

BOARD MEETING – TUESDAY, JANUARY 16, 2024  
SOUTH HUNTINGTON PUBLIC LIBRARY  
145 PIDGEON HILL ROAD  
HUNTINGTON STATION, NY 11746

Agenda for the regular meeting of the Board of Trustees of the South Huntington Public Library on Tuesday, January 16, 2024 at 7 p.m. in the Conference Room.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPTION OF THE AGENDA
4. DISPOSITION OF MINUTES: (TAB A)
  1. Regular Meeting, Monday, December 18, 2023
5. FINANCIAL MATTERS: (TAB B)
  - A. Schedule of Bills
  - B. Investments
  - C. Financial Chairperson's Report
  - D. Personnel
6. COMMUNICATIONS: (TAB C)
  1. SCLS Minutes and Memorandum (emailed in separate attachment)
  2. Thank you letter to Eileen Sullivan re: Friends donation
  3. Thank you letter from Family Service League re: coat drive
7. REPORTS: (TAB D)
  1. Director's Report
  2. Assistant Director's Report
  3. Building & Grounds Report
  4. Computer Services End of Year Report
  5. 2023 Annual Review of Periodicals End of Year Report
  6. Museum Pass Circulation End of Year Report
8. OLD BUSINESS: (TAB E)
  1. Covid-19 Protocol
  2. SHPL 2024-2025 2<sup>nd</sup> Budget Draft
9. NEW BUSINESS: (TAB F)
  1. Allocation of Funds – Fiscal 2022-2023
  2. Computers in Libraries Conference 2024
  3. Waterproofing Work on Library Grounds
10. STATISTICAL REPORTS: (TAB G)
  1. Statistics and Program Attendance
11. PERIOD OF PUBLIC EXPRESSION
12. EXECUTIVE SESSION: To discuss a personnel issue.
13. ADJOURNMENT

BOARD MEETING MINUTES - MONDAY, DECEMBER 18, 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, December 18, 2023, at 7 p.m. in the Conference Room.

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

STAFF: Mrs. Janet Scherer, Director  
Mr. Nick Tanzi, Assistant Director  
Mrs. Erin McShane-Hedger, Business Manager  
Mrs. Doreen Kilkenny, Board Secretary

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 to add the following:

- NEW BUSINESS – MEZZANINE CARPET INSTALLATION
- NEW BUSINESS – WATERPROOFING WORK ON LIBRARY GROUNDS
- NEW BUSINESS – PSEG DISCUSSION

DISPOSITION OF MINUTES

NOVEMBER 20, 2023: Motion by Mr. Horowitz, seconded by Mrs. Dillon, and carried unanimously to accept the minutes of the regular meeting of November 20, 2023.

FINANCIAL MATTERS

2023-2024: Mr. De Dora sent a letter stating that he compared all the warrants to the invoices and payroll register to verify amounts to be paid and counts of checks issued. He also reviewed the check signer log. He viewed and compared all petty cash

disbursements with the receipts for expenditures, and reported that all was in order.

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to authorize payment of Warrant #15 Fund L in the amount of \$2,003.85; Warrant #17 Fund L in the amount of \$227,031.48; Warrant #11/09 PR Fund L in the amount of \$120,802.30; Warrant #11/22 PR Fund L in the amount of \$120,881.29.

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #10 Fund TA in the amount of \$46,525.48; Warrant #11 Fund TA in the amount of \$47,616.89.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to approve the American Express statement for November in the amount of \$3,359.66.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for October 20, 2023 – November 19, 2023 in the amount of \$3,692.13.

#### 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. One check remains in transit.

COST OF THE VOTE REPORT:

The board thanks Erin McShane for her report.

COMMUNICATIONS:

The board acknowledged the SCLS minutes and the letters to the United States Post Offices regarding newsletter mailings.

DIRECTOR'S REPORT:

Mrs. Scherer reported on the following:

- 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 of 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.

- 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.
- 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 GoGo's 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.

- Our new AEDs have been installed and are operational.
- Our library trainee in Reference, Hannah Grenier, has been awarded a \$5,000 Equity, Diversity and Inclusion Scholarship from PLDA. She is attending Pratt University pursuing her master's degree in Library Science. Congratulations to her.
- Our reference librarian, Jen O'Connor, has been accepted into the NYLA Emerging Leaders Program. Jen Conlon and Michael Bartolomeo have also completed this program. Congratulations to all.
- Please take note that our next meeting will be Tuesday, January 16, 2024.

**ASSISTANT DIRECTOR'S  
REPORT:**

Mr. Tanzi reported on the following :

- 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.
- 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 .

**BUILDING & GROUNDS  
REPORT:**

The board thanked Ray Capone for his monthly report.

**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 –  
SHPL 2024-2025  
BUDGET DRAFT:**

Mrs. Scherer distributed the first draft of the 2024-2025 budget for the board to review and discuss in future meetings.

**NEW BUSINESS –  
TRUSTEE VOTE DATE  
CHANGE:**

Motion by Mrs. Dillon, seconded by Mrs. Ferrante and carried unanimously 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.

**NEW BUSINESS –  
MEZZANINE CARPET  
INSTALLATION:**

Motion by Mrs. Ferrante, seconded by Mr. Horowitz and carried unanimously that the board of trustees approves an expenditure of \$5,650.00 to be paid to Country Carpet to remove and replace a section of carpet in the library's mezzanine.

**NEW BUSINESS –**

**WATERPROOFING  
WORK ON LIBRARY  
GROUNDS:**

Motion by Mrs. Ferrante, seconded by Mr. Horowitz and carried unanimously to approve an expenditure of \$7,000.00 to be paid to E&M Waterproofing to install French drains, a drywell, and drainage on the library grounds.

**NEW BUSINESS –  
PSEG DISCUSSION:**

The board of trustees discussed the anticipated rate increases.

**EXECUTIVE SESSION:**

Motion by Mr. Horowitz, seconded by Mrs. Ferrante to go into Executive Session at 7:50 p.m. to discuss a personnel matter.

Motion by Mr. Horowitz, seconded by Mrs. Ferrante to come out of Executive Session at 8:07 p.m.

**NEW BUSINESS:  
RETIREMENT  
INCENTIVE PROGRAM  
FOR CALENDAR  
YEAR 2024:**

Motion by Mrs. Dillon, seconded by Mrs. Ferrante and carried unanimously to approve a retirement incentive for eligible full and part-time staff for the 2024 calendar year.

**ADJOURNMENT:**

Motion by Mr. Horowitz to adjourn the regular meeting at 8:08 p.m.

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Respectfully submitted by,



Doreen Kilkenny, Board Secretary

Acknowledged by:

Patricia Dillon, Vice President

## FINANCIAL SCHEDULES

<u>Page #</u>	<u>Warrant #</u>	<u>Fund</u>	<u>Amount</u>
B3	18	L	16,357.27
B5-7	20	L	202,167.53
B9	12/07 PR	L	121,276.96
B11	12/21 PR	L	121,064.72
B13	12	TA	47,365.17
B15	13	TA	47,777.53
B17	3	TA	10,670.36

B18 AMEX  
Amazon Capital Services

B33 Investment Report

B34 Financial Chairperson Report

B35 Personnel Actions

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

January 9, 2024

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

I have reviewed the warrants through January 16, 2024.

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

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

kindest regards,

  
Philip DeDora  
Treasurer



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

January 16, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #18 Fund L - December 2023 Schedule of Bills

Checks #59302 - 59307

Total warrant: \$16,357.27

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 - 18: CD - UTILITIES - 12/2023 For Dates 12/1/2023 - 12/31/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
59302	12/12/2023	690	NATIONAL GRID		1,106.52 ✓
59303	12/12/2023	2400	NATIONAL GRID (SVC & GENR)		73.39 ✓
59304	12/12/2023	2555	OPTIMUM		71.58 ✓
59305	12/12/2023	20	PSEGLI		14,236.99 ✓
59306	12/12/2023	15	VERIZON		858.11 ✓
59307	12/12/2023	1419	VERIZON SELECT SERVICES		10.68 ✓
<b>Number of Transactions: 6</b>				<b>Warrant Total:</b>	<b>16,357.27</b>
				<b>Vendor Portion:</b>	<b>16,357.27</b>

**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 \$ 16,357.27. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/9/24 \_\_\_\_\_  
Date Treasurer

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 16,357.27. 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

January 16, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #20 Fund L - January 16, 2024 Schedule of Bills

Checks #59308 - 59398

Voided Checks# 58527, 58692 & 59054

Total warrant: \$202,167.53

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

Eileen Sullivan \_\_\_\_\_  
President, Board of trustees

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

Stella Fox \_\_\_\_\_  
Financial Chairperson

**SOUTH HUNTINGTON LIBRARY**

Check Warrant Report For L - 20: CD - GENERAL - 1/2024 For Dates 1/1/2024 - 1/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
58527	01/16/2024	2424	**VOID** JENNIFER O'CONNOR		-30.00
58692	01/16/2024	458	**VOID** FRIENDS OF THE LIBRARY		-325.40
59054	01/04/2024	2939	**VOID** NEW-YORK HISTORICAL SOCIETY	230198	-262.50
59308	01/09/2024	131	A TIME FOR KIDS	*See Detail Report	1,200.00
59309	01/09/2024	2396	AMAZON		1,112.42
59310	01/09/2024	2396	AMAZON		228.77
59311	01/09/2024	720	AMERICAN EXPRESS		3,370.76
59312	01/09/2024	2040	AMERIFLEX		275.60
59313	01/09/2024	2797	MICHELLE ANGLISANO	230343	300.00
59314	01/09/2024	23	BAKER & TAYLOR		9,085.28
59315	01/09/2024	2520	KATHRYN BARI-PETRITIS	230327	325.00
59316	01/09/2024	1832	AUGUSTA BERNER	230347	1,500.00
59317	01/09/2024	3046	BLUM, LAUREN	*See Detail Report	1,050.00
59318	01/09/2024	1189	BRODART CO.		559.50
59319	01/09/2024	31	BULL TERRIER NEWS DELIVERY SVC		583.16
59320	01/09/2024	2358	CCE SUFFOLK	230279	225.00
59321	01/09/2024	2779	CERULLO CONSULTING CO, INC.	230337	200.00
59322	01/09/2024	3069	AROOJ CHAUDHRY	230338	150.00
59323	01/09/2024	2241	CHILDREN'S MUSEUM OF MANHATTAN	230350	400.00
59324	01/09/2024	2633	CONNECTION, INC	230323	1,836.80
59325	01/09/2024	1548	COUNTY LINE HARDWARE		93.32
59326	01/09/2024	3113	CRABTREE PUBLISHING		37.90
59327	01/09/2024	2566	CREATIVE LIBRARY CONCEPTS	*See Detail Report	18,803.22
59328	01/09/2024	794	PHILIP DE DORA	230107	390.00
59329	01/09/2024	1858	MEGAN DE RISO	230340	1,200.00
59330	01/09/2024	43	DEMCO	230303	663.93
59331	01/09/2024	1195	EAST COAST BURGLAR & FIRE SYS		1,364.00
59332	01/09/2024	2355	ED TRAVERS BAND INC.	230331	850.00
59333	01/09/2024	1665	EDMER SANITARY SUPPLY		559.20
59334	01/09/2024	3150	BARBARA FELTKAMP	230348	500.00
59335	01/09/2024	3117	PATRICK FIERRO	230336	125.00
59336	01/09/2024	923	FIRST UNUM LIFE INSURANCE CO.		649.04
59337	01/09/2024	458	FRIENDS OF THE LIBRARY		325.40
59338	01/09/2024	52	GALE		84.78
59339	01/09/2024	2490	KATHLEEN GIERALTOWSKI		102.41
59340	01/09/2024	225	GRAINGER, INC.		1,078.34
59341	01/09/2024	1077	HIGH HOPES PRODUCTIONS	230275	165.00
59342	01/09/2024	1960	INTREPID SEA, AIR&SPACE MUSEUM	230352	950.00
59343	01/09/2024	2610	JOYSIE JEROME	230269	240.00
59344	01/09/2024	3053	JIN, ELIZABETH	230328	350.00
59345	01/09/2024	2108	JOHNSON, ISABELLA	230344	1,000.00
59346	01/09/2024	2717	KANOPY LLC		438.00
59347	01/09/2024	1716	DIANE KENTROS		660.00
59348	01/09/2024	2781	ELIZABETH KLEIN		53.06
59349	01/09/2024	2836	KNOWBE4 INC		479.00
59350	01/09/2024	2459	KONICA MINOLTA BUSINESS SOLUTN	220402	664.62

**SOUTH HUNTINGTON LIBRARY**

Check Warrant Report For L - 20: CD - GENERAL - 1/2024 For Dates 1/1/2024 - 1/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
59351	01/09/2024	2476	KRISTYN WEISER/FANNY CAKES	230205	360.00
59352	01/09/2024	2761	LIBRARY IDEAS	230324	87.04
59353	01/09/2024	3152	LIBRARY SYSTEMS & SERVICES		10,999.00
59354	01/09/2024	3090	LIL' ATHLETES	*See Detail Report	256.00
59355	01/09/2024	2484	LONG ISLAND STEAM GROUP	230278	335.00
59356	01/09/2024	1568	LONG ISLAND WASTE SERVICES		1,149.05
59357	01/09/2024	1809	MARGARETHA MAIMONE	230362	1,675.00
59358	01/09/2024	3052	MAKIN, GEETU	230330	390.00
59359	01/09/2024	2629	JOANN MESSINA	230342	495.00
59360	01/09/2024	1594	MICHAEL J'S LANDSCAPING	230210	2,050.00
59361	01/09/2024	27	MIDWEST TAPE		2,922.37
59362	01/09/2024	27	MIDWEST TAPE		380.76
59363	01/09/2024	2517	MIDWEST TAPE		168.00
59364	01/09/2024	2737	NASSAU CTY FIREFIGHTERS MUSEUM	230351	600.00
59365	01/09/2024	3155	NATIONAL SEPTEMBER 11 MEMORIAL & MUSEUM	230361	500.00
59366	01/09/2024	2622	NEW YORK TRANSIT MUSEUM	230353	100.00
59367	01/09/2024	2939	NEW-YORK HISTORICAL SOCIETY	230334	187.50
59368	01/09/2024	1814	PATRICIA NOVAK	230345	125.00
59369	01/09/2024	127	NYS EMPLOYEES HEALTH INSURANCE		49,232.55
59370	01/09/2024	96	NYSIF		10,406.88
59371	01/09/2024	2424	JENNIFER O'CONNOR		30.00
59372	01/09/2024	3139	PILLAR DESIGNS LLC	230204	13,980.00
59373	01/09/2024	1731	PITNEY BOWES BANK INC PURCHASE POWER		400.00
59374	01/09/2024	12	POSTMASTER - BULK PERMIT 39		1,800.00
59375	01/09/2024	3061	QUATELA CHIMERI PLLC		750.00
59376	01/09/2024	768	QUILL CORPORATION		166.68
59377	01/09/2024	2379	ROLAND'S ELECTRIC, INC.	230211	6,285.00
59378	01/09/2024	2982	REGINA R. RUSSO	230346	750.00
59379	01/09/2024	855	JANET SCHERER		292.79
59380	01/09/2024	2731	JACK SCHNUR	230335	250.00
59381	01/09/2024	3079	BONNIE SCHWARTZ	230326	340.00
59382	01/09/2024	51	SCLS		1,343.95
59383	01/09/2024	2778	SCORE	230332	100.00
59384	01/09/2024	2238	ROBERT SCOTT	230339	749.00
59385	01/09/2024	3140	SECURITAS SECURITY SERVICES USA, INC.		13,847.53
59386	01/09/2024	3151	MICHELLE SILVA-MERA	230349	400.00
59387	01/09/2024	3149	SITAN TAI CHI INC.	230333	600.00
59388	01/09/2024	3083	SPROUTS & FRIENDS, INC.	*See Detail Report	500.00
59389	01/09/2024	2416	STANDARD SECURITY LIFE INS. CO		561.60
59390	01/09/2024	2106	STERLING NORTH AMERICA INC.		16,844.07
59391	01/09/2024	2789	FRANK TASSIELLI	230341	2,350.00
59392	01/09/2024	1520	THE BAKING COACH, INC.	*See Detail Report	990.00
59393	01/09/2024	1525	THE WHALING MUSEUM	230329	100.00
59394	01/09/2024	2940	THERESA'S PROGRAMS LLC	*See Detail Report	625.00
59395	01/09/2024	1162	UNIQUE MANAGEMENT SVCES.		7.95
59396	01/09/2024	2232	W.B. MASON CO INC		484.20

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 20: CD - GENERAL - 1/2024 For Dates 1/1/2024 - 1/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
59397	01/09/2024	2613	TAMI WOOD	230272	240.00 ✓
59398	01/09/2024	3073	Yanka Industries, Inc.		1,350.00 ✓
<b>Number of Transactions: 94</b>				<b>Warrant Total:</b>	<b>202,167.53</b>
				<b>Vendor Portion:</b>	<b>202,167.53</b>

\*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, 94 in number, in the total amount of \$ 202,167.53. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/9/24

Date

[Signature]

Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 202,167.53. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/9/24

Date

[Signature]

Library Director

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

January 16, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: December 7, 2023

Gross Total: \$121,276.96

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**

**Payment Distribution Methods**

Gross Wages	121,276.96	
Non Cash Earnings	0.00	
Reimbursed Expenses	0.00	
FICA Wages	110,440.94	
FICA Withholding - Employee *	6,847.35	
FICA Withholding - Employer *	6,847.35	
Medicare Wages	110,440.94	
Medicare Withholding - Employee *	1,601.41	
Excess Medicare Wages	0.00	
Excess Medicare Withholdings	0.00	
Medicare Withholding - Employer *	1,601.41	
Federal Wages	103,947.33	
Federal Withholding *	10,282.88	
State Wages	105,872.75	
State Withholding **	4,655.18	
City Wages	0.00	
City Withholding ***	0.00	
Annuities	4,568.19	Pre-Tax
Flexible Spending	10,836.02	Pre-Tax
Retirement	1,925.42	Pre-Tax
Roth 403(b) Annuity	0.00	
Roth 457(b) Annuity	0.00	
All Other Deductions	616.65	
Net Pay	79,943.86	

Normal Distributed Amount	3,929.11
Direct Deposit Amount	76,014.75
Direct Deposit Entries	63

**Tax Deposit Information**

Federal Tax Deposit *	27,180.40
State Tax Deposit **	4,655.18
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

January 16, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: December 21, 2023

Gross Total: \$121,064.72

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	121,064.72	
Non Cash Earnings	0.00	
Reimbursed Expenses	0.00	
FICA Wages	118,065.66	
FICA Withholding - Employee *	7,320.07	
FICA Withholding - Employer *	7,320.07	
Medicare Wages	118,065.66	
Medicare Withholding - Employee *	1,711.96	
Excess Medicare Wages	0.00	
Excess Medicare Withholdings	0.00	
Medicare Withholding - Employer *	1,711.96	
Federal Wages	111,557.54	
Federal Withholding *	11,697.16	
State Wages	113,453.90	
State Withholding **	5,116.82	
City Wages	0.00	
City Withholding ***	0.00	
Annuities	4,611.76	Pre-Tax
Flexible Spending	2,999.06	Pre-Tax
Retirement	1,896.36	Pre-Tax
Roth 403(b) Annuity	0.00	
Roth 457(b) Annuity	0.00	
All Other Deductions	829.89	
Net Pay	84,881.64	

**Payment Distribution Methods**

Normal Distributed Amount	3,731.97
Direct Deposit Amount	81,149.67
Direct Deposit Entries	62

**Tax Deposit Information**

Federal Tax Deposit *	29,761.22
State Tax Deposit **	5,116.82
City Tax Deposit - New York City ***	0.00
City Tax Deposit - Yonkers ***	0.00

**Document Types On This Journal**

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

**Employee Types On This Journal**

Employee Count	65
Active Payroll Employees	65
Inactive Payroll Employees	0

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

January 16, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #12 Fund TA - December 7, 2023 Schedule of Bills

Check #7828

Wires #994296 - 994299

Total warrant: \$47,365.17

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 - 12: CD - 12/07/23 PAYROLL For Dates 12/7/2023 - 12/7/2023

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7828	12/07/2023	127	NYS EMPLOYEES HEALTH INSURANCE		10,961.40 ✓
994296	12/07/2023	198	NEWPORT TRUST CO. FBO #22258#		1,635.81 ✓
994297	12/07/2023	371	NYS INCOME TAX		4,655.18 ✓
994298	12/07/2023	909	INTERNAL REVENUE SERVICE		27,180.40 ✓
994299	12/07/2023	1345	NEW YORK STATE DEFERRED COMP		2,932.38 ✓
<b>Number of Transactions: 5</b>				<b>Warrant Total:</b>	<b>47,365.17</b>
				<b>Vendor Portion:</b>	<b>47,365.17</b>

**Certification of Warrant**

To The Board of Trustees: I hereby certify that I have verified the above claims, 5 in number, in the total amount of \$ 47,365.17. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/9/26  
Date

*Philip J. [Signature]*  
Treasurer

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 47,365.17. 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

*Janet Scherer*  
Library Director

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

January 16, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #13 Fund TA - December 21, 2023 Schedule of Bills

Checks #7829 - 7830

Wires #994300 - 994305

Total warrant: \$47,777.53

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

Eileen Sullivan \_\_\_\_\_  
President, Board of trustees

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

Stella Fox \_\_\_\_\_  
Financial Chairperson

# SOUTH HUNTINGTON LIBRARY

Check Warrant Report For TA - 13: CD - 12/21/23 PAYROLL For Dates 12/21/2023 - 12/21/2023



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7829	12/21/2023	1267	AMERIFLEX, LLC.		1,210.02 ✓
7830	12/21/2023	3116	METLIFE SMALL BUSINESS CENTER		1,789.04 ✓
994300	12/21/2023	198	NEWPORT TRUST CO. FBO #22258#		1,740.48 ✓
994301	12/21/2023	202	NYS & LOCAL RETIREMENT SYSTEM		5,095.78 ?
994302	12/21/2023	371	NYS INCOME TAX		5,116.82 ✓
994303	12/21/2023	909	INTERNAL REVENUE SERVICE		29,761.22 ✓
994304	12/21/2023	1345	NEW YORK STATE DEFERRED COMP		2,871.28 ✓
994305	12/21/2023	1934	AFLAC		192.89 ✓

Number of Transactions: 8

Warrant Total: 47,777.53  
Vendor Portion: 47,777.53

### 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 \$ 47,777.53. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/9/24 Date  
Philip J. Reardon Treasurer

### Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 47,777.53. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

12/21/23 Date  
Janet Scherer Library Director

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

January 16, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #3 Fund H - January 16, 2024 Schedule of Bills

Checks #10020

Total warrant: \$10,670.36

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

Eileen Sullivan \_\_\_\_\_  
President, Board of trustees

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

Stella Fox \_\_\_\_\_  
Financial Chairperson

**SOUTH HUNTINGTON LIBRARY**

Check Warrant Report For H - 3: CD - RESERVE - 1/2024 For Dates 1/1/2024 - 1/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
10020	01/09/2024	230	BEATTY HARVEY COCO, LLP.		10,670.36
<b>Number of Transactions: 1</b>				<b>Warrant Total:</b>	<b>10,670.36</b>
				<b>Vendor Portion:</b>	<b>10,670.36</b>

**Certification of Warrant**

To The Board of Trustees: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 10,670.36. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/9/24  
Date

[Signature]  
Treasurer

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 10,670.36. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/9/24  
Date

Janet Johnson  
Library Director



<b>American Express Monthly Statement - December 2023 purchases</b>			
<b>Name</b>	<b>Item(s) Purchased</b>	<b>Purchase \$</b>	<b>Account</b>
Janet Scherer	NYS Parks - Empire Season Pass Renewal (2 Passes, 5 Seasons)	\$620.00	L7420.410-17
	4imprint-Winter Reading Program (50 Steel Tumblers w/Burgundy Trim)	\$315.31	L7430.442-11
	Hummel Hummel (Hospitality - Staff Meeting 12/13/23)	\$42.59	L7430.435-31
	NYLA - Developing Leaders Program (JO)	\$650.00	L7430.435-31
	This Old House Magazine (2 Years - 8 issues)	\$32.00	L7420.413-11
	Amtrak - Travel to Albany for NYLA Emerging Leaders	\$97.00	L7430.435-31
	SCLA - Member Renewal (MB)	\$55.00	L7430.440
	LiftVac LLC	\$59.95	L7430.435-31
	Google (shpl.info e-mail service)	\$607.89	L7430.431
Nicholas Tanzi	AssetTiger (SmartSign-Yearly Fee)	\$230.00	L7420.429
	Formlabs - White Resin & Form 2 Resin Tank LT (for 3D printers)	\$414.04	L7430.430-22
	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
	<b>Total</b>	<b>\$3,370.76</b>	

<b>Amazon Capital Services Statement - 11/20/23 to 12/19/23</b>		
<b>Account</b>	<b>Description</b>	<b>Purchase \$</b>
L7420.410-11	ADULT BOOKS	\$74.41
L7420.410-12	CHILDRENS BOOKS	\$83.37
L7420.411-11	DVD - ADULT	\$47.94
L7420.415-11	COMPUTER SOFTWARE-CIRC.-ADULTS	\$34.97
L7420.415-12	COMPUTER SOFTWARE-CIRC.-CHILDREN	\$163.87
L7430.200	EQUIPMENT	\$356.97
L7430.430-21	SUPPLIES - OFFICE	\$49.38
L7430.430-22	SUPPLIES - LIBRARY	\$100.71
L7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	\$92.84
L7430.442-12	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	\$65.94
L7430.442-13	COMMUNITY ACTIVITIES-YA PROGRAMS	\$42.02
L7440.451	CUSTODIAL SUPPLIES	\$88.20
L7440.452-70	BUILDING EQUIPMENT & REPAIR	\$68.59
L7440.452-71	BUILDING MAINTENANCE & REPAIR	\$71.98
	<b>Total</b>	<b>\$1,341.19</b>

			<b>SOUTH HUNTINGTON LIBRARY</b>
<b>Cash Receipt Schedule Report For L - 11: CR - DAILY FINES - 12/2023</b>			
<b>Account</b>	<b>Account Description</b>	<b>Sum of DEBITS</b>	<b>Sum of CREDITS</b>
L 200	CHECKING - VALLEY NATIONAL BANK	927.84	0.00
L 2082.1	BOOK FINES	0.00	25.00
L 2082.2	LOST LIBRARY MATERIALS	0.00	41.94
L 2082.52	IWIN - DVDs	0.00	25.00
L 2082.9	LATE FINES - MUSEUM PASSES	0.00	5.00
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	84.00
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	18.90
L 2770.8	MISC. INCOME - PASSPORTS	0.00	560.00
L 7430.434	PUBLICITY-PRINTING/NEWSLETTER	0.00	168.00
<b>Grand Total</b>		<b>927.84</b>	<b>927.84</b>

			<b>SOUTH HUNTINGTON LIBRARY</b>
<b>Cash Receipt Schedule Report For L - 12: CR - GENERAL - 12/2023</b>			
<b>Account</b>	<b>Account Description</b>	<b>Sum of DEBITS</b>	<b>Sum of CREDITS</b>
L 200	CHECKING - VALLEY NATIONAL BANK	16,515.65	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	674.48	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	145.94	0.00
L 211	MM - FLUSHING BANK	12,358.51	0.00
L 2082.2	LOST LIBRARY MATERIALS	0.00	305.11
L 2082.42	PRINT VEND MACHINES	0.00	107.75
L 2401.204	INTEREST - MM- VALLEY NAT'L BANK	0.00	674.48
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	0.00	761.19
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	0.00	145.94
L 2401.211	INTEREST - MM FLUSHING BANK	0.00	12,358.51
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	5.00
L 2770.8	MISC. INCOME - PASSPORTS	0.00	490.00
L 7430.431	TELECOMMUNICATIONS	0.00	8,247.60
L 7430.434	PUBLICITY-PRINTING/NEWSLETTER	0.00	120.00
L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	0.00	6,479.00
<b>Grand Total</b>		<b>29,694.58</b>	<b>29,694.58</b>

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

ACCOUNT	BUDGET	REVENUE EARNED	EST. REVENUE BASED ON 6 MONTHS	VARIANCE		UNEARNED REVENUE YTD.
				FAVORABLE (UNFAVORABLE) \$	%	
REAL PROPERTY TAXES	\$6,131,502.00	3,065,751.00	3,065,751.00	0.00	0.00	3,065,751.00
BOOK FINES	\$0.00	50.15	0.00	50.15	#DIV/0!	(50.15)
LOST LIBRARY MATERIALS	\$2,500.00	1,794.86	1,250.00	544.86	43.59	705.14
COPY MACHINES	\$3,000.00	757.75	1,500.00	(742.25)	-49.48	2,242.25
PRINT VEND MACHINES	\$9,000.00	2,398.78	4,500.00	(2,101.22)	-46.69	6,601.22
DVD FINES	\$0.00	15.00	0.00	15.00	#DIV/0!	(15.00)
IWIN - DVDs	\$0.00	105.00	0.00	105.00	#DIV/0!	(105.00)
COMPUTER PAPER/DISCS	\$1,000.00	33.60	500.00	(466.40)	-93.28	966.40
LATE FINES - MUSEUM PASSES	\$0.00	10.00	0.00	10.00	#DIV/0!	(10.00)
INTEREST - MM- VALLEY NAT'L BANK	\$3,000.00	4,277.03	1,500.00	2,777.03	185.14	(1,277.03)
INTEREST - CKING - VALLEY NAT'L BANK	\$800.00	3,291.74	400.00	2,891.74	722.94	(2,491.74)
INTEREST - PAYROLL- VALLEY NAT'L BANK	\$200.00	838.28	100.00	738.28	738.28	(638.28)
INTEREST - MM FLUSHING BANK	\$11,000.00	61,146.90	5,500.00	55,646.90	1,011.76	(50,146.90)
SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	\$0.00	140.55	0.00	140.55	#DIV/0!	(140.55)
MISC. INCOME - EAR BUD SALES	\$0.00	3.00	0.00	3.00	#DIV/0!	(3.00)
MISC. INCOME - FAX CHARGES	\$1,000.00	94.60	500.00	(405.40)	-81.08	905.40
MISC. INCOME - HOTSPOT FINES	\$0.00	80.00	0.00	80.00	#DIV/0!	(80.00)
MISC. INCOME	\$2,000.00	0.00	1,000.00	(1,000.00)	-100.00	2,000.00
MISC. INCOME - PASSPORTS	\$12,000.00	7,023.80	6,000.00	1,023.80	17.06	4,976.20
STATE INCENTIVE AID	\$10,000.00	10,517.00	5,000.00	5,517.00	110.34	(517.00)
APPROPRIATED FUND BALANCE	\$150,000.00	0.00	75,000.00	(75,000.00)	-100.00	150,000.00
TOTALS	\$6,337,002.00	3,158,329.04	3,168,501.00	(10,171.96)	-0.32	3,178,672.96

# SOUTH HUNTINGTON LIBRARY

Revenue Status Report By Function From 7/1/2023 To 12/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
L 1001	REAL PROPERTY TAXES	6,131,502.00	0.00	6,131,502.00	3,065,751.00	3,065,751.00
L 2082.1	BOOK FINES	0.00	0.00	0.00	50.15	-50.15
L 2082.2	LOST LIBRARY MATERIALS	2,500.00	0.00	2,500.00	1,794.86	705.14
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	2,398.78	6,601.22
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	105.00	-105.00
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	10.00	-10.00
L 2401.204	INTEREST - MM- VALLEY NAT'L BANK	3,000.00	0.00	3,000.00	4,277.03	-1,277.03
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	800.00	0.00	800.00	3,291.74	-2,491.74
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	200.00	0.00	200.00	838.28	-638.28
L 2401.211	INTEREST - MM FLUSHING BANK	11,000.00	0.00	11,000.00	61,146.90	-50,146.90
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	0.00	0.00	140.55	-140.55
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	94.60	905.40
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	7,023.80	4,976.20
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
<b>L Totals:</b>		<b>6,337,002.00</b>	<b>0.00</b>	<b>6,337,002.00</b>	<b>3,158,329.04</b>	<b>3,178,672.96</b>
<b>Grand Totals:</b>		<b>6,337,002.00</b>	<b>0.00</b>	<b>6,337,002.00</b>	<b>3,158,329.04</b>	<b>3,178,672.96</b>

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

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 6 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
SALARIES-PROF. FT & PT	\$1,967,908.03	992,786.50		992,786.50	983,954.02	(8,832.49)	(0.90)	\$975,121.53
SALARIES-PROF. FT	\$1,514,515.90	757,466.08	0.00	757,466.08	757,257.95	(208.13)	(0.03)	\$757,049.82
SALARIES - PROF. PT	\$453,392.13	235,320.42	0.00	235,320.42	226,696.07	(8,624.36)	(3.80)	\$218,071.71
SALARIES-CLERICAL FT & PT	\$645,824.42	312,841.05		312,841.05	322,912.21	10,071.16	3.12	\$332,983.37
SALARIES-CLERICAL FT	\$425,824.42	215,825.95	0.00	215,825.95	212,912.21	(2,913.74)	(1.37)	\$209,998.47
SALARIES-CLERICAL PT	\$220,000.00	97,015.10	0.00	97,015.10	110,000.00	12,984.90	11.80	\$122,984.90
SALARIES-PAGE	\$105,000.00	41,431.78	0.00	41,431.78	52,500.00	11,068.22	21.08	\$63,568.22
SALARIES-CUSTODIAL FT & PT	\$328,960.55	167,412.84		167,412.84	164,480.28	(2,932.57)	(1.78)	\$161,547.71
SALARIES-CUSTODIAL FT	\$272,960.55	139,263.94	0.00	139,263.94	136,480.28	(2,783.67)	(2.04)	\$133,696.61
SALARIES-CUSTODIAL PT	\$56,000.00	28,148.90	0.00	28,148.90	28,000.00	(148.90)	(0.53)	\$27,851.10
SALARIES-SUNDAY-PROF.	\$55,000.00	21,443.41	0.00	21,443.41	20,810.81	(632.60)	(3.04)	\$33,556.59
SALARIES-SUNDAY-CLERICAL	\$22,000.00	6,594.47	0.00	6,594.47	8,324.32	1,729.85	20.78	\$15,405.53
SALARIES-SUNDAY-PAGE	\$9,000.00	3,240.00	0.00	3,240.00	3,405.41	165.41	4.86	\$5,760.00
SALARIES-SUNDAY-CUSTODIAL	\$28,000.00	9,749.20	0.00	9,749.20	10,594.59	845.39	7.98	\$18,250.80
TEMPORARY SUMMER HELP	\$9,000.00	10,093.50	0.00	10,093.50	23,400.00	13,306.50	56.87	(\$1,093.50)
	\$3,170,693.00	\$1,565,592.75	\$0.00	\$1,565,592.75	\$1,590,381.64	\$24,788.89	\$112.56	\$1,605,100.25
ADULT BOOKS	\$126,455.50	43,079.75	16,455.50	59,535.25	63,227.75	3,692.50	5.84	\$66,920.25
CHILDRENS BOOKS	\$87,556.71	31,173.91	7,556.71	38,730.62	43,778.36	5,047.74	11.53	\$48,826.09
YOUNG ADULT BOOKS	\$11,566.59	3,348.73	1,059.09	4,407.82	5,783.30	1,375.48	23.78	\$7,158.77
REFERENCE - ELECTRONIC	\$60,000.00	24,954.73	0.00	24,954.73	30,000.00	5,045.27	16.82	\$35,045.27
AUDIO BOOKS - ADULT	\$1,000.00	635.42	0.00	635.42	500.00	(135.42)	(27.08)	\$364.58
AUDIO BOOKS - CHILDREN	\$2,500.00	0.00	997.79	997.79	1,250.00	252.21	20.18	\$1,502.21
DIGITAL SUBSCRIPTIONS	\$185,500.00	24,265.13	0.00	24,265.13	92,750.00	68,484.87	73.84	\$161,234.87
MUSEUM PASSES	\$22,000.00	2,990.00	0.00	2,990.00	11,000.00	8,010.00	72.82	\$19,010.00
DVD - ADULT	\$21,432.05	11,235.03	1,432.05	12,667.08	10,716.03	(1,951.06)	(18.21)	\$8,764.97
DVD - CHILDREN	\$7,618.89	1,832.34	618.89	2,451.23	3,809.45	1,358.22	35.65	\$5,167.66
MUSIC CD'S - ADULT	\$3,000.00	1,709.46	0.00	1,709.46	1,500.00	(209.46)	(13.96)	\$1,290.54
MUSIC CD'S - CHILDREN	\$500.00	22.48	0.00	22.48	250.00	227.52	91.01	\$477.52
PERIODICALS - ADULTS	\$10,500.00	8,811.89	0.00	8,811.89	5,250.00	(3,561.89)	(67.85)	\$1,688.11
PERIODICALS - CHILDREN	\$1,000.00	711.08	0.00	711.08	500.00	(211.08)	(42.22)	\$288.92
PERIODICALS - YA	\$400.00	196.61	0.00	196.61	200.00	3.39	1.69	\$203.39
PERIODICALS - NEWSPAPERS	\$4,600.00	2,696.58	0.00	2,696.58	2,300.00	(396.58)	(17.24)	\$1,903.42
COMPUTER SOFTWARE-CIRC.-ADULTS	\$2,500.00	1,107.52	0.00	1,107.52	1,250.00	142.48	11.40	\$1,392.48
COMPUTER SOFTWARE-CIRC.-CHILDRE	\$5,512.69	2,639.52	512.69	3,152.21	2,756.35	(395.87)	(14.36)	\$2,360.48
MATERIALS PROCESSING	\$20,000.00	12,500.04	0.00	12,500.04	10,000.00	(2,500.04)	(25.00)	\$7,499.96
COMPUTER SOFTWARE - NON-CIRC.	\$55,000.00	15,045.29	0.00	15,045.29	27,500.00	12,454.71	45.29	\$39,954.71
	\$628,642.43	188,955.51	28,632.72	217,588.23	314,321.22	96,732.99	30.78	\$411,054.20
EQUIPMENT	\$72,904.00	39,563.52	1,682.77	41,246.29	36,452.00	(4,794.29)	(13.15)	\$31,657.71
EQUIPMENT MAINTENANCE	\$10,000.00	2,422.14	0.00	2,422.14	5,000.00	2,577.86	51.56	\$7,577.86
FURNITURE & FIXTURES	\$64,502.29	28,963.62	32,951.89	61,915.51	32,251.15	(29,664.37)	(91.98)	\$2,586.78

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

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DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 6 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
SUPPLIES - OFFICE	\$30,000.00	5,111.75	663.93	5,775.68	15,000.00	9,224.32	61.50	\$24,224.32
SUPPLIES - LIBRARY	\$35,304.26	8,314.86	3.60	8,318.46	17,652.13	9,333.67	52.88	\$26,985.80
TELECOMMUNICATIONS	\$45,000.00	20,429.84	0.00	20,429.84	22,500.00	2,070.16	9.20	\$24,570.16
SCLS SERVICES / CIRCULATION CONTRI	\$95,000.00	13,554.66	0.00	13,554.66	47,500.00	33,945.34	71.46	\$81,445.34
POSTAGE	\$30,000.00	11,264.48	0.00	11,264.48	15,000.00	3,735.52	24.90	\$18,735.52
PUBLICITY-PRINTING/NEWSLETTER	\$110,000.00	36,948.99	0.00	36,948.99	55,000.00	18,051.01	32.82	\$73,051.01
CONTINUING ED/MILEAGE REIMB/STAFF	\$35,600.00	8,134.07	600.00	8,734.07	17,800.00	9,065.93	50.93	\$26,865.93
CONTINUING ED/MILEAGE REIMB/BOA	\$8,000.00	459.35	0.00	459.35	4,000.00	3,540.65	88.52	\$7,540.65
LIBRARY VEHICLE	\$1,000.00	789.35	0.00	789.35	500.00	(289.35)	(57.87)	\$210.65
PROFESSIONAL FEES - AUDITOR	\$23,225.00	8,225.00	0.00	8,225.00	11,612.50	3,387.50	29.17	\$15,000.00
PROFESSIONAL FEES - LEGAL	\$15,000.00	1,800.00	0.00	1,800.00	7,500.00	5,700.00	76.00	\$13,200.00
PROFESSIONAL FEES - TREASURER	\$7,000.00	2,340.00	2,340.00	4,680.00	3,500.00	(1,180.00)	(33.71)	\$2,320.00
PROF. FEES- ART & MUSIC	\$9,500.00	560.00	1,680.00	2,240.00	4,750.00	2,510.00	52.84	\$7,260.00
PROF. FEES - MISC. CONSULTANTS	\$5,500.00	695.00	0.00	695.00	2,750.00	2,055.00	74.73	\$4,805.00
PROFESSIONAL FEES - SECURITY SERV	\$100,000.00	19,540.66	0.00	19,540.66	50,000.00	30,459.34	60.92	\$80,459.34
MEMBERSHIP DUES	\$6,500.00	1,345.00	0.00	1,345.00	3,250.00	1,905.00	58.62	\$5,155.00
OFFICE EQUIPMENT - COPIER RENTAL	\$6,071.46	734.94	2,082.61	2,817.55	3,035.73	218.18	7.19	\$3,253.91
OFFICE EQUIPMENT - SERVICE CONTRA	\$10,000.00	5,107.12	0.00	5,107.12	5,000.00	(107.12)	(2.14)	\$4,892.88
OFFICE EQUIPMENT - REPAIR/MAINTEN/	\$250.00	0.00	0.00	0.00	125.00	125.00	100.00	\$250.00
MISC. EXPENSES	\$1,000.00	78.82	0.00	78.82	500.00	421.18	84.24	\$921.18
COST OF VOTE	\$3,000.00	0.00	0.00	0.00	1,500.00	1,500.00	100.00	\$3,000.00
COMMUNITY ACTIVITIES-ADULT PROGR	\$83,027.45	38,988.85	0.00	38,988.85	41,513.73	2,524.88	6.08	\$44,038.60
COMMUNITY ACTIVITIES-CHILDRENS PR	\$76,680.00	35,950.51	12,192.00	48,142.51	38,340.00	(9,802.51)	(25.57)	\$28,537.49
COMMUNITY ACTIVITY-CHILDRENS FAMI	\$4,500.00	1,617.47	0.00	1,617.47	2,250.00	632.53	28.11	\$2,882.53
COMMUNITY ACTIVITIES-YA PROGRAMS	\$22,560.64	7,627.13	1,780.64	9,407.77	11,280.32	1,872.55	16.60	\$13,152.87
COMMUNITY ACTIVITIES-OUTREACH PR	\$5,191.12	238.60	0.00	238.60	2,595.56	2,356.96	90.81	\$4,952.52
COMMUNITY ACTIVITIES - MUSIC/RECIT/	\$8,500.00	3,300.00	0.00	3,300.00	4,250.00	950.00	22.35	\$5,200.00
CREDIT MERCHANT FEES	\$4,000.00	1,605.28	0.00	1,605.28	2,000.00	394.72	19.74	\$2,394.72
	\$928,816.22	305,711.01	55,977.44	361,688.45	464,408.11	102,719.66	22.12	\$567,127.77
UTILITIES - ELECTRIC	\$140,000.00	80,307.06	0.00	80,307.06	70,000.00	(10,307.06)	(14.72)	\$59,692.94
UTILITIES - WATER	\$5,000.00	1,167.92	0.00	1,167.92	2,500.00	1,332.08	53.28	\$3,832.08
UTILITIES - GAS	\$20,000.00	3,968.36	0.00	3,968.36	10,000.00	6,031.64	60.32	\$16,031.64
CUSTODIAL SUPPLIES	\$20,000.00	6,941.38	0.00	6,941.38	10,000.00	3,058.62	30.59	\$13,058.62
BUILDING EQUIPMENT & REPAIR	\$8,000.00	5,881.37	557.20	6,438.57	4,000.00	(2,438.57)	(60.96)	\$1,561.43
BUILDING MAINTENANCE & REPAIR	\$52,735.00	11,298.53	11,935.00	23,233.53	26,367.50	3,133.97	11.89	\$29,501.47
BUILDING SERVICE CONTRACTS	\$41,905.75	13,052.25	8,200.00	21,252.25	20,952.88	(299.38)	(1.43)	\$20,653.50
INSURANCE	\$55,000.00	55,666.60	0.00	55,666.60	27,500.00	(28,166.60)	(102.42)	(\$666.60)
GROUNDS MAINTENANCE	\$30,000.00	14,306.92	0.00	14,306.92	15,000.00	693.08	4.62	\$15,693.08
	\$372,640.75	192,590.39	20,692.20	213,282.59	186,320.38	(26,962.22)	(14.47)	\$159,358.16
NYS RETIREMENT SYSTEM	\$350,000.00	348,973.00	0.00	348,973.00	175,000.00	(173,973.00)	(99.41)	\$1,027.00

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

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DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 6 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
FICA EXPENSE	\$242,559.00	112,229.55	0.00	112,229.55	121,279.50	9,049.95	7.46	\$130,329.45
WORKERS' COMPENSATION	\$30,000.00	569.37	0.00	569.37	15,000.00	14,430.63	96.20	\$29,430.63
DISABILITY INSURANCE	\$4,000.00	576.60	0.00	576.60	2,000.00	1,423.40	71.17	\$3,423.40
LONG-TERM DISABILITY INS.	\$8,500.00	3,894.24	0.00	3,894.24	4,250.00	355.76	8.37	\$4,605.76
UNEMPLOYMENT INSURANCE	\$1,000.00	0.00	0.00	0.00	500.00	500.00	100.00	\$1,000.00
HEALTH INSURANCE	\$650,000.00	274,756.51	0.00	274,756.51	325,000.00	50,243.49	15.46	\$375,243.49
MEDICARE REIMBURSEMENT	\$55,000.00	21,765.00	0.00	21,765.00	27,500.00	5,735.00	20.85	\$33,235.00
	\$1,341,059.00	762,764.27	0.00	762,764.27	670,529.50	(92,234.77)	(13.76)	\$578,294.73
TOTAL	6,441,851.40	3,015,613.93	105,302.36	3,120,916.29	3,225,960.84	105,044.55	3.26	\$3,320,935.11

# SOUTH HUNTINGTON LIBRARY



## Appropriation Status Detail Report By Function From 7/1/2023 To 12/31/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>L 7410.141-01</u>	SALARIES-PROF. FT	1,514,515.90	0.00	1,514,515.90	757,466.08	0.00	757,049.82
<u>L 7410.141-01-P</u>	SALARIES - PROF. PT	453,392.13	0.00	453,392.13	235,320.42	0.00	218,071.71
<u>L 7410.142-02</u>	SALARIES-CLERICAL FT	425,824.42	0.00	425,824.42	215,825.95	0.00	209,998.47
<u>L 7410.142-02-P</u>	SALARIES-CLERICAL PT	220,000.00	0.00	220,000.00	97,015.10	0.00	122,984.90
<u>L 7410.142-03</u>	SALARIES-PAGE	105,000.00	0.00	105,000.00	41,431.78	0.00	63,568.22
<u>L 7410.142-04</u>	SALARIES-CUSTODIAL FT	272,960.55	0.00	272,960.55	139,263.94	0.00	133,696.61
<u>L 7410.142-04-P</u>	SALARIES-CUSTODIAL PT	56,000.00	0.00	56,000.00	28,148.90	0.00	27,851.10
<u>L 7410.143-01</u>	SALARIES-SUNDAY-PROF.	55,000.00	0.00	55,000.00	21,443.41	0.00	33,556.59
<u>L 7410.143-02</u>	SALARIES-SUNDAY-CLERICAL	22,000.00	0.00	22,000.00	6,594.47	0.00	15,405.53
<u>L 7410.143-03</u>	SALARIES-SUNDAY-PAGE	9,000.00	0.00	9,000.00	3,240.00	0.00	5,760.00
<u>L 7410.143-04</u>	SALARIES-SUNDAY-CUSTODIAL	28,000.00	0.00	28,000.00	9,749.20	0.00	18,250.80
<u>L 7410.143-05</u>	TEMPORARY SUMMER HELP	9,000.00	0.00	9,000.00	10,093.50	0.00	-1,093.50
<b>7410</b>		<b>3,170,693.00</b>	<b>0.00</b>	<b>3,170,693.00</b>	<b>1,565,592.75</b>	<b>0.00</b>	<b>1,605,100.25</b>
<u>L 7420.410-11</u>	ADULT BOOKS	110,000.00	16,455.50	126,455.50	43,079.75	16,455.50	66,920.25
<u>L 7420.410-12</u>	CHILDRENS BOOKS	80,000.00	7,556.71	87,556.71	31,173.91	7,556.71	48,826.09
<u>L 7420.410-13</u>	YOUNG ADULT BOOKS	10,000.00	1,566.59	11,566.59	3,348.73	1,059.09	7,158.77
<u>L 7420.410-14-2</u>	REFERENCE - ELECTRONIC	60,000.00	0.00	60,000.00	24,954.73	0.00	35,045.27
<u>L 7420.410-15</u>	AUDIO BOOKS - ADULT	1,000.00	0.00	1,000.00	635.42	0.00	364.58
<u>L 7420.410-15-C</u>	AUDIO BOOKS - CHILDREN	2,500.00	0.00	2,500.00	0.00	997.79	1,502.21
<u>L 7420.410-16-S</u>	DIGITAL SUBSCRIPTIONS	260,500.00	-75,000.00	185,500.00	24,265.13	0.00	161,234.87
<u>L 7420.410-17</u>	MUSEUM PASSES	22,000.00	0.00	22,000.00	2,990.00	0.00	19,010.00
<u>L 7420.411-11</u>	DVD - ADULT	20,000.00	1,432.05	21,432.05	11,235.03	1,432.05	8,764.97
<u>L 7420.411-12</u>	DVD - CHILDREN	7,000.00	618.89	7,618.89	1,832.34	618.89	5,167.66
<u>L 7420.412-11</u>	MUSIC CD'S - ADULT	3,000.00	0.00	3,000.00	1,709.46	0.00	1,290.54
<u>L 7420.412-12</u>	MUSIC CD'S - CHILDREN	500.00	0.00	500.00	22.48	0.00	477.52
<u>L 7420.413-11</u>	PERIODICALS - ADULTS	10,500.00	0.00	10,500.00	8,811.89	0.00	1,688.11
<u>L 7420.413-12</u>	PERIODICALS - CHILDREN	1,000.00	0.00	1,000.00	711.08	0.00	288.92
<u>L 7420.413-13</u>	PERIODICALS - YA	400.00	0.00	400.00	196.61	0.00	203.39
<u>L 7420.413-17</u>	PERIODICALS - NEWSPAPERS	4,600.00	0.00	4,600.00	2,696.58	0.00	1,903.42
<u>L 7420.415-11</u>	COMPUTER SOFTWARE-CIRC.-ADULTS	2,500.00	0.00	2,500.00	1,107.52	0.00	1,392.48
<u>L 7420.415-12</u>	COMPUTER SOFTWARE-CIRC.-CHILDREN	5,000.00	512.69	5,512.69	2,639.52	512.69	2,360.48
<u>L 7420.419</u>	MATERIALS PROCESSING	20,000.00	0.00	20,000.00	12,500.04	0.00	7,499.96
<u>L 7420.429</u>	COMPUTER SOFTWARE - NON-CIRC.	55,000.00	0.00	55,000.00	15,045.29	0.00	39,954.71



# SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2023 To 12/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<b>7420</b>	*	<b>675,500.00</b>	<b>-46,857.57</b>	<b>628,642.43</b>	<b>188,955.51</b>	<b>28,632.72</b>	<b>411,054.20</b>
L 7430.200	EQUIPMENT	55,000.00	17,904.00	72,904.00	39,563.52	1,682.77	31,657.71
L 7430.200-5	EQUIPMENT MAINTENANCE	10,000.00	0.00	10,000.00	2,422.14	0.00	7,577.86
L 7430.201	FURNITURE & FIXTURES	30,000.00	34,502.29	64,502.29	28,963.62	32,951.89	2,586.78
L 7430.430-21	SUPPLIES - OFFICE	30,000.00	0.00	30,000.00	5,111.75	663.93	24,224.32
L 7430.430-22	SUPPLIES - LIBRARY	35,000.00	304.26	35,304.26	8,314.86	3.60	26,985.80
L 7430.431	TELECOMMUNICATIONS	45,000.00	0.00	45,000.00	20,429.84	0.00	24,570.16
L 7430.432	SCLS SERVICES / CIRCULATION CONTROL	95,000.00	0.00	95,000.00	13,554.66	0.00	81,445.34
L 7430.433	POSTAGE	30,000.00	0.00	30,000.00	11,264.48	0.00	18,735.52
L 7430.434	PUBLICITY-PRINTING/NEWSLETTER	110,000.00	0.00	110,000.00	36,948.99	0.00	73,051.01
L 7430.435-31	CONTINUING ED/MILEAGE REIMB/STAFF	35,000.00	600.00	35,600.00	8,134.07	600.00	26,865.93
L 7430.435-32	CONTINUING ED/MILEAGE REIMB/BOA	8,000.00	0.00	8,000.00	459.35	0.00	7,540.65
L 7430.435-33	LIBRARY VEHICLE	1,000.00	0.00	1,000.00	789.35	0.00	210.65
L 7430.437-41	PROFESSIONAL FEES - AUDITOR	15,000.00	8,225.00	23,225.00	8,225.00	0.00	15,000.00
L 7430.437-42	PROFESSIONAL FEES - LEGAL	15,000.00	0.00	15,000.00	1,800.00	0.00	13,200.00
L 7430.437-44	PROFESSIONAL FEES - TREASURER	7,000.00	0.00	7,000.00	2,340.00	2,340.00	2,320.00
L 7430.437-45	PROF. FEES- ART & MUSIC	9,500.00	0.00	9,500.00	560.00	1,680.00	7,260.00
L 7430.437-46	PROF. FEES - MISC. CONSULTANTS	5,500.00	0.00	5,500.00	695.00	0.00	4,805.00
L 7430.437-47	PROFESSIONAL FEES - SECURITY SERVICES	0.00	100,000.00	100,000.00	19,540.66	0.00	80,459.34
L 7430.438	MEMBERSHIP DUES	6,500.00	0.00	6,500.00	1,345.00	0.00	5,155.00
L 7430.439-51	OFFICE EQUIPMENT - COPIER RENTAL	5,000.00	1,071.46	6,071.46	734.94	2,082.61	3,253.91
L 7430.439-52	OFFICE EQUIPMENT - SERVICE CONTRACTS	10,000.00	0.00	10,000.00	5,107.12	0.00	4,892.88
L 7430.439-53	OFFICE EQUIPMENT - REPAIR/MAINTENANCE	250.00	0.00	250.00	0.00	0.00	250.00
L 7430.440	MISC. EXPENSES	1,000.00	0.00	1,000.00	78.82	0.00	921.18
L 7430.441	COST OF VOTE	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	83,000.00	27.45	83,027.45	38,988.85	0.00	44,038.60
L 7430.442-12	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	75,000.00	1,680.00	76,680.00	35,950.51	12,192.00	28,537.49
L 7430.442-12-F	COMMUNITY ACTIVITY-CHILDRENS FAMILY PGM	4,500.00	0.00	4,500.00	1,617.47	0.00	2,882.53
L 7430.442-13	COMMUNITY ACTIVITIES-YA PROGRAMS	20,000.00	2,560.64	22,560.64	7,627.13	1,780.64	13,152.87

# SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2023 To 12/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
L 7430.442-14	COMMUNITY ACTIVITIES - MUSIC/RECITALS	8,500.00	0.00	8,500.00	3,300.00	0.00	5,200.00
L 7430.442-15	CREDIT MERCHANT FEES	4,000.00	0.00	4,000.00	1,605.28	0.00	2,394.72
L 7430.442-16	COMMUNITY ACTIVITIES-OUTREACH PROGRAMS	5,000.00	191.12	5,191.12	238.60	0.00	4,952.52
<b>7430</b>	*	<b>761,750.00</b>	<b>167,066.22</b>	<b>928,816.22</b>	<b>305,711.01</b>	<b>55,977.44</b>	<b>567,127.77</b>
L 7440.450-61	UTILITIES - ELECTRIC	140,000.00	0.00	140,000.00	80,307.06	0.00	59,692.94
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	3,968.36	0.00	16,031.64
L 7440.451	CUSTODIAL SUPPLIES	20,000.00	0.00	20,000.00	6,941.38	0.00	13,058.62
L 7440.452-70	BUILDING EQUIPMENT & REPAIR	8,000.00	0.00	8,000.00	5,881.37	557.20	1,561.43
L 7440.452-71	BUILDING MAINTENANCE & REPAIR	45,000.00	7,735.00	52,735.00	11,298.53	11,935.00	29,501.47
L 7440.452-73	BUILDING SERVICE CONTRACTS	40,000.00	1,905.75	41,905.75	13,052.25	8,200.00	20,653.50
L 7440.454	INSURANCE	55,000.00	0.00	55,000.00	55,666.60	0.00	-666.60
L 7440.469-81	GROUNDS MAINTENANCE	30,000.00	0.00	30,000.00	14,306.92	0.00	15,693.08
<b>7440</b>	*	<b>363,000.00</b>	<b>9,640.75</b>	<b>372,640.75</b>	<b>192,590.39</b>	<b>20,692.20</b>	<b>159,358.16</b>
<b>74</b>	**	<b>4,970,943.00</b>	<b>129,849.40</b>	<b>5,100,792.40</b>	<b>2,252,849.66</b>	<b>105,302.36</b>	<b>2,742,640.38</b>
<b>7</b>	***	<b>4,970,943.00</b>	<b>129,849.40</b>	<b>5,100,792.40</b>	<b>2,252,849.66</b>	<b>105,302.36</b>	<b>2,742,640.38</b>
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	112,229.55	0.00	130,329.45
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	3,894.24	0.00	4,605.76
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	274,756.51	0.00	375,243.49
L 9000.906-1	MEDICARE REIMBURSEMENT	55,000.00	0.00	55,000.00	21,765.00	0.00	33,235.00
<b>9000</b>	*	<b>1,366,059.00</b>	<b>-25,000.00</b>	<b>1,341,059.00</b>	<b>762,764.27</b>	<b>0.00</b>	<b>578,294.73</b>
<b>90</b>	**	<b>1,366,059.00</b>	<b>-25,000.00</b>	<b>1,341,059.00</b>	<b>762,764.27</b>	<b>0.00</b>	<b>578,294.73</b>
<b>9</b>	***	<b>1,366,059.00</b>	<b>-25,000.00</b>	<b>1,341,059.00</b>	<b>762,764.27</b>	<b>0.00</b>	<b>578,294.73</b>
<b>Fund LTotals:</b>		<b>6,337,002.00</b>	<b>104,849.40</b>	<b>6,441,851.40</b>	<b>3,015,613.93</b>	<b>105,302.36</b>	<b>3,320,935.11</b>
<b>Grand Totals:</b>		<b>6,337,002.00</b>	<b>104,849.40</b>	<b>6,441,851.40</b>	<b>3,015,613.93</b>	<b>105,302.36</b>	<b>3,320,935.11</b>

**SOUTH HUNTINGTON LIBRARY**

Trial Balance Report From 7/1/2023 - 12/31/2023



Account	Description	Debits	Credits
L 200	CHECKING - VALLEY NATIONAL BANK	25,253.60	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	175,033.75	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	15,270.78	0.00
L 210	PETTY CASH	550.00	0.00
L 211	MM - FLUSHING BANK	2,656,441.41	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	105,302.36	0.00
L 522	EXPENDITURES	3,015,613.93	0.00
L 599	APPROPRIATED FUND BALANCE	104,849.40	0.00
L 821	RESERVE FOR ENCUMBRANCES	0.00	105,302.36
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	3,158,329.04
<b>L Fund Totals:</b>		<b>12,451,141.86</b>	<b>12,451,141.86</b>
<b>Grand Totals:</b>		<b>12,451,141.86</b>	<b>12,451,141.86</b>

# SOUTH HUNTINGTON LIBRARY

Revenue Status Report By Function From 7/1/2023 To 12/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
H 2401	INTEREST	-39,084.07	0.00	-39,084.07	37,259.78	-76,343.85
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
<b>H Totals:</b>		<b>-54,084.07</b>	<b>189,000.00</b>	<b>134,915.93</b>	<b>226,259.78</b>	<b>-91,343.85</b>
<b>Grand Totals:</b>		<b>-54,084.07</b>	<b>189,000.00</b>	<b>134,915.93</b>	<b>226,259.78</b>	<b>-91,343.85</b>

**SOUTH HUNTINGTON LIBRARY**



Appropriation Status Detail Report By Function From 7/1/2023 To 12/31/2023

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
H 7430.200-1	EMERGENCY REPAIR/REPLACEMENT	828,432.68	0.00	828,432.68	0.00	0.00	828,432.68
H 7430.200-5	HVAC REPLACEMENT - 2022/2023 (BHC PROJECT# 10183)	694,074.31	189,000.00	883,074.31	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
	<b>Fund HTotals:</b>	<b>1,629,111.03</b>	<b>189,000.00</b>	<b>1,818,111.03</b>	<b>34,950.99</b>	<b>0.00</b>	<b>1,783,160.04</b>
	<b>Grand Totals:</b>	<b>1,629,111.03</b>	<b>189,000.00</b>	<b>1,818,111.03</b>	<b>34,950.99</b>	<b>0.00</b>	<b>1,783,160.04</b>

**SOUTH HUNTINGTON LIBRARY**

Trial Balance Report From 7/1/2023 - 12/31/2023



Account	Description	Debits	Credits
H 200	VALLEY RESERVE CHECKING ACCT	190,464.30	0.00
H 210	FLUSHING M/M	1,669,039.59	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	226,259.78
<b>H Fund Totals:</b>		<b>3,712,565.91</b>	<b>3,712,565.91</b>
<b>Grand Totals:</b>		<b>3,712,565.91</b>	<b>3,712,565.91</b>

**SOUTH HUNTINGTON LIBRARY**

**Trial Balance Report From 7/1/2023 - 12/31/2023**



<b>Account</b>	<b>Description</b>	<b>Debits</b>	<b>Credits</b>
TA 18	NYSERS	0.00	10.90
TA 19	GROUP DENTAL INSURANCE	20.35	0.00
TA 200	T/A CHECKING - VALLEY NAT'L BANK	16,892.63	0.00
TA 25	FLEXIBLE SPENDING A/C	125.38	0.00
TA 456	INTEREST	0.00	1,202.83
TA 630	DUE TO/FROM OTHER FUNDS	0.00	15,824.63
<b>TA Fund Totals:</b>		<b>17,038.36</b>	<b>17,038.36</b>
<b>Grand Totals:</b>		<b>17,038.36</b>	<b>17,038.36</b>



## Investment Report

### General Fund

#### Flushing Bank

The current balance in this account is \$2,656,441.41 and the account is earning interest at 5.10%.

### Capital Reserve Fund

#### Capital Reserve Projects

#### Flushing Bank

The money market account balance of \$1,669,039.59 is earning interest at 5.10%.

1/09/2024



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

TO: Board of Trustees

FROM: Stella Fox  
 2023/24 Finance Chairperson

DATE: January 16, 2024

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
59105	11/20/2023	BLACKSTONE PUBLISHING.	91.39
59112	11/20/2023	CERULLO CONSULTING CO, INC.	200.00
59123	11/20/2023	EDMER SANITARY SUPPLY	2,727.60
59132	11/20/2023	GEOVANNY & SONS	925.00
59140	11/20/2023	JAZZY TC INC.	150.00
59172	11/20/2023	ON TIME TELECOM, INC.	419.88
59184	11/20/2023	BONNIE SCHWARTZ	360.00
59190	11/20/2023	SPRINGFIELD SERVICE CENTER	589.35
59199	11/20/2023	W.B. MASON CO INC	808.48

The following check has been voided:

Check #	Check Date	Vendor Name	Check Amount
59152	11/20/2023	LIBRARY MARKET	2,875.00

The following check was still outstanding:

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

**Resignation**

<b>Name</b>	<b>Title</b>	<b>Hours / Week</b>	<b>Salary</b>	<b>Step</b>	<b>Effective Date</b>
Bladimir Lara	PT Custodian	9/wk	\$19.79/hr	1	1/8/2024

01-08-2024

To Whom It May Concern,

I would like to thank you for the opportunity of employment at South Huntington Library Sanitation Department but I will be resigning my position effective immediately. My last day of work was on December 20<sup>th</sup>, 2023. I, Bladimir Lara, am resigning my title as of 01-08-2024.

Bladimir Lara

A handwritten signature in black ink, appearing to be 'Bladimir Lara', written in a cursive style.

01/08/2024



# SOUTH HUNTINGTON PUBLIC LIBRARY

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

Phone: 631-549-4411

[contactus@shpl.info](mailto:contactus@shpl.info)

December 29, 2023

Mrs. Eileen Sullivan  
92 East 23<sup>rd</sup> Street  
Huntington Station, NY 11746

Dear Eileen:

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

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

We so appreciate your support and friendship through this challenging time. We can only hope for better times to come.

Warm regards,

Janet Scherer  
Director



**Olsten Family Center**

790 Park Avenue, Huntington, NY 11743 | 631.427.3700 | [www.fsl-li.org](http://www.fsl-li.org)

Karen Boorshtein, LCSW  
*President & CEO*

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Slava Vero  
Francine Whitehead  
Beth Zweig

December 18, 2023

Ms. Lisa Esposito  
145 Pidgeon Hill Road  
Huntington Station, NY 11746-7630

Dear Ms. Esposito,

Thank you for your support of Family Service League. Your donation of a coat drive for the Brentwood Family Shelter is greatly appreciated.

The generosity of our donors helps FSL provide resources for thousands of Long Island children, individuals and families struggling with some of life's greatest challenges – homelessness, financial hardship, mental illness, trauma, and addiction, among many others. Our vital services provide individuals and families with counseling, behavioral health care, coping skills, education, and so much more.

Your contribution makes a difference. Together, we are **Restoring Hope** and **Rebuilding Lives**.

Sincerely,



Karen Boorshtein, LCSW  
President and CEO

*Family Service League is a nationally accredited 501(c)3 human services agency. No goods or services were provided in exchange for your donation. Please retain a copy of this letter for your tax files.*



**911 Museum Library Pass**

Upon the suggestion of the board, Sally Nikolis researched the possibility of obtaining a pass to the 911 Museum and was able to purchase one. This will be an excellent addition to our collection of museum passes.

**Building Project Updates****Mezzanine Project:**

The tables and chairs have been placed on the mezzanine and the electric work is complete. Our PILLAR booths are in the building. We are waiting to assemble the booths until the new carpeting is installed. Patrons are already enjoying the new study space.

**HVAC and EV Charging Stations:**

We are still looking at spring start dates for both of these projects.

### Budget and Trustee Vote Procedures

The Suffolk County Board of Elections informed us that there will be a black out date for voting machine rental on April 16<sup>th</sup>. Due to this development, we will be forced to conduct our vote by paper ballot. We will also be using iPads this year instead of the paper voter registration books.

### Lobby Day

Lobby Day is set for February 7<sup>th</sup> with a PAC cocktail party the evening before. LILRC will be making the appointments with legislators. I have attached the 2024 Legislative Agenda budget requests and policy initiatives for your information.

### Meetings

December 5	Tuesday	10:00 a.m.	SLI Marketing and PR Committee Meeting
December 5	Tuesday	2:00 p.m.	SHPL Personnel Committee Meeting
December 6	Wednesday	1:00 p.m.	Webinar – Library Sustainability Challenge
December 7	Thursday	1:30 p.m.	Department Head Meeting
December 8	Friday	All day	SLI Retreat
December 13	Wednesday	9:00 a.m.	Staff Meeting
December 13	Wednesday	2:00 p.m.	Webinar – Stronger Together: Collective Impact
December 15	Friday	9:30 a.m.	SCLS Director Meeting
December 18	Monday	10:00 a.m.	Huntington Director's Zone Meeting
December 18	Monday	2:00 p.m.	SHPL Sustainability Team Meeting
December 18	Monday	7:00 p.m.	SHPL Board Meeting
December 19	Tuesday	10:00 a.m.	LILRC Board Meeting
December 19	Tuesday	2:30 p.m.	SHPL Wellness Team Meeting

### Important Dates:

SHPL Board of Trustee Meeting – Tuesday, February 20, 2024



# New York Library Association 2024 Budget Priorities and Initiatives

(Updated: November 30, 2024)

## FY2025 Budget Requests

- **Library Operating Aid:** **\$147.1 million**

*Since its inception in 1991, Library Operating Aid has been underfunded by a cumulative \$207.035 million relative to what is statutory under state law, with \$157.035 million dollars coming in just the last fifteen years.*

- **Library Construction Aid:** **\$69.4 million**

*The New York State Division of Library Development estimates a current statewide need of \$1.75 billion for library construction. Current funding at \$34 million is wholly inadequate if we are to ensure that our libraries are physically sound and accessible for all patrons.*

- **Library Materials Aid:** **\$11.00/pupil**

*Since 1994, the per pupil rate for library materials has only increased \$4.25 and has remained flat at \$6.25 since 2007. In 2022, the average cost of a hardcover children's book purchased by a school library was \$21.31.*

- **NOVELny Program:** **\$3 million**

*NYLA supports a \$3 million allocation for the continuation of the NOVELny program beyond its scheduled funding-related termination on June 30, 2024. Doing so would ensure equity of access to essential database resources for all New Yorkers, from students in K-12 classrooms to life-long learners in the public setting.*

NYLA\_1890

NYLA\_1890

NYLA\_1890





## 2024 Policy Initiatives

### **Protection of Patron Access to Library Materials and Services**

S6350-B (May) / A6873-B (O'Donnell)  
S7677 (May) / A7843A (Kelles)  
Additional Proposals Pending

*Libraries across our state face rapidly expanding efforts to censor materials and programming they deem objectionable based on subjective personal sensibilities and partisan ideologies. We require legislation that empowers library professionals to exercise their expertise and ensure public access to materials, services, and programs that represent their interests.*

### **Modernization of Civil Service**

Proposal Pending

*Working with the Civil Service Committee, legislative partners and allies at external organizations, we are seeking amendments to processes and protocols within Civil Service for the field of librarianship.*

### **Elimination of Library Construction Cap**

S7093 (Chu)

*Libraries serving economically distressed communities may be eligible for Library Construction Aid awards beyond 75.00%. However, the law currently only allows public library systems to award 50% of their total allocation to such projects.*

*This proposal would eliminate the 50% cap to ensure that libraries serving economically distressed communities and libraries in rural regions will be able to make use of the library construction aid intended to benefit these communities.*

### **Media Literacy Professional Development**

A32 (Rosenthal)

*This bill would require teachers and certified school librarians to receive professional development related to Media Literacy. The tiered training, 5 hours for teachers and 15 hours for librarians, would be deducted from the 100 hours of professional development required by education law.*

### **Library Media Specialist K-12 Requirement**

A40 (Rosenthal)

*If enacted this bill would require, based on student population and other specified criteria, that all levels of K-12 public schools have access to a certified library media specialist.*

### **Media Literacy Advisory Group Formation**

A35 (Rosenthal)

*If enacted, this bill would direct the Commissioner of Education to appoint a Media Literacy Advisory Committee to study the teaching of media literacy across New York State. The assembled group would include staff from school library systems, school libraries and individuals from high education institutions that offer information studies programs.*

### **Creation of Media Literacy Standards in K-12**

A1695 (Rosenthal)

*If enacted, this legislation would direct the State Education Department to develop a set of media literacy standards and ensure media literacy education is being provided to students across New York State.*

NYLA\_1890



NYLA\_1890



NYLA\_1890





## 2024 Policy Initiatives

### **Book Fair Tax Exemption**

S5955A (Chu) / A5538-B (Rivera)

*This bill would make books, magazines, pamphlets, and other items sold at school sponsored book fairs exempt from sales tax.*

### **Check Out New York**

S5956A (Chu) / A4112A (Jensen)

This bill would provide one-pass per public library to every state park, historic site, and recreational facility operated by the New York State Office of Parks, Recreation and Historic Preservation and the New York State Department of Environmental Conservation.

### **Association Retirement Opt-In Opportunity**

S4245 (Palumbo) / A4885 (Thiele)

*This bill would allow association libraries that meet certain criteria the ability to join the New York State Retirement System upon approval of their board.*

### **Access to Publicly Funded Research**

S6562 (Chu)

*This bill would ensure original research that is the result of state funding would be available, free of charge, to the public.*

NYLA\_1890



NYLA\_1890



NYLA\_1890



### **Suffolk Gateway**

The Suffolk Cooperative Library System's digital presence has two components; a public-facing site (<https://www.livebrary.com>), and an intranet designed for library staff and trustees (<https://portal.suffolklibrarysystem.org>) that requires a username and password to access. This intranet has a number of resources that may be of interest to the board, including continuing education opportunities, legal resources, and links to related professional organizations.

We have secured a shared username and password for the library board to access this site. When navigating the gateway, the section "Support Services→Trustee Resources" may be of particular interest.

### **Cloud-Based Platform for Board Packet**

As a certified Sustainable Library, we continue to identify new ways to limit paper waste and increase our efficiency. Our board packet is quite sizable, and goes through a number of revisions and reprintings prior to distribution, making it a prime candidate for virtualization. To that end, I have been exploring several cloud-based options that would allow us to go paperless. We are hoping to have a solution in place for the February 2024 board meeting.

### **Meetings — December**

Monday, December 4	10:30 a.m.	Long Island Library Conference Proposal Meeting
Wednesday, December 13	9:00 a.m.	Staff Meeting
Wednesday, December 13	2:00 p.m.	ChatGPT: Engaging with Technology in the Generative AI Era (webinar)
Monday, December 18	2:30 p.m.	Sustainability Team Meeting
Monday, December 18	7:00 p.m.	Board of Trustees Meeting
Tuesday, December 19	2:00 p.m.	Health and Wellness Meeting

## Building & Grounds Report

*Compiled by Ray Capone*

1. We had our N.Y state fire inspection at the end of December for our Certificate of Occupancy. Everything went well; we passed without any issues or recommendations.
2. The carpet for the mezzanine has been ordered. Unfortunately, the main section of carpet (excluding the border) is not in stock, and the lead time for production is around March 1<sup>st</sup>.
3. The tables for the mezzanine arrived and were installed. We placed chairs in the space, and have opened the area to the public, while we wait to finish our work. While the furniture company was on site, we had them replace the arm on a chair in the Children's Room that was torn.
4. We completed the electric work in the mezzanine area. The work went very smoothly, with the core drilling over the Tech Center causing no water issues.
5. Our two study booths arrived. One arrived damaged, and we have since requested, received, and installed a replacement panel.
6. The wrong way sign in the school parking lot fell off during the last wind storm. We were able to repair and resecure the sign.
7. I have the fire extinguisher company coming this month to inspect all of our fire extinguishers.
8. I had the roofing company come in to check the high roof on top of the tower area after we had some leaks from the tall windows. The roof itself is in great shape, but the seam from the window frame had pulled away slightly. This seam was resealed using silicon, and we will continue to monitor the area for further leaks.
9. We replaced a ballast and bulbs in one of the light fixtures in the meeting room area.
10. We also replaced a ballast and the bulb in one of the frames in front of the building that illuminates the South Huntington Library sign.
11. We repaired the handrail in the Young Adult Room that leads to its program area. The wood rail had come off, but we were able to epoxy it back on.
12. We replaced a few ceiling tiles this month from all the rain we been having. These are minor leaks that occur during heavy downpours combined with strong winds.
13. After a lot of troubleshooting, rooftop HVAC unit #3 has been repaired. The problem was finally identified as the gas regulator in the unit, which has been replaced.

14. I had M&M awning come in last month. Though the awnings weren't open during one of the wind storms, an arm was still dislodged and needed to be set back into the frame.
15. We tested all the snow blowers this month. One needed to be sent in for repairs to the carburetor and a tune up.
16. We replaced two emergency ballasts in the frames in the mezzanine area

## **Computer Services End-of-Year Report**

*Compiled by Scott Kalogris*

- We upgraded or decommissioned all network servers running Windows Server 2012 adhering to Microsoft's server support lifecycle.
- 93 computers were updated to Windows 11.
- Our lending library of "Tech to Go" was expanded to include new hardware such as blood pressure monitors and digital media conversion tools.
- SentinelOne cyber security software was deployed to replace ESET antivirus on our Windows and Mac based computers (131 computers are protected with S1).
- We installed a new data backup system in the server room for archiving data sets and for replicating backups offsite in the cloud.
- We introduced 7 new iPads to the network used for staff workflow and language translation at the service desks.
- A new 4K laser projector was installed in the library theater. A new amplifier and a controller was installed providing significant improvements to the sound system.
- All public computers in Youth Services and Adult reference were replaced with brand new all-in-one computers.
- We brought Minecraft programming in-house by installing a Minecraft server. This eliminated the need for expensive 3rd party presenters.
- A third AWE early learning kiosk computer was installed in the children's department.
- Microsoft Office was upgraded from version 2019 to version 2021 across the entire network.
- New RFID security gates were installed at the main entrance in circulation.
- We installed a new large format poster printer in Catherine's office replacing her 20-year-old printer.

- New Square payment terminals were installed in the adult reference and circulation departments.
- 5 computers at the circulation desk were replaced with updated hardware.

**Spotlight on Services (Calendar Year 2023 Comparison to 2022)**

- 137 one-on-one tech appointments were completed with patrons (up from 75 in 2022)
- 129 3-D models were printed for patrons (up from just 40 models in 2022)
- 134 posters were printed for our patrons (up from just 30 posters in 2022)

## 2023 Annual Review of Periodicals

Jen O'Connor, Adult Services Librarian

December 29, 2023

In December, we completed a shifting project in the periodicals section. Since many periodicals have ceased publication, we had some extra room. We condensed the space utilized by the magazines in order to create space for our world languages collection to move it to the back wall by the Reading Terrace doors. We also removed the old, yellowed, cracked labels and replaced them with new labels that are clear and easier to read. We plan to do the same with the magazine binders in the coming year. The space looks more inviting, and we hope the new space created for the world languages collection will increase its visibility and circulation.

### Magazine/Newspaper Discards

Serials are discarded based on retention periods. Newspapers are on a 3-month discard schedule. Most magazines are on a 1-year retention schedule and magazines are discarded during the Nov/Dec months. This year, we changed some weekly periodical retention periods from 1 year to 6 months. We do not retain periodicals longer than 1 year if they can be accessed digitally either through Flipster or through a periodical or academic database to which we subscribe.

### Serials Discontinued in 2023

Advertising Age	Discontinued by publisher
Alfred Hitchcock Mystery	Not renewed, does not circ
Birdwatching	Discontinued by publisher
Bloomberg Businessweek	Not renewed, must order print direct only with digital subscription
Catster	Discontinued by publisher
Clean Eating	Discontinued by publisher
Crochet	Discontinued by publisher
Do it Yourself	Discontinued by publisher
Dogster	Discontinued by publisher
Entertainment Weekly	Discontinued by publisher
Flight International	Not renewed, does not circ
Flying	Not renewed, does not circ
Hoover Digest	Not renewed, does not circ
iPhone Life	Discontinued by publisher
Men's Journal	Discontinued by publisher
Mindful	Discontinued by publisher
Opera News	Discontinued by publisher
Outdoor Photographer	Discontinued by publisher



People Royals  
Reminisce  
Reveal  
Road and Track

Discontinued by publisher  
Discontinued by publisher  
Discontinued by publisher  
Not renewed, must order print direct only  
with digital subscription

**Serials added in 2023**

No new serial subscriptions were added in 2023.

Coins is now titled Numismatic News

Magazine issues removed in 2023 = 2,491

Newspapers (daily/weekly) issued removed in 2023 = 2,720 items

by Sally Nikolis

Export Analytics: South Huntington Public Library

Type	Name	Reservations	Reservations Placed	Checkouts	Not Checked Out
Museum	Harbes Family Farm	205	205	205	0
Museum	Suffolk County Vanderbilt Museum	196	196	196	0
Museum	Cold Spring Harbor Fish Hatchery & Aquarium	164	164	164	0
Museum	Old Westbury Gardens	157	157	157	0
Museum	Cradle of Aviation	143	145	143	0
Museum	Long Island Children's Museum	198	213	139	59
Museum	New York Hall of Science	104	103	104	0
Museum	Empire Pass	127	127	89	38
Museum	MoMA   The Museum of Modern Art	98	95	83	15
Museum	Nassau County Museum of Art	79	79	79	0
Museum	Nassau County Firefighters Museum	78	78	78	0
Museum	Long Island Science Center	66	65	66	0
Museum	Whaling Museum & Education Center of Cold Spring Harbor	63	64	63	0
Museum	American Airpower Museum	62	62	62	0
Museum	Intrepid Museum	62	61	62	0
Museum	Long Island Explorium	53	54	53	0
Museum	Children's Museum of Manhattan	47	47	47	0
Museum	Guggenheim	46	47	39	7
Museum	Fire Island Lighthouse	37	37	37	0
Museum	Garvies Point Museum and Preserve	33	33	33	0
Museum	Brooklyn Botanic Garden	38	38	30	8
Museum	Long Island Museum of American Art, History, and Carriages	30	30	30	0
Museum	Walt Whitman Birthplace State Historic Site	25	25	25	0
Museum	New York Transit Museum	21	21	21	0
Museum	LT Michael P. Murphy Navy SEAL Museum	18	18	18	0
Museum	Frick Collection	14	14	14	0
Museum	New-York Historical Society	14	14	14	0
Museum	Long Island Maritime Museum	13	13	13	0
Museum	American Kennel Club Museum of the Dog	10	10	10	0
Museum	Heckscher Museum of Art	10	10	10	0
Museum	Cold Spring Harbor Fire House Museum	8	8	8	0
Museum	Old Bethpage Village Restoration	23	23	8	15
Museum	Museum of the City of New York	7	7	6	1

## HIGHLIGHTS of 2024 – 2025 OPERATING BUDGET 2<sup>nd</sup> DRAFT

As we begin the new year, we find ourselves in a challenging period of inflated prices along with increased health and retirement costs. At the same time, we strive to provide a budget that maintains the library's record of modest increases, with the past three years averaging a 1.00% increase. This budget will allow us to remain an excellent value for the community by providing traditional and innovative library materials, services and programs for all ages with a tax levy increase below the NYS cap.

### *Revenue*

Revenue will increase by \$95,000.00, due to the addition of reserve funds and an increase in the interest to reflect current financial conditions.

### *Expenditures*

- The proposed staff salary budget line will increase 3.31% due to annual salary increases and new staff positions. This number is an estimate as the board and personnel committee continue their discussions.
- This budget cycle calls for increases in both the projected NYS retirement and health insurance costs. The benefit line will increase by 6.08% or \$83,038.00. Total Salaries and Benefits, taken together, are estimated to increase by 4.15% or \$188,112.00.
- Equipment, Furniture & Fixtures budgets remains the same.
- Library Materials decreases by 10.58% as we continue to shift monies to reflect current borrowing and spending trends.
- Administrative costs are projected to increase by 14.42% due largely to the addition of library security.
- The Utilities, Building, Vehicle budget category will increase by .82% due mainly to the anticipated rise in electric and insurance costs. The custodial supply line decreased to reflect current spending.

### SUMMARY

The proposed Tax Appropriation for FY 2024-2025 is \$6,252,114.00, a 1.97% increase over last year. While a formal announcement has not been made, it is believed that the New York State Tax Cap will be set at 2.00%.

**South Huntington Public Library**  
2024 - 2025 Operating Budget

	Budget 2023-24	Budget 2024-25	INC or DEC	%
<b>REVENUE</b>				
2082 Charges				
A Lost Material	2,500	2,500	0	0.00%
B Computer items/Printing	10,000	10,000	0	0.00%
C Photo copy equipment	3,000	3,000	0	0.00%
Total Charges	15,500	15,500	0	0.00%
2401 Interest	15,000	75,000	60,000	400.00%
2770 Misc. Income	15,000	15,000	0	0.00%
3840 State Incentive	10,000	20,000	10,000	100.00%
Applied Fund Balance	150,000	175,000	25,000	
<b>TOTAL REVENUE</b>	<b>205,500</b>	<b>300,500</b>	<b>95,000</b>	<b>46.23%</b>
<b>SALARIES</b>				
<b>SALARIES</b>	<b>3,170,693</b>	<b>3,275,767</b>	<b>105,074</b>	<b>3.31%</b>
<b>BENEFITS</b>				
9010 NYS Retirement	375,000	420,000	45,000	12.00%
9030 FICA/Medicare	242,559	250,597	8,038	3.31%
9040 Workers' Comp.	30,000	25,000	-5,000	-16.67%
9055 Disability Insurance	4,000	4,000	0	0.00%
9056 Long Term Disability Insura	8,500	8,500	0	0.00%
9057 Unemployment Insurance	1,000	1,000	0	0.00%
9060 Health Insurance	650,000	685,000	35,000	5.38%
9061 Medicare Reimbursement	55,000	55,000	0	0.00%
<b>TOTAL BENEFITS</b>	<b>1,366,059</b>	<b>1,449,097</b>	<b>83,038</b>	<b>6.08%</b>
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>4,536,752</b>	<b>4,724,864</b>	<b>188,112</b>	<b>4.15%</b>

**South Huntington Public Library**  
2024 - 2025 Operating Budget

	Budget 2023-24	Budget 2024-25	INC or DEC	%
<b>EQUIPMENT, FURNITURE &amp; FIXTURES</b>				
200 Equipment & Computers	65,000	65,000	0	0.00%
201 Furniture and Fixtures	30,000	30,000	0	0.00%
<b>TOTAL EQUIPMENT, FURNITURE</b>	<b>95,000</b>	<b>95,000</b>	<b>0</b>	<b>0.00%</b>
<b>LIBRARY MATERIALS</b>				
<b>410 Books</b>				
A Adult	110,000	100,000	-10,000	-9.09%
B Young Adult	10,000	10,000	0	0.00%
C Child	80,000	75,000	-5,000	-6.25%
D Reference - Electronic	60,000	50,000	-10,000	-16.67%
E Audio Books - Adult	1,000	1,000	0	0.00%
F Audio Books - Children	2,500	2,000	-500	-20.00%
G Digital Subscriptions	260,500	220,500	-40,000	-15.36%
Total Books	524,000	458,500	-65,500	-12.50%
410 Museum Passes	22,000	22,000	0	0.00%
411 Comput. Software Adult	2,500	2,500	0	0.00%
411 Comput. Software Child	5,000	4,000	-1,000	-20.00%
411A Computer Software - Non-c	55,000	55,000	0	0.00%
Total Software	62,500	61,500	-1,000	-1.60%
<b>412 Audiovisual</b>				
A Audio Recordings-Adult	3,000	2,000	-1,000	-33.33%
C Audio Recordings-Child	500	500	0	0.00%
D Video Recordings-Adult	20,000	18,000	-2,000	-10.00%
E Video Recordings-Child	7,000	5,000	-2,000	-28.57%
Total Audiovisual	30,500	25,500	-5,000	-16.39%
<b>413 Serials</b>				
A Periodicals	16,500	16,500	0	0.00%
Total Serials	16,500	16,500	0	0.00%
419 Materials Processing	20,000	20,000	0	0.00%
<b>TOTAL LIBRARY MATERIALS</b>	<b>675,500</b>	<b>604,000</b>	<b>-71,500</b>	<b>-10.58%</b>

**South Huntington Public Library**  
2024 - 2025 Operating Budget

	Budget 2023-24	Budget 2024-25	INC or DEC	%
<b>ADMINISTRATION</b>				
430 Supplies				
A Office	30,000	30,000	0	0.00%
B Library	35,000	30,000	-5,000	-14.29%
431 Telecommunications	45,000	40,000	-5,000	-11.11%
432 SCLS Services/Circ. Control	95,000	95,000	0	0.00%
433 Postage	30,000	30,000	0	0.00%
434 Publicity				
A Printing/Newsletter/Advertiser	110,000	110,000	0	0.00%
435 Continuing Education/Mileage				
A Staff	35,000	30,000	-5,000	-14.29%
B Board	8,000	5,000	-3,000	-37.50%
437 Consultant Fees				
A Auditor	15,000	15,000	0	0.00%
B Legal	15,000	12,000	-3,000	-20.00%
C Treasurer	7,000	7,000	0	0.00%
D Misc. Consultants	5,500	3,000	-2,500	-45.45%
E Art & Music	9,500	9,500	0	0.00%
F. Security	0	140,000	140,000	#DIV/0!
438 Memberships	6,500	6,000	-500	-7.69%
439 Equipment/Lease/Service				
A Photocopy	5,000	5,000	0	0.00%
B Service Contracts	10,000	10,000	0	0.00%
C Office & AV Equip. Repair	250	250	0	0.00%
440 Miscellaneous Expenses	1,000	1,000	0	0.00%
A Bus Trips	0	0	0	#DIV/0!
B Cost of Vote	3,000	3,000	0	0.00%
C Community Activities	200,000	180,000	-20,000	-10.00%
<b>TOTAL ADMINISTRATION</b>	<b>665,750</b>	<b>761,750</b>	<b>96,000</b>	<b>14.42%</b>

**South Huntington Public Library**  
 2024 - 2025 Operating Budget

	Budget 2023-24	Budget 2024-25	INC or DEC	%
<b>UTILITIES, BUILDING, VEHICLE</b>				
450 Utilities				
A Electricity	140,000	145,000	5,000	3.57%
B Water	5,000	5,000	0	0.00%
C Gas	20,000	20,000	0	0.00%
Total Utilities	165,000	170,000	5,000	3.03%
451 Custodial Supplies	20,000	15,000	-5,000	-25.00%
452 Building				
A Maintenance Equipment	8,000	8,000	0	0.00%
B Repair & Maintenance	45,000	45,000	0	0.00%
C Service Contracts	40,000	40,000	0	0.00%
454 Insurance	55,000	58,000	3,000	5.45%
469 Grounds Maintenance	30,000	30,000	0	0.00%
473 Operation of vehicle				
A Fuel / Maintenance	1,000	1,000	0	0.00%
<b>UTILITIES, BUILDING, VEHICLE</b>	<b>364,000</b>	<b>367,000</b>	<b>3,000</b>	<b>0.82%</b>
<b>TOTAL EXPENDITURES</b>	<b>6,337,002</b>	<b>6,552,614</b>	<b>215,612</b>	<b>3.40%</b>

**South Huntington Public Library**  
 2024 - 2025 Operating Budget

	Budget 2023-24	Budget 2024-25	INC or DEC	%
<b><u>Budget Summary</u></b>				
TOTAL SALARIES	3,170,693	3,275,767	105,074	3.31%
EQUIPMENT	95,000	95,000	0	0.00%
TOTAL LIBRARY MATERIALS	675,500	604,000	-71,500	-10.58%
TOTAL ADMINISTRATION	665,750	761,750	96,000	14.42%
TOTAL UTILITIES, BUILDING, V	364,000	367,000	3,000	0.82%
TOTAL BENEFITS	1,366,059	1,449,097	83,038	6.08%
TOTAL EXPENDITURES	6,337,002	6,552,614	215,612	3.40%
EXPENDITURES	6,337,002	6,552,614	215,612	3.40%
REVENUE	205,500	300,500	95,000	46.23%
TO BE RAISED BY TAXES	6,131,502	6,252,114	120,612	1.97%
<b>OPERATING BUDGET</b>				
TAX APPROPRIATION	6,131,502	6,252,114	120,612	1.97%



**Allocation of Unassigned General Fund Balance  
For Fiscal Year Ended June 30, 2023**

Information

The Unassigned General Fund Balance for fiscal year ending June 30, 2023 is \$2,745,659.06. There is also interest in the amount \$39,084.07 from the Capital Project Reserve Fund. This brings the total allocation to \$2,784,743.13.

The table below summarizes the recommendations for the allocation of the 2022 – 2023 Unassigned General Fund Balance.

Working Capital Margin of Safety	Unassigned General Fund Balance	1,584,250.50
2022 - 2023 Encumbrances Carry Forward	Assigned Fund Balance	104,849.40
2023 - 2024 Accrued Compensated Absences	Assigned Fund Balance	652,623.00
Revenue in the 2023-2024 Operating Budget	Assigned Fund Balance	150,000.00
Repairs & Improvements to Building Cap. Res. Fund	Restricted Fund Balance	253,936.16
Repairs & Improvements to Building Cap. Res. Fund	Restricted Fund Balance	\$39,084.07

**Amount to be Allocated (See recommendations) 2,784,743.13**

Unassigned Fund Balance to be allocated at January Board Meeting

Recommendations

1. That the Board of Trustees authorizes an allocation of \$1,584,250.50 of the Unassigned General Fund Balance to be maintained as such to provide the library with a working capital margin of safety.
2. That the Board of Trustees authorizes \$104,849.40 of the Unassigned General Fund Balance to be allocated as *Assigned* Fund Balance for Encumbrances carried forward from the 2022-2023 General Fund.
3. That the Board of Trustees authorizes \$652,623.00 of the Unassigned General Fund Balance to be allocated as *Assigned* Fund Balance for Accrued Compensated Absences.
4. That the Board of Trustees authorizes an allocation of \$150,000.00 from the 2023-2024 Unassigned General Fund Balance to be allocated as Assigned Fund Balance for Revenue in the 2022-2023 Operating Budget.

5. That the Board of Trustees authorizes an allocation of \$253,936.16 from the 2022-2023 Unassigned General Fund Balance to be allocated as *Restricted* Fund Balance for the Repairs & Improvements to Building Capital Reserve Fund.
6. That the Board of Trustees authorizes an allocation of \$39,084.07 from the Capital Reserve Fund Interest to be allocated as *Restricted* Fund Balance for the Repairs & improvements to the Building Capital Reserve Fund.

## Computers in Libraries Conference 2024

### Information

Computers in Libraries is the world's leading library technology and innovation conference. It provides a unique opportunity for library and information professionals from all over the world to gather together and discuss the myriad of ways technology impacts libraries and the people who use them. The conference takes place in Arlington, Virginia from March 12-14, 2024. Early bird pricing is in effect until February 9<sup>th</sup>.

### **In-Person Conference**

	<b>Cost per Person</b>	<b>Cost for 3 Staff Members</b>
Registration	\$589.00	\$1,767.00
Travel	\$400.00	\$1,200.00
Hotel	\$1,050.00	\$3,150.00
Meals	\$240.00	\$720.00
<b>Totals</b>	<b>\$2,180.00</b>	<b>\$6,837.00</b>

### **Recommendation**

That the Board of Trustees authorizes three staff members to attend the 2024 Computers in Libraries Conference in Arlington, VA, at a cost not to exceed \$6,837.00. If there is interest, sufficient funds are available in the Board Continuing Education code to send a Trustee to the conference.

## Waterproofing Work on Library Grounds

### Information

At our December 2023 meeting, the library board approved E&M waterproofing to install French drains, a drywell, and additional drainage. Unfortunately, their insurance was deemed insufficient by the library’s insurer. Given the quotes we received from the other vendors, we have scaled back the work to just the installation of a drywell.

Below are the quotes we received:

<b>Boccia Waterproofing</b>	<b>E&amp;M Waterproofing</b>	<b>AM Shield</b>
\$11,775.00	\$7,000.00	\$11,726.00

Given this information, our recommendation is to use Boccia Waterproofing. While the cost is slightly higher, we are more confident in their ability to perform the work.

### Recommendation

That the Board of Trustees approves an expenditure of \$11,775.00 to be paid to Boccia Waterproofing to install a drywell on the library grounds.

## December 2023 - Adult Programs

Title	Event Start Date	People in Attendance
Mah Jongg Club	12/01/2023 @ 10:00am	3
Walk2TheBeat Virtual Fitness (V)	12/02/2023 @ 9:30am	9
Tai Chi for Health	12/02/2023 @ 9:30am	11
Ever-changing Seasons Artists' Reception	12/02/2023 @ 2:00pm	N/A
Celebration of an Irish Christmas	12/03/2023 @ 2:30pm	57
Beginner Tai Chi	12/04/2023 @ 9:30am	25
Monday Yoga	12/04/2023 @ 11:00am	25
Movie: The Miracle Club	12/04/2023 @ 2:00pm	59
Virtual Chair Yoga (V)	12/05/2023 @ 9:00am	11
Tai Chi Level 2	12/05/2023 @ 9:30am	14
Game Day	12/05/2023 @ 11:00am	4
Make a Holiday Glass with Cricut	12/05/2023 @ 6:30pm	5
2nd Precinct Community Meeting	12/05/2023 @ 7:00pm	23
Thursday Yoga	12/07/2023 @ 9:30am	25
Genealogy Drop-in	12/07/2023 @ 10:00am	3
Yoga 2nd Session	12/07/2023 @ 11:00am	25
Writing Workshop (V)	12/07/2023 @ 4:00pm	9
Intermediate ENL Class	12/07/2023 @ 6:00pm	1
Norman Rockwell's Thanksgiving	12/07/2023 @ 7:00pm	8
Beginner ENL Class	12/07/2023 @ 7:15pm	5
Walk2TheBeat Virtual Fitness (V)	12/09/2023 @ 9:30am	8
Tai Chi for Health	12/09/2023 @ 9:30am	11
Folk Music Society of Huntington	12/10/2023 @ 1:00pm	6
Island Winds Chamber Ensemble Holiday Concert	12/10/2023 @ 2:30pm	15
Adult Take & Bake: Eggnog Cranberry Muffins	12/11/2023 @ 9:00am	25
Beginner Tai Chi	12/11/2023 @ 9:30am	25
Monday Yoga	12/11/2023 @ 11:00am	25
Movie: Barbie	12/11/2023 @ 2:00pm	47
Defensive Driving	12/11/2023 @ 6:30pm	16
Turn Your Old Photos and Documents into Digital Keepsakes	12/11/2023 @ 7:00pm	9
Virtual Chair Yoga (V)	12/12/2023 @ 9:00am	11
Tai Chi Level 2	12/12/2023 @ 9:30am	14
Game Day	12/12/2023 @ 11:00am	4
LILRC Meeting	12/12/2023 @ 12:00pm	10
Adult Craft: Hand Painted Snowman Plate	12/12/2023 @ 6:30pm	13
Northwood Estates HOA	12/12/2023 @ 7:00pm	15
Non-Fiction Book Discussion	12/13/2023 @ 11:00am	10
Small Business Counseling	12/13/2023 @ 4:30pm	1
Small Business Counseling	12/13/2023 @ 5:30pm	0
Small Business Counseling	12/13/2023 @ 6:30pm	0
Adult Craft: Quilled Holiday Tree	12/13/2023 @ 7:00pm	12
Thursday Yoga	12/14/2023 @ 9:30am	25
Huntington AARP	12/14/2023 @ 10:00am	27
Yoga 2nd Session	12/14/2023 @ 11:00am	25
Tech Byte: Video Chatting	12/14/2023 @ 11:00am	2
Cooking Class: Healthy Holiday Treats	12/14/2023 @ 1:30pm	16

## December 2023 - Adult Programs

Writing Workshop (V)	12/14/2023 @ 4:00pm	8
Intermediate ENL Class	12/14/2023 @ 6:00pm	1
North Shore Civil War Roundtable (L)	12/14/2023 @ 6:30pm	15
Adult Craft: Holiday Flower Fairies	12/14/2023 @ 7:00pm	16
Adult Take & Make: DIY Holiday Cards (V)	12/14/2023 @ 7:00pm	35
Beginner ENL Class	12/14/2023 @ 7:15pm	3
Memories of a 1960s Christmas	12/15/2023 @ 2:00pm	14
Walk2TheBeat Virtual Fitness (V)	12/16/2023 @ 9:30am	8
Tai Chi for Health	12/16/2023 @ 9:30am	15
Classical Sundays: Pianist Zhu Wang	12/17/2023 @ 2:30pm	75
Beginner Tai Chi	12/18/2023 @ 9:30am	25
Medicare Counseling One-on-One	12/18/2023 @ 10:00am	1
Monday Yoga	12/18/2023 @ 11:00am	25
Holiday Cookie Swap	12/18/2023 @ 1:00pm	5
Movie: A Christmas Story (1983)	12/18/2023 @ 2:00pm	8
Defensive Driving	12/18/2023 @ 6:30pm	22
The Effective Job Search Strategy	12/18/2023 @ 7:00pm	4
Library Board of Trustees Meeting	12/18/2023 @ 7:00pm	9
Virtual Chair Yoga (V)	12/19/2023 @ 9:00am	10
Tai Chi Level 2	12/19/2023 @ 9:30am	14
LILRC Board Meeting	12/19/2023 @ 11:00am	11
Turn Your Old Photos and Documents into Digital Keepsakes	12/19/2023 @ 11:00am	4
Adult Take & Make: Winter Wreath (V)	12/19/2023 @ 7:00pm	35
Thursday Yoga	12/21/2023 @ 9:30am	CANCELLED
Yoga 2nd Session	12/21/2023 @ 11:00am	CANCELLED
Writing Workshop (V)	12/21/2023 @ 4:00pm	8
NAACP Huntington	12/21/2023 @ 6:30pm	21
NAACP Reception	12/21/2023 @ 6:30pm	37
Walk2TheBeat Virtual Fitness (V)	12/23/2023 @ 9:30am	8
Tai Chi for Health	12/23/2023 @ 9:30am	11
Game Day	12/26/2023 @ 11:00am	4
Small Business Counseling	12/27/2023 @ 4:30pm	1
Small Business Counseling	12/27/2023 @ 5:30pm	1
Small Business Counseling	12/27/2023 @ 6:30pm	1
Thursday Yoga	12/28/2023 @ 9:30am	25
Yoga 2nd Session	12/28/2023 @ 11:00am	25
Walk2TheBeat Virtual Fitness (V)	12/30/2023 @ 9:30am	8
Tai Chi for Health	12/30/2023 @ 9:30am	11
Teenage Mutant Ninja Turtles: Mutant Mayhem	12/30/2023 @ 2:30pm	16

## December 2023 - Children's Programs

Title	Event Start Date	People in Attendance
A Time for Kids	12/01/2023 @ 10:00am	16
A Time for Kids	12/01/2023 @ 11:00am	9
Art Club: M.C. Escher	12/01/2023 @ 4:30pm	15
Music & Movement	12/02/2023 @ 10:00am	9
Paint-A-Present	12/02/2023 @ 2:00pm	25
Outreach: First Lego League Meeting	12/03/2023 @ 2:00pm	6
Bilingual BANANAS Bilingues	12/04/2023 @ 10:00am	5
Homework Help at the South Huntington Public Library	12/04/2023 @ 4:30pm	8
Sprouts & Friends	12/05/2023 @ 10:00am	15
Sprouts & Friends	12/05/2023 @ 11:00am	19
Baby Bundle Take & Make / Paquete Para Bebés un Tal	12/06/2023 @ 10:00am	17
Baby Time!	12/06/2023 @ 10:30am	6
Baby Time!	12/06/2023 @ 11:15am	11
Picture Book Time	12/06/2023 @ 3:00pm	7
Yoga Kids	12/06/2023 @ 4:30pm	9
Zumbini	12/07/2023 @ 10:30am	14
Zumbini	12/07/2023 @ 11:30am	11
SCHOOL VISIT: Ms. Ross CW 2nd Grade	12/07/2023 @ 12:00pm	20
Adventures in Art: Wacky Winter Collage	12/07/2023 @ 4:30pm	7
A Time for Kids	12/08/2023 @ 10:00am	18
A Time for Kids	12/08/2023 @ 11:00am	13
Tweens Night Out: Don't Wake the Yeti Escape Room	12/08/2023 @ 7:00pm	19
Lil' Athletes Toddler	12/09/2023 @ 10:00am	13
Lil' Athletes	12/09/2023 @ 11:00am	8
Lego Club	12/09/2023 @ 2:30pm	8
Bilingual BANANAS Bilingues	12/11/2023 @ 10:00am	6
Homeschool Co-op	12/11/2023 @ 1:00pm	20
Homework Help at the South Huntington Public Library	12/11/2023 @ 4:30pm	6
Preschool Pals: Homemade Holiday Gifts	12/12/2023 @ 3:00pm	16
December Doodle Time	12/12/2023 @ 4:30pm	3
Baby Time!	12/13/2023 @ 10:30am	9
Baby Time!	12/13/2023 @ 11:15am	9
Picture Book Time	12/13/2023 @ 3:00pm	8
Yoga Kids	12/13/2023 @ 4:30pm	0
Zumbini	12/14/2023 @ 10:30am	11
Zumbini	12/14/2023 @ 11:30am	10
A Time for Kids	12/15/2023 @ 10:00am	13
A Time for Kids	12/15/2023 @ 11:00am	12
Art Club: Hernando Ruiz Ocampo	12/15/2023 @ 4:30pm	15
Pequenos Lectores	12/15/2023 @ 6:30pm	CANCELLED
PlayHooray Babies & Kids	12/16/2023 @ 10:00am	14
Baking Coach: Family Gingerbread House	12/16/2023 @ 2:30pm	14
Baking Coach: Family Gingerbread House	12/17/2023 @ 2:30pm	15
Festive Holiday Take & Make	12/18/2023 @ 9:30am	60
Bilingual BANANAS Bilingues	12/18/2023 @ 10:00am	4
GSSC Troop 103	12/18/2023 @ 6:30pm	9

## December 2023 - Children's Programs

Sprouts & Friends	12/19/2023 @ 10:00am	10
Sprouts & Friends	12/19/2023 @ 11:00am	15
CLASS VISIT: LISG 4th Grade	12/19/2023 @ 1:00pm	16
Preschool Pals: Homemade Holiday Gifts	12/19/2023 @ 3:00pm	13
Baby Time!	12/20/2023 @ 10:30am	9
Baby Time!	12/20/2023 @ 11:15am	10
Yoga Kids	12/20/2023 @ 4:30pm	10
Zumbini	12/21/2023 @ 10:30am	10
Zumbini	12/21/2023 @ 11:30am	5
A Time for Kids	12/22/2023 @ 10:00am	14
A Time for Kids	12/22/2023 @ 11:00am	11
Lego Club	12/26/2023 @ 10:30am	14
Science of Magic	12/27/2023 @ 2:00pm	20
Bedtime Book Buddies	12/27/2023 @ 6:30pm	11
Winter Wildlife	12/28/2023 @ 2:00pm	21
Hats off to New Year's	12/29/2023 @ 2:00pm	51
Goodbye 2023 Party	12/29/2023 @ 2:30pm	21
Teenage Mutant Ninja Turtles: Mutant Mayhem	12/30/2023 @ 2:30pm	16



## December 2023 - YA Programs

Title	Event Start Date	People in Attendance
The Gift of Reading	12/01/2023 @ 12:00am	32
Trivia Night	12/01/2023 @ 7:00pm	7
Teen Volunteers - Homework Help at the South Hunting	12/04/2023 @ 4:30pm	8
International Cooking	12/04/2023 @ 7:00pm	6
Executive Teen Advisory Board	12/05/2023 @ 7:00pm	7
Stimson Middle School- Research Visit	12/06/2023 @ 9:00am	25
Stimson Middle School- Research Visit	12/06/2023 @ 11:30am	22
Ornaments for Service Members: a Community Service	12/06/2023 @ 7:00pm	13
Stimson Middle School Class Visit	12/08/2023 @ 11:00am	17
BLINGO	12/08/2023 @ 7:00pm	CANCELLED
Teen Volunteers - Homework Help at the South Hunting	12/11/2023 @ 4:30pm	6
Paint Night	12/12/2023 @ 6:30pm	6
WWHS ENL Class Visit	12/14/2023 @ 10:00am	22
YA Gingerbread House Decorating	12/14/2023 @ 7:00pm	18
WWHS ENL Class Visit	12/15/2023 @ 10:00am	26
Customized Ceramic Mug	12/15/2023 @ 7:00pm	15
Teen Advisory Board	12/19/2023 @ 7:00pm	7
Winter Terrariums	12/20/2023 @ 7:00pm	9
Themed Trivia Thursday - Winter Fun	12/21/2023 @ 7:00pm	5
YA Movie Night: Gremlins	12/22/2023 @ 6:30pm	9
Bedtime Book Buddies Teen Volunteers	12/27/2023 @ 6:00pm	7
Escape Room: Wednesday	12/28/2023 @ 7:00pm	16
Candy Sushi	12/29/2023 @ 6:00pm	15
Teenage Mutant Ninja Turtles: Mutant Mayhem	12/30/2023 @ 2:30pm	16

DECEMBER 2023

ADULT PRINT	DEC 23	DEC 22	% CHANGE	DEC 21	% CHANGE
Nonfiction	614	646	-4.95%	698	-12.03%
New Books	880	917	-4.03%	971	-9.37%
Fiction	878	1,017	-13.67%	996	-11.85%
Paperbacks	61	100	-39.00%	143	-57.34%
Mysteries	212	178	19.10%	181	17.13%
Large Type	183	213	-14.08%	208	-12.02%
Magazines	80	108	-25.93%	112	-28.57%
Biographies	83	74	12.16%	80	3.75%
Test Books	14	16	-12.50%	18	-22.22%
Science Fiction	22	36	-38.89%	39	-43.59%
World Languages	8	6	33.33%	7	14.29%
Graphic Novel	24	49	-51.02%	27	-11.11%
Reference	3	2	50.00%	0	N.M.
ESL Collection	0	3	-100.00%	4	-100.00%
Oversized Books	2	1	100.00%	2	0.00%
Short Stories	2	7	-71.43%	6	-66.67%
Adult Learner	0	1	-100.00%	0	N.M.
Auto Repair	0	3	-100.00%	1	-100.00%
<b>Total</b>	<b>3,066</b>	<b>3,377</b>	<b>-9.21%</b>	<b>3,493</b>	<b>-12.22%</b>
<b>ADULT MEDIA</b>					
DVD	1,438	1,347	6.76%	1,768	-18.67%
Blu-ray Disc	425	302	40.73%	420	1.19%
Compact Discs	297	327	-9.17%	511	-41.88%
Books on Disc	135	106	27.36%	169	-20.12%
Video Games	49	25	96.00%	22	122.73%
Language Media	4	3	33.33%	1	300.00%
Hotspots	20	24	-16.67%	28	-28.57%
<b>Total</b>	<b>2,368</b>	<b>2,134</b>	<b>10.97%</b>	<b>2,919</b>	<b>-18.88%</b>
<b>ELECTRONIC RESOURCES</b>					
Live-brary E-Books	5,184	4,725	9.71%	4,578	13.24%
Live-brary Audiobooks	3,087	2,643	16.80%	2,186	41.22%
Flipster	341	404	-15.59%	471	-27.60%
New York Times	311	324	-4.01%	240	29.58%
PressReader	81	226	-64.16%	226	-64.16%
Hoopla	418	378	10.58%	321	30.22%
Kanopy	706	266	165.41%	284	148.59%
<b>Total</b>	<b>10,128</b>	<b>8,966</b>	<b>12.96%</b>	<b>8,306</b>	<b>21.94%</b>
<b>INTERLIBRARY LOAN</b>					
Items Sent	1,451	1,572	-7.70%	1,480	-1.96%
Items Borrowed	873	1,096	-20.35%	1,121	-22.12%
<b>NEW PATRONS</b>	<b>168</b>	<b>136</b>	<b>23.53%</b>	<b>113</b>	<b>48.67%</b>

**DECEMBER 2023**

<b>JUVENILE PRINT</b>	<b>DEC 23</b>	<b>DEC 22</b>	<b>% CHANGE</b>	<b>DEC 21</b>	<b>% CHANGE</b>
Nonfiction	647	643	0.62%	554	16.79%
Picture Books	1,159	1,162	-0.26%	1,122	3.30%
Fiction	436	501	-12.97%	544	-19.85%
Easy Readers	548	451	21.51%	390	40.51%
Biographies	81	136	-40.44%	63	28.57%
Paperbacks	242	183	32.24%	215	12.56%
Board Books	250	289	-13.49%	337	-25.82%
Graphic Novels	306	242	26.45%	213	43.66%
World Languages	147	132	11.36%	95	54.74%
Parents Collection	16	36	-55.56%	12	33.33%
Magazines	3	9	-66.67%	10	-70.00%
Story Collection	13	7	85.71%	5	160.00%
Museum Passes	113	90	25.56%	54	109.26%
<b>Total</b>	<b>3,961</b>	<b>3,881</b>	<b>2.06%</b>	<b>3,614</b>	<b>9.60%</b>
<b>JUVENILE MEDIA</b>					
DVD	267	350	-23.71%	331	-19.34%
Blu-ray Disc	42	39	7.69%	38	10.53%
Video Games	211	157	34.39%	122	72.95%
Compact Discs	23	40	-42.50%	43	-46.51%
CD/Book Kits	63	31	103.23%	36	75.00%
Books on Disc	6	2	200.00%	10	-40.00%
Launchpads	4	10	-60.00%	11	-63.64%
<b>Total</b>	<b>616</b>	<b>629</b>	<b>-2.07%</b>	<b>591</b>	<b>4.23%</b>
<b>YOUNG ADULT</b>					
Magazines	0	1	-100.00%	0	N.M.
Fiction	66	44	50.00%	93	-29.03%
Nonfiction	4	0	#DIV/0!	1	300.00%
Graphic Novel	45	66	-31.82%	56	-19.64%
Paperbacks	34	21	61.90%	40	-15.00%
Large Type	0	2	-100.00%	1	-100.00%
Test Books	0	1	-100.00%	3	-100.00%
World Languages	3	1	200.00%	0	N.M.
Laptops	2	4	-50.00%	4	-50.00%
<b>Total</b>	<b>154</b>	<b>140</b>	<b>10.00%</b>	<b>198</b>	<b>-22.22%</b>

SOUTH HUNTINGTON PUBLIC LIBRARY  
RESOURCES WORKSHEET

DECEMBER 2023

	ADDED	DISCARDED	DEC 23
<b>ADULT / YA</b>			
Books, Fiction	140	805	44,336
Books, Nonfiction	114	1,290	60,236
Paperbacks	6	53	9,959
Periodical Titles	0	0	220
Compact Discs	22	12	7,135
DVDs	51	273	15,168
Blu-ray Disc	27	9	2,501
Books-on-CD	4	8	4,033
Videogames	1	18	80
<b>Total</b>	365	2,468	143,668
<b>CHILDRENS</b>			
Books, Fiction	131	531	44,696
Books, Nonfiction	88	261	41,427
Paperbacks	3	110	3,238
Videogames	1	22	1,354
Compact Discs	1	99	1,471
DVDs	32	133	7,895
Blu-ray Disc	4	0	558
Books-on-CD	0	1	542
CD/Book Kits	1	3	529
Launchpads	0	0	40
<b>Total</b>	261	1,160	101,750
<b>TOTAL</b>	626	3,628	245,418

# Circulation Statistics

	December 2023	November 2023	December 2022
SHPL Material Check-Outs (ALL Libraries)	8,118	8,797	8,290
Self Checkouts (Kiosks)	1,416	1,783	1,353
YA Laptop Checkouts	2	11	4
Circulating Chromebook Checkouts	3	3	3
Circulating Laptop Checkouts	3	4	1
Hotspot Checkouts	20	29	24

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

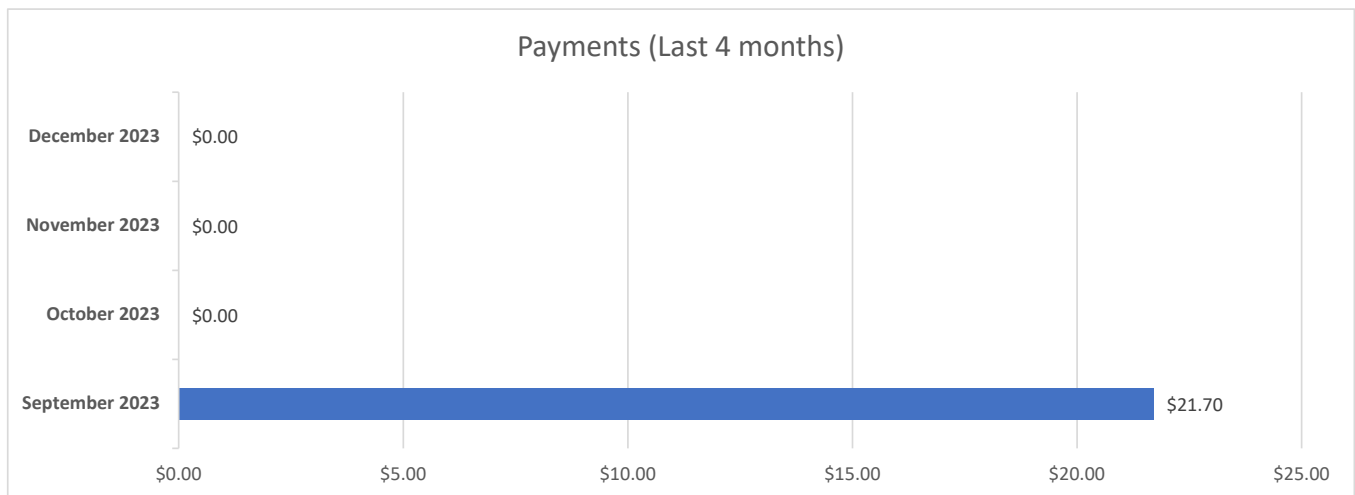
December 2023	17.4%	↓	-20.6%	Change since last month
November 2023	20.3%			
December 2022	16.3%	{last year}	↑ 4.7%	Change since last year

## Laptop Checkouts (Combined)

December 2023	8	↓	-55.6%	Change since last month
November 2023	18			
December 2022	8	{last year}	↑ 0.0%	Change since last year

## e-Commerce Payments (released quarterly)

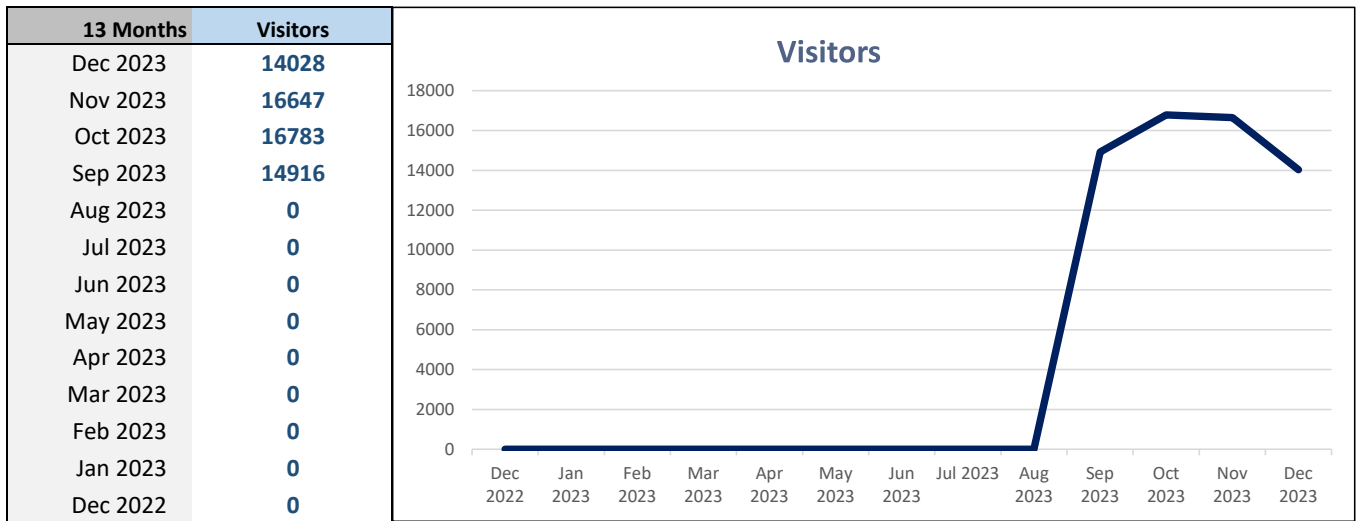
December 2023	November 2023	October 2023	September 2023	December 2022
\$0.00	\$0.00	\$0.00	\$21.70	\$37.74



## Subscription Statistics

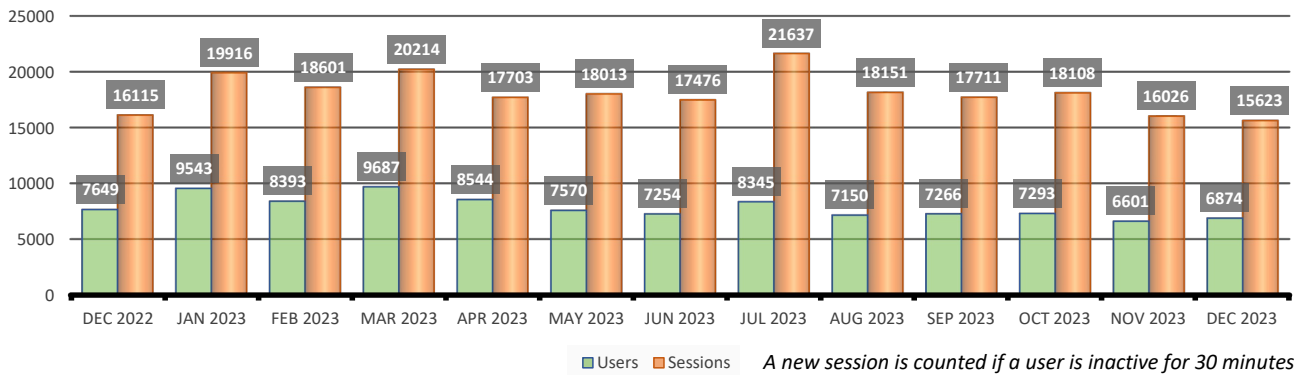
	December 2023	November 2023	Change (last month)		December 2022	Change (last year)	
<b>EBSCO</b>	<b>364</b>	<b>338</b>	↑	<b>8%</b>	<b>391</b>	↓	<b>-7%</b>
<b>OCLC / First Search</b>	<b>126</b>	<b>244</b>	↓	<b>-48%</b>	<b>95</b>	↑	<b>33%</b>
<b>Homework Help</b>	<b>32</b>	<b>26</b>	↑	<b>23%</b>	<b>24</b>	↑	<b>33%</b>
<b>LinkedIn Learning</b>	<b>16</b>	<b>12</b>	↑	<b>33%</b>	<b>16</b>	↑	<b>0%</b>
<b>Overdrive</b>	<b>8264</b>	<b>8344</b>	↓	<b>-1%</b>	<b>7371</b>	↑	<b>12%</b>
<b>Pronunciator</b>	<b>6</b>	<b>3</b>	↑	<b>100%</b>	<b>5</b>	↑	<b>20%</b>
<b>WAM Consortium Databases</b>	<b>1671</b>	<b>1806</b>	↓	<b>-7%</b>	<b>687</b>	↑	<b>143%</b>

## Gate Count Statistics



# Website Statistics

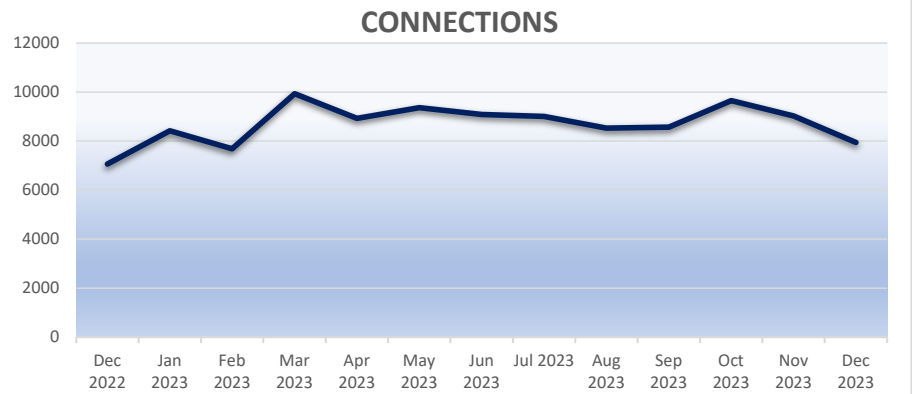
13 Months	Users	Sessions	Total Page Views	Home Page Views
Dec 2023	6874	15623	43076	10861
Nov 2023	6601	16026	43143	11328
Oct 2023	7293	18108	52121	12537
Sep 2023	7266	17711	49464	12634
Aug 2023	7150	18151	47686	13454
Jul 2023	8345	21637	66067	15277
Jun 2023	7254	17476	53795	12917
May 2023	7570	18013	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



- ↑ **4.1%** Change in website users compared to last month
- ↓ **-10.1%** Change in website users compared to last year
- ↓ **-12.5%** Compared to the **average monthly users::** 7,859

# WiFi Usage

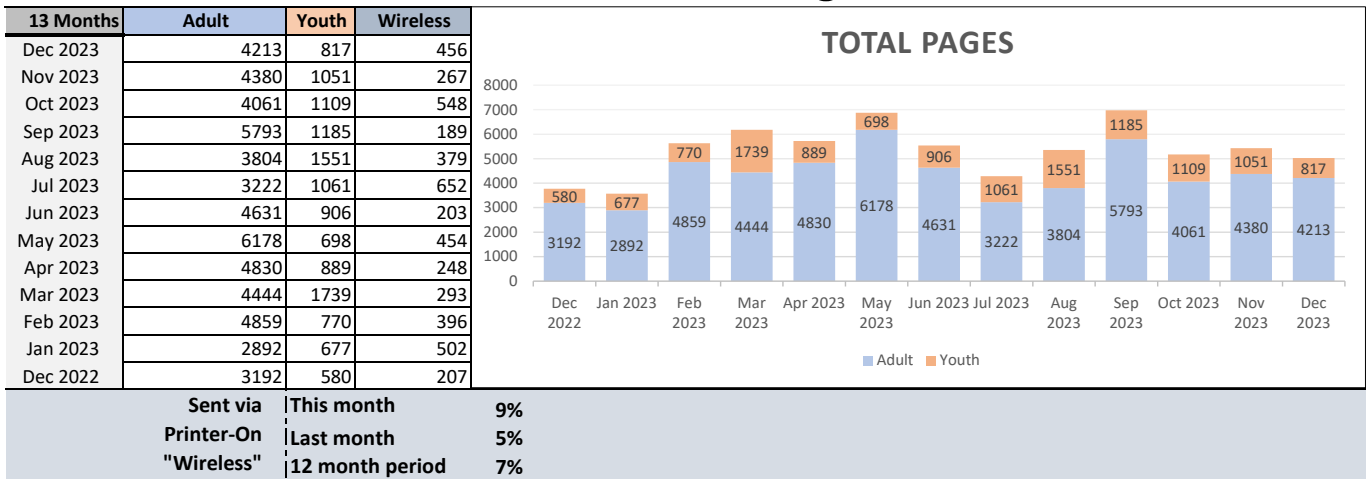
13 Months	Wireless devices connected
Dec 2023	7945
Nov 2023	9029
Oct 2023	9648
Sep 2023	8570
Aug 2023	8534
Jul 2023	9007
Jun 2023	9090
May 2023	9362
Apr 2023	8925
Mar 2023	9934
Feb 2023	7686
Jan 2023	8426
Dec 2022	7065



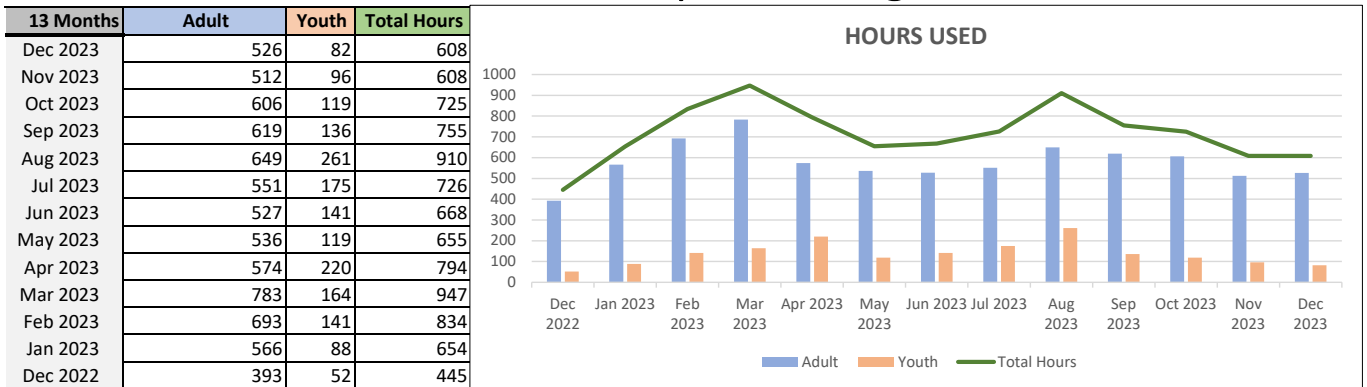
Multiple connections by a single device are counted as 1 per day

- ↓ **-12.0%** Change in wireless users compared to last month
- ↑ **12.5%** Change in wireless users compared to last year
- ↓ **-8.8%** Compared to the **average monthly connections::** 8709

## Public Printing



## Public Computer Usage



- ↑ **2.7%** **Adult Reference** Change compared to last month
- ↓ **-14.6%** **Youth Services** Change compared to last month
- ↑ **33.8%** **Adult Reference** Change compared to last year
- ↑ **57.7%** **Youth Services** Change compared to last year

## Patron Services

	Dec 2023	Monthly average (past year)
One-on-One Tech Help Sessions	14	12
3D Models Printed	1	10
Posters Printed	2	11
Text-a-Librarian (conversations)	34	38