

BOARD MEETING – WEDNESDAY, JULY 16, 2025
SOUTH HUNTINGTON PUBLIC LIBRARY
145 PIDGEON HILL ROAD
HUNTINGTON STATION, NY 11746

Agenda for the organizational meeting of the Board of Trustees of the South Huntington Public Library on Wednesday, July 16, 2025 at 7 p.m. in the Conference Room.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ELECTION OF OFFICERS:
 1. President
 2. Vice President
 3. Financial Chairperson
 4. Board Secretary
4. DAVID VINJAMURI FROM THIRDWAY INC. - PRESENTATION
5. ADOPTION OF THE AGENDA
6. APPOINTMENT, AUTHORIZATIONS AND DESIGNATIONS:
 1. Appointment of Library Attorney (Incumbent Quatela Chimeri, PLLC) (attached)
 2. Appointment of Library Auditors (Incumbent Robert A. Johnson, CPA PC; Baldessari & Coster, LLP) (attached)
 3. Appointment of Library Treasurer (Incumbent Phillip De Dora) (attached)
 4. Appointment of Insurance Broker-of-Record (Epic Insurance Brokers & Consultants)
 5. Designation of Newspaper-of-Record (The Long Islander)
 6. Designation of Date, Time and Place of Regular Board Meetings (attached)
 7. Designation of Library Budget Vote and Trustee Election 2026-2027
 8. Authorization of Petty Cash Fund
 9. Designation of Bank Depositories
 10. Authorization of Procurement Guidelines Policy
 11. Authorization of Collateral Agreement (Corporate Resolutions)
 12. Authorization of Payment In Advance of Audit Claims
 13. Appointment of Art Curator (Incumbent Danielle Reischman) (attached)
 14. Appointment of Music Coordinator (Incumbent Margaretha Maimone) (attached)
 15. Appointment of Clerk of the Vote
7. DISPOSITION OF MINUTES:
 1. Regular Meeting, Wednesday, June 18, 2025
8. FINANCIAL MATTERS:
 - A. Schedule of Bills – 2024-2025
 - B. Investments
 - C. Financial Chairperson's Report
 - D. Personnel
 - E. Schedule of Bills – 2025-2026
9. COMMUNICATIONS:

10. REPORTS:
 1. Assistant Director's Report
 2. Building & Grounds Report
 3. Sustainability Challenge Report by Mary Courtemanche
 4. Q2 YA Services Report by Jen Conlon
 5. Q2 Emerging Technologies Report by Michael Bartolomeo
 6. ALA Conference Report by Michael Bartolomeo
11. OLD BUSINESS:
 1. Financial Controls – Discussion
 2. Feasibility Study - Discussion
12. NEW BUSINESS:
 1. Newly elected trustee Oath of Office
13. STATISTICAL REPORTS:
 1. Statistics and Program Attendance
14. VOICE OF THE TAXPAYER
15. ADJOURNMENT

APPOINTMENTS, AUTHORIZATIONS, AND DESIGNATIONS FOR 2025-2026

MOTION

1. That Quatela Chimeri, PLLC be retained at a blended hourly rate of \$260 for all attorneys for legal matters that may come up during the contract period, as outlined in the letter of agreement dated July 7, 2025. (attached)

MOTION

2. That Robert A. Johnson, CPA, PC, be appointed quarterly auditor for the South Huntington Public Library for fiscal year 2025-2026, at a stipend of \$4,000 as outlined in the letter of agreement dated July 1, 2025. (attached)

That Baldessari & Coster, LLP, be appointed annual auditor for the South Huntington Public Library for fiscal year 2025-2026, at an annual rate of \$15,375 as outlined in the letter of agreement. (attached)

MOTION

3. That Philip De Dora, in accordance with the agreement dated July 16, 2025, be appointed Treasurer of the South Huntington Public Library for fiscal year 2025-2026 at an annual compensation of \$4,920.00 to be paid on a monthly basis of \$410 as outlined in the letter of agreement. (attached)

MOTION

4. That Epic Insurance Brokers & Consultants be appointed insurance broker-of-record for the South Huntington Public Library for fiscal year 2025-2026.

MOTION

5. That The Long-Islander be designated newspaper-of-record for the South Huntington Public Library for fiscal year 2025-2026.

MOTION

6. That the Board of Trustees' regular monthly meetings be held on the third Wednesday of each month, in the Board Conference Room of the South Huntington Public Library at 7:00 p.m., for fiscal year 2025-2026, unless otherwise noted. (attached)

MOTION

7. That the Board of Trustees designates Tuesday, April 14, 2026 as the South Huntington Public Library 2026-2027 Budget Vote and Trustee Election to elect one board member to a five-year term between the hours of 10 a.m. and 9 p.m. (attached)

MOTION

8. That a petty cash fund in the amount of \$250 and the set up of cash bags of \$460 be authorized for the South Huntington Public Library for fiscal year 2025-2026.

MOTION

9. That the Investment Policy with bank accounts, as detailed below, be authorized for fiscal year 2025-2026:

Valley National Bank - General Fund Checking Account

Valley National Bank - Trust & Agency Account

Valley National Bank - Payroll Account

Valley National Bank - General Fund Money Market Account

Valley National Bank - Reserve Fund Checking Account

Flushing Bank - General Fund

Flushing Bank - Reserve Fund

MOTION

10. That the South Huntington Public Library Procurement Guidelines Policy, adopted September 21, 2015 be authorized for fiscal year 2025-2026.

MOTION

11. That the South Huntington Public Library Collateral Agreement for Flushing Bank dated July 11, 2017, and the Deposit Replacement Program for Valley National Bank dated February 1, 2020 be authorized for fiscal year 2025-2026.

MOTION

12. That the Board of Trustees authorizes, in accordance with NYS Education Law, Section 1724, the payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims shall be presented at the next regular meeting for audit. As used in this subdivision, the term public utility services shall mean electric, gas, water, sewer and telephone services.

MOTION

13. That the Board designates Ms. Danielle Reischman as the Art Curator from July 1, 2025 through June 30, 2026. Ms. Reischman is to be compensated at a fee of \$560 per exhibit. It is anticipated that five (5) art shows will be scheduled in 2025-2026. (attached)

MOTION

14. That the Board of Trustees designates Margaretha Maimone as the Music Coordinator from July 1, 2025 through June 30, 2026 at a stipend of \$3,550 per year, for eight (8) recitals, to be paid in equal payments of \$1,775 in January 2026 and June 2026. (attached)

MOTION

15. That the Board of Trustees designates Catherine Schmoller as Clerk of the Vote for the 2026-2027 Operating Budget Vote and Trustee election.

QUATELA|CHIMERI PLLC

Andrew K Martingale, Esq.
Partner
Direct Dial 631.517.3754
akm@qclaw.com

July 7, 2025

VIA E-MAIL AND FIRST-CLASS MAIL

jscherer@shpl.info

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

Re: South Huntington Public Library
Annual Retainer

Dear Janet:

Our firm would be honored to continue to serve as General Counsel to the Board of Trustees during the 2025 – 2026 fiscal year. Our hourly rates will remain the same at \$260. As with our past retention, the Library would be responsible for all costs and disbursements, which includes photocopies, postage, Federal Express/UPS, court fees, service of process, messenger, etc. The Library will be billed monthly.

I would like to thank the Board and administration for their continued confidence. I very much look forward to continuing to work with you.

Very truly yours,

A handwritten signature in black ink, appearing to read 'A. K. Martingale', with a stylized flourish at the end.

Andrew K. Martingale

Robert A. Johnson, CPA P.C.

CERTIFIED PUBLIC ACCOUNTANTS

75 Prospect Street • Suite 103, Huntington, New York 11743
Ph: 631-923-2571 • Fax: 631-923-2574
rjohnson@robertjohnsoncpa.com

July 1, 2025

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

Re: Internal Accounting Services

Dear Trustees and Management.

This letter is to confirm our understanding of the terms and objectives of our engagement and to clarify the nature of the accounting services we will provide to the South Huntington Public Library for the year ending June 30, 2026. The following is a summary of the accounting services to be provided:

Review of Accounting Records:

Review the books and records of all funds on a quarterly basis throughout the year.

- The review will include verifying all bank reconciliations and cash accounts, payroll records, and revenue and expenditure reports.
- Assist in making any necessary adjustments to the books that arise during the reviews.
- Review YTD Revenue and Expenditure reports with management.
- Prepare all necessary year end accruals and have "audit ready" accounting records at year end.

Budget Preparation:

Assist with any budget preparation questions.

Independent Annual Audit:

Assist with all aspects of the year end independent annual audit process, as intermediary between the audit firm and the Library.

- Provide the audit firm with the required Library accounting records.
- Provide the audit firm with any requested backup documentation.
- Review the Independent Audit Report and assist the Library with any audit adjustments and/or recommendations by the audit firm.

Other:

- Prepare the Annual Financial Report (AFR) for the Library, as required by the State Comptroller's Office.

The above summary is not an all-inclusive list, as such we will be available to assist the business office, and management, with any other questions or accounting matters that arise during the year.

Our fee for these services, as outlined above, will be \$4,000, billed quarterly (\$1,000/qtr.).

We appreciate the opportunity to provide accounting services to the South Huntington Public Library. If you have any questions, please let me know. I shall be pleased to discuss this letter with the Board.

If you would like us to proceed with this engagement, please acknowledge your acceptance by signing a copy of this letter and returning it to us.

Very truly yours,


Robert A. Johnson, CPA P.C.

Approved:

By: 

Date: 7/7/25

BALDESSARI & COSTER LLP

Certified Public Accountants

84 Covert Avenue

Stewart Manor, New York 11530

Kevin Baldessari, C.P.A.
Albert Coster, C.P.A.
Edward Schlomann, C.P.A.

(516) 326-2582
Fax # (516) 358-7626

MEMBERS OF
THE AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

THE NEW YORK STATE SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

March 12, 2024

Board of Trustees and the Director
South Huntington Public Library
145 Pidgeon Hill Road
Huntington Station, N.Y. 11746

Dear Members of the Board of Trustees and the Director:

We are pleased to confirm our understanding of the services we are to provide South Huntington Public Library for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the primary government financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of South Huntington Public Library as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement South Huntington Public Library's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to South Huntington Public Library's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedules.
- 3) Schedule of proportionate share of the net pension liability.
- 4) Schedule of Library pension contributions.
- 5) Schedule of changes in the Library's total OPEB liability and related ratios.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole.

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgement and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Audit Procedures—Internal Control

We will obtain an understanding of the entity and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of

internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of South Huntington Public Library's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Other Services

We will prepare; 1) the NYS Uniform Annual Financial Report, and 2) the financial statements of South Huntington Public Library in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting Principles generally accepted in the United States of America.

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare any confirmations we request and will locate any documents selected by us for testing.

In addition to the audit services mentioned above, we will:

1. Be available for consultation and advice to your Director and financial staff.
2. Be available for meetings with Board of Trustees or designated committees of the board to discuss our annual audit or any other financial system problems.

Albert Coster, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for the annual audits and related services for the years ending June 30, will be as follows:

2024	\$15,000
2025	\$15,375
2026	\$15,750

Any additional services that you may require will be based on the standard hourly rates of:

Partner	\$215 to \$250 per hour
Staff	\$75 to \$205 per hour

These hourly rates will increase by \$5 per year.

If the Library engages in a building project, that additional audit time will be charged at our standard hourly rates as stated above.

Reporting

We will issue a written report upon completion of our audit of South Huntington Public Library's financial statements. Our report will be addressed to the Board of Trustees and the Director of South Huntington Public Library. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to South Huntington Public Library and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,


Baldessari & Coster, LLP

RESPONSE:

This letter correctly sets forth the understanding of South Huntington Public Library.

By: Janet Scherer

Title: Library Director

Date: 3/19/24

AGREEMENT BETWEEN THE BOARD OF TRUSTEES
OF SOUTH HUNTINGTON PUBLIC LIBRARY
AND PHILIP DE DORA

It is hereby agreed by and between the BOARD OF TRUSTEES OF THE SOUTH HUNTINGTON PUBLIC LIBRARY, 145 Pidgeon Hill Road, Huntington Station, New York 11746 ("the Library") and PHILIP DE DORA residing at 70 Arbutus Road, Greenlawn, New York ("Treasurer") as follows:

1. Pursuant to the Resolution dated July 16, 2025, the Library does hereby appoint Philip De Dora Treasurer effective July 1, 2025 through June 30, 2026.

2. The duties of the Treasurer are as follows:

A. The Treasurer's signature, with that of the President or Vice President, will appear on all checks issued by the Library from all funds. Checks will be signed using a two-part electronic signature. One part is password protected and stored on a secure network drive accessible only by the Business Manager and/or Payroll Clerk, while the other is stored on a flash drive. The care, custody and control of the flash drive shall be entrusted to the Director and/or Assistant Director, who shall be authorized to allow it to be used by the Business Manager and/or the Payroll Clerk to complete the check signing procedure in the name of the Treasurer.

B. To compare regular warrants with the check signer log to verify the warrant amounts and the counts of checks issued. The Treasurer will also verify the amount of the supplemental warrants and the related check registers for payroll. The Treasurer will sign check registers for the regular and supplemental warrants and the check signer log indicating approval.

C. To sign such legal documents of the Library as required by law.

3. The Treasurer will be expected to perform the duties set forth above in paragraph 2 on a regular monthly basis with the exception of the signing of legal documents, which will be performed as needed. At the discretion of the Board of Trustees, these duties may be changed from time to time by amendment of the Bylaws.

4. The Treasurer will be covered under the library's Employee Dishonesty Insurance Policy.

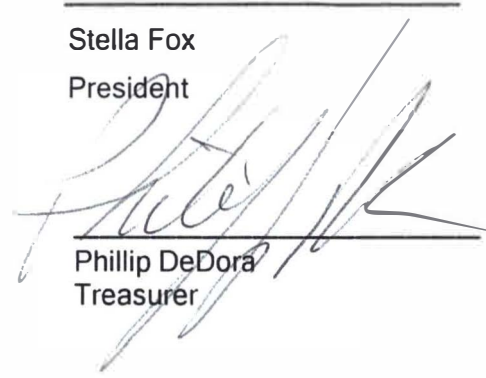
5. The Treasurer will be compensated quarterly for his services. He will receive \$410.00 on a monthly basis. His total annual compensation will be \$4,920.00.

6. Upon the reappointment of the Treasurer at the Board of Trustee's annual organizational meeting, this contract shall be deemed renewed for the applicable fiscal year. In the event that the Treasurer fails to properly perform the duties of his office, the Board, by resolution, may terminate this contract prior to its date of expiration. The Treasurer may resign his office upon thirty days written notice to the Library.

7. The Treasurer hereby releases the Library and the Board of Trustees from any and all claims that he may have against the Library arising out of this Agreement, except that the Treasurer shall be paid for work performed up to the effective termination date of this contract.

Executed this 16th day of July 2025.

Stella Fox
President



Phillip DeDora
Treasurer

PROPOSED 2025-2026 BOARD OFFICERS

President – Stella Fox

Vice President – Stuart Horowitz

Financial Chairperson – Eleanora Ferrante

Board Secretary – Eileen Sullivan

PROPOSED BOARD MEETING DATES FOR FISCAL YEAR 2025-2026

(All meetings are at 7 p.m. on the third Wednesday of the month unless specified)

Day / Date	Notes
Wednesday, August 20, 2025	At 5:30 p.m.
Wednesday, September 17, 2025	
Wednesday, October 15, 2025	
Wednesday, November 19, 2025	
Wednesday, December 17, 2025	
Wednesday, January 14, 2026	
Wednesday, February 18, 2026	
Wednesday, March 25, 2026	Regular & Annual Meeting (budget to the public)
Wednesday, April 15, 2026	
Wednesday, May 20, 2026	
Wednesday, June 17, 2026	
Wednesday, July 15, 2026	Regular and Organizational Meeting

PROPOSED 2026 BUDGET VOTE & TRUSTEE ELECTION DATE INFORMATION

The common library vote day is Tuesday, April 14, 2026.



SOUTH HUNTINGTON PUBLIC LIBRARY

145 Pidgeon Hill Road, Huntington Station, NY 11746-4511

Phone: 631-549-4411

contactus@shpl.info

June 26, 2025

Ms. Danielle Reischman
97 S. Washington Avenue
Centereach, NY 11720

Dear Ms. Reischman:

It is my pleasure to advise you that you have been appointed as the curator for the South Huntington Public Library's Alfred Van Loen Art Gallery.

Attached please find a summary of your job responsibilities as curator. Your compensation will be \$560 for each of the five exhibits, including the summer show that you will schedule between July 2025 and June 2026.

If the terms of the appointment, as outlined above, are acceptable to you please sign this letter below and return it to my office by July 8th.

I am looking forward to your stewardship as curator. I know that you will maintain the high standard of our art exhibits and will take full advantage of the potential offered by the library's gallery.

Sincerely,

Janet Scherer
Library Director

I accept the conditions of employment as stated above:

Signature

Date



SOUTH HUNTINGTON PUBLIC LIBRARY

145 Pidgeon Hill Road, Huntington Station, NY 11746-4511

Phone: 631-549-4411

contactus@shpl.info

June 26, 2025

Ms. Margaretha Maimone
4 Rolling Hills Drive
Huntington Station, NY 11746

Dear Margaretha:

It is my pleasure to advise you that you have been selected to be the Music Coordinator for the South Huntington Public Library's 2025-2026 Recital Series.

Your official appointment will take place at the Library's Board of Trustees annual reorganization meeting on July 16, 2025. Attached please find a summary of your job responsibilities as Music Coordinator. Your compensation will be \$3,550 for eight recitals to take place October 2025 – May 2026, and to be paid in equal payments of \$1,775 in January 2026 and June 2026.

If the terms of the appointment, as outlined above, are acceptable to you please sign this letter below and return it to my office by July 8th.

I am looking forward to your stewardship as the Music Coordinator, and know that you will maintain the high standard of our concert series and will take full advantage of the potential offered by the library's theater.

Sincerely,

Janet Scherer
Library Director

I accept the conditions of employment as stated above:

Signature

Date

BOARD MEETING MINUTES – WEDNESDAY, JUNE 18, 2025
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, June 18, 2025 at 7 p.m. in the conference room.

- PRESENT: Mrs. Pat Dillon, President
Mrs. Stella Fox, Vice President
Mrs. Eleanora Ferrante, Board Secretary
Mrs. Eileen Sullivan
- STAFF: Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Doreen Kilkenny, Business Manager
Mrs. Jamie Gholson, Recording Secretary
Scott Kalogris, Network and Systems Administrator
- EXCUSED: Mr. Stuart Horowitz, Financial Chairperson
- CALL TO ORDER: The meeting was called to order by the president at 7:00 p.m.
- PLEDGE OF ALLEGIANCE: The president led everyone in the Pledge of Allegiance.
- ADOPTION OF THE AGENDA: Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to amend the agenda as follows:
- Move EV Charging Station Fee and Computer Department Disaster Recovery Presentation to after adoption of agenda
- EV CHARGING STATION FEE: Motion by Mrs. Ferrante, seconded by Mrs. Fox and carried unanimously that the board of trustees approves an EV charging fee of 0.25 per hour, plus 0.25 per kWh to better align with local standards and ensure fair access to this service.
- COMPUTER DEPARTMENT DISASTER RECOVERY PRESENTATION: The board thanked Scott Kalogris for his presentation.

DISPOSITION
OF MINUTES

MAY 21, 2025:

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to accept the minutes of the regular meeting of May 21, 2025.

FINANCIAL MATTERS
2024-2025:

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

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #34 Fund L in the amount of \$7,164.35; Warrant #36 Fund L in the amount of \$236,649.55; Warrant #5/8 PR Fund L in the amount of \$113,206.23; Warrant #5/22 PR Fund L in the amount of \$116,211.21.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #22 Fund TA in the amount of \$44,018.18; Warrant #23 Fund TA in the amount of \$44,763.82.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #7 Fund H in the amount of \$197,125.00.

Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to approve the American Express statement for May in the amount of \$3,633.38.

Motion by Mrs. Fox, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for April 20, 2025 – May 19, 2025 in the amount of \$6,327.40.

FINANCIAL
CHAIRPERSON'S
REPORT 2024-2025:

The board accepted the Financial Chairperson's report.

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

COMMUNICATIONS: The board acknowledged the SCLS minutes, SCLS Common Vote Date memo, letter to Principal Toto, and the emails from Kathy Engel re: Georgina Rivas-Martinez and Michael Bartolomeo.

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

- Kevin Verbesey, along with other staff members from SCLS, has put together a Download Focus Group for the county libraries. The group consists of representatives from each zone with James Olney and I serving for Zone 4. The objectives of the focus group is as follows:
 - Define the purpose of the service.
 - Define what is to be achieved by Suffolk libraries offering the service to patrons.
 - Achieve some predictability of cost increases going into the future.

ASSISTANT DIRECTOR'S REPORT:

Mr. Tanzi reported on the following:

- We've been working to fill a number of vacancies in our Circulation Department and Business Office, and have begun to work on finding temporary summer reading pages for our Children's Department. Along those lines, I've been working with Suffolk County Civil Service on updating our position control list (essentially the library's roster, job titles, and associated duties). In the case of our Business Office vacancy, that has meant requesting an eligible list of candidates and performing a canvass. I've been involved in the interview process (partly reflected in my list of May meetings), and have processed the required background checks, per library policy.
- I recently gave a presentation to colleagues from across New York State as they concluded a 6-week AI Youth Services Challenge. Designed by NYS youth services coordinators, the challenge helped

library staff become more familiar with generative AI, offering participants the opportunity to explore the usefulness of various AI tools across a range of tasks. My own presentation sought to provide additional context to the challenge by illuminating how young people are engaging with artificial intelligence and the ways public libraries can guide patrons through this rapidly evolving landscape.

STAFF REPORTS:

The board thanked Ray Capone, Howard Spiegelglass, Jen Conlon, Georgina Rivas-Martinez, Elizabeth Klein, Michael Bartolomeo, Scott Kalogris, Ryan Nieves, Anne Johnson, and Georgia Protan for their reports.

**OLD BUSINESS –
FINANCIAL
CONTROLS:**

The board discussed the library's financial controls.

**OLD BUSINESS –
LONG RANGE
PLANNING:**

Motion by Mrs. Ferrante, seconded by Mrs. Fox and carried unanimously to table the Long-Range Planning Discussion until a future meeting.

**NEW BUSINESS –
PROPOSED 2025-2026
BOARD OFFICERS,
MEETING DATES,
VOTE DAY &
STAFF DEVELOPMENT
DAY:**

Motion by Mrs. Sullivan, seconded by Mrs. Fox and carried unanimously to table the Proposed 2025-2026 Board Officers, Meeting Dates, Vote Day & Staff Development Day until the July 2025 meeting.

**NEW BUSINESS –
REFERENCE
AREA TABLES:**

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan and carried unanimously that the board of trustees approves an expenditure of \$6,000.00 to have Kingdom Woodworking build three custom tables for the library's reference area.

NEW BUSINESS –
OBSOLETE
EQUIPMENT:

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan and carried unanimously that the board of trustees authorizes staff to discard obsolete equipment in accordance with library policy and best practice.

NEW BUSINESS –
PATRON POINT
PURCHASE:

Motion by Mrs. Ferrante, seconded by Mrs. Fox and carried unanimously that the board of trustees approves the expenditure of \$6,000.00 to license SpringShare's Patron Point software solution.

NEW BUSINESS –
ALLOCATION OF
FUNDS:

Motion by Mrs. Fox, seconded by Mrs. Sullivan and carried unanimously:

1. That the Board of Trustees authorizes an allocation of \$1,638,153.50 of the Unassigned General Fund Balance to be maintained as such to provide the library with a working capital margin of safety.
2. That the Board of Trustees authorizes \$27,461.00 of the Unassigned General Fund Balance to be allocated as Assigned Fund Balance for Nonspendable Fund Balance carried forward from 2023-2024.
3. That the Board of Trustees authorizes \$623,477.00 of the Unassigned General Fund Balance to be allocated as Assigned Fund Balance for Accrued Compensated Absences.
4. That the Board of Trustees authorizes an allocation of \$175,000.00 from the 2023-2024 Unassigned General Fund Balance to be allocated as Assigned Fund Balance for Revenue in the 2024-2025 Operating Budget.
5. That the Board of Trustees authorizes an allocation of \$149,361.50 from the 2023-2024 Unassigned General Fund Balance to be allocated as Restricted Fund Balance for the Repairs & Improvements to Building Capital Reserve Fund.
6. That the Board of Trustees authorizes an allocation of \$90,164.34 from the Capital Reserve Fund Interest to be allocated as Restricted Fund Balance for the Repairs & improvements to the Building Capital Reserve Fund.

NEW BUSINESS –
FEASIBILITY STUDY
DISCUSSION:

Motion by Mrs. Fox, seconded by Mrs. Sullivan and carried unanimously to table the Feasibility Study discussion until a future meeting.

EXECUTIVE
SESSION:

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan and carried unanimously to enter into executive session at 8:57 p.m.

Motion by Mrs. Fox, seconded by Mrs. Sullivan and carried unanimously to exit executive session at 9:05 p.m.

ADJOURNMENT:

Motion by Mrs. Ferrante to adjourn the regular meeting at 9:06 p.m.

Respectfully submitted by,

Eleanora Ferrante, Board Secretary

FINANCIAL SCHEDULES

2024-2025

<u>Page #</u>	<u>Warrant #</u>	<u>Fund</u>	<u>Amount</u>
26	37	L	11,127.69
28	39	L	77,929.60
31	6/5 PR	L	111,739.60
33	6/18 PR	L	116,232.55
35	24	TA	43,716.54
37	25	TA	44,735.00
38			
38	AMEX		7150.58
	Amazon Capital Services		5440.22
54	Investment Report		
55	Financial Chair Report		
56	Personnel Actions		

2025-2026

<u>Page #</u>	<u>Warrant #</u>	<u>Fund</u>	<u>Amount</u>
61	1	L	92,732.83
38	AMEX		743.00

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

July 16, 2025

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

I have reviewed the warrants through July 16, 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,



Philip DeDora
Treasurer

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

July 16, 2025

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #37 Fund L - June 2025 Schedule of Bills

Checks #61204-61208, 61330-61332

Voided Checks #61199-61203

Total warrant: \$11,127.69

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 - 37: CD UTILITIES - 6/2025 For Dates 6/1/2025 - 6/30/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
61204	06/09/2025	690	NATIONAL GRID		412.65 ✓
61205	06/09/2025	2400	NATIONAL GRID (SVC & GENR)		95.39 ✓
61206	06/09/2025	2555	OPTIMUM		48.44 ✓
61207	06/09/2025	20	PSEGLI		8,328.28 ✓
61208	06/09/2025	15	VERIZON		910.82 ✓
61330	06/25/2025	690	NATIONAL GRID		326.91 ✓
61331	06/25/2025	2400	NATIONAL GRID (SVC & GENR)		100.50 ✓
61332	06/25/2025	15	VERIZON		904.70 ✓

Number of Transactions: 8

Warrant Total: 11,127.69

Vendor Portion: 11,127.69

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 \$ 11,127.69. 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.

7/8/25
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 \$ 11,127.69. 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.

6/25/25
Date

[Signature]
Assistant Director

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

July 16, 2025

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #39 Fund L - June 30, 2025 Schedule of Bills

Checks #61333-61378, 61430

Total warrant: \$77,929.60

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

Pat Dillon _____
President, Board of trustees

Stella Fox _____
Vice President, Board of trustees

Stuart Horowitz _____
Financial Chairperson

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 39: CD - GENERAL - 6/30/25 For Dates 6/30/2025 - 6/30/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
61333	06/30/2025	3000	4IMPRINT	240571	431.97
61334	06/30/2025	2782	ABDO BOOKS	240598	1,468.85
61335	06/30/2025	2396	AMAZON		5,078.16
61336	06/30/2025	2396	AMAZON		362.06
61337	06/30/2025	720	AMERICAN EXPRESS		7,150.58
61338	06/30/2025	3177	ANGELLO, PETER	240079	200.00
61339	06/30/2025	23	BAKER & TAYLOR		8,379.34
61340	06/30/2025	2841	MICHAEL BARTOLOMEO		728.05
61341	06/30/2025	1866	BENEDETTO BROS. LANDSCAPING		350.00
61342	06/30/2025	1305	BLACKSTONE PUBLISHING.		47.95
61343	06/30/2025	2633	CONNECTION, INC	240551	2,698.00
61344	06/30/2025	1548	COUNTY LINE HARDWARE		42.20
61345	06/30/2025	3210	COVE DELIVERY, INC.		373.40
61346	06/30/2025	1665	EDMER SANITARY SUPPLY		299.55
61347	06/30/2025	3203	FREE TO BE YOGA INC.	240372	150.00
61348	06/30/2025	362	FUN EXPRESS, LLC	240552	150.04
61349	06/30/2025	3094	GEOVANNY & SONS		400.00
61350	06/30/2025	2490	KATHLEEN GIERALTOWSKI		24.90
61351	06/30/2025	2595	GOVCONNECTION, INC		2,150.30
61352	06/30/2025	225	GRAINGER, INC.		155.24
61353	06/30/2025	2504	INGRAM LIBRARY SERVICES LLC		1,295.05
61354	06/30/2025	2504	INGRAM LIBRARY SERVICES LLC		159.33
61355	06/30/2025	2717	KANOPY LLC		478.00
61356	06/30/2025	1716	DIANE KENTROS		780.00
61357	06/30/2025	2781	ELIZABETH KLEIN		15.96
61358	06/30/2025	2459	KONICA MINOLTA BUSINESS SOLUTN		428.80
61359	06/30/2025	3109	LATORRE, KATRINA		44.29
61360	06/30/2025	2518	LONG ISLAND AUTOMATIC DOORS		7,126.00
61361	06/30/2025	1568	LONG ISLAND WASTE SERVICES		243.05
61362	06/30/2025	27	MIDWEST TAPE		2,179.17
61363	06/30/2025	2517	MIDWEST TAPE		1,535.88
61364	06/30/2025	2331	MUSEUM OF THE CITY OF NEW YORK	240599	250.00
61365	06/30/2025	1861	SALLY NIKOLIS		124.00
61366	06/30/2025	96	NYSIF		45.00
61367	06/30/2025	2597	PDQ.com Corporation		1,020.00
61368	06/30/2025	1731	PITNEY BOWES BANK INC PURCHASE POWER		500.00
61369	06/30/2025	2558	GEORGINA RIVAS-MARTINEZ		278.40
61370	06/30/2025	2666	S & S WORLDWIDE INC	240593	310.33
61371	06/30/2025	51	SCLS		10,812.00
61372	06/30/2025	3140	SECURITAS SECURITY SERVICES USA, INC.		9,746.10
61373	06/30/2025	3253	SPRINGSHARE LLC		6,000.00
61374	06/30/2025	2416	STANDARD SECURITY LIFE INS. CO		522.00
61375	06/30/2025	3167	STAPLES ADVANTAGE		255.95
61376	06/30/2025	2805	NICHOLAS TANZI		42.17
61377	06/30/2025	1162	UNIQUE MANAGEMENT SVCES.		7.95

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 39: CD - GENERAL - 6/30/25 For Dates 6/30/2025 - 6/30/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
61378	06/30/2025	2232	W.B. MASON CO INC		89.58
61430	06/30/2025	3247	KINGDOM WOODWORKING CO., LLC	240549	3,000.00
Number of Transactions: 47				Warrant Total:	77,929.60
				Vendor Portion:	77,929.60

Certification of Warrant

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

Date

Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 77,929.60. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

6/30/25
Date

Janet Schen
Library Director

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

July 16, 2025

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: June 5, 2025

Gross Total: \$111,739.60

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

6/5/2025 - 6/5/2025

**Payroll Transaction Totals****Payment Distribution Methods**

Gross Wages	111,739.60
Non Cash Earnings	0.00
Reimbursed Expenses	0.00
FICA Wages	101,954.66
FICA Withholding - Employee *	6,321.22
FICA Withholding - Employer *	6,321.22
Medicare Wages	101,954.66
Medicare Withholding - Employee *	1,478.34
Excess Medicare Wages	0.00
Excess Medicare Withholdings	0.00
Medicare Withholding - Employer *	1,478.34
Federal Wages	96,510.38
Federal Withholding *	9,883.40
State Wages	98,191.50
State Withholding **	4,393.62
City Wages	0.00
City Withholding ***	0.00
Annuities	4,055.46 Pre-Tax
Flexible Spending	9,784.94 Pre-Tax
Retirement	1,681.12 Pre-Tax
Roth 403(b) Annuity	0.00
Roth 457(b) Annuity	0.00
All Other Deductions	390.00
Net Pay	73,751.50

Normal Distributed Amount	3,612.60
Direct Deposit Amount	70,138.90
Direct Deposit Entries	58

Tax Deposit Information

Federal Tax Deposit *	25,482.52
State Tax Deposit **	4,393.62
City Tax Deposit - New York City ***	0.00
City Tax Deposit - Yonkers ***	0.00

Document Types On This Journal

Regular Checks	61
Manual / Hand Drawn Checks	0
Payroll Earning Transfers	0
Voided Checks	0

Employee Types On This Journal

Employee Count	61
Active Payroll Employees	61
Inactive Payroll Employees	0

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

July 16, 2025

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: June 18, 2025

Gross Total: \$116,232.55

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

6/18/2025 - 6/18/2025



Payroll Transaction Totals

Gross Wages	116,232.55
Non Cash Earnings	0.00
Reimbursed Expenses	0.00
FICA Wages	113,980.34
FICA Withholding - Employee *	7,066.75
FICA Withholding - Employer *	7,066.75
Medicare Wages	113,980.34
Medicare Withholding - Employee *	1,652.69
Excess Medicare Wages	0.00
Excess Medicare Withholdings	0.00
Medicare Withholding - Employer *	1,652.69
Federal Wages	108,385.05
Federal Withholding *	11,657.53
State Wages	110,126.52
State Withholding **	5,022.10
City Wages	0.00
City Withholding ***	0.00
Annuities	4,164.16 Pre-Tax
Flexible Spending	2,252.21 Pre-Tax
Retirement	1,741.47 Pre-Tax
Roth 403(b) Annuity	0.00
Roth 457(b) Annuity	0.00
All Other Deductions	390.00
Net Pay	82,285.64

Payment Distribution Methods

Normal Distributed Amount	3,915.47
Direct Deposit Amount	78,370.17
Direct Deposit Entries	58

Tax Deposit Information

Federal Tax Deposit *	29,096.41
State Tax Deposit **	5,022.10
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

July 16, 2025

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #24 Fund TA - June 5, 2025 Schedule of Bills

Check #7911

Wires #994485 - 994488

Total warrant: \$43,716.54

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 - 24: CD - Trust & Agency 6/5/25 For Dates 6/1/2025 - 6/30/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7911	06/10/2025	127	NYS EMPLOYEES HEALTH INSURANCE		9,784.94 ✓
994485	06/10/2025	198	NEWPORT TRUST CO. FBO #22258#		1,536.08 ✓
994486	06/10/2025	371	NYS INCOME TAX		4,393.62 ✓
994487	06/10/2025	909	INTERNAL REVENUE SERVICE		25,482.52 ✓
994488	06/10/2025	1345	NEW YORK STATE DEFERRED COMP		2,519.38 ✓
Number of Transactions: 5				Warrant Total:	43,716.54
				Vendor Portion:	43,716.54

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 5 in number, in the total amount of \$ 43,716.54. 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.

7/8/25
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 \$ 43,716.54. 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.

7/8/25
Date

[Signature]
Library Director

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

July 16, 2025

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #25 Fund TA - June 19, 2025 Schedule of Bills

Check #7912 - 7913

Wires #994489 - 994493

Total warrant: \$44,735.00

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 - 25: CD - Trust & Agency 6/19/25 For Dates 6/1/2025 - 6/30/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7912	06/25/2025	1267	AMERIFLEX, LLC.		605.84 ✓
7913	06/25/2025	3252	GUARDIAN LIFE INSURANCE COMPANY OF AMERICA		1,646.37 ✓
994489	06/25/2025	198	NEWPORT TRUST CO. FBO #22258#		1,596.78 ✓
994490	06/25/2025	202	NYS & LOCAL RETIREMENT SYSTEM		4,200.12 ✓
994491	06/25/2025	371	NYS INCOME TAX		5,022.10 ✓
994492	06/25/2025	909	INTERNAL REVENUE SERVICE		29,096.41 ✓
994493	06/25/2025	1345	NEW YORK STATE DEFERRED COMP		2,567.38 ✓
Number of Transactions: 7				Warrant Total:	44,735.00
				Vendor Portion:	44,735.00

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 7 in number, in the total amount of \$ 44,735.00. 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.

7/8/25
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 \$ 44,735.00. 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.

6/25/25
Date

[Signature]
Assistant Director

American Express Monthly Statement - June 2025 purchases 2024-2025 Fiscal Year			
Name	Item(s) Purchased	Purchase \$	Account
Janet Scherer	Barnes & Noble - Program Prizes (to be reimbursed by friends)	175.00	L7430.442-11
	TCS Huntington - Program Prizes (to be reimbursed by friends)	200.00	L7430.442-11
	TCS Huntington - Program Prizes (to be reimbursed by friends)	-100.00	L7430.442-11
	Wholefoods - Program Prizes (to be reimbursed by friends)	100.00	L7430.442-11
	AMC - Program Prizes (to be reimbursed by friends)	100.00	L7430.442-11
	Dunkin Donuts - Staff Meeting	24.98	L7430.435-31
	Hummel-Hummel - Staff Meeting	48.20	L7430.435-31
	Hummel-Hummel - Staff Meeting	39.14	L7430.435-31
Nick Tanzi	Checkr, Inc. - Background Check	924.95	L7430.437-46
	NoviSign Ltd. - Library Signage (Recurring payment)	10.00	L7430.200
	Zoom.US (Teleconferencing)	115.96	L7430.431
	Bambulabs - 3D Printing Supplies	94.95	L7430.430-22
	NoviSign Ltd. - Library Signage (Recurring payment)	10.00	L7430.200
	Amtrak - N. Tanzi - ALA Transportation	188.00	L7430.435-31
	Hungerburger - ALA Conference	27.72	L7430.435-31
	Patchwork Restaurant - ALA Conference	33.88	L7430.435-31
	Tacos Texas - ALA Conference	37.62	L7430.435-31
	Bluestone Lane - ALA Conference	28.48	L7430.435-31
	Elixir Coffee - ALA Conference	11.94	L7430.435-31
	Panera Bread - ALA Conference	15.80	L7430.435-31
	CTLP Aramark - ALA Conference	8.00	L7430.435-31
	Bluestone Lane - ALA Conference	29.12	L7430.435-31
	Panda Express - ALA Conference	17.52	L7430.435-31
	Hyatt Centric - ALA Conference (M. Bartolomeo)	1252.08	L7430.435-31
	Hyatt Centric - ALA Conference (G. Rivas-Martinez)	1252.08	L7430.435-31
	Hyatt Centric - ALA Conference (A. Johnson)	1252.08	L7430.435-31
	Hyatt Centric - ALA Conference (N. Tanzi)	1253.08	L7430.435-31
	Total	7150.58	

American Express Monthly Statement - July 2025 purchases 2025-2026 Fiscal Year			
Name	Item(s) Purchased	Purchase \$	Account
Janet Scherer	Google (shpl.info e-mail service)	707.78	L7430.431
Nick Tanzi	Matterport - Virtual Tour Fee (Recurring payment)	15.22	L7430.429
	NoviSign Ltd. - Library Signage (Recurring payment)	20.00	L7430.200
	Total	743.00	

Amazon Capital Services Statement - 05/20/25-06/19/25		
Account	Description	Purchase \$
L7420.410-11	ADULT BOOKS	\$253.38
L7420.410-12	CHILDRENS BOOKS	\$625.87
L7420.412-11	MUSIC CD'S - ADULTS	\$15.49
L7430.200	EQUIPMENT	\$2,193.52
L7430.200-1	LIBRARY OF THINGS	\$14.32
L7430.430-21	SUPPLIES - OFFICE	\$454.26
L7430.430-22	SUPPLIES - LIBRARY	\$460.92
L7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	\$244.05
L7430.442-12	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	\$110.76
L7430.442-13	COMMUNITY ACTIVITIES-YA PROGRAMS	\$705.59
L7430.442-16	COMMUNITY ACTIVITIES-OUTREACH PROGRAMS	\$126.41
L7440.451	CUSTODIAL SUPPLIES	\$163.67
L7440.452-71	BUILDING MAINTENANCE & REPAIR	\$71.98
	Total	\$5,440.22

Amazon-EQUIPMENT

Product Category	Title	Item Qty.	Net Total
CE	Brother INKvestment Tank Color All in One Printer for Small Business with 11	1	392.45
Art and Craft Sup	Rotary Blade + Drive Housing	1	19.97
Office Product	Brother CB-1010 Optional Printer Cabinet/Stand	1	251.95
Business, Industri	Revopoint MIRACO Plus 3D Scanner for 3D Printing Handheld, 3D Printer Scan	1	1529.15
	TOTAL		2193.5
Product Category	Title	Item Qty.	Item Net Total
Amazon-COMMUNITY ACTIVITIES - YA PROGRAMS			
Personal Comput	Tablet,10.1" Android Tablet with Octa-core Processor 10GB RAM 128GB ROM	1	79.16
Art and Craft Sup	Magicfly 3 Pack Paint by Number for Adults Beginner, Moon Lake Landscape	1	18.7
Toy	Crazy Aaron's Putty .47 oz Mini Tin Assortment - 12 Pack	4	237.33
Toy	Jellycat Munro Scottie Dog Stuffed Animal, Medium 10 inches - Dogs and Pup	1	36
Beauty	KISS imPRESS No Glue Mani Press-On Nails, Color FX, 'Fly Up', Silver, Short Siz	1	8.88
Business, Industri	50 PCS Reflective Stickers, Warning Safety Reflective Sticker, Bike Stickers, M	1	3.75
Toy	Dungeons & Dragons Dungeon Mayhem Boardgame - 120 Cards	1	17.8
Luggage	Tenare Sublimation Blank Bag Canvas Zipper Pouch Blank Makeup Bag Canvas	1	22.76
Art and Craft Sup	REALIKE Dual Tip Infusible Pens for Cricut Maker 3/Maker/Explore 3/Air 2/Air	1	28.7
Business, Industri	S&S Worldwide Easy Way Nature Silhouettes (Pack of 24)	1	41.77
Grocery	Hawaiian Punch Fruit Juicy Red Fruit Juice Drink, 10 Fl Oz Bottles, 24 Count (4	1	8.8
Toy	Hasbro Gaming Scattergories Classic Game, Party Game for Adults and Teens	1	16.69
Home Improvement	Leeleberd Led Lights for Bedroom 100 ft (2 Rolls of 50ft) Music Sync Color Ch	1	14.99
Speakers	JBL Go 4 - Ultra-Portable, Waterproof and Dustproof Bluetooth Speaker, Big F	1	39.95
Toy	Schylling NeeDoh Nice Cube -Sensory Squeeze Toy with Super Solid Squish - 2	1	11.49
Toy	Crazy Aaron's Thinking Putty - Super Scarab - Multi-Color Sensory Putty for Ki	1	14.95
Grocery	Mott's 100% Original Apple Juice, 6.75 Fl Oz Boxes, 32 Count (4 Packs Of 8), 2	1	13.88
Toy	CGE Czech Games Edition Codenames Boardgame	1	19.94
Toy	CMYK Monikers A Dumb Party Game That Respects Your Intelligence	1	24.99
Grocery	Pepperidge Farm Goldfish Crackers, Cheddar, 1 oz, 45-count	1	28.69
Kitchen	Creative Hobbies® Clear Plastic Ivy Bowls 4 Inch (100 mm) - 16 oz Shatterproo	1	22.53
Kitchen	25Pcs Coconut Palm Model Artificial Trees Cupcake Topper Plastic Greenery	1	8.79
Toy	Crazy Aaron's Thinking Putty - Super Scarab - Multi-Color Sensory Putty	1	-14.95
	TOTAL		705.59

Cash Receipt Schedule Report For L - 20: CR - DAILY FINES - 05/2025		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	1,368.70	0.00
L 2082.2	LOST LIBRARY MATERIALS	0.00	22.95
L 2082.4	COPY MACHINES	0.00	170.85
L 2082.42	PRINT VEND MACHINES	0.00	536.35
L 2082.6	COMPUTER PAPER/DISCS	0.00	10.00
L 2082.7	LAPTOP FINES	0.00	18.00
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	72.00
L 2770.2	MISC. INCOME - EAR BUD SALES	0.00	2.00
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	26.55
L 2770.5	MISC. INCOME - HOTSPOT FINES	0.00	20.00
L 2770.8	MISC. INCOME - PASSPORTS	0.00	490.00
	Fund L Totals:	1,368.70	1,368.70
Cash Receipt Schedule Report For L - 21: CR -GENERAL - 05/2025		SOUTH HUNTINGTON LIBRARY	
Account	Account Description	Sum of DEBITS	Sum of CREDITS
L 200	CHECKING - VALLEY NATIONAL BANK	15,307.54	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	1,485.29	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	113.01	0.00
L 211	MM - FLUSHING BANK	9,080.86	0.00
L 2082.2	LOST LIBRARY MATERIALS	0.00	218.77
L 2082.42	PRINT VEND MACHINES	0.00	254.50
L 2082.6	COMPUTER PAPER/DISCS	0.00	29.50
L 2082.7	LAPTOP FINES	0.00	7.00
L 2401.204	INTEREST - MM- VALLEY NAT'L BANK	0.00	1,485.29
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	0.00	408.36
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	0.00	113.01
L 2401.211	INTEREST - MM FLUSHING BANK	0.00	9,080.86
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	15.00
L 2770.2	MISC. INCOME - EAR BUD SALES	0.00	2.00
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	11.00
L 2770.5	MISC. INCOME - HOTSPOT FINES	0.00	10.00
L 2770.8	MISC. INCOME - PASSPORTS	0.00	1,085.00
L 7430.434	PUBLICITY-PRINTING/NEWSLETTER	0.00	5,315.10
L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	0.00	6,943.00
L 7430.442-12	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	0.00	1,000.00
L 7440.450-61	UTILITIES - ELECTRIC	0.00	8.31
	Fund L Totals:	25,986.70	25,986.70

SOUTH HUNTINGTON PUBLIC LIBRARY
REVENUE BUDGET STATUS
PERIOD COVERED: July 1, 2023 -June 30, 2025

ACCOUNT	BUDGET	REVENUE EARNED	EST. REVENUE BASED ON 12 MONTHS	VARIANCE		UNEARNED REVENUE YTD.
				FAVORABLE (UNFAVORABLE) \$	%	
REAL PROPERTY TAXES	\$6,252,114.00	6,252,114.00	6,252,114.00	0.00	0.00	0.00
BOOK FINES	\$0.00	28.99	0.00	28.99	#DIV/0!	(28.99)
LOST LIBRARY MATERIALS	\$2,500.00	3,213.86	2,500.00	713.86	28.55	(713.86)
COPY MACHINES	\$3,000.00	2,397.57	3,000.00	(602.43)	-20.08	602.43
PRINT VEND MACHINES	\$9,000.00	7,567.38	9,000.00	(1,432.62)	-15.92	1,432.62
DVD FINES	\$0.00	4.00	0.00	4.00	#DIV/0!	(4.00)
IWIN - DVDs	\$0.00	134.00	0.00	134.00	#DIV/0!	(134.00)
COMPUTER PAPER/DISCS	\$1,000.00	285.55	1,000.00	(714.45)	-71.45	714.45
LAPTOP FINES	0.00	50.45	0.00	50.45	#DIV/0!	(50.45)
LATE FINES - MUSEUM PASSES	\$0.00	40.00	0.00	40.00	#DIV/0!	(40.00)
INTEREST - MM- VALLEY NAT'L BANK	\$9,000.00	12,839.83	9,000.00	3,839.83	42.66	(3,839.83)
INTEREST - CKING - VALLEY NAT'L BANK	\$5,000.00	7,384.45	5,000.00	2,384.45	47.69	(2,384.45)
INTEREST - PAYROLL- VALLEY NAT'L BANK	\$1,000.00	1,412.93	1,000.00	412.93	41.29	(412.93)
INTEREST - MM FLUSHING BANK	\$60,000.00	126,502.50	60,000.00	66,502.50	110.84	(66,502.50)
SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	\$0.00	452.10	0.00	452.10	#DIV/0!	(452.10)
MISC. INCOME - EAR BUD SALES	\$0.00	9.00	0.00	9.00	#DIV/0!	(9.00)
MISC. INCOME - FAX CHARGES	\$0.00	284.70	0.00	284.70	#DIV/0!	(284.70)
MISC. INCOME - HOTSPOT FINES	\$0.00	145.00	0.00	145.00	#DIV/0!	(145.00)
MISC. INCOME	\$2,000.00	10,384.47	2,000.00	8,384.47	419.22	(8,384.47)
MISC. INCOME - PASSPORTS	\$13,000.00	13,672.75	13,000.00	672.75	5.18	(672.75)
STATE INCENTIVE AID	\$20,000.00	12,143.00	20,000.00	(7,857.00)	-39.29	7,857.00
APPROPRIATED FUND BALANCE	\$175,000.00	0.00	175,000.00	(175,000.00)	-100.00	175,000.00
TOTALS	\$6,552,614.00	6,451,066.53	6,552,614.00	(101,547.47)	-1.55	101,547.47

SOUTH HUNTINGTON LIBRARY

Revenue Status Report By Function From 7/1/2024 To 6/30/2025



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	6,252,114.00	0.00
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	3,213.86	-713.86
L 2082.4	COPY MACHINES	3,000.00	0.00	3,000.00	2,397.57	602.43
L 2082.42	PRINT VEND MACHINES	9,000.00	0.00	9,000.00	7,567.38	1,432.62
L 2082.5	DVD FINES	0.00	0.00	0.00	4.00	-4.00
L 2082.52	IWIN - DVDs	0.00	0.00	0.00	134.00	-134.00
L 2082.6	COMPUTER PAPER/DISCS	1,000.00	0.00	1,000.00	285.55	714.45
L 2082.7	LAPTOP FINES	0.00	0.00	0.00	50.45	-50.45
L 2082.9	LATE FINES - MUSEUM PASSES	0.00	0.00	0.00	40.00	-40.00
L 2401.204	INTEREST - MM- VALLEY NAT'L BANK	9,000.00	0.00	9,000.00	12,839.83	-3,839.83
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	5,000.00	0.00	5,000.00	7,384.45	-2,384.45
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	1,000.00	0.00	1,000.00	1,412.93	-412.93
L 2401.211	INTEREST - MM FLUSHING BANK	60,000.00	0.00	60,000.00	126,502.50	-66,502.50
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	0.00	0.00	452.10	-452.10
L 2770.2	MISC. INCOME - EAR BUD SALES	0.00	0.00	0.00	9.00	-9.00
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	0.00	0.00	284.70	-284.70
L 2770.5	MISC. INCOME - HOTSPOT FINES	0.00	0.00	0.00	145.00	-145.00
L 2770.6	MISC. INCOME	2,000.00	0.00	2,000.00	10,384.47	-8,384.47
L 2770.8	MISC. INCOME - PASSPORTS	13,000.00	0.00	13,000.00	13,672.75	-672.75
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	6,451,066.53	101,547.47
Grand Totals:		6,552,614.00	0.00	6,552,614.00	6,451,066.53	101,547.47

SOUTH HUNTINGTON PUBLIC LIBRARY
ACTUAL BUDGET EXPENDITURES / ESTIMATE
PERIOD COVERED: July 1, 2024 -June 30, 2025

7/9/2025 11:23 AM

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 12 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
SALARIES-PROF. FT & PT	\$1,993,395.60	2,017,793.74		2,017,793.74	1,993,395.60	(24,398.14)	(1.22)	(\$24,398.14)
SALARIES-PROF. FT	\$1,546,095.24	1,581,435.55	0.00	1,581,435.55	1,546,095.24	(35,340.31)	(2.29)	(\$35,340.31)
SALARIES - PROF. PT	\$447,300.36	436,358.19	0.00	436,358.19	447,300.36	10,942.17	2.45	\$10,942.17
SALARIES-CLERICAL FT & PT	\$697,459.42	759,727.46		759,727.46	697,459.42	(62,268.04)	(8.93)	(\$62,268.04)
SALARIES-CLERICAL FT	\$497,224.09	543,228.79	0.00	543,228.79	497,224.09	(46,004.70)	(9.25)	(\$46,004.70)
SALARIES-CLERICAL PT	\$200,235.33	216,498.67	0.00	216,498.67	200,235.33	(16,263.34)	(8.12)	(\$16,263.34)
SALARIES-PAGE	\$99,886.34	84,660.53	0.00	84,660.53	99,886.34	15,225.81	15.24	\$15,225.81
SALARIES-CUSTODIAL FT & PT	\$334,281.61	341,265.23		341,265.23	334,281.61	(6,983.62)	(2.09)	(\$6,983.62)
SALARIES-CUSTODIAL FT	\$281,123.93	285,490.52	0.00	285,490.52	281,123.93	(4,366.59)	(1.55)	(\$4,366.59)
SALARIES-CUSTODIAL PT	\$53,157.68	55,774.71	0.00	55,774.71	53,157.68	(2,617.03)	(4.92)	(\$2,617.03)
SALARIES-SUNDAY-PROF.	\$61,408.02	60,084.55	0.00	60,084.55	54,769.32	(5,315.23)	(9.70)	\$1,323.47
SALARIES-SUNDAY-CLERICAL	\$28,142.82	20,473.90	0.00	20,473.90	25,100.35	4,626.45	18.43	\$7,668.92
SALARIES-SUNDAY-PAGE	\$9,984.00	9,520.00	0.00	9,520.00	8,904.65	(615.35)	(6.91)	\$464.00
SALARIES-SUNDAY-CUSTODIAL	\$38,089.19	26,956.02	0.00	26,956.02	33,971.44	7,015.42	20.65	\$11,133.17
TEMPORARY SUMMER HELP	\$13,120.00	10,828.85	0.00	10,828.85	68,224.00	57,395.15	84.13	\$2,291.15
	\$3,275,767.00	\$3,331,310.28	\$0.00	\$3,331,310.28	\$3,315,992.73	(\$15,317.55)	98.15	(\$55,543.28)
ADULT BOOKS	\$100,000.00	80,367.02	0.00	80,367.02	100,000.00	19,632.98	19.63	\$19,632.98
CHILDRENS BOOKS	\$75,000.00	52,717.56	24.95	52,742.51	75,000.00	22,257.49	29.68	\$22,257.49
YOUNG ADULT BOOKS	\$10,000.00	4,774.21	0.00	4,774.21	10,000.00	5,225.79	52.26	\$5,225.79
REFERENCE - ELECTRONIC	\$50,000.00	37,980.00	0.00	37,980.00	50,000.00	12,020.00	24.04	\$12,020.00
AUDIO BOOKS - ADULT	\$1,000.00	1,052.74	0.00	1,052.74	1,000.00	(52.74)	(5.27)	(\$52.74)
AUDIO BOOKS - CHILDREN	\$2,000.00	670.39	0.00	670.39	2,000.00	1,329.61	66.48	\$1,329.61
DIGITAL SUBSCRIPTIONS	\$220,500.00	215,019.57	0.00	215,019.57	220,500.00	5,480.43	2.49	\$5,480.43
MUSEUM PASSES	\$22,000.00	19,505.00	0.00	19,505.00	22,000.00	2,495.00	11.34	\$2,495.00
DVD - ADULT	\$18,000.00	18,807.81	0.00	18,807.81	18,000.00	(807.81)	(4.49)	(\$807.81)
DVD - CHILDREN	\$5,000.00	3,708.90	0.00	3,708.90	5,000.00	1,291.10	25.82	\$1,291.10
MUSIC CD'S - ADULT	\$2,000.00	3,706.05	0.00	3,706.05	2,000.00	(1,706.05)	(85.30)	(\$1,706.05)
MUSIC CD'S - CHILDREN	\$500.00	59.94	0.00	59.94	500.00	440.06	88.01	\$440.06
PERIODICALS - ADULTS	\$10,500.00	10,991.71	0.00	10,991.71	10,500.00	(491.71)	(4.68)	(\$491.71)
PERIODICALS - CHILDREN	\$1,000.00	956.33	0.00	956.33	1,000.00	43.67	4.37	\$43.67
PERIODICALS - YA	\$400.00	119.74	0.00	119.74	400.00	280.26	70.07	\$280.26
PERIODICALS - NEWSPAPERS	\$4,600.00	7,150.01	0.00	7,150.01	4,600.00	(2,550.01)	(55.44)	(\$2,550.01)
COMPUTER SOFTWARE-CIRC.-ADULTS	\$2,500.00	1,867.13	0.00	1,867.13	2,500.00	632.87	25.31	\$632.87
COMPUTER SOFTWARE-CIRC.-CHILDRE	\$4,000.00	3,739.38	0.00	3,739.38	4,000.00	260.62	6.52	\$260.62
MATERIALS PROCESSING	\$20,000.00	28,307.87	0.00	28,307.87	20,000.00	(8,307.87)	(41.54)	(\$8,307.87)
COMPUTER SOFTWARE - NON-CIRC.	\$55,000.00	38,735.49	0.00	38,735.49	55,000.00	16,264.51	29.57	\$16,264.51
	\$604,000.00	530,236.85	24.95	530,261.80	604,000.00	73,738.20	12.21	\$73,738.20
EQUIPMENT	\$54,000.00	45,922.24	0.00	45,922.24	54,000.00	8,077.76	14.96	\$8,077.76
EQUIPMENT - LIBRARY OF THINGS	\$1,000.00	561.44	0.00	561.44	1,000.00	438.56	43.86	\$438.56
EQUIPMENT MAINTENANCE	\$10,000.00	6,375.90	0.00	6,375.90	10,000.00	3,624.10	36.24	\$3,624.10

SOUTH HUNTINGTON PUBLIC LIBRARY
ACTUAL BUDGET EXPENDITURES / ESTIMATE
PERIOD COVERED: July 1, 2024 -June 30, 2025

7/15/2025 3:46 PM

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 12 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
FURNITURE & FIXTURES	\$30,000.00	20,849.73	0.00	20,849.73	30,000.00	9,150.27	30.50	\$9,150.27
SUPPLIES - OFFICE	\$30,000.00	15,141.07	0.00	15,141.07	30,000.00	14,858.93	49.53	\$14,858.93
SUPPLIES - LIBRARY	\$30,000.00	22,283.76	0.00	22,283.76	30,000.00	7,716.24	25.72	\$7,716.24
TELECOMMUNICATIONS	\$40,000.00	48,762.79	0.00	48,762.79	40,000.00	(8,762.79)	(21.91)	(\$8,762.79)
SCLS SERVICES / CIRCULATION CONTR	\$95,000.00	89,991.08	0.00	89,991.08	95,000.00	5,008.92	5.27	\$5,008.92
POSTAGE	\$30,000.00	23,042.36	0.00	23,042.36	30,000.00	6,957.64	23.19	\$6,957.64
PUBLICITY-PRINTING/NEWSLETTER	\$110,000.00	107,999.16	0.00	107,999.16	110,000.00	2,000.84	1.82	\$2,000.84
CONTINUING ED/MILEAGE REIMB/STAFF	\$30,000.00	45,148.63	0.00	45,148.63	30,000.00	(15,148.63)	(50.50)	(\$15,148.63)
CONTINUING ED/MILEAGE REIMB/BOA	\$5,000.00	4,389.39	0.00	4,389.39	5,000.00	610.61	12.21	\$610.61
LIBRARY VEHICLE	\$1,000.00	1,580.07	0.00	1,580.07	1,000.00	(580.07)	(58.01)	(\$580.07)
PROFESSIONAL FEES - AUDITOR	\$15,000.00	19,750.00	0.00	19,750.00	15,000.00	(4,750.00)	(31.67)	(\$4,750.00)
PROFESSIONAL FEES - LEGAL	\$12,000.00	1,352.00	0.00	1,352.00	12,000.00	10,648.00	88.73	\$10,648.00
PROFESSIONAL FEES - TREASURER	\$7,000.00	4,920.00	0.00	4,920.00	7,000.00	2,080.00	29.71	\$2,080.00
PROF. FEES- ART & MUSIC	\$9,500.00	6,150.00	0.00	6,150.00	9,500.00	3,350.00	35.26	\$3,350.00
PROF. FEES - MISC. CONSULTANTS	\$3,000.00	14,404.16	0.00	14,404.16	3,000.00	(11,404.16)	(380.14)	(\$11,404.16)
PROFESSIONAL FEES - SECURITY SERV	\$140,000.00	126,399.85	0.00	126,399.85	140,000.00	13,600.15	9.71	\$13,600.15
MEMBERSHIP DUES	\$6,000.00	6,435.00	0.00	6,435.00	6,000.00	(435.00)	(7.25)	(\$435.00)
OFFICE EQUIPMENT - COPIER RENTAL	\$5,000.00	6,748.88	0.00	6,748.88	5,000.00	(1,748.88)	(34.98)	(\$1,748.88)
OFFICE EQUIPMENT - SERVICE CONTRA	\$10,000.00	8,713.32	0.00	8,713.32	10,000.00	1,286.68	12.87	\$1,286.68
OFFICE EQUIPMENT - REPAIR/MAINTEN/	\$250.00	0.00	0.00	0.00	250.00	250.00	100.00	\$250.00
MISC. EXPENSES	\$1,000.00	902.00	0.00	902.00	1,000.00	98.00	9.80	\$98.00
COST OF VOTE	\$3,000.00	3,523.67	0.00	3,523.67	3,000.00	(523.67)	(17.46)	(\$523.67)
COMMUNITY ACTIVITIES-ADULT PROGR	\$68,000.00	66,788.13	0.00	66,788.13	68,000.00	1,211.87	1.78	\$1,211.87
COMMUNITY ACTIVITIES-CHILDRENS PR	\$75,000.00	73,975.64	0.00	73,975.64	75,000.00	1,024.36	1.37	\$1,024.36
COMMUNITY ACTIVITIES - CHILDRENS - REA	\$1,000.00	1,314.05	0.00	1,314.05	1,000.00	(314.05)	(31.41)	(\$314.05)
COMMUNITY ACTIVITY-CHILDRENS FAMI	\$3,500.00	3,588.58	0.00	3,588.58	3,500.00	(88.58)	(2.53)	(\$88.58)
COMMUNITY ACTIVITIES-YA PROGRAMS	\$15,000.00	13,818.70	0.00	13,818.70	15,000.00	1,181.30	7.88	\$1,181.30
COMMUNITY ACTIVITIES-OUTREACH PR	\$5,000.00	4,825.02	0.00	4,825.02	5,000.00	174.98	3.50	\$174.98
COMMUNITY ACTIVITIES - MUSIC/RECIT/	\$8,500.00	8,400.00	0.00	8,400.00	8,500.00	100.00	1.18	\$100.00
CREDIT MERCHANT FEES	\$4,000.00	2,937.41	0.00	2,937.41	4,000.00	1,062.59	26.56	\$1,062.59
	\$857,750.00	806,994.03	0.00	806,994.03	857,750.00	50,755.97	5.92	\$50,755.97
UTILITIES - ELECTRIC	\$145,000.00	136,182.73	0.00	136,182.73	145,000.00	8,817.27	6.08	\$8,817.27
UTILITIES - WATER	\$5,000.00	3,284.05	0.00	3,284.05	5,000.00	1,715.95	34.32	\$1,715.95
UTILITIES - GAS	\$20,000.00	14,611.88	0.00	14,611.88	20,000.00	5,388.12	26.94	\$5,388.12
CUSTODIAL SUPPLIES	\$15,000.00	14,792.01	0.00	14,792.01	15,000.00	207.99	1.39	\$207.99
BUILDING EQUIPMENT & REPAIR	\$8,000.00	7,157.71	0.00	7,157.71	8,000.00	842.29	10.53	\$842.29
BUILDING MAINTENANCE & REPAIR	\$45,000.00	49,789.71	0.00	49,789.71	45,000.00	(4,789.71)	(10.64)	(\$4,789.71)
BUILDING SERVICE CONTRACTS	\$40,000.00	41,948.95	0.00	41,948.95	40,000.00	(1,948.95)	(4.87)	(\$1,948.95)
INSURANCE	\$58,000.00	59,805.07	0.00	59,805.07	58,000.00	(1,805.07)	(3.11)	(\$1,805.07)
GROUNDS MAINTENANCE	\$30,000.00	28,341.48	0.00	28,341.48	30,000.00	1,658.52	5.53	\$1,658.52
	\$366,000.00	355,913.59	0.00	355,913.59	366,000.00	10,086.41	2.76	\$10,086.41

SOUTH HUNTINGTON PUBLIC LIBRARY
 ACTUAL BUDGET EXPENDITURES / ESTIMATE
 PERIOD COVERED: July 1, 2024 -June 30, 2025

7/15/2025 3:46 PM

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 12 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
NYS RETIREMENT SYSTEM	\$420,000.00	430,291.00	0.00	430,291.00	420,000.00	(10,291.00)	(2.45)	(\$10,291.00)
FICA EXPENSE	\$250,597.00	239,379.86	0.00	239,379.86	250,597.00	11,217.14	4.48	\$11,217.14
WORKERS' COMPENSATION	\$25,000.00	15,430.90	0.00	15,430.90	25,000.00	9,569.10	38.28	\$9,569.10
DISABILITY INSURANCE	\$4,000.00	2,169.60	0.00	2,169.60	4,000.00	1,830.40	45.76	\$1,830.40
LONG-TERM DISABILITY INS.	\$8,500.00	8,922.87	0.00	8,922.87	8,500.00	(422.87)	(4.97)	(\$422.87)
UNEMPLOYMENT INSURANCE	\$1,000.00	0.00	0.00	0.00	1,000.00	1,000.00	100.00	\$1,000.00
HEALTH INSURANCE	\$685,000.00	584,010.50	0.00	584,010.50	685,000.00	100,989.50	14.74	\$100,989.50
MEDICARE REIMBURSEMENT	\$55,000.00	60,886.30	0.00	60,886.30	55,000.00	(5,886.30)	(10.70)	(\$5,886.30)
	\$1,449,097.00	1,341,091.03	0.00	1,341,091.03	1,449,097.00	108,005.97	7.45	\$108,005.97
TOTAL	6,552,614.00	6,365,545.78	24.95	6,365,570.73	6,592,839.73	227,269.00	3.45	\$187,043.27

SOUTH HUNTINGTON LIBRARY



Appropriation Status Detail Report By Function From 7/1/2024 To 6/30/2025

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	1,581,435.55	0.00	-35,340.31
L 7410.141-01-P	SALARIES - PROF. PT	447,300.36	0.00	447,300.36	436,358.19	0.00	10,942.17
L 7410.142-02	SALARIES-CLERICAL FT	497,224.09	0.00	497,224.09	543,228.79	0.00	-46,004.70
L 7410.142-02-P	SALARIES-CLERICAL PT	200,235.33	0.00	200,235.33	216,498.67	0.00	-16,263.34
L 7410.142-03	SALARIES-PAGE	99,886.34	0.00	99,886.34	84,660.53	0.00	15,225.81
L 7410.142-04	SALARIES-CUSTODIAL FT	281,123.93	0.00	281,123.93	285,490.52	0.00	-4,366.59
L 7410.142-04-P	SALARIES-CUSTODIAL PT	53,157.68	0.00	53,157.68	55,774.71	0.00	-2,617.03
L 7410.143-01	SALARIES-SUNDAY-PROF.	61,408.02	0.00	61,408.02	60,084.55	0.00	1,323.47
L 7410.143-02	SALARIES-SUNDAY-CLERICAL	28,142.82	0.00	28,142.82	20,473.90	0.00	7,668.92
L 7410.143-03	SALARIES-SUNDAY-PAGE	9,984.00	0.00	9,984.00	9,520.00	0.00	464.00
L 7410.143-04	SALARIES-SUNDAY-CUSTODIAL	38,089.19	0.00	38,089.19	26,956.02	0.00	11,133.17
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	3,331,310.28	0.00	-55,543.28
L 7420.410-11	ADULT BOOKS	100,000.00	0.00	100,000.00	80,367.02	0.00	19,632.98
L 7420.410-12	CHILDRENS BOOKS	75,000.00	0.00	75,000.00	52,717.56	24.95	22,257.49
L 7420.410-13	YOUNG ADULT BOOKS	10,000.00	0.00	10,000.00	4,774.21	0.00	5,225.79
L 7420.410-14-2	REFERENCE - ELECTRONIC	50,000.00	0.00	50,000.00	37,980.00	0.00	12,020.00
L 7420.410-15	AUDIO BOOKS - ADULT	1,000.00	0.00	1,000.00	1,052.74	0.00	-52.74
L 7420.410-15-C	AUDIO BOOKS - CHILDREN	2,000.00	0.00	2,000.00	670.39	0.00	1,329.61
L 7420.410-16-S	DIGITAL SUBSCRIPTIONS	220,500.00	0.00	220,500.00	215,019.57	0.00	5,480.43
L 7420.410-17	MUSEUM PASSES	22,000.00	0.00	22,000.00	19,505.00	0.00	2,495.00
L 7420.411-11	DVD - ADULT	18,000.00	0.00	18,000.00	18,807.81	0.00	-807.81
L 7420.411-12	DVD - CHILDREN	5,000.00	0.00	5,000.00	3,708.90	0.00	1,291.10
L 7420.412-11	MUSIC CD'S - ADULT	2,000.00	0.00	2,000.00	3,706.05	0.00	-1,706.05
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	10,991.71	0.00	-491.71
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	7,150.01	0.00	-2,550.01
L 7420.415-11	COMPUTER SOFTWARE-CIRC.-ADULTS	2,500.00	0.00	2,500.00	1,867.13	0.00	632.87
L 7420.415-12	COMPUTER SOFTWARE-CIRC.-CHILDREN	4,000.00	0.00	4,000.00	3,739.38	0.00	260.62
L 7420.419	MATERIALS PROCESSING	20,000.00	0.00	20,000.00	28,307.87	0.00	-8,307.87
L 7420.429	COMPUTER SOFTWARE - NON-CIRC.	55,000.00	0.00	55,000.00	38,735.49	0.00	16,264.51

SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2024 To 6/30/2025



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
7420	*	604,000.00	0.00	604,000.00	530,236.85	24.95	73,738.20
L 7430.200	EQUIPMENT	54,000.00	0.00	54,000.00	45,922.24	0.00	8,077.76
L 7430.200-1	EQUIPMENT - LIBRARY OF THINGS	1,000.00	0.00	1,000.00	561.44	0.00	438.56
L 7430.200-5	EQUIPMENT MAINTENANCE	10,000.00	0.00	10,000.00	6,375.90	0.00	3,624.10
L 7430.201	FURNITURE & FIXTURES	30,000.00	0.00	30,000.00	20,849.73	0.00	9,150.27
L 7430.430-21	SUPPLIES - OFFICE	30,000.00	0.00	30,000.00	15,141.07	0.00	14,858.93
L 7430.430-22	SUPPLIES - LIBRARY	30,000.00	0.00	30,000.00	22,283.76	0.00	7,716.24
L 7430.431	TELECOMMUNICATIONS	40,000.00	0.00	40,000.00	48,762.79	0.00	-8,762.79
L 7430.432	SCLS SERVICES / CIRCULATION CONTROL	95,000.00	0.00	95,000.00	89,991.08	0.00	5,008.92
L 7430.433	POSTAGE	30,000.00	0.00	30,000.00	23,042.36	0.00	6,957.64
L 7430.434	PUBLICITY-PRINTING/NEWSLETTER	110,000.00	0.00	110,000.00	107,999.16	0.00	2,000.84
L 7430.435-31	CONTINUING ED/MILEAGE REIMB/STAFF	30,000.00	0.00	30,000.00	45,148.63	0.00	-15,148.63
L 7430.435-32	CONTINUING ED/MILEAGE REIMB/BOA	5,000.00	0.00	5,000.00	4,389.39	0.00	610.61
L 7430.435-33	LIBRARY VEHICLE	1,000.00	0.00	1,000.00	1,580.07	0.00	-580.07
L 7430.437-41	PROFESSIONAL FEES - AUDITOR	15,000.00	0.00	15,000.00	19,750.00	0.00	-4,750.00
L 7430.437-42	PROFESSIONAL FEES - LEGAL	12,000.00	0.00	12,000.00	1,352.00	0.00	10,648.00
L 7430.437-44	PROFESSIONAL FEES - TREASURER	7,000.00	0.00	7,000.00	4,920.00	0.00	2,080.00
L 7430.437-45	PROF. FEES- ART & MUSIC	9,500.00	0.00	9,500.00	6,150.00	0.00	3,350.00
L 7430.437-46	PROF. FEES - MISC. CONSULTANTS	3,000.00	0.00	3,000.00	14,404.16	0.00	-11,404.16
L 7430.437-47	PROFESSIONAL FEES - SECURITY SERVICES	140,000.00	0.00	140,000.00	126,399.85	0.00	13,600.15
L 7430.438	MEMBERSHIP DUES	6,000.00	0.00	6,000.00	6,435.00	0.00	-435.00
L 7430.439-51	OFFICE EQUIPMENT - COPIER RENTAL	5,000.00	0.00	5,000.00	6,748.88	0.00	-1,748.88
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	902.00	0.00	98.00
L 7430.441	COST OF VOTE	3,000.00	0.00	3,000.00	3,523.67	0.00	-523.67
L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	68,000.00	0.00	68,000.00	66,788.13	0.00	1,211.87
L 7430.442-12	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	75,000.00	0.00	75,000.00	73,975.64	0.00	1,024.36
L 7430.442-12-F	COMMUNITY ACTIVITY-CHILDRENS FAMILY PGM	3,500.00	0.00	3,500.00	3,588.58	0.00	-88.58

SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2024 To 6/30/2025



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	1,314.05	0.00	-314.05
L 7430.442-13	COMMUNITY ACTIVITIES-YA PROGRAMS	15,000.00	0.00	15,000.00	13,818.70	0.00	1,181.30
L 7430.442-14	COMMUNITY ACTIVITIES - MUSIC/RECITALS	8,500.00	0.00	8,500.00	8,400.00	0.00	100.00
L 7430.442-15	CREDIT MERCHANT FEES	4,000.00	0.00	4,000.00	2,937.41	0.00	1,062.59
L 7430.442-16	COMMUNITY ACTIVITIES-OUTREACH PROGRAMS	5,000.00	0.00	5,000.00	4,825.02	0.00	174.98
L 7430.443	BUS TRIPS	0.00	0.00	0.00	0.00	0.00	0.00
7430	*	857,750.00	0.00	857,750.00	806,994.03	0.00	50,755.97
L 7440.450-61	UTILITIES - ELECTRIC	145,000.00	0.00	145,000.00	136,182.73	0.00	8,817.27
L 7440.450-62	UTILITIES - WATER	5,000.00	0.00	5,000.00	3,284.05	0.00	1,715.95
L 7440.450-63	UTILITIES - GAS	20,000.00	0.00	20,000.00	14,611.88	0.00	5,388.12
L 7440.451	CUSTODIAL SUPPLIES	15,000.00	0.00	15,000.00	14,792.01	0.00	207.99
L 7440.452-70	BUILDING EQUIPMENT & REPAIR	8,000.00	0.00	8,000.00	7,157.71	0.00	842.29
L 7440.452-71	BUILDING MAINTENANCE & REPAIR	45,000.00	0.00	45,000.00	49,789.71	0.00	-4,789.71
L 7440.452-73	BUILDING SERVICE CONTRACTS	40,000.00	0.00	40,000.00	41,948.95	0.00	-1,948.95
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	28,341.48	0.00	1,658.52
7440	*	366,000.00	0.00	366,000.00	355,913.59	0.00	10,086.41
74	**	5,103,517.00	0.00	5,103,517.00	5,024,454.75	24.95	79,037.30
7	***	5,103,517.00	0.00	5,103,517.00	5,024,454.75	24.95	79,037.30
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	239,379.86	0.00	11,217.14
L 9000.904-0	WORKERS' COMPENSATION	25,000.00	0.00	25,000.00	15,430.90	0.00	9,569.10
L 9000.905-5	DISABILITY INSURANCE	4,000.00	0.00	4,000.00	2,169.60	0.00	1,830.40
L 9000.905-6	LONG-TERM DISABILITY INS.	8,500.00	0.00	8,500.00	8,922.87	0.00	-422.87
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	584,010.50	0.00	100,989.50
L 9000.906-1	MEDICARE REIMBURSEMENT	55,000.00	0.00	55,000.00	60,886.30	0.00	-5,886.30
9000	*	1,449,097.00	0.00	1,449,097.00	1,341,091.03	0.00	108,005.97
90	**	1,449,097.00	0.00	1,449,097.00	1,341,091.03	0.00	108,005.97
9	***	1,449,097.00	0.00	1,449,097.00	1,341,091.03	0.00	108,005.97
Fund LTotals:		6,552,614.00	0.00	6,552,614.00	6,365,545.78	24.95	187,043.27

SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2024 To 6/30/2025



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
	Grand Totals:	6,552,614.00	0.00	6,552,614.00	6,365,545.78	24.95	187,043.27

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2024 - 6/30/2025



Account	Description	Debits	Credits
L 200	CHECKING - VALLEY NATIONAL BANK	0.00	6,094.86
L 204	MONEY MARKET - VALLEY NATIONAL BANK	752,524.50	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	17,543.77	0.00
L 210	PETTY CASH	710.00	0.00
L 211	MM - FLUSHING BANK	2,041,634.57	0.00
L 391	DUE FROM OTHER FUNDS	20,797.71	0.00
L 510	ESTIMATED REVENUE	6,552,614.00	0.00
L 521	ENCUMBRANCES	3,024.95	0.00
L 522	EXPENDITURES	6,354,059.18	0.00
L 821	RESERVE FOR ENCUMBRANCES	0.00	3,024.95
L 902	RESERVE FOR ACCRUED SICK/VACATION	0.00	623,476.61
L 909	FUND BALANCE, UNRESERVED	0.00	2,106,631.73
L 960	APPROPRIATIONS	0.00	6,552,614.00
L 980	REVENUES	0.00	6,451,066.53
L Fund Totals:		15,742,908.68	15,742,908.68
Grand Totals:		15,742,908.68	15,742,908.68

SOUTH HUNTINGTON LIBRARY

Revenue Status Report By Function From 7/1/2024 To 6/30/2025



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
H 2401	INTEREST	0.00	0.00	0.00	86,613.67	-86,613.67
H Totals:		0.00	0.00	0.00	86,613.67	-86,613.67
Grand Totals:		0.00	0.00	0.00	86,613.67	-86,613.67



Account	Description	Debits	Credits
H 200	VALLEY RESERVE CHECKING ACCT	165,213.87	0.00
H 210	FLUSHING M/M	1,598,235.46	0.00
H 522	EXPENDITURES	474,658.69	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	86,613.67
H Fund Totals:		4,314,438.03	4,314,438.03
Grand Totals:		4,314,438.03	4,314,438.03

SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2024 To 6/30/2025



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
H 7430.200-1	EMERGENCY REPAIR/REPLACEMENT	995,302.91	0.00	995,302.91	-149,361.50	0.00	1,144,664.41
H 7430.200-5	HVAC REPLACEMENT - 2022/2023 (BHC PROJECT# 10183)	859,517.80	0.00	859,517.80	608,614.67	0.00	250,903.13
H 7430.200-6	CAPITAL IMPROVEMENT FEASIBILITY STUDY	18,055.26	0.00	18,055.26	15,405.52	0.00	2,649.74
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	474,658.69	0.00	1,601,671.32
74	**	2,076,330.01	0.00	2,076,330.01	474,658.69	0.00	1,601,671.32
7	***	2,076,330.01	0.00	2,076,330.01	474,658.69	0.00	1,601,671.32
Fund HTotals:		2,076,330.01	0.00	2,076,330.01	474,658.69	0.00	1,601,671.32
Grand Totals:		2,076,330.01	0.00	2,076,330.01	474,658.69	0.00	1,601,671.32



Account	Description	Debits	Credits
TA 18	NYSERS	0.00	7.68
TA 200	T/A CHECKING - VALLEY NAT'L BANK	22,423.24	0.00
TA 456	INTEREST	0.00	1,617.85
TA 630	DUE TO/FROM OTHER FUNDS	0.00	20,797.71
TA Fund Totals:		22,423.24	22,423.24
Grand Totals:		22,423.24	22,423.24

Investment Report

General Fund

Flushing Bank

The current balance in this account is **\$2,041,634.57** and the account is earning interest at **4.05%**.

Capital Reserve Fund

Capital Reserve Projects

Flushing Bank

The money market account balance of **\$1,598,235.46** is earning interest at **4.05%**.

07/02/2025

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

TO: Board of Trustees

FROM: Stuart Horowitz
2024/25 Finance Chairperson

DATE: July 16, 2025

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
61084	5/21/25	4IMPRINT	1,124.51
61085	5/21/25	A Time for Kids	\$900.00
61107	5/21/25	Cerullo Consulting	\$200.00
61111	5/21/25	Country Carpet and Rug	\$8,900.00
61120	5/21/25	Dr. Drizzle	\$3,626.00
61131	5/21/25	Geovanny and Sons	\$3,425.00
61142	5/21/25	Kingdom Woodworking	\$3,000.00
61150	5/21/25	LC Interpreting Services	\$216.00
61194	5/21/25	Young Concert Artists	\$1,000.00

Appointments

Name	Title	Hours / Week	Salary	Step	Effective Date
William lemma	FT Temporary Page	35/wk	\$16.00/hr	1	6/18/2025
Kristiane Dimaulo	PT Temporary Page	12/wk	\$16.00	1	6/18/2025
Sienna Leaver	FT Temporary Page	35/wk	\$16.00/hr	1	6/18/2025

2025-2026
SCHEDULE OF BILLS

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

July 16, 2025

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #1 Fund L - July 16, 2025 Schedule of Bills

Checks #61379 - 61428

Total warrant: \$92,732.83

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

Stella Fox _____
President, Board of trustees

Stuart Horowitz _____
Vice President, Board of trustees

Eleanora Ferrante _____
Financial Chairperson

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 1: CD - GENERAL - 7/2025 For Dates 7/16/2025 - 7/16/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount	
61379	07/16/2025	131	A TIME FOR KIDS	*See Detail Report	900.00	✓
61380	07/16/2025	720	AMERICAN EXPRESS		743.00	✓
61381	07/16/2025	2040	AMERIFLEX		169.60	✓
61382	07/16/2025	2520	KATHRYN BARI-PETRITIS	250011	375.00	✓
61383	07/16/2025	1832	AUGUSTA BERNER	250009	800.00	✓
61384	07/16/2025	3046	BLUM, LAUREN	*See Detail Report	1,400.00	✓
61385	07/16/2025	1189	BRODART CO.		559.50	✓
61386	07/16/2025	1626	CORNELL COOPERATIVE	250038	235.00	✓
61387	07/16/2025	2840	CATHERINE CROCETTI	250020	600.00	✓
61388	07/16/2025	2702	CURIOSLY CREATIVE CANDLE	*See Detail Report	570.00	✓
61389	07/16/2025	2444	MARIA D'ANDREA	250015	200.00	✓
61390	07/16/2025	794	PHILIP DE DORA	250001	410.00	✓
61391	07/16/2025	2167	DORIS BENTER	250041	200.00	✓
61392	07/16/2025	10	FINANCE MANAGER	250002	3,039.00	✓
61393	07/16/2025	923	FIRST UNUM LIFE INSURANCE CO.		702.14	✓
61394	07/16/2025	3203	FREE TO BE YOGA INC.	250006	300.00	✓
61395	07/16/2025	3094	GEOVANNY & SONS	250003	925.00	✓
61396	07/16/2025	1077	HIGH HOPES PRODUCTIONS	250045	165.00	✓
61397	07/16/2025	3053	JIN, ELIZABETH	250010	350.00	✓
61398	07/16/2025	3170	JOYFUL DAY CEREMONIES, LLC	250021	250.00	✓
61399	07/16/2025	2249	MICHAEL KRASOWITZ	250042	225.00	✓
61400	07/16/2025	3052	MAKIN, GEETU	250012	435.00	✓
61401	07/16/2025	3050	JENNIFER MARIOTTI	250017	200.00	✓
61402	07/16/2025	3255	PAUL MORRIS	250026	1,000.00	✓
61403	07/16/2025	1814	PATRICIA NOVAK	250007	125.00	✓
61404	07/16/2025	127	NYS EMPLOYEES HEALTH INSURANCE		45,969.52	✓
61405	07/16/2025	3209	JAMIE O'MARA	250016	400.00	✓
61406	07/16/2025	3128	LESTER PALDY	250018	225.00	✓
61407	07/16/2025	1724	PITNEY BOWES GLOBAL FIN'L SERV		126.00	✓
61408	07/16/2025	12	POSTMASTER - BULK PERMIT 39		1,800.00	✓
61409	07/16/2025	3213	MADDALENA ROMANO	250019	300.00	✓
61410	07/16/2025	2982	REGINA R. RUSSO	250005	900.00	✓
61411	07/16/2025	3257	SADIQ, NIDA	250032	250.00	✓
61412	07/16/2025	2401	JEANNE SCHNUPP	250022	225.00	✓
61413	07/16/2025	2731	JACK SCHNUR	250008	300.00	✓
61414	07/16/2025	3079	BONNIE SCHWARTZ	250023	400.00	✓
61415	07/16/2025	234	SCLS - PALS		7,635.07	✓
61416	07/16/2025	2238	ROBERT SCOTT	250013	299.00	✓
61417	07/16/2025	3256	SECONDS OUT TRIBUTE	250025	1,000.00	✓
61418	07/16/2025	3229	MELINDA SPACE	250029	220.00	✓
61419	07/16/2025	2106	STERLING NORTH AMERICA INC.		8,845.00	✓
61420	07/16/2025	3254	PAUL STINGO	250027	800.00	✓
61421	07/16/2025	2789	FRANK TASSIELLI	250024	1,200.00	✓
61422	07/16/2025	3258	THE POT CITY, INC.	250035	320.00	✓

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 1: CD - GENERAL - 7/2025 For Dates 7/16/2025 - 7/16/2025



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
61423	07/16/2025	2678	THE WHALING MUSEUM & EDUCATION	250047	325.00 ✓
61424	07/16/2025	2940	THERESA'S PROGRAMS LLC	250030	325.00 ✓
61425	07/16/2025	3179	THERMAL SOLUTIONS, INC.	250000	5,125.00 ✓
61426	07/16/2025	2536	AMY VAIL	250031	300.00 ✓
61427	07/16/2025	2613	TAMI WOOD	250046	240.00 ✓
61428	07/16/2025	1709	YOUNG, CLIVE	250014	325.00 ✓
Number of Transactions: 50				Warrant Total:	92,732.83
				Vendor Portion:	92,732.83

*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, 50 in number, in the total amount of \$ 92,732.83. 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.

7/8/25

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 \$ 92,732.83. 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.

7/8/25

Date

[Signature]
Assistant Director

Summer Reading Indicators

On June 21st, the library kicked off the 2025 Summer Reading Club. While the program runs until August 16th, I wanted to share some early impressions from our Adult, Children's, and Young Adult Departments.

Adult Department:

As of July 2, 2025, 168 patrons have registered for our Adult Summer Reading Challenge, which is an increase from 140 at this time last year. Participants have logged 146 books read, submitted 45 book reviews, and completed 120 activities. Our summer reading display appears to be a key driver of this engagement. Featuring clear registration instructions and showcasing this year's prizes, the display has made it easier for patrons become aware of the program, and to join it. We partnered with local businesses to supplement the prize offerings. Patron feedback has been very positive, with patrons appreciating the challenge, the activities, and the revamped prizes. The Beanstack software we use to run our club has been performing well.

Children's Department:

As of July 2, 459 children have registered for our Summer Reading Program. With 587 total sign-ups throughout all of last summer, we are on track to surpass last year's participation! Already, 28 children have completed the challenge. Our kickoff party was a great success, drawing approximately 200 attendees. Feedback from families has been enthusiastic, with many expressing appreciation for both our summer programming and the library overall. Among this year's prizes, the Expanding Tube Alien has emerged as a clear favorite, according to our summer pages. (See photo to the right.)



Young Adult Department:

Early registration for the Teen Summer Reading Program stands at 95 participants, which is an improvement from 82 at this time last year and 72 in 2023. Patron feedback has been largely positive. Many teens appreciate that the program tracks reading by minutes rather than by the number of books, allowing for more flexibility in participation. Raffle prizes have also been well-received. While most participants are comfortable using Beanstack software to track their reading, some teens prefer to report their books in person, and staff assist by entering their information. Staff have also been working to update summer reading accounts. Typically, parents set up and administer a child's account, then as participants age into the teen program, teens begin to administer their own summer reading profiles.

Meetings — June

Monday, June 9	1:00 p.m.	Generative AI in Libraries Virtual Conference
Tuesday, June 10	1:30 p.m.	Department Head Meeting
Tuesday, June 10	3:00 p.m.	ALA Reference and User Services Association planning meeting
Thursday, June 12	2:30 p.m.	Technology Information Forum (TIF) meeting at Half Hollow Hills Library
Tuesday, June 17	9am-1pm	LILRC Annual Meeting
Wednesday, June 18	9:00 a.m.	Library Staff Meeting
Wednesday, June 18	7:00 p.m.	Library Board of Trustees Meeting
Friday June 20	All day	Director's Meeting and PLDA Luncheon
Tuesday, June 24	2:00 p.m.	PatronPoint kickoff meeting.
June 26-30	--	ALA Annual Meeting

Building & Grounds Report

Prepared by Ray Capone

1. We received and assembled the replacement table for the staff breakroom. It closely matches the remaining tables.
2. We are working on removing several carpet stains in the reference area and gallery using our carpet cleaning machines.
3. We repaired two of the bullnoses on the low shelves in the Children's Department, and filled the seams using a wood putty that closely matches the fixtures.
4. The library's sliding doors have required a lot of maintenance recently, with repairs performed on all three sets of doors. The main entrance doors needed a number of replacement parts, which can be difficult to source, since the manufacturer, Doormatic, is no longer in business. All doors are now working properly.
5. The elevator was inspected and had its quarterly maintenance performed this month.
6. We repaired two sprinkler heads outside that were not properly covering their area; we replaced the broken ones and adjusted the zones.
7. We received the new Trex bench for the plastic recycling drive. We assembled the bench and placed it in the garden, and also relocated the other bench there as well. We anticipate them getting more use in this spot.
8. We adjusted the downstairs men's room stall door; it was rubbing against the side panel and was not closing properly. The adjustment did the trick.
9. We replaced the bulb and the ballast in the high hat over the staff copy machine.
10. I had the plumbing company come in this month and remove the two water chillers that were under the sink in the upstairs and downstairs kitchens. They were original to the building, are no longer used now that we have bottle filling stations, and one had begun to leak.

11. We repaired the gate on the Reading Terrace; the gate was hanging too low, causing it to rub against the concrete when opened. We removed the gate, placed a couple of washers on the hinges to raise it up and the gate now opens and closes with no issues.
12. We had a motor replaced on one of the shades in the reference area this month. The old one burnt out and the shade was not working. We also adjusted a shade that would not go up all the way when raised. All are in working order.
13. I had the landscaping company cut back the brush along the back of our side parking lot. The brush had begun to encroach the lawn, its removal has left the property looking much neater.
14. We polished the Program Room floor and the lower staff hallway this month.
15. We painted the reference office this month, as well as the wall between Quiet Rooms #1 and #2.
16. We moved some desk and workstations in the circulation office. The department has been reevaluating space following recent retirements.
17. I had East Coast Burglar and Fire come to test our panic buttons, and to replace their batteries, as we prepare to perform a staff drill.

Board Report: Spring Into Sustainability Challenge (March 1 – May 31, 2025)

Submitted by Mary Courtemanche on June 23, 2025

The Spring Into Sustainability Challenge wrapped up on May 31, 2025, and marked an exciting, mission-aligned initiative that engaged our community in eco-conscious living through library activities. Designed around our year-long Sustainability Challenge, this three-month program invited patrons to complete hands-on, educational, and impactful tasks that reflected monthly sustainability themes: Reuse, Repair, Recycle (March); Reduce Plastic Use (April); and Plant Power (May).

Participation Overview:

- 53 patrons registered
- 223 activities completed across three months
- 18 patrons completed the challenge (34% completion rate)

This was the first challenge we've run in Beanstack that focused entirely on activities instead of reading, offering participants a new way to engage with the library and sustainability topics. Patron feedback was overwhelmingly positive, with many noting how much they appreciated the chance to learn, take action, and connect with the community in a different way.

Highlighted Activities Included:

- Donating, repairing, or repurposing items through our Craft Swap and Repair Cafe events
- Take & Make projects that highlighted our monthly themes (Recycled Puzzle Piece artwork and Beeswax Food Wraps)
- Reducing single-use plastics at home (Cricut water bottle program, Trex plastic recycling)
- Planting seeds from our Seed Library
- Borrowing a book from one of our curated displays

Completion Prizes:

Patrons who completed the challenge earned a sustainably-themed completion prize that included a tote bag made using our sublimation printer and heat press (March: Reuse, Repair, Recycle); a reusable utensil set (April: Reduce Plastic Use); and a seed starting kit featuring a peat pot, seed starting pellet, and a pack of seeds from our Seed Library (May: Plant Power). The total cost per patron for our completion prize was \$3.33, and we will be able to reuse leftover materials for future programming and incentives.

Grand Prize Drawings:

Two exciting grand prizes were raffled among those who completed the challenge:

- A **\$50 Apple gift card**, acquired through our library's responsible recycling of outdated electronics, went to patron Dana Calvet.
- A **custom-designed Recycled Bike Tube Rolltop Backpack** (valued at \$220) generously donated by Tia Meilinger, a local artisan and library patron. Tia is the founder of Vaya Bags, a sustainable business that handcrafts stylish bags using upcycled materials. Her donation and mission perfectly aligned with our challenge values, and her involvement provided a meaningful local connection that inspired participants. This prize went to patron Reepal Shah, who was thrilled that she had won and also mentioned how much she loved the completion prize tote bag.

Impact & Future Opportunities:

The Spring Into Sustainability Challenge successfully:

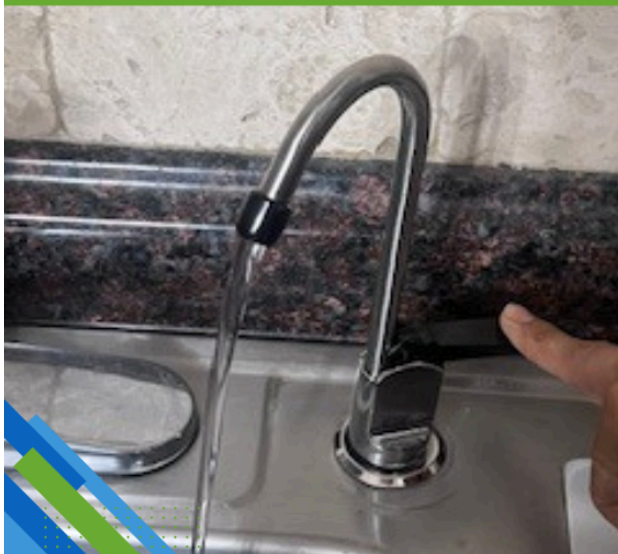
- Encouraged eco-friendly behavior and lifelong learning
- Showcased library programs and services like the Seed Library, Take & Make kits, Craft Swap, and in-person workshops
- Deepened community relationships through local partnerships
- Expanded the use of Beanstack for non-reading-based engagement

Building on the strong participation and positive feedback, this challenge can serve as a model for future activity-based programs—especially those that support the library's mission to strengthen our community by fostering connections, satisfying curiosity, and inspiring creativity.

Here are a few photos that patrons shared throughout the challenge. For our April Challenge, patron Alice Melander used a glass mason jar glass instead of plastic water bottles and cups; patron Deborah Alcantara-Newell shared her reusable Stanley; Patron Aura Motto installed a new home water filter to replace single-use plastic water bottles; and patron Suravi Josh shared pictures of her garden, courtesy of the SHPL Seed Library!



SPRING INTO SUSTAINABILITY CHALLENGE



Finally, here are some pictures we shared on social media: Our eco-friendly completion prize; Nicole Green, our first patron to complete the challenge; and one of our final prizes, a custom Vaya bags backpack made of recycled materials - generously donated by patron and community member Tia Meilinger.



PRIZES & WINNERS



TO: Board of Trustees
FROM: Jennifer Conlon, Young Adult Services
DATE: April 2, 2025
RE: 2nd Quarter Report: April, May and June 2025

Spring began with a strong focus on providing as many community service opportunities as possible for our patrons. In April alone, we offered seven distinct community service programs, not including our ongoing Teen Advisory Board and Homework Help initiatives.

Our Homework Help program concluded in April, much to the disappointment of many parents. Since expanding Homework Help to include support for students in grades 6–8 in addition to K–5, we’ve seen a notable increase in attendance and a rise in students returning regularly for assistance.

Additionally, **Sharon Layburn** devoted significant effort in April to weeding the Young Adult fiction collection and implementing new strategies for promoting the collection to the public. Her contributions are already helping to refresh and re-energize our offerings.

In May, to support students preparing for AP exams, we launched **YA Study Hours**—a relaxed environment where students are encouraged to study collaboratively and may eat in the theater floor area without disrupting others. Several parents dropped off snacks and meals, and many students expressed their gratitude. Inspired by their feedback—some even compared it to a “Starbucks without the price tag”—we’re considering rebranding the program as the “Study Café” next year.

We also held elections for the 2025–2026 Executive Teen Advisory Board. The newly elected board members are already brainstorming innovative programs for the year ahead—stay tuned!

As we prepare for the launch of our Summer Reading Program, we were proud to present the Friends of the Library Scholarship at the Walt Whitman High School Senior Monetary Awards ceremony on June 12. This year’s recipient was **Sthefany Estrada**. A copy of the speech delivered that evening is attached. Special thanks to **Georgina Rivas-Martinez** for helping craft a heartfelt message in honor of Sthefany.

Finally, we’re thrilled to continue the **Summer Community Service Club** for a second year. This initiative allows Teen Advisory Board members to sign up and receive training to serve as summer volunteers. The benefits are two-fold: we gain a reliable team of dedicated teen volunteers to support our programs, and participants gain meaningful work experience that not only fulfills community service requirements but also strengthens future employment prospects.

Homework Help



Scholarship Winner



Friends of the South Huntington Public Library Scholarship Winner Speech 2025

Hi!

My name is Ms. Jen, and I'm the Head of Young Adult Services and I'm Miss Georgina , ----- at the South Huntington Public Library. It's our honor and pleasure to present the *Friends of the South Huntington Public Library Scholarship*.

At the library, we often discover great teen volunteers—but in this case, this exceptional teen found *us* in 2023. In a short time, she's left a lasting impression on me, her peers, and the many children and families she's supported.

Her commitment to service is clear from her work decorating the YA Library, helping with the Friends Book Sale, participating in Games Around the World, and attending on our Teen Advisory Board. But it's her role in our *Homework Help* program that truly highlighted her leadership and compassion.

She joined during her junior year, committing weekly to assist elementary students with homework and reading. Her calm, caring presence helped students feel confident, while her bilingual skills allowed her to support families who otherwise struggled to communicate. Parents appreciated her warmth, patience, and genuine concern for their children's success.

She didn't just help with schoolwork—she inspired students to believe in themselves. Her impact was felt in the students' smiles, the families' gratitude, and the trust she built with staff.

In Spanish: Sthefany, I am happy and sad to see you move on to the next adventure in your life. I am so proud of all you have accomplished in your short time at the library and you have set the bar high for the next year for our volunteers. It has truly been an honor to work with you and please know you always have a home with us at the library.

Sthefany, me alegra y me pone triste verte emprender una nueva aventura en tu vida. Estoy muy orgullosa de todo lo que has logrado en tu breve tiempo en la biblioteca y has puesto la barra bien alta para nuestros voluntarios del próximo año. Ha sido un verdadero honor trabajar contigo y quiero que sepas que siempre tendrás un hogar con nosotros en la biblioteca.

I present to you the recipient of this year's Friends of the South Huntington Public Library Scholarship, Sthefany Estrada! Congratulations!

Emerging Technologies Quarterly Report

2nd Quarter (April, May, June) 2025

During the second quarter of 2025, I continued to focus on my three primary areas of interest: staff training and development, patron-facing technology education, and activity in professional associations. Additionally, I advanced several initiatives to improve internal workflows and enhance access to library services.

One major project this quarter was organizing our first Staff Development Day, held on April 30. The event included a keynote presentation by Jen Bollerman on compassion in the workplace, a catered lunch with trivia, and breakout sessions on technology tools and customer service. Feedback was overwhelmingly positive, with 30 staff members submitting evaluations that will help inform future staff development programming.

To further support ongoing staff development, I launched a monthly staff development newsletter highlighting upcoming professional development opportunities and have been researching additional training topics to offer in-house.

The website committee met throughout the quarter to discuss refreshing the library's website design and reviewing content for accuracy. Some sections have become outdated over time. In the coming months, I will be working closely with staff to evaluate and update individual pages to ensure information is current and consistent. We are also beginning to plan for compliance with upcoming ADA digital accessibility requirements. In addition, a template for website slides will be created so that future homepage features and announcements align with our brand kit and present a cohesive visual identity.

As part of our effort to leverage technology internally, I used NotebookLM to design a custom AI chatbot trained exclusively on our written library policies. This tool allows staff to ask questions such as, "Can a patron do X?" and receive answers supported by documented policy.

This quarter, we also subscribed to Patron Point, a marketing automation platform from Springshare. This initiative was partly inspired by attending the "Key Performance Indicators for Library Success" program presented by Hauppauge Library Director Matt Bollerman. Patron Point will enable us to strengthen our marketing efforts by segmenting our audiences and delivering targeted communications based on patron interests and engagement. With this platform, we can create more personalized email campaigns, automate welcome messages and reminders, and better analyze the effectiveness of our outreach. Over time, this will help us build stronger connections with our community and ensure patrons are aware of the full range of

services and resources available to them.

For patron-facing activities, I continued to teach regular technology classes, conduct one-on-one technology appointments, and provide notary services. This quarter, I completed:

- **38** notary appointments
- **24** one-on-one technology appointments
- **9** in-person technology classes

Regarding professional associations, I am pleased to report that I was elected Treasurer of the New York Library Association (NYLA). My term as Treasurer-Elect will begin in November 2025. In addition, I remain active in NYLA governance, marketing, and continuing education committees. On the national level, the Public Library Association (PLA) Technology Advisory Group, where I served as chair, has been sunset and reorganized into the new Transformative Technology Task Force, of which I am now a member. Within ALA's Core division, I concluded my term as chair of the Emerging Technology Trends Committee at the ALA Annual Conference this summer. Our committee's work culminated in organizing the Top Tech Trends panel at the conference.

As always, I remain committed to fostering professional development opportunities, modernizing our internal systems, and contributing to the advancement of library technology and services at both the state and national levels.

Personal Activity Log (April, May, June)	
One-on-One Technology Appointments: 24	
Programs & Classes: 9	
<i>April 17 - Navigating Our Digital Services</i> <i>April 22 - Tech Byte: Free Photo Editing Apps</i> <i>April 28 - Cutting the Cord</i> <i>May 15 - Navigating Our Digital Services</i> <i>May 19 - Phishing, Malware, and Scams – Oh My!</i> <i>May 28 - Tech Byte: Travel Tips & Tricks</i> <i>June 10 - Tech Byte: Preparing Your Devices for Disposal</i> <i>June 16 - Preserve Your Past: Digitizing Photos & Documents</i> <i>June 18 - Navigating Out Digital Services</i>	
Professional Development: 15	
<i>April 4 - Core Discussion: Metadata & AI</i> <i>April 8 - News Literacy @ SCLS</i> <i>April 9 - Training Exploration: Spring Into AI</i> <i>April 10 - NDIA Digital Navigator Training</i> <i>April 10 - Leading Library Staff Through Technology Change</i> <i>April 11 - Micro Assessments</i> <i>April 16 - Andragogy: Understanding Adult Learners</i> <i>April 17 - Collaborative Querying: Generating In-House AI Professional Development for Library Staff</i> <i>April 17 - Harnessing AI to Boost Engagement & Transform Teaching Practices Through Innovative Technology</i> <i>April 23 - Social Media in Healthcare Information</i> <i>April 23 - SCLS Gateway 101</i> <i>May 1 - Key Performance Indicators for Library Success</i> <i>May 16 - PLDA Mentorship Program: Civil Service @ Brentwood Public Library</i> <i>June 23 - PLDA Mentorship Program: From Colleague to Administration @ W. Babylon Public Library</i> <i>June 26-30 - ALA Annual Conference</i>	
Professional Association Activity	
<i>ALA - PLA Technology Advisory Group: Chair</i> <i>ALA - Core Emerging Technology Trends Committee: Chair</i> <i>NYLA - Section on Management of Information Resources and Technology: President</i> <i>NYLA - Sponsorship Committee: Member</i> <i>NYLA - Continuing Education Committee: Member</i> <i>NYLA - Governance Committee: Member</i> <i>SCLA - Computers & Technical Services Division: Member-at-Large</i>	

Notary Summary

Notary appointments are up 25% from the previous quarter. The free scheduling software used for notary appointments, Picktime, continues to work without issue. As there are only two notaries currently, the free plan is sufficient for our needs as it supports three individual accounts. Assuming the current rate of interest in library notary services by the public continues, there is still a need for additional notaries on staff.

Patron Notary Appointments (April, May, June): 70
<i>Georgia: 32</i> <i>Michael: 38</i>

TO: Janet Scherer
FROM: Michael Bartolomeo
SUBJECT: ALA 2025 Report

Thank you for the opportunity to attend the American Library Association Annual Conference 2025. I participated in numerous informative sessions and engaged extensively with vendors in the Library Marketplace. Below is a summary of highlights, notable programs, and key takeaways:

Library Marketplace:

I visited the Marketplace each day, maintaining relationships with current vendors and exploring new offerings. Highlights include:

- **Playgarden:** A fully online preschool geared towards homeschooling families, partnered with Hiveclass. It offers pre-recorded and live classes, an intriguing option for expanding youth educational resources.
- **Flight Path by STAR Net:** Aligned with our Library of Things birdwatching kit, Flight Path addresses the significant issue of bird window-strikes by promoting bird safety through engaging community activities and educational materials inspired by HHMI Tangled Bank Studios' series *Wild Hope*. It is a free-to-join program and they are currently accepting a limited number of partner applications.
- **Wall Street Journal:** Offers an online subscription similar to our New York Times All Access, potentially at a lower cost.

Programs and Sessions:

- **Core 101:** As the chair of the Emerging Tech Trends committee, I attended to review upcoming objectives and network with fellow committee members.
- **Executive Perspectives: The Future of Library Technology Industry:** Moderated by Marshall Breeding, the discussion covered AI integration in library systems. Panelists debated AI's potential impact on library roles, such as cataloging, with varied opinions about the displacement of professional catalogers.
- **Core Technology All Committee & Section Meeting:** Featured an engaging panel on AI across library types, emphasizing tools like NotebookLM, available through our Google Gemini access. This customizable AI chatbot service is being used effectively in other libraries to enhance productivity.
- **PLA Legal Issues in Public Libraries:** A legal expert clarified distinctions between open and limited public forums, particularly regarding library meeting room use by outside groups, reinforcing best practices and limitations for library operations.
- **What the ADA Rule Means For Your Library:** New ADA regulations regarding digital accessibility will necessitate an audit of our library website. Recommended free assessment tools, such as wave.webaim.org, will assist compliance. The session

underscored the importance of adherence to the POUR principles—Perceivable, Operable, Understandable, and Robust. Our website largely meets these standards, but I will coordinate with LibraryMarket and work with staff to address any gaps.

- **Claim the Center: Libraries, AI, and the Future of Learning and Work:** Primarily promotional content for the book *Generative AI and Libraries*. Further review of the publication's value will be awaited before considering acquisition.
- **Top Tech Trends Panel:** Hosted by our committee, key topics included increased QR code use with accessibility considerations, AI integration in libraries, and AI policy development. Notably, Kenosha Library and Seattle Public Library have excellent AI policy models worth reviewing.

Overall, the conference offered substantial insights and valuable resources for our library's continuous development in technological and community engagement areas. Please let me know if you have any questions or require further details.

Regards,
Michael Bartolomeo

June 2025 - Adult Programs

Title	Event Start Date	People in Attendance
Band of Veterans & Friends	06/01/2025 @ 2:30pm	44
Beginner Tai Chi	06/02/2025 @ 9:30am	25
St. Francis Health Bus: Free Screenings	06/02/2025 @ 10:00am	30+
Monday Yoga	06/02/2025 @ 11:00am	25
Movie: The Unbreakable Boy	06/02/2025 @ 2:00pm	30
Virtual Chair Yoga (V)	06/03/2025 @ 9:00am	13
Tai Chi Level 2	06/03/2025 @ 9:30am	24
Game Day	06/03/2025 @ 11:00am	8
2nd Precinct Community Meeting	06/03/2025 @ 7:00pm	15
Friends of the Library Meeting	06/03/2025 @ 7:00pm	14
HARC Workshop: Water is Life	06/04/2025 @ 6:30pm	20
Thursday Yoga	06/05/2025 @ 9:30am	22
Genealogy Drop-in	06/05/2025 @ 10:00am	2
Yoga 2nd Session	06/05/2025 @ 11:00am	24
Writing Workshop (V)	06/05/2025 @ 4:00pm	6
North Shore Civil War Roundtable	06/05/2025 @ 6:30pm	7
Indian Cooking Class	06/05/2025 @ 7:00pm	12
Gentle Yoga	06/07/2025 @ 9:30am	24
Community E-Waste Collection Day	06/07/2025 @ 10:00am	25+
LI Composers Alliance Spring Concert	06/08/2025 @ 2:30pm	22
Adult Take & Bake: Strawberry Festival Bread	06/09/2025 @ 9:15am	25
Beginner Tai Chi	06/09/2025 @ 9:30am	25
Monday Yoga	06/09/2025 @ 11:00am	25
Movie: I'm Still Here	06/09/2025 @ 2:00pm	45
Cricut Craft: Birdhouses	06/09/2025 @ 6:30pm	11
Virtual Chair Yoga (V)	06/10/2025 @ 9:00am	15
Tai Chi Level 2	06/10/2025 @ 9:30am	24
Game Day	06/10/2025 @ 11:00am	8
Tech Byte: Preparing Your Devices for Disposal	06/10/2025 @ 11:00am	9
Non-Fiction Book Discussion	06/11/2025 @ 11:00am	9
Alzheimers and Dementia Caregiver Support	06/11/2025 @ 11:00am	Table in lobby
Adult Craft: Alcohol Painting	06/11/2025 @ 6:30pm	20
Thursday Yoga	06/12/2025 @ 9:30am	22
Huntington AARP	06/12/2025 @ 10:00am	35
Yoga 2nd Session	06/12/2025 @ 11:00am	24
Cooking Class: Veggie-Packed Summer Pasta Salad	06/12/2025 @ 1:30pm	14
Writing Workshop (V)	06/12/2025 @ 4:00pm	6
NAACP Executive Board Meeting	06/12/2025 @ 6:00pm	Cancelled
Adult Take & Make: Miniature Fairy Garden (V)	06/12/2025 @ 7:00pm	38
Bridge Clinic Makeup Class	06/13/2025 @ 10:00am	14
Gentle Yoga	06/14/2025 @ 9:30am	24
Folk Music Society of Huntington	06/15/2025 @ 1:00pm	20
Beginner Tai Chi	06/16/2025 @ 9:30am	25

June 2025 - Adult Programs

Medicare Counseling One-on-One	06/16/2025 @ 10:00am	1
Monday Yoga	06/16/2025 @ 11:00am	25
Movie: Cleaner	06/16/2025 @ 2:00pm	50
Sustainable Pollinator Garden Plan	06/16/2025 @ 6:30pm	11
Preserve Your Past: Digitizing Photos & Documents	06/16/2025 @ 7:00pm	14
Virtual Chair Yoga (V)	06/17/2025 @ 9:00am	14
Tai Chi Level 2	06/17/2025 @ 9:30am	24
Game Day	06/17/2025 @ 11:00am	8
Adult Craft: Coastal Bag Charm	06/17/2025 @ 6:30pm	15
Navigating Our Digital Services	06/18/2025 @ 11:00am	3
Shakespeare in the Garden	06/18/2025 @ 6:30pm	Cancelled
Library Board of Trustees Meeting	06/18/2025 @ 7:00pm	8
Evening Book Discussion	06/18/2025 @ 7:00pm	9
Defensive Driving	06/21/2025 @ 9:00am	27
Gentle Yoga	06/21/2025 @ 9:30am	24
Beginner Tai Chi	06/23/2025 @ 9:30am	25
Monday Yoga	06/23/2025 @ 11:00am	25
Movie: Black Bag	06/23/2025 @ 2:00pm	52
Butterfly Wine Glasses	06/23/2025 @ 6:30pm	11
Primary Voting	06/24/2025 @ 6:00am	40+
20s & 30s Book Club at Six Harbors Brewing Co.	06/24/2025 @ 7:00pm	11
Shakespeare in the Garden (Rain Date)	06/25/2025 @ 6:30pm	9
Beyond the Book @ the Whaling Museum	06/25/2025 @ 6:30pm	N/A
Adult Craft: Paper Flowers	06/25/2025 @ 7:00pm	11
Thursday Yoga	06/26/2025 @ 9:30am	22
Yoga 2nd Session	06/26/2025 @ 11:00am	24
Cover to Cover Book Discussion	06/26/2025 @ 11:00am	8
Navigating Dementia Together: A Guide for Families	06/26/2025 @ 7:00pm	3
Summer Concert Series: Just Sixties	06/27/2025 @ 7:00pm	250
Gentle Yoga	06/28/2025 @ 9:30am	24
Beginner Tai Chi	06/30/2025 @ 9:30am	25
Creative Club: Collage with Ryann	06/30/2025 @ 10:00am	7
Monday Yoga	06/30/2025 @ 11:00am	25
Movie: Last Breath	06/30/2025 @ 2:00pm	21

June 2025 - Children's Programs

Title	Event Start Date	People in Attendance
Bilingual BANANAS Bilingües	06/02/2025 @ 10:00am	16
Sprouts & Friends	06/03/2025 @ 10:00am	21
Sprouts & Friends	06/03/2025 @ 11:00am	21
CLASS VISIT: BW 5TH GRADE	06/04/2025 @ 9:30am	18
Baby Bundle Take & Make / Paquete Para Bebes un Take & Make	06/04/2025 @ 10:15am	15
Baby Time!	06/04/2025 @ 10:30am	16
Baby Time!	06/04/2025 @ 11:15am	7
Picture Book Time	06/04/2025 @ 3:00pm	6
Yoga Kids	06/04/2025 @ 4:30pm	14
Zumbini	06/05/2025 @ 10:30am	20
Zumbini	06/05/2025 @ 11:30am	19
Time for Kids	06/06/2025 @ 10:00am	21
Time for Kids	06/06/2025 @ 11:00am	12
Music & Movement	06/07/2025 @ 10:00am	10
Lego Club	06/08/2025 @ 2:30pm	16
Bilingual BANANAS Bilingües	06/09/2025 @ 10:00am	17
SPARKS Learning Homeschool Co-op	06/09/2025 @ 1:00pm	12
Sprouts & Friends	06/10/2025 @ 10:00am	20
Sprouts & Friends	06/10/2025 @ 11:00am	14
Preschool Pals	06/10/2025 @ 3:00pm	13
Baby Time!	06/11/2025 @ 10:30am	6
Baby Time!	06/11/2025 @ 11:15am	7
Picture Book Time	06/11/2025 @ 3:00pm	4
Yoga Kids	06/11/2025 @ 4:30pm	11
Zumbini	06/12/2025 @ 10:30am	16
Zumbini	06/12/2025 @ 11:30am	20
Time for Kids	06/13/2025 @ 10:00am	11
Time for Kids	06/13/2025 @ 11:00am	13
Art Club: Kevin Cole	06/13/2025 @ 4:30pm	11
PlayHooray Babies & Kids	06/14/2025 @ 10:00am	20
All About Butterflies	06/14/2025 @ 2:30pm	16
Bilingual BANANAS Bilingües	06/16/2025 @ 10:00am	9
Preschool Pals	06/17/2025 @ 3:00pm	17
Baby Time!	06/18/2025 @ 10:30am	7
Baby Time!	06/18/2025 @ 11:15am	9
Yoga Kids	06/18/2025 @ 4:30pm	13
Time for Kids	06/20/2025 @ 10:00am	16
Time for Kids	06/20/2025 @ 11:00am	14
Tweens Night Out: Fun with Fusible Beads	06/20/2025 @ 7:00pm	16
Summer Reading Kickoff Party!	06/21/2025 @ 2:00pm	180
Bilingual BANANAS Bilingües	06/23/2025 @ 10:00am	10
Preschool Pals	06/24/2025 @ 3:00pm	11
Baby Time!	06/25/2025 @ 10:30am	8

June 2025 - Children's Programs

Baby Time!	06/25/2025 @ 11:15am	8
Yoga Kids	06/25/2025 @ 4:30pm	12
Beautiful Butterfly Houses	06/26/2025 @ 2:30pm	20
Mad Science: Bugs!	06/27/2025 @ 2:30pm	16
Lil' Athletes Toddler	06/28/2025 @ 10:00am	10
Lil' Athletes	06/28/2025 @ 11:00am	6
Lego Club	06/28/2025 @ 2:30pm	8
Laser Tag	06/30/2025 @ 10:00am	16
Laser Tag	06/30/2025 @ 11:00am	16

June 2025 - YA Programs

Title	Event Start Date	People in Attendance
Calling All Shutterbugs: Young Adult Photography Contest	06/01/2025 @ 12:00am	Ongoing
Teen Advisory Board	06/03/2025 @ 7:00pm	14
Regents Review Living Environment	06/05/2025 @ 5:30pm	5
Regents Review Earth Science	06/05/2025 @ 7:00pm	12
BINGLOW : Glow in the Dark BINGO	06/06/2025 @ 7:00pm	17
Study Hours in the YA Library	06/08/2025 @ 1:00pm	2
Study Hours in the YA Library	06/09/2025 @ 3:00pm	7
Regents Review Geometry	06/09/2025 @ 5:30pm	11
Study Hours in the YA Library	06/10/2025 @ 5:00pm	15
Summer Community Service Club - Volunteer Training	06/10/2025 @ 7:00pm	10
Summer Community Service Club - Make up Volunteer Training	06/11/2025 @ 4:15pm	1
Summer Community Service Club - Make up Volunteer Training	06/12/2025 @ 4:00pm	4
Battle of the Books - Practices	06/12/2025 @ 6:00pm	3
Summer Community Service Club - Make up Volunteer Training	06/13/2025 @ 3:00pm	3
Trivia Night	06/13/2025 @ 7:00pm	8
Study Hours in the YA Library	06/15/2025 @ 1:00pm	2
Study Hours in the YA Library	06/16/2025 @ 3:00pm	15
Summer Community Service Club - Make up Volunteer Training	06/16/2025 @ 7:00pm	7
Homebound Students Regents Testing	06/17/2025 @ 9:00am	2
Homebound Students Regents Testing	06/17/2025 @ 12:15pm	2
Study Hours in the YA Library	06/17/2025 @ 5:00pm	12
Study Hours in the YA Library	06/18/2025 @ 3:00pm	12
Homebound Students Regents Testing	06/20/2025 @ 9:00am	2
Homebound Students Regents Testing	06/20/2025 @ 12:15pm	2
Super Smash Bros Tournament	06/20/2025 @ 6:00pm	17
Teen Book Box	06/21/2025 @ 12:00am	23
YA Library Open House	06/21/2025 @ 1:00pm	22
Study Hours in the YA Library	06/23/2025 @ 3:00pm	15
Crafts & Cookies: Perler Bead Keychains	06/24/2025 @ 7:00pm	2
Sweet as Honey!	06/25/2025 @ 7:00pm	8
Battle of the Books - Practices	06/26/2025 @ 6:00pm	1
Monoprinting	06/27/2025 @ 7:00pm	12

JUNE 2025

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JUNE 2025

JUVENILE PRINT	JUN 25	JUN 24	% CHANGE	JUN 23	% CHANGE
Nonfiction	664	705	-5.82%	783	-15.20%
Picture Books	1,225	1,202	1.91%	1,472	-16.78%
Fiction	385	697	-44.76%	773	-50.19%
Easy Readers	628	673	-6.69%	801	-21.60%
Biographies	99	77	28.57%	83	19.28%
Paperbacks	250	177	41.24%	493	-49.29%
Board Books	324	308	5.19%	316	2.53%
Graphic Novels	457	375	21.87%	437	4.58%
Early Chapters	280	N.A.	N.M.	N.A.	N.M.
World Languages	145	156	-7.05%	177	-18.08%
Parents Collection	12	13	-7.69%	25	-52.00%
Magazines	5	4	25.00%	8	-37.50%
Total	4,474	4,387	1.98%	5,368	-16.65%
JUVENILE MEDIA					
DVD	521	275	89.45%	326	59.82%
Blu-ray Disc	83	32	159.38%	40	107.50%
Video Games	163	217	-24.88%	241	-32.37%
Compact Discs	21	23	-8.70%	33	-36.36%
CD/Book Kits/Vox	91	115	-20.87%	110	-17.27%
Books on Disc	1	3	-66.67%	1	0.00%
Total	880	665	32.33%	751	17.18%
YOUNG ADULT					
Magazines	0	1	-100.00%	3	N.M.
Fiction	125	127	-1.57%	128	-2.34%
Nonfiction	2	2	0.00%	5	-60.00%
Graphic Novel	93	88	5.68%	100	-7.00%
Paperbacks	73	75	-2.67%	69	5.80%
Large Type	1	2	-50.00%	0	#DIV/0!
Test Books	13	10	30.00%	8	62.50%
World Languages	0	0	N.M.	2	-100.00%
Total	307	305	0.66%	315	-2.54%
LIBRARY OF THINGS					
Hotspots	21	24	-12.50%	28	-25.00%
Chromebooks	5	1	400.00%	4	25.00%
Laptops	6	2	200.00%	2	200.00%
Blood Pressure Kits	2	1	100.00%	N.A.	N.M.
Museum Passes	213	241	-11.62%	180	18.33%
Launchpads	10	13	-23.08%	15	-33.33%
Birdwatching Kit	0	0	N.M.	N.A.	N.M.
Electronics	4	3	33.33%	N.A.	N.M.
Total	261	285	-8.42%	195	33.85%

SOUTH HUNTINGTON PUBLIC LIBRARY
COLLECTION

JUNE 2025

	ADDED	DISCARDED	JUN 25
ADULT/YA			
FICTION	258	1037	46558
NONFICTION	144	292	53370
SERIALS	126	163	4779
VIDEO	63	16	18950
AUDIO	12	0	11072
VIDEOGAMES	0	0	246
LEASED	18	21	254
TOTAL	621	1529	135229
CHILDRENS			
FICTION	213	288	42127
NONFICTION	130	1243	36652
SERIALS	12	0	285
VIDEO	19	164	7954
AUDIO	0	1	2552
VIDEOGAMES	0	0	837
TOTAL	374	1696	90407
TOTAL	995	3225	225636