

BOARD MEETING – MONDAY, JULY 17, 2023
SOUTH HUNTINGTON PUBLIC LIBRARY
145 PIDGEON HILL ROAD
HUNTINGTON STATION, NY 11746

Agenda for the organizational meeting of the Board of Trustees of the South Huntington Public Library on Monday, July 17, 2023 at 7 p.m. in the Conference Room.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ELECTION OF OFFICERS:
 1. President
 2. Vice President
 3. Financial Chairperson
4. ADOPTION OF THE AGENDA
5. APPOINTMENT, AUTHORIZATIONS AND DESIGNATIONS: (TAB A)
 1. Appointment of Library Attorney (Incumbent Quatela Chimeri, PLLC) (attached A-2)
 2. Appointment of Library Auditor (Incumbent Robert A. Johnson, CPA PC) (attached, A-3)
 3. Appointment of Library Treasurer (Incumbent Phillip De Dora) (attached, A-4)
 4. Appointment of Insurance Broker-of-Record (Epic Insurance Brokers & Consultants)
 5. Designation of Newspaper-of-Record (The Long Islander)
 6. Designation of Date, Time and Place of Regular Board Meetings (attached, A-5)
 7. Designation of Library Budget Vote and Trustee Election 2024-2025
 8. Authorization of Petty Cash Fund
 9. Designation of Bank Depositories
 10. Authorization of Procurement Guidelines Policy
 11. Authorization of Collateral Agreement (Corporate Resolutions)
 12. Authorization of Payment In Advance of Audit Claims
 13. Appointment of Art Curator (Incumbent Deborah Katz) (attached, A-6)
 14. Appointment of Music Coordinator (Incumbent Margaretha Maimone) (attached, A-7)
 15. Appointment of Clerk of the Vote
6. DISPOSITION OF MINUTES: (TAB B)
 1. Regular Meeting, Tuesday, June 20, 2023
7. FINANCIAL MATTERS: (TAB C)
 - A. Schedule of Bills – 2022-2023
 - B. Investments
 - C. Financial Chairperson's Report
 - D. Schedule of Bills – 2023-2024
9. COMMUNICATIONS: (TAB D)
10. REPORTS: (TAB E)
 1. Director's Report
 2. Assistant Director's Report
 3. Building & Grounds Report
 4. ALA Annual Conference Reports
 5. Long Island Library Conference Report by Anne Johnson

11. OLD BUSINESS: (TAB F)
 1. Covid-19 Protocol
 2. Library Security

12. NEW BUSINESS: (TAB G)
 1. Nursing Employees' Accommodation Policy
 2. Appropriate Use of the Library
 3. Obsolete Equipment

13. STATISTICAL REPORTS: (TAB H)
 1. Statistics and Program Attendance

14. VOICE OF THE TAXPAYER

15. ADJOURNMENT

APPOINTMENTS, AUTHORIZATIONS, AND DESIGNATIONS FOR 2023-2024

MOTION

1. That Quatela Chimeri, PLLC be retained at a blended hourly rate of \$250 for all attorneys for legal matters that may come up during the contract period, as outlined in the letter of agreement dated July 5, 2023. (attached, A-2)

MOTION

2. That Robert A. Johnson, CPA, PC, be appointed auditor for the South Huntington Public Library for fiscal year 2023-2024 at a stipend of \$3,000 as outlined in the letter of agreement dated July 2023. (attached, A-3-1 – A-3-4)

MOTION

3. That Philip De Dora, in accordance with the agreement dated July 17, 2023, be appointed Treasurer of the South Huntington Public Library for fiscal year 2023-2024 at an annual compensation of \$4,680 to be paid on a monthly basis of \$390 as outlined in the letter of agreement. (attached, A-4-1 – A-4-3)

MOTION

4. That Epic Insurance Brokers & Consultants be appointed insurance broker-of-record for the South Huntington Public Library for fiscal year 2023-2024.

MOTION

5. That The Long-Islander be designated newspaper-of-record for the South Huntington Public Library for fiscal year 2023-2024.

MOTION

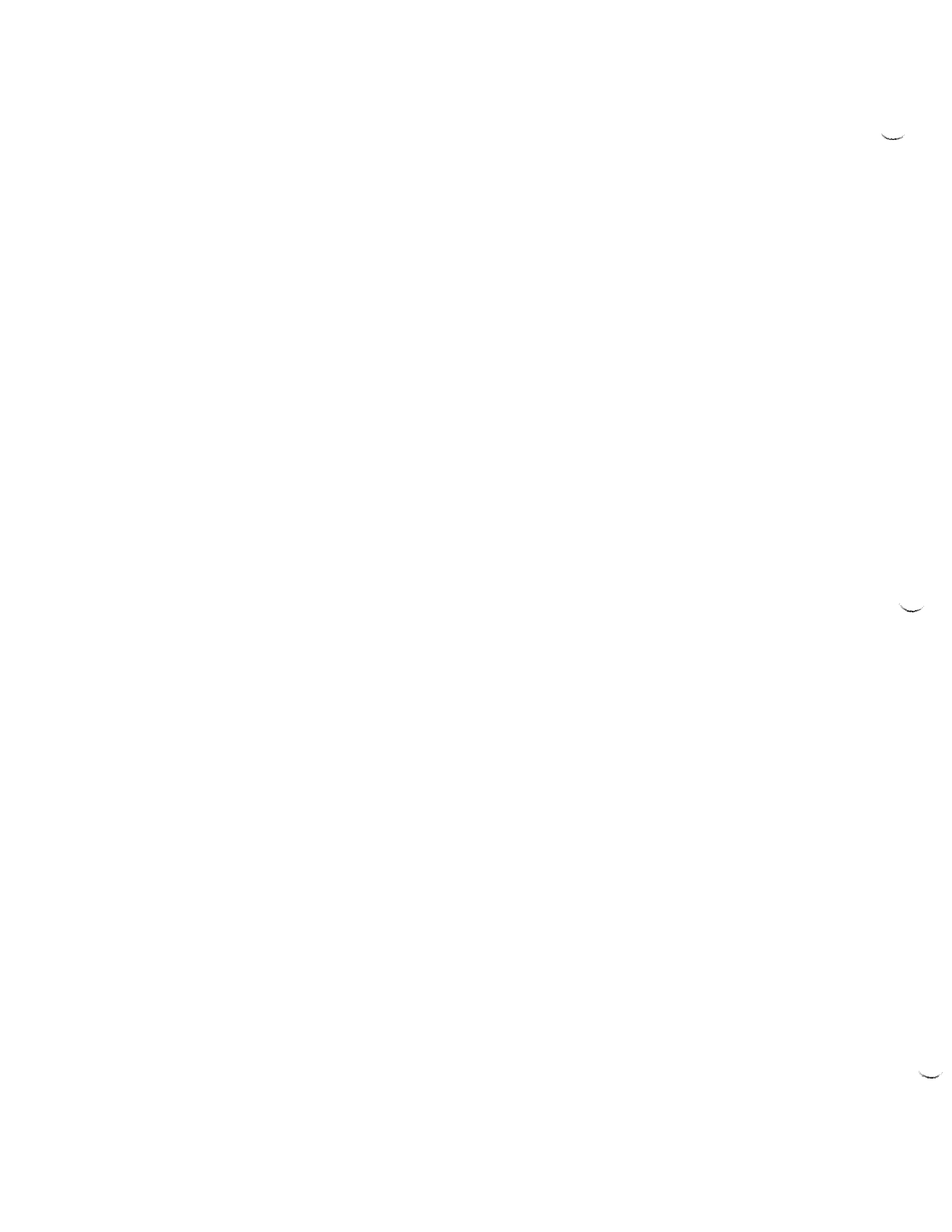
6. That the Board of Trustees' regular monthly meetings be held on the third Monday of each month, in the Board Conference Room of the South Huntington Public Library at 7:00 p.m., for fiscal year 2023-2024, unless otherwise noted. (attached, A-5)

MOTION

7. That the Board of Trustees designates Tuesday, April 2, 2024 as the South Huntington Public Library 2024-2025 Budget Vote and Trustee Election to elect one board member to a five-year term between the hours of 10 a.m. and 9 p.m. (attached, A-5)

MOTION

8. That a petty cash fund in the amount of \$250 and the set up of cash bags of \$460 be authorized for the South Huntington Public Library for fiscal year 2023-2024.



MOTION

9. That the Investment Policy with bank accounts, as detailed below, be authorized for fiscal year 2023-2024:

Valley National Bank - General Fund Checking Account
Valley National Bank - Trust & Agency Account
Valley National Bank - Payroll Account
Valley National Bank - General Fund Money Market Account
Valley National Bank - Reserve Fund Checking Account
Flushing Bank - General Fund
Flushing Bank - Reserve Fund

MOTION

10. That the South Huntington Public Library Procurement Guidelines Policy, adopted September 21, 2015 be authorized for fiscal year 2023-2024.

MOTION

11. That the South Huntington Public Library Collateral Agreement for Flushing Bank dated July 11, 2017, and the Deposit Replacement Program for Valley National Bank dated February 1, 2020 be authorized for fiscal year 2023-2024.

MOTION

12. That the Board of Trustees authorizes, in accordance with NYS Education Law, Section 1724, the payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims shall be presented at the next regular meeting for audit. As used in this subdivision, the term public utility services shall mean electric, gas, water, sewer and telephone services.

MOTION

13. That the Board designates Mrs. Deborah Katz as the Art Curator from July 1, 2023 through June 30, 2024. Mrs. Katz is to be compensated at a fee of \$620 per exhibit. It is anticipated that five (5) art shows will be scheduled in 2023-2024. (attached, A-6-1 – A-6-2)

MOTION

14. That the Board of Trustees designates Margaretha Maimone as the Music Coordinator from July 1, 2023 through June 30, 2024 at a stipend of \$3,350 per year, for eight (8) recitals, to be paid in equal payments of \$1,675 in January 2023 and June 2023 (attached, A-7-1 – A-7-2)

MOTION

15. That the Board of Trustees designates Catherine Schmoller as Clerk of the Vote for the 2024-2025 Operating Budget Vote and Trustee election.



July 5, 2023

VIA E-MAIL AND FIRST-CLASS MAIL

jscherer@shpl.info

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

Re: South Huntington Public Library
Annual Retainer

Dear Janet:

Our firm would be honored to continue to serve as General Counsel to the Board of Trustees during the 2023 – 2024 fiscal year. Our hourly rates will remain the same at \$250. As with our past retention, the Library would be responsible for all costs and disbursements, which includes photocopies, postage, Federal Express/UPS, court fees, service of process, messenger, etc. The Library will be billed monthly.

I would like to thank the Board and administration for their continued confidence. I very much look forward to continuing to work with you.

Very truly yours,



Andrew K. Martingale

Attorneys and Counsellors at Law

888 Veterans Memorial Highway, Suite 530 • Hauppauge, New York 11788
t. 631.482.9700 | f. 631.482.9707

320 Old Country Road, Suite 206 • Garden City, New York 11530
t. 516.444.4200 | f. 516.444.4201





Robert A. Johnson, CPA P.C.

CERTIFIED PUBLIC ACCOUNTANTS

75 Prospect Street • Suite 402, Huntington, New York 11743
Ph: 631-923-2571 • Fax: 631-923-2574
rjohnson@robertjohnsoncpa.com

AUDIT ENGAGEMENT LETTER

July 5, 2023

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

Dear Trustees and Management:

We are pleased to confirm our understanding of the services we are to provide South Huntington Public Library for the year ended June 30, 2024.

We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of South Huntington Public Library as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as budgetary comparison schedules, to supplement South Huntington Public Library's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Government Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate context. As part of our engagement, we will apply certain limited procedures to South Huntington Public Library's RSI in accordance with auditing standards generally accepted in the United States of America.

We have also been engaged to report on supplementary information other than RSI that accompanies South Huntington Public Library's financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material

misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and Government Auditing Standards, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) other where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communication from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the regulatory basis; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period. (Or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Other Services

We will also assist in preparing the financial statements of South Huntington Public Library in conformity with U.S. generally accepted accounting principles based on information provided by you.

Engagement Administration, Fees and Other

Included in our services will be the preparation of the Annual Financial Report Update Document to the Office of the State Comptroller of New York.

We would expect to begin our audit in mid-July, or as soon after the close of the year as the books are ready and issue our report by September 30, 2023. Robert A. Johnson is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for the above services will be:

Fee for quarterly review is \$3,000, payable \$750 per quarter.

Fee for the annual Audit is \$7,500, payable upon issue of the annual audited financial statement.

We appreciate the opportunity to be of service to the South Huntington Public Library and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. We shall be pleased to discuss this letter with the commissioners at any time. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Very yours,

ROBERT A. JOHNSON, CPA P.C.

RESPONSE:

This letter correctly sets forth the understanding of the South Huntington Public Library.

By: _____

Title: _____

Date: _____

AGREEMENT BETWEEN THE BOARD OF TRUSTEES
OF SOUTH HUNTINGTON PUBLIC LIBRARY
AND PHILIP DE DORA

It is hereby agreed by and between the BOARD OF TRUSTEES OF THE SOUTH HUNTINGTON PUBLIC LIBRARY, 145 Pidgeon Hill Road, Huntington Station, New York 11746 ("the Library") and PHILIP DE DORA residing at 70 Arbutus Road, Greenlawn, New York ("Treasurer") as follows:

1. Pursuant to the Resolution dated July 17, 2023, the Library does hereby appoint Philip De Dora Treasurer effective July 1, 2023 through June 30, 2024.

2. The duties of the Treasurer are as follows:

A. The Treasurer's signature, with that of the President or Vice President, will appear on all checks issued by the Library from all funds. Checks will be signed using a two-part electronic signature. One part is password protected and stored on a secure network drive accessible only by the Business Manager and/or Payroll Clerk, while the other is stored on a flash drive. The care, custody and control of the flash drive shall be entrusted to the Director and/or Assistant Director, who shall be authorized to allow it to be used by the Business Manager and/or the Payroll Clerk to complete the check signing procedure in the name of the Treasurer.

B. To compare regular warrants with the check signer log to verify the warrant amounts and the counts of checks issued. The Treasurer will also verify the amount of the supplemental warrants and the related check registers for payroll. The Treasurer will sign check registers for the regular and supplemental warrants and the check signer log indicating approval.

C. To sign such legal documents of the Library as required by law.

3. The Treasurer will be expected to perform the duties set forth above in paragraph 2 on a regular monthly basis with the exception of the signing of legal documents, which will be performed as needed. At the discretion of the Board of Trustees, these duties may be changed from time to time by amendment of the Bylaws.

4. The Treasurer will be covered under the library's Employee Dishonesty Insurance Policy.

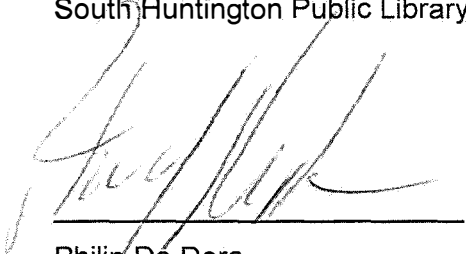
5. The Treasurer will be compensated quarterly for his services. He will receive \$390.00 on a monthly basis. His total annual compensation will be \$4,680.00.

6. Upon the reappointment of the Treasurer at the Board of Trustee's annual organizational meeting, this contract shall be deemed renewed for the applicable fiscal year. In the event that the Treasurer fails to properly perform the duties of his office, the Board, by resolution, may terminate this contract prior to its date of expiration. The Treasurer may resign his office upon thirty days written notice to the Library.

7. The Treasurer hereby releases the Library and the Board of Trustees from any and all claims that he may have against the Library arising out of this Agreement, except that the Treasurer shall be paid for work performed up to the effective termination date of this contract.

Executed this 17th day of July 2023.

Eileen Sullivan
President
Board of Trustees
South Huntington Public Library



Philip De Dora
Treasurer

DUTIES OF THE TREASURER

1. The Treasurer's signature will be one of the signatures to appear on all checks issued by the Library from all funds. Checks will be signed using a two-part electronic signature. One part is password protected and stored on a secure network drive accessible only by the Business Manager and/or Payroll Clerk while the other is stored on a flash drive. The care, custody and control of the flash drive shall be entrusted to the Director and/or Assistant Director, who shall be authorized to allow it to be used by the Business Manager and/or Payroll Clerk to complete the check signing procedure in the name of the Treasurer.
2. To compare regular warrants with the check signer log to verify the warrant amounts and the counts of checks issued. The treasurer will also verify the amount of the supplemental warrants and the related check registers for payroll. The treasurer will sign check registers for the regular and supplemental warrants and the check signer log indicating approval.
3. To verify financial reports prepared for the library board and sign the reports indicating approval.
4. To sign such legal documents of the library as required by law.



PROPOSED 2023-2024 BOARD OFFICERS

President – Eileen Sullivan

Vice President – Pat Dillon

Financial Chairperson – Stella Fox

PROPOSED BOARD MEETING DATES FOR FISCAL YEAR 2023-2024

(All meetings are at 7 p.m. on the third Monday of the month unless specified)

Day / Date	Notes
Monday, August 21, 2023	At 5:30 p.m.
Monday, September 18, 2023	
Monday, October 16, 2023	
Monday, November 20, 2023	
Monday, December 18, 2023	
Tuesday, January 16, 2024	Martin Luther King, Jr. Day is Monday
Tuesday, February 20, 2024	President's Day is Monday
Monday, March 18, 2024	
Monday, March 25, 2024	Annual Meeting (budget to the public)
Monday, April 15, 2024	
Monday, May 20, 2024	
Monday, June 17, 2024	
Monday, July 15, 2024	Regular and Organizational Meeting

PROPOSED 2024 BUDGET VOTE & TRUSTEE ELECTION DATE

INFORMATION

The common library vote day is Tuesday, April 2, 2024.

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SOUTH HUNTINGTON PUBLIC LIBRARY

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

Phone: 631-549-4411

contactus@shpl.info

July 5, 2023

Mrs. Deborah Katz
54 Sugar Maple Lane
Glen Cove, NY 11542

Dear Mrs. Katz:

It is my pleasure to advise you that you have been reappointed as the Curator for the South Huntington Public Library's Alfred Van Loen Art Gallery.

Your official appointment will take place at the Library's Board of Trustees annual reorganization meeting on July 17, 2023. Attached please find a summary of your job responsibilities as Curator. Your compensation will be \$620 for each of the five exhibits, including the summer show that you will schedule between September 2023 and June 2024.

If the terms of the appointment, as outlined above, are acceptable to you please sign this letter below and return it to my office.

I am looking forward to your continued stewardship as Curator and know that you will maintain the high standard of our art exhibits and will take full advantage of the potential offered by the library's gallery.

Sincerely,

Janet Scherer
Library Director

I accept the conditions of employment as stated above:

Signature

Date

SOUTH HUNTINGTON PUBLIC LIBRARY CURATOR POSITION DESCRIPTION

Appointment: Appointment is to be made on an annual basis.

Curator will find and select artists for five (5) exhibits per year between September and June including one summer sculpture exhibit.

Curator will be responsible for submitting press releases to the media. Curator will also arrange for information and photos to be submitted to the Library for inclusion in the library's newsletter.

Curator will assist the artist with the hanging and dismantling of all exhibits, making sure that the artwork is properly hung and that library property, especially walls, is free from damage. This work should be scheduled weekdays between 9 a.m. and 5 p.m.

Curator will coordinate with the library's Programming and Publicity staff member on the scheduling of exhibits and related matters.

Curator will coordinate with the artists regarding invitations and receptions for exhibits. The set-up and nature of refreshments should be coordinated with the Library's Programming and Publicity person.



SOUTH HUNTINGTON PUBLIC LIBRARY

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

Phone: 631-549-4411

contactus@shpl.info

July 5, 2023

Ms. Margaretha Maimone
4 Rolling Hills Drive
Huntington Station, NY 11746

Dear Margaretha:

It is my pleasure to advise you that you have been selected to be the Music Coordinator for the South Huntington Public Library's 2023-2024 Recital Series.

Your official appointment will take place at the Library's Board of Trustees annual reorganization meeting on July 17, 2023. Attached please find a summary of your job responsibilities as Music Coordinator. Your compensation will be \$3,350 for eight recitals to take place October 2023 – May 2024, and to be paid in equal payments of \$1,675 in January 2024 and June 2024.

If the terms of the appointment, as outlined above, are acceptable to you please sign this letter below and return it to my office.

I am looking forward to your stewardship as the Music Coordinator, and know that you will maintain the high standard of our concert series and will take full advantage of the potential offered by the library's theater.

Sincerely,

Janet Scherer
Library Director

I accept the conditions of employment as stated above:

Signature

Date

RECITAL COORDINATOR – JOB DESCRIPTION

Responsibilities of the library's Recital Coordinator:

1. Arrange eight (8) monthly classical music concerts per season (Oct.- May).
2. Work within the recital budget when negotiating payment with performers/accompanists. The current budget is \$8,500.
3. When booking concerts, work with the adult programmer on available dates.
4. When performers and dates are agreed upon, send performers a contract, which they complete, sign and return to the library.
5. The series is to be fully booked by November 1. A schedule is submitted to the adult programmer containing performers, dates, payment and complete contract information.
6. Obtain from the performer, or arrange to have the performer send to the adult programmer, a high-quality color photograph (JPEGs OK), biographical information for the newsletter and website.
7. Send press releases to The New York Times, Newsday and other local media.
8. Arrange to have the performer send the adult programmer the performer's program at least two weeks before the concert, and the adult programmer will design and make multiple copies for the audience.
9. Attend all recitals, introducing the performer(s) and making sure everything is running smoothly. (In some cases, it may be necessary to pick up a performer at the train station.)

ADDITIONAL INFORMATION:

- Generally, performers are identified through the coordinator's own contacts as well as from those who ask to be considered and send information to the library.
- Recitals are held on Sunday afternoons at 2:30 p.m., once a month, October-May (they generally have been held the second Sunday of the month, unless there is a holiday).
- The adult programmer will submit POs to the business office for payment.
- The library will publicize the concerts in the newsletter, website and posters.
- The library provides a staff member who serves as a greeter, hands out programs and "works" the door, making sure late arrivals do not disturb the performance.

BOARD MEETING MINUTES – TUESDAY, JUNE 20, 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 Tuesday, June 20 at 7:00 p.m. in the Conference Room.

PRESENT: Mrs. Eleanora Ferrante, President
Mrs. Stella Fox
Mrs. Pat Dillon, Financial Chairperson

EXCUSED: Mrs. Eileen Sullivan, Vice President
Mr. Stuart Horowitz

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

CALL TO ORDER: The meeting was called to order by the president at 7:00 p.m.

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

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

- Under New Business add #5 – Parking Lot Maintenance

DISPOSITION OF MINUTES:
MAY 15, 2023: Motion by Mrs. Dillon, seconded by Mrs. Sullivan, and carried unanimously to accept the minutes of the regular meeting of May 15, 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 checks 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 Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to authorize payment of Warrant #35 Fund L in the amount of \$7,160.71; Warrant #37 Fund L in the amount of \$145,313.88; Warrant #5/11 PR Fund L in the amount of \$114,586.68; Warrant #5/25 PR Fund L in the amount of \$116,121.06.

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #23 Fund TA in the amount of \$41,727.27; Warrant #24 Fund TA in the amount of \$46,440.43.

Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #7 Fund H in the amount of \$2,042.91.

Motion by Mrs. Dillon, seconded by Mrs. Fox and carried unanimously to approve the American Express statement for May in the amount of \$4,159.82.

Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to approve the Amazon Capital Services Monthly Statement for April 20, 2023 through May 19, 2023 in the amount of \$2,696.75.

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

COMMUNICATIONS: The board acknowledged the SCLS minutes, letter to Assemblyman Steve Stern, Letter to Senator Mario R. Mattera, thank you letter from Kathy Williams-Ging, and all of the staff Long Island Library Conference thank you letters.

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

- 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.

- 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

Summit Precision Company will complete this work due to sub-par insurance coverage from Skylight Precision Company. The schedule for this work is still to be determined.

**ASSISTANT
DIRECTOR'S
REPORT:**

Mr. Tanzi reported on the following:

- 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.

**BUILDING & GROUNDS
REPORT:**

The board thanked Ray Capone for his report.

**LONG ISLAND LIBRARY
CONFERENCE**

REPORTS:

The board thanked Lisa Esposito, Kath Gieraltowski, Jen O'Connor, Jen Conlon, Michael Bartolomeo, Martha Kahn, Sally Nikolis, Georgina Rivas-Martinez, Beth Pereira and Elizabeth Klein for their reports.

WOW TEAM

PRESENTATION:

The board thanked Georgina Rivas-Martinez for her presentation.

**OLD BUSINESS –
LIBRARY SECURITY:**

Motion by Mrs. Dillon, seconded by Mrs. Fox and carried unanimously that the board of trustees table discussion until the July 17th meeting.

**OLD BUSINESS –
EV CHARGING
STATIONS:**

Motion by Mrs. Dillon, seconded by Mrs. Fox and carried unanimously that the board of trustees authorizes the library director to retain the services of John Tanzi Architects to perform the required architectural services in connection with the purchase and installation of two Electric Vehicle (EV) Charging Stations at a cost of \$5,000.00 with an additional cost of \$2,800.00 to file all necessary documents for a SAM grant on behalf of the library.

**NEW BUSINESS –
FURNITURE
PURCHASE:**

Motion by Mrs. Fox, seconded by Mrs. Dillon and carried unanimously that the board of trustees approves an expenditure of \$18,803.24 to be paid to Creative Library Concepts for the purchase, delivery, and installation of four custom reading tables on New York State Contract #PC69555.

**NEW BUSINESS –
OBSOLETE
EQUIPMENT:**

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

**NEW BUSINESS –
NEWLY ELECTED
OATH OF OFFICE:**

Mrs. Pat Dillon read the Oath of Office for a five-year term as Library Trustee (2023-2028). Mrs. McShane Hedger notarized the Oath of Office letter.

**NEW BUSINESS –
PROPOSED 2023-2024
BOARD OFFICERS**

AND MEETING DATES: The board discussed proposed meeting dates for the fiscal year 2023-2024.

**NEW BUSINESS –
PARKING LOT
MAINTENANCE:**

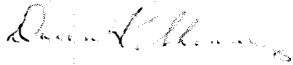
Motion by Mrs. Dillon, seconded by Mrs. Fox and carried unanimously that the board of trustees authorizes an expenditure of \$10,575.00 to be paid to A & L Blacktop Sealcoating for labor and materials to repair, seal coat and stripe the library parking lot pending insurance approval.

EXECUTIVE SESSION: Motion by Mrs. Fox, seconded by Mrs. Dillon to go into executive session at 7:52 p.m. to discuss a legal matter.

Motion by Mrs. Dillon, seconded by Mrs. Fox to come out of executive session at 7:55 p.m.

ADJOURNMENT: Motion by Mrs. Fox to adjourn the regular meeting at 7:57 p.m.

Respectfully submitted by,



Doreen Kilkeny, Board Secretary

Acknowledged by:

Eileen Sullivan, Vice President



FINANCIAL SCHEDULES

2022/23

<u>Page #</u>	<u>Warrant #</u>	<u>Fund</u>	<u>Amount</u>
C3	39	L	\$7,928.04
C5-7	40	L	\$219,001.77
C9	6/08 PR	L	\$110,207.85
C11	6/22 PR	L	\$115,271.61
C13	25	TA	\$42,435.51
C15	26	TA	\$45,530.79
C17	8	H	\$5,113.95
C18-22	American Express Amazon/Synchrony		
C37	Investment Report		
C38	Financial Chairperson Report		

2023/34

<u>Page #</u>	<u>Warrant #</u>	<u>Fund</u>	<u>Amount</u>
C40	1	L	\$64,432.03

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

July 11, 2023

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

I have reviewed the warrants through July 17, 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. 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

July 17, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #39 Fund L - June 2023 Schedule of Bills

Checks #58656 - 58661

Total warrant: \$7,928.04

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 - 39: CD - UTILITIES - 6/2023 For Dates 6/1/2023 - 6/30/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
656	06/15/2023	690	NATIONAL GRID		67.81
58657	06/15/2023	2400	NATIONAL GRID (SVC & GENR)		336.56
58658	06/15/2023	2555	OPTIMUM		69.48
58659	06/15/2023	20	PSEGLI		6,631.43
58660	06/15/2023	15	VERIZON		815.66
58661	06/15/2023	1419	VERIZON SELECT SERVICES		7.10
Number of Transactions: 6				Warrant Total:	7,928.04
				Vendor Portion:	7,928.04

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 6 in number, in the total amount of \$ 7,928.04. 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.

7/16/23 _____
Date Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 7,928.04. 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.

6/15/23 _____
Date Library Director

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

July 17, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #40 Fund L - June 29, 2023 Schedule of Bills

Checks #58662 - 58750

Total warrant: \$219,001.77

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 - 40: CD - GENERAL - 6/29/23 For Dates 6/29/2023 - 6/29/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3662	06/29/2023	3000	4IMPRINT	*See Detail Report	2,192.30
58663	06/29/2023	2719	A & L BLACKTOP SEALCOATING	220612	10,575.00
58664	06/29/2023	131	A TIME FOR KIDS	*See Detail Report	900.00
58665	06/29/2023	2782	ABDO BOOKS		570.70
58666	06/29/2023	106	SHEILA ALMANSI		659.40
58667	06/29/2023	2396	AMAZON		3,646.41
58668	06/29/2023	2396	AMAZON		503.79
58669	06/29/2023	720	AMERICAN EXPRESS		8,161.00
58670	06/29/2023	2040	AMERIFLEX		280.90
58671	06/29/2023	1267	AMERIFLEX, LLC.		8,500.00
58672	06/29/2023	2736	AtoZdatabases		2,448.00
58673	06/29/2023	3067	AWE LEARNING	220601	5,270.00
58674	06/29/2023	2706	BARBARA AZZARA		1,978.80
58675	06/29/2023	23	BAKER & TAYLOR		21,008.13
58676	06/29/2023	1866	BENEDETTO BROS. LANDSCAPING		250.00
58677	06/29/2023	1305	BLACKSTONE PUBLISHING.		169.29
58678	06/29/2023	3046	BLUM, LAUREN	*See Detail Report	1,360.00
58679	06/29/2023	31	BULL TERRIER NEWS DELIVERY SVC		566.36
58680	06/29/2023	1850	RONALDO CARTER		300.00
58681	06/29/2023	2358	CCE SUFFOLK	220567	200.00
58682	06/29/2023	2358	CCE SUFFOLK	220566	200.00
58683	06/29/2023	603	STEPHEN CHO		989.40
58684	06/29/2023	1916	JENNIFER CONLON		321.67
58685	06/29/2023	2633	CONNECTION, INC		1,614.00
58686	06/29/2023	1548	COUNTY LINE HARDWARE		66.74
58687	06/29/2023	2445	CATHY DANIELS	220523	220.00
58688	06/29/2023	42	DELL MARKETING L.P.	220600	6,370.35
58689	06/29/2023	3037	DR. DRIZZLE	220603	2,980.00
58690	06/29/2023	1665	EDMER SANITARY SUPPLY		1,688.70
58691	06/29/2023	1777	ELIZABETH ESPOSITO		182.82
58692	06/29/2023	458	FRIENDS OF THE LIBRARY		325.40
58693	06/29/2023	362	FUN EXPRESS, LLC	*See Detail Report	1,240.01
58694	06/29/2023	52	GALE		185.54
58695	06/29/2023	2505	GENSERVE INC		1,257.00
58696	06/29/2023	3094	GEOVANNY & SONS	220463	925.00
58697	06/29/2023	2490	KATHLEEN GIERALTOWSKI		195.60
58698	06/29/2023	781	CECILILA GORELLICK		989.40
58699	06/29/2023	225	GRAINGER, INC.		1,068.71
58700	06/29/2023	2954	GREAT SOUTH BAY DANCE LLC	220423	1,600.00
58701	06/29/2023	3089	HAPPY FEET SUFFOLK	*See Detail Report	350.00
58702	06/29/2023	2087	DONNA HEATHSCOTT	*See Detail Report	450.00
58703	06/29/2023	1077	HIGH HOPES PRODUCTIONS	220559	165.00
58704	06/29/2023	1584	HOME DEPOT CREDIT SERVICES		299.68
58705	06/29/2023	2857	INDEPENDENT PUBLISHERS GROUP		54.49
58706	06/29/2023	2504	INGRAM LIBRARY SERVICES LLC		940.35
58707	06/29/2023	2973	ELAINE JAGUDEN		989.40

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 40: CD - GENERAL - 6/29/23 For Dates 6/29/2023 - 6/29/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
58708	06/29/2023	2610	JOYSIE JEROME	220554	240.00
58709	06/29/2023	2717	KANOPY LLC		411.00
58710	06/29/2023	1716	DIANE KENTROS		700.00
58711	06/29/2023	3029	KLEIN, CAROL	220561	510.00
58712	06/29/2023	2781	ELIZABETH KLEIN		73.36
58713	06/29/2023	2459	KONICA MINOLTA BUSINESS SOLUTN		705.41
58714	06/29/2023	791	JOSEPH LATINI		1,978.20
58715	06/29/2023	3109	LATORRE, KATRINA		82.98
58716	06/29/2023	2994	ERIN LAVERY		22.50
58717	06/29/2023	110	CAROL ANN LEACH		1,978.20
58718	06/29/2023	2761	LIBRARY IDEAS	220575	338.01
58719	06/29/2023	3015	LONG ISLAND EXPLORIUM	*See Detail Report	550.00
58720	06/29/2023	1568	LONG ISLAND WASTE SERVICES		185.00
58721	06/29/2023	27	MIDWEST TAPE		1,281.68
58722	06/29/2023	1861	SALLY NIKOLIS		130.05
58723	06/29/2023	3039	PATRICIA J NOVAK		1,384.80
58724	06/29/2023	1068	OTIS ELEVATOR		3,308.76
58725	06/29/2023	240	MARIE PAGLIARO		989.40
58726	06/29/2023	2597	PDQ.com Corporation	220610	1,275.00
58727	06/29/2023	12	POSTMASTER - BULK PERMIT 39		1,800.00
58728	06/29/2023	1731	PURCHASE POWER		400.00
58729	06/29/2023	3061	QUATELA CHIMERI PLLC		125.00
58730	06/29/2023	768	QUILL CORPORATION		27.97
58731	06/29/2023	116	ELEANOR REIERSEN		164.90
58732	06/29/2023	3111	RESCUE 1 CPR	220548	1,425.00
58733	06/29/2023	2558	GEORGINA RIVAS-MARTINEZ		214.10
58734	06/29/2023	602	DONNA M ROCHE		989.40
58735	06/29/2023	869	DIANNE ROONEY		989.40
58736	06/29/2023	51	SCLS		80,480.00
58737	06/29/2023	11	SHPL - PETTY CASH		94.09
58738	06/29/2023	2416	STANDARD SECURITY LIFE INS. CO		553.80
58739	06/29/2023	95	STAPLES CREDIT PLAN		861.72
58740	06/29/2023	2106	STERLING NORTH AMERICA INC.		8,422.00
58741	06/29/2023	1520	THE BAKING COACH, INC.	*See Detail Report	920.00
58742	06/29/2023	3103	THE CHILD'S WORLD	220520	622.70
58743	06/29/2023	1525	THE WHALING MUSEUM	220593	325.00
58744	06/29/2023	2678	THE WHALING MUSEUM & EDUCATION	220558	325.00
58745	06/29/2023	2855	CATHY TROTTER		1,978.80
58746	06/29/2023	3018	VARUGHESE, KEN	*See Detail Report	400.00
58747	06/29/2023	1788	ANNA MARIE VERSACIO		989.40
58748	06/29/2023	33	LYNN VITTERS		989.40
58749	06/29/2023	111	KENNETH WEIL		2,571.60
58750	06/29/2023	61	DIANE WELLS		1,978.80

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 40: CD - GENERAL - 6/29/23 For Dates 6/29/2023 - 6/29/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 89				Warrant Total:	219,001.77
				Vendor Portion:	219,001.77

*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, 89 in number, in the total amount of \$219,001.77. 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.

7/11/23 _____
Date Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$219,001.77. 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.

7/11/23 _____
Date Janet Schen
Library Director

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

July 17, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: June 8, 2023

Gross Total: \$110,207.85

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

Payment Distribution Methods

Gross Wages	110,207.85	
Non Cash Earnings	0.00	
Reimbursed Expenses	0.00	
FICA Wages	100,111.65	
FICA Withholding - Employee *	6,206.91	
FICA Withholding - Employer *	6,206.91	
Medicare Wages	100,111.65	
Medicare Withholding - Employee *	1,451.60	
Excess Medicare Wages	0.00	
Excess Medicare Withholdings	0.00	
Medicare Withholding - Employer *	1,451.60	
Federal Wages	94,679.29	
Federal Withholding *	9,132.14	
State Wages	96,403.88	
State Withholding **	4,182.38	
City Wages	0.00	
City Withholding ***	0.00	
Annuities	3,707.77	Pre-Tax
Flexible Spending	10,096.20	Pre-Tax
Retirement	1,724.59	Pre-Tax
Roth 403(b) Annuity	0.00	
Roth 457(b) Annuity	0.00	
All Other Deductions	605.00	
Net Pay	73,101.26	

Normal Distributed Amount	4,817.92
Direct Deposit Amount	68,283.34
Direct Deposit Entries	60

Tax Deposit Information

Federal Tax Deposit *	24,449.16
State Tax Deposit **	4,182.38
City Tax Deposit - New York City ***	0.00
City Tax Deposit - Yonkers ***	0.00

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

July 17, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: June 22, 2023

Gross Total: \$115,271.61

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

Eleanora Ferrante _____
President, Board of trustees

Eileen Sullivan _____
Vice President, Board of trustees

Pat Dillon _____
Financial Chairperson



Payroll Transaction Totals

Gross Wages	115,271.61	
Non Cash Earnings	0.00	
Reimbursed Expenses	0.00	
FICA Wages	110,804.75	
FICA Withholding - Employee *	6,869.88	
FICA Withholding - Employer *	6,869.88	
Medicare Wages	110,804.75	
Medicare Withholding - Employee *	1,606.69	
Excess Medicare Wages	0.00	
Excess Medicare Withholdings	0.00	
Medicare Withholding - Employer *	1,606.69	
Federal Wages	105,209.27	
Federal Withholding *	10,626.35	
State Wages	106,993.15	
State Withholding **	4,761.48	
City Wages	0.00	
City Withholding ***	0.00	
Annuities	3,811.60	Pre-Tax
Flexible Spending	4,466.86	Pre-Tax
Retirement	1,783.88	Pre-Tax
Roth 403(b) Annuity	0.00	
Roth 457(b) Annuity	0.00	
All Other Deductions	797.89	
Net Pay	80,546.98	

Payment Distribution Methods

Normal Distributed Amount	3,749.79
Direct Deposit Amount	76,797.19
Direct Deposit Entries	61

Tax Deposit Information

Federal Tax Deposit *	27,579.49
State Tax Deposit **	4,761.48
City Tax Deposit - New York City ***	0.00
City Tax Deposit - Yonkers ***	0.00

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

July 17, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #25 Fund TA - June 08, 2023 Schedule of Bills

Check #7801

Wires #994234 - 994237

Total warrant: \$42,435.51

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 - 25: CD - 6/08/23 PAYROLL For Dates 6/8/2023 - 6/8/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
01	06/08/2023	127	NYS EMPLOYEES HEALTH INSURANCE		10,096.20
994234	06/08/2023	198	NEWPORT TRUST CO. FBO #22258#		1,251.78
994235	06/08/2023	371	NYS INCOME TAX		4,182.38
994236	06/08/2023	909	INTERNAL REVENUE SERVICE		24,449.16
994237	06/08/2023	1345	NEW YORK STATE DEFERRED COMP		2,455.99
Number of Transactions: 5					Warrant Total: 42,435.51
					Vendor Portion: 42,435.51

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 5 in number, in the total amount of \$ 42,435.51. 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.

7/11/23
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 \$ 42,435.51. 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.

6/15/23
Date

[Signature]
Library Director

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

July 17, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #26 Fund TA - June 22, 2023 Schedule of Bills

Checks #7802 - 7805

Wires #994238 - 994242

Total warrant: \$45,530.79

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 - 26: CD - 6/22/23 PAYROLL For Dates 6/22/2023 - 6/22/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
.02	06/22/2023	1934	AFLAC		192.89
7803	06/22/2023	1267	AMERIFLEX, LLC.		1,164.14
7804	06/22/2023	3116	METLIFE SMALL BUSINESS CENTER		1,752.12
7805	06/22/2023	242	SHPL - GENERAL FUND		1,550.60
994238	06/22/2023	198	NEWPORT TRUST CO. FBO #22258#		1,251.79
994239	06/22/2023	202	NYS & LOCAL RETIREMENT SYSTEM		4,718.47
994240	06/22/2023	371	NYS INCOME TAX		4,761.48
994241	06/22/2023	909	INTERNAL REVENUE SERVICE		27,579.49
994242	06/22/2023	1345	NEW YORK STATE DEFERRED COMP		2,559.81

Number of Transactions: 9

Warrant Total: 45,530.79
Vendor Portion: 45,530.79

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 9 in number, in the total amount of \$ 45,530.79. 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.

7/11/23
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 \$ 45,530.79. 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.

7/5/23
Date

[Signature]
Library Director

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

July 17, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #8 Fund H - June 29, 2023 Schedule of Bills.

Checks #10016

Total warrant: \$5,113.95

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 - 8: CD - RESERVE - 6/29/23 For Dates 6/29/2023 - 6/29/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7016	06/29/2023	3074	NEW YORK PRO AV SYSTEMS, INC	220404	5,113.95
Number of Transactions: 1				Warrant Total:	5,113.95
				Vendor Portion:	5,113.95

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 5,113.95. 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.

7/1/23 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.

6/30/23 Date [Signature] Assistant Library Director

American Express Monthly Statement - June 2023 purchases			
Name	Item(s) Purchased	Purchase \$	Account
Janet Scherer	USPS (Postage for Passport Applications)	\$115.00	L7430.433
	Huntington Chamber of Commerce - Networking Breakfast Registraion (GRM, JC, LE)	\$105.00	L7430.435-31
	ALA Membership (JS)	\$316.00	L7430.438
	Bagel Biz - Dinner for AED/CPR Class (6/12 & 6/16/23)	\$211.98	L7430.435-31
	7-Eleven (Hospitality - CPR Class 6/12/23)	\$8.68	L7430.435-31
	Rite Aid (Hospitality - CPR Class 6/12/23)	\$11.28	L7430.435-31
	Greenlawn Farms (Hospitality - Staff Meeting 6/14/23)	\$18.86	L7430.435-31
	Hummel-Hummel (Hospitality - Staff Meeting 6/14/23)	\$37.96	L7430.435-31
	Amazon - Summer Reading Prizes (Adult Dept)	\$204.92	L7430.442-11
	Google (shpl.info e-mail service)	\$618.94	L7430.431
Nicholas Tanzi	Hotel Expense - ALA Conference (3 Staff Members - MB, GRM, RR)	\$6,075.45	L7430.435-31
	USPS (Postage for Passport Applications)	\$28.75	L7430.433
	Formlabs - White Resin (for 3D printers)	\$161.56	L7430.430-22
	NoviSign Ltd. - Library Signage (Recurring payment)	\$40.00	L7430.200
	Zoom.US (Teleconferencing)	\$193.96	L7430.431
	Matterport - Virtual Tour Fee (Recurring payment)	\$12.66	L7420.429
	Total	\$8,161.00	

Amazon Capital Services Statement - 5/20/23 to 6/19/23		
Account	Description	Purchase \$
L7420.410-11	ADULT BOOKS	\$122.79
L7420.410-12	CHILDRENS BOOKS	\$481.96
L7420.411-11	DVD - ADULT	\$185.99
L7420.411-11	DVD - ADULT	(\$3.98)
L7420.415-11	COMPUTER SOFTWARE-CIRC.-ADULTS	\$119.98
L7420.415-12	COMPUTER SOFTWARE-CIRC.-CHILDREN	\$427.70
L7430.200	EQUIPMENT	\$89.95
L7430.430-22	SUPPLIES - LIBRARY	\$83.10
L7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	\$1,010.05
L7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	(\$8.99)
L7430.442-12	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	\$423.93
L7430.442-12-F	COMMUNITY ACTIVITY-CHILDRENS FAMILY PGM	\$42.53
L7430.442-13	COMMUNITY ACTIVITIES-YA PROGRAMS	\$658.43
L7430.442-13	COMMUNITY ACTIVITIES-YA PROGRAMS	(\$23.70)
L7430.442-16	COMMUNITY ACTIVITIES-OUTREACH PROGRAMS	\$432.49
L7440.452-71	BUILDING MAINTENANCE & REPAIR	\$107.97
	Total	\$4,150.20

Amazon - YA Programs Detail

Product Category	ASIN	Title	Item Qty	Item Net Total
Kitchen	B09T6L61RF	Chalkola Paint Canvas Panels 9x12 inch (15 Pack) for Acrylic Painting & Oil Art, Primed 100% Cotton Boards, Acid-Free for Professional Artists, Hobby	2	\$47.80
Amazon Tablet	B07YH1ZJBR	Fire HD 8 Plus tablet, HD display, 64 GB, (2020 release), our best 8" tablet for portable entertainment, Slate	1	\$69.99
CE	B09DT48V16	TAGRY Bluetooth Headphones True Wireless Earbuds 60H Playback LED Power Display Earphones with Wireless Charging Case IPX5 Waterproof in-	1	\$34.99
Home Improve	B074QM393N	[2-Pack] Sound Activated Party Lights with Remote Control Dj Lighting, RGB Disco Ball Light, Strobe Lamp 7 Modes Stage Par Light for Home Room	1	\$17.99
Sports	B01LXZBAC4	Himal Collapsible Portable Corn Hole Boards With 8 Cornhole Bean Bags (3 x 2-feet)	1	\$36.99
Supplies Basic	B07BMLQBM1	TeeTurtle Unstable Unicorns Base Game - A Strategic Card Game and Party Game for Adults & Teens	1	\$14.49
Kitchen	B01M0AX3L7	MT Products 12 oz. Clear Plastic Disposable Banana Split Boats/Perfect Size/Great Party Dish (30 Pieces) - Made in The USA	1	\$14.97
Sports	B0756FZ4S2	GoSports Shuffleboard and Curling 2 in 1 Board Games - Classic Tabletop or Giant Size - Choose Your Style	1	\$44.73
Kitchen	B0BJ25KY45	80 Pcs Plastic Reusable Cups with Lids and Straws Christmas Color Tumblers with Lids and Straw Reusable Drink Coffee Cups with Lids	1	\$83.99
Grocery	B07CGPLXG9	Sakura Box Japanese Snacks & Candy 30 Piece Dagashi Set Food Gift (Box)	1	\$23.97
Toy	B01JYVHMVA	Clue Game	1	\$9.97
CE	B08FDPW8KR	Ortizan Portable Bluetooth Speakers, IPX7 Waterproof Wireless Speaker with 24W Loud Stereo Sound, Outdoor Speaker with Bluetooth 5.3, Deep	1	\$33.99
Kitchen	B09G67YPFK	Zezzxu 50 Pack 16 oz Clear Plastic Cups with Hole Flat Lids and Straws, Crystal Clear PET Thick Disposable Drinking Cups for Cold Drinks, Bubble	1	\$18.99
Personal Comp	B01H6GUCCQ	BENGOO G9000 Stereo Gaming Headset for PS4 PC Xbox One PS5 Controller, Noise Cancelling Over Ear Headphones with Mic, LED Light, Bass	1	\$21.99
Lighting	B092LX1KHZ	Streamlet Sunset Lamp, 16 Colors Sunset Projection Lamp with Remote, Multiple Colors Night Light for Living Room Bedroom Holiday Decoration,	1	\$15.99
Grocery	B002Y2PPCK	Funny-Frisch Zwiebli-Ringe (Onion Rings) -80 g	1	\$9.98
Grocery	B0BSG8YJD5	Calbee Potato Chips (Pizza Potato, 2.54 oz) Taste The Tradition of Japanese Snacks Enjoy These Irresistible & Deliciously Crunchy Japanese	1	\$18.00
Grocery	B07XCRKTYW	LAYS Potato Chips, Crispy Potato Chips, 75g X 2 Packs (Sweet Basil Flavor)	1	\$13.99
Grocery	B002YZHXH2	Lays Wafers Magic Masala 52g Pack, India	2	\$11.98
Grocery	B06XZXSkg8	Lays India Lays West Indies' Hot N' Sweet Chilli Chips 30 Grams, (Pack Of 2)	1	\$11.72
Grocery	B076WXXP1P	Canadian Lays Ketchup Chips (Imported From Canada) - 1 Family Size Bag	1	\$10.99
Grocery	B00MUMGE06	Walkers Crisps - Pickled Onion (6x25g)	2	\$23.80
Lawn & Patio	B077NDKMR5	CYLAPEX 6 Pack Red Fairy String Lights Battery Operated Fairy Lights Firefly Lights Micro LED Starry String Lights on 3.3ft/1m Silvery Copper Wire for	2	\$21.98
Grocery	B08SLM5MPX	Lay's Potato Chips Roasted Chicken Wing 2.4 Oz Pack Of 2! Roasted Chicken Wing Flavored Chips! Flavorful And Crunchy Chips! Tasty &	1	\$14.49
Kitchen	B00OY12GC6	Wilton Cookie 9oz Icing, White	1	\$4.39
Kitchen	B0BCZGT3HX	63 PCS Amine Stickers, Japanese Anime Ninja Waterproof Stickers, for Guitar Laptop Skateboard Water Bottle	1	\$8.55
Grocery	B002Z08M6C	Jin Jin - Jelly Strip (Jelly Filled Straws in Assorted Flavors) - Net Wt. 14.1 Oz.	1	\$5.74
Home Improve	B076BRYBFM	100 Pieces Adhesive Cable Clips Wire Clips Cable Management Wire Cord Holder (13 x 10 mm, White)	1	\$7.99
Kitchen	B0BFC3ZXZ4	OGGI Picks, Parasol, Cocktail Sticks	1	\$3.99

Amazon - Adult Programs Detail

Product Category	ASIN	Title	Item Qty	Item Net Total
Apparel	B08L5JXXKH	adidas Women's Superlite 2 Athletic Sport Performance Adjustable Fit Visor, Black, One Size	1	\$14.97
Kitchen	B08ZHQLL3	LULUHOME Plush Oversized Beach Towel - Fluffy Cotton Thick 36 x 70 Inch Navy Blue Striped Pool Towels, Large Summer Cabana Swimming Towel for	1	\$25.99
Lawn & Patio	B0734KSZKS	Kneeling Pad Thick Extra Large High Density Foam Comfort Kneeling Pad for Work Gardening Yoga Exercise Garden Knee Pad, 1 Pack	1	\$11.99
Book	0847872408	Joy of Balance - An Ayurvedic Guide to Cooking with Healing Ingredients: 80 Plant-Based Recipes	1	\$33.40
Home	B0BYTC53JR	JOSIVIKY Craft Art Organizer Tote Bag,Cleaning Supply Caddy,Car Organizer for Tool Supplies,Carrying Bag with Handle for Multi-Purpose, Organizer	1	\$29.99
Lighting	B0BH8ZRS6P	1OAK Vanilla Scented Candles - Book Lover Gifts for Women- Cool Gifts for Book Lovers - Book Reader Gifts - Gifts for People Who Like to Read - Librar	1	\$16.95
Book	0544790308	How To Grill Everything: Simple Recipes for Great Flame-Cooked Food: A Grilling BBQ Cookbook (How to Cook Everything Series, 8)	1	\$16.78
Beauty	B07WWC3T9Q	BAIMEI Jade Roller & Gua Sha, Face Roller, Facial Beauty Roller Skin Care Tools, Rose Quartz Massager for Face, Eyes, Neck, Body Muscle Relaxing	1	\$16.99
Home Improvement	B09QGC8MJK	Woven Cotton Rope Storage Basket, Cube Changing Table Organizer for Closet Towels, Baby Nursery Bin, Small Dog Cat Toy Box, Gift Baskets	1	\$15.99
Home Improvement	B072V6TLB7	DEWENWILS USB Rechargeable Book Reading Light, 2 Brightness Levels, LED Clip on Book Light for Reading in Bed, Eye Care Book Lamp for Kids,	1	\$8.99
Book	0735219109	Where the Crawdads Sing	1	\$9.50
Book	1523364173	The DIY Spa Retreat: Design a Resort-Style Retreat at Home	1	\$5.49
Kitchen	B0971NH1SM	12" Cast Iron Dual Handle Grill Basket	1	\$29.99
Lawn & Patio	B09BCLN3N6	Grow Your Own Kit by Garden Pack - 100 Varieties of Vegetable, Herb and Flower Seeds - Gardening Gifts for Women and Men - Natural Wood Gift-	1	\$39.99
Lawn & Patio	B00KA2Y1OY	Cuisinart CGS-W13 Wooden Handle Tool Set (13-Piece) , Black	1	\$22.99
Apparel	B0BZK9S34H	Waterproof Beach Tote Pool Bags for Women Ladies Extra Large Gym Tote Carry On Bag With Wet Compartment for Weekender Travel	1	\$27.69
Book	038554734X	Lessons in Chemistry: A Novel	1	\$17.99
Lawn & Patio	B08XWXPXH7	MorTime Set of 5 Garden Tool Set, Aluminum Gardening Work Kit with Soft Rubber Ergonomic Handle Hand Tools Succulent Tool Set Outdoor Gardening Tools	1	\$14.99
Kitchen	B0BGXYT6GG	Cohzi Spa Gifts For Women - Microfiber Hair Towel Wrap, Towel, Makeup Headband, Self Care Gift For Her. Birthday Gifts for Women. Gifts For Mothers, G	1	\$39.95
Beauty	B07C5MSTFP	Spa Luxetique Gift Baskets for Women, Spa Gifts for Women - 10pcs Lavender Bath Gifts with Bath Bomb, Body Lotion, Bubble Bath, Relaxing	1	\$35.99
Shoes	B0B1TPWWYS	Adokoo Womens Flip Flops Black Flip Flops Summer Beach Sandals Thong Style Comfortable Flip Flops(Red,US7)	1	\$12.99
CE	B08S3SG5KF	Hiearcool Universal Waterproof Case, Waterproof Phone Pouch Compatible for iPhone 14 13 12 11 Pro Max XS Plus Samsung Galaxy S22	1	\$13.98
Book	0593334833	Book Lovers	1	\$9.99
Kitchen	B07HR9Q26M	Silicone Basting Pastry Brush - Cooking Brush for Oil Sauce Butter Marinades, Food Brushes for BBQ Grill Kitchen Baking, Baster Brushes	1	\$8.90
Art and Craft Supplies	B0008G8G8Y	SAKURA Pigma Micron Fineliner Pens - Archival Black Ink Pens - Pens for Writing, Drawing, or Journaling - Assorted Point Sizes - 6 Pack	1	\$10.95

Amazon - Adult Programs Detail

Product Category	ASIN	Title	Item Qty	Item Net Total
Office Product	B083LG9FJX	Arteza Drawing Set for Adults, Set of 33 Artist Sketching Tools, 20 Graphite & 4 Charcoal Sketch Pencils, 1 Fineliner, 3 Blenders, 1 Sharpener, 3 Erasers	1	\$34.29
Beauty	B09MN8DKKQ	𝗪𝗜𝗡𝗡𝗘𝗥𝟮𝟬𝟮𝟯* Sugar Lip Scrub, Lip Exfoliator Scrub and Moisturizer, Li	1	\$9.99
Shoes	B07YFWL6ZF	Women's Cross Band Slippers Fuzzy Soft House Slippers Plush Furry Warm Cozy Open Toe Fluffy Home Shoes Comfy Indoor Outdoor Slip On	1	\$16.99
Kitchen	B097HWCT28	Warm HUGS Always Compassion Blanket - Cozy Blue Sherpa Fleece Throw Blanket for Couch and Bed. Super Comfort Thick and Fuzzy. Soft and	1	\$21.95
Book	1580115632	The Beginner's Guide to Gardening: Basic Techniques - Easy-to-Follow Methods - Earth-Friendly Practices	1	\$14.95
Lawn & Patio	B089ZTNP4F	Permasteel PA-12002-AM Flexible Gooseneck LED BBQ Magnetic Base, 2-Pack, Black Grill Light	1	\$21.88
Single Detail Pa	B0BLF2D71F	(31.5 in x 110 ft) Clear Cellophane Wrap Roll 3Mils Thick, with 15 Pull-Bows, 3 Ribbons & 1 Cutter - Clear Cellophane Wrap for Gift Baskets Extra	1	\$14.98
Beauty	B004XGPM32	Sun Bum Original SPF 50 Sunscreen Lotion Vegan and Hawaii 104 Reef Act Compliant (Octinoxate & Oxybenzone Free) Broad Spectrum Moisturizing UVA/UVB	1	\$14.79
Book	1633223434	The Complete Book of Mixed Media Art: More than 200 fundamental mixed media concepts and techniques	1	\$24.95
Art and Craft Supply	B083QZKGDS	Bachmore Drawing Pad 9X12"(98lb/160g) 100 Sheets Mixed Media, Watercolor, Acrylic Art Pad for Sketching, Ink Sketchbook, Coloring in Multi-	1	\$17.99
Home Improvement	B077Y6TVC8	ARTEZA Gouache Paint, 24 Colors, 12ml, 0.4 US fl oz Tubes, Water-Based Paint for Canvas and Paper, Art Supplies for Professionals, Students	1	\$21.56
Home	B000KL5GAS	Jiffy-Pots Organic Seed Starting 2" Biodegradable Peat Pots, 26 Pack	1	\$8.99
Grocery	B08HPVV6B6	KETCHUP/MUSTARD DISP2PK	1	\$12.49
Grocery	B00SBQD52A	Tea Forte Lotus Relaxing Organic Tea, Petite Presentation Box Tea Sampler Gift Set with 10 Handcrafted Pyramid Tea Infusers	1	\$18.75
Beauty	B09YRJ4GPB	ANAI RUI Turmeric Vitamin C Clay Mask -Rose Facial Mask -Avocado Green Tea Mud Mask, SPA Facial Mask Set 2.5 oz each	1	\$22.99
Lawn & Patio	B08MHMNLZ8	Burpee, 9 Quarts Premium Organic Potting Natural Soil Mix Food Ideal for Container Garden-Vegetable, Flower & Herb Use for Indoor Outdoor	1	\$12.99
Kitchen	B0B6CJ6H28	Heat Resistant Neoprene Black Gloves for BBQ - 932°F Tolerance - Waterproof & Oil Resistant - Grilling Mitts for Men & Women - High Heat	1	\$19.99
Kitchen	B097CZBNLF	UnionJoy 1-1/2 inch Solid Color Ribbon Grosgrain Ribbon 1.5 " (38mm) X 2 Yard Each, Total 40 Yds Per Package, Assortment 20 Colors Ribbon Perfect	1	\$13.99
Sports	B08RLMQ74C	YETI Rambler 14 oz Mug, Vacuum Insulated, Stainless Steel with MagSlider Lid, Navy	1	\$24.00
Kitchen	B07G9MDD4N	OPUX 2 Bottle Wine Carrier Tote, Insulated Wine Cooler Bag, Leakproof Travel Wine Tote for Picnic Travel BYOB, Padded Portable Wine Bottle	1	\$18.99
Lighting	B09YD4221P	TONULAX Solar Garden Lights - New Upgraded Solar Swaying Light, Sway by Wind, Solar Outdoor Lights, Yard Patio Pathway Decoration, High	1	\$21.98
Kitchen	B098K9V6MD	Arteza Watercolor Paint Brushes, Set of 12, Assorted Shapes, Synthetic Soft-Bristle Brushes with Anti-Rust Ferrules, Painting Art Supplies for Begi	1	\$28.41
Lawn & Patio	B0081STHQQ	Vintiquewise(TM) QI003055.WF Oval Willow Basket with Double Drop Down Handles	1	\$15.39

Amazon - Adult Programs Detail

Product Category	ASIN	Title	Item Qty	Item Net Total
Personal Computer	B07M87WJ9Y	Housolution Gardening Tote Bag, Deluxe Garden Tool Storage Bag and Home Organizer with Pockets, Wear-resistant & Reusable, 12 Inch, Dark Green	1	\$17.99
Book	1984806734	Beach Read	1	\$8.39
Art and Craft Supplies	B092TQ8DGQ	Mixed Media Sketch Pad, 9 x 12 inches, 60 Sheets (98lb/160gsm) Heavyweight Drawing Papers, Top Spiral Bound Hardcover Sketchbook, for	1	\$12.99
Home Improvement	B072V6TLB7	DEWENWILS USB Rechargeable Book Reading Light, 2 Brightness Levels, LED Clip on Book Light for Reading in Bed, Eye Care Book Lamp for Kids,	1	\$8.09
Health and Beauty	B08R7F2L6S	Bags, Party Favor Bags, Unbleached Cotton Pouches, Sachet Bag, Fabric Bags, Cloth	2	\$35.98
			Total	\$1,010.05

			SOUTH HUNTINGTON LIBRARY
Cash Receipt Schedule Report For L - 24: CR - DAILY FINES - 6/2023			
Account	Account Description	Sum of DEBITS	Sum of CREDITS
L 200	CHECKING - VALLEY NATIONAL BANK	1,841.12	0.00
L 2082.1	BOOK FINES	0.00	18.89
L 2082.2	LOST LIBRARY MATERIALS	0.00	42.93
L 2082.4	COPY MACHINES	0.00	431.05
L 2082.42	PRINT VEND MACHINES	0.00	683.50
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	26.00
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	81.50
L 2770.8	MISC. INCOME - PASSPORTS	0.00	15.75
L 2770.8	MISC. INCOME - PASSPORTS	0.00	541.50
Grand Total		1,841.12	1,841.12

			SOUTH HUNTINGTON LIBRARY
Cash Receipt Schedule Report For L - 25: CR - GENERAL - 6/2023			
Account	Account Description	Sum of DEBITS	Sum of CREDITS
L 200	CHECKING - VALLEY NATIONAL BANK	15,049.26	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	690.08	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	119.77	0.00
L 211	MM - FLUSHING BANK	9,130.54	0.00
L 2082.2	LOST LIBRARY MATERIALS	0.00	557.68
L 2082.42	PRINT VEND MACHINES	0.00	101.75
L 2401.204	INTEREST - MM- VALLEY NAT'L BANK	0.00	690.08
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	0.00	378.82
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	0.00	119.77
L 2401.211	INTEREST - MM FLUSHING BANK	0.00	9,130.54
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	10.00
L 2770.8	MISC. INCOME - PASSPORTS	0.00	767.50
L 7430.434	PUBLICITY-PRINTING/NEWSLETTER	0.00	2,888.00
L 7430.435-31	CONTINUING ED/MILEAGE REIMB/STAFF	0.00	292.99
L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	0.00	5,907.00
L 9000.906-0	HEALTH INSURANCE	0.00	4,145.52
Grand Total		24,989.65	24,989.65

SOUTH HUNTINGTON PUBLIC LIBRARY
REVENUE BUDGET STATUS
PERIOD COVERED: July 1, 2022 - June 30, 2023

ACCOUNT	BUDGET	REVENUE EARNED	EST. REVENUE BASED ON 12 MONTHS	VARIANCE		UNEARNED REVENUE YTD.
				FAVORABLE (UNFAVORABLE) \$	%	
REAL PROPERTY TAXES	\$6,070,752.00	6,070,752.00	6,070,752.00	0.00	0.00	0.00
PROPERTY TAXES-DEBT SVCE	\$0.00	0.00	0.00	0.00	#DIV/0!	0.00
BOOK FINES	\$0.00	118.50	0.00	118.50	#DIV/0!	(118.50)
LOST LIBRARY MATERIALS	\$2,500.00	3,282.47	2,500.00	782.47	31.30	(782.47)
COPY MACHINES	\$3,000.00	1,564.63	3,000.00	(1,435.37)	-47.85	1,435.37
PRINT VEND MACHINES	\$9,000.00	7,321.92	9,000.00	(1,678.08)	-18.65	1,678.08
DVD FINES	\$0.00	1.00	0.00	1.00	#DIV/0!	(1.00)
IWIN - DVDs	\$0.00	237.25	0.00	237.25	#DIV/0!	(237.25)
COMPUTER PAPER/DISCS	\$1,000.00	122.50	1,000.00	(877.50)	-87.75	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	6,327.38	300.00	6,027.38	2,009.13	(6,027.38)
INTEREST - CKING - VALLEY NAT'L BANK	\$180.00	3,706.88	180.00	3,526.88	1,959.38	(3,526.88)
INTEREST - PAYROLL- VALLEY NAT'L BANK	\$20.00	1,114.54	20.00	1,094.54	5,472.70	(1,094.54)
INTEREST - MM FLUSHING BANK	\$7,500.00	68,713.07	7,500.00	61,213.07	816.17	(61,213.07)
MISC. INCOME - EAR BUD SALES	\$0.00	3.00	0.00	3.00	#DIV/0!	(3.00)
MISC. INCOME - FAX CHARGES	\$1,000.00	648.45	1,000.00	(351.55)	-35.16	351.55
MISC. INCOME - HOTSPOT FINES	\$0.00	175.00	0.00	175.00	#DIV/0!	(175.00)
MISC. INCOME	\$2,000.00	7,303.31	2,000.00	5,303.31	265.17	(5,303.31)
MISC. INCOME - PASSPORTS	\$12,000.00	14,871.25	12,000.00	2,871.25	23.93	(2,871.25)
STATE INCENTIVE AID	\$5,000.00	11,659.00	5,000.00	6,659.00	133.18	(6,659.00)
TOTALS	\$6,114,252.00	6,197,958.15	6,114,252.00	83,706.15	1.37	-83,706.15

SOUTH WINTINGTON LIBRARY



Revenue Status Report By Function From 7/1/2022 To 6/30/2023

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	118.50	-118.50
L 2082.2	LOST LIBRARY MATERIALS	2,500.00	0.00	2,500.00	3,282.47	-782.47
L 2082.4	COPY MACHINES	3,000.00	0.00	3,000.00	1,564.63	1,435.37
L 2082.42	PRINT VEND MACHINES	9,000.00	0.00	9,000.00	7,321.92	1,678.08
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	237.25	-237.25
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	6,327.38	-6,027.38
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	180.00	0.00	180.00	3,706.88	-3,526.88
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	20.00	0.00	20.00	1,114.54	-1,094.54
L 2401.211	INTEREST - MM FLUSHING BANK	7,500.00	0.00	7,500.00	68,713.07	-61,213.07
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	648.45	351.55
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	14,871.25	-2,871.25
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	6,197,958.15	-83,706.15
Grand Totals:		6,114,252.00	0.00	6,114,252.00	6,197,958.15	-83,706.15

SOUTH HUNTINGTON PUBLIC LIBRARY
ACTUAL BUDGET EXPENDITURES / ESTIMATE
PERIOD COVERED: July 1, 2022 - June 30, 2023

7/11/2023 3:59 PM

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 12 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
SALARIES-PROF. FT & PT	\$1,887,929.48	1,891,360.64		1,891,360.64	1,887,929.48	(3,431.16)	(0.18)	(\$3,431.16)
SALARIES-PROF. FT	\$1,457,929.48	1,460,663.65	0.00	1,460,663.65	1,457,929.48	(2,734.17)	(0.19)	(\$2,734.17)
SALARIES - PROF. PT	\$430,000.00	430,696.99	0.00	430,696.99	430,000.00	(696.99)	(0.16)	(\$696.99)
SALARIES-CLERICAL FT & PT	\$580,821.87	587,928.81		587,928.81	580,821.87	(7,106.94)	(1.22)	(\$7,106.94)
SALARIES-CLERICAL FT	\$360,980.29	408,175.74	0.00	408,175.74	360,980.29	(47,195.45)	(13.07)	(\$47,195.45)
SALARIES-CLERICAL PT	\$219,841.58	179,753.07	0.00	179,753.07	219,841.58	40,088.51	18.24	\$40,088.51
SALARIES-PAGE	\$108,000.00	85,852.70	0.00	85,852.70	108,000.00	22,147.30	20.51	\$22,147.30
SALARIES-CUSTODIAL FT & PT	\$314,955.65	318,018.55		318,018.55	314,955.65	(3,062.90)	(0.97)	(\$3,062.90)
SALARIES-CUSTODIAL FT	\$264,955.65	270,431.30	0.00	270,431.30	264,955.65	(5,475.65)	(2.07)	(\$5,475.65)
SALARIES-CUSTODIAL PT	\$50,000.00	47,587.25	0.00	47,587.25	50,000.00	2,412.75	4.83	\$2,412.75
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	50,849.25	0.00	50,849.25	55,000.00	4,150.75	7.55	\$4,150.75
SALARIES-SUNDAY-CLERICAL	\$18,000.00	19,242.55	0.00	19,242.55	18,000.00	(1,242.55)	(6.90)	(\$1,242.55)
SALARIES-SUNDAY-PAGE	\$8,640.00	7,642.00	0.00	7,642.00	8,640.00	998.00	11.55	\$998.00
SALARIES-SUNDAY-CUSTODIAL	\$26,000.00	25,176.57	0.00	25,176.57	26,000.00	823.43	3.17	\$823.43
TEMPORARY SUMMER HELP	\$8,000.00	7,891.75	0.00	7,891.75	41,600.00	33,708.25	81.03	\$108.25
SPECIAL PROJECT	\$0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	\$0.00
	\$3,007,347.00	\$2,993,962.82	\$0.00	2,993,962.82	\$3,040,947.00	\$46,984.18	1.55	\$13,384.18
ADULT BOOKS	\$157,070.62	107,808.51	16,455.50	124,264.01	157,070.62	32,806.61	20.89	\$32,806.61
CHILDRENS BOOKS	\$88,374.90	71,366.16	7,556.71	78,922.87	88,374.90	9,452.03	10.70	\$9,452.03
YOUNG ADULT BOOKS	\$11,403.56	6,322.90	1,566.59	7,889.49	11,403.56	3,514.07	30.82	\$3,514.07
REFERENCE - PRINT	\$0.00	(197.05)	0.00	-197.05	0.00	197.05	#DIV/0!	\$197.05
REFERENCE - ELECTRONIC	\$60,000.00	32,027.37	0.00	32,027.37	60,000.00	27,972.63	46.62	\$27,972.63
AUDIO BOOKS - ADULT	\$5,000.00	1,690.31	0.00	1,690.31	5,000.00	3,309.69	66.19	\$3,309.69
AUDIO BOOKS - CHILDREN	\$2,557.97	1,696.66	0.00	1,696.66	2,557.97	861.31	33.67	\$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	224,128.23	6,510.00	230,638.23	257,010.00	26,371.77	10.26	\$26,371.77
MUSEUM PASSES	\$22,000.00	17,210.00	0.00	17,210.00	22,000.00	4,790.00	21.77	\$4,790.00
DVD - ADULT	\$36,400.29	21,390.52	1,432.05	22,822.57	36,400.29	13,577.72	37.30	\$13,577.72
DVD - CHILDREN	\$9,589.70	5,281.57	618.89	5,900.46	9,589.70	3,689.24	38.47	\$3,689.24
MUSIC CD'S - ADULT	\$4,212.46	3,962.76	0.00	3,962.76	4,212.46	249.70	5.93	\$249.70
MUSIC CD'S - CHILDREN	\$519.63	144.46	0.00	144.46	519.63	375.17	72.20	\$375.17
PERIODICALS - ADULTS	\$10,100.00	11,754.47	0.00	11,754.47	10,100.00	(1,654.47)	(16.38)	(\$1,654.47)
PERIODICALS - CHILDREN	\$1,000.00	801.88	0.00	801.88	1,000.00	198.12	19.81	\$198.12
PERIODICALS - YA	\$400.00	195.98	0.00	195.98	400.00	204.02	51.01	\$204.02
PERIODICALS - NEWSPAPERS	\$3,500.00	5,059.08	0.00	5,059.08	3,500.00	(1,559.08)	(44.55)	(\$1,559.08)
COMPUTER SOFTWARE-CIRC.-ADULTS	\$3,000.00	1,446.14	0.00	1,446.14	3,000.00	1,553.86	51.80	\$1,553.86
COMPUTER SOFTWARE-CIRC.-CHILDRE	\$5,000.00	4,679.70	512.69	5,192.39	5,000.00	(192.39)	(3.85)	(\$192.39)
MATERIALS PROCESSING	\$35,000.00	29,082.80	0.00	29,082.80	35,000.00	5,917.20	16.91	\$5,917.20
COMPUTER SOFTWARE - NON-CIRC.	\$45,340.85	38,949.50	0.00	38,949.50	45,340.85	6,391.35	14.10	\$6,391.35
	\$757,479.98	584,801.95	34,652.43	619,454.38	757,479.98	138,025.60	18.22	\$138,025.60

SOUTH HAVENINGTON PUBLIC LIBRARY
 ACTUAL BUDGET EXPENDITURES / ESTIMATE
 PERIOD COVERED: July 1, 2022 - June 30, 2023

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DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 12 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
EQUIPMENT	\$57,952.78	57,873.20	18,782.46	76,655.66	57,952.78	(18,702.88)	(32.27)	(\$18,702.88)
EQUIPMENT MAINTENANCE	\$13,483.77	6,856.59	63.77	6,920.36	13,483.77	6,563.41	48.68	\$6,563.41
FURNITURE & FIXTURES	\$41,374.72	5,356.10	25,100.67	30,456.77	41,374.72	10,917.95	26.39	\$10,917.95
SUPPLIES - OFFICE	\$25,000.00	11,504.41	0.00	11,504.41	25,000.00	13,495.59	53.98	\$13,495.59
SUPPLIES - LIBRARY	\$45,145.31	26,032.92	695.42	26,728.34	45,145.31	18,416.97	40.79	\$18,416.97
TELECOMMUNICATIONS	\$45,000.00	30,375.07	0.00	30,375.07	45,000.00	14,624.93	32.50	\$14,624.93
SCLS SERVICES / CIRCULATION CONTRI	\$95,000.00	85,286.35	0.00	85,286.35	95,000.00	9,713.65	10.22	\$9,713.65
POSTAGE	\$30,000.00	27,061.15	0.00	27,061.15	30,000.00	2,938.85	9.80	\$2,938.85
PUBLICITY-PRINTING/NEWSLETTER	\$65,000.00	80,931.58	0.00	80,931.58	65,000.00	(15,931.58)	(24.51)	(\$15,931.58)
CONTINUING ED/MILEAGE REIMB/STAFF	\$40,000.00	38,399.55	600.00	38,999.55	40,000.00	1,000.45	2.50	\$1,000.45
CONTINUING ED/MILEAGE REIMB/BOA	\$8,000.00	355.00	0.00	355.00	8,000.00	7,645.00	95.56	\$7,645.00
LIBRARY VEHICLE	\$2,000.00	1,262.44	0.00	1,262.44	2,000.00	737.56	36.88	\$737.56
PROFESSIONAL FEES - AUDITOR	\$23,800.00	10,875.00	8,225.00	19,100.00	23,800.00	4,700.00	19.75	\$4,700.00
PROFESSIONAL FEES - LEGAL	\$15,000.00	6,075.00	0.00	6,075.00	15,000.00	8,925.00	59.50	\$8,925.00
PROFESSIONAL FEES - TREASURER	\$7,000.00	4,680.00	0.00	4,680.00	7,000.00	2,320.00	33.14	\$2,320.00
PROF. FEES- ART & MUSIC	\$10,060.00	6,710.00	0.00	6,710.00	10,060.00	3,350.00	33.30	\$3,350.00
PROF. FEES - MISC. CONSULTANTS	\$5,500.00	2,545.00	0.00	2,545.00	5,500.00	2,955.00	53.73	\$2,955.00
MEMBERSHIP DUES	\$6,500.00	4,367.00	0.00	4,367.00	6,500.00	2,133.00	32.82	\$2,133.00
OFFICE EQUIPMENT - COPIER RENTAL	\$5,000.00	2,044.88	1,071.46	3,116.34	5,000.00	1,883.66	37.67	\$1,883.66
OFFICE EQUIPMENT - SERVICE CONTRA	\$10,148.98	7,999.70	148.98	8,148.68	10,148.98	2,000.30	19.71	\$2,000.30
OFFICE EQUIPMENT - REPAIR/MAINTEN/	\$750.00	290.00	0.00	290.00	750.00	460.00	61.33	\$460.00
MISC. EXPENSES	\$1,000.00	430.03	0.00	430.03	1,000.00	569.97	57.00	\$569.97
COST OF VOTE	\$4,500.00	4,238.19	0.00	4,238.19	4,500.00	261.81	5.82	\$261.81
COMMUNITY ACTIVITIES-ADULT PROGR,	\$84,373.49	63,100.16	1,402.45	64,502.61	84,373.49	19,870.88	23.55	\$19,870.88
COMMUNITY ACTIVITIES-CHILDRENS PR	\$75,373.54	75,130.84	1,680.00	76,810.84	75,373.54	(1,437.30)	(1.91)	(\$1,437.30)
COMMUNITY ACTIVITY-CHILDRENS FAMI	\$5,781.94	5,639.65	0.00	5,639.65	5,781.94	142.29	2.46	\$142.29
COMMUNITY ACTIVITIES-YA PROGRAMS	\$20,364.22	11,782.45	2,580.89	14,363.34	20,364.22	6,000.88	29.47	\$6,000.88
COMMUNITY ACTIVITIES-OUTREACH PR	\$7,736.70	7,556.41	191.12	7,747.53	7,736.70	(10.83)	(0.14)	(\$10.83)
COMMUNITY ACTIVITIES - MUSIC/RECIT/	\$8,500.00	8,500.00	0.00	8,500.00	8,500.00	0.00	0.00	\$0.00
CREDIT MERCHANT FEES	\$4,000.00	3,301.43	0.00	3,301.43	4,000.00	698.57	17.46	\$698.57
BUS TRIPS	\$1,000.00	0.00	0.00	0.00	1,000.00	1,000.00	100.00	\$1,000.00
	\$764,345.45	596,560.10	60,542.22	657,102.32	764,345.45	107,243.13	14.03	\$107,243.13
UTILITIES - ELECTRIC	\$140,000.00	132,803.79	0.00	132,803.79	140,000.00	7,196.21	5.14	\$7,196.21
UTILITIES - WATER	\$5,000.00	2,314.28	0.00	2,314.28	5,000.00	2,685.72	53.71	\$2,685.72
UTILITIES - GAS	\$20,000.00	16,233.82	0.00	16,233.82	20,000.00	3,766.18	18.83	\$3,766.18
CUSTODIAL SUPPLIES	\$25,000.00	15,501.25	0.00	15,501.25	25,000.00	9,498.75	38.00	\$9,498.75
BUILDING EQUIPMENT & REPAIR	\$8,265.00	7,862.79	265.00	8,127.79	8,265.00	137.21	1.66	\$137.21
BUILDING MAINTENANCE & REPAIR	\$49,535.50	40,539.37	9,348.00	49,887.37	49,535.50	(351.87)	(0.71)	(\$351.87)
BUILDING SERVICE CONTRACTS	\$40,000.00	40,849.52	1,905.75	42,755.27	40,000.00	(2,755.27)	(6.89)	(\$2,755.27)
INSURANCE	\$55,000.00	53,036.77	0.00	53,036.77	55,000.00	1,963.23	3.57	\$1,963.23
GROUNDS MAINTENANCE	\$35,430.00	36,251.62	0.00	36,251.62	35,430.00	(821.62)	(2.32)	(\$821.62)

SOUTH HUNTINGTON PUBLIC LIBRARY
 ACTUAL BUDGET EXPENDITURES / ESTIMATE
 PERIOD COVERED: July 1, 2022 - June 30, 2023

7/11/2023 3:59 PM

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 12 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
	\$378,230.50	345,393.21	11,518.75	356,911.96	378,230.50	21,318.54	5.64	\$21,318.54
NYS RETIREMENT SYSTEM	\$425,000.00	304,773.65	0.00	304,773.65	425,000.00	120,226.35	28.29	\$120,226.35
FICA EXPENSE	\$230,155.00	215,417.96	0.00	215,417.96	230,155.00	14,737.04	6.40	\$14,737.04
WORKERS' COMPENSATION	\$30,000.00	13,611.38	0.00	13,611.38	30,000.00	16,388.62	54.63	\$16,388.62
DISABILITY INSURANCE	\$4,000.00	2,291.40	0.00	2,291.40	4,000.00	1,708.60	42.72	\$1,708.60
LONG-TERM DISABILITY INS.	\$8,500.00	7,769.57	0.00	7,769.57	8,500.00	730.43	8.59	\$730.43
UNEMPLOYMENT INSURANCE	\$1,000.00	0.00	0.00	0.00	1,000.00	1,000.00	100.00	\$1,000.00
HEALTH INSURANCE	\$535,000.00	530,433.23	0.00	530,433.23	535,000.00	4,566.77	0.85	\$4,566.77
MEDICARE REIMBURSEMENT	\$55,000.00	48,579.90	0.00	48,579.90	55,000.00	6,420.10	11.67	\$6,420.10
	\$1,288,655.00	1,122,877.09	0.00	1,122,877.09	1,288,655.00	165,777.91	12.86	\$165,777.91
TOTAL	6,196,057.93	5,643,595.17	106,713.40	5,750,308.57	6,229,657.93	479,349.36	7.69	\$445,749.36

SOUTH WINTINGTON LIBRARY



Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>L 7410.141-01</u>	SALARIES-PROF. FT	1,457,929.48	0.00	1,457,929.48	1,460,663.65	0.00	-2,734.17
<u>L 7410.141-01-P</u>	SALARIES - PROF. PT	430,000.00	0.00	430,000.00	430,696.99	0.00	-696.99
<u>L 7410.142-02</u>	SALARIES-CLERICAL FT	360,980.29	0.00	360,980.29	408,175.74	0.00	-47,195.45
<u>L 7410.142-02-P</u>	SALARIES-CLERICAL PT	219,841.58	0.00	219,841.58	179,753.07	0.00	40,088.51
<u>L 7410.142-03</u>	SALARIES-PAGE	108,000.00	0.00	108,000.00	85,852.70	0.00	22,147.30
<u>L 7410.142-04</u>	SALARIES-CUSTODIAL FT	264,955.65	0.00	264,955.65	270,431.30	0.00	-5,475.65
<u>L 7410.142-04-P</u>	SALARIES-CUSTODIAL PT	50,000.00	0.00	50,000.00	47,587.25	0.00	2,412.75
<u>L 7410.143-01</u>	SALARIES-SUNDAY-PROF.	55,000.00	0.00	55,000.00	50,849.25	0.00	4,150.75
<u>L 7410.143-02</u>	SALARIES-SUNDAY-CLERICAL	18,000.00	0.00	18,000.00	19,242.55	0.00	-1,242.55
<u>L 7410.143-03</u>	SALARIES-SUNDAY-PAGE	8,640.00	0.00	8,640.00	7,642.00	0.00	998.00
<u>L 7410.143-04</u>	SALARIES-SUNDAY-CUSTODIAL	26,000.00	0.00	26,000.00	25,176.57	0.00	823.43
<u>L 7410.143-05</u>	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	2,993,962.82	0.00	13,384.18
<u>L 7420.410-11</u>	ADULT BOOKS	140,000.00	17,070.62	157,070.62	107,808.51	16,455.50	32,806.61
<u>L 7420.410-12</u>	CHILDRENS BOOKS	80,000.00	8,374.90	88,374.90	71,366.16	7,556.71	9,452.03
<u>L 7420.410-13</u>	YOUNG ADULT BOOKS	10,000.00	1,403.56	11,403.56	6,322.90	1,566.59	3,514.07
<u>L 7420.410-14-1</u>	REFERENCE - PRINT	0.00	0.00	0.00	-197.05	0.00	197.05
<u>L 7420.410-14-2</u>	REFERENCE - ELECTRONIC	60,000.00	0.00	60,000.00	32,027.37	0.00	27,972.63
<u>L 7420.410-15</u>	AUDIO BOOKS - ADULT	5,000.00	0.00	5,000.00	1,690.31	0.00	3,309.69
<u>L 7420.410-15-C</u>	AUDIO BOOKS - CHILDREN	2,500.00	57.97	2,557.97	1,696.66	0.00	861.31
<u>L 7420.410-16-D-A</u>	DIGITAL DOWNLOADS - ADULT	0.00	0.00	0.00	0.00	0.00	0.00
<u>L 7420.410-16-S</u>	DIGITAL SUBSCRIPTIONS	250,500.00	6,510.00	257,010.00	224,128.23	6,510.00	26,371.77
<u>L 7420.410-17</u>	MUSEUM PASSES	22,000.00	0.00	22,000.00	17,210.00	0.00	4,790.00
<u>L 7420.411-11</u>	DVD - ADULT	30,000.00	6,400.29	36,400.29	21,390.52	1,432.05	13,577.72
<u>L 7420.411-12</u>	DVD - CHILDREN	8,000.00	1,589.70	9,589.70	5,281.57	618.89	3,689.24
<u>L 7420.412-11</u>	MUSIC CD'S - ADULT	3,000.00	1,212.46	4,212.46	3,962.76	0.00	249.70
<u>L 7420.412-12</u>	MUSIC CD'S - CHILDREN	500.00	19.63	519.63	144.46	0.00	375.17
<u>L 7420.413-11</u>	PERIODICALS - ADULTS	10,100.00	0.00	10,100.00	11,754.47	0.00	-1,654.47
<u>L 7420.413-12</u>	PERIODICALS - CHILDREN	1,000.00	0.00	1,000.00	801.88	0.00	198.12
<u>L 7420.413-13</u>	PERIODICALS - YA	400.00	0.00	400.00	195.98	0.00	204.02
<u>L 7420.413-17</u>	PERIODICALS - NEWSPAPERS	3,500.00	0.00	3,500.00	5,059.08	0.00	-1,559.08
<u>L 7420.415-11</u>	COMPUTER SOFTWARE-CIRC.-ADULTS	3,000.00	0.00	3,000.00	1,446.14	0.00	1,553.86
<u>L 7420.415-12</u>	COMPUTER SOFTWARE-CIRC.-CHILDREN	5,000.00	0.00	5,000.00	4,679.70	512.69	-192.39

SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>L 7420.419</u>	MATERIALS PROCESSING	35,000.00	0.00	35,000.00	29,082.80	0.00	5,917.20
<u>L 7420.429</u>	COMPUTER SOFTWARE - NON-CIRC.	45,000.00	340.85	45,340.85	38,949.50	0.00	6,391.35
7420	*	714,500.00	42,979.98	757,479.98	584,801.95	34,652.43	138,025.60
<u>L 7430.200</u>	EQUIPMENT	55,000.00	2,952.78	57,952.78	57,873.20	18,782.46	-18,702.88
<u>L 7430.200-5</u>	EQUIPMENT MAINTENANCE	10,000.00	3,483.77	13,483.77	6,856.59	63.77	6,563.41
<u>L 7430.201</u>	FURNITURE & FIXTURES	40,000.00	1,374.72	41,374.72	5,356.10	25,100.67	10,917.95
<u>L 7430.430-21</u>	SUPPLIES - OFFICE	25,000.00	0.00	25,000.00	11,504.41	0.00	13,495.59
<u>L 7430.430-22</u>	SUPPLIES - LIBRARY	40,000.00	5,145.31	45,145.31	26,032.92	695.42	18,416.97
<u>L 7430.431</u>	TELECOMMUNICATIONS	45,000.00	0.00	45,000.00	30,375.07	0.00	14,624.93
<u>L 7430.432</u>	SCLS SERVICES / CIRCULATION CONTROL	95,000.00	0.00	95,000.00	85,286.35	0.00	9,713.65
<u>L 7430.433</u>	POSTAGE	30,000.00	0.00	30,000.00	27,061.15	0.00	2,938.85
<u>L 7430.434</u>	PUBLICITY-PRINTING/NEWSLETTER	65,000.00	0.00	65,000.00	80,931.58	0.00	-15,931.58
<u>L 7430.435-31</u>	CONTINUING ED/MILEAGE REIMB/STAFF	40,000.00	0.00	40,000.00	38,399.55	600.00	1,000.45
<u>L 7430.435-32</u>	CONTINUING ED/MILEAGE REIMB/BOA	8,000.00	0.00	8,000.00	355.00	0.00	7,645.00
<u>L 7430.435-33</u>	LIBRARY VEHICLE	2,000.00	0.00	2,000.00	1,262.44	0.00	737.56
<u>L 7430.437-41</u>	PROFESSIONAL FEES - AUDITOR	15,000.00	8,800.00	23,800.00	10,875.00	8,225.00	4,700.00
<u>L 7430.437-42</u>	PROFESSIONAL FEES - LEGAL	15,000.00	0.00	15,000.00	6,075.00	0.00	8,925.00
<u>L 7430.437-44</u>	PROFESSIONAL FEES - TREASURER	7,000.00	0.00	7,000.00	4,680.00	0.00	2,320.00
<u>L 7430.437-45</u>	PROF. FEES- ART & MUSIC	9,500.00	560.00	10,060.00	6,710.00	0.00	3,350.00
<u>L 7430.437-46</u>	PROF. FEES - MISC. CONSULTANTS	5,500.00	0.00	5,500.00	2,545.00	0.00	2,955.00
<u>L 7430.438</u>	MEMBERSHIP DUES	6,500.00	0.00	6,500.00	4,367.00	0.00	2,133.00
<u>L 7430.439-51</u>	OFFICE EQUIPMENT - COPIER RENTAL	5,000.00	0.00	5,000.00	2,044.88	1,071.46	1,883.66
<u>L 7430.439-52</u>	OFFICE EQUIPMENT - SERVICE CONTRACTS	10,000.00	148.98	10,148.98	7,999.70	148.98	2,000.30
<u>L 7430.439-53</u>	OFFICE EQUIPMENT - REPAIR/MAINTENANCE	750.00	0.00	750.00	290.00	0.00	460.00
<u>L 7430.440</u>	MISC. EXPENSES	1,000.00	0.00	1,000.00	430.03	0.00	569.97
<u>L 7430.441</u>	COST OF VOTE	4,500.00	0.00	4,500.00	4,238.19	0.00	261.81
<u>L 7430.442-11</u>	COMMUNITY ACTIVITIES-ADULT PROGRAMS	83,000.00	1,373.49	84,373.49	63,100.16	1,402.45	19,870.88
<u>L 7430.442-12</u>	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	75,000.00	373.54	75,373.54	75,130.84	1,680.00	-1,437.30
<u>L 7430.442-12-F</u>	COMMUNITY ACTIVITY-CHILDRENS FAMILY PGM	4,500.00	1,281.94	5,781.94	5,639.65	0.00	142.29
<u>L 7430.442-13</u>	COMMUNITY ACTIVITIES-YA PROGRAMS	20,000.00	364.22	20,364.22	11,782.45	2,580.89	6,000.88

SOUTH DUNSTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>L 7430.442-14</u>	COMMUNITY ACTIVITIES - MUSIC/RECITALS	8,500.00	0.00	8,500.00	8,500.00	0.00	0.00
<u>L 7430.442-15</u>	CREDIT MERCHANT FEES	4,000.00	0.00	4,000.00	3,301.43	0.00	698.57
<u>L 7430.442-16</u>	COMMUNITY ACTIVITIES-OUTREACH PROGRAMS	5,000.00	2,736.70	7,736.70	7,556.41	191.12	-10.83
<u>L 7430.443</u>	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	596,560.10	60,542.22	107,243.13
<u>L 7440.450-61</u>	UTILITIES - ELECTRIC	140,000.00	0.00	140,000.00	132,803.79	0.00	7,196.21
<u>L 7440.450-62</u>	UTILITIES - WATER	5,000.00	0.00	5,000.00	2,314.28	0.00	2,685.72
<u>L 7440.450-63</u>	UTILITIES - GAS	20,000.00	0.00	20,000.00	16,233.82	0.00	3,766.18
<u>L 7440.451</u>	CUSTODIAL SUPPLIES	25,000.00	0.00	25,000.00	15,501.25	0.00	9,498.75
<u>L 7440.452-70</u>	BUILDING EQUIPMENT & REPAIR	8,000.00	265.00	8,265.00	7,862.79	265.00	137.21
<u>L 7440.452-71</u>	BUILDING MAINTENANCE & REPAIR	45,000.00	4,535.50	49,535.50	40,539.37	9,348.00	-351.87
<u>L 7440.452-73</u>	BUILDING SERVICE CONTRACTS	40,000.00	0.00	40,000.00	40,849.52	1,905.75	-2,755.27
<u>L 7440.454</u>	INSURANCE	55,000.00	0.00	55,000.00	53,036.77	0.00	1,963.23
<u>L 7440.469-81</u>	GROUNDS MAINTENANCE	30,000.00	5,430.00	35,430.00	36,251.62	0.00	-821.62
7440	*	368,000.00	10,230.50	378,230.50	345,393.21	11,518.75	21,318.54
74	**	4,825,597.00	81,805.93	4,907,402.93	4,520,718.08	106,713.40	279,971.45
7	***	4,825,597.00	81,805.93	4,907,402.93	4,520,718.08	106,713.40	279,971.45
<u>L 9000.901-0</u>	NYS RETIREMENT SYSTEM	425,000.00	0.00	425,000.00	304,773.65	0.00	120,226.35
<u>L 9000.903-0</u>	FICA EXPENSE	230,155.00	0.00	230,155.00	215,417.96	0.00	14,737.04
<u>L 9000.904-0</u>	WORKERS' COMPENSATION	30,000.00	0.00	30,000.00	13,611.38	0.00	16,388.62
<u>L 9000.905-5</u>	DISABILITY INSURANCE	4,000.00	0.00	4,000.00	2,291.40	0.00	1,708.60
<u>L 9000.905-6</u>	LONG-TERM DISABILITY INS.	8,500.00	0.00	8,500.00	7,769.57	0.00	730.43
<u>L 9000.905-7</u>	UNEMPLOYMENT INSURANCE	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>L 9000.906-0</u>	HEALTH INSURANCE	535,000.00	0.00	535,000.00	530,433.23	0.00	4,566.77
<u>L 9000.906-1</u>	MEDICARE REIMBURSEMENT	55,000.00	0.00	55,000.00	48,579.90	0.00	6,420.10
9000	*	1,288,655.00	0.00	1,288,655.00	1,122,877.09	0.00	165,777.91
90	**	1,288,655.00	0.00	1,288,655.00	1,122,877.09	0.00	165,777.91
9	***	1,288,655.00	0.00	1,288,655.00	1,122,877.09	0.00	165,777.91
Fund L Totals:		6,114,252.00	81,805.93	6,196,057.93	5,643,595.17	106,713.40	445,749.36
Grand Totals:		6,114,252.00	81,805.93	6,196,057.93	5,643,595.17	106,713.40	445,749.36

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2022 - 6/30/2023



Account	Description	Debits	Credits
L 200	CHECKING - VALLEY NATIONAL BANK	53,746.80	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	0.00	67,411.38
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	14,432.50	0.00
L 210	PETTY CASH	550.00	0.00
L 211	MM - FLUSHING BANK	2,728,516.51	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	106,713.40	0.00
L 522	EXPENDITURES	5,643,595.17	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	106,713.40
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	6,197,958.15
L Fund Totals:		14,773,007.07	14,773,007.07
Grand Totals:		14,773,007.07	14,773,007.07

SOUTH WINTINGTON LIBRARY

Revenue Status Report By Function From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
H 2401	INTEREST	0.00	0.00	0.00	39,084.07	-39,084.07
H Totals:		0.00	0.00	0.00	39,084.07	-39,084.07
Grand Totals:		0.00	0.00	0.00	39,084.07	-39,084.07

SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>H 7430.200-1</u>	EMERGENCY REPAIR/REPLACEMENT	1,297,081.39	1,386.64	1,298,468.03	470,035.35	0.00	828,432.68
<u>H 7430.200-4</u>	TECHNOLOGY CENTER PROJECT	7,654.13	0.00	7,654.13	7,654.13	0.00	0.00
<u>H 7430.200-5</u>	HVAC REPLACEMENT - 2022/2023 (BHC PROJECT# 10183)	25,000.00	0.00	25,000.00	-669,074.31	0.00	694,074.31
<u>H 7430.200-6</u>	CAPITAL IMPROVEMENT FEASIBILITY STUDY	0.00	0.00	0.00	-27,500.00	0.00	27,500.00
<u>H 7430.210</u>	IMPROVEMENTS TO GARDENS & GROUNDS	8,831.00	0.00	8,831.00	8,831.00	0.00	0.00
<u>H 7430.210-1</u>	IMPROVEMENTS FOR GARDEN	43,099.80	0.00	43,099.80	43,099.80	0.00	0.00
<u>H 7430.220</u>	COMPUTER/TELECOMM/EQUIPMENT	92,381.93	0.00	92,381.93	13,277.89	0.00	79,104.04
<u>H 7430.445</u>	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	-153,676.14	0.00	1,629,111.03
74	**	1,475,434.89	0.00	1,475,434.89	-153,676.14	0.00	1,629,111.03
7	***	1,475,434.89	0.00	1,475,434.89	-153,676.14	0.00	1,629,111.03
Fund HTotals:		1,475,434.89	0.00	1,475,434.89	-153,676.14	0.00	1,629,111.03
Grand Totals:		1,475,434.89	0.00	1,475,434.89	-153,676.14	0.00	1,629,111.03

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2022 - 6/30/2023



Account	Description	Debits	Credits
200	VALLEY RESERVE CHECKING ACCT	0.00	4,674.23
H 210	FLUSHING M/M	1,672,869.33	0.00
H 391	DUE FROM OTHER FUNDS	0.00	15,000.00
H 522	EXPENDITURES	0.00	153,676.14
H 599	APPROPRIATED FUND BALANCE	1,475,434.89	0.00
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	39,084.07
H Fund Totals:		3,148,304.22	3,148,304.22
Grand Totals:		3,148,304.22	3,148,304.22

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2022 - 6/30/2023



Account	Description	Debits	Credits
TA 18	NYSERS	0.00	26.87
TA 19	GROUP DENTAL INSURANCE	0.00	10,096.20
TA 20	GROUP HEALTH INSURANCE	10,096.20	0.00
TA 200	T/A CHECKING - VALLEY NAT'L BANK	15,824.63	0.00
TA 22	FEDERAL INCOME TAX	20.00	0.00
TA 456	INTEREST	0.00	1,423.00
TA 630	DUE TO/FROM OTHER FUNDS	0.00	14,394.76
TA Fund Totals:		25,940.83	25,940.83
Grand Totals:		25,940.83	25,940.83

Investment Report

General Fund

Flushing Bank

The current balance in this account is \$2,728,516.51 and the account is earning interest at 4.00%.

Capital Reserve Fund

Capital Reserve Projects

Flushing Bank

The money market account balance of \$1,670,826.42 is earning interest at 4.00%.

7/11/2023

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

TO: Board of Trustees

FROM: Patricia Dillon
2022/23 Finance Chairperson

DATE: July 17, 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
58461	05/15/2023	AMERIFLEX	275.60
58476	05/15/2023	COUNTY LINE HARDWARE	326.12
58482	05/15/2023	FINDAWAY WORLD LLC	654.89
58498	05/15/2023	LUCILLE HOELL	495.00
58501	05/15/2023	INST. OF EDUCATIONAL DEVELOP.	558.00
58511	05/15/2023	LIL ATHLETES	256.00
58529	05/15/2023	PHILOSONIA SERING TRIO	1,200.00
58530	05/15/2023	POSTMASTER BULK PERMIT	1,800.00
58536	05/15/2023	SCHOOLLIFE	331.34
58542	05/15/2023	SMART DEPLOY	1,020.00

2023 / 2024
Schedule of Bills

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

July 17, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #1 Fund L - July 17, 2023 Schedule of Bills

Checks #58751 - 58776

Total warrant: \$64,432.03

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

Eileen Sullivan _____
President, Board of trustees

Pat Dillon _____
Vice President, Board of trustees

Stella Fox _____
Financial Chairperson

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 1: CD - GENERAL - 7/2023 For Dates 7/17/2023 - 7/17/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
58751	07/17/2023	3119	JOSEPH AYALA	230023	1,000.00
58752	07/17/2023	3100	SUSAN BARELL	230015	300.00
58753	07/17/2023	2520	KATHRYN BARI-PETRITIS	230017	290.00
58754	07/17/2023	1832	AUGUSTA BERNER	230004	1,500.00
58755	07/17/2023	3118	COACH ME SOMMER	230022	350.00
58756	07/17/2023	3030	DONNA COANE	230013	244.00
58757	07/17/2023	2191	DANZIGER, OKSANA	230018	375.00
58758	07/17/2023	3121	DELUCA, MICHAEL	230025	1,300.00
58759	07/17/2023	3117	PATRICK FIERRO	230016	250.00
58760	07/17/2023	3122	HECKSCHER MUSEUM	230027	250.00
58761	07/17/2023	2835	JAZZY TC INC.	230002	200.00
58762	07/17/2023	2713	PAUL LEVINE	230019	200.00
58763	07/17/2023	678	LEE MC ALLISTER	230021	275.00
58764	07/17/2023	2629	JOANN MESSINA	230014	395.00
58765	07/17/2023	217	NEWSDAY, INC.		287.92
58766	07/17/2023	1814	PATRICIA NOVAK	230006	125.00
58767	07/17/2023	127	NYS EMPLOYEES HEALTH INSURANCE		44,308.11
58768	07/17/2023	731	MONICA RANDALL	230008	275.00
58769	07/17/2023	3120	ROCKINGHAMS BAND INC.	230024	800.00
58770	07/17/2023	2982	REGINA R. RUSSO	230003	825.00
58771	07/17/2023	2731	JACK SCHNUR	230020	250.00
58772	07/17/2023	3079	BONNIE SCHWARTZ	230012	360.00
58773	07/17/2023	2106	STERLING NORTH AMERICA INC.		8,422.00
58774	07/17/2023	2789	FRANK TASSIELLI	230026	1,300.00
58775	07/17/2023	1709	YOUNG, CLIVE	230005	300.00
58776	07/17/2023	2454	LISA ZIMMERMAN	230010	250.00

Number of Transactions: 26

Warrant Total: 64,432.03
Vendor Portion: 64,432.03

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 26 in number, in the total amount of \$ 64,432.03. 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.

7/11/27

Date

Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 64,432.03. 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.

7/11/23

Date

Library Director

Annual Report 2021 Statistical Analysis

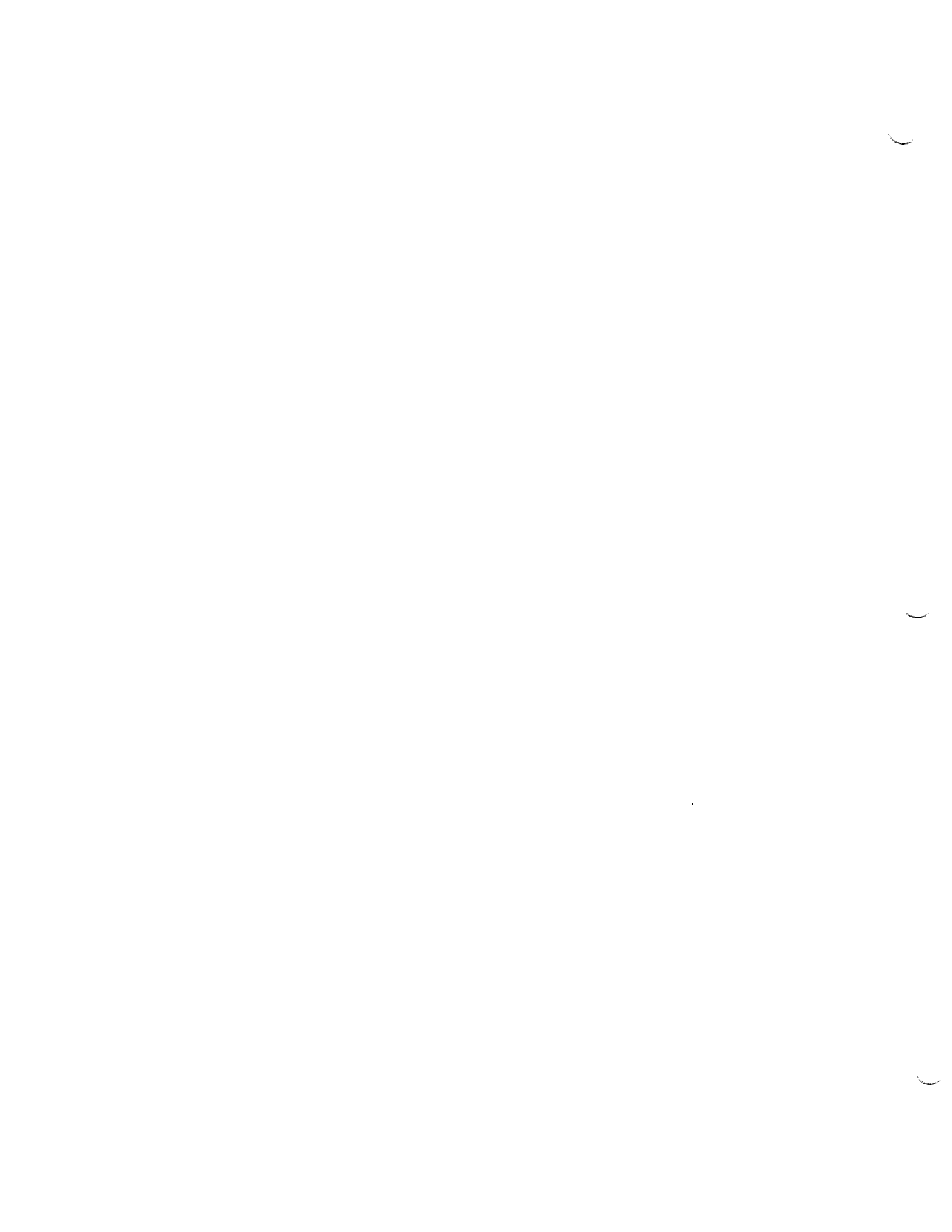
Attached you will find the *Huntington Zone Libraries 2021 Annual Report Statistical Comparison* charts. Included is graphical information pertaining to general per capita expenditures; per capita expenditures for materials and personnel; circulation; tax rates and population. Typically, this information is included in the annual budget presentation to the public, however the information was not available at that time.

Meetings

June 13	Tuesday	9:30 a.m.	Huntington Zone Director's Zone Meeting
June 13	Tuesday	3:30 p.m.	Interview – Temp. Summer Page
June 14	Wednesday	9:00 a.m.	Staff Meeting
June 14	Wednesday	11:30 a.m.	Interview – Temp. Summer Page
June 15	Thursday	10:00 a.m.	SLI Advisory Board Meeting
June 16	Friday	9:00 a.m.	SCLS County Director's Meeting & Luncheon
June 20	Tuesday	8:30 a.m.	LILRC Annual Meeting & Breakfast
June 20	Tuesday	7:00 p.m.	SHPL Board of Trustee Meeting
June 21	Wednesday	12:00 p.m.	SLI Community of Practice Committee Meeting

Important Dates

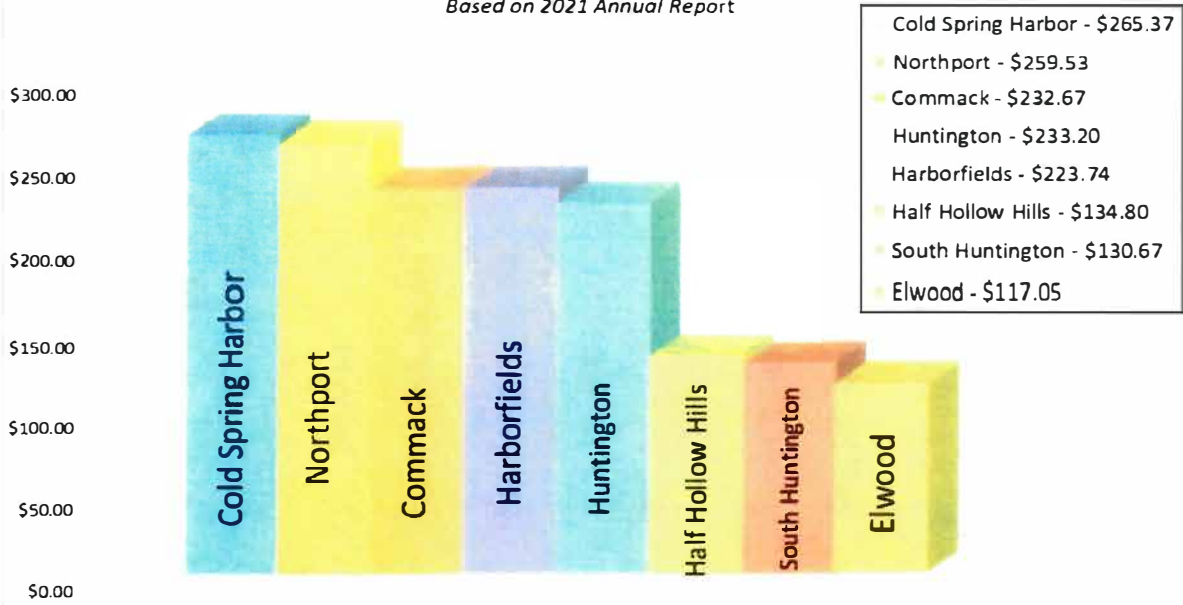
SHPL Board of Trustee Meeting – Monday, August 21 @ 5:30 p.m.



Huntington Zone Libraries – 2021 Annual Report Statistical Comparison

Per Capita Expenditures for Huntington Libraries

Based on 2021 Annual Report



Per Capita Expenditures for Library Materials

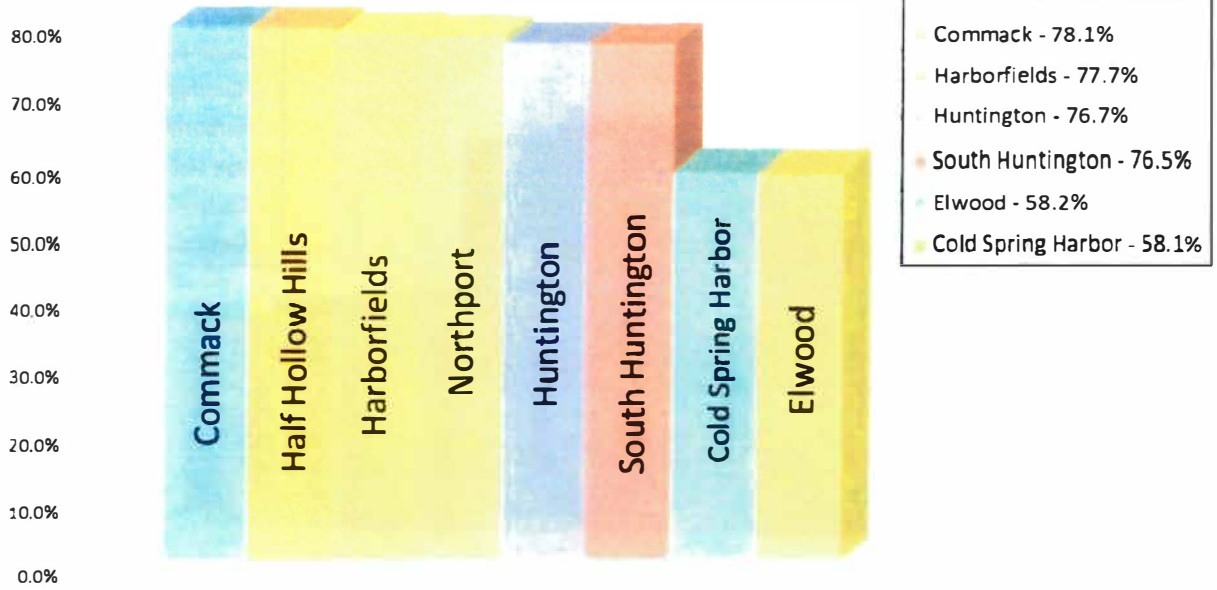
Based on 2020 Annual Report



Huntington Zone Libraries – 2021 Annual Report Statistical Comparison

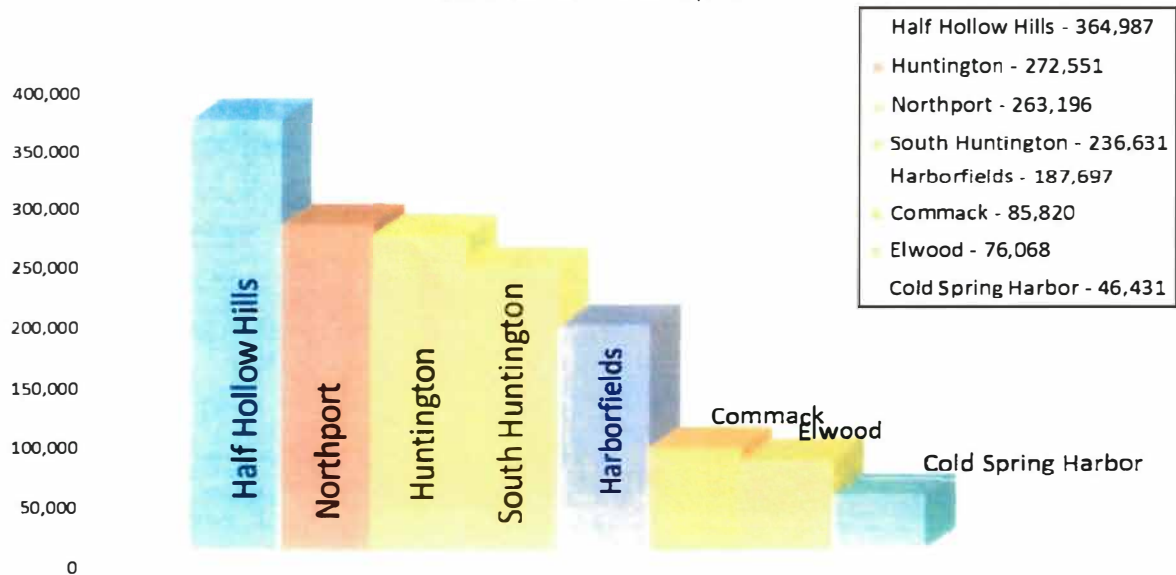
Expenditures for Personnel

Based on 2021 Annual Reports



Circulation

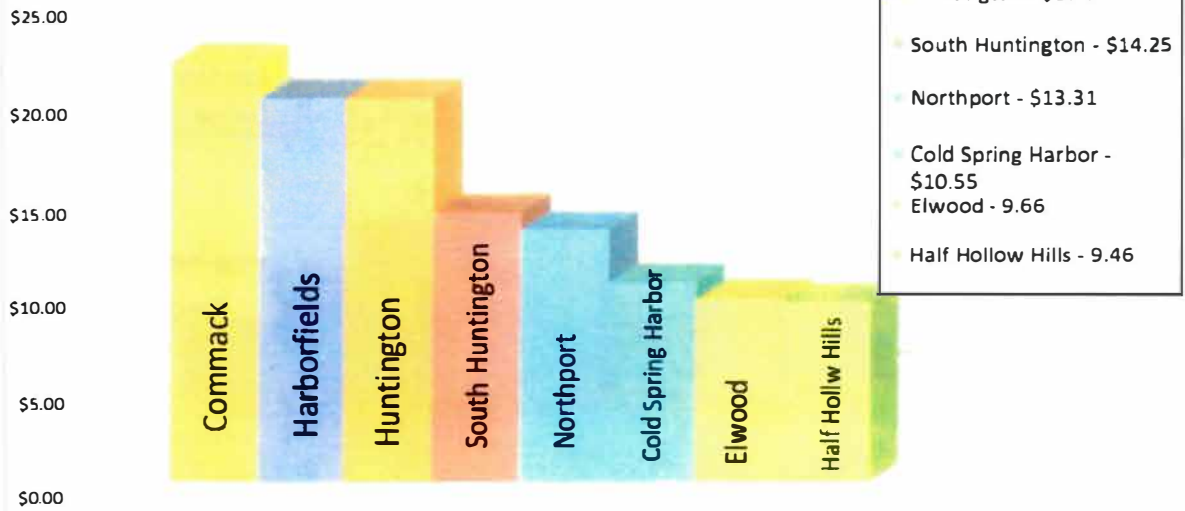
Based on 2021 Annual Reports



Huntington Zone Libraries – 2021 Annual Report Statistical Comparison

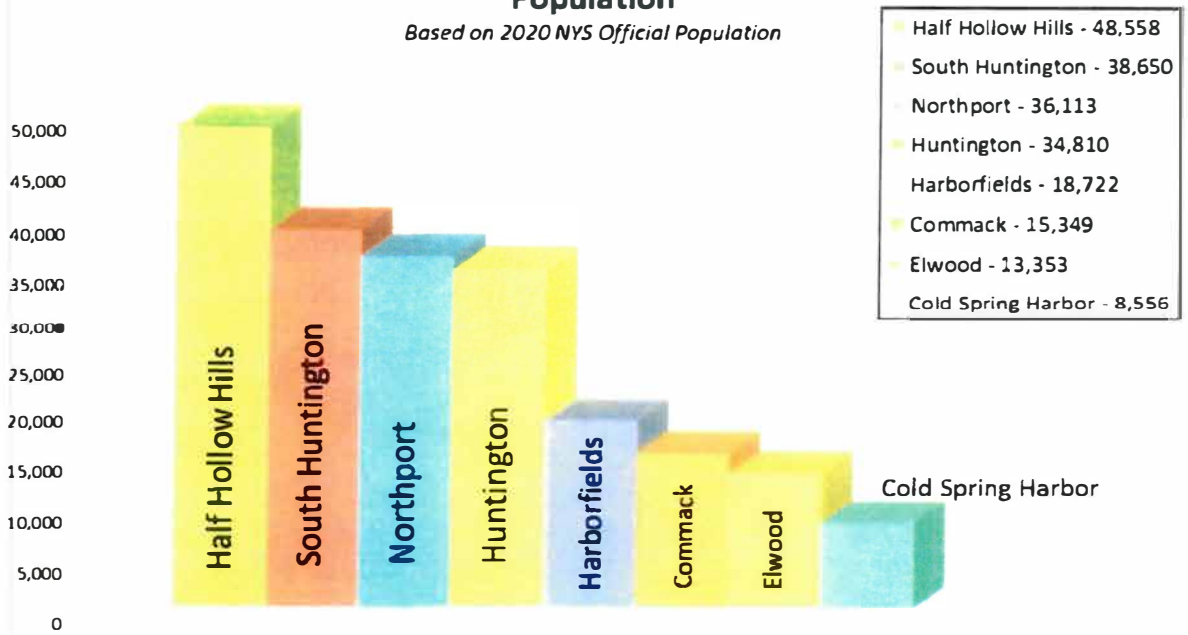
Library District Tax Rate

Town of Huntington 2021-2022



Population

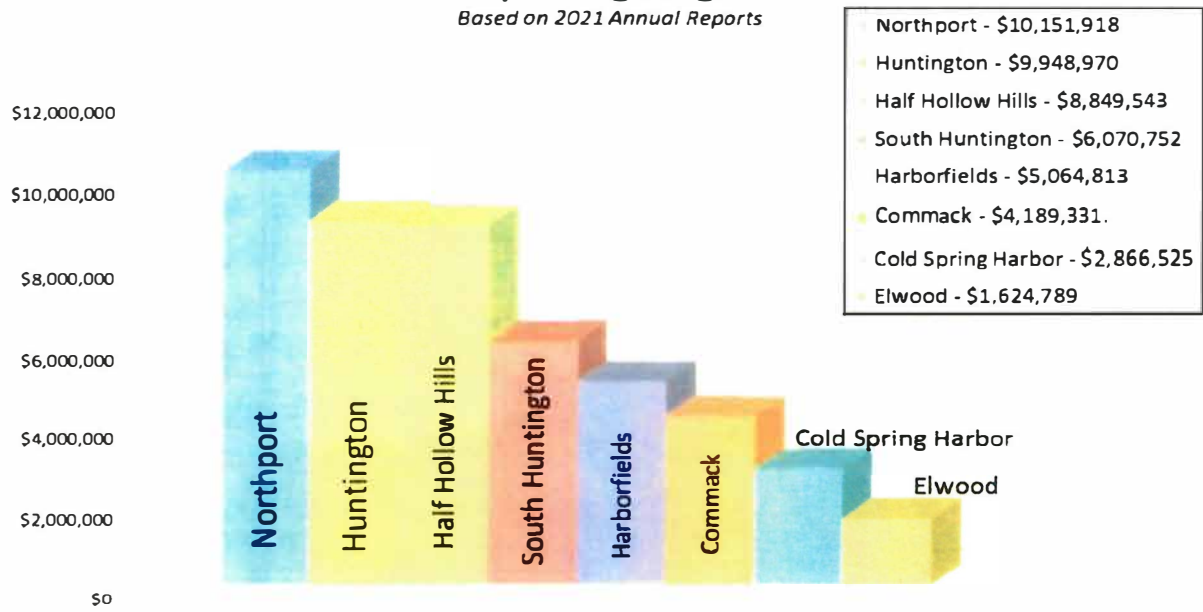
Based on 2020 NYS Official Population



Huntington Zone Libraries – 2021 Annual Report Statistical Comparison

Operating Budget

Based on 2021 Annual Reports



Pillar Privacy Booths

We continue to improve seating and study space in the library mezzanine, we are investigating the installation of privacy booths. Pillar manufactures soundproof, freestanding booths, that are powered, lit, and ventilated. With patron use of Zoom and other video conferencing applications within the library; they would provide users with a space that allows them to engage in conversation without disrupting others.



Janet and I visited Harborfields Library to examine their two Pillar booths, and received positive feedback from their administration. Please note that our maintenance staff would be assembling the units, saving money.

Following that visit, I requested, and received the following quote from Pillar for two units.

SHPL // Pillar Booth Proposal			
Item	Unit Cost	Quantity	Total
Single Booth	\$6,395.00	2	\$12,790.00
Bulk Discount	-\$600.00	2	-\$1,200.00
Freight	\$595.00	2	\$1,190.00
Installation	\$0.00	0	\$0.00
Taxes	\$0.00	0	\$0.00
Total	\$6,390.00		\$12,780.00
<i>*Before Taxes *Assembly Optional (Based on Regular Hours Non-Union Assembly & Access to a Freight Elevator</i>			

After taking some measurements (see product specs for further info), the wall of the mezzanine closest to the lobby has space for two booths. We are in the process of getting quotes from our electrician to perform core drilling in that area as part of the

installation of study tables that have already been ordered; we would have the electrician include two booths as part of this planning.

Meetings – June

Monday, June 5 th	2:00 p.m.	Blood Pressure Cuff Meeting
Tuesday, June 6 th	10:00 a.m.	Assistant Director's Meeting
Thursday, June 8 th	1:30 p.m.	Department Head Meeting
Thursday, June 8 th	2:30 p.m.	Technology Information Forum
Wednesday, June 14 th	9:00 a.m.	Staff Meeting
Friday, June 16 th	9:00 a.m.	Director's Meeting
Tuesday, June 20 th	8:00 a.m.	LILRC Annual Meeting
Tuesday, June 20 th	7:00 p.m.	Library Board of Trustees Meeting
Thursday, June 29 th	2:00 p.m.	Programming Meeting



Pillar Booth is the only Phone Booth in the market that balances **Functionality, Thoughtful Design, & Affordability** while maintaining **High Quality Materials & Fast Lead Times**

○ **Code & Compliance**

Align with building and **local regulations** without expensive modifications.

○ **Quality, Sustainability, & Practicality**

Crafted using **sustainable wood products & recycled denim**. Fast assembly.

○ **Total Cost Of Ownership**

Multi-year warranty and features built to adapt to any space.

○ **Lead Time**

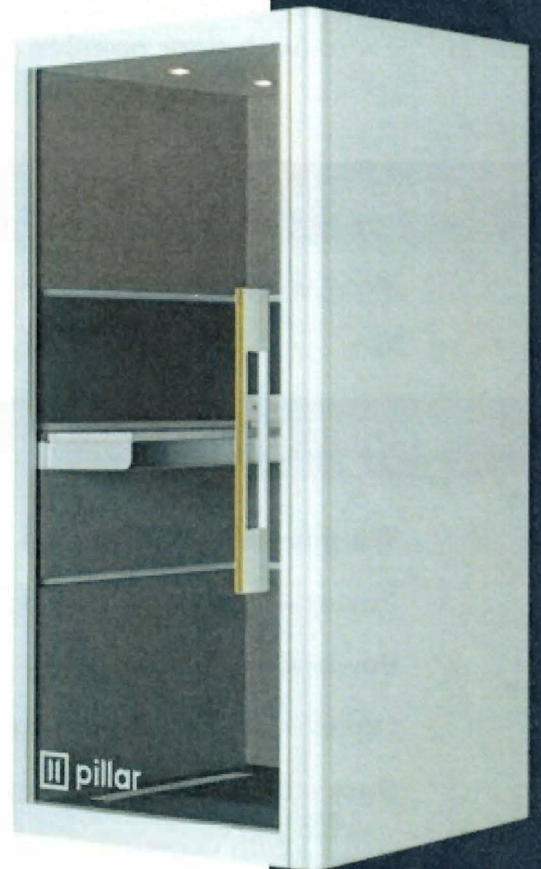
Industry best **2-4 week lead times** – competitors are all 10-12 weeks.

○ **Ventilation**

Multiple vents pull air in and push it out for optimal circulation. **2x the ventilation of competitive booths.**

○ **Made In America**

Assembled in Chicago Heights, IL; Pillar works with local suppliers for specialty parts with a focus on sustainable materials and processes.



TRUSTED BY LEADING BRANDS



NORTHERN TRUST



BAUSCH + LOMB



PEPSICO

DAVID YURMAN



EXTERIOR DIMENSIONS

- 42" w x 42.5" d x 89" h (without handle)
- 42" w x 44.5" d x 89" h (with handle)
- 79" d (with door open)

INTERIOR DIMENSIONS

- 39.5" w x 36.5" d x 81.5" h

SPECIFICATIONS

- **Weight** – 500 lb / 226.8 kg
- **Power** – 2 outlets, 2 USB ports
- **Power Cord** – 120v, 3 prong plug, UL Listed
- **Lights** – (2x) 2.5" D puck lights; 468 Lumens Lasting 50,000 hours
- **Desk** – 34.5" w x 12" d; Height is adjustable to 29.25", 35.25" or 41.25"
With Groove for accessories
- **Ethernet, CAT6e, Power Cord length** – 5.5ft
- **Capacity** – 1 Person comfortably, 2 people standing
- **Airflow** – 72 ft³/min, 4 fans



pillar

Pillar Booth is the only phone booth in the market that balances **functionality**, thoughtful **design**, and **affordability** while maintaining high **quality** materials and **fast lead times**.

The booths are made with locally sourced, premium materials and manufactured in Chicago. This allows us to warrant the Pillar Booth for 3 years and **fulfill orders in 2-3 weeks**, which is 4x faster than other booths in the market.

Pillar Booth is made with 100% steel frames, wood from Indiana, acoustic panels from Ohio, and electrical components from Michigan. This local supply chain is critical to deliver booths with industry best lead times and sell booths at an affordable price point.



Exterior finish options



White / White



Black / Black



White / Aregento



Black / Baroque

Customization options

- Custom exterior & interior laminate
- Custom fabrics
- Standard upcharge for Guilford of Maine fabrics
- COMs are available for approval
- Custom logo

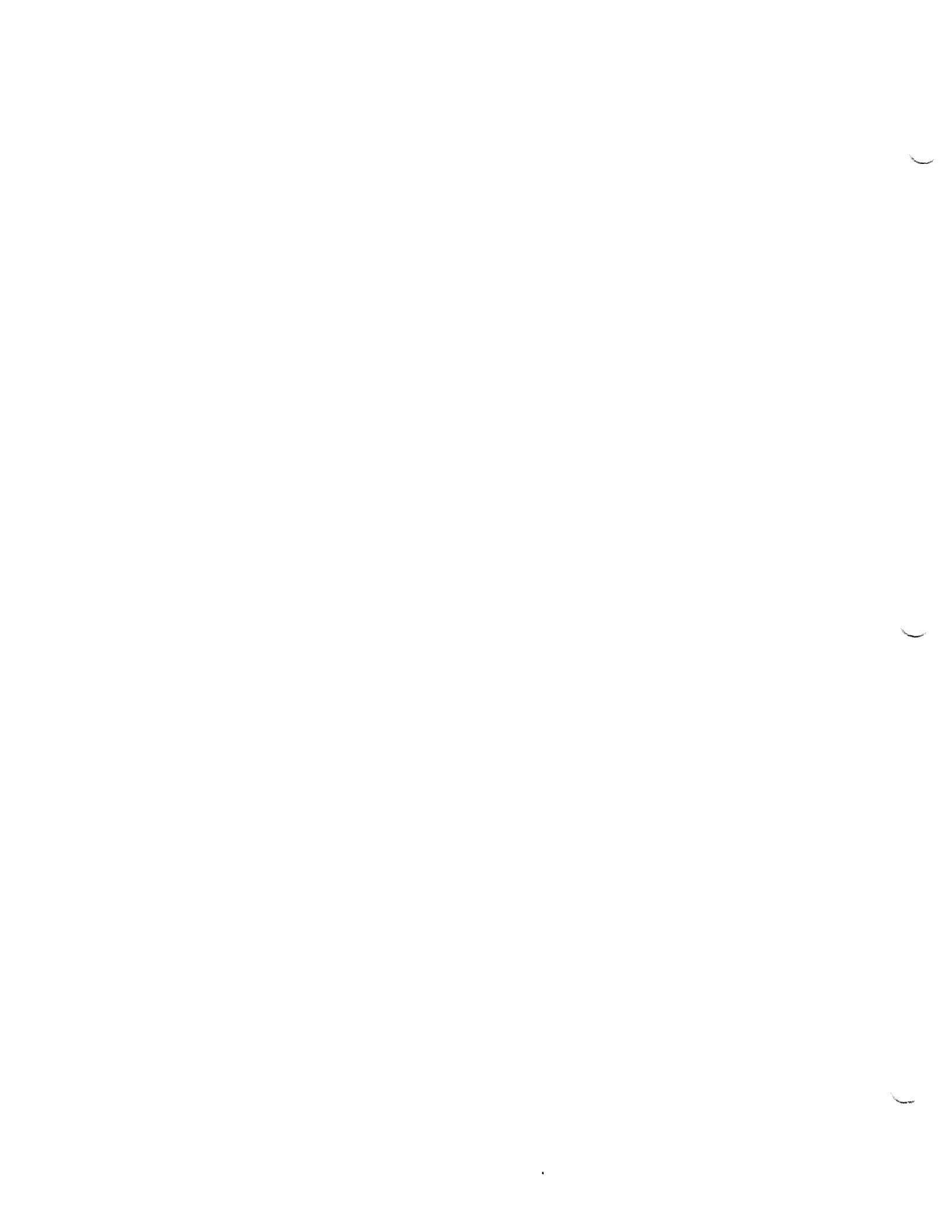
Custom solutions can add leadtime & cost based on material & availability



BAUSCH • LOMB



DAVID YURMAN



July Board Report

Prepared by Ray Capone

1. We changed two light bulbs in the gallery area.
2. We had to repair one of the chairs on the reading terrace. We resecured an arm that had fallen off.
3. We replaced the flag hanging in the lobby tower using a large flag that was donated by a member of the public.
4. The power washing job was completed; the cement of the reading terrace looks brand new, and I am very happy with the work.
5. The window cleaning job is scheduled for Wednesday, July 26th.
6. The parking lot job (sealing and striping) has been completed satisfactorily.
7. We removed all of the old computer brackets from under the computer tables in the reference area. The new computers do not require them, and serving no purpose, they can only get in the way.
8. We installed a Knox box outside the staff entrance for first responders in the event that they are here on a call before us. The box contains four badges that are labeled first responder 1,2,3,4, and grant access throughout the building. There is also a key for the front gate for them to access the parking lot if they find it locked.
9. Pyramid Air was here this month and power washed all the air handler coils. They also performed the quarterly maintenance; everything was fine.
10. We fixed a few small sections of the lawn down in the garden area. The grass was burnt from bubble mix used during the summer kickoff party. We put down new top soil and seed. Separately, we applied an anti-fungal spray; recent heavy rains resulted in some lawn fungus. This application seems to have done the trick, and the lawn greened up once more.
10. We noticed a loose fence post by the reading terrace. We cleaned out the post hole, then cemented it back in. We also repaired the metal plate by the dumpster used to latch the lock bar in. It had become loose.
11. We replaced the crash bar on one of the staff entrance doors that had begun to stick, using an extra one kept in storage.
12. We repainted the two metal grates over the pit area, located on the office side of the building. They had begun to rust.
13. We re-caulked the sinks in the men's room on the upper level.



ALA Conference Report - Chicago, Illinois

June 22 - 27, 2023

Ryann Riggs

Thank you for allowing me to attend the 2023 ALA Conference in Chicago, Illinois. This was my first ALA Conference and I had a great experience attending a variety of programs, exploring the Library Market Place, and meeting authors and vendors. I was able to attend several networking events where I met librarians from around the country. Below I will detail my time at ALA, focusing on the sessions I found to be most valuable.

Opening Session with Judy Blume, Book Bans News, and FCC “Learning without Limits” Initiative

ALA opened with a number of thought provoking and informative speeches from ALA committee members, local officials, authors, and poets. The overarching tone of this conference was clear: as library professionals and advocates, we must stand up against book bans and fight for intellectual freedom. It was even announced that Illinois had just passed a law banning book bans, the first law of its kind. It will be interesting to see if other states follow suit and create legislation to address this growing problem.

Among the speakers was the FCC Chairwoman Jessica Rosenworcel who formally announced the “Learning without Limits” Initiative that will “support new efforts to allow E-Rate funding to support Wi-Fi support on school buses, and to support Wi-Fi hotspots so that libraries, school libraries, and schools can check them out to patrons or students in need”. This will essentially expand the FCC’s current E-rate program and create new avenues in which people of all ages will be able to access the internet.

Judy Blume then took the stage with Simon & Schuster Sr. Vice President Justin Chanda. They shared an honest discussion about Blume’s experience as an author and now bookstore owner, the effect her work has had on her readers, and the importance of standing up against book bans. It was really interesting to hear about book bans from an acclaimed author who has first hand experience with her work being removed, banned, and challenged since the very beginning of her career.

A Procrastinator's Guide to the 2023/2024 Solar Eclipses and NASA Exhibit Booth

Between this session and the presence of the NASA booth in the Library Marketplace, there was a heavy focus on helping libraries navigate the upcoming Solar Eclipses. As many remember during the 2017 Solar Eclipse, libraries unexpectedly and overwhelmingly became the place people looked to for solar eclipse glasses, viewing information, and safety guidelines. During this session, members of the STAR Library Education Network's SEAL (Solar Eclipse Activities for Libraries) program provided information on obtaining free solar eclipse glasses, safety information, hands-on

activities and countless helpful resources that provide scientifically accurate information that libraries can use to create programming, activities, and resource guides for patrons. The STAR and NASA websites have excellent resources that we can use for our patrons at SHPL. I would like to look into ways to adapt the programs they have into a Take & Make craft for adults as well as help out with creating resources guides for patrons.

BookTube, Bookstagram, and BookTok, Oh My: Understanding the Online "Bookaverse" As Tool for Professional Development

This session was led by Dr. Tara Gold of Riverside High School in Durham, NC who is a librarian, teacher, and a book "influencer". She defines the "Bookaverse" as anywhere on the internet that people can gather to create content and talk about books, including Instagram, Twitter, Youtube, Tiktok, book blogs, Reddit, Discord, and Facebook groups. The Bookaverse can be a great professional development tool for researching and learning about literature, creating and sharing content, and connecting with other librarians, authors, readers, and cultural institutions. Gold not only went into details about the pros, cons, and features of each platform, but also specifically discussed how different users might use each platform in the most beneficial ways. Because the Bookaverse is very current with various niche genres/circles, it is a helpful tool for librarians who want to stay up to date with new releases they would otherwise be unaware of. This was a really well thought out and detailed presentation on how anyone can get started and enter the Bookaverse and I learned new ways I can benefit from these platforms in both my professional and personal life.

Jumpstart Your Library Career with Committee Work, Reviewing, and Community Engagement/Projects

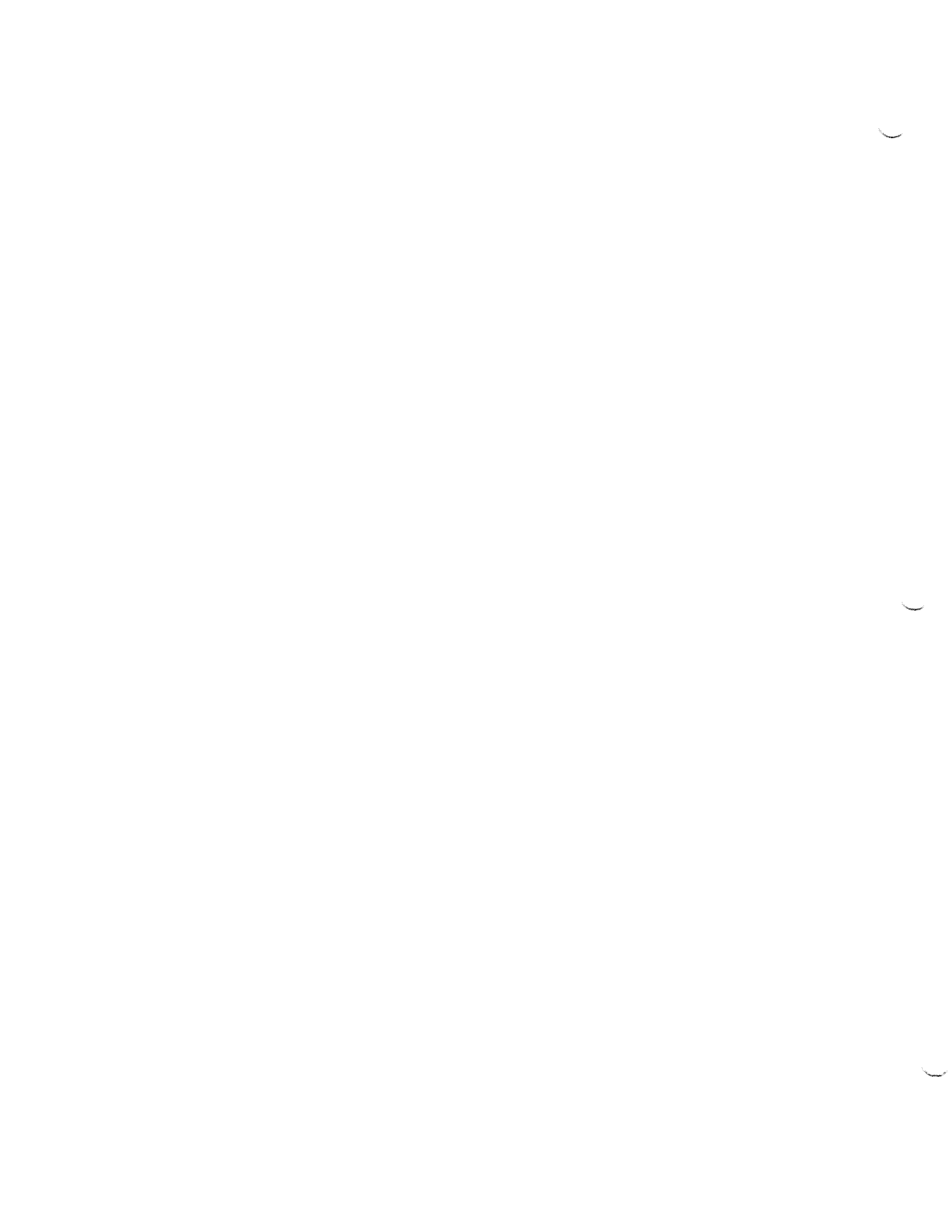
Lisa Krok of Morley Library and Allie Stevens Gosselink of Calhoun County Public Library did a great job at laying out potential professional opportunities for new librarians. As a fairly new librarian, I am still learning the world of committees and organizations, so it was helpful to see a detailed list of avenues to explore. The focus was on getting involved through community engagement, committee work, writing reviews and blogging. I was really interested in the portion on book reviews and blogging; they gave some great, easy suggestions on how to get started online (goodreads, netgalley) and within book reviewing committees. One great point they made was that if the interest group you are looking for doesn't exist, you can create it yourself. One of the presenters created her own group, Tiny Library Think Tank, through Facebook in an effort to start a space for librarians working at small libraries to be able to discuss issues and share resources unique to their communities. While the focus was on aiding librarians at the start of their careers, most of their suggestions would be

applicable to more experienced librarians as well. Ultimately, I left this presentation with new ideas that I'm excited to explore.

Therapy Cards: Mental Health Resources at the Library

Diana Beltrao de Macedo and Sophie Leveque, Librarian and Health & Human Services Specialist, discussed how the Boston Public Library addressed their patrons growing mental health needs brought on by the Covid-19 pandemic. Boston Public Library serves a large, diverse population of patrons. In order to create more equitable access to mental health resources in their community, they decided to introduce more interactive mental health resources, available both online and in-person. At the beginning of the pandemic they began offering online access to Headspace, a mental health app designed to help users meditate, practice mindfulness, relax and sleep well through daily guided meditations. In 2022, they expanded on this, hoping to reach patrons without access to a phone/computer, and introduced two circulating interactive therapy card decks: "My Therapy Cards" by Dr. Ebony and a "Therapy Toolkit". "My Therapy Cards" help the user make sustainable changes to their life by addressing mental blocks, habits, and trigger responses. The "Therapy Toolkit" helps beginners learn about therapy basics, including mental health vocabulary, learning about feelings, and how your childhood affects your adult life.

While the Therapy cards and toolkit are not the same as therapy, the idea is that they work to fill the gaps in access to mental health resources in the community. They have had a lot of positive feedback from patrons as well as other libraries that have reached out to learn more about using them in their library programs. I really like how they thought outside the box to offer their patrons something new. I would love to learn more about the therapy decks that are out there for purchase and look into adding them to our collection at SHPL! If interested, I would suggest checking out BPL's blog post that goes into more detail about the benefits of therapy cards.



TO: Janet Scherer
FROM: Michael Bartolomeo
SUBJECT: ALA Annual 2023 Report

Thank you for the opportunity to attend the 2023 ALA Annual Conference in Chicago, IL. Please find below a summary of some of the programs and events I attended that I believed warranted mention.

Opening Session feat. Judy Blume

While most were eagerly expecting to hear from Judy Blume and a candid discussion on banned books in the country, the most welcome news for me to come out of the opening session was from Jessica Rosenworcel, chairperson of the Federal Communications Commission. She announced that she would be proposing that the E-Rate program, which helps pay for our library's internet, be expanded to include wifi hotspots. If the proposal passes, this would provide a much needed discount to the monthly data plans we currently pay for with our hotspots, potentially even making them free of cost for our library.

Also of note were the multiple discussions of Illinois' landmark legislation banning the banning of books. Under the state legislation, public libraries in the state that ban books could be cut off from state funding. The state's secretary of state, Alexi Giannoulias, was present to discuss the legislation and launch of a website (still to be launched) with resources for combating book bans in local communities, along with some other resources for professional associations.

Overall, the opening session set the tone for the conference which focused heavily on book bans.

Library Marketplace

While not a specific program, the marketplace of vendors featured a number of notable technologies that could be of benefit to our patrons. At the Overdrive booth, one of their presenters discussed the TeachingBooks service which provides a compilation of resources for individual children's books. For example, a patron can view the TeachingBooks page for a book and hear interviews from the author discussing the book, related media like trailers if it has been adapted into a movie, word searches, and other activities. For librarians and educators, they can access pre-made lesson plans, guided lessons, vocabulary lists, and more. It is a separate subscription from Overdrive and cost around \$850/year.

At the Baker & Taylor booth I received a demo of their mobile device software which allows devices like tablets to be pre-loaded with e-books and audiobooks that can be checked out to patrons. Patrons with the device would not have to worry about loan periods or holds. I can see these being popular for patrons going on vacation. I was not able to get pricing information.

Library of Things: Increasing Engagement & Digital Literacy to Empower Your Community

Lea Bogle, the CEO of Premier Wireless, discussed different ways to leverage a library of things collection to improve digital literacy. Many of the things she recommended are things we already do, such as lend wifi hotspots and blood pressure kits. One of the presenters was not able to attend the session so the audience also offered ideas for electronic things to lend that we might not normally think people would need, like multimeters and automobile code readers. Things that are not necessarily expensive but that people might not have on hand or want to purchase for a one time use. Expanding our library of things with these types of devices in the future could meet an unseen need in the community.

Picture This! The Literacy of Digital Images

Robbie Barber, a school media specialist, discussed media literacy and methods for determining the factuality of an image. With AI and programs like Photoshop it is becoming increasingly difficult to evaluate whether an image has been altered or is entirely fabricated. The key takeaway from the presenter that I found very useful was not to get people to closely examine every image they see, but simply to pause for a seconds or half a second and think about it. That pause apparently allows enough time for a person to think twice about an image before determining whether it is real or not. This is one topic I think that would make for an interesting tech program here at the library.

Regards,
Michael Bartolomeo

TO: Board of Trustees, South Huntington Public Library
FROM: Georgina Rivas-Martinez
DATE: July 3, 2023
RE: 2023 ALA Annual Conference

Thank you for the opportunity to attend the 2023 ALA Annual Conference in Chicago from Thursday, June 22 to Tuesday, June 27. I truly appreciate the Board's support of my participation on the ALSC Board of Directors.

In addition to the mandatory ALSC Board meetings and activities I needed to be present for I was able to attend other workshops that were enjoyable and educational.

The first session I attended was **Exploring with Tweens! Creating STEAM Exploration Spaces that are Inclusive, Equitable, and Accessible for Youth** which was presented by Claire Ratcliffe Adams and Stephanie Vierow-Fields from Star Library Network and the Space Science Institute. They also had a few other presenters who spoke about coding and STEM activities for diverse communities. The presenter highlighted ways to promote STEM, as well as incorporating passive activities. The Space Science Institute created 3 traveling exhibits that are bilingual and highlight different aspects of STEM. *I'm Super, We're Super* creative and *I'm super curious* are titles of the exhibits and they have 3 main parts. An informational portion where tweens can read about facts for example Planet Data from NASA, a video/ discovery table, and a hands-on activity like stop motion lego. This is really interesting as libraries were able to showcase these exhibits and excite tweens. Exploration tables are passive programs that the library can have on the floor and use things they already have. For example a table about Shadows and flashlights along with a story to help the tween figure out if there is a shadow or not. SciGirls Coding was part of the conversation and how it's important to engage girls in STEM. The presenter mentioned how their program works with mentors in the community and they bring in women who specialize in various topics. Overall I came out of this workshop with some interesting ideas that I hope to put into practice soon.

The opening session was very exciting as Judy Blume was the keynote speaker, everyone was so excited to see her. This opening session was different from all the others I've attended, I'm happy to share that a major focus was speaking up about book banning. Illinois government figures made an appearance taking a stand and Banning Book Bans in their state. Book banning is censorship and they want to ensure that any book is available at any library or bookstore in the state, a bill was passed earlier in the month to ensure these actions.

Another session I attended was **Diversi-TEAM**. I was interested in this presentation because it was going to cover the importance of all working together and public libraries collaborating with academic libraries. Honestly this presentation was not what I expected, the presenters discussed the importance of not having to share with people why one is different, and explained microaggression and stereotyping. Motivation in the workplace was one of the topics discussed and that empowering staff creates room for improvement, to lead by example, to actively listen to people when they are sharing information. Although they had some good information, they had a breakout session that caused some problems. The idea was to showcase how people reacted to others based on labels, they walked around the room and gave everyone a post-it. We were not allowed to see what it said

and even the presenter did not see it, we then had to place it on ourselves and walk around the room. When we saw someone's label that we approved of we gave a thumbs up, we then walked away or shook our heads no if it was something we didn't. This created a very uncomfortable atmosphere and at one point people just laughed. When everyone had walked around they finally got to sit and see their post-it, one participant broke down as she had been given the overweight post-it and is actively trying to lose weight. She was extremely upset and the presenters were very apologetic. After this other people stepped up and shared how microaggression and stereotyping had affected them.

On Sunday I attended the **Creating Pathways to Diverse Librarianship and Leadership** workshop presented by Caroline Kravitz and Sophie McGrath from Brooklyn Public Library. This panel focused on a Librarianship and Leadership program that was created by BPL with a donation from a former Board Member. They emphasized that this is a program that can be replicated by any library, and can be modified. With this donation they created 10 scholarships, and they would be able to cover most if not all the MLIS tuition. I thought this was a great workshop because they spoke about making librarianship more diverse, and how giving an opportunity to support staff to further their education is a pathway to it. The mention of being flexible with these staff members schedules due to classes, as well as having mentoships within the organization for them would allow them to excel. The panel also had two MLIS students that are scholarship recipients and work for BPL. Freddie has been working at BPL for about 20 years as the bookmobile staff and was interested in giving back to the Latinx community. The other recipient Avigail started as a Junior Custodian and was always at the library as a child, now as a YA librarian trainee she enjoys creating low cost high quality art programs for her teen. It was a full circle opportunity for both these staff members who started as support staff but with the help of BPL they are on their way to becoming Librarians where they started.

Thank you for the opportunity to attend the 2023 ALA Annual Conference. It was a great conference and I have returned with many new ideas that I am excited to share with my co-workers and utilize to better serve the patrons in our community.

Respectfully,
Georgina Rivas-Martinez

2023 Long Island Library Conference

Anne Johnson
Children's Services Librarian
South Huntington Public Library

On Thursday, May 11, 2023, I attended the 2023 Long Island Library Conference at the Melville Marriott with several staff members from our library. The Conference was very well attended, with many vendors to visit when the programs were not in session. There was a wide array of programs to choose from. I sat in on "Why Nonfiction Picture Books are Essential" and "Gordon Korman Hits 100...Books, That Is!" in the morning and "WOW your Community" in the afternoon.

Session I was presented by the Nassau County Library Association ("NCLA") Children's Services Division and featured Selene Castrovilla, a children's and young adult author.. She has written children's biographies and young adult fiction and is particularly interested in our nation's history, with a focus on lesser-known real-life characters who played major roles in actual events. Ms. Castrovilla believes that narrative nonfiction furthers childrens' understanding of history and helps to bring it to life. The genre also serves to instill empathy, inspiration and hope for the future. Ms. Castrovilla is passionate about her craft, and her writing has been beautifully illustrated (by artists who have been chosen by her editors).

Session II, also presented by NCLA's Children's Services Division, featured Long Island's own Gordon Korman, popular children's author of 100 books (and counting). He recounted the story of his very first book, written in the 7th grade (as an ongoing in-class assignment given by his creative writing teacher who was in fact the school track coach and at a loss for what to teach each day) and published when he was a freshman in high school. Mr. Korman is an engaging speaker and it is easy to see why his books are so popular with his target audience. In fact, 2 young fans also attended his presentation, waiting patiently for his talk to finish so he could sign the books they brought with them. Mr. Korman said he is often asked what message his books impart, and boils it down to, "Lighten Up!" He hasn't yet run out of writing ideas, drawing on personal experiences and asking himself, "What if?" He enjoys researching his ideas and strives to develop his characters through dialogue (something that clearly hits home with his readers). Here's to 100 more!

After Session II, the Conference attendees enjoyed a delicious buffet luncheon. Several library awards for outstanding service were given out. We were then treated to a delightful speech by Ellen Jovin, whose latest book, Rebel With a Clause, details her adventures as a "roving grammarian." I was especially looking forward to this part of the day, as her book was a Christmas gift from one of my sons (the one who majored in English literature, of course) and I enjoyed it immensely. Ms. Jovin takes great pride in having studied at least 25 languages and is a co-founder of a communication skills training firm. From 2018 to 2019, she and her husband traveled to 47 states, setting up a "grammar table" and inviting passers-by to comment on any and all things grammatical. Rebel With a Clause is the result of the ensuing discussions. Ms. Jovin clearly enjoyed the experience and her enthusiasm was contagious.

Session III, "WOW Your Community" was presented by the Multicultural Outreach Services and Information Committee of the Reference and Adult Services division of the Suffolk County Library Association. It was an honor to attend this program as it was presented by our own South Huntington librarians. Here at South Huntington Library, "WOW" is an acronym for "Without Walls." Among the many ways in which our librarians support our patrons are to conduct school visits, staff tables at school open house nights, and join in several community events throughout the year. They are dedicated to reaching all members of the community and to encouraging all to feel confident in utilizing the library to the fullest. They stressed the importance of persistence in this endeavor.

Attending this year's conference was an excellent way to spend the day and I would like to take this opportunity to thank the members of the Board of Trustees for making that possible. Our library's stated Vision Statement is to Empower, Engage, and Energize. Through the Board's generous support, we librarians have been the recipients of each of these qualities and are better equipped to pass them on to our patrons. Thank you.

Library Security

Information

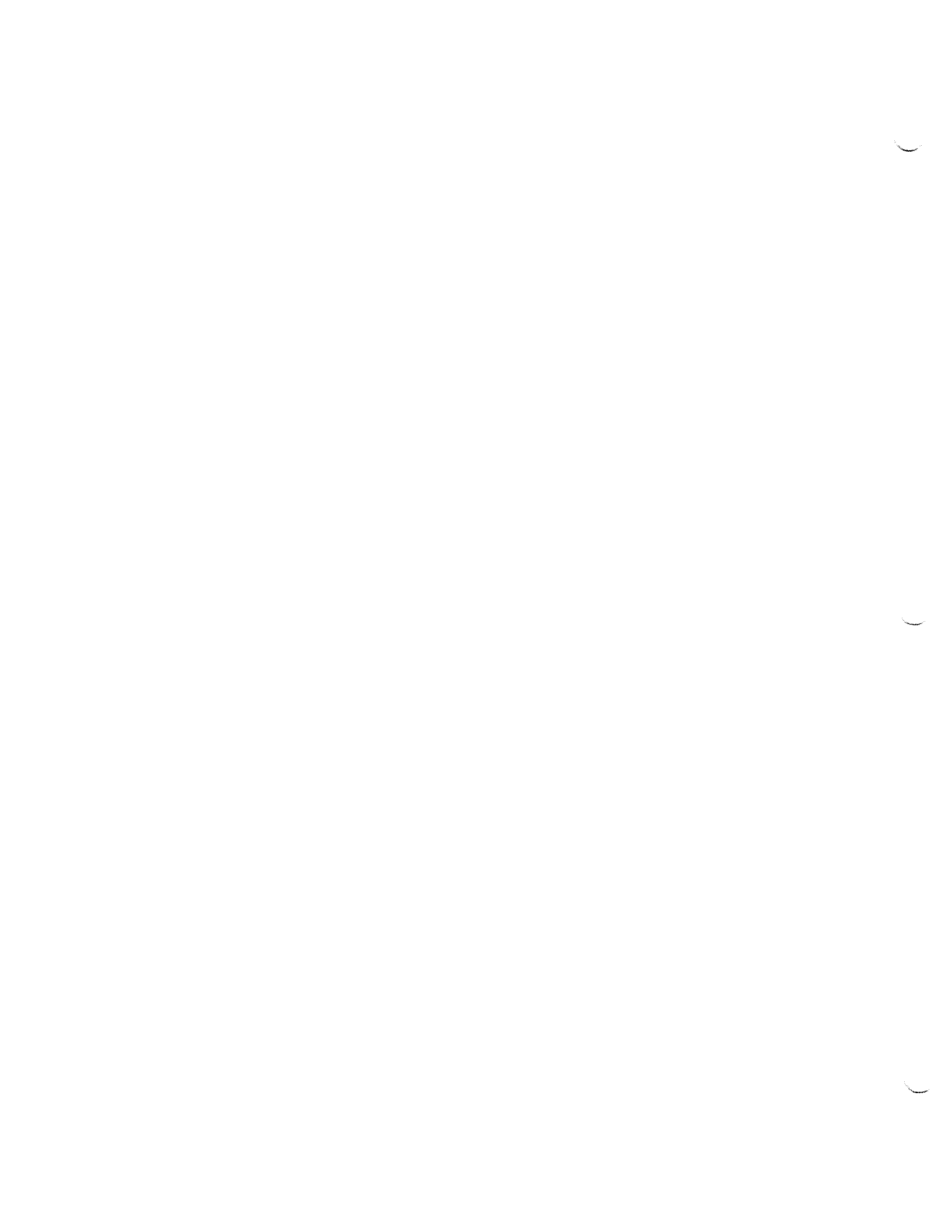
We live in an ever-changing world where gun violence, mental health issues and homelessness is on the rise. While our maintenance department has been providing superior de facto security for the library, there has been an increase in patron incidents as well as staff and patron anxiety. This has, at 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 (OGS-NYS contract number PS68264) 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. (OGS-NYS contract number PS68264) 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



Forbes 2021
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FOR DIVERSITY**

POWERED BY STATISTA



Securitas

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 makeup 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.safetymatters.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.