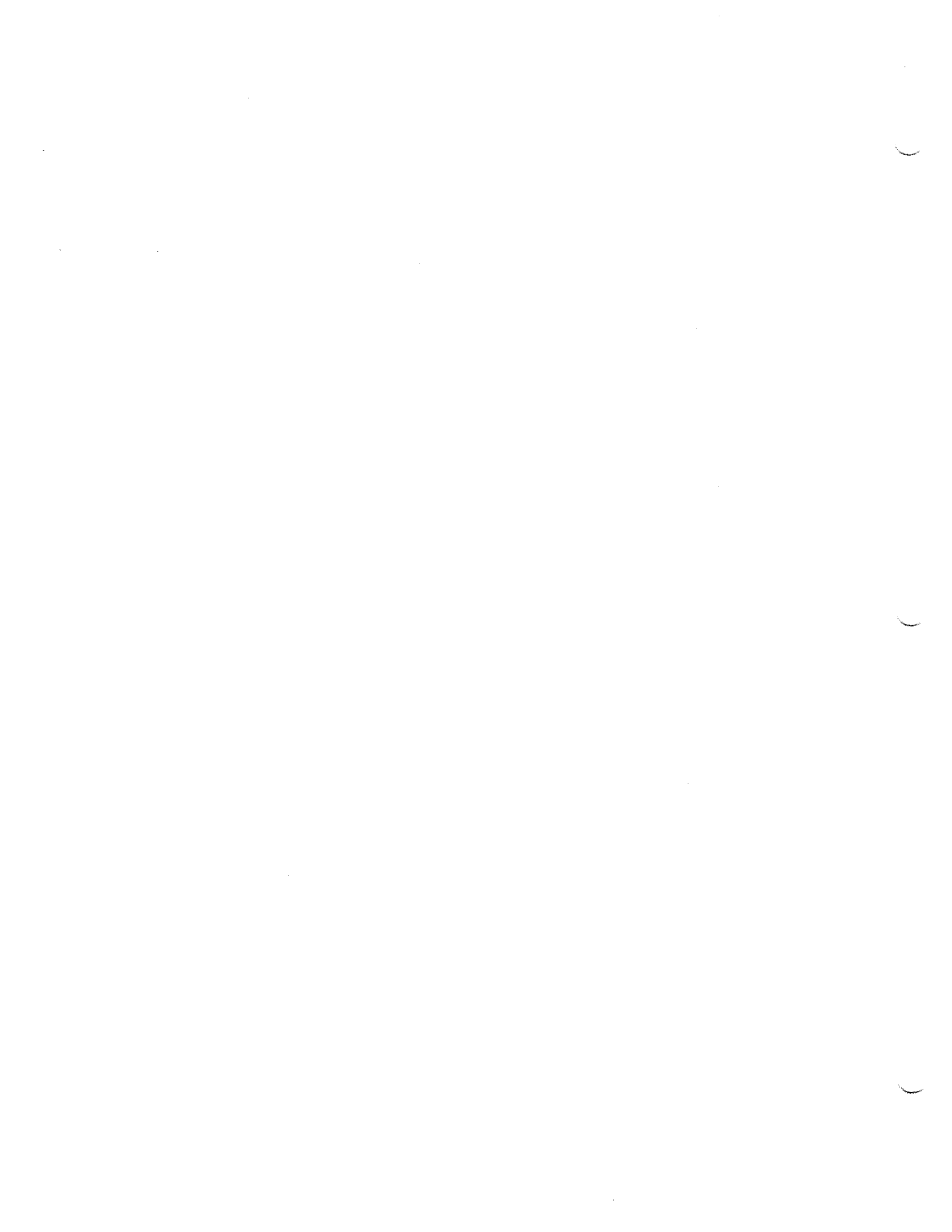


BOARD MEETING – MONDAY, NOVEMBER 20, 2023
SOUTH HUNTINGTON PUBLIC LIBRARY
145 PIDGEON HILL ROAD
HUNTINGTON STATION, NY 11746

Agenda for the regular meeting of the Board of Trustees of the South Huntington Public Library on Monday, November 20, 2023 at 7 p.m. in the Conference Room.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPTION OF THE AGENDA
4. DISPOSITION OF MINUTES: (TAB A)
 - A. Regular Meeting, Monday, October 16, 2023
5. FINANCIAL MATTERS: (TAB B)
 - A. Presentation of the 2022-2023 Audit by Robert Johnson
 - B. Schedule of Bills
 - C. Investments
 - D. Financial Chairperson's Report
 - E. Personnel
6. COMMUNICATIONS: (TAB C)
 1. SCLS Minutes and Memorandum (emailed to Board members)
 2. Thank you letters to Friends for Book Sale and Book Sale Set-Up Assistance
7. REPORTS: (TAB D)
 1. Director's Report
 2. Assistant Director's Report
 3. Building & Grounds Report
 4. NYLA Conference Reports
 5. ABOS Conference Reports
8. OLD BUSINESS: (TAB E)
 1. COVID-19 Protocol
9. NEW BUSINESS: (TAB F)
 1. Obsolete Equipment
 2. Policy Review – Business Policy
 3. Public Library Association Conference
 4. SCLS 2024 Budget Vote
10. STATISTICAL REPORTS: (TAB G)
 1. Statistics and Program Attendance
11. PERIOD OF PUBLIC EXPRESSION
12. ADJOURNMENT



BOARD MEETING MINUTES - MONDAY, OCTOBER 16, 2023
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 Monday, October 16, 2023, at 7 p.m. in the Conference Room.

- PRESENT: Mrs. Eileen Sullivan, President
Mrs. Pat Dillon, Vice President
Mrs. Stella Fox, Financial Chairperson
Mr. Stuart Horowitz
Mrs. Eleanora Ferrante
- STAFF: Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Erin McShane-Hedger, Business Manager
Mrs. Doreen Kilkenny, Board Secretary
- GUEST: Robert Mathes
- CALL TO ORDER: The meeting was called to order by the President at 7:01 p.m.
- PLEDGE OF ALLEGIANCE: The president led everyone in the Pledge of Allegiance.
- ADOPTION OF THE AGENDA: Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to accept the agenda as amended.
- PERIOD OF PUBLIC EXPRESSION: Mr. Mathes introduced himself and expressed his support of libraries and interest in serving on the board in the future.
- DISPOSITION OF MINUTES
SEPTEMBER 18, 2023: Motion by Mrs. Fox, seconded by Mr. Horowitz, and carried unanimously to accept the minutes of the regular meeting of September 18, 2023.
- FINANCIAL MATTERS
2023-2024: Mr. De Dora sent a letter stating that he compared all the warrants to the invoices and payroll register to verify amounts to be paid and counts of checks issued. He also reviewed the check signer log. He viewed and compared all petty cash disbursements with the receipts for expenditures, and reported that all was in order.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #8 Fund L in the amount of \$19,418.11; Warrant #10 Fund L in the amount of \$135,594.84; Warrant #12 Fund L in the amount of \$1,850.70; Warrant #9/14 PR Fund L in the amount of \$114,022.79; Warrant #9/28 PR Fund L in the amount of \$118,748.04.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #6 Fund TA in the amount of \$44,196.57; Warrant #7 Fund TA in the amount of \$46,500.27.

Motion by Mrs. Ferrante, seconded by Mrs. Dillon, and carried unanimously to approve the American Express statement for September in the amount of \$2,748.27.

Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for August 20, 2023 – September 19, 2023 in the amount of \$1,501.87.

BUDGET TRANSFERS: Motion by Mrs. Fox, seconded by Mrs. Dillon, and carried unanimously to approve the budgetary transfers for the fiscal year 2023-2024.

**FINANCIAL CHAIRPERSON'S
REPORT
2023-2024:**

Mrs. Fox reported that she selected at random and reviewed original purchase orders, invoices, check requisitions, and copies of selected cancelled checks. She compared them to the original warrants, and found the vendors' names, check amounts, and endorsements to be in order.

COMMUNICATIONS: The board acknowledged the SCLS minutes and the thank you letter to former gallery curator Deborah Katz

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

- We are awaiting notice of a start date for the HVAC project; however, we received our first payment from New York State in the amount of \$189,000.00. Our architect continues to pressure the company for a start date. The hold-up appears to be with the manufacturing of the equipment.
- Our security guards have begun their work here and are off to a good start. The gentlemen are professional in manner and dress. Our staff has been welcoming and we look forward to working with them.

- The proposed 2024 SCLS operational budget calls for a 1.5% increase in member support. Due to the formula that SCLS uses to determine member support, a combination of population and annual expenditures, our fee for 2024 will increase by 2.79%. Our total cost for 2024 will be \$59,887.00, an increase of \$1,628.00.

SCLS annually requests additional funding from the member libraries for Overdrive, our countywide eBook collection. The budget draft contains a place holder as the final amount is yet to be determined. However, the service continues to grow. Between January and August of 2023, usage was up 12.4% from last year. It is expected that there will be an increase to our library's contributions. Suffolk directors continue to discuss how we can sustainably maintain funding for this collection moving forward.

A draft of the 2024 SCLS Budget was included in the SCLS minutes emailed to the board members prior to the meeting.

ASSISTANT DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following :

- I'm happy to announce that we'll once again be collaborating with the SHUFSD on a professional development workshop centered on how educators (and by extension, their students) can utilize library collections and services. These workshops have proven popular in the past, and have strengthened ties between our two organizations. The workshops are currently scheduled for Thursday, November 2nd and 9th , from 4:00 – 6:30 p.m. Additionally, we have received an invitation to the New Teacher Reception on October 26th. The district indicated that they have approximately 40 new hires; we use this event as an opportunity to invite attendees to visit our library, sign up for a card and otherwise take advantage of all we have to offer.
- Our early experience loaning blood pressure cuffs has been a positive one. Demand for the cuffs has been strong enough that we have added three additional devices to the circulating collection.
- Our staff have lots of questions regarding artificial intelligence as well as its potential place in the library. To address this fast-moving topic, we are working on building a staff AI user group. The hope is to create a group that is broadly representative of library staff. This group would then learn the basics of AI technology; and explore different tools and use cases in a controlled environment – essentially experimenting safely. The hope is that this group will help

determine where AI can be helpful, where it should be avoided, and act as facilitators in future staff professional development in this area.

**BUILDING & GROUNDS
REPORT:**

The board thanked Ray Capone for his monthly report.

**NEW BUSINESS –
OBSOLETE
EQUIPMENT:**

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

**NEW BUSINESS –
POLICY REVIEW:
BY-LAWS OF THE
SOUTH HUNTINGTON
PUBLIC LIBRARY:**

Motion by Mrs. Ferrante, seconded by Mrs. Fox and carried unanimously to approve the amended copy of the By-Laws of the South Huntington Public Library as written.

**NEW BUSINESS –
SNOW REMOVAL
CONTRACT:**

Motion by Mr. Horowitz, seconded by Mrs. Ferrante and carried unanimously to approve an expenditure of \$24,600.00 to be paid to Michael J's Landscaping for a three-year contract to perform snow removal for the library covering the years 2023-2026.

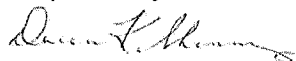
**NEW BUSINESS –
MEZZANINE
ELECTRICAL
INSTALLATION:**

Motion by Mr. Horowitz, seconded by Mrs. Ferrante and carried unanimously to approve an expenditure of \$6,285.00 to have Roland's Electric install four flush poke-thru floor boxes and one new wall receptacle.

ADJOURNMENT:

Motion by Mr. Horowitz to adjourn the regular meeting at 8:00 p.m.

Respectfully submitted by,



Doreen Kilkeny, Board Secretary

Acknowledged by:

Patricia Dillon, Vice President

FINANCIAL SCHEDULES

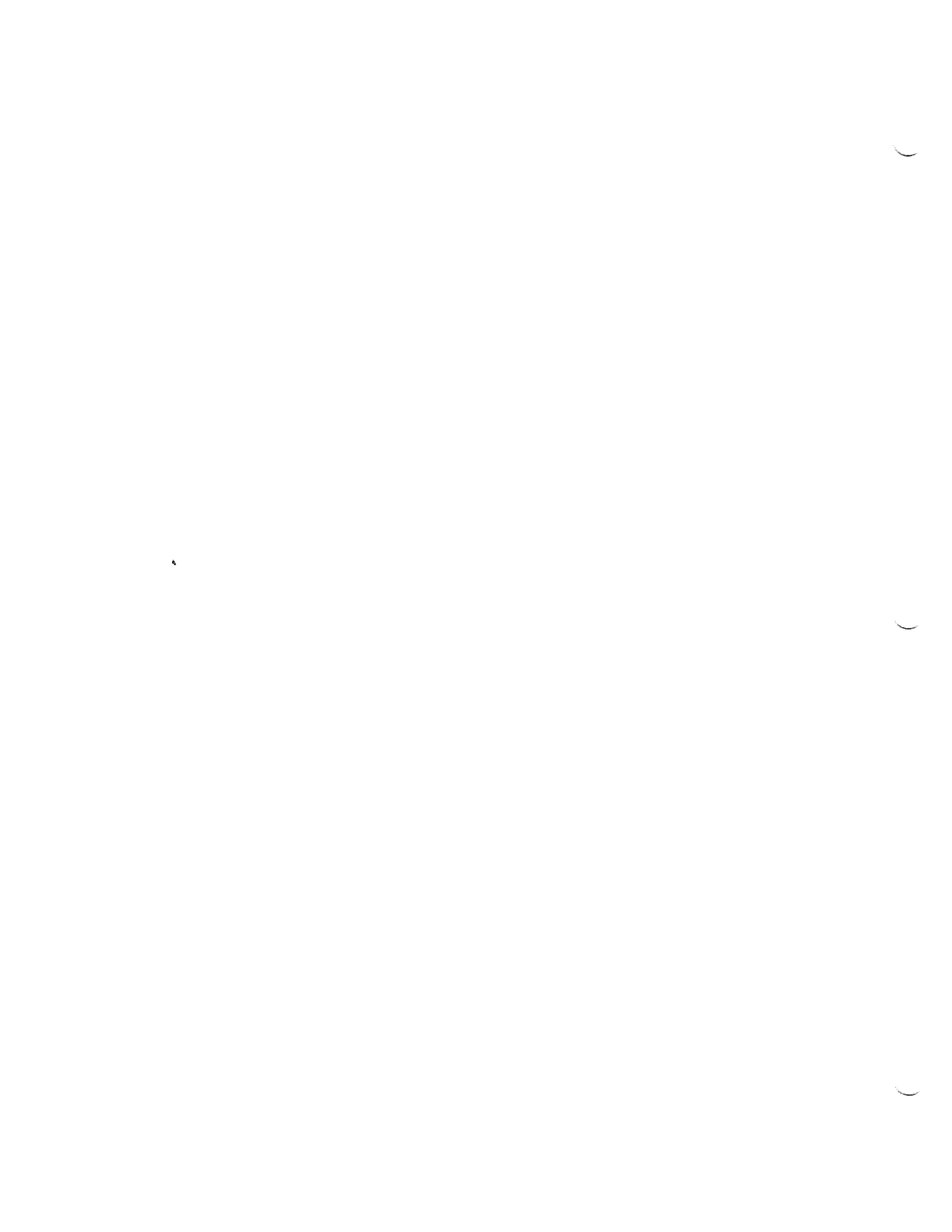
<u>Page #</u>	<u>Warrant #</u>	<u>Fund</u>	<u>Amount</u>
B3	11	L	17,156.79
B5-7	14	L	523,905.53
B9	10/12 PR	L	122,550.94
B11	10/26 PR	L	131,771.18
B13	8	TA	47,183.80
B15	9	TA	57,867.81
B17	2	H	3,200.90

B18-19 AMEX
 Amazon Capital Services

B34 Investment Report

B35 Financial Chairperson Report

B36 Personnel Actions



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

November 15, 2023

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

I have reviewed the warrants through November 20, 2023.

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. All voided checks have been viewed and recorded. Petty cash disbursements have been compared with the receipts for expenditures.

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

Kindest regards,



Philip DeDora
Treasurer

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

November 20, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #11 Fund L - October 2023 Schedule of Bills

Checks #58995-58997 & 59086-59088

Total warrant: \$17,156.79

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

Eileen Sullivan _____
President, Board of trustees

Pat Dillon _____
Vice President, Board of trustees

Stella Fox _____
Financial Chairperson

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 11: CD - UTILITIES - 10/2023 For Dates 10/1/2023 - 10/31/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
995	10/01/2023	690	NATIONAL GRID		164.30
58996	10/01/2023	2400	NATIONAL GRID (SVC & GENR)		102.16
58997	10/01/2023	15	VERIZON		812.64
59086	10/12/2023	2555	OPTIMUM		46.45
59087	10/12/2023	20	PSEGLI		16,019.22
59088	10/12/2023	1419	VERIZON SELECT SERVICES		12.02
Number of Transactions: 6				Warrant Total:	17,156.79
				Vendor Portion:	17,156.79

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 6 in number, in the total amount of \$ 17,156.79. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10/15/23
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 \$ 17,156.79. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10/12/23
Date

[Signature]
Library Director

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

November 20, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #14 Fund L - November 20, 2023 Schedule of Bills

Checks #59096 - 59200

Voided Check# 58945

Total warrant: \$523,905.53

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

Eileen Sullivan _____
President, Board of trustees

Pat Dillon _____
Vice President, Board of trustees

Stella Fox _____
Financial Chairperson

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 14: CD - GENERAL - 11/2023 For Dates 11/20/2023 - 11/20/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
3945	11/20/2023	2713	**VOID** PAUL LEVINE	230128	-210.00
59096	11/20/2023	131	A TIME FOR KIDS	*See Detail Report	1,200.00
59097	11/20/2023	1671	ABOFFS INC.	230229	319.76
59098	11/20/2023	2396	AMAZON		2,107.67
59099	11/20/2023	2396	AMAZON		667.12
59100	11/20/2023	720	AMERICAN EXPRESS		5,315.82
59101	11/20/2023	2040	AMERIFLEX		259.70
59102	11/20/2023	23	BAKER & TAYLOR		27,631.81
59103	11/20/2023	2520	KATHRYN BARI-PETRITIS	230254	325.00
59104	11/20/2023	1832	AUGUSTA BERNER	230231	1,800.00
59105	11/20/2023	1305	BLACKSTONE PUBLISHING.		91.39
59106	11/20/2023	3046	BLUM, LAUREN	*See Detail Report	1,400.00
59107	11/20/2023	2032	BOOK PAGE		1,683.00
59108	11/20/2023	1189	BRODART CO.		559.50
59109	11/20/2023	2341	BROOKLYN BOTANIC GARDEN	230156	150.00
59110	11/20/2023	31	BULL TERRIER NEWS DELIVERY SVC		291.58
59111	11/20/2023	2358	CCE SUFFOLK	*See Detail Report	220.00
59112	11/20/2023	2779	CERULLO CONSULTING CO, INC.	230237	200.00
59113	11/20/2023	3118	COACH ME SOMMER	230235	350.00
59114	11/20/2023	3030	DONNA COANE	230234	252.00
59115	11/20/2023	1916	JENNIFER CONLON		165.87
59116	11/20/2023	2633	CONNECTION, INC		2,724.00
59117	11/20/2023	2633	CONNECTION, INC		1,133.00
59118	11/20/2023	1548	COUNTY LINE HARDWARE		215.11
59119	11/20/2023	2840	CATHERINE CROCETTI	230248	150.00
59120	11/20/2023	2444	MARIA D'ANDREA	230238	150.00
59121	11/20/2023	794	PHILIP DE DORA	230107	390.00
59122	11/20/2023	43	DEMCO	230200	399.26
59123	11/20/2023	1665	EDMER SANITARY SUPPLY		2,727.60
59124	11/20/2023	1777	ELIZABETH ESPOSITO		39.72
59125	11/20/2023	2942	FARONICS	230228	7,242.14
59126	11/20/2023	3117	PATRICK FIERRO	230236	125.00
59127	11/20/2023	923	FIRST UNUM LIFE INSURANCE CO.		649.04
59128	11/20/2023	458	FRIENDS OF THE LIBRARY		754.20
59129	11/20/2023	362	FUN EXPRESS, LLC	230255	59.73
59130	11/20/2023	52	GALE		240.74
59131	11/20/2023	2623	GARVIES POINT MUSEUM & PRESERV	230230	200.00
59132	11/20/2023	3094	GEOVANNY & SONS	230000	925.00
59133	11/20/2023	2490	KATHLEEN GIERALTOWSKI		171.32
59134	11/20/2023	225	GRAINGER, INC.		1,791.82
59135	11/20/2023	2954	GREAT SOUTH BAY DANCE LLC	230121	1,000.00
59136	11/20/2023	1077	HIGH HOPES PRODUCTIONS	230172	165.00
59137	11/20/2023	2923	BEVERLY HOROWITZ	230243	250.00
59138	11/20/2023	87	HW WILSON	230155	265.50
59139	11/20/2023	2504	INGRAM LIBRARY SERVICES LLC		763.88
59140	11/20/2023	2835	JAZZY TC INC.	230232	150.00

SOUTH HUNTINGTON LIBRARY



Check Warrant Report For L - 14: CD - GENERAL - 11/2023 For Dates 11/20/2023 - 11/20/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
59141	11/20/2023	2610	JOYSIE JEROME	230159	480.00
59142	11/20/2023	3053	JIN, ELIZABETH	230249	350.00
59143	11/20/2023	2717	KANOPY LLC		498.00
59144	11/20/2023	1716	DIANE KENTROS		1,590.00
59145	11/20/2023	3137	HOLLY KIX	230246	275.00
59146	11/20/2023	3126	KLEEMANN, JOHN		225.00
59147	11/20/2023	2781	ELIZABETH KLEIN		62.39
59148	11/20/2023	2459	KONICA MINOLTA BUSINESS SOLUTN		32.26
59149	11/20/2023	3109	LATORRE, KATRINA		16.65
59150	11/20/2023	2645	PABLO LAVANDERA	230252	550.00
59151	11/20/2023	2994	ERIN LAVERY		36.30
59152	11/20/2023	2776	LIBRARY MARKET		2,875.00
59153	11/20/2023	3090	LIL' ATHLETES	*See Detail Report	256.00
59154	11/20/2023	133	LILRC		1,729.00
59155	11/20/2023	1332	LONG ISLAND CHESS NUTS	230169	120.00
59156	11/20/2023	1568	LONG ISLAND WASTE SERVICES		185.00
59157	11/20/2023	3065	LT MICHAEL P. MURPHY NAVY SEAL MUSEUM	230213	150.00
59158	11/20/2023	3052	MAKIN, GEETU	230250	390.00
59159	11/20/2023	1037	MATTHEW BENDER & CO., INC.		105.00
59160	11/20/2023	1594	MICHAEL J'S LANDSCAPING		200.00
59161	11/20/2023	27	MIDWEST TAPE		6,604.65
59162	11/20/2023	27	MIDWEST TAPE		707.57
59163	11/20/2023	72	NASSAU COUNTY LIBRARY ASSOC		73.45
59164	11/20/2023	2753	DONNA NESTERUK	230247	300.00
59165	11/20/2023	1439	NEW YORK FIRE SERVICE INC.	230153	391.52
59166	11/20/2023	2822	NEW YORK HALL OF SCIENCE	230212	750.00
59167	11/20/2023	217	NEWSDAY, INC.		287.92
59168	11/20/2023	1814	PATRICIA NOVAK	230239	125.00
59169	11/20/2023	202	NYS & LOCAL RETIREMENT SYSTEM		348,973.00
59170	11/20/2023	127	NYS EMPLOYEES HEALTH INSURANCE		44,526.32
59171	11/20/2023	2424	JENNIFER O'CONNOR		68.58
59172	11/20/2023	2763	ON TIME TELECOM, INC.		419.88
59173	11/20/2023	1731	PITNEY BOWES BANK INC PURCHASE POWER		400.00
59174	11/20/2023	2642	PLAQUES AND SUCH		10.00
59175	11/20/2023	12	POSTMASTER - BULK PERMIT 39		1,800.00
59176	11/20/2023	2068	PYRAMID AIR COND. & HEATING		265.00
59177	11/20/2023	3061	QUATELA CHIMERI PLLC		475.00
59178	11/20/2023	768	QUILL CORPORATION		121.43
59179	11/20/2023	3111	RESCUE 1 CPR	230244	2,100.00
59180	11/20/2023	2558	GEORGINA RIVAS-MARTINEZ		146.93
59181	11/20/2023	2982	REGINA R. RUSSO	230233	525.00
59182	11/20/2023	855	JANET SCHERER		49.98
59183	11/20/2023	3056	SCHOENHOFEN, KAREN	*See Detail Report	240.00
59184	11/20/2023	3079	BONNIE SCHWARTZ	230240	360.00
59185	11/20/2023	51	SCLS		1,742.40
59186	11/20/2023	234	SCLS - PALS		6,965.81

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 14: CD - GENERAL - 11/2023 For Dates 11/20/2023 - 11/20/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
187	11/20/2023	2238	ROBERT SCOTT	230251	299.00 ✓
59188	11/20/2023	3140	SECURITAS SECURITY SERVICES USA, INC.		5,591.48 ✓
59189	11/20/2023	2976	MICHELLE SEPANSKI	230245	505.00 ✓
59190	11/20/2023	2565	SPRINGFIELD SERVICE CENTER	230258	589.35 ✓
59191	11/20/2023	3083	SPROUTS & FRIENDS, INC.	*See Detail Report	1,000.00 ✓
59192	11/20/2023	2106	STERLING NORTH AMERICA INC.		16,844.00 ✓
59193	11/20/2023	1520	THE BAKING COACH, INC.	230168	495.00 ✓
59194	11/20/2023	2678	THE WHALING MUSEUM & EDUCATION	230208	325.00 ✓
59195	11/20/2023	2940	THERESA'S PROGRAMS LLC	230207	375.00 ✓
59196	11/20/2023	349	EVELYN ULEX	230253	550.00 ✓
59197	11/20/2023	1162	UNIQUE MANAGEMENT SVCS.		15.90 ✓
59198	11/20/2023	2536	AMY VAIL	230221	250.00 ✓
59199	11/20/2023	2232	W.B. MASON CO INC		808.48 ✓
59200	11/20/2023	2613	TAMI WOOD	230170	240.00 ✓

Number of Transactions: 106

Warrant Total: 523,905.53
Vendor Portion: 523,905.53

*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, 106 in number, in the total amount of \$ 523,905.53. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/15/23
Date

Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 523,905.53. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/14/23
Date

Library Director

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

November 20, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: October 12, 2023

Gross Total: \$122,550.94

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

Eileen Sullivan _____
President, Board of trustees

Pat Dillon _____
Vice President, Board of trustees

Stella Fox _____
Financial Chairperson



Payroll Transaction Totals

Gross Wages	122,550.94	Normal Distributed Amount	4,606.02
Non Cash Earnings	0.00	Direct Deposit Amount	76,801.63
Reimbursed Expenses	0.00	Direct Deposit Entries	61
FICA Wages	112,454.74		
FICA Withholding - Employee *	6,972.17		
FICA Withholding - Employer *	6,972.17		
Medicare Wages	112,454.74		
Medicare Withholding - Employee *	1,630.59	Federal Tax Deposit *	27,890.29
Excess Medicare Wages	0.00	State Tax Deposit **	4,806.19
Excess Medicare Withholdings	0.00	City Tax Deposit - New York City ***	0.00
Medicare Withholding - Employer *		City Tax Deposit - Yonkers ***	0.00
Federal Wages	106,138.37		
Federal Withholding *	10,684.77		
State Wages	108,063.62		
State Withholding **	4,806.19		
City Wages	0.00		
City Withholding ***	0.00		

Document Types On This Journal

Annuities	4,391.12	Regular Checks	65
Flexible Spending	10,096.20	Manual / Hand Drawn Checks	0
Retirement	1,925.25	Payroll Earning Transfers	0
Roth 403(b) Annuity	0.00	Voided Checks	0
Roth 457(b) Annuity	0.00		
All Other Deductions	637.00		
Net Pay	81,407.65		

Employee Types On This Journal

Employee Count	65
Active Payroll Employees	65
Inactive Payroll Employees	0

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

November 20, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: October 26, 2023

Gross Total: \$131,771.18

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

Eileen Sullivan _____
President, Board of trustees

Pat Dillon _____
Vice President, Board of trustees

Stella Fox _____
Financial Chairperson



SOUTH JANTINGTON LIBRARY #6271 10/26/23

Payroll Transactions - After Checks Posted 10/26/2023 - 10/26/2023

Payroll Transaction Totals

Gross Wages	131,771.18	Normal Distributed Amount	4,656.70
Non Cash Earnings	0.00	Direct Deposit Amount	80,936.82
Reimbursed Expenses	0.00	Direct Deposit Entries	61
FICA Wages	119,319.04		
FICA Withholding - Employee *	7,397.79		
FICA Withholding - Employer *	7,397.79		
Medicare Wages	119,319.04		
Medicare Withholding - Employee *	1,730.11		30,062.50
Excess Medicare Wages	0.00	Federal Tax Deposit *	5,183.97
Excess Medicare Withholdings	0.00	State Tax Deposit **	0.00
Medicare Withholding - Employer *	1,730.11	City Tax Deposit - New York City ***	0.00
Federal Wages	112,541.98	City Tax Deposit - Yonkers ***	0.00
Federal Withholding *	11,806.70		
State Wages	114,509.93		
State Withholding **	5,183.97		
City Wages	0.00		
City Withholding ***	0.00		

Document Types On This Journal

Annuities	4,809.11	Regular Checks	65
Flexible Spending	12,452.14	Manual / Hand Drawn Checks	0
Retirement	1,967.95	Payroll Earning Transfers	0
Roth 403(b) Annuity	0.00	Voided Checks	0
Roth 457(b) Annuity	0.00		
All Other Deductions	829.89		
Net Pay	85,593.52		

Employee Types On This Journal

Employee Count	65
Active Payroll Employees	65
Inactive Payroll Employees	0

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

November 20, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #8 Fund TA - October 12, 2023 Schedule of Bills

Check #7821

Wires #994276 - 994279

Total warrant: \$47,183.80

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

Eileen Sullivan _____
President, Board of trustees

Pat Dillon _____
Vice President, Board of trustees

Stella Fox _____
Financial Chairperson

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For TA - 8: CD - 10/12/23 PAYROLL For Dates 10/12/2023 - 10/12/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
21	10/12/2023	127	NYS EMPLOYEES HEALTH INSURANCE		10,096.20
994276	10/12/2023	198	NEWPORT TRUST CO. FBO #22258#		1,621.58
994277	10/12/2023	371	NYS INCOME TAX		4,806.19
994278	10/12/2023	909	INTERNAL REVENUE SERVICE		27,890.29
994279	10/12/2023	1345	NEW YORK STATE DEFERRED COMP		2,769.54
Number of Transactions: 5					
					Warrant Total: 47,183.80
					Vendor Portion: 47,183.80

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 \$ 47,183.80. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10/15/23 _____
Date Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 47,183.80. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10/30/23 _____
Date Assistant Library Director

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

November 20, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #9 Fund TA - October 26, 2023 Schedule of Bills

Checks #7822 - 7824

Wires #994280 - 994285

Total warrant: \$57,867.81

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

Eileen Sullivan _____
President, Board of trustees

Pat Dillon _____
Vice President, Board of trustees

Stella Fox _____
Financial Chairperson

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For TA - 9: CD - 10/26/23 PAYROLL For Dates 10/26/2023 - 10/26/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
22	10/26/2023	1338	AMERIFLEX - LIB CONTRIB		9,490.00
7823	10/26/2023	1267	AMERIFLEX, LLC.		1,210.02
7824	10/26/2023	3116	METLIFE SMALL BUSINESS CENTER		1,752.12
994280	10/26/2023	198	NEWPORT TRUST CO. FBO #22258#		1,726.48
994281	10/26/2023	202	NYS & LOCAL RETIREMENT SYSTEM		5,167.20
994282	10/26/2023	371	NYS INCOME TAX		5,183.97
994283	10/26/2023	909	INTERNAL REVENUE SERVICE		30,062.50
994284	10/26/2023	1345	NEW YORK STATE DEFERRED COMP		3,082.63
994285	10/26/2023	1934	AFLAC		192.89

Number of Transactions: 9

Warrant Total: 57,867.81

Vendor Portion: 57,867.81

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 9 in number, in the total amount of \$ 57,867.81. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10/15/23
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 \$ 57,867.81. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10/30/23
Date

[Signature]
Assistant Library Director

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

November 20, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #2 Fund H - November 20, 2023 Schedule of Bills

Checks #10019

Total warrant: \$3,200.90

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

Eileen Sullivan _____
President, Board of trustees

Pat Dillon _____
Vice President, Board of trustees

Stella Fox _____
Financial Chairperson

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For H - 2: CD - RESERVE - 11/2023 For Dates 11/20/2023 - 11/20/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
019	11/20/2023	230	BEATTY HARVEY COCO, LLP.		3,200.90

Number of Transactions: 1

Warrant Total: 3,200.90
Vendor Portion: 3,200.90

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 3,200.90. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/15/23
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 \$ 3,200.90. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/14/23
Date

Janet Fisher
Library Director

American Express Monthly Statement - October 2023 purchases			
Name	Item(s) Purchased	Purchase \$	Account
Janet Scherer	Hotel Expenses - ABOS Conference (GRM, JO)	\$883.56	L7430.435-31
	Hospitality - Staff meeting 10/11/23 (Hummel-Hummel)	\$42.59	L7430.435-31
	Amazon.com - Children's Programming	\$3.30	L7430.442-12
	Square - Square Registers (2)	\$1,518.58	L7430.200
	Google (shpl.info e-mail service)	\$611.26	L7430.431
Nicholas Tanzi	NYLA Conference Registration (NT, MB)	\$750.00	L7430.435-31
	Eduporium - Ozobot Color Code Magnets	\$116.00	L7430.200
	Formlabs - White Resin (for 3D Printers)	\$335.76	L7430.430-22
	USPS (Postage for Passport Applications)	\$28.75	L7430.433
	Library Juice - Family Service & Outreach Programs (Online Course)	\$200.00	L7430.435-31
	Zero to Three - The Growing Brain Webinar Series (GRM)	\$99.00	L7430.435-31
	NYLA Conference - Food Expenses	\$93.92	L7430.435-31
	NYLA Conference - Hotel Expenses	\$386.12	L7430.435-31
	NoviSign Ltd. - Library Signage (Recurring payment)	\$40.00	L7430.200
	Zoom.US (Teleconferencing)	\$193.96	L7430.431
	Matterport - Virtual Tour Fee (Recurring payment)	\$13.02	L7420.429
	Total	\$5,315.82	

Amazon Capital Services Statement - 9/20/23 to 10/19/23		
Account	Description	Purchase \$
L7420.410-11	ADULT BOOKS	\$415.42
L7420.410-12	CHILDRENS BOOKS	\$46.48
L7420.411-12	DVD - CHILDREN	\$49.38
L7420.415-11	COMPUTER SOFTWARE-CIRC.-ADULTS	\$29.99
L7420.415-12	COMPUTER SOFTWARE-CIRC.-CHILDREN	\$939.57
L7420.415-12	COMPUTER SOFTWARE-CIRC.-CHILDREN	(\$0.22)
L7420.415-12	COMPUTER SOFTWARE-CIRC.-CHILDREN	(\$0.04)
L7420.415-12	COMPUTER SOFTWARE-CIRC.-CHILDREN	(\$1.88)
L7430.200	EQUIPMENT	\$261.31
L7430.430-21	SUPPLIES - OFFICE	\$87.54
L7430.430-22	SUPPLIES - LIBRARY	\$280.12
L7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	\$467.03
L7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	(\$31.57)
L7430.442-12	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	\$129.22
L7430.442-12-F	COMMUNITY ACTIVITY-CHILDRENS FAMILY PGM	\$57.07
L7430.442-13	COMMUNITY ACTIVITIES-YA PROGRAMS	\$45.37
	Total	\$2,774.79

Amazon - Computer Software-Circ-Children

Product Category	ASIN	Title	Item Qty	Item Net Total
Video Games	BOC6R7RRBK	Hot Wheels Unleashed 2: Turbocharged - Nintendo Switch	1	\$49.99
Video Games	BOC6R7NWGM	Hot Wheels Unleashed 2: Turbocharged - Xbox Series X	1	\$49.99
Video Games	BOC8YBXXSQ	Detective Pikachu™ Returns (US Version)	4	\$199.76
Video Games	BOC8VHZR14	Super Mario Bros.™ Wonder - Nintendo Switch (US Version)	4	\$239.96
Video Games	BOC6R7VBWV	Hot Wheels Unleashed 2: Turbocharged - PlayStation 4	1	\$49.99
Video Games	BOC6R8PY5K	Hot Wheels Unleashed 2: Turbocharged - PlayStation 5	1	\$49.99
Video Games	BOB9H3B5KN	Avatar The Last Airbender: The Quest for Balance - Nintendo Switch	1	\$49.94
Video Games	BOC91MLPNG	Sonic Superstars - Nintendo Switch	2	\$119.98
Video Games	BOC47J23J5	Inspector Gadget: Mad Time Party (PS5)	1	\$39.99
Video Games	BOC47WXGZP	Inspector Gadget: Mad Time Party (NSW)	1	\$39.99
Video Games	BOC3WXSTLD	Mon-Yu	1	\$49.99
		Total		\$939.57

			SOUTH HUNTINGTON LIBRARY
Cash Receipt Schedule Report For L - 7: CR - DAILY FINES 10/2023			
Account	Account Description	Sum of DEBITS	Sum of CREDITS
L 200	CHECKING - VALLEY NATIONAL BANK	1,097.11	0.00
L 2082.1	BOOK FINES	0.00	6.00
L 2082.2	LOST LIBRARY MATERIALS	0.00	95.08
L 2082.4	COPY MACHINES	0.00	146.00
L 2082.42	PRINT VEND MACHINES	0.00	435.08
L 2082.52	IWIN - DVDs	0.00	5.00
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	83.30
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	11.65
L 2770.8	MISC. INCOME - PASSPORTS	0.00	315.00
Grand Total		1,097.11	1,097.11

			SOUTH HUNTINGTON LIBRARY
Cash Receipt Schedule Report For L - 8: CR - GENERAL - 10/23			
Account	Account Description	Sum of DEBITS	Sum of CREDITS
L 200	CHECKING - VALLEY NATIONAL BANK	8,029.39	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	788.83	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	116.56	0.00
L 211	MM - FLUSHING BANK	1,543,921.25	0.00
L 1001	REAL PROPERTY TAXES	0.00	1,532,875.50
L 2082.2	LOST LIBRARY MATERIALS	0.00	119.71
L 2082.42	PRINT VEND MACHINES	0.00	145.46
L 2082.6	COMPUTER PAPER/DISCS	0.00	17.10
L 2401.204	INTEREST - MM- VALLEY NAT'L BANK	0.00	788.83
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	0.00	412.98
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	0.00	116.56
L 2401.211	INTEREST - MM FLUSHING BANK	0.00	11,045.75
L 2770.2	MISC. INCOME - EAR BUD SALES	0.00	2.00
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	0.00
L 2770.5	MISC. INCOME - BOOKS PAID	0.00	45.00
L 2770.8	MISC. INCOME - PASSPORTS	0.00	687.50
L 7430.432	SCLS SERVICES / CIRCULATION CONTROL	0.00	231.85
L 7430.434	PUBLICITY-PRINTING/NEWSLETTER	0.00	592.00
L 7430.435-31	CONTINUING ED/MILEAGE REIMB/STAFF	0.00	286.09
L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	0.00	5,489.70
Grand Total		1,552,856.03	1,552,856.03

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

ACCOUNT	BUDGET	REVENUE EARNED	EST. REVENUE BASED ON 4 MONTHS	VARIANCE		UNEARNED REVENUE YTD.
				FAVORABLE (UNFAVORABLE) \$	%	
REAL PROPERTY TAXES	\$6,131,502.00	3,065,751.00	2,043,834.00	1,021,917.00	50.00	3,065,751.00
BOOK FINES	\$0.00	25.15	0.00	25.15	#DIV/0!	(25.15)
LOST LIBRARY MATERIALS	\$2,500.00	1,140.82	833.33	307.49	36.90	1,359.18
COPY MACHINES	\$3,000.00	323.75	1,000.00	(676.25)	-67.63	2,676.25
PRINT VEND MACHINES	\$9,000.00	1,693.33	3,000.00	(1,306.67)	-43.56	7,306.67
DVD FINES	\$0.00	5.00	0.00	5.00	#DIV/0!	(5.00)
IWIN - DVDs	\$0.00	70.00	0.00	70.00	#DIV/0!	(70.00)
COMPUTER PAPER/DISCS	\$1,000.00	33.60	333.33	(299.73)	-89.92	966.40
LATE FINES - MUSEUM PASSES	\$0.00	5.00	0.00	5.00	#DIV/0!	(5.00)
INTEREST - MM- VALLEY NAT'L BANK	\$3,000.00	2,842.08	1,000.00	1,842.08	184.21	157.92
INTEREST - CKING - VALLEY NAT'L BANK	\$800.00	2,042.94	266.67	1,776.27	666.10	(1,242.94)
INTEREST - PAYROLL- VALLEY NAT'L BANK	\$200.00	560.51	66.67	493.84	740.77	(360.51)
INTEREST - MM FLUSHING BANK	\$11,000.00	37,237.35	3,666.67	33,570.68	915.56	(26,237.35)
SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	\$0.00	418.75	0.00	418.75	#DIV/0!	(418.75)
MISC. INCOME - EAR BUD SALES	\$0.00	3.00	0.00	3.00	#DIV/0!	(3.00)
MISC. INCOME - FAX CHARGES	\$1,000.00	60.50	333.33	(272.83)	-81.85	939.50
MISC. INCOME - HOTSPOT FINES	\$0.00	80.00	0.00	80.00	#DIV/0!	(80.00)
MISC. INCOME	\$2,000.00	0.00	666.67	(666.67)	-100.00	2,000.00
MISC. INCOME - PASSPORTS	\$12,000.00	5,181.30	4,000.00	1,181.30	29.53	6,818.70
STATE INCENTIVE AID	\$10,000.00	10,517.00	3,333.33	7,183.67	215.51	(517.00)
APPROPRIATED FUND BALANCE	\$150,000.00	0.00	50,000.00	(50,000.00)	-100.00	150,000.00
TOTALS	\$6,337,002.00	3,127,991.08	2,112,334.00	1,015,657.08	48.08	3,209,010.92

SOUTH HUNTINGTON LIBRARY

Revenue Status Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
L 1001	REAL PROPERTY TAXES	6,131,502.00	0.00	6,131,502.00	3,065,751.00	3,065,751.00
L 2082.1	BOOK FINES	0.00	0.00	0.00	25.15	-25.15
L 2082.2	LOST LIBRARY MATERIALS	2,500.00	0.00	2,500.00	1,140.82	1,359.18
L 2082.4	COPY MACHINES	3,000.00	0.00	3,000.00	323.75	2,676.25
L 2082.42	PRINT VEND MACHINES	9,000.00	0.00	9,000.00	1,693.33	7,306.67
L 2082.5	DVD FINES	0.00	0.00	0.00	5.00	-5.00
L 2082.52	IWIN - DVDS	0.00	0.00	0.00	70.00	-70.00
L 2082.6	COMPUTER PAPER/DISCS	1,000.00	0.00	1,000.00	33.60	966.40
L 2082.9	LATE FINES - MUSEUM PASSES	0.00	0.00	0.00	5.00	-5.00
L 2401.204	INTEREST - MM- VALLEY NAT'L BANK	3,000.00	0.00	3,000.00	2,842.08	157.92
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	800.00	0.00	800.00	2,042.94	-1,242.94
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	200.00	0.00	200.00	560.51	-360.51
L 2401.211	INTEREST - MM FLUSHING BANK	11,000.00	0.00	11,000.00	37,237.35	-26,237.35
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	0.00	0.00	418.75	-418.75
L 2770.2	MISC. INCOME - EAR BUD SALES	0.00	0.00	0.00	3.00	-3.00
L 2770.4	MISC. INCOME - FAX CHARGES	1,000.00	0.00	1,000.00	60.50	939.50
L 2770.5	MISC. INCOME - HOTSPOT FINES	0.00	0.00	0.00	80.00	-80.00
L 2770.6	MISC. INCOME	2,000.00	0.00	2,000.00	0.00	2,000.00
L 2770.8	MISC. INCOME - PASSPORTS	12,000.00	0.00	12,000.00	5,181.30	6,818.70
L 3840	STATE INCENTIVE AID	10,000.00	0.00	10,000.00	10,517.00	-517.00
L 3841	APPROPRIATED FUND BALANCE	150,000.00	0.00	150,000.00	0.00	150,000.00
L Totals:		6,337,002.00	0.00	6,337,002.00	3,127,991.08	3,209,010.92
Grand Totals:		6,337,002.00	0.00	6,337,002.00	3,127,991.08	3,209,010.92

SOUTH HAVENINGTON PUBLIC LIBRARY
 ACTUAL GET EXPENDITURES / ESTIMATE
 PERIOD COVERED: July 1, 2023 - October 31, 2023

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 4 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
SALARIES-PROF. FT & PT	\$1,967,908.03	535,509.30		535,509.30	681,198.93	145,689.63	21.39	\$1,432,398.73
SALARIES-PROF. FT	\$1,514,515.90	407,331.01	0.00	407,331.01	524,255.50	116,924.49	22.30	\$1,107,184.89
SALARIES - PROF. PT	\$453,392.13	128,178.29	0.00	128,178.29	156,943.43	28,765.14	18.33	\$325,213.84
SALARIES-CLERICAL FT & PT	\$645,824.42	165,032.77		165,032.77	223,554.61	58,521.84	26.16	\$480,791.65
SALARIES-CLERICAL FT	\$425,824.42	114,234.52	0.00	114,234.52	147,400.76	33,166.24	22.50	\$311,589.90
SALARIES-CLERICAL PT	\$220,000.00	50,798.25	0.00	50,798.25	76,153.85	25,355.60	33.30	\$169,201.75
SALARIES-PAGE	\$105,000.00	21,257.57	0.00	21,257.57	36,346.15	15,088.58	41.51	\$83,742.43
SALARIES-CUSTODIAL FT & PT	\$328,960.55	89,800.76		89,800.76	113,870.96	24,070.20	21.14	\$239,159.79
SALARIES-CUSTODIAL FT	\$272,960.55	74,910.01	0.00	74,910.01	94,486.34	19,576.33	20.72	\$198,050.54
SALARIES-CUSTODIAL PT	\$56,000.00	14,890.75	0.00	14,890.75	19,384.62	4,493.87	23.18	\$41,109.25
SALARIES-SUNDAY-PROF.	\$55,000.00	2,893.45	0.00	2,893.45	7,432.43	4,538.98	61.07	\$52,106.55
SALARIES-SUNDAY-CLERICAL	\$22,000.00	871.09	0.00	871.09	2,972.97	2,101.88	70.70	\$21,128.91
SALARIES-SUNDAY-PAGE	\$9,000.00	480.00	0.00	480.00	1,216.22	736.22	60.53	\$8,520.00
SALARIES-SUNDAY-CUSTODIAL	\$28,000.00	1,306.92	0.00	1,306.92	3,783.78	2,476.86	65.46	\$26,693.08
TEMPORARY SUMMER HELP	\$9,000.00	10,093.50	0.00	10,093.50	16,200.00	6,106.50	37.69	(\$1,093.50)
	\$3,170,693.00	\$827,245.36	\$0.00	\$827,245.36	\$1,086,576.06	\$259,330.70	\$477.30	\$2,343,447.64
ADULT BOOKS	\$126,455.50	17,503.46	16,455.50	33,958.96	42,151.83	8,192.87	19.44	\$92,496.54
CHILDRENS BOOKS	\$87,556.71	15,646.39	7,556.71	23,203.10	29,185.57	5,982.47	20.50	\$64,353.61
YOUNG ADULT BOOKS	\$11,566.59	2,419.48	1,324.59	3,744.07	3,855.53	111.46	2.89	\$7,822.52
REFERENCE - ELECTRONIC	\$60,000.00	23,120.73	0.00	23,120.73	20,000.00	(3,120.73)	(15.60)	\$36,879.27
AUDIO BOOKS - ADULT	\$1,000.00	311.60	0.00	311.60	333.33	21.73	6.52	\$688.40
AUDIO BOOKS - CHILDREN	\$2,500.00	0.00	910.75	910.75	833.33	(77.42)	(9.29)	\$1,589.25
DIGITAL SUBSCRIPTIONS	\$185,500.00	18,429.38	0.00	18,429.38	61,833.33	43,403.95	70.20	\$167,070.62
MUSEUM PASSES	\$22,000.00	750.00	1,250.00	2,000.00	7,333.33	5,333.33	72.73	\$20,000.00
DVD - ADULT	\$21,432.05	3,092.18	1,432.05	4,524.23	7,144.02	2,619.79	36.67	\$16,907.82
DVD - CHILDREN	\$7,618.89	490.72	618.89	1,109.61	2,539.63	1,430.02	56.31	\$6,509.28
MUSIC CD'S - ADULT	\$3,000.00	493.93	0.00	493.93	1,000.00	506.07	50.61	\$2,506.07
MUSIC CD'S - CHILDREN	\$500.00	0.00	0.00	0.00	166.67	166.67	100.00	\$500.00
PERIODICALS - ADULTS	\$10,500.00	35.12	0.00	35.12	3,500.00	3,464.88	99.00	\$10,464.88
PERIODICALS - CHILDREN	\$1,000.00	0.00	0.00	0.00	333.33	333.33	100.00	\$1,000.00
PERIODICALS - YA	\$400.00	0.00	0.00	0.00	133.33	133.33	100.00	\$400.00
PERIODICALS - NEWSPAPERS	\$4,600.00	1,829.16	0.00	1,829.16	1,533.33	(295.83)	(19.29)	\$2,770.84
COMPUTER SOFTWARE-CIRC.-ADULTS	\$2,500.00	179.61	0.00	179.61	833.33	653.72	78.45	\$3,320.39
COMPUTER SOFTWARE-CIRC.-CHILDRE	\$5,512.69	1,212.74	512.69	1,725.43	1,837.56	112.13	6.10	\$3,787.26
MATERIALS PROCESSING	\$20,000.00	4,700.67	0.00	4,700.67	6,666.67	1,966.00	29.49	\$15,299.33
COMPUTER SOFTWARE - NON-CIRC.	\$55,000.00	5,951.05	7,242.14	13,193.19	18,333.33	5,140.14	28.04	\$41,806.81
	\$628,642.43	96,166.22	37,303.32	133,469.54	209,547.48	76,077.94	36.31	\$495,172.89
EQUIPMENT	\$72,904.00	23,603.78	13,249.85	36,853.63	24,301.33	(12,552.30)	(51.65)	\$36,050.37
EQUIPMENT MAINTENANCE	\$10,000.00	2,007.14	0.00	2,007.14	3,333.33	1,326.19	39.79	\$7,992.86
FURNITURE & FIXTURES	\$64,502.29	24,982.02	36,933.49	61,915.51	21,500.76	(40,414.75)	(187.97)	\$2,586.78

SOUTH HUNTINGTON PUBLIC LIBRARY
 ACTUAL BUDGET EXPENDITURES / ESTIMATE
 PERIOD COVERED: July 1, 2023 - October 31, 2023

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 4 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
SUPPLIES - OFFICE	\$30,000.00	2,582.24	399.26	2,981.50	10,000.00	7,018.50	70.19	\$27,018.50
SUPPLIES - LIBRARY	\$35,304.26	3,673.93	3.60	3,677.53	11,768.09	8,090.56	68.75	\$31,626.73
TELECOMMUNICATIONS	\$45,000.00	21,874.34	0.00	21,874.34	15,000.00	(6,874.34)	(45.83)	\$23,125.66
SCLS SERVICES / CIRCULATION CONTR	\$95,000.00	6,572.95	0.00	6,572.95	31,666.67	25,093.72	79.24	\$88,427.05
POSTAGE	\$30,000.00	6,806.98	0.00	6,806.98	10,000.00	3,193.02	31.93	\$23,193.02
PUBLICITY-PRINTING/NEWSLETTER	\$110,000.00	19,204.99	0.00	19,204.99	36,666.67	17,461.68	47.62	\$90,795.01
CONTINUING ED/MILEAGE REIMB/STAFF	\$35,600.00	2,959.24	600.00	3,559.24	11,866.67	8,307.43	70.01	\$32,040.76
CONTINUING ED/MILEAGE REIMB/BOA	\$8,000.00	459.35	0.00	459.35	2,666.67	2,207.32	82.77	\$7,540.65
LIBRARY VEHICLE	\$1,000.00	80.00	0.00	80.00	333.33	253.33	76.00	\$920.00
PROFESSIONAL FEES - AUDITOR	\$23,225.00	725.00	7,500.00	8,225.00	7,741.67	(483.33)	(6.24)	\$15,000.00
PROFESSIONAL FEES - LEGAL	\$15,000.00	1,075.00	0.00	1,075.00	5,000.00	3,925.00	78.50	\$13,925.00
PROFESSIONAL FEES - TREASURER	\$7,000.00	1,560.00	3,120.00	4,680.00	2,333.33	(2,346.67)	(100.57)	\$2,320.00
PROF. FEES-ART & MUSIC	\$9,500.00	0.00	0.00	0.00	3,166.67	3,166.67	100.00	\$9,500.00
PROF. FEES - MISC. CONSULTANTS	\$5,500.00	695.00	0.00	695.00	1,833.33	1,138.33	62.09	\$4,805.00
PROFESSIONAL FEES - SECURITY SERV	\$100,000.00	1,850.70	0.00	1,850.70	33,333.33	31,482.63	94.45	\$8,149.30
MEMBERSHIP DUES	\$6,500.00	1,345.00	0.00	1,345.00	2,166.67	821.67	37.92	\$5,155.00
OFFICE EQUIPMENT - COPIER RENTAL	\$6,071.46	702.68	415.33	1,118.01	2,023.82	905.81	44.76	\$4,953.45
OFFICE EQUIPMENT - SERVICE CONTRA	\$10,000.00	4,981.12	0.00	4,981.12	3,333.33	(1,647.79)	(49.43)	\$5,018.88
OFFICE EQUIPMENT - REPAIR/MAINTEN/	\$250.00	0.00	0.00	0.00	83.33	83.33	100.00	\$250.00
MISC. EXPENSES	\$1,000.00	38.29	0.00	38.29	333.33	295.04	88.51	\$961.71
COST OF VOTE	\$3,000.00	0.00	0.00	0.00	1,000.00	1,000.00	100.00	\$3,000.00
COMMUNITY ACTIVITIES-ADULT PROGR/	\$83,027.45	26,491.64	0.00	26,491.64	27,675.82	1,184.18	4.28	\$56,535.81
COMMUNITY ACTIVITIES-CHILDRENS PR	\$76,680.00	23,663.53	11,346.00	35,009.53	25,560.00	(9,449.53)	(36.97)	\$41,670.47
COMMUNITY ACTIVITIES-CHILDRENS FAMI	\$4,500.00	1,416.87	0.00	1,416.87	1,500.00	83.13	5.54	\$3,083.13
COMMUNITY ACTIVITIES-YA PROGRAMS	\$22,560.64	6,177.46	2,190.37	8,367.83	7,520.21	(847.62)	(11.27)	\$14,192.81
COMMUNITY ACTIVITIES-OUTREACH PR/	\$5,191.12	238.60	0.00	238.60	1,730.37	1,491.77	86.21	\$4,952.52
COMMUNITY ACTIVITIES - MUSIC/RECIT/	\$8,500.00	1,200.00	0.00	1,200.00	2,833.33	1,633.33	57.65	\$7,300.00
CREDIT MERCHANT FEES	\$4,000.00	1,140.03	0.00	1,140.03	1,333.33	193.30	14.50	\$2,859.97
	\$928,816.22	188,107.88	75,757.90	263,865.78	309,605.41	45,739.63	14.77	\$664,950.44
UTILITIES - ELECTRIC	\$140,000.00	66,070.07	0.00	66,070.07	46,666.67	(19,403.40)	(41.58)	\$73,929.93
UTILITIES - WATER	\$5,000.00	575.14	0.00	575.14	1,666.67	1,091.53	65.49	\$4,424.86
UTILITIES - GAS	\$20,000.00	2,331.57	0.00	2,331.57	6,666.67	4,335.10	65.03	\$17,668.43
CUSTODIAL SUPPLIES	\$20,000.00	3,784.05	0.00	3,784.05	6,666.67	2,882.62	43.24	\$16,215.95
BUILDING EQUIPMENT & REPAIR	\$8,000.00	2,691.90	0.00	2,691.90	2,666.67	(25.23)	(0.95)	\$5,308.10
BUILDING MAINTENANCE & REPAIR	\$52,735.00	9,660.05	7,009.76	16,669.81	17,578.33	908.52	5.17	\$36,065.19
BUILDING SERVICE CONTRACTS	\$41,905.75	7,186.50	8,200.00	15,386.50	13,968.58	(1,417.92)	(10.15)	\$26,519.25
INSURANCE	\$55,000.00	13,309.21	0.00	13,309.21	18,333.33	5,024.12	27.40	\$41,690.79
GROUNDNS MAINTENANCE	\$30,000.00	10,889.42	2,775.00	13,664.42	10,000.00	(3,664.42)	(36.64)	\$16,335.58
	\$372,640.75	116,497.91	17,984.76	134,482.67	124,213.58	(10,269.09)	(8.27)	\$238,158.08
NYS RETIREMENT SYSTEM	\$350,000.00	0.00	0.00	0.00	116,666.67	116,666.67	100.00	\$350,000.00

SOUTH HAVENINGTON PUBLIC LIBRARY
 ACTUAL BUDGET EXPENDITURES / ESTIMATE
 PERIOD COVERED: July 1, 2023 - October 31, 2023

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 4 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
FICA EXPENSE	\$242,559.00	68,139.24	0.00	68,139.24	83,962.73	15,823.49	18.85	\$174,419.76
WORKERS' COMPENSATION	\$30,000.00	569.37	0.00	569.37	10,000.00	9,430.63	94.31	\$29,430.63
DISABILITY INSURANCE	\$4,000.00	576.60	0.00	576.60	1,333.33	756.73	56.76	\$3,423.40
LONG-TERM DISABILITY INS.	\$8,500.00	2,596.16	0.00	2,596.16	2,833.33	237.17	8.37	\$5,903.84
UNEMPLOYMENT INSURANCE	\$1,000.00	0.00	0.00	0.00	333.33	333.33	100.00	\$1,000.00
HEALTH INSURANCE	\$650,000.00	180,472.94	0.00	180,472.94	216,666.67	36,193.73	16.70	\$469,527.06
MEDICARE REIMBURSEMENT	\$55,000.00	0.00	0.00	0.00	18,333.33	18,333.33	100.00	\$55,000.00
	\$1,341,059.00	252,354.31	0.00	252,354.31	450,129.40	197,775.09	43.94	\$1,088,704.69
TOTAL	6,441,851.40	1,480,371.68	131,045.98	1,611,417.66	2,180,071.92	568,654.26	26.08	\$4,830,433.74

SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
L 7410.141-01	SALARIES-PROF. FT	1,514,515.90	0.00	1,514,515.90	407,331.01	0.00	1,107,184.89
L 7410.141-01-P	SALARIES - PROF. PT	453,392.13	0.00	453,392.13	128,178.29	0.00	325,213.84
L 7410.142-02	SALARIES-CLERICAL FT	425,824.42	0.00	425,824.42	114,234.52	0.00	311,589.90
L 7410.142-02-P	SALARIES-CLERICAL PT	220,000.00	0.00	220,000.00	50,798.25	0.00	169,201.75
L 7410.142-03	SALARIES-PAGE	105,000.00	0.00	105,000.00	21,257.57	0.00	83,742.43
L 7410.142-04	SALARIES-CUSTODIAL FT	272,960.55	0.00	272,960.55	74,910.01	0.00	198,050.54
L 7410.142-04-P	SALARIES-CUSTODIAL PT	56,000.00	0.00	56,000.00	14,890.75	0.00	41,109.25
L 7410.143-01	SALARIES-SUNDAY-PROF.	55,000.00	0.00	55,000.00	2,893.45	0.00	52,106.55
L 7410.143-02	SALARIES-SUNDAY-CLERICAL	22,000.00	0.00	22,000.00	871.09	0.00	21,128.91
L 7410.143-03	SALARIES-SUNDAY-PAGE	9,000.00	0.00	9,000.00	480.00	0.00	8,520.00
L 7410.143-04	SALARIES-SUNDAY-CUSTODIAL	28,000.00	0.00	28,000.00	1,306.92	0.00	26,693.08
L 7410.143-05	TEMPORARY SUMMER HELP	9,000.00	0.00	9,000.00	10,093.50	0.00	-1,093.50
7410		3,170,693.00	0.00	3,170,693.00	827,245.36	0.00	2,343,447.64
L 7420.410-11	ADULT BOOKS	110,000.00	16,455.50	126,455.50	17,503.46	16,455.50	92,496.54
L 7420.410-12	CHILDRENS BOOKS	80,000.00	7,556.71	87,556.71	15,646.39	7,556.71	64,353.61
L 7420.410-13	YOUNG ADULT BOOKS	10,000.00	1,566.59	11,566.59	2,419.48	1,324.59	7,822.52
L 7420.410-14-2	REFERENCE - ELECTRONIC	60,000.00	0.00	60,000.00	23,120.73	0.00	36,879.27
L 7420.410-15	AUDIO BOOKS - ADULT	1,000.00	0.00	1,000.00	311.60	0.00	688.40
L 7420.410-15-C	AUDIO BOOKS - CHILDREN	2,500.00	0.00	2,500.00	0.00	910.75	1,589.25
L 7420.410-16-S	DIGITAL SUBSCRIPTIONS	260,500.00	-75,000.00	185,500.00	18,429.38	0.00	167,070.62
L 7420.410-17	MUSEUM PASSES	22,000.00	0.00	22,000.00	750.00	1,250.00	20,000.00
L 7420.411-11	DVD - ADULT	20,000.00	1,432.05	21,432.05	3,092.18	1,432.05	16,907.82
L 7420.411-12	DVD - CHILDREN	7,000.00	618.89	7,618.89	490.72	618.89	6,509.28
L 7420.412-11	MUSIC CD'S - ADULT	3,000.00	0.00	3,000.00	493.93	0.00	2,506.07
L 7420.412-12	MUSIC CD'S - CHILDREN	500.00	0.00	500.00	0.00	0.00	500.00
L 7420.413-11	PERIODICALS - ADULTS	10,500.00	0.00	10,500.00	35.12	0.00	10,464.88
L 7420.413-12	PERIODICALS - CHILDREN	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
L 7420.413-13	PERIODICALS - YA	400.00	0.00	400.00	0.00	0.00	400.00
L 7420.413-17	PERIODICALS - NEWSPAPERS	4,600.00	0.00	4,600.00	1,829.16	0.00	2,770.84
L 7420.415-11	COMPUTER SOFTWARE-CIRC-ADULTS	2,500.00	0.00	2,500.00	179.61	0.00	2,320.39
L 7420.415-12	COMPUTER SOFTWARE-CIRC-CHILDREN	5,000.00	512.69	5,512.69	1,212.74	512.69	3,787.26
L 7420.419	MATERIALS PROCESSING	20,000.00	0.00	20,000.00	4,700.67	0.00	15,299.33
L 7420.429	COMPUTER SOFTWARE - NON-CIRC.	55,000.00	0.00	55,000.00	5,951.05	7,242.14	41,806.81

SOUTH WINTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
7420		675,500.00	-46,857.57	628,642.43	96,166.22	37,303.32	495,172.89
<u>L 7430.200</u>	EQUIPMENT	55,000.00	17,904.00	72,904.00	23,603.78	13,249.85	36,050.37
<u>L 7430.200-5</u>	EQUIPMENT MAINTENANCE	10,000.00	0.00	10,000.00	2,007.14	0.00	7,992.86
<u>L 7430.201</u>	FURNITURE & FIXTURES	30,000.00	34,502.29	64,502.29	24,982.02	36,933.49	2,586.78
<u>L 7430.430-21</u>	SUPPLIES - OFFICE	30,000.00	0.00	30,000.00	2,582.24	399.26	27,018.50
<u>L 7430.430-22</u>	SUPPLIES - LIBRARY	35,000.00	304.26	35,304.26	3,673.93	3.60	31,626.73
<u>L 7430.431</u>	TELECOMMUNICATIONS	45,000.00	0.00	45,000.00	21,874.34	0.00	23,125.66
<u>L 7430.432</u>	SCLS SERVICES / CIRCULATION CONTROL	95,000.00	0.00	95,000.00	6,572.95	0.00	88,427.05
<u>L 7430.433</u>	POSTAGE	30,000.00	0.00	30,000.00	6,806.98	0.00	23,193.02
<u>L 7430.434</u>	PUBLICITY-PRINTING/NEWSLETTER	110,000.00	0.00	110,000.00	19,204.99	0.00	90,795.01
<u>L 7430.435-31</u>	CONTINUING ED/MILEAGE REIMB/STAFF	35,000.00	600.00	35,600.00	2,959.24	600.00	32,040.76
<u>L 7430.435-32</u>	CONTINUING ED/MILEAGE REIMB/BOA	8,000.00	0.00	8,000.00	459.35	0.00	7,540.65
<u>L 7430.435-33</u>	LIBRARY VEHICLE	1,000.00	0.00	1,000.00	80.00	0.00	920.00
<u>L 7430.437-41</u>	PROFESSIONAL FEES - AUDITOR	15,000.00	8,225.00	23,225.00	725.00	7,500.00	15,000.00
<u>L 7430.437-42</u>	PROFESSIONAL FEES - LEGAL	15,000.00	0.00	15,000.00	1,075.00	0.00	13,925.00
<u>L 7430.437-44</u>	PROFESSIONAL FEES - TREASURER	7,000.00	0.00	7,000.00	1,560.00	3,120.00	2,320.00
<u>L 7430.437-45</u>	PROF. FEES-ART & MUSIC	9,500.00	0.00	9,500.00	0.00	0.00	9,500.00
<u>L 7430.437-46</u>	PROF. FEES - MISC. CONSULTANTS	5,500.00	0.00	5,500.00	695.00	0.00	4,805.00
<u>L 7430.437-47</u>	PROFESSIONAL FEES - SECURITY SERVICES	0.00	100,000.00	100,000.00	1,850.70	0.00	98,149.30
<u>L 7430.438</u>	MEMBERSHIP DUES	6,500.00	0.00	6,500.00	1,345.00	0.00	5,155.00
<u>L 7430.439-51</u>	OFFICE EQUIPMENT - COPIER RENTAL	5,000.00	1,071.46	6,071.46	702.68	415.33	4,953.45
<u>L 7430.439-52</u>	OFFICE EQUIPMENT - SERVICE CONTRACTS	10,000.00	0.00	10,000.00	4,981.12	0.00	5,018.88
<u>L 7430.439-53</u>	OFFICE EQUIPMENT - REPAIR/MAINTENANCE	250.00	0.00	250.00	0.00	0.00	250.00
<u>L 7430.440</u>	MISC. EXPENSES	1,000.00	0.00	1,000.00	38.29	0.00	961.71
<u>L 7430.441</u>	COST OF VOTE	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<u>L 7430.442-11</u>	COMMUNITY ACTIVITIES-ADULT PROGRAMS	83,000.00	27.45	83,027.45	26,491.64	0.00	56,535.81
<u>L 7430.442-12</u>	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	75,000.00	1,680.00	76,680.00	23,663.53	11,346.00	41,670.47
<u>L 7430.442-12-F</u>	COMMUNITY ACTIVITY-CHILDRENS FAMILY PGM	4,500.00	0.00	4,500.00	1,416.87	0.00	3,083.13
<u>L 7430.442-13</u>	COMMUNITY ACTIVITIES-YA PROGRAMS	20,000.00	2,560.64	22,560.64	6,177.46	2,190.37	14,192.81

SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
L 7430.442-14	COMMUNITY ACTIVITIES - MUSIC/RECITALS	8,500.00	0.00	8,500.00	1,200.00	0.00	7,300.00
L 7430.442-15	CREDIT MERCHANT FEES	4,000.00	0.00	4,000.00	1,140.03	0.00	2,859.97
L 7430.442-16	COMMUNITY ACTIVITIES-OUTREACH PROGRAMS	5,000.00	191.12	5,191.12	238.60	0.00	4,952.52
7430	*	761,750.00	167,066.22	928,816.22	188,107.88	75,757.90	664,950.44
L 7440.450-61	UTILITIES - ELECTRIC	140,000.00	0.00	140,000.00	66,070.07	0.00	73,929.93
L 7440.450-62	UTILITIES - WATER	5,000.00	0.00	5,000.00	575.14	0.00	4,424.86
L 7440.450-63	UTILITIES - GAS	20,000.00	0.00	20,000.00	2,331.57	0.00	17,668.43
L 7440.451	CUSTODIAL SUPPLIES	20,000.00	0.00	20,000.00	3,784.05	0.00	16,215.95
L 7440.452-70	BUILDING EQUIPMENT & REPAIR	8,000.00	0.00	8,000.00	2,691.90	0.00	5,308.10
L 7440.452-71	BUILDING MAINTENANCE & REPAIR	45,000.00	7,735.00	52,735.00	9,660.05	7,009.76	36,065.19
L 7440.452-73	BUILDING SERVICE CONTRACTS	40,000.00	1,905.75	41,905.75	7,186.50	8,200.00	26,519.25
L 7440.454	INSURANCE	55,000.00	0.00	55,000.00	13,309.21	0.00	41,690.79
L 7440.469-81	GROUPS MAINTENANCE	30,000.00	0.00	30,000.00	10,889.42	2,775.00	16,335.58
7440	*	363,000.00	9,640.75	372,640.75	116,497.91	17,984.76	238,158.08
74	**	4,970,943.00	129,849.40	5,100,792.40	1,228,017.37	131,045.98	3,741,729.05
7	***	4,970,943.00	129,849.40	5,100,792.40	1,228,017.37	131,045.98	3,741,729.05
L 9000.901-0	NYS RETIREMENT SYSTEM	375,000.00	-25,000.00	350,000.00	0.00	0.00	350,000.00
L 9000.903-0	FICA EXPENSE	242,559.00	0.00	242,559.00	68,139.24	0.00	174,419.76
L 9000.904-0	WORKERS' COMPENSATION	30,000.00	0.00	30,000.00	569.37	0.00	29,430.63
L 9000.905-5	DISABILITY INSURANCE	4,000.00	0.00	4,000.00	576.60	0.00	3,423.40
L 9000.905-6	LONG-TERM DISABILITY INS.	8,500.00	0.00	8,500.00	2,596.16	0.00	5,903.84
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	650,000.00	0.00	650,000.00	180,472.94	0.00	469,527.06
L 9000.906-1	MEDICARE REIMBURSEMENT	55,000.00	0.00	55,000.00	0.00	0.00	55,000.00
9000	*	1,366,059.00	-25,000.00	1,341,059.00	252,354.31	0.00	1,088,704.69
90	**	1,366,059.00	-25,000.00	1,341,059.00	252,354.31	0.00	1,088,704.69
9	***	1,366,059.00	-25,000.00	1,341,059.00	252,354.31	0.00	1,088,704.69
	Fund LTotals:	6,337,002.00	104,849.40	6,441,851.40	1,480,371.68	131,045.98	4,830,433.74
	Grand Totals:	6,337,002.00	104,849.40	6,441,851.40	1,480,371.68	131,045.98	4,830,433.74

SOUTH HUNTINGTON LIBRARY



Trial Balance Report From 7/1/2023 - 10/31/2023

Account	Description	Debits	Credits
200	CHECKING - VALLEY NATIONAL BANK	22,405.45	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	435,449.57	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	14,993.01	0.00
L 210	PETTY CASH	550.00	0.00
L 211	MM - FLUSHING BANK	3,781,504.86	0.00
L 391	DUE FROM OTHER FUNDS	15,824.63	0.00
L 500	PAYROLL CLEARING ACCOUNT	122,550.94	0.00
L 510	ESTIMATED REVENUE	6,337,002.00	0.00
L 521	ENCUMBRANCES	131,045.98	0.00
L 522	EXPENDITURES	1,480,371.68	0.00
L 599	APPROPRIATED FUND BALANCE	104,849.40	0.00
L 821	RESERVE FOR ENCUMBRANCES	0.00	131,045.98
L 902	RESERVE FOR ACCRUED SICK/VACATION	0.00	652,623.00
L 909	FUND BALANCE, UNRESERVED	0.00	2,093,036.06
L 960	APPROPRIATIONS	0.00	6,441,851.40
L 980	REVENUES	0.00	3,127,991.08
L Fund Totals:		12,446,547.52	12,446,547.52
Grand Totals:		12,446,547.52	12,446,547.52

SOUTH HUNTINGTON LIBRARY

Revenue Status Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
H 2401	INTEREST	-39,084.07	0.00	-39,084.07	23,029.65	-62,113.72
H 2770	MISCELLANEOUS INCOME	0.00	189,000.00	189,000.00	189,000.00	0.00
H 2850	TRANSFER FROM GEN FUND	-15,000.00	0.00	-15,000.00	0.00	-15,000.00
H Totals:		-54,084.07	189,000.00	134,915.93	212,029.65	-77,113.72
Grand Totals:		-54,084.07	189,000.00	134,915.93	212,029.65	-77,113.72



Appropriation Status Detail Report By Function From 7/1/2023 To 10/31/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
H 7430.200-1	EMERGENCY REPAIR/REPLACEMENT	828,432.68	0.00	828,432.68	0.00	0.00	828,432.68
H 7430.200-5	HVAC REPLACEMENT - 2022/2023 (BHC PROJECT# 10183)	694,074.31	189,000.00	883,074.31	31,750.09	0.00	851,324.22
H 7430.200-6	CAPITAL IMPROVEMENT FEASIBILITY STUDY	27,500.00	0.00	27,500.00	0.00	0.00	27,500.00
H 7430.220	COMPUTER/TELECOMM/EQUIPMENT	79,104.04	0.00	79,104.04	0.00	0.00	79,104.04
7430	*	1,629,111.03	189,000.00	1,818,111.03	31,750.09	0.00	1,786,360.94
74	**	1,629,111.03	189,000.00	1,818,111.03	31,750.09	0.00	1,786,360.94
7	***	1,629,111.03	189,000.00	1,818,111.03	31,750.09	0.00	1,786,360.94
Fund HTotals:		1,629,111.03	189,000.00	1,818,111.03	31,750.09	0.00	1,786,360.94
Grand Totals:		1,629,111.03	189,000.00	1,818,111.03	31,750.09	0.00	1,786,360.94

SOUTH HUNTINGTON LIBRARY



Trial Balance Report From 7/1/2023 - 10/31/2023

Account	Description	Debits	Credits
H 200	VALLEY RESERVE CHECKING ACCT	192,071.43	0.00
H 210	FLUSHING M/M	1,656,403.23	0.00
H 510	ESTIMATED REVENUE	134,915.93	0.00
H 522	EXPENDITURES	31,750.09	0.00
H 599	APPROPRIATED FUND BALANCE	1,683,195.10	0.00
H 909	FUND BALANCE, UNRESERVED	0.00	1,668,195.10
H 960	APPROPRIATIONS	0.00	1,818,111.03
H 980	REVENUES	0.00	212,029.65
H Fund Totals:		3,698,335.78	3,698,335.78
Grand Totals:		3,698,335.78	3,698,335.78

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2023 - 10/31/2023



Account	Description	Debits	Credits
200	T/A CHECKING - VALLEY NAT'L BANK	16,618.76	0.00
TA 456	INTEREST	0.00	794.13
TA 630	DUE TO/FROM OTHER FUNDS	0.00	15,824.63
TA Fund Totals:		16,618.76	16,618.76
Grand Totals:		16,618.76	16,618.76

Investment Report

General Fund

Flushing Bank

The current balance in this account is \$3,781,504.86 and the account is earning interest at 4.08%.

Capital Reserve Fund

Capital Reserve Projects

Flushing Bank

The money market account balance of \$1,656,403.23 is earning interest at 4.08%.

11/14/2023

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

TO: Board of Trustees

FROM: Stella Fox
 2023/24 Finance Chairperson

DATE: November 20, 2023

RE: Monthly check review

I have reviewed copies 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 #	Check Date	Vendor Name	Check Amount
58899	9/18/23	BAKER & TAYLOR	10,815.69
58910	9/18/23	COUNTY LINE HARDWARE	60.08
58929	9/18/23	HIGH HOPES PRODUCTIONS	165.00
58940	9/18/23	KANOPY LLC	514.00
58960	9/18/23	LESTER PALDY	195.00
58968	9/18/23	QUILL CORPORATION	119.89
58982	9/18/23	THE BAKING COACH, INC.	990.00
58986	9/18/23	WERNER'S PLUMBING & HEATING	2,670.00

The following checks were still outstanding:

Check #	Check Date	Vendor Name	Check Amount
58914	9/18/23	DEMCO	775.75
58921	9/18/23	SUSAN J. FISHBEIN	1,200.00

Appointments

Name	Title	Hours / Week	Salary	Step	Effective Date
Bladimir Lara	PT Custodian	9/wk	\$19.79/hr	1	11/13/2023

Resignation

Name	Title	Hours / Week	Salary	Step	Effective Date
Andy Canadas	PT Custodian	9/wk	\$20.19/hr	2	11/30/2023

Dear Mrs. Scherer and The SHPL Board

October 20th, 2023

This is my official resignation letter for South Huntington Public Library. My last day will be November 30th. I am happy to inform you all that I was given a chance for another career opportunity at another local library.

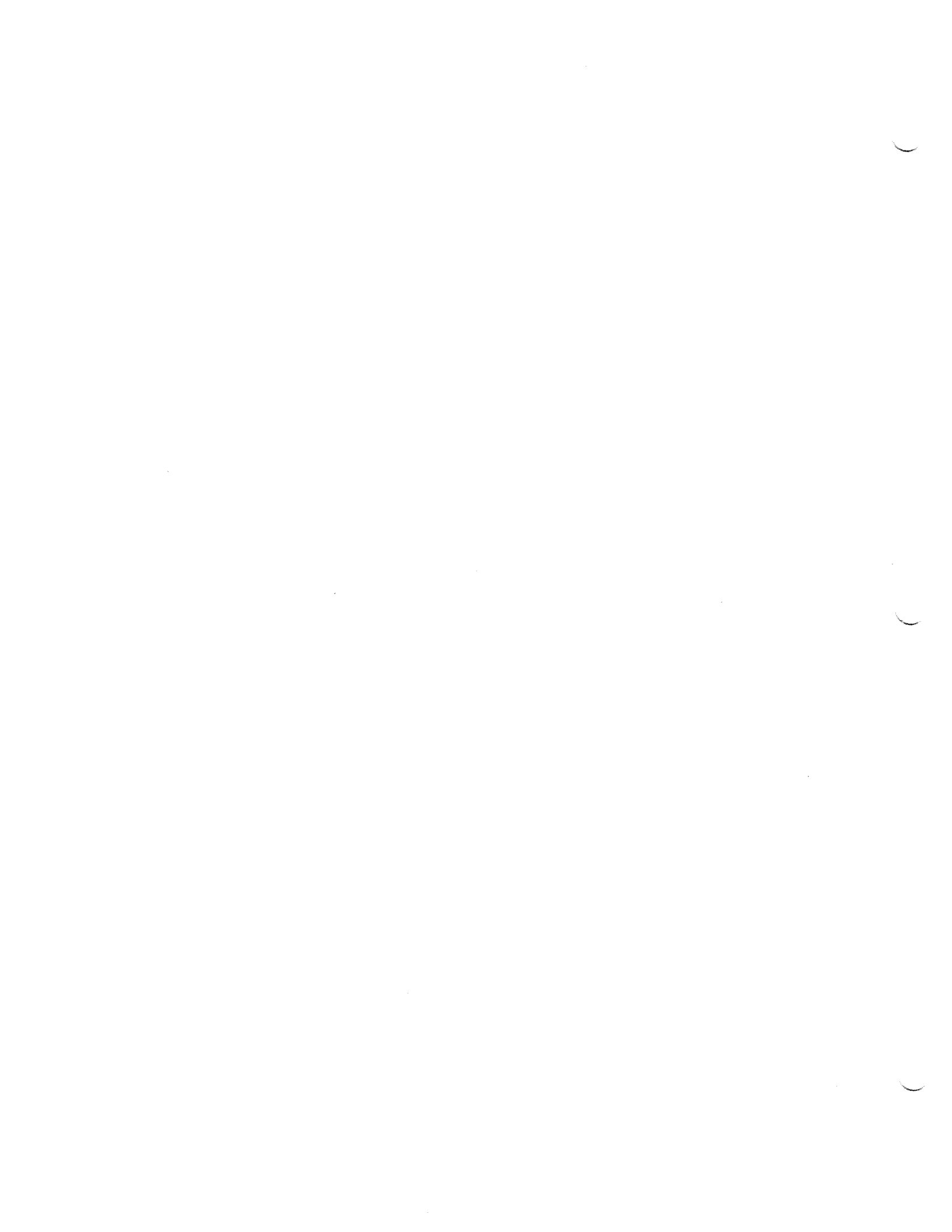
I would like to say a special thanks to the night staff who've worked alongside me since April of 2021. They've been incredibly kind and helpful during my time at South Huntington, I'll always remember and cherish the good memories we've created together. I would also like to thank Mr. Capone. Even though I am not pursuing a career in a labor position, Mr. Capone has taught me many valuable trades, shown me many cleaning methods, and demonstrated to me how to use different types of cleaning equipment, which I had no prior experience with. Lastly, Mr. Capone was very generous with my school schedule. It was because of him and the flexibility of the whole maintenance department I was able to achieve my undergraduate in computer science.

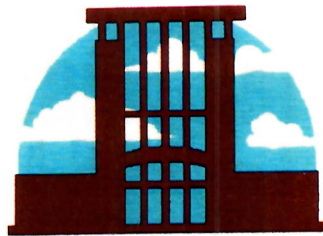
I will continue my journey in the library field to become a children librarian and hopefully with great timing as a director. I hope for nothing but the best for South Huntington Public Library and all the staff here. Please keep me in mind for any future librarian or computer services position available in the future.

Thank you for everything!

A handwritten signature in black ink, appearing to read "Andy S Canadas". The signature is fluid and cursive, with a long horizontal flourish at the end.

Andy S Canadas





SOUTH HUNTINGTON PUBLIC LIBRARY

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

Phone: 631-549-4411

contactus@shpl.info

November 10, 2023

Mrs. Patricia Dillon
31 Colonial Drive
Huntington, NY 11743

Dear Pat:

On behalf of the board of trustees and administration, thank you for helping at our Friends of the Library Book Sale and set-up. The sale was well attended and the final sale amount will be reported at our next Friend's meeting. All profits will benefit the Friends.

In addition, we thank you for donating your time to our Friends group. The Friends are an asset to our library community by their support of programs such as summer and winter reading clubs, student scholarships, special concerts and more.

Sincerely,

Janet Scherer
Director



SOUTH HUNTINGTON PUBLIC LIBRARY

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

Phone: 631-549-4411

contactus@shpl.info

November 10, 2023

Mrs. Jeanne Condon
156 Iceland Drive
Huntington Station, NY 11746

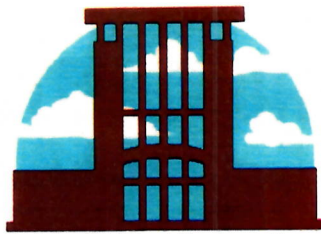
Dear Jeanne:

On behalf of the board of trustees and administration, thank you for helping at our Friends of the Library Book Sale and set-up. The sale was well attended and the final sale amount will be reported at our next Friend's meeting. All profits will benefit the Friends.

In addition, we thank you for donating your time to our Friends group. The Friends are an asset to our library community by their support of programs such as summer and winter reading clubs, student scholarships, special concerts and more.

Sincerely,

Janet Scherer
Director



SOUTH HUNTINGTON PUBLIC LIBRARY

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Phone: 631-549-4411

contactus@shpl.info

November 10, 2023

Ms. Kathryn Petritis
4 Greenmeadow Lane
Huntington, NY 11743

Dear Kathryn:

On behalf of the board of trustees and administration, thank you for helping at our Friends of the Library Book Sale and set-up. The sale was well attended and the final sale amount will be reported at our next Friend's meeting. All profits will benefit the Friends.

In addition, we thank you for donating your time to our Friends group. The Friends are an asset to our library community by their support of programs such as summer and winter reading clubs, student scholarships, special concerts and more.

Sincerely,

A handwritten signature in black ink that reads "Janet Scherer". The signature is written in a cursive style.

Janet Scherer
Director



SOUTH HUNTINGTON PUBLIC LIBRARY

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

Phone: 631-548-4411

contactus@shpl.info

November 10, 2023

Ms. Carolyn Knittel
9 Nicolette Court
Huntington Station, NY 11746

Dear Carolyn:

On behalf of the board of trustees and administration, thank you for helping at our Friends of the Library Book Sale and set-up. The sale was well attended and the final sale amount will be reported at our next Friend's meeting. All profits will benefit the Friends.

In addition, we thank you for donating your time to our Friends group. The Friends are an asset to our library community by their support of programs such as summer and winter reading clubs, student scholarships, special concerts and more.

Sincerely,

Janet Scherer
Director



SOUTH HUNTINGTON PUBLIC LIBRARY

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

Phone: 631-549-4411

contactus@shpl.info

November 10, 2023

Ms. PJ Novak
8 Hayloft Court
Huntington Station, NY 11746

Dear PJ:

On behalf of the board of trustees and administration, thank you for helping at our Friends of the Library Book Sale and set-up. The sale was well attended and the final sale amount will be reported at our next Friend's meeting. All profits will benefit the Friends.

In addition, we thank you for donating your time to our Friends group. The Friends are an asset to our library community by their support of programs such as summer and winter reading clubs, student scholarships, special concerts and more.

Sincerely,

A handwritten signature in black ink that reads "Janet".

Janet Scherer
Director



SOUTH HUNTINGTON PUBLIC LIBRARY

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

Phone: 631-549-4411

contactus@shpl.info

November 10, 2023

Ms. Mary Bly
22 Prospect Drive North
Huntington Station, NY 11746

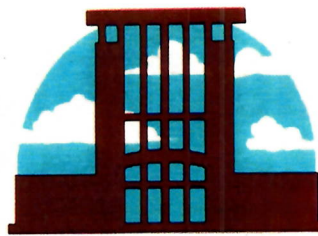
Dear Mary:

On behalf of the board of trustees and administration, thank you for helping at our Friends of the Library Book Sale. The sale was well attended and the final sale amount will be reported at our next Friend's meeting. All profits will benefit the Friends.

In addition, we thank you for donating your time to our Friends group. The Friends are an asset to our library community by their support of programs such as summer and winter reading clubs, student scholarships, special concerts and more.

Sincerely,

Janet Scherer
Director



SOUTH HUNTINGTON PUBLIC LIBRARY

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

Phone: 631-548-4411

contactus@shpl.info

November 10, 2023

Ms. Jo-Ann Malchiodi
14 Covington Street
Huntington Station, NY 11746

Dear Jo-Ann:

On behalf of the board of trustees and administration, thank you for helping at our Friends of the Library Book Sale. The sale was well attended and the final sale amount will be reported at our next Friend's meeting. All profits will benefit the Friends.

In addition, we thank you for donating your time to our Friends group. The Friends are an asset to our library community by their support of programs such as summer and winter reading clubs, student scholarships, special concerts and more.

Sincerely,

Janet Scherer
Director



SOUTH HUNTINGTON PUBLIC LIBRARY

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

Phone: 631-549-4411

contactus@shpl.info

November 10, 2023

Ms. Regina Zorn
6 Plumtree Lane
Huntington Station, NY 11746

Dear Regina:

On behalf of the board of trustees and administration, thank you for helping at our Friends of the Library Book Sale. The sale was well attended and the final sale amount will be reported at our next Friend's meeting. All profits will benefit the Friends.

In addition, we thank you for donating your time to our Friends group. The Friends are an asset to our library community by their support of programs such as summer and winter reading clubs, student scholarships, special concerts and more.

Sincerely,

Janet Scherer
Director



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

Phone: 631-549-4411

contactus@shpl.info

November 10, 2023

Ms. Sharon Levitt
35 Sanford Street
Huntington Station, NY 11746

Dear Sharon:

On behalf of the board of trustees and administration, thank you for helping at our Friends of the Library Book Sale. The sale was well attended and the final sale amount will be reported at our next Friend's meeting. All profits will benefit the Friends.

In addition, we thank you for donating your time to our Friends group. The Friends are an asset to our library community by their support of programs such as summer and winter reading clubs, student scholarships, special concerts and more.

Sincerely,

A handwritten signature in cursive script that reads "Janet".

Janet Scherer
Director



SOUTH HUNTINGTON PUBLIC LIBRARY

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

Phone: 631-549-4411

contactus@shpl.info

November 10, 2023

Ms. Janet Farrell
37 Downs Road
Huntington, NY 11743

Dear Janet:

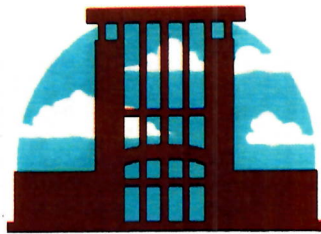
On behalf of the board of trustees and administration, thank you for helping at our Friends of the Library Book Sale. The sale was well attended and the final sale amount will be reported at our next Friend's meeting. All profits will benefit the Friends.

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Sincerely,

A handwritten signature in black ink that reads "Janet Scherer". The signature is written in a cursive style.

Janet Scherer
Director



SOUTH HUNTINGTON PUBLIC LIBRARY

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

Phone: 631-549-4411

contactus@shpl.info

November 10, 2023

Ms. Natalie Grillo
1 Hardwick Drive
Huntington Station, NY 11746

Dear Natalie:

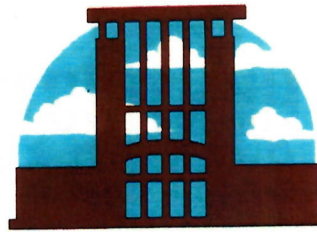
On behalf of the board of trustees and administration, thank you for helping at our Friends of the Library Book Sale. The sale was well attended and the final sale amount will be reported at our next Friend's meeting. All profits will benefit the Friends.

In addition, we thank you for donating your time to our Friends group. The Friends are an asset to our library community by their support of programs such as summer and winter reading clubs, student scholarships, special concerts and more.

Sincerely,

A handwritten signature in black ink that reads "Janet".

Janet Scherer
Director



SOUTH HUNTINGTON PUBLIC LIBRARY

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

Phone: 631-549-4411

contactus@shpl.info

November 10, 2023

Ms. JoAnn Messina
279 Evergreen Avenue
Huntington Station, NY 11746

Dear JoAnn:

On behalf of the board of trustees and administration, thank you for helping at our Friends of the Library Book Sale. The sale was well attended and the final sale amount will be reported at our next Friend's meeting. All profits will benefit the Friends.

In addition, we thank you for donating your time to our Friends group. The Friends are an asset to our library community by their support of programs such as summer and winter reading clubs, student scholarships, special concerts and more.

Sincerely,

Janet Scherer
Director

Friends Book Sale

Our annual Fall Book Sale took place on Saturday, November 4th and Sunday, November 5th. Members of the Friends of the Library volunteered their time to set up the sale on Friday and, along with the Teen Advisory Board members, ran the sale on the weekend. All proceeds benefit the Friends who report a profit \$742.75 for the weekend. We were able to keep the sale going through Tuesday and when the sales are calculated we will add that revenue to the total.

Veterans Concert

Our annual Veteran's Day concert took place on Saturday, November 4th. As always, it was huge success. Our community never tires of hearing the wonderful music made popular during the Big Band era and our veterans appreciate the recognition.

Holiday Party

Our staff get together will take place on Sunday, December 3rd at 5:30 p.m. Dinner menu and final cost can be found in your binder. Staff has chosen Spuntino for this holiday celebration.

Building Projects

Mezzanine – We are expecting delivery of our new study tables and our Pillar Booths within the next several weeks. Our pages are working hard to clear the shelves so that Ray can remove the necessary shelving.

EV Charging Stations – The planning is in the hands of engineers. Architect John Tanzi will contact us as soon as we have more definitive news as to a start date.

HVAC – We met with our architect Chris Sepp, a member of the engineering team and the contractor to discuss reasons as to why the project has stalled. The ongoing issue is attributed to a backlog in equipment production. The contractor is now researching whether other manufacturers can supply the proper equipment in a timelier manner.

SHUFSD Recognition

I have been invited to the November 15th SHUFSD board meeting where they recognize their community partnerships for their dedication and support of the district.

Meetings

October 3	Tuesday	10:00 a.m.	SLI Marketing & PR Meeting
October 3	Tuesday	2:00 p.m.	OCLC Webinar: Climate Justice and Libraries
October 4	Wednesday	9:00 a.m.	Staff Book Discussion
October 5	Thursday	10:00 a.m.	Meeting with Securitas
October 6	Friday	8-3:30 p.m.	Annual LILRC Conference
October 11	Wednesday	9:00 a.m.	Staff Meeting
October 16	Monday	10:00 a.m.	SLI Community of Practice Meeting
October 16	Monday	7:00 p.m.	SHPL Board Meeting
October 17	Tuesday	10:00 a.m.	LILRC Board Meeting
October 18	Wednesday	10:00 a.m.	Huntington Director's Zone Meeting
October 18	Wednesday	7:00 p.m.	Book Discussion Facilitation
October 25	Wednesday	10:00 a.m.	Harborfields Library Sustainable Certification Celebration

October 31	Tuesday	1:30 p.m.	Interview - PT Maintenance
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Important Dates

Staff Holiday Party – Sunday, December 3, 2023 @ 5:30 p.m.

SHPL Board Meeting – Monday, December 18, 2023 @ 7:00 p.m.

Artificial Intelligence User Group

We have officially formed our staff artificial intelligence user group. It is currently comprised of full-time and part-time clerical and librarian staff from Youth Services, YA, Reference, Computer Services, and Circulation. There are presently fourteen members in the group. At present, we have explored ChatGPT, and begun to look at text-to-image generators. Staff is experimenting with how effective these tools can be, what use cases may or may not be appropriate, and discussing their findings with their fellow group members. These exercises will help staff to understand AI technology and its capabilities, and be better positioned to evaluate different third-party tools that library vendors will be rolling out in the near future, even as the regulatory environment slowly takes shape.

New York Library Association Annual Conference

I had the privilege of attending the 2023 NYLA Conference in Saratoga Springs, on November 1-4. I served as a presenter on two sessions:

- **Tech Trends for Libraries in 2024**

This was a panel discussion with three colleagues: James Hutter, Assistant Director of Port Washington Library, Chris DeCristofaro, Head of Digital Services at the Sachem Public Library, and James Hartmann, Head of Reference at the Wantagh Public Library. We looked at four topics from a library angle; AI, digital literacy, makerspaces, and digital security, and offered predictions on their impact to our operations. The talk was very well received by a standing-room only crowd.



- **Memorable Tech Experiences on a Budget**

I was the sole speaker for this session. It was focused on what elements make up a memorable tech experience, and to what degree we can separate cost from these elements. In doing so, I offered strategies on engaging with perceived expensive

technologies, such as 3d printing and augmented reality, even on a very limited budget.

Additionally, I attended a number of informative sessions, including *When Streaming Services Fail, Libraries Prevail*, *Teaching Tech for Non-Tech Teachers*, and *Increasing eBook Access Without Increasing Budgets*. I had been looking forward to *(More) Library Legal Issues in Real Life*, but it was sadly canceled.

I would like to thank the board for the opportunity to participate in this professional development and networking opportunity!

Meetings – October

Thursday, October 5	10:00 a.m.	Securitas Meeting
Thursday, October 5	1:30 p.m.	DH Meeting
Friday, October 6	All day.	LILRC Annual Meeting
Wednesday, October 11	9:00 a.m.	Staff Meeting
Wednesday, October 11	4:00 p.m.	Interview w/American Libraries
Thursday, October 12	10:00 a.m.	Technology Information Forum (TIF)
Monday, October 16	7:00 p.m.	Library Board of Trustees Meeting
Thursday, October 19	11:00 a.m.	Meeting with Joe Price/UTICA
Friday, October 20	10:00 a.m.	Annual Performance Evaluation
Tuesday, October 24	1:00 p.m.	University of Nevada, Reno re; Research Project "Learning New Library Skills"
Wednesday, October 25	10:00 a.m.	Harborfields SLI Celebration
Wednesday, October 25	12:00 p.m.	SHUFSD Workshop Planning Meeting
Wednesday, October 25	2:00 p.m.	AI User Group Meeting
Thursday, October 26	1:00 p.m.	Custodial Worker Interview

Building & Grounds Report

Prepared by Ray Capone

1. We fixed the staff double doors leading to the parking lot. The catch and release latch on the bottom of the door had become loose and was no longer locking properly. After disassembling and reassembling the lock, it is once again working.
2. With the increased foot traffic from the veteran's concert and the election, the theater carpet was in need of cleaning. We used the carpet extractor to get some stains out, and the carpet looks fine.
3. We hung the veteran's posters in the lobby, and the big flag on the wall in the theater in honor of Veterans Day.
4. We ordered eight chairs for the new tables that are going in the mezzanine area. The chairs are similar to those in the Technology Center; that model had been discontinued and was no longer available.
5. I had some minor repairs made to the rooftop #3 air handler. The heat exchanger was tripping in the morning during the startup phase, so Pyramid Air came in and had to replace the flame rod in the heating section. The air handler is once again working without issue.
6. We painted the AV Room this month.
7. We had to repair one the lights that illuminate the sign in the front of the building. The socket had become dried up and brittle. We removed the socket and purchased a new one from the hardware store and installed it, and the light is working once again.
8. We purchased a new hose and spray nozzle for the little carpet extractor. The old hose and nozzle were 20 years old and keep breaking on us. After a long search, we were able to source some replacement parts, and performed the fix.
9. We put away all of the outdoor furniture for the winter.
10. We had the irrigation system blown out and winterized.
11. We had to replace an auto-flusher in the public women's rooms both upstairs and downstairs.
12. Maintenance staff has been working on cleaning the grout in the gallery. They're about $\frac{3}{4}$ of the way done, and we're happy with how it looks, especially when compared to the unfinished portion.
13. We staked out the parking lot for the snow plowing service.

14. We adjusted the shelf in the mezzanine so that the pages can finish shifting the books down. Once the shift is complete, we will remove the shelving to make space for the study tables.

15. We cleaned all the air vents in the high ceiling area of Reference. We accessed them using the lift, and also vacuumed nearby ceiling tiles to help clear any dust and dirt.

16. We installed bars in front of the shelves in two more sections in Youth Services. These bars allow books to be stood up, cover out, and improves browsability.

16. We shut off all the outside water jackets for the winter.

17. We turned on and tested the boiler this month everything looked good and it ran well

18. We had to repair one of the new tables in reference from time to time the patrons try to move them and when they do the leg in the middle which runs the electric to the table falls off so we secured it back on and it looks fine now

19. We replaced an electrical outlet in the Program Room and out in the garden table area.

20. While removing an OPAC from the mezzanine, we discovered unused electrical boxes hidden in their footprint. I am having them covered with a small section of carpet.

21. We had to replace a broken ceiling tile in the men's room upstairs.

TO: Janet Scherer
FROM: Michael Bartolomeo
SUBJECT: NYLA Annual Conference 2023 Report

Thank you for the opportunity to attend the 2023 NYLA Annual Conference in Saratoga Springs, NY. Please find below a summary of some of the programs and events I attended that I believed warranted mention.

Digital Literacy Training Made Easy with DigitalLearn

As the conference curator for NYLA's SMART Section, this was one of the program we sponsored and I am glad we did because it expanded my knowledge of a free technology tool I have made use of for programs in the past. The tool itself is called DigitalLearn which is a website created in partnership between the Public Libraries Association and AT&T. The website, from what I understood of it, just provided templates for basic technology classes that include the PowerPoint, teaching notes, handouts, and other materials to essentially allow any librarian or staff member to run a program on it. What I did not know is that it also includes a patron-facing side of it that provides basic tech instruction through short video tutorials. These tutorials are a lot easier to consume than some of the lengthier tutorials on LinkedIn Learning. Most all are less than 30 minutes long. As a bonus, all the program materials and video tutorials are also available in Spanish. This is a resource I would to make available to our patrons.
<https://www.digitallearn.org/>

Teaching Tech for Non-Tech Teachers

This program was, as the title suggested, targeted for librarians and other library staff who may not necessarily be technology teachers but may need to provide technology instruction to patrons. One suggestion was to ensure that all public facing librarians and library assistants are knowledgeable on installing and using the library's digital services like Libby and Kanopy. This is something we have informally been doing but could benefit from becoming a more formal training. Our NicheAcademy service offers training videos on most all of our digital services and can fill this purpose.

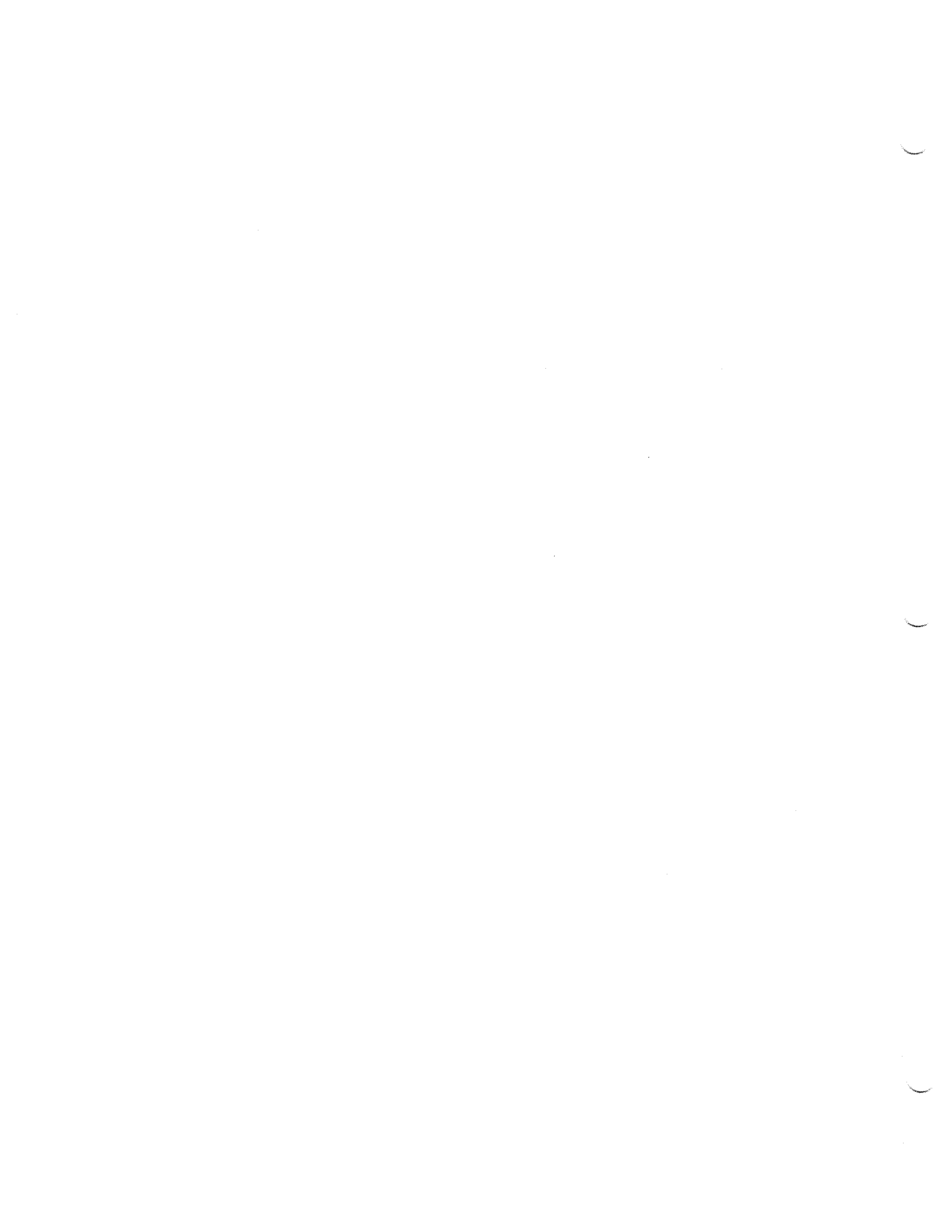
Beyond the Building

This was a program discussing ideas for outreach that libraries can perform in their community. Of the many ideas discussed by the presenters from the Oceanside library was partnering with local stores to provide tours and demonstrations of how they work. For example, they partnered with Trader Joe's to provide demonstrations on food preparation. It would be interesting to explore similar opportunities here at South Huntington, especially as we do not have to worry about bus transportation for attendees.

Memorable Tech Experiences on a Budget!

This was one of the programs Nick Tanzi presented and while he could likely report in more detail, I found the discussion on AI use in libraries timely and useful. The creation of an AI-powered chatbot that can answer basic directional questions (like where the bathrooms are or what time a program is) is not beyond our ability to create ourselves as AI tools develop and get cheaper. A training on the AI tools that are currently being integrated into products we already have, like Google Workspace, Canva, and Adobe Creative Cloud, would be beneficial to staff and is already being explored with our AI User Group.

Best Regards,
Michael Bartolomeo



Jennifer O'Connor
Conference Report
Association of Bookmobile and Outreach Services
Hershey, PA
October 8-11, 2023

Thank you to the Board, Janet and Nick for giving me the opportunity to attend the Association of Bookmobile and Outreach Services conference. I thoroughly enjoyed both our presentation as well as the other presentations during the week. In addition, meeting and chatting with other outreach professionals was invaluable.

On Monday, after breakfast and the opening session, we were scheduled to present our "WOW Your Community" program. We had over 70 people in attendance before we began and we noticed several more people standing at the back of the room during the presentation. In addition, our video presentation, which was made available for virtual attendees, had many more. According to the conference app, Whova, our presentation had 182 attendees in total. We had about 10 minutes to take questions at the end of our presentation and we got some really great feedback from attendees as well. Throughout the rest of the conference, we were often told by other librarians that they enjoyed our presentation. Since the conference, we have also received followup queries which have started some great conversations with librarians around the country. I'm so happy that our outreach model can help others try something similar in their own libraries and that we connected with some fellow outreach librarians through this program.

The speaker during lunch on Monday was Kathy Stokes, the director of the AARP Fraud Prevention Program. It was a very interesting talk about the fact that online and telephone fraud can happen to all ages, not just senior citizens. She provided figures in the billions of dollars that are lost when people become victims of these crimes. She advocates for the idea that victims should not be ashamed and that the language describing these crimes should not be that of victim blaming ("duped," "scammed," "lost"). She emphasized that the fraud is a crime, the perpetrators are criminals and while victims are often ashamed to have been defrauded, it is up to law enforcement to not diminish the fact that a crime has occurred and for the media to be careful to use words that do not place blame on the victim.

In the afternoon, I chose to attend a program titled "This is How We Do It: Serving Older Adults from Independent to Service No Longer Needed and Everything in Between." The speaker was the Loudoun County Public Library Outreach Services Manager. This library in Virginia has 10 branches. The Outreach Services team circulates items to 40 assisted living, retirement communities and nursing homes throughout the county. It is a big undertaking and the speaker gave us all the details for making this happen from specs of the carts they use to how they issue cards, circulate items and spend time with patrons. It was very interesting to hear how it's done but I was hoping to hear about more programming ideas. I was inspired to try to make "lobby stops" as they call them to the facilities in our service area to circulate items in the future.

The final session that I attended on Monday was titled "The Well-Oiled Outreach Machine." The speakers were the Outreach manager and Circulation Manager for Outreach at the Indianapolis Public Library. It is a large system and they have an Outreach department that consists of 6 staff members and a bookmobile. On a side note, the Indianapolis Public Library is also the home of the first library branch in the country to be considered a Certified Autism Center. The presenters gave a lot of good information about how bookmobile stops and circulation work in a large system which is interesting. However, the main points I took from this session were less concrete. They spoke about the need for defined, informed teamwork and formalized individual responsibilities within their team while emphasizing the importance of shared trust and ideals. Finally, they made a point to say that organizations are only as good as those managers who demonstrate participative leadership.

The morning session on Tuesday that I chose to attend was titled "Books By Mail: Reaching Every Patron." The speaker was from the OWWL system in NY (Ontario, Wayne, Wyoming and Livingston counties). Since it is such a large, rural system, they provide a books by mail service. One of the things that I thought was interesting is that they do not like to use the term "homebound" as they feel it has a negative connotation and because their service can be utilized by anyone that cannot get to a library for any reason. They also do not ask for a reason or nature of a disability or anything of that nature. Anyone can avail of the service mostly because their service area is so rural and there are many areas where residents are very far from a library. The system's goal is to alleviate the service gaps by providing books by mail. The speaker also talked about how they market the service. Social media, press releases, and partnering with agencies like Office of the Aging are their main ways to market.

The speaker during lunch on Tuesday was the author, Tiffany D. Jackson. I have not read any of her books as they are mostly YA suspense and horror but she was an engaging speaker who provided insight into her creative process and spoke of her love for libraries.

The last session I attended was "Creative Engagement for Patrons with Alzheimer's and Dementia" presented by the Community Services Coordinator for the Jackson District Library in Michigan. The presenter spoke about her experience using the Time Slips method for working older adults with dementia in assisted living and memory care facilities. She became a certified Time Slips facilitator after seeing the program in action and seeing how engaged the people became when answering open ended questions (which Time Slips calls Beautiful Questions) which are then used to tease out other observations, memories, or stories from the participants. She also often shows them photographs and they create stories line by line based on what they observe in the photographs. She writes down their observations and then reads them all back as a story. Other ways of engaging the participants could be big books often used in classrooms by elementary school teachers. Large text and attractive illustrations are a big hit with the residents. Finding big books that are not childish is a challenge but she gave out some recommendations. She also mentioned sensory activities such as lap blankets with items attached to hold or fidget. Finally, music is one of the best ways to engage this population as often lyrics and melodies from years ago are still remembered when other things are forgotten. Music also soothes and reduces agitation in residents. The Jackson District Library obtained a

grant to purchase iPods, headphones, and open an iTunes account to create customized playlists for residents using input from family members about types of music or specific songs they might like to hear. They then give the devices to those families that request them so that their loved one can listen any time. It was interesting to hear all the different methods of engaging with this group of seniors who can be hard to reach. The point of the presentation was that it can be done and done effectively as can be seen by smiles, sounds, eye contact, and reduced agitation.

I visited vendors at the conference as well. I was most interested in AARP, the FTC (information on fraud), and the National Network of Libraries of Medicine for health-related information. Most of the other vendors related to bookmobiles or book bikes. There was one vendor who had some interesting activity packs for working with seniors with memory loss which I might explore for our work at Sunrise Assisted Living.

The final activity that I was able to do at the conference was tour the display of bookmobiles. The SCLS SLED was there as well as the smaller vehicle so it was nice to talk to some of the familiar faces from system. We saw a fun van with a bubble machine built into its side and a truck that had pop out sides with shelving for books like an old lunch/snack truck but modernized. We also visited bookmobiles from VA, IL, QPL and more.

I plan to watch several more programs that I was not able to attend in person. ABOS made the videos available for all attendees for the next three months. While this conference was skewed towards bookmobiles and large system-resource sharing, I did find sessions to attend each day that were worthwhile and made me think about outreach efforts with WOW. It was also a very exciting experience to present our WOW information to a large audience because they were very welcoming and receptive to us. This was probably the friendliest conference I've ever been to. Outreach librarians have to be in order to do their jobs well!

Thank you again for this opportunity and I hope to bring some of the ideas and best practices to fruition with the WOW team.

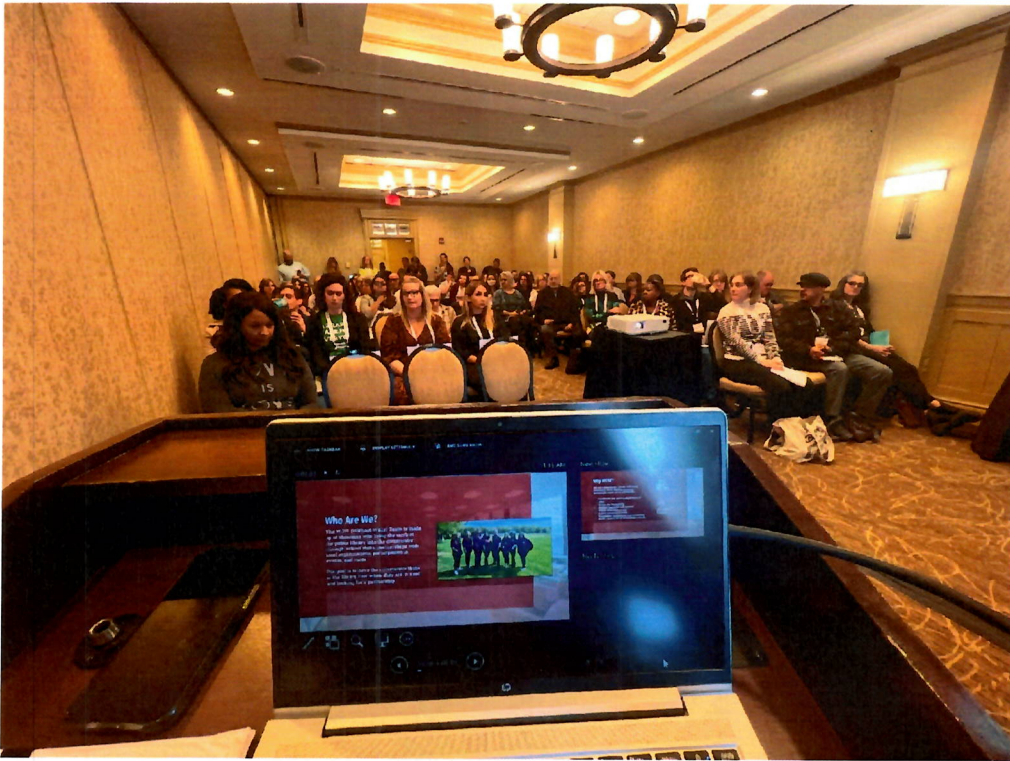
*See pictures below



Hershey characters at registration



Our presentation



The audience...it ended up being standing room only along with online viewers.



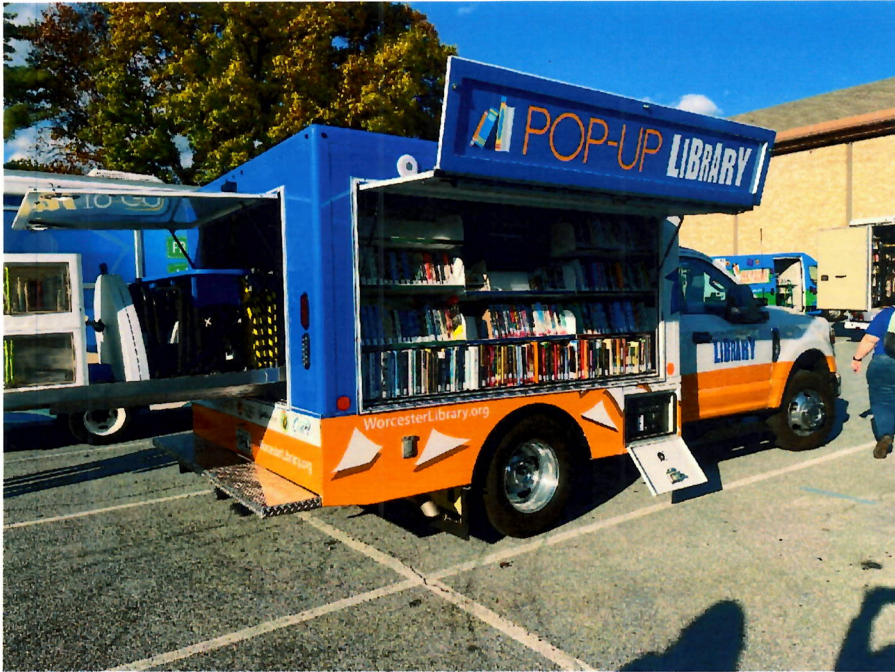
We met librarians from NJ, SC, VA, NV, FL, AZ, IL and so many other places.



Georgina tried riding a book bike



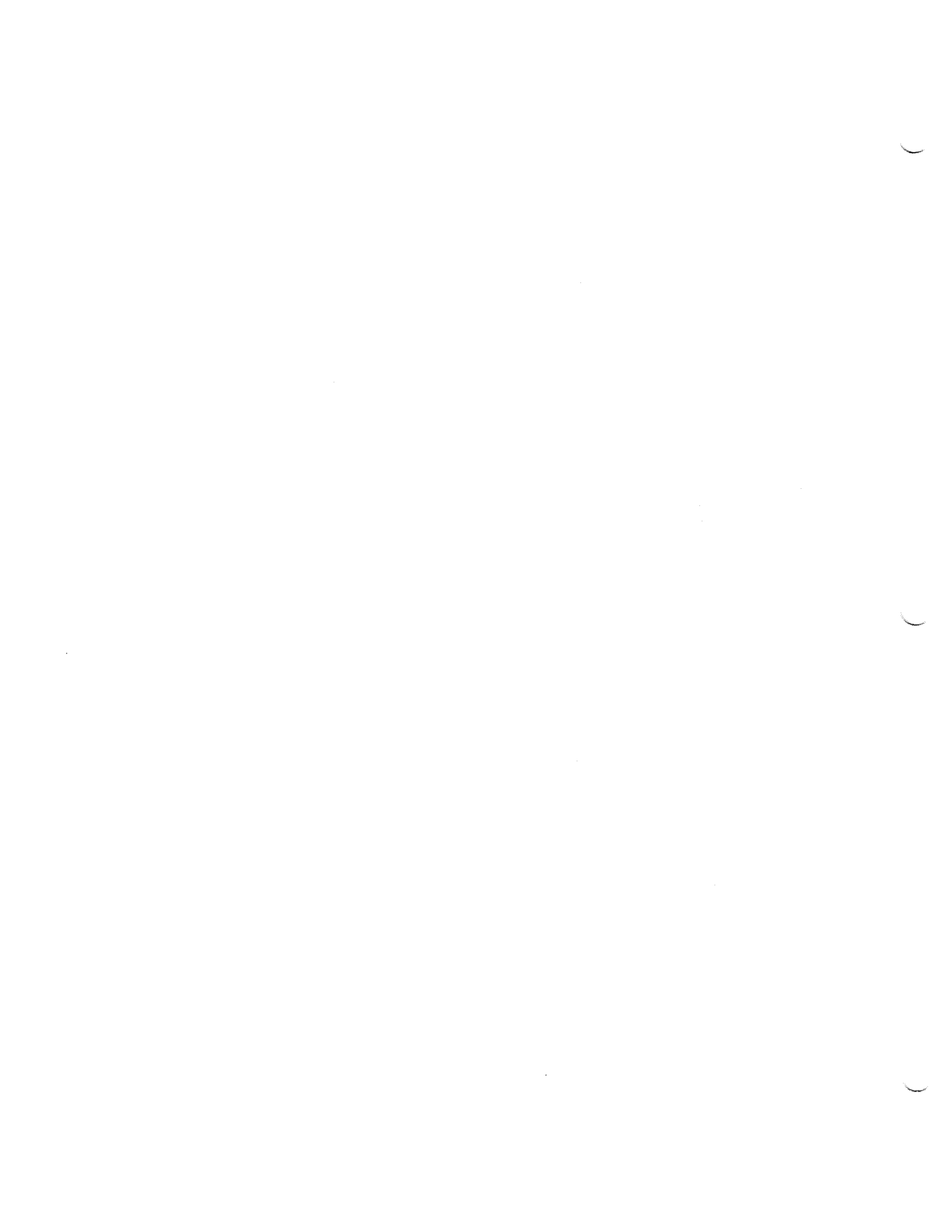
We visited with some friends at the SCLS SLED



A cool bookmobile from Worcester County, Maryland



Van with built in bubble machine



TO: Board of Trustees, South Huntington Public Library
FROM: Georgina Rivas-Martinez
DATE: October 10, 2023
RE: 2023 ABOS Annual Conference

Thank you for the opportunity to attend the 2023 ABOS Annual Conference in Hershey, Pennsylvania from Sunday, October 8th to Wednesday, October 11th. I truly appreciate the Administrations and Board's support of WOW's presentation at this conference.

Jen O'Connor and I were able to present our WOW Your Community presentation on the first presentation slot on the first day. We had a full room and had other attendees standing around the back. We received many positive comments, and were asked many questions which we were so happy to answer. We had about 70+ attendees in person and we had sent in a recording which virtual participants could view and has been seen over 60 times. This was truly such a welcoming conference and we really enjoyed presenting and getting to meet other outreach librarians from across the country.

In addition to presenting I was able to attend many wonderful workshops that have sparked new ideas, these are a few. . The first session I attended was **Saturdays@Frink -Outreach to a Community** which was presented by Eletha Davis the Outreach Director of Williamsburg Regional Library. She shared how their system consists of 3 branches and has adult outreach which does homebound and youth/community outreach who organizes school visits and fun community events. They also have bookmobiles, as well as support vehicles. In an effort to reach more patrons, she started collaborating with the Frink Community Center in 2022 where they plan once a month STEM programs. Library engagement went up 1000 percent as the community center is a central location where many patrons can get to. The programs offered are a Maker day, POP N Play, Fun Fest, and Digital navigation. This is such an interesting concept and I do think it could work for us with partners. Registration is required as they do have multiple sessions happening the same day, and keep count with clickers.

Another session I attended was **The Gift of No**, presented by Cary Poweziak. This presentation really focused on burn out and ways to work around it. She expressed how in jobs we always want to say yes even if we are feeling overwhelmed, and how we don't take action until it's a little too late. The session showcased ways we can heal from burnout such as accepting that our feelings are valid and they don't have a negative reflection of our performance, meditating, starting a self care regime, and setting boundaries. It was interesting that she asked us if we all look at our job descriptions often and how that along with a conversation with your supervisor is the start to creating boundaries. She also shared different ways in which one can say no in a diplomatic way that would not hurt anyone's feelings.

This is The Work... Outreach for People Experiencing Housing Insecurity

Presented by, Susy Gonzalez Pueschner,

Susy Gonzalez Pueschner from King County Library System gave an amazing! presentation about outreach to individuals who suffer from housing insecurity. The work they do is amazing, Susi is their outreach librarian and spearheaded this operation where they packed their Tech Lab, which is a truck

with wifi and laptops and would bring it to tent communities, where people would be able to apply for health care services, housing, etc. It was a risky operation at the start as there were no funds and the people in the tent communities were not really engaging with them. As time went on they saw how Susy and her partner were consistent and they opened up, sharing what type of help they needed. Sadly the pandemic put a halt to this, but they were able to partner with shelters and soup kitchens where they dropped off activity kits, and laptop/hotspot bundles. When they started they only serviced the tent community but because of the pandemic new partnerships with shelters was made allowing them to increase the number of people they reached. Partnerships and getting in tune with stakeholders is something that she also covered. She has gotten in touch with organizations to provide free haircuts, have a clothing bank, and got in touch with Costco for book donations. Post covid she started a Ready Set Kindergarten social emotional program for children from the tent communities. She shared how it was her first time running it and at the beginning it was so difficult because the children had never had that experience but as weeks went on they got into a routine and they would be ready for the start of Kindergarten.

Thank you for the opportunity to attend the 2023 ABOS Conference. It was a great conference and I have returned with many new ideas that I am excited to share with my co-workers and utilize to better serve the patrons in our community.

Respectfully,
Georgina Rivas-Martinez

Obsolete Equipment

November 20, 2023

Information

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

Recommendation

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

REPORT | ToBeExcised

South Huntington Public Library

Asset Tag ID	Category	Serial No	Brand	Model	Purchase Date	Status
30652003417476	Tablet	DLXH3HE5DFHW	Apple	iPad2,1 (Wi-Fi)	03/01/2012	EOL
30652002675454	Furniture and Fixtures	639GS089000713	Square	A-SKU-0273 (S089)	06/01/2017	EOL
30652002677211	Furniture and Fixtures	639GS089000710	Square	A-SKU-0273 (S089)	06/01/2017	EOL
30652004303576	Printer	PHBGQ08459	HP	LaserJet M506	01/01/2016	FAIL
30652002674820	Tablet	F9FTCRH3HLF9	Apple	iPad MP2F2LL/A	03/01/2017	EOL
30652002675256	Tablet	F9FTCT9MHLF9	Apple	iPad MP2F2LL/A	03/01/2017	EOL
30652002679837	Desktop PC	MXL943634R	HP	ProDesk 400 G6 SFF	09/01/2019	EOL

Metal Shelves

Quantity: 330

Maintenance Department



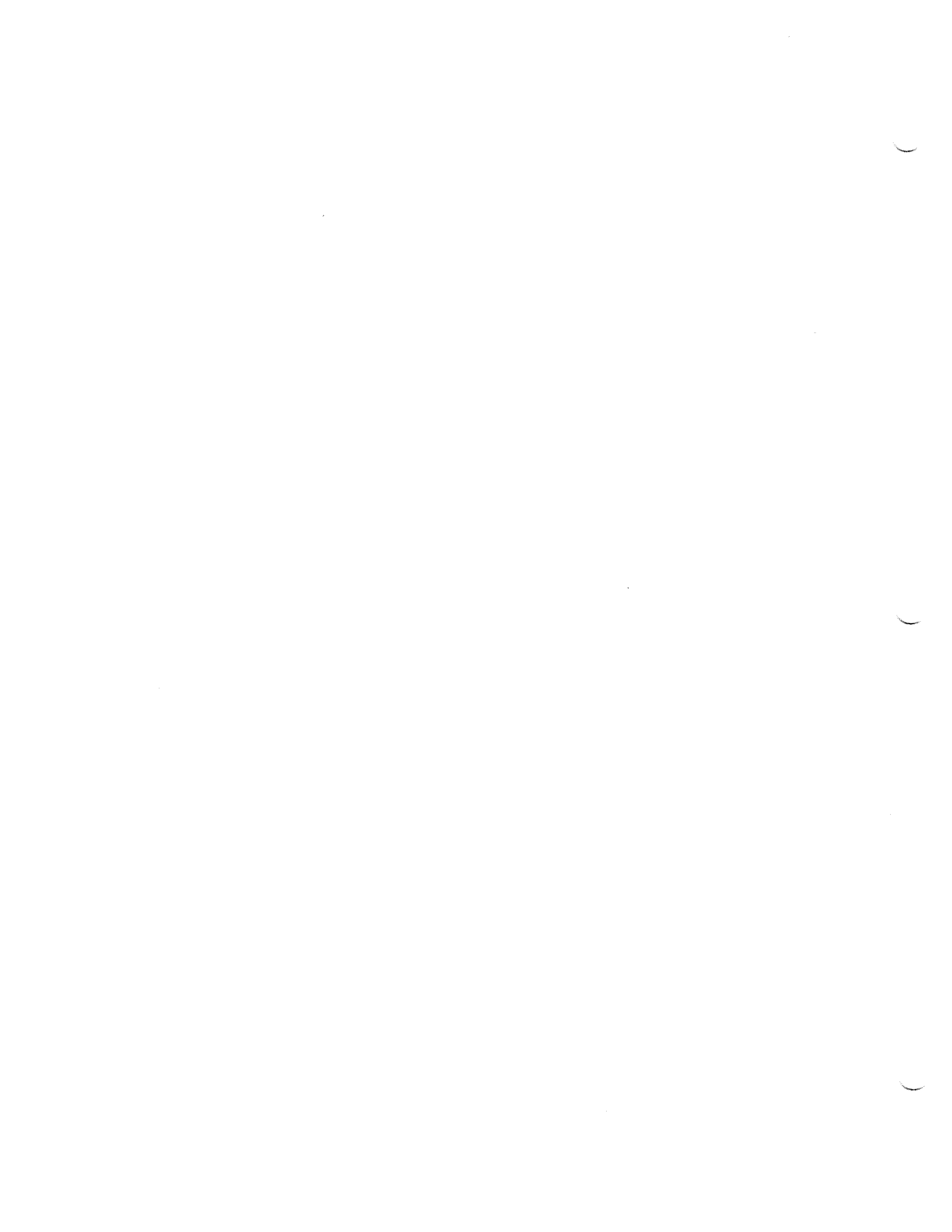
Business Policy Review

Information

Please find attached a copy of the South Huntington Public Library's Business Policy for your review. The changes are highlighted with the deletions crossed out.

Recommendation

That the Board of Trustees approves the revised South Huntington Public Library's Business Policy as written.



SOUTH HUNTINGTON PUBLIC LIBRARY

Business Policy Manual

Revised 11/20/2023

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1. Annual Audit	1
2. Treasurer	1
3. Payment of Bills	1
4. Credit Cards	2
5. Petty Cash Procedure	2
6. Investment Policy	2-8
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8. Budget Process	8
9. Fund Balance Policy	9
10. Insurance	9
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1. ANNUAL AUDIT

The library will retain the services of an independent certified public accountant who will provide service and consultation, review the financial records quarterly, and perform an annual audit in accordance with the requirements of the Office of the State Comptroller of the State of New York. The independent auditor will be appointed each year at the July organizational meeting of the library board of trustees.

A written report, including an opinion on the financial statements, will be prepared by the accountant at the close of the fiscal year. Under normal circumstances, the accountant will attend the September board meeting and present his or her findings.

2. TREASURER

The library will retain the services of an independent treasurer who will provide service and consultation, in accordance with the requirements of the New York State Department of Audit and Control. The treasurer will be appointed each year at the July organizational meeting of the library board of trustees.

3. PAYMENT OF BILLS

The fiscal year of the library shall run from July 1 through and including June 30.

Bills incurred by the library shall be presented to the board of trustees at each regular board meeting in a manner prescribed by the board of trustees and reviewed and approved by a board motion. The bills are approved by the director and an outside treasurer monthly. The president and treasurer co-sign the checks used for payment.

Pre-payment of payroll and employment tax bills are paid from a separate payroll account and are direct deposited into employee accounts. A report of the bi-weekly payroll is reviewed by the director, the outside treasurer and the board of trustees at the regularly scheduled board meeting.

The pre-payment of other bills (such as utilities, stamps, personnel benefits and those that carry a significant penalty for late payment) will be co-signed by the president of the board and the treasurer. A report of any such payments will be made to the board of trustees at the next regularly scheduled board meeting.

4. CREDIT CARDS

The board of trustees of the South Huntington Public Library has approved the establishment of corporate credit accounts.

Staff members, as designated by the library director and assistant director, will be permitted to use the corporate credit cards with the understanding that they are to be used for library purchases only. At no time are these cards to be used for personal purchases.

Without exception, employees must obtain receipts from vendors for all purchases made using their assigned library credit card, and these receipts must be submitted to the business office. The library reserves the right to request that the employee obtain a copy of any receipt that has not been submitted but appears on the monthly statement. If the employee cannot provide the receipt, the employee may be held personally liable for the expense.

Any misuse of the library's corporate credit cards, or delinquency in providing receipts for purchases, will result in the cancellation of the employee's corporate credit card, and the employee will be required to reimburse the library for purchases made. Additionally, the employee may be subject to disciplinary and/or legal action.

5. PETTY CASH PROCEDURE

The balance for the petty cash fund will be set at the annual organizational meeting (July board meeting). Petty cash disbursements are made throughout the month, and a monthly check will be issued to replenish the account. The check requisition form, along with receipts for the expenditures, will be reviewed by the business manager and the director prior to issuance of the check.

6. INVESTMENT POLICY

I. SCOPE

This investment policy will apply to all moneys and other financial resources available for deposit and investment by the South Huntington Public Library on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the South Huntington Public Library's investment activities are, in priority order:

- To conform with all applicable federal, state and other legal requirements (legal);
- To adequately safeguard principal (safety);

- To provide sufficient liquidity to meet all operating requirements (liquidity);
- To obtain a reasonable rate of return (yield).

III. PRUDENCE

All participants in the investment process will seek to act responsibly as custodians of the public trust and will avoid any transaction that might impair public confidence in the South Huntington Public Library.

~~Investments will be made with prudence, diligence, skill, judgment, and care, under circumstances then prevailing, which knowledgeable and prudent persons acting in like capacity would use.~~ Investments will be made wisely and carefully, using good judgment and skill, based on the current situation, similar to how knowledgeable and careful people in the same role would do. Decisions will be made not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

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

IV. DIVERSIFICATION

It is the policy of the South Huntington Public Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

The board of trustees will establish appropriate limits for investments that can be made with each financial institution or dealer and will evaluate this listing annually.

V. INTERNAL CONTROLS

It is the policy of the South Huntington Public Library for all moneys collected by any officer or employee of the library to be transferred to the business manager for deposit within five days of receipt, or within the time specified in law, whichever is shorter.

The library director and/or business manager will be responsible for establishing and maintaining internal control procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition and that transactions are executed in accordance with management's authorization, recorded properly, and managed in compliance with applicable laws and regulations.

VI. DESIGNATION OF DEPOSITORIES

The director, or his/her designee, is authorized to deposit all available library funds in the short-term account that he/she feels best meets the library's current financial needs.

The director will report the deposit of all library funds to the board of trustees in the monthly financial report.

The board of trustees expects that the director, or his/her designee, will deposit all available library funds into authorized accounts in a timely manner.

As part of the annual reorganization in July, the board will approve the bank depositories and the maximum amounts to be deposited at each such depository.

VII. SECURING DEPOSITS AND INVESTMENTS

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, "deposits") **approved by the board of trustees and** made on behalf of the South Huntington Public Library that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, including pursuant to a Deposit Placement Program in accordance with law, will be secured by:

- A pledge of "eligible securities" with an aggregate "market value" as provided by GML §10, that is at least equal to the aggregate amount of deposits on behalf of the South Huntington Public Library; (See below "Appendix A: Schedule of Eligible Securities" of this policy for a listing) or:
- An "eligible letter of credit," payable to the South Huntington Public Library, as security for 140 percent of the aggregate amount of deposits and the agreed-upon interest, if any. An "eligible letter of credit" will be an irrevocable letter of credit issued in favor of the South Huntington Public Library, for a term not to exceed 90 days, by a qualified bank (other than the bank where the secured money is deposited). A qualified bank is either one whose commercial paper and other unsecured short-term debt obligations (or in the case of a bank that is the principal subsidiary of a holding company, whose holding company's commercial paper and other unsecured short-term debt obligations) are rated in one of the three highest categories by a least one nationally recognized statistical rating organization or one that follows applicable federal minimum risk-based capital requirements; or:

- An “eligible surety bond,” payable to the South Huntington Public Library, for an amount at least equal to 100 percent of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations. The board of trustees will approve the terms and conditions of the surety bond.

Appendix A
Schedule of Eligible Securities

- 1) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- 2) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance guaranty.
- 3) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- 4) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- 5) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- 6) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating.
- 7) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- 8) Any mortgage rated securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- 9) Commercial paper and bankers’ acceptances issued by a bank, other than the Bank, rated in the highest short-term category by at least one nationally recognized statistical rating organization and having maturities of no longer than 60 days from the day they are pledged.
- 10) Zero coupon obligations of the United States government marketed as “Treasury strips”.

VIII. SAFEKEEPING AND COLLATERALIZATION

Eligible securities, not including those included in a Deposit Placement Program, used for collateralizing deposits made on behalf of the South Huntington Public Library will be held by a depository approved by the board of trustees and subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure South Huntington Public Library deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It will also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the criteria that will enable the South Huntington Public Library to exercise its rights against the pledged securities.

If the securities are not registered or inscribed in the name of the South Huntington Public Library, such securities will be delivered in a form suitable for transfer or with an assignment in the bank to the South Huntington Public Library or its custodial bank

The custodial agreement will provide that pledged securities will be held by the bank or trust company, as agent of and custodian for the South Huntington Public Library; will be kept separate and apart from the general assets of the custodial bank or trust company, and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement will also describe how the custodian will confirm the receipt, substitution or release of the collateral, and it will provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreements will include all provisions necessary to provide the South Huntington Public Library a perfect interest in the securities.

IX. PERMITTED INVESTMENTS

As provided by General Municipal Law, §11, the South Huntington Public Library will authorize the library director and/or the business manager to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;

- Obligations issued pursuant to Local Finance Law §24.00 or 25.00 (i.e., Tax Anticipation Notice or Revenue Anticipation Notes) (with approval of the State Comptroller) by any municipality, school district or district corporation in the State of New York other than the South Huntington Public Library.

All investment obligations shall be payable or redeemable at the option of the South Huntington Public Library within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, will be payable or redeemable at the option of the South Huntington Public Library within two years of the date of purchase. Time deposit accounts and certificates of deposit will be payable within such times as the proceeds will be needed to meet expenditures for which the moneys were obtained, and will be secured as provided in Sections VII and VIII herein.

X. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

All financial institutions and dealers with which the South Huntington Public Library transacts business shall be creditworthy and have an appropriate level of experience, capitalization, size, and other factors that make the financial institution or the dealer capable and qualified to transact business with the South Huntington Public Library. The director and/or business manager will evaluate the financial position and maintain a listing of proposed depositories, trading partners, and custodians. Recent Reports of Condition and Income (call reports) will be obtained for proposed banks. Security dealers that are not affiliated with a bank will be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

The South Huntington Public Library will maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amounts of investments that can be made with each financial institution or dealer.

XI. PURCHASE OF INVESTMENTS

The library director and/or business manager will be authorized to contract for the purchase of investments:

1. Directly from an authorized trading partner.
2. By participation in a cooperative investment agreement with other authorized municipal corporations pursuant to Article 5G of the General Municipal Law and in accordance with Article 3-A of the General Municipal Law.

XII. COURIER SERVICE

The director and/or business manager may, subject to the approval of the board of trustees by resolution, enter into a contract with a courier service for the purpose of causing the deposit of public funds with a bank or trust company. The courier service will be required to obtain a surety bond for the full amount entrusted to the courier, payable to the South Huntington Public Library, and executed by an insurance company authorized to do business in the State of New York, with a claims-paying ability that is rated in the highest rating category by at least two nationally recognized statistical rating organizations, to insure against any loss of public deposits entrusted to the courier service for deposit or failure to deposit the full amount entrusted to the courier service.

The South Huntington Public Library may agree with the depository bank or trust company that the bank or trust company will reimburse all or part of, but not more than, the actual cost incurred by the South Huntington Public Library in transporting items for deposit through a courier service. Any such reimbursement agreement will apply only to a specified deposit transaction and may be subject to such terms, conditions and limitations as the bank or trust company deems necessary to ensure sound banking practices, including, but not limited to, any terms, conditions or limitations that may be required by the banking department or other federal or state authority.

XIII. ANNUAL REVIEW AND AMENDMENTS

The board of trustees will review this investment policy annually and have the power to amend this policy at any time.

7. THIRD PARTY CUSTODIAL AGREEMENTS (Held in Business Office)

8. BUDGET PROCESS

The director will prepare the first draft of a proposed budget for discussion at the November board meeting. A second discussion on the budget will take place at the December board meeting, and a third, at the January board meeting. The final discussion will take place at the February meeting, when the final proposed budget will be adopted by the board for presentation to the public. Typically, the date of the vote is on a Tuesday in the first or second week of the month of April. If practical, the South Huntington Public Library's budget vote day will coincide with the voting dates of neighboring libraries.

9. FUND BALANCE POLICY

In accordance with GASB 54, the Unassigned General Fund Balance will only be appropriated by formal action of the South Huntington Public Library Board of Trustees. Amendments or modifications to all allocations of fund balances must also be approved by formal action of the South Huntington Public Library Board of Trustees.

A portion of the library's Unassigned General Fund Balance will be maintained as such to provide the library with sufficient working capital and a margin of safety to address emergencies without borrowing. The library will strive to maintain a yearly fund balance in the general operating fund in which the total unassigned fund balance is 25 percent of the projected expenditures for the ensuing budget year (which equals three months of the total operating expenditures).

When it is appropriate for fund balance to be classified as *assigned*, the library board will delegate authority to the director.

In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended will be as follows: *restricted fund balance*, followed by *committed fund balance*, *assigned fund balance*, and lastly, *unassigned fund balance*.

10. INSURANCE

The library will maintain a commercial insurance package for the building, contents and liability and a separate automobile policy.

11. BUILDING AND CONTENTS APPRAISAL

For insurance protection purposes, a complete inventory will be conducted annually and appraisal of the library building and contents will be undertaken every ~~four~~ **seven** years.

12. PURCHASING POLICIES AND PROCEDURES

1. All purchases of goods and contracts for public services shall be made in accordance with the provisions of the New York State General Municipal Law. Every prospective purchase of goods/services must be initially reviewed to determine whether it is a purchase contract or public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can be reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in a year.

2. Except as otherwise provided by law (paragraphs 3a and 3b), all public works contracts in excess of \$35,000 and all purchase contracts in excess of \$20,000 shall be subject to competitive bidding.
 - a. Rejection of a Low Bidder based upon an initial determination that the Low Bidder is not "responsible" within the meaning of the General Municipal Law shall be made following notice to the Low Bidder of the Board's intent to so disqualify him/her and providing the Low Bidder an opportunity to be heard by the Board or its designee on the issue of his/her qualifications.
3. For public works and purchase contracts which fall below the competitive bidding thresholds stated in paragraph "2," the following conditions may apply:
 - a. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: emergency purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions, purchases under New York State, Suffolk County, Town of Huntington, or Suffolk Cooperative Library System contracts and surplus and secondhand purchases from another government entity.
 - b. General Municipal Law 103, Subdivision 16, permits political subdivisions "to make purchases ... or to contract for services ... through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein...." Such a piggyback contract may be used if it has been "let in a manner that constitutes competitive bidding consistent with state law, and made available for use by other governmental entities."
 - c. The decision that a purchase is not subject to competitive bidding will be documented in writing by the individual making the purchase. This document may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract or contract number indicating the source that makes the item or service exempt, a memo from the purchase detailing the circumstance that led to an emergency purchase or any other written documentation that is appropriate.
 - d. All goods and services not subject to competitive bidding will be secured by use of written requests for proposals (RFP), written quotations, verbal quotations or any other method that assures that goods will be purchased at the lowest price and that favoritism will be avoided.
 - e. Any questions regarding the applicability of any of these exceptions should be referred to Library Counsel.

4. The following method of purchase will be used when required by this policy to achieve the highest savings.

<u>Estimated Amount /Purchase Contract</u>	<u>Method</u>
\$0 to \$500	No quotes required
\$501 to \$750	Two written quotes
\$751 to \$2,000	Written request for the goods And written quotes from 2 vendors
\$2,001 to \$20,000	Written request (RFP) and written quotes from 3 vendors

<u>Estimated Amount /Public Works Contract</u>	<u>Method</u>
\$0 to \$1,000	No quotes required
\$1,001 to \$3,000	Two written quotes
\$3,001 to \$10,000	Written RFP and written proposals from 2 contractors
\$10,001 to \$35,000	Written RFP and written proposals from 3 contractors

- a. Any written RFP shall describe the desired goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/email/oral quotes have been requested and the written/email/oral quotes offered.
- b. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to procurement.
- c. All information gathered in complying with the procedures of this policy shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.
- d. Whenever possible, the library shall purchase items made from recycled materials (i.e. manufactured from secondary materials) if the recycled products meet contract specifications and the price of such products is reasonably competitive, as specified in Section 104A, General Municipal Law.

5. Under normal circumstances, contracts shall be awarded to the vendor or contractor with the lowest price quotation deemed responsible. If a vendor/contractor is not deemed responsible, facts supporting that judgment shall also be documented and filed with the records supporting the procurement.
 - a. For purchase contracts in excess of \$20,000 and where it is deemed in the best interests of the library, the 'best value' analysis may be used as permitted by New York State Finance Law §163. Best Value is defined as "the basis for awarding contracts for services to the offeror which optimizes quality, cost and efficiency, among responsive and responsible offerors. Such basis shall reflect, wherever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor for offerors that are small business, certified minority- or women-owned business enterprises as defined in Executive Law §310(1), (7), (15), (2) or disabled-veteran-owned business enterprises as defined in Executive Law 369-h(1) to be used in evaluation of offers for awarding of contracts for services."
 - b. Circumstances under which the contract may not be awarded to the lowest responsible vendor or contractor include, but are not limited to:
 - 1) Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the library;
 - 2) Vendor's or contractor's terms for payment are disadvantageous to the library, e.g. full payment before commencement of work or delivery of goods;
 - 3) Vendor cannot fully comply with the specifications for goods or services as set forth by the library;
 - 4) Vendor's warrant for goods or services is deemed inadequate by the library;
 - 5) Vendor's post-purchase support services are deemed inadequate by the library.
6. Pursuant to General Municipal Law Section 104-b (2) (f) the solicitation of alternative proposals or quotations will not be required in the best interest of the municipality in the following circumstances:
 - a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. In determining whether a service shall fit into this category, the board of trustees will take into consideration the following guidelines:

- i. Whether the services are subject to state licensing or testing requirements.
- ii. Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
- iii. Whether the services require a personal relationship between the individual and municipal officials.

Professional and technical services will include but not be limited to the following: services of any attorney; services of a physician; technical services of an engineer or architect engaged to prepare plans, maps and estimates; securing insurance coverage and/or services of an insurance broker; printing services involving extensive writing, editing or art work; management of municipally owned property; and computer software or programming services for customized programs or services in substantial modification and customizing of prepackaged software.

- b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten life, health, safety or welfare of library property or individuals. This section does not preclude alternate proposals if time permits.
- c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the library is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually contained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
- d. Goods under \$500 and public works contracts for less than \$1,000. The time and documentation required to purchase through this policy may be costlier than the item itself and, therefore, not in the best interest of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.
- e. Sole source suppliers. Competitive bidding is not required in those limited situations when there is only one possible source from which to procure goods or services such as in the case of certain patented goods or services or public utility services. When making a sole source determination, the purchaser should document among other things the unique benefits of the item to be purchased or service to be rendered and that no other item or service is substantially equivalent and that there is no possibility of competition for the good to be purchased or service to be rendered.

- f. Library Programs and Bus Trips. If it is determined that a service/program/bus trip can only be provided by a 'sole source supplier' or it is not possible to obtain the required number of quotes, this must be documented. Most library programs are unique and the presenter will be considered as a sole source or providing professional services. Whenever possible, library program planners that contract with outside vendors (programmers or bus trip companies) should provide an RFP if the dollar amount reaches the threshold required by the Estimated Amount for a Purchase Contract (see 4.a.).
7. The employees responsible for purchasing are the library director, the assistant library director, and the business manager. As per New York State General Municipal Law, the library employees and titles responsible for purchasing will be appointed at the annual reorganization meeting.
8. E-Bids
 - a. New York State law authorizes local governments to receive electronic bids in connection with purchase contracts. The bid advertisement must designate how the electronic bid will be received (such as designating a website or email address where the bid should be sent.) The submission of bids in electronic format may not be required as the sole method for the submission of bids and paper bids must still be accepted. All other minimum requirements of the competitive bidding process remain the same.
 - b. However electronic bids are received, they must comply with Article 3 of the New York State Technology Law (the "Electronic Signatures and Records Act"). At a minimum, an electronic bid must document the time and date of the receipt, authenticate the identity of the sender, ensure the security of the information transmitted and ensure the confidentiality of the bid until the time and date established for the opening of bids.
9. No purchase of goods or services shall be made from any vendor in which elected officials of the library, (i.e., the board of trustees) or library administrators (i.e., library chief executive officer or assistant library director), hold a full or partial interest.
10. This policy shall be reviewed annually. The chief executive officer, in consultation with the business manager, shall be responsible for conducting an annual evaluation of the effectiveness of the Procurement Policy and its procedures and an evaluation of the control procedures established to ensure compliance with the policy, and shall be responsible for reporting back to the board of trustees.
11. Unintentional Failure to Comply. The unintentional failure to comply fully with the provisions of General Municipal Law, section 104-b shall not be grounds to void action taken or give rise to a cause of action against the library or any officer or employee thereof.

13. CONSULTANTS

Authorization to retain a consultant will be approved by the library board of trustees. At the July organizational meeting of the board, the trustees will set the annual retainer for the music coordinator and the art curator. Other appointments will include legal counsel, treasurer, and the library's accountant. The board of trustees may, at its discretion, approve the hiring of consultants to fulfill the requirements of library policies and/or to enhance the operation of the library. **Authorization to retain a consultant will be approved by the library board of trustees. Retainers will be set at the July organizational meeting.**

14. GIFTS AND DONATIONS

The South Huntington Public Library accepts gifts and donations from the public with the understanding that any gifts or donations become the property of the library. At the sole discretion of the library, the gifts for donations may be stored, used, discarded, or sold.

Gifts exceeding \$100 may be accepted or rejected at the discretion of the library director or the board of trustees. However, the library will assign no monetary value to the gift. Gifts exceeding \$100 in value will be accepted upon the receipt of a form signed by the donor agreeing to the library's terms and conditions for gifts.

15. SURPLUS ITEMS

- 1) Definition: Surplus Property is any item owned by the library that is no longer needed for the provision of library services.
- 2) Declaring Property Surplus:
 - a) Only property having more than nominal monetary value need be declared surplus. Obsolete or broken property without any useful value may be disposed of, at the discretion of the director, without notice or approval from the board of trustees.
 - b) The director is authorized to declare as surplus, library property having an estimated unit value less than \$1,000.
 - c) The board of trustees is authorized to declare as surplus, library property having an estimated unit value of \$1000, or greater.
- 3) Disposal and Sale of Surplus Property:
 - a) For property with an estimated unit value of less than \$1,000, the director is authorized to sell such property as deemed to be in the best interest of the library, including through a fixed price system, a closed bidding system, or otherwise.
 - b) For property with an estimated unit value of \$1,000 or greater, after authorization from the board is obtained to dispose of such property, the director shall sell such property by advertising for sealed bids through a posting in the library building, and advertised in the paper of record if time permits. If

no such sealed bid is deemed reasonable, the director is authorized to sell the property by a method that will most effectively and efficiently provide the library with the greatest monetary return, in which case, documentation of the library's efforts shall be documented and retained.

- 4) The disposal of library property yielding more than \$200 shall be reported to the board as part of the monthly financial report.
- 5) Prior to the discarding of used or surplus books or other such reading materials the library shall offer to donate such books or materials to a not-for-profit corporation or political subdivision located within the area of the library district or offer to sell such books or materials to the public. Nothing in this subsection shall preclude the library from offering to donate such books or materials to a non-profit corporation or political subdivision outside the geographic area of the library district. The library shall retain any proceeds received from the sale of such books and materials for maintaining and improving library service (Ed. L. §260(12)).

16. RECORDS RETENTION AND DISPOSITION

The board of trustees of the South Huntington Public Library has adopted the New York State Retention and Disposition Schedule for New York Local Government Records (LGS-1), which supersedes and replaces the existing schedule MI-1.

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

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



PLA 2024 Conference

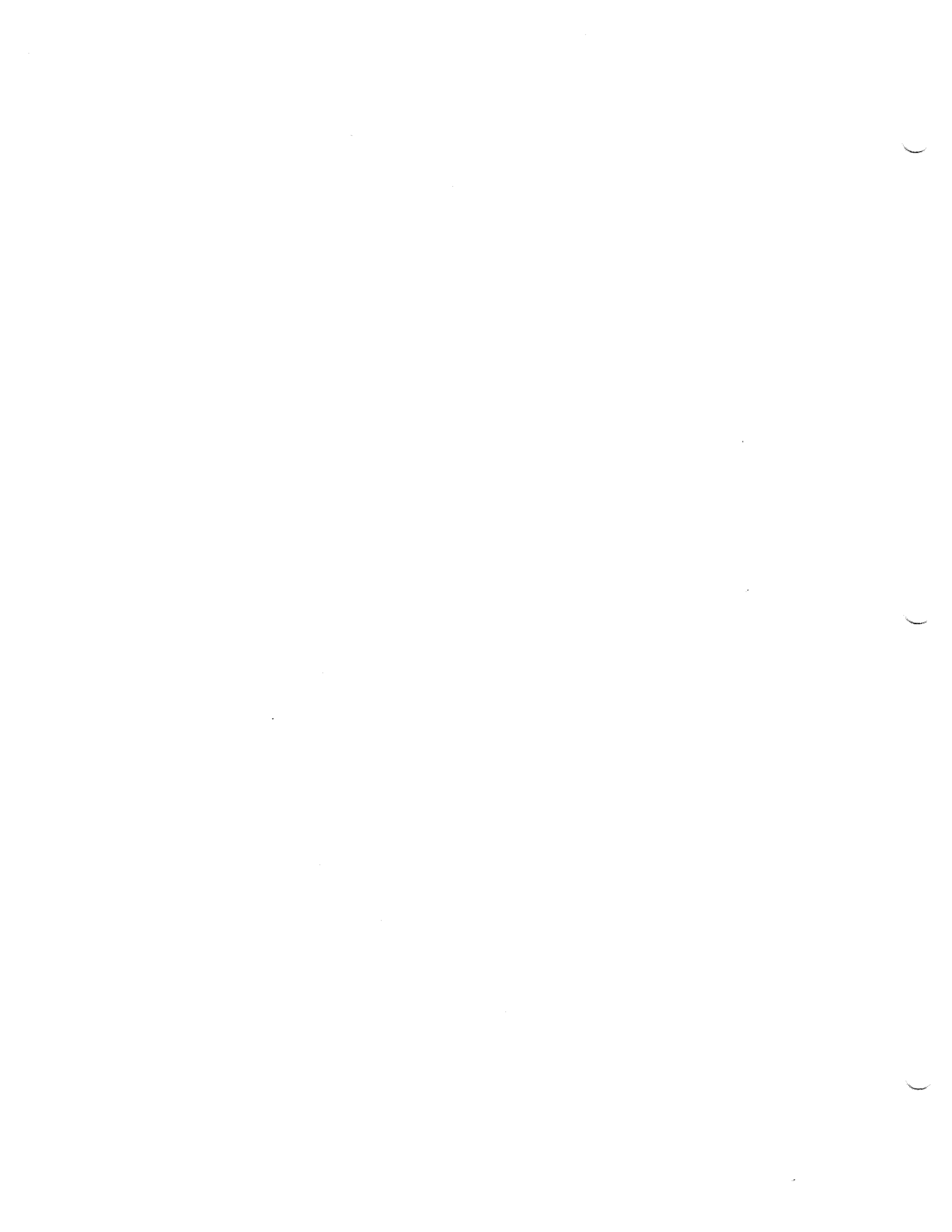
Information

Every other year, the Public Library Association (PLA) offers a conference featuring more than 100 public-library-specific program sessions, featuring recognized leaders in the field. It is also an important networking opportunity with our library peers from across the United States. The 2024 PLA Conference will take place in Columbus, Ohio from April 3-5.

	Cost per Person	Cost for 4 Staff Members
Registration	\$641.00	\$2,564.00
Hotel (3 nights)	\$810.00	\$3,240.00
Meals	\$240.00	\$960.00
Transportation	\$250.00	\$1,000.00
Totals		\$7,764.00

Recommendation

That the board of trustees authorizes four staff members to attend the 2024 PLA Conference at a cost not to exceed \$7,764.00. If there is interest, sufficient funds are available in the Board Continuing Education code to send a trustee to the conference.



November 20, 2023

SCLS Proposed 2024 Budget and Vote

Information

Attached is the final proposed SCLS Budget for 2024 as well as the draft budget that was included in the emailed October SCLS minutes and our October board packet. There have been changes made to the final budget and the SCLS director and board wanted you to be able to compare the two.

The changes made from the draft budget dated October 4th are enumerated in the November 8th memo that accompanies the final draft budget.

Each trustee votes individually, however, our library gets a single vote determined by the outcome of that vote.



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

November 8, 2022

To: Member Library Directors;
Boards of Trustees
From: Kevin Verbese
Re: **SCLS Proposed FY 2024 Budget**

Enclosed with this memo is the **Proposed SCLS FY 2024 Operating Budget** for your review and consideration.

At its meeting on November 8, 2023 the SCLS Board of Trustees approved the enclosed SCLS FY 2024 Operating Budget and authorized its submission for member library approval. In order for this proposal to take effect more than 2/3 of member libraries must vote to approve the proposed budget before December 29, 2023.

Attached to this memo are the final proposed SCLS FY 2024 Budget, a final proposed Member Support Chart, and your budget ballot. **Please print the ballot out and use it to record your library vote.**

To gain a full understanding of this proposed budget, and its impact on the member libraries, we ask that you review both this packet and the previously distributed "draft" budget packet that was dated October 4, 2023.

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

Income

- 1) *Member Library Support* has been adjusted down to an overall 1% increase (from the 1.5% that was initially proposed) based on current projections and budgetary expectations.
- 2) *PALS Administrative Fee* has been increased to reflect the finalized PALS budget that was passed by consortium members in the last month.

Expenditures

- 1) *Salaries* overall decrease from the first draft. This is due primarily to expected staffing changes in Shipping departmentd.
- 2) *Retirement* and *Social Security* have been adjusted from the previous estimates based on new estimates and the updated adjustments in the salary lines.
- 3) *Medical Insurance Retirees* hve been adjusted up \$5,000 from the first draft.
- 4) *Security Services* have been increased by \$142 from the first draft.
- 5) *Electricity* has been adjusted down from the first draft based on newer cost estimates.
- 6) *Electricity* costs have been revised down from the first estimate based on current cost projections.
- 7) *Contract Services* have been increased by over \$90,000 from the first draft based upon an expected outsourcing of an additional delivery route beginning in 2024.
- 8) *Facility Renovations* have been adjusted down \$33,000 from the first draft as we received additional cost estimates on a generator project that we expect to complete in 2024.

The bottom line after these changes have been made is that **the overall SCLS 2024 Budget is projected to increase by 5.26% (\$815,262.)** The operations side will increase by 3.63% (\$251,240) and the Direct Offset side will increase by 6.29% (\$528,022.) Most of the increase is due to the additional spending on Downloadable Media.

Member Support, overall, will increase 1% (\$23,515) in 2024.

We are often asked why every library does not have the same percentage change in member support. Member library financial participation is determined by a formula that includes the library's service population and the library's expenditures for the prior year (2022.) If your library's disbursements (less capital expenditures and debt service – as defined in your New York State Annual Report) increased more than the County average then your contribution change will be greater than the average. The version that is enclosed with this memo is the final member support chart for 2024.

If possible, please address this issue at your next Board meeting and return the enclosed ballot to SCLS before December 29, 2023. Should you have any questions, please feel free to contact me.

Thank you for your continued support of our collaborative efforts.

2024 BUDGET REVENUE

SOURCE	2022 Budget	2023 Budget	2024 Proposed	2023 to 2024 \$ Change	2023 to 2024 % Change
N. Y. State	2,656,409	2,883,774	2,941,535	57,761	2.00%
Local Services Support Aid	306,749	330,753	337,368	6,615	2.00%
Outreach	218,531	235,160	239,863	4,703	2.00%
SCLS: CLA	145,326	156,407	159,535	3,128	2.00%
Misc. Grants	242,000	0	0	0	0.00%
Interest	5,000	5,000	65,000	60,000	1200.00%
Rental	57,500	58,100	59,000	900	1.55%
Delivery Service	500	1,500	1,500	0	0.00%
Mailing Overdues	15,000	15,000	15,000	0	0.00%
Miscellaneous	10,000	10,000	15,000	5,000	50.00%
Contributions	100	100	100	0	0.00%
Programs/ Rooms	5,000	6,000	12,000	6,000	100.00%
Library Contract Service	162,000	162,000	162,000	0	0.00%
Member Library Support	2,328,334	2,351,617	2,375,132	23,515	1.00%
PALS Admin. Fee	644,422	679,331	752,949	73,618	10.84%
Sustainable Libraries Initiative	0	20,000	30,000	10,000	50.00%
RFID Support	0	0	0	0	0.00%
Sub-Total (Operational)	6,796,871	6,914,742	7,165,982	251,240	3.63%
<i>Central Library support</i>					
Shared Services	12,000	12,000	53,000	41,000	341.67%
Homework Help	55,000	55,000	55,000	0	0.00%
Sub-Total (Central Library)	67,000	67,000	108,000	41,000	61.19%
<i>DIRECT OFFSET</i>					
LLSA Member Libraries	433,957	467,287	476,633	9,346	2.00%
CLA CBA Central Library	345,458	371,799	379,235	7,436	2.00%
Suffolk E-Resources	744,000	770,040	793,141	23,101	3.00%
Coordinated Orders	1,000,000	1,200,000	1,300,000	100,000	8.33%
Downloadable Media	5,193,680	5,531,127	5,918,306	387,179	7.00%
SCLS: CBA	15,484	16,500	16,830	330	2.00%
Dedicated Library Aid (Grants)	8,926	31,500	32,130	630	2.00%
Misc. Grants	0	0	0	0	0.00%
Sub-Total (Direct Offset)	7,741,505	8,388,253	8,916,275	528,022	6.29%
Transfer from Unappropriated Fund Balance	0	130,000	125,000	(5,000)	-3.85%
Sub-Total (Non-Operational)	-	130,000	125,000	(5,000)	-3.85%
TOTAL REVENUE	14,605,376	15,499,995	16,315,257	815,262	5.26%

2024 Budget Expenditures

ACCOUNT TITLE	2022	2023	2024	2023 to 2024	2023 to 2024
	Budget	Budget	Proposed	\$ Change	% Change
<i>SALARIES</i>					
LIBRARIANS	1,305,985	1,492,060	1,640,159	148,099	9.93%
CLERICAL	1,029,845	1,069,789	1,115,073	45,284	4.23%
Shipping & Maint.	376,835	365,357	266,714	(98,643)	-27.00%
SUBSTITUTES & HOURLY	175,813	167,266	140,036	(27,230)	-16.28%
SUB-TOTAL (Salaries)	2,888,478	3,094,472	3,161,982	67,510	2.18%
<i>FIXED CHARGES & FRINGE BENEFITS</i>					
RETIREMENT	400,000	400,000	435,000	35,000	8.75%
SOCIAL SECURITY	220,768	232,312	237,000	4,688	2.02%
WORKER'S COMP.	41,500	37,500	40,000	2,500	6.67%
UNEMPLOYMENT	1,000	1,000	1,000	0	0.00%
DISABILITY	5,000	5,000	5,500	500	10.00%
HEALTH INSURANCE	445,000	460,000	600,000	140,000	30.43%
MEDICAL INS. RETIREES	500,000	520,000	550,000	30,000	5.77%
DENTAL	42,000	38,000	42,000	4,000	10.53%
OPTICAL	4,500	4,500	6,000	1,500	33.33%
FLEX PLAN	500	500	500	0	0.00%
SICK & VAC. PAYOUTS	85,000	95,000	100,000	5,000	5.26%
LONG TERM CARE INS.	2,500	2,000	2,000	0	0.00%
INSURANCE INCENTIVE	26,000	42,000	45,000	3,000	7.14%
Empl. Assist. Program	2,000	1,800	1,800	0	0.00%
SUB-TOTAL (Fixed & Fringe)	1,775,768	1,839,612	2,065,800	226,188	12.30%
<i>PROFESSIONAL FEES</i>	62,350	57,050	57,050	0	0.00%
SUB-TOTAL (Professional Fees)	62,350	57,050	57,050	0	0.00%
<i>LIBRARY MATERIALS</i>					
BOOKS	2,500	10,000	8,000	(2,000)	-20.00%
DOWNLOADABLE MEDIA	100,000	105,000	105,000	0	0.00%
HOMEWORK HELP	366,000	306,000	306,000	0	0.00%
SUB-TOTAL	468,500	421,000	419,000	(2,000)	-0.48%
<i>DIRECT OFFSET</i>					
LLSA MEMBER LIBRARIES	433,957	467,287	476,633	9,346	2.00%
CLA CBA CNTRL LIBRARY	345,458	371,799	379,235	7,436	2.00%
SUFFOLK E-RESOURCES	744,000	770,040	793,141	23,101	3.00%
COORDINATED ORDERS	1,000,000	1,200,000	1,300,000	100,000	8.33%
DOWNLOADABLE MEDIA	5,193,680	5,531,127	5,918,306	387,179	7.00%
CBA MATERIALS	15,484	16,500	16,830	330	2.00%
Dedicated Library Aid	8,926	31,500	32,130	630	2.00%
Misc. Grants	-	0	0	0	0.00%
SUB-TOTAL	7,741,505	8,388,253	8,916,275	528,022	6.29%

2024 Budget Expenditures

ACCOUNT TITLE	2022	2023	2024	2023 to 2024	2023 to 2024
	Budget	Budget	Proposed	\$ Change	% Change
<i>OPERATIONS</i>					
OFFICE & LIB. SUPPLIES	44,500	40,500	40,500	0	0.00%
TELEPHONE VOICE	26,000	23,000	20,000	(3,000)	-13.04%
ISP SERVICE	60,000	35,000	30,000	(5,000)	-14.29%
Line of Credit INTEREST	100	100	100	0	0.00%
POSTAGE & FRGHT SCLS	12,500	15,000	15,000	0	0.00%
POSTAGE OVERDUES	12,000	9,000	9,000	0	0.00%
PUBLICITY & PRINTING	30,000	50,000	30,000	(20,000)	-40.00%
TRAVEL	20,500	23,500	23,500	0	0.00%
LOST IN TRANSIT	13,500	10,000	8,000	(2,000)	-20.00%
OVERDUE SUPPLIES	3,500	3,500	0	(3,500)	-100.00%
MEMBERSHIP DUES	25,000	25,000	23,000	(2,000)	-8.00%
MAINT. - OFFICE EQUIP.	18,050	16,000	15,000	(1,000)	-6.25%
COMPUTER SERVICES	260,500	261,500	263,000	1,500	0.57%
VEHICLE OPERATION	40,700	35,000	32,500	(2,500)	-7.14%
VEHICLE MAINTENANCE	12,000	17,500	20,000	2,500	14.29%
SECURITY SERVICES	21,500	21,858	22,000	142	0.65%
TRUSTEE EXPENSE	2,500	2,000	2,000	0	0.00%
PROGRAMS	59,500	51,300	35,000	(16,300)	-31.77%
PROF. DEVELOPMENT	35,500	37,000	52,500	15,500	41.89%
Misc	-	0	0	0	0.00%
SUB-TOTAL	697,850	676,758	641,100	(35,658)	-5.27%
<i>BUILDING OPERATIONS</i>					
GAS	21,000	31,000	25,000	(6,000)	-19.35%
ELECTRICITY	36,000	47,000	38,050	(8,950)	-19.04%
WATER	1,500	1,200	1,200	0	0.00%
SUPPLIES-JANITORIAL	2,500	2,000	2,500	500	25.00%
CONTRACT SERVICES	307,125	358,800	452,800	94,000	26.20%
REPAIR - BLDG. & EQUIP.	40,000	40,000	50,000	10,000	25.00%
SUB-TOTAL	408,125	480,000	569,550	89,550	18.66%
INSURANCE	77,800	77,850	104,500	26,650	34.23%
EQUIPMENT - LENDING LIBRARY	5,000	5,000	5,000	0	0.00%
EQUIPMENT - SYSTEM	55,000	45,000	35,000	(10,000)	-22.22%
EQUIPMENT - VEHICLES	275,000	65,000	65,000	0	0.00%
FACILITY RENOVATIONS	150,000	350,000	275,000	(75,000)	-21.43%
SUB-TOTAL	562,800	542,850	484,500	(58,350)	-10.75%
TOTAL EXPENDITURES	14,605,376	15,499,995	16,315,257	815,262	5.26%

**Proposed 2024 MEMBER LIBRARY SUPPORT @ 1.00% (OVERALL INCREASE)
BASED ON ANNUAL REPORT FINANCIALS: 2022**

	ACT 2023 ML SUPP	PROP 2024 ML SUPP	\$ Change PROP 2024 FROM 2023 ACT	% Change PROP 2024 FROM 2022 ACT
AMAGANSETT	11,168	11,280	112	1.00%
AMITYVILLE	33,869	34,939	1,070	3.16%
BABYLON	19,119	19,254	135	0.71%
BAYPORT-BLUE POINT	23,517	25,853	2,336	9.93%
BAY SHORE-BRIGHTWATERS	43,846	44,201	355	0.81%
BRENTWOOD	108,934	111,626	2,692	2.47%
BROOKHAVEN	11,444	11,567	123	1.07%
CENTER MORICHES	40,667	41,770	1,103	2.71%
CENTRAL ISLIP	50,211	50,480	269	0.54%
COLD SPRING HARBOR	19,082	18,928	(154)	-0.81%
COMMACK	31,696	31,703	7	0.02%
COMSEWOGUE	64,172	63,321	(851)	-1.33%
CONNETQUOT	61,929	62,972	1,043	1.68%
COPIAGUE	43,666	43,696	30	0.07%
CUTCHOGUE-NEW SUFFOLK	11,456	11,462	6	0.05%
DEER PARK	36,142	35,386	(756)	-2.09%
EAST HAMPTON	31,350	33,268	1,918	6.12%
EAST ISLIP	38,024	38,651	627	1.65%
ELWOOD	19,068	19,477	409	2.14%
EMMA S CLARK	66,706	66,752	46	0.07%
FLOYD MEMORIAL	11,168	11,280	112	1.00%
HALF HOLLOW HILLS	73,215	74,630	1,415	1.93%
HAMPTON BAYS	24,902	26,050	1,148	4.61%
HAMPTON	11,168	11,280	112	1.00%
HARBORFIELDS	37,215	37,247	32	0.09%
HAUPPAUGE	23,655	23,058	(597)	-2.52%
HUNTINGTON	69,643	69,302	(341)	-0.49%
ISLIP	32,230	33,549	1,319	4.09%
JOHN JERMAIN	16,710	16,771	61	0.37%
LINDENHURST	52,854	51,702	(1,152)	-2.18%
LONGWOOD	85,659	87,046	1,387	1.62%
MASTICS-MORICHES-SHIRLEY	85,263	78,750	(6,513)	-7.64%
MATHTUCK	11,168	11,841	673	6.03%
MIDDLE COUNTRY	122,483	125,339	2,856	2.33%
MONTAUK	11,168	11,280	112	1.00%
NORTH BABYLON	38,518	38,599	81	0.21%
NORTH SHORE	42,107	42,650	543	1.29%
NORTHPORT-EAST NORTHPORT	77,539	77,243	(296)	-0.38%
PATCHOGUE-MEDFORD	86,365	87,374	1,009	1.17%
PORT JEFFERSON	33,539	33,707	168	0.50%
QUOGUE	11,168	11,280	112	1.00%
RIVERHEAD	51,587	52,189	602	1.17%
ROGERS MEMORIAL	36,329	36,846	517	1.42%
SACHEM	116,145	118,460	2,315	1.99%
SAYVILLE	30,786	31,248	462	1.50%
SHELTER ISLAND	11,168	11,280	112	1.00%
SMITHTOWN	160,026	163,088	3,062	1.91%
SOUTH COUNTRY	29,733	30,153	420	1.41%
SOUTH HUNTINGTON	58,259	59,592	1,333	2.29%
SOUTHOLD	11,168	11,280	112	1.00%
WEST BABYLON	38,464	39,844	1,380	3.59%
WEST ISLIP	40,455	40,459	4	0.01%
WESTHAMPTON	25,265	26,133	868	3.44%
WYANDANCH	18,429	17,996	(433)	-2.35%
TOTALS:	2,351,617	2,375,132	23,515	1.00%



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

October 4, 2023

To: Member Library Directors & Boards of Trustees
From: Kevin Verbese
Re: SCLS Draft FY 2024 Budget

Enclosed with this memo is a **Draft SCLS 2024 Operating Budget** for your review and consideration. Included along with the draft budget is a cover memorandum explaining some of the income and expense lines and an estimated Member Support Chart.

As is SCLS practice, during the month of October we ask you to review the coming year's draft budget proposal and offer your comments and suggestions prior to us presenting a final budget version for a membership vote in November and December.

The 2024 fiscal year will require that we redouble our advocacy efforts with New York State. The many years of stagnant State support for our cooperative services is beginning to place a strain on our ability to continue to serve the member libraries without asking them for even greater contributions to our shared efforts. SCLS continues to be in strong financial shape which allows us to maintain most all of our focus on supporting the member libraries. However, if New York State continues to short-change public libraries and library services it will become more and more difficult for us to do so.

Outward facing services like the Lending Library, SLED, and the TECH Van continue to grow in use and elements are added to each on a regular basis but this growth requires additional support staff. PALS is working to bring online a new discovery tool, Vega, and we are hopeful that will happen in 2024. We continue to expand outreach services with programs like the Libraries Nourish initiative, and we will spend time in 2024 figuring out how we can best support the member libraries as they address the various social challenges they are facing in our communities. Youth Services will continue to run popular programs like the Battle of the Books, Authors Unlimited, and the Great Giveback. We are, however, concerned about how the significant rise in materials challenges will impact our member libraries and some of our popular youth services programming. The Sustainable Libraries Initiative will be working to grow the program by bringing on new members, both locally and nationally, and will be working next year to determine the feasibility of SCLS adding a "shred truck" to our service menu. Our area specialists continue to focus on continuing education and training as well as supporting staff at the member libraries in their areas of expertise.

Our new five-year union contract was agreed upon earlier this year so we have some level of cost certainty with staffing over the next number of years. We continue to save money with our commitment to sustainability and have additional projects planned around our facility (a new generator) that will enhance that work and ensure that we are able to support the work of the member libraries under any conditions.

One seemingly never-ending challenge is the significant increases in usage of our online services, particularly e-books and e-audiobooks. This is an important area where we, and the member libraries, make a large investment in direct patron services. How to continue to meet patron demand is an area that we, and the member library directors, will be discussing regularly in 2024.

This year we introduced a newly updated “SCLS Gateway” for library staff and trustees as well as a “refreshed” Livebrary.com page for library users. We have committed additional staff to working on those platforms regularly to ensure they are as valuable and relevant as possible for the Suffolk library community.

We remain committed to continuing to provide our fifty-six member libraries with the depth and quality of services that they have come to expect from SCLS. Please review this proposal and contact me with any questions or concerns that you may have. I also welcome you to join us at one of our budget hearings that are listed below. We hope that this information will assist you in your decision-making and provide you with important data that you will need to manage your own library.

SCLS FY 2024 Budget Hearings:

October, 20, 2023, 10:00 a.m.
Shelter Island Public Library
East End Director’s Meeting

Wednesday, October 25, 2023, 2:00 p.m.
Online, the link to attend is:
<https://us06web.zoom.us/j/85994728786?pwd=LbRdzGNbsNtdpDWWJlubXDdDOrWQIL.1>

Wednesday, November 8, 2023, 5:30 p.m.
Suffolk Cooperative Library System

Proposed SCLS 2024 Operating Budget

Notes on the Attached 2024 Budget:

FORMAT

You will note that the income (revenue) side of the SCLS Proposed Budget sheet is divided into three distinct sections; “Operational”, “Central Library”, and “Direct Offset.” This is done to better reflect the nature of how SCLS and the partnership with our member libraries actually work.

The “Operational” section supports mainly our staff costs, facilities, supplies, utilities, professional services, insurance, and equipment.

The “Central Library Support” section highlights the area where our Central Library, Patchogue-Medford, supports our system-wide efforts.

The “Direct Offset” includes a number of large shared services and/or coordinated orders that we help maintain. One hundred percent of the income in the “Direct Offset” section is “pass through” and goes out to member libraries or vendors at the exact same levels as what comes in. Not a single cent of it “stays at SCLS.”

We present the budget this way to make it easier for you to review what is happening at SCLS as it relates to our “operations” and the specific coordinated services and/or programs that we work with you on.

REVENUES

Operational

* *State Aid* (which includes *Local Sponsor Aid, Outreach, CLA, CBA, Institutional Library Aid, and Member Library Aid*) is being projected at a small increase from what budgeted for 2023. It will require all of our efforts to educate our New York State legislators about the importance of public libraries and library services and the critical role libraries play in communities all across Suffolk.

* *Interest* revenue has increased significantly due to higher rates and an improvement in the timing of the State paying our aid.

* *Rental* revenue is money we receive to rent space to the Long Island Library Resources Council and Eastern Suffolk BOCES.

* *Member Library Support* indicates the libraries' proposed contribution to our cooperative services. We are proposing an increase of 1.5% in 2024. SCLS recognizes the challenges that the member libraries face in preparing their own budget with the overall increase in costs they face and recognizing the constraints of the "tax-cap." We want to be sure that the level of member support remains commensurate with those challenges and State mandates.

* *PALS Revenue* (Partnership of Automated Libraries in Suffolk) represents a direct reimbursement for SCLS staffing and services to the consortium. This amount is subject to adjustment during the PALS budget process. Fifty-two member libraries currently participate in the PALS consortium for an integrated library circulation/inventory management system. The PALS Executive Board and membership will vote on their FY 2024 budget and make the final determination on this budget line before the final SCLS FY 2024 proposed budget is presented to the member libraries.

Central Library (Patchogue-Medford)

* *Shared Services* reflects the contributions for non-fiction eBook content on the Countywide Downloads service on Live-brary.com, as well as funding they supply for other regional databases and services.

* *Homework Help* reflects the contribution for the Countywide Live Study Help service through Live-brary.com

Direct Offset

* *LLSA Member Libraries* is "State Aid" for the member libraries.

* *CLA/CBA Central Library* is "State Aid" for the Central Library.

* *Suffolk e-Resources* is proposed to increase by 3%. This includes the income contributed by all member libraries for the shared databases in the Suffolk e-Resources collection. This modest increase, which would be the third in a planned three-year cycle, would allow us some flexibility in the collection's development.

* *Coordinated Orders* is income for a variety of coordinated orders for all types of products and services that SCLS manages. Increases in this line are more than offset by cost savings in participating member library's budgets.

* *Downloadable Media* income and expenses are still being discussed with the member libraries and the figure included in this draft budget is a "placeholder" at this time. The service continues to see strong growth. Between January-August of 2023 usage was up 12.4% from last year. This is 50% higher growth than we saw during the corresponding period in 2022.

* *Dedicated Library Aid (Grant)* is a new classification of State Aid that combines the former Family Literacy, Adult Literacy, and Institutional (Jail) aid grant program.

Transfer

* *Unappropriated Fund Balance* transfer of \$125,000 will be used to reduce the need for additional member support charges and to help fund the long planned generator upgrade project.

EXPENDITURES

* *Salaries* show an overall increase of 4.19%. This is due both to increases in current staff salaries related to our new union contract and to an increase in the number of SCLS staff members from the start of 2023.

* *Retirement* expenses will stay flat due to some changes in our staff.

* *Health Insurance/Health Insurance Retirees* premiums are projected to increase significantly, due to plan cost increases and staffing changes. The NYSHIP plan sends regular cost estimates so if we receive new information before a final budget is presented, we will update our estimates to reflect NYSHIP's guidance.

* *Sick and Vacation Payouts* are a contractual obligation and one that more staff are again using.

* *Insurance Incentive* are a contractual obligation and one that some of our new staff is using. The fact we are paying more here is more than offset by savings in our Health Insurance costs since we pay employees who opt out of the insurance a smaller amount than we would pay for their insurance.

* *Professional Fees* includes attorney, internal/external auditors, some required periodic audit reports, and some HR fees.

* This year SCLS will be contributing \$105,000 towards the cost of the *Downloadable Media*, \$12,000 of the SCLS contribution will be used to pay the annual platform fee and the remainder will go towards the purchase of materials for the collection.

* *Homework Help* costs are set for the next two years as we are in the middle of a three-year contract for the service.

* *CBA Materials/CLA/CBA Central Library/LLSA Member Libraries* are all "offset" or "pass through" lines that increase / decrease as State support changes.

If State funding increases or decreases at a rate other than what we have projected these lines will change as well and balance with changes on the income side.

* *Downloadable Media* costs are still being discussed with the member libraries and the figure included in this draft budget should be considered as a “placeholder” at this time.

* *Coordinated Orders* are offset by the corresponding income line in the SCLS budget and are designed to maximize cost savings for participating member libraries.

* *Misc. Grants* are bullet aid and other legislative grants that SCLS passes through to the member libraries. The entire expense is offset on the revenue side of our budget. Since the amount received is so unpredictable and offsets completely in both revenue and expenditures it is listed as \$0 on the budget.

* *Telephone Voice* decreases based upon anticipated costs in 2024.

* *ISP Service* shows decreases due to a new contract that was negotiated with our vendor.

* *Line of Credit Interest* is the cost of borrowing money to meet cash flow requirements while awaiting State Aid payments. We have not used this line of credit for many years and fully anticipate that we will not in 2024 as well.

* *Postage and Freight SCLS* shows an increase due to an increase in out-of-system borrowing of library materials.

* *Publicity and Printing* shows a large decrease as more of this work is now done through social media.

* *Lost in Transit* is reimbursements for items that are lost or damaged during the delivery process. This number is decreasing due to current projections and the decrease in overall ILL since the pandemic.

* *Maintenance – Office Equipment* includes costs for copiers, print management systems, and shipping department equipment and shows a decrease based upon contracts and needs.

* *Computer Services* includes a wide variety of services used by both SCLS and the member libraries.

* *Vehicle Operation and Maintenance* will change due to SCLS adding electric vehicles which decreases gas costs but the new larger vehicles (SLED and TECH Van) are more costly to perform maintenance on.

* *Programs* are the cost of SCLS putting on workshops, seminars, and events for member library staff, administrators, and trustees.

* *Professional Development* is the cost of SCLS staff programs, classes, workshops, seminars, and conference attendance.

* *Gas and Electric* costs will decrease due to current estimates and the continued success of our commitment to sustainability.

* *Contract Services* includes things like the outsourced part of our delivery, the cleaning of our building, snow removal, lawn maintenance, and other operational costs. This line will increase due primarily to general energy cost increases.

* *Insurance* costs are increasing reflective of current 2024 cost estimates. The increases are due to rising insurance rates and the policies for the new vehicles that we have purchased over the last few years.

* *Equipment Vehicle* includes the purchase of a new electric delivery vehicle.

* *Facility Renovations* includes money budgeted to purchase and install a new and larger generator.

Summary

The draft FY 2024 SCLS Budget shows an operational revenue increase of 3.04% or \$210,049.

Member Support in 2024 is projected to increase 1.5% or \$35,274.

This draft budget is still in development and we expect some meaningful changes may be made before a final proposed budget is approved by the SCLS Board, and sent to you for a vote, in early November.

Member Support Note

While overall member support would change 1.5% in 2024 some individual member libraries will see a change of a different amount based on the formula that we use to calculate these payments. Member Support is based on both the service population (which did not change this year) and the annual expenditures that a library reports on their State Report (which can change each year.) For this budget/member support chart we are using the 2022 State Report figures. Please see the attached chart.

Budget Process

This is the first draft of the SCLS FY 2024 Budget. We welcome any comments, questions, or concerns that anyone may have about this draft budget. After further review, adjustment, and consideration of any input received from the member libraries SCLS will present a final proposed FY 2024 Budget for your consideration in early November and the budget vote will take place throughout both November and December.

We look forward to receiving your input on this draft budget and discussing it with you.

2024 BUDGET REVENUE

SOURCE	2022 Budget	2023 Budget	2024 Proposed	2023 to 2024 \$ Change	2023 to 2024 % Change
N. Y. State	2,656,409	2,883,774	2,941,533	57,759	2.00%
Local Services Support Aid	306,749	330,753	337,368	6,615	2.00%
Outreach	218,531	235,160	239,863	4,703	2.00%
SCLS: CLA	145,326	156,407	159,535	3,128	2.00%
Misc. Grants	242,000	0	0	0	0.00%
Interest	5,000	5,000	65,000	60,000	1200.00%
Rental	57,500	58,100	59,000	900	1.55%
Delivery Service	500	1,500	1,500	0	0.00%
Mailing Overdues	15,000	15,000	15,000	0	0.00%
Miscellaneous	10,000	10,000	15,000	5,000	50.00%
Contributions	100	100	100	0	0.00%
Programs/Rooms	5,000	6,000	12,000	6,000	100.00%
Library Contract Service	162,000	162,000	162,000	0	0.00%
Member Library Support	2,328,334	2,351,617	2,386,891	35,274	1.50%
PALS Admin. Fee	644,422	679,331	700,000	20,669	3.04%
Sustainable Libraries Initiative	0	20,000	30,000	10,000	50.00%
RFID Support	0	0	0	0	0.00%
Sub-Total (Operational)	6,796,871	6,914,742	7,124,791	210,049	3.04%
<i>Central Library support</i>					
Shared Services	12,000	12,000	53,000	41,000	341.67%
Homework Help	55,000	55,000	55,000	0	0.00%
Sub-Total (Central Library)	67,000	67,000	108,000	41,000	61.19%
<i>DIRECT OFFSET</i>					
LLSA Member Libraries	433,957	467,287	476,633	9,346	2.00%
CLA CBA Central Library	345,458	371,799	379,235	7,436	2.00%
Suffolk E-Resources	744,000	770,040	793,141	23,101	3.00%
Coordinated Orders	1,000,000	1,200,000	1,300,000	100,000	8.33%
Downloadable Media	5,193,680	5,531,127	5,918,306	387,179	7.00%
SCLS: CBA	15,484	16,500	16,830	330	2.00%
Dedicated Library Aid (Grants)	8,926	31,500	32,130	630	2.00%
Misc. Grants	0	0	0	0	0.00%
Sub-Total (Direct Offset)	7,741,505	8,388,253	8,916,275	528,022	6.29%
Transfer from Unappropriated					
Fund Balance	0	130,000	125,000	(5,000)	100.00%
Sub-Total (Non-Operational)	-	130,000	125,000	(5,000)	100.00%
TOTAL REVENUE	14,605,376	15,499,995	16,274,065	774,070	4.99%

2024 Budget Expenditures

ACCOUNT TITLE	2022	2023	2024	2023 to 2024	2023 to 2024
	Budget	Budget	Proposed	\$ Change	% Change
<u>SALARIES</u>					
LIBRARIANS	1,305,985	1,492,060	1,640,159	148,099	9.93%
CLERICAL	1,029,845	1,069,789	1,116,311	46,522	4.35%
Shipping & Maint.	376,835	365,357	331,152	(34,205)	-9.36%
SUBSTITUTES & HOURLY	175,813	167,266	136,660	(30,606)	-18.30%
SUB-TOTAL (Salaries)	2,888,478	3,094,472	3,224,282	129,810	4.19%
<u>FIXED CHARGES & FRINGE BENEFITS</u>					
RETIREMENT	400,000	400,000	390,000	(10,000)	-2.50%
SOCIAL SECURITY	220,768	232,312	242,000	9,688	4.17%
WORKER'S COMP.	41,500	37,500	40,000	2,500	6.67%
UNEMPLOYMENT	1,000	1,000	1,000	0	0.00%
DISABILITY	5,000	5,000	5,500	500	10.00%
HEALTH INSURANCE	445,000	460,000	600,000	140,000	30.43%
MEDICAL INS. RETIREES	500,000	520,000	545,000	25,000	4.81%
DENTAL	42,000	38,000	42,000	4,000	10.53%
OPTICAL	4,500	4,500	6,000	1,500	33.33%
FLEX PLAN	500	500	500	0	0.00%
SICK & VAC. PAYOUTS	85,000	95,000	100,000	5,000	5.26%
LONG TERM CARE INS.	2,500	2,000	2,000	0	0.00%
INSURANCE INCENTIVE	26,000	42,000	45,000	3,000	7.14%
Empl. Assist. Program	2,000	1,800	1,800	0	0.00%
SUB-TOTAL (Fixed & Fringe)	1,775,768	1,839,612	2,020,800	181,188	9.85%
<u>PROFESSIONAL FEES</u>	62,350	57,050	57,050	0	0.00%
SUB-TOTAL (Professional Fees)	62,350	57,050	57,050	0	0.00%
<u>LIBRARY MATERIALS</u>					
BOOKS	2,500	10,000	8,000	(2,000)	-20.00%
DOWNLOADABLE MEDIA	100,000	105,000	105,000	0	0.00%
HOMEWORK HELP	366,000	306,000	306,000	0	0.00%
SUB-TOTAL	468,500	421,000	419,000	(2,000)	-0.48%
<u>DIRECT OFFSET</u>					
LLSA MEMBER LIBRARIES	433,957	467,287	476,633	9,346	2.00%
CLA CBA CNTRL LIBRARY	345,458	371,799	379,235	7,436	2.00%
SUFFOLK E-RESOURCES	744,000	770,040	793,141	23,101	3.00%
COORDINATED ORDERS	1,000,000	1,200,000	1,300,000	100,000	8.33%
DOWNLOADABLE MEDIA	5,193,680	5,531,127	5,918,306	387,179	7.00%
CBA MATERIALS	15,484	16,500	16,830	330	2.00%
Dedicated Library Aid	8,926	31,500	32,130	630	2.00%
Misc. Grants	-	0	0	0	0.00%
SUB-TOTAL	7,741,505	8,388,253	8,916,275	528,022	6.29%

2024 Budget Expenditures

ACCOUNT TITLE	2022	2023	2024	2023 to 2024	2023 to 2024
	Budget	Budget	Proposed	\$ Change	% Change
<i>OPERATIONS</i>					
OFFICE & LIB. SUPPLIES	44,500	40,500	40,500	0	0.00%
TELEPHONE VOICE	26,000	23,000	20,000	(3,000)	-13.04%
ISP SERVICE	60,000	35,000	30,000	(5,000)	-14.29%
Line of Credit INTEREST	100	100	100	0	0.00%
POSTAGE & FRGHT SCLS	12,500	15,000	15,000	0	0.00%
POSTAGE OVERDUES	12,000	9,000	9,000	0	0.00%
PUBLICITY & PRINTING	30,000	50,000	30,000	(20,000)	-40.00%
TRAVEL	20,500	23,500	23,500	0	0.00%
LOST IN TRANSIT	13,500	10,000	8,000	(2,000)	-20.00%
OVERDUE SUPPLIES	3,500	3,500	0	(3,500)	-100.00%
MEMBERSHIP DUES	25,000	25,000	23,000	(2,000)	-8.00%
MAINT. - OFFICE EQUIP.	18,050	16,000	15,000	(1,000)	-6.25%
COMPUTER SERVICES	260,500	261,500	263,000	1,500	0.57%
VEHICLE OPERATION	40,700	35,000	32,500	(2,500)	-7.14%
VEHICLE MAINTENANCE	12,000	17,500	20,000	2,500	14.29%
SECURITY SERVICES	21,500	21,858	21,858	0	0.00%
TRUSTEE EXPENSE	2,500	2,000	2,000	0	0.00%
PROGRAMS	59,500	51,300	35,000	(16,300)	-31.77%
PROF. DEVELOPMENT	35,500	37,000	52,500	15,500	41.89%
Misc	-	0	0	0	0.00%
SUB-TOTAL	697,850	676,758	640,958	(35,800)	-5.29%
<i>BUILDING OPERATIONS</i>					
GAS	21,000	31,000	25,000	(6,000)	-19.35%
ELECTRICITY	36,000	47,000	39,000	(8,000)	-17.02%
WATER	1,500	1,200	1,200	0	0.00%
SUPPLIES-JANITORIAL	2,500	2,000	2,500	500	25.00%
CONTRACT SERVICES	307,125	358,800	360,500	1,700	0.47%
REPAIR - BLDG. & EQUIP.	40,000	40,000	50,000	10,000	25.00%
SUB-TOTAL	408,125	480,000	478,200	(1,800)	-0.38%
INSURANCE	77,800	77,850	104,500	26,650	34.23%
EQUIPMENT - LENDING LIBRARY	5,000	5,000	5,000	0	0.00%
EQUIPMENT - SYSTEM	55,000	45,000	35,000	(10,000)	-22.22%
EQUIPMENT - VEHICLES	275,000	65,000	65,000	0	0.00%
FACILITY RENOVATIONS	150,000	350,000	308,000	(42,000)	-12.00%
SUB-TOTAL	562,800	542,850	517,500	(25,350)	-4.67%
TOTAL EXPENDITURES	14,605,376	15,499,995	16,274,065	774,070	4.99%

**Proposed 2024 MEMBER LIBRARY SUPPORT @ 1.50% (OVERALL INCREASE)
 BASED ON ANNUAL REPORT FINANCIALS: 2022**

	ACT 2023 ML SUPP	PROP 2024 ML SUPP	\$ Change PROP 2024 FROM 2023 ACT	% Change PROP 2024 FROM 2022 ACT
AMAGANSETT	11,168	11,336	168	1.50%
AMITYVILLE	33,869	35,112	1,243	3.67%
BABYLON	19,119	19,349	230	1.20%
BAYPORT-BLUE POINT	23,517	25,981	2,464	10.48%
BAY SHORE-BRIGHTWATERS	43,846	44,420	574	1.31%
BRENTWOOD	108,934	112,179	3,245	2.98%
BROOKHAVEN	11,444	11,624	180	1.57%
CENTER MORICHES	40,667	41,977	1,310	3.22%
CENTRAL ISLIP	50,211	50,730	519	1.03%
COLD SPRING HARBOR	19,082	19,021	(61)	-0.32%
COMMACK	31,696	31,860	164	0.52%
COMSEWOGUE	64,172	63,634	(538)	-0.84%
CONNETHQUOT	61,929	63,284	1,355	2.19%
COPIAGUE	43,666	43,912	246	0.56%
CUTCHOGUE-NEW SUFFOLK	11,456	11,518	62	0.54%
DEER PARK	36,142	35,562	(580)	-1.60%
EAST HAMPTON	31,350	33,433	2,083	6.64%
EAST ISLIP	38,024	38,843	819	2.15%
ELWOOD	19,068	19,573	505	2.65%
EMMA S CLARK	66,706	67,082	376	0.56%
FLOYD MEMORIAL	11,168	11,336	168	1.50%
HALF HOLLOW HILLS	73,215	75,000	1,785	2.44%
HAMPTON BAYS	24,902	26,179	1,277	5.13%
HAMPTON	11,168	11,336	168	1.50%
HARBORFIELDS	37,215	37,432	217	0.58%
HAUPPAUGE	23,655	23,172	(483)	-2.04%
HUNTINGTON	69,643	69,645	2	0.00%
ISLIP	32,230	33,716	1,486	4.61%
JOHN JERMAIN	16,710	16,854	144	0.86%
LINDENHURST	52,854	51,958	(896)	-1.70%
LONGWOOD	85,659	87,477	1,818	2.12%
MASTICS-MORICHES-SHIRLEY	85,263	79,140	(6,123)	-7.18%
MATTITUCK	11,168	11,899	731	6.55%
MIDDLE COUNTRY	122,483	125,959	3,476	2.84%
MONTAUK	11,168	11,336	168	1.50%
NORTH BABYLON	38,518	38,790	272	0.71%
NORTH SHORE	42,107	42,861	754	1.79%
NORTHPORT-EAST NORTHPORT	77,539	77,625	86	0.11%
PATCHOGUE-MEDFORD	86,365	87,806	1,441	1.67%
PORT JEFFERSON	33,539	33,874	335	1.00%
QUOGUE	11,168	11,336	168	1.50%
RIVERHEAD	51,587	52,447	860	1.67%
ROGERS MEMORIAL	36,329	37,028	699	1.92%
SACHEM	116,145	119,047	2,902	2.50%
SAYVILLE	30,786	31,403	617	2.00%
SHELTER ISLAND	11,168	11,336	168	1.50%
SMITHTOWN	160,026	163,896	3,870	2.42%
SOUTH COUNTRY	29,733	30,302	569	1.91%
SOUTH HUNTINGTON	58,259	59,887	1,628	2.79%
SOUTHOLD	11,168	11,336	168	1.50%
WEST BABYLON	38,464	40,041	1,577	4.10%
WEST ISLIP	40,455	40,659	204	0.50%
WESTHAMPTON	25,265	26,263	998	3.95%
WYANDANCH	18,429	18,085	(344)	-1.87%
TOTALS:	2,351,617	2,386,891	35,274	1.50%

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OCTOBER 2023 - ADULT PROGRAMS

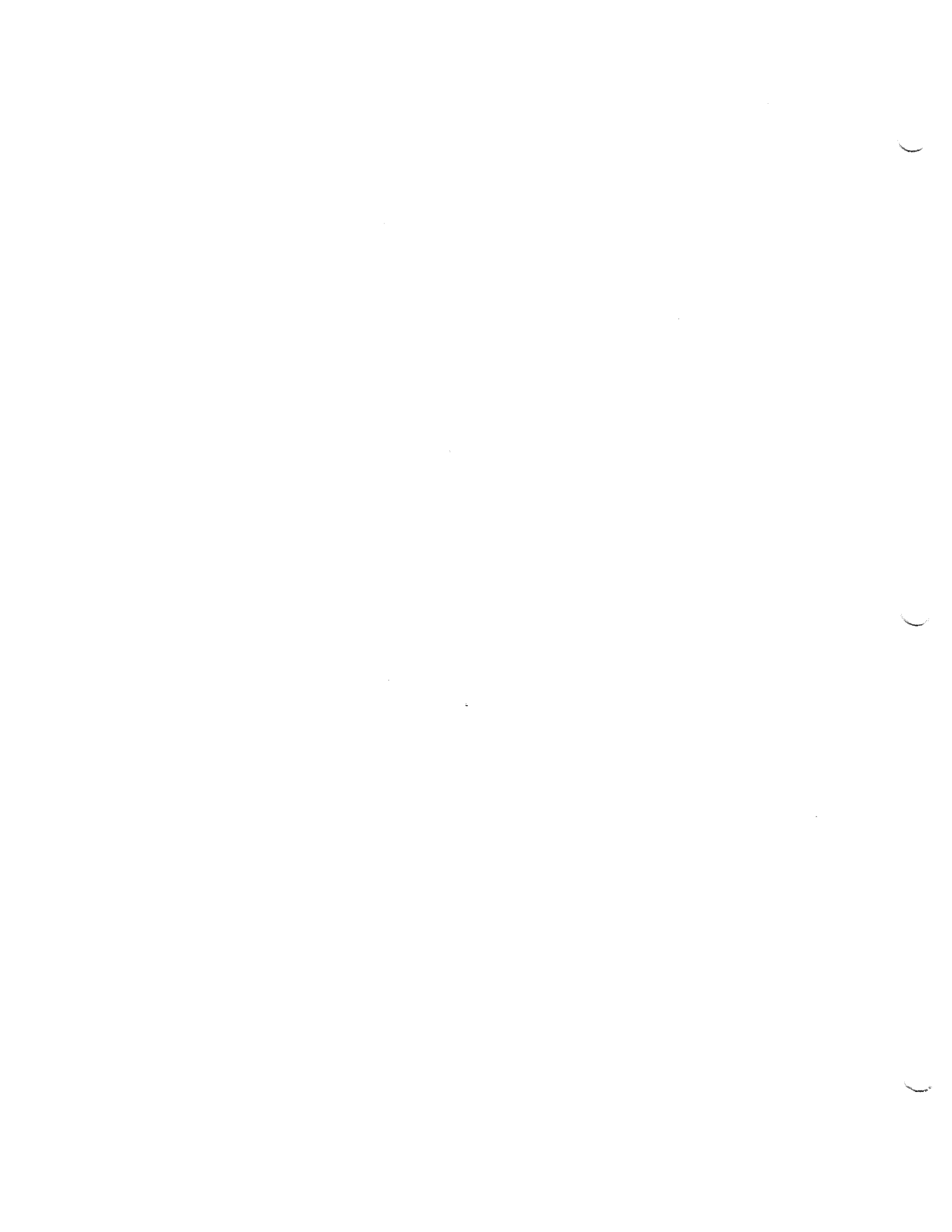
Title	Event Start Date	People in Attendance
Kids Flick: Little Mermaid	10/01/2023 @ 2:00pm	6
Beginner Tai Chi	10/02/2023 @ 9:30am	25
Creative Club: Mixed Media Collage	10/02/2023 @ 10:00am	10
Monday Yoga	10/02/2023 @ 11:00am	25
Movie: Air	10/02/2023 @ 2:00pm	36
Heartsaver® CPR AED Training	10/02/2023 @ 6:00pm	28
Virtual Chair Yoga (V)	10/03/2023 @ 9:00am	8
Tai Chi Level 2	10/03/2023 @ 9:30am	17
Game Day	10/03/2023 @ 11:00am	4
2nd Precinct Community Meeting	10/03/2023 @ 7:00pm	30
SCORE	10/04/2023 @ 10:15am	12
Thursday Yoga	10/05/2023 @ 9:30am	25
Genealogy Drop-in	10/05/2023 @ 10:00am	3
Yoga 2nd Session	10/05/2023 @ 11:00am	24
Writing Workshop (V)	10/05/2023 @ 4:00pm	8
Intermediate ENL Class	10/05/2023 @ 6:00pm	2
North Shore Civil War Roundtable	10/05/2023 @ 6:30pm	14
Beginner ENL Class	10/05/2023 @ 7:15pm	2
Bridge for Beginners	10/06/2023 @ 10:00am	8
Walk2TheBeat Virtual Fitness (V)	10/07/2023 @ 9:30am	12
Folk Music Society of Huntington	10/08/2023 @ 1:00pm	8
Classical Sundays: Four-Hands Piano	10/08/2023 @ 2:30pm	37
Adult Take & Bake: Harvest Pumpkin Bread	10/09/2023 @ 9:00am	24
Beginner Tai Chi	10/09/2023 @ 9:30am	25
Monday Yoga	10/09/2023 @ 11:00am	25
Movie: Are You There, God, It's Me Margaret	10/09/2023 @ 2:00pm	42
Virtual Chair Yoga (V)	10/10/2023 @ 9:00am	8
Tai Chi Level 2	10/10/2023 @ 9:30am	17
Game Day	10/10/2023 @ 11:00am	4
Beginner Excel: Functions & Formulas	10/10/2023 @ 7:00pm	10
Getting in Touch with Your Spirit Guides	10/10/2023 @ 7:00pm	8
Non-Fiction Book Discussion	10/11/2023 @ 11:00am	11
Canasta for Beginners	10/11/2023 @ 1:30pm	11
Small Business Counseling	10/11/2023 @ 4:30pm	1
Small Business Counseling	10/11/2023 @ 5:30pm	1
5 Strategies to Save on Medicare Costs	10/11/2023 @ 6:30pm	11
Small Business Counseling	10/11/2023 @ 6:30pm	1
Make a Spooky Candle Holder with Cricut	10/11/2023 @ 6:30pm	8
Thursday Yoga	10/12/2023 @ 9:30am	25
Huntington AARP	10/12/2023 @ 10:00am	19
Yoga 2nd Session	10/12/2023 @ 11:00am	25
Plants for Healthy Living	10/12/2023 @ 2:00pm	9
Writing Workshop (V)	10/12/2023 @ 4:00pm	8
Intermediate ENL Class	10/12/2023 @ 6:00pm	CANCELLED
Jewelry Workshop: Beaded Leather Wrap Bracelet	10/12/2023 @ 7:00pm	15
What does the new SAT look like?	10/12/2023 @ 7:00pm	CANCELLED

OCTOBER 2023 - ADULT PROGRAMS

Adult Take & Make: Book Witch (V)	10/12/2023 @ 7:00pm	35
Beginner ENL Class	10/12/2023 @ 7:15pm	0
LILRC VR Demo	10/13/2023 @ 9:00am	12
Walk2TheBeat Virtual Fitness (V)	10/14/2023 @ 9:30am	12
Balance & Stability Fitness	10/14/2023 @ 9:30am	17
Long Island Rose Society	10/14/2023 @ 1:00pm	14
Meet the Authors: Star Crossed: A True Romeo &	10/15/2023 @ 2:00pm	5
Beginner Tai Chi	10/16/2023 @ 9:30am	25
Medicare Counseling One-on-One	10/16/2023 @ 10:00am	1
Monday Yoga	10/16/2023 @ 11:00am	25
Movie: You Hurt My Feelings	10/16/2023 @ 2:00pm	45
Cooking Class: More Mediterranean Fare	10/16/2023 @ 6:30pm	13
Cutting the Cord	10/16/2023 @ 7:00pm	15
Library Board of Trustees Meeting	10/16/2023 @ 7:00pm	10
Virtual Chair Yoga (V)	10/17/2023 @ 9:00am	8
Tai Chi Level 2	10/17/2023 @ 9:30am	17
Defensive Driving	10/17/2023 @ 11:00am	10
Game Day	10/17/2023 @ 11:00am	4
Beyond the Book @ The Whaling Museum	10/17/2023 @ 6:30pm	N/A
Design Glass Gemstones	10/17/2023 @ 7:00pm	15
Mindful Meditation Workshop	10/17/2023 @ 7:00pm	2
Canasta for Beginners	10/18/2023 @ 1:30pm	12
Evening Book Discussion	10/18/2023 @ 7:00pm	12
Thursday Yoga	10/19/2023 @ 9:30am	25
Yoga 2nd Session	10/19/2023 @ 11:00am	24
Tech Byte: Newspapers & Magazines	10/19/2023 @ 11:00am	0
Tony Bennett: The Music Never Ends	10/19/2023 @ 2:00pm	16
Writing Workshop (V)	10/19/2023 @ 4:00pm	8
Intermediate ENL Class	10/19/2023 @ 6:00pm	CANCELLED
NAACP Huntington	10/19/2023 @ 6:30pm	115
Adult Craft: Eco-Printing	10/19/2023 @ 6:30pm	14
Beginner ENL Class	10/19/2023 @ 7:15pm	CANCELLED
Bridge for Beginners	10/20/2023 @ 10:00am	8
Community Shredding Event	10/21/2023 @ 9:00am	280
Walk2TheBeat Virtual Fitness (V)	10/21/2023 @ 9:30am	12
Balance & Stability Fitness	10/21/2023 @ 9:30am	17
Jane Austen Society	10/21/2023 @ 1:00pm	CANCELLED
AARP Tax Aide Training	10/23/2023 @ 9:00am	19
Beginner Tai Chi	10/23/2023 @ 9:30am	25
Operation Medicine Cabinet	10/23/2023 @ 10:00am	TABLE IN LOBBY
Monday Yoga	10/23/2023 @ 11:00am	25
Movie: Guy Ritchie's The Covenant	10/23/2023 @ 2:00pm	37
Pressed Flower Art: Fox	10/23/2023 @ 6:30pm	7
The New World of College Admissions	10/23/2023 @ 7:00pm	8
Virtual Chair Yoga (V)	10/24/2023 @ 9:00am	8
Tai Chi Level 2	10/24/2023 @ 9:30am	17
Game Day	10/24/2023 @ 11:00am	4

OCTOBER 2023 - ADULT PROGRAMS

The Salem Witch Trials: Reckoning & Reclaiming (V)	10/24/2023 @ 3:00pm	46
Adult Craft: Autumn Wreath	10/24/2023 @ 6:30pm	13
The Readers: A 20s & 30s Book Group	10/24/2023 @ 7:00pm	7
Canasta for Beginners	10/25/2023 @ 1:30pm	13
Cover to Cover Book Discussion	10/25/2023 @ 3:00pm	4
Small Business Counseling	10/25/2023 @ 4:30pm	1
Small Business Counseling	10/25/2023 @ 5:30pm	1
Small Business Counseling	10/25/2023 @ 6:30pm	1
Smartphone Photography 101	10/25/2023 @ 7:00pm	10
Thursday Yoga	10/26/2023 @ 9:30am	25
Yoga 2nd Session	10/26/2023 @ 11:00am	24
Navigating Our Digital Services	10/26/2023 @ 11:00am	3
Cooking Class: Intuitive Eating	10/26/2023 @ 1:30pm	8
Intermediate ENL Class	10/26/2023 @ 6:00pm	2
Beginner ENL Class	10/26/2023 @ 7:15pm	1
Bridge for Beginners	10/27/2023 @ 10:00am	8
The Magical Duffel Bag	10/27/2023 @ 7:00pm	CANCELLED
Walk2TheBeat Virtual Fitness (V)	10/28/2023 @ 9:30am	12
Balance & Stability Fitness	10/28/2023 @ 9:30am	17
The Magical Duffel Bag	10/28/2023 @ 3:00pm	CANCELLED
The Magical Duffel Bag	10/28/2023 @ 7:00pm	CANCELLED
LI Flute Club Choir	10/29/2023 @ 2:30pm	150
AARP Tax Aide Training	10/30/2023 @ 9:00am	23
Beginner Tai Chi	10/30/2023 @ 9:30am	25
Creative Club: Mixed Media Collage	10/30/2023 @ 10:00am	3
Monday Yoga	10/30/2023 @ 11:00am	25
Movie: Knock at the Cabin	10/30/2023 @ 2:00pm	16
Writing a Winning Cover Letter	10/30/2023 @ 7:00pm	5
Virtual Chair Yoga (V)	10/31/2023 @ 9:00am	8
Tai Chi Level 2	10/31/2023 @ 9:30am	17
Game Day	10/31/2023 @ 11:00am	12



OCTOBER 2023 - CHILDREN'S PROGRAMS

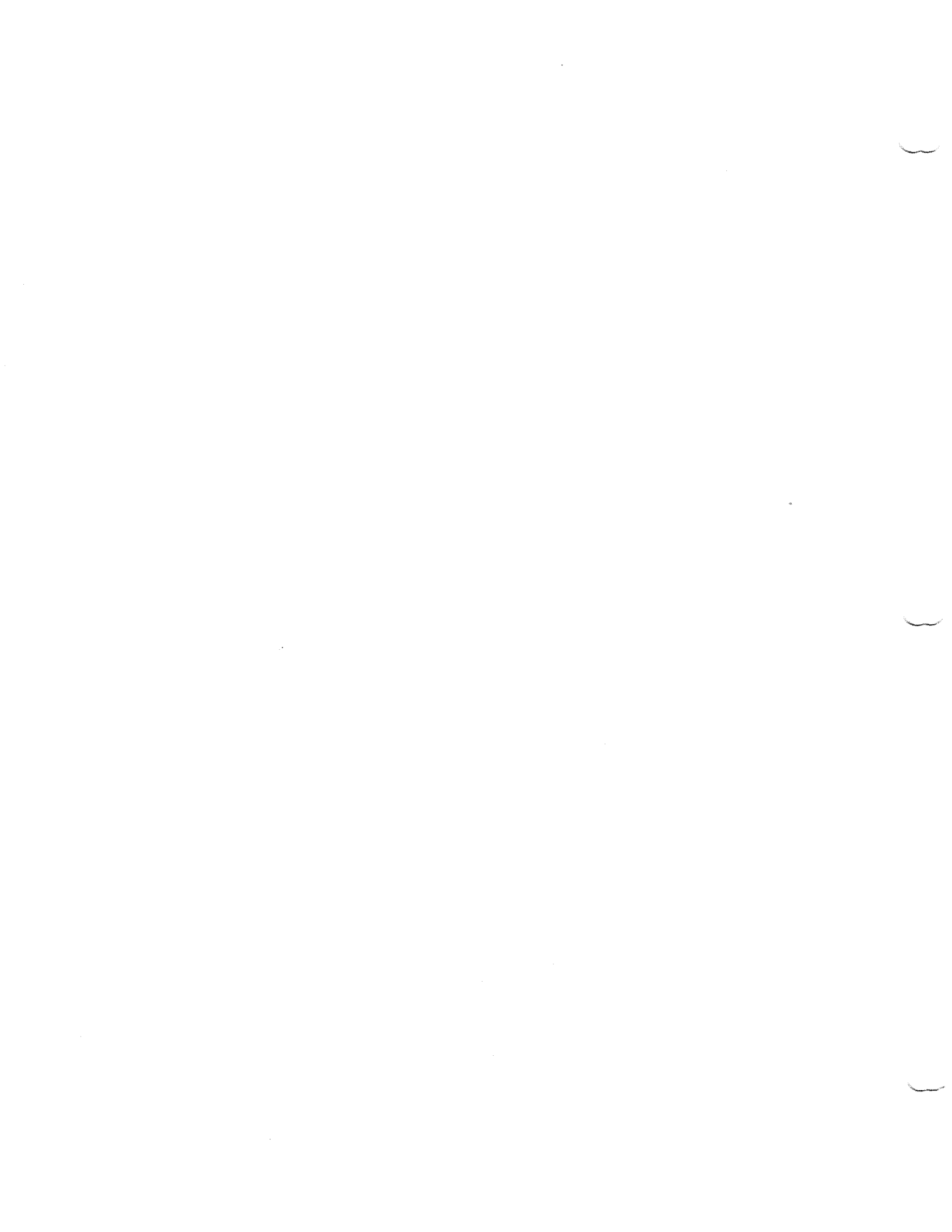
Title	Event Start Date	People in Attendance
Kids Flick: Little Mermaid	10/01/2023 @ 2:00pm	6
Bilingual BANANAS Bilingues	10/02/2023 @ 10:00am	11
Sprouts & Friends	10/03/2023 @ 10:00am	15
Sprouts & Friends	10/03/2023 @ 11:00am	11
Hip Hop Dance	10/03/2023 @ 4:45pm	13
Baby Bundle Take & Make / Paquete Para Bebes un Take & Make	10/04/2023 @ 10:00am	15
Adopt a Taco-Eating Dragon Take & Make	10/04/2023 @ 10:00am	18
OUTREACH: A Work of Heart Preschool	10/04/2023 @ 10:00am	40
Baby Time!	10/04/2023 @ 10:30am	8
Baby Time!	10/04/2023 @ 11:15am	12
Picture Book Time	10/04/2023 @ 3:00pm	7
Yoga Kids	10/04/2023 @ 4:30pm	10
Zumbini	10/05/2023 @ 10:30am	19
Zumbini	10/05/2023 @ 11:30am	11
PEQUENOS POLLITOS:CELEBRANDO EL MES DE LA HISPANID	10/05/2023 @ 4:30pm	12
A Time for Kids	10/06/2023 @ 10:00am	14
A Time for Kids	10/06/2023 @ 11:00am	15
Art Club: Kelsey Montague	10/06/2023 @ 4:30pm	19
Girl Scout Troop 1969	10/06/2023 @ 6:00pm	12
Music & Movement	10/07/2023 @ 10:00am	9
Lego Club	10/07/2023 @ 2:30pm	10
Monster Mash!	10/09/2023 @ 2:30pm	16
Sprouts & Friends	10/10/2023 @ 10:00am	14
Sprouts & Friends	10/10/2023 @ 11:00am	16
Preschool Pals: Fall Fun!	10/10/2023 @ 3:00pm	4
Hip Hop Dance	10/10/2023 @ 4:45pm	13
Baby Time!	10/11/2023 @ 10:30am	9
Baby Time!	10/11/2023 @ 11:15am	8
Picture Book Time	10/11/2023 @ 3:00pm	10
Yoga Kids	10/11/2023 @ 4:30pm	9
Zumbini	10/12/2023 @ 10:30am	16
Zumbini	10/12/2023 @ 11:30am	12
CLASS VISIT: LISG Kindergarten	10/12/2023 @ 1:00pm	N/A
PEQUENOS POLLITOS:CELEBRANDO EL MES DE LA HISPANID	10/12/2023 @ 4:30pm	12
A Time for Kids	10/13/2023 @ 10:00am	16
A Time for Kids	10/13/2023 @ 11:00am	14
Tweens Night Out: Frankencrafts!	10/13/2023 @ 7:00pm	7
Nature at Night	10/14/2023 @ 2:30pm	13
Bilingual BANANAS Bilingues	10/16/2023 @ 10:00am	9
Minecraft Mania!	10/16/2023 @ 4:30pm	12
Homework Help at the South Huntington Public Library	10/16/2023 @ 4:30pm	4
Sprouts & Friends	10/17/2023 @ 10:00am	15
Sprouts & Friends	10/17/2023 @ 11:00am	11
Preschool Pals: Fall Fun!	10/17/2023 @ 3:00pm	7
Hip Hop Dance	10/17/2023 @ 4:45pm	11
Baby Time!	10/18/2023 @ 10:30am	9

OCTOBER 2023 - CHILDREN'S PROGRAMS

Baby Time!	10/18/2023 @ 11:15am	9
Picture Book Time	10/18/2023 @ 3:00pm	8
Yoga Kids	10/18/2023 @ 4:30pm	11
Zumbini	10/19/2023 @ 10:30am	17
Zumbini	10/19/2023 @ 11:30am	11
After School Club	10/19/2023 @ 4:30pm	7
A Time for Kids	10/20/2023 @ 10:00am	18
A Time for Kids	10/20/2023 @ 11:00am	11
Art Club: Yayoi Kusama	10/20/2023 @ 4:30pm	16
Lil' Athletes Toddler	10/21/2023 @ 10:00am	17
Lil' Athletes	10/21/2023 @ 11:00am	4
Baking Coach: Monster Brownies	10/21/2023 @ 3:00pm	23
Chess Nuts	10/22/2023 @ 2:30pm	7
Minecraft Mania!	10/23/2023 @ 4:30pm	12
Homework Help at the South Huntington Public Library	10/23/2023 @ 4:30pm	2
Sprouts & Friends	10/24/2023 @ 10:00am	16
Sprouts & Friends	10/24/2023 @ 11:00am	11
Preschool Pals: Spooky Spiders!	10/24/2023 @ 3:00pm	7
Adventures in Art: Spooky Sculptures with Louise Bourgeois	10/24/2023 @ 4:30pm	8
Baby Time!	10/25/2023 @ 10:30am	9
Baby Time!	10/25/2023 @ 11:15am	7
Adventures in Art: Mini Masters	10/25/2023 @ 3:00pm	11
Yoga Kids	10/25/2023 @ 4:30pm	8
Zumbini	10/26/2023 @ 10:30am	15
Zumbini	10/26/2023 @ 11:30am	8
After School Club	10/26/2023 @ 4:30pm	6
A Time for Kids	10/27/2023 @ 10:00am	14
A Time for Kids	10/27/2023 @ 11:00am	12
Halloween Celebration	10/27/2023 @ 4:30pm	17
The Magical Duffel Bag	10/27/2023 @ 7:00pm	CANCELLED
PlayHooray Babies & Kids	10/28/2023 @ 10:00am	12
CLASS VISIT: ENL Family Story Time and Tour	10/28/2023 @ 2:30pm	CANCELLED
The Magical Duffel Bag	10/28/2023 @ 3:00pm	CANCELLED
The Magical Duffel Bag	10/28/2023 @ 7:00pm	CANCELLED
Lego Club	10/29/2023 @ 2:30pm	12
Bilingual BANANAS Bilingues	10/30/2023 @ 10:00am	11
Homeschool Co-op	10/30/2023 @ 1:00pm	18
Minecraft Mania!	10/30/2023 @ 4:30pm	9
Homework Help at the South Huntington Public Library	10/30/2023 @ 4:30pm	5
Halloween Craft and Pumpkin Picking	10/31/2023 @ 10:00am	20
Halloween Craft and Pumpkin Picking	10/31/2023 @ 11:00am	20

OCTOBER 2023 - YA PROGRAMS

Title	Event Start Date	People in Attendance
Fruit Gems: Guess in a Jar	10/01/2023 @ 12:00am	71
Kids Flick: Little Mermaid	10/01/2023 @ 2:00pm	6
Executive Teen Advisory Board	10/03/2023 @ 7:00pm	7
YA Theater Rehearsals	10/04/2023 @ 7:00pm	CANCELLED
Think Pink: a Community Service Program	10/04/2023 @ 7:00pm	13
Halloween Crispy Treat Monsters	10/06/2023 @ 6:30pm	15
YA Theater Rehearsals	10/06/2023 @ 7:00pm	CANCELLED
YA Theater Rehearsals	10/07/2023 @ 11:00am	CANCELLED
Create Dog Toys: a Community Service Program	10/07/2023 @ 1:00pm	12
Witches' Ball	10/10/2023 @ 6:30pm	5
YA Theater Rehearsals	10/11/2023 @ 7:00pm	CANCELLED
What does the new SAT look like?	10/12/2023 @ 7:00pm	CANCELLED
YA Theater Rehearsals	10/13/2023 @ 7:00pm	CANCELLED
Swifties Karaoke Night	10/13/2023 @ 7:00pm	CANCELLED
YA Theater Rehearsals	10/14/2023 @ 11:00am	CANCELLED
Teen Volunteers - Homework Help at the South Hunt	10/16/2023 @ 4:30pm	4
Onesies for Babies in Need: a Community Service Pr	10/16/2023 @ 7:00pm	12
Stress Kits: a Community Service Program	10/17/2023 @ 6:00pm	10
Teen Advisory Board	10/17/2023 @ 7:00pm	13
FAFSA Walkthrough	10/18/2023 @ 6:30pm	CANCELLED
YA Theater Rehearsals	10/18/2023 @ 7:00pm	CANCELLED
DIY Potion Bottles	10/19/2023 @ 7:00pm	8
Game On!	10/20/2023 @ 6:30pm	9
YA Theater Rehearsals	10/20/2023 @ 7:00pm	CANCELLED
YA Theater Rehearsals	10/21/2023 @ 11:00am	CANCELLED
Teen Volunteers - Homework Help at the South Hunt	10/23/2023 @ 4:30pm	7
International Cooking: Dia de los Muertos	10/24/2023 @ 7:00pm	8
YA Theater Rehearsals	10/25/2023 @ 7:00pm	CANCELLED
Themed Trivia Thursday: Halloween	10/26/2023 @ 7:00pm	4
The Magical Duffel Bag	10/27/2023 @ 7:00pm	CANCELLED
Trivia Night	10/27/2023 @ 7:00pm	5
The Magical Duffel Bag	10/28/2023 @ 3:00pm	CANCELLED
The Magical Duffel Bag	10/28/2023 @ 7:00pm	CANCELLED
Teen Volunteers - Homework Help at the South Hunt	10/30/2023 @ 4:30pm	6



OCTOBER 2023

ADULT PRINT	OCT 23	OCT 22	% CHANGE	OCT 21	% CHANGE
Nonfiction	727	832	-12.62%	835	-12.93%
New Books	1,115	976	14.24%	972	14.71%
Fiction	1,094	1,149	-4.79%	1,087	0.64%
Paperbacks	152	107	42.06%	147	3.40%
Mysteries	211	190	11.05%	221	-4.52%
Large Type	229	274	-16.42%	287	-20.21%
Magazines	76	136	-44.12%	136	-44.12%
Biographies	54	92	-41.30%	59	-8.47%
Test Books	10	21	-52.38%	26	-61.54%
Science Fiction	28	28	0.00%	48	-41.67%
Foreign Language	22	10	120.00%	14	57.14%
Graphic Novel	21	44	-52.27%	39	-46.15%
Reference	3	0	N.M.	0	N.M.
ESL Collection	5	7	-28.57%	1	400.00%
Oversized Books	1	0	N.M.	6	-83.33%
Short Stories	5	5	0.00%	12	-58.33%
Adult Learner	1	1	0.00%	0	N.M.
Auto Repair	2	2	0.00%	1	100.00%
Total	3,756	3,874	-3.05%	3,891	-3.47%
ADULT MEDIA					
DVD	1,374	1,622	-15.29%	1,804	-23.84%
Blu-ray Disc	435	300	45.00%	385	12.99%
Compact Discs	258	355	-27.32%	416	-37.98%
Books on Disc	150	132	13.64%	165	-9.09%
Video Games	33	16	106.25%	36	-8.33%
Language Media	1	4	-75.00%	2	-50.00%
Hotspots	26	30	-13.33%	25	4.00%
Total	2,277	2,459	-7.40%	2,833	-19.63%
ELECTRONIC RESOURCES					
Live-brary E-Books	5,287	4,517	17.05%	4,621	14.41%
Live-brary Audiobooks	3,265	2,635	23.91%	2,250	45.11%
Flipster	254	389	-34.70%	533	-52.35%
New York Times	386	282	36.88%	235	64.26%
PressReader	88	186	-52.69%	143	-38.46%
Hoopla	406	374	8.56%	336	20.83%
Kanopy	516	284	81.69%	339	52.21%
Total	10,202	8,667	17.71%	8,457	20.63%
INTERLIBRARY LOAN					
Items Sent	1,746	1,655	5.50%	1,657	5.37%
Items Borrowed	1,073	1,077	-0.37%	1,015	5.71%
NEW PATRONS					
	172	258	-33.33%	175	-1.71%

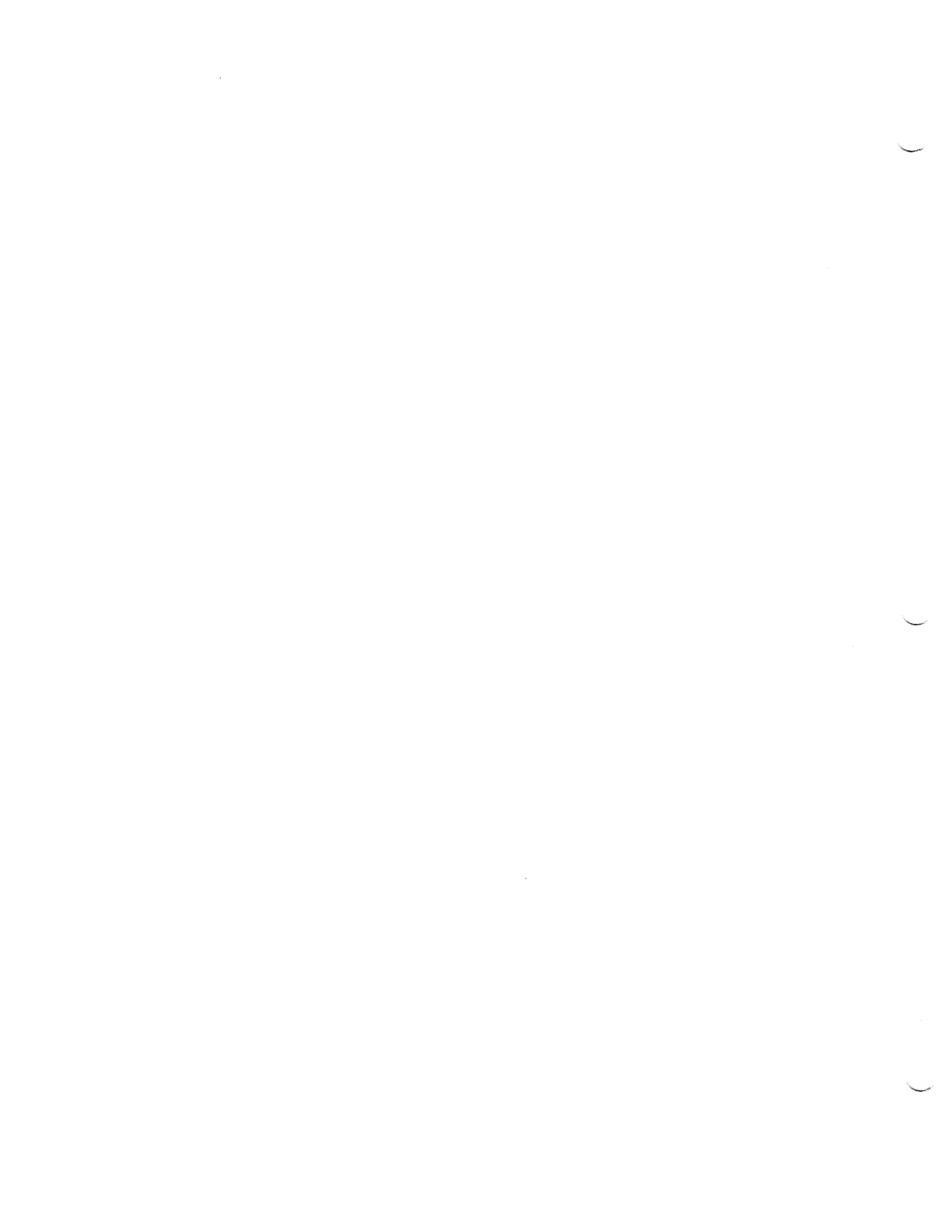
OCTOBER 2023

JUVENILE PRINT	OCT 23	OCT 22	% CHANGE	OCT 21	% CHANGE
Nonfiction	741	728	1.79%	715	3.64%
Picture Books	1,223	1,315	-7.00%	1,152	6.16%
Fiction	586	715	-18.04%	593	-1.18%
Easy Readers	610	522	16.86%	602	1.33%
Biographies	62	91	-31.87%	63	-1.59%
Paperbacks	322	266	21.05%	259	24.32%
Board Books	340	360	-5.56%	360	-5.56%
Graphic Novels	350	305	14.75%	212	65.09%
Foreign Language	200	112	78.57%	200	0.00%
Parents Collection	26	30	-13.33%	21	23.81%
Magazines	4	27	-85.19%	4	0.00%
Story Collection	15	6	150.00%	18	-16.67%
Museum Passes	147	120	22.50%	106	38.68%
Total	4,626	4,597	0.63%	4,305	7.46%
JUVENILE MEDIA					
DVD	265	374	-29.14%	401	-33.92%
Blu-ray Disc	40	28	42.86%	51	-21.57%
Video Games	197	156	26.28%	124	58.87%
Compact Discs	26	39	-33.33%	35	-25.71%
CD/Book Kits	39	47	-17.02%	23	69.57%
Books on Disc	0	7	-100.00%	4	-100.00%
Launchpads	6	15	-60.00%	9	-33.33%
Total	573	666	-13.96%	647	-11.44%
YOUNG ADULT					
Magazines	1	0	N.M.	0	N.M.
Fiction	50	85	-41.18%	63	-20.63%
Nonfiction	0	7	-100.00%	8	-100.00%
Graphic Novel	42	113	-62.83%	79	-46.84%
Paperbacks	39	16	143.75%	24	62.50%
Large Type	1	0	N.M.	1	0.00%
Test Books	0	4	-100.00%	3	-100.00%
Foreign Language	0	3	-100.00%	6	-100.00%
Laptops	19	10	90.00%	0	N.M.
Total	152	238	-36.13%	184	-17.39%

SOUTH HUNTINGTON PUBLIC LIBRARY
RESOURCES WORKSHEET

OCTOBER 2023

	ADDED	DISCARDED	OCT 23
ADULT / YA			
Books, Fiction	510	138	45,014
Books, Nonfiction	356	345	61,788
Paperbacks	8	0	10,005
Periodical Titles	0	0	220
Compact Discs	29	0	7,116
DVDs	77	258	15,459
Blu-ray Disc	37	0	2,448
Books-on-CD	3	0	4,036
Videogames	5	0	87
Total	1,025	741	146,173
CHILDRENS			
Books, Fiction	310	75	45,006
Books, Nonfiction	184	637	41,870
Paperbacks	34	18	3,355
Videogames	17	0	1,364
Compact Discs	0	0	1,567
DVDs	3	3	8,050
Blu-ray Disc	0	0	553
Books-on-CD	0	0	543
CD/Book Kits	0	0	510
Launchpads	0	0	40
Total	548	733	102,858
TOTAL	1,573	1,474	249,031



Circulation Statistics

	October 2023	September 2023	October 2022
SHPL Material Check-Outs (ALL Libraries)	8,948	9,392	9,377
Self Checkouts (Kiosks)	1,699	1,931	1,850
YA Laptop Checkouts	19	4	10
Circulating Chromebook Checkouts	2	5	0
Circulating Laptop Checkouts	1	4	5
Hotspot Checkouts	26	24	30

Percent of all checkouts using SHPL Self-Check Kiosks

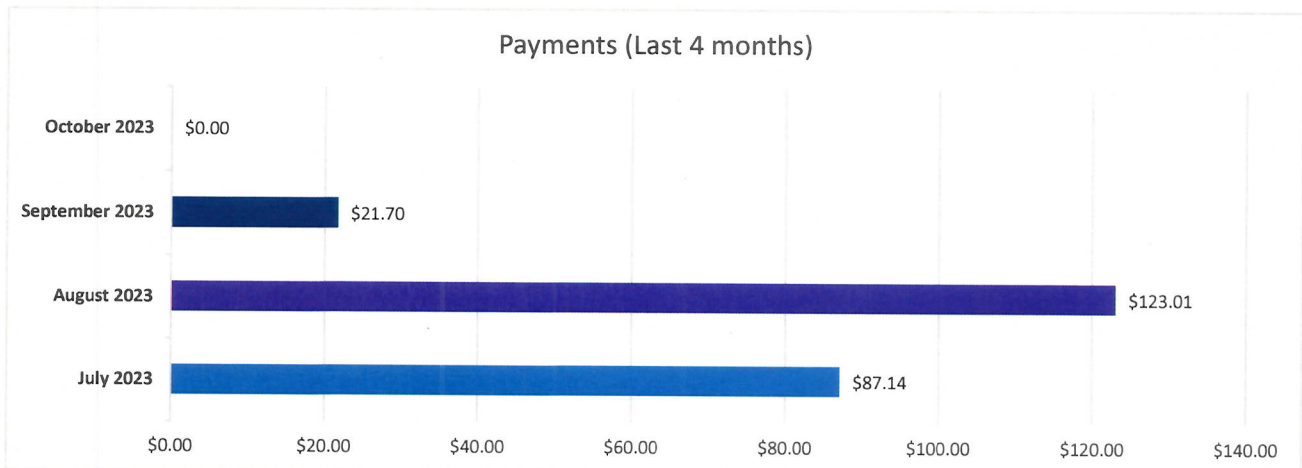
October 2023	19.0%	↓	-12.0%	Change since last month
September 2023	20.6%			
October 2022	19.7%	{last year}	↓ -8.2%	Change since last year

Laptop Checkouts (Combined)

October 2023	22	↑	69.2%	Change since last month
September 2023	13			
October 2022	15	{last year}	↑ 46.7%	Change since last year

e-Commerce Payments (released quarterly)

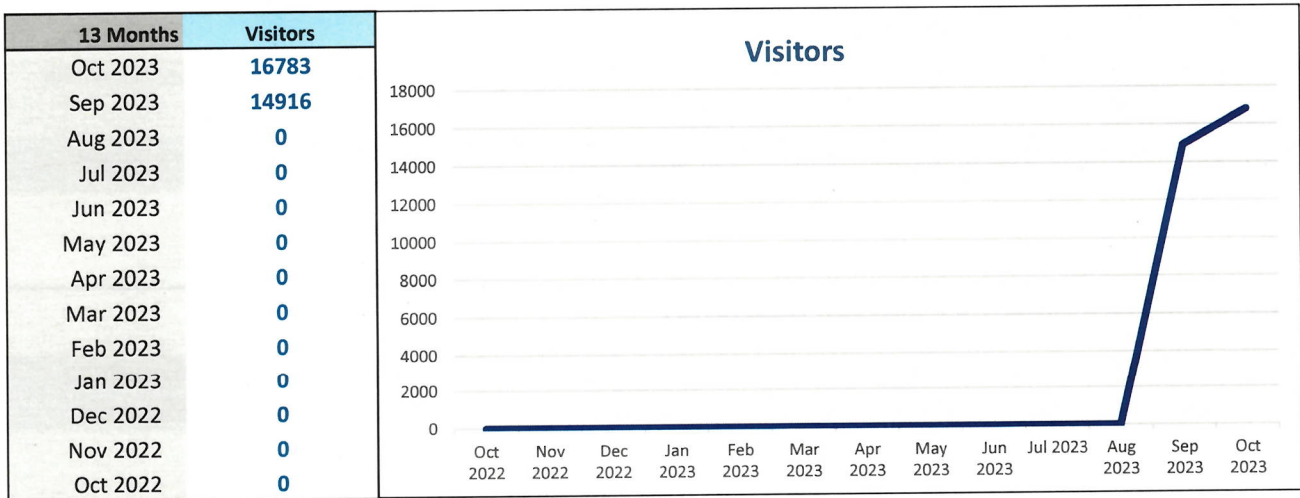
October 2023	September 2023	August 2023	July 2023	October 2022
\$0.00	\$21.70	\$123.01	\$87.14	\$54.91



Subscription Statistics

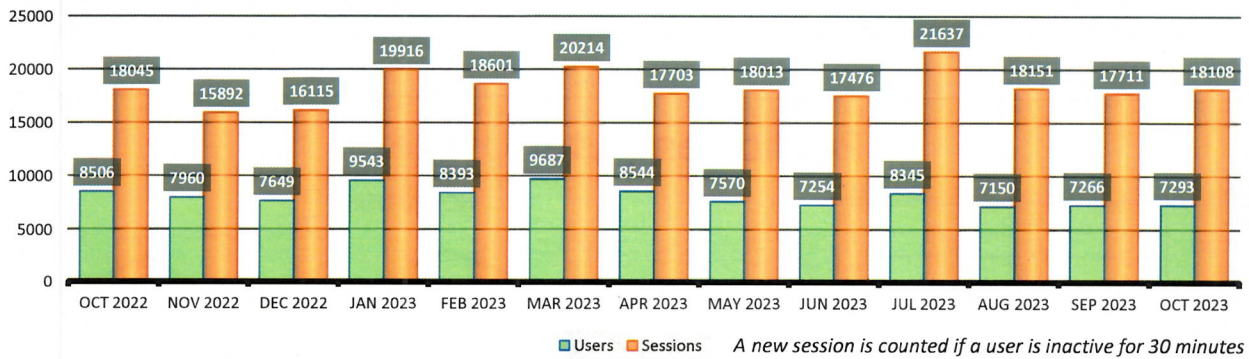
	October 2023	September 2023	Change (last month)		October 2022	Change (last year)	
EBSCO	241	233	↑	3%	576	↓	-58%
OCLC / First Search	221	113	↑	96%	213	↑	4%
Homework Help	44	37	↑	19%	33	↑	33%
LinkedIn Learning	13	13	↑	0%	16	↓	-19%
Overdrive	8552	8355	↑	2%	7155	↑	20%
Pronunciator	5	1	↑	400%	6	↓	-17%
WAM Consortium Databases	1710	1436	↑	19%	2984	↓	-43%

Gate Count Statistics



WebSite Statistics

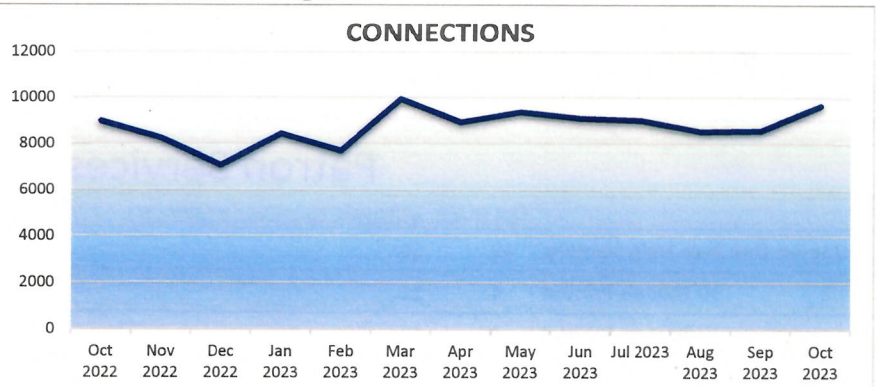
13 Months	Users	Sessions	Total Page Views	Home Page Views
Oct 2023	7293	18108	52121	12537
Sep 2023	7266	17711	49464	12634
Aug 2023	7150	18151	47686	13454
Jul 2023	8345	21637	66067	15277
Jun 2023	7254	17476	53795	12917
May 2023	7570	18013	48285	12535
Apr 2023	8544	17703	52100	13431
Mar 2023	9687	20214	59666	15435
Feb 2023	8393	18601	62273	14891
Jan 2023	9543	19916	64289	15576
Dec 2022	7649	16115	0	0
Nov 2022	7960	15892	0	0
Oct 2022	8506	18045	0	0



↑ **0.4%** Change in website users compared to last month
↓ **-14.3%** Change in website users compared to last year
↓ **-9.8%** Compared to the **average monthly users::** 8,089

WiFi Usage

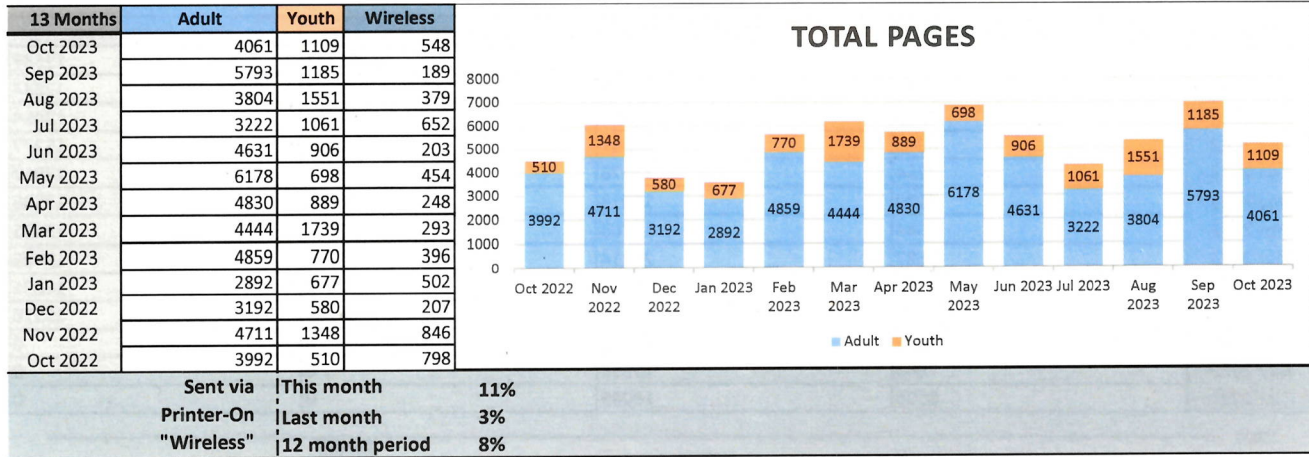
13 Months	Wireless devices connected
Oct 2023	9648
Sep 2023	8570
Aug 2023	8534
Jul 2023	9007
Jun 2023	9090
May 2023	9362
Apr 2023	8925
Mar 2023	9934
Feb 2023	7686
Jan 2023	8426
Dec 2022	7065
Nov 2022	8232
Oct 2022	8967



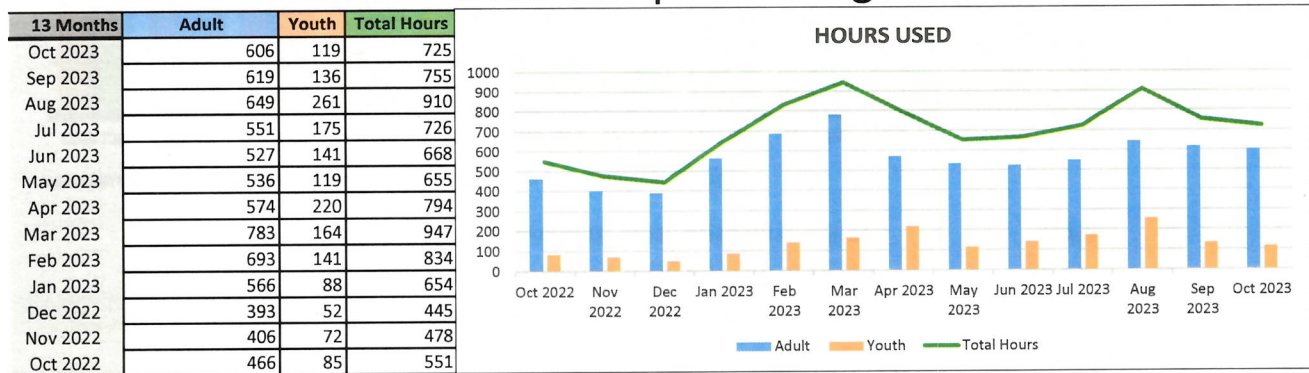
Multiple connections by a single device are counted as 1 per day

↑ **12.6%** Change in wireless users compared to last month
↑ **7.6%** Change in wireless users compared to last year
↑ **10.6%** Compared to the **average monthly connections::** 8727

Public Printing



Public Computer Usage



- ↓ **-2.1%** **Adult Reference** Change compared to last month
- ↓ **-12.5%** **Youth Services**
- ↑ **30.0%** **Adult Reference** Change compared to last year
- ↑ **40.0%** **Youth Services**

Patron Services

	Oct 2023	Monthly average (past year)
One-on-One Tech Help Sessions	12	10
3D Models Printed	4	11
Posters Printed	6	13
Text-a-Librarian (conversations)	33	40