



Board of Trustees Meeting

Minutes & Agenda

December 13, 2021

DRAFT

**MINUTES OF THE SAYVILLE LIBRARY
BOARD OF TRUSTEES MEETING
Monday, November 8, 2021**

PRESENT:

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

Library Board President Marianne Bastian called the meeting to order at 7:04 PM.

After review, a motion was made to approve the Minutes of the October 12, 2021 Regular Board Meeting. (Kieffer, Loughren) Motion carried 5 – 0.

After review, a motion was made to accept the Agenda. (Mitchell, Halliday) Motion carried 5 – 0.

After review, a motion was made to approve the November 1-8, 2021 Authorization list. (Kieffer, Halliday) Motion carried 5 – 0.

After review, a motion was made to approve the October 13-31, 2021 Prepaid Authorization list. (Loughren, Halliday) Motion carried 5 – 0.

After review, a motion was made to approve the October 2021 Payroll Warrant as presented by L. Kieffer. (Halliday, Loughren) Motion carried 5 – 0.

The Treasurer's Monthly Financial Reports (Schedule of Appropriations) for the period ending October 31, 2021 were reviewed.

After review, a motion was made to accept the Director's Report dated November 8, 2021. (Kieffer, Halliday) Motion carried 5 – 0.

The statistics and circulation figures for October 2021 were reviewed.

A report from the Local History Librarian was reviewed.

After review, a motion was made to accept the Personnel Report for November 2021. (Halliday, Mitchell) Motion carried 5 – 0.

The Assistant Director's Report was reviewed.

An update of the LED Lighting Project was presented.

After review, a motion was made to approve the 2022 SCLS Proposed Budget. (Halliday, Kieffer) Motion carried 5 – 0.

The 2022 LiveBrary download cost was reviewed.

After review, a motion was made to approve the amendments to the Library's Cancer Screening Policy. (Halliday, Loughren) Motion carried 5 – 0.

After review, a motion was made to approve the amendments to the Circulation Loan Rules Policy. (Halliday, Kieffer) Motion carried 5 – 0.

After review, a motion was made to approve the amendments to the Library's Credit & Debit Card Use for Library Fees Policy. (Halliday, Mitchell) Motion carried 5 – 0.

Correspondence from James Bertsch was reviewed.

Correspondence from the Suffolk Libraries Marketing Award Committee Chairs was reviewed.

The new Library Welcome Brochure was reviewed.

The new Museum Passes & Venue Tickets Brochure was reviewed.

After review, a motion was made to approve the Meeting Room Request from the Great South Bay Power Squadron. (Halliday, Mitchell) Motion carried 5 – 0.

The calendar of events for November 2021 and December 2021 were reviewed.

The next regular meeting of the Library Board will be held on Monday, December 13, 2021 at 7:00 PM.

A motion was made to adjournment the meeting at 8:37 pm. (Loughren) Motion carried 5 – 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, December 13, 2021, 7:00 PM
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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 November 8, 2021 Regular Board Meeting*
 - B. Corrections or amendments to the Agenda*
- III. Financial Matters
 - A. Examination and approval of the December 1-13, 2021 authorization*
 - B. Examination and approval of the November 9-30, 2021 **Prepaid** authorization list*
 - C. Examination and approval of the December 1-13, 2021 **Capital Fund** authorization*
 - D. Examination and approval of the November 2021 Payroll Warrant*
 - E. Review of the District Treasurer's Monthly Reports (Schedule of Appropriations) for the period ending November 30, 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 November 2021
 - C. Youth Services Program Coordinator Report
 - D. Personnel Report for December 2021*
 - E. Assistant Director's Report
- VII. Unfinished Business
 - A. LED Lighting Project
- VIII. New Business
 - A. Sustainable Library Initiative – Roger Reyes, Assist Direct, SCLS
 - B. Distracted Driving Policy*

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- IX. Correspondence
 - A. Jillian Makris – Sayville Public Schools
- X. Exhibits, Miscellaneous Library Information
 - A. Greater Sayville Chamber of Congress Recognition for Jonathan Pryer
- XI. Executive Session (if necessary)
- XII. Announcements
 - A. The next regular meeting will take place at 7:00 PM on Monday, January 10, 2022.
- XIII. Adjournment* * indicates action may be needed



Board of Trustees Meeting

Financial Matters

December 13, 2021

**Sayville Public Library General Fund
Cash Disbursements**

December 1 - 13, 2021

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Original Amount</u>
12/13/2021	12686	10100 · GENERAL FUND OPERATING	A TIME FOR KIDS, INC.		(730.00)
11/10/2021	11/10/21 - CIRCUS	5900D · LIBRARY PROGRAMS - JUV		(285.00)	285.00
11/23/2021	11/23/21 - THANKS	5900D · LIBRARY PROGRAMS - JUV		(160.00)	160.00
11/29/2021	11/29/21 - ELEMENTAR	5900D · LIBRARY PROGRAMS - JUV		(125.00)	125.00
11/30/2021	09/29/21 - LET'S	5900D · LIBRARY PROGRAMS - JUV		(160.00)	160.00
TOTAL				<u>(730.00)</u>	<u>730.00</u>
12/13/2021	12687	10100 · GENERAL FUND OPERATING	ADP, INC.		(460.90)
12/03/2021	293808215	5437D · PAYROLL / ADP		(460.90)	460.90
TOTAL				<u>(460.90)</u>	<u>460.90</u>
12/13/2021	12688	10100 · GENERAL FUND OPERATING	ANNAM, ANUPAMA		(490.00)
11/06/2021	11/06/21 - POP!	5900C · LIBRARY PROGRAMS - ADULTS		(490.00)	490.00
TOTAL				<u>(490.00)</u>	<u>490.00</u>
12/13/2021	12689	10100 · GENERAL FUND OPERATING	ARNAO, DIANA		(20.00)
11/17/2021	REFUND - SR FITNESS	5900G · LIBRARY PROGRAMS - REIMBURSABLE		(20.00)	20.00
TOTAL				<u>(20.00)</u>	<u>20.00</u>
12/13/2021	12690	10100 · GENERAL FUND OPERATING	ARONSEN, DIANE J.		(400.00)
11/30/2021	YOGA	5900C · LIBRARY PROGRAMS - ADULTS		(280.00)	280.00
		5900G · LIBRARY PROGRAMS - REIMBURSABLE		(120.00)	120.00
TOTAL				<u>(400.00)</u>	<u>400.00</u>
12/13/2021	12691	10100 · GENERAL FUND OPERATING	BAKER & TAYLOR		(5,361.37)
10/29/2021	5017329416	5410B · BOOKS - ADULT		(64.48)	64.48
		5416B · VENDOR PROCESSING		(2.40)	2.40

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11/01/2021	5017314194	5410D · BOOKS - YA	(209.02)	209.02
		5416B · VENDOR PROCESSING	(7.80)	7.80
11/02/2021	5017322663	5410B · BOOKS - ADULT	(287.45)	287.45
		5416B · VENDOR PROCESSING	(4.20)	4.20
11/03/2021	5017356151	5410E · BOOKS STANDING ORDERS	(42.47)	42.47
11/04/2021	5017330404	5410B · BOOKS - ADULT	(515.20)	515.20
		5416B · VENDOR PROCESSING	(11.40)	11.40
11/05/2021	5017333936	5410C · BOOKS - JUVENILE	(186.48)	186.48
		5416B · VENDOR PROCESSING	(4.20)	4.20
11/05/2021	5017202189	5410D · BOOKS - YA	(45.24)	45.24
		5416B · VENDOR PROCESSING	(1.80)	1.80
11/05/2021	5017358717	5410C · BOOKS - JUVENILE	(224.73)	224.73
		5416B · VENDOR PROCESSING	(4.80)	4.80
11/06/2021	5017359745	5410B · BOOKS - ADULT	(371.93)	371.93
		5416B · VENDOR PROCESSING	(7.80)	7.80
11/09/2021	5017348127	5410B · BOOKS - ADULT	(403.37)	403.37
		5416B · VENDOR PROCESSING	(11.40)	11.40
11/09/2021	5017348272	5410B · BOOKS - ADULT	(49.20)	49.20
		5416B · VENDOR PROCESSING	(1.80)	1.80
11/10/2021	5017295093	5410D · BOOKS - YA	(77.55)	77.55
		5416B · VENDOR PROCESSING	(3.00)	3.00
11/11/2021	5017218855	5410C · BOOKS - JUVENILE	(19.21)	19.21
		5416B · VENDOR PROCESSING	(1.20)	1.20
11/12/2021	5017343441	5410B · BOOKS - ADULT	(392.72)	392.72
		5416B · VENDOR PROCESSING	(10.20)	10.20
11/15/2021	5017367041	5410B · BOOKS - ADULT	(68.98)	68.98
		5416B · VENDOR PROCESSING	(2.40)	2.40
11/15/2021	5017225966	5410D · BOOKS - YA	(47.16)	47.16
		5416B · VENDOR PROCESSING	(1.80)	1.80
11/16/2021	5017363643	5410B · BOOKS - ADULT	(550.94)	550.94
		5416B · VENDOR PROCESSING	(6.60)	6.60
11/16/2021	5017369672	5410D · BOOKS - YA	(127.59)	127.59
		5416B · VENDOR PROCESSING	(4.20)	4.20
11/17/2021	5017392428	5410E · BOOKS STANDING ORDERS	(368.93)	368.93
11/17/2021	5017339520	5410D · BOOKS - YA	(74.74)	74.74

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		5416B · VENDOR PROCESSING	(0.60)	0.60
11/23/2021	5017383280	5410B · BOOKS - ADULT	(79.69)	79.69
		5416B · VENDOR PROCESSING	(3.00)	3.00
11/29/2021	5017402442	5410B · BOOKS - ADULT	(184.04)	184.04
		5416B · VENDOR PROCESSING	(4.20)	4.20
12/01/2021	5017383696	5410B · BOOKS - ADULT	(378.15)	378.15
		5416B · VENDOR PROCESSING	(8.40)	8.40
12/02/2021	5017401611	5410B · BOOKS - ADULT	(16.39)	16.39
		5416B · VENDOR PROCESSING	(0.60)	0.60
12/03/2021	5017415794	5410B · BOOKS - ADULT	(15.83)	15.83
		5416B · VENDOR PROCESSING	(0.60)	0.60
12/03/2021	5017416372	5410B · BOOKS - ADULT	(448.28)	448.28
		5416B · VENDOR PROCESSING	(7.20)	7.20
TOTAL			(5,361.37)	5,361.37
12/13/2021	12692	10100 · GENERAL FUND OPERATING	BAKING COACH, INC.	(455.00)
11/12/2021	11/12/21 - 3D	5900D · LIBRARY PROGRAMS - JUV	(455.00)	455.00
TOTAL			(455.00)	455.00
12/13/2021	12693	10100 · GENERAL FUND OPERATING	BLUM, LAUREN	(330.00)
11/17/2021	11/17/21 - ZUMBINI	5900D · LIBRARY PROGRAMS - JUV	(330.00)	330.00
TOTAL			(330.00)	330.00
12/13/2021	12694	10100 · GENERAL FUND OPERATING	BOA - JEN	(334.53)
12/01/2021	CD 11/27/21	5430A · OFFICE SUPPLIES	(154.70)	154.70
		5434 · PUBLICITY AND PRINTING	(19.78)	19.78
		5900C · LIBRARY PROGRAMS - ADULTS	(160.05)	160.05
TOTAL			(334.53)	334.53
12/13/2021	12695	10100 · GENERAL FUND OPERATING	BOA - MC	(4,700.13)
12/01/2021	CD 11/27/21	5203B · FURNITURE & OTHER EQUIPMENT	(734.34)	745.95

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		5203C · COMPUTER EQUIPMENT	(452.48)	459.64
		5410B · BOOKS - ADULT	(13.77)	13.99
		5411 · LIBRARY OF THINGS	(226.84)	230.42
		5412P · VIDEO GAMES	(152.46)	154.87
		5416 · TECHNICAL PROCESSING	(81.67)	82.96
		5430A · OFFICE SUPPLIES	(169.85)	172.53
		5434 · PUBLICITY AND PRINTING	(19.69)	20.00
		5436 · CONTR W/ OTHERSCOMP SVCS	(275.57)	279.92
		5452A · MAINTENANCE & REPAIRS-BUILDING	(219.66)	223.13
		5900C · LIBRARY PROGRAMS - ADULTS	(773.12)	785.34
		5900D · LIBRARY PROGRAMS - JUV	(198.74)	201.88
		5900H · MUSEUM PASSES	(1,279.78)	1,300.00
		5430B · COMPUTER EQUIP & SUPPL	(102.16)	103.77
TOTAL			(4,700.13)	4,774.40
12/13/2021	12696	10100 · GENERAL FUND OPERATING	BRINKMANN'S HARDWARE	(25.93)
11/12/2021	220653/1	5900C · LIBRARY PROGRAMS - ADULTS	(15.57)	15.57
11/23/2021	220934/1	5452A · MAINTENANCE & REPAIRS-BUILDING	(10.36)	10.36
TOTAL			(25.93)	25.93
12/13/2021	12697	10100 · GENERAL FUND OPERATING	C.S.E.A. EMPLOYEE BENEFIT FUND	(2,490.89)
11/17/2021	DEC 2021	90608 · HOSPITAL & MEDICAL INSURANCE	(2,490.89)	2,490.89
TOTAL			(2,490.89)	2,490.89
12/13/2021	12698	10100 · GENERAL FUND OPERATING	CAMMISA, MARION	(20.00)
11/17/2021	REFUND - SR FITNESS	5900G · LIBRARY PROGRAMS - REIMBURSABLE	(20.00)	20.00
TOTAL			(20.00)	20.00
12/13/2021	12699	10100 · GENERAL FUND OPERATING	CENTER POINT LARGE PRINT	(110.48)
11/03/2021	1890970	5410B · BOOKS - ADULT	(110.48)	110.48
TOTAL			(110.48)	110.48

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12/13/2021	12700	10100 · GENERAL FUND OPERATING	CHILDREN'S PLUS INC.		(10,928.46)
11/03/2021	204658	5410C · BOOKS - JUVENILE		(10,928.46)	10,928.46
TOTAL				(10,928.46)	10,928.46
12/13/2021	12701	10100 · GENERAL FUND OPERATING	CITI CARDS		(65.68)
12/02/2021	CD 12/02/21	5900D · LIBRARY PROGRAMS - JUV		(19.99)	19.99
		5430A · OFFICE SUPPLIES		(9.82)	9.82
		5900E · LIBRARY PROGRAMS - TEEN		(35.87)	35.87
TOTAL				(65.68)	65.68
12/13/2021	12702	10100 · GENERAL FUND OPERATING	CONKLIN, DIANA		(565.00)
11/17/2021	11/17/21 - FRESH	5900C · LIBRARY PROGRAMS - ADULTS		(250.00)	250.00
		5900G · LIBRARY PROGRAMS - REIMBURSABLE		(315.00)	315.00
TOTAL				(565.00)	565.00
12/13/2021	12703	10100 · GENERAL FUND OPERATING	CRAWFORD, JULIANNA		(20.00)
11/17/2021	REFUND - SR FITNESS	5900G · LIBRARY PROGRAMS - REIMBURSABLE		(20.00)	20.00
TOTAL				(20.00)	20.00
12/13/2021	12704	10100 · GENERAL FUND OPERATING	CRESLI, INC.		(20.00)
11/30/2021	04/09/22 - DEPOSIT	5900C · LIBRARY PROGRAMS - ADULTS		(20.00)	20.00
TOTAL				(20.00)	20.00
12/13/2021	12705	10100 · GENERAL FUND OPERATING	CSEA		(1,518.37)
12/01/2021	NOVEMBER 2021	206025 · UNION DUES W/H		(1,518.37)	1,518.37
TOTAL				(1,518.37)	1,518.37
12/13/2021	12706	10100 · GENERAL FUND OPERATING	DE LAGE LANDEN		(223.41)

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11/17/2021	74508684	5439F · OFFICE EQUIP, RENT, COPIER	(223.41)	223.41
TOTAL			<u>(223.41)</u>	<u>223.41</u>
12/13/2021	12707	10100 · GENERAL FUND OPERATING		(88.33)
		DISCOUNT SCHOOL SUPPLY		
11/16/2021	W75107260101	5900D · LIBRARY PROGRAMS - JUV	(88.33)	88.33
TOTAL			<u>(88.33)</u>	<u>88.33</u>
12/13/2021	12708	10100 · GENERAL FUND OPERATING		(20.00)
		DOLLER, JANICE		
11/17/2021	REFUND - SR FITNESS	5900G · LIBRARY PROGRAMS - REIMBURSABLE	(20.00)	20.00
TOTAL			<u>(20.00)</u>	<u>20.00</u>
12/13/2021	12709	10100 · GENERAL FUND OPERATING		(275.00)
		DUER, KRISTEN		
11/23/2021	11/23/21 - TWEEN	5900D · LIBRARY PROGRAMS - JUV	(275.00)	275.00
TOTAL			<u>(275.00)</u>	<u>275.00</u>
12/13/2021	12710	10100 · GENERAL FUND OPERATING		(20.00)
		DUGGAN, ANNA		
11/17/2021	REFUND - SR FITNESS	5900G · LIBRARY PROGRAMS - REIMBURSABLE	(20.00)	20.00
TOTAL			<u>(20.00)</u>	<u>20.00</u>
12/13/2021	12711	10100 · GENERAL FUND OPERATING		(7,690.05)
		EBSCO		
11/05/2021	9229788	5413B · PERIODICAL NONMICROFORM	(7,690.05)	7,690.05
TOTAL			<u>(7,690.05)</u>	<u>7,690.05</u>
12/13/2021	12712	10100 · GENERAL FUND OPERATING		(90.03)
		FALLON, JOSEPHINE		
12/02/2021	DEC 2021 REIMBURSE	90608 · HOSPITAL & MEDICAL INSURANCE	(90.03)	90.03
TOTAL			<u>(90.03)</u>	<u>90.03</u>
12/13/2021	12713	10100 · GENERAL FUND OPERATING		(720.00)
		FLEET PUMP & SERVICE GROUP, INC.		

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11/27/2021	S0000027069	5452A · MAINTENANCE & REPAIRS-BUILDING	(720.00)	720.00
TOTAL			(720.00)	720.00
12/13/2021	12714	10100 · GENERAL FUND OPERATING	FLEMING, CAROLANN	(20.00)
11/17/2021	REFUND - SR FITNESS	5900G · LIBRARY PROGRAMS - REIMBURSABLE	(20.00)	20.00
TOTAL			(20.00)	20.00
12/13/2021	12715	10100 · GENERAL FUND OPERATING	FLUID IMAGERY	(637.50)
11/08/2021	27409	5436B · SERVICE CALLS/CONTRACTS	(62.50)	62.50
12/01/2021	27820	5436 · CONTR W/ OTHERSCOMP SVCS	(575.00)	575.00
TOTAL			(637.50)	637.50
12/13/2021	12716	10100 · GENERAL FUND OPERATING	GALE/CENGAGE LEARNING	(915.71)
11/02/2021	76132303	5410B · BOOKS - ADULT	(164.94)	164.94
11/02/2021	76132810	5410B · BOOKS - ADULT	(80.97)	80.97
11/03/2021	76137601	5410B · BOOKS - ADULT	(75.97)	75.97
11/03/2021	76138591	5410B · BOOKS - ADULT	(105.71)	105.71
11/05/2021	76148456	5410B · BOOKS - ADULT	(83.97)	83.97
11/09/2021	76163039	5410B · BOOKS - ADULT	(28.49)	28.49
11/16/2021	76187215	5410B · BOOKS - ADULT	(28.49)	28.49
11/17/2021	76193384	5410B · BOOKS - ADULT	(79.97)	79.97
11/18/2021	76200118	5410B · BOOKS - ADULT	(110.24)	110.24
11/18/2021	76198034	5410B · BOOKS - ADULT	(25.59)	25.59
11/18/2021	76199033	5410B · BOOKS - ADULT	(56.98)	56.98
11/19/2021	76203743	5410B · BOOKS - ADULT	(49.60)	49.60
11/19/2021	76203824	5410B · BOOKS - ADULT	(24.79)	24.79
TOTAL			(915.71)	915.71
12/13/2021	12717	10100 · GENERAL FUND OPERATING	GERKENS, CAROL	(20.00)
11/17/2021	REFUND - SR FITNESS	5900G · LIBRARY PROGRAMS - REIMBURSABLE	(20.00)	20.00

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TOTAL				(20.00)	20.00
12/13/2021	12718	10100 · GENERAL FUND OPERATING	GIANQUINTO, JANET		(20.00)
11/17/2021	REFUND - SR FITNESS	5900G · LIBRARY PROGRAMS - REIMBURSABLE		(20.00)	20.00
TOTAL				(20.00)	20.00
12/13/2021	12719	10100 · GENERAL FUND OPERATING	GRABOWSKI, WANDA		(20.00)
11/17/2021	REFUND - SR FITNESS	5900G · LIBRARY PROGRAMS - REIMBURSABLE		(20.00)	20.00
TOTAL				(20.00)	20.00
12/13/2021	12720	10100 · GENERAL FUND OPERATING	GREENSPAN, MARSHA		(90.03)
12/02/2021	DEC 2021 REIMBURSE	90608 · HOSPITAL & MEDICAL INSURANCE		(90.03)	90.03
TOTAL				(90.03)	90.03
12/13/2021	12721	10100 · GENERAL FUND OPERATING	HAASE LANDSCAPING		(485.95)
10/20/2021	11634	5469D · GROUNDS		(485.95)	485.95
TOTAL				(485.95)	485.95
12/13/2021	12722	10100 · GENERAL FUND OPERATING	HEID, ALAN		(297.00)
12/05/2021	DEC 2021 REIMBURSE	90608 · HOSPITAL & MEDICAL INSURANCE		(297.00)	297.00
TOTAL				(297.00)	297.00
12/13/2021	12723	10100 · GENERAL FUND OPERATING	INGRAM LIBRARY SERVICES		(14.39)
10/28/2021	55568490	5410B · BOOKS - ADULT		(14.39)	14.39
TOTAL				(14.39)	14.39
12/13/2021	12724	10100 · GENERAL FUND OPERATING	JOYFUL DAY CEREMONIES		(200.00)
11/06/2021	11/06/21 - GAME	5900C · LIBRARY PROGRAMS - ADULTS		(200.00)	200.00

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TOTAL				(200.00)	200.00
12/13/2021	12725	10100 · GENERAL FUND OPERATING	KANOPY, INC.		(350.00)
11/30/2021	273695	5413D · ONLINE DATABASES		(350.00)	350.00
TOTAL				<u>(350.00)</u>	<u>350.00</u>
12/13/2021	12726	10100 · GENERAL FUND OPERATING	KNOCK 'EM DEAD COMEDY, LLC		(300.00)
12/03/2021	12/3/21	5900E · LIBRARY PROGRAMS - TEEN		(300.00)	300.00
TOTAL				<u>(300.00)</u>	<u>300.00</u>
12/13/2021	12727	10100 · GENERAL FUND OPERATING	LARNEY, MARY C		(20.00)
11/17/2021	REFUND - SR FITNESS	5900G · LIBRARY PROGRAMS - REIMBURSABLE		(20.00)	20.00
TOTAL				<u>(20.00)</u>	<u>20.00</u>
12/13/2021	12728	10100 · GENERAL FUND OPERATING	LEPORE, ALICE		(755.81)
12/05/2021	DEC 2021 REIMBURSE	90608 · HOSPITAL & MEDICAL INSURANCE		(755.81)	755.81
TOTAL				<u>(755.81)</u>	<u>755.81</u>
12/13/2021	12729	10100 · GENERAL FUND OPERATING	LONG ISLAND TRADITIONS		(200.00)
11/15/2021	11/04/21 - WORLD	5900C · LIBRARY PROGRAMS - ADULTS		(200.00)	200.00
TOTAL				<u>(200.00)</u>	<u>200.00</u>
12/13/2021	12730	10100 · GENERAL FUND OPERATING	LOSCHIAVO, JOSEPH		(150.00)
11/12/2021	11/12/21 - OPEN	5900C · LIBRARY PROGRAMS - ADULTS		(150.00)	150.00
TOTAL				<u>(150.00)</u>	<u>150.00</u>
12/13/2021	12731	10100 · GENERAL FUND OPERATING	MAGIC OF AMORE, THE		(500.00)
11/06/2021	11/06/21 - MAGIC	5900C · LIBRARY PROGRAMS - ADULTS		(500.00)	500.00

Sayville Public Library General Fund

Cash Disbursements

December 1 - 13, 2021

TOTAL				(500.00)	500.00
12/13/2021	12732	10100 · GENERAL FUND OPERATING	MCKEAN, MAUREEN		(20.00)
11/17/2021	REFUND - SR FITNESS	5900G · LIBRARY PROGRAMS - REIMBURSABLE		(20.00)	20.00
TOTAL				<u>(20.00)</u>	<u>20.00</u>
12/13/2021	12733	10100 · GENERAL FUND OPERATING	MIDWEST TAPE		(1,752.60)
10/29/2021	501203017	5412I · AV VIDEO/DVD - JUV		(11.89)	11.89
		5416B · VENDOR PROCESSING		(3.79)	3.79
10/29/2021	501203018	5412A · AV,COMPACT DISC & VINYL - ADULT		(14.99)	14.99
		5416B · VENDOR PROCESSING		(4.11)	4.11
10/29/2021	501203016	5412C · AV, VIDEO DVD - ADULT		(272.16)	272.16
		5416B · VENDOR PROCESSING		(58.68)	58.68
11/05/2021	501234414	5412B · AV, AUDIO BOOKS - ADULT		(110.97)	110.97
11/08/2021	501246170	5412C · AV, VIDEO DVD - ADULT		(378.20)	378.20
		5416B · VENDOR PROCESSING		(86.52)	86.52
11/08/2021	501246171	5412I · AV VIDEO/DVD - JUV		(11.89)	11.89
		5416B · VENDOR PROCESSING		(3.79)	3.79
11/12/2021	501205836	5412B · AV, AUDIO BOOKS - ADULT		(39.99)	39.99
11/19/2021	501280373	5412B · AV, AUDIO BOOKS - ADULT		(109.98)	109.98
11/19/2021	501302036	5412C · AV, VIDEO DVD - ADULT		(46.87)	46.87
		5416B · VENDOR PROCESSING		(11.97)	11.97
11/24/2021	501327586	5412C · AV, VIDEO DVD - ADULT		(192.15)	192.15
		5416B · VENDOR PROCESSING		(38.31)	38.31
11/30/2021	501353974	5413D · ONLINE DATABASES		(356.34)	356.34
TOTAL				<u>(1,752.60)</u>	<u>1,752.60</u>
12/13/2021	12734	10100 · GENERAL FUND OPERATING	MOORE, JAYMIE		(156.57)
12/06/2021	PETTY CASH - NOV 21	5900D · LIBRARY PROGRAMS - JUV		(36.00)	36.00
		5900C · LIBRARY PROGRAMS - ADULTS		(120.57)	120.57
TOTAL				<u>(156.57)</u>	<u>156.57</u>

**Sayville Public Library General Fund
Cash Disbursements**

December 1 - 13, 2021

12/13/2021	12735	10100 · GENERAL FUND OPERATING	MORAN, KATHLEEN		(20.00)
11/17/2021	REFUND - SR FITNESS	5900G · LIBRARY PROGRAMS - REIMBURSABLE		(20.00)	20.00
TOTAL				<u>(20.00)</u>	<u>20.00</u>
12/13/2021	12736	10100 · GENERAL FUND OPERATING	NEWSDAY		(76.72)
11/16/2021	BD 11/16/21	5413C · PERIODICAL NONMICROFORM NEWS		(76.72)	76.72
TOTAL				<u>(76.72)</u>	<u>76.72</u>
12/13/2021	12737	10100 · GENERAL FUND OPERATING	NYS EMPLOYEES' HEALTH INSURANCE PENDING		(36,396.67)
12/06/2021	571	90608 · HOSPITAL & MEDICAL INSURANCE		(36,396.67)	36,396.67
TOTAL				<u>(36,396.67)</u>	<u>36,396.67</u>
12/13/2021	12738	10100 · GENERAL FUND OPERATING	O'ROURKE, SANDRA		(297.00)
12/05/2021	DEC 2021 REIMBURSE	90608 · HOSPITAL & MEDICAL INSURANCE		(297.00)	297.00
TOTAL				<u>(297.00)</u>	<u>297.00</u>
12/13/2021	12739	10100 · GENERAL FUND OPERATING	OLSON, WILLIAM		(297.00)
12/02/2021	DEC 2021 REIMBURSE	90608 · HOSPITAL & MEDICAL INSURANCE		(297.00)	297.00
TOTAL				<u>(297.00)</u>	<u>297.00</u>
12/13/2021	12740	10100 · GENERAL FUND OPERATING	OMNIGRAPHICS INC.		(83.78)
11/18/2021	106806-1462	5410E · BOOKS STANDING ORDERS		(83.78)	83.78
TOTAL				<u>(83.78)</u>	<u>83.78</u>
12/13/2021	12741	10100 · GENERAL FUND OPERATING	OPTIMUM		(209.30)
12/06/2021	BD 11/26/21	5431A · TELECOMMUNICATIONS		(209.30)	209.30
TOTAL				<u>(209.30)</u>	<u>209.30</u>

**Sayville Public Library General Fund
Cash Disbursements**

December 1 - 13, 2021

12/13/2021	12742	10100 · GENERAL FUND OPERATING	PEDERSEN, MARY		(90.03)
12/05/2021	DEC 2021 REIMBURSE	90608 · HOSPITAL & MEDICAL INSURANCE		(90.03)	90.03
TOTAL				<u>(90.03)</u>	<u>90.03</u>
12/13/2021	12743	10100 · GENERAL FUND OPERATING	PRECISION MICRODUCTS OF AMERICA, INC.		(1,996.50)
11/11/2021	211362	5436 · CONTR W/ OTHERSCOMP SVCS		(1,996.50)	1,996.50
TOTAL				<u>(1,996.50)</u>	<u>1,996.50</u>
12/13/2021	12744	10100 · GENERAL FUND OPERATING	QUADIENT FINANCE USA, INC		(215.63)
12/01/2021	CD 11/29/21	5900E · LIBRARY PROGRAMS - TEEN		(15.63)	15.63
		5433A · POSTAGE AND FREIGHT		(200.00)	200.00
TOTAL				<u>(215.63)</u>	<u>215.63</u>
12/13/2021	12745	10100 · GENERAL FUND OPERATING	RATTNER, MARY		(20.00)
11/17/2021	REFUND - SR FITNESS	5900G · LIBRARY PROGRAMS - REIMBURSABLE		(20.00)	20.00
TOTAL				<u>(20.00)</u>	<u>20.00</u>
12/13/2021	12746	10100 · GENERAL FUND OPERATING	REMHILD, MARIE		(20.00)
11/17/2021	REFUND - SR FITNESS	5900G · LIBRARY PROGRAMS - REIMBURSABLE		(20.00)	20.00
TOTAL				<u>(20.00)</u>	<u>20.00</u>
12/13/2021	12747	10100 · GENERAL FUND OPERATING	ROEDER, KATHY		(300.00)
11/06/2021	11/06/21 - BABY	5900D · LIBRARY PROGRAMS - JUV		(150.00)	150.00
12/04/2021	12/04/21 - BABY	5900D · LIBRARY PROGRAMS - JUV		(150.00)	150.00
TOTAL				<u>(300.00)</u>	<u>300.00</u>
12/13/2021	12748	10100 · GENERAL FUND OPERATING	ROSELAND SCHOOL OF DANCE		(300.00)
12/06/2021	12/06/21 - ROSELAND	5900D · LIBRARY PROGRAMS - JUV		(300.00)	300.00

Sayville Public Library General Fund
Cash Disbursements
December 1 - 13, 2021

TOTAL				(300.00)	300.00
12/13/2021	12749	10100 · GENERAL FUND OPERATING	RUBIN-RUQUET, STEPHANIE		(207.90)
12/05/2021	DEC 2021 REIMBURSE	90608 · HOSPITAL & MEDICAL INSURANCE		(207.90)	207.90
TOTAL				<u>(207.90)</u>	<u>207.90</u>
12/13/2021	12750	10100 · GENERAL FUND OPERATING	SAL'S PIZZERIA & CATERING		(158.00)
11/22/2021	11/22/21	5900E · LIBRARY PROGRAMS - TEEN		(158.00)	158.00
TOTAL				<u>(158.00)</u>	<u>158.00</u>
12/13/2021	12751	10100 · GENERAL FUND OPERATING	SCOTT, ROBERT		(353.00)
11/15/2021	11/23/21 - FALL	5900E · LIBRARY PROGRAMS - TEEN		(39.00)	39.00
11/17/2021	11/22/21 - GRAB	5900E · LIBRARY PROGRAMS - TEEN		(275.00)	275.00
11/20/2021	11/20/21 - THANKS	5900E · LIBRARY PROGRAMS - TEEN		(39.00)	39.00
TOTAL				<u>(353.00)</u>	<u>353.00</u>
12/13/2021	12752	10100 · GENERAL FUND OPERATING	SIDOTI, JUNE		(20.00)
11/17/2021	REFUND - SR FITNESS	5900G · LIBRARY PROGRAMS - REIMBURSABLE		(20.00)	20.00
TOTAL				<u>(20.00)</u>	<u>20.00</u>
12/13/2021	12753	10100 · GENERAL FUND OPERATING	STAHLBERG, JOHN		(150.00)
12/01/2021	DEC 2021- TREASURER	5437C · PROF FEES TREASURER		(150.00)	150.00
TOTAL				<u>(150.00)</u>	<u>150.00</u>
12/13/2021	12754	10100 · GENERAL FUND OPERATING	STANZIN, JANICE		(20.00)
11/17/2021	REFUND - SR FITNESS	5900G · LIBRARY PROGRAMS - REIMBURSABLE		(20.00)	20.00
TOTAL				<u>(20.00)</u>	<u>20.00</u>
12/13/2021	12755	10100 · GENERAL FUND OPERATING	STEFFENSEN, ETHEL		(20.00)

Sayville Public Library General Fund
Cash Disbursements
December 1 - 13, 2021

11/17/2021	REFUND - SR FITNESS	5900G · LIBRARY PROGRAMS - REIMBURSABLE	(20.00)	20.00
TOTAL			(20.00)	20.00
12/13/2021	12756	10100 · GENERAL FUND OPERATING	SUFFOLK COOPERATIVE LIBRARY SY	(2,607.60)
10/05/2021	86169	5900I · VENUE TICKETS	(1,150.00)	1,150.00
11/09/2021	86250	5433A · POSTAGE AND FREIGHT	(57.60)	57.60
11/17/2021	86291	5437A · PROF FEES ACCOUNTING	(350.00)	350.00
12/03/2021	86373	5410B · BOOKS - ADULT	(1,050.00)	1,050.00
TOTAL			(2,607.60)	2,607.60
12/13/2021	12757	10100 · GENERAL FUND OPERATING	SULOWSKI, SYLVIA	(20.00)
11/17/2021	REFUND - SR FITNESS	5900G · LIBRARY PROGRAMS - REIMBURSABLE	(20.00)	20.00
TOTAL			(20.00)	20.00
12/13/2021	12758	10100 · GENERAL FUND OPERATING	SUMMERS SPARLING, NICOLE	(325.00)
11/22/2021	11/22/21 - BABIES	5900D · LIBRARY PROGRAMS - JUV	(325.00)	325.00
TOTAL			(325.00)	325.00
12/13/2021	12759	10100 · GENERAL FUND OPERATING	SUMMERS, PATRICIA	(175.00)
11/15/2021	11/15/21 - ALPINE	5900C · LIBRARY PROGRAMS - ADULTS	(175.00)	175.00
TOTAL			(175.00)	175.00
12/13/2021	12760	10100 · GENERAL FUND OPERATING	THERMAL SOLUTIONS, INC	(1,536.50)
11/15/2021	C43843	5452B · REPAIRS - CONTRACTS	(1,326.50)	1,326.50
11/30/2021	102673	5452A · MAINTENANCE & REPAIRS-BUILDING	(210.00)	210.00
TOTAL			(1,536.50)	1,536.50
12/13/2021	12761	10100 · GENERAL FUND OPERATING	UTICA NATIONAL INSURANCE GROUP	(2,503.00)

Sayville Public Library General Fund

Cash Disbursements

December 1 - 13, 2021

11/30/2021	AUDIT 2021	90408 · WORKERS COMPENSATION	(2,503.00)	2,503.00
TOTAL			(2,503.00)	2,503.00
12/13/2021	12762	10100 · GENERAL FUND OPERATING		(350.00)
11/07/2021	11/07/21 - PATCHWORK	5900C · LIBRARY PROGRAMS - ADULTS	(350.00)	350.00
TOTAL			(350.00)	350.00
12/13/2021	12763	10100 · GENERAL FUND OPERATING		(250.00)
11/06/2021	11/06/21 - LIGHT	5900E · LIBRARY PROGRAMS - TEEN	(250.00)	250.00
TOTAL			(250.00)	250.00
12/13/2021	12764	10100 · GENERAL FUND OPERATING		(960.00)
11/15/2021	CHAIR SEP-NOV 21	5900G · LIBRARY PROGRAMS - REIMBURSABLE	(480.00)	480.00
11/29/2021	SENIOR FITNESS	5900G · LIBRARY PROGRAMS - REIMBURSABLE	(480.00)	480.00
TOTAL			(960.00)	960.00
12/13/2021	12765	10100 · GENERAL FUND OPERATING		(148.50)
12/05/2021	DEC 2021 REIMBURSE	90608 · HOSPITAL & MEDICAL INSURANCE	(148.50)	148.50
TOTAL			(148.50)	148.50
12/13/2021	12766	10100 · GENERAL FUND OPERATING		(202.85)
11/30/2021	2384649	5469A · SANITATION	(202.85)	202.85
TOTAL			(202.85)	202.85
		Total Cash Disbursement	<u>\$ (95,429.10)</u>	

Sayville Public Library General Fund
Cash Disbursements - PREPAID

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>November 9 - 30, 2021</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Original Amount</u>
11/19/2021	12680	10100 · GENERAL FUND OPERATING	LEAF			(338.39)
11/15/2021	12509571	5439F · OFFICE EQUIP, RENT, COPIER			(338.39)	338.39
TOTAL					(338.39)	338.39
11/19/2021	12681	10100 · GENERAL FUND OPERATING	NEW YORK TIMES			(114.40)
11/07/2021	BD 11/07/21	5413C · PERIODICAL NONMICROFORM NEWS			(114.40)	114.40
TOTAL					(114.40)	114.40
11/19/2021	12682	10100 · GENERAL FUND OPERATING	NYS EMPLOYEES' HEALTH INSURANCE PENDING			(33,268.77)
11/08/2021	570	90608 · HOSPITAL & MEDICAL INSURANCE			(33,268.77)	33,268.77
TOTAL					(33,268.77)	33,268.77
11/19/2021	12683	10100 · GENERAL FUND OPERATING	PSEGLI 92-2			(7,180.45)
11/11/2021	BD 11/11/21	5450A · ELECTRICITY			(7,180.45)	7,180.45
TOTAL					(7,180.45)	7,180.45
11/19/2021	12684	10100 · GENERAL FUND OPERATING	PSEGLI 93-0			(13.57)
11/11/2021	BD 11/11/21	5450A · ELECTRICITY			(13.57)	13.57
TOTAL					(13.57)	13.57
11/19/2021	12685	10100 · GENERAL FUND OPERATING	VERIZON			(552.33)
10/31/2021	BD 10/31/21	5431 · TELEPHONE			(552.33)	552.33
TOTAL					(552.33)	552.33
		Total Prepaid Cash Disbursement			\$ (41,467.91)	

Sayville Public Library - Capital Fund
Cash Disbursement

December 1 - 13, 2021

<u>Date</u>	<u>Num</u>	<u>Account</u>	<u>Name</u>	<u>Paid Amount</u>	<u>Original Amount</u>
12/13/2021	9025	10200G · CASH PEOPLES UNITED CHECKING	THE FACILITIES MANAGEMENT GROUP		-780.00
12/01/2021	007	5203E0 · BUILDING IMPROVEMENTS		-780.00	780.00
TOTAL				-780.00	780.00
Total Capital Cash Disbursement				<u>\$ (780.00)</u>	

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 67.69% of CO	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 19.69% of CO	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 5.20% of CO	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 2.35% of CO	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 5.07% of CO	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

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

	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
Income				
41001 · REAL PROPERTY TAXES	1,358,425.84	3,260,222.00	(1,901,796.16)	41.7%
41010 · TAX REVENUE - DEBT SERVICE	336,666.66	808,000.00	(471,333.34)	41.7%
41020 · PILOT PAYMENT	0.00	32,335.00	(32,335.00)	0.0%
42082A · FINES	397.69	0.00	397.69	100.0%
42082B · LOST MATERIALS	1,416.77	1,800.00	(383.23)	78.7%
42082C · MERCHANDISE	17.00	0.00	17.00	100.0%
42082F · DVD CHARGES	31.14	1,000.00	(968.86)	3.1%
42082G · PRINTING	1,215.07	4,200.00	(2,984.93)	28.9%
42082H · PUBLIC FAX	531.05	1,700.00	(1,168.95)	31.2%
42082I · COFFEE VENDING	275.00	1,200.00	(925.00)	22.9%
42082J · 3D PRINTING/MEDIA CONVERSION	286.59	1,000.00	(713.41)	28.7%
42360A · DIRECT ACCESS REIMBURSEMENT	(84.56)	0.00	(84.56)	100.0%
42401A · INTEREST INCOME BANK ACCOUNT	4,488.05	15,000.00	(10,511.95)	29.9%
42450B · PHOTOCOPIER COMMISSION	525.87	2,500.00	(1,974.13)	21.0%
42705 · GIFTS AND DONATIONS	6,189.36	5,000.00	1,189.36	123.8%
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%
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	1,715,579.83	4,155,610.00	(2,440,030.17)	41.3%
Gross Profit	1,715,579.83	4,155,610.00	(2,440,030.17)	41.3%
Expense				
510000 · SALARIES				
51410 · SALARIES - LIBRARIANS	457,177.15	1,135,200.00	(678,022.85)	40.3%
51420 · SALARIES - CLERICAL	142,146.67	308,840.00	(166,693.33)	46.0%
51430 · SALARIES - CUSTODIAL	37,384.23	89,000.00	(51,615.77)	42.0%
51440 · SALARIES - GUARDS	15,850.45	41,000.00	(25,149.55)	38.7%
51450 · SALARIES - PAGES	38,359.31	127,000.00	(88,640.69)	30.2%
Total 510000 · SALARIES	690,917.81	1,701,040.00	(1,010,122.19)	40.6%

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

	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
5203B · FURNITURE & OTHER EQUIPMENT	1,354.15	5,000.00	(3,645.85)	27.1%
5203C · COMPUTER EQUIPMENT	887.55	22,400.00	(21,512.45)	4.0%
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	20,479.77	50,000.00	(29,520.23)	41.0%
5410C · BOOKS - JUVENILE	9,920.66	33,000.00	(23,079.34)	30.1%
5410D · BOOKS - YA	1,956.23	7,000.00	(5,043.77)	27.9%
5410E · BOOKS STANDING ORDERS	4,584.27	15,000.00	(10,415.73)	30.6%
5410F · STANDING ORDERS FICTION	561.03	3,100.00	(2,538.97)	18.1%
Total 54100 · TOTAL BOOKS	37,501.96	108,100.00	(70,598.04)	34.7%
5410G · LOCAL HISTORY	47.95	1,000.00	(952.05)	4.8%
5411 · LIBRARY OF THINGS	1,016.95	2,350.00	(1,333.05)	43.3%
5412 · AUDIOVISUAL				
5412A · AV,COMPACT DISC & VINYL - ADULT	844.96	3,000.00	(2,155.04)	28.2%
5412B · AV, AUDIO BOOKS - ADULT	1,989.97	9,000.00	(7,010.03)	22.1%
5412C · AV, VIDEO DVD - ADULT	4,977.37	15,000.00	(10,022.63)	33.2%
5412H · AV AUDIO BOOKS - JUV	2,008.68	1,000.00	1,008.68	200.9%
5412I · AV VIDEO/DVD - JUV	1,131.35	5,000.00	(3,868.65)	22.6%
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	2,445.10	5,500.00	(3,054.90)	44.5%
Total 5412 · AUDIOVISUAL	13,527.02	39,800.00	(26,272.98)	34.0%
5412D · LIVEBRARY	16,793.00	97,300.00	(80,507.00)	17.3%
5413A · TOTAL PERIODICALS				
5413B · PERIODICAL NONMICROFORM	545.00	9,500.00	(8,955.00)	5.7%
5413C · PERIODICAL NONMICROFORM NEWS	716.32	2,000.00	(1,283.68)	35.8%
Total 5413A · TOTAL PERIODICALS	1,261.32	11,500.00	(10,238.68)	11.0%
5413D · ONLINE DATABASES	21,681.47	30,360.00	(8,678.53)	71.4%
5416 · TECHNICAL PROCESSING	6,228.33	11,000.00	(4,771.67)	56.6%
5416B · VENDOR PROCESSING	2,128.90	5,000.00	(2,871.10)	42.6%

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

	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
5430 · OFFICE & COMPUTER SUPPLIES				
5430A · OFFICE SUPPLIES	2,611.97	12,000.00	(9,388.03)	21.8%
5430B · COMPUTER EQUIP & SUPPL	5,696.78	15,000.00	(9,303.22)	38.0%
Total 5430 · OFFICE & COMPUTER SUPPLIES	8,308.75	27,000.00	(18,691.25)	30.8%
5431 · TELEPHONE	2,759.02	6,000.00	(3,240.98)	46.0%
5431A · TELECOMMUNICATIONS	10,946.50	13,000.00	(2,053.50)	84.2%
5433 · PRINTING/ POSTAGE / FREIGHT				
5433A · POSTAGE AND FREIGHT	693.27	2,500.00	(1,806.73)	27.7%
5433B · LIBRARY BULK MAILING	2,120.00	6,000.00	(3,880.00)	35.3%
5434 · PUBLICITY AND PRINTING	14,397.00	32,000.00	(17,603.00)	45.0%
5433 · PRINTING/ POSTAGE / FREIGHT - Other	8.73			
Total 5433 · PRINTING/ POSTAGE / FREIGHT	17,219.00	40,500.00	(23,281.00)	42.5%
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	9,706.66	32,830.00	(23,123.34)	29.6%
5436A · SCLS MEMBER SUPPORT	0.00	30,000.00	(30,000.00)	0.0%
5436B · SERVICE CALLS/CONTRACTS	250.00	5,000.00	(4,750.00)	5.0%
5437A · PROF FEES ACCOUNTING	0.00	11,350.00	(11,350.00)	0.0%
5437B · PROF FEES LEGAL & OTHER	6,250.00	12,750.00	(6,500.00)	49.0%
5437C · PROF FEES TREASURER	750.00	1,800.00	(1,050.00)	41.7%
5437D · PAYROLL / ADP	3,769.65	9,900.00	(6,130.35)	38.1%
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	3,102.78	10,000.00	(6,897.22)	31.0%
5450A · ELECTRICITY	55,617.89	110,000.00	(54,382.11)	50.6%
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	1,101.68	20,150.00	(19,048.32)	5.5%

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

	Jul - Nov 21	Budget	\$ Over Budget	% of Budget
5452B · REPAIRS - CONTRACTS	3,496.50	11,605.00	(8,108.50)	30.1%
5452C · SECURITY / FIRE	1,297.95	11,120.00	(9,822.05)	11.7%
5469A · SANITATION	1,014.25	3,000.00	(1,985.75)	33.8%
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	2,420.93	3,675.00	(1,254.07)	65.9%
5900 · PROGRAMS & MUSEUM PASSES				
5900C · LIBRARY PROGRAMS - ADULTS	9,169.48	25,000.00	(15,830.52)	36.7%
5900D · LIBRARY PROGRAMS - JUV	14,133.34	35,000.00	(20,866.66)	40.4%
5900E · LIBRARY PROGRAMS - TEEN	4,519.56	10,000.00	(5,480.44)	45.2%
5900G · LIBRARY PROGRAMS - REIMBURSABLE	(2,767.60)	0.00	(2,767.60)	100.0%
5900H · MUSEUM PASSES	1,550.00	2,000.00	(450.00)	77.5%
5900I · VENUE TICKETS	(1,156.88)	0.00	(1,156.88)	100.0%
5900J · OUTREACH SERVICES	0.00	1,000.00	(1,000.00)	0.0%
Total 5900 · PROGRAMS & MUSEUM PASSES	25,447.90	73,000.00	(47,552.10)	34.9%
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	52,867.60	130,130.00	(77,262.40)	40.6%
90408 · WORKERS COMPENSATION	12,098.00	13,000.00	(902.00)	93.1%
90508 · UNEMPLOYMENT INSURANCE	0.00	2,500.00	(2,500.00)	0.0%
90558 · DISABILITY INSURANCE	1,587.59	4,000.00	(2,412.41)	39.7%
90608 · HOSPITAL & MEDICAL INSURANCE	167,547.86	400,000.00	(232,452.14)	41.9%
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	1,838,799.65	4,155,610.00	(2,316,810.35)	44.2%
Net Income	(123,219.82)	0.00	(123,219.82)	100.0%

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

	<u>Jul - Nov 21</u>
Income	
309100 · TRANSFER FROM GENERAL FUND	300,000.00
42401A · INTEREST INCOME BANK ACCOUNT	<u>158.42</u>
Total Income	300,158.42
Expense	
5203A0 · FURNITURE	6,391.89
5203E0 · BUILDING IMPROVEMENTS	34,948.00
5452A0 · MAINT & REPAIRS - BUILDING	<u>21,660.00</u>
Total Expense	<u>62,999.89</u>
Net Income	<u><u>237,158.53</u></u>

Sayville Public Library - Capital Fund

Balance Sheet

As of November 30, 2021

	<u>Nov 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
10200G · CASH PEOPLES UNITED CHECKING	654,791.44
Total Checking/Savings	654,791.44
Total Current Assets	654,791.44
TOTAL ASSETS	<u>654,791.44</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	266,644.73
309093 · DESG - TECHNOLOGY UPGRADES	70,120.73
309094 · DESG - BLDG MAINT AND REPAIR	95,750.00
32000 · Retained Earnings	(25,730.55)
Net Income	237,158.53
Total Equity	643,943.44
TOTAL LIABILITIES & EQUITY	<u>654,791.44</u>

**SAYVILLE LIBRARY
CASH ACTIVITY REPORT
FOR THE MONTH OF NOVEMBER 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-] PEOPLE'S UNITED CAPITAL FUND CHECKING</u>
OPENING G/L BALANCE 11/01/2021	\$ 4,081,967.54	2,520,802.06	3,396.78	450,000.00	583,709.55	654,750.59
ADD: NOVEMBER INTEREST INCOME	\$ 949.29	738.59	1.93	0.00	167.92	40.85
ADD: NOVEMBER CASH RECEIPTS	\$ 345,932.87	345,932.87	0.00	0.00	0.00	0.00
LESS: NOVEMBER CASH DISBURSEMENTS	\$ (426,641.19)	(297,138.99)	(129,502.20)	0.00	0.00	0.00
LESS: NOVEMBER ELECTRONIC PAYMENTS	\$ (4,050.76)	(4,050.76)	0.00	0.00	0.00	0.00
OTHER ADJ- DIRECT DEPOSIT	\$ 0.00	0.00	0.00	0.00	0.00	0.00
NOVEMBER TRANSFERS IN / (OUT)	\$ <u>0.00</u>	<u>(129,502.20)</u>	<u>129,502.20</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
ENDING G/L BALANCE 11/30/2021	\$ 4,128,849.20	2,436,781.57	3,398.71	450,000.00	583,877.47	654,791.44
RECONCILING ITEMS:						
ADD: OUTSTANDING CHECKS	\$ 1,798.48	1,727.37	71.11	0.00	0.00	0.00
LESS: OUTSTANDING TRANSFER	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	0.00	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
ENDING BANK BALANCE 11/30/2021	\$ 4,129,553.56	2,438,508.94	2,375.70	450,000.00	583,877.47	654,791.44



Board of Trustees Meeting

Administration Reports

December 13, 2021

Meetings Attended

11/09/2021 – Greater Sayville Chamber meeting
11/19/2021 – Islip Zone Directors meeting
11/24/2021 – PLDA Executive Board meeting
12/01/2021 – SCLS Executive Board meeting

Library Statistics

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

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

NYSHIP Insurance Rates for 2022

	2021 Monthly Premium	2022 Monthly Premium	Monthly Increase
Individual Coverage	\$1,074.87	\$1,196.12	\$121.25
Family Coverage	\$2,452.24	\$2,763.74	\$311.50
Mediprime Individual (Retirees)	\$389.77	\$392.52	\$2.75
Mediprime Family (Retirees)	\$1,107.40	\$1,109.94	\$2.54

The Medicare standard premium increased from \$148.50 to \$170.10. Some retirees Medicare premium is higher, based on their income. The Library reimburses retirees for their Medicare premium.

Page Wage Increase

As per NYS Minimum Wage Guidelines on 12/31/21, Library Pages hourly rate will increase to \$15.00 per hour (from \$14.00 per hour); \$15.00 per hour on Sundays.

Light the Night 2021

Light the Night 2021 is an event sponsored by the Greater Sayville Civic Association to celebrate the unity and togetherness we have in our community as well as to raise money for charity. On Friday, December 17, 2021 starting at 7:00pm, houses all over Sayville will display paper bag luminaries in their front yards. Our Library is joining the event with luminaries decorated by staff.

Staff Development Day

The 2021 Staff Development Day will take place in person on Wednesday, December 15. Topics to be discussed will include *Dealing with Patrons with Mental Health Challenges* and *Learning Stress Management*.

The following employees will be recognized for their milestone anniversaries:

Employee	Title	Anniversary
Sara Fade	Adult Services Librarian PT	5
Brooke Crescitelli	Youth Services Librarian PT	5
Sean O'Halloran	Youth Services Page	5
Christina Healey	Adult Services Page	5
Maria Marro	Patron Services Clerk PT	10
Meaghan Reilly	Youth Services Clerk PT	10
Peter Perotti	Security Guard PT	10
Danielle Bliss	Youth Services Librarian PT	15
Richard Fallica	Custodian PT	15
Nicole Taormina	Teen Services Librarian PT	20
Hope Schwiekert	Patron Services Clerk PT	20

Risk Management Review

A Risk Management review conducted by Utica Insurance, and the following recommendations were offered:

- Implement a Distracted Driving Policy
- Have the Library's Safety Committee keep minutes of their meetings
- Implement a snow/ice removal log

Grants

The Library has applied for two grants. One through the *Dunphy Foundation* for \$30,000 to assist in the completion of the MakerSpace tech lab. The other for a grant from the *American Rescue Plan* for \$10,000 to assist in the installation of a Sensory Room.

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											0	13774			90938		
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	17408	7689	23767	6495	1010	2925	17725	1198	1239	10072	79456	172000		79456	172000		781

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	Flipster (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			0	4287		Dec-21										
Jan-22			0	4705		Jan-22										
Feb-22			0	4462		Feb-22										
Mar-22			0	4508		Mar-22										
Apr-22			0	4455		Apr-22										
May-22			0	4395		May-22										
Jun-22			0	4933		Jun-22										
TOTALS	7747	14922	22669	55035		TOTALS	446	591	1087	158	0	8057	118681	20657	310	129

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	Flipster (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			28	256	
January			21	340	
February			23	478	
March			33	410	
April			36	317	
May			34	311	
June			18	165	
TOTALS	108	2086	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				17	106
January				6	83
February				8	329
March				8	96
April				10	276
May				12	158
June				11	229
TOTALS	46	1308	1920	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			0	0	
January			0	0	
February			0	0	
March			17	190	
April			21	173	
May			20	269	
June			28	459	
TOTALS	159	2822	109	1285	

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			12	272	
January			14	277	
February			18	307	
March			15	483	
April			15	363	
May			24	306	
June			20	200	
TOTALS	164	2990	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				6	30	
January				9	77	
February				10	78	
March				7	136	
April				17	79	
May				14	127	
June				10	84	
TOTALS	74	1,801	277	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		4,836		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	37,888	52,768		117,076

83%
Library Visits YTD

2021-2022 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										
Jan-22										
Feb-22										
Mar-22										
Apr-22										
May-22										
Jun-22										
TOTALS	1,071	1,452	446	102	-	1,087	75	491	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

SAYVILLE LIBRARY BOARD REPORT

**TO: JENNIFER FOWLER, DIRECTOR
SAYVILLE LIBRARY BOARD OF TRUSTEES**

FROM: KERRY PIRAINO, YOUTH PROGRAM COORDINATOR

SUBJECT: CHILDREN'S SERVICES DEPARTMENT

DATE: DECEMBER 13, 2021

In 2021, the Children's Department has continued to adapt our services as COVID-19 is still an ever-present concern in the world. Where 2020 was the year of virtual programs, the programming buzz word for this year has been *hybrid*.

In order to meet the needs and comfort level of all of our families, we began offering a mix of in-person and virtual programming, and in some cases, a blend of both. For the first time since the beginning of the pandemic, the Children's Department returned to in-person programs this summer, outdoors on a limited basis. We utilized our courtyard space and the grassy area around it for Mother Goose sing-alongs, storytimes, family crafts, and ended with a visit from the animals of the Suffolk County Farm. It was so wonderful to see our littlest library patrons face to face. We continued to offer some pre-recorded programs, which patrons could register for to receive a video link and then view them anytime within a week at their convenience. We also continued with popular programs on Zoom such as storytime and cooking demonstrations with *The Baking Coach*, and for the first time, we offered some live virtual programs with a grab & go component. Registered patrons could pick their kits up ahead of time, and then join the programmer online at the time of the program, allowing them to enjoy a more interactive, hands-on experience. Our regular Grab & Go Crafts continued to be as popular as ever.

As summer transitioned into fall, so too did our programs from outdoor to indoor. Our program room was brought back to life with the return of children's activities that we haven't had in-person since March 2020. We're still operating at a much smaller capacity than before, but for those in attendance, you can tell that they are so happy to be back at the library. Our registrations are filling up, with wait lists for many of them as well. As we are sensitive to those not yet ready to return, we are still offering several virtual and hybrid programs each month, and have added new grab & go projects for school-age children and tweens (grades 3-5). Patrons have expressed to us how much they love our Grab & Go Crafts, which are available on Fridays 1-2 times per month, because they allow for a project to be done as a family on their own schedule. We're all so busy these days, and the traditional in-person program model just doesn't work for everyone's lifestyle and schedule. The Children's Department is proud to have been able to give our families back that time together.

We hosted a touch-a-truck style event during *The Great Give Back*. Children and families got to meet and show their appreciation for our local first responders from the Sayville and West Sayville Fire Departments and Community Ambulance Company and explore their vehicles. Our staff also made an appearance in town at the Sayville Chamber of Commerce Halloween parade on Main Street. If there was fun to be had in Sayville, the Children's Department was there!

The January-February newsletter will be out soon, and patrons will notice the addition of some Saturday programming. We received feedback from working parents that they wanted to be able to attend library programs with their children on weekends when they were off. There will be music and movement programs for babies and toddlers, family crafts, and on February 5, *Take Your Child to the Library Day*, which is an international initiative to raise community awareness about the importance of the library in the life of a child. This year, we will have the character Fly Guy, from the book series by Tedd Arnold, in costume to greet and take photos with children and families, while we highlight and celebrate all of the wonderful services that Sayville Library has to offer.



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: December 13, 2021
Re: Personnel Report

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

RESIGNATIONS:

EMPLOYEE	POSITION	RATE	DEPARTMENT	EFFECTIVE DATE
Grace McCavanagh	Page	\$14.00	Youth Services	11/26/2021

ADDITIONS:

EMPLOYEE	POSITION	RATE	DEPARTMENT	EFFECTIVE DATE
Tracy Booker	Page	\$14.00	Adult Services	11/12/2021

Assistant Director's Report – December 2021

Fire Sprinklers

Solar Panels

HVAC/BMS

Photocopiers

Snow Plowing

Community Services Relocation & Security Cameras



Board of Trustees Meeting

Unfinished Business

December 13, 2021



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: December 13, 2021
Re: LED Lighting Project Update

At the December 13, 2021 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

December 13, 2021



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: December 13, 2021
Re: Sustainable Library Initiative

At the December 13, 2021 Trustee meeting, Roger Reyes, Assistant Director of the Suffolk Cooperative Library System (SCLS) will present information to the Board about the *Sustainable Library Initiative*.

Distracted Driving [DRAFT]

In order to assure employee safety and eliminate unnecessary risks while “behind the wheel,” the Sayville Library has enacted the following *Distracted Driving Policy*.

Employees of the Sayville Library who are operating a vehicle on behalf of the Library shall:

- Not use handheld or hands-free mobile electronic devices or voice features in vehicles while operating a motor vehicle within the course of employment with the Library.
- Turn on the “Do Not Disturb” feature on smartphones and other mobile devices. If the feature is not available, turn off or silence mobile devices to prevent distraction.
- Pull over to a safe place out of traffic lanes and place the vehicle in “Park” if a call or text is urgent.
- Inform clients, associates and business partners of this Library policy to explain why calls, texts or emails may not be returned immediately.
- Program any global positioning system (GPS), music device, or dashboard/voice infotainment system prior to departing. If adjustments are required while driving, pull over to a safe place out of traffic lanes and place the vehicle in “Park” to make an appropriate adjustment.

Electronic distractions are not inclusive. Drivers should also refrain from eating, drinking, reading and other activities that may divert attention away from a focus upon driving.

The Sayville Library committed to keeping its workers safe and holding Library employees to the highest standard of safety. Accordingly, violations of this policy may result in disciplinary action including dismissal.

Employee’s signature below certifies your acknowledgement of, and agreement to, comply with this policy.

Employee Signature

Date

Employee Name (Printed)



Board of Trustees Meeting

Correspondence

December 13, 2021

Sayville Public Schools



Jillian Makris
Director of Student Services

Dr. John E. Stimmel
Superintendent of Schools

November 16, 2021

Dear Mr. Jonathan Pryer & Sayville Public Library,

The Sayville School District would like to extend our heartfelt thanks and appreciation to the Sayville Public Library for your contributions to our first ever Sayville STRIDES Color Mile Community Event on Saturday, November 6th. Your presence and information at the event was essential.

And, a very special thank you to Mr. Jonathan Pryer for his continued partnership. Mr. Pryer's communication and organization is always top notch. Also, I would be remiss not to add that Mr. Pryer had his own library event happening that same day, but still made it a priority to come to our Sayville Schools event in the morning; this did not go unnoticed. We look forward to continuing to work together with the Sayville Public Library in the years to come.

Sayville is a truly special place because of how the community comes together to support one another. One of our goals is to take STRIDES, our district Wellness Program, beyond the classroom; when our students see our local organizations involved in school events, it helps to drive home the point.

Sincerely,

Jillian Makris
Jillian Makris
Director of Student Services
Sayville Public Schools



Board of Trustees Meeting

Miscellaneous Library Information

December 13, 2021

We are pleased to offer our Congratulations

Jonathon Pryer
Dedicated Community Leader
Sayville Public Library

*In recognition of your outstanding service, loyal
dedication, commitment, enthusiasm and support to
our Downtown Business District!*

November 9, 2021

Date



Eileen Tyznar
Eileen Tyznar, President