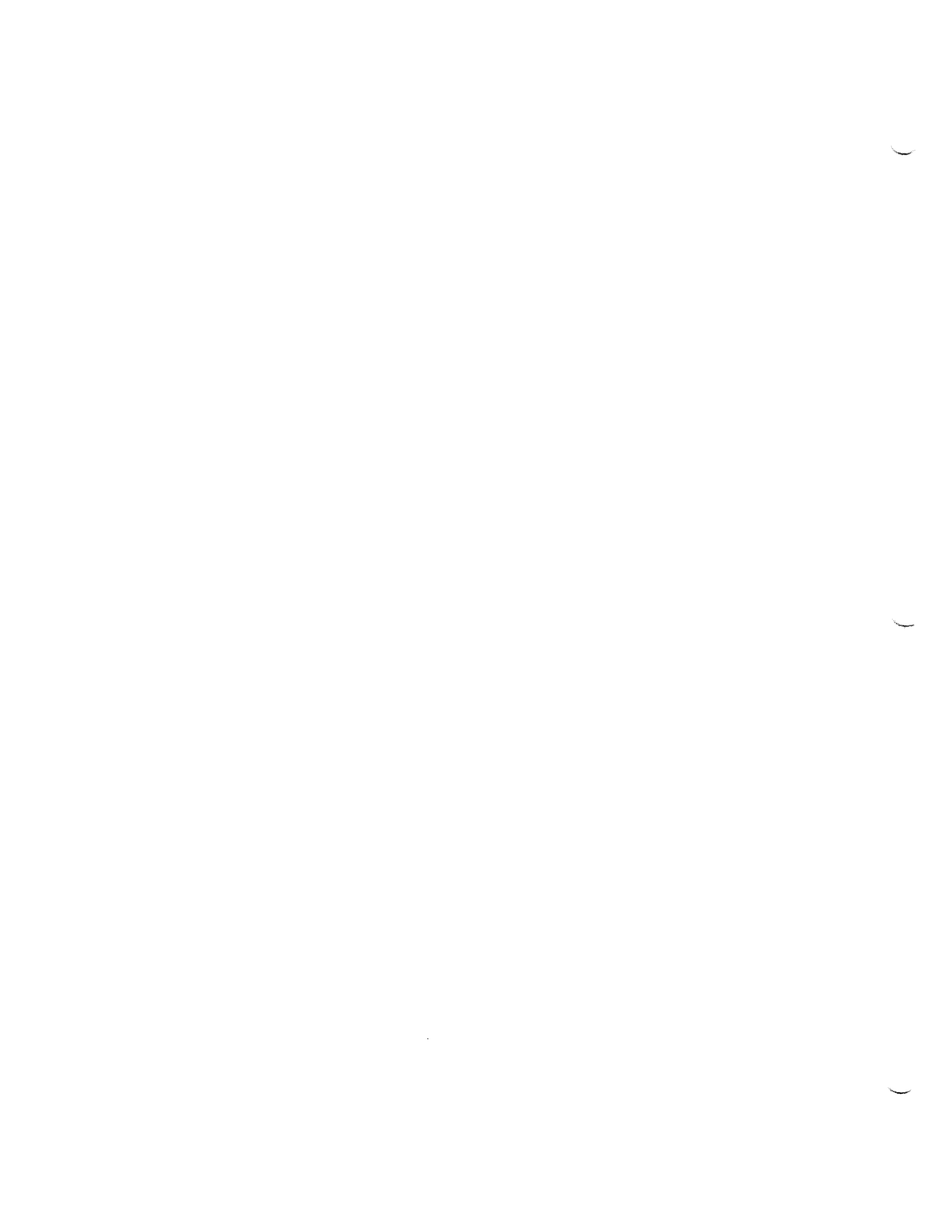


BOARD MEETING – MONDAY, NOVEMBER 15, 2021  
SOUTH HUNTINGTON PUBLIC LIBRARY  
145 PIDGEON HILL ROAD  
HUNTINGTON STATION, NY 11746

Agenda for the regular meeting of the Board of Trustees of the South Huntington Public Library on Monday, November 15, 2021 at 7 p.m. in the Conference Room.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPTION OF THE AGENDA
4. DISPOSITION OF MINUTES: (TAB A)
  - A. Regular Meeting, Monday, October 18, 2021
5. FINANCIAL MATTERS: (TAB B)
  - A. Schedule of Bills
  - B. Investments
  - C. Financial Chairperson's Report
  - D. Personnel
6. COMMUNICATIONS: (TAB C)
  1. SCLS Minutes and Memorandum (emailed to Board members)
  2. Genealogy Workshop thank you letter from patron
7. REPORTS: (TAB D)
  1. Director's Report
  2. Assistant Director's Report
  3. Building & Grounds Report
  4. Internet Librarian 2021 Conference Report by Michael Bartolomeo
8. OLD BUSINESS: (TAB E)
  1. COVID-19 Protocol
9. NEW BUSINESS: (TAB F)
  1. Policy Review – Emergency Manual
  2. SCLS Proposed 2022 Budget Vote
  3. SCLS Trustee Vote (Ballot in Board Book)
  4. Public Library Association Annual Conference
  5. Allocation of Funds – Fiscal 2020 – 2021
  6. HVAC Replacement and Upgrade Contract
10. STATISTICAL REPORTS: (TAB G)
  1. Statistics and Program Attendance
11. VOICE OF THE TAXPAYER
12. EXECUTIVE SESSION: To discuss employment history of individual employees.
13. ADJOURNMENT



BOARD MEETING MINUTES - MONDAY, OCTOBER 18, 2021  
SOUTH HUNTINGTON PUBLIC LIBRARY  
145 PIDGEON HILL ROAD  
HUNTINGTON STATION, NY 11746

The regular meeting of the Board of Trustees of the South Huntington Public Library was held on Monday, October 18, 2021 at 7 p.m. in the Meeting Room.

PRESENT: Mr. Stuart Horowitz, President  
Mrs. Eleanora Ferrante, Vice President  
Mrs. Eileen Sullivan, Financial Chairperson  
Mrs. Patricia Dillon  
Mrs. Stella Fox

STAFF: Mrs. Janet Scherer, Director  
Mr. Nick Tanzi, Assistant Director  
Mrs. Erin McShane Hedger, Business Manager  
Mrs. Doreen Kilkenny, Board Secretary  
Ms. Catherine Schmoller, Long-Range Planning Committee  
Ms. Georgina Rivas-Martinez, Long-Range Planning Committee  
Ms. Jennifer O'Connor, Long-Range Planning Committee  
Ms. Sally Nikolis, Long-Range Planning Committee  
Mr. Michael Bartolomeo, Long-Range Planning Committee

GUESTS: Mr. Robert Johnson, Library Auditor  
Ms. Joan Wagner

CALL TO ORDER: The meeting was called to order by the president at 7:03 p.m.

PLEDGE OF ALLEGIANCE: The president led everyone in the Pledge of Allegiance.

ADOPTION OF THE AGENDA: Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to accept the agenda as amended as follows:

- Move Voice of the Taxpayer to after disposition of meeting minutes
- Move Long-Range Plan presentation to after presentation of 2020-2021 audit

DISPOSITION OF REGULAR MEETING MINUTES  
SEPTEMBER 20, 2021: Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of September 20, 2021.

DISPOSITION OF  
SPECIAL MEETING  
MINUTES

OCTOBER 5, 2021:

Motion by Mrs. Sullivan, seconded by Mrs. Dillon, and carried unanimously to accept the minutes of the special meeting of October 5, 2021.

VOICE OF THE  
TAXPAYER:

The board welcomed Joan Wagner to the meeting.

PRESENTATION OF  
2020-2021 AUDIT:

Mr. Johnson, the library auditor, presented an overview of the library's financial operations for the fiscal year ending June 30, 2021. Mr. Johnson reported that the library's practices are sound and that the library is in a strong financial position. The board accepted the audit as presented.

NEW BUSINESS:  
PRESENTATION AND  
ADOPTION OF  
LONG-RANGE PLAN  
2021-2024:

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to adopt the South Huntington Public Library's Long-Range Plan 2021-2024 as presented. The board thanked the Long-Range planning committee for their presentation and hard work.

FINANCIAL MATTERS:

Mr. De Dora sent a letter stating that he compared all the warrants to the invoices and payroll register to verify amounts to be paid and counts of checks issued. He also reviewed the check signer log. He viewed and compared all petty cash disbursements with the receipts for expenditure, and reported that all was in order.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #9 Fund L in the amount of \$20,529.21; Warrant #10 Fund L in the amount of \$131,700.63; Warrant #09/02 PR Fund L in the amount of \$105,496.01; Warrant #09/16 PR Fund L in the amount of \$102,741.25; Warrant #09/30 PR Fund L in the amount of \$107,596.64.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #5 Fund TA in the amount of \$40,811.84; Warrant #6 Fund TA in the amount

of \$38,554.95; Warrant #7 Fund TA in the amount of \$43,223.31.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #3 Fund H in the amount of \$7,944.00

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to approve the American Express statement for September in the amount of \$7,764.77.

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for August in the amount of \$2,446.11.

**FINANCIAL CHAIRPERSON'S REPORT:**

Mrs. Sullivan reported that she selected at random and reviewed original purchase orders, invoices, check requisitions, and copies of the cancelled checks. She compared them to the original warrants and found the vendors' names, check amounts, and endorsements to be in order.

**PERSONNEL REPORT:**

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan and carried unanimously to approve the personnel report.

**COMMUNICATIONS:**

Mr. Horowitz acknowledged Mrs. Scherer's thank you letters for the patron donation of a memorial bluestone and another patron lending 9/11 story boards.

**DIRECTOR'S REPORT:**

Mrs. Scherer reported on the following:

- On Wednesday, September 29<sup>th</sup>, we were finally able to honor our staff with our annual Staff Appreciation Breakfast and Anniversary Celebration. Anniversaries celebrated (2019, 2020, 2021) are as follows:
  - Five years: Jen O'Connor; Sara Ging; Georgina Rivas-Martinez; Melissa Somoza; Ruth Williams; Keely Rehman; Kath Gieraltowski; Liz DiMauro; Liz Hughes and Soney Mathew
  - Ten years: Doreen Kilkenny
  - Fifteen years: Tim Mendolia
  - Twenty years: Ray Capone; Catherine Schmoller; Janet Scherer; Jen Conlon-Griffing and Hal Mintz
  - Twenty-five years: Anna Collins and Sharon Layburn
  - Thirty-five years: Gale Tichenor and Joann Mariani

Congratulations to our honorees and the staff for all their hard work, especially through a very challenging season.

- The proposed 2022 SCLS operational budget calls for no increase in member support. Due to the formula that SCLS uses to determine member support, a combination of a population and annual expenditures, our fee for 2022 will actually decrease by 0.11%. Our total cost for 2022 will be \$57,956.00, a decrease of \$65.00

SCLS annually requests additional funding from the member libraries for Overdrive, our countywide ebook collection. The final amount is yet to be determined; however, the usage across the county has leveled off from the huge increases experienced during COVID. It is expected that there will be either no increase or minimal increase to library contributions.

A draft of the 2021 SCLS Budget was included in the SCLS minutes emailed to the board members prior to the meeting.

- I have been notified by Kevin Verbesev that a grant-in-aid has been apportioned to SCLS and these funds will be released from the state early in 2022. The aid was set aside by the NYS Assembly in the amount of \$25,000 to support the South Huntington Public Library HVAC Project.
- On Wednesday, October 13, Trane visited the library with a group of contractors that will assist in the installation of the new HVAC unit. This visit gave Trane the ability to prepare a more realistic estimate of costs. We should receive this estimate prior to November's board meeting which will allow us to discuss the project in greater detail.

#### ASSISTANT DIRECTOR'S

REPORT: Mr. Tanzi reported on the following:

- As part of the library's insurance, we periodically engage in an industrial appraisal to keep an accurate inventory and valuation of the library's fixed assets. I recently worked with our Maintenance and Computer Services departments to review a prior appraisal from 2019, and indicate additions, deletions and transfers of assets valued in excess of \$1,000. Notable additions included the awning, outdoor furniture, new server room equipment, and updates to our security system.

- On Tuesday, October 12th, we held the first of two professional development workshops with the school district. We had 25 school professionals enrolled, with additional representatives from the Teacher Center and School Library Media Center accompanying the group both to learn more about the library and help facilitate the sessions. The workshop will conclude on Tuesday, October 19th, with attendees breaking into smaller focus groups to engage in lesson planning with South Huntington Library resources in mind.

**BUILDING REPORT:** The board thanked Ray Capone for his monthly report.

**OLD BUSINESS**

**COVID PROTOCOLS:** No new COVID protocols to report, but as always, the director is keeping a close eye on any new developments.

**OLD BUSINESS**

**DIRECTOR**

**EVALUATION POLICY:** Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to adopt the Library Director Evaluation Policy as amended.

**OLD BUSINESS**

**BUSINESS POLICY:** Motion by Mrs. Sullivan, seconded by Mrs. Ferrante and carried unanimously that the board of trustees table the Business Policy.

**NEW BUSINESS**

**OUTDOOR**

**PAVING AND TREE**

**REMOVAL:**

Motion by Mrs. Fox, seconded by Mrs. Sullivan and carried unanimously that the board of trustees approves an expenditure of \$8,000.00 to be paid to Quality Island Landscaping to furnish labor and materials to remove 2 arborvitaes and install a paver walkway and 50-gallon drywell.

**NEW BUSINESS**

**EQUITY, DIVERSITY**

**AND INCLUSION**

**POLICY:**

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously that the board of trustees approves the Diversity, Equity and Inclusion Policy as presented.

**NEW BUSINESS**

**COMMUNITY SURVEY:** Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously that the board of trustees approves the community survey as written and its distribution to the community.

**EXECUTIVE SESSION:** Motion by Mrs. Ferrante, seconded by Mrs. Fox to go into Executive Session at 9:26 p.m. to discuss employment history of individual employees.

Motion by Mrs. Dillon, seconded by Ferrante to come out of Executive Session at 9:33 p.m.

**ADJOURNMENT:** Motion by Mrs. Sullivan to adjourn the regular meeting at 9:34 p.m.

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## FINANCIAL SCHEDULES

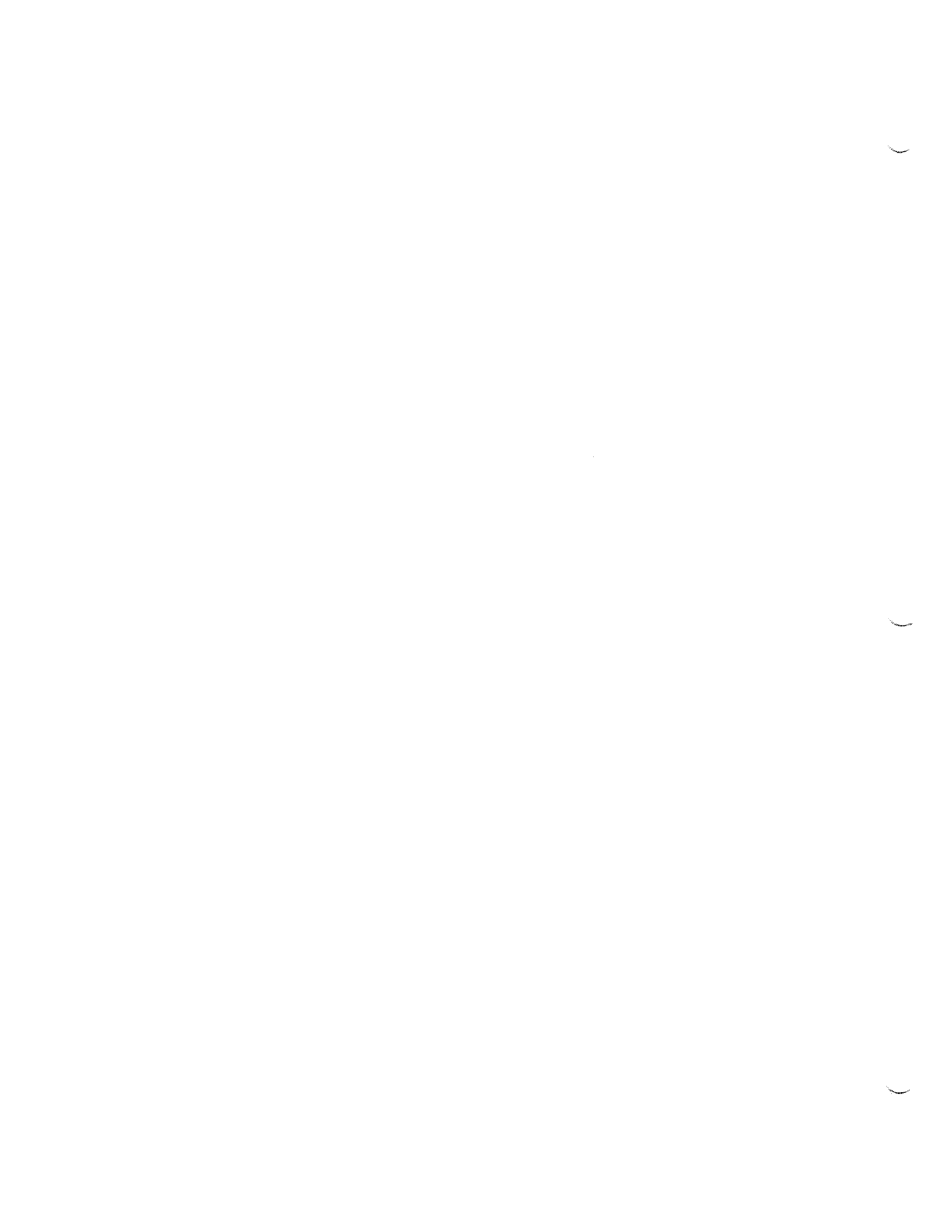
<u>Page #</u>	<u>Warrant #</u>	<u>Fund</u>	<u>Amount</u>
B3	12	L	17,106.29
B5-7	13	L	503,648.73
B9	10/14 PR	L	110,192.26
B11	10/28 PR	L	119,710.37
B13	8	TA	42,678.84
B15	9	TA	57,342.57
B17	4	H	31,596.02

B18      AMEX  
            Amazon/Synchrony

B35      Investment Report

B36      Financial Chairperson Report

B37      Personnel Actions



**PHILIP DE DORA, CPA**  
70 ARBUTUS ROAD  
GREENLAWN, NY 11740  
(631) 754-8310

November 9, 2021

President, Board of Trustees  
South Huntington Public Library  
145 Pidgeon Hill Road  
Huntington Station, NY 11746

I have reviewed the warrants through November 15, 2021.

I have compared the warrants with the invoices and payroll register to verify amounts to be paid and counts of checks issued. I have also reviewed the check signer log. All voided checks have been viewed and recorded. Petty cash disbursements have been compared with the receipts for expenditures.

Based on this review, I can report that all warrants and checks are in order.

Kindest regards,



Philip DeDora  
Treasurer

SOUTH HUNTINGTON PUBLIC LIBRARY  
145 PIDGEON HILL ROAD  
HUNTINGTON STATION, NY 11746

November 15, 2021

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #12 Fund L - October 2021 Schedule of Bills

Checks #56625 - 56628

Total warrant: \$17,106.29

We certify that at a regular meeting of the library board of trustees, a resolution was passed which authorized payment of the above checks.

Stuart Horowitz \_\_\_\_\_  
President, Board of trustees

Eleanora Ferrante \_\_\_\_\_  
Vice President, Board of trustees

Eileen Sullivan \_\_\_\_\_  
Financial Chairperson

**SOUTH HUNTINGTON LIBRARY**

Check Warrant Report For L - 12: CD - UTILITIES - 10/2021 For Dates 10/1/2021 - 10/31/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
56625	10/15/2021	690	NATIONAL GRID		169.87
56626	10/15/2021	2555	OPTIMUM		69.49
56627	10/15/2021	20	PSEGLI		16,061.29
56628	10/15/2021	15	VERIZON		805.64

Number of Transactions: 4

**Warrant Total:** 17,106.29

**Vendor Portion:** 17,106.29

**Certification of Warrant**

To The Board of Trustees: I hereby certify that I have verified the above claims, 4 in number, in the total amount of \$ 17,106.29. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/9/21 \_\_\_\_\_  
 Date Treasurer

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ \_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10/15/21 \_\_\_\_\_  
 Date Library Director

SOUTH HUNTINGTON PUBLIC LIBRARY  
145 PIDGEON HILL ROAD  
HUNTINGTON STATION, NY 11746

November 15, 2021

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #13 Fund L - November 15, 2021 Schedule of Bills

Checks #56634-56715

Voided Check #55011, 56043, 56443 & 56466

Total warrant: \$503,648.73

We certify that at a regular meeting of the library board of trustees, a resolution was passed which authorized payment of the above checks.

Stuart Horowitz \_\_\_\_\_  
President, Board of trustees

Eleanora Ferrante \_\_\_\_\_  
Vice President, Board of trustees

Eileen Sullivan \_\_\_\_\_  
Financial Chairperson

**SOUTH HUNTINGTON LIBRARY**

Check Warrant Report For L - 13: CD - GENERAL - 11/2021 For Dates 11/15/2021 - 11/15/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
6011	11/15/2021	458	**VOID** FRIENDS OF THE LIBRARY		-1,214.35
6043	11/15/2021	2243	**VOID** MOSIO		-240.00
56443	11/15/2021	1125	**VOID** SCHOLASTIC LIB. PUBLISHING		-2,528.00
56466	11/15/2021	2520	**VOID** KATHRYN BARI-PETRITIS	210054	-250.00
56634	11/15/2021	2848	A SHRED AWAY INC.	210123	400.00
56635	11/15/2021	2984	ALA (STORE)	210120	94.10
56636	11/15/2021	2396	AMAZON/SYNCB		2,256.96
56637	11/15/2021	2396	AMAZON/SYNCB		99.70
56638	11/15/2021	720	AMERICAN EXPRESS		1,929.86
56639	11/15/2021	924	APPLE COMPUTER, INC.	200425	1,518.00
56640	11/15/2021	23	BAKER & TAYLOR		9,497.36
56641	11/15/2021	2839	NAVJOT BAL	210132	240.00
56642	11/15/2021	2520	KATHRYN BARI-PETRITIS	210129	250.00
56643	11/15/2021	1832	AUGUSTA BERNER	210131	200.00
56644	11/15/2021	1305	BLACKSTONE PUBLISHING.		431.02
56645	11/15/2021	2032	BOOK PAGE		882.00
56646	11/15/2021	2997	SALVATORE V. BOTTONE		28.00
56647	11/15/2021	1497	BP AMOCO		63.09
56648	11/15/2021	1189	BRODART CO.		1,047.00
56649	11/15/2021	31	BULL TERRIER NEWS DELIVERY SVC		246.78
56650	11/15/2021	2835	TINA CAMPBELL	210133	200.00
56651	11/15/2021	1990	CENTER POINT LARGE PRINT		322.93
56652	11/15/2021	2633	CONNECTION, INC	210116	1,370.00
56653	11/15/2021	2881	CORNELL COOPERATIVE EXTENSION OF SUFFOLK COUNTY	210137	200.00
56654	11/15/2021	1548	COUNTY LINE HARDWARE		114.29
56655	11/15/2021	2191	DANZIGER, OKSANA	210125	170.00
56656	11/15/2021	794	PHILIP DE DORA	210038	370.00
56657	11/15/2021	43	DEMCO	210107	437.47
56658	11/15/2021	2167	DORIS BENTER	210097	200.00
56659	11/15/2021	1665	EDMER SANITARY SUPPLY		257.55
56660	11/15/2021	2994	ERIN LAVERY		77.65
56661	11/15/2021	1777	ELIZABETH ESPOSITO		75.02
56662	11/15/2021	923	FIRST UNUM LIFE INSURANCE CO.		635.69
56663	11/15/2021	458	FRIENDS OF THE LIBRARY		1,214.35
56664	11/15/2021	362	FUN EXPRESS, LLC	210119	418.61
56665	11/15/2021	52	GALE		624.55
56666	11/15/2021	2648	JANETH GALLIANI		17.82
56667	11/15/2021	2623	GARVIES POINT MUSEUM & PRESERV	210155	175.00
56668	11/15/2021	1110	ELIZABETH GHEE-PEREIRA		25.91
56669	11/15/2021	2490	KATHLEEN GIERALTOWSKI		122.48
56670	11/15/2021	225	GRAINGER, INC.		634.78
56671	11/15/2021	892	HAMBURGER, MAXSON, YAFFE		125.00
672	11/15/2021	2362	HARBORFIELDS PUBLIC LIBRARY	210134	100.00
56673	11/15/2021	2989	HOLCOMBE, ALEXANDER	210109	200.00
56674	11/15/2021	419	HUNTINGTON PUBLIC LIBRARY		118.72

**SOUTH HUNTINGTON LIBRARY**

Check Warrant Report For L - 13: CD - GENERAL - 11/2021 For Dates 11/15/2021 - 11/15/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
56675	11/15/2021	2504	INGRAM LIBRARY SERVICES LLC		883.88
56676	11/15/2021	2504	INGRAM LIBRARY SERVICES LLC		67.89
56677	11/15/2021	1568	JET SANITATION SERVICE		125.00
56678	11/15/2021	2750	JO-ANN STORES LLC		1,218.00
56679	11/15/2021	2717	KANOPY LLC		442.00
56680	11/15/2021	1546	DEBORAH KATZ	210037	560.00
56681	11/15/2021	1716	DIANE KENTROS		1,316.00
56682	11/15/2021	1846	KIRKUS MEDIA LLC		199.00
56683	11/15/2021	2476	KRISTYN WEISER/FANNY CAKES	210112	320.00
56684	11/15/2021	431	LAKESHORE LEARNING MATERIALS	210118	756.70
56685	11/15/2021	2761	LIBRARY IDEAS	210070	85.90
56686	11/15/2021	133	LILRC		1,636.00
56687	11/15/2021	2629	JOANN MESSINA		39.00
56688	11/15/2021	2517	MIDWEST TAPE		3,858.25
56689	11/15/2021	2784	OXANA MIKHAILOFF	210139	1,000.00
56690	11/15/2021	2856	MONOPRICE INCORPORATED		333.32
56691	11/15/2021	2243	MOSIO		240.00
56692	11/15/2021	2939	NEW-YORK HISTORICAL SOCIETY	210124	150.00
56693	11/15/2021	217	NEWSDAY, INC.		239.92
56694	11/15/2021	2995	NEYELI FISCHER		119.49
56695	11/15/2021	1636	NOODLE SOUP OF WEINGART DESIGN	210102	187.00
56696	11/15/2021	202	NYS & LOCAL RETIREMENT SYSTEM		408,310.00
56697	11/15/2021	127	NYS EMPLOYEES HEALTH INSURANCE		32,591.20
56698	11/15/2021	1201	OCLC		515.00
56699	11/15/2021	1068	OTIS ELEVATOR		3,225.06
56700	11/15/2021	12	POSTMASTER - BULK PERMIT 39		1,800.00
56701	11/15/2021	2760	GEORGIA PROTAN		256.59
56702	11/15/2021	586	ROBERT A. JOHNSON, CPA P.C.	200217	8,350.00
56703	11/15/2021	2982	REGINA R. RUSSO	210130	675.00
56704	11/15/2021	2983	JEAN-MARIE SALAS	210135	200.00
56705	11/15/2021	2401	JEANNE SCHNUPP	210127	125.00
56706	11/15/2021	1125	SCHOLASTIC LIB. PUBLISHING		2,528.00
56707	11/15/2021	51	SCLS		224.94
56708	11/15/2021	2778	SCORE	210126	100.00
56709	11/15/2021	2238	ROBERT SCOTT	210136	299.00
56710	11/15/2021	711	SHARPER TRAINING SOLUTIONS	210128	200.00
56711	11/15/2021	532	SHOWCASES	210069	95.85
56712	11/15/2021	95	STAPLES CREDIT PLAN		1,816.40
56713	11/15/2021	2106	STERLING NORTH AMERICA INC.		4,400.00
56714	11/15/2021	1520	THE BAKING COACH, INC.	210110	700.00
56715	11/15/2021	2573	CHRIS VIVAS	210108	300.00



**SOUTH HUNTINGTON LIBRARY**

Check Warrant Report For L - 13: CD - GENERAL - 11/2021 For Dates 11/15/2021 - 11/15/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 86				Warrant Total:	503,648.73
				Vendor Portion:	503,648.73

**Certification of Warrant**

To The Board of Trustees: I hereby certify that I have verified the above claims, 86 in number, in the total amount of \$ 503,648.73. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/9/21 \_\_\_\_\_  
Date Treasurer

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ \_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/9/21 \_\_\_\_\_  
Date Library Director

SOUTH HUNTINGTON PUBLIC LIBRARY  
145 PIDGEON HILL ROAD  
HUNTINGTON STATION, NY 11746

November 15, 2021

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: October 14, 2021

Gross Total: \$110,192.26

We certify that at a regular meeting of the library board of trustees, a resolution was passed which authorized the above-referenced payroll.

Stuart Horowitz \_\_\_\_\_  
President, Board of trustees

Eleanora Ferrante \_\_\_\_\_  
Vice President, Board of trustees

Eileen Sullivan \_\_\_\_\_  
Financial Chairperson



**Payroll Transaction Totals**

Gross Wages	110,192.26		1,189.93
Non Cash Earnings	0.00		72,308.39
Reimbursed Expenses	0.00		66
FICA Wages	103,436.64		
FICA Withholding - Employee *	6,413.07		
FICA Withholding - Employer *	6,413.07		
Medicare Wages	103,436.64		
Medicare Withholding - Employee *	1,499.84		25,727.25
Excess Medicare Wages	0.00		4,555.36
Excess Medicare Withholdings	0.00		0.00
Medicare Withholding - Employer *	1,499.84		0.00
Federal Wages	96,535.01		
Federal Withholding *	9,901.43		
State Wages	97,796.03		
State Withholding **	4,555.36		
City Wages	0.00		
City Withholding ***	0.00		
Annuities	5,640.61	Pre-Tax	68
Flexible Spending	6,755.62	Pre-Tax	0
Retirement	1,261.02	Pre-Tax	0
Roth 403(b) Annuity	0.00		0
Roth 457(b) Annuity	0.00		
All Other Deductions	666.99		
Net Pay	73,498.32		

**Payment Distribution Methods**

Normal Distributed Amount	1,189.93
Direct Deposit Amount	72,308.39
Direct Deposit Entries	66

**Tax Deposit Information**

Federal Tax Deposit *	25,727.25
State Tax Deposit **	4,555.36
City Tax Deposit - New York City ***	0.00
City Tax Deposit - Yonkers ***	0.00

**Document Types On This Journal**

Regular Checks	68
Manual / Hand Drawn Checks	0
Payroll Earning Transfers	0
Voided Checks	0

**Employee Types On This Journal**

Employee Count	68
Active Payroll Employees	68
Inactive Payroll Employees	0

SOUTH HUNTINGTON PUBLIC LIBRARY  
145 PIDGEON HILL ROAD  
HUNTINGTON STATION, NY 11746

November 15, 2021

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: October 28, 2021

Gross Total: \$119,710.37

We certify that at a regular meeting of the library board of trustees, a resolution was passed which authorized the above-referenced payroll.

Stuart Horowitz \_\_\_\_\_  
President, Board of trustees

Eleanora Ferrante \_\_\_\_\_  
Vice President, Board of trustees

Eileen Sullivan \_\_\_\_\_  
Financial Chairperson



**Payroll Transaction Totals**

Gross Wages	119,710.37		
Non Cash Earnings	0.00		
Reimbursed Expenses	0.00		
FICA Wages	109,810.37		
FICA Withholding - Employee *	6,808.29		
FICA Withholding - Employer *	6,808.29		
Medicare Wages	109,810.37		
Medicare Withholding - Employee *	1,592.29		
Excess Medicare Wages	0.00		
Excess Medicare Withholdings	0.00		
Medicare Withholding - Employer *			
Federal Wages	102,323.15		
Federal Withholding *	11,040.86		
State Wages	103,574.72		
State Withholding **	4,927.03		
City Wages	0.00		
City Withholding ***	0.00		

**Payment Distribution Methods**

Normal Distributed Amount	1,430.73
Direct Deposit Amount	74,265.85
Direct Deposit Entries	66

**Tax Deposit Information**

Federal Tax Deposit *	27,842.02
State Tax Deposit **	4,927.03
City Tax Deposit - New York City ***	0.00
City Tax Deposit - Yonkers ***	0.00

**Document Types On This Journal**

Regular Checks	69
Manual / Hand Drawn Checks	0
Payroll Earning Transfers	0
Voided Checks	0

**Employee Types On This Journal**

Employee Count	69
Active Payroll Employees	69
Inactive Payroll Employees	0

SOUTH HUNTINGTON PUBLIC LIBRARY  
145 PIDGEON HILL ROAD  
HUNTINGTON STATION, NY 11746

November 15, 2021

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #8 Fund TA - October 14, 2021 Schedule of Bills

Check # 7700

Wires #994042 - 994045

Total warrant: \$42,678.84

We certify that at a regular meeting of the library board of trustees, a resolution was passed which authorized payment of the above checks.

Stuart Horowitz \_\_\_\_\_  
President, Board of trustees

Eleanora Ferrante \_\_\_\_\_  
Vice President, Board of trustees

Eileen Sullivan \_\_\_\_\_  
Financial Chairperson

**SOUTH HUNTINGTON LIBRARY**

Check Warrant Report For TA - 8: CD - 10/14/21 PR For Dates 10/14/2021 - 10/14/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
00	10/14/2021	127	NYS EMPLOYEES HEALTH INSURANCE		6,755.62
994042	10/14/2021	198	NEWPORT TRUST CO. FBO #22258#		2,032.05
994043	10/14/2021	371	NYS INCOME TAX		4,555.36
994044	10/14/2021	909	INTERNAL REVENUE SERVICE		25,727.25
994045	10/14/2021	1345	NEW YORK STATE DEFERRED COMP		3,608.56
<b>Number of Transactions: 5</b>				<b>Warrant Total:</b>	<b>42,678.84</b>
				<b>Vendor Portion:</b>	<b>42,678.84</b>

**Certification of Warrant**

To The Board of Trustees: I hereby certify that I have verified the above claims, 5 in number, in the total amount of \$ 42,678.84. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/9/21  
Date

[Signature]  
Treasurer

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ \_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/11/21  
Date

Janet Schen  
Library Director

SOUTH HUNTINGTON PUBLIC LIBRARY  
145 PIDGEON HILL ROAD  
HUNTINGTON STATION, NY 11746

November 15, 2021

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #9 Fund TA - October 28, 2021 Schedule of Bills

Check # 7701 - 7705  
Wires #994046 - 994050

Total warrant: \$57,342.57

We certify that at a regular meeting of the library board of trustees, a resolution was passed which authorized payment of the above checks.

Stuart Horowitz \_\_\_\_\_  
President, Board of trustees

Eleanora Ferrante \_\_\_\_\_  
Vice President, Board of trustees

Eileen Sullivan \_\_\_\_\_  
Financial Chairperson



**SOUTH HUNTINGTON LIBRARY**

Check Warrant Report For TA - 9: CD - 10/28/21 PR For Dates 10/28/2021 - 10/28/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
01	10/28/2021	1934	AFLAC		192.89 ✓
7702	10/28/2021	1338	AMERIFLEX - LIB CONTRIB		8,580.00 ✓
7703	10/28/2021	1267	AMERIFLEX, LLC.		1,320.00 ✓
7704	10/28/2021	2889	GIS BENEFITS		1,398.22 ✓
7705	10/28/2021	2293	NY'S 529 COLLEGE SAVINGS PGM.		60.00 ✓
994046	10/28/2021	198	NEWPORT TRUST CO. FBO #22258#		2,136.46 ✓
994047	10/28/2021	202	NYS & LOCAL RETIREMENT SYSTEM		3,786.02 ✓
994048	10/28/2021	371	NYS INCOME TAX		4,927.03 ✓
994049	10/28/2021	909	INTERNAL REVENUE SERVICE		30,842.76 ✓
994050	10/28/2021	1345	NEW YORK STATE DEFERRED COMP		4,099.19 ✓

Number of Transactions: 10

**Warrant Total: 57,342.57**  
**Vendor Portion: 57,342.57**

**Certification of Warrant**

To The Board of Trustees: I hereby certify that I have verified the above claims, 10 in number, in the total amount of \$ 57,342.57. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/9/21 \_\_\_\_\_  
 Date Treasurer

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ \_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/11/21 \_\_\_\_\_  
 Date Library Director

SOUTH HUNTINGTON PUBLIC LIBRARY  
145 PIDGEON HILL ROAD  
HUNTINGTON STATION, NY 11746

November 15, 2021

FROM: Board of Trustees  
RE: Authorization - Payment of checks

Warrant #4 Fund H - November 15, 2021 Schedule of Bills

Checks #10005

Total warrant: \$31,596.02

We certify that at a regular meeting of the library board of trustees, a resolution was passed which authorized payment of the above check.

Stuart Horowitz \_\_\_\_\_  
President, Board of trustees

Eleanora Ferrante \_\_\_\_\_  
Vice President, Board of trustees

Eileen Sullivan \_\_\_\_\_  
Financial Chairperson

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For H - 4: CD - RESERVE - 11/2021 For Dates 11/15/2021 - 11/15/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
005	11/15/2021	2270	ZONES	210013	31,596.02
<b>Number of Transactions: 1</b>				<b>Warrant Total:</b>	<b>31,596.02</b>
				<b>Vendor Portion:</b>	<b>31,596.02</b>

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 31,596.02. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/9/21  
Date

[Signature]  
Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$\_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/9/21  
Date

Janet Schen  
Library Director

American Express Monthly Statement - October 2021 purchases			
Name	Item(s) Purchased	Purchase \$	Account
Janet Scherer	Hospitality - Teacher meeting 10/12/21	\$68.00	L7430.435-31
	Hospitality - Staff meeting 10/13/21	\$32.00	L7430.435-31
	USPS (Postage for Passport Applications)	\$27.10	L7430.433
	Hospitality - School Presentation & Workshop meeting 10/19/21	\$61.95	L7430.435-31
	USPS (Postage for Passport Applications)	\$27.10	L7430.433
	USPS (Postage for Passport Applications)	\$27.10	L7430.433
	Amazon data back-up (cloud)	\$149.21	L7430.431
	Google (shpl.info e-mail service)	\$577.52	L7430.431
Nicholas Tanzi	NYLA - Conference Fee (NT)	\$203.00	L7430.435-31
	Formlabs - Grey & White Resin (for 3D printers)	\$461.48	L7430.430-22
	NYLA - Food Expenses	\$16.20	L7430.435-31
	Zoom.US (Teleconferencing)	\$219.96	L7430.431
	Zoom.US (Teleconferencing)	\$48.39	L7430.431
	Matterport - Virtual Tour Fee	\$10.85	L7420.429
	<b>Total</b>	<b>\$1,929.86</b>	

Amazon/Synchrony Bank Monthly Statement - September 2021		
Description	Purchase \$	Account
BOOKS - ADULT DEPT	\$421.67	L7420.410-11
BOOKS - CHILDREN'S DEPT	\$29.97	L7420.410-12
BOOKS - YA DEPT	\$42.97	L7420.410-13
DVDS - ADULT DEPT	\$117.29	L7420.411-11
MUSIC CD'S - ADULT DEPT	\$24.61	L7420.412-11
COMP SOFTWARE - ADULT DEPT	\$403.26	L7420.415-11
COMP SOFTWARE - CHILDREN'S DEPT	\$217.73	L7420.415-12
EQUIPMENT	\$116.79	L7430.200
OFFICE SUPPLIES	<b>\$615.46</b>	L7430.430-21
PROGRAMS - CHILDREN'S DEPT	\$71.71	L7430.442-12
PROGRAMS - YA	\$195.50	L7430.442-13
OUTREACH	\$99.70	L7430.442-16
<b>Total</b>	<b>\$2,356.66</b>	

Amazon Detail

Pmt Date	Product Category	Title	Purchase PPU	Item Qty	Item Net Total
9/18/2021	Cash handling supplies	INFUN Cash Box with Money Tray, Durable Large Steel Money Boxes, 5 Compartment Tray, 4 Spring-loaded, come with 2 key, Black	26.69	1	26.69
9/19/2021	Desk supplies	Fellowes Powershred 125Ci 100% Jam Proof 20 -Sheet Cross-Cut Commercial Grade Paper Shredder	447.19	1	447.19
9/24/2021	Office Product	Locking Money Bag Canvas Keyed Security Burgundy	21.99	1	23.11
9/24/2021	Office Product	Locking Bank Bag Canvas Keyed Security (Deep Sky Blue)	21.59	1	22.46
9/24/2021	Office Product	Locking Money Bank Bags with Keys Lockable Security Keyed Entry (Purple)	22.99	1	24.49
9/25/2021	Office Product	Locking Money Bank Bags with Keys Lockable Security Keyed Entry (Kelly Green)	22.99	1	24.37
9/25/2021	Office Product	Locking Bank Bag Canvas Keyed Security (Red)	20.59	1	22.69
9/25/2021	Office Product	Locking Money Bank Bags with Keys Lockable Security Keyed Entry (Orange)	22.99	1	24.46
				<b>EQUIPMENT</b>	<b>\$615.46</b>

			<b>SOUTH HUNTINGTON LIBRARY</b>
<b>Cash Receipt Schedule Report For L - 7: CR - DAILY FINES 10/2021</b>			
<b>Account</b>	<b>Account Description</b>	<b>Sum of DEBITS</b>	<b>Sum of CREDITS</b>
L 200	CHECKING - VALLEY NATIONAL BANK	1,151.49	0.00
L 2082.2	LOST LIBRARY MATERIALS	0.00	43.64
L 2082.42	COMPUTER PRINT CARDS	0.00	506.40
L 2082.9	LATE FINES - MUSEUM PASSES	0.00	10.00
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	156.60
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	58.50
L 2770.8	MISC. INCOME - PASSPORTS	0.00	376.35
<b>Grand Total</b>		<b>1,151.49</b>	<b>1,151.49</b>

			<b>SOUTH HUNTINGTON LIBRARY</b>
<b>Cash Receipt Schedule Report For L - 8: CR - GENERAL 10/2021</b>			
<b>Account</b>	<b>Account Description</b>	<b>Sum of DEBITS</b>	<b>Sum of CREDITS</b>
L 200	CHECKING - VALLEY NATIONAL BANK	16,203.58	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	5.37	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	1.10	0.00
L 211	MM - FLUSHING BANK	1,517,933.05	0.00
L 1001	REAL PROPERTY TAXES	0.00	1,364,843.25
L 1001.1	COMPUTER PRINT CARDS	0.00	152,844.75
L 2082.2	COMPUTER PAPER/DISCS	0.00	365.29
L 2082.42	INTEREST - MM- VALLEY NAT'L BANK	0.00	44.15
L 2082.7	COMPUTER PRINT CARDS	0.00	10.00
L 2401.204	COMPUTER PAPER/DISCS	0.00	5.37
L 2401.206	INTEREST - MM- VALLEY NAT'L BANK	0.00	4.45
L 2401.207	COMPUTER PRINT CARDS	0.00	1.10
L 2401.211	COMPUTER PAPER/DISCS	0.00	245.05
L 2670	INTEREST - MM- VALLEY NAT'L BANK	0.00	13.00
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	3.75
L 2770.6	MISC. INCOME	0.00	300.00
L 2770.8	MISC. INCOME - PASSPORTS	0.00	271.35
L 3840	STATE INCENTIVE AID	0.00	9,937.00
L 7430.432	SCLS SERVICES / CIRCULATION CONTROL	0.00	440.59
L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	0.00	4,814.00
<b>Grand Total</b>		<b>1,534,143.10</b>	<b>1,534,143.10</b>

SOUTH HUNTINGTON PUBLIC LIBRARY  
 REVENUE BUDGET STATUS  
 PERIOD COVERED: July 1, 2021 - October 31, 2021

ACCOUNT	BUDGET	REVENUE EARNED	EST. REVENUE BASED ON 4 MONTHS	VARIANCE		UNEARNED REVENUE YTD.
				FAVORABLE (UNFAVORABLE) \$	%	
REAL PROPERTY TAXES	\$5,459,373.00	2,729,686.50	1,819,791.00	909,895.50	50.00	2,729,686.50
PROPERTY TAXES-DEBT SVCE	\$611,379.00	305,689.50	203,793.00	101,896.50	50.00	305,689.50
BOOK FINES	\$0.00	54.89	0.00	54.89	#DIV/0!	(54.89)
LOST LIBRARY MATERIALS	\$5,000.00	1,787.96	1,666.67	121.29	7.28	3,212.04
COPY MACHINES	\$4,000.00	83.50	1,333.33	(1,249.83)	-93.74	3,916.50
COMPUTER PRINT CARDS	\$9,000.00	2,086.05	3,000.00	(913.95)	-30.47	6,913.95
DVD FINES	\$0.00	10.00	0.00	10.00	#DIV/0!	(10.00)
COMPUTER PAPER/DISCS	\$1,000.00	0.00	333.33	(333.33)	-100.00	1,000.00
LATE FINES - MUSEUM PASSES	\$0.00	20.00	0.00	20.00	#DIV/0!	(20.00)
INTEREST - MM- VALLEY NAT'L BANK	\$650.00	25.50	216.67	(191.17)	-88.23	624.50
INTEREST - CKING - VALLEY NAT'L BANK	\$300.00	18.85	100.00	(81.15)	-81.15	281.15
INTEREST - PAYROLL- VALLEY NAT'L BANK	\$50.00	4.68	16.67	(11.99)	-71.92	45.32
INTEREST - MM FLUSHING BANK	\$9,000.00	1,101.86	3,000.00	(1,898.14)	-63.27	7,898.14
SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	\$0.00	418.10	0.00	418.10	#DIV/0!	(418.10)
MISC. INCOME - EAR BUD SALES	\$0.00	1.00	0.00	1.00	#DIV/0!	(1.00)
MISC. INCOME - FAX CHARGES	\$1,000.00	397.95	333.33	64.62	19.39	602.05
MISC. INCOME	\$3,000.00	300.00	1,000.00	(700.00)	-70.00	2,700.00
MISC. INCOME - GRANT	\$1,000.00	0.00	333.33	(333.33)	-100.00	1,000.00
MISC. INCOME - PASSPORTS	\$15,000.00	3,063.10	5,000.00	(1,936.90)	-38.74	11,936.90
STATE INCENTIVE AID	\$5,000.00	9,937.00	1,666.67	8,270.33	496.22	(4,937.00)
APPROPRIATED FUND BALANCE	\$200,000.00	0.00	66,666.67	(66,666.67)	-100.00	200,000.00
TOTALS	\$6,324,752.00	3,054,686.44	2,108,250.67	946,435.77	44.89	3,270,065.56

# SOUTH WINTINGTON LIBRARY

Revenue Status Report From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
L 1001	REAL PROPERTY TAXES	5,459,373.00	0.00	5,459,373.00	2,729,686.50	2,729,686.50
L 1001.1	PROPERTY TAXES-DEBT SVCE	611,379.00	0.00	611,379.00	305,689.50	305,689.50
L 2082.1	BOOK FINES	0.00	0.00	0.00	54.89	-54.89
L 2082.2	LOST LIBRARY MATERIALS	5,000.00	0.00	5,000.00	1,787.96	3,212.04
L 2082.4	COPY MACHINES	4,000.00	0.00	4,000.00	83.50	3,916.50
L 2082.42	COMPUTER PRINT CARDS	9,000.00	0.00	9,000.00	2,086.05	6,913.95
L 2082.5	DVD FINES	0.00	0.00	0.00	10.00	-10.00
L 2082.6	COMPUTER PAPER/DISCS	1,000.00	0.00	1,000.00	0.00	1,000.00
L 2082.7	LAPTOP FINES	0.00	0.00	0.00	10.00	-10.00
L 2082.9	LATE FINES - MUSEUM PASSES	0.00	0.00	0.00	20.00	-20.00
L 2401.204	INTEREST - MM- VALLEY NAT'L BANK	650.00	0.00	650.00	25.50	624.50
L 2401.206	INTEREST - KING - VALLEY NAT'L BANK	300.00	0.00	300.00	18.85	281.15
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	50.00	0.00	50.00	4.68	45.32
L 2401.211	INTEREST - MM FLUSHING BANK	9,000.00	0.00	9,000.00	1,101.86	7,898.14
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	0.00	0.00	418.10	-418.10
L 2770.2	MISC. INCOME - EAR BUD SALES	0.00	0.00	0.00	1.00	-1.00
L 2770.4	MISC. INCOME - FAX CHARGES	1,000.00	0.00	1,000.00	397.95	602.05
L 2770.6	MISC. INCOME	3,000.00	0.00	3,000.00	300.00	2,700.00
L 2770.7	MISC. INCOME - GRANT	1,000.00	0.00	1,000.00	0.00	1,000.00
L 2770.8	MISC. INCOME - PASSPORTS	15,000.00	0.00	15,000.00	3,063.10	11,936.90
L 3840	STATE INCENTIVE AID	5,000.00	0.00	5,000.00	9,937.00	-4,937.00
L 3841	APPROPRIATED FUND BALANCE	200,000.00	0.00	200,000.00	0.00	200,000.00
<b>L Totals:</b>		<b>6,324,752.00</b>	<b>0.00</b>	<b>6,324,752.00</b>	<b>3,054,696.44</b>	<b>3,270,055.56</b>

**Grand Totals:** 6,324,752.00 0.00 6,324,752.00 3,054,696.44 3,270,055.56

SOUTH HUNTINGTON PUBLIC LIBRARY  
 ACTUAL BUDGET EXPENDITURES / ESTIMATE  
 PERIOD COVERED: July 1, 2021 - October 31, 2021

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
SALARIES-PROF. FT & PT	\$1,784,006.27	479,883.96		479,883.96	617,540.63	137,656.67	22.29	\$1,304,122.31
SALARIES-PROF. FT	\$1,354,006.27	369,358.47	0.00	369,358.47	468,694.48	99,336.01	21.19	\$984,647.80
SALARIES - PROF PT	\$430,000.00	110,525.49	0.00	110,525.49	148,846.15	38,320.66	25.75	\$319,474.51
SALARIES-CLERICAL FT & PT	\$611,207.46	162,927.44		162,927.44	211,571.81	48,644.37	22.99	\$448,280.02
SALARIES-CLERICAL FT	\$369,207.46	104,867.11	0.00	104,867.11	127,802.58	22,935.47	17.95	\$264,340.35
SALARIES-CLERICAL PT	\$242,000.00	58,060.33	0.00	58,060.33	83,769.23	25,708.90	30.69	\$183,939.67
SALARIES-PAGE	\$100,000.00	26,003.97	0.00	26,003.97	34,615.38	8,611.41	24.88	\$73,996.03
SALARIES-CUSTODIAL FT & PT	\$304,473.05	83,050.50		83,050.50	105,394.52	22,344.02	21.20	\$221,422.55
SALARIES-CUSTODIAL FT	\$252,473.05	70,076.47	0.00	70,076.47	87,394.52	17,318.05	19.82	\$182,396.58
SALARIES-CUSTODIAL PT	\$52,000.00	12,974.03	0.00	12,974.03	18,000.00	5,025.97	27.92	\$39,025.97
SALARIES - SATURDAY EVENING	\$0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
SALARIES-SUNDAY-PROF.	\$55,000.00	7,335.39	0.00	7,335.39	7,051.28	(284.11)	(4.03)	\$47,664.61
SALARIES-SUNDAY-CLERICAL	\$18,000.00	2,131.35	0.00	2,131.35	2,307.69	176.34	7.64	\$15,868.65
SALARIES-SUNDAY-PAGE	\$8,000.00	1,000.00	0.00	1,000.00	1,025.64	25.64	2.50	\$7,000.00
SALARIES-SUNDAY-CUSTODIAL	\$22,758.22	3,378.02	0.00	3,378.02	2,917.72	(460.30)	(15.78)	\$19,380.20
TEMPORARY SUMMER HELP	\$8,000.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	\$8,000.00
SPECIAL PROJECT	\$0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
	\$2,911,445.00	\$765,710.63	\$0.00	765,710.63	\$982,424.68	\$216,714.05	22.06	\$2,145,734.37
ADULT BOOKS	\$172,166.23	22,024.97	27,341.01	49,365.98	57,388.74	8,022.76	13.98	\$122,800.25
CHILDRENS BOOKS	\$87,009.99	11,225.53	7,417.00	18,642.53	29,003.33	10,360.80	35.72	\$68,367.46
YOUNG ADULT BOOKS	\$11,521.20	1,842.69	1,291.70	3,134.39	3,840.40	706.01	18.38	\$8,386.81
REFERENCE - PRINT	\$10,000.00	1,058.45	0.00	1,058.45	3,333.33	2,274.88	68.25	\$8,941.55
REFERENCE - ELECTRONIC	\$60,000.00	31,569.51	0.00	31,569.51	20,000.00	(11,569.51)	(57.85)	\$28,430.49
AUDIO BOOKS - ADULT	\$5,000.00	480.80	0.00	480.80	1,666.67	1,185.87	71.15	\$4,519.20
AUDIO BOOKS - CHILDREN	\$5,067.97	635.17	153.87	789.04	1,689.32	900.28	53.29	\$4,278.93
DIGITAL DOWNLOADS - ADULT	\$5,000.00	0.00	0.00	0.00	1,666.67	1,666.67	100.00	\$5,000.00
DIGITAL DOWNLOADS - CHILDREN	\$3,000.00	0.00	0.00	0.00	1,000.00	1,000.00	100.00	\$3,000.00
DIGITAL DOWNLOADS - YOUNG ADULT	\$1,000.00	0.00	0.00	0.00	333.33	333.33	100.00	\$1,000.00
DIGITAL SUBSCRIPTIONS	\$216,500.00	72,182.00	0.00	72,182.00	72,166.67	(15.33)	(0.02)	\$144,318.00
MUSEUM PASSES	\$20,000.00	1,075.00	0.00	1,075.00	6,666.67	5,591.67	83.88	\$18,925.00
DVD - ADULT	\$42,078.99	3,034.95	5,078.99	8,113.94	14,026.33	5,912.39	42.15	\$33,965.05
DVD - ADULT - IWIN	\$3,000.00	0.00	0.00	0.00	1,000.00	1,000.00	100.00	\$3,000.00
DVD - CHILDREN	\$12,512.85	724.75	2,512.85	3,237.60	4,170.95	933.35	22.38	\$9,275.25
MUSIC CD'S - ADULT	\$6,404.80	1,125.17	1,404.80	2,529.97	2,134.93	(395.04)	(18.50)	\$3,874.83
MUSIC CD'S - CHILDREN	\$581.86	44.99	36.87	81.86	193.95	112.09	57.79	\$500.00
PERIODICALS - ADULTS	\$10,100.00	447.07	0.00	447.07	3,366.67	2,919.60	86.72	\$9,652.93
PERIODICALS - CHILDREN	\$1,000.00	0.00	0.00	0.00	333.33	333.33	100.00	\$1,000.00
PERIODICALS - YA	\$400.00	0.00	0.00	0.00	133.33	133.33	100.00	\$400.00
PERIODICALS - NEWSPAPERS	\$3,500.00	1,553.96	0.00	1,553.96	1,166.67	(387.29)	(33.20)	\$1,946.04
COMPUTER SOFTWARE-CIRC.-ADULTS	\$3,000.00	449.32	0.00	449.32	1,000.00	550.68	55.07	\$2,550.68
COMPUTER SOFTWARE-CIRC.-CHILDRE	\$7,842.34	1,504.12	842.34	2,346.46	2,614.11	267.65	10.24	\$6,495.88
MATERIALS PROCESSING	\$50,000.00	7,110.29	0.00	7,110.29	16,666.67	9,556.38	57.34	\$42,889.71



DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND MONTHS	VARIANCE FAVORABLE (UNFAVORABLE)		AVAILABLE
						\$	%	
COMPUTER SOFTWARE - NON-CIRC.	\$36,228.00	8,814.44	0.00	8,814.44	12,076.00	3,261.56	27.01	\$27,413.56
	\$772,914.23	166,903.18	46,079.43	212,982.61	257,638.08	44,655.47	17.33	\$559,931.62
EQUIPMENT	\$44,977.96	5,158.72	5,244.46	10,403.18	14,992.65	4,589.47	30.61	\$34,574.78
EQUIPMENT MAINTENANCE	\$5,063.77	0.00	63.77	63.77	1,687.92	1,624.15	96.22	\$5,000.00
FURNITURE & FIXTURES	\$20,710.00	5,710.00	277.70	5,987.70	6,903.33	915.63	13.26	\$14,722.30
SUPPLIES - OFFICE	\$21,000.00	8,289.09	489.16	8,778.25	7,000.00	(1,778.25)	(25.40)	\$12,221.75
SUPPLIES - LIBRARY	\$30,544.16	629.52	354.28	983.80	10,181.39	9,197.59	90.34	\$29,560.36
TELECOMMUNICATIONS	\$37,000.00	6,718.81	0.00	6,718.81	12,333.33	5,614.52	45.52	\$30,281.19
SCLS SERVICES / CIRCULATION CONTR	\$95,000.00	13,012.46	0.00	13,012.46	31,666.67	18,654.21	58.91	\$81,987.54
POSTAGE	\$27,000.00	6,073.13	0.00	6,073.13	9,000.00	2,926.87	32.52	\$20,926.87
PUBLICITY-PRINTING/NEWSLETTER	\$44,000.00	3,133.54	0.00	3,133.54	14,666.67	11,533.13	78.63	\$40,866.46
CONTINUING ED/MILEAGE REIMB/STAFF	\$28,000.00	6,894.64	0.00	6,894.64	9,333.33	2,438.69	26.13	\$21,105.36
CONTINUING ED/MILEAGE REIMB/BOA	\$6,000.00	75.00	0.00	75.00	2,000.00	1,925.00	96.25	\$5,925.00
LIBRARY VEHICLE	\$2,000.00	0.00	0.00	0.00	666.67	666.67	100.00	\$2,000.00
PROFESSIONAL FEES - AUDITOR	\$18,350.00	0.00	8,350.00	8,350.00	6,116.67	(2,233.33)	(36.51)	\$10,000.00
PROFESSIONAL FEES - LEGAL	\$10,000.00	125.00	0.00	125.00	3,333.33	3,208.33	96.25	\$9,875.00
PROFESSIONAL FEES - TREASURER	\$4,500.00	1,480.00	2,960.00	4,440.00	1,500.00	(2,940.00)	(196.00)	\$60.00
PROF. FEES-ART & MUSIC	\$8,500.00	1,680.00	3,360.00	5,040.00	2,833.33	(2,206.67)	(77.88)	\$3,460.00
PROF. FEES - MISC. CONSULTANTS	\$4,500.00	0.00	0.00	0.00	1,500.00	1,500.00	100.00	\$4,500.00
MEMBERSHIP DUES	\$5,500.00	835.00	0.00	835.00	1,833.33	998.33	54.45	\$4,665.00
OFFICE EQUIPMENT - COPIER RENTAL	\$5,000.00	0.00	0.00	0.00	1,666.67	1,666.67	100.00	\$5,000.00
OFFICE EQUIPMENT - SERVICE CONTRA	\$10,167.08	4,668.13	167.08	4,835.21	3,389.03	(1,446.18)	(42.67)	\$5,331.87
OFFICE EQUIPMENT - REPAIR/MAINTEN/	\$750.00	0.00	0.00	0.00	250.00	250.00	100.00	\$750.00
MISC. EXPENSES	\$1,000.00	512.08	0.00	512.08	333.33	(178.75)	(53.62)	\$487.92
COST OF VOTE	\$4,500.00	0.00	0.00	0.00	1,500.00	1,500.00	100.00	\$4,500.00
COMMUNITY ACTIVITIES-ADULT PROGR	\$41,020.49	5,732.98	223.34	5,956.32	13,673.50	7,717.18	56.44	\$35,064.17
COMMUNITY ACTIVITIES-CHILDRENS PR	\$45,391.48	8,938.23	5,282.68	14,220.91	15,130.49	909.58	6.01	\$31,170.57
COMMUNITY ACTIVITY-CHILDRENS FAMI	\$3,572.00	644.03	342.28	986.31	1,190.67	204.36	17.16	\$2,585.69
COMMUNITY ACTIVITIES-YA PROGRAMS	\$13,490.36	1,965.01	2,831.36	4,796.37	4,496.79	(299.58)	(6.66)	\$8,693.99
COMMUNITY ACTIVITIES-OUTREACH PR	\$5,000.00	0.00	0.00	0.00	1,666.67	1,666.67	100.00	\$5,000.00
COMMUNITY ACTIVITIES - MUSIC/RECIT/	\$8,500.00	1,000.00	0.00	1,000.00	2,833.33	1,833.33	64.71	\$7,500.00
CREDIT MERCHANT FEES	\$4,000.00	721.71	0.00	721.71	1,333.33	611.62	45.87	\$3,278.29
BUS TRIPS	\$1,000.00	0.00	0.00	0.00	333.33	333.33	100.00	\$1,000.00
	\$556,037.30	83,997.08	29,946.11	113,943.19	185,345.77	71,402.58	38.52	442,094.11
UTILITIES - ELECTRIC	\$132,000.00	69,635.09	0.00	69,635.09	44,000.00	(25,635.09)	(58.26)	\$62,364.91
UTILITIES - WATER	\$3,000.00	575.85	0.00	575.85	1,000.00	424.15	42.42	\$2,424.15
UTILITIES - GAS	\$15,000.00	789.26	0.00	789.26	5,000.00	4,210.74	84.21	\$14,210.74
CUSTODIAL SUPPLIES	\$16,000.00	3,131.25	0.00	3,131.25	5,333.33	2,202.08	41.29	\$12,868.75
BUILDING EQUIPMENT & REPAIR	\$3,265.00	1,816.25	265.00	2,081.25	1,088.33	(992.92)	(91.23)	\$1,183.75
BUILDING MAINTENANCE & REPAIR	\$48,405.00	24,012.72	8,000.00	32,012.72	16,135.00	(15,877.72)	(98.41)	\$16,392.28

SOUTH HUNTINGTON PUBLIC LIBRARY  
 ACTUAL BUDGET EXPENDITURES / ESTIMATE  
 PERIOD COVERED: July 1, 2021 - October 31, 2021

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND MONTHS	VARIANCE		AVAILABLE
						(UNFAVORABLE)		
						\$	%	
BUILDING SERVICE CONTRACTS	\$33,000.00	9,826.50	7,623.00	17,449.50	11,000.00	(6,449.50)	(58.63)	\$15,550.50
INSURANCE	\$52,000.00	10,705.48	0.00	10,705.48	17,333.33	6,627.85	38.24	\$41,294.52
GROUNDS MAINTENANCE	\$32,900.00	8,400.00	9,250.00	17,650.00	10,966.67	(6,683.33)	(60.94)	\$15,250.00
	\$335,570.00	128,892.40	25,138.00	154,030.40	111,856.67	(42,173.73)	(37.70)	\$181,539.60
NYS RETIREMENT SYSTEM	\$420,000.00	0.00	0.00	0.00	140,000.00	140,000.00	100.00	\$420,000.00
FICA EXPENSE	\$222,678.00	73,907.98	0.00	73,907.98	77,080.85	3,172.87	4.12	\$148,770.02
WORKERS' COMPENSATION	\$30,000.00	0.00	0.00	0.00	10,000.00	10,000.00	100.00	\$30,000.00
DISABILITY INSURANCE	\$4,000.00	598.20	0.00	598.20	1,333.33	735.13	55.14	\$3,401.80
LONG-TERM DISABILITY INS.	\$8,500.00	1,916.53	0.00	1,916.53	2,833.33	916.80	32.36	\$6,583.47
UNEMPLOYMENT INSURANCE	\$1,000.00	0.00	0.00	0.00	333.33	333.33	100.00	\$1,000.00
HEALTH INSURANCE	\$490,000.00	135,183.46	0.00	135,183.46	163,333.33	28,149.87	17.23	\$354,816.54
MEDICARE REIMBURSEMENT	\$55,000.00	0.00	0.00	0.00	18,333.33	18,333.33	100.00	\$55,000.00
DUE TO/FROM CAPITAL RESERVE				0.00	0.00	0.00	#DIV/0!	\$0.00
	\$1,231,178.00	211,606.17	0.00	211,606.17	413,247.51	201,641.34	48.79	\$1,019,571.83
TOTAL WITHOUT DEBT SERVICE	5,807,144.53	1,357,109.46	101,163.54	1,458,273.00	1,950,512.71	492,239.71	25.24	\$4,348,871.53
SERIAL BOND - PRINCIPAL	\$611,379.00	611,317.21	0.00	611,317.21	203,793.00	(407,524.21)	(199.97)	\$61.79
SERIAL BOND - INTEREST				0.00	0.00	0.00	#DIV/0!	\$0.00
	\$611,379.00	611,317.21	0.00	611,317.21	203,793.00	(407,524.21)	(199.97)	\$61.79
TOTAL WITH DEBT SERVICE	\$6,418,523.53	1,968,426.67	101,163.54	2,069,590.21	\$2,154,305.71	84,715.50	3.93	\$4,348,933.32

# SOUTH WINTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
L 7410.141-01	SALARIES-PROF. FT	1,354,006.27	0.00	1,354,006.27	369,358.47	0.00	984,647.80
L 7410.141-01-P	SALARIES - PROF. PT	430,000.00	0.00	430,000.00	110,525.49	0.00	319,474.51
L 7410.142-02	SALARIES-CLERICAL FT	369,207.46	0.00	369,207.46	104,867.11	0.00	264,340.35
L 7410.142-02-P	SALARIES-CLERICAL PT	242,000.00	0.00	242,000.00	58,060.33	0.00	183,939.67
L 7410.142-03	SALARIES-PAGE	100,000.00	0.00	100,000.00	26,003.97	0.00	73,996.03
L 7410.142-04	SALARIES-CUSTODIAL FT	252,473.05	0.00	252,473.05	70,076.47	0.00	182,396.58
L 7410.142-04-P	SALARIES-CUSTODIAL PT	52,000.00	0.00	52,000.00	12,974.03	0.00	39,025.97
L 7410.143-01	SALARIES-SUNDAY-PROF.	55,000.00	0.00	55,000.00	7,335.39	0.00	47,664.61
L 7410.143-02	SALARIES-SUNDAY-CLERICAL	18,000.00	0.00	18,000.00	2,131.35	0.00	15,868.65
L 7410.143-03	SALARIES-SUNDAY-PAGE	8,000.00	0.00	8,000.00	1,000.00	0.00	7,000.00
L 7410.143-04	SALARIES-SUNDAY-CUSTODIAL	22,758.22	0.00	22,758.22	3,378.02	0.00	19,380.20
L 7410.143-05	TEMPORARY SUMMER HELP	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
7410		2,911,445.00	0.00	2,911,445.00	765,710.63	0.00	2,145,734.37
L 7420.410-11	ADULT BOOKS	145,000.00	27,166.23	172,166.23	22,024.97	27,341.01	122,800.25
L 7420.410-12	CHILDRENS BOOKS	80,000.00	7,009.99	87,009.99	11,225.53	7,417.00	68,367.46
L 7420.410-13	YOUNG ADULT BOOKS	10,000.00	1,521.20	11,521.20	1,842.69	1,291.70	8,386.81
L 7420.410-14-1	REFERENCE - PRINT	10,000.00	0.00	10,000.00	1,058.45	0.00	8,941.55
L 7420.410-14-2	REFERENCE - ELECTRONIC	60,000.00	0.00	60,000.00	31,569.51	0.00	28,430.49
L 7420.410-15	AUDIO BOOKS - ADULT	5,000.00	0.00	5,000.00	480.80	0.00	4,519.20
L 7420.410-15-C	AUDIO BOOKS - CHILDREN	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
L 7420.410-16-D-A	DIGITAL DOWNLOADS - ADULT	5,000.00	67.97	5,067.97	635.17	153.87	4,278.93
L 7420.410-16-D-C	DIGITAL DOWNLOADS - CHILDREN	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
L 7420.410-16-D-YA	DIGITAL DOWNLOADS - YOUNG ADULT	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
L 7420.410-16-S	DIGITAL SUBSCRIPTIONS	216,500.00	0.00	216,500.00	72,182.00	0.00	144,318.00
L 7420.410-17	MUSEUM PASSES	20,000.00	0.00	20,000.00	1,075.00	0.00	18,925.00
L 7420.411-11	DVD - ADULT	37,000.00	5,078.99	42,078.99	3,034.95	5,078.99	33,965.05
L 7420.411-11-IWIN	DVD - ADULT - IWIN	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
L 7420.411-12	DVD - CHILDREN	10,000.00	2,512.85	12,512.85	724.75	2,512.85	9,275.25
L 7420.412-11	MUSIC CD'S - ADULT	5,000.00	1,404.80	6,404.80	1,125.17	1,404.80	3,874.83
L 7420.412-12	MUSIC CD'S - CHILDREN	500.00	81.86	581.86	44.99	36.87	500.00
L 7420.413-11	PERIODICALS - ADULTS	10,100.00	0.00	10,100.00	447.07	0.00	9,652.93
L 7420.413-12	PERIODICALS - CHILDREN	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
L 7420.413-13	PERIODICALS - YA	400.00	0.00	400.00	0.00	0.00	400.00

**SOUTH HUNTINGTON LIBRARY**

Appropriation Status Detail Report By Function From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>L 7420.413-17</u>	PERIODICALS - NEWSPAPERS	3,500.00	0.00	3,500.00	1,553.96	0.00	1,946.04
<u>L 7420.415-11</u>	COMPUTER SOFTWARE-CIRC.-ADULTS	3,000.00	0.00	3,000.00	449.32	0.00	2,550.68
<u>L 7420.415-12</u>	COMPUTER SOFTWARE-CIRC.-CHILDREN	7,000.00	842.34	7,842.34	1,504.12	842.34	5,495.88
<u>L 7420.419</u>	MATERIALS PROCESSING	50,000.00	0.00	50,000.00	7,110.29	0.00	42,889.71
<u>L 7420.429</u>	COMPUTER SOFTWARE - NON-CIRC.	33,500.00	2,728.00	36,228.00	8,814.44	0.00	27,413.56
<b>7420</b>	*	<b>724,500.00</b>	<b>48,414.23</b>	<b>772,914.23</b>	<b>166,903.18</b>	<b>46,079.43</b>	<b>559,931.62</b>
<u>L 7430.200</u>	EQUIPMENT	40,000.00	4,977.96	44,977.96	5,158.72	5,244.46	34,574.78
<u>L 7430.200-5</u>	EQUIPMENT MAINTENANCE	5,000.00	63.77	5,063.77	0.00	63.77	5,000.00
<u>L 7430.201</u>	FURNITURE & FIXTURES	15,000.00	5,710.00	20,710.00	5,710.00	277.70	14,722.30
<u>L 7430.430-21</u>	SUPPLIES - OFFICE	21,000.00	0.00	21,000.00	8,289.09	489.16	12,221.75
<u>L 7430.430-22</u>	SUPPLIES - LIBRARY	30,000.00	544.16	30,544.16	629.52	354.28	29,560.36
<u>L 7430.431</u>	TELECOMMUNICATIONS	37,000.00	0.00	37,000.00	6,718.81	0.00	30,281.19
<u>L 7430.432</u>	SCLS SERVICES / CIRCULATION CONTROL	95,000.00	0.00	95,000.00	13,012.46	0.00	81,987.54
<u>L 7430.433</u>	POSTAGE	27,000.00	0.00	27,000.00	6,073.13	0.00	20,926.87
<u>L 7430.434</u>	PUBLICITY-PRINTINGNEWSLETTER	44,000.00	0.00	44,000.00	3,133.54	0.00	40,866.46
<u>L 7430.435-31</u>	CONTINUING ED/MILEAGE REIMB/STAFF	28,000.00	0.00	28,000.00	6,894.64	0.00	21,105.36
<u>L 7430.435-32</u>	CONTINUING ED/MILEAGE REIMB/BOA	6,000.00	0.00	6,000.00	75.00	0.00	5,925.00
<u>L 7430.435-33</u>	LIBRARY VEHICLE	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<u>L 7430.437-41</u>	PROFESSIONAL FEES - AUDITOR	10,000.00	8,350.00	18,350.00	0.00	8,350.00	10,000.00
<u>L 7430.437-42</u>	PROFESSIONAL FEES - LEGAL	10,000.00	0.00	10,000.00	125.00	0.00	9,875.00
<u>L 7430.437-44</u>	PROFESSIONAL FEES - TREASURER	4,500.00	0.00	4,500.00	1,480.00	2,960.00	60.00
<u>L 7430.437-45</u>	PROF. FEES- ART & MUSIC	8,500.00	0.00	8,500.00	1,680.00	3,360.00	3,460.00
<u>L 7430.437-46</u>	PROF. FEES - MISC. CONSULTANTS	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
<u>L 7430.438</u>	MEMBERSHIP DUES	5,500.00	0.00	5,500.00	835.00	0.00	4,665.00
<u>L 7430.439-51</u>	OFFICE EQUIPMENT - COPIER RENTAL	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>L 7430.439-52</u>	OFFICE EQUIPMENT - SERVICE CONTRACTS	10,000.00	167.08	10,167.08	4,668.13	167.08	5,331.87
<u>L 7430.439-53</u>	OFFICE EQUIPMENT - REPAIR/MAINTENANCE	750.00	0.00	750.00	0.00	0.00	750.00
<u>L 7430.440</u>	MISC. EXPENSES	1,000.00	0.00	1,000.00	512.08	0.00	487.92
<u>L 7430.441</u>	COST OF VOTE	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
<u>L 7430.442-11</u>	COMMUNITY ACTIVITIES-ADULT PROGRAMS	41,000.00	20.49	41,020.49	5,732.98	223.34	35,064.17
<u>L 7430.442-12</u>	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	45,000.00	391.48	45,391.48	8,938.23	5,282.68	31,170.57

# SOUTH JANTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>L 7430.442-12-F</u>	COMMUNITY ACTIVITY-CHILDRENS FAMILY PGM	3,500.00	72.00	3,572.00	644.03	342.28	2,585.69
<u>L 7430.442-13</u>	COMMUNITY ACTIVITIES-YA PROGRAMS	13,000.00	490.36	13,490.36	1,965.01	2,831.36	8,693.99
<u>L 7430.442-14</u>	COMMUNITY ACTIVITIES - MUSIC/RECITALS	8,500.00	0.00	8,500.00	1,000.00	0.00	7,500.00
<u>L 7430.442-15</u>	CREDIT MERCHANT FEES	4,000.00	0.00	4,000.00	721.71	0.00	3,278.29
<u>L 7430.442-16</u>	COMMUNITY ACTIVITIES-OUTREACH PROGRAMS	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>L 7430.443</u>	BUS TRIPS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<b>7430</b>		<b>535,250.00</b>	<b>20,787.30</b>	<b>556,037.30</b>	<b>83,997.08</b>	<b>29,946.11</b>	<b>442,094.11</b>
<u>L 7440.450-61</u>	UTILITIES - ELECTRIC	132,000.00	0.00	132,000.00	69,635.09	0.00	62,364.91
<u>L 7440.450-62</u>	UTILITIES - WATER	3,000.00	0.00	3,000.00	575.85	0.00	2,424.15
<u>L 7440.450-63</u>	UTILITIES - GAS	15,000.00	0.00	15,000.00	789.26	0.00	14,210.74
<u>L 7440.451</u>	CUSTODIAL SUPPLIES	16,000.00	0.00	16,000.00	3,131.25	0.00	12,868.75
<u>L 7440.452-70</u>	BUILDING EQUIPMENT & REPAIR	3,000.00	265.00	3,265.00	1,816.25	265.00	1,183.75
<u>L 7440.452-71</u>	BUILDING MAINTENANCE & REPAIR	30,000.00	18,405.00	48,405.00	24,012.72	8,000.00	16,392.28
<u>L 7440.452-73</u>	BUILDING SERVICE CONTRACTS	33,000.00	0.00	33,000.00	9,826.50	7,623.00	15,550.50
<u>L 7440.454</u>	INSURANCE	52,000.00	0.00	52,000.00	10,705.48	0.00	41,294.52
<u>L 7440.469-81</u>	GROUPS MAINTENANCE	27,000.00	5,900.00	32,900.00	8,400.00	9,250.00	15,250.00
<b>7440</b>		<b>311,000.00</b>	<b>24,570.00</b>	<b>335,570.00</b>	<b>128,892.40</b>	<b>25,138.00</b>	<b>181,539.60</b>
<b>74</b>		<b>4,482,195.00</b>	<b>93,771.53</b>	<b>4,575,966.53</b>	<b>1,145,503.29</b>	<b>101,163.54</b>	<b>3,329,299.70</b>
<b>7</b>		<b>4,482,195.00</b>	<b>93,771.53</b>	<b>4,575,966.53</b>	<b>1,145,503.29</b>	<b>101,163.54</b>	<b>3,329,299.70</b>
<u>L 9000.901-0</u>	NYS RETIREMENT SYSTEM	420,000.00	0.00	420,000.00	0.00	0.00	420,000.00
<u>L 9000.903-0</u>	FICA EXPENSE	222,678.00	0.00	222,678.00	73,907.98	0.00	148,770.02
<u>L 9000.904-0</u>	WORKERS' COMPENSATION	30,000.00	0.00	30,000.00	0.00	0.00	30,000.00
<u>L 9000.905-5</u>	DISABILITY INSURANCE	4,000.00	0.00	4,000.00	598.20	0.00	3,401.80
<u>L 9000.905-6</u>	LONG-TERM DISABILITY INS.	8,500.00	0.00	8,500.00	1,916.53	0.00	6,583.47
<u>L 9000.905-7</u>	UNEMPLOYMENT INSURANCE	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>L 9000.906-0</u>	HEALTH INSURANCE	490,000.00	0.00	490,000.00	135,183.46	0.00	354,816.54
<u>L 9000.906-1</u>	MEDICARE REIMBURSEMENT	55,000.00	0.00	55,000.00	0.00	0.00	55,000.00
<b>9000</b>		<b>1,231,178.00</b>	<b>0.00</b>	<b>1,231,178.00</b>	<b>211,606.17</b>	<b>0.00</b>	<b>1,019,571.83</b>
<b>90</b>		<b>1,231,178.00</b>	<b>0.00</b>	<b>1,231,178.00</b>	<b>211,606.17</b>	<b>0.00</b>	<b>1,019,571.83</b>
<u>L 9710</u>	SERIAL BOND - PRINCIPAL	611,379.00	0.00	611,379.00	611,317.21	0.00	61.79
<b>9710</b>		<b>611,379.00</b>	<b>0.00</b>	<b>611,379.00</b>	<b>611,317.21</b>	<b>0.00</b>	<b>61.79</b>
<b>97</b>		<b>611,379.00</b>	<b>0.00</b>	<b>611,379.00</b>	<b>611,317.21</b>	<b>0.00</b>	<b>61.79</b>

**SOUTH HUNTINGTON LIBRARY**

Appropriation Status Detail Report By Function From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9		1,842,557.00	0.00	1,842,557.00	822,923.38	0.00	1,019,633.62
	***						
	Fund LTotals:	6,324,752.00	93,771.53	6,418,523.53	1,968,426.67	101,163.54	4,348,933.32
	<b>Grand Totals:</b>	<b>6,324,752.00</b>	<b>93,771.53</b>	<b>6,418,523.53</b>	<b>1,968,426.67</b>	<b>101,163.54</b>	<b>4,348,933.32</b>

**SOUTH HUNTINGTON LIBRARY**

Trial Balance Report From 7/1/2021 - 10/31/2021



Account	Description	Debits	Credits
200	CHECKING - VALLEY NATIONAL BANK	24,808.88	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	161,379.50	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	13,297.35	0.00
L 210	PETTY CASH	550.00	0.00
L 211	MM - FLUSHING BANK	3,338,523.53	0.00
L 391	DUE FROM OTHER FUNDS	12,064.66	0.00
L 500	PAYROLL CLEARING ACCOUNT	210,337.89	0.00
L 510	ESTIMATED REVENUE	6,324,752.00	0.00
L 521	ENCUMBRANCES	101,163.54	0.00
L 522	EXPENDITURES	1,968,426.67	0.00
L 599	APPROPRIATED FUND BALANCE	93,771.53	0.00
L 821	RESERVE FOR ENCUMBRANCES	0.00	101,163.54
L 902	RESERVE FOR ACCRUED SICK/VACATION	0.00	589,626.00
L 909	FUND BALANCE, UNRESERVED	0.00	2,085,066.04
L 960	APPROPRIATIONS	0.00	6,418,523.53
L 980	REVENUES	0.00	3,054,696.44
<b>L Fund Totals:</b>		<b>12,249,075.55</b>	<b>12,249,075.55</b>
<b>Grand Totals:</b>		<b>12,249,075.55</b>	<b>12,249,075.55</b>

**SOUTH HUNTINGTON LIBRARY**

Revenue Status Report From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
H 2401	INTEREST	0.00	0.00	0.00	498.13	-498.13
<b>H Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>498.13</b>	<b>-498.13</b>
<b>Grand Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>498.13</b>	<b>-498.13</b>



SOUTH HUNTINGTON PUBLIC LIBRARY  
 CAPITAL RESERVE FUNDS  
 Meeting date: November 15, 2021

SOUTH HUNTINGTON PUBLIC LIBRARY

FUND // ALLOCATIONS AS OF 10/31/2021							Transfer	
	Date	Amount	Approved	Encumb'd	Expensed	Revenue	OUT	Balance
Repairs & Improvements to Building (10/18/04) Emergency Repair / Replacement Technology Center Project	9/21/2020	848,921.10	85,469.09	0.00	85,469.09			763,452.01
	3/16/2020	883,246.21	883,246.21	-47,345.74	930,591.95	19,847.00		19,847.00
↑								\$783,299.01
Computer / Telecomm / Equipment (9/15/03) Balance as of:	10/18/2021	188,616.55	84,652.55	0.00	84,652.55			103,964.00
↑								\$103,964.00
Improvements to Garden & Grounds (10/18/04) Balance as of:	6/30/2010	8,831.00		0.00				8,831.00
Improvements to garden	5/16/2016	43,099.80		0.00				43,099.80
↑								\$51,930.80
2021 - 2022 Interest as of:		10/31/2021	492.37	0.00				492.37
2020 - 2021 Interest as of:		6/30/2021	2,665.56	0.00				2,665.56
2019 - 2020 Interest as of:		6/30/2020	9,852.36	0.00				9,852.36
2018 - 2019 Interest as of:		6/30/2019	13,018.09	0.00				13,018.09
2017 - 2018 Interest as of:		11/19/2018	9,822.79	0.00			9,822.79	0.00
CAPITAL RESERVES AVAILABLE FUND SUBTOTAL								\$964,729.82
Debt Service Reserve (12/18/06) 10/04 - 1/08 Applied Fund Balance as of:		8/31/2016	625,351.18	9,261.18	616,090.00			0.00
9/21/2009 Applied Fund Balance as of:		9/1/2017	184,100.00	0.00	184,100.00			0.00
10/21/13 Applied Fund Balance as of:		9/1/2018	98,877.00	877.00	98,000.00			0.00
Bond Repayment		9/1/2017	47,325.00	0.00	47,325.00			0.00
2021 - 2022 Interest as of:		10/31/2021	5.76	5.76				0.00
2020 - 2021 Interest as of:		6/30/2021	55.86	55.86				0.00
2019 - 2020 Interest as of:		6/30/2020	228.85	228.85				0.00
2018 - 2019 Interest as of:		6/30/2019	334.60	334.60				0.00
2017 - 2018 Interest as of:		6/30/2018	360.46	360.46				0.00
2016 - 2017 Interest as of:		6/30/2017	154.81	154.81				0.00
Accumulated Interest as of:		6/30/2016	12,225.88	12,225.88				0.00
Total:				23,504.40				\$0.00
↑								
↑								
TOTAL CAPITAL RESERVE AVAILABLE FUND BALANCE								\$964,729.82

## **Capital Reserve Funds**

### **Repairs and Improvements to the Building - 10/18/04**

This fund is set aside to cover improvements to the mechanical, electrical and plumbing systems as well as other improvements to the building. Except for emergency repairs, expenditures in excess of \$5,000 require Board authorization.

### **Computer, Telecommunications and Equipment - 9/15/03**

These funds are designated for the cost of upgrading the Library's computers, telecommunications and equipment. Expenditures from this fund require Board authorization.

### **Improvements to the Gardens and Grounds - 10/18/04**

This fund shall pay for improvements to the Gardens and Grounds including, but not limited to, the acquisition of outdoor sculpture. Expenditures in excess of \$2,500 require Board authorization.

### **Debt Service Reserve Fund - 12/18/06**

This fund is set aside to reduce the cost of repayment of the debt service through March 2022 according to the schedule approved by the Board of Trustees. Board approval is not needed for expenditures from this fund.

**SOUTH HUNTINGTON LIBRARY**

Trial Balance Report From 7/1/2021 - 10/31/2021



Account	Description	Debits	Credits
200	VALLEY RESERVE CHECKING ACCT	2,350.40	0.00
H 210	FLUSHING M/M	1,100,834.98	0.00
H 521	ENCUMBRANCES	31,596.02	0.00
H 522	EXPENDITURES	33,232.98	0.00
H 630	DUE TO OTHER FUNDS	22,632.79	0.00
H 821	RESERVE FOR ENCUMBRANCES	0.00	31,596.02
H 909	FUND BALANCE, UNRESERVED	0.00	1,158,553.02
H 980	REVENUES	0.00	498.13
<b>H Fund Totals:</b>		<b>1,190,647.17</b>	<b>1,190,647.17</b>
<b>Grand Totals:</b>		<b>1,190,647.17</b>	<b>1,190,647.17</b>

# SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2021 - 10/31/2021



Account	Description	Debits	Credits
TA 18	NYSERS	0.00	1,833.08
TA 200	T/A CHECKING - VALLEY NAT'L BANK	13,905.31	0.00
TA 456	INTEREST	0.00	7.57
TA 630	DUE TO/FROM OTHER FUNDS	0.00	12,064.66
<b>TA Fund Totals:</b>		<b>13,905.31</b>	<b>13,905.31</b>
<b>Grand Totals:</b>		<b>13,905.31</b>	<b>13,905.31</b>

# Investment Report

## General Fund

### Flushing Bank

The current balance in this account is \$3,338,523.53 and the account is earning interest at .15%.

## Capital Reserve Fund

### Capital Reserve Projects

### Flushing Bank

The money market account balance of \$1,100,834.98 is earning interest at .15%.

11/9/2021

SOUTH HUNTINGTON PUBLIC LIBRARY  
 145 PIDGEON HILL ROAD  
 HUNTINGTON STATION, NY 11746

TO: Board of Trustees

FROM: Eileen Sullivan  
 2021/22 Finance Chairperson

DATE: November 15, 2021

RE: Monthly check review

I have reviewed copies of the following cancelled checks, compared them to the original warrants and have found the vendor's name, check amount, endorsements and supporting documentation to be in order:

Check #	Check Date	Vendor Name	Check Amount
56456	8/13/2021	VERIZON SELECT SERVICE	\$12.26
56476	9/20/2021	COUNTY LINE HARDWARE	\$137.64
56486	9/20/2021	FIRST UNUM LIFE INS. CO.	\$621.63
56516	9/20/2021	JEAN MARIE SALIS	\$200.00
7680	8/19/2021	AMERIFLEX, LLC	\$1320.00
803	9/20/2021	ZONES	\$18,571.80
56458	9/20/2021	ABOFF'S PAINT & WALL COVERINGS	\$409.74

The following checks were outstanding;

Check #	Check Date	Vendor Name	Check Amount
56466	9/20/2021	KATHRYN BARI PETRITIS	\$250.00
56496	9/20/2021	HIGH HOPES PRODUCTIONS	\$310.00
56506	9/20/2021	SALLY NIKOLIS	\$238.80

## Retirements

<b>Name</b>	<b>Title</b>	<b>Hours / Week</b>	<b>Salary</b>	<b>Step</b>	<b>Effective Date</b>
Jeanne Condon	FT Library Clerk	35	\$64,043.12	30+	12/31/2021
PJ Novak	Librarian II	35	\$88,927.80	19	1/28/2021

Jeanne Condon  
156 Iceland Drive  
Huntington Station, New York 11746  
November 5, 2021

To: Janet Scherer, Director SHPL  
and  
The Board of Trustees, SHPL

Please accept this letter as notification of my retirement as Library Clerk at the South Huntington Public Library.

The library has been “my home away from home” for the past 38 years, and I will be truly sad to say goodbye.

My final day of work will be Friday, December 31, 2021

Yours truly,

A handwritten signature in cursive script that reads "Jeanne Condon". The signature is written in black ink and is positioned below the typed name "Jeanne Condon".



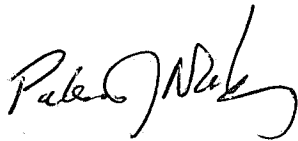
October 25, 2021

To SHPL Trustees and Janet Scherer,

Just think ... if I had continued my employment at South Huntington Public Library from the day I was hired as a page in the Central School basement library, I would now be retiring at Tier 1 with 50+ years at the library! Nevertheless, I am blessed and grateful to have served the SHPL community 19+ years.

My retirement day at SHPL is scheduled to be Friday, January 28, 2022. I'm excited and a little scared of all at the same time! I want to thank *you all* for your service to this community, and I can't think of better individuals to take the library's mission into the future in new and exciting ways.

Best Regards,

A handwritten signature in black ink, appearing to read "Patricia Novak". The signature is written in a cursive, flowing style.

Patricia (P.J.) Novak

1

2

3

9 Oct 2021

Dear Ms. Scherer,

Thank you for hosting, last Saturday, a Genealogy workshop with Huntington Historical Society.

Your library is stunning. However, the hospitality extended by Howard in reference was even more appreciated. He, along with Jose,

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made sure that the internet connection (etc) were functioning properly.

I told Jose to report to his supervisor my thanks. Suspect he might not have. Hence the note of thanks to you, to Jose & to everyone at SHPL.

Edana M. Chickenswing  
Suffolk City Hist Soc.



**Sustainable Libraries Initiative**

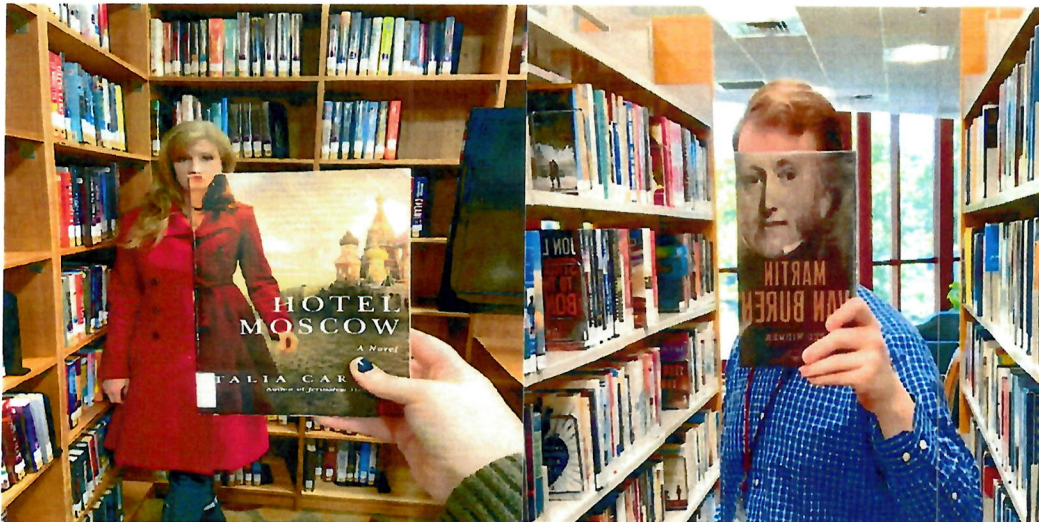
I am so pleased to announce that our Green Team has completed all the necessary requirements in our pursuit of the Sustainable Libraries Certification. We have submitted the packet to the Sustainable Libraries Initiative review panel and we hope to hear their response soon. Our Green Team looks forward to presenting the work to the board in the future.

**Retirements**

It is with mixed emotion that I announce the retirement of several long-time staff members in the coming months. Jeanne Condon will retire at the end of December and has worked at the library for 38 years. PJ Novak has chosen the end of January to leave and has worked here for 19 years. Jo Ann Messina will retire in March and has been with us for 13 years. Their collective contribution to our staff and community is very much appreciated and their presence in the building will truly be missed.

**Bookface Fridays on Facebook**

Our librarians are enjoying creating photographs for our social media account that feature "bookfaces." This is when a book is lined up with a person to complete the face or body reflected on the book cover. Here are just a few:





**Meetings**

October 1	Friday	9:00 a.m.	Legislative Breakfast
October 5	Tuesday	5:00 p.m.	SHPL Special Board of Trustees meeting
October 6	Wednesday	8:30 a.m.	Evaluation Team Workshop
October 6	Wednesday	10:00 a.m.	SCLS PALS Director Meeting
October 6	Wednesday	3:30 p.m.	SLI Advisory Council Meeting
October 8	Friday	10:00 a.m.	LILRC Annual Conference
October 12	Tuesday	2:00 p.m.	LILRC Budget & Personnel Committee Meeting
October 13	Wednesday	9:00 a.m.	Staff Meeting
October 14	Thursday	9:30 a.m.	Huntington Director Zone Meeting
October 14	Thursday	2:00 p.m.	Department Head Meeting
October 15	Friday	9:30 a.m.	LILRC Webinar: Diversity Internship Info Session
October 19	Tuesday	10:00 a.m.	LILRC Board Meeting
October 19	Tuesday	2:00 p.m.	Green Team Meeting
October 20	Wednesday	10:00 a.m.	SC Civil Service Department Meeting for Directors
October 20	Wednesday	2:00 p.m.	LILRC Webinar: Cultivating Civility in the Workplace
October 20	Wednesday	7:00 p.m.	Book Discussion Facilitation
October 22	Friday	4:00 p.m.	TOH Archives Tour for Zone Directors
October 26	Tuesday	10:00 a.m.	PLDA Director Roundtable
October 29	Friday	10:00 a.m.	LILRC Conference Committee Meeting

**Important Dates:**

SHPL Board of Trustees Meeting – Monday, December 20 @ 7:00 p.m.

### New Teacher Reception

On Tuesday, October 28<sup>th</sup>, I attended the SHUFSD's New Teacher Reception at the James Kaden District Office. This event is used both to welcome new educators to the district, as well as provide them with some early guidance as they start their careers. I was invited to speak at the top of the meeting; I used my time to offer congratulations on behalf of the library before sharing the many resources we have available for them to use. Attendees learned of their eligibility for library cards, and several indicated hearing positive things about the library from colleagues who had attended our October professional development workshop.

Using this as a segue, staff from the Teacher Center urged attendees to look for another offering of "*Where Community Connects: Exploring the SHPL's New Technology and Other Resources for Teachers and Students*," in the Spring professional development course catalog. At present, we are firming up dates for a new session in either early March or May of 2022.

### Meetings — October

Date	Day	Time	Purpose
October 1	Friday	9:00 a.m.	Legislative Breakfast
October 5	Tuesday	5:00 p.m.	Special Library Board Meeting
October 6	Wednesday	8:30 a.m.	Employee Evaluation Workshop
October 8	Friday	11:00 a.m.	SHUFSD Workshop Planning Meeting
October 12	Tuesday	4:00 p.m.	SHUFSD Professional Development Workshop
October 13	Wednesday	9:00 a.m.	Staff Meeting
October 13	Wednesday	10:00 a.m.	Computer & Technical Services Board Meeting
October 14	Thursday	10:00 a.m.	Technology Information Forum (TIF) Meeting
October 14	Thursday	2:00 p.m.	Department Head Meeting
October 15	Friday	9:30 a.m.	Meeting with Joe Price (Cook Maran)
October 18	Monday	7:00 p.m.	Board of Trustees Meeting
October 19	Tuesday	4:00 p.m.	SHUFSD Professional Development Workshop
October 26-28	Tues-Thurs	All day	Internet Librarian Virtual Conference





1. We repaired a piece of carpet by one of the cubical desks between quiet room two and three.
2. We had to repair one of the tables in quiet room number 1.
3. One of the artists from David Haussler's class stopped by and repaired the fish art work for us that was vandalized on the front lawn. I told him how grateful we were for helping us out with this problem.
4. The blue stone that we had engraved was finished. We picked it up and installed it back in its proper spot.
5. I power washed all the blue stones in the garden area.
6. We have now gotten all the outdoor furniture in for the winter.
7. We staked out all the garden beds and the parking lot for the snow plowing company.
8. We had another security deck go out for repair. I also had the company replace a camera that went down. The camera and the deck were still under warranty so there was no charge for either.
9. I have the security company coming back to relocate or install a better camera on the terrace. The new awning blocks the existing camera.
10. We have started organizing the fan room. I must start clearing out that room for the HVAC installation since that is the point of entry.
11. The landscaping company has started the winter clean-up.
12. We installed the Veteran's Day display in the tower.



TO: Janet Scherer  
FROM: Michael Bartolomeo  
SUBJECT: Internet Librarian 2021 Report

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Thank you for the opportunity to attend Internet Librarian 2021. While it is unfortunate the conference was not able to be held in-person as originally scheduled, the three-day virtual conference yielded some interesting program ideas and possibilities for the future with engaging library users using a variety of technologies. Please find below a summary of some of the programs I attended that I believed warranted mention.

**Interfaces & Discovery: Access. Search. Choose. Use.**

The presenters discussed personalizing database usage with user profiles to allow for saving articles, citations, and more beyond one session as the system is currently designed. They also discussed personalizing search results and improving the search algorithms based upon individual user behaviors. One of the concerns with moving in that direction was with patron privacy if the feature was to be implemented into the EBSCO databases accessible at the library, such as ERIC and MEDLINE. However, should these changes be implemented by EBSCO, the experience overall should be more user friendly and helpful for research. The exact details of how a personal profile would work, especially with organizational subscriptions, was not yet known.

**Leveraging UX for Virtual Reference & Online Course Accessibility**

This program was an overview of a study conducted by McGill University in Montreal to explore how stakeholders viewed a virtual chat service for reference questions. The results showed that students and professors both preferred to use the virtual reference chat for directional questions rather than research questions as the chat window allowed for only limited text. It was preferred to use email or a phone call for more detailed questions. The key takeaway was that different levels of questions were possible with virtual reference services and that all should be promoted based upon their specific strengths.

**Libraries Lead in Times of Crisis: Stop, Drop & Roll**

The presentation detailed the use of three case-studies to identify librarians' crisis leadership competencies and how these competencies can be integrated into librarian degree education and professional development. The studies found that respondents had wished they were better prepared for crises and that training was desirable in developing crisis management skills. The key tips and takeaways were that: (1) Libraries establish long-term relationships with multiple organizations and government agencies to facilitate emergency response and recovery. (2) Utilize multiple channels (like social media) and technology for information distribution. (3) Prepare resources in multiple languages for both on-site and remote usage. (4) Develop user-friendly training materials on using online information related to disasters and health. (5) Better educate librarians for community engagement with knowledge to recognize the

importance of libraries as community catalysts. (6) Team up with health services librarians to provide information services via multiple channels.

### **Library Technology Update**

This presentation discussed many trends that are happening with library technology. Two of the major trends affecting libraries right now are that integrated library systems continue to develop as strategic automation environments and that enhanced discovery and patron engagement modules are being developed. Such modules would allow a more user-friendly experience when browsing library catalogs with more intelligent search functions. For example, a typo would no longer yield zero results. While details were scarce, at least for the software we currently use, it is encouraging to see the companies taking steps to improving search functions.

### **Makerspaces: Building, Evolving & Community Impact**

This was a two-hour long presentation with multiple speakers sharing some of their ideas and successes with planning and creating makerspaces. One topic discussed was pop-up makerspaces, both in and out of the library. These are quick projects that do not require a fully dedicated space like our technology center. Ideas included origami, battery powered greeting cards with simple circuits, Lego builds, and more. Also falling into this category were take and makes which continue to be popular here in the library.

Another presenter discussed makerspace design and proposed a people-first approach rather than technology. They propose conducting UX research on demographics within our community to determine what technology to purchase. To help librarians conduct this research they created a free online course I will be exploring which goes in-depth on how to teach technology in public libraries. It might yield some interesting insights as well into how to teach other staff members the same thing.

One of the final speakers talked about building library communities through makerspace engagement. They noted that makerspaces are also people connectors, community gathering spots, and transdisciplinary incubators. They suggest hosting events with a mix of low-tech and high-tech and to also remember to use targeting marketing to promote events—especially to people who are not regular library users but might be interested in some of the makerspace projects.

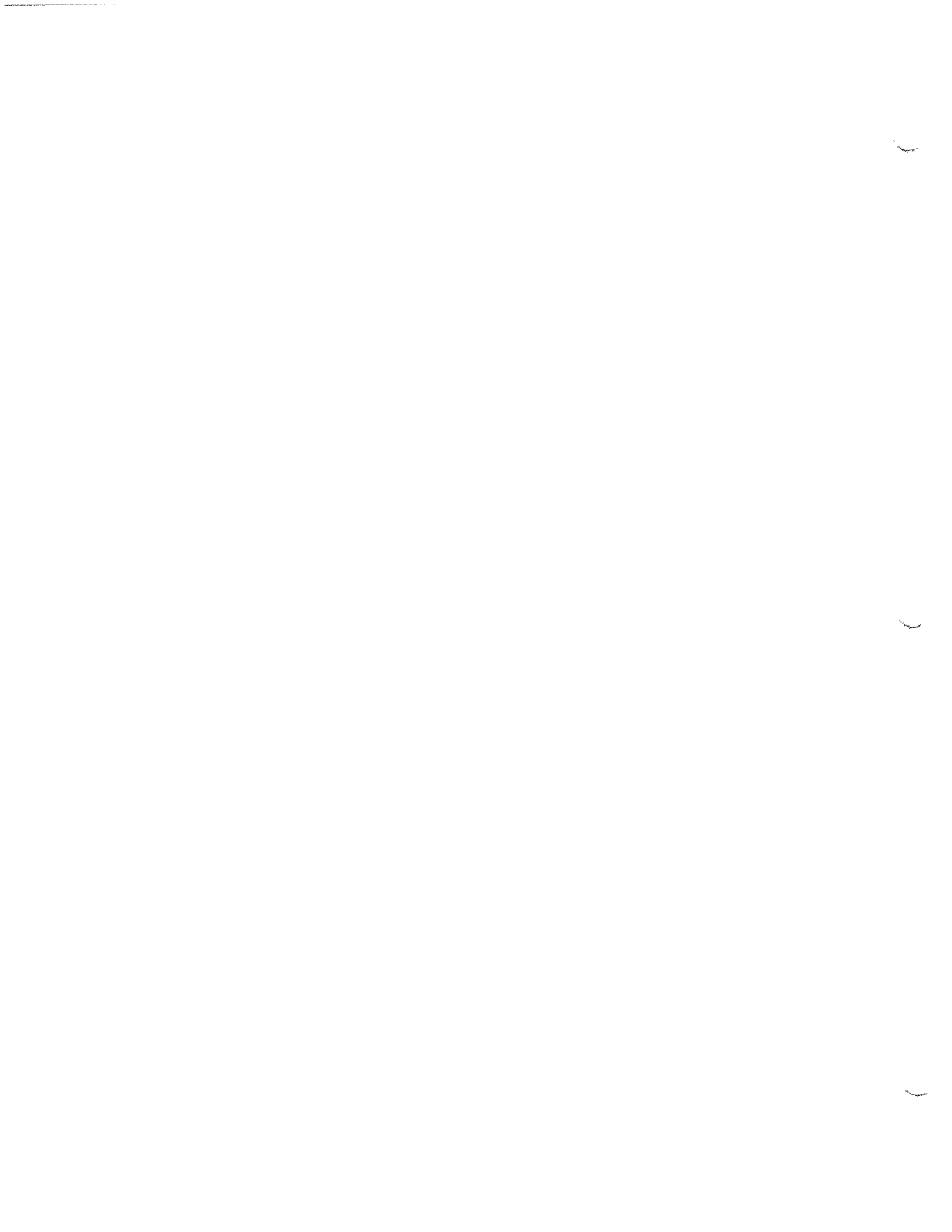
### **Voice of the Future: Engaging and Marketing**

The speaker discussed the growing popularity of voice AI, smart speakers, and other audio technologies in the coming years. She suggested libraries start exploring the implementation of smart voice devices in the library and with library services as the usage of voice technologies is on the rise. She mentioned there are ways to minimize privacy concerns and ensure smart devices do not collect personally identifiable information. Additionally, she suggested libraries consider creating their own Alexa apps and apps on other smart home devices as a means to engage more library users and as an accessibility asset. For example, a library card holder in their home could ask their Google Home or Alexa device to reserve a book on Overdrive using just their voice.

**XR Update**

Chad Mairn discussed the future of XR, which includes VR and AR. A number of statistics were shared that show VR and AR are continuing to increase in usage along with other trend reports that indicate it is quickly becoming more mainstream technology. The most application for them was in healthcare and education. Of note was mention of the metaverse which libraries should be cognizant of moving forward. While the ideas and technology behind it are still new it might very well be the next large disruptor in our lives.

Regards,  
Michael Bartolomeo



## **Policy Review--Emergency Procedures and Evacuation Plan**

### Information

To ensure the safety of our staff and patrons, we have devised procedures to be implemented at the initial stage of an emergency. These easy to implement procedures establish control, stabilize the situation and begin to safely resolve the incident. Our Emergency Procedures and Evacuation Plan was last updated in 2017; a new draft of the document is attached, followed by the one currently in use.

Key changes include the removal of information subject to change (such as individual named staff and phone numbers) from workflow guidance, as well as the addition of supplementary materials to an appendix (including voluntary services like the RAVE panic app). Additionally, floorplans have been updated to reflect new fire extinguisher locations, and the document has been reformatted to improve overall readability.

### Recommendation

That the Board of Trustees adopts the Emergency Procedures and Evacuation Plan submitted at tonight's board meeting as Library policy.





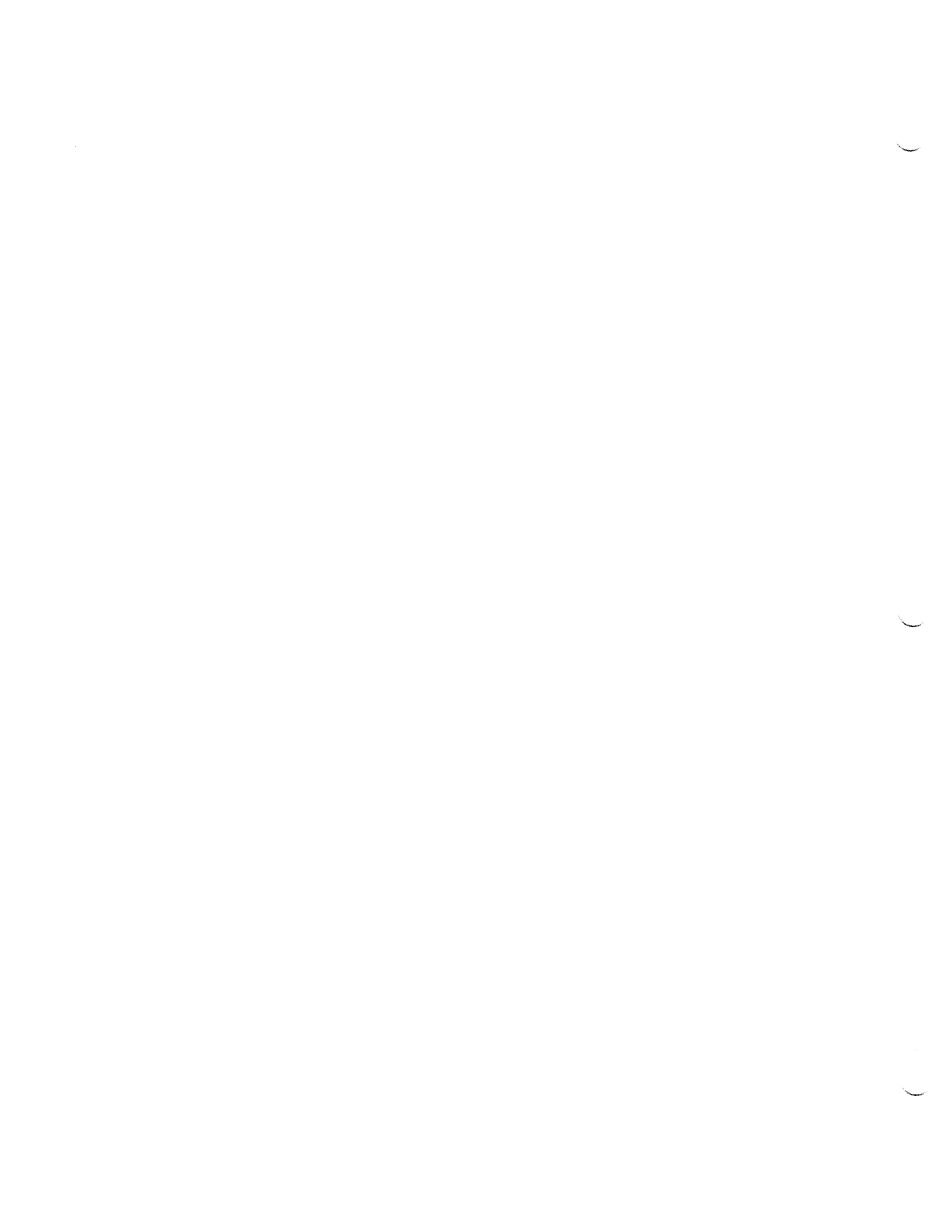
SOUTH HUNTINGTON PUBLIC LIBRARY

EMERGENCY PROCEDURES  
AND  
EVACUATION PLAN

Date Adopted 4/20/09

Revised 2/14/11

Updated 12/27/17



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Pagination to be  
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adoption by Board of  
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## **ABANDONED CHILD**

### **During Library hours:**

1. Immediately notify your Department Head of a suspected abandoned child.
2. Department Head should attempt to contact the child's parents using the Library's paging system or by telephone.
3. If the child's parents cannot be located within a reasonable amount of time, inform the Director, Assistant Director, or Librarian-in-Charge.
4. Senior person in charge will determine when and if police or other authorities should be notified.
5. Senior person in charge fills out an incident report.

### **After Library hours:**

1. Librarian-in-Charge and a maintenance person are to wait with the child.
2. Ask the child if they have called home and if not, encourage them to do so.
3. Librarian-in-Charge should obtain the child's name, telephone number and address.
4. If, after 30 minutes, the child has not been picked up, consult with the Director or Assistant Director as to whether police should be called.
5. Librarian-in-Charge fills out an incident report.

---

## **ACCIDENT**

An accident is defined as involving a personal injury.

### **Minor Accident**

1. Gloves should be used when touching anyone who is bleeding. Gloves are located in the first aid kits at the Circulation Desk, Reference Desk, Children's Department Office and in cabinet in the Staff Room.
2. Only administer items found in first aid kit. Any other first-aid must be administered by EMT.
3. Senior person in charge fills out an incident report.

### **Major Accident**

*(Heart Attack/Chest Pain is covered in its own separate section)*

1. Do not move the person.
2. Call 911 for an ambulance.
3. Inform the Director, Assistant Director or Librarian-in-Charge.

4. Page maintenance. (Channel 1 on walkie-talkie)
5. A staff member should stay with the person at all times.
6. If they are taken to the hospital and have no one to accompany them, try to get the name and phone number of a family member and notify them that this person is being transported to a hospital. Ask the ambulance crew which hospital they are taking the person to.
7. Senior person in charge fills out an incident report.

**If Poison is ingested:**

1. Call poison control at 1-800-222-1222 for instructions.
2. Inform the Director, Assistant Director or Librarian-in-Charge.
3. The M.S.D.S. book, which contains a list of all products found in the library that are potentially poisonous and their remedy, is located in the maintenance office and Circulation office.
4. Senior person in charge fills out an incident report.

Any blood/bodily fluid spots or spills will be cleaned by maintenance as per guidelines recommended by OSEH (Occupational Safety and Environmental Health).

**\*See the Appendix for Standard Operating Procedure for Cleanup of Small Blood Spills.**

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## **ACTIVE SHOOTER**

**In the event of an active shooter, you should attempt the following in this order.**

**Get Out** - Run away, if possible. Library employees may direct patrons to the nearest or safest exit, but are not expected to put their personal safety at greater risk. Statements such as, "Run!" or "Follow me!" or "This way!" may be appropriate. Do not drive off-site until you have been advised it is safe to do so by police.

**Hide Out** - Hide if you are unable to exit safely. Library employees may assist patrons in locating a safe hiding place, but are not expected to put their personal safety at greater risk.

**Spread Out** - If you remain in place, spread out, i.e., don't cluster with others.

**Take Out** - As a last resort, cooperate with others to gang up on the shooter. Throw things at the shooter to distract him/her

## **ASSAULT**

**Call Police 911. If person is armed, inform the dispatcher. Give your name and location.**

1. Have someone stay on the line with the dispatcher if possible.
2. Inform the Director, Assistant Director or Librarian-in-Charge.
3. Call maintenance. (Channel 1 on walkie-talkie)
4. Without risking your own safety or exacerbating the situation, try to move staff, patrons and yourself out of the area.

### **Do not attempt to touch or restrain individual(s).**

- Senior person in charge will determine if patrons and staff in other areas of the Library are to be evacuated from the building.
- Senior person in charge fills out an incident report.

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## **BOMB THREAT**

### **Phone Call**

1. Stay calm, keep the person on the phone and find out as much information as possible; detonation time, location of the bomb, type and size, type of container, etc.
2. Alert another staff member that you have a bomb threat. Write a note to them to call 9-11.
3. Second staff member pulls fire alarm.
4. Second staff member calls 911 and the Director.
5. Second staff member or the Director makes the following announcement.

### **Announcement:**

Attention please, attention please. Please exit the building, immediately, using the nearest emergency exit. Take your belongings with you. Please either leave in your car or meet at the grassy area located at the northeast corner of the library grounds.

- **Repeat announcement.**
- **Begin evacuation plan.**

## **In-Person OR By Note**

Stay calm. Keep the person talking and find out as much information as possible (see #1 above).

5. Do not touch any package, briefcase, etc, they might have.
6. Try to alert another staff member. If not possible, when the person leaves call 911.
7. Call the Director, make the announcement above.
8. Begin evacuation plan.

---

## **DISORDERLY CONDUCT/BEHAVIOR PROBLEM**

If at any time a staff member feels threatened, immediately call 911 OR if you see a disturbing situation call 911.

**Never approach someone who seems disturbed without another staff member present.**

1. Inform the Director, Assistant Director or Librarian-in-Charge.
2. Page maintenance. (Channel 1 on walkie-talkie)
3. The following steps are intended to provide some guidance for dealing with disciplinary situations in the library when the Director and Assistant Director are not present. Please exercise good judgment and deviate from these guidelines as necessary in order to effectively diffuse the situation and maintain decorum. At no time should library personnel put themselves in a dangerous situation.

**PLEASE NOTE: Depending on the specific incident and at the discretion of the staff, it is not required that you exhaust any one step before going on to the next.**

The maintenance person on duty is required to circulate through the building during the evening to monitor all areas and to maintain an awareness of the flow of traffic in and out of the facility, and should endeavor to keep the Librarian-in-Charge apprised of any potential problems.

### **Step 1 – Friendly Reminder**

Disruptive patrons should be politely reminded by staff to behave in a manner that is consistent with library policy. A copy of the rules and regulations is posted in the lobby near the Circulation Desk. Depending on the seriousness and frequency of the disturbance this step may be repeated several times. **NOTE: An incident report is not required.**

**Suggestion:** *“Good evening, I must ask you to please lower your voices (stop running around, lower the headsets, etc.) because you are disturbing other library users and library policy is to maintain a quiet environment.”*

### **Step 2 – Warning**

If patron fails to comply with the friendly reminder the Librarian-in-Charge should be notified and should issue a second reminder/warning to the unruly patron informing them that they will be asked to leave the premises if they cannot behave according to library policy. **Note: If the situation is resolved at this point an incident report is not required.**

**Suggestion:** *“I know another staff member has already told you that your behavior is inappropriate for the library and is disturbing other patrons. I will ask you again to behave and if you cannot cooperate, I will have to ask you to leave the building.”*

### **Step 3 – Consequences**

If the patron disregards the warning and continues to cause a disturbance the Librarian-in-Charge would ask the patron to leave the premises, in tandem with a member of the maintenance staff. If the unruly person is a minor, the Librarian-in-Charge should ask for their name, phone number, or for some form of identification so that an attempt can be made to reach the individual’s parents. **Note: Even if the situation is resolved at this point, an incident report should be sent to the Director so that a written record is created.**

**Suggestion: If the individual is an adult** – *“I am sorry but since you are unwilling to cooperate with our prior requests for you to act appropriately in the library, I must ask you to leave the premises.”*

**If the individual is a minor** – *“I am sorry but since you are unwilling to cooperate with our prior requests for you to act appropriately in the library, I must ask you to tell me your name and phone number so that I can contact your parents to ask them to come to the library to take you home.”*

### **Step 4 – Calling the Police**

Unless the situation is an emergency, the Librarian-in-Charge should attempt to call the Director or Assistant Director prior to calling the police. If the patron refuses to cooperate, repeat the request that they leave the premises and inform them that you will call the police, explain the situation to the police and ask them to come to remove the individual(s) from the library. If the situation is putting anyone’s safety in jeopardy call the police and, as soon as possible, notify the Director or Assistant Director. If the incident involves stolen property, the patron should phone the police themselves and



make the report directly, or in the case of a minor, the Librarian-in-Charge should call the parent or guardian. **Note: An incident report is required to document the event.**

**Follow-up:**

- An incident report is required for all incidents that reach step 3.
- The Librarian-in-Charge is responsible to fill in the incident report form and submit it to the Director's office.
- The Director will determine what action, if any, needs to be taken.
- The Director will circulate a completed copy of the incident report and any other relevant documentation to the Department Heads and the Assistant Director.

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## **ELEVATOR MALFUNCTION**

If you or a patron are in the elevator and it stops, or if the doors will not open:

1. Stay calm and do not panic or instruct the patron to do so.
2. Press the call button or instruct the patron to do so. This will alert the elevator company immediately.
3. The elevator company will, in turn, contact maintenance.
4. Inform the Director, Assistant Director or Librarian-in-Charge.
5. Maintenance, the Elevator Company, or fire department will rescue you or the patron.
6. The number for the Library's elevator company is located in the **Appendix**, under "**EMERGENCY NUMBERS**".

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## **FIRE/EXPLOSION**

**Do not use the elevator if the fire alarm sounds.**

**For a small contained fire/explosion:**

1. If the fire alarm does not sound, go to the nearest fire alarm pull station and pull the alarm. The fire department is automatically notified when the alarm is triggered.
2. Inform the Director, Assistant Director or Librarian-in-Charge.
3. Page maintenance. (Channel 1 on walkie-talkie)
4. Get a fire extinguisher.
5. Senior person in charge will begin the **evacuation plan**.
6. Senior person in charge fills out an incident report.

**If the fire alarm sounds:**

1. Senior person in charge will begin **evacuation plan**.
2. Senior person in charge fills out an incident report.

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### **GAS LEAK/ODOR**

**Do not use cell phones or other electrical devices.**

1. Page maintenance. (Channel 1 on walkie-talkie)
2. Inform Director, Assistant Director or Librarian-in-Charge.
3. Senior person in charge or maintenance calls fire department.
4. Senior person in charge will begin **evacuation plan**.
5. Senior person in charge fills out incident report.

---

### **HEART ATTACK / CHEST PAIN**

1. Do not move the person.
2. Call 911 for an ambulance. Have a staff member meet the ambulance and bring the EMT to the person in distress.
3. Inform the Director, Assistant Director or Librarian-in-Charge.
4. Page maintenance. (Channel 1 on walkie-talkie)
5. If a staff member certified in AED/CPR is not already with the person, use the paging system to request a staff member to come immediately to where the person is.
  - AED machines are located at the Circulation Office, the Children's Department office, Reference Department Office and Meeting Room.
  - A staff member should stay with the person at all times. If they are taken to the hospital and have no one to accompany them, try to get the name and phone number of a family member and notify them that this person is being transported to a hospital. Ask the ambulance crew to which hospital they are taking the person.
6. Senior person in charge fills out an **incident report**.

**A list of staff members who are certified in AED/CPR is located at each of the AED kits.**

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### **MISSING CHILD**

Our library is a participant in the National CODE ADAM alert system. If a patron reports a missing child, follow these guidelines:

When a patron reports that a child is missing the staff member will do a preliminary search in the area for the child and inform the Director, Assistant Director or Librarian-in-Charge. If the child is not found within a few minutes, make a "Code Adam" announcement over the telephone paging system and include a brief description of the missing child, using the script below:

"Attention all staff. Please initiate Code Adam, I repeat Code Adam.  
We have a lost child age \_\_\_\_\_, with \_\_\_\_\_ hair and \_\_\_\_\_ eyes, weighs approximately \_\_\_\_\_ pounds and is \_\_\_\_\_ feet tall, and was last seen wearing \_\_\_\_\_." (Do not provide child's name, as it gives an abductor more information.)

The staff member should then dial 911 and give a brief description of the child to the police.

**If, at any time during this process, the child is located, the police should be notified.**

The Librarian-in-Charge, along with the patron who is missing the child and the staff member who was first notified should meet at the Circulation Desk. The patron should fill out the **Code Adam Form** located in the **Appendix**. Three copies of this form will be made and kept at the Circulation Desk, Adult, and Children's Library.

### **Upon hearing the "Code Adam" Alert:**

- **The Senior Person in the Children's Library** will conduct a search of all areas including the Children's and public bathrooms on the lower floor, the YA library, meeting rooms, outdoor garden and non-public areas on the lower floor. The Senior Person in the Children's Library may direct other staff members in the Children's Library to assist in this search and report findings to the Circulation Desk.
- **The Senior Person in the Adult Library** will conduct a search of all areas including the mezzanine, quiet study rooms and outdoor reading terrace. The Senior Person in the Adult Library may direct other staff members at the Reference Desk to assist in the search and report findings to the Circulation Desk.

- **The Senior Person in the Circulation Area** will conduct a search of the Circulation area, A-V room, lobby, public bathrooms and non-public areas on the main level. The Senior Person in Circulation may direct other staff members at the Circulation Desk to assist in the search and report findings to the **Person-In-Charge**.
- **Maintenance Person Number 1** will position themselves in the northwest corner of the parking lot and will report any suspicious activity to the Senior person in charge, making a mental note of the appearance of the individual(s) and a description of any vehicles involved.
- **Maintenance Person Number 2** will position themselves outside the front entrance of the Library and observe all viewable areas including the school parking lot and will report any suspicious activity to the Senior person in charge, making a mental note of the appearance of the individual(s) and a description of any vehicles involved.

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### **POWER OUTAGE**

**Emergency lights will power on automatically. The library has an emergency generator to supply backup power, and flashlights are located with first aid kits in each department.**

1. Inform Director, Assistant Director or Librarian-in-Charge.
2. Page maintenance. (Channel 1 on walkie-talkie)
3. Senior person in charge will call the power company to determine estimated length of outage.
4. Senior person in charge will decide if Library is to be closed.

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### **TORNADO/HURRICANE**

- Upon the threat of severe and dangerous weather, the Director or Assistant Director will determine if the Library is to be closed.
- If warranted, the Senior person in charge may begin the Shelter-in-Place Plan for those wishing to stay at the Library. (**SEE SHELTER IN PLACE PLAN**)

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### **WATER LEAK/FLOODING**

1. Alert the Director, Assistant Director, or Librarian-in-Charge.
2. Page maintenance. (Channel 1 on walkie-talkie)
3. Maintenance will assess the leak or flood and turn off water if necessary.
4. Keep public away from area.
5. Senior person in charge will decide if building is to be closed or begin evacuation plan if necessary.
6. Senior person in charge fills out an incident report.

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## **BUILDING EVACUATION PROCEDURE**

### **General Staff**

Whenever the fire alarm sounds, or an evacuation announcement is made, everyone (no exceptions) must exit the building as quickly as possible. The following procedures describe essential steps to ensure a safe, orderly and efficient evacuation process.

### **Supervisors**

Supervisors must maintain an accessible clipboard containing the following evacuation procedures along with a checklist of search areas as well as a current department work schedule.

**Note 1 - DO NOT ATTEMPT TO USE ELEVATORS IN AN EMERGENCY.**

**Note 2 -** The fire department is automatically notified when the alarm is triggered.

**Note 3 -** Physically disabled persons who exit through the garden doors will need assistance.

### **Evacuating the Public:**

The Director, Assistant Director or Librarian-in-Charge will announce to staff and patrons using the Library's PA system "The fire alarm has sounded (announcement to change based on emergency). Everyone must leave the building." Direct the public and the staff to the assigned exit.

For some emergencies, or in case of a power failure that renders the intercom unusable, the evacuation process may need to be done by word of mouth. In such a case, the Librarian-in-Charge will direct, using a walkie-talkie, all supervisors/senior staff to announce the emergency and direct other staff and patrons to the assigned exits.

When possible, staff should direct/escort the public out of the building quickly and calmly. Staff members who are not directly involved in searching and checking the building should leave the building as quickly as possible. Members of the public who intend to return to the building should be encouraged to congregate with staff outside the building.

**Outdoor Rendezvous Point** - Congregate on the grassy area located at the northeast corner of the library grounds.

**Exit Route** - Please use the following doorways to leave the building during an evacuation:

<b>Department</b>	<b>Means of Egress</b>
Tech Services & Publicity/Program Coordinator	Staff entrance
Circulation & Reference	Library main entry
Children's & YA Departments	Garden doors
Computer Services	Staff entrance
Administrative & Business Office	Rear staff entry

### **Maintenance**

One Material Safety Data Sheet (MSDS) book is kept in the Maintenance office and one behind the Circulation Desk. The Custodian assigned to the main level of the library during an evacuation must bring the MSDS book from the Maintenance office out of the building when leaving. The Librarian-in-Charge should, when possible, bring the second copy of the book out as well. The Fire Department will need to see this.

### **SUPERVISOR**

1. Supervisors / senior staff must bring to the rendezvous area the evacuation checklist and a roster of those working at the time of the evacuation in order to be able to account for all personnel. An accurate hard copy of department schedules must be available.
2. Bring a walkie-talkie radio if available.
3. When conditions allow, the department head or the senior staff on duty should complete the following duties before exiting the building:
  - a. Search your assigned area and, make announcements as necessary, to make sure the evacuation is complete and proceed to the parking lot gate to report to the Director, Assistant Director or Librarian-in-Charge.
  - b. Close all doors in area as you leave.

### **Searching the Building & Grounds:**

<b>Department</b>	<b>Designated Search Areas</b>
Reference	Office, Reading Area, Quiet Study Rooms, Tech Center, Aisles of all main level stacks
Children's	J Office, Reading Areas, Children's Lavatory, Quiet Study Room, Program Room, Aisles in children's stacks, Storage areas, outdoor garden area.* (see Note 3 below chart)
Circulation	Circ Office/Desk, Audio Visual Room, Lobby & Public Lavatories
Tech Services/Computer Services	<b>Weekdays:</b> Tech Services Office, Staff Offices, Lounge & Staff Lavatories
Custodian (Main Level)	Aisles of all mezzanine Level stacks. <b>Nights and Weekends:</b> also check TS Office, Staff Offices, Lounge & Staff lavatories
Custodian (Lower Level)	Storage, YA Library, Café, Gallery, LL Public Lavatories, Computer Room, Theater/Meeting

**\*Note 3** – Use walkie-talkie to call maintenance for assistance with disabled individuals who need help exiting the outdoor garden area. Stay with them until help arrives.

### **Librarian-in-Charge**

The Director, Assistant Director or Librarian-in-Charge will monitor the evacuation and then proceed to the grassy area located at the northeast corner of the library grounds to:

1. Ascertain from each department representative that the evacuation is complete and all personnel are accounted for.
2. Receive a report from the custodian on duty regarding building conditions.
3. Provide a report to fire department officials and/or police personnel.

### **SHELTER-IN-PLACE PROCEDURE**

If the threat of severe weather warrants, the Director, Assistant Director or Librarian-in-Charge may offer staff and public the option of remaining indoors at the library. The following procedures describe essential steps to ensure a safe, orderly and efficient sheltering process.

## Supervisors

Supervisors must maintain an accessible clipboard containing the following shelter procedures along with a checklist of search areas as well as a current department work schedule.

### **The Director, Assistant Director or Librarian-in-Charge will announce to staff and patrons:**

"Due to severe weather (announcement to change based on emergency), we recommend for the safety of all staff and patrons that you proceed to the library's shelter area located on the lower level of the building." Direct the public and the staff to the shelter area.

For some emergencies, or in case of a power failure that renders the intercom unusable, the evacuation process may need to be done by word of mouth. In such a case, the Librarian-in-Charge will direct, using a walkie-talkie, all supervisors/senior staff to announce the emergency and direct other staff and patrons to the shelter area.

### **Note 1 – DO NOT ATTEMPT TO USE ELEVATORS IN AN EMERGENCY.**

**Indoor Rendezvous Point** – Congregate in the large basement storage room.

**Assisting the Public** - When possible, staff should direct/escort the public to the shelter area quickly and calmly. Staff members who are not directly involved in searching and checking the building should proceed to the shelter area as quickly as possible.

## Supervisors

1. Supervisors / senior staff must bring to the rendezvous area the evacuation checklist and roster of those working at the time of the sheltering in order to be able to account for all personnel. An accurate hard copy of department schedules must be available.
2. Bring a walkie-talkie radio if available and a flashlight.
3. When conditions allow, the department head or the senior staff on duty should complete the following duties before moving to the shelter area:
  - a. Search your assigned area, and make announcements as necessary, to make sure the sheltering process is complete and proceed to the shelter area to report to the Director, Assistant Director or Librarian-in-Charge.
  - b. Close all doors in area as you leave.

Department	Designated Search Areas
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Reference	Office, Reading Area, Quiet Study Rooms, Tech Center, Aisles of all main level stacks
Children's	J Office, Reading Areas, Children's Lavatory, Quiet Study Room, Program Room, Aisles in children's stacks, Storage areas, outdoor garden area.* (see Note 3 below chart)
Circulation	Circ Office/Desk, Audio Visual Room, Lobby & Public Lavatories
Tech Services/Computer Services	<b>Weekdays:</b> Tech Services Office, Staff Offices, Lounge & Staff Lavatories
Custodian (Main Level)	Aisles of all mezzanine Level stacks. <b>Nights and Weekends:</b> also check TS Office, Staff Offices, Lounge & Staff lavatories
Custodian (Lower Level)	Storage, YA Library, Café, Gallery, LL Public Lavatories, Computer Room, Theater/Meeting

**Note 2** – Use walkie-talkie to call maintenance for assistance with disabled individuals who need help getting to the rendezvous area in the large basement storage area. Stay with them until help arrives.

### **Librarian-in-Charge**

The Director, Assistant Director or Librarian-in-Charge will monitor the movement to the shelter area and then proceed there themselves to:

1. Ascertain from each department representative that the sheltering process is complete and all personnel have been accounted for.
2. Receive a report from the custodian on duty regarding building conditions.

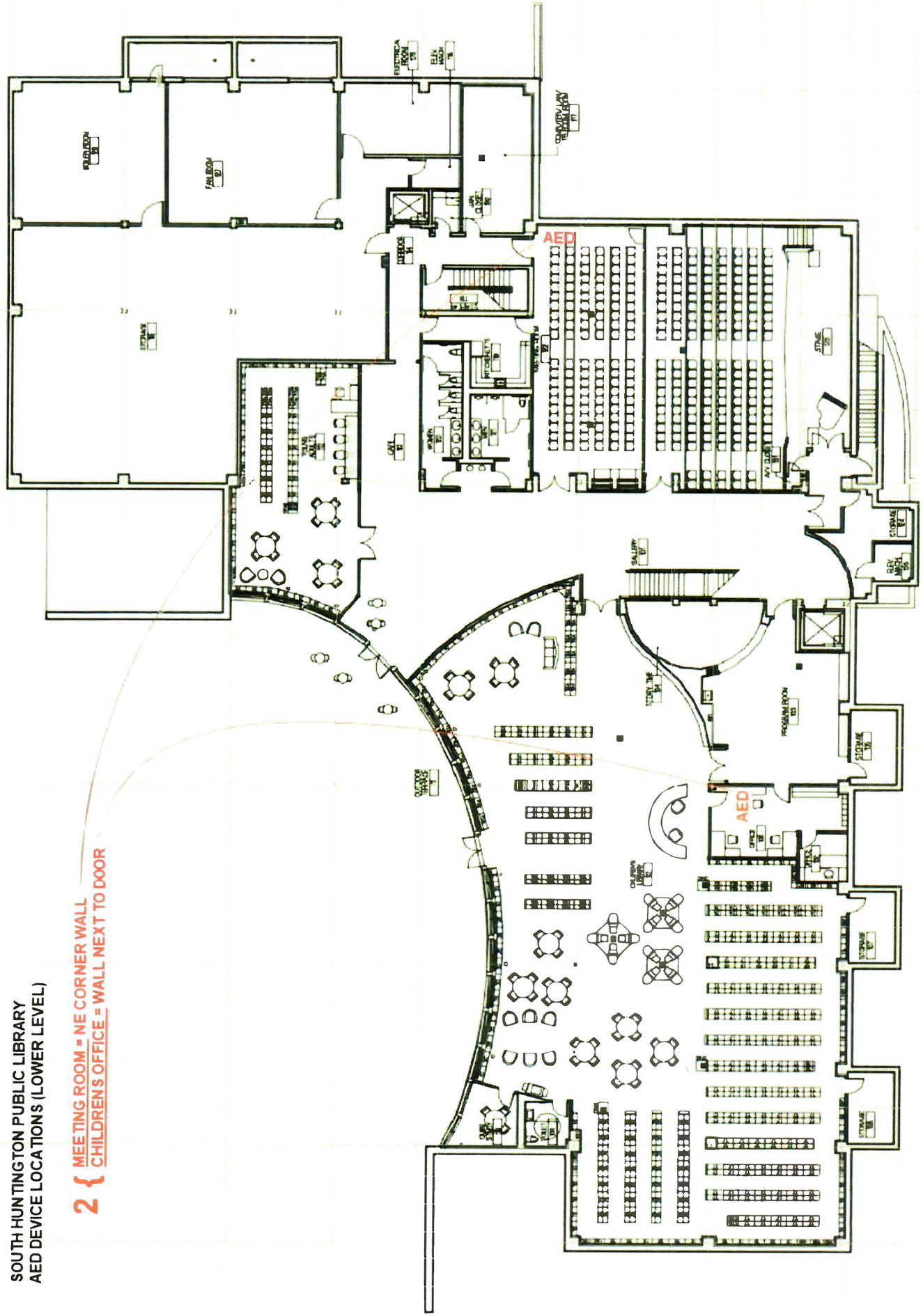
**EMERGENCY PREPAREDNESS KITS ARE LOCATED IN REAR SECTION OF SHELTER AREA ON SHELF WITH CLEANING SUPPLIES.**

**AED LOCATIONS**

<b>FLOOR LEVEL</b>	<b>LOCATION</b>
<b>Main</b>	Circulation Office (on first workstation shelf)
	Adult Reference Office (just inside door)
<b>Lower</b>	Children's Department Office (adjacent to office door)
	Meeting Room (in the northwest corner)

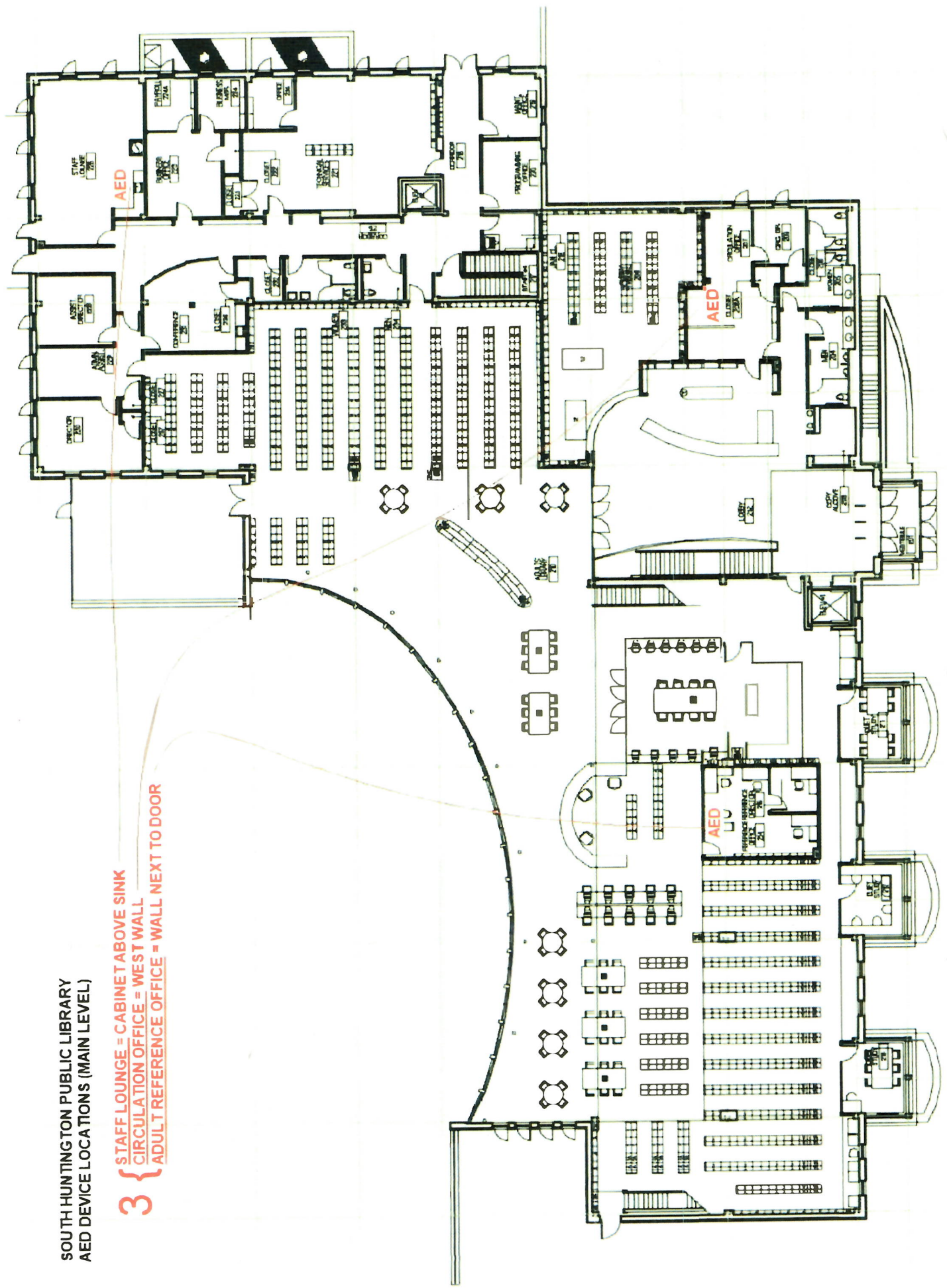
SOUTH HUNTINGTON PUBLIC LIBRARY  
AED DEVICE LOCATIONS (LOWER LEVEL)

2 { MEETING ROOM - NE CORNER WALL  
CHILDRENS OFFICE - WALL NEXT TO DOOR



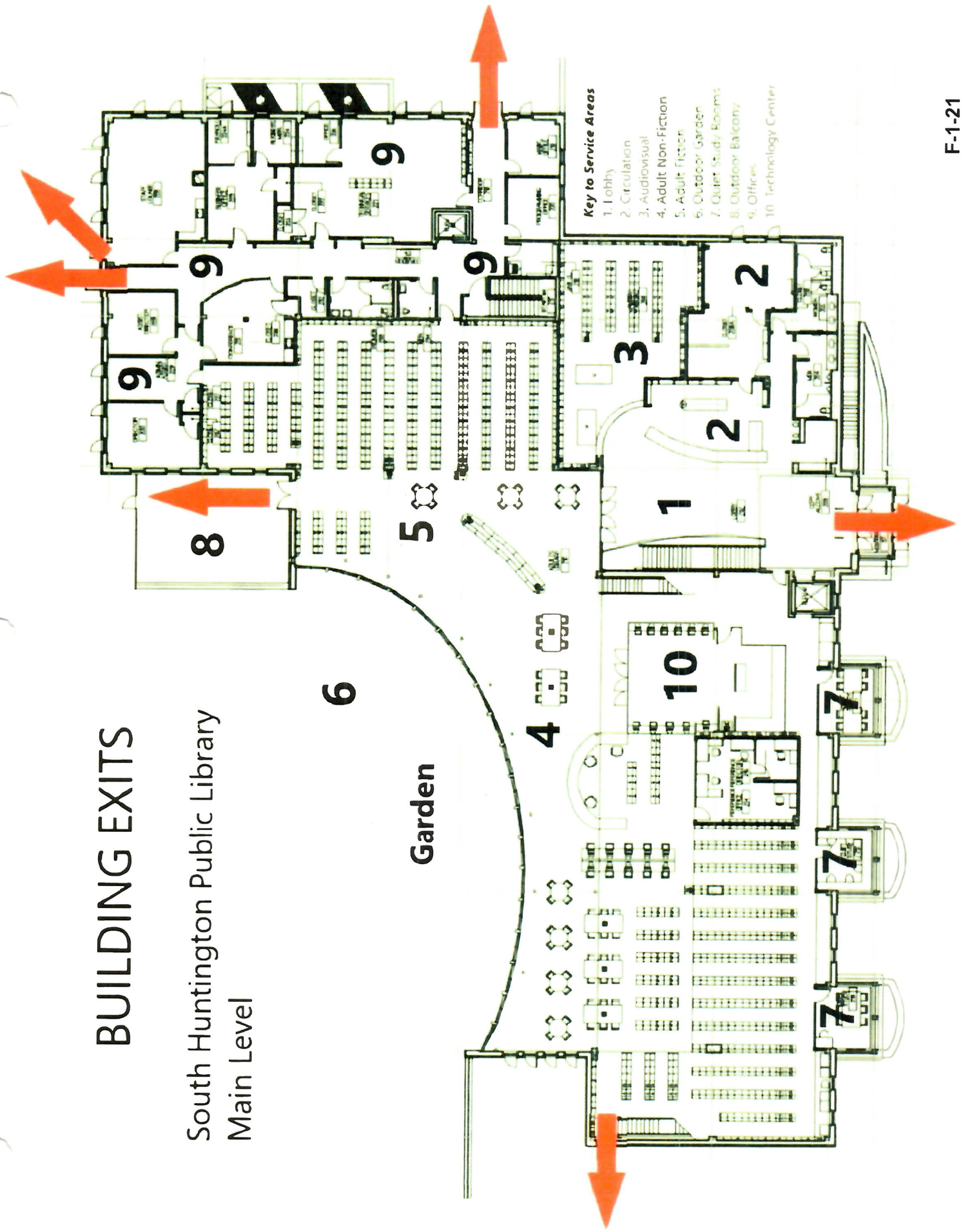
**SOUTH HUNTINGTON PUBLIC LIBRARY  
AED DEVICE LOCATIONS (MAIN LEVEL)**

- 3** { **STAFF LOUNGE = CABINET ABOVE SINK**
- { **CIRCULATION OFFICE = WEST WALL**
- { **ADULT REFERENCE OFFICE = WALL NEXT TO DOOR**



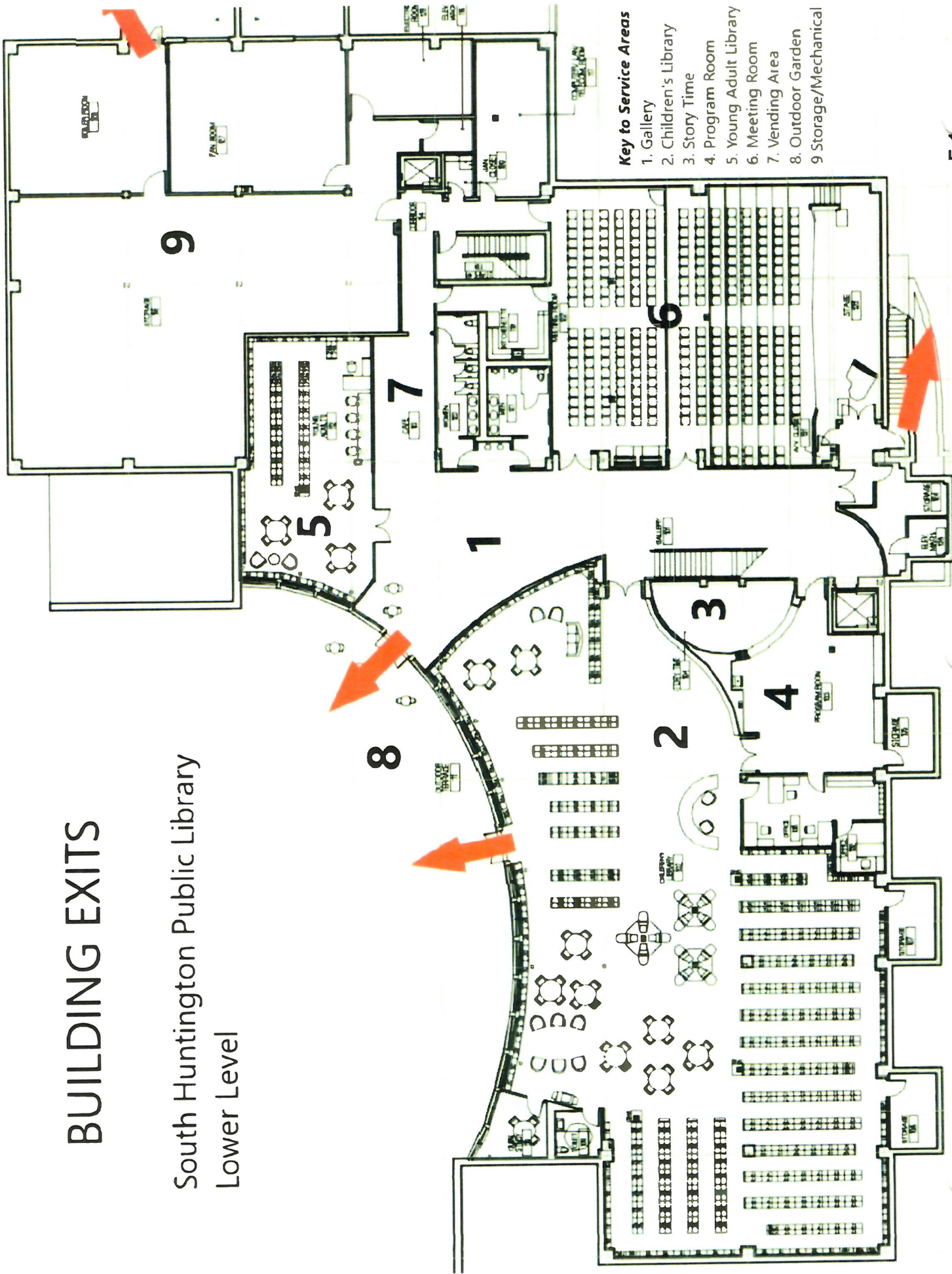
# BUILDING EXITS

South Huntington Public Library  
Main Level



# BUILDING EXITS

South Huntington Public Library  
Lower Level



## CIRCUIT BREAKER /MAIN UTILITY SHUT-OFFS

### CIRCUIT BREAKER LOCATIONS

<b>FLOOR LEVEL</b>	<b>LOCATION</b>
Main	Maintenance office
Main	Reference office
Lower	Children's storage room
Lower	Electrical room
Lower	IT office

### MAIN UTILITY SHUT-OFFS

<b>UTILITY</b>	<b>FLOOR LEVEL</b>	<b>LOCATION</b>
Electric – main power for building	Lower	Electrical room
Water	Lower	Boiler room
Fire sprinkler	Lower	Boiler room
Gas	Lower	Boiler room
Fire pump	Lower	Boiler room

**FIRE ALARM PULL STATIONS**

<b>BUILDING FLOOR LEVEL</b>	<b>LOCATION</b>
<b>Main</b>	Staff entrance Rear staff entrance Staff break room Reading Terrace door Lobby door Rear emergency door (reference)
<b>Lower</b>	Staff hallway Gallery door Under staircase Green room emergency door Meeting room (by door) Theater (by door) Children's room (garden door)
<b>Mezzanine</b>	Top of stairs (closer to elevator) Top of stairs (rear stairs)



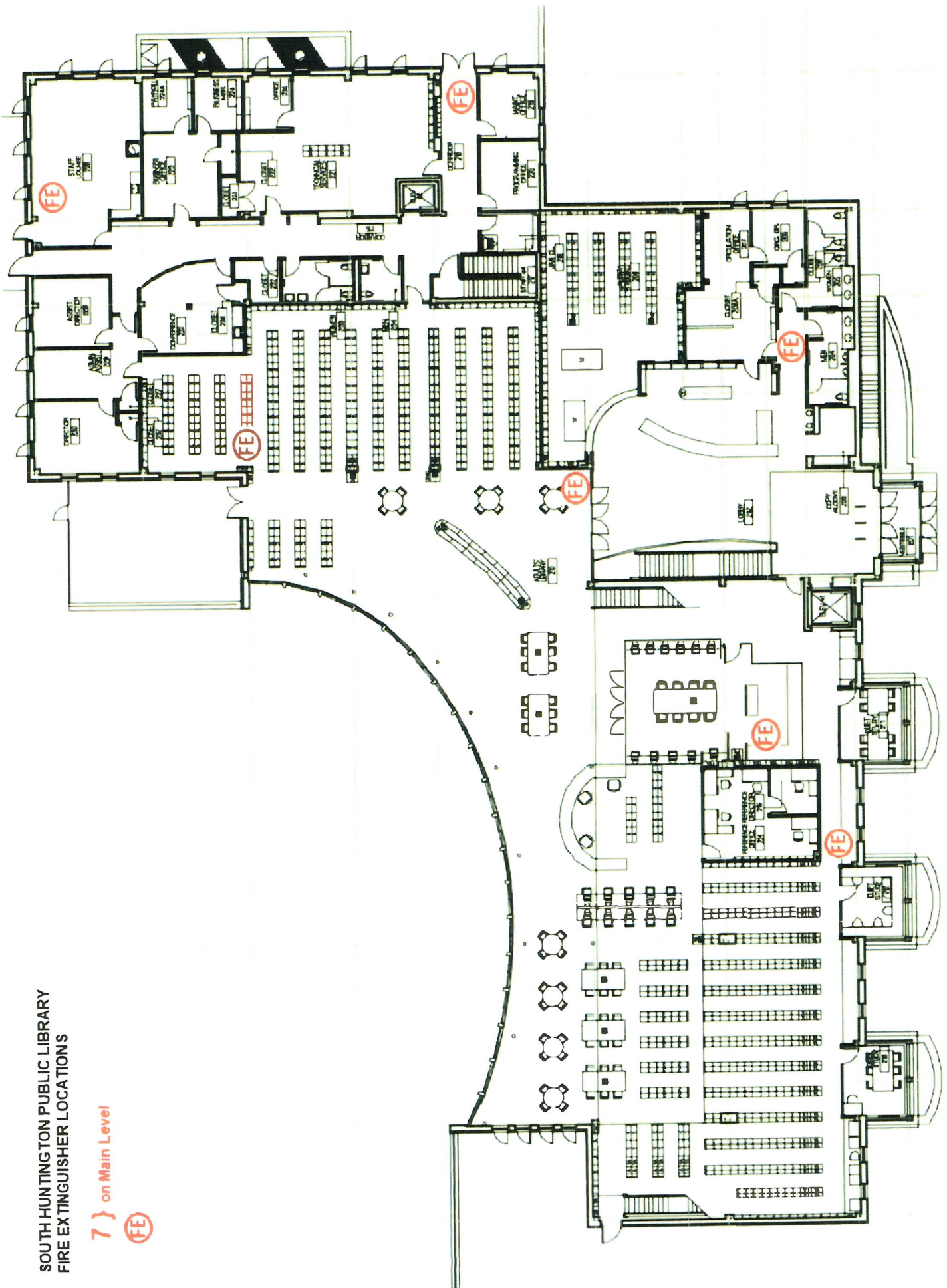
## Important Locations

### FIRE EXTINGUISHERS

BUILDING FLOOR	LOCATION
<b>Main</b>	Staff entrance
	Staff break room
	Reference (fiction-mystery section by reading terrace)
	Main lobby – bathroom hallway
	Inside sliding door to reference
	Back aisle–reference quiet room 2
	Tech Center
<b>Lower</b>	Boiler room
	Fan room
	Electrical Room
	Staff hallway
	Kitchen
	Vending machines
	Gallery (by green room door)
	Program room
	Elevator room (public elevator)
	Theater (by door)
	Children's room (inside entrance door)
	Children's room (fiction area by bathroom)
<b>Mezzanine</b>	Top of stairs (by elevator)
	Window (by rear stairs)

SOUTH HUNTINGTON PUBLIC LIBRARY  
FIRE EXTINGUISHER LOCATIONS

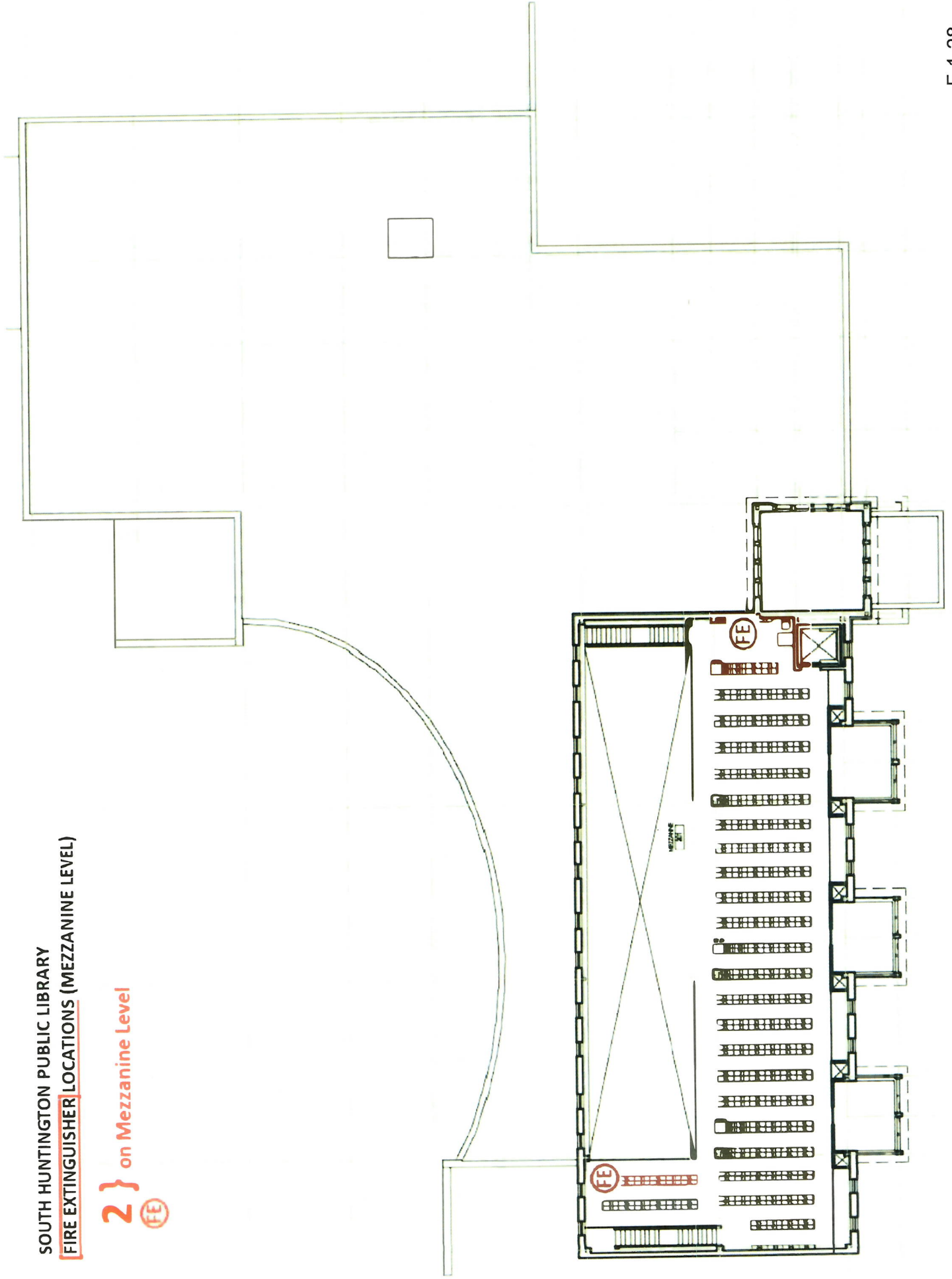
7 } on Main Level





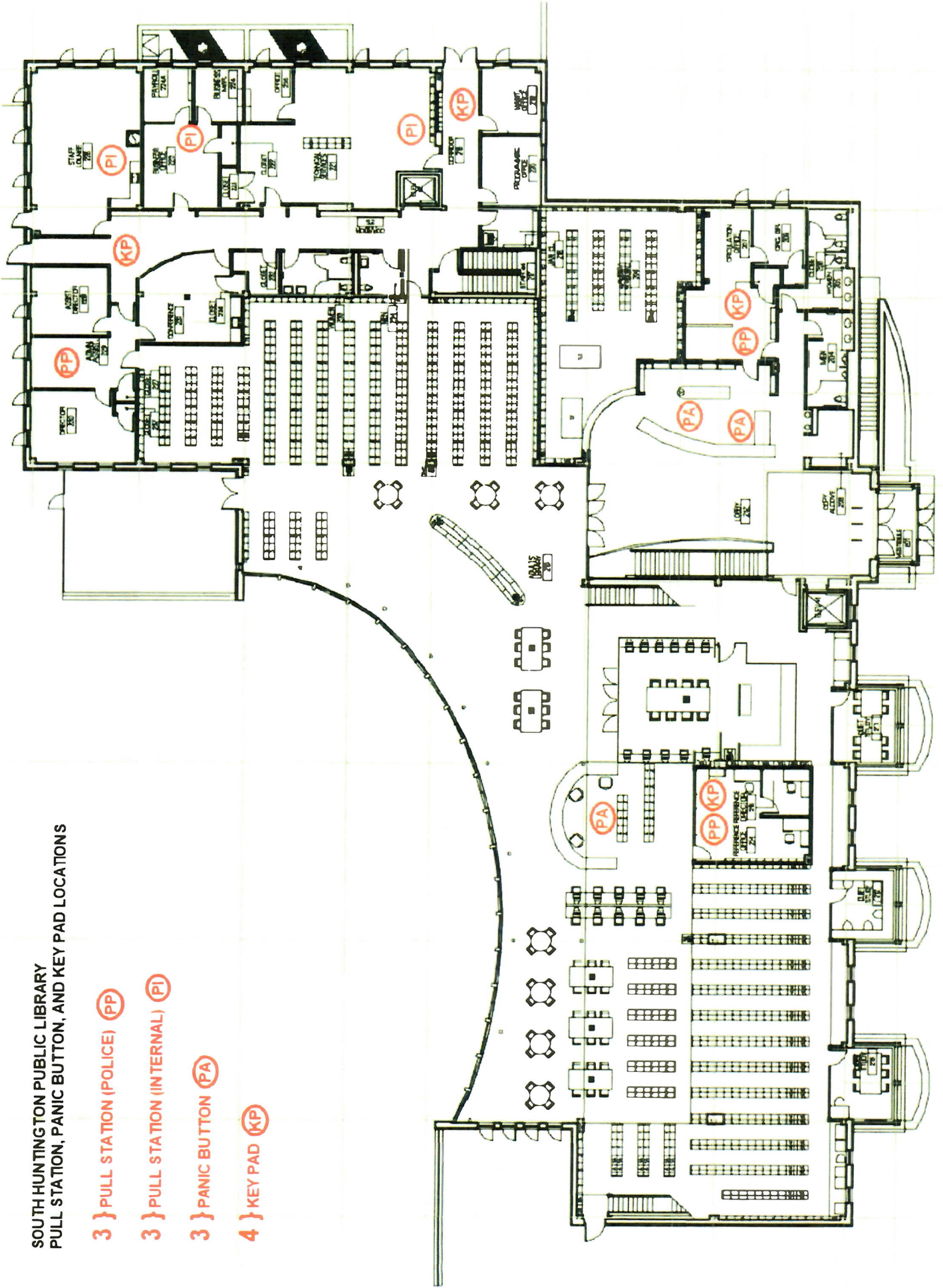
SOUTH HUNTINGTON PUBLIC LIBRARY  
FIRE EXTINGUISHER LOCATIONS (MEZZANINE LEVEL)

2 } on Mezzanine Level  
FE



**SOUTH HUNTINGTON PUBLIC LIBRARY  
PULL STATION, PANIC BUTTON, AND KEY PAD LOCATIONS**

- 3 } PULL STATION (POLICE) (PP)**
- 3 } PULL STATION (INTERNAL) (PI)**
- 3 } PANIC BUTTON (PA)**
- 4 } KEY PAD (KP)**

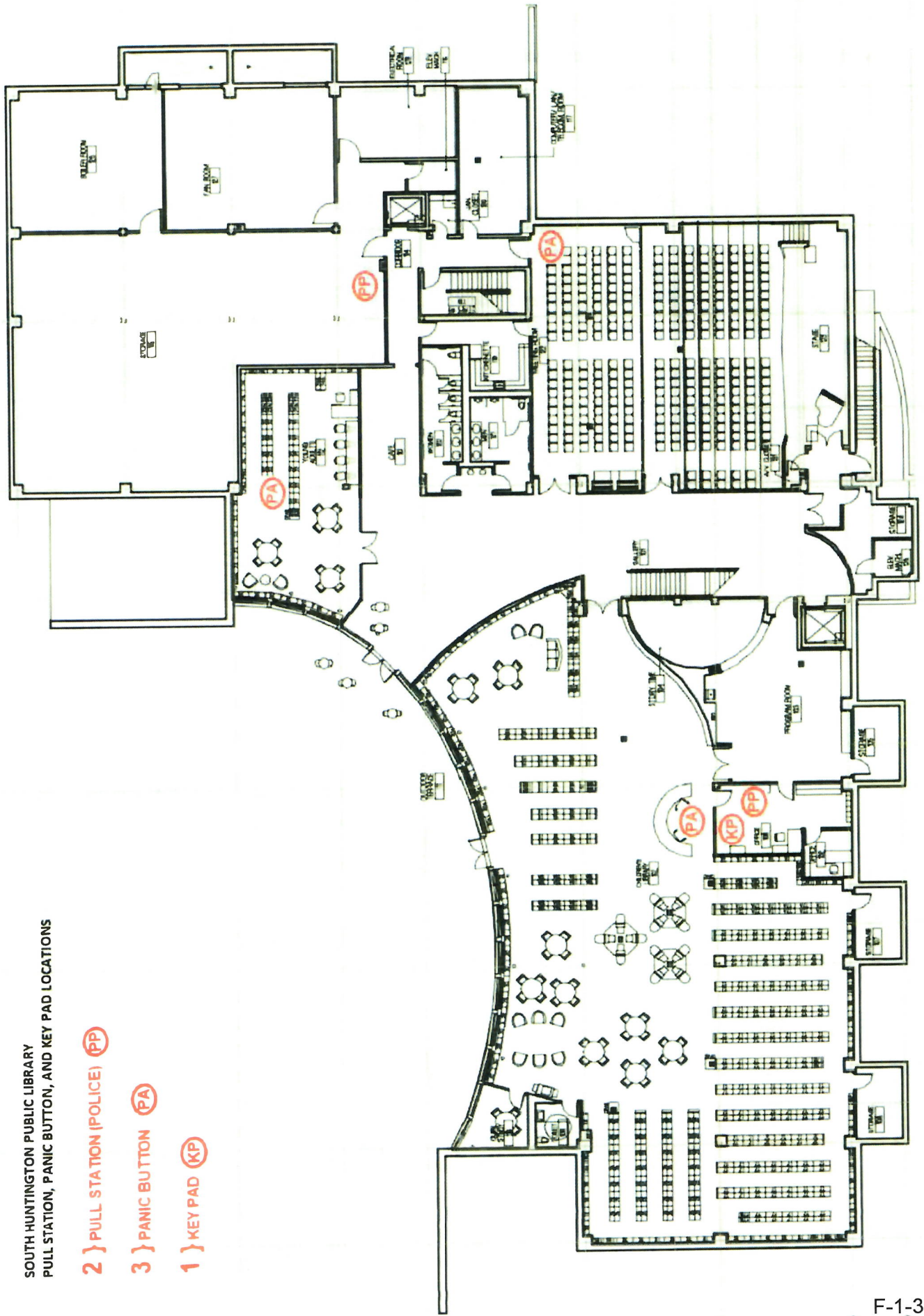


**SOUTH HUNTINGTON PUBLIC LIBRARY  
PULL STATION, PANIC BUTTON, AND KEY PAD LOCATIONS**

**2 } PULL STATION (POLICE) (PP)**

**3 } PANIC BUTTON (PA)**

**1 } KEY PAD (KP)**



## WALKIE-TALKIE RADIO LOCATIONS

**\*NOTE:** All maintenance personnel are to have a walkie-talkie on their person.

Director's Office
Assistant Director's Office
Administrative Assistant's Office
Staff Room
Reference Office
Circulation Desk
Children's Office
Computer Services Office

## RADIO CHANNELS

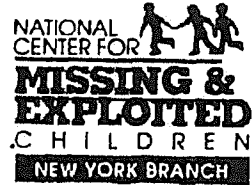
Name	Channel
Maintenance (Head of maintenance, Custodial)	1
Administration Office (Director, AD, Office Assistant)	2
Librarians (Children's, Reference)	3
Circulation (Circulation Office)	4

# Appendix





SOUTH HUNTINGTON PUBLIC LIBRARY



MODEL CODE ADAM CHECKLIST

WHEN CODE ADAM IS ACTIVATED, ASSOCIATE SHOULD SOLICIT THE FOLLOWING INFORMATION FROM THE PARENT/GUARDIAN IN A CALM FASHION

Record Time of the Report:

Checklist:

Name of Child \_\_\_\_\_

Age: \_\_\_\_\_

Sex:             Male             Female

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Hair Color and Length: \_\_\_\_\_

Eye Color: \_\_\_\_\_

Ethnicity:  Caucasian    Hispanic/Latino    African American    Asian  
 Other: \_\_\_\_\_

Glasses:  Yes    No

Physical Disability:  Yes    No

Explain: \_\_\_\_\_

Other Identifying Features:

Garment Description: (Color and Type)

Clothes:

Outerwear:

Footwear:

Carrying Toys or Objects:

## **STANDARD OPERATING PROCEDURE (SOP) FOR CLEANUP OF SMALL BLOOD SPILLS**

Follow these procedures for cleaning up spills of blood and blood products. The same procedures can be used for cleaning up other body fluids.

**For larger spills that go beyond your ability to clean with the supplies on hand, contact OSEH HazMat (3-4568 or 911 afterhours).**

### **STEP 1: REQUIRED PERSONAL PROTECTIVE EQUIPMENT**

- Prior to beginning the clean up, don a pair of rubber, latex, PVC or similar type gloves.

For small blood spills no other PPE should be required. For larger spills where there is a possibility of contaminating your face or other parts of your body, call HazMat to perform the clean up.

### **STEP 2: SPILL KIT EQUIPMENT**

The following items may be needed in handling the spill:

- 10% bleach solution (or Lysol, virex or other EPA reg. Tuberculocidal)
- gloves
- clear plastic bags
- biohazard labels (available from OSEH HazMat)
- leak-proof sharps containers
- brush & dustpan, or tongs or forceps for picking up sharps
- disinfectant wipes

### **STEP 3: SPILL DECONTAMINATION PROCEDURES**

Cover the spill area with a paper towel and then pour freshly mixed 10% bleach and water solution. Allow solution to soak into the contaminated material. Work from the outside edges of the spill inward when applying the bleach solution.

Any glass, needles, or other sharp objects that may puncture the skin will not be picked up by hand. Only mechanical means such as a brush and dustpan, tongs, or forceps are allowed. If you do not have such equipment available, contact HazMat for clean up.

Wipe up bleached material with paper towels or absorbent pads. It may be necessary to use a scrub brush to remove the material if it impacted a hard, porous surface such as concrete. If non-porous surfaces, such as a carpet have been contaminated, an outside vendor may be needed to clean the area.

### **STEP 4: DISPOSAL**

Place bleached material, gloves and other disposable materials into a labeled biohazard bag and place into either another labeled biohazard bag or container. Ensure lids are firmly sealed on all waste containers when spill clean up is complete and call HazMat for

a pickup (3-4568). Keep biohazard waste container in a secured area until received by HazMat.

#### **STEP 5: DECONTAMINATE RE-USEABLE EQUIPMENT**

Decontaminate with the bleach solution all potentially contaminated re-useable tools or protective equipment used in the cleanup. This includes dustpans, brooms, forceps, buckets, etc. Anything that cannot be effectively cleaned (bleach solution must be able to make contact with all surfaces) must be disposed as waste. After the contaminated area has been cleaned, use fresh water to remove bleach residue from all surfaces.

#### **STEP 6: WASH YOUR HANDS**

If hand-washing facilities are not available at the job site use disinfectant wipes and then wash your hands as soon as possible.

#### **BIOHAZARD EXPOSURE**

If you believe you were exposed (skin puncture or splash to eyes or mucous membranes) to biohazard material that had not been decontaminated with the bleach solution follow these recommended steps:

- Skin exposure: Vigorously wash affected skin with plenty of soap and water while removing contaminated clothing and shoes.
- Eye exposure: Wash eyes for at least 10 minutes with copious amounts of water, lifting the upper and lower eyelids occasionally.
- Seek follow-up medical attention.

Appendix

**EMERGENCY NUMBERS**

<b>Fire</b>	Huntington Manor Fire Department	631-385-3434
<b>EMS</b>	Huntington Community First Aid Squad	631-421-1264
<b>Police</b>	Suffolk County 2 <sup>nd</sup> Precinct	631-854-8200
<b>Poison</b>	Poison Control	1-800-222-1222
<b>Electric</b>	PSG LI	1-800-490-0075
<b>Gas</b>	National Grid	1-800-490-0045
<b>Elevator</b>	Otis Elevator Building ID # - GLH 434638	1-800-233-6847
<b>Alarms</b>	East Coast Fire & Burglary Burglary Acct. # 6214548 Fire Acct. # 6203307	1-800-932-3822
<b>Air/Heat</b>	Pyramid Air	631-242-3355
<b>Telephone</b>	DMGT	631-582-3200 Press "S" Cell 631-774-2305
<b>Audiovisual</b>	Astoria Communications	631-694-3334
<b>Snow</b>	Snow Removal Contact – Mike Jays	Cell 516-250-7520
<b>Water</b>	South Huntington Water District	631-427-8190

SOUTH HUNTINGTON PUBLIC LIBRARY

INCIDENT REPORT

Date of incident \_\_\_\_\_ Date \_\_\_\_\_  
Time of incident \_\_\_\_\_

In what part of premises did incident occur? \_\_\_\_\_  
\_\_\_\_\_

Brief description of incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name/addresses of people involved in incident

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Signature of person making report: \_\_\_\_\_

Supervisor on duty notified: \_\_\_\_\_

Action taken by supervisor: \_\_\_\_\_

Signature of supervisor: \_\_\_\_\_

ADMINISTRATIVE USE ONLY

Action Taken \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

## INCLEMENT WEATHER/CLOSURE NOTIFICATIONS

The library subscribes to an emergency alert system which automatically dials and delivers a voice message or SMS informing staff of emergency situations and important updates, such as building closures.

The Business Office will automatically enroll all staff members at time of hiring. Staff can choose whether to receive a voice phone call or text message to be notified of unplanned library closures, such as those caused by inclement weather. **If your phone number changes, you should notify the Business Office so that they can update your record in the system.**

## LIBRARIAN-IN-CHARGE – SENIORITY

Janet Scherer  
Nick Tanzi  
Howard Spiegelglass – Lib III (Department Head)  
Beth Pereira – Lib III (Department Head)  
PJ Novak – Lib II  
Sally Nikolis – Lib II  
Jennifer Conlon-Griffing – Lib II  
Martha Kahn – Lib I  
Lisa Esposito – Lib I  
Georgina Rivas-Martinez –  
Lib I Jennifer O'Connor – Lib I  
Catherine Schmoller – Lib I  
Jo Ann Messina – P/T Lib I (certified, can work over 17.5 hours)  
Stan Kalemaris – Former F/T  
Sharon Layburn  
Hal Mintz  
Tom D'Ambrosio  
Marie DeMarco

**\*Note – Due to scheduling changes, Saturday nights, and/or call-outs, there may be a librarian-in-charge not listed above.**

## **RAVE PANIC APP**

The library subscribes to the Rave Mobile Safety service, a critical communications and collaboration app which coordinates the library's response to emergency situations. The app automatically relays important information about the library to emergency response agencies when activated and allows staff members to quickly communicate with law enforcement, first responders, and staff trained in first aid.

Enrollment is open to all staff members. **Please contact Computer Support directly if interested.**

SOUTH HUNTINGTON PUBLIC LIBRARY  
EMERGENCY PROCEDURES  
AND  
EVACUATION PLAN

Date Adopted 4/20/09  
Revised 2/14/11  
Updated 12/27/17







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**STAFF HOME TELEPHONE LIST**  
(April 2009)

Adesso, Karen	547-5099	Perry, Gloria	423-5062
Agosto, Steven	427-8587	Pinto, Marie	423-4896
Alman, Nicole	223-2205	Recinos, Jose	807-6613
Babcock, Sharon	427-8718	Roche, Donna	271-0372
		Rooney, Diane	424-7545
		Scherer, Janet	754-9359 cell 872-3856
Bernstein, Mildred	269-4476	Schmoller, Catherine	351-8717
Bobrow, Ellen	543-2760	Senig, Scott	730-5903
Bosco, Nancy	367-0194	Spiegelglass, Howard	331-2823
Brigati, Samira	470-4510	Tichenor, Gale	424-8947
Brittman, Jason	254-1080	Trotter, Cathy	423-3743
Capone, Ray	667-7332	Versacio, Anna Marie	242-7516
Cernieux, Debra	220-4006	Viteritti, Maria	470-5626
Clark, Clare	516-599-0995		
Collins, Anna	423-1762	Waters, Kate	421-2949
Condon, Jeanne	673-8145	Wells, Diane	427-4663
Cook, Sachiko	271-0447	Werner, Cathy-Ann	673-0773
Cooper, Art	516-293-5987	Williams, Valery	427-7036
Coulter, Elsie	423-8452	Wills, Veronica	269-3484
D'Ambrosio, Tom	427-4701		
DeMarco, Marie	673-0516		
DeSanno, Theresa	427-8720		
DiBiase, Karen	271-8530		
Esposito, Lisa	223-3677		
Feliciano, Alex	242-6812		
Giglio, Pam	223-3350		
Gorelick, Sheila	271-8513		
Griffing, Jennifer	656-6998		
Jaguden, Elaine	673-9063		
Kahn, Martha	271-6902		
Kalemaris, Stan	421-0943		
Kroener, Rosalie	470-1747		
Lang Helena	549-3733		
Latini, Joe	549-6978 cell 786-8247		
Layburn, Sharon	516-284-7712		
Leach, Carol	516-333-6692		
Lieberman, Doug	516-579-1815		
Maltese, Donna	385-1097		
Mariani, Joanne	368-1191		
Mendolia, Tim	516-992-1803		
Messina, Jo-Ann	421-9113		
Mintz, Hal	516-443-3815		
Nikolis, Sally	424-9486		
Novak, P.J.	423-2138		
Olsen, A.J.	549-9634		
Pagliari, Marie	351-1195		
Penkal, Kathy	427-4403		
Pereira, Beth	516-622-3827		

## EMERGENCY NUMBERS

Fire	Huntington Manor Fire Department	631-385-3434
EMS	Huntington Community First Aid Squad	631-421-1212
Police	Suffolk County 2 <sup>nd</sup> Precinct	631-854-8200
Poison	Poison Control	1-800-222-1222
Electric	LIPA	1-800-490-0075
Gas	Keyspan	1-800-490-0045
Elevator	Otis Elevator Building ID # - GLH 434638	1-800-233-6847
Alarms	East Coast Fire & Burglary Burglary Acct. # 6214548 Fire Acct. # 6203307	1-800-932-3822
Air/Heat	Trane Emergency (HVAC)	718-269-3822 718-269-3774
Telephone	C.B.S. Whitcom Technologies	631-582-3200 press "s" Cell 631-774-2305
Audiovisual	Design Audiovisual	631-694-3334
Snow	Snow Removal Contact – Mike Jays	Cell 516-250-7520
Water	South Huntington Water District	631-427-8190

## ABANDONED CHILD

### During Library hours:

1. Immediately notify your Department Head of a suspected abandoned child.
2. Department Head should attempt to contact the child's parents using the Library's paging system or by telephone.
3. If the child's parents cannot be located within a reasonable amount of time, inform the Director, Assistant Director, or Librarian-in-Charge.
4. Senior person in charge will determine when and if police or other authorities should be notified.
5. Senior person in charge fills out an incident report.

### After Library hours:

1. Librarian-in-Charge and a maintenance person are to wait with the child.
2. Ask the child if he/she has called home and if not, encourage he/she to do so.
3. Librarian-in-Charge should obtain the child's name, telephone number and address.
4. If, after 30 minutes, the child has not been picked up, consult with the Director or Assistant Director as to whether police should be called.
5. Librarian-in-Charge fills out an incident report.

## ACCIDENT

An accident is defined as involving a personal injury.

### Minor Accident:

1. Gloves should be used when touching anyone who is bleeding. Gloves are located in the first aid kits at the Circulation Desk, Reference Desk, Children's Department Office and in cabinet in the Staff Room.
2. Only administer items found in first aid kit. Any other first-aid must be administered by EMT.
3. Senior person in charge fills out an incident report.

### Major Accident: (if heart attack or chest pain, see page 9)

1. Do not move the person.
2. Call 911 for an ambulance.
3. Inform the Director, Assistant Director or Librarian-in-Charge.
4. Page maintenance. (Channel 1 on walkie-talkie)
5. A staff member should stay with the person at all times.
6. If they are taken to the hospital and have no one to accompany them, try to get the name and phone number of a family member and notify them that this person is being transported to a hospital. Ask the ambulance crew which hospital they are taking the person to.
7. Senior person in charge fills out an incident report.

### If Poison is ingested:

1. Call poison control number at 1-800-222-1222 for instructions.

2. Inform the Director, Assistant Director or Librarian-in-Charge.
3. The M.S.D.S. book, which contains a list of all products found in the library that are potentially poisonous and their remedy, is located in the maintenance office and Director's office.
4. Senior person in charge fills out an incident report.

Any blood/bodily fluid spots or spills will be cleaned by maintenance as per guidelines recommended by OSEH (Occupational Safety and Environmental Health). See Appendix A.

### **ARMED ASSAULT**

Patron is armed and/or violent:

1. Call Police 911 immediately. If person is armed, inform the dispatcher. Give your name and location.
2. Have someone stay on the line with the dispatcher if possible.
3. Inform the Director, Assistant Director or Librarian-in-Charge.
4. Call maintenance. (Channel 1 on walkie-talkie)
5. Without risking your own safety or exacerbating the situation, try to move staff, patrons and yourself out of the area.
6. Do not attempt to touch or restrain individual.
7. Senior person in charge will determine if patrons and staff in other areas of the Library are to be evacuated from the building.
8. Senior person in charge fills out an incident report.

### **BOMB THREAT**

Phone call:

1. Stay calm, keep the person on the phone and find out as much information as possible. "Questions to Ask" can be found on page 6. Please fill out to the best of your ability.
2. Alert a staff member that you have a bomb threat, by note if necessary.
3. Second staff member alerts Director, Assistant Director or Librarian-in-Charge and maintenance (Channel 1 on walkie-talkie).
4. Second staff member calls 911.
5. Senior person in charge will begin evacuation plan. (See page 12)
6. Senior person in charge fills out an incident report.

In Person:

1. Stay calm, keep the person talking, find out as much information as possible.
2. Do not touch any package, briefcase, etc. they might have.
3. Try to alert another staff member to call 911. If not possible, call 911 when person leaves.
4. Inform the Director, Assistant Director or Librarian-in-Charge and maintenance (Channel 1 on walkie-talkie).
5. Senior person in charge will begin evacuation plan. (See page 12)
6. Senior person in charge fills out an incident report.

Suspicious Packages:

1. Be aware of packages with unusual balance or shape, unusual wrapping, suspicious parts showing, oil stains, or unusual odor.
2. Do not use cell phones or other electrical devices.
3. Do not touch package.
4. Leave in plain sight for law enforcement officials to view.
5. Evacuate everyone from the room and close door.
6. Inform Director, Assistant Director or Librarian-in-Charge.
7. Call Maintenance. (Channel 1 on walkie-talkie)
8. Senior person in charge will begin evacuation plan. (See page 12)
9. Senior person in charge fills out an incident report.

Questions to Ask:

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Observations:

1. Sex of caller
2. Approx. Age
3. Length of call
4. Time
5. Date
6. Wording of threat
7. Background sounds (street noises, music, voices, etc.)
8. Caller's voice (calm, angry, slurred, nasal, accent, familiar, etc.)
9. Threat language (irrational, foul, incoherent, taped, well spoken, etc.)

Exact Wording of Threat:

-----

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-----

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## DISORDERLY CONDUCT/BEHAVIOR PROBLEM

1. Inform the Director, Assistant Director or Librarian-in-Charge.
2. Page maintenance. (Channel 1 on walkie-talkie)
3. The following steps are intended to provide some guidance for dealing with disciplinary situations in the library when the Director and Assistant Director are not present. Please exercise good judgment and deviate from these guidelines as necessary in order to effectively diffuse the situation and maintain decorum. At no time should library personnel put themselves in a dangerous situation.

**PLEASE NOTE: Depending on the specific incident and at the discretion of the staff, it is not required that you exhaust any one step before going on to the next.**

The maintenance person on duty is required to circulate through the building during the evening to monitor all areas and to maintain an awareness of the flow of traffic in and out of the facility, and should endeavor to keep the Librarian-in-Charge apprised of any potential problems.

### **Step 1 – Friendly Reminder**

Disruptive patrons should be politely reminded by staff to behave in a manner that is consistent with library policy (See Board Policy Manual Section E1, pages 1 & 2). A copy of the rules and regulations is posted in the lobby near the Circulation Desk. Depending on the seriousness and frequency of the disturbance this step may be repeated several times. **NOTE: An incident report is not required.**

*Suggestion: "Good evening, I must ask you to please lower your voices (stop running around, lower the headsets, etc.) because you are disturbing other library users and library policy is to maintain a quiet environment."*

### **Step 2 – Warning**

If patron fails to comply with the friendly reminder the Librarian-in-Charge should be notified and should issue a second reminder/warning to the unruly patron informing them that they will be asked to leave the premises if they cannot behave according to library policy.

**Note: If the situation is resolved at this point an incident report is not required.**

*Suggestion: "I know another staff member has already told you that your behavior is inappropriate for the library and is disturbing other patrons. I will ask you again to behave and if you cannot cooperate, I will have to ask you to leave the building."*

**Important: A maintenance staff person should be working in tandem with the Librarian-in-Charge if the situation moves to step 3.**

### **Step 3 – Consequences**

If the patron disregards the warning and continues to cause a disturbance the Librarian-in-Charge would ask the patron to leave the premises. If the unruly person is a minor, the Librarian-in-Charge should ask for their name, phone number, or for some form of identification so that an attempt can be made to reach the individual's parents.

**Note: Even if the situation is resolved at this point, an incident report should be sent to the Director so that a written record is created.**

*Suggestion: If the individual is an adult – “I am sorry but since you are unwilling to cooperate with our prior requests for you to act appropriately in the library, I must ask you to leave the premises.” If the individual is a minor – “I am sorry but since you are unwilling to cooperate with our prior requests for you to act appropriately in the library, I must ask you to tell me your name and phone number so that I can contact your parents to ask them to come to the library to take you home.”*

### **Step 4 – Calling the Police**

The Librarian-in-Charge should attempt to call the Director or Assistant Director prior to calling the police. If the patron refuses to cooperate, repeat the request that they leave the premises and inform them that you will call the police, explain the situation to the police and ask them to come to remove the individual(s) from the library. If the situation is putting anyone's safety in jeopardy call the police and, as soon as possible, notify the Director or Assistant Director. If the incident involves stolen property, the patron should phone the police themselves and make the report directly, or in the case of a minor, the Librarian-in-Charge should call the parent or guardian. **Note: An incident report is required to document the event.**

Follow-up:

- An incident report is required for all incidents that reach step 3.
- The Librarian-in-Charge is responsible to fill in the incident report form and submit it to the Director's office.
- The Director will determine what action, if any, needs to be taken.
- The Director will circulate a completed copy of the incident report and any other relevant documentation to the Department Heads and the Assistant Director.

### **ELEVATOR MALFUNCTION**

If you or a patron are in the elevator and it stops, or if the doors will not open:

1. Stay calm and do not panic or instruct the patron to do so.
2. Press the call button or instruct the patron to do so. This will alert the elevator company immediately.
3. The elevator company will, in turn, contact maintenance.

4. Inform the Director, Assistant Director or Librarian-in-Charge.
5. Maintenance, the elevator company, or fire department will rescue you or the patron.
6. The number for Otis Elevator is 1-800-233-6847 (ID# 434638)

### **FIRE/EXPLOSION**

Do not use the elevator if the fire alarm sounds.

For a small contained fire/explosion:

1. If the fire alarm does not sound, go to the nearest fire alarm pull station and pull the alarm. The fire department is automatically notified when the alarm is triggered.
2. Inform the Director, Assistant Director or Librarian-in-Charge.
3. Page maintenance. (Channel 1 on walkie-talkie)
4. Get a fire extinguisher.
5. Senior person in charge will begin evacuation plan. (See page 12)
6. Senior person in charge fills out an incident report.

If the fire alarm sounds:

1. Senior person in charge will begin evacuation plan. (See page 12)
2. Senior person in charge fills out an incident report.

### **GAS LEAK/ODOR**

1. Do not use cell phones or other electrical devices.
2. Page maintenance. (Channel 1 on walkie-talkie)
3. Inform Director, Assistant Director or Librarian-in-Charge.
4. Senior person in charge or maintenance calls fire department.
5. Senior person in charge will begin evacuation plan. (See page 12)
6. Senior person in charge fills out incident report.

### **HEART ATTACK/CHEST PAIN**

1. Do not move the person.
2. Call 911 for an ambulance. Have a staff member meet the ambulance and bring the EMT to the person in distress.
3. Inform the Director, Assistant Director or Librarian-in-Charge.
4. Page maintenance. (Channel 1 on walkie-talkie)
5. If a staff member certified in AED/CPR is not already with the person, use the paging system to request a staff member to come immediately to where the person is.

6. AED machines are located at the Circulation Office, the Children's Department office, Reference Department Office and Meeting Room.
7. A staff member should stay with the person at all times.
8. If they are taken to the hospital and have no one to accompany them, try to get the name and phone number of a family member and notify them that this person is being transported to a hospital. Ask the ambulance crew to which hospital they are taking the person.
9. Senior person in charge fills out an incident report.
10. The following staff members are certified in AED/CPR:

Babcock, Sharon	Pereira, Beth
Capone, Ray	Recinos, Jose
Condon, Jeanne	Roche, Donna
Griffing, Jennifer	Scherer, Janet
Kalemaris, Stan	Senig, Scott
Latini, Joe	Wells, Diane
Maltese, Donna	Werner, Cathy
Mariani, Joanne	
Olsen, A.J.	

### MISSING CHILD

Our library is a participant in the National CODE ADAM alert system. If a patron reports a missing child, follow these guidelines:

When a patron reports that a child is missing the staff member will do a preliminary search in the area for the child and inform the Director, Assistant Director or Librarian-in-Charge. If the child is not found within a few minutes, make a "Code Adam" announcement over the telephone paging system (# 8 on our telephones) and include a brief description of the missing child.

**SCRIPT** – "Attention all staff. Please initiate Code Adam, I repeat Code Adam. We have a lost child age \_\_\_\_\_, with \_\_\_\_\_ hair and \_\_\_\_\_ eyes, weighs approximately \_\_\_\_\_ pounds and is \_\_\_\_\_ feet tall, and was last seen wearing \_\_\_\_\_." (Do not provide child's name, as it gives an abductor more information.)

The staff member should then dial 911 and give a brief description of the child to the police.

**If, at any time during this process, the child is located, the police should be notified.**

The Librarian-in-Charge, along with the patron who is missing the child and the staff member who was first notified should meet at the Circulation Desk. The

patron should fill out the form found on page 23 of this manual. Three copies of this form will be made and kept at the Circulation Desk, Adult, and Children's Library.

Upon hearing the "Code Adam" alert, the Senior Person in the Children's Library will conduct a search of all areas including the Children's and public bathrooms on the lower floor, the YA library, meeting rooms, outdoor garden and non-public areas on the lower floor. The Senior Person in the Children's Library may direct other staff members in the Children's Library to assist in this search and report findings to the Circulation Desk.

The Senior Person in the Adult Library will conduct a search of all areas including the mezzanine, quiet study rooms and outdoor reading terrace. The Senior Person in the Adult Library may direct other staff members at the Reference Desk to assist in the search and report findings to the Circulation Desk.

The Senior Person in the Circulation area will conduct a search of the Circulation area, A-V room, lobby, public bathrooms and non-public areas on the main level. The Senior Person in Circulation may direct other staff members at the Circulation Desk to assist in the search and report findings to the Senior person in charge.

Maintenance Person Number 1 will position himself in the northwest corner of the parking lot and will report any suspicious activity to the Senior person in charge, making a mental note of the appearance of the individual(s) and a description of any vehicles involved.

Maintenance Person Number 2 will position himself outside the front entrance of the Library and observe all viewable areas including the school parking lot and will report any suspicious activity to the Senior person in charge, making a mental note of the appearance of the individual(s) and a description of any vehicles involved.

### **POWER OUTAGE**

Emergency lights will power on automatically  
(will remain on for a period of approx. 3 hours)

1. Inform Director, Assistant Director or Librarian-in-Charge.
2. Page maintenance. (Channel 1 on walkie-talkie)
3. Senior person in charge will call LIPA emergency hotline to determine estimated length of outage.
4. Senior person in charge will decide if Library is to be closed.

## **TORNADO/HURRICANE**

1. Upon the threat of severe and dangerous weather, the Director or Assistant Director will determine if the Library is to be closed.
2. If warranted, the Senior person in charge may begin the Shelter-in-Place Plan for those wishing to stay at the Library. (See page 14)

## **WATER LEAK/FLOODING**

1. Alert the Director, Assistant Director, or Librarian-in-Charge.
2. Page maintenance. (Channel 1 on walkie-talkie)
3. Maintenance will assess the leak or flood and turn off water if necessary.
4. Keep public away from area.
5. Senior person in charge will decide if building is to be closed or begin evacuation plan if necessary.
6. Senior person in charge fills out an incident report.

## **Building Evacuation Procedures**

### **GENERAL STAFF**

Whenever the fire alarm sounds, or an evacuation announcement is made, everyone (no exceptions) must exit the building as quickly as possible. The following procedures describe essential steps to ensure a safe, orderly and efficient evacuation process.

### **SUPERVISORS**

Supervisors must maintain an accessible clipboard containing the following evacuation procedures along with a checklist of search areas as well as a current department work schedule.

**Note 1** - DO NOT ATTEMPT TO USE ELEVATORS IN AN EMERGENCY.

**Note 2** - The fire department is automatically notified when the alarm is triggered.

**Note 3** - Physically disabled persons who exit through the garden doors will need assistance.

### **Evacuating the Public –**

The Director, Assistant Director or Librarian-in-Charge will announce to staff and patrons (pound #8 on our telephones): "The fire alarm has sounded (announcement to change based on emergency). Everyone must leave the building." Direct the public and the staff to the assigned exit.

For some emergencies, or in case of a power failure that renders the intercom unusable, the evacuation process may need to be done by word of mouth. In

such a case, the Librarian-in-Charge will direct, using a walkie-talkie, all supervisors/senior staff to announce the emergency and direct other staff and patrons to the assigned exits.

When possible, staff should direct/escort the public out of the building quickly and calmly. Staff members who are not directly involved in searching and checking the building should leave the building as quickly as possible. Members of the public who intend to return to the building should be encouraged to congregate with staff outside the building.

**Outdoor Rendezvous Point** - Congregate on the grassy area located at the northeast corner of the library grounds.

**Exit Route** - Please use the following doorways to leave the building during an evacuation:

Department	Means of Egress
Tech Services & Publicity/Program Coordinator	Staff Entry
Circulation & Reference	Library main entry
Children's/YA Departments	Garden Doors
Computer Room	Staff Entry
Administrative and Business Office staff	Rear staff entry

## MAINTENANCE

One MSDS book is kept in the Maintenance office and one behind the Circulation Desk. The Custodian assigned to the main level of the library during an evacuation must bring the MSDS book from the Maintenance office out of the building when leaving. The Librarian-in-Charge should, when possible, bring the second copy of the book out as well. The Fire Department will need to see this.

## SUPERVISORS

1. Supervisors / senior staff must bring to the rendezvous area the evacuation checklist and a roster of those working at the time of the evacuation in order to be able to account for all personnel. An accurate hard copy of department schedules must be available.
2. Bring a walkie-talkie radio if available.
3. When conditions allow, the department head or the senior staff on duty should complete the following duties before exiting the building:
  - a. Search your assigned area and, make announcements as necessary, to make sure the evacuation is complete and proceed to the parking lot gate to report to the Director, Assistant Director or Librarian-in-Charge.
  - b. Close all doors in area as you leave.

Department	Designated Search Areas
Reference	Reference Office, Reading Area, Quiet Study Rooms, Aisles of all main level stacks
Children's	J Office, Reading Areas, Children's Lavatory, Quiet Study Room, Program Room, Aisles in children's stacks, Storage areas, outdoor garden area.* (see Note 3 below chart)
Circulation	Circ Office/Desk, Audio Visual Room, Lobby & Public Lavatories
Tech Service	<b>Weekdays:</b> TS Office, Staff Offices, Lounge & Staff lavatories
Custodian	Aisles of all mezzanine Level stacks.
Main Level	<b>Nights &amp; Weekends:</b> also check TS Office, Staff Offices, Lounge & Staff lavatories
Custodian	Storage, YA Library, Café, Gallery, LL Public Lavatories, Computer Room, Theater/Meeting
Lower Level	Room, Stage Area.

**\*Note 3** – Use walkie-talkie to call maintenance for assistance with disabled individuals who need help exiting the outdoor garden area. Stay with them until help arrives.

### **LIBRARIAN-IN-CHARGE**

The Director, Assistant Director or Librarian-in-Charge will monitor the evacuation and then proceed to the grassy area located at the northeast corner of the library grounds to:

1. Ascertain from each department representative that the evacuation is complete and all personnel are accounted for.
2. Receive a report from the custodian on duty regarding building conditions.
3. Provide a report to fire department officials and/or police personnel.

### **SHELTER-IN-PLACE PROCEDURES**

If the threat of severe weather warrants, the Director, Assistant Director or Librarian-in-Charge may offer staff and public the option of remaining indoors at the library. The following procedures describe essential steps to ensure a safe, orderly and efficient sheltering process.

### **SUPERVISORS**

Supervisors must maintain an accessible clipboard containing the following shelter procedures along with a checklist of search areas as well as a current department work schedule.

The Director, Assistant Director or Librarian-in-Charge will announce to staff and patrons (pound #8 on our telephones): "Due to severe weather (announcement to change based on emergency), we recommend for the safety of all staff and patrons that you proceed to the library's shelter area located on the lower level of the building." Direct the public and the staff to the shelter area.

For some emergencies, or in case of a power failure that renders the intercom unusable, the evacuation process may need to be done by word of mouth. In such a case, the Librarian-in-Charge will direct, using a walkie-talkie, all



supervisors/senior staff to announce the emergency and direct other staff and patrons to the shelter area.

**Note 1 – DO NOT ATTEMPT TO USE ELEVATORS IN AN EMERGENCY.**

**Indoor Rendezvous Point** – Congregate in the large basement storage room.

**Assisting the Public** - When possible, staff should direct/escort the public to the shelter area quickly and calmly. Staff members who are not directly involved in searching and checking the building should proceed to the shelter area as quickly as possible.

**SUPERVISORS**

1. Supervisors / senior staff must bring to the rendezvous area the evacuation checklist and roster of those working at the time of the sheltering in order to be able to account for all personnel. An accurate hard copy of department schedules must be available.
2. Bring a walkie-talkie radio if available and a flashlight.
3. When conditions allow, the department head or the senior staff on duty should complete the following duties before moving to the shelter area:
  - a. Search your assigned area, and make announcements as necessary, to make sure the sheltering process is complete and proceed to the shelter area to report to the Director, Assistant Director or Librarian-in-Charge.
  - b. Close all doors in area as you leave.

Department	Designated Search Areas
Reference	Reference Office, Reading Area, Quiet Study Rooms, Aisles of all main level stacks
Children's	J Office, Reading Areas, Children's Lavatory, Quiet Study Room, Program Room, Aisles in children's stacks, Storage areas.
Circulation	Circ Office/Desk, Audio Visual Room, Lobby & Public Lavatories
Tech Service	<b>Weekdays:</b> TS Office, Staff Offices, Lounge & Staff lavatories
Custodian	Aisles of all mezzanine level stacks.
Main Level	<b>Nights &amp; Weekends:</b> also check TS Office, Staff Offices, Lounge & Staff lavatories
Custodian	Storage, YA Library, Café, Gallery, LL Public Lavatories, Computer Room, Theater/Meeting
Lower Level	Room, Stage Area.

**Note 2** – Use walkie-talkie to call maintenance for assistance with disabled individuals who need help getting to the rendezvous area in the large basement storage area. Stay with them until help arrives.

**LIBRARIAN-IN-CHARGE**

The Director, Assistant Director or Librarian-in-Charge will monitor the movement to the shelter area and then proceed there themselves to:

1. Ascertain from each department representative that the sheltering process is complete and all personnel have been accounted for.
2. Receive a report from the custodian on duty regarding building conditions.

**EMERGENCY PREPAREDNESS KITS ARE LOCATED IN REAR SECTION  
OF SHELTER AREA ON SHELF WITH CLEANING SUPPLIES.**

## FIRE EXTINGUISHERS

BUILDING FLOOR LEVEL	LOCATION
Main	Staff entrance
Main	Staff break room
Main	Reference (fiction-mystery section by reading terrace)
Main	Main lobby – bathroom hallway
Main	Inside sliding door to reference
Main	Back aisle–reference quiet room 2
Lower	Boiler room
Lower	Fan room
Lower	Electrical Room
Lower	Staff hallway
Lower	Kitchen
Lower	Vending machines
Lower	Gallery (by green room door)
Lower	Program room
Lower	Elevator room (public elevator)
Lower	Theater (by door)
Lower	Children's room (inside entrance door)
Lower	Children's room (by garden door)
Lower	Children's room (fiction area by bathroom)
Mezzanine	Top of stairs (by elevator)
Mezzanine	Window (by rear stairs)

## FIRE ALARM PULL STATIONS

BUILDING FLOOR LEVEL	LOCATION
Main	Staff entrance
Main	Rear staff entrance
Main	Staff break room
Main	Reading Terrace door
Main	Lobby door
Main	Rear emergency door (reference)
Lower	Staff hallway
Lower	Gallery door
Lower	Under staircase
Lower	Green room emergency door
Lower	Meeting room (by door)
Lower	Theater (by door)
Lower	Children's room (garden door)
Mezzanine	Top of stairs (closer to elevator)
Mezzanine	Top of stairs (rear stairs)

## CIRCUIT BREAKER LOCATIONS

FLOOR LEVEL	LOCATION
Main	Maintenance office
Main	Reference office
Lower	Children's storage room
Lower	Electrical room
Lower	IT office

## MAIN UTILITY SHUT-OFFS

UTILITY	FLOOR LEVEL	LOCATION
Electric – main power for building	Lower	Electrical room
Water	Lower	Boiler room
Fire sprinkler	Lower	Boiler room
Gas	Lower	Boiler room
Fire pump	Lower	Boiler room

## WALKIE-TALKIE RADIO LOCATIONS

Director's Office - 1
Assistant Director's Office - 1
Administrative Assistant's Office - 1
Staff Room – 1
Reference Office - 1
Circulation Desk - 1
Children's Office - 1
Computer Services Office - 1
Volunteer Desk - 1 (kept in storage when not in use)
All Maintenance Personnel – 1 each

## RADIO CHANNELS

Name	Channel
Maintenance (Ray, Jose, A.J., etc.)	1
Administration (Joe, Janet, Cathy)	2
Librarians (Ref., Child., Scott)	3
Circulation (and Marie Pinto)	4

## AED LOCATIONS

FLOOR LEVEL	LOCATION
Main	Circulation Office (on first workstation shelf)
Main	Adult Reference Office (just inside door)
Lower	Children's Department Office (adjacent to office door)
Lower	Meeting Room (in the northwest corner)





SCLS Proposed 2022 Budget Vote

Information

Attached is the proposed SCLS Budget for 2022 as well as the draft budget that was included in the emailed October SCLS minutes and discussed at that board meeting. There were changes made to the final budget and the SCLS director and board wanted you to be able to compare the two.

The changes made from the draft budget dated October 6th are enumerated in Kevin Verbese's November 1st memo that accompanies the draft budget.

Each Trustee votes individually, however the library gets a single vote, which is determined by the outcome of the board vote.



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

November 1, 2021

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

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

At its meeting on November 1, 2021 the SCLS Board of Trustees approved the enclosed SCLS FY 2022 Operating Budget and authorized its submission for member library approval. In order for this proposal to take effect more than 2/3 of member libraries must vote to approve the proposed budget before December 31, 2021.

Attached to this memo are the final proposed SCLS FY 2022 Budget, a final proposed Member Support Chart, and your budget ballot. **Please print the ballot out and use it to record your library vote.**

To gain a full understanding of this proposed budget, and its impact on the member libraries, we ask that you review both this packet and the previously distributed "draft" budget packet that was dated October 6, 2021.

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

**Income**

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

2) *Downloadable Media* is listed at a 5% increase in this draft which is up from a flat number in the first draft. Once feedback has been received from the Zones this number will be finalized. All revenue in this line is offset by expenditures so

while very important to the member libraries and SCLS it is non-material to the SCLS overall budget.

### **Expenditures**

- 1) *Salaries* overall increase \$19,682 from the first draft. This is due primarily to staffing that will be needed to operate the “mini-SLED” which SCLS is receiving a \$242,000 ARPA grant for in 2022. Individual salary lines have also been adjusted based on current and expected staffing in 2022.
- 2) *Retirement and Social Security* have been adjusted from the previous estimates based on new estimates and the updated adjustments in the salary lines.
- 3) *Downloadable Media* is listed at a 5% increase in this draft which is up from a flat number in the first draft. Once feedback has been received from the Zones this number will be finalized. All expenditures in this line are offset by revenue so while very important to the member libraries and SCLS it is non-material to the SCLS overall budget.
- 4) *Programs* have been increased by \$18,000 from the first draft. This is due primarily to programing that SCLS will be hosting related to the ARPA grant of \$242,000 which we will receive in 2022.
- 5) *Electricity* costs have been revised down \$2,000 from the first estimate based on current cost projections.
- 6) *Equipment – Vehicles* costs have been revised down \$5,000 from the first estimate based on current cost projections.

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

### **Member Support, overall, will not change in 2022.**

We are often asked why every library does not have the same percentage change in member support. Member library financial participation is determined by a formula that includes the library’s service population (which has not changed this year) and the library’s expenditures for the prior year (2020.) If your library’s disbursements (less capital expenditures and debt service – as defined in your New York State Annual Report) increased more than the County average then your contribution change will be greater than the average. The version that is enclosed with this memo is the final member support chart for 2022.

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

Thank you for your continued support of our collaborative efforts.

## 2022 BUDGET REVENUE

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

10/27/21

## 2022 Budget Expenditures

ACCOUNT TITLE	2020	2021	2022	2021 to 2022	2021 to 2022
	Budget	Rev. Budget	Proposed	\$ Change	% Change
<b><i>SALARIES</i></b>					
LIBRARIANS	1,164,847	1,268,847	1,305,985	37,138	2.93%
CLERICAL	1,096,022	948,526	1,029,845	81,319	8.57%
Shipping & Maint.	243,974	304,647	376,835	72,188	23.70%
SUBSTITUTES & HOURLY	318,850	151,068	175,813	24,745	16.38%
<b>SUB-TOTAL (Salaries)</b>	<b>2,823,693</b>	<b>2,673,088</b>	<b>2,888,478</b>	<b>215,390</b>	<b>8.06%</b>
<b><i>FIXED CHARGES &amp; FRINGE BENEFITS</i></b>					
RETIREMENT	400,000	420,000	400,000	(20,000)	-4.76%
SOCIAL SECURITY	216,016	203,175	220,768	17,593	8.66%
WORKER'S COMP.	41,500	41,500	41,500	0	0.00%
UNEMPLOYMENT	1,000	50,000	1,000	(49,000)	-98.00%
DISABILITY	6,500	6,000	5,000	(1,000)	-16.67%
HEALTH INSURANCE	553,500	500,000	445,000	(55,000)	-11.00%
MEDICAL INS. RETIREES	610,350	550,000	500,000	(50,000)	-9.09%
DENTAL	43,500	40,000	42,000	2,000	5.00%
OPTICAL	4,000	3,500	4,500	1,000	28.57%
FLEX PLAN	500	500	500	0	0.00%
SICK & VAC. PAYOUTS	85,000	85,000	85,000	0	0.00%
LONG TERM CARE INS.	3,500	2,500	2,500	0	0.00%
INSURANCE INCENTIVE	22,500	23,000	26,000	3,000	13.04%
Empl. Assist. Program	3,000	2,000	2,000	0	0.00%
<b>SUB-TOTAL (Fixed &amp; Fringe)</b>	<b>1,990,866</b>	<b>1,927,175</b>	<b>1,775,768</b>	<b>(151,407)</b>	<b>-7.86%</b>
<b>PROFESSIONAL FEES</b>	<b>62,950</b>	<b>60,850</b>	<b>62,350</b>	<b>1,500</b>	<b>2.47%</b>
<b>SUB-TOTAL (Professional Fees)</b>	<b>62,950</b>	<b>60,850</b>	<b>62,350</b>	<b>1,500</b>	<b>2.47%</b>
<b><i>LIBRARY MATERIALS</i></b>					
BOOKS	3,500	3,500	2,500	(1,000)	-28.57%
DOWNLOADABLE MEDIA	155,000	100,000	100,000	0	0.00%
HOMEWORK HELP	320,000	366,000	366,000	0	0.00%
<b>SUB-TOTAL</b>	<b>478,500</b>	<b>469,500</b>	<b>468,500</b>	<b>(1,000)</b>	<b>-0.21%</b>
<b><i>DIRECT OFFSET</i></b>					
LLSA MEMBER LIBRARIES	465,283	520,748	433,957	(86,791)	-16.67%
CLA CBA CNTRL LIBRARY	379,971	414,551	345,458	(69,093)	-16.67%
CBA MATERIALS	16,080	18,581	15,484	(3,097)	-16.67%
SUFFOLK E-RESOURCES	722,400	722,400	744,000	21,600	2.99%
DOWNLOADABLE MEDIA	3,879,496	4,946,362	5,193,680	247,318	5.00%
COORDINATED ORDERS	1,000,000	700,000	1,000,000	300,000	42.86%
Institutional Library Books	9,333	10,712	8,926	(1,786)	-16.67%
Misc. Grants	-	-	0	0	0.00%
<b>SUB-TOTAL</b>	<b>6,472,563</b>	<b>7,333,354</b>	<b>7,741,505</b>	<b>1,268,942</b>	<b>19.60%</b>

## 2022 Budget Expenditures

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

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

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





**SUFFOLK  
COOPERATIVE  
LIBRARY SYSTEM**

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

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**BALLOT**

**2022 SCLS Budget**

The Board of Trustees of the \_\_\_\_\_ Library

Approved

Disapproved

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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



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

October 6, 2021

To: Member Library Directors & Boards of Trustees  
From: Kevin Verbeseey  
Re: SCLS Draft FY 2022 Budget

Enclosed with this memo is a **Draft SCLS 2022 Operating Budget** for your review and consideration. Included along with the draft budget is a cover memorandum explaining some of the income and expense lines and an estimated Member Support Chart.

As is SCLS practice, during the month of October we ask you to review the coming year's draft budget proposal and offer your comments and suggestions prior to us presenting a final budget version for a membership vote in November and December.

The 2022 fiscal year should be one with significantly fewer financial challenges than we faced in both 2020 and 2021 as we have a better idea of where we stand with State funding. Obviously, there is still much uncertainty with COVID-19 so we are structuring our FY 2022 budget in a way that will allow us the greatest flexibility possible so that we can adjust to any new circumstances caused by the pandemic and to our member libraries changing needs.

Fortunately, we came into this crisis in very strong financial shape and that has allowed us to focus on supporting the member libraries as their services have evolved throughout the pandemic. Modifications to the services that the member libraries provide to their communities has also required that SCLS modify our operations as well.

We are going into the final year of our union contract so we have a large degree of "cost certainty" in 2022. The huge increase in usage of online services during the height of the pandemic has also moderated to a large extent which will mean less will need to be invested in those services. We expect some of the changes brought on by the pandemic like remote meetings, trainings, and workshops will continue and we are looking to improve our ability to meet those needs.

We are hopeful that we can use some American Recovery Plan Act (ARPA) funding to add a new mobile service vehicle to our fleet and continue to redeploy both the SLED and the resources in the Lending Library.

We will work to continue to provide our fifty-six member libraries with the depth and quality of services that they have come to expect from SCLS. Please review this proposal and contact me with any questions or concerns that you may have. I also welcome you to join us at one of our budget hearings that are listed below. We hope that this information will assist you in your decision-making and provide you with important data that you will need to manage your library.

**SCLS FY 2022 Budget Hearings:**

Wednesday, October 27, 2021, 2:00 p.m. (ONLINE)

<https://us06web.zoom.us/j/83929833083?pwd=M3hBSnl2ZTJxZ2I5d3pWcWRuY0c1Zz09>

Friday, October 29, 2021, 10:00 a.m.

East End Director's Meeting

Cutchogue – New Suffolk Free Library

27550 Main Road

Cutchogue, New York 11935

Monday, November 1, 2021, 6:30 p.m.

SCLS Board Meeting

Suffolk Cooperative Library System

627 N Sunrise Service Road, Bellport, New York 11733

**Proposed SCLS 2022 Operating Budget**

**Notes on the Attached 2022 Budget:**

**FORMAT**

You will note that the income (revenue) side of the SCLS Proposed Budget sheet is divided into three distinct sections; “Operational”, “Central Library”, and “Direct Offset.” This is done to better reflect the nature of how SCLS and the partnership with our member libraries actually work.

The “Operational” section supports mainly our staff costs, facilities, supplies, utilities, professional services, insurance, and equipment.

The “Central Library Support” section highlights the area where our Central Library, Patchogue-Medford, supports our system-wide efforts.

The “Direct Offset” includes a number of large shared services and/or coordinated orders that we help maintain. One hundred percent of the income in the “Direct Offset” section is “pass through” and goes out to member libraries or vendors at the exact same levels as what comes in. Not a single cent of it “stays at SCLS.”

We present the budget this way to make it easier for you to review what is happening at SCLS as it relates to our “operations” and the specific coordinated services and/or programs that we work with you on.

## REVENUES

### Operational

\* *State Aid* (which includes *Local Sponsor Aid, Outreach, CLA, CBA, Institutional Library Aid, and Member Library Aid*) is being projected at no change from what we received in 2021, minus the restoration of 2020 funds that were withheld. The great “unknown” is what the new Governor will propose but at this point we feel confident that our State funding should be relatively stable next year.

\* *Misc Grants* revenue includes \$242,000 in ARPA funding that will be used to purchase a “mini-SLED” to be used for member library technology programming as well as bring digital connectivity and instruction out into Suffolk County communities.

\* *Interest* revenue has decreased significantly due to the late payments of State aid and current returns.

\* *Rental* revenue is anticipated to increase based upon our agreements with the Long Island Library Resources Council and Eastern Suffolk BOCES.

\* *Member Library Support* indicates the libraries’ proposed contribution to our cooperative services. We are proposing no increase in 2022. SCLS recognizes the challenges that the member libraries face in preparing their own budget with Covid-19 and within the rules and regulations of the “tax-cap.” We want to be sure that the level of member support remains commensurate with those State mandated limits.

\* *PALS Revenue* (Partnership of Automated Libraries in Suffolk) represents a direct reimbursement for SCLS staffing and services to the consortium. This amount is subject to adjustment during the PALS budget process. Fifty-two member libraries currently participate in the PALS consortium for an integrated library circulation/inventory management system. The PALS Executive Board and membership will vote on their FY 2022 budget and make the final determination on this budget line before the final SCLS FY 2022 proposed budget is presented to the member libraries.

## Central Library

\* *Non-fiction Overdrive* reflects the contribution from the Patchogue-Medford Library for non-fiction eBook content on the Countywide Downloads service on Live-brary.com.

\* *Homework Help* reflects the contribution from the Patchogue-Medford Library for the Countywide Live Study Help service through Live-brary.com

\* *ILL Delivery Support* is not funded since Saturday delivery is not taking place and not anticipated to resume in 2022.

## Direct Offset

\* *LLSA Member Libraries* is “State Aid” for the member libraries.

\* *CLA/CBA Central Library* is “State Aid” for the Central Library.

\* *Suffolk e-Resources* is proposed to increase by 3%. This includes the income contributed by all member libraries for the shared databases in the Suffolk e-Resources collection. This modest increase, which would be the first in over a decade, would allow us some flexibility in the collection’s development.

\* *Coordinated Orders* is income for a variety of coordinated orders for all types of products and services that SCLS manages. Increases in this line are more than offset by cost savings in participating member library’s budgets.

\* *Downloadable Media* income and expenses are still being discussed with the member libraries and the figure included in this draft budget is just a “placeholder” at this time. The service’s growth has moderated over the last few months as the dramatic increases in usage during the height of the pandemic has been sustained but usage is no longer growing.

## **EXPENDITURES**

\* *Salaries* show an overall increase of 7.32%. SCLS drastically cut staff in response to Covid-19 and we have added some new staff in 2021. Some of the individual lines within salaries change at different amounts based upon salary and staffing changes and reclassifications. We are entering the final year of our five-year union contract so will be re-negotiating that in 2022

\* *Retirement* expenses will increase a modest amount based on current estimates.

\* *Unemployment* costs drop by almost their entirety as SCLS self-insures for this insurance and has made all payments due to Covid-19 layoffs.

\* *Health Insurance/Health Insurance Retirees* premiums are projected to decrease around 10% based on current expenses. The NYSHIP plan sends regular cost estimates so if we receive new information before a final budget is presented we will update our estimates to reflect NYSHIPS.

\* *Dental and Optical* insurance premiums will increase by a small dollar amount (though the percentage seems large) based on new estimates.

Overall SCLS personnel costs will increase by around \$78,000 in this budget proposal for 2022.

\* This year SCLS will be contributing \$100,000 towards the cost of the *Downloadable Media*, \$12,000 of the SCLS contribution will be used to pay the annual platform fee and the remainder will go towards the purchase of materials for the collection.

\* *Homework Help* costs are being budgeted at the same amount as 2021 so that we have flexibility if and service extension is needed as it was last year.

\* *CBA Materials/CLA/CBA Central Library/LLSA Member Libraries* are all "offset" or "pass through" lines that are increased / decreased as State support is. If State support changes at a rate other than what we have projected these lines will change as well and balance with changes on the income side.

\* *Downloadable Media* costs are still being discussed with the member libraries and the figure included in this draft budget is just a "placeholder" at this time.

\* *Coordinated Orders* are offset by the corresponding income line on the SCLS balance sheet and by cost savings in participating member library's budgets.

\* *Institutional Library Books* are items purchased through the annual "jail grant" that SCLS gets from New York State. The expenditure will match whatever amount the grant actually is.

\* *Misc. Grants* are bullet aid and other legislative grants that SCLS passes through to the member libraries. The entire expense is offset on the revenue side of our budget. Since the amount received is so unpredictable and offsets completely in both revenue and expenditures it is listed as \$0 on the budget.

\* *Office and Library Supplies* shows a large increase but is still significantly lower than they were "pre-pandemic." This change is based mostly on anomalies related to supply usage during the Covid shutdowns.

\* *Telephone Voice* increases based upon anticipated costs in 2022.

\* *Line of Credit Interest* is the cost of borrowing money to meet cash flow requirements while awaiting State Aid payments. We have not used this line of credit for the past fifteen years and hope not to this year as well.

\* *Postage and Freight SCLS* shows an increase due to an increase in out-of-system borrowing of library materials.

\* *Travel* increases significantly as we expect that more in person programming and conferences will take place in 2022. It is still at a level much reduced from pre-pandemic but significantly more than in 2021 where there were limited in-person events.

\* *Maintenance – Office Equipment* includes costs for copiers, print management systems, and shipping department equipment and shows a decrease based upon contracts and needs.

\* *Computer Services* includes a wide variety of services used by both SCLS and the member libraries. This area will decrease due to some ended services and contractual arrangements that decrease costs.

\* *Vehicle Operation and Maintenance* increases due to more vehicle use with the Lending Library and SLED anticipated to be back in full service in 2022.

\* *Programs* are the cost of SCLS putting on workshops, seminars, and events for member library staff, administrators, and trustees. They decrease reflective of the fact that we anticipate doing more online programming in 2022 than pre-pandemic

\* *Professional Development* is the cost of SCLS staff programs, classes, workshops, seminars, and conference attendance. It is still at a level much reduced from pre-pandemic but significantly more than in 2021 where there were limited in-person events.

\* *Repair – Building & Equipment* has increased by \$5,000 to ensure that our building is maintained up to our high standards.

\* *Insurance* costs are increased reflective of current 2022 cost estimates.

\* *Equipment System* increases by a significant amount and this is due to a need to replace computers, docking stations, and other technology accessories. This line is less than it was pre-pandemic but has increased from its lower pandemic level.

\* *Equipment Vehicle* includes the purchase of the “mini-SLED” that will be offset by an ARPA grant and the purchase of a new delivery vehicle as a few of our larger vehicles will need to be replaced over the coming years as they reach limits to the level where we can count on their reliability.

\* *Facility Renovations* is reduced because in 2021 we had budgeted to do a large cesspool replacement project and have no similar sized needs in 2022.

### **Summary**

The draft FY 2022 SCLS Budget shows an operational revenue decrease of almost \$350,000 but that is due only to extra revenue we received in 2021 which had been held back from us by New York State in 2020. Not including that extra revenue, the decrease in the operational budget is closer to \$12,000.

Member Support in 2022 is projected to not change.

This draft budget is still in development and we expect some meaningful changes may be made before a final proposed budget is approved in early November.

### **Member Support Note**

While overall member support would not change in 2022 some individual member libraries will see a change of a different amount based on the formula that we use to calculate these payments. Member Support is based on both the service population and the amount of annual expenditures that a library reports on their State Report (which can change significantly each year.) For this budget/member support chart we are using the 2020 State Report figures. Please see the attached chart.

### **Budget Process**

This is the first draft of the SCLS FY 2022 Budget. We welcome any comments, questions, or concerns that anyone may have about this draft budget. After further review, adjustment, and consideration of any input received from the member libraries SCLS will present a final proposed FY 2022 Budget for your consideration in early November and the budget vote will take place throughout both November and December.



## 2022 BUDGET REVENUE

SOURCE	2020	2021	2022	2021 to 2022	2021 to 2022
	Budget	Rev. Budget	Proposed	\$ Change	% Change
N. Y. State	2,848,170	3,187,691	2,656,409	(531,282)	-16.67%
Local Services Support Aid (LSS)	328,865	306,749	306,749	0	0.00%
Outreach	234,307	262,238	218,531	(43,707)	-16.67%
SCLS: CLA	162,847	174,391	145,326	(29,065)	-16.67%
Misc. Grants	10,000	0	242,000	242,000	0.00%
Interest	25,000	10,000	5,000	(5,000)	-50.00%
Rental	55,080	56,180	57,500	1,320	2.35%
Delivery Service	2,000	500	500	0	0.00%
Mailing Overdues	21,000	15,000	15,000	0	0.00%
Miscellaneous	35,000	10,000	10,000	0	0.00%
Contributions	300	100	100	0	0.00%
Programs/Rooms	13,500	5,000	5,000	0	0.00%
Library Contract Service	165,000	165,000	165,000	0	0.00%
Member Library Support	2,282,680	2,328,334	2,328,334	0	0.00%
PALS Admin. Fee	628,496	627,434	644,422	16,988	2.71%
RFID Support	0	0		0	0.00%
<b>Sub-Total (Operational)</b>	<b>6,812,245</b>	<b>7,148,617</b>	<b>6,799,871</b>	<b>(348,746)</b>	<b>-4.88%</b>
<i>Central Library support</i>					
Non-fiction (Overdrive)	12,000	12,000	12,000	0	0.00%
Homework Help	55,000	55,000	55,000	0	0.00%
ILL Delivery Support	60,000	0	0	0	0.00%
<b>Sub-Total (Central Library)</b>	<b>127,000</b>	<b>67,000</b>	<b>67,000</b>	<b>0</b>	<b>0.00%</b>
<i>DIRECT OFFSET</i>					
LLSA Member Libraries	465,283	520,748	433,957	(86,791)	-16.67%
CLA CBA Central Library	379,971	414,551	345,458	(69,093)	-16.67%
Suffolk E-Resources	722,400	722,400	744,000	21,600	2.99%
Coordinated Orders	1,000,000	700,000	1,000,000	300,000	42.86%
Downloadable Media	3,879,496	4,946,362	4,946,362	0	0.00%
SCLS: CBA	16,080	18,581	15,484	(3,097)	-16.67%
Institutional Library Aid	9,333	10,712	8,926	(1,786)	-16.67%
Misc. Grants	0	0		0	0.00%
<b>Sub-Total (Direct Offset)</b>	<b>6,472,563</b>	<b>7,333,354</b>	<b>7,494,187</b>	<b>160,833</b>	<b>2.19%</b>
Transfer from Unappropriated Fund Balance	125,000	0	0	0	0.00%
<b>Sub-Total (Non-Operational)</b>	<b>125,000</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0.00%</b>
<b>TOTAL REVENUE</b>	<b>13,536,808</b>	<b>14,548,971</b>	<b>14,361,058</b>	<b>(187,913)</b>	<b>-1.29%</b>

## 2022 Budget Expenditures

ACCOUNT TITLE	2020	2021	2022	2021 to 2022	2021 to 2022
	Budget	Rev. Budget	Proposed	\$ Change	% Change
<b><i>SALARIES</i></b>					
LIBRARIANS	1,164,847	1,268,847	1,252,865	(15,982)	-1.26%
CLERICAL	1,096,022	948,526	1,035,733	87,207	9.19%
Shipping & Maint.	243,974	304,647	376,835	72,188	23.70%
SUBSTITUTES & HOURLY	318,850	151,068	203,363	52,295	34.62%
SUB-TOTAL (Salaries)	2,823,693	2,673,088	2,868,796	195,708	7.32%
<b><i>FIXED CHARGES &amp; FRINGE BENEFITS</i></b>					
RETIREMENT	400,000	420,000	435,000	15,000	3.57%
SOCIAL SECURITY	216,016	203,175	219,450	16,275	8.01%
WORKER'S COMP.	41,500	41,500	41,500	0	0.00%
UNEMPLOYMENT	1,000	50,000	1,000	(49,000)	-98.00%
DISABILITY	6,500	6,000	5,000	(1,000)	-16.67%
HEALTH INSURANCE	553,500	500,000	445,000	(55,000)	-11.00%
MEDICAL INS. RETIREES	610,350	550,000	500,000	(50,000)	-9.09%
DENTAL	43,500	40,000	42,000	2,000	5.00%
OPTICAL	4,000	3,500	4,500	1,000	28.57%
FLEX PLAN	500	500	500	0	0.00%
SICK & VAC. PAYOUTS	85,000	85,000	85,000	0	0.00%
LONG TERM CARE INS.	3,500	2,500	2,500	0	0.00%
INSURANCE INCENTIVE	22,500	23,000	26,000	3,000	13.04%
Empl. Assist. Program	3,000	2,000	2,000	0	0.00%
SUB-TOTAL (Fixed & Fringe)	1,990,866	1,927,175	1,809,450	(117,725)	-6.11%
<b><i>PROFESSIONAL FEES</i></b>	62,950	60,850	62,350	1,500	2.47%
SUB-TOTAL (Professional Fees)	62,950	60,850	62,350	1,500	2.47%
<b><i>LIBRARY MATERIALS</i></b>					
BOOKS	3,500	3,500	2,500	(1,000)	-28.57%
DOWNLOADABLE MEDIA	155,000	100,000	100,000	0	0.00%
HOMEWORK HELP	320,000	366,000	366,000	0	0.00%
SUB-TOTAL	478,500	469,500	468,500	(1,000)	-0.21%
<b><i>DIRECT OFFSET</i></b>					
LLSA MEMBER LIBRARIES	465,283	520,748	433,957	(86,791)	-16.67%
CLA CBA CNTRL LIBRARY	379,971	414,551	345,458	(69,093)	-16.67%
CBA MATERIALS	16,080	18,581	15,484	(3,097)	-16.67%
SUFFOLK E-RESOURCES	722,400	722,400	744,000	21,600	2.99%
DOWNLOADABLE MEDIA	3,879,496	4,946,362	4,946,362	0	0.00%
COORDINATED ORDERS	1,000,000	700,000	1,000,000	300,000	42.86%
Institutional Library Books	9,333	10,712	8,926	(1,786)	-16.67%
Misc. Grants	-	-	0	0	0.00%
SUB-TOTAL	6,472,563	7,333,354	7,494,187	1,021,624	15.78%

## 2022 Budget Expenditures

ACCOUNT TITLE	2020	2021	2022	2021 to 2022	2021 to 2022
	Budget	Rev. Budget	Proposed	\$ Change	% Change
<b><i>OPERATIONS</i></b>					
OFFICE & LIB. SUPPLIES	51,000	30,000	44,500	14,500	48.33%
TELEPHONE VOICE	22,000	22,000	26,000	4,000	18.18%
ISP SERVICE	63,500	60,000	60,000	0	0.00%
Line of Credit INTEREST	100	100	100	0	0.00%
POSTAGE & FRGHT SCLS	15,000	10,000	12,500	2,500	25.00%
POSTAGE OVERDUES	21,000	12,000	12,000	0	0.00%
PUBLICITY & PRINTING	60,000	30,000	30,000	0	0.00%
TRAVEL	29,000	10,000	20,500	10,500	105.00%
LOST IN TRANSIT	13,500	13,500	13,500	0	0.00%
OVERDUE SUPPLIES	6,500	3,500	3,500	0	0.00%
MEMBERSHIP DUES	26,000	25,000	25,000	0	0.00%
MAINT. - OFFICE EQUIP.	33,350	23,800	18,050	(5,750)	-24.16%
COMPUTER SERVICES	295,000	260,000	260,500	500	0.19%
VEHICLE OPERATION	43,300	38,300	40,700	2,400	6.27%
VEHICLE MAINTENANCE	14,000	12,000	12,000	0	0.00%
SECURITY SERVICES	25,000	21,500	21,500	0	0.00%
TRUSTEE EXPENSE	3,500	2,500	2,500	0	0.00%
PROGRAMS	49,000	50,000	41,500	(8,500)	-17.00%
PROF. DEVELOPMENT	44,000	15,000	35,500	20,500	136.67%
Misc		604,054	0	(604,054)	0.00%
<b>SUB-TOTAL</b>	<b>814,750</b>	<b>1,243,254</b>	<b>679,850</b>	<b>(563,404)</b>	<b>-45.32%</b>
<b><i>BUILDING OPERATIONS</i></b>					
GAS	20,000	21,000	21,000	0	0.00%
ELECTRICITY	40,000	38,000	38,000	0	0.00%
WATER	1,500	1,500	1,500	0	0.00%
SUPPLIES-JANITORIAL	3,500	2,500	2,500	0	0.00%
CONTRACT SERVICES	415,936	307,062	307,125	63	0.02%
REPAIR - BLDG. & EQUIP.	50,000	35,000	40,000	5,000	14.29%
<b>SUB-TOTAL</b>	<b>530,936</b>	<b>405,062</b>	<b>410,125</b>	<b>5,063</b>	<b>1.25%</b>
<b>INSURANCE</b>	<b>72,550</b>	<b>71,688</b>	<b>77,800</b>	<b>6,112</b>	<b>8.53%</b>
<b>EQUIPMENT - LENDING LIBRARY</b>	<b>30,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0.00%</b>
<b>EQUIPMENT - SYSTEM</b>	<b>65,000</b>	<b>35,000</b>	<b>55,000</b>	<b>20,000</b>	<b>57.14%</b>
<b>EQUIPMENT - VEHICLES</b>	<b>125,000</b>	<b>-</b>	<b>280,000</b>	<b>280,000</b>	<b>#DIV/0!</b>
<b>FACILITY RENOVATIONS</b>	<b>70,000</b>	<b>325,000</b>	<b>150,000</b>	<b>(175,000)</b>	<b>-53.85%</b>
<b>SUB-TOTAL</b>	<b>362,550</b>	<b>436,688</b>	<b>567,800</b>	<b>131,112</b>	<b>30.02%</b>
<b>TOTAL EXPENDITURES</b>	<b>13,536,808</b>	<b>14,548,971</b>	<b>14,361,058</b>	<b>(187,913)</b>	<b>-1.29%</b>

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

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

## Public Library Association Annual Conference

### Information

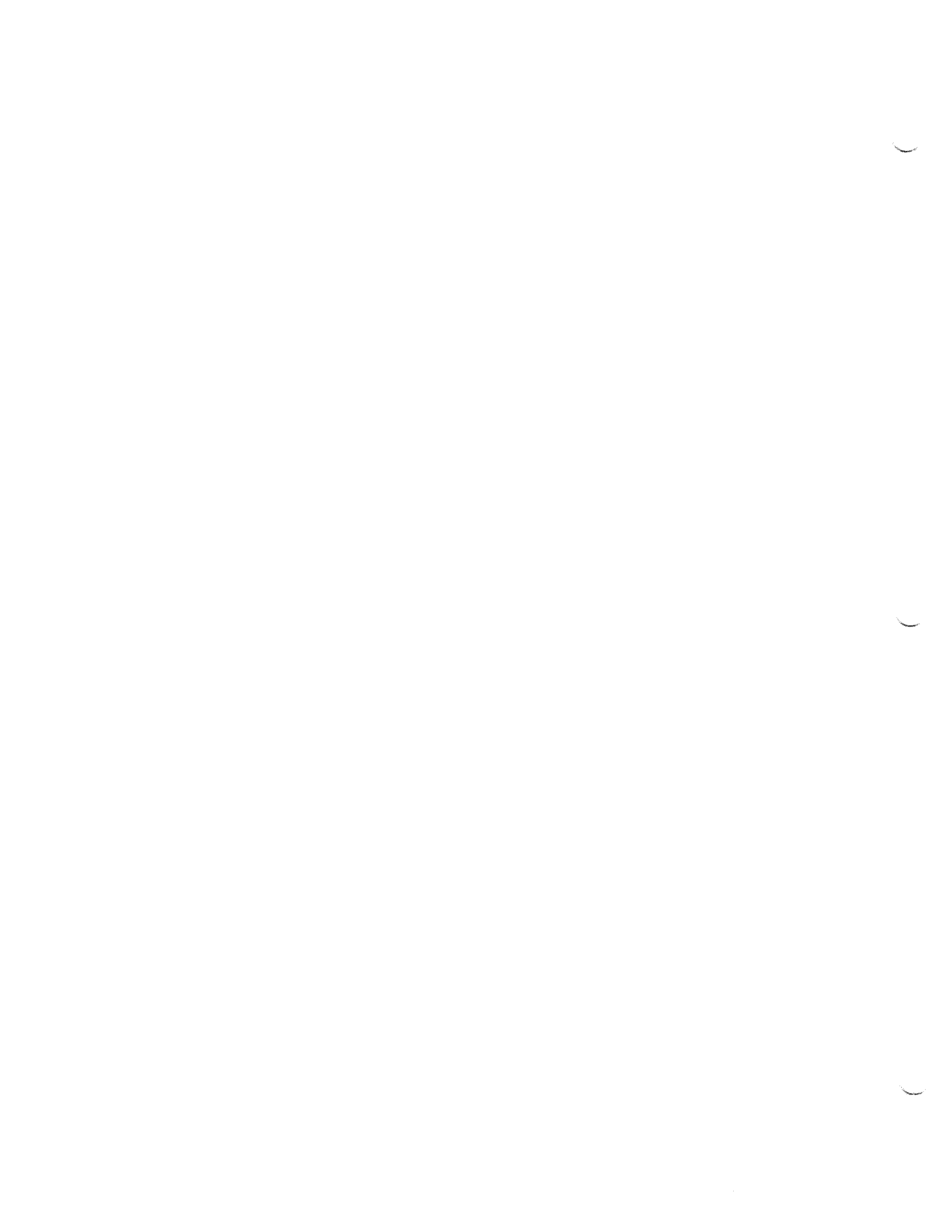
Offered biennially, the PLA Conference is the premier continuing education event for public libraries, drawing thousands of librarians, library support staff, trustees, friends, and library vendors from across the country and around the world. This multi-day event will take place in Portland, Oregon from March 23 – 25, 2022, and will feature over 100 top-quality education programs, inspirational and entertaining speakers, networking opportunities, and a bustling exhibits hall featuring the latest in products and services.

### **In-Person Conference**

	<b>Cost per Person</b>	<b>Cost for 4 Staff Members</b>
Advanced Registration	\$610	\$2,440.00
Hotel	\$1,004 (\$251 per night)	\$4,016.00
Meals	\$240 (\$60 per day)	\$960.00
Airfare	\$400	\$1,600.00
<b>Totals</b>		<b>\$9,016.00</b>

### **Recommendation**

That the Board of Trustees authorizes four staff members to attend the 2022 Public Library Association Annual Conference in Portland, Oregon on March 23 – 25, 2022, at a cost not to exceed \$9,016.00. If there is interest, there are funds available for members of the Library Board to attend.



**Allocation of Unassigned General Fund Balance  
For Fiscal Year Ended June 30, 2021**

Information

The Unassigned General Fund Balance for fiscal year ending June 30, 2021 is \$2,674,692.04. There is also interest in the amount \$2,665.56 from the Capital Project Reserve Fund. This brings the total allocation to \$2,677,357.60.

The table below summarizes the recommendations for the allocation of the 2020 – 2021 Unassigned General Fund Balance.

<u>Allocation Recommendation</u>	<u>GASB 54 Fund Type</u>	<u>Amount</u>
Working Capital Margin of Safety	Unassigned General Fund Balance	1,428,343.25
2020 - 2021 Encumbrances Carry Forward	Assigned Fund Balance	93,771.53
Revenue in the 2021-2022 Operating Budget	Assigned Fund Balance	200,000.00
2021 - 2022 Accrued Compensated Absences	Assigned Fund Balance	589,626.00
Repairs & Improvements to Building Cap. Res. Fund	Restricted Fund Balance	362,951.26
Repairs & Improvements to Building Cap. Res. Fund	Restricted Fund Balance	\$2,665.56
<b>Amount to be Allocated (See recommendations)</b>		<b>2,677,357.60</b>

Recommendations

1. That the Board of Trustees authorizes an allocation of \$1,428,343.25 of the Unassigned General Fund Balance to be maintained as such to provide the Library with a working capital margin of safety.
2. That the Board of Trustees authorizes \$93,771.53 of the Unassigned General Fund Balance to be allocated as *Assigned* Fund Balance for Encumbrances carried forward from the 2020-2021 General Fund.
3. That the Board of Trustees authorizes an allocation of \$200,000.00 from the 2020-2021 Unassigned General Fund Balance to be allocated as *Assigned* Fund Balance for Revenue in the 2021-2022 Operating Budget.
4. That the Board of Trustees authorizes \$589,626.00 of the Unassigned General Fund Balance to be allocated as *Assigned* Fund Balance for Accrued Compensated Absences.

5. That the Board of Trustees authorizes an allocation of \$362,951.26 from the 2020-2021 Unassigned General Fund Balance to be allocated as *Restricted* Fund Balance for the Repairs & Improvements to Building Capital Reserve Fund.
6. That the Board of Trustees authorizes an allocation of \$2,665.56 from the Capital Reserve Fund Interest to be allocated as *Restricted* Fund Balance for the Repairs & improvements to the Building Capital Reserve Fund.



## HVAC Replacement and Upgrade Project Contract

### Information

Attached is the contract proposal for the HVAC Replacement and Upgrade project with Trane U.S. Inc. The pricing falls under the US Communities/Omnia Proposal #47-315653-21-002. Omnia Partners, Public Sector is vetted and approved for our procurement purposes and is equivalent to a NY State Contract.

Contract Price	\$421,430.00
8% Contingency	\$33,714.40
Total	\$455,144.40

### Recommendation

That the Board of Trustees authorizes the director to execute the HVAC replacement and Upgrade Contract with Trane U.S. Inc. (US Communities/Omnia Proposal #47-315653-21-002) in the amount of \$421,430.00 plus an 8% contingency cost pending review of the contract by the library attorney. Funds will be withdrawn from the *Repairs and Improvements to the Building Reserve Fund*.



Trane Long Island  
245 Newtown Road, Suite 500  
Plainview, NY 11803



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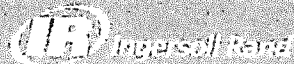
## AC-1 Replacement & Upgrade Project

At South Huntington Library  
145 Pidgeon Hill Rd  
Huntington Station, NY 11746

**TRANE / US Communities/Omnia Contract #: 15-JLP-023**  
**US Communities/Omnia Proposal # 47-315653-21-002**



HIGH PERFORMANCE BUILDINGS FROM TRANE





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October 21, 2021

Mr. Ray Capone  
South Huntington Library  
145 Pidgeon Hill Rd.  
Huntington Station, NY 11746

Re: Trane/Omnia Quotation for the  
Replacement & Upgrade of AC-1  
At South Huntington Library

**TRANE / US Communities/Omnia Contract #: 15-JLP-023**  
**US Communities Proposal # 47-315653-21-002**

Dear Mr. Capone:

Trane U.S., Inc. is pleased to provide this Trane/US Communities/Omnia turnkey quotation to furnish and install a new Trane Heating, Ventilating and Air conditioning Unit (HVAC) to replace and upgrade the existing AC-1 system at the above referenced location. Since the existing AC system utilizes a refrigerant (R-22) that has been phased out from being supplied in new Air Conditioning equipment, we have accordingly provided in our proposal for new Trane AC equipment that would utilize the eco-friendlier R-410A refrigerant. Additionally, due to the change in refrigerants, with different Chemical properties and oil additives, Trane strongly recommends and has included the replacement of the existing refrigerant Piping for this system upgrade.

It should be noted that this new Trane equipment is a direct (physical size) replacement for the existing system and will provide a cost avoidance advantage for any infrastructure (Structural, Electrical, Plumbing, Ductwork air distribution) changes and modifications.

Trane assumes that adequate Capacities and Air Flow rates currently exist for the existing equipment and that we have not included any engineering services for the existing or new equipment. If capacities and/or airflow issues are detected and require further investigation, Trane would be happy to provide a price to provide these additional services.

**Accordingly, Trane U.S., Inc. would be pleased to provide the following scope of work for your consideration for this HVAC equipment replacement and upgrade project:**



### **I. HVAC Items Included in this Quotation**

1. Provide the required Payment and Performance bonds for this HVAC replacement and upgrade project.
2. Provide all required equipment submittals for review and comment prior to the release of the new equipment.
3. Provide for an independent air and water balancing contractor to record the existing air flow (in cfm) and the existing Hot Water (HW) flows (in gpm) through the existing AC unit prior to disconnection and removal.
4. Trane will provide the required services of a certified technician to properly reclaim the R-22 refrigerant, from the existing AC system in accordance with the EPA regulations and guidelines.
5. Provide a licensed Electrician to lock out and tag the existing electrical power for the existing AC unit and the associated Condenser at their existing respective Circuit Breakers.
6. Provide a licensed Electrician to disconnect and safe off all existing electrical power wiring from the existing AC-1 unit and the associated Condenser on the roof and prepare for re-connection to the new Trane equipment.
7. Disconnect and remove the existing control wiring from the existing AC-1 and the associated Condenser on the roof. **Please note**, any fire/smoke alarm wiring and controls, requiring upgrade or modification, will need to be disconnected, removed and modified by others.
8. Provide all required labor to isolate the existing HW piping at the existing HW isolation valves and disconnect from the existing AC-1. **Please note**, that if the existing HW isolation valves do not hold back the flow of water, additional costs will be submitted to replace the existing valves.
9. Provide the required labor to disconnect, remove and properly dispose of the existing interconnecting R-22 refrigerant piping circuits between the existing indoor AC-1 and its associated outdoor Condenser on the roof.
10. Provide the labor to dis-connect the existing condensate drain line from the existing AC-1 condensate drain connection.
11. Provide the labor and equipment to carefully disconnect the existing Supply Air (SA), Return Air (RA) and Outside Air (OA) ductwork from the existing AC-1 unit, as well as the existing Relief Air duct from the relief Air Plenum Box.
12. Provide the labor to carefully remove the existing exterior louver and Relief Air Plenum box in order to provide access for rigging the existing equipment out of the Mechanical Equipment Room (MER) and the new equipment into the MER. **Please note**, that the removal of the existing Sprinkler pipe in front of the existing sheet metal Relief Air plenum will need to be temporarily removed by others and is not included in this quotation.

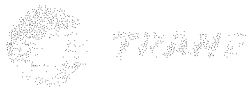


13. Carefully remove part of the existing grating from the top of the existing Areaway in order to provide a rigging path to the existing MER.
14. Provide the labor and equipment to dismantle and remove the existing AC-1 through the louver opening, up through the Areaway and properly dispose of.
15. Provide the required Crane and rigging services to properly and safely, remove the existing Condenser on the roof from the site and properly dispose of.
16. Furnish and deliver the new Trane replacement AC, matching the original design specifications, including the following:
  - A. New Indoor Trane HVAC unit
    1. Self-Contained Air Conditioning Unit
    2. Commercial application
    3. Air-cooled (Remote condenser required)
    4. 50 tons nominal
    5. 200 volt / 60 hertz / 3 phase
    6. Constant volume control, zone temp heat/cool
    7. Vertical discharge
    8. 20 hp Premium efficiency open drip proof motor
    9. Hot water coil ships separate (Left hand) (Field Installed)
    10. Factory provided Unit disconnect switch
    11. Galvanized drain pan w/ positive slope
    12. Ventilation for 2 position control (interface only)
    13. Compressor service valves
    14. BACNET Communications Interface
    15. UL agency listed - US/CAN
    16. 2" Construction throwaway filters w/ 2" rack
    17. Low entering air temperature protective device
  - B. New Outdoor Trane Condenser
    1. Standard Unit
    2. Air-cooled Condenser
    3. Commercial application
    4. 50 tons nominal
    5. 200 volt / 60 hertz / 3 phase
    6. Low ambient damper
    7. Louvered panel coil guard
    8. UL Agency Listed - US/CAN
17. Provide the required crane and rigging services to receive the new Trane equipment at our Riggers facility and prepare for the delivery to the site.



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18. Provide the required labor to dis-assemble the new Indoor Trane AC unit into small enough sections to adequately fit through the existing Areaway and wall opening into the MER. This work will be done by Trane certified Technicians in order to maintain the unit integrity and warranty.
19. Provide the necessary trucking services to load the dis-assembled Trane AC unit and associated Condenser on to the delivery vehicles and truck to the site.
20. Provide the required rigging services to carefully rig the new dis-assembled Trane replacement AC unit through the Area way and wall opening into the MER.
21. Provide the crane and rigging services to rig the new Trane Condenser to the roof and set on the existing steel dunnage. The new Condenser will sit on new rubber and steel vibration pads.
22. Provide the labor to carefully re-assemble the new Trane Indoor AC unit and mount on the existing concrete pad in the original location on new rubber and steel vibration pads. This work again, will be done by Trane certified Technicians in order to maintain the unit integrity and warranty.
23. Provide the required labor and materials to re-connect the existing HW piping to the new Trane AC unit HW coil. All new HW piping will be properly supported, pressure tested and insulated to match the existing insulation. Please note, that since we are only dis-connecting and re-connecting the HW piping from the old and to the new HW coil we have not included the replacement of any existing HW control valve that may exist.
24. Provide the labor and materials to furnish and install two (2) new interconnecting refrigerant piping circuits between the new indoor Trane AC unit and its associated outdoor Trane Condenser on the roof, including new liquid line filter dryers and sight glasses. The new refrigerant piping will be properly supported, pressure and leak tested, and the new Hot Gas lines will be insulated to match what was existing. **Please note**, the existing piping roof pitch pocket will need to be resealed by your roofing contractor to maintain the warranty and is not included in this quotation.
25. Provide the labor and materials to re-connect the existing condensate drain line to the new Trane AC unit condensate drain connection.
26. Provide a licensed electrician to replace or modify the existing Circuit Breakers for the new Trane equipment in the existing electrical distribution panel.
27. Provide a licensed electrician to reconnect the existing electrical power wiring to the new Trane Indoor AC unit as well as the new Trane Condenser on the roof.
28. Provide the labor and materials to re-install the sheet metal Relief Air Plenum box at the existing MER Wall opening. **Please note**, that the existing Sprinkler pipe in front of the existing sheet metal Relief Air plenum will need to be re-installed by others and is not included in this quotation.
29. Provide the labor to reinstall the existing louver in the exterior MER wall.



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30. Provide the labor and materials to re-connect the existing Supply Air (SA), Return Air (RA) and Outside Air (OA) ductwork to the new Trane AC unit, as well as the existing Relief Air duct to the relief Air Plenum Box. Any new ductwork connections will be properly supported, sealed and insulated to match existing conditions.
31. The new BAS Upgrade, Controls and Control Wiring are thoroughly discussed in the next section. **Please note**, that any fire/smoke alarm wiring and controls, requiring upgrade or modification, will need to be modified by others.
32. Provide the required project management, coordination and field supervision services to ensure a timely turnkey HVAC project installation, as well as the required Project administration services.
33. Provide certified technicians to properly evacuate, dehydrate and charge the new refrigerant piping circuits and AC system with the proper amount of refrigerant R-410A.
34. Provide all required start up services to start up the new Trane equipment to insure proper working operation and sequencing. A maximum of 4 hours of operator training for the new Trane equipment will also be provided.
35. Provide for an independent air and water balancing contractor to balance and record the air flow (in cfm) and the HW flows (in gpm) through the new Trane replacement AC unit after the startup of the new Trane equipment.
36. Provide the labor to clean the space (in the vicinity of the new Trane equipment) at the end of the project
37. Provide a one (1) year warranty from date of startup, on all new Trane equipment and installation workmanship as provided for in this turnkey HVAC replacement and upgrade project. Additionally, the Compressors in the new Trane AC unit will carry an additional four-year Manufactures (Parts only) Limited Warranty, after the original one-year full parts and labor warranty expires. Any service labor required for the extended Compressor "parts only" warranty in years 2 thru 5, is not included, but can be provided at an additional cost (if desired) by Trane's Service Department.
38. Provide the Equipment IOM manuals and close out documents at the completion of the project.

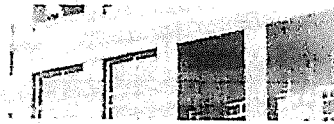
## **II. BAS Control Items Included in this Quotation**

Trane is pleased to submit this Proposal to provide the Trane Tracer Building Automation System (BAS) to either control, monitor, and/or alarm connected mechanical equipment as proposed herein.

### **1. Trane Building Automation System (BAS) Front-End Equipment:**

- A. Trane will replace the existing Building Control Unit (BCU) with a Tracer System Controller (SC+) network panel and COMM3/COMM4 Bridge as

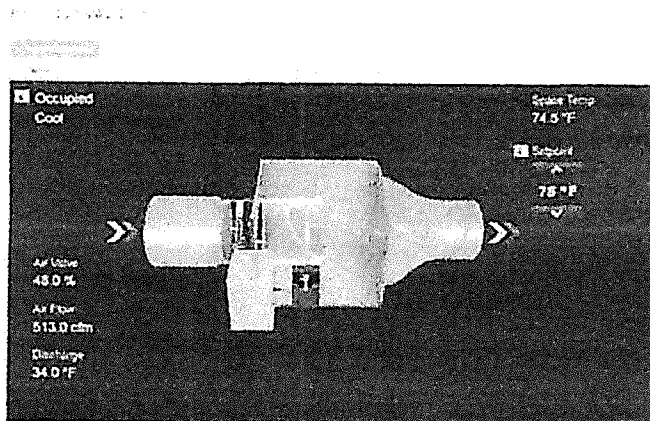




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required by the number of DDC controllers connected to the BAS. The Tracer SC+ panel will be provided with Local Area Network web-based communication interface for remote communications by the Owner or Trane field personnel. The operator interface and graphic software is all pre-loaded in the SC+ panel, thereby not requiring a dedicated PC/laptop workstation. The Tracer SC+ provides the ability to access the BAS from any standard PC, laptop, or smartphone using standard Web browser software (i.e., Internet Explorer or Firefox) and is password protected to ensure authorized access. The Owner is to provide the Local Area Network or internet connection within 10 feet of the Tracer SC+ panel(s), and a static IP address. All charges for Internet use to be provided by the Owner and are not included in this proposal.

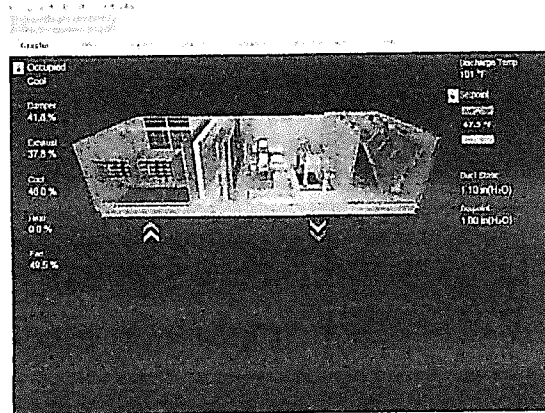
- B. Operator interface color graphics will be generated for each mechanical system identified below in our scope of work. Operator graphics shall include 3-D mechanical system and/or floor plan graphics for review of control variables, set points, and alarms. BAS floor plan graphic development is dependent upon Trane receiving completed floor plan drawings in either AutoCAD or PDF formats.
- C. Operator Interface Graphic Examples:



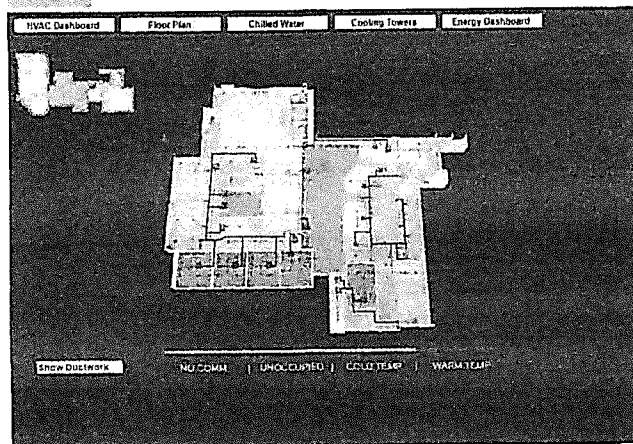


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RTU 1



Floor Plan B



**2. Associated mechanical equipment:**

- A. (1) New Trane Commercial Self-Contained Unit. BAS will provide monitoring, control, and alarming of all available unit instruments/controls
- B. (1) Existing Trane Commercial Self-Contained Unit. BAS will provide monitoring, control, and alarming of all available unit instruments/controls.
- C. (3) Existing Trane Intellipak Rooftop Units. BAS will provide monitoring, control, and alarming of all available unit instruments/controls.
- D. (49) Existing Trane VAV Boxes. BAS will provide monitoring, control, and alarming of all available unit instruments/controls.
- E. (1) Existing Trane MP503 Controller. BAS will provide monitoring, control, and alarming of all available unit instruments/controls.

**3. Field System Hardware:**

- A. The following field installed hardware is included:



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1. (1) Tracer SC+ System Controller w/ Lon Adapter
2. (1) BMTB Comm3/4 Bridge
3. (1) Wall mounted UPS Filter
4. Ethernet hub
5. (1) 24" NEMA 1 Enclosure
6. (1) UC210 Pre-Programmed for Bypass Control

**4. Field Wiring and Labor**

- A. Remove existing Tracer Summit BCU and enclosure
- B. Install new NEMA 1 Enclosure
- C. Install wall mounted UPS Power Filter – reconnect 120 VAC feed
- D. Install SC+ and Bridge in new enclosure, connect power supply
- E. Install CAT 5 patch cable from hub to customer furnished IT drop
- F. Reconnect existing COMM3 Commercial Self-Contained Unit link to bridge
- G. Reconnect existing COMM4 Intellipak and VAV link to bridge
- H. Reconnect existing Lontalk MP503 link to SC+ Lon Adapter
- I. Install (1) New UC210 Controller on existing Bypass Damper
- J. Re-terminate existing end devices on (1) New-Self Contained Unit
- K. Run new BACnet link from SC+ to (1) New Self-Contained unit and (1) New UC210 Controller

**5. Trane BASD Services:**

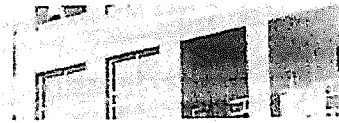
- A. The following services will be provided by Trane Long Island:
  1. Project Specialist
  2. Oversee Project
  3. Schedule Engineering and Technician field labor
  4. Order materials
  5. Coordinate with field electrician- Smarts & Parts
  6. Reviews Billing costs and invoices
- B. Project Engineering
  1. Create point to point field wiring diagrams.
- C. Technician System Check-out
  1. Testing all communication
  2. Testing of Bacnet points
- D. Programming
  1. Enter database in Bridge
  2. Integrate new equipment into BAS

**6. Project Specialist, Design Engineering, Field Engineering, and Operator Training Labor:**

- A. Trane has included factory-trained BAS Project Specialist and Project Engineering labor required to deliver a functional control system as qualified in this proposal.



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- B. Trane to provide Trane factory standard engineered control submittals including-product data sheets and associated mechanical system sequence of operations. Any additional modifications or formatting that is not in the plans and specification are not included in this proposal.
- C. Project Specialist and field installation labor will be provided based upon project schedule and mechanical equipment field readiness.
- D. Trane has NOT included an allowance, as stated above, for a field technician to assist the Balancing Contractor (BC) to connect their laptop for hydronic and air systems testing. Trane will provide Time & Material billing based on published labor rates if balancing assistance is required.
- E. Trane to provide O&M manuals and as-built control submittal drawings upon completion of the project. BAS Operator training allowance is included as stated above. Additional training support hours are available on a T&M basis upon request. Training to be completed within (3) month of system acceptance.

**7. Electrical installation work clarifications:**

- A. Trane has clarified any electrical 120 Vac control power installation inclusion/exclusions for field mounted panels and electronic digital controllers in our scope of work. In the event power circuiting to field controls is shown on Electrical Contract Drawings, then Trane will not provide this field installation.
- B. BAS control wiring will be installed in EMT conduit in exposed mechanical spaces. For all other locations (i.e., ceilings and walls), wiring shall be installed with properly supported plenum rated cable outside of conduit.
- C. Outdoor control wiring shall be installed in galvanized rigid conduit or outdoor rated EMT that meets the National Electric Code requirements for the location of the project.
- D. Trane electrical installation labor includes cleanup labor to ensure the work areas are clean of debris at the end of each working day. It has been assumed by Trane, that the Library will be providing central collection areas for all project related debris.

**8. BAS Warranty:**

- A. Includes a one-year parts & labor warranty against defects in material & workmanship on all new, Trane provided, field-installed, DDC controllers and components. Warranty repair and replacement labor will occur during normal working hours.
- B. Warranty will end 18 months from shipment date or 12 months beginning with the date of beneficial use, whichever comes first.
- C. In the event of construction phasing of this project, each DDC system in a completed Phase will be warranted for 12 months, beginning with the date of beneficial use.



- D. BAS parts & labor warranty applies to field-installed controls only. Please refer to the equipment proposal for warranty coverage of the DDC controls factory supplied with the HVAC equipment.
- E. Extended warranties are available upon specific requests

**9. BAS Clarifications:**

- A. All existing equipment and controls are assumed to be in good working order. Maintenance/repair of existing equipment is not included in this proposal.
- B. Trane is unable to order any materials or provide field labor until the tax determination for the project has been confirmed. If the project is exempt of taxes, Trane must be given appropriate state exempt forms at the onset of the project
- C. Trane will begin control submittals after the receipt of all approved Trane, non-Trane equipment submittals, and a detailed project schedule.
- D. Trane's BAS Scope of work is based upon Trane providing the HVAC equipment, with factory installed & tested controls, as described in this proposal. If non-Trane HVAC equipment is provided, Trane reserves the right to modify this proposal and subsequent pricing based upon the mechanical equipment being provided.
- E. Non-Trane systems being integrated to the BMS will come with the necessary material, labor, and technical support to facilitate the integration to the BMS at no cost to Trane.
- F. Trane has included our standard start-up and checkout labor practices for this BAS project. Upon requiring coordination, documentation, and/or demonstration of systems performance to a designated Commissioning Agent, Trane reserves the right to modify our pricing. A meeting is to be established to outline the method and documentation required for the commissioning work required.

**III. Clarifications and Exclusions**

For clarification purposes, the following items are **not included** in this quotation and if desired and/or required, shall be provided by others or by Trane US, Inc. at an additional cost:

1. Providing any engineering, design and consulting services for this project.
2. Providing any Permits and/or filings along with any associated fees, if required.
3. Providing any Mechanical shop drawings/Sketches for approval.
4. Providing any labor on premium working hours.
5. Providing any asbestos detection, testing, air testing and monitoring, abatement and/or encapsulating, etc.
6. Providing any costs for accelerated shipping.



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7. Trane will not be responsible to correct any pre-existing conditions and/or code violations not addressed in this project.
8. Trane will not be responsible to remove or relocate all miscellaneous items from the work areas, to provide for a clear and unobstructed rigging path to and in the work areas.
9. Providing any work to replace the existing HW Isolation valves.
10. Providing any HW pipe draining, if the isolation valves fail to isolate the HW from the existing AC-1. Also providing any repairs and/or replacement of the existing isolation valves for the HW piping systems.
11. Providing any sprinkler piping work.
12. Repairing and/or replacing any pipe insulation on any existing HW piping to remain.
13. Repairing and/or replacing any existing electrical power wiring and circuiting if the existing wiring or circuits are not in adequate condition.
14. Providing any existing air distribution system modifications and/or repairs.
15. Providing any seismic control and supports. Note, vibration isolation for the new AC System, is included.
16. Providing any required fan shutdowns, smoke detection, associated wiring, fire alarm wiring, etc. Any existing smoke detectors will remain and be reused.
17. Providing any fire dampers.
18. Providing any new automated Control dampers. All existing dampers will remain and be re-used.
19. Trane assumes adequate HW and Air system flow capacities exist. Trane doesn't include any labor or material to correct system flow problems should they be identified.
20. Trane assumes adequate cooling and heating capacities exist and has not performed any Engineering services to confirm.
21. Providing any required roofing services to repair the existing piping pitch pocket once the new refrigerant piping is installed through the roof.
22. Providing any manufacturers recommended maintenance services.
23. Providing any temporary cooling or heating of any kind, if required.
24. Providing any warranty services on any existing to remain equipment, controls, controllers, dampers, actuators, control valves, etc.
25. Providing any scrapping and painting of the existing steel dunnage on the roof.
26. Providing any Addition of any new end devices or damper actuators to new Self-Contained AC Unit.
27. Providing any programming or modification of standard factory (canned) control sequences in unitary equipment (VAV, CUH, Fan Coils, RTUs, etc.)



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28. Providing, wiring, controlling or monitoring of any equipment/devices not included in the above scope.
29. Furnishing of a PC or laptop computer for interface with BAS (refer to scope of work above).
30. Furnishing or installation of manufacturer supplied Boiler equipment, safeties, integral controls, gas train controls emergency shutoff switches, remote components and boiler circulating pumps control and associated wiring
31. Installation and furnishing of Boiler Safety Glass Shutdown and associated wiring
32. Boiler combustion dampers, control and associated wiring
33. Humidifier, Steam Generator, associated instruments, safety wiring and associated devices, utility piping, remote panel installation, or start-up labor
34. Stairwell pressurization control and any associated wiring
35. Air compressor and associated field devices with existing pneumatic system
36. Exhaust Fan Dampers and associated wiring
37. Access doors
38. Calibration certificates for any control devices.
39. Ceiling tile removal or replacement, cutting, patching and painting.
40. Video recording of training or installation.
41. Providing any liability for any liquidated and/or consequential damages of any type that may be caused by this installation.

#### **IV. System investment - Quoted Pricing**

The aforementioned equipment, labor and materials, as thoroughly outlined above, could be provided for the sum of four hundred twenty one thousand, four hundred thirty (**\$421,430.00**) dollars. Quoted price is again based on the US Communities/Omnia pricing guidelines as well as our interpretation of the discussed work scope, utilizing non-union trades at **prevailing wage rates on straight time** and South Huntington Library providing a valid Tax-Exempt Certificate for this specific project. Additionally, if the project were to proceed, the attached Trane Terms and Conditions would also be applicable.

- ❖ Please Note, that unfortunately, due to quickly changing costs of equipment, copper and materials the pricing proposed in this quotation is only firm for 30 days from the date of this quotation; escalation costs incurred after this date, are not included and will be in addition to the Total Net Price stated above.



In closing, we would like to thank you once again for this opportunity to be of service and that we would sincerely value the opportunity to work with you on this important project. If you have any questions regarding this quotation, please feel free to contact myself or Chad Denaro, your Service Account Manager, at your earliest convenience.

Sincerely Yours,

Trane U.S. Inc.

*Ronald J Kilcarr*

Ronald J. Kilcarr, PE, CEM  
Strategic Business Development Leader  
(516) 490-1625  
[ronald.kilcarr@trane.com](mailto:ronald.kilcarr@trane.com)

Sincerely Yours,

Trane U.S. Inc.

*Chad Denaro*

Chad Denaro  
Service Account Manager  
(516) 490-1603  
[chad.denaro@Trane.com](mailto:chad.denaro@Trane.com)

**South Huntington Library Acceptance  
For the  
AC-1 Replacement and Upgrade Project  
Trane/Omnia Quotation # 47-315653-21-002  
Dated 10/21/21  
\$421,430.00**

Client Name: \_\_\_\_\_ Client PO# \_\_\_\_\_

Signed By: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Dated: \_\_\_\_\_

**COVID-19 NATIONAL EMERGENCY CLAUSE**

The parties agree that they are entering into this Agreement while the nation is in the midst of a national emergency due to the Covid-19 pandemic ("Covid-19 Pandemic"). With the continued existence of Covid-19 Pandemic and the evolving guidelines and executive orders, it is difficult to determine the impact of the Covid-19 Pandemic on Trane's performance under this Agreement. Consequently, the parties agree as follows:

1. Each party shall use commercially reasonable efforts to perform its obligations under the Agreement and to meet the schedule and completion dates, subject to provisions below;
2. Each party will abide by any federal, state (US), provincial (Canada) or local orders, directives, or advisories regarding the Covid-19 Pandemic with respect to its performance of its obligations under this Agreement and each shall have the sole discretion in determining the appropriate and responsible actions such party shall undertake to so abide or to safeguard its employees, subcontractors, agents and suppliers;
3. Each party shall use commercially reasonable efforts to keep the other party informed of pertinent updates or developments regarding its obligations as the Covid-19 Pandemic situation evolves; and
4. If Trane's performance is delayed or suspended as a result of the Covid-19 Pandemic, Trane shall be entitled to an equitable adjustment to the project schedule and/or the contract price.





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**TERMS AND CONDITIONS – COMMERCIAL INSTALLATION** "Company" shall mean Trane U.S. Inc..

- 1. Acceptance; Agreement.** These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the commercial goods and/or services described (the "Work"). **COMPANY'S TERMS AND CONDITIONS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counter-offer to provide Work in accordance with the Proposal and the Company terms and conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counter-offer will be deemed accepted. Customer's acceptance of the Work by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Work rendered by Company to the date of cancellation.
- 2. Connected Services.** In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.
- 3. Pricing and Taxes.** Unless otherwise noted, the price in the Proposal includes standard ground transportation and, if required by law, all sales, consumer, use and similar taxes legally enacted as of the date hereof for equipment and material installed by Company. Tax exemption is contingent upon Customer furnishing appropriate certificates evidencing Customer's tax exempt status. Company shall charge Customer additional costs for bonds agreed to be provided. Equipment sold on an uninstalled basis and any taxable labor/labour do not include sales tax and taxes will be added. Following acceptance without addition of any other terms and condition of sale or any other modification by Customer, the prices stated are firm provided that notification of release for immediate production and shipment is received at the factory not later than 3 months from order receipt. If such release is received later than 3 months from order receipt date, prices will be increased a straight 1% (not compounded) for each one-month period (or part thereof) beyond the 3 month firm price period up to the date of receipt of such release. If such release is not received within 6 months after date of order receipt, the prices are subject to renegotiation, or at Company's option, the order will be cancelled. Any delay in shipment caused by Customer's actions will subject prices to increase equal to the percentage increase in list prices during that period of delay and Company may charge Customer with incurred storage fees.
- 4. Exclusions from Work.** Company's obligation is limited to the Work as defined and does not include any modifications to the Work site under the Americans With Disabilities Act or any other law or building code(s). In no event shall Company be required to perform work Company reasonably believes is outside of the defined Work without a written change order signed by Customer and Company.
- 5. Performance.** Company shall perform the Work in accordance with industry standards generally applicable in the area under similar circumstances as of the time Company performs the Work. Company may refuse to perform any Work where working conditions could endanger property or put at risk the safety of persons. Unless otherwise agreed to by Customer and Company, at Customer's expense and before the Work begins, Customer will provide any necessary access platforms, catwalks to safely perform the Work in compliance with OSHA or state industrial safety regulations.
- 6. Payment.** Customer shall pay Company's invoices within net 30 days of invoice date. Company may invoice Customer for all equipment or material furnished, whether delivered to the installation site or to an off-site storage facility and for all Work performed on-site or off-site. No retention shall be withheld from any payments except as expressly agreed in writing by Company, in which case retention shall be reduced per the contract documents and released no later than the date of substantial completion. Under no circumstances shall any retention be withheld for the equipment portion of the order. If payment is not received as required, Company may suspend performance and the time for completion shall be extended for a reasonable period of time not less than the period of suspension. Customer shall be liable to Company for all reasonable shutdown, standby and start-up costs as a result of the suspension. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due and otherwise enforcing these terms and conditions. If requested, Company will provide appropriate lien waivers upon receipt of payment. Customer agrees that, unless Customer makes payment in advance, Company will have a purchase money security interest in all equipment from Company to secure payment in full of all amounts due Company and its order for the equipment, together with these terms and conditions, form a security agreement. Customer shall keep the equipment free of all taxes and encumbrances, shall not remove the equipment from its original installation point and shall not assign or transfer any interest in the equipment until all payments due Company have been made.
- 7. Time for Completion.** Except to the extent otherwise expressly agreed in writing signed by an authorized representative of Company, all dates provided by Company or its representatives for commencement, progress or completion are estimates only. While Company shall use commercially reasonable efforts to meet such estimated dates, Company shall not be responsible for any damages for its failure to do so.
- 8. Access.** Company and its subcontractors shall be provided access to the Work site during regular business hours, or such other hours as may be requested by Company and acceptable to the Work site' owner or tenant for the performance of the Work, including sufficient areas for staging, mobilization, and storage. Company's access to correct any emergency condition shall not be restricted. Customer grants to Company the right to remotely connect (via phone modem, internet or other agreed upon means) to Customer's building automation system (BAS) and/or HVAC equipment to view, extract, or otherwise collect and retain data from the BAS, HVAC equipment, or other building systems, and to diagnose and remotely make repairs at Customer's request.
- 9. Completion.** Notwithstanding any other term or condition herein, when Company informs Customer that the Work has been completed, Customer shall inspect the Work in the presence of Company's representative, and Customer shall either (a) accept the Work in its entirety in writing, or (b) accept the Work in part and specifically identify, in writing, any exception items. Customer agrees to re-inspect any and all excepted items as soon as Company informs Customer that all such excepted items have been completed. The initial acceptance inspection shall take place within ten (10) days from the date when Company informs Customer that the Work has been completed. Any subsequent re-inspection of excepted items shall take place within five (5) days from the date when Company informs Customer that the



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excepted items have been completed. Customer's failure to cooperate and complete any of said inspections within the required time limits shall constitute complete acceptance of the Work as of ten (10) days from date when Company informs Customer that the Work, or the excepted items, if applicable, has/have been completed.

**10. Permits and Governmental Fees.** Company shall secure (with Customer's assistance) and pay for building and other permits and governmental fees, licenses, and inspections necessary for proper performance and completion of the Work which are legally required when bids from Company's subcontractors are received, negotiations thereon concluded, or the effective date of a relevant Change Order, whichever is later. Customer is responsible for necessary approvals, easements, assessments and charges for construction, use or occupancy of permanent structures or for permanent changes to existing facilities. If the cost of such permits, fees, licenses and inspections are not included in the Proposal, Company will invoice Customer for such costs.

**11. Utilities During Construction.** Customer shall provide without charge to Company all water, heat, and utilities required for performance of the Work.

**12. Concealed or Unknown Conditions.** In the performance of the Work, if Company encounters conditions at the Work site that are (i) subsurface or otherwise concealed physical conditions that differ materially from those indicated on drawings expressly incorporated herein or (ii) unknown physical conditions of an unusual nature that differ materially from those conditions ordinarily found to exist and generally recognized as inherent in construction activities of the type and character as the Work, Company shall notify Customer of such conditions promptly, prior to significantly disturbing same. If such conditions differ materially and cause an increase in Company's cost of, or time required for, performance of any part of the Work, Company shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Contract Price, contract time, or both.

**13. Pre-Existing Conditions.** Company is not liable for any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the Work site before the Commencement Date of this Agreement ("Pre-Existing Conditions"), including, without limitation, damages, losses, or expenses involving Pre-Existing Conditions of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi. Company also is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.

**14. Asbestos and Hazardous Materials.** Company's Work and other services in connection with this Agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos, polychlorinated biphenyl ("PCB"), or other hazardous materials (hereinafter, collectively, "Hazardous Materials"). Customer warrants and represents that, except as set forth in a writing signed by Company, there are no Hazardous Materials on the Work site that will in any way affect Company's Work and Customer has disclosed to Company the existence and location of any Hazardous Materials in all areas within which Company will be performing the Work. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be exclusively responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and, to the fullest extent permitted by law, shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof arising out of or relating to any Hazardous Materials on or about the Work site, not brought onto the Work site by Company. Company shall be required to resume performance of the Work in the affected area only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the Work site for the presence of Hazardous Materials.

**15. Force Majeure.** Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days notice to Customer, in which event Customer shall pay Company for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor/labour disputes; labor/labour or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

**16. Customer's Breach.** Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to Company for all Work furnished to date and all damages sustained by Company (including lost profit and overhead).

**17. Indemnity.** To the fullest extent permitted by law, Company and Customer shall indemnify, defend and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or tangible personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses or liabilities to the extent attributable to the acts or omissions of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

**18. Limitation of Liability.** NOTWITHSTANDING ANYTHING TO THE CONTRARY, IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT CONSEQUENTIAL, OR PUNITIVE OR EXEMPLARY DAMAGES (INCLUDING WITHOUT LIMITATION BUSINESS INTERRUPTION, LOST DATA, LOST REVENUE, LOST PROFITS, LOST DOLLAR SAVINGS, OR LOST ENERGY USE SAVINGS, EVEN IF A PARTY HAS BEEN ADVISED OF SUCH POSSIBLE DAMAGES OR IF SAME WERE REASONABLY FORESEEABLE AND REGARDLESS OF WHETHER THE CAUSE OF ACTION IS FRAMED IN CONTRACT,



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NEGLIGENCE, ANY OTHER TORT, WARRANTY, STRICT LIABILITY, OR PRODUCT LIABILITY). In no event will Company's liability in connection with the provision of products or services or otherwise under this Agreement exceed the entire amount paid to Company by Customer under this Agreement.

**19. COVID-19 LIMITATION ON LIABILITY**

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL TRANE BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH) OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO COVID-19 (INCLUDING THE SPREAD, TRANSMISSION OR CONTAMINATION THEREOF) (COLLECTIVELY, "COVID-19 LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES TRANE FROM ANY SUCH COVID-19 LIABILITIES.**

**20. Patent Indemnity.** Company shall protect and indemnify Customer from and against all claims, damages, judgments and loss arising from infringement or alleged infringement of any United States patent by any of the goods manufactured by Company and delivered hereunder, provided that in the event of suit or threat of suit for patent infringement, Company shall promptly be notified and given full opportunity to negotiate a settlement. Company does not warrant against infringement by reason of Customer's design of the articles or the use thereof in combination with other materials or in the operation of any process. In the event of litigation, Customer agrees to reasonably cooperate with Company. In connection with any proceeding under the provisions of this Section, all parties concerned shall be entitled to be represented by counsel at their own expense.

**21. Limited Warranty.** Company warrants for a period of 12 months from the date of substantial completion ("Warranty Period") commercial equipment manufactured and installed by Company against failure due to defects in material and manufacture and that the labor/labour furnished is warranted to have been properly performed (the "Limited Warranty"). Trane equipment sold on an uninstalled basis is warranted in accordance with Company's standard warranty for supplied equipment. **Product manufactured by Company that includes required startup and is sold in North America will not be warranted by Company unless Company performs the product start-up.** Substantial completion shall be the earlier of the date that the Work is sufficiently complete so that the Work can be utilized for its intended use or the date that Customer receives beneficial use of the Work. If such defect is discovered within the Warranty Period, Company will correct the defect or furnish replacement equipment (or, at its option, parts therefor) and, if said equipment was installed pursuant hereto, labor/labour associated with the replacement of parts or equipment not conforming to this Limited Warranty. Defects must be reported to Company within the Warranty Period. Exclusions from this Limited Warranty include damage or failure arising from: wear and tear; corrosion, erosion, deterioration; Customer's failure to follow the Company-provided maintenance plan; refrigerant not supplied by Trane; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. No warranty liability whatsoever shall attach to Company until the Work has been paid for in full and then said liability shall be limited to the lesser of Company's cost to correct the defective Work and/or the purchase price of the equipment shown to be defective. Equipment, material and/or parts that are not manufactured by Company are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **THE WARRANTY AND LIABILITY SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE, IS MADE REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL TRANE HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.**

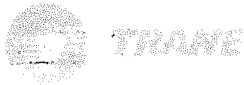
**22. Insurance.** Company agrees to maintain the following insurance while the Work is being performed with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company waive its right of subrogation.

**23. Commencement of Statutory Limitation Period.** Except as to warranty claims, as may be applicable, any applicable statutes of limitation for acts or failures to act shall commence to run, and any alleged cause of action stemming therefrom shall be deemed to have accrued, in any and all events not later than the last date that Company or its subcontractors physically performed work on the project site.

**24. General.** Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Work is performed, without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Work is performed. Any action or suit arising out of or related to this Agreement must be commenced within one year after the cause of action has accrued. To the extent the Work site is owned and/or operated by any agency of the Federal Government, determination of any substantive issue of law shall be according to the Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the subject matter hereof. This Agreement may not be amended, modified or terminated except by a writing signed by the parties hereto. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of the Company. Subject to the foregoing, this



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Agreement shall be binding upon and inure to the benefit of Customer's permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original.

**25. Equal Employment Opportunity/Affirmative Action Clause.** Company is a federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250 Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada.

**26. U.S. Government Work.**

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business.

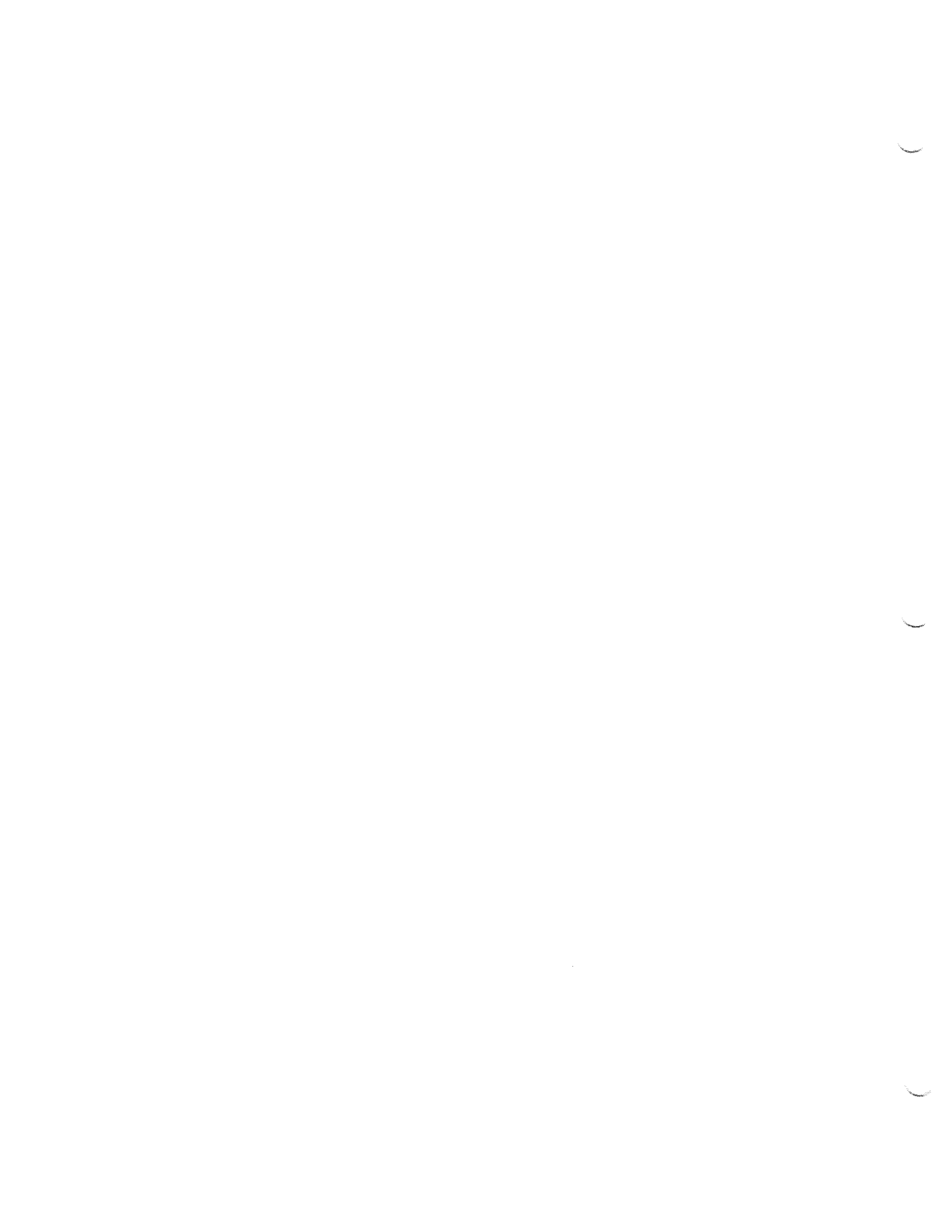
The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions in effect as of the date of this subcontract: 52.203-19; 52.204-21; 52.204-23; 52.219-8; 52.222-21; 52.222-26; 52.222-35; 52.222-36; 52.222-50; 52.225-26; 52.247-64. If the Work is in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the work that is the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

**27. Limited Waiver of Sovereign Immunity.** If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.251-10(0720),  
Supersedes 1-26.251-10(0620)

# October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 564	2 844
3	4	5	6	7	8	9
342	850	756	650	975	640	558
10	11	12	13	14	15	16
250	702	950	722	746	604	640
17	18	19	20	21	22	23
342	930	850	640	1144	490	516
24	25	26	27	28	29	30
284	958	528	538	750	626	480
31						
186						



## Adult Programs - October 2021

Title	Event Start Date	People in Attendance
Color Your World Coloring	10/01/2021 @ 9:00am	N/A
Balance & Stability Fitness	10/02/2021 @ 9:30am	12
Huntington Historical Society Genealogy V	10/02/2021 @ 11:00am	10
Beginner Tai Chi	10/04/2021 @ 9:30am	25
Women's Group Of the Greens	10/04/2021 @ 10:30am	cancelled
Adult Take & Bake: Pumpkin Pie Scones	10/04/2021 @ 11:00am	24
Monday Movie: The Way Back	10/04/2021 @ 2:00pm	37
Intermediate Tai Chi	10/05/2021 @ 9:30am	18
Virtual Chair Yoga	10/05/2021 @ 10:00am	11
Birchwood PTA Meeting	10/05/2021 @ 10:00am	7
Library Board of Trustees Meeting	10/05/2021 @ 5:00pm	7
Women's Group of the Greens	10/06/2021 @ 10:00am	7
SCORE	10/06/2021 @ 10:15am	10
Thursday Yoga	10/07/2021 @ 9:30am	25
Genealogy Drop-In	10/07/2021 @ 10:00am	3
Writing Workshop	10/07/2021 @ 4:00pm	8
Introduction to Unconscious Bias	10/07/2021 @ 7:00pm	2
North Shore Civil War Roundtable	10/07/2021 @ 7:00pm	11
Video Vacation: Southwestern Italy	10/08/2021 @ 11:00am	8
Balance & Stability Fitness	10/09/2021 @ 9:30am	13
Folk Music Society of Huntington	10/10/2021 @ 1:00pm	1
Classical Sundays: Instruments of the Peop	10/10/2021 @ 2:30pm	25
Beginner Tai Chi	10/11/2021 @ 9:30am	23
Simply Creative with Chef Rob	10/11/2021 @ 11:00am	1
Monday Movie: The Courier	10/11/2021 @ 2:00pm	29
Intermediate Tai Chi	10/12/2021 @ 9:30am	18
Virtual Chair Yoga	10/12/2021 @ 10:00am	11
The Book Pros	10/12/2021 @ 2:00pm	7
Teacher's Workshop	10/12/2021 @ 4:00pm	22
2nd Precinct Community Meeting	10/12/2021 @ 7:00pm	40
Non-Fiction Book Discussion	10/13/2021 @ 11:00am	13
Flu Shot Clinic	10/13/2021 @ 2:00pm	38
21st Century Media: Bursting the News Bu	10/13/2021 @ 7:00pm	5
ENL Conversation Caf�� / Caf�� de conv	10/13/2021 @ 7:00pm	3
AARP Training	10/14/2021 @ 9:00am	13
Thursday Yoga	10/14/2021 @ 9:30am	23
Writing Workshop	10/14/2021 @ 4:00pm	0
Adult Take & Make: Upcycled Book Pump	10/14/2021 @ 7:00pm	18
The Mysteries of Winfield	10/14/2021 @ 7:00pm	10
CarFit with AAA	10/15/2021 @ 3:00pm	3
Balance & Stability Fitness	10/16/2021 @ 9:30am	14
Kids Flick: Boss Baby: Family Business	10/17/2021 @ 2:00pm	3
Beginner Tai Chi	10/18/2021 @ 9:30am	23
Medicare Counseling One-on-One by Tele	10/18/2021 @ 10:00am	1
Monday Movie: Bad Education	10/18/2021 @ 2:00pm	37
Defensive Driving	10/18/2021 @ 6:30pm	48

## Adult Programs - October 2021

Library Board of Trustees Meeting	10/18/2021 @ 7:00pm	10
Drop-In Tech Help	10/18/2021 @ 7:30pm	3
Intermediate Tai Chi	10/19/2021 @ 9:30am	19
Virtual Chair Yoga	10/19/2021 @ 10:00am	11
Notorious RBG: The Life & Times of Ruth B	10/19/2021 @ 11:00am	15
Teacher's Workshop	10/19/2021 @ 4:00pm	25
Beginner Excel: Charts & Printing Tips	10/19/2021 @ 7:00pm	7
Adult Craft: Felted Eyeglass Case	10/19/2021 @ 7:00pm	2
All About Streaming	10/20/2021 @ 11:00am	20
Evening Book Discussion	10/20/2021 @ 7:00pm	6
AARP Training	10/21/2021 @ 9:00am	8
Thursday Yoga	10/21/2021 @ 9:30am	25
Operation Medicine Cabinet	10/21/2021 @ 12:00pm	table in lobby
Writing Workshop	10/21/2021 @ 4:00pm	1
Huntington NAACP	10/21/2021 @ 6:30pm	90
Can a Franchise be a Better Alternative Th	10/21/2021 @ 7:00pm	9
Balance & Stability Fitness	10/23/2021 @ 9:30am	13
Long Island Rose Society	10/23/2021 @ 1:00pm	6
Beginner Tai Chi	10/25/2021 @ 9:30am	23
Monday Movie: Here Today	10/25/2021 @ 2:00pm	53
Defensive Driving	10/25/2021 @ 6:30pm	47
Intermediate Tai Chi	10/26/2021 @ 9:30am	18
Virtual Chair Yoga	10/26/2021 @ 10:00am	13
All About Selling Online	10/26/2021 @ 7:00pm	13
Cooking Class: All About Squash	10/26/2021 @ 7:00pm	8
What's New to Medicare in 2022 and Beyo	10/27/2021 @ 7:00pm	30
ENL Conversation Caf� / Caf� de conv	10/27/2021 @ 7:00pm	1
AARP Training	10/28/2021 @ 9:00am	8
Thursday Yoga	10/28/2021 @ 9:30am	24
Balance & Stability Fitness	10/30/2021 @ 9:30am	14



## Children's Programs - October 2021

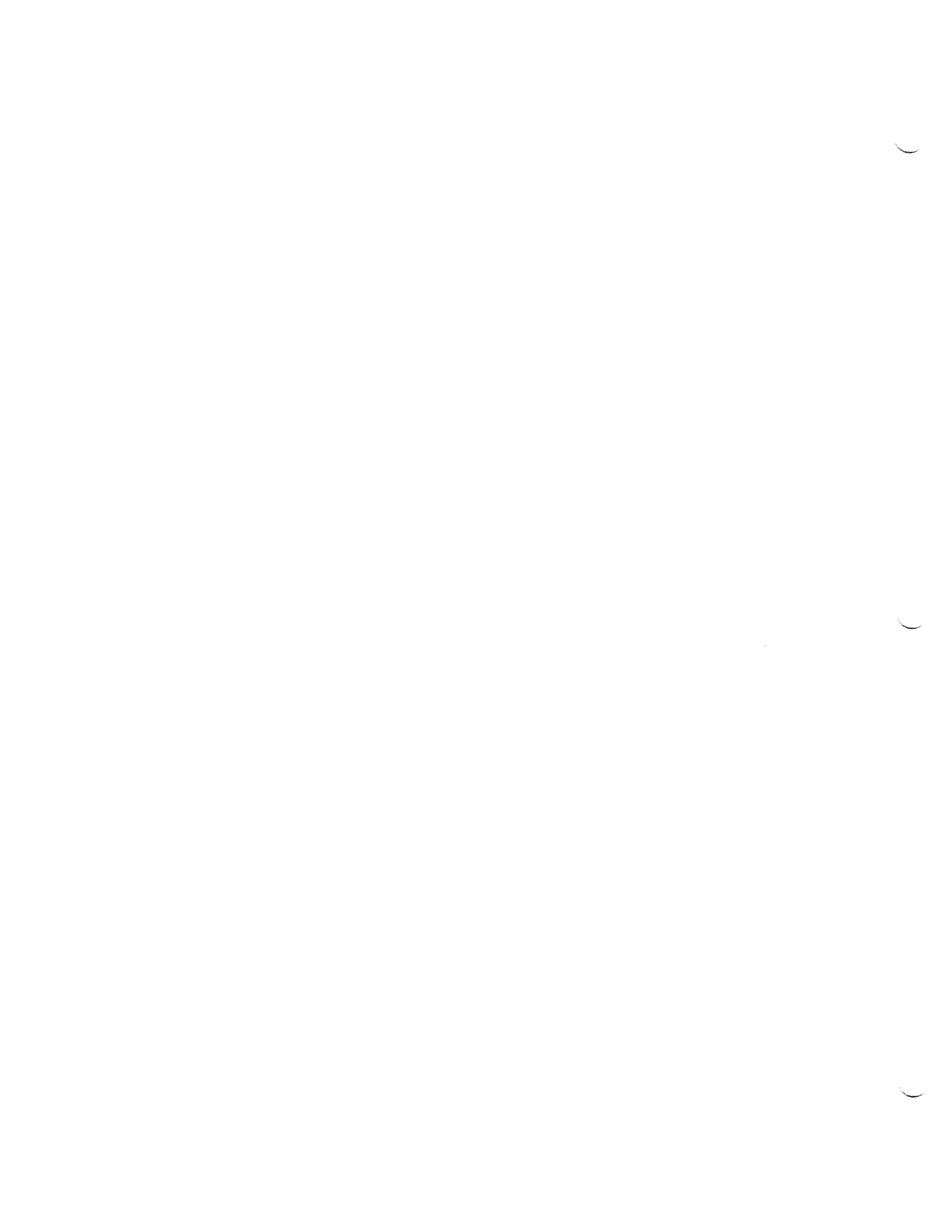
Title	Event Start Date	People in Attendance
Fire Preparedness Fun!	10/02/2021 @ 2:00pm	35
Halloween Fun Take & Make	10/04/2021 @ 9:30am	60
Baby Bundle Take & Make	10/04/2021 @ 10:00am	20
Skoblicki's Scientists: Reptile Revelry	10/05/2021 @ 4:00pm	14
PEQUEÑOS POLLITOS:CELEBRANDO EL MES DE LA HISPANIDA	10/06/2021 @ 1:00pm	19
Lego Club (In-person)	10/07/2021 @ 4:30pm	9
A Time for Kids (In-person)	10/08/2021 @ 10:00am	9
A Time for Kids (In-person)	10/08/2021 @ 11:00am	10
Art Club: Nikki McClure (In-person)	10/08/2021 @ 4:30pm	9
Baking Coach: Spider Cake Pops	10/09/2021 @ 2:00pm	24
Little Makers: Autumn Wreath	10/11/2021 @ 11:00am	22
Llove a Llama Day (In-person)	10/11/2021 @ 2:30pm	8
Toddler Craft! Finger Paint Monster (In-person)	10/12/2021 @ 10:00am	9
Toddler Craft! Finger Paint Monster (In-person)	10/12/2021 @ 10:30am	9
Zumba Kids! (In-person)	10/12/2021 @ 4:30pm	12
Baby Time! (In-Person)	10/13/2021 @ 10:30am	7
PEQUEÑOS POLLITOS:CELEBRANDO EL MES DE LA HISPANIDA	10/13/2021 @ 1:00pm	16
Dancing Jelly Beans (In-Person)	10/14/2021 @ 10:00am	8
Dancing Jelly Beans (In-Person)	10/14/2021 @ 10:30am	8
After School Club (In-person)	10/14/2021 @ 4:30pm	10
Girl Scout Troop 95	10/14/2021 @ 6:15pm	cancelled
A Time for Kids (In-person)	10/15/2021 @ 10:00am	9
A Time for Kids (In-person)	10/15/2021 @ 11:00am	5
Tweens Night Out: Bingo! (In-person)	10/15/2021 @ 7:00pm	3
PlayHooray Babies & Kids (In-Person)	10/16/2021 @ 10:00am	6
PlayHooray Babies & Kids (In-Person)	10/16/2021 @ 11:00am	9
Learn to Draw with Art Teacher Amy	10/16/2021 @ 2:00pm	15
Kids Flick: Boss Baby: Family Business	10/17/2021 @ 2:00pm	3
Picture Book Time (In-Person)	10/18/2021 @ 10:30am	2
The Art Nanny - Squirrel	10/18/2021 @ 4:00pm	25
Toddler Craft! Witches Brew (In-person)	10/19/2021 @ 10:00am	9
Toddler Craft! Witches Brew (In-person)	10/19/2021 @ 10:30am	10
Zumba Kids! (In-person)	10/19/2021 @ 4:30pm	4
Baby Time! (In-Person)	10/20/2021 @ 10:30am	7
Dancing Jelly Beans (In-Person)	10/21/2021 @ 10:00am	6
Dancing Jelly Beans (In-Person)	10/21/2021 @ 10:30am	8
After School Club (In-person)	10/21/2021 @ 4:30pm	10
A Time for Kids (In-person)	10/22/2021 @ 10:00am	9
A Time for Kids (In-person)	10/22/2021 @ 11:00am	7
Art Club: Ruth Asawa (In-person)	10/22/2021 @ 4:30pm	10
Library Arts Presents: Spooky Brush Head Figures	10/23/2021 @ 2:00pm	20
Lego Club (In-person)	10/24/2021 @ 2:00pm	5
Picture Book Time (In-Person)	10/25/2021 @ 10:30am	0
Little Makers: Ghost	10/25/2021 @ 11:00am	20
Halloween Story Adventure and Pumpkin Picking (In-person)	10/26/2021 @ 10:00am	8
Halloween Story Adventure and Pumpkin Picking (In-person)	10/26/2021 @ 11:00am	9

## Children's Programs - October 2021

Zumba Kids! (In-person)	10/26/2021 @ 4:30pm	11
Baby Time! (In-Person)	10/27/2021 @ 10:30am	5
Dancing Jelly Beans (In-Person)	10/28/2021 @ 10:00am	9
Dancing Jelly Beans (In-Person)	10/28/2021 @ 10:30am	10
After School Club (In-person)	10/28/2021 @ 4:30pm	7
A Time for Kids (In-person)	10/29/2021 @ 10:00am	11
A Time for Kids (In-person)	10/29/2021 @ 11:00am	3
Baking Coach: Triple Threat	10/30/2021 @ 2:00pm	24

## YA Programs - October 2021

Title	Event Start Date	People in Attendance
Monthly Community Service: Think Pink October is Breast C	10/01/2021 @ 12:00am	18
Teen STEAM Challenge	10/01/2021 @ 7:00pm	4
Executive Teen Advisory Board	10/05/2021 @ 7:00pm	6
SAT Review Class	10/06/2021 @ 6:00pm	10
Teen Paint Night with Project Excel	10/07/2021 @ 5:00pm	7
DIY Yarn Pumpkin Garland	10/08/2021 @ 7:00pm	11
Striped & Polka Dot Pumpkins: a Grab & Go Program	10/12/2021 @ 9:30am	15
Trick or Treat Bags: a Grab & Go Community Service Program	10/12/2021 @ 9:30am	21
FAFSA Workshop Online	10/12/2021 @ 6:00pm	4
SAT Review Class	10/13/2021 @ 6:00pm	10
Coloring and Music	10/15/2021 @ 6:30pm	7
Kids Flick: Boss Baby: Family Business	10/17/2021 @ 2:00pm	3
YA Employment Workshop	10/18/2021 @ 6:00pm	3
Rice Krispy Mummies: a Grab & Go Program	10/19/2021 @ 9:30am	15
Teen Advisory Board: an In Person Program	10/19/2021 @ 7:00pm	16
SAT Review Class	10/20/2021 @ 6:00pm	10
Day of the Dead: Marigolds and Lanterns	10/22/2021 @ 7:00pm	13
Pumpkin Patch Pudding Cups: a Grab & Go Program	10/26/2021 @ 9:00am	24
Mini Terror-ium: a Grab & Go Program	10/26/2021 @ 9:30am	20
SAT Review Class	10/27/2021 @ 6:00pm	10
YA Movie: Black Widow	10/29/2021 @ 6:00pm	2



	September			October		
	2019	2020	2021	2019	2020	2021
<b>WEBSITE</b>						
HomePage	24,567	12,977	13,881	24,989	13,542	14,409
% Change :		-47%	7%		-46%	6%
Vitual Reference	719	87	161	739	125	301
% Change :		-88%	85%		-83%	141%
(New Website -No WebPAC Stats) WebPAC	4,017	0	0	0	0	0
% Change :		-100%				
Site Visitors	26,131	14,133	15,825	24,807	16,242	18,238
% Change :		-46%	12%		-35%	12%
<b>COMPUTER USAGE</b>						
<u>Adult Wired Computers</u>						
Application Usage :	3,258	1,894	2,665	3,508	2,069	2,694
Time Usage (hrs) :	1171	607	600	1,368	637	632
<u>Stand-Up Wired Computers</u>						
Application Usage :	0	0	0	0	0	0
Time Usage (hrs) :		0	0	0	0	0
<u>Children's Wired Computers</u>						
Application Usage :	1,029	353	196	1,095	295	317
Time Usage (hrs) :	389	174	33	467	160	55
Total Application Usage :	4,326	2,247	2,862	4,626	2,365	3,011
% Change :		-48%	27%		-49%	27%
Total Time Usage (hrs) :	1,560	781	633	1,835	797	687
% Change :		-50%	-19%		-57%	-14%
<u>Laptops &amp; Tablets</u>						
Children's iPad Checkouts :	0	0	0	0	0	0
YA Laptop & iPad Checkouts :	39	0	1	23	1	0
Total :	39	0	1	23	1	0
% Change :		-100%			-96%	-100%
<u>Public Wireless</u>						
Laptop and Mobile Usage :	10,428	4,935	6,323	11,948	4,449	7,075
% Change :		-53%	28%		-63%	59%
<b>SCLS DATA</b>						
Off-Site Renewals	17,683	13,909	13,217	18,545	14,246	13,549
% Change :		-21%	-5%		-23%	-5%
e-Commerce Payments	\$131.51	\$121.52	\$42.79	\$138.03	\$235.41	
% Change :		-8%	-65%		71%	
Consortium Databases	3,772	4,822	3,012	2,253	3,482	2,717
% Change :		28%	-38%		55%	-22%
<b>SHPL DATABASE SEARCHES</b>						
Ancestry.com :	313	18	71	180	49	85
EbscoHost :	546	752	308	595	484	518
OCLC/FirstSearch :	132	111	89	146	316	177
ReferenceUSA :	0	0	0	0	0	0
Total :	991	881	468	921	849	780
% Change :		-11%	-47%		-8%	-8%
<b>WEB SERVICES</b>						
Homework Help (Tutor/BrainFuse) :	61	49	26	85	103	46
LibraryAware (NextReads) :	1	2	2	3	4	3
Live-Brary.com (eMedia Checkouts) :	4,887	6,208	6,894	5,163	6,151	6,886
Lynda :	28	14	18	33	20	16
Pronunciator (Mango) :	52	13	5	14	28	6
Mosio Text Message Threads :	15	40	43	24	48	25
EnvisionWare Mobile Print (PrinterOn) :	730	2484	390	646	1,147	209
LearningExpress :	0	0	0	0	0	0
Total :	5,044	6,326	7,378	5,968	7,501	7,191
% Change :		25%	17%		26%	-4%

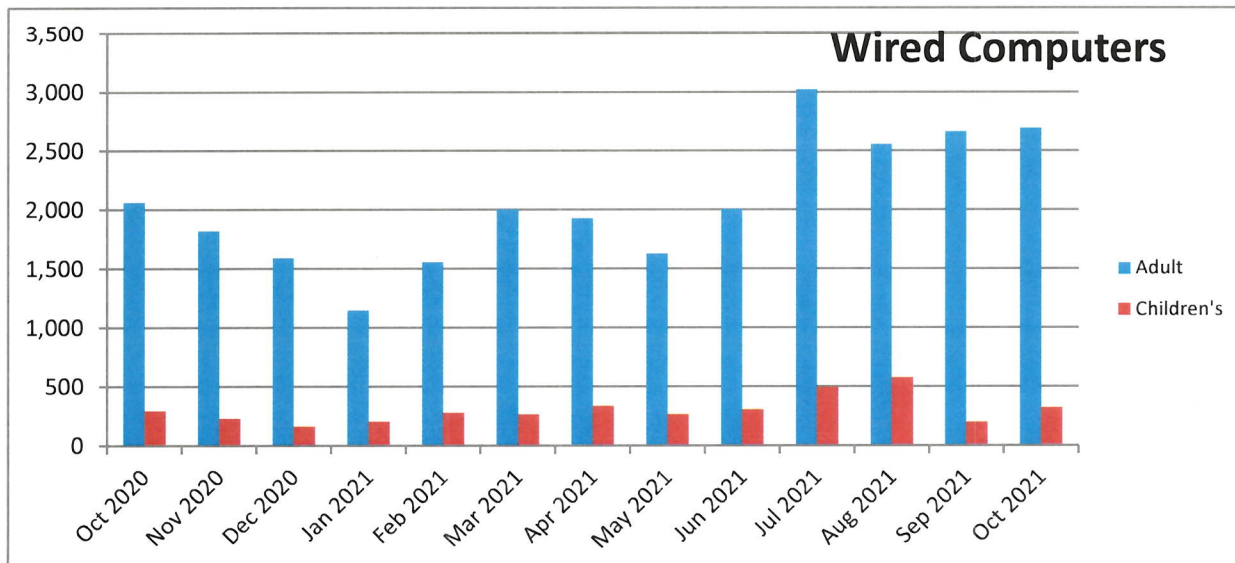
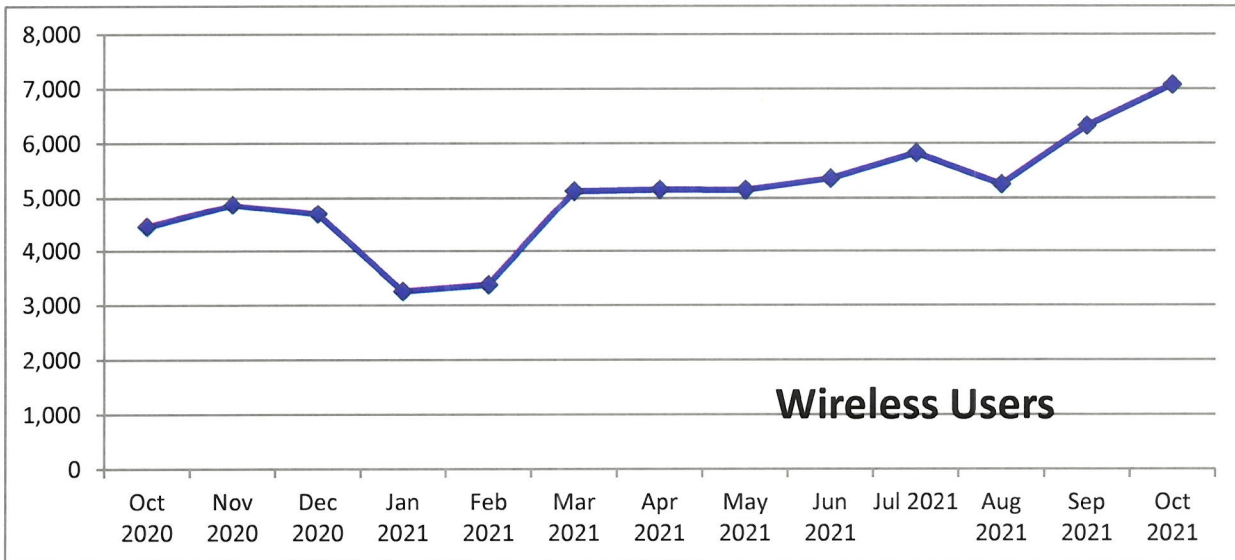
DATE	Total Building Checkouts (#231)	Media Room* Only (#431)	Percent Checkouts Media Room	Children's Room Only (#468)	Percent Checkouts Children's	Young Adult Only (#469)	Percent Checkouts YA Room	Adult Lobby Only (#470)	Percent Checkouts Adult Lobby	Percent Adult Lobby, Media Room, Children's & YA Room
October 2020	10,016	305	3.05%	1,659	16.56%	48	0.48%	285	2.85%	22.93%
November 2020	8,485	393	4.63%	1,383	16.30%	28	0.33%	333	3.92%	25.19%
December 2020	8,787	346	3.94%	1,248	14.20%	136	1.55%	190	2.16%	21.85%
January 2021	7,954	257	3.23%	1,109	13.94%	58	0.73%	208	2.62%	20.52%
February 2021	8,658	309	3.57%	1,608	18.57%	50	0.58%	227	2.62%	25.34%
March 2021	9,696	263	2.71%	1,700	17.53%	97	1.00%	244	2.52%	23.76%
April 2021	9,080	164	1.81%	1,524	16.78%	45	0.50%	169	1.86%	20.95%
May 2021	8,390	247	2.94%	1,361	16.22%	71	0.85%	176	2.10%	22.11%
June 2021	9,473	238	2.51%	1,782	18.81%	94	0.99%	322	3.40%	25.72%
July 2021	10,084	86	0.85%	2,491	24.70%	82	0.81%	507	5.03%	31.40%
August 2021	9,778	281	2.87%	2,158	22.07%	172	1.76%	362	3.70%	30.40%
September 2021	8,871	236	2.66%	1,788	20.16%	73	0.82%	265	2.99%	26.63%
October 2021	8,860	269	3.04%	1,857	20.96%	61	0.69%	215	2.43%	27.11%

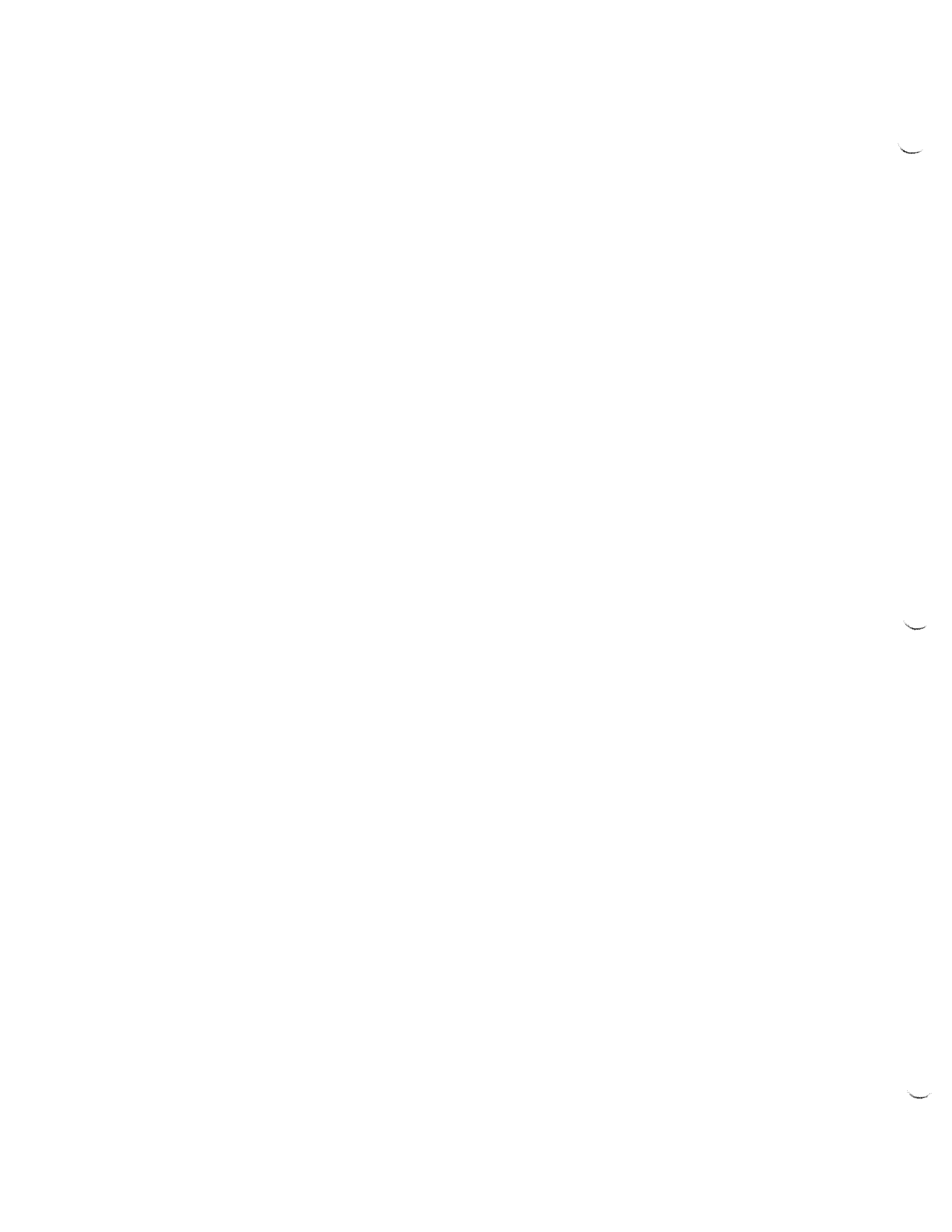
## WIRED & WIRELESS STATISTICS : October 2021

Date	Wireless	Adult	Children's
Oct 2021	7,075	2,694	317
Sep 2021	6,323	2,665	196
Aug 2021	5,244	2,557	576
Jul 2021	5,822	3,022	497
Jun 2021	5,356	2,010	305
May 2021	5,145	1,631	263
Apr 2021	5,149	1,930	332
Mar 2021	5,124	2,010	262
Feb 2021	3,377	1,561	280
Jan 2021	3,255	1,153	202
Dec 2020	4,691	1,598	163
Nov 2020	4,860	1,825	230
Oct 2020	4,449	2,069	295

### Summary:

Wireless usage was up 12% compared to last month and is up 59% from this time last year. Adult computer usage was up 1% from last month and is up 30% compared to last year. Childrens computer usage was down 62% compared to last month and is up 7% from last year.



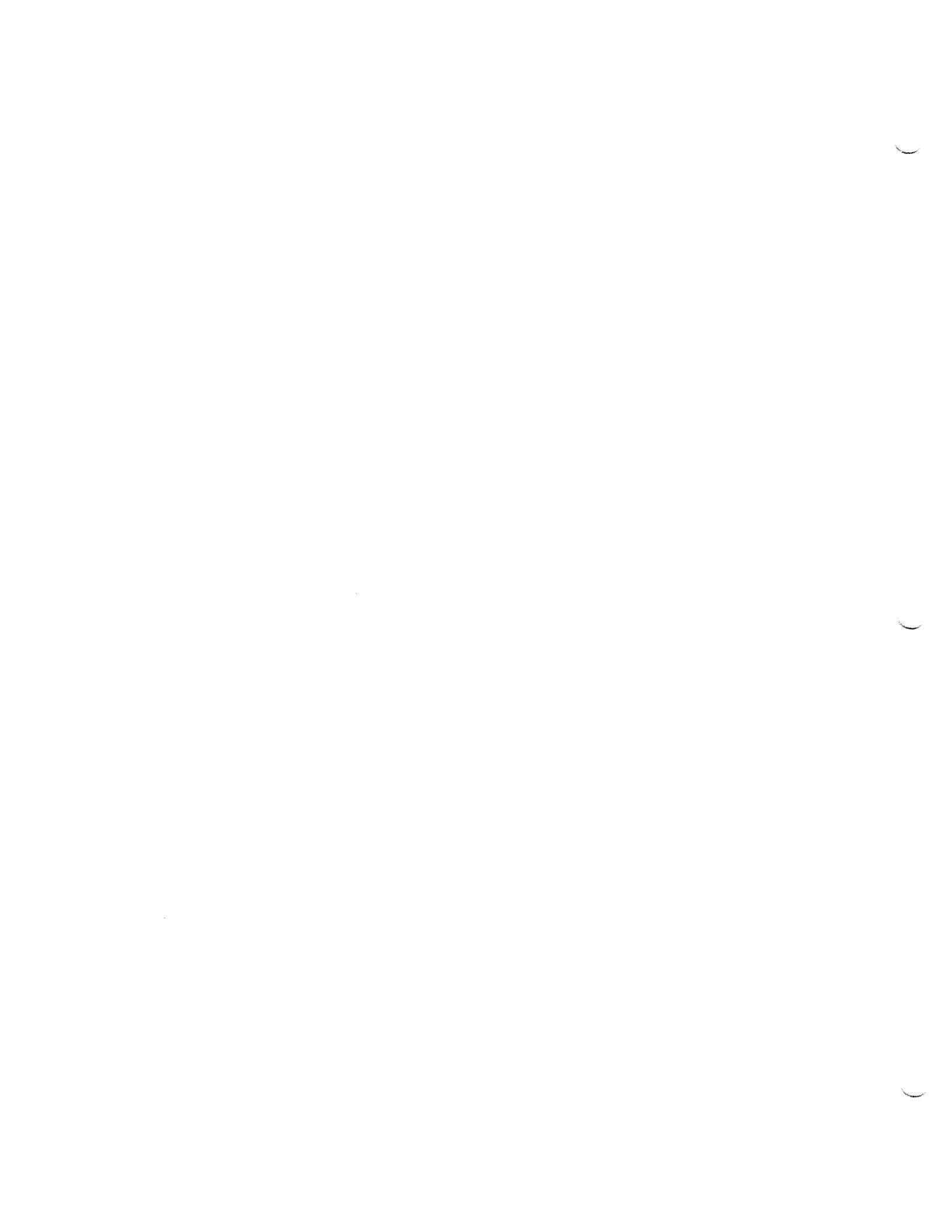




SOUTH HUNTINGTON PUBLIC LIBRARY  
RESOURCES WORKSHEET

OCTOBER 2021

	ADDED	DISCARDED	OCT 21
<b>ADULT / YA</b>			
Books, Fiction	332	362	42,548
Books, Nonfiction	218	547	63,218
Paperbacks	9	45	10,572
Periodical Titles	0	0	267
Compact Discs	56	245	6,675
DVDs	80	69	15,367
Blu-ray Disc	29	3	2,380
Books-on-CD	10	5	3,977
Playaway	0	0	178
Videogames	13	5	169
YA Books-on-CD	0	0	0
<b>Total</b>	747	1,281	145,351
<b>CHILDRENS</b>			
Books, Fiction	202	419	46,485
Books, Nonfiction	42	392	44,505
Paperbacks	67	127	3,574
Videogames	3	3	1,624
Compact Discs	7	1	1,676
DVDs	20	463	8,472
Blu-ray Disc	2	0	549
Books-on-CD	0	0	656
CD/Book Kits	2	1	420
Launchpads	0	1	40
<b>Total</b>	345	1,407	108,001
<b>TOTAL</b>	1,092	2,688	253,352



OCTOBER 2021

ADULT PRINT	OCT 21	OCT 20	% CHANGE	OCT 19	% CHANGE
Nonfiction	835	1,005	-16.92%	1,376	-39.32%
New Books	972	1,195	-18.66%	1,667	-41.69%
Fiction	1,087	1,090	-0.28%	1,406	-22.69%
Paperbacks	147	158	-6.96%	213	-30.99%
Mysteries	221	294	-24.83%	276	-19.93%
Large Type	287	267	7.49%	392	-26.79%
Magazines	136	219	-37.90%	197	-30.96%
Biographies	59	103	-42.72%	114	-48.25%
Test Books	26	22	18.18%	30	-13.33%
Science Fiction	48	23	108.70%	44	9.09%
Foreign Language	14	10	40.00%	14	0.00%
Graphic Novel	39	52	-25.00%	35	11.43%
Reference	0	2	N.M.	6	-100.00%
ESL Collection	1	8	-87.50%	12	-91.67%
Oversized Books	6	1	500.00%	4	50.00%
Short Stories	12	8	50.00%	7	71.43%
Adult Learner	0	0	N.M.	0	N.M.
Auto Repair	1	4	-75.00%	3	-66.67%
<b>Total</b>	<b>3,891</b>	<b>4,461</b>	<b>-12.78%</b>	<b>5,796</b>	<b>-32.87%</b>
<b>ADULT MEDIA</b>					
DVD	1,804	2,225	-18.92%	3,358	-46.28%
Blu-ray Disc	385	615	-37.40%	941	-59.09%
Compact Discs	416	438	-5.02%	580	-28.28%
Books on Disc	165	164	0.61%	250	-34.00%
Video Games	36	40	-10.00%	54	-33.33%
Language Media	2	0	N.M.	7	-71.43%
Playaway	0	4	-100.00%	21	-100.00%
Hotspots	25	19	31.58%	14	78.57%
<b>Total</b>	<b>2,833</b>	<b>3,505</b>	<b>-19.17%</b>	<b>5,225</b>	<b>-45.78%</b>
<b>ELECTRONIC RESOURCES</b>					
Live-brary E-Books	4,621	4,322	6.92%	3,633	27.20%
Live-brary Audiobooks	2,250	1,827	23.15%	1,519	48.12%
Live-brary Video	4	2	100.00%	11	-63.64%
Flipster		516	-100.00%	628	-100.00%
New York Times	235	283	-16.96%	N.A.	N.M.
PressReader	143	191	-25.13%	N.A.	N.M.
Hoopla	336	435	-22.76%	469	-28.36%
Kanopy	339	324	4.63%	258	31.40%
<b>Total</b>	<b>7,928</b>	<b>7,900</b>	<b>0.35%</b>	<b>6,518</b>	<b>21.63%</b>

OCTOBER 2021

JUVENILE PRINT	OCT 21	OCT 20	% CHANGE	OCT 19	% CHANGE
Nonfiction	715	843	-15.18%	969	-26.21%
Picture Books	1,152	1,328	-13.25%	1,445	-20.28%
Fiction	593	799	-25.78%	1,025	-42.15%
Easy Readers	602	557	8.08%	611	-1.47%
Biographies	63	68	-7.35%	147	-57.14%
Paperbacks	259	292	-11.30%	355	-27.04%
Board Books	360	238	51.26%	397	-9.32%
Graphic Novels	212	305	-30.49%	311	-31.83%
Foreign Language	200	214	-6.54%	88	N.M.
Parents Collection	21	10	110.00%	17	23.53%
Magazines	4	13	-69.23%	5	-20.00%
Story Collection	18	18	0.00%	17	5.88%
Museum Passes	106	70	51.43%	111	-4.50%
<b>Total</b>	<b>4,305</b>	<b>4,755</b>	<b>-9.46%</b>	<b>5,498</b>	<b>-21.70%</b>
<b>JUVENILE MEDIA</b>					
DVD	401	531	-24.48%	790	-49.24%
Blu-ray Disc	51	50	2.00%	109	-53.21%
Video Games	124	133	-6.77%	193	-35.75%
Compact Discs	35	20	75.00%	56	-37.50%
CD/Book Kits	23	34	-32.35%	42	-45.24%
Books on Disc	4	6	-33.33%	12	-66.67%
Launchpads	9	6	50.00%	6	50.00%
<b>Total</b>	<b>647</b>	<b>780</b>	<b>-17.05%</b>	<b>1,208</b>	<b>-46.44%</b>
<b>YOUNG ADULT</b>					
Magazines	0	1	-100.00%	1	-100.00%
Fiction	63	88	-28.41%	124	-49.19%
Nonfiction	8	2	300.00%	5	60.00%
Graphic Novel	79	83	-4.82%	128	-38.28%
Paperbacks	24	45	-46.67%	54	-55.56%
Large Type	1	0	N.M.	0	N.M.
Test Books	3	7	-57.14%	15	-80.00%
Foreign Language	6	0	N.M.	0	N.M.
Chromebooks, Laptops	0	1	-100.00%	23	-100.00%
<b>Total</b>	<b>184</b>	<b>227</b>	<b>-18.94%</b>	<b>350</b>	<b>-47.43%</b>