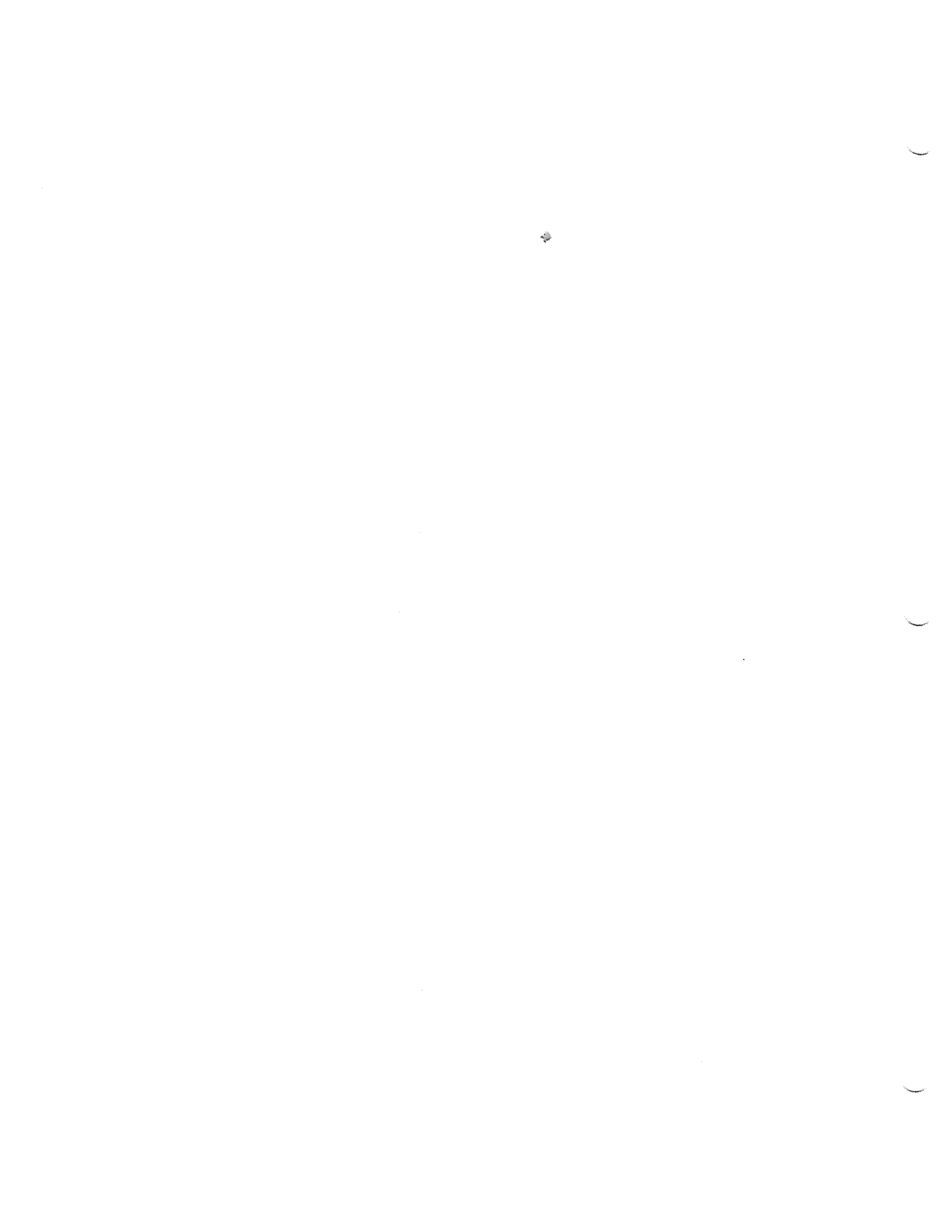


BOARD MEETING – TUESDAY, JUNE 20, 2023
SOUTH HUNTINGTON PUBLIC LIBRARY
145 PIDGEON HILL ROAD
HUNTINGTON STATION, NY 11746

Agenda for the regular meeting of the Board of Trustees of the South Huntington Public Library on Tuesday, June 20, 2023 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, May 15, 2023
5. FINANCIAL MATTERS: (TAB B)
 - A. Schedule of Bills
 - B. Investments
 - C. Financial Chairperson's Report
 - D. Personnel
6. COMMUNICATIONS: (TAB C)
 1. SCLS Minutes and Memorandum (emailed to Board members)
 2. Letter to Assemblyman Steve Stern re: bullet aid distribution funds
 3. Letter to Senator Mario R. Mattera re: bullet aid distribution funds
 4. Thank you from Kathy Williams-Ging
 5. Long Island Library Conference thank you letters
7. REPORTS: (TAB D)
 1. Director's Report
 2. Assistant Director's Report
 3. Building & Grounds Report
 4. Long Island Library Conference Reports
 5. WOW Team Presentation by Georgina Rivas-Martinez
8. OLD BUSINESS: (TAB E)
 1. Covid-19 Protocol
 2. Library Security
 3. Social Worker Update
 4. EV Charging Stations
9. NEW BUSINESS: (TAB F)
 1. Furniture Purchase
 2. Obsolete Equipment
 3. Newly elected Trustee Oath of Office
 4. Proposed 2023-2024 Board Officers and Meeting Dates
10. STATISTICAL REPORTS: (TAB G)
 1. Statistics and Program Attendance
11. VOICE OF THE TAXPAYER
12. EXECUTIVE SESSION – To discuss legal matters.
13. ADJOURNMENT



BOARD MEETING MINUTES - MONDAY, MAY 15, 2023
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, May 15 at 7:00 p.m. in the Conference Room.

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

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

CALL TO ORDER: The meeting was called to order by the president at 7:01 p.m.

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

ADOPTION OF THE AGENDA: Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to accept the agenda with the following ammendment:

- Under New Business add #7 – CPR-AED Employee Training.

DISPOSITION OF MINUTES:
APRIL 17, 2023: Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of April 17, 2023.

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. The voided check log has been viewed and recorded. 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 Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #32 Fund L in the amount of \$6,753.85; Warrant #36 Fund L in the amount of \$132,680.58; Warrant #4/13 PR Fund L in the amount of \$115,513.83; Warrant #4/27 PR Fund L in the amount of \$120,697.12.

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #21 Fund TA in the amount of \$44,595.78; Warrant #22 Fund TA in the amount of \$53,092.26.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #6 Fund H in the amount of \$2,430.63.

Motion by Mrs. Sullivan, seconded by Mrs. Fox and carried unanimously to approve the American Express statement for April in the amount of \$4,918.71.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to approve the Amazon Capital Services Monthly Statement for March 20, 2023 through April 19, 2023 in the amount of \$3,628.12.

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

COMMUNICATIONS: The board acknowledged the SCLS minutes, email from Patrick McAsey, AARP Tax Aide, and thank you letter to Debbie Rimler and the Tri-CYA Board.

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

- The Suffolk County Summer Library Tour program will be similar to last year's Huntington Zone Passport to Libraries program but will involve all libraries in Suffolk County. It will run from July 1 – August 31. Participants will pick up a booklet at their home library. They will receive stamps from each library they visit and raffle tickets will be awarded at 5, 15 and 25 , library stamps (visits). At five stamps, patrons can enter a raffle for a \$50 Barnes & Noble gift card, 15 stamps, a \$100 Barnes and Noble gift card and at 25 stamps, they can enter the raffle for a \$25 Barnes & Noble gift card and Nook e-reader.

- The State Budget is finally complete and it unfortunately was not as positive as we had hoped. The library funding that the Governor proposed cutting was restored but there were no gains beyond what we received last year. That means that general library aid will remain at \$99.6M and construction aid at \$34M.

The Love Your Library Fund will provide SCLS with a grant in the neighborhood of \$8-9K to run a summer event next year (this year it is the Library Tour.) In addition, a modest civil service reform was included that will allow additional continuous recruitment to take place in some positions though we are waiting for the full details on that.

- Thank you to the Friends of the South Huntington Public Library for their generous donations: \$2,000 towards summer reading programs; \$2,100.00 for the Technology Center sign; and \$460.52 to cover the vote day raffle prizes.
- The Huntington zone libraries will be sponsoring a trustee training session, given by Kevin Verbese, on the subject of library law. This training will take place here at South Huntington on Thursday, July 13th from 6:30 until 9:00 p.m. This training will count towards the state trustee training requirement.
- I am happy to report that our charging pole has been installed on our terrace and is already being used by our patrons.

ASSISTANT
DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following:

- Work has been completed on the theater project, with the sound system in place and an iPad control panel mounted and configured. This control panel is much more user intuitive, and the audio quality has been improved significantly!
- Staff professional development continues to be a priority at the library. A virtual training module on Google Business has been created and is being sent to staff this month. It will cover common applications, including email and collaborative documents, and is being administered by our Emerging Technologies Librarian, Michael Bartolomeo. We

will continue to identify core staff competencies and develop appropriate training to match. Separately, I am working with the New York State Office of Addiction Services and Supports to provide voluntary in-person naloxone training to staff in the Fall.

**BUILDING & GROUNDS
REPORT:**

The board thanked Ray Capone for his report.

CIL 2023 REPORT:

The board thanked Michael Bartolomeo for his report.

**OLD BUSINESS –
LIBRARY SECURITY:**

Mrs. Scherer gave an update of her progress regarding library security options.

**NEW BUSINESS –
STAAC WEBSITE:**

Mr. Tanzi gave a presentation of the STAAC website (www.stacc.net).

**NEW BUSINESS –
ALLOCATION AND
TRANSFERS OF
RESTRICTED CAPITAL
FUND BALANCE:**

Motion by Mr. Horowitz, seconded by Mrs. Sullivan and carried unanimously that the board of trustees authorizes an allocation of \$150,000.00 of the Restricted Fund Balance to be allocated as Assigned Fund Balance for Revenue in the 2023-2024 Operating Budget.

Motion by Mrs. Sullivan, seconded by Mrs. Dillon and carried unanimously that the board of trustees authorizes an allocation of \$51,930.80 from *the Improvements to Garden & Grounds Fund to the Repairs & Improvements to Building Fund – Emergency Repair/Replacement*, closing out the *Improvements to Garden & Grounds Fund*.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan and carried unanimously that the board of trustees authorizes an allocation of \$7,654.13 from the *Repairs & Improvements Fund – Technology Center Project to Repairs & Improvements Fund – Emergency Repair/Replacement*, closing out the *Technology Center Project*.

**NEW BUSINESS –
THEATER CHAIR
PURCHASE:**

Motion by Mr. Horowitz, seconded by Mrs. Sullivan and carried unanimously that the board of trustees approves an expenditure of \$8,161.00 to be paid to Mity-Lite for the purchase of 150 stackable theater chairs.

**NEW BUSINESS –
CHILDREN'S LIBRARY
FURNITURE
PURCHASE:**

Motion by Mrs. Dillon, seconded by Mrs. Fox and carried unanimously that the board of trustees approves an expenditure of \$16,771.02 to be paid to Creative Library Concepts on New York State Contract #PC68417.

**NEW BUSINESS –
CONNECTIONS AND
CONFECTIONS ABOS
CONFERENCE 2023:**

Motion by Mrs. Dillon, seconded by Mrs. Sullivan and carried unanimously that the board of trustees authorizes three staff members to attend the 2023 ABOS Annual Conference in Hershey, PA at a cost not to exceed \$3,891.00. If there is interest, sufficient funds are available in the Board Continuing Education code to send trustees to the conference.

**NEW BUSINESS –
CPR/AED EMPLOYEE
TRAINING:**

Motion by Mrs. Dillon, seconded by Mrs. Sullivan and carried unanimously that the board of trustees authorizes up to 27 staff members to participate in the CPR/AED training program at a total cost of \$2,025.00 plus the cost of a sandwich/wrap dinner.

EXECUTIVE SESSION:

Motion by Mr. Horowitz, seconded by Mrs. Sullivan to go into executive session at 8:04 p.m. to discuss a personnel matter.

Motion by Mrs. Dillon, seconded by Mr. Horowitz to come out of executive session at 8:17 p.m.

ADJOURNMENT:

Motion by Mr. Horowitz to adjourn the regular meeting at 8:19 p.m.

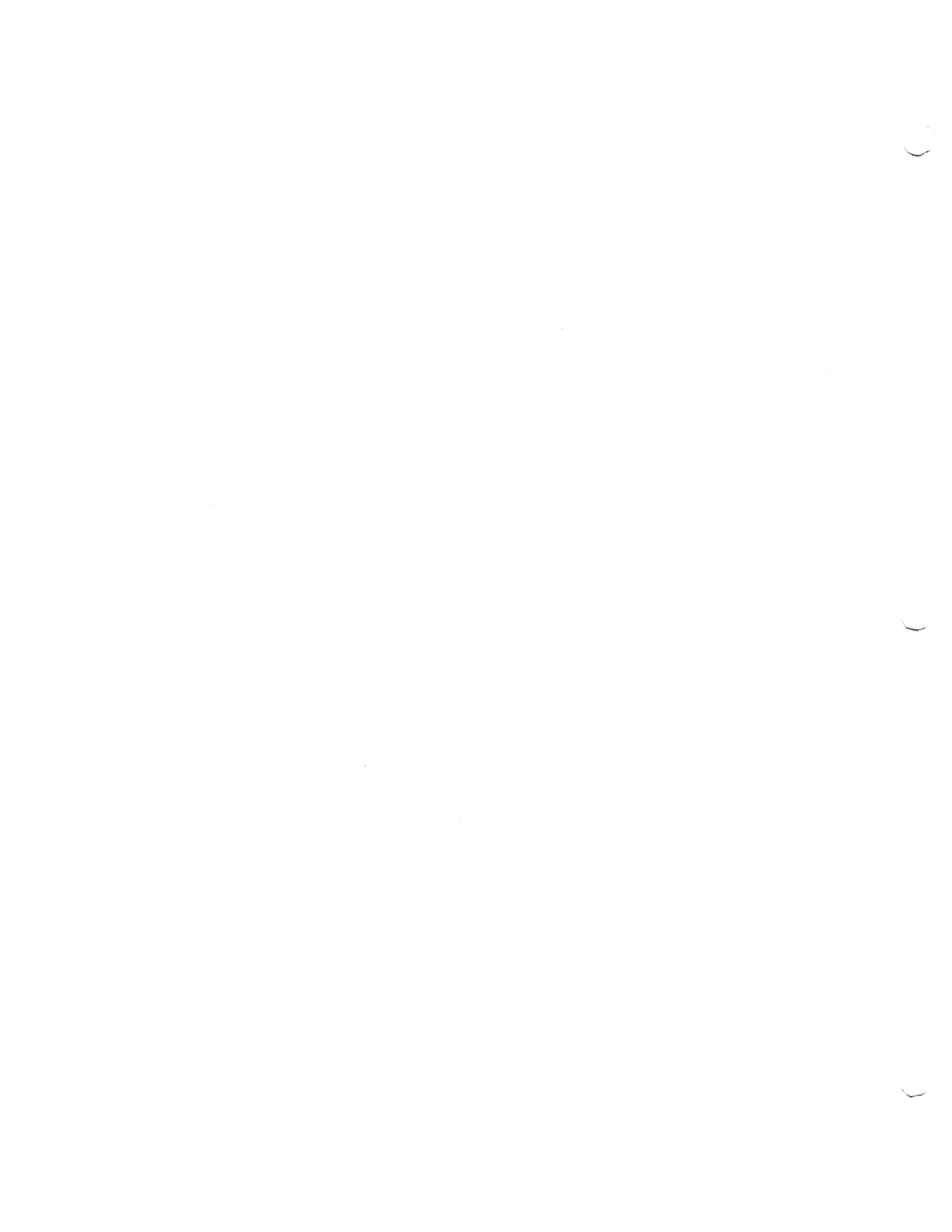
Respectfully submitted by,



Doreen Kilkenney, Board Secretary

Acknowledged by:

Eileen Sullivan, Vice President



FINANCIAL SCHEDULES

<u>Page #</u>	<u>Warrant #</u>	<u>Fund</u>	<u>Amount</u>
B3	35	L	7,160.71
B5-7	37	L	145,313.88
B9	5/11 PR	L	114,586.68
B11	5/25 PR	L	116,121.06
B13	23	TA	41,727.27
B15	24	TA	46,440.43
B17	7	H	2,042.91

B18 AMEX
 Amazon Capital Services

B33 Investment Report

B34 Financial Chairperson Report

B35 Personnel Actions



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

June 14, 2023

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

I have reviewed the warrants through June 20, 2023.

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

June 20, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #35 Fund L - May 2023 Schedule of Bills

Checks #58555 - 58560

Total warrant: \$7,160.71

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 - 35: CD - UTILITIES - 5/2023 For Dates 5/1/2023 - 5/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
8555	05/10/2023	690	NATIONAL GRID		1,093.87
58556	05/10/2023	2400	NATIONAL GRID (SVC & GENR)		138.23
58557	05/10/2023	2555	OPTIMUM		69.49
58558	05/23/2023	20	PSEGLI		5,775.55
58559	05/23/2023	152	SO. HUNTINGTON WATER DISTRICT		67.55
58560	05/23/2023	1419	VERIZON SELECT SERVICES		16.02
Number of Transactions: 6					Warrant Total: 7,160.71
					Vendor Portion: 7,160.71

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 8 in number, in the total amount of \$ 7160.71. 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.

6/14/23
Date

[Signature]
Treasurer

Certification of Warrant

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

5/23/23
Date

[Signature]
Assistant Library Director

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

June 20, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #37 Fund L - June 20, 2023 Schedule of Bills

Checks #58561 - 58655

Voided Check #'s 57880, 58266, 58519, 58563-58564

Total warrant: \$145,313.88

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 - 37: CD - GENERAL - 6/2023 For Dates 6/20/2023 - 6/20/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7880	06/20/2023	2610	**VOID** JOYSIE JEROME	220224	-90.00
58266	06/20/2023	3087	**VOID** BARNES & NOBLE	220380	-105.38
58519	06/20/2023	2181	**VOID** MUSEUM OF MODERN ART	220543	-1,500.00
58561	06/20/2023	131	A TIME FOR KIDS	*See Detail Report	1,200.00
58562	06/20/2023	1671	ABOFFS INC.	220574	227.82
58563	06/20/2023	2396	AMAZON		2,981.17
58563	06/20/2023	2396	**VOID** AMAZON		-2,981.17
58564	06/20/2023	2396	AMAZON		-284.42
58564	06/20/2023	2396	**VOID** AMAZON		284.42
58565	06/20/2023	720	AMERICAN EXPRESS		4,159.82
58566	06/20/2023	2040	AMERIFLEX		280.90
58567	06/20/2023	23	BAKER & TAYLOR		14,389.42
58568	06/20/2023	3100	SUSAN BARELL	220592	300.00
58569	06/20/2023	2520	KATHRYN BARI-PETRITIS	220590	290.00
58570	06/20/2023	3087	BARNES & NOBLE	220380	105.38
58571	06/20/2023	2841	MICHAEL BARTOLOMEO		440.00
58572	06/20/2023	1866	BENEDETTO BROS. LANDSCAPING		2,000.00
58573	06/20/2023	1832	AUGUSTA BERNER	220582	1,900.00
58574	06/20/2023	1305	BLACKSTONE PUBLISHING.		276.76
58575	06/20/2023	3046	BLUM, LAUREN	*See Detail Report	1,360.00
58576	06/20/2023	1189	BRODART CO.		559.50
58577	06/20/2023	249	CAVENDISH SQUARE PUBLISHING		204.44
58578	06/20/2023	3069	AROOJ CHAUDHRY	220586	300.00
58579	06/20/2023	3030	DONNA COANE	220587	250.00
58580	06/20/2023	2633	CONNECTION, INC	220570	1,629.99
58581	06/20/2023	1548	COUNTY LINE HARDWARE		76.48
58582	06/20/2023	3113	CRABTREE PUBLISHING		1,013.20
58583	06/20/2023	1842	CRADLE OF AVIATION MUSEUM	220586	1,000.00
58584	06/20/2023	2840	CATHERINE CROCETTI	220578	600.00
58585	06/20/2023	794	PHILIP DE DORA	220102	450.00
58586	06/20/2023	1195	EAST COAST BURGLAR & FIRE SYS		2,912.00
58587	06/20/2023	3020	EASTLINE THEATRE	220581	800.00
58588	06/20/2023	1665	EDMER SANITARY SUPPLY		878.65
58589	06/20/2023	1777	ELIZABETH ESPOSITO		95.90
58590	06/20/2023	2348	FINDAWAY WORLD, LLC	220497	59.99
58591	06/20/2023	923	FIRST UNUM LIFE INSURANCE CO.		649.04
58592	06/20/2023	2351	FRANK BENEDETTO JR.		192.50
58593	06/20/2023	2490	KATHLEEN GIERALTOWSKI		94.38
58594	06/20/2023	225	GRAINGER, INC.		1,407.00
58595	06/20/2023	225	GRAINGER, INC.		105.00
58596	06/20/2023	1077	HIGH HOPES PRODUCTIONS	220505	165.00
58597	06/20/2023	2989	HOLCOMBE, ALEXANDER	220500	350.00
58598	06/20/2023	1584	HOME DEPOT CREDIT SERVICES		20.28
58599	06/20/2023	1991	HP INC.	220521	10,680.00
58600	06/20/2023	352	HUNTINGTON ARTS COUNCIL INC.		150.00
58601	06/20/2023	3114	INDIANAPOLIS PUBLIC LIBRARY		10.00

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 37: CD - GENERAL - 6/2023 For Dates 6/20/2023 - 6/20/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
58602	06/20/2023	2504	INGRAM LIBRARY SERVICES LLC		1,148.41
58603	06/20/2023	2835	JAZZY TC INC.	220583	150.00
58604	06/20/2023	2610	JOYSIE JEROME	*See Detail Report	840.00
58605	06/20/2023	3053	JIN, ELIZABETH	220595	425.00
58606	06/20/2023	2717	KANOPY LLC		492.00
58607	06/20/2023	1716	DIANE KENTROS		896.00
58608	06/20/2023	2781	ELIZABETH KLEIN		125.84
58609	06/20/2023	2459	KONICA MINOLTA BUSINESS SOLUTN		22.70
58610	06/20/2023	2761	LIBRARY IDEAS	220496	212.79
58611	06/20/2023	759	LONG ISLAND COMPOSERS ALLIANCE	220593	400.00
58612	06/20/2023	2433	LONG ISLAND MARITIME MUSEUM	220588	200.00
58613	06/20/2023	1568	LONG ISLAND WASTE SERVICES		185.00
58614	06/20/2023	2629	JOANN MESSINA	220591	395.00
58615	06/20/2023	1594	MICHAEL J'S LANDSCAPING		605.00
58616	06/20/2023	2517	MIDWEST TAPE		279.98
58617	06/20/2023	2883	MOBILE BEACON	220592	2,520.00
58618	06/20/2023	2181	MUSEUM OF MODERN ART	220543	1,500.00
58619	06/20/2023	2331	MUSEUM OF THE CITY OF NEW YORK	220589	250.00
58620	06/20/2023	3066	NANKERVIS, TERESA	220510	660.00
58621	06/20/2023	1861	SALLY NIKOLIS		254.43
58622	06/20/2023	1814	PATRICIA NOVAK	220589	125.00
58623	06/20/2023	127	NYS EMPLOYEES HEALTH INSURANCE		44,663.15
58624	06/20/2023	96	NYSIF		5,042.94
58625	06/20/2023	2935	ORGANIZE ME! OF NY, LLC	220588	225.00
58626	06/20/2023	12	POSTMASTER - BULK PERMIT 39		1,800.00
58627	06/20/2023	1731	PURCHASE POWER		400.00
58628	06/20/2023	2068	PYRAMID AIR COND. & HEATING		4,725.75
58629	06/20/2023	3061	QUATELA CHIMERI PLLC		450.00
58630	06/20/2023	2558	GEORGINA RIVAS-MARTINEZ		132.84
58631	06/20/2023	2982	REGINA R. RUSSO	220584	600.00
58632	06/20/2023	284	RYDER PIANO TUNING		225.00
58633	06/20/2023	3056	SCHOENHOFEN, KAREN	220553	120.00
58634	06/20/2023	3079	BONNIE SCHWARTZ	220585	360.00
58635	06/20/2023	51	SCLS		3,617.46
58636	06/20/2023	2238	ROBERT SCOTT	220580	744.00
58637	06/20/2023	3083	SPROUTS & FRIENDS, INC.	*See Detail Report	250.00
58638	06/20/2023	2602	RENATO STAFFORD	220577	300.00
58639	06/20/2023	95	STAPLES CREDIT PLAN		321.25
58640	06/20/2023	2106	STERLING NORTH AMERICA INC.		8,422.00
58641	06/20/2023	1978	SUFFOLK CTY VANDERBILT MUSEUM	220590	1,100.00
58642	06/20/2023	496	SUFFOLK CTY BOARD OF ELECTIONS		527.10
58643	06/20/2023	1444	SWEETBRIAR NATURE CENTER	220509	350.00
58644	06/20/2023	2789	FRANK TASSIELLI	220594	1,300.00
58645	06/20/2023	1520	THE BAKING COACH, INC.	220506	450.00
58646	06/20/2023	2880	The New York Times		2,100.80
58647	06/20/2023	1525	THE WHALING MUSEUM	220587	100.00

SOUTH HUNTINGTON LIBRARY



Check Warrant Report For L - 37: CD - GENERAL - 6/2023 For Dates 6/20/2023 - 6/20/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3648	06/20/2023	2940	THERESA'S PROGRAMS LLC	220466	325.00
58649	06/20/2023	1162	UNIQUE MANAGEMENT SVCES.		7.95
58650	06/20/2023	2536	AMY VAIL	220504	225.00
58651	06/20/2023	2232	W.B. MASON CO INC		1,307.72
58652	06/20/2023	1564	WERNER'S PLUMBING & HEATING		348.95
58653	06/20/2023	2613	TAMI WOOD	220508	500.00
58654	06/20/2023	2396	AMAZON		1,845.67
58655	06/20/2023	2396	AMAZON		851.08

Number of Transactions: 100

Warrant Total: 145,313.88

Vendor Portion: 145,313.88

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

Date Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 145,313.88. 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.

6/13/23 _____
Date Library Director

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

June 20, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: May 11, 2023

Gross Total: \$114,586.68

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	114,586.68	Normal Distributed Amount	4,060.65
Non Cash Earnings	0.00	Direct Deposit Amount	74,697.69
Reimbursed Expenses	0.00	Direct Deposit Entries	60

FICA Wages	108,352.52
FICA Withholding - Employee *	6,717.85
FICA Withholding - Employer *	6,717.85
Medicare Wages	108,352.52

Tax Deposit Information

Medicare Withholding - Employee *	1,571.14	Federal Tax Deposit *	27,044.39
Excess Medicare Wages	0.00	State Tax Deposit **	4,621.40
Excess Medicare Withholdings	0.00	City Tax Deposit - New York City ***	0.00
Medicare Withholding - Employer *	1,571.14	City Tax Deposit - Yonkers ***	0.00

Federal Wages	102,740.14
Federal Withholding *	10,466.41
State Wages	104,525.20
State Withholding **	4,621.40

City Wages	0.00
City Withholding ***	0.00

Document Types On This Journal

Annuities	3,827.32	Pre-Tax	65
Flexible Spending	6,234.16	Pre-Tax	0
Retirement	1,785.06	Pre-Tax	0
Roth 403(b) Annuity	0.00	Voided Checks	0
Roth 457(b) Annuity	0.00		
All Other Deductions	605.00		
Net Pay	78,758.34		

Regular Checks	65
Manual / Hand Drawn Checks	0
Payroll Earning Transfers	0
Voided Checks	0

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

June 20, 2023

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

Payroll date: May 25, 2023

Gross Total: \$116,121.06

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	116,121.06	Normal Distributed Amount	3,811.73
Non Cash Earnings	0.00	Direct Deposit Amount	76,739.89
Reimbursed Expenses	0.00	Direct Deposit Entries	61

FICA Wages	110,879.20
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FICA Withholding - Employee *	6,874.47
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FICA Withholding - Employer *	6,874.47
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Medicare Wages	110,879.20
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Medicare Withholding - Employee *	1,607.78	Federal Tax Deposit *	27,646.74
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Excess Medicare Wages	0.00	State Tax Deposit **	4,754.51
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Excess Medicare Withholdings	0.00	City Tax Deposit - New York City ***	0.00
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Medicare Withholding - Employer *	1,607.78	City Tax Deposit - Yonkers ***	0.00
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Federal Wages	105,268.51
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Federal Withholding *	10,682.24
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State Wages	107,047.35
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State Withholding **	4,754.51
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City Wages	0.00
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City Withholding ***	0.00
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Annuities	3,831.85	Pre-Tax	64
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Flexible Spending	5,241.86	Pre-Tax	0
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Retirement	1,778.84	Pre-Tax	0
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Roth 403(b) Annuity	0.00	Voided Checks	0
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Roth 457(b) Annuity	0.00
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All Other Deductions	797.89
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Net Pay	80,551.62
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Document Types On This Journal

Regular Checks	64
Manual / Hand Drawn Checks	0
Payroll Earning Transfers	0
Voided Checks	0

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

June 20, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #23 Fund TA - May 11, 2023 Schedule of Bills

Checks #7796

Wires #994225 - 994228

Total warrant: \$41,727.27

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 - 23: CD - 5/11/23 PAYROLL For Dates 5/11/2023 - 5/11/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
796	05/11/2023	127	NYS EMPLOYEES HEALTH INSURANCE		6,234.16
994225	05/11/2023	198	NEWPORT TRUST CO. FBO #22258#		1,309.36
994226	05/11/2023	371	NYS INCOME TAX		4,621.40
994227	05/11/2023	909	INTERNAL REVENUE SERVICE		27,044.39
994228	05/11/2023	1345	NEW YORK STATE DEFERRED COMP		2,517.96
Number of Transactions: 5				Warrant Total:	41,727.27
				Vendor Portion:	41,727.27

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 \$ 41,727.27. 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.

6/14/23
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 \$ 41,727.27. 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.

5/12/23
Date

[Signature]
Library Director

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

June 20, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #24 Fund TA - May 25, 2023 Schedule of Bills

Checks #7797 - 7800

Wires #994229 - 994233

Total warrant: \$46.440.43

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 - 24: CD - 5/25/23 PAYROLL For Dates 5/25/2023 - 5/25/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
797	05/25/2023	1934	AFLAC		192.89 ✓
798	05/25/2023	1267	AMERIFLEX, LLC.		1,164.18 ✓
7799	05/25/2023	2889	GIS BENEFITS		1,482.76 ✓
7800	05/25/2023	242	SHPL - GENERAL FUND		2,594.92 ✓
994229	05/25/2023	198	NEWPORT TRUST CO. FBO #22258#		1,251.78 ✓
994230	05/25/2023	202	NYS & LOCAL RETIREMENT SYSTEM		4,772.58 ✓
994231	05/25/2023	371	NYS INCOME TAX		4,754.51 ✓
994232	05/25/2023	909	INTERNAL REVENUE SERVICE		27,646.74 ✓
994233	05/25/2023	1345	NEW YORK STATE DEFERRED COMP		2,580.07 ✓

Number of Transactions: 9

Warrant Total: 46,440.43
Vendor Portion: 46,440.43

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 9 in number, in the total amount of \$ 46,440.43. 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.

6/14/23 [Signature]
 Date Treasurer

Certification of Warrant

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

5/23/23 [Signature]
 Date Assistant Library Director

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

June 20, 2023

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

Warrant #7 Fund H - June 20, 2023 Schedule of Bills

Checks #10015

Total warrant: \$2,042.91

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

Eleanora Ferrante _____
President, Board of trustees

Eileen Sullivan _____
Vice President, Board of trustees

Patricia Dillon _____
Financial Chairperson

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For H - 7: CD - RESERVE - 6/2023 For Dates 6/20/2023 - 6/20/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount	
015	06/20/2023	230	BEATTY HARVEY COCO, LLP.		2,042.91	
Number of Transactions: 1					Warrant Total:	2,042.91
					Vendor Portion:	2,042.91

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$ 2042.91. 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.

6/14/23 _____
 Date Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 2042.91. 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.

6/13/23 _____
 Date Library Director

American Express Monthly Statement - May 2023 purchases			
Name	Item(s) Purchased	Purchase \$	Account
Janet Scherer	USPS (Postage for Passport Applications)	\$143.75	L7430.433
	Greenlawn Farms (Hospitality - Staff Meeting 5/10/23)	\$20.34	L7430.435-31
	Hummel-Hummel (Hospitality - Staff Meeting 5/10/23)	\$39.76	L7430.435-31
	Dunkin Donuts (Hospitality - Zone Meeting 5/12/23)	\$27.98	L7430.435-31
	Rite Aid (Hospitality - Board Meetings)	\$11.37	L7430.440
	Jostens - WWHS Yearbook	\$162.00	L7420.410-11
	Amazon data back-up (cloud)	\$58.75	L7430.431
	Google (shpl.info e-mail service)	\$566.15	L7430.431
Nicholas Tanzi	Airfare - ALA Conference (3 Staff Members - MB, GRM, RR)	\$965.40	L7430.435-31
	ALA Conference Registration (GRM, RR)	\$1,065.00	L7430.435-31
	Seed Savers Exchange (Seeds for Seed Library)	\$275.76	L7430.442-16
	Association of Bookmobile & Outreach Services - 2023 Conference Registration (JO, GRM)	\$550.00	L7430.435-31
	USPS (Postage for Passport Applications)	\$28.75	L7430.433
	NoviSign Ltd. - Library Signage (Recurring payment)	\$40.00	L7430.200
	Zoom.US (Teleconferencing)	\$193.96	L7430.431
	Matterport - Virtual Tour Fee (Recurring payment)	\$10.85	L7420.429
	Total	\$4,159.82	

Amazon Capital Services Statement - 4/20/23 to 5/19/23		
Account	Description	Purchase \$
L7420.410-12	CHILDRENS BOOKS	\$147.16
L7420.411-11	DVD - ADULT	\$79.87
L7420.411-12	DVD - CHILDREN	\$283.17
L7420.415-11	COMPUTER SOFTWARE-CIRC.-ADULTS	\$318.17
L7420.415-12	COMPUTER SOFTWARE-CIRC.-CHILDREN	\$853.50
L7430.430-21	SUPPLIES - OFFICE	\$74.68
L7430.430-22	SUPPLIES - LIBRARY	\$331.97
L7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	\$39.76
L7430.442-12	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	\$124.04
L7430.442-13	COMMUNITY ACTIVITIES-YA PROGRAMS	\$349.76
L7430.442-16	COMMUNITY ACTIVITIES-OUTREACH PROGRAMS	\$94.67
	Total	\$2,696.75

Amazon - Equipment Code Detail

Product Category	ASIN	Title	Item Qty	Item Net Total
Video Games	B09YZQFCD1	Minecraft Legends Deluxe Edition - Nintendo Switch	2	\$99.88
Video Games	B097B2YWFX	The Legend of Zelda: Tears of the Kingdom - Nintendo Switch	4	\$276.00
Video Games	B09YZQFCD1	Minecraft Legends Deluxe Edition - Nintendo Switch	2	\$99.88
Video Games	B097B2YWFX	The Legend of Zelda: Tears of the Kingdom - Nintendo Switch	4	\$276.00
Software	B0BQCPB7FC	DC Justice League: Cosmic Chaos (PS5)	1	\$49.79
Video Games	B0BPDS2JZZ	Ayo the Clown - PlayStation 5	1	\$34.99
Video Games	B0BPK3X39G	DC's Justice League: Cosmic Chaos	1	\$39.99
Video Games	B08HQ4XV5F	Overcooked! All You Can Eat - PlayStation 5	1	\$35.99
Video Games	B08FC64CNF	Sackboy: A Big Adventure - PlayStation 5	1	\$54.48
Video Games	B0BDJ2HV42	Klonoa Phantasy Reverie Series - PlayStation 5	1	\$39.99
Video Games	B08XRQCNCJ	Hot Wheels Unleashed - PlayStation 5	1	\$29.86
Video Games	B097F851HK	Super Monkey Ball Banana Mania: Anniversary Launch Edition - PlayStation 5	1	\$37.87
Video Games	B099JLY3TP	Nickelodeon All Star Brawl - PlayStation 5	1	\$22.25
Video Games	B0B9ZFWMK1	Sonic Frontiers - PlayStation 5	1	\$38.53
Video Games		Credit Memos	3	(\$282.00)
		Total		\$853.50

			SOUTH HUNTINGTON LIBRARY
Cash Receipt Schedule Report For L - 22: CR - DAILY FINES - 5/2023			
Account	Account Description	Sum of DEBITS	Sum of CREDITS
L 200	CHECKING - VALLEY NATIONAL BANK	1,271.37	0.00
L 2082.1	BOOK FINES	0.00	9.20
L 2082.2	LOST LIBRARY MATERIALS	0.00	130.61
L 2082.4	COPY MACHINES	0.00	71.00
L 2082.42	PRINT VEND MACHINES	0.00	305.16
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	142.50
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	36.65
L 2770.8	MISC. INCOME - PASSPORTS	0.00	576.25
Grand Total		1,271.37	1,271.37

			SOUTH HUNTINGTON LIBRARY
Cash Receipt Schedule Report For L - 23: CR - GENERAL - 5/2023			
Account	Account Description	Sum of DEBITS	Sum of CREDITS
L 200	CHECKING - VALLEY NATIONAL BANK	15,236.61	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	695.95	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	138.61	0.00
L 211	MM - FLUSHING BANK	10,941.86	0.00
L 2082.2	LOST LIBRARY MATERIALS	0.00	118.89
L 2082.42	PRINT VEND MACHINES	0.00	170.72
L 2082.6	COMPUTER PAPER/DISCS	0.00	8.00
L 2401.204	INTEREST - MM- VALLEY NAT'L BANK	0.00	695.95
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	0.00	532.67
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	0.00	138.61
L 2401.211	INTEREST - MM FLUSHING BANK	0.00	10,941.86
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	9.00
L 2770.6	MISC. INCOME	0.00	6,403.31
L 2770.8	MISC. INCOME - PASSPORTS	0.00	767.50
L 7430.434	PUBLICITY-PRINTING/NEWSLETTER	0.00	1,180.00
L 7430.441	COST OF VOTE	0.00	460.52
L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	0.00	2,136.00
L 7430.442-12	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	0.00	850.00
L 7430.442-13	COMMUNITY ACTIVITIES-YA PROGRAMS	0.00	500.00
L 7440.452-71	BUILDING MAINTENANCE & REPAIR	0.00	2,100.00
Grand Total		27,013.03	27,013.03

SOUTH HUNTINGTON PUBLIC LIBRARY
 REVENUE BUDGET STATUS
 PERIOD COVERED: July 1, 2022 - May 31, 2023

ACCOUNT	BUDGET	REVENUE EARNED	EST. REVENUE BASED ON 11 MONTHS	VARIANCE (UNFAVORABLE)		UNEARNED REVENUE YTD.
				\$	%	
REAL PROPERTY TAXES	\$6,070,752.00	6,070,752.00	5,564,856.00	505,896.00	9.09	0.00
PROPERTY TAXES-DEBT SVCE	\$0.00	0.00	0.00	0.00	#DIV/0!	0.00
BOOK FINES	\$0.00	99.61	0.00	99.61	#DIV/0!	(99.61)
LOST LIBRARY MATERIALS	\$2,500.00	2,681.86	2,291.67	390.19	17.03	(181.86)
COPY MACHINES	\$3,000.00	1,133.58	2,750.00	(1,616.42)	-58.78	1,866.42
PRINT VEND MACHINES	\$9,000.00	6,536.67	8,250.00	(1,713.33)	-20.77	2,463.33
DVD FINES	\$0.00	1.00	0.00	1.00	#DIV/0!	(1.00)
IWIN - DVDs	\$0.00	211.25	0.00	211.25	#DIV/0!	(211.25)
COMPUTER PAPER/DISCS	\$1,000.00	122.50	916.67	(794.17)	-86.64	877.50
LAPTOP FINES	\$0.00	11.00	0.00	11.00	#DIV/0!	(11.00)
LATE FINES - MUSEUM PASSES	\$0.00	25.00	0.00	25.00	#DIV/0!	(25.00)
INTEREST - MM- VALLEY NAT'L BANK	\$300.00	5,637.30	275.00	5,362.30	1,949.93	(5,337.30)
INTEREST - CKING - VALLEY NAT'L BANK	\$180.00	3,328.06	165.00	3,163.06	1,917.01	(3,148.06)
INTEREST - PAYROLL- VALLEY NAT'L BANK	\$20.00	994.77	18.33	976.44	5,326.02	(974.77)
INTEREST - MM FLUSHING BANK	\$7,500.00	59,582.53	6,875.00	52,707.53	766.65	(52,082.53)
SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	\$0.00	233.90	0.00	233.90	#DIV/0!	(233.90)
MISC. INCOME - EAR BUD SALES	\$0.00	3.00	0.00	3.00	#DIV/0!	(3.00)
MISC. INCOME - FAX CHARGES	\$1,000.00	632.70	916.67	(283.97)	-30.98	367.30
MISC. INCOME - HOTSPOT FINES	\$0.00	175.00	0.00	175.00	#DIV/0!	(175.00)
MISC. INCOME	\$2,000.00	7,303.31	1,833.33	5,469.98	298.36	(5,303.31)
MISC. INCOME - PASSPORTS	\$12,000.00	13,562.25	11,000.00	2,562.25	23.29	(1,562.25)
STATE INCENTIVE AID	\$5,000.00	11,659.00	4,583.33	7,075.67	154.38	(6,659.00)
TOTALS	\$6,114,252.00	6,184,686.29	5,604,731.00	579,955.29	10.35	-70,434.29

SOUTH MINTINGTON LIBRARY

Revenue Status Report By Function From 7/1/2022 To 5/31/2023



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	6,070,752.00	0.00
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	99.61	-99.61
L 2082.2	LOST LIBRARY MATERIALS	2,500.00	0.00	2,500.00	2,681.86	-181.86
L 2082.4	COPY MACHINES	3,000.00	0.00	3,000.00	1,133.58	1,866.42
L 2082.42	PRINT VEND MACHINES	9,000.00	0.00	9,000.00	6,536.67	2,463.33
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	211.25	-211.25
L 2082.6	COMPUTER PAPER/DISCS	1,000.00	0.00	1,000.00	122.50	877.50
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	25.00	-25.00
L 2401.204	INTEREST - MM- VALLEY NAT'L BANK	300.00	0.00	300.00	5,637.30	-5,337.30
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	180.00	0.00	180.00	3,328.06	-3,148.06
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	20.00	0.00	20.00	994.77	-974.77
L 2401.211	INTEREST - MM FLUSHING BANK	7,500.00	0.00	7,500.00	59,582.53	-52,082.53
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	0.00	0.00	233.90	-233.90
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	632.70	367.30
L 2770.5	MISC. INCOME - HOTSPOT FINES	0.00	0.00	0.00	175.00	-175.00
L 2770.6	MISC. INCOME	2,000.00	0.00	2,000.00	7,303.31	-5,303.31
L 2770.8	MISC. INCOME - PASSPORTS	12,000.00	0.00	12,000.00	13,562.25	-1,562.25
L 3840	STATE INCENTIVE AID	5,000.00	0.00	5,000.00	11,659.00	-6,659.00
L Totals:		6,114,252.00	0.00	6,114,252.00	6,184,686.29	-70,434.29

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
Grand Totals:		6,114,252.00	0.00	6,114,252.00	6,184,686.29	-70,434.29

SOUTH HUNTINGTON PUBLIC LIBRARY
 ACTUAL BUDGET EXPENDITURES / ESTIMATE
 PERIOD COVERED: July 1, 2022 - May 31, 2023

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 11 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
SALARIES-PROF. FT & PT	\$1,887,929.48	1,749,206.23	0.00	1,749,206.23	1,742,704.14	(6,502.09)	(0.37)	\$138,723.25
SALARIES-PROF. FT	\$1,457,929.48	1,350,277.18	0.00	1,350,277.18	1,345,781.06	(4,496.12)	(0.33)	\$107,652.30
SALARIES - PROF. PT	\$430,000.00	398,929.05	0.00	398,929.05	396,923.08	(2,005.97)	(0.51)	\$31,070.95
SALARIES-CLERICAL FT & PT	\$580,821.87	543,406.77	0.00	543,406.77	536,143.26	(7,263.51)	(1.35)	\$37,415.10
SALARIES-CLERICAL FT	\$360,980.29	377,348.60	0.00	377,348.60	333,212.58	(44,136.02)	(13.25)	\$16,368.31
SALARIES-CLERICAL PT	\$219,841.58	166,058.17	0.00	166,058.17	202,930.69	36,872.52	18.17	\$53,783.41
SALARIES-PAGE	\$108,000.00	79,852.70	0.00	79,852.70	99,692.31	19,839.61	19.90	\$28,147.30
SALARIES-CUSTODIAL FT & PT	\$314,955.65	293,861.75	0.00	293,861.75	290,728.29	(3,133.46)	(1.08)	\$21,093.90
SALARIES-CUSTODIAL FT	\$264,955.65	250,046.69	0.00	250,046.69	244,574.45	(5,472.24)	(2.24)	\$14,908.96
SALARIES-CUSTODIAL PT	\$50,000.00	43,815.06	0.00	43,815.06	46,153.85	2,338.79	5.07	\$6,184.94
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	46,508.16	0.00	46,508.16	49,054.05	2,545.89	5.19	\$8,491.84
SALARIES-SUNDAY-CLERICAL	\$18,000.00	17,725.75	0.00	17,725.75	16,054.05	(1,671.70)	(10.41)	\$274.25
SALARIES-SUNDAY-PAGE	\$8,640.00	6,952.00	0.00	6,952.00	7,705.95	753.95	9.78	\$1,688.00
SALARIES-SUNDAY-CUSTODIAL	\$26,000.00	23,078.25	0.00	23,078.25	23,189.19	110.94	0.48	\$2,921.75
TEMPORARY SUMMER HELP	\$8,000.00	7,891.75	0.00	7,891.75	38,400.00	30,508.25	79.45	\$108.25
SPECIAL PROJECT	\$0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
	\$3,007,347.00	\$2,768,483.36	\$0.00	2,768,483.36	\$2,803,671.24	\$35,187.88	1.26	\$238,863.64
ADULT BOOKS	\$157,070.62	91,454.77	0.00	91,454.77	143,981.40	52,526.63	36.48	\$65,615.85
CHILDRENS BOOKS	\$88,374.90	50,447.32	1,715.42	52,162.74	81,010.33	28,847.59	35.61	\$36,212.16
YOUNG ADULT BOOKS	\$11,403.56	5,542.78	507.50	6,050.28	10,453.26	4,402.98	42.12	\$6,353.28
REFERENCE - PRINT	\$0.00	(197.05)	0.00	-197.05	0.00	197.05	#DIV/0!	\$197.05
REFERENCE - ELECTRONIC	\$60,000.00	25,990.37	0.00	25,990.37	55,000.00	29,009.63	52.74	\$34,009.63
AUDIO BOOKS - ADULT	\$5,000.00	1,244.26	0.00	1,244.26	4,583.33	3,339.07	72.85	\$3,755.74
AUDIO BOOKS - CHILDREN	\$2,557.97	1,696.66	0.00	1,696.66	2,344.81	648.15	27.64	\$861.31
DIGITAL DOWNLOADS - ADULT	\$0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
DIGITAL SUBSCRIPTIONS	\$257,010.00	144,316.95	6,510.00	150,826.95	235,592.50	84,765.55	35.98	\$106,183.05
MUSEUM PASSES	\$22,000.00	14,660.00	2,550.00	17,210.00	20,166.67	2,956.67	14.66	\$4,790.00
DVD - ADULT	\$36,400.29	20,099.39	0.00	20,099.39	33,366.93	13,267.54	39.76	\$16,300.90
DVD - CHILDREN	\$9,589.70	4,998.40	0.00	4,998.40	8,790.56	3,792.16	43.14	\$4,591.30
MUSIC CD'S - ADULT	\$4,212.46	3,710.33	0.00	3,710.33	3,861.42	151.09	3.91	\$502.13
MUSIC CD'S - CHILDREN	\$519.63	144.46	0.00	144.46	476.33	331.87	69.67	\$375.17
PERIODICALS - ADULTS	\$1,100.00	11,754.47	0.00	11,754.47	9,258.33	(2,496.14)	(26.96)	(\$1,654.47)
PERIODICALS - CHILDREN	\$1,000.00	801.88	0.00	801.88	916.67	114.79	12.52	\$198.12
PERIODICALS - YA	\$400.00	195.98	0.00	195.98	366.67	170.69	46.55	\$204.02
PERIODICALS - NEWSPAPERS	\$3,500.00	4,492.72	0.00	4,492.72	3,208.33	(1,284.39)	(40.03)	(\$992.72)
COMPUTER SOFTWARE-CIRC.-ADULTS	\$3,000.00	1,007.99	0.00	1,007.99	2,750.00	1,742.01	63.35	\$1,992.01
COMPUTER SOFTWARE-CIRC.-CHILDRE	\$5,000.00	3,398.50	0.00	3,398.50	4,583.33	1,184.83	25.85	\$1,601.50
MATERIALS PROCESSING	\$35,000.00	24,913.92	0.00	24,913.92	32,083.33	7,169.41	22.35	\$10,086.08
COMPUTER SOFTWARE - NON-CIRC.	\$45,340.85	31,280.64	0.00	31,280.64	41,562.45	10,281.81	24.74	\$14,060.21
	\$757,479.98	441,954.74	11,282.92	453,237.66	694,356.65	241,118.99	34.73	\$304,242.32

SOUTH WINGTON PUBLIC LIBRARY
 ACTUAL BUDGET EXPENDITURES / ESTIMATE
 PERIOD COVERED: July 1, 2022 - May 31, 2023

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND MONTHS	VARIANCE (UNFAVORABLE)		AVAILABLE
						\$	%	
EQUIPMENT	\$57,952.78	41,753.25	29,462.46	71,215.71	53,123.38	(18,092.33)	(34.06)	(\$13,262.93)
EQUIPMENT MAINTENANCE	\$13,483.77	6,631.59	63.77	6,695.36	12,360.12	5,664.76	45.83	\$6,788.41
FURNITURE & FIXTURES	\$41,374.72	5,356.10	25,100.67	30,456.77	37,926.83	7,470.06	19.70	\$10,917.95
SUPPLIES - OFFICE	\$25,000.00	9,599.90	162.99	9,762.89	22,916.67	13,153.78	57.40	\$15,237.11
SUPPLIES - LIBRARY	\$45,145.31	22,021.51	391.16	22,412.67	41,383.20	18,970.53	45.84	\$22,732.64
TELECOMMUNICATIONS	\$45,000.00	27,851.07	0.00	27,851.07	41,280.00	13,398.93	32.48	\$17,148.93
SCLS SERVICES / CIRCULATION CONTRI	\$95,000.00	85,288.40	0.00	85,268.40	87,083.33	1,814.93	2.08	\$9,731.60
POSTAGE	\$30,000.00	22,337.75	0.00	22,337.75	27,500.00	5,162.25	18.77	\$7,662.25
PUBLICITY-PRINTING/NEWSLETTER	\$65,000.00	60,729.58	0.00	60,729.58	59,583.33	(1,146.25)	(1.92)	\$4,270.42
CONTINUING ED/MILEAGE REIMB/STAFF	\$40,000.00	27,400.75	2,025.00	29,425.75	36,666.67	7,240.92	19.75	\$10,574.25
CONTINUING ED/MILEAGE REIMB/BOA	\$8,000.00	355.00	0.00	355.00	7,333.33	6,978.33	95.16	\$7,645.00
LIBRARY VEHICLE	\$2,000.00	1,192.44	0.00	1,192.44	1,833.33	640.89	34.96	\$807.56
PROFESSIONAL FEES - AUDITOR	\$23,800.00	10,875.00	8,225.00	19,100.00	21,816.67	2,716.67	12.45	\$4,700.00
PROFESSIONAL FEES - LEGAL	\$15,000.00	5,500.00	0.00	5,500.00	13,750.00	8,250.00	60.00	\$9,500.00
PROFESSIONAL FEES - TREASURER	\$7,000.00	4,230.00	450.00	4,680.00	6,416.67	1,736.67	27.06	\$2,320.00
PROF. FEES-ART & MUSIC	\$10,060.00	6,710.00	0.00	6,710.00	9,221.67	2,511.67	27.24	\$3,350.00
PROF. FEES - MISC. CONSULTANTS	\$5,500.00	2,545.00	0.00	2,545.00	5,041.67	2,496.67	49.52	\$2,955.00
MEMBERSHIP DUES	\$6,500.00	3,901.00	0.00	3,901.00	5,958.33	2,057.33	34.53	\$2,599.00
OFFICE EQUIPMENT - COPIER RENTAL	\$5,000.00	1,316.77	1,071.46	2,388.23	4,583.33	2,195.10	47.89	\$2,611.77
OFFICE EQUIPMENT - SERVICE CONTRA	\$10,148.98	7,999.70	148.98	8,148.68	9,303.23	1,154.55	12.41	\$2,000.30
OFFICE EQUIPMENT - REPAIR/MAINTEN/	\$750.00	290.00	0.00	290.00	687.50	397.50	57.82	\$460.00
MISC. EXPENSES	\$1,000.00	401.72	0.00	401.72	916.67	514.95	56.18	\$598.28
COST OF VOTE	\$4,500.00	3,711.09	0.00	3,711.09	4,125.00	413.91	10.03	\$788.91
COMMUNITY ACTIVITIES-ADULT PROGR/	\$84,373.49	56,081.42	1,622.45	57,703.87	77,342.37	19,638.50	25.39	\$26,669.62
COMMUNITY ACTIVITIES-CHILDRENS PR	\$75,373.54	58,817.66	13,763.54	72,581.20	69,092.41	(3,488.79)	(5.05)	\$2,792.34
COMMUNITY ACTIVITY-CHILDRENS FAMI	\$5,781.94	5,597.12	0.00	5,597.12	5,300.11	(297.01)	(5.60)	\$184.82
COMMUNITY ACTIVITIES-YA PROGRAMS	\$20,364.22	7,943.53	3,051.72	10,995.25	18,667.20	7,671.95	41.10	\$9,368.97
COMMUNITY ACTIVITIES-OUTREACH PR/	\$7,736.70	4,350.45	0.00	4,350.45	7,091.98	2,741.53	38.66	\$3,386.25
COMMUNITY ACTIVITIES - MUSIC/RECIT/	\$8,500.00	8,500.00	0.00	8,500.00	7,791.67	(708.33)	(9.09)	\$0.00
CREDIT MERCHANT FEES	\$4,000.00	2,902.38	0.00	2,902.38	3,666.67	764.29	20.84	\$1,097.62
BUS TRIPS	\$1,000.00	0.00	0.00	0.00	916.67	916.67	100.00	\$1,000.00
	\$764,345.45	502,170.18	85,539.20	587,709.38	700,650.00	112,940.62	16.12	\$176,636.07
UTILITIES - ELECTRIC	\$140,000.00	126,172.36	0.00	126,172.36	128,333.33	2,160.97	1.68	\$13,827.64
UTILITIES - WATER	\$5,000.00	2,314.28	0.00	2,314.28	4,583.33	2,269.05	49.51	\$2,685.72
UTILITIES - GAS	\$20,000.00	15,829.45	0.00	15,829.45	18,333.33	2,503.88	13.66	\$4,170.55
CUSTODIAL SUPPLIES	\$25,000.00	10,743.23	0.00	10,743.23	22,916.67	12,173.44	53.12	\$14,256.77
BUILDING EQUIPMENT & REPAIR	\$8,265.00	7,687.20	265.00	7,952.20	7,576.25	(375.95)	(4.96)	\$312.80
BUILDING MAINTENANCE & REPAIR	\$49,535.50	33,933.24	1,484.82	35,418.06	45,407.54	9,989.48	22.00	\$14,117.44
BUILDING SERVICE CONTRACTS	\$40,000.00	31,188.01	1,905.75	33,093.76	36,666.67	3,572.91	9.74	\$6,906.24
INSURANCE	\$55,000.00	53,036.77	0.00	53,036.77	50,416.67	(2,620.10)	(5.20)	\$1,963.23
GROUNDNS MAINTENANCE	\$35,430.00	21,055.88	925.00	21,980.88	32,477.50	10,496.62	32.32	\$13,449.12

SOUTH HUNTINGTON PUBLIC LIBRARY
 ACTUAL BUDGET EXPENDITURES / ESTIMATE
 PERIOD COVERED: July 1, 2022 - May 31, 2023

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 11 MONTHS	VARIANCE		AVAILABLE
						(UNFAVORABLE)		
						\$	%	
	\$378,230.50	301,960.42	4,580.57	306,540.99	346,711.29	40,170.30	11.59	\$71,689.51
NYS RETIREMENT SYSTEM	\$425,000.00	304,773.65	0.00	304,773.65	389,583.33	84,809.68	21.77	\$120,226.35
FICA EXPENSE	\$230,155.00	199,282.88	0.00	199,282.88	212,450.77	13,167.89	6.20	\$30,872.12
WORKERS' COMPENSATION	\$30,000.00	8,568.44	0.00	8,568.44	27,500.00	18,931.56	68.84	\$21,431.56
DISABILITY INSURANCE	\$4,000.00	1,737.60	0.00	1,737.60	3,666.67	1,929.07	52.61	\$2,262.40
LONG-TERM DISABILITY INS.	\$8,500.00	7,120.53	0.00	7,120.53	7,791.67	671.14	8.61	\$1,379.47
UNEMPLOYMENT INSURANCE	\$1,000.00	0.00	0.00	0.00	916.67	916.67	100.00	\$1,000.00
HEALTH INSURANCE	\$535,000.00	480,853.80	0.00	480,853.80	490,416.67	9,562.87	1.95	\$54,146.20
MEDICARE REIMBURSEMENT	\$55,000.00	25,991.20	0.00	25,991.20	50,416.67	24,425.47	48.45	\$29,008.80
	\$1,288,655.00	1,028,328.10	0.00	1,028,328.10	1,182,742.44	154,414.34	13.06	\$260,326.90
TOTAL	6,196,057.93	5,042,896.80	101,402.69	5,144,299.49	5,728,131.61	583,832.12	10.19	\$1,051,758.44

SOUTH JANTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2022 To 5/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
L7410.141-01	SALARIES-PROF. FT	1,457,929.48	0.00	1,457,929.48	1,350,277.18	0.00	107,652.30
L7410.141-01-P	SALARIES - PROF. PT	430,000.00	0.00	430,000.00	398,929.05	0.00	31,070.95
L7410.142-02	SALARIES-CLERICAL FT	360,980.29	0.00	360,980.29	377,348.60	0.00	-16,368.31
L7410.142-02-P	SALARIES-CLERICAL PT	219,841.58	0.00	219,841.58	166,058.17	0.00	53,783.41
L7410.142-03	SALARIES-PAGE	108,000.00	0.00	108,000.00	79,852.70	0.00	28,147.30
L7410.142-04	SALARIES-CUSTODIAL FT	264,955.65	0.00	264,955.65	250,046.69	0.00	14,908.96
L7410.142-04-P	SALARIES-CUSTODIAL PT	50,000.00	0.00	50,000.00	43,815.06	0.00	6,184.94
L7410.143-01	SALARIES-SUNDAY-PROF.	55,000.00	0.00	55,000.00	46,508.16	0.00	8,491.84
L7410.143-02	SALARIES-SUNDAY-CLERICAL	18,000.00	0.00	18,000.00	17,725.75	0.00	274.25
L7410.143-03	SALARIES-SUNDAY-PAGE	8,640.00	0.00	8,640.00	6,952.00	0.00	1,688.00
L7410.143-04	SALARIES-SUNDAY-CUSTODIAL	26,000.00	0.00	26,000.00	23,078.25	0.00	2,921.75
L7410.143-05	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	2,768,483.36	0.00	238,863.64
L7420.410-11	ADULT BOOKS	140,000.00	17,070.62	157,070.62	91,454.77	0.00	65,615.85
L7420.410-12	CHILDRENS BOOKS	80,000.00	8,374.90	88,374.90	50,447.32	1,715.42	36,212.16
L7420.410-13	YOUNG ADULT BOOKS	10,000.00	1,403.56	11,403.56	5,542.78	507.50	5,353.28
L7420.410-14-1	REFERENCE - PRINT	0.00	0.00	0.00	-197.05	0.00	197.05
L7420.410-14-2	REFERENCE - ELECTRONIC	60,000.00	0.00	60,000.00	25,990.37	0.00	34,009.63
L7420.410-15	AUDIO BOOKS - ADULT	5,000.00	0.00	5,000.00	1,244.26	0.00	3,755.74
L7420.410-15-C	AUDIO BOOKS - CHILDREN	2,500.00	57.97	2,557.97	1,696.66	0.00	861.31
L7420.410-16-D-A	DIGITAL DOWNLOADS - ADULT	0.00	0.00	0.00	0.00	0.00	0.00
L7420.410-16-S	DIGITAL SUBSCRIPTIONS	250,500.00	6,510.00	257,010.00	144,316.95	6,510.00	106,183.05
L7420.410-17	MUSEUM PASSES	22,000.00	0.00	22,000.00	14,660.00	2,550.00	4,790.00
L7420.411-11	DVD - ADULT	30,000.00	6,400.29	36,400.29	20,099.39	0.00	16,300.90
L7420.411-12	DVD - CHILDREN	8,000.00	1,589.70	9,589.70	4,998.40	0.00	4,591.30
L7420.412-11	MUSIC CD'S - ADULT	3,000.00	1,212.46	4,212.46	3,710.33	0.00	502.13
L7420.412-12	MUSIC CD'S - CHILDREN	500.00	19.63	519.63	144.46	0.00	375.17
L7420.413-11	PERIODICALS - ADULTS	10,100.00	0.00	10,100.00	11,754.47	0.00	-1,654.47
L7420.413-12	PERIODICALS - CHILDREN	1,000.00	0.00	1,000.00	801.88	0.00	198.12
L7420.413-13	PERIODICALS - YA	400.00	0.00	400.00	195.98	0.00	204.02
L7420.413-17	PERIODICALS - NEWSPAPERS	3,500.00	0.00	3,500.00	4,492.72	0.00	-992.72
L7420.415-11	COMPUTER SOFTWARE-CIRC-ADULTS	3,000.00	0.00	3,000.00	1,007.99	0.00	1,992.01
L7420.415-12	COMPUTER SOFTWARE-CIRC-CHILDREN	5,000.00	0.00	5,000.00	3,398.50	0.00	1,601.50

SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2022 To 5/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
L 7420.419	MATERIALS PROCESSING	35,000.00	0.00	35,000.00	24,913.92	0.00	10,086.08
L 7420.429	COMPUTER SOFTWARE - NON-CIRC.	45,000.00	340.85	45,340.85	31,280.64	0.00	14,060.21
7420		714,500.00	42,979.98	757,479.98	441,954.74	11,282.92	304,242.32
L 7430.200	EQUIPMENT	55,000.00	2,952.78	57,952.78	41,753.25	29,462.46	-13,262.93
L 7430.200-5	EQUIPMENT MAINTENANCE	10,000.00	3,483.77	13,483.77	6,631.59	63.77	6,788.41
L 7430.201	FURNITURE & FIXTURES	40,000.00	1,374.72	41,374.72	5,356.10	25,100.67	10,917.95
L 7430.430-21	SUPPLIES - OFFICE	25,000.00	0.00	25,000.00	9,599.90	162.99	15,237.11
L 7430.430-22	SUPPLIES - LIBRARY	40,000.00	5,145.31	45,145.31	22,021.51	391.16	22,732.64
L 7430.431	TELECOMMUNICATIONS	45,000.00	0.00	45,000.00	27,851.07	0.00	17,148.93
L 7430.432	SCLS SERVICES / CIRCULATION CONTROL	95,000.00	0.00	95,000.00	85,268.40	0.00	9,731.60
L 7430.433	POSTAGE	30,000.00	0.00	30,000.00	22,337.75	0.00	7,662.25
L 7430.434	PUBLICITY-PRINTING/NEWSLETTER	65,000.00	0.00	65,000.00	60,729.58	0.00	4,270.42
L 7430.435-31	CONTINUING ED/MILEAGE REIMB/STAFF	40,000.00	0.00	40,000.00	27,400.75	2,025.00	10,574.25
L 7430.435-32	CONTINUING ED/MILEAGE REIMB/BOA	8,000.00	0.00	8,000.00	355.00	0.00	7,645.00
L 7430.435-33	LIBRARY VEHICLE	2,000.00	0.00	2,000.00	1,192.44	0.00	807.56
L 7430.437-41	PROFESSIONAL FEES - AUDITOR	15,000.00	8,800.00	23,800.00	10,875.00	8,225.00	4,700.00
L 7430.437-42	PROFESSIONAL FEES - LEGAL	15,000.00	0.00	15,000.00	5,500.00	0.00	9,500.00
L 7430.437-44	PROFESSIONAL FEES - TREASURER	7,000.00	0.00	7,000.00	4,230.00	450.00	2,320.00
L 7430.437-45	PROF. FEES- ART & MUSIC	9,500.00	560.00	10,060.00	6,710.00	0.00	3,350.00
L 7430.437-46	PROF. FEES - MISC. CONSULTANTS	5,500.00	0.00	5,500.00	2,545.00	0.00	2,955.00
L 7430.438	MEMBERSHIP DUES	6,500.00	0.00	6,500.00	3,901.00	0.00	2,599.00
L 7430.439-51	OFFICE EQUIPMENT - COPIER RENTAL	5,000.00	0.00	5,000.00	1,316.77	1,071.46	2,611.77
L 7430.439-52	OFFICE EQUIPMENT - SERVICE CONTRACTS	10,000.00	148.98	10,148.98	7,999.70	148.98	2,000.30
L 7430.439-53	OFFICE EQUIPMENT - REPAIR/MAINTENANCE	750.00	0.00	750.00	290.00	0.00	460.00
L 7430.440	MISC. EXPENSES	1,000.00	0.00	1,000.00	401.72	0.00	598.28
L 7430.441	COST OF VOTE	4,500.00	0.00	4,500.00	3,711.09	0.00	788.91
L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	83,000.00	1,373.49	84,373.49	56,081.42	1,622.45	26,669.62
L 7430.442-12	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	75,000.00	373.54	75,373.54	58,817.66	13,763.54	2,792.34
L 7430.442-12-F	COMMUNITY ACTIVITY-CHILDRENS FAMILY PGM	4,500.00	1,281.94	5,781.94	5,597.12	0.00	184.82
L 7430.442-13	COMMUNITY ACTIVITIES-YA PROGRAMS	20,000.00	364.22	20,364.22	7,943.53	3,051.72	9,368.97

SOUTH JANTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2022 To 5/31/2023



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	8,500.00	0.00	0.00
L 7430.442-15	CREDIT MERCHANT FEES	4,000.00	0.00	4,000.00	2,902.38	0.00	1,097.62
L 7430.442-16	COMMUNITY ACTIVITIES-OUTREACH PROGRAMS	5,000.00	2,736.70	7,736.70	4,350.45	0.00	3,386.25
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	502,170.18	85,539.20	176,636.07
L 7440.450-61	UTILITIES - ELECTRIC	140,000.00	0.00	140,000.00	126,172.36	0.00	13,827.64
L 7440.450-62	UTILITIES - WATER	5,000.00	0.00	5,000.00	2,314.28	0.00	2,685.72
L 7440.450-63	UTILITIES - GAS	20,000.00	0.00	20,000.00	15,829.45	0.00	4,170.55
L 7440.451	CUSTODIAL SUPPLIES	25,000.00	0.00	25,000.00	10,743.23	0.00	14,256.77
L 7440.452-70	BUILDING EQUIPMENT & REPAIR	8,000.00	265.00	8,265.00	7,687.20	265.00	312.80
L 7440.452-71	BUILDING MAINTENANCE & REPAIR	45,000.00	4,535.50	49,535.50	33,933.24	1,484.82	14,117.44
L 7440.452-73	BUILDING SERVICE CONTRACTS	40,000.00	0.00	40,000.00	31,188.01	1,905.75	6,906.24
L 7440.454	INSURANCE	55,000.00	0.00	55,000.00	53,036.77	0.00	1,963.23
L 7440.469-81	GROUPS MAINTENANCE	30,000.00	5,430.00	35,430.00	21,055.88	925.00	13,449.12
7440		368,000.00	10,230.50	378,230.50	301,960.42	4,580.57	71,689.51
74		4,825,597.00	81,805.93	4,907,402.93	4,014,568.70	101,402.69	791,431.54
7		4,825,597.00	81,805.93	4,907,402.93	4,014,568.70	101,402.69	791,431.54
L 9000.901-0	NYS RETIREMENT SYSTEM	425,000.00	0.00	425,000.00	304,773.65	0.00	120,226.35
L 9000.903-0	FICA EXPENSE	230,155.00	0.00	230,155.00	199,282.88	0.00	30,872.12
L 9000.904-0	WORKERS' COMPENSATION	30,000.00	0.00	30,000.00	8,568.44	0.00	21,431.56
L 9000.905-5	DISABILITY INSURANCE	4,000.00	0.00	4,000.00	1,737.60	0.00	2,262.40
L 9000.905-6	LONG-TERM DISABILITY INS.	8,500.00	0.00	8,500.00	7,120.53	0.00	1,379.47
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	480,853.80	0.00	54,146.20
L 9000.906-1	MEDICARE REIMBURSEMENT	55,000.00	0.00	55,000.00	25,991.20	0.00	29,008.80
9000		1,288,655.00	0.00	1,288,655.00	1,028,328.10	0.00	260,326.90
90		1,288,655.00	0.00	1,288,655.00	1,028,328.10	0.00	260,326.90
9		1,288,655.00	0.00	1,288,655.00	1,028,328.10	0.00	260,326.90
Fund LTotals:		6,114,252.00	81,805.93	6,196,057.93	5,042,896.80	101,402.69	1,051,758.44
Grand Totals:		6,114,252.00	81,805.93	6,196,057.93	5,042,896.80	101,402.69	1,051,758.44

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2022 - 5/31/2023



Account	Description	Debits	Credits
L 200	CHECKING - VALLEY NATIONAL BANK	45,183.51	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	137,828.73	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	14,312.73	0.00
L 210	PETTY CASH	550.00	0.00
L 211	MM - FLUSHING BANK	3,119,385.97	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	101,402.69	0.00
L 522	EXPENDITURES	5,042,896.80	0.00
L 599	APPROPRIATED FUND BALANCE	81,805.93	0.00
L 630	DUE TO OTHER FUNDS	15,000.00	0.00
L 821	RESERVE FOR ENCUMBRANCES	0.00	101,402.69
L 902	RESERVE FOR ACCRUED SICK/VACATION	0.00	594,497.28
L 909	FUND BALANCE, UNRESERVED	0.00	1,610,368.93
L 960	APPROPRIATIONS	0.00	6,196,057.93
L 980	REVENUES	0.00	6,184,686.29
L Fund Totals:		14,687,013.12	14,687,013.12
Grand Totals:		14,687,013.12	14,687,013.12



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
H.2401	INTEREST	0.00	0.00	0.00	33,584.61	-33,584.61
H Totals:		0.00	0.00	0.00	33,584.61	-33,584.61
Grand Totals:		0.00	0.00	0.00	33,584.61	-33,584.61

SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2022 To 5/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
H 7430.200-1	EMERGENCY REPAIR/REPLACEMENT	1,297,081.39	1,386.64	1,298,468.03	470,035.35	0.00	828,432.68
H 7430.200-4	TECHNOLOGY CENTER PROJECT	7,654.13	0.00	7,654.13	7,654.13	0.00	0.00
H 7430.200-5	HVAC REPLACEMENT - 2022/2023 (BHC PROJECT# 10183)	25,000.00	0.00	25,000.00	-671,117.22	0.00	696,117.22
H 7430.200-6	CAPITAL IMPROVEMENT FEASIBILITY STUDY	0.00	0.00	0.00	-27,500.00	0.00	27,500.00
H 7430.210	IMPROVEMENTS TO GARDENS & GROUNDS	8,831.00	0.00	8,831.00	8,831.00	0.00	0.00
H 7430.210-1	IMPROVEMENTS FOR GARDEN	43,099.80	0.00	43,099.80	43,099.80	0.00	0.00
H 7430.220	COMPUTER/TELECOMME/EQUIPMENT	92,381.93	0.00	92,381.93	8,163.94	5,113.95	79,104.04
H 7430.445	UNALLOCATED	1,386.64	-1,386.64	0.00	0.00	0.00	0.00
7430	*	1,475,434.89	0.00	1,475,434.89	-160,833.00	5,113.95	1,631,153.94
74	**	1,475,434.89	0.00	1,475,434.89	-160,833.00	5,113.95	1,631,153.94
7	***	1,475,434.89	0.00	1,475,434.89	-160,833.00	5,113.95	1,631,153.94
Fund HTotals:		1,475,434.89	0.00	1,475,434.89	-160,833.00	5,113.95	1,631,153.94
Grand Totals:		1,475,434.89	0.00	1,475,434.89	-160,833.00	5,113.95	1,631,153.94

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2022 - 5/31/2023



Account	Description	Debits	Credits
H 200	VALLEY RESERVE CHECKING ACCT	2,471.23	0.00
H 210	FLUSHING M/M	1,667,381.27	0.00
H 391	DUE FROM OTHER FUNDS	0.00	15,000.00
H 521	ENCUMBRANCES	5,113.95	0.00
H 522	EXPENDITURES	0.00	160,833.00
H 599	APPROPRIATED FUND BALANCE	1,475,434.89	0.00
H 821	RESERVE FOR ENCUMBRANCES	0.00	5,113.95
H 909	FUND BALANCE, UNRESERVED	0.00	1,460,434.89
H 960	APPROPRIATIONS	0.00	1,475,434.89
H 980	REVENUES	0.00	33,584.61
H Fund Totals:		3,150,401.34	3,150,401.34
Grand Totals:		3,150,401.34	3,150,401.34

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2022 - 5/31/2023



Account	Description	Debits	Credits
TA 18	NYSERS	0.00	26.87
TA 200	T/A CHECKING - VALLEY NAT'L BANK	15,690.20	0.00
TA 22	FEDERAL INCOME TAX	20.00	0.00
TA 456	INTEREST	0.00	1,288.57
TA 630	DUE TO/FROM OTHER FUNDS	0.00	14,394.76
TA Fund Totals:		15,710.20	15,710.20
Grand Totals:		15,710.20	15,710.20

Investment Report

General Fund

Flushing Bank

The current balance in this account is \$3,119,385.97 and the account is earning interest at 4.08%.

Capital Reserve Fund

Capital Reserve Projects

Flushing Bank

The money market account balance of \$1,667,381.27 is earning interest at 4.08%.

6/14/2023

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

TO: Board of Trustees

FROM: Patricia Dillon
2022/23 Finance Chairperson

DATE: June 20, 2023

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
58360	04/17/2023	SUSAN BARELL	300.00
58369	04/17/2023	JOHN JOHN BROWN	475.00
58372	04/17/2023	CENTERPOINT LAGRGE PRINT	23.25
58377	04/17/2023	CREATIVE CANDLE	550.00
58383	04/17/2023	EDMER SANITARY SUPPLY	821.75
58403	04/17/2023	KANOPY, LLC	425.00
58427	04/17/2023	QUATELA CHIMERI PLLC	1,525.00
58436	04/17/2023	SOLOMAN GUGGENHEIM FOUNDATION	500.00
58441	04/17/2023	THE BAKING COACH	425.00
58442	04/17/2023	THE FRICK FOUNDATION	200.00

Appointments

Name	Title	Hours / Week	Salary	Step	Effective Date
Rebecca Kurjanski	PT Summer Page	35	\$15.00/hr	1	6/24/2023
Zoe Yourish	PT Summer Page	35	\$15.00/hr	1	6/26/2023
Kristiane DiMaulo	PT Summer Page	12	\$15.00/hr	1	6/27/2023

Position Reassignment

Name	Title	Hours / Week	Salary	Step	Effective Date
Michael Bouklas	Library Assistant	12.5	\$32.17/hr	14	5/22/2023

Leave of Absence

Name	Title	Hours / Week	Salary	Step	Effective Date
JoAnne Rasmussen	PT Library Page	10	\$15.00/hr	2	05/07/2023- 08/07/23

Promotions

Name	Title	Hours / Week	Salary	Step	Effective Date
Jennifer O'Connor	From: Librarian I	35	\$70,110.21	8	7/2/2023
	To: Librarian II	35	\$80,558.67	3	

May 30, 2023

To the Board of Trustees of SHPL:

I am an adult page at SHPL. On May 6 I began what should have been a wonderful vacation to Ireland. Unfortunately, I broke my right ankle before the tour even started, and had to return home.


I am under doctor's care and have attached a copy of Dr. Bitterman's statement noting I will be disabled from 5/17/23 through August 7, 2023.

I am, therefore, requesting a Medical Leave of Absence from my job until cleared to return.

Thank you for your understanding.

Sincerely,

John Rasmussen


cc: Howard Spiegelglass



SOUTH HUNTINGTON PUBLIC LIBRARY

145 Pidgeon Hill Road, Huntington Station, NY 11746-4511

Phone: 631-549-4411

contactus@shpl.info

May 15, 2023

Assemblyman Steve Stern
95 Broad Hollow Road
Suite 100
Melville, NY 11747

Dear Assemblyman Stern:

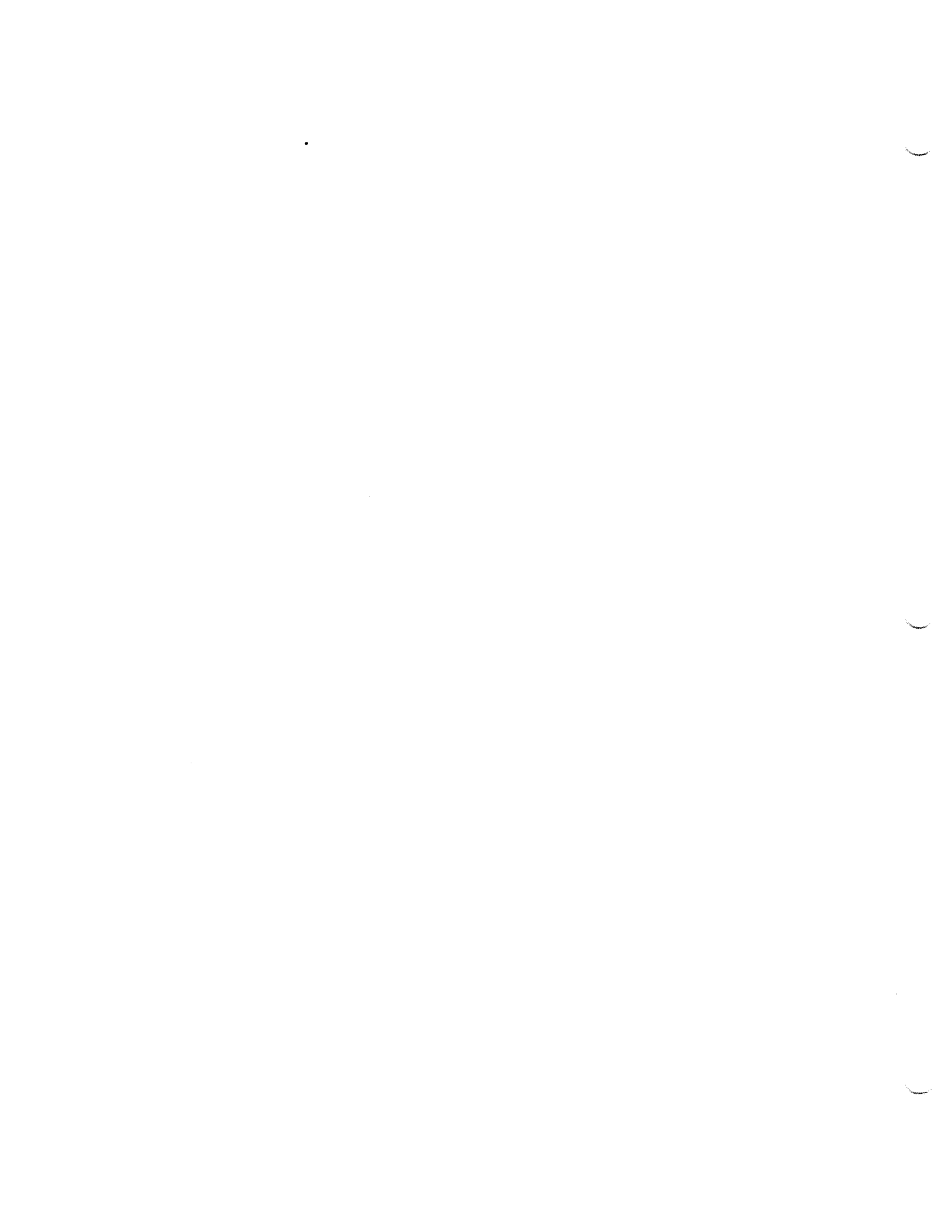
On behalf of the Board of Trustees of the South Huntington Public Library, I am writing to request funding in the amount of \$25,000.00 for the South Huntington Public Library to be included in your bullet aid distribution.

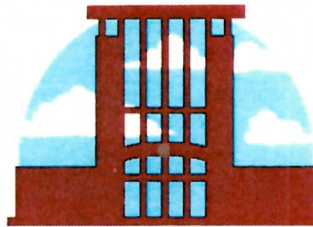
In 2021, we became just the seventh library in New York to be certified sustainable by the Sustainable Libraries Initiative for advancing environmentally sound, socially equitable, and economically feasible library practices. As part of that work, the library currently maintains a "Grow to Give" community garden that allows patrons of all ages to develop gardening skills, while the harvest is donated to local food pantries. The addition of a hydroponic indoor gardening system would allow us to maintain a year-round growing season. Separately, we hope to install electric vehicle (EV) charging stations in the library's parking lot to help develop the EV infrastructure within the community and expand the range of these fuel-efficient commuting options.

We appreciate your consideration of this request and look forward to hearing from you. If you have any questions, please do not hesitate to contact me.

Sincerely,

Janet Scherer
Library Director





SOUTH HUNTINGTON PUBLIC LIBRARY

145 Pidgeon Hill Road, Huntington Station, NY 11746-4511

Phone: 631-549-4411

contactus@shpl.info

May 15, 2023

Senator Mario R. Mattera
180 East Main Street
Suite 210
Smithtown, NY 11748

Dear Senator Mattera:

On behalf of the Board of Trustees of the South Huntington Public Library, I am writing to request funding in the amount of \$25,000.00 for the South Huntington Public Library to be included in your bullet aid distribution.

In 2021, we became just the seventh library in New York to be certified sustainable by the Sustainable Libraries Initiative for advancing environmentally sound, socially equitable, and economically feasible library practices. As part of that work, the library currently maintains a "Grow to Give" community garden that allows patrons of all ages to develop gardening skills, while the harvest is donated to local food pantries. The addition of a hydroponic indoor gardening system would allow us to maintain a year-round growing season. Separately, we hope to install electric vehicle (EV) charging stations in the library's parking lot to help develop the EV infrastructure within the community and expand the range of these fuel-efficient commuting options.

We appreciate your consideration of this request and look forward to hearing from you. If you have any questions, please do not hesitate to contact me.

Sincerely,

Janet Scherer
Library Director



May 15, 2023

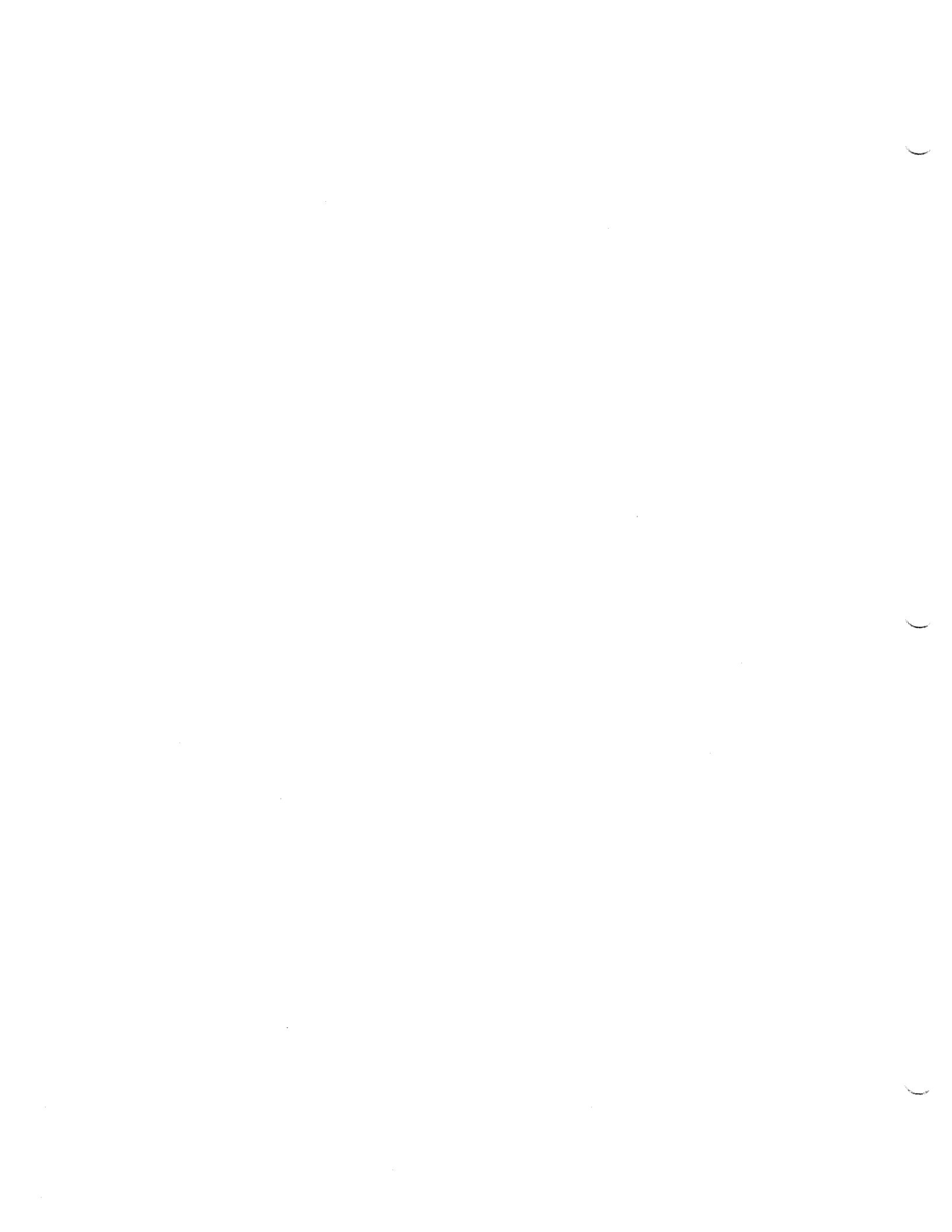
Dear Janet,

On behalf of the Returned Peace Corps Volunteers of Long Island, I thank you for allowing us to hold our used bicycle and sewing machine collection in the library parking lot.

We collected 36 bikes and 18 sewing machines. We got help from 2 teens through the Teen Advisory Board.

Regards,

Kathy Williams-Ging



Doreen Kilkenny
34 Downey Court
Huntington, NY 11743

May 12, 2023

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

Dear Members of the Board of Trustees:

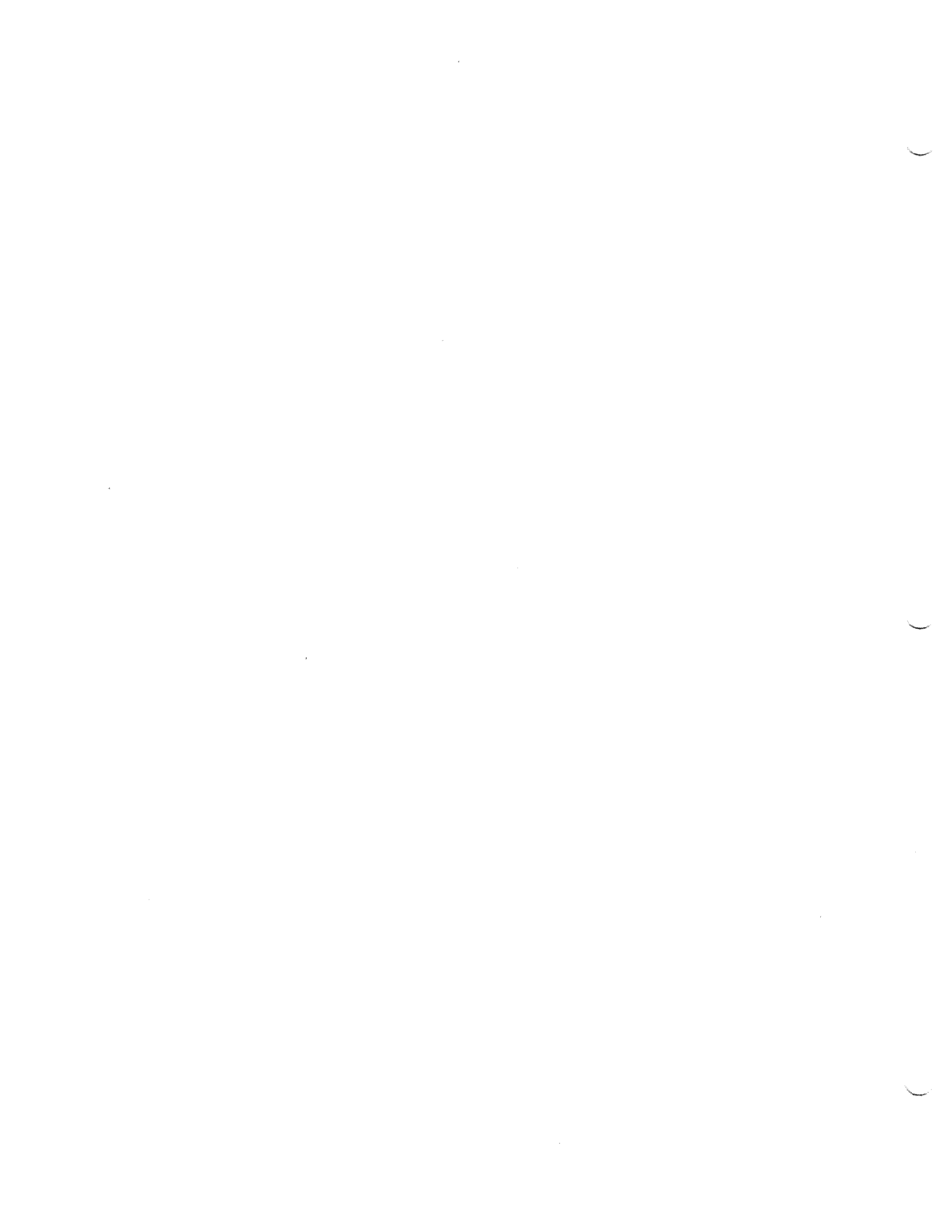
I would like to take this opportunity to thank you for allowing me to attend the Long Island Library Conference on May 11, 2023. I found all 3 workshops I attended very informative and I hope to relay my findings to my fellow employees. **The Diversity, Equity, and Inclusion Toolbox** workshop provided us with a multitude of resources at our disposal to better understand the concepts of DEI. **The Trauma of Library Work** was very interesting and I would love to see this workshop given to the staff. It was really on how to deal with not only trauma in the workplace, but internal traumas, how to recognize triggers, and self-care. I found it very helpful. **Kind, but With Spine: Constructive Confrontation, Deliberate Boundaries, and Avoiding Compassion Fatigue** was also very helpful in dealing with fellow employees and patrons.

I thoroughly enjoyed the key-note speaker, Ellen Jovin, and would love to see her Grammar Table pop up in our lobby!

I found the vendors interesting and informative and I look forward attending again in the future.

Sincerely,

Doreen Kilkenny
Supervisor of Human Resources & Payroll Services



Jamie Gholson
49 Vermont St.
Melville, NY 11747

May 12, 2023

Dear Members of the Board of Trustees:

I would like to take this opportunity to thank you for allowing me to attend the Long Island Library Conference on May 11, 2023. It was my first library conference, and I enjoyed it very much.

The three workshops I attended were useful and insightful, especially as office assistant to the director. The first session I attended, The Diversity, Equity, and Inclusion Toolbox, offered information and tools that can be used by staff in every position to help make the library a safer, more inclusive place for patrons and staff.

The second session I attended, Do Good With Data, was of particular interest to me. It highlighted how the library can utilize the data that we are already collecting to tell our story, improve our services and extend our reach to the community. I took many notes at this session!

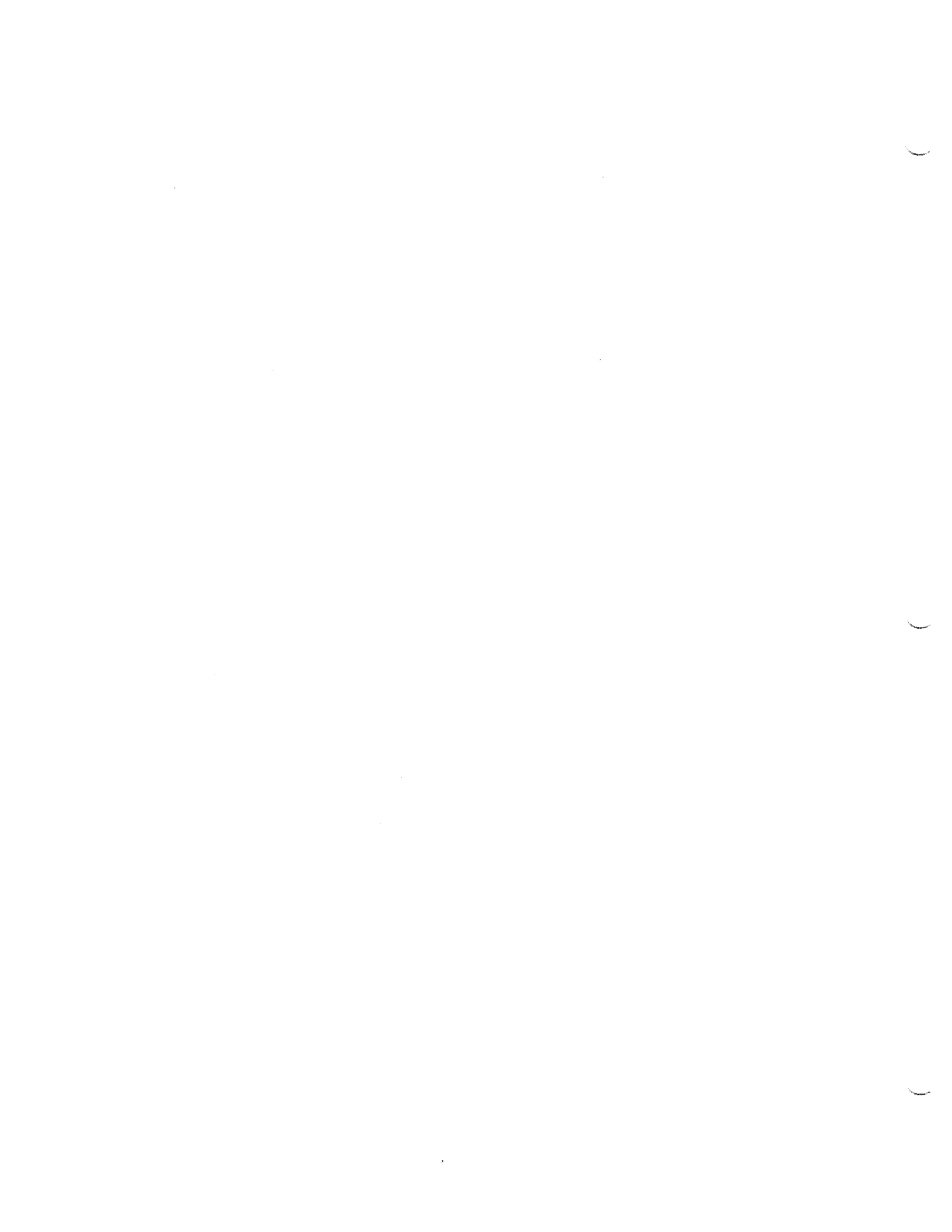
The final session I chose was Kind, but With Spine: Constructive Confrontation, Deliberate Boundaries, and Avoiding Compassion Fatigue. There were many useful points about how to engage with challenging patrons or fellow staff members in a constructive way, while maintaining your boundaries.

I found the vendors at the conference to be helpful and informative. I also enjoyed listening to the keynote speaker, Ellen Jovin, tell of her journey across the United States as the "Roving Grammarian."

I again wish to thank you for this experience, and I look forward to attending the Long Island Library Conference again.

Sincerely,

Jamie Gholson
Office Assistant



June 7, 2023

To the Library Board of Trustees:

I really enjoyed attending my first Long Island Library Conference on May 11, 2023. Thank you so much for approving my attendance.

After listening to Nick talk about AI at our last staff meeting, I found the Vision of Technology talk very fascinating. Learning about AI intelligence is mind boggling.

I enjoyed listening to Ellen Jovin talk about her travels across the US as she spoke with locals at her grammar table.

I spent Session 111 with our own SHPL WOW committee. We have so many dedicated people at SHPL who go out of their way to engage with our community.

Thank you again for the opportunity to attend the conference.

Sincerely,

Virginia Delle





SOUTH HUNTINGTON PUBLIC LIBRARY

145 Pidgeon Hill Road, Huntington Station, NY 11746-4511

Phone: 631-549-4411

contactus@shpl.info

June 12, 2023

Dear Board of Directors,

I would like to thank you for allowing me the opportunity to attend this year's Long Island Library Conference.

I was very impressed with the program, The Trauma of Library Work. The talk was given by a clinical social worker who touched on many traumatic experiences that library workers encounter every day. They explained how we were affected by triggers etc., very interesting talk.

The high light, the guest speaker Ellen Jovin she was fantastic.

Thank you once again,

Cathy-Ann Werner



Exterior Building Power Wash

Each summer if funds allow, we contract to have the building power washed. The following quotes were obtained:

Dr. Drizzle	\$3,336.00
Exoclean Pressure	\$3,750.00
Super Clean Machine Power	\$4,275.00

Dr. Drizzle has performed this job in the past with good results and submitted the lowest quote. We hope to have this completed by the end of June.

Window Cleaning

The windows in the building need cleaning. We obtained the following quotes:

Summit Facility Solutions	\$3,060.00
Skylight Precision Company	\$3,000.00
Hewlett Window Cleaning Co.	\$3,300.00

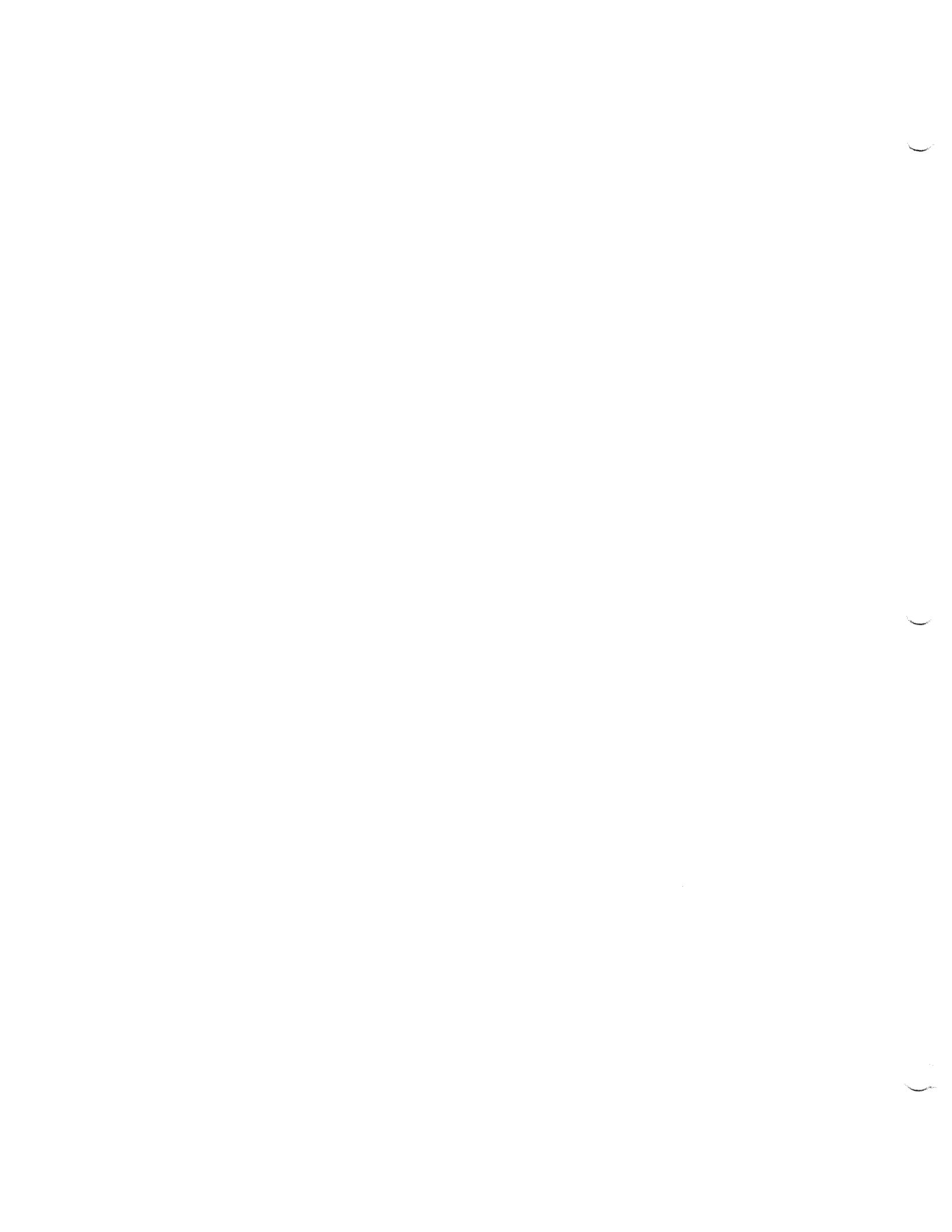
Skylight Precision Company has worked with us before and completed the work to our satisfaction. They also submitted the lowest quote. The schedule for this work is still to be determined.

Meetings

May 2	Tuesday	11:00 a.m.	SLI – Marketing & PR Committee Meeting
May 3	Wednesday	6:00 p.m.	SCLS Board of Trustees Meeting
May 10	Wednesday	9:00 a.m.	Staff Meeting
May 11	Thursday	8:30 – 4:00 p.m.	Long Island Library Conference
May 12	Friday	10:00 a.m.	Huntington Directors Zone Meeting
May 15	Monday	10:00 a.m.	SLI – Community of Practice Committee Meeting
May 15	Monday	7:00 p.m.	SHPL Board of Trustees Meeting
May 16	Tuesday	10:00 a.m.	LILRC Board Meeting
May 17	Wednesday	9:00 a.m.	Staff Book Discussion Facilitation
May 18	Thursday	10:00 a.m.	SLI Advisory Board Meeting

Important Dates:

- June 26-30 – Director Vacation
- July 13 – Trustee Training @ 6:30 p.m., South Huntington Public Library
- July 17 – SHPL Board of Trustees Meeting @ 7:00 p.m.
- August 21 – SHPL Board of Trustees Meeting @ 5:30 p.m.
- August 21-25 – Director Vacation



Blood Pressure Monitor Lending Program

As we've discussed in the past, the Suffolk Cooperative Library System has partnered with the American Heart Association to provide blood pressure monitors to the public. I recently met with Roger Reyes and Valerie Lewis to discuss our library's participation in this program. After completing an orientation, we received fifteen monitors; the majority are standard-size cuffs, while we have some with smaller and larger cuff sizes. Additionally, there is an accessible option which provides spoken instruction in English and Spanish. While the devices are catalogued for a 28-day loan, period, they will also be accompanied by a health packet containing referral information and a blood pressure log for patrons to keep.



At present, our staff is cataloging a number of devices for an initial collection.

Additionally, we are digitizing the instruction manuals and adding full descriptions to our website as part of the soon-to-be-unveiled Library of Things. We intend to make two devices available for staff use within the break room, while surplus equipment will be stored until it is needed.

Meetings — May

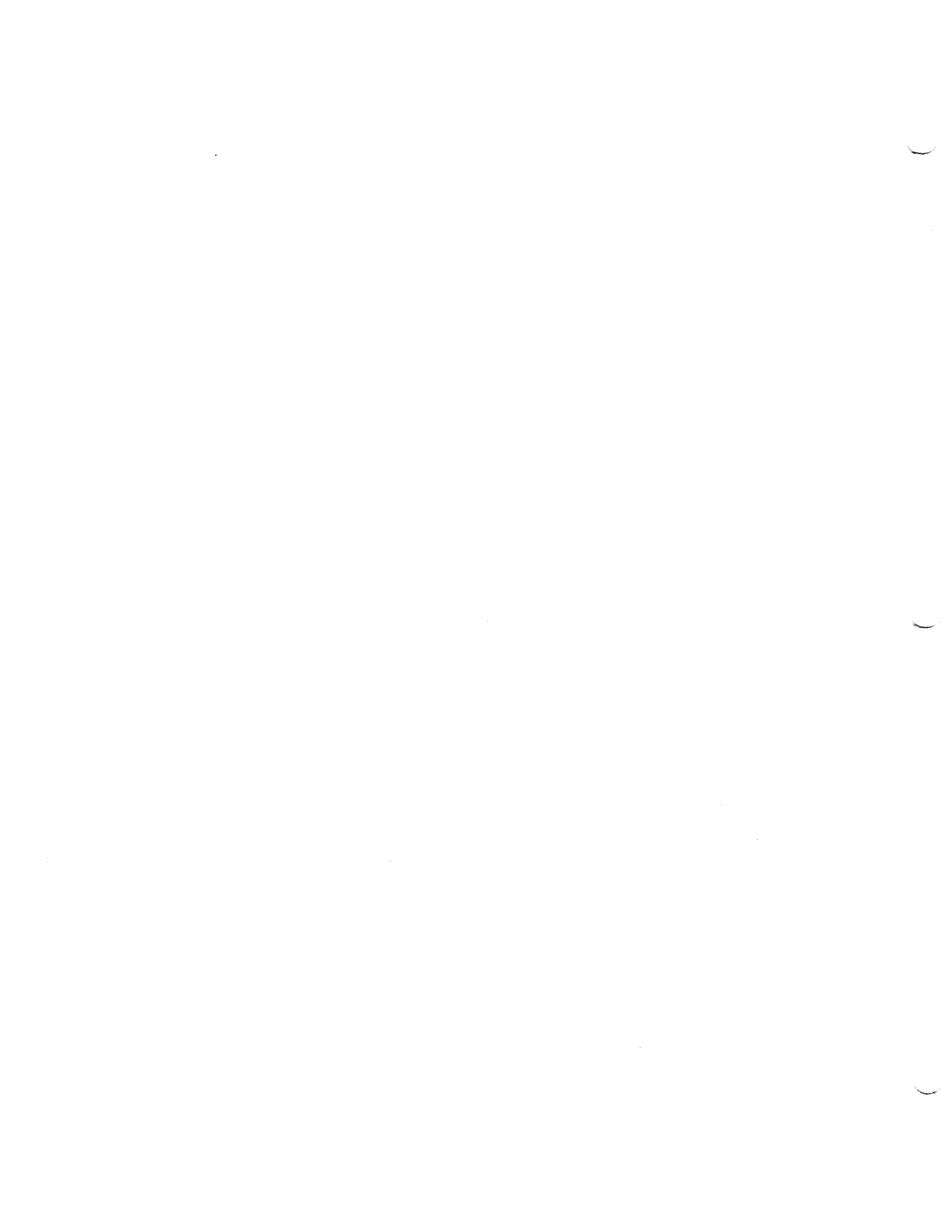
Friday, May 5 th	10:00 a.m.	Long Island Library Conference Planning Meeting
Monday, May 8 th	2:00 p.m.	WOW Meeting
Wednesday, May 10 th	9:00 a.m.	Staff Meeting
Thursday, May 11 th	All day.	Long Island Library Conference
Monday, May 15 th	7:00 p.m.	Library Board of Trustees Meeting
Monday, May 22 nd	10:00 a.m.	Blood Pressure Monitor Meeting @ SCLS
Wednesday, May 24 th	2:00 p.m.	Staff Evaluation
Thursday, May 25 th	10:00 a.m.	Artificial Intelligence in the Library (SCLS)



June 2023 Facilities Report

Prepared by Ray Capone

1. We washed the upper public restrooms this month using the floor scrubber. This allowed us to get the dirt out of the grout.
2. We had to change the control board and solenoid in one of the sinks in an upstairs restroom. The control board wasn't sending the signal to the solenoid to shut off, causing the sink to run continuously.
3. We cut down several small trees along the back fence that borders the school. The trees had begun to grow into the fence, so their removal prevented potential damage.
4. We repainted all the handicap parking poles, which had begun to rust.
5. We fixed the two Knock Out rose bushes on the sides of the doors at the main entrance. They had become overgrown and begun to tip.
6. We have been working with the IT department in installing new grommets in the computer tables in Adult Reference. These grommets will accommodate the wiring of newly-purchased, all-in-one patron computers.
7. I ordered the new chairs and furniture for the Children's Room. The expected lead time for delivery is 10-12 weeks.
8. We polished the floor in the staff hallway this month. We also scrubbed and sealed the terrazzo floor in the front lobby, which will give it a nice shine as well as help protect it.
9. We primed and painted the two rooftop I-beam bases for the air conditioners that we are replacing. We will try and repaint them one additional time prior to the installation of the units.
10. We had one of the security cameras decks replaced this month. Since the unit was still under warranty, there was no charge for the replacement DVR.
11. We secured a loose section of fence bordering the school field.
12. We removed all the caulk in a downstairs restroom, then resealed them.
14. The fire sprinkler company came and conducted its quarterly inspection. All was well with our system.
15. The generator company came this month and did the "A" part of the service contract, which is to check all fluids, test the generator in operation, and to change the oil and oil filter. Everything looks good.



June 8, 2023

Board of Trustees
South Huntington Public Library
145 Pidgeon Hill Rd.
Huntington Station, NY 11746

To the Board of Trustees,

I would like to thank you for allowing me to attend the 2023 Long Island Library Conference on May 11 in Melville, New York. I enjoyed reconnecting with colleagues and catching-up on current issues facing libraries today.

The conference was an opportunity for me to learn from others as well as share my experiences as a member of SHPL's outreach committee—the WOW (Without Walls) Team.

As a conference participant, I especially enjoyed the workshop "Do Good With Data," presented by Dana Plunkett of the Brooklyn Public Library. Ms. Plunkett discussed the ways BPL collects patron data (particularly program participation data), synthesizes that data, and uses that data to determine future programming. As a member of the WOW Team, I find this process to be very exciting. I'm especially interested in figuring out a way to use the data-gathering and data-analysis techniques described in this workshop to reach new populations and determine the best ways to serve them.

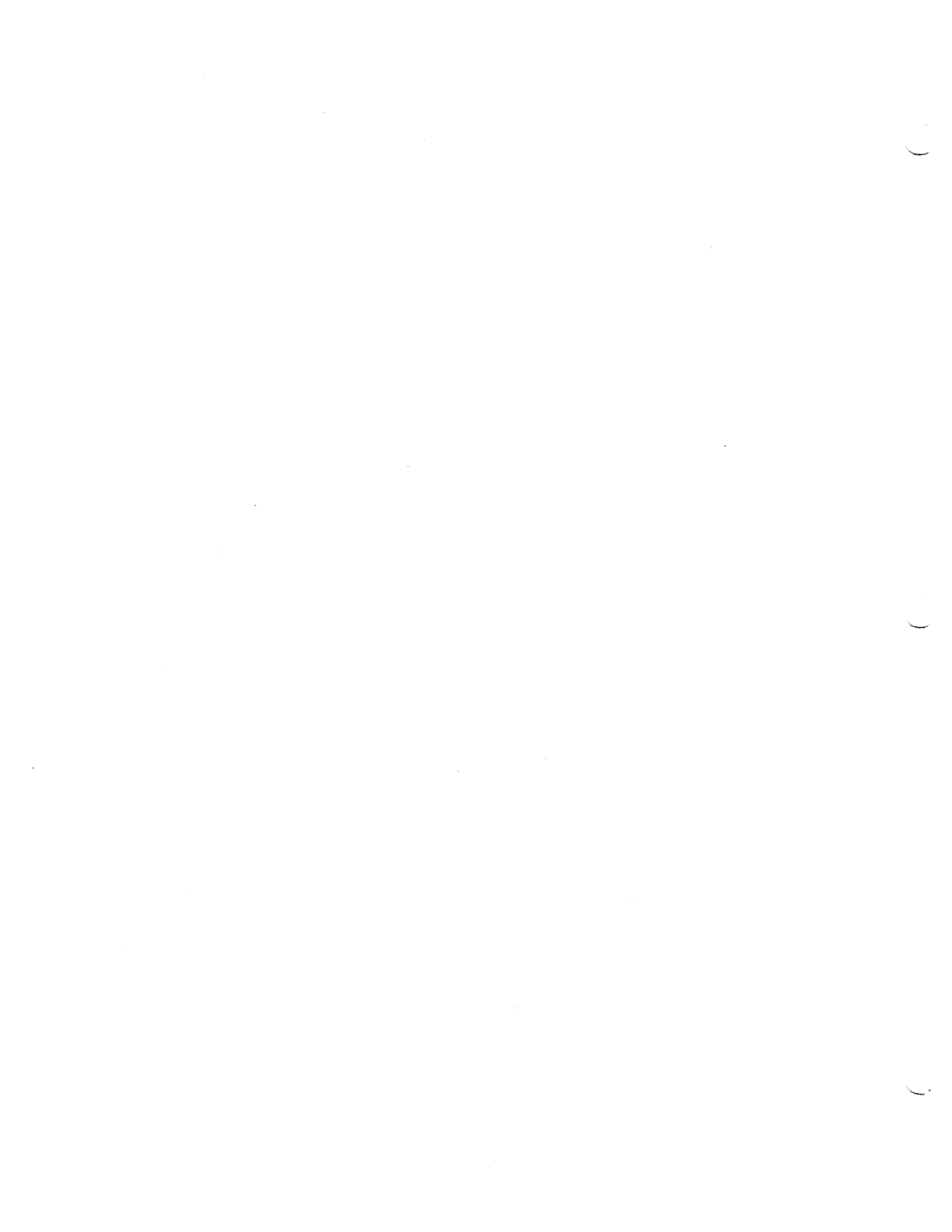
The best part of the conference, though, was being a presenter as part of the WOW Team's panel. Our program, "WOW Your Community," packed the room. We had a great time sharing our story: how WOW was created, how WOW works, and how any library can create a similar, multi-department outreach team. We enjoyed answering audience questions and look forward to more opportunities to talk about what we do as well as learn from other outreach teams.

I am always amazed and inspired by the creativity and dedication of my colleagues, who are constantly striving to make SHPL a visible, strong, and resilient part of the South Huntington community. However, the WOW Team could not be as dedicated to the library's mission without the support of the Board of Trustees, and for this, I am extremely grateful.

Sincerely,

A handwritten signature in black ink that reads "Lisa Esposito". The signature is written in a cursive, slightly slanted style.

Lisa Esposito
Youth Services Librarian
WOW Team Member



I would like to sincerely thank the Board for sending me to the Long Island Library Conference on May 11, 2023. This was the first time I have attended a Long Island Library Conference and I really enjoyed the day. – Kath Gieraltowski

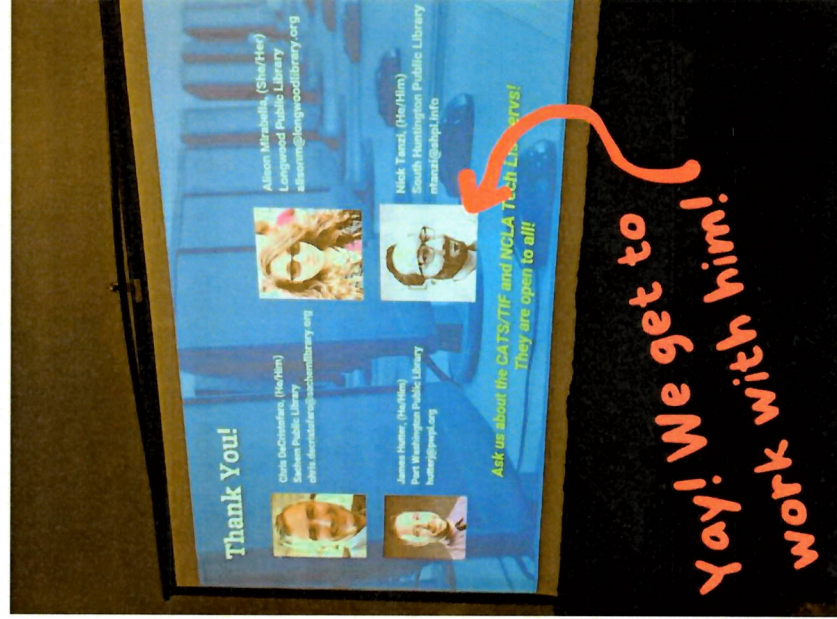
Session One: AI and Chatbots and Text to Image, Oh My!

For Session One, I chose to attend *A Vision of Technology in Libraries for 2023 and Beyond*. The speakers' observations about the Digital Divide Barrier and how library services have been evolving to address this barrier were in line with what I have observed in our own library. For example, our expanded promotion of e-resources and virtual programming.

The discussion about Artificial Intelligence (AI) and its current use and future possibilities was riveting and little did I know that this topic would be touched upon in each session throughout my day. The speakers brought up the idea of being able to properly search inside every book out there with help from AI: an exciting prospect. The talk of Chat GPT has me curious as I have not had a chance to try it out, but I plan on doing so soon.

As crafting and "making" are one of my favorite personal enjoyments, the talk of Maker Space ideas and equipment was most interesting. I know that our library is entertaining the idea of a Maker Space at the South Huntington Library. The possibility of having some of these machines at our library and being able to teach patrons how to use them had me quivering! Laser engraving! Sublimation printers!

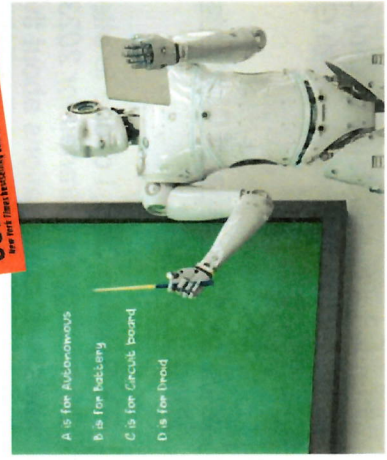
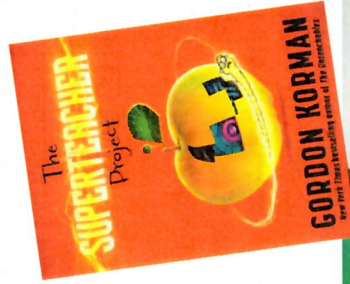
Our library is so lucky to have one of this session's presenters, our own Assistant Director, Mr. Nick Tanzi, at South Huntington to help us navigate all this exciting emerging technology.



Kath Gieraltowski – LILC 1

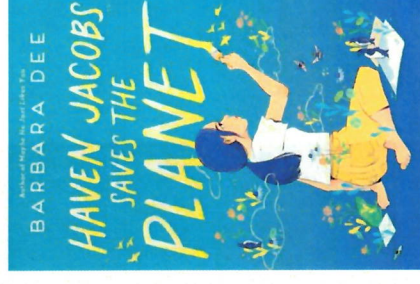
Session Two: Lots of Chuckles

In Session Two, I attended *Gordon Korman Hits 100... Books, That Is!* Reading the title too quickly, I expected a centenarian in the front of the room! Gordon is actually in his late 50's and was so very funny! He entertained us with stories from his own childhood and later life experiences that he draws upon when writing his books. I don't know if events in his life have been so extraordinarily funny or if it is his spin on life that is just so humorous but his accounts have inspired me to read more of his titles. I immediately checked out his latest title, *The Superteacher Project*, in which a new middle school teacher, who seems a little too perfect, turns out to be an AI robot.



Session Three: I have just the book for you

For Session Three, I joined the *Tackling Tough Topics: The Importance of Visibility in Middle Grade Literature* program. Our presenter, Barbara Dee, is the author of several books dealing with difficult subjects such as sexual harassment, eating disorders, and sexual awakening and orientation. Her latest, *Haven Jacobs Saves the Planet*, explores a timely issue affecting some young people, that of eco-anxiety or fear of climate change. I did not realize that climate change caused so much anxiety for this age group.



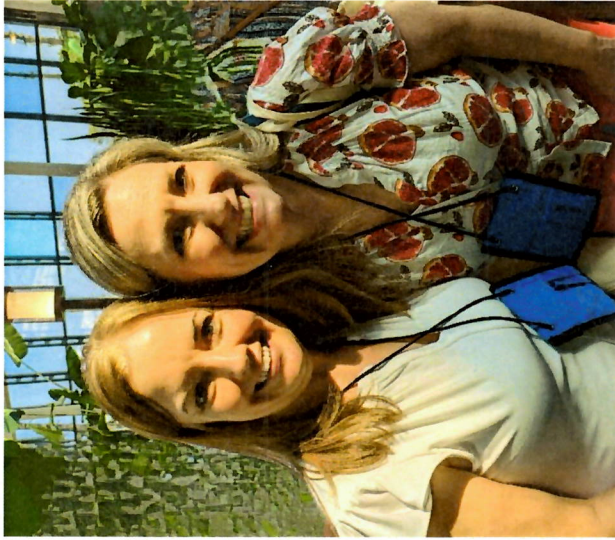
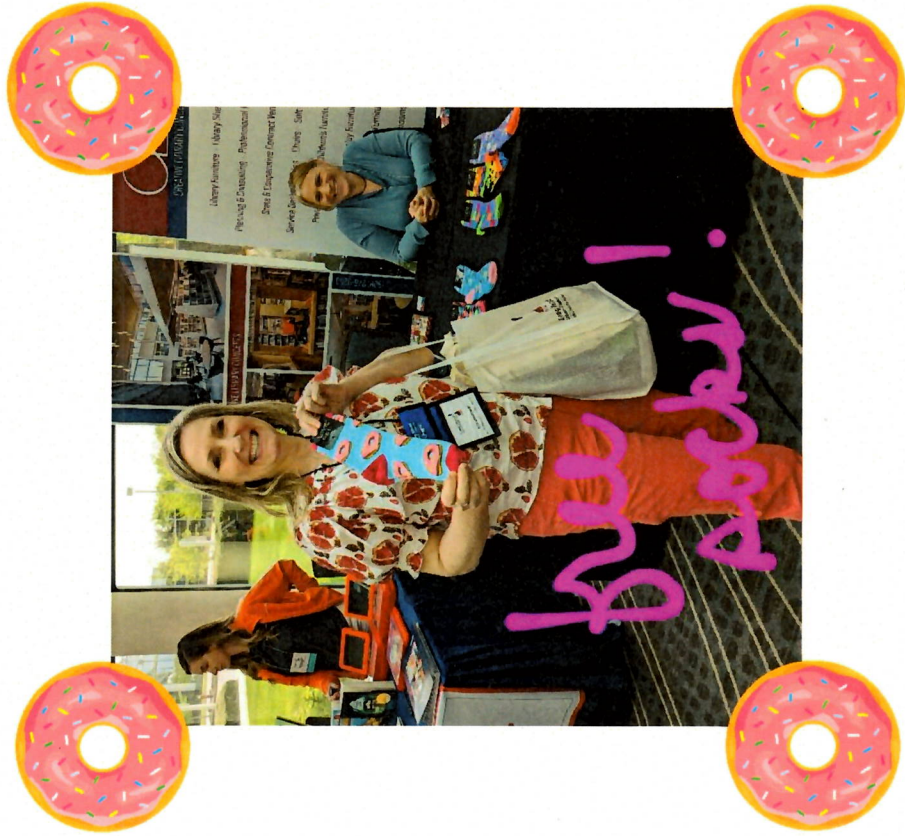
In keeping with the unofficial theme of my day, the book that Dee is writing now is about Artificial Intelligence and how some kids are making AI videos in order to use them to harass other kids.

I feel like our collection of Barbara Dee's books would be great to recommend to our middle readers. She states, "No topic is too tough if handled the right way." Although her characters deal with difficult themes that can affect our middle graders and her stories do not wrap up with overly perfect endings, she purposely leaves the reader with a sense of hope in the end. Her titles can serve as a bit of bibliotherapy for those going through some of these life challenges.

Kath Gieraltowski – LILC 2

The Swag!

I would be remiss if I didn't comment on the giveaways at the Long Island Library Conference. Vendors were all too happy to press upon our outstretched hands items such as notepads, post-it notes, pens, pencils, umbrellas, travel sewing kits, lip balms, tote bags, candy, lunch kits and antibacterial spray. But by far my favorite giveaway was a pair of donut socks.



Elizabeth and I had a great time palling around together at the conference.

Kath Gieraltowski – LILC 3

Keynote Speaker: Ellen Jovin

Let's not forget lunch! Our luncheon was made most enjoyable listening to the tales of Ellen Jovin and her roving Grammar Table. She told us of how she has been setting up this table and answering grammar questions in just about every state in America. Who knew grammar could be so fun and popular?



Long Island Library Conference Report
Jen O'Connor
May 11, 2023

Thank you to the Board of Trustees, Janet and Nick for giving me the opportunity to attend the Long Island Library Conference. It was so great to finally attend a professional conference after several years of not being able to get together with colleagues in such a setting due to the Covid-19 pandemic.

Prior to the first session of the day, I visited some of the vendors and professional organization tables. I was also able to network with librarians I know as well as one of our contacts from the Parker Jewish Institute.

For Session 1, I decided to attend a program titled "Libraries versus Loneliness: Programs to Alleviate Social Isolation" which was presented by Tony Iovino of the Oceanside Library. He began with the statement that "Libraries save lives" and noted that health outcomes for people experiencing social isolation are poor. Being lonely can lead to or exacerbate certain health conditions both physical and mental. He stressed the idea that oftentimes when we speak to a patron at the library, it might be the only face to face interaction that person has that day. We should be mindful of that and respond accordingly. Sometimes a 5 minute chat makes a huge difference in someone's life and they will come to see the library as a lifeline. The Covid pandemic made social isolation more prevalent and really caused libraries to acknowledge our role in alleviating that for people. He then went on to describe the many programs that Oceanside is doing for adult patrons that experience loneliness. Game nights, movie discussions, conversation groups, meditation and health programs are just some of the offerings that are popular with Oceanside's patrons. A few programs especially piqued my interest. The first is called Dine Around. The library registers about 12 people to go out to lunch with a staff member at a local restaurant. The patrons are responsible for their own check. The library pays for the staff member. The idea is that patrons will discover a new restaurant and have casual conversations with new friends. The business benefits with new customers and hopefully word of mouth recommendations and the library benefits with a new partnership with the local business. The second program is also very simple (and also includes food!). Coffee and Bagels with the Director (or another staff member) occurs in the library on a weekday morning and the lobby is set up with coffee and bagels and people stop by to speak with the director very informally. It's like an open house but with food which gets people in the door and stopping to chat. Sounds very simple but Mr. Iovino noted how welcoming it is to have someone from administration greeting patrons for a morning every once in a while. Finally, the TED Talk discussion group sounds really interesting. Basically, patrons watch a short TED Talk and then a staff member facilitates discussion on that topic...a very simple program with the aim to get people together and talking. Combating social isolation aligns with our sustainability values of supporting strong communities so I was inspired to make some of these programs happen in the future.

My choice for Session 2 was the author talk by children's author Gordon Korman. Although I am an adult services librarian, I specialized in youth services in library school. I also have loved Mr. Korman's books since I was a child. I couldn't pass up the opportunity to hear him speak and meet him. He was a great speaker who told us about his writing journey (published his first book at age 14) and how he has just finished writing his 101st book. He has had an amazing career connecting with middle grade readers through his humorous fiction with relatable characters and everyday situations. He was funny and the whole hour and a half was very nostalgic. I also bought his book and was able to get it signed for my brother and nephew who are superfans. Mr. Korman was very personable and has a great love for libraries.

The keynote speaker, Ellen Jovin, was entertaining and I reserved her book to read after hearing her speak about her project as a "roving grammarian," but the highlight of the day was presenting at Session 3 with my colleagues and members of the SHPL WOW team. It was my first time presenting at a conference and I did not know what to expect. I knew we were prepared as we had revised and practiced multiple times in the weeks leading up to the conference. I didn't expect the response that we got! The room was packed and we were able to get through our program in time and answer a couple of questions. People seemed to be very engaged and we had some comments afterwards that indicated it was a helpful and interesting program. We are so excited that people found our way of approaching outreach helpful. The best news is that after the conference, we found out that our presentation was accepted to the Association of Bookmobile and Outreach Services conference in October. We can't wait to share with a wider audience.

It was a great experience to attend the Long Island Library Conference to learn more about the work we do and how to apply it to benefit the community in South Huntington. Thank you.

To: The Library Board of Trustees

From: Jennifer Conlon Griffing

Re: Long Island Library Conference

Date: May 11, 2023

Thank you for the opportunity to attend the Long Island Library Conference on Thursday, May 11, 2023

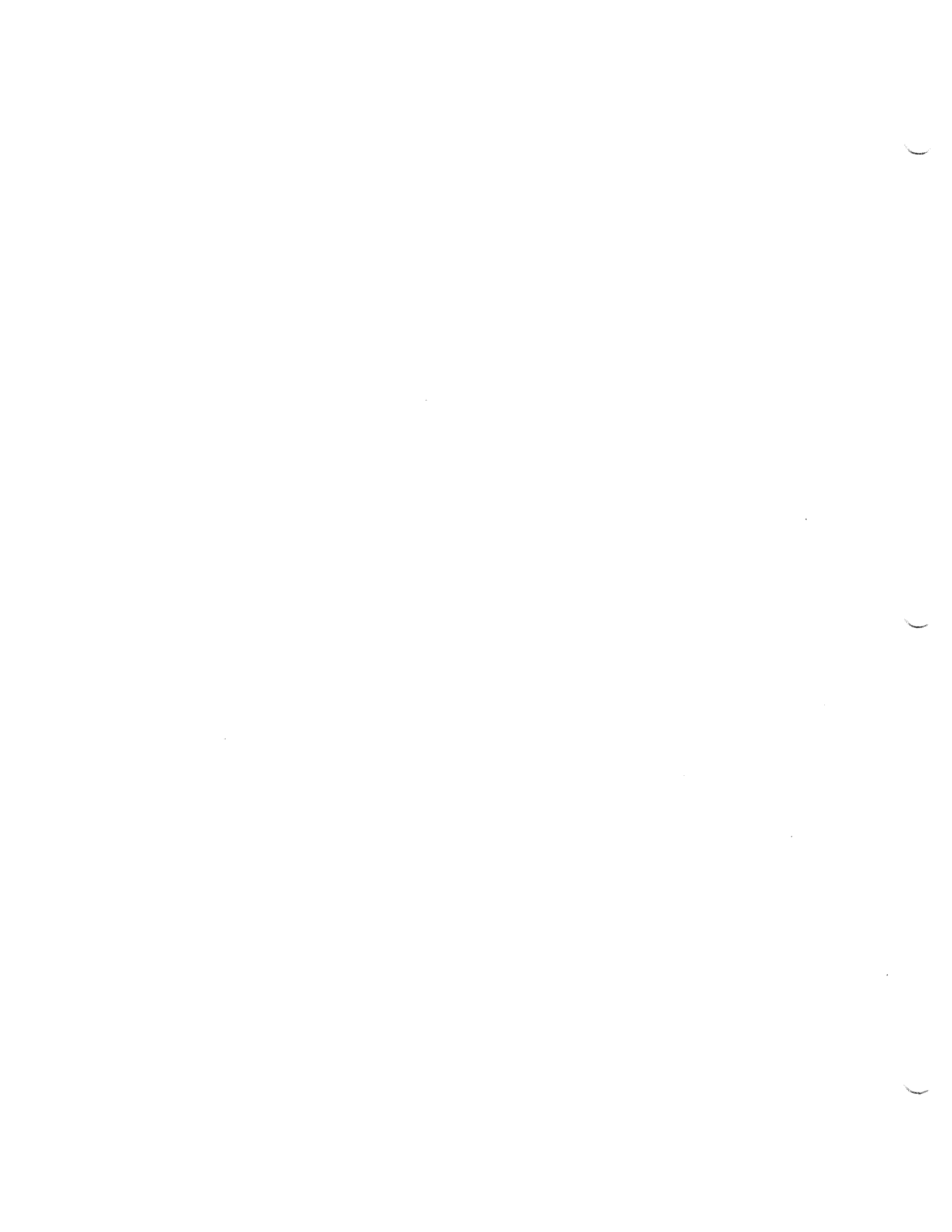
The first program I attended was *A Vision of Technology in Libraries for 2023 and Beyond*. The speakers, Alison Mirabella, James Hutter, Nick Tanzi and Chris DeCristofaro are all technology savvy library professionals. They went over a variety emerging trends that are occurring in libraries. AI, makerspaces, the digital divide, games and gadgets lending, security and digital privacy, and virtual and augmented reality were some of the topics that were covered. What the reality was of this presentation is that these trends are constantly evolving and should continue to be on our radar for the future.

The second program I attended was *Teens and Mental Health*. The speaker, Robyn Berger-Gaston from the Family Service League of Long Island spoke about the current issues especially since COVID that teens are dealing with in our world. Information about DASH, the 24/7 mental health urgent care facility, suicide awareness and signs, anxiety, depression and top stressors were covered. She also spoke extensively about erasing the stigma of mental health and how libraries are stepping forward with this by having social workers available for patrons on a walk-in basis.

The BEST awards for Suffolk and Nassau Counties were presented as was the LDA Award for Excellence in Library Achievement. Keynote Speaker Ellen Jovin, an internationally-acclaimed grammar and language expert, spoke about her travels across the United States with her grammar table.

The third and final program I presented with my colleagues, *WOW your Community*. We spoke about our journey from before COVID to present day of forming a committee for outreach at the South Huntington Public Library. What I found beneficial with us presenting at Long Island Library Conference is by organizing all of our facets, children's, young adult, Spanish services, adult, it not only showed us what we had accomplished in our time, but also where our focus should be looking towards the future. I also learned to appreciate the work my colleagues had done to work towards our common goal: to reach out to our community.

Thank you again for the opportunity to attend this year's conference. I always appreciate being able to further educate myself to better serve the South Huntington community.



Dear Library Board,

I would like to express my sincere appreciation for allowing me to attend the Long Island Library Conference on Thursday, May 11, 2023. The experience was truly invaluable and I gained so much knowledge and inspiration that I can bring back to our own library.

One of the highlights of the Conference was the opportunity to attend multiple discussions and presentations, all of which were highly informative and relevant to our work. I attended three outstanding programs: "A Vision of Technology in Libraries for 2023 and Beyond," "Gordon Korman Hits 100... Books, That Is!," and "Tackling Tough Topics: The Importance of Visibility in Middle Grade Literature."

At first glance these programs seemed to be about very different subjects, but I realized that they all had some similar themes. For instance, during the "Technology" program, Nick Tanzi from SHPL and other presenters talked about how libraries can use Artificial Intelligence (AI) to enhance their services. They explained how helpful AI can be as a teaching tool and for increasing productivity.

The subject of AI was also brought up during Gordon Korman's speech. Korman's latest book, The Superteacher Project, follows a teacher named Mr. Aidact who initially seems too perfect to be true. However, it's soon discovered that Mr. Aidact is a robot – an Artificially Intelligent Designated Android Classroom Teacher. Korman, who said the theme of his books is "lighten up" and noted that humorous books are often undervalued in schools, has a talent for presenting topics of current interest in a way that will appeal to kids. Today's middle schoolers will never remember a world without AI, and The Superteacher Project is a great way to make them think about the positives and negatives of AI.

The final presentation, "Tackling Tough Topics," was presented by author Barbara Dee. Dee writes realistic fiction that addresses tough topics in a way that's appropriate for middle schoolers. Like Korman, Dee also believes in using humor as a way to connect with her readers. She noted that just because a book is about a serious subject doesn't mean that it can't be funny.

During the break, Ellen Jovin's keynote address was very interesting. As a renowned grammar and language expert, Ellen had us laughing with her entertaining and informative stories from her "Roving Grammarian" travels. She even challenged our knowledge with word quizzes that kept us all engaged while we enjoyed a delicious lunch. The lunch break was also a great time to catch up with my SHPL co-workers and hear about the different presentations they had attended.

I am very grateful that I was able to attend this year's conference. I had the pleasure of meeting and networking with many other librarians and professionals in the field. I was happy to spend time outside of the library with my SHPL coworkers, and I was glad to re-connect with past colleagues and friends whom I had not seen since before the pandemic. Overall, I feel that my attendance at the conference has contributed significantly to my professional development, and has given me fresh ideas for what is possible in our library.

Thank you again for allowing me this opportunity. I look forward to sharing what I have learned with our staff.

Best regards,

Elizabeth Klein
Young Adult Librarian



TO: Janet Scherer
FROM: Michael Bartolomeo
SUBJECT: LILC 2023 Report

Thank you for the opportunity to attend the 2023 Long Island Library Conference. Please find below a summary of some of the programs I attended that I believed warranted mention.

A Vision of Technology in Libraries for 2023 and Beyond

Alison Mirabella, James Hutter, Nick Tanzi, and Chris DeCristofaro discussed the current state of technology in libraries and what things to anticipate in the future. Artificial intelligence, being the current trending tech topic, has as many questions as it does answers. It will be interesting to see how that technology develops and how libraries can leverage it for workplace productivity and improving the patron experience. Things like customer service chatbots and using reading history to make suggestions are potentially useful future applications. Of course, questions about privacy and accuracy of results remain.

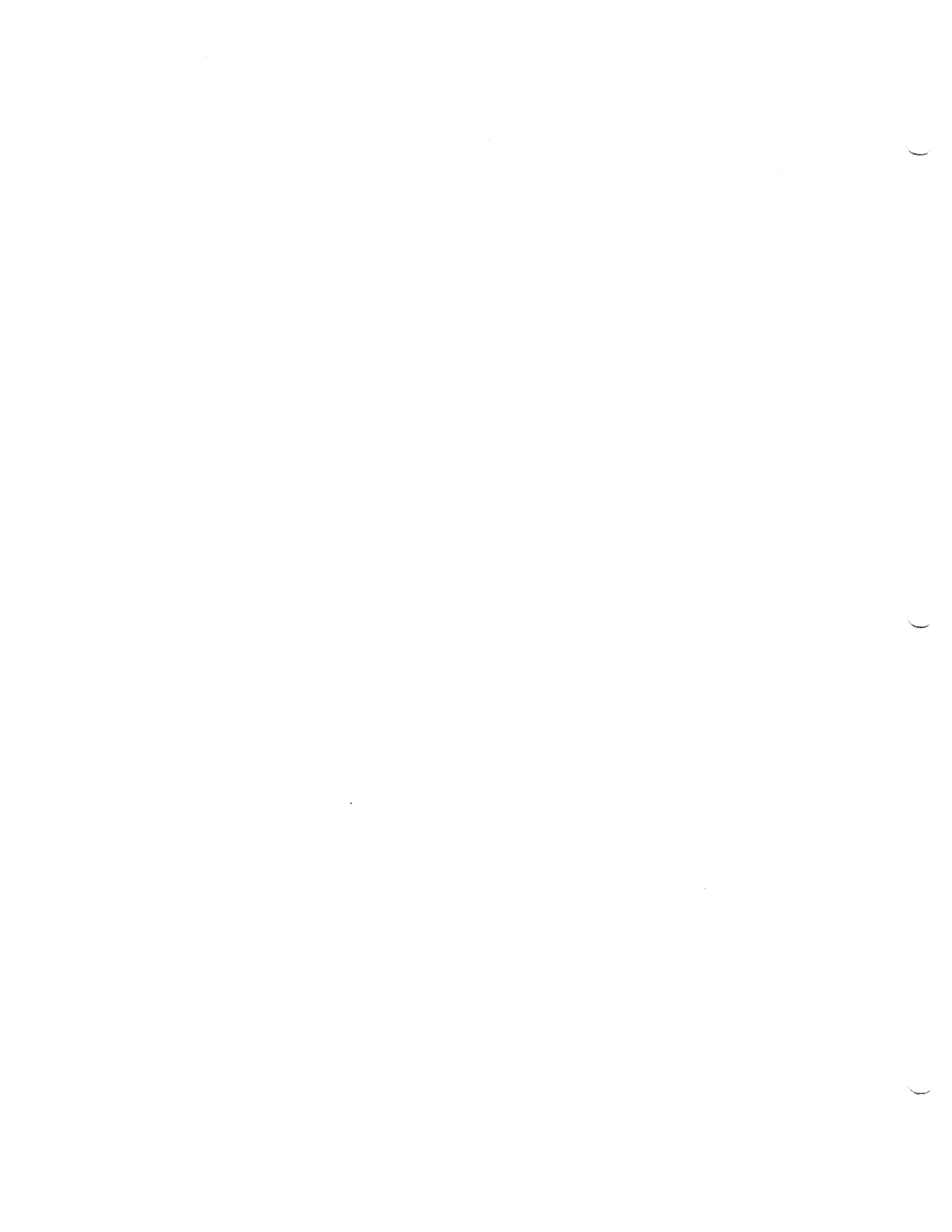
Keynote Address: The Roving Grammarian

Ellen Jovin is known as the “Roving Grammarian” who travels across the country, visiting small towns and libraries with her grammar table where people can discuss or ask questions about grammar. It was surprising to hear how interested people were in talking about or learning about grammar, especially across age groups. Apparently the Oxford comma really is a divisive topic even outside of academia. It would be interesting to see if there is interest here amongst the staff and/or patrons for grammar-related programs.

WOW Your Community

This was the program held by the SHPL WOW Team during which we discussed how we formed, how we work together, and what we do. Everybody on the panel did wonderful. The program was well received by attendees with several approaching me after the program to tell me that they enjoyed it and will bring back ideas to their libraries.

Regards,
Michael Bartolomeo



45th Annual Long Island Library Conference

May 11, 2023 – *Reunited*

Board Report

By Martha Kahn

I would like to thank the SHPL Board of Trustees for their continued support in furthering the education of the Library staff by offering librarians the opportunity to attend the 45th Annual Long Island Library Conference.

Vision of Technology in Libraries for 2023 and Beyond

Speakers:

Alison Mirabella, Longwood Public Library
James Hutter, Port Washington Public Library
Nick Tanzi, South Huntington Public Library
Chris DeCristofaro, Sachem Public Library

Sponsored by: CATS/NCLA's Computers and Technology Committee.

Arranged by: James Hutter

This panel of library professionals who engage with technology in multiple roles as instructors, programmers, and library administrators gave an informative presentation on the key technologies and trends for 2023 and beyond. Nick along with fellow presenters did a great job!

The topics discussed:

- **Digital Divide**
 - One of the biggest divides was for the elderly.
 - Many people still don't understand the basics of technology or how to access it.
 - Many do not even have devices or Internet access.

- **How Do We Overcome the Physical Divide?**
 - Transition from Overdrive to Libby.
 - Print material is still the preference.
 - E-newsletter is a powerful tool.
 - E-Library cards are helpful.

- **How Will Advances in A.I. Impact Libraries in The Coming Years?**

- o A.I. can be an effective teaching tool.
 - o Chat GPT (Chat Generative Pre-Trained Transformer), an A.I. assistance tool that is helpful for crafting Emails.
 - o What does Ethical A.I. look like in the library?
 - o Need to determine ethical practices for use in the library.
- **Maker Spaces and Trends in 2023** - Maker Spaces, a place where informal, collaborative learning and discovery take place through hands-on creation, via use of any combination of art and technology.
 - o 3D scanners are a popular trend.
 - o Green Screen, well-liked by teens.
 - o Laser Engraver machines.
 - o Affinity, professional creative software.
 - o Adobe 8, PDF editor.
 - o Poster Printers are very popular.
 - o Cricut machines.
 - o Sewing machines are coming back.
 - o Sublimation Printer, (Epson EcoTank) a popular method of printing which aims at transferring a design from sublimation paper onto a piece of fabric or material.
 - o Take surveys of patrons to determine what they would like in the Maker Space.
 - o Maker Spaces bring people into the library.
 - o Need for instructional classes to support Maker Space technology.
- **What Games and Gadgets or Lending Programs.**
 - o Games & gadgets can be borrowed by patrons.
 - o Need programs to support products.
 - o WiFi hotspots are very popular – consider long-term lending.
 - o Video converters.
 - o Lawn games such as Giant Jenga and croquet sets.
 - o Video projectors and record players.
 - o Musical instruments, guitar lessons and lending.
 - o Portable batteries.
- **Virtual and Augmented Reality in 2023.**
 - o VR (Virtual Reality), the computer-generated simulation of a three-dimensional image or environment that can be interacted within a seemingly real or physical way by a person using special electronic

equipment, such as a helmet with a screen inside or gloves fitted with sensors.

- VR Facebook - Oculus makes a virtual reality headset which covers users' eyes and immerses them in a virtual environment that responds to their head movements. Facebook said its focus is on investing in the product for the future.
 - VRTality.org – technology that supports mental health.
 - WorkForce Developing - HVAC (Heating, Ventilation, and Air Conditioning).
- o AR (Augmented Reality), an interactive experience that enhances the real world with computer-generated perceptual information.
- Pokémon Go, where users are searching in their real-life neighborhoods for animated characters that pop up on their phone or tablet.
 - AR smart glasses are wearable computer-capable glasses that add extra information. Great for repair projects.

Gordon Korman Hits 100... Books, That Is!

Speaker: Gordon Karman

Arranged by: Meghan Fangmann

New York Times Bestselling author Gordon Korman, a Canadian American author of children's and young adult fiction books. Korman's books have sold more than 30 million copies worldwide over a career spanning four decades. Korman wrote his first book for an English assignment when he was twelve years old. His first book was published two years later at the age of fourteen. This began a prolific career as an author having more than 100 books published this year. From relatable coming-of-age stories to titles about misfits and mayhem at school, Gordon Korman's books explore important themes that continue to remain relevant to young adults today. Plus, they act as great tools to help middle-grade readers navigate complex experiences, such as managing friendships and struggles with fitting in.

Korman spoke on how the power of humor can help tell serious stories. He said, "kids read too many dead dog books like *Old Yeller*. A sense of humor is missing in children's literature," he went on to say. Korman even wrote a book titled *No More Dead Dogs*. His books are really popular with reluctant readers. Book 101, *The Superteacher Project* was just published this year.

WOW your Community

Speakers:

Georgina Rivas-Martinez, South Huntington Public Library
Michael Bartolomeo, South Huntington Public Library
Jennifer O'Connor, South Huntington Public Library
Lisa Esposito, South Huntington Public Library
Jennifer Conlon, South Huntington Public Library
Martha Kahn, South Huntington Public Library

Sponsored by: SCLA Multicultural Outreach Services and Information Committee of RASD

Arranged by: Amber Gagliardi, Georgina Rivas-Martinez, and Michael Bartolomeo

The Without Walls (WOW) Committee of South Huntington Public Library gave tips and strategies on how to form a successful interdepartmental outreach committee. The WOW Committee members who represent children's, young adult, Spanish services and adult departments shared examples of their outreach efforts. The committee's purpose is to meet people where they are.

As one of the presenters, I found this to be a wonderful experience representing the South Huntington Public Library and talking about how the WOW Committee has improved our overall outreach success tremendously by collaboration with each other to achieve a better outcome for our library community. Jen and I spoke about how we began our partnership with Sunrise of Huntington Assisted Senior Living and the many lessons we learned and how we overcame obstacles to create better programs for them that were truly successful.

An important part of what evolved by doing these programs was the strong relationship formed between Sunrise and South Huntington Public Library, bringing it full circle when they started to reciprocate by doing programs for us at our library. I also spoke about Homebound Services, the collecting and delivery of library material to patrons who are unable to get to the library. I mentioned the success we have had getting wonderful volunteers through ads in our Newsletter and how unnecessary and expensive it is for some libraries to mail homebound material to patrons. This service plays a critical role in the lives of seniors and people who would otherwise be underserved due to disabilities, illness, injury or advanced age.

TO: Board of Trustees, South Huntington Public Library
FROM: Sally Nikolis
DATE: June 7, 2023
RE: 2023 Long Island Library Conference

Thank you for the opportunity to attend the 2023 Long Island Library Conference on Thursday, May 11. It was both informative and very enjoyable.

The first session that I attended was called **Fun for All Ages: Library Comic-Cons**. *The program was sponsored by CLASC and was moderated by Erin Kanelos from Smithtown Library. The speakers included Rachel Cecchini from Smithtown Library, Alexander Cranshaw from Sayville Library, and Lauren Scottaline from East Islip Public Library.*

The speakers shared ingredients for the perfect library comic-con. They discussed the planning process, programs for all age groups, teen volunteer opportunities, and management ins and outs. The biggest takeaway was that a library comic-con needs to be a library-wide event that includes input from all departments in order to be successful. It requires planning committees and dedicated budgets, and all agreed that planning started a minimum of six months in advance. All three libraries run their events for a full day on a Saturday, make use of indoor and outdoor spaces, and hold events for adults, teens, and children. Both Smithtown and Sayville hold their events in early November.

The second session that I attended was called **Do Good with Data**. *The program was sponsored by NCLA Library Staff of Color and was presented by Diana Plunkett from the Brooklyn Public Library.*

The gist of this program was that libraries can make data-informed decisions at all levels. The presenter argued that making the same data available to everyone is a start. Next, she suggested layering in training staff on how to use data in their work and incorporate data into larger initiatives. Empowering front-line staff to make decisions by giving them access to data they can pair with their knowledge and experience helps them provide the services needed in their communities. Personally, I find statistics very helpful and would love to have ongoing programming statistics.

At lunch time, we listened to the Keynote Speaker, author, and “roving grammarian” Ellen Jovin. She is an internationally acclaimed grammar and language expert and author of four books on language, including 2022’s **Rebel with a Clause: Tales and Tips from a Roving Grammarian**. Ellen regaled us with a PowerPoint presentation and stories from her travels across the US with her Grammar Table. She shared funny anecdotes about the interactions at her table and how it functioned as an outlet for individuals to passionately express their points of view.

The third session that I attended was called **WOW Your Community**. *The program was sponsored by SCLA Multicultural Outreach Services and Information Committee of RASD. The speakers included South Huntington Public Library staff members Georgina Rivas-Martinez, Michael Bartolomeo, Jennifer O’Connor, Lisa Esposito, Jennifer Conlon, and Martha Kahn.*

The Without Walls (WOW) Committee was formed in the Summer of 2019 to engage with and provide outreach to the South Huntington community. The committee is a collaborative effort with representatives from several departments within the library. The speakers shared a PowerPoint presentation showing examples of their outreach efforts, as well as tips and strategies on how to form a successful interdepartmental outreach committee and organize programs and events designed to engage with all members of a library community. I attended to provide support to my fellow WOW committee members. They did a wonderful job!

Again, thank you for the opportunity to attend the 2023 Long Island Library Conference. It was incredibly stimulating and I have come back with many new ideas that I am excited to share with my co-workers in the Children's Department.

Respectfully,
Sally Nikolis

TO: Board of Trustees, South Huntington Public Library
FROM: Georgina Rivas-Martinez
DATE: May 11th, 2023
RE: LILC Conference

Thank you for the opportunity to attend the 2023 Long Island Library Conference held on Thursday, May 11th. I truly appreciate the library administration's and the Board's support of the participation of the WOW committee presentation as a panel presenter. It was both an informative and very enjoyable experience.

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

The Diversity, Equity, and Inclusion Toolbox

Presented by Kelly Harris, John Jermain Memorial Library, and Trina Reed, Levittown Public Library

This workshop was very timely for me as we have started an EDI committee at the library. Trina Reed and Kelly Harris spoke about the process to create the Diversity, Equity and Inclusion toolbox for libraries on Long Island and the number of library directors from across the counties who came together to work on this project. They mentioned how the toolkit is available and constantly gets updated. A large part of the presentation touched upon EDI training, and how it should be available for board members as well as staff, and if these training should be made mandatory or on a voluntary basis. Also, diverse recruitment and how libraries can try to build a diverse staff through internships, hiring minority high school students as pages etc. They touched upon their JEDI scholarship and how they needed to rename it based on some misrepresentation. Overall this session was very informative and relevant to our work today.

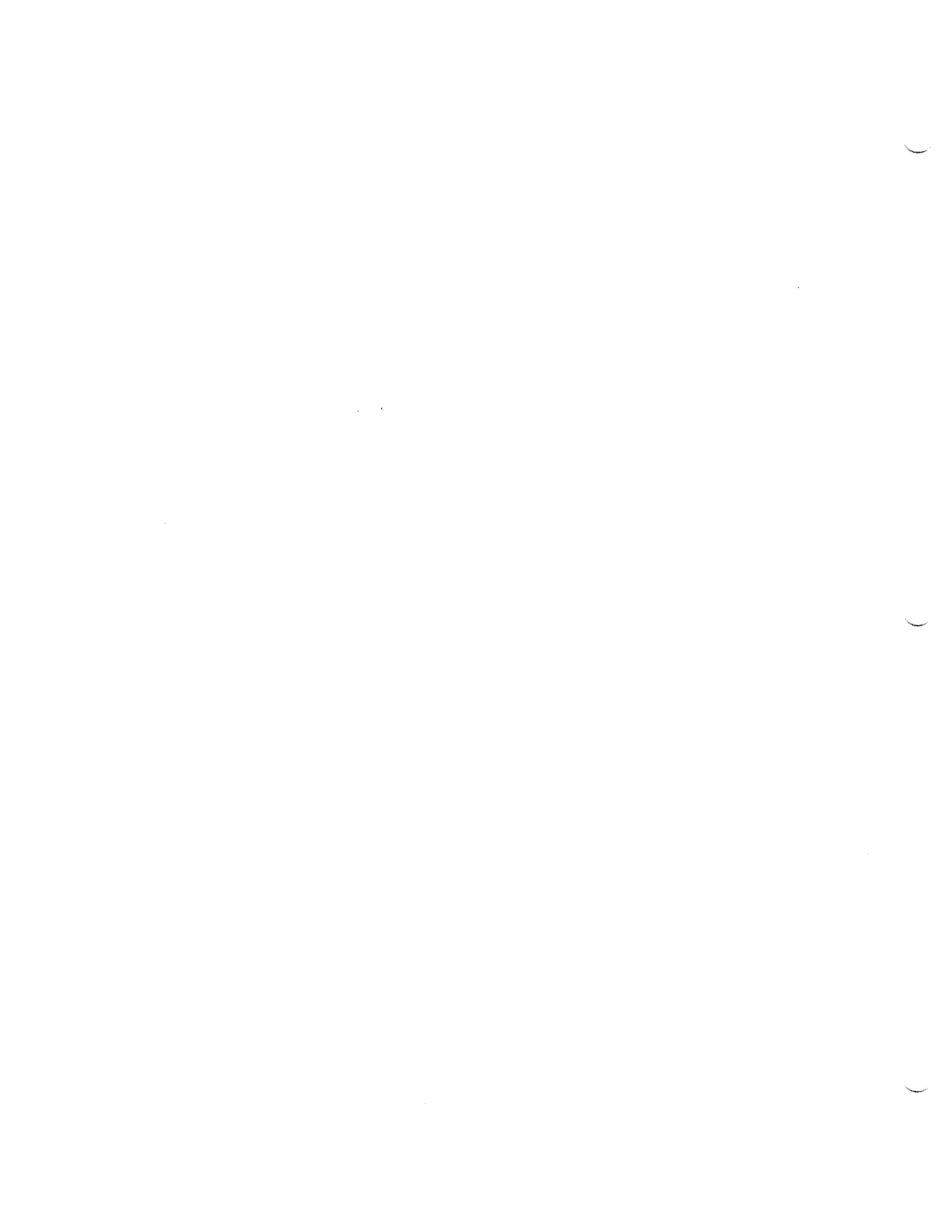
The Trauma of Library Work

*Amanda Fludd, Licensed Clinical Social Worker (LCSW-R)
Katusica Gray, LCSW-R*

This dynamic presentation was not what I expected, and it was extremely informative. Both presenters spoke about the toll that trauma can have on us as frontline workers. We not only have our own trauma but also patrons sometimes share their own experiences with us. They shared that there are different levels of trauma, direct, indirect, shared and more. Sometimes we assume that a patron is being difficult without knowing what they may be experiencing. This may cause miscommunication and stress for both parties involved. The presenters also gave us a talk about self-care and how its important for us as frontline workers to give ourselves that. From taking a 15 min break to using our PTO, and just doing something relaxing after work.

Thank you for the opportunity to attend the 2023 LILC. It was exciting to reunite with colleagues from Suffolk and Nassau.

Respectfully,
Georgina Rivas-Martinez



To: Board of Trustees

From: Beth Pereira

Date: June 12th, 2023

Re: Long Island Library Conference 2023 Board Report

First and foremost, I would like to thank the Board for affording me the opportunity to attend the 2023 Long Island Library Conference. As ever, I found it to be an educational and enlightening experience.

For the first program session of the day I attended "Why Nonfiction Picture Books are Essential", given by local author Selene Castrovilla and presented by NCLA Children's Service Division.

Ms. Castrovilla writes nonfiction picture books so she is a good candidate to speak on this topic. As well as sharing the story behind the creation of several of her books she explained why these books are necessary for every child's education. They provide understanding and clarity in an often confusing world.

The second program session I attended was entitled "Meet Long Island's Movers and Shakers", presented by the Long Island Library Conference committee. This inspiring program consisted of four different Long Island Librarians sharing their story on how they came up with ingenuitive, and in some cases award winning, innovations in libraries. While I don't feel their specific ideas would work at South Huntington I was inspired to pursue an idea I've had for our own library.

The current building is a beautiful space which is continually evolving to better meet the needs of our community. I feel the time has come to revitalize the study tables area in the Children's Room. I feel the space would be better utilized by adding comfortable and somewhat secluded reading spaces for our elementary aged children as well as study corrals with privacy screening

for kids who are doing schoolwork with their adults. I would also like to add more interactive features to the area like our giant light brite panels.

The guest speaker for the luncheon was Ellen Jovin, author of the book *Rebel With a Clause*. Ms. Jovin talked about her experiences as a grammar enthusiast who brought pop-up grammar table to spots all over the country. Her talk was very entertaining and provided the perfect complement to the lunch.

My third and final program was entitled "Who the Heck Were Henry Waldinger and Emma Clark?" presented by NCLA Constitution and Bylaws Committee. This program shared the stories of people who had libraries named after them, for example the John Jermain library, and how they came to be namesakes for these buildings. I feel it is important to know about local history, so I wanted to learn more about these people who lent their names to some of Long Island's libraries. As a history buff it was also simply interesting to hear this presentation.

Once again, I would like to thank the Board for allowing me the opportunity to attend the 2023 Long Island Library Conference.

Library Security

Information

We live in an ever-changing world where gun violence, mental health issues and homelessness is on the rise. While our maintenance department has been providing superior de facto security for the library, there has been an increase in patron incidents as well as staff and patron anxiety. This has, at times, caused disruption to the maintenance staff and their daily schedule. It seems prudent at this time, to hire a security firm as a consultant to offer a more focused security presence in the library during the hours we are open to the public.

Attached is a copy of the Securitas proposal. Their services would cost the library \$36.25 per hour which covers all benefits and insurance. Administration of the guards remains in the hands of Securitas with training, sick calls, etc. being done by them. The uniform would consist of slacks, long sleeve shirts and blazers with a nameplate logo. The guards would be unarmed.

A full overview of the services provided by Securitas is attached in their proposal to the library.

Recommendation

That the Board of Trustees authorizes the library director to execute a one-year contract with Securitas Security Services USA, Inc. to provide unarmed security guards to the library at a cost of \$36.25 per hour pending approval by the library's attorney.



Delivering World-Class Security Solutions

Security Program Solution For



Presented by:

Securitas Security Services USA, Inc.

Contact:

Jason Choi

Business Development Manager

500 Bi County Boulevard, Suite 110

Farmingdale, NY 11735

(516) 310-9659

jason.choi@securitasinc.com



May 4, 2023

Janet Scherer - Director
South Huntington Public Library
145 Pidgeon Hill Rd
Huntington Station, NY 11746

Dear Janet,

Thank you for providing Securitas USA the opportunity to present our proposal for Protective Security Services for the South Huntington Public Library. We have gathered the information from our phone call to build our response unique to your request and are pleased to deliver this proposal to you today. We look forward to the opportunity of creating a successful partnership with the South Huntington Public Library.

Securitas' knowledge and experience has enabled us to develop and execute programs that focus solely on the security and safety needs for the South Huntington Public Library, your patrons, employees, and visitors. Securitas will maintain a highly motivated, enthusiastic and customer service-oriented security force. Our management will continuously look for ways to create cost and operational efficiencies and provide expeditious management oversight.

If provided the opportunity, we are committed to being attentive and extremely responsive to your current and future needs as well as providing a stimulating and rewarding work environment for our employees. We have included material within our proposal that includes, but is not limited to:

- **Account Management**
- **Officer recruitment, training, benefits, and recognition**
- **Reporting, quality control and invoicing**
- **Guarding technology: SecuritasVision, proprietary On-Site Guard Management System and MySecuritas, our client portal. (Please note this system is included in our proposed hourly bill rate)**

Should Securitas be selected as the security provider, we respectfully reserve our right to negotiate terms and conditions and we look forward to working with you towards a mutually acceptable contract. Once again, on behalf of Securitas Security Services USA, Inc., we wish to express our thanks and appreciation for the opportunity to participate in providing our security proposal and look forward to your favorable response.

Sincerely,

Jason Choi
Business Development Manager



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Securitas USA on Long Island

Securitas has been in continuous operations for over 170 years in the US. The major companies that make up Securitas Security Services USA, Inc. were founded as Pinkerton's (1850) and Burns International Security Services (1909). Securitas USA maintains a current license to conduct Security Guard services and offer protective solutions in the state of New York. Due to our organizational structure and our local presence in New York State, our employees are aware of and adhere to all local security-licensing regulations in your area. They are specifically trained to deal with any issues in any setting where there is a high degree of interaction with the public.

Staffing and Management Capabilities

- Location: 500 Bi-County Blvd., Suite 110 Farmingdale, NY 11735
- District Managers: 2
- Total Farmingdale Clients: 33
- Total Employees: 315
 - 216 Full-Time
 - 99 Part-Time
- Average Tenure of Officers: 4.9 years

New York State Coverage

Our New York State offices are located in Manhattan, Albany, Farmingdale, Johnson City, Rochester, Syracuse, Tonawanda, Utica, and White Plains. Each local New York office is led by our Area Vice President. Each district office consists of a District Manager and their respective support teams which include Operations support staff, Human Resources staff, and Training Specialists.

Long Island Area Coverage

Our local Farmingdale office currently staffs 315 employees, of which 216 are full-time and 99 are part-time. The area annualized retention rate is 77.1%. The Farmingdale area has a Mobile Patrol Division that currently operates Monday through Friday with 24 hours coverage on the weekends. They are responsible for alarm response and site inspection for various clients. The Farmingdale area's current portfolio of 33 clients consists of Transportation, Healthcare, Education, Hotel/Hospitality, Pharmaceutical, High-Rise, Commercial Residential, Retail, Construction, Financial, and Strike Details. Additionally, the Farmingdale team specializes in Special Events such as corporate meetings and seminars, conventions, sporting events, and commencements.

New York Hiring Centers

Below is a sample list of our hiring center capabilities:

- Recruitment: 8 Step Selection Process
- Drug Screening
- Background Verification
- Fingerprinting Services
- E-Verify Work Authorization
- Uniform Services



An Average week consists of:

- Applicant interviews
- Applicants requiring fingerprinting services
- Officer uniform fittings
- Officer certification trainings

New York Training Centers

- NYS Department of Criminal Justice Services licensed training school
- New York School Staff:
 - Region Director of Training and Development
 - Security Guard General Topics Instructors provide Initial and Refresher Training
 - Co-Directors facilitate Administrative Function



Protective Service Offerings

Our goal is to drive efficiencies within a client's security program and offer solutions. Protective Services include On-site Guarding, Mobile Guarding, Remote Guarding, Electronic Security, Fire & Safety, and Corporate Risk Management. All are offered by one company, Securitas, with a single point of contact.



On-site Guarding

We know that every business environment has different security needs, which is why we have leveraged our knowledge and expertise to develop a variety of guarding functions to meet your requirements. After performing a Risk Assessment, we recommend services that best fit your situation. These include:

- Reception/concierge services
- Console operations
- Special event guarding
- Fire patrol and equipment checks
- Alarm and emergency response
- Facilities badging and identification services
- Transportation and parking coordination services
- Customized and site-specific security functions

Through **MySecuritas**, you can have full visibility and control over your security program. This is your window to view your site's security, at any time of the day or night. **SecuritasVision** saves time and confirms compliance of your security operations, policies and best practices, as well as improving communication and officer accountability.

Mobile Guarding

Mobile Guarding allows sites of all sizes to have access to world-class protection, high-caliber officers and advanced technologies that make Securitas the knowledge leader in security.

Mobile Guarding Officers - Specially-trained, vigilant and helpful officers check-in at random but regimented times to fulfill post orders, inspect the property and assist staff as necessary.

Alarm Response - Mobile Guarding officers can respond to alarms and react with the appropriate response required by the situation.

Remote Guarding

When you have Remote Guarding managed by Securitas, we act on incidents in real-time and can deter trouble before it happens. The combination of smart technology and our security expertise creates unprecedented efficiency to help protect your facility 24/7.

Real-time security programs are achieved when video cameras, video analytics, monitoring centers and security officers work together as one integrated force. Potential threats are spotted by cameras and automatically analyzed based on predefined criteria. When necessary, an operator is alerted who then takes immediate action to prevent or minimize damage. We continually identify areas for creating efficiencies both in preventing incidents and lowering resource demand.

Alarm Verification - Gives you the shortest possible response time when an incident occurs. Cameras will scan your premises and parking lots for unauthorized activity and potential threats, advise status and deliver an audible message that security is monitoring in real-time.

Remote Employee Escort - Utilizes live video surveillance with audio notification to provide a safe environment as employees arrive and depart the area. In other situations, we can monitor visitors who have access to a building and follow their progress throughout the building.



Remote Entry/Exit Management - Provides on-demand processing of employees and contract workers who require access to your facility. We can verify their identity, confirm authorization for entry/exit, track and record activity and report any exceptions.

Remote Perimeter Protection – Leverages customized intelligent video analytics for each unique location to recognize potential threats and alert operators the moment there is suspicious activity.



Electronic Security

The advantage of working with Securitas is that you will have one point of contact for the design, installation and service of your equipment. Securitas gives you state-of-the-art security in innovative and cost-effective packages. Securitas Electronic Security Solutions provides a simple approach to your security system needs. We can:

- Help you understand how to best utilize your current system
- Update outdated or broken parts of the system
- Replace the system with a more efficient and effective design

Our engineers can provide expertise in Access Control, Video Security Solutions, Design and Installation, and Maintenance.

Our Technology Service Centers (TSCs) are the hub of our technology activity. While technicians and service managers are deployed and ready to work across the country, the TSCs coordinate the activity to help provide quick action.



Fire & Safety

We will work with you to develop a fire service plan to meet the specific needs of your facility. Certain industries that Securitas protects, such as the petrochemical, aerospace/defense, and energy industries, are more prone to fire hazards at their facilities. To strengthen our supportive relationship with these industries, we developed a specialized group to expertly fight fires, handle hazardous materials scenarios, and mitigate fire hazards that may threaten business operations.

Through Securitas Critical Infrastructure Services (SCIS), we bring you experience in assessing your facility and possible scenarios to find cost-effective ways to enhance the overall fire service program.

Incident Response:

- Fire suppression
- Emergency medical response
- Rescue operations
- Arson investigation
- Confined space operations

Fire Prevention:

- Pre-development/fire pre-plans
- Uniform fire code enforcement
- Life safety code enforcement
- Public education programs



Corporate Risk Management

Over 150 years, the Pinkerton name has evoked memories of America's first detective agency and the man who founded it - Allan Pinkerton. His legacy continues to this day with a force of Pinkerton investigators and security specialists who maintain the same reputable dedication and commitment to helping protect clients and their assets worldwide.

Pinkerton's tradition of excellence continues with the experience you can trust, and the integrity you can rely on which as a respected leader in the security consulting and investigation practice. Pinkerton offers organizations comprehensive security services, a consultative approach to identifying risks and the professional expertise to partner in effective solutions. With



offices located in North America, Latin America, Europe and Asia, you can depend on an organization with a rich history and a dynamic future. Services include:

- Security consulting
- Computer forensics
- Executive protection
- Corporate investigations
- Electronic discovery
- Crisis management

Integrated Guarding

We continually seek methods to meet each client's unique security requirements while keeping the client's business goals and budget in mind. We are dedicated to using our resources and experience to create security solutions that address the rising costs of the security profession.

Securitas Integrated Guarding balances the expertise and innovation of two or more core security services — On-site Guarding, Remote Guarding, Mobile Guarding and Electronic Security— to cater optimal protection to your organization and unique security needs.

Securitas' strong focus and commitment to Integrated Guarding solutions are demonstrated by our on-going investment in the growth and capabilities of our technology services and solutions support team. Through our coast-to-coast footprint, Securitas and its affiliates can offer an all-inclusive approach, and provide not just the officers and the technology, but a flexible security plan to handle all aspects of your organization's security objectives.

The benefits of Integrated Guarding include:

- Cost efficiencies without compromising your security program
- Flexibility with customized security solutions
- A single provider for all your security services



Value Added Features

Securitas Risk Assessment

We have the knowledge and expertise to provide the most cost-effective security solution whether it be manpower, technology, or a combination of each. Our goal is to establish Securitas as the Knowledge Leader at the point of sale and become the single provider for all services. The initial step in the Client Development Plan is the Securitas Risk Assessment.



The Securitas Risk Assessment helps to identify unique security concerns. This assists with providing full transparency in all aspects of security and supports customized recommendations for effective security enhancements to help reduce risk.

The Securitas Risk Assessment starts with a detailed analysis of the client site or sites to identify unique vulnerabilities. Information gathered during the Risk Assessment supports recommendations of effective security enhancements that help reduce risk and liability, improving crisis preparation. This information is then used to prioritize risks and develop customized, data-driven security solutions.

We gain insight as to where our clients may have concerns and improve upon their security operations and procedures. The Securitas Risk Assessment allows for:

- A shift in focus from service replacement to service enhancement
- Recommendations that more effectively assist with reducing risk and liability
- Increased client satisfaction
- Full transparency to all aspects of the security operation
- Demonstrations of our core value of Integrity

The SRA initiates data-driven decisions to maximize efficiencies. The SRA is the initial step in the Client Development Plan and should subsequently be conducted on an annual basis as a routine part of basic Security Operations assessments and Crisis Management Planning.

Flexible and Portable



The tool is available in web- and mobile-based versions. It can be accessed via the web or through an iOS (version 9.3.5 or higher) app for iPads that allows it to be conducted with or without a wireless connection, eliminating the possibility of latency issues. The saved or completed SRA can easily be synced to the database for printing or exporting purposes.

The findings are recorded in a formal document that can be shared with and utilized by our client to collaborate in the daily service needs and Crisis Management Planning.

Additional highlights of the SRA include the following:

- The simplified format reduces manual data entry
- It fine-tunes our focus on service enhancement and planning
- The final report assigns vulnerability ratings based on data from the assessment
- Photos and notes can be included to highlight important information

Partnership with Law Enforcement

Securitas works to support local law enforcement in a variety of ways. Much of this takes the form of education, information sharing and helping to build resilience in police departments based on private sector experiences. In addition, each District Manager establishes contact and develops a relationship with the local law enforcement agencies with the municipalities of his/her portfolio area. Oftentimes, through our clients' emergency drills additional relationships are built with other emergency services such as Fire Departments and EMS organizations. These best practices are then shared with our clients.



Department of Homeland Security SAFETY Act Designation



After an extensive review by the Department of Homeland Security (DHS) of the service standards adopted and followed by Securitas Security Services USA, the DHS awarded Securitas and certain of its affiliates, Designation from the DHS on September 29, 2020, with an expiration date of September 30, 2025.

Congress passed the Support Anti-terrorism by Fostering Effective Technologies Act (SAFETY Act) as part of the Homeland Security Act of 2002 to encourage the development of anti-terrorism products and services by limiting liability from claims brought as a result of a DHS-designated terrorist attack where approved anti-terror technology or services are deployed.

Briefly, here is what this protection means to our valued customers, this protection applies to a wide range of technologies, including products, services, software and other forms of intellectual property that are designed or modified to identify, detect, deter, respond to, or otherwise mitigate the impact or harm arising from an Act of Terrorism. In our case, the Technology is a suite of security services that includes: Armed and unarmed security officers; security assessments; access control devices and closed-circuit television systems; screening of individuals and their belongings; emergency medical response; operation of security console equipment; and, dispatch of response personnel to alarms. The Technology also includes internal audit and review; hiring vetting, and training of personnel; and quality control and oversight.

When applicable, the SAFETY Act should extend protection to all parties in the supply chain, including all of Securitas USA's government and private sector customers and subcontractors.

For more information about the Department of Homeland Security and the SAFETY Act, visit <https://www.safetyact.gov/>

National Communications Center (NCC)

Securitas has a state-of-the-art National Communications Center (NCC) in Charlotte, NC. Operating 24 hours a day, seven days a week, the NCC provides after-hours telephone support and alarm response functions for Securitas, manages the company's Post Confirmation System (PoCo), and acts as a single point of contact for our Security Response Services.

The NCC is staffed by well-trained operators who are employees of Securitas. The center is assured of continuous operation through its own uninterrupted power supply, back-up diesel electric generation, multiple telecommunication providers, and redundant database servers. Additionally, there is a full-capability disaster recovery hot site available for emergencies, so the NCC should always be available and online.



The NCC is equipped with cutting-edge telephone and computer technology that helps calls be placed in proper priority queues and handled in accordance with operating procedures. All NCC activities conform to published service levels and are documented in a permanent database. Securitas district offices receive computer-generated detail of NCC activities on a daily and weekly basis. All calls are recorded and stored for one year. Recorded calls are available for individual review and can be sent via email as WAV files.

In addition, the NCC staffs to meet a service level goal of answering 85% of all calls in 30 seconds or less. 2020 performance statistics for the NCC show that this service level has been exceeded, with 75% of all calls answered in 10 seconds or less, and an average answer of 27 seconds.

Call volume is monitored on a daily basis to help ensure adequate staffing to achieve our service level goals. Staff headcount is based on projected call volumes for each 30-minute interval of a day and adjusted accordingly.

Full Spectrum of Security Service Offerings

Our goal is to drive efficiencies within a client's security program and offer solutions. Protective Services include On-site Guarding, Mobile Guarding, Remote Guarding, Electronic Security, Fire & Safety, and Corporate Risk Management. All are offered by one company, Securitas, with a single point of contact. Additional information on our Protective Services offerings can be found in the Company History and Organization section of this proposal response.



Diversity and Inclusion



Forbes partnered with market research company Statista to survey 50,000 American workers at companies employing more than 1,000 people. The final list includes the 500 employers that received the most recommendations and have the most diverse boards and executive ranks. The chosen companies also have proactive diversity and inclusion initiatives in place.

On June 9th, 2021 Securitas was recognized in Forbes Magazine, as one of the Top 500 diverse companies. The Forbes list includes the 500 employers with the most diverse workforce in America, including the most diverse boards and executives. The chosen companies also have proactive diversity and inclusion initiatives in place. We are the only company in our sector to achieve this distinction.

Securitas works diligently to fulfill a diverse workforce. Diversity in people, gender, age, ethnicity or otherwise, but furthermore diversity of thought. Securitas creates a culture that gives employees the opportunity to reach their full potential personally and professionally. More than 60% of Securitas employees come from diverse populations. This achievement represents our commitment and unwavering effort to hire and retain multicultural talent throughout the company. People have always been and will continue to be the foundation of our company and we are happy with the progress we have made to ensure diverse representation at all levels.

"Diversity and inclusion are more than programs to us. Building and sustaining an inclusive workforce and culture is integral to everything we do as a company. We are extremely proud to make the Forbes Top 500 Diverse Companies list but know there is always more work to be done – and we are committed to continuing to make progress at all levels of the organization"

- Securitas President and CEO, North American Guarding, Greg Anderson

This accomplishment exemplifies our ability to live our purpose in everything we do and speaks to our first value, integrity. It also demonstrates that our proactive approach makes a difference, and inspires us as we continue our efforts to become a truly diverse and inclusive company. There's always more work to be done, and we're proud of Securitas Security Services North America for leading the way.

Business Resource Groups

At Securitas USA, we strive to create a diverse and inclusive culture that gives employees the opportunity to reach their full potential, both personally and professionally. It is important that our employees feel that Securitas is a safe and welcoming environment where all employees, clients and communities can thrive and [see a different world](#).

In the first quarter of 2021, Securitas announced its Diversity, Equity, and Inclusion initiative. Securitas' Business Resource Groups (BRG) are the first steps toward action. Known by a variety of names, BRGs are voluntary, employee-led networks of individuals who share common characteristics, interests or passions.

The initial Business Resource Groups include: Asian/Pacific Islander, Black, Latinx, LGBTQ+, and Women

BRGs can help employees engage with like-minded colleagues where they can connect, provide and receive support and, ultimately, make new connections to help drive positive career and business growth. Through BRGs, Securitas can shine a light on the very diverse backgrounds of our employees and continue to see a different world.

Each BRG has a champion who will co-lead the group along with the Executive Committee sponsor and play a significant role in driving the group's agenda. BRGs support Securitas' commitment to fostering a diverse and inclusive work environment by:

- Building community inside and outside of the organization.
- Advocating for and sponsoring underrepresented and non-dominant groups.
- Supporting talent attraction and development.
- Raising awareness around group challenges and program opportunities/resources.

Key Differentiators

Securitas relies on key differentiators that help define our stance within the industry and demonstrate how our ideology helps us provide services that elevate security for clients. These key differentiators are listed below.



Stability: Securitas has a singular focus on the client and employee value proposition and the stability and resources to invest in agile talent, systems and innovation that elevate the security operation.

Focus on Clients: Securitas ensures unrivaled client partnerships and service delivery through empowered, hands-on local management that spends more time with clients, understands their businesses more intimately and directs their officers and operations more actively in the field.

Transformation: Through a multiyear, multimillion-dollar investment in transformation, Securitas has created the industry's most advanced infrastructure and digitized processes to elevate the officer and client experience. Our digital transformation enables more meaningful officer connections and engagement; more dynamic, data-driven insight; and enhanced visibility to the security operation to empower clients and improve transparency.

Innovation: Securitas is raising the bar for innovation, accelerating our progress in delivering powerful, best-in-class solutions that augment security programs and enable clients to mitigate risk, no matter how it continues to evolve.

Talent: Securitas has reshaped the way we recruit, support and retain talent to create a more connected, meaningful experience for employees while bringing clients more engaged teams, expertise that better matches their needs and a more diverse workforce.

Specialization: Securitas brings specialized expertise to key verticals—like data centers, manufacturing and health and consumables—for a higher level of client support through industry-specific experts, processes, benchmarking, best practices, knowledge management and compliance.

Six Pillars: Securitas delivers single-source, one-contract, full-spectrum security and is the only provider that can deliver security expertise and solutions across the Six Pillars of Protective Services.

Culture: Securitas has created a dynamic, nimble culture that inspires collaboration, responsiveness, resilience and an unwavering commitment to enabling officer and client success.

Community Impact: Securitas brings to life our core values of Integrity, Helpfulness and Vigilance through our Securitas North American Foundation, diverse national nonprofit partnerships and four powerful programs for creating sustainable communities, including a first-of-its-kind partnership with the National Center for Missing and Exploited Children, Uniting for Community Impact, the Securitas Emergency Relief Fund and our employee-driven Purpose Committee.

Pricing: Our inclusive, transparent pricing fosters trust and ensures Securitas clients have full visibility—from day one—to their security investment.

Securitas USA provides its clients with the following benefits as their security service supplier:

- A client-focused organizational model with a specialized, local focus.
- The focus and responsiveness of nearly 400 district managers throughout the U.S. and approximately 90,000 security officers in North America.
- A single source of management contact at the local, regional, and national levels.
- Each single source of contact is available 24 hours a day, 7 days a week. In addition, the National Communications Center is also available 24/7.
- A corporate commitment to lead our industry by establishing consistent, professional standards; fostering pride in work; ensuring opportunities for advancement; providing a "Living Wage" for our security officers; and building self-esteem in the security profession.
- A pricing model based upon competitive employee wages and benefits.
- Our eight-step employment screening process goes well beyond the industry norm, allowing us to employ thoroughly screened security personnel. Our process identifies candidates who possess those traits we believe are critical to both of our organizations, such as honesty, integrity and a strong customer service orientation suited to the culture and operating environment.
- Cooperation with Client's management in defining specific goals and metrics for quality improvement that will be supported by all of Securitas USA's management personnel.
- Standardization in security operations.
- Resilient, secure and highly available cloud enabled technology platforms supporting consistency and high-quality delivery of our security services.



- Technology-driven processes available to the security personnel assigned to the client to increase overall effectiveness and productivity.
- The identification and implementation of processes to enhance security value and effectiveness and reduce security expenditures.
- Integrated Guarding balances the expertise and innovation of two or more core security services – On-site, Remote and Mobile Guarding and Electronic Security- to provide optimal protection to your organization and unique security needs.
- Securitas Talent Development helps to develop all employees and leaders within Securitas USA by providing learning opportunities on-the job, instructor led training (virtual and in-person) and online training through our our online education platform, TalentED.
- Assurance that all issues will be resolved in a timely and effective manner.
- Direction, support and expertise from key management personnel within the Securitas USA corporate structure.
- Service quality measurements using Client Service Plans and Service Enhancement Plans.
- The financial stability of the world's largest security company with over \$11 billion in revenue.



Guard Management Tools

Securitas is committed to empowering our clients with the knowledge they need to be secure. Securitas managers will work with you to help customize a security solution by utilizing a combination of technology tools to give your facility a modern security program.

MySecuritas (Client Portal)

Through MySecuritas, you can have full visibility and control over your security program. MySecuritas is your window to view your site's security, at any time of the day or night.

- **People:** Schedule visibility, see at a glance the officers who are scheduled to be on duty.
- **Procedures:** Real-time access to post orders, incident tracking, tour information and more.
- **Tools:** Remote access to the technology utilized at your site.
- **Training:** Monitor officer training details and progress.
- **Feedback:** Monitor ongoing performance against Service Plan goals and defined KPIs.

Key Benefits of MySecuritas

- Easily customizable and scalable features.
- Real-time data collection, analysis, trends and metrics capabilities allow for continuous performance improvement.
- An eco-friendly solution that eliminates the need for paper.
- Customized smart-tours with reliable NFC token technology.
- Detailed reports and statistics to help mitigate risk through incident and trend analysis.
- Alert notifications when tours are late and smart monitoring around the clock.
- Officer training details: monitor officers' progress through the curriculum, including training program status.
- Information is encrypted and secure.

SecuritasVision (Officer Software)

SecuritasVision is a secure and scalable web-based application that helps us bring innovation, accountability and efficiency to your facility. It can be deployed at a single property or across your entire organization.

Incident reports, daily activity reports and maintenance order requests can be immediately directed to appropriate departments. Pass-down information, changes to post orders and daily duties can be tracked easily to document security. Additionally, a security officer can easily take images to include with the Incident Report. With the smartphone, the officer can quickly make emergency phone calls to contact the police or fire department for emergency assistance.

SecuritasVision saves time and confirms compliance of your security operations, policies and best practices, as well as improving communication and information sharing.

Smart Tours

This allows officers to gather information about your facility and record relevant information on items important to you, such as room temperature, unlocked doors, and slip and fall hazards. Officers have instant access to their post orders. In the event they discover an unexpected issue, our officers are able to provide you with any requested data at multiple points across your facility, e.g., burned out light, required doors secured, etc.

The smartphone connects via wireless service to send text messages or email to all interested parties when an event is recorded. This means instant communication is provided to supervisors, managers, maintenance or others who need to be





informed about a particular event. If more detail is needed, a full report can be viewed on MySecuritas.

GPS and Asset Tracking

GPS tracking for officer location, device tracking, GEO-fencing and incident location reporting verifies officer location and tour completion. Using the Asset Tracking feature within the Vision system, your assets such as fire extinguishers are easily tracked and safety compliance is made easier.

Post Orders

Paper post orders are often difficult to update and manage. A dynamic security environment requires procedure updates and changes that are clear and immediate. By deploying SecuritasVision, updates to post orders are fast and easy. Most importantly, the post orders are readily available on the tablet.

Daily Activity Reports

Often times Daily or Shift Activity Reports go unnoticed. Since officers can document their daily and shift activities electronically, scheduled task/tour completion and incident reports are automatically entered as a line item when there is an active DAR. By using SecuritasVision, we can automatically gather important information from the DAR/SAR.

Key Benefits of SecuritasVision

- Incident and exception alerts via mobile text messages and/or email.
- A metric building engine that allows you and your District Manager to analyze trends and develop proactive procedures based on real data.
- Electronic incident and daily activity reporting in real-time.
- Customized smart-tours.
- Multi-site deployment.
- Consistent performance of security officers using uniform procedures.
- An efficient, user-friendly interface.
- Step-by-step guidance resulting in fewer mistakes, therefore reducing liability.
- GPS – officer location, device tracking, geo-fencing and incident location reporting.
- Encrypted and secure information.
- 24/7 client access to reports, images, Key Performance Indicators (KPIs) and critical information via MySecuritas.
- Asset Tracking – for inventory and safety compliance.

SecuritasVision and Connect will provide your organization with cutting-edge technology and industry leading 24/7 support to enhance your existing security program. With its dynamic and immediate reporting, you can always stay up to date with the security of your operations.



Performance Management

Service Excellence

To assure consistency in the level of delivered service, Securitas builds the service requirements of South Huntington Public Library into its local Client Service Plan and uses performance management and measurement tools to ensure quality control within our service offering.

Quality service delivery is driven primarily at the local office level-close to our clients, but is additionally measured at the national level, ensuring promised delivery. As a service company, we know that quality must be built into our service offering. This means that everything we do must help to deliver the service outcomes that our client's value.

Delivering world-class service relies on three key components:

- Service Commitment – our organizational approach for assuring client satisfaction. *"Are we meeting expectations and creating value?"*
- Service Level Management – our account management approach for using tools and measures to assess and report the level of service we deliver to each client. *"Are we delivering consistent service across the client locations we serve?"*
- Performance Management – our operational approach to service level and cost. *"Are we gathering data at the local level that allows us to determine the service behaviors and methods that yield the best results for the security services team?"*

Service is primarily local because it is assessed at the point of delivery. We have focused on building effective working relationships with our clients - relationships that are based on strong local offices with responsive management and competent technical staff who are committed to service.

To help ensure promised quality, annual quality assurance surveys, a part of our Excellence in Service program are distributed by division level management. It is our goal to make sure that we are maintaining our high level of service standards that was discussed when initially taking the step to have Securitas as your security provider.

Service Commitment

Competing on "service level" is the key element for advancing many service organizations. Within the security profession, Securitas stands alone for putting processes in place that drive behavior and results:

- The core values of our organization-Integrity, Vigilance and Helpfulness-are intrinsic motivators that empower our employees to do the right thing for our clients.
- Our five service value drivers:
 - Responsiveness of Management.
 - Individualized Attention to Client Needs.
 - Consistent and Reliable Service.
 - Security Officer Appearance and Demeanor.
 - Trust and Confidence in Security Officers.

Our core values, service drivers and processes position us to meet client needs through the participation of our people, local market focus, and service level management.

Service Level Management

Securitas' goal is to manage and deliver locally focused protective services that we jointly implement with South Huntington Public Library. Specifically, we will develop a Client Service Plan that meets and exceeds your expectations for security officer



duties, safe practices, staffing, training, account management and communication. This Service Plan includes the development of service measures so that the daily activities and tasks performed will meet the expectations of South Huntington Public Library for behaviors and results.

Commitment to Service Excellence through Performance Management and Measurement

Securitas employs one common set of service delivery tools as part of our Service Excellence program. This program is the primary quality assurance program for the organization. It promotes world-class service delivery by linking one standard service delivery method and tools to the service cycle for our clients, namely:

- Service Initiation (Transition and Implementation Plans).
- Service Delivery (Client Service Plan).
- Client Relationships (Service Delivery History and Service Enhancement Plan).
- Client Development (Annual Service Review Meeting).

Client Service Plan

In collaboration with South Huntington Public Library local management representative, Securitas establishes a Client Service Plan that outlines specific service goals and defines supporting Key Performance Indicators (KPIs). This plan serves as a road map for managing and monitoring service performance. The Service Plan is updated annually following a joint management review meeting, or more often when mutually deemed appropriate.

The Client Service Plan is the primary tool used to measure and monitor the local delivery of security services. After defining specific Service Goals, KPIs are established to measure the attainment of the goal. KPIs are quantifiable measurements that help us monitor the results of our actions.

	Security Performance	Business Performance
Goals	Deploy Service Excellence	Premier provider, market by market
	Local offices, close to clients	Focus on security
	Client retention	Refine and specialize security services
	Security officer retention	Add value
	Service value drivers	Increase efficiency

We regularly track the KPIs to assess how we are performing against an agreed upon Service Goal. They become the measuring stick by which all service performance, across all service locations, is measured. Operating definitions for the KPIs are mutually determined with client stakeholder management input prior to implementation.

We use KPIs to track client service expectations and client requirements. They make the service delivery process effective for all of our clients:

- Client Service Plan Goals target specialization as a security services provider.
- One common set of measures gauges effectiveness and efficiency in business performance.

Service Enhancement Plan

Securitas uses a Service Enhancement Plan that is mutually developed with South Huntington Public Library stakeholder management team. Discussion in the regular service review meeting may sometimes identify areas requiring attention and



follow up. Our local manager leads a discussion with South Huntington Public Library management representative to mutually develop the Service Enhancement Plan. Progress is then reviewed and discussed in subsequent meetings.

Continuous communication with the local client management representative to share progress against goals, to seek input or advice, and to review results is the primary service quality assurance monitoring activity. Service Enhancement Plans are tracked by local, area and region management teams.

Service Enhancement Plans are typically developed as a result of the service review process. This performance-based approach to controlling and reporting on service levels is built upon the premise that "it's what you do with what you learn" that is most important for developing a strong client partnership for security service delivery.

Securitas applies these tools to foster frequent, open communication (internally as well as externally), to maintain a client-focused approach to service delivery management and to advance the service relationship through mutual goal-setting and responsive action.

These tools help to ensure a consistent, common service level management approach across all client locations served. In this way, service quality methods and client-focused leadership are built into the service offering.

Service Review Meetings

Service delivery management methods are continually assessed by comparing the daily delivery of service against expectations and by conducting face-to-face client service review meetings. We regularly report KPI results for meeting client service expectations and contract requirements.

In this setting, the Securitas service delivery manager and the South Huntington Public Library representative mutually discusses the following:

- *"What is going well?"*
- *"What do we need to do differently here?"*
- *"What are our next steps?"*

Examples of topics addressed in these service review meetings can include:

- Service team performance reviews (financial results, KPIs, goals and objectives, issues and concerns, lessons learned, security awareness, training client interaction).
- Service level assessment (performance against expectations and contract criteria, progress against annual Client Service Plan goals, trending and tracking of individual client KPIs across all South Huntington Public Library locations served).
- Security officer assessment (appearance, client relations, quality of reports, tour compliance, training certifications).
- Service audit and risk assessment survey results.
- Service Enhancement Plans and related improvements.
- Sharing of best practices drawn from Securitas' client service experiences.
- Sharing of best-known methods drawn from all South Huntington Public Library service locations (a best practice at one client site becomes common practice across all sites served)



Account Management

Area Vice President (AVP) Victor Cannon

The AVP helps to ensure the delivery of high-quality client service through regular contact with clients, evaluates service quality, supports area and district offices in maintaining a consistent focus on high quality client service, and provides guidance in the retention of business. The AVP also assists in the orientation of area and district managers, helps to see that area offices and districts have well qualified individuals who are properly trained to carry out Securitas' mission, coaches area and district managers in strengthening their competencies and developing and retaining business, and facilitates teamwork and the implementation of progressive change.

District Manager: Edwin Aponte

The district manager actively manages all client sites in his/her area. The district manager facilitates decisions to meet the needs of South Huntington Public Library. The district manager meets regularly with the client contact at South Huntington Public Library to evaluate service levels, and implement and refine our ongoing service plan. Some of the responsibilities of our district managers include:

Client visits: A Securitas district manager schedules regular visits with South Huntington Public Library to ensure contract compliance and satisfaction with our service.

On-site training: The district manager conducts both on-site and follow-up training in all basic and advanced security subjects as necessary.

Maintaining contact: District managers meet as necessary with client representatives to assist in performing the duties of our regular and special post orders.

Site development: District managers supervise, monitor and respond to security officers' requests for assistance, support and development. It is the responsibility of every district manager to strive to see that the security officers working at South Huntington Public Library have the skill sets, training, equipment, supplies and support necessary to fulfill their security responsibilities.

Field Service Managers: Rodolfo Morales & Matthew Foley

Spearheading field supervision and training for each district office are the field service managers, who function as non-resident supervisors. Field service managers administer continuing training of the officers assigned to each facility. Since they are an important extension of the management team, proper selection and training are important. We have developed formal programs that include seminars, classroom training, video instruction and manuals designed specifically for field service managers. Some of the responsibilities of our field service managers include:

Field service manager visits: A Securitas supervisor schedules visits with each post, and monitors the quality of the security officers' performance and appearance.

Field service manager on-site training: Field service managers are available to conduct on-site and follow-up training in all security matters.

Field service manager contact: Field service managers meet frequently with a client representative to assist reviewing service levels.

Inspection reports: Field service managers, when requested, inspect and leave reports on-site for the client's designated representative.

Incident reports: Field service managers must respond to security officer requests for assistance and review each Incident Report. An "Action Taken Report" on the incident is left on-site for review by your management representative.



Human Resources Manager: Lauren Lupinacci

The human resources manager leads the hiring and selection process for all employees; personally interviews each candidate for selection to work at South Huntington Public Library; and manages benefits, employee relations and recruiting.

Human Resources Generalists: Tiana Brown

Our Human Resources Generalists actively promote employment opportunities at Securitas through numerous sources and works with state and local placement agencies to offer employment opportunities to qualified individuals. These sources include college and university groups, placement services and government agencies.

Training Manager: Jordan Thomas

The training manager guides the introduction process, site-specific training and continuous training program development; is responsible for the preparation of training materials, classroom presentation and site-specific training; reviews all operations at South Huntington Public Library to determine the best methods of delivering the training; identifies the appropriate training materials; schedules and conducts the training; and is responsible for supervisory and refresher training.

Area Operations Coordinator: Susan Cirrone

This individual works with the client representative when a billing discrepancy arises, researches any billing issues, and tracks timely payment of all outstanding invoices. District office payables and invoices are also processed for approval and payment.

Flex Force:

Securitas typically uses the flex force system to fill unscheduled vacancies (e.g., illness, vacation) at your facility. Additional officers are trained at each of our clients' sites to become fully knowledgeable of the required duties. They are on call 24 hours a day to be ready to respond to vacancies that may occur at your facility. Should the need arise for a large number of additional officers at a particular site, Securitas offices assist with a reserve force.