

BOARD MEETING – WEDNESDAY, NOVEMBER 20, 2024  
SOUTH HUNTINGTON PUBLIC LIBRARY  
145 PIDGEON HILL ROAD  
HUNTINGTON STATION, NY 11746

Agenda for the regular meeting of the Board of Trustees of the South Huntington Public Library on Wednesday, November 20, 2024 at 7 p.m. in the Conference Room.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPTION OF THE AGENDA
4. DISPOSITION OF MINUTES:
  - A. Regular Meeting, Wednesday, October 16, 2024
5. FINANCIAL MATTERS:
  - A. Schedule of Bills
  - B. Investments
  - C. Financial Chairperson's Report
  - D. Personnel
6. COMMUNICATIONS:
  1. SCLS Minutes and Memorandum (emailed to Board members)
7. REPORTS:
  1. Director's Report
  2. Assistant Director's Report
  3. Building & Grounds Report
8. OLD BUSINESS:
  1. COVID-19 Protocol
9. NEW BUSINESS:
  1. Obsolete Equipment
  2. SCLS 2025 Trustee Vote (Ballot to be handed out at meeting)
  3. SCLS 2025 Budget Vote
  4. Policy Review – Unattended Children
  5. Policy Review – Document Retention
  6. Policy Review – Electioneering
10. STATISTICAL REPORTS:
  1. Statistics and Program Attendance
11. PERIOD OF PUBLIC EXPRESSION
12. EXECUTIVE SESSION: To discuss a personnel issue
13. ADJOURNMENT

BOARD MEETING MINUTES - WEDNESDAY, OCTOBER 16, 2024  
SOUTH HUNTINGTON PUBLIC LIBRARY  
145 PIDGEON HILL ROAD  
HUNTINGTON STATION, NY 11746

The regular meeting of the Board of Trustees of the South Huntington Public Library was held on Wednesday, October 16, 2024, at 7 p.m. in the Conference Room.

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

STAFF:                    Mrs. Janet Scherer, Director  
                              Mr. Nick Tanzi, Assistant Director  
                              Mrs. Doreen Kilkenny, Business Manager  
                              Mrs. Jamie Gholson, Recording Secretary

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

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

ADOPTION OF THE  
AGENDA:                Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried  
                              unanimously to accept the agenda as amended:

- Add EV Charging Station Purchase Contract under New Business

DISPOSITION OF MINUTES

SEPTEMBER 18, 2024:   Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried  
                              unanimously to accept the minutes of the regular meeting of  
                              September 18, 2024.

FINANCIAL MATTERS  
2024-2025:

Mr. De Dora sent a letter stating that he compared all the warrants to the invoices and payroll register to verify amounts to be paid and counts of checks issued. The voided checks log has been viewed and recorded. He also reviewed the check signer log. He viewed and compared all petty cash disbursements with the receipts for expenditures, and reported that all was in order.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #9 Fund L in the amount of \$19,560.84; Warrant #11 Fund L in the amount of \$163,541.34; Warrant #9/12 PR Fund L in the amount of \$115,747.33; Warrant #9/26 PR Fund L in the amount of \$121,759.36.

Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #6 Fund TA in the amount of \$45,232.34; Warrant #7 Fund TA in the amount of \$46,945.63.

Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously to approve the American Express statement for September in the amount of \$2,394.28.

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for August 20, 2024 – September 19, 2024 in the amount of \$2,262.34.

FINANCIAL CHAIRPERSON’S  
REPORT

2024-2025: Mr. Horowitz reported that he selected at random and reviewed original purchase orders, invoices, check requisitions, and copies of selected cancelled checks. He compared them to the original warrants, and found the vendors’ names, check amounts, and endorsements to be in order. One check remains in transit.

COMMUNICATIONS: The board acknowledged the SCLS minutes.

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

- Building Project Updates HVAC - The project is moving along nicely. There is no completion date as of now, however, we hope to have some idea as soon as the crane work can be scheduled.
- EV Charging Stations - The project has been approved at the state level and we are expecting to receive our building permit in the next two weeks.

- SCLS Budget Information - The proposed 2025 SCLS operational budget calls for a 1.5% increase in member support. Due to the formula that SCLS uses to determine member support, a combination of population and annual expenditures, our fee for 2025 will increase by 2.26%. Our total cost for 2025 will be \$60,936.00, an increase of \$1,344.00.

SCLS annually requests additional funding from the member libraries for Overdrive, our countywide eBook collection. The budget draft contains a place holder as the final amount is yet to be determined. However, the service continues to grow with usage up about 7% from last year. It is expected that there will be an increase to our library's contributions. Suffolk directors continue to discuss how we can sustainably maintain funding for this collection moving forward.

A draft of the 2025 SCLS budget was included in the SCLS minutes emailed to you prior to the meeting. Please review the draft as our board will be asked to vote on the budget during the months of November and December.

- Trustee Training - Kevin Verbesey will be offering a trustee training here at SHPL on Wednesday, December 11th. There will be coffee and snacks at 6:30 p.m. and the program will start at 7:00 p.m. His talk will include information on the current state of digital downloads, book challenges, and advocacy.
- Community Collections - We will be continuing our community collections in November with the return of our plastic collection for NexTrex. We will also have a toy drive for the Tri-CYA.

ASSISTANT DIRECTOR'S  
REPORT:

Mr. Tanzi reported on the following :

- SHUFSD Teacher Workshop - We are once again planning a professional development workshop with the South Huntington Union Free School District (SHUFSD), centered on how educators, and those they support, can take advantage of our library's collections, services, spaces, and other resources. We are finalizing two dates

in January, each of which will have a 2 ½ hour session. At present, I am working with our staff to review and update curriculum for the workshop, which will be titled “Where Community Connects: Exploring the SHPL's New Technology and Other Resources for Teachers and Students.”

- New Teacher Reception - I received an invitation to the New Teacher Reception, which will be held at the James Kaden District Office on October 24. According to the Teacher Center, there are 45 new hires, so the event will present a good opportunity to introduce the library to the next generation of educators in our district, as well as to promote the aforementioned professional development workshop!

**BUILDING & GROUNDS  
REPORT:**

The board thanked Ray Capone for his monthly report.

**QUARTERLY  
DEPARTMENT  
REPORTS:**

The Board thanked Georgina Rivas-Martinez, Beth Pereira, and Jen Conlon for their third quarter department reports.

**NEW BUSINESS –  
OBSOLETE  
EQUIPMENT:**

Motion by Mrs. Sullivan, seconded by Mr. Horowitz and carried unanimously to authorize staff to discard obsolete equipment in accordance with library policy and best practice.

**NEW BUSINESS –  
TASK CHAIR  
REPLACEMENT:**

Motion by Mrs. Sullivan, seconded by Mrs. Fox and carried unanimously to authorize the purchase of 28 Cobi Swivel Task Chairs at a cost of \$12,510.96.

**NEW BUSINESS –  
POLICY REVIEW:  
TUTORING POLICY:**

Motion by Mr. Horowitz, seconded by Mrs. Fox and carried unanimously to rescind the “Tutoring Policy.”

NEW BUSINESS –  
EV CHARGING  
STATION PURCHASE  
CONTRACT:

Motion by Mrs. Ferrante, seconded by Mr. Horowitz, and carried unanimously to approve the library director to enter into a contract with Plugin Stations Online, LLC at a cost of \$51,864.00 to cover the purchase of two Level 2 Charging Stations, shipping costs, and all expenses related to installation and project management under New York State Contract.

NEW BUSINESS-  
STAFFING DISCUSSION:

The director and the board discussed future library staffing.

ADJOURNMENT:

Motion by Mrs. Fox to adjourn the regular meeting at 8:07 p.m.

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Respectfully submitted by,

Eleanora Ferrante, Board Secretary

## FINANCIAL SCHEDULES

<u>Page #</u>	<u>Warrant #</u>	<u>Fund</u>	<u>Amount</u>
9	12	L	14,715.60
11	14	L	602,582.59
15	10/10 PR	L	124,015.86
17	10/24 PR	L	139,363.33
19	7	TA	48,030.36
21	15	L (TA)	61,723.05
23	2	H	6,303.64
AMEX			1,861.36
Amazon Capital Services			2,180.40
Investment Report			
Financial Chair Reports			
Personnel Actions			

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

November 20, 2024

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

I have reviewed the warrants through November 20, 2024.

I have compared the warrants with the invoices and payroll register to verify amounts to be paid and counts of checks issued. I have also reviewed the check signer log. Petty cash disbursements have been compared with the receipts for expenditures.

Based on this review, I can report that all warrants and checks are in order.

Kindest regards,



Philip DeDora  
Treasurer



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

November 20, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #12 Fund L - October 2024 Schedule of Bills

Checks #60430 - 60433

Total warrant: \$14,715.60

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

Pat Dillon \_\_\_\_\_  
President, Board of trustees

Stella Fox \_\_\_\_\_  
Vice President, Board of trustees

Stuart Horowitz \_\_\_\_\_  
Financial Chairperson

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 12: CD - UTILITIES - 10/2024 For Dates 10/1/2024 - 10/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
60430	10/22/2024	2555	OPTIMUM		44.22
60431	10/22/2024	20	PSEGLI		13,814.18
60432	10/22/2024	15	VERIZON		842.81
60433	10/22/2024	1419	VERIZON SELECT SERVICES		14.39
Number of Transactions: 4					Warrant Total: 14,715.60
					Vendor Portion: 14,715.60

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 4 in number, in the total amount of \$ 14,715.60. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10/13/24  
Date

[Signature]  
Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 14,715.60. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10/22/24  
Date

[Signature]  
Library Director

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

November 20, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #14 Fund L - October 2024 Schedule of Bills

Checks #60440 - 60534

Total warrant: \$602,582.59

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

Pat Dillon \_\_\_\_\_  
President, Board of trustees

Stella Fox \_\_\_\_\_  
Vice President, Board of trustees

Stuart Horowitz \_\_\_\_\_  
Financial Chairperson

# SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 14: CD - GENERAL - 11/2024 For Dates 11/20/2024 - 11/20/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
60440	11/20/2024	3000	4IMPRINT	240168	776.69 ✓
60441	11/20/2024	131	A TIME FOR KIDS	*See Detail Report	900.00 ✓
60442	11/20/2024	2396	AMAZON		1,945.36 ✓
60443	11/20/2024	2396	AMAZON		235.04 ✓
60444	11/20/2024	720	AMERICAN EXPRESS		1,861.36 ✓
60445	11/20/2024	2040	AMERIFLEX		376.80 ✓
60446	11/20/2024	23	BAKER & TAYLOR		17,953.22 ✓
60447	11/20/2024	2520	KATHRYN BARI-PETRITIS	240227	375.00 ✓
60448	11/20/2024	2841	MICHAEL BARTOLOMEO		180.55 ✓
60449	11/20/2024	1866	BENEDETTO BROS. LANDSCAPING		350.00 ✓
60450	11/20/2024	1832	AUGUSTA BERNER	240224	600.00 ✓
60451	11/20/2024	1305	BLACKSTONE PUBLISHING.		43.45 ✓
60452	11/20/2024	3046	BLUM, LAUREN	*See Detail Report	1,050.00 ✓
60453	11/20/2024	2032	BOOK PAGE		1,116.00 ✓
60454	11/20/2024	1189	BRODART CO.		559.50 ✓
60455	11/20/2024	2633	CONNECTION, INC		1,013.00 ✓
60456	11/20/2024	2881	CORNELL COOPERATIVE EXTENSION OF SUFFOLK COUNTY	*See Detail Report	600.00 ✓
60457	11/20/2024	1548	COUNTY LINE HARDWARE		66.00 ✓
60458	11/20/2024	2444	MARIA D'ANDREA	240225	200.00 ✓
60459	11/20/2024	794	PHILIP DE DORA	240000	410.00 ✓
60460	11/20/2024	43	DEMCO	*See Detail Report	609.27 ✓
60461	11/20/2024	1665	EDMER SANITARY SUPPLY		523.20 ✓
60462	11/20/2024	3185	FANNY CAKES	240223	375.00 ✓
60463	11/20/2024	3156	FAROOQ, BIBI	240171	225.00 ✓
60464	11/20/2024	923	FIRST UNUM LIFE INSURANCE CO.		759.71 ✓
60465	11/20/2024	3203	FREE TO BE YOGA INC.	240220	225.00 ✓
60466	11/20/2024	362	FUN EXPRESS, LLC	240214	49.67 ✓
60467	11/20/2024	2623	GARVIES POINT MUSEUM & PRESERV	240237	200.00 ✓
60468	11/20/2024	3094	GEOVANNY & SONS	240002	925.00 ✓
60469	11/20/2024	2490	KATHLEEN GIERALTOWSKI		47.18 ✓
60470	11/20/2024	225	GRAINGER, INC.		677.92 ✓
60471	11/20/2024	2954	GREAT SOUTH BAY DANCE LLC	240150	1,000.00 ✓
60472	11/20/2024	1077	HIGH HOPES PRODUCTIONS	240158	165.00 ✓
60473	11/20/2024	1991	HP INC.	240175	4,297.92 ✓
60474	11/20/2024	2504	INGRAM LIBRARY SERVICES LLC		845.26 ✓
60475	11/20/2024	2504	INGRAM LIBRARY SERVICES LLC		631.49 ✓
60476	11/20/2024	2610	JOYSIE JEROME	240151	600.00 ✓
60477	11/20/2024	3053	JIN, ELIZABETH	240234	600.00 ✓
60478	11/20/2024	3170	JOYFUL DAY CEREMONIES, LLC	240232	250.00 ✓
60479	11/20/2024	2717	KANOPY LLC		407.00 ✓
60480	11/20/2024	1716	DIANE KENTROS		2,970.00 ✓
60481	11/20/2024	3126	KLEEMANN, JOHN		200.00 ✓
60482	11/20/2024	2781	ELIZABETH KLEIN		85.96 ✓

# SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 14: CD - GENERAL - 11/2024 For Dates 11/20/2024 - 11/20/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
60483	11/20/2024	3109	LATORRE, KATRINA		118.45 ✓
60484	11/20/2024	2994	ERIN LAVERY		180.43 ✓
60485	11/20/2024	3208	LIBRARY JOURNALS, LLC		1,625.20 ✓
60486	11/20/2024	3090	LIL' ATHLETES	*See Detail Report	512.00 ✓
60487	11/20/2024	1321	DANIEL LIPPEL	240236	1,000.00 ✓
60488	11/20/2024	1332	LONG ISLAND CHESS NUTS	*See Detail Report	240.00 ✓
60489	11/20/2024	3157	LONG ISLAND MUSIC THERAPY SERVICES, INC	240174	150.00 ✓
60490	11/20/2024	1568	LONG ISLAND WASTE SERVICES		424.00 ✓
60491	11/20/2024	3065	LT MICHAEL P. MURPHY NAVY SEAL MUSEUM	240238	150.00 ✓
60492	11/20/2024	3052	MAKIN, GEETU	240195	390.00 ✓
60493	11/20/2024	3048	MANGO LANGUAGES		4,182.00 ✓
60494	11/20/2024	3198	MATTERHACKERS	240219	1,249.00 ✓
60495	11/20/2024	417	MIDDLE COUNTRY LIBRARY		1,300.00 ✓
60496	11/20/2024	27	MIDWEST TAPE		4,248.19 ✓
60497	11/20/2024	2517	MIDWEST TAPE		1,359.87 ✓
60498	11/20/2024	2874	MARIE MULARCZYK O'CONNELL	240226	600.00 ✓
60499	11/20/2024	72	NASSAU COUNTY LIBRARY ASSOC		73.45 ✓
60500	11/20/2024	2822	NEW YORK HALL OF SCIENCE	240239	750.00 ✓
60501	11/20/2024	217	NEWSDAY, INC.		319.92 ✓
60502	11/20/2024	1814	PATRICIA NOVAK	240229	125.00 ✓
60503	11/20/2024	202	NYS & LOCAL RETIREMENT SYSTEM		430,291.00 ✓
60504	11/20/2024	127	NYS EMPLOYEES HEALTH INSURANCE		49,507.03 ✓
60505	11/20/2024	3209	JAMIE O'MARA	240230	375.00 ✓
60506	11/20/2024	2763	ON TIME TELECOM, INC.		419.88 ✓
60507	11/20/2024	2111	Perfect Printing Solutions Inc	240169	765.16 ✓
60508	11/20/2024	1731	PITNEY BOWES BANK INC PURCHASE POWER		800.00 ✓
60509	11/20/2024	12	POSTMASTER - BULK PERMIT 39		1,800.00 ✓
60510	11/20/2024	2760	GEORGIA PROTAN		29.94 ✓
60511	11/20/2024	3061	QUATELA CHIMERI PLLC		52.00 ✓
60512	11/20/2024	3146	DANIELLE REISCHMAN	240240	1,120.00 ✓
60513	11/20/2024	2558	GEORGINA RIVAS-MARTINEZ		12.00 ✓
60514	11/20/2024	2982	REGINA R. RUSSO	240222	675.00 ✓
60515	11/20/2024	2666	S & S WORLDWIDE INC	240217	102.18 ✓
60516	11/20/2024	855	JANET SCHERER		63.87 ✓
60517	11/20/2024	3056	SCHOENHOFEN, KAREN	240206	120.00 ✓
60518	11/20/2024	3079	BONNIE SCHWARTZ	240235	370.00 ✓
60519	11/20/2024	234	SCLS - PALS		7,369.83 ✓
60520	11/20/2024	2238	ROBERT SCOTT	*See Detail Report	664.00 ✓
60521	11/20/2024	3140	SECURITAS SECURITY SERVICES USA, INC.		12,867.40 ✓
60522	11/20/2024	3083	SPROUTS & FRIENDS, INC.	*See Detail Report	1,350.00 ✓
60523	11/20/2024	3167	STAPLES ADVANTAGE		198.71 ✓
60524	11/20/2024	2106	STERLING NORTH AMERICA INC.		8,422.00 ✓

# SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 14: CD - GENERAL - 11/2024 For Dates 11/20/2024 - 11/20/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
60525	11/20/2024	3072	The Athletic		423.06 ✓
60526	11/20/2024	1525	THE WHALING MUSEUM	240233	100.00 ✓
60527	11/20/2024	2940	THERESA'S PROGRAMS LLC	*See Detail Report	790.00 ✓
60528	11/20/2024	1162	UNIQUE MANAGEMENT SVCS.		7.95 ✓
60529	11/20/2024	3068	VILLAGE POWER TOOLS		182.43 ✓
60530	11/20/2024	2232	W.B. MASON CO INC		795.40 ✓
60531	11/20/2024	1059	WALDNER'S	240081	12,510.96 ✓
60532	11/20/2024	3151	WELLNESS MATTERS MSM LLC	240221	250.00 ✓
60533	11/20/2024	2613	TAMI WOOD	*See Detail Report	765.00 ✓
60534	11/20/2024	2270	ZONES	240170	3,103.73 ✓
Number of Transactions: 95				Warrant Total:	602,582.59
				Vendor Portion:	602,582.59

\*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

## Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 95 in number, in the total amount of \$ 602,582.59. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10/13/24  
Date

[Signature]  
Treasurer

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 602,582.59. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/12/24  
Date

[Signature]  
Library Director

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

November 20, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: October 10, 2024

Gross Total: \$124,015.86

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

Pat Dillon \_\_\_\_\_  
President, Board of trustees

Stella Fox \_\_\_\_\_  
Vice President, Board of trustees

Stu Horowitz \_\_\_\_\_  
Financial Chairperson

## SOUTH HUNTINGTON LIBRARY

Payroll Transactions - After Checks Posted

10/10/2024 - 10/10/2024

**Payroll Transaction Totals**

Gross Wages	124,015.86
Non Cash Earnings	0.00
Reimbursed Expenses	0.00
FICA Wages	113,676.96
FICA Withholding - Employee *	7,047.98
FICA Withholding - Employer *	7,047.98
Medicare Wages	113,676.96
Medicare Withholding - Employee *	1,648.33
Excess Medicare Wages	0.00
Excess Medicare Withholdings	0.00
Medicare Withholding - Employer *	1,648.33
Federal Wages	107,709.74
Federal Withholding *	10,743.08
State Wages	109,317.18
State Withholding **	4,925.45
City Wages	0.00
City Withholding ***	0.00
Annuities	4,630.31 Pre-Tax
Flexible Spending	10,338.90 Pre-Tax
Retirement	1,607.44 Pre-Tax
Roth 403(b) Annuity	0.00
Roth 457(b) Annuity	0.00
All Other Deductions	487.02
Net Pay	82,587.35

**Payment Distribution Methods**

Normal Distributed Amount	3,827.89
Direct Deposit Amount	78,759.46
Direct Deposit Entries	60

**Tax Deposit Information**

Federal Tax Deposit *	28,135.70
State Tax Deposit **	4,925.45
City Tax Deposit - New York City ***	0.00
City Tax Deposit - Yonkers ***	0.00

**Document Types On This Journal**

Regular Checks	63
Manual / Hand Drawn Checks	0
Payroll Earning Transfers	0
Voided Checks	0

**Employee Types On This Journal**

Employee Count	63
Active Payroll Employees	63
Inactive Payroll Employees	0



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

November 20, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: October 24, 2024

Gross Total: \$139,363.33

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

Pat Dillon \_\_\_\_\_  
President, Board of trustees

Stella Fox \_\_\_\_\_  
Vice President, Board of trustees

Stu Horowitz \_\_\_\_\_  
Financial Chairperson

## SOUTH HUNTINGTON LIBRARY

Payroll Transactions - After Checks Posted

10/24/2024 - 10/24/2024

Payroll Transaction TotalsPayment Distribution Methods

Gross Wages	139,363.33
Non Cash Earnings	0.00
Reimbursed Expenses	0.00
FICA Wages	124,024.78
FICA Withholding - Employee *	7,689.51
FICA Withholding - Employer *	7,689.51
Medicare Wages	124,024.78
Medicare Withholding - Employee *	1,798.40
Excess Medicare Wages	0.00
Excess Medicare Withholdings	0.00
Medicare Withholding - Employer *	1,798.40
Federal Wages	117,427.16
Federal Withholding *	12,412.35
State Wages	119,084.37
State Withholding **	5,496.60
City Wages	0.00
City Withholding ***	0.00
Annuities	5,223.54 Pre-Tax
Flexible Spending	15,338.55 Pre-Tax
Retirement	1,657.21 Pre-Tax
Roth 403(b) Annuity	0.00
Roth 457(b) Annuity	0.00
All Other Deductions	524.52
Net Pay	89,222.65

Normal Distributed Amount	4,512.38
Direct Deposit Amount	84,710.27
Direct Deposit Entries	60

Tax Deposit Information

Federal Tax Deposit *	31,388.17
State Tax Deposit **	5,496.60
City Tax Deposit - New York City ***	0.00
City Tax Deposit - Yonkers ***	0.00

Document Types On This Journal

Regular Checks	63
Manual / Hand Drawn Checks	0
Payroll Earning Transfers	0
Voided Checks	0

Employee Types On This Journal

Employee Count	63
Active Payroll Employees	63
Inactive Payroll Employees	0

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

November 20, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #7 Fund TA - October 10, 2024 Schedule of Bills

Check #7871 - 7872

Wires #994406 - 994409

Total warrant: \$48,030.36

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

Pat Dillon \_\_\_\_\_  
President, Board of trustees

Stella Fox \_\_\_\_\_  
Vice President, Board of trustees

Stuart Horowitz \_\_\_\_\_  
Financial Chairperson

# SOUTH HUNTINGTON LIBRARY

Check Warrant Report For TA - 8: CD - Trust & Agency 10/10/24 #6296 For Dates 10/10/2024 - 10/10/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7871	10/10/2024	127	NYS EMPLOYEES HEALTH INSURANCE		10,288.90 ✓
7872	10/10/2024	242	SHPL - GENERAL FUND		50.00 ✓
994406	10/10/2024	198	NEWPORT TRUST CO. FBO #22258#		1,742.67 ✓
994407	10/10/2024	371	NYS INCOME TAX		4,925.45 ✓
994408	10/10/2024	909	INTERNAL REVENUE SERVICE		28,135.70 ✓
994409	10/10/2024	1345	NEW YORK STATE DEFERRED COMP		2,887.64 ✓
Number of Transactions: 6					
Warrant Total:					48,030.36
Vendor Portion:					48,030.36

## Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 6 in number, in the total amount of \$ 48,030.36. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10/13/24

Date

Treasurer

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 48,030.36. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10/10/24

Date

Library Director

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

November 20, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #15 Fund L - October 24, 2024 Schedule of Bills

Checks #7873 - 7876

Wires #994410 - 994415

Total warrant: \$61,723.05

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

Pat Dillon \_\_\_\_\_  
President, Board of trustees

Stella Fox \_\_\_\_\_  
Vice President, Board of trustees

Stuart Horowitz \_\_\_\_\_  
Financial Chairperson

# SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 15: CD - Trust & Agency 10/24/24 #6297 For Dates 10/1/2024 - 10/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7873	10/22/2024	1338	AMERIFLEX - LIB CONTRIB		12,480.00 ✓
7874	10/22/2024	1267	AMERIFLEX, LLC.		1,001.67 ✓
7875	10/22/2024	3116	METLIFE SMALL BUSINESS CENTER		1,806.88 ✓
7876	10/22/2024	242	SHPL - GENERAL FUND		50.00 ✓
994410	10/22/2024	198	NEWPORT TRUST CO. FBO #22258#		1,874.88 ✓
994411	10/22/2024	202	NYS & LOCAL RETIREMENT SYSTEM		4,238.69 ✓
994412	10/22/2024	371	NYS INCOME TAX		5,496.60 ✓
994413	10/22/2024	909	INTERNAL REVENUE SERVICE		31,388.17 ✓
994414	10/22/2024	1345	NEW YORK STATE DEFERRED COMP		3,348.66 ✓
994415	10/22/2024	1934	AFLAC		37.50 ✓
Number of Transactions: 10				Warrant Total:	61,723.05
				Vendor Portion:	61,723.05

## Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 10 in number, in the total amount of \$ 61,723.05. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10/13/24  
Date

[Signature]  
Treasurer

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 1723.05. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10/22/24  
Date

[Signature]  
Library Director

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

November 20, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #2 Fund H - November 20, 2024 Schedule of Bills

Checks #10027 - 10028

Total warrant: \$6,303.64

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

Pat Dillon \_\_\_\_\_  
President, Board of trustees

Stella Fox \_\_\_\_\_  
Vice President, Board of trustees

Stuart Horowitz \_\_\_\_\_  
Financial Chairperson

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For H - 2: CD - RESERVE - 11/2024 For Dates 11/1/2024 - 11/30/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
10027	11/12/2024	230	BEATTY HARVEY COCO, LLP.		542.94
10028	11/12/2024	1585	SUNBELT RENTALS	240199	5,760.70
Number of Transactions: 2				Warrant Total:	6,303.64
				Vendor Portion:	6,303.64

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$ 6303.64. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10/13/24 \_\_\_\_\_  
Date Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 6303.64. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/12/24 \_\_\_\_\_  
Date Library Director



American Express Monthly Statement - October 2024 purchases			
Name	Item(s) Purchased	Purchase \$	Account
Janet Schere	FEDCO Seeds	-41.00	L7430.442-16
	FEDCO Seeds	-17.75	L7430.442-16
	Dunkin Donuts - Adult Programing	82.45	L7430.442-11
	Google (shpl.info e-mail service)	603.26	L7430.431
Nick Tanzi	NoviSign Ltd. - Library Signage (Recurring payment)	20.00	L7430.200
	Best Buy - Children's Video Games	239.96	L7420.415-12
	Bambu Labs - 3D Printing Materials	254.03	L7430.430-22
	NoviSign Ltd. - Library Signage (Recurring payment)	10.00	L7430.200
	Zoom.US (Teleconferencing)	111.96	L7430.431
	Adobe - Non-Circ Software	108.61	L7420.429
	Best Buy - Children's Video Games	49.99	L7420.415-12
	Best Buy - Children's Video Games	149.97	L7420.415-12
	Adobe - Non-Circ Software	108.61	L7420.429
	Adobe - Non-Circ Software	-108.61	L7420.429
	Prininterior - 3D Printing Recycling Bin	114.99	L7430.430-21
	Bambu Labs - 3D Printing Materials	385.90	L7430.430-22
	Bambu Labs - 3D Printing Materials	-254.03	L7430.430-22
	NoviSign Ltd. - Library Signage (Recurring payment)	10.00	L7430.200
	Matterport - Virtual Tour Fee (Recurring payment)	13.02	L7420.429
	NoviSign Ltd. - Library Signage (Recurring payment)	20.00	L7430.200
	<b>Total</b>	<b>1861.36</b>	
Amazon Capital Services Statement - 09/20/24-10/19/24			
Account	Description	Purchase \$	
L7420.410-11	ADULT BOOKS	\$158.69	
L7420.410-12	CHILDRENS BOOKS	\$243.30	
L7420.411-11	DVD - ADULT	\$19.95	
L7420.415-11	COMPUTER SOFTWARE - CIRC - ADULT	\$406.97	
L7420.415.12	COMPUTER SOFTWARE - CIRC - CHILDREN	\$334.82	
L7430.200	EQUIPMENT	\$397.34	
L7430.430-22	SUPPLIES - LIBRARY	\$74.00	
L7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	\$310.29	
L7430.442-13	COMMUNITY ACTIVITIES-YA PROGRAMS	\$57.14	
L7440.451	CUSTODIAL SUPPLIES	\$128.68	
L7440.452-71	BUILDING MAINTENANCE & REPAIR	\$49.22	
	<b>Total</b>	<b>\$2,180.40</b>	

		<b>SOUTH HUNTINGTON LIBRARY</b>	
<b>Cash Receipt Schedule Report For L - 3: CR - DAILY FINES - 10/2024</b>			
<b>Account</b>	<b>Account Description</b>	<b>Sum of DEBITS</b>	<b>Sum of CREDITS</b>
L 200	CHECKING - VALLEY NATIONAL BANK	1,041.11	0.00
L 2082.2	LOST LIBRARY MATERIALS	0.00	51.13
L 2082.4	COPY MACHINES	0.00	224.97
L 2082.42	PRINT VEND MACHINES	0.00	374.01
L 2082.52	IWIN - DVDs	0.00	10.00
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	51.40
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	14.60
L 2770.8	MISC. INCOME - PASSPORTS	0.00	315.00
	<b>Fund L Totals:</b>	<b>1,041.11</b>	<b>1,041.11</b>
		<b>SOUTH HUNTINGTON LIBRARY</b>	
<b>Cash Receipt Schedule Report For L - 8: CR - GENERAL - 10/2024</b>			
<b>Account</b>	<b>Account Description</b>	<b>Sum of DEBITS</b>	<b>Sum of CREDITS</b>
L 200	CHECKING - VALLEY NATIONAL BANK	11,257.59	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	788.49	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	73.60	0.00
L 211	MM - FLUSHING BANK	1,575,862.82	0.00
L 1001	REAL PROPERTY TAXES	0.00	1,563,028.50
L 2082.2	LOST LIBRARY MATERIALS	0.00	260.87
L 2082.42	PRINT VEND MACHINES	0.00	170.88
L 2082.6	COMPUTER PAPER/DISCS	0.00	8.00
L 2401.204	INTEREST - MM- VALLEY NAT'L BANK	0.00	788.49
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	0.00	682.36
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	0.00	73.60
L 2401.211	INTEREST - MM FLUSHING BANK	0.00	12,834.32
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	10.00
L 2770.2	MISC. INCOME - EAR BUD SALES	0.00	1.00
L 2770.5	MISC. INCOME - HOTSPOT FINES	0.00	15.00
L 2770.6	MISC. INCOME .	0.00	2,699.96
L 2770.8	MISC. INCOME - PASSPORTS	0.00	245.00
L 7430.432	SCLS SERVICES / CIRCULATION CONTROL	0.00	271.82
L 7430.433	POSTAGE	0.00	136.45
L 7430.434	PUBLICITY-PRINTING/NEWSLETTER	0.00	603.25
L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	0.00	6,053.00
L 9000.906-0	HEALTH INSURANCE	0.00	100.00
	<b>Fund L Totals:</b>	<b>1,587,982.50</b>	<b>1,587,982.50</b>

**SOUTH HUNTINGTON PUBLIC LIBRARY**  
**REVENUE BUDGET STATUS**  
**PERIOD COVERED: July 1, 2023 -October 31, 2024**

ACCOUNT	BUDGET	REVENUE EARNED	EST. REVENUE BASED ON 4 MONTHS	VARIANCE		UNEARNED REVENUE YTD.
				FAVORABLE (UNFAVORABLE)		
				\$	%	
REAL PROPERTY TAXES	\$6,252,114.00	3,126,057.00	2,084,038.00	1,042,019.00	50.00	3,126,057.00
BOOK FINES	\$0.00	0.00	0.00	0.00	#DIV/0!	0.00
LOST LIBRARY MATERIALS	\$2,500.00	1,209.16	833.33	375.83	45.10	1,290.84
COPY MACHINES	\$3,000.00	870.07	1,000.00	(129.93)	-12.99	2,129.93
PRINT VEND MACHINES	\$9,000.00	2,213.14	3,000.00	(786.86)	-26.23	6,786.86
DVD FINES	\$0.00	0.00	0.00	0.00	#DIV/0!	0.00
IWIN - DVDs	\$0.00	129.00	0.00	129.00	#DIV/0!	(129.00)
COMPUTER PAPER/DISCS	\$1,000.00	32.85	333.33	(300.48)	-90.15	967.15
LAPTOP FINES	0.00	25.45	0.00	25.45	-25.45	(25.45)
LATE FINES - MUSEUM PASSES	\$0.00	20.00	0.00	20.00	#DIV/0!	(20.00)
INTEREST - MM- VALLEY NAT'L BANK	\$9,000.00	3,664.74	3,000.00	664.74	22.16	5,335.26
INTEREST - CKING - VALLEY NAT'L BANK	\$5,000.00	2,621.73	1,666.67	955.06	57.30	2,378.27
INTEREST - PAYROLL- VALLEY NAT'L BANK	\$1,000.00	522.36	333.33	189.03	56.71	477.64
INTEREST - MM FLUSHING BANK	\$60,000.00	46,183.99	20,000.00	26,183.99	130.92	13,816.01
SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	\$0.00	63.40	0.00	63.40	#DIV/0!	(63.40)
MISC. INCOME - EAR BUD SALES	\$0.00	0.00	0.00	0.00	#DIV/0!	0.00
MISC. INCOME - FAX CHARGES	\$0.00	64.65	0.00	64.65	#DIV/0!	(64.65)
MISC. INCOME - HOTSPOT FINES	\$0.00	20.00	0.00	20.00	#DIV/0!	(20.00)
MISC. INCOME	\$2,000.00	2,999.96	666.67	2,333.29	349.99	(999.96)
MISC. INCOME - PASSPORTS	\$13,000.00	3,395.00	4,333.33	(938.33)	-21.65	9,605.00
STATE INCENTIVE AID	\$20,000.00	10,929.00	6,666.67	4,262.33	63.94	9,071.00
APPROPRIATED FUND BALANCE	\$175,000.00	0.00	58,333.33	(58,333.33)	-100.00	175,000.00
TOTALS	\$6,552,614.00	3,201,021.50	2,184,204.67	1,016,816.83	46.55	3,351,592.50

# SOUTH HUNTINGTON LIBRARY

Revenue Status Report By Function From 7/1/2024 To 10/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<a href="#">L 1001</a>	REAL PROPERTY TAXES	6,252,114.00	0.00	6,252,114.00	3,126,057.00	3,126,057.00
<a href="#">L 2082.2</a>	LOST LIBRARY MATERIALS	2,500.00	0.00	2,500.00	1,209.16	1,290.84
<a href="#">L 2082.4</a>	COPY MACHINES	3,000.00	0.00	3,000.00	870.07	2,129.93
<a href="#">L 2082.42</a>	PRINT VEND MACHINES	9,000.00	0.00	9,000.00	2,213.14	6,786.86
<a href="#">L 2082.52</a>	IWIN - DVDs	0.00	0.00	0.00	129.00	-129.00
<a href="#">L 2082.6</a>	COMPUTER PAPER/DISCS	1,000.00	0.00	1,000.00	32.85	967.15
<a href="#">L 2082.7</a>	LAPTOP FINES	0.00	0.00	0.00	25.45	-25.45
<a href="#">L 2082.9</a>	LATE FINES - MUSEUM PASSES	0.00	0.00	0.00	20.00	-20.00
<a href="#">L 2401.204</a>	INTEREST - MM- VALLEY NAT'L BANK	9,000.00	0.00	9,000.00	3,664.74	5,335.26
<a href="#">L 2401.206</a>	INTEREST - CKING - VALLEY NAT'L BANK	5,000.00	0.00	5,000.00	2,621.73	2,378.27
<a href="#">L 2401.207</a>	INTEREST - PAYROLL- VALLEY NAT'L BANK	1,000.00	0.00	1,000.00	522.36	477.64
<a href="#">L 2401.211</a>	INTEREST - MM FLUSHING BANK	60,000.00	0.00	60,000.00	46,183.99	13,816.01
<a href="#">L 2670</a>	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	0.00	0.00	63.40	-63.40
<a href="#">L 2770.2</a>	MISC. INCOME - EAR BUD SALES	0.00	0.00	0.00	1.00	-1.00
<a href="#">L 2770.4</a>	MISC. INCOME - FAX CHARGES	0.00	0.00	0.00	64.65	-64.65
<a href="#">L 2770.5</a>	MISC. INCOME - HOTSPOT FINES	0.00	0.00	0.00	35.00	-35.00
<a href="#">L 2770.6</a>	MISC. INCOME	2,000.00	0.00	2,000.00	2,999.96	-999.96
<a href="#">L 2770.8</a>	MISC. INCOME - PASSPORTS	13,000.00	0.00	13,000.00	3,395.00	9,605.00
<a href="#">L 3840</a>	STATE INCENTIVE AID	20,000.00	0.00	20,000.00	10,929.00	9,071.00
<a href="#">L 3841</a>	APPROPRIATED FUND BALANCE	175,000.00	0.00	175,000.00	0.00	175,000.00
<b>L Totals:</b>		<b>6,552,614.00</b>	<b>0.00</b>	<b>6,552,614.00</b>	<b>3,201,037.50</b>	<b>3,351,576.50</b>
<b>Grand Totals:</b>		<b>6,552,614.00</b>	<b>0.00</b>	<b>6,552,614.00</b>	<b>3,201,037.50</b>	<b>3,351,576.50</b>

**SOUTH HUNTINGTON PUBLIC LIBRARY**  
**ACTUAL BUDGET EXPENDITURES / ESTIMATE**  
**PERIOD COVERED: July 1, 2024 -October 31, 2024**

11/6/2024 2:39 PM

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 4 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
SALARIES-PROF. FT & PT	\$1,993,395.60	689,472.22		689,472.22	690,021.55	549.33	0.08	\$1,303,923.38
SALARIES-PROF. FT	\$1,546,095.24	539,051.33	0.00	539,051.33	535,186.81	(3,864.52)	(0.72)	\$1,007,043.91
SALARIES - PROF. PT	\$447,300.36	150,420.89	0.00	150,420.89	154,834.74	4,413.85	2.85	\$296,879.47
SALARIES-CLERICAL FT & PT	\$697,459.42	244,417.48		244,417.48	241,428.26	(2,989.22)	(1.24)	\$453,041.94
SALARIES-CLERICAL FT	\$497,224.09	174,977.68	0.00	174,977.68	172,116.03	(2,861.65)	(1.66)	\$322,246.41
SALARIES-CLERICAL PT	\$200,235.33	69,439.80	0.00	69,439.80	69,312.23	(127.57)	(0.18)	\$130,795.53
SALARIES-PAGE	\$99,886.34	31,113.09	0.00	31,113.09	34,576.04	3,462.95	10.02	\$68,773.25
SALARIES-CUSTODIAL FT & PT	\$334,281.61	118,337.16		118,337.16	115,712.87	(2,624.29)	(2.27)	\$215,944.45
SALARIES-CUSTODIAL FT	\$281,123.93	98,968.68	0.00	98,968.68	97,312.13	(1,656.55)	(1.70)	\$182,155.25
SALARIES-CUSTODIAL PT	\$53,157.68	19,368.48	0.00	19,368.48	18,400.74	(967.74)	(5.26)	\$33,789.20
SALARIES-SUNDAY-PROF.	\$61,408.02	10,476.93	0.00	10,476.93	11,617.73	1,140.80	9.82	\$50,931.09
SALARIES-SUNDAY-CLERICAL	\$28,142.82	3,058.72	0.00	3,058.72	5,324.32	2,265.60	42.55	\$25,084.10
SALARIES-SUNDAY-PAGE	\$9,984.00	1,488.00	0.00	1,488.00	1,888.86	400.86	21.22	\$8,496.00
SALARIES-SUNDAY-CUSTODIAL	\$38,089.19	4,306.02	0.00	4,306.02	7,206.06	2,900.04	40.24	\$33,783.17
TEMPORARY SUMMER HELP	\$13,120.00	10,828.85	0.00	10,828.85	23,616.00	12,787.15	54.15	\$2,291.15
	\$3,275,767.00	\$1,113,498.47	\$0.00	\$1,113,498.47	\$1,131,391.70	\$17,893.23	171.32	\$2,162,268.53
ADULT BOOKS	\$100,000.00	17,347.29	0.00	17,347.29	33,333.33	15,986.04	47.96	\$82,652.71
CHILDRENS BOOKS	\$75,000.00	12,769.33	0.00	12,769.33	25,000.00	12,230.67	48.92	\$62,230.67
YOUNG ADULT BOOKS	\$10,000.00	1,453.28	0.00	1,453.28	3,333.33	1,880.05	56.40	\$8,546.72
REFERENCE - ELECTRONIC	\$50,000.00	21,238.00	0.00	21,238.00	16,666.67	(4,571.33)	(27.43)	\$28,762.00
AUDIO BOOKS - ADULT	\$1,000.00	492.49	0.00	492.49	333.33	(159.16)	(47.75)	\$507.51
AUDIO BOOKS - CHILDREN	\$2,000.00	0.00	0.00	0.00	666.67	666.67	100.00	\$2,000.00
DIGITAL SUBSCRIPTIONS	\$220,500.00	90,966.47	0.00	90,966.47	73,500.00	(17,466.47)	(23.76)	\$129,533.53
MUSEUM PASSES	\$22,000.00	2,345.00	0.00	2,345.00	7,333.33	4,988.33	68.02	\$19,655.00
DVD - ADULT	\$18,000.00	4,980.90	0.00	4,980.90	6,000.00	1,019.10	16.99	\$13,019.10
DVD - CHILDREN	\$5,000.00	1,108.17	0.00	1,108.17	1,666.67	558.50	33.51	\$3,891.83
MUSIC CD'S - ADULT	\$2,000.00	693.24	0.00	693.24	666.67	(26.57)	(3.99)	\$1,306.76
MUSIC CD'S - CHILDREN	\$500.00	59.94	0.00	59.94	166.67	106.73	64.04	\$440.06
PERIODICALS - ADULTS	\$10,500.00	763.44	0.00	763.44	3,500.00	2,736.56	78.19	\$9,736.56
PERIODICALS - CHILDREN	\$1,000.00	0.00	0.00	0.00	333.33	333.33	100.00	\$1,000.00
PERIODICALS - YA	\$400.00	0.00	0.00	0.00	133.33	133.33	100.00	\$400.00
PERIODICALS - NEWSPAPERS	\$4,600.00	1,597.05	0.00	1,597.05	1,533.33	(63.72)	(4.16)	\$3,002.95
COMPUTER SOFTWARE-CIRC.-ADULTS	\$2,500.00	785.81	0.00	785.81	833.33	47.52	5.70	\$1,714.19
COMPUTER SOFTWARE-CIRC.-CHILDREI	\$4,000.00	1,457.24	0.00	1,457.24	1,333.33	(123.91)	(9.29)	\$2,542.76
MATERIALS PROCESSING	\$20,000.00	5,594.02	0.00	5,594.02	6,666.67	1,072.65	16.09	\$14,405.98
COMPUTER SOFTWARE - NON-CIRC.	\$55,000.00	7,625.95	0.00	7,625.95	18,333.33	10,707.38	58.40	\$47,374.05
	\$604,000.00	171,277.62	0.00	171,277.62	201,333.33	30,055.71	14.93	\$432,722.38
EQUIPMENT	\$54,000.00	10,009.77	5,546.92	15,556.69	18,000.00	2,443.31	13.57	\$38,443.31
EQUIPMENT - LIBRARY OF THINGS	\$1,000.00	0.00	0.00	0.00	333.33	333.33	100.00	\$1,000.00
EQUIPMENT MAINTENANCE	\$10,000.00	1,723.49	3,103.73	4,827.22	3,333.33	(1,493.89)	(44.82)	\$5,172.78

**SOUTH HUNTINGTON PUBLIC LIBRARY**  
**ACTUAL BUDGET EXPENDITURES / ESTIMATE**  
**PERIOD COVERED: July 1, 2024 -October 31, 2024**

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DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 4 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
FURNITURE & FIXTURES	\$30,000.00	0.00	12,510.96	12,510.96	10,000.00	(2,510.96)	(25.11)	\$17,489.04
SUPPLIES - OFFICE	\$30,000.00	3,943.00	1,053.77	4,996.77	10,000.00	5,003.23	50.03	\$25,003.23
SUPPLIES - LIBRARY	\$30,000.00	7,221.48	179.50	7,400.98	10,000.00	2,599.02	25.99	\$22,599.02
TELECOMMUNICATIONS	\$40,000.00	25,168.53	0.00	25,168.53	13,333.33	(11,835.20)	(88.76)	\$14,831.47
SCLS SERVICES / CIRCULATION CONTR	\$95,000.00	6,869.75	0.00	6,869.75	31,666.67	24,796.92	78.31	\$88,130.25
POSTAGE	\$30,000.00	3,178.65	9.92	3,188.57	10,000.00	6,811.43	68.11	\$26,811.43
PUBLICITY-PRINTING/NEWSLETTER	\$110,000.00	18,022.43	0.00	18,022.43	36,666.67	18,644.24	50.85	\$91,977.57
CONTINUING ED/MILEAGE REIMB/STAFF	\$30,000.00	22,692.54	0.00	22,692.54	10,000.00	(12,692.54)	(126.93)	\$7,307.46
CONTINUING ED/MILEAGE REIMB/BOA	\$5,000.00	3,656.71	0.00	3,656.71	1,666.67	(1,990.04)	(119.40)	\$1,343.29
LIBRARY VEHICLE	\$1,000.00	230.82	0.00	230.82	333.33	102.51	30.75	\$769.18
PROFESSIONAL FEES - AUDITOR	\$15,000.00	1,750.00	3,000.00	4,750.00	5,000.00	250.00	5.00	\$10,250.00
PROFESSIONAL FEES - LEGAL	\$12,000.00	442.00	0.00	442.00	4,000.00	3,558.00	88.95	\$11,558.00
PROFESSIONAL FEES - TREASURER	\$7,000.00	1,640.00	3,280.00	4,920.00	2,333.33	(2,586.67)	(110.86)	\$2,080.00
PROF. FEES- ART & MUSIC	\$9,500.00	0.00	3,350.00	3,350.00	3,166.67	(183.33)	(5.79)	\$6,150.00
PROF. FEES - MISC. CONSULTANTS	\$3,000.00	426.50	0.00	426.50	1,000.00	573.50	57.35	\$2,573.50
PROFESSIONAL FEES - SECURITY SERV	\$140,000.00	30,649.65	0.00	30,649.65	46,666.67	16,017.02	34.32	\$109,350.35
MEMBERSHIP DUES	\$6,000.00	1,105.00	0.00	1,105.00	2,000.00	895.00	44.75	\$4,895.00
OFFICE EQUIPMENT - COPIER RENTAL	\$5,000.00	659.93	3,662.80	4,322.73	1,666.67	(2,656.06)	(159.36)	\$677.27
OFFICE EQUIPMENT - SERVICE CONTRA	\$10,000.00	8,713.32	0.00	8,713.32	3,333.33	(5,379.99)	(161.40)	\$1,286.68
OFFICE EQUIPMENT - REPAIR/MAINTEN/	\$250.00	0.00	0.00	0.00	83.33	83.33	100.00	\$250.00
MISC. EXPENSES	\$1,000.00	354.05	0.00	354.05	333.33	(20.72)	(6.22)	\$645.95
COST OF VOTE	\$3,000.00	0.00	0.00	0.00	1,000.00	1,000.00	100.00	\$3,000.00
COMMUNITY ACTIVITIES-ADULT PROGR/	\$68,000.00	21,228.17	780.00	22,008.17	22,666.67	658.50	2.91	\$45,991.83
COMMUNITY ACTIVITIES-CHILDRENS PR	\$75,000.00	16,910.81	10,888.85	27,799.66	25,000.00	(2,799.66)	(11.20)	\$47,200.34
COMMUNITY ACTIVITIES - CHILDRENS - REA	\$1,000.00	33.99	0.00	33.99	333.33	299.34	89.80	\$966.01
COMMUNITY ACTIVITY-CHILDRENS FAMI	\$3,500.00	18.22	725.00	743.22	1,166.67	423.45	36.30	\$2,756.78
COMMUNITY ACTIVITIES-YA PROGRAMS	\$15,000.00	5,022.00	2,065.00	7,087.00	5,000.00	(2,087.00)	(41.74)	\$7,913.00
COMMUNITY ACTIVITIES-OUTREACH PR/	\$5,000.00	976.47	776.69	1,753.16	1,666.67	(86.49)	(5.19)	\$3,246.84
COMMUNITY ACTIVITIES - MUSIC/RECIT/	\$8,500.00	1,000.00	0.00	1,000.00	2,833.33	1,833.33	64.71	\$7,500.00
CREDIT MERCHANT FEES	\$4,000.00	1,072.55	0.00	1,072.55	1,333.33	260.78	19.56	\$2,927.45
	\$857,750.00	194,719.83	50,933.14	245,652.97	285,916.67	40,263.70	14.08	\$612,097.03
UTILITIES - ELECTRIC	\$145,000.00	73,365.71	0.00	73,365.71	48,333.33	(25,032.38)	(51.79)	\$71,634.29
UTILITIES - WATER	\$5,000.00	1,057.18	0.00	1,057.18	1,666.67	609.49	36.57	\$3,942.82
UTILITIES - GAS	\$20,000.00	739.59	0.00	739.59	6,666.67	5,927.08	88.91	\$19,260.41
CUSTODIAL SUPPLIES	\$15,000.00	3,369.58	0.00	3,369.58	5,000.00	1,630.42	32.61	\$11,630.42
BUILDING EQUIPMENT & REPAIR	\$8,000.00	965.40	0.00	965.40	2,666.67	1,701.27	63.80	\$7,034.60
BUILDING MAINTENANCE & REPAIR	\$45,000.00	7,257.06	0.00	7,257.06	15,000.00	7,742.94	51.62	\$37,742.94
BUILDING SERVICE CONTRACTS	\$40,000.00	18,159.48	18,875.00	37,034.48	13,333.33	(23,701.15)	(177.76)	\$2,965.52
INSURANCE	\$58,000.00	14,267.11	0.00	14,267.11	19,333.33	5,066.22	26.20	\$43,732.89
GROUNDS MAINTENANCE	\$30,000.00	4,722.23	0.00	4,722.23	10,000.00	5,277.77	52.78	\$25,277.77
	\$366,000.00	123,903.34	18,875.00	142,778.34	122,000.00	(20,778.34)	(17.03)	\$223,221.66

**SOUTH HUNTINGTON PUBLIC LIBRARY**  
**ACTUAL BUDGET EXPENDITURES / ESTIMATE**  
**PERIOD COVERED: July 1, 2024 -October 31, 2024**

11/6/2024 2:39 PM

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 4 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
NYS RETIREMENT SYSTEM	\$420,000.00	0.00	0.00	0.00	140,000.00	140,000.00	100.00	\$420,000.00
FICA EXPENSE	\$250,597.00	70,322.72	0.00	70,322.72	86,745.12	16,422.40	18.93	\$180,274.28
WORKERS' COMPENSATION	\$25,000.00	1,384.65	0.00	1,384.65	8,333.33	6,948.68	83.38	\$23,615.35
DISABILITY INSURANCE	\$4,000.00	581.70	0.00	581.70	1,333.33	751.63	56.37	\$3,418.30
LONG-TERM DISABILITY INS.	\$8,500.00	3,038.84	0.00	3,038.84	2,833.33	(205.51)	(7.25)	\$5,461.16
UNEMPLOYMENT INSURANCE	\$1,000.00	0.00	0.00	0.00	333.33	333.33	100.00	\$1,000.00
HEALTH INSURANCE	\$685,000.00	205,224.00	0.00	205,224.00	228,333.33	23,109.33	10.12	\$479,776.00
MEDICARE REIMBURSEMENT	\$55,000.00	0.00	0.00	0.00	18,333.33	18,333.33	100.00	\$55,000.00
	\$1,449,097.00	280,551.91	0.00	280,551.91	486,245.12	205,693.21	42.30	\$1,168,545.09
TOTAL	6,552,614.00	1,883,951.17	69,808.14	1,953,759.31	2,226,886.81	273,127.50	12.26	\$4,598,854.69

# SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2024 To 10/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<a href="#">L 7410.141-01</a>	SALARIES-PROF. FT	1,546,095.24	0.00	1,546,095.24	539,051.33	0.00	1,007,043.91
<a href="#">L 7410.141-01-P</a>	SALARIES - PROF. PT	447,300.36	0.00	447,300.36	150,420.89	0.00	296,879.47
<a href="#">L 7410.142-02</a>	SALARIES-CLERICAL FT	497,224.09	0.00	497,224.09	174,977.68	0.00	322,246.41
<a href="#">L 7410.142-02-P</a>	SALARIES-CLERICAL PT	200,235.33	0.00	200,235.33	69,439.80	0.00	130,795.53
<a href="#">L 7410.142-03</a>	SALARIES-PAGE	99,886.34	0.00	99,886.34	31,113.09	0.00	68,773.25
<a href="#">L 7410.142-04</a>	SALARIES-CUSTODIAL FT	281,123.93	0.00	281,123.93	98,968.68	0.00	182,155.25
<a href="#">L 7410.142-04-P</a>	SALARIES-CUSTODIAL PT	53,157.68	0.00	53,157.68	19,368.48	0.00	33,789.20
<a href="#">L 7410.143-01</a>	SALARIES-SUNDAY-PROF.	61,408.02	0.00	61,408.02	10,476.93	0.00	50,931.09
<a href="#">L 7410.143-02</a>	SALARIES-SUNDAY-CLERICAL	28,142.82	0.00	28,142.82	3,058.72	0.00	25,084.10
<a href="#">L 7410.143-03</a>	SALARIES-SUNDAY-PAGE	9,984.00	0.00	9,984.00	1,488.00	0.00	8,496.00
<a href="#">L 7410.143-04</a>	SALARIES-SUNDAY-CUSTODIAL	38,089.19	0.00	38,089.19	4,306.02	0.00	33,783.17
<a href="#">L 7410.143-05</a>	TEMPORARY SUMMER HELP	13,120.00	0.00	13,120.00	10,828.85	0.00	2,291.15
<b>7410</b>	<b>*</b>	<b>3,275,767.00</b>	<b>0.00</b>	<b>3,275,767.00</b>	<b>1,113,498.47</b>	<b>0.00</b>	<b>2,162,268.53</b>
<a href="#">L 7420.410-11</a>	ADULT BOOKS	100,000.00	0.00	100,000.00	17,347.29	0.00	82,652.71
<a href="#">L 7420.410-12</a>	CHILDRENS BOOKS	75,000.00	0.00	75,000.00	12,769.33	0.00	62,230.67
<a href="#">L 7420.410-13</a>	YOUNG ADULT BOOKS	10,000.00	0.00	10,000.00	1,453.28	0.00	8,546.72
<a href="#">L 7420.410-14-2</a>	REFERENCE - ELECTRONIC	50,000.00	0.00	50,000.00	21,238.00	0.00	28,762.00
<a href="#">L 7420.410-15</a>	AUDIO BOOKS - ADULT	1,000.00	0.00	1,000.00	492.49	0.00	507.51
<a href="#">L 7420.410-15-C</a>	AUDIO BOOKS - CHILDREN	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<a href="#">L 7420.410-16-S</a>	DIGITAL SUBSCRIPTIONS	220,500.00	0.00	220,500.00	90,966.47	0.00	129,533.53
<a href="#">L 7420.410-17</a>	MUSEUM PASSES	22,000.00	0.00	22,000.00	2,345.00	0.00	19,655.00
<a href="#">L 7420.411-11</a>	DVD - ADULT	18,000.00	0.00	18,000.00	4,980.90	0.00	13,019.10
<a href="#">L 7420.411-12</a>	DVD - CHILDREN	5,000.00	0.00	5,000.00	1,108.17	0.00	3,891.83
<a href="#">L 7420.412-11</a>	MUSIC CD'S - ADULT	2,000.00	0.00	2,000.00	693.24	0.00	1,306.76
<a href="#">L 7420.412-12</a>	MUSIC CD'S - CHILDREN	500.00	0.00	500.00	59.94	0.00	440.06
<a href="#">L 7420.413-11</a>	PERIODICALS - ADULTS	10,500.00	0.00	10,500.00	763.44	0.00	9,736.56
<a href="#">L 7420.413-12</a>	PERIODICALS - CHILDREN	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<a href="#">L 7420.413-13</a>	PERIODICALS - YA	400.00	0.00	400.00	0.00	0.00	400.00
<a href="#">L 7420.413-17</a>	PERIODICALS - NEWSPAPERS	4,600.00	0.00	4,600.00	1,597.05	0.00	3,002.95
<a href="#">L 7420.415-11</a>	COMPUTER SOFTWARE-CIRC.-ADULTS	2,500.00	0.00	2,500.00	785.81	0.00	1,714.19
<a href="#">L 7420.415-12</a>	COMPUTER SOFTWARE-CIRC.-CHILDREN	4,000.00	0.00	4,000.00	1,457.24	0.00	2,542.76
<a href="#">L 7420.419</a>	MATERIALS PROCESSING	20,000.00	0.00	20,000.00	5,594.02	0.00	14,405.98
<a href="#">L 7420.429</a>	COMPUTER SOFTWARE - NON-CIRC.	55,000.00	0.00	55,000.00	7,625.95	0.00	47,374.05



# SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2024 To 10/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<b>7420</b>	*	<b>604,000.00</b>	<b>0.00</b>	<b>604,000.00</b>	<b>171,277.62</b>	<b>0.00</b>	<b>432,722.38</b>
<a href="#">L 7430.200</a>	EQUIPMENT	54,000.00	0.00	54,000.00	10,009.77	5,546.92	38,443.31
<a href="#">L 7430.200-1</a>	EQUIPMENT - LIBRARY OF THINGS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<a href="#">L 7430.200-5</a>	EQUIPMENT MAINTENANCE	10,000.00	0.00	10,000.00	1,723.49	3,103.73	5,172.78
<a href="#">L 7430.201</a>	FURNITURE & FIXTURES	30,000.00	0.00	30,000.00	0.00	12,510.96	17,489.04
<a href="#">L 7430.430-21</a>	SUPPLIES - OFFICE	30,000.00	0.00	30,000.00	3,943.00	1,053.77	25,003.23
<a href="#">L 7430.430-22</a>	SUPPLIES - LIBRARY	30,000.00	0.00	30,000.00	7,221.48	179.50	22,599.02
<a href="#">L 7430.431</a>	TELECOMMUNICATIONS	40,000.00	0.00	40,000.00	25,168.53	0.00	14,831.47
<a href="#">L 7430.432</a>	SCLS SERVICES / CIRCULATION CONTROL	95,000.00	0.00	95,000.00	6,869.75	0.00	88,130.25
<a href="#">L 7430.433</a>	POSTAGE	30,000.00	0.00	30,000.00	3,178.65	9.92	26,811.43
<a href="#">L 7430.434</a>	PUBLICITY-PRINTING/NEWSLETTER	110,000.00	0.00	110,000.00	18,022.43	0.00	91,977.57
<a href="#">L 7430.435-31</a>	CONTINUING ED/MILEAGE REIMB/STAFF	30,000.00	0.00	30,000.00	22,692.54	0.00	7,307.46
<a href="#">L 7430.435-32</a>	CONTINUING ED/MILEAGE REIMB/BOA	5,000.00	0.00	5,000.00	3,656.71	0.00	1,343.29
<a href="#">L 7430.435-33</a>	LIBRARY VEHICLE	1,000.00	0.00	1,000.00	230.82	0.00	769.18
<a href="#">L 7430.437-41</a>	PROFESSIONAL FEES - AUDITOR	15,000.00	0.00	15,000.00	1,750.00	3,000.00	10,250.00
<a href="#">L 7430.437-42</a>	PROFESSIONAL FEES - LEGAL	12,000.00	0.00	12,000.00	442.00	0.00	11,558.00
<a href="#">L 7430.437-44</a>	PROFESSIONAL FEES - TREASURER	7,000.00	0.00	7,000.00	1,640.00	3,280.00	2,080.00
<a href="#">L 7430.437-45</a>	PROF. FEES- ART & MUSIC	9,500.00	0.00	9,500.00	0.00	3,350.00	6,150.00
<a href="#">L 7430.437-46</a>	PROF. FEES - MISC. CONSULTANTS	3,000.00	0.00	3,000.00	426.50	0.00	2,573.50
<a href="#">L 7430.437-47</a>	PROFESSIONAL FEES - SECURITY SERVICES	140,000.00	0.00	140,000.00	30,649.65	0.00	109,350.35
<a href="#">L 7430.438</a>	MEMBERSHIP DUES	6,000.00	0.00	6,000.00	1,105.00	0.00	4,895.00
<a href="#">L 7430.439-51</a>	OFFICE EQUIPMENT - COPIER RENTAL	5,000.00	0.00	5,000.00	659.93	3,662.80	677.27
<a href="#">L 7430.439-52</a>	OFFICE EQUIPMENT - SERVICE CONTRACTS	10,000.00	0.00	10,000.00	8,713.32	0.00	1,286.68
<a href="#">L 7430.439-53</a>	OFFICE EQUIPMENT - REPAIR/MAINTENANCE	250.00	0.00	250.00	0.00	0.00	250.00
<a href="#">L 7430.440</a>	MISC. EXPENSES	1,000.00	0.00	1,000.00	354.05	0.00	645.95
<a href="#">L 7430.441</a>	COST OF VOTE	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<a href="#">L 7430.442-11</a>	COMMUNITYACTIVITIES-ADULT PROGRAMS	68,000.00	0.00	68,000.00	21,228.17	780.00	45,991.83
<a href="#">L 7430.442-12</a>	COMMUNITYACTIVITIES-CHILDRENS PROGRAMS	75,000.00	0.00	75,000.00	16,910.81	10,888.85	47,200.34
<a href="#">L 7430.442-12-F</a>	COMMUNITYACTIVITY-CHILDRENS FAMILY PGM	3,500.00	0.00	3,500.00	18.22	725.00	2,756.78

# SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2024 To 10/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<a href="#">L 7430.442-12--S</a>	COMMUNITY ACTIVITIES - CHILDRENS - READING CLUB	1,000.00	0.00	1,000.00	33.99	0.00	966.01
<a href="#">L 7430.442-13</a>	COMMUNITY ACTIVITIES-YA PROGRAMS	15,000.00	0.00	15,000.00	5,022.00	2,065.00	7,913.00
<a href="#">L 7430.442-14</a>	COMMUNITY ACTIVITIES - MUSIC/RECITALS	8,500.00	0.00	8,500.00	1,000.00	0.00	7,500.00
<a href="#">L 7430.442-15</a>	CREDIT MERCHANT FEES	4,000.00	0.00	4,000.00	1,072.55	0.00	2,927.45
<a href="#">L 7430.442-16</a>	COMMUNITY ACTIVITIES-OUTREACH PROGRAMS	5,000.00	0.00	5,000.00	976.47	776.69	3,246.84
<b>7430</b>	<b>*</b>	<b>857,750.00</b>	<b>0.00</b>	<b>857,750.00</b>	<b>194,719.83</b>	<b>50,933.14</b>	<b>612,097.03</b>
<a href="#">L 7440.450-61</a>	UTILITIES - ELECTRIC	145,000.00	0.00	145,000.00	73,365.71	0.00	71,634.29
<a href="#">L 7440.450-62</a>	UTILITIES - WATER	5,000.00	0.00	5,000.00	1,057.18	0.00	3,942.82
<a href="#">L 7440.450-63</a>	UTILITIES - GAS	20,000.00	0.00	20,000.00	739.59	0.00	19,260.41
<a href="#">L 7440.451</a>	CUSTODIAL SUPPLIES	15,000.00	0.00	15,000.00	3,369.58	0.00	11,630.42
<a href="#">L 7440.452-70</a>	BUILDING EQUIPMENT & REPAIR	8,000.00	0.00	8,000.00	965.40	0.00	7,034.60
<a href="#">L 7440.452-71</a>	BUILDING MAINTENANCE & REPAIR	45,000.00	0.00	45,000.00	7,257.06	0.00	37,742.94
<a href="#">L 7440.452-73</a>	BUILDING SERVICE CONTRACTS	40,000.00	0.00	40,000.00	18,159.48	18,875.00	2,965.52
<a href="#">L 7440.454</a>	INSURANCE	58,000.00	0.00	58,000.00	14,267.11	0.00	43,732.89
<a href="#">L 7440.469-81</a>	GROUNDS MAINTENANCE	30,000.00	0.00	30,000.00	4,722.23	0.00	25,277.77
<b>7440</b>	<b>*</b>	<b>366,000.00</b>	<b>0.00</b>	<b>366,000.00</b>	<b>123,903.34</b>	<b>18,875.00</b>	<b>223,221.66</b>
<b>74</b>	<b>**</b>	<b>5,103,517.00</b>	<b>0.00</b>	<b>5,103,517.00</b>	<b>1,603,399.26</b>	<b>69,808.14</b>	<b>3,430,309.60</b>
<b>7</b>	<b>***</b>	<b>5,103,517.00</b>	<b>0.00</b>	<b>5,103,517.00</b>	<b>1,603,399.26</b>	<b>69,808.14</b>	<b>3,430,309.60</b>
<a href="#">L 9000.901-0</a>	NYS RETIREMENT SYSTEM	420,000.00	0.00	420,000.00	0.00	0.00	420,000.00
<a href="#">L 9000.903-0</a>	FICA EXPENSE	250,597.00	0.00	250,597.00	70,322.72	0.00	180,274.28
<a href="#">L 9000.904-0</a>	WORKERS' COMPENSATION	25,000.00	0.00	25,000.00	1,384.65	0.00	23,615.35
<a href="#">L 9000.905-5</a>	DISABILITY INSURANCE	4,000.00	0.00	4,000.00	581.70	0.00	3,418.30
<a href="#">L 9000.905-6</a>	LONG-TERM DISABILITY INS.	8,500.00	0.00	8,500.00	3,038.84	0.00	5,461.16
<a href="#">L 9000.905-7</a>	UNEMPLOYMENT INSURANCE	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<a href="#">L 9000.906-0</a>	HEALTH INSURANCE	685,000.00	0.00	685,000.00	205,224.00	0.00	479,776.00
<a href="#">L 9000.906-1</a>	MEDICARE REIMBURSEMENT	55,000.00	0.00	55,000.00	0.00	0.00	55,000.00
<b>9000</b>	<b>*</b>	<b>1,449,097.00</b>	<b>0.00</b>	<b>1,449,097.00</b>	<b>280,551.91</b>	<b>0.00</b>	<b>1,168,545.09</b>
<b>90</b>	<b>**</b>	<b>1,449,097.00</b>	<b>0.00</b>	<b>1,449,097.00</b>	<b>280,551.91</b>	<b>0.00</b>	<b>1,168,545.09</b>
<b>9</b>	<b>***</b>	<b>1,449,097.00</b>	<b>0.00</b>	<b>1,449,097.00</b>	<b>280,551.91</b>	<b>0.00</b>	<b>1,168,545.09</b>
<b>Fund LTotals:</b>		<b>6,552,614.00</b>	<b>0.00</b>	<b>6,552,614.00</b>	<b>1,883,951.17</b>	<b>69,808.14</b>	<b>4,598,854.69</b>
<b>Grand Totals:</b>		<b>6,552,614.00</b>	<b>0.00</b>	<b>6,552,614.00</b>	<b>1,883,951.17</b>	<b>69,808.14</b>	<b>4,598,854.69</b>

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2024 - 10/31/2024



Account	Description	Debits	Credits
L 200	CHECKING - VALLEY NATIONAL BANK	94,513.36	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	32,095.06	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	16,653.20	0.00
L 210	PETTY CASH	710.00	0.00
L 211	MM - FLUSHING BANK	4,034,911.56	0.00
L 391	DUE FROM OTHER FUNDS	17,672.99	0.00
L 510	ESTIMATED REVENUE	6,552,614.00	0.00
L 521	ENCUMBRANCES	69,808.14	0.00
L 522	EXPENDITURES	1,883,951.17	0.00
L 821	RESERVE FOR ENCUMBRANCES	0.00	69,808.14
L 902	RESERVE FOR ACCRUED SICK/VACATION	0.00	623,476.61
L 909	FUND BALANCE, UNRESERVED	0.00	2,255,993.23
L 960	APPROPRIATIONS	0.00	6,552,614.00
L 980	REVENUES	0.00	3,201,037.50
L Fund Totals:		12,702,929.48	12,702,929.48
Grand Totals:		12,702,929.48	12,702,929.48

SOUTH HUNTINGTON LIBRARY

Revenue Status Report By Function From 7/1/2024 To 10/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<a href="#">H 2401</a>	INTEREST	0.00	0.00	0.00	35,223.81	-35,223.81
H Totals:		0.00	0.00	0.00	35,223.81	-35,223.81
Grand Totals:		0.00	0.00	0.00	35,223.81	-35,223.81

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2024 - 10/31/2024



Account	Description	Debits	Credits
H 200	VALLEY RESERVE CHECKING ACCT	183,354.98	0.00
H 210	FLUSHING M/M	1,813,362.37	0.00
H 521	ENCUMBRANCES	5,760.70	0.00
H 522	EXPENDITURES	190,000.81	0.00
H 599	APPROPRIATED FUND BALANCE	2,076,330.01	0.00
H 821	RESERVE FOR ENCUMBRANCES	0.00	5,760.70
H 909	FUND BALANCE, UNRESERVED	0.00	2,151,494.35
H 960	APPROPRIATIONS	0.00	2,076,330.01
H 980	REVENUES	0.00	35,223.81
H Fund Totals:		4,268,808.87	4,268,808.87
Grand Totals:		4,268,808.87	4,268,808.87

# SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2024 To 10/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<a href="#">H 7430.200-1</a>	EMERGENCY REPAIR/REPLACEMENT	995,302.91	0.00	995,302.91	0.00	0.00	995,302.91
<a href="#">H 7430.200-5</a>	HVAC REPLACEMENT - 2022/2023 (BHC PROJECT# 10183)	859,517.80	0.00	859,517.80	190,000.81	5,760.70	663,756.29
<a href="#">H 7430.200-6</a>	CAPITAL IMPROVEMENT FEASIBILITY STUDY	18,055.26	0.00	18,055.26	0.00	0.00	18,055.26
<a href="#">H 7430.200-7</a>	EV CHARGING STATIONS	124,350.00	0.00	124,350.00	0.00	0.00	124,350.00
<a href="#">H 7430.220</a>	COMPUTER/TELECOMM/EQUIPMENT	79,104.04	0.00	79,104.04	0.00	0.00	79,104.04
<b>7430</b>	<b>*</b>	<b>2,076,330.01</b>	<b>0.00</b>	<b>2,076,330.01</b>	<b>190,000.81</b>	<b>5,760.70</b>	<b>1,880,568.50</b>
<b>74</b>	<b>**</b>	<b>2,076,330.01</b>	<b>0.00</b>	<b>2,076,330.01</b>	<b>190,000.81</b>	<b>5,760.70</b>	<b>1,880,568.50</b>
<b>7</b>	<b>***</b>	<b>2,076,330.01</b>	<b>0.00</b>	<b>2,076,330.01</b>	<b>190,000.81</b>	<b>5,760.70</b>	<b>1,880,568.50</b>
	<b>Fund HTotals:</b>	<b>2,076,330.01</b>	<b>0.00</b>	<b>2,076,330.01</b>	<b>190,000.81</b>	<b>5,760.70</b>	<b>1,880,568.50</b>
<b>Grand Totals:</b>		<b>2,076,330.01</b>	<b>0.00</b>	<b>2,076,330.01</b>	<b>190,000.81</b>	<b>5,760.70</b>	<b>1,880,568.50</b>

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2024 - 10/31/2024



Account	Description	Debits	Credits
TA 200	T/A CHECKING - VALLEY NAT'L BANK	18,123.58	0.00
TA 456	INTEREST	0.00	450.59
TA 630	DUE TO/FROM OTHER FUNDS	0.00	17,672.99
TA Fund Totals:		18,123.58	18,123.58
Grand Totals:		18,123.58	18,123.58

## Investment Report

### General Fund

#### Flushing Bank

The current balance in this account is \$4,034,911.56 and the account is earning interest at 4.71%.

### Capital Reserve Fund

#### Capital Reserve Projects

#### Flushing Bank

The money market account balance of \$1,813,362.37 is earning interest at 4.71%.

11/05/2024



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

TO: Board of Trustees

FROM: Stuart Horowitz  
2024/25 Finance Chairperson

DATE: November 20, 2024

RE: Monthly check review

I have reviewed a copy of the following cancelled checks, compared them to the original warrants and have found the vendor's name, check amount, endorsements and supporting documentation to be in order:

Check #	Date	Vendor Name	Check Amount
60176	8/08/2024	Create Programs	\$650.00
10026	9/06/2024	Tedco Group	\$190,000.81
60266	9/18/2024	Aboffs	\$319.76
60286	9/18/2024	Eastern Suffolk BOCES	\$2,661.75
60290	9/18/2024	Formlabs, Inc.	\$5,022.90
60300	9/18/2024	Ingram Library Services	\$630.44
60311	9/18/2024	Long Island Waste Services	\$212.00
60330	9/18/2024	Securitas Security Services, USA	\$9,473.10
60333	9/18/2024	Sterling North America	\$8,422.00
60335	9/18/2024	Thermal Solutions	\$5,125.00

## Resignations

Name	Title	Hours / Week	Salary	Step	Effective Date
Taylor Mankowski	PT Librarian I	14.5/week	32.26/hr	1	11/6/2024

## Retirements

Name	Title	Hours / Week	Salary	Step	Effective Date
Anna Collins	PT Library Clerk	19.25	\$28.92/hr	24	12/31/2024
Karen DiBiase	FT Library Clerk	35	\$55,455.54	23	12/28/2024
Pamela Giglio	FT Library Clerk	35	\$61,861.78	30+	12/28/2024
Martha Kahn	PT Librarian I	35	\$91,329.10	20	12/28/2024

## Medical Leave of Absence

Name	Title	Hours / Week	Salary	Step	Effective Date
Jamie Gholson	Principal Office Assistant	35/week	\$71,503.55	17	12/15/24-03/7/25

October 9, 2024

Dear Janet,

I interviewed at Deer Park Public Library for a full-time position recently. They did offer me the job and I have accepted. This is my four weeks' notice, making my last day November 6, 2024.

I have enjoyed my time at South Huntington. I appreciate the opportunities for growth and development you have provided during my tenure, and I would love to take the opportunity to return in the future should it arise. Thank you for your support.

Sincerely,

A handwritten signature in black ink, appearing to read 'Taylor Mankowski', with a horizontal line extending to the right.

Taylor Mankowski (she/her)  
taylormankowski@yahoo.com  
631-434-5065

February 7, 2024

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

Dear Mrs. Scherer,

This is to inform you that I will be retiring from the South Huntington Public Library on December 31, 2024 to take advantage of the early retirement option.

I have enjoyed working with the community and wonderful staff over many years.

It's been a pleasure.

Sincerely,

A handwritten signature in cursive script that reads "Anna Collins".

Anna Collins

February 1, 2024

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

Dear Janet Scherer and South Huntington Public Library Board of Trustees,

I am submitting this letter as notification of my upcoming retirement. My last day at South Huntington Public Library will be Friday, December 27, 2024.

I am grateful for the opportunity to spend over 25 years working here. It's been a pleasure to watch the library evolve over this time, moving locations, adding programs, and enhancing our services. I enjoyed building relationships with our longstanding patrons and will miss helping the members of our community each day.

Thank you for the incentive package offered; I will work with our Human Resources liaison on the benefit details of retirement. Until my last day, I will be fully engaged and happy to assist with the transition as we approach the end of the year. I am very appreciative of my tenure at South Huntington Public Library and wish you all continued success.

Sincerely.



Karen DiBiase

26 Court Drive  
Huntington Station, NY 11746  
631-271-8530

February 5, 2024

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

Dear South Huntington Public Library Board of Trustees:

I am writing this letter to formally announce my upcoming retirement from the South Huntington Public Library, effective **Friday, December 27, 2024**. It is with mixed emotions that I share this news, as I reflect on the incredible 38 years I have spent as a dedicated member of the library community.

Having started my journey with the library in 1986, I have witnessed and been part of the significant transformations that the institution has undergone. From the transition of buildings, relocating from Melville Road to Pidgeon Hill Road, to embracing the digital age with the shift from offline to online services, the library has consistently remained ahead of the curve in providing cutting-edge facilities and resources.

Being associated with the library has been a source of immense pride for me, and it has become an integral part of my identity. The library has not only been a workplace but has also evolved into a second home for both myself and my family. Over the years, my three children and one grandchild have grown up within the comforting walls of the library, making it a cherished part of our lives.

As I retire at the age of 70, I am filled with gratitude for the support and encouragement I have received from both the library board and my colleagues. I would like to express my sincere appreciation for the incentive package provided, which further affirms the library's commitment to recognizing and valuing its dedicated staff.

I leave the library with a deep sense of accomplishment, knowing that I have been a part of an institution that has not only grown and adapted to the changing times but has also remained a pillar of the community. Thank you once again for the privilege of being a part of this remarkable institution. I look forward to witnessing the continued success and growth of the South Huntington Public Library from the sidelines.

Sincerely,



Pamela Giglio  
3 Brompton Place  
Huntington Station, NY 11746

CC: Janet Scherer, Library Director

February 5, 2024

Dear Mrs. Scherer and the SHPL Board of Trustees:

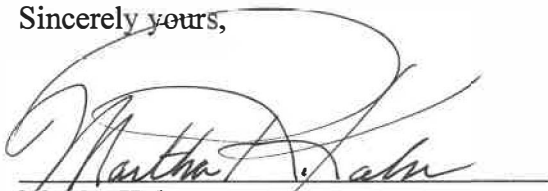
I would like to inform you that I will be retiring as of December 27, 2024.

I have truly enjoyed working for South Huntington Public Library, and I sincerely appreciate the support provided to me during the last 22 years as part of the library staff. I will miss you, the patrons of the library, and my coworkers when my retirement day comes.

Please let me know what I can do to help with the transition of my work to other employees. I will work with you to make this as smooth as possible.

I wish you, the library, and my fellow employees much success in the coming years.

Sincerely yours,



Martha Kahn

October 25, 2024

Dear South Huntington Public Library Board of Trustees,

I'm writing to request a 12-week maternity leave under FMLA. I plan to work until Friday, December 13, 2024, and I anticipate returning back to work on Monday, March 10, 2025.

Thank you in advance for allowing me to take this time away to recover from childbirth and spend time caring for my new baby. I have worked with Janet, Nick and Doreen on delegating my daily responsibilities while I'm gone. Please let me know if there is anything more I can do to make the transition easier. If I need to be contacted during my maternity leave, I can be reached at 631-678-3266 or [jkgholson1417@gmail.com](mailto:jkgholson1417@gmail.com).

Kindest regards,



Jamie Gholson



### Friends Book Sale

Our annual Fall Book Sale took place on Saturday, November 2nd and Sunday, November 3rd. Members of the Friends of the Library volunteered their time to set up the sale on Friday and, along with the Teen Advisory Board members, ran the sale on the weekend. All proceeds benefit the Friends who report a profit \$864.55 for the sale.

### Veteran's Concert

Our annual Veterans Day concert took place on Saturday, November 2nd. As always, it was huge success. Our community never tires of hearing the wonderful music made popular during the Big Band era and our veterans appreciate the recognition.

### Retirement Party

Our staff get together will take place on Sunday, December 8th at 5:30 p.m. Staff has chosen Ruvo in Greenlawn, NY for this special celebration.

### Building Projects

EV Charging Stations – We have received our building permit and anticipate receiving a start date shortly.

HVAC – Work continues on this project. Rooftop units are scheduled for installation the week of November 18<sup>th</sup>. Then there will be some electrical and piping work to be done. Looking forward to the project wrapping up.

### Trustee Trainings

There are two opportunities for trainings coming up in the near future. First, on Wednesday, December 11<sup>th</sup>, here at SHPL, Kevin Verbesey will be doing a zone training concentrating on advocacy. Second, on Wednesday, January 8<sup>th</sup> at 7:00 p.m. at SCLS, there will be a speaker discussing the *Analytic Techniques to Maximize Circulation*.

### Shredding Day

Our Shredding Day went especially well this year, eliciting many compliments from the community on both the orderly management of the car line and the service itself. We had approximately 325 cars come through the parking lot.

### Meetings

October 1	Tuesday	10:00 a.m.	SLI PR & Marketing Committee
October 2	Wednesday	11:00 a.m.	Employee Evaluation
October 4	Friday	2:00 p.m.	Employee Evaluation
October 7	Monday	2:00 p.m.	Employee Evaluation
October 8	Tuesday	1:30 p.m.	Department Head Meeting
October 10	Thursday	2:00 p.m.	Friends of the Library Meeting
October 11	Friday	10:00 a.m.	Employee Evaluation
October 15	Tuesday	10:00 a.m.	LILRC Board Meeting
October 16	Wednesday	9:00 a.m.	Staff Meeting

October 24	Thursday	10:00 a.m.	SLI Advisory Board Meeting
October 25	Friday	9:30 a.m.	Huntington Director Zone Meeting
October 29	Tuesday	10:00 a.m.	LILRC Strategic Planning Committee
October 29	Tuesday	2:00 p.m.	SHPL Strategic Planning Meeting
October 30	Wednesday	9:00 a.m.	SHPL Librarian-in-Charge Meeting
October 30	Wednesday	10:00 a.m.	Employee Evaluation

**Important Dates**

Retirement Party – Sunday, December 8 @ 5:30 p.m., Ruvo Restaurant

Trustee Training – Wednesday, December 11 @ 6:30 p.m., SHPL

Board of Trustee Meeting – Wednesday, December 18, 7:00 p.m.

### Civil Service

With a number of upcoming retirements, I have been working with Suffolk County Civil Service (SCCS) as we work through our staffing needs. When a long-held position becomes vacant, Civil Service requires an updated duties statement, outlining the work that will be performed. When an existing employee takes on new duties that would change the nature of their work, Civil Service may require that position be reclassified. Finally, if the library has need of certain work to be performed, but does not have that job title available at our organization, SCCS requires that we apply for and receive approval for the creation of a new position.

At present, I am working with our assigned analyst at SCCS to communicate the library's needs, determine the appropriate course of action, and then file the necessary paperwork. The majority of this work should all be completed in the coming months.

### LILRC Annual Conference

As a member of the Long Island Library Resource Council's (LILRC's) annual conference planning committee, I am happy to report the event was a success! The 2024 Future of Libraries Conference had the highest in-person attendance in recent history (2020's event took place via Zoom). Attendee feedback was overwhelmingly positive, with praise for both the speakers and the venue.

	Registrations	Attendance (checked in)
2018	105	97
2019	133	105
*2020	173	114
2021	114	99
2022	94	84
2023	133	117
2024	146	133

Later this month, I will attend a post-conference wrap up meeting with LILRC staff and fellow committee members.

### Meetings — October

Tuesday, October 8	1:30 p.m.	Department Head Meeting
Wednesday, October 16	9:00 a.m.	Staff Meeting/Fire Drill
Wednesday, October 16	7:00 p.m.	Library Board of Trustees Meeting
Friday, October 18	All day	LILRC Future of Libraries Conference
Thursday, October 24	4:00 p.m.	SHUFSD New Teacher Reception
Thursday, October 24	6:00 p.m.	Suffolk County Library Association Annual Meeting
Friday, October 25	10:00 a.m.	NYLA Annual Conference: Session planning meeting

Friday, October 25	2:30 p.m.	Meet w/ Joe Price (EPIC Insurance)
Tuesday, October 29	2:00 p.m.	Long Range Planning Meeting
Wednesday, October 29	9:00 a.m.	Librarian-in-Charge Meeting
Thursday, October 30	12:00 p.m.	Annual employee evaluation

## Building & Grounds Report

*Prepared by Ray Capone*

1. We received the new chairs for Reference Department and the Conference Room. We have two spare chairs for when larger meetings occur in the Conference Room.
2. Aside from replacing and repurposing the old chairs, the remaining balance were donated to the Elwood Library, and to a local chapter of the nonprofit Civil Air Patrol.
3. The construction company added extra steel beams to the structure supporting the HVAC units on the roof. While the area was clear, we took the opportunity to apply a coat of paint on the beams, since we are ordinarily unable to get to them with the units in place.
4. We replaced 3 sprinkler heads this month: two in zone 8 and one in zone 3. The system was also shut down and winterized.
5. I had the elevator company come in this month and do our quarterly maintenance prior to Election Day, when we experience high foot traffic and elevator usage.
6. The water supply to the boiler section of the building has been restored, and is working properly. Our HVAC company has performed an inspection to confirm.
7. We have placed most of our outdoor furniture into storage for the winter. There are still some benches and tables outside for those intermittent warm days, until the end of the month.
8. We conducted a fire drill at our October staff meeting. Everything went well, and staff evacuated the building in one minute and forty-five seconds. All procedures were followed correctly.
9. The construction company had to do some core drilling from the office area down to the storage area. In preparation, we moved some books and other items out of the way, and covered the area with tarp to avoid any damage. All went well.
10. We replaced the carpet between the two front sliding doors.
11. We changed a ballast on one of the high hats in the Meeting Room.
12. One of the chairs that we bought for the tables on the Mezzanine area broke. As it was under warranty, we were able to have it repaired at no cost to the library.
14. We cleaned the staff room carpet this month with our carpet cleaning machine.
15. Shredding day went very well this year. The turnout was 327 cars, but we kept the line moving quickly and efficiently.
16. The trees on the property all got their final spray treatment for the year.

**Information**

The equipment identified is deemed obsolete and/or broken and is not worth repairing. Usable parts will be salvaged prior to recycling.

**Recommendation**

That the Board of Trustees authorizes staff to discard obsolete equipment in accordance with library policy and best practice.

REPORT | ToBeExcised

South Huntington Public Library

Asset Tag ID	Machine Name	Category	Serial No	Brand	Model	Purchase Date	Status
30652002677708		3D Printer	RazzmatazzFoal	FormLabs	Wash	03/01/2018	EOL
30652002674945		UPS	4B1711P20243	APC	BR1500G	10/01/2017	FAILED
30652002674861		UPS	4B1711P20284	APC	BR1500G	10/01/2017	FAILED
30652002674994		3D Printer	BPP-017955-062824	Ultimaker	Ultimaker 3	06/01/2019	FAILED
30652002679753		Desktop PC	MXL943634M	HP	ProDesk 400 G6 SFF	09/01/2019	EOL
30652002677880		Laptop	CND8379ZQ9	HP	Z-Book G4	08/01/2018	FAILED
30652002675207		Desktop PC	MXL943634H	HP	ProDesk 400 G6 SFF	09/01/2019	EOL
30652002679795		Desktop PC	MXL943634Q	HP	ProDesk 400 G6 SFF	09/01/2019	EOL

28 old office chairs: maintenance dept.

## **Proposed 2025 SCLS Budget**

### **Information**

Attached is the final proposed 2025 SCLS operational budget and download costs. The budget calls for a 1.5% increase in member support. Due to the formula that SCLS uses to determine member support, a combination of a population and annual expenditures, our fee for 2025 will increase by 2.26%. Our total cost for 2025 will be \$60,939.00, an increase of \$1,347.00 over last year.

SCLS annually requests additional funding from the member libraries for Overdrive, our countywide eBook collection and is billed separately as an SCLS pass-through cost. It has been determined, according to usage, that the funding will increase 6%. The usage for the service in the last twelve months has increased by 8.13%. Based on the formula used to calculate our cost, South Huntington will see an increase of 8%. Our total cost for 2025 will be \$168,758.00, an increase of \$12,105.00 over last year.

A draft of the 2025 SCLS Budget is attached with additional details. There are changes from the draft presented in the October SCLS minutes which are explained in the budget cover sheet provided. Each library board casts one vote for the budget.

### **Recommendation**

That the Board of Trustees approves the SCLS proposed budget for 2025.



627 NORTH SUNRISE SERVICE ROAD, P.O. BOX 9000, BELLPORT, NY 11713-9000  
TEL: 631-286-1600 ■ FAX: 631-286-1647

November 4, 2024

To: Member Library Directors;  
Boards of Trustees  
From: Kevin Verbesey  
Re: **SCLS Proposed FY 2025 Budget**

Enclosed with this memo is the **Proposed SCLS FY 2025 Operating Budget** for your review and consideration.

At its meeting on November 4, 2024 the SCLS Board of Trustees approved the enclosed SCLS FY 2025 Operating Budget and authorized its submission for member library approval. In order for this proposal to take effect more than 2/3 of member libraries must vote to approve the proposed budget before December 31, 2024.

Attached to this memo are the final proposed SCLS FY 2025 Budget, a final proposed Member Support Chart, and your budget ballot. **Please print the ballot out and use it to record your library vote.**

To gain a full understanding of this proposed budget, and its impact on the member libraries, we ask that you review both this packet and the previously distributed “draft” budget packet that was dated October 1, 2024.

There have been some changes made from the “draft” budget that was distributed in October. The changes are based upon additional information and feedback that we have received subsequent to the “draft” budget being developed. The reasons behind each change are listed below.

#### **Income**

- 1) A number of State Aid State categories (*N.Y. State, LSSA, Outreach, SCLS:CLA, LLSA, CLA, Dedicated Library Aid* ) have been adjusted to better reflect our anticipated aid from New York State in relation to what was actually received in 2024. SCLS runs on a January 1 fiscal year and often does not receive any aid payments from NYS until the late summer and often (like this year) does not receive final aid payments until after a subsequent year’s budget must be completed. That makes estimating revenue from NYS challenging.



- 2) *SCLS: CBA* has been integrated (by NYS) into the *SCLS: CLA line and one of the Dedicated Library Aid (Grants) has been integrated into Outreach aid.*

## **Expenditures**

- 1) SCLS has reclassified a number of employees from *Staff – P/T* to *Shipping & Maintenance* to better reflect the work that they do.
- 2) Certain Aid lines under Direct Offset (*LLSA Member Libraries, CLA/CBA Central Library, CBA Materials, and Dedicated Library Aid*) have been adjusted to offset the changes in the State Aid lines on the revenue side of the budget.
- 3) A number of lines (*Office & Lib Supplies, Telephone, Travel, Programs, Professional Development, and Water*) have been adjusted a small amount from the first draft based on newer cost estimates.
- 4) *Contract Services* has been increased from the first estimate due to costs related to lawn and sprinkler maintenance after a season where we did none of either while undergoing exterior renovations.

The bottom line after these changes have been made is that **the overall SCLS 2024 Budget is projected to increase by 1.83% (\$298,543.)** The operations side will increase by 5.14% (\$368,304) and the Direct Offset side will increase by 0.62% (\$55,239) and no fund balance transfer is planned in 2025.

**Member Support, overall, will increase 1.5% (\$35,728) in 2025.**

We are often asked why every library does not have the same percentage change in member support. Member library financial participation is determined by a formula that includes the library's service population and the library's expenditures for the prior year (2023.) If your library's disbursements (less capital expenditures and debt service – as defined in your New York State Annual Report) increased more than the County average then your contribution change will be greater than the average. The version that is enclosed with this memo is the final member support chart for 2025.

If possible, please address this issue at your next Board meeting and return the enclosed ballot to SCLS before December 31, 2024. Should you have any questions, please feel free to contact me.

Thank you for your continued support of our collaborative efforts.

## 2025 BUDGET INCOME

	2023	2024	2025	2024 to 2025	2024 to 2025
SOURCE	Budget	Budget	Proposed	\$ Change	% Change
N. Y. State	2,883,774	2,941,535	2,986,503	44,968	1.53%
Local Services Support Aid	330,753	337,368	342,800	5,432	1.61%
Outreach	235,160	239,863	268,425	28,562	11.91%
SCLS: CLA	156,407	159,535	187,575	28,040	17.58%
Misc. Grants	0	0	0	0	0.00%
Interest	5,000	65,000	100,000	35,000	53.85%
Rental	58,100	59,000	60,000	1,000	1.69%
Delivery Service	1,500	1,500	1,600	100	6.67%
Mailing Overdues	15,000	15,000	12,000	(3,000)	-20.00%
Miscellaneous	10,000	15,000	25,000	10,000	66.67%
Contributions	100	100	100	0	0.00%
Programs/Rooms	6,000	12,000	12,000	0	0.00%
Library Contract Service	162,000	162,000	315,000	153,000	94.44%
Member Library Support	2,351,617	2,375,132	2,410,860	35,728	1.50%
PALS Admin. Fee	679,331	752,949	772,423	19,474	2.59%
Sustainable Libraries Initiative	20,000	30,000	40,000	10,000	33.33%
<b>Sub-Total (Operational)</b>	<b>6,914,742</b>	<b>7,165,982</b>	<b>7,534,286</b>	<b>368,304</b>	<b>5.14%</b>
<i><b>Central Library support</b></i>					
Shared Services	12,000	53,000	53,000	0	0.00%
Homework Help	55,000	55,000	55,000	0	0.00%
<b>Sub-Total (Central Library)</b>	<b>67,000</b>	<b>108,000</b>	<b>108,000</b>	<b>0</b>	<b>0.00%</b>
<i><b>DIRECT OFFSET</b></i>					
LLSA Member Libraries	467,287	476,633	484,300	7,667	1.61%
Central Library Aid	371,799	379,235	380,825	1,590	0.42%
Suffolk E-Resources	770,040	793,141	816,935	23,794	3.00%
Coordinated Orders	1,200,000	1,300,000	1,000,000	(300,000)	-23.08%
Downloadable Media	5,531,127	5,918,306	6,273,354	355,048	6.00%
SCLS: CBA	16,500	16,830	0	(16,830)	-100.00%
Dedicated Library Aid (Grants)	31,500	32,130	16,050	(16,080)	-50.05%
Misc. Grants	0	0	0	0	0.00%
<b>Sub-Total (Direct Offset)</b>	<b>8,388,253</b>	<b>8,916,275</b>	<b>8,971,464</b>	<b>55,189</b>	<b>0.62%</b>
Transfer from Unappropriated Fund Balance	130,000	125,000	0	(125,000)	-100.00%
<b>Sub-Total (Non-Operational)</b>	<b>130,000</b>	<b>125,000</b>	<b>-</b>	<b>(125,000)</b>	<b>-100.00%</b>
<b>TOTAL INCOME</b>	<b>15,499,995</b>	<b>16,315,257</b>	<b>16,613,750</b>	<b>298,493</b>	<b>1.83%</b>

## 2025 Budget Expenditures

ACCOUNT TITLE	2023	2024	2025	2024 to 2025	2024 to 2025
	Budget	Budget	Proposed	\$ Change	% Change
<b><u>SALARIES</u></b>					
LIBRARIAN	1,492,060	1,640,159	1,656,213	16,054	0.98%
STAFF - F/T	1,069,789	1,115,073	1,234,046	118,973	10.67%
SHIPPING & MAINTENANCE	365,357	140,036	264,098	124,062	88.59%
STAFF - P/T	167,266	266,714	192,879	(73,835)	-27.68%
SUB-TOTAL (Salaries)	3,094,472	3,161,982	3,347,236	185,254	5.86%
<b><u>FIXED CHARGES &amp; FRINGE BENEFITS</u></b>					
RETIREMENT	400,000	435,000	535,000	100,000	22.99%
SOCIAL SECURITY	232,312	237,000	251,000	14,000	5.91%
WORKER'S COMPENSATION	37,500	40,000	45,000	5,000	12.50%
UNEMPLOYMENT	1,000	1,000	500	(500)	-50.00%
DISABILITY	5,000	5,500	5,500	0	0.00%
HEALTH INSURANCE	460,000	600,000	630,000	30,000	5.00%
MEDICAL INS. RETIREES	520,000	550,000	550,000	0	0.00%
DENTAL	38,000	42,000	42,000	0	0.00%
OPTICAL	4,500	6,000	5,000	(1,000)	-16.67%
FLEX PLAN	500	500	500	0	0.00%
SICK & VAC. PAYOUTS	95,000	100,000	90,000	(10,000)	-10.00%
LONG TERM CARE INSURANCE	2,000	2,000	1,500	(500)	-25.00%
INSURANCE INCENTIVE	42,000	45,000	35,000	(10,000)	-22.22%
EMPLOYEE ASSIST. PROGRAM	1,800	1,800	1,800	0	0.00%
SUB-TOTAL (Fixed & Fringe)	1,839,612	2,065,800	2,192,800	127,000	6.15%
<b><u>PROFESSIONAL FEES</u></b>	57,050	57,050	57,300	250	0.44%
SUB-TOTAL (Professional Fees)	57,050	57,050	57,300	250	0.44%
<b><u>LIBRARY MATERIALS</u></b>					
BOOKS	10,000	8,000	8,000	0	0.00%
DOWNLOADABLE MEDIA	105,000	105,000	105,000	0	0.00%
HOMEWORK HELP	306,000	306,000	332,000	26,000	8.50%
SUB-TOTAL	421,000	419,000	445,000	26,000	6.21%
<b><u>DIRECT OFFSET</u></b>					
LLSA MEMBER LIBRARIES	467,287	476,633	484,300	7,667	1.61%
CLA CBA CNTRL LIBRARY	371,799	379,235	380,825	1,590	0.42%
SUFFOLK E-RESOURCES	770,040	793,141	816,935	23,794	3.00%
COORDINATED ORDERS	1,200,000	1,300,000	1,000,000	(300,000)	-23.08%
DOWNLOADABLE MEDIA	5,531,127	5,918,306	6,273,354	355,048	6.00%
CBA MATERIALS	16,500	16,830	0	(16,830)	-100.00%
DEDICATED LIBRARY AID	31,500	32,130	16,000	(16,130)	-50.20%
MISC. GRANTS	0	0	0	0	0.00%
SUB-TOTAL	8,388,253	8,916,275	8,971,414	55,139	0.62%

## 2025 Budget Expenditures

ACCOUNT TITLE	2023	2024	2025	2024 to 2025	2024 to 2025
	Budget	Budget	Proposed	\$ Change	% Change
<b><i>OPERATIONS</i></b>					
OFFICE & LIB. SUPPLIES	40,500	40,500	41,000	500	1.23%
TELEPHONE VOICE	23,000	20,000	23,000	3,000	15.00%
ISP SERVICE	35,000	30,000	27,000	(3,000)	-10.00%
Line of Credit INTEREST	100	100	100	0	0.00%
POSTAGE & FRGHT SCLS	15,000	15,000	15,000	0	0.00%
POSTAGE OVERDUES	9,000	9,000	7,500	(1,500)	-16.67%
PUBLICITY & PRINTING	50,000	30,000	30,000	0	0.00%
TRAVEL	23,500	23,500	25,500	2,000	8.51%
LOST IN TRANSIT	10,000	8,000	7,000	(1,000)	-12.50%
OVERDUE SUPPLIES	3,500	0	0	0	0.00%
MEMBERSHIP DUES	25,000	23,000	24,000	1,000	4.35%
MAINT. - OFFICE EQUIP.	16,000	15,000	15,000	0	0.00%
COMPUTER SERVICES	261,500	263,000	283,500	20,500	7.79%
VEHICLE OPERATION	35,000	32,500	36,400	3,900	12.00%
VEHICLE MAINTENANCE	17,500	20,000	15,000	(5,000)	-25.00%
SECURITY SERVICES	21,858	22,000	22,000	0	0.00%
TRUSTEE EXPENSE	2,000	2,000	3,500	1,500	75.00%
PROGRAMS	51,300	35,000	35,000	0	0.00%
PROF. DEVELOPMENT	37,000	52,500	49,500	(3,000)	-5.71%
Misc	0	0	0	0	0.00%
<b>SUB-TOTAL</b>	<b>676,758</b>	<b>641,100</b>	<b>660,000</b>	<b>18,900</b>	<b>2.95%</b>
<b><i>BUILDING OPERATIONS</i></b>					
GAS	31,000	25,000	21,000	(4,000)	-16.00%
ELECTRICITY	47,000	38,050	35,000	(3,050)	-8.02%
WATER	1,200	1,200	2,000	800	66.67%
SUPPLIES-JANITORIAL	2,000	2,500	2,500	0	0.00%
CONTRACT SERVICES	358,800	452,800	462,000	9,200	2.03%
REPAIR - BLDG. & EQUIP.	40,000	50,000	50,000	0	0.00%
<b>SUB-TOTAL</b>	<b>480,000</b>	<b>569,550</b>	<b>572,500</b>	<b>2,950</b>	<b>0.52%</b>
<b><i>INSURANCE</i></b>	<b>77,850</b>	<b>104,500</b>	<b>87,500</b>	<b>(17,000)</b>	<b>-16.27%</b>
<b><i>EQUIPMENT - NON CAPITAL</i></b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0.00%</b>
<b><i>EQUIPMENT - CAPITAL</i></b>	<b>45,000</b>	<b>35,000</b>	<b>35,000</b>	<b>0</b>	<b>0.00%</b>
<b><i>EQUIPMENT - VEHICLES</i></b>	<b>65,000</b>	<b>65,000</b>	<b>65,000</b>	<b>0</b>	<b>0.00%</b>
<b><i>FACILITY RENOVATIONS</i></b>	<b>350,000</b>	<b>275,000</b>	<b>175,000</b>	<b>(100,000)</b>	<b>-36.36%</b>
<b>SUB-TOTAL</b>	<b>542,850</b>	<b>484,500</b>	<b>367,500</b>	<b>(117,000)</b>	<b>-24.15%</b>
<b>TOTAL EXPENDITURES</b>	<b>15,499,995</b>	<b>16,315,257</b>	<b>16,613,750</b>	<b>298,493</b>	<b>1.83%</b>

<b>Proposed 2025 MEMBER LIBRARY SUPPORT @ 1.50% (OVERALL INCREASE)</b>				
<b>BASED ON ANNUAL REPORT FINANCIALS: 2023</b>				
	<b>ACT 2024 ML SUPP</b>	<b>PROP 2025 ML SUPP</b>	<b>\$ Change PROP 2025 FROM 2024 ACT</b>	<b>% Change PROP 2025 FROM 2024 ACT</b>
AMAGANSETT	11,280	11,450	170	1.51%
AMITYVILLE	34,939	35,850	911	2.61%
BABYLON	19,254	19,570	316	1.64%
BAYPORT-BLUE POINT	25,853	26,626	773	2.99%
BAY SHORE-BRIGHTWATERS	44,201	44,932	731	1.65%
BRENTWOOD	111,626	114,091	2,465	2.21%
BROOKHAVEN	11,567	12,098	531	4.59%
CENTER MORICHES	41,770	42,494	724	1.73%
CENTRAL ISLIP	50,480	51,510	1,030	2.04%
COLD SPRING HARBOR	18,928	19,242	314	1.66%
COMMACK	31,703	32,234	531	1.67%
COMSEWOGUE	63,321	65,310	1,989	3.14%
CONNETQUOT	62,972	62,790	(182)	-0.29%
COPIAGUE	43,696	44,569	873	2.00%
CUTCHOGUE-NEW SUFFOLK	11,462	12,122	660	5.76%
DEER PARK	35,386	35,668	282	0.80%
EAST HAMPTON	33,268	34,535	1,267	3.81%
EAST ISLIP	38,651	39,165	514	1.33%
ELWOOD	19,477	19,282	(195)	-1.00%
EMMA S CLARK	66,752	69,252	2,500	3.75%
FLOYD MEMORIAL	11,280	11,450	170	1.51%
HALF HOLLOW HILLS	74,630	77,485	2,855	3.83%
HAMPTON BAYS	26,050	25,555	(495)	-1.90%
HAMPTON	11,280	11,450	170	1.51%
HARBORFIELDS	37,247	37,822	575	1.54%
HAUPPAUGE	23,058	23,785	727	3.15%
HUNTINGTON	69,302	69,285	(17)	-0.02%
ISLIP	33,549	34,104	555	1.65%
JOHN JERMAIN	16,771	18,724	1,953	11.65%
LINDENHURST	51,702	53,542	1,840	3.56%
LONGWOOD	87,046	90,699	3,653	4.20%
MASTICS-MORICHES-SHIRLEY	78,750	78,333	(417)	-0.53%
MATTITUCK	11,841	11,450	(391)	-3.30%
MIDDLE COUNTRY	125,339	124,526	(813)	-0.65%
MONTAUK	11,280	11,450	170	1.51%
NORTH BABYLON	38,599	38,665	66	0.17%
NORTH SHORE	42,650	43,611	961	2.25%
NORTHPORT-EAST NORTHPORT	77,243	75,931	(1,312)	-1.70%
PATCHOGUE-MEDFORD	87,374	86,454	(920)	-1.05%
PORT JEFFERSON	33,707	34,549	842	2.50%
QUOGUE	11,280	11,450	170	1.51%
RIVERHEAD	52,189	52,655	466	0.89%
ROGERS MEMORIAL	36,846	37,664	818	2.22%
SACHEM	118,460	120,503	2,043	1.72%
SAYVILLE	31,248	31,552	304	0.97%
SHELTER ISLAND	11,280	11,450	170	1.51%
SMITHTOWN	163,088	163,702	614	0.38%
SOUTH COUNTRY	30,153	29,677	(476)	-1.58%
SOUTH HUNTINGTON	59,592	60,939	1,347	2.26%
SOUTHOLD	11,280	11,450	170	1.51%
WEST BABYLON	39,844	39,864	20	0.05%
WEST ISLIP	40,459	41,256	797	1.97%
WESTHAMPTON	26,133	27,127	994	3.80%
WYANDANCH	17,996	19,911	1,915	10.64%
<b>TOTALS:</b>	<b>2,375,132</b>	<b>2,410,860</b>	<b>35,728</b>	<b>1.50%</b>



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TEL: 631-286-1600 ■ FAX: 631-286-1647

November 4, 2024

To: Member Library Directors & Boards of Trustees  
From: Kevin Verbesey  
Re: **Proposed Live-brary.com Downloads Costs for 2025**

Attached please find the breakdown of the proposed cost model for the Live-brary.com Downloads for 2025.

In 2024 the member libraries contributed \$5,918,259 for purchases of materials for the Downloads service. (Every dollar that the member libraries contribute towards the service is used to purchase materials to lend to patrons.) SCLS pays the service platform fee for the Overdrive service out of our regular operating budget.

The usage for the service in the last twelve months has increased by 8.13%.

October 1, 2022 – September 30, 2023 --- 3,510,453

October 1, 2023 – September 30, 2024 --- 3,795,916

Based on member library input we are proposing an overall increase in the member library contributions for the Live-brary.com Downloads in 2025 of 6% to bring the total contributions to \$6,273,354. SCLS will contribute \$105,000 and Patchogue-Medford \$12,000 for a total budget of \$6,390,354.

Please note that the Live-brary.com Download fee is calculated with a “base fee” that every library pays at the same rate regardless of size or service usage. The “base fee” of the member libraries is \$10,000 per participating library. The remaining charge is based on the amount of usage from each individual library’s patrons. Libraries whose patrons borrow more - pay more, at a proportional rate.

**We hope that all member libraries will continue to offer this service to their patrons in 2025 but if you decide for any reason that you would no longer like to offer the service please inform me of that fact -- in writing – by December 31, 2024. At that time these charges will be applied for 2025.**

If you have any questions, comments, or concerns please do not hesitate to contact me.



Library	# of Downloads	%	# of Downloads	%	%	Library	2024	2024	Total	%	2025	2025	Total	%	% Inc.
	10/22-9/23	Of Total	10/23-9/24	Of Total	Change		Base	Usage	2024	Of Total	Base	Usage	2025	Of Total	COST
	Use		Use		22/23		Payment	Payment		2024		Payment	Payment	2025	2024/2025
	22/23		23/24		23/24					Cost				Cost	
Amagansett	14,635	0.42%	14,131	0.37%	-3.44%	Amagansett	\$ 10,000	\$22,422	\$ 32,422	0.55%	\$ 10,000	\$21,343	\$ 31,343	0.50%	-3%
Amitville	33,133	0.94%	37,187	0.98%	12.24%	Amitville	\$ 10,000	\$50,762	\$60,762	1.03%	\$ 10,000	\$56,167	\$ 66,167	1.05%	9%
Babylon	31,716	0.90%	32,597	0.86%	2.78%	Babylon	\$ 10,000	\$48,591	\$58,591	0.99%	\$ 10,000	\$49,235	\$ 59,235	0.99%	1%
Bay Shore	55,478	1.58%	62,996	1.66%	13.55%	Bay Shore	\$ 10,000	\$84,996	\$94,996	1.61%	\$ 10,000	\$95,149	\$ 105,149	1.61%	11%
Bayport	42,982	1.22%	48,478	1.28%	12.79%	Bayport	\$ 10,000	\$65,851	\$75,851	1.28%	\$ 10,000	\$73,221	\$ 83,221	1.28%	10%
Brookwood	36,583	1.04%	37,737	0.99%	3.15%	Brookwood	\$ 10,000	\$56,048	\$66,048	1.12%	\$ 10,000	\$56,998	\$ 66,998	1.12%	1%
Brookhaven	9,126	0.26%	9,885	0.26%	8.32%	Brookhaven	\$ 10,000	\$13,982	\$23,982	0.41%	\$ 10,000	\$14,930	\$ 24,930	0.41%	4%
Center Moriches	70,025	1.99%	79,628	2.10%	13.71%	Center Moriches	\$ 10,000	\$107,283	\$117,283	1.98%	\$ 10,000	\$120,270	\$ 130,270	1.98%	11%
Central Islip	22,076	0.63%	26,022	0.69%	17.87%	Central Islip	\$ 10,000	\$33,822	\$43,822	0.74%	\$ 10,000	\$39,304	\$ 49,304	0.74%	13%
Cold Spring Har	39,232	1.12%	40,812	1.08%	4.03%	Cold Spring Har	\$ 10,000	\$60,106	\$70,106	1.18%	\$ 10,000	\$61,642	\$ 71,642	1.18%	2%
Commack	45,504	1.30%	51,136	1.35%	12.38%	Commack	\$ 10,000	\$69,715	\$79,715	1.35%	\$ 10,000	\$77,236	\$ 87,236	1.35%	9%
Corneswague	105,003	2.99%	116,274	3.06%	10.64%	Corneswague	\$ 10,000	\$168,010	\$178,010	2.89%	\$ 10,000	\$175,620	\$ 185,620	2.89%	9%
Copnogue	88,140	2.51%	99,295	2.62%	12.66%	Copnogue	\$ 10,000	\$135,037	\$145,037	2.45%	\$ 10,000	\$149,975	\$ 159,975	2.45%	10%
Copiasque	29,773	0.85%	33,607	0.89%	12.88%	Copiasque	\$ 10,000	\$45,614	\$55,614	0.94%	\$ 10,000	\$50,760	\$ 60,760	0.94%	9%
Cutchogue	22,352	0.64%	22,882	0.60%	2.37%	Cutchogue	\$ 10,000	\$34,245	\$44,245	0.75%	\$ 10,000	\$34,561	\$ 44,561	0.75%	1%
Deer Park	29,673	0.83%	33,516	0.88%	13.15%	Deer Park	\$ 10,000	\$45,381	\$55,381	0.94%	\$ 10,000	\$50,623	\$ 60,623	0.94%	9%
East Hampton	75,021	2.14%	85,476	2.25%	13.94%	East Hampton	\$ 10,000	\$114,937	\$124,937	2.11%	\$ 10,000	\$129,103	\$ 139,103	2.11%	11%
East Islip	58,922	1.68%	66,773	1.76%	13.32%	East Islip	\$ 10,000	\$90,273	\$100,273	1.69%	\$ 10,000	\$100,854	\$ 110,854	1.69%	11%
Elwood	41,846	1.19%	42,473	1.12%	1.50%	Elwood	\$ 10,000	\$64,111	\$74,111	1.25%	\$ 10,000	\$64,151	\$ 74,151	1.25%	0%
Emma S Clark	179,151	5.10%	199,054	5.24%	11.11%	Emma S Clark	\$ 10,000	\$274,472	\$284,472	4.81%	\$ 10,000	\$300,651	\$ 310,651	4.81%	9%
Floyd Memorial	23,620	0.67%	25,743	0.68%	8.99%	Floyd Memorial	\$ 10,000	\$36,187	\$46,187	0.78%	\$ 10,000	\$38,882	\$ 48,882	0.78%	6%
Half Hollow Hills	138,004	3.93%	142,830	3.76%	3.50%	Half Hollow Hills	\$ 10,000	\$211,432	\$221,432	3.74%	\$ 10,000	\$215,731	\$ 225,731	3.74%	2%
Hampton	13,717	0.39%	13,956	0.37%	1.74%	Hampton	\$ 10,000	\$21,015	\$31,015	0.52%	\$ 10,000	\$21,079	\$ 31,079	0.52%	0%
Hampton Bays	47,249	1.35%	46,959	1.24%	-0.61%	Hampton Bays	\$ 10,000	\$72,389	\$82,389	1.39%	\$ 10,000	\$70,927	\$ 80,927	1.39%	-2%
Harborfields	75,224	2.14%	83,963	2.21%	11.62%	Harborfields	\$ 10,000	\$115,248	\$125,248	2.12%	\$ 10,000	\$126,818	\$ 136,818	2.12%	9%
Hempstead	29,806	0.85%	28,785	0.76%	-2.92%	Hempstead	\$ 10,000	\$45,665	\$55,665	0.9%	\$ 10,000	\$43,703	\$ 53,703	0.94%	-4%
Huntington	98,133	2.80%	107,961	3.01%	10.01%	Huntington	\$ 10,000	\$150,347	\$160,347	2.71%	\$ 10,000	\$163,064	\$ 173,064	2.71%	8%
Islip	45,445	1.29%	50,040	1.32%	10.11%	Islip	\$ 10,000	\$69,625	\$79,625	1.35%	\$ 10,000	\$75,580	\$ 85,580	1.35%	7%
John Jermain	38,640	1.10%	40,966	1.08%	6.02%	John Jermain	\$ 10,000	\$59,199	\$69,199	1.17%	\$ 10,000	\$61,875	\$ 71,875	1.17%	4%
Lindenhurst	72,486	2.06%	77,659	2.05%	7.14%	Lindenhurst	\$ 10,000	\$111,054	\$121,054	2.05%	\$ 10,000	\$117,296	\$ 127,296	2.05%	5%
Longwood	131,094	3.73%	141,172	3.72%	7.69%	Longwood	\$ 10,000	\$200,845	\$210,845	3.56%	\$ 10,000	\$213,226	\$ 223,226	3.56%	6%
Mastic	71,121	2.03%	72,717	1.92%	2.24%	Mastic	\$ 10,000	\$108,962	\$118,962	2.01%	\$ 10,000	\$109,832	\$ 119,832	2.01%	1%
Mattituck	27,186	0.77%	29,587	0.78%	8.83%	Mattituck	\$ 10,000	\$41,651	\$51,651	0.87%	\$ 10,000	\$44,688	\$ 54,688	0.87%	6%
Middle Country	110,983	3.16%	115,307	3.04%	3.90%	Middle Country	\$ 10,000	\$170,034	\$180,034	3.04%	\$ 10,000	\$174,160	\$ 184,160	3.04%	2%
Montauk	21,438	0.61%	24,571	0.65%	14.61%	Montauk	\$ 10,000	\$32,845	\$42,845	0.72%	\$ 10,000	\$37,112	\$ 47,112	0.72%	10%
North Babylon	41,174	1.17%	53,310	1.40%	29.47%	North Babylon	\$ 10,000	\$63,081	\$73,081	1.23%	\$ 10,000	\$80,519	\$ 90,519	1.23%	24%
North Shore	87,252	2.49%	89,270	2.35%	2.31%	North Shore	\$ 10,000	\$133,676	\$143,676	2.43%	\$ 10,000	\$134,833	\$ 144,833	2.43%	1%
Northport	127,704	3.64%	138,335	3.65%	8.36%	Northport	\$ 10,000	\$195,651	\$205,651	3.47%	\$ 10,000	\$209,002	\$ 219,002	3.47%	6%
Patchogue-Medford	95,373	2.72%	99,907	2.63%	4.75%	Patchogue-Medford	\$ 10,000	\$146,113	\$156,113	2.64%	\$ 10,000	\$150,900	\$ 160,900	2.64%	3%
Port Jefferson	56,382	1.61%	57,285	1.51%	1.60%	Port Jefferson	\$ 10,000	\$86,381	\$96,381	1.63%	\$ 10,000	\$86,523	\$ 96,523	1.63%	0%
Queque	18,257	0.52%	20,249	0.53%	10.91%	Queque	\$ 10,000	\$27,971	\$37,971	0.64%	\$ 10,000	\$30,584	\$ 40,584	0.64%	7%
Riverhead	81,756	2.35%	89,552	2.36%	9.54%	Riverhead	\$ 10,000	\$125,256	\$135,256	2.29%	\$ 10,000	\$135,259	\$ 145,259	2.29%	7%
Rogers Memorial	77,398	2.20%	77,078	2.03%	-0.41%	Rogers Memorial	\$ 10,000	\$118,579	\$128,579	2.17%	\$ 10,000	\$116,619	\$ 126,619	2.17%	-2%
Sachem	195,587	5.57%	219,906	5.79%	12.43%	Sachem	\$ 10,000	\$299,653	\$309,653	5.23%	\$ 10,000	\$332,146	\$ 342,146	5.23%	10%
Saville	66,376	1.89%	68,026	1.79%	2.49%	Saville	\$ 10,000	\$101,693	\$111,693	1.89%	\$ 10,000	\$102,747	\$ 112,747	1.89%	1%
Shelter Island	24,882	0.68%	25,054	0.66%	0.21%	Shelter Island	\$ 10,000	\$36,834	\$46,834	0.79%	\$ 10,000	\$37,842	\$ 47,842	0.79%	2%
Smithtown	322,441	9.19%	339,210	8.94%	5.20%	Smithtown	\$ 10,000	\$494,002	\$504,002	8.52%	\$ 10,000	\$512,343	\$ 522,343	8.52%	4%
South Country	43,975	1.25%	45,923	1.21%	4.43%	South Country	\$ 10,000	\$67,373	\$77,373	1.31%	\$ 10,000	\$69,362	\$ 79,362	1.31%	3%
South Huntington	95,722	2.73%	105,110	2.77%	9.81%	South Huntington	\$ 10,000	\$146,653	\$156,653	2.65%	\$ 10,000	\$158,758	\$ 168,758	2.65%	8%
Southold	31,473	0.90%	33,693	0.89%	7.05%	Southold	\$ 10,000	\$48,219	\$58,219	0.98%	\$ 10,000	\$50,890	\$ 60,890	0.98%	5%
West Babylon	45,325	1.29%	48,782	1.29%	7.63%	West Babylon	\$ 10,000	\$69,441	\$79,441	1.34%	\$ 10,000	\$73,680	\$ 83,680	1.34%	5%
West Islip	58,609	1.67%	70,189	1.85%	19.76%	West Islip	\$ 10,000	\$89,703	\$99,703	1.69%	\$ 10,000	\$106,014	\$ 116,014	1.69%	16%
Westhampton	64,655	1.84%	69,860	1.84%	8.05%	Westhampton	\$ 10,000	\$99,056	\$109,056	1.84%	\$ 10,000	\$105,517	\$ 115,517	1.84%	6%
Wyandanch	2,397	0.07%	2,812	0.07%	17.31%	Wyandanch	\$ 10,000	\$3,672	\$13,672	0.23%	\$ 10,000	\$4,247	\$ 14,247	0.23%	4%
Total	3,510,453	100%	3,795,916	100%	8.13%	Total	\$540,000	\$5,378,259	\$5,918,269	100%	\$ 540,000	\$ 5,733,364	\$6,273,364	100%	8.0%
							9.1%	90.9%	7.0%		8.6%	91.4%	6.0%		

## **Policy Review: Unattended Child Policy**

### Information

The Library continuously reviews and updates its policies to ensure they are effective and relevant. Attached is our current “*Unattended Child Policy*”. Upon review, we found that the policy continues to meet the needs of the library, and no further action is necessary.

### Recommendation

That the Board of Trustees takes no action, and the policy remains in effect as written.



**SOUTH HUNTINGTON PUBLIC LIBRARY**  
**UNATTENDED CHILD POLICY**  
(Adopted 11/12/98, Amended 8/17/20)

The South Huntington Public Library welcomes children and strives to provide a warm and pleasant atmosphere for them. We welcome your child and want your child to:

- Learn from an abundance of stimulating library resources
- Experience enjoyment without interfering with other library users
- Ultimately, feel safe in this, a public facility

Young children left alone while at the library, even for a short time, often become frightened or anxious. Please safeguard your children by insuring that they are properly supervised, and by following the policy outlined below:

While in the library, children aged 10 or younger shall at all times, be accompanied and adequately supervised by a responsible person (parent, caregiver, or mature adolescent of at least 14 years of age).

Children who are 11 years of age or older may be unaccompanied but, as always, must observe library rules.

Parents, not library staff, are responsible for the behavior of their children. Disruptive behavior cannot be tolerated.

When the safety of an unattended child is in doubt, the library staff will attempt to contact the parents. If the parents are unavailable, the Library will reserve the right to contact the proper authorities.

Violations of this policy are grounds for suspension of library privileges.

## **Policy Review: Retention and Disposition Schedule for NY Local Government Records**

### Information

The Library continuously reviews and updates its policies to ensure they are effective and relevant. Attached is our current "*Retention and Disposition Schedule for NY Local Government Records*" policy. Upon review, we found that the policy remains legally valid for the disposition of records, meets the needs of the library, and that no further action is necessary.

### Recommendation

That the Board of Trustees takes no action, and the policy remains in effect as written.

Retention and Disposition Schedule for NY Local Government Records  
(adopted 11/16/20)

Resolved, By the Board of Trustees of the South Huntington Public Library that the *Retention and Disposition Schedule for New York Local Government Records*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law (LGS-1), and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

Further Resolved, that in accordance with Article 57-A:

- a. Only those records will be disposed of that are described in the *Retention and Disposition Schedule for New York Local Government Records* after they have met the minimum retention periods described therein;
- b. Only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods.

**Policy Review: Electioneering, Postings & Distributions of Materials on  
Library Property Policy**

Information

The Library continuously reviews and updates its policies to ensure they are effective and relevant. Attached is our current "*Electioneering, Postings & Distributions of Materials on Library Property Policy*". Upon review, we found that the policy continues to meet the needs of the library, and no further action is necessary.

Recommendation

That the Board of Trustees takes no action, and the policy remains in effect as written.

ELECTIONEERING, POSTINGS & DISTRIBUTIONS OF MATERIALS POLICY  
ON LIBRARY PROPERTY  
(adopted 6/7/00; amended 3/18/02, 2/14/05, 1/21/20)

The posting of any literature in the library shall be limited to information produced by the Library or the School District. The bulletin board at the entrance to the library will be available for notices produced by governmental, educational, or local organizations. The availability of space to post such information, and the length of time for such postings, will be under the general supervision of the library Director. Distribution of flyers of any kind on car windshields is prohibited. On days other than Election Day at the Library, candidates running for local, State or national political office (including School and Library Board), or those acting on their behalf, may be seated at a small table to be placed outside the Library entrance where they may engage in political activities on behalf of their campaign which are consistent with the Library's existing rules, regulations and policies. If adverse weather conditions exist, the Director or Librarian-in-Charge, at his/her discretion, may seat candidate(s) at the desk in the gallery or upper lobby of the Library. Public notice of a candidate(s) presence will be posted in the upper lobby. The Library will set up a table and chair in such a way as to not impair access or egress to the Library. All such candidates must receive prior permission from the Director or Librarian-in-Charge before passing out any such literature or approaching the public seeking support. With the exception of the Friends of the Library, no other individual or organization may solicit donations or sell merchandise on library property. On the Library Election Day two designated areas on the sidewalk that are both 100 feet from the lobby doors will be designated for electioneering purposes.

## October 2024 - Adult Programs

Title	Event Start Date	People in Attendance
Virtual Chair Yoga (V)	10/01/2024 @ 9:00am	17
Tai Chi Level 2	10/01/2024 @ 9:30am	19
Game Day	10/01/2024 @ 11:00am	4
2nd Precinct Community Meeting	10/01/2024 @ 7:00pm	35
Learn to Knit & Make a Hat	10/01/2024 @ 7:00pm	10
SCORE	10/02/2024 @ 10:00am	10
Thursday Yoga	10/03/2024 @ 9:30am	24
Genealogy Drop-in	10/03/2024 @ 10:00am	1
Yoga 2nd Session	10/03/2024 @ 11:00am	25
Medicare Basics	10/03/2024 @ 11:00am	1
Writing Workshop (V)	10/03/2024 @ 6:30pm	8
Walk2TheBeat Virtual Fitness (V)	10/05/2024 @ 9:30am	8
Gentle Yoga	10/05/2024 @ 9:30am	24
Art Reception: Flotsam, Jetsam et al	10/05/2024 @ 2:00pm	30
Classical Sundays: Pianist Chloe Zhang	10/06/2024 @ 2:30pm	54
Beginner Tai Chi	10/07/2024 @ 9:30am	23
Monday Yoga	10/07/2024 @ 11:00am	25
Movie: If	10/07/2024 @ 2:00pm	46
Narcan Training	10/07/2024 @ 7:00pm	15
Virtual Chair Yoga (V)	10/08/2024 @ 9:00am	17
Tai Chi Level 2	10/08/2024 @ 9:30am	19
Game Day	10/08/2024 @ 11:00am	4
Tech Byte: Digital Payment Methods	10/08/2024 @ 11:00am	7
Learn to Knit & Make a Hat	10/08/2024 @ 7:00pm	9
OPWDD Services & Eligibility	10/08/2024 @ 7:00pm	9
Non-Fiction Book Discussion	10/09/2024 @ 11:00am	4
Small Business Counseling	10/09/2024 @ 4:30pm	0
Small Business Counseling	10/09/2024 @ 5:30pm	0
The Medicare Road Map: Charting Your Course to 2025	10/09/2024 @ 6:30pm	6
Small Business Counseling	10/09/2024 @ 6:30pm	0
Thursday Yoga	10/10/2024 @ 9:30am	24
Huntington AARP	10/10/2024 @ 10:00am	26
Yoga 2nd Session	10/10/2024 @ 11:00am	25
Friends of the Library Meeting	10/10/2024 @ 2:00pm	13
North Shore Civil War Roundtable	10/10/2024 @ 6:30pm	12
Writing Workshop (V)	10/10/2024 @ 6:30pm	8
Adult Take & Make: Painted Pumpkin Crate	10/10/2024 @ 7:00pm	35
Intermediate Bridge Clinic	10/11/2024 @ 10:00am	16
Walk2TheBeat Virtual Fitness (V)	10/12/2024 @ 9:30am	8
SGI	10/12/2024 @ 11:00am	7
Folk Music Society of Huntington	10/13/2024 @ 1:00pm	13
Kids Flick: Inside Out 2	10/13/2024 @ 2:00pm	7
AARP Tax Aide Training	10/14/2024 @ 9:00am	14
Adult Take & Bake: Pumpkin Spice Chocolate Chip Cookies	10/14/2024 @ 9:15am	25
Beginner Tai Chi	10/14/2024 @ 9:30am	23
Monday Yoga	10/14/2024 @ 11:00am	25

## October 2024 - Adult Programs

Movie: Unsung Hero	10/14/2024 @ 2:00pm	34
Cards for Vets Drop-in	10/14/2024 @ 4:00pm	N/A
Virtual Chair Yoga (V)	10/15/2024 @ 9:00am	17
Tai Chi Level 2	10/15/2024 @ 9:30am	19
Game Day	10/15/2024 @ 11:00am	4
Cricut Project: Spooky Mug	10/15/2024 @ 6:30pm	16
Learn to Knit & Make a Hat	10/15/2024 @ 7:00pm	13
Breast Cancer Prevention (V)	10/16/2024 @ 11:00am	Cancelled
5 Basic Principles of Getting (& Staying) Organized	10/16/2024 @ 1:00pm	28
Evening Book Discussion	10/16/2024 @ 7:00pm	7
Library Board of Trustees Meeting	10/16/2024 @ 7:00pm	9
Thursday Yoga	10/17/2024 @ 9:30am	24
Yoga 2nd Session	10/17/2024 @ 11:00am	25
Navigating Our Digital Services	10/17/2024 @ 11:00am	1
Flu Shot Clinic	10/17/2024 @ 1:00pm	36
NAACP Business Meeting	10/17/2024 @ 4:30pm	12
NAACP Huntington: Meet the Candidates Night	10/17/2024 @ 6:15pm	127
Sourdough 101	10/17/2024 @ 6:30pm	16
Writing Workshop (V)	10/17/2024 @ 6:30pm	8
Meditation as a Healing Practice (V)	10/17/2024 @ 7:00pm	8
Intermediate Bridge Clinic	10/18/2024 @ 10:00am	17
Community Shredding Event	10/19/2024 @ 9:00am	327
Walk2TheBeat Virtual Fitness (V)	10/19/2024 @ 9:30am	8
Gentle Yoga	10/19/2024 @ 9:30am	24
Cards for Vets Drop-in	10/19/2024 @ 1:00pm	N/A
AARP Tax Aide Training	10/21/2024 @ 9:00am	Cancelled
Beginner Tai Chi	10/21/2024 @ 9:30am	23
Medicare Counseling One-on-One	10/21/2024 @ 10:00am	2
Monday Yoga	10/21/2024 @ 11:00am	25
Movie: Thelma	10/21/2024 @ 2:00pm	50
Intro to Artificial Intelligence (AI)	10/21/2024 @ 7:00pm	8
Virtual Chair Yoga (V)	10/22/2024 @ 9:00am	16
Tai Chi Level 2	10/22/2024 @ 9:30am	19
Operation Medicine Cabinet	10/22/2024 @ 10:00am	Table in lobby
Defensive Driving	10/22/2024 @ 11:00am	44
Game Day	10/22/2024 @ 11:00am	9
Unraveling the Mystery of Dementia: Causes, Symptoms and Tre	10/22/2024 @ 2:00pm	6
Adult Craft: Halloween Collage	10/22/2024 @ 7:00pm	7
WOW - Sunrise Visit - Pumpkin Paper Strip Collage	10/23/2024 @ 2:00pm	Martha/Jen O.
Small Business Counseling	10/23/2024 @ 4:30pm	0
Small Business Counseling	10/23/2024 @ 5:30pm	0
Beyond the Book @ the Whaling Museum	10/23/2024 @ 6:30pm	N/A
Small Business Counseling	10/23/2024 @ 6:30pm	0
Understanding Dementia	10/23/2024 @ 7:00pm	11
Thursday Yoga	10/24/2024 @ 9:30am	24
Yoga 2nd Session	10/24/2024 @ 11:00am	25
Adult Craft: Handmade Flower Pouch	10/24/2024 @ 6:30pm	15

## October 2024 - Adult Programs

Intermediate Bridge Clinic	10/25/2024 @ 10:00am	16
Walk2TheBeat Virtual Fitness (V)	10/26/2024 @ 9:30am	8
Gentle Yoga	10/26/2024 @ 9:30am	24
Cars & Coffee Classic Car Show	10/26/2024 @ 10:00am	N/A
Music & the Mind with Synaptic Groove	10/27/2024 @ 2:30pm	75
AARP Tax Aide Training	10/28/2024 @ 9:00am	11
Beginner Tai Chi	10/28/2024 @ 9:30am	23
Creative Club: Book Page Wreath	10/28/2024 @ 10:00am	12
Monday Yoga	10/28/2024 @ 11:00am	25
Movie: The Zone of Interest	10/28/2024 @ 2:00pm	35
Indian Cooking Class	10/28/2024 @ 7:00pm	9
Virtual Chair Yoga (V)	10/29/2024 @ 9:00am	17
Tai Chi Level 2	10/29/2024 @ 9:30am	19
Game Day	10/29/2024 @ 11:00am	5
Career Counseling	10/29/2024 @ 6:00pm	0
Career Counseling	10/29/2024 @ 6:45pm	0
Career Counseling	10/29/2024 @ 7:30pm	0
Career Counseling	10/29/2024 @ 8:15pm	0
Ghosts & Mummies Cake Pops	10/30/2024 @ 7:00pm	12
Thursday Yoga	10/31/2024 @ 9:30am	24
Yoga 2nd Session	10/31/2024 @ 11:00am	25
Cover to Cover Book Discussion	10/31/2024 @ 11:00am	7
Cooking Class: The Art of the Stir-Fry	10/31/2024 @ 1:30pm	17



## October 2024-Children's Programs

Title	Event Start Date	People in Attendance
Sprouts & Friends	10/01/2024 @ 10:00am	19
Sprouts & Friends	10/01/2024 @ 11:00am	15
Preschool Pals	10/01/2024 @ 3:00pm	15
Hip Hop Dance	10/01/2024 @ 4:45pm	16
Baby Bundle Take & Make / Paquete Para Bebés un Take & Make	10/02/2024 @ 10:15am	15
Baby Time!	10/02/2024 @ 10:30am	10
Baby Time!	10/02/2024 @ 11:15am	9
Picture Book Time	10/02/2024 @ 3:00pm	5
Yoga Kids	10/02/2024 @ 4:30pm	12
Art Club: Dana SanMar	10/04/2024 @ 2:30pm	14
Lego Club	10/05/2024 @ 10:30am	15
Bilingual BANANAS Bilinguals	10/07/2024 @ 10:00am	9
Adventures in Art: Mini Masters	10/07/2024 @ 3:00pm	7
Sprouts & Friends	10/08/2024 @ 10:00am	20
Sprouts & Friends	10/08/2024 @ 11:00am	13
Preschool Pals	10/08/2024 @ 3:00pm	11
Hip Hop Dance	10/08/2024 @ 4:45pm	17
Baby Time!	10/09/2024 @ 10:30am	12
Baby Time!	10/09/2024 @ 11:15am	10
Picture Book Time	10/09/2024 @ 3:00pm	5
Yoga Kids	10/09/2024 @ 4:30pm	12
SCHOOL VISIT: A Work of Heart Preschool	10/10/2024 @ 10:00am	40
Zumbini	10/10/2024 @ 10:30am	20
Zumbini	10/10/2024 @ 11:30am	11
After School Club	10/10/2024 @ 4:30pm	8
Girl Scout Troop 1966	10/10/2024 @ 4:30pm	31
A Time for Kids	10/11/2024 @ 10:00am	18
A Time for Kids	10/11/2024 @ 11:00am	12
Tweens Night Out: DIY Trick-or-Treat Bags	10/11/2024 @ 7:00pm	11
Cub Scout Pack 66	10/11/2024 @ 7:00pm	Cancelled
Music & Movement	10/12/2024 @ 10:00am	13
Nature at Night	10/12/2024 @ 2:30pm	15
Kids Flick: Inside Out 2	10/13/2024 @ 2:00pm	7
Fire Safety Program	10/14/2024 @ 2:00pm	18
Sprouts & Friends	10/15/2024 @ 10:00am	20
Sprouts & Friends	10/15/2024 @ 11:00am	20
Preschool Pals	10/15/2024 @ 3:00pm	13
Hip Hop Dance	10/15/2024 @ 4:45pm	11
Baby Time!	10/16/2024 @ 10:30am	11
Baby Time!	10/16/2024 @ 11:15am	9
Picture Book Time	10/16/2024 @ 3:00pm	6
Yoga Kids	10/16/2024 @ 4:30pm	13
Zumbini	10/17/2024 @ 10:30am	18
Zumbini	10/17/2024 @ 11:30am	14
After School Club	10/17/2024 @ 4:30pm	6
CLASS VISIT: MW 3rd Grade	10/18/2024 @ 9:30am	48

## October 2024-Children's Programs

A Time for Kids	10/18/2024 @ 10:00am	20
A Time for Kids	10/18/2024 @ 11:00am	17
Art Club: Roy Lichtenstein	10/18/2024 @ 4:30pm	10
PlayHooray Babies & Kids	10/19/2024 @ 10:00am	12
Halloween Party!	10/19/2024 @ 2:30pm	15
Lego Club	10/20/2024 @ 2:30pm	3
1,2,3 Play with Me	10/21/2024 @ 10:30am	16
Adventures in Art: Mini Masters	10/21/2024 @ 3:00pm	5
Homework Help at the South Huntington Public Library	10/21/2024 @ 4:30pm	6
CLASS VISIT: MW 3rd Grade (DL)	10/22/2024 @ 9:30am	52
Sprouts & Friends	10/22/2024 @ 10:00am	20
Sprouts & Friends	10/22/2024 @ 11:00am	18
Hip Hop Dance	10/22/2024 @ 4:45pm	11
CLASS VISIT: MW 3rd Grade (DL)	10/23/2024 @ 9:30am	48
Baby Time!	10/23/2024 @ 10:30am	11
Baby Time!	10/23/2024 @ 11:15am	7
Picture Book Time	10/23/2024 @ 3:00pm	4
Yoga Kids	10/23/2024 @ 4:30pm	Cancelled
CLASS VISIT: MW 3rd Grade	10/24/2024 @ 9:30am	48
Zumbini	10/24/2024 @ 10:30am	16
Zumbini	10/24/2024 @ 11:30am	7
SCHOOL VISIT: CW 2nd Grade Interviews	10/24/2024 @ 12:00pm	48
After School Club	10/24/2024 @ 4:30pm	5
A Time for Kids	10/25/2024 @ 10:00am	12
A Time for Kids	10/25/2024 @ 11:00am	11
Lil' Athletes Toddler	10/26/2024 @ 10:00am	9
Lil' Athletes	10/26/2024 @ 11:00am	7
Chess Nuts	10/27/2024 @ 2:30pm	6
1,2,3 Play with Me	10/28/2024 @ 10:30am	20
Adventures in Art: Mini Masters	10/28/2024 @ 3:00pm	4
Homework Help at the South Huntington Public Library	10/28/2024 @ 4:30pm	0
Sprouts & Friends	10/29/2024 @ 10:00am	18
Sprouts & Friends	10/29/2024 @ 11:00am	14
Preschool Pals	10/29/2024 @ 3:00pm	9
Adventures in Art: Silly Skeletons	10/29/2024 @ 4:30pm	4
Baby Time!	10/30/2024 @ 10:30am	12
Baby Time!	10/30/2024 @ 11:15am	10
SPARKS Learning Homeschool Co-op	10/30/2024 @ 12:30pm	12
Picture Book Time	10/30/2024 @ 3:00pm	4
Yoga Kids	10/30/2024 @ 4:30pm	14
Halloween Craft and Pumpkin Picking	10/31/2024 @ 10:00am	19
Halloween Craft and Pumpkin Picking	10/31/2024 @ 11:00am	22

## October 2024 - YA Programs

Title	Event Start Date	People in Attendance
Executive Teen Advisory Board	10/01/2024 @ 7:00pm	4
Babysitting Workshop	10/02/2024 @ 4:30pm	12
COMMUNITY SERVICE: TM4K Game Testing	10/03/2024 @ 6:00pm	2
Halloween Hacks	10/04/2024 @ 6:30pm	14
Create Dog Toys: a Community Service Program	10/06/2024 @ 2:00pm	16
Pink Pumpkins: a Community Service Program	10/08/2024 @ 7:00pm	13
Water Bottle Stickers	10/09/2024 @ 6:30pm	5
Trivia Night	10/11/2024 @ 7:00pm	10
Kids Flick: Inside Out 2	10/13/2024 @ 2:00pm	7
Pet Pantry: a Community Service Program	10/14/2024 @ 4:00pm	20
Teen Advisory Board	10/15/2024 @ 7:00pm	20
Themed Trivia Thursday : Halloween	10/17/2024 @ 7:00pm	9
Coloring and Music	10/18/2024 @ 6:30pm	1
Guess in a Jar: Gummy Eyeballs	10/19/2024 @ 12:00am	54
Teen Volunteers - Homework Help at the South Huntington Public Library	10/21/2024 @ 4:30pm	4
Homework Help at the South Huntington Public Library	10/21/2024 @ 4:30pm	6
Autumn Bookmarks - TAB Event	10/23/2024 @ 7:00pm	7
CD Suncatchers: a Community Service Program	10/24/2024 @ 7:00pm	10
YA Movie: Beetlejuice	10/25/2024 @ 6:30pm	1
Teen Volunteers - Homework Help at the South Huntington Public Library	10/28/2024 @ 4:30pm	2
Homework Help at the South Huntington Public Library	10/28/2024 @ 4:30pm	0
Zombie Barbies	10/29/2024 @ 7:00pm	8

# OCTOBER 2024

JUVENILE PRINT	OCT 24	OCT 23	% CHANGE	OCT 22	% CHANGE
Nonfiction	830	741	12.01%	728	14.01%
Picture Books	1,290	1,223	5.48%	1,315	-1.90%
Fiction	347	586	-40.78%	715	-51.47%
Easy Readers	616	610	0.98%	522	18.01%
Biographies	64	62	3.23%	91	-29.67%
Paperbacks	142	322	-55.90%	266	-46.62%
Board Books	362	340	6.47%	360	0.56%
Graphic Novels	360	350	2.86%	305	18.03%
Early Chapters	306	N.A.	N.M.	N.A.	N.M.
World Languages	184	200	-8.00%	112	64.29%
Parents Collection	24	26	-7.69%	30	-20.00%
Magazines	10	4	150.00%	27	-62.96%
Story Collection	9	15	-40.00%	6	50.00%
<b>Total</b>	<b>4,544</b>	<b>4,479</b>	<b>1.45%</b>	<b>4,477</b>	<b>1.50%</b>
<b>JUVENILE MEDIA</b>					
DVD	310	265	16.98%	374	-17.11%
Blu-ray Disc	25	40	-37.50%	28	-10.71%
Video Games	178	197	-9.64%	156	14.10%
Compact Discs	14	26	-46.15%	39	-64.10%
CD/Book Kits	80	39	105.13%	47	70.21%
Books on Disc	3	0	N.M.	7	-57.14%
<b>Total</b>	<b>610</b>	<b>567</b>	<b>7.58%</b>	<b>651</b>	<b>-6.30%</b>
<b>YOUNG ADULT</b>					
Magazines	0	1	-100.00%	0	N.M.
Fiction	69	50	38.00%	85	-18.82%
Nonfiction	8	0	#DIV/0!	7	14.29%
Graphic Novel	81	42	92.86%	113	-28.32%
Paperbacks	29	39	-25.64%	16	81.25%
Large Type	1	1	0.00%	0	N.M.
Test Books	3	0	#DIV/0!	4	-25.00%
World Languages	1	0	N.M.	3	-66.67%
<b>Total</b>	<b>192</b>	<b>133</b>	<b>44.36%</b>	<b>228</b>	<b>-15.79%</b>
<b>LIBRARY OF THINGS</b>					
Hotspots	24	26	-7.69%	30	-20.00%
Chromebooks	2	2	0.00%	N.A.	N.M.
Laptops	8	1	700.00%	5	60.00%
Blood Pressure Kits	3	1	200.00%	N.A.	N.M.
Museum Passes	154	120	28.33%	106	45.28%
Launchpads	8	6	33.33%	15	-46.67%
Birdwatching Kit	0	0	N.M.	N.A.	N.M.
Electronics	1	0	N.M.	N.A.	N.M.
<b>Total</b>	<b>200</b>	<b>156</b>	<b>28.21%</b>	<b>121</b>	<b>65.29%</b>

SOUTH HUNTINGTON PUBLIC LIBRARY  
RESOURCES WORKSHEET

OCTOBER 2024

	ADDED	DISCARDED	OCT 24
<b>ADULT / YA</b>			
Books, Fiction	298	91	45,386
Books, Nonfiction	142	207	59,671
Paperbacks	1	91	9,871
Compact Discs	24	0	7,285
DVDs	65	0	15,144
Blu-ray Disc	37	0	2,679
Books-on-CD	3	0	3,981
Videogames	8	0	103
<b>Total</b>	578	389	144,120
<b>CHILDRENS</b>			
Books, Fiction	238	384	44,350
Books, Nonfiction	136	727	38,757
Paperbacks	10	0	3,175
Videogames	25	0	1,346
Compact Discs	0	0	1,477
DVDs	15	0	7,834
Blu-ray Disc	2	0	603
Books-on-CD	0	0	459
CD/Book Kits	14	0	565
Launchpads	6	0	46
<b>Total</b>	446	1,111	98,612
<b>TOTAL</b>	1,024	1,500	242,732

**Sep-24 Public Computer Stats Adjusted**

Public computer stats have been updated to include usage on our 4 youth services learning kiosk computers. Previously stats only included the 8 public Windows computers in the childrens department. Now, stats from July 2024 forward include time spent using all 12 childrens public-use computers.

**Sep-24 Wifi Stats are inaccurate for September 2024**

Due to a problem with our wifi stats collector machines, reported stats are lower than actual for the month of September 2024

## Circulation Statistics

	September 2024	August 2024	September 2023
SHPL Material Check-Outs (ALL Libraries)	8,294	9,793	9,392
Self Checkouts (Kiosks)	1,553	1,902	1,931
YA Laptop Checkouts	2	0	4
Circulating Chromebook Checkouts	0	2	5
Circulating Laptop Checkouts	1	3	4
Hotspot Checkouts	21	29	24

### Percent of all checkouts using SHPL Self-Check Kiosks

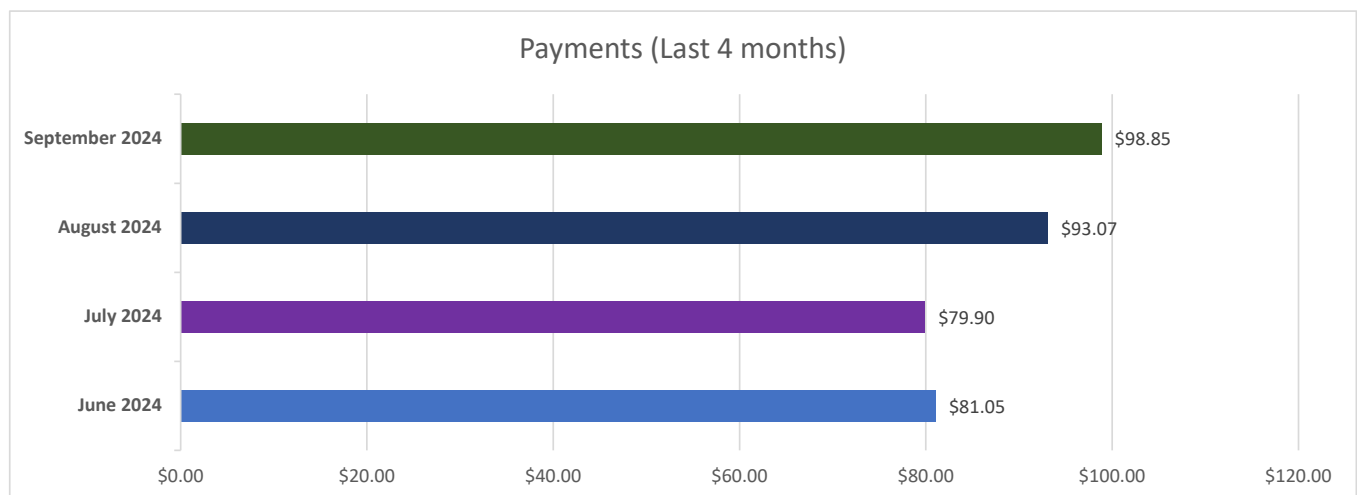
September 2024	18.7%
August 2024	19.4%
September 2023	20.6%

### Laptop Checkouts (Combined)

September 2024	3	↓	-40.0%	Change since last month
August 2024	5			
September 2023	13	{last year}	↓ -76.9%	Change since last year

### e-Commerce Payments (released quarterly)

September 2024	August 2024	July 2024	June 2024	September 2023
\$98.85	\$93.07	\$79.90	\$81.05	\$21.70



## Subscription Statistics

	September 2024	August 2024	Change (last month)	September 2023	Change (last year)
EBSCO	345	540	↓ -36%	233	↑ 48%
OCLC / First Search	141	182	↓ -23%	113	↑ 25%
Homework Help	24	7	↑ 243%	37	↓ -35%
LinkedIn Learning	6	5	↑ 20%	13	↓ -54%
Overdrive	8847	9400	↓ -6%	8355	↑ 6%
Pronunciator	18	30	↓ -40%	1	↑ 1700%
WAM Consortium Databases	1453	2764	↓ -47%	1436	↑ 1%

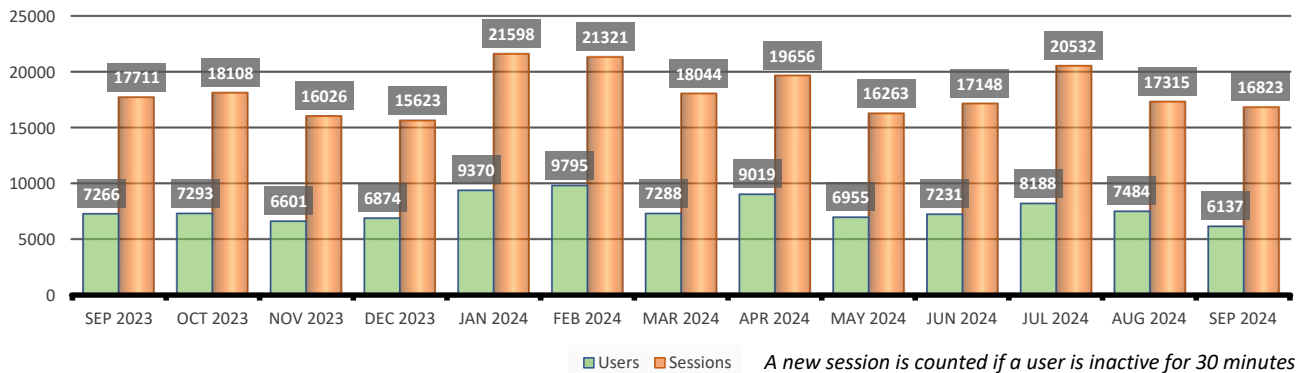
## Gate Count Statistics





## WebSite Statistics

13 Months	Users	Sessions	Total Page Views	Home Page Views
Sep 2024	6137	16823	46637	12079
Aug 2024	7484	17315	43100	12766
Jul 2024	8188	20532	60851	15323
Jun 2024	7231	17148	47788	12243
May 2024	6955	16263	42245	11475
Apr 2024	9019	19656	51492	12991
Mar 2024	7288	18044	50715	12954
Feb 2024	9795	21321	58129	13796
Jan 2024	9370	21598	61232	14956
Dec 2023	6874	15623	43076	10861
Nov 2023	6601	16026	43143	11328
Oct 2023	7293	18108	52121	12537
Sep 2023	7266	17711	49464	12634



-18.0%

Change in website users compared to last month

-15.5%

Change in website users compared to last year

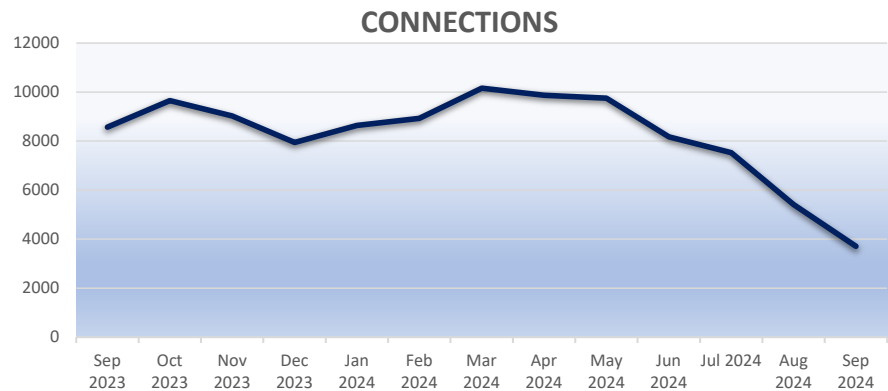
-19.8%

Compared to the **average monthly users::**

7,654

## WiFi Usage

13 Months	Wireless devices connected
Sep 2024	3708
Aug 2024	5413
Jul 2024	7524
Jun 2024	8172
May 2024	9747
Apr 2024	9872
Mar 2024	10160
Feb 2024	8930
Jan 2024	8636
Dec 2023	7945
Nov 2023	9029
Oct 2023	9648
Sep 2023	8570



Multiple connections by a single device are counted as 1 per day



-31.5%

Change in wireless users compared to last month

-56.7%

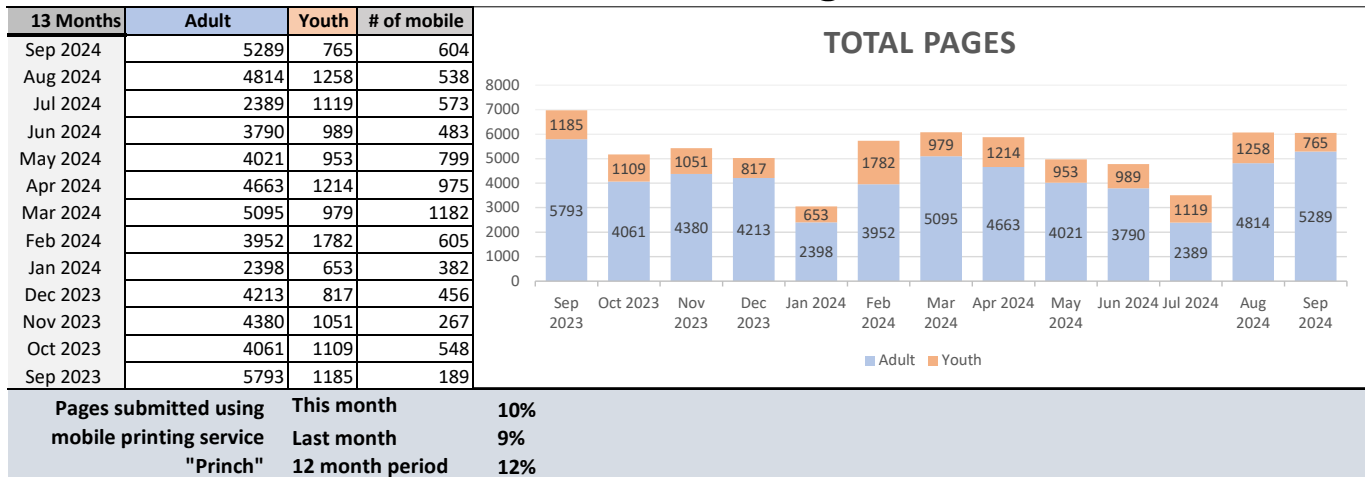
Change in wireless users compared to last year

-55.1%

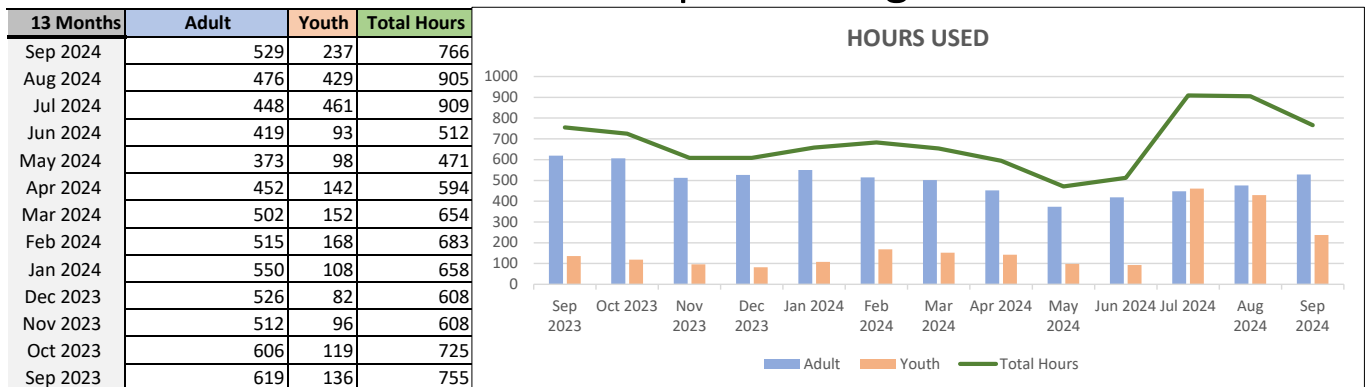
Compared to the **average monthly connections::**

8258

## Public Printing



## Public Computer Usage



↑ 11.1% Adult Reference  
 ↓ -44.8% Youth Services  
 ↓ -14.5% Adult Reference  
 ↑ 74.3% Youth Services

Change compared to last month

Change compared to last year

## Patron Services

	Sep 2024	Monthly average (past year)
One-on-One Tech Help Sessions	20	19
3D Models Printed	23	10
Posters Printed	9	14
Text-a-Librarian (conversations)	48	44

**Oct-24 Wifi Stats are inaccurate for September 2024**

Due to a problem with our wifi stats collector machines, reported stats are lower than actual for the month of September 2024. In October, the stats are corrected but show a huge increase in usage due to the September "low count" inaccuracy.

## Circulation Statistics

	October 2024	September 2024	October 2023
SHPL Material Check-Outs (ALL Libraries)	8,374	8,294	8,948
Self Checkouts (Kiosks)	1,705	1,553	1,699
YA Laptop Checkouts	3	2	19
Circulating Chromebook Checkouts	2	0	2
Circulating Laptop Checkouts	8	1	1
Hotspot Checkouts	24	21	26

### Percent of all checkouts using SHPL Self-Check Kiosks

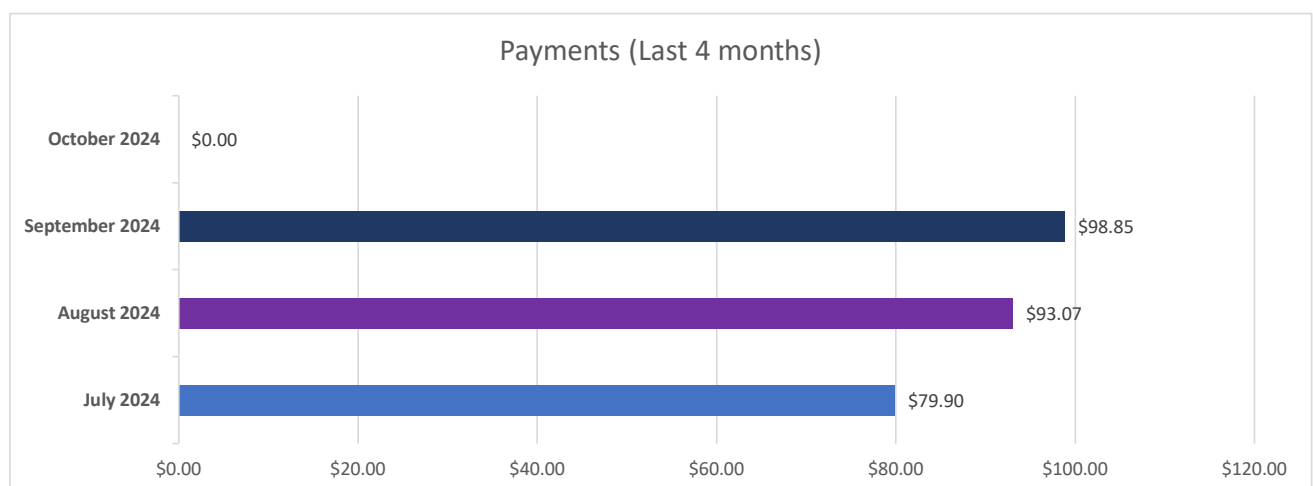
October 2024	20.4%
September 2024	18.7%
October 2023	19.0%

### Laptop Checkouts (Combined)

October 2024	13	↑	333.3%	Change since last month
September 2024	3			
October 2023	22	{last year}	↓ -40.9%	Change since last year

### e-Commerce Payments (released quarterly)

October 2024	September 2024	August 2024	July 2024	October 2023
\$0.00	\$98.85	\$93.07	\$79.90	\$91.40



## Subscription Statistics

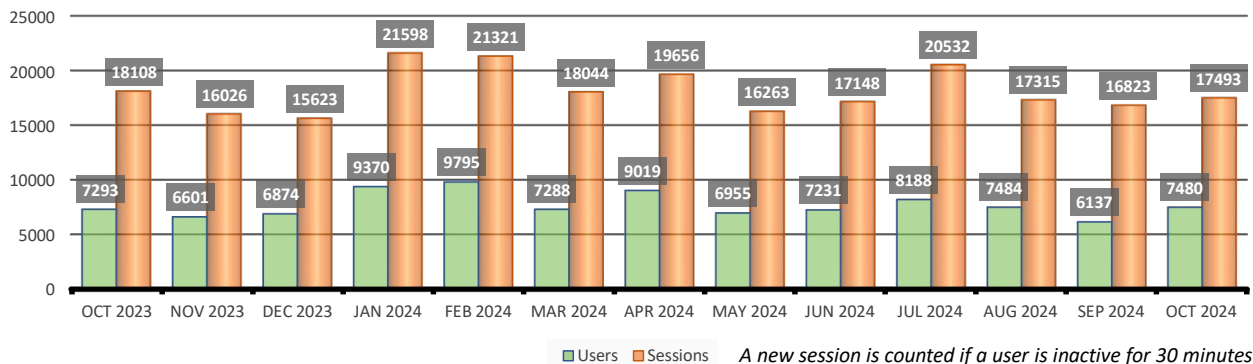
	October 2024	September 2024	Change (last month)	October 2023	Change (last year)
EBSCO	747	345	↑ 117%	241	↑ 210%
OCLC / First Search	186	141	↑ 32%	221	↓ -16%
Homework Help	25	24	↑ 4%	44	↓ -43%
LinkedIn Learning	10	6	↑ 67%	13	↓ -23%
Overdrive	8865	8847	↑ 0%	8552	↑ 4%
Pronunciator	2	18	↓ -89%	5	↓ -60%
WAM Consortium Databases	6077	1453	↑ 318%	1710	↑ 255%

## Gate Count Statistics



## WebSite Statistics

13 Months	Users	Sessions	Total Page Views	Home Page Views
Oct 2024	7480	17493	49125	12252
Sep 2024	6137	16823	46637	12079
Aug 2024	7484	17315	43100	12766
Jul 2024	8188	20532	60851	15323
Jun 2024	7231	17148	47788	12243
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Jan 2024	9370	21598	61232	14956
Dec 2023	6874	15623	43076	10861
Nov 2023	6601	16026	43143	11328
Oct 2023	7293	18108	52121	12537



↑ 21.9%  
 ↑ 2.6%  
 ↓ -2.5%

Change in website users compared to last month

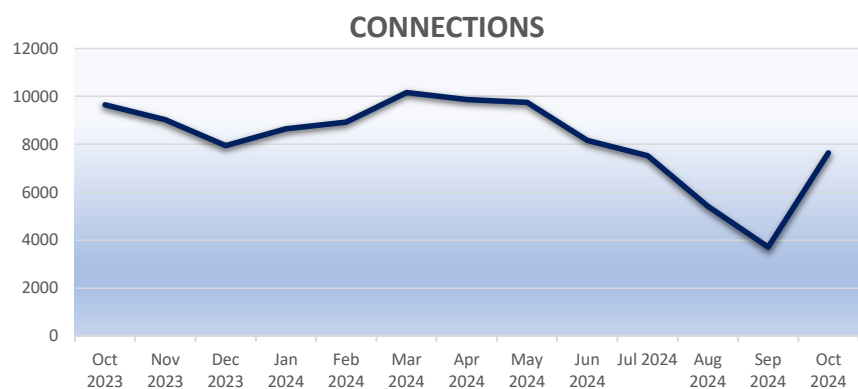
Change in website users compared to last year

Compared to the **average monthly users::**

**7,670**

## WiFi Usage

13 Months	Wireless devices connected
Oct 2024	7642
Sep 2024	3708
Aug 2024	5413
Jul 2024	7524
Jun 2024	8172
May 2024	9747
Apr 2024	9872
Mar 2024	10160
Feb 2024	8930
Jan 2024	8636
Dec 2023	7945
Nov 2023	9029
Oct 2023	9648



Multiple connections by a single device are counted as 1 per day

↑ 106.1%  
 ↓ -20.8%  
 ↓ -6.7%

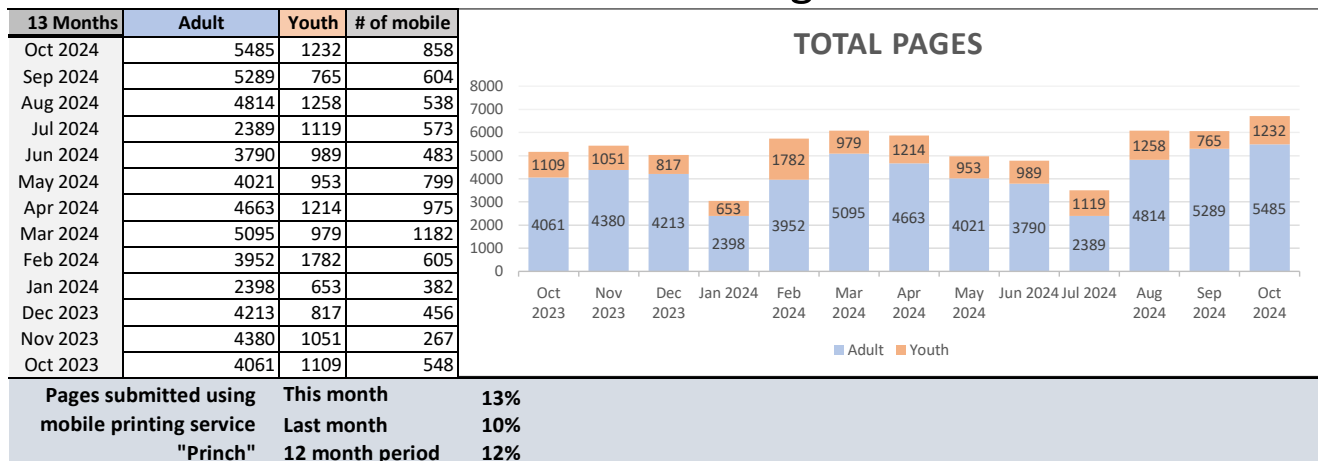
Change in wireless users compared to last month

Change in wireless users compared to last year

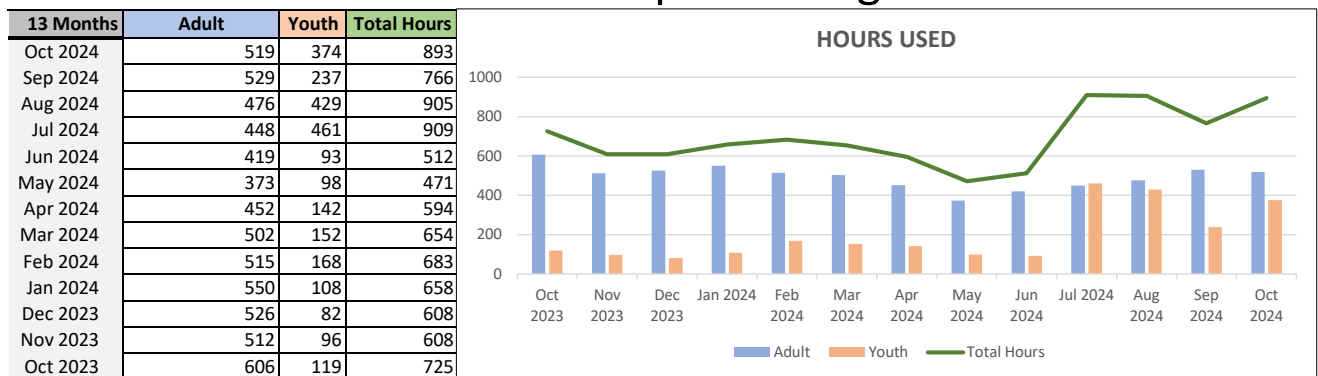
Compared to the **average monthly connections::**

**8187**

## Public Printing



## Public Computer Usage



↓ -1.9% Adult Reference  
 ↑ 57.8% Youth Services  
 Change compared to last month

↓ -14.4% Adult Reference  
 ↑ 214.3% Youth Services  
 Change compared to last year

## Patron Services

	Oct 2024	Monthly average (past year)
One-on-One Tech Help Sessions	16	20
3D Models Printed	15	10
Posters Printed	55	16
Text-a-Librarian (conversations)	31	43