

**SMITHTOWN LIBRARY  
NOTICE OF MEETING - BOARD OF  
TRUSTEES  
AGENDA**

A meeting of the Board of Trustees ("Board") of The Smithtown Library ("Library") will be held on Tuesday, March 19, 2024, at 6:30 p.m. in the offices of the Library located at 3 Indian Head Road, Commack, NY (Commack building).

The trustees will also deliberate and take action on the following matters:

**READING AND APPROVAL OF MINUTES**

1. Approval of MINUTES

*RESOLVED, that the following REGULAR MEETING MINUTES of February 20, 2024 be approved as presented (appended).*

**REPORTS OF OFFICERS, BOARDS, STANDING COMMITTEES AND DIRECTOR'S REPORT**

2. Report of the BUDGET AND FINANCE COMMITTEE

a. *TREASURER'S REPORT*

*RESOLVED, that the TREASURER'S REPORT for the month ended February 29, 2024 be approved for filing (appended).*

b. WARRANTS

*RESOLVED, that the following WARRANTS be approved for payment:*

<i>i. Warrant #24 - March</i>	<i>("L" fund) PREPAYS</i>	\$ 24,927.41
<i>ii. Warrant #24 - March</i>	<i>("L" fund) WARRANT</i>	\$ 401,760.73
<i>iii. Warrant #24 - March</i>	<i>(PAYROLL #5 – 3/1/24)</i>	\$ 268,264.88
<i>iv. Warrant #24 - March</i>	<i>(PAYROLL #6 – 3/15/24)</i>	\$ 274,197.26

3. Report of the PERSONNEL COMMITTEE

a. *PERSONNEL CHANGES*

*RESOLVED, that the following PERSONNEL changes be approved as presented:*

*Temporary Full-Time Promotional Appointment:*

- i. Temporary full-time promotional appointment of **Wendy Johnson** to the position of Librarian II, Children's Department Head, Commack building, at an annual rate of pay of \$93,567.00, not to exceed a six-month period, subject to Civil Service approval, effective March 20, 2024 (Immediate need due to medical leave for employee #1012.)*

Part-time Appointment:

- ii. Release of **Grace Gutmann** from a part-time Page position into a part-time appointment of Library Clerk, Circulation Department, Smithtown building, at an hourly rate of pay of \$19.20, effective March 25, 2024 (to fill the vacancy created by the resignation of Jacqueline Steinmeyer effective 2/2/24).

Leave of Absence:

- iii. Child care leave of absence without pay for **Employee #1312**, Groundskeeper I, all buildings, effective March 13, 2024 through September 2, 2024.

b. CONFERENCE ATTENDANCE REQUESTS

*RESOLVED, that the following CONFERENCE ATTENDANCE requests set forth hereinafter are hereby approved:*

- i. *That the following staff members be authorized to attend, on paid release time, the "CLASC Membership Meeting and Dinner", sponsored by CLASC (Children's Librarians Association of Suffolk County), on April 18, 2024 to be held at the Garden Grill restaurant, located in Smithtown, with reimbursement for actual and necessary expenses not to exceed \$85.00 per person: Librarian II **Nicole Rossano**, Librarian I **Jacquelyn Lam**, Librarian I **Jessica Mudano**, Librarian I **Sharon Van Dyke**.*

c. SEASONAL INCREASE TO EMPLOYEE HOURS

*RESOLVED, that the Board of Trustees of The Smithtown Library approves increased seasonal hours for staff, approved by the Suffolk County Department of Civil Service, due to increased volume at circulation desks, in addition to increased volume as a result of high participation in the summer reading programs in the Children's, Reference and Teen Departments, during the period June 1, 2024 through September 1, 2024, not to exceed \$38,000.00.*

4. Report of the BUILDINGS AND GROUNDS COMMITTEE

a. RESOLUTION – Library Cargo Van

*WHEREAS, an aging cargo van owned by The Smithtown Library has been replaced and is no longer suitable for library operations; now therefore be it*

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to auction off a white 2009 Ford E250 Cargo Van, VIN No #...3227, in "As-Is" condition, and be it*

*FURTHER RESOLVED, that the Library Director is authorized to enter into a contract agreement with Auctions International, Inc. to facilitate auction services at no cost to the Library, and to accept and award the bid to the highest bidder as per said contract.*

5. Report of the COMMUNICATIONS COMMITTEE

a. DONATION – UK Online Giving Foundation

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby graciously accept and thank the UK Online Giving Foundation for a check in the amount of \$25.93 received through the “Benevity Giving Platform”; and be it*

*FURTHER RESOLVED, that said donation is to be used as necessary at the Library’s discretion.*

6. Report of the STRATEGIC PLANNING COMMITTEE

7. DIRECTOR’S REPORT – Robert Lusak, Library Director

**UNFINISHED BUSINESS**

**PUBLIC COMMENTS**

**NEW BUSINESS**

8. NEW YORK STATE ANNUAL REPORT

*RESOLVED, that the New York State Annual Report for Public and Association Libraries for the year ending December 31, 2023 be accepted for filing as presented (appended).*

9. **REVISED POLICY – Board of Trustees Bylaws [Policy 100-10] (1<sup>st</sup> Reading)**

[Note: revisions are noted in underlined bold font; deletions are noted with a strikethrough]

*Preamble*

*The Board of Trustees of The Smithtown Special Library District, created by Absolute Charter Number 23424 granted by the Regents of the University of the State of New York on September 13, 2002 ~~according to~~ **in accordance with** the provisions of Section 255 of the New York State Education Law to provide non-partisan public library service free of political influence to the residents of the Township of Smithtown, excluding areas currently served by the Sachem Public Library and by the Emma S. Clark Memorial Library, hereby enact the following Bylaws:*

**ARTICLE I - Board of Trustees**

1. *The Library shall be governed by a Board of Trustees, hereinafter referred to as the “Board”, consisting of **seven** (7) members duly elected by the ~~voting residents~~ **qualified voters** within The Smithtown Special Library District.*

2. *Tenure of Office*
  - a. *Term of Office.* Pursuant to Section 3 of Chapter 193, Laws of 2001 the term of office of trustees shall be (3) years.
  - b. *If a trustee does not complete his/her term a replacement may be chosen, by a majority vote of the remaining Trustees, to serve until the next regularly scheduled Trustee election. At that time a replacement will be elected to fill the remainder of the departed Trustee's term.*
3. *Candidates for the position of Library Trustee shall have their ~~primary~~ domicile within the Library District and shall be eligible to vote in Town of Smithtown elections. No salaried employee of The Smithtown Library shall be eligible for candidacy.*
4. *A Trustee must be present at a meeting to have his/her vote counted, **absent the Board having adopted videoconferencing protocols under the NY Open Meeting Law.***
5. *Trustees are required to attend all meetings of the Board (general and executive sessions). A Trustee who, after being duly notified, fails to attend ~~three~~ **two** consecutive meetings of the Board may, according to the provisions of Section 226 of New York State Education Law, be declared to have vacated his/her seat. The Trustees, after review of a written explanation by the absentee Trustee, shall vote, at the next Regular Monthly Meeting of the Board, whether to excuse any or all of such absences and retain the Trustee or to declare the seat vacant. Such vacancies shall be filled according to Article 1, Section 2B **of these Bylaws.***
6. **After a Code of Ethics violation has been determined by a majority of the Board, a Trustee's seat may be declared vacant upon another majority vote of the Board.**

## **ARTICLE II – Officers**

1. **Number**  
Pursuant to Section 3 of Chapter 193, Laws of 2001 the officers of the Board of Trustees shall be a President, Vice-President, Clerk, and Treasurer and such other officers as the Board deems necessary.
2. **Election**  
Officers shall be elected at the annual organizational meeting **to be** held during the first week of January by a majority vote of the Board of Trustees, and serve for one year.
3. **The President shall:**
  - a. ~~Be the chief executive officer and~~ **designated the** official spokesman **spokesperson** for the Board of Trustees;
  - b. *Preside, when present, at all meetings of the Board of Trustees;*
  - c. *Designate a trustee to perform his/her duties should the Vice-President be unable to do so;*
  - d. **Co-sign**, with the Treasurer or any other proper officer of the Library thereunto authorized by the Board of Trustees, any contracts, agreements, or other instruments which the Board of Trustees has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by law or **by** the Board of Trustees to some other officer or agent of the Library;
  - e. *Appoint the liaison(s) of each standing committee; **and be an ex-officio member thereof;***
  - f. *Appoint the liaison(s) of each special committee; **and be an ex-officio member thereof.***
4. **The Vice-President shall** preside at all regular and special meetings of the Board of Trustees in the absence of the President and perform all duties of the President in his/her absence.

### **ARTICLE III - Duties of the Board of Trustees**

1. The Board shall hire a qualified Library Director who shall be the Chief Executive and Administrative Officer of The Smithtown Library acting on behalf of the Board and under its review and direction. He/she shall be responsible for those duties ~~contained~~ **set forth** in Article VI, Sections 1 to 28 inclusive.
2. The Board, in consultation with the Library Director, shall consider, formulate and ~~decide on~~ **recommend** all policies affecting the operation of the Library.
3. The Board shall assure the general efficiency and progress of the Library by maintaining good relations with local government; representing the interests of the Library in local community planning; and ~~enlarging~~ **enhancing** public and official understanding of the Library, its purposes, ~~problems~~ **concerns** and progress.
4. The Board may appoint special ad hoc committees from among the residents **and employees and contractors** of the Library District as defined in Article I, Section 1.
5. ~~The President shall preside at all Regular Monthly Meetings of the Board, appoint the "liaisons" of all Board Committees and be an ex-officio member of said committees.~~
5. The Board of Trustees shall make the ~~following~~ appointments **of Clerk, Secretary and Treasurer** at the annual organizational meeting; those appointed shall serve at the pleasure of the Board:
6. **The Clerk shall:**
  - a. See that all notices are duly promulgated as required by law;
  - b. Be the custodian of Library records and of the seal of the Library and see **assure** that the seal is affixed to all **legal** documents, the execution of which on behalf of the Library under its seal ~~is duly~~ are to be authorized;
  - c. ~~Keep~~ **Maintain** a register of the post office address **and electronic address** of each member of the Board of Trustees, which shall be furnished to the Clerk by such member.
  - d. ~~Serve the Board as Clerk of the Election.~~ **Oversee and coordinate the Library's Budget Vote and Trustee Election.**
  - e. Assume the duties of the Secretary to the Board in his/her absence.
  - f. By resolution of the Board of Trustees, the Clerk may be paid a stated salary or a fixed sum for his/her respective services. No such payment shall preclude the Clerk from being employed by the Library in any other capacity and receiving compensation therefore.
7. **The Treasurer shall:**
  - a. Be custodian of all Library funds;
  - b. Receive and give receipts for moneys due and payable to the Library from any source whatsoever, and deposit all such moneys in the name of the Library in such banks or other depositories as shall be selected in accordance with Library policy.
  - c. Make a financial report to the Board of Trustees at each meeting and at other times when requested by the President or the Board of Trustees;
  - d. Establish and invest in accounts of any type as need or opportunity arises in accordance with State law and Library policy pursuant to approval of the Board of Trustees.
  - e. By resolution of the Board of Trustees, the Treasurer may be paid a stated salary or a fixed sum for his/her respective services. No such payment shall preclude the Treasurer from being employed by the Library in any other capacity and receiving compensation therefore.

**8. The Secretary shall:**

- a. Record the minutes of all meetings of the Board of Trustees
  - b. **Co-sign** with the President the approved minutes of all meetings of the Board of Trustees.
  - c. Accept for filing the petitions for Trustee candidates.
  - d. Assume the duties of the Clerk in his/her absence.
  - e. By resolution of the Board of Trustees, the secretary may be paid a stated salary or a fixed sum for his/her respective services. No such payment shall preclude the secretary from being employed by the Library in any other capacity and receiving compensation therefore.
9. The Board shall be authorized to contract with outside professional advisors or consultants, not ~~included~~ **cited** in Article 3, Section 11, on an annual retainer, hourly or per diem basis.
10. The Board hereby agrees that no trustee, including the President, may act or speak on behalf of the Library unless the entire Board specifically bestows that authority.
11. The Board shall be independent of political influence and shall avoid all actions and policies that are in fact or public perception deemed **may be perceived** to be partisan. ~~in nature. Pursuant to its non-partisan policy statement,~~ The Board shall appoint a member to serve as liaison to the Friends of the Smithtown Library, and to any other organization created to support the Library.

**ARTICLE IV - Meetings**

**1. Regular Meeting**

Regular meetings **of the Board** shall be held each month, at dates and times to be established by the Board of Trustees at the annual organizational meeting and shall be open to the public as required by Section 103 of the Open Meetings Law of the State of New York.

**2. Special Meeting**

Special meetings of the Board of Trustees may be called at any time by ~~or at the request of~~ the President or upon the request of three (3) trustees. The person or persons authorized to call special meetings of the Board of Trustees may fix the location for holding any special meeting of the Board of Trustees at a public place **within the Library District**. Notice of any special meeting shall be in accordance with Section 103 of the Open Meetings Law of the State of New York.

**3. Manner of Acting**

The act of the majority of the "whole number" of (7) Trustees at a meeting at which a quorum is present shall be deemed to be the act of the Board of Trustees.

**4. Electronic Meetings**

Members of the Board of Trustees, standing committees, and special committees are authorized to provide by telephone or through other electronic communications ~~media~~ information pertaining to the Library; provided that, such communications between or among individual trustees is not to constitute a collective decision regarding Library business.

**5. Quorum**

A majority of the designated number of the Board shall constitute a quorum.

**6. Order of Business**

The Order of Business for the Regular Monthly Meeting of the Board shall include, but not be limited to, the following items, which shall be ~~covered~~ **considered** in the sequence shown so far as circumstances will permit:

- a. *Reading and Approval of Minutes*
- b. *Reports of Officers, Board, Standing Committees and Director's Report*
- c. *Reports of Special Committees*
- d. *Unfinished Business*
- e. *Public Comments*
- f. *New Business*

**7. Annual Organizational Meeting**

*An annual organizational meeting shall be held by the Board of Trustees at the beginning of the Library's administrative year, during the first week of January (day & time to be determined), and shall be open to the public as required by Section 103 of the Open Meetings Law of the State of New York. No general business will be discussed and no public comments will be heard at this meeting.*

- a. *Administer the oath of office to newly elected trustees*
- b. *Nomination and election of officers*
- c. *Appointment of Clerk*
- d. *Appointment of Treasurer*
- e. *Appointment of Secretary*
- f. *Appointment of Library Director as financial clerk*
- g. *Establishment of bank depositories and funds as necessary*
- h. *Affirmation of Procurement Policy*
- i. *Affirmation of Investment Policy*
- j. *Appointment of legal professional*
- k. *Appointment of accounting firm*
- l. *Selection of district newspapers **and/or news websites** to be utilized for public notices of meetings*

**ARTICLE V - Committees**

**1. The following general rules shall apply to all Standing Committees:**

- a. *Unless otherwise specified in these by-laws, the term of membership on any committee shall be one year.*
- b. *All committees report to the Board of Trustees. A copy of any committee report shall be furnished to the Board of Trustees prior to the meeting at which the report is to be presented. Committees may report as frequently as needed.*
- c. *No one Board Member may be a member of the majority of committees.*
- d. *In an appropriate case, a liaison of a committee may submit a written request to the Board of Trustees to be relieved of duties. The Board may, in its discretion, accept such request and thereupon it shall appoint a replacement on such committee for the stated period.*
- e. *The Library Director or his/her designee shall attend all committee meetings and may take part in deliberations but shall have no vote.*

2. **Standing Committees.** *The following will be standing committees:*

a. **Budget and Finance Committee**

- i. *Composition: a maximum of two Board members may serve as liaison*
- ii. *Responsibilities*
  1. *Acts as Library Board's liaison with the Director on fiscal matters.*
  2. *To acquire and disseminate budgetary information to the Board and to interact on a continuous basis with the Library Director on budgetary formulation, budgetary developments, and the utilization of available funds;*
  3. *Audit and monitor the financial condition of the Library to ensure that it is carrying out its purpose without extravagance or waste; and*
  4. *Ensure that financial records are complete and accurate, and required financial reports are filed with federal and state agencies.*

b. **Buildings and Grounds Committee**

- i. *Composition: a maximum of two Board members may serve as liaisons*
- ii. *Responsibilities*
  1. *Acts as Library Board's liaison with the Director on Building and Grounds matters.*
  2. *Inspect all Library buildings on an "as-required basis", at least once every five (5) years, to ensure compliance with provisions of Building Codes, ADA requirements, safety regulations, and minimum state standards;*
  3. *Assess the need for major repairs, capital equipment, alterations and new construction; and*
  4. *Make certain that the Library continues to provide adequate equipment and connections for access to electronic and digital information.*

c. **Communications Committee**

- i. *Composition: a maximum of two Board members may serve as liaison*
- ii. *Responsibilities*
  1. *Acts as the Library Board's liaison with the Director on Communications matters.*
  2. *Assess the need for new methods of acquainting the general public with the programs and services of the Library; and*
  3. *Reviews plans for promoting library services, materials, and programs.*
  4. **May develop public statements and responses on behalf of the Board as necessary and approved by the majority of the Committee.**
  5. **May be a liaison to the Friends of the Library.**

d. **Personnel Committee**

- i. *Composition: a maximum of two Board members may serve as liaison*
- ii. *Responsibilities*
  1. *Acts as Library Board's liaison with the Director on personnel matters.*



2. Review all personnel actions to ensure compliance with Suffolk County Department of Civil Service rules and regulations;
3. To establish, with Board approval, a document on all personnel procedures;
4. To review the written recommendations submitted by the Library Director and to forward its own written recommendation to the Board;
5. Represent the Board of Trustees along with the Library Director during collective negotiations.

e. **Policy Committee**

- i. Composition: three Board Member liaisons, one librarian consultant, one union/personnel representative
- ii. Responsibilities
  1. Acts as Library Board's liaisons with the Director on policy matters.
  2. Regularly reads, reviews and makes recommendations for additions to or changes to Library policies & bylaws.
  3. **Ensure that all policies are reviewed by appropriate personnel.**

f. **Strategic Planning Committee**

- i. **Composition: a maximum of three Board members may serve as liaisons**
- ii. **Responsibilities**
  1. **Reviews Library's Long Range Plan of Service and advises the Board as to the fulfillment of its goals.**

**ARTICLE VI - Duties of the Library Director**

A. Library Director

Administrative

1. The Library Director shall be the Chief Administrative **and Executive** Officer of The Smithtown Library acting on behalf of the Board and under its review and direction.
2. The Library Director shall ensure compliance with all laws relating to public libraries.
3. The Library Director shall represent The Smithtown Library at all state, regional and national Library Symposiums, whenever possible.
4. The Library Director, in consultation with and subject to the approval of the Board, may hire a qualified Assistant Library Director(s).
5. The Assistant Library Director(s) shall be authorized to perform all the duties of the Library Director in his/her absence.
6. The Library Director shall designate a Librarian who shall be authorized to perform his/her duties, should the Assistant Library Director(s) be unable to do so.
7. The Library Director shall oversee the care and maintenance of the library buildings and grounds, vehicles and equipment.
8. The Library Director shall have the flexibility to adjust goals as necessary.

Board Relations

9. The Library Director shall carry out the policies of The Smithtown Library as adopted by the Board.
10. The Library Director shall attend all meetings of the Board and may take part in deliberations but shall have no vote.

11. *The Library Director shall keep the Trustees informed as to the Library's current progress and future needs through regular monthly reports.*
12. *The Library Director shall submit to the Trustees Monthly Statistical Reports at the Meetings of the Board.*
13. *The agenda for the Regular Monthly Meeting of the Board shall be prepared by the Library Director and be distributed to the Trustees in a timely manner.*
14. **The Library Director shall assist in ensuring that policies and procedures remain non-partisan.**

Personnel

15. *The Library Director shall fill all new positions and vacancies according to the provisions of New York State Civil Service Law and the Rules and Regulations of the Suffolk County Department of Civil Service. All appointments are subject to the approval of the Board.*

Budget and Finance

16. *The Library Director shall coordinate the preparation of the Annual Budget in conjunction with the Treasurer and Budget and Finance Liaison for the ensuing year to be presented to the Trustees for approval not later than the August/September Meeting of the Board.*
17. *The Library Director shall have control of the funds set forth pursuant to the Library's Procurement Policy.*
18. *The Library Director will determine the most cost-effective manner for purchase and maintenance of library equipment and supplies.*
19. *The Library Director will ensure that all purchases are in accordance with the competitive bidding provisions of Section 100, et seq. of New York State General Municipal Law.*
20. *The Director shall actively pursue grants and alternative funding for the Library.*

Professional Development

21. *The Library Director shall keep current with knowledge, skills and trends relevant to public libraries and librarianship in general.*
22. *The Library Director shall maintain an active role in professional organizations.*

Community Relations

23. *The Library Director shall serve as the Board's liaison to the community.*
24. *The Library Director shall communicate effectively with the media and receive **assure** adequate media coverage.*
25. *The Library Director shall ~~see~~ **assure** that news releases, notices, library publications, both print and electronic, are continuously produced and updated.*
26. *The Library Director shall respond to public inquires and complaints.*
27. *The Library Director shall promote the Library to enhance the respect and support of the community. He/she shall be available for speaking engagements and perform this public relations function.*
28. *The Library Director shall make recommendations to the Trustees for action which will improve the Library's effectiveness and visibility in the community.*

**B. Procedures for the Library Director Evaluation**

*The Director's confidential evaluation shall be completed annually.*

1. *The Library Board will agree upon the evaluation tools.*

2. Upon receipt of the Library Director's report of the past year's highlights, achievements and recommendations, the Board of Trustees shall evaluate the Library Director's performance and present the Library Director's evaluation ~~at the August board meeting~~ **no later than the December Regular Board meeting**. The evaluation is to be written by the Board President or his/her designee and submitted in narrative format; every member of the Library Board will have the opportunity to review the Library Director's Evaluation; the evaluation is to be signed by each board member and returned in a timely manner. **The evaluation may be reviewed for fairness and objectivity by a confidential Library staff member prior to being submitted to the Director.**
3. The Library Board and the Director shall orally discuss the Director's evaluation confidentially at ~~the August~~ **a Regular** Board meeting. The Library Director will sign the evaluations to acknowledge his/her reading of them prior to their placement in his/her personnel folder. The Library Director will be permitted to rebut in writing all or any parts of the evaluations submitted to him/her prior to the August meeting.

### **ARTICLE VII - Fiscal Matters**

1. The fiscal year of The Smithtown Library shall be January 1 to December 31.
2. A motion to borrow money shall require the affirmative vote of at least 5 members of the 7-member Board.
3. The Treasurer appointed according to Article III, Section 7 shall be authorized to sign all payroll checks and all checks prepared for disbursements. All checks issued for an amount equal to five-thousand dollars (\$5,000.00) or more shall require a second signature by a member of the Board of Trustees of the Smithtown Special Library District who has been designated as a signatory for that account with the exception of routine gross payroll and deduction checks which require only one signature. The Board will receive disbursement and payroll warrants on a monthly basis for review and approval.

### **ARTICLE VIII - Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the proceedings of the Board of Trustees in all cases to which they are applicable and ~~in which~~ **when** they are not inconsistent with these bylaws.

### **ARTICLE IX – Amendments**

These bylaws may be repealed, amended, or added to by a 2/3 vote of the whole Board at a regular meeting. Such action may be taken, however, only after the substance of the proposed repeal, amendment, or addition has been presented in writing at a prior regular meeting and notice thereof has been given in the notice of the meeting at which it is to be considered. Bylaws should be reviewed for possible revision every three (3) years by a bylaws committee. Bylaws can be reviewed at any time if ~~determined~~ **recommended** by a simple majority of the Board.

### **10. REVISED POLICY – Public Communications [Policy 700-120] (1<sup>st</sup> Reading)**

[Note: revisions are noted in underlined bold font; deletions are noted with a strikethrough]

#### **1. Object**

~~This policy is hereby enacted by The Board of Trustees ("Board") of The Smithtown Library ("Library") for the following purposes~~ **hereby adopts as the purposes guiding the Library's public communications:**

- a. to inform ~~citizen's~~ **residents** so that they ~~can~~ **may** make use of and support the Library's services and programs;

- b. to build a positive library image in the community that will encourage residents to use and support the Library's programs and services;
- c. to establish a ~~reputation~~ **foundation** as a nonpartisan, ~~nonsectarian,~~ **and** nonbiased meeting ground for ~~all ideas~~ **the dissemination and discussion of topics**;
- d. to ensure accurate, **accountable and** professional communication of ~~library services and programs,~~ **of library information; and**
- e. to ensure timely and accurate two-way communication between the Library and its public **dialogue between the Library and its constituents**.

2. **Policy**

The Library's ~~policy~~ **intention** is to establish and maintain open, two-way communication between the Library and ~~various publics~~ **the communities** the Library serves. The Library will adopt and carry-out a planned public communications program that will inform its ~~citizens~~ **residents** of the Library's programs and services, promote all ~~citizens'~~ **residents'** use of the Library and establish the Library as a ~~nonpartisan~~ **functioning, engaging and receptive** meeting ground for all ideas.

3. **Goals**

Public communication goals of the ~~Smithtown~~ Library are: (1) to promote a ~~good~~ **sound** understanding of the Library's objectives and services among ~~governing~~ **governmental** officials, civic leaders and the general public; (2) to promote active participation in the varied programs and services offered by the Library to ~~people~~ **residents** of all ages.

4. **Responsibilities**

The Board recognizes that public communications ~~involves~~ **should respect** every person who has a connection with the Library. The Board urges its own members and all library employees to realize that they represent the Library in every **each** public contact **within which they engage**.

5. **Outreach**

The Library Director shall designate **community** outreach staff to ~~make~~ **conduct** presentations to promote Library programs and services. A reasonable amount of library time will be allowed for preparation and speaking **to community members**.

Materials to be used by press, radio, **digital marketing** or television must be approved by the Library Director or his/her designee.

6. **Coordination of Speaking Engagements**

Speaking engagements ~~made~~ **engaged in** by library trustees and staff on behalf of the Library will be coordinated by the Library Director or his/her designee.

7. **Publications**

The Board will establish a publications budget to ~~cover~~ **absorb** costs related to printing, publication, supplies and miscellaneous needs related to the public communications effort. Bulletins, brochures and other promotional materials shall be produced and distributed through regular mailings, **digital marketing** and other effective methods of reaching the public.

8. **Standards of Quality**

Promotional and informational materials designed to be disseminated to the public will meet standards of quality established by the Library. Library managers will be responsible to ~~see~~ **assure** that such promotional and informational materials produced by or for their respective departments meet Library standards. All such materials are subject to approval by the Library Director or his/her designee.

9. **Requests for Information**

Responses to requests for information from the public and/or media regarding library policies or procedures should be limited to **those within** the scope of the respondent's job duties. All requests for information beyond the scope of those duties should be referred to the Library Director or his/her designee.

11. REVISED POLICY – Photographing, Videotaping and Use of Other Recording Devices Policy  
[Policy 700-200] (1<sup>st</sup> Reading)

[Note: revisions are noted in underlined bold font; deletions are noted with a strikethrough]

*The Library's primary mission is to provide Library services to the residents of The Smithtown Library. Photographing, videotaping, or use of other recording devices ~~may not~~ **are not to** interfere with the provision of Library services. Staff may terminate any photographing, videotaping, or recording sessions that may compromise public safety or security, or interfere with the Library's operations. ~~All photographing, videotaping or use of other recording devices will require the prior approval of the Library Director.~~*

**INDIVIDUAL PHOTOGRAPHY/VIDEOTAPING**

Persons photographing, videotaping, or recording on Library premises must obtain the necessary releases and permissions from ~~persons~~ **individuals** who are to be photographed, videotaped, or recorded. Taking photographs or videotaping of a minor requires the permission of the minor's parent or guardian. The Library undertakes no responsibility for obtaining these releases. **Persons undertaking such photographing, videotaping or recording will hold the Library harmless from any claims or actions made against the Library alleging illicit activities.**

**MEDIA OR COMMERCIAL PHOTOGRAPHY/VIDEOTAPING**

~~The Library does not permit~~ **prohibits media or** commercial photography or filming. Any exception requires the express written ~~permission~~ **approval** from the Library Director. **A person filming or photographing must not disturb visitors/patrons or Library staff.**

Community organizations ~~holding~~ **conducting** scheduled events or meetings in the Library's quiet rooms, conference rooms or meeting rooms may arrange for their own photographing or videotaping/recording of their event. Such photography and videotaping is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions; **and will hold harmless the Library with regard to any claims or actions alleging illicit photographing, videotaping or recording.**

**LIBRARY STAFF PHOTOGRAPHY/VIDEOTAPING**

Library staff ~~often~~ **may** take pictures or shoot videos at Library events to utilize in Library publicity materials and on the Library website. The Library reserves the right to ~~document~~ **display** its services and the public's use of the Library. Official representatives of the Library may take photographs, videotape, or use other recording devices within the Library and at Library-related events and activities for Library purposes. These photographs and video may be ~~copied~~, displayed, published (including on the Library's website **and/or social media**), and telecast for such purposes as promotion, publicity, and news to inform the public regarding the Library. ~~All such photography/videotaping will be in accordance with Library procedures.~~

*If individuals do not desire the Library to utilize a picture or video of themselves or their child(ren), they are to advise a Library staff member prior to the event; **notice of such is to be announced prior to an event.***

*This policy extends to photographing and filming by Library staff at Friends of the Library events and at Library booths and programs at Library/public events in the community.*

12. Next "Regular" meeting of the Board of Trustees – April 16, 2024 – 6:30 p.m. - Kings Park building.

**MINUTES  
BOARD OF TRUSTEES  
THE SMITHTOWN LIBRARY  
February 20, 2024**

A regular meeting of the Board of Trustees of The Smithtown Library was held at the Nesconset building, Nesconset, New York, on the 20<sup>th</sup> day of February, 2024. The meeting was called to order at 6:30 pm with the pledge of allegiance to the flag.

The following Library Trustees were present: Mildred Bernstein, Barbara Deal, Annette Galarza, Howard Knispel, Christopher Sarvis and \*Theresa Stabile (\*Theresa Stabile arrived at 6:35 pm). Trustee Brianna Baker-Stines was absent with prior notice.

Also present were Library Director Robert Lusak, Assistant Library Director Eileen Caulfield, Assistant Library Director Patricia Thomson, Treasurer Kevin Miller, Clerk Lauren Gunderson and Secretary Linda Taurassi.

Annette Galarza, President of the Board of Trustees, acted as Chairperson of the meeting.

**READING AND APPROVAL OF MINUTES**

**1. APPROVAL OF MINUTES**

Library Board President Annette Galarza moved to approve the adoption of the following resolution:

- a. *RESOLVED, that the REGULAR MEETING MINUTES of January 16, 2024 be approved as presented.*

The motion was seconded by Trustee Howard Knispel and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Sarvis; AGAINST—none

**REPORTS OF OFFICERS, BOARDS, STANDING COMMITTEES & DIRECTOR'S REPORT**

- 2. The BUDGET AND FINANCE COMMITTEE report was presented by Budget and Finance Committee Liaison Barbara Deal, who moved to approve the adoption of resolution "a":

- a. **TREASURER'S REPORT**

*RESOLVED, that the TREASURER'S REPORT for the month ended January 31, 2024 be approved for filing (copy of report appended to the original of these minutes).*

The motion was seconded by Trustee Mildred Bernstein and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Sarvis; AGAINST—none

b. WARRANTS

Budget and Finance Committee Liaison Barbara Deal moved to approve the adoption of resolution “b”:

*RESOLVED, that the following WARRANTS be approved for payment:*

i.	Warrant #24 - February	(“L” fund) PREPAYS	\$	5,533.95
ii.	Warrant #24 - February	(“L” fund) WARRANT	\$	1,052,337.89
iii.	Warrant #24 - February	(“M” fund) WARRANT	\$	2,570.00
iv.	Warrant #24 - February	(PAYROLL #2 – 1/19/24)	\$	325,715.53
v.	Warrant #24 - February	(PAYROLL #3 – 2/2/24)	\$	217,897.19
vi.	Warrant #24 – February	(PAYROLL #4 – 2/16/24)	\$	272,146.65

The motion was seconded by Trustee Christopher Sarvis and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Sarvis; AGAINST—none

Budget and Finance Committee Liaison Barbara Deal moved to approve the adoption of resolution “c”:

c. BUDGET TRANSFERS

*RESOLVED, that the Business Manager be authorized to execute budget transfers in the dollar amounts and expenditure lines as follows:*

BUDGET TRANSFERS				
Account	Account Title	Original Budget	(FROM)/TO	Adjusted Budget
L.1440	Custodial Salaries	200,000	(35,000)	165,000
L.1420	Clerical Staff Salaries	1,690,000	35,000	1,725,000
L.4340	Printing	30,000	(250)	29,750
L.4330	Postage & Freight	17,200	250	17,450
L.4350	Travel	8,800	1,000	9,800
L.4375	Professional Fees - Security	425,000	7,500	432,500
L.4520	Building Repairs & Maintenance	290,000	(8,500)	281,500

The motion was seconded by Trustee Howard Knispel and adopted 5-0 by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Sarvis; AGAINST—none

3. The PERSONNEL COMMITTEE report was presented by Personnel Committee Liaison Christopher Sarvis who moved to approve the adoption of resolution “a”:

a. PERSONNEL CHANGES

*RESOLVED, that the following PERSONNEL changes be approved as presented:*



**NOTE: Trustee Theresa Stabile entered the meeting at 6:35 p.m.**

Part-time to Full Time:

- i. Release of **Thomas Seichter** from a part-time Groundskeeper I position into a permanent full-time appointment of Groundskeeper I, all buildings, at an annual rate of pay of \$32,834.00, subject to a five-year probationary period, effective February 21, 2024 (to fill the third vacant part-time Groundskeeper I position approved 7/1/20).

Resignation:

- ii. Resignation of **Jacqueline M. Steinmeyer**, Library Clerk, Circulation Department, Smithtown building, effective February 2, 2024.

The motion was seconded by Trustee Barbara Deal and adopted 6-0 after discussion by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile AGAINST—none

Personnel Committee Liaison Christopher Sarvis moved to approve the adoption of resolution “b”:

b. CONFERENCE ATTENDANCE REQUESTS

*RESOLVED, that the following CONFERENCE ATTENDANCE requests set forth hereinafter are hereby approved:*

- i. That Library Director **Robert Lusak**, Administration Department, Nesconset building, be authorized to attend, on paid release time, the PLA 2024 Conference sponsored by the Public Library Association, to be held in Columbus, Ohio, from April 2, 2024 through April 6, 2024, with reimbursement for reasonable expenses incurred with the display of certified receipts.
- ii. That the following Library Trustees be authorized to attend the “2024 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY on May 9, 2024, with each registration of \$95.00 to be paid for by The Library: **Brianna Baker-Stines, Barbara Deal, Annette Galarza, Christopher Sarvis, Theresa Stabile.**
- iii. That the following Library Trustees be authorized to attend, nunc pro tunc, the “Book Bans and Censorship: Managing Public Comment Sessions and Material Challenges” online workshop held via Zoom on January 30, 2024, with each registration of \$25.00 to be paid for by The Smithtown Library: **Brianna Baker-Stines, Mildred Bernstein, Barbara Deal, Annette Galarza, Howard Knispel, Christopher Sarvis.**

- iv. *That the following staff members be authorized to attend on paid release time the “2024 Annual Long Island Library Conference” to be held at the Melville Marriot, located at 1350 Old Walt Whitman Road, Melville, NY, on May 9, 2024, with reimbursement for conference registration not to exceed \$80.00: **Carolyn Brooks, Eileen Caulfield, Julie DeLaney, Rachel Cecchini, Nanci Helmle, Jennifer Honickman, Jacquelyn Lam, Amanda Lentino, Robert Lusak, Jessica Mudano, Colleen Navins, Jessica Quenzer, Andrew Salomon, Patricia Thomson, Ana Walsh, Sheila Worlow, Caren Zatyk.** (NOTE: amount noted above does not include mileage costs).*
- v. *That Librarian II **Kaitlin Brand**, Teen Services/Reference Department, Commack building, be authorized to attend, on paid release time, the “2024 Annual Fran Romer Memorial Booktalk Workshop”, sponsored by the Young Adult Services Division (YASD) to be held at the Patchogue Medford Carnegie Teen Center, Patchogue, NY, on April 11, 2024, with reimbursement for actual and necessary expenses not to exceed \$45.00.*

The motion was seconded by Trustee Howard Knispel and adopted 6-0 by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile AGAINST—none

- 4. In the absence of BUILDINGS & GROUNDS COMMITTEE liaison Brianna Baker-Stines, the Buildings & Grounds Committee report was presented by Trustee Mildred Bernstein, who moved to approve the adoption of resolution “a”:

- a. CONTRACT – Winters Bros. Waste Systems

*RESOLVED, that the Board of Trustees of The Smithtown Library does hereby authorize the Library Director to enter into a 1-year contract agreement with Winters Bros. Waste Systems for the period April 15, 2024 through April 14, 2025, for the purpose of providing waste and recycling management service for all Library buildings, at a total annual cost not to exceed \$6,000.00 for the year (note: as needed, additional pickups can be arranged for an additional charge; Winters Bros. Waste Management Systems is on NY State Contract, Award #22760).*

The motion was seconded by Trustee Christopher Sarvis and adopted 6-0 after discussion by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile AGAINST—none

- b. DISCUSSION – EV Charging Stations

Library Director Robert Lusak gave an update on reports received from architect John Tanzi pertaining to the progress of the installation of the EV Charging Stations at the Nesconset and Kings Park buildings.

- 5. There was no report of the COMMUNICATIONS COMMITTEE.

6. There was no report of the STRATEGIC PLANNING COMMITTEE.

7. DIRECTOR'S REPORT – Robert Lusak, Library Director

The Library Director's report had been submitted previously to the Library Board (copy of report appended to the original of these minutes).

**UNFINISHED BUSINESS**

There was no unfinished business.

**PUBLIC COMMENTS**

There were no public comments.

**NEW BUSINESS**

There was no new business.

8. Library Board President Annette Galarza noted that the next regular meeting of the Board of Trustees is scheduled to be held March 19, 2024 at 6:30 pm at the Commack building.

9. There being no further business, Library Trustee Barbara Deal moved to adjourn the meeting at 6:58 p.m. The motion was seconded by Trustee Howard Knispel and adopted 6-0 by the following roll call vote:

FOR—Bernstein, Deal, Galarza, Knispel, Sarvis, Stabile    AGAINST—none

Minutes approved this 19<sup>th</sup> day of March, 2024

Annette Galarza, President  
Smithtown Library Board of Trustees

Linda Taurassi  
Secretary to the Board of Trustees

*(This is a draft of the February 20, 2024 Board of Trustees meeting; to be voted on for approval at the March 19, 2024 Board of Trustees meeting).*

**THE SMITHTOWN LIBRARY**  
**Smithtown , New York**  
**TREASURER'S REPORT**  
**For the Month Ending February 29, 2024**

		General Fund Investment Acct.	General Fund Dispursement Checking Account	Payroll Checking Account	M Fund Grant/Donate Checking	T-Bills	TOTAL
BBF	1/31/2024	\$ 10,637,692.23	\$ 129,050.69	\$ 335,821.67	\$ 1,053,997.86	\$ 5,106,709.77	\$ 17,263,272.22
<b>FEBRUARY</b>							
Interest		\$ 21,930.96	\$ -	\$ -	\$ -	\$ 28,290.23	\$ 50,221.19
Real Property Taxes		\$ 150,575.18	\$ -	\$ -	\$ -	\$ -	\$ 150,575.18
Prop Tax Interest Distribution		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PILOT		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fines/Fees		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Refund/Reimbursements		\$ -	\$ 1,545.30	\$ -	\$ -	\$ -	\$ 1,545.30
Commissions		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gifts/Donations		\$ 516.24	\$ -	\$ -	\$ -	\$ -	\$ 516.24
E-Rate		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Passports		\$ -	\$ 1,624.00	\$ -	\$ -	\$ -	\$ 1,624.00
Miscellaneous		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Programs		\$ -	\$ 6,737.65	\$ -	\$ -	\$ -	\$ 6,737.65
State Aid/Grants		\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00
Health Insurance		\$ -	\$ 985.42	\$ -	\$ -	\$ -	\$ 985.42
Prior Month Void Checks		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Prior Month Adjustment		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reimburse from Friends/Library		\$ -	\$ 1,141.81	\$ -	\$ -	\$ -	\$ 1,141.81
Transfer From M Fund		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer FROM T-Bills		\$ 402.07	\$ -	\$ -	\$ -	\$ -	\$ 402.07
Transfer FROM Investment Acct.		\$ -	\$ 1,095,000.00	\$ 545,000.00	\$ -	\$ -	\$ 1,640,000.00
<b>TOTAL:</b>		<b>\$ 10,811,116.68</b>	<b>\$ 1,239,084.87</b>	<b>\$ 880,821.67</b>	<b>\$ 1,053,997.86</b>	<b>\$ 5,135,000.00</b>	<b>\$ 19,120,021.08</b>
<b>Expenditures</b>							
<b>FEBRUARY</b>							
Monthly Disbursements		\$ -	\$ 1,078,283.72	\$ 552,336.15	\$ 2,570.00	\$ 402.07	\$ 1,633,591.94
Transfer to Investment Account		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to M Fund		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to T-Bills		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to Disburse. Acct.		\$ 1,095,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,095,000.00
Transfer to Payroll Acct.		\$ 545,000.00	\$ -	\$ -	\$ -	\$ -	\$ 545,000.00
<b>TOTAL:</b>		<b>\$ 1,640,000.00</b>	<b>\$ 1,078,283.72</b>	<b>\$ 552,336.15</b>	<b>\$ 2,570.00</b>	<b>\$ 402.07</b>	<b>\$ 3,273,591.94</b>
<b>Balance</b>	2/29/2024	<b>\$ 9,171,116.68</b>	<b>\$ 160,801.15</b>	<b>\$ 328,485.52</b>	<b>\$ 1,051,427.86</b>	<b>\$ 5,134,597.93</b>	<b>\$ 15,846,429.14</b>

I CERTIFY THAT THIS REPORT IS A TRUE AND CORRECT STATEMENT OF THE FINANCIAL TRANSACTION FOR THE SMITHTOWN LIBRARY FOR MONTH ENDING FEBRUARY 2024

Respectfully Submitted,

Kevin M. Miller  
Treasurer  
The Smithtown Library

Library Trust Funds

Handley Fund	\$ 11,369.36
Board of Trustees	\$ 28,286.31
	\$ 39,655.67

# THE SMITHTOWN LIBRARY - L FUND REVENUE AND EXPENSE STATEMENT

January through February 2024

	Jan - Feb 24	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
L.10010 · REAL PROPERTY TAXES	9,578,324.84	16,174,934.00	-6,596,609.16	59.2%
L.10810 · OTHER TAX ITEMS -PILOT	0.00	250,000.00	-250,000.00	0.0%
L.2082 · E-COMMERCE FINES	0.00	5,000.00	-5,000.00	0.0%
L.20821 · LIBRARY FINES	222.01	1,000.00	-777.99	22.2%
L.20823 · PASSPORT ACCEPTANCE FEES	3,146.90	30,000.00	-26,853.10	10.5%
L.20825 · LOST AND PAIDS	1,690.46	10,500.00	-8,809.54	16.1%
L.20826 · OUTSIDE LOST & PAIDS	395.75	2,600.00	-2,204.25	15.2%
L.20827 · PATRON PRINT FEES	1,864.50	15,000.00	-13,135.50	12.4%
L.20828 · PATRON COMPUTER DISC FEES	64.00	500.00	-436.00	12.8%
L.20829 · OTHER LIBRARY FEES	0.00	2,000.00	-2,000.00	0.0%
L.24011 · INTEREST EARNED MM & DISB	73,586.14	250,000.00	-176,413.86	29.4%
L.24501 · COMMISSIONS - COPIERS	1,205.50	7,500.00	-6,294.50	16.1%
L.27030 · REFUND PRIOR YEAR EXPENSE	0.00	13,500.00	-13,500.00	0.0%
L.27050 · GIFTS AND DONATIONS	3,666.24	2,000.00	1,666.24	183.3%
L.27700 · MISCELLANEOUS INCOME	3,120.00	30,000.00	-26,880.00	10.4%
L.38400 · STATE AID/BULLETT GRANT	0.00	33,602.00	-33,602.00	0.0%
L0599.0 · BUDGET APPROP FUND BALANCE	0.00	464,824.00	-464,824.00	0.0%
<b>Total Income</b>	<b>9,667,286.34</b>	<b>17,292,960.00</b>	<b>-7,625,673.66</b>	<b>55.9%</b>
<b>Gross Profit</b>	<b>9,667,286.34</b>	<b>17,292,960.00</b>	<b>-7,625,673.66</b>	<b>55.9%</b>
<b>Expense</b>				
L.1375 · Credit Card Expenses	420.28			
L.1410 · CERT LIBRARIANS SALARIES	483,383.40	4,084,800.00	-3,601,416.60	11.8%
L.1411 · LIBRARIAN PART TIME	39,274.38	539,700.00	-500,425.62	7.3%
L.1420 · CLERICAL STAFF SALARIES	184,449.98	1,756,900.00	-1,572,450.02	10.5%
L.1421 · CLERICAL PART TIME	82,481.06	684,500.00	-602,018.94	12.0%
L.1430 · PAGES SALARIES	33,285.17	294,000.00	-260,714.83	11.3%
L.1440 · CUSTODIAL SALARIES	16,556.08	143,300.00	-126,743.92	11.6%
L.1441 · CUSTODIAL PART TIME	26,031.57	240,000.00	-213,968.43	10.8%
L.1442 · MESSENGER/GROUNDSKEEPER PT	5,052.70	65,000.00	-59,947.30	7.8%
L.1449 · ACCRUED P/R COMPENSATION	0.00	0.00	0.00	0.0%
L.1450 · SUNDAY SALARIES	16,974.71	115,000.00	-98,025.29	14.8%
L.2000 · COMPUTER EQUIPMENT	3,772.63	20,000.00	-16,227.37	18.9%
L.2030 · BUILDING EQUIPMENT	2,866.93	90,000.00	-87,133.07	3.2%
L.2100 · OTHER CAPITAL OUTLAY	0.00	35,000.00	-35,000.00	0.0%
L.4000 · MISCELLANEOUS EXPENSE	0.00	100.00	-100.00	0.0%
L.4100 · BOOKS	17,717.75	275,000.00	-257,282.25	6.4%
L.4110 · LOST AND PAID	401.69	2,000.00	-1,598.31	20.1%
L.4120 · RECORDINGS	3,102.00	90,000.00	-86,898.00	3.4%
L.4130 · PERIODICALS	6,450.68	45,000.00	-38,549.32	14.3%
L.4131 · OTHER SERIALS	7,620.39	53,000.00	-45,379.61	14.4%
L.4150 · ONLINE MATL'S AND SVC	518,465.76	680,000.00	-161,534.24	76.2%
L.4151 · OTHER NON BOOK MATLS	2,274.20	15,200.00	-12,925.80	15.0%
L.4160 · BINDING	0.00	500.00	-500.00	0.0%
L.4290 · PROGRAMS	5,839.29	115,000.00	-109,160.71	5.1%
L.4290S · SUMMER READING PROGRAM	1,018.77	25,000.00	-23,981.23	4.1%
L.4291 · STAFF DEVELOPMENT	378.60	8,020.00	-7,641.40	4.7%
L.4300 · OFFICE AND LIBRARY SUPPLIES	4,288.61	70,000.00	-65,711.39	6.1%
L.4301 · PAYROLL PROCESSING	4,001.60	21,400.00	-17,398.40	18.7%
L.4311 · TELECOMMUNICATIONS	13,170.18	96,640.00	-83,469.82	13.6%
L.4320 · Computer Supplies & Services	21,155.49	80,000.00	-58,844.51	26.4%

**THE SMITHTOWN LIBRARY - L FUND  
REVENUE AND EXPENSE STATEMENT**

03/12/24

Accrual Basis

January through February 2024

	Jan - Feb 24	Budget	\$ Over Budget	% of Budget
L.4330 · POSTAGE AND FREIGHT	1,153.85	17,000.00	-15,846.15	6.8%
L.4340 · PRINTING	3,122.00	33,550.00	-30,428.00	9.3%
L.4350 · TRAVEL	1,030.71	9,000.00	-7,969.29	11.5%
L.4360 · SCLS MEMBER SUPPORT	0.00	167,000.00	-167,000.00	0.0%
L.4370 · PROFESSIONAL FEES	17,500.00	100,000.00	-82,500.00	17.5%
L.4375 · PROFESSIONAL FEES - SECURITY	31,049.92	425,000.00	-393,950.08	7.3%
L.4380 · MEMBERSHIP DUES	2,336.00	5,000.00	-2,664.00	46.7%
L.4390 · SHARED NETWORK MAINTENANCE	20,356.18	81,000.00	-60,643.82	25.1%
L.4500 · FUEL AND UTILITIES	21,802.01	275,000.00	-253,197.99	7.9%
L.4510 · CUSTODIAL SUPPLIES	3,143.68	15,000.00	-11,856.32	21.0%
L.4520 · BUILDING REPAIRS & MAINTENANCE	28,299.12	281,000.00	-252,700.88	10.1%
L.4540 · INSURANCE	50,953.00	124,000.00	-73,047.00	41.1%
L.4730 · MAINTENANCE OF VEHICLES	0.00	5,000.00	-5,000.00	0.0%
L.6000 · DEBT SERVICE	0.00	1,401,000.00	-1,401,000.00	0.0%
L.6010 · DEBT SERVICE - INTEREST	0.00	140,250.00	-140,250.00	0.0%
L.8100 · RETIREMENT SYSTEM CONTRIBUTION	229,965.50	1,013,000.00	-783,034.50	22.7%
L.8200 · SOCIAL SECURITY CONTRIBUTION	51,666.66	492,000.00	-440,333.34	10.5%
L.8210 · MEDICARE CONTRIBUTION	12,083.24	115,000.00	-102,916.76	10.5%
L.8300 · WORKMANS COMPENSATION	0.00	82,000.00	-82,000.00	0.0%
L.8400 · UNEMPLOYMENT COMPENSATION	0.00	5,000.00	-5,000.00	0.0%
L.8500 · HOSPITAL/MEDICAL INSURANCE	589,208.52	2,675,000.00	-2,085,791.48	22.0%
L.8600 · CSEA BENEFIT FUND	24,163.14	182,000.00	-157,836.86	13.3%
L.8700 · EMPLOYEE ASSISTANCE PROGRAM	0.00	5,100.00	-5,100.00	0.0%
L.9901 · INTERFUND EXPENSE TRANSFER	1,503,250.00			
<b>Total Expense</b>	<b>4,091,517.43</b>	<b>17,292,960.00</b>	<b>-13,201,442.57</b>	<b>23.7%</b>
<b>Net Income</b>	<b>5,575,768.91</b>	<b>0.00</b>	<b>5,575,768.91</b>	<b>100.0%</b>

**THE SMITHTOWN LIBRARY -M FUND**  
**REVENUE AND EXPENSE STATEMENT**  
 January through February 2024

	<u>Jan - Feb 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Expense				
M.4000 · MISC EXPENSE	15.00			
M.4300 · MISC DONATION	3,190.00			
Total Expense	<u>3,205.00</u>			
Net Ordinary Income	-3,205.00			
Other Income/Expense				
Other Income				
M.2401 · Interest	32.59			
Total Other Income	<u>32.59</u>			
Net Other Income	32.59	0.00	32.59	100.0%
Net Income	<u><u>-3,172.41</u></u>	<u><u>0.00</u></u>	<u><u>-3,172.41</u></u>	<u><u>100.0%</u></u>

**THE SMITHTOWN LIBRARY-L FUND**  
**MARCH 2024 PREPAYS**  
February 21 through March 15, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	13597	02/21/2024	NATIONAL GRID-N	31106-33007	L0201.0 · CASH DISBURSEME...	
Bill	31106-33007 N...	02/21/2024		N - GAS 1/13-2/12/24	L.4500 · FUEL AND UTILITIES	-1,243.09
TOTAL						-1,243.09
Bill Pmt -Check	13598	02/21/2024	NATIONAL GRID-S	44773-87003	L0201.0 · CASH DISBURSEME...	
Bill	44773-87003 S...	02/21/2024		S - GAS 1/13-2/12/24	L.4500 · FUEL AND UTILITIES	-2,190.24
TOTAL						-2,190.24
Check	13599	03/01/2024	EQUITABLE FINANCIAL	PR#5 DATED 3/1/24	L0201.0 · CASH DISBURSEME...	
				PR#5 DATED 3/1/24	L0729.0 · EMPLOYEES ANNUIT...	-2,348.00
TOTAL						-2,348.00
Check	13600	03/01/2024	CSEA	PR#5 DATED 3/1/24	L0201.0 · CASH DISBURSEME...	
				PR#5 DATED 3/1/24	L0720.0 · EMPLOYEES INSURA...	-59.90
				PR#5 DATED 3/1/24	L0724.0 · CSEA	-2,704.03
TOTAL						-2,763.93
Check	13601	03/01/2024	METLIFE	PLAN#1009950-C1 403b PR#5 DA...	L0201.0 · CASH DISBURSEME...	
				PR#5 DATED 3/1/24	L0729.0 · EMPLOYEES ANNUIT...	-220.00
TOTAL						-220.00
Check	13602	03/01/2024	NYS DEFERRED COMP	PR#5 DATED 3/1/24	L0201.0 · CASH DISBURSEME...	
				PR#5 DATED 3/1/24	L0729.0 · EMPLOYEES ANNUIT...	-4,708.23
TOTAL						-4,708.23



**THE SMITHTOWN LIBRARY-L FUND**  
**MARCH 2024 PREPAYS**  
February 21 through March 15, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	13603	03/04/2024	OPTIMUM - K	0784014995203-2	L0201.0 · CASH DISBURSEME...	
Bill	078401499520...	03/04/2024		K - 3/1-3/31/24	L.4311 · TELECOMMUNICATIO...	-150.27
TOTAL						-150.27
Bill Pmt -Check	13604	03/04/2024	OPTIMUM - S	0784094293802-3	L0201.0 · CASH DISBURSEME...	
Bill	078409429380...	03/04/2024		S - 3/1-3/31/24	L.4311 · TELECOMMUNICATIO...	-200.27
TOTAL						-200.27
Bill Pmt -Check	13605	03/04/2024	VERIZON WIRELESS	482485858-00001	L0201.0 · CASH DISBURSEME...	
Bill	9957428157	03/04/2024		SCKN - BORADBAND & CELL 1/24-...	L.4311 · TELECOMMUNICATIO...	-93.23
TOTAL						-93.23
Check	13606	03/15/2024	AFLAC	PR# 6 DATED 3/15/24	L0201.0 · CASH DISBURSEME...	
				PR# 6 DATED 3/15/24	L0720.0 · EMPLOYEES INSURA...	-40.50
TOTAL						-40.50
Check	13607	03/15/2024	MUTUAL OF OMAHA	PR# 6 DATED 3/15/24	L0201.0 · CASH DISBURSEME...	
				PR# 6 DATED 3/15/24	L0720.0 · EMPLOYEES INSURA...	-579.50
TOTAL						-579.50
Check	13608	03/15/2024	CSEA	PR# 6 DATED 3/15/24	L0201.0 · CASH DISBURSEME...	
				PR# 6 DATED 3/15/24	L0720.0 · EMPLOYEES INSURA...	-59.90
				PR# 6 DATED 3/15/24	L0724.0 · CSEA	-2,704.03
TOTAL						-2,763.93

**THE SMITHTOWN LIBRARY-L FUND**  
**MARCH 2024 PREPAYS**  
February 21 through March 15, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	13610	03/15/2024	METLIFE	PLAN#1009950-C1 403b PR# 6 DA...	L0201.0 · CASH DISBURSEME...	
				PR# 6 DATED 3/15/24	L0729.0 · EMPLOYEES ANNUIT...	-220.00
TOTAL						-220.00
Check	13611	03/15/2024	EQUITABLE FINANCIAL	PR# 6 DATED 3/15/24	L0201.0 · CASH DISBURSEME...	
				PR# 6 DATED 3/15/24	L0729.0 · EMPLOYEES ANNUIT...	-2,698.00
TOTAL						-2,698.00
Check	13612	03/15/2024	NYS DEFERRED COMP	PR# 6 DATED 3/15/24	L0201.0 · CASH DISBURSEME...	
				PR# 6 DATED 3/15/24	L0729.0 · EMPLOYEES ANNUIT...	-4,708.22
TOTAL						-4,708.22

**THE SMITHTOWN LIBRARY -L FUND**  
**MARCH 2024**  
 March 19, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>13613</b>	<b>03/19/2024</b>	<b>AC ELECTRIC</b>	<b>#7666</b>	<b>L0201.0 · CASH DISBUR...</b>	
Bill	12118607-...	03/19/2024		BULBS PO#17122	L.4520 · BUILDING REPA...	-216.00
Bill	12122641-...	03/19/2024		SCKN - BULBS & BALLASTS RPO#17122	L.4520 · BUILDING REPA...	-1,040.66
Bill	12122641-...	03/19/2024		SCKN - BULBS RPO#17122	L.4520 · BUILDING REPA...	-735.00
TOTAL						-1,991.66
<b>Bill Pmt -Che...</b>	<b>13614</b>	<b>03/19/2024</b>	<b>ADVANCED IMAGING SYSTEMS</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	INV067160	03/19/2024		N - COPIER ID#07293 1/29-2/28/24	L.4520 · BUILDING REPA...	-14.43
Bill	INV067405	03/19/2024		S - COPIER ID#10540 2/5-3/4/24	L.4520 · BUILDING REPA...	-7.88
Bill	INV067552	03/19/2024		N - COPIER ID#10034 2/3-3/2/24	L.4520 · BUILDING REPA...	-1.13
TOTAL						-23.44
<b>Bill Pmt -Che...</b>	<b>13615</b>	<b>03/19/2024</b>	<b>ADVANCED TRAINING CENTER</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	1649	03/19/2024		CPR/AED CERTIFICATION FOR STAFF PO#17383	L.4291 · STAFF DEVELO...	-630.00
TOTAL						-630.00
<b>Bill Pmt -Che...</b>	<b>13616</b>	<b>03/19/2024</b>	<b>ALEXANDER,CHRISTINE</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		MILEAGE FOR INTERBUILDING JANUARY & FEBRUARY	L.4350 · TRAVEL	-55.19
TOTAL						-55.19
<b>Bill Pmt -Che...</b>	<b>13617</b>	<b>03/19/2024</b>	<b>AMAZON BUSINESS</b>	<b>A4VU9S4Y6UBIA</b>	<b>L0201.0 · CASH DISBUR...</b>	
Bill	1QVCJY6...	03/19/2024		ICE CLEATS, MISC. PO#17202,48	L.4510 · CUSTODIAL SU...	-59.07
				AIR PURIFIER PO#17217	L.4520 · BUILDING REPA...	-128.92
				MISC. SUPPLIES PO#17219,41,46,48,57,69,17307,17	L.4300 · OFFICE AND LI...	-308.36
				T&M - ARTIFICIAL FLOWERS PO#17211	L.42903 · Virtual/Take & ...	-57.40
				LL - VINYL, TOTE BAGS PO#17310	L.42906 · LearnLab Progr...	-80.55
				LOT - MISC. ITEMS PO#17215,80,81,17319	L.41511 · Library of Things	-407.63
				LL - SUPPLIES PO#17263,17307,11	L.41512 · LearnLab	-319.43
				F - PROGRAM SUPPLIES PO#17218,71,17317	L.4290F · Friday Night Pr...	-77.90
				KA - BOARD GAMES PO#17295	L4290KA · KINGS PARK ...	-70.42
				CJ - PROGRAM SUPPLIES PO#17250,75,93	L4290CJ · COMMACK JU...	-88.86
				NJ - TOYS, PROGRAM SUPPLIES PO#17253,93,96	L4290NJ · NESCONSET ...	-253.00
				KJ - PROGRAM SUPPLIES PO#17282,93	L4290KJ · KINGS PARK ...	-115.82
				SJ - PROGRAM SUPPLIES PO#17293,72,17304	L4290SJ · SMITHTOWN ...	-387.21
				SYA - PROGRAM SUPPLIES PO#17316	L4290SY · SMITHTOWN ...	-88.30

**THE SMITHTOWN LIBRARY -L FUND**  
**MARCH 2024**  
**March 19, 2024**

Type	Num	Date	Name	Memo	Account	Paid Amount
				CYA - PROGRAM SUPPLIES PO#17316	L4290CY · COMMACK Y...	-297.64
				KYA - PROGRAM SUPPLIES PO#17289	L4290KY · KINGS PARK ...	-235.37
				NYA - PROGRAM SUPPLIES PO#17288	L4290NY · NESCONSET ...	-130.90
				IPAD CASES, TV MOUNT, ETHERNET SWITCH PO#17...	L.43201 · Computer Supp...	-185.79
				SRP - YA - PRIZES PO#17312	L.4290S · SUMMER REA...	-779.75
				SHIPPING	L.4330 · POSTAGE AND ...	-5.67
TOTAL						-4,077.99
<b>Bill Pmt -Che...</b>	<b>13618</b>	<b>03/19/2024</b>	<b>American Express - Smithtown L...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	STATEME...	03/19/2024		EFAX	L.4311 · TELECOMMUNI...	-148.94
				STAMPS.COM MONTHLY FEE, BLANK STAMPS PO#1...	L.4330 · POSTAGE AND ...	-129.89
				INK CARTRIDGES, PLATES, BAGS, COTTON, RUBBIN...	L.4300 · OFFICE AND LI...	-383.19
				LILC REGISTRATIONS, STARBUCKS GC PO#17327,17...	L.4291 · STAFF DEVELO...	-565.00
				ALA REGISTRATION R.LUSAK PO#17225	L.4291 · STAFF DEVELO...	-394.00
				QUICKBOOKS RENEWAL PO#17121	L.43202 · Software Servic...	-6,258.00
				CARPET CLEANER PO#17333	L.4510 · CUSTODIAL SU...	-13.98
				BACKUP BATTERY PO#17291	L.4520 · BUILDING REPA...	-1,807.35
				F - PLYWOOD, SNACKS, GC PO#17265,17322,20	L.4290F · Friday Night Pr...	-104.28
				SUPPLIES FOR NATIONAL LIB WEEK PO#17227	L.4290 · PROGRAMS	-289.56
				ALL - PROGRAM SUPPLIES PO#17254,17329,28,21	L.42901 · All Abilities	-322.24
				T&M - CRAFTING GLUE, WOOD BOARDS PO#17300,33	L.42903 · Virtual/Take & ...	-92.36
				LL - PROGRAM SUPPLIES PO#17254,17309	L.42906 · LearnLab Progr...	-39.53
				SJ - WOOD CUTOUTS PO#17254	L4290SJ · SMITHTOWN ...	-38.70
				NA - PROGRAM SUPPLIES PO#17320,30,22	L4290NA · NESCONSET ...	-259.27
				SA - PROGRAM SUPPLIES PO#17322,20	L4290SA · SMITHTOWN ...	-88.89
				CA - WOOD BOARDS PO#17333	L4290CA · COMMACK A...	-119.82
				CYA - PROGRAM SUPPLIES PO#17267,65	L4290CY · COMMACK Y...	-63.81
				SYA - ACRYLIC PO#17300	L4290SY · SMITHTOWN ...	-15.22
				NYA - JUICE POUCHES PO#17292	L4290NY · NESCONSET ...	-16.98
				HOTEND PO#17283	L.41512 · LearnLab	-98.06
				SEEDS PO#17290	L.41513 · Seed Library	-119.42
				NYLA MEMBERSHIP PO#17270	L.4380 · MEMBERSHIP D...	-130.00
				HOTEL,FOOD NYLA P.THOMSON	L.4350 · TRAVEL	-260.93
				HOTEL, FOOD AND GAS R.LUSAK	L.4350 · TRAVEL	-437.74
TOTAL						-12,197.16
<b>Bill Pmt -Che...</b>	<b>13619</b>	<b>03/19/2024</b>	<b>AT &amp; T MOBILITY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	28730454...	03/19/2024		SCKN - FIRE COMMUNICATIONS & IPADS 3/2-4/1/24	L.4311 · TELECOMMUNI...	-418.03
TOTAL						-418.03

**THE SMITHTOWN LIBRARY -L FUND**  
**MARCH 2024**  
 March 19, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Che...	13620	03/19/2024	BAKER & TAYLOR	303805	L0201.0 · CASH DISBUR...	
Bill	VARIOUS ...	03/19/2024		BOOKS CONTINUATIONS	L.4100 · BOOKS L.4131 · OTHER SERIALS	-17,352.27 -2,030.97
TOTAL						-19,383.24
Bill Pmt -Che...	13621	03/19/2024	BALRUP, SHANTA		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/19/2024		NA - PROGRAM REFUND BEGINNER MAH JONGG	L.27701 · Program Income	-10.00
TOTAL						-10.00
Bill Pmt -Che...	13622	03/19/2024	BELL, CHRISTINE		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/19/2024		MILEAGE TO SCLS HEALTH RESOURCE & REFEREN...	L.4350 · TRAVEL	-20.27
TOTAL						-20.27
Bill Pmt -Che...	13623	03/19/2024	BERGEN, ALANA		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/19/2024		SA - BARRE(LESS) BARRE 2/6, 2/20, 2/27, 3/12/24	L4290SA · SMITHTOWN ...	-180.00
TOTAL						-180.00
Bill Pmt -Che...	13624	03/19/2024	BERKA, KATHY		L0201.0 · CASH DISBUR...	
Bill	VOUCHER	03/19/2024		PROGRAM REFUND GNOME PLANTER	L.42903 · Virtual/Take & ...	-9.00
TOTAL						-9.00
Bill Pmt -Che...	13625	03/19/2024	BESTCO / HARTFORD - 6795 (BE...		L0201.0 · CASH DISBUR...	
Bill	06221 4/1/...	03/19/2024		RETIRED HEALTH CLASS APRIL 2024	L.8500 · HOSPITAL/MEDI...	-11,736.78
TOTAL						-11,736.78

**THE SMITHTOWN LIBRARY -L FUND**  
**MARCH 2024**  
**March 19, 2024**

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>13626</b>	<b>03/19/2024</b>	<b>BRANCH PLUMBING INC.</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	4257	03/19/2024		N - REPAIR FLUSHOMETER 2/16/24 RPO#17126	L.4520 · BUILDING REPA...	-515.00
Bill	4258	03/19/2024		S - REPLACE 4 HANDS FREE FAUCETS 2/24/23 RPO#...	L.4520 · BUILDING REPA...	-850.00
Bill	4259	03/19/2024		N - REPLACE HANDS FREE FAUCET 2/23/24 RPO#171...	L.4520 · BUILDING REPA...	-215.00
Bill	4260	03/19/2024		S - REMOVE WATER LINE FOR MICROMARKET RPO#...	L.4520 · BUILDING REPA...	-410.00
Bill	4261	03/19/2024		K - REMOVE WATER LINE FOR MICROMARKET 2/26/2...	L.4520 · BUILDING REPA...	-410.00
TOTAL						-2,400.00
<b>Bill Pmt -Che...</b>	<b>13627</b>	<b>03/19/2024</b>	<b>BRODART CO/BOOKS, TS</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	B6748178	03/19/2024		CONTINUATIONS	L.4131 · OTHER SERIALS	-157.09
Bill	B6750040	03/19/2024		CONTINUATIONS	L.4131 · OTHER SERIALS	-114.51
Bill	B6745749	03/19/2024		CONTINUATIONS	L.4131 · OTHER SERIALS	-152.91
Bill	B6748770	03/19/2024		CONTINUATIONS	L.4131 · OTHER SERIALS	-209.11
TOTAL						-633.62
<b>Bill Pmt -Che...</b>	<b>13628</b>	<b>03/19/2024</b>	<b>BUCKMAN, JAMES</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		INTER-BUILDING TRAVEL 2/1-2/28/24	L.4350 · TRAVEL	-68.81
TOTAL						-68.81
<b>Bill Pmt -Che...</b>	<b>13629</b>	<b>03/19/2024</b>	<b>BUDGET LIBRARY SUPPLIES</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	20759	03/19/2024		THERMAL PAPER ROLLS PO#17260	L.4300 · OFFICE AND LI...	-1,990.00
TOTAL						-1,990.00
<b>Bill Pmt -Che...</b>	<b>13630</b>	<b>03/19/2024</b>	<b>CCH INCORPORATED</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	4806067805	03/19/2024		SCN - CONTINUATIONS	L.4131 · OTHER SERIALS	-731.26
TOTAL						-731.26

**THE SMITHTOWN LIBRARY -L FUND**  
**MARCH 2024**  
**March 19, 2024**

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>13631</b>	<b>03/19/2024</b>	<b>CDW-G CORPORATE OFFICE</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	PZ62793	03/19/2024		MONITORS PO#17362	L.43201 · Computer Supp...	-986.93
Bill	PZ50143	03/19/2024		MONITORS PO#17362	L.43201 · Computer Supp...	-422.97
TOTAL						-1,409.90
<b>Bill Pmt -Che...</b>	<b>13632</b>	<b>03/19/2024</b>	<b>CENGAGE LEARNING</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	83829991	03/19/2024		BOOKS	L.4100 · BOOKS	-56.78
Bill	83830174	03/19/2024		BOOKS	L.4100 · BOOKS	-61.58
Bill	83843785	03/19/2024		BOOKS	L.4100 · BOOKS	-27.99
Bill	83844181	03/19/2024		BOOKS	L.4100 · BOOKS	-57.58
Bill	83911784	03/19/2024		BOOKS	L.4100 · BOOKS	-27.19
Bill	83930750	03/19/2024		BOOKS	L.4100 · BOOKS	-58.38
Bill	83939341	03/19/2024		BOOKS	L.4100 · BOOKS	-31.19
Bill	83939712	03/19/2024		BOOKS	L.4100 · BOOKS	-58.38
Bill	84005781	03/19/2024		BOOKS	L.4100 · BOOKS	-27.99
Bill	84008959	03/19/2024		BOOKS	L.4100 · BOOKS	-30.39
Bill	84009296	03/19/2024		BOOKS	L.4100 · BOOKS	-31.99
TOTAL						-469.44
<b>Bill Pmt -Che...</b>	<b>13633</b>	<b>03/19/2024</b>	<b>CHRIST, LINDSAY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		NYA - PIZZA RETRO GAMES PROGRAM RPO#17161	L4290NY · NESCONSET ...	-33.50
TOTAL						-33.50
<b>Bill Pmt -Che...</b>	<b>13634</b>	<b>03/19/2024</b>	<b>COSTA, KATHY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		NA - PROGRAM REFUND BEGINNER MAH JONGG	L.27701 · Program Income	-10.00
TOTAL						-10.00
<b>Bill Pmt -Che...</b>	<b>13635</b>	<b>03/19/2024</b>	<b>CSEA EMPLOYEE BENEFIT FUND</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	155 PR# 5...	03/19/2024		EE - EMPLOYEE BENEFIT FUND MARCH 2024	L.8601 · CSEA BENEFIT ...	-780.00
				ER - EMPLOYEE BENEFIT FUND MARCH 2024	L.8602 · CSEA BENEFIT ...	-12,944.75
TOTAL						-13,724.75

**THE SMITHTOWN LIBRARY -L FUND**  
**MARCH 2024**  
 March 19, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>13636</b>	<b>03/19/2024</b>	<b>CUEBAS, MARISSA (FINOCCHIA...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		LIR - PROGRAM SUPPLIES FOR PAPER MARBLING	L.4290L · LONG ISLAND ...	-13.07
TOTAL						-13.07
<b>Bill Pmt -Che...</b>	<b>13637</b>	<b>03/19/2024</b>	<b>CUMMINS, INC</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	G3-38840	03/19/2024		K - GENERATOR MAINTENANCE INSPECTION RPO#1...	L.4520 · BUILDING REPA...	-578.85
Bill	G3-38843	03/19/2024		N - GENERATOR MAINTENANCE INSPECTION RPO#1...	L.4520 · BUILDING REPA...	-589.24
TOTAL						-1,168.09
<b>Bill Pmt -Che...</b>	<b>13638</b>	<b>03/19/2024</b>	<b>DELANEY, JULIE</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		NA - SUPPLIES FOR VALENTINES TA & CRAFT RPO#...	L4290NA · NESCONSET ...	-25.52
TOTAL						-25.52
<b>Bill Pmt -Che...</b>	<b>13639</b>	<b>03/19/2024</b>	<b>DEMCO, INC.</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	7436112	03/19/2024		CLASSIFICATION LABELS, EASELS PO#17262	L.4300 · OFFICE AND LI...	-113.64
TOTAL						-113.64
<b>Bill Pmt -Che...</b>	<b>13640</b>	<b>03/19/2024</b>	<b>DISCOUNT SCHOOL SUPPLIES</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	P4271926...	03/19/2024		CRAYONS, MARKERS, BRUSHES, PAINT PO#17318	L.4300 · OFFICE AND LI...	-238.96
TOTAL						-238.96
<b>Bill Pmt -Che...</b>	<b>13641</b>	<b>03/19/2024</b>	<b>DUFFY, THOMAS</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		F - CARTOONING FOR KIDS 2/23/24	L.4290F · Friday Night Pr...	-200.00
TOTAL						-200.00



**THE SMITHTOWN LIBRARY -L FUND**  
**MARCH 2024**  
**March 19, 2024**

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>13642</b>	<b>03/19/2024</b>	<b>EARLE, APRIL</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		SA - ONE-ON-ONE GENEALOGY RESEARCH 2/17/24	L4290SA · SMITHTOWN ...	-225.00
Bill	VOUCHER	03/19/2024		KA - ONE-ON-ONE GENEALOGY 3/9/24	L4290KA · KINGS PARK ...	-225.00
TOTAL						-450.00
<b>Bill Pmt -Che...</b>	<b>13643</b>	<b>03/19/2024</b>	<b>FUN EXPRESS LLC</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	72966961...	03/19/2024		F - WHALE CRAFT KIT PO#17237	L.4290F · Friday Night Pr...	-16.56
				SJ - UTENSILS, PLATES, STICKERS PO#17237	L4290SJ · SMITHTOWN ...	-15.78
Bill	73000094...	03/19/2024		SYA - SUNCATCHERS PO#17313	L4290SY · SMITHTOWN ...	-14.38
Bill	73000134...	03/19/2024		F - POT HOLDERS, WOOD FLOWERS PO#17314	L.4290F · Friday Night Pr...	-38.67
Bill	72994773...	03/19/2024		CJ - HOUSES, LADYBUGS, PLATES, CUPS, NAPKINS ...	L4290CJ · COMMACK JU...	-58.99
Bill	73007811...	03/19/2024		SJ - CRAFT KIT, PINWHEELS, COLOR FLOWERS PO#...	L4290SJ · SMITHTOWN ...	-38.21
Bill	72999868...	03/19/2024		NJ - CRAFT KITS, JOURNALS, STICKERS, WASHI TAP...	L4290NJ · NESCONSET ...	-310.92
Bill	73010489...	03/19/2024		SRP - KJ - TOYS, PUZZLES, STUFFED ANIMALS, BAL...	L.4290S · SUMMER REA...	-586.58
TOTAL						-1,080.09
<b>Bill Pmt -Che...</b>	<b>13644</b>	<b>03/19/2024</b>	<b>GARLAND FIRE SYSTEMS INC.</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	33208	03/19/2024		S - CENTRAL STATION MONITORING 12 MONTHS 3/1/...	L.4520 · BUILDING REPA...	-780.00
Bill	33209	03/19/2024		C - CENTRAL STATION MONITORING 12 MONTHS 3/1/...	L.4520 · BUILDING REPA...	-780.00
Bill	33207	03/19/2024		K - CENTRAL STATION MONITORING 12 MONTHS 3/1/...	L.4520 · BUILDING REPA...	-780.00
Bill	33210	03/19/2024		N - CENTRAL STATION MONITORING 12 MONTHS 3/1/...	L.4520 · BUILDING REPA...	-780.00
Bill	33206	03/19/2024		SCKN - SEMI ANNUAL INSPECTION RPO#17131	L.4520 · BUILDING REPA...	-1,576.96
TOTAL						-4,696.96
<b>Bill Pmt -Che...</b>	<b>13645</b>	<b>03/19/2024</b>	<b>GRAINGER, W.W.</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	9042580226	03/19/2024		WOOD CLEANER PO#17347	L.4510 · CUSTODIAL SU...	-56.48
Bill	9039779013	03/19/2024		HAND SOAP PO#17347	L.4510 · CUSTODIAL SU...	-33.84
TOTAL						-90.32
<b>Bill Pmt -Che...</b>	<b>13646</b>	<b>03/19/2024</b>	<b>GREEN-WOOD HISTORIC FUND</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	TR-084 2/...	03/19/2024		T - GREENWOOD CEMETERY PRIVATE TOUR DEPOS...	L.4290T · TRIPS	-100.00
TOTAL						-100.00

**THE SMITHTOWN LIBRARY -L FUND**  
**MARCH 2024**  
 March 19, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>13647</b>	<b>03/19/2024</b>	<b>GXC INC.</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	1539	03/19/2024		SCKN - PROTECTIVE SECURITY SERVICES 2/8-2/21/2...	L.4375 · PROFESSIONA...	-13,865.64
Bill	241623	03/19/2024		SCKN - PROTECTIVE SECURITY SERVICES 2/22-3/6/2...	L.4375 · PROFESSIONA...	-17,212.45
TOTAL						-31,078.09
<b>Bill Pmt -Che...</b>	<b>13648</b>	<b>03/19/2024</b>	<b>HAMPTON BAYS PUBLIC LIBRARY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	554365	03/19/2024		L&P TO HAMPTON BAYS LIB PATRON M.RADIGAN	L.4110 · LOST AND PAID	-17.99
TOTAL						-17.99
<b>Bill Pmt -Che...</b>	<b>13649</b>	<b>03/19/2024</b>	<b>HAPPY FEET SUFFOLK</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		CJ - KIDS YOGA (2 SESSIONS) 2/20/24	L4290CJ · COMMACK JU...	-350.00
TOTAL						-350.00
<b>Bill Pmt -Che...</b>	<b>13650</b>	<b>03/19/2024</b>	<b>HAUPPAUGE PUBLIC LIBRARY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	644376	03/19/2024		L&P TO HAUPPAUGE LIB PATRON N.ALEXANDER	L.4110 · LOST AND PAID	-28.00
Bill	743159	03/19/2024		L&P TO HAUPPAUGE LIB PATRON A.ACCARDI	L.4110 · LOST AND PAID	-9.99
Bill	853334	03/19/2024		L&P TO HAUPPAUGE LIB PATRON K.JOHNSON	L.4110 · LOST AND PAID	-26.99
TOTAL						-64.98
<b>Bill Pmt -Che...</b>	<b>13651</b>	<b>03/19/2024</b>	<b>HELMLE, NANJI</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		MILEAGE TO OUTREACH PROGRAM 1/3-2/14/24	L.4350 · TRAVEL	-31.49
TOTAL						-31.49
<b>Bill Pmt -Che...</b>	<b>13652</b>	<b>03/19/2024</b>	<b>HEWLETT-PACKARD (PRINT SU...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	91085076...	03/19/2024		SCKN - PRINT SERVICES 1/1/24-1/31/24 RPO#17303	L.4520 · BUILDING REPA...	-1,122.91
TOTAL						-1,122.91

**THE SMITHTOWN LIBRARY -L FUND**  
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Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>13653</b>	<b>03/19/2024</b>	<b>HOME DEPOT CREDIT SERVICES</b>	<b>6035-3220-0456-1233</b>	<b>L0201.0 · CASH DISBUR...</b>	
Bill	STATEME...	03/19/2024		RAISED GARDEN BEDS PO#17256	L.4300 · OFFICE AND LI...	-458.95
				PAINT, GRAVEL, SOIL PO#17266,17301	L4290CY · COMMACK Y...	-45.45
				SPACKLING, NYLON PO#17135	L.4520 · BUILDING REPA...	-38.44
TOTAL						-542.84
<b>Bill Pmt -Che...</b>	<b>13654</b>	<b>03/19/2024</b>	<b>INFANTI, LYNN ANN</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		KA - PROGRAM REFUND BUNNY TRIO (2)	L.27701 · Program Income	-30.00
TOTAL						-30.00
<b>Bill Pmt -Che...</b>	<b>13655</b>	<b>03/19/2024</b>	<b>INGRAM LIBRARY SERVICES</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	63026430	03/19/2024		BOOKS	L.4100 · BOOKS	-102.45
Bill	63028009	03/19/2024		BOOKS	L.4100 · BOOKS	-181.50
Bill	63030139	03/19/2024		BOOKS	L.4100 · BOOKS	-32.34
Bill	67686168	03/19/2024		BOOKS	L.4100 · BOOKS	-17.97
TOTAL						-334.26
<b>Bill Pmt -Che...</b>	<b>13656</b>	<b>03/19/2024</b>	<b>INNER STRENGTH COACHING INC</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		SYA - TAME YOUR INNER CRITIC 2/17/24	L4290SY · SMITHTOWN ...	-200.00
TOTAL						-200.00
<b>Bill Pmt -Che...</b>	<b>13657</b>	<b>03/19/2024</b>	<b>IRON MOUNTAIN</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	JHBH020	03/19/2024		SCKN - DOCUMENT STORAGE 3/1-3/31/24	L.4520 · BUILDING REPA...	-387.98
TOTAL						-387.98

**THE SMITHTOWN LIBRARY -L FUND**  
**MARCH 2024**  
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Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>13658</b>	<b>03/19/2024</b>	<b>ISLAND ELEVATOR INDUSTRIES...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	80273551...	03/19/2024		S - ELEVATOR TESTING & INSPECTION 2/2024 RPO#...	L.4520 · BUILDING REPA...	-349.00
Bill	80273551...	03/19/2024		C - ELEVATOR TESTING & INSPECTION 2/2024 RPO#...	L.4520 · BUILDING REPA...	-349.00
Bill	80273551...	03/19/2024		K - ELEVATOR TESTING & INSPECTION 2/2024 RPO#...	L.4520 · BUILDING REPA...	-349.00
Bill	80273551...	03/19/2024		N - ELEVATOR TESTING & INSPECTION 2/2024 RPO#...	L.4520 · BUILDING REPA...	-349.00
Bill	80279188...	03/19/2024		S - ELEVATOR CAT V TESTING 2024 RPO#17137	L.4520 · BUILDING REPA...	-1,447.00
Bill	80290185...	03/19/2024		C - ELEVATOR CAT V TESTING 2024 RPO#17137	L.4520 · BUILDING REPA...	-1,447.00
Bill	80290185...	03/19/2024		K - ELEVATOR CAT V TESTING 2024 RPO#17137	L.4520 · BUILDING REPA...	-1,447.00
Bill	80279188...	03/19/2024		N - ELEVATOR CAT V TESTING 2024 RPO#17137	L.4520 · BUILDING REPA...	-1,447.00
Bill	80294529...	03/19/2024		SCKN - MONTHLY SERVICE MARCH 2024 RPO#17137	L.4520 · BUILDING REPA...	-893.00
TOTAL						-8,077.00
<b>Bill Pmt -Che...</b>	<b>13659</b>	<b>03/19/2024</b>	<b>KANOPY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	389052-PPU	03/19/2024		SCKN - VIDEO STREAMING	L.4150 · ONLINE MATL'S...	-863.00
TOTAL						-863.00
<b>Bill Pmt -Che...</b>	<b>13660</b>	<b>03/19/2024</b>	<b>LAKESHORE LEARNING MATERI...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	21081702...	03/19/2024		NJ - TOYS, PLAYSETS, CRAFT DOUGH PO#17252	L4290NJ · NESCONSET ...	-443.95
Bill	21741302...	03/19/2024		SJ - ROLLERS PO#17264	L4290SJ · SMITHTOWN ...	-27.74
TOTAL						-471.69
<b>Bill Pmt -Che...</b>	<b>13661</b>	<b>03/19/2024</b>	<b>LAM, JACQUELYN</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		KJ - COOKIES FOR PROGRAM RPO#17161	L4290KJ · KINGS PARK ...	-21.98
TOTAL						-21.98
<b>Bill Pmt -Che...</b>	<b>13662</b>	<b>03/19/2024</b>	<b>LEAF</b>	<b>contract #100-2087037-002</b>	<b>L0201.0 · CASH DISBUR...</b>	
Bill	16151764 ...	03/19/2024		SCKN - COPIER LEASE FEBRUARY 2024	L.4520 · BUILDING REPA...	-1,087.84
TOTAL						-1,087.84

**THE SMITHTOWN LIBRARY -L FUND**  
**MARCH 2024**  
 March 19, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>13663</b>	<b>03/19/2024</b>	<b>LENTINO, AMANDA</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		MILEAGE FOR NURSING HOME VISITS 2/7,2/13,2/14	L.4350 · TRAVEL	-21.12
TOTAL						-21.12
<b>Bill Pmt -Che...</b>	<b>13664</b>	<b>03/19/2024</b>	<b>LIL ATHLETES SPORTS INC</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		LIL' ATHLETES 23-35 MONTH OLDS LIL' ATHELETES 3-5 YEAR OLDS	L4290CJ · COMMACK JU... L4290CJ · COMMACK JU...	-120.00 -120.00
TOTAL						-240.00
<b>Bill Pmt -Che...</b>	<b>13665</b>	<b>03/19/2024</b>	<b>LONGWOOD PUBLIC LIBRARY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	256488	03/19/2024		L&P TO LONGWOOD LIB PATRON D.FONTANA	L.4110 · LOST AND PAID	-6.25
TOTAL						-6.25
<b>Bill Pmt -Che...</b>	<b>13666</b>	<b>03/19/2024</b>	<b>LOPEZ, MARGARET</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		MILEAGE TO PATCHOGUE LIBRARY	L.4350 · TRAVEL	-24.28
TOTAL						-24.28
<b>Bill Pmt -Che...</b>	<b>13667</b>	<b>03/19/2024</b>	<b>LUSAK, ROBERT</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		ROTARY CLUB MEETING & BREAKFAST 2/15/24	L.4291 · STAFF DEVELO...	-19.00
Bill	VOUCHER	03/19/2024		ROTARY CLUB MEETING & BREAKFAST 2/29/24	L.4291 · STAFF DEVELO...	-19.00
TOTAL						-38.00
<b>Bill Pmt -Che...</b>	<b>13668</b>	<b>03/19/2024</b>	<b>LUSAK, ROBERT - PETTY CASH</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		NA - POWERBANK, WATER, SPEAKER, ANKLE WEIG...	L4290NA · NESCONSET ...	-34.05
				KJ - BROWNIE BITES	L4290KJ · KINGS PARK ...	-9.99
				KYA - CUPCAKES	L4290KY · KINGS PARK ...	-19.99
				CYA - JARS	L4290CY · COMMACK Y...	-17.93
				NYA - FROSTING	L4290NY · NESCONSET ...	-7.50
				SRP - GIFT TISSUE, POPCORN TUBS, CANDY	L.4290S · SUMMER REA...	-13.75
				LAUNDRY - 1/6, 1/20, 2/3, 2/16, 3/2/24	L.4510 · CUSTODIAL SU...	-33.25

**THE SMITHTOWN LIBRARY -L FUND**  
**MARCH 2024**  
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Type	Num	Date	Name	Memo	Account	Paid Amount
				WAX PAPER	L.41513 · Seed Library	-3.75
				GLOBAL STAMP	L.4330 · POSTAGE AND ...	-1.55
TOTAL						-141.76
<b>Bill Pmt -Che...</b>	<b>13669</b>	<b>03/19/2024</b>	<b>MAGGI, SAM</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		F - EVENING OF NOSTALGIA W/ SAMMY D 2/23/24	L.4290F · Friday Night Pr...	-100.00
TOTAL						-100.00
<b>Bill Pmt -Che...</b>	<b>13670</b>	<b>03/19/2024</b>	<b>MANAGED TECHNOLOGY, INC</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	39645	03/19/2024		SCKN - MONTHLY SUPPORT MARCH 2024	L.43202 · Software Servic...	-825.00
TOTAL						-825.00
<b>Bill Pmt -Che...</b>	<b>13671</b>	<b>03/19/2024</b>	<b>MASSEY, JOHN</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		NA - PROGRAM REFUND BEGINNER MAH JONGG	L.27701 · Program Income	-10.00
TOTAL						-10.00
<b>Bill Pmt -Che...</b>	<b>13672</b>	<b>03/19/2024</b>	<b>MATTHEW BENDER*LEXIS NEXIS</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	4056438X	03/19/2024		CONTINUATIONS	L.4131 · OTHER SERIALS	-808.00
TOTAL						-808.00
<b>Bill Pmt -Che...</b>	<b>13673</b>	<b>03/19/2024</b>	<b>MAUCERI, REGINA</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		CJ - ADVENTURES IN KEYBOARDING 2/21/24	L4290CJ · COMMACK JU...	-180.00
TOTAL						-180.00
<b>Bill Pmt -Che...</b>	<b>13674</b>	<b>03/19/2024</b>	<b>McCARTHY, KIMBERLY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		NJ - COOKIES & JUICE BOXES RPO#17161	L4290NJ · NESCONSET ...	-57.89
TOTAL						-57.89

**THE SMITHTOWN LIBRARY -L FUND**  
**MARCH 2024**  
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Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>13675</b>	<b>03/19/2024</b>	<b>MIDWEST TAPE</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VARIOUS ...	03/19/2024		RECORDINGS	L.4120 · RECORDINGS	-6,458.41
Bill	50512836...	03/19/2024		HOOPLA 2/1-2/29/24	L.4150 · ONLINE MATL'S...	-1,466.06
Bill	505052122	03/19/2024		CASES PO#17247	L.4300 · OFFICE AND LI...	-362.99
TOTAL						-8,287.46
<b>Bill Pmt -Che...</b>	<b>13676</b>	<b>03/19/2024</b>	<b>NATIONAL GRID-C</b>	<b>56647-97009</b>	<b>L0201.0 · CASH DISBUR...</b>	
Bill	56647-970...	03/19/2024		C - GAS 2/1-3/1/24	L.4500 · FUEL AND UTILI...	-889.85
TOTAL						-889.85
<b>Bill Pmt -Che...</b>	<b>13677</b>	<b>03/19/2024</b>	<b>NATIONAL GRID-K</b>	<b>19964-96006</b>	<b>L0201.0 · CASH DISBUR...</b>	
Bill	19964-960...	03/19/2024		K - GAS 2/6-3/7/24	L.4500 · FUEL AND UTILI...	-1,445.21
TOTAL						-1,445.21
<b>Bill Pmt -Che...</b>	<b>13678</b>	<b>03/19/2024</b>	<b>NAVINS, COLLEEN</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		SYA - PIZZA FOR GROUP UP GAME NIGHT 2/16/24 RP...	L4290SY · SMITHTOWN ...	-45.00
TOTAL						-45.00
<b>Bill Pmt -Che...</b>	<b>13679</b>	<b>03/19/2024</b>	<b>NORTHPORT PUBLIC LIBRARY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	750413	03/19/2024		L&P TO E. NORTHPORT LIB PATRON L.GIORDANELLA	L.4110 · LOST AND PAID	-6.25
Bill	638110	03/19/2024		L&P TO E. NORTHPORT LIB PATRON D.MORRISSEY	L.4110 · LOST AND PAID	-14.99
TOTAL						-21.24
<b>Bill Pmt -Che...</b>	<b>13680</b>	<b>03/19/2024</b>	<b>NYS EMPLOYEES HEALTH INS. (...)</b>	<b>03419</b>	<b>L0201.0 · CASH DISBUR...</b>	
Bill	604 4/24 0...	03/19/2024		EMPLOYEE HEALTH INS APRIL 2024	L.8500 · HOSPITAL/MEDI...	-203,608.24
TOTAL						-203,608.24

**THE SMITHTOWN LIBRARY -L FUND**  
**MARCH 2024**  
 March 19, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>13681</b>	<b>03/19/2024</b>	<b>NYS INDUSTRIES FOR THE DISA...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	1044110	03/19/2024		SCKN - DOCUMENT DESTRUCTION 1/31/24 RPO#17141	L.4520 · BUILDING REPA...	-52.68
TOTAL						-52.68
<b>Bill Pmt -Che...</b>	<b>13682</b>	<b>03/19/2024</b>	<b>OCEAN JANITORIAL SUPPLIES</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	603719	03/19/2024		DISINFECTANT, VACUUM BRUSH , CLEANERS, VACU...	L.4510 · CUSTODIAL SU...	-193.95
TOTAL						-193.95
<b>Bill Pmt -Che...</b>	<b>13683</b>	<b>03/19/2024</b>	<b>ODP (OFFICE DEPOT)</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	35340933...	03/19/2024		BANDAGES, COLD PACKS PO#17242	L.4300 · OFFICE AND LI...	-89.72
TOTAL						-89.72
<b>Bill Pmt -Che...</b>	<b>13684</b>	<b>03/19/2024</b>	<b>OPTIMUM - C</b>	<b>0784019860201-8</b>	<b>L0201.0 · CASH DISBUR...</b>	
Bill	07840198...	03/19/2024		N - 3/8-4/7/24	L.4311 · TELECOMMUNI...	-150.27
TOTAL						-150.27
<b>Bill Pmt -Che...</b>	<b>13685</b>	<b>03/19/2024</b>	<b>OPTIMUM - N</b>	<b>0784019878201-8</b>	<b>L0201.0 · CASH DISBUR...</b>	
Bill	07840198...	03/19/2024		N - 3/8-4/7/24	L.4311 · TELECOMMUNI...	-150.27
TOTAL						-150.27
<b>Bill Pmt -Che...</b>	<b>13686</b>	<b>03/19/2024</b>	<b>ORIENTAL TRADING CO.</b>	<b>#3741427</b>	<b>L0201.0 · CASH DISBUR...</b>	
Bill	72973092...	03/19/2024		ALL - RAINBOW BOXES PO#17261	L.42901 · All Abilities	-56.98
Bill	72973092...	03/19/2024		ALL - BUTTONS PO#17261	L.42901 · All Abilities	-18.98
Bill	72999881...	03/19/2024		NJ - CROWN CRAFT KITS PO#17306	L4290NJ · NESCONSET ...	-11.36
Bill	72999881...	03/19/2024		NJ - WASHI TAPES PO#17306	L4290NJ · NESCONSET ...	-18.99
Bill	72994807...	03/19/2024		SJ - PENCILS, CRAFT KITS, PIN WHEELS PO#17273	L4290SJ · SMITHTOWN ...	-47.93
TOTAL						-154.24



**THE SMITHTOWN LIBRARY -L FUND**  
**MARCH 2024**  
**March 19, 2024**

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>13687</b>	<b>03/19/2024</b>	<b>PSEGLI - SCKN</b>	<b>Cust. ID #0715-0037-94-8</b>	<b>L0201.0 · CASH DISBUR...</b>	
Bill	65003711...	03/19/2024		S - 8786417500 1/30-2/29/24 C - 6505010201 1/25-2/26/24 K - 6500371101 1/30-2/29/24 N - 8955665401 1/22-2/21/24	L.4500 · FUEL AND UTILI... L.4500 · FUEL AND UTILI... L.4500 · FUEL AND UTILI... L.4500 · FUEL AND UTILI...	-4,649.92 -2,357.37 -3,106.88 -4,094.89
TOTAL						-14,209.06
<b>Bill Pmt -Che...</b>	<b>13688</b>	<b>03/19/2024</b>	<b>QUENZER, JESSICA</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		MILEAGE TO SCLS, PATCHOGUE LIB, UPS	L.4350 · TRAVEL	-63.04
TOTAL						-63.04
<b>Bill Pmt -Che...</b>	<b>13689</b>	<b>03/19/2024</b>	<b>R.C. GLUCK ASSOCIATES LLC</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		KA - CAREER COUNSELING 3/14/24	L4290KA · KINGS PARK ...	-195.00
TOTAL						-195.00
<b>Bill Pmt -Che...</b>	<b>13690</b>	<b>03/19/2024</b>	<b>REGAL EXTERMINATORS</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	371601	03/19/2024		S - MONTHLY PEST CONTROL PO#17144	L.4520 · BUILDING REPA...	-90.00
Bill	371599	03/19/2024		C - MONTHLY PEST CONTROL PO#17144	L.4520 · BUILDING REPA...	-70.00
Bill	372180	03/19/2024		K - MONTHLY PEST CONTROL PO#17144	L.4520 · BUILDING REPA...	-70.00
Bill	371602	03/19/2024		N - MONTHLY PEST CONTROL PO#17144	L.4520 · BUILDING REPA...	-80.00
TOTAL						-310.00
<b>Bill Pmt -Che...</b>	<b>13691</b>	<b>03/19/2024</b>	<b>RHODE ISLAND NOVELTY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	IN4503591	03/19/2024		SRP - KJ - TOY ASSORTMENT, BALLS, WRISTBANDS,...	L.4290S · SUMMER REA...	-396.70
TOTAL						-396.70
<b>Bill Pmt -Che...</b>	<b>13692</b>	<b>03/19/2024</b>	<b>RINGCENTRAL INC</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	CD_00076...	03/19/2024		SCKN - CLOUD SERVICE 2/29-3/28/24	L.4311 · TELECOMMUNI...	-2,371.49
TOTAL						-2,371.49

**THE SMITHTOWN LIBRARY -L FUND**  
**MARCH 2024**  
**March 19, 2024**

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>13693</b>	<b>03/19/2024</b>	<b>RONCO PAPER PRODUCTS COR...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	276439	03/19/2024		TOILET PAPER, PAPER TOWELS PO#17335	L.4510 · CUSTODIAL SU...	-167.56
Bill	276438	03/19/2024		TOILET PAPER, TRASH BAGS, SWIFFERS PO#17337	L.4510 · CUSTODIAL SU...	-240.38
Bill	276437	03/19/2024		TOILET PAPER, DISPENSER, RAGS PO#17338	L.4510 · CUSTODIAL SU...	-295.03
Bill	276436	03/19/2024		TOILET PAPER, HAND SOAP, TRASH BAGS PO#17336	L.4510 · CUSTODIAL SU...	-200.12
TOTAL						-903.09
<b>Bill Pmt -Che...</b>	<b>13694</b>	<b>03/19/2024</b>	<b>S&amp;S WORLDWIDE, INC.</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	IN1013414...	03/19/2024		ALL - BUG CRAFT KIT, SUN PLAQUES, BIRD FEEDER...	L.42901 · All Abilities	-211.45
TOTAL						-211.45
<b>Bill Pmt -Che...</b>	<b>13695</b>	<b>03/19/2024</b>	<b>SACHEM PUBLIC LIBRARY</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	758679	03/19/2024		L&P TO SACHEM LIB PATRON G.LAUDANNO	L.4110 · LOST AND PAID	-28.99
TOTAL						-28.99
<b>Bill Pmt -Che...</b>	<b>13696</b>	<b>03/19/2024</b>	<b>SCHOOL LIFE</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	200081075	03/19/2024		SJ - TAGS & RINGS PO#17294	L4290SJ · SMITHTOWN ...	-41.97
				CJ - TAGS & RINGS PO#17294	L4290CJ · COMMACK JU...	-41.97
				KJ - TAGS & RINGS PO#17294	L4290KJ · KINGS PARK ...	-41.98
				NJ - TAGS & RINGS PO#17294	L4290NJ · NESCONSET ...	-41.98
TOTAL						-167.90
<b>Bill Pmt -Che...</b>	<b>13697</b>	<b>03/19/2024</b>	<b>SCHOOL SPECIALTY</b>	<b>39-0971239</b>	<b>L0201.0 · CASH DISBUR...</b>	
Bill	20813370...	03/19/2024		CONSTRUCTION PAPER PO#17249	L.4300 · OFFICE AND LI...	-67.78
TOTAL						-67.78

**THE SMITHTOWN LIBRARY -L FUND**  
**MARCH 2024**  
**March 19, 2024**

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>13698</b>	<b>03/19/2024</b>	<b>SCLS</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	91700	03/19/2024		BOOKS (BETTER LIVING THROUGH BIRDING)	L.4100 · BOOKS	-180.48
Bill	91624	03/19/2024		ASCAP LIVE ON PREMISE PERFORMANCES (2023)	L.42902 · Movie/Music Lic...	-165.30
Bill	91782	03/19/2024		S - OVERDUES MAILED FEBRUARY 2024	L.4330 · POSTAGE AND ...	-48.64
				C - OVERDUES MAILED FEBRUARY 2024	L.4330 · POSTAGE AND ...	-20.48
				K - OVERDUES MAILED FEBRUARY 2024	L.4330 · POSTAGE AND ...	-42.24
				N - OVERDUES MAILED FEBRUARY 2024	L.4330 · POSTAGE AND ...	-29.44
Bill	91811	03/19/2024		SCKN - AQUARIUM TICKETS PO#17279	L.42904 · Ticket Transacti...	-8,100.00
Bill	91828	03/19/2024		SCKN - MOVIE LICENSING UMBRELLA 4/2/24-4/1/25 P...	L.42902 · Movie/Music Lic...	-349.96
TOTAL						-8,936.54
<b>Bill Pmt -Che...</b>	<b>13699</b>	<b>03/19/2024</b>	<b>SEAMAN, KEVIN A.</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	3/1/24	03/19/2024		LEGAL SERVICES	L.4370 · PROFESSIONA...	-234.00
TOTAL						-234.00
<b>Bill Pmt -Che...</b>	<b>13700</b>	<b>03/19/2024</b>	<b>SMILEMAKERS</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	9510239	03/19/2024		SRP - SJ - PLUSH EMOJIS PO#17380	L.4290S · SUMMER REA...	-104.95
TOTAL						-104.95
<b>Bill Pmt -Che...</b>	<b>13701</b>	<b>03/19/2024</b>	<b>SMITHTOWN CHAMBER OF COM...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	2368A	03/19/2024		ANNUAL MEMBERSHIP RENEWAL 2024 PO#17297	L.4380 · MEMBERSHIP D...	-100.00
TOTAL						-100.00
<b>Bill Pmt -Che...</b>	<b>13702</b>	<b>03/19/2024</b>	<b>SONNENBERG NURSERY &amp; SUP...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	2/17/24	03/19/2024		SCKN - PLOW, SALT, SAND 2/17/24 RPO#17146	L.4520 · BUILDING REPA...	-2,560.00
Bill	2/14/24	03/19/2024		SCKN - ICE REFREEZE 2/14/27 RPO#17146	L.4520 · BUILDING REPA...	-660.00
Bill	2/13/24	03/19/2024		SCKN - PLOW, SALT & SAND 2/13/24 RPO#17146	L.4520 · BUILDING REPA...	-3,320.00
TOTAL						-6,540.00

**THE SMITHTOWN LIBRARY -L FUND**  
**MARCH 2024**  
**March 19, 2024**

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>13703</b>	<b>03/19/2024</b>	<b>SOUTH SHORE ELECTRIC, INC.</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	7879	03/19/2024		S - LIGHTING TEST, BULBS, BALLASTS RPO#17147	L.4520 · BUILDING REPA...	-4,442.40
Bill	7881	03/19/2024		C - INSTALL NEW FLOOD FIXTURE RPO#17147	L.4520 · BUILDING REPA...	-240.00
Bill	7882	03/19/2024		K - INSTALL NEW BALLASTS RPO#17147	L.4520 · BUILDING REPA...	-240.00
Bill	7880	03/19/2024		N - REPLACE BAD BALLAST, RESET BREAKER RPO#...	L.4520 · BUILDING REPA...	-1,316.40
TOTAL						-6,238.80
<b>Bill Pmt -Che...</b>	<b>13704</b>	<b>03/19/2024</b>	<b>ST. JAMES CHAMBER OF COMM...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	MEMBER...	03/19/2024		ST. JAMES CHAMBER OF COMMERCE MEMBERSHIP ...	L.4380 · MEMBERSHIP D...	-225.00
TOTAL						-225.00
<b>Bill Pmt -Che...</b>	<b>13705</b>	<b>03/19/2024</b>	<b>STAPLES BUSINESS ADVANTAGE</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	8073234425	03/19/2024		MISC. OFFICE SUPPLIES PO#17245,36,40,39,71232,33...	L.4300 · OFFICE AND LI...	-821.20
Bill	8073378921	03/19/2024		ICE MELT PO#17284,85,86,87	L.4520 · BUILDING REPA...	-249.00
Bill	8073465402	03/19/2024		MISC. OFFICE SUPPLIES PO#17308	L4300N · Office & Library ...	-35.60
				MISC. OFFICE SUPPLIES PO#17343,45	L.4300 · OFFICE AND LI...	-105.95
TOTAL						-1,211.75
<b>Bill Pmt -Che...</b>	<b>13706</b>	<b>03/19/2024</b>	<b>STERLING NA (PREV STAR)</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	173924	03/19/2024		SCKN - NEWSLETTER MARCH 2024 RPO#17258	L.4340 · PRINTING	-1,550.00
TOTAL						-1,550.00
<b>Bill Pmt -Che...</b>	<b>13707</b>	<b>03/19/2024</b>	<b>SUFFOLK COUNTY WATER AUT...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	30005827...	03/19/2024		N - WATER 12/5-3/5/24	L.4500 · FUEL AND UTILI...	-267.74
TOTAL						-267.74

**THE SMITHTOWN LIBRARY -L FUND**  
**MARCH 2024**  
**March 19, 2024**

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>13708</b>	<b>03/19/2024</b>	<b>TANZI, JOHN A.</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	2307-01	03/19/2024		PROPOSED FACILITY UPGRADES - EVALUATION & R...	L.4370 · PROFESSIONA...	-1,120.00
Bill	2306-01	03/19/2024		KP/NS - EV CHARGING STATIONS PROJECT TO-DAT...	L.4370 · PROFESSIONA...	-6,768.75
Bill	2306-01	03/19/2024		KP/NS - EV CHARGING STATION GRANT FILING PO#1...	L.4370 · PROFESSIONA...	-3,600.00
TOTAL						-11,488.75
<b>Bill Pmt -Che...</b>	<b>13709</b>	<b>03/19/2024</b>	<b>THERMAL SOLUTIONS, INC.</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	104220	03/19/2024		S - AIR VENT ASSEMBLY, WATER VALVE RPO#17149	L.4520 · BUILDING REPA...	-560.75
TOTAL						-560.75
<b>Bill Pmt -Che...</b>	<b>13710</b>	<b>03/19/2024</b>	<b>TOSHIBA BUSINESS SOLUTIONS</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	5911292	03/19/2024		MAINTENANCE CHARGE 2/7-3/6/24 RPO#17150	L.4520 · BUILDING REPA...	-34.00
Bill	5916221	03/19/2024		PRINT ALLOWANCE 2/27-3/26/24 RPO#17150	L.4520 · BUILDING REPA...	-159.22
TOTAL						-193.22
<b>Bill Pmt -Che...</b>	<b>13711</b>	<b>03/19/2024</b>	<b>TOWN OF SMITHTOWN GENERA...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	1320-0324...	03/19/2024		S - SOLID WASTE DISPOSAL MARCH 2024	L.4520 · BUILDING REPA...	-256.33
Bill	2443-0324...	03/19/2024		C - SOLID WASTE DISPOSAL MARCH 2024	L.4520 · BUILDING REPA...	-128.16
Bill	0464-0324...	03/19/2024		K - SOLID WASTE DISPOSAL MARCH 2024	L.4520 · BUILDING REPA...	-128.16
Bill	1978-0324...	03/19/2024		N - SOLID WASTE DISPOSAL MARCH 2024	L.4520 · BUILDING REPA...	-128.16
TOTAL						-640.81
<b>Bill Pmt -Che...</b>	<b>13712</b>	<b>03/19/2024</b>	<b>U.S. BANK</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	7232796	03/19/2024		DASNY BOND TRUST FEE 2/1/24-1/31/25	L.4370 · PROFESSIONA...	-500.00
TOTAL						-500.00

**THE SMITHTOWN LIBRARY -L FUND**  
**MARCH 2024**  
 March 19, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Che...</b>	<b>13713</b>	<b>03/19/2024</b>	<b>UPRIGHT ASSOCIATES</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	14792	03/19/2024		S - FIRE SPRINKLER INSPECTION QUARTERLY RPO#...	L.4520 · BUILDING REPA...	-125.00
Bill	14782	03/19/2024		C - FIRE SPRINKLER INSPECTION QUARTERLY RPO#...	L.4520 · BUILDING REPA...	-125.00
Bill	14797	03/19/2024		K - FIRE SPRINKLER INSPECTION QUARTERLY RPO#...	L.4520 · BUILDING REPA...	-125.00
Bill	14787	03/19/2024		S - FIRE SPRINKLER INSPECTION QUARTERLY RPO#...	L.4520 · BUILDING REPA...	-125.00
TOTAL						-500.00
<b>Bill Pmt -Che...</b>	<b>13714</b>	<b>03/19/2024</b>	<b>WESTLEY, KEVIN B.</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	VOUCHER	03/19/2024		SA - WOMEN OF IRELAND 3/13/24	L4290SA · SMITHTOWN ...	-250.00
Bill	VOUCHER	03/19/2024		CA - IRISH SING-ALONG 3/9/24	L4290CA · COMMACK A...	-250.00
TOTAL						-500.00
<b>Bill Pmt -Che...</b>	<b>13715</b>	<b>03/19/2024</b>	<b>WINTERS BROS. HAULNG OF L...</b>		<b>L0201.0 · CASH DISBUR...</b>	
Bill	3748990 S...	03/19/2024		S - GARBAGE PICKUP MARCH 2024	L.4520 · BUILDING REPA...	-159.00
Bill	3749377 C...	03/19/2024		C - GARBAGE PICKUP MARCH 2024	L.4520 · BUILDING REPA...	-85.00
Bill	3749378 K...	03/19/2024		K- GARBAGE PICKUP MARCH 2024	L.4520 · BUILDING REPA...	-85.00
Bill	3754039 N...	03/19/2024		N - GARBAGE PICKUP MARCH 2024	L.4520 · BUILDING REPA...	-111.75
TOTAL						-440.75

FT PR # 5 Dated 3/1/24

<b>Client ID:</b> 21SSL - Smithtown Special Library District	<b>PAYROLL SUMMARY</b>	<b>Period Begin Date:</b> 2/10/2024
<b>Pay Group:</b> FT	Smithtown Special Library District	<b>Period End Date:</b> 2/23/2024
<b>Check Date:</b> 3/1/2024		<b>Pay Period:</b> 5
<b>Run Date:</b> 2/28/2024      Run Number: 155		<b>Payroll Type:</b> Regular Payroll

\*\*\* PAYROLL FUNDING \*\*\*

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****9349		\$0.00	\$0.00
Direct Deposits	M & T BANK	*****0046	*****9349	70	\$0.00	\$139,672.93
<b>Totals:</b>				<b>70</b>	<b>\$0.00</b>	<b>\$139,672.93</b>
Tax Liabilities	M & T BANK	*****0046	*****9349		\$0.00	\$63,565.65
Third Party Checks	M & T BANK	*****0046	*****9349		\$0.00	\$0.00
Third Party Electronic Payment	M & T BANK	*****0046	*****9349		\$0.00	\$0.00
Payroll Billing	M & T BANK	*****0046	*****9349		\$0.00	\$372.45
<b>Totals:</b>					<b>\$0.00</b>	<b>\$63,938.10</b>
<b>Total ACH Debit:</b>					<b>Impound Date: 2/29/2024</b>	<b>\$203,611.03</b>
<b>Total Payroll Funding (all items):</b>						<b>\$203,611.03</b>

\*\*\* PAYROLL TOTALS \*\*\*

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$0.00	Total Live Checks	\$0.00	Total Live Checks	0	Active Employees Paid	67
Direct Deposits	\$139,672.93	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
<b>**** Total Net Payroll</b>	<b>\$139,672.93</b>	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
Total Taxes	\$63,565.65	Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	67
<b>**** Total Payroll</b>	<b>\$203,238.58</b>	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	67
Payroll Adjustments	\$0.00	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	1
<b>**** Adjusted Total</b>	<b>\$203,238.58</b>	Direct Deposits (70)	\$139,672.93	Vouchers (Direct Deposit)	67	Terminated Employee Count	15
		Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	83
		Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	67
				Zero Net Checks	0	Active Employees this Month	67
						Employees with W2 Data	68
						Active Employees Not Paid	0

0\* \*  
 FT - 203,611.030 +  
 PT - 64,653.850 +  
 268,264.880 \*  
 total

OK. RZ  
 13 Feb 24

\*\*\* PAYROLL TAXES \*\*\*

	CURRENT		MTD		QTD		YTD	
	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
<b>Federal Deposits</b>								
FEDERAL WH	191,054.05	23,193.56	191,054.05	23,193.56	1,009,087.32	127,914.86	1,009,087.32	127,914.86
MED EE (1.450000%)	201,130.73	2,916.40	201,130.73	2,916.40	1,059,235.98	15,358.88	1,059,235.98	15,358.88
MED ER (1.450000%)	201,130.73	2,916.40	201,130.73	2,916.40	1,059,235.98	15,358.88	1,059,235.98	15,358.88
SOC SEC EE (6.200000%)	201,130.73	12,470.16	201,130.73	12,470.16	1,059,235.98	65,672.61	1,059,235.98	65,672.61
SOC SEC ER (6.200000%)	201,130.73	12,470.16	201,130.73	12,470.16	1,059,235.98	65,672.61	1,059,235.98	65,672.61
<b>Total Federal Deposits</b>		<b>53,966.68</b>		<b>53,966.68</b>		<b>289,977.84</b>		<b>289,977.84</b>
<b>State/Local Employee Tax</b>								
NEW YORK WH	193,854.50	9,598.97	193,854.50	9,598.97	1,022,941.55	54,172.34	1,022,941.55	54,172.34
<b>Total State/Local Employee Tax</b>		<b>9,598.97</b>		<b>9,598.97</b>		<b>54,172.34</b>		<b>54,172.34</b>
<b>Total Taxes</b>		<b>63,565.65</b>		<b>63,565.65</b>		<b>344,150.18</b>		<b>344,150.18</b>



\*\*\* EMPLOYER TAX EXPENSE \*\*\*

Employer Tax	CURRENT		MTD		QTD		YTD	
	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
MED ER (1.450000%)	201,130.73	2,916.40	201,130.73	2,916.40	1,059,235.98	15,358.88	1,059,235.98	15,358.88
SOC SEC ER (6.200000%)	201,130.73	12,470.16	201,130.73	12,470.16	1,059,235.98	65,672.61	1,059,235.98	65,672.61
<b>Total Employer Tax</b>		<b>15,386.56</b>		<b>15,386.56</b>		<b>81,031.49</b>		<b>81,031.49</b>

Tax Agency Id's		
State	Tax Agency	Tax Id
Federal	Internal Revenue Service	11-6042380
New York	NY-NYC-Yonk - EE W/H	116042380

\*\*\* EARNINGS & DEDUCTIONS \*\*\*

Earnings	CURRENT		MTD		QTD		YTD	
	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
Sunday	50.50	3,118.62	50.50	3,118.62	254.00	16,347.43	254.00	16,347.43
Holiday	578.06	26,947.72	578.06	26,947.72	1,966.06	89,885.02	1,966.06	89,885.02
Regular	3,077.39	138,273.93	3,077.39	138,273.93	17,286.83	778,877.47	17,286.83	778,877.47
Sick	279.33	13,031.09	279.33	13,031.09	1,238.00	57,804.83	1,238.00	57,804.83
Vacation	230.41	10,272.77	230.41	10,272.77	1,084.84	47,765.19	1,084.84	47,765.19
Personal	15.25	725.37	15.25	725.37	312.57	14,155.49	312.57	14,155.49
Comp Time	69.22	3,286.66	69.22	3,286.66	546.79	27,169.01	546.79	27,169.01
Call Back	0.00	0.00	0.00	0.00	9.00	381.90	9.00	381.90
Snow Removal	3.00	126.54	3.00	126.54	5.00	212.90	5.00	212.90
NYS CP	0.00	0.00	0.00	0.00	280.75	13,126.59	280.75	13,126.59
Travel	2.84	110.03	2.84	110.03	10.41	431.56	10.41	431.56
Meetings	1.25	64.11	1.25	64.11	82.00	4,577.08	82.00	4,577.08
Medical Screen	4.25	236.56	4.25	236.56	16.75	927.30	16.75	927.30
Overtime Reg	0.00	0.00	0.00	0.00	4.00	169.73	4.00	169.73
Retro Pay	0.00	0.00	0.00	0.00	0.00	61.41	0.00	61.41
Vacation NR	0.00	0.00	0.00	0.00	346.87	18,903.10	346.87	18,903.10
Snow Day	418.00	18,476.19	418.00	18,476.19	471.75	20,876.93	471.75	20,876.93
Sick NR	0.00	0.00	0.00	0.00	626.66	34,150.59	626.66	34,150.59
Emergency Close	0.00	0.00	0.00	0.00	25.75	1,106.75	25.75	1,106.75
<b>Total Earnings</b>	<b>4,729.50</b>	<b>214,669.59</b>	<b>4,729.50</b>	<b>214,669.59</b>	<b>24,568.03</b>	<b>1,126,930.28</b>	<b>24,568.03</b>	<b>1,126,930.28</b>
<b>Memo Calculations</b>	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
Memo Sunday Hours	38.00	0.00	38.00	0.00	250.75	0.00	250.75	0.00
Salary Hours	2,986.77	0.00	2,986.77	0.00	16,762.38	0.00	16,762.38	0.00
<b>Total Memo Calculations</b>	<b>3,024.77</b>	<b>0.00</b>	<b>3,024.77</b>	<b>0.00</b>	<b>17,013.13</b>	<b>0.00</b>	<b>17,013.13</b>	<b>0.00</b>
<b>Deductions</b>		Dollars		Dollars		Dollars		Dollars
Medical Pre-tax		13,518.61		13,518.61		67,593.05		67,593.05
Aflac		20.25		20.25		101.25		101.25
NYS Retirement		2,800.45		2,800.45		13,854.23		13,854.23
Retirement Loan		526.00		526.00		2,712.00		2,712.00
AXA Equitable		2,348.00		2,348.00		11,740.00		11,740.00
CSEA Benefit Fd		390.00		390.00		1,914.00		1,914.00

^Hrs/Units = Units (Units not included in Totals)

\*\*\* EARNINGS & DEDUCTIONS \*\*\*

	CURRENT	MTD	QTD	YTD
NYS Def Comp	4,708.23	4,708.23	23,454.43	23,454.43
CSEA Ins	59.90	59.90	299.50	299.50
Disability	213.75	213.75	1,073.50	1,073.50
CSEA Dues	1,911.01	1,911.01	9,456.57	9,456.57
Retire Arrears	60.93	60.93	121.86	121.86
Pearl Carroll	40.44	40.44	202.19	202.19
Met Life	220.00	220.00	1,100.00	1,100.00
<b>Total Deductions</b>	<b>26,817.57</b>	<b>26,817.57</b>	<b>133,622.58</b>	<b>133,622.58</b>

^Hrs/Units = Units (Units not included in Totals)

O.K. RZ  
13 Feb 24

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Position Category(1 - Clerical Full Time) Totals</b>								
<b>Pays:</b>								
Sunday	17.00	840.70	17.00	840.70	77.50	3,871.00	77.50	3,871.00
Holiday	203.63	7,245.26	203.63	7,245.26	714.63	25,375.63	714.63	25,375.63
Regular	1,155.56	40,095.81	1,155.56	40,095.81	6,489.10	226,771.55	6,489.10	226,771.55
Sick	94.34	3,790.00	94.34	3,790.00	532.85	20,662.78	532.85	20,662.78
Vacation	105.24	3,510.00	105.24	3,510.00	399.11	13,758.62	399.11	13,758.62
Personal	7.80	334.95	7.80	334.95	116.60	4,431.75	116.60	4,431.75
Comp Time	34.36	1,558.58	34.36	1,558.58	152.43	6,427.50	152.43	6,427.50
NYS CP					49.75	1,458.97	49.75	1,458.97
Travel	2.07	72.28	2.07	72.28	5.78	214.83	5.78	214.83
Meetings					7.50	233.50	7.50	233.50
Medical Screen					2.00	52.72	2.00	52.72
Retro Pay						61.41		61.41
Snow Day	147.00	5,120.85	147.00	5,120.85	167.25	5,829.65	167.25	5,829.65
Emergency Close					8.00	213.79	8.00	213.79
<b>Total Gross Pay:</b>	<b>1,767.00</b>	<b>62,568.43</b>	<b>1,767.00</b>	<b>62,568.43</b>	<b>8,722.50</b>	<b>309,363.70</b>	<b>8,722.50</b>	<b>309,363.70</b>
<b>Employee Taxes:</b>								
SOC SEC EE		3,564.93		3,564.93		17,608.90		17,608.90
MED EE		833.72		833.72		4,118.20		4,118.20
FEDERAL WH		5,445.33		5,445.33		26,914.39		26,914.39
NEW YORK WH		2,543.49		2,543.49		12,522.01		12,522.01
<b>Total Employee Taxes:</b>		<b>12,387.47</b>		<b>12,387.47</b>		<b>61,163.50</b>		<b>61,163.50</b>
<b>Deductions:</b>								
Medical Pre-tax		5,049.57		5,049.57		25,247.85		25,247.85
Aflac		20.25		20.25		101.25		101.25
NYS Retirement		1,209.57		1,209.57		5,962.81		5,962.81
Retirement Loan		107.00		107.00		535.00		535.00
AXA Equitable		400.00		400.00		2,000.00		2,000.00
CSEA Benefit Fd		144.00		144.00		708.00		708.00
NYS Def Comp		2,554.53		2,554.53		12,685.93		12,685.93
CSEA Ins		59.90		59.90		299.50		299.50
Disability		71.25		71.25		356.25		356.25
CSEA Dues		620.15		620.15		3,026.29		3,026.29
Pearl Carroll		24.79		24.79		123.94		123.94
Met Life		120.00		120.00		600.00		600.00
<b>Total Deductions:</b>		<b>10,381.01</b>		<b>10,381.01</b>		<b>51,646.82</b>		<b>51,646.82</b>
<b>Netpay:</b>		<b>39,799.95</b>		<b>39,799.95</b>		<b>196,553.38</b>		<b>196,553.38</b>
<b>Employer Taxes:</b>								
SOC SEC ER		3,564.93		3,564.93		17,608.90		17,608.90
MED ER		833.72		833.72		4,118.20		4,118.20
<b>Total Employer Taxes:</b>		<b>4,398.65</b>		<b>4,398.65</b>		<b>21,727.10</b>		<b>21,727.10</b>

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Position Category(3 - Librarian Full Time) Totals</b>								
<b>Pays:</b>								
Sunday	29.00	1,991.49	29.00	1,991.49	149.50	10,757.85	149.50	10,757.85
Holiday	341.43	18,542.57	341.43	18,542.57	1,160.43	61,456.31	1,160.43	61,456.31
Regular	1,792.83	94,102.74	1,792.83	94,102.74	10,030.46	527,394.96	10,030.46	527,394.96
Sick	169.99	8,742.71	169.99	8,742.71	690.15	36,643.67	690.15	36,643.67
Vacation	118.17	6,530.19	118.17	6,530.19	663.68	33,124.11	663.68	33,124.11
Personal	7.45	390.42	7.45	390.42	171.90	8,715.43	171.90	8,715.43
Comp Time	34.86	1,728.08	34.86	1,728.08	377.53	20,104.37	377.53	20,104.37
NYS CP					231.00	11,667.62	231.00	11,667.62
Travel	0.77	37.75	0.77	37.75	4.35	204.63	4.35	204.63
Meetings	1.25	64.11	1.25	64.11	74.50	4,343.58	74.50	4,343.58
Medical Screen	4.25	236.56	4.25	236.56	14.75	874.58	14.75	874.58
Vacation NR					346.87	18,903.10	346.87	18,903.10
Snow Day	259.00	12,962.87	259.00	12,962.87	290.50	14,588.36	290.50	14,588.36
Sick NR					626.66	34,150.59	626.66	34,150.59
Emergency Close					17.75	892.96	17.75	892.96
<b>Total Gross Pay:</b>	<b>2,759.00</b>	<b>145,329.49</b>	<b>2,759.00</b>	<b>145,329.49</b>	<b>14,850.03</b>	<b>783,822.12</b>	<b>14,850.03</b>	<b>783,822.12</b>
<b>Employee Taxes:</b>								
SOC SEC EE		8,506.25		8,506.25		46,075.93		46,075.93
MED EE		1,989.36		1,989.36		10,775.79		10,775.79
FEDERAL WH		17,079.64		17,079.64		97,606.59		97,606.59
NEW YORK WH		6,765.78		6,765.78		40,207.69		40,207.69
<b>Total Employee Taxes:</b>		<b>34,341.03</b>		<b>34,341.03</b>		<b>194,666.00</b>		<b>194,666.00</b>
<b>Deductions:</b>								
Medical Pre-tax		8,132.33		8,132.33		40,661.65		40,661.65
NYS Retirement		1,560.57		1,560.57		7,861.11		7,861.11
Retirement Loan		419.00		419.00		2,177.00		2,177.00
AXA Equitable		1,948.00		1,948.00		9,740.00		9,740.00
CSEA Benefit Fd		228.00		228.00		1,140.00		1,140.00
NYS Def Comp		2,153.70		2,153.70		10,768.50		10,768.50
Disability		137.75		137.75		693.50		693.50
CSEA Dues		1,222.92		1,222.92		6,093.18		6,093.18
Retire Arrears		60.93		60.93		121.86		121.86
Pearl Carroll		15.65		15.65		78.25		78.25
Met Life		100.00		100.00		500.00		500.00
<b>Total Deductions:</b>		<b>15,978.85</b>		<b>15,978.85</b>		<b>79,835.05</b>		<b>79,835.05</b>
<b>Netpay:</b>		<b>95,009.61</b>		<b>95,009.61</b>		<b>509,321.07</b>		<b>509,321.07</b>
<b>Employer Taxes:</b>								
SOC SEC ER		8,506.25		8,506.25		46,075.93		46,075.93
MED ER		1,989.36		1,989.36		10,775.79		10,775.79
<b>Total Employer Taxes:</b>		<b>10,495.61</b>		<b>10,495.61</b>		<b>56,851.72</b>		<b>56,851.72</b>

Client ID: 21SSL - Smithtown Special Library District

**LABOR ALLOCATION SUMMARY**

Period Begin Date: 2/10/2024

Pay Group: FT

Smithtown Special Library District

Period End Date: 2/23/2024

Check Date: 3/1/2024

Pay Period: 5

Run Date: 2/28/2024

Run Number: 155

Group By: Position Category

Payroll Type: Regular Payroll

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Position Category(5 - Custodial Full Time) Totals</b>								
<b>Pays:</b>								
Sunday	4.50	286.43	4.50	286.43	27.00	1,718.58	27.00	1,718.58
Holiday	28.00	1,069.69	28.00	1,069.69	70.00	2,674.24	70.00	2,674.24
Regular	83.00	3,245.54	83.00	3,245.54	542.77	20,660.98	542.77	20,660.98
Sick	15.00	498.38	15.00	498.38	15.00	498.38	15.00	498.38
Vacation	7.00	232.58	7.00	232.58	22.05	882.46	22.05	882.46
Personal					24.07	1,008.31	24.07	1,008.31
Comp Time					16.83	637.14	16.83	637.14
Call Back					9.00	381.90	9.00	381.90
Snow Removal	3.00	126.54	3.00	126.54	5.00	212.90	5.00	212.90
Travel					0.28	12.10	0.28	12.10
Overtime Reg					4.00	169.73	4.00	169.73
Snow Day	7.00	302.27	7.00	302.27	9.00	368.72	9.00	368.72
<b>Total Gross Pay:</b>	<b>147.50</b>	<b>5,761.43</b>	<b>147.50</b>	<b>5,761.43</b>	<b>745.00</b>	<b>29,225.44</b>	<b>745.00</b>	<b>29,225.44</b>
<b>Employee Taxes:</b>								
SOC SEC EE		336.34		336.34		1,707.60		1,707.60
MED EE		78.67		78.67		399.36		399.36
FEDERAL WH		626.75		626.75		3,225.77		3,225.77
NEW YORK WH		258.23		258.23		1,314.59		1,314.59
<b>Total Employee Taxes:</b>		<b>1,299.99</b>		<b>1,299.99</b>		<b>6,647.32</b>		<b>6,647.32</b>
<b>Deductions:</b>								
Medical Pre-tax		336.71		336.71		1,683.55		1,683.55
CSEA Benefit Fd		12.00		12.00		60.00		60.00
Disability		4.75		4.75		23.75		23.75
CSEA Dues		67.94		67.94		337.10		337.10
<b>Total Deductions:</b>		<b>421.40</b>		<b>421.40</b>		<b>2,104.40</b>		<b>2,104.40</b>
<b>Netpay:</b>		<b>4,040.04</b>		<b>4,040.04</b>		<b>20,473.72</b>		<b>20,473.72</b>
<b>Employer Taxes:</b>								
SOC SEC ER		336.34		336.34		1,707.60		1,707.60
MED ER		78.67		78.67		399.36		399.36
<b>Total Employer Taxes:</b>		<b>415.01</b>		<b>415.01</b>		<b>2,106.96</b>		<b>2,106.96</b>

Client ID: 21SSL - Smithtown Special Library District

LABOR ALLOCATION SUMMARY

Period Begin Date: 2/10/2024

Pay Group: FT

Smithtown Special Library District

Period End Date: 2/23/2024

Check Date: 3/1/2024

Pay Period: 5

Run Date: 2/28/2024

Run Number: 155

Group By: Position Category

Payroll Type: Regular Payroll

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Position Category(7 - Messenger / Groundskeeper) Totals</b>								
<b>Pays:</b>								
Holiday	5.00	90.20	5.00	90.20	5.00	90.20	5.00	90.20
Regular	46.00	829.84	46.00	829.84	46.00	829.84	46.00	829.84
Snow Day	5.00	90.20	5.00	90.20	5.00	90.20	5.00	90.20
<b>Total Gross Pay:</b>	<b>56.00</b>	<b>1,010.24</b>	<b>56.00</b>	<b>1,010.24</b>	<b>56.00</b>	<b>1,010.24</b>	<b>56.00</b>	<b>1,010.24</b>
<b>Employee Taxes:</b>								
SOC SEC EE		62.64		62.64		62.64		62.64
MED EE		14.65		14.65		14.65		14.65
FEDERAL WH		41.84		41.84		41.84		41.84
NEW YORK WH		31.47		31.47		31.47		31.47
<b>Total Employee Taxes:</b>		<b>150.60</b>		<b>150.60</b>		<b>150.60</b>		<b>150.60</b>
<b>Deductions:</b>								
NYS Retirement		30.31		30.31		30.31		30.31
CSEA Benefit Fd		6.00		6.00		6.00		6.00
<b>Total Deductions:</b>		<b>36.31</b>		<b>36.31</b>		<b>36.31</b>		<b>36.31</b>
<b>Netpay:</b>		<b>823.33</b>		<b>823.33</b>		<b>823.33</b>		<b>823.33</b>
<b>Employer Taxes:</b>								
SOC SEC ER		62.64		62.64		62.64		62.64
MED ER		14.65		14.65		14.65		14.65
<b>Total Employer Taxes:</b>		<b>77.29</b>		<b>77.29</b>		<b>77.29</b>		<b>77.29</b>

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Grand Totals</b>								
<b>Pays:</b>								
Sunday	50.50	3,118.62	50.50	3,118.62	254.00	16,347.43	254.00	16,347.43
Holiday	578.06	26,947.72	578.06	26,947.72	1,950.06	89,596.38	1,950.06	89,596.38
Regular	3,077.39	138,273.93	3,077.39	138,273.93	17,108.33	775,657.33	17,108.33	775,657.33
Sick	279.33	13,031.09	279.33	13,031.09	1,238.00	57,804.83	1,238.00	57,804.83
Vacation	230.41	10,272.77	230.41	10,272.77	1,084.84	47,765.19	1,084.84	47,765.19
Personal	15.25	725.37	15.25	725.37	312.57	14,155.49	312.57	14,155.49
Comp Time	69.22	3,286.66	69.22	3,286.66	546.79	27,169.01	546.79	27,169.01
Call Back					9.00	381.90	9.00	381.90
Snow Removal	3.00	126.54	3.00	126.54	5.00	212.90	5.00	212.90
NYS CP					280.75	13,126.59	280.75	13,126.59
Travel	2.84	110.03	2.84	110.03	10.41	431.56	10.41	431.56
Meetings	1.25	64.11	1.25	64.11	82.00	4,577.08	82.00	4,577.08
Medical Screen	4.25	236.56	4.25	236.56	16.75	927.30	16.75	927.30
Overtime Reg					4.00	169.73	4.00	169.73
Retro Pay						61.41		61.41
Vacation NR					346.87	18,903.10	346.87	18,903.10
Snow Day	418.00	18,476.19	418.00	18,476.19	471.75	20,876.93	471.75	20,876.93
Sick NR					626.66	34,150.59	626.66	34,150.59
Emergency Close					25.75	1,106.75	25.75	1,106.75
<b>Total Gross Pay:</b>	<b>4,729.50</b>	<b>214,669.59</b>	<b>4,729.50</b>	<b>214,669.59</b>	<b>24,373.53</b>	<b>1,123,421.50</b>	<b>24,373.53</b>	<b>1,123,421.50</b>
<b>Employee Taxes:</b>								
SOC SEC EE		12,470.16		12,470.16		65,455.07		65,455.07
MED EE		2,916.40		2,916.40		15,308.00		15,308.00
FEDERAL WH		23,193.56		23,193.56		127,788.59		127,788.59
NEW YORK WH		9,598.97		9,598.97		54,075.76		54,075.76
<b>Total Employee Taxes:</b>		<b>48,179.09</b>		<b>48,179.09</b>		<b>262,627.42</b>		<b>262,627.42</b>
<b>Deductions:</b>								
Medical Pre-tax		13,518.61		13,518.61		67,593.05		67,593.05
Aflac		20.25		20.25		101.25		101.25
NYS Retirement		2,800.45		2,800.45		13,854.23		13,854.23
Retirement Loan		526.00		526.00		2,712.00		2,712.00
AXA Equitable		2,348.00		2,348.00		11,740.00		11,740.00
CSEA Benefit Fd		390.00		390.00		1,914.00		1,914.00
NYS Def Comp		4,708.23		4,708.23		23,454.43		23,454.43
CSEA Ins		59.90		59.90		299.50		299.50
Disability		213.75		213.75		1,073.50		1,073.50
CSEA Dues		1,911.01		1,911.01		9,456.57		9,456.57
Retire Arrears		60.93		60.93		121.86		121.86
Pearl Carroll		40.44		40.44		202.19		202.19
Met Life		220.00		220.00		1,100.00		1,100.00
<b>Total Deductions:</b>		<b>26,817.57</b>		<b>26,817.57</b>		<b>133,622.58</b>		<b>133,622.58</b>
<b>Netpay:</b>		<b>139,672.93</b>		<b>139,672.93</b>		<b>727,171.50</b>		<b>727,171.50</b>
<b>Employer Taxes:</b>								
SOC SEC ER		12,470.16		12,470.16		65,455.07		65,455.07
MED ER		2,916.40		2,916.40		15,308.00		15,308.00
<b>Total Employer Taxes:</b>		<b>15,386.56</b>		<b>15,386.56</b>		<b>80,763.07</b>		<b>80,763.07</b>

*O.K. RR*  
*13 Feb 24*



PT PR# 5 Dated 3/1/24

<b>Client ID:</b> 21SSL - Smithtown Special Library District <b>Pay Group:</b> PT <b>Check Date:</b> 3/1/2024 <b>Run Date:</b> 2/28/2024      Run Number: 156	<b>PAYROLL SUMMARY</b> Smithtown Special Library District	<b>Period Begin Date:</b> 2/10/2024 <b>Period End Date:</b> 2/23/2024 <b>Pay Period:</b> 5 <b>Payroll Type:</b> Regular Payroll
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\*\*\* PAYROLL FUNDING \*\*\*

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****9349		\$0.00	\$0.00
Direct Deposits	M & T BANK	*****0046	*****9349	79	\$0.00	\$49,376.34
<b>Totals:</b>				<b>79</b>	<b>\$0.00</b>	<b>\$49,376.34</b>
Tax Liabilities	M & T BANK	*****0046	*****9349		\$0.00	\$15,034.51
Third Party Checks	M & T BANK	*****0046	*****9349		\$0.00	\$0.00
Third Party Electronic Payment	M & T BANK	*****0046	*****9349		\$0.00	\$0.00
Payroll Billing	M & T BANK	*****0046	*****9349		\$0.00	\$243.00
<b>Totals:</b>					<b>\$0.00</b>	<b>\$15,277.51</b>
<b>Total ACH Debit:</b>						<b>\$64,653.85</b>
						<b>Impound Date: 2/29/2024</b>
<b>Total Payroll Funding (all items):</b>						<b>\$64,653.85</b>

\*\*\* PAYROLL TOTALS \*\*\*

Payroll Totals	Totals By Check Type	Counts By Check Type	Employee Counts
Net Pay Checks                     \$0.00	Total Live Checks                     \$0.00	Total Live Checks                     0	Active Employees Paid                 79
Direct Deposits                     \$49,376.34	Additional Checks                     \$0.00	Additional Checks                     0	Inactive Employees Paid                0
<b>**** Total Net Payroll             \$49,376.34</b>	Manual Checks                         \$0.00	Manual Checks                         0	Terminated Employees Paid            0
	Void Checks/Direct Deposits         \$0.00	Void Checks                            0	Total Employees Paid                 79
Total Taxes                         \$15,034.51	Third Party Sick Checks               \$0.00	Third Party Sick Checks               0	Active Employee Count                 81
<b>**** Total Payroll                 \$64,410.85</b>	Adjustments                            \$0.00	Adjustments                            0	Inactive Employee Count                0
	Direct Deposits (79)                   \$49,376.34	Vouchers (Direct Deposit)            79	Terminated Employee Count            47
Payroll Adjustments                 \$0.00	Total Third Party Pays               \$0.00	Total Third Party Payments           0	Total Employee Count                 128
<b>**** Adjusted Total                \$64,410.85</b>	Total Third Party Void Checks       \$0.00	Total Third Party Voids               0	Employees Paid this Month            79
		Zero Net Checks                       0	Active Employees this Month           81
			Employees with W2 Data               80
			Active Employees Not Paid             2

O.I.C. RZ  
22 Feb 24

**\*\*\* PAYROLL TAXES \*\*\***

	CURRENT		MTD		QTD		YTD	
	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
<b>Federal Deposits</b>								
FEDERAL WH	60,597.78	3,719.03	60,597.78	3,719.03	302,880.96	18,234.31	302,880.96	18,234.31
MED EE (1.450000%)	61,328.82	889.25	61,328.82	889.25	306,641.92	4,446.24	306,641.92	4,446.24
MED ER (1.450000%)	61,328.82	889.25	61,328.82	889.25	306,641.92	4,446.24	306,641.92	4,446.24
SOC SEC EE (6.200000%)	61,328.82	3,802.34	61,328.82	3,802.34	306,641.92	19,011.80	306,641.92	19,011.80
SOC SEC ER (6.200000%)	61,328.82	3,802.34	61,328.82	3,802.34	306,641.92	19,011.80	306,641.92	19,011.80
<b>Total Federal Deposits</b>		<b>13,102.21</b>		<b>13,102.21</b>		<b>65,150.39</b>		<b>65,150.39</b>
<b>State/Local Employee Tax</b>								
NEW YORK WH	61,328.82	1,932.30	61,328.82	1,932.30	306,641.92	9,519.31	306,641.92	9,519.31
<b>Total State/Local Employee Tax</b>		<b>1,932.30</b>		<b>1,932.30</b>		<b>9,519.31</b>		<b>9,519.31</b>
<b>Total Taxes</b>		<b>15,034.51</b>		<b>15,034.51</b>		<b>74,669.70</b>		<b>74,669.70</b>

\*\*\* EMPLOYER TAX EXPENSE \*\*\*

Employer Tax	----- CURRENT -----		----- MTD -----		----- QTD -----		----- YTD -----	
	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
MED ER (1.450000%)	61,328.82	889.25	61,328.82	889.25	306,641.92	4,446.24	306,641.92	4,446.24
SOC SEC ER (6.200000%)	61,328.82	3,802.34	61,328.82	3,802.34	306,641.92	19,011.80	306,641.92	19,011.80
<b>Total Employer Tax</b>		<b>4,691.59</b>		<b>4,691.59</b>		<b>23,458.04</b>		<b>23,458.04</b>

Tax Agency Id's		
State	Tax Agency	Tax Id
Federal	Internal Revenue Service	11-6042380
New York	NY-NYC-Yonk - EE W/H	116042380

\*\*\* EARNINGS & DEDUCTIONS \*\*\*

	CURRENT		MTD		QTD		YTD	
	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
Earnings								
Sunday	12.00	521.92	12.00	521.92	95.00	4,267.82	95.00	4,267.82
Holiday	213.00	5,390.17	213.00	5,390.17	868.00	21,824.59	868.00	21,824.59
Regular	1,854.55	46,328.48	1,854.55	46,328.48	10,074.76	250,819.93	10,074.76	250,819.93
Sick	55.58	1,997.20	55.58	1,997.20	209.63	6,389.36	209.63	6,389.36
Vacation	49.50	1,453.29	49.50	1,453.29	270.76	7,682.39	270.76	7,682.39
Personal	1.57	35.89	1.57	35.89	138.01	3,928.78	138.01	3,928.78
Bereavement Ear	0.00	0.00	0.00	0.00	12.50	264.93	12.50	264.93
Comp Time	16.50	378.88	16.50	378.88	81.77	1,813.76	81.77	1,813.76
Snow Removal	9.00	267.06	9.00	267.06	9.00	267.06	9.00	267.06
NYS CP	0.00	0.00	0.00	0.00	48.50	1,527.91	48.50	1,527.91
Meetings	0.50	17.49	0.50	17.49	7.50	131.24	7.50	131.24
Sunday Reg	8.00	130.00	8.00	130.00	43.85	716.56	43.85	716.56
Medical Screen	0.00	0.00	0.00	0.00	11.00	279.86	11.00	279.86
Snow Day	200.50	4,808.44	200.50	4,808.44	228.75	5,429.25	228.75	5,429.25
Covid Vaccine	0.00	0.00	0.00	0.00	7.00	202.44	7.00	202.44
Blood Donation	0.00	0.00	0.00	0.00	3.00	64.62	3.00	64.62
Emergency Close	0.00	0.00	0.00	0.00	40.00	1,031.42	40.00	1,031.42
<b>Total Earnings</b>	<b>2,420.70</b>	<b>61,328.82</b>	<b>2,420.70</b>	<b>61,328.82</b>	<b>12,149.03</b>	<b>306,641.92</b>	<b>12,149.03</b>	<b>306,641.92</b>
<b>Memo Calculations</b>								
MemoSundayHours	17.00	0.00	17.00	0.00	126.85	0.00	126.85	0.00
<b>Total Memo Calculations</b>	<b>17.00</b>	<b>0.00</b>	<b>17.00</b>	<b>0.00</b>	<b>126.85</b>	<b>0.00</b>	<b>126.85</b>	<b>0.00</b>
<b>Deductions</b>		Dollars		Dollars		Dollars		Dollars
NYS Retirement		731.04		731.04		3,760.96		3,760.96
Disability		85.50		85.50		437.00		437.00
CSEA Dues		793.02		793.02		3,975.64		3,975.64
<b>Total Deductions</b>		<b>1,609.56</b>		<b>1,609.56</b>		<b>8,173.60</b>		<b>8,173.60</b>

^Hrs/Units = Units (Units not included in Totals)

*OK. RJ*  
*22 Feb 24*

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Position Category(2 - Clerical Part Time) Totals</b>								
<b>Pays:</b>								
Sunday	12.00	521.92	12.00	521.92	60.50	2,607.89	60.50	2,607.89
Holiday	118.00	2,900.64	118.00	2,900.64	426.50	10,390.95	426.50	10,390.95
Regular	794.50	20,439.04	794.50	20,439.04	4,330.85	110,845.99	4,330.85	110,845.99
Sick	8.00	160.58	8.00	160.58	127.05	3,274.75	127.05	3,274.75
Vacation	38.50	1,059.87	38.50	1,059.87	192.83	5,000.21	192.83	5,000.21
Personal					85.96	2,231.88	85.96	2,231.88
Bereavement Ear					12.50	264.93	12.50	264.93
Comp Time	4.00	124.63	4.00	124.63	40.92	973.37	40.92	973.37
NYS CP					10.50	303.66	10.50	303.66
Snow Day	90.00	2,385.38	90.00	2,385.38	101.00	2,657.43	101.00	2,657.43
Covid Vaccine					7.00	202.44	7.00	202.44
Emergency Close					14.00	319.30	14.00	319.30
<b>Total Gross Pay:</b>	<b>1,065.00</b>	<b>27,592.06</b>	<b>1,065.00</b>	<b>27,592.06</b>	<b>5,409.61</b>	<b>139,072.80</b>	<b>5,409.61</b>	<b>139,072.80</b>
<b>Employee Taxes:</b>								
SOC SEC EE		1,710.62		1,710.62		8,622.48		8,622.48
MED EE		400.07		400.07		2,016.52		2,016.52
FEDERAL WH		1,598.68		1,598.68		7,921.70		7,921.70
NEW YORK WH		876.10		876.10		4,362.42		4,362.42
<b>Total Employee Taxes:</b>		<b>4,585.47</b>		<b>4,585.47</b>		<b>22,923.12</b>		<b>22,923.12</b>
<b>Deductions:</b>								
NYS Retirement		405.90		405.90		2,095.33		2,095.33
Disability		42.75		42.75		223.25		223.25
CSEA Dues		519.61		519.61		2,619.66		2,619.66
<b>Total Deductions:</b>		<b>968.26</b>		<b>968.26</b>		<b>4,938.24</b>		<b>4,938.24</b>
<b>Netpay:</b>		<b>22,038.33</b>		<b>22,038.33</b>		<b>111,211.44</b>		<b>111,211.44</b>
<b>Employer Taxes:</b>								
SOC SEC ER		1,710.62		1,710.62		8,622.48		8,622.48
MED ER		400.07		400.07		2,016.52		2,016.52
<b>Total Employer Taxes:</b>		<b>2,110.69</b>		<b>2,110.69</b>		<b>10,639.00</b>		<b>10,639.00</b>

Client ID: 21SSL - Smithtown Special Library District

**LABOR ALLOCATION SUMMARY**

Period Begin Date: 2/10/2024

Pay Group: PT

Smithtown Special Library District

Period End Date: 2/23/2024

Check Date: 3/1/2024

Pay Period: 5

Run Date: 2/28/2024

Run Number: 156

Group By: Position Category

Payroll Type: Regular Payroll

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Position Category(4 - Librarian Part Time) Totals</b>								
<b>Pays:</b>								
Sunday					12.00	900.54	12.00	900.54
Holiday	21.50	978.08	21.50	978.08	101.00	4,665.98	101.00	4,665.98
Regular	221.42	9,521.21	221.42	9,521.21	1,242.59	52,803.77	1,242.59	52,803.77
Sick	44.58	1,788.48	44.58	1,788.48	68.58	2,858.13	68.58	2,858.13
Vacation	11.00	393.42	11.00	393.42	59.54	2,179.33	59.54	2,179.33
Personal					25.14	1,038.08	25.14	1,038.08
Comp Time					1.66	76.56	1.66	76.56
NYS CP					19.00	822.97	19.00	822.97
Meetings	0.50	17.49	0.50	17.49	0.50	17.49	0.50	17.49
Medical Screen					3.00	151.86	3.00	151.86
Snow Day	10.50	471.09	10.50	471.09	13.50	580.34	13.50	580.34
Emergency Close					6.00	289.11	6.00	289.11
<b>Total Gross Pay:</b>	<b>309.50</b>	<b>13,169.77</b>	<b>309.50</b>	<b>13,169.77</b>	<b>1,552.51</b>	<b>66,384.16</b>	<b>1,552.51</b>	<b>66,384.16</b>
<b>Employee Taxes:</b>								
SOC SEC EE		816.54		816.54		4,115.82		4,115.82
MED EE		190.96		190.96		962.56		962.56
FEDERAL WH		969.82		969.82		4,906.06		4,906.06
NEW YORK WH		528.32		528.32		2,668.75		2,668.75
<b>Total Employee Taxes:</b>		<b>2,505.64</b>		<b>2,505.64</b>		<b>12,653.19</b>		<b>12,653.19</b>
<b>Deductions:</b>								
NYS Retirement		175.96		175.96		879.81		879.81
Disability		23.75		23.75		118.75		118.75
CSEA Dues		194.89		194.89		968.53		968.53
<b>Total Deductions:</b>		<b>394.60</b>		<b>394.60</b>		<b>1,967.09</b>		<b>1,967.09</b>
<b>Netpay:</b>		<b>10,269.53</b>		<b>10,269.53</b>		<b>51,763.88</b>		<b>51,763.88</b>
<b>Employer Taxes:</b>								
SOC SEC ER		816.54		816.54		4,115.82		4,115.82
MED ER		190.96		190.96		962.56		962.56
<b>Total Employer Taxes:</b>		<b>1,007.50</b>		<b>1,007.50</b>		<b>5,078.38</b>		<b>5,078.38</b>

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Position Category(6 - Custodial Part Time) Totals</b>								
<b>Pays:</b>								
Sunday					22.50	759.39	22.50	759.39
Holiday	33.00	838.67	33.00	838.67	132.00	3,354.68	132.00	3,354.68
Regular	275.43	6,972.07	275.43	6,972.07	1,467.23	37,203.41	1,467.23	37,203.41
Sick					5.00	112.05	5.00	112.05
Vacation					18.39	502.85	18.39	502.85
Personal	1.57	35.89	1.57	35.89	25.63	638.28	25.63	638.28
Comp Time	7.00	160.00	7.00	160.00	12.00	326.12	12.00	326.12
Snow Removal	9.00	267.06	9.00	267.06	9.00	267.06	9.00	267.06
NYS CP					19.00	401.28	19.00	401.28
Snow Day	29.00	754.19	29.00	754.19	29.00	754.19	29.00	754.19
Blood Donation					3.00	64.62	3.00	64.62
Emergency Close					10.00	262.01	10.00	262.01
<b>Total Gross Pay:</b>	<b>355.00</b>	<b>9,027.88</b>	<b>355.00</b>	<b>9,027.88</b>	<b>1,752.75</b>	<b>44,645.94</b>	<b>1,752.75</b>	<b>44,645.94</b>
<b>Employee Taxes:</b>								
SOC SEC EE		559.72		559.72		2,768.05		2,768.05
MED EE		130.91		130.91		647.37		647.37
FEDERAL WH		783.32		783.32		3,852.77		3,852.77
NEW YORK WH		387.29		387.29		1,909.36		1,909.36
<b>Total Employee Taxes:</b>		<b>1,861.24</b>		<b>1,861.24</b>		<b>9,177.55</b>		<b>9,177.55</b>
<b>Deductions:</b>								
NYS Retirement		39.09		39.09		196.47		196.47
Disability		19.00		19.00		95.00		95.00
CSEA Dues		78.52		78.52		387.45		387.45
<b>Total Deductions:</b>		<b>136.61</b>		<b>136.61</b>		<b>678.92</b>		<b>678.92</b>
<b>Netpay:</b>		<b>7,030.03</b>		<b>7,030.03</b>		<b>34,789.47</b>		<b>34,789.47</b>
<b>Employer Taxes:</b>								
SOC SEC ER		559.72		559.72		2,768.05		2,768.05
MED ER		130.91		130.91		647.37		647.37
<b>Total Employer Taxes:</b>		<b>690.63</b>		<b>690.63</b>		<b>3,415.42</b>		<b>3,415.42</b>

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Position Category(7 - Messenger / Groundskeeper) Totals</b>								
<b>Pays:</b>								
Holiday	8.00	140.15	8.00	140.15	17.00	284.57	17.00	284.57
Regular	78.98	1,360.35	78.98	1,360.35	249.55	4,094.18	249.55	4,094.18
Sick	3.00	48.14	3.00	48.14	9.00	144.43	9.00	144.43
Personal					1.28	20.54	1.28	20.54
Snow Day	8.00	140.15	8.00	140.15	9.50	164.22	9.50	164.22
<b>Total Gross Pay:</b>	<b>97.98</b>	<b>1,688.79</b>	<b>97.98</b>	<b>1,688.79</b>	<b>286.33</b>	<b>4,707.94</b>	<b>286.33</b>	<b>4,707.94</b>
<b>Employee Taxes:</b>								
SOC SEC EE		104.71		104.71		291.89		291.89
MED EE		24.49		24.49		68.26		68.26
FEDERAL WH		130.85		130.85		132.02		132.02
NEW YORK WH		70.75		70.75		119.67		119.67
<b>Total Employee Taxes:</b>		<b>330.80</b>		<b>330.80</b>		<b>611.84</b>		<b>611.84</b>
<b>Netpay:</b>		<b>1,357.99</b>		<b>1,357.99</b>		<b>4,096.10</b>		<b>4,096.10</b>
<b>Employer Taxes:</b>								
SOC SEC ER		104.71		104.71		291.89		291.89
MED ER		24.49		24.49		68.26		68.26
<b>Total Employer Taxes:</b>		<b>129.20</b>		<b>129.20</b>		<b>360.15</b>		<b>360.15</b>



	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Position Category(8 - Pages) Totals</b>								
<b>Pays:</b>								
Holiday	32.50	532.63	32.50	532.63	191.50	3,128.41	191.50	3,128.41
Regular	484.22	8,035.81	484.22	8,035.81	2,784.54	45,872.58	2,784.54	45,872.58
Comp Time	5.50	94.25	5.50	94.25	27.19	437.71	27.19	437.71
Meetings					7.00	113.75	7.00	113.75
Sunday Reg	8.00	130.00	8.00	130.00	43.85	716.56	43.85	716.56
Medical Screen					8.00	128.00	8.00	128.00
Snow Day	63.00	1,057.63	63.00	1,057.63	75.75	1,273.07	75.75	1,273.07
Emergency Close					10.00	161.00	10.00	161.00
<b>Total Gross Pay:</b>	<b>593.22</b>	<b>9,850.32</b>	<b>593.22</b>	<b>9,850.32</b>	<b>3,147.83</b>	<b>51,831.08</b>	<b>3,147.83</b>	<b>51,831.08</b>
<b>Employee Taxes:</b>								
SOC SEC EE		610.75		610.75		3,213.56		3,213.56
MED EE		142.82		142.82		751.53		751.53
FEDERAL WH		236.36		236.36		1,421.76		1,421.76
NEW YORK WH		69.84		69.84		459.11		459.11
<b>Total Employee Taxes:</b>		<b>1,059.77</b>		<b>1,059.77</b>		<b>5,845.96</b>		<b>5,845.96</b>
<b>Deductions:</b>								
NYS Retirement		110.09		110.09		589.35		589.35
<b>Total Deductions:</b>		<b>110.09</b>		<b>110.09</b>		<b>589.35</b>		<b>589.35</b>
<b>Netpay:</b>		<b>8,680.46</b>		<b>8,680.46</b>		<b>45,395.77</b>		<b>45,395.77</b>
<b>Employer Taxes:</b>								
SOC SEC ER		610.75		610.75		3,213.56		3,213.56
MED ER		142.82		142.82		751.53		751.53
<b>Total Employer Taxes:</b>		<b>753.57</b>		<b>753.57</b>		<b>3,965.09</b>		<b>3,965.09</b>

O.K. AL  
 22 Feb 24

Client ID: 21SSL - Smithtown Special Library District

**LABOR ALLOCATION SUMMARY**

Period Begin Date: 2/10/2024

Pay Group: PT

Smithtown Special Library District

Period End Date: 2/23/2024

Check Date: 3/1/2024

Pay Period: 5

Run Date: 2/28/2024

Run Number: 156

Group By: Position Category

Payroll Type: Regular Payroll

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Grand Totals</b>								
<b>Pays:</b>								
Sunday	12.00	521.92	12.00	521.92	95.00	4,267.82	95.00	4,267.82
Holiday	213.00	5,390.17	213.00	5,390.17	868.00	21,824.59	868.00	21,824.59
Regular	1,854.55	46,328.48	1,854.55	46,328.48	10,074.76	250,819.93	10,074.76	250,819.93
Sick	55.58	1,997.20	55.58	1,997.20	209.63	6,389.36	209.63	6,389.36
Vacation	49.50	1,453.29	49.50	1,453.29	270.76	7,682.39	270.76	7,682.39
Personal	1.57	35.89	1.57	35.89	138.01	3,928.78	138.01	3,928.78
Bereavement Ear					12.50	264.93	12.50	264.93
Comp Time	16.50	378.88	16.50	378.88	81.77	1,813.76	81.77	1,813.76
Snow Removal	9.00	267.06	9.00	267.06	9.00	267.06	9.00	267.06
NYS CP					48.50	1,527.91	48.50	1,527.91
Meetings	0.50	17.49	0.50	17.49	7.50	131.24	7.50	131.24
Sunday Reg	8.00	130.00	8.00	130.00	43.85	716.56	43.85	716.56
Medical Screen					11.00	279.86	11.00	279.86
Snow Day	200.50	4,808.44	200.50	4,808.44	228.75	5,429.25	228.75	5,429.25
Covid Vaccine					7.00	202.44	7.00	202.44
Blood Donation					3.00	64.62	3.00	64.62
Emergency Close					40.00	1,031.42	40.00	1,031.42
<b>Total Gross Pay:</b>	<b>2,420.70</b>	<b>61,328.82</b>	<b>2,420.70</b>	<b>61,328.82</b>	<b>12,149.03</b>	<b>306,641.92</b>	<b>12,149.03</b>	<b>306,641.92</b>
<b>Employee Taxes:</b>								
SOC SEC EE		3,802.34		3,802.34		19,011.80		19,011.80
MED EE		889.25		889.25		4,446.24		4,446.24
FEDERAL WH		3,719.03		3,719.03		18,234.31		18,234.31
NEW YORK WH		1,932.30		1,932.30		9,519.31		9,519.31
<b>Total Employee Taxes:</b>		<b>10,342.92</b>		<b>10,342.92</b>		<b>51,211.66</b>		<b>51,211.66</b>
<b>Deductions:</b>								
NYS Retirement		731.04		731.04		3,760.96		3,760.96
Disability		85.50		85.50		437.00		437.00
CSEA Dues		793.02		793.02		3,975.64		3,975.64
<b>Total Deductions:</b>		<b>1,609.56</b>		<b>1,609.56</b>		<b>8,173.60</b>		<b>8,173.60</b>
<b>Netpay:</b>		<b>49,376.34</b>		<b>49,376.34</b>		<b>247,256.66</b>		<b>247,256.66</b>
<b>Employer Taxes:</b>								
SOC SEC ER		3,802.34		3,802.34		19,011.80		19,011.80
MED ER		889.25		889.25		4,446.24		4,446.24
<b>Total Employer Taxes:</b>		<b>4,691.59</b>		<b>4,691.59</b>		<b>23,458.04</b>		<b>23,458.04</b>

FT PR#6 Dated 3/15/24

Client ID: 21SSL - Smithtown Special Library District	<b>PAYROLL SUMMARY</b>	Period Begin Date: 2/24/2024
Pay Group: FT	Smithtown Special Library District	Period End Date: 3/8/2024
Check Date: 3/15/2024		Pay Period: 6
Run Date: 3/12/2024      Run Number: 158		Payroll Type: Regular Payroll

\*\*\* PAYROLL FUNDING \*\*\*

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****9349		\$0.00	\$0.00
Direct Deposits	M & T BANK	*****0046	*****9349	70	\$0.00	\$141,837.67
<b>Totals:</b>				<b>70</b>	<b>\$0.00</b>	<b>\$141,837.67</b>
Tax Liabilities	M & T BANK	*****0046	*****9349		\$0.00	\$65,237.15
Third Party Checks	M & T BANK	*****0046	*****9349		\$0.00	\$0.00
Third Party Electronic Payment	M & T BANK	*****0046	*****9349		\$0.00	\$0.00
Payroll Billing	M & T BANK	*****0046	*****9349		\$0.00	\$372.45
<b>Totals:</b>					<b>\$0.00</b>	<b>\$65,609.60</b>
<b>Total ACH Debit:</b>						<b>\$207,447.27</b>
					<b>Impound Date: 3/14/2024</b>	<b>\$207,447.27</b>
<b>Total Payroll Funding (all items):</b>						<b>\$207,447.27</b>

\*\*\* PAYROLL TOTALS \*\*\*

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$0.00	Total Live Checks	\$0.00	Total Live Checks	0	Active Employees Paid	67
Direct Deposits	\$141,837.67	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
<b>**** Total Net Payroll</b>	<b>\$141,837.67</b>	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	67
Total Taxes	\$65,237.15	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	67
<b>**** Total Payroll</b>	<b>\$207,074.82</b>	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	1
		Direct Deposits (70)	\$141,837.67	Vouchers (Direct Deposit)	67	Terminated Employee Count	15
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	83
<b>**** Adjusted Total</b>	<b>\$207,074.82</b>	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	67
				Zero Net Checks	0	Active Employees this Month	67
						Employees with W2 Data	68
						Active Employees Not Paid	0

FT - 207,447.27 +  
 PT - 66,749.99 +  
 274,197.26 \*  
 Total

OIC. RR  
 7 Mar 24

Client ID: 21SSL - Smithtown Special Library District

**PAYROLL SUMMARY**

Period Begin Date: 2/24/2024

Pay Group: FT

Smithtown Special Library District

Period End Date: 3/8/2024

Check Date: 3/15/2024

Pay Period: 6

Run Date: 3/12/2024

Run Number: 158

Payroll Type: Regular Payroll

**\*\*\* PAYROLL TAXES \*\*\***

	----- CURRENT -----		----- MTD -----		----- QTD -----		----- YTD -----	
	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
<b>Federal Deposits</b>								
FEDERAL WH	194,695.45	24,008.15	385,749.50	47,201.71	1,203,782.77	151,923.01	1,203,782.77	151,923.01
MED EE (1.450000%)	205,139.51	2,974.54	406,270.24	5,890.94	1,264,375.49	18,333.42	1,264,375.49	18,333.42
MED ER (1.450000%)	205,139.51	2,974.54	406,270.24	5,890.94	1,264,375.49	18,333.42	1,264,375.49	18,333.42
SOC SEC EE (6.200000%)	205,139.51	12,718.69	406,270.24	25,188.85	1,264,375.49	78,391.30	1,264,375.49	78,391.30
SOC SEC ER (6.200000%)	205,139.51	12,718.69	406,270.24	25,188.85	1,264,375.49	78,391.30	1,264,375.49	78,391.30
<b>Total Federal Deposits</b>		<b>55,394.61</b>		<b>109,361.29</b>		<b>345,372.45</b>		<b>345,372.45</b>
<b>State/Local Employee Tax</b>								
NEW YORK WH	197,513.29	9,842.54	391,367.79	19,441.51	1,220,454.84	64,014.88	1,220,454.84	64,014.88
<b>Total State/Local Employee Tax</b>		<b>9,842.54</b>		<b>19,441.51</b>		<b>64,014.88</b>		<b>64,014.88</b>
<b>Total Taxes</b>		<b>65,237.15</b>		<b>128,802.80</b>		<b>409,387.33</b>		<b>409,387.33</b>

**\*\*\* EMPLOYER TAX EXPENSE \*\*\***

Employer Tax	----- CURRENT -----		----- MTD -----		----- QTD -----		----- YTD -----	
	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
MED ER (1.450000%)	205,139.51	2,974.54	406,270.24	5,890.94	1,264,375.49	18,333.42	1,264,375.49	18,333.42
SOC SEC ER (6.200000%)	205,139.51	12,718.69	406,270.24	25,188.85	1,264,375.49	78,391.30	1,264,375.49	78,391.30
<b>Total Employer Tax</b>		<b>15,693.23</b>		<b>31,079.79</b>		<b>96,724.72</b>		<b>96,724.72</b>

Tax Agency Id's		
State	Tax Agency	Tax Id
Federal	Internal Revenue Service	11-6042380
New York	NY-NYC-Yonk - EE W/H	116042380

\*\*\* EARNINGS & DEDUCTIONS \*\*\*

Earnings	CURRENT		MTD		QTD		YTD	
	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
Sunday	85.00	5,701.32	135.50	8,819.94	339.00	22,048.75	339.00	22,048.75
Holiday	0.00	0.00	578.06	26,947.72	1,966.06	89,885.02	1,966.06	89,885.02
Regular	4,012.72	181,333.02	7,090.11	319,606.95	21,299.55	960,210.49	21,299.55	960,210.49
Sick	307.71	14,534.19	587.04	27,565.28	1,545.71	72,339.02	1,545.71	72,339.02
Vacation	247.50	10,507.81	477.91	20,780.58	1,332.34	58,273.00	1,332.34	58,273.00
Personal	28.62	1,250.86	43.87	1,976.23	341.19	15,406.35	341.19	15,406.35
Comp Time	68.30	2,778.79	137.52	6,065.45	615.09	29,947.80	615.09	29,947.80
Call Back	0.00	0.00	0.00	0.00	9.00	381.90	9.00	381.90
Snow Removal	0.00	0.00	3.00	126.54	5.00	212.90	5.00	212.90
Stipend	0.00	1,300.00	0.00	1,300.00	0.00	1,300.00	0.00	1,300.00
NYS CP	0.00	0.00	0.00	0.00	280.75	13,126.59	280.75	13,126.59
Travel	1.90	89.05	4.74	199.08	12.31	520.61	12.31	520.61
Meetings	19.50	1,015.41	20.75	1,079.52	101.50	5,592.49	101.50	5,592.49
Medical Screen	3.75	167.92	8.00	404.48	20.50	1,095.22	20.50	1,095.22
Overtime Reg	0.00	0.00	0.00	0.00	4.00	169.73	4.00	169.73
Retro Pay	0.00	0.00	0.00	0.00	0.00	61.41	0.00	61.41
Vacation NR	0.00	0.00	0.00	0.00	346.87	18,903.10	346.87	18,903.10
Snow Day	0.00	0.00	418.00	18,476.19	471.75	20,876.93	471.75	20,876.93
Sick NR	0.00	0.00	0.00	0.00	626.66	34,150.59	626.66	34,150.59
Emergency Close	0.00	0.00	0.00	0.00	25.75	1,106.75	25.75	1,106.75
<b>Total Earnings</b>	<b>4,775.00</b>	<b>218,678.37</b>	<b>9,504.50</b>	<b>433,347.96</b>	<b>29,343.03</b>	<b>1,345,608.65</b>	<b>29,343.03</b>	<b>1,345,608.65</b>
<b>Memo Calculations</b>	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
MemoSundayHours	89.25	0.00	127.25	0.00	340.00	0.00	340.00	0.00
Salary Hours	3,947.84	0.00	6,934.61	0.00	20,710.22	0.00	20,710.22	0.00
<b>Total Memo Calculations</b>	<b>4,037.09</b>	<b>0.00</b>	<b>7,061.86</b>	<b>0.00</b>	<b>21,050.22</b>	<b>0.00</b>	<b>21,050.22</b>	<b>0.00</b>
<b>Deductions</b>		Dollars		Dollars		Dollars		Dollars
Medical Pre-tax		13,518.61		27,037.22		81,111.66		81,111.66
Aflac		20.25		40.50		121.50		121.50
NYS Retirement		2,817.84		5,618.29		16,672.07		16,672.07
Retirement Loan		526.00		1,052.00		3,238.00		3,238.00
AXA Equitable		2,698.00		5,046.00		14,438.00		14,438.00

^Hrs/Units = Units (Units not included in Totals)

\*\*\* EARNINGS & DEDUCTIONS \*\*\*

	----- CURRENT -----	----- MTD -----	----- QTD -----	----- YTD -----
CSEA Benefit Fd	390.00	780.00	2,304.00	2,304.00
NYS Def Comp	4,708.22	9,416.45	28,162.65	28,162.65
CSEA Ins	59.90	119.80	359.40	359.40
Disability	213.75	427.50	1,287.25	1,287.25
CSEA Dues	1,911.01	3,822.02	11,367.58	11,367.58
Retire Arrears	172.76	233.69	294.62	294.62
Pearl Carroll	40.44	80.88	242.63	242.63
Met Life	220.00	440.00	1,320.00	1,320.00
<b>Total Deductions</b>	<b>27,296.78</b>	<b>54,114.35</b>	<b>160,919.36</b>	<b>160,919.36</b>

^Hrs/Units = Units (Units not included in Totals)

O.K. RA  
7 Mar 24

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Position Category(1 - Clerical Full Time) Totals</b>								
<b>Pays:</b>								
Sunday	22.00	1,145.43	39.00	1,986.13	99.50	5,016.43	99.50	5,016.43
Holiday			203.63	7,245.26	714.63	25,375.63	714.63	25,375.63
Regular	1,524.06	53,870.43	2,679.62	93,966.24	8,013.16	280,641.98	8,013.16	280,641.98
Sick	77.75	2,748.89	172.09	6,538.89	610.60	23,411.67	610.60	23,411.67
Vacation	105.50	3,706.93	210.74	7,216.93	504.61	17,465.55	504.61	17,465.55
Personal	10.94	376.19	18.74	711.14	127.54	4,807.94	127.54	4,807.94
Comp Time	31.75	1,025.29	66.11	2,583.87	184.18	7,452.79	184.18	7,452.79
Stipend		700.00		700.00		700.00		700.00
NYS CP					49.75	1,458.97	49.75	1,458.97
Travel			2.07	72.28	5.78	214.83	5.78	214.83
Meetings					7.50	233.50	7.50	233.50
Medical Screen					2.00	52.72	2.00	52.72
Retro Pay						61.41		61.41
Snow Day			147.00	5,120.85	167.25	5,829.65	167.25	5,829.65
Emergency Close					8.00	213.79	8.00	213.79
<b>Total Gross Pay:</b>	<b>1,772.00</b>	<b>63,573.16</b>	<b>3,539.00</b>	<b>126,141.59</b>	<b>10,494.50</b>	<b>372,936.86</b>	<b>10,494.50</b>	<b>372,936.86</b>
<b>Employee Taxes:</b>								
SOC SEC EE		3,627.23		7,192.16		21,236.13		21,236.13
MED EE		848.29		1,682.01		4,966.49		4,966.49
FEDERAL WH		5,609.95		11,055.28		32,524.34		32,524.34
NEW YORK WH		2,592.19		5,135.68		15,114.20		15,114.20
<b>Total Employee Taxes:</b>		<b>12,677.66</b>		<b>25,065.13</b>		<b>73,841.16</b>		<b>73,841.16</b>
<b>Deductions:</b>								
Medical Pre-tax		5,049.57		10,099.14		30,297.42		30,297.42
Aflac		20.25		40.50		121.50		121.50
NYS Retirement		1,209.56		2,419.13		7,172.37		7,172.37
Retirement Loan		107.00		214.00		642.00		642.00
AXA Equitable		700.00		1,100.00		2,700.00		2,700.00
CSEA Benefit Fd		144.00		288.00		852.00		852.00
NYS Def Comp		2,554.52		5,109.05		15,240.45		15,240.45
CSEA Ins		59.90		119.80		359.40		359.40
Disability		71.25		142.50		427.50		427.50
CSEA Dues		620.15		1,240.30		3,646.44		3,646.44
Pearl Carroll		24.79		49.58		148.73		148.73
Met Life		120.00		240.00		720.00		720.00
<b>Total Deductions:</b>		<b>10,680.99</b>		<b>21,062.00</b>		<b>62,327.81</b>		<b>62,327.81</b>
<b>Netpay:</b>		<b>40,214.51</b>		<b>80,014.46</b>		<b>236,767.89</b>		<b>236,767.89</b>
<b>Employer Taxes:</b>								
SOC SEC ER		3,627.23		7,192.16		21,236.13		21,236.13
MED ER		848.29		1,682.01		4,966.49		4,966.49
<b>Total Employer Taxes:</b>		<b>4,475.52</b>		<b>8,874.17</b>		<b>26,202.62</b>		<b>26,202.62</b>



	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Position Category(3 - Librarian Full Time) Totals</b>								
<b>Pays:</b>								
Sunday	54.00	3,983.03	83.00	5,974.52	203.50	14,740.88	203.50	14,740.88
Holiday			341.43	18,542.57	1,160.43	61,456.31	1,160.43	61,456.31
Regular	2,286.66	121,156.95	4,079.49	215,259.69	12,317.12	648,551.91	12,317.12	648,551.91
Sick	224.46	11,567.72	394.45	20,310.43	914.61	48,211.39	914.61	48,211.39
Vacation	142.00	6,800.88	260.17	13,331.07	805.68	39,924.99	805.68	39,924.99
Personal	17.68	874.67	25.13	1,265.09	189.58	9,590.10	189.58	9,590.10
Comp Time	36.55	1,753.50	71.41	3,481.58	414.08	21,857.87	414.08	21,857.87
Stipend		600.00		600.00		600.00		600.00
NYS CP					231.00	11,667.62	231.00	11,667.62
Travel	1.40	67.46	2.17	105.21	5.75	272.09	5.75	272.09
Meetings	19.50	1,015.41	20.75	1,079.52	94.00	5,358.99	94.00	5,358.99
Medical Screen	1.75	101.47	6.00	338.03	16.50	976.05	16.50	976.05
Vacation NR					346.87	18,903.10	346.87	18,903.10
Snow Day			259.00	12,962.87	290.50	14,588.36	290.50	14,588.36
Sick NR					626.66	34,150.59	626.66	34,150.59
Emergency Close					17.75	892.96	17.75	892.96
<b>Total Gross Pay:</b>	<b>2,784.00</b>	<b>147,921.09</b>	<b>5,543.00</b>	<b>293,250.58</b>	<b>17,634.03</b>	<b>931,743.21</b>	<b>17,634.03</b>	<b>931,743.21</b>
<b>Employee Taxes:</b>								
SOC SEC EE		8,666.92		17,173.17		54,742.85		54,742.85
MED EE		2,026.97		4,016.33		12,802.76		12,802.76
FEDERAL WH		17,665.59		34,745.23		115,272.18		115,272.18
NEW YORK WH		6,937.96		13,703.74		47,145.65		47,145.65
<b>Total Employee Taxes:</b>		<b>35,297.44</b>		<b>69,638.47</b>		<b>229,963.44</b>		<b>229,963.44</b>
<b>Deductions:</b>								
Medical Pre-tax		8,132.33		16,264.66		48,793.98		48,793.98
NYS Retirement		1,570.40		3,130.97		9,431.51		9,431.51
Retirement Loan		419.00		838.00		2,596.00		2,596.00
AXA Equitable		1,998.00		3,946.00		11,738.00		11,738.00
CSEA Benefit Fd		228.00		456.00		1,368.00		1,368.00
NYS Def Comp		2,153.70		4,307.40		12,922.20		12,922.20
Disability		137.75		275.50		831.25		831.25
CSEA Dues		1,222.92		2,445.84		7,316.10		7,316.10
Retire Arrears		172.76		233.69		294.62		294.62
Pearl Carroll		15.65		31.30		93.90		93.90
Met Life		100.00		200.00		600.00		600.00
<b>Total Deductions:</b>		<b>16,150.51</b>		<b>32,129.36</b>		<b>95,985.56</b>		<b>95,985.56</b>
<b>Netpay:</b>		<b>96,473.14</b>		<b>191,482.75</b>		<b>605,794.21</b>		<b>605,794.21</b>
<b>Employer Taxes:</b>								
SOC SEC ER		8,666.92		17,173.17		54,742.85		54,742.85
MED ER		2,026.97		4,016.33		12,802.76		12,802.76
<b>Total Employer Taxes:</b>		<b>10,693.89</b>		<b>21,189.50</b>		<b>67,545.61</b>		<b>67,545.61</b>

<b>Client ID:</b> 21SSL - Smithtown Special Library District	<b>LABOR ALLOCATION SUMMARY</b>	<b>Period Begin Date:</b> 2/24/2024
<b>Pay Group:</b> FT	Smithtown Special Library District	<b>Period End Date:</b> 3/8/2024
<b>Check Date:</b> 3/15/2024	Group By: Position Category	<b>Pay Period:</b> 6
<b>Run Date:</b> 3/12/2024	Run Number: 158	<b>Payroll Type:</b> Regular Payroll

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Position Category(5 - Custodial Full Time) Totals</b>								
<b>Pays:</b>								
Sunday	9.00	572.86	13.50	859.29	36.00	2,291.44	36.00	2,291.44
Holiday			28.00	1,069.69	70.00	2,674.24	70.00	2,674.24
Regular	132.00	5,042.84	215.00	8,288.38	674.77	25,703.82	674.77	25,703.82
Sick	5.50	217.58	20.50	715.96	20.50	715.96	20.50	715.96
Vacation			7.00	232.58	22.05	882.46	22.05	882.46
Personal					24.07	1,008.31	24.07	1,008.31
Comp Time					16.83	637.14	16.83	637.14
Call Back					9.00	381.90	9.00	381.90
Snow Removal			3.00	126.54	5.00	212.90	5.00	212.90
Travel	0.50	21.59	0.50	21.59	0.78	33.69	0.78	33.69
Medical Screen	2.00	66.45	2.00	66.45	2.00	66.45	2.00	66.45
Overtime Reg					4.00	169.73	4.00	169.73
Snow Day			7.00	302.27	9.00	368.72	9.00	368.72
<b>Total Gross Pay:</b>	<b>149.00</b>	<b>5,921.32</b>	<b>296.50</b>	<b>11,682.75</b>	<b>894.00</b>	<b>35,146.76</b>	<b>894.00</b>	<b>35,146.76</b>
<b>Employee Taxes:</b>								
SOC SEC EE		346.25		682.59		2,053.85		2,053.85
MED EE		80.97		159.64		480.33		480.33
FEDERAL WH		661.93		1,288.68		3,887.70		3,887.70
NEW YORK WH		267.03		525.26		1,581.62		1,581.62
<b>Total Employee Taxes:</b>		<b>1,356.18</b>		<b>2,656.17</b>		<b>8,003.50</b>		<b>8,003.50</b>
<b>Deductions:</b>								
Medical Pre-tax		336.71		673.42		2,020.26		2,020.26
CSEA Benefit Fd		12.00		24.00		72.00		72.00
Disability		4.75		9.50		28.50		28.50
CSEA Dues		67.94		135.88		405.04		405.04
<b>Total Deductions:</b>		<b>421.40</b>		<b>842.80</b>		<b>2,525.80</b>		<b>2,525.80</b>
<b>Netpay:</b>		<b>4,143.74</b>		<b>8,183.78</b>		<b>24,617.46</b>		<b>24,617.46</b>
<b>Employer Taxes:</b>								
SOC SEC ER		346.25		682.59		2,053.85		2,053.85
MED ER		80.97		159.64		480.33		480.33
<b>Total Employer Taxes:</b>		<b>427.22</b>		<b>842.23</b>		<b>2,534.18</b>		<b>2,534.18</b>

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Position Category(7 - Messenger / Groundskeeper) Totals</b>								
<b>Pays:</b>								
Holiday			5.00	90.20	5.00	90.20	5.00	90.20
Regular	70.00	1,262.80	116.00	2,092.64	116.00	2,092.64	116.00	2,092.64
Snow Day			5.00	90.20	5.00	90.20	5.00	90.20
<b>Total Gross Pay:</b>	<b>70.00</b>	<b>1,262.80</b>	<b>126.00</b>	<b>2,273.04</b>	<b>126.00</b>	<b>2,273.04</b>	<b>126.00</b>	<b>2,273.04</b>
<b>Employee Taxes:</b>								
SOC SEC EE		78.29		140.93		140.93		140.93
MED EE		18.31		32.96		32.96		32.96
FEDERAL WH		70.68		112.52		112.52		112.52
NEW YORK WH		45.36		76.83		76.83		76.83
<b>Total Employee Taxes:</b>		<b>212.64</b>		<b>363.24</b>		<b>363.24</b>		<b>363.24</b>
<b>Deductions:</b>								
NYS Retirement		37.88		68.19		68.19		68.19
CSEA Benefit Fd		6.00		12.00		12.00		12.00
<b>Total Deductions:</b>		<b>43.88</b>		<b>80.19</b>		<b>80.19</b>		<b>80.19</b>
<b>Netpay:</b>		<b>1,006.28</b>		<b>1,829.61</b>		<b>1,829.61</b>		<b>1,829.61</b>
<b>Employer Taxes:</b>								
SOC SEC ER		78.29		140.93		140.93		140.93
MED ER		18.31		32.96		32.96		32.96
<b>Total Employer Taxes:</b>		<b>96.60</b>		<b>173.89</b>		<b>173.89</b>		<b>173.89</b>

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Grand Totals</b>								
<b>Pays:</b>								
Sunday	85.00	5,701.32	135.50	8,819.94	339.00	22,048.75	339.00	22,048.75
Holiday			578.06	26,947.72	1,950.06	89,596.38	1,950.06	89,596.38
Regular	4,012.72	181,333.02	7,090.11	319,606.95	21,121.05	956,990.35	21,121.05	956,990.35
Sick	307.71	14,534.19	587.04	27,565.28	1,545.71	72,339.02	1,545.71	72,339.02
Vacation	247.50	10,507.81	477.91	20,780.58	1,332.34	58,273.00	1,332.34	58,273.00
Personal	28.62	1,250.86	43.87	1,976.23	341.19	15,406.35	341.19	15,406.35
Comp Time	68.30	2,778.79	137.52	6,065.45	615.09	29,947.80	315.09	29,947.80
Call Back					9.00	381.90	9.00	381.90
Snow Removal			3.00	126.54	5.00	212.90	5.00	212.90
Stipend		1,300.00		1,300.00		1,300.00		1,300.00
NYS CP					280.75	13,126.59	280.75	13,126.59
Travel	1.90	89.05	4.74	199.08	12.31	520.61	12.31	520.61
Meetings	19.50	1,015.41	20.75	1,079.52	101.50	5,592.49	101.50	5,592.49
Medical Screen	3.75	167.92	8.00	404.48	20.50	1,095.22	20.50	1,095.22
Overtime Reg					4.00	169.73	4.00	169.73
Retro Pay						61.41		61.41
Vacation NR					346.87	18,903.10	346.87	18,903.10
Snow Day			418.00	18,476.19	471.75	20,876.93	471.75	20,876.93
Sick NR					626.66	34,150.59	626.66	34,150.59
Emergency Close					25.75	1,106.75	25.75	1,106.75
<b>Total Gross Pay:</b>	<b>4,775.00</b>	<b>218,678.37</b>	<b>9,504.50</b>	<b>433,347.96</b>	<b>29,148.53</b>	<b>1,342,099.87</b>	<b>29,148.53</b>	<b>1,342,099.87</b>
<b>Employee Taxes:</b>								
SOC SEC EE		12,718.69		25,188.85		78,173.76		78,173.76
MED EE		2,974.54		5,890.94		18,282.54		18,282.54
FEDERAL WH		24,008.15		47,201.71		151,796.74		151,796.74
NEW YORK WH		9,842.54		19,441.51		63,918.30		63,918.30
<b>Total Employee Taxes:</b>		<b>49,543.92</b>		<b>97,723.01</b>		<b>312,171.34</b>		<b>312,171.34</b>
<b>Deductions:</b>								
Medical Pre-tax		13,518.61		27,037.22		81,111.66		81,111.66
Aflac		20.25		40.50		121.50		121.50
NYS Retirement		2,817.84		5,618.29		16,672.07		16,672.07
Retirement Loan		526.00		1,052.00		3,238.00		3,238.00
AXA Equitable		2,698.00		5,046.00		14,438.00		14,438.00
CSEA Benefit Fd		390.00		780.00		2,304.00		2,304.00
NYS Def Comp		4,708.22		9,416.45		28,162.65		28,162.65
CSEA Ins		59.90		119.80		359.40		359.40
Disability		213.75		427.50		1,287.25		1,287.25
CSEA Dues		1,911.01		3,822.02		11,367.58		11,367.58
Retire Arrears		172.76		233.69		294.62		294.62
Pearl Carroll		40.44		80.88		242.63		242.63
Met Life		220.00		440.00		1,320.00		1,320.00
<b>Total Deductions:</b>		<b>27,296.78</b>		<b>54,114.35</b>		<b>160,919.36</b>		<b>160,919.36</b>
<b>Netpay:</b>		<b>141,837.67</b>		<b>281,510.60</b>		<b>869,009.17</b>		<b>869,009.17</b>
<b>Employer Taxes:</b>								
SOC SEC ER		12,718.69		25,188.85		78,173.76		78,173.76
MED ER		2,974.54		5,890.94		18,282.54		18,282.54
<b>Total Employer Taxes:</b>		<b>15,693.23</b>		<b>31,079.79</b>		<b>96,456.30</b>		<b>96,456.30</b>

*O.K. RR  
7 Mar 24*

PT PR#6 Dated 3/15/24

<b>Client ID:</b> 21SSL - Smithtown Special Library District	<b>PAYROLL SUMMARY</b>	<b>Period Begin Date:</b> 2/24/2024
<b>Pay Group:</b> PT	Smithtown Special Library District	<b>Period End Date:</b> 3/8/2024
<b>Check Date:</b> 3/15/2024		<b>Pay Period:</b> 6
<b>Run Date:</b> 3/12/2024      Run Number: 157		<b>Payroll Type:</b> Regular Payroll

\*\*\* PAYROLL FUNDING \*\*\*

Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	M & T BANK	*****0046	*****9349		\$0.00	\$0.00
Direct Deposits	M & T BANK	*****0046	*****9349	78	\$0.00	\$50,812.30
<b>Totals:</b>				<b>78</b>	<b>\$0.00</b>	<b>\$50,812.30</b>
Tax Liabilities	M & T BANK	*****0046	*****9349		\$0.00	\$15,694.69
Third Party Checks	M & T BANK	*****0046	*****9349		\$0.00	\$0.00
Third Party Electronic Payment	M & T BANK	*****0046	*****9349		\$0.00	\$0.00
Payroll Billing	M & T BANK	*****0046	*****9349		\$0.00	\$243.00
<b>Totals:</b>					<b>\$0.00</b>	<b>\$15,937.69</b>
<b>Total ACH Debit:</b>						<b>\$66,749.99</b>
						<b>Impound Date: 3/14/2024</b>
<b>Total Payroll Funding (all items):</b>						<b>\$66,749.99</b>

\*\*\* PAYROLL TOTALS \*\*\*

Payroll Totals		Totals By Check Type		Counts By Check Type		Employee Counts	
Net Pay Checks	\$0.00	Total Live Checks	\$0.00	Total Live Checks	0	Active Employees Paid	78
Direct Deposits	\$50,812.30	Additional Checks	\$0.00	Additional Checks	0	Inactive Employees Paid	0
<b>**** Total Net Payroll</b>	<b>\$50,812.30</b>	Manual Checks	\$0.00	Manual Checks	0	Terminated Employees Paid	0
		Void Checks/Direct Deposits	\$0.00	Void Checks	0	Total Employees Paid	78
Total Taxes	\$15,694.69	Third Party Sick Checks	\$0.00	Third Party Sick Checks	0	Active Employee Count	81
<b>**** Total Payroll</b>	<b>\$66,506.99</b>	Adjustments	\$0.00	Adjustments	0	Inactive Employee Count	0
		Direct Deposits (78)	\$50,812.30	Vouchers (Direct Deposit)	78	Terminated Employee Count	47
Payroll Adjustments	\$0.00	Total Third Party Pays	\$0.00	Total Third Party Payments	0	Total Employee Count	128
<b>**** Adjusted Total</b>	<b>\$66,506.99</b>	Total Third Party Void Checks	\$0.00	Total Third Party Voids	0	Employees Paid this Month	79
				Zero Net Checks	0	Active Employees this Month	81
						Employees with W2 Data	80
						Active Employees Not Paid	3

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\*\*\* PAYROLL TAXES \*\*\*

	----- CURRENT -----		----- MTD -----		----- QTD -----		----- YTD -----	
	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
<b>Federal Deposits</b>								
FEDERAL WH	62,543.04	3,977.67	123,140.82	7,696.70	365,424.00	22,211.98	365,424.00	22,211.98
MED EE (1.450000%)	63,299.02	917.89	124,627.84	1,807.14	369,940.94	5,364.13	369,940.94	5,364.13
MED ER (1.450000%)	63,299.02	917.89	124,627.84	1,807.14	369,940.94	5,364.13	369,940.94	5,364.13
SOC SEC EE (6.200000%)	63,299.02	3,924.58	124,627.84	7,726.92	369,940.94	22,936.38	369,940.94	22,936.38
SOC SEC ER (6.200000%)	63,299.02	3,924.58	124,627.84	7,726.92	369,940.94	22,936.38	369,940.94	22,936.38
<b>Total Federal Deposits</b>		<b>13,662.61</b>		<b>26,764.82</b>		<b>78,813.00</b>		<b>78,813.00</b>
<b>State/Local Employee Tax</b>								
	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
NEW YORK WH	63,299.02	2,032.08	124,627.84	3,964.38	369,940.94	11,551.39	369,940.94	11,551.39
<b>Total State/Local Employee Tax</b>		<b>2,032.08</b>		<b>3,964.38</b>		<b>11,551.39</b>		<b>11,551.39</b>
<b>Total Taxes</b>		<b>15,694.69</b>		<b>30,729.20</b>		<b>90,364.39</b>		<b>90,364.39</b>

Client ID: 21SSL - Smithtown Special Library District

### PAYROLL SUMMARY

Period Begin Date: 2/24/2024

Pay Group: PT

Smithtown Special Library District

Period End Date: 3/8/2024

Check Date: 3/15/2024

Pay Period: 6

Run Date: 3/12/2024

Run Number: 157

Payroll Type: Regular Payroll

#### \*\*\* EMPLOYER TAX EXPENSE \*\*\*

Employer Tax	----- CURRENT -----		----- MTD -----		----- QTD -----		----- YTD -----	
	Wages	Taxes	Wages	Taxes	Wages	Taxes	Wages	Taxes
MED ER (1.450000%)	63,299.02	917.89	124,627.84	1,807.14	369,940.94	5,364.13	369,940.94	5,364.13
SOC SEC ER (6.200000%)	63,299.02	3,924.58	124,627.84	7,726.92	369,940.94	22,936.38	369,940.94	22,936.38
<b>Total Employer Tax</b>		<b>4,842.47</b>		<b>9,534.06</b>		<b>28,300.51</b>		<b>28,300.51</b>

State	Tax Agency Id's	
	Tax Agency	Tax Id
Federal	Internal Revenue Service	11-6042380
New York	NY-NYC-Yonk - EE W/H	116042380

Client ID: 21SSL - Smithtown Special Library District  
 Pay Group: PT  
 Check Date: 3/15/2024  
 Run Date: 3/12/2024

**PAYROLL SUMMARY**  
 Smithtown Special Library District

Period Begin Date: 2/24/2024  
 Period End Date: 3/8/2024  
 Pay Period: 6  
 Payroll Type: Regular Payroll

Run Number: 157

\*\*\* EARNINGS & DEDUCTIONS \*\*\*

Earnings	CURRENT		MTD		QTD		YTD	
	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
Sunday	33.00	1,491.42	45.00	2,013.34	128.00	5,759.24	128.00	5,759.24
Holiday	0.00	0.00	213.00	5,390.17	868.00	21,824.59	868.00	21,824.59
Regular	2,306.89	58,312.71	4,161.44	104,641.19	12,381.65	309,132.64	12,381.65	309,132.64
Sick	21.50	826.13	77.08	2,823.33	231.13	7,215.49	231.13	7,215.49
Vacation	83.00	1,881.87	132.50	3,335.16	353.76	9,564.26	353.76	9,564.26
Personal	0.75	18.88	2.32	54.77	138.76	3,947.66	138.76	3,947.66
Bereavement Ear	0.50	13.18	0.50	13.18	13.00	278.11	13.00	278.11
Comp Time	25.47	490.83	41.97	869.71	107.24	2,304.59	107.24	2,304.59
Snow Removal	0.00	0.00	9.00	267.06	9.00	267.06	9.00	267.06
NYS CP	0.00	0.00	0.00	0.00	48.50	1,527.91	48.50	1,527.91
Meetings	0.00	0.00	0.50	17.49	7.50	131.24	7.50	131.24
Sunday Reg	16.00	264.00	24.00	394.00	59.85	980.56	59.85	980.56
Medical Screen	0.00	0.00	0.00	0.00	11.00	279.86	11.00	279.86
Snow Day	0.00	0.00	200.50	4,808.44	228.75	5,429.25	228.75	5,429.25
Covid Vaccine	0.00	0.00	0.00	0.00	7.00	202.44	7.00	202.44
Blood Donation	0.00	0.00	0.00	0.00	3.00	64.62	3.00	64.62
Emergency Close	0.00	0.00	0.00	0.00	40.00	1,031.42	40.00	1,031.42
<b>Total Earnings</b>	<b>2,487.11</b>	<b>63,299.02</b>	<b>4,907.81</b>	<b>124,627.84</b>	<b>14,636.14</b>	<b>369,940.94</b>	<b>14,636.14</b>	<b>369,940.94</b>
<b>Memo Calculations</b>	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars	Hrs/Units	Dollars
MemoSundayHours	44.50	0.00	61.50	0.00	171.35	0.00	171.35	0.00
<b>Total Memo Calculations</b>	<b>44.50</b>	<b>0.00</b>	<b>61.50</b>	<b>0.00</b>	<b>171.35</b>	<b>0.00</b>	<b>171.35</b>	<b>0.00</b>
<b>Deductions</b>		Dollars		Dollars		Dollars		Dollars
NYS Retirement		755.98		1,487.02		4,516.94		4,516.94
Disability		85.50		171.00		522.50		522.50
CSEA Dues		793.02		1,586.04		4,768.66		4,768.66
<b>Total Deductions</b>		<b>1,634.50</b>		<b>3,244.06</b>		<b>9,808.10</b>		<b>9,808.10</b>

\*Hrs/Units = Units (Units not included in Totals)

*B.K. RR*  
*6 Mar 24*



	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Position Category(2 - Clerical Part Time) Totals</b>								
<b>Pays:</b>								
Sunday	20.00	885.69	32.00	1,407.61	80.50	3,493.58	80.50	3,493.58
Holiday			118.00	2,900.64	426.50	10,390.95	426.50	10,390.95
Regular	979.25	25,517.34	1,773.75	45,956.38	5,310.10	136,363.33	5,310.10	136,363.33
Sick	3.00	98.35	11.00	258.93	130.05	3,373.10	130.05	3,373.10
Vacation	56.50	1,175.39	95.00	2,235.26	249.33	6,175.60	249.33	6,175.60
Personal	0.50	9.60	0.50	9.60	86.46	2,241.48	86.46	2,241.48
Bereavement Ear	0.50	13.18	0.50	13.18	13.00	278.11	13.00	278.11
Comp Time	13.00	251.50	17.00	376.13	53.92	1,224.87	53.92	1,224.87
NYS CP					10.50	303.66	10.50	303.66
Snow Day			90.00	2,385.38	101.00	2,657.43	101.00	2,657.43
Covid Vaccine					7.00	202.44	7.00	202.44
Emergency Close					14.00	319.30	14.00	319.30
<b>Total Gross Pay:</b>	<b>1,072.75</b>	<b>27,951.05</b>	<b>2,137.75</b>	<b>55,543.11</b>	<b>6,482.36</b>	<b>167,023.85</b>	<b>6,482.36</b>	<b>167,023.85</b>
<b>Employee Taxes:</b>								
SOC SEC EE		1,733.02		3,443.64		10,355.50		10,355.50
MED EE		405.31		805.38		2,421.83		2,421.83
FEDERAL WH		1,637.54		3,236.22		9,559.24		9,559.24
NEW YORK WH		895.89		1,771.99		5,258.31		5,258.31
<b>Total Employee Taxes:</b>		<b>4,671.76</b>		<b>9,257.23</b>		<b>27,594.88</b>		<b>27,594.88</b>
<b>Deductions:</b>								
NYS Retirement		416.82		822.72		2,512.15		2,512.15
Disability		42.75		85.50		266.00		266.00
CSEA Dues		519.61		1,039.22		3,139.27		3,139.27
<b>Total Deductions:</b>		<b>979.18</b>		<b>1,947.44</b>		<b>5,917.42</b>		<b>5,917.42</b>
<b>Netpay:</b>		<b>22,300.11</b>		<b>44,338.44</b>		<b>133,511.55</b>		<b>133,511.55</b>
<b>Employer Taxes:</b>								
SOC SEC ER		1,733.02		3,443.64		10,355.50		10,355.50
MED ER		405.31		805.38		2,421.83		2,421.83
<b>Total Employer Taxes:</b>		<b>2,138.33</b>		<b>4,249.02</b>		<b>12,777.33</b>		<b>12,777.33</b>

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Position Category(4 - Librarian Part Time) Totals</b>								
<b>Pays:</b>								
Sunday	4.00	300.18	4.00	300.18	16.00	1,200.72	16.00	1,200.72
Holiday			21.50	978.08	101.00	4,665.98	101.00	4,665.98
Regular	294.25	12,673.28	515.67	22,194.49	1,536.84	65,477.05	1,536.84	65,477.05
Sick	16.50	685.54	61.08	2,474.02	85.08	3,543.67	85.08	3,543.67
Vacation	7.50	257.26	18.50	650.68	67.04	2,436.59	67.04	2,436.59
Personal	0.25	9.28	0.25	9.28	25.39	1,047.36	25.39	1,047.36
Comp Time					1.66	76.56	1.66	76.56
NYS CP					19.00	822.97	19.00	822.97
Meetings			0.50	17.49	0.50	17.49	0.50	17.49
Medical Screen					3.00	151.86	3.00	151.86
Snow Day			10.50	471.09	13.50	580.34	13.50	580.34
Emergency Close					6.00	289.11	6.00	289.11
<b>Total Gross Pay:</b>	<b>322.50</b>	<b>13,925.54</b>	<b>632.00</b>	<b>27,095.31</b>	<b>1,875.01</b>	<b>80,309.70</b>	<b>1,875.01</b>	<b>80,309.70</b>
<b>Employee Taxes:</b>								
SOC SEC EE		863.38		1,679.92		4,979.20		4,979.20
MED EE		201.94		392.90		1,164.50		1,164.50
FEDERAL WH		1,100.28		2,070.10		6,006.34		6,006.34
NEW YORK WH		568.93		1,097.25		3,237.68		3,237.68
<b>Total Employee Taxes:</b>		<b>2,734.53</b>		<b>5,240.17</b>		<b>15,387.72</b>		<b>15,387.72</b>
<b>Deductions:</b>								
NYS Retirement		175.96		351.92		1,055.77		1,055.77
Disability		23.75		47.50		142.50		142.50
CSEA Dues		194.89		389.78		1,163.42		1,163.42
<b>Total Deductions:</b>		<b>394.60</b>		<b>789.20</b>		<b>2,361.69</b>		<b>2,361.69</b>
<b>Netpay:</b>		<b>10,796.41</b>		<b>21,065.94</b>		<b>62,560.29</b>		<b>62,560.29</b>
<b>Employer Taxes:</b>								
SOC SEC ER		863.38		1,679.92		4,979.20		4,979.20
MED ER		201.94		392.90		1,164.50		1,164.50
<b>Total Employer Taxes:</b>		<b>1,065.32</b>		<b>2,072.82</b>		<b>6,143.70</b>		<b>6,143.70</b>

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Position Category(6 - Custodial Part Time) Totals</b>								
<b>Pays:</b>								
Sunday	9.00	305.55	9.00	305.55	31.50	1,064.94	31.50	1,064.94
Holiday			33.00	838.67	132.00	3,354.68	132.00	3,354.68
Regular	328.00	8,313.70	603.43	15,285.77	1,795.23	45,517.11	1,795.23	45,517.11
Sick	2.00	42.24	2.00	42.24	7.00	154.29	7.00	154.29
Vacation	12.00	320.41	12.00	320.41	30.39	823.26	30.39	823.26
Personal			1.57	35.89	25.63	638.28	25.63	638.28
Comp Time	4.00	84.48	11.00	244.48	16.00	410.60	16.00	410.60
Snow Removal			9.00	267.06	9.00	267.06	9.00	267.06
NYS CP					19.00	401.28	19.00	401.28
Snow Day			29.00	754.19	29.00	754.19	29.00	754.19
Blood Donation					3.00	64.62	3.00	64.62
Emergency Close					10.00	262.01	10.00	262.01
<b>Total Gross Pay:</b>	<b>355.00</b>	<b>9,066.38</b>	<b>710.00</b>	<b>18,094.26</b>	<b>2,107.75</b>	<b>53,712.32</b>	<b>2,107.75</b>	<b>53,712.32</b>
<b>Employee Taxes:</b>								
SOC SEC EE		562.12		1,121.84		3,330.17		3,330.17
MED EE		131.46		262.37		778.83		778.83
FEDERAL WH		787.63		1,570.95		4,640.40		4,640.40
NEW YORK WH		389.40		776.69		2,298.76		2,298.76
<b>Total Employee Taxes:</b>		<b>1,870.61</b>		<b>3,731.85</b>		<b>11,048.16</b>		<b>11,048.16</b>
<b>Deductions:</b>								
NYS Retirement		41.66		80.75		238.13		238.13
Disability		19.00		38.00		114.00		114.00
CSEA Dues		78.52		157.04		465.97		465.97
<b>Total Deductions:</b>		<b>139.18</b>		<b>275.79</b>		<b>818.10</b>		<b>818.10</b>
<b>Netpay:</b>		<b>7,056.59</b>		<b>14,086.62</b>		<b>41,846.06</b>		<b>41,846.06</b>
<b>Employer Taxes:</b>								
SOC SEC ER		562.12		1,121.84		3,330.17		3,330.17
MED ER		131.46		262.37		778.83		778.83
<b>Total Employer Taxes:</b>		<b>693.58</b>		<b>1,384.21</b>		<b>4,109.00</b>		<b>4,109.00</b>

Client ID: 21SSL - Smithtown Special Library District

LABOR ALLOCATION SUMMARY

Period Begin Date: 2/24/2024

Pay Group: PT

Smithtown Special Library District

Period End Date: 3/8/2024

Check Date: 3/15/2024

Pay Period: 6

Run Date: 3/12/2024

Run Number: 157

Group By: Position Category

Payroll Type: Regular Payroll

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Position Category(7 - Messenger / Groundskeeper) Totals</b>								
<b>Pays:</b>								
Holiday			8.00	140.15	17.00	284.57	17.00	284.57
Regular	77.86	1,330.77	156.84	2,691.12	327.41	5,424.95	327.41	5,424.95
Sick			3.00	48.14	9.00	144.43	9.00	144.43
Vacation	7.00	128.81	7.00	128.81	7.00	128.81	7.00	128.81
Personal					1.28	20.54	1.28	20.54
Comp Time	8.00	147.21	8.00	147.21	8.00	147.21	8.00	147.21
Snow Day			8.00	140.15	9.50	164.22	9.50	164.22
<b>Total Gross Pay:</b>	<b>92.86</b>	<b>1,606.79</b>	<b>190.84</b>	<b>3,295.58</b>	<b>379.19</b>	<b>6,314.73</b>	<b>379.19</b>	<b>6,314.73</b>
<b>Employee Taxes:</b>								
SOC SEC EE		99.62		204.33		391.51		391.51
MED EE		23.30		47.79		91.56		91.56
FEDERAL WH		130.85		261.70		262.87		262.87
NEW YORK WH		67.47		138.22		187.14		187.14
<b>Total Employee Taxes:</b>		<b>321.24</b>		<b>652.04</b>		<b>933.08</b>		<b>933.08</b>
<b>Netpay:</b>		<b>1,285.55</b>		<b>2,643.54</b>		<b>5,381.65</b>		<b>5,381.65</b>
<b>Employer Taxes:</b>								
SOC SEC ER		99.62		204.33		391.51		391.51
MED ER		23.30		47.79		91.56		91.56
<b>Total Employer Taxes:</b>		<b>122.92</b>		<b>252.12</b>		<b>483.07</b>		<b>483.07</b>

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Position Category(8 - Pages) Totals</b>								
<b>Pays:</b>								
Holiday			32.50	532.63	191.50	3,128.41	191.50	3,128.41
Regular	627.53	10,477.62	1,111.75	18,513.43	3,412.07	56,350.20	3,412.07	56,350.20
Comp Time	0.47	7.64	5.97	101.89	27.66	445.35	27.66	445.35
Meetings					7.00	113.75	7.00	113.75
Sunday Reg	16.00	264.00	24.00	394.00	59.85	980.56	59.85	980.56
Medical Screen					8.00	128.00	8.00	128.00
Snow Day			63.00	1,057.63	75.75	1,273.07	75.75	1,273.07
Emergency Close					10.00	161.00	10.00	161.00
<b>Total Gross Pay:</b>	<b>644.00</b>	<b>10,749.26</b>	<b>1,237.22</b>	<b>20,599.58</b>	<b>3,791.83</b>	<b>62,580.34</b>	<b>3,791.83</b>	<b>62,580.34</b>
<b>Employee Taxes:</b>								
SOC SEC EE		666.44		1,277.19		3,880.00		3,880.00
MED EE		155.88		298.70		907.41		907.41
FEDERAL WH		321.37		557.73		1,743.13		1,743.13
NEW YORK WH		110.39		180.23		569.50		569.50
<b>Total Employee Taxes:</b>		<b>1,254.08</b>		<b>2,313.85</b>		<b>7,100.04</b>		<b>7,100.04</b>
<b>Deductions:</b>								
NYS Retirement		121.54		231.63		710.89		710.89
<b>Total Deductions:</b>		<b>121.54</b>		<b>231.63</b>		<b>710.89</b>		<b>710.89</b>
<b>Netpay:</b>		<b>9,373.64</b>		<b>18,054.10</b>		<b>54,769.41</b>		<b>54,769.41</b>
<b>Employer Taxes:</b>								
SOC SEC ER		666.44		1,277.19		3,880.00		3,880.00
MED ER		155.88		298.70		907.41		907.41
<b>Total Employer Taxes:</b>		<b>822.32</b>		<b>1,575.89</b>		<b>4,787.41</b>		<b>4,787.41</b>

	Current		Month To Date		Quarter To Date		Year To Date	
	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
<b>Grand Totals</b>								
<b>Pays:</b>								
Sunday	33.00	1,491.42	45.00	2,013.34	128.00	5,759.24	128.00	5,759.24
Holiday			213.00	5,390.17	868.00	21,824.59	868.00	21,824.59
Regular	2,306.89	58,312.71	4,161.44	104,641.19	12,381.65	309,132.64	12,381.65	309,132.64
Sick	21.50	826.13	77.08	2,823.33	231.13	7,215.49	231.13	7,215.49
Vacation	83.00	1,881.87	132.50	3,335.16	353.76	9,564.26	353.76	9,564.26
Personal	0.75	18.88	2.32	54.77	138.76	3,947.66	138.76	3,947.66
Bereavement Ear	0.50	13.18	0.50	13.18	13.00	278.11	13.00	278.11
Comp Time	25.47	490.83	41.97	869.71	107.24	2,304.59	107.24	2,304.59
Snow Removal			9.00	267.06	9.00	267.06	9.00	267.06
NYS CP					48.50	1,527.91	48.50	1,527.91
Meetings			0.50	17.49	7.50	131.24	7.50	131.24
Sunday Reg	16.00	264.00	24.00	394.00	59.85	980.56	59.85	980.56
Medical Screen					11.00	279.86	11.00	279.86
Snow Day			200.50	4,808.44	228.75	5,429.25	228.75	5,429.25
Covid Vaccine					7.00	202.44	7.00	202.44
Blood Donation					3.00	64.62	3.00	64.62
Emergency Close					40.00	1,031.42	40.00	1,031.42
<b>Total Gross Pay:</b>	<b>2,487.11</b>	<b>63,299.02</b>	<b>4,907.81</b>	<b>124,627.84</b>	<b>14,636.14</b>	<b>369,940.94</b>	<b>14,636.14</b>	<b>369,940.94</b>
<b>Employee Taxes:</b>								
SOC SEC EE		3,924.58		7,726.92		22,936.38		22,936.38
MED EE		917.89		1,807.14		5,364.13		5,364.13
FEDERAL WH		3,977.67		7,696.70		22,211.98		22,211.98
NEW YORK WH		2,032.08		3,964.38		11,551.39		11,551.39
<b>Total Employee Taxes:</b>		<b>10,852.22</b>		<b>21,195.14</b>		<b>62,063.88</b>		<b>62,063.88</b>
<b>Deductions:</b>								
NYS Retirement		755.98		1,487.02		4,516.94		4,516.94
Disability		85.50		171.00		522.50		522.50
CSEA Dues		793.02		1,586.04		4,768.66		4,768.66
<b>Total Deductions:</b>		<b>1,634.50</b>		<b>3,244.06</b>		<b>9,808.10</b>		<b>9,808.10</b>
<b>Netpay:</b>		<b>50,812.30</b>		<b>100,188.64</b>		<b>298,068.96</b>		<b>298,068.96</b>
<b>Employer Taxes:</b>								
SOC SEC ER		3,924.58		7,726.92		22,936.38		22,936.38
MED ER		917.89		1,807.14		5,364.13		5,364.13
<b>Total Employer Taxes:</b>		<b>4,842.47</b>		<b>9,534.06</b>		<b>28,300.51</b>		<b>28,300.51</b>

O.K. PR  
6 Mar 24



**Administration and Business Offices: 148 Smithtown Boulevard 📖 Nesconset, NY 11767 📖 (631) 360-2480**

## **DIRECTOR'S REPORT**

### **March 19, 2024**

#### **Personnel**

Congratulations to Debbie O'Leary on becoming a new grandmother. Her daughter-in-law gave birth to a baby girl, Emma Renee, on March 13, weighing 7 lbs. and 4 oz. Ms. O'Leary is the Head of the Circulation Department at our Commack building.

*Shining Star Award Program:* The Library is currently asking its staff to nominate a fellow co-worker for the "**Shining Star Award**". This is a wonderful opportunity to celebrate and honor Smithtown Library staff who represent our core values. These values include: welcoming our patrons, providing exceptional library service, being committed to intellectual freedom, and empowering both patrons and staff in their daily interactions. Staff who are nominating their co-worker are being asked to list the name of the nominee, then state the reason in 4-5 sentences why they should receive the award. The deadline to nominate someone is Friday, April 12 and the award recipient will be announced at our Staff Development Day on Friday, April 26.









































*Conference Presenters:* Congratulations to Librarians Katie Brand and Jessica Park, who will be presenters at this year's Long Island Library Conference held on Thursday, May 9. The panel is sponsored by CATS & CLASC and is titled "*Ask Me Anything: Women and Technology*". This panel is intended to be an extension of the Women and Technology in Libraries panel that they had previously participated in. It is a Q&A session that aims to provide attendees with advice from the panelists' personal experience of working with technology in libraries.

#### **Buildings & Grounds**

*People Counters:* During the month of February, a total of 30,214 patrons visited our Library buildings. The breakdown, by building, is as follows: Commack (6,075); Kings Park (5,980); Nesconset (6,338); and Smithtown (11,821).

## IT Network


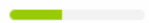
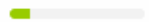
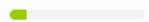
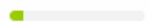
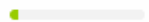
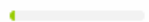
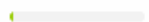
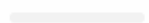
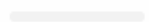

**February Statistics: Scanners**—The Library had a total of 35 logins for the scanner computers. The breakdown, by building, is as follows: Commack (1); Kings Park (0); Nesconset (28); and Smithtown (6). **Faxes**—The Library had a total of 1,329 pages sent by fax. The breakdown, by building, is as follows: Commack (157); Kings Park (243); Nesconset (257); and Smithtown (672). **Patron Release Station**—The Library had a total of 2,224 pages printed on the patron release station. The breakdown, by building, is as follows: Commack (757); Kings Park (634); Nesconset (191); and Smithtown (642). **WIFI**—Traffic statistics and categories visited in February. Users per building are as follows: Commack (668); Kings Park (500); Nesconset (1,024); and Smithtown (1,688).

<p>Nesconset 46.5 GB downloaded</p> <ul style="list-style-type: none"> <li> HTTP Protocol over TLS SSL</li> <li> Nintendo</li> <li> iCloud</li> <li> iTunes/App Store</li> <li> World Wide Web HTTP</li> <li> Netflix</li> <li> Web File Transfer</li> <li> Youtube</li> <li> Amazon</li> <li> Amazon CloudFront</li> </ul>	<p>Smithtown 31.7 GB downloaded</p> <ul style="list-style-type: none"> <li> HTTP Protocol over TLS SSL</li> <li> Google</li> <li> iTunes/App Store</li> <li> Akamai.net</li> <li> Nintendo</li> <li> SSL/TLS</li> <li> Google APIs(SSL)</li> <li> HTTP</li> <li> Facebook</li> <li> Amazon</li> </ul>
<p>Commack 26.3 GB downloaded</p> <ul style="list-style-type: none"> <li> HTTP Protocol over TLS SSL</li> <li> SSL/TLS</li> <li> Web File Transfer</li> <li> iCloud</li> <li> Youtube</li> <li> Windows Update</li> <li> Google APIs(SSL)</li> <li> Google</li> <li> Google User Content(SSL)</li> <li> Nintendo</li> </ul>	<p>Kings Park 33.6 GB downloaded</p> <ul style="list-style-type: none"> <li> HTTP Protocol over TLS SSL</li> <li> iTunes/App Store</li> <li> Facebook</li> <li> Amazon Video</li> <li> iCloud</li> <li> Roblox Game</li> <li> Akamai.net</li> <li> Netflix</li> <li> Google</li> <li> SSL/TLS</li> </ul>



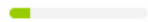
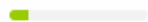






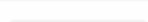


- **Top 10 Website Categories Visited in February from Patron Computers:**



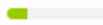
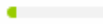
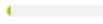
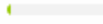
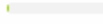
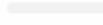
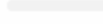

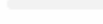
Commack

#	RATING NAME	SESSIONS	
		COUNT 	PERCENTAGE
1	Information Technology/Computer	689.55K	 39%
2	Business and Economy	272.60K	 15%
3	Not Rated	221.84K	 12%
4	Other	192.35K	 10%
5	Advertisement	122.26K	 6%
6	Education	77.39K	 4%
7	Search Engines and Portals	59.94K	 3%
8	Shopping	13.21K	 0%
9	Web Communications	12.76K	 0%
10	E-Mail	11.42K	 0%



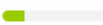

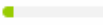
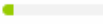
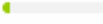
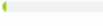



Kings Park

#	RATING NAME	SESSIONS	
		COUNT 	PERCENTAGE
1	Information Technology/Computer	5.87M	 41%
2	Business and Economy	2.17M	 15%
3	Not Rated	1.99M	 14%
4	Other	1.39M	 9%
5	Advertisement	1.03M	 7%
6	Search Engines and Portals	476.50K	 3%
7	Education	288.87K	 2%
8	Shopping	133.70K	 0%
9	Games	121.23K	 0%
10	Web Communications	88.54K	 0%

## Nesconset

#	RATING NAME	SESSIONS	
		COUNT 	PERCENTAGE
1	Information Technology/Computer	110.69K	 68%
2	Business and Economy	23.40K	 14%
3	Not Rated	11.09K	 6%
4	Advertisement	4.12K	 2%
5	Search Engines and Portals	3.95K	 2%
6	Education	2.59K	 1%
7	Freeware/Software Downloads	1.05K	 0%
8	Shopping	754	 0%
9	E-Mail	548	 0%
10	Web Communications	532	 0%

## Smithtown

#	RATING NAME	SESSIONS	
		COUNT 	PERCENTAGE
1	Information Technology/Computer	10.47M	 40%
2	Business and Economy	4.03M	 15%
3	Government	2.71M	 10%
4	Other	2.30M	 8%
5	Not Rated	1.98M	 7%
6	Advertisement	1.50M	 5%
7	Search Engines and Portals	841.89K	 3%
8	Education	550.07K	 2%
9	Games	247.02K	 0%
10	Shopping	195.26K	 0%

## **Public Relations**

*Passport Acceptance Facility Statistics:* The PAF had another month of low activity. The February stats are as follows: 58 Passport Reference Questions and 40 Applications Processed. The Library had 32 photos taken. Total revenue for the Library was \$1,848.

*Notary Services:* During the month of February, Library staff performed 176 notaries for patrons.

*Flag Collection Box:* During the month of February, 32 American flags were deposited in the flag collection box that is located at the front entrance of our Smithtown building.

*Outreach and Library of Things Statistics:* The statistics for the month of February are as follows: Library of Things Circulation—The Library had a total of 215 items that circulated. Hotspots—The Library had 66 hotspots circulate. Nursing Home Visits—The Library had 4 visits. There was a total of 31 people in attendance. The Library processed 6 new library cards. There were 158 transactions. All Abilities Programs—The Library had 9 sessions. There was 1 outreach session. There were 67 people who attended the sessions.

*LearnLab Happenings:* The LearnLab served a total of 139 patrons for the month of February. The Children's Department hosted the LearnLab Program, DIY Zipper Pouches on February 22. Patrons learned all about infusible ink and sublimation, while drawing designs and transferring them on to canvas pouches. Everyone was so creative, and some even challenged themselves by learning how to write backwards so that their design would read forwards after mirroring in the transfer.

*Teen Services:* Our District's Teen Departments hosted 28 programs for the month of February. A 6th grade Life Skills Class from Nesaquake Middle School came to our Nesconset building on February 28 for a field trip. The students received library cards and took a tour of the Library. A Children's Librarian read a few stories to them and finished the visit with crafts and games. The Life Skills teacher is hoping to make this a yearly visit. The Commack Teen Department hosted the first session of this year's Computer Build-a-Thon on March 6. There were 5 teens in attendance and they all successfully built and tested their own computer. Each teen earned two hours of community service time for their hard work. We're looking forward to hosting our second session later this month on March 27, where we hope to build an additional 10 computers. Our Smithtown Building hosted "Teen Tech Tuesday" on February 20, where 8 teens received a tour of the LearnLab and were hands-on with our Glowforge 3D laser printer and its software. Teens made custom pencils and snowflake sewing ornaments.

*Jeans Day:* On February 29, 38 Library staff members participated in a jeans day to recognize Rare Disease Day. Staff members who donated \$5 or more were permitted to wear jeans to work on that day. The Library was able to collect \$190 for this important

cause and we donated the proceeds to the National Organization for Rare Disorders. Photos from the event were publicized on the Library's social media. I wish to thank Julie DeLaney for all her efforts in organizing the event.

## **Suffolk Cooperative Library System**

*CollegeNow:* Last month, SCLS held an online demo for a new platform from Brainfuse called CollegeNow. CollegeNow provides patrons with expert guidance and resources for college admissions. From 2-11 p.m. (Monday-Thursday), patrons can "meet" a licensed school guidance counselor and receive information about college applications, admissions interviews, essay writing, and FAFSA help. Due to interest from a good number of Suffolk County libraries, SCLS will be offering CollegeNow this year as a pilot program. The hope is that high school juniors and eager sophomores in our communities will find this platform helpful, as it also contains resources on how to begin the application process, how to find the right college, and how to fill out a college application. SCLS will be offering training sessions to librarians on March 26 and March 27. CollegeNow is currently accessible to our patrons by visiting Livebrary.com, and clicking on **Study & Homework Help, Jobs & Careers, and Resources for Teens**. SCLS' Marketing Department has designed a logo for us to use on our homepage Teen Section and we will be promoting this new resource on all of our social media.

## **Suffolk County Library Association**

*Library Directors Associate Award:* The Nassau County Library Association and Suffolk County Library Association are seeking nominations for the 2024 LDA Award. The LDA Award was created in 1978 by Mr. Andrew Ippolito, founder of LDA Publishers, Inc., to call attention to the importance of libraries and library people on Long Island. Awarded annually, an individual is selected who, through his or her efforts, has enriched the field of librarianship. The award will be presented at the Long Island Library Conference on Thursday, May 9, 2024. Librarians, trustees, support staff, friends of the library, vendors and publishers are all eligible for this award. The nominees should have the following: outstanding achievement in developing and publishing library materials, a long and distinguished service in the advancement of librarianship, an original contribution for promoting the library, progressive legislative activity, promotion of intellectual freedom, and Creative, innovative utilization of technologies. Nominating packets can be obtained at <https://scla.net/library-directory-associates-award-lda/> The deadline to submit nomination materials is March 22<sup>nd</sup>.

## **Conferences and Meetings and Workshops**

On Thursday, February 8, I attended a Smithtown Sunrise Rotary Club meeting held at the Millennium Diner in Smithtown.

On Thursday, February 15, I attended a Smithtown Sunrise Rotary Club meeting held at the Millennium Diner in Smithtown.

On Thursday, February 29, I attended a Smithtown Sunrise Rotary Club meeting held at the Millennium Diner in Smithtown.

On Thursday, March 7, I attended a Smithtown Sunrise Rotary Club meeting held at the Millennium Diner in Smithtown.

On Monday, March 11, I attended the Long Island Library Resources Council (LILRC) Legislative Committee meeting, held via Zoom.

On Tuesday, March 12, I attended a Nassau/Suffolk Diversity Committee meeting held via Zoom.

On Thursday, March 14, I attended an SCLS Library Director's meeting that our Smithtown building hosted.

Respectfully Submitted,

  
\_\_\_\_\_  
Robert Lusak, Library Director

March 14, 2024

**FEBRUARY - 2024 MONTHLY STATISTICAL REPORT - ALL BUILDINGS**

LIBRARY COLLECTION	Item	2023	Current	YTD	Current	YTD	YTD Net	Approximate
	Code	Holdings	Additions	Additions	Withdrawals	Withdrawals	Changes	Holdings
Adult Fiction Books	1	81,532	727	1,269	412	1,060	209	81,741
Adult Nonfiction Books	2	99,452	359	816	496	1,472	(656)	98,796
<b>Subtotal Adult Books</b>		<b>180,984</b>	<b>1,086</b>	<b>2,085</b>	<b>908</b>	<b>2,532</b>	<b>(447)</b>	<b>180,537</b>
Juvenile Fiction Books	3	61,645	202	341	441	894	(553)	61,092
Juvenile Nonfiction Books	4	31,699	65	100	338	400	(300)	31,399
<b>Subtotal Juv Books</b>		<b>93,344</b>	<b>267</b>	<b>441</b>	<b>779</b>	<b>1,294</b>	<b>(853)</b>	<b>92,491</b>
<b>Subtotal All Books</b>		<b>274,328</b>	<b>1,353</b>	<b>2,526</b>	<b>1,687</b>	<b>3,826</b>	<b>(1,300)</b>	<b>273,028</b>
Adult Periodical (Serial)	5	10,352	552	1,065	507	1,089	(24)	10,328
Juvenile Periodical (Serial)	s	314	21	39	294	388	(349)	(35)
<b>Subtotal Magazines</b>		<b>10,666</b>	<b>573</b>	<b>1,104</b>	<b>801</b>	<b>1,477</b>	<b>(373)</b>	<b>10,293</b>
Adult Audio Recordings	a	20,626	113	185	133	172	13	20,639
Juvenile Audio Recordings	v	1,292	6	25	61	69	(44)	1,248
<b>Subtotal Audio Recordings</b>		<b>21,918</b>	<b>119</b>	<b>210</b>	<b>194</b>	<b>241</b>	<b>(31)</b>	<b>21,887</b>
Adult Video Recording	6	37,118	113	359	56	336	23	37,141
Juvenile Video Recording	j	6,945	42	70	10	20	50	6,995
<b>Subtotal Video Recording</b>		<b>44,063</b>	<b>155</b>	<b>429</b>	<b>66</b>	<b>356</b>	<b>73</b>	<b>44,136</b>
<b>Subtotal Adult A/V</b>		<b>57,744</b>	<b>226</b>	<b>544</b>	<b>189</b>	<b>508</b>	<b>36</b>	<b>57,780</b>
<b>Subtotal Juvenile A/V</b>		<b>8,237</b>	<b>48</b>	<b>95</b>	<b>71</b>	<b>89</b>	<b>6</b>	<b>8,243</b>
<b>Subtotal All A/V</b>		<b>65,981</b>	<b>274</b>	<b>639</b>	<b>260</b>	<b>597</b>	<b>42</b>	<b>66,023</b>
Other	9	818	2	8	0	5	3	821
<b>Grand Total Library Collection</b>		<b>351,793</b>	<b>2,202</b>	<b>4,277</b>	<b>2,748</b>	<b>5,905</b>	<b>(1,628)</b>	<b>350,165</b>
<b>PEOPLE VISITED LIBRARY</b>		<b>Current</b>	<b>YTD</b>		<b>PATRON REGISTRATIONS</b>	<b>Current</b>	<b>YTD</b>	
Library Visits (LIVE/On-Site)		30,216	61,030		Adult Registrations	350	711	
SCKN Internet/ Social Media		27,879	60,826		Juvenile Registrations	106	224	
					<b>Total Borrower Registrations</b>	<b>456</b>	<b>935</b>	
<b>CIRCULATION TRANSACTIONS</b>		<b>Current</b>	<b>YTD</b>					
Checkouts		27,958	56,476					
Renewals		25,144	50,987			<b>YTD Self Check</b>	<b>YTD Online</b>	<b>YTD Txt Msg</b>
Downloadable Check-Outs		30,606	63,421			2,282	(not applic.)	(not applic.)
Hot Spot Check-Outs		66	163			52	49,122	0
Library of Things		215	407			<i>Included in Circulation Transaction totals at left.</i>		
<b>Grand Total Library Circulation</b>		<b>83,989</b>	<b>171,454</b>					
<b>INTERLIBRARY LOAN</b>		<b>Current</b>	<b>YTD</b>			<b>SERVICES</b>		
Borrowed		3,993	8,473				<b>Current</b>	<b>YTD</b>
Loaned		4,015	8,342			Curbside Visits	2	7
<b>Total Interlibrary Loan</b>		<b>8,008</b>	<b>16,815</b>			FAX (Pages)	1,329	3,017
						LearnLab Uses	139	324
<b>RESERVES PLACED</b>		<b>Current</b>	<b>YTD</b>			Microfilm	2	9
		8,204	17,112			Museum Pass	143	222
						Notary	547	1,066
<b>COMPUTER USE</b>		<b>Current</b>	<b>YTD</b>			<b>SCANNING</b>		
Adult		2,142	4,286			Station Sessions	35	89
Juvenile		602	978			Patron Printer Pgs	1,886	4,426
<b>Total Computer Internet Use</b>		<b>2,744</b>	<b>5,264</b>					
<b>REFERENCE TRANSACTIONS</b>		<b>Current</b>	<b>YTD</b>			<b>PASSPORT ACCEPTANCE FACILITY</b>		
Adult Reference		6,253	13,007				<b>Current</b>	<b>YTD</b>
Juvenile Reference		3,018	5,515			Passport Ref. Questions	58	123
<b>Total Reference Transactions</b>		<b>9,271</b>	<b>18,522</b>			Applications Processed	40	79
						Passport Photos Taken	32	67
<b>LIBRARY WIDE VIRTUAL REFERENCE</b>		<b>Current</b>	<b>YTD</b>			Revenue	\$ 1,848.00	\$ 3,703.00
Chat		150	282					
Email		78	139					
Social Media		4	8					
*Phone (Used during emergency closures.)		0	0					
<b>LIBRARY PROGRAMS</b>		<b>Current</b>	<b>Current</b>	<b>YTD</b>	<b>YTD</b>	<b>YTD Avg.</b>		
		<b>Sessions</b>	<b>Attendance</b>	<b>Sessions</b>	<b>Attendance</b>	<b>Attendance</b>		
Adult Programs		101	1,004	222	2,002	9		
Young Adult Programs		32	279	58	502	9		
Juvenile Programs		99	2,346	201	4,813	24		
General Interest Programs		0	0	0	0	0		
<b>Total Library Programs</b>		<b>232</b>	<b>3,629</b>	<b>481</b>	<b>7,317</b>	<b>15</b>		

Circulation Activity by Library - February 2024 - Systemwide Totals										
Checkouts and renewals are based on activity done on each library's terminals - not the library's items										
LIBRARY	Current Year To Date Total Checkouts and Renewals	Previous Year To Date Total Checkouts and Renewals	This Month Total Checkouts and Renewals	Checkouts	Checkins	Renewals	Holds	Recall	Total	%
<b><u>TOTAL FOR SMITHTOWN</u></b>	<b><u>56,007</u></b>	<b><u>59,102</u></b>	<b><u>27,489</u></b>	<b><u>26,753</u></b>	<b><u>26,713</u></b>	<b><u>736</u></b>	<b><u>3,011</u></b>	<b><u>1</u></b>	<b><u>57,214</u></b>	<b><u>0</u></b>
223-Sachem	36,735	36,625	18,125	17,670	16,769	455	1,291	0	36,185	3.8%
260-Emma S Clark	34,588	35,889	16,556	16,191	16,570	365	720	0	33,846	3.6%
208-Comsewogue	23,381	21,912	11,423	10,909	11,351	514	930	0	23,704	2.5%
216-Longwood	22,290	23,059	10,781	10,233	13,359	548	1,275	0	25,415	2.7%
231-South Huntington	19,317	21,510	9,634	9,345	9,916	289	552	3	20,105	2.1%
<b><u>226-Smithtown-Main</u></b>	<b><u>18,772</u></b>	<b><u>19,902</u></b>	<b><u>9,068</u></b>	<b><u>8,874</u></b>	<b><u>8,720</u></b>	<b><u>194</u></b>	<b><u>969</u></b>	<b><u>0</u></b>	<b><u>18,757</u></b>	<b><u>2.0%</u></b>
213-Harborfields	17,765	19,881	8,664	8,463	8,006	201	620	0	17,290	1.8%
219-Northport-Main	17,352	16,473	8,504	8,031	7,631	473	675	0	16,810	1.8%
211-HHL-Dix Hills	16,734	16,400	8,303	8,013	7,476	290	1,007	1	16,787	1.8%
239-Patchogue Medford	15,704	16,290	7,799	7,374	7,773	425	764	0	16,336	1.7%
244-Center Moriches	15,466	17,272	7,764	7,607	7,071	157	674	2	15,511	1.6%
215-Lindenhurst	13,741	14,703	6,774	6,536	6,140	238	565	0	13,479	1.4%
224-Sayville	13,630	13,815	6,878	6,656	7,099	222	620	0	14,597	1.5%
214-Islip	13,583	14,118	6,592	6,477	6,355	115	432	0	13,379	1.4%
210-East Islip	13,546	13,192	6,283	6,132	6,473	151	486	0	13,242	1.4%
<b><u>227-Smithtown-Commack</u></b>	<b><u>12,625</u></b>	<b><u>14,162</u></b>	<b><u>6,413</u></b>	<b><u>6,271</u></b>	<b><u>6,083</u></b>	<b><u>142</u></b>	<b><u>695</u></b>	<b><u>0</u></b>	<b><u>13,191</u></b>	<b><u>1.4%</u></b>
203-Brentwood	12,596	12,667	6,305	5,978	5,922	327	574	20	12,821	1.4%
233-West Islip	12,515	12,209	5,920	5,857	5,910	63	297	0	12,127	1.3%
<b><u>228-Smithtown-Kings Park</u></b>	<b><u>12,363</u></b>	<b><u>13,101</u></b>	<b><u>5,724</u></b>	<b><u>5,574</u></b>	<b><u>5,733</u></b>	<b><u>150</u></b>	<b><u>590</u></b>	<b><u>0</u></b>	<b><u>12,047</u></b>	<b><u>1.3%</u></b>
<b><u>229-Smithtown-Nesconset</u></b>	<b><u>12,247</u></b>	<b><u>11,937</u></b>	<b><u>6,284</u></b>	<b><u>6,034</u></b>	<b><u>6,177</u></b>	<b><u>250</u></b>	<b><u>757</u></b>	<b><u>1</u></b>	<b><u>13,219</u></b>	<b><u>1.4%</u></b>
221-Port Jefferson	11,831	12,636	5,625	5,481	5,142	144	375	0	11,142	1.2%
230-South Country	11,526	12,603	5,581	5,303	5,171	278	551	1	11,304	1.2%
207-Commack	11,121	10,075	5,561	5,348	5,163	213	568	0	11,292	1.2%
259-Bayshore-Brightwaters	10,929	10,428	5,354	4,920	4,576	434	514	3	10,447	1.1%
232-West Babylon	10,839	11,360	5,363	5,235	5,642	128	339	0	11,344	1.2%
250-Riverhead	10,727	11,920	5,119	4,904	5,202	215	514	0	10,835	1.1%
220-Northport-East Northport	10,693	11,057	5,275	5,087	5,394	188	429	0	11,098	1.2%
225-North Shore	10,599	11,313	5,241	4,814	6,929	427	516	0	12,686	1.3%
202-Bayport	10,295	11,028	4,937	4,549	4,264	388	506	0	9,707	1.0%
255-Rogers Memorial	9,842	9,343	4,703	4,502	4,713	201	485	0	9,901	1.0%
201-Babylon	8,653	8,310	4,164	4,121	3,813	43	288	0	8,265	0.9%
245-Hampton Bays	8,567	7,703	4,037	3,854	3,891	183	402	0	8,330	0.9%
246-Hauppage	8,361	9,054	4,350	4,189	4,088	161	409	0	8,847	0.9%
240-Huntington Main	7,762	7,988	3,954	3,669	5,979	285	723	0	10,656	1.1%
218-North Babylon	7,690	8,030	3,570	3,361	3,287	209	285	0	7,142	0.8%
234-Westhampton	7,429	8,194	3,562	3,388	3,377	174	358	0	7,297	0.8%
205-Central Islip	6,866	7,412	3,440	3,293	3,133	147	251	0	6,824	0.7%
252-East Hampton	6,431	6,909	3,005	2,918	3,014	87	388	0	6,407	0.7%
206-Cold Spring Harbor	6,113	5,673	3,003	2,778	2,681	225	270	0	5,954	0.6%
264-Copague	6,054	3,376	3,011	2,883	2,660	128	321	0	5,992	0.6%
243-Deer Park	5,898	6,120	3,062	2,904	3,656	158	336	0	7,054	0.7%
200-Amityville	5,772	6,636	2,769	2,717	2,759	52	277	0	5,805	0.6%
251-Elwood	5,306	5,191	2,493	2,404	2,549	89	557	0	5,599	0.6%
265-Mastic-Moriches-Mastic Be	4,864	4,570	2,490	2,392	2,689	98	303	0	5,482	0.6%
209-Cutchogue	4,613	4,530	2,081	1,957	1,999	124	187	0	4,267	0.5%
248-John Jermain	4,217	4,353	2,159	2,116	1,873	43	251	0	4,283	0.5%
212-HHL-Melville	4,088	4,571	1,963	1,883	2,167	80	393	0	4,523	0.5%
253-Mattituck-Laurel	3,943	4,305	1,878	1,794	1,655	84	114	0	3,647	0.4%
254-Floyd Memorial	3,753	4,274	1,822	1,567	1,463	255	238	0	3,523	0.4%
247-Southold	3,550	4,378	1,674	1,603	1,571	71	294	0	3,539	0.4%
266-Mastic-Moriches-Moriches	3,430	0	1,761	1,669	1,808	92	304	0	3,873	0.4%
204-Brookhaven	2,745	2,910	1,347	1,281	1,317	66	130	0	2,794	0.3%
257-Shelter Island	2,632	3,032	1,274	1,149	1,137	125	252	0	2,663	0.3%
256-Quogue	2,506	2,166	1,278	1,096	1,076	182	190	0	2,544	0.3%
249-Hampton Library	2,177	1,976	983	816	769	167	126	2	1,880	0.2%
238-Montauk	2,166	2,710	1,094	983	950	111	90	0	2,134	0.2%
258- Amagansett	1,816	1,778	869	848	891	21	192	0	1,952	0.2%
241-Huntington Station	1,737	1,696	911	849	866	62	204	0	1,981	0.2%
235-Wyandach	721	374	377	307	303	70	18	0	698	0.1%
261-Fisher's Island	99	66	54	53	47	1	0	0	101	0.0%
217-Mastic-Moriches-Shirley 1	4	2,154	0	0	3	0	38	0	41	0.0%

**REVISED JANUARY - 2024 MONTHLY STATISTICAL REPORT - ALL BUILDINGS**

LIBRARY COLLECTION	Item Code	2023 Holdings	Current Additions	YTD Additions	Current Withdrawals	YTD Withdrawals	YTD Net Changes	Approximate Holdings
Adult Fiction Books	1	81,532	542	542	648	648	(106)	81,426
Adult Nonfiction Books	2	99,452	457	457	976	976	(519)	98,933
<b>Subtotal Adult Books</b>		<b>180,984</b>	<b>999</b>	<b>999</b>	<b>1,624</b>	<b>1,624</b>	<b>(625)</b>	<b>180,359</b>
Juvenile Fiction Books	3	61,645	139	139	453	453	(314)	61,331
Juvenile Nonfiction Books	4	31,699	35	35	62	62	(27)	31,672
<b>Subtotal Juv Books</b>		<b>93,344</b>	<b>174</b>	<b>174</b>	<b>515</b>	<b>515</b>	<b>(341)</b>	<b>93,003</b>
<b>Subtotal All Books</b>		<b>274,328</b>	<b>1,173</b>	<b>1,173</b>	<b>2,139</b>	<b>2,139</b>	<b>(966)</b>	<b>273,362</b>
Adult Periodical (Serial)	5	10,352	513	513	582	582	(69)	10,283
Juvenile Periodical (Serial)	s	314	18	18	94	94	(76)	238
<b>Subtotal Magazines</b>		<b>10,666</b>	<b>531</b>	<b>531</b>	<b>676</b>	<b>676</b>	<b>(145)</b>	<b>10,521</b>
Adult Audio Recordings	a	20,626	72	72	39	39	33	20,659
Juvenile Audio Recordings	v	1,292	19	19	8	8	11	1,303
<b>Subtotal Audio Recordings</b>		<b>21,918</b>	<b>91</b>	<b>91</b>	<b>47</b>	<b>47</b>	<b>44</b>	<b>21,962</b>
Adult Video Recording	6	37,118	246	246	280	280	(34)	37,084
Juvenile Video Recording	j	6,945	28	28	10	10	18	6,963
<b>Subtotal Video Recording</b>		<b>44,063</b>	<b>274</b>	<b>274</b>	<b>290</b>	<b>290</b>	<b>(16)</b>	<b>44,047</b>
<b>Subtotal Adult A/V</b>		<b>57,744</b>	<b>318</b>	<b>318</b>	<b>319</b>	<b>319</b>	<b>(1)</b>	<b>57,743</b>
<b>Subtotal Juvenile A/V</b>		<b>8,237</b>	<b>47</b>	<b>47</b>	<b>18</b>	<b>18</b>	<b>29</b>	<b>8,266</b>
<b>Subtotal All A/V</b>		<b>65,981</b>	<b>365</b>	<b>365</b>	<b>337</b>	<b>337</b>	<b>28</b>	<b>66,009</b>
Other	9	818	6	6	5	5	1	819
<b>Grand Total Library Collection</b>		<b>351,793</b>	<b>2,075</b>	<b>2,075</b>	<b>3,157</b>	<b>3,157</b>	<b>(1,082)</b>	<b>350,711</b>
<b>PEOPLE VISITED LIBRARY</b>		<b>Current</b>	<b>YTD</b>		<b>PATRON REGISTRATIONS</b>		<b>Current</b>	<b>YTD</b>
Library Visits (LIVE/On-Site)		30,814	30,814		Adult Registrations		361	361
SCKN Internet/ Social Media		32,947	32,947		Juvenile Registrations		118	118
					Total Borrower Registrations		479	479
<b>CIRCULATION TRANSACTIONS</b>		<b>Current</b>	<b>YTD</b>					
Checkouts		28,518	28,518			YTD Self Check	YTD Online	YTD Txt Msg
Renewals		25,843	25,843		Checkouts	1,077	(not applic.)	(not applic.)
Downloadable/Streaming Check-Outs		32,815	32,815		Renewals	25	24,741	0
Hot Spot Check-Outs		97	97		<i>Included in Circulation Transaction totals at left.</i>			
Library of Things		192	192					
<b>Grand Total Library Circulation</b>		<b>87,465</b>	<b>87,465</b>					
<b>INTERLIBRARY LOAN</b>		<b>Current</b>	<b>YTD</b>		<b>SERVICES</b>			
Borrowed		4,480	4,480			Current	YTD	
Loaned		4,327	4,327		Curbside Visits	5	5	
<b>Total Interlibrary Loan</b>		<b>8807</b>	<b>8807</b>		FAX (Pages)	1688	1688	
					LearnLab Uses	185	185	
<b>RESERVES PLACED</b>		<b>Current</b>	<b>YTD</b>		Microfilm	7	7	
		8,908	8,908		Museum Pass	79	79	
					Notary	519	519	
<b>COMPUTER USE</b>		<b>Current</b>	<b>YTD</b>		<b>SCANNING</b>			
Adult		2,144	2,144		Station Sessions	54	54	
Juvenile		376	376		Patron Printer Pgs	2540	2540	
<b>Total Computer Internet Use</b>		<b>2,520</b>	<b>2,520</b>					
<b>REFERENCE TRANSACTIONS</b>		<b>Current</b>	<b>YTD</b>		<b>PASSPORT ACCEPTANCE FACILITY</b>			
Adult Reference		6,754	6,754			Current	YTD	
Juvenile Reference		2,497	2,497		Passport Ref. Questions	65	65	
<b>Total Reference Transactions</b>		<b>9,251</b>	<b>9,251</b>		Applications Processed	39	39	
					Passport Photos Taken	35	35	
<b>LIBRARY WIDE VIRTUAL REFERENCE</b>		<b>Current</b>	<b>YTD</b>		Revenue	1855.00	\$ 1,855.00	
Chat		132	132					
Email		61	61					
Social Media		4	4					
<i>*Phone (Used during emergency closures.)</i>								
<b>LIBRARY PROGRAMS</b>		<b>Current Sessions</b>	<b>Current Attendance</b>	<b>YTD Sessions</b>	<b>YTD Attendance</b>	<b>YTD Avg. Attendance</b>		
Adult Programs		121	998	121	998	8.2		
Young Adult Programs		26	223	26	223	8.6		
Juvenile Programs		102	2,467	102	2,467	24.2		
General Interest Programs		0	0	0	0	0.0		
<b>Total Library Programs</b>		<b>249</b>	<b>3,688</b>	<b>249</b>	<b>3,688</b>	<b>14.8</b>		