



Board of Trustees Regular Meeting
Wednesday, May 18, 2022 at 6:00 pm
Virtual Meeting via Zoom*

- I. Call to Order
- II. Approval of April 20, 2022 Minutes
- III. Period for Public Expression
- IV. Report from the Friends of the Library
- V. Treasurer's Report
 - Approval of Financial Reports dated April 1 – April 30, 2022
 - Approval of Warrant numbered 12340-12380 and dated 4/12/22-5/9/22
- VI. Director's Report
 - Statistics, publicity & correspondence
- VII. Committee Reports
 - Personnel
 - Finance, Budget, Contracts & Legal
 - Buildings and Grounds
 - Policy and Long Range Planning
 - Outreach & Public Relations
 - Mashashimuet Park Board
- VIII. Old Business
 - Changes Open Meetings Law
- IX. New Business
 - Electronic Monitoring Law (Civil Rights law 52-c)
 - Investment policy*
 - Designated Bequest Request
 - Stipulation of Estate Settlement*
- X. Period for Public Expression
- XI. Executive Session (if needed)
- XII. Adjournment

*Action anticipated

Next Meeting Wednesday, June 15, 2022 at 6:00 pm
Meet the Director & Staff Ice Cream Social: Saturday, June 18 @ 12Noon

Members of the public who wish to attend meetings via zoom should contact Executive Director Kelly A. Harris (kharris@johnjermain.org) to receive the Zoom meeting ID & Password. **On April 9, 2022, Governor Hochul signed Chapter 56 of the Laws of 2022 relating to the New York State budget for the 2022-2023 state fiscal year. Included in the bill is an amendment to the Open Meetings Law to make permanent (until July 1, 2024) the expanded use of videoconferencing by public bodies to conduct open meetings, in very limited circumstances, regardless of a declaration of emergency. Please note that the law permits public bodies to continue to hold remote meetings in the same manner as described in [Chapter 1 of the Laws of 2022](#) for a period of 60 days after its effective date, or until June 8, 2022.*



JJML Board of Trustees Meeting
Regular Meeting Minutes - DRAFT
Wednesday, April 20, 2022
Meeting held Virtually via Zoom

- I. **Call to Order:** President Gloria Primm Brown called the meeting to order at 6:01 pm. Attending were Vice President Ann Sutphen, Treasurer Bill McCoy, Secretary Diane Deger, Trustees Michael Butler, Michael Garabedian, Dan Glass, Bob Weinstein and Executive Director Kelly Harris.
Members of the public: Wonda Miller, Nada Barry.
- II. **Approval of March 16, 2022 Minutes:** Motion to approve by Sutphen, seconded by McCoy, unanimously approved.
- III. **Period for Public Expression:** Barry asked if the library could follow procedure of the village and post board meetings the day before along with the Zoom link so that perhaps more members of the community would participate. She also questioned library policy concerning the requirement that children under 10 years of age have an adult caregiver present in the library with them. Harris advised that most libraries require caregiver supervision for children 12 years of age and younger. Garabedian stated that unattended children pose a liability on the library and that the library would become in loco parentis.
- IV. **Friends of the Library Report:** President Primm Brown reported that no meeting was held.
- V. **Treasurer's Report:** McCoy submitted March 2022 report. The close of March ends the first quarter and 25% of the fiscal and budget year 2022. Revenue from the SHUFSD is at 60.8% of annual budget. Healthcare payment for February was carried over and the security system contract is new. Expenses are under 25% of budget.
Sutphen questioned the placement of a Wagner donation on the Revenue and Expense report comparing the annual budget to the year-to-date. Harris explained that she ran the reports removing all lines which were unbudgeted to alleviate the confusion caused by the unbudgeted lines appearing the same report at the March meeting. Harris produced for the Board the same report with the unbudgeted lines included which showed that the totals for all budget lines matched and that both reports were correct. This led to discussion about how reports are run on Quickbooks. Harris said that while Quickbooks can export reports into Excel to merge reports or edit the reports to reflect some lines and not others, this is not a best practice and the reports should be run as we have traditionally run them as preset reports in our Quickbooks software. These reports are approved by our auditors. Harris asked the Board to decide which of the two ways they would like the Revenue & Expense comparing the budget to the YTD to be run. It was decided to run the report with all of the budget lines including those that are no longer in use or unbudgeted. Harris also stated that the reason we are required to run so many reports is because each report reflects things in different ways and the reports match up but not always in an intuitive manner.
Harris also noted she corrected a keystroke error in line 6350, retirement; \$7,200 should be \$72,000. This will be adjusted in next month's report.



JJML Board of Trustees Meeting
Regular Meeting Minutes - DRAFT
Wednesday, April 20, 2022
Meeting held Virtually via Zoom

- Motion to approve financial reports dated March 1 – March 31, 2022 by Glass, seconded by Garabedian, unanimously approved.
- Motion to approve warrants 12277-12339 by Garabedian, seconded by Glass, unanimously approved.

VI. Director's Report:

- New Outreach and Programming Librarian is off to an impressive start. Rachel and Andrew worked together to cover the Egg Drop Challenge, which received some social media coverage.
- Mira continues to oversee the remaining Wagner Teen Writing program sessions. New snack of choice is ramen.
- SCLS social media team will come to do a social media audit and assist with improving the library's social media engagement with the expectation that it will improve the library's marketing efforts.
- Teen Librarian position is still open. Hopefully a new hire will be made in May.
- The story time circle will not happen until the teen section is relocated.
- The clocks were given a light cleaning and the pendulum on the third floor clock was serviced, but needs additional repair work. The clocks are unique and valuable. The restoration of the clocks requires further research.
- Painting on some of exterior windows need attention. Craig Roades recommended painter Alex Mora for the project.
- Hamptons Pride will hold the first Hampton ever Pride Parade on June 4, 2022. Library staff will join Director Harris in participation.
- Staff are brainstorming ways to engage teens on social media.
- Statistics for March, 2022 show continued increase in visitors, items checked out and renewed from library, children and YA programs, and wireless patrons.

VII. Committee Reports (January 2022):

- **Personnel:** See Retirement Contributions under New Business. Personnel will meet following the Finance committee meeting on May 2, 2022.
- **Finance, Budget, Contracts & Legal:** Met on April 4, 2022. Seeking ways to increase revenue. Discussed best ways to continue working with Fidelity Investments, which currently handles library's gifts of stocks. Consideration was given to use their services to purchase CDs or bond funds. McCoy and Harris met with Dime Community Bank advisors Keith Robinson and Tara Fordham, who raised our interest on the money market account. Expect to see additional \$400 per month in interest, effective 4/1/2022. Mortgage interest holds at 4.75% Plan to follow up with Dime investment advisor. Funds will be earmarked for replacement of library stacks and HVAC system maintenance and repairs. Will meet again on May 2, 2022.



JJML Board of Trustees Meeting
Regular Meeting Minutes - DRAFT
Wednesday, April 20, 2022
Meeting held Virtually via Zoom

- **Building & Grounds:** Did not meet.
- **Policy & Long Range Planning:** Did not meet.
- **Outreach & Public Relations:** Did not meet. Director Harris commented that she has meetings scheduled and she attended a Chamber of Commerce meeting last week.
- **Mashashimuet Park Board:** The Sag Harbor Historical Society's featured summer exhibit is on the history of Mashashimuet Park. A presentation to the public is scheduled for 7/10/2022 at 5:00 pm. Pierson seniors are holding a fundraising event in the park, showing a Disney movie on 4/29/2022. Hampton Collegiate Baseball will offer camp program from 6/12/2022-7/31/2022. Scholarships will be offered to Sag Harbor and Bridgehampton children in need. Tick awareness signage will be installed in the park and on trails in May. A surveillance camera system will be installed in the park.

VIII. **Old Business:** None.

IX. **New Business:**

- **Retirement Contributions:** The library's benefits package lacks sufficient retirement contributions and is not competitive with other libraries. Ten percent is a current standard. In order to attract and retain full time staff, JJML will increase its current contribution from 4% to 10% in 2023 with employees continuing to their 2% contribution. JJML wants to be a leader in employee retention and continue to attract and retain talent. Committee voted on this and recommended the Board adopt the increase to retirement contributions pending the approval of the 2023 Budget at our Annual Budget vote in September.
 - Motion to increase JJML retirement contributions from 4% to 10% beginning January 1, 2023 made by Sutphen, seconded by Primm Brown, unanimously approved.
- **Changes to Open Meetings Law:** After discussion of proposed changes to the open meetings law, with respect to videoconferencing, it was agreed to wait for further updates from the State, the Committee on Open Government and our attorney.

X. **Period for Public Expression:** None

XI. **Executive Session:** None

Adjournment: Motion to adjourn by McCoy, seconded by Glass, unanimously approved. Meeting adjourned at 7:02 pm. The next meeting is scheduled for Wednesday, May 18, 2022.

Respectfully submitted,
Diane Deger, Secretary

JOHN JERMAIN MEMORIAL LIBRARY

Treasurer's report for the month of April 2022 (see monthly reports for detail)
May 18, 2022

Statement of Financial Position:

Cash balance - \$5,613,822 (was \$5,414,405 on 4/30/21). End of month cash balances for the past 12 months average \$5,313,431 with a range of \$4,429,761 (January 2022) to \$6,014,706 (June 2021).

Loan principal balance as of 04/21/22 - \$5,818,149.67

Loan Maturity Date - December 30, 2029 (Interest Rate = 4.75%)

Unpaid Bills: 41 warrants totaling \$46,043.77 thru 5/9/22 (includes \$13,000 to Relle Electric for HVAC repairs).

Revenue & Expenses, April 2022

Total Income - \$4,668.18.

Total Expenses - \$224,654 includes:

Personnel Expense - \$95,479 including \$19,395 in health insurance

Building Repair and Maintenance - \$17,261

Electric - \$5,016

General Materials and Program Expense - \$6,727

Mortgage principal - \$52,306.46 (per 4/21/22 statement)

Mortgage Interest - \$23,030.17 (per 4/21/22 statement)

Revenue & Expenses Annual Budget vs. YTD Actual Notes: The close of March brings us to 33.3% of fiscal and budget year 2022. Revenues of \$1,277,731 were at 60.3%. Revenue from the Sag Harbor School District is at 60.8% of annual budget.. Expenses of \$879,248 were at 29.1% of the annual budget. Note - this report was printed April 29 and does not reflect the \$75,337 mortgage payment which was paid on April 30. If this payment was included, total expenses to date would be \$954,585 or 31.6% of budget. Line 5000- General Material & Program Expenses were at 47.1% of budget due to the \$64,508 February payment to SCLS for electronic books. Line 8100 - Repair & Maintenance Expenses were at 57.6% due to an annual security system service contract payment of \$4,788 and the HVAC repair payment of \$13,000.

Respectively Submitted,
William E. McCoy

John Jermain Memorial Library
Statement of Financial Position
As of April 30, 2022

	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash	
1020 · Cash - Dime (BNB) Money Market	5,468,423.84
1040 · Cash - Dime (BNB) Checking	145,398.12
Total 1000 · Cash	5,613,821.96
Total Checking/Savings	5,613,821.96
Total Current Assets	5,613,821.96
Fixed Assets	
1500 · Fixed Assets	
1570 · Arts	20,000.00
1510 · Equipment	382,228.07
1520 · Building Improvements	19,018,066.04
1530 · Fixed Assets - Furniture	360,863.38
1590 · Accumulated Depreciation	-3,254,709.21
Total 1500 · Fixed Assets	16,526,448.28
Total Fixed Assets	16,526,448.28
Other Assets	
1200 · Investments	
1211 · Cash - BNB CD Sage Fund	174,991.35
1260 · Fidelity Brokerage Account	74,805.14
Total 1200 · Investments	249,796.49
Total Other Assets	249,796.49
TOTAL ASSETS	22,390,066.73
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2001 · Accounts Payable	16,204.96
Total Accounts Payable	16,204.96
Total Current Liabilities	16,204.96
Long Term Liabilities	
2250 · BNB Building Loan	5,973,835.19
Total Long Term Liabilities	5,973,835.19
Total Liabilities	5,990,040.15
Equity	
3000 · Net Assets	
3010 · Unrestricted Net Assets	15,030,453.78
3030 · Restricted Net Assets	
3031 · Perm. Restricted-Sage Fund	175,000.00
Total 3030 · Restricted Net Assets	175,000.00
Total 3000 · Net Assets	15,205,453.78
3900 · Retained Earnings	299,419.35
Net Income	895,153.45
Total Equity	16,400,026.58
TOTAL LIABILITIES & EQUITY	22,390,066.73

John Jermain Memorial Library Revenue and Expenses

05/09/22

April 2022

Accrual Basis

	Apr 22
Ordinary Income/Expense	
Income	
4100 · Contributions Income	
4101 · Unclassified Contributions	11.00
Total 4100 · Contributions Income	11.00
4400 · Library Generated Income	
4420 · Computer Printer Income	162.00
4430 · Fines	6.90
4435 · Book Replacemnt Fee	33.00
4490 · Equipment disposal, used	30.80
Total 4400 · Library Generated Income	232.70
4500 · Financial Income	
4535 · Change in Valuation of Securiti	-219.41
4510 · Interest Income	684.43
4520 · Dividend Income	3,906.46
Total 4500 · Financial Income	4,371.48
4700 · SCLS Income	
4730 · SCLS ILL overdues and lost book	53.00
Total 4700 · SCLS Income	53.00
Total Income	4,668.18
Expense	
5000 · General Mater. & Prog. Exps.	
5100 · Books	
5110 · Adult Books	1,878.93
5120 · Children's Books	411.60
5130 · Young Adult Books	205.22
Total 5100 · Books	2,495.75
5200 · Videos	
5210 · Adult videos	305.05
5220 · Childrens All Media	20.99
Total 5200 · Videos	326.04
5500 · Periodicals	
5510 · Adult periodicals	884.80
Total 5500 · Periodicals	884.80
5700 · Digital Books	177.86
5800 · Program Expenses	
5865 · Esther Newberg Series	40.14
5820 · Adult Programs Fees	169.75
5825 · Adult Program Materials	27.49
5830 · Children's Programming	270.00
5835 · Child. & YA Prog. Materials	137.57
5840 · Multi-Age Program Edwards	1,531.25
5845 · Teen Wagner	102.81
5860 · Literacy Programs	59.62
5870 · Teen Programming	503.90
Total 5800 · Program Expenses	2,842.53
Total 5000 · General Mater. & Prog. Exps.	6,726.98

John Jermain Memorial Library
Revenue and Expenses
April 2022

	Apr 22
6000 · Personnel Expenses	
6100 · Wage and Salary Expense	
6135 · Administrative Salaries	11,923.08
6145 · Professional Salaries	32,020.06
6155 · Staff Salaries	23,909.24
	67,852.38
Total 6100 · Wage and Salary Expense	67,852.38
6200 · Payroll Taxes	
6210 · SS & Medicare	5,008.27
6215 · Federal Withholding	0.00
6240 · NYS Withholding	0.00
6241 · NYS Unemployment	330.27
	5,338.54
Total 6200 · Payroll Taxes	5,338.54
6300 · Personnel benefits	
6350 · Retirement benefit	2,893.70
6360 · Health insurance	19,394.52
6370 · AFLAC	0.00
	22,288.22
Total 6300 · Personnel benefits	22,288.22
Total 6000 · Personnel Expenses	95,479.14
7000 · Administrative Expenses	
7200 · Office Expense	
7220 · Copier Lease	984.31
7230 · Bank charges	40.00
7232 · ADP Payroll Processing Expense	861.37
7240 · Office supplies	1,290.75
7245 · Comestibles	75.00
7275 · Printing & publicity	102.99
7290 · Reconciliation Discrepancies	37.66
	3,392.08
Total 7200 · Office Expense	3,392.08
7300 · Telecom. & Computer Exp.	
7310 · Telecommunications Line	175.94
7320 · Computer software	479.52
7335 - Website	45.00
7340 · Telephone Service Contracts	105.00
7350 · Telephone Expense	288.41
7380 · Hosting Fees	2,010.00
	3,103.87
Total 7300 · Telecom. & Computer Exp.	3,103.87
7400 · Fundraising Expense	
7440 · Publicity & Advert. Expense	150.00
	150.00
Total 7400 · Fundraising Expense	150.00
7700 · Employee Support	
7730 · Professional Due & Memberships	510.00
7720 · Mileage Expense	125.50
	635.50
Total 7700 · Employee Support	635.50
7800 · Suffolk county library system	
7820 · SCLS Ports	1,754.90
7870 · SCLS Member Support	11,057.00
	12,811.90
Total 7800 · Suffolk county library system	12,811.90
7900 · Professional Fees	
7950 · IT Consulting	2,200.00
	2,200.00
Total 7900 · Professional Fees	2,200.00
Total 7000 · Administrative Expenses	22,293.35

John Jermain Memorial Library
Revenue and Expenses
April 2022

	Apr 22
8000 · Building & Grounds Expenses	
8100 · Repair and Maintenance	
8110 · Custodial supplies	273.35
8120 · Refuse removal	105.00
8130 · Building Repairs & Maintenance	16,883.09
Total 8100 · Repair and Maintenance	17,261.44
8200 · Utilities	
8220 · Fuel Oil	46.12
8210 · Electric	5,016.25
Total 8200 · Utilities	5,062.37
8400 · Furniture & Equipment	
8440 · Furniture	1,744.52
8450 · Library of Things	750.00
Total 8400 · Furniture & Equipment	2,494.52
Total 8000 · Building & Grounds Expenses	24,818.33
9000 · Financial Expense	
9970 · Principal Reduction	52,306.46
9980 · Mortgage Interest 201 Main	23,030.17
Total 9000 · Financial Expense	75,336.63
Total Expense	224,654.43
Net Ordinary Income	-219,986.25
Net Income	-219,986.25

John Jermain Memorial Library
Revenue & Expenses, Annual Budget vs.YTD Actual
January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Contributions Income				
4101 · Unclassified Contributions	107.46	1,206.76	-1,099.30	8.9%
4103 · Annual Appeal	0.00	2,400.00	-2,400.00	0.0%
4104 · Wagner	3,663.78			
4105 · Commerative Donations	0.00	1,200.00	-1,200.00	0.0%
4107 · Friends	0.00	4,800.00	-4,800.00	0.0%
Total 4100 · Contributions Income	3,771.24	9,606.76	-5,835.52	39.3%
4400 · Library Generated Income				
4495 · Staff Reimburse	1,196.12			
4410 · Xerox income	0.00	1,200.00	-1,200.00	0.0%
4420 · Computer Printer Income	801.83	600.00	201.83	133.6%
4430 · Fines	26.90			
4435 · Book Replacemnt Fee	147.99	600.00	-452.01	24.7%
4490 · Equipment disposal, used	30.80			
Total 4400 · Library Generated Income	2,203.64	2,400.00	-196.36	91.8%
4500 · Financial Income				
4535 · Change in Valuation of Securiti	-467.69			
4510 · Interest Income	705.84	2,400.00	-1,694.16	29.4%
4520 · Dividend Income	3,906.46	3,600.00	306.46	108.5%
Total 4500 · Financial Income	4,144.61	6,000.00	-1,855.39	69.1%
4700 · SCLS Income				
4710 · Local Incentive Aid (SCLS)	192.00	2,400.00	-2,208.00	8.0%
4720 · SCLS - E-rate discount	6,225.00	6,000.00	225.00	103.8%
4730 · SCLS ILL overdues and lost book	79.58	120.00	-40.42	66.3%
4700 · SCLS Income - Other	0.00	0.00	0.00	0.0%
Total 4700 · SCLS Income	6,496.58	8,520.00	-2,023.42	76.3%
4800 · Union Free School Dist. #5	1,261,115.40	2,073,945.00	-812,829.60	60.8%
4900 · Transfer from Capital Reserves	0.00	18,000.00	-18,000.00	0.0%
Total Income	1,277,731.47	2,118,471.76	-840,740.29	60.3%
Expense				
5000 · General Mater. & Prog. Exps.				
5100 · Books				
5110 · Adult Books	7,526.13	25,920.00	-18,393.87	29.0%
5120 · Children's Books	2,195.56	7,200.00	-5,004.44	30.5%
5130 · Young Adult Books	1,606.65	5,400.00	-3,793.35	29.8%
5140 · History Room Books	0.00	6,000.00	-6,000.00	0.0%
5150 · Reference Books	0.00	480.00	-480.00	0.0%
5160 · Parenting Books	0.00	300.00	-300.00	0.0%
5180 · Commemorative books	264.92	720.00	-455.08	36.8%
Total 5100 · Books	11,593.26	46,020.00	-34,426.74	25.2%
5200 · Videos				
5210 · Adult videos	871.12	3,600.00	-2,728.88	24.2%
5220 · Childrens All Media	20.99	1,500.00	-1,479.01	1.4%
Total 5200 · Videos	892.11	5,100.00	-4,207.89	17.5%
5400 · Recorded books				
5410 · Adult books on tape/CD	234.94	720.00	-485.06	32.6%
Total 5400 · Recorded books	234.94	720.00	-485.06	32.6%
5500 · Periodicals				
5510 · Adult periodicals	1,599.25	6,000.00	-4,400.75	26.7%
Total 5500 · Periodicals	1,599.25	6,000.00	-4,400.75	26.7%
5600 · Virtural reference collection	0.00	9,600.00	-9,600.00	0.0%
5700 · Digital Books	64,910.37	72,000.00	-7,089.63	90.2%

John Jermain Memorial Library
Revenue & Expenses, Annual Budget vs.YTD Actual
January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
5800 · Program Expenses				
5865 · Esther Newberg Series	157.67	2,000.00	-1,842.33	7.9%
5820 · Adult Programs Fees	1,178.67	12,000.00	-10,821.33	9.8%
5825 · Adult Program Materials	27.49	0.00	27.49	100.0%
5830 · Children's Programming	2,974.68	8,640.00	-5,665.32	34.4%
5835 · Child. & YA Prog. Materials	172.95			
5840 · Multi-Age Program Edwards	1,654.53	2,400.00	-745.47	68.9%
5845 · Teen Wagner	1,539.73	4,800.00	-3,260.27	32.1%
5850 · Teen Tutoring (Sutphen)	0.00	4,800.00	-4,800.00	0.0%
5860 · Literacy Programs	59.62	4,800.00	-4,740.38	1.2%
5870 · Teen Programming	2,557.12	7,200.00	-4,642.88	35.5%
5875 · Tween Programming	280.00	600.00	-320.00	46.7%
5885 · Technology Programming	0.00	3,000.00	-3,000.00	0.0%
5890 · Parenting	0.00	1,200.00	-1,200.00	0.0%
Total 5800 · Program Expenses	10,602.46	51,440.00	-40,837.54	20.6%
5000 · General Mater. & Prog. Exps. - Other	0.00			
Total 5000 · General Mater. & Prog. Exps.	89,832.39	190,880.00	-101,047.61	47.1%
6000 · Personnel Expenses				
6100 · Wage and Salary Expense				
6110 · Director's Salary	0.00	0.00	0.00	0.0%
6115 · Director Emeritus	25,171.60	25,171.64	-0.04	100.0%
6120 · Librarians - Adult	0.00	0.00	0.00	0.0%
6125 · Assistant Director	0.00	0.00	0.00	0.0%
6130 · Librarians-Childrens and YA	0.00	0.00	0.00	0.0%
6135 · Administrative Salaries	48,321.62	155,000.00	-106,678.38	31.2%
6140 · Custodial salaries	0.00	0.00	0.00	0.0%
6145 · Professional Salaries	133,603.08	481,204.08	-347,601.00	27.8%
6150 · Clerical salaries	0.00	0.00	0.00	0.0%
6155 · Staff Salaries	94,072.45	282,552.04	-188,479.59	33.3%
6180 · Technical Services/cataloguing	0.00	0.00	0.00	0.0%
Total 6100 · Wage and Salary Expense	301,168.75	943,927.76	-642,759.01	31.9%
6200 · Payroll Taxes				
6210 · SS & Medicare	22,245.33	72,060.00	-49,814.67	30.9%
6215 · Federal Witholding	0.00			
6216 · Federal Unemployment	0.00	0.00	0.00	0.0%
6240 · NYS Witholding	0.00			
6241 · NYS Unemployment	3,818.79	4,800.00	-981.21	79.6%
6260 · NYS Paid Family Leave	1,192.25	4,800.00	-3,607.75	24.8%
6200 · Payroll Taxes - Other	-37.66			
Total 6200 · Payroll Taxes	27,218.71	81,660.00	-54,441.29	33.3%
6300 · Personnel benefits				
6310 · Disability insurance	299.95	2,400.00	-2,100.05	12.5%
6320 · LTD/LIFE	983.14	9,600.00	-8,616.86	10.2%
6340 · Employee Assistance Program	0.00	720.00	-720.00	0.0%
6350 · Retirement benefit	9,488.11	72,000.00	-62,511.89	13.2%
6360 · Health insurance	90,636.90	271,200.00	-180,563.10	33.4%
6370 · AFLAC	143.60			
6380 · Workman's Comp	0.00	9,600.00	-9,600.00	0.0%
Total 6300 · Personnel benefits	101,551.70	365,520.00	-263,968.30	27.8%
Total 6000 · Personnel Expenses	429,939.16	1,391,107.76	-961,168.60	30.9%
7000 · Administrative Expenses				
7100 · General insurance	16,558.44	36,000.00	-19,441.56	46.0%
7200 · Office Expense				
7210 · Newsletter				
7211 · Newsletter printing	0.00	9,600.00	-9,600.00	0.0%
7212 · Newsletter postage	0.00	2,400.00	-2,400.00	0.0%
7210 · Newsletter - Other	191.40			
Total 7210 · Newsletter	191.40	12,000.00	-11,808.60	1.6%

John Jermain Memorial Library
Revenue & Expenses, Annual Budget vs.YTD Actual
January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
7220 · Copier Lease	3,482.11	8,160.00	-4,677.89	42.7%
7230 · Bank charges	40.00	60.00	-20.00	66.7%
7232 · ADP Payroll Processing Expense	2,597.36	7,200.00	-4,602.64	36.1%
7240 · Office supplies	4,372.02	6,000.00	-1,627.98	72.9%
7245 · Comestibles	75.00	3,600.00	-3,525.00	2.1%
7250 · Postage & freight	0.00	480.00	-480.00	0.0%
7251 · ILL postage charge-not SCLS	118.00	720.00	-602.00	16.4%
7252 · ill/da lost & paid	0.00	120.00	-120.00	0.0%
7260 · Petty Cash	0.00	120.00	-120.00	0.0%
7275 · Printing & publicity	552.66	6,000.00	-5,447.34	9.2%
7280 · Election Expense	0.00	4,800.00	-4,800.00	0.0%
Total 7200 · Office Expense	11,428.55	49,260.00	-37,831.45	23.2%
7300 · Telecom. & Computer Exp.				
7310 · Telecommunications Line	704.00	14,400.00	-13,696.00	4.9%
7320 · Computer software	1,831.10	12,000.00	-10,168.90	15.3%
7330 · Computer maintenance	0.00	2,400.00	-2,400.00	0.0%
7335 · Website	289.41	600.00	-310.59	48.2%
7340 · Telephone Service Contracts	421.26	720.00	-298.74	58.5%
7350 · Telephone Expense	1,143.65	3,600.00	-2,456.35	31.8%
7380 · Hosting Fees	2,010.00			
7390 · Telephone Network	0.00	480.00	-480.00	0.0%
Total 7300 · Telecom. & Computer Exp.	6,399.42	34,200.00	-27,800.58	18.7%
7400 · Fundraising Expense				
7430 · Postage & Mailing Expense	265.00			
7440 · Publicity & Advert. Expense	366.92			
7450 · Unclassified Fundraising Exp.	0.00	960.00	-960.00	0.0%
7400 · Fundraising Expense - Other	0.00	0.00	0.00	0.0%
Total 7400 · Fundraising Expense	631.92	960.00	-328.08	65.8%
7700 · Employee Support				
7780 · Workforce Development	980.16	720.00	260.16	136.1%
7760 · Tuition Reimbursement	0.00	12,000.00	-12,000.00	0.0%
7710 · Conference fees	0.00	3,600.00	-3,600.00	0.0%
7730 · Professional Due & Memberships	1,018.00	3,600.00	-2,582.00	28.3%
7740 · Travel & Lodging	0.00	5,760.00	-5,760.00	0.0%
7750 · Staff Development	620.52	7,200.00	-6,579.48	8.6%
7720 · Mileage Expense	217.81	2,400.00	-2,182.19	9.1%
Total 7700 · Employee Support	2,836.49	35,280.00	-32,443.51	8.0%
7800 · Suffolk county library system				
7820 · SCLS Ports	3,509.80	8,100.00	-4,590.20	43.3%
7870 · SCLS Member Support	11,057.00	12,000.00	-943.00	92.1%
Total 7800 · Suffolk county library system	14,566.80	20,100.00	-5,533.20	72.5%
7900 · Professional Fees				
7910 · Legal Expense	90.00	4,800.00	-4,710.00	1.9%
7920 · Accounting Expense	395.00	18,000.00	-17,605.00	2.2%
7930 · Consultants	0.00	12,000.00	-12,000.00	0.0%
7940 · General prof. fees	150.00	2,400.00	-2,250.00	6.3%
7950 · IT Consulting	8,800.00	30,000.00	-21,200.00	29.3%
Total 7900 · Professional Fees	9,435.00	67,200.00	-57,765.00	14.0%
Total 7000 · Administrative Expenses	61,856.62	243,000.00	-181,143.38	25.5%
8000 · Building & Grounds Expenses				
8100 · Repair and Maintenance				
8110 · Custodial supplies	1,444.02	3,600.00	-2,155.98	40.1%
8120 · Refuse removal	402.00	1,200.00	-798.00	33.5%
8130 · Building Repairs & Maintenance	20,120.07	18,000.00	2,120.07	111.8%
8140 · Grounds Maintenance	2,315.00	12,000.00	-9,685.00	19.3%
8150 · Security System	4,788.00	684.00	4,104.00	700.0%
8190 · Service Contracts	12,121.93	36,000.00	-23,878.07	33.7%
Total 8100 · Repair and Maintenance	41,191.02	71,484.00	-30,292.98	57.6%
8200 · Utilities				
8220 · Fuel Oil	176.09	600.00	-423.91	29.3%
8210 · Electric	19,490.08	72,000.00	-52,509.92	27.1%
8230 · Water	201.62	1,200.00	-998.38	16.8%
Total 8200 · Utilities	19,867.79	73,800.00	-53,932.21	26.9%

John Jermain Memorial Library
Revenue & Expenses, Annual Budget vs.YTD Actual
January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
8400 · Furniture & Equipment				
8410 · Computer Adult equipment	4,633.05	12,000.00	-7,366.95	38.6%
8420 · Coumputer peripherals	0.00	4,800.00	-4,800.00	0.0%
8430 · Audio Visual Equipment	0.00	2,400.00	-2,400.00	0.0%
8440 · Furniture	3,664.18	1,200.00	2,464.18	305.3%
8450 · Library of Things	1,934.99	7,200.00	-5,265.01	26.9%
Total 8400 · Furniture & Equipment	10,232.22	27,600.00	-17,367.78	37.1%
8500 · Capital expenditure	0.00	120,000.00	-120,000.00	0.0%
Total 8000 · Building & Grounds Expenses	71,291.03	292,884.00	-221,592.97	24.3%
8900 · c-19 expense	318.67	600.00	-281.33	53.1%
9000 · Financial Expense				
9550 · Loss on Disposal	0.00	0.00	0.00	0.0%
9970 · Principal Reduction	155,685.52	547,808.00	-392,122.48	28.4%
9980 · Mortgage Interest 201 Main	70,324.37	357,192.00	-286,867.63	19.7%
Total 9000 · Financial Expense	226,009.89	905,000.00	-678,990.11	25.0%
Total Expense	879,247.76	3,023,471.76	-2,144,224.00	29.1%
Net Ordinary Income	398,483.71	-905,000.00	1,303,483.71	-44.0%
Other Income/Expense				
Other Income				
9600 · Referendum Tax Levy	575,801.88	905,000.00	-329,198.12	63.6%
9700 · Other Income	108.18			
Total Other Income	575,910.06	905,000.00	-329,089.94	63.6%
Net Other Income	575,910.06	905,000.00	-329,089.94	63.6%
Net Income	974,393.77	0.00	974,393.77	100.0%

John Jermain Memorial Library
Check Detail
 April 2022

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check		04/01/2022	ADP		1040 · Cash - Dime (BNB) Checking		-73.35
					7232 · ADP Payroll Processing Expense	-73.35	73.35
TOTAL						-73.35	73.35
Check		04/01/2022	ADP		1040 · Cash - Dime (BNB) Checking		-232.46
					7232 · ADP Payroll Processing Expense	-232.46	232.46
TOTAL						-232.46	232.46
Check		04/05/2022	TIAA-CREF	Electronic funds transfer	1040 · Cash - Dime (BNB) Checking		-2,329.30
				Electronic funds transfer	6350 · Retirement benefit	-2,329.30	2,329.30
TOTAL						-2,329.30	2,329.30
Check		04/05/2022	TIAA-CREF	Electronic funds transfer	1040 · Cash - Dime (BNB) Checking		-1,919.65
				Electronic funds transfer	6350 · Retirement benefit	-1,919.65	1,919.65
TOTAL						-1,919.65	1,919.65
Check		04/08/2022	Dime Bank (formerly BNB)		1040 · Cash - Dime (BNB) Checking		-21,941.22
					1400 · Net Payroll	-21,941.22	21,941.22
TOTAL						-21,941.22	21,941.22
Check		04/08/2022	Dime Bank (formerly BNB)		1040 · Cash - Dime (BNB) Checking		-8,718.22
				Federal withholding	6215 · Federal Withholding	-2,563.87	2,563.87
				Social security	6210 · SS & Medicare	-3,846.00	3,846.00
				Medicare	6210 · SS & Medicare	-899.47	899.47
				NYS withholding	6240 · NYS Withholding	-1,256.52	1,256.52
				NYS unemployment	6241 · NYS Unemployment	-152.36	152.36
TOTAL						-8,718.22	8,718.22

John Jermain Memorial Library
Check Detail
 April 2022

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check		04/15/2022	ADP		1040 · Cash - Dime (BNB) Checking		-237.99
					7232 · ADP Payroll Processing Expense	-237.99	237.99
TOTAL						-237.99	237.99
Check		04/21/2022	TIAA-CREF	Electronic funds transfer	1040 · Cash - Dime (BNB) Checking		-2,329.30
				Electronic funds transfer	6350 · Retirement benefit	-2,329.30	2,329.30
TOTAL						-2,329.30	2,329.30
Check		04/21/2022	TIAA-CREF	Electronic funds transfer	1040 · Cash - Dime (BNB) Checking		-1,986.85
				Electronic funds transfer	6350 · Retirement benefit	-1,986.85	1,986.85
TOTAL						-1,986.85	1,986.85
Check		04/22/2022	Dime Bank (formerly BNB)		1040 · Cash - Dime (BNB) Checking		-24,688.15
					1400 · Net Payroll	-24,688.15	24,688.15
TOTAL						-24,688.15	24,688.15
Check		04/22/2022	Dime Bank (formerly BNB)		1040 · Cash - Dime (BNB) Checking		-9,621.51
					6215 · Federal Withholding	-2,752.66	2,752.66
					6210 · SS & Medicare	-4,271.95	4,271.95
					6210 · SS & Medicare	-999.12	999.12
					6240 · NYS Withholding	-1,419.87	1,419.87
					6241 · NYS Unemployment	-177.91	177.91
TOTAL						-9,621.51	9,621.51
Check		04/29/2022	ADP		1040 · Cash - Dime (BNB) Checking		-241.62
					7232 · ADP Payroll Processing Expense	-241.62	241.62
TOTAL						-241.62	241.62

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John Jermain Memorial Library
Check Detail
 April 2022

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check		04/29/2022	ADP		1040 · Cash - Dime (BNB) Checking		-75.95
					7232 · ADP Payroll Processing Expense	-75.95	75.95
TOTAL						-75.95	75.95
Check		04/30/2022	Dime Bank (formerly BNB)		1020 · Cash - Dime (BNB) Money Ma...		-52,306.46
					9970 · Principal Reduction	-52,306.46	52,306.46
TOTAL						-52,306.46	52,306.46
Check		04/30/2022	Dime Bank (formerly BNB)		1020 · Cash - Dime (BNB) Money Ma...		-23,030.17
					9980 · Mortgage Interest 201 Main	-23,030.17	23,030.17
TOTAL						-23,030.17	23,030.17
Bill Pmt...	12316	04/07/2022	BAKER & TAYLOR		1040 · Cash - Dime (BNB) Checking		-229.54
Bill	5017...	04/05/2022			5110 · Adult Books	-124.74	124.74
Bill	5017...	04/05/2022			5120 · Children's Books	-104.80	104.80
TOTAL						-229.54	229.54
Bill Pmt...	12317	04/07/2022	CCP SOLUTIONS		1040 · Cash - Dime (BNB) Checking		-144.21
Bill	INV2...	04/05/2022			7220 · Copier Lease	-33.81	33.81
Bill	INV2...	04/05/2022			7220 · Copier Lease	-110.40	110.40
TOTAL						-144.21	144.21
Bill Pmt...	12318	04/07/2022	INGRAM LIBRARY SERVICES		1040 · Cash - Dime (BNB) Checking		-53.82
Bill	5867...	04/05/2022			5860 · Literacy Programs	-53.82	53.82
TOTAL						-53.82	53.82
Bill Pmt...	12319	04/07/2022	L2J Consulting		1040 · Cash - Dime (BNB) Checking		-2,200.00
Bill	042022	04/05/2022			7950 · IT Consulting	-2,200.00	2,200.00
TOTAL						-2,200.00	2,200.00

John Jermain Memorial Library
Check Detail
 April 2022

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt...	12320	04/07/2022	LEAF		1040 · Cash - Dime (BNB) Checking		-144.87
Bill	1306...	04/05/2022		Copier lease	7220 · Copier Lease	-144.87	144.87
TOTAL						-144.87	144.87
Bill Pmt...	12321	04/07/2022	MACCARONE PLUMBING		1040 · Cash - Dime (BNB) Checking		-1,462.20
Bill	182599	04/05/2022			8130 · Building Repairs & Maintenance	-1,462.20	1,462.20
TOTAL						-1,462.20	1,462.20
Bill Pmt...	12322	04/07/2022	MIDWEST	11963	1040 · Cash - Dime (BNB) Checking		-41.98
Bill	5018...	04/05/2022			5210 · Adult videos	-41.98	41.98
TOTAL						-41.98	41.98
Bill Pmt...	12323	04/07/2022	SCLS		1040 · Cash - Dime (BNB) Checking		-69.75
Bill	87293	04/05/2022		MPLC Movie license	5820 · Adult Programs Fees	-69.75	69.75
TOTAL						-69.75	69.75
Bill Pmt...	12324	04/07/2022	SCLS- P.A.L.S.		1040 · Cash - Dime (BNB) Checking		-1,754.90
Bill	81383	04/05/2022			7820 · SCLS Ports	-1,754.90	1,754.90
TOTAL						-1,754.90	1,754.90
Bill Pmt...	12325	04/07/2022	SUBURBAN ENVIRONMENTAL		1040 · Cash - Dime (BNB) Checking		-105.00
Bill	0053...	04/05/2022			8120 · Refuse removal	-105.00	105.00
TOTAL						-105.00	105.00
Bill Pmt...	12326	04/07/2022	NYS EMPLOYEE HI PROGRAM		1040 · Cash - Dime (BNB) Checking		-21,366.92
Bill	575	04/07/2022		Health insurance	6360 · Health insurance	-21,366.92	21,366.92
TOTAL						-21,366.92	21,366.92

John Jermain Memorial Library
Check Detail
 April 2022

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt...	12327	04/11/2022	AFLAC		1040 · Cash - Dime (BNB) Checking		-578.02
Bill	934549	04/11/2022			6370 · AFLAC	-578.02	578.02
TOTAL						-578.02	578.02
Bill Pmt...	12328	04/11/2022	Armstrong Communication Sy...		1040 · Cash - Dime (BNB) Checking		-105.00
Bill	49967	04/11/2022		Telephone service contract	7340 · Telephone Service Contracts	-105.00	105.00
TOTAL						-105.00	105.00
Bill Pmt...	12329	04/11/2022	BAKER & TAYLOR		1040 · Cash - Dime (BNB) Checking		-1,064.58
Bill	5017...	04/11/2022			5870 · Teen Programming	-102.10	102.10
					5130 · Young Adult Books	-109.74	109.74
Bill	5017...	04/11/2022			5120 · Children's Books	-51.22	51.22
Bill	5017...	04/11/2022			5110 · Adult Books	-113.23	113.23
Bill	5017...	04/11/2022			5110 · Adult Books	-219.66	219.66
Bill	5017...	04/11/2022			5110 · Adult Books	-334.15	334.15
Bill	5017...	04/11/2022			5110 · Adult Books	-134.48	134.48
TOTAL						-1,064.58	1,064.58
Bill Pmt...	12330	04/11/2022	BEELICIOUS HONEY INC.		1040 · Cash - Dime (BNB) Checking		-250.00
Bill	0408...	04/11/2022		Buzz of the bees	5830 · Children's Programming	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt...	12331	04/11/2022	CHASE		1040 · Cash - Dime (BNB) Checking		-3,681.22
Bill	0407	04/11/2022			7320 · Computer software	-479.52	479.52
					5860 · Literacy Programs	-5.80	5.80
					8110 · Custodial supplies	-97.83	97.83
					7240 · Office supplies	-21.99	21.99
					7275 · Printing & publicity	-102.99	102.99
					5510 · Adult periodicals	-839.80	839.80
					5830 · Children's Programming	-20.00	20.00
					5845 · Teen Wagner	-45.02	45.02
					5865 · Esther Newberg Series	-18.27	18.27

John Jermain Memorial Library Check Detail April 2022

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
					7380 · Hosting Fees	-2,010.00	2,010.00
					7230 · Bank charges	-40.00	40.00
TOTAL						-3,681.22	3,681.22
Bill Pmt...	12332	04/11/2022	Ginta Genender		1040 · Cash - Dime (BNB) Checking		-23.75
Bill		04/11/2022		Employee reimbursement	5835 · Child. & YA Prog. Materials	-23.75	23.75
TOTAL						-23.75	23.75
Bill Pmt...	12333	04/11/2022	MIDWEST	11963	1040 · Cash - Dime (BNB) Checking		-132.93
Bill	5019...	04/11/2022			5210 · Adult videos	-132.93	132.93
TOTAL						-132.93	132.93
Bill Pmt...	12334	04/11/2022	MIRA DOUGHERTY--JOHNSON		1040 · Cash - Dime (BNB) Checking		-51.90
Bill		04/11/2022		Employee reimbursement	5845 · Teen Wagner	-51.90	51.90
TOTAL						-51.90	51.90
Bill Pmt...	12335	04/11/2022	NATIONAL GRID		1040 · Cash - Dime (BNB) Checking		-46.12
Bill	8892...	04/11/2022			8220 · Fuel Oil	-46.12	46.12
TOTAL						-46.12	46.12
Bill Pmt...	12336	04/11/2022	Revco Electrical Supply		1040 · Cash - Dime (BNB) Checking		-107.34
Bill	S417...	04/11/2022			8130 · Building Repairs & Maintenance	-33.90	33.90
Bill	S417...	04/11/2022			8130 · Building Repairs & Maintenance	-73.44	73.44
TOTAL						-107.34	107.34
Bill Pmt...	12337	04/11/2022	RICHARD BROWNING		1040 · Cash - Dime (BNB) Checking		-50.32
Bill		04/11/2022		Employee reimbursement	7720 · Mileage Expense	-50.32	50.32
TOTAL						-50.32	50.32

John Jermain Memorial Library
Check Detail
 April 2022

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt...	12338	04/11/2022	SCLS		1040 · Cash - Dime (BNB) Checking		-1,531.25
Bill	87374	04/11/2022		Museum tickets	5840 · Multi-Age Program Edwards	-1,531.25	1,531.25
TOTAL						-1,531.25	1,531.25
Bill Pmt...	12339	04/11/2022	W.B. MASON CO.,INC		1040 · Cash - Dime (BNB) Checking		-194.08
Bill	2287...	04/11/2022			7240 · Office supplies	-18.56	18.56
					8110 · Custodial supplies	-175.52	175.52
TOTAL						-194.08	194.08
Bill Pmt...	12340	04/14/2022	AMERICAN MUSEUM OF NAT...		1040 · Cash - Dime (BNB) Checking		-250.00
Bill	25 vo...	04/14/2022			8450 · Library of Things	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt...	12341	04/14/2022	INTREPID SEA, AIR & SPACE ...		1040 · Cash - Dime (BNB) Checking		-500.00
Bill	Tier 1...	04/13/2022		Museum pass	8450 · Library of Things	-500.00	500.00
TOTAL						-500.00	500.00
Bill Pmt...	12342	04/19/2022	Kelly Harris		1040 · Cash - Dime (BNB) Checking		-75.18
Bill		04/19/2022			7720 · Mileage Expense	-75.18	75.18
TOTAL						-75.18	75.18
Bill Pmt...	12343	04/19/2022	TIAA Bank, FSB		1040 · Cash - Dime (BNB) Checking		-350.40
Bill	8859...	04/19/2022			7220 · Copier Lease	-350.40	350.40
TOTAL						-350.40	350.40
Bill Pmt...	12344	04/20/2022	ALEXANDER J. ADAMOWICZ		1040 · Cash - Dime (BNB) Checking		-320.00
Bill	42022	04/20/2022		Grandfather clock maintenance	8130 · Building Repairs & Maintenance	-320.00	320.00
TOTAL						-320.00	320.00

John Jermain Memorial Library Check Detail April 2022

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt...	12345	04/25/2022	Anron Mechanical Services		1040 · Cash - Dime (BNB) Checking		-1,993.55
Bill	223362	04/25/2022		Parts - air filters	8130 · Building Repairs & Maintenance	-352.71	352.71
Bill	223375	04/25/2022		Actuator	8130 · Building Repairs & Maintenance	-199.17	199.17
Bill	223377	04/25/2022		HP#2 solenoid	8130 · Building Repairs & Maintenance	-1,228.82	1,228.82
Bill	223378	04/25/2022		HVAC Spring startup	8130 · Building Repairs & Maintenance	-212.85	212.85
TOTAL						-1,993.55	1,993.55
Bill Pmt...	12346	04/25/2022	MIDWEST	11963	1040 · Cash - Dime (BNB) Checking		-177.86
Bill	5017...	04/25/2022		Hoopla	5700 · Digital Books	-109.33	109.33
Bill	5016...	04/25/2022		Hoopla	5700 · Digital Books	-68.53	68.53
TOTAL						-177.86	177.86
Bill Pmt...	12347	04/25/2022	PRECISION MICROPRODUCT...		1040 · Cash - Dime (BNB) Checking		-344.83
Bill	220476	04/25/2022			7220 · Copier Lease	-344.83	344.83
TOTAL						-344.83	344.83
Bill Pmt...	12348	04/25/2022	W.B. MASON CO.,INC		1040 · Cash - Dime (BNB) Checking		-27.49
Bill	2288...	04/25/2022			5825 · Adult Program Materials	-27.49	27.49
TOTAL						-27.49	27.49
Bill Pmt...	12349	04/27/2022	DOROTHY'S BAKING COMPA...		1040 · Cash - Dime (BNB) Checking		-75.00
Bill	3277	04/27/2022			7245 · Comestibles	-75.00	75.00
TOTAL						-75.00	75.00
Bill Pmt...	12350	04/27/2022	PSEG		1040 · Cash - Dime (BNB) Checking		-5,016.25
Bill	9893...	04/27/2022			8210 · Electric	-5,016.25	5,016.25
TOTAL						-5,016.25	5,016.25

John Jermain Memorial Library
Check Detail
 April 2022

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Bill Pmt...	12351	04/27/2022	SWING GRAPHICS		1040 · Cash - Dime (BNB) Checking		-45.00
Bill	1631	04/27/2022			7335 - Website	-45.00	45.00
TOTAL						-45.00	45.00
Bill Pmt...	12352	04/28/2022	Kristen Duer		1040 · Cash - Dime (BNB) Checking		-295.00
Bill	040922	04/28/2022		Spring sunset	5870 - Teen Programming	-295.00	295.00
TOTAL						-295.00	295.00
Bill Pmt...	12353	04/28/2022	Michael Heller		1040 · Cash - Dime (BNB) Checking		-150.00
Bill		04/28/2022			7440 · Publicity & Advert. Expense	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt...	12354	04/28/2022	OPTIMUM		1040 · Cash - Dime (BNB) Checking		-175.94
Bill	0783...	04/27/2022			7310 · Telecommunications Line	-175.94	175.94
TOTAL						-175.94	175.94
Bill Pmt...	12355	04/28/2022	RELLE ELECTRIC		1040 · Cash - Dime (BNB) Checking		-13,000.00
Bill	3078	04/27/2022			8130 · Building Repairs & Maintenance	-13,000.00	13,000.00
TOTAL						-13,000.00	13,000.00
Bill Pmt...	12356	04/28/2022	VERIZON		1040 · Cash - Dime (BNB) Checking		-288.41
Bill	451-7...	04/27/2022			7350 · Telephone Expense	-288.41	288.41
TOTAL						-288.41	288.41



Director's Report

Wednesday, May 18, 2022

Submitted by Kelly A. Harris, Executive Director

The busy season has begun! We are seeing a large uptick in use of the physical library with our rotunda, scholar study and work room occupied by patrons most days. It has also been lovely to meet our patrons who have returned from their winter residences. The team and I are really excited for what we hope to be a busy and engaging summer.

Rachel continues to be a great addition to the team, completing the newsletter and upping our social media game. Andrew and She met with Noah, one half of the SCLS Social Media Team, to discuss creating a unified voice and look to social media, frequency and types of posts and the importance and nuance of hashtags. We have already seen more engagement.

Rachel and Aracely met with clients at the Sag Harbor Food Pantry to hand out Covid-19 rapid tests, Spanish language books for all ages and to sign people up for Library cards.

Rachel and I also met with the team at Bay Street Theatre for a tour and to discuss working together on future projects. We have plans to meet with the team at The Church early next week. Andrew, Catherine, Wonda, Rachel and I also made the long and arduous trip to the Whaling Museum to meet with Richard (Ahoy!) to discuss future collaborations. Catherine is working to identify what in the Whale Museum's Collection may have been donated by JJML and to make sure we are credited for those donations. I am also hoping to revisit the idea of JJML staff using their parking lot.

Our plans for the Hamptons Pride Parade are in full swing. Thank you to the Whaling Museum for allowing us to park our float there for decorating prior to the parade. John Jermainiac pride t-shirts have been purchased and staff are excited to march and some have volunteered to provide coverage at the Library during the parade. Richard will be riding our Book Bike in the parade too. The Board of Trustees is of course also invited to join us too.

I hired a new Young Adult Librarian. Her name is Andrea Hill and has worked previously at the Riverhead Free Library as an outreach librarian. Although her official start date is not until June 15th, she will be joining us in the parade on June 4 in East Hampton.

Our new copiers and staff printers have been installed and the old contracts for lease and service have been settled and we should be saving a few hundred dollars a year. I am now working on updating our phone system which should provide some additional savings.

As you know our landscaper passed away suddenly last month, I have hired Barros Home Services who have been here to weed and to add additional mulch to the landscaping on the north side of the building. They are slightly more expensive than our previous landscaping but they will be here more often to maintain the gardens.



Director's Report

Wednesday, May 18, 2022

Submitted by Kelly A. Harris, Executive Director

The grandfather clock is working! One of the things Alex, the repairman, shared with us when he came to look at the clocks is that they must be level to work properly. When the clock stopped working Richard got out his level and sure enough the clock was off by a little bit. Once he leveled the clock we have had no issues. I have enlisted our Local Content Librarian Catherine to research how to properly maintain the clocks. Interestingly enough while working in the archives, Catherine learned that many years ago, the Board had decided not to fix the Hope Grandfather Clock due to the expense associated with fixing and maintaining it.

The John Jermain Memorial Library was listed as one of four organizations to make a donation in Jeanette S. Wagner's memory. We have received \$2,500 in donations in her memory. This money will be used to continue the Teen Writing Program through the summer. Our teen writers requested the program continue through the summer because they are currently writing novels. I also received a notice of probate from the Wagner Estate listing the Library.



May 5, 2022

MEMORANDUM

TO: Public Libraries
Free Association Libraries
Private Employers

RE: Electronic Monitoring Law

We have recently received inquiries concerning Civil Rights Law §52-c, which becomes effective on May 7, 2022, and is known as the Electronic Monitoring Law. Set forth below is our review of the salient terms of this new statute and its applicability to various types of employers.

The Electronic Monitoring Law applies to “employers” which is defined to include “any individual, corporation, partnership, firm, or association” operating in New York. “Employer” expressly excludes “the state or any political subdivision of the state.” We considered, therefore, whether a public library qualifies as a “political subdivision.” Political subdivision is not defined in the statute. There are cases which have reviewed the definition of political subdivision under the General Municipal Law and the General Construction Law and determined that a public library is not a “political subdivision.” In *Executive Cleaning Services Corp. v. New York State Dept. of Labor*, 193 A.D.3d 13 (2021), for example, the Third Department determined that a school district public library did not constitute a “political subdivision.” While not directly applicable to this statute, this decision is persuasive evidence that suggests a public library is not a political subdivision of the state. Accordingly, we recommend that all public libraries, free association libraries and private employers comply with the mandates of the Electronic Monitoring Law, as detailed below.

The Electronic Monitoring Law requires any employer “who monitors or otherwise intercepts telephone transmissions, electronic mail or transmissions, or internet access or usage of or by any employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio, or electromagnetic, photoelectronic or photo-optical systems” to: (i) provide prior written notice upon hiring for any employees hired on or after May 7, 2022, and (ii) to post a notice in a conspicuous place which is readily available for viewing by its employees.”

The required notice must state:

Be advised that any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or

electromagnetic, photoelectronic or photo-optical systems may be subject to monitoring at any and all times and by any lawful means.

Compliance with this statute shall be monitored by the New York State Attorney General, who has the authority to issue civil penalties of \$500 for the first offense, \$1,000 for the second offense, and up to \$3,000 for each subsequent offense.

Library Investment Policy

Scope

This investment policy applies to all monies and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

Objectives

The primary objectives of the John Jermain Memorial Library investment activities are, in priority order,

- to conform to all applicable federal, state and other legal requirements (legal),
- to adequately safeguard principal (safety),
- to provide sufficient liquidity to meet all operating requirements (liquidity) and
- to obtain a reasonable rate of return (yield.)

Delegation of Authority

The Board's responsibility for administration of the investment program is delegated to the Library Director and/or his/her designees and Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

Prudence

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the John Jermain Memorial Library to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Diversification

It is the policy of the John Jermain Memorial Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

Internal Controls

It is the policy of the John Jermain Memorial Library, for all moneys collected by any officer or employee to transfer those funds to the Director within two days of deposit, or within the time period specified in law, whichever is shorter.

Investment Policy: Expanded

I. Scope

This investment policy applies to all monies and other financial resources available for investment.

Objectives

The primary objectives of the John Jermain Memorial Library's (JJML) investment activities are, in priority order,

- to conform with all applicable federal, state and other legal requirements;
- to in good faith safeguard principal;
- to provide sufficient liquidity to meet all operating requirements and debt and
- to act in ways consistent with the expectation of a positive financial return.

II. Delegation of Authority

The Board of Trustees' responsibility for administration of the investment program is delegated to the Library Director and Treasurer who shall follow written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

III. Prudence

As per the library's "Conflict of Interest" Policy, all participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the John Jermain Memorial Library to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

IV. Diversification

It is the policy of the John Jermain Memorial Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

V. Internal Controls

It is the policy of the John Jermain Memorial Library for all monies collected by any officer or employee of the Library to transfer those funds to the Treasurer/ Director within 1 day of receipt. The monies are to be deposited into the appropriate Library bank account within 5 days.

VI. Designation of Depositories

Banks and trust companies are authorized for the deposit of monies by the Director and/or Treasurer. Monies invested should not exceed FDIC regulations unless collateralized.

VII. Safekeeping and Collateralization

Eligible securities used for collateralizing deposits shall be held by M & T Investment Group [the depository and/or a third party] bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure JJML deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable JJML to exercise its right against the pledged securities. In the event that the securities are not registered or inscribed in the name of JJML, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the John Jermain Memorial Library or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent and custodian for, JJML, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide frequency of revaluation if eligible securities and for the substitution of securities when a change in rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide JJML a perfected interest in the securities.

VIII. Permitted Investments

1. The John Jermain Memorial Library authorizes the Director and/or Treasurer to invest undesignated monies received through donations not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;

- Certificates of deposit;
- Obligations of the United States of America
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States,of America;
- Obligations of the State of New York;
- Common stock, Index or Municipal bonds
- Equity and Bond Funds

All such investment obligations shall be payable or redeemable at the option of the John Jermain Memorial Library within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the John Jermain Memorial Library within 2 years of the date of purchase

IX. Authorized Financial Institutions and Dealers

The John Jermain Memorial Library shall only use financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments, which can be made with each financial institution or dealer subject to FDIC limits, or in collateralized accounts. All financial institutions with which JJML conducts business must be creditworthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the John Jermain Memorial Library. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Treasurer, in consultation with the Director and Finance Committee is responsible for evaluating the financial position.

X. Investment Allocations

The Library will be permitted to invest the Fund in any of the following asset categories as long as, on a consolidated basis, (a) no one asset class exceeds 60%; and (b) no one position (i.e., a stock or bond) exceeds 6%:

Stocks (securities)
 Corporate and Government Bonds
 Certificates of Deposit
 Treasury Bills
 Mutual Funds
 Cash and cash instruments (i.e., money market funds)

Other types of investments, including but not limited to, holding or accepting physical delivery of individual commodities, Real Estate Investment Trusts, short sales, margin sales, derivatives, auction rate securities, options and other forms of securitized instruments shall not be deemed acceptable investments, but minor positions may be held by Mutual Funds.

Monies appropriated by the Sag Harbor Union Free School District on behalf of JJML for operating expenses shall not be invested in anything other than cash or cash equivalents.

XI. Access

Only the Director has on-line and phone access for trading, but will report trades and transfers to the president within 24 hours. All such transactions will be noted in the monthly financial reports to the board.

XII. Gifts & Donations

Financial instruments including stocks, bonds, real estate and/or securities that are gifted or donated to the Library that do not conform to this Investment Policy must be sold within 90 days and the cash proceeds used or invested according to this Investment Policy. Exceptions to this period may be made by vote of the full Board in unusual circumstances.

Donors gifting stocks, bonds, and/or securities will receive acknowledgement for IRS purposes listing the value at the time of donation.

Approved April 2015; Reviewed April 2018