



Board of Trustees Meeting

Minutes & Agenda

January 10, 2022

DRAFT

**MINUTES OF THE SAYVILLE LIBRARY
BOARD OF TRUSTEES MEETING
Monday, December 13, 2021**

PRESENT:

Marianne Bastian
Joseph Loughren
Linda Halliday
Louisa Kieffer
Jennifer Fowler, Director
Robert Goykin, Assistant Director
Jody D'Ambrosio, Business Manager
Roger Reyes, SCLS

ABSENT WITH EXCUSE:

Debra Mitchell

Library Board President Marianne Bastian called the meeting to order at 7:03 PM.

After review, a motion was made to approve the Minutes of the November 8, 2021 Regular Board Meeting. (Halliday, Kieffer) Motion carried 4 – 0.

After review, a motion was made to accept the Agenda.
(Halliday, Loughren) Motion carried 4 – 0.

After review, a motion was made to approve the December 1-13, 2021 Authorization list.
(Kieffer, Halliday) Motion carried 4 – 0.

After review, a motion was made to approve the November 9-30, 2021 Prepaid Authorization list. (Halliday, Loughren) Motion carried 4 – 0.

After review, a motion was made to approve the December 1-13, 2021 Capital Fund Authorization list. (Kieffer, Halliday) Motion carried 4 – 0.

After review, a motion was made to approve the November 2021 Payroll Warrant as presented by L. Kieffer. (Halliday, Loughren) Motion carried 4 – 0.

The Treasurer's Monthly Financial Reports (Schedule of Appropriations) for the period ending November 30, 2021 were reviewed.

After review, a motion was made to accept the Director's Report dated December 13, 2021.
(Halliday, Loughren) Motion carried 4 – 0.

The statistics and circulation figures for November 2021 were reviewed.

A report from the Youth Services Program Coordinator was reviewed.

After review, a motion was made to accept the Personnel Report for December 2021.
(Halliday, Kieffer) Motion carried 4 – 0.

The Assistant Director's Report was reviewed.

An update of the LED Lighting Project was presented.

After presentation by Roger Reyes, Assistant Director (SCLS) and discussion, a motion was made for Sayville Library to enroll in the Sustainable Libraries Initiative Program.
(Loughren, Halliday) Motion carried 4 – 0.

After review, a motion was made to approve the Library's Distracted Driving Policy.
(Halliday, Loughren) Motion carried 4 – 0.

Correspondence from Jillian Makris was reviewed.

A recognition from the Chamber of Commerce was reviewed.

The calendar of events for December 2021 and January 2022 were reviewed.

The next regular meeting of the Library Board will be held on Monday, January 10, 2022 at 7:00 PM.

A motion was made to adjournment the meeting at 9:30 pm. (Halliday)
Motion carried 4 – 0.

Respectfully Submitted
Jennifer Fowler, Director

As taken by
Jody D'Ambrosio

Debra Mitchell
Board Secretary

Meeting of the Sayville Library Board of Trustees
Monday, January 10, 2022, 7:00 PM via Zoom
<https://us02web.zoom.us/j/3101347841>
Meeting ID: 310 134 7841 Phone: (929)205-6099
Agenda

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- I. Convening
 - A. Call to Order
 - B. Pledge of Allegiance
- II. Reading and Acceptance of the Minutes & Agenda
 - A. The minutes of the December 13, 2021 Regular Board Meeting*
 - B. Corrections or amendments to the Agenda*
- III. Financial Matters
 - A. Examination and approval of the January 1-10, 2022 authorization*
 - B. Examination and approval of the December 14-31, 2021 **Prepaid** authorization list*
 - C. Examination and approval of the January 1-10, 2022 **Capital Fund** authorization*
 - D. Examination and approval of the December 2021 Payroll Warrant*
 - E. Review of the District Treasurer's Monthly Reports (Schedule of Appropriations) for the period ending December 31, 2021
- IV. Opportunity for Public Expression
- V. Committee Reports
 - A. Budget & Finance Loughren & Mitchell
 - B. Services & Programs Halliday & Mitchell
 - C. Personnel Kieffer & Halliday
 - D. By-Laws & Policies Loughren & Kieffer
- VI. Administration Reports
 - A. Director's Monthly Report*
 - B. Statistics and circulation figures for December 2021
 - C. Adult Services Department Head Report
 - D. Personnel Report for January 2022*
 - E. Assistant Director's Report
- VII. Unfinished Business
 - A. LED Lighting Project
- VIII. New Business
 - A. Maintenance and Upgrade of Surveillance Cameras
 - B. Discussion of Building Management System

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- IX. Correspondence
- X. Exhibits, Miscellaneous Library Information
- XI. Executive Session (if necessary)
- XII. Announcements
 - A. The next regular meeting will take place at 7:00 PM on Monday, February 14, 2022.
- XIII. Adjournment** indicates action may be needed



Board of Trustees Meeting

Financial Matters

January 10, 2022

**Sayville Public Library General Fund
Cash Disbursements**

January 1 - 10, 2022

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Original Amount</u>
01/10/2022	12774	10100 · GENERAL FUND OPERATING	4IMPRINT, INC.		(161.00)
12/22/2021	9581522	5900J · OUTREACH SERVICES		(161.00)	161.00
TOTAL				(161.00)	161.00
01/10/2022	12775	10100 · GENERAL FUND OPERATING	A TIME FOR KIDS, INC.		(450.00)
12/07/2021	12/07/21 - ROCKET	5900D · LIBRARY PROGRAMS - JUV		(165.00)	165.00
12/08/2021	12/08/21 - DINOSAUR	5900D · LIBRARY PROGRAMS - JUV		(160.00)	160.00
12/21/2021	12/21/21 - SCIENCE	5900D · LIBRARY PROGRAMS - JUV		(125.00)	125.00
TOTAL				(450.00)	450.00
01/10/2022	12776	10100 · GENERAL FUND OPERATING	ADP, INC.		(459.00)
12/31/2021	595747035	5437D · PAYROLL / ADP		(459.00)	459.00
TOTAL				(459.00)	459.00
01/10/2022	12777	10100 · GENERAL FUND OPERATING	BAKER & TAYLOR		(2,111.25)
12/01/2021	5017420570	5410E · BOOKS STANDING ORDERS		(6.25)	25.55
12/02/2021	5017395994	5410D · BOOKS - YA		(73.04)	73.04
		5416B · VENDOR PROCESSING		(1.20)	1.20
12/06/2021	5017397308	5410B · BOOKS - ADULT		(469.47)	469.47
		5416B · VENDOR PROCESSING		(8.40)	8.40
12/06/2021	5017427103	5410B · BOOKS - ADULT		(239.28)	239.28
		5416B · VENDOR PROCESSING		(4.80)	4.80
12/09/2021	5017435061	5410D · BOOKS - YA		(8.42)	8.42
12/10/2021	5017254948	5410B · BOOKS - ADULT		(41.27)	41.27
		5416B · VENDOR PROCESSING		(1.80)	1.80
12/13/2021	5017441903	5410B · BOOKS - ADULT		(379.46)	379.46
12/14/2021	5017439896	5410B · BOOKS - ADULT		(413.54)	413.54
		5416B · VENDOR PROCESSING		(5.40)	5.40
12/15/2021	5017447794	5410E · BOOKS STANDING ORDERS		(99.85)	99.85

Sayville Public Library General Fund

Cash Disbursements

January 1 - 10, 2022

12/22/2021	5017454061	5410B · BOOKS - ADULT	(220.96)	220.96
		5416B · VENDOR PROCESSING	(3.00)	3.00
12/23/2021	5017465800	5410C · BOOKS - JUVENILE	(7.34)	7.34
12/28/2021	5017465914	5410B · BOOKS - ADULT	(124.21)	124.21
		5416B · VENDOR PROCESSING	(3.56)	3.56
TOTAL			<u>(2,111.25)</u>	<u>2,130.55</u>
01/10/2022	12778	10100 · GENERAL FUND OPERATING	BALDESSARI & COSTER LLP	(10,350.00)
01/03/2022	AUDIT	5437A · PROF FEES ACCOUNTING	(10,350.00)	10,350.00
TOTAL			<u>(10,350.00)</u>	<u>10,350.00</u>
01/10/2022	12779	10100 · GENERAL FUND OPERATING	BOA - JEN	(721.84)
01/04/2022	CD 12/27/21	5430A · OFFICE SUPPLIES	(159.65)	159.65
		5900G · LIBRARY PROGRAMS - REIMBURSABLE	(462.19)	462.19
		5900J · OUTREACH SERVICES	(100.00)	100.00
TOTAL			<u>(721.84)</u>	<u>721.84</u>
01/10/2022	12780	10100 · GENERAL FUND OPERATING	BOA - MC	(2,932.33)
12/27/2021	CD 12/27/21	5410B · BOOKS - ADULT	(97.92)	97.92
		5411 · LIBRARY OF THINGS	(331.58)	331.58
		5412B · AV, AUDIO BOOKS - ADULT	(39.45)	39.45
		5412P · VIDEO GAMES	(92.74)	92.74
		5416 · TECHNICAL PROCESSING	(24.14)	24.14
		5430A · OFFICE SUPPLIES	(183.56)	183.56
		5430B · COMPUTER EQUIP & SUPPL	(341.40)	341.40
		5435A · MEETING EXPENSES	(322.86)	322.86
		5436 · CONTR W/ OTHERSCOMP SVCS	(279.92)	279.92
		5451 · CUSTODIAL SUPPLIES	(170.16)	170.16
		5452A · MAINTENANCE & REPAIRS-BUILDING	(179.64)	179.64
		5900D · LIBRARY PROGRAMS - JUV	(446.68)	446.68
		5900E · LIBRARY PROGRAMS - TEEN	(114.78)	114.78
		5900G · LIBRARY PROGRAMS - REIMBURSABLE	(307.50)	307.50

Sayville Public Library General Fund

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TOTAL				(2,932.33)	2,932.33
01/10/2022	12781	10100 · GENERAL FUND OPERATING	BRINKMANN'S HARDWARE		(28.16)
01/05/2022	221805/1	5452A · MAINTENANCE & REPAIRS-BUILDING		(28.16)	28.16
TOTAL				<u>(28.16)</u>	<u>28.16</u>
01/10/2022	12782	10100 · GENERAL FUND OPERATING	C.S.E.A. EMPLOYEE BENEFIT FUND		(2,490.89)
12/23/2021	JAN 2022	90608 · HOSPITAL & MEDICAL INSURANCE		(2,490.89)	2,490.89
TOTAL				<u>(2,490.89)</u>	<u>2,490.89</u>
01/10/2022	12783	10100 · GENERAL FUND OPERATING	CAVENDISH SQUARE		(195.54)
12/27/2021	CAL335402I	5410C · BOOKS - JUVENILE		(195.54)	195.54
TOTAL				<u>(195.54)</u>	<u>195.54</u>
01/10/2022	12784	10100 · GENERAL FUND OPERATING	CENTER POINT LARGE PRINT		(83.21)
12/03/2021	1896904	5410B · BOOKS - ADULT		(83.21)	83.21
TOTAL				<u>(83.21)</u>	<u>83.21</u>
01/10/2022	12785	10100 · GENERAL FUND OPERATING	CITI CARDS		(77.63)
01/04/2022	BD 1/04/22	5435A · MEETING EXPENSES		(77.63)	77.63
TOTAL				<u>(77.63)</u>	<u>77.63</u>
01/10/2022	12786	10100 · GENERAL FUND OPERATING	CSEA		(1,536.30)
01/04/2022	UNION DUES DEC 21	206025 · UNION DUES W/H		(1,536.30)	1,536.30
TOTAL				<u>(1,536.30)</u>	<u>1,536.30</u>
01/10/2022	12787	10100 · GENERAL FUND OPERATING	CURIOSLY CREATIVE CANDLES		(265.00)
12/10/2021	12/10/21 - CANDLE	5900D · LIBRARY PROGRAMS - JUV		(265.00)	265.00

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TOTAL				(265.00)	265.00
01/10/2022	12788	10100 · GENERAL FUND OPERATING	DUER, KRISTEN		(275.00)
12/17/2021	12/17/21 - SEASHELL	5900E · LIBRARY PROGRAMS - TEEN		(275.00)	275.00
TOTAL				<u>(275.00)</u>	<u>275.00</u>
01/10/2022	12789	10100 · GENERAL FUND OPERATING	FALLON, JOSEPHINE		(111.22)
01/02/2022	JAN 22 REIMBURSE	90608 · HOSPITAL & MEDICAL INSURANCE		(111.22)	111.22
TOTAL				<u>(111.22)</u>	<u>111.22</u>
01/10/2022	12790	10100 · GENERAL FUND OPERATING	FLUID IMAGERY		(843.75)
12/10/2021	28048	5436B · SERVICE CALLS/CONTRACTS		(62.50)	62.50
12/15/2021	28106	5436B · SERVICE CALLS/CONTRACTS		(93.75)	93.75
12/31/2021	28238	5436B · SERVICE CALLS/CONTRACTS		(112.50)	112.50
01/01/2022	28421	5436 · CONTR W/ OTHERSCOMP SVCS		(575.00)	575.00
TOTAL				<u>(843.75)</u>	<u>843.75</u>
01/10/2022	12791	10100 · GENERAL FUND OPERATING	GALE/CENGAGE LEARNING		(754.39)
12/03/2021	76259198	5410B · BOOKS - ADULT		(111.71)	111.71
12/03/2021	76261941	5410B · BOOKS - ADULT		(77.97)	77.97
12/03/2021	76258733	5410B · BOOKS - ADULT		(54.73)	54.73
12/06/2021	76269361	5410B · BOOKS - ADULT		(55.48)	55.48
12/06/2021	76267815	5410B · BOOKS - ADULT		(23.99)	23.99
12/07/2021	76275046	5410B · BOOKS - ADULT		(179.22)	179.22
12/20/2021	76312595	5410E · BOOKS STANDING ORDERS		(46.50)	46.50
12/21/2021	76318146	5410E · BOOKS STANDING ORDERS		(31.19)	31.19
12/22/2021	76324414	5410B · BOOKS - ADULT		(126.35)	126.35
12/23/2021	76329315	5410B · BOOKS - ADULT		(47.25)	47.25
TOTAL				<u>(754.39)</u>	<u>754.39</u>
01/10/2022	12792	10100 · GENERAL FUND OPERATING	GLOBAL INDUSTRIAL		(658.89)

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12/20/2021	118552637	5203B · FURNITURE & OTHER EQUIPMENT	(658.89)	658.89
TOTAL			<u>(658.89)</u>	<u>658.89</u>
01/10/2022	12793	10100 · GENERAL FUND OPERATING		(111.22)
01/02/2022	JAN 22 REIMBURSE	90608 · HOSPITAL & MEDICAL INSURANCE	(111.22)	111.22
TOTAL			<u>(111.22)</u>	<u>111.22</u>
01/10/2022	12794	10100 · GENERAL FUND OPERATING		(340.20)
01/05/2022	JAN 22 REIMBURSE	90608 · HOSPITAL & MEDICAL INSURANCE	(340.20)	340.20
TOTAL			<u>(340.20)</u>	<u>340.20</u>
01/10/2022	12795	10100 · GENERAL FUND OPERATING		(205.00)
12/31/2021	277405	5413D · ONLINE DATABASES	(205.00)	205.00
TOTAL			<u>(205.00)</u>	<u>205.00</u>
01/10/2022	12796	10100 · GENERAL FUND OPERATING		(62.97)
12/16/2021	1439094	5416 · TECHNICAL PROCESSING	(62.97)	62.97
TOTAL			<u>(62.97)</u>	<u>62.97</u>
01/10/2022	12797	10100 · GENERAL FUND OPERATING		(6,250.00)
01/03/2022	JAN-JUN 2022	5437B · PROF FEES LEGAL & OTHER	(6,250.00)	6,250.00
TOTAL			<u>(6,250.00)</u>	<u>6,250.00</u>
01/10/2022	12798	10100 · GENERAL FUND OPERATING		(835.00)
01/04/2022	02304	5438 · MEMBERSHIP DUES	(835.00)	835.00
TOTAL			<u>(835.00)</u>	<u>835.00</u>
01/10/2022	12799	10100 · GENERAL FUND OPERATING		(664.01)

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01/05/2022	JAN 22 REIMBURSE	90608 · HOSPITAL & MEDICAL INSURANCE	(664.01)	664.01
TOTAL			<u>(664.01)</u>	<u>664.01</u>
01/10/2022	12800	10100 · GENERAL FUND OPERATING		(150.00)
12/14/2021	12/14/21 - BRR!	5900D · LIBRARY PROGRAMS - JUV	(150.00)	150.00
TOTAL			<u>(150.00)</u>	<u>150.00</u>
01/10/2022	12801	10100 · GENERAL FUND OPERATING		(1,485.46)
12/03/2021	501367364	5412A · AV,COMPACT DISC & VINYL - ADULT	(27.98)	27.98
		5416B · VENDOR PROCESSING	(8.22)	8.22
12/03/2021	501367232	5412B · AV, AUDIO BOOKS - ADULT	(84.98)	84.98
12/10/2021	501400200	5412C · AV, VIDEO DVD - ADULT	(433.91)	433.91
		5416B · VENDOR PROCESSING	(81.26)	81.26
12/10/2021	501400201	5412A · AV,COMPACT DISC & VINYL - ADULT	(42.17)	42.17
		5416B · VENDOR PROCESSING	(12.33)	12.33
12/17/2021	501432926	5412C · AV, VIDEO DVD - ADULT	(229.55)	229.55
		5416B · VENDOR PROCESSING	(46.02)	46.02
12/17/2021	501432928	5412A · AV,COMPACT DISC & VINYL - ADULT	(24.38)	24.38
		5416B · VENDOR PROCESSING	(8.22)	8.22
12/23/2021	501458600	5412A · AV,COMPACT DISC & VINYL - ADULT	(22.39)	22.39
		5416B · VENDOR PROCESSING	(4.78)	4.78
12/23/2021	501458599	5412C · AV, VIDEO DVD - ADULT	(81.95)	81.95
		5416B · VENDOR PROCESSING	(19.00)	19.00
12/30/2021	501487769	5412C · AV, VIDEO DVD - ADULT	(33.58)	33.58
		5416B · VENDOR PROCESSING	(7.58)	7.58
12/31/2021	501492524	5413D · ONLINE DATABASES	(317.16)	317.16
TOTAL			<u>(1,485.46)</u>	<u>1,485.46</u>
01/10/2022	12802	10100 · GENERAL FUND OPERATING		(50.00)
01/04/2022	PETTY CASH DEC 21	5430A · OFFICE SUPPLIES	(40.00)	40.00
		5430A · OFFICE SUPPLIES	(10.00)	10.00
			<u>(40.00)</u>	<u>40.00</u>

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TOTAL				(50.00)	50.00
01/10/2022	12803	10100 · GENERAL FUND OPERATING	O'ROURKE, SANDRA		(340.20)
01/05/2022	JAN 22 REIMBURSE	90608 · HOSPITAL & MEDICAL INSURANCE		(340.20)	340.20
TOTAL				<u>(340.20)</u>	<u>340.20</u>
01/10/2022	12804	10100 · GENERAL FUND OPERATING	OCEAN JANITORIAL SUPPLY, INC.		(231.28)
12/07/2021	579202	5451 · CUSTODIAL SUPPLIES		(231.28)	231.28
TOTAL				<u>(231.28)</u>	<u>231.28</u>
01/10/2022	12805	10100 · GENERAL FUND OPERATING	OLSON, WILLIAM		(340.20)
01/02/2022	JAN 22 REIMBURSE	90608 · HOSPITAL & MEDICAL INSURANCE		(340.20)	340.20
TOTAL				<u>(340.20)</u>	<u>340.20</u>
01/10/2022	12806	10100 · GENERAL FUND OPERATING	OMNIGRAPHICS INC.		(428.21)
11/24/2021	106806-1464	5410E · BOOKS STANDING ORDERS		(83.78)	83.78
12/09/2021	106806-1491	5410E · BOOKS STANDING ORDERS		(167.56)	167.56
12/16/2021	2130110635-1495	5410E · BOOKS STANDING ORDERS		(93.09)	93.09
12/16/2021	106806-1495	5410E · BOOKS STANDING ORDERS		(83.78)	83.78
TOTAL				<u>(428.21)</u>	<u>428.21</u>
01/10/2022	12807	10100 · GENERAL FUND OPERATING	OPTIMUM		(209.30)
01/03/2022	JANUARY 2022	5431A · TELECOMMUNICATIONS		(209.30)	209.30
TOTAL				<u>(209.30)</u>	<u>209.30</u>
01/10/2022	12808	10100 · GENERAL FUND OPERATING	PATCHOGUE ADVANCE, INC., THE		(100.00)
12/30/2021	106655	5434 · PUBLICITY AND PRINTING		(100.00)	100.00
TOTAL				<u>(100.00)</u>	<u>100.00</u>

**Sayville Public Library General Fund
Cash Disbursements**

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01/10/2022	12809	10100 · GENERAL FUND OPERATING	PEDERSEN, MARY		(111.22)
01/05/2022	JAN 22 REIMBURSE	90608 · HOSPITAL & MEDICAL INSURANCE		(111.22)	111.22
TOTAL				<u>(111.22)</u>	<u>111.22</u>
01/10/2022	12810	10100 · GENERAL FUND OPERATING	QUADIENT FINANCE USA, INC		(145.53)
12/30/2021	CD 12/30/21	5439E · OFFICE EQUIP, RENT POST METER		(134.70)	134.70
		5410B · BOOKS - ADULT		(10.83)	10.83
TOTAL				<u>(145.53)</u>	<u>145.53</u>
01/10/2022	12811	10100 · GENERAL FUND OPERATING	RUBIN-RUQUET, STEPHANIE		(170.10)
01/05/2022	JAN 22 REIMBURSE	90608 · HOSPITAL & MEDICAL INSURANCE		(170.10)	170.10
TOTAL				<u>(170.10)</u>	<u>170.10</u>
01/10/2022	12812	10100 · GENERAL FUND OPERATING	SCLS - SUSTAINABLE LIBRARIES INITIATIVE		(1,200.00)
12/20/2021	116	5438 · MEMBERSHIP DUES		(1,200.00)	1,200.00
TOTAL				<u>(1,200.00)</u>	<u>1,200.00</u>
01/10/2022	12813	10100 · GENERAL FUND OPERATING	SCOTT, ROBERT		(39.00)
12/11/2021	12/11/21 - HOLIDAY	5900E · LIBRARY PROGRAMS - TEEN		(39.00)	39.00
TOTAL				<u>(39.00)</u>	<u>39.00</u>
01/10/2022	12814	10100 · GENERAL FUND OPERATING	SCWA		(494.84)
01/04/2022	BD 01/04/22	5450C · WATER		(494.84)	494.84
TOTAL				<u>(494.84)</u>	<u>494.84</u>
01/10/2022	12815	10100 · GENERAL FUND OPERATING	STAHLBERG, JOHN		(150.00)
01/04/2022	JANUARY 2022	5437C · PROF FEES TREASURER		(150.00)	150.00
TOTAL				<u>(150.00)</u>	<u>150.00</u>

Sayville Public Library General Fund
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01/10/2022	12816	10100 · GENERAL FUND OPERATING	SUFFOLK COOPERATIVE LIBRARY SY	(1,701.90)
12/08/2021	86441	5410C · BOOKS - JUVENILE	(899.00)	899.00
12/09/2021	86468	5413D · ONLINE DATABASES	(693.00)	693.00
12/14/2021	86491	5433A · POSTAGE AND FREIGHT	(62.40)	62.40
12/14/2021	86503	5900C · LIBRARY PROGRAMS - ADULTS	(47.50)	47.50
TOTAL			<u>(1,701.90)</u>	<u>1,701.90</u>
01/10/2022	12817	10100 · GENERAL FUND OPERATING	TEAM PEST CONTROL	(785.00)
01/06/2022	01/06/22	5452A · MAINTENANCE & REPAIRS-BUILDING	(785.00)	785.00
TOTAL			<u>(785.00)</u>	<u>785.00</u>
01/10/2022	12818	10100 · GENERAL FUND OPERATING	TELSAN ELECTRIC INC.	(1,970.00)
12/14/2021	66878	5452A · MAINTENANCE & REPAIRS-BUILDING	(1,970.00)	1,970.00
TOTAL			<u>(1,970.00)</u>	<u>1,970.00</u>
01/10/2022	12819	10100 · GENERAL FUND OPERATING	THERMAL SOLUTIONS, INC	(1,116.03)
12/14/2021	102868	5452A · MAINTENANCE & REPAIRS-BUILDING	(357.78)	357.78
12/22/2021	102875	5452A · MAINTENANCE & REPAIRS-BUILDING	(758.25)	758.25
TOTAL			<u>(1,116.03)</u>	<u>1,116.03</u>
01/10/2022	12820	10100 · GENERAL FUND OPERATING	TOUCHSTONE FIRE PROTECTION, INC.	(630.00)
12/27/2021	LI-1838	5452C · SECURITY / FIRE	(630.00)	630.00
TOTAL			<u>(630.00)</u>	<u>630.00</u>
01/10/2022	12821	10100 · GENERAL FUND OPERATING	VAIL, AMY	(195.00)
12/16/2021	12/16/21 - ART	5900D · LIBRARY PROGRAMS - JUV	(195.00)	195.00
TOTAL			<u>(195.00)</u>	<u>195.00</u>

Sayville Public Library General Fund

Cash Disbursements

January 1 - 10, 2022

01/10/2022	12822	10100 · GENERAL FUND OPERATING	VERIZON		(552.53)
12/31/2021	BD 12/31/21	5431 · TELEPHONE		(552.53)	552.53
TOTAL				(552.53)	552.53
01/10/2022	12823	10100 · GENERAL FUND OPERATING	W.B. MASON CO., INC.		(612.16)
12/10/2021	225822173	5430A · OFFICE SUPPLIES		(398.49)	398.49
12/16/2021	225993162	5430A · OFFICE SUPPLIES		(48.99)	48.99
12/17/2021	226036237	5430A · OFFICE SUPPLIES		(10.79)	10.79
12/17/2021	226035421	5451 · CUSTODIAL SUPPLIES		(153.89)	153.89
TOTAL				(612.16)	612.16
01/10/2022	12824	10100 · GENERAL FUND OPERATING	WILLIAMSON, CARMELLA		(170.10)
01/05/2022	JAN 22 REIMBURSE	90608 · HOSPITAL & MEDICAL INSURANCE		(170.10)	170.10
TOTAL				(170.10)	170.10
01/10/2022	12825	10100 · GENERAL FUND OPERATING	WINTERS BROS. HAULING OF L.I. LLC		(202.85)
12/31/2021	2430085	5469A · SANITATION		(202.85)	202.85
TOTAL				(202.85)	202.85
		Total Cash Disbursement		(46,554.71)	

Sayville Public Library General Fund
Cash Disbursements - PREPAID

December 14 - 31, 2021

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Original Amount</u>
12/23/2021	12767	10100 · GENERAL FUND OPERATING	FLUID IMAGERY		(150.00)
09/25/2021	26257	5436B · SERVICE CALLS/CONTRACTS		(150.00)	150.00
TOTAL				(150.00)	150.00
12/23/2021	12768	10100 · GENERAL FUND OPERATING	LEAF		(338.39)
12/20/2021	12622186	5439F · OFFICE EQUIP, RENT, COPIER		(338.39)	338.39
TOTAL				(338.39)	338.39
12/23/2021	12769	10100 · GENERAL FUND OPERATING	PSEGLI 92-2		(8,186.30)
12/13/2021	BD 12/13/21	5450A · ELECTRICITY		(8,186.30)	8,186.30
TOTAL				(8,186.30)	8,186.30
12/23/2021	12770	10100 · GENERAL FUND OPERATING	PSEGLI 93-0		(14.55)
12/13/2021	BD 12/13/21	5450A · ELECTRICITY		(14.55)	14.55
TOTAL				(14.55)	14.55
12/23/2021	12771	10100 · GENERAL FUND OPERATING	SEARLES GRAPHICS, INC.		(4,563.00)
12/10/2021	20047	5434 · PUBLICITY AND PRINTING		(4,563.00)	4,563.00
TOTAL				(4,563.00)	4,563.00
12/23/2021	12772	10100 · GENERAL FUND OPERATING	VERIZON		(552.18)
12/22/2021	BD 11.30.21	5431 · TELEPHONE		(552.18)	552.18
TOTAL				(552.18)	552.18
12/23/2021	12773	10100 · GENERAL FUND OPERATING	WEEKS & REICHEL PRINTING CO.		(220.00)

Sayville Public Library General Fund
Cash Disbursements - PREPAID

December 14 - 31, 2021

12/07/2021	19677	5430A · OFFICE SUPPLIES	(220.00)	220.00
TOTAL			<u>(220.00)</u>	<u>220.00</u>
		Total Prepaid Cash Disbursement	<u><u>\$ (14,024.42)</u></u>	

01/06/22

Sayville Public Library - Capital Fund
Cash Disbursement
January 1 - 10, 2022

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Original Amount</u>
01/10/2022	9026	10200G · CASH PEOPLES UNITED CHECKING	ROLAND'S ELECTRIC, INC.		-8,740.00
01/06/2022	C-539...	5203E0 · BUILDING IMPROVEMENTS		-8,740.00	8,740.00
TOTAL				-8,740.00	8,740.00

DEPARTMENT	HOURS		EARNINGS			GROSS	STATUTORY DEDUCTIONS		VOL DEDS.	NET PAY
	Reg / O/T	Hours 3 & 4	Reg / O/T	Earn 3 & 4	Earn 5		Federal	State/Local		
100 PROFESSIONAL	794.75	279.50	33,546.48	8,951.79		42,498.27	5,201.57 FIT 2,634.91 SS 616.19 MED	2,010.44 STATE SUI SDI 137.57 FLI LOCAL	31,897.59	PAYS 25
200 CLERICAL	514.75	116.50	9,863.26	2,498.03		12,361.29	575.77 FIT 766.41 SS 179.26 MED	285.75 STATE SUI SDI 62.05 FLI LOCAL	10,492.05	PAYS 22
300 CUSTODIAL	136.50	33.00	2,599.96	662.40		3,262.36	269.49 FIT 202.27 SS 47.30 MED	97.23 STATE SUI SDI 16.68 FLI LOCAL	2,629.39	PAYS 5
400 SECURITY	67.25	9.50	1,229.02	244.88		1,473.90	116.34 FIT 91.38 SS 21.38 MED	36.44 STATE SUI SDI 7.52 FLI LOCAL	1,200.84	PAYS 4
500 PAGES	213.00	13.50	2,982.00	202.50		3,184.50	19.03 FIT 197.45 SS 46.16 MED	11.36 STATE SUI SDI 14.69 FLI LOCAL	2,895.81	PAYS 13
** GRAND TOTAL **	1,726.25	452.00	50,220.72	12,559.60		62,780.32	6,182.20 FIT 3,892.42 SS 910.29 MED	2,441.22 STATE SUI SDI 238.51 FLI LOCAL	49,115.68	NET CASH 44,553.07 PAYS 69

SUM

DEPARTMENT	HOURS		EARNINGS			GROSS	STATUTORY DEDUCTIONS			VOL DEDS.	NET PAY
	Reg / O/T	Hours 3 & 4	Reg / O/T	Earn 3 & 4	Earn 5		Federal	State/Local			
100 PROFESSIONAL	956.50	143.25	38,330.30	5,026.83		43,357.13 66.98% of CO	5,251.34 FIT 2,688.11 SS 628.65 MED	2,029.87 STATE SUI SDI 124.93 FLI LOCAL	32,634.23		PAYS 25
200 CLERICAL	576.75	74.50	11,047.15	1,646.41		12,693.56 19.61% of CO	576.00 FIT 787.00 SS 184.07 MED	290.76 STATE SUI SDI 62.44 FLI LOCAL	10,793.29		PAYS 23
300 CUSTODIAL	176.25	6.00	3,349.89	128.18		3,478.07 5.37% of CO	276.14 FIT 215.63 SS 50.44 MED	107.96 STATE SUI SDI 17.78 FLI LOCAL	2,810.12		PAYS 5
400 SECURITY	93.25	9.50	1,664.26	251.23		1,915.49 2.96% of CO	150.82 FIT 118.76 SS 27.77 MED	54.55 STATE SUI SDI 9.79 FLI LOCAL	1,553.80		PAYS 4
500 PAGES	215.25	18.00	3,013.50	270.00		3,283.50 5.07% of CO	36.17 FIT 203.58 SS 47.62 MED	16.16 STATE SUI SDI 15.48 FLI LOCAL	2,964.49		PAYS 12
** GRAND TOTAL **	2,018.00	251.25	57,405.10	7,322.65		64,727.75	6,290.47 FIT 4,013.08 SS 938.55 MED	2,499.30 STATE SUI SDI 230.42 FLI LOCAL	50,755.93		NET CASH 46,265.25 PAYS 69

SUM

Sayville Public Library General Fund
Revenues and Expenditures
July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
Income				
41001 · REAL PROPERTY TAXES	1,630,111.01	3,260,222.00	(1,630,110.99)	50.0%
41010 · TAX REVENUE - DEBT SERVICE	403,999.99	808,000.00	(404,000.01)	50.0%
41020 · PILOT PAYMENT	0.00	32,335.00	(32,335.00)	0.0%
42082A · FINES	404.59	0.00	404.59	100.0%
42082B · LOST MATERIALS	1,550.62	1,800.00	(249.38)	86.1%
42082C · MERCHANDISE	17.00	0.00	17.00	100.0%
42082F · DVD CHARGES	31.14	1,000.00	(968.86)	3.1%
42082G · PRINTING	1,289.39	4,200.00	(2,910.61)	30.7%
42082H · PUBLIC FAX	698.07	1,700.00	(1,001.93)	41.1%
42082I · COFFEE VENDING	300.00	1,200.00	(900.00)	25.0%
42082J · 3D PRINTING/MEDIA CONVERSION	413.58	1,000.00	(586.42)	41.4%
42360A · DIRECT ACCESS REIMBURSEMENT	(84.56)	0.00	(84.56)	100.0%
42401A · INTEREST INCOME BANK ACCOUNT	5,297.78	15,000.00	(9,702.22)	35.3%
42450B · PHOTOCOPIER COMMISSION	525.87	2,500.00	(1,974.13)	21.0%
42705 · GIFTS AND DONATIONS	6,215.61	5,000.00	1,215.61	124.3%
42770 · OTHER UNCLASSIFIED REVENUES	421.30	900.00	(478.70)	46.8%
42770C · REFUNDS	0.00	253.00	(253.00)	0.0%
42880 · ALLOCATION OF FUND BALANCE	0.00	15,000.00	(15,000.00)	0.0%
43840 · LOCAL SPONSOR INCENTIVE AID	543.00			
43840A1 · STATE GRANTS / AID LSIA	4,777.00	0.00	4,777.00	100.0%
43850 · E-RATE	0.00	5,500.00	(5,500.00)	0.0%
Total Income	2,056,511.39	4,155,610.00	(2,099,098.61)	49.5%
Gross Profit	2,056,511.39	4,155,610.00	(2,099,098.61)	49.5%
Expense				
510000 · SALARIES				
51410 · SALARIES - LIBRARIANS	543,032.55	1,135,200.00	(592,167.45)	47.8%
51420 · SALARIES - CLERICAL	167,201.52	308,840.00	(141,638.48)	54.1%
51430 · SALARIES - CUSTODIAL	44,124.66	89,000.00	(44,875.34)	49.6%
51440 · SALARIES - GUARDS	19,239.84	41,000.00	(21,760.16)	46.9%
51450 · SALARIES - PAGES	44,827.31	127,000.00	(82,172.69)	35.3%
Total 510000 · SALARIES	818,425.88	1,701,040.00	(882,614.12)	48.1%

Sayville Public Library General Fund
Revenues and Expenditures
July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
5203B · FURNITURE & OTHER EQUIPMENT	2,100.10	5,000.00	(2,899.90)	42.0%
5203C · COMPUTER EQUIPMENT	1,347.19	22,400.00	(21,052.81)	6.0%
5203E · BUILDING IMPROVEMENTS	0.00	2,000.00	(2,000.00)	0.0%
5203K · FURNITURE & EQUIPMT UNDER \$500	255.89	1,000.00	(744.11)	25.6%
54100 · TOTAL BOOKS				
5410B · BOOKS - ADULT	26,410.99	50,000.00	(23,589.01)	52.8%
5410C · BOOKS - JUVENILE	21,279.54	33,000.00	(11,720.46)	64.5%
5410D · BOOKS - YA	2,537.53	7,000.00	(4,462.47)	36.3%
5410E · BOOKS STANDING ORDERS	5,079.45	15,000.00	(9,920.55)	33.9%
5410F · STANDING ORDERS FICTION	561.03	3,100.00	(2,538.97)	18.1%
Total 54100 · TOTAL BOOKS	55,868.54	108,100.00	(52,231.46)	51.7%
5410G · LOCAL HISTORY	47.95	1,000.00	(952.05)	4.8%
5411 · LIBRARY OF THINGS	1,247.37	2,350.00	(1,102.63)	53.1%
5412 · AUDIOVISUAL				
5412A · AV,COMPACT DISC & VINYL - ADULT	859.95	3,000.00	(2,140.05)	28.7%
5412B · AV, AUDIO BOOKS - ADULT	2,250.91	9,000.00	(6,749.09)	25.0%
5412C · AV, VIDEO DVD - ADULT	5,866.75	15,000.00	(9,133.25)	39.1%
5412H · AV AUDIO BOOKS - JUV	2,008.68	1,000.00	1,008.68	200.9%
5412I · AV VIDEO/DVD - JUV	1,155.13	5,000.00	(3,844.87)	23.1%
5412N · AV AUDIO BOOKS - YA	0.00	500.00	(500.00)	0.0%
5412O · AV VIDEO/DVD - YA	129.59	800.00	(670.41)	16.2%
5412P · VIDEO GAMES	2,599.97	5,500.00	(2,900.03)	47.3%
Total 5412 · AUDIOVISUAL	14,870.98	39,800.00	(24,929.02)	37.4%
5412D · LIVEBRARY	16,793.00	97,300.00	(80,507.00)	17.3%
5413A · TOTAL PERIODICALS				
5413B · PERIODICAL NONMICROFORM	8,235.05	9,500.00	(1,264.95)	86.7%
5413C · PERIODICAL NONMICROFORM NEWS	793.04	2,000.00	(1,206.96)	39.7%
Total 5413A · TOTAL PERIODICALS	9,028.09	11,500.00	(2,471.91)	78.5%
5413D · ONLINE DATABASES	22,387.81	30,360.00	(7,972.19)	73.7%
5416 · TECHNICAL PROCESSING	6,311.29	11,000.00	(4,688.71)	57.4%
5416B · VENDOR PROCESSING	2,447.67	5,000.00	(2,552.33)	49.0%

Sayville Public Library General Fund
Revenues and Expenditures
July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
5430 · OFFICE & COMPUTER SUPPLIES				
5430A · OFFICE SUPPLIES	3,169.02	12,000.00	(8,830.98)	26.4%
5430B · COMPUTER EQUIP & SUPPL	5,800.55	15,000.00	(9,199.45)	38.7%
Total 5430 · OFFICE & COMPUTER SUPPLIES	8,969.57	27,000.00	(18,030.43)	33.2%
5431 · TELEPHONE	3,311.20	6,000.00	(2,688.80)	55.2%
5431A · TELECOMMUNICATIONS	11,155.80	13,000.00	(1,844.20)	85.8%
5433 · PRINTING/ POSTAGE / FREIGHT				
5433A · POSTAGE AND FREIGHT	950.87	2,500.00	(1,549.13)	38.0%
5433B · LIBRARY BULK MAILING	2,120.00	6,000.00	(3,880.00)	35.3%
5434 · PUBLICITY AND PRINTING	18,999.78	32,000.00	(13,000.22)	59.4%
5433 · PRINTING/ POSTAGE / FREIGHT - Other	8.73			
Total 5433 · PRINTING/ POSTAGE / FREIGHT	22,079.38	40,500.00	(18,420.62)	54.5%
54350 · TRAVEL & PROFESSIONAL DEVELOPME				
5435 · TRAVEL	23.00	2,500.00	(2,477.00)	0.9%
5435A · MEETING EXPENSES	207.58	2,500.00	(2,292.42)	8.3%
5435B · SEMINAR EXPENSES	353.00	1,000.00	(647.00)	35.3%
Total 54350 · TRAVEL & PROFESSIONAL DEVELOPME	583.58	6,000.00	(5,416.42)	9.7%
5436 · CONTR W/ OTHERSCOMP SVCS	12,558.08	32,830.00	(20,271.92)	38.3%
5436A · SCLS MEMBER SUPPORT	0.00	30,000.00	(30,000.00)	0.0%
5436B · SERVICE CALLS/CONTRACTS	462.50	5,000.00	(4,537.50)	9.3%
5437A · PROF FEES ACCOUNTING	350.00	11,350.00	(11,000.00)	3.1%
5437B · PROF FEES LEGAL & OTHER	6,250.00	12,750.00	(6,500.00)	49.0%
5437C · PROF FEES TREASURER	900.00	1,800.00	(900.00)	50.0%
5437D · PAYROLL / ADP	4,485.80	9,900.00	(5,414.20)	45.3%
5438 · MEMBERSHIP DUES	785.53	3,400.00	(2,614.47)	23.1%
5439C · OFFICE EQUIP, RENT, CIRC SYS	11,119.80	25,000.00	(13,880.20)	44.5%
5439D · OFFICE EQUIP. REPAIR & MAINT	2,706.99	3,500.00	(793.01)	77.3%
5439E · OFFICE EQUIP, RENT POST METER	269.40	1,500.00	(1,230.60)	18.0%
5439F · OFFICE EQUIP, RENT, COPIER	3,664.58	10,000.00	(6,335.42)	36.6%
5450A · ELECTRICITY	63,818.74	110,000.00	(46,181.26)	58.0%
5450C · WATER	1,755.46	2,100.00	(344.54)	83.6%
5451 · CUSTODIAL SUPPLIES	2,942.08	12,000.00	(9,057.92)	24.5%
5452A · MAINTENANCE & REPAIRS-BUILDING	2,265.17	20,150.00	(17,884.83)	11.2%

Sayville Public Library General Fund
Revenues and Expenditures
July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
5452B · REPAIRS - CONTRACTS	4,823.00	11,605.00	(6,782.00)	41.6%
5452C · SECURITY / FIRE	1,297.95	11,120.00	(9,822.05)	11.7%
5469A · SANITATION	1,217.10	3,000.00	(1,782.90)	40.6%
5469B · SNOW REMOVAL	0.00	7,000.00	(7,000.00)	0.0%
5469C · EXTERMINATOR	0.00	500.00	(500.00)	0.0%
5469D · GROUNDS	2,906.88	3,675.00	(768.12)	79.1%
5900 · PROGRAMS & MUSEUM PASSES				
5900C · LIBRARY PROGRAMS - ADULTS	12,866.01	25,000.00	(12,133.99)	51.5%
5900D · LIBRARY PROGRAMS - JUV	17,194.54	35,000.00	(17,805.46)	49.1%
5900E · LIBRARY PROGRAMS - TEEN	5,557.79	10,000.00	(4,442.21)	55.6%
5900G · LIBRARY PROGRAMS - REIMBURSABLE	(1,670.98)	0.00	(1,670.98)	100.0%
5900H · MUSEUM PASSES	2,850.00	2,000.00	850.00	142.5%
5900I · VENUE TICKETS	(167.56)	0.00	(167.56)	100.0%
5900J · OUTREACH SERVICES	0.00	1,000.00	(1,000.00)	0.0%
Total 5900 · PROGRAMS & MUSEUM PASSES	36,629.80	73,000.00	(36,370.20)	50.2%
5900A · CHECKING ACCT SERVICE CHARGES	0.00	45.00	(45.00)	0.0%
5900B · LOST MATERIALS DA/ILL	0.00	45.00	(45.00)	0.0%
5900X · OTHER	0.00	10.00	(10.00)	0.0%
6454 · INSURANCE BUILDING LIABILITY	39,429.50	40,000.00	(570.50)	98.6%
90100 · STATE RETIREMENT	212,727.00	210,000.00	2,727.00	101.3%
90308 · FICA SOCIAL SECURITY	62,621.96	130,130.00	(67,508.04)	48.1%
90408 · WORKERS COMPENSATION	14,601.00	13,000.00	1,601.00	112.3%
90508 · UNEMPLOYMENT INSURANCE	0.00	2,500.00	(2,500.00)	0.0%
90558 · DISABILITY INSURANCE	1,118.66	4,000.00	(2,881.34)	28.0%
90608 · HOSPITAL & MEDICAL INSURANCE	204,158.91	400,000.00	(195,841.09)	51.0%
90708 · RENT GREENE AVE.	84,000.00	823,000.00	(739,000.00)	10.2%
90898 · EMPLOYEE ASSISTANCE PROGRAM	1,317.50	1,350.00	(32.50)	97.6%
99900 · TRANSFER TO CAPITAL FUND(1)	300,000.00			
Total Expense	2,078,414.68	4,155,610.00	(2,077,195.32)	50.0%
Net Income	(21,903.29)	0.00	(21,903.29)	100.0%

Sayville Public Library - Capital Fund
Statement of Revenues and Expenditures
July through December 2021

	<u>Jul - Dec 21</u>
Income	
309100 · TRANSFER FROM GENERAL FUND	300,000.00
42401A · INTEREST INCOME BANK ACCOUNT	197.35
Total Income	300,197.35
 Expense	
5203A0 · FURNITURE	6,391.89
5203E0 · BUILDING IMPROVEMENTS	35,728.00
5452A0 · MAINT & REPAIRS - BUILDING	21,660.00
Total Expense	63,779.89
 Net Income	236,417.46

Sayville Public Library - Capital Fund

Balance Sheet

As of December 31, 2021

	<u>Dec 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
10200G · CASH PEOPLES UNITED CHECKING	654050.37
Total Checking/Savings	654050.37
Total Current Assets	654050.37
TOTAL ASSETS	<u>654050.37</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
206050 · ACCOUNTS PAYABLE - AUDITOR	10,848.00
Total Other Current Liabilities	10,848.00
Total Current Liabilities	10,848.00
Total Liabilities	10,848.00
Equity	
309090 · FUND BALANCE	266644.73
309093 · DESG - TECHNOLOGY UPGRADES	70,120.73
309094 · DESG - BLDG MAINT AND REPAIR	95,750.00
32000 · Retained Earnings	(25,730.55)
Net Income	236417.46
Total Equity	643202.37
TOTAL LIABILITIES & EQUITY	<u>654050.37</u>

**SAYVILLE LIBRARY
CASH ACTIVITY REPORT
FOR THE MONTH OF DECEMBER 2021**

	<u>TOTAL</u>	<u>FNBLI OPERATING CHECKING</u>	<u>FNBLI PAYROLL CHECKING</u>	<u>FNBLI NON-INTEREST CHECKING</u>	<u>FNBLI FUTURE COSTS MONEY MARKET</u>	<u>[-CAPITAL FUND-] PUB CAPITAL FUND CHECKING</u>
OPENING G/L BALANCE 12/01/2021	\$ 4,128,849.20	2,436,781.57	3,398.71	450,000.00	583,877.47	654,791.44
ADD: DECEMBER INTEREST INCOME	\$ 848.66	660.57	1.19	0.00	147.97	38.93
ADD: DECEMBER CASH RECEIPTS	\$ 341,301.73	341,301.73	0.00	0.00	0.00	0.00
LESS: DECEMBER CASH DISBURSEMENTS	\$ (238,105.53)	(109,453.52)	(127,872.01)	0.00	0.00	(780.00)
LESS: DECEMBER ELECTRONIC PAYMENTS	\$ (4,659.82)	(4,659.82)	0.00	0.00	0.00	0.00
OTHER ADJ- VOIDED CHECK	\$ 0.00	0.00	0.00	0.00	0.00	0.00
DECEMBER TRANSFERS IN / (OUT)	\$ <u>0.00</u>	<u>(127,872.01)</u>	<u>127,872.01</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
ENDING G/L BALANCE 12/31/2021	\$ 4,228,234.24	2,536,758.52	3,399.90	450,000.00	584,025.44	654,050.37
RECONCILING ITEMS:						
ADD: OUTSTANDING CHECKS	\$ 8,822.03	8,042.03	0.00	0.00	0.00	780.00
ADD: OUTSTANDING ELECTRONIC PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00
LESS: PAYROLL DIRECT DEPOSIT	(1,094.12)	0.00	(1,094.12)	0.00	0.00	0.00
LESS: BANK CHARGE TO BE RESOLVED**	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
ENDING BANK BALANCE 12/31/2021	\$ 4,235,962.15	2,544,800.55	2,305.78	450,000.00	584,025.44	654,830.37



Board of Trustees Meeting

Administration Reports

January 10, 2022

Meetings Attended

12/17/2021 – Director's Meeting at SCLS

12/17/2021 – PLDA Annual Meeting & Luncheon

12/21/2021 – LILRC Executive Board Meeting via Zoom

01/05/2022 – SCLS Executive Board Meeting via Zoom

Library Statistics

Included in the Trustee Board Packets, are the following statistical reports:

- Circulation Statistics for *July 2020 – June 2021*
& *July 2021 – December 2021*
- Programs & Online Services Statistics for *December 2021*

Community Drives

The Head of Community Outreach, Jonathan Pryer, orchestrated several very successful community drives that ran from November 1 – December 31, 2021.

Community Drive	Items Collected (2021)	Items Collected (2020)
Toy Drive	537	326
Mitten Drive	304 pairs	232 pairs
Coat Drive	215	174

Sayville Library Adopt-A-Family

This year, the staff of the Sayville Library came together to make Christmas special for one deserving Sayville family. The Sayville School District helped the Library in finding and selecting the family.

During Staff Development Day, the staff wrapped all the gifts for the family of five. The gifts were then delivered to the school administration office who then brought them to the family just in time for the holiday!



Library Closings

- Library closed on Monday and Tuesday, January 3 & 4, 2022 due to staff shortage from COVID-19
- Library closed on Friday, December 7, 2022 due to a snowstorm.

Bullet Aid

The Library has received a check for \$25,000.00 in NYS Bullet Aid, thanks to Assemblyman Jarett Gandolfo. These funds will go towards the Library's makerspace.

Donations

- Joe Famularo donated 4 copies of IOU Life Leadership to the Library's Local History Collection.
- The estate of Emil Polak donated four paintings to the Library.

News from Suffolk County LibrariesBayport-Blue Point Library New Building

I am happy to inform you that the new Bayport-Blue Point Library opened on December 18, 2021. The building and property are beautiful and we look forward to collaborating with them on future programs, events and projects.

Fisher's Island Library Joins PALS

Fisher's Island Library has joined the Suffolk County's integrated library automation consortium PALS (*Partnership of Automated Libraries in Suffolk*). Fisher's Island Library's catalog will be integrated with all of Suffolk County libraries. This will allow their patrons to borrow from and loan library materials from other Suffolk County Libraries.

Staff Development Day - 2021

The fourth annual Staff Development Day took place on Wednesday, December 15, 2021. Two highlight programs of the day included *Dealing with Patrons with Mental Health Issues* – coordinated by Tim Sicurella and *Stress Management & Meditation* – coordinated by Jonathan Pryer. Jonathan's guest speakers included representatives from *Project Hope & the Association for Mental Health and Wellness*. Additionally, Donna DiBerardino organized a Volunteer Hour at which the staff learned about ways to "give back" to our local community.

The Friends of the Sayville Library generously donated a delicious lunch for the staff.

2021-2022 Circulation Statistics

Current Year's Statistics

2021-2022	Adult Fiction	Adult Nonfiction	Juvenile Fiction	Juvenile Nonfiction	Serials	Audio	Video	Other	In House Circ	Reference Questions	2021-22 Monthly Circs	2020-21 Monthly Circs	% change	2021-22 YTD TOTALS	2020-21 YTD TOTALS	YTD % change	Library of Things
Jul-21	3855	1639	5426	1445	228	562	3455	243	269	2135	17122	16686	3%	17122	16686	3%	148
Aug-21	3900	1613	5203	1404	212	595	3958	312	325	2570	17522	16352	7%	34644	33038	5%	132
Sep-21	3386	1465	4179	1126	184	604	3230	190	222	2085	14586	15077	-3%	49230	48115	2%	127
Oct-21	3270	1537	4723	1276	178	584	3411	218	201	1666	15398	15593	-1%	64628	63708	1%	173
Nov-21	2997	1435	4236	1244	208	580	3671	235	222	1616	14828	13456	10%	79456	77164	3%	201
Dec-21	2842	1336	3580	1153	178	576	3399	243	109	1560	14976	13774	9%	94432	90938	4%	134
Jan-22											0	14157			105095		
Feb-22											0	11324			116419		
Mar-22											0	14137			130556		
Apr-22											0	13370			143926		
May-22											0	13159			157085		
Jun-22											0	14915			172000		
YTD TOTALS	20250	9025	27347	7648	1188	3501	21124	1441	1348	11632	94432	172000		94432	172000		915

Current Year's Statistics

2021-2022	Downloaded Audiobooks	Downloaded eBooks	2021-22 Total Downloads	2020-21 Total Downloads	% CHANGE		LinkedIn Learning Sessions	Brainfuse HW Help & Tutoring	Poster (Downloads + online views)	Pronunciator	Ancestry	Live-brary Databases	Library Website page views	Wifi Sessions	New Patron Library Cards	Museum Passes
Jul-21	1570	3151	4721	4903	-4%	Jul-21	0	104	188	32	NA	1064	24890	3639	86	35
Aug-21	1492	3153	4645	5080	-9%	Aug-21	105	236	217	34	NA	2800	23964	3760	62	48
Sep-21	1601	2943	4544	4608	-1%	Sep-21	24	132	223	28	NA	3250	22541	4229	60	19
Oct-21	1537	2956	4493	4587	-2%	Oct-21	31	67	230	33	NA	265	24124	4318	61	15
Nov-21	1547	2719	4266	4112	4%	Nov-21	286	52	229	31	NA	678	23162	4711	41	12
Dec-21	1438	2712	4150	4287	-3%	Dec-21	NA	558	212	32	NA		20964	4196	29	8
Jan-22			0	4705		Jan-22	NA									
Feb-22			0	4462		Feb-22	NA									
Mar-22			0	4508		Mar-22	NA									
Apr-22			0	4455		Apr-22	NA									
May-22			0	4395		May-22	NA									
Jun-22			0	4933		Jun-22	NA									
TOTALS	9185	17634	26819	55035		TOTALS	446	1149	1299	190	0	8057	139645	24853	339	137

2020-2021 Circulation Statistics

2020-2021	Adult Fiction	Adult Nonfiction	Juvenile Fiction	Juvenile Nonfiction	Serials	Audio	Video	Other	In House Circ	Reference Questions	2020-21 Monthly Circs	2019-20 Monthly Circs	% change	2020-21 YTD TOTALS	2019-20 YTD TOTALS	YTD % change	Library of Things
Jul-20	3437	1757	4089	1581	239	778	4610	147	48	1220	16686	26944	-38%	16686	26944	-38%	70
Aug-20	3359	1578	3668	1488	178	729	5090	199	63	922	16352	24992	-35%	33038	51936	-36%	119
Sep-20	3292	1397	3685	1398	210	604	4262	142	87	1061	15077	19962	-24%	48115	71898	-33%	62
Oct-20	3065	1387	4517	1282	222	786	4131	163	40	1288	15593	21971	-29%	63708	93869	-32%	82
Nov-20	2743	1144	3721	1198	168	705	3653	95	29	780	13456	20303	-34%	77164	114172	-32%	54
Dec-20	2710	1329	3073	1033	135	766	4478	148	102	1139	13774	19592	-30%	90938	133764	-32%	85
Jan-21	2968	1248	2963	1233	147	642	4749	153	54	951	14157	20361	-30%	105095	154125	-32%	93
Feb-21	2380	1088	2603	968	136	533	3450	118	48	724	11324	20885	-46%	116419	175010	-33%	39
Mar-21	2806	1379	3509	1181	251	550	4192	153	116	1141	14137	10239	38%	130556	185249	-30%	93
Apr-21	2744	1418	3324	1344	249	557	3389	117	228	1407	13370	88	15093%	143926	185337	-22%	106
May-21	2833	1361	3337	1291	172	648	3264	156	97	1604	13159	39	33641%	157085	185376	-15%	141
Jun-21	3261	1401	3368	1080	224	500	2884	174	103	1920	14915	10207	46%	172000	195583	-12%	134
YTD TOTALS	35598	16487	41857	15077	2331	7798	48152	1765	1015	14157	172000	195583	-12%	172000	195583	-12%	1078

2020-2021	Downloaded Audiobooks	Downloaded eBooks	2020-21 Total Downloads	2019-20 Total Downloads	% CHANGE		Lynda.com Sessions	Brainfuse HW Help & Tutoring	Poster (Downloads + online views)	Pronunciator	Ancestry	Live-brary Databases	Library Website page views	Wifi Sessions	New Patron Library Cards	Museum Passes
Jul-20	1211	3692	4903	3897	26%	Jul-20	72	107	207	33	NA	2982	7083	712	40	6
Aug-20	1419	3661	5080	3987	27%	Aug-20	29	295	292	24	NA	863	6407	908	24	14
Sep-20	1347	3261	4608	3541	30%	Sep-20	71	180	234	21	NA	2488	6150	1026	35	10
Oct-20	1428	3159	4587	3528	30%	Oct-20	91	133	254	21	NA	1718	10031*	927	45	5
Nov-20	1320	2792	4112	3438	20%	Nov-20	56	149	230	13	NA	2036	15085	970	10	3
Dec-20	1331	2956	4287	3462	24%	Dec-20	28	502	155	11	NA	2720	14154	1918	28	3
Jan-21	1490	3215	4705	3786	24%	Jan-21	171	302	260	32	NA	960	18026	2236	33	5
Feb-21	1319	3143	4462	3668	22%	Feb-21	152	264	172	34	NA	1324	21362	2143	19	7
Mar-21	1448	3060	4508	4058	11%	Mar-21	NA	358	229	37	NA	2319	20896	4727	59	10
Apr-21	1497	2958	4455	4666	-5%	Apr-21	133	319	214	34	NA	1779	19596	3154	37	6
May-21	1487	2908	4395	5278	-17%	May-21	38	109	231	49	NA	2189	16436	3223	233	16
Jun-21	1497	3105	4602	4933	-7%	Jun-21	22	84	200	15	NA	2637	24245	3407	123	22
TOTALS	16794	37910	54704	48242	13%	TOTALS	863	2802	2678	324	0	24015	169440	25351	686	107

*new website launched

Programming Statistics

ADULT	2021-22	2021-22	2020-21	2020-21	Year to Year
	Sessions	Attendance	Sessions	Attendance	% CHANGE
July	13	274	18	193	42%
August	22	276	17	232	19%
September	24	387	21	293	32%
October	27	402	21	335	20%
November	22	747	29	166	350%
December	21	233	28	256	-9%
January			21	340	
February			23	478	
March			33	410	
April			36	317	
May			34	311	
June			18	165	
TOTALS	129	2319	299	3496	

Community Outreach	2021-22	2021-22	2021-22	2020-21	2020-21
	Sessions	Attendance	Collection Count	Sessions	Attendance
July	6	130	85	22	35
August	7	367	722	21	56
September	14	439	-	17	82
October	12	319	-	20	170
November	7	53	1113	12	38
December	2	11	1056	17	106
January				6	83
February				8	329
March				8	96
April				10	276
May				12	158
June				11	229
TOTALS	48	1319	2976	164	1658

COMMUNITY GROUPS	2021-22	2021-22	2020-21	2020-21	Year to Year
	Sessions	Attendance	Sessions	Attendance	% CHANGE
July	19	359	0	1	35800%
August	24	457	0	1	45600%
September	37	627	7	92	582%
October	37	604	16	99	510%
November	42	775	0	1	77400%
December	46	792	0	1	79100%
January			0	0	
February			0	0	
March			17	190	
April			21	173	
May			20	269	
June			28	459	
TOTALS	205	3614	109	1286	

CHILDRENS	2021-22	2021-22	2020-21	2020-21	Year to Year
	Sessions	Attendance	Sessions	Attendance	% CHANGE
July	49	528	43	441	20%
August	36	534	28	362	48%
September	19	279	11	165	69%
October	27	555	16	423	31%
November	33	1094	14	221	395%
December	23	392	12	272	44%
January			14	277	
February			18	307	
March			15	483	
April			15	363	
May			24	306	
June			20	200	
TOTALS	187	3382	230	3820	

TEENS	2021-22	2021-22	2021-22	2020-21	2020-21	Year to Year
	Sessions	Attendance	Volunteer Hrs.	Sessions	Attendance	% CHANGE
July	14	176	40	26	87	102%
August	15	368	34	11	56	557%
September	11	164	40	11	96	71%
October	16	276	39	13	67	312%
November	18	817	124	8	66	1138%
December	12	110	80	6	30	267%
January				9	77	
February				10	78	
March				7	136	
April				17	79	
May				14	127	
June				10	84	
TOTALS	86	1,911	357	142	983	

LIBRARY VISITS				
	2021-22	2020-21	% CHANGE	2019-20
July	7,160	3,443	108%	15,280
August	7,015	4,461	57%	13,523
September	7,279	4,590	59%	12,218
October	7,442	4,913	51%	14,615
November	8,992	3,329	170%	13,382
December	6,250	4,836	29%	11,887
January		4,290		14,745
February		3,063		14,484
March		5,121		6,942
April		4,505		0
May		4,955		0
June		5,262		0
TOTALS	44,138	52,768		117,076

73%
Library Visits YTD

Online Resources

	Hoopla	Kanopy (video plays)	Lynda.com (sessions)	Niche Academy	Ancestry Library Edition	Flipster	Chat Service	NY Heritage (online digital collections)	JobNow	VetNow
Jul-21	241	260	-	33	NA	188	15	40	0	0
Aug-21	247	302	105	14	NA	217	11	68	0	0
Sep-21	163	240	24	30	NA	223	23	50	0	0
Oct-21	214	355	31	8	NA	230	11	279	0	0
Nov-21	206	295	286	17	NA	229	15	54	0	0
Dec-21	185	180	NA	3	NA	212	14	79	0	0
Jan-22			NA							
Feb-22			NA							
Mar-22			NA							
Apr-22			NA							
May-22			NA							
Jun-22										
TOTALS	1,256	1,632	446	105	-	1,299	89	570	0	0

<i>2020-2021 Statistics</i>										
	Hoopla	Kanopy (video plays)	Lynda.com (sessions)	Niche Academy	Ancestry Library Edition	Flipster	Chat Service	NY Heritage (online digital collections)	JobNow	VetNow
Jul-20	363	315	72	4	NA	207	75	66	NA	NA
Aug-20	331	218	29	17	NA	292	68	28	NA	NA
Sep-20	258	205	71	6	NA	234	35	16	NA	NA
Oct-20	248	165	91	11	NA	254	24	52	NA	NA
Nov-20	219	198	56	18	NA	230	31	29	NA	NA
Dec-20	215	314	28	34	NA	155	33	52	NA	NA
Jan-21	244	418	171	34	NA	260	29	90	NA	NA
Feb-21	251	359	152	12	NA	172	39	50	NA	NA
Mar-21	302	307	NA	11	NA	229	38	61	NA	NA
Apr-21	226	297	137	5	NA	214	20	158	0	0
May-21	222	274	38	2	NA	231	7	62	7	0
Jun-21	198	189	22	9	NA	200	19	162	12	0
TOTALS	3,077	3,259	867	163	NA	2,678	418	826	19	0



Jennifer T. Fowler, Library Director

88 Greene Avenue
Sayville, NY 11782
631-589-4440
www.sayvillelibrary.org

To: Sayville Library Board of Trustees
From: Jennifer T. Fowler, Director
Date: January 10, 2022
Re: Personnel Report

The following report of personnel changes is submitted for approval to the Board of Trustees:

PROMOTIONS:

EMPLOYEE	POSITION	RATE	DEPARTMENT	EFFECTIVE DATE
Rachel Swensen	FT Library Clerk	\$31,001.88	Patron Services	01/17/2022
Olivia Diaz	PT Library Clerk	\$16.70 p/h	Patron Services	01/10/2022

REASSIGNMENTS:

EMPLOYEE	NEW POSITION	RATE	DEPARTMENT	EFFECTIVE DATE
Tory Young	PT Library Clerk	\$18.13	Patron Services	01/17/2022



**Sayville
Library**

**Board of Trustees
Meeting**

Unfinished Business

January 10, 2022



Jennifer T. Fowler, Library Director

88 Greene Avenue
Sayville, NY 11782
631-589-4440
www.sayvillelibrary.org

MEMO

To: Board of Trustees
From: Jennifer T. Fowler, Director
Date: January 10, 2022
Re: LED Lighting Project Update

At the January 10, 2022 Trustee meeting, the Director will provide the Board of Trustees with an update on the progress of the LED Lighting Project.



Board of Trustees Meeting

New Business

January 10, 2022



Jennifer T. Fowler, Library Director

88 Greene Avenue
Sayville, NY 11782
631-589-4440
www.sayvillelibrary.org

New Business

MEMO

To: Board of Trustees
From: Jennifer T. Fowler, Director
Date: January 10, 2021
Re: New Business

A discussion of the following will take place at the Board Meeting on January 7, 2022:

- Maintenance and Upgrade of Surveillance Cameras
- Discussion of Building Management System



**Sayville
Library**

**Board of Trustees
Meeting**

**Miscellaneous
Library Information**

January 10, 2022