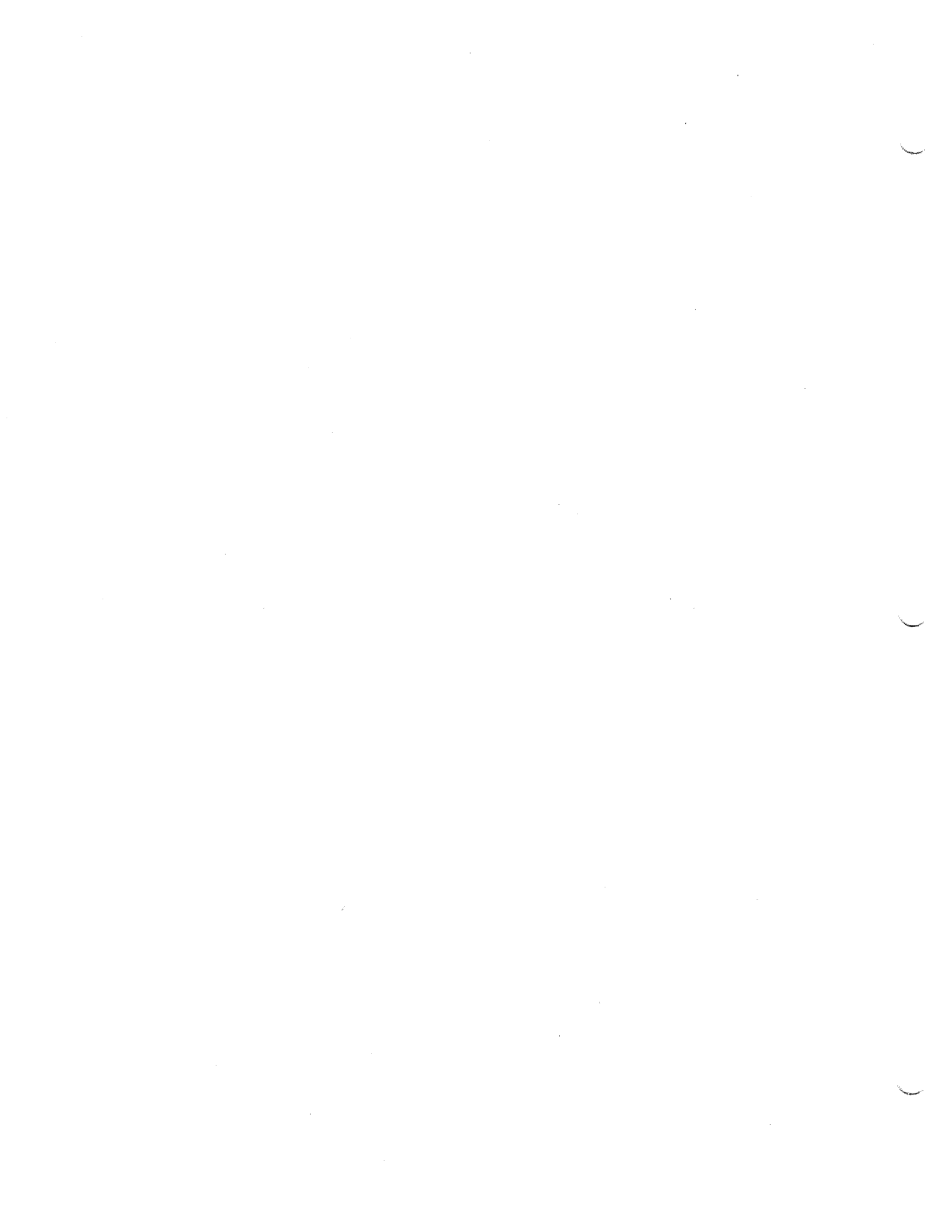


BOARD MEETING – MONDAY, DECEMBER 20, 2021
SOUTH HUNTINGTON PUBLIC LIBRARY
145 PIDGEON HILL ROAD
HUNTINGTON STATION, NY 11746

Agenda for the regular meeting of the Board of Trustees of the South Huntington Public Library on Monday, December 20, 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)
 1. Regular Meeting, Monday, November 15, 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. Thank you card from Chief David Kaufman from HCFAS
7. REPORTS: (TAB D)
 1. Director's Report
 2. Assistant Director's Report
 3. NYLA & ABOS Conference Reports by Georgina Rivas-Martinez
8. OLD BUSINESS: (TAB E)
 1. Covid-19 Protocol
 2. Policy Review – Business Policy
9. NEW BUSINESS: (TAB F)
 1. Policy Review – Regulations for Use of Library Facilities
 2. Commercial Insurance Renewal
 3. Clerk of the Vote
 4. SHPL 2022 – 2023 Budget Draft (to be handed out at meeting)
 5. Obsolete Equipment
10. STATISTICAL REPORTS: (TAB G)
 1. Statistics and Program Attendance
11. VOICE OF THE TAXPAYER
12. EXECUTIVE SESSION: To discuss employment history of employees and legal matters.
13. ADJOURNMENT



BOARD MEETING MINUTES - MONDAY, NOVEMBER 15, 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, November 15 at 7 p.m. in the conference room.

- PRESENT:** Mrs. Eleanora Ferrante, Vice President
Mrs. Eileen Sullivan, Financial Chairperson
Mrs. Pat Dillon
Mrs. Stella Fox
- EXCUSED:** Mr. Stuart Horowitz, President
- STAFF:** Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Erin McShane Hedger, Business Manager
Mrs. Doreen Kilkenny, Board Secretary
- CALL TO ORDER:** The meeting was called to order by the vice president at 7:00 p.m.
- PLEDGE OF ALLEGIANCE:** The vice president led everyone in the Pledge of Allegiance.
- ADOPTION OF THE AGENDA:** Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to accept the agenda as written.
- DISPOSITION OF REGULAR MEETING MINUTES OCTOBER 18, 2021:** Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to accept the minutes of the regular meeting of October 18, 2021.
- 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. Dillon, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #12 Fund L in the amount of \$17,106.29; Warrant #13 Fund L in the amount of \$503,648.73; Warrant #10/04 PR Fund L in the amount of \$110,192.26; Warrant #10/28 PR Fund L in the amount of \$119,710.37.

Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #8 Fund TA in the amount of \$42,678.84; Warrant #9 Fund TA in the amount of \$57,342.57.

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #4 Fund H in the amount of \$31,596.02.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to approve the American Express statement for October in the amount of \$1,929.86.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for September in the amount of \$2,356.66.

**FINANCIAL CHAIRPERSON'S
REPORT:**

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

Further review of the remaining 3 uncleared checks will be reported on at the December meeting.

PERSONNEL REPORT:

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to approve the personnel report. The board expressed heartfelt regret for the retirements of 2 longtime staff members.

COMMUNICATIONS:

The board acknowledged SCLS minutes/memorandum, and genealogy thank you letter from patron.

DIRECTOR'S REPORT: Mrs. Scherer reported on the following:

- 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.
- 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.
- 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 depicted on the book cover.

ASSISTANT DIRECTOR'S REPORT:

Mr. Tanzi reported on the following:

- On Tuesday, October 28th, 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.

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

**INTERNET LIBRARIAN
2021 REPORT:** The board thanked Michael Bartolomeo for his report.

**NEW BUSINESS –
POLICY REVIEW –
EMERGENCY
PROCEDURES AND
EVACUATION PLAN:** Motion by Mrs. Sullivan and seconded by Mrs. Dillon, and carried unanimously to adopt the Emergency Procedures and Evacuation Plan as library policy.

**NEW BUSINESS –
SCLS PROPOSED
2022 BUDGET VOTE:** Motion by Mrs. Fox and seconded by Mrs. Dillon, and carried unanimously to adopt SCLS Proposed 2022 budget dated November 1, 2021.

**NEW BUSINESS –
SCLS TRUSTEE VOTE:** Trustees voted by paper ballot and submitted them to the director for secure mailing.

**NEW BUSINESS –
PUBLIC LIBRARY
ASSOC. ANNUAL
CONFERENCE:** Motion by Mrs. Fox and seconded by Mrs. Sullivan, and carried unanimously to authorize 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.

**NEW BUSINESS –
ALLOCATION OF
FUNDS –
(FY 2020 - 2021):** Motion by Mr. Sullivan, seconded by Mrs. Dillon and carried unanimously to authorize the following recommendations:

1. That the board of trustees authorize an allocation of \$1,428,343.25 of the Unassigned General Fund Balance to be maintained as such in order 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 and & Improvements to Building Capital Reserve Fund.
6. That the board of trustees authorizes an allocation of \$2,655.56 from the Capital Reserve Fund Interest to be allocated as *Restricted* Fund balance for the repairs & improvements to the Building Capital Reserve Fund.

**NEW BUSINESS –
HVAC REPLACEMENT
AND UPGRADE PROJECT
CONTRACT:**

Motion by Mrs. Fox and seconded by Mrs. Sullivan and carried unanimously to table the recommendation.

EXECUTIVE SESSION:


Motion by Mrs. Sullivan, seconded by Mrs. Fox to go into Executive Session at 7:52 p.m. to discuss employment history of individual employees.

Motion by Mrs. Dillon, seconded by Mrs. Sullivan to come out of Executive Session at 8:02 p.m.

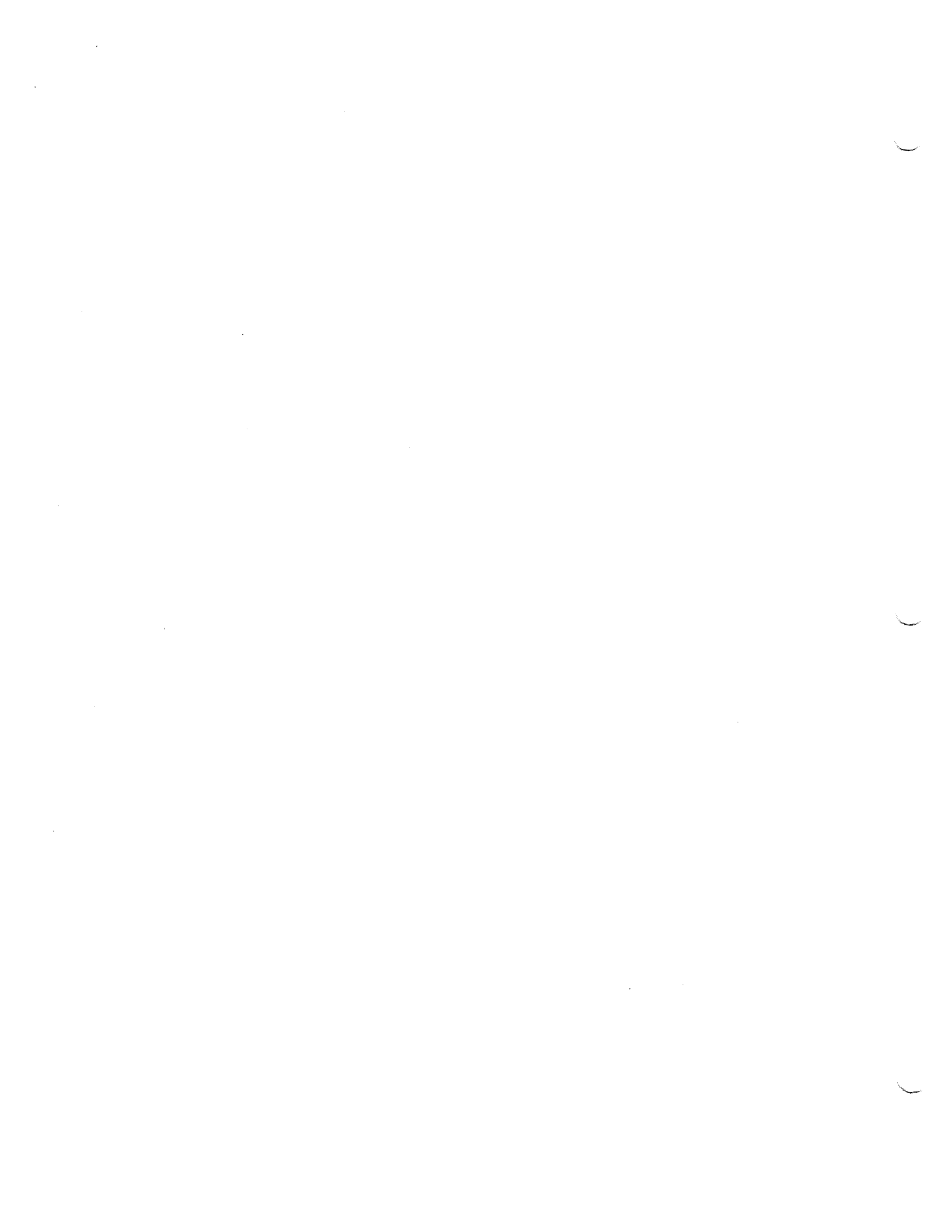
ADJOURNMENT:

Motion by Mrs. Fox to adjourn the regular meeting at 8:03 p.m.

Respectfully submitted by,

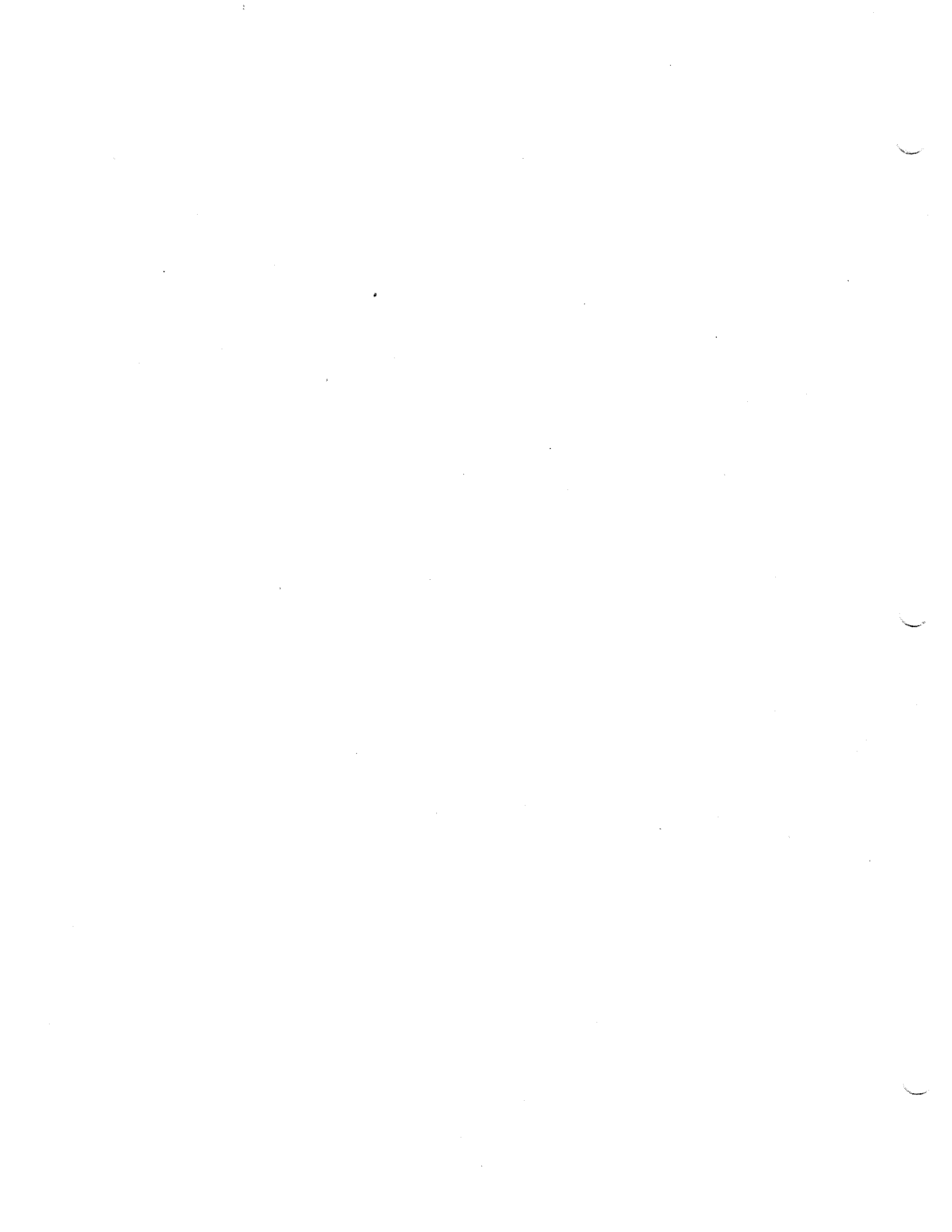


Doreen Kilkenny, Board Secretary



FINANCIAL SCHEDULES

<u>Page #</u>	<u>Warrant #</u>	<u>Fund</u>	<u>Amount</u>
B3	14	L	10,940.40
B5-7	15	L	178,130.74
B9	11/10 PR	L	108,502.73
B11	11/24 PR	L	111,286.53
B13	10	TA	42,228.97
B15	11	TA	45,334.99
B16	AMEX Amazon/Synchrony		
B33	Investment Report		
B34	Financial Chairperson Report		
B35	Personnel Actions		



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

December 15, 2021

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

I have reviewed the warrants through December 20, 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

December 20, 2021

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #14 Fund L - November 2021 Schedule of Bills

Checks #56629 - 56717

Total warrant: \$10,940.40

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 - 14: CD - UTILITIES - 11/2021 For Dates 11/1/2021 - 11/30/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
29	11/01/2021	690	NATIONAL GRID		418.75
56630	11/01/2021	15	VERIZON		805.09
56631	11/01/2021	1419	VERIZON SELECT SERVICES		12.20
56632	11/09/2021	2555	OPTIMUM		69.49
56633	11/09/2021	152	SO. HUNTINGTON WATER DISTRICT		463.63
56716	11/17/2021	20	PSEGLI		9,154.24
56717	11/17/2021	1419	VERIZON SELECT SERVICES		17.00

Number of Transactions: 7

Warrant Total: 10,940.40
Vendor Portion: 10,940.40

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 7 in number, in the total amount of \$ 10,940.40. 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.

12/15/21

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.

11/17/21

Date

[Signature]

Library Director

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

December 20, 2021

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #15 Fund L - December 20, 2021 Schedule of Bills

Checks #56723 - 56817

Voided Checks #56642 & 56692

Total warrant: \$178,130.74

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 - 15: CD - GENERAL - 12/2021 For Dates 12/20/2021 - 12/20/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
142	12/20/2021	2520	**VOID** KATHRYN BARI-PETRITIS	210129	-250.00
56692	12/20/2021	2939	**VOID** NEW-YORK HISTORICAL SOCIETY	210124	-150.00
56723	12/20/2021	2848	A SHRED AWAY INC.	210164	100.00
56724	12/20/2021	131	A TIME FOR KIDS	210140	900.00
56725	12/20/2021	2992	ACKERMAN, SUSAN	210147	525.00
56726	12/20/2021	2152	AERUS ELECTROLUX -		89.94
56727	12/20/2021	2984	ALA (STORE)	210067	56.10
56728	12/20/2021	106	SHEILA ALMANSI		1,782.00
56729	12/20/2021	2396	AMAZON/SYNCB		2,143.69
56730	12/20/2021	2396	AMAZON/SYNCB		59.78
56731	12/20/2021	2274	American Airpower Museum	210189	500.00
56732	12/20/2021	720	AMERICAN EXPRESS		2,391.29
56733	12/20/2021	2040	AMERIFLEX		239.70
56734	12/20/2021	2706	BARBARA AZZARA		1,782.00
56735	12/20/2021	23	BAKER & TAYLOR		17,940.53
56736	12/20/2021	2839	NAVJOT BAL	210158	240.00
56737	12/20/2021	2520	KATHRYN BARI-PETRITIS	210129	250.00
56738	12/20/2021	1866	BENEDETTO BROS. LANDSCAPING	210000	1,850.00
56739	12/20/2021	1832	AUGUSTA BERNER	210159	500.00
56740	12/20/2021	1305	BLACKSTONE PUBLISHING.		264.67
56741	12/20/2021	1497	BP AMOCO		11.58
742	12/20/2021	1189	BRODART CO.		523.50
56743	12/20/2021	31	BULL TERRIER NEWS DELIVERY SVC		246.78
56744	12/20/2021	1990	CENTER POINT LARGE PRINT		279.15
56745	12/20/2021	603	STEPHEN CHO		891.00
56746	12/20/2021	2773	COMPLIANCE ASSISTANCE		35.64
56747	12/20/2021	1548	COUNTY LINE HARDWARE		108.11
56748	12/20/2021	2702	CURIOSLY CREATIVE CANDLE	210149	375.00
56749	12/20/2021	2191	DANZIGER, OKSANA	210162	300.00
56750	12/20/2021	794	PHILIP DE DORA	210038	370.00
56751	12/20/2021	43	DEMCO	210152	108.32
56752	12/20/2021	2167	DORIS BENTER	210148	200.00
56753	12/20/2021	45	EBSCO		10,796.61
56754	12/20/2021	1665	EDMER SANITARY SUPPLY		484.25
56755	12/20/2021	923	FIRST UNUM LIFE INSURANCE CO.		635.69
56756	12/20/2021	362	FUN EXPRESS, LLC	210154	284.93
56757	12/20/2021	52	GALE		728.51
56758	12/20/2021	2490	KATHLEEN GIERALTOWSKI		8.00
56759	12/20/2021	781	CECILILA GORELLICK		891.00
56760	12/20/2021	3002	JAKE GOZ	210173	375.00
56761	12/20/2021	225	GRAINGER, INC.		356.15
56762	12/20/2021	1916	JENNIFER CONLON GRIFFING		3.18
56763	12/20/2021	2844	GUERRERO RUIZ, CARLA F.	210143	150.00
764	12/20/2021	1077	HIGH HOPES PRODUCTIONS	210145	310.00
56765	12/20/2021	1658	INDEPEND. ADVISER FOR VANGUARD		229.00
56766	12/20/2021	2504	INGRAM LIBRARY SERVICES LLC		764.21

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 15: CD - GENERAL - 12/2021 For Dates 12/20/2021 - 12/20/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
56767	12/20/2021	2504	INGRAM LIBRARY SERVICES LLC		451.20
56768	12/20/2021	2973	ELAINE JAGUDEN		891.00
56769	12/20/2021	1568	JET SANITATION SERVICE		125.00
56770	12/20/2021	2108	JOHNSON, ISABELLA	210171	450.00
56771	12/20/2021	2717	KANOPY LLC		393.00
56772	12/20/2021	1546	DEBORAH KATZ	210037	560.00
56773	12/20/2021	1716	DIANE KENTROS		2,688.00
56774	12/20/2021	2459	KONICA MINOLTA BUSINESS SOLUTN	200278	635.56
56775	12/20/2021	791	JOSEPH LATINI		1,782.00
56776	12/20/2021	110	CAROL ANN LEACH		1,782.00
56777	12/20/2021	2944	PHOEBE LEVIN		21.84
56778	12/20/2021	2621	LONG ISLAND MUSEUM	210168	300.00
56779	12/20/2021	1809	MARGARETHA MAIMONE	210193	1,575.00
56780	12/20/2021	1594	MICHAEL J'S LANDSCAPING	210122	2,105.75
56781	12/20/2021	27	MIDWEST TAPE		1,403.85
56782	12/20/2021	27	MIDWEST TAPE		606.65
56783	12/20/2021	127	NYS EMPLOYEES HEALTH INSURANCE		37,922.27
56784	12/20/2021	2763	ON TIME TELECOM, INC.		419.88
56785	12/20/2021	240	MARIE PAGLIARO		891.00
56786	12/20/2021	2642	PLAQUES AND SUCH		11.30
56787	12/20/2021	12	POSTMASTER - BULK PERMIT 39		1,800.00
56788	12/20/2021	2068	PYRAMID AIR COND. & HEATING		4,725.75
56789	12/20/2021	2999	STEPHEN QUANDT	210163	800.00
56790	12/20/2021	3003	RAYNHAM HALL MUSEUM	210174	300.00
56791	12/20/2021	116	ELEANOR REIERSEN		891.00
56792	12/20/2021	2558	GEORGINA RIVAS-MARTINEZ		373.91
56793	12/20/2021	602	DONNA M ROCHE		891.00
56794	12/20/2021	869	DIANNE ROONEY		891.00
56795	12/20/2021	2982	REGINA R. RUSSO	210160	600.00
56796	12/20/2021	284	RYDER PIANO TUNING		255.00
56797	12/20/2021	2666	S & S WORLDWIDE INC	200349	45.57
56798	12/20/2021	51	SCLS		1,999.00
56799	12/20/2021	2238	ROBERT SCOTT	210166	598.00
56800	12/20/2021	711	SHARPER TRAINING SOLUTIONS	210165	225.00
56801	12/20/2021	11	SHPL - PETTY CASH		40.77
56802	12/20/2021	2744	SKOBLICKI, MICHELLE	210142	75.00
56803	12/20/2021	2998	ST. GEORGE LIVING HISTORY PROD. INC.	210161	200.00
56804	12/20/2021	95	STAPLES CREDIT PLAN		2,437.76
56805	12/20/2021	2106	STERLING NORTH AMERICA INC.		4,400.00
56806	12/20/2021	1520	THE BAKING COACH, INC.	210144	1,895.00
56807	12/20/2021	2948	THE COLD SPRING HARBOR FIRE HOUSE MUSEUM	210169	40.00
56808	12/20/2021	2940	THERESA'S PROGRAMS LLC	210114	750.00
56809	12/20/2021	2855	CATHY TROTTER		1,782.00
56810	12/20/2021	378	UTICA NATIONAL INSURANCE GROUP		38,654.97
56811	12/20/2021	1788	ANNA MARIE VERSACIO		891.00
56812	12/20/2021	33	LYNN VITTERS		891.00

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 15: CD - GENERAL - 12/2021 For Dates 12/20/2021 - 12/20/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
56813	12/20/2021	2232	W.B. MASON CO INC		617.80 ✓
56814	12/20/2021	3001	ARIANA WARREN	210172	375.00 ✓
56815	12/20/2021	117	ELEANOR WATERS		891.00 ✓
56816	12/20/2021	111	KENNETH WEIL		2,316.60 ✓
56817	12/20/2021	61	DIANE WELLS		1,782.00 ✓

Number of Transactions: 97

Warrant Total: 178,130.74

Vendor Portion: 178,130.74

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 97 in number, in the total amount of \$ 178,130.74. 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.

12/15/21 _____
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.

12/14/21 _____
Date Library Director

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

December 20, 2021

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: November 10, 2021

Gross Total: \$108,502.73

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	108,502.73	Normal Distributed Amount	1,149.99
Non Cash Earnings	0.00	Direct Deposit Amount	71,070.51
Reimbursed Expenses	0.00	Direct Deposit Entries	67
FICA Wages	101,747.11		
FICA Withholding - Employee *	6,308.34		
FICA Withholding - Employer *	6,308.34		
Medicare Wages	101,747.11		
Medicare Withholding - Employee *	1,475.35		
Excess Medicare Wages	0.00		
Excess Medicare Withholdings	0.00		
Medicare Withholding - Employer *	1,475.35		
Federal Wages	94,597.93		
Federal Withholding *	9,578.27		
State Wages	95,838.51		
State Withholding **	4,419.10		
City Wages	0.00		
City Withholding ***	0.00		

Tax Deposit Information

Federal Tax Deposit *	25,145.65
State Tax Deposit **	4,419.10
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

72,220.50

Net Pay

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

December 20, 2021

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: November 24, 2021

Gross Total: \$111,286.53

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

11/24/21 #6221



Payroll Transaction Totals

Gross Wages	111,286.53		
Non Cash Earnings	0.00		
Reimbursed Expenses	0.00		
FICA Wages	109,966.53		
FICA Withholding - Employee *	6,817.95		
FICA Withholding - Employer *	6,817.95		
Medicare Wages	109,966.53		
Medicare Withholding - Employee *	1,594.52		
Excess Medicare Wages	0.00		
Excess Medicare Withholdings	0.00		
Medicare Withholding - Employer *	1,594.52		
Federal Wages	102,768.27		
Federal Withholding *	11,040.78		
State Wages	104,056.03		
State Withholding **	4,926.58		
City Wages	0.00		
City Withholding ***	0.00		
Annuities	5,910.50	Pre-Tax	
Flexible Spending	1,320.00	Pre-Tax	
Retirement	1,287.76	Pre-Tax	
Roth 403(b) Annuity	0.00		
Roth 457(b) Annuity	0.00		
All Other Deductions	2,187.48		
Net Pay	76,200.96		

Payment Distribution Methods

Normal Distributed Amount	2,600.71
Direct Deposit Amount	73,600.25
Direct Deposit Entries	66

Tax Deposit Information

Federal Tax Deposit *	27,865.72
State Tax Deposit **	4,926.58
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

December 20, 2021

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #10 Fund TA - November 10, 2021 Schedule of Bills

Check # 7706

Wires #994051 - 994054

Total warrant: \$42,228.97

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 - 10: CD - 11/10/21 PR For Dates 11/10/2021 - 11/10/2021

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3	11/10/2021	127	NYS EMPLOYEES HEALTH INSURANCE		6,755.62
994051	11/10/2021	198	NEWPORT TRUST CO. FBO #22258#		2,032.05
994052	11/10/2021	371	NYS INCOME TAX		4,419.10
994053	11/10/2021	909	INTERNAL REVENUE SERVICE		25,145.65
994054	11/10/2021	1345	NEW YORK STATE DEFERRED COMP		3,876.55

Number of Transactions: 5

Warrant Total: 42,228.97

Vendor Portion: 42,228.97

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 \$ 42,228.97. 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.

12/15/21

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.

11/17/21

Date

[Signature]
Library Director

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

December 20, 2021

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #11 Fund TA - November 24, 2021 Schedule of Bills

Check # 7707 - 7710
Wires #994055 - 994059

Total warrant: \$45,334.99

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 - 11: CD - 11/24/21 PR For Dates 11/24/2021 - 11/24/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
07	11/24/2021	1934	AFLAC		192.89 ✓
7708	11/24/2021	1267	AMERIFLEX, LLC.		1,320.00 ✓
7709	11/24/2021	2889	GIS BENEFITS		1,398.22 ✓
7710	11/24/2021	2293	NY'S 529 COLLEGE SAVINGS PGM.		60.00 ✓
994055	11/24/2021	198	NEWPORT TRUST CO. FBO #22258#		2,032.05 ✓
994056	11/24/2021	202	NYS & LOCAL RETIREMENT SYSTEM		3,661.08 ✓
994057	11/24/2021	371	NYS INCOME TAX		4,926.58 ✓
994058	11/24/2021	909	INTERNAL REVENUE SERVICE		27,865.72 ✓
994059	11/24/2021	1345	NEW YORK STATE DEFERRED COMP		3,878.45 ✓

Number of Transactions: 9

Warrant Total: 45,334.99

Vendor Portion: 45,334.99

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 9 in number, in the total amount of \$ 45,334.99. 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.

12/15/21
Date

Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 45,334.99. 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.

11/22/21
Date

Library Director

American Express Monthly Statement - November 2021 purchases			
Name	Item(s) Purchased	Purchase \$	Account
Janet Scherer	Hospitality - Staff meeting 11/10/21	\$32.00	L7430.435-31
	Menucha Publishers Inc (Book - <i>I've Been Here Before: When Souls of the Holocaust Return</i>)	\$29.99	L7430.433
	Amazon data back-up (cloud)	\$154.62	L7430.431
	Google (shpl.info e-mail service)	\$573.66	L7430.431
Nicholas Tanzi	NYLA - Food Expenses	\$41.31	L7430.435-31
	NYLA - Hotel Expenses	\$1,158.90	L7430.430-22
	AssetTiger (SmartSign)	\$200.00	L7420.429
	Zoom.US (Teleconferencing)	\$189.96	L7430.431
	Matterport - Virtual Tour Fee	\$10.85	L7420.429
	Total	\$2,391.29	

Amazon/Synchrony Bank Monthly Statement - October 2021		
Description	Purchase \$	Account
BOOKS - ADULT DEPT	\$392.99	L7420.410-11
DVDS - ADULT DEPT	\$218.63	L7420.411-11
DVDS - CHILDREN'S DEPT	\$34.39	L7420.411-12
MUSIC CD'S - ADULT DEPT	\$61.30	L7420.412-11
COMP SOFTWARE - ADULT DEPT	\$239.96	L7420.415-11
COMP SOFTWARE - CHILDREN'S DEPT	\$312.91	L7420.415-12
EQUIPMENT	\$414.76	L7430.200
LIBRARY SUPPLIES	\$139.99	L7430.430-22
PROGRAMS - ADULT DEPT	\$165.38	L7430.442-11
PROGRAMS - CHILDREN'S DEPT	\$166.65	L7430.442-12
PROGRAMS - YA	(\$3.27)	L7430.442-13
PROGRAMS - FAMILY PLACE	\$59.78	L7430.442-12F
Total	\$2,203.47	

			SOUTH HUNTINGTON LIBRARY
Cash Receipt Schedule Report For L - 9: CR - DAILY FINES 11/2021			
Account	Account Description	Sum of DEBITS	Sum of CREDITS
L 200	CHECKING - VALLEY NATIONAL BANK	1,539.71	0.00
L 2082.2	LOST LIBRARY MATERIALS	0.00	120.21
L 2082.4	COPY MACHINES	0.00	113.00
L 2082.42	COMPUTER PRINT CARDS	0.00	456.15
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	175.00
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	87.00
L 2770.8	MISC. INCOME - PASSPORTS	0.00	552.70
L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	0.00	35.65
Grand Total		1,539.71	1,539.71

			SOUTH HUNTINGTON LIBRARY
Cash Receipt Schedule Report For L - 10: CR - GENERAL - 11/2021			
Account	Account Description	Sum of DEBITS	Sum of CREDITS
L 200	CHECKING - VALLEY NATIONAL BANK	3,483.91	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	8.41	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	1.08	0.00
L 211	MM - FLUSHING BANK	227.84	0.00
L 2082.2	LOST LIBRARY MATERIALS	0.00	91.91
L 2082.42	COMPUTER PRINT CARDS	0.00	28.25
L 2401.204	COMPUTER PAPER/DISCS	0.00	8.41
L 2401.206	INTEREST - MM- VALLEY NAT'L BANK	0.00	6.50
L 2401.207	COMPUTER PRINT CARDS	0.00	1.08
L 2401.211	COMPUTER PAPER/DISCS	0.00	227.84
L 2670	INTEREST - MM- VALLEY NAT'L BANK	0.00	8.00
L 2770.4	COMPUTER PRINT CARDS	0.00	20.25
L 2770.8	COMPUTER PAPER/DISCS	0.00	350.00
L 7430.442-11	INTEREST - MM- VALLEY NAT'L BANK	0.00	2,979.00
Grand Total		3,721.24	3,721.24

**SOUTH HUNTINGTON PUBLIC LIBRARY
REVENUE BUDGET STATUS
PERIOD COVERED: July 1, 2021 - November 30, 2021**

ACCOUNT	BUDGET	REVENUE EARNED	EST. REVENUE BASED ON 5 MONTHS	VARIANCE		UNEARNED REVENUE YTD.
				FAVORABLE (UNFAVORABLE) \$	%	
REAL PROPERTY TAXES	\$5,459,373.00	2,729,686.50	2,274,738.75	454,947.75	20.00	2,729,686.50
PROPERTY TAXES-DEBT SVCE	\$611,379.00	305,689.50	254,741.25	50,948.25	20.00	305,689.50
BOOK FINES	\$0.00	54.89	0.00	54.89	#DIV/0!	(54.89)
LOST LIBRARY MATERIALS	\$5,000.00	2,000.08	2,083.33	(83.25)	-4.00	2,999.92
COPY MACHINES	\$4,000.00	196.50	1,666.67	(1,470.17)	-88.21	3,803.50
COMPUTER PRINT CARDS	\$9,000.00	2,570.45	3,750.00	(1,179.55)	-31.45	6,429.55
DVD FINES	\$0.00	10.00	0.00	10.00	#DIV/0!	(10.00)
COMPUTER PAPER/DISCS	\$1,000.00	0.00	416.67	(416.67)	-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	33.91	270.83	(236.92)	-87.48	616.09
INTEREST - CKING - VALLEY NAT'L BANK	\$300.00	25.35	125.00	(99.65)	-79.72	274.65
INTEREST - PAYROLL- VALLEY NAT'L BANK	\$50.00	5.76	20.83	(15.07)	-72.35	44.24
INTEREST - MM FLUSHING BANK	\$9,000.00	1,329.70	3,750.00	(2,420.30)	-64.54	7,670.30
SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	\$0.00	601.10	0.00	601.10	#DIV/0!	(601.10)
MISC. INCOME - EAR BUD SALES	\$0.00	1.00	0.00	1.00	#DIV/0!	(1.00)
MISC. INCOME - FAX CHARGES	\$1,000.00	505.20	416.67	88.53	21.25	494.80
MISC. INCOME	\$3,000.00	300.00	1,250.00	(950.00)	-76.00	2,700.00
MISC. INCOME - GRANT	\$1,000.00	0.00	416.67	(416.67)	-100.00	1,000.00
MISC. INCOME - PASSPORTS	\$15,000.00	3,965.80	6,250.00	(2,284.20)	-36.55	11,034.20
STATE INCENTIVE AID	\$5,000.00	9,937.00	2,083.33	7,853.67	376.98	(4,937.00)
APPROPRIATED FUND BALANCE	\$200,000.00	0.00	83,333.33	(83,333.33)	-100.00	200,000.00
TOTALS	\$6,324,752.00	3,056,932.74	2,635,313.33	421,619.41	16.00	3,267,819.26

SOUTH WINTINGTON LIBRARY

Revenue Status Report From 7/1/2021 To 11/30/2021



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	2,000.08	2,999.92
L 2082.4	COPY MACHINES	4,000.00	0.00	4,000.00	196.50	3,803.50
L 2082.42	COMPUTER PRINT CARDS	9,000.00	0.00	9,000.00	2,570.45	6,429.55
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	33.91	616.09
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	300.00	0.00	300.00	25.35	274.65
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	50.00	0.00	50.00	5.76	44.24
L 2401.211	INTEREST - MM FLUSHING BANK	9,000.00	0.00	9,000.00	1,329.70	7,670.30
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	0.00	0.00	601.10	-601.10
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	505.20	494.80
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	3,965.80	11,034.20
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
L Totals:		6,324,752.00	0.00	6,324,752.00	3,056,942.74	3,267,809.26

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
Grand Totals:		6,324,752.00	0.00	6,324,752.00	3,056,942.74	3,267,809.26

SOUTH HUNTINGTON PUBLIC LIBRARY
 ACTUAL BUDGET EXPENDITURES / ESTIMATE
 PERIOD COVERED: July 1, 2021 - November 30, 2021

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 5 MONTHS	VARIANCE FAVORABLE (UNFAVORABLE)		AVAILABLE
						\$	%	
SALARIES-PROF. FT & PT	\$1,784,006.27	614,553.88		614,553.88	754,771.88	140,218.00	18.58	\$1,169,452.39
SALARIES-PROF. FT	\$1,354,006.27	472,478.63	0.00	472,478.63	572,848.81	100,370.18	17.52	\$881,527.64
SALARIES - PROF. PT	\$430,000.00	142,075.25	0.00	142,075.25	181,923.08	39,847.83	21.90	\$287,924.75
SALARIES-CLERICAL FT & PT	\$611,207.46	207,302.94		207,302.94	258,587.77	51,284.83	19.83	\$403,904.52
SALARIES-CLERICAL FT	\$369,207.46	135,551.73	0.00	135,551.73	156,203.16	20,651.43	13.22	\$233,655.73
SALARIES-CLERICAL PT	\$242,000.00	71,751.21	0.00	71,751.21	102,384.62	30,633.41	29.92	\$170,248.79
SALARIES-PAGE	\$100,000.00	33,392.85	0.00	33,392.85	42,307.69	8,914.84	21.07	\$66,607.15
SALARIES-CUSTODIAL FT & PT	\$304,473.05	106,082.28		106,082.28	128,815.52	22,733.24	17.65	\$198,390.77
SALARIES-CUSTODIAL FT	\$252,473.05	89,390.78	0.00	89,390.78	106,815.52	17,424.74	16.31	\$163,082.27
SALARIES-CUSTODIAL PT	\$52,000.00	16,691.50	0.00	16,691.50	22,000.00	5,308.50	24.13	\$35,308.50
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	12,854.25	0.00	12,854.25	12,692.31	(161.94)	(1.28)	\$42,145.75
SALARIES-SUNDAY-CLERICAL	\$18,000.00	3,888.36	0.00	3,888.36	4,153.85	265.49	6.39	\$14,111.64
SALARIES-SUNDAY-PAGE	\$8,000.00	1,672.00	0.00	1,672.00	1,846.15	174.15	9.43	\$6,328.00
SALARIES-SUNDAY-CUSTODIAL	\$22,758.22	5,753.33	0.00	5,753.33	5,251.90	(501.43)	(9.55)	\$17,004.89
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	\$985,499.89	\$0.00	985,499.89	\$1,208,427.07	\$22,927.18	18.45	\$1,925,945.11
ADULT BOOKS	\$172,166.23	31,055.77	27,284.91	58,340.68	71,735.93	13,395.25	18.67	\$113,825.55
CHILDRENS BOOKS	\$87,009.99	14,519.38	7,498.70	22,018.08	36,254.16	14,236.08	39.27	\$64,991.91
YOUNG ADULT BOOKS	\$11,521.20	2,217.44	1,291.70	3,509.14	4,800.50	1,291.36	26.90	\$8,012.06
REFERENCE - PRINT	\$10,000.00	1,242.39	0.00	1,242.39	4,166.67	2,924.28	70.18	\$8,757.61
REFERENCE - ELECTRONIC	\$60,000.00	34,423.51	0.00	34,423.51	25,000.00	(9,423.51)	(37.69)	\$25,576.49
AUDIO BOOKS - ADULT	\$5,000.00	911.82	0.00	911.82	2,083.33	1,171.51	56.23	\$4,088.18
AUDIO BOOKS - CHILDREN	\$5,067.97	721.07	67.97	789.04	2,111.65	1,322.61	62.63	\$4,278.93
DIGITAL DOWNLOADS - ADULT	\$5,000.00	1,264.80	0.00	1,264.80	2,083.33	818.53	39.29	\$3,735.20
DIGITAL DOWNLOADS - CHILDREN	\$3,000.00	0.00	0.00	0.00	1,250.00	1,250.00	100.00	\$3,000.00
DIGITAL DOWNLOADS - YOUNG ADULT	\$1,000.00	0.00	0.00	0.00	416.67	416.67	100.00	\$1,000.00
DIGITAL SUBSCRIPTIONS	\$216,500.00	75,217.45	0.00	75,217.45	90,208.33	14,990.88	16.62	\$141,282.55
MUSEUM PASSES	\$20,000.00	1,250.00	0.00	1,250.00	8,333.33	7,083.33	85.00	\$18,750.00
DVD - ADULT	\$42,078.99	3,152.24	5,078.99	8,231.23	17,532.91	9,301.68	53.05	\$33,847.76
DVD - ADULT - IWIN	\$3,000.00	0.00	0.00	0.00	1,250.00	1,250.00	100.00	\$3,000.00
DVD - CHILDREN	\$12,512.85	724.75	2,512.85	3,237.60	5,213.69	1,976.09	37.90	\$9,275.25
MUSIC CD'S - ADULT	\$6,404.80	1,149.78	1,404.80	2,554.58	2,668.67	114.09	4.28	\$3,850.22
MUSIC CD'S - CHILDREN	\$581.86	44.99	36.87	81.86	242.44	160.58	66.24	\$500.00
PERIODICALS - ADULTS	\$10,100.00	646.07	0.00	646.07	4,208.33	3,562.26	84.65	\$9,453.93
PERIODICALS - CHILDREN	\$1,000.00	0.00	0.00	0.00	416.67	416.67	100.00	\$1,000.00
PERIODICALS - YA	\$400.00	0.00	0.00	0.00	166.67	166.67	100.00	\$400.00
PERIODICALS - NEWSPAPERS	\$3,500.00	2,040.66	0.00	2,040.66	1,458.33	(582.33)	(39.93)	\$1,458.34
COMPUTER SOFTWARE-CIRC.-ADULTS	\$3,000.00	852.58	0.00	852.58	1,250.00	397.42	31.79	\$2,147.42
COMPUTER SOFTWARE-CIRC.-CHILDRE	\$7,842.34	1,721.85	842.34	2,564.19	3,267.64	703.45	21.53	\$5,278.15
MATERIALS PROCESSING	\$50,000.00	8,556.26	0.00	8,556.26	20,833.33	12,277.07	58.93	\$41,443.74

SOUTH HAVEN WASHINGTON PUBLIC LIBRARY
 ACTUAL BUDGET EXPENDITURES / ESTIMATE
 PERIOD COVERED: July 1, 2021 - November 30, 2021

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 6 MONTHS	VARIANCE FAVORABLE (UNFAVORABLE)		AVAILABLE
						\$	%	
COMPUTER SOFTWARE - NON-CIRC.	\$36,228.00	9,340.29	0.00	9,340.29	15,095.00	5,754.71	38.12	\$26,887.71
	\$772,914.23	191,053.10	46,019.13	237,072.23	322,047.60	84,975.37	26.39	\$535,842.00
EQUIPMENT	\$44,977.96	8,496.83	878.46	9,375.29	18,740.82	9,365.53	49.97	\$35,602.67
EQUIPMENT MAINTENANCE	\$5,063.77	0.00	63.77	63.77	2,109.90	2,046.13	96.98	\$5,000.00
FURNITURE & FIXTURES	\$20,710.00	5,987.70	0.00	5,987.70	8,629.17	2,641.47	30.61	\$14,722.30
SUPPLIES - OFFICE	\$21,000.00	10,880.72	431.85	11,312.57	8,750.00	(2,562.57)	(29.29)	\$9,687.43
SUPPLIES - LIBRARY	\$30,544.16	1,445.28	31.87	1,477.15	12,726.73	11,249.58	88.39	\$29,067.01
TELECOMMUNICATIONS	\$37,000.00	8,617.67	0.00	8,617.67	15,416.67	6,799.00	44.10	\$28,382.33
SCLS SERVICES / CIRCULATION CONTRI	\$95,000.00	13,237.40	0.00	13,237.40	39,583.33	26,345.93	66.56	\$81,762.60
POSTAGE	\$27,000.00	7,954.43	0.00	7,954.43	11,250.00	3,295.57	29.29	\$19,045.57
PUBLICITY-PRINTING/NEWSLETTER	\$44,000.00	7,652.26	0.00	7,652.26	18,333.33	10,681.07	58.26	\$36,347.74
CONTINUING ED/MILEAGE REIMB/STAFF	\$28,000.00	7,275.79	0.00	7,275.79	11,666.67	4,390.88	37.64	\$20,724.21
CONTINUING ED/MILEAGE REIMB/BOA	\$6,000.00	75.00	0.00	75.00	2,500.00	2,425.00	97.00	\$5,925.00
LIBRARY VEHICLE	\$2,000.00	63.09	0.00	63.09	833.33	770.24	92.43	\$1,936.91
PROFESSIONAL FEES - AUDITOR	\$18,350.00	8,350.00	0.00	8,350.00	7,645.83	(704.17)	(9.21)	\$10,000.00
PROFESSIONAL FEES - LEGAL	\$10,000.00	250.00	0.00	250.00	4,166.67	3,916.67	94.00	\$9,750.00
PROFESSIONAL FEES - TREASURER	\$4,500.00	1,850.00	2,590.00	4,440.00	1,875.00	(2,565.00)	(136.80)	\$60.00
PROF. FEES-ART & MUSIC	\$8,500.00	2,240.00	2,800.00	5,040.00	3,541.67	(1,498.33)	(42.31)	\$3,460.00
PROF. FEES - MISC. CONSULTANTS	\$4,500.00	0.00	0.00	0.00	1,875.00	1,875.00	100.00	\$4,500.00
MEMBERSHIP DUES	\$5,500.00	835.00	0.00	835.00	2,291.67	1,456.67	63.56	\$4,665.00
OFFICE EQUIPMENT - COPIER RENTAL	\$5,000.00	0.00	1,667.28	1,667.28	2,083.33	416.05	19.97	\$3,332.72
OFFICE EQUIPMENT - SERVICE CONTRA	\$10,167.08	4,668.13	167.08	4,835.21	4,236.28	(598.93)	(14.14)	\$5,331.87
OFFICE EQUIPMENT - REPAIR/MAINTEN/	\$750.00	0.00	0.00	0.00	312.50	312.50	100.00	\$750.00
MISC. EXPENSES	\$4,500.00	631.57	0.00	631.57	416.67	(214.90)	(51.58)	\$368.43
COST OF VOTE	\$4,500.00	0.00	0.00	0.00	1,875.00	1,875.00	100.00	\$4,500.00
COMMUNITY ACTIVITIES-ADULT PROGR	\$41,020.49	7,413.18	720.49	8,133.67	17,091.87	8,958.20	52.41	\$32,886.82
COMMUNITY ACTIVITIES-CHILDRENS PR	\$45,391.48	10,460.59	4,324.78	14,785.37	18,913.12	4,127.75	21.82	\$30,606.11
COMMUNITY ACTIVITY-CHILDRENS FAMI	\$3,572.00	914.31	72.00	986.31	1,488.33	502.02	33.73	\$2,585.69
COMMUNITY ACTIVITIES-YA PROGRAMS	\$13,490.36	3,371.09	2,516.33	5,887.42	5,620.98	(266.44)	(4.74)	\$7,602.94
COMMUNITY ACTIVITIES-OUTREACH PR	\$5,000.00	99.70	18.99	118.69	2,083.33	1,964.64	94.30	\$4,881.31
COMMUNITY ACTIVITIES - MUSIC/RECIT/	\$8,500.00	2,000.00	0.00	2,000.00	3,541.67	1,541.67	43.53	\$6,500.00
CREDIT MERCHANT FEES	\$4,000.00	910.50	0.00	910.50	1,666.67	756.17	45.37	\$3,089.50
BUS TRIPS	\$1,000.00	0.00	0.00	0.00	416.67	416.67	100.00	\$1,000.00
	\$556,037.30	115,680.24	16,282.90	131,963.14	231,682.21	99,719.07	43.04	424,074.16
UTILITIES - ELECTRIC	\$132,000.00	78,789.33	0.00	78,789.33	55,000.00	(23,789.33)	(43.25)	\$53,210.67
UTILITIES - WATER	\$3,000.00	1,039.48	0.00	1,039.48	1,250.00	210.52	16.84	\$1,960.52
UTILITIES - GAS	\$15,000.00	1,208.01	0.00	1,208.01	6,250.00	5,041.99	80.67	\$13,791.99
CUSTODIAL SUPPLIES	\$16,000.00	3,388.80	0.00	3,388.80	6,666.67	3,277.87	49.17	\$12,611.20
BUILDING EQUIPMENT & REPAIR	\$3,265.00	1,816.25	265.00	2,081.25	1,360.42	(720.83)	(52.99)	\$1,183.75
BUILDING MAINTENANCE & REPAIR	\$48,405.00	24,761.79	8,000.00	32,761.79	20,168.75	(12,593.04)	(62.44)	\$15,643.21

**SOUTH HUNTINGTON PUBLIC LIBRARY
ACTUAL BUDGET EXPENDITURES / ESTIMATE
PERIOD COVERED: July 1, 2021 - November 30, 2021**

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 5 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
BUILDING SERVICE CONTRACTS	\$33,000.00	13,176.56	7,623.00	20,799.56	13,750.00	(7,049.56)	(51.27)	\$12,200.44
INSURANCE	\$52,000.00	10,705.48	0.00	10,705.48	21,666.67	10,961.19	50.59	\$41,294.52
GROUPS MAINTENANCE	\$32,900.00	8,400.00	9,250.00	17,650.00	13,708.33	(3,941.67)	(28.75)	\$15,250.00
	\$335,570.00	143,285.70	25,138.00	168,423.70	139,820.83	(28,602.87)	(20.46)	\$167,146.30
NYS RETIREMENT SYSTEM	\$420,000.00	408,310.00	0.00	408,310.00	175,000.00	(233,310.00)	(133.32)	\$11,690.00
FICA EXPENSE	\$222,678.00	90,104.14	0.00	90,104.14	94,209.92	4,105.78	4.36	\$132,573.86
WORKERS' COMPENSATION	\$30,000.00	0.00	0.00	0.00	12,500.00	12,500.00	100.00	\$30,000.00
DISABILITY INSURANCE	\$4,000.00	598.20	0.00	598.20	1,666.67	1,068.47	64.11	\$3,401.80
LONG-TERM DISABILITY INS.	\$8,500.00	2,552.22	0.00	2,552.22	3,541.67	989.45	27.94	\$5,947.78
UNEMPLOYMENT INSURANCE	\$1,000.00	0.00	0.00	0.00	416.67	416.67	100.00	\$1,000.00
HEALTH INSURANCE	\$490,000.00	167,774.66	0.00	167,774.66	204,166.67	36,392.01	17.82	\$322,225.34
MEDICARE REIMBURSEMENT	\$55,000.00	0.00	0.00	0.00	22,916.67	22,916.67	100.00	\$55,000.00
DUE TO/FROM CAPITAL RESERVE				0.00	0.00	0.00	#DIV/0!	\$0.00
	\$1,231,178.00	669,339.22	0.00	669,339.22	514,418.26	(154,920.96)	(30.12)	\$561,838.78
TOTAL WITHOUT DEBT SERVICE	5,807,144.53	2,104,858.15	87,440.03	2,192,298.18	2,416,395.97	224,097.79	9.27	\$3,614,846.35
SERIAL BOND - PRINCIPAL	\$611,379.00	611,317.21	0.00	611,317.21	254,741.25	(356,575.96)	(139.98)	\$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	254,741.25	(356,575.96)	(139.98)	\$61.79
TOTAL WITH DEBT SERVICE	\$6,418,523.53	2,716,175.36	87,440.03	2,803,615.39	\$2,671,137.22	(132,478.17)	(4.96)	\$3,614,908.14

SOUTH WINTINGTON LIBRARY



Appropriation Status Detail Report By Function From 7/1/2021 To 11/30/2021

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	472,478.63	0.00	881,527.64
L 7410.141-01-P	SALARIES - PROF. PT	430,000.00	0.00	430,000.00	142,075.25	0.00	287,924.75
L 7410.142-02	SALARIES-CLERICAL FT	369,207.46	0.00	369,207.46	135,551.73	0.00	233,655.73
L 7410.142-02-P	SALARIES-CLERICAL PT	242,000.00	0.00	242,000.00	71,751.21	0.00	170,248.79
L 7410.142-03	SALARIES-PAGE	100,000.00	0.00	100,000.00	33,392.85	0.00	66,607.15
L 7410.142-04	SALARIES-CUSTODIAL FT	252,473.05	0.00	252,473.05	89,390.78	0.00	163,082.27
L 7410.142-04-P	SALARIES-CUSTODIAL PT	52,000.00	0.00	52,000.00	16,691.50	0.00	35,308.50
L 7410.143-01	SALARIES-SUNDAY-PROF.	55,000.00	0.00	55,000.00	12,854.25	0.00	42,145.75
L 7410.143-02	SALARIES-SUNDAY-CLERICAL	18,000.00	0.00	18,000.00	3,888.36	0.00	14,111.64
L 7410.143-03	SALARIES-SUNDAY-PAGE	8,000.00	0.00	8,000.00	1,672.00	0.00	6,328.00
L 7410.143-04	SALARIES-SUNDAY-CUSTODIAL	22,758.22	0.00	22,758.22	5,753.33	0.00	17,004.89
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	985,499.89	0.00	1,925,945.11
L 7420.410-11	ADULT BOOKS	145,000.00	27,166.23	172,166.23	31,055.77	27,284.91	113,825.55
L 7420.410-12	CHILDRENS BOOKS	80,000.00	7,009.99	87,009.99	14,519.38	7,498.70	64,991.91
L 7420.410-13	YOUNG ADULT BOOKS	10,000.00	1,521.20	11,521.20	2,217.44	1,291.70	8,012.06
L 7420.410-14-1	REFERENCE - PRINT	10,000.00	0.00	10,000.00	1,242.39	0.00	8,757.61
L 7420.410-14-2	REFERENCE - ELECTRONIC	60,000.00	0.00	60,000.00	34,423.51	0.00	25,576.49
L 7420.410-15	AUDIO BOOKS - ADULT	5,000.00	0.00	5,000.00	911.82	0.00	4,088.18
L 7420.410-15-C	AUDIO BOOKS - CHILDREN	5,000.00	67.97	5,067.97	721.07	67.97	4,278.93
L 7420.410-16-D-A	DIGITAL DOWNLOADS - ADULT	5,000.00	0.00	5,000.00	1,264.80	0.00	3,735.20
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	75,217.45	0.00	141,282.55
L 7420.410-17	MUSEUM PASSES	20,000.00	0.00	20,000.00	1,250.00	0.00	18,750.00
L 7420.411-11	DVD - ADULT	37,000.00	5,078.99	42,078.99	3,152.24	5,078.99	33,847.76
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	1,149.78	1,404.80	3,850.22
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	646.07	0.00	9,453.93
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 11/30/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
L 7420.413-17	PERIODICALS - NEWSPAPERS	3,500.00	0.00	3,500.00	2,040.66	0.00	1,459.34
L 7420.415-11	COMPUTER SOFTWARE-CIRC.-ADULTS	3,000.00	0.00	3,000.00	852.58	0.00	2,147.42
L 7420.415-12	COMPUTER SOFTWARE-CIRC.-CHILDREN	7,000.00	842.34	7,842.34	1,721.85	842.34	5,278.15
L 7420.419	MATERIALS PROCESSING	50,000.00	0.00	50,000.00	8,556.26	0.00	41,443.74
L 7420.429	COMPUTER SOFTWARE - NON-CIRC.	33,500.00	2,728.00	36,228.00	9,340.29	0.00	26,887.71
7420		724,500.00	48,414.23	772,914.23	191,053.10	46,019.13	535,842.00
L 7430.200	EQUIPMENT	40,000.00	4,977.96	44,977.96	8,496.83	878.46	35,602.67
L 7430.200-5	EQUIPMENT MAINTENANCE	5,000.00	63.77	5,063.77	0.00	63.77	5,000.00
L 7430.201	FURNITURE & FIXTURES	15,000.00	5,710.00	20,710.00	5,987.70	0.00	14,722.30
L 7430.430-21	SUPPLIES - OFFICE	21,000.00	0.00	21,000.00	10,880.72	431.85	9,687.43
L 7430.430-22	SUPPLIES - LIBRARY	30,000.00	544.16	30,544.16	1,445.28	31.87	29,067.01
L 7430.431	TELECOMMUNICATIONS	37,000.00	0.00	37,000.00	8,617.67	0.00	28,382.33
L 7430.432	SCLS SERVICES / CIRCULATION CONTROL	95,000.00	0.00	95,000.00	13,237.40	0.00	81,762.60
L 7430.433	POSTAGE	27,000.00	0.00	27,000.00	7,954.43	0.00	19,045.57
L 7430.434	PUBLICITY-PRINTING/NEWSLETTER	44,000.00	0.00	44,000.00	7,652.26	0.00	36,347.74
L 7430.435-31	CONTINUING ED/MILEAGE REIMB/STAFF	28,000.00	0.00	28,000.00	7,275.79	0.00	20,724.21
L 7430.435-32	CONTINUING ED/MILEAGE REIMB/BOA	6,000.00	0.00	6,000.00	75.00	0.00	5,925.00
L 7430.435-33	LIBRARY VEHICLE	2,000.00	0.00	2,000.00	63.09	0.00	1,936.91
L 7430.437-41	PROFESSIONAL FEES - AUDITOR	10,000.00	8,350.00	18,350.00	8,350.00	0.00	10,000.00
L 7430.437-42	PROFESSIONAL FEES - LEGAL	10,000.00	0.00	10,000.00	250.00	0.00	9,750.00
L 7430.437-44	PROFESSIONAL FEES - TREASURER	4,500.00	0.00	4,500.00	1,850.00	2,590.00	60.00
L 7430.437-45	PROF. FEES- ART & MUSIC	8,500.00	0.00	8,500.00	2,240.00	2,800.00	3,460.00
L 7430.437-46	PROF. FEES - MISC. CONSULTANTS	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
L 7430.438	MEMBERSHIP DUES	5,500.00	0.00	5,500.00	835.00	0.00	4,665.00
L 7430.439-51	OFFICE EQUIPMENT - COPIER RENTAL	5,000.00	0.00	5,000.00	0.00	1,667.28	3,332.72
L 7430.439-52	OFFICE EQUIPMENT - SERVICE CONTRACTS	10,000.00	167.08	10,167.08	4,668.13	167.08	5,331.87
L 7430.439-53	OFFICE EQUIPMENT - REPAIR/MAINTENANCE	750.00	0.00	750.00	0.00	0.00	750.00
L 7430.440	MISC. EXPENSES	1,000.00	0.00	1,000.00	631.57	0.00	368.43
L 7430.441	COST OF VOTE	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	41,000.00	20.49	41,020.49	7,413.18	720.49	32,886.82
L 7430.442-12	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	45,000.00	391.48	45,391.48	10,460.59	4,324.78	30,606.11

SOUTH MIDDLETOWN LIBRARY

Appropriation Status Detail Report By Function From 7/1/2021 To 11/30/2021



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	914.31	72.00	2,585.69
<u>L 7430.442-13</u>	COMMUNITY ACTIVITIES-YA PROGRAMS	13,000.00	490.36	13,490.36	3,371.09	2,516.33	7,602.94
<u>L 7430.442-14</u>	COMMUNITY ACTIVITIES - MUSIC/RECITALS	8,500.00	0.00	8,500.00	2,000.00	0.00	6,500.00
<u>L 7430.442-15</u>	CREDIT MERCHANT FEES	4,000.00	0.00	4,000.00	910.50	0.00	3,089.50
<u>L 7430.442-16</u>	COMMUNITY ACTIVITIES-OUTREACH PROGRAMS	5,000.00	0.00	5,000.00	99.70	18.99	4,881.31
<u>L 7430.443</u>	BUS TRIPS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
7430		535,250.00	20,787.30	556,037.30	115,680.24	16,282.90	424,074.16
<u>L 7440.450-61</u>	UTILITIES - ELECTRIC	132,000.00	0.00	132,000.00	78,789.33	0.00	53,210.67
<u>L 7440.450-62</u>	UTILITIES - WATER	3,000.00	0.00	3,000.00	1,039.48	0.00	1,960.52
<u>L 7440.450-63</u>	UTILITIES - GAS	15,000.00	0.00	15,000.00	1,208.01	0.00	13,791.99
<u>L 7440.451</u>	CUSTODIAL SUPPLIES	16,000.00	0.00	16,000.00	3,388.80	0.00	12,611.20
<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	24,761.79	8,000.00	15,643.21
<u>L 7440.452-73</u>	BUILDING SERVICE CONTRACTS	33,000.00	0.00	33,000.00	13,176.56	7,623.00	12,200.44
<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
7440		311,000.00	24,570.00	335,570.00	143,285.70	25,138.00	167,146.30
74		4,482,195.00	93,771.53	4,575,966.53	1,435,518.93	87,440.03	3,053,007.57
7		4,482,195.00	93,771.53	4,575,966.53	1,435,518.93	87,440.03	3,053,007.57
<u>L 9000.901-0</u>	NYS RETIREMENT SYSTEM	420,000.00	0.00	420,000.00	408,310.00	0.00	11,690.00
<u>L 9000.903-0</u>	FICA EXPENSE	222,678.00	0.00	222,678.00	90,104.14	0.00	132,573.86
<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	2,552.22	0.00	5,947.78
<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	167,774.66	0.00	322,225.34
<u>L 9000.906-1</u>	MEDICARE REIMBURSEMENT	55,000.00	0.00	55,000.00	0.00	0.00	55,000.00
9000		1,231,178.00	0.00	1,231,178.00	669,339.22	0.00	561,838.78
90		1,231,178.00	0.00	1,231,178.00	669,339.22	0.00	561,838.78
<u>L 9710</u>	SERIAL BOND - PRINCIPAL	611,379.00	0.00	611,379.00	611,317.21	0.00	61.79
9710		611,379.00	0.00	611,379.00	611,317.21	0.00	61.79
97		611,379.00	0.00	611,379.00	611,317.21	0.00	61.79

SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2021 To 11/30/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9	***	1,842,557.00	0.00	1,842,557.00	1,280,656.43	0.00	561,900.57
	Fund L Totals:	6,324,752.00	93,771.53	6,418,523.53	2,716,175.36	87,440.03	3,614,908.14
	Grand Totals:	6,324,752.00	93,771.53	6,418,523.53	2,716,175.36	87,440.03	3,614,908.14

SOUTH HUNTINGTON LIBRARY



Trial Balance Report From 7/1/2021 - 11/30/2021

Account	Description	Debits	Credits
00	CHECKING - VALLEY NATIONAL BANK	18,703.31	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	230,063.76	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	13,298.43	0.00
L 210	PETTY CASH	550.00	0.00
L 211	MM - FLUSHING BANK	2,530,441.37	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	87,440.03	0.00
L 522	EXPENDITURES	2,716,175.36	0.00
L 599	APPROPRIATED FUND BALANCE	93,771.53	0.00
L 821	RESERVE FOR ENCUMBRANCES	0.00	87,440.03
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	3,056,942.74
L Fund Totals:		12,237,598.34	12,237,598.34
Grand Totals:		12,237,598.34	12,237,598.34

SOUTH HUNTINGTON LIBRARY

Revenue Status Report From 7/1/2021 To 11/30/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
H.2401	INTEREST	0.00	0.00	0.00	586.22	-586.22
H Totals:		0.00	0.00	0.00	586.22	-586.22
Grand Totals:		0.00	0.00	0.00	586.22	-586.22

SOUTH HUNTINGTON PUBLIC LIBRARY
 CAPITAL RESERVE FUNDS
 Meeting date: December 20, 2021
 SOUTH HUNTINGTON PUBLIC LIBRARY

FUND / ALLOCATIONS AS OF 11/30/2021		Date	Amount	Approved	Encumb'd	Expensed	Revenue	Transfer	
								OUT	Available 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:		11/15/2021	188,616.55	116,248.57	0.00	116,248.57			72,367.98
									\$72,367.98
Improvements to Garden & Grounds (10/18/04) Balance as of: Improvements to garden		6/30/2010	8,831.00		0.00				8,831.00
		5/16/2016	43,099.80		0.00				43,099.80
									\$51,930.80
CAPITAL RESERVES AVAILABLE FUND SUBTOTAL									
								9,822.79	25,536.01
									\$933,133.80
Debt Service Reserve (12/18/06) 10/04 - 1/08 Applied Fund Balance as of: 9/21/2009 Applied Fund Balance as of: 10/21/13 Applied Fund Balance as of:		8/31/2016	625,351.18	625,351.18	9,261.18	616,090.00			0.00
		9/1/2017	184,100.00	184,100.00	0.00	184,100.00			0.00
		9/1/2018	98,877.00	98,877.00	877.00	98,000.00			0.00
Bond Repayment		9/1/2017	47,325.00	47,325.00	0.00	47,325.00			0.00
		11/30/2021	5.76	5.76	5.76				0.00
		6/30/2021	55.86	55.86	55.86				0.00
		6/30/2020	228.85	228.85	228.85				0.00
		6/30/2019	334.60	334.60	334.60				0.00
		6/30/2018	360.46	360.46	360.46				0.00
		6/30/2017	154.81	154.81	154.81				0.00
		6/30/2016	12,225.88	12,225.88	12,225.88				0.00
					23,504.40				\$0.00
Total:									
TOTAL CAPITAL RESERVE AVAILABLE FUND BALANCE									
									\$933,133.80

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 - 11/30/2021



Account	Description	Debits	Credits
00	VALLEY RESERVE CHECKING ACCT	2,350.86	0.00
H 210	FLUSHING M/M	1,069,326.59	0.00
H 522	EXPENDITURES	64,829.00	0.00
H 630	DUE TO OTHER FUNDS	22,632.79	0.00
H 909	FUND BALANCE, UNRESERVED	0.00	1,158,553.02
H 980	REVENUES	0.00	586.22
H Fund Totals:		1,159,139.24	1,159,139.24
Grand Totals:		1,159,139.24	1,159,139.24

SOUTH HUNTINGTON LIBRARY



Trial Balance Report From 7/1/2021 - 11/30/2021

Account	Description	Debits	Credits
TA 18	NYSERS	0.00	1,847.81
TA 200	T/A CHECKING - VALLEY NAT'L BANK	13,921.62	0.00
TA 456	INTEREST	0.00	9.15
TA 630	DUE TO/FROM OTHER FUNDS	0.00	12,064.66
TA Fund Totals:		13,921.62	13,921.62
Grand Totals:		13,921.62	13,921.62

Investment Report

General Fund

Flushing Bank

The current balance in this account is \$2,530,441.37 and the account is earning interest at .10%.

Capital Reserve Fund

Capital Reserve Projects

Flushing Bank

The money market account balance of \$1,069,326.59 is earning interest at .10%.

12/14/2021

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

TO: Board of Trustees

FROM: Eileen Sullivan
 2021/22 Finance Chairperson

DATE: December 20, 2021

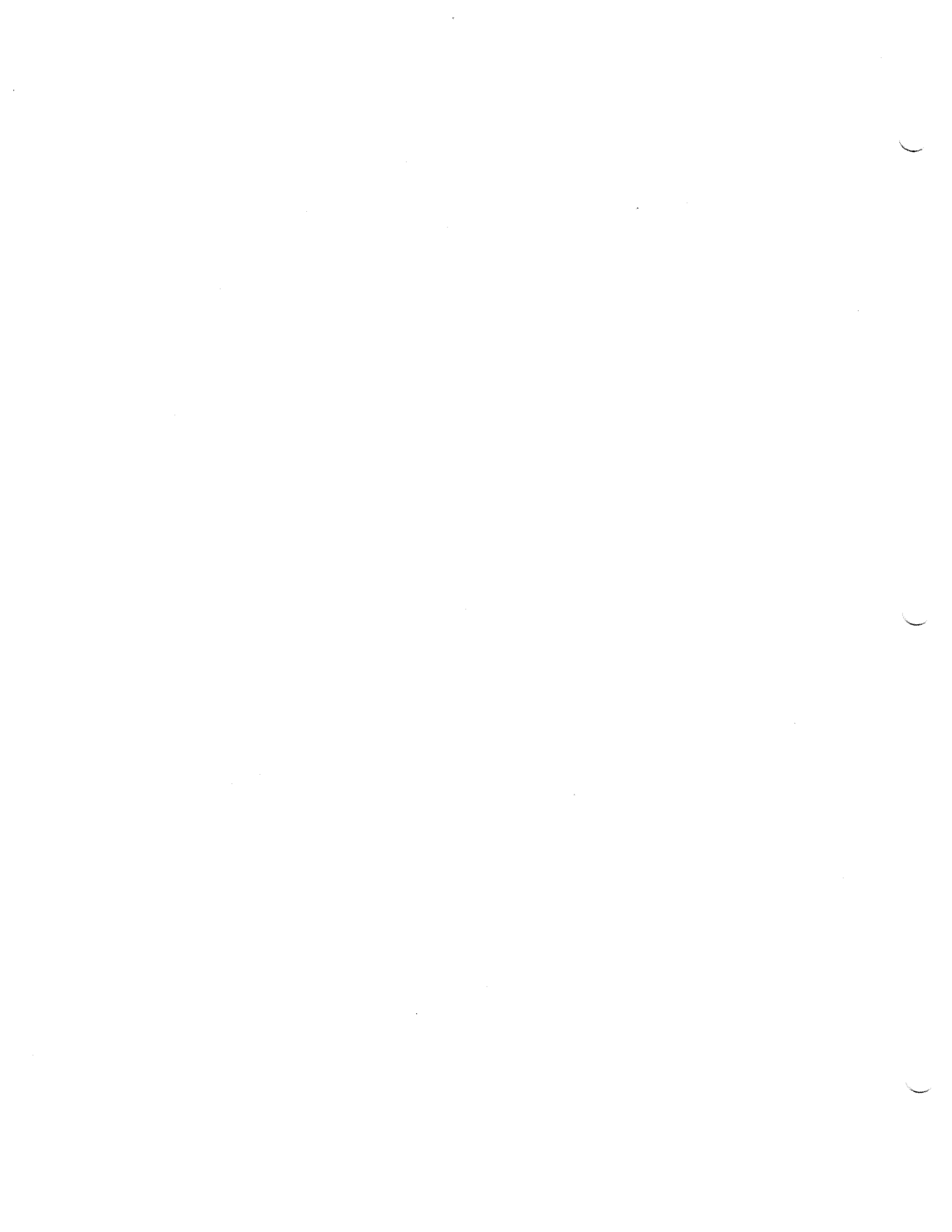
RE: Monthly check review

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
56466	9/20/2021	KATHRYN BARI PETRITIS	VOID
56496	9/20/2021	HIGH HOPES PRODUCTIONS	\$310.00
56506	9/20/2021	SALLY NIKOLIS	\$238.80
56533	10/18/2021	OPTIMUM	\$69.49
56539	10/18/2021	AMAZON	\$2,446.11
56545	10/18/2021	NAVJOT BAL	\$240.00
56553	10/18/2021	BUC INTERNATIONAL CORP	\$212.95
56567	10/18/2021	FINANCE MANAGER	\$2728.00
56574	10/18/2021	JENNIFER CONLON GRIFFING	\$25.00
56580	10/18/2021	INFORMATION TODAY INC	\$79.95
7592	9/16/2021	NEWPORT TRUST CO.	\$2,032.05
10004	10/18/2021	2633 CONNECTION, INC.	\$7,944.00
56623	10/18/2021	UTICA NATIONAL INS. GROUP	10,565.48

Appointments

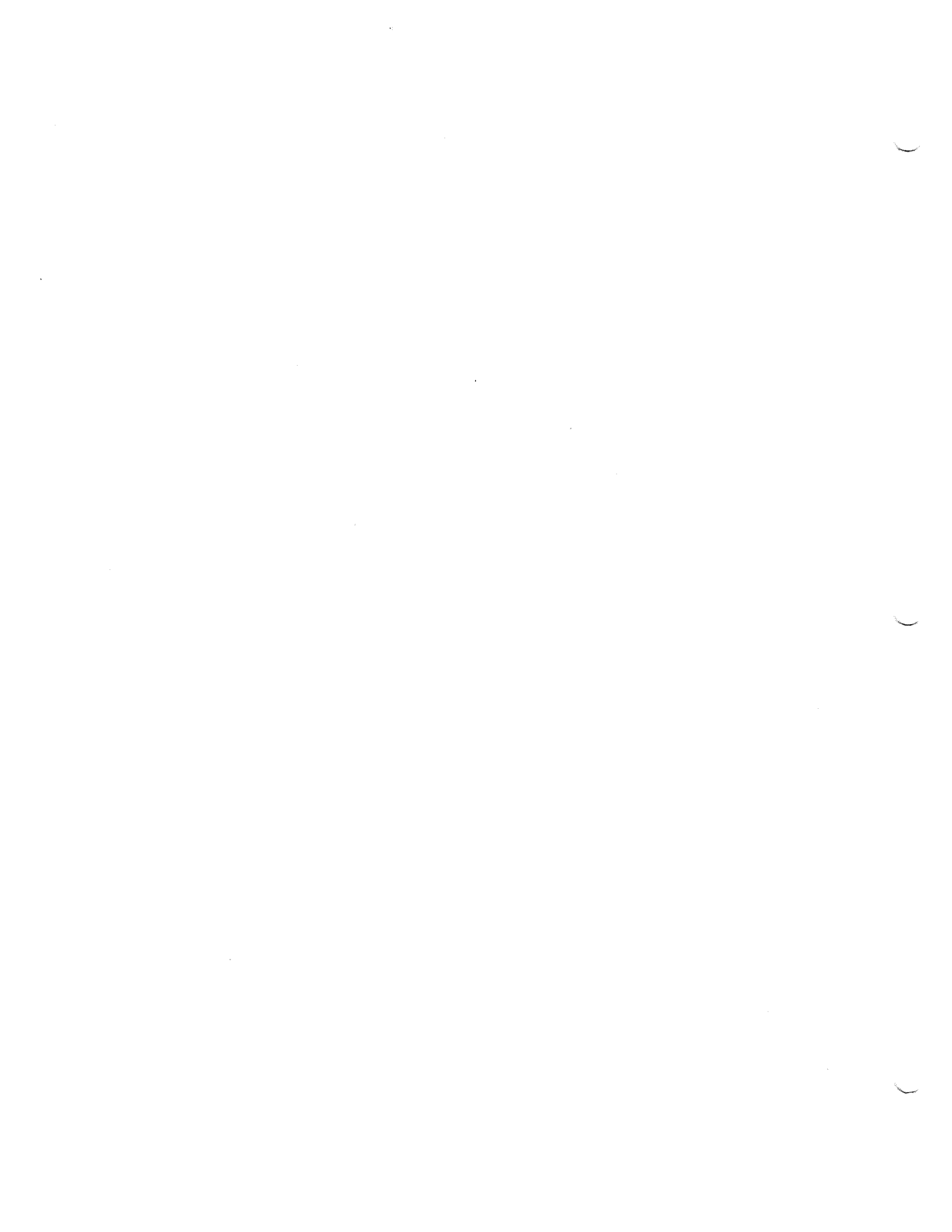
Name	Title	Hours / Week	Salary	Step	Effective Date
Suman Rudra	PT Library Clerk	8	\$17.06/hr	1	12/7/2021
Sarah Saforte	PT Library Clerk	8	\$17.06/hr	1	1/4/2022



Dear Georgina & children,

Once again thank-you for the
Foodie Bags. We love to display our
Ambulance and show what we do
every day. Our members really love
the bags. With our sincere thanks
for your kindness

Chief David Kaufman
HCFAS



SLI Certification

I am pleased to report that we have heard back from the Sustainable Libraries Initiative (SLI) review panel and our submission has passed with flying colors. We are only the seventh library in New York State to achieve this certification and I am extremely proud of our staff for their work on this project, whether it be serving on our Green Team or adapting to the many changes we have made around the library on our quest to be more sustainable. I have attached the press release written by SLI. We will be planning a celebration of this accomplishment soon.

Teams/Committees

Our Staff Evaluation Team has been hard at work to determine the best evaluation process for our staff. The process will include both a self-evaluation as well as a general rating system. As these evaluations are not tied to salaries, it is our goal that they improve communication, celebrate success and offer a mechanism to better address employee/supervisor difficulties that may occur. We hope to implement staff evaluations early in the new year.

Two new teams, Wellness and Equity, Diversity and Inclusion, have also begun their work.

Staff Book Discussion

Our staff book discussion has proven to be an enjoyable get together leading to thought-provoking conversations and interesting ideas. The group's focus is on social justice issues and to date we have discussed the following titles:

So, You Want to Talk About Race; How to Be an Antiracist; The Leavers; The Color of Law; and Locked In.

HVAC Project Update

Early on December we met with the library architect, Chris Sepp, to discuss plans to replace out HVAC unit. He is currently reviewing the proposal.

Holiday Party

Our holiday luncheon took place on Wednesday, December 1. It was a nice afternoon with approximately half of the staff in attendance. The staff would like to thank the board for their generous staff gift.

Meetings

November 3	Wednesday	9:00 a.m.	Department Head Meeting
November 5	Friday	12:00 p.m.	Interview – PT Custodian
November 9	Tuesday	7:00 p.m.	Presentation Planning Meeting (for 11/17)
November 10	Wednesday	9:00 a.m.	Staff Meeting
November 10	Wednesday	3:00 p.m.	SLI Advisory Board Meeting
November 13	Saturday	7:30 a.m. -1:00 p.m.	Shredding Day
November 15	Monday	7:00 p.m.	SHPL Board of Trustees Meeting
November 16	Tuesday	2:00 p.m.	Personnel Committee Meeting
November 17	Wednesday	9:00 a.m.	Staff Book Discussion

November 17	Wednesday	12:00 p.m.	Interview – PT Circulation Clerk
November 17	Wednesday	1:00 p.m.	Interview – PT Circulation Clerk
November 17	Wednesday	6:00 p.m.	Libraries and Sustainability Panel Presentation
November 18	Thursday	10:00 a.m.	Interview – PT Circulation Clerk
November 18	Thursday	2:00 p.m.	Evaluation Team meeting
November 22	Monday	11:00 a.m.	SLI Advisory board
November 23	Tuesday	2:00 p.m.	EDI Team Meeting
November 24	Wednesday	10:00 a.m.	PLDA Meeting @ SCLS
November 30	Tuesday	10:00 a.m.	PLDA Director Roundtable @ SCLS

Important Dates:

Library Closed -December 24 and 25, January 1 and January 17

Library Closed at 1:00 p.m. – December 31

SHPL Board of Trustees Meeting – January 18 (Tuesday) @ 7:00 p.m.

For Immediate Release
December 10th, 2021

South Huntington Public Library is Certified Sustainable

The Sustainable Libraries Initiative recognizes the South Huntington Public Library as a leader in sustainability.



Suffolk County, New York - December 10th, 2021 - [South Huntington Public Library](#) in South Huntington, New York, has been certified as a “Sustainable Library” through the [Sustainable Libraries Initiative’s](#) award-winning Sustainable Libraries Certification Program. This ground-breaking initiative guides libraries through a step by step process to infuse [triple bottom line](#) sustainable decision-making into their library’s policies and actions.

Participation in the Sustainable Libraries Certification Program has brought about meaningful changes in the way South Huntington Public Library operates and interacts with their community. This process has steered staff toward being more intentional about reflecting the library's values of connection, awareness, respect, and empathy in their actions toward each other and the community.

They have increased their recycling efforts, converted to LED lighting, and hosted e-waste recycling events for their community. They installed a [Learning Garden](#) consisting of four raised beds where vegetables and herbs are grown. The garden is used in educational programming for children and the harvests are donated to local food pantries. Additionally, they instituted a comprehensive Equity, Diversity, and Inclusion Policy that emphasizes the library’s commitment to supporting all members of their diverse community. This has led to increased and more responsive outreach to their Spanish-speaking community with English as a New Language (ENL) classes, ENL Conversation Cafés, and the ability to schedule appointments with a full-time bilingual staff member.

Learning more about sustainability and the impact of the triple bottom line decision-making drew South Huntington Public Library Director, Janet Scherer, to the Sustainable Libraries Certification Program. "I recognized early on how necessary the tenets of social equity are when interacting and forming relationships with our community's families." Engaging the staff in the process of completing the Sustainable Libraries Certification Program Benchmarks brought out collaboration between departments and inspired changes to how the library operates and even in their own personal habits. The library staff educated themselves on the environmental, social, and financial aspects of sustainability. The operations of the library and outward relationships with the community evolved and improved as a result.

International Impact

South Huntington Public Library is among the first libraries to participate in the Sustainable Libraries Certification Program, the first of its kind in the world. This benchmarking program was developed to assist libraries of all kinds - public, academic, and individual school librarians - to create opportunities to make better choices on behalf of the local and global community.

The program has been recognized by the International Federation of Library Associations at their 2019 World Congress in Athens, Greece, becoming the first program in the United States to be honored through their "Green Libraries" Award.

Comprehensive Approach

With categories of actions focusing on each of the three pillars of triple bottom line sustainability such as Energy, Indoor Spaces, Social Cohesion, and Resilience Planning, this comprehensive process leads a library toward institutional change that shifts the rationale for every decision to consider the local and global impacts. Through this program, libraries work with their communities to listen and learn, allowing local needs to be identified and addressed. Strengthening the relationship between the library and the community they serve builds resilience through stronger connections with many organizations and increased access to information.

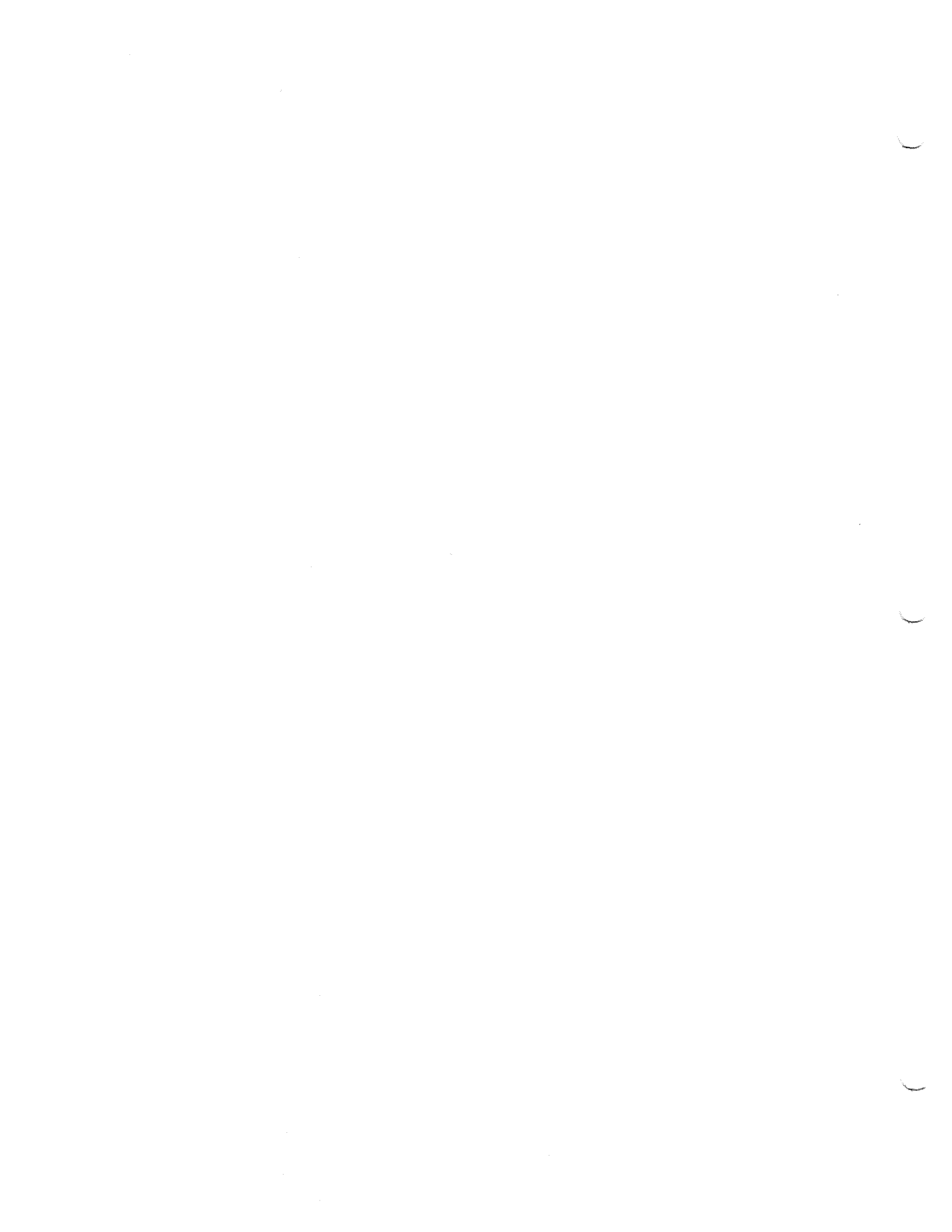
The path to certification through the Sustainable Libraries Certification Program is designed to be flexible for libraries of different types, sizes, and budgets and guided by the communities they serve. Each library that completes the program will select the benchmarks that best fit the needs of their library and

community, resulting in a uniquely sustainable organization. Find out more information through our website (<https://sustainablelibrariesinitiative.org>) or contact sliadmin@suffolknet.org.

The Sustainable Libraries Initiative is expanding to enroll libraries throughout the United States, with nearly fifty libraries currently enrolled in the Sustainable Libraries Certification Program. South Huntington Public Library is the seventh library to be certified through this program.

For more information, please contact:

Annemarie Gordon, Sustainability Coordinator
Sustainable Libraries Initiative
Suffolk Cooperative Library System
631-286-1600 x1355
sliadmin@suffolknet.org

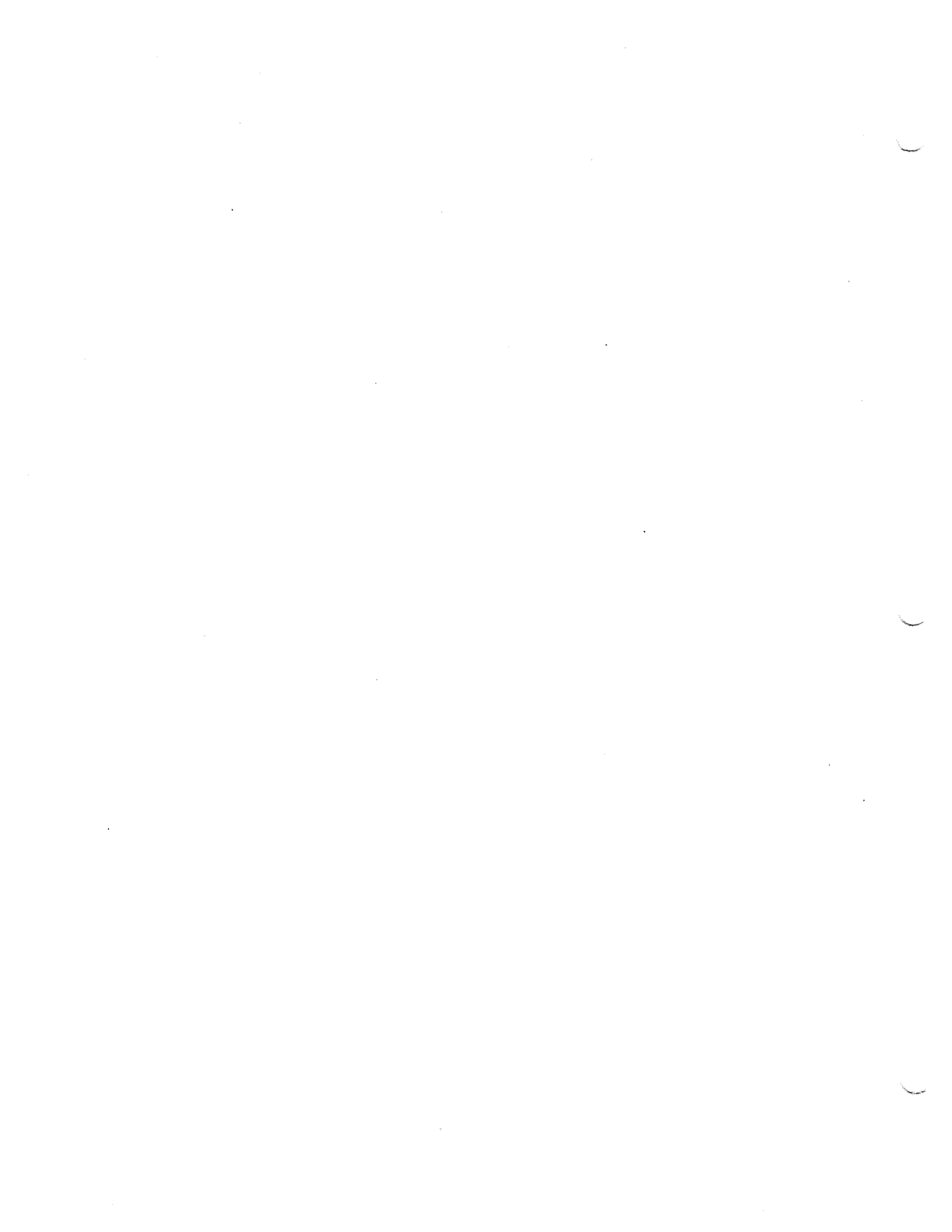


Emergency Procedures and Evacuation Plan

With the Library's Emergency Procedures and Evacuation Plan recently updated, I am working on orienting staff to the changes. At a staff meeting in January, I will give a PowerPoint presentation on the new procedures and answer any questions that may arise. As all staff will be unable to attend, the procedure will also be sent to via the library's training software to for all staff to read and acknowledge. The electronic version of the document will be uploaded to the staff web portal for easy access. Presently, we are assembling an easy-to-read, tabbed version of the manual. Once complete, print copies will be brought to each library department, replacing the prior version of the manual.

Meetings — November

November 3-6	Wed-Fri.	All day.	2021 NYLA Annual Conference
November 10	Wednesday	9:00 a.m.	Staff Meeting
November 13	Saturday	7:00 a.m.	Community Shredding Event
November 15	Monday	7:00 p.m.	Library Board of Trustees Meeting
November 17	Wednesday	11:00 a.m.	Programming Meeting
November 17	Wednesday	2:30 p.m.	P/T Circulation Clerk Interview
November 17	Wednesday	3:30 p.m.	P/T Circulation Clerk Interview
November 18	Thursday	11:00 a.m.	P/T Circulation Clerk Interview
November 18	Thursday	12:00 p.m.	P/T Circulation Clerk Interview
November 18	Thursday	2:00 p.m.	Staff Evaluation Meeting
November 22	Monday	2:30 p.m.	Staff Training Meeting
November 30	Tuesday	2:00 p.m.	Wellness Team Meeting



TO: Board of Trustees, South Huntington Public Library
FROM: Georgina Rivas-Martinez
DATE: Monday, October 11 to Friday, October 15
RE: ABOS Online Conference

Thank you for the opportunity to attend the 2021 Virtual ABOS Conference that took place from Monday, October 11 to Friday, October 15. It was both an informative and very enjoyable experience. This conference was entirely focused on outreach which is a huge part of what we are doing with our Without Walls (WOW) Committee. Many sessions were offered and recorded for us to watch if we were not able to make the time.

The Conference included a broad selection of workshops. The following is a brief summary of the workshops I viewed:

Let's Talk About ED&I

Presented by Angela Bellville, SPHR Employee Relations Manager; Tracy Scott, Literacy, Outreach, and Volunteer Services Manager

Equity Diversity and Inclusion have become an important part of libraries and will continue to make a mark moving forward. This presentation given by Angela Bellville and Tracy Scott touched upon the EDI concepts, projects & initiatives, as well as best practices. I really enjoyed how in their presentation they broke up and defined Equity, Diversity and Inclusion. They also provided examples that would make the concepts easy to understand when presenting them to someone, for example " Diversity is being invited to a party. Inclusion is being asked to dance at the party. Equity is playing each of our favorite songs at the party." I really liked the initiatives they shared and how they can help different organizations. Affinity groups which are employee research resource groups and it's a STAFF ONLY approach. Basically this initiative would have a committee, let's say and in it they would come up with key priorities, a leadership structure, formal application and charter, as well as mentorship as a foundation. Then the next step was to start working on adding groups such as African American, Hispanic, American Indian, as well as LBGTQUIA+, Veterans, caregivers etc. This would allow those groups to have a space to work in and make recommendations to better serve staff. One thing to note is that members do not have to belong to the minority groups to be part of the affinity group.

The second initiative is having a book club to discuss race, diversity, etc. They advised that this would be a good way to start if a library is short on a budget, however it is an initiative where people will need to be prepared to be uncomfortable . Systemwide engagement was an interesting initiative in which there are open and transparent lines of communication, via email or any other message delivery method. It would also push for having culture surveys, communication alerts, and town halls where people can feel comfortable and safe talking about important issues. Having Diversity Audits, and new hire orientations among other suggestions. The last two initiatives are training followed by recruitment and retention, for training having professional development training that brings awareness to various topics and making sure that they are areas of intentional growth for your organization. As far as recruitment and retention would entail outreach and marketing, getting to know the community and which demographics lie within it to target that pool of applicants. Overall this session was very much an eyeopener and provided a wealth of information.

Outreach Services & Volunteer Resources: a Match made in Library Heaven

Presented by Maggie Ward, Manager of Outreach, Wendy Johnson, Volunteer Resources Supervisor, Lauren Thorne, Circulation Supervisor of Outreach Services and Volunteer Resources, and Sara Liebhaber- Library Express Coordinator-Volunteer Resources

We all know that outreach is a huge part of library services, this session shared with us how The Indianapolis Public Library serves their community. The library system has 25 branches and over 550 staff members and 300 volunteers. Within the library Outreach and Volunteer services are two separate departments in which Outreach is composed of 12 staff members, 2 bookmobiles, and serves more than 250 sites county wide. While Volunteer services is composed of 2 staff members and more than 300 volunteers in pre-covid times. The question is how did these branches provide these services during a pandemic shutdown? Well their libraries were shut down for about 9 weeks and they decided to work together and merge the departments this way they would have the manpower needed. Merging the departments made arrangements for Library Express easier as they have long term patrons who need materials delivered to them due to transportation, health, and they have short term patrons who may be quarantined due to COVID, have had surgeries, or are taking care of family etc. There are three main modes of delivery: Volunteer-To-Patron Direct, a matched volunteer will get books and materials to them directly, Volunteer Delivery Drivers meaning someone will drop books or materials off not one specific person, and Outreach Staff Direct Delivery which is immediate service- VIP Patrons. All volunteers must go through a screening process and if applying for delivery drivers must have a driver's license. They also provide services for the youth and adults for instance in-home childcares, preschools, senior centers, adult daycares any place that may have a transportation barrier.

Outreach Menus Serving the Community's Needs a la Carte

Presented by Jessica Emmett Sellers, Outreach @ Waco-Mclennan County Library

Making services accessible and personalized is something important as it makes our patrons feel special, and this presentation gave some insight to new ideas. Jessica talked about Pre-Covid times and how they would pop up in senior centers and had about 10 community partners they would work with, then the pandemic hit. During this time they had time to think how they could make their outreach more intentional and meaningful. They explored what people services people wanted, along with diversifying their pop-up site slate. Not only going to senior centers for the elderly but having outdoor activities for the children, partnering up with the Parks and Recreation departments to have these events as well as taking the bookmobile for a ride. They shared that the library has a mascot and they came up with combo deals for their various events. For example a storytime in the park could entail bringing the bookmobile and the mascot, or the mascot and having library card sign ups. I thought that would be a really cool idea for us, maybe even partnering with the school district and having their Wildcat Mascot join us as events we may have in the future!

Thank you for the opportunity to attend this Conference. I have many new ideas that I am excited to share with my co-workers.

Respectfully, Georgina Rivas-Martinez

TO: Board of Trustees, South Huntington Public Library
FROM: Georgina Rivas-Martinez
DATE: November 9, 2021
RE: NYLA Conference

Thank you for the opportunity to attend the 2021 NYLA Conference in Syracuse from Thursday, November 3rd to Friday, November 5th. I truly appreciate the library administration's and the Board's support of my participation as a panel presenter. It was both an informative and very enjoyable experience.

The Conference included a broad selection of workshops. The following is a brief summary of the workshops I attended:

Inspiring New Voices in Libraries

Presented by Kenji Kaneshiro, Harrison Public Library, Emily Dowie, Greenburgh Public Library, Tiffany Raymond, Louis Jefferson Long Library, Wells College, Georgina Rivas-Martinez, South Huntington Public Library, Lisa Kropp, Lindenhurst Memorial Library

I was extremely lucky to have been part of this panel which was moderated by Lisa Kropp, Director of the Lindenhurst Library. This panel touched on a variety of topics and highlighted different libraries from the perspective of new librarians in the field. Tiffany Raymond, the Acting Director for Wells College Library, spoke about the work they do to engage the students on campus. Raymond mentioned how they faced challenges with programming as there is a limited staff and budget, as well as not wanting to "step on toes" with student life staff. One of their passive programs is having scavenger hunts, where they hide clues in the library and students are free to participate and try to win the prize. Their second program is called the Human Library, which I thought was a really interesting initiative. During this event, they gather applications from staff on campus who would like to share their stories, who then act as the "books" for the library, and create a human library where the students can check out the books and listen to their stories. This is a very interesting concept and I wonder how it would work in a public library. Emily Dowie, the founder of the Coalition For Library Workers of Color, went on to speak about the importance of advocating for staff of color and minorities. The coalition's mission is to "create all-inclusive spaces in libraries to serve and represent the entire community and decentralize power and privilege using a framework with three pillars Diversity, Cultural Competency, and Social Justice." This is such an important topic as it is something libraries are working towards. Kenji was the last panelist and he brought up the importance of having a schedule for social media during the pandemic, and how it's important to have more than one person managing the site as well as setting up a schedule to keep everyone on track.

The Diversity, Equity, and Inclusion Toolbox

Presented by Kelly Harris, The Hampton Library in Bridgehampton, and Trina Reed, Levittown Public Library

This workshop was very timely for me as we have started an EDI committee at the library. Trina Reed and Kelly Harris spoke about the process to create the Diversity, Equity and Inclusion toolbox for libraries on Long Island and the number of library directors from across the counties

who came together to work on this project. They mentioned how the toolkit is available and constantly gets updated. A large part of the presentation touched upon EDI training, and how it should be available for board members as well as staff, and if these training should be made mandatory or on a voluntary basis. Also, diverse recruitment and how libraries can try to build a diverse staff through internships, hiring minority high school students as pages etc. Overall this session was very informative and relevant to our work today.

Prioritizing Teen Engagement During a Pandemic

Presented by Rachel Roseberry, New York Public Library

Rachel Roseberry delivered an interesting concept in her workshop built around teens and community service. She mentioned how teens would be looking for community service but due to the pandemic, they were not able to hold any in person programs. To accommodate this need, NYPL created what is called a Teen Reader Ambassadors program. This program would task the chosen teens with creating a literacy magazine for children between ages 6 to 12. Over 200 teens sent in applications for this opportunity and 53 were accepted into it. Teens were responsible for creating poems, book reviews for age appropriate books, art doodles, social media posts etc. They chose to name the magazine Portal and 5000 copies were printed and distributed among the NYPL branches. This program was done over a couple of weeks and it was very collaborative, as teens worked remotely on zoom using Jamboard, and were able to create long lasting relationships with their NYPL 1 on 1 mentors. Rachel mentioned that this project made the teens feel so empowered and they were so excited to be creating something for the younger children.

Digital Media Storytelling and History

Presented by Dr. Kishauna Soljor, Yonkers Public Library

Creating and preserving oral histories is such an important link for us to connect with the past. Dr. Soljor shared in her presentation the tools that would be needed to conduct an oral history interview that could also be turned into a podcast. One of the main things is to know your audience, and make sure that the audience is able to identify the narrator telling the story to them. The subject of the interview is also making it accessible and marketable across the board into something patrons, including children, teens, and adults, would want to listen to.. She provided us with a demonstration of Audacity, and a shortcut to make editing on it easier.

Thank you for the opportunity to attend the 2021 NYLA Conference. It was an incredible experience and I have come back with many new ideas that I am excited to share with my co-workers.

Respectfully,
Georgina Rivas-Martinez

December 20, 2021

Business Policy

Information

Attached please find a draft of the South Huntington Public Library Business Policy containing revisions suggested by our attorney after review. All corrections/suggestions from board members have been incorporated, other than those that conflicted with our attorney's legal opinion.

Recommendation

That the Board of Trustees approves the revisions to the South Huntington Public Library Business Policy as presented.

SOUTH HUNTINGTON PUBLIC LIBRARY

Business Policy Manual (2021- 2022)

(Pages will be corrected after draft is approved)

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1. ANNUAL AUDIT

The library will retain the services of an independent certified public accountant who will provide service and consultation, review the financial records quarterly, and perform an annual audit in accordance with the requirements of the Office of the State Comptroller of the State of New York. The independent auditor will be appointed each year at the July organizational meeting of the library board of trustees.

A written report, including an opinion on the financial statements, will be prepared by the accountant at the close of the fiscal year. Under normal circumstances, the accountant will attend the September board meeting and present his or her findings.

2. TREASURER

The library will retain the services of an independent treasurer who will provide service and consultation, in accordance with the requirements of the New York State Department of Audit and Control. The treasurer will be appointed each year at the July organizational meeting of the library board of trustees.

3. PAYMENT OF BILLS

The fiscal year of the library shall run from July 1 through and including June 30.

Bills incurred by the library shall be presented to the board of trustees at each regular Board meeting in a manner prescribed by the board of trustees and reviewed and approved by a board motion. The bills are approved by the director and an outside Treasurer monthly. The president and treasurer co-sign the checks used for payment.

Pre-payment of payroll and employment tax bills are paid from a separate payroll account and are direct deposited into employee accounts. A report of the bi-weekly payroll is reviewed by the director, the outside treasurer and the board of trustees at the regularly scheduled board meeting.

The pre-payment of other bills (such as utilities, stamps, personnel benefits and those that carry a significant penalty for late payment) will be co-signed by the president of the board and the treasurer. A report of any such payments will be made to the board of trustees at the next regularly scheduled board meeting.

4. CREDIT CARDS

The board of trustees of the South Huntington Public Library has approved the establishment of corporate credit accounts.

Staff members, as designated by the library director and assistant director, will be permitted to use the corporate credit cards with the understanding that they are to be used for library purchases only. At no time are these cards to be used for personal purchases.

Without exception, employees must obtain receipts from vendors for all purchases made using their assigned library credit card, and these receipts must be submitted to the business office. The library reserves the right to request that the employee obtain a copy of any receipt that has not been submitted but appears on the monthly statement. If the employee cannot provide the receipt, the employee may be held personally liable for the expense.

Any misuse of the library's corporate credit cards, or delinquency in providing receipts for purchases, will result in the cancellation of the employee's corporate credit card, and the employee will be required to reimburse the library for purchases made. Additionally, the employee may be subject to disciplinary and/or legal action.

5. PETTY CASH PROCEDURE

The balance for the petty cash fund will be set at the annual organizational meeting (July board meeting). Petty cash disbursements are made throughout the month, and a monthly check will be issued to replenish the account. The check requisition form, along with receipts for the expenditures, will be reviewed by the business manager and the director prior to issuance of the check.

6. INVESTMENT POLICY

I. SCOPE

This investment policy will apply to all moneys and other financial resources available for deposit and investment by the South Huntington Public Library on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the South Huntington Public Library's investment activities are, in priority order:

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

III. PRUDENCE

All participants in the investment process will seek to act responsibly as custodians of the public trust and will avoid any transaction that might impair public confidence in the South Huntington Public Library.

Investments will be made with prudence, diligence, skill, judgment, and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use. Decisions will be made not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

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

V. DIVERSIFICATION

It is the policy of the South Huntington Public Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

The board of trustees will establish appropriate limits for investments that can be made with each financial institution or dealer and will evaluate this listing annually.

V. INTERNAL CONTROLS

It is the policy of the South Huntington Public Library for all moneys collected by any officer or employee of the library to be transferred to the business manager for deposit within five days of receipt, or within the time specified in law, whichever is shorter.

The library director and/or business manager will be responsible for establishing and maintaining internal control procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition and that transactions are executed in accordance with management's authorization, recorded properly, and managed in compliance with applicable laws and regulations.

VI. DESIGNATION OF DEPOSITARIES

The director, or his/her designee, is authorized to deposit all available library funds in the short-term account that he/she feels best meets the library's current financial needs.

The director will report the deposit of all library funds to the board of trustees in the monthly financial report.

The board of trustees expects that the director, or his/her designee, will deposit all available library funds into authorized accounts in a timely manner.

As part of the annual reorganization in June, the board will approve the bank depositories and the maximum amounts to be deposited at each such depository.

VII. SECURING DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, "deposits") made on behalf of the South Huntington Public Library that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, including pursuant to a Deposit Placement Program in accordance with law, will be secured by:

- A pledge of "eligible securities" with an aggregate "market value" as provided by GML §10, that is at least equal to the aggregate amount of deposits on behalf of the South Huntington Public Library; (See below "Appendix A: Schedule of Eligible Securities" of this policy for a listing) or:
- An "eligible letter of credit," payable to the South Huntington Public Library, as security for 140 percent of the aggregate amount of deposits and the agreed-upon interest, if any. An "eligible letter of credit" will be an irrevocable letter of credit issued in favor of the South Huntington Public Library, for a term not to exceed 90 days, by a qualified bank (other than the bank where the secured money is deposited). A qualified bank is either one whose commercial paper and other unsecured short-term debt obligations (or in the case of a bank that is the principal subsidiary of a holding company, whose holding company's commercial paper and other unsecured short-term debt obligations) are rated in one of the three highest categories by a least one nationally recognized statistical rating organization or one that follows applicable federal minimum risk-based capital requirements; or:
- An "eligible surety bond," payable to the South Huntington Public Library, for an amount at least equal to 100 percent of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical

rating organizations. The board of trustees will approve the terms and conditions of the surety bond.

Appendix A
Schedule of Eligible Securities

- 1) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- 2) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance guaranty.
- 3) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- 4) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- 5) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- 6) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating.
- 7) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- 8) Any mortgage rated securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- 9) Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short-term category by at least one nationally recognized statistical rating organization and having maturities of no longer than 60 days from the day they are pledged.
- 10) Zero coupon obligations of the United States government marketed as "Treasury strips".

VIII. SAFEKEEPING AND COLLATERALIZATION

Eligible securities, not including those included in a Deposit Placement Program, used for collateralizing deposits made on behalf of the South Huntington Public Library will be held by the depository, approved by the board of trustees, subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure South Huntington Public Library deposits together with agreed upon

interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It will also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the criteria that will enable the South Huntington Public Library to exercise its rights against the pledged securities.

If the securities are not registered or inscribed in the name of the South Huntington Public Library, such securities will be delivered in a form suitable for transfer or with an assignment in the bank to the South Huntington Public Library or its custodial bank

The custodial agreement will provide that pledged securities will be held by the bank or trust company, as agent of and custodian for the South Huntington Public Library; will be kept separate and apart from the general assets of the custodial bank or trust company, and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement will also describe how the custodian will confirm the receipt, substitution or release of the collateral, and it will provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreements will include all provisions necessary to provide the South Huntington Public Library a perfect interest in the securities.

IX. PERMITTED INVESTMENTS

As provided by General Municipal Law, §11, the South Huntington Public Library will authorize the library director and/or the business manager to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Obligations issued pursuant to Local Finance Law §24.00 or 25.00 (i.e., Tax Anticipation Notice or Revenue Anticipation Notes) (with approval of the State Comptroller) by any municipality, school district or district corporation in the State of New York other than the South Huntington Public Library.

All investment obligations shall be payable or redeemable at the option of the South Huntington Public Library within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, will be payable or redeemable at the option of the South Huntington Public

Library within two years of the date of purchase. Time deposit accounts and certificates of deposit will be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained, and will be secured as provided in Sections VII and VIII herein.

X. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions and dealers with which the South Huntington Public Library transacts business shall be creditworthy and have an appropriate level of experience, capitalization, size, and other factors that make the financial institution or the dealer capable and qualified to transact business with the South Huntington Public Library. The director and/or business manager will evaluate the financial position and maintain a listing of proposed depositories, trading partners, and custodians. Recent Reports of Condition and Income (call reports) will be obtained for proposed banks. Security dealers that are not affiliated with a bank will be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

The South Huntington Public Library will maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amounts of investments that can be made with each financial institution or dealer.

XI. PURCHASE OF INVESTMENTS

The library director and/or business manager will be authorized to contract for the purchase of investments:

1. Directly from an authorized trading partner.
2. By participation in a cooperative investment agreement with other authorized municipal corporations pursuant to Article 5G of the General Municipal Law and in accordance with Article 3-A of the General Municipal Law.

XII. COURIER SERVICE

The director and/or business manager may, subject to the approval of the board of trustees by resolution, enter into a contract with a courier service for the purpose of causing the deposit of public funds with a bank or trust company. The courier service will be required to obtain a surety bond for the full amount entrusted to the courier, payable to the South Huntington Public Library, and executed by an insurance company authorized to do business in the State of New York, with a claims-paying ability that is rated in the highest rating category by at least two nationally recognized statistical rating organizations, to insure against any loss of public deposits entrusted to the courier service for deposit or failure to deposit the full amount entrusted to the courier service.

The South Huntington Public Library may agree with the depository bank or trust company that the bank or trust company will reimburse all or part of, but not more than, the actual cost incurred by the South Huntington Public Library in transporting items for deposit through a courier service. Any such reimbursement agreement will apply only to a specified deposit transaction and may be subject to such terms, conditions and limitations as the bank or trust company deems necessary to ensure sound banking practices, including, but not limited to, any terms, conditions or limitations that may be required by the banking department or other federal or State authority.

XIII. ANNUAL REVIEW AND AMENDMENTS

The board of trustees will review this investment policy annually and have the power to amend this policy at any time.

7. THIRD PARTY CUSTODIAL AGEEMENTS

(Held in Business Office)

8. BUDGET PROCESS

The director will prepare the first draft of a proposed budget for discussion at the November board meeting. A second discussion on the budget will take place at the December board meeting, and a third, at the January board meeting. The final discussion will take place at the February meeting, when the final proposed budget will be adopted by the board for presentation to the public. Typically, the date of the vote is on a Tuesday in the first or second week of the month of April. If practical, the South Huntington Public Library's budget vote day will coincide with the voting dates of neighboring libraries.

9. FUND BALANCE POLICY

In accordance with GASB 54, the Unassigned General Fund Balance will only be appropriated by formal action of the South Huntington Public Library board of trustees. Amendments or modifications to all allocations of fund balances must also be approved by formal action of the South Huntington Public Library board of trustees.

A portion of the library's Unassigned General Fund Balance will be maintained as such to provide the library with sufficient working capital and a margin of safety to address emergencies without borrowing. The library will strive to maintain a yearly fund balance in the general operating fund in which the total unassigned fund balance is 25 percent of the projected expenditures for the ensuing budget year (which equals three months of the total operating expenditures).

When it is appropriate for fund balance to be classified as *assigned*, the library board will delegate authority to the director.

In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended will be as follows: *restricted fund balance*, followed by *committed fund balance*, *assigned fund balance*, and lastly, *unassigned fund balance*.

Capital Reserve Funds

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

This fund will be 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.

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

This fund will pay for improvements to the gardens and grounds including, but not limited to, the acquisition of outdoor sculpture. Expenditures in excess of \$2,500 will require board authorization.

Computer, Telecommunications and Equipment - 9/15/03

These funds will be designated for the cost of upgrading the library's computers, telecommunications and equipment. Expenditures from this fund will require board authorization.

Debt Service Reserve Fund - 12/18/06

This fund will be set aside to reduce the cost of repayment of the debt service. Board approval will not be needed for expenditures from this fund.

10. INSURANCE

The library will maintain a commercial insurance package for the building, contents and liability and a separate automobile policy.

11. BUILDING AND CONTENTS APPRAISAL

For insurance protection purposes, a complete inventory will be conducted annually and appraisal of the library building and contents will be undertaken every four years.

12. PURCHASING POLICIES AND PROCEDURES

1. All purchases of goods and contracts for public services shall be made in accordance with the provisions of the New York State General Municipal Law. Every prospective purchase of goods/services must be initially reviewed to determine whether it is a purchase contract or public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can be reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.
2. Except as otherwise provided by law (paragraphs 3a and 3b), all public works contracts in excess of \$35,000 and all purchase contracts in excess of \$20,000 shall be subject to competitive bidding.
 - a. Rejection of a Low Bidder based upon an initial determination that the Low Bidder is not "responsible" within the meaning of the General Municipal Law shall be made following notice to the Low Bidder of the Board's intent to so disqualify him/her and providing the Low Bidder an opportunity to be heard by the Board or its designee on the issue of his/her qualifications.
3. For public works and purchase contracts which fall below the competitive bidding thresholds stated in the paragraph "2," the following conditions may apply:
 - a. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions, purchases under New York State, Suffolk County, Town of Islip, or Suffolk Cooperative Library System contracts and surplus and secondhand purchases from another government entity.
 - b. General Municipal Law 103, Subdivision 16, permits political subdivisions "to make purchases ... or to contract for services ... through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein....." Such piggyback contracts may be used if it has been "let in a manner that constitutes competitive bidding consistent with state law, and made available for use by other governmental entities."
 - c. The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This document may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract or contract number indicating the source which makes the item or service exempt, a memo from the purchase detailing the circumstance

which led to an emergency purchase or any other written documentation that is appropriate.

- d. All goods and services not subject to competitive bidding will be secured by use of written requests for proposals (RFP), written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided.
 - e. Any questions regarding the applicability of any of these exceptions should be referred to Library Counsel.
4. The following method of purchase will be used when required by this policy to achieve the highest savings.

<u>Estimated Amount /Purchase Contract</u>	<u>Method</u>
\$0 to \$500	No quotes required
\$501 to \$750	Two written quotes
\$751 to \$2,000	Written request for the goods And written quotes from 2 vendors
\$2,001 to \$20,000	Written request (RFP) and written quotes from 3 vendors

<u>Estimated Amount /Public Works Contract</u>	<u>Method</u>
\$0 to \$1,000	No quotes required
\$1,001 to \$3,000	Two written quotes
\$3,001 to \$10,000	Written RFP and written proposals from 2 contractors
\$10,001 to \$35,000	Written RFP and written proposals from 3 contractors

- a. Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/email/oral quotes have been requested and the written/email/oral quotes offered.
- b. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to procurement.

- c. All information gathered in complying with the procedures of this policy shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.
 - d. Whenever possible, the Library shall purchase items made from recycled materials (i.e. manufactured from secondary materials) if the recycled products meet contract specifications and the price of such products is reasonably competitive, as specified in Section 104A, General Municipal Law.
5. Under normal circumstances, contracts shall be awarded to the vendor or contractor with the lowest price quotation deemed responsible. If a vendor/contractor is not deemed responsible, facts supporting that judgment shall also be documented and filed with the records supporting the procurement.
- a. For purchase contracts in excess of \$20,000 and where it is deemed in the best interests of the Library, the 'best value' analysis may be used as permitted by New York State Finance Law §163. Best Value is defined as "the basis for awarding contracts for services to the offeror which optimizes quality, cost and efficiency, among responsive and responsible offerors. Such basis shall reflect, wherever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor for offerors that are small business, certified minority- or women-owned business enterprises as defined in Executive Law §310(1), (7), (15), (2) or disabled-veteran-owned business enterprises as defined in Executive Law 369-h(1) to be used in evaluation of offers for awarding of contracts for services."
 - b. Circumstances under which the contract may not be awarded to the lowest responsible vendor or contractor include, but are not limited to:
 - 1) Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the Library;
 - 2) Vendor's or contractor's terms for payment are disadvantageous to the Library, e.g. full payment before commencement of work or delivery of goods;
 - 3) Vendor cannot fully comply with the specifications for goods or services as set forth by the Library;
 - 4) Vendor's warrant for goods or services is deemed inadequate by the Library;
 - 5) Vendor's post-purchase support services are deemed inadequate by the Library.

6. Pursuant to General Municipal Law Section 104-b (2) (f) the solicitation of alternative proposals or quotations will not be required in the best interest of the municipality in the following circumstances:
- a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. In determining whether a service shall fit into this category, the Board of Trustees shall take into consideration the following guidelines:
 - i. Whether the services are subject to state licensing or testing requirements.
 - ii. Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
 - iii. Whether the services require a personal relationship between the individual and municipal officials.

Professional and technical services shall include but not be limited to the following: services of any attorney; services of a physician; technical services of an engineer or architect engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs or services in substantial modification and customizing of prepackaged software.

- b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten life, health, safety or welfare of Library property or individuals. This section does not preclude alternate proposals if time permits.
- c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Library is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually contained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
- d. Goods under \$500 and public works contracts for less than \$1,000. The time and documentation required to purchase through this policy may be costlier than the item itself and, therefore, not in the best interest of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

- e. Sole source suppliers. Competitive bidding is not required in those limited situations when there is only one possible source from which to procure goods or services such as in the case of certain patented goods or services or public utility services. In making a sole source determination the purchaser should document among other things the unique benefits of the item to be purchased or service to be rendered and that no other item or service is substantially equivalent and that there is no possibility of competition for the good to be purchased or service to be rendered.
 - f. Library Programs and Bus Trips. If it is determined that a service/program/bus trip can only be provided by a 'sole source supplier' or it is not possible to obtain the required number of quotes, this must be documented. Most library programs are unique and the presenter will be considered as a sole source or providing professional services. Whenever possible, library program planners that contract with outside vendors (programmers or bus trip companies) should provide an RFP if the dollar amount reaches the threshold required by the Estimated Amount for a Purchase Contract (see 4.a.).
7. The employees responsible for purchasing are the Library Director, , the Assistant Library Director and the Business Manager. As per New York State General Municipal Law, the Library employees and titles responsible for purchasing will be appointed at the annual reorganization meeting.
 8. E-Bids
 - a. New York State law authorizes local governments to receive electronic bids in connection with purchase contracts. The bid advertisement must designate how the electronic bid will be received (such as designating a website or email address where the bid should be sent.) The submission of bids in electronic format may not be required as the sole method for the submission of bids and paper bids must still be accepted. All other minimum requirements of the competitive bidding process remain the same.
 - b. However electronic bids are received, they must comply with Article 3 of the New York State Technology Law (the "Electronic Signatures and Records Act"). At a minimum, an electronic bid must document the time and date of the receipt, authenticate the identity of the sender, ensure the security of the information transmitted and ensure the confidentiality of the bid until the time and date established for the opening of bids.
 9. No purchase of goods or services shall be made from any vendor in which elected officials of the Library, (i.e., The Board of Trustees) or Library Administrators (i.e., (Library Chief Executive Officer or Assistant Library Director), hold a full or partial interest.

10. This policy shall be reviewed annually. The Chief Executive Officer, in consultation with the Business Manager, shall be responsible for conducting an annual evaluation of the effectiveness of the Procurement Policy and its procedures and an evaluation of the control procedures established to ensure compliance with the policy, and shall be responsible for reporting back to the Board of Trustees.
11. Unintentional Failure to Comply. The unintentional failure to comply fully with the provisions of General Municipal Law, section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Library or any officer or employee thereof.

13. CONSULTANTS

Authorization to retain a consultant will be approved by the library board of trustees. At the July organizational meeting of the board, the trustees will set the annual retainer for the music coordinator and the art curator. Other appointments will include legal counsel, treasurer, and the library's accountant. The board of trustees may, at its discretion, approve the hiring of consultants to fulfill the requirements of library policies and/or to enhance the operation of the library.

14. GIFTS AND DONATIONS

The South Huntington Public Library accepts gifts and donations from the public with the understanding that any gifts or donations become the property of the library. At the sole discretion of the library, the gifts for donations may be stored, used, discarded, or sold.

Gifts exceeding \$100 may be accepted or rejected at the discretion of the library director or the board of trustees. However, the library will assign no monetary value to the gift. Gifts exceeding \$100 in value will be accepted upon the receipt of a form signed by the donor agreeing to the library's terms and conditions for gifts.

15. SURPLUS ITEMS

- 1) Definition: Surplus Property is any item owned by the library that is no longer needed for the provision of library services.
- 2) Declaring Property Surplus:
 - a) Only property having more than nominal monetary value need be declared surplus. Obsolete or broken property without any useful value may be disposed of, at the discretion of the Director, without notice or approval from the board of trustees.
 - b) The director is authorized to declare as surplus, library property having an estimated unit value less than \$1,000.

- c) The board of trustees is authorized to declare as surplus, library property having an estimated unit value of \$1000, or greater.
- 3) Disposal and Sale of Surplus Property:
 - a) For property with an estimated unit value of less than \$1,000, the director is authorized to sell such property as deemed to be in the best interest of the library, including through a fixed price system, a closed bidding system, or otherwise.
 - b) For property with an estimated unit value of \$1,000 or greater, after authorization from the board is obtained to dispose of such property, the director shall sell such property by advertising for sealed bids through a posting in the library building, and advertised in the paper of record if time permits. If no such sealed bid is deemed reasonable, the director is authorized to sell the property by a method that will most effectively and efficiently provide the library with the greatest monetary return, in which case, documentation of the library's efforts shall be documented and retained.
- 4) The disposal of library property yielding more than \$200 shall be reported to the board as part of the monthly financial report.
- 5) Prior to the discarding of used or surplus books or other such reading materials the library shall offer to donate such books or materials to a not-for-profit corporation or political subdivision located within the area of the library district or offer to sell such books or materials to the public. Nothing in this subsection shall preclude the library from offering to donate such books or materials to a non-profit corporation or political subdivision outside the geographic area of the library district. The library shall retain any proceeds received from the sale of such books and materials for maintaining and improving library service (Ed. L. §260(12)).

16. CODE OF ETHICS/CONFLICT OF INTEREST POLICY

The board of trustees of the South Huntington Public Library recognizes that sound, ethical standards of conduct serve to increase the effectiveness of library board members and their staff as leaders in their community. Actions based on an ethical code of conduct promote public confidence and the attainment of library goals. The board also recognizes its obligation to set forth a code of ethics under the provisions of the General Municipal Law.

The board therefore adopts the following code of ethics, and its accompanying regulation, for the guidance of its officers and employees. Board members and their staff commit themselves to:

ASSURING the opportunity for high-quality library service for every district resident, making the well-being of library service the fundamental principle in all decisions and actions;

REPRESENTING the entire community without fear or favor;

ACCEPTING all responsibilities as a means of unselfish service, while not using their positions for personal gain;

ACTING as part of a team with mutual respect and regard for each other's respective responsibilities and duties, recognizing that the strength of a library board is in acting as a board, not as individuals;

PRESERVING the obligation of having all issues considered fairly and without bias;

UPHOLDING the principles of due process and individual dignity, and protecting the civil and human rights of all;

MAINTAINING high standards and the effectiveness of library service research and continuing professional development;

OBEYING all national, state, and local laws and regulations pertaining to libraries and public agencies; and

INSTILLING respect for community, state, and nation.

NOW, WHEREAS, article 18 of the General Municipal Law prohibits the officers and employees of a municipality from having certain conflicts of interest, and

WHEREAS section 806 of the General Municipal Law requires the governing body of each county, city (other than the City of New York), town, village, school district, library and fire district to adopt a code of ethics that sets forth for the guidance of its officers and employees standards of conduct reasonably expected of them, and

WHEREAS section 806 of the General Municipal Law also authorizes the governing body of any other municipality to adopt such a code of ethics, and

WHEREAS, a code of ethics adopted by the governing body of a municipality must set forth standards of conduct for the guidance of the officers and employees of the municipality with respect to disclosure of interests in legislation before the local governing body, holding of investments in conflict with official duties, private employment in conflict with official duties, future employment, and such other standards as may be deemed advisable

NOW, THEREFORE, be it resolved that the board of trustees of the South Huntington Public Library hereby adopts a code of ethics to read as follows:

Code of Ethics of the South Huntington Public Library

Section 1. Purpose.

Officers and employees of the South Huntington Public Library hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The South Huntington Public Library recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This code of ethics establishes those standards.

Section 2. Definitions.

- (a) "Board" means the governing board of a municipality and any municipal administrative board (e.g. planning board, zoning of board of appeals), commission, or other agency or body comprised of two or more municipal officers or employees.
- (b) "Code" means this code of ethics.
- (c) "Interest" means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers. A municipal officer or employee is deemed to have an interest in any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly or indirectly owns or controls more than 5% of the organization's outstanding stock.
- (d) "Municipality" means the South Huntington Public Library. The word "municipal" refers to the municipality.
- (e) "Municipal officer or employee" means a paid or unpaid officer or employee of the South Huntington Public Library, including, but not limited to, the members of any municipal board.
- (f) "Relative" means a spouse, domestic partner, same sex committed partner, parent, step-parent, sibling, step-sibling, sibling's spouse, child, step-child, uncle, aunt, nephew, niece, first cousin, or household member of a municipal officer or employee, and individuals having any of these relationships to the spouse of the officer or employee.

Section 3. Applicability.

This code of ethics applies to the officers and employees of the South Huntington Public Library, and shall supersede any prior municipal code of ethics. The provisions of this code of ethics shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, article 18 of the General Municipal Law and all rules, regulations, policies and procedures of the South Huntington Public Library.

Section 4. Prohibition on use of municipal position for personal or private gain.

No municipal officer or employee shall use his or her municipal position or official powers and duties to secure a financial or material benefit for himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

Section 5. Disclosure of interest in legislation and other matters.

- (a) Whenever a matter requiring the exercise of discretion comes before a municipal officer or employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the municipal officer or employee shall disclose in writing the nature of the interest.
- (b) The disclosure shall be made when the matter requiring disclosure first comes before the municipal officer or employee, or when the municipal officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.
- (c) In the case of a person serving in an elective office, the disclosure shall be filed with the governing board of the municipality. In all other cases, the disclosure shall be filed

with the person's supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the municipal officer, employee or board having the power to appoint to the person's position. In addition, in the case of a person serving on a municipal board, a copy of the disclosure shall be filed with the board. Any disclosure made to a board shall be made publicly at a meeting of the board and must be included in the minutes of the meeting.

Section 6. Recusal and abstention.

(a) No municipal officer or employee may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

(b) In the event that this section prohibits a municipal officer or employee from exercising or performing a power or duty:

(1) if the power or duty is vested in a municipal officer as a member of a board, then the power or duty shall be exercised or performed by the other members of the board; or

(2) if the power or duty that is vested in a municipal officer individually, then the power or duty shall be exercised or performed by his or her deputy or, if the officer does not have a deputy, the power or duty shall be performed by another person to whom the officer may lawfully delegate the function.

(3) if the power or duty is vested in a municipal employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

Section 7. Prohibition inapplicable; disclosure, recusal and abstention not required.

(a) This code's prohibition on use of a municipal position (section 4), disclosure requirements (section 5), and requirements relating to recusal and abstention (section 6), shall not apply with respect to the following matters:

(1) adoption of the municipality's annual budget;

(2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:

(i) all municipal officers or employees;

(ii) all residents or taxpayers of the municipality or an area of the municipality; or

(iii) the general public; or

(3) any matter that does not require the exercise of discretion.

(b) Recusal and abstention shall not be required with respect to any matter:

(1) which comes before a board when a majority of the board's total membership would otherwise be prohibited from acting by section 6 of this code;

(2) which comes before a municipal officer when the officer would be prohibited from acting by section 6 of this code and the matter cannot be lawfully delegated to another person.

Section 8. Investments in conflict with official duties.

(a) No municipal officer or employee may acquire the following investments:

- (1) investments that can be reasonably expected to require more than sporadic recusal and abstention under section 6 of this code; or
 - (2) investments that would otherwise impair the person's independence of judgment in the exercise or performance of his or her official powers and duties.
- (b) This section does not prohibit a municipal officer or employee from acquiring any other investments or the following assets:
- (1) real property located within the municipality and used as his or her personal residence;
 - (2) less than five percent of the stock of a publicly traded corporation; or
 - (3) bonds or notes issued by the municipality and acquired more than one year after the date on which the bonds or notes were originally issued.

Section 9. Private employment in conflict with official duties.

No municipal officer or employee, during his or her tenure as a municipal officer or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, when the employment:

- (a) can be reasonably expected to require more than sporadic recusal and abstention pursuant to section 6 of this code;
- (b) can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a municipal officer or employee;
- (c) violates section 805-a(1)(c) or (d) of the General Municipal Law; or
- (d) requires representation of a person or organization other than the municipality in connection with litigation, negotiations or any other matter to which the municipality is a party.

Section 10. Future employment.

- (a) No municipal officer or employee may ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the municipal officer or employee, either individually or as a member of a board, while the matter is pending or within the 30 days following final disposition of the matter.
- (b) No municipal officer or employee, for the two-year period after serving as a municipal officer or employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the municipal office, board, department or comparable organizational unit for which he or she serves.
- (c) No municipal officer or employee, at any time after serving as a municipal officer or employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a municipal officer or employee.

Section 11. Personal representations and claims permitted.

This code shall not be construed as prohibiting a municipal officer or employee from:

- (a) representing himself or herself, or his or her spouse or minor children before the municipality; or
- (b) asserting a claim against the municipality on his or her own behalf, or on behalf of his or her spouse or minor children.

Section 12. Use of municipal resources.

- (a) Municipal resources shall be used for lawful municipal purposes. Municipal resources include, but are not limited to, municipal personnel and the municipality's money, vehicles, equipment, materials, supplies or other property.
- (b) No municipal officer or employee may use or permit the use of municipal resources for personal or private purposes, but this provision shall not be construed as prohibiting:
- (1) any use of municipal resources authorized by law or municipal policy;
 - (2) the use of municipal resources for personal or private purposes when provided to a municipal officer or employee as part of his or her compensation; or
 - (3) the occasional and incidental use during the business day of municipal telephones and computers for necessary personal matters such as family care and changes in work schedule.
- (c) No municipal officer or employee shall cause the municipality to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.

Section 13. Interests in Contracts.

- (a) No municipal officer or employee may have an interest in a contract that is prohibited by section 801 of the General Municipal Law.
- (b) Every municipal officer and employee shall disclose interests in contracts with the municipality at the time and in the manner required by section 803 of the General Municipal Law.

Section 14. Nepotism.

Except as otherwise required by law:

- (a) No municipal officer or employee, either individually or as a member of a board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for or within the municipality or a municipal board.
- (b) No municipal officer or employee may supervise a relative in the performance of the relative's official powers or duties.

Section 15. Political Solicitations.

- (a) No municipal officer or employee shall directly or indirectly compel or induce a subordinate municipal officer or employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.
- (b) No municipal officer or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any municipal officer or employee, or an applicant for a position as a municipal officer or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

Section 16. Confidential Information.

No municipal officer or employee who acquires confidential information in the course of exercising or performing his or her official powers or duties may disclose or use such

information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers and duties.

Section 17. Gifts.

(a) No municipal officer or employee shall solicit, accept or receive a gift in violation of section 805-a(1)(a) of the General Municipal Law as interpreted in this section.

(b) No municipal officer or employee may directly or indirectly solicit any gift.

(c) No municipal officer or employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five dollars or more when:

(1) the gift reasonably appears to be intended to influence the officer or employee in the exercise or performance of his or her official powers or duties;

(2) the gift could reasonably be expected to influence the officer or employee in the exercise or performance of his or her official powers or duties; or

(3) the gift is intended as a reward for any official action on the part of the officer or employee.

(d) For purposes of this section, a "gift" includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift's fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars must be made by adding together the value of all gifts received from the donor by an officer or employee during the twelve-month period preceding the receipt of the most recent gift.

(e) (1) A gift to a municipal officer or employee is presumed to be intended to influence the exercise or performance of his or her official powers or duties when the gift is from a private person or organization that seeks municipal action involving the exercise of discretion by or with the participation of the officer or employee.

(2) A gift to a municipal officer or employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained municipal action involving the exercise of discretion by or with the participation of the officer or employee during the preceding twelve months.

(f) This section does not prohibit any other gift, including:

(1) gifts made to the municipality;

(2) gifts from a person with a family or personal relationship with the officer or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a municipal officer or employee, is the primary motivating factor for the gift;

(3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;

(4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;

(5) awards and plaques having a value of seventy-five dollars or less which are publicly presented in recognition of service as a municipal officer or employee, or other service to the community; or

(6) meals and refreshments provided when a municipal officer or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

Section 18. Board of Ethics.

(a) There is hereby established a board of ethics for the municipality. The board of ethics shall consist of three members, a majority of whom shall not be officers or employees of the municipality, but at least one of whom must be a municipal officer or employee. The members of such board of ethics shall be appointed by the board of trustees of the South Huntington Public Library, serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the board of ethics.

(b) The board of ethics shall render advisory opinions to the officers and employees of the South Huntington Public Library with respect to article 18 of the General Municipal Law and this code. Such advisory opinions must be rendered pursuant to the written request of any such officer or employee under such rules and regulations as the board of ethics may prescribe. The board of ethics shall have the advice of legal counsel employed by the board, or if none, the municipality's legal counsel. In addition, the board of ethics may make recommendations with respect to the drafting and adoption of a code of ethics, or amendments thereto, upon the request of the board of trustees of the South Huntington Public Library.

Section 19. Posting and distribution.

(a) The director of the South Huntington Public Library must promptly cause a copy of this code, and a copy of any amendment to this code, to be posted publicly and conspicuously in each building under the municipality's control. The code must be posted within ten days following the date on which the code takes effect. An amendment to the code must be posted within ten days following the date on which the amendment takes effect.

(b) The director of the South Huntington Public Library must promptly cause a copy of this code, including any amendments to the code, to be distributed to every person who is or becomes an officer or employee of the South Huntington Public Library.

(c) Every municipal officer and employee who receives a copy of this code or an amendment to the code must acknowledge such receipt in writing. Such acknowledgments must be filed with the board secretary of the South Huntington Public Library who must maintain such acknowledgments as a public record.

(d) The failure to post this code or an amendment to the code does not affect either the applicability or enforceability of the code or the amendment. The failure of a municipal officer or employee to receive a copy of this code of ethics or an amendment to the code, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of the code or amendment to the code.

Section 20. Enforcement.

If any board member or the library director appears to conflict with the above, he or she will be asked to meet with an executive committee of the board to discuss the issue. This committee will make a recommendation to the full board based on their findings. Employees who are or appear to conflict with the above will be asked to meet with the

library director who will decide as to discipline or termination based on his or her findings.

Section 21. Effective date.

This code takes effect on January 20, 2015.

17. WHISTLEBLOWER POLICY

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

If an employee has a reasonable belief that an employee of the South Huntington Public Library has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the library director. If the employee does not feel comfortable reporting the information to the director, he or she is expected to report the information to their supervisor.

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

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

The South Huntington Public Library may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy.

In addition, the South Huntington Public Library will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by the South Huntington Public Library or any of its employees of a violation of any applicable

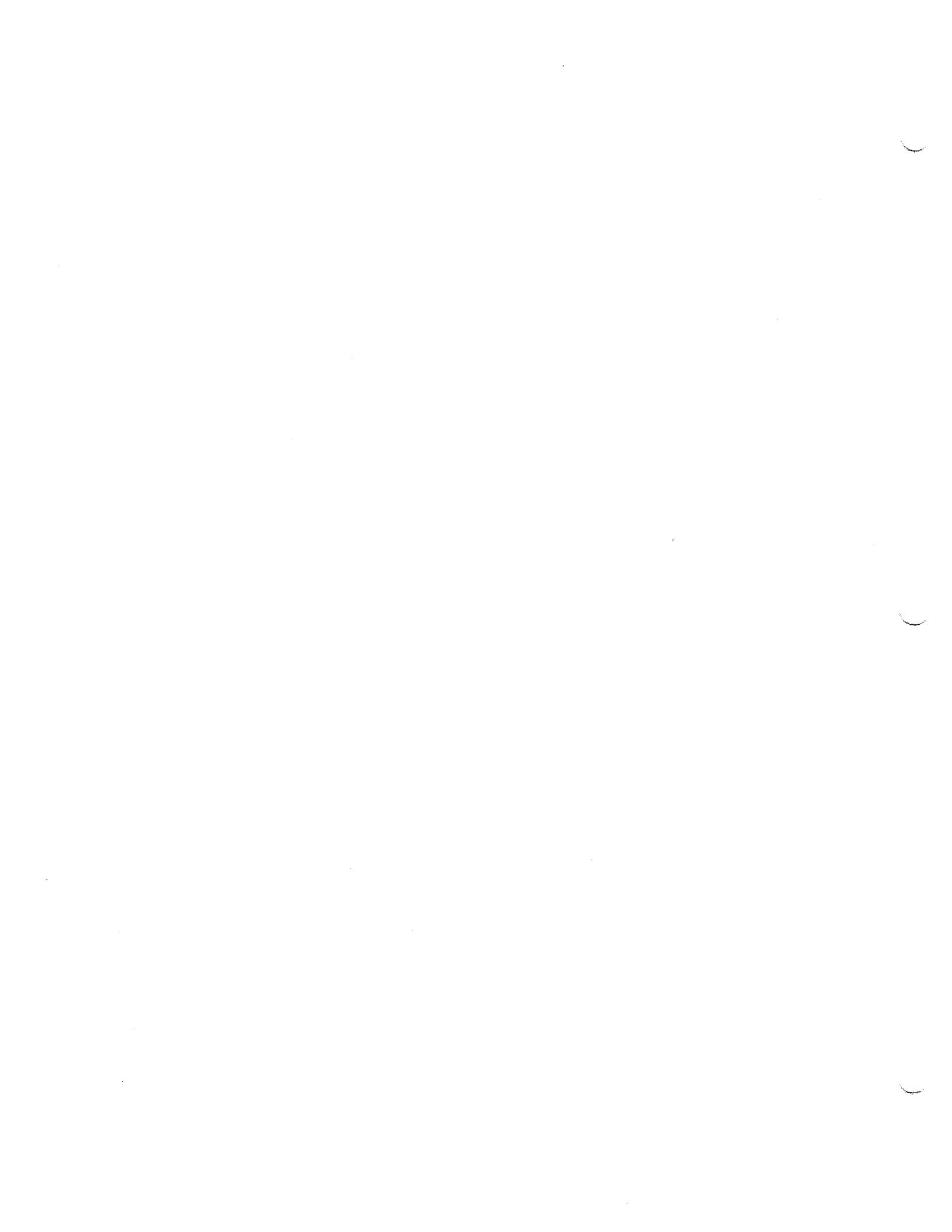
law or regulation.

18. RECORDS RETENTION AND DISPOSITION

The board of trustees of the South Huntington Public Library has adopted the New York State Retention and Disposition Schedule for New York Local Government Records (LGS-1), which supersedes and replaces the existing schedule MI-1.

Further Resolved, that in accordance with Article 57-A:

- a. Only those records will be disposed of that are described in the *Retention and Disposition Schedule for New York Local Government Records* after they have met the minimum retention periods described therein;
- b. Only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods.



Policy Review: Regulations for Use of Library Facilities

Information

The Library continuously reviews our policies to ensure they are accurate, relevant, and necessary. Attached is our current Regulations for Use of Library Facilities. Suggested revisions are written in red, and include the procedure for accepting/approving applications, how far in advance a room may be requested, and bringing outside food/drink into a meeting room.

Recommendation

That the Board of Trustees adopts the "Regulations for Use of Library Facilities" as amended.



SOUTH HUNTINGTON PUBLIC LIBRARY

145 Pidgeon Hill Road
Huntington Station, NY 11746

REGULATIONS FOR USE OF LIBRARY FACILITIES

(Revised 11/18/2013)

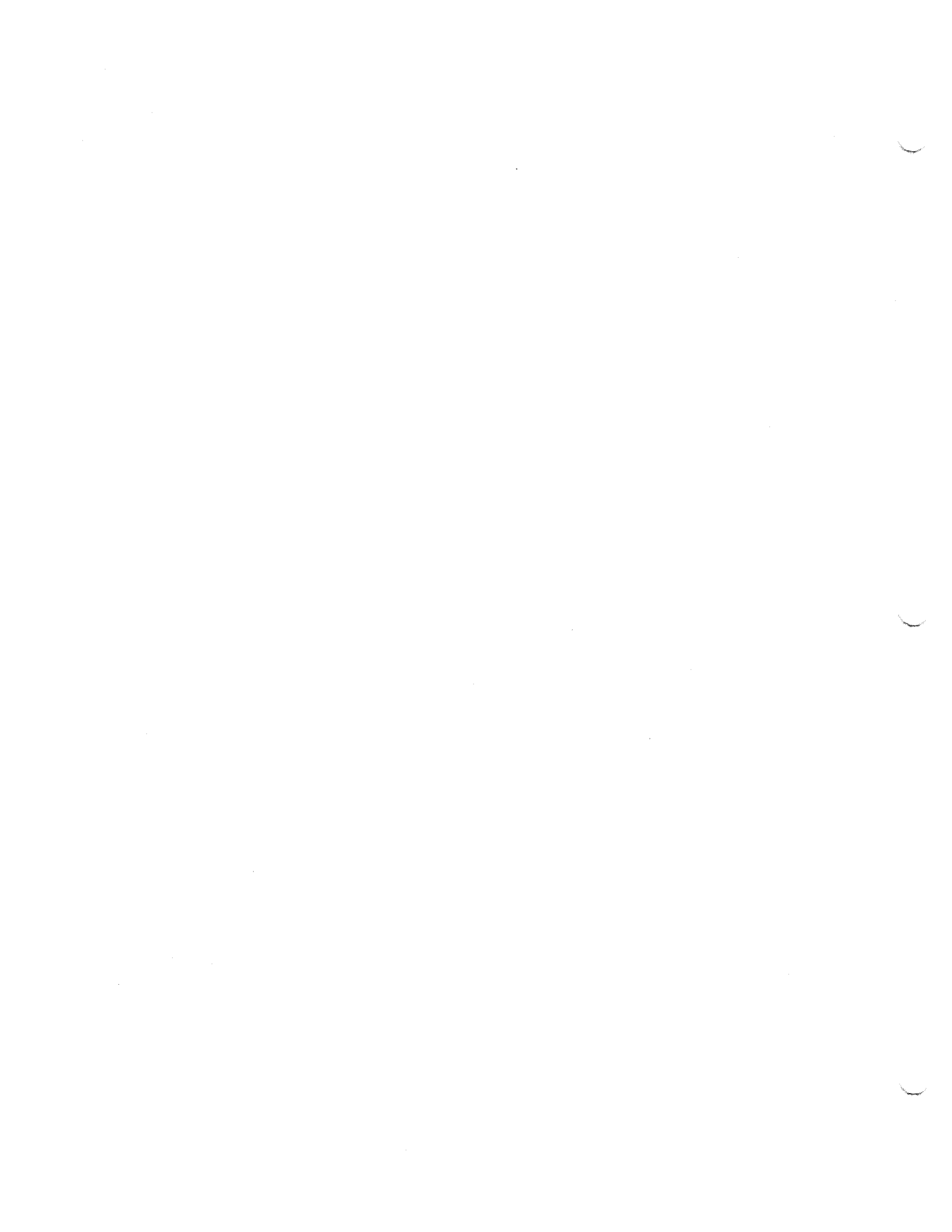
1. Permission to use the Library's Meeting Rooms may be granted to community groups and organizations whose aims advance the library's mission to provide opportunities for improved quality of life to the diverse population of the South Huntington School District through free and open access to information promoting literacy, education, enlightenment and entertainment.
2. The primary purpose of the Library's Meeting Rooms is to serve as a venue for Library-sponsored services, programs and activities. Library services, programs and activities shall have priority over all other activities. The Library reserves the right to revoke a meeting room use permit or to reschedule a meeting should there be a conflict with Library-related services, programs or activities; or in **case the event** of an emergency.
3. Application to use the Library's Meeting Rooms must be made in writing by an adult on the form provided for this purpose at least two weeks in advance of the intended use. The individual requesting use of the Meeting Room shall be a resident or taxpayer of South Huntington UFSD (#13), an officer or an adult advisor of the applicant group, and must be 21 years of age or older. No application shall be considered officially approved until it is signed by the Library Director, or designee, and **returned to the applicant the applicant receives written confirmation. Signed** Completed applications may be **faxed to 631-547-6912 submitted electronically or in-person.**
4. By executing the application, the applicant agrees to the release of the applicant's name and the telephone number specified by the applicant on the application to any person requesting information concerning the organization's activities or program.
5. The applicant must certify that the Meeting Room shall be used only for the specific activity as described on the application and for no other purpose whatsoever. No activity may disrupt Library operations.
6. A community organization is defined as one which can demonstrate that 51% of its members live in the South Huntington School District. At the discretion of the Director, the Library may grant permission to Community organizations whose officers may not be residents or taxpayers. If the applicant is not a resident, an adult resident sponsor must also sign the application.
7. Use of the Library's Meeting Rooms is subject to all applicable federal, state and local laws and regulations, as well as policies promulgated by the Library Board of Trustees. Occupancy limitations set by the fire department must be strictly adhered to.
8. All meetings shall be non-exclusive and open to the general public.
9. No donations may be solicited or accepted, nor may any items be sold without permission from the Library Director. No admission fee shall be charged except for certain library-sponsored functions or other functions approved by the library's Board of Trustees.
10. The rooms are not to be utilized for the advancement of commercial or for-profit enterprises.
11. The rooms are not to be used for sectarian religious instruction or worship, except to the extent that non-sectarian subject matter is provided or discussed from a religious point of view.
12. Scheduling availability is to be solely determined by the Library. Meeting rooms are available only during hours when the library is open to the public.
- ~~13. Civic Associations that serve residents of School District #13 will be scheduled to use meeting rooms during the first two weeks of each month.~~
14. Use of Library facilities does not imply endorsement of the beliefs or program of an organization by the Library or anyone connected with the Library. All publicity and/or media coverage for events in the Library, whatever the source, must be approved by the Library Director prior to the issuance or coverage. The Library may only be mentioned as a location, not as the sponsor of an event, nor as the headquarters of an organization, in all announcements or publicity relating to the event. The Library's telephone number



may not be given to obtain further information regarding a non-Library-sponsored event. Any literature or other items to be distributed at a meeting must be submitted to the Library Director at least 48 hours prior to intended distribution.

15. The responsibility for the maintenance of public order and safety at a meeting is that of the applicant. Any damages incurred are the responsibility of the applicant. When the meeting is for minors, application must be made by an adult 21 years of age or older who will be present at the meeting, responsible for supervising the group, and held responsible for any damages incurred. Teen-age and children's groups must be supervised by responsible adults at a ratio to be determined by the Library Director.
16. The Library may grant permission for the use of Library-owned media equipment if such equipment is available; however, such equipment must be requested at the time of application.
17. The Library Director, or designee, is authorized to order the termination of any meeting or activity making use of Library facilities in violation of any law or use regulation. The determination by said official is final. The Library Director, or designee, is authorized to call upon appropriate law enforcement agencies to enforce such action if, in the opinion of the Library official, circumstances warrant such an action. Further permission to use the Meeting Room may be denied to any group which proves to be disorderly or which violates any law or regulation.
18. **Requests to serve food must be approved in advance by the Library Director or designee.** Smoking is not permitted in the building or on library grounds. No alcoholic beverages are to be brought in and/or consumed in the library building or on the library grounds.
19. The Meeting Room must be left in a neat and orderly condition. If this condition is not met, the applicant will be charged an amount equal to one hour of staff overtime for each hour needed to clean up. Further use of the Meeting Room will be denied until the Library is paid.
20. **Personal Liability** - Groups which carry insurance are required to provide a Certificate of Insurance to the Library along with their application for use of the Meeting Room. Other groups are urged, for their own protection, to obtain temporary insurance policies against liability for property/personal damage resulting from their use of the Meeting Room. Inability to obtain insurance, or the lack of insurance, will not be the basis for denying a group's application for Meeting Room Use.
21. **Indemnification** - Signature of the applicant on the Application for Use of Meeting Room is acknowledgement by the organization, group or individual, that it recognizes and executes the following Hold Harmless provision as indicated below:

HOLD HARMLESS: To the fullest extent permitted by law, the applicant approved for use of Library Meeting Room facilities will **Indemnify and Hold Harmless** the South Huntington Public Library, its staff, agents and trustees, from and against any and all claims, suits, judgments, damages, losses and expenses, including legal fees and all court costs and liability, arising in whole or in part, and in any manner from injury and/or death of person or damage to or loss of property resulting from the acts, omissions or conduct of the applicant using any Library Meeting Room facility.
22. Use of a Meeting Room is limited to once a month. Applications for use of the Library's Meeting Rooms are considered on a "first-come, first-served basis." The Library makes every attempt to accommodate requests for monthly or otherwise "regular" meetings; however, there is no guarantee that individuals/community groups will receive such.
23. Reservations for the use of the Meeting Rooms by non-Library-sponsored community groups and organizations will be made no more than **six three** months in advance. **Applications for use of the Meeting Room for the period January – June 30th may be submitted to the Director's Office beginning November 1. Applications for the period July – December 30th may be submitted beginning May 1.**
24. Additional stipulations may be imposed by the Library as may be deemed necessary. Final decision on the use of the Meeting Room shall be made by the Board of Trustees. The final and sole interpretation of this policy rests with the Library Board of Trustees. Implementation and enforcement are delegated to the Library Director.



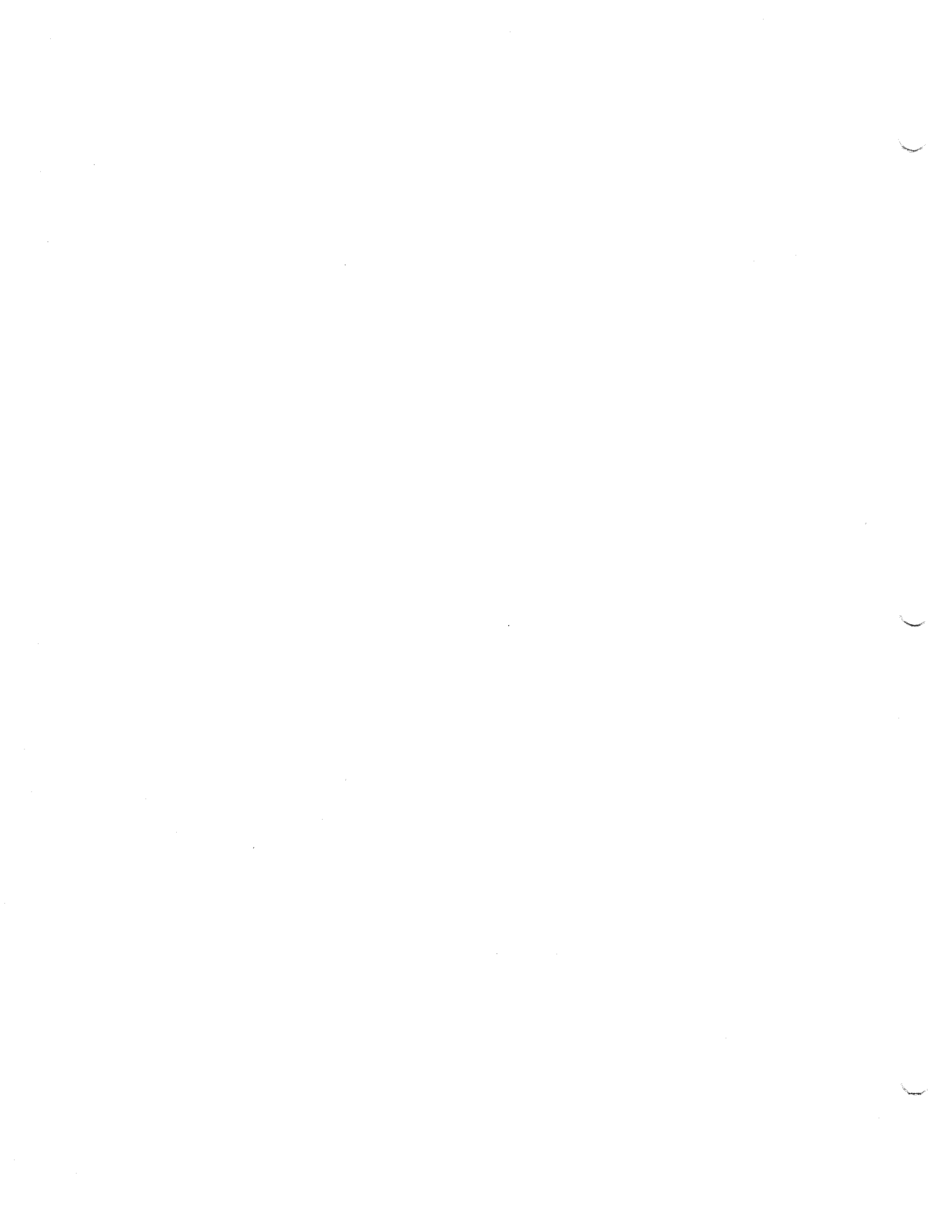
Commercial Insurance Renewal

Information

The library's commercial insurance policy with Utica National Insurance Co. is renewed each year. This year's cost through EPIC Insurance Brokers & Consultants (formerly Joseph P. Price Agency) is \$51,539.94, which represents an increase of 2.8%.

Recommendation

That the Board of Trustees approves the renewal of the library's commercial insurance policies with Utica National through EPIC Insurance Brokers & Consultants at a cost not to exceed \$51,539.94.



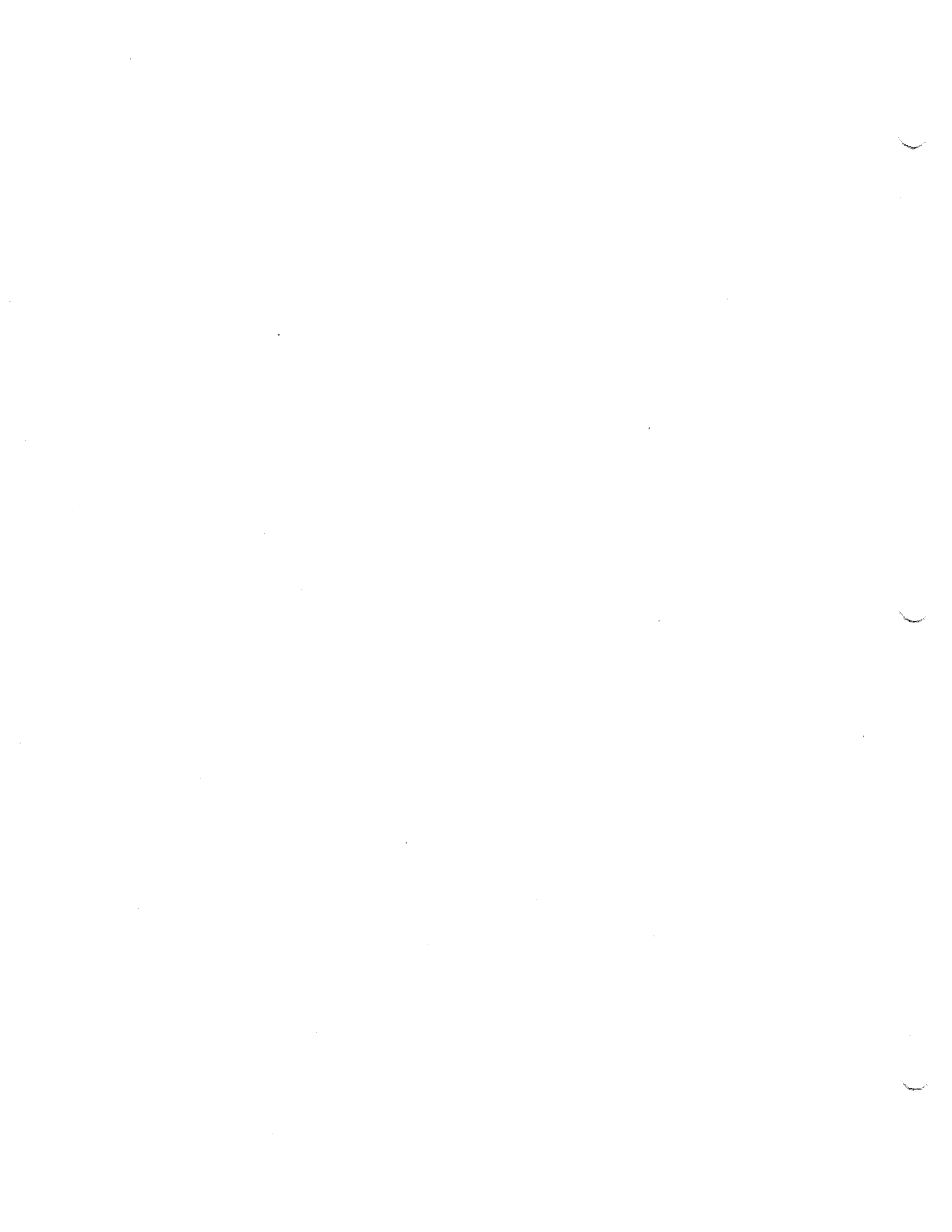
Clerk of the Vote

Information

The Board of Trustees must appoint a Clerk of the Vote for the April 5, 2022 vote on the operation budget and election of one Trustee. It is the Administration's recommendation to have the Board appoint Catherine Schmoller to this position.

Recommendation

That the Board of Trustees authorizes the appointment of Catherine Schmoller as the Clerk of the Vote for the 2022-2023 Operating Budget Vote and Trustee election.



Obsolete Equipment

Information

The equipment identified is deemed obsolete and/or broken and is not worth repairing. Usable parts will be salvaged prior to recycling.

Recommendation

That the Board of Trustees authorizes staff to discard obsolete equipment in accordance with library policy and best practice.

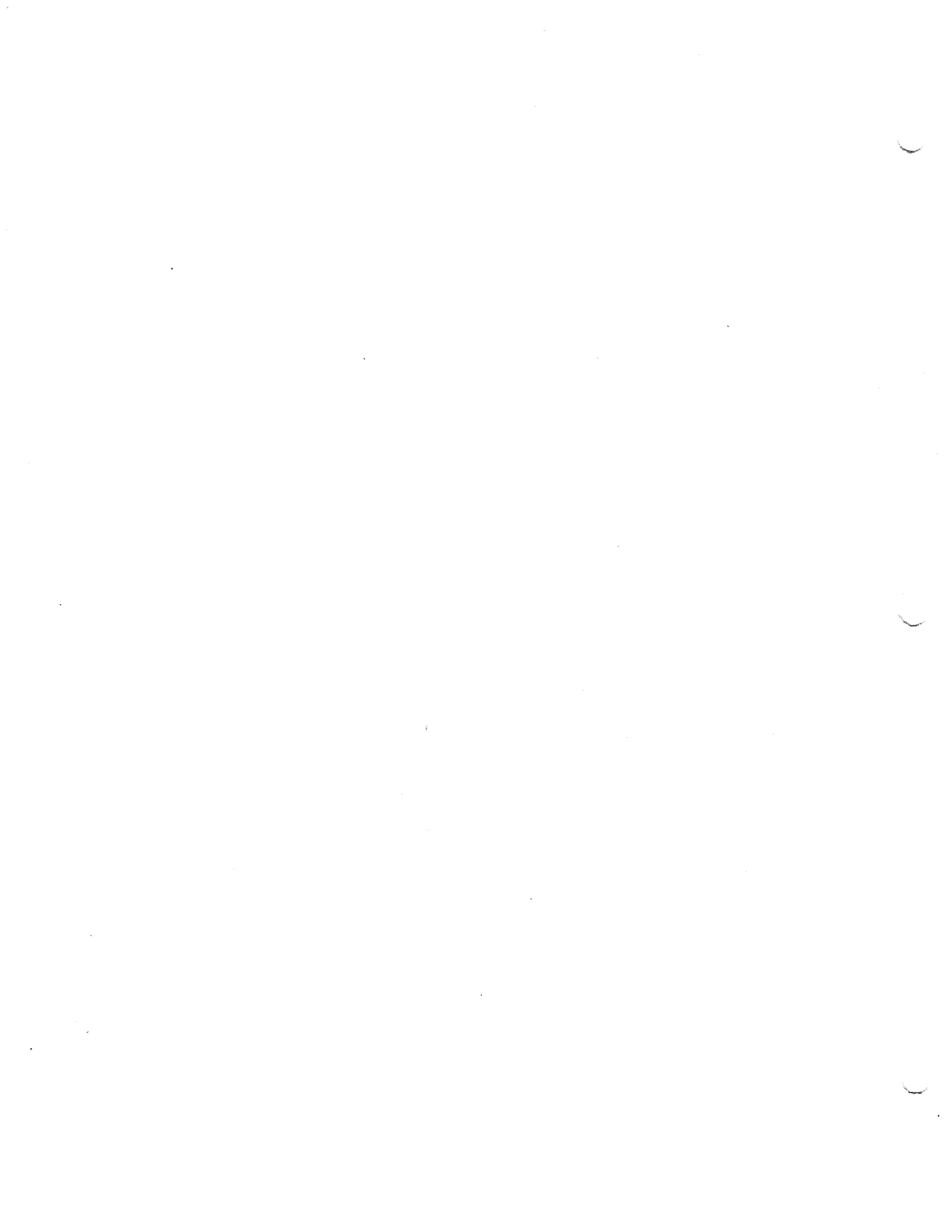
REPORT | ToBeExcised

South Huntington Public Library

Asset Tag ID	Category	Serial No	Brand	Model	Purchase Date	Status
30652004239028	UPS	2514DVHBC788901309	Tripp Lite	ECO550UPS	06/01/2015	Failed
30652002679738	UPS	2730AVHOM87BF00971	Tripp Lite	AVR750U	11/01/2017	Failed
30652002675025	UPS	2730AVHOM87BF00976	Tripp Lite	AVR750U	11/01/2017	Failed
30652004303584	Monitor	6CM551188S	HP	E201	05/01/2016	Failed
30652002676478	Monitor	6CM7170V8J	HP	P232	06/01/2017	Failed
30652002680827	Desktop PC	2UA32402C4	HP	Elite 8300 CMT	06/01/2013	EOL

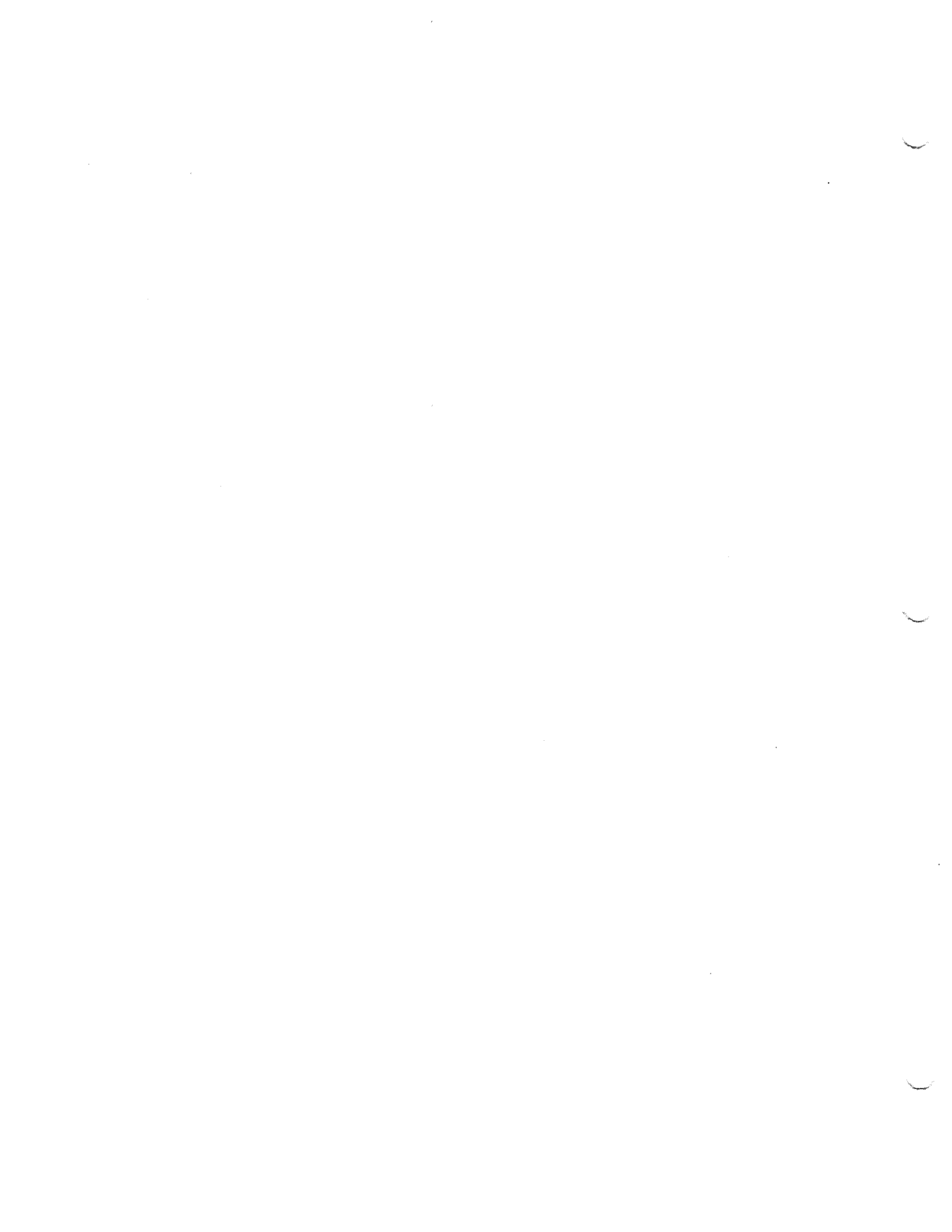
Maint Dept.

Assorted metal shelving from 2004 and earlier. Some shelves removed for Tech Center builds. Some have been in storage for 20+ years. Shelving originated from the old library building and is taking up too much space in storage areas.



November 2021

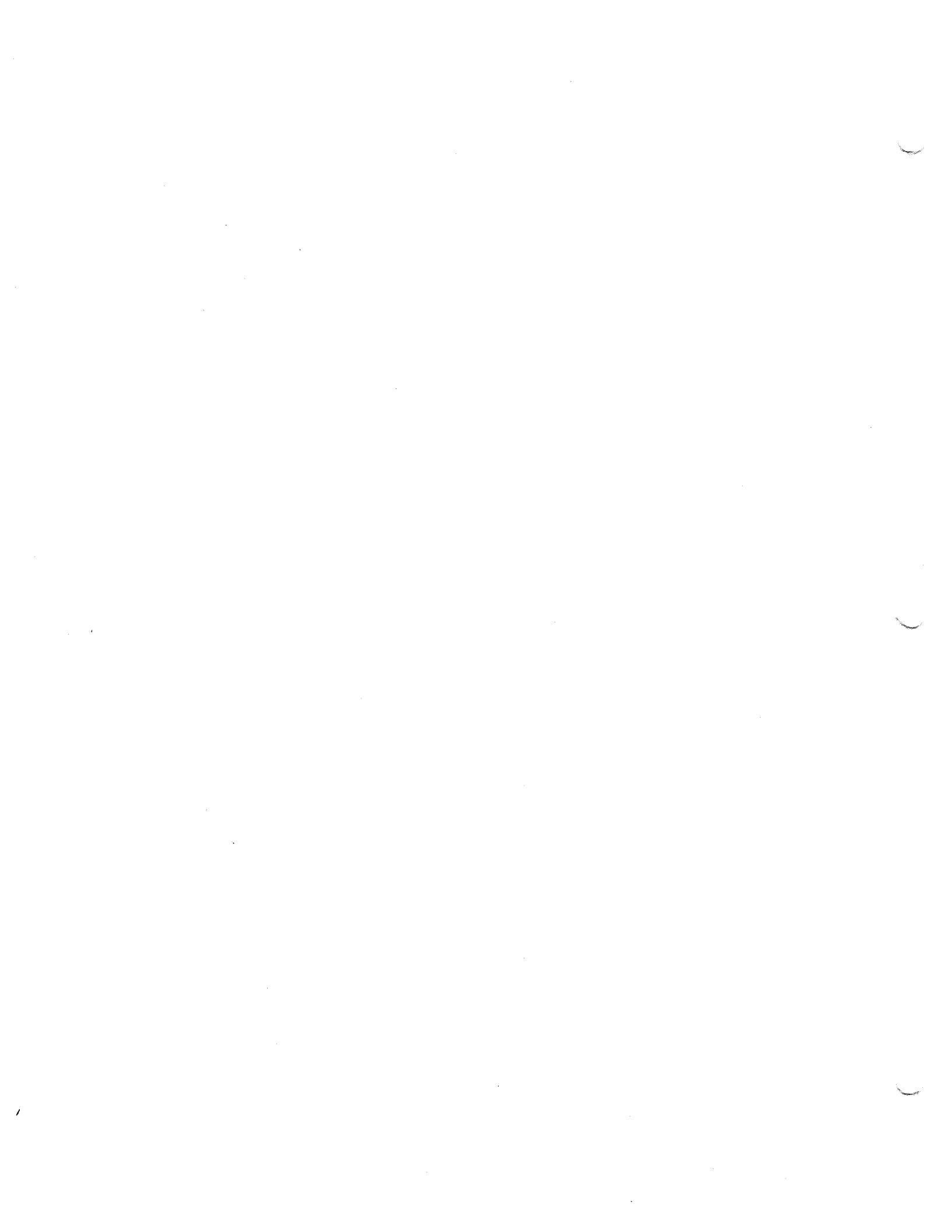
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 880	2 2287	3 538	4 820	5 637	6 599
7 304	8 880	9 886	10 757	11 CLOSED	12 758	13 652
14 286	15 756	16 716	17 608	18 690	19 729	20 655
21 386	22 751	23 708	24 470	25 CLOSED	26 450	27 410
28 270	29 670	30 670				



SOUTH HUNTINGTON PUBLIC LIBRARY
RESOURCES WORKSHEET

NOVEMBER 2021

	ADDED	DISCARDED	NOV 21
ADULT / YA			
Books, Fiction	444	334	42,658
Books, Nonfiction	308	564	62,962
Paperbacks	17	137	10,452
Periodical Titles	0	0	267
Compact Discs	35	0	6,710
DVDs	78	150	15,295
Blu-ray Disc	17	0	2,397
Books-on-CD	9	0	3,986
Playaway	0	0	178
Videogames	1	0	170
YA Books-on-CD	0	0	0
Total	909	1,185	145,075
CHILDRENS			
Books, Fiction	228	403	46,310
Books, Nonfiction	141	417	44,229
Paperbacks	13	0	3,587
Videogames	10	0	1,634
Compact Discs	0	0	1,676
DVDs	20	0	8,492
Blu-ray Disc	2	0	551
Books-on-CD	0	0	656
CD/Book Kits	0	0	420
Launchpads	0	0	40
Total	414	820	107,595
TOTAL	1,323	2,005	252,670



NOVEMBER 2021

ADULT PRINT	NOV 21	NOV 20	% CHANGE	NOV 19	% CHANGE
Nonfiction	767	797	-3.76%	1,281	-40.12%
New Books	941	1,072	-12.22%	1,437	-34.52%
Fiction	1,023	996	2.71%	845	21.07%
Paperbacks	116	149	-22.15%	162	-28.40%
Mysteries	199	242	-17.77%	185	7.57%
Large Type	216	215	0.47%	315	-31.43%
Magazines	128	156	-17.95%	238	-46.22%
Biographies	80	85	-5.88%	110	-27.27%
Test Books	21	10	110.00%	30	-30.00%
Science Fiction	24	32	-25.00%	18	33.33%
Foreign Language	3	7	-57.14%	12	-75.00%
Graphic Novel	32	28	14.29%	31	3.23%
Reference	1	0	N.M.	0	N.M.
ESL Collection	5	6	-16.67%	2	150.00%
Oversized Books	0	2	-100.00%	8	-100.00%
Short Stories	3	6	-50.00%	12	-75.00%
Adult Learner	0	0	N.M.	0	N.M.
Auto Repair	1	1	0.00%	3	-66.67%
Total	3,560	3,804	-6.41%	4,689	-24.08%
ADULT MEDIA					
DVD	1,531	2,072	-26.11%	3,327	-53.98%
Blu-ray Disc	329	484	-32.02%	902	-63.53%
Compact Discs	476	359	32.59%	672	-29.17%
Books on Disc	163	157	3.82%	266	-38.72%
Video Games	29	36	-19.44%	55	-47.27%
Language Media	3	2	N.M.	6	-50.00%
Playaway	4	0	N.M.	18	-77.78%
Hotspots	28	24	16.67%	8	250.00%
Total	2,563	3,134	-18.22%	5,254	-51.22%
ELECTRONIC RESOURCES					
Live-brary E-Books	4,385	4,340	1.04%	3,434	27.69%
Live-brary Audiobooks	2,143	1,579	35.72%	1,479	44.90%
Live-brary Video	6	4	50.00%	5	20.00%
Flipster	443	596	-25.67%	593	-25.30%
New York Times	230	286	-19.58%	N.A.	N.M.
PressReader	173	137	26.28%	N.A.	N.M.
Hoopla	337	397	-15.11%	448	-24.78%
Kanopy	280	276	1.45%	184	52.17%
Total	7,997	7,615	5.02%	6,143	30.18%

NOVEMBER 2021

JUVENILE PRINT	NOV 21	NOV 20	% CHANGE	NOV 19	% CHANGE
Nonfiction	704	672	4.76%	1,131	-37.75%
Picture Books	1,346	1,090	23.49%	1,520	-11.45%
Fiction	690	619	11.47%	834	-17.27%
Easy Readers	541	403	34.24%	559	-3.22%
Biographies	83	75	10.67%	128	-35.16%
Paperbacks	284	227	25.11%	411	-30.90%
Board Books	416	267	55.81%	371	12.13%
Graphic Novels	257	224	14.73%	386	-33.42%
Foreign Language	112	181	-38.12%	86	30.23%
Parents Collection	16	5	220.00%	17	-5.88%
Magazines	3	3	0.00%	2	50.00%
Story Collection	4	4	0.00%	8	-50.00%
Museum Passes	65	34	91.18%	122	-46.72%
Total	4,521	3,804	18.85%	5,575	-18.91%
JUVENILE MEDIA					
DVD	359	472	-23.94%	759	-52.70%
Blu-ray Disc	20	58	-65.52%	92	-78.26%
Video Games	135	118	14.41%	179	-24.58%
Compact Discs	37	8	362.50%	58	-36.21%
CD/Book Kits	34	33	3.03%	30	13.33%
Books on Disc	7	5	40.00%	20	-65.00%
Launchpads	10	13	-23.08%	38	-73.68%
Total	602	707	-14.85%	1,176	-48.81%
YOUNG ADULT					
Magazines	0	0	N.M.	0	N.M.
Fiction	63	82	-23.17%	120	-47.50%
Nonfiction	4	4	0.00%	12	-66.67%
Graphic Novel	143	53	169.81%	63	126.98%
Paperbacks	25	28	-10.71%	39	-35.90%
Large Type	0	2	-100.00%	0	N.M.
Test Books	2	0	N.M.	5	-60.00%
Foreign Language	0	1	-100.00%	0	N.M.
Chromebooks, Laptops	1	3	-66.67%	19	-94.74%
Total	238	173	37.57%	258	-7.75%

	October			November		
	2019	2020	2021	2019	2020	2021
WEBSITE						
HomePage	24,989	13,542	14,409	16,949	12,454	12,710
% Change :		-46%	6%		-27%	2%
Vitual Reference	739	125	301	289	180	169
% Change :		-83%	141%		-38%	-6%
(New Website -No WebPAC Stats) WebPAC	0	0	0	0	0	0
% Change :						
Site Visitors	24,807	16,242	18,238	15,133	14,227	15,404
% Change :		-35%	12%		-6%	8%
COMPUTER USAGE						
<u>Adult Wired Computers</u>						
Application Usage :	3,508	2,069	2,694	3,084	1,825	1,828
Time Usage (hrs) :	1368	637	632	1,209	512	491
<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 :	1,095	295	317	1,379	230	225
Time Usage (hrs) :	467	160	55	525	100	57
Total Application Usage :	4,626	2,365	3,011	4,482	2,058	2,054
% Change :		-49%	27%		-54%	0%
Total Time Usage (hrs) :	1,835	797	687	1,734	612	548
% Change :		-57%	-14%		-65%	-10%
<u>Laptops & Tablets</u>						
Children's iPad Checkouts :	0	0	0	0	0	0
YA Laptop & iPad Checkouts :	23	1	0	19	3	1
Total :	23	1	0	19	3	1
% Change :		-96%	-100%		-84%	-67%
<u>Public Wireless</u>						
Laptop and Mobile Usage :	11,948	4,449	7,075	10,833	4,860	6,522
% Change :		-63%	59%		-55%	34%
SCLS DATA						
Off-Site Renewals	18,545	14,246	13,549	17,236	15,817	13,188
% Change :		-23%	-5%		-8%	-17%
e-Commerce Payments	\$138.03	\$235.41		\$218.80	\$114.99	
% Change :		71%			-47%	
Consortium Databases	2,253	3,482	2,717	7,594	3,224	2,661
% Change :		55%	-22%		-58%	-17%
SHPL DATABASE SEARCHES						
Ancestry.com :	180	49	85	490	30	206
EbscoHost :	595	484	518	487	652	434
OCLC/FirstSearch :	146	316	177	270	164	196
ReferenceUSA :	0	0	0	0	0	0
Total :	921	849	780	1,247	846	836
% Change :		-8%	-8%		-32%	-1%
WEB SERVICES						
Homework Help (Tutor/BrainFuse) :	85	103	46	102	58	59
LibraryAware (NextReads) :	3	4	3	1	5	3
Live-Brary.com (eMedia Checkouts) :	5,163	6,151	6,886	4,919	5,924	6,538
Lynda :	33	20	16	37	16	11
Pronunciator (Mango) :	14	28	6	33	23	3
Mosio Text Message Threads :	24	48	25	31	34	29
EnvisionWare Mobile Print (PrinterOn) :	646	1,147	209	534	648	108
LearningExpress :	0	0	0	0	0	0
Total :	5,968	7,501	7,191	5,123	6,708	6,751
% Change :		26%	-4%		31%	1%

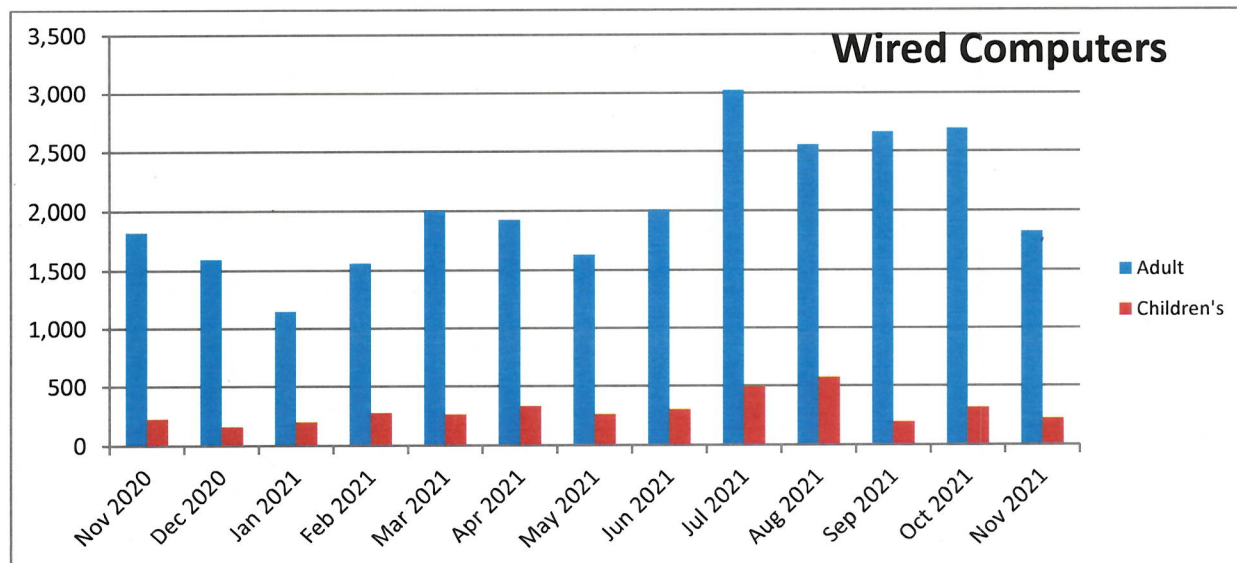
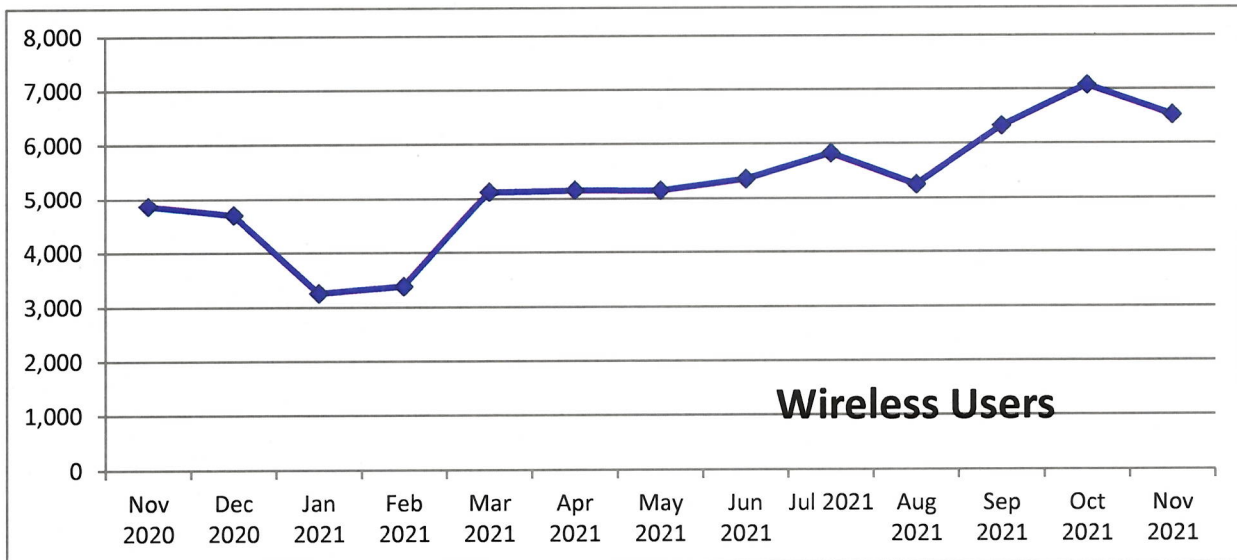
DATE	Total Building Checkouts (#231)	Media Room* Only (#431)	Percent Checkouts Media Room	Children's Room Only (#468)	Percent Checkouts Children's	Young Adult Only (#469)	Percent Checkouts YA Room	Adult Lobby Only (#470)	Percent Checkouts Adult Lobby	Percent Adult Lobby, Media Room, Children's & YA Room
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%
November 2021	8,556	243	2.84%	2,099	24.53%	100	1.17%	213	2.49%	31.03%

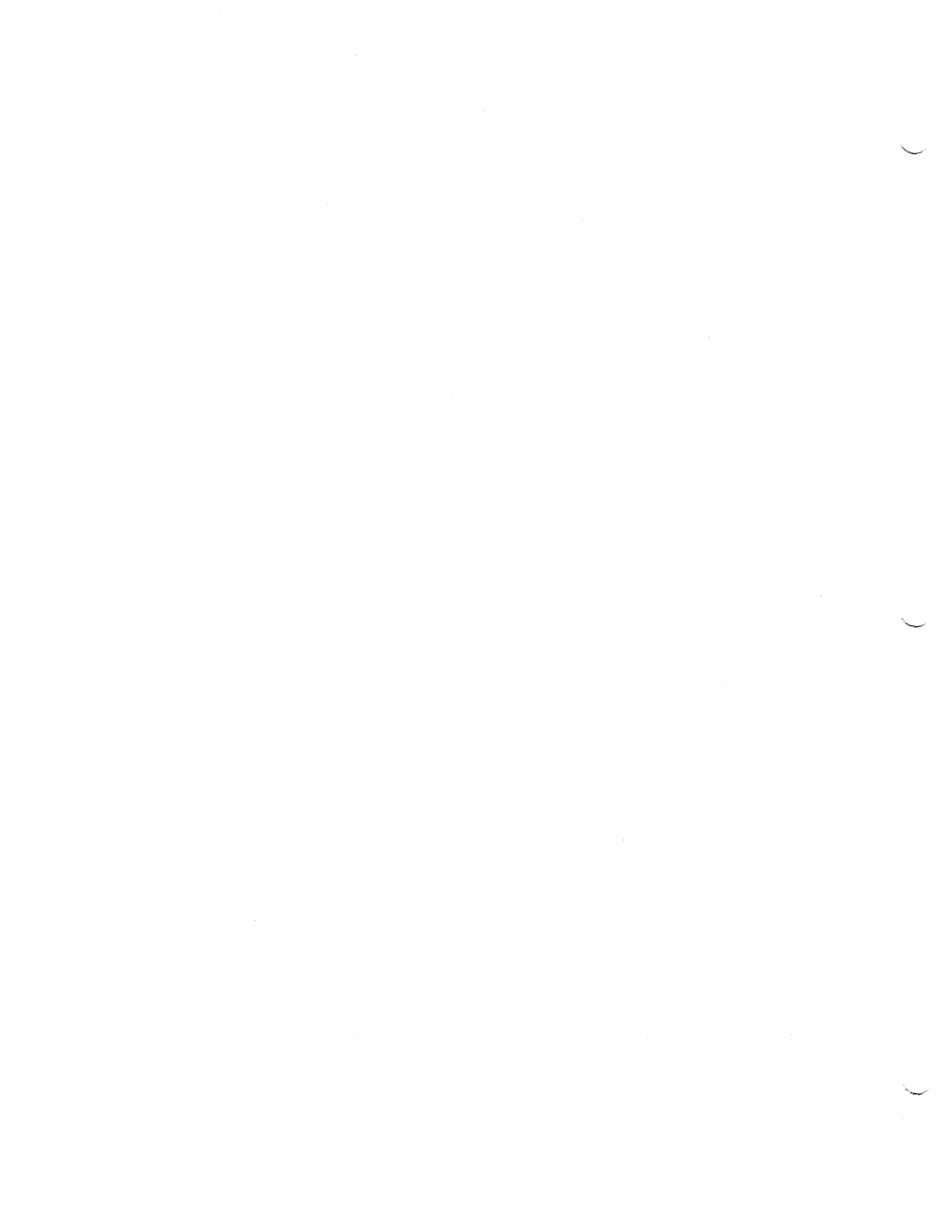
WIRED & WIRELESS STATISTICS : November 2021

Date	Wireless	Adult	Children's
Nov 2021	6,522	1,828	225
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

Summary:

Wireless usage was down 8% compared to last month and is up 34% from this time last year. Adult computer usage was down 32% from last month and is up 0% compared to last year. Childrens computer usage was down 29% compared to last month and is down 2% from last year.





Adult Programs-November 2021

Title	Event Start Date	People in Attendance
Beginner Tai Chi	11/01/2021 @ 9:30am	22
Monday Movie: Joe Bell	11/01/2021 @ 2:00pm	37
Brainfuse for Adults	11/01/2021 @ 7:00pm	0
Election Day Voting	11/02/2021 @ 6:00am	N/A
SCORE	11/03/2021 @ 10:15am	Cancelled
Thursday Yoga	11/04/2021 @ 9:30am	23
Genealogy Drop-in	11/04/2021 @ 10:00am	4
Ask the AAA "Car Doctor"	11/04/2021 @ 3:00pm	2
Computer Kindergarten in Spanish/Computacion Kii	11/04/2021 @ 7:00pm	Cancelled
Haunted Long Island Mysteries	11/04/2021 @ 7:00pm	40
North Shore Civil War Roundtable	11/04/2021 @ 7:00pm	7
AARP Training	11/05/2021 @ 9:00am	9
Color Your World Coloring (V)	11/05/2021 @ 9:00am	N/A
Walk2TheBeat Virtual Fitness	11/06/2021 @ 9:30am	12
Huntington Historical Society Genealogy Workshop	11/06/2021 @ 11:00am	7
Beginner Tai Chi	11/08/2021 @ 9:30am	23
Women's Group Of the Greens	11/08/2021 @ 10:30am	0
Adult Take & Bake: Thanksgiving Apple Pie Crumble	11/08/2021 @ 11:00am	24
Monday Movie: Blithe Spirit	11/08/2021 @ 2:00pm	27
Coping with COVID-19 & the Holidays	11/08/2021 @ 7:00pm	3
Intermediate Tai Chi	11/09/2021 @ 9:30am	23
Chair Yoga on Zoom	11/09/2021 @ 10:30am	8
Defensive Driving	11/09/2021 @ 11:00am	45
Smarter Social Security	11/09/2021 @ 7:00pm	Cancelled
Happy House Plants	11/10/2021 @ 11:00am	4
Non-Fiction Book Discussion	11/10/2021 @ 11:00am	13
Afternoon Book Chat	11/10/2021 @ 3:00pm	7
ENL Conversation Caf� / Caf� de conversacion pa	11/10/2021 @ 7:00pm	2
HBC Soccer Club	11/10/2021 @ 7:00pm	22
Adult Take & Make: Mason Jar Ring Garland (V)	11/11/2021 @ 7:00pm	18
AARP Training	11/12/2021 @ 9:00am	11
Video Vacation: Northern Ireland (V)	11/12/2021 @ 11:00am	13
Community Shredding Day	11/13/2021 @ 9:30am	500+
Walk2TheBeat Virtual Fitness	11/13/2021 @ 9:30am	0
Folk Music Society of Huntington	11/14/2021 @ 1:00pm	18
Beginner Tai Chi	11/15/2021 @ 9:30am	23
Medicare Counseling One-on-One by Telephone (V)	11/15/2021 @ 10:00am	5
Monday Movie: Finding You	11/15/2021 @ 2:00pm	41
Sharing Your Stories Around the Family Table	11/15/2021 @ 7:00pm	5
Meet the Artists: Ennid Berger and Mike McLaughli	11/15/2021 @ 7:00pm	5
Library Board of Trustees Meeting	11/15/2021 @ 7:00pm	8
Intermediate Tai Chi	11/16/2021 @ 9:30am	23
Chair Yoga on Zoom	11/16/2021 @ 10:30am	7
Cover Story: Katharine Graham, CEO	11/16/2021 @ 11:00am	Cancelled
Cooking Class: Holiday Entertaining with Health (L)	11/16/2021 @ 7:00pm	5
All About Skype, Facetime & Video Chatting Online	11/17/2021 @ 11:00am	7

Adult Programs-November 2021

Adult Craft: Paint a Silk Scarf (L)	11/17/2021 @ 1:00pm	10
The Book Pros	11/17/2021 @ 2:00pm	6
Evening Book Discussion (L)	11/17/2021 @ 7:00pm	6
ENL Conversation Caf� / Caf� de conversacion p�	11/17/2021 @ 7:00pm	0
Thursday Yoga	11/18/2021 @ 9:30am	25
Medicare Made Easy	11/18/2021 @ 11:00am	7
Huntington NAACP	11/18/2021 @ 6:30pm	0
Understanding the Financial Numbers of Your Busin	11/18/2021 @ 7:00pm	3
Computer First Grade in Spanish/Computacion 1er	11/18/2021 @ 7:00pm	Cancelled
Defensive Driving	11/20/2021 @ 9:00am	50
Walk2TheBeat Virtual Fitness	11/20/2021 @ 9:30am	0
Long Island Rose Society	11/20/2021 @ 1:00pm	10
Classical Sundays: Oxana Mikhailoff, piano	11/21/2021 @ 2:30pm	54
Adult Crafts for a Cause Take and Make: Winter Gre	11/22/2021 @ 9:00am	11
Beginner Tai Chi	11/22/2021 @ 9:30am	23
Monday Movie: Cruella	11/22/2021 @ 2:00pm	37
Intermediate Tai Chi	11/23/2021 @ 9:30am	23
Chair Yoga on Zoom	11/23/2021 @ 10:30am	6
Kids Flick: Space Jam: A New Legacy	11/26/2021 @ 2:00pm	11
Walk2TheBeat Virtual Fitness	11/27/2021 @ 9:30am	0
Beginner Tai Chi	11/29/2021 @ 9:30am	23
Monday Movie: 12 Mighty Orphans	11/29/2021 @ 2:00pm	31
What to do if Friends and/or Family are Not Taking	11/29/2021 @ 3:00pm	2
Intermediate Tai Chi	11/30/2021 @ 9:30am	23
Chair Yoga on Zoom	11/30/2021 @ 10:30am	3

YA Programs - November 2021

Title	Event Start Date	People in Attendance
Monthly Community Service: Grateful Pumpkins	11/01/2021 @ 12:00am	25
Zombie Community Service	11/01/2021 @ 12:00am	6
Community Service- Recommend a Book	11/01/2021 @ 12:00am	2
YA Zombie Makeup: a Grab & Go Community Service P	11/01/2021 @ 7:00pm	25
Executive Teen Advisory Board	11/02/2021 @ 7:00pm	4
SAT Review Class	11/03/2021 @ 6:00pm	10
SAT SECOND SESSION	11/03/2021 @ 6:00pm	4
Mystery Art Program with Project Excel	11/04/2021 @ 5:00pm	2
Community Service with Project Excel	11/04/2021 @ 6:30pm	12
Let the Games Begin!	11/05/2021 @ 6:30pm	4
FAFSA Workshop Online	11/09/2021 @ 6:00pm	1
SAT Review Class	11/10/2021 @ 6:00pm	10
SAT SECOND SESSION	11/10/2021 @ 6:00pm	4
Hand Painted Fall Tree	11/10/2021 @ 7:00pm	6
Trendy Dry Erase Board	11/12/2021 @ 7:00pm	9
Girl Scout Troop 334	11/13/2021 @ 10:00am	13
Zombies in the Library: Curse of the Mummy	11/13/2021 @ 4:30pm	Cancelled
YA Employment Workshop	11/15/2021 @ 6:00pm	2
Teen Advisory Board: an In Person Program	11/16/2021 @ 7:00pm	9
Apple Pie Filling in a Jar: a Grab & Go Program	11/17/2021 @ 10:00am	16
SAT Review Class	11/17/2021 @ 6:00pm	10
SAT SECOND SESSION	11/17/2021 @ 6:00pm	4
Class Visit: National History Day	11/18/2021 @ 9:45am	20
Video Game Sampler	11/19/2021 @ 7:00pm	9
Tropics in the Cold Haupia: a Grab & Go Program	11/23/2021 @ 9:30am	12
Care Bags: an In Person Community Service Program	11/23/2021 @ 7:00pm	15
SAT Review Class	11/24/2021 @ 6:00pm	10
Kids Flick: Space Jam: A New Legacy	11/26/2021 @ 2:00pm	11
Teen BINGO	11/26/2021 @ 7:00pm	10



Children's Programs- November 2021

Title	Event Start Date	People in Attendance
Dia de los Muertos/Day of the Dead	11/01/2021 @ 4:30pm	12
Girl Scout Troop 103	11/01/2021 @ 4:30pm	11
Drop In and Vote!	11/02/2021 @ 9:00am	72
Baby Bundle Take & Make	11/03/2021 @ 10:00am	15
Paquete Para Bebe's un Take & Make	11/03/2021 @ 10:00am	2
Skoblicki's Scientists: Science Fun with Timothy T	11/03/2021 @ 4:00pm	4
Dancing Jelly Beans (In-Person)	11/04/2021 @ 10:00am	5
Dancing Jelly Beans (In-Person)	11/04/2021 @ 10:30am	12
Girl Scout Troop 95	11/04/2021 @ 6:15pm	0
A Time for Kids (In-person)	11/05/2021 @ 10:00am	8
A Time for Kids (In-person)	11/05/2021 @ 11:00am	6
Art Club: Joseph Cornell (In-person)	11/05/2021 @ 4:30pm	10
Lego Club (In-person)	11/06/2021 @ 10:30am	4
Games Around the World Take & Make	11/08/2021 @ 9:30am	36
Toddler Tales (In-person)	11/08/2021 @ 10:00am	4
Toddler Tales (In-person)	11/08/2021 @ 10:30am	8
Toddler Craft! Nature Weaving (In-person)	11/09/2021 @ 10:00am	9
Toddler Craft! Nature Weaving (In-person)	11/09/2021 @ 10:30am	7
Picture Book Time (In-person)	11/09/2021 @ 2:30pm	5
Zumba Kids! (In-person)	11/09/2021 @ 4:30pm	10
Baby Time! (In-person)	11/10/2021 @ 10:30am	10
Library Arts Presents: Neon Glow Owl	11/10/2021 @ 4:00pm	20
A Time for Kids (In-person)	11/12/2021 @ 10:00am	10
A Time for Kids (In-person)	11/12/2021 @ 11:00am	9
Tweens Night Out: Glow Golf! (In-person)	11/12/2021 @ 7:00pm	11
Boy Scouts Troop 406	11/12/2021 @ 7:00pm	26
PlayHooray Babies & Kids (In-Person)	11/13/2021 @ 10:00am	9
PlayHooray Babies & Kids (In-Person)	11/13/2021 @ 11:00am	9
Learn to Draw with Art Teacher Amy	11/13/2021 @ 2:00pm	15
Toddler Tales (In-person)	11/15/2021 @ 10:00am	8
Toddler Tales (In-person)	11/15/2021 @ 10:30am	4
Happy Hamster Balls Take & Make	11/15/2021 @ 4:00pm	33
Snappy Snippers (In-person)	11/16/2021 @ 10:00am	5
Snappy Snippers (In-person)	11/16/2021 @ 10:30am	2
Picture Book Time (In-person)	11/16/2021 @ 2:30pm	4
Zumba Kids! (In-person)	11/16/2021 @ 4:30pm	6
Baby Time! (In-person)	11/17/2021 @ 10:30am	8
Dancing Jelly Beans (In-Person)	11/18/2021 @ 10:00am	6
Dancing Jelly Beans (In-Person)	11/18/2021 @ 10:30am	9
Nifty Needlepoint (In-person)	11/18/2021 @ 4:30pm	4
Nifty Needlepoint Take & Make	11/18/2021 @ 4:30pm	11
A Time for Kids (In-person)	11/19/2021 @ 10:00am	8
A Time for Kids (In-person)	11/19/2021 @ 11:00am	9
Art Club: Marc Chagall (In-person)	11/19/2021 @ 4:30pm	8
Baking Coach: Pie Cupcakes	11/20/2021 @ 2:00pm	22
Lego Club (In-person)	11/21/2021 @ 2:00pm	5

Children's Programs- November 2021

Thanksgiving Fun Take & Make	11/22/2021 @ 9:30am	47
Toddler Tales (In-person)	11/22/2021 @ 10:00am	8
Toddler Tales (In-person)	11/22/2021 @ 10:30am	4
So Big! (In-person)	11/23/2021 @ 10:00am	8
So Big! (In-person)	11/23/2021 @ 10:30am	8
Picture Book Time (In-person)	11/23/2021 @ 2:30pm	8
Zumba Kids! (In-person)	11/23/2021 @ 4:30pm	5
Baby Time! (In-person)	11/24/2021 @ 10:30am	6
Kids Flick: Space Jam: A New Legacy	11/26/2021 @ 2:00pm	11
Be Our Guest! (In-person)	11/27/2021 @ 2:00pm	8
Be Our Guest! (In-person)	11/27/2021 @ 3:00pm	6
Toddler Tales (In-person)	11/29/2021 @ 10:00am	6
Toddler Tales (In-person)	11/29/2021 @ 10:30am	5
So Big! (In-person)	11/30/2021 @ 10:00am	9
So Big! (In-person)	11/30/2021 @ 10:30am	7
Picture Book Time (In-person)	11/30/2021 @ 2:30pm	5
Zumba Kids! (In-person)	11/30/2021 @ 4:30pm	6