

BOARD MEETING – WEDNESDAY, JANUARY 15, 2025
SOUTH HUNTINGTON PUBLIC LIBRARY
145 PIDGEON HILL ROAD
HUNTINGTON STATION, NY 11746

The South Huntington Public Library strengthens our community by fostering connections, satisfying curiosity and inspiring creativity. We accomplish this by providing equal access to knowledge, literacy, technology and culture to all members of our community.

Agenda for the regular meeting of the Board of Trustees of the South Huntington Public Library on Wednesday, January 15, 2025 at 7 p.m. in the Program Room.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPTION OF THE AGENDA
4. DISPOSITION OF MINUTES: (TAB A)
 1. Regular Meeting, Wednesday, December 18, 2024
5. FINANCIAL MATTERS: (TAB B)
 - A. Schedule of Bills
 - B. Investments
 - C. Financial Chairperson's Report
 - D. Personnel
6. COMMUNICATIONS: (TAB C)
 1. SCLS Minutes and Memorandum (emailed to Board members)
 2. Thank you letter to Eileen Sullivan re: Friends donation
7. REPORTS: (TAB D)
 1. Director's Report
 2. Assistant Director's Report
 3. Building & Grounds Report
 4. Adult Services Department Report Quarters 3 and 4
8. OLD BUSINESS: (TAB E)
 1. Covid-19 Protocol
 2. SHPL 2025-2026 2nd Budget Draft
9. NEW BUSINESS: (TAB F)
 1. Presentation – SHPL AI User Group
 2. Obsolete Equipment
 3. Policy Review – Discarding of Library Materials
 4. Policy Review – Reconsideration of Library Materials Form
 5. Computers in Libraries Conference - 2025
10. STATISTICAL REPORTS: (TAB G)
 1. Statistics and Program Attendance
11. PERIOD OF PUBLIC EXPRESSION
12. EXECUTIVE SESSION: To discuss a personnel issue.
13. ADJOURNMENT

BOARD MEETING MINUTES - WEDNESDAY, DECEMBER 18, 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, December 18, 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

EXCUSED: Mrs. Jamie Gholson, Recording Secretary

CALL TO ORDER: The meeting was called to order by the president at 7:04 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 Personnel Actions
- Remove Executive Session

DISPOSITION OF
MINUTES

NOVEMBER 20, 2024: Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried
 unanimously to accept the minutes of the regular meeting of
 November 20, 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. 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. Fox, and carried unanimously to authorize payment of Warrant #17 Fund L in the amount of \$10,953.31; Warrant #18 Fund L in the amount of \$235,470.68; Warrant #11/07 PR Fund L in the amount of \$124,943.95; Warrant #11/21 PR Fund L in the amount of \$124,595.69.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #9 Fund TA in the amount of \$48,905.23; Warrant #10 Fund TA in the amount of \$48,132.51.

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #3 Fund H in the amount of \$213,583.22.

Motion by Mrs. Ferrante seconded by Mrs. Sullivan, and carried unanimously to approve the American Express statement for November in the amount of \$4,793.04.

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for October 20, 2024 – November 19, 2024 in the amount of \$2,114.90.

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.

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

COMMUNICATIONS: The board acknowledged the SCLS minutes.

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

- Gisella Mejia, our social worker, is already making an impact on staff and patrons. Mrs. Scherer provided reports issued by the Family Service League from October and November that contained statistics from all the libraries in our partnership.
- Our Winter Concert Series shows are Fridays at 7 p.m. unless otherwise noted:
 - Jan. 10: The Paul Effman Band (Jazzy covers)
 - Jan. 17: Let It Bleed (Rolling Stones Tribute)
 - Jan. 24: 2nd Chance Jazz Band
 - Sat., Feb. 1 at 2 p.m.: Magic Beyond Imagination (Take Your Child to the Library Day)
 - Feb. 7: The Remedy Band (top 40, rock, country, dance)
 - Feb. 14: Hokis Pokis (Doo-wop, disco, Motown, soul)
 - Feb. 21: Rhonda Kay and the Backstage Trio (Broadway and jazz standards)
 - Feb. 28: Something Special Big Band
 - Sat., March 8 at 2 p.m.: Jester Jim (family show, juggling, comedy)
 - March 14: The Band Easy Street ('60s-90s, current hits)
- Our Long Range Planning team has begun meeting to determine our 2025-2028 library plan. Our current plan, which covers 2021-2024, will extend into 2025 while the committee completes its work.
- Our AI User Group would like to meet with the board and give their presentation at our January meeting.
- We will be beginning our year-long sustainability challenge. Our goal is to engage our community around current environmental issues.
- Staff development day is scheduled for April 30, 2025. The library will be closed to the public for staff training.

ASSISTANT DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following :

- The library's insurer (Epic Insurance Brokers & Consultants) has us submit several documents on an annual basis, requiring some investigation on our part. For example, to

complete a “Library Property Floater Supplemental application,” we must provide details regarding the size and type of our physical collection, along with the methodology used to reach that number.

In addition to considerations of our physical location and holdings, we also submit a “Cyber Suite” questionnaire that governs data security. I have been working on these documents, which I submit to our insurer. On occasion, we may be required to further clarify a submitted document, though that has not generally been the case in recent years.

**BUILDING & GROUNDS
REPORT:**

The board thanked Ray Capone for his monthly report.

**NETWORK &
SYSTEMS Q4 REPORT:**

The board thanked Scott Kalogris for his quarterly report.

**OLD BUSINESS-
POLICY REVIEW –
UNATTENDED
MINORS:**

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan and carried unanimously that the Board of Trustees takes no action, and the policy remains in effect as written.

**OLD BUSINESS –
ELECTIONEERING,
POSTINGS &
DISTRIBUTIONS OF
MATERIALS ON
LIBRARY PROPERTY:**

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan and carried unanimously that the Board of Trustees adopts the “*Electioneering, Postings, & Distributions of Materials on Library Property Policy*” as amended.

**NEW BUSINESS –
2025 – 2026 BUDGET
DRAFT REVIEW:**

Mrs. Scherer distributed the first draft of the 2025-2026 Budget for review.

ADJOURNMENT:

Motion by Mrs. Sullivan to adjourn the regular meeting at 8:12 p.m.

Respectfully submitted by,

Eleanora Ferrante, Board Secretary

FINANCIAL SCHEDULES

<u>Page #</u>	<u>Warrant #</u>	<u>Fund</u>	<u>Amount</u>
9	20	L	9,678.69
11	21	L	139,620.31
15	12/05 PR	L	163,532.93
17	12/19 PR	L	120,708.75
19	11	TA	91,971.16
21	10	TA	46,330.96

AMEX	876.65
Amazon Capital Services	1,901.42

Investment Report

Financial Chair Reports

Personnel Actions

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

January 15, 2025

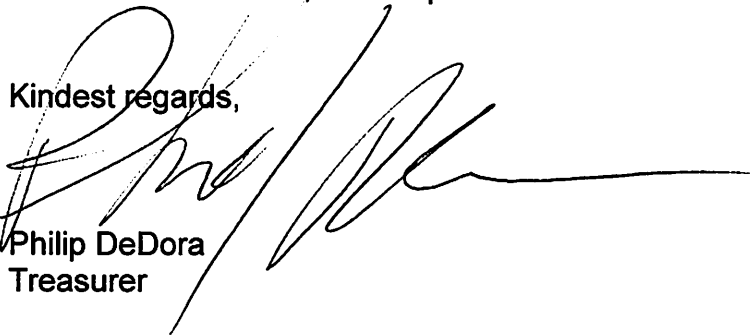
President, Board of Trustees
South Huntington Public Library
145 Pidgeon Hill Road
Huntington Station, NY 11746

I have reviewed the warrants through January 15, 2025.

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,

A handwritten signature in dark ink, appearing to read 'Philip DeDora', is written over the typed name and title. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Philip DeDora
Treasurer

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

January 15, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #20 Fund L - December 2024 Schedule of Bills

Checks #60641-60646

Total warrant: \$9,678.69

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 - 20: CD - UTILITIES - 12/2024 For Dates 12/1/2024 - 12/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
60641	12/19/2024	2555	OPTIMUM		44.23
60642	12/19/2024	20	PSEGLI		5,998.84
60643	12/19/2024	1419	VERIZON SELECT SERVICES		13.79
60644	12/27/2024	690	NATIONAL GRID		2,663.96
60645	12/27/2024	2400	NATIONAL GRID (SVC & GENR)		107.85
60646	12/27/2024	15	VERIZON		850.02

Number of Transactions: 6

Warrant Total: 9,678.69

Vendor Portion: 9,678.69

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 \$ 9,678.69. 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.

12/8/25
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 \$ 9,678.69. 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.

12/30/24
Date

[Signature]
Library Director

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

January 15, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #21 Fund L - January 15, 2024 Schedule of Bills

Checks #60694 - 60780

Void Check #60528

Total warrant: \$139,620.31

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 - 21: CD - GENERAL - 01/2025 For Dates 1/15/2025 - 1/15/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
60528	01/15/2025	1162	**VOID** UNIQUE MANAGEMENT SVCS.		-7.95
60694	01/15/2025	2396	AMAZON		1,901.42
60695	01/15/2025	720	AMERICAN EXPRESS		876.65
60696	01/15/2025	3177	ANGELLO, PETER	240319	200.00
60697	01/15/2025	2797	MICHELLE ANGLISANO	240323	250.00
60698	01/15/2025	23	BAKER & TAYLOR		6,131.48
60699	01/15/2025	2520	KATHRYN BARI-PETRITIS	240321	375.00
60700	01/15/2025	1832	AUGUSTA BERNER	240326	600.00
60701	01/15/2025	1305	BLACKSTONE PUBLISHING.		186.77
60702	01/15/2025	1189	BRODART CO.		559.50
60703	01/15/2025	3224	DONNA CARUCCI-KRUMM	240339	400.00
60704	01/15/2025	2358	CCE SUFFOLK	240304	250.00
60705	01/15/2025	2382	CHILDRENS MUSEUM OF MANHATTAN	240289	400.00
60706	01/15/2025	3223	LINDSAY CITRANO	240340	250.00
60707	01/15/2025	1916	JENNIFER CONLON		67.30
60708	01/15/2025	2633	CONNECTION, INC	240261	4,555.90
60709	01/15/2025	1548	COUNTY LINE HARDWARE		160.15
60710	01/15/2025	3210	COVE DELIVERY, INC.		373.40
60711	01/15/2025	794	PHILIP DE DORA	240000	410.00
60712	01/15/2025	43	DEMCO	*See Detail Report	1,482.72
60713	01/15/2025	2167	DORIS BENTER	240294	200.00
60714	01/15/2025	1665	EDMER SANITARY SUPPLY		1,205.20
60715	01/15/2025	3081	PAUL EFFMAN	240333	800.00
60716	01/15/2025	1777	ELIZABETH ESPOSITO		46.47
60717	01/15/2025	923	FIRST UNUM LIFE INSURANCE CO.		703.49
60718	01/15/2025	3203	FREE TO BE YOGA INC.	240328	300.00
60719	01/15/2025	458	FRIENDS OF THE LIBRARY		414.90
60720	01/15/2025	362	FUN EXPRESS, LLC	*See Detail Report	291.99
60721	01/15/2025	52	GALE		300.00
60722	01/15/2025	2490	KATHLEEN GIERALTOWSKI		59.86
60723	01/15/2025	225	GRAINGER, INC.		369.30
60724	01/15/2025	3222	HIVE CLASS, INC.		1,000.00
60725	01/15/2025	2105	ILS OFFSET		422.50
60726	01/15/2025	2504	INGRAM LIBRARY SERVICES LLC		954.19
60727	01/15/2025	2504	INGRAM LIBRARY SERVICES LLC		155.17
60728	01/15/2025	1960	INTREPID SEA, AIR&SPACE MUSEUM	240290	950.00
60729	01/15/2025	3053	JIN, ELIZABETH	*See Detail Report	950.00
60730	01/15/2025	2750	JO-ANN STORES LLC		1,500.00
60731	01/15/2025	2717	KANOPY LLC		453.00
60732	01/15/2025	1716	DIANE KENTROS		1,470.00
60733	01/15/2025	2459	KONICA MINOLTA BUSINESS SOLUTN	240078	366.28
60734	01/15/2025	3221	KYLE LESTER PC	240334	350.00
60735	01/15/2025	3109	LATORRE, KATRINA		75.07
60736	01/15/2025	3220	LUCREZIA LEVANTI	240324	126.00

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 21: CD - GENERAL - 01/2025 For Dates 1/15/2025 - 1/15/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
60737	01/15/2025	3090	LIL' ATHLETES	*See Detail Report	256.00 ✓
60738	01/15/2025	133	LILRC		1,180.00 ✓
60739	01/15/2025	2484	LONG ISLAND STEAM GROUP	240293	345.00 ✓
60740	01/15/2025	1568	LONG ISLAND WASTE SERVICES		243.05 ✓
60741	01/15/2025	411	MAGIC BEYOND IMAGINATION	240335	475.00 ✓
60742	01/15/2025	1809	MARGARETHA MAIMONE	240003	1,675.00 ✓
60743	01/15/2025	3217	MARY COURTMANCHE		89.73 ✓
60744	01/15/2025	1594	MICHAEL J'S LANDSCAPING	240004	2,050.00 ✓
60745	01/15/2025	27	MIDWEST TAPE		3,211.66 ✓
60746	01/15/2025	2517	MIDWEST TAPE		959.97 ✓
60747	01/15/2025	2737	NASSAU CTY FIREFIGHTERS MUSEUM	240288	600.00 ✓
60748	01/15/2025	3155	NATIONAL SEPTEMBER 11 MEMORIAL & MUSEUM	240291	500.00 ✓
60749	01/15/2025	2622	NEW YORK TRANSIT MUSEUM	240292	200.00 ✓
60750	01/15/2025	1861	SALLY NIKOLIS		49.84 ✓
60751	01/15/2025	1814	PATRICIA NOVAK	240322	125.00 ✓
60752	01/15/2025	127	NYS EMPLOYEES HEALTH INSURANCE		54,280.07 ✓
60753	01/15/2025	96	NYSIF		8,795.14 ✓
60754	01/15/2025	3201	OFF YOUR WALL ART	240332	216.00 ✓
60755	01/15/2025	2935	ORGANIZE ME! OF NY, LLC	240329	350.00 ✓
60756	01/15/2025	1731	PITNEY BOWES BANK INC PURCHASE POWER		400.00 ✓
60757	01/15/2025	1724	PITNEY BOWES GLOBAL FIN'L SERV		126.00 ✓
60758	01/15/2025	3207	LAURA PLATT	240320	350.00 ✓
60759	01/15/2025	2348	PLAYAWAY PRODUCTS	*See Detail Report	1,136.53 ✓
60760	01/15/2025	12	POSTMASTER - BULK PERMIT 39		1,800.00 ✓
60761	01/15/2025	3061	QUATELA CHIMERI PLLC		104.00 ✓
60762	01/15/2025	3184	EVELYN REGAN	240327	340.00 ✓
60763	01/15/2025	3146	DANIELLE REISCHMAN	240240	560.00 ✓
60764	01/15/2025	2558	GEORGINA RIVAS-MARTINEZ		47.48 ✓
60765	01/15/2025	2982	REGINA R. RUSSO	240337	900.00 ✓
60766	01/15/2025	284	RYDER PIANO TUNING		250.00 ✓
60767	01/15/2025	51	SCLS		2,185.40 ✓
60768	01/15/2025	2238	ROBERT SCOTT	240336	299.00 ✓
60769	01/15/2025	3140	SECURITAS SECURITY SERVICES USA, INC.		8,535.80 ✓
60770	01/15/2025	3149	SITAN TAI CHI INC.	240331	600.00 ✓
60771	01/15/2025	2416	STANDARD SECURITY LIFE INS. CO		543.90 ✓
60772	01/15/2025	3167	STAPLES ADVANTAGE		260.74 ✓
60773	01/15/2025	2106	STERLING NORTH AMERICA INC.		8,422.00 ✓
60774	01/15/2025	2789	FRANK TASSIELLI	240341	1,000.00 ✓
60775	01/15/2025	2948	THE COLD SPRING HARBOR FIRE HOUSE MUSEUM	240338	40.00 ✓
60776	01/15/2025	2749	ULINE		539.11 ✓
60777	01/15/2025	1162	UNIQUE MANAGEMENT SVCS.		15.90 ✓
60778	01/15/2025	2232	W.B. MASON CO INC		1,087.23 ✓
60779	01/15/2025	2613	TAMI WOOD	240297	240.00 ✓

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 21: CD - GENERAL - 01/2025 For Dates 1/15/2025 - 1/15/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
60780	01/15/2025	3073	Yanka Industries, Inc.		1,350.00

Number of Transactions: 88

Warrant Total: 139,620.31

Vendor Portion: 139,620.31

*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, 88 in number, in the total amount of \$ 139,620.31. 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.

1/8/25
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 \$ 139,620.31. 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.

1/7/25
Date

Janet Scherer
Library Director

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

January 15, 2025

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: December 5, 2024

Gross Total: 163,532.93

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

12/5/2024 - 12/5/2024



Payroll Transaction Totals

Gross Wages	163,532.93	
Non Cash Earnings	0.00	
Reimbursed Expenses	0.00	
FICA Wages	152,583.38	
FICA Withholding - Employee *	9,460.16	
FICA Withholding - Employer *	9,460.16	
Medicare Wages	152,583.38	
Medicare Withholding - Employee *	2,212.45	
Excess Medicare Wages	0.00	
Excess Medicare Withholdings	0.00	
Medicare Withholding - Employer *	2,212.45	
Federal Wages	109,888.72	
Federal Withholding *	11,259.22	
State Wages	111,520.30	
State Withholding **	5,076.97	
City Wages	0.00	
City Withholding ***	0.00	
Annuities	41,340.20	Pre-Tax
Flexible Spending	10,949.55	Pre-Tax
Retirement	1,631.58	Pre-Tax
Roth 403(b) Annuity	0.00	
Roth 457(b) Annuity	0.00	
All Other Deductions	423.76	
Net Pay	81,179.04	

Payment Distribution Methods

Normal Distributed Amount	4,796.69
Direct Deposit Amount	76,382.35
Direct Deposit Entries	60

Tax Deposit Information

Federal Tax Deposit *	34,604.44
State Tax Deposit **	5,076.97
City Tax Deposit - New York City ***	0.00
City Tax Deposit - Yonkers ***	0.00

Document Types On This Journal

Regular Checks	65
Manual / Hand Drawn Checks	0
Payroll Earning Transfers	0
Voided Checks	0

Employee Types On This Journal

Employee Count	65
Active Payroll Employees	65
Inactive Payroll Employees	0

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

January 15, 2025

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: December 19, 2024

Gross Total: 120,708.75

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

12/19/2024 - 12/19/2024



Payroll Transaction Totals

Gross Wages	120,708.75	
Non Cash Earnings	0.00	
Reimbursed Expenses	0.00	
FICA Wages	118,102.40	
FICA Withholding - Employee *	7,322.34	
FICA Withholding - Employer *	7,322.34	
Medicare Wages	118,102.40	
Medicare Withholding - Employee *	1,712.49	
Excess Medicare Wages	0.00	
Excess Medicare Withholdings	0.00	
Medicare Withholding - Employer *	1,712.49	
Federal Wages	112,217.87	
Federal Withholding *	11,826.77	
State Wages	113,865.27	
State Withholding **	5,221.04	
City Wages	0.00	
City Withholding ***	0.00	
Annuities	4,514.40	Pre-Tax
Flexible Spending	2,606.35	Pre-Tax
Retirement	1,647.40	Pre-Tax
Roth 403(b) Annuity	0.00	
Roth 457(b) Annuity	0.00	
All Other Deductions	390.00	
Net Pay	85,467.96	

Payment Distribution Methods

Normal Distributed Amount	4,029.07
Direct Deposit Amount	81,438.89
Direct Deposit Entries	60

Tax Deposit Information

Federal Tax Deposit *	29,896.43
State Tax Deposit **	5,221.04
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

January 15, 2025

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #11 Fund TA - December 5, 2024 Schedule of Bills

Check #7882 - 7883

Wires #994426 - 994429

Total warrant: \$91,971.16

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 - 11: CD - Trust & Agency - 12/5/24 # 6300 For Dates 12/5/2024 - 12/5/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7882	12/05/2024	127	NYS EMPLOYEES HEALTH INSURANCE		10,899.55
7883	12/05/2024	242	SHPL - GENERAL FUND		50.00
994426	12/05/2024	198	NEWPORT TRUST CO. FBO #22258#		29,376.79
994427	12/05/2024	371	NYS INCOME TAX		5,076.97
994428	12/05/2024	909	INTERNAL REVENUE SERVICE		34,604.44
994429	12/05/2024	1345	NEW YORK STATE DEFERRED COMP		11,963.41
Number of Transactions: 6					
Warrant Total:					91,971.16
Vendor Portion:					91,971.16

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 \$ 91,971.16. 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.

1/8/25
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 \$ 91,971.16. 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.

12/6/24
Date

[Signature]
Library Director

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

January 15, 2025

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #12 Fund TA - December 19, 2024 Schedule of Bills

Check #7884 - 7886

Wires #994430 - 994434

Total warrant: \$46,330.96

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 - 12: CD - Trust & Agency 12/19/24 For Dates 12/19/2024 - 12/19/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7884	12/19/2024	1267	AMERIFLEX, LLC.		897.50
7885	12/19/2024	3116	METLIFE SMALL BUSINESS CENTER		1,634.91
7886	12/19/2024	242	SHPL - GENERAL FUND		73.94
994430	12/19/2024	198	NEWPORT TRUST CO. FBO #22258#		1,616.08
994431	12/19/2024	202	NYS & LOCAL RETIREMENT SYSTEM		4,092.74
994432	12/19/2024	371	NYS INCOME TAX		5,221.04
994433	12/19/2024	909	INTERNAL REVENUE SERVICE		29,896.43
994434	12/19/2024	1345	NEW YORK STATE DEFERRED COMP		2,898.32

Number of Transactions: 8

Warrant Total: 46,330.96

Vendor Portion: 46,330.96

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 8 in number, in the total amount of \$ 46,330.96. 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.

1/8/25
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 \$ 46,330.96. 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.

12/17/24
Date

[Signature]
Library Director

American Express Monthly Statement - December 2024 purchases			
Name	Item(s) Purchased	Purchase \$	Account
Janet Schere	ALA - Cancelled Class	-260.10	L7430.435-31
	ALA - Cancelled Class	-260.10	L7430.435-31
	USPS - Passport mailing	32.00	L7430.433
	ALA Store - Early Literacy Calendar	32.57	L7430.442-12-F
	Hummel Hummel - Staff Meeting	47.17	L7430.435-31
	SCLS - Membership Renewal	55.00	L7430.438
	Google (shpl.info e-mail service)	610.92	L7430.431
Nick Tanzi	Checkr - Employee Background Check	241.98	L7430.437-46
	Uncle Guiseppe's - LILRC Meeting	5.39	L7430.435-31
	Uncle Guiseppe's - LILRC Meeting	43.21	L7430.435-31
	NoviSign Ltd. - Library Signage (Recurring payment)	10.00	L7430.200
	Form Labs - 3D Printing Materials	163.63	L7430.430-22
	Zoom.US (Teleconferencing)	111.96	L7430.431
	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
	Total	876.65	
Amazon Capital Services Statement - 11/20/24-12/19/24			
Account	Description	Purchase \$	
L7420.410-11	ADULT BOOKS	\$286.34	
L7420.410-12	CHILDRENS BOOKS	\$223.51	
L7420.410-13	YA BOOKS	\$67.54	
L7430.200	EQUIPMENT	\$199.37	
L7430.430-21	SUPPLIES - OFFICE	\$256.59	
L7430.430-22	SUPPLIES - LIBRARY	\$107.14	
L7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	\$376.08	
L7430.442-12	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	\$135.17	
L7430.442-12	COMMUNITY ACTIVITY-CHILDRENS FAMILY PGM	\$156.34	
L7430.442-13	COMMUNITY ACTIVITIES-YA PROGRAMS	\$58.35	
L7420.415-2	COMPUTER SOFTWARE - CIRC.-CHILDRENS	\$34.99	
	Total	\$1,901.42	

Cash Receipt Schedule Report For L - 3: CR - DAILY FINES - 12/2024		SOUTH HUNTINGTON LIBRARY	
Account	Account Description	Sum of DEBITS	Sum of CREDITS
Account	Description	G/L Debits	Sub/Led Credits
L 200	CHECKING - VALLEY NATIONAL BANK	1,151.51	0.00
L 2082.1	BOOK FINES	0.00	28.99
L 2082.2	LOST LIBRARY MATERIALS	0.00	124.92
L 2082.4	COPY MACHINES	0.00	101.00
L 2082.42	PRINT VEND MACHINES	0.00	382.80
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	76.00
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	17.80
L 2770.8	MISC. INCOME - PASSPORTS	0.00	420.00
		1,151.51	1,151.51
Cash Receipt Schedule Report For L - 3: CR -GENERAL - 12/2024		SOUTH HUNTINGTON LIBRARY	
Account	Account Description	Sum of DEBITS	Sum of CREDITS
L 200	CHECKING - VALLEY NATIONAL BANK	8,174.97	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	610.01	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	70.93	0.00
L 2082.2	LOST LIBRARY MATERIALS	0.00	386.99
L 2082.42	PRINT VEND MACHINES	0.00	181.50
L 2082.6	COMPUTER PAPER/DISCS	0.00	49.50
L 2401.204	INTEREST - MM- VALLEY NAT'L BANK	0.00	610.01
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	0.00	921.69
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	0.00	70.93
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	6.00
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	0.90
L 2770.5	MISC. INCOME - HOTSPOT FINES	0.00	45.00
L 2770.8	MISC. INCOME - PASSPORTS	0.00	730.45
L 3840	STATE INCENTIVE AID	0.00	1,214.00
L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	0.00	4,515.00
L 9000.906-0	HEALTH INSURANCE	0.00	123.94
		8,855.91	8,855.91

SOUTH HUNTINGTON PUBLIC LIBRARY

REVENUE BUDGET STATUS

PERIOD COVERED: July 1, 2023 -December 31, 2024

ACCOUNT	BUDGET	REVENUE EARNED	EST. REVENUE BASED ON 6 MONTHS	VARIANCE		UNEARNED REVENUE YTD.
				FAVORABLE (UNFAVORABLE)		
				\$	%	
REAL PROPERTY TAXES	\$6,252,114.00	3,126,057.00	3,126,057.00	0.00	0.00	3,126,057.00
BOOK FINES	\$0.00	0.00	0.00	(28.99)	#DIV/0!	(28.99)
LOST LIBRARY MATERIALS	\$2,500.00	1,864.40	1,250.00	614.40	49.15	635.60
COPY MACHINES	\$3,000.00	1,007.07	1,500.00	(492.93)	-32.86	1,992.93
PRINT VEND MACHINES	\$9,000.00	3,155.69	4,500.00	(1,344.31)	-29.87	5,844.31
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	107.35	500.00	(392.65)	-78.53	892.65
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	5,302.44	4,500.00	802.44	17.83	3,697.56
INTEREST - CKING - VALLEY NAT'L BANK	\$5,000.00	4,484.10	2,500.00	1,984.10	79.36	515.90
INTEREST - PAYROLL- VALLEY NAT'L BANK	\$1,000.00	687.00	500.00	187.00	37.40	313.00
INTEREST - MM FLUSHING BANK	\$60,000.00	58,644.31	30,000.00	28,644.31	95.48	1,355.69
SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	\$0.00	416.90	0.00	416.90	#DIV/0!	(416.90)
MISC. INCOME - EAR BUD SALES	\$0.00	1.00	0.00	1.00	#DIV/0!	(1.00)
MISC. INCOME - FAX CHARGES	\$0.00	96.45	0.00	96.45	#DIV/0!	(96.45)
MISC. INCOME - HOTSPOT FINES	\$0.00	80.00	0.00	80.00	#DIV/0!	(80.00)
MISC. INCOME	\$2,000.00	2,999.96	1,000.00	1,999.96	200.00	(999.96)
MISC. INCOME - PASSPORTS	\$13,000.00	5,560.45	6,500.00	(939.55)	-14.45	7,439.55
STATE INCENTIVE AID	\$20,000.00	12,143.00	10,000.00	2,143.00	21.43	7,857.00
APPROPRIATED FUND BALANCE	\$175,000.00	0.00	87,500.00	(87,500.00)	-100.00	175,000.00
TOTALS	\$6,552,614.00	3,222,781.57	3,276,307.00	(53,554.42)	-1.63	3,329,803.44

SOUTH HUNTINGTON LIBRARY

Revenue Status Report By Function From 7/1/2024 To 12/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
L 1001	REAL PROPERTY TAXES	6,252,114.00	0.00	6,252,114.00	3,126,057.00	3,126,057.00
L 2082.1	BOOK FINES	0.00	0.00	0.00	28.99	-28.99
L 2082.2	LOST LIBRARY MATERIALS	2,500.00	0.00	2,500.00	1,864.40	635.60
L 2082.4	COPY MACHINES	3,000.00	0.00	3,000.00	1,007.07	1,992.93
L 2082.42	PRINT VEND MACHINES	9,000.00	0.00	9,000.00	3,155.69	5,844.31
L 2082.52	IWIN - DVDs	0.00	0.00	0.00	129.00	-129.00
L 2082.6	COMPUTER PAPER/DISCS	1,000.00	0.00	1,000.00	107.35	892.65
L 2082.7	LAPTOP FINES	0.00	0.00	0.00	25.45	-25.45
L 2082.9	LATE FINES - MUSEUM PASSES	0.00	0.00	0.00	20.00	-20.00
L 2401.204	INTEREST - MM- VALLEY NAT'L BANK	9,000.00	0.00	9,000.00	5,302.44	3,697.56
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	5,000.00	0.00	5,000.00	4,484.10	515.90
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	1,000.00	0.00	1,000.00	687.00	313.00
L 2401.211	INTEREST - MM FLUSHING BANK	60,000.00	0.00	60,000.00	58,644.31	1,355.69
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	0.00	0.00	416.90	-416.90
L 2770.2	MISC. INCOME - EAR BUD SALES	0.00	0.00	0.00	1.00	-1.00
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	0.00	0.00	96.45	-96.45
L 2770.5	MISC. INCOME - HOTSPOT FINES	0.00	0.00	0.00	80.00	-80.00
L 2770.6	MISC. INCOME	2,000.00	0.00	2,000.00	2,999.96	-999.96
L 2770.8	MISC. INCOME - PASSPORTS	13,000.00	0.00	13,000.00	5,560.45	7,439.55
L 3840	STATE INCENTIVE AID	20,000.00	0.00	20,000.00	12,143.00	7,857.00
L 3841	APPROPRIATED FUND BALANCE	175,000.00	0.00	175,000.00	0.00	175,000.00
L Totals:		6,552,614.00	0.00	6,552,614.00	3,222,810.56	3,329,803.44
Grand Totals:		6,552,614.00	0.00	6,552,614.00	3,222,810.56	3,329,803.44

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

1/6/2025 4:25 PM

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 6 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
SALARIES-PROF. FT & PT	\$1,993,395.60	991,830.36		991,830.36	996,697.80	4,867.44	0.49	\$1,001,565.24
SALARIES-PROF. FT	\$1,546,095.24	774,568.53	0.00	774,568.53	773,047.62	(1,520.91)	(0.20)	\$771,526.71
SALARIES - PROF. PT	\$447,300.36	217,261.83	0.00	217,261.83	223,650.18	6,388.35	2.86	\$230,038.53
SALARIES-CLERICAL FT & PT	\$697,459.42	346,155.65		346,155.65	348,729.71	2,574.06	0.74	\$351,303.77
SALARIES-CLERICAL FT	\$497,224.09	247,475.45	0.00	247,475.45	248,612.05	1,136.59	0.46	\$249,748.64
SALARIES-CLERICAL PT	\$200,235.33	98,680.20	0.00	98,680.20	100,117.67	1,437.47	1.44	\$101,555.13
SALARIES-PAGE	\$99,886.34	44,521.09	0.00	44,521.09	49,943.17	5,422.08	10.86	\$55,365.25
SALARIES-CUSTODIAL FT & PT	\$334,281.61	169,138.97		169,138.97	167,140.81	(1,998.17)	(1.20)	\$165,142.64
SALARIES-CUSTODIAL FT	\$281,123.93	141,634.97	0.00	141,634.97	140,561.97	(1,073.01)	(0.76)	\$139,488.96
SALARIES-CUSTODIAL PT	\$53,157.68	27,504.00	0.00	27,504.00	26,578.84	(925.16)	(3.48)	\$25,653.68
SALARIES-SUNDAY-PROF.	\$61,408.02	23,847.80	0.00	23,847.80	24,895.14	1,047.34	4.21	\$37,560.22
SALARIES-SUNDAY-CLERICAL	\$28,142.82	6,857.76	0.00	6,857.76	11,409.25	4,551.49	39.89	\$21,285.06
SALARIES-SUNDAY-PAGE	\$9,984.00	3,376.00	0.00	3,376.00	4,047.57	671.57	16.59	\$6,608.00
SALARIES-SUNDAY-CUSTODIAL	\$38,089.19	10,027.96	0.00	10,027.96	15,441.56	5,413.60	35.06	\$28,061.23
TEMPORARY SUMMER HELP	\$13,120.00	10,828.85	0.00	10,828.85	34,112.00	23,283.15	68.26	\$2,291.15
	\$3,275,767.00	\$1,606,584.44	\$0.00	\$1,606,584.44	\$1,652,417.01	\$45,832.57	175.17	\$1,669,182.56
ADULT BOOKS	\$100,000.00	34,479.58	0.00	34,479.58	50,000.00	15,520.42	31.04	\$65,520.42
CHILDRENS BOOKS	\$75,000.00	25,304.85	0.00	25,304.85	37,500.00	12,195.15	32.52	\$49,695.15
YOUNG ADULT BOOKS	\$10,000.00	2,012.03	0.00	2,012.03	5,000.00	2,987.97	59.76	\$7,987.97
REFERENCE - ELECTRONIC	\$50,000.00	21,532.00	0.00	21,532.00	25,000.00	3,468.00	13.87	\$28,468.00
AUDIO BOOKS - ADULT	\$1,000.00	735.09	0.00	735.09	500.00	(235.09)	(47.02)	\$264.91
AUDIO BOOKS - CHILDREN	\$2,000.00	0.00	391.42	391.42	1,000.00	608.58	60.86	\$1,608.58
DIGITAL SUBSCRIPTIONS	\$220,500.00	100,555.69	0.00	100,555.69	110,250.00	9,694.31	8.79	\$119,944.31
MUSEUM PASSES	\$22,000.00	4,420.00	2,690.00	7,110.00	11,000.00	3,890.00	35.36	\$14,890.00
DVD - ADULT	\$18,000.00	9,690.78	0.00	9,690.78	9,000.00	(690.78)	(7.68)	\$8,309.22
DVD - CHILDREN	\$5,000.00	1,492.38	0.00	1,492.38	2,500.00	1,007.62	40.30	\$3,507.62
MUSIC CD'S - ADULT	\$2,000.00	1,405.97	0.00	1,405.97	1,000.00	(405.97)	(40.60)	\$594.03
MUSIC CD'S - CHILDREN	\$500.00	59.94	0.00	59.94	250.00	190.06	76.02	\$440.06
PERIODICALS - ADULTS	\$10,500.00	10,298.12	0.00	10,298.12	5,250.00	(5,048.12)	(96.15)	\$201.88
PERIODICALS - CHILDREN	\$1,000.00	956.33	0.00	956.33	500.00	(456.33)	(91.27)	\$43.67
PERIODICALS - YA	\$400.00	119.74	0.00	119.74	200.00	80.26	40.13	\$280.26
PERIODICALS - NEWSPAPERS	\$4,600.00	2,236.89	0.00	2,236.89	2,300.00	63.11	2.74	\$2,363.11
COMPUTER SOFTWARE-CIRC.-ADULTS	\$2,500.00	1,192.78	0.00	1,192.78	1,250.00	57.22	4.58	\$1,307.22
COMPUTER SOFTWARE-CIRC.-CHILDREN	\$4,000.00	3,172.12	0.00	3,172.12	2,000.00	(1,172.12)	(58.61)	\$827.88
MATERIALS PROCESSING	\$20,000.00	10,851.95	0.00	10,851.95	10,000.00	(851.95)	(8.52)	\$9,148.05
COMPUTER SOFTWARE - NON-CIRC.	\$55,000.00	20,987.78	4,555.90	25,543.68	27,500.00	1,956.32	7.11	\$29,456.32
	\$604,000.00	251,504.02	7,637.32	259,141.34	302,000.00	42,858.66	14.19	\$344,858.66
EQUIPMENT	\$54,000.00	16,693.45	745.11	17,438.56	27,000.00	9,561.44	35.41	\$36,561.44
EQUIPMENT - LIBRARY OF THINGS	\$1,000.00	0.00	0.00	0.00	500.00	500.00	100.00	\$1,000.00
EQUIPMENT MAINTENANCE	\$10,000.00	4,827.22	0.00	4,827.22	5,000.00	172.78	3.46	\$5,172.78

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

1/6/2025 4:25 PM

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 6 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
FURNITURE & FIXTURES	\$30,000.00	12,510.96	736.03	13,246.99	15,000.00	1,753.01	11.69	\$16,753.01
SUPPLIES - OFFICE	\$30,000.00	6,737.44	0.00	6,737.44	15,000.00	8,262.56	55.08	\$23,262.56
SUPPLIES - LIBRARY	\$30,000.00	10,570.79	746.69	11,317.48	15,000.00	3,682.52	24.55	\$18,682.52
TELECOMMUNICATIONS	\$40,000.00	28,849.93	0.00	28,849.93	20,000.00	(8,849.93)	(44.25)	\$11,150.07
SCLS SERVICES / CIRCULATION CONTR	\$95,000.00	14,247.53	0.00	14,247.53	47,500.00	33,252.47	70.01	\$80,752.47
POSTAGE	\$30,000.00	8,010.65	9.92	8,020.57	15,000.00	6,979.43	46.53	\$21,979.43
PUBLICITY-PRINTING/NEWSLETTER	\$110,000.00	36,013.28	0.00	36,013.28	55,000.00	18,986.72	34.52	\$73,986.72
CONTINUING ED/MILEAGE REIMB/STAFF	\$30,000.00	29,062.44	0.00	29,062.44	15,000.00	(14,062.44)	(93.75)	\$937.56
CONTINUING ED/MILEAGE REIMB/BOA	\$5,000.00	3,656.71	0.00	3,656.71	2,500.00	(1,156.71)	(46.27)	\$1,343.29
LIBRARY VEHICLE	\$1,000.00	290.82	0.00	290.82	500.00	209.18	41.84	\$709.18
PROFESSIONAL FEES - AUDITOR	\$15,000.00	1,750.00	3,000.00	4,750.00	7,500.00	2,750.00	36.67	\$10,250.00
PROFESSIONAL FEES - LEGAL	\$12,000.00	598.00	0.00	598.00	6,000.00	5,402.00	90.03	\$11,402.00
PROFESSIONAL FEES - TREASURER	\$7,000.00	2,460.00	2,460.00	4,920.00	3,500.00	(1,420.00)	(40.57)	\$2,080.00
PROF. FEES- ART & MUSIC	\$9,500.00	1,120.00	5,030.00	6,150.00	4,750.00	(1,400.00)	(29.47)	\$3,350.00
PROF. FEES - MISC. CONSULTANTS	\$3,000.00	791.50	0.00	791.50	1,500.00	708.50	47.23	\$2,208.50
PROFESSIONAL FEES - SECURITY SERV	\$140,000.00	53,909.25	0.00	53,909.25	70,000.00	16,090.75	22.99	\$86,090.75
MEMBERSHIP DUES	\$6,000.00	1,105.00	0.00	1,105.00	3,000.00	1,895.00	63.17	\$4,895.00
OFFICE EQUIPMENT - COPIER RENTAL	\$5,000.00	2,423.43	2,414.15	4,837.58	2,500.00	(2,337.58)	(93.50)	\$162.42
OFFICE EQUIPMENT - SERVICE CONTRA	\$10,000.00	8,713.32	0.00	8,713.32	5,000.00	(3,713.32)	(74.27)	\$1,286.68
OFFICE EQUIPMENT - REPAIR/MAINTEN/	\$250.00	0.00	0.00	0.00	125.00	125.00	100.00	\$250.00
MISC. EXPENSES	\$1,000.00	101.80	0.00	101.80	500.00	398.20	79.64	\$898.20
COST OF VOTE	\$3,000.00	0.00	0.00	0.00	1,500.00	1,500.00	100.00	\$3,000.00
COMMUNITY ACTIVITIES-ADULT PROGR/	\$68,000.00	30,508.09	390.00	30,898.09	34,000.00	3,101.91	9.12	\$37,101.91
COMMUNITY ACTIVITIES-CHILDRENS PR	\$75,000.00	32,360.77	6,626.00	38,986.77	37,500.00	(1,486.77)	(3.96)	\$36,013.23
COMMUNITY ACTIVITIES - CHILDRENS - REA	\$1,000.00	43.99	283.86	327.85	500.00	172.15	34.43	\$672.15
COMMUNITY ACTIVITY-CHILDRENS FAMI	\$3,500.00	944.96	112.19	1,057.15	1,750.00	692.85	39.59	\$2,442.85
COMMUNITY ACTIVITIES-YA PROGRAMS	\$15,000.00	7,249.23	2,853.94	10,103.17	7,500.00	(2,603.17)	(34.71)	\$4,896.83
COMMUNITY ACTIVITIES-OUTREACH PR/	\$5,000.00	1,777.77	0.00	1,777.77	2,500.00	722.23	28.89	\$3,222.23
COMMUNITY ACTIVITIES - MUSIC/RECIT/	\$8,500.00	3,200.00	0.00	3,200.00	4,250.00	1,050.00	24.71	\$5,300.00
CREDIT MERCHANT FEES	\$4,000.00	1,371.50	0.00	1,371.50	2,000.00	628.50	31.43	\$2,628.50
	\$857,750.00	321,899.83	25,407.89	347,307.72	428,875.00	81,567.28	19.02	\$510,442.28
UTILITIES - ELECTRIC	\$145,000.00	87,357.49	0.00	87,357.49	72,500.00	(14,857.49)	(20.49)	\$57,642.51
UTILITIES - WATER	\$5,000.00	1,931.02	0.00	1,931.02	2,500.00	568.98	22.76	\$3,068.98
UTILITIES - GAS	\$20,000.00	4,678.01	0.00	4,678.01	10,000.00	5,321.99	53.22	\$15,321.99
CUSTODIAL SUPPLIES	\$15,000.00	6,475.88	0.00	6,475.88	7,500.00	1,024.12	13.65	\$8,524.12
BUILDING EQUIPMENT & REPAIR	\$8,000.00	1,262.49	0.00	1,262.49	4,000.00	2,737.51	68.44	\$6,737.51
BUILDING MAINTENANCE & REPAIR	\$45,000.00	7,650.59	2,613.00	10,263.59	22,500.00	12,236.41	54.38	\$34,736.41
BUILDING SERVICE CONTRACTS	\$40,000.00	29,115.48	9,850.00	38,965.48	20,000.00	(18,965.48)	(94.83)	\$1,034.52
INSURANCE	\$58,000.00	59,805.07	0.00	59,805.07	29,000.00	(30,805.07)	(106.22)	(\$1,805.07)
GROUNDS MAINTENANCE	\$30,000.00	5,533.23	0.00	5,533.23	15,000.00	9,466.77	63.11	\$24,466.77
	\$366,000.00	203,809.26	12,463.00	216,272.26	183,000.00	(33,272.26)	(18.18)	\$149,727.74

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

1/6/2025 4:25 PM

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 6 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
NYS RETIREMENT SYSTEM	\$420,000.00	430,291.00	0.00	430,291.00	210,000.00	(220,291.00)	(104.90)	(\$10,291.00)
FICA EXPENSE	\$250,597.00	87,722.56	0.00	87,722.56	125,298.50	37,575.94	29.99	\$162,874.44
WORKERS' COMPENSATION	\$25,000.00	1,384.65	0.00	1,384.65	12,500.00	11,115.35	88.92	\$23,615.35
DISABILITY INSURANCE	\$4,000.00	581.70	0.00	581.70	2,000.00	1,418.30	70.92	\$3,418.30
LONG-TERM DISABILITY INS.	\$8,500.00	4,530.15	0.00	4,530.15	4,250.00	(280.15)	(6.59)	\$3,969.85
UNEMPLOYMENT INSURANCE	\$1,000.00	0.00	0.00	0.00	500.00	500.00	100.00	\$1,000.00
HEALTH INSURANCE	\$685,000.00	309,354.76	0.00	309,354.76	342,500.00	33,145.24	9.68	\$375,645.24
MEDICARE REIMBURSEMENT	\$55,000.00	28,475.50	0.00	28,475.50	27,500.00	(975.50)	(3.55)	\$26,524.50
	\$1,449,097.00	862,340.32	0.00	862,340.32	724,548.50	(137,791.82)	(19.02)	\$586,756.68
TOTAL	6,552,614.00	3,246,137.87	45,508.21	3,291,646.08	3,290,840.51	(805.57)	(0.02)	\$3,260,967.92

SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2024 To 12/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
L 7410.141-01	SALARIES-PROF. FT	1,546,095.24	0.00	1,546,095.24	774,568.53	0.00	771,526.71
L 7410.141-01-P	SALARIES - PROF. PT	447,300.36	0.00	447,300.36	217,261.83	0.00	230,038.53
L 7410.142-02	SALARIES-CLERICAL FT	497,224.09	0.00	497,224.09	247,475.45	0.00	249,748.64
L 7410.142-02-P	SALARIES-CLERICAL PT	200,235.33	0.00	200,235.33	98,680.20	0.00	101,555.13
L 7410.142-03	SALARIES-PAGE	99,886.34	0.00	99,886.34	44,521.09	0.00	55,365.25
L 7410.142-04	SALARIES-CUSTODIAL FT	281,123.93	0.00	281,123.93	141,634.97	0.00	139,488.96
L 7410.142-04-P	SALARIES-CUSTODIAL PT	53,157.68	0.00	53,157.68	27,504.00	0.00	25,653.68
L 7410.143-01	SALARIES-SUNDAY-PROF.	61,408.02	0.00	61,408.02	23,847.80	0.00	37,560.22
L 7410.143-02	SALARIES-SUNDAY-CLERICAL	28,142.82	0.00	28,142.82	6,857.76	0.00	21,285.06
L 7410.143-03	SALARIES-SUNDAY-PAGE	9,984.00	0.00	9,984.00	3,376.00	0.00	6,608.00
L 7410.143-04	SALARIES-SUNDAY-CUSTODIAL	38,089.19	0.00	38,089.19	10,027.96	0.00	28,061.23
L 7410.143-05	TEMPORARY SUMMER HELP	13,120.00	0.00	13,120.00	10,828.85	0.00	2,291.15
7410	*	3,275,767.00	0.00	3,275,767.00	1,606,584.44	0.00	1,669,182.56
L 7420.410-11	ADULT BOOKS	100,000.00	0.00	100,000.00	34,479.58	0.00	65,520.42
L 7420.410-12	CHILDRENS BOOKS	75,000.00	0.00	75,000.00	25,304.85	0.00	49,695.15
L 7420.410-13	YOUNG ADULT BOOKS	10,000.00	0.00	10,000.00	2,012.03	0.00	7,987.97
L 7420.410-14-2	REFERENCE - ELECTRONIC	50,000.00	0.00	50,000.00	21,532.00	0.00	28,468.00
L 7420.410-15	AUDIO BOOKS - ADULT	1,000.00	0.00	1,000.00	735.09	0.00	264.91
L 7420.410-15-C	AUDIO BOOKS - CHILDREN	2,000.00	0.00	2,000.00	0.00	391.42	1,608.58
L 7420.410-16-S	DIGITAL SUBSCRIPTIONS	220,500.00	0.00	220,500.00	100,555.69	0.00	119,944.31
L 7420.410-17	MUSEUM PASSES	22,000.00	0.00	22,000.00	4,420.00	2,690.00	14,890.00
L 7420.411-11	DVD - ADULT	18,000.00	0.00	18,000.00	9,690.78	0.00	8,309.22
L 7420.411-12	DVD - CHILDREN	5,000.00	0.00	5,000.00	1,492.38	0.00	3,507.62
L 7420.412-11	MUSIC CD'S - ADULT	2,000.00	0.00	2,000.00	1,405.97	0.00	594.03
L 7420.412-12	MUSIC CD'S - CHILDREN	500.00	0.00	500.00	59.94	0.00	440.06
L 7420.413-11	PERIODICALS - ADULTS	10,500.00	0.00	10,500.00	10,298.12	0.00	201.88
L 7420.413-12	PERIODICALS - CHILDREN	1,000.00	0.00	1,000.00	956.33	0.00	43.67
L 7420.413-13	PERIODICALS - YA	400.00	0.00	400.00	119.74	0.00	280.26
L 7420.413-17	PERIODICALS - NEWSPAPERS	4,600.00	0.00	4,600.00	2,236.89	0.00	2,363.11
L 7420.415-11	COMPUTER SOFTWARE-CIRC.-ADULTS	2,500.00	0.00	2,500.00	1,192.78	0.00	1,307.22
L 7420.415-12	COMPUTER SOFTWARE-CIRC.-CHILDREN	4,000.00	0.00	4,000.00	3,172.12	0.00	827.88
L 7420.419	MATERIALS PROCESSING	20,000.00	0.00	20,000.00	10,851.95	0.00	9,148.05
L 7420.429	COMPUTER SOFTWARE - NON-CIRC.	55,000.00	0.00	55,000.00	20,987.78	4,555.90	29,456.32

SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2024 To 12/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
7420	*	604,000.00	0.00	604,000.00	251,504.02	7,637.32	344,858.66
L 7430.200	EQUIPMENT	54,000.00	0.00	54,000.00	16,693.45	745.11	36,561.44
L 7430.200-1	EQUIPMENT - LIBRARY OF THINGS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
L 7430.200-5	EQUIPMENT MAINTENANCE	10,000.00	0.00	10,000.00	4,827.22	0.00	5,172.78
L 7430.201	FURNITURE & FIXTURES	30,000.00	0.00	30,000.00	12,510.96	736.03	16,753.01
L 7430.430-21	SUPPLIES - OFFICE	30,000.00	0.00	30,000.00	6,737.44	0.00	23,262.56
L 7430.430-22	SUPPLIES - LIBRARY	30,000.00	0.00	30,000.00	10,570.79	746.69	18,682.52
L 7430.431	TELECOMMUNICATIONS	40,000.00	0.00	40,000.00	28,849.93	0.00	11,150.07
L 7430.432	SCLS SERVICES / CIRCULATION CONTROL	95,000.00	0.00	95,000.00	14,247.53	0.00	80,752.47
L 7430.433	POSTAGE	30,000.00	0.00	30,000.00	8,010.65	9.92	21,979.43
L 7430.434	PUBLICITY-PRINTING/NEWSLETTER	110,000.00	0.00	110,000.00	36,013.28	0.00	73,986.72
L 7430.435-31	CONTINUING ED/MILEAGE REIMB/STAFF	30,000.00	0.00	30,000.00	29,062.44	0.00	937.56
L 7430.435-32	CONTINUING ED/MILEAGE REIMB/BOA	5,000.00	0.00	5,000.00	3,656.71	0.00	1,343.29
L 7430.435-33	LIBRARY VEHICLE	1,000.00	0.00	1,000.00	290.82	0.00	709.18
L 7430.437-41	PROFESSIONAL FEES - AUDITOR	15,000.00	0.00	15,000.00	1,750.00	3,000.00	10,250.00
L 7430.437-42	PROFESSIONAL FEES - LEGAL	12,000.00	0.00	12,000.00	598.00	0.00	11,402.00
L 7430.437-44	PROFESSIONAL FEES - TREASURER	7,000.00	0.00	7,000.00	2,460.00	2,460.00	2,080.00
L 7430.437-45	PROF. FEES- ART & MUSIC	9,500.00	0.00	9,500.00	1,120.00	5,030.00	3,350.00
L 7430.437-46	PROF. FEES - MISC. CONSULTANTS	3,000.00	0.00	3,000.00	791.50	0.00	2,208.50
L 7430.437-47	PROFESSIONAL FEES - SECURITY SERVICES	140,000.00	0.00	140,000.00	53,909.25	0.00	86,090.75
L 7430.438	MEMBERSHIP DUES	6,000.00	0.00	6,000.00	1,105.00	0.00	4,895.00
L 7430.439-51	OFFICE EQUIPMENT - COPIER RENTAL	5,000.00	0.00	5,000.00	2,423.43	2,414.15	162.42
L 7430.439-52	OFFICE EQUIPMENT - SERVICE CONTRACTS	10,000.00	0.00	10,000.00	8,713.32	0.00	1,286.68
L 7430.439-53	OFFICE EQUIPMENT - REPAIR/MAINTENANCE	250.00	0.00	250.00	0.00	0.00	250.00
L 7430.440	MISC. EXPENSES	1,000.00	0.00	1,000.00	101.80	0.00	898.20
L 7430.441	COST OF VOTE	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	68,000.00	0.00	68,000.00	30,508.09	390.00	37,101.91
L 7430.442-12	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	75,000.00	0.00	75,000.00	32,360.77	6,626.00	36,013.23
L 7430.442-12-F	COMMUNITY ACTIVITY-CHILDRENS FAMILY PGM	3,500.00	0.00	3,500.00	944.96	112.19	2,442.85

SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2024 To 12/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
L 7430.442-12--S	COMMUNITY ACTIVITIES - CHILDRENS - READING CLUB	1,000.00	0.00	1,000.00	43.99	283.86	672.15
L 7430.442-13	COMMUNITY ACTIVITIES-YA PROGRAMS	15,000.00	0.00	15,000.00	7,249.23	2,853.94	4,896.83
L 7430.442-14	COMMUNITY ACTIVITIES - MUSIC/RECITALS	8,500.00	0.00	8,500.00	3,200.00	0.00	5,300.00
L 7430.442-15	CREDIT MERCHANT FEES	4,000.00	0.00	4,000.00	1,371.50	0.00	2,628.50
L 7430.442-16	COMMUNITY ACTIVITIES-OUTREACH PROGRAMS	5,000.00	0.00	5,000.00	1,777.77	0.00	3,222.23
7430	*	857,750.00	0.00	857,750.00	321,899.83	25,407.89	510,442.28
L 7440.450-61	UTILITIES - ELECTRIC	145,000.00	0.00	145,000.00	87,357.49	0.00	57,642.51
L 7440.450-62	UTILITIES - WATER	5,000.00	0.00	5,000.00	1,931.02	0.00	3,068.98
L 7440.450-63	UTILITIES - GAS	20,000.00	0.00	20,000.00	4,678.01	0.00	15,321.99
L 7440.451	CUSTODIAL SUPPLIES	15,000.00	0.00	15,000.00	6,475.88	0.00	8,524.12
L 7440.452-70	BUILDING EQUIPMENT & REPAIR	8,000.00	0.00	8,000.00	1,262.49	0.00	6,737.51
L 7440.452-71	BUILDING MAINTENANCE & REPAIR	45,000.00	0.00	45,000.00	7,650.59	2,613.00	34,736.41
L 7440.452-73	BUILDING SERVICE CONTRACTS	40,000.00	0.00	40,000.00	29,115.48	9,850.00	1,034.52
L 7440.454	INSURANCE	58,000.00	0.00	58,000.00	59,805.07	0.00	-1,805.07
L 7440.469-81	GROUNDS MAINTENANCE	30,000.00	0.00	30,000.00	5,533.23	0.00	24,466.77
7440	*	366,000.00	0.00	366,000.00	203,809.26	12,463.00	149,727.74
74	**	5,103,517.00	0.00	5,103,517.00	2,383,797.55	45,508.21	2,674,211.24
7	***	5,103,517.00	0.00	5,103,517.00	2,383,797.55	45,508.21	2,674,211.24
L 9000.901-0	NYS RETIREMENT SYSTEM	420,000.00	0.00	420,000.00	430,291.00	0.00	-10,291.00
L 9000.903-0	FICA EXPENSE	250,597.00	0.00	250,597.00	87,722.56	0.00	162,874.44
L 9000.904-0	WORKERS' COMPENSATION	25,000.00	0.00	25,000.00	1,384.65	0.00	23,615.35
L 9000.905-5	DISABILITY INSURANCE	4,000.00	0.00	4,000.00	581.70	0.00	3,418.30
L 9000.905-6	LONG-TERM DISABILITY INS.	8,500.00	0.00	8,500.00	4,530.15	0.00	3,969.85
L 9000.905-7	UNEMPLOYMENT INSURANCE	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
L 9000.906-0	HEALTH INSURANCE	685,000.00	0.00	685,000.00	309,354.76	0.00	375,645.24
L 9000.906-1	MEDICARE REIMBURSEMENT	55,000.00	0.00	55,000.00	28,475.50	0.00	26,524.50
9000	*	1,449,097.00	0.00	1,449,097.00	862,340.32	0.00	586,756.68
90	**	1,449,097.00	0.00	1,449,097.00	862,340.32	0.00	586,756.68
9	***	1,449,097.00	0.00	1,449,097.00	862,340.32	0.00	586,756.68
Fund LTotals:		6,552,614.00	0.00	6,552,614.00	3,246,137.87	45,508.21	3,260,967.92
Grand Totals:		6,552,614.00	0.00	6,552,614.00	3,246,137.87	45,508.21	3,260,967.92

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2024 - 12/31/2024



Account	Description	Debits	Credits
L 200	CHECKING - VALLEY NATIONAL BANK	424,966.28	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	587,804.53	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	16,817.84	0.00
L 210	PETTY CASH	710.00	0.00
L 211	MM - FLUSHING BANK	2,057,080.88	0.00
L 391	DUE FROM OTHER FUNDS	17,672.99	0.00
L 500	PAYROLL CLEARING ACCOUNT	0.00	289,605.34
L 510	ESTIMATED REVENUE	6,552,614.00	0.00
L 521	ENCUMBRANCES	45,508.21	0.00
L 522	EXPENDITURES	3,246,137.87	0.00
L 821	RESERVE FOR ENCUMBRANCES	0.00	45,508.21
L 902	RESERVE FOR ACCRUED SICK/VACATION	0.00	582,781.26
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	3,222,810.56
L Fund Totals:		12,949,312.60	12,949,312.60
Grand Totals:		12,949,312.60	12,949,312.60

SOUTH HUNTINGTON LIBRARY

Revenue Status Report By Function From 7/1/2024 To 12/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
H 2401	INTEREST	0.00	0.00	0.00	43,447.71	-43,447.71
H Totals:		0.00	0.00	0.00	43,447.71	-43,447.71
Grand Totals:		0.00	0.00	0.00	43,447.71	-43,447.71

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2024 - 12/31/2024



Account	Description	Debits	Credits
H 200	VALLEY RESERVE CHECKING ACCT	178,618.71	0.00
H 210	FLUSHING M/M	1,606,435.68	0.00
H 522	EXPENDITURES	409,887.67	0.00
H 599	APPROPRIATED FUND BALANCE	2,076,330.01	0.00
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	43,447.71
H Fund Totals:		4,271,272.07	4,271,272.07
Grand Totals:		4,271,272.07	4,271,272.07

SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2024 To 12/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
H 7430.200-1	EMERGENCY REPAIR/REPLACEMENT	995,302.91	0.00	995,302.91	0.00	0.00	995,302.91
H 7430.200-5	HVAC REPLACEMENT - 2022/2023 (BHC PROJECT# 10183)	859,517.80	0.00	859,517.80	409,887.67	0.00	449,630.13
H 7430.200-6	CAPITAL IMPROVEMENT FEASIBILITY STUDY	18,055.26	0.00	18,055.26	0.00	0.00	18,055.26
H 7430.200-7	EV CHARGING STATIONS	124,350.00	0.00	124,350.00	0.00	0.00	124,350.00
H 7430.220	COMPUTER/TELECOMM/EQUIPMENT	79,104.04	0.00	79,104.04	0.00	0.00	79,104.04
7430	*	2,076,330.01	0.00	2,076,330.01	409,887.67	0.00	1,666,442.34
74	**	2,076,330.01	0.00	2,076,330.01	409,887.67	0.00	1,666,442.34
7	***	2,076,330.01	0.00	2,076,330.01	409,887.67	0.00	1,666,442.34
Fund HTotals:		2,076,330.01	0.00	2,076,330.01	409,887.67	0.00	1,666,442.34
Grand Totals:		2,076,330.01	0.00	2,076,330.01	409,887.67	0.00	1,666,442.34

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2024 - 12/31/2024



Account	Description	Debits	Credits
TA 200	T/A CHECKING - VALLEY NAT'L BANK	18,491.31	0.00
TA 456	INTEREST	0.00	818.32
TA 630	DUE TO/FROM OTHER FUNDS	0.00	17,672.99
TA Fund Totals:		18,491.31	18,491.31
Grand Totals:		18,491.31	18,491.31

Investment Report

General Fund

Flushing Bank

The current balance in this account is \$2,066,717.38 and the account is earning interest at 4.20%.

Capital Reserve Fund

Capital Reserve Projects

Flushing Bank

The money market account balance of \$1,612,578.30 is earning interest at 4.20%.

12/31/2024

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

TO: Board of Trustees

FROM: Stuart Horowitz
2024/25 Finance Chairperson

DATE: January 15, 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
7875	10/22/2024	Metlife Small Business Center	\$1,806.88
10028	11/12/2024	Sunbelt Rentals	\$5,760.70
60444	11/20/2024	American Express	\$1,861.36
30453	11/20/2024	Book Page	\$1,115.00
60468	11/20/2024	Geovanny & Sons	\$925.00
60478	11/20/2024	Joyful Day Ceremonies	\$250.00
60531	11/20/2024	Waldners	\$12,510.96`
60533	11/20/2024	Tami Wood	\$765.00

The following checks was still outstanding:

Check #	Date	Vendor Name	Check Amount
60359	10/16/2024	CCE Suffolk	\$250.00
60493	11/20/2024	Mango Languages	\$4,182.00

Appointments

Name	Title	Hours / Week	Salary	Step	Effective Date
Willem Lynn	PT Library Clerk	14	\$17.84/hr	1	12/31/2024

Promotions

Name		Title	Hours / Week	Salary	Step	Effective Date
Joann Mariani	From:	Senior Library Clerk	35	\$68,428.98	25	12/23/2024
	To:	Principal Library Clerk	35	\$80,336.08	30	
Keely Rehman	From:	FT Library Clerk	35	\$59,160.40	27	12/23/2024
	To:	Senior Library Clerk	35	\$71,012.14	27	

Medical Leave of Absence

Name	Title	Hours / Week	Salary	Step	Effective Date
Joann Rasmussen	PT Adult Page	10/week	\$16/hr	1	12/20/2024-01/20/2025



Doreen Kilkenny <dkilkenny@shpl.info>

Fwd: leave

Janet Scherer <jscherer@shpl.info>
To: Doreen Kilkenny <dkilkenny@shpl.info>

Fri, Dec 20, 2024 at 3:37 PM

This can be printed and added to the board packet for January. Thanks.
Janet Scherer, Director
South Huntington Public Library
[145 Pidgeon Hill Road](#)
[Huntington Station, NY 11746](#)
631-549-4411
jscherer@shpl.info



----- Forwarded message -----

From: **Jennifer O'Connor** <joconnor@shpl.info>
Date: Fri, Dec 20, 2024 at 2:43 PM
Subject: Fwd: leave
To: Janet Scherer <jscherer@shpl.info>

Dear SHPL Board of Trustees:

I will need to request an additional LOA for a month. I am still not well and unable to even leave my home. My next doctor visit isn't until December 31. I will ask her for a note at that time.

Please let me know if you need anything else at this time.

Thank you,
Jo Anne Rasmussen
Adult Page
Sent from my iPhone

--
Jennifer O'Connor
Adult Services Librarian
South Huntington Public Library
[145 Pidgeon Hill Road](#)
[Huntington Station, NY 11746](#)
631-549-4411
www.shpl.info



January 7, 2025

Mrs. Eileen Sullivan
92 East 23rd Street
Huntington Station, NY 11746

Dear Eileen:

On behalf of our Friends organization, our Board of Trustees and staff, I thank you for your generous donation to the Friends of the South Huntington Public Library.

All donations to the Friends of the South Huntington Public Library benefit our community through library programs such as our summer and winter reading clubs, student scholarships, special concerts and more.

We so appreciate your support and friendship.

Warm regards,



Janet Scherer
Director

Trustee Petitions

The deadline to submit petitions to run for library trustee is Monday, March 10 at 5:00 p.m. Petitions may be picked up at the Adult Services Desk beginning February 11.

Annual Audit

I am expecting a draft of the annual audit within the week. Our new auditor, Al Coster will attend our February meeting.

Consolidation of Tech Services and Circulation Departments

As a result of staff retirements and evolving trends in material acquisitions and circulation patterns, the consolidation of the aforementioned departments will optimize the library's operations and enhance the efficient utilization of staff resources. The unified department will operate under the name "Customer Service and Materials Management."

Meetings

December 3	Tuesday	9-3:00 p.m.	SLI Board Retreat
December 5	Thursday	12:00 p.m.	PLDA EDI Scholarship Meeting
December 6	Friday	10:00 a.m.	Webinar with staff – Managing Your Emotions During Conflict
December 16	Monday	10:00 a.m.	Huntington Director Zone Meeting
December 17	Tuesday	10:00 a.m.	LILRC Board Meeting
December 18	Wednesday	9:00 a.m.	Staff Meeting
December 18	Monday	7:00 p.m.	SHPL Board Meeting
December 20	Friday	9:30 a.m.	Interview – PT Clerk

Important Dates

SHPL Board Meeting – Wednesday, February 19 @ 7:00 p.m.

Annual Report for Public and Association Libraries 2024

Each year, the library is required to submit an annual report to the New York State Library. This involves us answering a number of questions about our finances, governance, and compliance with library minimum standards. It also requires us to provide detailed statistical information regarding the library's circulation (both digital and physical), program attendance, database retrievals, and reference interactions.

Recent years have seen a lot of variations in the questions asked. For example, the pandemic and the resulting virtual programming required new reporting methodologies. This year, the Institute of Museum and Library Services (IMLS) has issued a new set of 22 questions intended to more clearly and accurately record electronic collections and usage.

As in past years, there is a rather tight timeline for submission. I have begun meeting with staff to collect the necessary information and enter it into the New York State Division of Library Development portal. Prior to final submission, the Board will have an opportunity to review and accept our annual report.

Meetings — December

Thursday, December 5	1:30 p.m.	Department Head Meeting
Wednesday, December 11	2:00 p.m.	Circulation Clerk Interviews
Wednesday, December 11	6:30 p.m.	Trustee Workshop
Thursday, December 12	10:00 a.m.	Annual Meeting of the Computer and Technical Services division of the Suffolk County Library Association
Friday, December 13	9:30 a.m.	Director's Meeting @ Harborfields
Friday, December 13	1:00 p.m.	Circulation Clerks Interview
Wednesday, December 18	9:00 a.m.	Staff Meeting
Wednesday, December 18	1:30 p.m.	Long-Range Planning Meeting
Wednesday, December 18	7:00 p.m.	Library Board of Trustees Meeting
Thursday, December 19	10:00 a.m.	AI briefing for Regents Advisory Council on Libraries

Facilities Report

Compiled by Ray Capone

1. We washed the lower-level bathroom floors with the floor scrubbing machine. We also worked on the sinks, cleaning all of the porcelain.
2. We purchased two new snow blowers this month after encountering problems with two of our rubber auger machines, which are now 5 years old. These blowers, while smaller, are able to clean right down to the pavement, unlike larger blowers that can leave a thin coat of snow behind.
3. We have a small leak in one of the fire sprinkler pipes in the staff stairwell. The repair work requires a special license, so we are waiting on our sprinkler inspector. They have ordered a part, and will complete the repair once it arrives.
4. One of the motors for the shades in reference needs to be replaced. A replacement motor has been ordered, and a blind company will be on site to make the repair in the near future.
5. We changed a ballast in one of the light frames in the Children's Room.
6. We greased all the automatic door railings; they tend to dry up over time, which can make their movement loud and rough.
7. We ordered 4 new raised beds for the Grow to Give and Pollination Garden. They are made of composite plastic, and they warp over time from the alternating heat and cold.
8. Our fire sprinkler company retired and a new person took over the company. We ran an insurance check, which cleared, so we will be using them in the future.
9. The crank on our flagpole needs to be repaired. We received a referral from the Northport Library, and will look to get an estimate for the repair, pending insurance approval.
10. I had the fire extinguisher company in this week for the yearly inspection. We have replaced any extinguishers that were at end-of-life, and are good to go.
11. The HVAC company was in to do quarterly maintenance on the units. Everything was good but, we were having an issue with rooftop unit number 2.

The economizer doors were not fully shutting, causing heat loss. After lubricating all the doors, linkages, and motor, it seems to be closing correctly.

HVAC UPDATE

Both of the units are all piped in and the heating is working on both of them. Our installer has started filling the units with freon to get the cooling section going, but they cannot go any further with that part until the control company finishes their work. After that, the bulk of the job will have been completed, other than punch list issues. This puts us on track to be completed by the end of the month.

Adult Services Department Report
Quarters 3 and 4, 2024

Howard Spiegelglass
Head of Adult Services

January 7, 2025

Between July and December of last year, Adult Services librarians have continued to engage our community with popular programs that have been well received by our patrons. These include book discussions and arts and crafts related activities.

1. Mary Courtemanche, Jen O'Connor and Ryann Riggs facilitated the following Take & Make crafts. July: Watermelon Coasters, August: Beach Terrarium, September: Fall Picture Frame Wreath, October: Painted Pumpkin Crate, November: Thankful Burlap Banner, December: Winter Tea Towels.
2. The Cover to Cover Book Discussion group is held the last Thursday of each month and was led by Martha Kahn and Jen O'Connor. Summaries of the most recent book discussions are included in this report.
3. The 20s and 30s Book Club is led by Ryann Riggs and Hannah Grenier. Summaries of the most recent book discussions are included in this report.
4. The Creative Club meets in the Young Adult Library on the last Monday of each month. Martha Kahn and Ryann Riggs are instructors in which participants are introduced to a new art project each month. Summaries of the most recent program sessions are included in this report.
5. Martha Kahn and Jen O'Connor visited Sunrise of Huntington to conduct crafts programs with the residents. Summaries of these sessions are included in this report.
6. World Language DVDs and Blu-rays have been relabeled and reclassified in the catalog by Liz DiMauro. They are no longer identified as foreign language films.

Cover to Cover Book Discussions

Submitted by Jen O'Connor

The Cover to Cover Book Discussion took place on Thursday, June 27, 2024 in our Technology Center. Martha and Jen led the discussion of the book *The Midnight Library* by Matt Haig. Seven patrons attended this discussion. We spoke about themes of regret, family relationships, depression and new beginnings. Overall, the group enjoyed this book and the discussion was interesting. As usual, we also discussed other books we are reading and heard recommendations from each other

Several Cover to Cover book discussions took place in the second half of 2024 facilitated by Martha and Jen.

The programs were as follows:

July 25 - *Happy Place* by Emily Henry

September 26- *The Heaven and Earth Grocery Store* by James McBride

October 31- *The Maid* by Nita Prose

November 21 - *Remarkably Bright Creatures* by Shelby Van Pelt

As usual, we also discussed other books we are reading and heard recommendations from each other. We have cultivated a group of regular attendees for this program along with a few new faces each time. Jen has enjoyed working with Martha on this program since we began the series on Zoom back in the summer of 2020. Jen will continue to facilitate this program going forward with the help of Mary Courtemanche.

Our next meeting of Cover to Cover will be on Thursday, January 30 when we will discuss *The Thursday Murder Club* by Richard Osman.

20s and 30s Book Club

Submitted by Ryann Riggs and Hannah Grenier

July 23, 2024

The 20s & 30s Book Club was held on July 23rd at Six Harbors Brewing Company in Huntington. We had 9 people attend - our largest group yet! We read and discussed *Beautyland* by Marie-Helene Bertino - a tender, beautifully written literary fiction novel with a touch of sci-fi. We had a thoughtful discussion revolving around the themes of loneliness, otherness, grief, motherhood, and ultimately what it means to be a human being.

We have gotten a lot of positive feedback and an increase in attendance since moving our meetings to the brewery, so we will continue to meet there. Our next meeting is on Tuesday, September 24 and we will be reading *Lone Women* by Victor LaValle, a historical horror novel / western set in the early 1900s.



September 24, 2024

The 20s & 30s Book Club was held at Six Harbors Brewing Company in Huntington Village. We had 5 people attend - including 1 new member. We read and discussed *Lone Women* by Victor LaValle - a horror/western novel that takes place during the early 20th century in Montana. We had a thoughtful and humorous discussion of the plot and explored the themes of family, race, power, and otherness.

We will continue to meet at the brewery with our next meeting on Tuesday, November 26th. We will be reading *Natural Beauty* by Ling Ling Huang, a satirical horror novel that comments on beauty standards and the impact of the beauty industry.

November 28, 2024

Our latest 20s & 30s Book Club meeting was held on November 26th at Six Harbors Brewing Company in Huntington Village. We had 6 people attend. This month we read and discussed *Natural Beauty* by Ling Ling Huang - a satirical horror novel that addresses problems within the beauty industry and “wellness culture”. We will continue to meet at the brewery with our next meeting on Tuesday, January 28th where we will discuss *The Idiot* by Elif Batuman.

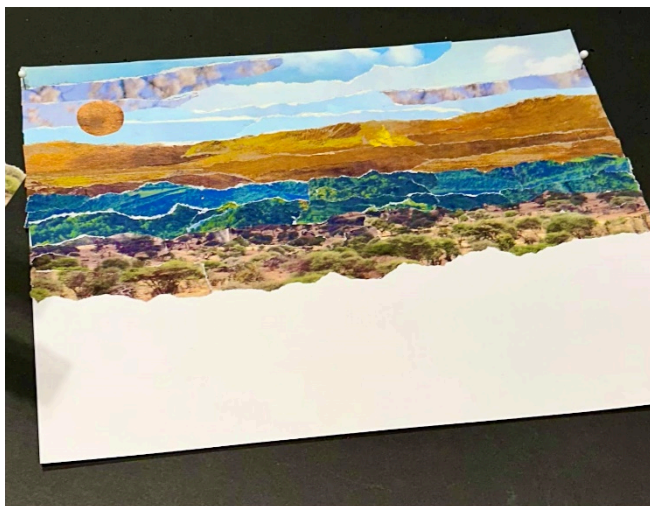
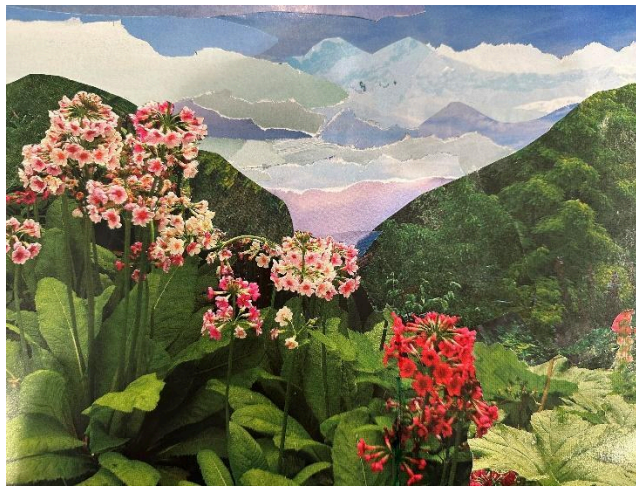
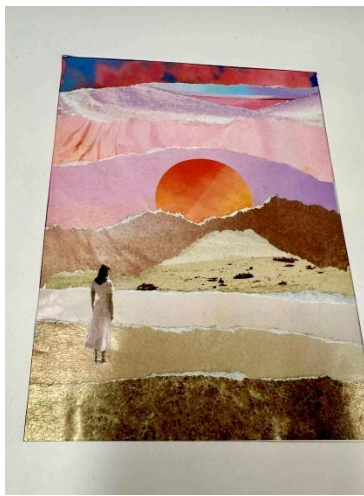


Creative Club: Landscape Collage

Submitted by Martha Kahn

June 24, 2024

This month we had our second “Back to Collage” series with nine patrons attending. We had so much fun working on the landscapes together. Everyone was really into it. Carol, who is a member and expert in collage suggested we buy foam board and pins for everyone to make our work easier. Pinning your cut papers down on a board keeps them in place while working. It also allows you to move elements around before you commit to gluing everything in place.



Creative Club: Seascape Collage

Submitted by Martha Kahn

July 29, 2024

This month we had our third “Back to Collage” series with eight patrons attending. The Creative Club has established itself to become a real club, with most of the same patrons returning month after month. The members have become so acquainted with each other that it’s like getting together with old friends. Collage is still the favorite activity for the club members, especially for those who participated in this summer’s series. We will be culminating the series August 26 with a cityscape collage.



Creative Club: Halloween Wreaths

Submitted by Martha Kahn

October 23, 2024

We had eleven club members attend the program. As usual we provided them with all the material needed to create their Halloween wreaths. Everyone had a great time chatting with each other while working. The Creative Club attendees are mostly returning members who have become very acquainted with each other, creating a warm and friendly atmosphere. The Adult Services department is having a collage display for the next two weeks near the reference desk. These collages are the culmination of some of the best work completed during our Summer Collage Series. Each month we created a collage with a different theme; Seascapes, Landscapes, Cityscapes and Floralscapes.



Creative Club: Seashell Ring Dish

Submitted by Ryann Riggs

November 25, 2024

During our November Creative Club meeting we created trinket dishes by decoupageing clam shells with decorative napkins, paint, and Mod Podge. We had 13 people attend. Everyone created a unique piece to bring home that could be kept for themselves or given as a gift during the holidays. Decoupage seems to be popular amongst our patrons and we will definitely offer it again in the future. Below is a photo of patrons working on their shells.



Sunrise of Huntington Crafts

Submitted by Martha Kahn

September 11, 2024

When Jen and I plan programs for the seniors at Sunrise we consider their strengths rather than their weaknesses by focusing on what they can do instead of what they can't. The Fall tree painting with Q-tips was an excellent craft to achieve this goal. Mixing and applying paint using Q-tips instead of brushes is a simpler task that does not require any prior painting skills. Each senior was given a pallet with four fall colors to create leaves on a tree that we created for them. They needed little to no help with this craft, which is our objective when choosing a craft for them. They have a greater sense of accomplishment when completing a craft on their own. Each person was engaged in this activity in their own individual way, achieving very different results.



October 23, 2024

Jen and I had another successful program at Sunrise of Huntington. The seniors created a pumpkin decoration to hang in their room, or to give away to family. We supplied them with pre-cut strips of halloween paper and a pre-made bow and a pre-cut pumpkin shape overlay. The seniors had a great time gluing the strips to create the pumpkin and Jen and I helped them with the overlay and bow. As you can see from the happy expressions on the faces in the photos below, they were very pleased with the results.



HIGHLIGHTS of 2025 – 2026 OPERATING BUDGET 2nd DRAFT

As we begin the new year, we once again find ourselves in a challenging period of inflated prices along with increased health and retirement costs. At the same time, we strive to provide a budget that maintains the library's record of modest increases, with the past three years averaging a 0.99% increase. This budget will allow us to remain an excellent value for the community by providing traditional and innovative library materials, services and programs for all ages with a tax levy increase below the NYS cap.

Revenue

Revenue will decrease by \$50,000.00, due to the reduction of reserve funds.

Expenditures

- The proposed staff salary budget line will decrease by 1.53% due to staff retirements. This number is an estimate as the board and personnel committee continue their discussions.
- This budget cycle calls for increases in both the projected NYS retirement and Medicare reimbursement costs. The benefit line will increase by 5.62% or \$81,403.00. Total Salaries and Benefits, taken together, are estimated to increase by 0.66% or \$31,403.00.
- Equipment, Furniture & Fixtures budgets remains the same.
- Library Materials increases by 2.44% as we continue to shift monies to reflect current borrowing and spending trends, as well as programming costs.
- Administrative costs are projected to increase by 1.67% due largely due contractual work with a social worker and increased programming costs.
- The Utilities, Building, Vehicle budget category will increase by 0.41% due mainly to the rise in insurance costs. The custodial supply line decreased to reflect current spending.

SUMMARY

The proposed Tax Appropriation for FY 2025-2026 is \$6,638,517.00, a 1.77% increase over last year or \$110,903.00. While a formal announcement has not been made, it is believed that the New York State Tax Cap will be set at 2.00%.

South Huntington Public Library
2025 - 2026 Operating Budget - Draft Two

	Budget 2024-25	Budget 2025-26	INC or DEC	%
REVENUE				
2082 Charges				
A Lost Material	2,500	2,500	0	0.00%
B Computer items/Printing	10,000	10,000	0	0.00%
C Photo copy equipment	3,000	3,000	0	0.00%
Total Charges	15,500	15,500	0	0.00%
2401 Interest	75,000	100,000	25,000	33.33%
2770 Misc. Income	15,000	15,000	0	0.00%
3840 State Incentive	20,000	20,000	0	0.00%
Applied Fund Balance	175,000	100,000	-75,000	
TOTAL REVENUE	300,500	250,500	-50,000	-16.64%
SALARIES				
SALARIES	3,275,767	3,225,767	-50,000	-1.53%
BENEFITS				
9010 NYS Retirement	420,000	485,000	60,000	15.48%
9030 FICA/Medicare	250,597	247,000	-3,597	-1.44%
9040 Workers' Comp.	25,000	25,000	0	0.00%
9055 Disability Insurance	4,000	4,000	0	0.00%
9056 Long Term Disability Insura	8,500	8,500	0	0.00%
9057 Unemployment Insurance	1,000	1,000	0	0.00%
9060 Health Insurance	685,000	685,000	0	0.00%
9061 Medicare Reimbursement	55,000	75,000	20,000	36.36%
TOTAL BENEFITS	1,449,097	1,530,500	81,403	5.62%
TOTAL SALARIES & BENEFITS	4,724,864	4,756,267	31,403	0.66%

South Huntington Public Library
2025 - 2026 Operating Budget - Draft Two

	Budget 2024-25	Budget 2025-26	INC or DEC	%
EQUIPMENT, FURNITURE & FIXTURES				
200 Equipment & Computers	65,000	65,000	0	0.00%
201 Furniture and Fixtures	30,000	30,000	0	0.00%
TOTAL EQUIPMENT, FURNITURE	95,000	95,000	0	0.00%
LIBRARY MATERIALS				
410 Books				
A Adult	110,000	110,000	0	0.00%
B Young Adult	10,000	10,000	0	0.00%
C Child	75,000	75,000	0	0.00%
D Reference - Electronic	50,000	50,000	0	0.00%
E Audio Books - Adult	1,000	1,000	0	0.00%
F Audio Books - Children	2,000	2,000	0	0.00%
G Digital Subscriptions	220,500	220,500	0	0.00%
Total Books	468,500	468,500	0	0.00%
410 Museum Passes	22,000	22,000	0	0.00%
411 Comput. Software Adult	2,500	2,500	0	0.00%
411 Comput. Software Child	4,000	4,000	0	0.00%
411A Computer Software - Non-c	55,000	55,000	0	0.00%
Total Software	61,500	61,500	0	0.00%
412 Audiovisual				
A Audio Recordings-Adult	2,000	2,000	0	0.00%
C Audio Recordings-Child	500	500	0	0.00%
D Video Recordings-Adult	18,000	18,000	0	0.00%
E Video Recordings-Child	5,000	5,000	0	0.00%
Total Audiovisual	25,500	25,500	0	0.00%
413 Serials				
A Periodicals	16,500	16,500	0	0.00%
Total Serials	16,500	16,500	0	0.00%
419 Materials Processing	20,000	35,000	15,000	75.00%
TOTAL LIBRARY MATERIALS	614,000	629,000	15,000	2.44%

South Huntington Public Library
2025 - 2026 Operating Budget - Draft Two

	Budget 2024-25	Budget 2025-26	INC or DEC	%
ADMINISTRATION				
430 Supplies				
A Office	30,000	20,000	-10,000	-33.33%
B Library	35,000	30,000	-5,000	-14.29%
431 Telecommunications	45,000	40,000	-5,000	-11.11%
432 SCLS Services/Circ. Control	95,000	95,000	0	0.00%
433 Postage	30,000	30,000	0	0.00%
434 Publicity				
A Printing/Newsletter/Advertiser	110,000	110,000	0	0.00%
435 Continuing Education/Mileage				
A Staff	35,000	35,000	0	0.00%
B Board	8,000	5,000	-3,000	-37.50%
437 Consultant Fees				
A Auditor	15,000	18,000	3,000	20.00%
B Legal	12,000	10,000	-2,000	-16.67%
C Treasurer	7,000	7,000	0	0.00%
D Misc. Consultants	3,000	3,000	0	0.00%
E Art & Music	9,500	9,500	0	0.00%
F. Security	140,000	140,000	0	0.00%
G. Social Worker		15,000	15,000	#DIV/0!
438 Memberships	6,000	6,000	0	0.00%
439 Equipment/Lease/Service				
A Photocopy	5,000	5,000	0	0.00%
B Service Contracts	10,000	10,000	0	0.00%
C Office & AV Equip. Repair	250	250	0	0.00%
440 Miscellaneous Expenses	1,000	1,000	0	0.00%
A Bus Trips	0	0	0	#DIV/0!
B Cost of Vote	3,000	3,000	0	0.00%
C Community Activities	180,000	200,000	20,000	11.11%
TOTAL ADMINISTRATION	779,750	792,750	13,000	1.67%

South Huntington Public Library
2025 - 2026 Operating Budget - Draft Two

	Budget 2024-25	Budget 2025-26	INC or DEC	%
UTILITIES, BUILDING, VEHICLE				
450 Utilities				
A Electricity	140,000	140,000	0	0.00%
B Water	5,000	5,000	0	0.00%
C Gas	20,000	20,000	0	0.00%
Total Utilities	165,000	165,000	0	0.00%
451 Custodial Supplies	20,000	15,000	-5,000	-25.00%
452 Building				
A Maintenance Equipment	8,000	8,000	0	0.00%
B Repair & Maintenance	45,000	45,000	0	0.00%
C Service Contracts	40,000	40,000	0	0.00%
454 Insurance	55,000	61,500	6,500	11.82%
469 Grounds Maintenance	30,000	30,000	0	0.00%
473 Operation of vehicle				
A Fuel / Maintenance	1,000	1,000	0	0.00%
UTILITIES, BUILDING, VEHICLE	364,000	365,500	1,500	0.41%
TOTAL EXPENDITURES	6,577,614	6,638,517	60,903	0.93%

South Huntington Public Library
2025 - 2026 Operating Budget - Draft Two

	Budget 2024-25	Budget 2025-26	INC or DEC	%
<u>Budget Summary</u>				
TOTAL SALARIES	3,275,767	3,225,767	-50,000	-1.53%
EQUIPMENT	95,000	95,000	0	0.00%
TOTAL LIBRARY MATERIALS	614,000	629,000	15,000	2.44%
TOTAL ADMINISTRATION	779,750	792,750	13,000	1.67%
TOTAL UTILITIES, BUILDING, V	364,000	365,500	1,500	0.41%
TOTAL BENEFITS	1,449,097	1,530,500	81,403	5.62%
TOTAL EXPENDITURES	6,577,614	6,638,517	60,903	0.93%
EXPENDITURES	6,577,614	6,638,517	60,903	0.93%
REVENUE	300,500	250,500	-50,000	-16.64%
TO BE RAISED BY TAXES	6,277,114	6,388,017	110,903	1.77%
OPERATING BUDGET TAX APPROPRIATION	6,277,114	6,388,017	110,903	1.77%

Asset Tag ID	Category	Serial No	Brand	Model	Purchase Date	Status
N/A	Maint. Dept.	N/A	Ariens	Snow Blower Model 938032	2020	Broken
N/A	Maint. Dept.	N/A	Ariens	Snow Blower Model 938032	2020	Broken

Policy Review: Discarding of Library Materials

Information

The library continuously reviews and updates its policies to ensure they are effective and relevant. Attached is our current “*Discarding of Library Materials*”. 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.

DISCARDING OF LIBRARY MATERIALS POLICY (adopted 6/15/09, 6/16/14)

From time to time it may be necessary or advisable to discard materials in the library's collection. In general, materials that are out-of-date; for which there is unlikely to be interest in the future; for which multiple copies are no longer needed; which are in formats or editions that have been superseded, or are in poor condition, should not be kept in the collection.

It is the director's responsibility to establish criteria for discarding items. Such items may be disposed of in any legal manner, however the trustees expect that:

When practical, discarded items not be destroyed, but rather be sent to other agencies, such as the South Huntington School District, other public libraries, non-profit service agencies, literacy programs, etc., if they can be put to productive use by such agencies. Discarded items may also be put out for sale to the public by the Friends of the South Huntington Public Library at a price to be established by the Director.

Policy Review: Reconsideration of Materials

Information

The library continuously reviews and updates its policies to ensure they are effective and relevant. Attached is our current “*Reconsideration of Materials*” form. 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.

Patron Request for Reconsideration of Library Materials Form
(revised 6/16/14)

Author _____ Format _____

Title _____

Publisher/Producer _____

Please indicate if this form is being filed on behalf of an individual or an organization.

A. (Individual)

Name _____ Address _____

Telephone _____ E-Mail _____

B. (Organization)

Name of Organization _____

Name and Title of Individual filing on behalf of an Organization

Name _____ Title _____

Contact Address _____

Contact: Telephone _____ E-Mail _____

Telephone _____ E-Mail _____

1. Did you read, listen to, or see the entire contents of the material in question?
If not what parts?

2. To what in the materials do you object? Please be specific:

3. What do you feel might be the result of reading or viewing this material?

4. Is there anything good about this material? What? _____

5. Are you aware of the judgment of this material by critics? _____

6. What do you believe to be the theme of this material? _____

7. What material of equal quality would you recommend for addition to the collection that would convey as valuable a picture and perception of our civilization?

Computers in Libraries 2025

Information

Computers in Libraries is the world's leading library technology and innovation conference. It provides a unique opportunity for library and information professionals from all over the world to gather together and discuss the myriad of ways technology impacts libraries and the people who use them. The conference takes place in Arlington, Virginia from March 25-27, 2025. Early bird pricing is in effect until February 21st.

In-Person Conference

	Cost per Person	Cost for 2 Staff Members
Registration	\$649.00	\$1,298.00
Travel	\$400.00	\$800.00
Hotel	\$1,220.00	\$2,440.00
Meals	\$240.00	\$480.00
Totals	\$2,509.00	\$5,018.00

Recommendation

That the Board of Trustees authorizes two staff members to attend the 2025 Computers in Libraries Conference in Arlington, VA, at a cost not to exceed \$5,018.00. If there is interest, sufficient funds are available in the Board Continuing Education code to send a Trustee to the conference.

DECEMBER 2024[illegible]

DECEMBER 2024

JUVENILE PRINT	DEC 24	DEC 23	% CHANGE	DEC 22	% CHANGE
Nonfiction	620	647	-4.17%	643	-3.58%
Picture Books	1,015	1,159	-12.42%	1,162	-12.65%
Fiction	329	436	-24.54%	501	-34.33%
Easy Readers	465	548	-15.15%	451	3.10%
Biographies	68	81	-16.05%	136	-50.00%
Paperbacks	160	242	-33.88%	183	-12.57%
Board Books	302	250	20.80%	289	4.50%
Graphic Novels	163	306	-46.73%	242	-32.64%
Early Chapters	181	N.A.	N.M.	N.A.	N.M.
World Languages	167	147	13.61%	132	26.52%
Parents Collection	12	16	-25.00%	36	-66.67%
Magazines	4	3	33.33%	9	-55.56%
Story Collection	13	13	0.00%	7	85.71%
Total	3,499	3,848	-9.07%	3,791	-7.70%
JUVENILE MEDIA					
DVD	336	267	25.84%	350	-4.00%
Blu-ray Disc	37	42	-11.90%	39	-5.13%
Video Games	178	211	-15.64%	157	13.38%
Compact Discs	9	23	-60.87%	40	-77.50%
CD/Book Kits	49	63	-22.22%	31	58.06%
Books on Disc	0	6	-100.00%	2	-100.00%
Total	609	612	-0.49%	619	-1.62%
YOUNG ADULT					
Magazines	1	0	N.M.	1	0.00%
Fiction	103	66	56.06%	44	134.09%
Nonfiction	5	4	25.00%	0	N.M.
Graphic Novel	52	45	15.56%	66	-21.21%
Paperbacks	45	34	32.35%	21	114.29%
Large Type	1	0	N.M.	2	-50.00%
Test Books	2	0	N.M.	1	100.00%
World Languages	1	3	-66.67%	1	0.00%
Total	210	152	38.16%	136	54.41%
LIBRARY OF THINGS					
Hotspots	25	20	25.00%	24	4.17%
Chromebooks	3	3	0.00%	3	0.00%
Laptops	7	3	133.33%	1	600.00%
Blood Pressure Kits	1	1	0.00%	N.A.	N.M.
Museum Passes	127	113	12.39%	90	41.11%
Launchpads	8	4	100.00%	10	-20.00%
Birdwatching Kit	0	0	N.M.	N.A.	N.M.
Electronics	4	0	N.M.	N.A.	N.M.
Total	175	144	21.53%	100	75.00%

SOUTH HUNTINGTON PUBLIC LIBRARY
RESOURCES WORKSHEET

DECEMBER 2024

	ADDED	DISCARDED	DEC 24
ADULT / YA			
Books, Fiction	195	283	45,433
Books, Nonfiction	98	43	59,786
Paperbacks	8	90	9,796
Compact Discs	9	0	7,314
DVDs	75	0	15,281
Blu-ray Disc	26	0	2,735
Books-on-CD	1	0	3,991
Videogames	0	0	103
Total	412	416	144,439
CHILDRENS			
Books, Fiction	98	64	44,389
Books, Nonfiction	77	288	38,494
Paperbacks	8	7	3,165
Videogames	0	1	1,356
Compact Discs	0	0	1,477
DVDs	27	199	7,460
Blu-ray Disc	2	1	608
Books-on-CD	0	0	467
CD/Book Kits	0	0	565
Launchpads	4	0	50
Total	216	560	98,031
TOTAL	628	976	242,470

Adult Programs

Title	Event Start Date	People in Attendance
Holiday Music with The Mountain Maidens	12/01/2024 @ 2:30pm	75
Beginner Tai Chi	12/02/2024 @ 9:30am	25
Monday Yoga	12/02/2024 @ 11:00am	25
Holiday Cookie Swap	12/02/2024 @ 1:00pm	7
Movie: Twisters	12/02/2024 @ 2:00pm	37
Virtual Chair Yoga (V)	12/03/2024 @ 9:00am	14
Tai Chi Level 2	12/03/2024 @ 9:30am	15
Game Day	12/03/2024 @ 11:00am	4
2nd Precinct Community Meeting	12/03/2024 @ 7:00pm	45
Managing Family Stress During the Holidays (V)	12/04/2024 @ 11:00am	3
Adult Craft: Painted Wood Ornaments	12/04/2024 @ 7:00pm	20
Thursday Yoga	12/05/2024 @ 9:30am	25
Genealogy Drop-in	12/05/2024 @ 10:00am	1
Yoga 2nd Session	12/05/2024 @ 11:00am	24
Writing Workshop (V)	12/05/2024 @ 4:00pm	6
North Shore Civil War Roundtable	12/05/2024 @ 6:30pm	10
Mah Jongg for Beginners	12/06/2024 @ 10:00am	12
Walk2TheBeat Virtual Fitness (V)	12/07/2024 @ 9:30am	4
Silver Sneakers Fitness	12/07/2024 @ 9:30am	11
Adult Take & Bake: Gingerbread Whoopie Pies	12/09/2024 @ 9:15am	25
Beginner Tai Chi	12/09/2024 @ 9:30am	25
Monday Yoga	12/09/2024 @ 11:00am	25
Movie: It Ends With Us	12/09/2024 @ 2:00pm	37
Adult Craft: Pinecone Gnomes	12/09/2024 @ 6:30pm	6
Virtual Chair Yoga (V)	12/10/2024 @ 9:00am	14
Tai Chi Level 2	12/10/2024 @ 9:30am	15
Game Day	12/10/2024 @ 11:00am	4
Tech Byte: Apple Watch Basics	12/10/2024 @ 11:00am	5
SCPD 2nd Precinct - Precinct Level Advisory Board	12/10/2024 @ 6:30pm	24
Non-Fiction Book Discussion	12/11/2024 @ 11:00am	9
Small Business Counseling	12/11/2024 @ 4:30pm	1
Small Business Counseling	12/11/2024 @ 5:30pm	0
Adult Craft: Holiday Serving Board	12/11/2024 @ 6:30pm	13
Small Business Counseling	12/11/2024 @ 6:30pm	0
Thursday Yoga	12/12/2024 @ 9:30am	25
Huntington AARP	12/12/2024 @ 10:00am	30
Yoga 2nd Session	12/12/2024 @ 11:00am	24
Cooking Class; Healthy Holiday Appetizer	12/12/2024 @ 1:30pm	13
Writing Workshop (V)	12/12/2024 @ 4:00pm	6
Indian Cooking Class	12/12/2024 @ 7:00pm	9
Adult Take & Make: Winter Tea Towels (V)	12/12/2024 @ 7:00pm	38
Mah Jongg for Beginners	12/13/2024 @ 10:00am	11
Walk2TheBeat Virtual Fitness (V)	12/14/2024 @ 9:30am	4
Silver Sneakers Fitness	12/14/2024 @ 9:30am	11
Folk Music Society of Huntington	12/15/2024 @ 1:00pm	10
Classical Sundays: Violinist Kinga Augustyn & Pianist Adam Golka	12/15/2024 @ 2:30pm	56

Adult Programs

Beginner Tai Chi	12/16/2024 @ 9:30am	25
Medicare Counseling One-on-One	12/16/2024 @ 10:00am	0
Monday Yoga	12/16/2024 @ 11:00am	25
Movie: Love Actually	12/16/2024 @ 2:00pm	33
Adult Craft: Decoupage Shell Ornaments	12/16/2024 @ 6:30pm	13
Maximizing Credit Card Rewards	12/16/2024 @ 7:00pm	4
Virtual Chair Yoga (V)	12/17/2024 @ 9:00am	14
Tai Chi Level 2	12/17/2024 @ 9:30am	15
Game Day	12/17/2024 @ 11:00am	4
South Huntington Senior Complex Property Meeting	12/17/2024 @ 6:00pm	25
Adult Craft: Painted Winter Sign	12/17/2024 @ 6:30pm	9
Brain Education for Successful Aging	12/18/2024 @ 11:00am	15
Library Board of Trustees Meeting	12/18/2024 @ 7:00pm	0
Thursday Yoga	12/19/2024 @ 9:30am	25
Yoga 2nd Session	12/19/2024 @ 11:00am	24
Navigating Our Digital Services	12/19/2024 @ 2:00pm	1
Writing Workshop (V)	12/19/2024 @ 4:00pm	6
NAACP Huntington	12/19/2024 @ 6:30pm	30
NAACP Reception	12/19/2024 @ 6:30pm	30
Mah Jongg for Beginners	12/20/2024 @ 10:00am	11
Walk2TheBeat Virtual Fitness (V)	12/21/2024 @ 9:30am	4
Silver Sneakers Fitness	12/21/2024 @ 9:30am	11
Beginner Tai Chi	12/23/2024 @ 9:30am	25
Monday Yoga	12/23/2024 @ 11:00am	25
Movie: White Christmas	12/23/2024 @ 2:00pm	13
Mah Jongg for Beginners	12/27/2024 @ 10:00am	11
Walk2TheBeat Virtual Fitness (V)	12/28/2024 @ 9:30am	4
Silver Sneakers Fitness	12/28/2024 @ 9:30am	11
Kids Flick: The Wild Robot	12/28/2024 @ 2:30pm	32
Beginner Tai Chi	12/30/2024 @ 9:30am	25
Monday Yoga	12/30/2024 @ 11:00am	25
Movie: Beetlejuice Beetlejuice	12/30/2024 @ 2:00pm	0

Children's Programs

Title	Event Start Date	People in Attendance
Bilingual BANANAS Bilinguals	12/02/2024 @ 10:00am	14
Homework Help at the South Huntington Public Library	12/02/2024 @ 4:30pm	5
Baby Bundle Take & Make / Paquete Para Bebés un Take & Make	12/04/2024 @ 10:15am	14
Baby Time!	12/04/2024 @ 10:30am	10
Baby Time!	12/04/2024 @ 11:15am	10
Homeschool Co-op	12/04/2024 @ 1:00pm	0
Picture Book Time	12/04/2024 @ 3:00pm	7
Zumbini	12/05/2024 @ 10:30am	15
Zumbini	12/05/2024 @ 11:30am	12
Cub Scout Pack 66	12/05/2024 @ 6:30pm	0
A Time for Kids	12/06/2024 @ 10:00am	21
A Time for Kids	12/06/2024 @ 11:00am	19
Girl Scout Troop 103 Meeting	12/06/2024 @ 6:30pm	5
Music & Movement	12/07/2024 @ 10:00am	12
Paint-A-Present	12/07/2024 @ 2:00pm	41
Lego Club	12/08/2024 @ 2:30pm	11
Bilingual BANANAS Bilinguals	12/09/2024 @ 10:00am	13
SPARKS Learning Homeschool Co-op	12/09/2024 @ 1:00pm	13
Homework Help at the South Huntington Public Library	12/09/2024 @ 4:30pm	5
Adventures in Art: Picture This!	12/09/2024 @ 4:30pm	4
Sprouts & Friends	12/10/2024 @ 10:00am	15
Sprouts & Friends	12/10/2024 @ 11:00am	17
Preschool Pals	12/10/2024 @ 3:00pm	14
Family Gingerbread House	12/10/2024 @ 6:30pm	12
Baby Time!	12/11/2024 @ 10:30am	9
Baby Time!	12/11/2024 @ 11:15am	10
Picture Book Time	12/11/2024 @ 3:00pm	3
Zumbini	12/12/2024 @ 10:30am	20
Zumbini	12/12/2024 @ 11:30am	20
A Time for Kids	12/13/2024 @ 10:00am	11
A Time for Kids	12/13/2024 @ 11:00am	11
Art Club: Kirsten Lepore	12/13/2024 @ 4:30pm	12
Lil' Athletes Toddler	12/14/2024 @ 10:00am	12
Lil' Athletes	12/14/2024 @ 11:00am	11
Family Gingerbread House	12/14/2024 @ 2:30pm	15
Bilingual BANANAS Bilinguals	12/16/2024 @ 10:00am	10
Sprouts & Friends	12/17/2024 @ 10:00am	18
Sprouts & Friends	12/17/2024 @ 11:00am	18
Preschool Pals	12/17/2024 @ 3:00pm	14
Baby Time!	12/18/2024 @ 10:30am	10
Baby Time!	12/18/2024 @ 11:15am	9
Picture Book Time	12/18/2024 @ 3:00pm	6
Zumbini	12/19/2024 @ 10:30am	14
Zumbini	12/19/2024 @ 11:30am	7
Learn to Draw with Art Teacher Amy	12/19/2024 @ 4:30pm	11

Children's Programs

A Time for Kids	12/20/2024 @ 10:00am	11
A Time for Kids	12/20/2024 @ 11:00am	10
Tweens Night Out: Mini Mania	12/20/2024 @ 7:00pm	9
PlayHooray Babies & Kids	12/21/2024 @ 10:00am	11
Chess Nuts	12/22/2024 @ 2:30pm	6
Lego Club	12/26/2024 @ 10:30am	8
Bedtime Book Buddies - It's Winter!!	12/26/2024 @ 6:30pm	8
Art Club: Eugene Ivanov	12/27/2024 @ 2:30pm	11
Kids Flick: The Wild Robot	12/28/2024 @ 2:30pm	32
Hats off to New Year's	12/30/2024 @ 2:00pm	45
All That Glitters New Year's Party	12/30/2024 @ 2:30pm	22

YA Programs

Title	Event Start Date	People in Attendance
Teen Volunteers - Homework Help at the South Huntington Public Library	12/02/2024 @ 4:30pm	10
Homework Help at the South Huntington Public Library	12/02/2024 @ 4:30pm	5
Executive Teen Advisory Board	12/03/2024 @ 7:00pm	0
Paint Night	12/04/2024 @ 6:30pm	9
Holy Cannoli Dip!	12/06/2024 @ 6:00pm	12
Teen Volunteers - Homework Help at the South Huntington Public Library	12/09/2024 @ 4:30pm	10
Homework Help at the South Huntington Public Library	12/09/2024 @ 4:30pm	5
Holiday Candy Art Competition	12/12/2024 @ 7:00pm	14
Customized Ceramic Mug	12/13/2024 @ 7:00pm	15
Dungeons & Dragons	12/14/2024 @ 1:00pm	12
Teen Advisory Board	12/17/2024 @ 7:00pm	18
Stimson Middle School Library Visit	12/18/2024 @ 10:45am	49
YA Gingerbread House Decorating	12/18/2024 @ 7:00pm	5
Stimson Middle School Class Visit	12/19/2024 @ 11:00am	17
Stimson School Visit - Tech exploration and learning	12/19/2024 @ 11:00am	0
Themed Trivia Thursday: Winter Fun	12/19/2024 @ 7:00pm	5
Teen Book Box	12/20/2024 @ 3:00pm	8
Penguin Cupcakes and a Movie	12/20/2024 @ 6:30pm	13
Teen Volunteers Bedtime Book Buddies - It's Winter!!	12/26/2024 @ 6:30pm	4
Game On!	12/27/2024 @ 6:30pm	17
Kids Flick: The Wild Robot	12/28/2024 @ 2:30pm	32
Snowman Bowl	12/30/2024 @ 6:30pm	11

Circulation Statistics

	December 2024	November 2024	December 2023
SHPL Material Check-Outs (ALL Libraries)	7,141	7,851	8,118
Self Checkouts (Kiosks)	1,365	1,518	1,416
YA Laptop Checkouts	0	0	2
Circulating Chromebook Checkouts	3	3	3
Circulating Laptop Checkouts	7	5	3
Hotspot Checkouts	25	23	20

Percent of all checkouts using SHPL Self-Check Kiosks

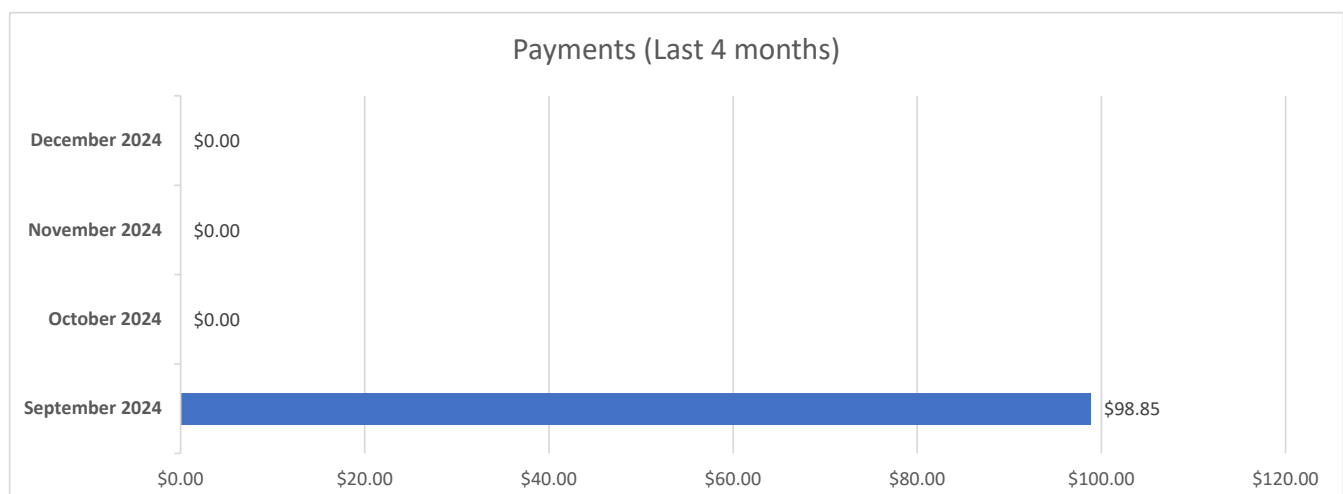
December 2024	19.1%
November 2024	19.3%
December 2023	17.4%

Laptop Checkouts (Combined)

December 2024	10	↑	25.0%	Change since last month
November 2024	8			
December 2023	8	{last year}	↑ 25.0%	Change since last year

e-Commerce Payments (released quarterly)

December 2024	November 2024	October 2024	September 2024	December 2023
\$0.00	\$0.00	\$0.00	\$98.85	\$39.73



Subscription Statistics

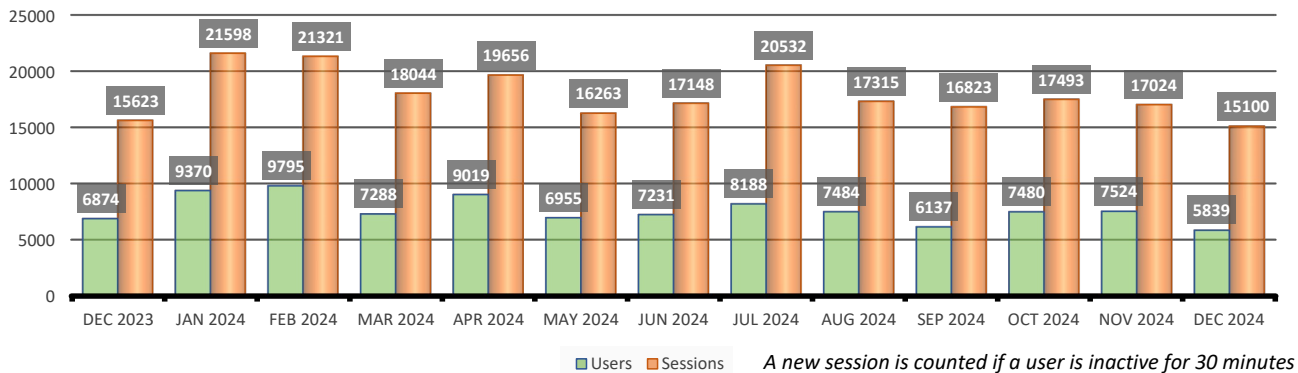
	December 2024	November 2024	Change (last month)	December 2023	Change (last year)
EBSCO	362	260	↑ 39%	364	↓ -1%
OCLC / First Search	127	170	↓ -25%	126	↑ 1%
Homework Help	47	41	↑ 15%	32	↑ 47%
LinkedIN Learning	8	7	↑ 14%	16	↓ -50%
Overdrive	8764	8639	↑ 1%	8264	↑ 6%
Pronunciator	6	3	↑ 100%	6	↑ 0%
WAM Consortium Databases	1932	3336	↓ -42%	1671	↑ 16%

Gate Count Statistics



WebSite Statistics

13 Months	Users	Sessions	Total Page Views	Home Page Views
Dec 2024	5839	15100	42308	11267
Nov 2024	7524	17024	44752	11978
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
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



-22.4%

Change in website users compared to last month

-15.1%

Change in website users compared to last year

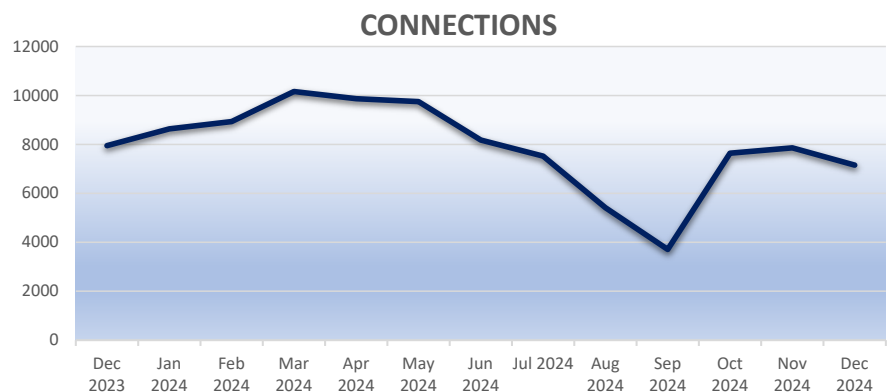
-23.5%

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

7,630

WiFi Usage

13 Months	Wireless devices connected
Dec 2024	7156
Nov 2024	7854
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



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



-8.9%

Change in wireless users compared to last month

-9.9%

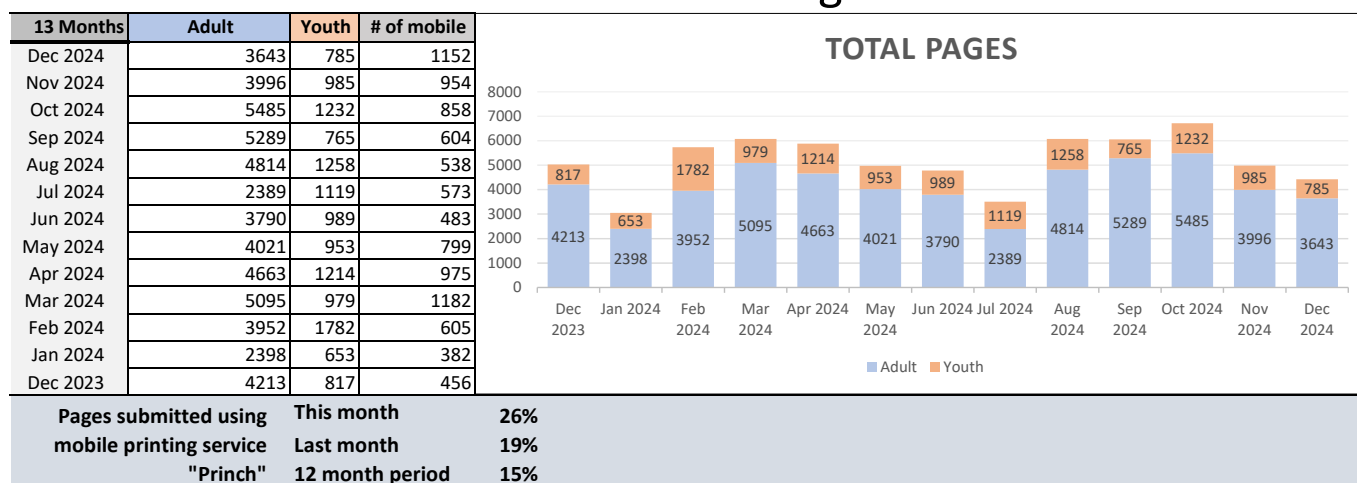
Change in wireless users compared to last year

-9.5%

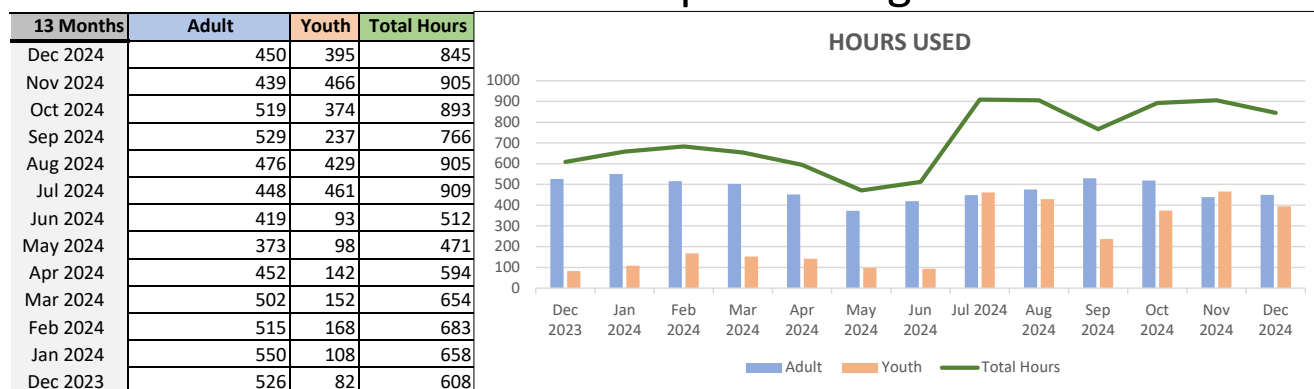
Compared to the **average monthly connections**::

7905

Public Printing



Public Computer Usage



↑ 2.5% Adult Reference
 ↓ -15.2% Youth Services
 ↓ -14.4% Adult Reference
 ↑ 381.7% Youth Services

Change compared to last month

Change compared to last year

Patron Services

	Dec 2024	Monthly average (past year)
One-on-One Tech Help Sessions	24	20
3D Models Printed	97	18
Posters Printed	8	16
Text-a-Librarian (conversations)	30	43