

BOARD MEETING – MONDAY, DECEMBER 19, 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, December 19, 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, Monday, November 21, 2022
5. FINANCIAL MATTERS: (TAB B)
 - A. Schedule of Bills
 - B. Investments
 - C. Financial Chairperson's Report
 - D. Personnel
6. COMMUNICATIONS: (TAB C)
 1. SCLS Minutes and Memorandum (emailed to Board members)
7. REPORTS: (TAB D)
 1. Director's Report
 2. Assistant Director's Report
 3. Building and Grounds Report
 4. NYLA Conference Reports
8. OLD BUSINESS: (TAB E)
 1. Covid-19 Protocol
 2. Violence Prevention and Security Discussion
9. NEW BUSINESS: (TAB F)
 1. Trustee Training Policy
 2. SHPL 2023-2024 Budget Draft (to be handed out at meeting)
 3. Obsolete Equipment
 4. Allocation of Funds – Fiscal 2021-2022
 5. Capital Improvement Plan Feasibility Study
10. STATISTICAL REPORTS: (TAB G)
 1. Statistics and Program Attendance
11. VOICE OF THE TAXPAYER
12. EXECUTIVE SESSION – To discuss employment history of employees.
13. ADJOURNMENT

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BOARD MEETING MINUTES - MONDAY, NOVEMBER 21, 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 Monday, November 21, 2022 at 7:00 p.m. in the Conference Room.

- PRESENT:** Mrs. Eleanora Ferrante, President
Mrs. Eileen Sullivan, Vice President
Mr. Stuart Horowitz
Mrs. Stella Fox
Mrs. Pat Dillon, Financial Chairperson
- STAFF:** Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Doreen Kilkenny, Board Secretary
Mr. Michael Bartolomeo, Technology Librarian
- GUESTS:** Mr. Robert Johnson, Auditor
Mr. John Sullivan, Patron
- EXCUSED:** Mrs. Erin McShane Hedger, Business Manager
- 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.
- VOICE OF THE TAXPAYER:** Mr. John Sullivan requested a digital app to store library card information and better utilize materials requests. Mrs. Scherer thanked Mr. Sullivan for his suggestion and will look into the possibilities.
- ADOPTION OF THE AGENDA:** Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to accept the agenda as amended.
- DISPOSITION OF MINUTES:**

OCTOBER 17, 2022: Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of October 17, 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 expenditures, and reported that all was in order.

Motion by Mrs. Dillon seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #13 Fund L in the amount of \$14,808.04; Warrant #14 Fund L in the amount of \$205,460.64; Warrant #18 Fund L in the amount of \$9,756.00; Warrant #10/13 PR Fund L in the amount of \$113,863.59; Warrant #10/27 PR Fund L in the amount of \$125,521.99.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #8 Fund TA in the amount of \$44,057.30; Warrant #9 Fund TA in the amount of \$55,654.78.

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to approve the American Express statement for October in the amount of \$6,679.26.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Synchrony Bank Monthly Statement for September in the amount of \$3,625.62.

PERSONNEL ACTIONS: Motion by Mrs. Fox, seconded by Mr. Horowitz, and carried unanimously to approve the personnel report.

COMMUNICATIONS: The board acknowledged the SCLS minutes and library communications.

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

- Our staff get together will take place on Sunday, December 4th at 5:30 p.m. Dinner menu and final cost will be released shortly. Staff has chosen La Scala in Commack for this holiday celebration.

- Along with other libraries in Suffolk County, South Huntington will soon be offering blood pressure kits for loan. SCLS has been working with the American Heart Association and Stony Brook Medicine on a project that has enabled SCLS to loan blood pressure devices to our communities. Currently, there are 33 member libraries (38 locations) that are offering the blood pressure loaner kits. The American Heart Association strongly advises and supports the concept of blood pressure home self-monitoring, to prevent heart attacks and strokes.

Each library receives:

- 10 traditional blood pressure devices
- 1 blood pressure device with a smaller cuff
- 1 blood pressure device with a larger cuff
- 1 talking blood pressure device
- Patron information packets (which the patron will keep, after returning BP device)
- Tabletop posters promoting the BP loaner program....to keep a uniform message throughout all the libraries

There will be an information meeting for libraries new to the program in early January and we expect to introduce the program to our patrons soon after.

- Our annual Fall Book Sale took place on Saturday, November 12 and Sunday, November 13. Members of the Friends of the Library and Teen Advisory Board volunteered to run the sale on the weekend. We were able to keep the books on display throughout the following week. All proceeds benefit the Friends who report a profit of approximately \$1,407.25, which is an increase over 2019 when their profit came to \$1,250.00.
- Our annual Veteran's Day concert took place on Sunday, November 13 after a two-year hiatus due to the pandemic. As always, it was huge success. Our community never tires of hearing the wonderful music made popular during the Big Band era and our veterans appreciate the recognition.
- The Friends of the Library have generously agreed to sponsor signage above the technology center. It will be in the form of the single letters like the style of our signage throughout the building (the Alfred Van Loen Gallery, address lettering on the front of the building and our street sign). The letters will read Technology Center. The Friends have also authorized signage for our learning garden with the style to be determined.

- On Wednesday, September 28th, the NYS Construction Aid Advisory Committee met to recommend the 2022-23 NYS Construction Awards for Suffolk's member libraries. I am pleased to report that we received a recommendation of \$200,000.00 for our HVAC Project. Please be aware that we are unable to officially announce or include these funds in any final project budget projections until New York State issues official notification. This could take some time as the 2021-2022 recipients were just notified several weeks ago. I have thanked the committee for their consideration on behalf of our community, the board and all of Suffolk's libraries.
- Members of our WOW (Without Walls) Team and other staff members participated in several outreach events, including Huntington Station Unity Day and the SHUFSD Curriculum Nights. Our staff enjoyed the opportunity to speak with community members and educate them on the myriad of resources available at their local library.
- We were saddened to cancel our Community Information Fair and Touch-a-Truck event. A big thank you to our librarians, as well as Ray and Jose who worked so hard on the planning. We hope to try again in the spring.
- Our Wellness Team, consisting of Ryann Riggs, Catherine Schmoller, Joann Mariani, Keely Rehman, Jen Griffing, Michael Bartolomeo and me, sponsored SHPL's first ever Summer Walking Challenge. This event was supported by the Friends of the Library which allowed us to offer prizes to our lead walkers. Our first goal was to get to Key West, but we quickly conquered that and set our sights on Seattle, Washington. We even managed to get farther than that traveling to Glacier National Park. Collectively we walked approximately 5500 miles and 11 million steps. Bravo SHPL staff! Many thanks to the Friends of the Library for supporting this effort and furnishing funds for the prizes. Our next venture takes place on Sunday, October 16, when staff members will be participating in a breast cancer walk at Jones Beach.

**ASSISTANT
DIRECTOR'S
REPORT:**

Mr. Tanzi reported on the following:

- On Wednesday, 11/9 three divisions of the Suffolk County Library Association jointly held a staff-facing Tween Maker Faire at the Middle Country Public Library. Members of the computer and Technical Services (CATS), the Children's Librarians Association of Suffolk County (CLASC), and the

Young Adult Services Division (YASD) reserved tables to showcase high and low-tech maker tools being used in their libraries, and toured other libraries' tables to learn from them.

Eighty-one library staff members from across the county were in attendance, including four from South Huntington: Michael Bartolomeo, Elizabeth Klein, Lisa Esposito, and myself. We reserved a table to demonstrate MakeDo, a cardboard construction kit that is in line with our organizational commitment to sustainability.

- I am pleased to inform the board that the Regional Technology and Media Committee of LILRC has reviewed our grant application, and awarded us \$4,000 to purchase an AWE Early Childhood Literacy Station. We have since initiated the order with the vendor, and expect to receive and install the AWE stations this month. Once that has been completed, we will provide documentation to the LILRC to secure reimbursement.
- On October 19th and 26th, the library hosted educators from the school district for a five-hour professional development course. "Where Community Connects: Exploring the SHPL's New Technology and Other Resources for Teachers and Students," had twelve attendees who had very positive things to say about the course. On October 27th, I was invited to participate in the new teacher orientation at the James Kaden District Office. I thanked the Teacher Center for including us in their event and distributed South Huntington branded reusable bags filled with information about library resources that were assembled by our WOW Team. I had the opportunity to speak about many of the library's relevant offerings to new educators and extended a general welcome to the audience. There was a total of thirty-five new hires.

**BUILDING & GROUNDS
REPORT:**

The board thanked Ray Capone for his report.

**INTERNET LIBRARIAN
2022 CONFERENCE
REPORT:**

The board thanked Nick Tanzi, Michael Bartolomeo, and Ryann Riggs for their reports.

**NYLA CONFERENCE
REPORT:**

The board thanked Georgia Protan for her report.

WOW TEAM REPORT:

The board thanked Georgina Rivas-Martinez for her report.

OLD BUSINESS –

CAPITAL PLANNING: Mrs. Scherer updated the board on the capital planning progress.

OLD BUSINESS –

HVAC PROJECT: Mrs. Scherer updated the board on the HVAC project. Project will be going out to bid in Early December, and work is anticipated to start in April 2023.

NEW BUSINESS –

PROPOSED 2023

SCLS BUDGET:

Motion by Mrs. Dillon, seconded by Mr. Horowitz, and carried unanimously that the board of trustees approves the SCLS proposed budget for 2022.

NEW BUSINESS –

SCLS TRUSTEE VOTE: The board voted via paper ballot for the new SCLS Trustee.

NEW BUSINESS –

WATER FOUNTAIN

UPGRADES:

Motion by Mr. Horowitz, seconded by Mrs. Fox and carried unanimously that the board of trustees authorizes Werner's Plumbing and Heating to upgrade two water fountains at a total cost of \$11,200.00.

NEW BUSINESS –

VIOLENCE

PREVENTION

COMMITTEE

PRESENTATION:

The board thanked Nick Tanzi for his presentation on behalf of the Violence Prevention Committee.

NEW BUSINESS –

ALA LIBRARY LEARNING

EXPERIENCE

CONFERENCE:

Motion by Mrs. Fox, seconded by Mrs. Dillon and carried unanimously that the board of trustees authorizes one staff member to attend the 2023 Library Learning Experience (LibLearnX) Conference at a cost not to exceed \$2,840.00

**NEW BUSINESS –
PROPOSED SCLS
RESOURCE SHARING
CODE AMENDMENTS:**

Motion by Mrs. Dillon, seconded by Mr. Horowitz and carried unanimously that the board of trustees approves the amendments to the SCLS Resource Sharing Code.

**NEW BUSINESS –
OBSOLETE
EQUIPMENT:**

Motion by Mr. Horowitz, seconded by Mrs. Sullivan and carried unanimously that the board of trustees authorizes staff to discard obsolete equipment in accordance with library policy and best practice.

**NEW BUSINESS –
HOLIDAY RAFFLES:**

Motion by Mr. Horowitz and seconded by Mrs. Sullivan, and carried unanimously to issue six half-day off gift certificates to be awarded at the Staff Holiday Party on December 4, 2022.

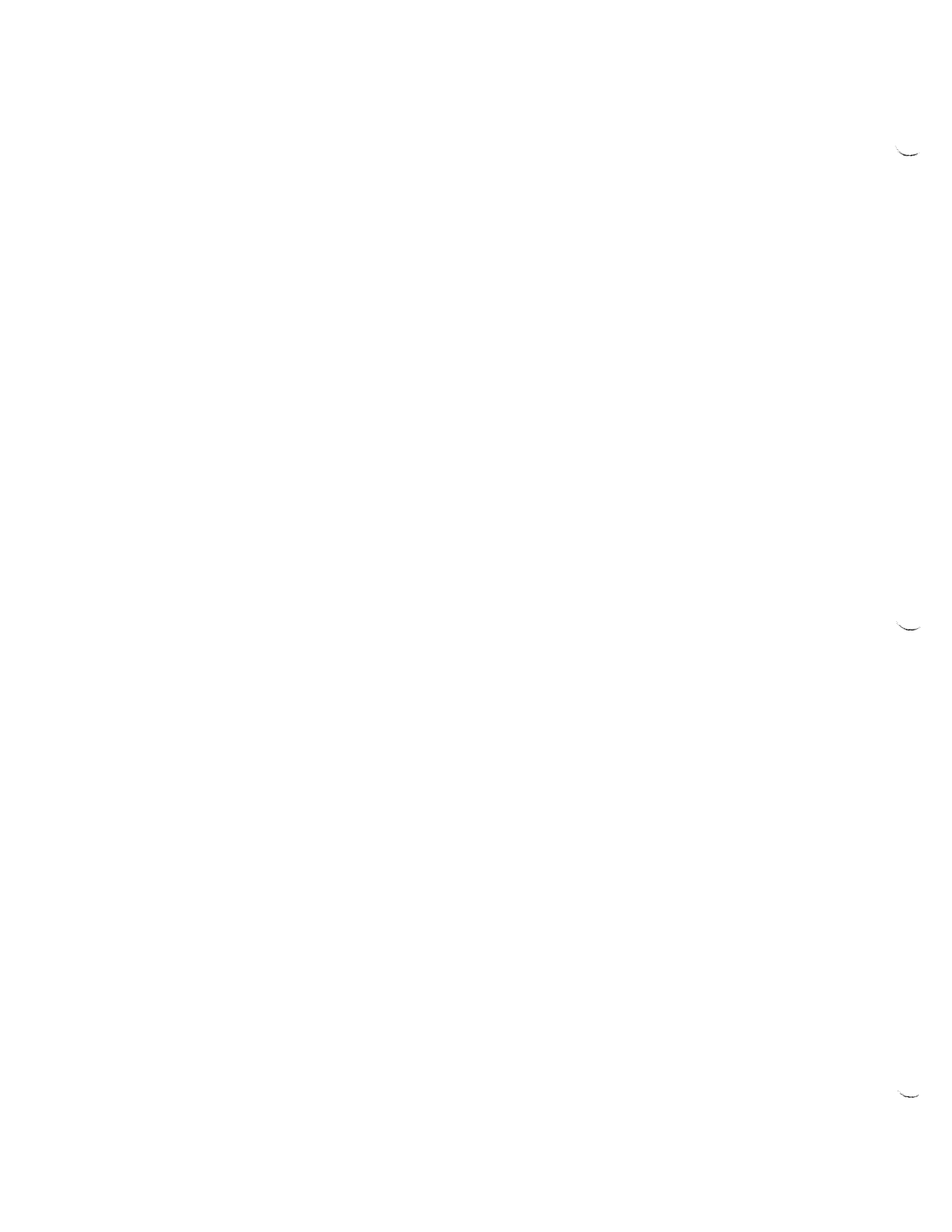
ADJOURNMENT:

Motion by Mr. Horowitz to adjourn the regular meeting at 8:56 p.m.

Respectfully submitted by,



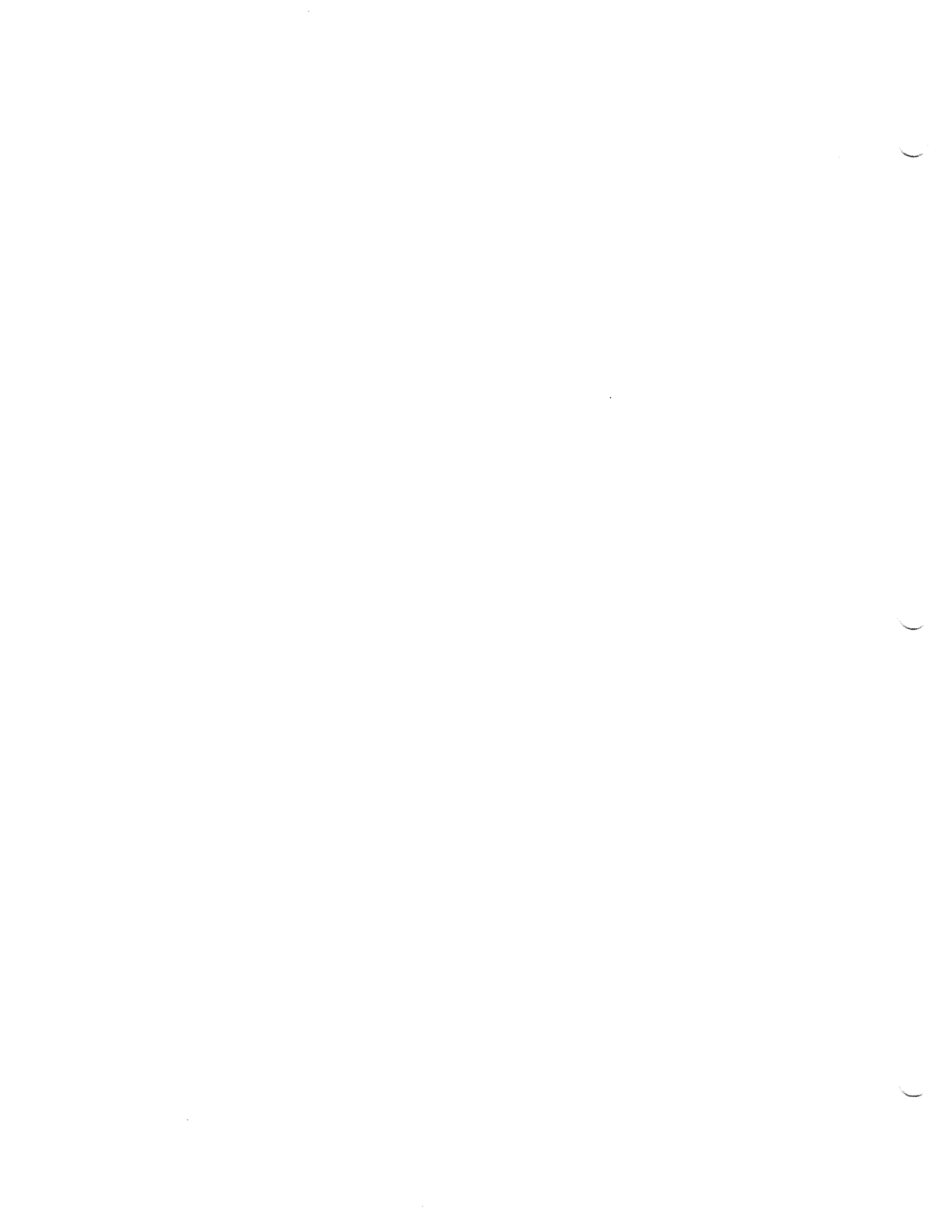
Doreen Kilkenney, Board Secretary



FINANCIAL SCHEDULES

<u>Page #</u>	<u>Warrant #</u>	<u>Fund</u>	<u>Amount</u>
B3	15	L	2,191.88
B5	21	L	304,288.00
B7-9	17	L	153,383.59
B11	11/10 PR	L	115,067.51
B13	11/23 PR	L	115,395.10
B15	10	TA	44,672.90
B17	11	TA	45,993.56

B18	AMEX		
B19	Amazon/Synchrony		
B20	Amazon Capital Services		
B34	Investment Report		
B35	Financial Chairperson Report		
B36	Personnel Actions		



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

December 14, 2022

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

I have reviewed the warrants through December 19, 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

December 19, 2022

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #15 Fund L - November 2022 Schedule of Bills

Checks #57830 - 57835

Total warrant: \$2,191.88

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

Eleanora Ferrante _____
President, Board of trustees

Eileen Sullivan _____
Vice President, Board of trustees

Patricia Dillon _____
Financial Chairperson

SOUTH HUNTINGTON LIBRARY



Check Warrant Report For L - 15: CD - UTILITIES - 11/2022 For Dates 11/1/2022 - 11/30/2022

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
830	11/02/2022	690	NATIONAL GRID		627.32
57831	11/02/2022	2400	NATIONAL GRID (SVC & GENR)		45.08
57832	11/02/2022	15	VERIZON		805.06
57833	11/15/2022	2555	OPTIMUM		69.49
57834	11/15/2022	152	SO. HUNTINGTON WATER DISTRICT		620.50
57835	11/15/2022	1419	VERIZON SELECT SERVICES		24.43
Number of Transactions: 6				Warrant Total:	2,191.88
				Vendor Portion:	2,191.88

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 6 in number, in the total amount of \$ 2,191.88. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

12/14/22

Date

[Signature]

Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 2,191.88. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/17/22

Date

[Signature]

Library Director

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

December 19, 2022

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #21 Fund L - December 15, 2022 NYSLRS 2023 Annual Invoice

Check #57941

Total warrant: \$304,288.00

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

Eleanora Ferrante _____
President, Board of trustees

Eileen Sullivan _____
Vice President, Board of trustees

Patricia Dillon _____
Financial Chairperson

SOUTH HUNTINGTON LIBRARY



Check Warrant Report For L - 21: CD - NYSLRS 2023 ANNUAL INVOICE For Dates 12/15/2022 - 12/15/2022

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
941	12/15/2022		202 NYS & LOCAL RETIREMENT SYSTEM		304,288.00
Number of Transactions: 1				Warrant Total:	304,288.00
				Vendor Portion:	304,288.00

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 304,288.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

12/14/22
Date

[Signature]
Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 304,288.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

12/12/22
Date

[Signature]
Library Director

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

December 19, 2022

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #17 Fund L - December 19, 2022 Schedule of Bills

Checks #57943 - 58044

Voided Check #57636

Total warrant: \$153,383.59

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

Eleanora Ferrante _____
President, Board of trustees

Eileen Sullivan _____
Vice President, Board of trustees

Patricia Dillon _____
Financial Chairperson

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 17: CD - GENERAL - 12/2022 For Dates 12/19/2022 - 12/19/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
336	12/19/2022	3055	**VOID** PLANTING FIELDS FOUNDATION	220134	-350.00
57943	12/19/2022	3000	4IMPRINT	220237	363.42
57944	12/19/2022	106	SHEILA ALMANZI		2,041.20
57945	12/19/2022	2396	AMAZON		1,572.80
57946	12/19/2022	2396	AMAZON		2,089.88
57947	12/19/2022	2274	American Airpower Museum	220273	500.00
57948	12/19/2022	720	AMERICAN EXPRESS		6,463.37
57949	12/19/2022	2040	AMERIFLEX		270.30
57950	12/19/2022	2797	MICHELLE ANGLISANO	220267	150.00
57951	12/19/2022	2692	KINGA AUGUSTYN	220270	675.00
57952	12/19/2022	2706	BARBARA AZZARA		2,041.20
57953	12/19/2022	23	BAKER & TAYLOR		25,905.93
57954	12/19/2022	2520	KATHRYN BARI-PETRITIS	220265	275.00
57955	12/19/2022	2841	MICHAEL BARTOLOMEO		145.00
57956	12/19/2022	1866	BENEDETTO BROS. LANDSCAPING		925.00
57957	12/19/2022	1832	AUGUSTA BERNER	220259	1,800.00
57958	12/19/2022	1305	BLACKSTONE PUBLISHING.		116.84
57959	12/19/2022	3046	BLUM, LAUREN	220222	340.00
57960	12/19/2022	3046	BLUM, LAUREN	220218	680.00
57961	12/19/2022	1189	BRODART CO.		559.50
57962	12/19/2022	31	BULL TERRIER NEWS DELIVERY SVC		274.78
363	12/19/2022	1990	CENTER POINT LARGE PRINT		315.03
57964	12/19/2022	3069	AROOJ CHAUDHRY	220268	150.00
57965	12/19/2022	603	STEPHEN CHO		1,020.60
57966	12/19/2022	3030	DONNA COANE	220257	240.00
57967	12/19/2022	2819	STEPHANIE COLE	220254	140.00
57968	12/19/2022	2633	CONNECTION, INC		663.00
57969	12/19/2022	1548	COUNTY LINE HARDWARE		561.07
57970	12/19/2022	2840	CATHERINE CROCKETT	220253	420.00
57971	12/19/2022	794	PHILIP DE DORA	220102	390.00
57972	12/19/2022	2810	JODI DLUGOS	220260	225.00
57973	12/19/2022	2167	DORIS BENTER	220230	200.00
57974	12/19/2022	1665	EDMER SANITARY SUPPLY		230.65
57975	12/19/2022	2022	EnvisionWare, Inc.		1,358.00
57976	12/19/2022	1777	ELIZABETH ESPOSITO		93.83
57977	12/19/2022	923	FIRST UNUM LIFE INSURANCE CO.		649.04
57978	12/19/2022	458	FRIENDS OF THE LIBRARY		428.50
57979	12/19/2022	3057	FUN EXPRESS, INC.	*See Detail Report	326.03
57980	12/19/2022	52	GALE		705.41
57981	12/19/2022	3064	KAREN GEBBIA	220262	225.00
57982	12/19/2022	781	CECILILA GORELLICK		1,020.60
57983	12/19/2022	225	GRAINGER, INC.		1,010.79
984	12/19/2022	1916	JENNIFER CONLON GRIFFING		171.00
985	12/19/2022	2105	ILS OFFSET		334.50
57986	12/19/2022	1683	INDUSTRIAL APPRAISAL COMPANY		345.00
57987	12/19/2022	2504	INGRAM LIBRARY SERVICES LLC		587.18

SOUTH HUNTINGTON LIBRARY



Check Warrant Report For L - 17: CD - GENERAL - 12/2022 For Dates 12/19/2022 - 12/19/2022

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
57988	12/19/2022	2504	INGRAM LIBRARY SERVICES LLC		324.83
57989	12/19/2022	1955	ISLAND HILLS CHORUS	220264	600.00
57990	12/19/2022	2973	ELAINE JAGUDEN		1,020.60
57991	12/19/2022	2835	JAZZY TC INC.	220261	150.00
57992	12/19/2022	2610	JOYSIE JEROME	220223	240.00
57993	12/19/2022	2750	JO-ANN STORES LLC		1,300.00
57994	12/19/2022	2717	KANOPY LLC		383.00
57995	12/19/2022	1716	DIANE KENTROS		1,400.00
57996	12/19/2022	2781	ELIZABETH KLEIN		24.98
57997	12/19/2022	2836	KNOWBE4		641.00
57998	12/19/2022	791	JOSEPH LATINI		2,041.20
57999	12/19/2022	110	CAROL ANN LEACH		2,041.20
58000	12/19/2022	133	LILRC		1,670.00
58001	12/19/2022	2621	LONG ISLAND MUSEUM	220275	300.00
58002	12/19/2022	1568	LONG ISLAND WASTE SERVICES		185.00
58003	12/19/2022	2484	MAD SCIENCE	220228	322.00
58004	12/19/2022	1037	MATTHEW BENDER & CO., INC.		165.00
58005	12/19/2022	2629	JOANN MESSINA	220266	395.00
58006	12/19/2022	1594	MICHAEL J'S LANDSCAPING	220280	2,105.75
58007	12/19/2022	27	MIDWEST TAPE		2,388.28
58008	12/19/2022	2517	MIDWEST TAPE		405.46
58009	12/19/2022	3071	ALLA MILCHTEIN	220271	425.00
58010	12/19/2022	1814	PATRICIA NOVAK	220256	125.00
58011	12/19/2022	3039	PATRICIA J NOVAK		1,428.60
58012	12/19/2022	127	NYS EMPLOYEES HEALTH INSURANCE		40,762.42
58013	12/19/2022	240	MARIE PAGLIARO		1,020.60
58014	12/19/2022	2111	Perfect Printing Solutions Inc	220195	687.70
58015	12/19/2022	3070	STEPHANIE PESCATORE	220269	300.00
58016	12/19/2022	12	POSTMASTER - BULK PERMIT 39		1,800.00
58017	12/19/2022	2760	GEORGIA PROTAN		131.83
58018	12/19/2022	416	PUBLIC LIBRARY DIRECTORS ASSOC		60.00
58019	12/19/2022	1731	PURCHASE POWER		400.00
58020	12/19/2022	2068	PYRAMID AIR COND. & HEATING	220000	4,725.75
58021	12/19/2022	2968	JOSEPH RAO	220263	300.00
58022	12/19/2022	116	ELEANOR REIERSEN		1,020.60
58023	12/19/2022	2558	GEORGINA RIVAS-MARTINEZ		69.25
58024	12/19/2022	602	DONNA M ROCHE		1,020.60
58025	12/19/2022	869	DIANNE ROONEY		1,020.60
58026	12/19/2022	2982	REGINA R. RUSSO	220258	600.00
58027	12/19/2022	3056	SCHOENHOFEN, KAREN	220247	120.00
58028	12/19/2022	51	SCLS		2,200.00
58029	12/19/2022	2238	ROBERT SCOTT	220255	448.00
58030	12/19/2022	11	SHPL - PETTY CASH		52.99
58031	12/19/2022	2416	STANDARD SECURITY LIFE INS. CO		615.30
58032	12/19/2022	95	STAPLES CREDIT PLAN		1,082.24
58033	12/19/2022	2106	STERLING NORTH AMERICA INC.		4,975.00

SOUTH HUNTINGTON LIBRARY



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Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount	
734	12/19/2022	1520	THE BAKING COACH, INC.	220276	116.00	
58035	12/19/2022	2948	THE COLD SPRING HARBOR FIRE HOUSE MUSEUM	220272	40.00	
58036	12/19/2022	2678	THE WHALING MUSEUM & EDUCATION	220229	300.00	
58037	12/19/2022	2855	CATHY TROTTER		2,041.20	
58038	12/19/2022	1788	ANNA MARIE VERSACIO		1,020.60	
58039	12/19/2022	3068	VILLAGE POWER TOOLS	220240	150.00	
58040	12/19/2022	33	LYNN VITTERS		1,020.60	
58041	12/19/2022	2232	W.B. MASON CO INC		280.96	
58042	12/19/2022	111	KENNETH WEIL		2,653.80	
58043	12/19/2022	61	DIANE WELLS		2,041.20	
58044	12/19/2022	1809	MARGARETHA MAIMONE	220284	1,575.00	
Number of Transactions: 103					Warrant Total:	153,383.59
					Vendor Portion:	153,383.59

*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, 103 in number, in the total amount of \$ 153,383.59. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

12/14/22 _____
Date Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 153,383.59. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

12/14/22 _____
Date Library Director

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

December 19, 2022

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: November 10, 2022

Gross Total: \$115,067.51

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

Eleanora Ferrante _____
President, Board of trustees

Eileen Sullivan _____
Vice President, Board of trustees

Pat Dillon _____
Financial Chairperson



Payroll Transaction Totals

Gross Wages	115,067.51	Normal Distributed Amount	2,890.29
Non Cash Earnings	0.00	Direct Deposit Amount	73,325.92
Reimbursed Expenses	0.00	Direct Deposit Entries	62
FICA Wages	106,041.77		
FICA Withholding - Employee *	6,574.56		
FICA Withholding - Employer *	6,574.56		
Medicare Wages	106,041.77		
Medicare Withholding - Employee *	1,537.62		26,364.41
Excess Medicare Wages	0.00		4,650.33
Excess Medicare Withholdings	0.00		0.00
Medicare Withholding - Employer *	1,537.62		0.00
Federal Wages	99,723.77		
Federal Withholding *	10,140.05		
State Wages	101,359.35		
State Withholding **	4,650.33		
City Wages	0.00		
City Withholding ***	0.00		

Tax Deposit Information

Federal Tax Deposit *	26,364.41
State Tax Deposit **	4,650.33
City Tax Deposit - New York City ***	0.00
City Tax Deposit - Yonkers ***	0.00

Document Types On This Journal

Annuities	4,682.42	Pre-Tax	Regular Checks	65
Flexible Spending	9,025.74	Pre-Tax	Manual / Hand Drawn Checks	0
Retirement	1,635.58	Pre-Tax	Payroll Earning Transfers	0
Roth 403(b) Annuity	0.00		Voided Checks	0
Roth 457(b) Annuity	0.00			
All Other Deductions	605.00			
Net Pay	76,216.21			

Employee Types On This Journal

Employee Count	65
Active Payroll Employees	65
Inactive Payroll Employees	0

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

December 19, 2022

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: November 23, 2022

Gross Total: \$115,395.10

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

Eleanora Ferrante _____
President, Board of trustees

Eileen Sullivan _____
Vice President, Board of trustees

Pat Dillon _____
Financial Chairperson



Payroll Transaction Totals

Gross Wages	115,395.10	Normal Distributed Amount	2,686.58
Non Cash Earnings	0.00	Direct Deposit Amount	77,611.71
Reimbursed Expenses	0.00	Direct Deposit Entries	61
FICA Wages	112,499.44		
FICA Withholding - Employee *	6,974.92		
FICA Withholding - Employer *	6,974.92		
Medicare Wages	112,499.44		
Medicare Withholding - Employee *	1,631.25	Federal Tax Deposit *	28,605.90
Excess Medicare Wages	0.00	State Tax Deposit **	5,075.58
Excess Medicare Withholdings	0.00	City Tax Deposit - New York City ***	0.00
Medicare Withholding - Employer *		City Tax Deposit - Yonkers ***	0.00
Federal Wages	1,631.25		
Federal Withholding *	106,171.49		
State Wages	11,393.56		
State Withholding **	107,809.77		
City Wages	5,075.58		
City Withholding ***	0.00		

Document Types On This Journal

Annuities	4,689.67	Regular Checks	64
Flexible Spending	2,895.66	Manual / Hand Drawn Checks	0
Retirement	1,638.28	Payroll Earning Transfers	0
Roth 403(b) Annuity	0.00	Voided Checks	0
Roth 457(b) Annuity	0.00		
All Other Deductions	797.89		
Net Pay	80,298.29		

Employee Types On This Journal

Employee Count	64
Active Payroll Employees	64
Inactive Payroll Employees	0

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

December 19, 2022

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #10 Fund TA - November 10, 2022 Schedule of Bills

Check #7764

Wires #994168 - 994170

Total warrant: \$44,672.90

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

Eleanora Ferrante _____
President, Board of trustees

Eileen Sullivan _____
Vice President, Board of trustees

Patricia Dillon _____
Financial Chairperson

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For TA - 10: CD - 11/10/22 PAYROLL For Dates 11/10/2022 - 11/10/2022



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
64	11/10/2022	127	NYS EMPLOYEES HEALTH INSURANCE		8,975.74
994167	11/10/2022	198	NEWPORT TRUST CO. FBO #22258#		1,279.36
994168	11/10/2022	371	NYS INCOME TAX		4,650.33
994169	11/10/2022	909	INTERNAL REVENUE SERVICE		26,364.41
994170	11/10/2022	1345	NEW YORK STATE DEFERRED COMP		3,403.06
Number of Transactions: 5					Warrant Total: 44,672.90
					Vendor Portion: 44,672.90

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 5 in number, in the total amount of \$ 44,672.90. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

12/14/22
Date

[Signature]
Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 44,672.90. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/17/22
Date

[Signature]
Library Director

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

December 19, 2022

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #11 Fund TA - November 23, 2022 Schedule of Bills

Check #7765-7769

Wires #994171 - 994175

Total warrant: \$45,993.56

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

Eleanora Ferrante _____
President, Board of trustees

Eileen Sullivan _____
Vice President, Board of trustees

Patricia Dillon _____
Financial Chairperson

SOUTH HUNTINGTON LIBRARY



Check Warrant Report For TA - 11: CD - 11/23/22 PAYROLL For Dates 11/23/2022 - 11/23/2022

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
35	11/23/2022	1934	AFLAC		192.89
7766	11/23/2022	1267	AMERIFLEX, LLC.		1,164.18
7767	11/23/2022	2889	GIS BENEFITS		1,677.48
7768	11/23/2022	127	NYS EMPLOYEES HEALTH INSURANCE		4.00
7769	11/23/2022	242	SHPL - GENERAL FUND		100.00
994171	11/23/2022	198	NEWPORT TRUST CO. FBO #22258#		1,221.78
994172	11/23/2022	202	NYS & LOCAL RETIREMENT SYSTEM		4,483.86
994173	11/23/2022	371	NYS INCOME TAX		5,075.58
994174	11/23/2022	909	INTERNAL REVENUE SERVICE		28,605.90
994175	11/23/2022	1345	NEW YORK STATE DEFERRED COMP		3,467.89
Number of Transactions: 10				Warrant Total:	45,993.56
				Vendor Portion:	45,993.56

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 45,993.56 in number, in the total amount of \$ 10. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

12/14/22
Date

[Signature]
Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 45,993.56. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

12/6/22
Date

[Signature]
Assistant Library Director

Amazon/Synchrony Bank Monthly Statement - October 2022		
Description	Purchase \$	Account
BOOKS - ADULT DEPT	\$165.41	L7420.411-11
BOOKS - CHILDREN'S DEPT	\$30.97	L7420.410-12
BOOKS - YA DEPT	\$107.79	L7420.411-11
DVDS - ADULT DEPT	\$40.18	L7420.411-12
DVDS - CHILDREN'S DEPT	\$47.48	L7420.412-11
COMP SOFTWARE - ADULT DEPT	\$519.90	L7420.415-11
COMP SOFTWARE - CHILDREN'S DEPT	\$359.80	L7420.415-12
EQUIPMENT	\$744.64	L7430.200
LIBRARY SUPPLIES	\$43.75	L7430.430-22
PROGRAMS - ADULT DEPT	\$29.96	L7430.442-12
Total	\$2,089.88	

Amazon Detail

Pmt Date	Product Category	Title	Purchase PPU	Item Qty	Item Net Total
10/11/2022	Video Games	NBA 2K23 - Nintendo Switch	59.99	1	59.99
10/11/2022	Video Games	NBA 2K23 - Xbox One	59.99	1	59.99
10/11/2022	Video Games	WWE 2K22 - PlayStation 4	39.98	1	39.98
10/11/2022	Video Games	FIFA 23 - PlayStation 4	59.99	1	59.99
10/21/2022	Video Games	PGA Tour 2K23 - PlayStation 4	59.99	1	59.99
10/21/2022	Video Games	NHL 23 - PlayStation 4	59.99	1	59.99
10/21/2022	Video Games	NHL 23 - Xbox One	59.99	1	59.99
10/21/2022	Video Games	PGA Tour 2K23 - Xbox One	59.99	1	59.99
10/21/2022	Video Games	Mario + Rabbids Sparks of Hope	59.99	1	59.99
COMP SOFTWARE - ADULT DEPARTMENT					\$519.90

Pmt Date	Product Category	Title	Purchase PPU	Item Qty	Item Net Total
10/13/2022	PC Accessory	15.6" FHD 1920X1080 LED Display LCD Screen Panel for HP 936519-001	155.00	3	465.00
10/13/2022	CE	NEC DTZ-24D-3(BK) DT430 Digital 24 Button Display Endpoint BLACK PHONE Stock# 650004	198.00	1	198.00
10/11/2022	Speakers	CyberPower RB1280A UPS Replacement Battery Cartridge, Maintenance-Free, User Installable, 12V/8Ah	40.82	2	81.64
EQUIPMENT					\$744.64

Amazon Capital Services Statement - 10/2022 to 11/19/22		
Description	Purchase \$	Account
BOOKS - ADULT DEPT	\$386.70	L7420.411-11
DVDS - ADULT DEPT	\$74.88	L7420.411-11
LIBRARY SUPPLIES	\$23.95	L7430.430-22
PROGRAMS - ADULT DEPT.	\$37.34	L7430.442-11
PROGRAMS - CHILDREN'S DEPT.	\$135.87	L7430.442-12
PROGRAMS - YA DEPT.	\$758.13	L7430.442-13
CUSTODIAL SUPPLIES	\$119.94	L7440.451
BUILDING MAINTENANCE	\$35.99	L7440.452-71
Total	\$1,572.80	

Amazon Detail

Invoice Issue Date	Product Category	Title	Purchase PPU	Item Qty	Item Net Total
11/20/2022	Video Games	Super Smash Bros. Ultimate - Nintendo Switch	49.90	1	49.90
11/20/2022	CE	Joy Cons for Switch Nintendo, Upgraded Controller for Switch Sports, L/R Wireless Controllers Compatible with Nintendo Switch Replacement Joycon with	34.98	1	34.98
11/20/2022	Video Games	PowerA Joy Con Comfort Grips for Nintendo Switch - Black	9.88	1	9.88
11/20/2022	Video Games	Mario Party Superstars (Nintendo Switch)	52.95	1	52.95
11/20/2022	CE	Nintendo Switch with Neon Blue and Neon Red Joy?Con	299.00	1	299.00
11/20/2022	Video Games	Mario Kart 8 Deluxe - Nintendo Switch	48.99	1	48.99
11/20/2022	Kitchen	Swpeet 1000Pcs Christmas Orange Craft Buttons, 2 and 4 Holes Orange Round Craft Resin Sewing Buttons Suitable for Christmas Sewing Decorations, Art &	8.96	1	8.96
11/20/2022	Health and Beauty	NOW Essential Oils, Peppermint Oil, Invigorating Aromatherapy Scent, Steam Distilled, 100% Pure, Vegan, Child Resistant Cap, 2-Ounce	11.24	1	11.24
11/20/2022	Video Games	HORI Nintendo Switch Joy-Con Charge Stand by HORI Officially Licensed by Nintendo	29.99	1	29.99
11/20/2022	Grocery	Amazon Brand - Happy Belly Organic Virgin Coconut Oil, 54 oz (Previously Solimo)	17.99	1	17.99
11/20/2022	Kitchen	Betrome 8 oz Mason Jars, 24 Pack 240ml Glass Canning Jars with Regular Mouth Lids, Glass Jars Storage Containers for Overnight Oats, Jam, Jelly, Honey	28.99	1	28.99
11/20/2022	Video Games	Glistco Dock N' Lock Compatible with The Original Nintendo Switch and Switch V2	22.99	1	22.99
11/20/2022	Personal Computer	Nintendo Switch Original Joy-Con Strap - 2 Pack Black (Bulk Packaging) (Renewed)	10.50	1	10.50
11/20/2022	Toy	Gazillion Bubbles 2 Liter Solution 2 Pack (2 Pack)	30.49	1	30.49
11/20/2022	Grocery	Jelly Belly, JLL72512, Gourmet Jelly Beans, 80 / Box	28.71	1	28.71
11/20/2022	Grocery	Cinnamon Toast Crunch, Breakfast Cereal, Cinnamon Sugar Squares, 12 Ounce (Pack of 12)	15.38	1	15.38
11/20/2022	Grocery	Cinnamon Toast Crunch, Breakfast Cereal, Cinnamon Sugar Squares, 12 Ounce (Pack of 12)	15.38	1	15.38
11/20/2022	Grocery	Rold Gold Tiny Twists Pretzels, 1 Ounce (Pack of 40)	18.82	1	18.82
11/20/2022	Grocery	Wise Snacks Popcorn, Butter, 1.75 Ounce (20 count), Gluten Free, Whole Grain, Air Popped	22.99	1	22.99
PROGRAMS - YA DEPARTMENT					\$758.13

			SOUTH HUNTINGTON LIBRARY
Cash Receipt Schedule Report For L - 9: CR - DAILY FINES 11/2022			
Account	Account Description	Sum of DEBITS	Sum of CREDITS
L 200	CHECKING - VALLEY NATIONAL BANK	1,427.39	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	410.24	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	67.28	0.00
L 211	MM - FLUSHING BANK	4,067.43	0.00
L 2082.1	BOOK FINES	0.00	5.00
L 2082.2	LOST LIBRARY MATERIALS	0.00	59.95
L 2082.42	COMPUTER PRINT CARDS	0.00	510.49
L 2082.9	LATE FINES - MUSEUM PASSES	0.00	5.00
L 2401.204	INTEREST - MM- VALLEY NAT'L BANK	0.00	410.24
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	0.00	67.28
L 2401.211	INTEREST - MM FLUSHING BANK	0.00	4,067.43
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	226.50
L 2770.4	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	41.25
L 2770.8	MISC. INCOME - FAX CHARGES	0.00	579.20
Grand Total		5,972.34	5,972.34

			SOUTH HUNTINGTON LIBRARY
Cash Receipt Schedule Report For L - 10: CR - GENERAL - 11/2022			
Account	Account Description	Sum of DEBITS	Sum of CREDITS
L 200	CHECKING - VALLEY NATIONAL BANK	7,931.32	0.00
L 2082.2	LOST LIBRARY MATERIALS	0.00	115.85
L 2082.42	COMPUTER PRINT CARDS	0.00	175.95
L 2082.52	IWIN - DVDs	0.00	14.25
L 2082.6	COMPUTER PAPER/DISCS	0.00	90.90
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	0.00	285.28
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	79.00
L 2770.2	MISC. INCOME - EAR BUD SALES	0.00	1.00
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	37.50
L 2770.5	MISC. INCOME - BOOKS PAID	0.00	80.00
L 2770.8	MISC. INCOME - PASSPORTS	0.00	787.70
L 7430.200	EQUIPMENT	0.00	4,000.00
L 7430.432	SCLS SERVICES / CIRCULATION CONTROL	0.00	96.56
L 7430.435-31	CONTINUING ED/MILEAGE REIMB/STAFF	0.00	736.33
L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	0.00	1,331.00
L 9000.906-0	HEALTH INSURANCE	0.00	100.00
Grand Total		7,931.32	7,931.32

**SOUTH HUNTINGTON PUBLIC LIBRARY
REVENUE BUDGET STATUS
PERIOD COVERED: July 1, 2022 - November 30, 2022**

ACCOUNT	BUDGET	REVENUE EARNED	EST. REVENUE BASED ON 5 MONTHS	VARIANCE		UNEARNED REVENUE YTD.
				(UNFAVORABLE) \$	%	
REAL PROPERTY TAXES	\$6,070,752.00	3,035,376.00	2,529,480.00	505,896.00	20.00	3,035,376.00
PROPERTY TAXES-DEBT SVCE	\$0.00	0.00	0.00	0.00	#DIV/0!	0.00
BOOK FINES	\$0.00	27.98	0.00	27.98	#DIV/0!	(27.98)
LOST LIBRARY MATERIALS	\$2,500.00	1,205.82	1,041.67	164.15	15.76	1,294.18
COPY MACHINES	\$3,000.00	542.25	1,250.00	(707.75)	-56.62	2,457.75
PRINT VEND MACHINES	\$9,000.00	3,011.51	3,750.00	(738.49)	-19.69	5,988.49
DVD FINES	\$0.00	1.00	0.00	1.00	#DIV/0!	(1.00)
IWIN - DVDs	\$0.00	119.25	0.00	119.25	#DIV/0!	(119.25)
COMPUTER PAPER/DISCS	\$1,000.00	90.90	416.67	(325.77)	-78.18	909.10
LAPTOP FINES	\$0.00	11.00	0.00	11.00	#DIV/0!	(11.00)
LATE FINES - MUSEUM PASSES	\$0.00	5.00	0.00	5.00	#DIV/0!	(5.00)
INTEREST - MM- VALLEY NAT'L BANK	\$300.00	1,655.51	125.00	1,530.51	1,224.41	(1,355.51)
INTEREST - CKING - VALLEY NAT'L BANK	\$180.00	1,082.71	75.00	1,007.71	1,343.61	(902.71)
INTEREST - PAYROLL- VALLEY NAT'L BANK	\$20.00	281.27	8.33	272.94	3,275.24	(261.27)
INTEREST - MM FLUSHING BANK	\$7,500.00	12,745.15	3,125.00	9,620.15	307.84	(5,245.15)
SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	\$0.00	428.50	0.00	428.50	#DIV/0!	(428.50)
MISC. INCOME - EAR BUD SALES	\$0.00	3.00	0.00	3.00	#DIV/0!	(3.00)
MISC. INCOME - FAX CHARGES	\$1,000.00	388.25	416.67	(28.42)	-6.82	611.75
MISC. INCOME - HOTSPOT FINES	\$0.00	135.00	0.00	135.00	#DIV/0!	(135.00)
MISC. INCOME	\$2,000.00	0.00	833.33	(833.33)	-100.00	2,000.00
MISC. INCOME - PASSPORTS	\$12,000.00	4,780.60	5,000.00	(219.40)	-4.39	7,219.40
STATE INCENTIVE AID	\$5,000.00	10,493.00	2,083.33	8,409.67	403.66	(5,493.00)
TOTALS	\$6,114,252.00	3,072,383.70	2,547,605.00	524,778.70	20.60	3,041,868.30



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
L 1001	REAL PROPERTY TAXES	5,459,373.00	611,379.00	6,070,752.00	3,035,376.00	3,035,376.00
L 1001.1	PROPERTY TAXES-DEBT SVCE	611,379.00	-611,379.00	0.00	0.00	0.00
L 2082.1	BOOK FINES	0.00	0.00	0.00	27.98	-27.98
L 2082.2	LOST LIBRARY MATERIALS	2,500.00	0.00	2,500.00	1,205.82	1,294.18
L 2082.4	COPY MACHINES	3,000.00	0.00	3,000.00	542.25	2,457.75
L 2082.42	PRINT VEND MACHINES	9,000.00	0.00	9,000.00	3,011.51	5,988.49
L 2082.5	DVD FINES	0.00	0.00	0.00	1.00	-1.00
L 2082.52	IWIN - DVDs	0.00	0.00	0.00	119.25	-119.25
L 2082.6	COMPUTER PAPER/DISCS	1,000.00	0.00	1,000.00	90.90	909.10
L 2082.7	LAPTOP FINES	0.00	0.00	0.00	11.00	-11.00
L 2082.9	LATE FINES - MUSEUM PASSES	0.00	0.00	0.00	5.00	-5.00
L 2401.204	INTEREST - MM- VALLEY NAT'L BANK	300.00	0.00	300.00	1,655.51	-1,355.51
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	180.00	0.00	180.00	1,082.71	-902.71
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	20.00	0.00	20.00	281.27	-261.27
L 2401.211	INTEREST - MM FLUSHING BANK	7,500.00	0.00	7,500.00	12,745.15	-5,245.15
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	0.00	0.00	428.50	-428.50
L 2770.2	MISC. INCOME - EAR BUD SALES	0.00	0.00	0.00	3.00	-3.00
L 2770.4	MISC. INCOME - FAX CHARGES	1,000.00	0.00	1,000.00	388.25	611.75
L 2770.5	MISC. INCOME - HOTSPOT FINES	0.00	0.00	0.00	135.00	-135.00
L 2770.6	MISC. INCOME	2,000.00	0.00	2,000.00	0.00	2,000.00
L 2770.8	MISC. INCOME - PASSPORTS	12,000.00	0.00	12,000.00	4,780.60	7,219.40
L 3840	STATE INCENTIVE AID	5,000.00	0.00	5,000.00	10,493.00	-5,493.00
L Totals:		6,114,252.00	0.00	6,114,252.00	3,072,383.70	3,041,868.30
Grand Totals:		6,114,252.00	0.00	6,114,252.00	3,072,383.70	3,041,868.30

SOUTH HUNTINGTON PUBLIC LIBRARY
 ACTUAL BUDGET EXPENDITURES / ESTIMATE
 PERIOD COVERED: July 1, 2022 - November 30, 2022

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
SALARIES-PROF. FT & PT	\$1,887,929.48	841,323.32		841,323.32	798,739.40	(42,583.92)	(5.33)	\$1,046,606.16
SALARIES-PROF. FT	\$1,457,929.48	654,254.98	0.00	654,254.98	616,816.32	(37,438.66)	(6.07)	\$803,674.50
SALARIES - PROF. PT	\$430,000.00	187,068.34	0.00	187,068.34	181,923.08	(5,145.26)	(2.83)	\$242,931.66
SALARIES-CLERICAL FT & PT	\$580,821.87	210,762.97		210,762.97	245,732.33	34,969.36	14.23	\$370,058.90
SALARIES-CLERICAL FT	\$360,980.29	136,655.28	0.00	136,655.28	152,722.43	16,067.15	10.52	\$224,325.01
SALARIES-CLERICAL PT	\$219,841.58	74,107.69	0.00	74,107.69	93,009.90	18,902.21	20.32	\$145,733.89
SALARIES-PAGE	\$108,000.00	38,976.00	0.00	38,976.00	45,692.31	6,716.31	14.70	\$69,024.00
SALARIES-CUSTODIAL FT & PT	\$314,955.65	135,324.92		135,324.92	133,250.47	(2,074.45)	(1.56)	\$179,630.73
SALARIES-CUSTODIAL FT	\$264,955.65	115,551.87	0.00	115,551.87	112,096.62	(3,455.25)	(3.08)	\$149,403.78
SALARIES-CUSTODIAL PT	\$50,000.00	19,773.05	0.00	19,773.05	21,153.85	1,380.80	6.53	\$30,226.95
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	14,026.05	0.00	14,026.05	14,864.86	838.81	5.64	\$40,973.95
SALARIES-SUNDAY-CLERICAL	\$18,000.00	4,904.92	0.00	4,904.92	4,864.86	(40.06)	(0.82)	\$13,095.08
SALARIES-SUNDAY-PAGE	\$8,640.00	2,152.00	0.00	2,152.00	2,335.14	183.14	7.84	\$6,488.00
SALARIES-SUNDAY-CUSTODIAL	\$26,000.00	7,333.06	0.00	7,333.06	7,027.03	(306.03)	(4.36)	\$18,666.94
TEMPORARY SUMMER HELP	\$8,000.00	7,891.75	0.00	7,891.75	17,600.00	9,708.25	55.16	\$108.25
SPECIAL PROJECT	\$0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
	\$3,007,347.00	\$1,262,694.99	\$0.00	1,262,694.99	\$1,270,106.39	\$7,411.40	0.58	\$1,744,652.01
ADULT BOOKS	\$157,070.62	40,250.77	0.00	40,250.77	65,446.09	25,195.32	38.50	\$116,819.85
CHILDRENS BOOKS	\$88,374.90	14,047.22	0.00	14,047.22	36,822.88	22,775.66	61.85	\$74,327.68
YOUNG ADULT BOOKS	\$11,403.56	2,778.75	0.00	2,778.75	4,751.48	1,972.73	41.52	\$8,624.81
REFERENCE - ELECTRONIC	\$60,000.00	22,173.59	0.00	22,173.59	25,000.00	2,826.41	11.31	\$37,826.41
AUDIO BOOKS - ADULT	\$5,000.00	482.69	0.00	482.69	2,083.33	1,600.64	76.83	\$4,517.31
AUDIO BOOKS - CHILDREN	\$2,557.97	861.76	0.00	861.76	1,065.82	204.06	19.15	\$1,696.21
DIGITAL DOWNLOADS - ADULT	\$0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
DIGITAL SUBSCRIPTIONS	\$257,010.00	56,707.36	6,510.00	63,217.36	107,087.50	43,870.14	40.97	\$193,792.64
MUSEUM PASSES	\$22,000.00	1,300.00	0.00	1,300.00	9,166.67	7,866.67	85.82	\$20,700.00
DVD - ADULT	\$36,400.29	10,788.96	0.00	10,788.96	15,166.79	4,377.83	28.86	\$25,611.33
DVD - CHILDREN	\$9,589.70	2,483.19	0.00	2,483.19	3,995.71	1,512.52	37.85	\$7,106.51
MUSIC CD'S - ADULT	\$4,212.46	2,063.98	0.00	2,063.98	1,755.19	(308.79)	(17.59)	\$2,148.48
MUSIC CD'S - CHILDREN	\$519.63	71.34	0.00	71.34	216.51	145.17	67.05	\$448.29
PERIODICALS - ADULTS	\$10,100.00	9,982.11	0.00	9,982.11	4,208.33	(5,773.78)	(137.20)	\$117.89
PERIODICALS - CHILDREN	\$1,000.00	801.88	0.00	801.88	416.67	(385.21)	(92.45)	\$198.12
PERIODICALS - YA	\$400.00	195.98	0.00	195.98	166.67	(29.31)	(17.59)	\$204.02
PERIODICALS - NEWSPAPERS	\$3,500.00	1,977.88	0.00	1,977.88	1,458.33	(519.55)	(35.63)	\$1,522.12
COMPUTER SOFTWARE-CIRC.-ADULTS	\$3,000.00	415.52	0.00	415.52	1,250.00	834.48	66.76	\$2,584.48
COMPUTER SOFTWARE-CIRC.-CHILDRE	\$5,000.00	849.18	0.00	849.18	2,083.33	1,234.15	59.24	\$4,150.82
MATERIALS PROCESSING	\$35,000.00	9,664.26	0.00	9,664.26	14,583.33	4,919.07	33.73	\$25,335.74
COMPUTER SOFTWARE - NON-CIRC.	\$45,340.85	9,400.14	0.00	9,400.14	18,892.02	9,491.88	50.24	\$35,940.71
	\$757,479.98	187,296.56	6,510.00	193,806.56	315,616.66	121,810.10	38.59	\$563,673.42

SOUTH HAVENINGTON PUBLIC LIBRARY
 ACTUAL BUDGET EXPENDITURES / ESTIMATE
 PERIOD COVERED: July 1, 2022 - November 30, 2022

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND MONTHS	VARIANCE FAVORABLE (UNFAVORABLE)			AVAILABLE
						\$	%		
EQUIPMENT	\$57,952.78	17,890.91	878.46	18,769.37	24,146.99	5,377.62	22.27	\$39,183.41	
EQUIPMENT MAINTENANCE	\$13,483.77	5,956.59	63.77	6,020.36	5,618.24	(402.12)	(7.16)	\$7,463.41	
FURNITURE & FIXTURES	\$41,374.72	2,793.73	948.33	3,742.06	17,239.47	13,497.41	78.29	\$37,632.66	
SUPPLIES - OFFICE	\$25,000.00	3,389.47	1,063.00	4,452.47	10,416.67	5,964.20	57.26	\$20,547.53	
SUPPLIES - LIBRARY	\$45,145.31	8,759.12	2,519.16	11,278.28	18,810.55	7,532.27	40.04	\$33,867.03	
TELECOMMUNICATIONS	\$45,000.00	25,546.62	0.00	25,546.62	18,750.00	(6,796.62)	(36.25)	\$19,453.38	
SCLS SERVICES / CIRCULATION CONTRI	\$95,000.00	13,091.08	0.00	13,091.08	39,583.33	26,492.25	66.93	\$81,908.92	
POSTAGE	\$30,000.00	9,113.30	0.00	9,113.30	12,500.00	3,386.70	27.09	\$20,886.70	
PUBLICITY-PRINTING/NEWSLETTER	\$65,000.00	25,453.66	0.00	25,453.66	27,083.33	1,629.67	6.02	\$39,546.34	
CONTINUING ED/MILEAGE REIMB/STAFF	\$40,000.00	8,342.28	0.00	8,342.28	16,666.67	8,324.39	49.95	\$31,657.72	
CONTINUING ED/MILEAGE REIMB/BOA	\$8,000.00	130.00	0.00	130.00	3,333.33	3,203.33	96.10	\$7,870.00	
LIBRARY VEHICLE	\$2,000.00	620.08	0.00	620.08	833.33	213.25	25.59	\$1,379.92	
PROFESSIONAL FEES - AUDITOR	\$23,800.00	8,700.00	0.00	8,700.00	9,916.67	1,216.67	12.27	\$15,100.00	
PROFESSIONAL FEES - LEGAL	\$15,000.00	825.00	0.00	825.00	6,250.00	5,425.00	86.80	\$14,175.00	
PROFESSIONAL FEES - TREASURER	\$7,000.00	1,890.00	2,790.00	4,680.00	2,916.67	(1,763.33)	(60.46)	\$2,320.00	
PROF. FEES-ART & MUSIC	\$10,060.00	1,760.00	1,800.00	3,560.00	4,191.67	631.67	15.07	\$6,500.00	
PROF. FEES - MISC. CONSULTANTS	\$5,500.00	0.00	0.00	0.00	2,291.67	2,291.67	100.00	\$5,500.00	
MEMBERSHIP DUES	\$6,500.00	1,345.00	0.00	1,345.00	2,708.33	1,363.33	50.34	\$5,155.00	
OFFICE EQUIPMENT - COPIER RENTAL	\$5,000.00	65.77	0.00	65.77	2,083.33	2,017.56	96.84	\$4,934.23	
OFFICE EQUIPMENT - SERVICE CONTRA	\$10,148.98	4,638.42	148.98	4,787.40	4,228.74	(558.66)	(13.21)	\$5,361.58	
OFFICE EQUIPMENT - REPAIR/MAINTEN/	\$750.00	0.00	0.00	0.00	312.50	312.50	100.00	\$750.00	
MISC. EXPENSES	\$1,000.00	22.32	0.00	22.32	416.67	394.35	94.64	\$977.68	
COST OF VOTE	\$4,500.00	40.30	0.00	40.30	1,875.00	1,834.70	97.85	\$4,459.70	
COMMUNITY ACTIVITIES-ADULT PROGR.	\$84,373.49	22,494.98	695.49	23,190.47	35,155.62	11,965.15	34.03	\$61,183.02	
COMMUNITY ACTIVITIES-CHILDRENS PR	\$75,373.54	30,721.59	9,199.31	39,920.90	31,405.64	(8,515.26)	(27.11)	\$35,452.64	
COMMUNITY ACTIVITY-CHILDRENS FAMI	\$5,781.94	4,284.91	199.00	4,483.91	2,409.14	(2,074.77)	(86.12)	\$1,298.03	
COMMUNITY ACTIVITIES-YA PROGRAMS	\$20,364.22	3,187.53	720.25	3,907.78	8,485.09	4,577.31	53.95	\$16,456.44	
COMMUNITY ACTIVITIES-OUTREACH PR.	\$7,736.70	4,234.67	363.42	4,598.09	3,223.63	(1,374.47)	(42.64)	\$3,138.61	
COMMUNITY ACTIVITIES - MUSIC/RECIT/	\$8,500.00	2,100.00	0.00	2,100.00	3,541.67	1,441.67	40.71	\$6,400.00	
CREDIT MERCHANT FEES	\$4,000.00	1,206.62	0.00	1,206.62	1,666.67	460.05	27.60	\$2,793.38	
BUS TRIPS	\$1,000.00	0.00	0.00	0.00	416.67	416.67	100.00	\$1,000.00	
	\$764,345.45	208,603.95	21,389.17	229,993.12	318,477.27	88,484.15	27.78	534,352.33	
UTILITIES - ELECTRIC	\$140,000.00	76,129.00	0.00	76,129.00	58,333.33	(17,795.67)	(30.51)	\$63,871.00	
UTILITIES - WATER	\$5,000.00	1,181.48	0.00	1,181.48	2,083.33	901.85	43.29	\$3,818.52	
UTILITIES - GAS	\$20,000.00	1,665.19	0.00	1,665.19	8,333.33	6,668.14	80.02	\$18,334.81	
CUSTODIAL SUPPLIES	\$25,000.00	3,336.63	0.00	3,336.63	10,416.67	7,080.04	67.97	\$21,663.37	
BUILDING EQUIPMENT & REPAIR	\$8,265.00	4,356.16	415.00	4,771.16	3,443.75	(1,327.41)	(38.55)	\$3,493.84	
BUILDING MAINTENANCE & REPAIR	\$49,535.50	17,257.29	3,307.00	20,564.29	20,639.79	75.50	0.37	\$28,971.21	
BUILDING SERVICE CONTRACTS	\$40,000.00	11,325.50	4,725.75	16,051.25	16,666.67	615.42	3.69	\$23,948.75	
INSURANCE	\$55,000.00	52,864.57	0.00	52,864.57	22,916.67	(29,947.90)	(130.68)	\$2,135.43	
GROUPS MAINTENANCE	\$35,430.00	13,944.30	0.00	13,944.30	14,762.50	818.20	5.54	\$21,485.70	

**SOUTH HUNTINGTON PUBLIC LIBRARY
ACTUAL BUDGET EXPENDITURES / ESTIMATE
PERIOD COVERED: July 1, 2022 - November 30, 2022**

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND MONTHS	VARIANCE FAVORABLE (UNFAVORABLE)		AVAILABLE
						\$	%	
	\$378,230.50	182,060.12	8,447.75	190,507.87	157,596.04	(32,911.83)	(20.88)	\$187,722.63
NYS RETIREMENT SYSTEM	\$425,000.00	0.00	0.00	0.00	177,083.33	177,083.33	100.00	\$425,000.00
FICA EXPENSE	\$230,155.00	90,713.77	0.00	90,713.77	97,373.27	6,659.50	6.84	\$139,441.23
WORKERS' COMPENSATION	\$30,000.00	0.00	0.00	0.00	12,500.00	12,500.00	100.00	\$30,000.00
DISABILITY INSURANCE	\$4,000.00	0.00	0.00	0.00	1,666.67	1,666.67	100.00	\$4,000.00
LONG-TERM DISABILITY INS.	\$8,500.00	3,226.29	0.00	3,226.29	3,541.67	315.38	8.90	\$5,273.71
UNEMPLOYMENT INSURANCE	\$1,000.00	0.00	0.00	0.00	416.67	416.67	100.00	\$1,000.00
HEALTH INSURANCE	\$535,000.00	210,060.35	0.00	210,060.35	222,916.67	12,856.32	5.77	\$324,939.65
MEDICARE REIMBURSEMENT	\$55,000.00	476.20	0.00	476.20	22,916.67	22,440.47	97.92	\$54,523.80
	\$1,288,655.00	304,476.61	0.00	304,476.61	538,414.94	233,938.33	43.45	\$984,178.39
TOTAL WITHOUT DEBT SERVICE	6,196,057.93	2,145,132.23	36,346.92	2,181,479.15	2,600,211.30	418,732.15	16.10	\$4,014,578.78

SERIAL BOND - PRINCIPAL
SERIAL BOND - INTEREST

	\$0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
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TOTAL WITH DEBT SERVICE	\$6,196,057.93	2,145,132.23	36,346.92	2,181,479.15	\$2,600,211.30	418,732.15	16.10	\$4,014,578.78
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SOUTH WINTINGTON LIBRARY



Appropriation Status Detail Report By Function From 7/1/2022 To 11/30/2022

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
L 7410.141-01	SALARIES-PROF. FT	1,457,929.48	0.00	1,457,929.48	654,254.98	0.00	803,674.50
L 7410.141-01-P	SALARIES - PROF. PT	430,000.00	0.00	430,000.00	187,068.34	0.00	242,931.66
L 7410.142-02	SALARIES-CLERICAL FT	360,980.29	0.00	360,980.29	136,655.28	0.00	224,325.01
L 7410.142-02-P	SALARIES-CLERICAL PT	219,841.58	0.00	219,841.58	74,107.69	0.00	145,733.89
L 7410.142-03	SALARIES-PAGE	108,000.00	0.00	108,000.00	38,976.00	0.00	69,024.00
L 7410.142-04	SALARIES-CUSTODIAL FT	264,955.65	0.00	264,955.65	115,551.87	0.00	149,403.78
L 7410.142-04-P	SALARIES-CUSTODIAL PT	50,000.00	0.00	50,000.00	19,773.05	0.00	30,226.95
L 7410.143-01	SALARIES-SUNDAY-PROF.	55,000.00	0.00	55,000.00	14,026.05	0.00	40,973.95
L 7410.143-02	SALARIES-SUNDAY-CLERICAL	18,000.00	0.00	18,000.00	4,904.92	0.00	13,095.08
L 7410.143-03	SALARIES-SUNDAY-PAGE	8,640.00	0.00	8,640.00	2,152.00	0.00	6,488.00
L 7410.143-04	SALARIES-SUNDAY-CUSTODIAL	26,000.00	0.00	26,000.00	7,333.06	0.00	18,666.94
L 7410.143-05	TEMPORARY SUMMER HELP	8,000.00	0.00	8,000.00	7,891.75	0.00	108.25
7410	*	3,007,347.00	0.00	3,007,347.00	1,262,694.99	0.00	1,744,652.01
L 7420.410-11	ADULT BOOKS	140,000.00	17,070.62	157,070.62	40,250.77	0.00	116,819.85
L 7420.410-12	CHILDRENS BOOKS	80,000.00	8,374.90	88,374.90	14,047.22	0.00	74,327.68
L 7420.410-13	YOUNG ADULT BOOKS	10,000.00	1,403.56	11,403.56	2,778.75	0.00	8,624.81
L 7420.410-14-1	REFERENCE - PRINT	0.00	0.00	0.00	-229.00	0.00	229.00
L 7420.410-14-2	REFERENCE - ELECTRONIC	60,000.00	0.00	60,000.00	22,173.59	0.00	37,826.41
L 7420.410-15	AUDIO BOOKS - ADULT	5,000.00	0.00	5,000.00	482.69	0.00	4,517.31
L 7420.410-15-C	AUDIO BOOKS - CHILDREN	2,500.00	57.97	2,557.97	861.76	0.00	1,696.21
L 7420.410-16-DA	DIGITAL DOWNLOADS - ADULT	0.00	0.00	0.00	0.00	0.00	0.00
L 7420.410-16-S	DIGITAL SUBSCRIPTIONS	250,500.00	6,510.00	257,010.00	56,707.36	6,510.00	193,792.64
L 7420.410-17	MUSEUM PASSES	22,000.00	0.00	22,000.00	1,300.00	0.00	20,700.00
L 7420.411-11	DVD - ADULT	30,000.00	6,400.29	36,400.29	10,788.96	0.00	25,611.33
L 7420.411-12	DVD - CHILDREN	8,000.00	1,589.70	9,589.70	2,483.19	0.00	7,106.51
L 7420.412-11	MUSIC CD'S - ADULT	3,000.00	1,212.46	4,212.46	2,063.98	0.00	2,148.48
L 7420.412-12	MUSIC CD'S - CHILDREN	500.00	19.63	519.63	71.34	0.00	448.29
L 7420.413-11	PERIODICALS - ADULTS	10,100.00	0.00	10,100.00	9,982.11	0.00	117.89
L 7420.413-12	PERIODICALS - CHILDREN	1,000.00	0.00	1,000.00	801.88	0.00	198.12
L 7420.413-13	PERIODICALS - YA	400.00	0.00	400.00	195.98	0.00	204.02
L 7420.413-17	PERIODICALS - NEWSPAPERS	3,500.00	0.00	3,500.00	1,977.88	0.00	1,522.12
L 7420.415-11	COMPUTER SOFTWARE-CIRC.-ADULTS	3,000.00	0.00	3,000.00	415.52	0.00	2,584.48
L 7420.415-12	COMPUTER SOFTWARE-CIRC.-CHILDREN	5,000.00	0.00	5,000.00	849.18	0.00	4,150.82

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SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2022 To 11/30/2022



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
L 7420.419	MATERIALS PROCESSING	35,000.00	0.00	35,000.00	9,664.26	0.00	25,335.74
L 7420.429	COMPUTER SOFTWARE - NON-CIRC.	45,000.00	340.85	45,340.85	9,400.14	0.00	35,940.71
7420		714,500.00	42,979.98	757,479.98	187,067.56	6,510.00	563,902.42
L 7430.200	EQUIPMENT	55,000.00	2,952.78	57,952.78	17,890.91	878.46	39,183.41
L 7430.200-5	EQUIPMENT MAINTENANCE	10,000.00	3,483.77	13,483.77	5,956.59	63.77	7,463.41
L 7430.201	FURNITURE & FIXTURES	40,000.00	1,374.72	41,374.72	2,793.73	948.33	37,632.66
L 7430.430-21	SUPPLIES - OFFICE	25,000.00	0.00	25,000.00	3,389.47	1,063.00	20,547.53
L 7430.430-22	SUPPLIES - LIBRARY	40,000.00	5,145.31	45,145.31	8,759.12	2,519.16	33,867.03
L 7430.431	TELECOMMUNICATIONS	45,000.00	0.00	45,000.00	25,546.62	0.00	19,453.38
L 7430.432	SCLS SERVICES / CIRCULATION CONTROL	95,000.00	0.00	95,000.00	13,091.08	0.00	81,908.92
L 7430.433	POSTAGE	30,000.00	0.00	30,000.00	9,113.30	0.00	20,886.70
L 7430.434	PUBLICITY-PRINTING/NEWSLETTER	65,000.00	0.00	65,000.00	25,453.66	0.00	39,546.34
L 7430.435-31	CONTINUING ED/MILEAGE REIMB/STAFF	40,000.00	0.00	40,000.00	8,342.28	0.00	31,657.72
L 7430.435-32	CONTINUING ED/MILEAGE REIMB/BOA	8,000.00	0.00	8,000.00	130.00	0.00	7,870.00
L 7430.435-33	LIBRARY VEHICLE	2,000.00	0.00	2,000.00	620.08	0.00	1,379.92
L 7430.437-41	PROFESSIONAL FEES - AUDITOR	15,000.00	8,800.00	23,800.00	8,700.00	0.00	15,100.00
L 7430.437-42	PROFESSIONAL FEES - LEGAL	15,000.00	0.00	15,000.00	825.00	0.00	14,175.00
L 7430.437-44	PROFESSIONAL FEES - TREASURER	7,000.00	0.00	7,000.00	1,890.00	2,790.00	2,320.00
L 7430.437-45	PROF. FEES-ART & MUSIC	9,500.00	560.00	10,060.00	1,760.00	1,800.00	6,500.00
L 7430.437-46	PROF. FEES - MISC. CONSULTANTS	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
L 7430.438	MEMBERSHIP DUES	6,500.00	0.00	6,500.00	1,345.00	0.00	5,155.00
L 7430.439-51	OFFICE EQUIPMENT - COPIER RENTAL	5,000.00	0.00	5,000.00	65.77	0.00	4,934.23
L 7430.439-52	OFFICE EQUIPMENT - SERVICE CONTRACTS	10,000.00	148.98	10,148.98	4,638.42	148.98	5,361.58
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	22.32	0.00	977.68
L 7430.441	COST OF VOTE	4,500.00	0.00	4,500.00	40.30	0.00	4,459.70
L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	83,000.00	1,373.49	84,373.49	22,494.98	695.49	61,183.02
L 7430.442-12	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	75,000.00	373.54	75,373.54	30,721.59	9,199.31	35,452.64
L 7430.442-12-F	COMMUNITY ACTIVITY-CHILDRENS FAMILY PGM	4,500.00	1,281.94	5,781.94	4,284.91	199.00	1,298.03
L 7430.442-13	COMMUNITY ACTIVITIES-YA PROGRAMS	20,000.00	364.22	20,364.22	3,187.53	720.25	16,456.44



Appropriation Status Detail Report By Function From 7/1/2022 To 11/30/2022

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
L 7430.442-14	COMMUNITY ACTIVITIES - MUSIC/RECITALS	8,500.00	0.00	8,500.00	2,100.00	0.00	6,400.00
L 7430.442-15	CREDIT MERCHANT FEES	4,000.00	0.00	4,000.00	1,206.62	0.00	2,793.38
L 7430.442-16	COMMUNITY ACTIVITIES-OUTREACH PROGRAMS	5,000.00	2,736.70	7,736.70	4,234.67	363.42	3,138.61
L 7430.443	BUS TRIPS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
7430		735,750.00	28,595.45	764,345.45	208,603.95	21,389.17	534,352.33
L 7440.450-61	UTILITIES - ELECTRIC	140,000.00	0.00	140,000.00	76,129.00	0.00	63,871.00
L 7440.450-62	UTILITIES - WATER	5,000.00	0.00	5,000.00	1,181.48	0.00	3,818.52
L 7440.450-63	UTILITIES - GAS	20,000.00	0.00	20,000.00	1,665.19	0.00	18,334.81
L 7440.451	CUSTODIAL SUPPLIES	25,000.00	0.00	25,000.00	3,336.63	0.00	21,663.37
L 7440.452-70	BUILDING EQUIPMENT & REPAIR	8,000.00	265.00	8,265.00	4,356.16	415.00	3,493.84
L 7440.452-71	BUILDING MAINTENANCE & REPAIR	45,000.00	4,535.50	49,535.50	17,257.29	3,307.00	28,971.21
L 7440.452-73	BUILDING SERVICE CONTRACTS	40,000.00	0.00	40,000.00	11,325.50	4,725.75	23,948.75
L 7440.454	INSURANCE	55,000.00	0.00	55,000.00	52,864.57	0.00	2,135.43
L 7440.469-81	GROUPS MAINTENANCE	30,000.00	5,430.00	35,430.00	13,944.30	0.00	21,485.70
7440		368,000.00	10,230.50	378,230.50	182,060.12	8,447.75	187,722.63
74		4,825,597.00	81,805.93	4,907,402.93	1,840,426.62	36,346.92	3,030,629.39
7		4,825,597.00	81,805.93	4,907,402.93	1,840,426.62	36,346.92	3,030,629.39
L 9000.901-0	NYS RETIREMENT SYSTEM	425,000.00	0.00	425,000.00	0.00	0.00	425,000.00
L 9000.903-0	FICA EXPENSE	230,155.00	0.00	230,155.00	90,713.77	0.00	139,441.23
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	0.00	0.00	4,000.00
L 9000.905-6	LONG-TERM DISABILITY INS.	8,500.00	0.00	8,500.00	3,226.29	0.00	5,273.71
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	535,000.00	0.00	535,000.00	210,060.35	0.00	324,939.65
L 9000.906-1	MEDICARE REIMBURSEMENT	55,000.00	0.00	55,000.00	476.20	0.00	54,523.80
9000		1,288,655.00	0.00	1,288,655.00	304,476.61	0.00	984,178.39
90		1,288,655.00	0.00	1,288,655.00	304,476.61	0.00	984,178.39
9		1,288,655.00	0.00	1,288,655.00	304,476.61	0.00	984,178.39
Fund L Totals:		6,114,252.00	81,805.93	6,196,057.93	2,144,903.23	36,346.92	4,014,807.78
Grand Totals:		6,114,252.00	81,805.93	6,196,057.93	2,144,903.23	36,346.92	4,014,807.78

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2022 - 11/30/2022



Account	Description	Debits	Credits
L 200	CHECKING - VALLEY NATIONAL BANK	30,631.34	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	377,651.48	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	13,599.23	0.00
L 210	PETTY CASH	550.00	0.00
L 211	MM - FLUSHING BANK	2,928,050.31	0.00
L 391	DUE FROM OTHER FUNDS	14,394.76	0.00
L 510	ESTIMATED REVENUE	6,114,252.00	0.00
L 521	ENCUMBRANCES	36,346.92	0.00
L 522	EXPENDITURES	2,144,903.23	0.00
L 599	APPROPRIATED FUND BALANCE	81,805.93	0.00
L 821	RESERVE FOR ENCUMBRANCES	0.00	36,346.92
L 902	RESERVE FOR ACCRUED SICK/VACATION	0.00	605,438.00
L 909	FUND BALANCE, UNRESERVED	0.00	1,831,958.65
L 960	APPROPRIATIONS	0.00	6,196,057.93
L 980	REVENUES	0.00	3,072,383.70
L Fund Totals:		11,742,185.20	11,742,185.20
Grand Totals:		11,742,185.20	11,742,185.20



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
H 2401	INTEREST	0.00	0.00	0.00	6,220.44	-6,220.44
H Totals:		0.00	0.00	0.00	6,220.44	-6,220.44
Grand Totals:		0.00	0.00	0.00	6,220.44	-6,220.44

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2022 - 11/30/2022



Account	Description	Debits	Credits
H 200	VALLEY RESERVE CHECKING ACCT	2,403.24	0.00
H 210	FLUSHING M/M	1,421,761.16	0.00
H 522	EXPENDITURES	42,490.93	0.00
H 909	FUND BALANCE, UNRESERVED	0.00	1,460,434.89
H 980	REVENUES	0.00	6,220.44
H Fund Totals:		1,466,655.33	1,466,655.33
Grand Totals:		1,466,655.33	1,466,655.33

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2022 - 11/30/2022



Account	Description	Debits	Credits
.18	NYSERS	0.00	5.25
TA 200	T/A CHECKING - VALLEY NAT'L BANK	14,754.72	0.00
TA 456	INTEREST	0.00	354.71
TA 630	DUE TO/FROM OTHER FUNDS	0.00	14,394.76
TA Fund Totals:		14,754.72	14,754.72
Grand Totals:		14,754.72	14,754.72

Investment Report

General Fund

Flushing Bank

The current balance in this account is \$2,928,050.31 and the account is earning interest at 1.55%.

Capital Reserve Fund

Capital Reserve Projects

Flushing Bank

The money market account balance of \$1,421,761.16 is earning interest at 1.55%.

12/09/2022

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

TO: Board of Trustees

FROM: Patricia Dillon
 2022/23 Finance Chairperson

DATE: December 19, 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
57574	09/19/2022	NAVJOT BAL	180.00
57725	10/17/2022	A SHRED AWAY	500.00
57730	10/17/2022	SHEILA ALAMASI	1625.40
57734	10/17/2022	BAKER & TAYLOR	10,770.63
57738	10/17/2022	BLACKSTONE PUBLISHING	116.85
57743	10/17/2022	BP AMOCO	73.08
57752	10/17/2022	PHILLIP DEDORA	390.00
57774	10/17/2022	INNOVATIVE GAMING	1,000.00
57780	10/17/2022	DIANE KENTROS	1,456.00
57784	10/17/2022	LILRC	835.00
57788	10/17/2022	MIDWEST TAPE	632.36

The following check has been voided:

57636	09/19/2022	PLANTING FIELDS FOUNDATION	350.00
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Resignation

Name	Title	Hours / Week	Salary	Step	Effective Date
Stan Kalemaris	PT Librarian 1	8/wk.	48.57/hr.	24	1/4/2023

Continuation of Leave of Absence

Name	Title	Hours / Week	Salary	Step	Effective Date
Sabrina Perry	PT Page	9	\$15.00	3	11/30/2022- 01/11/2023

Appointments

Name	Title	Hours / Week	Salary	Step	Effective Date
Katrina LaTorre	PT Librarian Trainee	10	\$28.71	1	12/21/2022

6 Burlington Ave
Melville, NY 11747-2721
21 November 2022

South Huntington Public Library
145 Pidgeon Hill Road
Huntington Station, NY 11746
Attn: Janet Scherer, Director

Dear Janet,

I have enjoyed my time at the library and my relationships with my co-workers, and have tried to be an effective worker, but it is time for me to move on. I resign effective 4 January 2023 (my last day of work will be 3 January 2023).

Yours truly,



Stanley G. Kalemaris

cc: Howard Spiegelglass



Subject: Leave of Absence

message

From: Sabrina Perry <sperry@shpl.info>
To: Janet Scherer <jscherer@shpl.info>
Cc: Sally Nikolis <snikolis@shpl.info>

Thu, Dec 1, 2022 at 4:37 PM

Thank you

Hopefully it's better sooner than 6 weeks
I will keep Sally posted

Happy holidays to you all as well

On Thu, Dec 1, 2022 at 4:23 PM Janet Scherer <jscherer@shpl.info> wrote:

Hi Sabrina

I am so sorry to hear about this. I hope you are feeling better soon. I will submit your email and letter to the Business Office and bring your request before the board. I do not anticipate any difficulty. Please stay in touch with Sally as to your anticipated date of return. Thank you and I hope you have a wonderful holiday in spite of the injury. Take care.

Janet Scherer, Director
South Huntington Public Library
145 Pidgeon Hill Road
Huntington Station, NY 11746
631-549-4411
jscherer@shpl.info

On Wed, Nov 30, 2022 at 5:25 PM Sabrina Perry <sperry@shpl.info> wrote:

Hi Sally and Janet

The doctor has not cleared me to come back to work yet or do normal activities

Attached is the note

If pt goes well and I can return sooner I'll let you know

To the South Huntington Public Library Board of Trustees

Do to continued care related to an injury to my knee I am requesting a personal leave of absence for an additional 6 weeks

Attached is a note from my doctor

Thank you for your consideration

Library Newsletter

We will be debuting our new newsletter in February. This expanded newsletter will afford a wider range of staff members the ability to contribute articles. As discussed at a prior meeting, we will have more space for additional advertising of our services, and will include larger pictures and font sizes.

I met with the post master at the Huntington Station Post Office to discuss delivery issues with our newsletter. He will talk to carriers to make sure they are delivering and check that the printer is getting it to them in a timely manner (although we have a good idea that the printer is delivering the newsletters on time, due to the fact that they deliver extras to us on the same day).

Winter Concert Series 2023

Our winter line-up is as follows:

Friday, Jan. 6: Paige Patterson & Band: classic soul, contemporary, and international songs

Friday, Jan. 13: Hourglass: James Taylor tribute

Friday, Jan. 20: Just Sixties

Friday, Jan. 27: The Paul Effman Band: new American mosaic, a celebration of multi-cultural hits

Saturday, Feb. 4 at 2 p.m.: Children's Theatre-Cinderella

Friday, Feb. 10: Rhonda Kay & the Backstage Trio: Jazz standards, American songbook

Friday, Feb. 17: Broadway Showstoppers

Friday, Feb. 24: Teen Theater Group

Friday, Mar. 3: LI Improv Comedy Show

Friday, Mar. 10: The Liverpool Shuffle: Beatles tribute

Friday, Mar. 17: The Mountain Maidens: Irish and traditional music

Friday, Mar. 24: Remedy Band: women in rock show

Saturday, April 1 at 2 p.m.: Magic Beyond Imagination family show

Staff Evaluations

Our staff evaluation team consisting of Beth Periera; Sally Nikolis; Scott Kalogris; Joanne Mariani; Cathy-Ann Werner; Howard Spiegelglass; Jen Griffing; Ray Capone; Erin McShane; Nick Tanzi and Janet Scherer, has completed its work and staff evaluations will take place within 30 days of an employee's respective anniversary date beginning in 2023. This process involves both a self-evaluation and supervisory evaluation component. In addition, there is a procedure to address new employees which calls for 30, 60, and 90-day check-ins. After five months the supervisor of a new employee will confer verbally with the Asst. Director or Director and finally if all is well, will inform the employee on their 6-month anniversary that they are doing well and no longer working under the civil service probationary period.

Public Libraries Director Association

I am happy to announce that I was elected to the Public Libraries Director Association's

executive board. I will hold the office of Vice-President for two years beginning January 2023.

Meetings

November 2	Wednesday	9:00 a.m.	Staff Book Discussion
November 3	Thursday	11:00 a.m.	Sustainable Libraries Initiative Meetup
November 7	Monday	3:00 p.m.	LILRC Annual Conference Committee Meeting
November 8	Tuesday	1:00 p.m.	SLI marketing & PR Committee Meeting
November 9	Wednesday	2:00 p.m.	Department Head Meeting
November 10	Thursday	10:00 a.m.	NYS Regents Advisory Council Vision 2022 Presentation
November 13	Sunday	1-5:00 p.m.	Veterans Concert and Book Sale
November 15	Tuesday	2:00 p.m.	Friends of the Library Meeting
November 16	Wednesday	9:00 a.m.	Staff Meeting
November 16	Wednesday	7:00 p.m.	Book Discussion Facilitation
November 17	Thursday	3:00 p.m.	SLI Mentor Meetup
November 21	Monday	10:00 a.m.	SLI Advisory Board Meeting
November 21	Monday	1:00 p.m.	PLDA Scholarship Committee Meeting
November 21	Monday	7:00 p.m.	SHPL Board of Trustees Meeting
November 22	Tuesday	10:00 a.m.	PLDA Director Roundtable
November 22	Tuesday	2:00 p.m.	Long-Range Planning Team Meeting
November 23	Wednesday	11 a.m.	Interview – PT Reference Librarian
November 29	Tuesday	2:00 p.m.	Personnel Policy Committee
November 30	Wednesday	10:00 a.m.	PLDA Director Meeting

Important Dates

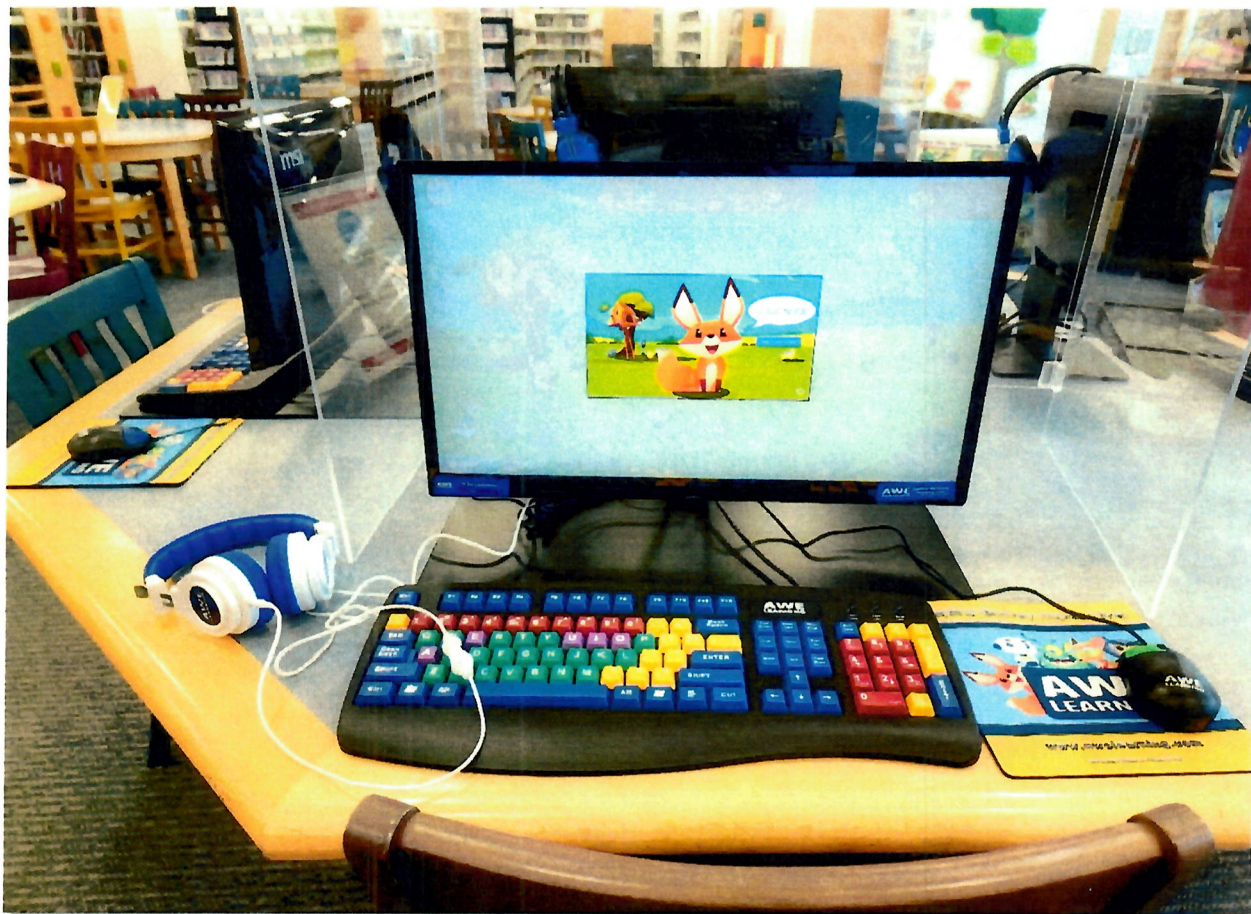
SHPL Board of Trustees Meeting – Tuesday, January 17 @ 7:00 p.m.

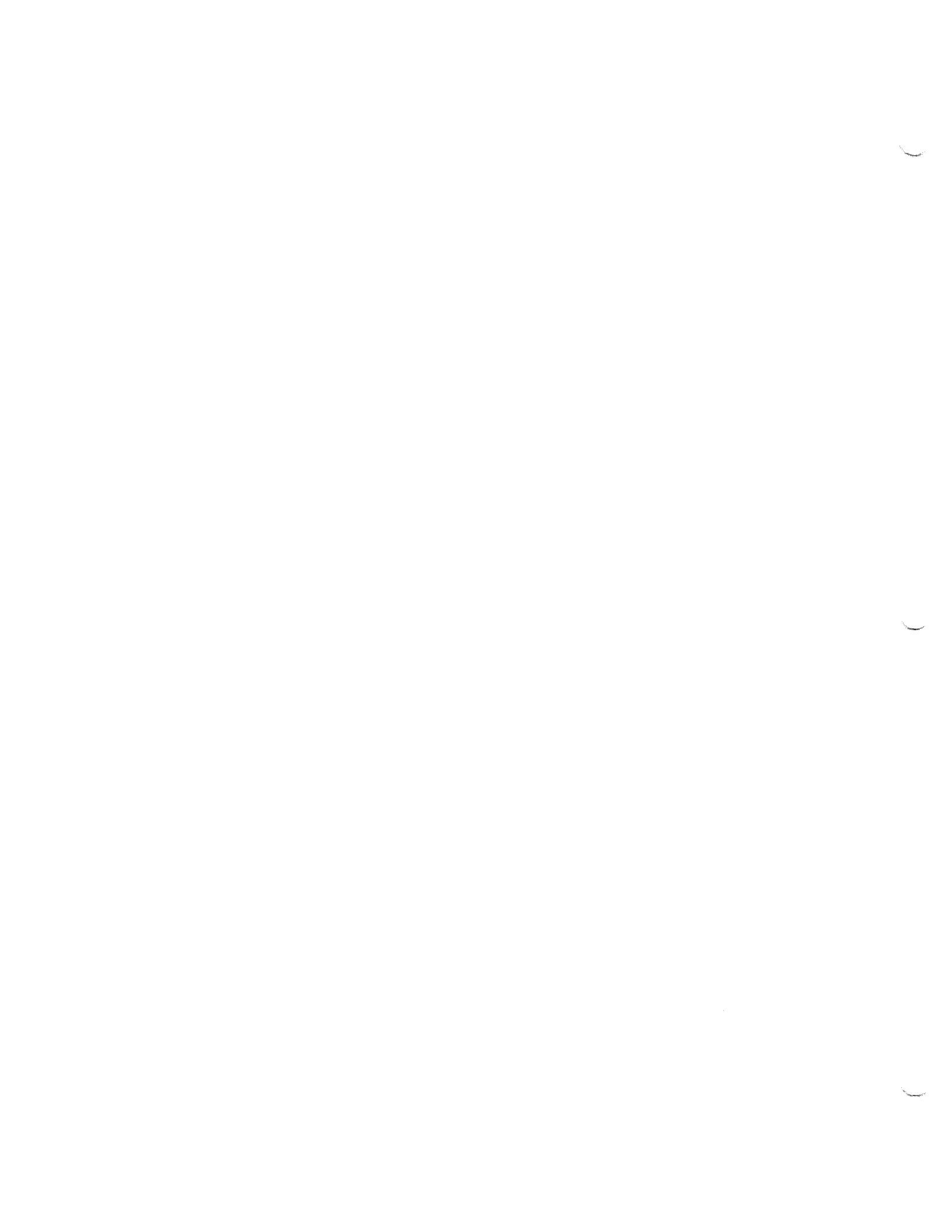
Spring School Professional Development Workshop

The school district's Teacher Center has approached us about offering a spring professional development workshop, centered on the library as a resource for educators. After speaking with library and school district staff, we have chosen March 15th and 22nd, 4:00 – 6:30 p.m. As the library's collections and services continually evolve, we will be sure to update our curriculum to match!

AWE Stations

We have received a \$4,000 reimbursement check for our AWE Early Literacy Stations, courtesy the Long Island Library Resource Council's technology grant. The stations have since been received and installed in our Youth Services Area. These stations occupy the former footprint of two traditional desktop computers; our current setup more than meets demand, plus AWE provides educational software that is increasingly difficult to source.





Projector Replacement

We are in the process of replacing the projector in the theater, as the current one is approaching end of life, and the image quality is degrading. As we meet with vendors to secure quotes, we expect the work to be performed in two phases; the replacement of the projector unit itself, followed by the upgrading of our sound system. Replacing the projector will bring us up to the modern 4K standard and improve the overall viewing experience.

Incident Tracking Software

One of the recommendations that came out of our Workplace Violence Prevention Committee was to seek a technology solution to streamline communication. I am investigating a software solution to electronically file and route incident/workplace violence reports both efficiently and securely.

Meetings – November

November 2 – November 5	All day	NYLA Annual Conference.
Tuesday, November 8 th	11:00 a.m.	Part-time librarian interview.
Wednesday, November 9 th	2:00 p.m.	Department Head Meeting.
Thursday, November 10 th	10:00 a.m.	Technology Information Forum (SCLA)
Thursday, November 10 th	1:30 p.m.	Workplace Violence Committee meeting.
Monday, November 14 th	3:30 p.m.	Part-time librarian interview.
Tuesday, November 15 th	10:00 a.m.	Emerging Technology Committee meeting.
Wednesday, November 16 th	9:00 a.m.	Staff meeting.
Thursday, November 17 th	12:00 p.m.	Meeting with architect.
Monday, November 21 st	7:00 p.m.	Library Board of Trustees meeting.
Tuesday, November 22 nd	2:00 p.m.	Long range planning meeting.
Tuesday, November 29 th	2:00 p.m.	Personnel policy committee meeting.

Building & Grounds Report

Prepared by Ray Capone

1. We temporarily removed a toilet from the women's restroom in order to remove a clog. The toilet has been reinstalled and is working correctly.
2. We repaired a gap between sections of flooring in the YA Department using some excess welding material we had in storage.
3. We changed three circular bulbs this month in the Children's Room
4. We repaired one of the doors leading into the YA Department. Seasonal expansion of the floor was causing the door from closing properly. I removed the door from its hinges and sanded the bottom; it is now closing properly.
5. We made two repairs to the staff restroom; a replacement of the computer board for the automatic faucet, and reinstalling a toilet paper holder that had come off the wall.
6. We replaced a ballast in one of the light fixtures in the Meeting Room
7. One of our snowblowers had its carburetor replaced. It is now working fine.
8. The door leading to the green room wasn't closing correctly. Removing the door and re-securing the hinges seems to have solved the problem.
9. Signarama has started to make the "Technology Center" lettering that the Friends of the Library have donated. The words will be centered above the double doors of the Technology Center.
10. The emergency ladder leading to the parking lot has been repainted. It had begun to displays some signs of rust. Additionally, I adjusted the grate door and oiled it, so it should open more easily.
11. We repaired one of the air vents in the Technology Center. The vent in question occasionally droops to one side, requiring an adjustment of the fastening clips.
12. We patched several sections of the sidewalk, and will reevaluate them in the spring.
13. We purchased several bags of ice melt for the winter season.

14. We used the carpet extractor to remove several stains from the theater side of the Community Room.
15. We repaired a small study table in the Reference Area. The leg in the center that contains the power cable had broken off and needed to be reattached.
16. The roofer came to the library to repair a tear on the window ledge in the tower area. Once I am satisfied there is no water penetration, I will spot paint any affected areas.
17. The generator company came in and completed Part B of the service contract; a check on the operation of the machine and all the fluid levels. The generator appears to be working well.
18. The landscapers came and did the last cleanup of the season.

To: The Library Board of Trustees
From: Jennifer Griffing
Re: 2022 Annual Conference & Trade Show for NYLA

Date: November 15, 2022

Thank you for the opportunity to attend the Annual NYLA Conference & Trade Show on November 3, 4 and 5, 2022.

On the first day of the conference, I started the day by attending the Keynote Address with Courtney Harge from Of/By/For All on *The Beautiful Revolutionary Future*. She focused on that by solving the small problems we can create a better future to effectively work on the big problems. My first program was the YSS Membership meeting which featured author Alex Sanchez. Mr. Sanchez reflected on his life and how through writing he became more in tune with himself as a gay Latino man. During his presentation he became choked up as he read letters from those who thanked him for his writing to become more comfortable in their own skins. My final program for the day was Brand Kits on a Budget presented by Michael Bartolomeo and Georgina Rivas-Martinez from South Huntington Public Library. Their presentation of using Canva as an option to create a recognizable logo demonstrates how easily this can be done.

On the second day of the conference, my first program was Back to Self-Care for Managers presented by Nicole Bryan and Taina Evans Brooklyn Public Library. They demonstrated a variety of ways to practice self-care not only for employees but for yourself as well. The emphasis of this program is that if we do not take care of ourselves, we can not effectively take care of our staff. During my morning break I checked out the trade show floor and spoke with a number of vendors, library school representatives and NYLA divisions. My next program was What is the Future of Classics presented by Amanda Ingalls from John Jay Senior High School in Wappingers Central School District. This was a review of how schools are still using the same required reading of classics that many students find "boring" and "hard to understand". She offered a number of contemporary substitutions that follow the same themes as a number of classics such as *The Scarlet Letter* and *Lord of the Flies*. For lunch I attended the Empire State Award Luncheon that honored Kate Messner for her contribution to youth literature. Her books are often selected for prestigious notable and best lists and range from picture books to time traveling history fiction to non-fiction. My final program of the day was Raging Podcasts: Breaking the Library Podcast Norm presented by Jackie Hoyt and Jen Tolley from the Onondaga Public Library. Their hit podcast series, *Raging Romantics*, incorporates their own love the romance genre while reaching out to a whole new level of patrons. My day concluded by attending the Inaugural Awards Banquet that honored a number of librarians and libraries for their achievements during the past year and the South Huntington Public Library was noted for their completion of the Sustainable Library Certification Program.

Thank you again for the opportunity to attend this year's conference. I am excited by the prospect of continuing to grow with and support the South Huntington Public Library.



TO: Janet Scherer
FROM: Michael Bartolomeo
SUBJECT: NYLA 2022 Report

Thank you for the opportunity to attend the 2022 New York Library Association Annual Conference in Saratoga Springs, NY. Please find below a summary of some of the programs I attended that I believed warranted mention.

Keynote Address: The Beautiful Revolutionary Future

Ms. Courtney Harge, CEO of OF/BY/FOR ALL spoke about community work and the importance of becoming relevant for diverse communities by becoming representative of them and co-created by them rather than guess what the community might want or need. The way it was described was that the board & staff are representative OF our community, programs and co-created BY our community, which leads to the organization being welcoming FOR our community. From my understanding, she was telling libraries to seek community partnerships and involve the community before assuming we know what the community needs.

She also spoke about the change network, a 12-month online program for civic and cultural organizations that provides a framework to make an organization more inclusive, equitable, and relevant to the community. It seemed similar but more involved than the Harwood Institute. To participate, the annual cost would be about \$7000.

Creating Remote Access to Library Collections

I attended this program in lieu of the Tech Trends for Libraries in 2023 program (room was sadly full). The speakers discussed Controlled Digital Lending, a method that allows libraries to loan print books to digital patrons in a "lend like print" fashion. Digital checkouts are limited to the number of physical copies a library owns and controls are put in place to ensure users cannot duplicate or redistribute the digitized version. It is primarily focused on older books that are still under copyright but unlikely to be officially digitized. The panelists discussed the legal concerns (of which there are plenty) of the lending method and ways it has been implemented. It mostly seemed to be relevant for academic libraries and requires coding knowledge to develop an in-house system for managing digital copies.

Brand Kits on a Budget

This was the program that Georgina and I were speakers for. We discussed how libraries as a non-profit organizations can utilize Canva Pro for free to create brand kits for the library itself and program series, like a summer reading club. A brand kit is essentially a style guide that ensures a consistent message. Brand kits include things like what fonts to use, what colors to use, what logos to use, and what language to use. We received positive feedback from those that completed the surveys and were thanked by our sponsoring groups.

Library Dashboard: Leveraging Your Data

Heather Turner from OCM BOCES spoke about transforming data into a visual representation

using Google Data Studio (now Looker Studio). It is a tool that uses raw data, such as circulation stats and number of visits, to create charts, graphs, and other visualizations to make that data easier and more appealing to look at. There is a bit of a learning curve but can see this being very useful for end of year reports and other reports that utilize quantitative data. We have access to this tool through our Google Workspace subscription.

Innovative Programs for Older Adults

Libraries from the Brooklyn Public Library discussed non-traditional programs tailored for older adults. From a tech perspective, I found their Library Lanes (virtual bowling) program to be an interesting event we could do here at the library using an XBOX Kinect (YA has an old one I think). Another interesting program idea was a healthy grocery shopping program where a staff member does a video tour of a local grocery store showing where healthy food options are and what sections should be skipped.

Library Marketing in a Changing World

This was the most insightful program I attended at NYLA. Tony Iovino, Assistant Director for Oceanside Library spoke on the importance of marketing and ways libraries should approach marketing their programs and services. He offered a number of excellent ideas, such as never releasing a product or new service without having a concrete plan on how it will be marketed. Other suggestions were twenty second surveys, push polls, welcome emails for new card holders, segmented email lists, and even lawn signs. He mentioned Cameo, a service which for relatively cheap you can hire (usually B-list) actors/actresses to record a video for you, as a way to potentially market the library and its services.

Regards,
Michael Bartolomeo

Trustee Education Policy

Information

New York State Education Law Section 260-D requires members of library boards of trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees. A "Draft Trustee Education Policy" was prepared by the library's attorney to ensure our organization complies with this law.

Recommendation

That the Board of Trustees adopts the "Draft Trustee Education Policy" as presented.

SAMPLE Trustee Education Policy

Purpose

The purpose of the Trustee Education Policy is to comply with [New York State Education Law Section 260-D](#) which requires members of library boards of trustees, beginning January 1, 2023, to complete a minimum of two hours of trustee education annually from a provider approved by the Commissioner of Education that addresses the financial oversight, accountability, fiduciary responsibilities and the general powers and duties of library trustees.

Each member of the Library Board must demonstrate compliance with this policy by filing evidence with the Board President annually.

Administration

Each year Trustees are required to complete two hours of continuing education during their term on the System Board.

According to Section 260-D, each Trustee shall demonstrate compliance with the requirements by filing with the President of the Board of Trustees evidence of completion of Trustee Education from an approved provider. Such evidence shall include one of the following:

1. certificates of completion issued by one or more approved providers; or
2. a signed self-assurance of completion (included at the end of this policy).
 - a. Such assurance shall identify the approved trustee education providers, a description of the format and content of the completed instruction activities, the date and time such member began and completed each instruction activity and an explanation of why a certificate of completion was not available from such approved providers.

Evidence of completion shall be submitted to the Board President by December 31 of each year.

Should a Trustee fail to submit evidence of completion by the above date, the Trustee will be suspended from duty until evidence of completion is filed. Should a Trustee in suspension fail to provide evidence of completion within 90 days, they will be assumed to have resigned from the board.

Compliance will be tracked through the Library's Annual Report to the State.

Approved Providers

At the state level, trustee education providers and activities (topics and formats) are approved by the New York State Library acting on behalf of the Commissioner of Education.



In addition to pre-approving public library systems as trustee education providers, the State Library has delegated authority to public library systems to approve additional trustee education providers and activities (topics and formats) for their member libraries.

Pre-approved providers:

- New York State Library/Division of Library Development
- Public Library Systems
- WebJunction
- New York Library Association (including the Library Trustees Section and other Sections/Roundtables)
- Reference and Research Library Resources Councils
- Empire State Library Network (formerly New York 3Rs Association)
- PULISDO (Public Library System Directors Organization)
- ALA (American Library Association) including United for Libraries and other Divisions

Allowable Formats:

Trustee education may be delivered online or in person. The format of this education may include any of the following:

- Lectures
- Workshops
- Webinars
- Online courses
- State or national library association conferences

Costs of Continuing Education

Modest and reasonable costs incurred by a Trustee in complying with the trustee education requirements may be reimbursed by the Library in accordance with the Conference and Travel Policy. All continuing education requesting reimbursement must be pre-approved by the Library Board.



Sample Form

SELF-ASSURANCE of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by *Chapter 468 of the Laws of 2021*)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

Trustee Signature/Date



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
30652002680579	Monitor	E133009471	ELO	ET1723L-8UWA-1-BL-MT-ZB-G	09/01/2013	EOL
30652002680777	Monitor	E133009468	ELO	ET1723L-8UWA-1-BL-MT-ZB-G	09/01/2013	EOL
30652002676650	Monitor	6CM7170TFM	HP	P232	06/01/2017	FAILED



**Allocation of Unassigned General Fund Balance
For Fiscal Year Ended June 30, 2022**

Information

The Unassigned General Fund Balance for fiscal year ending June 30, 2022 is \$2,437,396.65. There is also interest in the amount \$1,386.64 from the Capital Project Reserve Fund. This brings the total allocation to \$2,438,783.29.

The table below summarizes the recommendations for the allocation of the 2021 – 2022 Unassigned General Fund Balance.

Working Capital Margin of Safety	Unassigned General Fund Balance	1,528,563.00
2020 - 2021 Encumbrances Carry Forward	Assigned Fund Balance	81,805.93
2022 - 2023 Accrued Compensated Absences	Assigned Fund Balance	605,438.00
Repairs & Improvements to Building Cap. Res. Fund	Restricted Fund Balance	221,589.72
Repairs & Improvements to Building Cap. Res. Fund	Restricted Fund Balance	\$1,386.64
Amount to be Allocated (See recommendations)		2,438,783.29
Unassigned Fund Balance to be allocated at December Board Meeting		

Recommendations

1. That the Board of Trustees authorizes an allocation of \$1,528,563.00 of the Unassigned General Fund Balance to be maintained as such to provide the Library with a working capital margin of safety.
2. That the Board of Trustees authorizes \$81,805.93 of the Unassigned General Fund Balance to be allocated as *Assigned* Fund Balance for Encumbrances carried forward from the 2021-2022 General Fund.
3. That the Board of Trustees authorizes \$605,438.00 of the Unassigned General Fund Balance to be allocated as *Assigned* Fund Balance for Accrued Compensated Absences.
4. That the Board of Trustees authorizes an allocation of \$221,589.72 from the 2021-2022 Unassigned General Fund Balance to be allocated as *Restricted* Fund Balance for the Repairs & Improvements to Building Capital Reserve Fund.

5. That the Board of Trustees authorizes an allocation of \$1,386.64 from the Capital Reserve Fund Interest to be allocated as *Restricted* Fund Balance for the Repairs & improvements to the Building Capital Reserve Fund.

Capital Improvement Plan Feasibility Study

Information

Since 2004, when our building opened, staffing and community interests have changed. Young Adult programming needs have grown resulting in the need for more staff devoted to this demographic. A dedicated office space for young adult librarians is needed. Technology has changed rapidly causing many libraries to revamp available space into maker spaces. Maker spaces allow for the education of patrons of all ages on the myriad of technology tools available to them while fulfilling our mission to inspire creativity and satisfy curiosity. In addition, it is our hope to limit the carbon footprint we leave by exploring the future use of solar technology.

Please see the attached proposal by our architects, Beatty Harvey CoCo, LLP, to complete a feasibility study which addresses all of the above goals.

Recommendation

That the Board of Trustees authorizes an expenditure not to exceed \$25,000.00 to be taken from the *Repairs & Improvements to the Building Capital Reserve Fund* to be paid to Beatty Harvey CoCo Architects to cover architectural fees associated with capital improvement planning for the library.



December 9, 2022

Ms. Janet Scherer
Director
South Huntington Public Library
145 Pidgeon Hill Road
South Huntington, New York 11723

Re: Feasibility Study

Ms. Scherer:

It was a pleasure to meet with you to talk about your library and the need to revisit its current program to reveal opportunities to create new spaces for the patrons and staff. As discussed, we are happy to provide the following proposal for a feasibility study on the existing library to show how those opportunities could be implemented. The ideas we discussed for the library are:

1. The creation of a new Maker Space that can be used by all generations by reprogramming underutilized children's space. Maker Spaces are now commonplace in libraries today exposing patrons to technology and tools both new and old.
2. With the continued popularity of the YA library there is now the need for its own dedicated YA office immediately adjacent to the existing YA library to support the space more efficiently. Space would be potentially captured from the adjacent storage room and would need to accommodate two to three staff members.
3. In line with the library's sustainability initiative, we will explore potentially ways to implement a PV array on the library to help offset the libraries carbon footprint and as an educational tool for your patrons.

Feasibility Study: In this phase we will:

- Conduct meetings with yourself and other members of the library staff to analyze and identify your specific needs for each option and listen to your concerns.
- Share our initial thoughts about your building, show examples about how other libraries have addressed similar issues
- We will review these options against the current building codes and understand how the potential renovations will impact your building.
- Once we have gathered the above information, we'll develop approaches showing you options for addressing your needs.
- As the options develop, we provide preliminary budget information so you can make an educated decision regarding which approach best meets your needs.
- Provide a final feasibility plan and budget.

Schedule:

1. BHC and their team ready to start work immediately and anticipate that this study can be conducted over the course of 2 – 3 months.

NEW YORK
1300 Walt Whitman Road
Suite 102
Melville, NY 11747
631.300.1010 (t)

www.bhc-architects.com

5-5-2

Fees: BHC will provide the services listed above for the following fees:

Since it's difficult to determine exactly how much time will be needed, I suggest we bill for this on an hourly basis using the rates below. I would estimate this cost to be on the order of \$20,000-\$25,000.

Reimbursable expenses would be invoiced separately and include travel, printing, plotting, mail, messenger services, filing fees, professional renderings and/or models and other similar out of pocket expenses with a markup of 1.0.

Hourly fees will be based on the following rates:

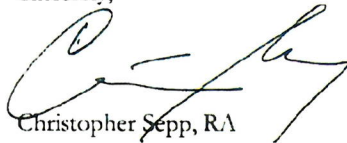
<i>Principals</i>	<i>\$339 / hr</i>
<i>Associates</i>	<i>\$248 / hr</i>
<i>Project Managers</i>	<i>\$205 / hr</i>
<i>Project Architects</i>	<i>\$192 / hr</i>
<i>CAD/Revit</i>	<i>\$159 / hr</i>
<i>Administrative</i>	<i>\$106 / hr</i>

Invoices will be submitted monthly as work progresses and payments will be due within 45 days of receipt of invoice.

We hope that this proposal sufficiently details the architectural services in connection with your project. If you find the terms contained herein acceptable, please kindly sign this proposal and return to our office.

We look forward to hearing from you.

Sincerely,



Christopher Sepp, RA
Sr. Associate

Cc: Todd Harvey, BHC

Agreed and accepted this ____ day of _____, 2022.

By: _____

November 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 690	2 762	3 712	4 775	5 775
6 270	7 934	8 2783	9 750	10 775	11 CLOSED	12 870
13 538	14 989	15 670	16 658	17 758	18 600	19 713
20	21	22	23	24	25	26
330	860	660	530	CLOSED	416	386
27	28	29	30			
184	789	680	433			



November 2022 - Adult Programs

Title	Event Start Date	People in Attendance
Chair Yoga (V)	11/01/2022 @ 9:00am	9
Tai Chi Level 2 (L)	11/01/2022 @ 9:30am	13
North Shore Civil War Roundtable (L)	11/01/2022 @ 7:00pm	16
SCORE	11/02/2022 @ 10:15am	20
Thursday Yoga (L)	11/03/2022 @ 9:30am	24
Genealogy Drop-in (L)	11/03/2022 @ 10:00am	6
Yoga Second Session	11/03/2022 @ 11:00am	21
Writing Workshop (V)	11/03/2022 @ 4:00pm	10
Fall Into Monarchs (L)	11/03/2022 @ 7:00pm	6
Film Screening: Impresarios & Visionaries (L)	11/04/2022 @ 7:00pm	5
Walk2TheBeat Virtual Fitness (V)	11/05/2022 @ 9:30am	15
Balance & Stability Fitness (L)	11/05/2022 @ 9:30am	15
Huntington Historical Society Genealogy Workshop (L)	11/05/2022 @ 11:00am	10
Art Exhibit Opening: Human Nature	11/05/2022 @ 2:00pm	50
Kids Flick: DC League of Super Pets (L)	11/06/2022 @ 2:00pm	17
Adult Take & Bake: Pumpkin Whoopie Pies	11/07/2022 @ 9:00am	24
AARP Tax Aide Training	11/07/2022 @ 9:00am	15
Beginner Tai Chi (L)	11/07/2022 @ 9:30am	25
Monday Yoga (L)	11/07/2022 @ 11:00am	24
Movie: Mack & Rita	11/07/2022 @ 2:00pm	40
Holiday Cards with Canva (L)	11/07/2022 @ 7:00pm	6
Election Day Voting	11/08/2022 @ 6:00am	N/A
Non-Fiction Book Discussion (L)	11/09/2022 @ 11:00am	10
Cooking Class: Fabulous Fritters	11/09/2022 @ 1:00pm	10
Divorce & Paying for College (V)	11/09/2022 @ 7:00pm	5
Thursday Yoga (L)	11/10/2022 @ 9:30am	24
Huntington AARP	11/10/2022 @ 10:00am	23
Yoga Second Session	11/10/2022 @ 11:00am	20
Fall Harvest Painting (L)	11/10/2022 @ 1:00pm	7
Writing Workshop (V)	11/10/2022 @ 4:00pm	10
Adult Take & Make: Framed Fall Button Art (V)	11/10/2022 @ 7:00pm	22
ENL Class	11/10/2022 @ 7:00pm	6
Friends of the Library Book Sale	11/12/2022 @ 9:00am	N/A
Walk2TheBeat Virtual Fitness (V)	11/12/2022 @ 9:30am	13
Balance & Stability Fitness (L)	11/12/2022 @ 9:30am	15
Long Island Rose Society	11/12/2022 @ 1:00pm	9
Friends of the Library Book Sale	11/13/2022 @ 1:00pm	N/A
Folk Music Jam	11/13/2022 @ 1:00pm	8
Swingtime Big Band Veterans Tribute (L)	11/13/2022 @ 2:00pm	120
AARP Tax Aide Training	11/14/2022 @ 9:00am	15
Beginner Tai Chi (L)	11/14/2022 @ 9:30am	25
Monday Yoga (L)	11/14/2022 @ 11:00am	24
Movie: Top Gun-Maverick	11/14/2022 @ 2:00pm	80
Smarter Social Security	11/14/2022 @ 7:00pm	12
Chair Yoga (V)	11/15/2022 @ 9:00am	10
Tai Chi Level 2 (L)	11/15/2022 @ 9:30am	12

November 2022 - Adult Programs

Friends of the Library Meeting	11/15/2022 @ 2:00pm	14
Signs From Beyond (L)	11/15/2022 @ 7:00pm	40
Finding Deals & Online Shopping	11/16/2022 @ 11:00am	4
Evening Book Discussion (L)	11/16/2022 @ 7:00pm	5
Skin Care Workshop: Pumpkin Magic Mask (L)	11/16/2022 @ 7:00pm	11
Thursday Yoga (L)	11/17/2022 @ 9:30am	24
Yoga Second Session	11/17/2022 @ 11:00am	21
Fall Harvest Painting (L)	11/17/2022 @ 1:00pm	4
Writing Workshop (V)	11/17/2022 @ 4:00pm	10
Huntington NAACP	11/17/2022 @ 6:30pm	0
Adult Craft: Corn Husk Doll Workshop (L)	11/17/2022 @ 7:00pm	15
ENL Class	11/17/2022 @ 7:00pm	5
Defensive Driving (L)	11/19/2022 @ 9:00am	50
Walk2TheBeat Virtual Fitness (V)	11/19/2022 @ 9:30am	16
Balance & Stability Fitness (L)	11/19/2022 @ 9:30am	15
Jane Austen Society (V)	11/19/2022 @ 1:00pm	N/A
Classical Sundays: Clarinet-Piano Duo	11/20/2022 @ 2:30pm	33
AARP Tax Aide Training	11/21/2022 @ 9:00am	15
Beginner Tai Chi (L)	11/21/2022 @ 9:30am	25
Medicare Counseling One-on-One (L)	11/21/2022 @ 10:00am	1
Monday Yoga (L)	11/21/2022 @ 11:00am	24
Movie: Jurassic World Dominion	11/21/2022 @ 2:00pm	19
Beginner Excel: Charts & Printing Tips (V)	11/21/2022 @ 7:00pm	9
Library Board of Trustees Meeting	11/21/2022 @ 7:00pm	12
Chair Yoga (V)	11/22/2022 @ 9:00am	10
Tai Chi Level 2 (L)	11/22/2022 @ 9:30am	13
Walk2TheBeat Virtual Fitness (V)	11/26/2022 @ 9:30am	16
Balance & Stability Fitness (L)	11/26/2022 @ 9:30am	15
Kids Flick: Paws of Fury: The Legend of Hank (L)	11/26/2022 @ 2:00pm	5
AARP Tax Aide Training	11/28/2022 @ 9:00am	15
Beginner Tai Chi (L)	11/28/2022 @ 9:30am	25
Monday Yoga (L)	11/28/2022 @ 11:00am	24
Movie: Elvis	11/28/2022 @ 2:00pm	60
Chair Yoga (V)	11/29/2022 @ 9:00am	10
Tai Chi Level 2 (L)	11/29/2022 @ 9:30am	13
Beginner Sewing (L)	11/29/2022 @ 7:00pm	4
Afternoon Book Chat (L)	11/30/2022 @ 3:00pm	4
Winter Wellness with Essential Oils (L)	11/30/2022 @ 7:00pm	8

November 2022 - Children's Programs

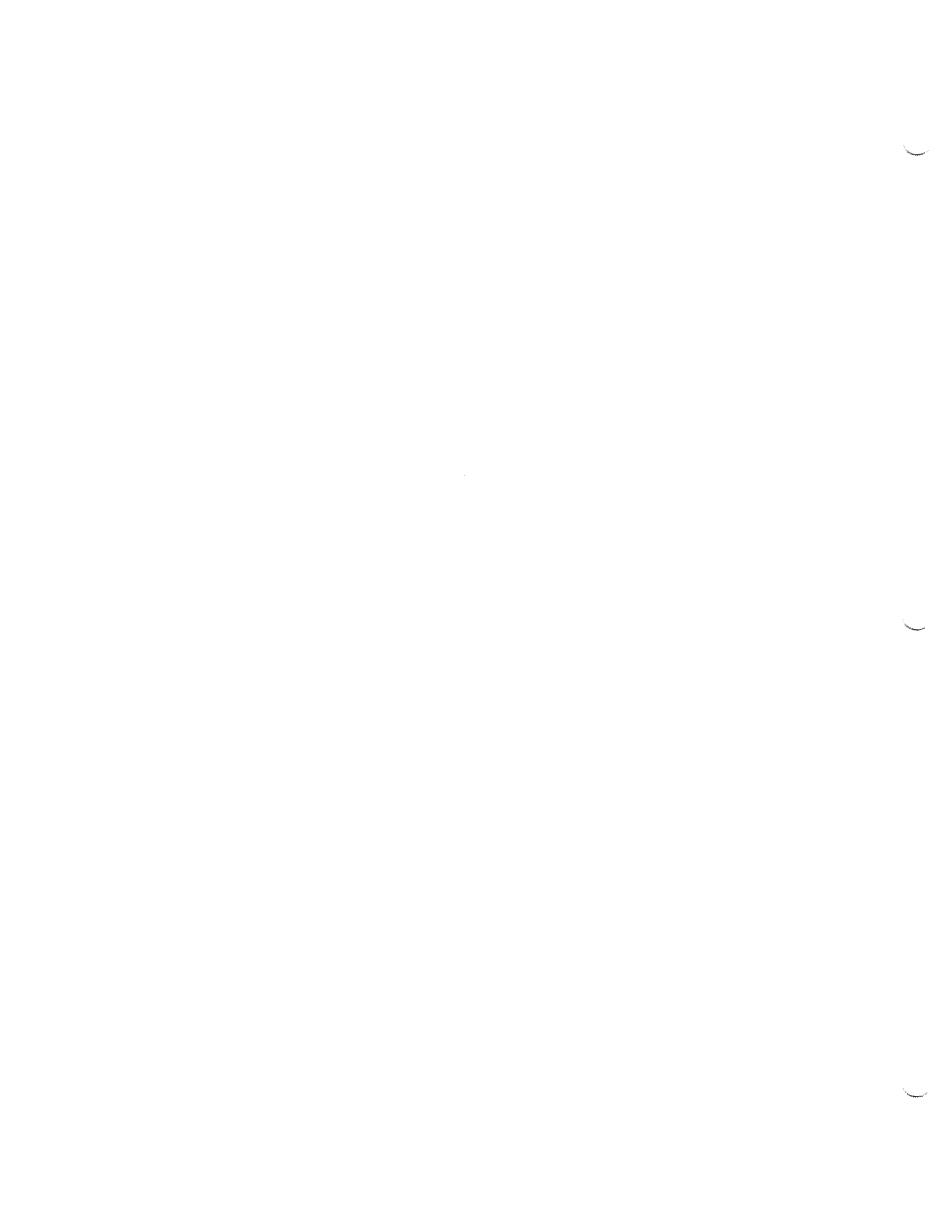
Title	Event Start Date	People in Attendance
Nature Walk and Fall Craft (L)	11/01/2022 @ 10:00am	12
Picture Book Time (L)	11/01/2022 @ 2:30pm	10
Dia de los Muertos/Day of the Dead	11/01/2022 @ 4:30pm	11
Baby Bundle Take & Make / Paquete Para Beb�s un Take &	11/02/2022 @ 10:00am	20
Baby Time! (L)	11/02/2022 @ 10:30am	9
Baby Time! (L)	11/02/2022 @ 11:15am	15
Yoga Kids (L)	11/02/2022 @ 4:30pm	6
The Art Nanny - Possum (V)	11/03/2022 @ 2:00pm	5
A Time for Kids (L)	11/04/2022 @ 10:00am	16
A Time for Kids (L)	11/04/2022 @ 11:00am	14
Art Club: Herv� Tullet (L)	11/04/2022 @ 4:30pm	16
PlayHooray Babies & Kids (L)	11/05/2022 @ 10:00am	15
Wampum Workshop (L)	11/05/2022 @ 2:00pm	9
Kids Flick: DC League of Super Pets (L)	11/06/2022 @ 2:00pm	17
Bilingual BANANAS Biling�es (L)	11/07/2022 @ 10:30am	10
Homework Help at the South Huntington Public Library	11/07/2022 @ 4:00pm	3
Minecraft Mania! Travel Through Time (L)	11/07/2022 @ 4:30pm	8
Drop In and Vote!	11/08/2022 @ 9:00am	68
Games Around the World	11/08/2022 @ 2:00pm	20
Baby Time! (L)	11/09/2022 @ 10:30am	7
Baby Time! (L)	11/09/2022 @ 11:15am	9
Yoga Kids (L)	11/09/2022 @ 4:30pm	7
Zumbini (L)	11/10/2022 @ 10:30am	18
Adventures in Art: Meet the Modern Art Masters (L)	11/10/2022 @ 4:30pm	9
My Grown-up & Me Yoga (L)	11/12/2022 @ 10:00am	3
Baking Coach: Fall Leaf Cookies (V)	11/12/2022 @ 2:00pm	5
Bilingual BANANAS Biling�es (L)	11/14/2022 @ 10:30am	9
Homework Help at the South Huntington Public Library	11/14/2022 @ 4:00pm	1
Minecraft Mania! Travel Through Time (L)	11/14/2022 @ 4:30pm	9
Girl Scout Troop 103	11/14/2022 @ 4:30pm	13
So Big! (L)	11/15/2022 @ 10:00am	20
Zumba Kids! (L)	11/15/2022 @ 4:30pm	Cancelled
Girl Scout Troop 610	11/15/2022 @ 5:30pm	10
Baby Time! (L)	11/16/2022 @ 10:30am	8
Baby Time! (L)	11/16/2022 @ 11:15am	5
Class Visit: LISG Kindergarten	11/16/2022 @ 1:00pm	8
Yoga Kids (L)	11/16/2022 @ 4:30pm	9
Zumbini (L)	11/17/2022 @ 10:30am	14
A Time for Kids (L)	11/18/2022 @ 10:00am	15
A Time for Kids (L)	11/18/2022 @ 11:00am	9
Art Club: Maria Martinez (L)	11/18/2022 @ 4:30pm	13
Girl Scout Troop 334	11/19/2022 @ 10:30am	4
Learn to Draw with Art Teacher Amy (L)	11/19/2022 @ 2:00pm	10
Homework Help at the South Huntington Public Library	11/21/2022 @ 4:00pm	2
Minecraft Mania! Travel Through Time (L)	11/21/2022 @ 4:30pm	10
So Big! (L)	11/22/2022 @ 10:00am	11

November 2022 - Children's Programs

Zumba Kids! (L)	11/22/2022 @ 4:30pm	Cancelled
Lego Club (L)	11/25/2022 @ 10:30am	11
Tweens Night Out: Fabulously Fun Balloon Twisting (L)	11/25/2022 @ 7:00pm	9
Kids Flick: Paws of Fury: The Legend of Hank (L)	11/26/2022 @ 2:00pm	5
Homework Help at the South Huntington Public Library	11/28/2022 @ 4:00pm	5
Minecraft Mania! Travel Through Time (L)	11/28/2022 @ 4:30pm	7
So Big! (L)	11/29/2022 @ 10:00am	12
Zumba Kids! (L)	11/29/2022 @ 4:30pm	Cancelled
Baby Time! (L)	11/30/2022 @ 10:30am	8
Baby Time! (L)	11/30/2022 @ 11:15am	5
Yoga Kids (L)	11/30/2022 @ 4:30pm	7

November 2022- YA Programs

Title	Event Start Date	People in Attendance
Monthly Community Service: Animal Adoption and Rescue T	11/01/2022 @ 12:00am	5
Grateful Pumpkins	11/01/2022 @ 12:00am	6
Executive Teen Advisory Board	11/01/2022 @ 7:00pm	3
Day of the Dead Ofrenda (L)	11/01/2022 @ 7:00pm	Cancelled
Indian Potato Pancakes with mint chutney	11/04/2022 @ 7:00pm	6
Kids Flick: DC League of Super Pets (L)	11/06/2022 @ 2:00pm	17
Homework Help - Teen Volunteers	11/07/2022 @ 4:00pm	2
DIY Mini Magnets	11/08/2022 @ 5:00pm	4
Class Visit: National History Day	11/09/2022 @ 9:45am	23
Advanced Battle of the Books- Introduction Meeting	11/10/2022 @ 7:00pm	1
Homework Help - Teen Volunteers	11/14/2022 @ 4:00pm	2
FAFSA	11/14/2022 @ 7:00pm	8
Teen Advisory Board	11/15/2022 @ 7:00pm	12
Hostess vs Drake's	11/18/2022 @ 7:00pm	10
Homework Help - Teen Volunteers	11/21/2022 @ 4:00pm	2
Cooking Safety: a Community Service Program	11/21/2022 @ 7:00pm	10
Soft Pretzels (L)	11/22/2022 @ 7:00pm	7
Charlie Brown Thanksgiving Viewing Party	11/23/2022 @ 7:00pm	11
Friday Night @ the YA Library	11/25/2022 @ 6:30pm	0
Kids Flick: Paws of Fury: The Legend of Hank (L)	11/26/2022 @ 2:00pm	5
Homework Help - Teen Volunteers	11/28/2022 @ 4:00pm	2



NOVEMBER 2022

ADULT PRINT	NOV 22	NOV 21	% CHANGE	NOV 20	% CHANGE
Nonfiction	720	767	-6.13%	797	-9.66%
New Books	1,051	941	11.69%	1,072	-1.96%
Fiction	973	1,023	-4.89%	996	-2.31%
Paperbacks	95	116	-18.10%	149	-36.24%
Mysteries	192	199	-3.52%	242	-20.66%
Large Type	233	216	7.87%	215	8.37%
Magazines	107	128	-16.41%	156	-31.41%
Biographies	89	80	11.25%	85	4.71%
Test Books	23	21	9.52%	10	130.00%
Science Fiction	33	24	37.50%	32	3.13%
Foreign Language	4	3	33.33%	7	-42.86%
Graphic Novel	38	32	18.75%	28	35.71%
Reference	0	1	-100.00%	0	N.M.
ESL Collection	12	5	140.00%	6	100.00%
Oversized Books	0	0	N.M.	2	-100.00%
Short Stories	6	3	100.00%	6	0.00%
Adult Learner	0	0	N.M.	0	N.M.
Auto Repair	3	1	200.00%	1	200.00%
Total	3,579	3,560	0.53%	3,804	-5.91%
ADULT MEDIA					
DVD	1,298	1,531	-15.22%	2,072	-37.36%
Blu-ray Disc	297	329	-9.73%	484	-38.64%
Compact Discs	318	476	-33.19%	359	-11.42%
Books on Disc	126	163	-22.70%	157	-19.75%
Video Games	27	29	-6.90%	36	-25.00%
Language Media	7	3	133.33%	2	250.00%
Playaway	0	4	-100.00%	0	N.M.
Hotspots	26	28	-7.14%	24	8.33%
Total	2,099	2,563	-18.10%	3,134	-33.02%
ELECTRONIC RESOURCES					
Live-brary E-Books	4,499	4,385	2.60%	4,340	3.66%
Live-brary Audiobooks	2,616	2,143	22.07%	1,579	65.67%
Flipster	387	443	-12.64%	596	-35.07%
New York Times	337	230	46.52%	286	17.83%
PressReader	246	173	42.20%	137	79.56%
Hoopla	388	337	15.13%	397	-2.27%
Kanopy	271	280	-3.21%	276	-1.81%
Total	8,744	7,991	9.42%	7,611	14.89%
INTERLIBRARY LOAN					
Items Sent	1,407	1,473	-4.48%	2,081	-32.39%
Items Borrowed	1,044	1,160	-10.00%	1,010	3.37%
NEW PATRONS					
	173	121	42.98%	79	118.99%

NOVEMBER 2022

JUVENILE PRINT	NOV 22	NOV 21	% CHANGE	NOV 20	% CHANGE
Nonfiction	745	704	5.82%	672	10.86%
Picture Books	1,537	1,346	14.19%	1,090	41.01%
Fiction	624	690	-9.57%	619	0.81%
Easy Readers	504	541	-6.84%	403	25.06%
Biographies	106	83	27.71%	75	41.33%
Paperbacks	263	284	-7.39%	227	15.86%
Board Books	407	416	-2.16%	267	52.43%
Graphic Novels	324	257	26.07%	224	44.64%
Foreign Language	158	112	41.07%	181	-12.71%
Parents Collection	35	16	118.75%	5	600.00%
Magazines	33	3	1000.00%	3	1000.00%
Story Collection	4	4	0.00%	4	0.00%
Museum Passes	95	65	46.15%	34	179.41%
Total	4,835	4,521	6.95%	3,804	27.10%
JUVENILE MEDIA					
DVD	352	359	-1.95%	472	-25.42%
Blu-ray Disc	30	20	50.00%	58	-48.28%
Video Games	196	135	45.19%	118	66.10%
Compact Discs	33	37	-10.81%	8	312.50%
CD/Book Kits	32	34	-5.88%	33	-3.03%
Books on Disc	3	7	-57.14%	5	-40.00%
Launchpads	9	10	-10.00%	13	-30.77%
Total	655	602	8.80%	707	-7.36%
YOUNG ADULT					
Magazines	0	0	N.M.	0	N.M.
Fiction	83	63	31.75%	82	1.22%
Nonfiction	5	4	25.00%	4	25.00%
Graphic Novel	33	143	-76.92%	53	-37.74%
Paperbacks	35	25	40.00%	28	25.00%
Large Type	1	0	N.M.	2	-50.00%
Test Books	1	2	-50.00%	0	N.M.
Foreign Language	0	0	N.M.	1	-100.00%
Laptops	11	1	1000.00%	3	266.67%
Total	169	238	-28.99%	173	-2.31%

SOUTH HUNTINGTON PUBLIC LIBRARY
RESOURCES WORKSHEET

NOVEMBER 2022

	ADDED	DISCARDED	NOV 22
ADULT / YA			
Books, Fiction	433	194	43,952
Books, Nonfiction	330	193	62,699
Paperbacks	9	0	10,210
Periodical Titles	0	0	212
Compact Discs	22	0	6,930
DVDs	60	0	15,663
Blu-ray Disc	14	0	2,255
Books-on-CD	3	0	4,034
Playaway	0	0	178
Videogames	0	0	53
YA Books-on-CD	0	0	0
Total	871	387	146,186
CHILDRENS			
Books, Fiction	466	428	45,269
Books, Nonfiction	213	59	42,427
Paperbacks	15	103	3,358
Videogames	19	0	1,673
Compact Discs	2	0	1,683
DVDs	19	0	8,168
Blu-ray Disc	0	0	579
Books-on-CD	0	0	543
CD/Book Kits	0	0	465
Launchpads	0	0	41
Total	734	590	104,206
TOTAL	1,605	977	250,392

WEBSITE	October			November		
	2020	2021	2022	2020	2021	2022
HomePage	13,542	14,409	14,811	12,454	12,710	12,518
% Change :		6%	3%		2%	-2%
Virtual Reference	125	301	254	180	169	117
% Change :		141%	-16%		-6%	-31%
(New Website - No WebPAC Stats) WebPAC	0	0	0	0	0	0
% Change :						
Site Visitors	16,242	18,238	18,045	14,227	15,404	15,892
% Change :		12%	-1%		8%	3%
COMPUTER USAGE						
<u>Adult Wired Computers</u>						
Application Usage :	2,069	2,694	2,045	1,825	1,828	1,568
Time Usage (hrs) :	637	632	466	512	491	406
<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 :	295	317	389	230	225	338
Time Usage (hrs) :	160	55	85	100	57	72
Total Application Usage :	2,365	3,011	2,444	2,058	2,054	1,917
% Change :		27%	-19%		0%	-7%
Total Time Usage (hrs) :	797	687	551	612	548	478
% Change :		-14%	-20%		-10%	-13%
<u>Laptops & Tablets</u>						
Children's iPad Checkouts :	0	0	0	0	0	0
YA Laptop & iPad Checkouts :	1	0	10	3	1	11
Total :	1	0	10	3	1	11
% Change :		-100%			-67%	1000%
<u>Public Wireless</u>						
Laptop and Mobile Usage :	4,449	7,075	8,967	4,860	6,522	8,232
% Change :		59%	27%		34%	26%
SCLS DATA						
Off-Site Renewals	14,246	13,549	13,741	15,817	13,188	13,169
% Change :		-5%	1%		-17%	0%
e-Commerce Payments	\$235.41	\$86.64		\$114.99	\$58.84	
% Change :		-63%			-49%	
Consortium Databases	3,482	2,717	2,984	3,224	2,661	1,737
% Change :		-22%	10%		-17%	-35%
SHPL DATABASE SEARCHES						
Ancestry.com :	49	85	0	30	206	0
EbscoHost :	484	518	576	652	434	441
OCLC/FirstSearch :	316	177	213	164	196	189
ReferenceUSA :	0	0	0	0	0	0
Total :	849	780	789	846	836	630
% Change :		-8%	1%		-1%	-25%
WEB SERVICES						
Homework Help (Tutor/BrainFuse) :	103	46	33	58	59	19
LibraryAware (NextReads) :	4	3	3	5	3	3
Live-Brary.com (eMedia Checkouts) :	6,151	6,886	7,155	5,924	6,538	7,115
Linked-In-Learning :	20	16	16	16	11	14
Pronunciator (Mango) :	28	6	6	23	3	3
Mosio Text Message Threads :	48	25	38	34	29	47
EnvisionWare Mobile Print (PrinterOn) :	1,147	209	798	648	108	846
Total :	7,501	7,191	8,049	6,708	6,751	8,047
% Change :		-4%	12%		1%	19%

DATE	Total Building Checkouts (#231)	All Self Checkouts (#431)	Percent <u>Self</u> Checkouts
November 2021	8,556	243	2.84%
December 2021	8,449	275	3.25%
January 2022	9,046	257	2.84%
February 2022	9,343	262	2.80%
March 2022	9,595	252	2.63%
April 2022	9,331	204	2.19%
May 2022	8,729	116	1.33%
June 2022	8,614	0	0.00%
July 2022	10,461	59	0.56%
August 2022	10,919	2,233	20.45%
September 2022	8,560	2,074	24.23%
October 2022	9,377	1,850	19.73%
November 2022	8,999	1,897	21.08%

WIRED & WIRELESS STATISTICS : November 2022

Date	Wireless	Adult	Children's
Nov 2022	8,232	1,568	338
Oct 2022	8,967	2,045	389
Sep 2022	7,992	2,012	309
Aug 2022	8,118	1,725	744
Jul 2022	7,601	1,624	709
Jun 2022	7,647	1,713	421
May 2022	7,934	1,946	214
Apr 2022	7,663	2,180	530
Mar 2022	7,854	2,928	466
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

Summary:

Wireless usage was down 8% compared to last month and is up 26% from this time last year. Adult computer usage was down 23% from last month and is down 14% compared to last year. Childrens computer usage was down 13% compared to last month and is up 50% from last year.

