

BOARD MEETING – WEDNESDAY, DECEMBER 18, 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 Wednesday, December 18, 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:
 1. Regular Meeting, Wednesday, November 20, 2024
5. FINANCIAL MATTERS:
 - A. Schedule of Bills
 - B. Investments
 - C. Financial Chairperson’s Report
6. COMMUNICATIONS:
 1. SCLS Minutes and Memorandum (emailed to Board members)
7. REPORTS:
 1. Director’s Report
 2. Assistant Director’s Report
 3. Building and Grounds Report
 4. Network and Systems Q4 Report
8. OLD BUSINESS:
 1. Covid-19 Protocol
 2. Policy review: Unattended Minors
 3. Policy review: Electioneering
9. NEW BUSINESS:
 1. SHPL 2025-2026 Budget Draft (to be handed out at meeting)
10. STATISTICAL REPORTS:
 1. Statistics and Program Attendance
11. PERIOD OF PUBLIC EXPRESSION
12. EXECUTIVE SESSION – To discuss a personnel matter.
13. ADJOURNMENT

BOARD MEETING MINUTES - WEDNESDAY, NOVEMBER 20, 2024
SOUTH HUNTINGTON PUBLIC LIBRARY
145 PIDGEON HILL ROAD
HUNTINGTON STATION, NY 11746

The regular meeting of the Board of Trustees of the South Huntington Public Library was held on Wednesday, November 20, 2024, at 7 p.m. in the Conference Room.

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

STAFF: Mrs. Janet Scherer, Director
Mr. Nick Tanzi, Assistant Director
Mrs. Doreen Kilkenny, Business Manager
Mrs. Jamie Gholson, Recording 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. Sullivan, seconded by Mr. Horowitz, and carried unanimously to accept the agenda as amended:

- Add Holiday Raffle to New Business

DISPOSITION OF MINUTES
OCTOBER 16, 2024: Motion by Mrs. Sullivan, seconded by Mrs. Fox, and carried unanimously to accept the minutes of the regular meeting of October 16, 2024.

FINANCIAL MATTERS
2024-2025: Mr. De Dora sent a letter stating that he compared all the warrants to the invoices and payroll register to verify amounts to be paid and counts of checks issued. He also reviewed the check signer log. He viewed and compared all petty cash disbursements with the receipts for expenditures, and reported that all was in order.

Motion by Mrs. Fox, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #12 Fund L in the amount of \$14,715.60; Warrant #14 Fund L in the amount of \$602,582.59; Warrant #10/110 PR Fund L in the amount of \$124,015.86; Warrant #10/24 PR Fund L in the amount of \$139,363.33.

Motion by Mrs. Ferrante, seconded by Mrs. Sullivan, and carried unanimously to authorize payment of Warrant #7 Fund TA in the amount of \$48,030.36; Warrant #15 Fund TA in the amount of \$61,723.05.

Motion by Mrs. Sullivan, seconded by Mrs. Ferrante, and carried unanimously to authorize payment of Warrant #2 Fund H in the amount of \$6,303.64.

Motion by Mr. Horowitz, seconded by Mrs. Fox, and carried unanimously to approve the American Express statement for October in the amount of \$1,861.36.

Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to approve the Amazon/Capital Services Monthly Statement for September 20, 2024 – October 19, 2024 in the amount of \$2,180.40.

FINANCIAL CHAIRPERSON'S REPORT

2024-2025:

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

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

COMMUNICATIONS: The board acknowledged the SCLS minutes.

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

- Our annual Fall Book Sale took place on Saturday, November 2nd and Sunday, November 3rd. Members of the Friends of the Library volunteered their time to set up the sale on Friday and, along with the Teen Advisory Board members, ran the sale on

the weekend. All proceeds benefit the Friends who report a profit \$864.55 for the sale.

- Our annual Veteran's Day concert took place on Saturday, November 2nd. As always, it was a huge success. Our community never tires of hearing the wonderful music made popular during the Big Band era and our veterans appreciate the recognition.
- The party for staff retirees will take place on Sunday, December 8th at 5:30 p.m. Staff has chosen Ruvo in Greenlawn, NY for this special celebration.
- EV Charging Stations – We have received our building permit and anticipate receiving a start date shortly.
- HVAC – Work continues on this project. Rooftop units are scheduled for installation the week of November 18th. Then there will be some electrical and piping work to be done. Looking forward to the project wrapping up.
- There are two opportunities for trainings coming up in the near future. First, on Wednesday, December 11th, here at SHPL, Kevin Verbesev will be doing a zone training concentrating on advocacy. Second, on Wednesday, January 8th at 7:00 p.m. at SCLS, there will be a speaker discussing the *Analytic Techniques to Maximize Circulation*.
- Our Shredding Day went especially well this year, eliciting many compliments from the community on both the orderly management of the car line and the service itself. We had approximately 325 cars come through the parking lot.

ASSISTANT DIRECTOR'S
REPORT:

Mr. Tanzi reported on the following :

- With a number of upcoming retirements, I have been working with Suffolk County Civil Service (SCCS) as we work through our staffing needs. When a long-held position becomes vacant, Civil Service requires an updated duties statement, outlining the work that will be performed. When an existing employee takes on new duties that would change the nature of their work, Civil Service may require that position be reclassified. Finally, if the library has need of certain work to be performed, but does not have that job title available at our organization, SCCS requires that we apply for and receive approval for the creation of a new position. At present, I am working with our assigned analyst at SCCS to communicate the library's needs, determine the appropriate course of action, and then file the necessary paperwork. The majority of this work should all be completed in the coming months.
- As a member of the Long Island Library Resource Council's (LILRC's) annual conference planning committee, I am happy

to report the event was a success! The 2024 Future of Libraries Conference had the highest in-person attendance in recent history (2020's event took place via Zoom). Attendee feedback was overwhelmingly positive, with praise for both the speakers and the venue. Later this month, I will attend a post-conference wrap up meeting with LILRC staff and fellow committee members.

**BUILDING & GROUNDS
REPORT:**

The board thanked Ray Capone for his monthly report.

**OLD BUSINESS-
COVID-19
PROCEDURES:**

Mrs. Scherer and the board discussed ongoing Covid-19 procedures.

**NEW BUSINESS –
OBSOLETE
EQUIPMENT:**

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

**NEW BUSINESS –
PROPOSED SCLS
2025 BUDGET:**

Motion by Mrs. Ferrante, seconded by Mr. Horowitz, and carried unanimously that the board of trustees approves the SCLS proposed budget for 2025.

**NEW BUSINESS –
UNATTENDED
CHILDREN POLICY
REVIEW:**

Motion by Mr. Horowitz, seconded by Mrs. Sullivan and carried unanimously to table the Unattended Children policy.

**NEW BUSINESS –
DOCUMENT RETENTION
POLICY REVIEW:**

Motion by Mr. Horowitz, seconded by Mrs. Sullivan and carried unanimously that no action is to be taken, and the policy remains in effect as written.

**NEW BUSINESS –
ELECTIONEERING
POLICY REVIEW:**

Motion by Mr. Horowitz, seconded by Mrs. Fox and carried unanimously to table the Electioneering policy.

NEW BUSINESS –

HOLIDAY RAFFLES: Motion by Mr. Horowitz, seconded by Mrs. Sullivan, and carried unanimously to issue six half-day off gift certificates to be awarded at the staff meeting on December 18, 2024.

EXECUTIVE SESSION: Motion by Mr. Horowitz, seconded by Mrs. Fox to enter Executive Session at 8:03 p.m. to discuss a personnel issue.

Motion by Mrs. Fox, seconded by Mrs. Sullivan to exit Executive Session at 8:12 p.m.

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

Respectfully submitted by,

Eleanora Ferrante, Board Secretary

FINANCIAL SCHEDULES

<u>Page #</u>	<u>Warrant #</u>	<u>Fund</u>	<u>Amount</u>
10	17	L	10,953.31
12	18	L	235,470.68
16	11/07 PR	L	124,943.95
18	11/21 PR	L	124,595.69
20	9	TA	48,905.23
22	10	TA	48,132.51
24	3	H	213,583.22

AMEX	4,793.04
Amazon Capital Services	2,114.90

Investment Report

Financial Chair Reports

Personnel Actions

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

December 18, 2024

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

I have reviewed the warrants through December 18, 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. 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

December 18, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #17 Fund L - November 2024 Schedule of Bills

Checks #60434 - 60439, 60535-30537

Total warrant: \$10,953.31

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

Pat Dillon _____
President, Board of trustees

Stella Fox _____
Vice President, Board of trustees

Stuart Horowitz _____
Financial Chairperson

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 17: CD - UTILITIES - 11/2024 For Dates 11/1/2024 - 11/30/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
60434	11/08/2024	690	NATIONAL GRID		188.61
60435	11/08/2024	2400	NATIONAL GRID (SVC & GENR)		78.74
60436	11/08/2024	2555	OPTIMUM		44.22
60437	11/08/2024	20	PSEGLI		7,992.94
60438	11/08/2024	152	SO. HUNTINGTON WATER DISTRICT		873.84
60439	11/08/2024	1419	VERIZON SELECT SERVICES		18.04
60535	11/27/2024	690	NATIONAL GRID		821.21
60536	11/27/2024	2400	NATIONAL GRID (SVC & GENR)		78.05
60537	11/27/2024	15	VERIZON		857.66
Number of Transactions: 9				Warrant Total:	10,953.31
				Vendor Portion:	10,953.31

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 9 in number, in the total amount of \$ 10,953.31. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

12/11/24
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 \$ 10,953.31. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/27/24
Date

[Signature]
Library Director

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

December 18, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #18 Fund L - December 18, 2024 Schedule of Bills

Checks #60538 - 60640

Voided Check #60489

Total warrant: \$235,470.68

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

Pat Dillon _____
President, Board of trustees

Stella Fox _____
Vice President, Board of trustees

Stuart Horowitz _____
Financial Chairperson

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 18: CD - GENERAL - 12/2024 For Dates 12/1/2024 - 12/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
60489	12/01/2024	3157	**VOID** LONG ISLAND MUSIC THERAPY SERVICES, INC	240174	-150.00
60538	12/06/2024	131	A TIME FOR KIDS	*See Detail Report	1,800.00
60539	12/06/2024	2984	ALA (STORE)	240243	63.78
60540	12/06/2024	2396	AMAZON		1,411.15
60541	12/06/2024	2396	AMAZON		679.48
60542	12/06/2024	2274	AMERICAN AIRPOWER MUSEUM	240262	675.00
60543	12/06/2024	720	AMERICAN EXPRESS		4,793.04
60544	12/06/2024	2040	AMERIFLEX		190.80
60545	12/06/2024	2692	KINGA AUGUSTYN	240280	600.00
60546	12/06/2024	2706	BARBARA AZZARA		2,096.40
60547	12/06/2024	23	BAKER & TAYLOR		11,206.68
60548	12/06/2024	2520	KATHRYN BARI-PETRITIS	240274	375.00
60549	12/06/2024	2841	MICHAEL BARTOLOMEO		599.66
60550	12/06/2024	1832	AUGUSTA BERNER	240272	1,000.00
60551	12/06/2024	1305	BLACKSTONE PUBLISHING.		242.60
60552	12/06/2024	3046	BLUM, LAUREN	*See Detail Report	2,100.00
60553	12/06/2024	3215	BODY & BRAIN YOGA & TAI CHI	240282	150.00
60554	12/06/2024	1189	BRODART CO.		559.50
60555	12/06/2024	2358	CCE SUFFOLK	240244	20.00
60556	12/06/2024	603	STEPHEN CHO		1,048.20
60557	12/06/2024	1916	JENNIFER CONLON		40.00
60558	12/06/2024	2633	CONNECTION, INC		2,526.00
60559	12/06/2024	2633	CONNECTION, INC		338.00
60560	12/06/2024	1548	COUNTY LINE HARDWARE		73.46
60561	12/06/2024	3210	COVE DELIVERY, INC.		373.40
60562	12/06/2024	2840	CATHERINE CROCETTI	240279	600.00
60563	12/06/2024	794	PHILIP DE DORA	240000	410.00
60564	12/06/2024	42	DELL MARKETING L.P.	240259	11,623.50
60565	12/06/2024	3212	DOREEN KILKENNY		130.36
60566	12/06/2024	1665	EDMER SANITARY SUPPLY		846.50
60567	12/06/2024	2022	EnvisionWare, Inc.		575.00
60568	12/06/2024	1777	ELIZABETH ESPOSITO		45.46
60569	12/06/2024	3185	FANNY CAKES	*See Detail Report	900.00
60570	12/06/2024	923	FIRST UNUM LIFE INSURANCE CO.		731.60
60571	12/06/2024	2351	FRANK BENEDETTO JR.		195.00
60572	12/06/2024	3203	FREE TO BE YOGA INC.	240269	225.00
60573	12/06/2024	2505	GENSERVE INC		1,295.00
60574	12/06/2024	3094	GEOVANNY & SONS	240002	925.00
60575	12/06/2024	1110	ELIZABETH GHEE-PEREIRA		98.26
60576	12/06/2024	2490	KATHLEEN GIERALTOWSKI		126.66
60577	12/06/2024	3214	ADAM GOLKA	240281	600.00
60578	12/06/2024	781	CECILILA GORELLICK		1,048.20
60579	12/06/2024	225	GRAINGER, INC.		1,075.80

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 18: CD - GENERAL - 12/2024 For Dates 12/1/2024 - 12/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
60580	12/06/2024	1077	HIGH HOPES PRODUCTIONS	*See Detail Report	330.00
60581	12/06/2024	2504	INGRAM LIBRARY SERVICES LLC		71.14
60582	12/06/2024	2973	ELAINE JAGUDEN		1,048.20
60583	12/06/2024	2610	JOYSIE JEROME	240201	450.00
60584	12/06/2024	3053	JIN, ELIZABETH	240277	350.00
60585	12/06/2024	2717	KANOPY LLC		386.00
60586	12/06/2024	2781	ELIZABETH KLEIN		56.39
60587	12/06/2024	2459	KONICA MINOLTA BUSINESS SOLUTN	240078	1,763.50
60588	12/06/2024	791	JOSEPH LATINI		2,725.20
60589	12/06/2024	2994	ERIN LAVERY		20.00
60590	12/06/2024	110	CAROL ANN LEACH		2,096.40
60591	12/06/2024	3090	LIL' ATHLETES	*See Detail Report	256.00
60592	12/06/2024	133	LILRC		1,756.00
60593	12/06/2024	1332	LONG ISLAND CHESS NUTS	240258	120.00
60594	12/06/2024	2621	LONG ISLAND MUSEUM	240263	300.00
60595	12/06/2024	1568	LONG ISLAND WASTE SERVICES		212.00
60596	12/06/2024	3052	MAKIN, GEETU	240268	390.00
60597	12/06/2024	3199	DANIELLE MASZTAL	240267	350.00
60598	12/06/2024	1037	MATTHEW BENDER & CO., INC.		294.00
60599	12/06/2024	1594	MICHAEL J'S LANDSCAPING	240004	2,250.00
60600	12/06/2024	27	MIDWEST TAPE		3,085.16
60601	12/06/2024	2517	MIDWEST TAPE		1,075.29
60602	12/06/2024	217	NEWSDAY, INC.		319.92
60603	12/06/2024	1814	PATRICIA NOVAK	240276	125.00
60604	12/06/2024	3039	PATRICIA J NOVAK		1,467.60
60605	12/06/2024	127	NYS EMPLOYEES HEALTH INSURANCE		54,280.07
60606	12/06/2024	240	MARIE PAGLIARO		1,048.20
60607	12/06/2024	2642	PLAQUES AND SUCH		10.00
60608	12/06/2024	12	POSTMASTER - BULK PERMIT 39		1,800.00
60609	12/06/2024	3061	QUATELA CHIMERI PLLC		104.00
60610	12/06/2024	602	DONNA M ROCHE		1,048.20
60611	12/06/2024	3213	MADDALENA ROMANO	240273	135.00
60612	12/06/2024	869	DIANNE ROONEY		1,048.20
60613	12/06/2024	2982	REGINA R. RUSSO	240271	975.00
60614	12/06/2024	855	JANET SCHERER		404.30
60615	12/06/2024	3056	SCHOENHOFEN, KAREN	240251	120.00
60616	12/06/2024	3079	BONNIE SCHWARTZ	240278	350.00
60617	12/06/2024	51	SCLS		365.00
60618	12/06/2024	2238	ROBERT SCOTT	240275	329.00
60619	12/06/2024	3140	SECURITAS SECURITY SERVICES USA, INC.		10,392.20
60620	12/06/2024	11	SHPL - PETTY CASH		135.83
60621	12/06/2024	3083	SPROUTS & FRIENDS, INC.	*See Detail Report	1,620.00
60622	12/06/2024	3167	STAPLES ADVANTAGE		83.83
60623	12/06/2024	2106	STERLING NORTH AMERICA INC.		8,422.00

SOUTH HUNTINGTON LIBRARY

Check Warrant Report For L - 18: CD - GENERAL - 12/2024 For Dates 12/1/2024 - 12/31/2024



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
60624	12/06/2024	2805	NICHOLAS TANZI		414.06
60625	12/06/2024	3179	THERMAL SOLUTIONS, INC.	240005	5,125.00
60626	12/06/2024	2855	CATHY TROTTER		2,096.40
60627	12/06/2024	378	UTICA NATIONAL INSURANCE GROUP		45,537.96
60628	12/06/2024	2536	AMY VAIL	240256	250.00
60629	12/06/2024	3216	MARYANN VERDOLINO	240283	195.00
60630	12/06/2024	1788	ANNA MARIE VERSACIO		1,048.20
60631	12/06/2024	33	LYNN VITTERS		1,048.20
60632	12/06/2024	2232	W.B. MASON CO INC		126.28
60633	12/06/2024	111	KENNETH WEIL		2,725.20
60634	12/06/2024	3151	WELLNESS MATTERS MSM LLC	240270	200.00
60635	12/06/2024	61	DIANE WELLS		6,708.00
60636	12/06/2024	1564	WERNER'S PLUMBING & HEATING		220.00
60637	12/06/2024	3028	WERNER, CATHY-ANN		174.70
60638	12/06/2024	2613	TAMI WOOD	*See Detail Report	480.00
60639	12/06/2024	45	EBSCO		10,489.56
60640	12/06/2024	1731	PITNEY BOWES BANK INC PURCHASE POWER		400.00

Number of Transactions: 104

Warrant Total: 235,470.68

Vendor Portion: 235,470.68

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 104 in number, in the total amount of \$ 235,470.68. 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.

12/11/24 _____
Date Treasurer

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 235,470.68. 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.

12/10/24 _____
Date Assistant Director

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

December 18, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: November 7, 2024

Gross Total: \$124,943.95

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

Pat Dillon _____
President, Board of trustees

Stella Fox _____
Vice President, Board of trustees

Stu Horowitz _____
Financial Chairperson



Payroll Transaction Totals

Gross Wages	124,943.95	
Non Cash Earnings	0.00	
Reimbursed Expenses	0.00	
FICA Wages	113,795.32	
FICA Withholding - Employee *	7,055.30	
FICA Withholding - Employer *	7,055.30	
Medicare Wages	113,795.32	
Medicare Withholding - Employee *	1,650.07	
Excess Medicare Wages	0.00	
Excess Medicare Withholdings	0.00	
Medicare Withholding - Employer *	1,650.07	
Federal Wages	107,808.35	
Federal Withholding *	10,778.37	
State Wages	109,431.98	
State Withholding **	4,933.62	
City Wages	0.00	
City Withholding ***	0.00	
Annuities	4,633.87	Pre-Tax
Flexible Spending	11,148.63	Pre-Tax
Retirement	1,623.63	Pre-Tax
Roth 403(b) Annuity	0.00	
Roth 457(b) Annuity	0.00	
All Other Deductions	487.02	
Net Pay	82,633.44	

Payment Distribution Methods

Normal Distributed Amount	3,916.67
Direct Deposit Amount	78,716.77
Direct Deposit Entries	60

Tax Deposit Information

Federal Tax Deposit *	28,189.11
State Tax Deposit **	4,933.62
City Tax Deposit - New York City ***	0.00
City Tax Deposit - Yonkers ***	0.00

Document Types On This Journal

Regular Checks	63
Manual / Hand Drawn Checks	0
Payroll Earning Transfers	0
Voided Checks	0

Employee Types On This Journal

Employee Count	63
Active Payroll Employees	63
Inactive Payroll Employees	0

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

December 18, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Payroll date: November 21, 2024

Gross Total: \$124,595.69

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

Pat Dillon _____
President, Board of trustees

Stella Fox _____
Vice President, Board of trustees

Stu Horowitz _____
Financial Chairperson



Payroll Transaction Totals

Gross Wages	124,595.69	
Non Cash Earnings	0.00	
Reimbursed Expenses	0.00	
FICA Wages	121,737.14	
FICA Withholding - Employee *	7,547.71	
FICA Withholding - Employer *	7,547.71	
Medicare Wages	121,737.14	
Medicare Withholding - Employee *	1,765.21	
Excess Medicare Wages	0.00	
Excess Medicare Withholdings	0.00	
Medicare Withholding - Employer *	1,765.21	
Federal Wages	115,688.91	
Federal Withholding *	12,253.89	
State Wages	117,258.65	
State Withholding **	5,433.56	
City Wages	0.00	
City Withholding ***	0.00	
Annuities	4,755.76	Pre-Tax
Flexible Spending	2,858.55	Pre-Tax
Retirement	1,569.74	Pre-Tax
Roth 403(b) Annuity	0.00	
Roth 457(b) Annuity	0.00	
All Other Deductions	524.52	
Net Pay	87,886.75	

Payment Distribution Methods

Normal Distributed Amount	4,371.12
Direct Deposit Amount	83,515.63
Direct Deposit Entries	60

Tax Deposit Information

Federal Tax Deposit *	30,879.73
State Tax Deposit **	5,433.56
City Tax Deposit - New York City ***	0.00
City Tax Deposit - Yonkers ***	0.00

Document Types On This Journal

Regular Checks	63
Manual / Hand Drawn Checks	0
Payroll Earning Transfers	0
Voided Checks	0

Employee Types On This Journal

Employee Count	63
Active Payroll Employees	63
Inactive Payroll Employees	0

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

December 18, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #9 Fund TA - November 7, 2024 Schedule of Bills

Check #7877 - 7878

Wires #994416 - 994419

Total warrant: \$48,905.23

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

Pat Dillon _____
President, Board of trustees

Stella Fox _____
Vice President, Board of trustees

Stuart Horowitz _____
Financial Chairperson

SOUTH HUNTINGTON LIBRARY



Check Warrant Report For TA - 9: CD - Trust & Agency 11/7/2024 #6298 For Dates 11/1/2024 - 11/30/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7877	11/05/2024	127	NYS EMPLOYEES HEALTH INSURANCE		11,098.63
7878	11/05/2024	242	SHPL - GENERAL FUND		50.00
994416	11/07/2024	198	NEWPORT TRUST CO. FBO #22258#		1,716.08
994417	11/07/2024	371	NYS INCOME TAX		4,933.62
994418	11/07/2024	909	INTERNAL REVENUE SERVICE		28,189.11
994419	11/07/2024	1345	NEW YORK STATE DEFERRED COMP		2,917.79
Number of Transactions: 6				Warrant Total:	48,905.23
				Vendor Portion:	48,905.23

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 \$ 48,905.23. 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.

12/11/24 _____
Date Treasurer

Philip [Signature]

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 48,905.23. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/5/24 _____
Date Library Director

Janet Scherer

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

December 18, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #10 Fund TA - November 21, 2024 Schedule of Bills

Check #7879 - 7881

Wires #994420 - 994425

Total warrant: \$48,132.51

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

Pat Dillon _____
President, Board of trustees

Stella Fox _____
Vice President, Board of trustees

Stuart Horowitz _____
Financial Chairperson

SOUTH HUNTINGTON LIBRARY



Check Warrant Report For TA - 10: CD -Trust & Agency 11/21/24 #6299 For Dates 11/1/2024 - 11/30/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
7879	11/19/2024	1267	AMERIFLEX, LLC.		1,001.67
7880	11/19/2024	3116	METLIFE SMALL BUSINESS CENTER		1,806.88
7881	11/19/2024	242	SHPL - GENERAL FUND		50.00
994420	11/19/2024	198	NEWPORT TRUST CO. FBO #22258#		1,742.67
994421	11/19/2024	202	NYS & LOCAL RETIREMENT SYSTEM		4,167.41
994422	11/19/2024	371	NYS INCOME TAX		5,433.56
994423	11/19/2024	909	INTERNAL REVENUE SERVICE		30,879.73
994424	11/19/2024	1345	NEW YORK STATE DEFERRED COMP		3,013.09
994425	11/19/2024	1934	AFLAC		37.50
Number of Transactions: 9				Warrant Total:	48,132.51
				Vendor Portion:	48,132.51

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 9 in number, in the total amount of \$ 48,132.51. 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.

12/14/24
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 \$ 48,132.51. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/20/24
Date

[Signature]
Library Director

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

December 18, 2024

FROM: Board of Trustees

RE: Authorization - Payment of checks

Warrant #3 Fund H - December 18, 2024 Schedule of Bills

Checks #10029-10030

Total warrant: \$213,583.22

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

Pat Dillon _____
President, Board of trustees

Stella Fox _____
Vice President, Board of trustees

Stuart Horowitz _____
Financial Chairperson

SOUTH HUNTINGTON LIBRARY



Check Warrant Report For H - 3: CD - RESERVE - 12/18/24 For Dates 12/18/2024 - 12/18/2024

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
10029	12/18/2024	1585	SUNBELT RENTALS		984.62
10030	12/18/2024	3134	TEDCO GROUP INC.		212,598.60
Number of Transactions: 2				Warrant Total:	213,583.22
				Vendor Portion:	213,583.22

Certification of Warrant

To The Board of Trustees: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$ 213,583.22. 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.

12/11/24 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 \$ 213,583.22. 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.

12/11/24 Date [Signature] Library Assistant Director

American Express Monthly Statement - November 2024 purchases			
Name	Item(s) Purchased	Purchase \$	Account
Janet Schere	ALA Booklist Reader	375.00	L7420.410-11
	Sports Illustrated	21.65	L7420.413-11
	SI Kids	21.65	L7420.413-12
	Starbucks - NYLA Conference	10.19	L7430.435-31
	Mariott Syracuse - NYLA Conference	24.09	L7430.435-31
	Pannini's Restaurant - NYLA Conference	14.37	L7430.435-31
	AAA Park - NYLA Conference	15.00	L7430.435-31
	Mariott Syracuse - NYLA Conference	522.05	L7430.435-31
	Starbucks - NYLA Conference	10.22	L7430.435-31
	Hummel Hummel	47.17	L7430.435-31
	When to Work Inc. - Circulation Scheduling Software	702.00	L7420.429
	ALA Maker Space Class - M. Courtamache	71.10	L7430.435-31
	Google Suites Google (shpl.info e-mail service)	606.38	L7430.431
Nick Tanzi	Best Buy - Children's Video Games	239.96	L7420.415-12
	Best Buy - Children's Video Games	260.66	L7420.415-12
	The York - NYLA Conference	59.94	L7430.435-31
	McDonalds - NYLA Conference	14.00	L7430.435-31
	HP - Replacement Screen	239.47	L7430.200
	Pastabilities - NYLA Conference	27.93	L7430.435-31
	Mariott Syracuse - NYLA Conference	6.40	L7430.435-31
	Best Buy - Children's Video Games	-239.96	L7420.415-12
	Pannini's Restaurant - NYLA Conference	14.41	L7430.435-31
	Mariott Syracuse - NYLA Conference	514.05	L7430.435-31
	Mariott Syracuse - NYLA Conference	621.65	L7430.435-31
	Paddle.net - Google Calendars Reminders	96.68	L7420.429
	NoviSign Ltd. - Library Signage (Recurring payment)	10.00	L7430.200
	Uncle Guiseppes - Children's Programming	102.00	L7430.442-12
	Zoom.US (Teleconferencing)	111.96	L7430.431
	NoviSign Ltd. - Library Signage (Recurring payment)	10.00	L7430.200
	Matterport - Virtual Tour Fee (Recurring payment)	13.02	L7420.429
	NoviSign Ltd. - Library Signage (Recurring payment)	20.00	L7430.200
	Smart Sign - Asset Tiger-Asset Tracking Software	230.00	L7420.429
	Total	4793.04	
Amazon Capital Services Statement - 10/20/24-11/19/24			
Account	Description	Purchase \$	
L7420.410-11	ADULT BOOKS	\$198.00	
L7420.410-12	CHILDRENS BOOKS	\$88.73	
L7420.411-11	DVD - ADULT	\$28.57	
L7420.415-12	COMPUTER SOFTWARE-CIRC.-CHILDREN	\$679.48	
L7430.200	EQUIPMENT	\$399.95	
L7430.430-21	SUPPLIES - OFFICE	\$129.70	
L7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	\$151.67	
L7430.442-12	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	\$85.10	
L7430.442-13	COMMUNITY ACTIVITIES-YA PROGRAMS	\$250.63	
L7430.442-16	COMMUNITY ACTIVITIES-OUTREACH PROGRAMS	\$83.36	
L7440.452-71	BUILDING MAINTENANCE & REPAIR	\$19.71	
	Total	\$2,114.90	
AMAZON - COMPUTER SOFTWARE-CIRC.-CHILDREN			
Product Category	Title	Item Qty.	Item Net Total
Video Games	Looney Tunes: Wacky World of Sports - PlayStation 5	1	49.99
Video Games	DRAGON QUEST III HD-2D Remake (PS5)	1	59.99
Video Games	LEGO Horizon Adventures - Nintendo Switch	1	59.88
Video Games	Teenage Mutant Ninja Turtles: Mutants Unleashed - Nintendo Switch	1	39.99
Video Games	Looney Tunes: Wacky World of Sports - Nintendo Switch	1	49.94
Video Games	LEGO Horizon Adventures - PS5	1	59.88
Video Games	DRAGON QUEST III HD-2D Remake (NSW)	1	59.99
Video Games	The Smurfs - Dreams - Nintendo Switch	1	49.99
Video Games	Monster High Skulltimate Secrets - Nintendo Switch	1	39.99
Video Games	Teenage Mutant Ninja Turtles: Mutants Unleashed - PlayStation 5	1	39.88
Video Games	Monster High Skulltimate Secrets - PlayStation 5	1	39.99
Video Games	Barbie Project Friendship - Nintendo Switch	1	39.99
Video Games	Teenage Mutant Ninja Turtles: Mutants Unleashed - Nintendo Switch	1	39.99
Video Games	The Smurfs - Dreams - PlayStation 5	1	49.99
	TOTAL		679.48

		SOUTH HUNTINGTON LIBRARY	
Cash Receipt Schedule Report For L - 3: CR - DAILY FINES - 11/2024			
Account	Account Description	Sum of DEBITS	Sum of CREDITS
L 200	CHECKING - VALLEY NATIONAL BANK	1,275.15	0.00
L 2082.2	LOST LIBRARY MATERIALS	0.00	55.85
L 2082.4	COPY MACHINES	0.00	36.00
L 2082.42	PRINT VEND MACHINES	0.00	177.70
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	187.50
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	13.10
L 2770.8	MISC. INCOME - PASSPORTS	0.00	805.00
	Fund L Totals:	1,275.15	1,275.15
		SOUTH HUNTINGTON LIBRARY	
Cash Receipt Schedule Report For L - 8: CR - GENERAL - 11/2024			
Account	Account Description	Sum of DEBITS	Sum of CREDITS
L 200	CHECKING - VALLEY NATIONAL BANK	3,620.71	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	1,027.69	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	93.71	0.00
L 211	MM - FLUSHING BANK	12,460.32	0.00
L 2082.2	LOST LIBRARY MATERIALS	0.00	87.48
L 2082.42	PRINT VEND MACHINES	0.00	200.55
L 2082.6	COMPUTER PAPER/DISCS	0.00	25.00
L 2401.204	INTEREST - MM- VALLEY NAT'L BANK	0.00	1,027.69
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	0.00	940.68
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	0.00	93.71
L 2401.211	INTEREST - MM FLUSHING BANK	0.00	12,460.32
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	84.00
L 2770.8	MISC. INCOME - PASSPORTS	0.00	210.00
L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	0.00	2,023.00
L 9000.906-0	HEALTH INSURANCE	0.00	50.00
	Fund L Totals:	17,202.43	17,202.43

SOUTH HUNTINGTON PUBLIC LIBRARY
 REVENUE BUDGET STATUS
 PERIOD COVERED: July 1, 2023 -November 30, 2024

ACCOUNT	BUDGET	REVENUE EARNED	EST. REVENUE BASED ON 5 MONTHS	VARIANCE		UNEARNED REVENUE YTD.
				FAVORABLE (UNFAVORABLE) \$	%	
REAL PROPERTY TAXES	\$6,252,114.00	3,126,057.00	2,605,047.50	521,009.50	20.00	3,126,057.00
BOOK FINES	\$0.00	0.00	0.00	0.00	#DIV/0!	(28.99)
LOST LIBRARY MATERIALS	\$2,500.00	1,380.49	1,041.67	338.82	32.53	1,119.51
COPY MACHINES	\$3,000.00	906.07	1,250.00	(343.93)	-27.51	2,093.93
PRINT VEND MACHINES	\$9,000.00	2,616.74	3,750.00	(1,133.26)	-30.22	6,383.26
DVD FINES	\$0.00	0.00	0.00	0.00	#DIV/0!	0.00
IWIN - DVDs	\$0.00	129.00	0.00	129.00	#DIV/0!	(129.00)
COMPUTER PAPER/DISCS	\$1,000.00	57.85	416.67	(358.82)	-86.12	942.15
LAPTOP FINES	0.00	25.45	0.00	25.45	-25.45	(25.45)
LATE FINES - MUSEUM PASSES	\$0.00	20.00	0.00	20.00	#DIV/0!	(20.00)
INTEREST - MM- VALLEY NAT'L BANK	\$9,000.00	4,692.43	3,750.00	942.43	25.13	4,307.57
INTEREST - CKING - VALLEY NAT'L BANK	\$5,000.00	3,562.41	2,083.33	1,479.08	71.00	1,437.59
INTEREST - PAYROLL- VALLEY NAT'L BANK	\$1,000.00	616.07	416.67	199.40	47.86	383.93
INTEREST - MM FLUSHING BANK	\$60,000.00	58,644.31	25,000.00	33,644.31	134.58	1,355.69
SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	\$0.00	341.90	0.00	341.90	#DIV/0!	(341.90)
MISC. INCOME - EAR BUD SALES	\$0.00	1.00	0.00	1.00	#DIV/0!	(1.00)
MISC. INCOME - FAX CHARGES	\$0.00	80.85	0.00	80.85	#DIV/0!	(80.85)
MISC. INCOME - HOTSPOT FINES	\$0.00	35.00	0.00	35.00	#DIV/0!	(35.00)
MISC. INCOME	\$2,000.00	2,999.96	833.33	2,166.63	260.00	(999.96)
MISC. INCOME - PASSPORTS	\$13,000.00	4,410.00	5,416.67	(1,006.67)	-18.58	8,590.00
STATE INCENTIVE AID	\$20,000.00	10,929.00	8,333.33	2,595.67	31.15	9,071.00
APPROPRIATED FUND BALANCE	\$175,000.00	0.00	72,916.67	(72,916.67)	-100.00	175,000.00
TOTALS	\$6,552,614.00	3,217,505.53	2,730,255.83	487,249.70	17.85	3,335,079.48

SOUTH HUNTINGTON LIBRARY

Revenue Status Report By Function From 7/1/2024 To 11/30/2025



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
L 1001	REAL PROPERTY TAXES	6,252,114.00	0.00	6,252,114.00	3,126,057.00	3,126,057.00
L 2082.1	BOOK FINES	0.00	0.00	0.00	28.99	-28.99
L 2082.2	LOST LIBRARY MATERIALS	2,500.00	0.00	2,500.00	1,380.49	1,119.51
L 2082.4	COPY MACHINES	3,000.00	0.00	3,000.00	906.07	2,093.93
L 2082.42	PRINT VEND MACHINES	9,000.00	0.00	9,000.00	2,616.74	6,383.26
L 2082.52	IWIN - DVDs	0.00	0.00	0.00	129.00	-129.00
L 2082.6	COMPUTER PAPER/DISCS	1,000.00	0.00	1,000.00	57.85	942.15
L 2082.7	LAPTOP FINES	0.00	0.00	0.00	25.45	-25.45
L 2082.9	LATE FINES - MUSEUM PASSES	0.00	0.00	0.00	20.00	-20.00
L 2401.204	INTEREST - MM- VALLEY NAT'L BANK	9,000.00	0.00	9,000.00	4,692.43	4,307.57
L 2401.206	INTEREST - CKING - VALLEY NAT'L BANK	5,000.00	0.00	5,000.00	3,562.41	1,437.59
L 2401.207	INTEREST - PAYROLL- VALLEY NAT'L BANK	1,000.00	0.00	1,000.00	616.07	383.93
L 2401.211	INTEREST - MM FLUSHING BANK	60,000.00	0.00	60,000.00	58,644.31	1,355.69
L 2670	SALE/INSTRUCTIONAL SUPPLIES/SURPLUS BKS.	0.00	0.00	0.00	341.90	-341.90
L 2770.2	MISC. INCOME - EAR BUD SALES	0.00	0.00	0.00	1.00	-1.00
L 2770.4	MISC. INCOME - FAX CHARGES	0.00	0.00	0.00	80.85	-80.85
L 2770.5	MISC. INCOME - HOTSPOT FINES	0.00	0.00	0.00	35.00	-35.00
L 2770.6	MISC. INCOME	2,000.00	0.00	2,000.00	2,999.96	-999.96
L 2770.8	MISC. INCOME - PASSPORTS	13,000.00	0.00	13,000.00	4,410.00	8,590.00
L 3840	STATE INCENTIVE AID	20,000.00	0.00	20,000.00	10,929.00	9,071.00
L 3841	APPROPRIATED FUND BALANCE	175,000.00	0.00	175,000.00	0.00	175,000.00
L Totals:		6,552,614.00	0.00	6,552,614.00	3,217,534.52	3,335,079.48
Grand Totals:		6,552,614.00	0.00	6,552,614.00	3,217,534.52	3,335,079.48

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

12/5/2024 12:23 PM

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 5 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
SALARIES-PROF. FT & PT	\$1,993,395.60	841,411.02		841,411.02	843,359.68	1,948.66	0.23	\$1,151,984.58
SALARIES-PROF. FT	\$1,546,095.24	657,238.09	0.00	657,238.09	654,117.22	(3,120.87)	(0.48)	\$888,857.15
SALARIES - PROF. PT	\$447,300.36	184,172.93	0.00	184,172.93	189,242.46	5,069.53	2.68	\$263,127.43
SALARIES-CLERICAL FT & PT	\$697,459.42	297,027.91		297,027.91	295,078.99	(1,948.92)	(0.66)	\$400,431.51
SALARIES-CLERICAL FT	\$497,224.09	212,378.90	0.00	212,378.90	210,364.04	(2,014.86)	(0.96)	\$284,845.19
SALARIES-CLERICAL PT	\$200,235.33	84,649.01	0.00	84,649.01	84,714.95	65.94	0.08	\$115,586.32
SALARIES-PAGE	\$99,886.34	37,839.49	0.00	37,839.49	42,259.61	4,420.12	10.46	\$62,046.85
SALARIES-CUSTODIAL FT & PT	\$334,281.61	143,942.49		143,942.49	141,426.84	(2,515.66)	(1.78)	\$190,339.12
SALARIES-CUSTODIAL FT	\$281,123.93	120,293.60	0.00	120,293.60	118,937.05	(1,356.55)	(1.14)	\$160,830.33
SALARIES-CUSTODIAL PT	\$53,157.68	23,648.89	0.00	23,648.89	22,489.79	(1,159.10)	(5.15)	\$29,508.79
SALARIES-SUNDAY-PROF.	\$61,408.02	17,360.93	0.00	17,360.93	18,256.44	895.51	4.91	\$44,047.09
SALARIES-SUNDAY-CLERICAL	\$28,142.82	4,996.96	0.00	4,996.96	8,366.78	3,369.82	40.28	\$23,145.86
SALARIES-SUNDAY-PAGE	\$9,984.00	2,480.00	0.00	2,480.00	2,968.22	488.22	16.45	\$7,504.00
SALARIES-SUNDAY-CUSTODIAL	\$38,089.19	7,150.46	0.00	7,150.46	11,323.81	4,173.35	36.85	\$30,938.73
TEMPORARY SUMMER HELP	\$13,120.00	10,828.85	0.00	10,828.85	28,864.00	18,035.15	62.48	\$2,291.15
	\$3,275,767.00	\$1,363,038.11	\$0.00	\$1,363,038.11	\$1,391,904.35	\$28,866.24	166.45	\$1,912,728.89
ADULT BOOKS	\$100,000.00	28,464.19	63.78	28,527.97	41,666.67	13,138.70	31.53	\$71,472.03
CHILDRENS BOOKS	\$75,000.00	20,444.31	0.00	20,444.31	31,250.00	10,805.69	34.58	\$54,555.69
YOUNG ADULT BOOKS	\$10,000.00	1,902.95	0.00	1,902.95	4,166.67	2,263.72	54.33	\$8,097.05
REFERENCE - ELECTRONIC	\$50,000.00	21,238.00	0.00	21,238.00	20,833.33	(404.67)	(1.94)	\$28,762.00
AUDIO BOOKS - ADULT	\$1,000.00	492.49	0.00	492.49	416.67	(75.82)	(18.20)	\$507.51
AUDIO BOOKS - CHILDREN	\$2,000.00	0.00	391.42	391.42	833.33	441.91	53.03	\$1,608.58
DIGITAL SUBSCRIPTIONS	\$220,500.00	97,338.40	0.00	97,338.40	91,875.00	(5,463.40)	(5.95)	\$123,161.60
MUSEUM PASSES	\$22,000.00	3,445.00	975.00	4,420.00	9,166.67	4,746.67	51.78	\$17,580.00
DVD - ADULT	\$18,000.00	7,795.81	0.00	7,795.81	7,500.00	(295.81)	(3.94)	\$10,204.19
DVD - CHILDREN	\$5,000.00	1,377.67	0.00	1,377.67	2,083.33	705.66	33.87	\$3,622.33
MUSIC CD'S - ADULT	\$2,000.00	1,156.42	0.00	1,156.42	833.33	(323.09)	(38.77)	\$843.58
MUSIC CD'S - CHILDREN	\$500.00	59.94	0.00	59.94	208.33	148.39	71.23	\$440.06
PERIODICALS - ADULTS	\$10,500.00	763.44	0.00	763.44	4,375.00	3,611.56	82.55	\$9,736.56
PERIODICALS - CHILDREN	\$1,000.00	0.00	0.00	0.00	416.67	416.67	100.00	\$1,000.00
PERIODICALS - YA	\$400.00	0.00	0.00	0.00	166.67	166.67	100.00	\$400.00
PERIODICALS - NEWSPAPERS	\$4,600.00	1,916.97	0.00	1,916.97	1,916.67	(0.30)	(0.02)	\$2,683.03
COMPUTER SOFTWARE-CIRC.-ADULTS	\$2,500.00	1,192.78	0.00	1,192.78	1,041.67	(151.11)	(14.51)	\$1,307.22
COMPUTER SOFTWARE-CIRC.-CHILDREI	\$4,000.00	2,231.98	0.00	2,231.98	1,666.67	(565.31)	(33.92)	\$1,768.02
MATERIALS PROCESSING	\$20,000.00	8,697.38	0.00	8,697.38	8,333.33	(364.05)	(4.37)	\$11,302.62
COMPUTER SOFTWARE - NON-CIRC.	\$55,000.00	7,747.58	16,179.40	23,926.98	22,916.67	(1,010.31)	(4.41)	\$31,073.02
	\$604,000.00	206,265.31	17,609.60	223,874.91	251,666.67	27,791.76	11.04	\$380,125.09
EQUIPMENT	\$54,000.00	16,014.03	696.20	16,710.23	22,500.00	5,789.77	25.73	\$37,289.77
EQUIPMENT - LIBRARY OF THINGS	\$1,000.00	0.00	0.00	0.00	416.67	416.67	100.00	\$1,000.00
EQUIPMENT MAINTENANCE	\$10,000.00	4,827.22	0.00	4,827.22	4,166.67	(660.55)	(15.85)	\$5,172.78

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

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 5 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
FURNITURE & FIXTURES	\$30,000.00	12,510.96	736.03	13,246.99	12,500.00	(746.99)	(5.98)	\$16,753.01
SUPPLIES - OFFICE	\$30,000.00	5,423.98	0.00	5,423.98	12,500.00	7,076.02	56.61	\$24,576.02
SUPPLIES - LIBRARY	\$30,000.00	9,404.08	23.58	9,427.66	12,500.00	3,072.34	24.58	\$20,572.34
TELECOMMUNICATIONS	\$40,000.00	27,223.55	0.00	27,223.55	16,666.67	(10,556.88)	(63.34)	\$12,776.45
SCLS SERVICES / CIRCULATION CONTR	\$95,000.00	14,247.53	0.00	14,247.53	39,583.33	25,335.80	64.01	\$80,752.47
POSTAGE	\$30,000.00	5,778.65	9.92	5,788.57	12,500.00	6,711.43	53.69	\$24,211.43
PUBLICITY-PRINTING/NEWSLETTER	\$110,000.00	26,737.28	0.00	26,737.28	45,833.33	19,096.05	41.66	\$83,262.72
CONTINUING ED/MILEAGE REIMB/STAFF	\$30,000.00	25,600.76	0.00	25,600.76	12,500.00	(13,100.76)	(104.81)	\$4,399.24
CONTINUING ED/MILEAGE REIMB/BOA	\$5,000.00	3,656.71	0.00	3,656.71	2,083.33	(1,573.38)	(75.52)	\$1,343.29
LIBRARY VEHICLE	\$1,000.00	230.82	0.00	230.82	416.67	185.85	44.60	\$769.18
PROFESSIONAL FEES - AUDITOR	\$15,000.00	1,750.00	3,000.00	4,750.00	6,250.00	1,500.00	24.00	\$10,250.00
PROFESSIONAL FEES - LEGAL	\$12,000.00	494.00	0.00	494.00	5,000.00	4,506.00	90.12	\$11,506.00
PROFESSIONAL FEES - TREASURER	\$7,000.00	2,050.00	2,870.00	4,920.00	2,916.67	(2,003.33)	(68.69)	\$2,080.00
PROF. FEES- ART & MUSIC	\$9,500.00	1,120.00	5,030.00	6,150.00	3,958.33	(2,191.67)	(55.37)	\$3,350.00
PROF. FEES - MISC. CONSULTANTS	\$3,000.00	426.50	0.00	426.50	1,250.00	823.50	65.88	\$2,573.50
PROFESSIONAL FEES - SECURITY SERV	\$140,000.00	43,517.05	0.00	43,517.05	58,333.33	14,816.28	25.40	\$96,482.95
MEMBERSHIP DUES	\$6,000.00	1,105.00	0.00	1,105.00	2,500.00	1,395.00	55.80	\$4,895.00
OFFICE EQUIPMENT - COPIER RENTAL	\$5,000.00	659.93	3,662.80	4,322.73	2,083.33	(2,239.40)	(107.49)	\$677.27
OFFICE EQUIPMENT - SERVICE CONTRA	\$10,000.00	8,713.32	0.00	8,713.32	4,166.67	(4,546.65)	(109.12)	\$1,286.68
OFFICE EQUIPMENT - REPAIR/MAINTEN/	\$250.00	0.00	0.00	0.00	104.17	104.17	100.00	\$250.00
MISC. EXPENSES	\$1,000.00	94.06	0.00	94.06	416.67	322.61	77.43	\$905.94
COST OF VOTE	\$3,000.00	0.00	0.00	0.00	1,250.00	1,250.00	100.00	\$3,000.00
COMMUNITY ACTIVITIES-ADULT PROGR/	\$68,000.00	28,826.91	390.00	29,216.91	28,333.33	(883.58)	(3.12)	\$38,783.09
COMMUNITY ACTIVITIES-CHILDRENS PR	\$75,000.00	24,022.21	8,172.33	32,194.54	31,250.00	(944.54)	(3.02)	\$42,805.46
COMMUNITY ACTIVITIES - CHILDRENS - REA	\$1,000.00	33.99	125.86	159.85	416.67	256.82	61.64	\$840.15
COMMUNITY ACTIVITY-CHILDRENS FAMI	\$3,500.00	743.22	-150.00	593.22	1,458.33	865.11	59.32	\$2,906.78
COMMUNITY ACTIVITIES-YA PROGRAMS	\$15,000.00	6,450.55	963.94	7,414.49	6,250.00	(1,164.49)	(18.63)	\$7,585.51
COMMUNITY ACTIVITIES-OUTREACH PR/	\$5,000.00	1,694.41	0.00	1,694.41	2,083.33	388.92	18.67	\$3,305.59
COMMUNITY ACTIVITIES - MUSIC/RECIT/	\$8,500.00	2,000.00	0.00	2,000.00	3,541.67	1,541.67	43.53	\$6,500.00
CREDIT MERCHANT FEES	\$4,000.00	1,167.94	0.00	1,167.94	1,666.67	498.73	29.92	\$2,832.06
	\$857,750.00	276,524.66	25,530.66	302,055.32	357,395.83	55,340.51	15.48	\$555,694.68
UTILITIES - ELECTRIC	\$145,000.00	81,358.65	0.00	81,358.65	60,416.67	(20,941.98)	(34.66)	\$63,641.35
UTILITIES - WATER	\$5,000.00	1,931.02	0.00	1,931.02	2,083.33	152.31	7.31	\$3,068.98
UTILITIES - GAS	\$20,000.00	1,906.20	0.00	1,906.20	8,333.33	6,427.13	77.13	\$18,093.80
CUSTODIAL SUPPLIES	\$15,000.00	4,667.40	0.00	4,667.40	6,250.00	1,582.60	25.32	\$10,332.60
BUILDING EQUIPMENT & REPAIR	\$8,000.00	1,147.83	0.00	1,147.83	3,333.33	2,185.50	65.57	\$6,852.17
BUILDING MAINTENANCE & REPAIR	\$45,000.00	7,338.26	0.00	7,338.26	18,750.00	11,411.74	60.86	\$37,661.74
BUILDING SERVICE CONTRACTS	\$40,000.00	19,508.48	17,950.00	37,458.48	16,666.67	(20,791.81)	(124.75)	\$2,541.52
INSURANCE	\$58,000.00	14,267.11	0.00	14,267.11	24,166.67	9,899.56	40.96	\$43,732.89
GROUNDS MAINTENANCE	\$30,000.00	5,138.23	0.00	5,138.23	12,500.00	7,361.77	58.89	\$24,861.77
	\$366,000.00	137,263.18	17,950.00	155,213.18	152,500.00	(2,713.18)	(1.78)	\$210,786.82

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

DESCRIPTION	BUDGET	APPROP. EXPENSE	ENCUM.	ACTUAL \$ SPENT	EST. EXPEND 5 MONTHS	VARIANCE		AVAILABLE
						FAVORABLE (UNFAVORABLE)		
						\$	%	
NYS RETIREMENT SYSTEM	\$420,000.00	430,291.00	0.00	430,291.00	175,000.00	(255,291.00)	(145.88)	(\$10,291.00)
FICA EXPENSE	\$250,597.00	88,341.01	0.00	88,341.01	106,021.81	17,680.80	16.68	\$162,255.99
WORKERS' COMPENSATION	\$25,000.00	1,384.65	0.00	1,384.65	10,416.67	9,032.02	86.71	\$23,615.35
DISABILITY INSURANCE	\$4,000.00	581.70	0.00	581.70	1,666.67	1,084.97	65.10	\$3,418.30
LONG-TERM DISABILITY INS.	\$8,500.00	3,798.55	0.00	3,798.55	3,541.67	(256.88)	(7.25)	\$4,701.45
UNEMPLOYMENT INSURANCE	\$1,000.00	0.00	0.00	0.00	416.67	416.67	100.00	\$1,000.00
HEALTH INSURANCE	\$685,000.00	255,007.83	0.00	255,007.83	285,416.67	30,408.84	10.65	\$429,992.17
MEDICARE REIMBURSEMENT	\$55,000.00	0.00	0.00	0.00	22,916.67	22,916.67	100.00	\$55,000.00
	\$1,449,097.00	779,404.74	0.00	779,404.74	605,396.81	(174,007.93)	(28.74)	\$669,692.26
TOTAL	6,552,614.00	2,762,496.00	61,090.26	2,823,586.26	2,758,863.66	(64,722.60)	(2.35)	\$3,729,027.74

SOUTH HUNTINGTON LIBRARY

Appropriation Status Detail Report By Function From 7/1/2024 To 11/30/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
L 7410.141-01	SALARIES-PROF. FT	1,546,095.24	0.00	1,546,095.24	657,238.09	0.00	888,857.15
L 7410.141-01-P	SALARIES - PROF. PT	447,300.36	0.00	447,300.36	184,172.93	0.00	263,127.43
L 7410.142-02	SALARIES-CLERICAL FT	497,224.09	0.00	497,224.09	212,378.90	0.00	284,845.19
L 7410.142-02-P	SALARIES-CLERICAL PT	200,235.33	0.00	200,235.33	84,649.01	0.00	115,586.32
L 7410.142-03	SALARIES-PAGE	99,886.34	0.00	99,886.34	37,839.49	0.00	62,046.85
L 7410.142-04	SALARIES-CUSTODIAL FT	281,123.93	0.00	281,123.93	120,293.60	0.00	160,830.33
L 7410.142-04-P	SALARIES-CUSTODIAL PT	53,157.68	0.00	53,157.68	23,648.89	0.00	29,508.79
L 7410.143-01	SALARIES-SUNDAY-PROF.	61,408.02	0.00	61,408.02	17,360.93	0.00	44,047.09
L 7410.143-02	SALARIES-SUNDAY-CLERICAL	28,142.82	0.00	28,142.82	4,996.96	0.00	23,145.86
L 7410.143-03	SALARIES-SUNDAY-PAGE	9,984.00	0.00	9,984.00	2,480.00	0.00	7,504.00
L 7410.143-04	SALARIES-SUNDAY-CUSTODIAL	38,089.19	0.00	38,089.19	7,150.46	0.00	30,938.73
L 7410.143-05	TEMPORARY SUMMER HELP	13,120.00	0.00	13,120.00	10,828.85	0.00	2,291.15
7410		3,275,767.00	0.00	3,275,767.00	1,363,038.11	0.00	1,912,728.89
L 7420.410-11	ADULT BOOKS	100,000.00	0.00	100,000.00	28,464.19	63.78	71,472.03
L 7420.410-12	CHILDRENS BOOKS	75,000.00	0.00	75,000.00	20,444.31	0.00	54,555.69
L 7420.410-13	YOUNG ADULT BOOKS	10,000.00	0.00	10,000.00	1,902.95	0.00	8,097.05
L 7420.410-14-2	REFERENCE - ELECTRONIC	50,000.00	0.00	50,000.00	21,238.00	0.00	28,762.00
L 7420.410-15	AUDIO BOOKS - ADULT	1,000.00	0.00	1,000.00	492.49	0.00	507.51
L 7420.410-15-C	AUDIO BOOKS - CHILDREN	2,000.00	0.00	2,000.00	0.00	391.42	1,608.58
L 7420.410-16-S	DIGITAL SUBSCRIPTIONS	220,500.00	0.00	220,500.00	97,338.40	0.00	123,161.60
L 7420.410-17	MUSEUM PASSES	22,000.00	0.00	22,000.00	3,445.00	975.00	17,580.00
L 7420.411-11	DVD - ADULT	18,000.00	0.00	18,000.00	7,795.81	0.00	10,204.19
L 7420.411-12	DVD - CHILDREN	5,000.00	0.00	5,000.00	1,377.67	0.00	3,622.33
L 7420.412-11	MUSIC CD'S - ADULT	2,000.00	0.00	2,000.00	1,156.42	0.00	843.58
L 7420.412-12	MUSIC CD'S - CHILDREN	500.00	0.00	500.00	59.94	0.00	440.06
L 7420.413-11	PERIODICALS - ADULTS	10,500.00	0.00	10,500.00	763.44	0.00	9,736.56
L 7420.413-12	PERIODICALS - CHILDREN	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
L 7420.413-13	PERIODICALS - YA	400.00	0.00	400.00	0.00	0.00	400.00
L 7420.413-17	PERIODICALS - NEWSPAPERS	4,600.00	0.00	4,600.00	1,916.97	0.00	2,683.03
L 7420.415-11	COMPUTER SOFTWARE-CIRC.-ADULTS	2,500.00	0.00	2,500.00	1,192.78	0.00	1,307.22
L 7420.415-12	COMPUTER SOFTWARE-CIRC.-CHILDREN	4,000.00	0.00	4,000.00	2,231.98	0.00	1,768.02
L 7420.419	MATERIALS PROCESSING	20,000.00	0.00	20,000.00	8,697.38	0.00	11,302.62
L 7420.429	COMPUTER SOFTWARE - NON-CIRC.	55,000.00	0.00	55,000.00	7,747.58	16,179.40	31,073.02

SOUTH HUNTINGTON LIBRARY



Appropriation Status Detail Report By Function From 7/1/2024 To 11/30/2024

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
7420	*	604,000.00	0.00	604,000.00	206,265.31	17,609.60	380,125.09
L 7430.200	EQUIPMENT	54,000.00	0.00	54,000.00	16,014.03	696.20	37,289.77
L 7430.200-1	EQUIPMENT - LIBRARY OF THINGS	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
L 7430.200-5	EQUIPMENT MAINTENANCE	10,000.00	0.00	10,000.00	4,827.22	0.00	5,172.78
L 7430.201	FURNITURE & FIXTURES	30,000.00	0.00	30,000.00	12,510.96	736.03	16,753.01
L 7430.430-21	SUPPLIES - OFFICE	30,000.00	0.00	30,000.00	5,423.98	0.00	24,576.02
L 7430.430-22	SUPPLIES - LIBRARY	30,000.00	0.00	30,000.00	9,404.08	23.58	20,572.34
L 7430.431	TELECOMMUNICATIONS	40,000.00	0.00	40,000.00	27,223.55	0.00	12,776.45
L 7430.432	SCLS SERVICES / CIRCULATION CONTROL	95,000.00	0.00	95,000.00	14,247.53	0.00	80,752.47
L 7430.433	POSTAGE	30,000.00	0.00	30,000.00	5,778.65	9.92	24,211.43
L 7430.434	PUBLICITY-PRINTING/NEWSLETTER	110,000.00	0.00	110,000.00	26,737.28	0.00	83,262.72
L 7430.435-31	CONTINUING ED/MILEAGE REIMB/STAFF	30,000.00	0.00	30,000.00	25,600.76	0.00	4,399.24
L 7430.435-32	CONTINUING ED/MILEAGE REIMB/BOA	5,000.00	0.00	5,000.00	3,656.71	0.00	1,343.29
L 7430.435-33	LIBRARY VEHICLE	1,000.00	0.00	1,000.00	230.82	0.00	769.18
L 7430.437-41	PROFESSIONAL FEES - AUDITOR	15,000.00	0.00	15,000.00	1,750.00	3,000.00	10,250.00
L 7430.437-42	PROFESSIONAL FEES - LEGAL	12,000.00	0.00	12,000.00	494.00	0.00	11,506.00
L 7430.437-44	PROFESSIONAL FEES - TREASURER	7,000.00	0.00	7,000.00	2,050.00	2,870.00	2,080.00
L 7430.437-45	PROF. FEES- ART & MUSIC	9,500.00	0.00	9,500.00	1,120.00	5,030.00	3,350.00
L 7430.437-46	PROF. FEES - MISC. CONSULTANTS	3,000.00	0.00	3,000.00	426.50	0.00	2,573.50
L 7430.437-47	PROFESSIONAL FEES - SECURITY SERVICES	140,000.00	0.00	140,000.00	43,517.05	0.00	96,482.95
L 7430.438	MEMBERSHIP DUES	6,000.00	0.00	6,000.00	1,105.00	0.00	4,895.00
L 7430.439-51	OFFICE EQUIPMENT - COPIER RENTAL	5,000.00	0.00	5,000.00	659.93	3,662.80	677.27
L 7430.439-52	OFFICE EQUIPMENT - SERVICE CONTRACTS	10,000.00	0.00	10,000.00	8,713.32	0.00	1,286.68
L 7430.439-53	OFFICE EQUIPMENT - REPAIR/MAINTENANCE	250.00	0.00	250.00	0.00	0.00	250.00
L 7430.440	MISC. EXPENSES	1,000.00	0.00	1,000.00	94.06	0.00	905.94
L 7430.441	COST OF VOTE	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
L 7430.442-11	COMMUNITY ACTIVITIES-ADULT PROGRAMS	68,000.00	0.00	68,000.00	28,826.91	390.00	38,783.09
L 7430.442-12	COMMUNITY ACTIVITIES-CHILDRENS PROGRAMS	75,000.00	0.00	75,000.00	24,022.21	8,172.33	42,805.46
L 7430.442-12-F	COMMUNITY ACTIVITY-CHILDRENS FAMILY PGM	3,500.00	0.00	3,500.00	743.22	-150.00	2,906.78

SOUTH HUNTINGTON LIBRARY



Appropriation Status Detail Report By Function From 7/1/2024 To 11/30/2024

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
L 7430.442-12--S	COMMUNITY ACTIVITIES - CHILDRENS - READING CLUB	1,000.00	0.00	1,000.00	33.99	125.86	840.15
L 7430.442-13	COMMUNITY ACTIVITIES-YA PROGRAMS	15,000.00	0.00	15,000.00	6,450.55	963.94	7,585.51
L 7430.442-14	COMMUNITY ACTIVITIES - MUSIC/RECITALS	8,500.00	0.00	8,500.00	2,000.00	0.00	6,500.00
L 7430.442-15	CREDIT MERCHANT FEES	4,000.00	0.00	4,000.00	1,167.94	0.00	2,832.06
L 7430.442-16	COMMUNITY ACTIVITIES-OUTREACH PROGRAMS	5,000.00	0.00	5,000.00	1,694.41	0.00	3,305.59
7430	*	857,750.00	0.00	857,750.00	276,524.66	25,530.66	555,694.68
L 7440.450-61	UTILITIES - ELECTRIC	145,000.00	0.00	145,000.00	81,358.65	0.00	63,641.35
L 7440.450-62	UTILITIES - WATER	5,000.00	0.00	5,000.00	1,931.02	0.00	3,068.98
L 7440.450-63	UTILITIES - GAS	20,000.00	0.00	20,000.00	1,906.20	0.00	18,093.80
L 7440.451	CUSTODIAL SUPPLIES	15,000.00	0.00	15,000.00	4,667.40	0.00	10,332.60
L 7440.452-70	BUILDING EQUIPMENT & REPAIR	8,000.00	0.00	8,000.00	1,147.83	0.00	6,852.17
L 7440.452-71	BUILDING MAINTENANCE & REPAIR	45,000.00	0.00	45,000.00	7,338.26	0.00	37,661.74
L 7440.452-73	BUILDING SERVICE CONTRACTS	40,000.00	0.00	40,000.00	19,508.48	17,950.00	2,541.52
L 7440.454	INSURANCE	58,000.00	0.00	58,000.00	14,267.11	0.00	43,732.89
L 7440.469-81	GROUNDS MAINTENANCE	30,000.00	0.00	30,000.00	5,138.23	0.00	24,861.77
7440	*	366,000.00	0.00	366,000.00	137,263.18	17,950.00	210,786.82
74	**	5,103,517.00	0.00	5,103,517.00	1,983,091.26	61,090.26	3,059,335.48
7	***	5,103,517.00	0.00	5,103,517.00	1,983,091.26	61,090.26	3,059,335.48
L 9000.901-0	NYS RETIREMENT SYSTEM	420,000.00	0.00	420,000.00	430,291.00	0.00	-10,291.00
L 9000.903-0	FICA EXPENSE	250,597.00	0.00	250,597.00	88,341.01	0.00	162,255.99
L 9000.904-0	WORKERS' COMPENSATION	25,000.00	0.00	25,000.00	1,384.65	0.00	23,615.35
L 9000.905-5	DISABILITY INSURANCE	4,000.00	0.00	4,000.00	581.70	0.00	3,418.30
L 9000.905-6	LONG-TERM DISABILITY INS.	8,500.00	0.00	8,500.00	3,798.55	0.00	4,701.45
L 9000.905-7	UNEMPLOYMENT INSURANCE	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
L 9000.906-0	HEALTH INSURANCE	685,000.00	0.00	685,000.00	255,007.83	0.00	429,992.17
L 9000.906-1	MEDICARE REIMBURSEMENT	55,000.00	0.00	55,000.00	0.00	0.00	55,000.00
9000	*	1,449,097.00	0.00	1,449,097.00	779,404.74	0.00	669,692.26
90	**	1,449,097.00	0.00	1,449,097.00	779,404.74	0.00	669,692.26
9	***	1,449,097.00	0.00	1,449,097.00	779,404.74	0.00	669,692.26
Fund LTotals:		6,552,614.00	0.00	6,552,614.00	2,762,496.00	61,090.26	3,729,027.74
Grand Totals:		6,552,614.00	0.00	6,552,614.00	2,762,496.00	61,090.26	3,729,027.74

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2024 - 11/30/2024



Account	Description	Debits	Credits
L 200	CHECKING - VALLEY NATIONAL BANK	103,647.51	0.00
L 204	MONEY MARKET - VALLEY NATIONAL BANK	28,557.63	0.00
L 208	PAYROLL CHECKING - VALLEY NAT'L BAN	16,746.91	0.00
L 210	PETTY CASH	710.00	0.00
L 211	MM - FLUSHING BANK	3,167,080.88	0.00
L 391	DUE FROM OTHER FUNDS	17,672.99	0.00
L 510	ESTIMATED REVENUE	6,552,614.00	0.00
L 521	ENCUMBRANCES	61,090.26	0.00
L 522	EXPENDITURES	2,762,496.00	0.00
L 821	RESERVE FOR ENCUMBRANCES	0.00	61,090.26
L 902	RESERVE FOR ACCRUED SICK/VACATION	0.00	623,476.61
L 909	FUND BALANCE, UNRESERVED	0.00	2,255,993.23
L 960	APPROPRIATIONS	0.00	6,552,614.00
L 980	REVENUES	0.00	3,217,442.08
L Fund Totals:		12,710,616.18	12,710,616.18
Grand Totals:		12,710,616.18	12,710,616.18

SOUTH HUNTINGTON LIBRARY

Revenue Status Report By Function From 7/1/2024 To 11/30/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
H 2401	INTEREST	0.00	0.00	0.00	42,552.07	-42,552.07
H Totals:		0.00	0.00	0.00	42,552.07	-42,552.07
Grand Totals:		0.00	0.00	0.00	42,552.07	-42,552.07

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2024 - 11/30/2024



Account	Description	Debits	Credits
H 200	VALLEY RESERVE CHECKING ACCT	177,723.07	0.00
H 210	FLUSHING M/M	1,820,018.90	0.00
H 522	EXPENDITURES	196,304.45	0.00
H 599	APPROPRIATED FUND BALANCE	2,076,330.01	0.00
H 909	FUND BALANCE, UNRESERVED	0.00	2,151,494.35
H 960	APPROPRIATIONS	0.00	2,076,330.01
H 980	REVENUES	0.00	42,552.07
H Fund Totals:		4,270,376.43	4,270,376.43
Grand Totals:		4,270,376.43	4,270,376.43

SOUTH HUNTINGTON LIBRARY



Appropriation Status Detail Report By Function From 7/1/2024 To 11/30/2024

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
H 7430.200-1	EMERGENCY REPAIR/REPLACEMENT	995,302.91	0.00	995,302.91	0.00	0.00	995,302.91
H 7430.200-5	HVAC REPLACEMENT - 2022/2023 (BHC PROJECT# 10183)	859,517.80	0.00	859,517.80	196,304.45	0.00	663,213.35
H 7430.200-6	CAPITAL IMPROVEMENT FEASIBILITY STUDY	18,055.26	0.00	18,055.26	0.00	0.00	18,055.26
H 7430.200-7	EV CHARGING STATIONS	124,350.00	0.00	124,350.00	0.00	0.00	124,350.00
H 7430.220	COMPUTER/TELECOMM/EQUIPMENT	79,104.04	0.00	79,104.04	0.00	0.00	79,104.04
7430	*	2,076,330.01	0.00	2,076,330.01	196,304.45	0.00	1,880,025.56
74	**	2,076,330.01	0.00	2,076,330.01	196,304.45	0.00	1,880,025.56
7	***	2,076,330.01	0.00	2,076,330.01	196,304.45	0.00	1,880,025.56
	Fund HTotals:	2,076,330.01	0.00	2,076,330.01	196,304.45	0.00	1,880,025.56
Grand Totals:		2,076,330.01	0.00	2,076,330.01	196,304.45	0.00	1,880,025.56

SOUTH HUNTINGTON LIBRARY

Trial Balance Report From 7/1/2024 - 11/30/2024



Account	Description	Debits	Credits
TA 200	T/A CHECKING - VALLEY NAT'L BANK	18,371.48	0.00
TA 456	INTEREST	0.00	698.49
TA 630	DUE TO/FROM OTHER FUNDS	0.00	17,672.99
TA Fund Totals:		18,371.48	18,371.48
Grand Totals:		18,371.48	18,371.48

Investment Report

General Fund

Flushing Bank

The current balance in this account is \$3,167,080.88 and the account is earning interest at 4.35%.

Capital Reserve Fund

Capital Reserve Projects

Flushing Bank

The money market account balance of \$1,820,018.90 is earning interest at 4.35%.

12/05/2024

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

TO: Board of Trustees

FROM: Stuart Horowitz
 2024/25 Finance Chairperson

DATE: December 18, 2024

RE: Monthly check review

I have reviewed a copy of the following cancelled checks, compared them to the original warrants and have found the vendor's name, check amount, endorsements and supporting documentation to be in order:

Check #	Date	Vendor Name	Check Amount
7869	10/16/2024	Metlife Small Business Center	\$1,806.88
60351	10/16/2024	Baker and Taylor	\$8,354.68
60380	10/16/2024	Industrial Appraisal Company	\$370.00
60384	10/16/2024	Kanopy LLC	\$403.00
60393	10/16/2024	Niche Academy	\$2,100.00
60396	10/16/2024	NYSIF	\$1,384.65
60398	10/16/2024	Organize Me! Of NY LLC	\$325.00
60413	10/16/2024	Securitas Security Services, USA	\$9,464.00
994399	10/16/2024	New York State Deferred Comp.	\$2,727.00

The following check was still outstanding:

Check #	Date	Vendor Name	Check Amount
60359	10/16/2024	CCE Suffolk	\$250.00

Promotions

Name	Title		Hours / Week	Salary	Step	Effective Date
Mary Courtmache	From:	PT Reference Librarian Trainee	13.5/wk	27.37/hr	2	12/30/2024
	To:	FT Reference Librarian Trainee	35	\$50,134.17	2	

Appointments

Name	Title	Hours / Week	Salary	Step	Effective Date
Emma Graff	PT Librarian Trainee	14.0/hr	\$26.06/hr	1	11/18/2024
Lisa Attanasio	PT Librarian 1	14.0/hr	\$32.26/hr	1	11/20/2024

Social Worker

Gisella Mejia, our social worker, is already making an impact on staff and patrons. The attached reports issued by the Family Service League from October and November contain statistics from all the libraries in our partnership.

Winter Concert Series 2025

Shows are Fridays at 7 p.m. unless otherwise noted:

- Jan. 10: The Paul Effman Band (Jazzy covers)
- Jan. 17: Let It Bleed (Rolling Stones Tribute)
- Jan. 24: 2 nd Chance Jazz Band
- Sat., Feb. 1 at 2 p.m.: Magic Beyond Imagination (Take Your Child to the Library Day)
- Feb. 7: The Remedy Band (top 40, rock, country, dance)
- Feb. 14: Hokis Pokis (Doo-wop, disco, Motown, soul)
- Feb. 21: Rhonda Kay and the Backstage Trio (Broadway and jazz standards)
- Feb. 28: Something Special Big Band
- Sat., March 8 at 2 p.m.: Jester Jim (family show, juggling, comedy)
- March 14: The Band Easy Street (‘60s-90s, current hits)

Meetings

November 3	Sunday	1-5:00 p.m.	Book Sale
November 5	Tuesday	1:30 p.m.	Department Head Meeting
November 6-9			NYLA Annual Conference
November 13	Wednesday	9:00 a.m.	Staff Meeting
November 15	Friday	10:00 a.m.	Employee Evaluation
November 18	Monday	1:00 p.m.	Personnel Policy Committee
November 19	Tuesday	10:00 a.m.	Huntington Director’s Zone meeting
November 20	Wednesday	9:00 a.m.	Staff Book Discussion Facilitation
November 20	Wednesday	11:00 a.m.	SLI Webinar – Flood Preparation
November 20	Wednesday	7:00 p.m.	SHPL Board of Trustees Meeting
November 21	Thursday	2:00 p.m.	Interview – PT Adult Reference Librarian
November 25	Monday	10:00 a.m.	PLDA Meeting
November 25	Monday	1:00 a.m.	PLDA Legislative Meeting
November 26	Tuesday	12:00 p.m.	Interview – PT Adult Reference Librarian

Important Dates

- January 8, 2025 – Trustee Training @ SCLS, 6 p.m., registration required
- January 15, 2025 – SHPL Board of Trustees Meeting @ 7:00 p.m.

Family Service League

October 2023

	# of Patrons	# of Services Provided			
Row Labels	Count of LOCATION	Count of Information & Referral	Count of Case Management	Count of Outreach	Count of Individual Counseling
Harborfields	13	8	4	3	6
Huntington	5	5	2		
Huntington Station	4	1	4		1
Northport	8	6	1	1	5
Northport East	7	6	2		3
South Huntington	6	5	5		
Grand Total	43	31	18	4	15

Library Social Worker Monthly Report – November 2024

Row Labels	Count of LOCATION	Count of Information & Referral	Count of Case Management	Count of Individual Counseling
Harborfields	8	4		4
Huntington	7	6	1	1
Huntington Station	6	1	6	
Northport	4		2	1
Northport East	8	5	2	4
South Huntington	7	6	2	
Grand Total	40	22	13	10

Assistant Director's Report

Insurance Documentation

The library's insurer (Epic Insurance Brokers & Consultants) has us submit several documents on an annual basis, requiring some investigation on our part. For example, to complete a "Library Property Floater Supplemental Application," we must provide details regarding the size and type of our physical collection, along with the methodology used to reach that number.

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

Meetings — November

Monday, November 4	9:30 a.m.	P/T Account Clerk interview
Monday, November 4	2:00 p.m.	Personnel Committee Meeting
Tuesday, November 5	1:30 p.m.	Department Head Meeting
November 6-9	All day	New York Library Association Annual Conference
November 11	6:30 a.m.	Virtual lecture for the Bahrain Center for Strategic, International, and Energy Studies
Wednesday, November 13	9:00 a.m.	Staff Meeting
Thursday, November 14	2:30 p.m.	SCLA CATS/TIF and NCLA Computers & Technology Committee Meeting
Friday, November 15	11:00 a.m.	Programming Meeting
Monday, November 18	1:00 p.m.	Personnel Committee Meeting
Tuesday, November 19	11:30 a.m.	LILRC Conference Committee Meeting
Wednesday, November 20	7:00 p.m.	Library Board of Trustees Meeting

Facilities Report

Compiled by Ray Capone

1. We changed three ballasts in the Children's Room.
2. We changed one ballast in the Meeting Room
3. The backflow test was done on the two devices up by the hot box, and all devices passed.
4. We had a new camera installed in the Children's Room to replace one that had broken.
5. The broken chair up in the mezzanine was repaired by the Steelcase company. It was under warranty, so there was no charge.
6. We had two new tamper and temperature sensors installed in the hot boxes; they were giving false alarms and the domestic water one was damaged when we replaced the backflow device.
7. We repaired a loose garden step with the same adhesive glue that was used for its installation.
8. I am going to schedule the fire extinguishers to be inspected next month. Many of our extinguishers are approaching end-of-life and will soon need to be replaced.
9. We staked out the parking lot for the snow removal crew. Their insurance has been approved, so we are all set for snow season.
10. We had to repair the automatic flusher in the lower men's room this month. It is working correctly once more.
11. The generator company was here this month and performed the "Schedule A" portion of the contract where they check all the fluid levels, perform an oil change, and run the system to ensure it is running properly. We will need to replace the batteries; there are 8 of them. We expect to have an estimate on that work soon.

12. We ran a new Cat 6 cable from the server room to the fan room. The cable connects to the new control box for the two new HVAC machines in our basement.

13. We had to glue down a small section of the staff hallway carpet; it had come loose over time.

14. The landscapers have completed their final cleanup for the season.

15. We have been moving the Circulation office around to accommodate personnel changes. We cleared out Cathy Ann's office and painted the room for Joann. We also moved the desks around for improved organization and the relocation of technical services processing functions. Scott has also been moved into Joann's old office.

HVAC Update

The two new roof units are in place, so all the equipment is on-site and in place. The electrician is all done on his end; all the machines are powered, and any wires from the old units that had to connect with the new units have been run. Most of the new controller job is installed, and we are now working on connecting the system with our network. Most of the plumbing and refrigerant pipes have been installed. At present, we have fresh air and heat running.

Completed Projects & Maintenance
(significant events for the prior 3-month period)

<u>Description</u>	<u>Notes</u>	<u>Benefits</u>
Staff computer replacements	New computers installed for department heads in Maintenance Office, Youth Services, Circulation.	All-in-One form factor increases available desk and floor space. Updated equipment is faster, serviceable for 6 years and under warranty for 3 years.
New learning Kiosk added in youth services	Magic Desktop software licensed for one year and is being evaluated in youth services.	This Kiosk software includes hundreds of videos, games and activities geared towards the younger age groups. Content is maintained by the vendor and includes restricted safe Internet browsing. Magic Desktop may become a replacement for our AWE Kiosk machines deployed in 2022 and 2023. Magic Desktop is more cost effective and it's included software is regularly maintained.
Tech-Center Recycling Initiatives	Enrolled in a recycling program with Printerior. They will recycle waste material from our 3D printers.	A recycling bin has been added in the Tech Center to capture plastic waste material. Recycling generates points that can be used for new materials.
HVAC network established	A new cable-run between the server room and fan room has been terminated and tested. A new interface has been added to our gateway firewall and a new network established to allow HVAC controls access to the cloud. Traffic from unmanaged HVAC controllers should not traverse secured subnets.	HVAC systems are kept away from internal library networks using a separate firewall interface for enhanced security. We can however, provide access to HVAC controls from multiple computers now. In the past, only the head maintenance computer had the proper hardware connections and this presented a single point of failure.
Microsoft Office Upgrades	Office 2021 upgrade to Office 2024 on all public and staff computers. Licenses have been procured and installation completed on 75% of all machines in the library.	Adhering to Microsoft best practices by running supported software, this new version of Office will be supported for an additional 5 years. The new version includes several new features, improved performance and enhanced security.

Works in Progress

<u>Description</u>	<u>Notes</u>	<u>Benefits</u>
(Project) Wireless network upgrades	Upgrade from Wifi5 to Wifi 7. Our wifi network controller is end-of-life and will no longer be supported. Next steps include engineering discussions with Ruckus Wireless and a site survey performed by computer dept. staff.	We plan to upgrade our access point hardware to support wifi version 7. New hardware will use 3 radios instead of two and introduces a completely new frequency spectrum. Interference from the neighboring school, cars, and other equipment should no longer be a cause for concern.
Makerspace Guidelines	With the addition of new makerspace equipment in the Tech Center, an increase in patron usage in that room is anticipated.	Staff and patrons have been using the heat presses, sublimation printer and Cricut machine for a couple of months. A button press machine and a document laminator has been recently added. This has generated interest among patrons wishing to learn how to craft in our space. We are working on setting up some guidelines for using the room for both staff-moderated projects and patron usage of the equipment by themselves.

Planning Stage

<u>Description</u>	<u>Notes</u>	<u>Benefits</u>
(Project) iPad Refresh	Existing 6th generation iPads are 6 years old and approaching end-of-life.	Replacing 14 iPads used for programming through-out the library will ensure all apps remain available on an updated hardware platform. Generation 10 models are expected to become available at a discounted price before year end. Upgrading will provide a improved video camera capable of 3D scanning, a larger higher definition display, and an increase in memory and processing speed.
Windows 11 24H2 upgrades	Upgrade all workstations to the 24H2 version of Windows 11. Testing is expected to begin in January.	Our build of Windows 11, version 23H2, will reach end of life in October 2025. All workstations will require a new version of Windows to be installed.

Policy Review: Unattended Child Policy

Information

The Library continuously reviews and updates its policies to ensure they are effective and relevant. Attached is our current “*Unattended Child Policy*”. As a follow-up to our policy discussion at the November 2024 board meeting, we spoke with the Youth Services Department staff about the rules determining when a child requires adult supervision.

Staff indicated that the current age restrictions and policy guidance is serving the library and its patrons well.

Recommendation

That the Board of Trustees takes no action, and the policy remains in effect as written.

SOUTH HUNTINGTON PUBLIC LIBRARY

UNATTENDED CHILD POLICY – 11/12/98

The South Huntington Public Library welcomes children and strives to provide a warm and pleasant atmosphere for them. We welcome your child and want your child to:

- Learn from an abundance of stimulating library resources
- Experience enjoyment without interfering with other library users
- Ultimately, feel safe in this, a public facility

Young children left alone while at the library, even for a short time, often become frightened or anxious. Please safeguard your children by insuring that they are properly supervised, and by following the policy outlined below:

1. While in the library, children aged 10 or younger shall at all times, be accompanied and adequately supervised by a responsible person (parent, caregiver, or mature adolescent).
2. Children who are 11 years of age or older may be unaccompanied but, as always, must observe library rules.
3. Parents, not library staff, are responsible for the behavior of their children. Disruptive behavior cannot be tolerated.
4. When the safety of an unattended child is in doubt, the library staff will attempt to contact the parents. If the parents are unavailable, the Library will reserve the right to contact the proper authorities.
5. Violations of this policy are grounds for suspension of library privileges.

Policy Review: Electioneering, Postings & Distributions of Materials on Library Property Policy

Information

The Library continuously reviews and updates its policies to ensure they are effective and relevant. Attached is our current "*Electioneering, Postings & Distributions of Materials on Library Property Policy*".

Within this policy, there is language regarding soliciting and donations on library property that appears in strike-through text. These behaviors are already addressed by our "*Regulations for Use of Library Facilities*." That policy states "No donations may be solicited or accepted, nor may any items be sold without permission from the Library Director."

Recommendation

That the Board of Trustees adopts the "*Electioneering, Postings, & Distributions of Materials on Library Property Policy*" as amended.

ELECTIONEERING, POSTINGS & DISTRIBUTIONS OF MATERIALS POLICY
ON LIBRARY PROPERTY
(adopted 6/7/00; amended 3/18/02, 2/14/05, 1/21/20)

The posting of any literature in the library shall be limited to information produced by the Library or the School District. The bulletin board at the entrance to the library will be available for notices produced by governmental, educational, or local organizations. The availability of space to post such information, and the length of time for such postings, will be under the general supervision of the library Director. Distribution of flyers of any kind on car windshields is prohibited. On days other than Election Day at the Library, candidates running for local, State or national political office (including School and Library Board), or those acting on their behalf, may be seated at a small table to be placed outside the Library entrance where they may engage in political activities on behalf of their campaign which are consistent with the Library's existing rules, regulations and policies. If adverse weather conditions exist, the Director or Librarian-in-Charge, at his/her discretion, may seat candidate(s) at the desk in the gallery or upper lobby of the Library. Public notice of a candidate(s) presence will be posted in the upper lobby. The Library will set up a table and chair in such a way as to not impair access or egress to the Library. All such candidates must receive prior permission from the Director or Librarian-in-Charge before passing out any such literature or approaching the public seeking support. ~~With the exception of the Friends of the Library, no other individual or organization may solicit donations or sell merchandise on library property.~~ On the Library Election Day two designated areas on the sidewalk that are both 100 feet from the lobby doors will be designated for electioneering purposes.

Adult Programs - November 2024

Title	Event Start Date	People in Attendance
Intermediate Bridge Clinic	11/01/2024 @ 10:00am	17
Friends Fall Book Sale	11/02/2024 @ 9:00am	50+
Full Body Strength Training	11/02/2024 @ 9:30am	21
Walk2TheBeat Virtual Fitness (V)	11/02/2024 @ 9:30am	4
Swingtime Veterans Big Band Tribute	11/02/2024 @ 2:00pm	135
Friends Fall Book Sale	11/03/2024 @ 1:00pm	50+
Kids Flick: Despicable Me 4	11/03/2024 @ 2:30pm	18
AARP Tax Aide Training	11/04/2024 @ 9:00am	12
Adult Take & Bake: Tart Cranberry Crumb Cake	11/04/2024 @ 9:15am	25
Beginner Tai Chi	11/04/2024 @ 9:30am	25
Monday Yoga	11/04/2024 @ 11:00am	25
Movie: The Fabulous Four	11/04/2024 @ 2:00pm	70
SCORE	11/06/2024 @ 10:00am	13
What You Don't Know About Our Electrical System	11/06/2024 @ 7:00pm	2
Thursday Yoga	11/07/2024 @ 9:30am	25
Genealogy Drop-in	11/07/2024 @ 10:00am	4
Yoga 2nd Session	11/07/2024 @ 11:00am	24
Writing Workshop (V)	11/07/2024 @ 4:00pm	6
North Shore Civil War Roundtable	11/07/2024 @ 6:30pm	9
Signs from Beyond	11/07/2024 @ 7:00pm	20
Full Body Strength Training	11/09/2024 @ 9:30am	21
Walk2TheBeat Virtual Fitness (V)	11/09/2024 @ 9:30am	4
Jane Austen Society	11/09/2024 @ 1:00pm	6
Art Reception: 'Intersections -- Urban Perspectives'	11/09/2024 @ 2:00pm	50
Folk Music Society of Huntington	11/10/2024 @ 1:00pm	18
Classical Sundays: Guitarist Daniel Lippel	11/10/2024 @ 2:30pm	42
Virtual Chair Yoga (V)	11/12/2024 @ 9:00am	15
Tai Chi Level 2	11/12/2024 @ 9:30am	15
Game Day	11/12/2024 @ 11:00am	9
Tech Byte: Music Streaming Basics	11/12/2024 @ 11:00am	Cancelled
Women and Tech Panel 2024	11/12/2024 @ 6:00pm	20
Cozy Crochet Cowl	11/12/2024 @ 6:30pm	13
Non-Fiction Book Discussion	11/13/2024 @ 11:00am	8
Small Business Counseling	11/13/2024 @ 4:30pm	Cancelled
Small Business Counseling	11/13/2024 @ 5:30pm	Cancelled
Unlocking the Connection Between Sleep and Dementia: Ho	11/13/2024 @ 6:30pm	8
Small Business Counseling	11/13/2024 @ 6:30pm	Cancelled
Napkin Origami for the Holidays	11/13/2024 @ 7:00pm	9
Thursday Yoga	11/14/2024 @ 9:30am	25
Huntington AARP	11/14/2024 @ 10:00am	35
Yoga 2nd Session	11/14/2024 @ 11:00am	24
Managing Life After Retirement	11/14/2024 @ 2:00pm	5
Writing Workshop (V)	11/14/2024 @ 4:00pm	6
Adult Craft: Felt Painting	11/14/2024 @ 6:30pm	20
Medicare Made Easy Workshop	11/14/2024 @ 7:00pm	20
Adult Take & Make: Thankful Burlap Banner (V)	11/14/2024 @ 7:00pm	35

Adult Programs - November 2024

Full Body Strength Training	11/16/2024 @ 9:30am	21
Walk2TheBeat Virtual Fitness (V)	11/16/2024 @ 9:30am	4
Board Game Day	11/16/2024 @ 1:00pm	35
Beginner Tai Chi	11/18/2024 @ 9:30am	25
Medicare Counseling One-on-One	11/18/2024 @ 10:00am	6
Monday Yoga	11/18/2024 @ 11:00am	25
Movie: Inside Out 2	11/18/2024 @ 2:00pm	26
South Huntington Soccer Teams	11/18/2024 @ 5:30pm	38
Smart on Social Security: Optimizing Spousal & Survivor Benefits	11/18/2024 @ 6:30pm	8
Virtual Chair Yoga (V)	11/19/2024 @ 9:00am	15
Tai Chi Level 2	11/19/2024 @ 9:30am	15
Game Day	11/19/2024 @ 11:00am	9
Cozy Crochet Cowl	11/19/2024 @ 6:30pm	10
Beyond the Book @ the Whaling Museum	11/20/2024 @ 6:30pm	N/A
Evening Book Discussion	11/20/2024 @ 7:00pm	11
Library Board of Trustees Meeting	11/20/2024 @ 7:00pm	9
Thursday Yoga	11/21/2024 @ 9:30am	25
Yoga 2nd Session	11/21/2024 @ 11:00am	24
Cover to Cover Book Discussion	11/21/2024 @ 11:00am	8
Cooking Class: Feed Your Microbes	11/21/2024 @ 1:30pm	10
Navigating Our Digital Services	11/21/2024 @ 2:00pm	4
Writing Workshop (V)	11/21/2024 @ 4:00pm	6
NAACP Huntington	11/21/2024 @ 6:30pm	10
Defensive Driving	11/23/2024 @ 9:00am	50
Full Body Strength Training	11/23/2024 @ 9:30am	21
Walk2TheBeat Virtual Fitness (V)	11/23/2024 @ 9:30am	4
SGI	11/24/2024 @ 1:30pm	24
Beginner Tai Chi	11/25/2024 @ 9:30am	25
Creative Club: Seashell Ring Dish	11/25/2024 @ 10:00am	14
Monday Yoga	11/25/2024 @ 11:00am	25
Movie: Hannah & Her Sisters	11/25/2024 @ 2:00pm	27
Stuffed Turkey Cupcakes	11/25/2024 @ 7:00pm	14
Cutting the Cord	11/25/2024 @ 7:00pm	11
Virtual Chair Yoga (V)	11/26/2024 @ 9:00am	15
Tai Chi Level 2	11/26/2024 @ 9:30am	15
Game Day	11/26/2024 @ 11:00am	4
Career Counseling	11/26/2024 @ 6:00pm	1
Career Counseling	11/26/2024 @ 6:45pm	1
20s and 30s Book Club at Six Harbors Brewing Company	11/26/2024 @ 7:00pm	6
Career Counseling	11/26/2024 @ 7:30pm	0
Career Counseling	11/26/2024 @ 8:15pm	0
Full Body Strength Training	11/30/2024 @ 9:30am	21
Walk2TheBeat Virtual Fitness (V)	11/30/2024 @ 9:30am	4
Kids Flick: Harold and the Purple Crayon	11/30/2024 @ 2:30pm	7

Children's Programs - November 2024

Title	Event Start Date	People in Attendance
Art Club: Andres Valencia	11/01/2024 @ 2:30pm	10
Kids Flick: Despicable Me 4	11/03/2024 @ 2:30pm	18
1,2,3 Play with Me	11/04/2024 @ 10:30am	17
Adventures in Art: Mini Masters	11/04/2024 @ 3:00pm	6
Homework Help at the South Huntington Public Library	11/04/2024 @ 4:30pm	4
ELECTION DAY CRAFT: Pizza or Taco	11/05/2024 @ 11:00am	67
Baby Bundle Take & Make / Paquete Para Bebes un Take &	11/06/2024 @ 10:15am	15
Baby Time!	11/06/2024 @ 10:30am	16
Baby Time!	11/06/2024 @ 11:15am	11
Yoga Kids	11/06/2024 @ 4:30pm	14
Zumbini	11/07/2024 @ 10:30am	20
Zumbini	11/07/2024 @ 11:30am	6
A Time for Kids	11/08/2024 @ 10:00am	14
A Time for Kids	11/08/2024 @ 11:00am	14
Cub Scout Pack 66	11/08/2024 @ 7:00pm	10
Music & Movement	11/09/2024 @ 10:00am	13
Lego Club	11/09/2024 @ 2:30pm	8
Sprouts & Friends	11/12/2024 @ 10:00am	17
Sprouts & Friends	11/12/2024 @ 11:00am	20
Gobble, Gobble Get-Together	11/12/2024 @ 4:30pm	18
Baby Time!	11/13/2024 @ 10:30am	8
Baby Time!	11/13/2024 @ 11:15am	9
Picture Book Time	11/13/2024 @ 3:00pm	7
Yoga Kids	11/13/2024 @ 4:30pm	15
Zumbini	11/14/2024 @ 10:30am	21
Zumbini	11/14/2024 @ 11:30am	12
A Time for Kids	11/15/2024 @ 10:00am	15
A Time for Kids	11/15/2024 @ 11:00am	13
Art Club: Chila Kumari Burman	11/15/2024 @ 4:30pm	17
Lil' Athletes Toddler	11/16/2024 @ 10:00am	13
Lil' Athletes	11/16/2024 @ 11:00am	11
Games Around the World	11/16/2024 @ 1:00pm	35
Chess Nuts	11/17/2024 @ 2:30pm	5
Girl Scout Troop-HHH	11/17/2024 @ 2:30pm	Cancelled
1,2,3 Play with Me	11/18/2024 @ 10:30am	16
SPARKS Learning Homeschool Co-op	11/18/2024 @ 1:00pm	15
Homework Help at the South Huntington Public Library	11/18/2024 @ 4:30pm	5
Sprouts & Friends	11/19/2024 @ 10:00am	16
Sprouts & Friends	11/19/2024 @ 11:00am	18
Preschool Pals	11/19/2024 @ 3:00pm	11
Adventures in Art: Kings & Queens	11/19/2024 @ 4:30pm	5
Baby Time!	11/20/2024 @ 10:30am	12
Baby Time!	11/20/2024 @ 11:15am	6
Picture Book Time	11/20/2024 @ 3:00pm	8
Yoga Kids	11/20/2024 @ 4:30pm	0
Zumbini	11/21/2024 @ 10:30am	16

Children's Programs - November 2024

Zumbini	11/21/2024 @ 11:30am	12
Scarecrows and Turkeys	11/21/2024 @ 4:30pm	21
A Time for Kids	11/22/2024 @ 10:00am	13
A Time for Kids	11/22/2024 @ 11:00am	12
Girl Scout Troop 103 Meeting	11/22/2024 @ 6:30pm	15
Tweens Night Out: Turkey Bowls	11/22/2024 @ 7:00pm	15
PlayHooray Babies & Kids	11/23/2024 @ 10:00am	16
Lego Club	11/24/2024 @ 2:30pm	13
Homework Help at the South Huntington Public Library	11/25/2024 @ 4:30pm	3
Sprouts & Friends	11/26/2024 @ 10:00am	15
Sprouts & Friends	11/26/2024 @ 11:00am	15
Preschool Pals	11/26/2024 @ 3:00pm	15
Boy Scout Troop 218	11/26/2024 @ 7:00pm	5
Baby Time!	11/27/2024 @ 10:30am	8
Baby Time!	11/27/2024 @ 11:15am	6
Picture Book Time	11/27/2024 @ 3:00pm	2
Yoga Kids	11/27/2024 @ 4:30pm	10
Art Club: Andy Warhol	11/29/2024 @ 2:30pm	12
Kids Flick: Harold and the Purple Crayon	11/30/2024 @ 2:30pm	7

YA Programs - November 2024

Title	Event Start Date	People in Attendance
Day of the Dead Program	11/01/2024 @ 6:30pm	4
Kids Flick: Despicable Me 4	11/03/2024 @ 2:30pm	18
Teen Volunteers - Homework Help at the South Huntingtor	11/04/2024 @ 4:30pm	4
Homework Help at the South Huntington Public Library	11/04/2024 @ 4:30pm	4
Positivity Bracelets: a Community Service Program	11/05/2024 @ 4:00pm	25
Executive Teen Advisory Board	11/05/2024 @ 7:00pm	Cancelled
Class Visit - Stimson Middle School	11/07/2024 @ 9:00am	23
Trivia Night	11/08/2024 @ 7:00pm	10
Butterfly Boxes for Children with Cancer: a Community Ser	11/09/2024 @ 1:00pm	11
Cards for Cops: a Community Service Program	11/13/2024 @ 7:00pm	12
Bad Art!	11/14/2024 @ 7:00pm	7
Paper Mache' Owls	11/15/2024 @ 7:00pm	13
The Video Game Arcade	11/16/2024 @ 1:00pm	43
Teen Volunteers - Homework Help at the South Huntingtor	11/18/2024 @ 4:30pm	4
Homework Help at the South Huntington Public Library	11/18/2024 @ 4:30pm	5
Teen Advisory Board	11/19/2024 @ 7:00pm	14
International Cooking	11/21/2024 @ 6:30pm	14
Board Game Night	11/22/2024 @ 6:30pm	9
Teen Volunteers - Homework Help at the South Huntingtor	11/25/2024 @ 4:30pm	6
Homework Help at the South Huntington Public Library	11/25/2024 @ 4:30pm	3
Charlie Brown Thanksgiving Viewing Party	11/27/2024 @ 7:00pm	12
Extreme Milkshakes	11/29/2024 @ 7:00pm	16
Kids Flick: Harold and the Purple Crayon	11/30/2024 @ 2:30pm	7

NOVEMBER 2024

ADULT PRINT	NOV 24	NOV 23	% CHANGE	NOV 22	% CHANGE
Nonfiction	660	650	1.54%	720	-8.33%
New Books	858	1,017	-15.63%	1,051	-18.36%
Fiction	1,002	887	12.97%	973	2.98%
Paperbacks	103	101	1.98%	95	8.42%
Mysteries	204	171	19.30%	192	6.25%
Large Type	234	188	24.47%	233	0.43%
Magazines	96	119	-19.33%	107	-10.28%
Biographies	54	81	-33.33%	89	-39.33%
Test Books	20	23	-13.04%	23	-13.04%
Science Fiction	24	25	-4.00%	33	-27.27%
World Languages	5	8	-37.50%	4	25.00%
Graphic Novel	44	33	33.33%	38	15.79%
ESL Collection	4	0	N.M.	12	-66.67%
Oversized Books	1	1	0.00%	0	N.M.
Short Stories	1	0	N.M.	6	-83.33%
Adult Learner	0	0	N.M.	0	N.M.
Auto Repair	3	0	N.M.	3	0.00%
Total	3,313	3,304	0.27%	3,579	-7.43%
ADULT MEDIA					
DVD	1,131	1,394	-18.87%	1,298	-12.87%
Blu-ray Disc	285	394	-27.66%	297	-4.04%
Compact Discs	244	370	-34.05%	318	-23.27%
Books on Disc	101	117	-13.68%	126	-19.84%
Video Games	21	36	-41.67%	27	-22.22%
Language Media	2	0	N.M.	7	-71.43%
Total	1,784	2,311	-22.80%	2,073	-13.94%
ELECTRONIC RESOURCES					
Live-brary E-Books	4,785	5,136	-6.83%	4,499	6.36%
Live-brary Audiobooks	3,854	3,208	20.14%	2,616	47.32%
Flipster	302	445	-32.13%	387	-21.96%
New York Times	397	321	23.68%	337	17.80%
Hoopla	466	432	7.87%	388	20.10%
Kanopy	301	469	-35.82%	271	11.07%
Total	10,105	10,011	0.94%	8,498	18.91%
INTERLIBRARY LOAN					
Items Sent	1,477	1,590	-7.11%	1,407	4.98%
Items Borrowed	668	860	-22.33%	1,044	-36.02%
NEW PATRONS	166	170	-2.35%	173	-4.05%

NOVEMBER 2024

JUVENILE PRINT	NOV 24	NOV 23	% CHANGE	NOV 22	% CHANGE
Nonfiction	725	853	-15.01%	745	-2.68%
Picture Books	1,200	1,333	-9.98%	1,537	-21.93%
Fiction	274	572	-52.10%	624	-56.09%
Easy Readers	548	649	-15.56%	504	8.73%
Biographies	87	178	-51.12%	106	-17.92%
Paperbacks	187	262	-28.63%	263	-28.90%
Board Books	396	418	-5.26%	407	-2.70%
Graphic Novels	326	428	-23.83%	324	0.62%
Early Chapters	230	N.A.	N.M.	N.A.	N.M.
World Languages	151	155	-2.58%	158	-4.43%
Parents Collection	15	19	-21.05%	35	-57.14%
Magazines	11	0	#DIV/0!	8	37.50%
Story Collection	11	11	0.00%	4	175.00%
Total	4,161	4,878	-14.70%	4,715	-11.75%
JUVENILE MEDIA					
DVD	283	218	29.82%	352	-19.60%
Blu-ray Disc	19	31	-38.71%	30	-36.67%
Video Games	189	213	-11.27%	196	-3.57%
Compact Discs	9	24	-62.50%	33	-72.73%
CD/Book Kits	102	51	100.00%	32	218.75%
Books on Disc	1	1	0.00%	3	-66.67%
Total	603	538	12.08%	646	-6.66%
YOUNG ADULT					
Magazines	9	0	N.M.	0	N.M.
Fiction	72	63	14.29%	83	-13.25%
Nonfiction	4	5	-20.00%	5	-20.00%
Graphic Novel	45	58	-22.41%	33	36.36%
Paperbacks	39	19	105.26%	35	11.43%
Large Type	0	0	N.M.	1	-100.00%
Test Books	7	2	250.00%	1	600.00%
World Languages	0	1	-100.00%	0	N.M.
Total	176	148	18.92%	158	11.39%
LIBRARY OF THINGS					
Hotspots	23	29	-20.69%	26	-11.54%
Chromebooks	3	3	0.00%	5	-40.00%
Laptops	5	4	25.00%	4	25.00%
Blood Pressure Kits	1	1	0.00%	N.A.	N.M.
Museum Passes	131	138	-5.07%	95	37.89%
Launchpads	11	5	120.00%	9	22.22%
Birdwatching Kit	0	0	N.M.	N.A.	N.M.
Electronics	2	0	N.M.	N.A.	N.M.
Total	176	180	-2.22%	104	69.23%

SOUTH HUNTINGTON PUBLIC LIBRARY
RESOURCES WORKSHEET

NOVEMBER 2024

	ADDED	DISCARDED	NOV 24
ADULT / YA			
Books, Fiction	227	92	45,521
Books, Nonfiction	152	92	59,731
Paperbacks	7	0	9,878
Compact Discs	20	0	7,305
DVDs	62	0	15,206
Blu-ray Disc	30	0	2,709
Books-on-CD	9	0	3,990
Videogames	0	0	103
Total	507	184	144,443
CHILDRENS			
Books, Fiction	110	105	44,355
Books, Nonfiction	143	195	38,705
Paperbacks	9	20	3,164
Videogames	11	0	1,357
Compact Discs	0	0	1,477
DVDs	14	216	7,632
Blu-ray Disc	4	0	607
Books-on-CD	8	0	467
CD/Book Kits	0	0	565
Launchpads	0	0	46
Total	299	536	98,375
TOTAL	806	720	242,818

Nov-24 **Gate Count is not accurate**

Due to the book sale, security gates were turned off on 11/3 and were not turned back on until 11/24.
The stat report for November has an inaccurate gate count .

Circulation Statistics

	November 2024	October 2024	November 2023
SHPL Material Check-Outs (ALL Libraries)	7,851	8,374	8,797
Self Checkouts (Kiosks)	1,518	1,705	1,783
YA Laptop Checkouts	0	3	11
Circulating Chromebook Checkouts	3	2	3
Circulating Laptop Checkouts	5	8	4
Hotspot Checkouts	23	24	29

Percent of all checkouts using SHPL Self-Check Kiosks

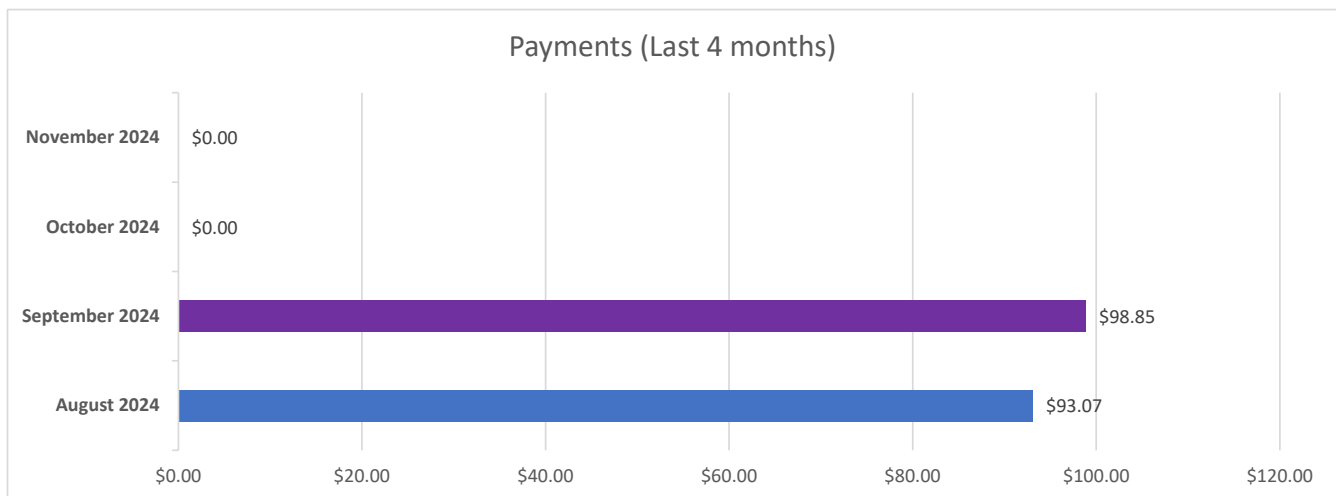
November 2024	19.3%
October 2024	20.4%
November 2023	20.3%

Laptop Checkouts (Combined)

November 2024	8	↓	-38.5%	Change since last month
October 2024	13			
November 2023	18	{last year}	↓	-55.6% Change since last year

e-Commerce Payments (released quarterly)

November 2024	October 2024	September 2024	August 2024	November 2023
\$0.00	\$0.00	\$98.85	\$93.07	\$52.74



Subscription Statistics

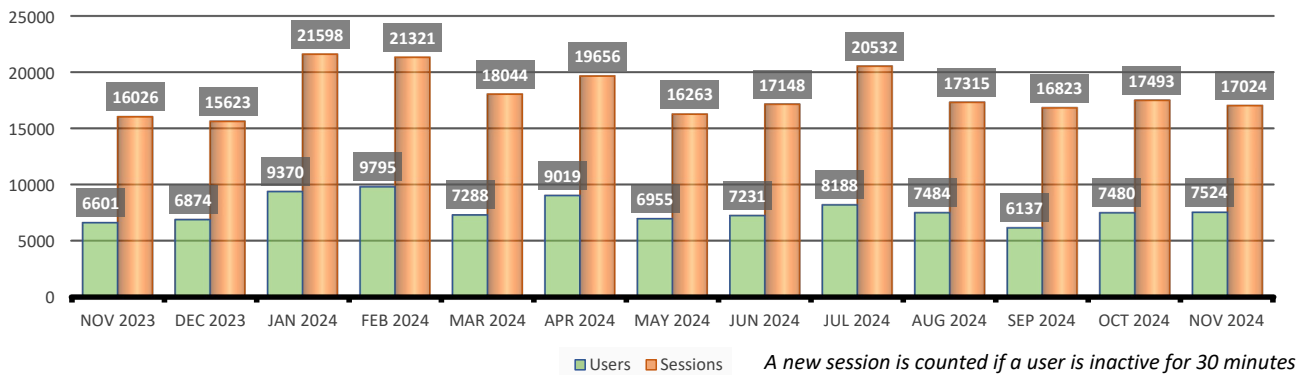
	November 2024	October 2024	Change (last month)	November 2023	Change (last year)
EBSCO	260	747	↓ -65%	338	↓ -23%
OCLC / First Search	170	186	↓ -9%	244	↓ -30%
Homework Help	41	25	↑ 64%	26	↑ 58%
LinkedIN Learning	7	10	↓ -30%	12	↓ -42%
Overdrive	8639	8865	↓ -3%	8344	↑ 4%
Pronunciator	3	2	↑ 50%	3	↑ 0%
WAM Consortium Databases	3336	6077	↓ -45%	1806	↑ 85%

Gate Count Statistics



Website Statistics

13 Months	Users	Sessions	Total Page Views	Home Page Views
Nov 2024	7524	17024	44752	11978
Oct 2024	7480	17493	49125	12252
Sep 2024	6137	16823	46637	12079
Aug 2024	7484	17315	43100	12766
Jul 2024	8188	20532	60851	15323
Jun 2024	7231	17148	47788	12243
May 2024	6955	16263	42245	11475
Apr 2024	9019	19656	51492	12991
Mar 2024	7288	18044	50715	12954
Feb 2024	9795	21321	58129	13796
Jan 2024	9370	21598	61232	14956
Dec 2023	6874	15623	43076	10861
Nov 2023	6601	16026	43143	11328

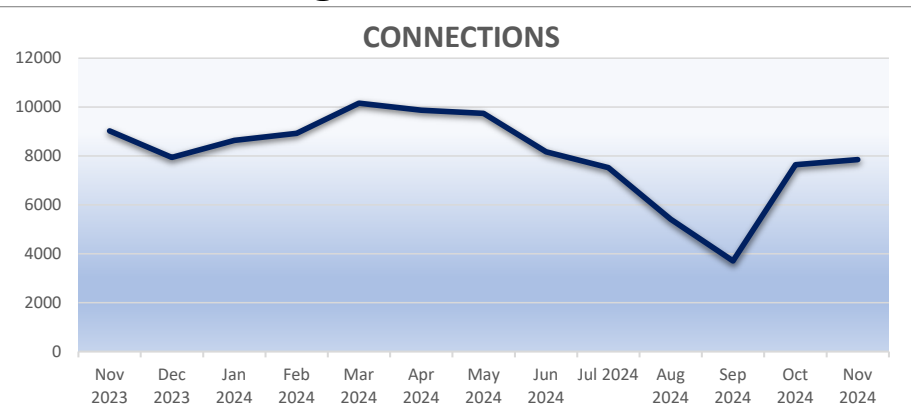


- ↑ 0.6% Change in website users compared to last month
- ↑ 14.0% Change in website users compared to last year
- ↓ -2.1% Compared to the average monthly users::

7,688

WiFi Usage

13 Months	Wireless devices connected
Nov 2024	7854
Oct 2024	7642
Sep 2024	3708
Aug 2024	5413
Jul 2024	7524
Jun 2024	8172
May 2024	9747
Apr 2024	9872
Mar 2024	10160
Feb 2024	8930
Jan 2024	8636
Dec 2023	7945
Nov 2023	9029

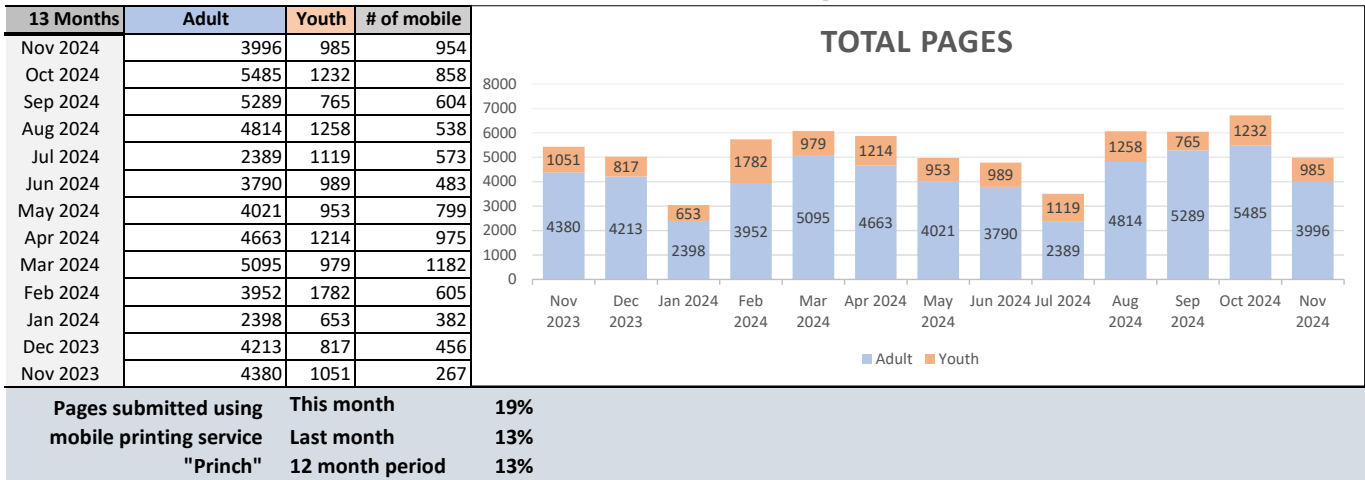


Multiple connections by a single device are counted as 1 per day

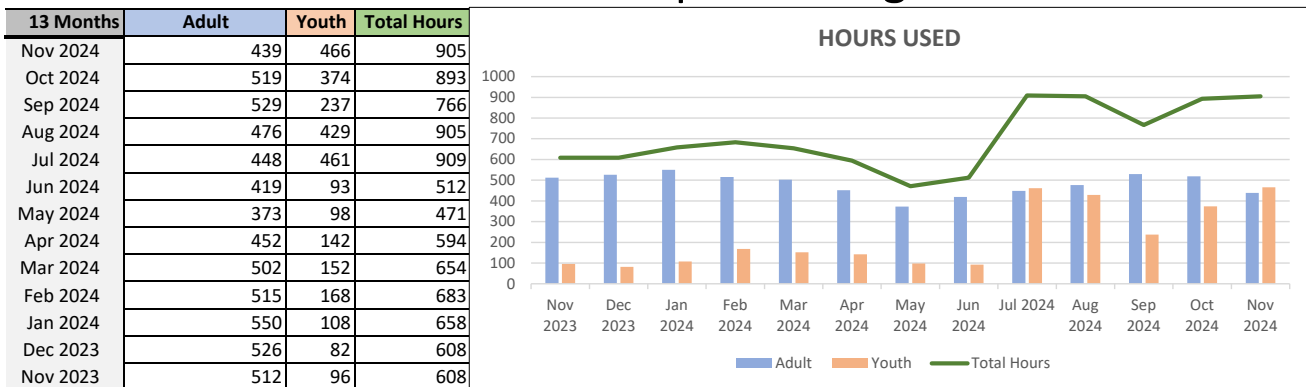
- ↑ 2.8% Change in wireless users compared to last month
- ↓ -13.0% Change in wireless users compared to last year
- ↓ -2.4% Compared to the average monthly connections::

8049

Public Printing



Public Computer Usage



- ↓ **-15.4%** **Adult Reference** Change compared to last month
- ↑ **24.6%** **Youth Services**
- ↓ **-14.3%** **Adult Reference** Change compared to last year
- ↑ **385.4%** **Youth Services**

Patron Services

	Nov 2024	Monthly average (past year)
One-on-One Tech Help Sessions	22	20
3D Models Printed	21	11
Posters Printed	6	16
Text-a-Librarian (conversations)	34	44



Monthly Recovery Statistics: South Huntington Public Library

12/2023 Through 11/2024

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
November-24	\$268.93	\$0.00	\$0.00	\$268.93	\$268.93	\$7.95
October-24	\$220.94	\$0.00	\$0.00	\$220.94	\$220.94	\$0.00
September-24	\$29.00	\$0.00	\$0.00	\$29.00	\$29.00	\$7.95
August-24	\$198.97	\$0.00	\$0.00	\$198.97	\$198.97	\$7.95
July-24	\$417.93	\$0.00	\$0.00	\$417.93	\$417.93	\$7.95
June-24	\$152.99	\$0.00	\$0.00	\$152.99	\$152.99	\$15.90
May-24	\$116.95	\$0.00	\$0.00	\$116.95	\$116.95	\$0.00
April-24	\$41.90	\$0.00	\$0.00	\$41.90	\$41.90	\$7.95
March-24	\$202.97	\$0.00	\$0.00	\$202.97	\$202.97	\$7.95
February-24	\$39.95	\$0.00	\$0.00	\$39.95	\$39.95	\$0.00
January-24	\$121.92	\$0.00	\$0.00	\$121.92	\$121.92	\$0.00
December-23	\$175.86	\$0.00	\$0.00	\$175.86	\$175.86	\$0.00
Total	\$1,988.31	\$0.00	\$0.00	\$1,988.31	\$1,988.31	\$63.60
Average	\$165.69	\$0.00	\$0.00	\$165.69	\$165.69	\$5.30
Total ROI: \$31:1						

