, they are not followed blindly. No one publication is relied upon exclusively.

ITEMS ON APPROVAL

Where it is impossible to make a decision based on published reviews, the item in question may be ordered on approval and examined by the library administrator and or authorized staff members.

CRITERIA

The Library's policy is to purchase the best materials which satisfy, within budget limitations, the needs of its public. The established criteria for all fields include but are not limited to:

Content:

- Permanent or timely value.
- Social significance.
- Presentation of multiple sides of controversial issues.
- Balancing special group interests with general demand.
- Selection on the basis of content as a whole.

Treatment:

- Accurate information.
- Authoritativeness.
- Clear presentation and readability.
- Elimination of the cheap and deliberately distorted or sensational.
- In the case of fiction, is the item true to life, has it valid
- psychology, and does it give an insight into human nature?
- Does the item stimulate, inspire, or entertain?

Author / Performer / Composer / Etc.:

- The personal history of the above is not to be a deciding factor in the selection or rejection of an item.

Format:

- Collector's items as such are not purchased.
- In the case of books, their type, legibility, and the possibility of rebinding should receive some consideration.
- Price may be a deciding factor.

GUIDELINES FOR SELECTION OF MATERIALS

The Library will be guided by a sense of responsibility to both the present and the future in adding materials which will enrich the collection and maintain an overall balance in the treatment of subject material. At the same time, the library recognizes the obligation to make available current materials for enlightenment and recreation, even though such materials may not have enduring interest or value. Because the library serves a public embracing a wide range of ages, educational backgrounds and reading skills, it will always seek to select materials of varying complexity.

COMMUNITY ANALYSIS

The library administrator attempts to be aware of the changing needs of the people of West Islip, and this awareness should be an integral part of materials selection. The Library's resources should reflect the whole community and the many viewpoints within it.

CONTROVERSIAL ISSUES

The library recognizes that some materials are controversial and that any given item may offend some patrons. It is the right and the duty of the Library to keep on its shelves a representative selection of materials on all subjects of interest to its patrons and not prohibited by law, including materials on all sides of controversial questions. The public library has no right to emphasize one subject at the expense of another. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of a collection that serves the interests of the library's public. Responsibility for children's reading/viewing/listening rests with the child's parent's/legal guardians. Selection of materials to be acquired by the library will not be inhibited by the possibility that these materials may come into the possession of minors.

TEXTBOOKS

It is the responsibility of the public school system to supply the textbooks required in school courses. It is the responsibility of the Library to furnish supplementary materials for both formal and informal education. As a general rule, textbooks are not purchased except where such books are considered the best available.

FORMAT OF LIBRARY MATERIALS

The library will attempt to have information available in a variety of formats (book, non-book, pamphlet, periodical, audio, video, and computer file). Non-book formats will be selected according to the same basic principles as book materials. The library will endeavor to keep abreast of developments in information technology in order to offer new formats of materials to the public as they become appropriate.

GIFTS AND DONATIONS

The Library accepts gifts and donations without commitment as to the final disposition. Collections will not be accepted with restrictions which necessitate special housing or which prevent integration of the gift into the general collection. In determining whether a gift item is to be added to the collection, the same standards are applied with respect to it as are used in the selection of an item for purchase. Gifts that are not selected for inclusion in the collection may be given to organizations, such as the Friends of the West Islip Public Library, or disposed of as deemed appropriate by library staff.

DUPLICATION

It is difficult to evaluate the demands and needs for the duplication of materials, but the general policy is to duplicate current titles if there are multiple reserves for that title.

SPECIALIZED MATERIAL

Since the West Islip Public Library is not a research library specializing in any field or professional discipline, legal, medical, and scientific/technical works will be acquired only to the extent that they are useful to the layperson.

LABELING

The Library does not indicate, through the use of labels or other devices, particular philosophies outlined in the item, or held by the author / performer / composer / etc. To do so would be to establish in the patron's mind a judgement before the patron has had an opportunity to examine the item personally.

EXCLUSIONS

If an item is not chosen for the collection, it has been excluded because it does not measure up to the Library's standard; because the Library already has adequate coverage of the subject; because of budget limitations; is too technical, or specialized, or is in a format/binding not durable enough to withstand reasonable library use.

WEEDING

Book weeding (withdrawing) is an important aspect of collection development. When library books lose the value for which they were originally intended, they should be weeded so that the collection remains vital and useful. The weeding of books is based on the following guidelines:

To remove physically worn or damaged volumes from the library

To eliminate books containing obsolete information

To remove duplicate copies of titles which have waned in popularity, eliminating those most physically worn or damaged.

To consider for withdrawal books which have not been checked out for several years.

The library will ensure that care be taken to maintain a proper selection of the great works of literature and other library and historical titles of permanent value. However, the library is not a center for historical research except in the case of local history, and it does not have space to retain all the material which might possibly be of use to some future scholar.

The Director/professional staff will make the final decisions regarding the disposition of books withdrawn from the collection. The West Islip Public Library considers that most withdrawn books are beyond use, and should be discarded. Withdrawn books which are, in the estimation of the professional staff, appropriate for future use, will be given to organizations or other libraries. These withdrawn materials may be sold by the library or donated to the Friends of the West Islip Public Library for sale.

COMPLAINTS REGARDING LIBRARY MATERIALS

Residents in the West Islip Public Library District may register complaints concerning specific titles. This must be done by requesting, completing and returning to the Library Director, the form entitled "Compliant Regarding Library Materials". If the complaint is not resolved at this stage, the complaint will be taken up by the Board of Trustees of the Library and their response will be based on the selection policy after due consideration of the report of the Library Director and a review of the complaint.

WEST ISLIP PUBLIC LIBRARY
COMPLAINT REGARDING LIBRARY MATERIALS

Please complete this form and return it to the Director's Office

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.-from **The Freedom to Read Statement,** Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the *First Amendment to the Constitution of the United States*. In a free society, there is no place for censorship of any medium of expression.—from **The Freedom To View Statement.**, Endorsed by the ALA Council January 10, 1990

Material in Question:

Author:_____ Type of Material:_____

Title:_____

_____

Publisher/Producer:_____ Copyright date:_____

Library Patron:

Name:_____

Organization/Group(if applicable):_____

Address:_____ Telephone No.:_____

Are you aware that the library has a material selection policy?_____

Have you read it?_____

1. To what in the material do you object? (Please be specific)

2. What do you feel might be the result of reading or viewing this material?

3. For what age group would you recommend this material?

4. Is there any value to the material?

5. Did you read the entire book or view/listen to the entire film/CD? If not, what parts did you read/view/listen to?

6. Are you aware of any critical reviews of this material?

7. What do you believe to be the theme of this material?

8. What work of equal quality would you recommend for addition to the collection That would convey as valuable a picture and perception of the topic in question?

Signature of Patron:_____ Date:_____

Adopted: 05/18/2005; Revised 06/15/2005; Approved 11/17/2021

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (http://www.ala.org/advocacy/intfreedom/librarybill/interpretations).

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

   Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

   Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

   No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

   To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

   It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

   The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association (/)
Association of American Publishers (http://www.publishers.org/)

Subsequently endorsed by:

American Booksellers for Free Expression (http://www.bookweb.org/abfe)
The Association of American University Presses (http://www.aaupnet.org/)
The Children's Book Council (http://www.cbcbooks.org/)
Freedom to Read Foundation (http://www.ftrf.org)
National Association of College Stores (http://www.nacs.org/)
National Coalition Against Censorship (http://www.ncac.org/)
National Council of Teachers of English (http://www.ncte.org/)
The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

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