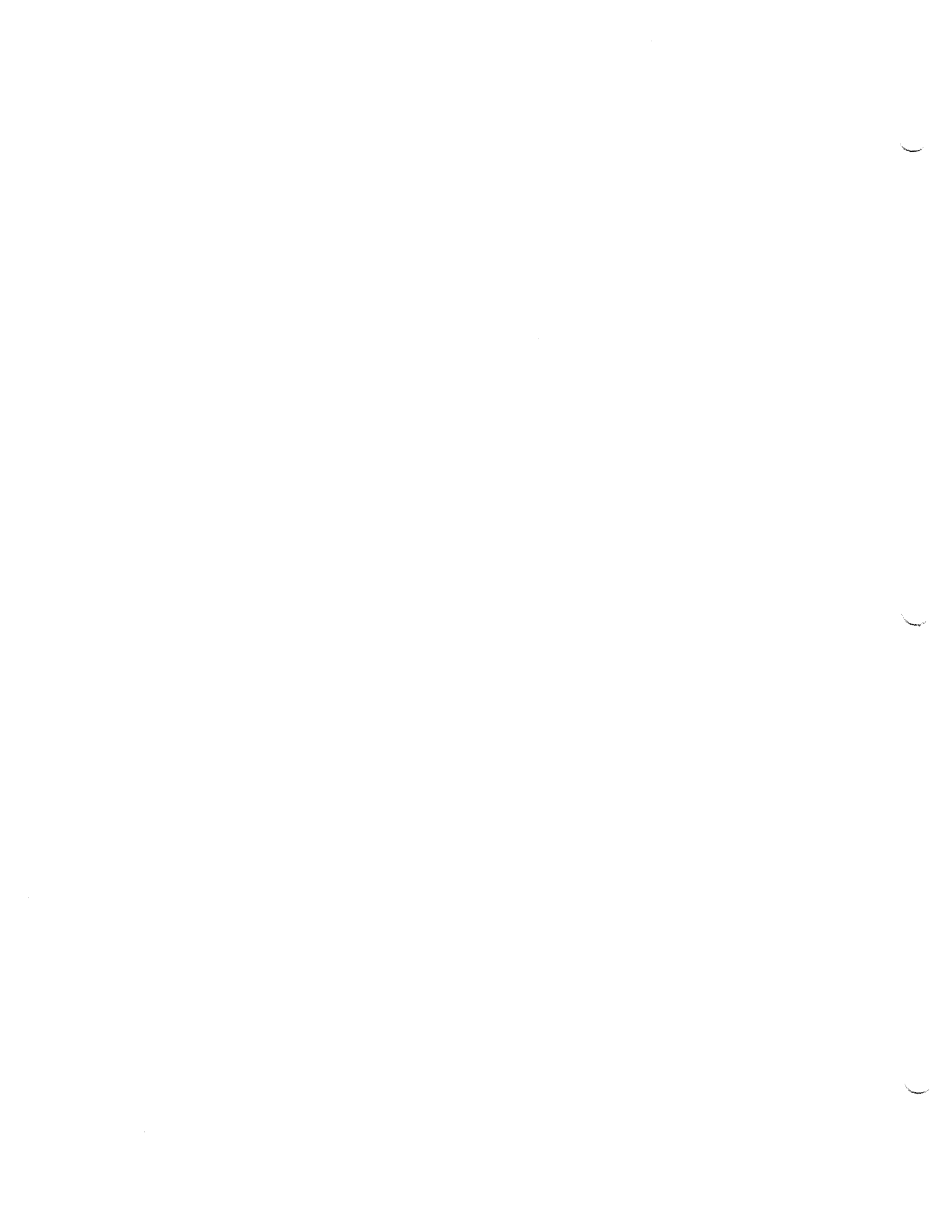


BOARD MEETING – MONDAY, MARCH 21, 2022
SOUTH HUNTINGTON PUBLIC LIBRARY
145 PIDGEON HILL ROAD
HUNTINGTON STATION, NY 11746

Agenda for the regular meeting of the Board of Trustees of the South Huntington Public Library on Monday, March 21, 2022 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, Tuesday, February 22, 2022
 2. Special Meeting, Tuesday, March 8, 2022
5. FINANCIAL MATTERS: (TAB B)
 - A. Schedule of Bills
 - B. Investments
 - C. Financial Chairperson's Report
 - D. Personnel
 - E. Cost of Vote Day Workers
6. COMMUNICATIONS: (TAB C)
 1. SCLS Minutes and Memorandum (emailed to Board members)
 2. Email from Pat McAsey re: AARP Tax Aide
 3. Thank you letter to Eileen Sullivan
7. REPORTS: (TAB D)
 1. Director's Report
 2. Assistant Director's Report
 3. Building and Grounds Report
8. OLD BUSINESS: (TAB E)
 1. COVID-19 Protocol
9. NEW BUSINESS: (TAB F)
 1. Policy Review: Whistleblower Policy
 2. Progressive Discipline Policy
 3. Staff Evaluation Policy
 4. American Library Association Annual Conference
 5. HVAC Preventive Maintenance and Service Contract Renewal 2022-2023
 6. Obsolete Equipment
10. STATISTICAL REPORTS: (TAB G)
 1. Statistics and Program Attendance
11. VOICE OF THE TAXPAYER
12. EXECUTIVE SESSION: To discuss Director Evaluation
13. ADJOURNMENT



BOARD MEETING MINUTES – TUESDAY, FEBRUARY 22, 2022
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 Tuesday, February 22 at 7 p.m. in the Meeting Room.

PRESENT:

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

STAFF:

Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Erin McShane Hedger, Business Manager
Mrs. Doreen Kilkenny, Board Secretary

CALL TO ORDER:

The meeting was called to order by the president at 7:02 p.m.

PLEDGE OF
ALLEGIANCE:

The president led everyone in the Pledge of Allegiance.

ADOPTION OF THE
AGENDA:

Motion by Mrs. Ferrante, seconded by Mrs. Dillon, and carried unanimously to accept the agenda with the removal of the Executive Session.

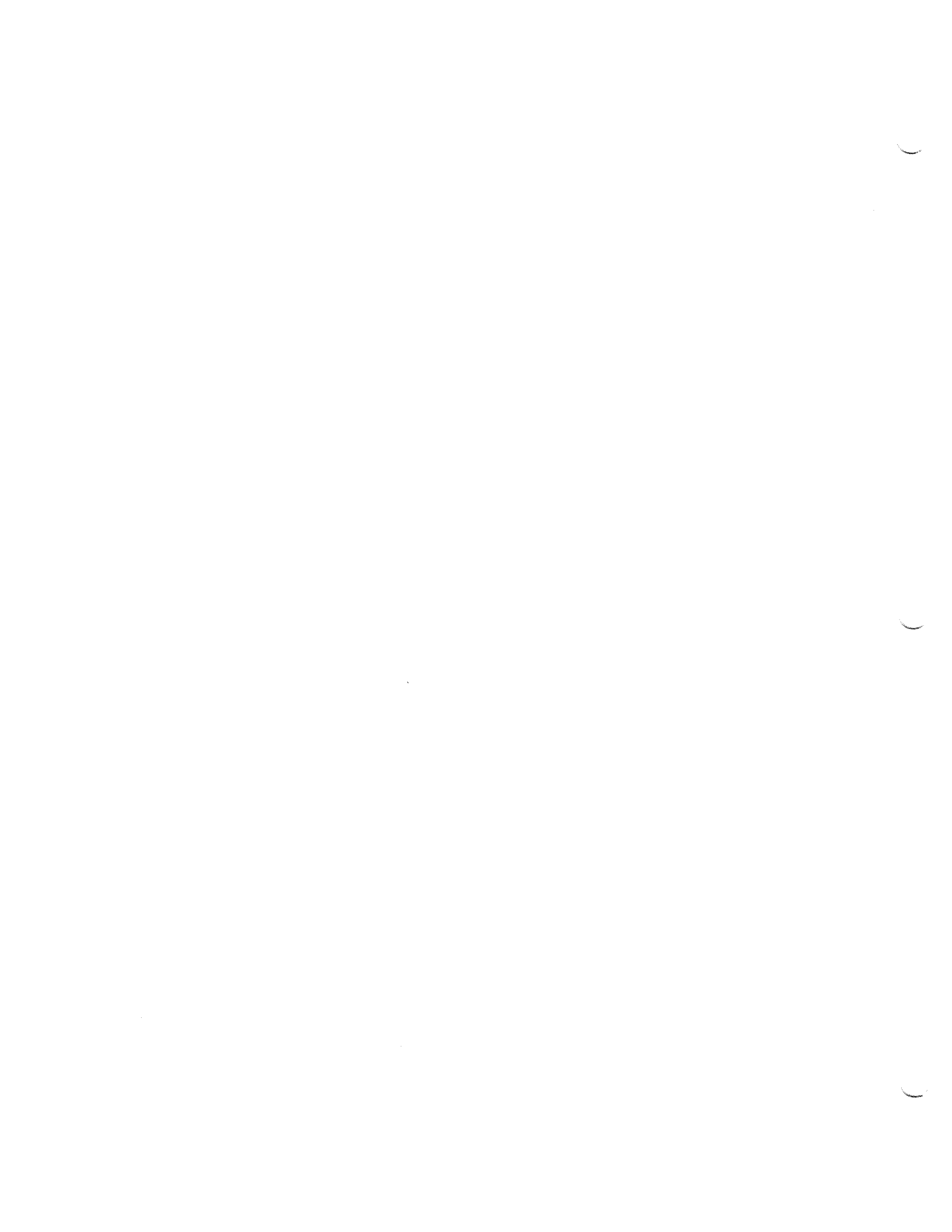
DISPOSITION OF
REGULAR MEETING
MINUTES

JANUARY 18, 2022:

Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to accept the minutes of the regular meeting of January 18, 2022.

FINANCIAL MATTERS:

Mr. De Dora sent a letter stating that he compared all the warrants to the invoices and payroll register to verify amounts to be paid and counts of checks issued. He also reviewed the



check signer log. He viewed and compared all petty cash disbursements with the receipts for expenditure, and reported that all was in order.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #19 Fund L in the amount of \$10,567.29; Warrant #21 Fund L in the amount of \$105,603.03; Warrant #1/06 PR Fund L in the amount of \$164,121.32; Warrant #1/20 PR Fund L in the amount of \$109,032.89.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #14 Fund TA in the amount of \$103,250.68; Warrant #11 Fund TA in the amount of \$42,386.56.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to approve the American Express statement for January in the amount of \$10,000.61.

Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for December in the amount of \$1,614.21.

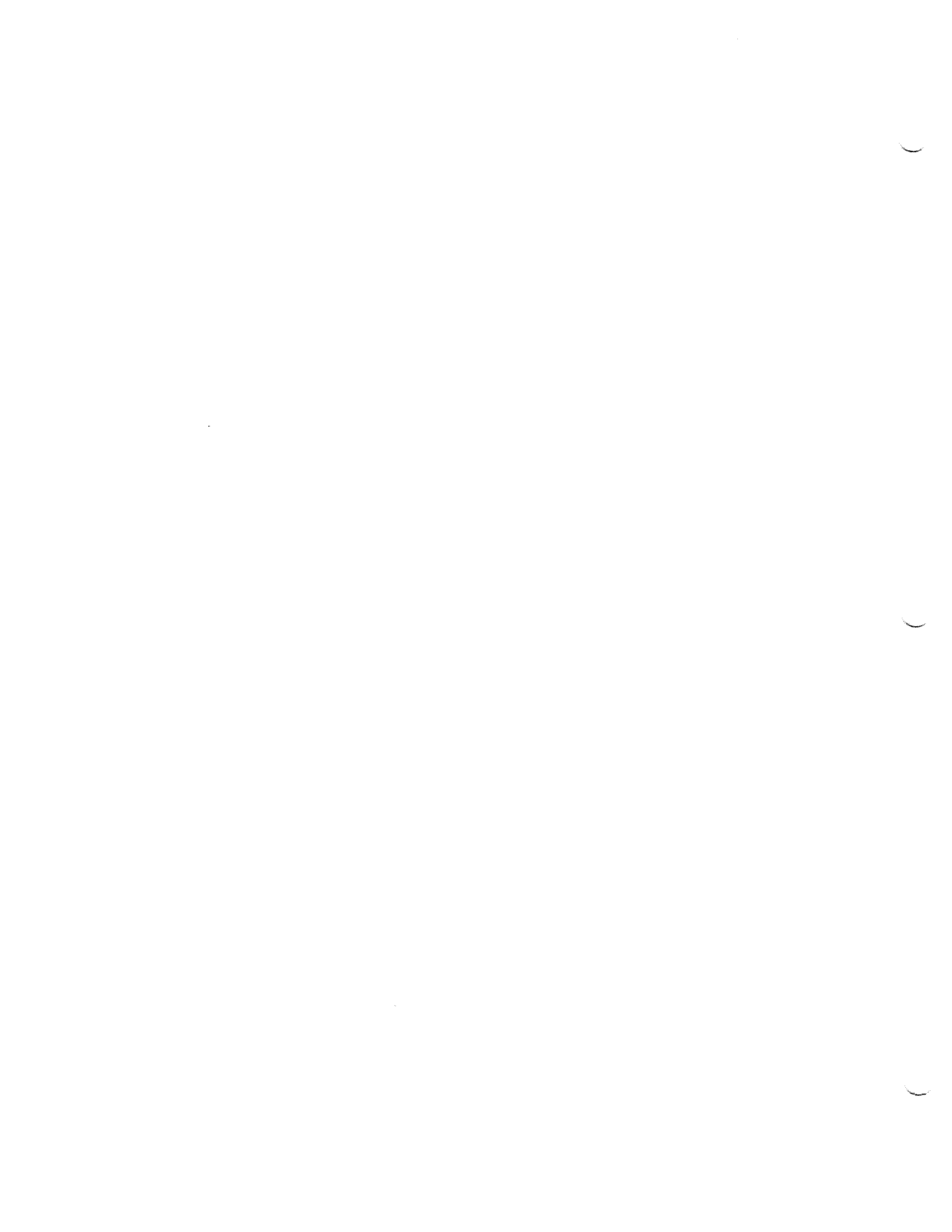
**FINANCIAL CHAIRPERSON'S
REPORT:**

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 2 uncleared checks will be reported on at the March meeting.

PERSONNEL REPORT: Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously to approve the personnel report as amended.

COMMUNICATIONS: The Board acknowledged SCLS minutes/memorandum, a thank you letter from a patron, a letter to NYSERDA Selection Committee re: Request for Proposal 4630, a thank you letter to Assemblyman Steve Stern, and a thank you letter to Mr. Ken Weil.



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

- PJ Novak, who retired from SHPL on January 28th will continue to maintain our archives until a replacement can be hired. In addition, PJ will be working on a special project preparing materials for the Huntington town archivist's Spring exhibit on the history of libraries in the Town of Huntington. PJ will be paid an hourly rate for her efforts. She will also continue to present her popular genealogy workshop for the library.
- Currently SHPL does not employ a Library Assistant. However, this position is becoming more and more attractive to have on staff as reference questions simplify and computer questions become more prevalent. The job duties of our librarians are evolving to meet our community's diverse needs and a Library Assistant will allow our librarians the opportunity to spend more in depth time with a patron when necessary; prepare and present library programs for the public; receive additional training in our tech center; and be available for outreach opportunities.

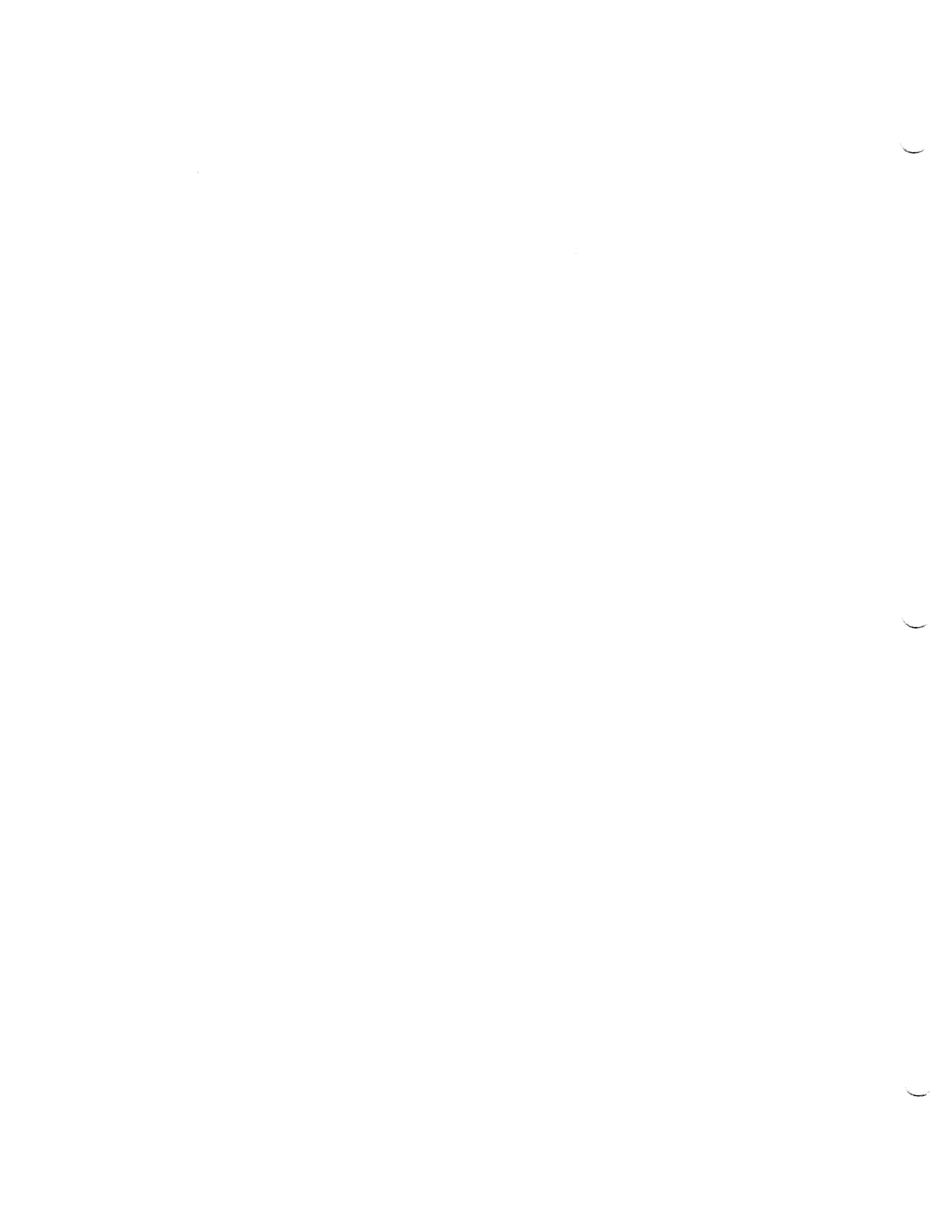
A library assistant is required to have a four-year degree, pass a civil service test, and be able to assist librarians in all facets of their job duties with supervision. Wages for a Library Assistant on Long Island range from \$20 to \$28 per hour. I believe adding this position to the SHPL roster would be beneficial.

- The legislative advocacy days for New York libraries take place on Wednesday, March 2 and Thursday, March 3. For anyone interested in attending, the meetings will take place virtually with LILRC handling the registration. One person from each meeting will be appointed as spokesperson to ensure a cohesive presentation to our elected officials. I have attached NYLA information sheets for both general library aid and construction aid, which outline our collective legislative agenda. More detailed information is available on the NYLA website.

ASSISTANT DIRECTOR'S REPORT:

Mr. Tanzi reported on the following:

- Over the past few years, there has been a massive uptick in cyberattacks targeting public entities, with the vast majority



of data breaches occurring via a phishing attack. Phishing is the process of attempting to acquire sensitive information such as usernames, passwords and credit card details by masquerading as a trustworthy entity using bulk email, which tries to evade spam filters. Given this heightened risk, the library has begun training staff on common phishing techniques and methods to protect themselves, and by extension, the library.

Our staff training software provider KnowBe4 provides a host of tools for improving our organization's resiliency to a phishing attack. Over the past month, we have engaged in a simulated phishing attack via staff emails intended to assess our overall vulnerability. Our next steps are to examine the collected data and begin what will be an ongoing training/improvement process.

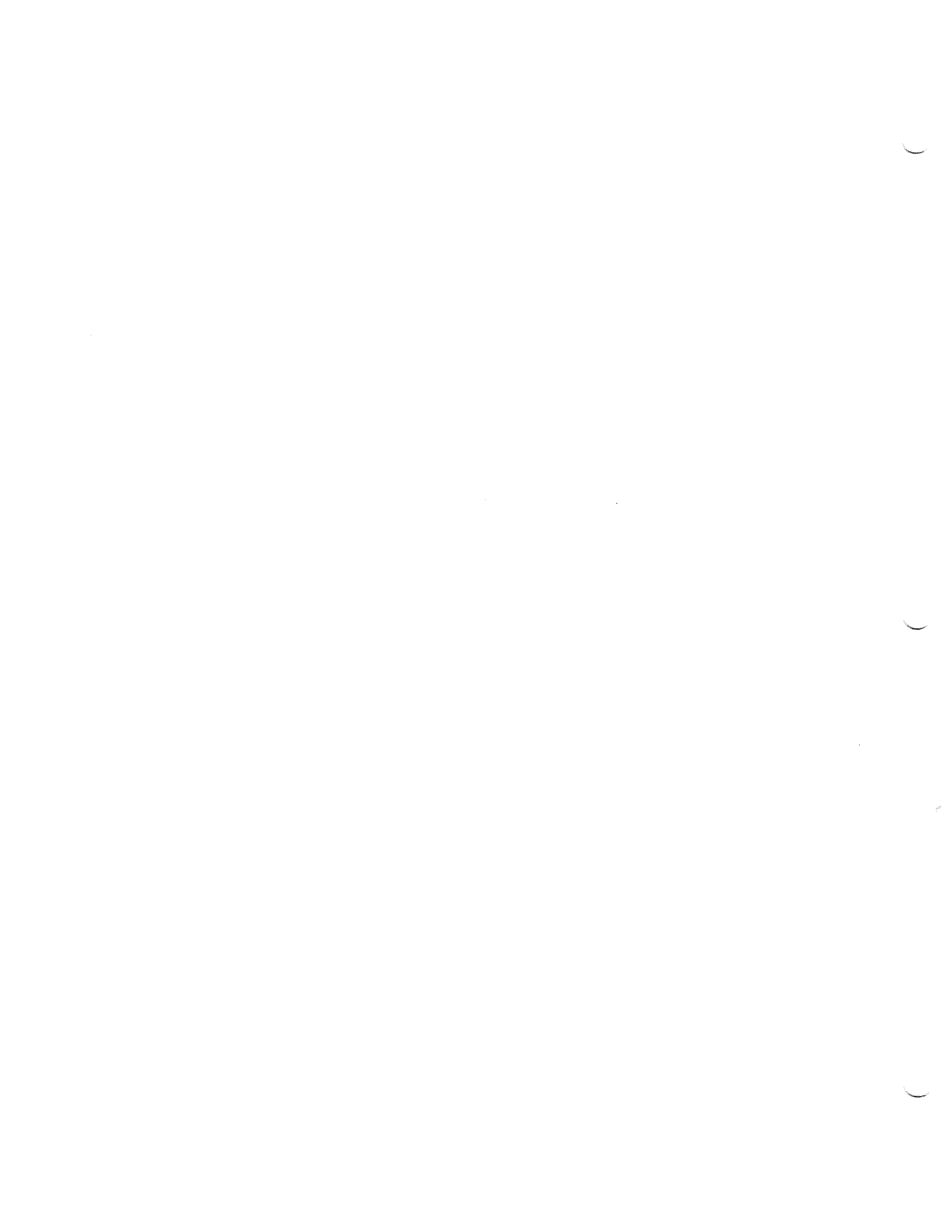
- Tech skills are one of the key areas of our professional development efforts. At full staff meetings, we have introduced short "tech talks," which are brief five or ten-minute lessons meant to pass on a tip or highlight a concept. At our last staff meeting, staff were shown a simple technique to identify link manipulation (a technique in which the phisher sends a link to a fake website). The general use of the staff intranet was also explained. These talks are given by Michael Bartolomeo, our Emerging Technology Librarian, who also reminds staff of the availability of one-on-one tech help sessions focused on their area of concern.

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

OLD BUSINESS – COVID-19 PROTOCOL: Mrs. Scherer discussed current and upcoming COVID-19 protocols and changes.

SHPL 2022-2023 BUDGET DRAFT: Mrs. Scherer presented the board with the final draft of the 2022 – 2023 Budget for discussion.

OLD BUSINESS - 2022-2023 BUDGET: Motion by Mrs. Fox and seconded by Mrs. Dillon that the board of trustees approves the South Huntington Public Library proposed operating budget for 2022-2023 for presentation to the public.



NEW BUSINESS –
LANDSCAPE
CONTRACT
RENEWAL:

Motion by Mrs. Sullivan and seconded by Mrs. Dillon that the board of trustees authorizes Benedetto Brothers, Inc. to furnish landscaping services for the 2022 through 2024 seasons for a total cost of \$18,500.00.

NEW BUSINESS –
ANNUAL STATE
REPORT:

Motion by Mrs. Fox and seconded by Mrs. Sullivan that the board of trustees accepts the South Huntington Public Library's New York State Report for 2021.

NEW BUSINESS –
USE OF PAPER
BALLOTS FOR
LIBRARY VOTE:

Motion by Mrs. Fox and seconded by Mrs. Sullivan, and carried unanimously to approve the use of paper ballots for the South Huntington Public Library Annual Vote and Trustee Election on April 5, 2022.

NEW BUSINESS –
NYLA YOUTH SERVICES
SECTION ANNUAL
CONFERENCE:

Motion by Mrs. Dillon and seconded by Mrs. Fox, and carried unanimously to authorize three staff members to attend the 2022 YSS Spring Conference in Schenectady, NY on Friday, April 8, 2022, at a cost not to exceed \$1,635.00.

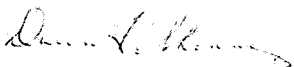
NEW BUSINESS –
DIRECTOR
EVALUATION
FORM:

Motion by Mrs. Ferrante and seconded by Mrs. Sullivan, and carried unanimously to adopt the "Library Director's Evaluation Form for Trustees" to be used when conducting the director performance evaluation.

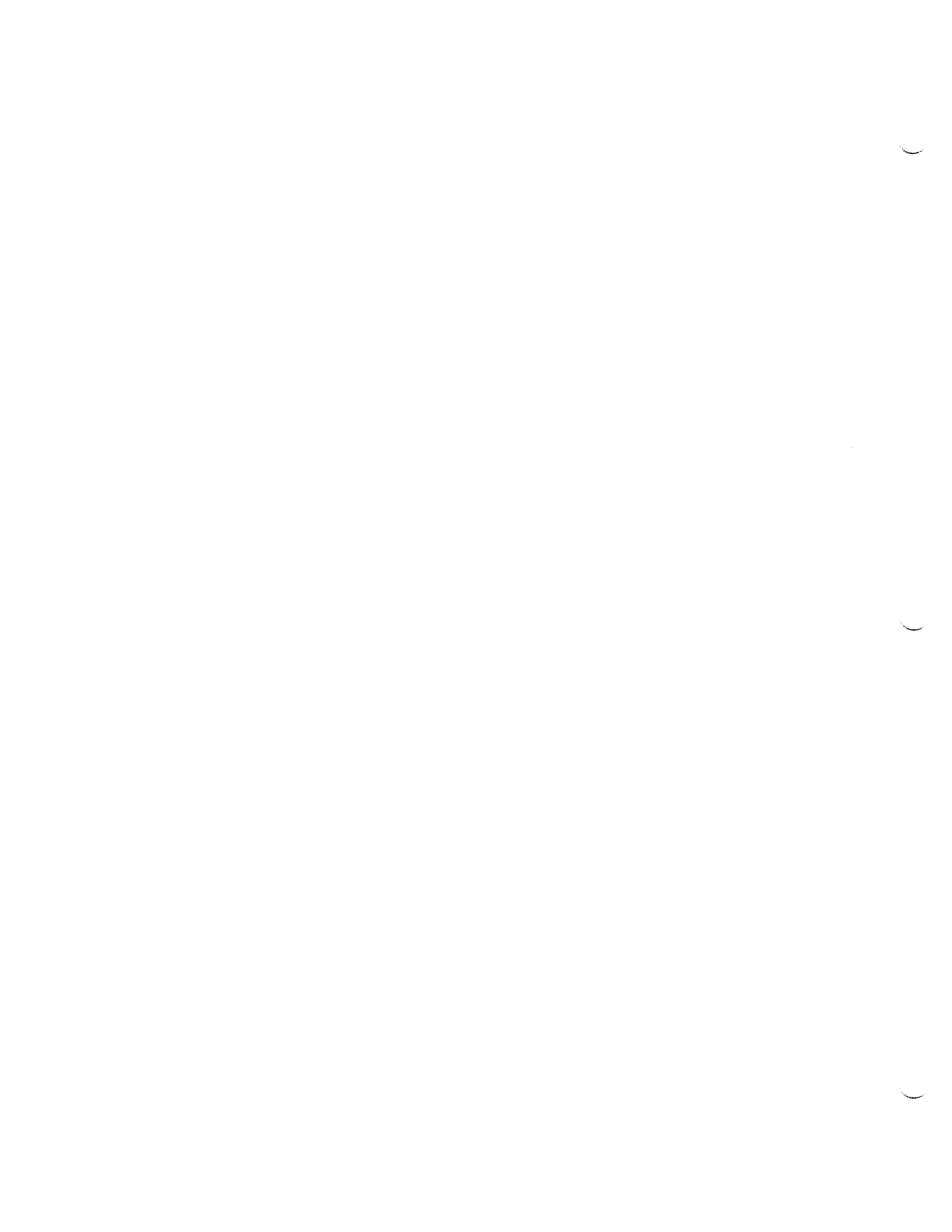
ADJOURNMENT:

Motion by Mrs. Ferrante to adjourn the regular meeting at 7:56 p.m.

Respectfully submitted by,



Doreen Kilkenney, Board Secretary



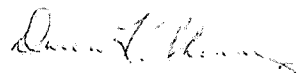
BOARD MEETING MINUTES – TUESDAY, MARCH 8, 2022
SOUTH HUNTINGTON PUBLIC LIBRARY
145 PIDGEON HILL ROAD
HUNTINGTON STATION, NY 11746

The special meeting of the Board of Trustees of the South Huntington Public Library was held on Tuesday, March 8 at 7 p.m. in the Conference Room.

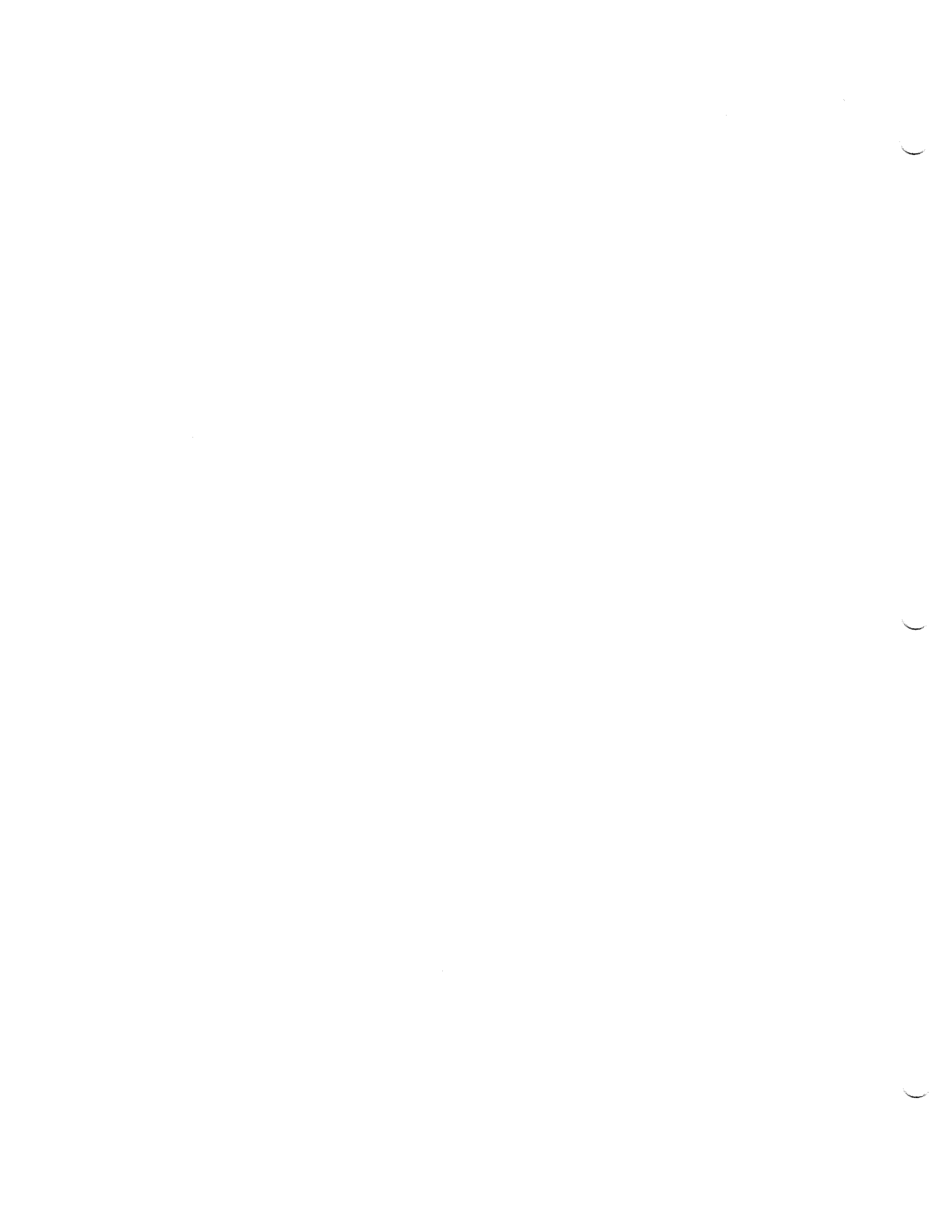
- PRESENT:** Mr. Stuart Horowitz, President
Mrs. Eleanora Ferrante, Vice President
Mrs. Eileen Sullivan, Financial Chairperson
Mrs. Patricia Dillon
Mrs. Stella Fox
- STAFF:** Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
- CALL TO ORDER:** The meeting was called to order by the president at 7:03 p.m.
- PLEDGE OF ALLEGIANCE:** The president led everyone in the Pledge of Allegiance.
- ADOPTION OF THE AGENDA:** Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to accept the agenda as written.
- OLD BUSINESS:**
- COVID-19 PROTOCOL:** COVID-19 protocols were discussed.
- EXECUTIVE SESSION:** Motion by Mrs. Ferrante, seconded by Mrs. Dillon to go into Executive Session at 7:18 p.m. to discuss the Director's Evaluation.

Motion by Mr. Dillon seconded by Mrs. Sullivan to come out of Executive Session at 9:15 p.m.
- ADJOURNMENT:** Motion by Mrs. Dillon to adjourn the regular meeting at 9:16 p.m.

Respectfully submitted by,



Doreen Kilkeny, Board Secretary



FINANCIAL SCHEDULES

<u>Page #</u>	<u>Warrant #</u>	<u>Fund</u>	<u>Amount</u>
B3	22	L	4,029.13
B5-7	24	L	171,897.34
B9	2/03 PR	L	166,196.07
B11	2/17 PR	L	105,500.72
B13	16	TA	103,301.99
B15	17	TA	41,171.94

B16	AMEX Amazon/Synchrony		
B33	Investment Report		
B34	Financial Chairperson Report		
B35	Personnel Actions		
B36	Cost of Vote-Day Workers		



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

March 16, 2022

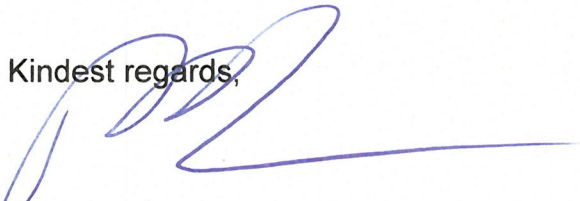
President, Board of Trustees
South Huntington Public Library
145 Pidgeon Hill Road
Huntington Station, NY 11746

I have reviewed the warrants through March 21, 2022.

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

March 21, 2022

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #22 Fund L - February 2022 Schedule of Bills

Checks #56973 - 56975

Total warrant: \$4,029.13

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 - 22: CD - UTILITIES - 2/2022 For Dates 2/1/2022 - 2/28/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
973	02/16/2022	690	NATIONAL GRID		3,161.92 ✓
56974	02/16/2022	2555	OPTIMUM		69.49 ✓
56975	02/16/2022	15	VERIZON		797.72 ✓
Number of Transactions: 3				Warrant Total:	4,029.13
				Vendor Portion:	4,029.13

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 3 in number, in the total amount of \$ 4029.13. 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.

3/16/22 _____
Date Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 4029.13. 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.

2/16/22 _____
Date Library Director

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

March 21, 2022

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #24 Fund L - March 21, 2022 Schedule of Bills

Checks #56985 - 57066
Voided Checks# 56790 & 56850

Total warrant: \$171,897.34

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 - 24: CD - GENERAL - 3/2022 For Dates 3/21/2022 - 3/21/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
028	03/21/2022	2610	JOYSIE JEROME	*See Detail Report	450.00 ✓
57029	03/21/2022	1568	JET SANITATION SERVICE		130.00 ✓
57030	03/21/2022	2717	KANOPY LLC		511.00 ✓
57031	03/21/2022	2459	KONICA MINOLTA BUSINESS SOLUTN	210156	613.40 ✓
57032	03/21/2022	431	LAKESHORE LEARNING MATERIALS	210273	68.99 ✓
57033	03/21/2022	2994	ERIN LAVERY		74.50 ✓
57034	03/21/2022	2761	LIBRARY IDEAS	*See Detail Report	389.66 ✓
57035	03/21/2022	1489	LONG ISLAND SCIENCE CENTER	210290	350.00 ✓
57036	03/21/2022	2629	JOANN MESSINA		200.00 ✓
57037	03/21/2022	1594	MICHAEL J'S LANDSCAPING	210122	1,905.00 ✓
57038	03/21/2022	27	MIDWEST TAPE		3,031.13 ✓
57039	03/21/2022	2517	MIDWEST TAPE		828.67 ✓
57040	03/21/2022	217	NEWSDAY, INC.		239.92 ✓
57041	03/21/2022	3016	NAOMI NISKALA	210295	500.00 ✓
57042	03/21/2022	1814	PATRICIA NOVAK	210279	125.00 ✓
57043	03/21/2022	127	NYS EMPLOYEES HEALTH INSURANCE		37,140.15 ✓
57044	03/21/2022	1851	OLD WESTBURY GARDENS	210291	350.00 ✓
57045	03/21/2022	1068	OTIS ELEVATOR		913.68 ✓
57046	03/21/2022	1724	PITNEY BOWES GLOBAL FIN'L SERV		80.18 ✓
57047	03/21/2022	12	POSTMASTER - BULK PERMIT 39		1,800.00 ✓
57048	03/21/2022	1262	QUALIFIED FIRE INSPECTION CORP		380.00 ✓
57049	03/21/2022	2982	REGINA R. RUSSO	*See Detail Report	750.00 ✓
57050	03/21/2022	284	RYDER PIANO TUNING		195.00 ✓
57051	03/21/2022	2401	JEANNE SCHNUPP	210275	100.00 ✓
57052	03/21/2022	51	SCLS		75,339.50 ✓
57053	03/21/2022	2778	SCORE	210284	100.00 ✓
57054	03/21/2022	2238	ROBERT SCOTT	210274	299.00 ✓
57055	03/21/2022	711	SHARPER TRAINING SOLUTIONS	*See Detail Report	380.00 ✓
57056	03/21/2022	11	SHPL - PETTY CASH		33.54 ✓
57057	03/21/2022	94	SPECIALTY STORE SERVICES	210249	314.27 ✓
57058	03/21/2022	95	STAPLES CREDIT PLAN		1,375.10 ✓
57059	03/21/2022	2106	STERLING NORTH AMERICA INC.		4,975.00 ✓
57060	03/21/2022	1520	THE BAKING COACH, INC.	*See Detail Report	1,095.00 ✓
57061	03/21/2022	2265	THE WEEK		149.00 ✓
57062	03/21/2022	2678	THE WHALING MUSEUM & EDUCATION	210267	250.00 ✓
57063	03/21/2022	1162	UNIQUE MANAGEMENT SVCES.		7.95 ✓
57064	03/21/2022	2232	W.B. MASON CO INC		1,281.33 ✓
57065	03/21/2022	3011	ZAGAJA, SARAH	210264	120.00 ✓
57066	03/21/2022	2270	ZONES	*See Detail Report	6,529.42 ✓

SOUTH HUNTINGTON LIBRARY



Check Warrant Report For L - 24: CD - GENERAL - 3/2022 For Dates 3/21/2022 - 3/21/2022

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
56790	03/21/2022	3003	**VOID** RAYNHAM HALL MUSEUM	210174	-300.00
56850	03/21/2022	3005	**VOID** SVETLANA GOROKHOVICH	210215	-550.00
56985	03/21/2022	131	A TIME FOR KIDS	*See Detail Report	1,200.00
56986	03/21/2022	2396	AMAZON/SYNCB		1,224.69
56987	03/21/2022	2396	AMAZON/SYNCB		640.31
56988	03/21/2022	720	AMERICAN EXPRESS		2,247.84
56989	03/21/2022	2040	AMERIFLEX		239.70
56990	03/21/2022	2797	MICHELLE ANGLISANO	210292	150.00
56991	03/21/2022	23	BAKER & TAYLOR		11,907.90
56992	03/21/2022	2839	NAVJOT BAL	210283	300.00
56993	03/21/2022	3014	AN-LIN BARDIN	210293	500.00
56994	03/21/2022	2520	KATHRYN BARI-PETRITIS	210287	250.00
56995	03/21/2022	1866	BENEDETTO BROS. LANDSCAPING	210318	925.00
56996	03/21/2022	1832	AUGUSTA BERNER	210277	400.00
56997	03/21/2022	31	BULL TERRIER NEWS DELIVERY SVC		274.78
56998	03/21/2022	1990	CENTER POINT LARGE PRINT		536.92
56999	03/21/2022	2779	INC. CERULLO CONSULTING CO	210288	175.00
57000	03/21/2022	2947	COLD SPRING HARBOR LIBRARY	210281	80.00
57001	03/21/2022	2572	COLLABORATIVE SUMMER LIB PRGM	210196	322.30
57002	03/21/2022	647	COMMACK PUBLIC LIBRARY	210285	75.00
57003	03/21/2022	2633	CONNECTION, INC	210272	333.90
57004	03/21/2022	2881	CORNELL COOPERATIVE EXTENSION OF SUFFOLK COUNTY	210276	200.00
57005	03/21/2022	1548	COUNTY LINE HARDWARE		81.42
57006	03/21/2022	794	PHILIP DE DORA	210038	370.00
57007	03/21/2022	2809	DRIVERS LICENSE GUIDE CO		31.95
57008	03/21/2022	1665	EDMER SANITARY SUPPLY		504.30
57009	03/21/2022	2971	FENNELL, AMANDA	210259	275.00
57010	03/21/2022	923	FIRST UNUM LIFE INSURANCE CO.		606.34
57011	03/21/2022	458	FRIENDS OF THE LIBRARY		1,067.35
57012	03/21/2022	362	FUN EXPRESS, LLC	*See Detail Report	99.94
57013	03/21/2022	52	GALE		497.40
57014	03/21/2022	2648	JANETH GALLIANI		83.07
57015	03/21/2022	2490	KATHLEEN GIERALTOWSKI		71.50
57016	03/21/2022	3005	SVETLANA GOROKHOVICH	210215	550.00
57017	03/21/2022	225	GRAINGER, INC.		206.24
57018	03/21/2022	1916	JENNIFER CONLON GRIFFING		298.43
57019	03/21/2022	2844	GUERRERO RUIZ, CARLA F.	210262	150.00
57020	03/21/2022	892	HAMBURGER, MAXSON, YAFFE		500.00
57021	03/21/2022	2362	HARBORFIELDS PUBLIC LIBRARY	210286	50.00
57022	03/21/2022	1077	HIGH HOPES PRODUCTIONS	*See Detail Report	310.00
57023	03/21/2022	1683	INDUSTRIAL APPRAISAL COMPANY		345.00
57024	03/21/2022	2504	INGRAM LIBRARY SERVICES LLC		687.11
57025	03/21/2022	2504	INGRAM LIBRARY SERVICES LLC		153.56
57026	03/21/2022	3013	MICHAEL IVANKOVICH	210289	250.00
57027	03/21/2022	2835	JAZZY TC INC.	210282	200.00

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 24: CD - GENERAL - 3/2022 For Dates 3/21/2022 - 3/21/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 84				Warrant Total:	171,897.34
				Vendor Portion:	171,897.34

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 24 in number, in the total amount of \$ 171,897.34. 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.

3/16/22 _____
Date Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 171,897.34. 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.

3/16/22 _____
Date Library Director

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

March 21, 2021

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: February 3, 2022

Gross Total: \$166,196.07

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	166,196.07	Normal Distributed Amount	3,086.98
Non Cash Earnings	0.00	Direct Deposit Amount	70,284.01
Reimbursed Expenses	0.00	Direct Deposit Entries	67
FICA Wages	157,909.99		
FICA Withholding - Employee *	9,790.47		
FICA Withholding - Employer *	9,790.47		
Medicare Wages	157,909.99		
Medicare Withholding - Employee *	2,289.69		35,393.59
Excess Medicare Wages	0.00	Federal Tax Deposit *	
Excess Medicare Withholdings	0.00	State Tax Deposit **	4,936.68
Medicare Withholding - Employer *		City Tax Deposit - New York City ***	0.00
Federal Wages	2,289.69	City Tax Deposit - Yonkers ***	0.00
Federal Withholding *	101,928.18		
State Wages	11,233.27		
State Withholding **	103,224.35		
City Wages	4,936.68		
City Withholding ***	0.00		

Document Types On This Journal

Regular Checks	54,685.64	Pre-Tax	74
Manual / Hand Drawn Checks	8,286.08	Pre-Tax	2
Payroll Earning Transfers	1,296.17	Pre-Tax	0
Voided Checks	0.00		5

Employee Types On This Journal

Employee Count	71
Active Payroll Employees	69
Inactive Payroll Employees	2

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

March 21, 2021

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: February 17, 2022

Gross Total: \$105,500.72

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	105,500.72	Normal Distributed Amount	3,089.17
Non Cash Earnings	0.00	Direct Deposit Amount	70,881.57
Reimbursed Expenses	0.00	Direct Deposit Entries	66
FICA Wages	104,309.89		
FICA Withholding - Employee *	6,467.26		
FICA Withholding - Employer *	6,467.26		
Medicare Wages	104,309.89		
Medicare Withholding - Employee *	1,512.53	Federal Tax Deposit *	26,036.21
Excess Medicare Wages	0.00	State Tax Deposit **	4,643.70
Excess Medicare Withholdings	0.00	City Tax Deposit - New York City ***	0.00
Medicare Withholding - Employer *	1,512.53	City Tax Deposit - Yonkers ***	0.00
Federal Wages	98,478.06		
Federal Withholding *	10,076.63		
State Wages	99,724.10		
State Withholding **	4,643.70		
City Wages	0.00		
City Withholding ***	0.00		

Document Types On This Journal

Annuitities	4,585.79	Pre-Tax	Regular Checks	69
Flexible Spending	1,190.83	Pre-Tax	Manual / Hand Drawn Checks	0
Retirement	1,246.04	Pre-Tax	Payroll Earning Transfers	0
Roth 403(b) Annuity	0.00		Voided Checks	0
Roth 457(b) Annuity	0.00			
All Other Deductions	1,807.20			
Net Pay	73,970.74			
			<u>Employee Types On This Journal</u>	
			Employee Count	69
			Active Payroll Employees	69
			Inactive Payroll Employees	0

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

March 21, 2022

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #16 Fund TA - February 3, 2022 Schedule of Bills

Check # 7721

Wires #994078 - 994081

Total warrant: \$103,301.99

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 - 16: CD - 2/03/22 PR For Dates 2/3/2022 - 2/3/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
'21	02/03/2022	127	NYS EMPLOYEES HEALTH INSURANCE		8,286.08
994078	02/03/2022	198	NEWPORT TRUST CO. FBO #22258#		26,425.05
994079	02/03/2022	371	NYS INCOME TAX		4,936.68
994080	02/03/2022	909	INTERNAL REVENUE SERVICE		35,393.59
994081	02/03/2022	1345	NEW YORK STATE DEFERRED COMP		28,260.59
Number of Transactions: 5					Warrant Total: 103,301.99
					Vendor Portion: 103,301.99

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 103,301.99 in number, in the total amount of \$103,301.99. 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.

3/10/22 _____
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.

2/17/22 _____
Date Library Director

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

March 21, 2022

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #17 Fund TA - February 17, 2022 Schedule of Bills

Check # 7722 - 7724

Wires #994082 - 994086

Total warrant: \$41,171.94

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 - 17: CD - 2/17/22 PR For Dates 2/17/2022 - 2/17/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount	
22	02/17/2022	1934	AFLAC		192.89	
7723	02/17/2022	1267	AMERIFLEX, LLC.		1,190.83	
7724	02/17/2022	2889	GIS BENEFITS		1,248.31	
994082	02/17/2022	198	NEWPORT TRUST CO. FBO #22258#		1,462.08	
994083	02/17/2022	202	NYS & LOCAL RETIREMENT SYSTEM		3,274.21	
994084	02/17/2022	371	NYS INCOME TAX		4,643.70	
994085	02/17/2022	909	INTERNAL REVENUE SERVICE		26,036.21	
994086	02/17/2022	1345	NEW YORK STATE DEFERRED COMP		3,123.71	
Number of Transactions: 8					Warrant Total:	41,171.94
					Vendor Portion:	41,171.94

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 8 in number, in the total amount of \$ 41,171.94. 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.

3/16/22 _____
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.

2/17/22 _____
Date Library Director

			SOUTH HUNTINGTON LIBRARY
Cash Receipt Schedule Report For L - 15: CR - DAILY FINES 2/2022			
Account	Account Description	Sum of DEBITS	Sum of CREDITS
L 200	CHECKING - VALLEY NATIONAL BANK	753.42	0.00
L 2082.1	BOOK FINES	0.00	9.50
L 2082.2	LOST LIBRARY MATERIALS	0.00	88.97
L 2082.42	COMPUTER PRINT CARDS	0.00	58.60
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	87.25
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	97.75
L 2770.8	MISC. INCOME - PASSPORTS	0.00	411.35
Grand Total		753.42	753.42

			SOUTH HUNTINGTON LIBRARY
Cash Receipt Schedule Report For L - 16: CR - GENERAL 2/2022			
Account	Account Description	Sum of DEBITS	Sum of CREDITS
L 200	CHECKING - VALLEY NATIONAL BANK	14,504.43	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	5.86	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	1.02	0.00
L 211	MM - FLUSHING BANK	111.65	0.00
L 2082.2	LOST LIBRARY MATERIALS	0.00	210.90
L 2082.42	COMPUTER PRINT CARDS	0.00	47.85
L 2082.6	COMPUTER PAPER/DISCS	0.00	84.15
L 2082.7	LAPTOP FINES	0.00	5.00
L 2082.9	LATE FINES - MUSEUM PASSES	0.00	5.00
L 2401.204	INTEREST - MM- VALLEY NAT'L BANK	0.00	5.86
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	0.00	5.03
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	0.00	1.02
L 2401.211	INTEREST - MM FLUSHING BANK	0.00	111.65
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	12.00
L 2770.2	MISC. INCOME - EAR BUD SALES	0.00	1.00
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	10.50
L 2770.6	MISC. INCOME	0.00	300.00
L 2770.8	MISC. INCOME - PASSPORTS	0.00	560.00
L 7430.431	TELECOMMUNICATIONS	0.00	9,265.00
L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	28.00	4,026.00
Grand Total		14,650.96	14,650.96

**SOUTH HUNTINGTON PUBLIC LIBRARY
REVENUE BUDGET STATUS
PERIOD COVERED: July 1, 2021 - February 28, 2022**

ACCOUNT	BUDGET	REVENUE EARNED	EST. REVENUE BASED ON 8 MONTHS	VARIANCE FAVORABLE (UNFAVORABLE)		UNEARNED REVENUE YTD.
				\$	%	
REAL PROPERTY TAXES	\$5,459,373.00	4,094,529.75	3,639,582.00	454,947.75	12.50	1,364,843.25
PROPERTY TAXES-DEBT SVCE	\$611,379.00	458,534.25	407,586.00	50,948.25	12.50	152,844.75
BOOK FINES	\$0.00	88.13	0.00	88.13	#DIV/0!	(88.13)
LOST LIBRARY MATERIALS	\$5,000.00	3,323.58	3,333.33	(9.75)	-0.29	1,676.42
COPY MACHINES	\$4,000.00	378.50	2,666.67	(2,288.17)	-85.81	3,621.50
COMPUTER PRINT CARDS	\$9,000.00	3,240.42	6,000.00	(2,759.58)	-45.99	5,759.58
DVD FINES	\$0.00	13.00	0.00	13.00	#DIV/0!	(13.00)
IWIN - DVDs	\$0.00	5.00	0.00	5.00	#DIV/0!	(5.00)
COMPUTER PAPER/DISCS	\$1,000.00	112.75	666.67	(553.92)	-83.09	887.25
LAPTOP FINES	\$0.00	15.00	0.00	15.00	#DIV/0!	(15.00)
LATE FINES - MUSEUM PASSES	\$0.00	25.00	0.00	25.00	#DIV/0!	(25.00)
INTEREST - MM- VALLEY NAT'L BANK	\$650.00	53.74	433.33	(379.59)	-87.60	596.26
INTEREST - CKING - VALLEY NAT'L BANK	\$300.00	41.84	200.00	(158.16)	-79.08	258.16
INTEREST - PAYROLL- VALLEY NAT'L BANK	\$50.00	9.11	33.33	(24.22)	-72.67	40.89
INTEREST - MM FLUSHING BANK	\$9,000.00	1,649.76	6,000.00	(4,350.24)	-72.50	7,350.24
SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	\$0.00	1,067.35	0.00	1,067.35	#DIV/0!	(1,067.35)
MISC. INCOME - EAR BUD SALES	\$0.00	2.00	0.00	2.00	#DIV/0!	(2.00)
MISC. INCOME - FAX CHARGES	\$1,000.00	820.94	666.67	154.27	23.14	179.06
MISC. INCOME - HOTSPOT FINES	\$0.00	5.00	0.00	5.00	#DIV/0!	(5.00)
MISC. INCOME	\$3,000.00	25,600.00	2,000.00	23,600.00	1,180.00	(22,600.00)
MISC. INCOME - GRANT	\$1,000.00	0.00	666.67	(666.67)	-100.00	1,000.00
MISC. INCOME - PASSPORTS	\$15,000.00	6,844.85	10,000.00	(3,155.15)	-31.55	8,155.15
STATE INCENTIVE AID	\$5,000.00	9,937.00	3,333.33	6,603.67	198.11	(4,937.00)
APPROPRIATED FUND BALANCE	\$200,000.00	0.00	133,333.33	(133,333.33)	-100.00	200,000.00
TOTALS	\$6,324,752.00	4,606,296.97	4,216,501.33	389,795.64	9.24	1,718,455.03



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	4,094,529.75	1,364,843.25
L 1001.1	PROPERTY TAXES-DEBT SVCE	611,379.00	0.00	611,379.00	458,534.25	152,844.75
L 2082.1	BOOK FINES	0.00	0.00	0.00	88.13	-88.13
L 2082.2	LOST LIBRARY MATERIALS	5,000.00	0.00	5,000.00	3,323.58	1,676.42
L 2082.4	COPY MACHINES	4,000.00	0.00	4,000.00	378.50	3,621.50
L 2082.42	COMPUTER PRINT CARDS	9,000.00	0.00	9,000.00	3,240.42	5,759.58
L 2082.5	DVD FINES	0.00	0.00	0.00	13.00	-13.00
L 2082.52	IWIN - DVDs	0.00	0.00	0.00	5.00	-5.00
L 2082.6	COMPUTER PAPER/DISCS	1,000.00	0.00	1,000.00	112.75	887.25
L 2082.7	LAPTOP FINES	0.00	0.00	0.00	15.00	-15.00
L 2082.9	LATE FINES - MUSEUM PASSES	0.00	0.00	0.00	25.00	-25.00
L 2401.204	INTEREST - MM- VALLEY NAT'L BANK	650.00	0.00	650.00	53.74	596.26
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	300.00	0.00	300.00	41.84	258.16
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	50.00	0.00	50.00	9.11	40.89
L 2401.211	INTEREST - MM FLUSHING BANK	9,000.00	0.00	9,000.00	1,649.76	7,350.24
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	0.00	0.00	1,067.35	-1,067.35
L 2770.2	MISC. INCOME - EAR BUD SALES	0.00	0.00	0.00	2.00	-2.00
L 2770.4	MISC. INCOME - FAX CHARGES	1,000.00	0.00	1,000.00	820.94	179.06
L 2770.5	MISC. INCOME - HOTSPOT FINES	0.00	0.00	0.00	5.00	-5.00
L 2770.6	MISC. INCOME	3,000.00	0.00	3,000.00	25,600.00	-22,600.00
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	6,844.85	8,155.15
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	4,606,296.97	1,718,455.03
Grand Totals:		6,324,752.00	0.00	6,324,752.00	4,606,296.97	1,718,455.03

SOUTH HUNTINGTON PUBLIC LIBRARY
 ACTUAL BUDGET EXPENDITURES / ESTIMATE
 PERIOD COVERED: July 1, 2021 - February 28, 2022

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
SALARIES-PROF. FT & PT	\$1,784,006.27	1,013,934.62		1,013,934.62	1,166,465.64	152,531.02	13.08	\$770,071.65
SALARIES-PROF. FT	\$1,354,006.27	778,478.80	0.00	778,478.80	885,311.79	106,832.99	12.07	\$575,527.47
SALARIES - PROF. PT	\$430,000.00	235,455.82	0.00	235,455.82	281,153.85	45,698.03	16.25	\$194,544.18
SALARIES-CLERICAL FT & PT	\$611,207.46	333,942.05		333,942.05	399,635.65	65,693.60	16.44	\$277,265.41
SALARIES-CLERICAL FT	\$369,207.46	220,528.10	0.00	220,528.10	241,404.88	20,876.78	8.65	\$148,679.36
SALARIES-CLERICAL PT	\$242,000.00	113,413.95	0.00	113,413.95	158,230.77	44,816.82	28.32	\$128,586.05
SALARIES-PAGE	\$100,000.00	55,227.88	0.00	55,227.88	65,384.62	10,156.74	15.53	\$44,772.12
SALARIES-CUSTODIAL FT & PT	\$304,473.05	175,402.74		175,402.74	199,078.53	23,675.79	11.89	\$129,070.31
SALARIES-CUSTODIAL FT	\$252,473.05	147,948.86	0.00	147,948.86	165,078.53	17,129.67	10.38	\$104,524.19
SALARIES-CUSTODIAL PT	\$52,000.00	27,453.88	0.00	27,453.88	34,000.00	6,546.12	19.25	\$24,546.12
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	29,303.91	0.00	29,303.91	31,025.64	1,721.73	5.55	\$25,696.09
SALARIES-SUNDAY-CLERICAL	\$18,000.00	9,156.22	0.00	9,156.22	10,153.85	997.63	9.83	\$8,843.78
SALARIES-SUNDAY-PAGE	\$8,000.00	4,108.00	0.00	4,108.00	4,512.82	404.82	8.97	\$3,892.00
SALARIES-SUNDAY-CUSTODIAL	\$22,758.22	13,695.56	0.00	13,695.56	12,837.97	(857.59)	(6.88)	\$9,062.66
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	\$1,634,770.98	\$0.00	1,634,770.98	\$1,889,094.71	\$254,323.73	13.46	\$1,276,674.02
ADULT BOOKS	\$172,166.23	60,498.65	27,228.81	87,727.46	114,777.49	27,050.03	23.57	\$84,438.77
CHILDRENS BOOKS	\$87,009.99	28,891.20	7,888.36	36,779.56	58,006.66	21,227.10	36.59	\$50,230.43
YOUNG ADULT BOOKS	\$11,521.20	3,907.42	1,291.70	5,199.12	7,680.80	2,481.68	32.31	\$6,322.08
REFERENCE - PRINT	\$10,000.00	5,412.93	0.00	5,412.93	6,666.67	1,253.74	18.81	\$4,587.07
REFERENCE - ELECTRONIC	\$60,000.00	34,493.51	0.00	34,493.51	40,000.00	5,506.49	13.77	\$25,506.49
AUDIO BOOKS - ADULT	\$5,000.00	1,257.49	0.00	1,257.49	3,333.33	2,075.84	62.28	\$3,742.51
AUDIO BOOKS - CHILDREN	\$5,067.97	721.07	67.97	789.04	3,378.65	2,589.61	76.65	\$4,278.93
DIGITAL DOWNLOADS - ADULT	\$5,000.00	2,150.08	0.00	2,150.08	3,333.33	1,183.25	35.50	\$2,849.92
DIGITAL DOWNLOADS - CHILDREN	\$3,000.00	638.82	0.00	638.82	2,000.00	1,361.18	68.06	\$2,361.18
DIGITAL DOWNLOADS - YOUNG ADULT	\$1,000.00	347.96	0.00	347.96	666.67	318.71	47.81	\$652.04
DIGITAL SUBSCRIPTIONS	\$216,500.00	79,420.94	0.00	79,420.94	144,333.33	64,912.39	44.97	\$137,079.06
MUSEUM PASSES	\$20,000.00	9,870.00	700.00	10,570.00	13,333.33	2,763.33	20.73	\$9,430.00
DVD - ADULT	\$42,078.99	11,068.77	5,078.99	16,147.76	28,052.66	11,904.90	42.44	\$25,931.23
DVD - ADULT - IWIN	\$3,000.00	0.00	0.00	0.00	2,000.00	2,000.00	100.00	\$3,000.00
DVD - CHILDREN	\$12,512.85	778.21	2,512.85	3,291.06	8,341.90	5,050.84	60.55	\$9,221.79
MUSIC CD'S - ADULT	\$6,404.80	3,388.69	1,404.80	4,793.49	4,269.87	(523.62)	(12.26)	\$1,611.31
MUSIC CD'S - CHILDREN	\$581.86	44.99	36.87	81.86	387.91	306.05	78.90	\$500.00
PERIODICALS - ADULTS	\$10,100.00	9,014.73	0.00	9,014.73	6,733.33	(2,281.40)	(33.88)	\$1,085.27
PERIODICALS - CHILDREN	\$1,000.00	784.51	0.00	784.51	666.67	(117.84)	(17.68)	\$215.49
PERIODICALS - YA	\$400.00	177.24	0.00	177.24	266.67	89.43	33.54	\$222.76
PERIODICALS - NEWSPAPERS	\$3,500.00	3,340.98	0.00	3,340.98	2,333.33	(1,007.65)	(43.18)	\$159.02
COMPUTER SOFTWARE-CIRC-ADULTS	\$3,000.00	1,315.25	0.00	1,315.25	2,000.00	684.75	34.24	\$1,684.75
COMPUTER SOFTWARE-CIRC-CHILDRE	\$7,842.34	2,626.88	842.34	3,469.22	5,228.23	1,759.01	33.64	\$4,373.12
MATERIALS PROCESSING	\$50,000.00	17,846.36	0.00	17,846.36	33,333.33	15,486.97	46.46	\$32,153.64

SOUTH HAVENINGTON PUBLIC LIBRARY
 ACTUAL vs. BUDGET EXPENDITURES / ESTIMATE
 PERIOD COVERED: July 1, 2021 - February 28, 2022

DESCRIPTION	BUDGET	APPROX. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND & MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
COMPUTER SOFTWARE - NON-CIRC.	\$36,228.00	12,011.85	1,237.50	13,249.35	24,152.00	10,902.65	45.14	\$22,978.65
	\$772,914.23	290,008.53	48,290.19	338,298.72	515,276.15	176,977.43	34.35	\$434,615.51
EQUIPMENT	\$44,977.96	10,144.86	7,717.88	17,862.74	29,985.31	12,122.57	40.43	\$27,115.22
EQUIPMENT MAINTENANCE	\$5,063.77	645.00	63.77	708.77	3,375.85	2,667.08	79.00	\$4,355.00
FURNITURE & FIXTURES	\$20,710.00	5,999.00	0.00	5,999.00	13,806.67	7,807.67	56.55	\$14,711.00
SUPPLIES - OFFICE	\$21,000.00	19,075.53	0.00	19,075.53	14,000.00	(5,075.53)	(36.25)	\$1,924.47
SUPPLIES - LIBRARY	\$30,544.16	6,631.64	655.49	7,287.13	20,362.77	13,075.64	64.21	\$23,257.03
TELECOMMUNICATIONS	\$37,000.00	5,184.41	0.00	5,184.41	24,666.67	19,482.26	78.98	\$31,815.59
SCLS SERVICES / CIRCULATION CONTRI	\$95,000.00	19,782.22	0.00	19,782.22	63,333.33	43,551.11	68.76	\$75,217.78
POSTAGE	\$27,000.00	11,638.32	0.00	11,638.32	18,000.00	6,361.68	35.34	\$15,361.68
PUBLICITY-PRINTING/NEWSLETTER	\$44,000.00	21,427.26	0.00	21,427.26	29,333.33	7,906.07	26.95	\$22,572.74
CONTINUING ED/MILEAGE REIMB/STAFF	\$28,000.00	15,843.93	0.00	15,843.93	18,666.67	2,822.74	15.12	\$12,156.07
CONTINUING ED/MILEAGE REIMB/BOA	\$6,000.00	75.00	0.00	75.00	4,000.00	3,925.00	98.13	\$5,925.00
LIBRARY VEHICLE	\$2,000.00	129.73	0.00	129.73	1,333.33	1,203.60	90.27	\$1,870.27
PROFESSIONAL FEES - AUDITOR	\$18,350.00	9,025.00	9,475.00	18,500.00	12,233.33	(6,266.67)	(51.23)	(\$150.00)
PROFESSIONAL FEES - LEGAL	\$10,000.00	2,525.00	0.00	2,525.00	6,666.67	4,141.67	62.13	\$7,475.00
PROFESSIONAL FEES - TREASURER	\$4,500.00	2,960.00	1,480.00	4,440.00	3,000.00	(1,440.00)	(48.00)	\$60.00
PROF. FEES- ART & MUSIC	\$8,500.00	4,375.00	3,815.00	8,190.00	5,666.67	(2,523.33)	(44.53)	\$310.00
PROF. FEES - MISC. CONSULTANTS	\$4,500.00	350.00	0.00	350.00	3,000.00	2,650.00	88.33	\$4,150.00
MEMBERSHIP DUES	\$5,500.00	1,008.00	0.00	1,008.00	3,666.67	2,658.67	72.51	\$4,492.00
OFFICE EQUIPMENT - COPIER RENTAL	\$5,000.00	617.46	1,049.82	1,667.28	3,333.33	1,666.05	49.98	\$3,332.72
OFFICE EQUIPMENT - SERVICE CONTRA	\$10,167.08	4,686.23	148.98	4,835.21	6,778.05	1,942.84	28.66	\$5,331.87
OFFICE EQUIPMENT - REPAIR/MAINTEN/	\$750.00	0.00	0.00	0.00	500.00	500.00	100.00	\$750.00
MISC. EXPENSES	\$1,000.00	206.82	0.00	206.82	666.67	459.85	68.98	\$793.18
COST OF VOTE	\$4,500.00	0.00	0.00	0.00	3,000.00	3,000.00	100.00	\$4,500.00
COMMUNITY ACTIVITIES-ADULT PROGR/	\$41,020.49	11,054.46	770.46	11,824.92	27,346.99	15,522.07	56.76	\$29,195.57
COMMUNITY ACTIVITIES-CHILDRENS PR	\$45,391.48	22,638.95	3,565.58	26,204.53	30,260.99	4,056.46	13.40	\$19,186.95
COMMUNITY ACTIVITY-CHILDRENS FAMI	\$3,572.00	1,004.46	140.99	1,145.45	2,381.33	1,235.88	51.90	\$2,426.55
COMMUNITY ACTIVITIES-YA PROGRAMS	\$13,490.36	6,333.16	2,886.36	9,219.52	8,993.57	(225.95)	(2.51)	\$4,270.84
COMMUNITY ACTIVITIES-OUTREACH PR/	\$5,000.00	245.26	0.00	245.26	3,333.33	3,088.07	92.64	\$4,754.74
COMMUNITY ACTIVITIES - MUSIC/RECIT/	\$8,500.00	4,100.00	0.00	4,100.00	5,666.67	1,566.67	27.65	\$4,400.00
CREDIT MERCHANT FEES	\$4,000.00	1,648.87	0.00	1,648.87	2,666.67	1,017.80	38.17	\$2,351.13
BUS TRIPS	\$1,000.00	0.00	0.00	0.00	666.67	666.67	100.00	\$1,000.00
	\$556,037.30	189,355.57	31,769.33	221,124.90	370,691.53	149,566.63	40.35	334,912.40
UTILITIES - ELECTRIC	\$132,000.00	94,222.79	0.00	94,222.79	88,000.00	(6,222.79)	(7.07)	\$37,777.21
UTILITIES - WATER	\$3,000.00	1,039.48	0.00	1,039.48	2,000.00	960.52	48.03	\$1,960.52
UTILITIES - GAS	\$15,000.00	7,475.00	0.00	7,475.00	10,000.00	2,525.00	25.25	\$7,525.00
CUSTODIAL SUPPLIES	\$16,000.00	5,406.25	0.00	5,406.25	10,666.67	5,260.42	49.32	\$10,593.75
BUILDING EQUIPMENT & REPAIR	\$3,265.00	1,906.19	265.00	2,171.19	2,176.67	5.48	0.25	\$1,093.81
BUILDING MAINTENANCE & REPAIR	\$48,405.00	36,106.19	1,717.00	37,823.19	32,270.00	(5,553.19)	(17.21)	\$10,581.81

SOUTH HUNTINGTON PUBLIC LIBRARY
 ACTUAL BUDGET EXPENDITURES / ESTIMATE
 PERIOD COVERED: July 1, 2021 - February 28, 2022

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND MONTHS	VARIANCE		AVAILABLE
						\$	%	
BUILDING SERVICE CONTRACTS	\$33,000.00	23,271.81	3,811.50	27,083.31	22,000.00	(5,083.31)	(23.11)	\$5,916.69
INSURANCE	\$52,000.00	49,360.45	0.00	49,360.45	34,666.67	(14,693.78)	(42.39)	\$2,639.55
GROUPS MAINTENANCE	\$32,900.00	18,121.30	0.00	18,121.30	21,933.33	3,812.03	17.38	\$14,778.70
	\$335,570.00	236,909.46	5,793.50	242,702.96	223,713.33	(18,989.63)	(8.49)	\$92,867.04
NYS RETIREMENT SYSTEM	\$420,000.00	408,475.97	0.00	408,475.97	280,000.00	(128,475.97)	(45.88)	\$11,524.03
FICA EXPENSE	\$222,678.00	153,332.38	0.00	153,332.38	145,597.15	(7,735.23)	(5.31)	\$69,345.62
WORKERS' COMPENSATION	\$30,000.00	0.00	0.00	0.00	20,000.00	20,000.00	100.00	\$30,000.00
DISABILITY INSURANCE	\$4,000.00	1,192.80	0.00	1,192.80	2,666.67	1,473.87	55.27	\$2,807.20
LONG-TERM DISABILITY INS.	\$8,500.00	4,429.94	0.00	4,429.94	5,666.67	1,236.73	21.82	\$4,070.06
UNEMPLOYMENT INSURANCE	\$1,000.00	0.00	0.00	0.00	666.67	666.67	100.00	\$1,000.00
HEALTH INSURANCE	\$490,000.00	280,456.63	0.00	280,456.63	326,666.67	46,210.04	14.15	\$209,543.37
MEDICARE REIMBURSEMENT	\$55,000.00	21,918.60	0.00	21,918.60	36,666.67	14,748.07	40.22	\$33,081.40
DUE TO/FROM CAPITAL RESERVE				0.00	0.00	0.00	#DIV/0!	\$0.00
	\$1,231,178.00	869,806.32	0.00	869,806.32	817,930.49	(51,875.83)	(6.34)	\$361,371.68
TOTAL WITHOUT DEBT SERVICE	5,807,144.53	3,220,650.86	85,853.02	3,306,703.88	3,816,706.22	510,002.34	13.36	\$2,500,440.65
SERIAL BOND - PRINCIPAL	\$611,379.00	611,317.21	0.00	611,317.21	407,586.00	(203,731.21)	(49.98)	\$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	407,586.00	(203,731.21)	(49.98)	\$61.79
TOTAL WITH DEBT SERVICE	\$6,418,523.53	3,832,168.07	85,853.02	3,918,021.09	\$4,224,292.22	306,271.13	7.25	\$2,500,502.44



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	778,478.80	0.00	575,527.47
L 7410.141-01-P	SALARIES - PROF. PT	430,000.00	0.00	430,000.00	235,455.82	0.00	194,544.18
L 7410.142-02	SALARIES-CLERICAL FT	369,207.46	0.00	369,207.46	220,528.10	0.00	148,679.36
L 7410.142-02-P	SALARIES-CLERICAL PT	242,000.00	0.00	242,000.00	113,413.95	0.00	128,586.05
L 7410.142-03	SALARIES-PAGE	100,000.00	0.00	100,000.00	55,227.88	0.00	44,772.12
L 7410.142-04	SALARIES-CUSTODIAL FT	252,473.05	0.00	252,473.05	147,948.86	0.00	104,524.19
L 7410.142-04-P	SALARIES-CUSTODIAL PT	52,000.00	0.00	52,000.00	27,453.88	0.00	24,546.12
L 7410.143-01	SALARIES-SUNDAY-PROF.	55,000.00	0.00	55,000.00	29,303.91	0.00	25,696.09
L 7410.143-02	SALARIES-SUNDAY-CLERICAL	18,000.00	0.00	18,000.00	9,156.22	0.00	8,843.78
L 7410.143-03	SALARIES-SUNDAY-PAGE	8,000.00	0.00	8,000.00	4,108.00	0.00	3,892.00
L 7410.143-04	SALARIES-SUNDAY-CUSTODIAL	22,758.22	0.00	22,758.22	13,695.56	0.00	9,062.66
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	1,634,770.98	0.00	1,276,674.02
L 7420.410-11	ADULT BOOKS	145,000.00	27,166.23	172,166.23	60,498.65	27,228.81	84,438.77
L 7420.410-12	CHILDRENS BOOKS	80,000.00	7,009.99	87,009.99	28,891.20	7,888.36	50,230.43
L 7420.410-13	YOUNG ADULT BOOKS	10,000.00	1,521.20	11,521.20	3,907.42	1,291.70	6,322.08
L 7420.410-14-1	REFERENCE - PRINT	10,000.00	0.00	10,000.00	5,412.93	0.00	4,587.07
L 7420.410-14-2	REFERENCE - ELECTRONIC	60,000.00	0.00	60,000.00	34,493.51	0.00	25,506.49
L 7420.410-15	AUDIO BOOKS - ADULT	5,000.00	0.00	5,000.00	1,257.49	0.00	3,742.51
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	2,150.08	0.00	2,849.92
L 7420.410-16-D-C	DIGITAL DOWNLOADS - CHILDREN	3,000.00	0.00	3,000.00	638.82	0.00	2,361.18
L 7420.410-16-D-YA	DIGITAL DOWNLOADS - YOUNG ADULT	1,000.00	0.00	1,000.00	347.96	0.00	652.04
L 7420.410-16-S	DIGITAL SUBSCRIPTIONS	216,500.00	0.00	216,500.00	79,420.94	0.00	137,079.06
L 7420.410-17	MUSEUM PASSES	20,000.00	0.00	20,000.00	9,870.00	700.00	9,430.00
L 7420.411-11	DVD - ADULT	37,000.00	5,078.99	42,078.99	11,068.77	5,078.99	25,931.23
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	778.21	2,512.85	9,221.79
L 7420.412-11	MUSIC CD'S - ADULT	5,000.00	1,404.80	6,404.80	3,388.69	1,404.80	1,611.31
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	9,014.73	0.00	1,085.27
L 7420.413-12	PERIODICALS - CHILDREN	1,000.00	0.00	1,000.00	784.51	0.00	215.49
L 7420.413-13	PERIODICALS - YA	400.00	0.00	400.00	177.24	0.00	222.76

SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2021 To 2/28/2022



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
L 7420.413-17	PERIODICALS - NEWSPAPERS	3,500.00	0.00	3,500.00	3,340.98	0.00	159.02
L 7420.415-11	COMPUTER SOFTWARE-CIRC.-ADULTS	3,000.00	0.00	3,000.00	1,315.25	0.00	1,684.75
L 7420.415-12	COMPUTER SOFTWARE-CIRC.-CHILDREN	7,000.00	842.34	7,842.34	2,626.88	842.34	4,373.12
L 7420.419	MATERIALS PROCESSING	50,000.00	0.00	50,000.00	17,846.36	0.00	32,153.64
L 7420.429	COMPUTER SOFTWARE - NON-CIRC.	33,500.00	2,728.00	36,228.00	12,011.85	1,237.50	22,978.65
7420		724,500.00	48,414.23	772,914.23	290,008.53	48,290.19	434,615.51
L 7430.200	EQUIPMENT	40,000.00	4,977.96	44,977.96	10,144.86	7,717.88	27,115.22
L 7430.200-5	EQUIPMENT MAINTENANCE	5,000.00	63.77	5,063.77	645.00	63.77	4,355.00
L 7430.201	FURNITURE & FIXTURES	15,000.00	5,710.00	20,710.00	5,999.00	0.00	14,711.00
L 7430.430-21	SUPPLIES - OFFICE	21,000.00	0.00	21,000.00	19,075.53	0.00	1,924.47
L 7430.430-22	SUPPLIES - LIBRARY	30,000.00	544.16	30,544.16	6,631.64	655.49	23,257.03
L 7430.431	TELECOMMUNICATIONS	37,000.00	0.00	37,000.00	5,184.41	0.00	31,815.59
L 7430.432	SCLS SERVICES / CIRCULATION CONTROL	95,000.00	0.00	95,000.00	19,782.22	0.00	75,217.78
L 7430.433	POSTAGE	27,000.00	0.00	27,000.00	11,638.32	0.00	15,361.68
L 7430.434	PUBLICITY-PRINTING/NEWSLETTER	44,000.00	0.00	44,000.00	21,427.26	0.00	22,572.74
L 7430.435-31	CONTINUING ED/MILEAGE REIMB/STAFF	28,000.00	0.00	28,000.00	15,843.93	0.00	12,156.07
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	129.73	0.00	1,870.27
L 7430.437-41	PROFESSIONAL FEES - AUDITOR	10,000.00	8,350.00	18,350.00	9,025.00	9,475.00	-150.00
L 7430.437-42	PROFESSIONAL FEES - LEGAL	10,000.00	0.00	10,000.00	2,525.00	0.00	7,475.00
L 7430.437-44	PROFESSIONAL FEES - TREASURER	4,500.00	0.00	4,500.00	2,960.00	1,480.00	60.00
L 7430.437-45	PROF. FEES- ART & MUSIC	8,500.00	0.00	8,500.00	4,375.00	3,815.00	310.00
L 7430.437-46	PROF. FEES - MISC. CONSULTANTS	4,500.00	0.00	4,500.00	350.00	0.00	4,150.00
L 7430.438	MEMBERSHIP DUES	5,500.00	0.00	5,500.00	1,008.00	0.00	4,492.00
L 7430.439-51	OFFICE EQUIPMENT - COPIER RENTAL	5,000.00	0.00	5,000.00	617.46	1,049.82	3,332.72
L 7430.439-52	OFFICE EQUIPMENT - SERVICE CONTRACTS	10,000.00	167.08	10,167.08	4,686.23	148.98	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	206.82	0.00	793.18
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	11,054.46	770.46	29,195.57
L 7430.442-12	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	45,000.00	391.48	45,391.48	22,638.95	3,566.58	19,186.95

SOUTH MIDDLETOWN LIBRARY

Appropriation Status Detail Report By Function From 7/1/2021 To 2/28/2022



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
L 7430.442-12-F	COMMUNITY ACTIVITY-CHILDRENS FAMILY PGM	3,500.00	72.00	3,572.00	1,004.46	140.99	2,426.55
L 7430.442-13	COMMUNITY ACTIVITIES-YA PROGRAMS	13,000.00	490.36	13,490.36	6,333.16	2,886.36	4,270.84
L 7430.442-14	COMMUNITY ACTIVITIES - MUSIC/RECITALS	8,500.00	0.00	8,500.00	4,100.00	0.00	4,400.00
L 7430.442-15	CREDIT MERCHANT FEES	4,000.00	0.00	4,000.00	1,648.87	0.00	2,351.13
L 7430.442-16	COMMUNITY ACTIVITIES-OUTREACH PROGRAMS	5,000.00	0.00	5,000.00	245.26	0.00	4,754.74
L 7430.443	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	189,355.57	31,769.33	334,912.40
L 7440.450-61	UTILITIES - ELECTRIC	132,000.00	0.00	132,000.00	94,222.79	0.00	37,777.21
L 7440.450-62	UTILITIES - WATER	3,000.00	0.00	3,000.00	1,039.48	0.00	1,960.52
L 7440.450-63	UTILITIES - GAS	15,000.00	0.00	15,000.00	7,475.00	0.00	7,525.00
L 7440.451	CUSTODIAL SUPPLIES	16,000.00	0.00	16,000.00	5,406.25	0.00	10,593.75
L 7440.452-70	BUILDING EQUIPMENT & REPAIR	3,000.00	265.00	3,265.00	1,906.19	265.00	1,093.81
L 7440.452-71	BUILDING MAINTENANCE & REPAIR	30,000.00	18,405.00	48,405.00	36,106.19	1,717.00	10,581.81
L 7440.452-73	BUILDING SERVICE CONTRACTS	33,000.00	0.00	33,000.00	23,271.81	3,811.50	5,916.69
L 7440.454	INSURANCE	52,000.00	0.00	52,000.00	49,360.45	0.00	2,639.55
L 7440.469-81	GROUPS MAINTENANCE	27,000.00	5,900.00	32,900.00	18,121.30	0.00	14,778.70
7440		311,000.00	24,570.00	335,570.00	236,909.46	5,793.50	92,867.04
74		4,482,195.00	93,771.53	4,575,966.53	2,351,044.54	85,853.02	2,139,068.97
7		4,482,195.00	93,771.53	4,575,966.53	2,351,044.54	85,853.02	2,139,068.97
L 9000.901-0	NYS RETIREMENT SYSTEM	420,000.00	0.00	420,000.00	408,475.97	0.00	11,524.03
L 9000.903-0	FICA EXPENSE	222,678.00	0.00	222,678.00	153,332.38	0.00	69,345.62
L 9000.904-0	WORKERS' COMPENSATION	30,000.00	0.00	30,000.00	0.00	0.00	30,000.00
L 9000.905-5	DISABILITY INSURANCE	4,000.00	0.00	4,000.00	1,192.80	0.00	2,807.20
L 9000.905-6	LONG-TERM DISABILITY INS.	8,500.00	0.00	8,500.00	4,429.94	0.00	4,070.06
L 9000.905-7	UNEMPLOYMENT INSURANCE	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
L 9000.906-0	HEALTH INSURANCE	490,000.00	0.00	490,000.00	280,456.63	0.00	209,543.37
L 9000.906-1	MEDICARE REIMBURSEMENT	55,000.00	0.00	55,000.00	21,918.60	0.00	33,081.40
9000		1,231,178.00	0.00	1,231,178.00	869,806.32	0.00	361,371.68
90		1,231,178.00	0.00	1,231,178.00	869,806.32	0.00	361,371.68
L 9710	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 2/28/2022



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9		1,842,557.00	0.00	1,842,557.00	1,481,123.53	0.00	361,433.47

	Fund L Totals:	6,324,752.00	93,771.53	6,418,523.53	3,832,168.07	85,853.02	2,500,502.44
	Grand Totals:	6,324,752.00	93,771.53	6,418,523.53	3,832,168.07	85,853.02	2,500,502.44

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2021 - 2/28/2022



Account	Description	Debits	Credits
200	CHECKING - VALLEY NATIONAL BANK	64,938.89	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	131,737.43	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	83,038.22	0.00
L 210	PETTY CASH	550.00	0.00
L 211	MM - FLUSHING BANK	2,798,449.43	0.00
L 391	DUE FROM OTHER FUNDS	12,296.24	0.00
L 500	PAYROLL CLEARING ACCOUNT	244,750.98	0.00
L 510	ESTIMATED REVENUE	6,324,752.00	0.00
L 521	ENCUMBRANCES	85,853.02	0.00
L 522	EXPENDITURES	3,832,168.07	0.00
L 599	APPROPRIATED FUND BALANCE	93,771.53	0.00
L 821	RESERVE FOR ENCUMBRANCES	0.00	85,853.02
L 902	RESERVE FOR ACCRUED SICK/VACATION	0.00	476,566.25
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	4,606,296.97
L Fund Totals:		13,672,305.81	13,672,305.81
Grand Totals:		13,672,305.81	13,672,305.81

SOUTH HUNTINGTON LIBRARY

Revenue Status Report From 7/1/2021 To 2/28/2022



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
H 2401	INTEREST	0.00	0.00	0.00	718.35	-718.35
H Totals:		0.00	0.00	0.00	718.35	-718.35
Grand Totals:		0.00	0.00	0.00	718.35	-718.35

SOUTH HUNTINGTON PUBLIC LIBRARY
 CAPITAL RESERVE FUNDS
 Meeting date: March 21, 2022
 SOUTH HUNTINGTON PUBLIC LIBRARY

FUND / ALLOCATIONS AS OF 2/28/2022						Transfer		
	Date	Amount	Approved	Encumb'd	Expensed	Revenue	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
Improvements to Garden & Grounds (10/18/04) Balance as of:	6/30/2010	8,831.00		0.00				8,831.00
Improvements to garden	5/16/2016	43,099.80		0.00				43,099.80
								\$51,930.80
2021 - 2022 Interest as of:	2/28/2022	712.59		0.00				712.59
2020 - 2021 Interest as of:	6/30/2021	2,665.56		0.00				2,665.56
2019 - 2020 Interest as of:	6/30/2020	9,852.36		0.00				9,852.36
2018 - 2019 Interest as of:	6/30/2019	13,018.09		0.00				13,018.09
2017 - 2018 Interest as of:	11/19/2018	9,822.79		0.00			9,822.79	0.00
CAPITAL RESERVES AVAILABLE FUND SUBTOTAL								
\$933,133.80								
Debt Service Reserve (12/18/06) 10/04 - 1/08 Applied Fund Balance as of:	8/31/2016	625,351.18	625,351.18	9,261.18	616,090.00			0.00
9/21/2009 Applied Fund Balance as of:	9/1/2017	184,100.00	184,100.00	0.00	184,100.00			0.00
10/21/13 Applied Fund Balance as of:	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
2021 - 2022 Interest as of:	2/28/2022	5.76	5.76	5.76				0.00
2020 - 2021 Interest as of:	6/30/2021	55.86	55.86	55.86				0.00
2019 - 2020 Interest as of:	6/30/2020	228.85	228.85	228.85				0.00
2018 - 2019 Interest as of:	6/30/2019	334.60	334.60	334.60				0.00
2017 - 2018 Interest as of:	6/30/2018	360.46	360.46	360.46				0.00
2016 - 2017 Interest as of:	6/30/2017	154.81	154.81	154.81				0.00
Accumulated Interest as of:	6/30/2016	12,225.88	12,225.88	12,225.88				0.00
Total:				23,504.40				\$0.00
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 - 2/28/2022



Account	Description	Debits	Credits
200	VALLEY RESERVE CHECKING ACCT	2,351.15	0.00
H 210	FLUSHING M/M	1,069,458.43	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	718.35
H Fund Totals:		1,159,271.37	1,159,271.37
Grand Totals:		1,159,271.37	1,159,271.37

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2021 - 2/28/2022



Account	Description	Debits	Credits
TA 18	NYSERS	0.00	3,686.90
TA 20	GROUP HEALTH INSURANCE	0.00	8,188.64
TA 200	T/A CHECKING - VALLEY NAT'L BANK	55,682.70	0.00
TA 21	NYS INCOME TAX	0.00	3,914.78
TA 22	FEDERAL INCOME TAX	0.00	8,702.14
TA 26	FICA	0.00	14,913.54
TA 29	TAX SHELTER ANNUITY	0.00	1,425.05
TA 31	NYS DEFERRED COMP	0.00	3,003.36
TA 456	INTEREST	0.00	15.21
TA 630	DUE TO/FROM OTHER FUNDS	0.00	11,833.08
TA Fund Totals:		55,682.70	55,682.70
Grand Totals:		55,682.70	55,682.70

Investment Report

General Fund

Flushing Bank

The current balance in this account is \$2,798,449.43 and the account is earning interest at .05%.

Capital Reserve Fund

Capital Reserve Projects

Flushing Bank

The money market account balance of \$1,069,458.43 is earning interest at .05%.

3/16/2022

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

TO: Board of Trustees

FROM: Eileen Sullivan
 2021/22 Finance Chairperson

DATE: March 21, 2022

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
56708	11/15/2021	SCORE	\$100.00
56771	12/20/2022	KANOPY LLC	\$393.00
56824	01/18/2022	AMERICAN EXPRESS	\$1,205.01
56829	01/18/2022	BARCODES, INC.	\$872.00
56834	01/18/2022	BULL TERRIER NEWS SERVICE	\$246.78
56839	01/18/2022	COUNTY LINE HARDWARE	\$126.73
56854	01/18/2022	HAMBURGER, MAXON, YAFFE	\$2,275.00
56854	01/18/2022	ELIZABETH HUGHES	\$449.50
56886	01/18/2022	STERLING NA INC.	\$4,975.00
56875	01/18/2022	QUALITY ISLAND LANDSCAPING	\$9,500.00
56868	01/18/2022	NASSAU LIBRARY CO ASSOCIATION	\$55.00
56861	01/18/2022	JET SANITATION SERVICES	\$205.00

Appointments

Name	Title	Hours / Week	Salary	Step	Effective Date
Damien Stein	PT Custodian	8	\$19.17	1	3/5/2022

Promotions

Name	Title		Hours / Week	Salary	Step	Effective Date
Elizabeth DiMaulo	From:	PT Library Clerk	21	\$17.50/hr	2	3/18/2022
	To:	PT Library Asst.	19	\$23.56/hr	1	
Ryann Riggs	From:	PT Librarian 1	2	\$31.54/hr	2	4/25/2022
	To:	FT Librarian 1	35	\$60,450.75	3	

Cost of Vote-Day Workers

Information

The library hires registrars to check in voters for the trustee election on April 5. District resident employees are eligible to work as registrars for the vote. The following schedule is proposed for April 5 (shifts subject to change).

<u>Name</u>	<u>Job Title</u>	<u>Shift</u>	<u>Hourly Rate</u>	<u>Total</u>
Katrina LaTorre	Voter registrar	10 a.m.-3 p.m.	\$13	\$65.00
Virginia Delle	Voter registrar	10 a.m.-3 p.m.	\$13	\$65.00
MJ Kummer	Voter registrar	3-8:30 p.m.	\$13	\$71.50
Jamie Gholson	Voter registrar	3-9 p.m.	\$13	\$78.00
				\$279.50

Recommendation

That the Board of Trustees approves the above schedule of workers to be paid at the rate of \$13 per hour for the budget vote and trustee election on April 5, 2022.

February 2022 sessions

Patrick McAsey <ptmcasey@gmail.com>
To: Jamie Gholson <jgholson@shpl.info>

Thu, Mar 10, 2022 at 2:57 PM

Hi Jamie,

Here are the figures:

February 1: 8 Federal and 8 NY returns

February 8: 12 Federal and 12 NY returns

February 15: 15 Federal and 15 NY returns

February 22: 13 Federal and 13 NY returns

The total was 48 Federal and 48 NY returns submitted and approved. In addition, there were about 6 clients who had income or expenses that were out of our scope of training.

Let me know if you need anything further. Please extend my thanks to the board for the GREAT cooperation from all your staff from maintenance to front desk to administration we have immediately received everything we have ever needed.

Thank you!

Pat

Patrick T. McAsey

ptmcasey@gmail.com

cell: (631) 647-0055





March 15, 2022

Mrs. Eileen Sullivan
92 East 23rd Street
Huntington Station, NY 11746

Dear Eileen:

On behalf of our Friends organization, our Board of Trustees and staff, I thank you for your generous donation to the Friends of the South Huntington Public Library.

All donations to the Friends of the South Huntington Public Library benefit our community through library programs such as our summer and winter reading clubs, student scholarships, special concerts and more.

We so appreciate your support and friendship through this challenging time. We can only hope for better times to come.

Warm regards,

A handwritten signature in blue ink that reads "Janet".

Janet Scherer
Director



Fire Alarm Control System

You will notice in Ray's report that he discusses this upgrade and the work he has done so far on soliciting bids, etc. Ray will be attending our meeting to discuss this in further detail. Attached is a quote from New York Fire Systems & Service.

HVAC Replacement Project

On Wednesday, February 23rd, Ray and I met with library architect Chris Sepp and his firm's engineer Andrew Saggese from Emtec Consulting Engineers, OPC. They are preparing a proposal that would include preparation of all bid documents as well as working with the state to ensure that we are eligible for the state construction grant and SAM grant.

Friends of the South Huntington Public Library

I am pleased to report that I met with the Friends executive committee on Friday, March 11th and we will be announcing our kick off meeting in the May newsletter. Our first meeting is tentatively set for Friday, May 13th at 2:00 p.m. On the agenda will be our book donation day, Fall book sale and veteran concert. The group will also be looking for ways in which they can best fund projects for our library. In addition, the Friends are planning a plant sale for April which will feature potted plants to serve as spring and Easter gifts.

"History of Huntington Town Libraries" Project

Retiree PJ Novak has been hard at work at Huntington Town Hall preparing the exhibit which features the history of our town's libraries. It is set to open in May and more details concerning a reception will be forthcoming. Below is a photo of PJ's exhibit for our library which is just about completed. I want to thank her for all her dedication and commitment to this project.



Meetings

February 1	Tuesday	11:00 a.m.	SLI Mentor Meetup with Copiague Library
February 2	Wednesday	10:00 a.m.	Huntington Director Zone Meeting RE: TOH Exhibit
February 3	Thursday	2:00 p.m.	Department Head Meeting
February 8	Tuesday	2:00 p.m.	Personnel Policy Committee Meeting
February 9	Wednesday	9:00 a.m.	Staff Meeting
February 9	Wednesday	3:30 p.m.	SLI Advisory Board Meeting
February 15	Tuesday	2:00 p.m.	Personnel Policy Committee Meeting
February 16	Wednesday	3:30 p.m.	SLI Advisory Board Committee
February 16	Wednesday	7:00 p.m.	Book Discussion Facilitation
February 17	Thursday	2:00 p.m.	LILRC Annual Conference Committee Meeting
February 22	Tuesday	2:00 p.m.	Personnel Policy Committee Meeting
February 22	Tuesday	7:00 p.m.	SHPL Board of Trustees Meeting
February 23	Wednesday	9:00 a.m.	Staff Book Discussion
February 23	Wednesday	10:00 a.m.	Meeting with architect Chris Sepp
February 24	Thursday	1:00 p.m.	ALA Webinar: Sustainability and Climate
February 25	Friday	10:30 a.m.	SLI Certification Celebration @ Hauppauge Library

Important Dates:

SHPL Annual Meeting and Presentation of the Budget – March 28 @ 7 p.m.

Annual Trustee Election – Tuesday, April 5th, 10:00 a.m. - 9:00 p.m.

SHPL Board of Trustees Meeting – Monday, April 18 @ 7 p.m.



Date: 03/10/2022

To: **Raymond Capone**
South Huntington Library
145 Pigeon hill Road
Huntington Station, NY 11746
rcapone@shpl.info

Quote: 002538.1

Project: **South Huntington Library**
145 Pigeon hill Road
Huntington Station, NY 11746

Dear Raymond,

We are pleased to quote on furnishing the necessary equipment for the subject project. The equipment and services to be furnished are as follows:

- 1 Fire Alarm Control Panel w/ Dialer
- 1 Remote Annunciator
- 1 Programming & Testing
- 1 Installation (excludes cutting and patching)

This quotation includes but not necessarily limited to the following:

- 1. Contractor wiring diagrams (Includes Riser & Point-to-Point)
- 2. Submittals
- 3. On site consultation with installing contractor
- 4. Final system test and demonstration
- 5. Verbal and written operating instructions
- 6. Supervision of final wiring terminations at control panel
- 7. All shipping and handling

Total of the above equipment and services is **\$14,500.00** plus applicable taxes.

Thank you for your continued interest in New York Fire Detection products and services.

This Quotation and any resulting contract shall be subject to the general terms and conditions on the reverse side of this form. New York Fire Detection Inc. supervision of installation (Soft) is available to provide specialized assistance. For more details see item 14 on the reverse side of this form. Additional installation support is available and may be purchased from New York Fire Detection, Inc. This business is licensed by the New York State Department of State [Lic # 12000255260] to install, service and maintain security or fire alarm systems. For information call (518) 475-4429

Offered By:
New York Fire Detection
1230 Port Washington Blvd.
Port Washington NY 11050
Jack Ferguson
Sr. Account Executive

Accepted By:
South Huntington Library
145 Pigeon hill Road
Huntington Station, NY 11746

Print Name: _____

Signature: _____

NEW YORK FIRE DETECTION, INC.
GENERAL TERMS AND CONDITIONS OF SALE

No terms, conditions, deletions, modifications, or other understandings, oral or written, in any way purporting to vary these terms and conditions, whether contained in Purchaser's forms or elsewhere, shall be binding upon New York Fire Detection, Inc. (N.Y.F.D.) unless approved in writing and signed by N.Y.F.D. its Headquarters in Port Washington, New York, 11050. ANY TERMS INCONSISTENT WITH THOSE STATED HEREIN WHICH APPEAR ON BUYER'S FORMAL PURCHASE ORDER WILL NOT BE BINDING ON THE SELLER. This business is licensed by the New York State Department of State (Lic # 12000255260) to install service and maintain security or fire alarm systems. For information call (518) 475-4429.

1. **VALIDITY PERIOD:** This Quotation is valid for 30 days, but cancelable in the event of causes beyond the control of N.Y.F.D.

2. **SECURITY INTEREST:** The Purchaser grants to N.Y.F.D., and N.Y.F.D. retains, a security interest in all equipment shipped pursuant to any contract resulting from this quotation and the proceeds thereof until the Purchaser shall have made full payment of the equipment. N.Y.F.D. may file any order resulting from this quotation as a financing statement. In the event of failure to make payment on the due date in accordance with terms designated, the entire balance shall become due and payable at once. In case of default of payment, N.Y.F.D. shall have the right to take possession of the equipment, immediately, wherever it may be found, and remove it with or without process of law and retain all money paid hereunder as LIQUIDATED DAMAGES and rental for said equipment. The Purchaser agrees to pay N.Y.F.D.'s reasonable attorney's fees and legal expenses of collection and that the same are secured by the security interest granted herein. The Purchaser shall not sell (except in the ordinary course of business), mortgage, pledge or lease said equipment without the prior written permission of N.Y.F.D.

3. **LIMITATION OF WARRANTY AND REMEDIES:** Subject to the limitations below, N.Y.F.D. warrants all products to be free from defects in material and workmanship for a period of one year from the date of first beneficial use of all or any part of the system or 18 months after equipment shipment as determined by N.Y.F.D. provided, however, that N.Y.F.D.'s liability under said warranty shall be limited to the repair or replacement, at its option, of any product, or parts thereof, which N.Y.F.D. determines to be defective. THIS WARRANTY DOES NOT APPLY TO ANY PRODUCTS WHICH HAVE BEEN SUBJECT TO ABUSE, MISHANDLING, OR IMPROPER USE AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. N.Y.F.D. SHALL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, ECONOMIC, OR CONSEQUENTIAL LOSS OF DAMAGE TO THE PURCHASER OR USER OF THIS EQUIPMENT ARISING OUT OF THE FAILURE OF THE EQUIPMENT TO OPERATE. WARRANTY SERVICE WILL BE PERFORMED AT NO CHARGE BETWEEN THE HOURS OF 8:00 AM TO 5:00 PM LOCAL TIME, MONDAY THRU FRIDAY EXCLUSIVE OF N.Y.F.D.'S HOLIDAYS, WARRANTY SERVICE REQUESTED TO BE PERFORMED AT OTHER THAN DURING NORMAL N.Y.F.D.'S NORMAL WORK HOURS SHALL BE CHARGED AT N.Y.F.D.'S STANDARD OVERTIME RATES.

4. **COMPLIANCE WITH FAIR LABOR STANDARDS ACT:** N.Y.F.D. represents that with respect to the production of the equipment to be purchased pursuant to this quotation, it has fully complied with the requirements of the Fair Labor Standards Act of 1938, as amended (29 U.S.C. Sec. 201-219).

5. **INDEMNITY:** The Purchaser agrees to indemnify and hold N.Y.F.D. harmless for any expense or loss arising out of or resulting from construction site damage or the faulty or negligent installation of the equipment by the Purchaser or installer.

6. **LIABILITY:** N.Y.F.D. shall not be liable for loss or damage of any kind resulting for delay or inability to deliver on account of fire labor problems, accidents, acts of civil or military authorities, or from any other causes beyond N.Y.F.D.'s control.

7. **GENERAL:** Any provision of a contract resulting from this quotation prohibited by the law of any state shall, as to such state, be ineffective to the extent of such prohibition without invalidating the remaining provisions of the contract. N.Y.F.D. shall not be bound by statements or premises made by any representative of N.Y.F.D. which are not stated in and made a part of this quotation. Any contract resulting from this quotation shall be construed under the law of the state of NEW YORK.

8. **TAXES, LICENSE AND PERMITS:** The Purchaser is responsible for obtaining all licenses and permits and for paying all applicable taxes and fees.

9. **SHIPMENT:** All equipment is shipped F.O.B. Shipping Point

10. **CANCELLATION:** In the event that the Purchaser cancels any order resulting from this quotation without just cause he shall be liable to N.Y.F.D. for an amount equal to twenty percent (20%) of the value of the order. This amount shall be construed as LIQUIDATED DAMAGES representing an approximation of all administrative, engineering, and other costs incurred by N.Y.F.D. in reliance upon the order; not as a penalty. N.Y.F.D.'s rights under this clause shall be in addition to all other rights remedies available to it in law or equity and shall not be construed as to limit N.Y.F.D.'s damages in any way recoverable as a result of Purchaser's breach.

11. **ALTERATIONS BY PURCHASER:** All repairs or adjustments that are or may become necessary under the warranty provisions of this quotation shall be performed only by an authorized representative of N.Y.F.D. Any repairs, adjustments, or interconnections performed by the Purchaser or at the Purchaser's request by anyone other than an authorized representative of N.Y.F.D. shall VOID ALL WARRANTIES contained herein.

12. **DRAWINGS:** All drawings and wiring diagrams provided by N.Y.F.D. in connection with the quoted project are:

- A) Protected under the United States Copyright Laws.
- B) Prepared in accordance with what N.Y.F.D. judges to be good design practice. (However, approval of system design by the authority having jurisdiction is not guaranteed.)
- C) Intended solely for the use of the installing contractor as a guide for the fabrication and installation of the system.
- D) Not intended to be submitted for any purpose to the authority having jurisdiction, or any other party, except with the prior approval of N.Y.F.D.

13. **INSTALLATION:** The installation of the proposed equipment is NOT included unless specifically stated on this quotation.

14. **N.Y.F.D. SUPERVISION OF INSTALLATION** (Soft) includes the following activities by a factory-trained technician when determined by N.Y.F.D. to be appropriate. Soft is provided during normal working hours, Monday - Friday between the hours of 8:00 AM To 5:00 PM.

- A) Pre-construction review of submittals and drawings.
- B) Technical advice during initial startup of control panels before installer wiring is connected.
- C) Review of panel connections and preparation of a list of items to be corrected by the installer.
- D) Program editing to correct minor errors and omissions.
- E) Assistance with one functional test of the system.
- F) One training session for the owner's representative.

15. **PAYMENT TERMS:** Payment Terms are net 30 days from date of invoice where satisfactory open account credit is established. N.Y.F.D. reserves the right to revoke or modify and credit as its sole discretion. Purchaser agrees to pay each invoice when due. In the event that Purchaser defaults on its obligation to pay each invoice when due, then, in addition to all other rights and remedies available to it, N.Y.F.D. shall have the option to withhold any further shipments of material and or the provision of any services, including TIS, until Purchaser's account is fully paid. Further, in the event payment is not received according to Terms, N.Y.F.D. may, at its discretion, assess interest at the rate of 1.5% per month or the maximum rate allowed by law, whichever is lower. Purchaser also agrees to pay reasonable legal fees or agency commissions sustained by N.Y.F.D. in pursuit of payment, which is past due.

Computer Services Update

The library's server room project has entered a complex phase as we begin to upgrade our storage array, server hardware and software. This work comes in addition to our existing software updates, equipment maintenance, and hardware deployment; we are actively recruiting additional IT help both to navigate this project and maintain services and infrastructure. Our recruitment efforts thus far have drawn strong interest, and we are in the process of evaluating applications before moving on to the interview process.

Teacher Workshop

Due to low registration, we have cancelled the professional development workshop we had scheduled with the school district for this month. We remain committed to hosting future workshops, and the SHUFSD has indicated they will reach out in the fall to begin planning.

State Report

Following the Board's approval of our Annual Report, we have filed the document with New York State's Division of Library Development. On occasion, we will receive a notice via the Suffolk Cooperative Library System regarding outstanding issues or items needing clarification; thus far we have received none.

Meetings — February

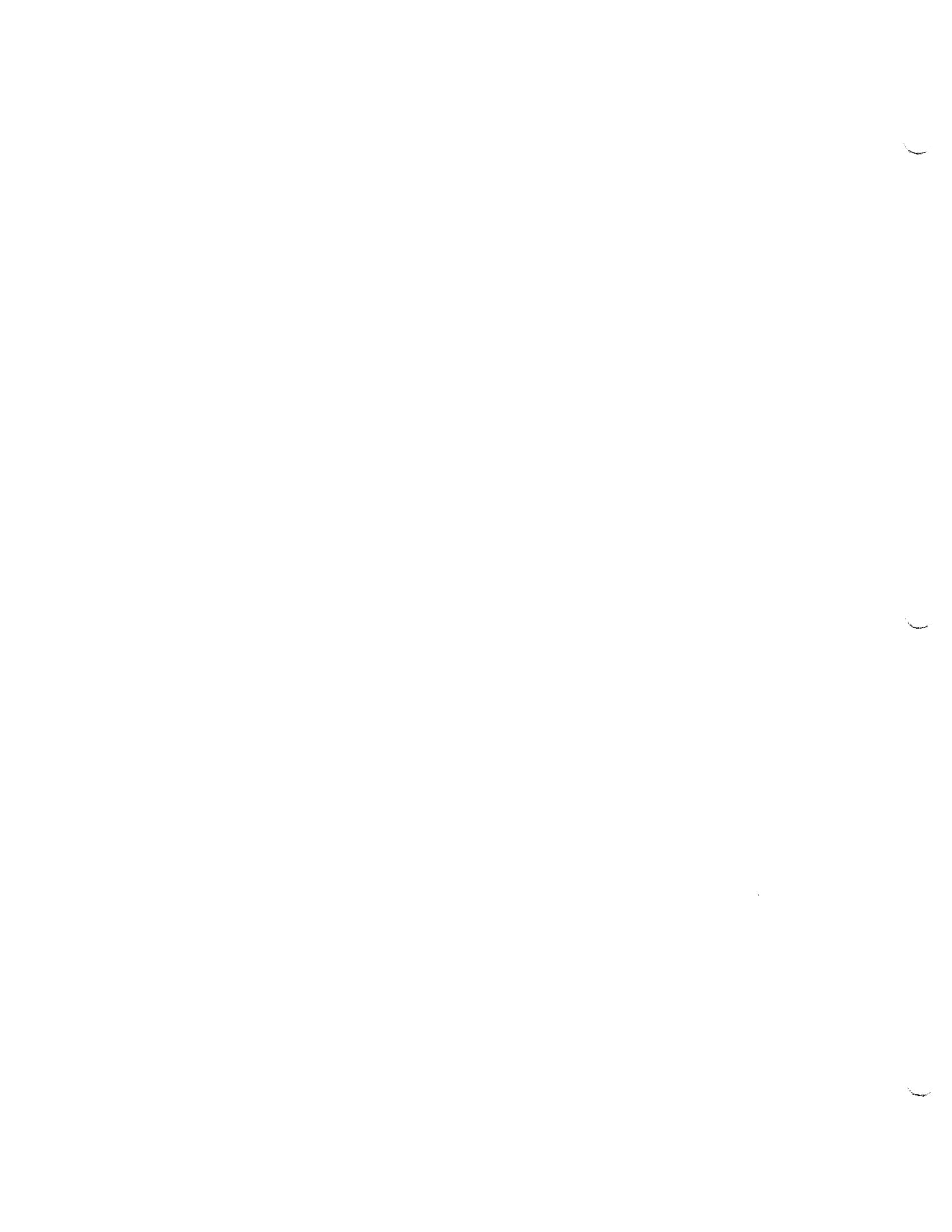
February 3	Thursday	2:00 p.m.	Department Head Meeting
February 8	Tuesday	2:00 p.m.	Personnel Policy Committee Meeting
February 9	Wednesday	9:00 a.m.	Staff Meeting
February 10	Thursday	10:00 a.m.	Technology Information Forum (TIF)
February 15	Tuesday	2:00 p.m.	Personnel Policy Committee Meeting
February 22	Tuesday	2:00 p.m.	Personnel Policy Committee Meeting
February 22	Tuesday	4:00 p.m.	NYLA Round Table of Round Tables
February 22	Tuesday	7:00 p.m.	Library Board of Trustees Meeting



March 2022 Building and Grounds Report

Prepared by Ray Capone

1. We hired a new custodian this month. Damien Stein will be replacing Alex Feliciano when he leaves at the end of April. We wish Alex well and thank him for his years of service! At present, Damien is scheduled for training on Saturdays until Alex leaves.
2. We discovered a leak at our fire pump; I had Werner plumbing come and repair a release valve and the issue is resolved.
3. Pyramid Air performed its regularly scheduled maintenance on our HVAC system. All was working correctly.
4. Our generator was serviced, as the antifreeze sensor was malfunctioning. The sensor continuously indicated low antifreeze levels, which was not the case. After replacing the sensor, the generator is operating properly.
5. We painted two small sections of pipe on the roof that lead to AC units, as some of the paint was chipping off and the pipes had begun to rust.
6. I ordered new chairs for all the reference office. These chairs were original to the building, and were worn out. Their replacements should arrive by mid-April.
7. We organized and installed additional shelving in the storage area this month
8. I secured a quote for the installation of a new fire alarm control panel. While the panel is proprietary, it avoids the necessity of having to completely replace our existing system at significantly greater cost.
9. I had the van inspected this month. An oil change was performed, otherwise the vehicle is in good condition.
10. We grouted a few sections of the tile floors in the lower level restroom after noticing some of the grout had loosened.
11. We trimmed a few trees that overhung the hot box up by Pidgeon Hill Road. Given the recent wind storms, we wanted to prevent them from potentially falling and damaging the hot box.
12. We had to replace a ceiling tile in reference that had some water damage. I determined that the leak was caused by an AC unit door that had opened due to high winds. That door has been secured, and there has been no further water penetration.
13. We replaced a bulb and ballast in the staff stairwell, as well as a bulb and ballast in the children's room.



Policy Review: Whistleblower Policy

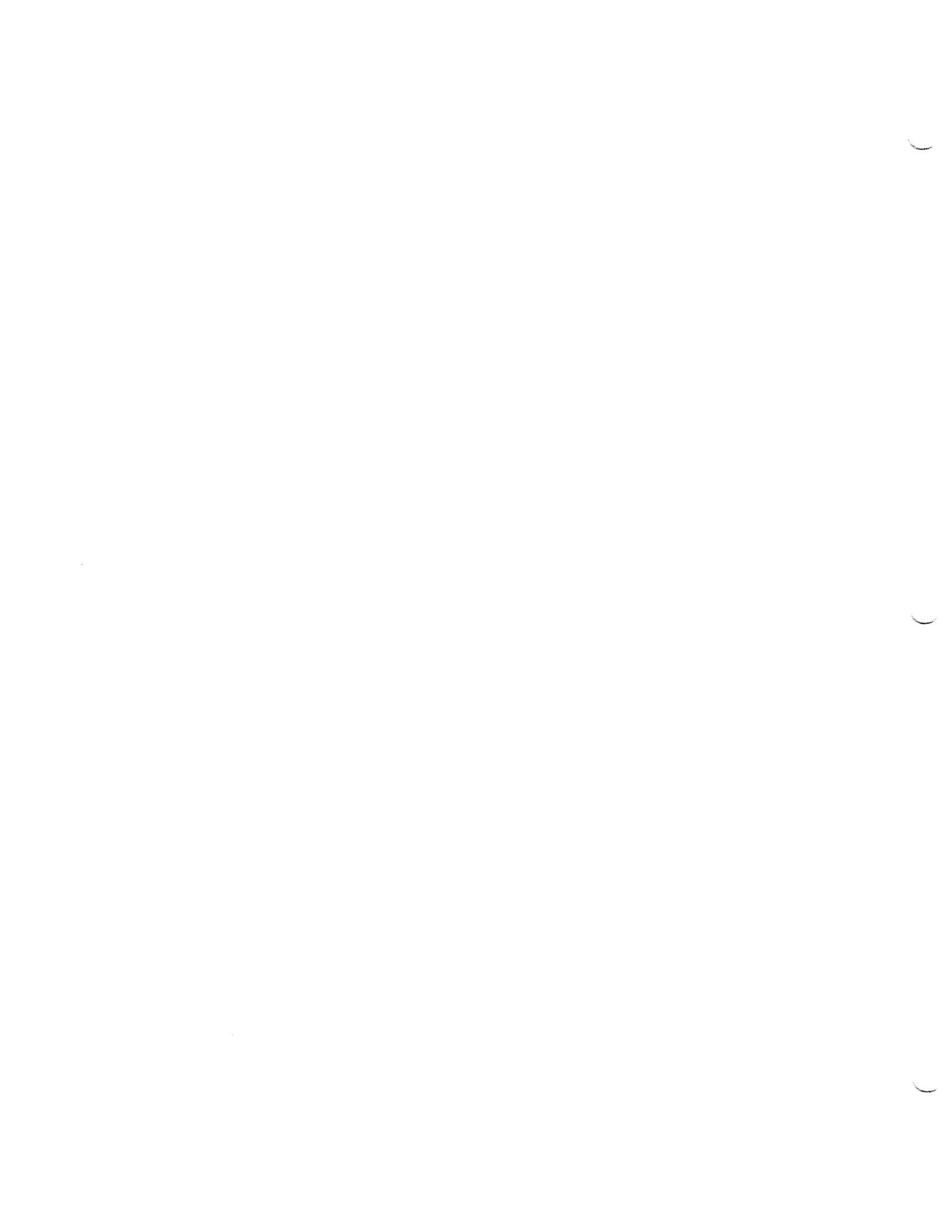
Information

Currently our Whistleblower Policy can be found nested under both our Personnel Policy Manual and in our Business Policy. Upon review by our attorney, it was found that our policy did not meet the anti-retaliation requirements of the existing Civil Service Law §75-b and procedures for reporting requirements of Not for Profit Corporation Law § 715-b.

I have attached for review both our old policy and the revised policy drafted by our attorney.

Recommendation

That the Board of Trustees approves the revised Whistleblower Policy as presented.



WHISTLEBLOWER POLICY
Approved 12/20/21)

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.

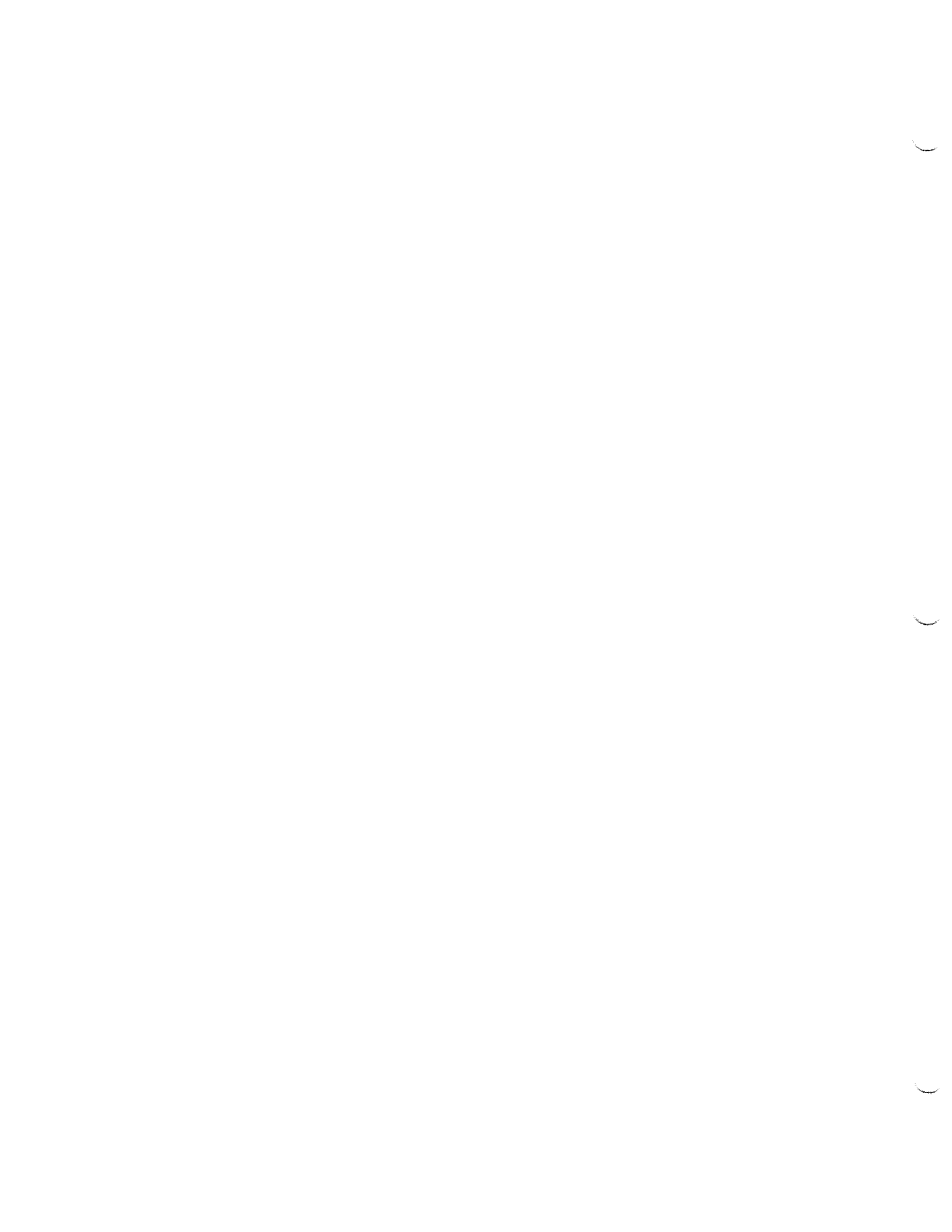
If an employee has a reasonable belief that an employee of the South Huntington Public Library has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report 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.



WHISTLEBLOWER POLICY
(Revised DRAFT)

Declaration of Policy: The South Huntington Public Library (the "Library") is committed to providing all employees protection from adverse employment action for engaging in protected acts of whistleblowing, as set forth in Civil Service Law §75-b, and any other relevant federal, State or local statutes, regulations, laws or rules.

Whistleblower Protection: The Library will not dismiss or take other disciplinary or other adverse personnel action against an employee because the employee discloses to a governmental body information: (i) regarding a violation of a law, rule or regulation which violation creates and presents a substantial and specific danger to the public health or safety; or (ii) which the employee reasonably believes to be true and reasonably believes constitutes an improper governmental action.

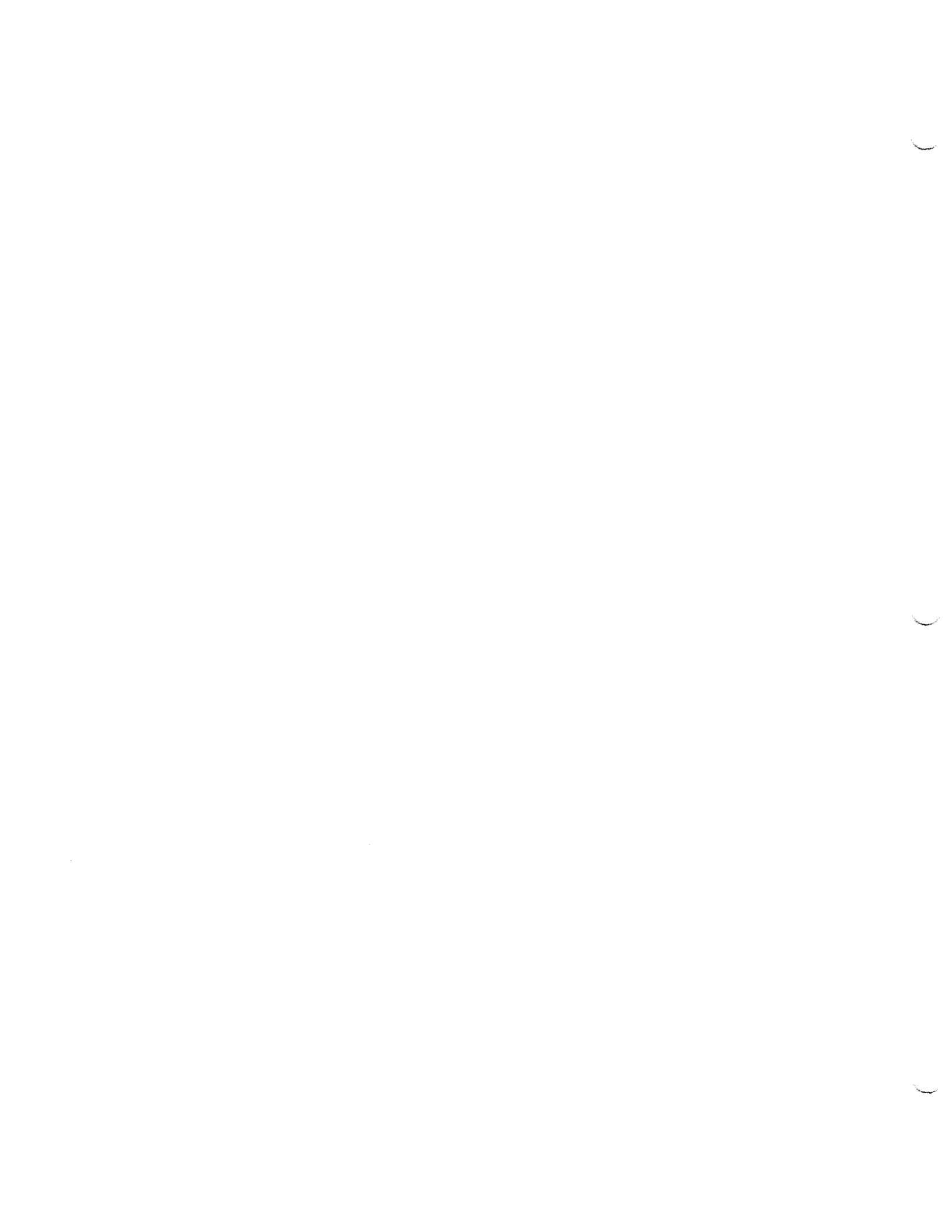
For the purposes of this Policy, "improper governmental action" means any action by a the Library or an employee, or an agent of the Library or employee, which is undertaken in the performance of such agent's official duties, whether or not such action is within the scope of his employment, and which is in violation of any federal, state or local law, rule or regulation.

Anti-Retaliation: Any employee found to have engaged in retaliatory conduct against an individual for exercising their protected whistleblower rights, as outlined above, may be subject to disciplinary action, up to and including termination. Conversely, reports of improper governmental action found to have no merit, and found to have been made in bad-faith may subject the reporting employee to disciplinary action.

Procedures for Reporting:

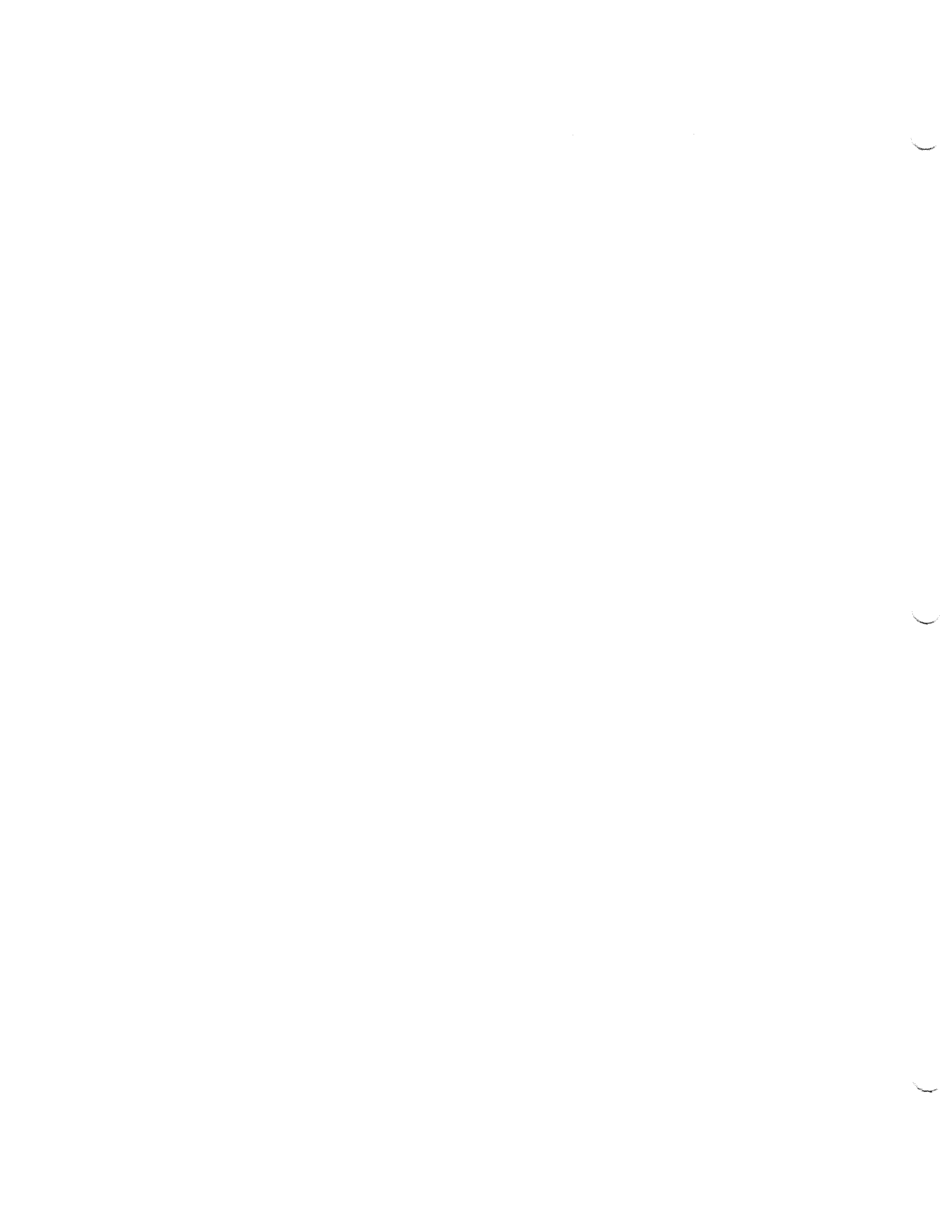
Consistent with Not-For-Profit Corporation Law §715-b, the Library sets forth the following procedures for reporting and investigating complaints of "improper governmental action":

- 1) Employees who become aware of "improper governmental action" should first raise the issue with their supervisor. If requested, the employee shall submit a written report to the supervisor stating in detail the basis for the employee's belief that improper governmental action has occurred.
- 2) Where the employee reasonably believes the improper governmental action involves his/her supervisor or the employee is not comfortable speaking with his/her supervisor, the employee should raise the issue with the Library Director. If the violation concerns the Director, the employee should report the matter directly to the President of the Board of Trustees.
- 3) The Library Director, or their designee, shall take prompt action to investigate the reported conduct. Unless required by law, or for other compelling justification,



Library officers and employees involved in the investigation shall, to the extent possible, keep the identity of reporting employee(s) confidential.

- 4) If the employee is not satisfied with the supervisor's response, they are encouraged to speak to anyone in Library administration whom they are comfortable in approaching, including the Library Director.
- 5) The Assistant Director, department heads and supervisors are required to report suspected violations to the Director.
- 6) All reports of improper governmental action are to be reported to the Board of Trustees at the next regular meeting of the Board. The Director shall issue a confidential written report to the Board, with appropriate recommendation(s).
- 7) To the extent that Board deliberation and/or action is necessary, the subject of the complaint shall not be present for such deliberation and/or action, unless called upon to give relevant background or factual information.
- 8) In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the President of the Board of Trustees.
- 9) After an investigation has been completed, the employee reporting the improper governmental action shall receive a written or oral summary of the results of the investigation, except that personnel actions taken as a result of the investigation shall be kept confidential.
- 10) Thereafter, Library employees may report information about the improper governmental action directly to the appropriate government agency which has responsibility for investigating the improper action if the Library employee has a reasonable belief that one of the following two conditions exists:
 - a. A thorough investigation was not undertaken by the Library to determine whether an improper governmental action occurred; or
 - b. Insufficient action has been taken by the Library to address the improper governmental action.



Progressive Discipline Policy

Information

It is essential that the library employs a disciplinary system that provides a graduated range of responses to staff performance or conduct problems. On the next page is a recommended "*Progressive Discipline Policy*" to be included within the library's overall Personnel Policy.

Recommendation

That the Board of Trustees adopts the "*Progressive Discipline Policy*" for use at the South Huntington Public Library.



Progressive Discipline Policy

Any employee conduct that, in the opinion of their supervisor or the Library Director, interferes with or adversely affects the library's business is sufficient grounds for disciplinary action, up to and including termination.

Disciplinary action can range from oral warnings to immediate discharge. The library's general policy is to take disciplinary steps in the following order:

- verbal warning(s)
- written reprimand(s)
- loss of step advancement
- termination

However, the library reserves the right to alter the order described above, to skip disciplinary steps, to eliminate disciplinary steps, or to create new and/or additional disciplinary steps.

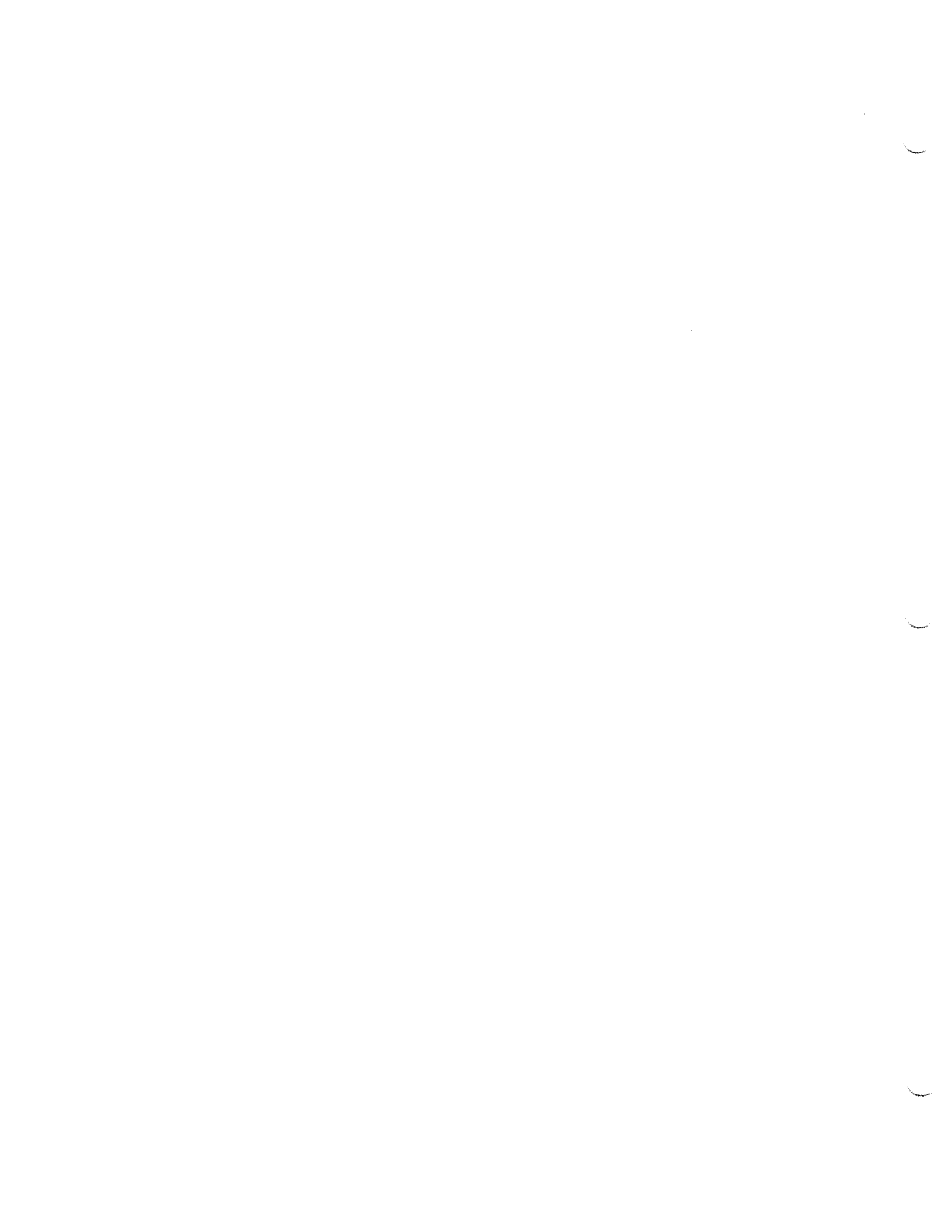
In choosing the appropriate disciplinary action, the library may consider any number of the following things:

- the seriousness of the conduct
- the employee's history of misconduct
- employment records
- length of employment with the library
- the strength of the evidence against the employee
- the employee's ability to correct the conduct
- the employee's attitude about the conduct
- actions the library has taken for similar conduct by other employees
- how the conduct affects the library, its customers and staff
- any other circumstances related to the nature of the misconduct, the employee's work history with the library, and the effect of the misconduct on library business.

The library will give those considerations whatever weight it deems appropriate. Depending on the circumstances, the library may give some considerations more weight than other considerations—or no weight at all. Some conduct may result in immediate termination.

Here are some examples:

- theft of Library property
- threatening the physical safety of anyone
- physically or verbally assaulting another person
- bringing a weapon to work
- any illegal conduct at work



Staff Evaluation Policy

The Library will utilize a performance evaluation program to:

1. provide each employee with regular feedback as to their job performance;
2. assist the employee in becoming more effective in their position;
3. support the employee in meeting strategic objectives of the Library; provide an opportunity for the employee to communicate to his/her supervisor any issues regarding employment at the Library.

A performance evaluation will establish future goals, provide objective feedback of the employee's work during the evaluation period, and evaluate results of work relative to any previous stated goals.

Performance evaluations will be given to employees on an annual basis, and completed evaluation will be retained in the employee's personnel file. The performance evaluation will be discussed and signed by both the employee and the supervisor to provide evidence that all strengths, areas for improvement, and job goals for the next review period have been clearly communicated. Employees may rebut or comment on, in writing, all or any part of the evaluations. The responses will be included with the evaluation in the employee's personnel file.



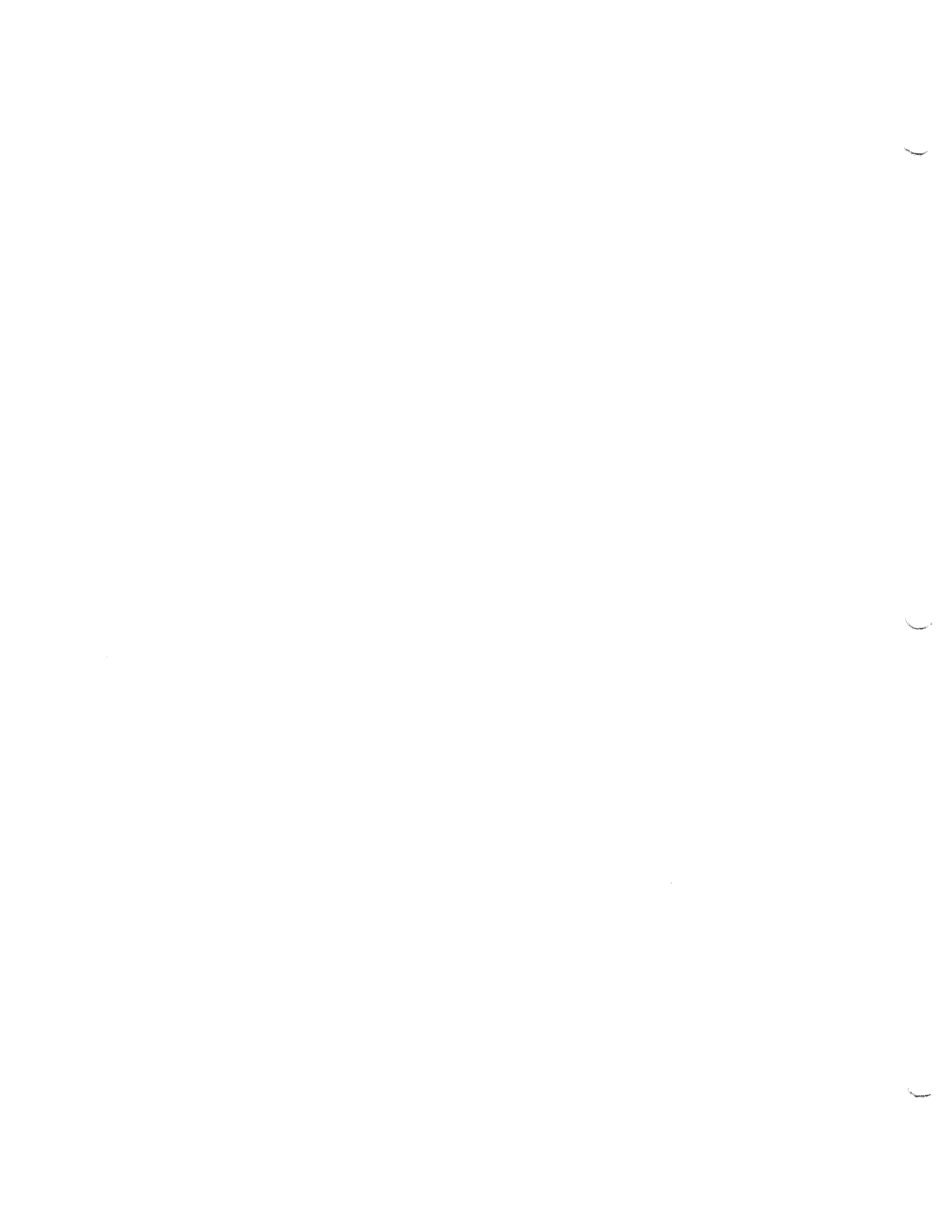
Staff Evaluation Policy

The Library shall utilize a performance evaluation program to:

1. provide each employee with regular feedback as to their job performance;
2. assist the employee in becoming more effective in their position;
3. support the employee in meeting strategic objectives of the Library; provide an opportunity for the employee to communicate to his/her supervisor any issues regarding employment at the Library.

A performance evaluation shall establish future goals, provide objective feedback of the employee's work during the evaluation period, and evaluate results of work relative to any previous stated goals.

Performance evaluations shall be given to employees on an annual basis, and completed evaluation shall be retained in the employee's personnel file. The performance evaluation shall be discussed and signed by both the employee and the supervisor to provide evidence that all strengths, areas for improvement, and job goals for the next review period have been clearly communicated. Employees may rebut or comment on, in writing, all or any part of the evaluations. The responses will be included with the evaluation in the employee's personnel file.



American Library Association Annual Conference

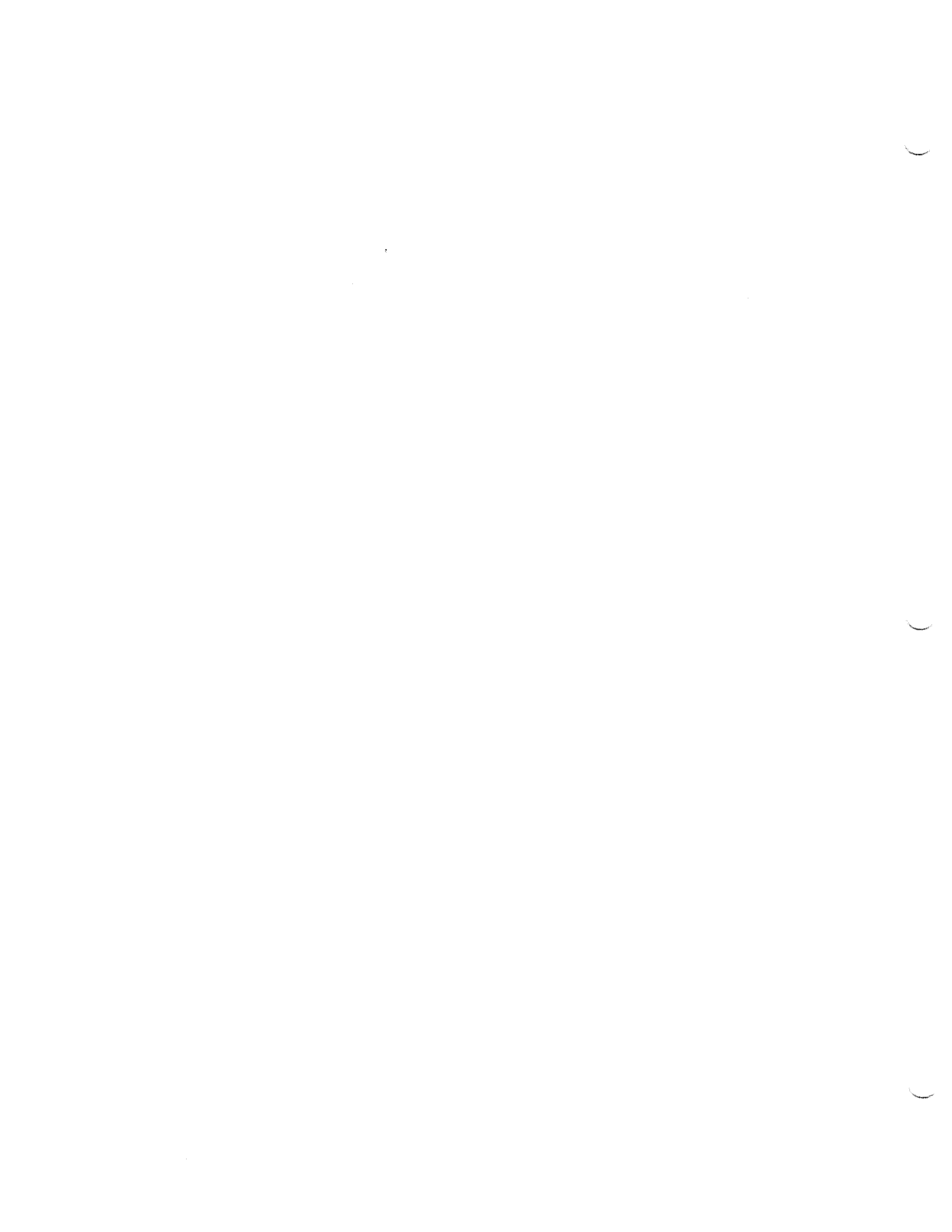
Information

The annual conference of the American Library Association will take place in Washington DC, from Friday, June 24 through Tuesday, June 28, 2022. Registration is open. The estimated cost of attending is detailed below:

	Cost per Person	Total (for 4 staff members)
Registration	\$570	\$2,280
Hotel (4 nights)	\$1,200	\$4,800
Food (\$60 per day)	\$240	\$960
Transportation	\$125	\$500
Misc.	\$250	\$250
Total	\$2,385	\$8,790

Recommendation

That the Board of Trustees authorizes four staff members to attend the 2022 American Library Association Conference at a cost not to exceed \$8,790. If there is interest, enough funds are available in the Board Continuing Education code to send a Trustee to the conference.



HVAC Preventative Maintenance and Service Contract Renewal
2022-2023

Information

Our annual preventative maintenance contract for heating, ventilation and air conditioning is scheduled for renewal as of April 1, 2022.

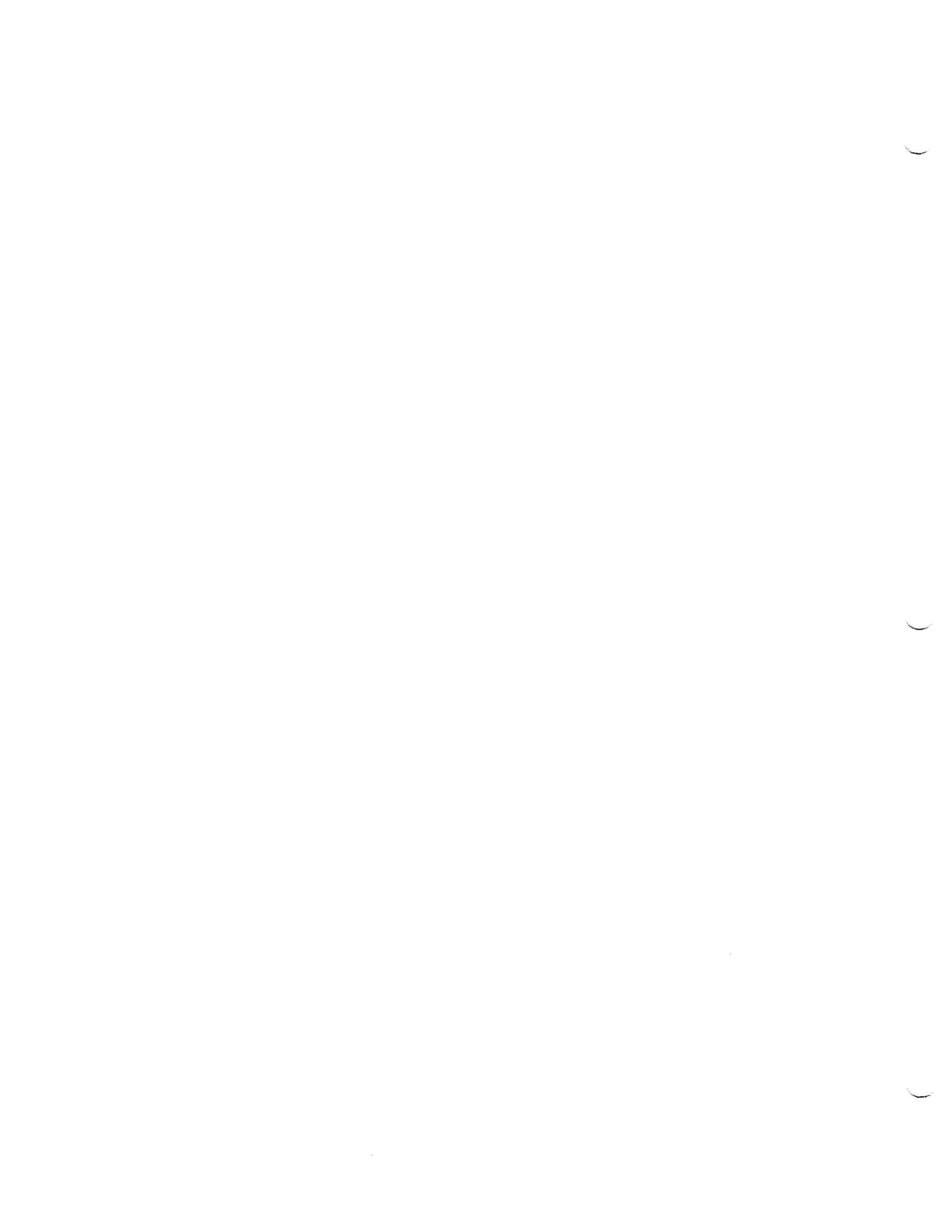
We received the following quotes:

Pyramid	Trane
\$18,903.00	\$26,726.00

Pyramid Air Conditioning has been maintaining the library's HVAC systems since 2011. They have done an excellent job and I am confident that they will continue to provide competent, reliable service. Their cost proposal for annual maintenance for 2022-2023 of \$18,903.00, is an increase of \$1,922.00 or 11.3% over last year's cost. It is important to note that historically Pyramid's increases have been low with total increases of only 6% between 2017 and 2021.

Recommendation

That the Board of Trustees authorizes Pyramid Air Conditioning & Heating to provide preventive maintenance services for the period April 1, 2022 through March 31, 2023 for a total cost of \$18,903.00.



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

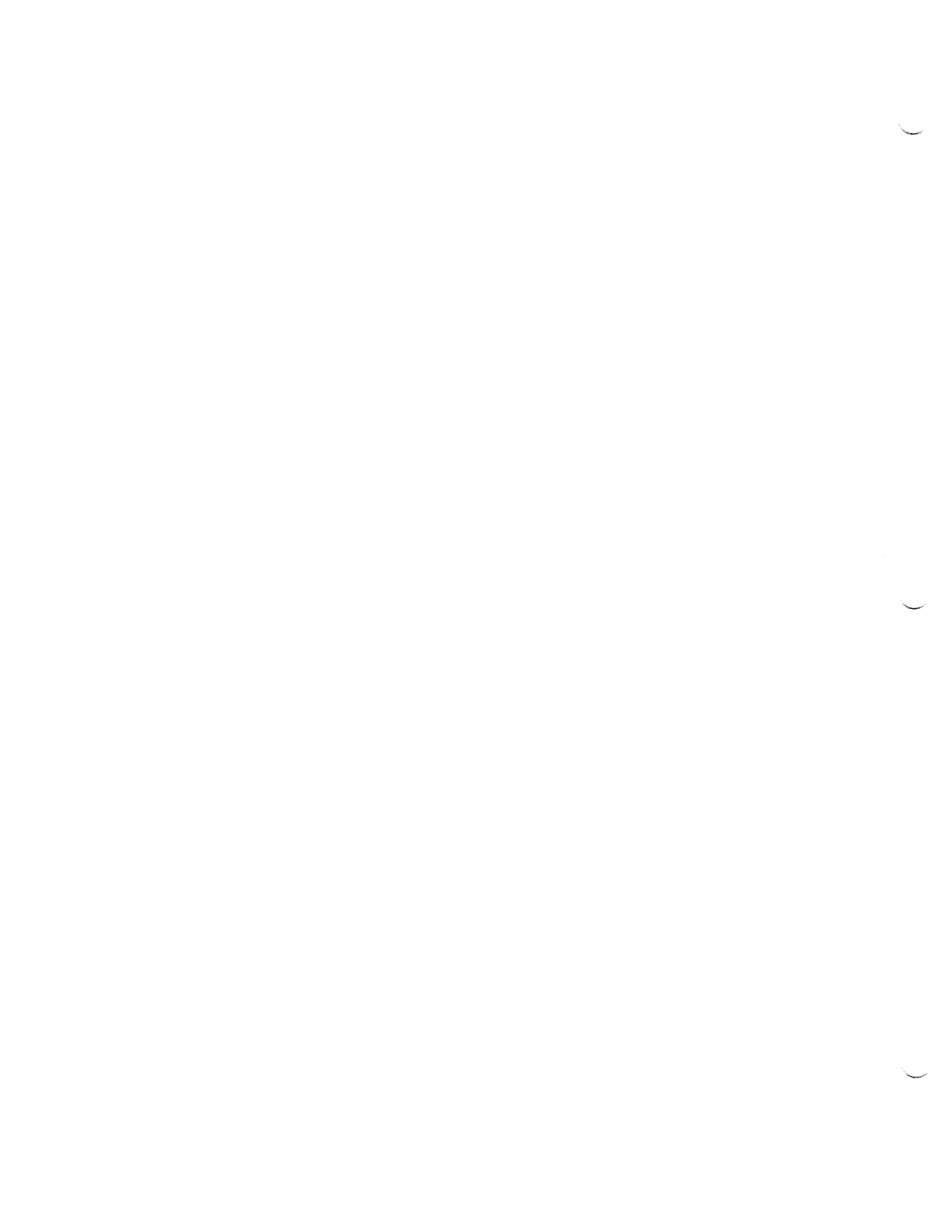
South Huntington Public Library

Asset Tag ID	Category	Serial No	Brand	Model	Purchase Date	Status
30652002679811	UPS	2712AVHOM87BF02263	Tripp Lite	AVR750U	11/01/2017	FAILED
30652002679779	UPS	2730AVHOM87BF00998	Tripp Lite	AVR750U	11/01/2017	FAILED
30652002679613	UPS	2730AVHOM87BF00999	Tripp Lite	AVR750U	11/01/2017	FAILED
30652002677559	UPS	2730AVHOM87BF00974	Tripp Lite	AVR750U	11/01/2017	FAILED
30652002670596	Monitor	CN0KU789716187B2GEDX	Dell	1708FP	12/01/2007	EOL
30652002671206	Printer	JP4LB25513	HP	4700N	03/01/2008	EOL
30652002681023	Desktop PC	2UA32402CK	HP	Elite 8300 CMT	06/01/2013	EOL



February 2022 GATE COUNT

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 638	2 567	3 678	4 485	5 980
6 444	7 678	8 793	9 632	10 793	11 696	12 611
13 234	14 670	15 773	16 730	17 705	18 738	19 635
20 521	21 CLOSED	22 763	23 735	24 715	25 525	26 554
27 308	28 842					



February 2022 - Adult Programs

Title	Event Start Date	People in Attendance
AARP Tax Aide Program (L)	02/01/2022 @ 9:00am	8
Intermediate Tai Chi	02/01/2022 @ 9:30am	18
Chair Yoga on Zoom (V)	02/01/2022 @ 10:00am	11
2nd Precinct Community Meeting (L)	02/01/2022 @ 7:00pm	CANCELLED
ESL Class	02/01/2022 @ 7:00pm	4
Thursday Yoga	02/03/2022 @ 9:30am	23
Genealogy Drop-in	02/03/2022 @ 10:00am	2
Women's Group of the Greens	02/03/2022 @ 10:00am	8
Writing Workshop (V)	02/03/2022 @ 5:00pm	9
North Shore Civil War Roundtable (L)	02/03/2022 @ 7:00pm	CANCELLED
Color Your World Coloring (V)	02/04/2022 @ 9:00am	N/A
Silver Sneakers Fitness (L)	02/05/2022 @ 9:30am	22
Adult Take & Bake: Brooklyn Style Soft Pretzels (V)	02/07/2022 @ 9:00am	24
Beginner Tai Chi	02/07/2022 @ 9:30am	22
Movie: One Night in Miami (L)	02/07/2022 @ 2:00pm	11
Optimize Your Immune System (V)	02/07/2022 @ 6:00pm	19
AARP Tax Aide Program (L)	02/08/2022 @ 9:00am	12
Intermediate Tai Chi	02/08/2022 @ 9:30am	16
Chair Yoga on Zoom (V)	02/08/2022 @ 10:00am	12
Getting Ready for Community Service (L)	02/08/2022 @ 7:00pm	0
ESL Class	02/08/2022 @ 7:00pm	6
Non-Fiction Book Discussion (L)	02/09/2022 @ 11:00am	8
Introduction to Windows 11 (L)	02/09/2022 @ 7:00pm	7
How to Manage Your Paper (Without Losing Your Mind!) V	02/09/2022 @ 7:00pm	36
Thursday Yoga	02/10/2022 @ 9:30am	21
Writing Workshop (V)	02/10/2022 @ 5:00pm	7
Adult Take & Make: Love Wall Art	02/10/2022 @ 7:00pm	20
Video Vacation: Southwest Spain	02/11/2022 @ 11:00am	15
Silver Sneakers Fitness (L)	02/12/2022 @ 9:30am	0
Folk Music Society of Huntington	02/13/2022 @ 1:00pm	CANCELLED
Kids Flick: The Addams Family 2 (L)	02/13/2022 @ 2:00pm	0
Beginner Tai Chi	02/14/2022 @ 9:30am	22
Movie: Dear Evan Hansen (L)	02/14/2022 @ 2:00pm	46
AARP Tax Aide Program (L)	02/15/2022 @ 9:00am	15
Intermediate Tai Chi	02/15/2022 @ 9:30am	17
Chair Yoga on Zoom (V)	02/15/2022 @ 10:00am	9
Defensive Driving (L)	02/15/2022 @ 11:00am	29
ESL Class	02/15/2022 @ 7:00pm	CANCELLED
Sunrise Assisted Living Book Discussion (O)	02/16/2022 @ 3:00pm	7
Evening Book Discussion (L)	02/16/2022 @ 7:00pm	7
Thursday Yoga	02/17/2022 @ 9:30am	24
Writing Workshop (V)	02/17/2022 @ 5:00pm	7
Huntington NAACP	02/17/2022 @ 6:30pm	CANCELLED
Out of Rushmore™s Shadow: The Luigi Del Bianco Story (L)	02/17/2022 @ 7:00pm	13
Silver Sneakers Fitness (L)	02/19/2022 @ 9:30am	0
Classical Sundays: Tim Ruedeman, saxophone, and Eric Huel	02/20/2022 @ 2:30pm	75

February 2022 - Adult Programs

AARP Tax Aide Program (L)	02/22/2022 @ 9:00am	13
Intermediate Tai Chi	02/22/2022 @ 9:30am	16
Chair Yoga on Zoom (V)	02/22/2022 @ 10:00am	9
Film & Discussion: Alice's Ordinary People (V)	02/22/2022 @ 7:00pm	3
ESL Class	02/22/2022 @ 7:00pm	CANCELLED
Library Board of Trustees Meeting	02/22/2022 @ 7:00pm	10
The Bronx of Yesteryear (V)	02/23/2022 @ 3:00pm	65
Thursday Yoga	02/24/2022 @ 9:30am	24
Writing Workshop (V)	02/24/2022 @ 5:00pm	10
An Investor's Tour of Mutual Funds (L)	02/24/2022 @ 7:00pm	0
Silver Sneakers Fitness (L)	02/26/2022 @ 9:30am	0
Beginner Tai Chi	02/28/2022 @ 9:30am	22
Medicare Counseling One-on-One by Telephone	02/28/2022 @ 10:00am	3
Movie: No Time to Die (L)	02/28/2022 @ 2:00pm	44
HBC SOCCER CLUB	02/28/2022 @ 6:30pm	20
Introduction to Canva	02/28/2022 @ 7:00pm	13

February 2022 - Children's Programs

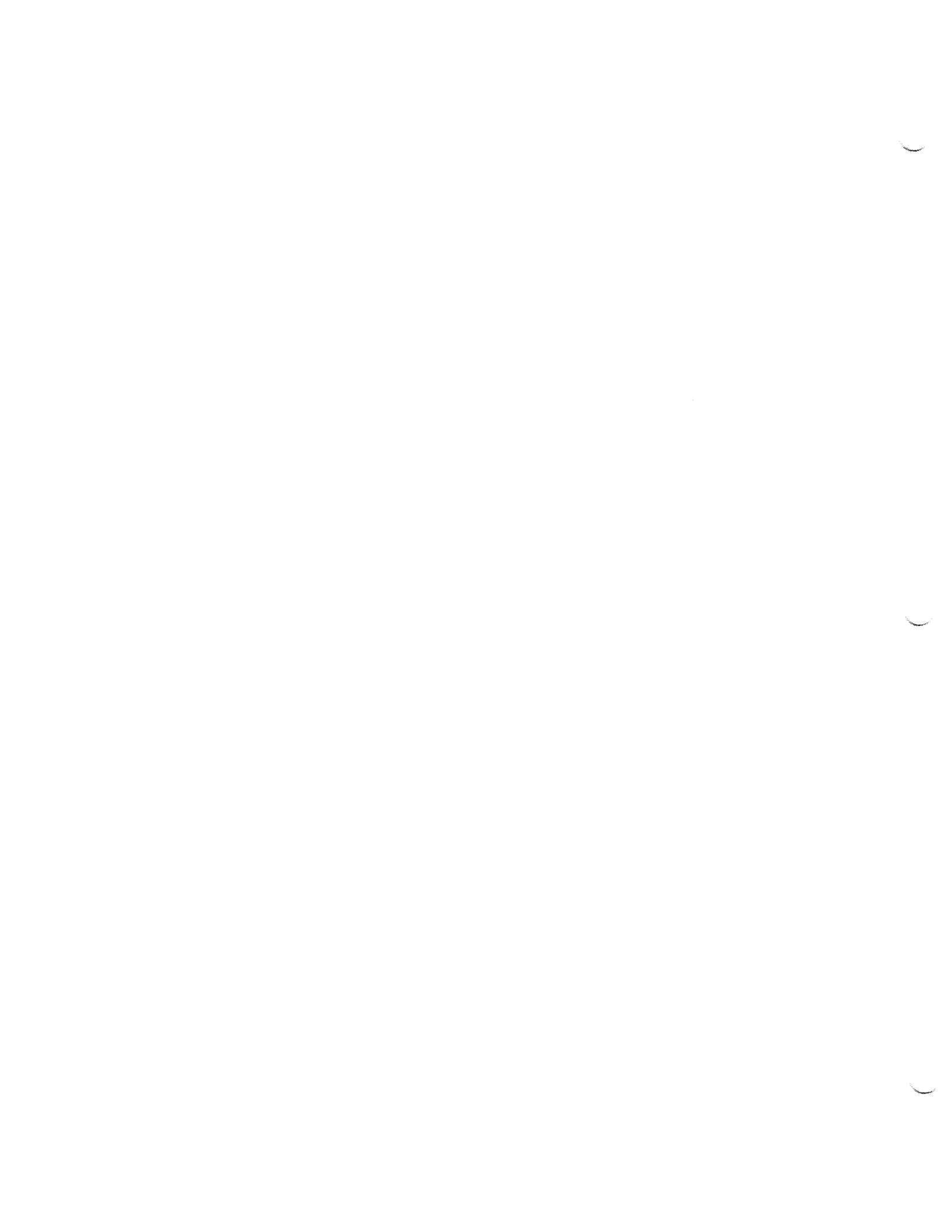
Title	Event Start Date	People in Attendance
Picture Book Time (L)	02/01/2022 @ 2:30pm	5
Zumba Kids! (L)	02/01/2022 @ 4:30pm	6
Baby Bundle Take & Make	02/02/2022 @ 10:00am	14
Paquete Para BebÃ©s un Take & Make	02/02/2022 @ 10:00am	0
Baby Time! (L)	02/02/2022 @ 10:30am	9
Yoga Kids (L)	02/02/2022 @ 4:30pm	4
Dancing Jelly Beans (L)	02/03/2022 @ 10:00am	7
Dancing Jelly Beans (L)	02/03/2022 @ 10:30am	7
Girl Scout Troop 95	02/03/2022 @ 6:15pm	0
A Time for Kids (L)	02/04/2022 @ 10:00am	9
A Time for Kids (L)	02/04/2022 @ 11:00am	9
Take Your Child to the Library Day (L)	02/05/2022 @ 9:30am	N/A
Make-A-Valentine (L)	02/05/2022 @ 10:00am	70
Lego Club (L)	02/06/2022 @ 2:00pm	3
Parachute Play! (L)	02/07/2022 @ 10:00am	4
Parachute Play! (L)	02/07/2022 @ 10:30am	5
Girl Scout Troop 103	02/07/2022 @ 4:30pm	11
Boy Scout Troop 68	02/07/2022 @ 6:30pm	18
Picture Book Time (L)	02/08/2022 @ 2:30pm	5
Zumba Kids! (L)	02/08/2022 @ 4:30pm	6
Baby Time! (L)	02/09/2022 @ 10:30am	7
Yoga Kids (L)	02/09/2022 @ 4:30pm	7
Dancing Jelly Beans (L)	02/10/2022 @ 10:00am	10
Dancing Jelly Beans (L)	02/10/2022 @ 10:30am	11
A Time for Kids (L)	02/11/2022 @ 10:00am	8
A Time for Kids (L)	02/11/2022 @ 11:00am	8
Art Club: Banksy (L)	02/11/2022 @ 4:30pm	10
PlayHooray Babies & Kids (L)	02/12/2022 @ 10:00am	8
PlayHooray Babies & Kids (L)	02/12/2022 @ 11:00am	7
Baking Coach: Conversation Heart Cookies (V)	02/12/2022 @ 2:00pm	24
Kids Flick: The Addams Family 2 (L)	02/13/2022 @ 2:00pm	0
Parachute Play! (L)	02/14/2022 @ 10:00am	4
Parachute Play! (L)	02/14/2022 @ 10:30am	8
Girl Scout Troop 703	02/14/2022 @ 4:15pm	0
Toddler Snowy Story and Craft	02/15/2022 @ 10:00am	10
Toddler Snowy Story and Craft	02/15/2022 @ 10:30am	7
Picture Book Time (L)	02/15/2022 @ 2:30pm	6
Zumba Kids! (L)	02/15/2022 @ 4:30pm	5
Baby Time! (L)	02/16/2022 @ 10:30am	8
Yoga Kids (L)	02/16/2022 @ 4:30pm	8
Dancing Jelly Beans (L)	02/17/2022 @ 10:00am	5
Dancing Jelly Beans (L)	02/17/2022 @ 10:30am	9
A Time for Kids (L)	02/18/2022 @ 10:00am	8
A Time for Kids (L)	02/18/2022 @ 11:00am	8
Tweens Night Out: 3D Printing Workshop (L)	02/18/2022 @ 6:30pm	10
My Grown-up & Me Yoga (L)	02/19/2022 @ 10:00am	12

February 2022 - Children's Programs

Girl Scout Troop 334	02/19/2022 @ 11:00am	9
Chocolicious: Bubble Bark Take & Make	02/19/2022 @ 2:00pm	40
Snow Bunnies	02/20/2022 @ 2:00pm	14
Lego Club (L)	02/22/2022 @ 10:30am	7
Library Arts Presents: Snowman "Stomp" Prints! (V)	02/22/2022 @ 2:00pm	18
Princess Spa Day (L)	02/23/2022 @ 2:00pm	12
Princess Spa Day (L)	02/23/2022 @ 3:00pm	12
Snow-lympics 2022 (L)	02/24/2022 @ 2:30pm	9
Art Club: Katsushika Hokusai (L)	02/25/2022 @ 4:30pm	13
Pack 406 Lion Meeting	02/26/2022 @ 10:00am	6
Scrimshaw Wintry Scene (V)	02/26/2022 @ 2:00pm	20
GEM	02/26/2022 @ 3:00pm	25

FEBRUARY 2022 - YA PROGRAMS

Title	Event Start Date	People in Attendance
Monthly Community Service: National Library Lover's Month	02/01/2022 @ 12:00am	8
Candy Kiss in a Jar Guess	02/01/2022 @ 12:00am	43
Friendship Bracelets - Passive Community Service Program	02/01/2022 @ 12:00am	9
Executive Teen Advisory Board	02/01/2022 @ 7:00pm	CANCELLED
Class Visits at Silaswood	02/02/2022 @ 8:00am	100
Class Visits at Silaswood	02/03/2022 @ 8:00am	175
Mindful Art (L)	02/03/2022 @ 6:30pm	4
Class Visits at Silaswood	02/04/2022 @ 8:00am	175
Teen BINGO (L)	02/04/2022 @ 7:00pm	7
Valentine's Day Mini Tarts: a Grab & Go Program (V)	02/08/2022 @ 3:00pm	23
Getting Ready for Community Service (L)	02/08/2022 @ 7:00pm	0
Wildcat Booster Club	02/10/2022 @ 4:00pm	13
Create a Valentine: A Community Service Program (L)	02/10/2022 @ 7:00pm	18
Chalk Pastel Heart Art (L)	02/11/2022 @ 7:00pm	4
The Shape of You! (L)	02/12/2022 @ 2:00pm	5
Kids Flick: The Addams Family 2 (L)	02/13/2022 @ 2:00pm	0
Teen Advisory Board (L)	02/15/2022 @ 7:00pm	14
YA Meet the Author: Torrey Maldonado	02/15/2022 @ 7:00pm	12
Trivia Night (L)	02/18/2022 @ 7:00pm	9
Cheesy Quesadillas: a Grab & Go Program (V)	02/22/2022 @ 9:30am	12
Princess Spa Day Volunteers	02/23/2022 @ 1:30pm	5
Wacky Game Party (L)	02/25/2022 @ 7:00pm	7



WEBSITE	January			February		
	2020	2021	2022	2020	2021	2022
HomePage	18,831	14,369	14,738	16,640	14,125	13,776
% Change :		-24%	3%		-15%	-2%
Virtual Reference	290	178	136	351	219	134
% Change :		-39%	-24%		-38%	-39%
(New Website -No WebPAC Stats) WebPAC	0	0	0	0	0	0
% Change :						
Site Visitors	17,751	17,367	17,280	16,646	18,442	16,392
% Change :		-2%	-1%		11%	-11%
COMPUTER USAGE						
<u>Adult Wired Computers</u>						
Application Usage :	3,559	1,153	1,945	3,103	1,561	2,137
Time Usage (hrs) :	1361	401	497	1,200	584	608
<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 :	1,358	202	279	1,719	280	604
Time Usage (hrs) :	546	84	50	750	105	119
Total Application Usage :	4,944	1,356	2,225	4,842	1,842	2,753
% Change :		-73%	64%		-62%	49%
Total Time Usage (hrs) :	1,907	485	547	1,950	689	727
% Change :		-75%	13%		-65%	6%
<u>Laptops & Tablets</u>						
Children's iPad Checkouts :	0	0	0	0	0	0
YA Laptop & iPad Checkouts :	27	1	1	20	1	12
Total :	27	1	1	20	1	12
% Change :		-96%	0%		-95%	1100%
<u>Public Wireless</u>						
Laptop and Mobile Usage :	10,550	3,255	5,605	10,708	3,377	6,277
% Change :		-69%	72%		-68%	86%
SCLS DATA						
Off-Site Renewals	16,867	10,110	12,350	16,892	11,541	12,029
% Change :		-40%	22%		-32%	4%
e-Commerce Payments	\$156.64	\$159.58		\$62.16	\$32.84	
% Change :		2%			-47%	
Consortium Databases	4,964	13,535	1,889	4,799	8,762	1,246
% Change :		173%	-86%		83%	-86%
SHPL DATABASE SEARCHES						
Ancestry.com :	1,866	0	166	1,090	16	453
EbscoHost :	478	649	487	366	434	488
OCLC/FirstSearch :	208	114	103	159	144	99
ReferenceUSA :	0	0	0	0	0	0
Total :	2,552	763	756	1,615	594	1,040
% Change :		-70%	-1%		-63%	75%
WEB SERVICES						
Homework Help (Tutor/BrainFuse) :	32	129	72	69	111	40
LibraryAware (NextReads) :	0	2	4	1	3	3
Live-Brary.com (eMedia Checkouts)	5,744	7,285	7,811	5,498	6,772	6,576
Lynda :	31	26	0	22	23	16
Pronunciator (Mango) :	26	85	15	15	61	18
Mosio Text Message Threads :	37	93	41	43	46	42
EnvisionWare Mobile Print (PrinterOn) :	269	377	52	399	503	70
LearningExpress :	0	0	0	0	0	0
Total :	6,139	7,997	7,995	6,047	7,519	6,765
% Change :		30%	0%		24%	-10%

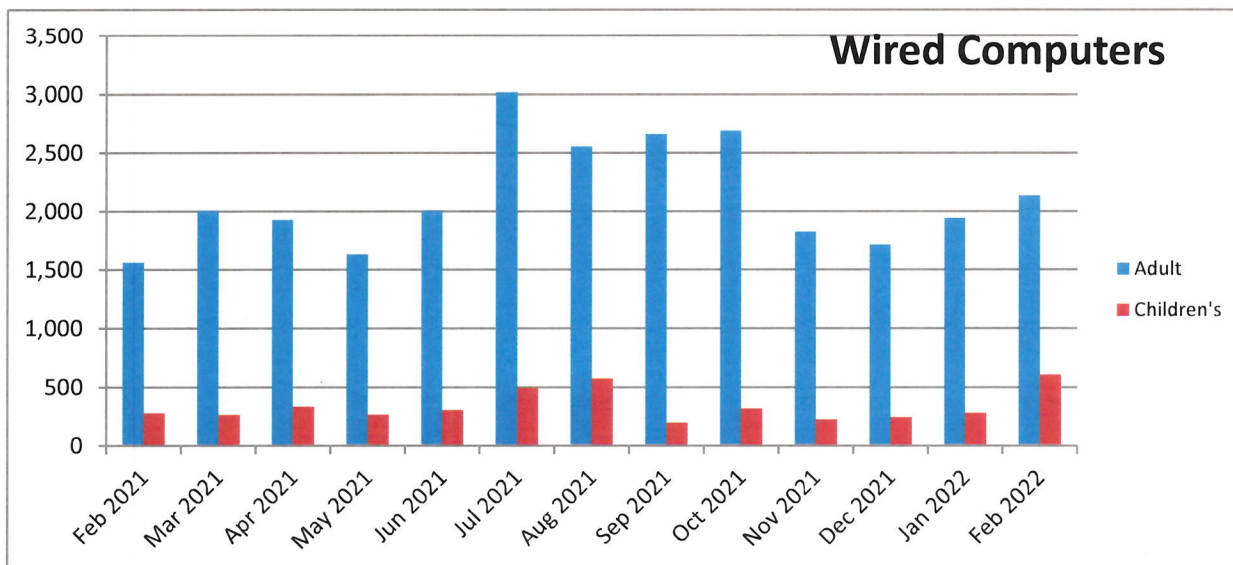
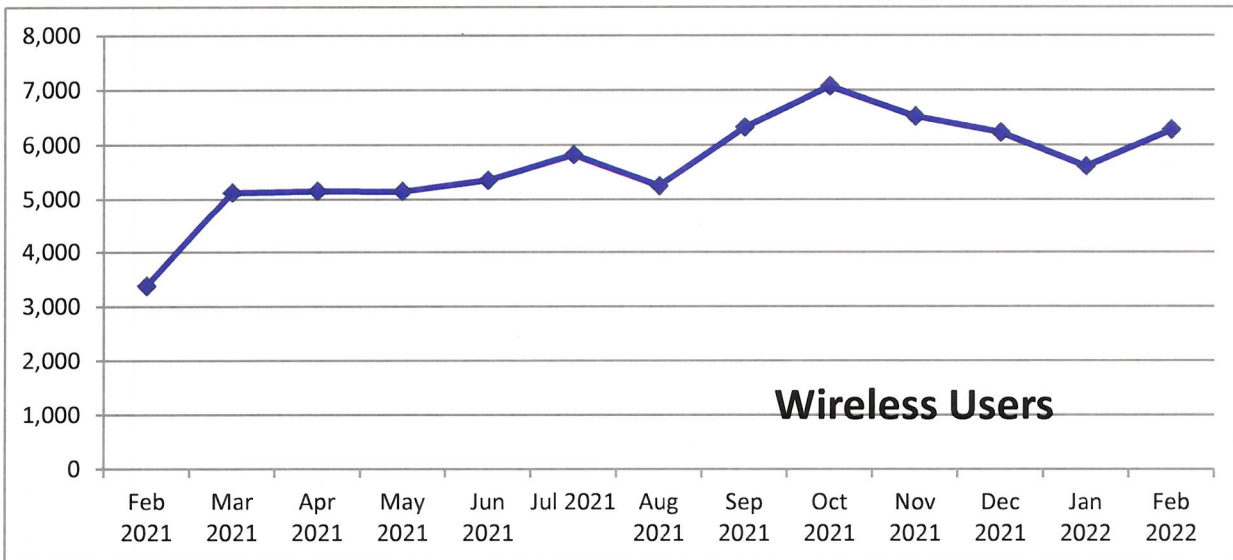
DATE	Total Building Checkouts (#231)	Media Room* Only (#431)	Percent Checkouts Media Room	Children's Room Only (#468)	Percent Checkouts Children's	Young Adult Only (#469)	Percent Checkouts YA Room	Adult Lobby Only (#470)	Percent Checkouts Adult Lobby	Percent Adult Lobby, Media Room, Children's & YA Room
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%
December 2021	8,449	275	3.25%	1,520	17.99%	56	0.66%	195	2.31%	24.22%
January 2022	9,046	257	2.84%	1,788	19.77%	31	0.34%	204	2.26%	25.20%
February 2022	9,343	262	2.80%	2,319	24.82%	96	1.03%	183	1.96%	30.61%

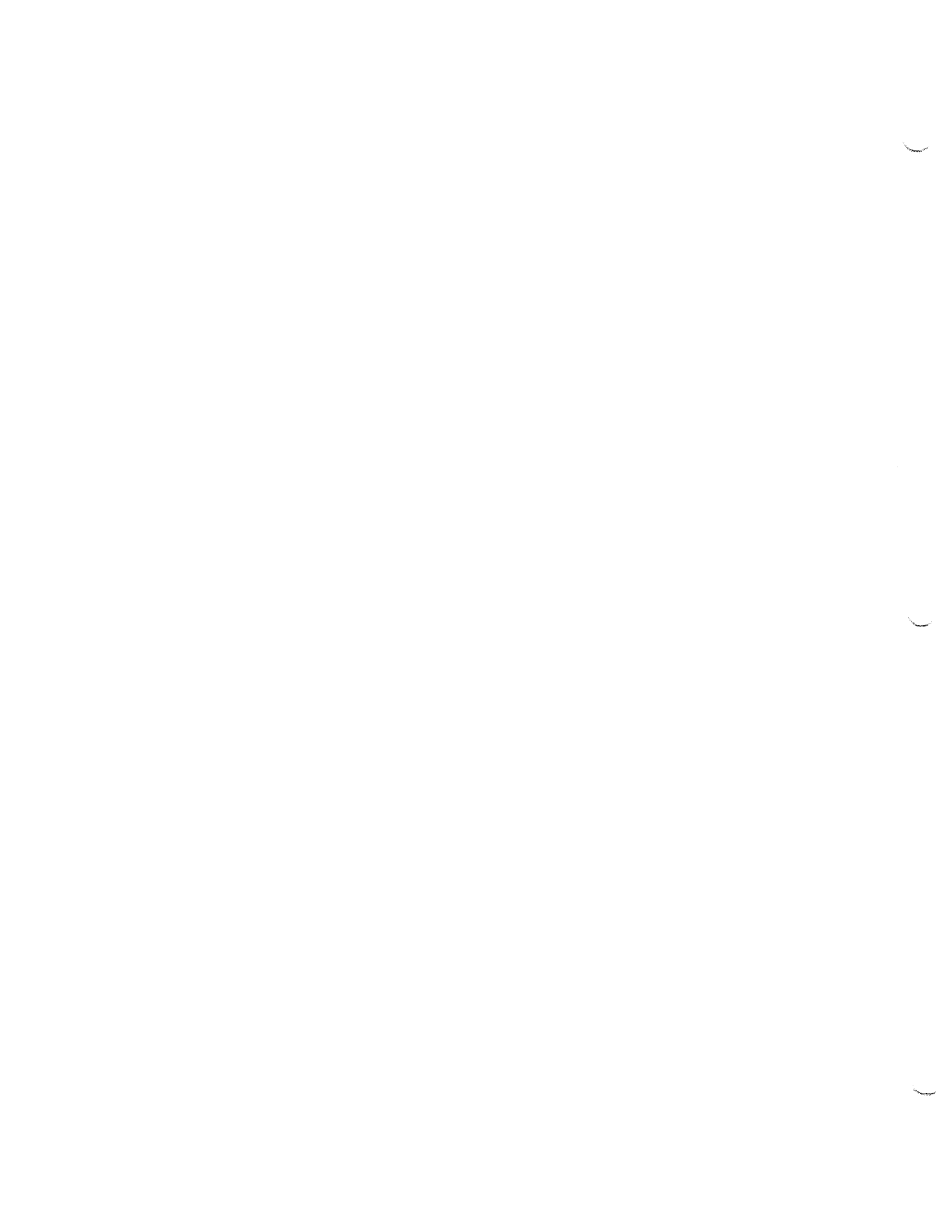
WIRED & WIRELESS STATISTICS : February 2022

Date	Wireless	Adult	Children's
Feb 2022	6,277	2,137	604
Jan 2022	5,605	1,945	279
Dec 2021	6,230	1,713	243
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

Summary:

Wireless usage was down 12% compared to last month and is up 86% from this time last year. Adult computer usage was up 10% from last month and is up 37% compared to last year. Childrens computer usage was up 116% compared to last month and is up 116% from last year.





SOUTH HUNTINGTON PUBLIC LIBRARY
RESOURCES WORKSHEET

FEBRUARY 2022

	ADDED	DISCARDED	FEB 22
ADULT / YA			
Books, Fiction	232	308	42,776
Books, Nonfiction	180	217	62,799
Paperbacks	20	223	10,150
Periodical Titles	1	0	268
Compact Discs	12	0	6,776
DVDs	68	0	15,535
Blu-ray Disc	33	0	2,482
Books-on-CD	4	0	3,999
Playaway	0	0	178
Videogames	0	0	180
YA Books-on-CD	0	0	0
Total	550	748	145,143
CHILDRENS			
Books, Fiction	132	546	45,777
Books, Nonfiction	75	146	43,176
Paperbacks	4	2	3,565
Videogames	5	0	1,648
Compact Discs	3	0	1,681
DVDs	23	4	8,559
Blu-ray Disc	4	0	561
Books-on-CD	3	0	659
CD/Book Kits	7	0	427
Launchpads	0	0	40
Total	256	698	106,093
TOTAL	806	1,446	251,236



FEBRUARY 2022

ADULT PRINT	FEB 22	FEB 21	% CHANGE	FEB 20	% CHANGE
Nonfiction	764	853	-10.43%	1,310	-41.68%
New Books	770	988	-22.06%	1,454	-47.04%
Fiction	984	1,105	-10.95%	1,320	-25.45%
Paperbacks	129	103	25.24%	218	-40.83%
Mysteries	211	239	-11.72%	238	-11.34%
Large Type	225	249	-9.64%	327	-31.19%
Magazines	141	143	-1.40%	198	-28.79%
Biographies	96	90	6.67%	136	-29.41%
Test Books	19	10	90.00%	38	-50.00%
Science Fiction	32	19	68.42%	31	3.23%
Foreign Language	8	2	300.00%	26	-69.23%
Graphic Novel	9	63	-85.71%	44	-79.55%
Reference	1	1	0.00%	2	-50.00%
ESL Collection	3	0	N.M.	10	-70.00%
Oversized Books	0	6	-100.00%	8	-100.00%
Short Stories	8	7	14.29%	9	-11.11%
Adult Learner	0	1	-100.00%	0	N.M.
Auto Repair	1	0	N.M.	1	0.00%
Total	3,401	3,879	-12.32%	5,370	-36.67%
ADULT MEDIA					
DVD	1,647	1,864	-11.64%	3,474	-52.59%
Blu-ray Disc	390	553	-29.48%	1,045	-62.68%
Compact Discs	376	427	-11.94%	592	-36.49%
Books on Disc	139	118	17.80%	260	-46.54%
Video Games	31	31	0.00%	54	-42.59%
Language Media	3	3	0.00%	8	-62.50%
Playaway	0	0	N.M.	11	-100.00%
Hotspots	21	20	5.00%	14	50.00%
Total	2,607	3,016	-13.56%	5,458	-52.24%
ELECTRONIC RESOURCES					
Live-brary E-Books	4,436	5,004	-11.35%	3,810	16.43%
Live-brary Audiobooks	2,135	1,767	20.83%	1,684	26.78%
Live-brary Video	4	1	300.00%	4	0.00%
Flipster	461	492	-6.30%	458	0.66%
New York Times	204	156	30.77%	N.A.	N.M.
PressReader	159	192	-17.19%	N.A.	N.M.
Hoopla	293	421	-30.40%	437	-32.95%
Kanopy	354	442	-19.91%	201	76.12%
Total	8,046	8,475	-5.06%	6,594	22.02%

FEBRUARY 2022

JUVENILE PRINT	FEB 22	FEB 21	% CHANGE	FEB 20	% CHANGE
Nonfiction	852	660	29.09%	1,207	-29.41%
Picture Books	1,463	1,062	37.76%	1,490	-1.81%
Fiction	761	671	13.41%	958	-20.56%
Easy Readers	582	556	4.68%	758	-23.22%
Biographies	292	92	217.39%	354	-17.51%
Paperbacks	302	233	29.61%	382	-20.94%
Board Books	373	260	43.46%	323	15.48%
Graphic Novels	402	250	60.80%	414	-2.90%
Foreign Language	95	87	9.20%	101	-5.94%
Parents Collection	16	18	-11.11%	11	45.45%
Magazines	6	18	-66.67%	8	-25.00%
Story Collection	5	4	25.00%	7	-28.57%
Museum Passes	109	45	142.22%	152	-28.29%
Total	5,258	3,956	32.91%	6,165	-14.71%
JUVENILE MEDIA					
DVD	421	403	4.47%	874	-51.83%
Blu-ray Disc	30	35	-14.29%	92	-67.39%
Video Games	173	175	-1.14%	309	-44.01%
Compact Discs	25	17	47.06%	48	-47.92%
CD/Book Kits	55	35	57.14%	41	34.15%
Books on Disc	2	7	-71.43%	21	-90.48%
Launchpads	9	2	350.00%	42	-78.57%
Total	715	674	6.08%	1,427	-49.89%
YOUNG ADULT					
Magazines	0	0	N.M.	8	-100.00%
Fiction	137	105	30.48%	151	-9.27%
Nonfiction	9	5	80.00%	6	50.00%
Graphic Novel	81	61	32.79%	83	-2.41%
Paperbacks	54	41	31.71%	62	-12.90%
Large Type	1	2	-50.00%	5	-80.00%
Test Books	0	3	-100.00%	1	-100.00%
Foreign Language	3	4	-25.00%	2	50.00%
Chromebooks, Laptops	12	1	1100.00%	20	-40.00%
Total	297	222	33.78%	338	-12.13%



Monthly Recovery Statistics: South Huntington Public Library
 3/2021 Through 2/2022

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
February-22	\$172.46	\$0.00	\$0.00	\$172.46	\$172.46	\$7.95
January-22	\$289.75	\$0.00	\$0.00	\$289.75	\$289.75	\$7.95
December-21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.95
November-21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
October-21	\$165.90	\$0.00	\$0.00	\$165.90	\$165.90	\$0.00
September-21	\$355.59	\$0.00	\$0.00	\$355.59	\$355.59	\$6.95
August-21	\$14.95	\$0.00	\$0.00	\$14.95	\$14.95	\$6.95
July-21	\$34.90	\$0.00	\$0.00	\$34.90	\$34.90	\$0.00
June-21	\$185.48	\$0.00	\$0.00	\$185.48	\$185.48	\$6.95
May-21	\$489.36	\$0.00	\$0.00	\$489.36	\$489.36	\$0.00
April-21	\$226.89	\$0.00	\$0.00	\$226.89	\$226.89	\$6.95
March-21	\$310.52	\$0.00	\$0.00	\$310.52	\$310.52	\$20.85
Total	\$2,245.80	\$0.00	\$0.00	\$2,245.80	\$2,245.80	\$71.50
Average	\$187.15	\$0.00	\$0.00	\$187.15	\$187.15	\$5.96
Total ROI: \$31:1						

