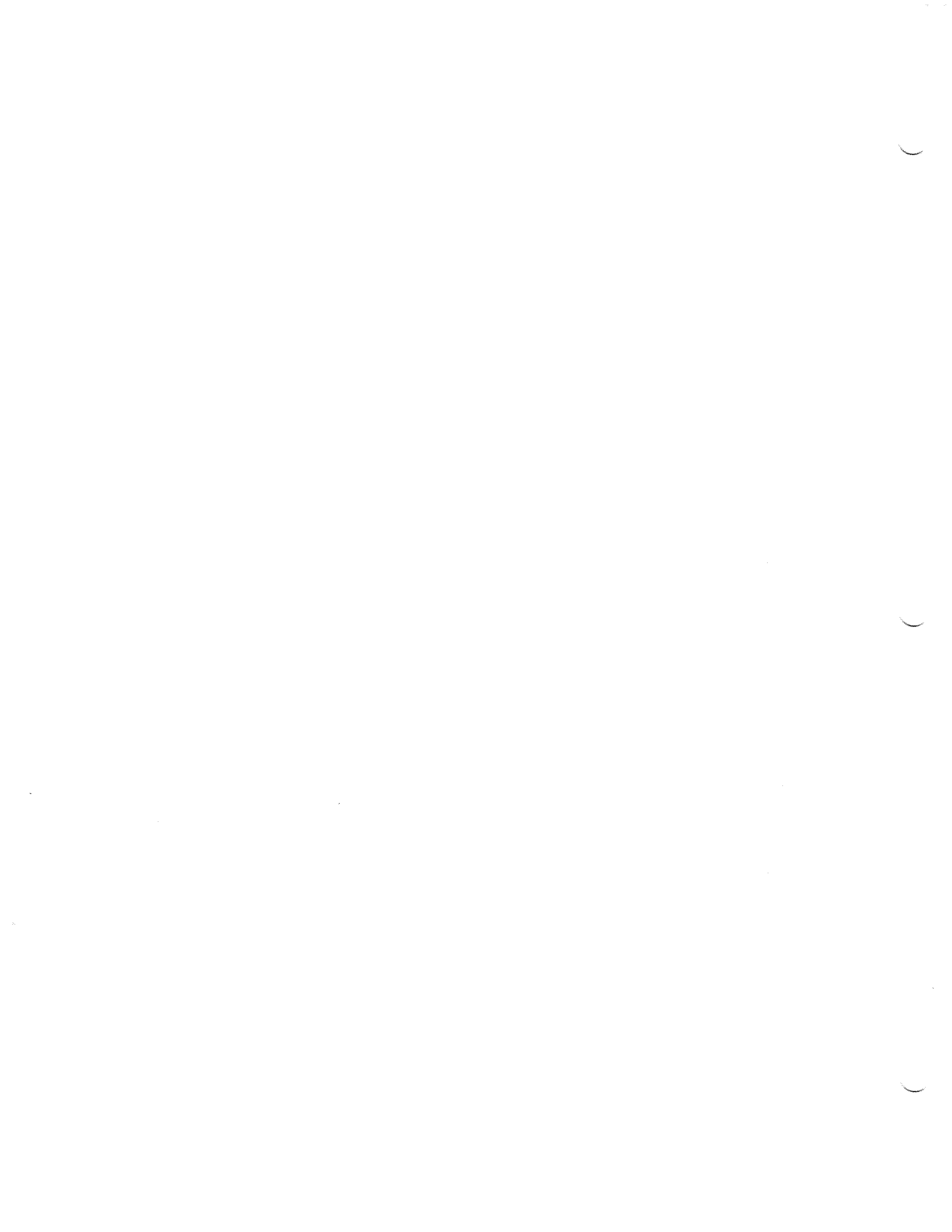


BOARD MEETING – MONDAY, DECEMBER 18, 2023
SOUTH HUNTINGTON PUBLIC LIBRARY
145 PIDGEON HILL ROAD
HUNTINGTON STATION, NY 11746

Agenda for the regular meeting of the Board of Trustees of the South Huntington Public Library on Monday, December 18, 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)
 1. Regular Meeting, Monday, November 20, 2023
5. FINANCIAL MATTERS: (TAB B)
 - A. Schedule of Bills
 - B. Investments
 - C. Financial Chairperson's Report
 - D. Cost of the Vote
6. COMMUNICATIONS: (TAB C)
 1. SCLS Minutes and Memorandum (emailed to Board members)
 2. Letter to TOH Postmasters re: late newsletters
7. REPORTS: (TAB D)
 1. Director's Report
 2. Assistant Director's Report
 3. Building and Grounds Report
8. OLD BUSINESS: (TAB E)
 1. Covid-19 Protocol
9. NEW BUSINESS: (TAB F)
 1. Obsolete Equipment
 2. SHPL 2024-2025 Budget Draft (to be handed out at meeting)
 3. Annual Budget and Trustee Vote Date Change
10. STATISTICAL REPORTS: (TAB G)
 1. Statistics and Program Attendance
11. PERIOD OF PUBLIC EXPRESSION
12. EXECUTIVE SESSION – To discuss a personnel matter.
13. ADJOURNMENT



BOARD MEETING MINUTES - MONDAY, NOVEMBER 20, 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, November 20, 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: Mr. Nick Tanzi, Assistant Director
Mrs. Erin McShane-Hedger, Business Manager
Mrs. Doreen Kilkenny, Board Secretary

EXCUSED: Mrs. Janet Scherer, Director

GUEST: Robert Johnson, CPA

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

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

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

DISPOSITION OF MINUTES

OCTOBER 16, 2023: Motion by Mrs. Ferrante, seconded by Mrs. Fox, and carried unanimously to accept the minutes of the regular meeting of October 16, 2023.

PRESENTATION
OF THE 2022-2023
AUDIT:

Mr. Johnson, the library auditor, presented an overview of the library's financial operations for the fiscal year ending June 30, 2023. Mr. Johnson reported that the library's practices are sound and that the library is in a strong financial position. The board accepted the audit as presented.

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. Fox, and carried unanimously to authorize payment of Warrant #11 Fund L in the amount of \$17,156.79; Warrant #14 Fund L in the amount of \$523,905.53; Warrant #10/12 PR Fund L in the amount of \$122,550.94; Warrant #10/26 PR Fund L in the amount of \$131,771.18.

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #8 Fund TA in the amount of \$47,183.80; Warrant #9 Fund TA in the amount of \$57,867.81.

Motion by Mrs. Ferrante, seconded by Mr. Horowitz, and carried unanimously to authorize payment of Warrant #2 Fund H in the amount of \$3,200.90.

Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to approve the American Express statement for October in the amount of \$5,315.82.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for September 20, 2023 – October 19, 2023 in the amount of \$2,774.79.

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. Two checks remain in transit.

PERSONNEL ACTIONS:

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to approve the personnel report.

COMMUNICATIONS:

The board acknowledged the SCLS minutes and the thank you letters to the volunteers of the Friends of the Library Book Sale.

DIRECTOR'S REPORT: Mr. Tanzi reported on Mrs. Scherer's behalf on the following:

- 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.
- 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.
- 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.
- 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.
- 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.

ASSISTANT DIRECTOR'S REPORT:

Mr. Tanzi reported on the following :

- 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. So far, 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.

- 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!

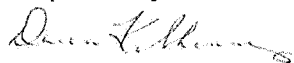
**BUILDING & GROUNDS
REPORT:**

The board thanked Ray Capone for his monthly report.

NYLA CONFERENCE

- REPORT: The board thanked Michael Bartolomeo for his report.
- ABOS CONFERENCE REPORTS: The board thanked Jen O'Connor and Georgina Rivas-Martinez for their reports.
- NEW BUSINESS – OBSOLETE EQUIPMENT: Motion by Mrs. Dillon, seconded by Mrs. Ferrante and carried unanimously to authorize staff to discard obsolete equipment in accordance with library policy and best practice.
- NEW BUSINESS – BUSINESS POLICY REVIEW: Motion by Mr. Horowitz, seconded by Mrs. Ferrante and carried unanimously to approve the Business Policy as amended.
- NEW BUSINESS – PLA 2024 CONFERENCE: Motion by Mrs. Dillon, seconded by Mrs. Ferrante and carried unanimously to authorize 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.
- NEW BUSINESS – PROPOSED SCLS 2024 BUDGET: Motion by Mrs. Dillon, seconded by Mrs. Fox, and carried unanimously that the board of trustees approves the SCLS proposed budget for 2024.
- NEW BUSINESS – HOLIDAY RAFFLES: Motion by Mr. Horowitz and seconded by Mrs. Sullivan, and carried unanimously to issue six half-day off gift certificates to be awarded at the Staff Holiday Party on December 3, 2023.
- ADJOURNMENT: Motion by Mr. Horowitz to adjourn the regular meeting at 8:18 p.m.

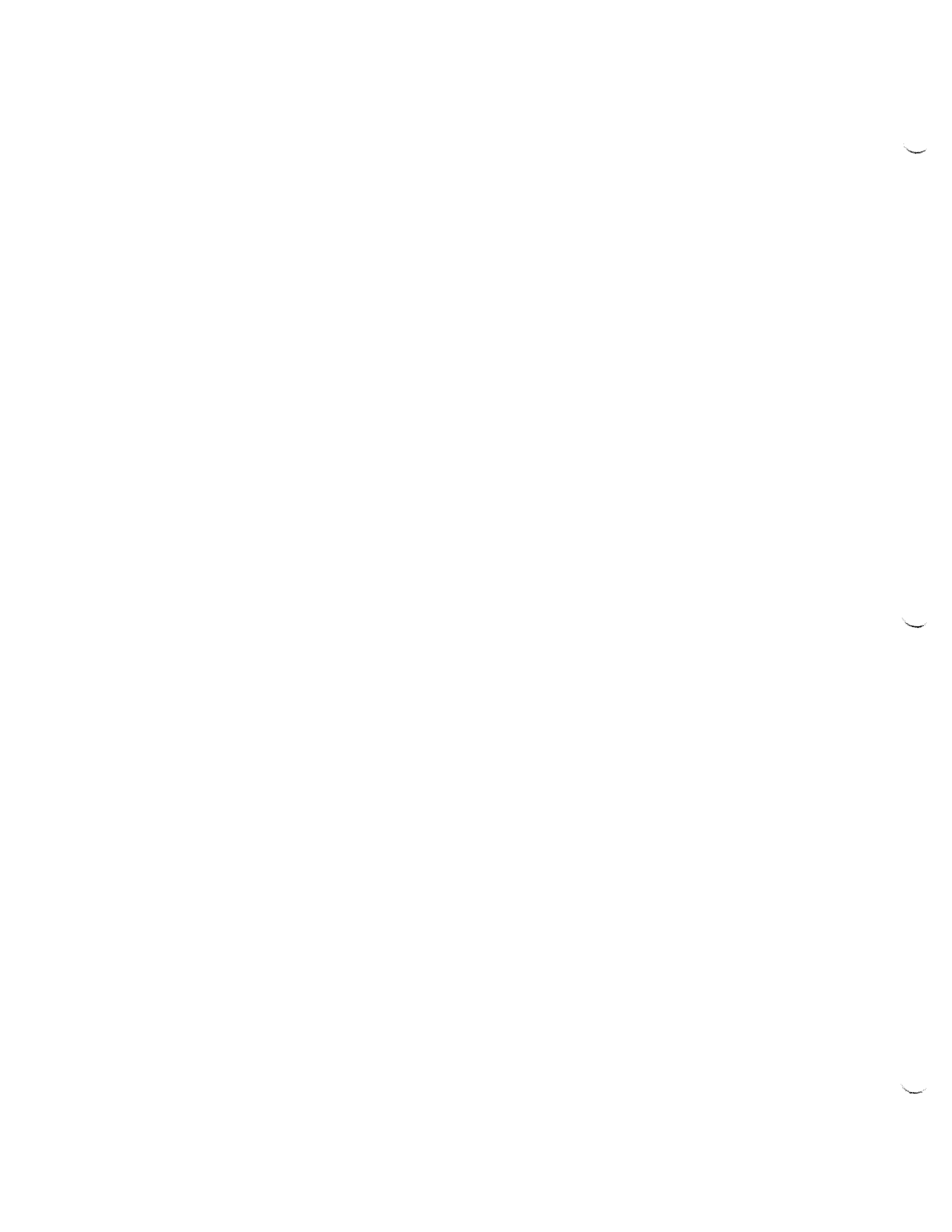
Respectfully submitted by,



Doreen Kilkenney, Board Secretary

Acknowledged by:

Patricia Dillon, Vice President



FINANCIAL SCHEDULES

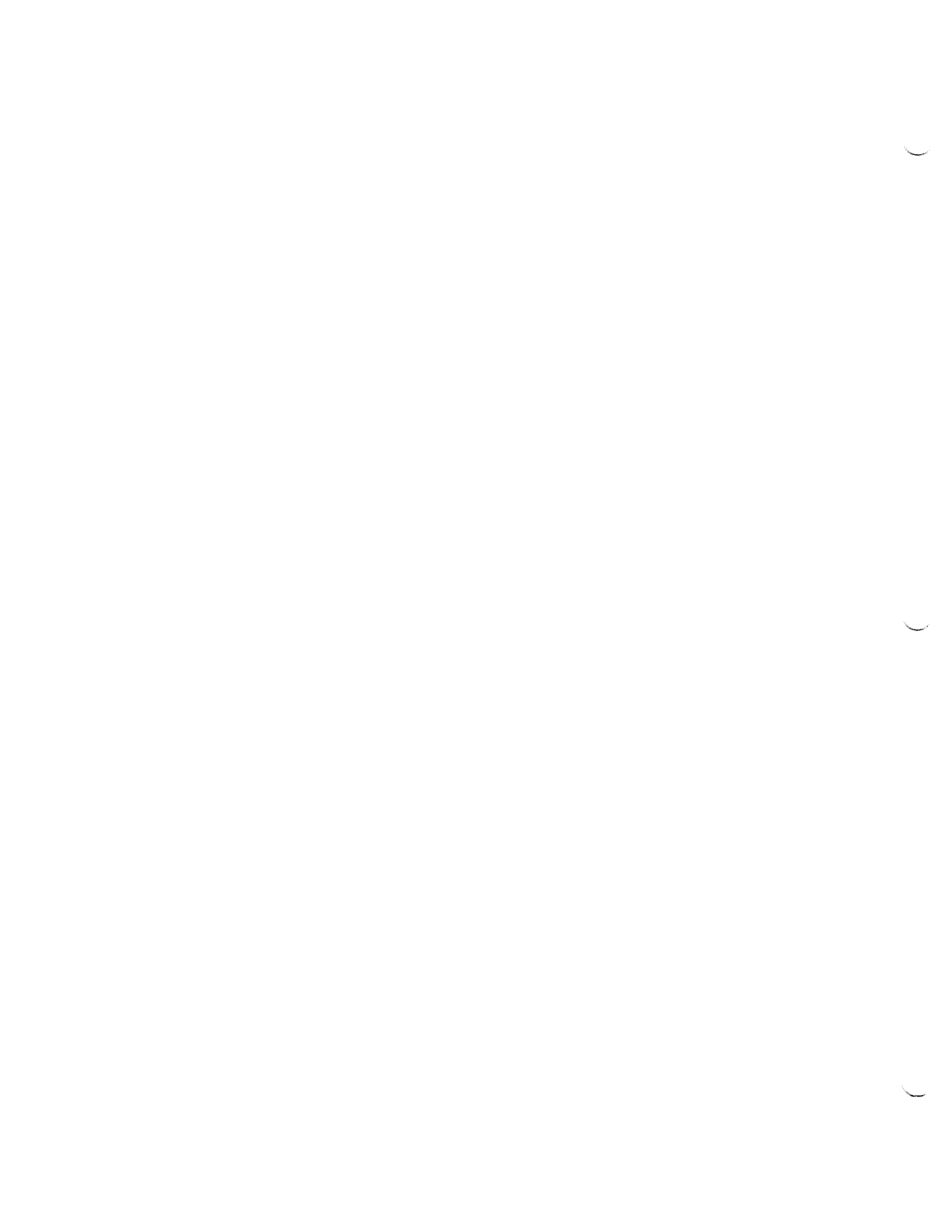
<u>Page #</u>	<u>Warrant #</u>	<u>Fund</u>	<u>Amount</u>
B3	15	L	2,003.85
B5-7	17	L	227,031.48
B9	11/09 PR	L	120,802.30
B11	11/22 PR	L	120,881.29
B13	10	TA	46,525.48
B15	11	TA	47,616.89

B16-18 AMEX
 Amazon Capital Services

B33 Investment Report

B34 Financial Chairperson Report

B35 Cost of the Vote Report



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

December 13, 2023

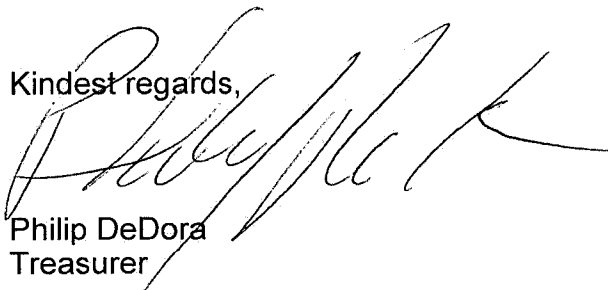
President, Board of Trustees
South Huntington Public Library
145 Pidgeon Hill Road
Huntington Station, NY 11746

I have reviewed the warrants through December 18, 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,

A handwritten signature in black ink, appearing to read 'Philip DeDora', written over the typed name and title.

Philip DeDora
Treasurer

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

December 18, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #15 Fund L - November 2023 Schedule of Bills

Checks #59090 - 59095

Total warrant: \$2,003.85

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 - 15: CD - UTILITIES - 11/2023 For Dates 11/1/2023 - 11/30/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
9090	11/01/2023	690	NATIONAL GRID		386.31 ✓
9091	11/01/2023	2400	NATIONAL GRID (SVC & GENR)		70.57 ✓
59092	11/01/2023	15	VERIZON		870.01 ✓
59093	11/14/2023	2555	OPTIMUM		71.58 ✓
59094	11/14/2023	152	SO. HUNTINGTON WATER DISTRICT		592.78 ✓
59095	11/14/2023	1419	VERIZON SELECT SERVICES		12.60
Number of Transactions: 6					Warrant Total: 2,003.85
					Vendor Portion: 2,003.85

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 \$ 2,003.85. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

12/13/23
Date

Philip L. Paul
Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 2,003.85. 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 Schen
Library Director

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

December 18, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #17 Fund L - December 18, 2023 Schedule of Bills

Checks #59201 - 59301

Voided Checks# 59126, 59152 & 59158

Total warrant: \$227,031.48

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 - 17: CD - GENERAL - 12/2023 For Dates 12/18/2023 - 12/18/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
59244	12/18/2023	1716	DIANE KENTROS		480.00 ✓
59245	12/18/2023	2781	ELIZABETH KLEIN		44.13 ✓
59246	12/18/2023	791	JOSEPH LATINI		1,978.20 ✓
59247	12/18/2023	3109	LATORRE, KATRINA		95.71 ✓
59248	12/18/2023	2994	ERIN LAVERY		25.12 ✓
59249	12/18/2023	110	CAROL ANN LEACH		1,978.80 ✓
59250	12/18/2023	2776	LIBRARY MARKET		2,875.00 ✓
59251	12/18/2023	1332	LONG ISLAND CHESS NUTS	230226	120.00 ✓
59252	12/18/2023	2621	LONG ISLAND MUSEUM	230299	300.00 ✓
59253	12/18/2023	1568	LONG ISLAND WASTE SERVICES		495.00 ✓
59254	12/18/2023	2629	JOANN MESSINA	230294	495.00 ✓
59255	12/18/2023	27	MIDWEST TAPE		5,304.39 ✓
59256	12/18/2023	3074	NEW YORK PRO AV SYSTEMS, INC		190.00 ✓
59257	12/18/2023	217	NEWSDAY, INC.		287.92 ✓
59258	12/18/2023	1861	SALLY NIKOLIS		23.98 ✓
59259	12/18/2023	1814	PATRICIA NOVAK	230285	125.00 ✓
59260	12/18/2023	3039	PATRICIA J NOVAK		1,384.80 ✓
59261	12/18/2023	127	NYS EMPLOYEES HEALTH INSURANCE		49,232.55 ✓
59262	12/18/2023	240	MARIE PAGLIARO		989.40 ✓
59263	12/18/2023	1731	PITNEY BOWES BANK INC PURCHASE POWER		400.00 ✓
59264	12/18/2023	1724	PITNEY BOWES GLOBAL FIN'L SERV		126.00 ✓
59265	12/18/2023	12	POSTMASTER - BULK PERMIT 39		1,800.00 ✓
59266	12/18/2023	2760	GEORGIA PROTAN		131.80 ✓
59267	12/18/2023	2068	PYRAMID AIR COND. & HEATING		4,725.75 ✓
59268	12/18/2023	3061	QUATELA CHIMERI PLLC		250.00 ✓
59269	12/18/2023	768	QUILL CORPORATION		138.88 ✓
59270	12/18/2023	3146	DANIELLE REISCHMAN	230298	560.00 ✓
59271	12/18/2023	586	ROBERT A. JOHNSON, CPA P.C.	220347	7,500.00 ✓
59272	12/18/2023	602	DONNA M ROCHE		989.40 ✓
59273	12/18/2023	3147	MICHAEL RODGERS	230302	250.00 ✓
59274	12/18/2023	869	DIANNE ROONEY		989.40 ✓
59275	12/18/2023	2982	REGINA R. RUSSO	230280	825.00 ✓
59276	12/18/2023	3143	GREGORY RYAN	230291	350.00 ✓
59277	12/18/2023	284	RYDER PIANO TUNING		225.00 ✓
59278	12/18/2023	3056	SCHOENHOFEN, KAREN	230266	120.00 ✓
59279	12/18/2023	3079	BONNIE SCHWARTZ	230286	350.00 ✓
59280	12/18/2023	51	SCLS		728.00 ✓
59281	12/18/2023	2238	ROBERT SCOTT	230295	299.00 ✓
59282	12/18/2023	3140	SECURITAS SECURITY SERVICES USA, INC.		12,098.48 ✓
59283	12/18/2023	11	SHPL - PETTY CASH		215.53 ✓
59284	12/18/2023	3083	SPROUTS & FRIENDS, INC.	*See Detail Report	750.00 ✓
59285	12/18/2023	2770	TEQUIPMENT INCORPORATED		919.85 ✓
59286	12/18/2023	2948	THE COLD SPRING HARBOR FIRE HOUSE MUSEUM	230300	40.00 ✓
59287	12/18/2023	3145	THE METROPOLITAN OPERA	230297	75.00 ✓
59288	12/18/2023	3142	THE SHELF MEDIA, INC	230260	3,748.75 ✓
59289	12/18/2023	1525	THE WHALING MUSEUM	230290	100.00 ✓

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 17: CD - GENERAL - 12/2023 For Dates 12/18/2023 - 12/18/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
59126	12/18/2023	3117	**VOID** PATRICK FIERRO	230236	-125.00
59152	12/18/2023	2776	**VOID** LIBRARY MARKET		-2,875.00
59158	12/18/2023	3052	**VOID** MAKIN, GEETU	230250	-390.00
59201	12/18/2023	131	A TIME FOR KIDS	*See Detail Report	600.00
59202	12/18/2023	2396	AMAZON		3,258.02
59203	12/18/2023	2396	AMAZON		434.11
59204	12/18/2023	2274	American Airpower Museum	230301	650.00
59205	12/18/2023	720	AMERICAN EXPRESS		3,763.41
59206	12/18/2023	2040	AMERIFLEX		265.00
59207	12/18/2023	2706	BARBARA AZZARA		1,978.80
59208	12/18/2023	23	BAKER & TAYLOR		15,798.68
59209	12/18/2023	2520	KATHRYN BARI-PETRITIS	230293	325.00
59210	12/18/2023	1866	BENEDETTO BROS. LANDSCAPING		250.00
59211	12/18/2023	1832	AUGUSTA BERNER	230281	1,400.00
59212	12/18/2023	1305	BLACKSTONE PUBLISHING.		232.43
59213	12/18/2023	3046	BLUM, LAUREN	*See Detail Report	1,400.00
59214	12/18/2023	1189	BRODART CO.		559.50
59215	12/18/2023	3091	CARDIO PARTNERS	220431	8,770.00
59216	12/18/2023	3069	AROOJ CHAUDHRY	230288	200.00
59217	12/18/2023	603	STEPHEN CHO		989.40
59218	12/18/2023	3030	DONNA COANE	230283	258.00
59219	12/18/2023	2633	CONNECTION, INC		2,275.80
59220	12/18/2023	1548	COUNTY LINE HARDWARE		44.70
59221	12/18/2023	2702	CURIOSLY CREATIVE CANDLE	230241	275.00
59222	12/18/2023	794	PHILIP DE DORA	230107	390.00
59223	12/18/2023	45	EBSCO		10,047.69
59224	12/18/2023	1665	EDMER SANITARY SUPPLY		1,308.10
59225	12/18/2023	1777	ELIZABETH ESPOSITO		40.66
59226	12/18/2023	3117	PATRICK FIERRO	*See Detail Report	250.00
59227	12/18/2023	923	FIRST UNUM LIFE INSURANCE CO.		649.04
59228	12/18/2023	2351	FRANK BENEDETTO JR.		192.50
59229	12/18/2023	362	FUN EXPRESS, LLC	*See Detail Report	368.07
59230	12/18/2023	52	GALE		557.15
59231	12/18/2023	2505	GENSERVE INC		460.00
59232	12/18/2023	3094	GEOVANNY & SONS	230000	1,850.00
59233	12/18/2023	2490	KATHLEEN GIERALTOWSKI		33.69
59234	12/18/2023	781	CECILILA GORELLICK		989.40
59235	12/18/2023	225	GRAINGER, INC.		613.70
59236	12/18/2023	1077	HIGH HOPES PRODUCTIONS	230225	165.00
59237	12/18/2023	1991	HP INC.	230152	3,220.00
59238	12/18/2023	3078	ISLAND WINDS	230289	600.00
59239	12/18/2023	2973	ELAINE JAGUDEN		989.40
59240	12/18/2023	2835	JAZZY TC INC.	230282	250.00
59241	12/18/2023	2610	JOYSIE JEROME	230215	480.00
59242	12/18/2023	3053	JIN, ELIZABETH	230287	350.00
59243	12/18/2023	2717	KANOPY LLC		391.00

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 17: CD - GENERAL - 12/2023 For Dates 12/18/2023 - 12/18/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
59290	12/18/2023	2855	CATHY TROTTER		1,978.80
59291	12/18/2023	378	UTICA NATIONAL INSURANCE GROUP		42,357.39
59292	12/18/2023	1788	ANNA MARIE VERSACIO		989.40
59293	12/18/2023	33	LYNN VITTERS		989.40
59294	12/18/2023	2232	W.B. MASON CO INC		310.40
59295	12/18/2023	714	WALDNER'S BUSINESS ENVIRON.	230227	3,981.60
59296	12/18/2023	3144	ZHU WANG	230296	1,000.00
59297	12/18/2023	111	KENNETH WEIL		2,571.60
59298	12/18/2023	61	DIANE WELLS		1,978.80
59299	12/18/2023	1564	WERNER'S PLUMBING & HEATING		220.00
59300	12/18/2023	2237	LAWRENCE WOLFF	230292	250.00
59301	12/18/2023	2613	TAMI WOOD	*See Detail Report	740.00

Number of Transactions: 104

Warrant Total: 227,031.48
Vendor Portion: 227,031.48

*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, 104 in number, in the total amount of \$ 227,031.48. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

12/13/23 _____
 Date Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 227,031.48. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

12/13/23 _____
 Date Library Director

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

December 18, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: November 9, 2023

Gross Total: \$120,802.30

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	120,802.30	Normal Distributed Amount	3,613.73
Non Cash Earnings	0.00	Direct Deposit Amount	76,581.40
Reimbursed Expenses	0.00	Direct Deposit Entries	62
FICA Wages	110,706.10		
FICA Withholding - Employee *	6,863.77		
FICA Withholding - Employer *	6,863.77		
Medicare Wages	110,706.10		
Medicare Withholding - Employee *	1,605.22	Federal Tax Deposit *	27,220.69
Excess Medicare Wages	0.00	State Tax Deposit **	4,673.90
Excess Medicare Withholdings	0.00	City Tax Deposit - New York City ***	0.00
Medicare Withholding - Employer *	1,605.22	City Tax Deposit - Yonkers ***	0.00
Federal Wages	104,257.73		
Federal Withholding *	10,282.71		
State Wages	106,171.41		
State Withholding **	4,673.90		
City Wages	0.00		
City Withholding ***	0.00		

Document Types On This Journal

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

Employee Types On This Journal

Employee Count	65
Active Payroll Employees	65
Inactive Payroll Employees	0

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

December 18, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: November 22, 2023

Gross Total: \$120,881.29

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	120,881.29		Normal Distributed Amount	4,223.16
Non Cash Earnings	0.00		Direct Deposit Amount	80,604.55
Reimbursed Expenses	0.00		Direct Deposit Entries	62
FICA Wages	117,811.91			
FICA Withholding - Employee *	7,304.35			
FICA Withholding - Employer *	7,304.35			
Medicare Wages	117,811.91			
Medicare Withholding - Employee *	1,708.28			
Excess Medicare Wages	0.00		Federal Tax Deposit *	29,591.53
Excess Medicare Withholdings	0.00		State Tax Deposit **	5,089.87
Medicare Withholding - Employer *			City Tax Deposit - New York City ***	0.00
Federal Wages	1,708.28		City Tax Deposit - Yonkers ***	0.00
Federal Withholding *	111,346.72			
State Wages	11,566.27			
State Withholding **	113,283.14			
City Wages	5,089.87			
City Withholding ***	0.00			
Annuities	0.00			
Flexible Spending	4,528.77	Pre-Tax		66
Retirement	3,069.38	Pre-Tax		0
Roth 403(b) Annuity	1,936.42	Pre-Tax		0
Roth 457(b) Annuity	0.00			0
All Other Deductions	0.00			
Net Pay	850.24			
	84,827.71			

Payment Distribution Methods

Normal Distributed Amount	4,223.16
Direct Deposit Amount	80,604.55
Direct Deposit Entries	62

Tax Deposit Information

Federal Tax Deposit *	29,591.53
State Tax Deposit **	5,089.87
City Tax Deposit - New York City ***	0.00
City Tax Deposit - Yonkers ***	0.00

Document Types On This Journal

Regular Checks	66
Manual / Hand Drawn Checks	0
Payroll Earning Transfers	0
Voided Checks	0

Employee Types On This Journal

Employee Count	66
Active Payroll Employees	66
Inactive Payroll Employees	0

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

December 18, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #10 Fund TA - November 9, 2023 Schedule of Bills

Check #7825

Wires #994286 - 994289

Total warrant: \$46,525.48

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 - 10: CD - 11/09/23 PAYROLL For Dates 11/9/2023 - 11/9/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
325	11/09/2023	127	NYS EMPLOYEES HEALTH INSURANCE		10,096.20 ✓
994286	11/09/2023	198	NEWPORT TRUST CO. FBO #22258#		1,661.58 ✓
994287	11/09/2023	371	NYS INCOME TAX		4,673.90 ✓
994288	11/09/2023	909	INTERNAL REVENUE SERVICE		27,220.69 ✓
994289	11/09/2023	1345	NEW YORK STATE DEFERRED COMP		2,873.11 ✓
Number of Transactions: 5					Warrant Total: 46,525.48
					Vendor Portion: 46,525.48

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 \$ 46,525.48. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

12/13/23
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 \$ 46,525.48. 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.

11/28/23
Date

[Signature]
Library Director

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

December 18, 2023

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #11 Fund TA - November 22, 2023 Schedule of Bills

Checks #7826 - 7827

Wires #994290 - 994295

Total warrant: \$47,616.89

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 - 11: CD - 11/22/23 PAYROLL For Dates 11/22/2023 - 11/22/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
126	11/22/2023	1267	AMERIFLEX, LLC.		1,335.40
1827	11/22/2023	3116	METLIFE SMALL BUSINESS CENTER		1,754.33
994290	11/22/2023	198	NEWPORT TRUST CO. FBO #22258#		1,720.75
994291	11/22/2023	202	NYS & LOCAL RETIREMENT SYSTEM		5,124.10
994292	11/22/2023	371	NYS INCOME TAX		5,089.87
994293	11/22/2023	909	INTERNAL REVENUE SERVICE		29,591.53
994294	11/22/2023	1345	NEW YORK STATE DEFERRED COMP		2,808.02
994295	11/22/2023	1934	AFLAC		192.89

Number of Transactions: 8

Warrant Total: 47,616.89
Vendor Portion: 47,616.89

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 8 in number, in the total amount of \$ 47,616.89. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

12/13/23 _____
Date Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 47,616.89. 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.

11/28/23 _____
Date Library Director

American Express Monthly Statement - November 2023 purchases			
Name	Item(s) Purchased	Purchase \$	Account
Janet Scherer	USPS (Postage for Passport Applications)	\$28.75	L7430.433
	NYLA Conference Registration (JS)	\$375.00	L7430.435-31
	Airfare - Conference (3 Staff Members)	\$488.40	L7430.435-31
	LiftVac LLC	\$59.95	L7430.435-31
	Google (shpl.info e-mail service)	\$614.48	L7430.431
Nicholas Tanzi	NYLA - Hotel Expenses (Saratoga Springs, NY - 2 Staff Members)	\$1,158.36	L7430.435-31
	MatterHackers (Supplies for 3D Printers)	\$195.80	L7430.430-22
	Adopting Atrific	\$262.44	L7430.435-31
	Paddle.net (Passport Calendar Add-on)	\$96.68	L7420.429
	Fidelity Monitor	\$169.00	L7420.410-11
	Catusco's Pizza (Book Club - 11/21/2023)	\$67.57	L7430.442-11
	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	\$3,359.66

Amazon Capital Services Statement - 10/20/23 to 11/19/23		
Account	Description	Purchase \$
L7420.410-11	ADULT BOOKS	\$68.90
L7420.410-12	CHILDRENS BOOKS	\$99.91
L7420.411-11	DVD - ADULT	\$24.99
L7420.412-11	MUSIC CD'S - ADULT	\$13.99
L7420.413-11	PERIODICALS - ADULTS	\$16.98
L7420.415-11	COMPUTER SOFTWARE-CIRC.-ADULTS	\$897.92
L7420.415-12	COMPUTER SOFTWARE-CIRC.-CHILDREN	\$499.27
L7420.415-12	COMPUTER SOFTWARE-CIRC.-CHILDREN	(\$9.92)
L7430.200	EQUIPMENT	\$1,074.00
L7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	\$519.96
L7430.442-12	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	\$52.02
L7430.442-12-F	COMMUNITY ACTIVITY-CHILDRENS FAMILY PGM	\$143.53
L7430.442-13	COMMUNITY ACTIVITIES-YA PROGRAMS	\$269.37
L7440.451	CUSTODIAL SUPPLIES	\$32.97
L7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	(\$11.76)
	Total	\$3,692.13

Amazon - Computer Software-Circ-Adult

Product Category	ASIN	Title	Item Qty	Item Net Total
Video Games		Hogwarts Legacy - Nintendo Switch	1	\$59.99
Video Games	B0CFG32CK3	NHL 24 - PlayStation 5	1	\$69.00
Video Games	B0CFFZ2DNQ	NHL 24 - PlayStation 4	1	\$59.99
Video Games	B0CFG3VY8T	NHL 24 - Xbox One	1	\$59.99
Video Games	B0CFG49WQ3	NHL 24 - Xbox Series X	1	\$69.99
Video Games	B0C7WVNMCS	MARVEL'S SPIDER-MAN 2 - PS5 Launch Edition	1	\$69.00
Video Games	B0C9VW9RBY	EA SPORTS FC 24 - Xbox Series X & Xbox One	1	\$34.97
Video Games	B0C9VSVY6R	EA SPORTS FC 24 - PlayStation 4	1	\$59.97
Video Games	B0C8VHZR14	Super Mario Bros.TM Wonder - Nintendo Switch (US Version)	1	\$59.88
Video Games	B0CBL4DMNZ	NBA 2K24 Kobe Bryant Edition - PlayStation 4	1	\$59.00
Video Games	B0CBL4KJJW	NBA 2K24 Kobe Bryant Edition - Xbox Series X	1	\$63.28
Video Games	B0CBL3RPCC	NBA 2K24 Kobe Bryant Edition - PlayStation 5	1	\$69.00
Video Games	B0C8VKNJ1B	Super Mario RPG - Nintendo Switch (US Version)	1	\$59.88
Video Games	B0CBL3NZMJ	NBA 2K24 Kobe Bryant Edition - Nintendo Switch	1	\$43.99
Video Games	B0CBL4LWWQ	NBA 2K24 Kobe Bryant Edition - Xbox One	1	\$59.99
			Total	\$897.92

Amazon - Equipment

Product Category	ASIN	Title	Item Qty	Item Net Total
Toy	B07DLM5DL7	Sphero BOLT: App-Enabled Robot Ball with Programmable Sensors + LED Matrix, Infrared & Compass - STEM Educational Toy for Kids - Learn JavaScript, Scratch & Swift	6	\$1,074.00
			Total	\$1,074.00

Amazon - Community Activities - Adult Programs

Product Category	ASIN	Title	Item Qty	Item Net Total
CE	B07HHVF2XG	PlayStation Classic	1	\$99.00
Video Games	B07CTCC78G	Super NES Classic (Renewed)	1	\$170.99
Art and Craft Supplies	B07RG32RW7	Decoupage Paper Pack (24 Sheets 6"x6") Flower Bouquet FLONZ Vintage Styled Paper for Decoupage and Craft	1	\$9.00
Home	B00FZVPX10	IRIS USA 10Pack Large Plastic Hobby Art Craft Supply Organizer Storage Containers with Latching Lid	1	\$27.96
Office Product	B088Z23TXK	Blank Cards and Envelopes 100 Pack, Ohuhu 5 x 7 Heavyweight Kraft Paper Folded Cardstock and A7 Envelopes for DIY Greeting Cards, Wedding, Birthday, Invitations, Shower, Thank You Cards & All Occasion	1	\$20.59
Kitchen	B0CF95FLDZ	Zonon 300 Pieces Christmas Holly Stickers Snowflake Cardinal Dimensional Glitter Stickers Christmas 3D Diamond Shiny Decorative Sticker for Scrapbooking Christmas Holiday Winter Decoration Crafts	2	\$24.98

Amazon - Community Activities - Adult Programs

Art and Craft Supply	B08L8CDT9S	Red and Green Christmas Cardstock - 80 Sheets - 65lb Cover Paper, 8.5" x 11", Printer Compatible Stock - for Crafts, Gift Tags, Invitations & Card Making	1	\$16.95
Art and Craft Supply	B017V5W58Q	Bira 1inch Snowflake Lever Action Craft Punch, Christmas Punch, for Paper Crafting Scrapbooking Cards Arts color may vary	1	\$8.99
Art and Craft Supply	B0CGVF8D2F	Katy Sue 3D Bow Creations Bundle - 120 Die Cut Paper Bows in Festive and Icy Colorways for Christmas Card Making. Printed on Both Sides & in Large & Small Sizes.	1	\$15.99
Office Product	B088YMKGCM	Blank White Cards and Envelopes 100 Pack, Ohuhu 5 x 7 Heavyweight Folded Cardstock and A7 Envelopes for DIY Christmas Greeting Cards, Wedding, Birthday, Invitations, Thank You Cards & All Occasion	1	\$24.49
Kitchen	B06XXQN6B3	Recollections Cardstock Paper, Blue Ombre 8 1/2 x 11 (Value 2-pack)	1	\$15.70
Art and Craft Supply	B08LMJG15B	Christmas Holiday Washi Tape Set Xmas Winter Foil Washi Masking Tape Bullet Journal Kids Christmas Craft Supplies with Snowflake Tree Deer Striped, Perfect for Christmas Card Gift Wrapping 24 Rolls	2	\$31.48
Kitchen	B0C89T38P5	COMNICO 150 PCS White Lace Paper Doilies 4.5 inch Round Paper Doilies Disposable Paper Placemats Cake Packaging Pads for Wedding Tableware Food Decoration (4.5 inches)	1	\$5.49
Office Product	BOCHXR2H4	100 Pack Kraft Paper Christmas Gift Tags, Xmas Kraft Gift Tags with Jute Twine Baker Twine for DIY Xmas Holiday Present Wrap Stamp and Label Package Name Card	1	\$5.99
Home Improvement	B0B19LGMR5	8 Pack 6 X 4 X 2 Inch Unfinished Wooden Box For Crafts Small Keepsake Box Treasure Chest Wood Jewelry Box	1	\$20.99
Art and Craft Supply	B073FSW6HK	Liquitex BASICS Matte Varnish, 250ml (8.4oz) Bottle, 8.45 Fl Oz (Pack of 1)	1	\$11.39
Kitchen	B07S2W95YK	CrafTreat Bird Decoupage Paper for Crafts and Furniture - Birds and Butterflies - Size: A4 (8.3 x 11.7 Inch) 8 Pcs - Butterfly Decoupage Paper for Scrapbooking - Colorful Decoupage Paper Butterfly	1	\$9.98
			Total	\$519.96

			SOUTH HUNTINGTON LIBRARY
Cash Receipt Schedule Report For L - 9: CR - DAILY FINES - 11/2023			
Account	Account Description	Sum of DEBITS	Sum of CREDITS
L 200	CHECKING - VALLEY NATIONAL BANK	1,748.73	0.00
L 2082.2	LOST LIBRARY MATERIALS	0.00	101.83
L 2082.4	COPY MACHINES	0.00	434.00
L 2082.42	PRINT VEND MACHINES	0.00	444.20
L 2082.52	IWIN - DVDs	0.00	10.00
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	323.50
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	15.20
L 2770.8	MISC. INCOME - PASSPORTS	0.00	420.00
Grand Total		1,748.73	1,748.73

			SOUTH HUNTINGTON LIBRARY
Cash Receipt Schedule Report For L - 10: CR - GENERAL - 11/23			
Account	Account Description	Sum of DEBITS	Sum of CREDITS
L 200	CHECKING - VALLEY NATIONAL BANK	2,593.27	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	760.47	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	131.83	0.00
L 211	MM - FLUSHING BANK	10,258.83	0.00
L 2082.2	LOST LIBRARY MATERIALS	0.00	205.16
L 2082.42	PRINT VEND MACHINES	0.00	153.50
L 2082.5	DVD FINES	0.00	10.00
L 2401.204	INTEREST - MM- VALLEY NAT'L BANK	0.00	760.47
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	0.00	487.61
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	0.00	131.83
L 2401.211	INTEREST - MM FLUSHING BANK	0.00	10,258.83
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	63.50
L 2770.8	MISC. INCOME - PASSPORTS	0.00	407.50
L 7430.434	PUBLICITY-PRINTING/NEWSLETTER	0.00	528.00
L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	0.00	738.00
Grand Total		13,744.40	13,744.40

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

ACCOUNT	BUDGET	REVENUE EARNED	EST. REVENUE BASED ON 5 MONTHS	VARIANCE		UNEARNED REVENUE YTD.
				FAVORABLE (UNFAVORABLE) \$	%	
REAL PROPERTY TAXES	\$6,131,502.00	3,065,751.00	2,554,792.50	510,958.50	20.00	3,065,751.00
BOOK FINES	\$0.00	25.15	0.00	25.15	#DIV/0!	(25.15)
LOST LIBRARY MATERIALS	\$2,500.00	1,447.81	1,041.67	406.14	38.99	1,052.19
COPY MACHINES	\$3,000.00	757.75	1,250.00	(492.25)	-39.38	2,242.25
PRINT VEND MACHINES	\$9,000.00	2,291.03	3,750.00	(1,458.97)	-38.91	6,708.97
DVD FINES	\$0.00	15.00	0.00	15.00	#DIV/0!	(15.00)
IWIN - DVDs	\$0.00	80.00	0.00	80.00	#DIV/0!	(80.00)
COMPUTER PAPER/DISCS	\$1,000.00	33.60	416.67	(383.07)	-91.94	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	3,602.55	1,250.00	2,352.55	188.20	(602.55)
INTEREST - CKING - VALLEY NAT'L BANK	\$800.00	2,530.55	333.33	2,197.22	659.17	(1,730.55)
INTEREST - PAYROLL- VALLEY NAT'L BANK	\$200.00	692.34	83.33	609.01	730.81	(492.34)
INTEREST - MM FLUSHING BANK	\$11,000.00	47,496.18	4,583.33	42,912.85	936.28	(36,496.18)
SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	\$0.00	51.55	0.00	51.55	#DIV/0!	(51.55)
MISC. INCOME - EAR BUD SALES	\$0.00	3.00	0.00	3.00	#DIV/0!	(3.00)
MISC. INCOME - FAX CHARGES	\$1,000.00	75.70	416.67	(340.97)	-81.83	924.30
MISC. INCOME - HOTSPOT FINES	\$0.00	80.00	0.00	80.00	#DIV/0!	(80.00)
MISC. INCOME	\$2,000.00	0.00	833.33	(833.33)	-100.00	2,000.00
MISC. INCOME - PASSPORTS	\$12,000.00	6,008.80	5,000.00	1,008.80	20.18	5,991.20
STATE INCENTIVE AID	\$10,000.00	10,517.00	4,166.67	6,350.33	152.41	(517.00)
APPROPRIATED FUND BALANCE	\$150,000.00	0.00	62,500.00	(62,500.00)	-100.00	150,000.00
TOTALS	\$6,337,002.00	3,141,464.01	2,640,417.50	501,046.51	18.98	3,195,537.99



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	1,447.81	1,052.19
L 2082.4	COPY MACHINES	3,000.00	0.00	3,000.00	757.75	2,242.25
L 2082.42	PRINT VEND MACHINES	9,000.00	0.00	9,000.00	2,291.03	6,708.97
L 2082.5	DVD FINES	0.00	0.00	0.00	15.00	-15.00
L 2082.52	IWIN - DVDS	0.00	0.00	0.00	80.00	-80.00
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	3,602.55	-602.55
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	800.00	0.00	800.00	2,530.55	-1,730.55
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	200.00	0.00	200.00	692.34	-492.34
L 2401.211	INTEREST - MM FLUSHING BANK	11,000.00	0.00	11,000.00	47,496.18	-36,496.18
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	0.00	0.00	51.55	-51.55
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	75.70	924.30
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	6,008.80	5,991.20
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	3,141,464.01	3,195,537.99
Grand Totals:		6,337,002.00	0.00	6,337,002.00	3,141,464.01	3,195,537.99

SOUTH HUNTINGTON PUBLIC LIBRARY
 ACTUAL BUDGET EXPENDITURES / ESTIMATE
 PERIOD COVERED: July 1, 2023 - November 30, 2023

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND MONTHS	VARIANCE FAVORABLE (UNFAVORABLE)		AVAILABLE
						\$	%	
SALARIES-PROF. FT & PT	\$1,967,908.03	842,160.16		842,160.16	832,576.47	(9,583.69)	(1.15)	\$1,125,747.87
SALARIES-PROF. FT	\$1,514,515.90	642,038.89	0.00	642,038.89	640,756.73	(1,282.16)	(0.20)	\$872,477.01
SALARIES - PROF. PT	\$453,392.13	200,121.27	0.00	200,121.27	191,819.75	(8,301.52)	(4.33)	\$253,270.86
SALARIES-CLERICAL FT & PT	\$645,824.42	265,099.49		265,099.49	273,233.41	8,133.92	2.98	\$380,724.93
SALARIES-CLERICAL FT	\$425,824.42	182,661.87	0.00	182,661.87	180,156.49	(2,505.38)	(1.39)	\$243,162.55
SALARIES-CLERICAL PT	\$220,000.00	82,437.62	0.00	82,437.62	93,076.92	10,639.30	11.43	\$137,562.38
SALARIES-PAGE	\$105,000.00	34,982.14	0.00	34,982.14	44,423.08	9,440.94	21.25	\$70,017.86
SALARIES-CUSTODIAL FT & PT	\$328,960.55	141,985.14		141,985.14	139,175.62	(2,809.52)	(2.02)	\$186,975.41
SALARIES-CUSTODIAL FT	\$272,960.55	118,303.62	0.00	118,303.62	115,483.31	(2,820.31)	(2.44)	\$154,656.93
SALARIES-CUSTODIAL PT	\$56,000.00	23,681.52	0.00	23,681.52	23,692.31	10.79	0.05	\$32,318.48
SALARIES-SUNDAY-PROF.	\$55,000.00	14,957.84	0.00	14,957.84	13,378.38	(1,579.46)	(11.81)	\$40,042.16
SALARIES-SUNDAY-CLERICAL	\$22,000.00	4,759.16	0.00	4,759.16	5,351.35	592.19	11.07	\$17,240.84
SALARIES-SUNDAY-PAGE	\$9,000.00	2,280.00	0.00	2,280.00	2,189.19	(90.81)	(4.15)	\$6,720.00
SALARIES-SUNDAY-CUSTODIAL	\$28,000.00	6,933.64	0.00	6,933.64	6,810.81	(122.83)	(1.80)	\$21,066.36
TEMPORARY SUMMER HELP	\$9,000.00	10,093.50	0.00	10,093.50	19,800.00	9,706.50	49.02	(\$1,093.50)
	\$3,170,693.00	\$1,323,251.07	\$0.00	\$1,323,251.07	\$1,336,938.31	\$13,687.24	\$66.70	\$1,847,441.93
ADULT BOOKS	\$126,455.50	35,010.39	16,455.50	51,465.89	52,689.79	1,223.90	2.32	\$74,989.61
CHILDRENS BOOKS	\$87,556.71	24,619.23	7,556.71	32,175.94	36,481.96	4,306.02	11.80	\$55,380.77
YOUNG ADULT BOOKS	\$11,566.59	3,107.79	1,059.09	4,166.88	4,819.41	652.53	13.54	\$7,399.71
REFERENCE - ELECTRONIC	\$60,000.00	24,954.73	0.00	24,954.73	25,000.00	45.27	0.18	\$35,045.27
AUDIO BOOKS - ADULT	\$1,000.00	402.99	0.00	402.99	416.67	13.68	3.28	\$597.01
AUDIO BOOKS - CHILDREN	\$2,500.00	0.00	910.75	910.75	1,041.67	130.92	12.57	\$1,589.25
DIGITAL SUBSCRIPTIONS	\$185,500.00	19,723.38	3,748.75	23,472.13	77,291.67	53,819.54	69.63	\$162,027.87
MUSEUM PASSES	\$22,000.00	2,000.00	0.00	2,000.00	9,166.67	7,166.67	78.18	\$20,000.00
DVD - ADULT	\$21,432.05	6,758.92	1,432.05	8,190.97	8,930.02	739.05	8.28	\$13,241.08
DVD - CHILDREN	\$7,618.89	1,561.69	618.89	2,180.58	3,174.54	993.96	31.31	\$5,438.31
MUSIC CD'S - ADULT	\$3,000.00	1,135.33	0.00	1,135.33	1,250.00	114.67	9.17	\$1,864.67
MUSIC CD'S - CHILDREN	\$500.00	0.00	0.00	0.00	208.33	208.33	100.00	\$500.00
PERIODICALS - ADULTS	\$10,500.00	35.12	0.00	35.12	4,375.00	4,339.88	99.20	\$10,464.88
PERIODICALS - CHILDREN	\$1,000.00	0.00	0.00	0.00	416.67	416.67	100.00	\$1,000.00
PERIODICALS - YA	\$400.00	0.00	0.00	0.00	166.67	166.67	100.00	\$400.00
PERIODICALS - NEWSPAPERS	\$4,600.00	2,408.66	0.00	2,408.66	1,916.67	(491.99)	(25.67)	\$2,191.34
COMPUTER SOFTWARE-CIRC.-ADULTS	\$2,500.00	209.60	0.00	209.60	1,041.67	832.07	79.88	\$2,290.40
COMPUTER SOFTWARE-CIRC.-CHILDRE	\$5,512.69	2,150.17	512.69	2,662.86	2,296.95	(365.91)	(15.93)	\$2,849.83
MATERIALS PROCESSING	\$20,000.00	10,411.88	0.00	10,411.88	8,333.33	(2,078.55)	(24.94)	\$9,588.12
COMPUTER SOFTWARE - NON-CIRC.	\$55,000.00	14,935.59	0.00	14,935.59	22,916.67	7,981.08	34.83	\$40,064.41
	\$628,642.43	149,425.47	32,294.43	181,719.90	261,934.35	80,214.45	30.62	\$446,922.53
EQUIPMENT	\$72,904.00	25,539.67	14,017.65	39,557.32	30,376.67	(9,180.65)	(30.22)	\$33,346.68
EQUIPMENT MAINTENANCE	\$10,000.00	2,007.14	0.00	2,007.14	4,166.67	2,159.53	51.83	\$7,992.86
FURNITURE & FIXTURES	\$64,502.29	24,982.02	36,932.49	61,915.51	26,875.95	(35,039.56)	(130.38)	\$2,586.78

SOUTHINGTON PUBLIC LIBRARY
ACTUAL BUDGET EXPENDITURES / ESTIMATE
PERIOD COVERED: July 1, 2023 - November 30, 2023

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 5 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
SUPPLIES - OFFICE	\$30,000.00	4,100.62	0.00	4,100.62	12,500.00	8,399.38	67.20	\$25,899.38
SUPPLIES - LIBRARY	\$35,304.26	6,329.14	3.60	6,332.74	14,710.11	8,377.37	56.95	\$28,971.52
TELECOMMUNICATIONS	\$45,000.00	26,928.63	0.00	26,928.63	18,750.00	(8,178.63)	(43.62)	\$18,071.37
SCLS SERVICES / CIRCULATION CONTRI	\$95,000.00	13,554.66	0.00	13,554.66	39,583.33	26,028.67	65.76	\$81,445.34
POSTAGE	\$30,000.00	9,035.73	0.00	9,035.73	12,500.00	3,464.27	27.71	\$20,964.27
PUBLICITY-PRINTING/NEWSLETTER	\$110,000.00	37,236.99	0.00	37,236.99	45,833.33	8,596.34	18.76	\$72,763.01
CONTINUING ED/MILEAGE REIMB/STAFF	\$35,600.00	5,789.92	600.00	6,389.92	14,833.33	8,443.41	56.92	\$29,210.08
CONTINUING ED/MILEAGE REIMB/BOA	\$8,000.00	459.35	0.00	459.35	3,333.33	2,873.98	86.22	\$7,540.65
LIBRARY VEHICLE	\$1,000.00	669.35	0.00	669.35	416.67	(252.68)	(60.64)	\$330.65
PROFESSIONAL FEES - AUDITOR	\$23,225.00	725.00	7,500.00	8,225.00	9,677.08	1,452.08	15.01	\$15,000.00
PROFESSIONAL FEES - LEGAL	\$15,000.00	1,550.00	0.00	1,550.00	6,250.00	4,700.00	75.20	\$13,450.00
PROFESSIONAL FEES - TREASURER	\$7,000.00	1,950.00	2,730.00	4,680.00	2,916.67	(1,763.33)	(60.46)	\$2,320.00
PROF. FEES- ART & MUSIC	\$9,500.00	0.00	2,240.00	2,240.00	3,958.33	1,718.33	43.41	\$7,260.00
PROF. FEES - MISC. CONSULTANTS	\$5,500.00	695.00	0.00	695.00	2,291.67	1,596.67	69.67	\$4,805.00
PROFESSIONAL FEES - SECURITY SERV	\$100,000.00	7,442.18	0.00	7,442.18	41,666.67	34,224.49	82.14	\$92,557.82
MEMBERSHIP DUES	\$6,500.00	1,345.00	0.00	1,345.00	2,708.33	1,363.33	50.34	\$5,155.00
OFFICE EQUIPMENT - COPIER RENTAL	\$6,071.46	734.94	2,082.61	2,817.55	2,529.78	(287.78)	(11.38)	\$3,253.91
OFFICE EQUIPMENT - SERVICE CONTRA	\$10,000.00	4,981.12	0.00	4,981.12	4,166.67	(814.45)	(19.55)	\$5,018.88
OFFICE EQUIPMENT - REPAIR/MAINTEN/	\$250.00	0.00	0.00	0.00	104.17	104.17	100.00	\$250.00
MISC. EXPENSES	\$1,000.00	38.29	0.00	38.29	416.67	378.38	90.81	\$961.71
COST OF VOTE	\$3,000.00	0.00	0.00	0.00	1,250.00	1,250.00	100.00	\$3,000.00
COMMUNITY ACTIVITIES-ADULT PROGR	\$83,027.45	36,775.10	275.00	37,050.10	34,594.77	(2,455.33)	(7.10)	\$45,977.35
COMMUNITY ACTIVITIES-CHILDRENS PR	\$76,680.00	31,075.26	9,988.62	41,063.88	31,950.00	(9,113.88)	(28.53)	\$35,616.12
COMMUNITY ACTIVITY-CHILDRENS FAMI	\$4,500.00	1,473.94	0.00	1,473.94	1,875.00	401.06	21.39	\$3,026.06
COMMUNITY ACTIVITIES-YA PROGRAMS	\$22,560.64	7,161.60	1,881.09	9,042.69	9,400.27	357.58	3.80	\$13,517.95
COMMUNITY ACTIVITIES-OUTREACH PR	\$5,191.12	238.60	0.00	238.60	2,162.97	1,924.37	88.97	\$4,952.52
COMMUNITY ACTIVITIES - MUSIC/RECIT/	\$8,500.00	2,300.00	0.00	2,300.00	3,541.67	1,241.67	35.06	\$6,200.00
CREDIT MERCHANT FEES	\$4,000.00	1,291.85	0.00	1,291.85	1,666.67	374.82	22.49	\$2,708.15
	\$928,816.22	256,411.10	78,252.06	334,663.16	387,006.76	52,343.60	13.53	\$594,153.06
UTILITIES - ELECTRIC	\$140,000.00	66,070.07	0.00	66,070.07	58,333.33	(7,736.74)	(13.26)	\$73,929.93
UTILITIES - WATER	\$5,000.00	1,167.92	0.00	1,167.92	2,083.33	915.41	43.94	\$3,832.08
UTILITIES - GAS	\$20,000.00	2,788.45	0.00	2,788.45	8,333.33	5,544.88	66.54	\$17,211.55
CUSTODIAL SUPPLIES	\$20,000.00	5,562.94	0.00	5,562.94	8,333.33	2,770.39	33.24	\$14,437.06
BUILDING EQUIPMENT & REPAIR	\$8,000.00	5,526.37	0.00	5,526.37	3,333.33	(2,193.04)	(65.79)	\$2,473.63
BUILDING MAINTENANCE & REPAIR	\$52,735.00	10,757.50	6,285.00	17,042.50	21,972.92	4,930.42	22.44	\$35,692.50
BUILDING SERVICE CONTRACTS	\$41,905.75	7,371.50	8,200.00	15,571.50	17,460.73	1,889.23	10.82	\$26,334.25
INSURANCE	\$55,000.00	13,309.21	0.00	13,309.21	22,916.67	9,607.46	41.92	\$41,690.79
GROUND MAINTENANCE	\$30,000.00	12,014.42	1,850.00	13,864.42	12,500.00	(1,364.42)	(10.92)	\$16,135.58
	\$372,640.75	124,568.38	16,335.00	140,903.38	155,266.98	14,363.60	9.25	\$231,737.37
B NYS RETIREMENT SYSTEM	\$350,000.00	348,973.00	0.00	348,973.00	145,833.33	(203,139.67)	(139.30)	\$1,027.00

SOUTH HUNTINGTON PUBLIC LIBRARY
 ACTUAL BUDGET EXPENDITURES / ESTIMATE
 PERIOD COVERED: July 1, 2023 - November 30, 2023

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 5 MONTHS	VARIANCE FAVORABLE (UNFAVORABLE)		AVAILABLE
						\$	%	
FICA EXPENSE	\$242,559.00	94,748.76	0.00	94,748.76	102,621.12	7,872.36	7.67	\$147,810.24
WORKERS' COMPENSATION	\$30,000.00	569.37	0.00	569.37	12,500.00	11,930.63	95.45	\$29,430.63
DISABILITY INSURANCE	\$4,000.00	576.60	0.00	576.60	1,666.67	1,090.07	65.40	\$3,423.40
LONG-TERM DISABILITY INS.	\$8,500.00	3,245.20	0.00	3,245.20	3,541.67	296.47	8.37	\$5,254.80
UNEMPLOYMENT INSURANCE	\$1,000.00	0.00	0.00	0.00	416.67	416.67	100.00	\$1,000.00
HEALTH INSURANCE	\$650,000.00	225,258.96	0.00	225,258.96	270,833.33	45,574.37	16.83	\$424,741.04
MEDICARE REIMBURSEMENT	\$55,000.00	0.00	0.00	0.00	22,916.67	22,916.67	100.00	\$55,000.00
	\$1,341,059.00	673,371.89	0.00	673,371.89	560,329.45	(113,042.44)	(20.17)	\$667,687.11
TOTAL	6,441,851.40	2,527,027.91	126,881.49	2,653,909.40	2,701,475.84	47,566.44	1.76	\$3,787,942.00

SOUTH WINTINGTON LIBRARY



Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023

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	642,038.89	0.00	872,477.01
L 7410.141-01-P	SALARIES - PROF. PT	453,392.13	0.00	453,392.13	200,121.27	0.00	253,270.86
L 7410.142-02	SALARIES-CLERICAL FT	425,824.42	0.00	425,824.42	182,661.87	0.00	243,162.55
L 7410.142-02-P	SALARIES-CLERICAL PT	220,000.00	0.00	220,000.00	82,437.62	0.00	137,562.38
L 7410.142-03	SALARIES-PAGE	105,000.00	0.00	105,000.00	34,982.14	0.00	70,017.86
L 7410.142-04	SALARIES-CUSTODIAL FT	272,960.55	0.00	272,960.55	118,303.62	0.00	154,656.93
L 7410.142-04-P	SALARIES-CUSTODIAL PT	56,000.00	0.00	56,000.00	23,681.52	0.00	32,318.48
L 7410.143-01	SALARIES-SUNDAY-PROF.	55,000.00	0.00	55,000.00	14,957.84	0.00	40,042.16
L 7410.143-02	SALARIES-SUNDAY-CLERICAL	22,000.00	0.00	22,000.00	4,759.16	0.00	17,240.84
L 7410.143-03	SALARIES-SUNDAY-PAGE	9,000.00	0.00	9,000.00	2,280.00	0.00	6,720.00
L 7410.143-04	SALARIES-SUNDAY-CUSTODIAL	28,000.00	0.00	28,000.00	6,933.64	0.00	21,066.36
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	1,323,251.07	0.00	1,847,441.93
L 7420.410-11	ADULT BOOKS	110,000.00	16,455.50	126,455.50	35,010.39	16,455.50	74,989.61
L 7420.410-12	CHILDRENS BOOKS	80,000.00	7,556.71	87,556.71	24,619.23	7,556.71	55,380.77
L 7420.410-13	YOUNG ADULT BOOKS	10,000.00	1,566.59	11,566.59	3,107.79	1,059.09	7,399.71
L 7420.410-14-2	REFERENCE - ELECTRONIC	60,000.00	0.00	60,000.00	24,954.73	0.00	35,045.27
L 7420.410-15	AUDIO BOOKS - ADULT	1,000.00	0.00	1,000.00	402.99	0.00	597.01
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	19,723.38	3,748.75	162,027.87
L 7420.410-17	MUSEUM PASSES	22,000.00	0.00	22,000.00	2,000.00	0.00	20,000.00
L 7420.411-11	DVD - ADULT	20,000.00	1,432.05	21,432.05	6,758.92	1,432.05	13,241.08
L 7420.411-12	DVD - CHILDREN	7,000.00	618.89	7,618.89	1,561.69	618.89	5,438.31
L 7420.412-11	MUSIC CD'S - ADULT	3,000.00	0.00	3,000.00	1,135.33	0.00	1,864.67
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	2,408.66	0.00	2,191.34
L 7420.415-11	COMPUTER SOFTWARE-CIRC.-ADULTS	2,500.00	0.00	2,500.00	209.60	0.00	2,290.40
L 7420.415-12	COMPUTER SOFTWARE-CIRC.-CHILDREN	5,000.00	512.69	5,512.69	2,150.17	512.69	2,849.83
L 7420.419	MATERIALS PROCESSING	20,000.00	0.00	20,000.00	10,411.88	0.00	9,588.12
L 7420.429	COMPUTER SOFTWARE - NON-CIRC.	55,000.00	0.00	55,000.00	14,935.59	0.00	40,064.41

SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
7420		675,500.00	-46,857.57	628,642.43	149,425.47	32,294.43	446,922.53
L7430.200	EQUIPMENT	55,000.00	17,904.00	72,904.00	25,539.67	14,017.65	33,346.68
L7430.200-5	EQUIPMENT MAINTENANCE	10,000.00	0.00	10,000.00	2,007.14	0.00	7,992.86
L7430.201	FURNITURE & FIXTURES	30,000.00	34,502.29	64,502.29	24,982.02	36,933.49	2,586.78
L7430.430-21	SUPPLIES - OFFICE	30,000.00	0.00	30,000.00	4,100.62	0.00	25,899.38
L7430.430-22	SUPPLIES - LIBRARY	35,000.00	304.26	35,304.26	6,329.14	3.60	28,971.52
L7430.431	TELECOMMUNICATIONS	45,000.00	0.00	45,000.00	26,928.63	0.00	18,071.37
L7430.432	SCLS SERVICES / CIRCULATION CONTROL	95,000.00	0.00	95,000.00	13,554.66	0.00	81,445.34
L7430.433	POSTAGE	30,000.00	0.00	30,000.00	9,035.73	0.00	20,964.27
L7430.434	PUBLICITY-PRINTING/NEWSLETTER	110,000.00	0.00	110,000.00	37,236.99	0.00	72,763.01
L7430.435-31	CONTINUING ED/MILEAGE REIMB/STAFF	35,000.00	600.00	35,600.00	5,789.92	600.00	29,210.08
L7430.435-32	CONTINUING ED/MILEAGE REIMB/BOA	8,000.00	0.00	8,000.00	459.35	0.00	7,540.65
L7430.435-33	LIBRARY VEHICLE	1,000.00	0.00	1,000.00	669.35	0.00	330.65
L7430.437-41	PROFESSIONAL FEES - AUDITOR	15,000.00	8,225.00	23,225.00	725.00	7,500.00	15,000.00
L7430.437-42	PROFESSIONAL FEES - LEGAL	15,000.00	0.00	15,000.00	1,550.00	0.00	13,450.00
L7430.437-44	PROFESSIONAL FEES - TREASURER	7,000.00	0.00	7,000.00	1,950.00	2,730.00	2,320.00
L7430.437-45	PROF. FEES- ART & MUSIC	9,500.00	0.00	9,500.00	0.00	2,240.00	7,260.00
L7430.437-46	PROF. FEES - MISC. CONSULTANTS	5,500.00	0.00	5,500.00	695.00	0.00	4,805.00
L7430.437-47	PROFESSIONAL FEES - SECURITY SERVICES	0.00	100,000.00	100,000.00	7,442.18	0.00	92,557.82
L7430.438	MEMBERSHIP DUES	6,500.00	0.00	6,500.00	1,345.00	0.00	5,155.00
L7430.439-51	OFFICE EQUIPMENT - COPIER RENTAL	5,000.00	1,071.46	6,071.46	734.94	2,082.61	3,253.91
L7430.439-52	OFFICE EQUIPMENT - SERVICE CONTRACTS	10,000.00	0.00	10,000.00	4,981.12	0.00	5,018.88
L7430.439-53	OFFICE EQUIPMENT - REPAIR/MAINTENANCE	250.00	0.00	250.00	0.00	0.00	250.00
L7430.440	MISC. EXPENSES	1,000.00	0.00	1,000.00	38.29	0.00	961.71
L7430.441	COST OF VOTE	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
L7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	83,000.00	27.45	83,027.45	36,775.10	275.00	45,977.35
L7430.442-12	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	75,000.00	1,680.00	76,680.00	31,075.26	9,988.62	35,616.12
L7430.442-12-F	COMMUNITY ACTIVITY-CHILDRENS FAMILY PGM	4,500.00	0.00	4,500.00	1,473.94	0.00	3,026.06
L7430.442-13	COMMUNITY ACTIVITIES-YA PROGRAMS	20,000.00	2,560.64	22,560.64	7,161.60	1,881.09	13,517.95

SOUTH JANTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023



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	2,300.00	0.00	6,200.00
L 7430.442-15	CREDIT MERCHANT FEES	4,000.00	0.00	4,000.00	1,291.85	0.00	2,708.15
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	256,411.10	78,252.06	594,153.06
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	1,167.92	0.00	3,832.08
L 7440.450-63	UTILITIES - GAS	20,000.00	0.00	20,000.00	2,788.45	0.00	17,211.55
L 7440.451	CUSTODIAL SUPPLIES	20,000.00	0.00	20,000.00	5,562.94	0.00	14,437.06
L 7440.452-70	BUILDING EQUIPMENT & REPAIR	8,000.00	0.00	8,000.00	5,526.37	0.00	2,473.63
L 7440.452-71	BUILDING MAINTENANCE & REPAIR	45,000.00	7,735.00	52,735.00	10,757.50	6,285.00	35,692.50
L 7440.452-73	BUILDING SERVICE CONTRACTS	40,000.00	1,905.75	41,905.75	7,371.50	8,200.00	26,334.25
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	12,014.42	1,850.00	16,135.58
7440		363,000.00	9,640.75	372,640.75	124,568.38	16,335.00	231,737.37
74		4,970,943.00	129,849.40	5,100,792.40	1,853,656.02	126,881.49	3,120,254.89
7		4,970,943.00	129,849.40	5,100,792.40	1,853,656.02	126,881.49	3,120,254.89
L 9000.901-0	NYS RETIREMENT SYSTEM	375,000.00	-25,000.00	350,000.00	348,973.00	0.00	1,027.00
L 9000.903-0	FICA EXPENSE	242,559.00	0.00	242,559.00	94,748.76	0.00	147,810.24
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	3,245.20	0.00	5,254.80
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	225,258.96	0.00	424,741.04
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	673,371.89	0.00	667,687.11
90		1,366,059.00	-25,000.00	1,341,059.00	673,371.89	0.00	667,687.11
9		1,366,059.00	-25,000.00	1,341,059.00	673,371.89	0.00	667,687.11
	Fund LTotals:	6,337,002.00	104,849.40	6,441,851.40	2,527,027.91	126,881.49	3,787,942.00
	Grand Totals:	6,337,002.00	104,849.40	6,441,851.40	2,527,027.91	126,881.49	3,787,942.00

SOUTH HUNTINGTON LIBRARY



Trial Balance Report From 7/1/2023 - 11/30/2023

Account	Description	Debits	Credits
L 200	CHECKING - VALLEY NATIONAL BANK	24,591.78	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	211,213.22	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	15,124.84	0.00
L 210	PETTY CASH	550.00	0.00
L 211	MM - FLUSHING BANK	3,092,790.69	0.00
L 391	DUE FROM OTHER FUNDS	15,824.63	0.00
L 510	ESTIMATED REVENUE	6,337,002.00	0.00
L 521	ENCUMBRANCES	126,881.49	0.00
L 522	EXPENDITURES	2,527,027.91	0.00
L 599	APPROPRIATED FUND BALANCE	104,849.40	0.00
L 821	RESERVE FOR ENCUMBRANCES	0.00	126,881.49
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	3,141,464.01
L Fund Totals:		12,455,855.96	12,455,855.96
Grand Totals:		12,455,855.96	12,455,855.96



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
H 2401	INTEREST	-39,084.07	0.00	-39,084.07	28,546.40	-67,630.47
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	217,546.40	-82,630.47
Grand Totals:		-54,084.07	189,000.00	134,915.93	217,546.40	-82,630.47

SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2023 To 11/30/2023



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	34,950.99	0.00	848,123.32
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	34,950.99	0.00	1,783,160.04
74	**	1,629,111.03	189,000.00	1,818,111.03	34,950.99	0.00	1,783,160.04
7	***	1,629,111.03	189,000.00	1,818,111.03	34,950.99	0.00	1,783,160.04
Fund HTotals:		1,629,111.03	189,000.00	1,818,111.03	34,950.99	0.00	1,783,160.04
Grand Totals:		1,629,111.03	189,000.00	1,818,111.03	34,950.99	0.00	1,783,160.04

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2023 - 11/30/2023



Account	Description	Debits	Credits
H 200	VALLEY RESERVE CHECKING ACCT	189,658.55	0.00
H 210	FLUSHING M/M	1,661,131.96	0.00
H 510	ESTIMATED REVENUE	134,915.93	0.00
H 522	EXPENDITURES	34,950.99	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	217,546.40
H Fund Totals:		3,703,852.53	3,703,852.53
Grand Totals:		3,703,852.53	3,703,852.53

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2023 - 11/30/2023



Account	Description	Debits	Credits
TA 200	T/A CHECKING - VALLEY NAT'L BANK	16,818.56	0.00
TA 456	INTEREST	0.00	993.93
TA 630	DUE TO/FROM OTHER FUNDS	0.00	15,824.63
TA Fund Totals:		16,818.56	16,818.56
Grand Totals:		16,818.56	16,818.56

Investment Report

General Fund

Flushing Bank

The current balance in this account is \$3,092,790.69 and the account is earning interest at 5.10%.

Capital Reserve Fund

Capital Reserve Projects

Flushing Bank

The money market account balance of \$1,661,131.96 is earning interest at 5.10%.

12/13/2023

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
58914	09/18/2023	DEMCO	775.75
58921	09/18/2023	SUSAN J. FISHBEIN	1,200.00
59000	10/16/2023	ABOFFS INC.	479.64
59010	10/16/2023	BLACKSTONE PUBLISHING.	101.43
59024	10/16/2023	EDMER SANITARY SUPPLY	2,183.80
59032	10/16/2023	GRAINGER, INC.	1,425.64
59040	10/16/2023	KANOPY LLC	570.00
59050	10/16/2023	MIDWEST TAPE	630.90
59065	10/16/2023	QUILL CORPORATION	184.32
59075	10/16/2023	STERLING NORTH AMERICA INC.	8,422.00
59083	10/16/2023	W.B. MASON CO INC	813.48

The following check was still outstanding:

Check #	Check Date	Vendor Name	Check Amount
59047	10/16/2023	LONG ISLAND CHESS NUTS	120.00

**Cost of the Vote Report
(Fiscal Year 2023/2024)**

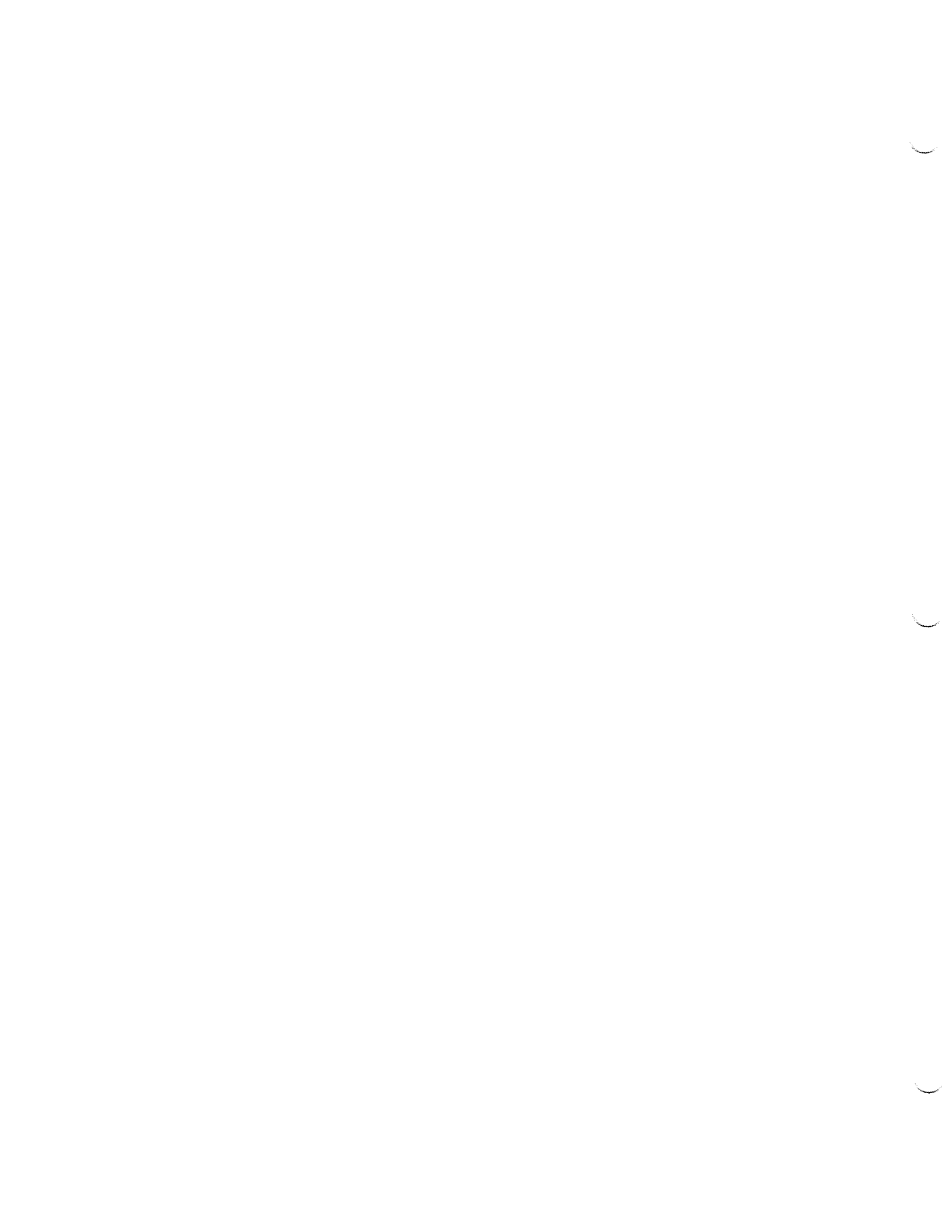
Budget Vote - April 11, 2023

The final numbers from the Trustee election are as follows:

Trustee election	
5-year term	
Patricia Dillon	190
No	32

Costs to the library for this vote are:

Amazon (office supplies)	
Long Islander notice	\$812.80
Huntington News notice	\$703.84
Voter registrants	\$767.00
Printing of Ballots	\$443.00
SCBOE - postage	\$567.40
Postage - absentee ballots	\$400.00
Lunch & Dinner for workers	\$544.15
	<hr/>
	\$4,238.19





SOUTH HUNTINGTON PUBLIC LIBRARY

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

Phone: 631-549-4411

contactus@shpl.info

December 6, 2023

United States Postal Service
Melville Branch
718 Walt Whitman Road
Melville, NY 11747

Dear Postmaster:

This letter is to inform you about an ongoing issue regarding our monthly library newsletter. We recently have received a large number of complaints from our patrons that they are not receiving the newsletter until several days or weeks into the month, and many are not receiving it at all.

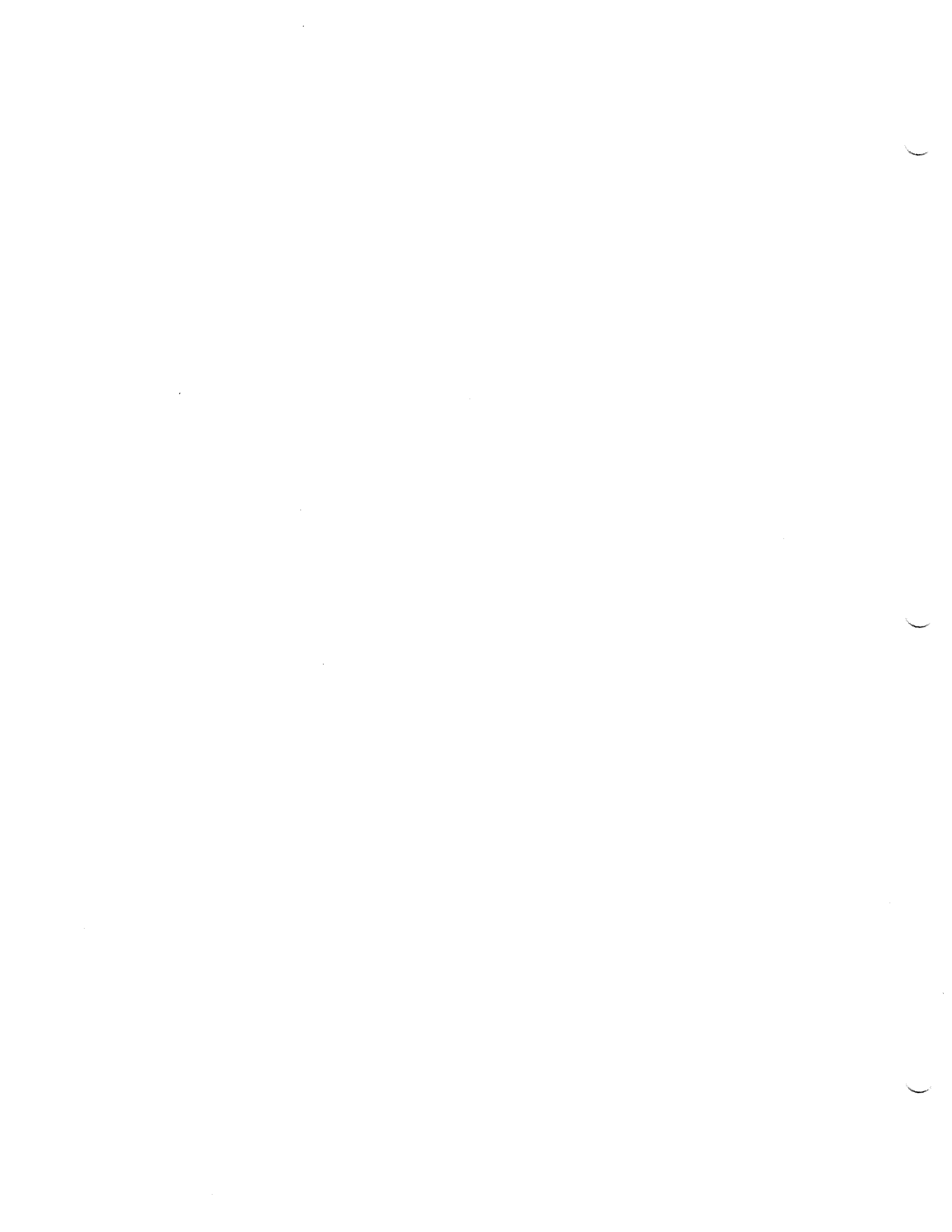
The newsletters are dropped at your location by our printer, Sterling Digital Print, and are classified as EDDM Bulk. The drop off date is typically the 20th of the month so that our patrons can receive them by the 1st of the following month.

Our newsletters are time-sensitive, as we have programs such as popular music or art events, classes that require sign-ups, and fund-raising events for our Friends of the Library. These programs, as well as the printing and mailing costs, are paid for with taxpayer funds, and many of our patrons rely on the newsletter as their primary source of information about the library.

We understand that the post office deals with large volumes of mail, but it is very important to the people in the communities we serve that they receive this information in a timely manner each month. We would appreciate your attention to this matter to ensure the timely delivery of this valuable community resource.

Sincerely,

Janet Scherer
Library Director



American Library Association “Thinking Money for Kids” Grant/Program Kit

Our children's department was recently chosen by the American Library Association to receive a Thinking Money for Kids Programming Kit. SHPL is one of 300 libraries nationwide to receive the kit, which includes games and other activities that can help teach children how to make smart financial choices. The kits will be distributed in Summer 2024, and the children's department will conduct at least four programs between September 1, 2024 and December 31, 2025. The children's department is very excited about the opportunity to make this fun and unique program available to our community.

The Public Library Changed My Life Campaign

Libraries in Suffolk County are working with SCLS to develop a marketing campaign to showcase libraries and how they help better the lives of our community members. Patrons will be asked to contribute their stories either with a picture or video. Completed testimonials will be posted on social media by each library as it gets closer to Advocacy Day in Albany. Information will be in our January newsletter.

Winter Concert Series

The following shows have been booked for our winter concert series which will take place on Fridays at 7:00 p.m. except where noted:

- Jan. 5: Gold Coast Jazz Band
 - Jan. 12: Jimmy Buffett Tribute with the Ed Travers Band
 - Jan. 19: Aerosmith Tribute with Pump
 - Jan. 26: Bon Jovi Tribute with Dead or Alive
 - Sat., Feb. 3 at 2 p.m. Family show: Abracadabra
 - Feb. 9: Sympatico Jazz Quartet
 - Feb. 16: Broadway Showstoppers
 - Feb. 23: Foreign Journey Tribute Band
 - March 1: Soundtrax (music from movies)
 - Sat., March 9 at 2 p.m.: Family Show: The BenAnna Band
 - March 15: Tribute to the Bangles and the GoGos with The BanGos
- There are no shows scheduled for March 22 and 29 in case make-up dates are needed due to inclement weather closures.

Meetings

Nov 1- Nov 3	Wed-Fri		NYLA Annual Conference
November 6	Monday	12:00 p.m.	LILRC Conference Planning Committee
November 8	Wednesday	9:00 a.m.	Staff Meeting
November 9	Thursday	1:30 p.m.	Department Head Meeting
November 9	Thursday	3:30 p.m.	HVAC Project Progress Meeting
November 14	Tuesday	2:00 p.m.	Personnel Policy Committee
November 15	Wednesday	9:00 a.m.	Staff Book Discussion Facilitation
November 15	Wednesday	7:30 p.m.	SHUFSD Board of Education Meeting
November 27	Monday	10:00 a.m.	PLDA Meeting
November 27	Monday	12:00 p.m.	PLDA Legislative Meeting

November 29	Wednesday	2:00 p.m.	PLDA Scholarship Committee Meeting
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Important Dates:

SHPL Board Meeting – January 16, Tuesday @ 7:00 p.m.

Study Booths Update

While Ray and our maintenance team continue to ready the mezzanine for use as a study area, we await the arrival of two study booths. We have experienced a delay with the custom panels reaching the warehouse. Though that was soon resolved, and shipping seemed imminent, the recent storms have further delayed the booths' arrival. We expect delivery to be made in the very near future.

LILRC Annual Conference Committee

Last month, I submitted my name to the Long Island Library Resource Council's Annual Conference Committee for consideration to serve on its board. As its name indicates, the committee plans the organization's annual conference, and I thought that my interest and experience in library professional development were a good match. I was recently informed that I will be appointed to the board at the start of the new year, and that I will begin my duties at a subsequent meeting on January 9th.

Meetings – November

November 1-5	-	NYLA Annual Conference
Wednesday, November 8	9:00 a.m.	Staff Meeting
Wednesday, November 8	2:00 p.m.	Staff AI User Group
Tuesday, November 14	2:00 p.m.	Information Ethics and AI Panel
Monday, November 20	2:00 p.m.	WOW Outreach Meeting
Monday, November 20	7:00 p.m.	Library Board of Trustees Meeting
Tuesday, November 21	2:00 p.m.	HVAC Update Meeting
Wednesday, November 29	9:00 a.m.	Librarian-in-Charge Meeting
Thursday, November 30	2:30 p.m.	HVAC Update Meeting



Building & Grounds Report

Prepared by Ray Capone

1. We removed four rows of shelving from the mezzanine section of the library, in preparation of its conversion to study space.
2. We installed two new auto flushers in the upstairs public restrooms.
3. The fertilizer company came and completed the final winter application.
4. The generator company came in this month and did the schedule B part of the maintenance contract, where they test its operations, and check all fluids and belts. A building load test was also performed.
5. Pyramid Air came in and did their annual maintenance. We are currently troubleshooting a heating section, but are able to adequately heat the building as we diagnose the problem.
6. The chairs for the mezzanine study area have arrived.
7. We installed shelving in the AV area where the old self-check unit was; these are repurposed shelves from the mezzanine. This shelving will house the library's growing "Library of Things" collection.
8. We completed the last section of the gallery grout that we had been cleaning. The maintenance team did a great job on it!
9. The new A.E.D machines came in this month. I have activated all of them, and replaced the old ones.
10. We had two 15-yard dumpsters delivered here this month, as we cleared a lot of old items previously cleared for discard. This has allowed us to make room in our storage area in preparation for the HVAC units arrival and installation. The space is much more organized and navigable.
11. We also removed the last rows of shelving by the magazine section, and reconfigured the space to house smaller mezzanine shelving to house Spanish language materials.
12. We replaced the floor receptacle box in the Program Room, as the metal on the old one was breaking apart. We used a spare one held in storage for the fix.
13. We had our smoke detectors inspected this month. Everything went well.
14. We had East Coast move a camera in the mezzanine area to give us a better view as we reconfigure the space to be a study area.
15. We spackled and painted all the prior footprints of the security cameras we have moved over the years. All of these locations now have a clean, repainted wall.

16. We replaced two emergency ballasts in the mystery and fiction sections of the library, as well as three light bulbs in Youth Services.

17. We had our annual state fire inspection that is required for our building's C.O. We passed with no report issues or recommendations.

Obsolete Equipment

December 18, 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

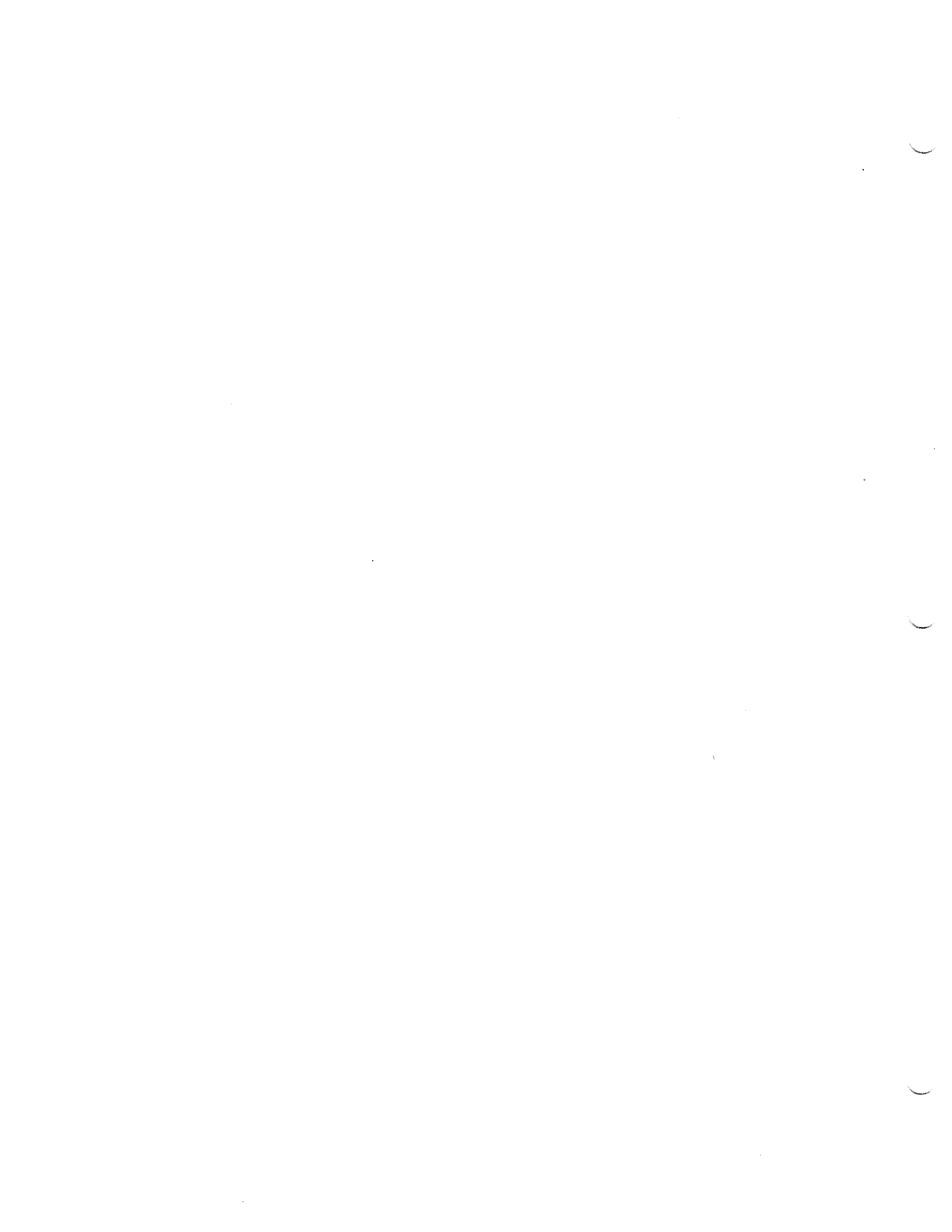
That the Board of Trustees authorizes staff to discard obsolete equipment in accordance with library policy and best practice.

REPORT | ToBeExcised

South Huntington Public Library

Asset Tag ID	Category	Serial No	Brand	Model	Purchase Date	Status
30652002677799	AV Equip	1010902	Sony	UBP-X1000ES	09/01/2018	Failed
30652002675181	Printer	VNB3M11135	HP	M452dn	06/01/2019	Failed

5 AED Devices | Maintenance Dept. | End of life | Purchased in 2007 | (Replaced in 2023)



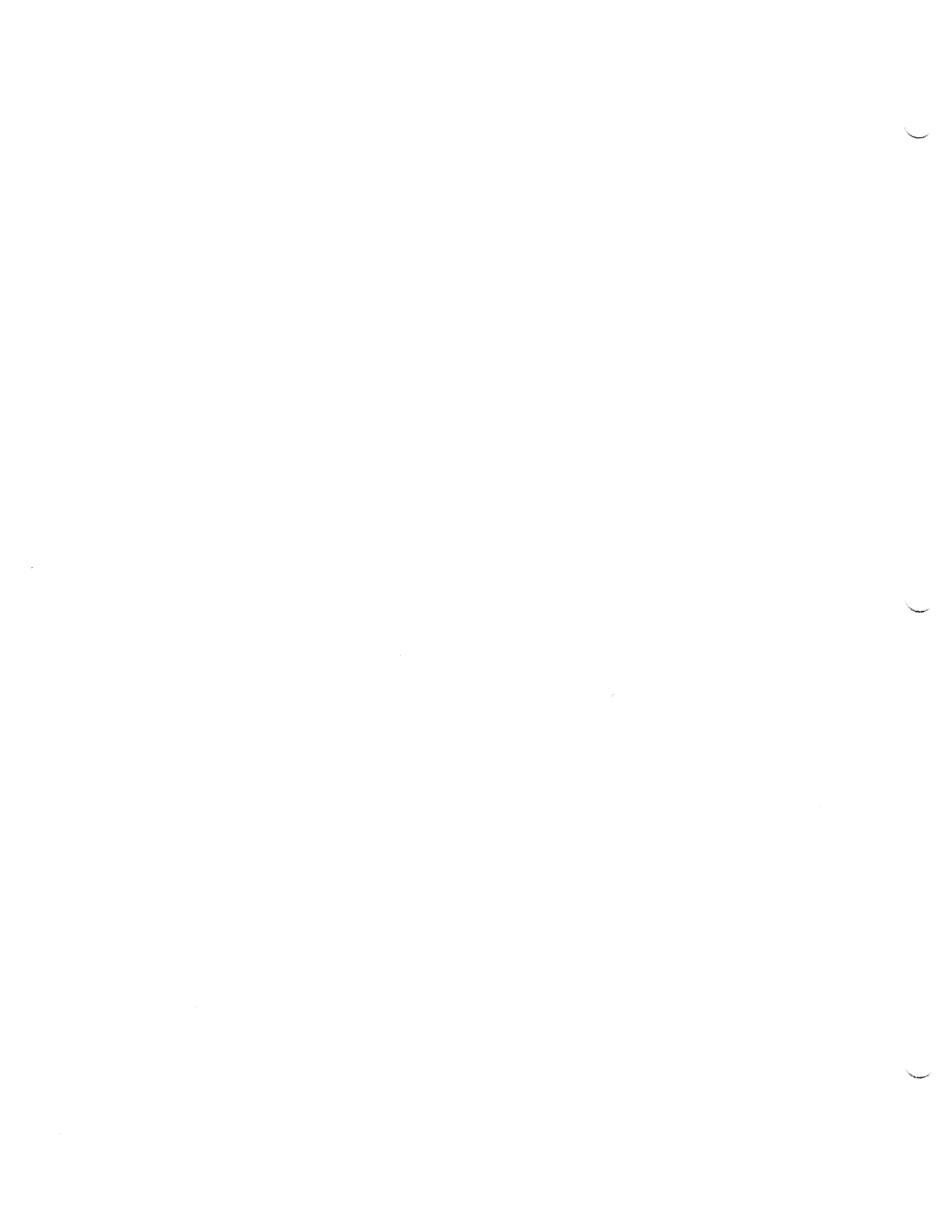
Annual Budget and Trustee Vote Date Change

Information

In the July 2023 Organizational Meeting, the Board of Trustees designated Tuesday, April 2, 2024 as the date of the library budget vote and trustee election. It has since been determined that the date will conflict with the Presidential Primary in New York State. The following week, April 9, 2024, is a Board of Elections blackout date.

Recommendation

That the Board of Trustees designates Tuesday, April 16, 2024 as the South Huntington Public Library 2024-2025 Budget Vote and Trustee Election to elect one board member to a five-year term between the hours of 10 a.m. and 9 p.m.



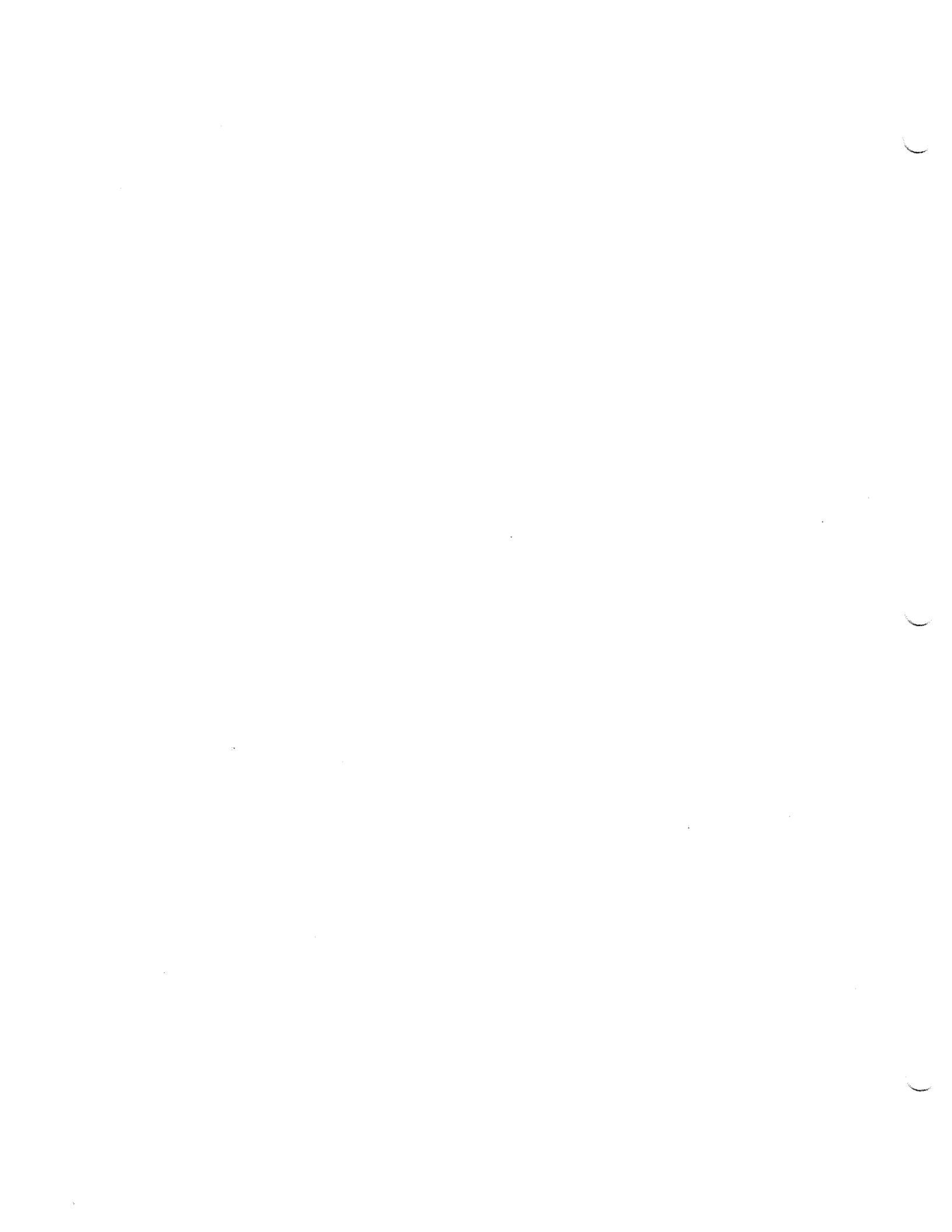
November 2023 - Adult Programs

Title	Event Start Date	People in Attendance
SCORE	11/01/2023 @ 10:00am	14
Falls Are Not Inevitable: Reduce Your Risk	11/01/2023 @ 11:00am	13
Canasta for Beginners	11/01/2023 @ 1:30pm	12
OUTREACH - Sunrise Assisted Living music program	11/01/2023 @ 2:00pm	N/A
Thursday Yoga	11/02/2023 @ 9:30am	25
Genealogy Drop-in	11/02/2023 @ 10:00am	3
Yoga 2nd Session	11/02/2023 @ 11:00am	25
School Professional Development	11/02/2023 @ 4:00pm	11
School Professional Development	11/02/2023 @ 4:00pm	11
Intermediate ENL Class	11/02/2023 @ 6:00pm	CANCELLED
North Shore Civil War Roundtable	11/02/2023 @ 6:30pm	9
Beginner ENL Class	11/02/2023 @ 7:15pm	4
Bridge for Beginners	11/03/2023 @ 10:00am	6
Understanding Parkinson's Disease and Current Treatments (V)	11/03/2023 @ 11:00am	12
Friends Fall Book Sale	11/04/2023 @ 9:00am	N/A
Walk2TheBeat Virtual Fitness (V)	11/04/2023 @ 9:30am	8
Chair Yoga	11/04/2023 @ 9:30am	23
Veterans Big Band Tribute	11/04/2023 @ 2:00pm	165
Friends Fall Book Sale	11/05/2023 @ 1:00pm	N/A
Kids Flick: Elemental	11/05/2023 @ 2:30pm	6
Adult Take & Bake: Thanksgiving Cornbread	11/06/2023 @ 9:00am	24
Beginner Tai Chi	11/06/2023 @ 9:30am	25
Monday Yoga	11/06/2023 @ 11:00am	25
Movie: Jules	11/06/2023 @ 2:00pm	39
Election Day Voting	11/07/2023 @ 6:00am	100+
Non-Fiction Book Discussion	11/08/2023 @ 11:00am	9
Small Business Counseling	11/08/2023 @ 4:30pm	0
Small Business Counseling	11/08/2023 @ 5:30pm	0
Small Business Counseling	11/08/2023 @ 6:30pm	0
Non-Surgical Options for Neck & Back Pain (V)	11/08/2023 @ 6:30pm	14
Unleash Your Intuition	11/08/2023 @ 7:00pm	5
Thursday Yoga	11/09/2023 @ 9:30am	25
Huntington AARP	11/09/2023 @ 10:00am	21
Yoga 2nd Session	11/09/2023 @ 11:00am	25
School Professional Development	11/09/2023 @ 4:00pm	11
Writing Workshop (V)	11/09/2023 @ 4:00pm	8
School Professional Development	11/09/2023 @ 5:00pm	11
Intermediate ENL Class	11/09/2023 @ 6:00pm	CANCELLED
Medicare and Social Security	11/09/2023 @ 6:30pm	9
Adult Take & Make: Pumpkin Pie Garland (V)	11/09/2023 @ 7:00pm	32
Beginner ENL Class	11/09/2023 @ 7:15pm	2
Folk Music Society of Huntington	11/12/2023 @ 1:00pm	16
AARP Tax Aide Training	11/13/2023 @ 9:00am	20
Beginner Tai Chi	11/13/2023 @ 9:30am	25
Monday Yoga	11/13/2023 @ 11:00am	25
Movie: Mission Impossible -- Dead Reckoning Part I	11/13/2023 @ 2:00pm	44

Adult Craft: Make a Candle	11/13/2023 @ 7:00pm	13
Ace Your Next Interview	11/13/2023 @ 7:00pm	5
Virtual Chair Yoga (V)	11/14/2023 @ 9:00am	10
Tai Chi Level 2	11/14/2023 @ 9:30am	14
Game Day	11/14/2023 @ 11:00am	3
Cooking Class: Indian Dal	11/14/2023 @ 6:30pm	CANCELLED
Beyond the Book @ the Whaling Museum	11/14/2023 @ 6:30pm	N/A
Beginner Excel: Charts & Printing Tips	11/14/2023 @ 7:00pm	6
Processing Pain Workshop	11/14/2023 @ 7:00pm	4
Tech Byte: Online Shopping & Finding Deals	11/15/2023 @ 11:00am	3
Evening Book Discussion	11/15/2023 @ 7:00pm	13
Smartphone Photography 102 (Editing)	11/15/2023 @ 7:00pm	8
Thursday Yoga	11/16/2023 @ 9:30am	25
Yoga 2nd Session	11/16/2023 @ 11:00am	25
Medicare Made Easy	11/16/2023 @ 1:00pm	7
Cooking Class: Healthy, Heavenly Squash	11/16/2023 @ 1:30pm	12
Writing Workshop (V)	11/16/2023 @ 4:00pm	7
Intermediate ENL Class	11/16/2023 @ 6:00pm	1
NAACP Huntington	11/16/2023 @ 6:30pm	4
Adult Craft: Alcohol Painting -- Autumn Trees	11/16/2023 @ 7:00pm	13
Beginner ENL Class	11/16/2023 @ 7:15pm	6
Walk2TheBeat Virtual Fitness (V)	11/18/2023 @ 9:30am	8
Chair Yoga	11/18/2023 @ 9:30am	23
Game Day in the YA Library	11/18/2023 @ 1:00pm	60
International Games Day	11/18/2023 @ 1:00pm	100+
Classical Sundays: Transatlantic Piano Duo	11/19/2023 @ 2:30pm	101
Beginner Tai Chi	11/20/2023 @ 9:30am	25
Medicare Counseling One-on-One	11/20/2023 @ 10:00am	1
Monday Yoga	11/20/2023 @ 11:00am	25
Movie: Golda	11/20/2023 @ 2:00pm	51
Adult Craft: Hand Painted Goblet	11/20/2023 @ 6:30pm	10
Library Board of Trustees Meeting	11/20/2023 @ 7:00pm	8
Virtual Chair Yoga (V)	11/21/2023 @ 9:00am	10
Tai Chi Level 2	11/21/2023 @ 9:30am	13
Game Day	11/21/2023 @ 11:00am	4
The Readers: A 20s & 30s Book Group	11/21/2023 @ 7:00pm	4
Holiday Photo Studio	11/24/2023 @ 11:00am	CANCELLED
Kids Flick: Ruby Gillman, Teenage Kraken	11/24/2023 @ 2:30pm	8
Defensive Driving	11/25/2023 @ 9:00am	16
Walk2TheBeat Virtual Fitness (V)	11/25/2023 @ 9:30am	8
Chair Yoga	11/25/2023 @ 9:30am	23
Long Island Rose Society	11/25/2023 @ 1:00pm	16
Beginner Tai Chi	11/27/2023 @ 9:30am	25
Creative Club: Decoupage	11/27/2023 @ 10:00am	9
Monday Yoga	11/27/2023 @ 11:00am	24
Movie: Past Lives	11/27/2023 @ 2:00pm	40
All About Photo Storage	11/27/2023 @ 7:00pm	9

November 2023 - Adult Programs

Virtual Chair Yoga (V)	11/28/2023 @ 9:00am	11
Tai Chi Level 2	11/28/2023 @ 9:30am	14
Game Day	11/28/2023 @ 11:00am	0
Sound Meditation with Guided Imagery	11/28/2023 @ 7:00pm	6
Canasta Makeup class	11/29/2023 @ 1:30pm	8
Thursday Yoga	11/30/2023 @ 9:30am	25
Yoga 2nd Session	11/30/2023 @ 11:00am	25
Navigating Our Digital Services	11/30/2023 @ 11:00am	6
Writing Workshop (V)	11/30/2023 @ 4:00pm	9
Intermediate ENL Class	11/30/2023 @ 6:00pm	2
Adult Craft: Holiday Cross Stitch	11/30/2023 @ 7:00pm	11
Beginner ENL Class	11/30/2023 @ 7:15pm	4



November 2023 - Children's Programs

Title	Event Start Date	People in Attendance
CLASS VISIT: BW 5th Grade	11/01/2023 @ 9:30am	47
Baby Bundle Take & Make / Paquete Para Bebés un Take & M	11/01/2023 @ 10:00am	11
Baby Time!	11/01/2023 @ 10:30am	9
Baby Time!	11/01/2023 @ 11:15am	10
Adventures in Art: Mini Masters	11/01/2023 @ 3:00pm	12
Yoga Kids	11/01/2023 @ 4:30pm	11
Zumbini	11/02/2023 @ 10:30am	18
Zumbini	11/02/2023 @ 11:30am	10
CLASS VISIT: BW 5th Grade	11/03/2023 @ 9:30am	45
A Time for Kids	11/03/2023 @ 10:00am	17
A Time for Kids	11/03/2023 @ 11:00am	14
Art Club: Peter Blake	11/03/2023 @ 4:30pm	13
Music & Movement	11/04/2023 @ 10:00am	8
Learn to Draw with Art Teacher Amy	11/04/2023 @ 2:00pm	13
Kids Flick: Elemental	11/05/2023 @ 2:30pm	6
CLASS VISIT: BW 5th Grade	11/06/2023 @ 9:30am	46
Bilingual BANANAS Bilingues	11/06/2023 @ 10:00am	5
Minecraft Mania!	11/06/2023 @ 4:30pm	11
Homework Help at the South Huntington Public Library	11/06/2023 @ 4:30pm	2
Drop In and Vote!	11/07/2023 @ 9:00am	96
CLASS VISIT: BW 5th Grade	11/08/2023 @ 9:30am	48
Baby Time!	11/08/2023 @ 10:30am	12
Baby Time!	11/08/2023 @ 11:15am	5
Adventures in Art: Mini Masters	11/08/2023 @ 3:00pm	8
Yoga Kids	11/08/2023 @ 4:30pm	13
CLASS VISIT: BW 5th Grade	11/09/2023 @ 9:30am	33
Zumbini	11/09/2023 @ 10:30am	15
Zumbini	11/09/2023 @ 11:30am	14
Adventures in Art: Yay for Clay!	11/09/2023 @ 4:30pm	18
Lego Club	11/10/2023 @ 10:30am	19
Tweens Night Out: SNAKES!	11/10/2023 @ 7:00pm	16
Class Visit: MW 3rd Grade	11/13/2023 @ 9:30am	44
Bilingual BANANAS Bilingues	11/13/2023 @ 10:00am	4
Homeschool Co-op	11/13/2023 @ 1:00pm	20
Homework Help at the South Huntington Public Library	11/13/2023 @ 4:30pm	4
Wild and Wonderful Owls	11/13/2023 @ 4:30pm	17
Class Visit: MW 3rd Grade	11/14/2023 @ 9:30am	13
Sprouts & Friends	11/14/2023 @ 10:00am	0
Sprouts & Friends	11/14/2023 @ 11:00am	0
Preschool Pals: Leaf Creatures!	11/14/2023 @ 3:00pm	10
Class Visit: MW 3rd Grade	11/15/2023 @ 9:30am	44
Baby Time!	11/15/2023 @ 10:30am	6
Baby Time!	11/15/2023 @ 11:15am	6
Yoga Kids	11/15/2023 @ 4:30pm	12
Class Visit: MW 3rd Grade	11/16/2023 @ 9:30am	44
Zumbini	11/16/2023 @ 10:30am	12

Zumbini	11/16/2023 @ 11:30am	10
Kids Create: Woven Wall Hanging	11/16/2023 @ 4:30pm	9
Class Visit: MW 3rd Grade	11/17/2023 @ 9:30am	44
A Time for Kids	11/17/2023 @ 10:00am	15
A Time for Kids	11/17/2023 @ 11:00am	10
Art Club: Kenojuak Ashevak	11/17/2023 @ 4:30pm	16
Pequenos Lectores	11/17/2023 @ 6:30pm	CANCELLED
PlayHooray Babies & Kids	11/18/2023 @ 10:00am	20
Game Day in the YA Library	11/18/2023 @ 1:00pm	60
Games Around the World	11/18/2023 @ 1:00pm	40
International Games Day	11/18/2023 @ 1:00pm	100+
Chess Nuts	11/19/2023 @ 2:30pm	6
Bilingual BANANAS Bilingues	11/20/2023 @ 10:00am	7
Homework Help at the South Huntington Public Library	11/20/2023 @ 4:30pm	2
Sprouts & Friends	11/21/2023 @ 10:00am	13
Sprouts & Friends	11/21/2023 @ 11:00am	11
Preschool Pals: Thanksgiving Cupcake Decorating	11/21/2023 @ 3:00pm	12
Kids Flick: Ruby Gillman, Teenage Kraken	11/24/2023 @ 2:30pm	8
Lego Club	11/25/2023 @ 10:30am	6
CLASS VISIT: ENL Family Story Time and Tour	11/25/2023 @ 2:30pm	3
Bilingual BANANAS Bilingues	11/27/2023 @ 10:00am	6
Homework Help at the South Huntington Public Library	11/27/2023 @ 4:30pm	2
Sprouts & Friends	11/28/2023 @ 10:00am	11
Sprouts & Friends	11/28/2023 @ 11:00am	12
Preschool Pals: Super Squirrels!	11/28/2023 @ 3:00pm	7
Baby Time!	11/29/2023 @ 10:30am	10
Baby Time!	11/29/2023 @ 11:15am	9
Picture Book Time	11/29/2023 @ 3:00pm	7
Yoga Kids	11/29/2023 @ 4:30pm	9
Zumbini	11/30/2023 @ 10:30am	18
Zumbini	11/30/2023 @ 11:30am	7

NOVEMBER 2023 - YA PROGRAMS

Title	Event Start Date	People in Attendance
FNaF Pizza Sign	11/01/2023 @ 7:00pm	6
BLINGO	11/03/2023 @ 7:00pm	CANCELLED
Kids Flick: Elemental	11/05/2023 @ 2:30pm	6
Teen Volunteers - Homework Help at the South Huntingtor	11/06/2023 @ 4:30pm	4
Babysitting Workshop	11/06/2023 @ 6:30pm	8
Executive Teen Advisory Board	11/07/2023 @ 7:00pm	5
Employment Workshop	11/08/2023 @ 7:00pm	1
Advanced Battle of the Books: Interest Meeting	11/09/2023 @ 6:00pm	0
Coloring and Music	11/10/2023 @ 6:30pm	7
Holiday Mail for Heroes: a Community Service Program	11/12/2023 @ 2:00pm	26
Teen Volunteers - Homework Help at the South Huntingtor	11/13/2023 @ 4:30pm	3
Cards for Cops: a Community Service Program	11/15/2023 @ 7:00pm	17
International Snacks - Italy!	11/16/2023 @ 7:00pm	11
Tik Tok Recipe Night	11/17/2023 @ 7:00pm	12
Game Day in the YA Library	11/18/2023 @ 1:00pm	60
International Games Day	11/18/2023 @ 1:00pm	100+
Teen Volunteers - Homework Help at the South Huntingtor	11/20/2023 @ 4:30pm	6
Cyber Safety: a Community Service Program	11/21/2023 @ 6:00pm	18
Teen Advisory Board	11/21/2023 @ 7:00pm	23
Charlie Brown Thanksgiving Viewing Party	11/22/2023 @ 7:00pm	11
Kids Flick: Ruby Gillman, Teenage Kraken	11/24/2023 @ 2:30pm	8
Game On!	11/24/2023 @ 6:30pm	4
Teen Volunteers - Homework Help at the South Huntingtor	11/27/2023 @ 4:30pm	7
Stimson Middle School Library Visit	11/29/2023 @ 11:00am	22



NOVEMBER 2023

ADULT PRINT	NOV 23	NOV 22	% CHANGE	NOV 21	% CHANGE
Nonfiction	650	720	-9.72%	767	-15.25%
New Books	1,017	1,051	-3.24%	941	8.08%
Fiction	887	973	-8.84%	1,023	-13.29%
Paperbacks	101	95	6.32%	116	-12.93%
Mysteries	171	192	-10.94%	199	-14.07%
Large Type	188	233	-19.31%	216	-12.96%
Magazines	119	107	11.21%	128	-7.03%
Biographies	81	89	-8.99%	80	1.25%
Test Books	23	23	0.00%	21	9.52%
Science Fiction	25	33	-24.24%	24	4.17%
Foreign Language	8	4	100.00%	3	166.67%
Graphic Novel	33	38	-13.16%	32	3.13%
Reference	2	0	N.M.	1	100.00%
ESL Collection	0	12	-100.00%	5	-100.00%
Oversized Books	1	0	N.M.	0	N.M.
Short Stories	0	6	-100.00%	3	-100.00%
Adult Learner	0	0	N.M.	0	N.M.
Auto Repair	0	3	-100.00%	1	-100.00%
Total	3,306	3,579	-7.63%	3,560	-7.13%
ADULT MEDIA					
DVD	1,394	1,298	7.40%	1,531	-8.95%
Blu-ray Disc	394	297	32.66%	329	19.76%
Compact Discs	370	318	16.35%	476	-22.27%
Books on Disc	117	126	-7.14%	163	-28.22%
Video Games	36	27	33.33%	29	24.14%
Language Media	0	7	-100.00%	3	-100.00%
Hotspots	29	26	11.54%	28	3.57%
Total	2,340	2,099	11.48%	2,559	-8.56%
ELECTRONIC RESOURCES					
Live-brary E-Books	5,136	4,499	14.16%	4,385	17.13%
Live-brary Audiobooks	3,208	2,616	22.63%	2,143	49.70%
Flipster	445	387	14.99%	443	0.45%
New York Times	321	337	-4.75%	230	39.57%
PressReader	61	246	-75.20%	173	-64.74%
Hoopla	432	388	11.34%	337	28.19%
Kanopy	469	271	73.06%	280	67.50%
Total	10,072	8,744	15.19%	7,991	26.04%
INTERLIBRARY LOAN					
Items Sent	1,590	1,407	13.01%	1,473	7.94%
Items Borrowed	860	1,044	-17.62%	1,160	-25.86%
NEW PATRONS	170	173	-1.73%	121	40.50%

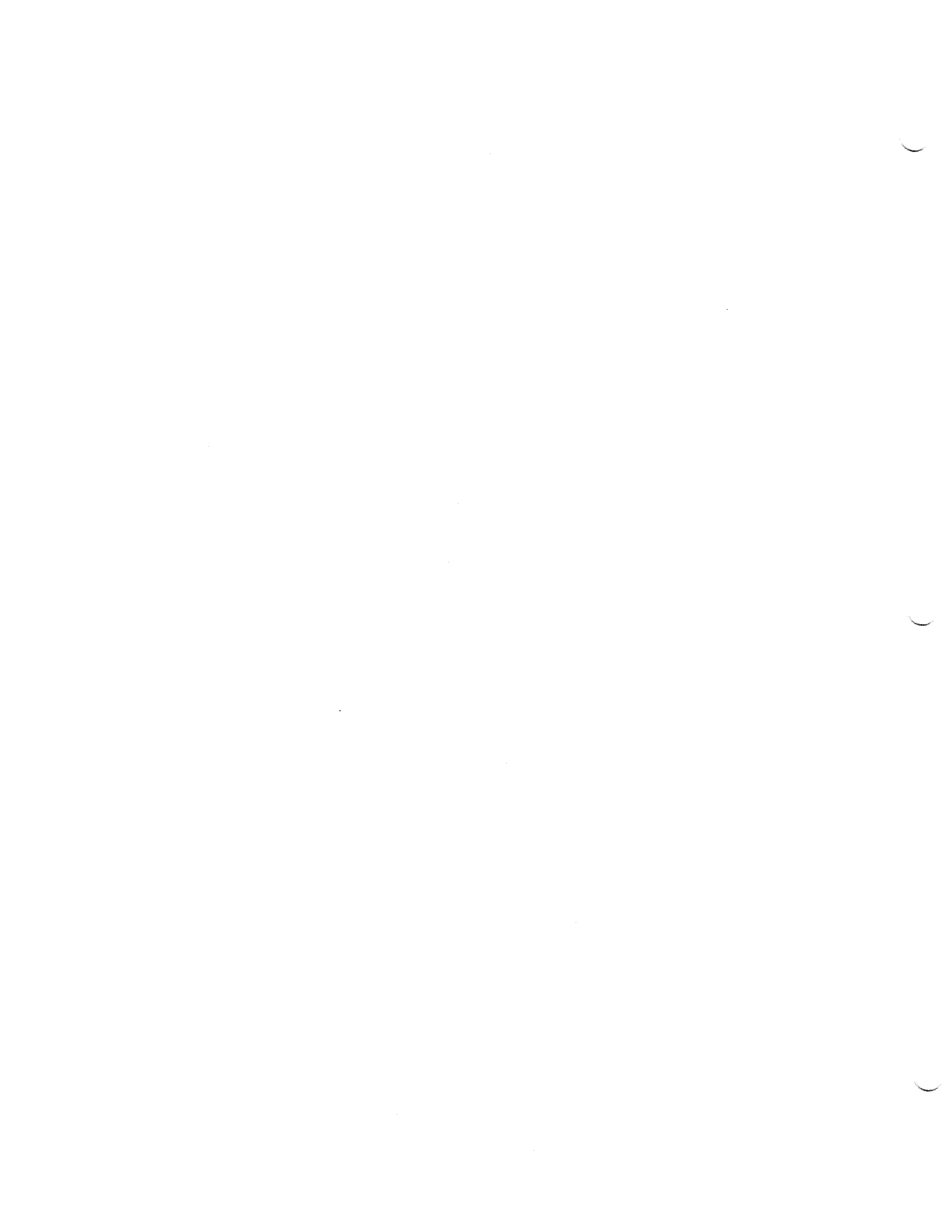
NOVEMBER 2023

JUVENILE PRINT	NOV 23	NOV 22	% CHANGE	NOV 21	% CHANGE
Nonfiction	853	745	14.50%	704	21.16%
Picture Books	1,333	1,537	-13.27%	1,346	-0.97%
Fiction	572	624	-8.33%	690	-17.10%
Easy Readers	649	504	28.77%	541	19.96%
Biographies	178	106	67.92%	83	114.46%
Paperbacks	262	263	-0.38%	284	-7.75%
Board Books	418	407	2.70%	416	0.48%
Graphic Novels	428	324	32.10%	257	66.54%
Foreign Language	155	158	-1.90%	112	38.39%
Parents Collection	19	35	-45.71%	16	18.75%
Magazines	0	8	-100.00%	3	-100.00%
Story Collection	11	4	175.00%	4	175.00%
Museum Passes	138	95	45.26%	65	112.31%
Total	5,016	4,810	4.28%	4,521	10.95%
JUVENILE MEDIA					
DVD	218	352	-38.07%	359	-39.28%
Blu-ray Disc	31	30	3.33%	20	55.00%
Video Games	213	196	8.67%	135	57.78%
Compact Discs	24	33	-27.27%	37	-35.14%
CD/Book Kits	51	32	59.38%	34	50.00%
Books on Disc	1	3	-66.67%	7	-85.71%
Launchpads	5	9	-44.44%	10	-50.00%
Total	543	655	-17.10%	602	-9.80%
YOUNG ADULT					
Magazines	0	0	N.M.	0	N.M.
Fiction	63	83	-24.10%	63	0.00%
Nonfiction	5	5	0.00%	4	25.00%
Graphic Novel	58	33	75.76%	143	-59.44%
Paperbacks	19	35	-45.71%	25	-24.00%
Large Type	0	1	-100.00%	0	N.M.
Test Books	2	1	100.00%	2	0.00%
Foreign Language	1	0	#DIV/0!	0	N.M.
Laptops	11	11	0.00%	1	1000.00%
Total	159	169	-5.92%	238	-33.19%

SOUTH HUNTINGTON PUBLIC LIBRARY
RESOURCES WORKSHEET

NOVEMBER 2023

	ADDED	DISCARDED	NOV 23
ADULT / YA			
Books, Fiction	294	307	45,001
Books, Nonfiction	237	613	61,412
Paperbacks	1	0	10,006
Periodical Titles	0	0	220
Compact Discs	9	0	7,125
DVDs	67	136	15,390
Blu-ray Disc	36	1	2,483
Books-on-CD	1	0	4,037
Videogames	10	0	97
Total	655	1,057	145,771
CHILDRENS			
Books, Fiction	162	72	45,096
Books, Nonfiction	106	376	41,600
Paperbacks	5	15	3,345
Videogames	12	1	1,375
Compact Discs	2	0	1,569
DVDs	16	70	7,996
Blu-ray Disc	1	0	554
Books-on-CD	0	0	543
CD/Book Kits	21	0	531
Launchpads	0	0	40
Total	325	534	102,649
TOTAL	980	1,591	248,420



Circulation Statistics

	November 2023	October 2023	November 2022
SHPL Material Check-Outs (ALL Libraries)	8,797	8,948	8,999
Self Checkouts (Kiosks)	1,783	1,699	1,897
YA Laptop Checkouts	11	19	11
Circulating Chromebook Checkouts	3	2	5
Circulating Laptop Checkouts	4	1	4
Hotspot Checkouts	29	26	26

Percent of all checkouts using SHPL Self-Check Kiosks

November 2023	20.3%	↑	4.9%	Change since last month
October 2023	19.0%			
November 2022	21.1%	{last year}	↓ -6.0%	Change since last year

Laptop Checkouts (Combined)

November 2023	18	↓	-18.2%	Change since last month
October 2023	22			
November 2022	20	{last year}	↓ -10.0%	Change since last year

e-Commerce Payments (released quarterly)

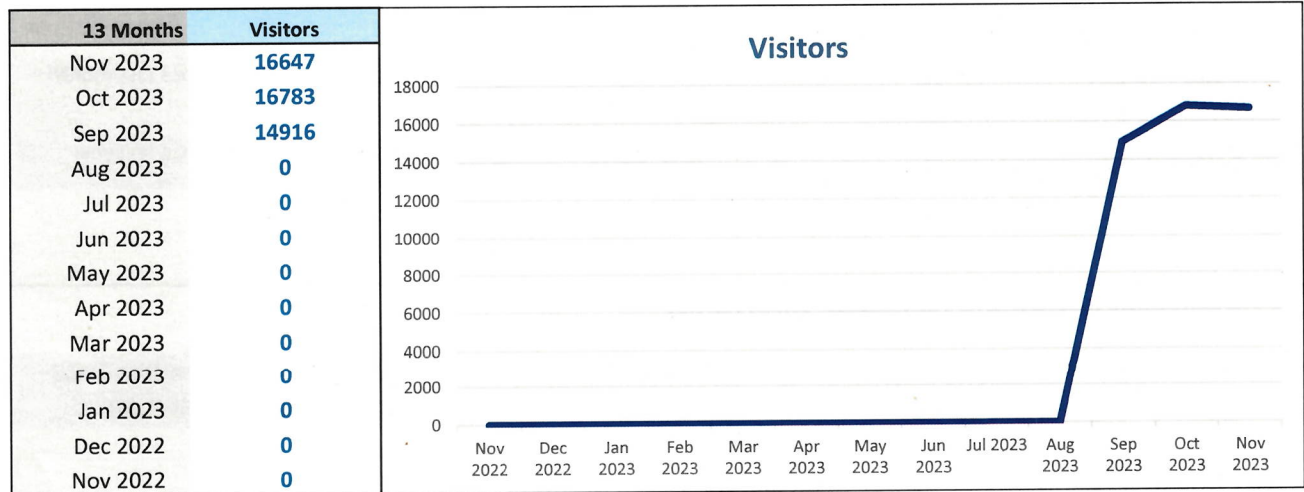
November 2023	October 2023	September 2023	August 2023	November 2022
\$0.00	\$0.00	\$21.70	\$123.01	\$65.40



Subscription Statistics

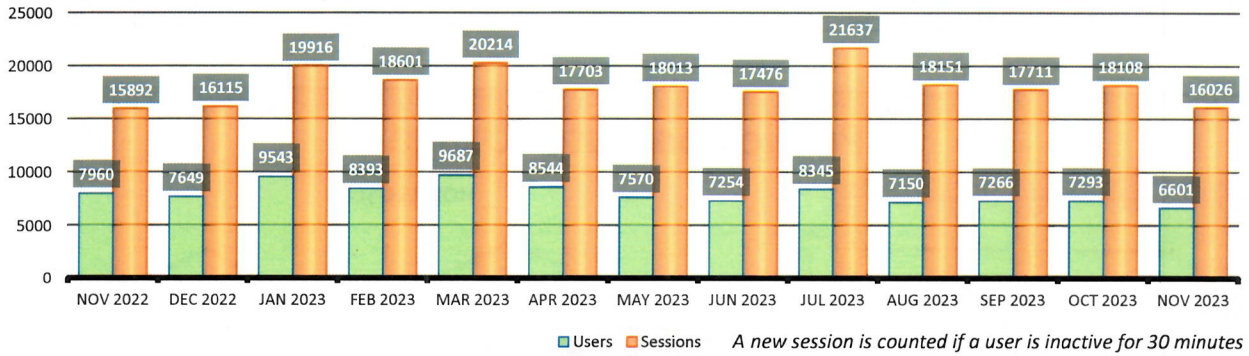
	November 2023	October 2023	Change (last month)	November 2022	Change (last year)
EBSCO	338	241	↑ 40%	441	↓ -23%
OCLC / First Search	244	221	↑ 10%	189	↑ 29%
Homework Help	26	44	↓ -41%	19	↑ 37%
LinkedIn Learning	12	13	↓ -8%	14	↓ -14%
Overdrive	8344	8552	↓ -2%	7115	↑ 17%
Pronunciator	3	5	↓ -40%	3	↑ 0%
WAM Consortium Databases	1806	1710	↑ 6%	1737	↑ 4%

Gate Count Statistics



Website Statistics

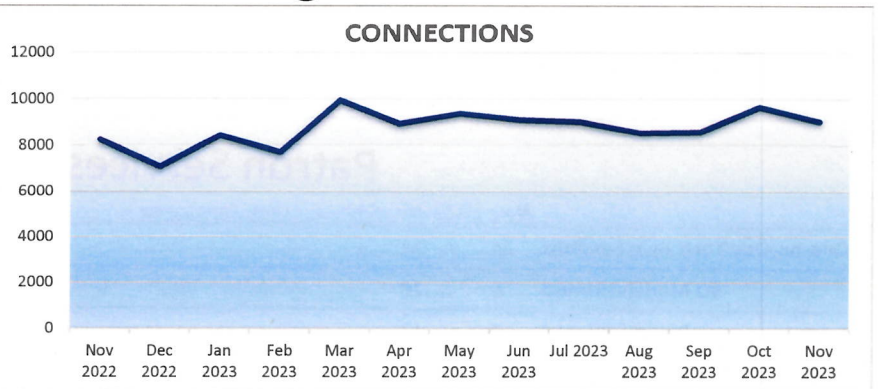
13 Months	Users	Sessions	Total Page Views	Home Page Views
Nov 2023	6601	16026	43143	11328
Oct 2023	7293	18108	52121	12537
Sep 2023	7266	17711	49464	12634
Aug 2023	7150	18151	47686	13454
Jul 2023	8345	21637	66067	15277
Jun 2023	7254	17476	53795	12917
May 2023	7570	18013	48285	12535
Apr 2023	8544	17703	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



- ↓ -9.5% Change in website users compared to last month
- ↓ -17.1% Change in website users compared to last year
- ↓ -16.9% Compared to the average monthly users:: **7,943**

WiFi Usage

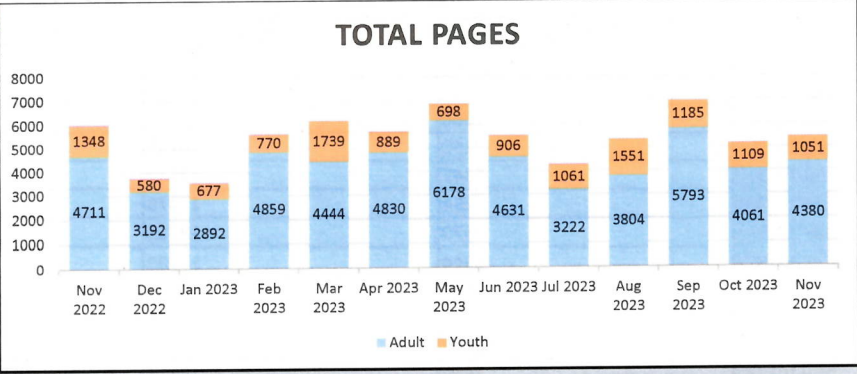
13 Months	Wireless devices connected
Nov 2023	9029
Oct 2023	9648
Sep 2023	8570
Aug 2023	8534
Jul 2023	9007
Jun 2023	9090
May 2023	9362
Apr 2023	8925
Mar 2023	9934
Feb 2023	7686
Jan 2023	8426
Dec 2022	7065
Nov 2022	8232



- ↓ -6.4% Change in wireless users compared to last month
- ↑ 9.7% Change in wireless users compared to last year
- ↑ 3.4% Compared to the average monthly connections:: **8731**

Public Printing

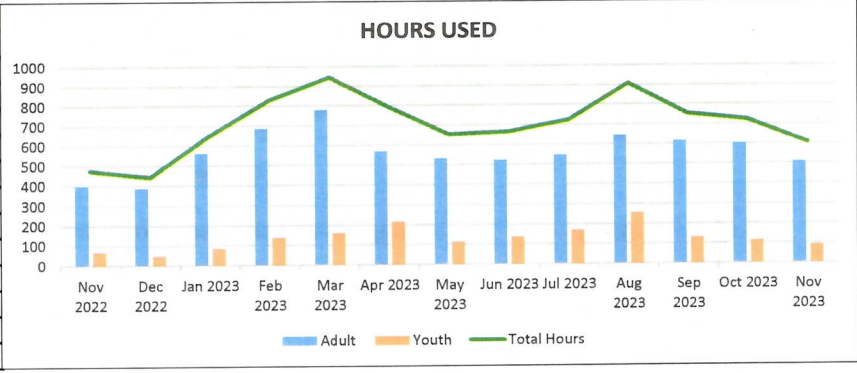
13 Months	Adult	Youth	Wireless
Nov 2023	4380	1051	267
Oct 2023	4061	1109	548
Sep 2023	5793	1185	189
Aug 2023	3804	1551	379
Jul 2023	3222	1061	652
Jun 2023	4631	906	203
May 2023	6178	698	454
Apr 2023	4830	889	248
Mar 2023	4444	1739	293
Feb 2023	4859	770	396
Jan 2023	2892	677	502
Dec 2022	3192	580	207
Nov 2022	4711	1348	846



Sent via Printer-On	This month	5%
"Wireless"	Last month	11%
	12 month period	7%

Public Computer Usage

13 Months	Adult	Youth	Total Hours
Nov 2023	512	96	608
Oct 2023	606	119	725
Sep 2023	619	136	755
Aug 2023	649	261	910
Jul 2023	551	175	726
Jun 2023	527	141	668
May 2023	536	119	655
Apr 2023	574	220	794
Mar 2023	783	164	947
Feb 2023	693	141	834
Jan 2023	566	88	654
Dec 2022	393	52	445
Nov 2022	406	72	478



- ↓ **-15.5%** **Adult Reference** Change compared to last month
- ↓ **-19.3%** **Youth Services**
- ↑ **26.1%** **Adult Reference** Change compared to last year
- ↑ **33.3%** **Youth Services**

Patron Services

Nov 2023 Monthly average (past year)		
One-on-One Tech Help Sessions	24	11
3D Models Printed	5	10
Posters Printed	2	12
Text-a-Librarian (conversations)	35	39



Monthly Recovery Statistics: South Huntington Public Library

11/2022 Through 11/2023

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
November-23	\$52.98	\$0.00	\$0.00	\$52.98	\$52.98	\$7.95
October-23	\$167.98	\$0.00	\$0.00	\$167.98	\$167.98	\$7.95
September-23	\$553.31	\$0.00	\$0.00	\$553.31	\$553.31	\$7.95
August-23	\$432.90	\$0.00	\$0.00	\$432.90	\$432.90	\$23.85
July-23	\$24.99	\$0.00	\$0.00	\$24.99	\$24.99	\$0.00
June-23	\$181.77	\$0.00	\$0.00	\$181.77	\$181.77	\$7.95
May-23	\$55.66	\$0.00	\$0.00	\$55.66	\$55.66	\$7.95
April-23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March-23	\$168.90	\$0.00	\$0.00	\$168.90	\$168.90	\$7.95
February-23	\$90.98	\$0.00	\$0.00	\$90.98	\$90.98	\$7.95
January-23	\$152.85	\$0.00	\$0.00	\$152.85	\$152.85	\$7.95
November-22	\$119.86	\$0.00	\$0.00	\$119.86	\$119.86	\$0.00
Total	\$2,002.18	\$0.00	\$0.00	\$2,002.18	\$2,002.18	\$87.45
Average	\$166.85	\$0.00	\$0.00	\$166.85	\$166.85	\$7.29
Total ROI: \$23:1						

