JOHN JERMAIN MEMORIAL LIBRARY

Regular Monthly Board of Trustees Meeting Wednesday, October 21, 2026 at 6:00 pm

AGENDA

I. Call to Order

II. Period for Public Expression

III. Approval of Minutes*

- September 16, 2026 Annual Budget Hearing & Trustee Candidate Forum
- September 16, 2026 Regular Meeting

IV. Report from the Friends of the Library

V. Treasurer's Report* (5-41)

- Approval of Financial Reports dated September 1 – September 30, 2026
- Approval of Warrants
  - Dime Operating Account: Checks numbered 15093 -15142 dated 09/11/2026 to 10/15/2026 in the total amount of $90,207.49
- Approval of Payroll Warrants:
  - *Payroll #18:* Dated 09/04/2026 for period 08/19/26 - 09/01/26: $52,412.90
  - *Payroll #19:* Dated 09/18/26 for period 09/02/26 - 09/15/26: $52,734.40

VI. Director's Report (42-46)

- Statistics, publicity & correspondence
- Personnel Report*

VII. Committee Reports

- Personnel
- Finance, Budget, Contracts & Legal
- Buildings and Grounds
- Policy and Long Range Planning
- Mashashimuet Park Board
- Ad Hoc- Annual Appeal

VIII. Old Business

- Trustee and Governance Policy Manual* (47-84)

IX. New Business

- Appointment of Nominating Committee by President
- Ad Hoc Scholarship Committee
- Staff Salaries for FY 2027*
- Executive Director Annual Evaluation

X. Period for Public Expression

XI. Executive Session

XII. Adjournment

Next Meetings: Wednesday, November 18, 2026

JOHN JERMAIN MEMORIAL LIBRARY

JJML Board of Trustees Budget Hearing and Candidate Forum
Wednesday, September 16, 2026

Call to Order: President Deger called the meeting to order at 5:03 pm.
Attending: Vice President Glass, Treasurer Curren-Schmidt, Secretary Schiavoni, Trustees Frisicano, Gibbs Harris, Obler, Wagner and Executive Director Harris.

In Attendance: Michael Garabedian, Penelope Greene, Daniel Hernandez and members of the public.

Budget Hearing: Proposed budget for 2027 presented by Executive Director Harris.

Candidate Forum: Candidates (in alphabetical order) Megan Curren-Schmidt, Michael Garabedian, Penelope Greene, Daniel Hernandez were introduced and responded to questions regarding their candidacy and qualifications.

Adjournment: Meeting was adjourned at 5:52pm

Respectfully Submitted,
Wonda R. Miller, Assistant Director

DRAFT

JJML Board of Trustees Meeting
Regular Board Meeting Minutes Wednesday, September 16, 2026

Call to Order: President Deger called the meeting to order at 6:17 pm.
Attending: Vice-President Glass, Secretary Schiavoni, Treasurer Curren Schmidt, Trustees Frisicano, Gibbs Harris, Obler, Wagner, and Executive Director Harris.

In Attendance: Wonda Miller

Period of Public Expression: none

Approval of August 19, 2026 Regular Meeting Minutes: Motion to approve by Schiavoni, seconded by Obler. Approved: 8-0.

Friends of the Library Report: The Friends luncheon was today at Jack's, with 51 people. The plans for the next Friends' luncheon are set for October 22nd at the Lobster Roll.

Treasurer's Report: Treasurer's report delivered by Curren Schmidt as per the information supplied in the Board packet.

Gibbs Harris motioned and Glass seconded, approved 8-0 the following:

- **Financial Reports dated August 1 –August 31, 2026**
- **Bill Payment List (formerly Warrants):**
  - **Dime Operating Account:** Checks numbered 15037 through 15092 and dated 08/13/2026 to 09/10/2026 in the total amount of $124,125.57.
  - **ConnectOne Capital Account:** Checks numbered 123-125 dated 08/13/2026 to 09/10/2026 in the amount of $92,457.00
- **Payroll Warrants:**
  - *Payroll #16: Dated 08/07/26 for 07/22/26 - 08/04/26 in the amount of $52,905.42*
  - *Payroll #17: Dated 08/21/26 for 08/05/26 – 08/18/26 in the amount of $52,78.26*

Director's Report: Executive Director Harris provided her report as included in the board packet.

Motion to approve personnel report by Wagner, seconded by Obler, approved 8-0.

Committee Reports

- ***Personnel:*** no meeting
- ***Finance, Budget, Contracts & Legal:*** met and discussed annual appeal and how it factors into the budget.
- ***Building & Grounds:*** no meeting
- ***Policy & Long Range Planning:*** met regarding policy items in new business, and discussed doing further research into an AI Policy. Wagner motioned to add discussion regarding AI Policy to next meeting, seconded by Gibbs Harris, approved 8-0.
- ***Mashashimuet Park Board:*** discussed arborist, new entrance to park, and a community survey.

Old Business: none

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JJML Board of Trustees Meeting
Regular Board Meeting Minutes Wednesday, September 16, 2026

New Business:

- First Read Policies – Action anticipated at October meeting
  - Trustee and Governance Policy Manual
  - ALA Antibiogtry & Diversity Statement – Glass motioned to approve this statement immediately, Curren Schmidt seconded, 8-0 approved and adopted unanimously.

Period for Public Expression: none

Executive Session: none

Adjournment: Motion to adjourn at 7:12 pm by Glass, seconded by Wagner, approved 8-0.

Next Board meeting: Wednesday, October 21, 2026.

Respectfully Submitted,
Wonda R. Miller, Assistant Director

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JOHN JERMAIN MEMORIAL LIBRARY

Treasurer's Report

September 2026

Respectfully submitted by Megan Schmidt

PART ONE: STATEMENT OF FINANCIAL POSITION

Asset Levels & Distribution September 30, 2026		
Operating Accounts (Dime)	$1,143,466	
Preferred Savings Acct (3.35% Morgan Stanley)	$ 404,864	
Capital Money Market Acct (ConnectOne)	$ 417,196	
Other Current Assets	$ 43,230	
	Total Cash Assets	$2,008,756
	Total Investments	$2,321,365
	Total Assets	**$4,330,121**
	For Comparison: Total Assets September 2025: $**5,393,805**	

MORTGAGE:
Our remaining mortgage on 09/21/2026 was $2,754,260.65
(Matures 12/31/2029, at a fixed rate of 4.75%)

PART TWO: FINANCIAL ACTIVITY:

Our overall investment strategy with LPL boosted our account by $26K+ in September.

PART THREE: YTD vs BUDGET

As of the end of September, we are 75% through the year, with Total Expenditures falling close in line at a total of 78.5%.

PART FOUR: BILLS & APPLIED PAYMENTS:

PART FIVE: BILL PAYMENT LIST:

Dime Operating Account: Checks numbered 15093 -15142 dated 09/11/2026 to 10/15/2026 in the total amount of $90,207.49

PART SIX: PAYROLL DETAILS:

Payroll #18: Dated 09/04/26 for period 8/19/26 - 09/01/26: $ 51,595.30 (22 employees)
Payroll #19: Dated 09/02/26 for period 09/02/26 - 09/15/26: $ 52,246.24 (22 employees)

John Jermain Memorial Library

Statement of Financial Position
As of Sep 30, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
1000 Cash	$0.00
1020 Cash - Dime (BNB) Money Market	979,117.37
1030 Morgan Stanley - Preferred savings with checks	404,863.66
1035 Connect One (1st Nat) Money Market	417,195.78
1040 Cash - Dime (BNB) Checking	164,348.83
Total for 1000 Cash	**$1,965,525.64**
1061 PayPal	1,416.72
Total for Bank Accounts	**$1,966,942.36**
Other Current Assets	
1310 LLSA Receivable	-2,431.00
1450 Prepaid Insurance	30,581.00
1455 Other Prepaid Expenses	15,080.00
Total for Other Current Assets	**$43,230.00**
Total for Current Assets	**$2,010,172.36**
Other Assets	
1200 Investments	$0.00
1211 Cash - BNB CD Sage Fund	183,783.41
1260 Fidelity Brokerage Account	88,832.29
1270 Dime Investment Account	1,948,022.90
1280 Morgan Stanley Investment Account	100,726.06
Total for 1200 Investments	**$2,321,364.66**
Total for Other Assets	**$2,321,364.66**
Total for Assets	**$4,331,537.02**
Liabilities and Equity	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2003 Auditors accounts payable	41,219.15
2036 Aflac Payable	844.78
2110 Accrued payroll	30,923.26
Total for Other Current Liabilities	**$72,987.19**
Total for Current Liabilities	**$72,987.19**
Total for Liabilities	**$72,987.19**

John Jermain Memorial Library

Statement of Financial Position
As of Sep 30, 2026

	Total
Equity	
3000 Net Assets	
3030 Restricted Net Assets	
3031 Perm. Restricted-Sage Fund	175,000.00
3033 Restricted-Wagner Teen Writing	38,256.69
3034 Restricted for Archival	4,986.65
3035 Restricted for Scholarships	10,142.61
Total for 3030 Restricted Net Assets	**$228,385.95**
3040 Net Assets-Committed to Capital	3,000,000.00
Total for 3000 Net Assets	**$3,228,385.95**
3010 Unrestricted Net Assets	1,663,862.82
3900 Retained Earnings	-1,179,520.09
Net Revenue	545,821.15
Total for Equity	**$4,258,549.83**
Total for Liabilities and Equity	**$4,331,537.02**

John Jermain Memorial Library

Statement of Activity
September 2026

	Total
Revenue	
4100 Contributions Income	
4101 Unclassified Contributions	198.71
Total for 4100 Contributions Income	**$198.71**
4400 Library Generated Income	
4420 Computer Printer Income	435.35
4430 Fines	10.00
4435 Book Replacemnt Fee	93.11
Total for 4400 Library Generated Income	**$538.46**
4500 Financial Income	
4510 Interest Income	3,140.43
4535 Change in Valuation of Securiti	247.30
4540 Unrealized Gain/Loss- T. Note	26,322.18
Total for 4500 Financial Income	**$29,709.91**
4700 SCLS Income	
4720 SCLS - E-rate discount	5,795.00
Total for 4700 SCLS Income	**$5,795.00**
4800 Union Free School Dist. #5	1,081.73
4850 Pilot Payments	67.26
Total for Revenue	**$37,391.07**
Gross Profit	**$37,391.07**
Expenditures	
5000 General Mater. & Prog. Exps.	
5100 Books	
5110 Adult Books	2,536.56
5120 Children's Books	398.18
5130 Young Adult Books	59.50
5160 Parenting Books	17.60
Total for 5100 Books	**$3,011.84**
5200 Videos	
5210 Adult videos	90.96
5220 Childrens All Media	50.38
Total for 5200 Videos	**$141.34**
5400 Recorded books	
5410 Adult books on tape/CD	325.93
Total for 5400 Recorded books	**$325.93**
5500 Periodicals	
5510 Adult periodicals	2,582.02
5520 Childrens periodicals	159.98
Total for 5500 Periodicals	**$2,742.00**
5600 Virtural reference collection	6,899.55
5700 Digital Books	147.06
5725 Digital Streaming Services	49.98

John Jermain Memorial Library
Statement of Activity
September 2026

	Total
5800 Program Expenses	
5820 Adult Programs Fees	2,905.66
5830 Children's Programming	1,475.86
5840 Multi-Age Program Edwards	208.66
5860 Literacy Programs	127.15
5870 - Teen Programming	705.02
Total for 5800 Program Expenses	**$5,422.35**
Total for 5000 General Mater. & Prog. Exps.	**$18,740.05**
6000 Personnel Expenses	
6100 Wage and Salary Expense	
6135 Administrative Salaries	14,354.64
6145 Professional Salaries	54,419.40
6155 Staff Salaries	36,373.26
Total for 6100 Wage and Salary Expense	**$105,147.30**
6200 Payroll Taxes	
6210 SS & Medicare	7,994.20
6241 NYS Unemployment	109.91
Total for 6200 Payroll Taxes	**$8,104.11**
6300 Personnel benefits	
6320 LTD/LIFE	2,308.46
6350 Retirement benefit	9,968.32
6360 Health insurance	38,538.21
6365 Dental insurance	1,806.52
Total for 6300 Personnel benefits	**$52,621.51**
Total for 6000 Personnel Expenses	**$165,872.92**
7000 Administrative Expenses	
7200 Office Expense	
7210 Newsletter	
7211 Newsletter printing	6,111.00
Total for 7210 Newsletter	**$6,111.00**
7230 Bank charges	$20.30
7231 Square fees	36.79
7233 PayPal Fees	2.48
Total for 7230 Bank charges	**$59.57**
7232 ADP Payroll Processing Expense	594.84
7240 Office supplies	125.13
7245 Comestibles	221.54
7270 Equipment rental-Water	138.66
7275 Printing & publicity	775.75
7285 Miscellaneous Library Operation	363.22
Total for 7200 Office Expense	**$8,389.71**
7300 Telecom. & Computer Exp.	
7310 Telecommunications Line	212.37

John Jermain Memorial Library

Statement of Activity
September 2026

	Total
7320 Computer software	3,802.25
7335 - Website	104.24
7340 Telephone Service Contracts	381.76
Total for 7300 Telecom. & Computer Exp.	**$4,500.62**
7700 Employee Support	
7710 Conference fees	1,675.00
7740 Travel & Lodging	369.80
Total for 7700 Employee Support	**$2,044.80**
7900 Professional Fees	
7910 Legal Expense	648.00
Total for 7900 Professional Fees	**$648.00**
Total for 7000 Administrative Expenses	**$15,583.13**
8000 Building & Grounds Expenses	
8100 Repair and Maintenance	$150.36
8110 Custodial supplies	230.80
8120 Refuse removal	332.32
8130 Building Repairs & Maintenance	14,552.70
8140 Grounds Maintenance	1,905.00
8190 - Service Contracts	6,640.63
Total for 8100 Repair and Maintenance	**$23,811.81**
8200 Utilities	
8210 Electric	7,608.06
8220 Fuel Oil	55.06
8230 Water	424.79
Total for 8200 Utilities	**$8,087.91**
8400 Furniture & Equipment	
8420 Computer peripherals	32.57
8455 Aquarium Tickets	-564.00
Total for 8400 Furniture & Equipment	**-$531.43**
8500 Capital expenditure	
8550 HVAC Remediation	92,457.00
Total for 8500 Capital expenditure	**$92,457.00**
Total for 8000 Building & Grounds Expenses	**$123,825.29**
9000 Financial Expense	
9930 Interest Expense	139.54
9970 Principal Reduction	64,476.48
9980 Mortgage Interest 201 Main	10,860.15
Total for 9000 Financial Expense	**$75,476.17**
Total for Expenditures	**$399,497.56**
Net Operating Revenue	**-$362,106.49**
Other Revenue	
9600 Referendum Tax Levy	328.08

John Jermain Memorial Library

Statement of Activity
September 2026

	Total
Total for Other Revenue	**$328.08**
Net Other Revenue	**$328.08**
Net Revenue	**-$361,778.41**

John Jermain Memorial Library

Budget vs. Actuals: YTD

January - December 2026

	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET
Revenue					
4100 Contributions Income					
4101 Unclassified Contributions	19,595.63	4,000.00	15,595.63	-15,595.63	489.89 %
4103 Annual Appeal	11,435.00	11,000.00	435.00	-435.00	103.95 %
4107 Friends	9,000.00	4,800.00	4,200.00	-4,200.00	187.50 %
4114 Donations of stock	-401.94		-401.94	401.94	
4118 Pathway Scholarship	10,888.54		10,888.54	-10,888.54	
Total 4100 Contributions Income	**50,517.23**	**19,800.00**	**30,717.23**	**-30,717.23**	**255.14 %**
4300 JJML Program Income					
4340 Donations from Art Sales	420.00		420.00	-420.00	
Total 4300 JJML Program Income	**420.00**		**420.00**	**-420.00**	
4400 Library Generated Income					
4420 Computer Printer Income	2,815.96	2,500.00	315.96	-315.96	112.64 %
4430 Fines	19.05		19.05	-19.05	
4435 Book Replacemnt Fee	963.64	600.00	363.64	-363.64	160.61 %
4480 Promotional materials	40.00		40.00	-40.00	
Total 4400 Library Generated Income	**3,838.65**	**3,100.00**	**738.65**	**-738.65**	**123.83 %**
4500 Financial Income					
4510 Interest Income	28,575.40	70,000.00	-41,424.60	41,424.60	40.82 %
4520 Dividend Income	5,743.40	3,600.00	2,143.40	-2,143.40	159.54 %
4535 Change in Valuation of Securiti	2,326.27		2,326.27	-2,326.27	
4540 Unrealized Gain/Loss- T. Note	33,102.21		33,102.21	-33,102.21	
Total 4500 Financial Income	**69,747.28**	**73,600.00**	**-3,852.72**	**3,852.72**	**94.77 %**
4700 SCLS Income					
4710 Local Incentive Aid (SCLS)		2,400.00	-2,400.00	2,400.00	
4720 SCLS - E-rate discount	5,702.00	6,000.00	-298.00	298.00	95.03 %
4730 SCLS ILL overdues and lost book	235.03		235.03	-235.03	
Total 4700 SCLS Income	**5,937.03**	**8,400.00**	**-2,462.97**	**2,462.97**	**70.68 %**
4800 Union Free School Dist. #5	2,586,387.14	2,586,262.00	125.14	-125.14	100.00 %
4850 Pilot Payments	3,502.72	10,700.00	-7,197.28	7,197.28	32.74 %
4900 Transfer from Committed Funds		267,500.00	-267,500.00	267,500.00	
Total Revenue	**$2,720,350.05**	**$2,969,362.00**	**$ -249,011.95**	**$249,011.95**	**91.61 %**
GROSS PROFIT	**$2,720,350.05**	**$2,969,362.00**	**$ -249,011.95**	**$249,011.95**	**91.61 %**
Expenditures					
5000 General Mater. & Prog. Exps.					
5100 Books					
5110 Adult Books	22,401.05	28,000.00	-5,598.95	5,598.95	80.00 %
5120 Children’s Books	8,776.41	12,000.00	-3,223.59	3,223.59	73.14 %
5130 Young Adult Books	4,558.19	7,000.00	-2,441.81	2,441.81	65.12 %
5140 History Room Books	1,653.56	6,000.00	-4,346.44	4,346.44	27.56 %
5150 Reference Books		1,000.00	-1,000.00	1,000.00	
5160 Parenting Books	313.20	1,000.00	-686.80	686.80	31.32 %

John Jermain Memorial Library

Budget vs. Actuals: YTD

January - December 2026

	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET
Total 5100 Books	**37,702.41**	**55,000.00**	**-17,297.59**	**17,297.59**	**68.55 %**
5200 Videos					
5210 Adult videos	1,311.21	3,000.00	-1,688.79	1,688.79	43.71 %
5220 Childrens All Media	809.74	750.00	59.74	-59.74	107.97 %
Total 5200 Videos	**2,120.95**	**3,750.00**	**-1,629.05**	**1,629.05**	**56.56 %**
5400 Recorded books					
5410 Adult books on tape/CD	475.89	1,000.00	-524.11	524.11	47.59 %
Total 5400 Recorded books	**475.89**	**1,000.00**	**-524.11**	**524.11**	**47.59 %**
5500 Periodicals					
5510 Adult periodicals	6,802.44	9,000.00	-2,197.56	2,197.56	75.58 %
5520 Childrens periodicals	159.98		159.98	-159.98	
Total 5500 Periodicals	**6,962.42**	**9,000.00**	**-2,037.58**	**2,037.58**	**77.36 %**
5600 Virtural reference collection	15,188.87	22,000.00	-6,811.13	6,811.13	69.04 %
5700 Digital Books	79,594.98	106,000.00	-26,405.02	26,405.02	75.09 %
5725 Digital Streaming Services	901.53	6,000.00	-5,098.47	5,098.47	15.03 %
5800 Program Expenses					
5820 Adult Programs Fees	24,969.27	18,000.00	6,969.27	-6,969.27	138.72 %
5825 Adult Program Materials	118.94		118.94	-118.94	
5830 Children's Programming	13,417.32	15,000.00	-1,582.68	1,582.68	89.45 %
5835 Children's Program Materials	450.69	5,000.00	-4,549.31	4,549.31	9.01 %
5840 Multi-Age Program Edwards	6,510.08	8,000.00	-1,489.92	1,489.92	81.38 %
5845 Teen Wagner	4,735.92	7,500.00	-2,764.08	2,764.08	63.15 %
5860 Literacy Programs	2,954.20	4,800.00	-1,845.80	1,845.80	61.55 %
5865 Esther Newberg Series	57.51	1,000.00	-942.49	942.49	5.75 %
5870 - Teen Programming	5,102.81		5,102.81	-5,102.81	
5871 YA Program Materials	377.31	9,000.00	-8,622.69	8,622.69	4.19 %
5875 Tween Programming		5,000.00	-5,000.00	5,000.00	
5885 Technology Programming	1,100.00	2,000.00	-900.00	900.00	55.00 %
5890 Parenting	16.80	1,200.00	-1,183.20	1,183.20	1.40 %
Total 5800 Program Expenses	**59,810.85**	**76,500.00**	**-16,689.15**	**16,689.15**	**78.18 %**
5900 Pathway Scholarship	10,800.00		10,800.00	-10,800.00	
Total 5000 General Mater. & Prog. Exps.	**213,557.90**	**279,250.00**	**-65,692.10**	**65,692.10**	**76.48 %**
6000 Personnel Expenses					
6100 Wage and Salary Expense					
6135 Administrative Salaries	136,369.08	188,405.00	-52,035.92	52,035.92	72.38 %
6145 Professional Salaries	476,004.94		476,004.94	-476,004.94	
6155 Staff Salaries	346,523.64	1,145,677.00	-799,153.36	799,153.36	30.25 %
Total 6100 Wage and Salary Expense	**958,897.66**	**1,334,082.00**	**-375,184.34**	**375,184.34**	**71.88 %**
6200 Payroll Taxes		118,100.00	-118,100.00	118,100.00	
6210 SS & Medicare	73,079.67		73,079.67	-73,079.67	
6241 NYS Unemployment	5,785.17	16,000.00	-10,214.83	10,214.83	36.16 %
6260 NYS Paid Family Leave	2,783.99	5,300.00	-2,516.01	2,516.01	52.53 %

John Jermain Memorial Library

Budget vs. Actuals: YTD

January - December 2026

	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET
Total 6200 Payroll Taxes	**81,648.83**	**139,400.00**	**-57,751.17**	**57,751.17**	**58.57 %**
6300 Personnel benefits					
6310 Disability insurance	2,011.20	2,400.00	-388.80	388.80	83.80 %
6320 LTD/LIFE	11,070.34	17,000.00	-5,929.66	5,929.66	65.12 %
6340 Employee Assistance Program	720.00	720.00	0.00	0.00	100.00 %
6350 Retirement benefit	90,739.98	126,100.00	-35,360.02	35,360.02	71.96 %
6360 Health insurance	349,627.72	482,300.00	-132,672.28	132,672.28	72.49 %
6365 Dental insurance	18,089.21	19,400.00	-1,310.79	1,310.79	93.24 %
6380 Workman's Comp	6,196.00	10,000.00	-3,804.00	3,804.00	61.96 %
Total 6300 Personnel benefits	**478,454.45**	**657,920.00**	**-179,465.55**	**179,465.55**	**72.72 %**
Total 6000 Personnel Expenses	**1,519,000.94**	**2,131,402.00**	**-612,401.06**	**612,401.06**	**71.27 %**
7000 Administrative Expenses					
7100 General insurance	43,236.40	55,000.00	-11,763.60	11,763.60	78.61 %
7200 Office Expense					
7210 Newsletter					
7211 Newsletter printing	18,333.00	30,000.00	-11,667.00	11,667.00	61.11 %
7212 Newsletter postage	2,482.41	6,000.00	-3,517.59	3,517.59	41.37 %
Total 7210 Newsletter	**20,815.41**	**36,000.00**	**-15,184.59**	**15,184.59**	**57.82 %**
7220 Copier Lease	8,680.98	8,160.00	520.98	-520.98	106.38 %
7230 Bank charges	560.43	1,000.00	-439.57	439.57	56.04 %
7231 Square fees	176.27		176.27	-176.27	
7233 PayPal Fees	68.80		68.80	-68.80	
Total 7230 Bank charges	**805.50**	**1,000.00**	**-194.50**	**194.50**	**80.55 %**
7232 ADP Payroll Processing Expense	7,773.61	8,200.00	-426.39	426.39	94.80 %
7240 Office supplies	4,616.45	6,000.00	-1,383.55	1,383.55	76.94 %
7242 Archive supplies	357.14	2,000.00	-1,642.86	1,642.86	17.86 %
7245 Comestibles	1,949.39	6,000.00	-4,050.61	4,050.61	32.49 %
7250 Postage & freight	923.40	1,000.00	-76.60	76.60	92.34 %
7251 ILL postage charge-not SCLS	40.00	720.00	-680.00	680.00	5.56 %
7252 ill/da lost &paid		120.00	-120.00	120.00	
7260 Petty Cash		120.00	-120.00	120.00	
7270 Equipment rental-Water	661.95		661.95	-661.95	
7275 Printing & publicity	3,697.67	9,000.00	-5,302.33	5,302.33	41.09 %
7280 Election Expense	3,569.55	7,000.00	-3,430.45	3,430.45	50.99 %
7285 Miscellaneous Library Operation	2,676.41		2,676.41	-2,676.41	
Total 7200 Office Expense	**56,567.46**	**85,320.00**	**-28,752.54**	**28,752.54**	**66.30 %**
7300 Telecom. & Computer Exp.					
7310 Telecommunications Line	10,910.78	15,000.00	-4,089.22	4,089.22	72.74 %
7320 Computer software	11,948.88	15,000.00	-3,051.12	3,051.12	79.66 %
7330 Computer maintenance		2,400.00	-2,400.00	2,400.00	
7335 - Website	452.82	750.00	-297.18	297.18	60.38 %
7340 Telephone Service Contracts	3,434.87	1,000.00	2,434.87	-2,434.87	343.49 %

John Jermain Memorial Library

Budget vs. Actuals: YTD

January - December 2026

	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET
7350 Telephone Expense		4,000.00	-4,000.00	4,000.00	
7390 Telephone Network		480.00	-480.00	480.00	
Total 7300 Telecom. & Computer Exp.	**26,747.35**	**38,630.00**	**-11,882.65**	**11,882.65**	**69.24 %**
7400 Fundraising Expense					
7410 Fundraising	486.00		486.00	-486.00	
7420 Printing Expense		0.00	0.00	0.00	
7430 Postage & Mailing Expense		0.00	0.00	0.00	
7440 Publicity & Advert. Expense	415.00		415.00	-415.00	
7450 Unclassified Fundraising Exp.		960.00	-960.00	960.00	
Total 7400 Fundraising Expense	**901.00**	**960.00**	**-59.00**	**59.00**	**93.85 %**
7700 Employee Support					
7710 Conference fees	3,402.19	6,000.00	-2,597.81	2,597.81	56.70 %
7720 Mileage Expense	1,652.19	5,500.00	-3,847.81	3,847.81	30.04 %
7730 Professional Due & Memberships	4,182.00	7,500.00	-3,318.00	3,318.00	55.76 %
7740 Travel & Lodging	7,347.82	7,000.00	347.82	-347.82	104.97 %
7750 Staff Development	615.55	7,000.00	-6,384.45	6,384.45	8.79 %
7760 Tuition Reimbursement	2,256.00	12,000.00	-9,744.00	9,744.00	18.80 %
Total 7700 Employee Support	**19,455.75**	**45,000.00**	**-25,544.25**	**25,544.25**	**43.24 %**
7800 Suffolk county library system					
7860 PALS Partnership Auto. Lib. Srv	6,495.96	9,000.00	-2,504.04	2,504.04	72.18 %
7870 SCLS Member Support	19,714.00	22,000.00	-2,286.00	2,286.00	89.61 %
Total 7800 Suffolk county library system	**26,209.96**	**31,000.00**	**-4,790.04**	**4,790.04**	**84.55 %**
7900 Professional Fees					
7910 Legal Expense	-3,567.06	6,000.00	-9,567.06	9,567.06	-59.45 %
7920 Accounting Expense	18,123.33	22,000.00	-3,876.67	3,876.67	82.38 %
7930 Consultants	3,586.00	2,000.00	1,586.00	-1,586.00	179.30 %
Total 7900 Professional Fees	**18,142.27**	**30,000.00**	**-11,857.73**	**11,857.73**	**60.47 %**
Total 7000 Administrative Expenses	**191,260.19**	**285,910.00**	**-94,649.81**	**94,649.81**	**66.90 %**
8000 Building & Grounds Expenses					
8100 Repair and Maintenance	150.36		150.36	-150.36	
8110 Custodial supplies	7,856.73	5,000.00	2,856.73	-2,856.73	157.13 %
8120 Refuse removal	1,689.56	1,500.00	189.56	-189.56	112.64 %
8130 Building Repairs & Maintenance	54,619.54	38,000.00	16,619.54	-16,619.54	143.74 %
8140 Grounds Maintenance	19,335.29	38,000.00	-18,664.71	18,664.71	50.88 %
8150 Security System		4,800.00	-4,800.00	4,800.00	
8190 - Service Contracts	61,464.93	60,000.00	1,464.93	-1,464.93	102.44 %
Total 8100 Repair and Maintenance	**145,116.41**	**147,300.00**	**-2,183.59**	**2,183.59**	**98.52 %**
8200 Utilities					
8210 Electric	74,011.85	80,000.00	-5,988.15	5,988.15	92.51 %
8220 Fuel Oil	534.66	2,500.00	-1,965.34	1,965.34	21.39 %
8230 Water	921.14	1,500.00	-578.86	578.86	61.41 %
Total 8200 Utilities	**75,467.65**	**84,000.00**	**-8,532.35**	**8,532.35**	**89.84 %**

John Jermain Memorial Library

Budget vs. Actuals: YTD

January - December 2026

	TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET
8400 Furniture & Equipment					
8410 Computer Adult equipment	15,770.34	15,000.00	770.34	-770.34	105.14 %
8420 Computer peripherals	1,050.98	8,000.00	-6,949.02	6,949.02	13.14 %
8430 Audio Visual Equipment		2,500.00	-2,500.00	2,500.00	
8440 Furniture	3,242.95	2,000.00	1,242.95	-1,242.95	162.15 %
8450 Library of Things	6,430.74	14,000.00	-7,569.26	7,569.26	45.93 %
8455 Aquarium Tickets	686.00		686.00	-686.00	
Total 8400 Furniture & Equipment	**27,181.01**	**41,500.00**	**-14,318.99**	**14,318.99**	**65.50 %**
8500 Capital expenditure	38,486.40		38,486.40	-38,486.40	
8550 HVAC Remediation	226,556.53		226,556.53	-226,556.53	
Total 8500 Capital expenditure	**265,042.93**		**265,042.93**	**-265,042.93**	
8600 Rental - storage space	1,297.98		1,297.98	-1,297.98	
Total 8000 Building & Grounds Expenses	**514,105.98**	**272,800.00**	**241,305.98**	**-241,305.98**	**188.46 %**
9000 Financial Expense					
9930 Interest Expense	867.53		867.53	-867.53	
9970 Principal Reduction	505,595.45	547,808.00	-42,212.55	42,212.55	92.29 %
9980 Mortgage Interest 201 Main	97,097.59	357,192.00	-260,094.41	260,094.41	27.18 %
Total 9000 Financial Expense	**603,560.57**	**905,000.00**	**-301,439.43**	**301,439.43**	**66.69 %**
Total Expenditures	**$3,041,485.58**	**$3,874,362.00**	**$ -832,876.42**	**$832,876.42**	**78.50 %**
NET OPERATING REVENUE	**$ -321,135.53**	**$ -905,000.00**	**$583,864.47**	**$ -583,864.47**	**35.48 %**
Other Revenue					
9600 Referendum Tax Levy	905,000.00	905,000.00	0.00	0.00	100.00 %
9700 Other Income	979.42		979.42	-979.42	
Total Other Revenue	**$905,979.42**	**$905,000.00**	**$979.42**	**$ -979.42**	**100.11 %**
NET OTHER REVENUE	**$905,979.42**	**$905,000.00**	**$979.42**	**$ -979.42**	**100.11 %**
NET REVENUE	**$584,843.89**	**$0.00**	**$584,843.89**	**$ -584,843.89**	**0.00%**

John Jermain Memorial Library

Bills and Applied Payments

September 2026

TRANSACTION TYPE	NUM	DATE	VENDOR	SPLIT	AMOUNT
ADVANCED CONTROL SOLUTIONS, INC					
Bill Payment (Check)	124	09/10/2026	ADVANCED CONTROL SOLUTIONS, INC	1035 Cash:Connect One (1st Nat) Money Market	-7,483.00
Bill	8199	09/10/2026	ADVANCED CONTROL SOLUTIONS, INC	8550 Building & Grounds Expenses:Capital expenditure:HVAC Remediation	7,483.00
Bill Payment (Check)	15075	09/10/2026	ADVANCED CONTROL SOLUTIONS, INC	1040 Cash:Cash - Dime (BNB) Checking	-2,416.81
Bill	8371	09/10/2026	ADVANCED CONTROL SOLUTIONS, INC	Building & Grounds Expenses:Repair and Maintenance:8190 - Service Contracts	2,416.81
AFLAC					
Bill Payment (Check)	15076	09/10/2026	AFLAC	1040 Cash:Cash - Dime (BNB) Checking	-844.78
Bill	896304	09/10/2026	AFLAC	2036 Aflac Payable	844.78
Anron Mechanical Services					
Bill Payment (Check)	15077	09/10/2026	Anron Mechanical Services	1040 Cash:Cash - Dime (BNB) Checking	-10,491.57
Bill	234854	09/10/2026	Anron Mechanical Services	8130 Building & Grounds Expenses:Repair and Maintenance:Building Repairs & Maintenance	10,491.57
BARROS HOME SERVICE INC.					
Bill Payment (Check)	15093	09/15/2026	BARROS HOME SERVICE INC.	1040 Cash:Cash - Dime (BNB) Checking	-1,905.00
Bill	2391	09/03/2026	BARROS HOME SERVICE INC.	8140 Building & Grounds Expenses:Repair and Maintenance:Grounds Maintenance	1,905.00
Belfor Long Island, LLC					
Bill Payment (Check)	123	09/03/2026	Belfor Long Island, LLC	1035 Cash:Connect One (1st Nat) Money Market	-82,974.00
Bill	008	09/03/2026	Belfor Long Island, LLC	8550 Building & Grounds Expenses:Capital expenditure:HVAC	82,974.00

John Jermain Memorial Library

Bills and Applied Payments

September 2026

TRANSACTION TYPE	NUM	DATE	VENDOR	SPLIT	AMOUNT
				Remediation	
CAPITAL ONE					
Bill Payment (Check)	15094	09/15/2026	CAPITAL ONE	1040 Cash:Cash - Dime (BNB) Checking	-9,101.55
Bill	9925 August	09/03/2026	CAPITAL ONE	-Split-	9,101.55
Catherine’s Cleaning LLC					
Bill Payment (Check)	15095	09/15/2026	Catherine’s Cleaning LLC	1040 Cash:Cash - Dime (BNB) Checking	-1,280.00
Bill	100793	09/03/2026	Catherine’s Cleaning LLC	Building & Grounds Expenses:Repair and Maintenance:8190 - Service Contracts	1,280.00
Charyl Ozkaya					
Bill Payment (Check)	15078	09/10/2026	Charyl Ozkaya	1040 Cash:Cash - Dime (BNB) Checking	-100.00
Bill	July & August 2026	09/10/2026	Charyl Ozkaya	5820 General Mater. & Prog. Exps.:Program Expenses:Adult Programs Fees	100.00
Claes Brondal					
Bill Payment (Check)	15057	09/02/2026	Claes Brondal	1040 Cash:Cash - Dime (BNB) Checking	-150.36
Bill	2026 Bird House	09/02/2026	Claes Brondal	8100 Building & Grounds Expenses:Repair and Maintenance	150.36
Digisnaps					
Bill Payment (Check)	15079	09/10/2026	Digisnaps	1040 Cash:Cash - Dime (BNB) Checking	-799.00
Bill	8.30.26	09/10/2026	Digisnaps	5830 General Mater. & Prog. Exps.:Program Expenses:Children’s Programming	799.00

John Jermain Memorial Library

Bills and Applied Payments

September 2026

TRANSACTION TYPE	NUM	DATE	VENDOR	SPLIT	AMOUNT
Dollywood Foundation					
Bill Payment (Check)	15080	09/10/2026	Dollywood Foundation	1040 Cash:Cash - Dime (BNB) Checking	-127.15
Bill	10263790	09/10/2026	Dollywood Foundation	5860 General Mater. & Prog. Exps.:Program Expenses:Literacy Programs	127.15
Elizabeth Acierno					
Bill Payment (Check)	15106	09/16/2026	Elizabeth Acierno	1040 Cash:Cash - Dime (BNB) Checking	-400.00
Bill	9.13.26	09/16/2026	Elizabeth Acierno	5820 General Mater. & Prog. Exps.:Program Expenses:Adult Programs Fees	400.00
Emily Kazanecki					
Bill Payment (Check)	15058	09/02/2026	Emily Kazanecki	1040 Cash:Cash - Dime (BNB) Checking	-54.94
Bill	8.23.26	09/02/2026	Emily Kazanecki	5830 General Mater. & Prog. Exps.:Program Expenses:Children’s Programming	54.94
EMPORIUM					
Bill Payment (Check)	15096	09/15/2026	EMPORIUM	1040 Cash:Cash - Dime (BNB) Checking	-21.97
Bill	859777	09/03/2026	EMPORIUM	8110 Building & Grounds Expenses:Repair and Maintenance:Custodial supplies	21.97
G. CRAIG ELECTRIC					
Bill Payment (Check)	15059	09/02/2026	G. CRAIG ELECTRIC	1040 Cash:Cash - Dime (BNB) Checking	-2,897.63
Bill	19-2181	09/02/2026	G. CRAIG ELECTRIC	8130 Building & Grounds Expenses:Repair and Maintenance:Building Repairs & Maintenance	2,897.63
Ginta Genender					

John Jermain Memorial Library

Bills and Applied Payments

September 2026

TRANSACTION TYPE	NUM	DATE	VENDOR	SPLIT	AMOUNT
Bill Payment (Check)	15081	09/10/2026	Ginta Genender	1040 Cash:Cash - Dime (BNB) Checking	-46.23
Bill	9.1.26	09/10/2026	Ginta Genender	5830 General Mater. & Prog. Exps.:Program Expenses:Children's Programming	46.23
Guardian Dental					
Bill Payment (Check)	15117	09/22/2026	Guardian Dental	1040 Cash:Cash - Dime (BNB) Checking	-1,806.52
Bill	00083882	09/22/2026	Guardian Dental	6365 Personnel Expenses:Personnel benefits:Dental insurance	1,806.52
INGRAM LIBRARY SERVICES					
Bill Payment (Check)	15060	09/02/2026	INGRAM LIBRARY SERVICES	1040 Cash:Cash - Dime (BNB) Checking	-908.73
Bill	98765294	09/02/2026	INGRAM LIBRARY SERVICES	5110 General Mater. & Prog. Exps.:Books:Adult Books	260.19
Bill	98679310	09/02/2026	INGRAM LIBRARY SERVICES	5110 General Mater. & Prog. Exps.:Books:Adult Books	100.20
Bill	98798551	09/02/2026	INGRAM LIBRARY SERVICES	-Split-	220.82
Bill	98428891	09/02/2026	INGRAM LIBRARY SERVICES	-Split-	36.53
Bill	98729493	09/02/2026	INGRAM LIBRARY SERVICES	5120 General Mater. & Prog. Exps.:Books:Children's Books	11.99
Bill	98428892	09/02/2026	INGRAM LIBRARY SERVICES	5120 General Mater. & Prog. Exps.:Books:Children's Books	11.99
Bill	98309443	09/02/2026	INGRAM LIBRARY SERVICES	5110 General Mater. & Prog. Exps.:Books:Adult Books	242.49
Bill	98149629	09/02/2026	INGRAM LIBRARY SERVICES	5120 General Mater. & Prog. Exps.:Books:Children's Books	24.52
Bill Payment (Check)	15082	09/10/2026	INGRAM LIBRARY SERVICES	1040 Cash:Cash - Dime (BNB) Checking	-387.42
Bill	98914258	09/10/2026	INGRAM LIBRARY SERVICES	5110 General Mater. & Prog. Exps.:Books:Adult Books	30.37
Bill	98979649	09/10/2026	INGRAM LIBRARY SERVICES	-Split-	345.06
Bill	98944354	09/10/2026	INGRAM LIBRARY SERVICES	5120 General Mater. & Prog. Exps.:Books:Children's Books	11.99
Bill Payment (Check)	15097	09/15/2026	INGRAM LIBRARY SERVICES	1040 Cash:Cash - Dime (BNB) Checking	-1,306.15
Bill	99117228	09/03/2026	INGRAM LIBRARY SERVICES	5110 General Mater. & Prog. Exps.:Books:Adult Books	35.28
Bill	99044180	09/03/2026	INGRAM LIBRARY SERVICES	5110 General Mater. & Prog. Exps.:Books:Adult Books	137.76
Bill	99117227	09/03/2026	INGRAM LIBRARY SERVICES	5110 General Mater. & Prog. Exps.:Books:Adult Books	453.04

John Jermain Memorial Library

Bills and Applied Payments

September 2026

TRANSACTION TYPE	NUM	DATE	VENDOR	SPLIT	AMOUNT
Bill	99117229	09/03/2026	INGRAM LIBRARY SERVICES	5110 General Mater. & Prog. Exps.:Books:Adult Books	680.07
Bill Payment (Check)	15107	09/16/2026	INGRAM LIBRARY SERVICES	1040 Cash:Cash - Dime (BNB) Checking	-180.29
Bill	99239753	09/16/2026	INGRAM LIBRARY SERVICES	-Split-	180.29
Bill Payment (Check)	15111	09/22/2026	INGRAM LIBRARY SERVICES	1040 Cash:Cash - Dime (BNB) Checking	-65.43
Bill	99358028	09/18/2026	INGRAM LIBRARY SERVICES	5110 General Mater. & Prog. Exps.:Books:Adult Books	20.40
Bill	99358027	09/18/2026	INGRAM LIBRARY SERVICES	5120 General Mater. & Prog. Exps.:Books:Children's Books	11.99
Bill	98149630	09/18/2026	INGRAM LIBRARY SERVICES	5110 General Mater. & Prog. Exps.:Books:Adult Books	33.04
Bill Payment (Check)	15118	09/22/2026	INGRAM LIBRARY SERVICES	1040 Cash:Cash - Dime (BNB) Checking	-543.72
Bill	99423357	09/22/2026	INGRAM LIBRARY SERVICES	5110 General Mater. & Prog. Exps.:Books:Adult Books	543.72
Irrigation Solutions					
Bill Payment (Check)	15083	09/10/2026	Irrigation Solutions	1040 Cash:Cash - Dime (BNB) Checking	-203.50
Bill	16331090926	09/10/2026	Irrigation Solutions	8130 Building & Grounds Expenses:Repair and Maintenance:Building Repairs & Maintenance	203.50
Kristen Peragine Design Co Inc.					
Bill Payment (Check)	15084	09/10/2026	Kristen Peragine Design Co Inc.	1040 Cash:Cash - Dime (BNB) Checking	-500.00
Bill	9.3.26	09/10/2026	Kristen Peragine Design Co Inc.	5820 General Mater. & Prog. Exps.:Program Expenses:Adult Programs Fees	500.00
LIZARDOS ENGINEERING ASSOCIATES D. P. C.					
Bill Payment (Check)	125	09/10/2026	LIZARDOS ENGINEERING ASSOCIATES D. P. C.	1035 Cash:Connect One (1st Nat) Money Market	-2,000.00
Bill	10907.00 - 45048	09/10/2026	LIZARDOS ENGINEERING ASSOCIATES D. P. C.	8550 Building & Grounds Expenses:Capital expenditure:HVAC Remediation	2,000.00

John Jermain Memorial Library

Bills and Applied Payments

September 2026

TRANSACTION TYPE	NUM	DATE	VENDOR	SPLIT	AMOUNT
Maggio Environmental, LLC					
Bill Payment (Check)	15061	09/02/2026	Maggio Environmental, LLC	1040 Cash:Cash - Dime (BNB) Checking	-166.16
Bill	006651940	09/02/2026	Maggio Environmental, LLC	8120 Building & Grounds Expenses:Repair and Maintenance:Refuse removal	166.16
Bill Payment (Check)	15119	09/22/2026	Maggio Environmental, LLC	1040 Cash:Cash - Dime (BNB) Checking	-166.16
Bill	006683407	09/22/2026	Maggio Environmental, LLC	8120 Building & Grounds Expenses:Repair and Maintenance:Refuse removal	166.16
Michael Borkan					
Bill Payment (Check)	15098	09/15/2026	Michael Borkan	1040 Cash:Cash - Dime (BNB) Checking	-500.00
Bill	9.6.26	09/03/2026	Michael Borkan	5820 General Mater. & Prog. Exps.:Program Expenses:Adult Programs Fees	500.00
MIDWEST TAPE					
Bill Payment (Check)	15062	09/02/2026	MIDWEST TAPE	1040 Cash:Cash - Dime (BNB) Checking	-25.19
Bill	509165947	08/30/2026	MIDWEST TAPE	5210 General Mater. & Prog. Exps.:Videos:Adult videos	25.19
Bill Payment (Check)	15085	09/10/2026	MIDWEST TAPE	1040 Cash:Cash - Dime (BNB) Checking	-172.25
Bill	509360255	09/10/2026	MIDWEST TAPE	5700 General Mater. & Prog. Exps.:Digital Books	147.06
Bill	509344763	09/10/2026	MIDWEST TAPE	5220 General Mater. & Prog. Exps.:Videos:Childrens All Media	25.19
Bill Payment (Check)	15099	09/15/2026	MIDWEST TAPE	1040 Cash:Cash - Dime (BNB) Checking	-313.62
Bill	509374170	09/03/2026	MIDWEST TAPE	5210 General Mater. & Prog. Exps.:Videos:Adult videos	70.67
Bill	509374171	09/03/2026	MIDWEST TAPE	5410 General Mater. & Prog. Exps.:Recorded books:Adult books on tape/CD	242.95
Bill Payment (Check)	15108	09/16/2026	MIDWEST TAPE	1040 Cash:Cash - Dime (BNB) Checking	-128.46

John Jermain Memorial Library

Bills and Applied Payments

September 2026

TRANSACTION TYPE	NUM	DATE	VENDOR	SPLIT	AMOUNT
Bill	509408255	09/16/2026	MIDWEST TAPE	5220 General Mater. & Prog. Exps.:Videos:Childrens All Media	25.19
Bill	509408253	09/16/2026	MIDWEST TAPE	5410 General Mater. & Prog. Exps.:Recorded books:Adult books on tape/CD	82.98
Bill	509408252	09/16/2026	MIDWEST TAPE	5210 General Mater. & Prog. Exps.:Videos:Adult videos	20.29
NATIONAL GRID					
Bill Payment (Check)	15086	09/10/2026	NATIONAL GRID	1040 Cash:Cash - Dime (BNB) Checking	-55.06
Bill	88925-04020	09/10/2026	NATIONAL GRID	8220 Building & Grounds Expenses:Utilities:Fuel Oil	55.06
NYLA					
Bill Payment (Check)	15063	09/02/2026	NYLA	1040 Cash:Cash - Dime (BNB) Checking	-465.00
Bill	10389	09/02/2026	NYLA	7710 Administrative Expenses:Employee Support:Conference fees	465.00
Bill Payment (Check)	15087	09/10/2026	NYLA	1040 Cash:Cash - Dime (BNB) Checking	-465.00
Bill	10646	09/10/2026	NYLA	7710 Administrative Expenses:Employee Support:Conference fees	465.00
Bill Payment (Check)	15100	09/15/2026	NYLA	1040 Cash:Cash - Dime (BNB) Checking	-465.00
Bill	10338	09/13/2026	NYLA	7710 Administrative Expenses:Employee Support:Conference fees	465.00
Bill Payment (Check)	15112	09/22/2026	NYLA	1040 Cash:Cash - Dime (BNB) Checking	-280.00
Bill	10390	09/18/2026	NYLA	7710 Administrative Expenses:Employee Support:Conference fees	280.00
NYS EMPLOYEE HI PROGRAM					
Bill Payment (Check)	15101	09/15/2026	NYS EMPLOYEE HI PROGRAM	1040 Cash:Cash - Dime (BNB) Checking	-38,538.21
Bill	637	09/10/2026	NYS EMPLOYEE HI PROGRAM	6360 Personnel Expenses:Personnel benefits:Health insurance	38,538.21
Ocean Janitorial Supply, Inc					
Bill Payment	15064	09/02/2026	Ocean Janitorial Supply, Inc	1040 Cash:Cash - Dime (BNB) Checking	-266.80

John Jermain Memorial Library

Bills and Applied Payments

September 2026

TRANSACTION TYPE	NUM	DATE	VENDOR	SPLIT	AMOUNT
(Check)					
Bill	631488	08/30/2026	Ocean Janitorial Supply, Inc	8110 Building & Grounds Expenses:Repair and Maintenance:Custodial supplies	118.60
Bill	631490	08/30/2026	Ocean Janitorial Supply, Inc	8110 Building & Grounds Expenses:Repair and Maintenance:Custodial supplies	148.20
Bill Payment (Check)	15113	09/22/2026	Ocean Janitorial Supply, Inc	1040 Cash:Cash - Dime (BNB) Checking	-140.46
Bill	632507	09/18/2026	Ocean Janitorial Supply, Inc	8110 Building & Grounds Expenses:Repair and Maintenance:Custodial supplies	140.46
Olivia Kaminski					
Bill Payment (Check)	15089	09/10/2026	Olivia Kaminski	1040 Cash:Cash - Dime (BNB) Checking	-390.00
Bill	8.27.26	09/10/2026	Olivia Kaminski	5820 General Mater. & Prog. Exps.:Program Expenses:Adult Programs Fees	390.00
OPTIMUM					
Bill Payment (Check)	15090	09/10/2026	OPTIMUM	1040 Cash:Cash - Dime (BNB) Checking	-212.37
Bill	07839-413423-01-9	09/10/2026	OPTIMUM	7310 Administrative Expenses:Telecom. & Computer Exp.:Telecommunications Line	212.37
OTIS ELEVATOR COMPANY					
Bill Payment (Check)	15065	09/02/2026	OTIS ELEVATOR COMPANY	1040 Cash:Cash - Dime (BNB) Checking	-2,217.60
Bill	100402424240	09/02/2026	OTIS ELEVATOR COMPANY	Building & Grounds Expenses:Repair and Maintenance:8190 - Service Contracts	2,217.60
PRINCIPAL LIFE INSURANCE COMPANY					
Bill Payment (Check)	15066	09/02/2026	PRINCIPAL LIFE INSURANCE COMPANY	1040 Cash:Cash - Dime (BNB) Checking	-1,154.23

John Jermain Memorial Library

Bills and Applied Payments

September 2026

TRANSACTION TYPE	NUM	DATE	VENDOR	SPLIT	AMOUNT
Bill	1106739-10001 Sept	09/02/2026	PRINCIPAL LIFE INSURANCE COMPANY	6320 Personnel Expenses:Personnel benefits:LTD/LIFE	1,154.23
Bill Payment (Check)	15120	09/22/2026	PRINCIPAL LIFE INSURANCE COMPANY	1040 Cash:Cash - Dime (BNB) Checking	-1,154.23
Bill	1106739-10001 October	09/22/2026	PRINCIPAL LIFE INSURANCE COMPANY	6320 Personnel Expenses:Personnel benefits:LTD/LIFE	1,154.23
PSEG Long Island					
Bill Payment (Check)	15067	09/02/2026	PSEG Long Island	1040 Cash:Cash - Dime (BNB) Checking	-7,608.06
Bill	9893056201	09/02/2026	PSEG Long Island	8210 Building & Grounds Expenses:Utilities:Electric	7,608.06
QUILL					
Bill Payment (Check)	15091	09/10/2026	QUILL	1040 Cash:Cash - Dime (BNB) Checking	-118.18
Bill	50043510	09/10/2026	QUILL	-Split-	61.79
Bill	50071453	09/10/2026	QUILL	8110 Building & Grounds Expenses:Repair and Maintenance:Custodial supplies	16.19
Bill	49900768	09/10/2026	QUILL	7240 Administrative Expenses:Office Expense:Office supplies	40.20
Bill Payment (Check)	15102	09/15/2026	QUILL	1040 Cash:Cash - Dime (BNB) Checking	-35.99
Bill	50151829	09/03/2026	QUILL	8110 Building & Grounds Expenses:Repair and Maintenance:Custodial supplies	35.99
Bill Payment (Check)	15114	09/22/2026	QUILL	1040 Cash:Cash - Dime (BNB) Checking	-39.33
Bill	50153065	09/18/2026	QUILL	7240 Administrative Expenses:Office Expense:Office supplies	39.33
Rebecca Goldstein					
Bill Payment (Check)	15116	09/22/2026	Rebecca Goldstein	1040 Cash:Cash - Dime (BNB) Checking	-300.00
Bill	9.14.26	09/22/2026	Rebecca Goldstein	5820 General Mater. & Prog. Exps.:Program Expenses:Adult Programs	300.00

John Jermain Memorial Library

Bills and Applied Payments

September 2026

TRANSACTION TYPE	NUM	DATE	VENDOR	SPLIT	AMOUNT
				Fees	
RIVISTAS, LLC					
Bill Payment (Check)	15068	09/02/2026	RIVISTAS, LLC	1040 Cash:Cash - Dime (BNB) Checking	-2,266.10
Bill	23179	09/02/2026	RIVISTAS, LLC	-Split-	2,266.10
SAG HARBOR VARIETY					
Bill Payment (Check)	15103	09/15/2026	SAG HARBOR VARIETY	1040 Cash:Cash - Dime (BNB) Checking	-163.33
Bill	2229	09/03/2026	SAG HARBOR VARIETY	5830 General Mater. & Prog. Exps.:Program Expenses:Children's Programming	163.33
SCLS					
Bill Payment (Check)	15092	09/10/2026	SCLS	1040 Cash:Cash - Dime (BNB) Checking	-5,549.55
Bill	97808	09/10/2026	SCLS	5600 General Mater. & Prog. Exps.:Virtural reference collection	5,549.55
Bill Payment (Check)	15115	09/22/2026	SCLS	1040 Cash:Cash - Dime (BNB) Checking	-1,350.00
Bill	97875	09/18/2026	SCLS	5600 General Mater. & Prog. Exps.:Virtural reference collection	1,350.00
SCWA					
Bill Payment (Check)	15069	09/02/2026	SCWA	1040 Cash:Cash - Dime (BNB) Checking	-424.79
Bill	3000386500	09/02/2026	SCWA	8230 Building & Grounds Expenses:Utilities:Water	424.79
SEARLES GRAPHICS, INC					
Bill Payment (Check)	15070	09/02/2026	SEARLES GRAPHICS, INC	1040 Cash:Cash - Dime (BNB) Checking	-6,111.00
Bill	26899	09/02/2026	SEARLES GRAPHICS, INC	7211 Administrative Expenses:Office Expense:Newsletter:Newsletter	6,111.00

John Jermain Memorial Library

Bills and Applied Payments

September 2026

TRANSACTION TYPE	NUM	DATE	VENDOR	SPLIT	AMOUNT
				printing	
Smithsonian					
Bill Payment (Check)	15071	09/02/2026	Smithsonian	1040 Cash:Cash - Dime (BNB) Checking	-14.99
Bill	2026 Renewal	09/02/2026	Smithsonian	5510 General Mater. & Prog. Exps.:Periodicals:Adult periodicals	14.99
Squires, Pierson & Sons, Inc					
Bill Payment (Check)	15104	09/15/2026	Squires, Pierson & Sons, Inc	1040 Cash:Cash - Dime (BNB) Checking	-960.00
Bill	17124	09/03/2026	Squires, Pierson & Sons, Inc	8130 Building & Grounds Expenses:Repair and Maintenance:Building Repairs & Maintenance	960.00
STEMTASTIC					
Bill Payment (Check)	15072	09/02/2026	STEMTASTIC	1040 Cash:Cash - Dime (BNB) Checking	-250.00
Bill	8.20.26	09/02/2026	STEMTASTIC	5830 General Mater. & Prog. Exps.:Program Expenses:Children’s Programming	250.00
The Hampton Bays Public Library					
Bill Payment (Check)	15109	09/16/2026	The Hampton Bays Public Library	1040 Cash:Cash - Dime (BNB) Checking	-50.00
Bill	Culper Spy Ring	09/16/2026	The Hampton Bays Public Library	5820 General Mater. & Prog. Exps.:Program Expenses:Adult Programs Fees	50.00
VERIZON					
Bill Payment (Check)	15073	09/02/2026	VERIZON	1040 Cash:Cash - Dime (BNB) Checking	-81.96
Bill	451-758-114-0001-66	09/02/2026	VERIZON	7340 Administrative Expenses:Telecom. & Computer Exp.:Telephone Service Contracts	81.96

John Jermain Memorial Library

Bills and Applied Payments

September 2026

TRANSACTION TYPE	NUM	DATE	VENDOR	SPLIT	AMOUNT
VOLZ & VIGLIOTTA, PLLC					
Bill Payment (Check)	15105	09/15/2026	VOLZ & VIGLIOTTA, PLLC	1040 Cash:Cash - Dime (BNB) Checking	-648.00
Bill	10961	09/03/2026	VOLZ & VIGLIOTTA, PLLC	7910 Administrative Expenses:Professional Fees:Legal Expense	648.00
W.B. MASON CO.,INC					
Bill Payment (Check)	15074	09/02/2026	W.B. MASON CO.,INC	1040 Cash:Cash - Dime (BNB) Checking	-149.61
Bill	263650132 & CM4929089	09/02/2026	W.B. MASON CO.,INC	-Split-	27.84
Bill	263155818	09/02/2026	W.B. MASON CO.,INC	7270 Administrative Expenses:Office Expense:Equipment rental-Water	7.29
Bill	263938889	09/02/2026	W.B. MASON CO.,INC	7245 Administrative Expenses:Office Expense:Comestibles	56.07
Bill	263911925 & CM4968006	09/02/2026	W.B. MASON CO.,INC	-Split-	51.12
Bill	263824305	09/02/2026	W.B. MASON CO.,INC	7270 Administrative Expenses:Office Expense:Equipment rental-Water	7.29
Bill Payment (Check)	15110	09/16/2026	W.B. MASON CO.,INC	1040 Cash:Cash - Dime (BNB) Checking	-45.12
Bill	264317488 & CM5015558	09/16/2026	W.B. MASON CO.,INC	-Split-	45.12

John Jermain Memorial Library

Bill Payment List

September 11 - October 15, 2026

DATE	NUM	VENDOR	AMOUNT
1000 Cash			
1040 Cash - Dime (BNB) Checking			
09/15/2026	15093	BARROS HOME SERVICE INC.	-1,905.00
09/15/2026	15094	CAPITAL ONE	-9,101.55
09/15/2026	15095	Catherine’s Cleaning LLC	-1,280.00
09/15/2026	15096	EMPORIUM	-21.97
09/15/2026	15097	INGRAM LIBRARY SERVICES	-1,306.15
09/15/2026	15098	Michael Borkan	-500.00
09/15/2026	15099	MIDWEST TAPE	-313.62
09/15/2026	15100	NYLA	-465.00
09/15/2026	15101	NYS EMPLOYEE HI PROGRAM	-38,538.21
09/15/2026	15102	QUILL	-35.99
09/15/2026	15103	SAG HARBOR VARIETY	-163.33
09/15/2026	15104	Squires, Pierson & Sons, Inc	-960.00
09/15/2026	15105	VOLZ & VIGLIOTTA, PLLC	-648.00
09/16/2026	15106	Elizabeth Acierno	-400.00
09/16/2026	15107	INGRAM LIBRARY SERVICES	-180.29
09/16/2026	15108	MIDWEST TAPE	-128.46
09/16/2026	15109	The Hampton Bays Public Library	-50.00
09/16/2026	15110	W.B. MASON CO.,INC	-45.12
09/22/2026	15111	INGRAM LIBRARY SERVICES	-65.43
09/22/2026	15112	NYLA	-280.00
09/22/2026	15113	Ocean Janitorial Supply, Inc	-140.46
09/22/2026	15114	QUILL	-39.33
09/22/2026	15115	SCLS	-1,350.00
09/22/2026	15116	Rebecca Goldstein	-300.00
09/22/2026	15117	Guardian Dental	-1,806.52
09/22/2026	15118	INGRAM LIBRARY SERVICES	-543.72
09/22/2026	15119	Maggio Environmental, LLC	-166.16
09/22/2026	15120	PRINCIPAL LIFE INSURANCE COMPANY	-1,154.23
10/08/2026	15121	AFLAC	-844.78
10/08/2026	15122	Anthony Giansante	-41.50
10/08/2026	15123	Catherine E. Tremblay	-45.00
10/08/2026	15124	Catherine’s Cleaning LLC	-3,036.00
10/08/2026	15125	CENGAGE LEARNING	-120.35
10/08/2026	15126	ChemDry	-3,875.00
10/08/2026	15127	DE LAGE LANDEN FINANCIAL SERVICES, INC.	-799.87
10/08/2026	15128	EMPORIUM	-245.90
10/08/2026	15129	INGRAM LIBRARY SERVICES	-2,798.14
10/08/2026	15130	Kelly Harris	-181.98
10/08/2026	15131	MIDWEST TAPE	-359.60
10/08/2026	15132	MIRA DOUGHERTY--JOHNSON	-1,562.50
10/08/2026	15133	Ocean Janitorial Supply, Inc	-271.08
10/08/2026	15134	OPTIMUM	-213.28
10/08/2026	15135	PSEG Long Island	-7,675.45

John Jermain Memorial Library

Bill Payment List

September 11 - October 15, 2026

DATE	NUM	VENDOR	AMOUNT
10/08/2026	15136	QUILL	-159.50
10/08/2026	15137	SCLS	-1,420.00
10/08/2026	15138	SCLS- P.A.L.S.	-2,165.32
10/08/2026	15139	Varsity Health & Training Solutions, LLC DBA NICE	-2,350.00
10/08/2026	15140	VERIZON	-81.96
10/08/2026	15141	W.B. MASON CO.,INC	-35.13
10/08/2026	15142	WONDA R. MILLER	-36.61
Total for 1040 Cash - Dime (BNB) Checking			**$ -90,207.49**
Total for 1000 Cash			**$ -90,207.49**

JOHN JERMAIN MEMORIAL LIBRARY

Director's Report
Wednesday, October 20, 2026
Submitted by Kelly A. Harris, Executive Director

This year JJML was asked to host the Kids activities at Harborfest and it was an absolute delight! We already agreed to do it again next year and plan to promote it at the Library and encourage sign up before Harborfest to encourage greater participation. Thank you to the Chamber of Commerce for thinking of us. We are also working with Chamber on some Holiday activities which will be really exciting and fun.

We have once again partnered with Hayground School on their Senior Learner Aprrenticeship Program, this year Sydney and Otto are joining us as apprentices to learn about the public Library. This included them joining us for a portion of our AED/CPR training.

On Professional development day the staff took our Annual AED/CPR training. Several staff members asked if we could add basic first aid to our training for next year and we will. We took advantage of the building being closed for Staff Development ad had Chemdry come out and clean the rugs and upholstery. Staff also completed their annual sexual harassment prevention training and our AI Taskforce met to continue our discussion of Artificial Intelligence and its potential and pitfalls.

The Annual Appeal is almost ready to be printed and mailed. I have been cleaning up the database. Adding new Library cardholders and prepping with the ad hoc Committee for our donor thank you event.

The policy committee worked on the section of the Trustee & Governance handbook discussed at the September meeting and have tightened up the language for clarity. The Handbook is on the agenda under old business.

We had a day without internet on October 7th which was terrible but also kind of wonderful. Our patrons and staff were able to use hotspots in a pinch but it also allowed us all (patrons and staff to enjoy working together on other projects, chatting with our patrons and recommending our physical items for circulation or enjoyment in the building.

On October 10th we bid adieu to Sue Mullin, after 28 years of Service to JJML. Her professionalism, talent and kindness are deeply missed. She was a mentor to everyone on staff including me. We are all lucky to have learned from her.

Meetings Attended: 9/18: SCLS Directors Meeting At Central Islip Public Library, 9/21: PLDA Board meeting at SCLS, 9/28: Empire State Libraries Fundraiser at Vineyards Golf Club 9/29: Trustee Training: Key Performance Indicators at Amagansett Library, 9/30: Construction Grant Committee at SCLS, 10/3: Dear Mazie Lecture and Art Opening at The Church, 10/8 NYC Comic Con Professional Development day at Javitt's Center, 10/15: LILRC Annual Conference on Libraries and the Future at the Heritage Club Bethpage.

JOHN JERMAIN MEMORIAL LIBRARY

Statistics Report
September 2026
Submitted by Kelly A. Harris, Executive Director

TYPE:	2026	2025	2024	August 2026
Visitors	4852	4753*	4824	6406
New Library Cardholders	22	49	86	72
Items Added to Collection	291	222	296	272
Items Checked Out from Library	2016	1965	2069	3327
Library of Things (Museum Passes & Realia)	58	34		94
Total Physical Collection Circulation (Renewals/In Lib. Use)	8165	8421	8857	12627
Total eCollection (eBooks, films, audio, etc)	3820	3870	3855	4134
eReference (Databases)	4762	2220	269	2463
Reference & Information Questions	4962	5003	4887	9880
Children's Programs (includes passive programs)	26	29	32	39
Children's Program Attendance	277	243	260	732
Tween Programs (includes passive programs)	6	3	6	1
Tween Program Attendance	33	12	30	1
Teen Programs (includes passive programs)	3	6	9	10
Teen Program Attendance	11	21	32	37
Adult Programs (includes passive programs)	44	49	34	42
Adult Program Attendance	796	688	759	455
Community Programming (All Ages)	2	2	2	0
Community Programming Attendance	950	978	800	0
Computer Users	127	183	106	77
Website Visits	7270	5822	4740	7473
Wireless Patrons	1154	949	945	1626
Facebook Views	Not avail.	714	1500	6590
Instagram Views	Not avail.	915	1100	21454
TikTok (views)	Not avail.	1600	2100	12500
Data Transferred (in TB)	2.83	1.55	4.83	8.63

**Estimated Program Room Door Counter Malfunction*

JOHN JERMAIN MEMORIAL LIBRARY

Trustee & Governance Policies

DRAFT 9.9.2026

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- Section 2: Preamble
- Section 3: Bylaws
- Section 4: Board of Trustees & Executive Director
- Section 5: Meetings
- Section 6: Finance & Records Retention
- Section 7: Conflicts & Ethics
- Section 8: Sustainability
- Section 9: Conclusion
- Appendices

Section 1: Mission, Vision Values

from Strategic Plan Adopted 11.2024

Mission Statement

The John Jermain Memorial Library seeks to be a resource of information and ideas and to support the community's educational, civic, cultural, and recreational activities.

Vision Statement:

To be the cornerstone of unfettered access to information & ideas while building an engaged community.

Values:

- **Compassion, Kindness, & Civility**: To serve our community (communities) with respect, equity, and generosity of spirit.
- **A Welcoming Environment:** To be a place that inspires and enables the safe and comfortable exploration of a variety of experiences and ideas.
- **Intellectual Freedom & Access to Information:** To protect freedom of information & access for all through advocacy, privacy, & diversity of collections & services.
- **Trustworthy Communication & Literacy:** To be a reliable source of trusted information & to foster a love of reading and a passion for lifelong learning.
- **Sustainability**: To embrace sustainability (environmentally sound, socially equitable, and economically feasible) in our words, actions, policies, & services.

Section 2: Preamble

The John Jermain Memorial Library is located on Main Street in the Village of Sag Harbor, County of Suffolk, State of New York. It is a Free Association Library, chartered and registered by the Education Department, University of the State of New York, on May 24, 1957. The Library opened on October 10, 1910 and was deeded to the first Board of Trustees to promote “the public welfare” of the Village of Sag Harbor by Mrs. Margaret Olivia Slocum Sage on June 17, 1912. The Library now serves all residents of the Sag Harbor Union Free School District.

The Bylaws of the John Jermain Memorial Library regulate the affairs of the Library and govern the activities of the Board of Trustees and the Library Staff. They are binding on each, both individually and collectively, in all matters relating to the Library.

The Deed of Trust of the John Jermain Memorial Library authorized the Board of Trustees to adopt Bylaws for the management and maintenance of the Library. Nothing in these Bylaws is intended to be, nor shall be construed to be, contrary to any of the stated intentions for service of said Deed of Trust, even if practices have been amended or updated by vote of the Board of Trustees.

Initial Bylaws were adopted by the first Board of Trustees on July 25, 1912. Minor amendments were approved on July 25, 1913, June 25, 1919 and January 25, 1928, affecting only the schedule for annual and semi-annual meetings of the Board. Completely rewritten Bylaws were adopted on August 11, 1989. The Bylaws were updated June 15, 2005 to indicate that the Board of Trustees will become one elected by the taxpayers. The 2005 Bylaws were reviewed, repealed, and replaced with revised Bylaws on June 16, 2021 to ensure consistency and compliance with all applicable legislation. The Bylaws were again amended on April 15, 2026 to update the standing committees.

The Chairperson of the Policy Committee shall ensure that the Bylaws are reviewed annually, and that they are re-ratified or amended as necessary by vote in an open meeting of the Board.
The minutes will serve as a record of such a vote and the results thereof.

Section 3: Bylaws

Adopted 7.1912, amended 4.2026

I. NAME OF ORGANIZATION

The name of the organization shall be the John Jermain Memorial Library.

II. FISCAL YEAR

The fiscal year of the Library shall be the calendar year.

III. BOARD OF TRUSTEES

A. The Library shall be governed by a Board of Trustees, who receive no compensation, goods, or services.

B. This Board shall consist of no less than seven (7) and no more than twenty-five (25) members. Trustees shall be elected for terms of three (3) years each, except as otherwise provided in these Bylaws. The Board currently has eight (8) members. Except as provided in these Bylaws, candidates may serve for no more than two (2) consecutive full terms.

C. Trustees who have served two (2) consecutive full terms may run for office again after a one-year hiatus.

D. Candidates for election to the Board of Trustees shall be eighteen (18) years or older, John Jermain Memorial Library cardholders, and registered voters in the Sag Harbor Union Free School District. Employees of the John Jermain Memorial Library and members of their families are not eligible for election. For purposes of eligibility for election “families” are to refer to Trustees’ or employees’ spouses, significant others, children, parents, siblings, stepchildren, grandchildren or in-laws.

E. No later than six (6) weeks before the date of the vote, public announcement should be made that nominations for candidates for election to the Board of Trustees are being sought. The public announcement shall be made in local newspapers, on the Library website and shall be posted in the Library facility. This announcement shall include the number of Trustee positions to be voted upon; the eligibility requirements for candidacy; the required supporting materials

to be submitted; where necessary materials can be obtained and where completed nominations are submitted; and dates for the close of nominations and the election.

F. No later than six (6) weeks before the voting date, a date for the close of nominations shall be set, which is at least twenty-one (21) days following the public announcement. The close of nominations shall be determined each year by the District Clerk of the Sag Harbor Union Free School District. Nominations shall not be accepted after 5:00 pm on the final day of the nomination application deadline.

G. Candidates, including incumbents, must submit a nominating petition with their name and with a minimum of twenty-five (25) supporting signatures of registered voters of the Sag Harbor Union Free School District. Candidates may use the Sag Harbor Union Free School District's official nomination form.

H. If a candidate wishes, they may provide a short statement (no more than 350 words) with the nomination form, to describe the candidate's qualifications for membership on the Board of Trustees.

I. Except as provided in Section 3(III)(Q), candidates for election shall be elected at-large from the field of nominees, with the candidates receiving the largest number of votes being declared elected.

J. Trustees shall be elected at the time of the budget vote on a date and time to be determined by the Board of Trustees. Election results shall be posted on the Library's website, and released to local newspapers within twenty-four (24) hours of the election.

K. Newly elected members shall take office at the first meeting of the new calendar year following the annual election, at which time they will sign the Oath of Office.

L. Each new Trustee shall be provided with guidance and training on the duties and responsibilities of the Board of Trustees, and all Trustees shall be encouraged to participate in workshops, seminars, and other appropriate activities to further improve their skills and enhance their contributions toward the effective and efficient functioning of the Board and the Library.

M. Any Trustee who is absent for any reason for more than one third of the regular Board meetings during any rolling twelve-month period must resign from the Board, and the Board shall accept such resignation or grant the Trustee a leave of absence at its discretion. The President shall inform the absent Board Member in writing of the Board's decision. Further, if dismissal is deferred by Board action to grant a leave of absence, the President shall inform the absent Board Member in writing of the conditions of this deferral.

N. The Board may also remove a Trustee for misconduct, incapacity, or neglect of duty as provided in and in accordance with Education Law Section 226(8).

O. Any vacancy on the Board due to the resignation or removal of a Trustee may be addressed by any one of the following procedures, as determined by a simple majority vote of the members of the Board (including vacancies):

    i. Leave the trustee spot empty until the next regular election and then elect someone to fill the remainder of the term; or

ii. Appoint someone to serve until the next regular election and then elect someone to fill the remainder of the term; or

iii. Hold a special election to elect a trustee to fill the remainder of the term.

P. No Trustee shall serve for more than two (2) consecutive full (3) three-year terms, unless:

i. The Trustee has first been appointed to fill the seat of a Trustee who has left due to removal or resignation as provided in Section 3 (III)(O)(ii); or

ii. Unusual or unforeseen conditions preclude holding the annual public vote, in which case the Trustees may vote to temporarily amend these bylaws to include a provision for extending the term length of an elected Trustee for a period of no more than one year. Trustees are prohibited from participating in the discussion and/or vote to extend their own term. The vote to extend an individual Trustee's term in accordance with this paragraph must be approved by a majority of the Board as whole.

Q. Effective January 1, 2022 and continuing thereafter - For any annual election following a year in which the Trustees extended the term length of one or more Trustees pursuant Section 3 (III)(P)(ii), seats shall be filled as follows: (i) any seats with a shortened term as a result of an extension pursuant to Section 3 (III)(P)(ii), shall be their own category of at-large seats for which candidates shall run for the balance of the term; and (ii) any seats which are up for a full 3-year term shall be their own category of at-large seats for which candidates shall run for a 3-year term. All candidates for the Board of Trustees for such election must designate in their nominating petitions submitted in accordance with Section 3 of the Bylaws which one of the two categories of seats up for election as set forth in this paragraph they seek to fill. Candidates cannot run for more than one category of seat.

R. Each Trustee shall have one vote, irrespective of office held. Trustees must be present at the meeting to have their vote counted, with "presence," whether in-person or virtual, determined in compliance with New York State Open Meetings Law.

S. A simple majority of the whole Board (including vacancies) is required for any motion to pass.

T. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of office shall exercise any administrative responsibility with respect to the Library nor, as an individual, command the services of any employee of John Jermain.

IV. OFFICERS

A. The officers of the Board of Trustees shall be a President, a Vice President, a Secretary, and a Treasurer. They shall have the usual powers and duties of such officers:

B. The President shall preside at the meetings of the Board and shall appoint the members of all committees, unless otherwise provided for in the Bylaws, or unless that power is specifically devolved to an ad hoc committee chair in the resolution establishing the committee. The President shall be a member ex officio of all committees and ad hoc committees.

C. The Vice-President, in the absence of the President, shall perform all the duties of the President.
D. The Secretary shall be responsible for a true and accurate account of all proceedings of the Board Meetings. In the absence of the President and the Vice-President, the Secretary shall convene and preside at the meetings of the Board.
E. The Treasurer shall see that the Library maintains adequate and appropriate financial records, and make recommendations to the Board on acquisition and disbursement of funds.
F. The normal term of office of each officer shall be one (1) calendar year, commencing on January 1 and terminating on December 31 of each year. A Nominating Committee shall be appointed by the President no later than October of each year, and the Nominating Committee shall present to the Board of Trustees its recommended slate of officers for the upcoming year no later than the regular December meeting of the Board. At this meeting additional nominations will be accepted from the floor, and then a vote will be taken on a secret ballot for each office. A simple majority of the whole Board (including vacancies) is required to win an election. In an uncontested election, a secret ballot is not required.
G. Although not mandatory, Trustees are encouraged to hold officer positions for no more than two (2) consecutive years to promote diverse leadership and strengthen Board oversight.

V. STANDING COMMITTEES

A. The standing committees of the Board of Trustees shall include, but not be limited to, a Personnel Committee; a Finance, Budget, Contracts and Legal Committee; a Building and Grounds Committee; and a Policy and Long-Range Planning Committee. The Board of Trustees also includes a Trustee who serves as liaison to, and full voting member of, the Mashashimuet Park Board, as per the Charter of the Park.
B. The duties and responsibilities of these committees shall be those normally performed by such Committees to support the operations of the Board. All committee members and chairpersons shall be appointed by the President of the Board. All shall be Trustees.
C. Specific duties of each committee are as follows:
    i. The Personnel Committee, in consultation with the Executive Director, shall be responsible for adherence to and reviewing of Library personnel policies and for recommending such personnel policy changes and/or additions to the Board as may be deemed necessary. It shall consider all matters concerning working conditions and remuneration of the staff, and shall make recommendations to the Board accordingly.
    ii. The Finance, Budget, Contracts and Legal Committee, in consultation with the Executive Director, shall be responsible for planning, developing, and monitoring the financial statements of the Library, and for recommending financial policy changes and/or additions to the Board as deemed necessary.
    iii. The Building and Grounds Committee, in consultation with the Executive Director, shall be responsible for the monitoring of the physical upkeep and maintenance of the Library building and its properties.
    iv. The Policy and Long-Range Planning Committee, in consultation with the Executive Director, shall be responsible for the adherence to and review of the

Library's operations policies and Bylaws, and for recommending and developing any additions and changes to Bylaws as deemed necessary. In addition, the committee is responsible for annually reviewing the Long-Range Action Plan and recommending to the full Board any changes or additions as deemed necessary to fulfill the Library's mission.

D. All committee actions are subject to the approval of the Board of Trustees Committees may not establish policy or procedure, and any such actions must be presented to the full Board for a vote. Committee membership is set annually at the December meeting by the incoming President of the Board. It is incumbent upon all Trustees to participate fully in the standing committees.
E. All committees shall make a progress report to the Board at each of its public meetings.
F. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
G. The President shall be, ex officio, member of all standing and ad hoc committees.
H. The Executive Director shall be, ex officio, a member of all standing and ad hoc committees.

VI. AD HOC COMMITTEES

A. Ad hoc committees may be appointed with the approval of the Board, when standing committees are unable to fully address issues of a short term and/or critical nature. These committees shall have a formal stated goal, and be of limited time duration. Such committees shall serve until the completion of the work for which they were appointed.
B. The establishment of ad hoc committees requires the vote of the Board at an open public meeting. Ad hoc committees shall include at least one member of the elected Board and the Executive Director; other members are approved by the Board. In selection of the committee members, the Board shall search for candidates who complement the current Board strengths, and shall actively pursue diversity in committee composition that reflects and celebrates the community.
C. Ad hoc committees must present the Board with a monthly report, to be submitted at the regularly scheduled Board meetings.
D. Ad hoc committees are reviewed by the Board annually at the December meeting to see if their goals have been met. Any committee that works on issues of a cyclical or repeating nature shall be formally disbanded at the end of a given cycle, and formally reinstated when the need again arises; appointment of members of these committees shall be subject to the same guidelines, and members must be formally reappointed to the "new" committee.
E. Ad hoc committees have no actual or apparent authority to enter into contracts or agreements, to vote, or to make decisions on behalf of the Library. Any such agreements with vendors or similar third parties must be related to an ad hoc committee's stated purpose and have express written permission from the Executive Director or President of the Board.
F. Ad hoc committees have no say over the governance of the Library, development of policy, the establishment or use of the Library budget, acquisition or deletion of materials, or the setting of programs.

G. Ad hoc committee members must follow established Library protocol and procedures, and should be made aware of Library policies on confidentiality, conflict of interest, and nepotism.

VII. EXECUTIVE DIRECTOR

A. Active management of the Library is delegated to a qualified Executive Director, who is hired and evaluated by the Board of Trustees.

B. The Executive Director is responsible to the Board for the day-to-day administration of the Library including, but not limited to, the organization of the Library staff; the hiring, firing, training, performance, morale, and evaluation of staff members; preparing a proposed annual budget for Board approval and operating the Library within the budget as approved by the Board; the acquisition, maintenance, storage and weeding of the Library collections; the routine maintenance of the Library building and grounds; the provision of adequate Library services to the public; the maintenance of appropriate records of Library activities; and such other functions as may, from time to time, be assigned by the Board.

C. The Executive Director shall hold a Master's Degree from an ALA accredited Library Program and hold or be eligible for a New York State Public Librarian's Certificate or be otherwise qualified under regulations which may be imposed by the New York State Department of Education. When warranted by special circumstances, the Board may waive the requirement for a Master's Degree based upon the background and prior experience of a candidate for the position.

D. The Executive Director shall attend all Board and Board Committee meetings, unless excused for good and just cause, except the portion of the yearly meeting at which the Executive Director's appointment or salary is to be discussed or decided.

E. At each regular monthly meeting of the Board of Trustees, the Executive Director shall prepare financial reports and a written report summarizing Library activities for the previous month; highlighting activities, problems, achievements and other events of which the Board should be made aware; and providing recommendations for the Board's review and action. The Executive Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Executive Director, will improve efficiency and quality of Library service.

VIII. MEETINGS

A. Meetings shall be held on the third Wednesday of each month. A change in the time, date and/or place of a regular meeting shall be made only on a formal motion approved by the Board and only if there is ample time to provide the required public notification.

B. A special meeting of the Board may be called at any time by the President and/or upon the request of three members for a specific purpose. No business may be transacted at a special meeting except the stated business. The time, date and/or place of a special meeting must be publicized as required by New York State Open Meetings Law.

C. All special and regular meetings of the Board are open to the public, except as allowed in the provisions for executive sessions outlined in the New York State Open Meetings Law.

D. All Meetings shall be conducted in accordance with Robert's Rules of Order. Approval of any action or activity by the Board shall be by a vote of no less than the majority of the total Board

membership, including vacancies. A quorum shall be a majority of the total Board members including vacancies.

E. A tentative agenda shall be prepared for each regular meeting and distributed to all Trustees at least one week prior to the meeting.

F. Accurate and complete minutes of the action taken at each meeting of the Board shall be prepared, reviewed, approved and filed as a permanent record of Board activities. Draft minutes shall be posted on the Library's website and distributed to all Trustees no later than one week prior to the next meeting.

G. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient:

- Call to Order
- Approval of prior Meeting Minutes
- Period for Public Expression
- Report from The Friends of the Library
- Treasurer's report
- Approval of Financial Reports
- Executive Director's Report, including statistics, publicity and correspondence
- Committee Reports
- Personnel
- Finance, Budget, Contracts and Legal
- Building and Grounds
- Policy and Long Range Planning
- Mashashimuet Park Board Liaison
- Old Business
- New Business
- Period for Public Expression
- Adjournment

VIII. AMENDMENTS

The Bylaws may be repealed, amended or added to as a result of the annual review or whenever the Board of Trustees deems it necessary, by a vote of a simple majority (including vacancies) of the full Board of Trustees, during an open public meeting. However, such vote may be taken only after the substance of the proposed repeal, amendment, or addition has been presented to the Board in writing, at least ten days prior to the meeting at which it is to be considered and notice thereof has been given in the tentative agenda of the meeting, unless extenuating circumstances require more immediate action.

X. INDEMNIFICATION

Any person made, or threatened to be made, a party to any action or proceeding whether civil or criminal, solely by reason of the fact that they are or were testator or intestate, or are or were a Trustee or Officer of the Library or of any other corporation, partnership, joint venture, trust, employee benefit plan or other enterprise, at which they served as such at the request of the Library, shall be indemnified by the Library against judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees, actually and necessarily incurred in connection with the defense of such action or proceeding or in connection with any appeal therein, to the extent of the limits provided under the applicable insurance coverage carried by the Board of Trustees.

XI. PROCEDURES

All procedures not specified herein shall be in accord with Robert's Rules of Order, Revised.

The Library is required to make its Bylaws easily accessible to the public, including posting them on the Library's website. (8 NYCRR § 90.2).

Section 4: Board of Trustees & Executive Director

4.1 Trustee Elections

Adopted 6.2005

Section 1. The management of the affairs of this Association shall be vested in the Board of Trustees.

Section 2. Number of Trustees and Terms of Office:

- The Board of Trustees shall consist of no less than seven (7) members and no more than twenty-five (25) members who are registered voters and are residents of the Sag Harbor Union Free School District.
- The term of office shall be three (3) years.
- In the event of a vacancy the Board may appoint a trustee to serve until the next regularly scheduled election at which time the unexpired term of the position will be filled.
- No Trustee shall serve more than two (2) consecutive terms.

Section 3. Election of Trustees:

- Eligibility:
  - Candidates for election to the Board of Trustees shall be eighteen (18) years or older,
  - U.S. citizens,
  - John Jermain Memorial Library cardholders,
  - and registered voters in the Sag Harbor Union Free School District.
  - Employees of the John Jermain Memorial Library and members of their families are not eligible for election. For purposes of eligibility for election "families" are to refer to any Trustee or employee's spouse, significant other, children, parents, siblings, stepchildren, grandchildren or in-laws.

- Call for nominations.
    - At the regular June meeting of the Board of Trustees a date between July 20 and 31st shall be set for the public announcement that nominations for candidates for election to the Board of Trustees are being sought.
    - The legal public notice shall be made in local newspapers and in the Library Newsletter and shall include the number of Trustee positions to be voted upon; the eligibility requirements for candidacy; the required supporting materials to be submitted; where necessary materials can be obtained; where completed nominations are submitted; and dates for the close of nominations and the election.
- Close of nominations.
    - The close of nominations shall be determined each year by the District Clerk. No nominations shall be accepted after 5:00 p.m. of the day of the end of the nomination application deadline.
- Nomination Procedure.
    - Each candidate may submit his/her name on an official nomination form with a minimum of 25 supporting signatures of registered voters of the Sag Harbor Union Free School District.
    - An incumbent member of the Board of Trustees who is eligible for re-election shall submit his/her name on an official nomination form with a minimum of 25 supporting signatures of registered voters in the Sag Harbor Union Free School District.
    - If he/she wishes, each candidate may provide a short statement (no more than 350 words) with his/her nomination form, such a statement should describe his/her qualifications for membership on the Board of Trustees.
- Candidates for election shall be elected at-large from a field of nominees, with the candidates receiving the largest number of votes being declared elected.
- Election Date and Results. Trustees shall be elected at the time of the budget vote on a date and time to be determined by the Board of Trustees. Election results shall be posted and released to local newspapers within twenty-four (24) hours of the election.

4.2 Terms of Office

Adopted 1990, Amended 10.2005

Purpose and Discussion

The By-Laws of the Library require that the business and affairs of the Library be managed by a board of trustees, generally define the powers, duties and responsibilities of the trustees and establish guidelines for the election, terms of office, indoctrination and performance of the trustees. This Policy further defines how the guidelines are to be implemented with respect to trustees' election and terms of office. More detailed instructions on the powers, duties, responsibilities, indoctrination and performance of the trustees will be found in other Policies.

Instructions and Responsibilities
The Board has arranged for the normal expiration of terms of office of Trustees to be distributed as evenly as possible over the years. To maintain this even distribution of term expirations, the successor of any Trustee whose term of office shall expire prematurely because of the death, resignation, disability or dismissal of the Trustee shall be elected to fill only the unexpired portion of that Trustee's term. Any Trustee who plans to resign from the Board before the normal expiration of his or her term shall give the Board maximum practical notification of such action to permit the Board to recruit and elect a successor with the minimum gap in service to the Library. Normally, a Trustee shall not serve for more than two (2) successive terms exclusive of any term of less than two (2) full years.

4.3 Indoctrination

Adopted 4.1990, Amended 4.2026

Purpose and Discussion
The By-Laws of the Library require that each new Trustee be provided with an indoctrination and encourage all trustees to participate in workshops, seminars and other appropriate activities to improve their skills and enhance their contributions towards the effective and efficient functioning of the Board and the Library. This policy further defines and assigns responsibilities for a program to carry out this indoctrination and further qualification of all Trustees.

Instructions and Responsibilities
As soon as practical after a new Trustee(s) is elected to the Board, and prior to the start of their term, the President shall meet at the Library with the new Trustee(s) and the Executive Director at a time mutually convenient to all. During this meeting, the Executive Director shall to the extent necessary in light of the new Trustee's prior experience and familiarity with the Library and its operations, conduct the new Trustee on a tour of the Library, introduce the new Trustee to the Library staff members and describe for the new Trustee how the Library is:

- Organized and governed
- Funded and budgeted
- Operated on a day-to-day basis
- Serving the identified needs of the community
- Linked to other resources and groups

Also at the meeting, the Executive Director with the President shall, again to the extent considered necessary, advise the new Trustee of the Board of Trustee meeting location and schedule and describe for the new Trustee the Board's:

- Responsibilities and expectations
- Goals, long range plans and projects in progress
- Prior accomplishments
- Relationship with the Executive Director

The Executive Director shall assemble and present to the new trustee at this meeting a packet of pertinent documents including at least the following:

- List of Trustees names, addresses and telephone numbers
- ByLaws of the Library

- Library Policy and Procedure Manual (Available online, Printed Copy by Request)
- Handbook for Library Trustees of New York State
- Library Organization Chart and Chain of Command
- Current budget and most recent monthly budget reports
- Most recent annual audit
- Most recent minutes of the Board of Trustees Meetings
- Strategic Plan

The new Trustee will be expected to review the above documents and become generally familiar with their contents at his or her earliest convenience.
Trustees on the Board shall take advantage of every opportunity to assist the new Trustee becoming more familiar with Board functioning and activities and more comfortable with his or her new position.

All Trustees are required by Education Law § 260-d to complete a minimum of two (2) hours of trustee education annually. Trustees are encouraged to participate in workshops, seminars and other appropriate activities to further improve their skills. The Board may authorize payment by the Library of all necessary expenses for these activities.

4.4 Agreements

Adopted 4.1990 Amended 10.2005

Purpose and Discussion
The Board of Trustees does, from time to time during the course of its business, enter in agreements with various other parties. These agreements may be formal and written or informal and unwritten as the acceptance of a donation given for a specific purpose where the act of acceptance itself constitutes a tacit agreement with the donor. Agreements may be temporary, long standing or even permanent. In any case, they must be honored. This Policy establishes a method of maintaining a permanent record of such agreement for historical purposes and for the information and use of trustees, both current and future, upon whom they may still be binding.

Instructions and Responsibilities
Whenever the Board of Trustees enters into any agreement such as described above, the Executive Director shall ensure that all pertinent information necessary for properly fulfilling the agreement is recorded, and that a complete file of such completed Forms is maintained and made available for use by the Trustees.

As time permits, the Secretary shall have minutes of all past Board meetings reviewed and forms prepared for any prior agreements identified.

In the case of written agreements, copies of each agreement, if available, shall be appended to the appropriate form.

Contracts and other agreements which are monitored through their lifetimes by other means need not be included in this system.

4.5 Library Organization & Administration

Adopted 10.2005

Executive Director

The Executive Director is the administrative head of the Library and is directly responsible to the Board of Trustees. The Executive Director acts in an advisory capacity to the Board: recommending programs, policies and changes, attending monthly meetings of the Board at which time the Executive Director's Report is submitted. The Executive Director's duties are to carry out the policies and decisions of the Board both as they affect the general public and the Library staff. The Executive Director is responsible for the preparation of the proposed annual budget. The Executive Director has the responsibility for determining internal procedures and services, for selection of books and other materials and for the complete discharge of all duties imposed upon by the policies and regulations of the Board of Trustees.

The Executive Director is in charge of all personnel, for assignment of duties, for maintaining staff esprit de corps, service standards and staff development. S/He selects new staff members and recommends their appointment to the Board; makes recommendations for promotion and salary increments to be approved by the Board.

The Executive Director has charge for the care of the building and equipment and for the efficiency of the library's service to the public. When the Executive Director is away, s/he will appoint a staff member to be in charge of the building and equipment and for the library's service to the public. Appointment is at the sole discretion of the Executive Director.

The Executive Director is the representative of the Board and acts as liaison between Library staff and the Board. The Executive Director welcomes communications which may lead to improvement of library service or of personnel relationships and employment conditions either from individual staff members or through established channels of communications to the Board.

~~When he or she is away, the Executive Director will appoint someone to be in charge.~~

4.6 Policy for Board Approval of Director Compensation

Adopted 3.2015, Amended 4.2026

The Executive Director of the John Jermain Memorial Library is the principal representative of and the person responsible for the efficient operation of the Library. Therefore, it is the desire of the Board to provide a fair yet reasonable and not excessive compensation for the Executive Director.

The Board shall conduct an annual evaluation of the Executive Director in accordance with the terms and performance standards set forth in the Executive Director's employment contract.

The President will review the Executive Director's annual evaluation and ask for his/her input on

matters of performance and compensation.

The Board President will obtain research and information to make a recommendation to the full Board for the compensation (salary and benefits) of the Executive Director based on a review of comparability data that documents compensation levels and benefits for similarly qualified individuals in comparable positions at similar organizations.

The Board President will present the data and a recommendation to the full Board for discussion and approval.

Section 5: Meetings

5.1 Meetings

Adopted 4.1990, Amended 10.2005, Amended 5.2026

Purpose and Discussion

The Bylaws of the Board of Trustees establish certain guidelines for the scheduling and conduct of meetings. This Policy is intended to expand and further define these requirements and guidelines.

Instructions and Responsibilities

Regular meetings of the Board of Trustees shall normally be held in the Library on the third Wednesday of each month. Special meetings may be held at any time upon the call of the President and/or upon the request of three members for a specific purpose.

Meetings of the Board shall be open to the public. The Executive Director is responsible for placing a public notice, giving the time, date and place of each regular meeting on the Library's website, posted in the Library, and sent to the news media immediately preceding the meeting date, and for giving the maximum practical public notification of special meetings. Subsequent to the Public Notice of any meeting, the time, date and/or place of a meeting may be changed only on a formal motion approved by the Board and only if there is ample time to provide the required public notification.

The Executive Director is responsible for preparing a tentative agenda for each regular meeting, and, after having it approved by the President, distributing it to all Trustees five days prior to the meeting. The Executive Director shall include with the agenda the Executive Director's monthly report, the Treasurer's Monthly report, the minutes of the previous meeting(s), and any other available reports, correspondence or literature to be considered at the meeting. These materials will be sent electronically. Trustees may request printed copies of materials to be picked up from the Library.

Meetings of the Board of Trustees shall be chaired by the senior Trustee/officer present. A quorum shall consist of a majority of the total Board membership.

Meetings shall be conducted in accordance of Robert's Rules of Order, and the order of business at regular meetings shall be as follows:

- Call to Order
- Approval of Minutes of previous meeting(s)
- Period for Public Expression
- Friend's report
- Treasurer's report
- Executive Director's report
- Correspondence
- Committee reports Old Business
- New Business
- Period for public expression
- Adjournment

The President, at his or her discretion, may revise the order of business when he or she considers it appropriate due to special conditions existing at the time of the meeting.

Unless otherwise specified by the By-Laws of the Library and/or this Policy and Procedure Manual, approval of any action or activity of the Board shall require an affirmative vote of no less than a majority of the total Board membership.

The Secretary shall ensure that accurate and complete minutes of actions taken at each Board meeting are provided to the Executive Director in time to be distributed, for review by the Trustees, with the tentative agenda for the next regular Board meeting. Draft minutes will be available to the public in accordance with the Open Meetings Law.

5.2 Public Participation at Library Board Meetings

Adopted 4.2026

There will be two (2) designated periods for Public Expression during regular monthly Board meetings. There will be no public participation during special Board meetings.
The Board President is responsible for the orderly conduct of the meeting. Undue interruption or other interference, or defamatory or abusive remarks will not be allowed. Charges or complaints against individual employees of the library, or challenges to library materials may not be presented for the first time at a Board meeting. Such charges, complaints, or challenges shall be presented to the Executive Director in writing, signed by the complainant at least one week in advance of the Board meeting.

Speakers shall identify themselves by name and address, and any organization they may be representing at the meeting, and the topic they wish to discuss.
Each speaker is limited to 3 minutes.

It should not be expected that the Board will take immediate or official action on any subject brought before it without having adequate time for review or study of facts on matters presented.

5.3 The Use of Videoconferencing at Public Meetings

Adopted 6.2022

In accordance with the provisions of Section 103-a of the Public Officers Law, the Board has passed a resolution authorizing the use of videoconferencing to conduct its public meetings as well as the meetings of its committees and subcommittees. As required by Section 103-a, this policy shall serve to establish the written procedures governing the use of videoconferencing and member attendance at public meetings of the Board and its committees and subcommittees.

I. Board meetings as well as the meetings of its committees and subcommittees may utilize videoconferencing to conduct its public meetings provided that a minimum number of members are present to constitute a full quorum of the Board or the respective committee or subcommittee in either the same physical location or at locations where the public can attend. All locations at which the public can attend shall be included in the public notice of the meeting.

II. Except as provided in Paragraph (a) of this Section II, board members must be physically present at the meeting unless they are unable to be present at any meeting location due to extraordinary circumstances as set forth herein.

Examples of extraordinary circumstances which may render a board member unable to be physically present at a meeting include: disability; illness; caregiving responsibilities; or any other significant or unexpected factor which precludes the member's physical attendance at the meeting.

a. Members are not required to participate in person during (i) a state disaster emergency declared by the governor pursuant to Section 28 of the Executive Law or (ii) a local state of emergency declared by the chief executive of a county, city, village or town pursuant to Section 24 of the Executive Law provided that the board determines the circumstances necessitating the emergency declaration would affect or impair the ability of the public body to hold an in person meeting.

III. When videoconferencing will be used at a public meeting, the public notice of the meeting must inform the public (i) that videoconferencing will be used, (ii) where the public can view and/or participate in the meeting, (iii) where required documents and records will be posted or available and (iv) identify the physical location for the meeting where the public can attend.

IV. Additional procedures when videoconferencing will be used at a public meeting:

a. Board members must be heard, seen and identified while the meeting is being conducted.
b. The minutes of the meeting must include which, if any, members participated remotely.
c. The meeting will be recorded and the recording will be posted on the John Jermain Memorial Library's website within five (5) business days of the meeting. The recording shall remain available for five (5) years thereafter. Upon request, the recording will be transcribed.
d. The public will be provided with the opportunity to view the meeting via video and to participate in the meeting (where public comment or participation is authorized) via videoconference to the same extent as in person comment or participation.
e. All meetings conducted using videoconferencing or which are broadcasted will use technology that permits access to individuals with disabilities consistent with the Americans with Disabilities Act.

Section 6: Finance & Records Retention

6.1 Purchasing and Procurement

Adopted 3.2021, Amended 4.2026

Integrity and Accountability

The John Jermain Memorial Library Board of Trustees recognizes its responsibility to ensure that the Library maintains internal accounting and administrative practices that protect its financial resources. The Board of Trustees will serve in an advisory and oversight role so as to assure that the integrity of the Library's finances remains unimpeachable. The Executive Director is responsible for developing and maintaining practices that will adequately protect the Library's assets and funds. The Executive Director will oversee proper training and supervision of the staff to ensure fiscal accountability at the departmental level as well as the administrative level. When policy and practices need to be changed, the Executive Director will make those recommendations to the Board of Trustees at the next regularly scheduled meeting.

Purchasing and Procurement

All items costing more than $500.00 per item require a signed purchase order for purchasing. The Executive Director is responsible for the signing and maintaining of purchase orders. The Executive Director may delegate portions of that duty to appropriate staff. All Library purchases will be made in a lawful manner. Competitive Bidding is not required for an Association Library. Items or services costing at least $12,500 will be brought to the attention of the Board of Trustees and/or the Building & Grounds Committee of the Board for discussion.

The Executive Director may authorize the purchase of items or services costing less than $12,500; however, for purchases that exceed $7,500 the Executive Director should get at least three estimates, unless the service or repair is performed by a vendor with whom the library has a pre-existing service

or maintenance contract.

The Executive Director will choose the lowest, responsible estimate and report the purchase at the next meeting of the Board of Trustees. Details of the estimates (name of vendor, price, and description) will be recorded in the minutes.
If the item or service costs more than $12,500 but less than $25,000 **and** pertains to the maintenance and/or repair of the Library's Buildings and Grounds, the Executive Director will bring the purchase to the attention of the Buildings and Grounds Committee for approval. The purchase will be reported to the Board of Trustees by the Building & Grounds committee chair at the next regular monthly meeting. Items or services costing more than $25,000 will be brought to the attention of the Board of Trustees for discussion.

When it is in the Library's benefit to add to, repair, or upgrade existing systems, equipment, or parts of the building by using the same vendor who supplied or previously repaired the original system, equipment or part of the building, the Executive Director may get Board and/or Building & Grounds Committee approval for such a purchase instead of getting estimates if the purchase will exceed $12,500. In the event of a serious emergency that threatens safety or the ability of the Library to stay open to the public the Executive Director is authorized to take necessary action, the cost of which shall not exceed $25,000, if calling an emergency meeting of the Board of Trustees beforehand is not practical.

6.2 Payment of Bills

Adopted 4.2026

The Board will review all bills prior to the regularly monthly meeting.

The Board will approve the warrant of checks at their regular monthly meeting.

The Treasurer will review bills and sign checks. In the event the Treasurer is unable to do so, the Board President will review bills and sign checks. If both the Treasurer and the President are unavailable, the Vice President will approve bills and sign checks.

Two signatures are required on all checks. Checks may be signed by the Treasurer, President, Vice-President and/or Executive Director. When practical, the Executive Director should refrain from signing staff reimbursements and payment of the credit card bill. No officer should sign a reimbursement check made out to his/herself.

The Executive Director shall be authorized to prepay any of the following obligations prior to the Trustees voting on the bill list (warrant) upon which such obligation shall be listed:

- Payments under contractual agreements previously approved and authorized by the Board of Trustees;
- Payment of utility bills and postage and other time-sensitive items so that finance charges are not incurred;
- Payroll and related expenses, i.e. taxes, insurances, retirement contributions
- Library programmers
- Credit card bills, or other payments that would otherwise incur late fees

In the event of the lack of a quorum at the regular monthly meeting, the Executive Director is authorized to pay the bills so as not to incur unnecessary late fees. The unapproved list of bills must be presented and approved at the next regular meeting.

In an emergency, the Executive Director may consult the Board President to inquire whether he/she will authorize a prepayment of an item not listed above. If approved, the Executive Director may make a payment prior to a Board meeting, at which time the trustees will review the payment.

6.3 Fund Balance

Adopted 8.2018

Purpose and Use

This policy is established to ensure the John Jermain Memorial Library's financial security through the maintenance of a fiscally responsible unrestricted and unreserved fund balance that guides the creation, maintenance, and use of resources for financial stabilization purposes.
The Library's primary objectives by way of establishing a reasonable fund balance are to maintain a prudent level of financial resources to protect against reducing service levels; stabilizing tax rates and fees; avoid borrowings to meet cash flow needs due to revenue short-falls or unanticipated one-time expenditures; providing for the management of the timing of receipts and disbursements; providing for contingency appropriations that may be necessary to avoid budgetary dislocations, extraordinary assessments or other necessary potential expenditures that may tend to impair the fiscal integrity of the Library.

A reasonable and stable Fund Balance is recognized as an element of effective long-range planning and can assure the maintaining of or improving bond/credit ratings; reducing reliance on short-term borrowings and thereby reducing interest costs, as well as stabilizing and protecting programs from cutbacks.

Accordingly, in conjunction adopting the annual budget, and consistent with prudent budgeting practices necessary to ensure the orderly operation of the Library and the continued provision of services, the Board of Trustees will fully review, consider and determine the appropriate level of fund balance that is to be maintained from year-to-year being mindful of the above-cited considerations. The Executive Director, Board President, and Treasurer shall annually prepare a report documenting the status of the fund balance and provide for recommendations as to the balance to be maintained into the subsequent fiscal year and present it to the Board of Trustees in conjunction with the development of the annual budget, with the recommendations to be formally adopted at the time of the adoption of the annual budget, at the first Board meeting following the annual Budget Vote. Should the report disclose that there are unreserved, undesignated funds available, a recommendation for the use of such funds shall be presented to the Board in the report.

When an expense is incurred for purposes for which both restricted and unrestricted net assets are available, the Library's policy is to apply restricted net assets first. The Library Board of Trustees accepts the following asset spending order, as defined in GASB 54:

- Restricted-fund balance amounts that can be spent only for the specific purposes stipulated by external resource providers, for example, grant funds. Restrictions may be changed or lifted only with the consent of the resource providers. Committed-fund balance includes amounts that can be used only for the specific purposes determined by the Library Board of Trustees as the highest level of decision-making authority.
- Commitments may be changed or lifted only by the Library Board of Trustees taking the same formal action that imposed the constraint originally.
- Assigned-Fund Balance comprises amounts intended to be used by the Library for specific purposes. Intent can be expressed by the Library Board of Trustees or by an official or body to which the Library Board of Trustees delegates the authority.
- Assigned fund balance represents the amount that is not restricted or committed.
- Unassigned-Fund balance is the residual classification for the general fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose.

The John Jermain Memorial Library is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted expenditures. The Library's Minimum Fund Balance Policy requires a Reserve for Economic Uncertainties, consisting of unassigned amounts, equal to no less than six months of general fund operating expenditures. Annual withdrawals of up to 5% of the total fund balance may be made to supplement funds for general operations and services.

Unassigned Fund Balance may be accessed in the event of unexpected expenditures up to the minimum established level upon approval of a budget amendment by the Library Board.
Any budget amendment that will result in the Unassigned Fund Balance dropping below the minimum level, or withdrawals in excess of 5% of the fund balance will require the approval of a majority of the Library Board.

In the event that the balance drops below the established minimum level, the Library Board of Trustees will develop a plan to replenish the fund balance to the established minimum level within two (2) years.

6.4 Library Investments

Adopted 4.2015, Amended 6.2022, Amended 4.2026

I. Scope

This investment policy applies to all monies and other financial resources available for investment.

Objectives

The primary objectives of the John Jermain Memorial Library's (JJML) investment activities are, in priority order, to conform with all applicable federal, state and other legal requirements

- to in good faith safeguard principal

- to provide sufficient liquidity to meet all operating requirements and debt
- to act in ways consistent with the expectation of a positive financial return

II. Delegation of Authority

The Board's responsibility for administration of the investment program as set forth in this policy is delegated to the Executive Director and/or his/her designees and Treasurer. The Treasurer, in consultation with the Executive Director and Finance Committee, is responsible for evaluating the financial position.

III. Prudence

As per the library's "Conflict of Interest" Policy, all participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the John Jermain Memorial Library to govern effectively.

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

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

IV. Diversification

It is the policy of the John Jermain Memorial Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

V. Internal Controls

It is the policy of the John Jermain Memorial Library for all monies collected by any officer or employee of the Library to transfer those funds to the Treasurer/ Executive Director within 1 day of receipt. The monies are to be deposited into the appropriate Library bank account within 5 days.

VI. Designation of Depositories

Banks and trust companies are authorized for the deposit of monies by the Executive Director and/or Treasurer. Monies invested should not exceed FDIC regulations unless collateralized.

VII. Safekeeping and Collateralization

Eligible securities used for collateralizing deposits shall be held by M & T Investment Group [the depository and/or a third party] bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure JJML deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions

under which the securities may be sold, presented for payment, substituted or released and the events, which will enable JJML to exercise its right against the pledged securities. In the event that the securities are not registered or inscribed in the name of JJML, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the John Jermain Memorial Library or its custodial bank.

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

VIII. Permitted Investments

The John Jermain Memorial Library authorizes the Executive Director and/or Treasurer to invest undesignated monies received through donations not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Common stock
- Index or Municipal bonds (AAA Rated)
- Equity and Bond Funds

All such investment obligations shall be payable or redeemable at the option of the John Jermain Memorial Library within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the John Jermain Memorial Library within two (2) years of the date of purchase

IX. Authorized Financial Institutions and Dealers

The John Jermain Memorial Library shall only use financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments, which can be made with each financial institution or dealer subject to FDIC limits, or in collateralized accounts. All financial institutions with which JJML conducts business must be creditworthy.

Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the John Jermain Memorial Library. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

X. Investment Allocations

The Library will be permitted to invest the Fund in any of the following asset categories as long as, on a consolidated basis, (a) no one asset class exceeds 60%; and (b) no one position (i.e., a stock or bond) exceeds 6%, except obligations (i.e., bonds, Treasury bills, cash, etc.) issued and fully insured or guaranteed as to the payment of principal and interest by the United States of America or a federal department or agency thereof.

- Stocks (securities)
- Corporate and Government Bonds Certificates of Deposit
- Treasury Bills Mutual Funds
- Cash and cash instruments (i.e., money market funds)

Other types of investments, including but not limited to, holding or accepting physical delivery of individual commodities, Real Estate Investment Trusts, short sales, margin sales, derivatives, auction rate securities, options and other forms of securitized instruments shall not be deemed acceptable investments, but minor positions may be held by Mutual Funds.

Monies appropriated by the Sag Harbor Union Free School District on behalf of JJML for operating expenses shall not be invested in anything other than cash, cash equivalent or obligations (i.e., bonds, Treasury bills, etc.) issued and fully insured or guaranteed as to the payment of principal and interest, by the United States of America or a federal department or agency thereof.

XI. Access

Only the Executive Director has on-line and phone access for trading, but will report trades and transfers to the president within 24 hours. All such transactions will be noted in the monthly financial reports to the board.

XII. Gifts & Donations

Financial instruments including stocks, bonds, real estate and/or securities that are gifted or donated to the Library that do not conform to this Investment Policy must be sold within 90 days and the cash proceeds used or invested according to this Investment Policy. Exceptions to this period may be made by vote of the full Board in unusual circumstances.
Donors gifting stocks, bonds, and/or securities will receive acknowledgement for IRS purposes listing the value at the time of donation.

6.5 Credit Card

Adopted 5.2019

The John Jermain Memorial Library maintains a credit card for library related purposes only. It has

been put in place in order to facilitate purchases for the business office and for vendors that do not invoice or accept purchase orders as well as to provide the convenience of the card to authorized users, while maintaining strict accountability.

The Executive Director will be responsible for the issuance, account monitoring, retrieval and compliance with the credit card policy. Authorized users of the credit card are the Executive Director, who retains physical possession of the card. Other users may be added at the Executive Director's recommendation as necessary for the completion of library related responsibilities. Authorized users shall be responsible for the credit card's use and shall not allow the card to be used by anyone else or for any unauthorized purchases. Authorized users will surrender the credit card upon leaving the employ of the Library or as requested to do so by the Library Board of Trustees or Executive Director.

The credit card may only be used to purchase goods or services for the official business of the Library. Purchases must adhere to established purchasing policies. Documentation and original receipts detailing the goods and services purchased must be submitted in a timely manner (1 business day) to the Executive Director by the authorized user.

It is expected that the Executive Director will control access to the library card in a secured location at all times. If the Executive Director is absent or traveling a designated staff person may be authorized to access the card.

Each authorized user is responsible for the protection of the credit card and shall immediately notify the financial institution issuing the card if the card is lost or stolen, or if the account is compromised. Written documentation to the business office should follow the report as soon as possible detailing the date and circumstances of the theft or loss. Cash advances, cash withdrawals, fines and private expenses are never authorized credit card uses. The Library retains the right to take any and all measures consistent with current law for unauthorized use of the credit card.

Any benefits and/or points derived from the use of the credit card shall be the property of the Library.

The credit card bill will be included in the list of checks for approval by the Board of Trustees; the bill and related paperwork are available for the Treasurer's review.

6.6 Records Retention & Disposition

Adopted 4.2026

RESOLVED, By the Board of Trustees of the John Jermain Memorial Library that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

FURTHER RESOLVED, that the Executive Director is responsible for the proper retention and disposition of all library records in accordance with the above resolution.

Section 7: Ethics & Conflicts

7.1 Code of Ethics

Adopted 3.2021

This Policy shall serve as the "Code of Ethics" for John Jermain Memorial Library as stated in NYS General Municipal Law §806.

A code of ethics is a written set of principles and expectations issued by an organization to help individuals at all levels of responsibility conduct their actions in accordance with its primary values and ethical standards. Sound ethical standards of conduct serve to increase the effectiveness of the Library's Board of Trustees, its Executive Director, employees and volunteers. An ethical code of conduct promotes public confidence and trust in the organization and management of the Library. It provides assurance that all who serve the Library, whether as a trustee, Executive Director or employee or volunteer, will do so with undivided loyalty to the Library's mission, vision and core values, and that they will act in the best interests of the Library's purposes and goals. The core of this Code of Ethics is grounded in the principles of honesty, integrity, transparency, equity, confidentiality, and accountability. Ethical conduct is the Library's highest priority.

This Code expresses the overarching principles of professional conduct and ethical behavior expected of the Library's volunteers, employees, Executive Director and Trustees. Directives for how these principles are to be carried out in practice can be found in the Library's Operations Handbook, Employee Handbook and the Handbook for Library Trustees of New York State. In signing the disclosure form, each person commits to uphold the following principles and practices of ethical and professional behavior.

Principles

- Treat every individual with dignity and respect
- Act with honesty and integrity in all of the Library's transactions and dealings
- Strive for excellence and innovation
- Achieve the highest levels of service, performance and social responsibility

- Endeavor to understand and support library patrons from other cultures and build an organizational culture that honors diversity

Practices

- Uphold the principles of intellectual freedom and resist all efforts to censor Library resources
- Respect intellectual property rights and advocate balance between the interests of information users and copyright holders
- Safeguard the privacy of personal information obtained from or about the Library's patrons, donors, employees, volunteers, Executive Director and Trustees through information sought or received and resources consulted, borrowed, acquired or transmitted
- Preserve and protect the confidentiality of the Library's important data, documents, and business records
- Protect from disclosure confidential information acquired in the course of his or her official duties and not use such information to further his or her personal interests
- Conduct the Library's activities in ways that are accountable and transparent to the community it serves
- Decline any offer of compensation, gifts, monetary payments, loans or promises of future benefits from anyone who has or may seek some return from the Library other than occasional gifts of nominal value that are in keeping with customary business practices

- Avoid conflicts of interest or situations that give the appearance of a conflict or other impropriety
- Refrain from conduct or activities that would have an adverse impact on the library and disclose any conduct or activities that could have an adverse effect on public perceptions of the Library
- Adhere to the policies and procedures for the Library's governance, financial operations, employee and volunteer management, fundraising activities, and program administration
- Perform Library functions in conformity with both the spirit and the letter of all applicable laws and regulations of the federal, state and local jurisdictions in which the Library operates
- Manage responsibly the Library's physical assets including but not limited to its building, collections, materials and information technology;
- Utilize the Library's financial resources and assets only in furtherance of the Library's business and organizational goals
- Treat the Library's Trustees, Executive Director, employees and volunteers with fairness and good faith and provide conditions commensurate with their rights and welfare

7.2 Conflicts of Interest

Adopted 12.2024

Trustee, Officer, and Employee:

The Library Board of Trustees recognizes that sound, ethical standards of conduct serve to increase the effectiveness of the Library Board of Trustees, library staff and volunteers. Actions based on an ethical code of conduct promote public confidence and the attainment of library goals. The Board of Trustees also recognizes its discretion under the provisions of the Nonprofit Revitalization Act (Not-for-Profit Corporation Law Section 715-A), to adopt a code of ethics setting forth the standards of conduct

required of all library trustees, officers, employees and volunteers.

Article I Preamble

The Library Board of Trustees is also committed to avoiding any situations in which the existence of simultaneous, conflicting interests of any Board Member, Board Employee or staff member may call into question the integrity of the management or operation of the Library. The Board affirms its commitment to adhere scrupulously to all applicable provisions of law regarding material conflicts of interest. This policy is intended to supplement but not replace any applicable state and federal laws governing Conflicts of Interest applicable to the Library.

Article II Definitions

Section 2.1. Interested Person. An Interested Person is any Trustee, officer, employee or member of a committee with powers delegated by the Board of Trustees, who (1) has a direct or indirect Financial Interest, as defined below, and/or (2) is a Related Party, as defined below.

Section 2.2. Disinterested Trustee. A Disinterested Trustee is any Trustee who is not an Interested Person.

Section 2.3. Relative. A Relative of an individual means his or her spouse or domestic partner, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses of brothers, sisters, children, grandchildren and great-grandchildren.

Section 2.4. Financial Interest. A person has a Financial Interest if the person has, directly or indirectly, through business, investment, or a Relative:

An ownership or investment interest in any entity with which the Library has a transaction or arrangement;

A compensation arrangement with the Library or with any entity or individual with which the Library has a transaction or arrangement; or
A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Library is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Section 2.5. Substantial Financial Interest. A Financial Interest in a Related Party transaction is a "Substantial Financial Interest" if, in the discretion of the Board after giving due consideration to the material facts and circumstances of the Financial Interest as presented, the Board determines that such Financial Interest is substantial.

Section 2.6. Related Party. A Related Party includes: any Trustee, officer or Key Employee of the Library or any Affiliate of the Library; any Relative of any Trustee, officer or Key Employee of the Library or any

Affiliate of the Library; or any entity in which any individual described in this section has a thirty-five percent (35%) or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent (5%).
Section 2.7. Key Employee. A Key Employee is any person who is in a position to exercise substantial influence over the affairs of the Library.
Section 2.8. Affiliate of the Library. An Affiliate of the Library means any entity controlled by, in control of, or under common control with the Library.

Section 2.9. Related Party Transaction. A Related Party Transaction means any transaction, agreement or any other arrangement in which a Related Party has a Financial Interest and in which the Library or any Affiliate of the Library is a participant.

Section 2.10. Conflict of Interest. A Conflict of Interest exists if an outside interest or activity influences or appears to influence the ability of an individual to exercise objectivity or impair the individual's ability to perform his or her responsibility in the best interests of the Library.

Article III Disclosures

Section 3.1. Initial Disclosure. Prior to the initial election of any Trustee, officer, or member of a committee with powers delegated by the Board or hiring of any Key Employee, the prospective Trustee, officer, committee member, or Key Employee shall complete, sign and submit to the President of the Board of Trustees a written Disclosure Statement, attached as Appendix A, identifying, to the best of his or her knowledge, the following information:

a) any entity of which such prospective Trustee, officer, committee member, or Key Employee is an officer, Trustee, member, owner (either as a sole proprietor or a partner), or employee and with which the Library has a relationship; and
b) any transaction in which the Library is a participant and in which the prospective Trustee, officer, committee member, or Key Employee might have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction.

Section 3.2 Annual Disclosure. Each Trustee officer, member of a committee with powers delegated by the Board of Trustees, and Key Employee shall annually submit to the President of the Board of Trustees the written Disclosure Statement, attached as Appendix A, in which such person:

a) identifies, to the best of his or her knowledge, the information specified in Paragraphs (a) and (b) of Section 3.1 of this Article;
b) affirms that he or she has received a copy of the Conflict-of-Interest Policy, read and understands the policy, agrees to comply with the policy, and understands the Library is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 3.3 Continuing Duty to Disclose. In connection with any actual or possible Conflict of Interest or Related Party Transaction which may arise in the ordinary course of the year and within Board or committee meetings, an Interested Person must disclose the existence of the Financial Interest and be

given the opportunity to disclose all material facts to the Board of Trustees. Such disclosure may be made in a written statement or orally at a meeting of the Board, provided that such oral disclosure must be documented in the minutes of the meeting at which such disclosure is made.

Article IV General Procedures

Section 4.1. General Prohibitions.

a) An Interested Person is precluded from being present at or participating in any Board or committee deliberation or vote related to the transaction or arrangement giving rise to a Conflict of Interest or Related Party Transaction. Notwithstanding the foregoing, the Board of Trustees may request that an Interested Person present information to the Board prior to the commencement of deliberations or voting relating thereto.
b) An Interested Person shall not directly or indirectly attempt to influence improperly the deliberation or voting on the transaction or arrangement giving rise to the conflict.

Section 4.2. Determining Whether a Conflict of Interest or Related Party Transaction Exists.

a) After the Interested Person's disclosure of the existence of and all material facts relating to his or her Financial Interest as required under Article III, and after any discussion among the remaining members of the Board of Trustees and the Interested Person regarding the facts and circumstances of the Financial Interest, the Board of Trustees shall make the determinations required by Paragraph (B) and (C) of this Section 4.2, provided the Interested Person leaves the meeting while the remaining members of the Board of Trustees discusses the information disclosed.
b) Upon discussion, the remaining Board members shall decide and document in the meeting minutes if the transaction or arrangement constitutes a Related Party Transaction as defined in Article II, Section 2.9. If so, then the Board of Trustees must also determine and document in the meeting minutes whether the Related Party has a Substantial Financial Interest, as defined in Article II, Section 2.5, in the proposed Related Party Transaction. Regardless of whether or not the Financial Interest is a Substantial Financial Interest, a Related Party Transaction is subject to the procedures set forth in Article V.
c) If the transaction or arrangement does not constitute a Related Party Transaction as defined in Article II, Section 2.9, then the remaining Board members in their discretion shall decide if a Conflict of Interest, as defined in Article II, Section 2.10, exists nonetheless, after giving due consideration to the material facts and circumstances presented. If the Board determines that the transaction or arrangement involves a Conflict of Interest, then such transaction or arrangement is subject to the procedures set forth in Article V.
d) No trustee, officer or employee of the Library shall hire, supervise, evaluate, promote, review or discipline any employee who is a member of his/her family. In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, reassignment or transfer will be effected in accordance with the applicable provisions of any collective bargaining agreement to correct the situation.

e) Private Employment: No trustee, officer or employee of the Library shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
f) Future Employment: No trustee, officer or employee of the Library shall, after the termination of service or employment with the Library Board, appear before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former Library officer or employee of any claim, account, demand or suit against the Library on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.
g) Use of Library Property: No library trustee, officer or employee shall use or permit the use of property, owned or leased to the Library, for anything other than official purposes or for activities not otherwise officially approved by the Library Board of Trustees.
h) Duty to Disqualify: It is incumbent upon any library trustee, officer or employee, whether paid or unpaid, to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.
i) Duty to Report Conflicts of Interest: In the event that any library trustee, officer or employee knows of or perceives a direct or indirect conflict of interest, he or she shall report it to the Library Board of Trustees.
j) Duty to Report Violations of this Policy: Any library trustee, officer or employee or any member of the public noting or suspecting a violation of this policy shall report the matter to the Library Board of Trustees.
k) Prohibition Against Improperly Attempting to Influence: No trustee, officer or employee of the Library with a conflict of interest shall attempt to influence improperly the deliberations and voting by the Board of Trustees on the matter giving rise to the conflict of interest. Any such person shall not be present at or participate in Board or committee deliberations or vote on any matter giving rise to such conflict.

ARTICLE V Procedures for Addressing Conflicts of Interest & Related Party Transactions.

Section 5.1. Consideration of Alternatives

a) If the transaction or arrangement is a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then consideration of alternatives in accordance with this section is mandatory. For all other Conflicts of Interest, consideration of alternatives is within the discretion of the Board of Trustees.
b) After disclosure and discussions with the Interested Person, the Board of Trustees may appoint a Disinterested Trustee or committee of Disinterested Trustees to investigate alternatives to the proposed transaction or arrangement. Alternatives must be presented to the Board of Trustees and must be documented in the minutes of the meeting at which the determination is made.

c) If alternatives are investigated and presented to the Board, then after exercising due diligence and giving due consideration for any such alternative transactions presented, the Board of Trustees shall determine whether the Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a Conflict of Interest or Related Party Transaction.

Section 5.2. Board Decision.

a) If alternatives are considered, whether mandatory or discretionary, and if the Board of Trustees determines that a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a Conflict of Interest or Related Party Transaction, the Board of Trustees shall determine by a majority vote of the Board whether the transaction or arrangement is in the Library's best interest, for the Library's own benefit, and whether it is fair and reasonable.
b) In conformity with the above determination, the Board of Trustees shall make its decision as to whether to enter into the transaction or arrangement.
c) If the transaction or arrangement involves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then a majority of the Board members present at the meeting is required to approve such transaction.

Section 5.3. Documentation Required. In connection with all actual or possible Conflicts of Interest and Related Party Transactions, the Board of Trustees shall document in the minutes of the meeting at which such determinations are made the following:

a) The names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible Conflict of Interest or Related Party Transaction, the nature of the Financial Interest, any action taken to determine whether a Conflict of Interest or Related Party Transaction was present, and the Board's decision as to whether a Conflict of Interest, Related Party Transaction or Substantial Financial Interest in a Related Party Transaction in fact existed.
b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussions at the meeting regarding the proposed transaction or arrangement, including the alternatives to the proposed transaction or arrangement considered, if any.
c) The determination as to whether the transaction or arrangement is fair, reasonable and in the Library's best interest.
d) The determination as to whether to enter into the transaction or arrangement which gives rise to the Conflict of Interest or Related Party Transaction. If the Board of Trustees approves a Related Party Transaction in which the Related Party has a Substantial Financial Interest, then the minutes must also include the basis for such approval.
e) A record of any votes taken in connection with the proceedings.

ARTICLE VI Oversight & Reviews

Section 6.1. Violation of the Conflict of Interest Policy.

a) If the Board of Trustees has reasonable cause to believe a Trustee, officer or Key Employee has failed to disclose an actual or possible Conflict of Interest or Related Party Transaction, it shall inform such person of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose.
b) If, after hearing the response of the Trustee, officer or Key Employee and after making further investigation as warranted by the circumstances, the Board of Trustees determines that the Trustee, officer or Key Employee has failed to disclose an actual or possible Conflict of Interest or Related Party Transaction, it may take appropriate disciplinary and corrective action, up to and including dismissal or termination.

Section 6.2. Periodic Reviews. To ensure the Library operates in a manner consistent with its educational and/or charitable purposes, the Board shall conduct periodic reviews. The periodic reviews shall, at a minimum, include the following subjects:

a) Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.

Whether partnerships, joint ventures, and arrangements with management organizations conform to the Library's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further educational and/or charitable purposes and do not result in impermissible or excessive benefit.

Section 6.3. Use of Outside Experts. When conducting the periodic reviews as provided for in Article VI, Section 6.3, the Library may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Trustees of its responsibility for ensuring periodic reviews are conducted.

Article VII Miscellaneous

Section 7.1 Gifts. No Board Member, Board Employee or staff member shall directly or indirectly solicit, accept or receive any money or gifts, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality, object or promise, or any other form, under circumstances in which it could reasonably be inferred that the money or gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part. However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members.

Section 7.2 Confidential Information. No Board Member, Board Employee or staff member shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in an executive session.

Section 7.3 Communication. The Open Meetings Law is intended to provide the public with the right to observe the performance of public officials in their deliberations. That intent cannot be realized if members of a public body conduct public business by vote, email or phone.

There is nothing in the Open Meetings Law that would preclude members of a public body from conferring individually, by email or telephone. However, a series of communications between individual members or telephone calls among the members which results in a collective decision, a meeting held by means of a telephone conference or a vote taken by email would be inconsistent with the Law. Voting and action by a public body may only occur at a meeting during which a quorum has physically convened.

Allowable uses of email include:

- Communication from the Executive Director and/or Business Manager to the President of the Board to Trustees/Committee Members to set up and confirm committee meetings and then to reconfirm the date;
- Periodic updates between Board and/or Committee meetings from the Executive Director and/or Business Manager to the President of the Board to Trustees/Committee Members;
- Background information for committee meetings/discussions from the Executive Director and/or Business Manager to the President of the Board to Trustees/Committee Members
- Follow-up emails from the Executive Director and/or Business Manager to the Board of Trustees about outstanding issues

Email between Trustees to discuss outstanding issues is not appropriate.

Distribution of the Library Officer and Employee Code of Ethics and Conflict of Interest Policy
The Executive Director shall cause a copy of this Code of Ethics and Conflict of Interest Policy to be distributed to every Trustee, officer and employee of the Library. Each Trustee, officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. In addition, the Board shall ensure that a copy of this Policy shall be kept posted in the Library in a place conspicuous to the Library's Trustees, officers and employees.

Penalties
In addition to any penalty contained in any other provision of law, a Library Trustee, officer or employee of the Library who shall knowingly and intentionally violate any of the provisions of this Code of Ethics and Conflict of Interest Policy may be subject to disciplinary action up to and including dismissal, in the manner provided by law.

Conflict of Interest Policy Acknowledgement The standard of behavior at the Library is that all Trustees, officers and employees, whether paid or unpaid, scrupulously avoid any conflict of interest between the interests of the Library and their personal, professional, business interests. This includes avoiding actual conflicts of interest as well as potential or perceived conflicts of interest. All employees, Trustees, and/or officers will receive a Conflict of Interest Policy Acknowledgment in accordance with hiring and continued employment.

7.3 Whistleblower

Adopted 12.2014

John Jermain Memorial Library is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure for an employee to report actions that an employee reasonably believes violate a law, or regulation, or that constitute fraudulent accounting or other practices. This policy applies to any matter that is related to JJML's business and does not relate to private acts of an individual not connected to the business of JJML.

If an employee has a reasonable belief that an employee or JJML has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Executive Director. If the employee does not feel comfortable reporting the information to the Executive Director, he or she is expected to report the information to the President of the Board (or to another Trustee as necessary).

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, JJML will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

JJML will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the Executive Director, the Board of Trustees or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

JJML may take disciplinary action (up to and including termination) against an employee who in management's assessment has knowingly made an untruthful complaint. JJML may also take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct toward a "whistleblower" in violation of this policy. In addition, JJML will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or court truthful information relating to the commission or possible commission by JJML or any of its employees of a violation of any applicable law or regulation.

Employees and Board Members will be informed of this policy and JJML'S prohibition against retaliation in accordance with this policy.

Section 8: Sustainability

8.1 Sustainability

Adopted 5.2025

The Trustees of the John Jermain Memorial Library empower its Executive Director and Library staff to advance environmentally sound, socially equitable, and economically feasible practices to intentionally address climate change and contribute to a thriving community.
All employees will receive a copy of this policy upon hire, and will be educated regarding the Library's efforts to continue to strive towards the "triple bottom line" definition of sustainability, which states that to be truly sustainable, an organization must embody practices that are environmentally sound, economically feasible, and socially equitable.

Environmentally Sound
John Jermain Memorial Library is committed to reducing its environmental footprint and promoting environmental stewardship at all levels of our organization. The Library aims to maximize future generations' ability to live, work, and play in our shared natural environment, with equal access to clean air, clean water, and natural resources. Staff are expected to participate in procedures and programs that strive to minimize pollution and waste, conserve energy and water, protect local habitat, support renewable energy resources, buy environmentally friendly products when feasible, and encourage environmentally friendly transportation choices. These efforts will extend to contractor and supplier relationships. Policies are reviewed periodically to ensure that sustainable language is embedded in areas that reflect potential environmental impacts, such as purchasing materials, discarding equipment and materials, etc.

Economically Feasible
The Board of Trustees is committed to making good use of the public and private dollars invested in our organization in order to carry out our mission and strategic plans. This is reflected in all fiscal policies of the Library, while honoring our commitment to environmental stewardship and socially equitable practices.

Socially Equitable
The Library strives to provide programs, services, and governance procedures in a way that promotes equity, diversity, and inclusion as a core philosophical value of the Library. We are committed to a culture of inclusion and mutual respect that welcomes the differences and variety of backgrounds, perspectives, interests and talents represented by our staff and community members. The Board will actively work towards diverse representation on its Board of Trustees while holding itself to these standards.

Employee understanding and involvement are essential to the implementation of this policy. All employees will be educated about the Library's efforts to dedicate our work to creating a more equitable society and improve our environmental performance.

Employees at all levels of the organization will be involved in supporting our goals and participating within the Library's Sustainability Committee.

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The John Jermain Memorial Library is committed to reducing our environmental footprint and promoting environmental stewardship at all levels of our organization The Library supports principles that ensure a resilient, sustainable community and library for all residents.
The Library will continually strive to improve its environmental performance over time, participating in projects, activities, and practices that will further reduce environmental impacts when practicable. The Library's commitment to environmental sustainability extends to its patrons, administration, employees and the general community.

The library will:

- Observe all applicable environmental regulations
- Prevent pollution whenever possible
- Train all staff on the library's environmental sustainability program, empowering employees to participate
- Communicate the library's environmental commitment to patrons, administration, staff and the general community
- Continually improve by striving to measure the library's environmental impacts and setting goals to reduce them when possible

Facility Plan and Land Use

The Library will strictly observe all laws pertaining to land use, as well as practice good stewardship regarding its policies and practices. Sustainable design practices will be prioritized during expansion, construction or renovation projects.

Energy Management

The Library will strive for superior energy efficiency, identifying and using products and equipment that are the most energy-efficient whenever practical. The Library will work to reduce its overall use of energy, optimizing equipment settings and schedules to meet the needs of the community, staff, and service program while achieving superior energy efficiency.

Materials Management

The Library will offer to our Library users, repurpose as program materials, or endeavor to donate deaccessioned materials to not-for-profit organizations whenever practicable; purchase supplies only as needed, and purchase sustainably produced, recyclable and/or biodegradable materials whenever practicable.

Section 9: Conclusion

The information contained in this handbook is neither all-inclusive nor static. Changes to policies, rules, and/or procedures will be made in accordance with applicable laws, rules and regulations. As the Library evolves, changes to policy, procedure, and the general running of the Library may occur. Copies of amended and/or new policies will be distributed as needed.

If you have any questions regarding the information provided within this handbook, please bring them to the Executive Director.

Appendices:

Appendix A: Charter
Appendix B: Certificate of Registration
Appendix C: Deed of Truste
Appendix D: Constitutional Oath of Office
Appendix E: Ethics Statement
Appendix F: Conflict of Interest Policy Acknowledgement Form
Appendix G: Strategic Plan
Appendix H: ALA Library Bill of Rights
Appendix I: Antibiogtry Statement